



April 27, 2026
 Stallings Government Center
 321 Stallings Road
 Stallings, NC 28104
 704-821-8557
www.stallingsnc.org

Town Council Agenda

	Time	Item	Presenter	Action Requested/Next Step
	7:00 p.m.	Invocation Pledge of Allegiance Call the Meeting to Order	David Scholl, Mayor	NA
	7:05 p.m.	Public Comment	David Scholl, Mayor	NA
1.	7:15 p.m.	Consent Agenda A. FY26 Audit Contract	David Scholl, Mayor	Approve consent
2.	7:17 p.m.	Agenda Approval	David Scholl, Mayor	Approve agenda as written and amend
3.	7:18 p.m.	TX26.01.02 A. Streetscape and Fee in Lieu Addendum 1) Open public hearing 2) Information from Staff 3) Close public hearing 4) Council Vote B. Statement of Consistency and Reasonableness	Brig Sheehy, GIS Planning Tech.	Approve/Deny text amendment
4.	7:35 p.m.	TX26.01.03 A. Fence Updates 1) Open public hearing 2) Information from Staff 3) Close public hearing 4) Council Vote B. Statement of Consistency and Reasonableness	Brig Sheehy, GIS Planning Tech.	Approve/Deny text amendment
5.	7:50 p.m.	TX26.02.01 A. Resubmittal Waiting Period (State Statute amendment) 1) Open public hearing 2) Information from Staff 3) Close public hearing 4) Council Vote B. Statement of Consistency and Reasonableness	Max Hsiang, Planning Director	Approve/Deny text amendment

6.	8:00 p.m.	TX26.02.02 A. Annexation and Rezoning Concurrent Presentation/Vote 1) Open public hearing 2) Information from Staff 3) Close public hearing 4) Council Vote B. Statement of Consistency and Reasonableness	Max Hsiang, Planning Director	Approve/Deny text amendment
7.	8:10 p.m.	Communications Overview	Erinn Nichols, Asst. Town Mgr.	Information
8.	8:25 p.m.	Adjournment	David Scholl, Mayor	Adjournment



MEMO

To: Mayor Dunn and Stallings Town Council
Via: Alex Sewell, Town Manager
From: Jessie Williams, Finance Officer
Date: April 27, 2026
RE: **Contract for FY 2026 Audit**

Background:

The Town of Stallings is required to have an annual audit performed by a qualified independent auditor approved by the North Carolina Local Government Commission (LGC) and in conformity with generally accepted auditing standards. Prior to the start of the audit process, an audit contract must be approved by both the Town Council and LGC.

The attached audit contract covers the audit for the year ending June 30, 2026. The total fee shall not exceed \$50,000 and funding will be included in the FY 2027 budget.

North Carolina General Statutes (NCGS) do not require a specific procurement method for service contracts, which is reiterated in the Town's Bid Policy. Although, this policy does further indicate that informal bid procedures be used for service contracts estimated to exceed \$30,000. Informal bidding requires the contract to be awarded to the lowest responsive, responsible bidder, but there is no minimum number of bids required. Due to the specialized professional service of an audit, staff recommends the continued use of DMJPS, PLLC to provide these services.

Requested Action:

Staff requests approval of the audit contract with DMJPS, PLLC for the FY2026 audit.

The	Governing Board Town Council
of	Primary Government Unit Town of Stallings
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

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

and	Auditor Name DMJPS PLLC
	Auditor Address 114 N. Church Street, Monroe, NC 28112

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/26	Date Audit Will Be Submitted to LGC 12/31/26
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Must be within six months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by "U.S. Auditing Standards – AICPA (Clarified)," referred to as generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). Budgetary comparison information shall be prepared in accordance with applicable GASB standards. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented as required supplementary information and shall not be included in the basic financial statements. Any other budgetary comparison information shall be presented only as supplementary information for funds required to be budgeted under NCGS Chapter 159, Article 3.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. If the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period, the Auditor shall perform the audit in accordance with *Generally Accepted Government Auditing Standards (GAGAS)*. The Governmental Unit is subject to federal single audit requirements in accordance with Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F (Uniform Guidance)* and the State Single Audit Implementation Act. Currently the threshold is \$1,000,000 for federal and state single audits, or such other threshold as applicable for the fiscal year under audit. This audit and all associated audit documentation may be subject to review by federal and State agencies in accordance with federal and State laws, including the staff of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501) the Auditor and Governmental Unit(s) should discuss, in advance of the execution of this contract, the responsibility for submission of the audit and the accompanying data collection form (form SF-FAC) to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512) to ensure proper submission.

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

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

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

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

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

6. It is agreed that time is of the essence in this contract. All audits are to be performed, and the report of audit submitted to LGC Staff, within six months of fiscal year end. At the time of the execution of this contract, if the parties know that the anticipated submission date of the audit exceeds six months after fiscal year end, a written explanation shall be provided to the Secretary of the LGC on this contract form (see the space provided on Page 7). If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as they relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth the Auditor's findings, together with his or her recommendations for improvement. That written report shall include all matters determined to be "significant deficiencies and material weaknesses" in accordance with AU-C §265 "Communicating Internal Control Related Matters Identified in an Audit" of GAAS. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an Auditor issues an AU-C §260 report, "Auditor's Communication With Those Charged With Governance," commonly referred to as a "Governance Letter," LGC staff does not require the report to be submitted unless the Auditor cites significant findings or issues from the audit, as defined in AU-C §260 paragraphs 12 - 14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious for which the Auditor consulted outside the engagement team and, in the Auditor's judgment, are significant and relevant to those charged with governance, and other findings or issues that the Auditor believes are significant and relevant. If matters identified during the audit were required to be reported as described in AU-C §260 paragraphs 12 - 14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

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

14. In accordance with G.S. 159-34, the Finance Officer of the Unit is responsible for filing the audited financial statements with the Secretary of the Local Government Commission.

The Auditor may upload the audit report and related documents through the LGC's electronic submission system; however, submission shall not be deemed complete until the Finance Officer has reviewed and certified the submission.

The Auditor, Finance Officer, other Unit staff member designated by the Finance Officer, or a third party approved by the Unit may enter all Data Input Report information except the information on the "transmittal doc info" tab. The "transmittal doc info" tab must be completed by the Auditor.

The Finance Officer shall review, approve, and certify the accuracy and completeness of the Data Input Report (DIR) in the LGC's LOGOS system prior to LGC review, regardless of whether the DIR is prepared by the Auditor or the Unit.

Finance Officer certification is required for any corrected or revised submissions.

Finance Officer certification of the DIR shall be completed in a timely manner following notification that the DIR is ready for review and within time frames prescribed by the LGC. Failure to complete certification in a timely manner may result in the audit being considered late due to unit action rather than auditor performance

The Auditor shall conduct the audit in accordance with generally accepted auditing standards and shall ensure that the financial statements are prepared in accordance with generally accepted accounting principles as of the fiscal year end. Budget-to-actual comparisons at the level of the legally adopted budget ordinance shall be presented in required supplementary information, separate from the basic financial statements, and shall not be included in the audit opinion. The Auditor shall confirm that such information reconciles to the financial statements and is consistent with applicable accounting guidance and any LGC reporting requirements.

The Finance Officer shall certify in a timely manner that all data inputted in LOGOS used for preparation of the financial statements and required supplementary information is complete and accurate.

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

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and preaudited if the change includes a change in audit fee (preaudit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Paragraph 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in The Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and Finance Officer also shall be included on this contract.
20. The contract shall be executed, preaudited (preaudit requirement does not apply to hospitals) and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

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

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

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

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

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 or 2024 Revision* (as applicable). Preparing financial statements in their entirety shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

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

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

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

29. Information based on the audited financial statements shall be submitted to the Secretary of the LGC through the LGC's LOGOS system, including completion of the Data Input Report (DIR). Submission is not complete and shall not be accepted by the LGC until the Finance Officer has reviewed and certified the DIR in accordance with Paragraph 14 of this contract.
30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Paragraph 17 for clarification).
31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and Units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>.
32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.
33. **Applicable to audits with fiscal year ends of June 30, 2025, and later.** The Unit authorizes the LGC to grant access to the LGC's LOGOS system, including the Data Input Report (DIR), to employees of the contracted audit firm who are associated with and acting on behalf of the firm for purposes of performing audit and reporting services under this contract. Such access shall be limited to the scope necessary to perform contracted services and shall not relieve the Auditor or the Unit of their respective responsibilities under this contract.
34. Changes or edits to the text of this contract form are not permitted, except for the Secretary's authority to revise or update this contract form pursuant to LGC Rule 20 NCAC 03. 0502.

For contracts with an anticipated audit submission date exceeding six months after fiscal year end, please use this space to explain the reason for the late submission, as required by Paragraph 6 of this contract form:

FEEES FOR AUDIT SERVICES

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

Financial statements were prepared by: Auditor Governmental Unit Third Party

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

Name: Title and Unit / Company: Email Address:

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

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

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

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

Primary Government Unit	Town of Stallings
Audit Fee (financial and compliance if applicable)	\$ 37,000
Fee per Major Program (if not included above)	\$
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$ 13,000
All Other Non-Attest Services	\$ N/A
TOTAL AMOUNT NOT TO EXCEED	\$

Discretely Presented Component Unit	N/A
Audit Fee (financial and compliance if applicable)	\$ N/A
Fee per Major Program (if not included above)	\$ N/A
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$ N/A
All Other Non-Attest Services	\$ N/A
TOTAL AMOUNT NOT TO EXCEED	\$ 50,000

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* DMJPS PLLC	
Authorized Firm Representative (typed or printed)* Emily H. Mills, CPA	Signature* <i>Emily H. Mills, CPA</i>
Date* 4/15/2026	Email Address* emily.mills@dmjps.com

GOVERNMENTAL UNIT

Governmental Unit* Town of Stallings	
Date Governing Board Approved Audit Contract* (Enter date in box to right)	
Mayor/Chairperson (typed or printed)* David Scholl	Signature*
Date	Email Address* dscholl@stallingsnc.org

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

GOVERNMENTAL UNIT – PREAUDIT CERTIFICATE

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

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

Sum Obligated by This Transaction:	\$ 50,000
Primary Governmental Unit Finance Officer* (typed or printed) Jessica Williams	Signature* <i>Jessica Williams</i>
Date of Preaudit Certificate* 4/20/2026	Email Address* jwilliams@stallingsnc.org

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU* N/A	
Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right)	
DPCU Chairperson (typed or printed)* N/A	Signature*
Date*	Email Address* N/A

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

DPCU – PREAUDIT CERTIFICATE

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

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

Sum Obligated by this Transaction:	\$ 50,000
DPCU Finance Officer (typed or printed)* N/A	Signature*
Date of Preaudit Certificate*	Email Address* N/A

Remember to print this form, and obtain all required signatures prior to submission.





April 15, 2026

SIGN & RETURN TO DMJPS

Town Council
Town of Stallings
315 Stallings Road
Stallings, North Carolina 28104

We are pleased to confirm our understanding of the services we are to provide for the Town of Stallings ("the Town") for the year ended June 30, 2026.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Town of Stallings as of and for the year ended June 30, 2026. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Stallings' basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Stallings' RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of the Proportionate Share of the Net Pension Liability (Asset) - LGERS
- 3) Schedule of Contributions – LGERS
- 4) Schedule of Changes in Total Pension Liability – LEOSSA
- 5) Schedule of Total Pension Liability as a Percentage of Covered Payroll – LEOSSA

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Stallings' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a separate written report accompanying our auditors' report on the financial statements.

- 1) Combining and Individual Fund Statements and Schedules
- 2) Individual Fund Budgetary Schedules
- 3) Ad Valorem Taxes Schedules

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditors' Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the Town and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because

the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

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

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

All work papers created by us will remain the property of our firm. In the event of a withdrawal, we would only be liable to return those materials and documents supplied by you.

We have identified the following significant risks of material misstatement as part of our previous audit that we believe are still relevant:

- 1) Revenue recognition
- 2) Management override of controls

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

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures – Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures – Compliance

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

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern within one year after the date that the financial statements are available to be issued or shortly thereafter. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

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

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

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

Other Services

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

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

Engagement Administration, Fees, and Other

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

We will provide copies of our reports to the Town; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of DMJPS PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a Cognizant or Oversight Agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry our oversight responsibilities. We will notify you of any such request. If requested, access to such documentation will be provided under the supervision of DMJPS PLLC personnel. Furthermore, upon

request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Cognizant or Oversight Agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Emily H. Mills, CPA is the audit engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit in June 2026 and to issue our reports no later than December 31, 2026.

Our fees are based on a combination of time spent on the engagement, monthly retainers, computer and overhead charges, and the value of services. Our fee estimate and completion of our work is based upon the following criteria:

- 1) Anticipated cooperation from the Town's personnel
- 2) Timely responses to our inquiries
- 3) Timely and accurate completion and delivery of client assistance requests
- 4) Timely communication of all significant accounting and financial reporting requests
- 5) Assumption that unexpected circumstances will not be encountered during the engagement

You may request that we perform additional significant services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We will issue a separate engagement letter covering these additional significant services.

Reporting

We will issue a written report upon completion of our audit of the Town's financial statements. Our report will be addressed to the Town Council of the Town of Stallings. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit

performed with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Town of Stallings is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the Town of Stallings and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. Any modification to the terms of this engagement must be made in writing and signed by both parties. If you agree with the terms of our engagement as described in this letter, please sign below, and return this letter to us.

Very truly yours,

DMOPS PLLC

Certified Public Accountants
Monroe, North Carolina

RESPONSE:

This letter correctly sets forth the understanding of The Town of Stallings.

Signature

Title



Report on the Firm's System of Quality Control

To the Partners of DMJPS PLLC and the
Peer Review Committee, Coastal Peer Review, Inc.

We have reviewed the system of quality control for the accounting and auditing practice of DMJPS PLLC (the firm) in effect for the year ended February 28, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under Government Auditing Standards, including a compliance audit under the Single Audit Act, and audits of employee benefit plans.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of DMJPS PLLC in effect for the year ended February 28, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. DMJPS PLLC has received a peer review rating of *pass*.

Dean Dorton Allen Ford, PLLC

Dean Dorton Allen Ford, PLLC

July 19, 2023



MEMO

To: **Mayor and Town Council**
From: Brig Sheehy, GIS Planning Technician
Date: April 27, 2026
Re: **TX26.01.02 - Stallings Streetscape Addendum & Text Amendment**

Overview:

This purpose of this text amendment is to incorporate updates to the Staff and Board recommended design standards within the Stallings Streetscape Plan. These revisions simplify and clarify the existing standards by reducing the number of design options and variations, helping to create a more cohesive and consistent streetscape character throughout the Town Center District. The updated measurements and design standards were selected through a review of the original Stallings Streetscape designs and a comparison with standards used in nearby municipalities such as Matthews, Waxhaw, and Mint Hill. This comparative analysis helped determine the most appropriate dimensions and design elements to align with regional best practices and the Town's long-term vision for a unified Town Center Streetscape.

In addition, the amendment revises the fee-in-lieu structure for the Streetscape and Greenway plans. The current fee-in-lieu structure may not generate sufficient funding for the Town to construct required Greenway Trails or Streetscape improvements when a developer is unable to install them. This amendment establishes a clear fee-in-lieu structure to allow the Town to fund Greenway and Streetscape projects as an alternative where not practical for the developer.

Planning Board recommended approval of text amendment TX26.01.02 at their March 17th, 2026 meeting.

Background:

The Planning Department has recently processed two conditional zoning applications within the Town Center District. During the review of these developments, staff identified that several of the existing streetscape design standards were difficult to achieve in practice. In particular, required widths were often too large for typical site conditions, and the number of design options created unnecessary complexity during project review and site design.

In addition, staff identified that the current fee-in-lieu structure for required streetscape improvements is not based on actual construction costs and may not generate sufficient funding for the Town to construct the required improvements when a developer is unable to install them. This creates a potential gap between the unintended streetscape improvements and the Town's ability to deliver those improvements in the future.

Based on these reviews, staff has determined that amendments to both the Streetscape Plan and the fee-in-lieu structure are necessary to improve clarity, consistency, and feasibility, while ensuring the Town can adequately fund and implement the adopted streetscape standards.

Summary of Proposed Streetscape Addendum:

Greenway Section

1. Remove 4 current Greenway sub-plan types.
2. Add 3 new main plan types with new width standards:
 - a. Greenway Against Building
 - i. Stamped Concrete Strip: 6'-8'
 - ii. Multi-Use Path: 10'-14'
 - iii. Additional Pedestrian Zones: 0'-4'
 - b. Greenway Not Against Building
 - i. Stamped Concrete Strip: 6'-8'
 - ii. Multi-Use Path: 10'-14'
 - c. Greenway Landscape Form
 - i. Landscape Strip: 3'
 - ii. Stamped Concrete Strip: 5'
 - iii. Multi-Use Path: 10'-14'
 - iv. Additional Pedestrian Zone: 0'-4'

Typical Section

1. Remove 4 current Typical sub-plan types.
2. Add 3 new main plan types with new width standards:
 - a. Typical Against Building
 - i. Stamped Concrete Strip: 6'-8'
 - ii. Multi-Use Path: 8'-10'
 - iii. Additional Pedestrian Zones: 0'-4'
 - b. Typical Not Against Building
 - i. Stamped Concrete Strip: 6'-8'
 - ii. Multi-Use Path: 8'-10'
 - c. Typical Landscape Form
 - i. Landscape Strip: 3'
 - ii. Stamped Concrete Strip: 5'
 - iii. Multi-Use Path: 8'-10'
 - iv. Additional Pedestrian Zone: 0'-4'

Narrow Section

1. Remove 4 current Narrow sub-plan types.
2. Add 3 new main plan types with new width standards:
 - a. Narrow Against Building
 - i. Stamped Concrete Strip: 2'-4'
 - ii. Multi-Use Path: 6'-8'
 - iii. Additional Pedestrian Zones: 0'-2'
 - b. Narrow Not Against Building
 - i. Stamped Concrete Strip: 2'-4'
 - ii. Multi-Use Path: 6'-8'
 - c. Narrow Landscape Form
 - i. Landscape Strip: 2'
 - ii. Stamped Concrete Strip: 2'
 - iii. Multi-Use Path: 6'-8'
 - iv. Additional Pedestrian Zone: 0'-2'

Proposed Text Amendments:

21.3 Fee-in-Lieu.

All developments requiring major site plan review within the Town shall provide the improvements identified in the ~~Stallings Parks, Recreation and Greenway Master Plan~~ following plans when those improvements are located on property involved with the proposed development.

- (A.) ~~Stallings Recreation and Greenway Master Plan, and~~
- (B.) ~~Stallings Streetscape Design Standards and Details Plan~~

The Development Administrator will identify the suitable trail type ~~or streetscape plan type~~ based on the plan. ~~(Amended October 28, 2024)~~

When ~~no~~ improvements as identified by the ~~Stallings Parks, Recreation and Greenway Master Plan~~ ~~Stallings Recreation and Greenway Master Plan~~ and/or the ~~Stallings Streetscape Design Standards and Details Plan~~ are associated with a proposed project, the developer shall be required to install improvements per the plan or follow the fee-in-lieu structure if improvements are not feasible or practical as determined by staff, ~~pay a fee in lieu thereof~~, in accordance with this section along with dedicating an easement and alignment to the Town of Stallings for future installations of improvements. ~~This fee shall be calculated as follows:~~ The fee-in-lieu structure is as follows:

- (A.) The required easement and/or Right of Way size to be dedicated to the town will be based on identified suitable trail type or streetscape type by the Development Administrator.
- (B.) The Town shall require the developer to prepare and submit a detailed cost estimate for the construction of the required Greenway Trail or Streetscape improvements.
- (C.) The fee-in-lieu amount shall be equal to the approved cost estimate for the required Greenway Trail or Streetscape improvements, as reviewed and approved by the Town Engineer or his designee, plus a twenty percent (20%) contingency.
- (D.) Use of Funds. Any fee-in-lieu collected for Streetscape improvements shall be used solely for Streetscape improvements. Any fee-in-lieu collected for Greenway Trail improvements shall be used solely for Greenway Trail improvements. Funds shall not be transferred or applied to a different improvement category than that for which they were collected. Where an improvement serves both Streetscape and Greenway Trail functions, fee-in-lieu funds may be applied only to the proportional share of the improvement attributable to the category for which the fee was collected, as determined by the Town Engineer or his designee.

~~1/35 of an acre per lot X tax value of the property (per acre):~~

~~Example:~~

~~100-lot subdivision with a per acre tax value of \$10,000:~~

~~(1/35) * 100 [acres in property] = 2.85714286~~

~~2.85714286 * \$10,000 [per acre value] =~~

~~\$28,571.43~~

- (1.) ~~At least one thirty-fifth (1/35) of an acre shall be dedicated for each dwelling unit planned or proposed in the subdivision plan or development.~~

- ~~(2.) The payment of fees, in lieu of the dedication of land under subsection above shall be made to the Town of Stallings after having received a recommendation from the Planning Board and having evaluated the proposed dedication and the relationship the dedication would have with the town's Parks, Recreation and Greenway Master Plan.~~
- ~~(3.) The fees in lieu of dedication shall be paid prior to final plat approval.~~
- ~~(4.) The amount of the payment shall be the product of:~~
- ~~(a.) The number of acres to be dedicated, as required by subsection, above;~~
 - ~~(b.) The assessed value for property tax purposes of the land being subdivided, adjusted to reflect its current fair market value at the time the payment is due to be paid.~~
- ~~(Amended May 10, 2021)~~

21.4 Streetscape

- 21.4-1 Purpose. This ordinance establishes streetscape requirements identified in the Stallings Streetscape Design Standards and Details Plan
- 21.4-2 Applicability. This ordinance applies to all new developments identified in the Stallings Streetscape Design Standards and Details Plan area and Town Center (TC) zoning. For purposes of this requirement, "developments" shall mean any development requiring a Major Site Development Plan Review. The Development Administrator will identify the suitable Streetscape Plan type based on the plan and corridor location according to the Town Center Streetscape map. ~~(Amended October 28, 2024)~~
- 21.4-3 Exemptions. The following developments are exempt from Article 21.4:
- (A) Developments that are owned and operated by a government agency
 - (B) Developments that do not require a Major Site Development Plan Review.
- 21.4-4 Timing of Improvements. All improvements shall be completed or guaranteed with adequate surety prior to issuance of any permits past 60% Certificate of Occupancy or 60% completion for the entire development or project. *(Amended March 25, 2024)*
- 21.4-5 Fee-in-Lieu. When the improvements as identified by the Stallings Streetscape Design Standards and Details Plan are associated with a proposed project are not included in a proposed development, the developer shall be required to follow the fee-in-lieu structure, in accordance with section 21.3.

Staff Recommendation:

Staff recommends approval of TX26.01.02. The proposed amendment updates the streetscape design standards and establishes a fee-in-lieu structure for required streetscape and greenway improvements, providing clarity within the ordinance while maintaining consistency with the intent of the Stallings Development Ordinance and adopted transportation and greenway plans.



Text Amendment TX26.01.02 Streetscape Addendum & Amendment

04-27-2026

Staff Report | Town Council



Request

□ Request

Update the Staff and Board recommended design standards within the Stallings Streetscape Plan to simplify options, improve clarity, and create a more cohesive Town Center character consistent with regional best practices. It also revises the fee-in-lieu structure for Streetscape and Greenway improvements to ensure adequate funding when construction by a developer is not practical.

Planning Board
2/17/2026



Town Council Public
Hearing
4/27/2026

History



- ▣ Recent CZ applications in the Town Center district have highlighted challenges with the current Streetscape standards.
- ▣ Required widths were often impractical for typical sites, and too many design options created unnecessary complexity.
- ▣ The existing fee-in-lieu structure is not based on actual construction costs and may not generate sufficient funding.
- ▣ Staff determined that amendments are needed to improve clarity, feasibility, and long-term implementation of streetscape improvements.

Text Amendment

21.3 Fee-in-Lieu.

All developments requiring major site plan review within the Town shall provide the improvements identified in the ~~Stallings Parks, Recreation and Greenway Master Plan~~ following plans when those improvements are located on property involved with the proposed development.

- (A.) ~~Stallings Recreation and Greenway Master Plan, and~~
- (B.) ~~Stallings Streetscape Design Standards and Details Plan~~

The Development Administrator will identify the suitable trail type or streetscape plan type based on the plan. ~~(Amended October 28, 2024)~~

When ~~no~~ improvements as identified by the ~~Stallings Parks, Recreation and Greenway Master Plan~~ ~~Stallings Recreation and Greenway Master Plan~~ and/or the ~~Stallings Streetscape Design Standards and Details Plan~~ are associated with a proposed project, the developer shall be required to install improvements per the plan or follow the fee-in-lieu structure if improvements are not feasible or practical as determined by staff, ~~pay a fee in lieu thereof,~~ in accordance with this section along with dedicating an easement and alignment to the Town of Stallings for future installations of improvements. ~~This fee shall be calculated as follows.~~ The fee-in-lieu structure is as follows:

Text Amendment

- (A.) The required easement and/or Right of Way size to be dedicated to the town will be based on identified suitable trail type or streetscape type by the Development Administrator.
- (B.) The Town shall require the developer to prepare and submit a detailed cost estimate for the construction of the required Greenway Trail or Streetscape improvements.
- (C.) The fee-in-lieu amount shall be equal to the approved cost estimate for the required Greenway Trail or Streetscape improvements, as reviewed and approved by the Town Engineer or his designee, plus a twenty percent (20%) contingency.
- (D.) Use of Funds. Any fee-in-lieu collected for Streetscape improvements shall be used solely for Streetscape improvements. Any fee-in-lieu collected for Greenway Trail improvements shall be used solely for Greenway Trail improvements. Funds shall not be transferred or applied to a different improvement category than that for which they were collected. Where an improvement serves both Streetscape and Greenway Trail functions, fee-in-lieu funds may be applied only to the proportional share of the improvement attributable to the category for which the fee was collected, as determined by the Town Engineer or his designee.

Text Amendment

21.4 Streetscape

21.4-1 Purpose. This ordinance establishes streetscape requirements identified in the Stallings Streetscape Design Standards and Details Plan

21.4-2 Applicability. This ordinance applies to all new developments identified in the Stallings Streetscape Design Standards and Details Plan area and Town Center (TC) zoning. For purposes of this requirement, "developments" shall mean any development requiring a Major Site Development Plan Review. The Development Administrator will identify the suitable Streetscape Plan type based on the plan and corridor location according to the Town Center Streetscape map. ~~(Amended October 20, 2024)~~

21.4-5 Fee-in-Lieu. When the improvements as identified by the Stallings Streetscape Design Standards and Details Plan are associated with a proposed project are not included in a proposed development, the developer shall be required to follow the fee-in-lieu structure, in accordance with section 21.3.

Streetscape Addendum

Greenway Section

1. Remove 4 current Greenway sub-plan types.
2. Add 3 new main plan types with new width standards:
 - a. Greenway Against Building
 - i. Stamped Concrete Strip: 6'-8'
 - ii. Multi-Use Path: 10'-14'
 - iii. Additional Pedestrian Zones: 0'-4'
 - b. Greenway Not Against Building
 - i. Stamped Concrete Strip: 6'-8'
 - ii. Multi-Use Path: 10'-14'
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 - iii. Additional Pedestrian Zones: 0'-4'
 - b. Typical Not Against Building
 - i. Stamped Concrete Strip: 6'-8'
 - ii. Multi-Use Path: 8'-10'
 - c. Typical Landscape Form
 - i. Landscape Strip: 3'
 - ii. Stamped Concrete Strip: 5'
 - iii. Multi-Use Path: 8'-10'
 - iv. Additional Pedestrian Zone: 0'-4'

Streetscape Addendum

Narrow Section

1. Remove 4 current Narrow sub-plan types.
2. Add 3 new main plan types with new width standards:
 - a. Narrow Against Building
 - i. Stamped Concrete Strip: 2'-4'
 - ii. Multi-Use Path: 6'-8'
 - iii. Additional Pedestrian Zones: 0'-2'
 - b. Narrow Not Against Building
 - i. Stamped Concrete Strip: 2'-4'
 - ii. Multi-Use Path: 6'-8'
 - c. Narrow Landscape Form
 - i. Landscape Strip: 2'
 - ii. Stamped Concrete Strip: 2'
 - iii. Multi-Use Path: 6'-8'
 - iv. Additional Pedestrian Zone: 0'-2'

Examples



Rea Farms - Charlotte

26' 8" Pedestrian
walkway

Main road

Examples



Downtown Matthews

9' 10" Pedestrian walkway

5'-6' landscape strip against building

Main road

Examples

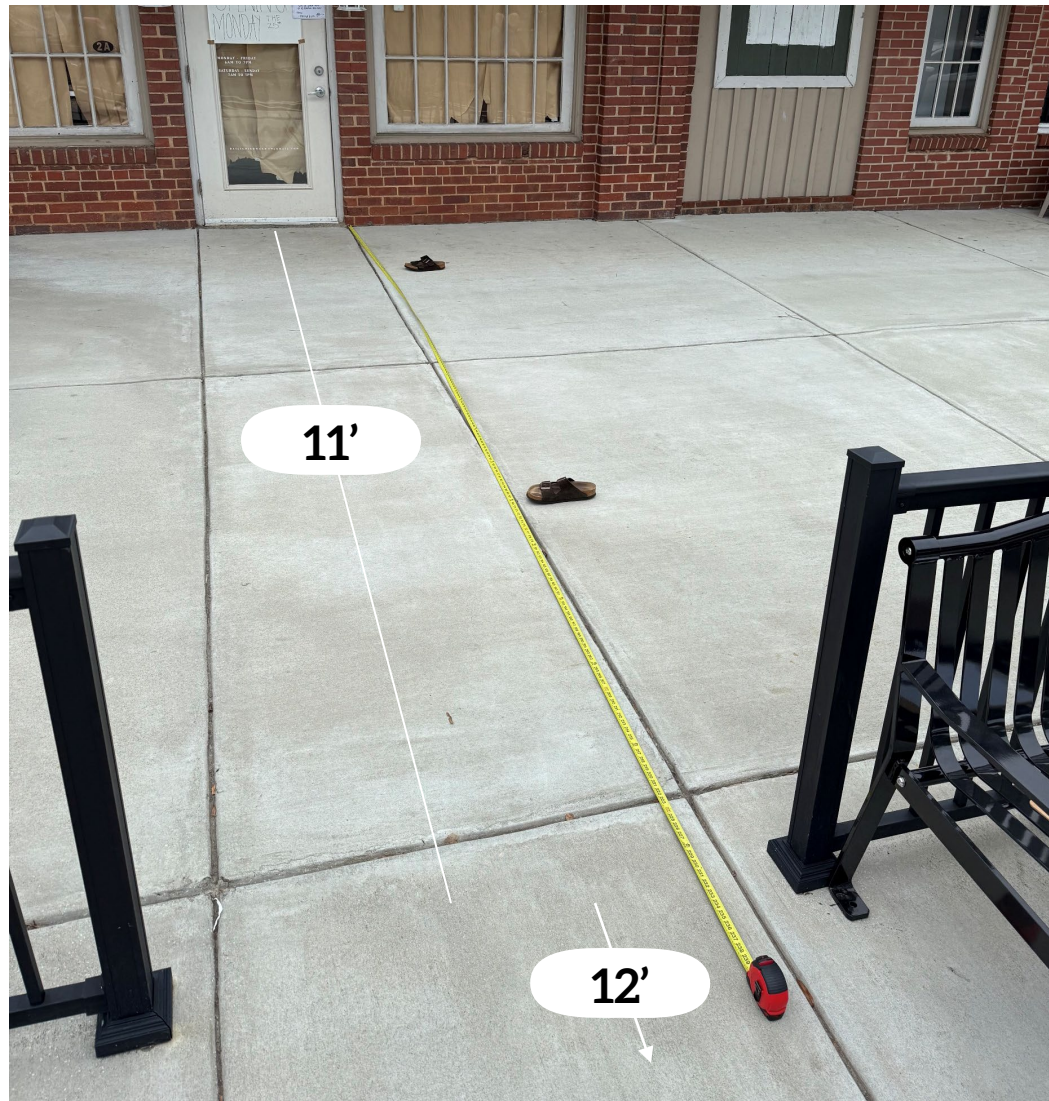


Downtown
Matthews

9' 5" Pedestrian
walkway

Secondary road

Examples



Downtown Waxaw

11' Pedestrian walkway

12' additional sidewalk to curb

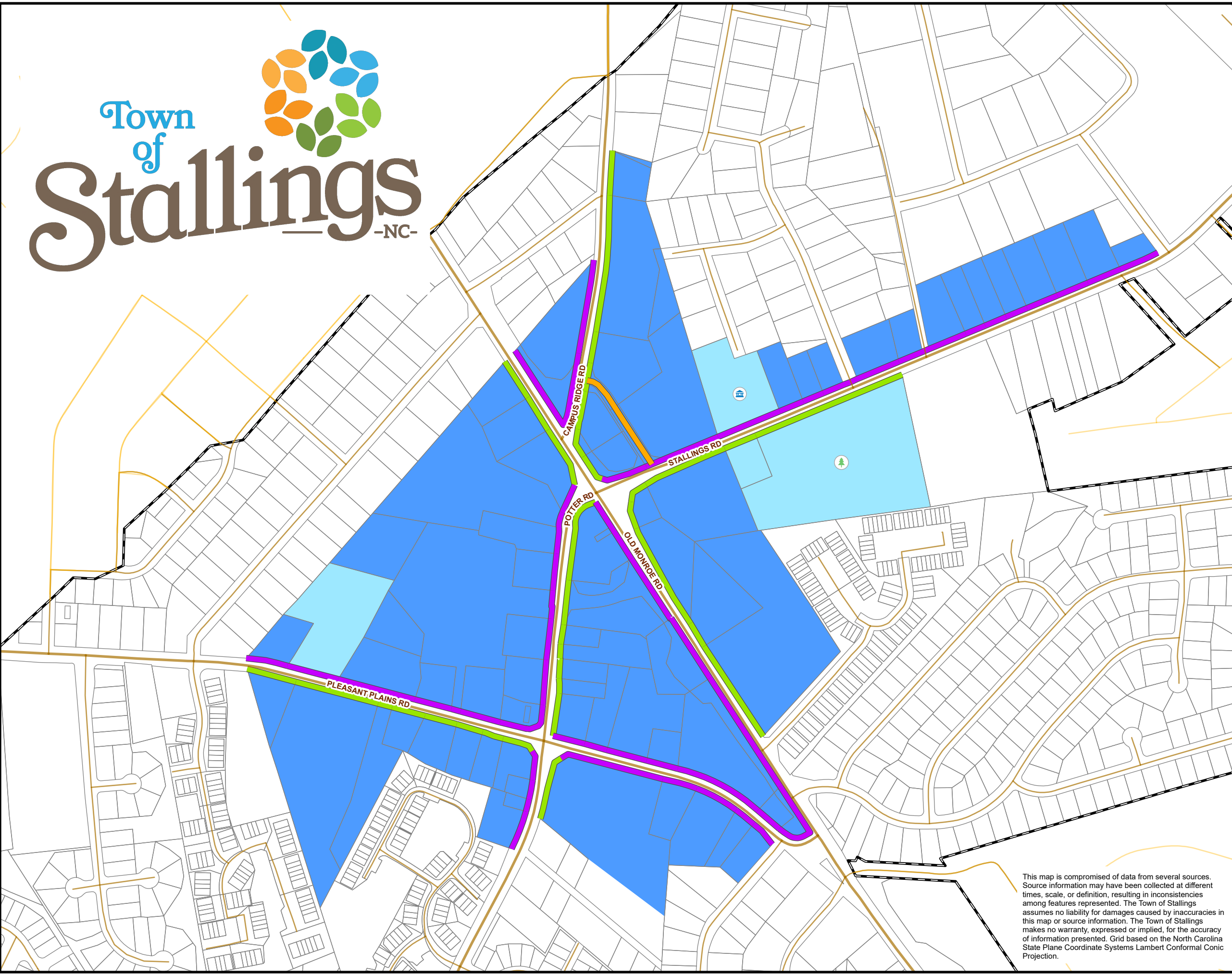
Main road

ADDENDUM

THIS ADDENDUM ESTABLISHES THE REVISED RECOMMENDED DESIGN STANDARDS FOR THE STALLINGS STREETScape PLAN.

CONTENTS

ADD 1	MAP OVERVIEW
ADD 2-5	NEW STREETScape TYPES



Town Center Streetscape

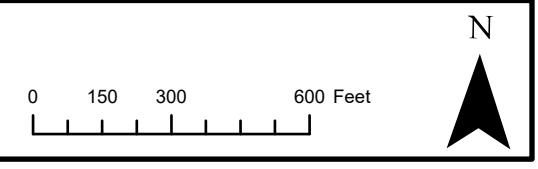
**Effective Date:
October 1, 2025**

Legend

- Town Hall
- Stallings Park
- Roads
- Town of Stallings
- Streetscape Corridors**
- Greenway
- Typical
- Narrow
- Town Center Area**
- Town Center (TC)
- Civic (CIV)

21.1-1 Applicability. Where applicable, the addition of active open space shall adhere to the Stallings Recreation and Greenway Master Plan. The standards set forth below establish regulations for open space. (Amended May 10, 2021) (Amended December 9, 2024)

21.4-2 Applicability. This ordinance applies to all new developments identified in the Stallings Streetscape Design Standards and Details Plan area and Town Center (TC) zoning. For purposes of this requirement, "developments" shall mean any development requiring a Major Site Development Plan Review. The Development Administrator will identify the suitable Streetscape Plan type based on the plan. (Amended October 28, 2024)



This map is comprised of data from several sources. Source information may have been collected at different times, scale, or definition, resulting in inconsistencies among features represented. The Town of Stallings assumes no liability for damages caused by inaccuracies in this map or source information. The Town of Stallings makes no warranty, expressed or implied, for the accuracy of information presented. Grid based on the North Carolina State Plane Coordinate Systems Lambert Conformal Conic Projection.

Streetscape type areas are identified by the Development Administrator. **ADD-1**

SECTIONS

OVERVIEW

GREENWAY

- PRIMARY CORRIDOR WITH PEDESTRIAN AND GREENWAY SPINE FACILITIES

TYPICAL

- PRIMARY CORRIDOR WITH PEDESTRIAN-ONLY FACILITIES

NARROW

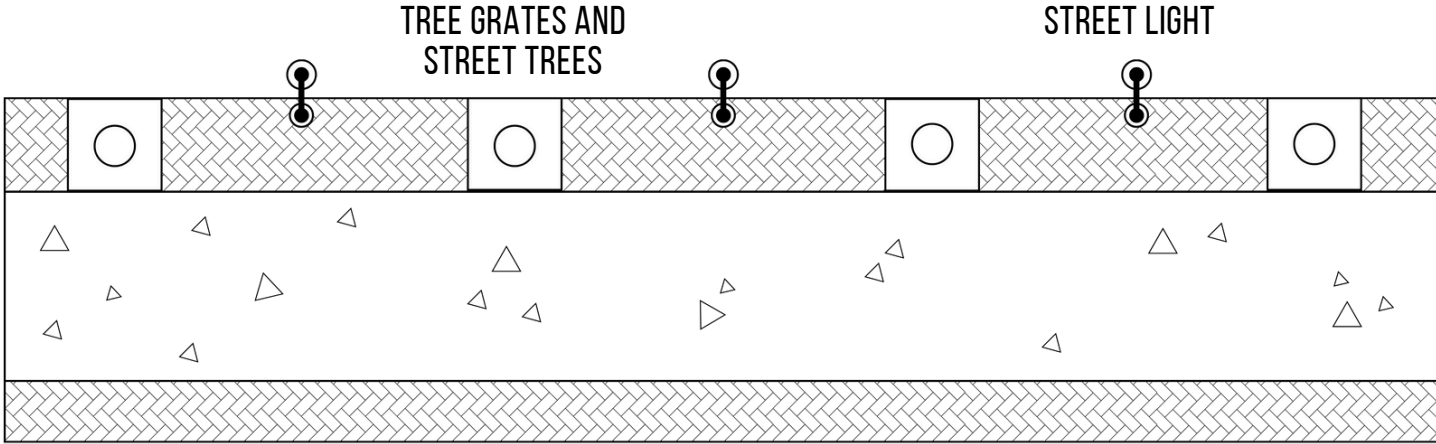
- SECONDARY OR INTERIOR ROADS WITH PEDESTRIAN-ONLY FACILITIES

EACH STREETScape TYPE OUTLINES DESIGN STANDARDS FOR AGAINST BUILDING, NOT AGAINST BUILDING, AND LANDSCAPE FORM.

NOTE: THE DESIGN STANDARDS HAVE BEEN UPDATED TO REPLACE THE PREVIOUSLY REQUIRED PAVER STRIP WITH A STAMPED CONCRETE STRIP.

NEW STREETScape TYPES

ADD-2

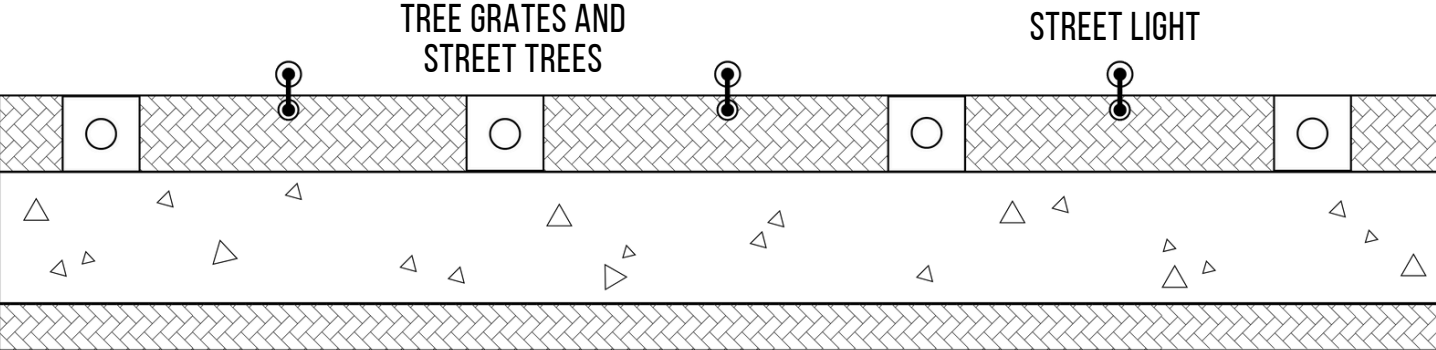


GREENWAY CORRIDOR

STAMPED CONCRETE STRIP

SIDEWALK

ADDITIONAL PEDESTRIAN ZONE

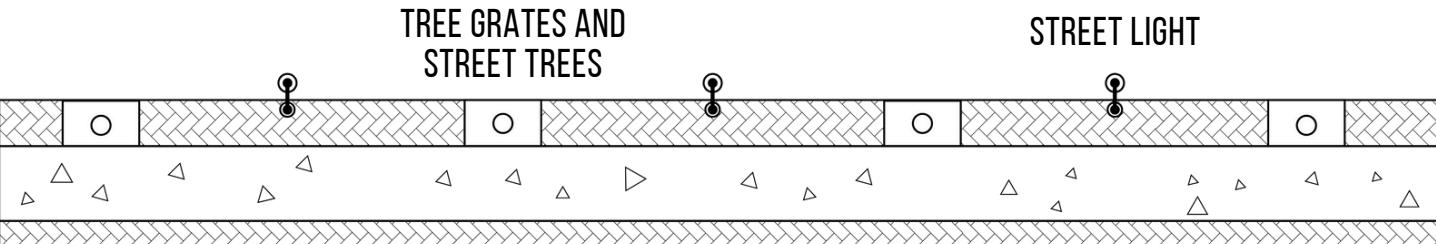


TYPICAL

STAMPED CONCRETE STRIP

SIDEWALK

ADDITIONAL PEDESTRIAN ZONE



NARROW

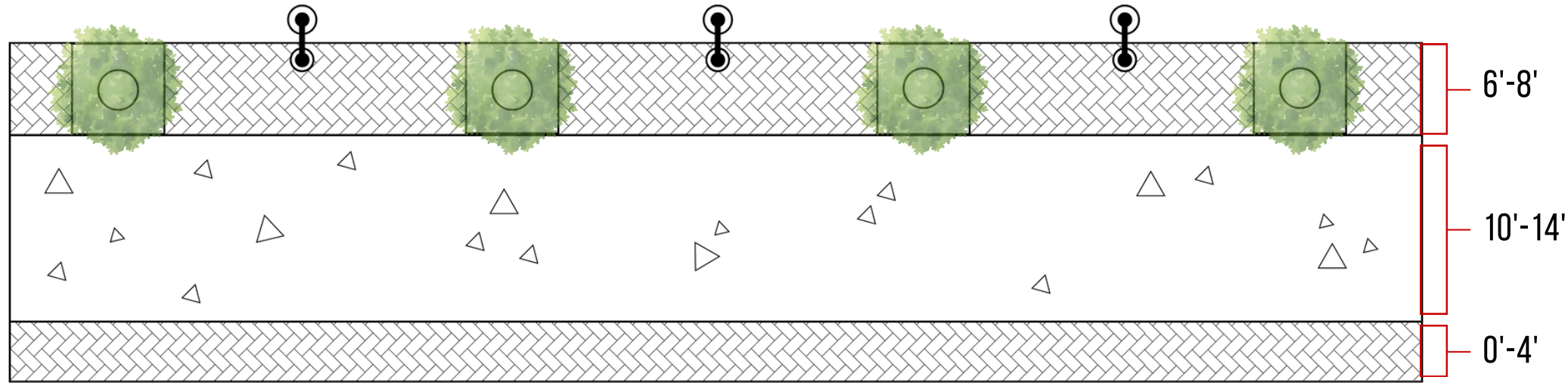
STAMPED CONCRETE STRIP

SIDEWALK

ADDITIONAL PEDESTRIAN ZONE

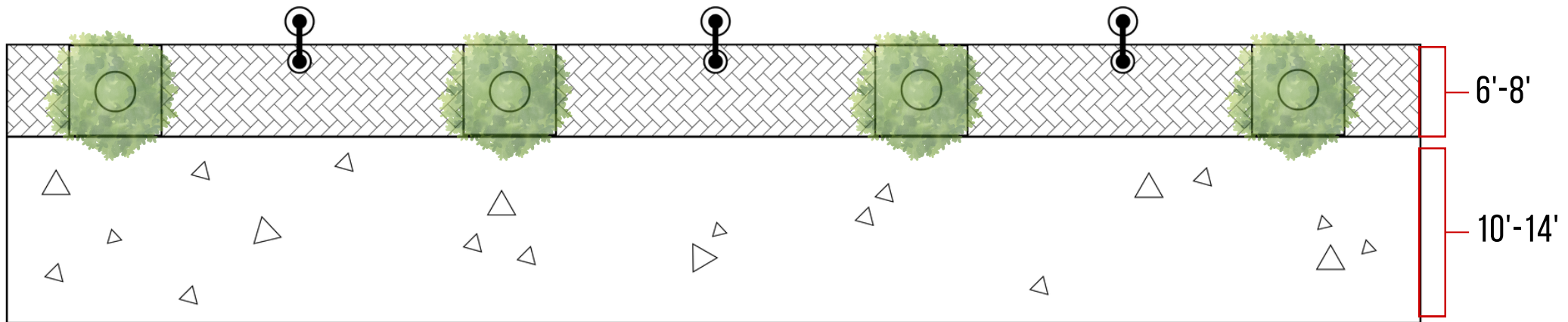
GREENWAY AGAINST BUILDING

STREET



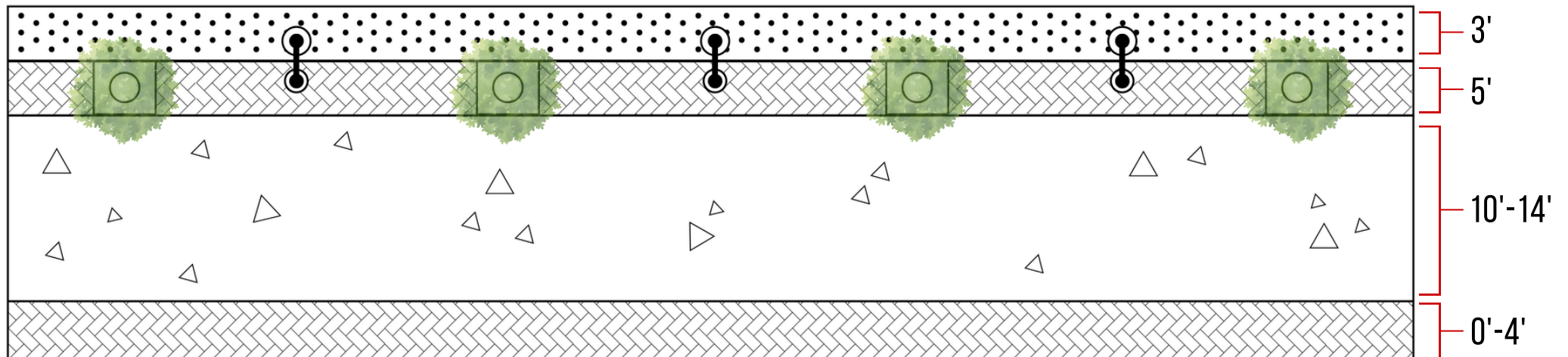
GREENWAY NOT AGAINST BUILDING

STREET



GREENWAY LANDSCAPE FORM

STREET



GREENWAY

- BIKE AND PEDESTRIAN
- PRIMARY CORRIDOR

GREENWAY AGAINST BUILDING

- 6'-8' WIDE STAMPED CONCRETE STRIP
- 10'-14' MULTI-USE PATH
- 0'-4' ADDITIONAL PEDESTRIAN ZONE
- **TOTAL WIDTH: 16'-26'**

GREENWAY NOT AGAINST BUILDING

- 6'-8' WIDE STAMPED CONCRETE STRIP
- 10'-14' MULTI-USE PATH
- **TOTAL WIDTH: 16'-22'**

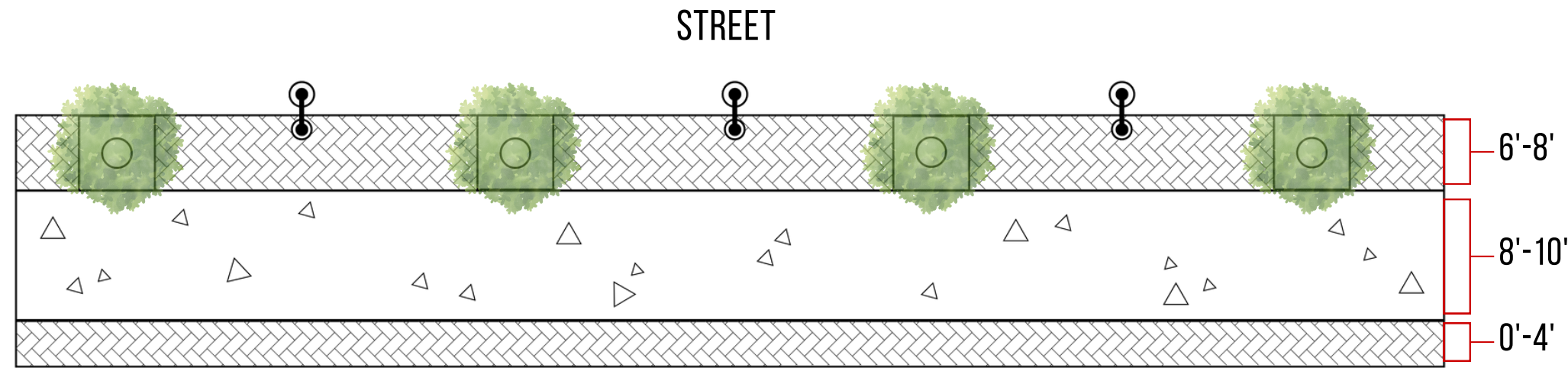
GREENWAY LANDSCAPE FORM

- 3' WIDE LANDSCAPE STRIP
- 5' WIDE STAMPED CONCRETE STRIP
- 10'-14' MULTI-USE PATH
- 0'-4' ADDITIONAL PEDESTRIAN ZONE
- **TOTAL WIDTH: 18'-26'**

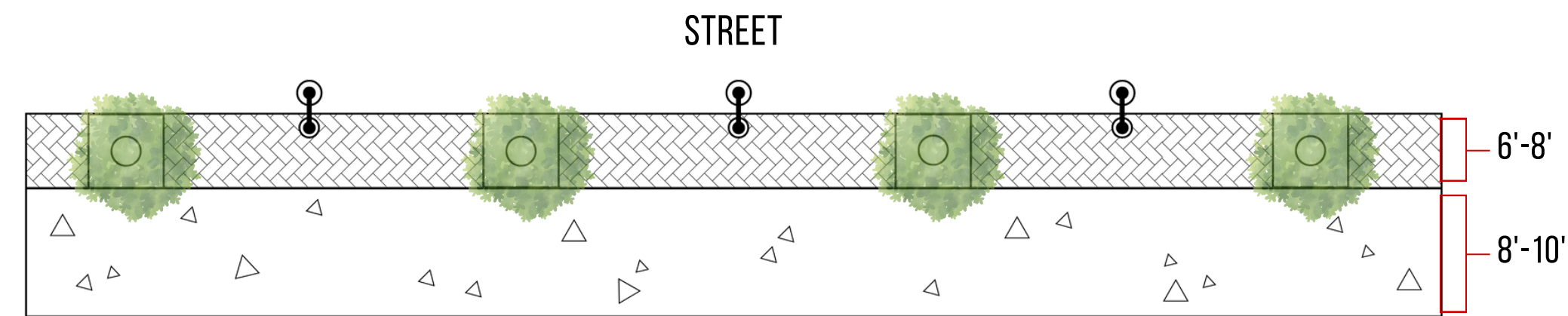
GREENWAY

ADD-3

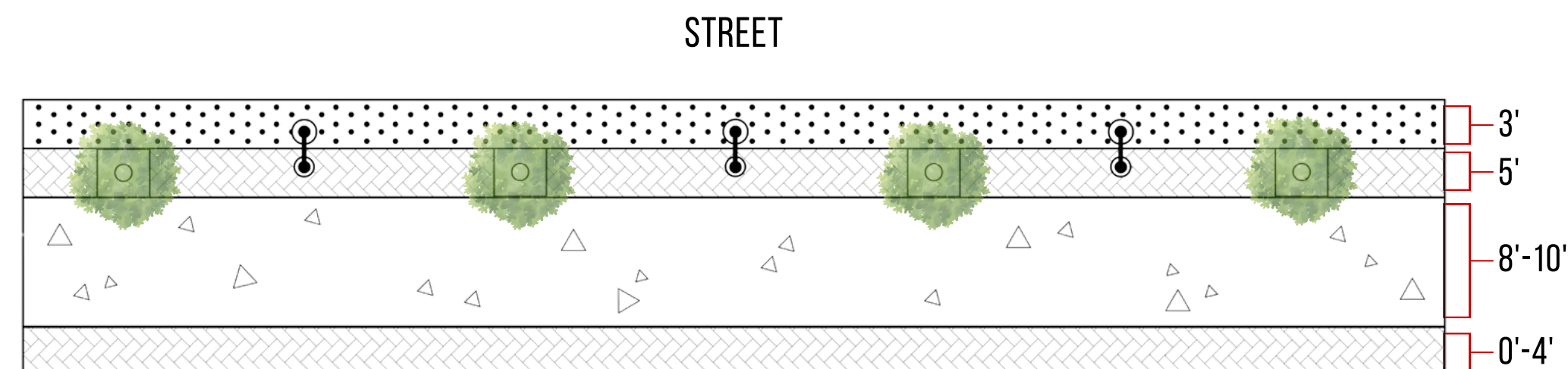
TYPICAL AGAINST BUILDING



TYPICAL NOT AGAINST BUILDING



TYPICAL LANDSCAPE FORM



TYPICAL

- PEDESTRIAN ONLY
- PRIMARY CORRIDOR

TYPICAL AGAINST BUILDING

- 6'-8' WIDE STAMPED CONCRETE STRIP
- 8'-10' MULTI-USE PATH
- 0'-4' ADDITIONAL PEDESTRIAN ZONE
- **TOTAL WIDTH: 14'-22'**

TYPICAL NOT AGAINST BUILDING

- 6'-8' WIDE STAMPED CONCRETE STRIP
- 8'-10' MULTI-USE PATH
- **TOTAL WIDTH: 14'-18'**

TYPICAL LANDSCAPE FORM

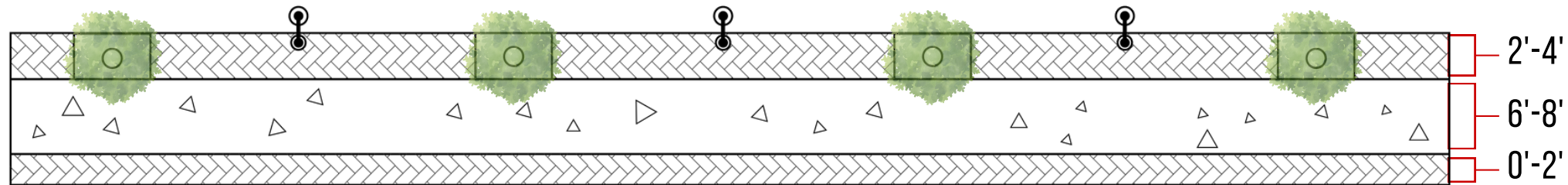
- 3' WIDE LANDSCAPE STRIP
- 5' WIDE STAMPED CONCRETE STRIP
- 8'-10' MULTI-USE PATH
- 0'-4' ADDITIONAL PEDESTRIAN ZONE
- **TOTAL WIDTH: 16'-22'**

TYPICAL

ADD-4

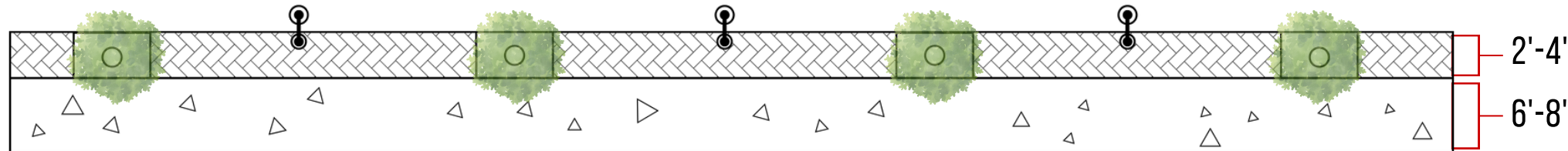
NARROW AGAINST BUILDING

STREET



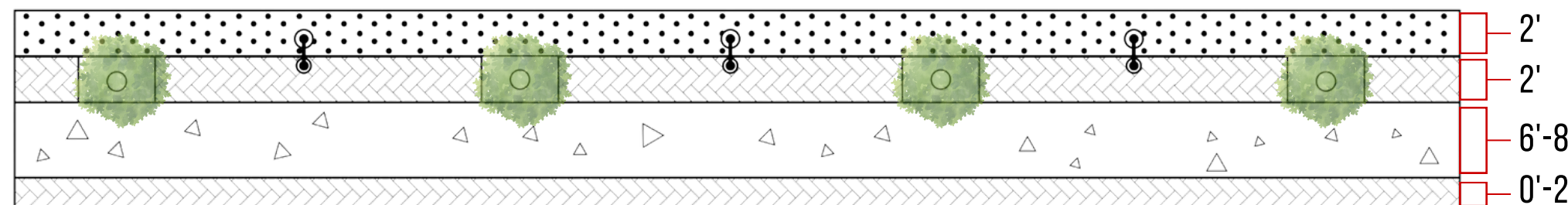
NARROW NOT AGAINST BUILDING

STREET



NARROW LANDSCAPE FORM

STREET



NARROW

- PEDESTRIAN ONLY
- SECONDARY OR INTERIOR ROADS

NARROW AGAINST BUILDING

- 2'-4' WIDE STAMPED CONCRETE STRIP
- 6'-8' MULTI-USE PATH
- 0'-2' ADDITIONAL PEDESTRIAN ZONE
- **TOTAL WIDTH: 8'-14'**

NARROW NOT AGAINST BUILDING

- 2'-4' WIDE STAMPED CONCRETE STRIP
- 6'-8' MULTI-USE PATH
- **TOTAL WIDTH: 8'-12'**

NARROW LANDSCAPE FORM

- 2' WIDE LANDSCAPE STRIP
- 2' WIDE STAMPED CONCRETE STRIP
- 6'-8' MULTI-USE PATH
- 0'-2' ADDITIONAL PEDESTRIAN ZONE
- **TOTAL WIDTH: 10'-14'**

NARROW

ADD-5



Staff & Board Recommendation

- ▣ Planning Board recommended approval on February 17, 2026.
- ▣ Staff recommends approval of TX26.01.02.
- ▣ The proposed amendment updates the streetscape design standards and establishes a fee-in-lieu structure for required streetscape and greenway improvements, providing clarity within the ordinance while maintaining consistency with the intent of the Stallings Development Ordinance and adopted transportation and greenway plans.

Vote and Statement of Consistency & Reasonableness



□ Step 1 - Motion

- Motion for [Approval/Denial](#) for TX26.01.02.

□ Step 2 - Statement of Consistency and Reasonableness

- With a statement of consistency that the proposal is [Consistent/Inconsistent](#) and [Reasonable/Not Reasonable](#) with the Comprehensive Land Use Plan.

□ Step 3 - Reasoning

- Example reasoning:

- Improve clarity, consistency, and feasibility in design standards for the Stallings Streetscape Design Standards and Details Plan.
- Ensure designs that remain consistent with the character of the Town Center District.
- Create and improve the fee-in-lieu structure when design standards are unable to be met



**PLANNING
& ZONING**
TOWN of STALLINGS

Questions?



Statement of Consistency and Reasonableness

ZONING AMENDMENT: TX26.01.02

REQUEST: Staff requests an addendum to update and clarify design standards in the Stallings Streetscape Design Standards and Details Plan. In addition, a text amendment to create a new fee-in-lieu structure for Greenway and Streetscape Plans in the Stallings Development Ordinance in Articles 21.3 and 21.4.

WHEREAS, The Town of Stallings Town Council, hereafter referred to as the “Town Council”, adopted the Stallings Comprehensive Land Use Plan on November 27, 2017; and

WHEREAS, the Town Council finds it necessary to adopt a new land development ordinance to maintain consistency with the Comprehensive Land Use Plan; and

WHEREAS, the Town Council finds it necessary to revise the Unified Development Ordinance to comply with state law found in NCGS § 160D.

WHEREAS, the Town Council finds it necessary to consider the Planning Board’s recommendations.

THEREFORE, The Town Council approves the proposed text amendment, finding it consistent and reasonable with the Comprehensive Land Use Plan adopted on November 27, 2017, as it supports the goals of promoting quality development and ensuring compliance with state land-use regulations under NCGS § 160D. The Council concludes that the amendment aligns with the key principles, objectives, and goals outlined in the plan, for the following reasons:

- 1) Improve clarity, consistency, and feasibility in design standards for the Stallings Streetscape Design Standards and Details Plan.
- 2) Ensure designs that remain consistent with the character of the Town Center District.
- 3) Create and improve the fee-in-lieu structure when design standards are unable to be met.

Recommended this the __ day of _____, 2026.

Planning Board Chair

Attest:

Planning Staff



MEMO

To: **Mayor and Planning Board**
From: Brig Sheehy, GIS Planning Technician
Date: February 17, 2026
Re: **TX26.01.03 – Fence Ordinance Update**

Overview:

The purpose of this proposed amendment is to improve clarity, consistency, and enforceability. The revisions reorganize Article 2.13-2 for easier reference, clarify height and placement standards – particularly for corner lots and fences abutting streets or alleys – and refine requirements for screening and materials such as chain link fencing.

Planning Board recommended approval of text amendment TX26.01.03 at their March 17th, 2026 meeting.

Background:

The Planning Department has recently experienced an increase in Accessory Structure Permit applications for fences, during which both residents and contractors have expressed confusion regarding the interpretation of Article 2.13-2. Specifically, the standards applicable to fences on corner lots and fences located behind a line parallel to the front of the principal structure have proven difficult to consistently interpret and apply.

In response, staff conducted a review of fence regulations adopted by surrounding municipalities to evaluate common practices and design standards. Based on this research, the proposed revisions reflect standards that are most consistent with the overall intent of the Development Ordinance and promote a more uniform and cohesive appearance throughout the Town. As a result, staff is proposing this text amendment to revise language and add supporting figures to improve clarity, ensure consistent interpretation, and provide clear guidance for residents, contractors, and enforcement staff.

Summary of Proposed Text Amendment:

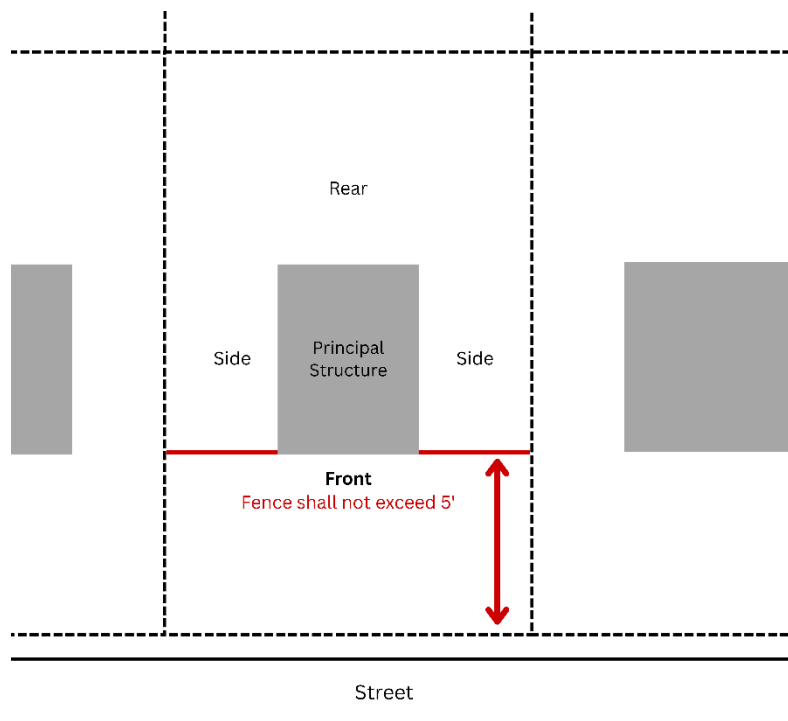
TX26.01.03 amendment will:

1. Improve clarity and organization by restructuring subsections, using consistent language, and incorporating illustrative diagrams for better interpretation.
2. Add a new subsection (F) to clearly define fence height standards for corner lots abutting streets or alleys.
3. Clarify and strengthen standards and allowances for chain link and similar fences, ensuring proper placement and effective screening for improved appearance and consistency.
4. Refine and standardize language throughout Article 2.13-2 to enhance clarity, readability, and alignment with the overall ordinance format.

Proposed Text Amendments:

2.13-2 Fences and Walls. Fences and walls meeting the requirements of sections 2.10-2 and 2.10-3 are permitted in all districts in accordance with the following specifications:

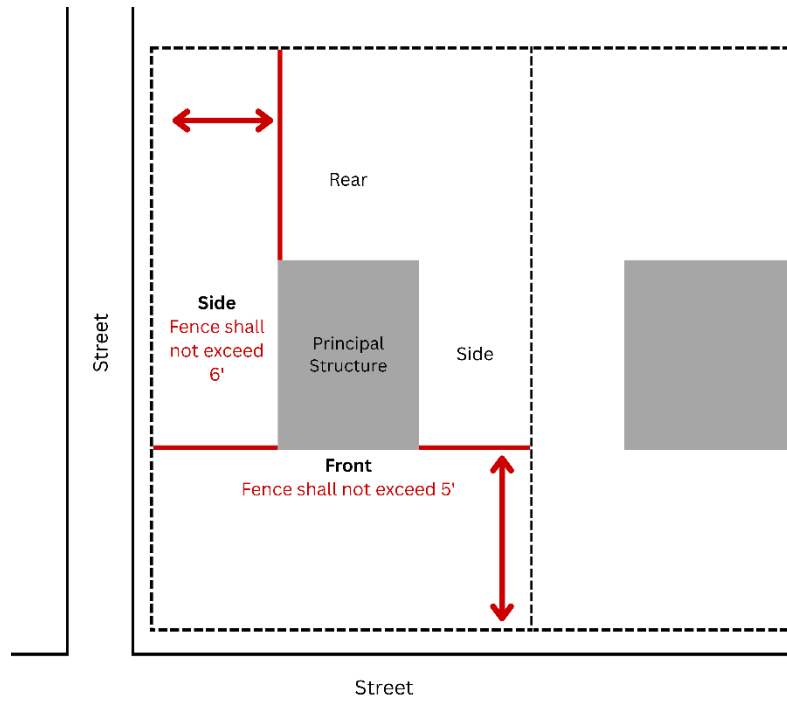
- (A.) A zoning permit issued by the Development Ordinance Administrator shall be required for all fences and walls. The process for obtaining a zoning permit is set forth in Article 7 of this Ordinance.
- (B.) Decorative elements such as caps or spires that extend above the top rail are not included in height measurements. Chain-link fencing, vinyl-coated chain-link fencing, or any fence of similar appearance or construction shall not be permitted. If welded wire or similar fencing materials are used, they must be placed on the inside of a masonry wall, solid wood fence, or decorative wood/vinyl fence of equal or greater height that provides effective screening. For example, a four-foot (4') welded wire fence installed behind a decorative split-rail or board fence of equal or greater height meets these standards. All finished sides of a fence shall face off-site.
- (C.) In a residential, mixed-use, or commercial district, a fence or wall located in the front yard shall not exceed five feet (5') in height, unless otherwise regulated by 2.13-2 (D) below or Article 9 (Building or Lot Type Standards).
- (D.) Fences along interior side property lines in a residential, mixed-use, or commercial district abutting a street shall not exceed five (5') feet in height in front of a line drawn parallel to the front of the principal structure on the lot.



- (E.) In a residential or mixed-use district (SFR, MU, TC, or TNDO), a fence or wall in an established rear yard that abuts an alley **may shall** not exceed six (6') feet in height unless placed fifteen (15') feet or more inside property boundary.

- a. Within the first fifteen (15') feet, fences of chain link or similar material are permitted only if screened on the exterior side by evergreen shrubs planted no farther apart than six (6') feet on center, minimum height three (3') feet at installation, or if obscured from view by the screening method(s) set out in the paragraph immediately above 2.13-2 (B).

(F.) In a residential or mixed-use district, a fence or wall in an established front yard that abuts a street or alley on a corner lot shall be a maximum of five feet (5') in height. A fence or wall in an established side yard that abuts a street or alley on a corner lot shall be a maximum of six feet (6') in height



(G.) In a residential or mixed-use district, a fence or wall in an established rear or side yard that does not abut a street or alley **may shall** not exceed eight (8') feet in height, measured as the average over any one hundred (100') linear foot run of said fence or wall.

(H.) In a residential or mixed-use district, a fence or wall in an established rear or side yard that does not abut a street or alley **may shall** not exceed eight (8') feet in height, measured as the average over any one hundred (100') linear foot run of said fence or wall. In a commercial or industrial district where the side or rear yard abuts a residential or mixed-use district, chain link, welded wire, or similar fencing materials, if used, shall be **placed located** on the interior side of a masonry wall, solid wood fence, or decorative wood fence that is equal to or greater in height than the secure fencing and **demonstrates provides** effective screening capability. Additionally, a semi-opaque vegetative screen shall be required on the exterior side of the fence.

- a. Fences shall not be erected over easements **such as including**, but not limited to, access easements, utility easements, drainage easements, or any other public easement, without the explicit approval of the Public Works and Planning Departments. If **fences or other barriers are allowed a fence or barrier is permitted** to cross such easements, the Town Engineer may

require the installer or landowner to install gates or other access points per standards and specifications set by the Town Engineer to ensure access to such easements in the future as necessary and to minimize damage to private property.

- (I.) In a commercial district, a fence or wall located outside the established front yard, side yard, and rear yard of a building abutting a street may have a height of up to eight (8') feet, measured as the average over any one hundred (100') linear foot run of said fence or wall. Fences of chain link or similar material are permitted in the first fifteen (15') feet of an established yard abutting a street or alley only if placed on the interior side of a masonry wall or solid wood fence and planted with a semi-opaque vegetative screen between wall or fence and street or alley. Beyond the first fifteen (15') feet abutting a street or alley, such materials may be used if screened on the exterior side by evergreen shrubs planted no farther apart than six (6') feet on center, minimum height two and one half (2 ½') feet installed, or if obscured from view by other screening method(s) which perform at the same or a higher level and are approved by the Development Ordinance Administrator

- (J.) In a commercial or industrial district where the side or rear yard abuts a residential or mixed-use district, chain link, welded wire, or similar fencing materials, if used, shall be placed on the interior side of a masonry wall, solid wood fence, or decorative wood fence that is equal to or greater in height than the secure fencing and demonstrates effective screening capability. Additionally, a semi-opaque vegetative screen shall be required on the exterior side of the fence. Fences shall not be erected over easements such as, but not limited to, access easements, utility easements, drainage easements, or any other public easement, without the explicit approval of the Public Works and Planning Departments. If fences or other barriers are allowed to cross such easements, the Town Engineer may require the installer or landowner to install gates or other access points per standards and specifications set by the Town Engineer to ensure access to such easements in the future as necessary and to minimize damage to private property.

Staff Recommendation:

Staff recommends approval of TX26.01.01. The proposed amendment clarifies existing fence standards within Article 2.13-2 of the Stallings Development Ordinance, improves consistency in interpretation and application related to fence placement on corner lots, and aligns local regulations with common practices in surrounding municipalities. The amendment is consistent with the intent of the Development Ordinance and promotes a more uniform and cohesive appearance throughout the Town.



Text Amendment TX26.01.03 Fences

04-27-2024

Staff Report | Planning Board



Request

□ Request

Improve clarity, consistency, and enforceability of fence regulations. The revisions reorganize Article 2.13-2 for easier reference, clarify height and placement standards – particularly for corner lots and fences abutting streets or alleys – and refine requirements for screening and materials such as chain link fencing.

Planning Board
2/17/2026



Town Council Public
Hearing
4/27/2026

History



- ▣ The Town has seen an increase in fence permit applications, leading to confusion over Article 2.13-2.
- ▣ Standards for corner lots and fences behind the front building line have been difficult to interpret consistently.

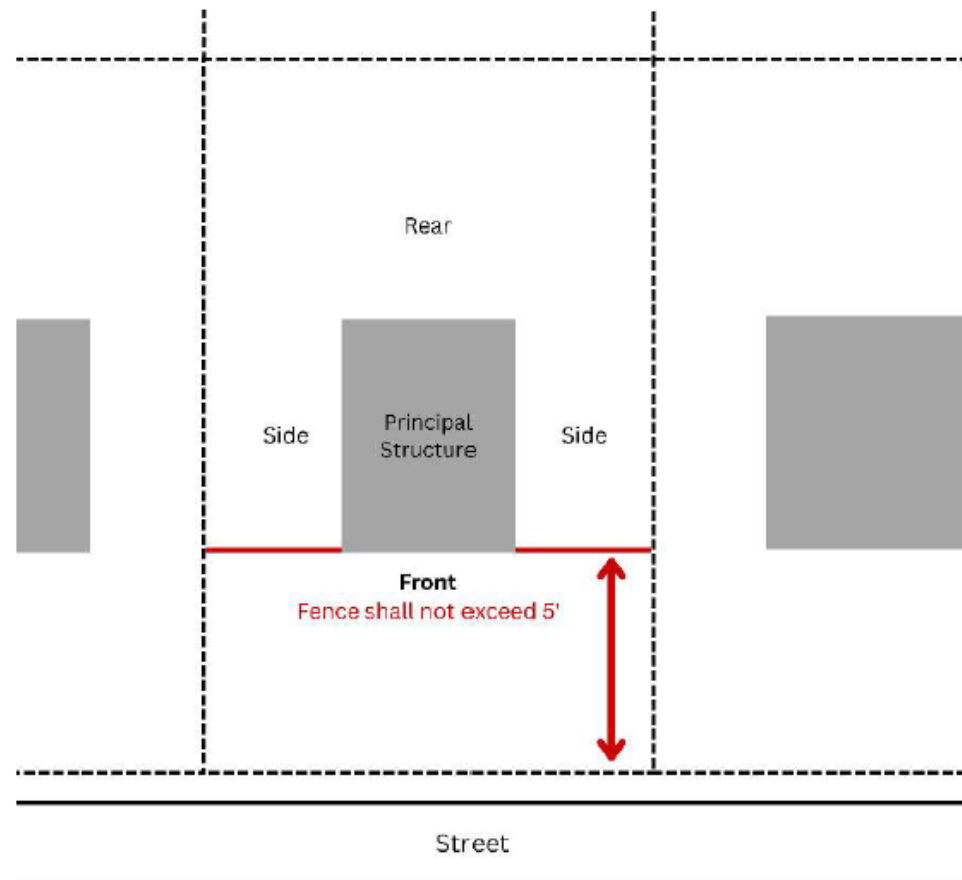
Text Amendment

2.13-2 Fences and Walls. Fences and walls meeting the requirements of sections 2.10-2 and 2.10-3 are permitted in all districts in accordance with the following specifications:

- (B.) Decorative elements such as caps or spires that extend above the top rail are not included in height measurements. Chain-link fencing, vinyl-coated chain-link fencing, or any fence of similar appearance or construction shall not be permitted. If welded wire or similar fencing materials are used, they must be placed on the inside of a masonry wall, solid wood fence, or decorative wood/vinyl fence of equal or greater height that provides effective screening. For example, a four-foot (4') welded wire fence installed behind a decorative split-rail or board fence of equal or greater height meets these standards. All finished sides of a fence shall face off-site.
- (C.) In a residential, mixed-use, or commercial district, a fence or wall located in the front yard shall not exceed five feet (5') in height, unless otherwise regulated by 2.13-2 (D) below or Article 9 (Building or Lot Type Standards).

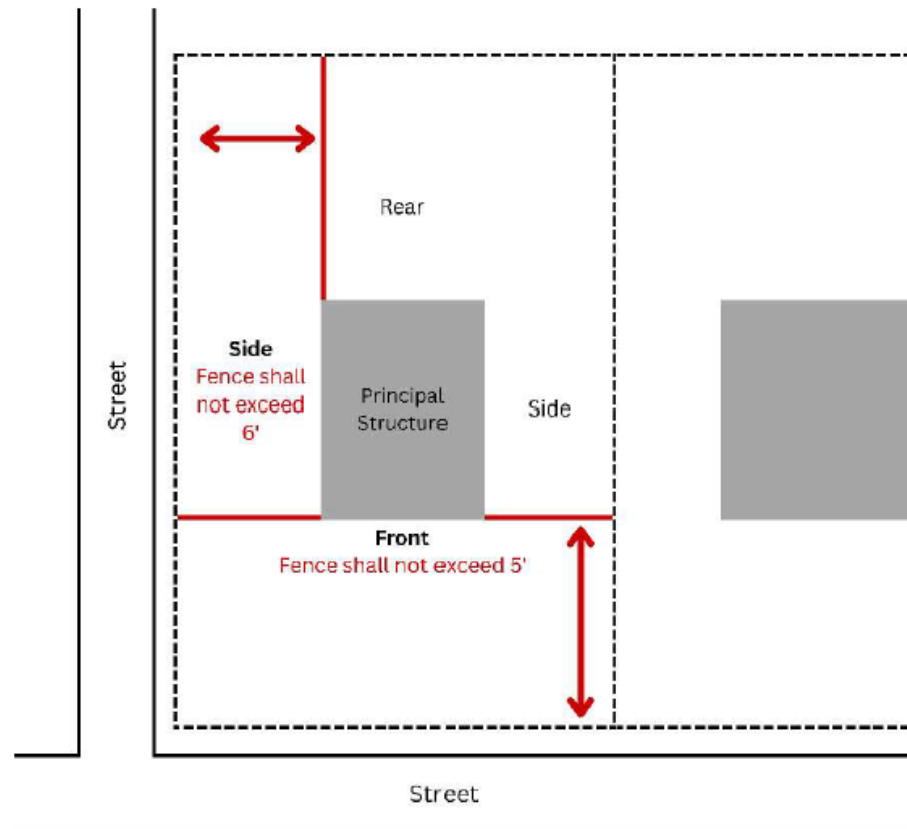
Text Amendment

- (D.) Fences along interior side property lines in a residential, mixed-use, or commercial district abutting a street shall not exceed five (5') feet in height in front of a line drawn parallel to the front of the principal structure on the lot.



Text Amendment

- (F.) In a residential or mixed-use district, a fence or wall in an established front yard that abuts a street or alley on a corner lot shall be a maximum of five feet (5') in height. A fence or wall in an established side yard that abuts a street or alley on a corner lot shall be a maximum of six feet (6') in height



Examples



5ft front yard/front of house

6ft side yard/rear yard abutting street

Visual of a corner lot fence design standard



Staff & Board Recommendation

- ▣ Planning Board recommended approval on February 17, 2026.
- ▣ Staff recommends approval of TX26.01.03.
- ▣ The proposed amendment clarifies existing fence standards within Article 2.13-2 of the Stallings Development Ordinance, improves consistency in interpretation and application related to fence placement on corner lots, and aligns local regulations with common practices in surrounding municipalities. The amendment is consistent with the intent of the Development Ordinance and promotes a more uniform and cohesive appearance throughout the Town.

Vote and Statement of Consistency & Reasonableness



□ Step 1 - Motion

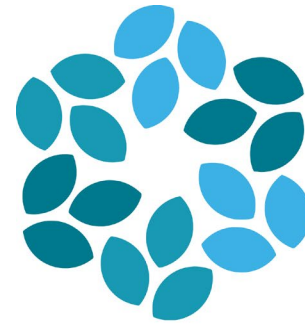
- Motion for [Approval/Denial](#) for TX26.01.03.

□ Step 2 - Statement of Consistency and Reasonableness

- With a statement of consistency that the proposal is [Consistent/Inconsistent](#) and [Reasonable/Not Reasonable](#) with the Comprehensive Land Use Plan.

□ Step 3 - Reasoning

- Example reasoning:
 - Reorganizing and clarifying Article 2.13-2 will make fencing standards easier to understand and apply for residents and staff.
 - Refining height, placement, and screening requirements will improve consistency and enforceability – especially for corner lots and fences abutting streets or alleys.



**PLANNING
& ZONING**
TOWN of STALLINGS

Questions?



Statement of Consistency and Reasonableness

ZONING AMENDMENT: TX26.01.03

REQUEST: Staff requests a text amendment to improve clarity, consistency, and enforceability of Article 2.13-2. The revisions reorganize Article 2.13-2 for easier reference, clarify height and placement standards – particularly for corner lots and fences abutting streets or alleys – and refine requirements for screening and materials such as chain link fencing.

WHEREAS, The Town of Stallings Town Council, hereafter referred to as the “Town Council”, adopted the Stallings Comprehensive Land Use Plan on November 27, 2017; and

WHEREAS, the Town Council finds it necessary to adopt a new land development ordinance to maintain consistency with the Comprehensive Land Use Plan; and

WHEREAS, the Town Council finds it necessary to revise the Unified Development Ordinance to comply with state law found in NCGS § 160D.

WHEREAS, the Town Council finds it necessary to consider the Planning Board’s recommendations.

THEREFORE, The Town Council approves the proposed text amendment, finding it consistent and reasonable with the Comprehensive Land Use Plan adopted on November 27, 2017, as it supports the goals of promoting quality development and ensuring compliance with state land-use regulations under NCGS § 160D. The Council concludes that the amendment aligns with the key principles, objectives, and goals outlined in the plan, for the following reasons:

- 1) Reorganizing and clarifying Article 2.13-2 will make fencing standards easier to understand and apply for residents and staff.
- 2) Refining height, placement, and screening requirements will improve consistency and enforceability - especially for corner lots and fences abutting streets or alleys.

Recommended this the ___ day of _____, 2026.

Planning Board Chair

Attest:

Planning Staff



MEMO

To: Town Council
From: Max Hsiang, Planning Director
Date: 04/27/2026
Re: TX26.02.01 – Resubmittal Waiting Period

Request:

An amendment to Section 5.3-4 (“Waiting Period for Subsequent Applications”) of the Development Ordinance to remove the mandatory four-month waiting period for rezoning applications.

Recent amendments to Chapter 160D of the North Carolina General Statutes (Session Law 2025-94, House Bill 926 Section 11) eliminated the authority for local governments to impose mandatory waiting periods following the denial or withdrawal of a zoning map amendment. The Town’s current ordinance includes a four-month waiting period and waiver provision that are no longer authorized under state law.

This amendment updates the ordinance to ensure compliance with state statute.

Amendments:

5.3-4 Waiting period for subsequent applications.

- (A) Applications for zoning map amendments, including re-applications for the same property, shall be processed in accordance with Chapter 160D of the North Carolina General Statutes. No mandatory waiting period shall apply unless expressly authorized by state law.
- (B) For administrative and recordkeeping purposes, an applicant shall identify any material changes, from a prior zoning map amendment request involving the same property.
- (C) Each application shall be processed in accordance with the procedures set forth in this Ordinance.

Original Language:

5.3-4 Waiting period for subsequent applications.

- (A.) Waiting period - general. When an application for a zoning map amendment has been approved or denied by the Stallings Town Council, no application including the same property shall be accepted or considered within four (4) months after the date of the approval or denial. This restriction shall apply regardless of whether or not the new application is for a zoning classification different from the original application.
- (B.) Waiting period - waiver. The waiting period required by this section may be waived by a three-fourths vote of Stallings Town Council if it determines that there have been substantial changes in conditions or circumstances which may relate to the request. A request for a waiver of the waiting period shall be submitted to the Development Administrator, who shall review and prepare a recommendation

regarding action on the request. Said recommendation shall be considered by the Town Council in their review of the request for a waiver. If the request for the waiver is approved, the application shall go through the full review process as set forth above.

Planning Board:

The Planning Board recommended approval at their March 17, 2026, meeting.

Staff Recommendation:

Staff recommends approval of TX26.02.01 to bring the Unified Development Ordinance into compliance with the amendments to Chapter 160D of the North Carolina General Statutes.



Statement of Consistency and Reasonableness

ZONING AMENDMENT: TX26.02.01

REQUEST: An amendment to Article 5.3-4 (Waiting Period for Subsequent Applications) to revise waiting periods for rezoning applications in accordance with North Carolina Session Law 2025-94 (House Bill 926, Section 11).

WHEREAS, The Town of Stallings Town Council, hereafter referred to as the “Town Council”, adopted the Stallings Comprehensive Land Use Plan on November 27, 2017; and

WHEREAS, the Town Council finds it necessary to adopt a new land development ordinance to maintain consistency with the Comprehensive Land Use Plan; and

WHEREAS, the Town Council finds it necessary to revise the Development Ordinance to comply with state law found in NCGS § 160D;

THEREFORE, The Town Council approves the text amendment, finding it consistent and reasonable with the Comprehensive Land Use Plan adopted on November 27, 2017, as it supports the goals of promoting quality development and ensuring compliance with state land-use regulations under NCGS § 160D. The Council concludes that the amendment aligns with the key principles, objectives, and goals outlined in the plan, for the following reasons

1. The amendment promotes consistency by ensuring that the Town’s development regulations are legally compliant with state statutory requirements.

Recommended this the __ day of _____, 2026.

Mayor

Attest:

Clerk



MEMO

To: Town Council
From: Max Hsiang, Planning Director
Date: 04/27/2026
Re: TX26.02.02 – Rezoning and Annexation Concurrency

Request:

To add language clarifying that when a Conditional Zoning application involves property proposed for annexation, the Town Council may hold the public hearings for both the annexation and the Conditional Zoning at the same meeting and may take action on both matters concurrently, consistent with N.C. Gen. Stat. § 160D-204.

Statute authority:

160D-204. Pending jurisdiction.

After consideration of a change in local government jurisdiction has been formally proposed, the local government that is potentially receiving jurisdiction may receive and process proposals to adopt development regulations and any application for development approvals that would be required in that local government if the jurisdiction is changed. No final decisions shall be made on any development approval prior to the actual transfer of jurisdiction. Acceptance of jurisdiction, adoption of development regulations, and decisions on development approvals may be made concurrently and may have a common effective date. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)

Amendments:

D (1.) below is new:

5.3-3 Review by the Stallings Town Council.

(D.) Upon receipt of the recommendations from the Planning Board, the Town Council shall hold a public hearing on the application for Conditional Zoning. Notice of the public hearing shall be provided in accordance with the provisions for public hearings for zoning map amendments as set forth in Section 5.3-3(B) of this Ordinance and the North Carolina General Statutes. (G.S. § 160D-601).

(1.) When a zoning map amendment involves property proposed for annexation, the Town Council may conduct the public hearings for the annexation and the zoning map amendment at the same meeting and may take action on both matters concurrently. Any approval of the zoning map amendment shall be contingent upon the adoption and effective date of the annexation ordinance and shall have the same effective date as the annexation, in accordance with N.C. Gen. Stat. § 160D-204.

Planning Board Recommendation:

The Planning Board recommended approval at their March 17, 2026, meeting.

Staff Recommendation:

Staff recommends approval of TX26.02.02 as the proposed amendment clarifies procedural authority consistent with N.C. Gen. Stat. § 160D-204 and promotes administrative efficiency by allowing annexations and associated Conditional Zonings to be heard and acted upon concurrently.



Statement of Consistency and Reasonableness

ZONING AMENDMENT: TX26.02.02

REQUEST: To add language clarifying that when a Conditional Zoning application involves property proposed for annexation, the Town Council may hold the public hearings for both the annexation and the Conditional Zoning at the same meeting and may take action on both matters concurrently, consistent with N.C. Gen. Stat. § 160D-204.

WHEREAS, The Town of Stallings Town Council, hereafter referred to as the “Town Council”, adopted the Stallings Comprehensive Land Use Plan on November 27, 2017; and

WHEREAS, the Town Council finds it necessary to adopt a new land development ordinance to maintain consistency with the Comprehensive Land Use Plan; and

WHEREAS, the Town Council finds it necessary to revise the Development Ordinance to comply with state law found in NCGS § 160D;

THEREFORE, The Town Council approves the text amendment, finding it consistent and reasonable with the Comprehensive Land Use Plan adopted on November 27, 2017, as it supports the goals of promoting quality development and ensuring compliance with state land-use regulations under NCGS § 160D. The Council concludes that the amendment aligns with the key principles, objectives, and goals outlined in the plan, for the following reasons

1. The amendment is consistent with the Stallings Comprehensive Land Use Plan as it clarifies procedures for zoning map amendments associated with annexation and aligning the Development Ordinance with N.C. Gen. Stat. § 160D-204.

Recommended this the __ day of _____, 2026.

Mayor

Attest:

Clerk



MEMO

To: Mayor and Council
From: Erinn Nichols, Assistant Town Manager
VIA: Alex Sewell, Town Manager
Date: April 23, 2026
RE: **Communications Overview**

At the meeting, staff will provide a brief overview of the Town's communications approach, including current practices, and key tools.

The presentation will cover:

- How we currently share information with residents, businesses, and stakeholders
- Primary communication channels (website, social media, email, media relations, etc.)
- Methodologies for current approach

The goal is to ensure alignment on how the Town communicates and to identify any priorities or expectations Council would like incorporated moving forward.

Attached you will also find job descriptions for neighboring Towns Public Information Officer positions.

Town of Indian Trail



Communications Director

TITLE: Communications Director
DEPARTMENT: Administration
REPORTS TO: Town Manager
FLSA Status: Exempt
SALARY: \$75,161-\$122,137

JOB SUMMARY:

Under the direction of the Town Manager, the Communications Director is responsible for providing timely and accurate information to residents regarding Town programs, events, important events, and other relevant information. This communication is done through social, print, visual and one-on-one discussion. The position plays a vital role in helping the Town of Indian Trail communicate with residents, businesses, and other audiences about town issues and services that affect them. This person will play an active role in developing, drafting, editing, and distributing all forms of communication including but not limited to digital media (social, video, Web) as well as print materials, media relations, marketing, internal communication and emergency communication. The Communications Director will work closely with the Town Manager, Department Directors, and other agencies to communicate information which is important to the community. The Communications Director, working in coordination with the Town Manager, will provide various communications services on behalf of the Town Council. This person may be required to cover press releases, which would require some television exposure. The position also implements programs and develops relationships with organizations to build community coalitions and promote town services or events, including building and maintaining relationships with local Home Owner Associations (HOAs), non-profits, businesses and other entities with important connections to the Town. This position supervises the IT Administrator position and collaborates on information technology projects. Communications Director will serve as a back-up for IT-related needs when the IT Administrator is unavailable.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Updated 7/1/2023

- Provide communications support to the Town Manager and all Town Departments with the design and production of internal and external communication materials, including postcards, posters, graphics, and brochures.
- Responsible for branding for the Town of Indian Trail correspondence and communications.
- Study the objectives, policies, Town ordinances, and strategies that will influence public opinion and promote Town ideas and services.
- Research, write and distribute press releases, building relationships with the media and providing talking points for topics as needed.
- Takes photographs and videos and supervises various video production.
- Develop and distribute the monthly Town newsletter.
- Maintain and update Town of Indian Trail web content, both internally and externally, including content, calendar events, news articles and photos.
- Provide daily updates/posts to the Town's social media pages including but not limited to Facebook, Twitter, NextDoor, and Instagram.
- Monitors various outlets for information which might be important to the Town.
- Responsible for receiving, preparing, and responding to Public Information Requests in coordination with the Town Clerk and the Town Attorney.
- Respond to requests for information concerning Town services and events.
- Maintain and update a current list of Homeowner Associations (HOA) contacts, attend Homeowners Association meetings and Community Civic organization functions to promote Town services and gain feedback on ways to improve Town services and programs.
- Build relationships and communicates with local media, businesses, and organizations.
- Attends outside events and Town events to take photographs to use for future promotional material.
- Provide research and writing support for assigned projects for Town Council members and the Town Manager.
- Build and foster collaborative relationships with other departments within the organization and assist with creating new communication initiatives, products and services.
- Supervises the IT Administrator and is involved in the planning and execution of IT projects.
- Provides back-up support for IT, A/V, and cell phone needs when the IT Administrator is out of the office or unavailable.
- Provides back-up support for setting up and running the Town Council, Planning Board and Board of Adjustment meetings live streaming and recording.
- Edits that meeting records and posts them to the Town's website and YouTube channel.
- Perform other duties as required.

EDUCATION AND EXPERIENCE:

Updated 7/1/2023

- Bachelor's Degree in Communications, Marketing, Journalism or Public Administration with a minimum of 5-7 years of communications experience, preferably in local government, corporate communications or non-profit environment. Master's degree is preferred. A basic level of information technology experience is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency using Microsoft Word, Excel, Outlook, and PowerPoint.
- Intermediate design skills using Adobe Acrobat, InDesign, Illustrator, Photoshop and Publisher are required.
- Intermediate photography and videography skills.
- High level communication strategy and planning skills.
- Public relations skills to build relationships with the media, gain coverage and properly prepare press releases and talking points.
- Social media marketing skills to understand how to best use each platform for the right audience.
- Strong project management skills.
- Strong presentation by interjecting skills.
- Strong oral and written skills.
- Crisis communication skills.
- Ability to take the lead on certain assigned projects.
- Ability to network and build relationships with key leaders, businesses and organizations in the community as well as staff and elected officials.
- Ability to think strategically and work as part of a team.
- Ability to set up cell phones and to run/troubleshoot audio-visual equipment.
- Ability to formulate ideas and communicate them clearly, in an oral, written and concise manner to various levels of management, staff and public.
- Basic knowledge of local government in North Carolina.
- Basic IT knowledge to facilitate troubleshooting including knowledge of Microsoft and PC systems.
- Understanding of and ability to fill public information requests.

TECHNOLOGY AND EQUIPMENT:

Computers (desktop and laptop), camera, iPad, cell phone, audio-visual equipment. Use of several software applications including Microsoft Word, Excel, Outlook, and PowerPoint. Adobe design programs, email marketing programs, social media platforms and website management systems.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to walk, talk, listen, use hands to feel or operate objects, and reach with hands and arms. Vision abilities required by

this job include close vision and the ability to adjust focus. Employee may be required to push, pull, lift and carry 25 pounds. Work involves operating a motorized vehicle.

WORK ENVIRONMENT:

Work is typically performed in an office environment, but does involve attending and covering events, most of which are outside.

POSITION TYPE/EXPECTED WORK HOURS:

This is a full-time position. Days of work are Monday through Friday. Occasional evening and weekend work may be required as job duties demand. Attendance is required for Town Council Meetings, which are held twice a month in the evenings.

NOTICE:

The above job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. All prospective employees with disabilities are encouraged to contact the Town of Indian Trail to review and discuss the essential and nonessential functions of the job.

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Signed: _____

Print Name: _____

Date: _____

TITLE: Communications Officer	REPORTS TO: Town Manager
GRADE: 24	JOB CODE: 10305
FLSA CATEGORY: Exempt	SALARY RANGE: \$76,512 - \$118,594

POSITION SUMMARY

Directs and performs responsible administrative work communicating and coordinating information flow to the public, employees, and other units of government on a broad range of Town programs, activities, and services. Works under the regular supervision of the Town Manager.

Special projects work requires coordination, organization and research skills. Work involves considerable broad contact with the public, federal, State, and local government officials, and the media.

ESSENTIAL FUNCTIONS

(The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.)

- Direct, manage, plan, and coordinate a strategic communications and branding program for the Town, incorporating organizational-wide communication policies and procedures, departmental program knowledge, branding, and the expectations of the citizenry for open and transparent government.
- Obtain departmental operational knowledge to customize communication practices and results.
- Supervise and participate in preparing a variety of materials for dissemination to the public such as memos, newsletters, reports, brochures, flyers, etc.; prepare or acquire graphics materials as needed; take photographs.
- Attend department head meetings and incorporate the communication strategy into the topical discussions; serve as spokesperson during critical incidents.
- Supervise, write, and distribute press releases, publications, newspaper articles, and PSAs; track information such as various meeting schedules for communication to appropriate persons; perform research; gather, and compile a broad variety of information for publication or other purposes; develop effective work relationships with media representatives.
- Determine and brand the Town's communication program; develop and review all marketing information released to the public; manage the Town's website.
- Gather information from departments on issues of interest and compose materials using a variety of publishing and related software to produce newsletters for Town distribution or for website; edit materials, design layout, and take photographs for publications; coordinate printing and distribution of materials.

- Town spokesperson to the media; research and respond to media inquiries; work with department heads to publicize their program activities and accomplishments and customize the communications during critical incidents.
- Create and administer a social media presence through Facebook, Instagram, Twitter, and other media.
- Develop and maintain ongoing relationships with representatives of other local governments; answer media inquiries about Town business and activities; research and interview staff to obtain answers and information to inquiries.
- Attend meetings, hearings, or conferences to present or gather information, take photographs, or understand context; stay abreast of changes in programs and technology.
- Prepare information for and participate in radio and television shows on topics of interest to residents.
- Perform related tasks as assigned, including special projects.

KNOWLEDGE, SKILLS, AND ABILITIES

(The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.)

- Considerable knowledge of the Town's organization, activities, missions, legal context, and functions.
- Thorough knowledge of the principles, methods, procedures, and strategies concerning a public information, communications, and community relations program, and of policies, regulations, guidelines, and legal standards pertaining to the distribution of news and public information.
- Considerable knowledge of journalism, marketing, and significant writing skills as well as the use of office technology.
- Considerable knowledge of grammar, punctuation, proofreading, editing, and layout.
- Considerable knowledge of office and desktop publishing software applications, website maintenance, and various media such as photographic and video equipment, and of photography, graphics, design, and printing.
- Skill in public speaking, customer service excellence, and collaborative conflict resolution.
- Ability to coordinate and disseminate information regarding programs and services to media, staff, and the community in an accurate and timely manner that increases understanding of the Town's programs and activities.
- Ability to communicate technical, difficult, and sensitive information with clarity, judgement, and emotional maturity.
- Ability to gather, analyze, interpret, and report research findings.
- Ability to work independently and to exercise sound judgment in making decisions related to the release and communication of public information.

- Ability to communicate effectively in conversations, public presentations, and written form, including news releases, newsletters, brochures, electronic mediums, and other materials.
- Ability to perform special projects that require skills such as research, meeting and event planning, and coordination with various other governmental agencies and the press.
- Ability to supervise others and establish and maintain collaborative relationships, internal to and external of the organization.
- Ability to establish and maintain effective working relationships with members of the press, elected and appointed officials, department heads, employees, and general public.
- Ability to maintain confidentiality of information obtained during work operations.

PHYSICAL REQUIREMENTS

- Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently and constantly to carry or move objects in various lifting positions, such as overhead, chest height, etc.
- Must possess the visual acuity to work with data and figures, operate a computer and related equipment, and ability to read to comprehend written material and make inferences from the contents; use of both hands and fingers with dexterity to complete daily work assignments.

WORKING ENVIRONMENT

This position is primarily based in an office environment. Employees will work in a setting that includes standard office equipment such as computers, telephones, printers, and other office technology. The workspace is typically climate-controlled, but employees may encounter fluctuations in temperature depending on building conditions. Employees are expected to maintain a clean, organized, and safe work area, adhering to health and safety guidelines, including but not limited to ergonomics, emergency procedures, and general workplace conduct, to prevent accidents or injuries. While most tasks involve sedentary work, there may be occasional requirements for standing, walking, or lifting light materials. This position is subject to all State and Federal OSHA regulations, including but not limited to the following: bloodborne pathogens, hazard communication/GHS, personal protective equipment, slips, trips, and falls, etc.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's Degree from an accredited four-year college or university with a major in Journalism, Marketing, Business Administration, or related field and

considerable related experience; or an equivalent combination of education and experience.

CERTIFICATE AND LICENSE REQUIREMENTS

- Must possess or be able to obtain a valid North Carolina Driver's License within 60 days of employment with a safe driving record. (If you possess a South Carolina Driver's License and maintain residence in South Carolina, you are not required to obtain a North Carolina Driver's License).

CONDITIONS OF EMPLOYMENT

The Town of Matthews requires background checks to be conducted on the final candidate(s) applying for any position with the Town of Matthews. For this position, final candidates must pass a background process to include but are not limited to work history verification, professional/personal reference checks, pre-employment drug screening, criminal background, driving record checks, etc. During the selection process, candidates may be asked to take a skills test and/or participate in other assessments.

SUPPLEMENTAL INFORMATION

All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities.

The Town is an Equal Opportunity Employer. The Town of Matthews provides equal employment opportunities to all employees and job applicants and prohibits discrimination on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws in all terms and conditions of employment.

The Town of Matthews is an at-will employer.



PUBLIC INFORMATION OFFICER (PIO)/COMMUNICATIONS MANAGER

DEPARTMENT: Administration

REPORTS TO: Town Manager

POSITION TYPE: Full-time

SALARY RANGE: \$69,281 – 103,919

FLSA STATUS: Exempt

The following is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

GENERAL DESCRIPTION:

The PIO/Communications Manager is responsible for developing, managing, and implementing a variety of communication and marketing activities to support the Town of Waxhaw's public relations and engagement efforts. This role ensures transparency, civic engagement, and positive public perception of the Town and its services. The position reports directly to the Town Manager and involves coordination with all town departments, elected officials, and community stakeholders.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- **Strategic Communications & Branding**
 - Develops and manages communication strategies, ensuring alignment with the Town's brand and vision.
 - Ensures consistent messaging and branding across all town departments.
 - Researches, writes, edits, and distributes press releases, newsletters, and other promotional materials.
- **Media & Public Relations**
 - Serves as the primary media liaison, responding to press inquiries and coordinating interviews.
 - Develops and maintains a media relations policy and provides guidance to town officials on media engagement.
 - Monitors and research news coverage related to the Town of Waxhaw.
- **Digital & Social Media Management**
 - Manages the Town's website, ensuring accurate and timely updates.
 - Oversees social media platforms, creating and scheduling content to promote town initiatives, events, and services.
 - Coordinates with external vendors and town departments to enhance digital outreach.
- **Community Engagement & Outreach**
 - Develops and implements civic engagement programs and community outreach initiatives.
 - Acts as a liaison between the Town and homeowners' associations, civic organizations, businesses, and schools.
 - Organizes public meetings, town hall events, and workshops to enhance communication with residents.
- **Internal Communications & Government Relations**
 - Collaborates with town departments and leadership to provide communication support.
 - Drafts speeches, presentations, proclamations, and resolutions for elected officials and leadership.
 - Provides updates to the Board of Commissioners, compiles departmental reports, and assists with meeting preparations.
- **Marketing & Event Promotion**
 - Develops marketing plans for town events and initiatives, coordinating promotional materials, videos, and advertisements.
 - Designs and manages multimedia content, including graphic design, photography, and videography.
 - Assists with grant applications and award nominations related to town programs.
- **Crisis Communication & Emergency Response**
 - Develops and implements crisis communication plans, ensuring timely and accurate information distribution during emergencies.
 - Coordinates with NCDOT and other agencies to provide real-time updates on infrastructure projects affecting residents.
- **Administrative Duties**
 - Manages budgets related to communications, events, and special projects.

- Maintains accurate records of communication initiatives and media interactions.
- Performs other duties as assigned to support the Town's mission and community engagement goals.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of municipal government operations, policies, and structures.
- Strong expertise in communications, public relations, and media relations.
- Proficiency in AP Style, grammar, and writing for various audiences.
- Experience with Canva, Microsoft Office Suite, social media platforms, SharePoint, and HubSpot
- Ability to create compelling content, including graphic design, photography, and videography.
- Strong research, analytical, and organizational skills.
- Excellent verbal and written communication skills, with the ability to engage diverse audiences.
- Ability to establish and maintain effective relationships with elected officials, staff, media, and the public.
- Ability to work independently, prioritize tasks, and make strategic decisions.

PHYSICAL REQUIREMENTS:

- Light work requiring exertion of up to 20 pounds occasionally, 10 pounds frequently, and a negligible amount constantly to move objects.
- Work involves standing, walking, climbing, stooping, kneeling, grasping, reaching, and repetitive motions.
- Strong vocal communication, hearing, and visual acuity are required to perform tasks effectively.
- Work is primarily performed in an office environment but includes occasional outdoor work for events and community outreach.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in journalism, marketing, communications, public affairs, or a related field.
- Minimum of five (5) years of experience in communications, marketing, or public relations, preferably in local government.
- Equivalent combination of education and experience may be considered.

SPECIAL REQUIREMENTS:

- Must possess a valid North Carolina or South Carolina driver's license
- Advanced Public Information Officer certification (E0388) required
- The following certifications are preferred:
 - FEMA Professional Development Series (PDS) & Advanced PIO Training
 - Crisis Communication Certification
 - National Information Officers Association (NIOA) PIO Training
 - Accreditation in Public Relations (APR)

***these certifications will be expected within the first year of employment**
- Ability to work flexible hours, including evenings and weekends, as needed for meetings and special events.

BENEFITS: 5% 401k Contribution; NCLGRS Enrollment; Paid Medical, Dental, Vision, Disability, Life Insurance Policy; PTO; Tuition Assistance and more.

CLOSING DATE: Open until filled

CONTACT AND SUBMITTAL INFORMATION

ONLINE (PREFERRED): Complete application, upload resume and cover letter at www.waxhaw.com

EMAIL: hr@waxhaw.com

HAND DELIVERY: 4218 Waxhaw-Marvin Rd, Waxhaw, NC 28173

MAIL:
Human Resources
PO Box 6
Waxhaw, NC 28173

TELEPHONE: 704-843-2195 ext. 269 or 297

**Waxhaw is an Equal Opportunity Employer.
We invite you to join our team!**