

Mayor
Christy Clark

Mayor Pro Tem
Jennifer Hunt

Commissioners
Alisia Bergsman
Amanda Dumas
Edwin Quarles
LaToya Rivers
Nick Walsh



Town Manager
Anthony Roberts

Deputy Town Manager
Jackie Huffman

Assistant Town Manager
Bobby Williams

Town Attorney
Emily Sloop

Town Clerk
Janet Pierson

AGENDA

Regular Town Board Meeting

March 18, 2024 - 6:00 PM

TOWN HALL (101 Huntersville-Concord Road)

**Live Stream available via YouTube
@townofhuntersvillenc28078**

1. Pre-meeting - 5:15 p.m.

1.A. Discuss FY 25 Revenue Budget (*Jackie Huffman*)

2. Call to Order

3. Invocation/Moment of Silence

4. Pledge of Allegiance

5. Announcements

6. Public Comments, Requests, or Presentations

7. Agenda Changes/Adoption of Agenda

8. Consent Agenda

8.A. Approve a revised meeting schedule for the Huntersville Board of Commissioners reflecting the meeting day change from Monday to Tuesday, starting July 1, 2024. (*Anthony Roberts*)

8.B. Approve Property Tax Refund Report from Mecklenburg County totaling \$558.14 which includes \$22.75 in interest. (*Pattie McGinnis*)

8.C. Adopt Resolution to acquire property necessary for the construction of the Beatties Ford Road at Hambright Road project. (*Stephen Trott*)

8.D. Approve budget amendment appropriating General fund balance of \$425,000 to the Stumptown Road project for the design survey contract. (*Pattie McGinnis*)

8.E. Adopt Resolution to accept Stumptown Road Extension Contract Addendum. (*Stephen Trott*)

9. Public Hearings

10. Other Business

10.A. Consider decision on Petition #R23-06, Beatties Ford Family Entertainment, a request by Jonathan Eury and Katie Carpenter to rezone +/-2.513 acres at 9349, 9339, and 9331 Beatties Ford Rd from the Rural District to Highway Commercial Conditional District to allow Outdoor Recreation and Office Use. (*Nathan Farber*)

10.B. Consider decision on Petition #TA23-08, a request by the Huntersville Planning Department to amend Zoning Ordinance 8.13 to remove "Regulation of Nuisances" language. (*Nathan Farber*)

10.C. Consider appointing one (1) member to the Parks and Recreation Commission due to one vacancy. (*Michael Jaycocks*)

11. Closing Comments

12. Adjourn

GENERAL MEETING INFORMATION

Town Board:

The Town of Huntersville Mayor and Board of Commissioners are elected for two-year terms. Huntersville operates under the council-manager form of government, which establishes the Town's policies that are carried out by the Town Manager and staff. For more information visit www.huntersville.org.

Meeting Time, Place and Agenda:

All meetings of the Board are open to the public and the public is invited and encouraged to attend. The Board meets in the Town Hall at 6:00 p.m. on the first and third Monday of each month (unless otherwise posted). Agendas are published Thursdays before the meeting on our website. The Board reserves the right to deviate from the agenda.

Public Comment and Public Hearing Policy:

Persons desiring to address the Board during the public comment period or a public hearing shall sign up via the speaker sign-up sheet prior to the beginning of the meeting. Once the meeting has begun, a person may not sign up to speak. Persons who have signed up to speak shall be allowed to speak for up to three (3) minutes. The Mayor shall have the discretion to shorten the allotted speaking time depending on the number persons registered to speak and in consideration of the length of the agenda. (Public Comment and Public Hearing Policy - Amended February 19, 2024)

Special Accommodations:

Anyone needing special accommodations when attending this meeting and/or if this information is needed in an alternative format please contact the Town Clerk. The Clerk can be reached by phone or fax: 704-875-6541, email: clerk@huntersville.org or at 101

Huntersville-Concord Rd, Huntersville, NC 28078. We request at least 72-hours' notice prior to the meeting to make the appropriate arrangements.

**Town of Huntersville
Town Board
March 18, 2024**

To: Town Board

From: Anthony Roberts, Town Manager

Date: March 18, 2024

Subject: Board of Commissioners Meeting Schedule Change

EXPLAIN REQUEST:

Approve revised meeting schedule

ACTION RECOMMENDED:

Approved revised schedule

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

1. Board of Commissioners - Meeting Schedule 2024 - Amended 03182024

Huntersville Board of Commissioners

2024 Town Board Regular Meeting Schedule

Meetings begin at 6:00 p.m. at Huntersville Town Hall located at 101 Huntersville-Concord Road, Huntersville, NC 28078 (unless otherwise posted) and livestreamed at <https://www.youtube.com/@townofhuntersvillenc28078>. Pre-meetings may occur as part of any regular meeting at the time and for the purposes specified on the regular meeting agenda. The time and purpose(s) of pre-meetings will be published on the agenda.

The Board of Commissioners reserve the right to hold virtual board meetings during declared States of Emergency as applicable in the Town of Huntersville. Notice of virtual meetings will be issued pursuant to N.C.G.S. § 166A-19.24.

When meetings are held virtually, the following procedures apply:
Meetings will be held both in person and virtually via livestream. The Board of Commissioners will participate remotely. The public is invited to attend and comment during public comment or during any of the public hearings: (1) in person or (2) by telephonic communication in accordance with instructions sent to persons who have registered with the Town Clerk no later than 3 p.m. the day of the meeting. The public may also submit comments by email to the Town Clerk. Emailed comments regarding public hearings may be submitted up to 24 hours prior to the scheduled time for the beginning of the public hearing. The Town Clerk may be reached by email at jpierson@huntersville.org or by phone at (704) 766-2202.

January 2, 2024	Tuesday, due to New Year’s Day Observed
January 16, 2024	Tuesday, due to Martin Luther King, Jr Day
February 5, 2024	
February 19, 2024	
March 4, 2024	
March 18, 2024	
April 1, 2024	
April 15, 2024	
May 6, 2024	
May 20, 2024	
June 3, 2024	
June 17, 2024	
July 2, 2024	Canceled, due to Independence Day
July 16, 2024	
August 6, 2024	
August 20, 2024	
September 3, 2024	
September 17, 2024	
October 1, 2024	
October 15, 2024	
November 5, 2024	
November 19, 2024	
December 3, 2024	
December 17, 2024	

**Town of Huntersville
Town Board
March 18, 2024**

To: Town Board

From: Pattie McGinnis, Finance Director

Date: March 18, 2024

Subject: Property Tax Refunds

EXPLAIN REQUEST:

Attached is the Refund report from Mecklenburg County. This report contains four refunds totaling \$558.14 which includes \$22.75 in interest. The refunds are the result of the Property Tax Commission.

ACTION RECOMMENDED:

Approve property tax refunds.

FINANCIAL IMPLICATIONS:

Decrease in revenue.

ATTACHMENTS:

1. 3-18 Huntersville Refund with Interest 24 02 27

HUNTERSVILLE Refunds

Tax Year	Bill Number	Parcel #	Source Type	Adj #	Adj Reason	Date of Adj.	Recipient Name	Address	City	State	Zip Code	Payment Date for Interest Calculation	Refund Amount (\$)	Total Interest to Pay if mailed on or before 4/4/2024 (\$)
2023	0001403343-2023-2023-0000-00	00102309	REI	620657	BER Decision	2/19/2024	REAGAN, RICKY D & REAGAN, PATRICIA T	15900 HENRY LN	HUNTERSVILLE	NC	28078	1/6/2024	167.03	7.10
2023	0001469936-2023-2023-0000-00	01319117	REI	620627	BER Decision	2/19/2024	REAGAN, RICKY DALE & REAGAN, PATRICIA TORRENCE	15900 HENRY LN	HUNTERSVILLE	NC	28078	1/6/2024	26.22	1.11
2023	0001489683-2023-2023-0000-00	01920122	REI	620629	BER Decision	2/19/2024	STARKEY, WAYNE E & STARKEY, TRACEY L	14514 NEW HAVEN DR	HUNTERSVILLE	NC	28078	1/6/2024	158.40	6.73
2023	0001482662-2023-2023-0000-00	01715292	REI	620531	BER Decision	2/22/2024	WOODIE ENTERPRISES	PO BOX 30755	CHARLOTTE	NC	28217	1/6/2024	183.74	7.81
TOTAL													535.39	22.75

**Town of Huntersville
Town Board
March 18, 2024**

To: Town Board

From: Stephen Trott, Director of Engineering

Date: March 18, 2024

Subject: Beatties Ford Road at Hambright Road Project - Property Acquisition Resolution

EXPLAIN REQUEST:

Resolution to acquire property necessary for the construction of the Beatties Ford Road at Hambright Road project.

ACTION RECOMMENDED:

Adopt resolution.

FINANCIAL IMPLICATIONS:

General Fund.

ATTACHMENTS:

1. R-2024-10 P6 Resolution to Acquire Property-FINAL



**RESOLUTION OF THE TOWN OF HUNTERSVILLE BOARD OF COMMISSIONERS TO ACQUIRE
PROPERTY NECESSARY FOR THE CONSTRUCTION OF THE BEATTIES FORD AT HAMBRIGHT
PROJECT**

WHEREAS, the Town of Huntersville (the “Town”) has determined that the acquisition of property is necessary for the construction of the Beatties Ford at Hambright project (the “Project”); and

WHEREAS, the statutory powers of the Town include the power to acquire real property (N.C.G.S. §160A-11 and §160A-240.1), including the power of eminent domain (N.C.G.S. Chapter 40); and

WHEREAS, the Town has certified that a portion of the parcel(s) (“the Property”), listed on Exhibits A and more particularly described on Exhibit B, is needed for the Project; and

WHEREAS, on January 18, 2022, the Town Board authorized the acquisition of the Property at a price not to exceed the Property’s appraised value and permitted Administrative Adjustments; and

WHEREAS, the Town could not acquire the property by negotiations at the authorized price.

***NOW THEREFORE, BE IT RESOLVED BY THE TOWN OF HUNTERSVILLE BOARD OF
COMMISSIONERS (the “Town Board”) AS FOLLOWS:***

1. The Town Board approves and authorizes the acquisition of the necessary Property as listed on Exhibit A, and more particularly described on Exhibit B, by instituting and pursuing acquisition by the process of Eminent Domain according to the procedures contained in Chapter 40A, including but not limited to, giving notice of intent to the property owner, executing and filing a complaint and declaration of taking, and depositing the amount estimated to be just compensation with the Clerk of Superior Court of Mecklenburg County; and
2. The Town Board hereby authorizes the Town Manager, acting on advice of counsel, to take any actions necessary to carry out the provisions of this Resolution; and
3. This Resolution shall be effective as of the date its adoption.

Adopted this 18th day of March, 2024.

ATTEST:

TOWN OF HUNTERSVILLE

Town Clerk

Town Mayor

APPROVED AS TO FORM:

Town Attorney

EXHIBIT A - PARCEL INDEX

PARCEL #	PARCEL ID #	PROPERTY OWNER NAME
6	023-031-04	Kenneth S. Powell, etal., Beatties Ford Memorial Gardens

EXHIBIT B – LEGAL DESCRIPTION

BEING that proposed right of way dedication on a portion of parcel 02303104 (DB 2577, PG 495) in Mecklenburg County, North Carolina and being bounded on the northeast by Beatties Ford Road (SR 2074) and being more particularly described as follows:

COMMENCING at a nail found near the northwest intersection of the rights of way of said Beatties Ford Road and Hambright Road (SR 2117), said nail being the point of localization and having NC state plane NAD83(2011) coordinates: N 597,012.6547', E 1,431,572.5970'; THENCE S 62°52'40" E 41.21' to USGS monument 153 JAS; THENCE from said monument S 39°39'03" E 161.88' to an axle, the POINT OF BEGINNING.

BEGINNING at said axle; THENCE S 46°42'52" E 27.56' to a point; THENCE S 43°17'08" W 62.48' crossing said Beatties Ford Road to a point; THENCE N 57°24'58" W 64.78' to a point; THENCE N 55°10'01" W 22.50' to a point; THENCE N 80°08'45" E 53.74' to a point in the centerline of said Beatties Ford Road; THENCE N 80°08'45" E 43.53' to the POINT OF BEGINNING, CONTAINING 3,785 square feet, 0.087 acres of proposed right of way dedication.

TOGETHER WITH that proposed temporary construction easement more particularly described as follows:

BEGINNING at the southernmost point of the above-described proposed right of way dedication; THENCE S 41°27'16" W 5.06' to a point; THENCE N 57°23'33" W 64.77' to a point; THENCE N 55°05'41" W 26.97' to a point; THENCE N 80°08'45" E 7.10' to a point; THENCE S 55°10'01" E 22.50' to a point; THENCE S 57°24'58" E 64.78' to the POINT OF BEGINNING, CONTAINING 447 square feet, 0.010 acres of temporary construction easement.

**Town of Huntersville
Town Board
March 18, 2024**

To: Town Board

From: Pattie McGinnis, Finance Director

Date: March 18, 2024

Subject: Budget Amendment - Stumptown Road Contract

EXPLAIN REQUEST:

Appropriate General fund balance (103890.9999) of \$425,000 to the Stumptown Road project for the design survey contract (105400.0561.09014).

ACTION RECOMMENDED:

Approve Budget Amendment

FINANCIAL IMPLICATIONS:

Decrease in fund balance of \$425,000.

ATTACHMENTS:

None

**Town of Huntersville
Town Board
March 18, 2024**

To: Town Board

From: Stephen Trott, Director of Engineering

Date: March 18, 2024

Subject: Resolution - Stumptown Road Extension Contract Addendum

EXPLAIN REQUEST:

Resolution to accept Stumptown Road Extension contract addendum.

ACTION RECOMMENDED:

Adopt resolution.

FINANCIAL IMPLICATIONS:

General Fund

ATTACHMENTS:

1. Stumptown_TO4_Scope_2024-03-11 - signed
2. R-2024-11 Stumptown Ext TO 4 - Resolution - 3.18.24

SCOPE OF SERVICES FOR IMPROVEMENTS TO STUMPTOWN ROAD FROM NC 115 (N. OLD STATESVILLE ROAD) TO ABERFELD ROAD IN HUNTERSVILLE, NC

TASK ORDER 4 SCOPE-OF-SERVICES

General Project Description and Scope of Services

The Town of Huntersville's (TOWN) Stumptown Road Extension Project proposes to extend Stumptown Road from its current terminus at NC 115 (N. Old Statesville Road) to its current terminus at Aberfeld Road. DRMP (CONSULTANT) will provide the following general scope of services using NCDOT's Project Delivery Network (PDN):

- Project Management
- Environmental Policy (EP)
- Hydraulics (HY)
- Roadway Design (RD)
- Roadside Environmental (RE)
- Signing & Delineation (SD)
- Transportation Signals & ITS Design (SG)
- Transportation Management (TM)
- Railroad (RR)
- Structures Design (ST)
- Utility Coordination (UT) – Hinde Engineering

The following services were not part of the NCDOT PDN Scope Generator but are included in this task order:

- Plat Maps and Legal Descriptions (Survey)
- Staking for Right-of-Way & Easements (Survey)
- SUE Test Holes
- Environmental Services (Terracon)
- Geotechnical Services (Terracon)

The following services shall be provided by others or authorized as additional services, if required or applicable to the project:

- Real estate appraisal and R/W acquisition services
- Environmental Permitting
- Utility Design
- Construction Engineering & Inspection (CE&I)

Stumptown Road Extension**Task Order 4 - Through Final Design**

Prepared By: DRMP

Date: 3/11/2024

		Lump Sum - Discipline		
SECTION	ITEM	WD	COST	
1	PM-Project Mgmt	38.500	\$ 68,120.83	
	Direct Costs		\$ 614.25	
2	EP-Env Policy	17.250	\$ 22,014.32	
3	HY-Hydraulics	51.375	\$ 69,025.97	
4	RD-Roadway	86.000	\$ 115,280.17	
5	RE-Erosion Control	38.500	\$ 50,701.36	
6	RR-Rail	30.500	\$ 42,144.25	
7	SD-Signing	33.750	\$ 38,612.09	
8	SS-Signals	58.500	\$ 69,439.43	
9	ST-Structures	40.250	\$ 52,187.13	
10	TM-Work Zone Traffic Control (WZTC)	60.250	\$ 79,227.22	
11	UT-Utilities Coordination	53.500	\$ 75,127.29	
	Direct Costs		\$ 1,200.94	
12	EN-Natural Env--SUB1	0.000	\$ -	
	Direct Costs		\$ 6,000.00	
13	GT-Geotechnical--SUB1	(Boring and Lab)	44.500	\$ 52,959.80
	Foundations		\$ 33,139.90	
Lump Sum Subtotal		552.875	\$ 775,794.95	

14	Location Surveys	Quantity (up to)	Cost/Each	Total
	Plats and Legal Descriptions	66	\$ 1,300.00	\$ 85,800.00
	RW / Esmnt. Staking	66	\$ 650.00	\$ 42,900.00
	Plat Revisions	7	\$ 230.00	\$ 1,610.00
	Quality Level A Test Holes	25	\$ 1,700.00	\$ 42,500.00
Location Surveys Subtotal				\$ 172,810.00

Lump Sum Total - All Disciplines			\$ 948,604.95
----------------------------------	--	--	---------------

DRMP

Town of Huntersville


 Amanda Woods
 Senior Vice President

3/12/24
 Date

Anthony Roberts-Town Manager
 Date

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

HL-0118: Stumptown Road Extension

STAGE Multiple | Summary Sheet and Project Management

TASK ORDER # 4

Contract Information

DRMP, INC.	
Contract Type: Stand Alone Purchase Order	Payment Type: Lump Sum *Cost-Plus Payment for Plats and Staking (Survey)
Hinde Engineering - Subconsultant	
Contract Type: Stand Alone Purchase Order	Payment Type: Lump Sum
Terracon Consultants, Inc. - Subconsultant	
Contract Type: Stand Alone Purchase Order	Payment Type: Lump Sum

Project Information

Fill in Project Information.

BASIC PROJECT INFORMATION					
Project Duration: 28 months					
SPOT ID: SPOT Number	WBS: WBS	Federal Aid Number: FA Number			
Division: 10	County: Mecklenburg				
Project Description: Extension of Stumptown Road from NC 115 to Aberfeld Road					
Project Limits: West of NC 115 to Aberfeld Road		Length (miles): 0.773 Miles			
Programmed R/W Date: 10/1/2024		Programmed Let Date: 3/1/2027			
Federal Funding: Yes					
STIP Allocation: PE Phase (appraisal fees) \$185,000 R/W (includes Private Utilities) \$1,523,000 Construction Phase \$3,292,000	Funding Source: ☒ Federal ☐ State	Document Type: ☒ CE/MCDC ☐ EA/FONSI ☐ DEIS/FEIS/ROD	Contract Type: ☒ Lump Sum ☐ Cost Plus		
NEPA/Section 404 Merger Project: NO					

ROADWAY INFORMATION	
Design Speed: 40 MPH	Posted Speed: 35 MPH
Design Exceptions: None	Functional Classification: Major Collector
Tier Classification: Suburban	Terrain: Rolling
Design Standard: 2024 NCDOT Standards	Typical Section: 2 Lane C&G with multi-use path
<u>Right of Way</u> Existing: Varies Proposed: 70' (Typical)	Access Control: None
Number of Parcels: TBD	Number of Relocations: TBD
Bicycle Route: YES	Sidewalk: YES
Detours: NO	School Buses: YES
Noise Walls: TBD	Utility Impact: MEDIUM
Railroad Involvement: YES	Hazardous Sites: None
Historic Sites: None	Archaeological Sites: None
Grade Separations: None	Structures: Culvert
Signals: NC 115 / Stumptown Road Extension	
Are surveys available? YES	When are they anticipated? N/A

TRAFFIC MANAGEMENT INFORMATION	
ADT: 8000/18500 Stumptown Rd/NC 115	Positive Protection: Yes
Number of Y-lines: 3	Temporary Pavement: Yes
Temporary Shoring: Yes	On-Site Detours/Cross-overs: No
Road Closures/Off-Site Detours: No	Pedestrian Accommodation: Basic
Overhead Signs: 0	Staged Construction: Yes
Signalized Intersections: 2	Temporary Signals: Yes

STRUCTURAL AND HYDRAULIC INFORMATION	
Bridges: 0 Bridges	List of Structures: 0
Major Drainage Structures/Crossing: 1	Culverts: 2

Project Management Tasks

Objective:

During the project initiation stage, the Project Manager will organize the team, develop the scope of services, a baseline schedule and budget, and a work plan consisting of communications, risk management, quality and change management procedures and expectations for the project.

In subsequent stages, the Project Manager manages the team in accordance with those elements listed above, as well as ensures the project is delivered on time and within budget and meets the highest quality standards. The Project Manager leads and is responsible for building and maintaining the team, assisting the team's coordination, collaboration, and communication through various meetings. These meetings vary in frequency and purpose and are dependent upon project team needs. The Project Manager leads the team in coordination and status of the scope, schedule and budget, facilitates dialogue between team members, communication of project decisions and identification of risks, opportunities, and actions to progress the project through to all stages of project development to letting. The Project Manager engages with external stakeholders such as MPO/RPOs, local communities, businesses, residents, and other third-party external stakeholders as needed. In addition, the Project Manager performs administrative functions to report project status in accordance with various budget and schedule metrics and Department leadership requests for information, including development of project status reports, spending plans, etc.

Assumptions:

Fill in assumptions. Insert additional assumptions/exclusions as needed.

1. This section includes general project management and coordination of the project. Management of other discipline leaders are counted for in their individual section.

MEETINGS AND TRIPS			
☒	Meetings with TOWN PM: 28		
	Anticipated format: Virtual meeting	Anticipated # of staff: 1	Anticipated duration: 1 hrs./meeting
☒	External Coordination Meetings: 20		
	Anticipated format: Virtual meeting	Anticipated # of staff: 1	Anticipated duration: 1 hrs./meeting
☒	Internal Coordination Meetings: 50		
	Anticipated # of staff: 1 Anticipated duration: 1 hrs./meeting		
List out additional meetings and details (e.g., # of meetings, anticipated staff, duration of meetings)			
1. Anticipated # of staff is for project manager only. Other individuals are accounted for in their individual discipline.			

Tasks/Deliverables:

TASK/DELIVERABLE LIST	
☒	1.0 Project Management and Coordination - Coordination with TOWN PM, including status calls and meetings. - Coordination with other NCDOT disciplines/units. - Coordination with external stakeholders and agencies. - Internal coordination with project team, including status meetings. - Document all meetings and calls. - Maintain administrative record and internal project files. - Maintain Connect/SharePoint files and ATLAS Workbench.
☒	2.0 Project Schedule - Develop MS Project Schedule. - Maintain MS Project Schedule, including monthly updates.
☒	3.0 Monthly PM Status Reports and Invoicing (28 months) Prepare and submit monthly invoices and progress reports.
☒	4.0 Complete QC Procedures Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Project Quality Management Manual.
☒	Insert other tasks as needed: <i>to be included as part of manday estimate for this scope</i> - Coordination and QC for NRTR Updates due to expanded study area - Coordination with Norfolk Southern

2RD2 | Prepare for Field Inspection | [DRMP, Inc.]

Objective:

Develop a coordinated set of Field Inspection Plans that will be used for the Field Inspection Review meeting and constructability review in accordance to the guidance and references listed on the PDN as of the date of this scope.

Assumptions:

Fill in assumptions. Insert additional assumptions/exclusions as needed.

- Deliverables follow NCDOT CAD Standards
- All deliverables will be digitally submitted.
- Deliverables for 2RD2 include the following:
 - Response to 30% Plan Review Comments (Town, NCDOT, and NSRR combined)
 - 60% Plan Set
 - Response to 60% Plan Review Comments (Town, NCDOT, and NSRR combined)
 - Finalized 60% Combined Field Inspection (CFI) Plan Set

MEETINGS AND TRIPS	
☒	Meetings with TOWN: Status Calls: 5 meetings 2 staff/meeting Other Meetings: 10 meetings 2 staff/meeting
☒	Field Inspection Meeting: 2 staff

List out additional meetings and details:

1. Internal Review Meetings
2. Coordination meetings with Subconsultants
3. NCDOT Coordination Meetings

Tasks/Deliverables:

TASK/DELIVERABLE LIST
1.0 Field Inspection Plan Set ▪ Prepare and submit draft Field Inspection Plan Set, including QC of draft plans. ▪ Attend Field Inspection Review Meeting. ▪ Revise and resubmit Field Inspection Plan Set and responses to comments.
3.0 Construction Estimate Quantities ▪ Develop quantities for pay items for proposed designs. ▪ QC calculation of quantities. ▪ Submit calculation of quantity package and estimate form. ▪ Revise and resubmit quantities for cost estimating.
4.0 Task Management ▪ (Coordination with TOWN/NCDOT and other technical disciplines/units, internal coordination, safety compliance, meetings with TOWN/NCDOT as listed in the Meeting and Trips table and not already covered under the Task/Deliverable above, project documentation and uploads.) List specific items of work to delineate hours under Task Management.
5.0 Complete QC Procedures Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Quality Management Program: Quality Control and Quality Assurance.
Insert other tasks as needed: to be included as part of manday estimate for this scope. 1. Continued coordination with Norfolk Southern and NC Rail 2. Compliance review with OpenRoads Designer

2RE1 | Initiate Erosion and Sediment Control Plans | [DRMP, Inc.]

Objective:

Complete the Preliminary Erosion and Sediment Control Plans in accordance with the guidance and references listed in the PDN as of the date of this scope of services.

Assumptions:

Fill in assumptions. Insert additional assumptions/exclusions as needed.

1. Project will have one or more acres of land surface disturbance.
2. Skimmer basins design.
3. Two phase E&SC design.

MEETINGS AND TRIPS			
☐	Site Visit:		
	Anticipated format: Choose an item.	Anticipated # of staff: Insert #	Anticipated duration: Insert # hrs./meeting
☐	Pre-Design Meeting:		
	Anticipated format: Choose an item.	Anticipated # of staff: Insert #	Anticipated duration: Insert # hrs./meeting
☒	Final Design/Combined Field Inspection:		
	Anticipated format: In-person meeting	Anticipated # of staff: 1	Anticipated duration: 2 hrs./meeting
☐	Other Meetings: Insert # meetings		
	Anticipated format: Choose an item.	Anticipated # of staff: Insert #	Anticipated duration: Insert # hrs./meeting

Tasks/Deliverables:

TASK/DELIVERABLE LIST
1.0 Document Review and Surface Water Delineation for Design Requirements ☒ 1.1 Review project's environmental documents for commitments related to E&SC design, mitigation, landscaping, and vegetation re-establishment. ☒ 1.2 Water Quality Worksheet (Form ESC-1) ▪ Prepare and submit draft Form ESC-1. ▪ Revise and submit final Form ESC-1. ☒ 1.3 Environmental Document Review (Form ESC-2) ▪ Prepare and submit draft Form ESC-1. ▪ Revise and submit final Form ESC-1. ☐ 1.4 Conduct Site Visit ▪ Compare design file topography with existing field topography for discrepancies. ▪ Evaluate and note potential construction and maintenance issues. ▪ Document and photograph current condition of jurisdictional streams and wetlands or other drainage features. ▪ Prepare and distribute notes and photos.
3.0 Field Inspection Plans for Clearing & Grubbing and Final Construction Phases ▪ Prepare and submit clearing and grubbing and final construction phase E&SC plans for comment. ▪ Revise and resubmit E&SC plans.
4.0 Design Pipe/Culvert Construction Sequences
5.0 Review Field Inspection E&SC Plan Set and Attend Field Inspection ▪ Distribute the approved E&SC Field Inspection Plans. ▪ Review the E&SC Field Inspection Plans.
6.0 ROW/Easement Request File

- Determine temporary construction easement necessary for construction, maintenance, and removal of E&SC measures.
- Prepare and submit easement request CADD file.
- Coordinates with Roadway, Hydraulics, Right-of-Way, Utilities, and other disciplines/Units to identify and resolve conflicts or issues raised in the Field Inspection Review Meeting with the planned E&SC measures.

7.0 Task Management

(Coordination with NCDOT and other technical disciplines/units, internal coordination, safety compliance, meetings with NCDOT as listed in the Meeting and Trips table and not already covered under the Task/Deliverable above, project documentation and uploads.) List specific items of work to delineate hours under Task Management.

8.0 Complete QC Procedures

Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Quality Management Program: Quality Control and Quality Assurance.

2SD1 / 3SD1 | Develop Signing and Delineation Design | [DRMP, Inc.]

Objective:

Complete the signing and delineation plans in accordance with the guidance and references listed in the PDN as of the date of this scope of services.

Assumptions:

Fill in assumptions. Insert additional assumptions/exclusions as needed.

1. Signing

- a. Estimated number of Signing Plan Sheets (roadway): **12 sheets**
 - i. 4 along Stumptown
 - ii. 2 NC 115/Stumptown
 - iii. 2 Ramah Church/NC 115 -for closure
 - iv. 2 Stumptown/Ramah Church directional for NC 115
 - v. 2 Dellwood closure for construction
- b. Estimated number of Total Signing Plan Sheets: **18 sheets**
 - i. Title Sheet (1)
 - ii. Type E & F signs (1)
 - iii. Sign Designs (2)
 - iv. Layout Sheet (14)
- c. Overhead Sign Structures: **0**
- d. Overhead Signs (do not include Exit panels): **0**
- e. Ground Mounted Type "A" and Type "B" Signs: **0**
- f. Type "D" Signs: **4**
- g. Y-Lines requiring more than four Type "E" and "F" signs at intersections: **5**
 - i. Stumptown at Ramah Church Road (off limits)
 - ii. NC 115 intersection
 - iii. Seagle Street
 - iv. NC 115/Ramah Church closure
 - v. Dellwood Closure

2. Pavement Marking

- a. Estimated number of Pavement Marking Plan Sheets (roadway): **10**

- i. 4 along Stumptown
 - ii. 2 NC 115/Stumptown
 - iii. 2 Ramah Church/NC 115 -for closure
 - iv. 2 Dellwood closure for construction
- b. Estimated number of Total Pavement Marking Plan Sheets: **12**
 - i. Title Sheet (1)
 - ii. Pavement Marking Schedule (1)
 - iii. Layout sheets (10)
- c. Interchanges: **0**
- d. Signalized intersections: **2**
- e. Y-Lines requiring more than stop bar and tie-in marking, but without sidewalks: **1**
 - i. Ramah Church Road closure
- f. Y-Lines or intersections with sidewalks and wheelchair ramps: **3**
 - i. NC 115
 - ii. Seagle Street
 - iii. Aberfeld
- g. Roundabouts (mini, one lane, multi lanes): **1 (signing only)**

MEETINGS AND TRIPS	
☒	Field Visit: 2 staff
☒	Field Inspection: 2 staff
☒	Other Meetings: 2 meetings 2 staff/meeting
List out additional meetings and details: (e.g., Number of meetings, anticipated staff, duration of meetings)	
1. Plan Review Meetings (assume virtual)	

Tasks/Deliverables:

TASK/DELIVERABLE LIST
1.0 Draft Preliminary Signing and Delineation Layout - Develop draft signing and delineation strip map. - Coordinate for approval of routing and sign messaging. - Acquire pavement marking recommendation letter. - Submit draft signing and delineation plans for review. - Revise and resubmit signing and delineation plan in response to comments.
2.0 Conflicts with Utilities, Right-of-Way, Walls and ITS devices - Identify and document conflicts with utilities, walls, ITS devices, or drainage. - Determine additional right of way needs.
3.0 Plan Submittals - Determine signing construction limits. - Prepare and submit lane continuity and merging recommendations. - Distribute plans to Division office and Regional Traffic Engineer for review.
4.0 Unsealed Signing and Delineation Plans Address remaining comments from activities 2SD1/3SD1.

- Address conflicts or provide plan for addressing conflicts. - Prepare and submit updated signing and delineation plans. - Prepare and submit updated signing and delineation strip map.
5.0 Final Signing and Delineation Plans - Complete and submit signing and pavement marking plans. - Complete and submit sign designs and support chart. - Prepare and submit signing and pavement marking estimates and special provisions. - Include approved sign and support designs. - Complete and submit guard rail/barrier locations. - Submit final sealed signing and delineation plans.
6.0 Task Management (Coordination with NCDOT/Town (Status meetings as needed, assume 1 virtual meetings) - Coordination with other design groups/units - Project Documentation/correspondence and uploads
7.0 Complete QC Procedures Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Quality Management Program: Quality Control and Quality Assurance.
Insert other tasks as needed: to be included as part of manday estimate for this scope. 1. Translate Plans into AutoCAD for Town

2SG1 | Establish Signal & ITS Locations | [DRMP, Inc.]

Objective:

Work with the Regional Traffic Engineer as soon as the Signal Recommendations are received from the Regional Traffic Engineer. Ensure early coordination of Signal and ITS structures and equipment locations with Utilities to mitigate issues related to power and overhead/underground conflicts prior to signal/ITS construction in accordance with the guidance and references listed in the PDN as of the date of this scope of services.

Assumptions:

Fill in assumptions. Insert additional assumptions/exclusions as needed.

- No new signals expected. Signal modifications expected at 10-1804 1 NC 115 at Stumptown Road to add new approach (project on new alignment).
- Signal for NC 115 at Ramah Church Road is to be removed. (10-2086)
- RRFB at Aberfeld St and Stumptown Road Ext. with proposed refuge island

MEETINGS AND TRIPS		
☒	Site Visit: 2 staff	Insert mileage: 300 roundtrip
☒	Meetings: 2 meetings w/ Town 2 staff/meeting	Insert mileage: Assume Virtual
Insert other assumptions as needed. One meeting with utility coordinator. (Assume virtual)		

Tasks/Deliverables:

TASK/DELIVERABLE LIST	
1.0 Complete Preliminary Signal Pole/Cabinet Locations	
☒ 1.1 Develop Signal Pole/Cabinet Location Diagrams	- Locate the poles outside the clear zone. Where clear zone requirements cannot be met due to utility considerations or limited right-of-way, locate poles as far as is practical from the edge of pavement. - If the mastarm length exceeds 75 feet, consult with the ITS and Signals Unit (Signal Design Section). - Avoid conflicts by coordinating with utility owners and other Units/disciplines, including utilities, roadway design and hydraulics. - Provide signal cabinet locations to ensure the availability of power at proposed locations.
☒ 1.2 Draft Signal Pole/Cabinet Location Diagrams Deliverable	- Submit draft signal pole/cabinet location diagrams. - Revise and resubmit draft signal pole/cabinet location diagrams in response to comments.
☒ 1.3 Final Signal Pole/Cabinet Location Diagrams Deliverable	Submit final approved signal pole/cabinet location diagrams.
7.0 Task Management	
	- Coordination with NCDOT/Town (Status meetings as needed, assume 1 virtual meeting) - Coordination with other design groups/units - Project Documentation/correspondence and uploads
8.0 Complete QC Procedures	
Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Quality Management Program: Quality Control and Quality Assurance.	
Insert other tasks as needed: to be included as part of manday estimate for this scope.	
1. RRFB at Aberfeld St and Stumptown Road Ext.	

2TM2 | Initiate Transportation Management Plan | [DRMP, Inc.]

Objective:

Using Design Recommendation Plan Set, develop overall transportation management strategy, identify impacts to right of way, and identify items that required coordination with other disciplines for inclusion in the final Traffic Management Plan (TMP). Develop Temporary Traffic Control (TTC) Concept Plan in accordance with the guidance and references listed in the PDN as of the date of this scope of services.

Assumptions:

Fill in assumptions. Insert additional assumptions/exclusions as needed.

- Overall Complexity: **Medium - Staged Construction with Multiple Traffic Shifts**
- Level of Significance: **2 - Moderate Impacts**
- Anticipated Project Layout: **Phase/Step Method**

- a. Estimated number of "Design" Sheets: 20
- b. Estimated number of phases: 3
 - i. New alignments & right side NC 115, one side Seagle St, one side ex. -L-
 - ii. Continue new alignments & left side NC 115, one side Seagle St, one side ex. -L-
 - iii. Open -L- to traffic and close Ramah Church Road & Dellwood Drive
- c. Estimated details per phase: 5
 - i. 2 for -L- (existing w/ tie in at NC 115 & tie-in Aberfeld)
 - ii. 2 for NC 115 new construction
 - iii. 1 for Seagle St tie-in
- d. Total overview sheets: 0
- e. Title sheet/notes/phasing: 5
- f. Special details: 0

MEETINGS AND TRIPS	
☐	Brainstorming Meeting with WZTC: Insert # staff
☒	Field Visit: 2
☒	TTC Concept Review Meeting: 2
☒	Final Design Field Inspection/Combined Field Inspection: 2
☐	Constructability w/ Division: Insert # staff
☒	Temporary Shoring Meeting: 2
☐	Other Meetings: Insert # of meetings Insert # staff/meeting

List out additional meetings and details: (e.g., Number of meetings, anticipated staff, duration of meetings)

1.

Tasks/Deliverables:

TASK/DELIVERABLE LIST
1.0 Complete Concept Temporary Traffic Control (TTC) Plans - Review roadway plan set, Preliminary General Drawings, and current hydraulic design. - Coordinate with Utilities team members and Signing and Delineation Designer. - Attend field review/site investigation. - Prepare and submit draft TTC plans in accordance with guidance in 2TM2.
2.0 Lead TTC Concept Review Meeting - Set up and lead meeting in accordance with guidance in 2TM2. - Prepare and distribute agenda, meeting minutes, and action items to complete final TTC plans.
3.0 Task Management - Coordination with NCDOT/Town (Status meetings as needed, assume 1 virtual meeting) - Coordination with other design groups/units - Project Documentation/correspondence and uploads
4.0 Complete QC Procedures

Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Quality Management Program: Quality Control and Quality Assurance.

Insert other tasks as needed: to be included as part of manday estimate for this scope.

- 1.
- 2.

3HY1 | Complete Hydraulic Design | [DRMP, Inc.]

Objective:

Complete the final drainage designs to be shown on the Right-of-Way Plan Set and complete all required environmental permit drawings and Federal Emergency Management Agency (FEMA) compliance packages in accordance with the guidance and references listed in the PDN as of the date of this scope of services.

Assumptions:

Fill in assumptions. Insert additional assumptions/exclusions as needed.

1. ~~FEMA Compliance Packages~~
 - a. ~~SFC:~~ **Insert #**
 - b. ~~CLOMR:~~ **Insert #**

MEETINGS AND TRIPS		
☐	Merger Meetings: Insert # staff/meeting (Hydraulics staff only)	
	☐ CP 4C	
	Anticipated format: Choose an item.	Anticipated duration: Insert # hrs./meeting
☒	Additional Meetings: 2 staff/meeting	
	Anticipated format: Virtual Meeting	Anticipated duration: 2 hrs./meeting
List out additional meetings and details: (e.g., Number of meetings, anticipated staff, duration of meetings)		
1. Meetings with NCDOT Hydraulics Unit 2. Pre-Let Field Inspection Meeting		

Tasks/Deliverables:

TASK/DELIVERABLE LIST
1.0 Final Drainage Design Revise and resubmit updated Redline Drainage Plans and supporting documentation to incorporate revisions from Field Inspection, as needed.

▪ Submit final Redline Drainage Plans and supporting documentation.
3.0 Hydraulic Summary Sheet(s) ☒ Complete the Drainage Summary Sheet(s). ☒ Complete Stormwater Control Measures Summary Sheet(s). ▪ Submit Hydraulic Summary Sheet(s). ▪ Revise and resubmit as needed to address NCDOT comments.
4.0 Stormwater Management Plan ▪ Prepare and submit Stormwater Management Plan (SMP). ▪ Revise and resubmit as needed to address NCDOT comments.
5.0 Environmental Permit Drawing Package ▪ Prepare and submit permit drawings including (select as applicable): ☒ Wetland and surface water drawings (2 sites). ☐ Buffer permit drawings (Insert # of sites). ☐ CAMA permit ☐ FERC permit drawings and coordination with NCDOT ECAP. ▪ Revise and resubmit permit drawings as needed to address NCDOT comments. ▪ Provide CADD file of impacts if revisions are made.
7.0 Task Management ▪ Coordination with Town and NCDOT, internal coordination, meetings with NCDOT as listed in the Meeting and Trips table and not already covered under the Task/Deliverable above, project documentation and uploads.
8.0 Complete QC Procedures Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Quality Management Program: Quality Control and Quality Assurance.
Insert other tasks as needed: to be included as part of manday estimate for this scope. 1. Railroad Drainage Permit 2. BMP Design for Town Maintained Road

3RD1 | Complete Roadway Design | [DRMP, Inc.]

Objective:

Evaluate and/or incorporate decisions from the field inspection, constructability review, and all remaining design recommendations from technical disciplines/Units into the plans, resulting in a set of plans with no major constructability or right-of-way issues, in accordance with the guidance and references listed on the PDN as of the date of this scope.

Assumptions:

Fill in assumptions. Insert additional assumptions/exclusions as needed.

1. All deliverables will be digitally submitted
2. Deliverables for 3RD1 include the following:
 - a. R/W Plan Set
 - b. Response to R/W Plan Review Comments (Town, NCDOT, and NSRR combined)

- c. Finalized R/W Plan Set – Right-of-Way Plans Complete (RPC)
3. No revisions to the R/W plans are included after RPC. Any revisions to R/W plans such as revisions due to property owner discussions would be considered supplemental.

MEETINGS AND TRIPS	
☒	Meetings with TOWN: Status Calls: 1 meetings 2 staff/meeting Other Meetings: 8 meetings 2 staff/meeting
List out additional meetings and details: (e.g., Number of meetings, anticipated staff, duration of meetings) 1. Internal Review Meetings 2. Coordination with Subconsultants 3. NCDOT Coordination 4. Norfolk Southern and NC Rail Coordination	

Tasks/Deliverables:

TASK/DELIVERABLE LIST
1.0 Complete Right-of-Way Plan Set ▪ Incorporate noise wall locations from Design Noise Report (see 3EN1/3EN2) and coordinate with other disciplines/units as needed. ▪ Receive and incorporate final designs, plans, and coordination from other disciplines/Units, including Hydraulics, Utilities, Work Zone Traffic Control, Structures Management, Signing and Delineation, Roadside Environmental, Geotechnical Engineering, Rail Division). ▪ Prepare and submit draft Right-of-Way Plan Set. ▪ Revise and resubmit Right-of-Way Plan Set and responses to comments.
2.0 Pavement Management Coordination ▪ Provide typical section sheets for pavement design review. ▪ Update typical sections based on pavement design comments.
3.0 Construction Estimate Quantities ▪ Update quantities for pay items for proposed design. ▪ Submit quantities. ▪ Revise and resubmit quantities for cost estimating.
6.0 Task Management (Coordination with TOWN and other technical disciplines/units, internal coordination, safety compliance, meetings with NCDOT as listed in the Meeting and Trips table and not already covered under the Task/Deliverable above, project documentation and uploads.) List specific items of work to delineate hours under Task Management.
7.0 Complete QC Procedures Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Quality Management Program: Quality Control and Quality Assurance.
Insert other tasks as needed: to be included as part of manday estimate for this scope.

1. Anticipated minimal coordination with ROW Agents to answer questions with the design based on input from property owners.

3RE1 | Complete Erosion & Sediment Control Plans | [DRMP, Inc.]

Objective:

Complete the Erosion and Sediment Control Plans and applications for additional E&SC related permits in accordance with the guidance and references listed in the PDN as of the date of this scope of services.

Assumptions:

Fill in assumptions. Insert additional assumptions/exclusions as needed.

1. Permit to be reviewed and approved by NCDOT.

MEETINGS AND TRIPS			
☐	Meetings with NCDOT Roadside Environmental Unit:		
	Anticipated format: Choose an item.	Anticipated # of staff: Insert #	Anticipated duration: Insert # hrs./meeting
☐	Merger Meetings: Insert # staff/meeting (E&SC staff only)		
	☐ CP 4B ☐ CP 4C		
	Anticipated format: Choose an item.	Anticipated # of staff: Insert #	Anticipated duration: Insert # hrs./meeting
☐	Final Field Inspection: Insert # staff		
	Anticipated # of staff: Insert #	Anticipated duration: Insert # hrs./meeting	
List out additional meetings and details: (e.g., Number of meetings, anticipated staff, duration of meetings)			
1. 2 virtual review meetings with NCDOT.			

Tasks/Deliverables:

TASK/DELIVERABLE LIST
1.0 Complete E&SC Plans for Clearing and Grubbing Construction Phase ☒ 1.1 E&SC Plans for Clearing and Grubbing (C&G) ▪ Prepare and submit draft clearing and grubbing E&SC plans. ▪ Revise and resubmit clearing and grubbing E&SC plans. ☒ 1.2 E&SC Plans for Intermediate Construction Phase ▪ Prepare and submit draft intermediate phase E&SC plans. ▪ Revise and resubmit intermediate phase E&SC plans. ☒ 1.3 E&SC Plans for Final Construction Phase ▪ Prepare and submit draft final phase E&SC plans. ▪ Revise and resubmit final phase E&SC plans.

☒ 1.4 Calculate Matting Requirements for Ditches and Slopes - Analyze flow rate and determine stabilization requirements. - Prepare summary table and/or notations for E&SC plans.
☒ 1.5 Add details, notes, and vegetation management plans - Incorporate details and notes on E&SC plan sheets as needed. - Add project-specific vegetation management plans or landscaping to E&SC plans, as required for permitting or project commitments
2.0 Calculate Final E&SC Quantities and Develop Project Specific E&SC Special Provisions - Prepare and submit quantity calculations. - Prepare and submit Project Special Provisions (Green Sheets).
3.0 Apply for other Applicable Permits Related to the E&SC - Prepare and submit applications for other required permits/variances. - Coordinate with agencies as needed to obtain approvals. Select permits required: ☐ NCDEQ Trout Buffer Variance ☐ CCPCUA Permits ☐ CDEQ HQW waters ☐ Other:
4.0 Task Management Coordination with Town and NCDOT, internal coordination, meetings with NCDOT as listed in the Meeting and Trips table and not already covered under the Task/Deliverable above, project documentation and uploads.
5.0 Complete QC Procedures Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Quality Management Program: Quality Control and Quality Assurance.

3RR1 | Complete Railroad Design and Agreements | [DRMP, Inc.]

Objective:

Complete the railroad design and execute all necessary railroad agreements.

Assumptions:

Fill in assumptions. Insert additional assumptions/exclusions as needed.

- All deliverables will be digitally submitted.
- Utilize the following references:
 - American Railway Engineering and Maintenance-of-Way Association (AREMA) Manual for Railway Engineering
 - Federal Highway Administration (FHWA) Manual on Uniform Traffic Control Devices (MUTCD)
 - Federal Highway Administration (FHWA) Highway-Rail Crossing Handbook
 - Norfolk Southern (NS) Public Projects Manual
 - NCDOT Roadway Design Manual
 - Complete Streets Memo/Policy
 - State Maintained Road/Railroad Crossing Closure Procedures
 - NCDOT Quality Management Program: Quality Control and Quality Assurance

MEETINGS AND TRIPS	
☒	Meetings: 3 meetings 2 staff/meeting

Tasks/Deliverables:

TASK/DELIVERABLE LIST
1.0 Prepare Railroad Signal Planimetric and Complete Railroad Crossing Signal Design - Receive and incorporate final designs, plans, and coordination from other disciplines/Units, including Hydraulics, Utilities, Work Zone Traffic Control, Structures Management, Signing and Delineation, Roadside Environmental, Geotechnical Engineering, Rail Division. - Prepare and submit railroad planimetric and Authorization for Preliminary Engineering (A4PE) to the railroad to complete their final design for the railroad crossing signal plans. - Complete an Approved for Construction (A4C) upon completion of the final signal design.
2.0 Provide Final Railroad Design Plans to the Railroad - Review current railroad design plans from design lead and submit to Norfolk Southern. - Incorporate comments and coordinate with Roadway Design Lead on required plan revisions for railroad approval.
3.0 Complete Railroad Agreements Complete and coordinate a railroad agreement for all railroad encroachments.
4.0 Task Management Coordination with TOWN, NCDOT Rail, Norfolk Southern, and other technical disciplines/units, internal coordination, meetings with TOWN/NCDOT as listed in the Meeting and Trips table
5.0 Complete QC Procedures Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Quality Management Program: Quality Control and Quality Assurance.

3SG1 | Complete Signal & ITS Design | [DRMP, Inc.]

Objective:

Work with ITS and Signals Management Section to develop the complete Signal and ITS Design Plans. Follow the Signal recommendations, NCDOT ITS and Signal Plan Guidelines and other references, complete signal, signal communications and ITS designs.

Assumptions:

- No new signals expected. Signal modifications expected at 10-1804 1 NC 115 at Stumptown Road to add new approach (project on new alignment), RR Preemption (with coordination with NCDOT Rail Division) and pedestrian detection.
- Metal poles with mast arms for signals.
- Signal for NC 115 at Ramah Church Road is to be removed. (10-2086)
- RRFB at Aberfeld St and Stumptown Road Ext. with proposed refuge island
- Does include 2 temporary designs for 10-1804
- Does not include any ITS/signal communications work

MEETINGS AND TRIPS		
☒	Site Visit: 2 staff	300 miles roundtrip
☒	Meetings: 2 with Town/NCDOT 2 with NCDOT Rail	Assume Virtual (2 staff/meeting)
Insert other assumptions as needed.		

Tasks/Deliverables:

TASK/DELIVERABLE LIST
1.0 Complete Signal Plan and Electrical Detail Sheets ☒ 1.1 Develop the initial Signal Design Plan and Electrical Detail Sheets ▪ Use Signal Recommendations (provided by the Regional Traffic Engineer), NCDOT ITS and Signals Unit Design Manual, and NCDOT ITS & Signal Plan Guidelines. ☒ 1.2 Draft Signal Plan and Electrical Detail Sheets Deliverable ▪ Submit draft signal pole/cabinet location diagrams. ▪ Provide a written response to each signal-related comment from the previous submittal. ▪ Revise and resubmit draft design in accordance with the responses. ▪ Ensure revisions conform to the Signal Recommendations (provided by the Regional Traffic Engineer), NCDOT ITS and Signals Unit Design Manual, and NCDOT ITS & Signal Plan Guidelines. ▪ Coordinate the QC review following the NCDOT Quality Management Manual procedures and the respective QC Checklist before upload and distribution. ☒ 1.3 Final Signal Plan and Electrical Detail Sheets Deliverable ▪ Once all previous comments are addressed and the plans QC'ed, submit plan sheets to the ITS and Signals Unit (Signal Design Section) and upload plans on the project SharePoint site.
2.0 Complete Quantity and Cost Estimates ▪ To complete the quantity and cost estimates: ○ Perform quantity takeoffs following the NCDOT ITS and Signals Unit Design Manual, NCDOT Standard Specifications for Roads and Structures, and the most recent ITS and Signals Unit pay item list. ○ Use standard pay items when possible and coordinate with the appropriate Lead in the ITS and Signals Management Section when generic pay items are necessary. ▪ Develop cost estimates using recent bid data available on the NCDOT's website and ITS and Signals Management Section resources. ▪ Submit the Draft Quantity and Cost estimates to the appropriate Lead in the ITS and Signals Management Section. ▪ Submit final approved Quantity and Cost estimates to the appropriate Lead in the ITS and Signals Management Section.
3.0 Develop Project Special Provisions ▪ Use the ITSS Project Special Provisions-PSP-Current version from the www. connect.ncdot.gov website and quantity list to prepare the project-related special provisions. ▪ Submit draft project special provisions to the ITS and Signals Management Section for review. ▪ Submit final project special provisions to the ITS and Signals Management Section for review. ▪ Once completed and accepted, the Signal or ITS Lead is to upload completed documents on the project SharePoint site.

4.0 Complete Project Documentation

- Submit Autoturn simulations for left-turning vehicles for all signal designs on the project.
- Provide signed clearance time calculations and clearance distances for all signal designs on the project.
- Provide metal pole elevations and calculations for metal pole heights.
 - Design for 17 feet of roadway clearance except when otherwise specified.
 - Provide standard strain pole selections and justifications.
- Provide documentation of latest counts per intersection and justification of phase selection.
- Provide copies of signal related email correspondence with the NCDOT or Municipal personnel, notes from any signal-related phone conversations, and any field notes.
- Provide a database or configuration file for each location.
 - Ensure the file includes all the necessary programming entries to achieve the desired operation of the signal design for the location.
 - Ensure the file is compatible with the local controller software that is being used and is able to be downloaded directly to the controller unit without conversion.
- Place all simulations, calculations and other documentation in the project's "Intelligent Traffic Systems and Signals" folder on the project SharePoint site.
- Submit draft Project Documentation.
- Revise and resubmit draft Project Documentation in response to comments.

6.0 Complete Electrical Service to Devices

- For Electrical Service and Feeder Conductors, note power requirements for all devices.
- Refer the Roadway Standard Drawings, Standard Specifications for Roads and Structures and the National Electrical Code.
- Submit the draft design.
- Revise and resubmit draft design in accordance with the responses from the ITS and Signals Management Section.
- Submit final approved design to the ITS and Signals Management Section.

9.0 Task Management

Coordination with TOWN, NCDOT Rail, and other technical disciplines/units, internal coordination, meetings with TOWN/NCDOT as listed in the Meeting and Trips table

- Coordination with other design groups/units
- Project Documentation/correspondence and uploads

10.0 Complete QC Procedures

Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Quality Management Program: Quality Control and Quality Assurance.

Insert other tasks as needed: to be included as part of manday estimate for this scope.

1. Prepare plans and special provisions for one RRFB at Aberfeld.
2. Translate plans into AutoCAD for Town.

3ST1 and 4ST1 | Complete Structures Design and Finalize Structures Design PS&E | [DRMP, Inc.]

Objective:

In Stage 3, complete the structure design and draft plans for two culverts. Coordinate with the Structures Management Unit for submittal reviews and coordination with other internal Units including

Hydraulics Unit and Environmental Analysis Unit (EAU) for environmental impacts and environmental permit drawings. All work is to be done in accordance with the guidance and references listed in the PDN as of the date of this scope of services.

In Stage 4, submit plans, specifications, and estimates (PS&E), with supporting documentation to the Structures Management Unit in accordance with the guidance and references listed in the PDN as of the date of this scope of services.

Tasks 3ST1 and 4ST1 are incorporated into 1 scope of services.

Assumptions:

Fill in assumptions. Insert additional assumptions/exclusions as needed.

1. It is assumed that 3ST1 and 4ST1 activities will be performed under a single Task Order.
2. Structure information is provided in the attached Bridge Data Sheet(s) (1 per structure)
3. For submittal guidelines, refer to SMU SharePoint Guidelines.
4. List of Structures: **2 culverts**
5. Any potential work related to retaining walls or noise walls are considered supplemental and can be scoped in a future task order.
6. References:
 - a. NCDOT Structures Management Unit Design Manual and Figures
 - b. NCDOT Structures Management Unit Standard Letters and Policy Memos
 - c. NCDOT Structures Management Unit SharePoint Guidelines
 - d. NCDOT Structures Management Unit OpenBridge Designer Manual
 - e. NCDOT Structures Management Unit Standard Drawings
 - f. NCDOT Structures Management Unit Project Special Provisions
 - g. AASHTO LRFD Bridge Design Specifications
 - h. Approved Design Recommendations Plan set (from 2RD1)
 - i. Approved Hydraulic Survey Report for Major Structures (from 2HY2)

MEETINGS AND TRIPS		
☒	Pre-let Field Inspection:	3 staff

Tasks/Deliverables:

TASK/DELIVERABLE LIST
5.0 Permit Impacts and Drawings ▪ Develop bridge permanent and temporary impacts (areas and physical limits). in coordination with Hydraulics Unit for Wetland and Surface Water Impacts and Buffer Impacts for permit applications. ▪ Prepare and submit data to Hydraulics Unit.
8.0 Final Structures Plan Review (Culvert) ▪ Develop final culvert design calculations and plans. ▪ Prepare and submit draft final structure drawings. ▪ Revise and resubmit structure drawings in response to comments.
10.0 Final Structure Plans – PE-sealed (Culvert)

▪ Add PE seals to final structure plans after all Structures Management Unit PS&E comments have been resolved. ▪ Submit plans per submittal guidelines
11.0 Structure Working Days Estimate ▪ Calculate working days for each structure on the project. ▪ Submit working days summary.
12.0 Structures Project Special Provisions – PE-sealed ▪ Prepare and compile Project Special Provisions for all structures on project. ▪ Submit PSP package for review. ▪ Address comments and submit PE-sealed PSP package.
13.0 Structure Quantity Estimate ▪ Prepare and submit list of Structures Pay Items and quantities per latest submittal guidelines.
14.0 Structure Design Files ▪ Submit PE-sealed calculations for each structure. ▪ Submit CADD files for each structure plan sheet (seals removed). ▪ Submit KMZ files ▪ It is assumed that QC of these items are performed during the plan preparation stage (Stage 3).
16.0 Task Management (Coordination with TOWN and other technical disciplines/units, internal coordination, safety compliance, meetings with NCDOT as listed in the Meeting and Trips table and not already covered under the Task/Deliverable above, project documentation and uploads.) List specific items of work to delineate hours under Task Management.
17.0 Complete QC Procedures Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Quality Management Program: Quality Control and Quality Assurance.
Insert other tasks as needed: to be included as part of manday estimate for this scope. 1. Coordination with Hydro Group to determine scour information 2. Coordination with Geotech Group to determine foundation needs

3TM1 | Complete Transportation Management Plan | [DRMP, Inc.]

Objective:

Complete final Traffic Management Plan in accordance with the guidance and references listed in the PDN as of the date of this scope of services.

Assumptions:

Fill in assumptions. Insert additional assumptions/exclusions as needed.

1. Overall Complexity: **Medium - Staged Construction with Multiple Traffic Shifts**
2. Level of Significance: **2 - Moderate Impacts**
3. Anticipated Project Layout: **Phase/Step Method**
4. Estimated number of "Design" Sheets: **20 sheets**
 - a. Estimated number of phases: **3**
 - i. **New alignments & right side NC 115, one side Seagle St, one side ex. -L-**
 - ii. **Continue new alignments & left side NC 115, one side Seagle St, one side ex. -L-**
 - iii. **Open -L- to traffic and close Ramah Church Road & Dellwood Drive**

- b. Estimated details per phase: 5
 - i. 2 for -L- (existing w/ tie in at NC 115 & tie-in Aberfeld)
 - ii. 2 for NC 115 new construction
 - iii. 1 for Seagle St tie-in
- c. Total overview sheets: 0
- d. Title sheet/notes/phasing: 5
- e. Special details: 0

MEETINGS AND TRIPS	
☐	Constructability w Division: Insert # staff
☒	Temporary Shoring Meeting: Insert # staff
☒	Plan-In-Hand Review Meeting: Insert # staff
☐	Other Meetings: Insert # of meetings Insert # staff/meeting
List out additional meetings and details: (e.g., Number of meetings, anticipated staff, duration of meetings)	
1.	

Tasks/Deliverables:

TASK/DELIVERABLE LIST
1.0 Complete Final Unsealed Transportation Management Plan (TMP) ▪ Upon receiving Division concurrence with the TTC concept, the WZTC Project Engineer is to directly coordinate with the previously identified disciplines/Units around several specific elements of design. ○ Roadway Design Unit/Roadway Design Lead ○ Structures Management Unit/Structures Lead ○ Hydraulics Unit/Hydraulics Design Engineer and Roadside Environmental Unit/Roadside Environmental Engineer ○ Geotechnical Engineering Unit/Design Geotechnical Engineer ○ ITS and Signals Unit/Signal Lead and Signal System Engineer ○ Utilities Lead/Utilities Coordinator/Utilities Design Engineer ○ Signing and Delineation Unit/Signing and Delineation Designer ○ Regional Traffic Engineer ○ Statewide Transportation Operations Center (STOC) ○ Transportation Operations and Incident Management ▪ Document all coordination efforts, completing coordination with the identified disciplines/Units prior to Plan-in-Hand Review Meeting. ▪ Progress the TMP for the Plan-In-Hand Review Meeting to include: ○ Title Sheet/Legend ○ General Notes ○ Phasing ○ All required Traffic Control Details ○ Draft version of TMP Estimate of WZTC Pay Items and Est. Quantities ○ Draft Version of Intermediate Contract Times ○ Draft Version of WZTC Special Provisions ▪ Attend Plan-In-Hand Review Meeting prepared to discuss Final Unsealed TMP.

2.0 Complete Final Sealed TMP

- Submit Final Sealed TMP including:
 - TMP estimate of WZTC pay items and estimated quantities.
 - Intermediate Contract Times using standard ICT templates.
 - Sealed WZTC Special Provisions generated from the Work Zone Application for Special Provisions (WASP).

3.0 Task Management

- Coordination with NCDOT/Town (Status meetings as needed, assume 2 Teams meetings)
- Coordination with other design groups/units
- Project Documentation/correspondence and uploads

4.0 Complete QC Procedures

Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Quality Management Program: Quality Control and Quality Assurance.

4EP1 | Complete Construction Consultation | [DRMP, Inc.]

Objective:

Conduct consultation (a written summary to evaluate whether the prior NEPA/SEPA documentation remains valid) prior to executing construction authorization if more than one year has passed since approval of the environmental document(ation) or if substantial project changes have occurred.

Assumptions:

Fill in assumptions. Insert additional assumptions/exclusions as needed.

1. Construction Consultation is based on construction authorization transpiring more than one year after the approval of the environmental document.
2. No significant changes are anticipated to the design at this time. A supplemental agreement would be required if any change to the design extends outside of the study area.

Tasks/Deliverables:

TASK/DELIVERABLE LIST

1.0 Data Collection

- Review previously approved environmental documentation and note changes that have occurred since then and any new policies or updates needed.
- Review project for any design changes.
- Review project limits and compare to approved study area to make sure all design limits fall within the approved study area.
- Review USFWS list for additional T&E species added since latest approved environmental document.
- Review any changes to water resources and classifications.
- Review Project Commitment Sheet.
- ~~Submit ETRACS requests to NCDOT Units as appropriate.~~

2.0 Prepare Draft Construction Consultation

- Prepare Consultation Form per latest template and guidance provided by EPU.

▪ Update Project Commitment Sheet. ▪ Submit to EPU/PMU/Division for review.
3.0 Prepare Final Construction Consultation ▪ Revise per comments ▪ Submit Final Consultation
4.0 Task Management (Coordination with TOWN and other technical disciplines/units, internal coordination, safety compliance, meetings with NCDOT as listed in the Meeting and Trips table and not already covered under the Task/Deliverable above, project documentation and uploads.) List specific items of work to delineate hours under Task Management.
5.0 Complete QC Procedures Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Quality Management Program: Quality Control and Quality Assurance.
Insert other tasks as needed: to be included as part of manday estimate for this scope. 1. Obtain and update available GIS Data for mapping. 2. Indirect and Cumulative Effects (ICE) Short Form (per NCDOT request on 01/02/2024) • Assess appropriate boundary/prepare mapping for the Future Land Use Study Area (FLUSA) for review/approval by NCDOT Community Studies Group • Distribute ICE Comprehensive Interview Form package via email • Complete Draft ICE Short Form and submit to NCDOT Community Studies Group • Address NCDOT CS comments/finalize ICE 3. Additional time for Short-form CIA (additional round of comments from CS Group) 4. Minor updates to CIA and Draft CE (design mapping, bike/ped accommodations)

4RD1 | Finalize the PS&E Package | [DRMP, Inc.]

Objective:

Compile the Final Roadway Design Plans, Specifications, and Estimate PS&E) with any other required documentation to assist the Town to develop the contract for the Advertisement and Letting Process, in accordance with the guidance and references listed on the PDN as of the date of this scope.

Assumptions:

Fill in assumptions. Insert additional assumptions/exclusions as needed.

1. All deliverables will be digitally submitted.
2. Deliverables for 4RD1 include:
 - a. 90% Plan Set
 - b. Response to 90% Comments (Town, NCDOT, and NSRR combined)
 - c. 100% Plan Set
 - d. Response to 100% Comments (Town, NCDOT, and NSRR combined)
 - e. Final Signed/Sealed Plan Set

MEETINGS AND TRIPS	
☒	Meetings with TOWN:

Status Calls: 12 meetings 2 staff/meeting
Other Meetings: 24 meetings 2 staff/meeting
List out additional meetings and details: (e.g., Number of meetings, anticipated staff, duration of meetings) 1. Internal Review Meetings 2. Coordination with Subconsultants 3. NCDOT Coordination 4. Norfolk Southern and NC Rail Coordination

Tasks/Deliverables:

TASK/DELIVERABLE LIST
1.0 Review Set of Final Plans ▪ Prepare index of sheets, list of standard drawings, general notes, special provisions, summary plan sheets, quantities, control points sheet, and key documents. ▪ Submit KMZ file ▪ Submit plans for NCDOT Roadway Design QC review. ▪ Revise and resubmit Roadway Design Review Plan Set and contract documentation for Contract Standards Plan review. ▪ Revise and resubmit Roadway Design Review Plan Set and responses to comments.
2.0 Final Construction Quantities ▪ Update quantities for pay items for proposed design. ▪ QC of quantities. ▪ Submit quantities. ▪ Revise and resubmit quantities. ▪ Enter quantities using PIQ Tool.
3.0 Sealed Contract Roadway Design Plans ▪ Prepare and submit sealed final plans.
4.0 Task Management (Coordination with NCDOT and other technical disciplines/units, internal coordination, safety compliance, meetings with NCDOT as listed in the Meeting and Trips table and not already covered under the Task/Deliverable above, project documentation and uploads.) List specific items of work to delineate hours under Task Management.
5.0 Complete QC Procedures Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Quality Management Program: Quality Control and Quality Assurance.

4RR1 | Complete Railroad Design and Agreements | [DRMP, Inc.]

Objective:

Complete all railroad coordination. The other mechanism for continuing this task is getting involved in stakeholder meetings and coordination meetings.

Assumptions:

1. All deliverables will be digitally submitted.
2. Utilize the following references:
 - a. American Railway Engineering and Maintenance-of-Way Association (AREMA) Manual for Railway Engineering
 - b. Federal Highway Administration (FHWA) Manual on Uniform Traffic Control Devices (MUTCD)
 - c. Federal Highway Administration (FHWA) Highway-Rail Crossing Handbook
 - d. Norfolk Southern (NS) Public Projects Manual
 - e. NCDOT Roadway Design Manual
 - f. Complete Streets Memo/Policy
 - g. State Maintained Road/Railroad Crossing Closure Procedures
 - h. NCDOT Quality Management Program: Quality Control and Quality Assurance
 - i. PROWAG / ADA Standards

MEETINGS AND TRIPS	
☒	Meetings: 3 meetings 1 staff/meeting

Tasks/Deliverables:

TASK/DELIVERABLE LIST
1.0 Receive/Execute Relevant Railroad Agreements - Coordinate the execution of the final railroad agreement for the railroad encroachment. - Distribute the agreement to the Railroad Coordination Engineer and Project Manager when finalized.
2.0 Provide Project Special Provisions to Contract Standards Provide any project-specific Special Provisions to the Contract Standards and Development Unit (for action) and the Railroad Coordination Engineer and Project Manager for information.
3.0 Task Management Coordination with TOWN, NCDOT Rail, Norfolk Southern, and other technical disciplines/units, internal coordination, meetings with TOWN/NCDOT as listed in the Meeting and Trips table
4.0 Complete QC Procedures Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Quality Management Program: Quality Control and Quality Assurance.

2UT1 | Initiate Utility Coordination | [Hinde Engineering]

Objective:

Coordinate with utility owners to identify conflicts between their facilities and the project and develop resolution for those conflicts and coordinate preliminary utility designs. Work will conform to the guidance and references listed in the PDN as of the date of this scope of services.

If a utility is providing complete Utilities Construction Plans for inclusion in the contract, the Utilities Coordinator is responsible for the coordination and delivery to NCDOT of the deliverables assigned to the Utilities Design Engineer that are instead being produced by the utility. The Utilities Coordinator is not responsible for the production of those deliverables.

Assumptions:

Fill in assumptions. Insert additional assumptions/exclusions as needed.

1. Utility Impacts Rating: **Medium**
2. Utilities Unit Personnel
 - a. Utility Lead: **N/A**
 - b. Regional Utility Coordinator: **N/A**
 - c. Utilities Design Engineer: **N/A**
 - d. Utilities Regional Engineer: **N/A**
3. Known Utility Owners: **AT&T Distribution, Charlotte Water, Conterra, Google Fiber, American Tower, Duke Energy, Energy United, Electricities, Brightspeed, Verizon, Piedmont Natural Gas, Spectrum, Sprint.**

MEETINGS AND TRIPS			
☐	Scoping Meeting with Utilities Unit:		
	Anticipated format: Choose an item.	Anticipated # of staff: Insert #	Anticipated duration: Insert # hrs./meeting
☒	Site Inspection:		
	Anticipated # of staff: 1		Anticipated duration: 8 hours
☒	Utility Coordination Kickoff Meeting:		
	Anticipated format: Virtual Meeting	Anticipated # of staff: 1	Anticipated duration: 2 hours
☒	Field Inspection:		
	Anticipated # of staff: 1		Anticipated duration: 4
List out additional meetings and details: (e.g., Number of meetings, anticipated staff, duration of meetings)			
1. 11 utility progress meetings, 1 staff, 1 hour each.			

Tasks/Deliverables:

TASK/DELIVERABLE LIST	
1.0 Data Collection (if not performed in 1UT2)	- Contact utilities not recorded with NC 811. - Provide roadway design plans (electronic and paper copies) to utility owners. - Conduct preliminary coordination meeting with each utility owner. - Provide Utility Project Outline.
2.0 Identify Major Utility Conflicts and Relocation Impacts	- Review plans to identify likely locations of conflicts. - Document conflicts on the Utilities Coordination Working Plans. - Consult with Utilities Lead and Utility Design Lead to discuss potential conflicts and general guidance to be given to the utilities. - Coordinate possible conflict resolution with project designers in other NCDOT Units. - Submit Utility Relocation (Cost) and Construction Estimate (see 2UT2/3UT2 for related information on verified estimate procedures).
3.0 Conduct Utility Coordination Kickoff Meeting	- Schedule and conduct Utility Coordination Kickoff Meeting. - Prepare and submit Kickoff Meeting Minutes and conflict letters. - Request plans, easement needs, and cost estimates from utility owners. - Identify action items for other NCDOT disciplines and utility companies.
4.0 Initiate Cost Responsibility Analysis	- Review documents provided by utility owners, NCDOT Right-of-Way Unit, and prepare opinion on claims of compensable interest. - Prepare and submit Preliminary Cost Responsibility Analysis Report.
5.0 Receive Preliminary Utility Relocation Plans from Utility Owners	- Receive utility relocation plans from utilities and from Utilities Design Engineer. - Review plans to ensure compliance with Utilities Accommodation Manual. - Coordinate relocation design with other NCDOT units. - Incorporate relocation plans into Utilities Coordination Working Plans. - Ensure up-to-date Utilities Coordination Working Plans are always available on SharePoint.
6.0 Submit Routing Plan	- Address changes and comments from CFI-FDFI meeting and incorporate into Utility Coordination Working plans, utility easement requests, and utility parcel requests. - Revise Routing Plan based on comments from Utilities Lead, full hydraulic design, noise walls and signals. - Submit Utility Coordination Working Plans and description of important design decisions.
7.0 Create Relocation Schedule (in MS Project)	
8.0 Submit Preliminary Utility Construction Plans	
9.0 Request SUE Level A	- Request and compile SUE Level A requests from the designers of each of the utilities. - Submit final SUE Level A request.
10.0 Coordinate Geotechnical Investigation (Trenchless) Request	

- For utilities to be constructed with project, coordinate with Utilities Designer to prepare and submit locations for geotechnical investigation.
- For utilities designed by utility owner to be constructed with project, coordinate submittal of request for geotechnical investigations for trenchless utilities.

3UT1 | Advance Utility Coordination | [Hinde Engineering]

Objective:

Coordinate final design of utilities and needs for environmental permitting in accordance with the guidance and references listed in the PDN as of the date of this scope of services.

If a utility is providing complete Utilities Construction Plans for inclusion in the contract, the Utilities Coordinator is responsible for the coordination and delivery to NCDOT of the deliverables assigned to the Utilities Design Engineer that are instead being produced by the utility. The Utilities Coordinator is not responsible for the production of those deliverables.

Assumptions:

Fill in assumptions. Insert additional assumptions/exclusions as needed.

1. N/A

MEETINGS AND TRIPS	
☒	Other Meetings: 3 meetings 2 staff/meeting Charlotte Water and Hinde Engineering
List out additional meetings and details: (e.g., Number of meetings, anticipated staff, duration of meetings)	
1.	

Tasks/Deliverables:

TASK/DELIVERABLE LIST
1.0 Coordinate Noise Wall and Signal Conflicts, and Service Acquisition for ITS, Lighting, and Signing
2.0 Review Utility Relocation Packages ▪ Receive and review final Utility Relocation Plans, Estimates, and Special Provisions. ▪ Coordinate with Utility Design Engineer or utility owner's engineer to address comments and submit final Utility Agreement Plans.
3.0 Initiate Water and Sewer Permits ▪ Assist in submitting permit applications to NC Department of Environmental Quality Public Water Supply Section and Division of Water Quality.
4.0 Provide Permit-Related Utility Environmental Impacts ▪ Create Utilities Environmental Permit Drawings and environmental narrative.

▪ Submit Utilities Environmental Permit Drawings for review and revise as needed. ▪ Submit final Utilities Environmental Permit Drawings.
5.0 Submit Cost Responsibility Analysis Report ▪ Prepare and submit Cost Responsibility Analysis Report for review. ▪ Revise and submit final Cost Responsibility Analysis Report.
6.0 Submit Final Utility Coordination Working Plans ▪ Submit Final Utility Coordination Working Plans with Final Easements/PUE. If working plans are not final, continue maintaining updated plans on SharePoint. ▪ Confirm all information is incorporated into Right of Way Plan Set (see 3RD1). ▪ Submit Utility Relocation (Cost) Estimate and Construction Estimate (see 2UT2/3UT2 for related information on verified estimate procedures).
7.0 Conduct a Review of Plans and Schedule with Utility Owner
8.0 Submit Utility Agreements for Authorizations ▪ Submit Utility Relocation Packages for Authorization by NCDOT. ▪ Submit Authorization Letter for each Package.
9.0 Task Management (Coordination with NCDOT and other technical disciplines/units, internal coordination, safety compliance, meetings with NCDOT as listed in the Meeting and Trips table and not already covered under the Task/Deliverable above, project documentation and uploads.) List specific items of work to delineate hours under Task Management. ▪ Submit monthly progress report to Utility Agency with copy to Area Utility Agent. ▪ Load approved plans, easement design onto Sharepoint and/or Project Wise. ▪ Update Utility Parcel List and parcel acquisition dates monthly.
10.0 Complete QC Procedures Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Quality Management Program: Quality Control and Quality Assurance.
Insert other tasks as needed: to be included as part of manday estimate for this scope. 1. 2.
9.0 Complete QC Procedures Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Quality Management Program: Quality Control and Quality Assurance.
Insert other tasks as needed: to be included as part of manday estimate for this scope. 1. 2.

4UT1 | Complete Utility Coordination | [Hinde Engineering]

Objective:

Facilitate the relocation of utilities being relocated by the utility owners in accordance with the guidance and references listed in the PDN as of the date of this scope of services.

If a utility is providing complete Utilities Construction Plans for inclusion in the contract, the Utilities Coordinator is responsible for the coordination and delivery to NCDOT of the deliverables assigned to the Utilities Design Engineer that are instead being produced by the utility. The Utilities Coordinator is not responsible for the production of those deliverables.

Assumptions:

Fill in assumptions. Insert additional assumptions/exclusions as needed.

1. Hinde Engineering is not responsible for the execution of expected utility relocation timelines.

MEETINGS AND TRIPS	
☒	Other: 6 meetings 1 staff/meeting List other required meetings
List out additional meetings and details: (e.g., Number of meetings, anticipated staff, duration of meetings)	
1.	

Tasks/Deliverables:

TASK/DELIVERABLE LIST - UTILITY COORDINATOR
1.0 Complete Utilities by Others Plans and Special Provisions - Complete Utilities by Others Plans. - Update Special Provisions prior to Letting.
2.0 Update Plans and Relocation Schedule with Utility Owner Schedule a Utility Relocation Schedule Conference for Division.
3.0 Task Management (Coordination with NCDOT and other technical disciplines/units, internal coordination, safety compliance, meetings with NCDOT as listed in the Meeting and Trips table and not already covered under the Task/Deliverable above, project documentation and uploads.) List specific items of work to delineate hours under Task Management. - Submit monthly progress report to Utility Agency with copy to Area Utility Agent. - Load approved Plans, Special Provisions, Estimates and Permits onto SharePoint and/or Project Wise.
4.0 Complete QC Procedures Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Quality Management Program: Quality Control and Quality Assurance.
Insert other tasks as needed: to be included as part of manday estimate for this scope. 1. 2.

4UT2 | Complete Utility Relocation by Owner | [Hinde Engineering]

Objective:

Support Project Manager and Resident Engineer by maintaining contact with the utilities, maintaining the Utilities Relocation Schedule, and continuing coordination to resolve relocation issues until the relocations by the utilities are complete in accordance with the guidance and references listed in the PDN as of the date of this scope of services.

Assumptions:

Fill in assumptions. Insert additional assumptions/exclusions as needed.

1. Hinde Engineering is not responsible for the execution of expected utility relocation timelines.

MEETINGS AND TRIPS	
☒	Relocation Utility Conference(s): 6 meetings 1 staff/meeting
☐	Other: Insert # meetings Insert # staff/meeting List other required meetings
List out additional meetings and details: (e.g., Number of meetings, anticipated staff, duration of meetings)	
1.	

Tasks/Deliverables:

TASK/DELIVERABLE LIST
1.0 Hold Relocation Scheduling Conference - Schedule and hold Relocation Scheduling Conference for each utility. - Prepare and distribute meeting summaries.
2.0 Updated Utilities Relocation Schedule - Update Utilities Relocation Schedule weekly and distribute. - Maintain weekly contact with utilities during relocation construction.
3.0 Task Management (Coordination with NCDOT and other technical disciplines/units, internal coordination, safety compliance, meetings with NCDOT as listed in the Meeting and Trips table and not already covered under the Task/Deliverable above, project documentation and uploads.) List specific items of work to delineate hours under Task Management.
4.0 Complete QC Procedures Perform appropriate quality reviews and complete quality checklists in accordance with the NCDOT Quality Management Program: Quality Control and Quality Assurance.
Insert other tasks as needed: to be included as part of manday estimate for this scope. 1.

SURVEYING SCOPE-OF-SERVICES

PLAT MAPS AND LEGAL DESCRIPTIONS

The CONSULTANT will provide all necessary maps (letter or legal sized maps) and legal descriptions for acquisition of R/W and/or easements within the project limits as required for the project. Maps will be prepared in accordance with NCDOT specifications and in accordance with North Carolina General Statute 47-30.m and 47-30.n mapping requirements. This task includes the following:

- One (1) Review copy of parcel map and legal description for comments.
- One (1) Signed copy of parcel map and legal description.

As necessary for right-of-way or easement acquisition, property surveys will be completed on each parcel affected including:

- Researching all property survey data, record information, including easements, deeds, and plats and supplement them as necessary to complete the Project.
- Making all necessary surveys to determine all property lines, areas maintained as right-of-way, and/or existing right-of-way along the Project.
- Locations of property lines to the extent necessary for purposes of overlaying and verifying legal descriptions and plats.

STAKING FOR RIGHT-OF-WAY & EASEMENTS

The CONSULTANT will stake the existing R/W, proposed R/W and/or easement lines as directed by the Engineer for the purpose of acquisitions. Wood Stakes with ribbon will be set and marked with Easement type or R/W.

QUALITY LEVEL A TEST HOLES

Pursuant to the NCDOT SUE request, the CONSULTANT will provide QL-A (per ASCE 38-02) test holes and survey location of known subsurface utilities at up to 25 locations in the project limits. Services include the following tasks:

- Designate the subject utility lines at each location to determine the horizontal position prior to excavating.
- Stake the locations of each test hole in advance.
- NC 11 ticket request will be made 7 full working days prior to excavation.
- Survey the test holes after completion.
- Prepare test hole data sheets recording the size, type, material, and depth.
- Provide a MicroStation file prepared in accordance with NCDOT specifications.

FEE SCHEDULE

Item	Unit	Cost
Plats & Legal Description	Per Parcel	\$1,475.00
R/W Easement Staking	Per Parcel	\$650.00
Plat Revisions	Per Parcel	\$230.00
Quality Level A Test Holes	Per Test Hole	\$1,700.00

Natural Resource Technical Report

Terracon will conduct appropriate pre-task planning prior to initiating field work. Pre-field work planning is expected to consist of: confirming limits of study area with DRMP, reviewing appropriate project study area mapping including U.S. Geologic Survey (USGS) quadrangle maps, Natural Resources Conservation Service (NRCS) county soils maps, and recent aerial photographic imagery; and preparing a health and safety plan. DRMP will be notified of the proposed field schedule.

Terracon will collect applicable information in the field to use in preparing a Natural Resources Technical Report (NRTR). Terracon will follow the most current NRTR format and guidelines (dated September 2021) available through the Environmental Coordination & Permitting (ECAP) website at the time of this proposal:

<https://connect.ncdot.gov/resources/Environmental/EAU/ECAP/Documents/Preparing%20Natural%20Resource%20Technical%20Reports%20-%202017.pdf>

Based on guidance from NCDOT:

- A GPS logging interval of 1 second for point features, minimum 20 positions per point will be used.
- The Professional Land Surveyor (PLS) requirement for certification of the delineation is understood to be the responsibility of NCDOT Locations and Surveys for this project and is expected to occur during the project's final survey and therefore is not part of this scope.
- 20d 4" (Bright Common or Hot Dipped Galvanized Common) or similar nails will be driven into the ground for each wetland point; nails will not be used for stream points.

GPS data and preliminary delineation results exhibit will be provided to the CONSULTANT to provide to NCDOT Locations and Surveys to assist in locating the delineation flags in the field.

Terracon will create the WEX file based on the preliminary GPS data collected during the delineation field work. WEX file formatting will be based on NCDOT's GPS/CADD Information guidance for consultants (dated June 2020) available through the ECAP webpage at the time of this proposal:

<https://connect.ncdot.gov/resources/Environmental/EAU/ECAP/Documents/Consultant%20GPS%20CADD.pdf>

As part of the NRTR field work, Terracon will conduct a Threatened and Endangered species review for the project. As part of the assessment, Terracon will evaluate the project study area for presence of suitable habitat for Federal Threatened and Endangered species listed for Mecklenburg County. Terracon can complete species-specific surveys within the project study area during the appropriate survey window(s) if habitat(s) for Federally Threatened or Endangered plant species are identified as present within the project study area. Following NCDOT protocol, NCDOT will be notified if potential habitat for listed animals, including bats, is present and NCDOT biologists will be responsible for conducting or contracting any necessary surveys. It is our understanding that NCDOT programmatic agreements may apply

for certain species listed in Mecklenburg County. Please note that Terracon has completed species-specific surveys for Schweinitz's sunflower under a previous Task Order.

Deliverables:

- *Natural Resources Technical Report (Draft & Final, PDF).*
- *All Field Forms (Originals).*
- *WEX file*

Preliminary Jurisdictional Determination

Terracon will prepare a Preliminary Jurisdictional Determination (PJD) package based on NCDOT's Preliminary Jurisdictional Determination Package guidance for consultants available through the ECAP webpage at the time of this proposal:

<https://connect.ncdot.gov/resources/Environmental/EAU/ECAP/Documents/Preliminary%20Jurisdictional%20Determination%20Package%20Preparation.pdf>

Terracon will provide the completed PJD package to DRMP and NCDOT for submittal to the U.S. Army Corps of Engineers (USACE) and North Carolina Division of Water Resources (NCDWR).

Terracon will be available to coordinate and attend up to one (1) on-site meeting with the USACE and NCDWR to review the boundaries of the jurisdictional features within the study area. The CONSULTANT and NCDOT will be notified of meeting and invited to attend.

Assumptions:

This effort is a update and expansion of the PJD Package previously submitted for Stumptown Road in 2022.

Deliverables:

- *PJD package (Draft & Final, PDF)*
- *WET file upon USACE approval*

Terracon can provide the final WET file upon USACE's review and concurrence of the delineation.

Meetings and Consultation

Terracon will attend up to six virtual meetings with HNTB and NCDOT as the project progresses.

Note: This scope of work does not include any permitting support. This additional service can be completed under a supplemental agreement once the final project impacts area known.

SUPPLEMENT TO AGREEMENT FOR SERVICES

CHANGE TO SCOPE OF SERVICES AND FEES

This **SUPPLEMENT to AGREEMENT FOR SERVICES** to the original Agreement for Services (original Agreement dated 12/04/2020, Agreement reference number 71207628) is between DRMP, Inc ("Client") and Terracon Consultants, Inc. ("Consultant") for additional or changed Services to be provided by Consultant for Client on the Project, as described in the Agreement for Services. This Supplement is incorporated into and part of the Agreement for Services.

- 1. Scope of Services.** The scope of the additional or changed Services are described in the Scope of Services section of the Consultant's Supplemental Proposal, unless Services are otherwise described below or in Exhibit B to this Supplement (which section or exhibit are incorporated into the Supplement).

Terracon Consultants proposes to perform the following tasks pursuant to DRMP's request:

- Perform updated survey for Schweinitz's sunflower during proper survey window (late August-October).
- Prepare a preliminary Northern long-eared bat (NLEB) consultation package based on the uplisting of the species that is expected March 31, 2023. This does not include any formal coordination or Section 7 consultation with USFWS should it be required.
- Update the NRTR to include new information regarding new T&E species information, survey results, etc. The NRTR will be updated after the Schweinitz's sunflower survey is completed in the Fall of 2023.
- Ongoing project consultation with DRMP and NCDOT (with approval from DRMP)

- 2. Compensation.** Client shall pay compensation for the additional or changed Services performed at the fees stated in the Supplemental Proposal unless fees are otherwise stated below or in Exhibit C to this Supplement (which section or exhibit are incorporated into the Supplement).

Lump Sum Fee: \$6,000

Proposal for Geotechnical Services

Stumptown Road Extension ■ Huntersville, North Carolina

March 4, 2024 ■ Terracon Proposal No. P71195073, REV7



EXHIBIT A - PROJECT UNDERSTANDING

Our Scope of Services is based on our understanding of the project as described at our meeting with DRMP and the Town of Huntersville on May 7, 2019, our follow up phone calls with DRMP on May 20, 2020 and October 6, 2022, and additional documents provided via email from you on October 2, 2023 and February 2, 2024. This revision to our scope is based on our understanding that you would like for us to reduce costs by considering the requirements outlined in the North Carolina Department of Transportation (NCDOT) Geotechnical Investigation and Recommendations Manual, dated September 9, 2021 (“NCDOT Manual”) and of the NCDOT Project Delivery Network, dated July 2022, and altering our deliverables and exploration as we feel is sufficient to obtain appropriate geotechnical information for the project. If the NCDOT does not agree that our scope and deliverables are adequate, Terracon will not be responsible for meeting any revisions or supplemental investigations without additional compensation as determined at that time.

The table below provides a summary of our understanding of the project. Aspects of the project either undefined or assumed are described below and **highlighted in yellow**. We request the design team verify all information prior to our initiation of field exploration activities.

Site Location and Anticipated Conditions

Item	Description
Site Location	The project site is shown in Exhibit D and includes improvements to Old Statesville Road between Cletus Brawley Road and Ramah Church Road and to Stumptown Road from Shepherds Road to Old Statesville Road, as well as an extension of Stumptown Road from Old Statesville Road to Aberfeld Road.
Parcel Information	ROW for a portion of the extension has already been acquired by the Town of Huntersville. The remaining portion of the roadway will run through the northern, wooded portions of Parcels 01120124 and 01120123, the southern, wooded portions of Parcel 01101227, and through the center of developed Parcels 01120102, 01120101, and 01120103. The extension of Seagle Street will run along the east property line of Parcel 01120123.
Existing Improvements	The majority of the Stumptown Road extension is currently undeveloped, however, based on the proposed alignment, some structures near Old Statesville Road and the railroad tracks will be demolished. The widening for portions of Stumptown Road and Old Statesville Road have been developed with residential and commercial properties.
Current Ground Cover	For the Stumptown Road extension, generally moderately to heavily wooded, with some areas of dirt and gravel. For the roadway widenings, generally maintained grass ditches and some driveways.

Proposal for Geotechnical Services

Stumptown Road Extension ■ Huntersville, North Carolina
March 4, 2024 ■ Terracon Proposal No. P71195073, REV7



Item	Description
Existing Topography	Based on the provided drawings, the existing Stumptown Road ranges in elevation from 781 feet to 788 feet. The existing grades along the new Stumptown Road alignment range in elevation from 791 feet to 720 feet. The existing grades for the Seagle Street alignment range from 756 feet to 769 feet. The existing Old Statesville Road alignment ranges in elevation from 794 feet to 777 feet.
Site Access	Based on our site visit, mechanical clearing and permission from property owners will be required to access boring locations in the wooded areas. Traffic control will be required for safe access to borings performed for the widening and existing pavement evaluation.

Planned Construction

Item	Description
Information Provided	Provided documents via email from DRMP on October 4, 2022 include: -“Design Public Meeting Map”, dated 07/2022. -Project cross sections, dated 5/23/2022 -Project profile, dated 4/19/2022. “HL-0118_30 Percent Plans – ToH comments,” received on 2/2/24
Project Description	The project will: -extend Stumptown Road from Aberfeld Road to Old Statesville Road, -widen Stumptown Road from Shepherds Road to Old Statesville Road, -widen portions of Old Statesville Road between Cletus Brawley Road and Ramah Church Road. We understand that the NCDOT maintains Stumptown Road east of Aberfeld and the Town of Huntersville maintains Stumptown Road west of Old Statesville Road. The NCDOT will provide oversight for the project; however, we understand that following NCDOT standards exactly is not required as long as we obtain data that is sufficient to support the project.
Proposed Structures	Roadway widening with turn lanes, roadway on new alignments, and two new culverts.
Grading/Slopes	Final slope inclinations are not anticipated to exceed 2:1.
Free-Standing Retaining Walls	One roadway retaining wall on Stumptown road from STA. 50+00 to 52+00
Pavements	We anticipate the traffic loading will be consistent with the Primary NCDOT roadway designation with less than 20,000 ADTs as defined in the “NCDOT Pavement Design Procedure – AASHTO 1993 Method” design manual.

Proposal for Geotechnical Services

Stumptown Road Extension ■ Huntersville, North Carolina
March 4, 2024 ■ Terracon Proposal No. P71195073, REV7



EXHIBIT B - SCOPE OF SERVICES

Our proposed Scope of Services consists of geotechnical investigation and engineering services. These services are described in the following sections.

GEOTECHNICAL INVESTIGATION AND ENGINEERING

Based on our meeting with DRMP and the Town of Huntersville, the roadway design will be reviewed by the NCDOT; however, we have been asked by the Town of Huntersville to reduce the scope and fee to provide geotechnical information to support the project that will not meet NCDOT requirements. We understand from you that deviations from the NCDOT Manual will be accepted if we believe they make sense for this project. If the NCDOT does not agree that our scope and deliverables are adequate, Terracon will not be responsible for meeting any revisions or providing any supplemental information without additional compensation as determined at that time.

Field Exploration

The field exploration program consists of the following:

No. of Borings	Type of Boring	Planned Depth (feet) ^{1, 2, 3}	Planned Location
4	SPT	30 feet or auger refusal, if shallower	Roadway Investigation: Two at each culvert for foundation recommendations and settlement estimates.
4	SPT	30 feet or auger refusal, if shallower	Retaining Wall Investigation: Two at each culvert for foundation and stability recommendations
4	SPT	10 to 15 feet or auger refusal, if shallower	Roadway Investigation: Along Seagle Extension to classify soils. Minimum depth of 10 feet per NCDOT Manual is included.
4	SPT	10 to 20 feet or auger refusal, if shallower	Roadway Investigation: Along Stumptown Road to classify soils. Minimum depth of 10 feet per NCDOT Manual is included.
9	Hand Auger	6 feet or auger refusal, if shallower	Roadway Investigation: Along existing Stumptown Road and Old Statesville Road for lane widenings.
10	Core and Hand Auger	2 feet or soil subgrade, if shallower	Pavement Borings: Along existing Stumptown Road, Old Statesville Road, Seagle Road, and Driveway 4

1. Below ground surface.
2. Rock coring is neither included nor planned in our proposed scope of services.
3. If 10 feet of partially weathered rock is encountered prior to reaching auger refusal or the depth noted, the boring will be terminated at this shallower depth.

Proposal for Geotechnical Services

Stumptown Road Extension ■ Huntersville, North Carolina
March 4, 2024 ■ Terracon Proposal No. P71195073, REV7



Boring Layout and Elevations: We will provide boring locations to DRMP to have the design team surveyor stake the boring locations in the field and provide elevations. If Terracon is requested to locate the borings, we will use handheld GPS units with an accuracy of +/-1 meters and estimate elevations from provided topographic surveys from DRMP, yet to be provided.

Subsurface Exploration Procedures:

Roadway, Culvert, and Retaining Wall Investigation: We will advance soil borings with a track or ATV-mounted drill rig using continuous flight, hollow stem augers. Four samples will be obtained in the upper 10 feet of each boring and at intervals of 5 feet thereafter. Soil sampling is typically performed using thin-wall tube and/or split-barrel sampling procedures. The samples will be placed in appropriate containers, taken to our soil laboratory for testing, and classified by a Geotechnical Engineer. In addition, we will observe and record groundwater levels during drilling and sampling and will attempt to record long-term groundwater levels (i.e., about 24 hours after drilling) if it is determined safe to do so and does not expand the scope of services outlined herein (ie. additional traffic control, additional site visits).

Our exploration team will prepare field boring logs as part of standard drilling operations including sampling depths, penetration distances, and other relevant sampling information. Field logs include visual classifications of materials encountered during drilling, and our interpretation of subsurface conditions between samples. Final boring logs, prepared from field logs, represent the Geotechnical Engineer's interpretation, and include modifications based on observations and laboratory tests.

Pavement Investigation: Existing pavements will be cored using a thin wall core barrel driven by a track-mounted drill rig or an electric drill. The extracted pavement cores will be labeled and returned to our laboratory. Following pavement coring, a DCP will be performed to determine correlated in-situ CBR values of the pavement subgrade. After the DCP testing, Terracon will attempt to hand auger through the ABC stone subgrade, if present, to identify the depth to top of soil subgrade.

At locations where subsurface utilities have been marked nearby, we will offset to avoid damaging utilities and perform the full testing described herein. If we are unable to offset the test location due to traffic or site constraints, we will cut the core and attempt to sample the subgrade with the hand auger or omit the test location at our discretion.

Field activities will be performed under the supervision of a trained field engineer or geologist. Measurements will be recorded in inches for the pavement cores and other layers of the pavement structure and tenths of feet for all other measurements.

Property Disturbance: Based on our site visit, mechanical clearing will be necessary to access some of our boring locations. We will subcontract with a clearing contractor to perform this work

Proposal for Geotechnical Services

Stumptown Road Extension ■ Huntersville, North Carolina
March 4, 2024 ■ Terracon Proposal No. P71195073, REV7



and provide access to our borings. We estimate these clearing services to take two days and have included them in our proposed scope and fee.

We will backfill roadway borings with auger cuttings and pavement borings with clean sand upon completion. Pavements will be patched with tamped asphalt cold patch in multiple 3-inch thick loose lifts and compacted with hand tamping equipment. Our services do not include repair of the site beyond backfilling our boreholes. Excess auger cuttings will be dispersed in the general vicinity of the borehole. Because backfill material often settles below the surface after a period, we recommend boreholes to be periodically checked and backfilled, if necessary. For additional fees, we can provide this service or grout the boreholes, at your request.

Safety

Terracon is not aware of environmental concerns at this project site that would create health or safety hazards associated with our exploration program; thus, our Scope considers standard OSHA Level D Personal Protection Equipment (PPE) appropriate. Our Scope of Services does not include environmental site assessment services, but identification of unusual or unnatural materials encountered while drilling will be noted on our logs and discussed in our report.

Exploration efforts require borings (and possibly excavations) into the subsurface, therefore Terracon will comply with local regulations to request a utility location service through North Carolina's One-Call Service (NC811). We will consult with the owner/client regarding potential utilities, or other unmarked underground hazards. Based upon the results of this consultation, we will consider the need for alternative subsurface exploration methods, as the safety of our field crew is a priority.

Private utilities should be marked by the owner/client prior to commencement of field exploration; however, Terracon will subcontract with a private utility locating service to assist with the location of private utilities in the vicinity of our planned borings. Fees associated with two site visits for a private utility locator at key locations are included in our current Scope of Services. The detection of underground utilities is dependent upon the composition and construction of the utility line; some utilities are comprised of non-electrically conductive materials and may not be readily detected. The use of a private utility locate service would not relieve the owner of their responsibilities in identifying private underground utilities.

Site Access: Terracon will need to be granted access to various portions of the site by the property owners. The Town of Huntersville will make initial communications with the property owners regarding the project and potential impact to their properties. Prior to mobilization to the sites, Terracon will reach out to the property owners based on contact information provided by the Town of Huntersville.

Proposal for Geotechnical Services

Stumptown Road Extension ■ Huntersville, North Carolina
March 4, 2024 ■ Terracon Proposal No. P71195073, REV7



Terracon will not perform borings within railroad right-of-way and Terracon does not anticipate any working or access limitations relative to the adjacent railroad. If any limitations or restrictions are required, they should be provided to Terracon such that we can revise our scope and fee.

Traffic Control: Terracon will subcontract a qualified traffic control subcontractor to provide traffic control in accordance with MUTCD and NCDOT Work Zone Traffic Control Unit Guidelines. The work will be performed at night and will require short lane closures near the test locations. Daily restrictions for our traffic control are assumed to be 8 PM to 6 AM nightly. Terracon will contact the NCDOT Statewide Operations Center (STOC) directly to have our work zone location information entered in DriveNC.gov nightly.

Laboratory Testing

The project engineer will review field data and assign laboratory tests to understand the engineering properties of various soil strata. At this time, we anticipate a total of 17 moisture content tests, grain size analyses tests and Atterberg Limits tests for this project. One CBR will be performed on soils obtained from a cut section along the proposed Stumptown Road extension for aid with the pavement design. Exact types and number of tests cannot be defined until completion of field work.

Engineering and Project Delivery

Results of our field and laboratory programs will be evaluated by a professional engineer. The engineer will develop a geotechnical site characterization, perform the engineering calculations necessary to evaluate foundation alternatives, and develop appropriate geotechnical engineering design criteria for earth-related phases of the project. A geotechnical engineering report will be provided for and will include the following:

- Boring logs (Terracon format) with field and laboratory data
- Stratification based on visual soil classification
- Groundwater levels observed during and after the completion of drilling
- Site Location and Exploration Plans
- Subsurface exploration procedures
- Description of subsurface conditions
- Culvert foundation recommendations
- Retaining wall foundation recommendations
- Subgrade preparation/earthwork recommendations
- Lateral earth pressure recommendations
- Recommended pavement design based on the *NCDOT Pavement Design Procedure AASHTO 1993 Method* dated January 4, 2019.

Proposal for Geotechnical Services

Stumptown Road Extension ■ Huntersville, North Carolina
March 4, 2024 ■ Terracon Proposal No. P71195073, REV7



Project Meetings and Coordination

Terracon will attend up to three meetings with the entire project team and does not anticipate attending monthly meetings for the duration of the project. Terracon may initiate meetings with DRMP regarding site access coordination, discussion of findings, and discussion of recommendations.

Exclusions

Terracon notes the following exclusions to our scope and fee:

- 1) Typical NCDOT deliverables (ie. Roadway Inventory Report, Roadway Recommendation Report).
- 2) No scope of work is proposed for the new driveway that runs north-south on the east side of the railroad to the north of Stumptown Road.
- 3) No scope of work is proposed for Hord Drive or the associated round-about.
- 4) No scope of work is proposed for Ramah Church Road.
- 5) No scope of work is proposed for Aberfeld Road.
- 6) No special permits, railroad access, or other additional access requirements are included in this scope of work.
- 7) Monthly meetings for the duration of the project.
- 8) Surveying of boring locations.
- 9) Life Cycle Cost Analysis of pavement alternatives.
- 10) Preparation of a Pavement Review Package to the NCDOT Pavement Review Committee.

EXHIBIT C - COMPENSATION AND PROJECT SCHEDULE

Compensation

Based upon our understanding of the site, the project as summarized in Exhibit A, and our planned Scope of Services outlined in Exhibit B, our base fee is shown in the following table:

Task	Lump Sum Fee
Subsurface Exploration, Mechanical Clearing, Private Utility Locate Service, Laboratory Testing, Geotechnical Consulting & Reporting	██████████

Our Scope of Services does not include services associated with wet ground conditions or repair of/damage to existing landscape. If such services are desired by the owner/client, we should be notified so we can adjust our Scope of Services.

Unless instructed otherwise, we will submit our invoice(s) to the address shown at the beginning of this proposal. If conditions are encountered that require Scope of Services revisions and/or

Proposal for Geotechnical Services

Stumptown Road Extension ■ Huntersville, North Carolina

March 4, 2024 ■ Terracon Proposal No. P71195073, REV7



result in higher fees, we will contact you for approval, prior to initiating services. A supplemental proposal stating the modified Scope of Services as well as its effect on our fee will be prepared. We will not proceed without your authorization.

Project Schedule

We developed a schedule to complete the Scope of Services based upon our existing availability and understanding of your project schedule. However, this does not account for delays in field exploration beyond our control, such as weather conditions, permit delays, or lack of permission to access the boring locations. In the event the schedule provided is inconsistent with your needs, please contact us so we may consider alternatives. The roadway, culvert, and retaining wall geotechnical services should commence after we have confirmed our scope is appropriate for the 25% design drawings. The field investigation will not be able to commence until after the boring locations have been staked in the field. The pavement investigation can commence prior to 25% drawing completion and does not need the borings to be surveyed. Schedules are summarized below:

Geotechnical Investigation and Reporting	
Project Milestone	Anticipated Completion Date ¹
Field Investigation	20 to 25 working days
Laboratory Testing	30 to 35 working days
Geotechnical Engineering & Report	35 to 40 working days

1. Anticipated Completion Date is referenced from receipt of written Notice to Proceed and receipt of required documents and is subject to change based on DRMP provided surveying.

EXHIBIT D – SITE LOCATION

Stumptown Road Extension ■ Huntersville, North Carolina
March 4, 2024 ■ Terracon Proposal No. P71195073, REV7

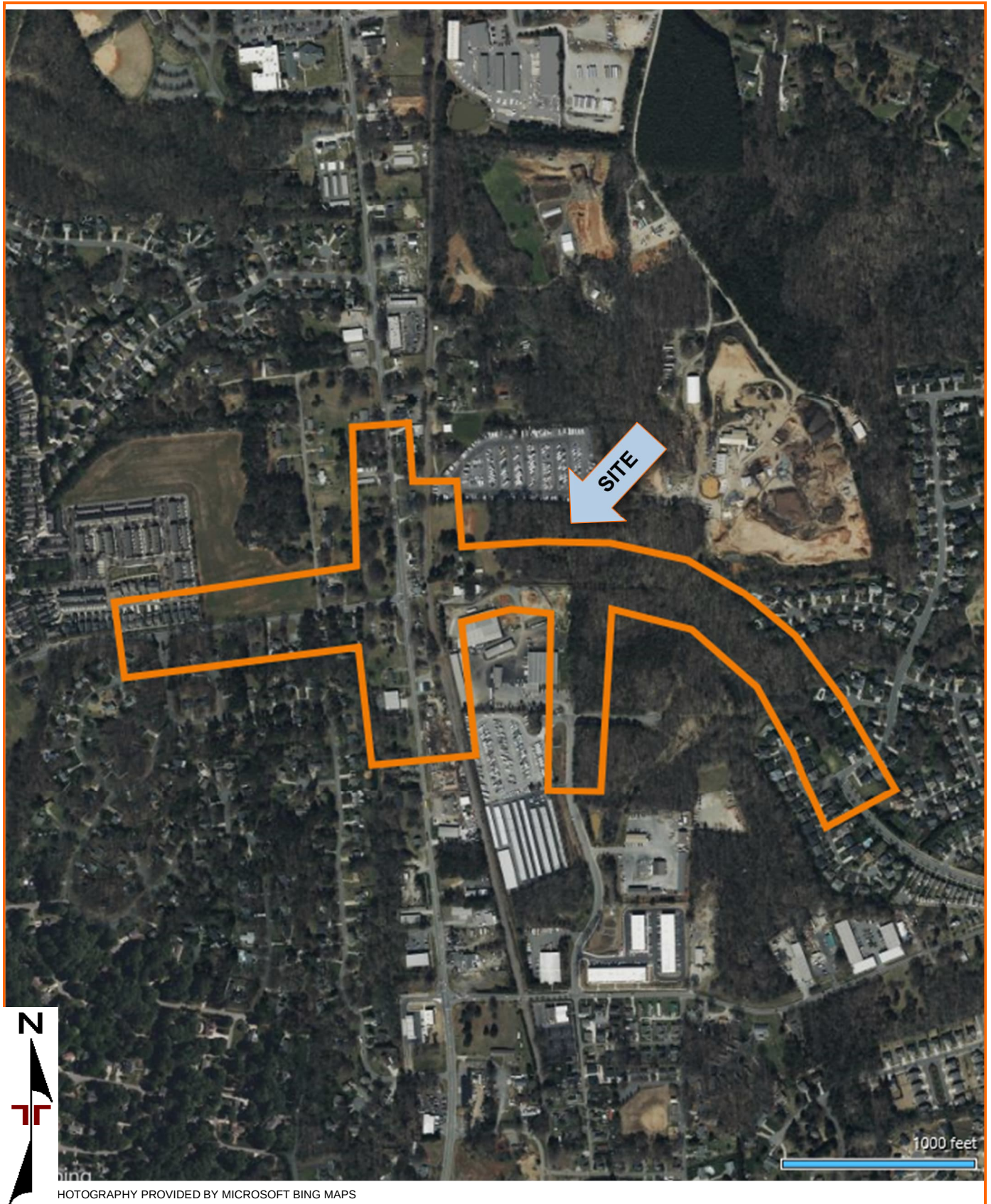


EXHIBIT E – ANTICIPATED EXPLORATION PLANS
Stumptown Road Extension ■ Huntersville, North Carolina
March 4, 2024 ■ Terracon Proposal No. P71195073, REV7

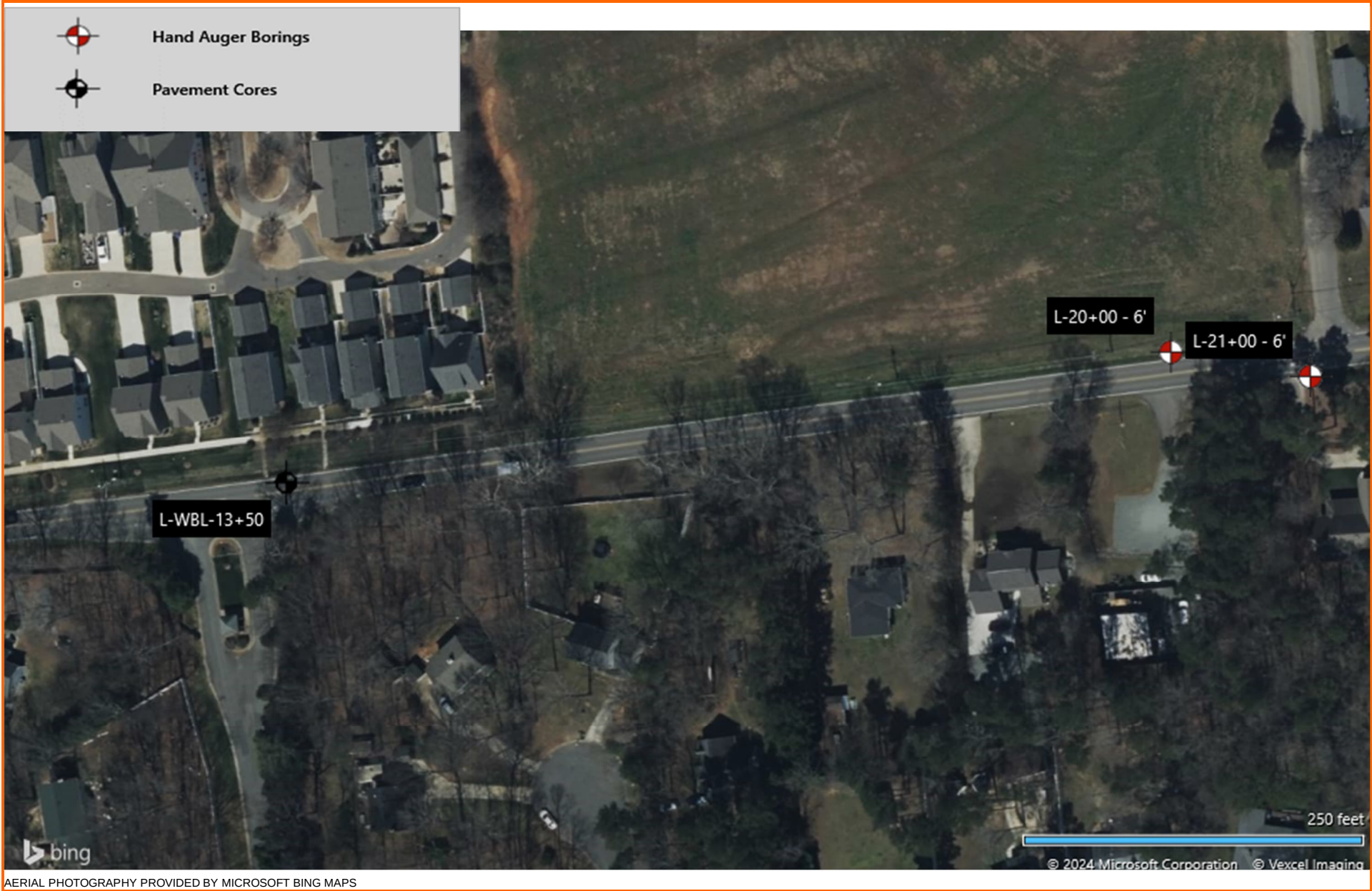
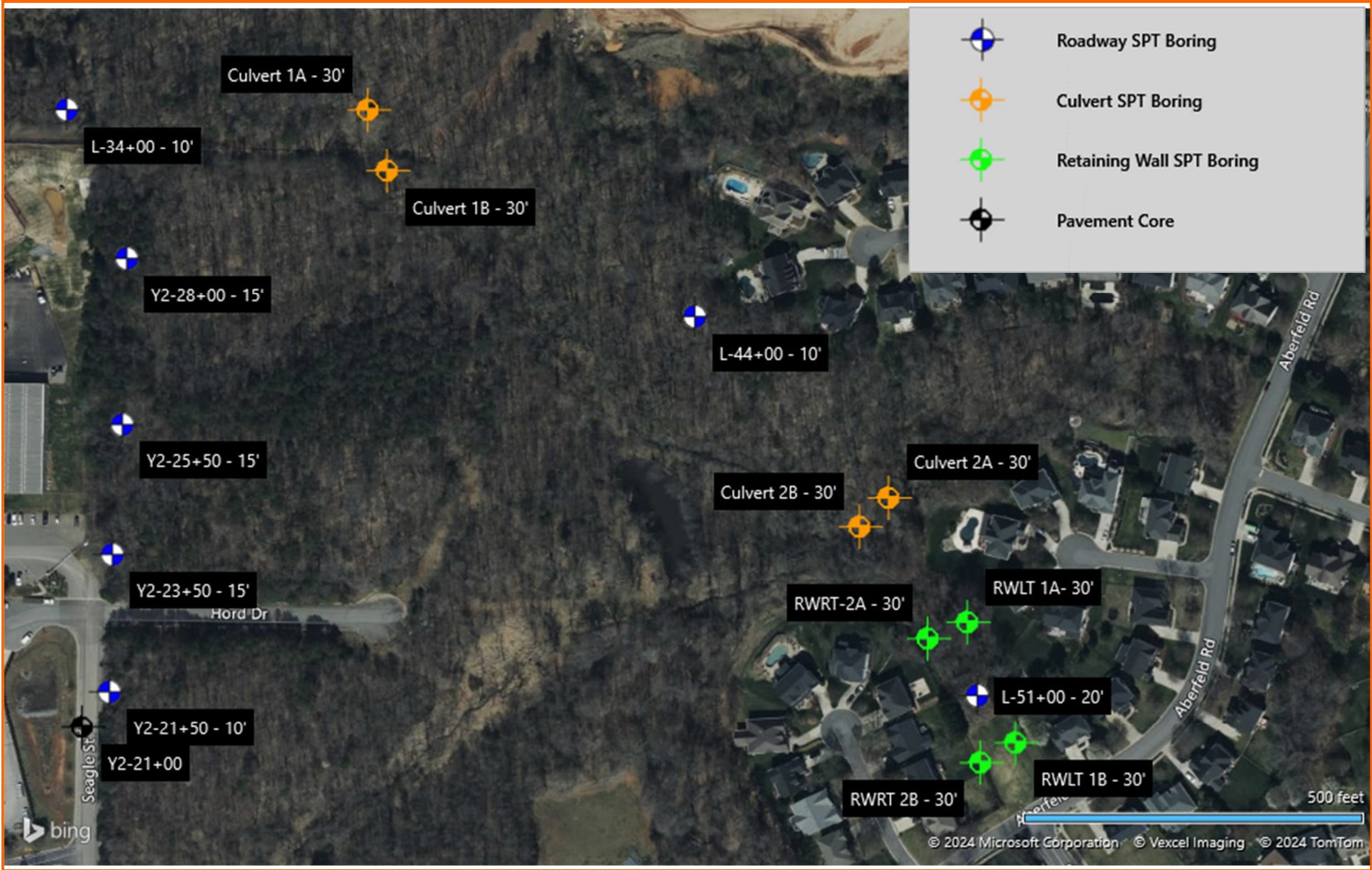


EXHIBIT E – ANTICIPATED EXPLORATION PLANS
Stumptown Road Extension ■ Huntersville, North Carolina
March 4, 2024 ■ Terracon Proposal No. P71195073, REV7



EXHIBIT E – ANTICIPATED EXPLORATION PLANS
Stumptown Road Extension ■ Huntersville, North Carolina
March 4, 2024 ■ Terracon Proposal No. P71195073, REV7







**RESOLUTION OF THE TOWN OF HUNTERSVILLE TO ACCEPT THE STUMPTOWN ROAD
EXTENSION ADDENDUM CONTRACT 30% PLANS THROUGH FINAL DESIGN**

Whereas the Town of Huntersville proposes to enter into an addendum to continue professional engineering services for the Stumptown Extension Project – 30% Plans Through Final Design Work;

Whereas G.S. 143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying and alternative construction delivery services (collectively “design services”) to be based on qualifications and without regard to fee was solicited on 3/12/2019; and

Whereas the original agreement for design services with DRMP, Inc was adopted on 10/19/2020. The addendum contract for professional engineering services is attached as Exhibit A;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Board of Commissioners approves and authorizes the addendum to complete the work attached herein as Exhibit A is approved.
2. The Board hereby authorizes the Town Manager, acting on advice of counsel, to take any actions necessary to effect the provisions of this Resolution;
3. This Resolution shall be effective as of the date its adoption.

Adopted this 18th day of March, 2024.

ATTEST:

TOWN OF HUNTERSVILLE

Town Clerk

Town Mayor

APPROVED AS TO FORM:

Town Attorney

**Town of Huntersville
Town Board
March 18, 2024**

To: Town Board

From: Nathan Farber, Planner II

Date: March 18, 2024

Subject: Petition #R23-06 Beatties Ford Family Entertainment

EXPLAIN REQUEST:

Consider decision on Petition #R23-06, Beatties Ford Family Entertainment, a request by Jonathan Eury and Katie Carpenter to rezone +/-2.513 acres at 9349, 9339, and 9331 Beatties Ford Rd from the Rural District to Highway Commercial Conditional District to allow Outdoor Recreation and Office Use.

ACTION RECOMMENDED:

Consider Decision

FINANCIAL IMPLICATIONS:

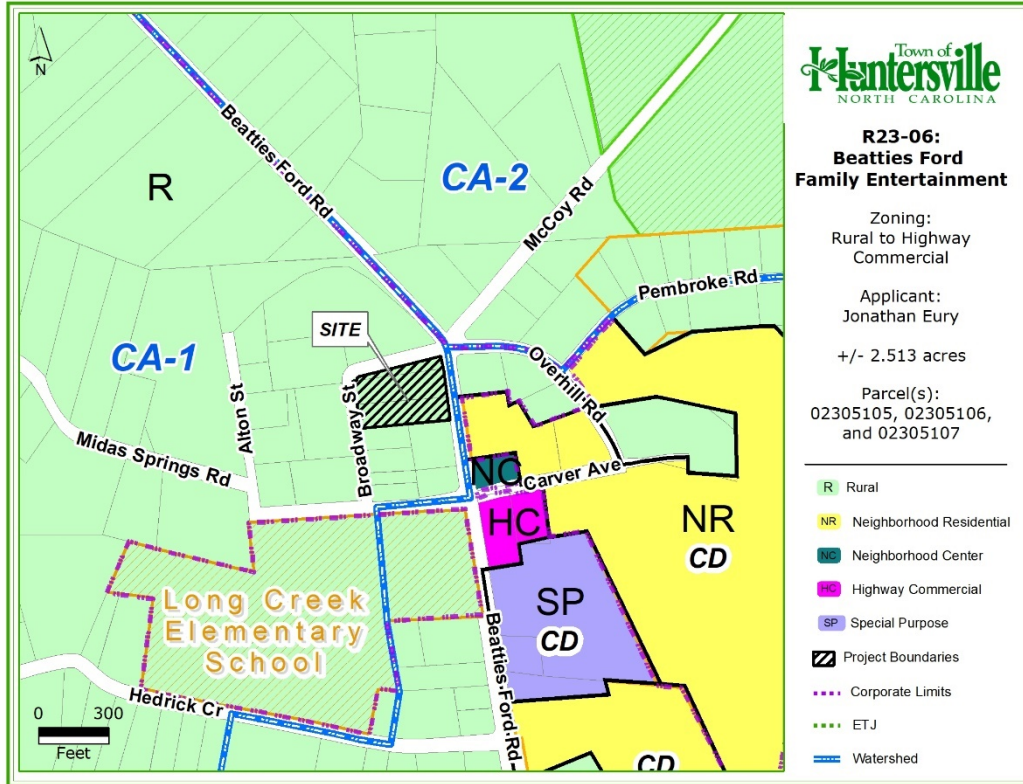
N/A

ATTACHMENTS:

1. R23-06 TB Staff Report
2. A. General Application
3. B. R23-06 Rezoning Plan
4. C. Community Meeting Notes and Sign In
5. D. APO notification

Petition R23-06 Beatties Ford Family Entertainment

PART 1: PROJECT SUMMARY



Applicant: Jonathan Eury,
Katie Carpenter

Property Owner: Jonathan
Eury, Katie Carpenter

Property Address: 9349, 9339,
9331 Beatties Ford Rd

Project Size: (+/-) 2.513 acres

Parcel Numbers: 02305105,
02305106, 02305107

Current Zoning: Rural (R)

Current Land Use: Single
Family.

Proposed Zoning: Highway
Commercial Conditional
District (HC-CD)

Proposed Land Use:
Commercial & Outdoor
Recreation

1. Purpose: Rezone +/- 2.513 acres west of Beatties Ford Rd. from Rural to Highway Commercial Conditional District (HC-CD) for indoor and outdoor recreation and commercial uses.
2. Adjoining Zoning and Land Uses.
 - North: Rural – Currently Vacant and Single Family (Vacant).
 - South: Rural - Single Family.
 - East: Rural and Neighborhood Residential Conditional District – Single Family (Oak Grove Hill Subdivision Under Construction).
 - West: Rural – Long Creek Elementary & Single Family.
3. A neighborhood meeting was held on June 24, 2023, and the questions asked by residents and the responses from the applicants are summarized in the Neighborhood Meeting Report (see Attachment C).
4. Notice for this rezoning petition was sent via a postcard to adjoining property owners; a legal ad placed in the Charlotte Observer; and posting of rezoning signs on the property along Beatties Ford Rd.
5. On September 18, 2023, the rezoning proposal was not approved by the Town Board by a vote of 2-3. However, since the motion was to approve instead of to deny the proposal, two Town Board members may choose to bring it back by adding it to the agenda.
6. On December 18th the Town Board directed staff to call for and readvertise a public hearing for this rezoning.

PART 2: REZONING/SITE PLAN

The proposed Beatties Ford Family Entertainment Conditional District Rezoning Plan is summarized as follows:

- Transforming the existing single-family home into a rentable meeting/ office space.
- Open lawn area for Outdoor Recreation area which could include Cornhole, Kubbb, and Volleyball.
- A 30' Buffer along the south of the property will use existing and new vegetation to create a barrier between neighboring residential properties. A modification request has been made regarding this buffer (See below).
- Approximately 270' LF of 10' side path will be installed along Beatties Ford Rd.
- A 5' wide sidewalk will be installed along Broadway Street.
- Minimum Tree Preservation (Specimen Trees) for the Highway Commercial District is 30% Specimen Trees. The applicant is proposing to save 16 of the 18 (85%) of existing specimen Trees.
- There are no identified Heritage Trees on site.
- Minimum Parking requirements for Commercial/Industrial/Office uses require 1 space per 500 S.F. The applicant is proposing to provide 22 spaces. The 3,663 S.F. existing structure would require the site to provide 8 spaces. A modification request is being made for parking surface materials (See Below).
- No changes to the elevations of existing structures have been indicated. A future open-air covered area is proposed to the south of the home.
- The applicant has stated that the three parcels will be recombined.
- The applicant has noted as a condition of approval that 7000 S.F. of impervious will be transferred from parcel #02305213. The Impervious Transfer is completed administratively. The rezoning area is located within the Mountain Island Lake Critical Area-1 Watershed (6%).
- Planning and Transportation staff have minor outstanding site plan comments that need to be addressed before final plan approval.
- The applicant intends to voluntarily annex their lot into the Town of Huntersville.
- Two (2) Ordinance Modifications are proposed:
 1. Article 6.1 (G): All commercial driveway and parking areas shall be paved with asphalt, concrete, or brick pavers except for areas used for overflow, special events, peak parking, and Riding Academies and Commercial Stables. Any non-paved surface used for overflow, special events, and peak parking that cannot be maintained with healthy, living turf grass or similar ground cover shall be paved with asphalt, concrete, pervious pavement, or brick pavers.
APPLICANT PROPOSAL – The applicant is requesting to pave the driveway through the parking area but use mulch for the individual parking stalls.
STAFF COMMENT - The use of a material not listed for use with a commercial parking area for required parking is not consistent with the intent of the Zoning Ordinance, staff DOES NOT SUPPORT this modification request.
 2. Article 7.5.3: Buffer Yards; Function - A buffer yard shall function as an opaque or semi-opaque barrier between the viewer and the use or structure to be buffered.
APPLICANT PROPOSAL – The applicant is requesting to allow an existing storage shed to encroach into the required 30 ft buffer on the south side of the property.
STAFF COMMENT –The existing vegetation and additional vegetation required by the buffer would mitigate the visual impact of the existing structure from the neighboring property. This is in keeping with the Spirit of the Ordinance, staff DOES SUPPORT this modification request.

PART 3: TRANSPORTATION ISSUES

Traffic Impact Analysis (TIA)

A Town TIA for the proposed project was not required.

Intersection Improvement Project

The purpose of the Beatties Ford at McCoy Intersection project is to improve safety and traffic movements by removing one of the five legs of the intersection (Overhill Rd) and installing a traffic signal. Utility coordination with Charlotte Water and Duke Energy is currently underway, and Right-of-Way plans are being finalized.

PART 4: REZONING CRITERIA

Article 11.4.7(d) of the Zoning Ordinance states that “in considering any petition to reclassify property, the Planning Board in its recommendation and the Town Board in its decision shall take into consideration any identified relevant adopted land-use plans for the area including, but not limited to, comprehensive plans, strategic plans, district plans, area plans, neighborhood plans, corridor plans, and other land-use policy documents”.

2040 Huntersville Community Plan



STAFF COMMENT – The 2040 Huntersville Community Plan DOES NOT SUPPORT this project through the following sections:

- **Policy LU 6.1:** A mix of land uses is encouraged in Mixed-Use Centers, Activity Centers, Employment Centers identified on the Future Land Use Map.
STAFF COMMENT: LU 6.1 does not support the request as this rezoning is not located within a Mixed-Use, Activity, or Employment Center. The site is currently surrounded by residential properties.
- **Policy LU 6.2:** Commercial uses are encouraged in the Town Core and as specified in adopted Small Area Plans.
Staff Comment: LU 6.2 does not support the request as the rezoning request is located within the Rural Conservation and Critical Watershed Future Land Use areas.
- **Policy LU 6.3:** Small scale, neighborhood-serving commercial and office uses may be allowed in Town Core and Moderate Density areas specified on the Future Land Use map at key locations if designed in a context sensitive manner.
STAFF COMMENT: LU 6.3 does not support the rezoning as small scale commercial and office uses are specified on the Future Land Use map to be allowed within the Town Core and Moderate Density areas, not in the current Rural Conservation area that the rezoning is located in.

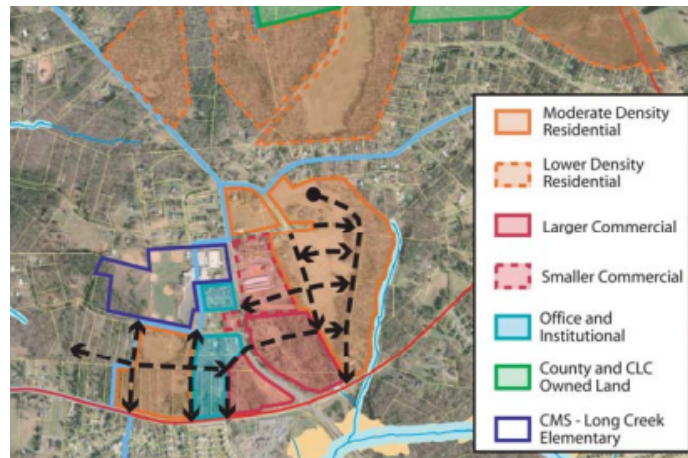
Beatties Ford Rd Corridor Small Area Plan (2007)



Preserve the existing rural character: The study area will continue to develop as a low density, predominantly residential district, as established by the Town's overall planning framework. Future commercial development within the study area should be focused at NC 73 and at Mount Holly - Huntersville Road, with an additional center at the intersection of Hambright Road with BFR. In conjunction

The Beatties Ford Rd Corridor Small Area Plan created a vision for future land use for which the area should remain and develop as a low-density residential district. The plan calls out the Beatties Ford Rd and Hambright Intersection as the appropriate area for future commercial development. The rezoning site falls within the study area that should remain low-density and primarily residential.

Beatties Ford Rd./Mt. Holly-Huntersville Rd Small Area Plan (2005)



The Beatties Ford Rd./Mt. Holly-Huntersville Rd Small Area Plan created a vision for the future commercial and residential growth for the intersection at Beatties Ford Rd and Mt. Holly Huntersville Rd. The plan calls for higher intensity commercial development to be focused closer to Mt. Holly-Huntersville Rd and then decrease intensity the farther you travel north on Beatties Ford Rd. The rezoning site does not fall into the plans for commercial or residential zones for development.

Article 11 Section 11.4.7(e) of the Zoning Ordinance states that: "in considering any petition to reclassify property the Planning Board in its recommendation and the Town Board in its decision should consider:

- 1. Whether the proposed reclassification is consistent with the overall character of existing development in the immediate vicinity of the subject property.**

STAFF COMMENT:

The property is surrounded by residential properties such that the higher intensity proposed uses would not be consistent with existing development in the immediate vicinity of the subject property. The proposed rezoning for the Beatties Ford Family Entertainment is not consistent with envisioned uses and development patterns set forth in the 2040 Community Plan and Beatties Ford Rd Corridor Small Area Plan.

2. **The adequacy of public facilities and services intended to serve the subject property, including but not limited to roadways, transit service, parks and recreational facilities, police and fire protection, hospitals and medical services, schools, stormwater drainage systems, water supplies, and wastewater and refuse disposal.**

STAFF COMMENT:

- A Transportation Impact Analysis was not required – see Part 3 of this report.
- The property is currently served by a septic system.
- The property is currently being served by Charlotte Water.

3. **Whether the proposed reclassification will adversely affect a known archeological, environmental, historical or cultural resource.”**

STAFF COMMENT:

Planning staff has no indication that the request will adversely affect known archeological, environmental, or cultural resources. Currently, the site is not encumbered by any historic easements or deed restrictions. The rezoning site is located within the Mountain Island Lake Critical Area-1 Watershed. The applicant has noted as a condition of approval that 7000 S.F. of impervious will be transferred from parcel #02305213. The Impervious Transfer is completed administratively.

PART 5: STAFF RECOMMENDATION

In considering the proposed rezoning petition R23-06, Beatties Ford Family Entertainment, Staff does not recommend approval for the following reasons:

- The Rezoning is not consistent with the Huntersville 2040 Community Plan, specifically, Policies LU 6.1, LU 6.2, and LU 6.3.
- The Rezoning is not consistent with the Beatties Ford Rd Corridor Small Area Plan and the Beatties Ford Rd / Mt. Holly-Huntersville Rd Small Area Plan.
- The Rezoning is not consistent with the existing development patterns in the vicinity.
- The proposed use is an increase in intensity in an area set aside for low-intensity residential development and would set a precedent to develop Rural Zoned land within a Critical Area Watershed as Commercial.
- Requested modifications of #1 (Parking Surface Material are not in keeping with the spirit of the Ordinance and therefore not supported).

PART 6: PUBLIC HEARING COMMENTS

A Public Hearing took place on February 5, 2024.

PART 7: PLANNING BOARD RECOMMENDATION

On February 27, 2024, The Planning Board made a recommendation to approve (7-1) with the following motion: “F. Gammon made an Amended Motion to Recommend Approval of R23-06 Beatties Ford Entertainment. The rezoning is consistent with the Huntersville 2040 Plan policy LU-1 encourage a development pattern that follows the future land use map in that the development is located within the Long Creek Village activity center and provides a low density commercial and recreational component of support for said activity center. That recommendation is consistent with and supported by Huntersville 2040 Plan policies LU-6, LU-6.1, LU-7.1, LU-8.1, EV-2, EV-2.1, LU-4, EOS-3, EOS-8. In addition the rezoning is supported by the 2040 Community Plan Economic Goal of balancing the tax base and encouraging entrepreneurship. The amendment is further supported by the Beatties Ford Road Corridor Small Area Plan which identified a Long Creek Hamlet, or Urban Village Mixed Use Center generally located between McCoy Road and MT Holly-Huntersville Roads. Defined in the plan as a hamlet development pattern that fosters residential, instructional, or recreational activities adjacent to Long Creek Elementary School, and retail/commercial in the vicinity of the intersection of Beatties

Ford and MT Holly-Huntersville Roads. The amendment is also supported by the Beatties Ford Road and Mt Holly-Huntersville Small Area Plan for the reasons previously stated. The Planning Board does not recommend approval of the modification request to allow mulch for the individual parking stalls (Modification 1). The Planning Board recommends approval of the modification request to allow an existing storage shed to encroach into the required 30 foot buffer on the south side of the property (Modification 2) The recommendation for approval is contingent upon all redline comments being addressed with staff. It is reasonable and in the public interest to approve the Rezoning because it is consistent with the Huntersville 2040 Community Plan Future Land Use Activity Center Character Area, The Beatties Ford Road Corridor Small Area Plan, and The Beatties Ford and MT Holly-Huntersville Road Small Area Plan. T. Loomis seconded the motion.”

Vote: The motion passed (7-1) with L. Hallman opposed.

PART 8: TOWN BOARD CONSIDERATION

Town Board consideration is scheduled for March 18, 2024.

PART 9: ATTACHMENTS/ENCLOSURES

Attachments

- A – Rezoning Application
- B – R23-06 Rezoning Plan
- C – Neighborhood Meeting Report (June 24, 2023)
- D – APO Notification

PART 10: CONSISTENCY STATEMENT – R23-06 Beatties Ford Family Entertainment

Planning Department	Planning Board	Board of Commissioners
APPROVAL: NA	APPROVAL: F. Gammon made an Amended Motion to Recommend Approval of R23-06 Beatties Ford Entertainment. The rezoning is consistent with the Huntersville 2040 Plan policy LU-1 encourage a development pattern that follows the future land use map in that the development is located within the Long Creek Village activity center and provides a low density commercial and recreational component of support for said activity center. That recommendation is consistent with and supported by Huntersville 2040 Plan policies LU-6, LU-6.1, LU-7.1, LU-8.1, EV-2, EV-2.1, LU-4, EOS-3, EOS-8. In addition the rezoning is supported by the 2040 Community Plan Economic Goal of balancing the tax base and encouraging entrepreneurship. The amendment is further supported by the Beatties Ford Road Corridor Small Area Plan which identified a Long Creek Hamlet, or Urban Village Mixed Use Center generally located between McCoy Road and MT	APPROVAL: In considering the proposed rezoning application R23-06, Beatties Ford Family Entertainment, the Town Board recommends approval based on the Plan being consistent with <u>(insert applicable plan reference)</u> . <u>It is reasonable and in the public interest to approve the Rezoning Plan because... (Explain)</u>

	Holly-Huntersville Roads. Defined in the plan as a hamlet development pattern that fosters residential, instructional, or recreational activities adjacent to Long Creek Elementary School, and retail/commercial in the vicinity of the intersection of Beatties Ford and MT Holly-Huntersville Roads. The amendment is also supported by the Beatties Ford Road and Mt Holly-Huntersville Small Area Plan for the reasons previously stated. The Planning Board does not recommend approval of the modification request to allow mulch for the individual parking stalls (Modification 1). The Planning Board recommends approval of the modification request to allow an existing storage shed to encroach into the required 30 foot buffer on the south side of the property (Modification 2) The recommendation for approval is contingent upon all redline comments being addressed with staff. It is reasonable and in the public interest to approve the Rezoning because it is consistent with the Huntersville 2040 Community Plan Future Land Use Activity Center Character Area, The Beatties Ford Road Corridor Small Area Plan, and The Beatties Ford and MT Holly-Huntersville Road Small Area Plan. T. Loomis seconded the motion. Vote: The motion passed (7-1) with L. Hallman opposed.	
DENIAL: In considering the proposed rezoning application R23-06, Beatties Ford Family Entertainment, the Planning Department recommends denial based on the Plan being inconsistent with the Huntersville 2040 Community Plan policies LU 6.1, LU 6.2, LU 6.3, and with the Beatties Ford Rd. Corridor Small Area Plan and Beatties Ford Rd / Mt. Holly-Huntersville Rd Small Area Plan. It is reasonable and in the public interest to not approve the Rezoning Plan because it is not consistent with		DENIAL: In considering the proposed rezoning application R23-06, Beatties Ford Family Entertainment, the Town Board recommends denial based on the Plan being <u>(consistent OR inconsistent) with (insert applicable plan reference).</u> <u>It is not reasonable and in the public interest to approve the Rezoning Plan because... (Explain)</u>

the envisioned uses and development pattern set forth in the 2040 Community Plan, Beatties Ford Rd Corridor Small Area Plan, and Beatties Ford / Mt. Holly-Huntersville Rd Small Area Plan. Modification #1 is not in keeping with the spirit of the Ordinance and therefore cannot be supported.		
---	--	--



General Application

INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED. PLEASE CHECK ALL ITEMS CAREFULLY.

1. Application Type

Please indicate the type of application you are submitting. In addition to the application, the submission process for each application type can be found at <https://www.huntersville.org/528/Permits-Process>

- ☐ Change of Use
- ☐ Commercial Site Plan
- ☒ Conditional Rezoning
General Rezoning
- ☐ Master Signage Program
- ☐ Special Use Permit
- ☐ Revision to
Original Project # _____
- ☐ Other _____

- SUBDIVISION CATEGORIES: Per the Huntersville Subdivision Ordinance
- ☐ Sketch Plan
 - ☐ Preliminary Plan
 - ☐ Final Plat (Includes Minor Subdivision)
 - ☐ Exempt Subdivision
 - ☐ Final Plat Revision
 - ☐ Farmhouse Cluster

2. Project Data

Date of Application 4/28/2023

Name of Project Long Creek Family Entertainment Phase # (if subdivision) _____

Project Address 9339 Beatties Ford Rd Huntersville, NC 28078

Parcel Identification Number(s) (PIN) 02305105, 02305106, 02305107

Current Zoning District R Proposed District (for rezoning only) Highway Commercial

Property Size (acres) .891, 1.004, .618 = 2.513 acres Street Frontage (feet) 860 Feet

Current Land Use Residential

Proposed Land Use(s) Highway Commercial

Is the project within Huntersville's corporate limits?
Yes _____ No X If no, does the applicant intend to voluntarily annex? yes

3. Description of Request

Explain the nature of this request. If a separate sheet is necessary, please attach to this application.

Rezone to allow for a local, small business, owner operated family focused coffee/soda shop with outdoor seating and recreation (cornhole, kubb, lawn games).

We will use the existing home to keep and maintain the aesthetics of the neighborhood and keep the rural feel.

4. Site Plan Submittals

Consult the particular type of *Review Process* for the application type selected above. These can be found at <https://www.huntersville.org/528/Permits-Process>.

5. Outside Agency Information

Other agencies may have applications and fees associated with the land development process. The Review Process list includes plan documents needed for most town and county reviewing agencies. For major subdivisions, commercial site plans, and rezoning petitions please enclose a copy of the Charlotte-Mecklenburg Utility Willingness to Serve letter for the subject property.

6. Applicant

Printed Name Jonathan Eury

Phone 704-674-4223

☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☐ Other: _____

☐ By signature below, I hereby acknowledge, as/on behalf of (circle one) the applicant my understanding this application will be considered in a quasi-judicial proceeding and that neither I, nor anyone on my behalf, may contact the Board of Commissioners except through sworn testimony at the public hearing. (Applicable for Special Use Permits and Subdivisions)

Signature [Signature] Printed Name: Jonathan Eury

Title Property owner Email euryjon@gmail.com

Address of Applicant 9339 Beatties Ford Rd Huntersville NC 28078

7. Property Owner (if different than applicant)

*Printed Name _____

Phone _____

☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☐ Other: _____

☐ By signature below, I hereby acknowledge, as/on behalf of (circle one) the owner my understanding this application will be considered in a quasi-judicial proceeding and that neither I, nor anyone on my behalf, may contact the Board of Commissioners except through sworn testimony at the public hearing. (Applicable for Special Use Permits and Subdivisions)

Signature _____ Printed Name _____

Title _____ Email _____

Address of Property Owner _____

* Property owner hereby grants permission to the Town of Huntersville personnel to enter the subject property for any purpose required in processing this application.

Every owner of each parcel included in this application, or the owner (s) duly authorized agent, must sign this application. If signed by an agent on behalf of the Owner, this application MUST be accompanied by a notarized Limited Power of Attorney signed by the property owner (s), specifically authorizing the agent to act on the owner (s) behalf in signing this application. Failure of each owner, or their duly authorized agent, to sign, or failure to include the authority of the agent signed by the property owner, will result in an INVALID APPLICATION. If additional space is needed for signatures, attach the Town of Huntersville Signature Addendum Form.

8. Development/Design Firm Contact Information

The Isaacs Group	Brian Upton	704-527-3440	bupton@issacsgrp.com
Development Firm	Name of Contact	Phone	Email

Design Firm	Name of Contact	Phone	Email
-------------	-----------------	-------	-------

Contact Information

Town of Huntersville
Planning Department
PO Box 664
Huntersville, NC 28070

Phone: 704-875-7000
Fax: 704-992-5528
Physical Address: 105 Gilead Road, Third Floor
Website: <https://www.huntersville.org/228/Planning-Department>



General Application
Owner/Applicant Signature Addendum

Application Information

Date of Application 4/28/2023 Application Number SPM# 448546
Name of Project Long Creek Family Entertainment Phase # (if subdivision) _____

Additional Owners/Applicants: (Signature indicates intent that this page be affixed to Application.)

* ^ Printed Name Katherine Carpenter Phone Number 585 749 5712
☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☒ Other:

☒ By signature below, I hereby acknowledge, as/on behalf of (circle one) the applicant/owner (circle one) my understanding this application will be considered in a quasi-judicial proceeding and that neither I, nor anyone on my behalf, may contact the Board of Commissioners except through sworn testimony at the public hearing. (Applicable for Special Use Permits and Subdivisions)

Signature [Signature] Parcel ID(s): 02305105, 02305106, 02305107

Title owner Email KCarpenter00@gmail.com

Address of Property Owner/Applicant 9335 Beathes Ford Rd

* ^ Printed Name _____ Phone Number _____
☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☐ Other:

☐ By signature below, I hereby acknowledge, as/on behalf of (circle one) the applicant/owner (circle one) my understanding this application will be considered in a quasi-judicial proceeding and that neither I, nor anyone on my behalf, may contact the Board of Commissioners except through sworn testimony at the public hearing. (Applicable for Special Use Permits and Subdivisions)

Signature _____ Parcel ID(s): _____

Title _____ Email _____

Address of Property Owner/Applicant _____

* ^ Printed Name _____ Phone Number _____
☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☐ Other:

☐ By signature below, I hereby acknowledge, as/on behalf of (circle one) the applicant/owner (circle one) my understanding this application will be considered in a quasi-judicial proceeding and that neither I, nor anyone on my behalf, may contact the Board of Commissioners except through sworn testimony at the public hearing. (Applicable for Special Use Permits and Subdivisions)

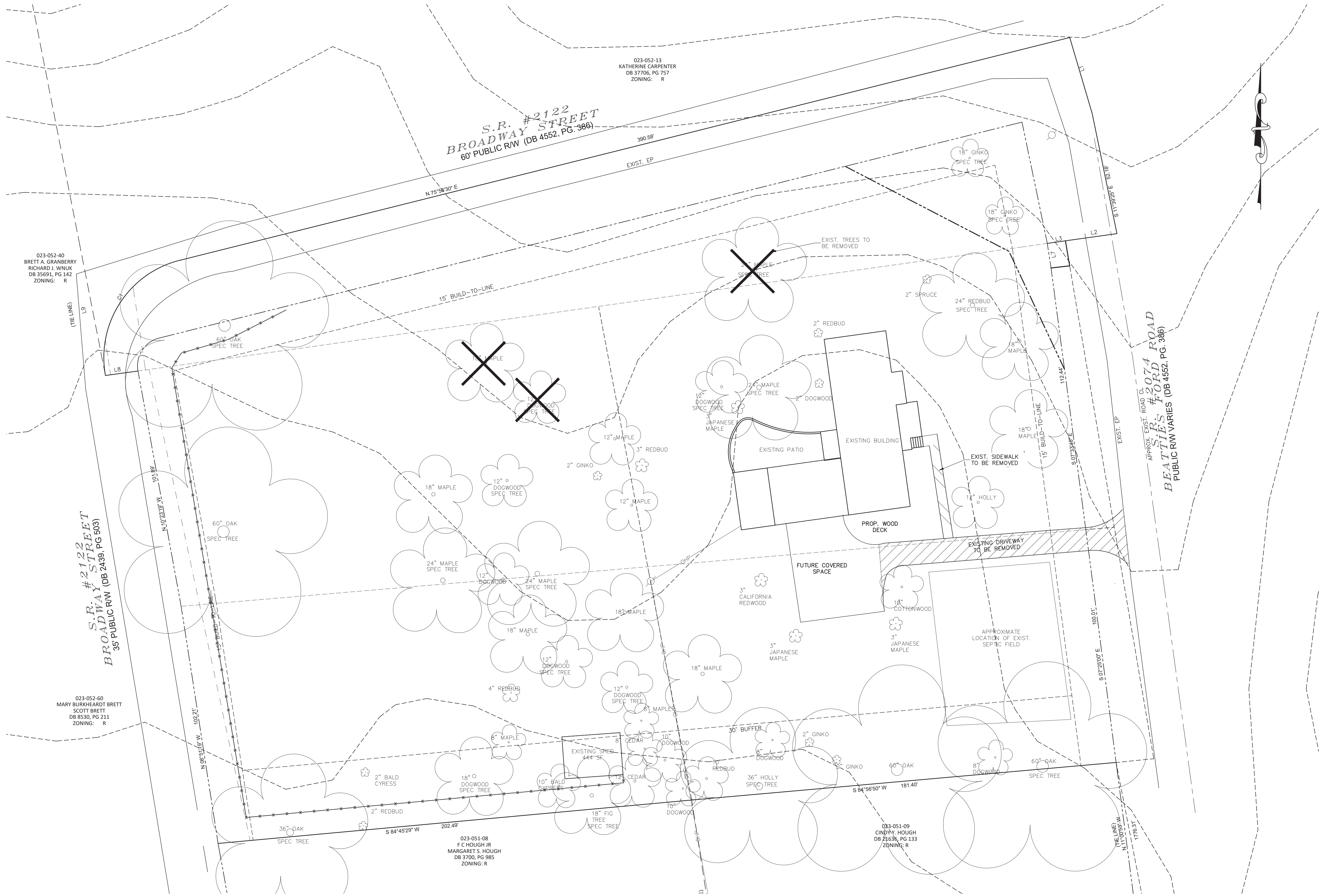
Signature _____ Parcel ID(s): _____

Title _____ Email _____

Address of Property Owner/Applicant _____

* Property owner hereby grants permission to the Town of Huntersville personnel to enter the subject property for any purpose required in processing this application.

^ If signed by an agent on behalf of the Owner, this petition MUST be accompanied by a Limited Power of Attorney signed by the property owner (s) and notarized, specifically authorizing the agent to act on the owner (s) behalf in signing this application. Failure of each owner, or their duly authorized agent, to sign, or failure to include the authority of the agent signed by the property owner, will result in an INVALID APPLICATION.

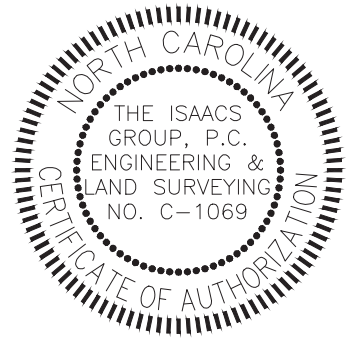


- Oak - O =3
- Dogwood - DW =12
- Maple - M =17
- Japanese Maple - JM =3
- Ginkgo - G =5
- Holly - H =2
- Cedar - C =2
- California Redwood - CR =1
- Bald Cypress - BC =1
- Cottonwood - CW =1
- Spruce - S =1
- Redbud - R =5
- Black Locust - BL =1
- River Birch - RB =1
- Fig tree - F =1
- TOTAL EXISTING TREES =59

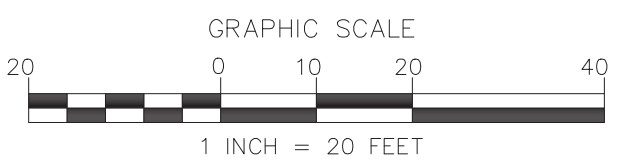
SPECIMEN TREE SAVE REQUIREMENT:
FOR HC ZONING, TREE SAVE = 30% OF SPECIMEN TREES
(CANOPY TREES > 24" OR UNDERSTORY TREES > 18")

THERE ARE 18 SPECIMEN TREES ON THIS SITE.
30% OF 18 SPECIMEN TREES = 0.30 x 18 = 5.4 TREES (TO BE SAVED)

2 SPECIMAN TREES TO BE REMOVED
16 SPECIMAN TREES TO REMAIN



Digitally signed by
Brian T. Upton, P.E.
Date: 2024.01.05
13:14:46-05'00'



NO.	BY	DATE	REVISED PER TOWN COMMENTS
1	CBH	3/16/23	REVISED PER TOWN COMMENTS
2	CBH	4/6/23	REVISED PER TOWN COMMENTS
3	BTU	4/24/23	REVISED PER TOWN COMMENTS
4	CBH	6/9/23	REVISED PER TOWN COMMENTS
5	CBH	8/1/23	REVISED PER TOWN COMMENTS
6	BTU	11/8/23	REVISED PER TOWN COMMENTS
7	BTU	1/5/24	PER TOWN COMMENTS

Project: LONG CREEK FAMILY ENTERTAINMENT
9339 BEATTIES FORD RD., HUNTERVILLE, NC

Title: EXISTING CONDITIONS

File #20033-9K.DWG Date: 02/28/23 Project Egr: BTU

Design By: BTU
Drawn By: CBH
Scale: 1"=20'

8720 RED OAK BOULEVARD, SUITE 420
CHARLOTTE, N.C. 28217
PHONE (704) 527-3440 FAX (704) 527-8335

RZ0.1

DEVELOPMENT DATA

PROJECT NAME: LONG CREEK FAMILY ENTERTAINMENT
ADDRESS: 9339 BEATTIES FORD RD.
PLANS PREPARED BY: THE ISAACS GROUP, PC PHONE #: 704-227-9406
ZONING: R TAX PARCEL #: 00925409, 00925410, 02305213
PROPOSED ZONING: HC-CD

JURISDICTION: TOWN OF HUNTERSVILLE
PROPOSED USE: RENTABLE MEETING/OFFICE SPACES FOR COMMUNITY/CLUBS
SUBJECT PROPERTY AREA: 94,830/2.177 SQ. FEET/ACRES
PROPERTY AREA FOR IMPERVIOUS TRANSFER=180,438/4.143 (PIN 02305213) SQ. FEET/ACRES
TOTAL PROPERTY AREA=275,268/6.32 (SUBJECT PROPERTY + TRANSFER PROPERTY) SQ. FEET/ACRES
GROSS FLOOR AREA: 4,104 SF (BUILDING + PATIO AREAS)
EXISTING BUILT UPON AREA (PRE-1993): 7,341 SQ. FT
EXISTING BUILT UPON AREA TO BE REMOVED: 1,307 SQ. FT
PROPOSED BUILT UPON AREA TO BE ADDED: 8,440 SQ. FT
TOTAL POST CONSTRUCTION BUA: 7,341(EX)-1,307(EX REMOVE)+8,440(PROP) = 14,474 SQ. FT
TOTAL POST CONSTRUCTION BUILT UPON AREA % $\approx [(14,474 - 7,341) / (275,268 - 7,341)] \times 100 = 2.7\%$
MAX POST CONSTRUCTION BUILT UPON AREA % 6%
WATERSHED: MOUNTAIN ISLAND LAKE WATERSHED CA-1

BUILDING SETBACK REQUIREMENTS:
BEATTIES FORD RD: 25' SETBACK BROADWAY STREET: (REAR) 25' SETBACK
BROADWAY STREET: (SIDE) 12.5' SETBACK SIDE: 10' SETBACK
SIDE BUFFER REQUIREMENTS 30' UNDISTURBED

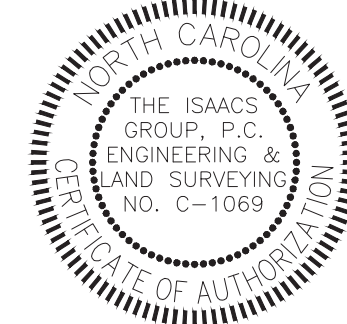
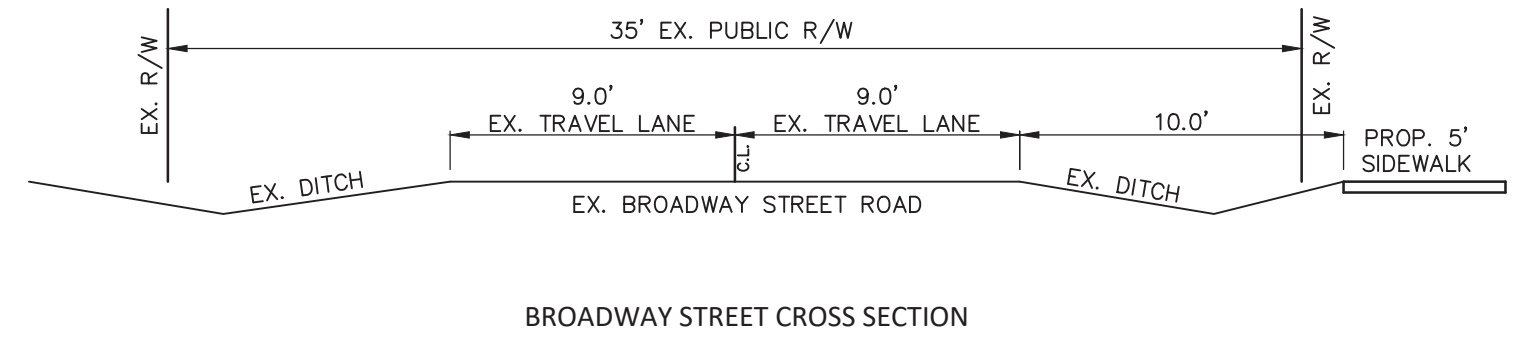
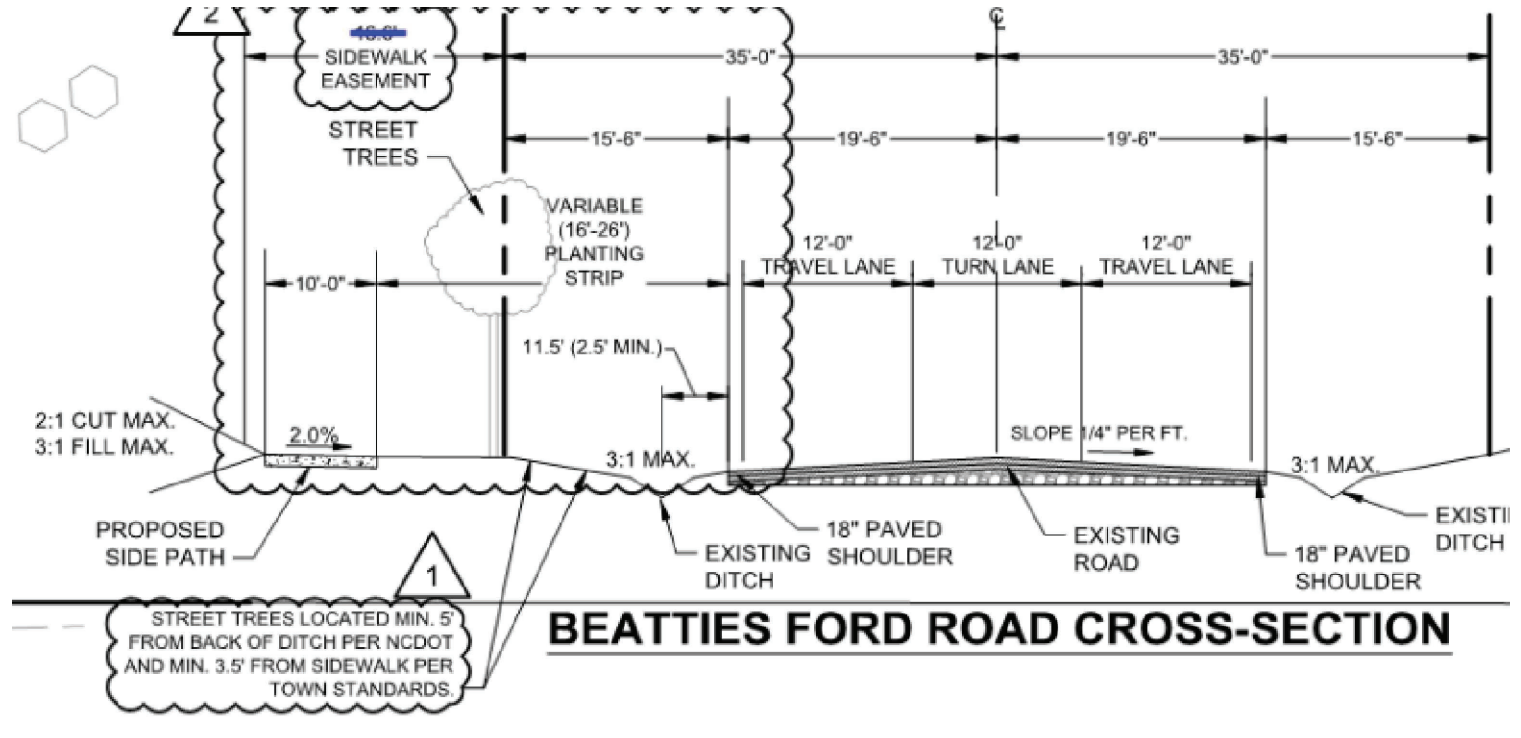
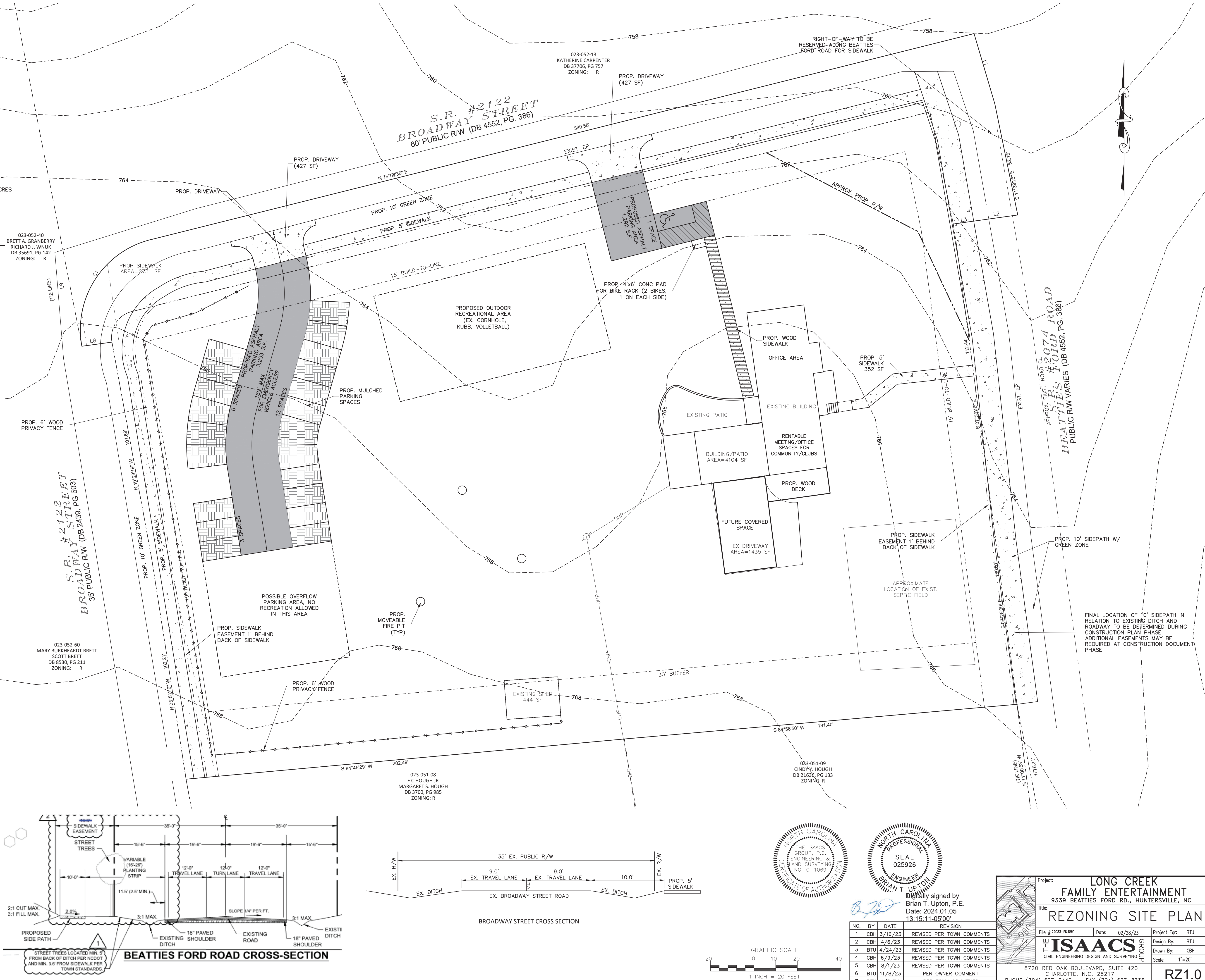
REQUIRED PARKING:

REQUIRED PARKING (COMMERCIAL/INDUSTRIAL/OFFICE) = 1 SPACE PER 500 S.F.
EXISTING BUILDING= 4,104 S.F.

PARKING REQUIRED: 4,104/500=8.2 SPACES
PARKING PROVIDED= 22 SPACES (INCLUDES 1 H.C. SPACE)
BICYCLE PARKING REQUIRED= 2 SPACES
BICYCLE PARKING PROVIDED= 2 SPACES

REZONING NOTES:

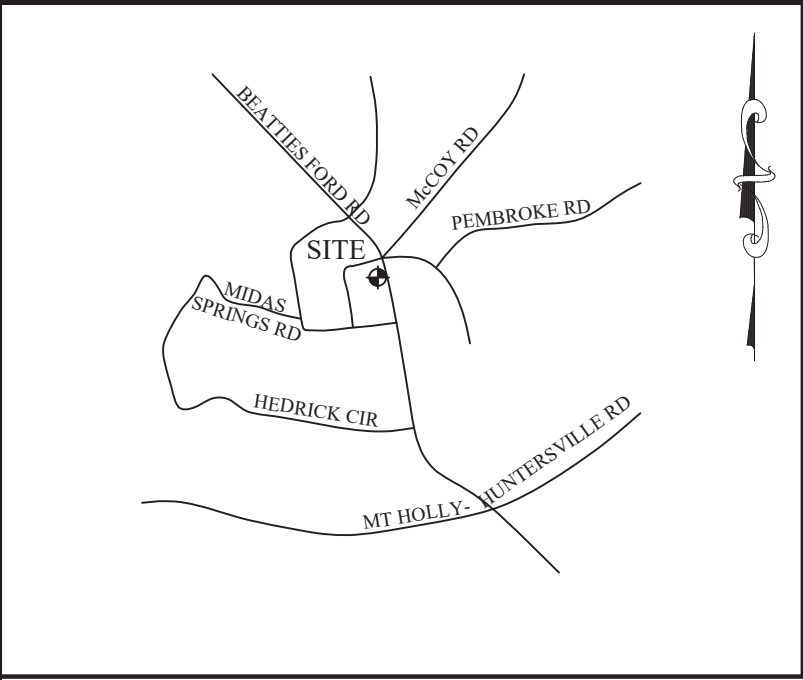
- REZONING PETITION. THESE REZONING NOTES COMPRISE THE DEVELOPMENT STANDARDS ('DEVELOPMENT STANDARDS') ASSOCIATED WITH THE REZONING PETITION (THE 'REZONING PETITION') FILED BY JON EURY ('PETITIONER') APPROXIMATELY 2.5 ACRE TRACT OF LAND IDENTIFIED ON THIS SITE PLAN AS LONG CREEK FAMILY OUTDOOR HANGOUT (THE 'PROJECT'), IN CONNECTION WITH TAX PARCEL NUMBER: 02305105, 02305106, 02305107 (THE 'PROPERTY'). THE PURPOSE OF THE REZONING PETITION IS TO CONVERT THE ZONING CLASSIFICATION OF THE PROPERTY FROM RESIDENTIAL (R) TO HIGHWAY COMMERCIAL HC (CD) PURSUANT TO THE PROVISIONS OF THE TOWN OF HUNTERSVILLE ZONING ORDINANCE (THE 'ORDINANCE').
- DEVELOPMENT STANDARDS. DEVELOPMENT OF THE PROPERTY WILL BE GOVERNED BY THESE DEVELOPMENT STANDARDS, WHICH ARE PART OF THE REZONING PETITION, AND THE APPLICABLE PROVISIONS OF THE ORDINANCE IN PLACE ON THE DATE OF SUBMITTAL OF THE REZONING PETITION. UNLESS THE REZONING PLAN ESTABLISHES A MORE STRINGENT STANDARD(S), OR UNLESS OTHERWISE NOTED ON THE REZONING PLAN OR IN THESE DEVELOPMENT STANDARDS, THE REGULATIONS ESTABLISHED UNDER THE ORDINANCE IN PLACE ON THE DATE OF SUBMITTAL OF THE REZONING PETITION FOR THE HIGHWAY COMMERCIAL (HC) ZONING GOVERN DEVELOPMENT OF THE PROPERTY AS SHOWN ON THE REZONING PLAN.
- SCHEMATIC NATURE OF REZONING PLAN. THE PROPOSED IMPROVEMENTS SHOWN ON THE REZONING PLAN ARE SCHEMATIC IN NATURE. MINOR MODIFICATIONS TO THE PLAN MAY OCCUR DURING DESIGN, ENGINEERING AND CONSTRUCTION PHASES OF THE DEVELOPMENT. REMOVAL OF TREES AND VEGETATION, AS GENERALLY SHOWN ON THE REZONING PLAN, IS NECESSARY TO INSTALL THE IMPROVEMENTS.
- VESTED RIGHTS. THIS REZONING PLAN IS A SITE-SPECIFIC DEVELOPMENT PLAN AND APPROVAL THEREOF CONSTITUTES VESTED RIGHTS IN THE REZONING PLAN PURSUANT TO THE PROVISIONS OF THE ORDINANCE. NOTWITHSTANDING ANY OTHER PROVISIONS OF THESE DEVELOPMENT STANDARDS, IF, AT SOME POINT, MODIFICATIONS ARE MADE TO THE ORDINANCE BY THE TOWN BOARD, PETITIONER MAY VOLUNTARILY AGREE TO APPLY SUCH MODIFICATIONS TO THE REZONING PLAN IN A MANNER CONSISTENT WITH THE ORDINANCE AS IT CHANGES FROM TIME TO TIME, AND WITHOUT PURSUING A REZONING. SUCH MODIFICATIONS TO THE ORDINANCE SHALL IN NO WAY IMPACT THE PETITIONER'S VESTED RIGHTS.
- PERMITTED USES. THE PROPERTY MAY BE DEVELOPED FOR THE FOLLOWING USES (INCLUDING ACCESSORY USES): RENTABLE MEETING/OFFICE SPACES FOR COMMUNITY/CLUBS, AND AS SHOWN ON THE REZONING PLAN, SUBJECT TO THE DEVELOPMENT STANDARDS ASSOCIATED WITH SUCH USES. ANY LABELING ON THE REZONING PLAN MAY BE AN INDICATION OF THE CURRENT INTENTION ON THE PART OF PETITIONER BUT SHALL NOT RESTRICT THE PROPERTY IN A MANNER THAT CONFLICTS WITH THE PROVISIONS OF THESE DEVELOPMENT NOTES.
- ACCESS. THE NUMBER OF SITE ACCESS POINTS, DRIVEWAYS AND CONNECTIONS TO ROADS ARE SCHEMATIC IN NATURE. TO THE EXTENT PERMITTED BY APPLICABLE DRIVEWAY PERMIT REQUIREMENTS, FUTURE DRIVEWAYS, ACCESS POINTS AND ROAD CONNECTIONS MAY CROSS THE SETBACK AND SHALL NOT REQUIRE A PERMIT OF THE PROPERTY, BUT SHALL OTHERWISE COMPLY WITH APPLICABLE DRIVEWAY PERMIT REQUIREMENTS.
- SUBDIVISION. THE PROPERTY IS ONE DEVELOPMENT AND MAY BE SUBDIVIDED WITHOUT A REZONING TO ALLOW SEPARATE OWNERS OF INDIVIDUAL PARCELS SO LONG AS SUCH SUBDIVISION IS IN COMPLIANCE WITH APPLICABLE LAW INCLUDING SUBDIVISION REGULATIONS. HOWEVER, RECOMBINATION, CONDOMINIUMIZATION, OR REDUCTION IN THE NUMBER OF PARCELS MAY OCCUR IN ACCORDANCE WITH THE REGULATIONS OF THE ORDINANCE. REQUIREMENTS THAT ARE MET BY THE PROJECT AS A WHOLE, SUCH AS OPEN SPACE, TREE SAVE AND IMPERVIOUS REQUIREMENTS, NEED NOT BE MET BY INDIVIDUAL PARCELS.
- AMENDMENT. IN THE EVENT ANY PORTION OF THE PROPERTY IS CONVEYED TO A THIRD PARTY, PETITIONER MAY REQUEST AN AMENDMENT TO THE REZONING PLAN WITHOUT THE WRITTEN CONSENT OF ANY OTHER OWNER OF ALL OR ANY PORTION OF THE PROPERTY UNLESS SUCH AMENDMENT CONSTITUTES A CHANGE IN THE BUILDING OR USE OF THE PORTION OF THE PROPERTY OWNED BY SUCH OWNER. PROVIDED PETITIONER PROVIDES FOR SUCH AMENDMENT RIGHT PRIVATE RESTRICTIVE COVENANTS THAT GOVERN THE PROJECT. ALL REQUIREMENTS IN CONNECTION WITH THE AMENDMENT WILL BE CALCULATED ON THE PROPERTY AS A WHOLE IN THE SAME MANNER SUCH REQUIREMENTS WERE CALCULATED AT THE TIME OF THE INITIAL APPROVAL. THIS NOTE SHALL BE SHOWN ON THE FINAL PLAT WHEN RECORDED.
- STORM WATER ELEMENTS. BUILT-UPON AREAS SHALL BE IN ACCORDANCE WITH THE ORDINANCE AS REQUIRED FOR THE HIGHWAY COMMERCIAL ZONING DISTRICT. A 7,000 S.F. IMPERVIOUS AREA TRANSFER IS REQUIRED FOR THIS LOT. TRANSFER LOT (PARCEL ID: 02305213) HAS BEEN SECURED AND ITS APPROVAL IS DEPENDENT ON THE OUTCOME OF THIS REZONING
- PROPOSED MODIFICATION REQUESTED TO ALLOW EXISTING SHED TO BE LOCATED IN THE BUFFER ALONG THE SOUTHERN PROPERTY LINE.
- PROPOSED MODIFICATION REQUESTED TO ALLOW FRUIT BEARING TREES AND SHRUBS TO BE USED TO MEET LANDSCAPING PLANTING REQUIREMENTS. LOCATIONS OF FRUIT BEARING TREES TO BE DETERMINED DURING CONSTRUCTION PLAN PHASE.
- IF LIGHTS ARE INSTALLED FOR THE PROPOSED RECREATIONAL AREA THEY MUST BE IN COMPLIANCE W/CHAPTER 9.21.5 A-C OF THE TOWN OF HUNTERSVILLE UDO.



Digitally signed by Brian T. Upton, P.E. Date: 2024.01.05 13:15:11-05'00'

NO.	BY	DATE	REVISION
1	CBH	3/16/23	REVISED PER TOWN COMMENTS
2	CBH	4/6/23	REVISED PER TOWN COMMENTS
3	BTU	4/24/23	REVISED PER TOWN COMMENTS
4	CBH	6/9/23	REVISED PER TOWN COMMENTS
5	CBH	8/1/23	REVISED PER TOWN COMMENTS
6	BTU	11/8/23	PER OWNER COMMENT
7	BTU	1/5/24	PER TOWN COMMENTS

Project: LONG CREEK FAMILY ENTERTAINMENT
9339 BEATTIES FORD RD., HUNTERSVILLE, NC
Title: REZONING SITE PLAN
File #22033-9K.DWG Date: 02/28/23 Project Egr: BTU
Design By: BTU
Drawn By: CBH
Scale: 1"=20'
8720 RED OAK BOULEVARD, SUITE 420
CHARLOTTE, N.C. 28217
PHONE (704) 527-3440 FAX (704) 527-8335
RZ1.0



VICINITY MAP: NOT TO SCALE

GENERAL PLANTING NOTES:

- THIS PLAN FOR PLANTING LOCATIONS ONLY. IF FOUND CONDITIONS VARY FROM THIS, CONTRACTOR TO CONTACT OWNER'S REPRESENTATIVE FOR RESOLUTION. FAILURE TO DO SO WILL RESULT IN CONTRACTOR'S LIABILITY TO REPLACE PLANT MATERIALS.
- CONTRACTOR TO COORDINATE WITH OWNER'S REPRESENTATIVE FOR EXISTING PLANT MATERIAL TO BE REMOVED AND/OR RELOCATED.
- CONTRACTOR WILL BE RESPONSIBLE FOR LOCATING AND PROTECTING ALL UNDERGROUND AND ABOVE GROUND UTILITIES. CONTRACTOR SHALL BE LIABLE FOR DAMAGE TO ANY AND ALL PUBLIC OR PRIVATE UTILITIES. CONTRACTOR WILL BE HELD RESPONSIBLE FOR THE COST OF REPAIR TO ALL DAMAGED UTILITIES.
- CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR ALL PLANT MAINTENANCE, INCLUDING SHRUBS AND GROUNDCOVER, AND SHALL MAINTAIN AREA IN A WEED AND DEBRIS FREE CONDITION, THROUGHOUT GUARANTEE PERIOD.
- WHERE TREES ARE PLANTED IN ROWS, THEY SHALL BE UNIFORM IN SIZE AND SHAPE.
- SIZES SPECIFIED IN THE PLANT LIST ARE MINIMUM SIZES TO WHICH THE PLANTS ARE TO BE JUDGED. FAILURE TO MEET MINIMUM SIZE ON ANY PLANT WILL RESULT IN REJECTION OF THAT PLANT.
- PLANTING SIZE DETERMINATION:
SHADE TREES: HEIGHT SHALL BE MEASURED FROM THE CROWN OF THE ROOT BALL TO THE TOP OF MATURE GROWTH. SPREAD SHALL BE MEASURED TO THE END OF BRANCHING EQUALLY AROUND THE CROWN FROM THE CENTER OF THE TRUNK. MEASUREMENTS ARE NOT TO INCLUDE ANY TERMINAL GROWTH. SINGLE TRUNK TREES SHALL BE FREE OF "V" CROTCHES THAT COULD BE POINTS OF WEAK LIMB STRUCTURE OR DISEASE INFESTATION.
SHRUBS: HEIGHT SHALL BE MEASURED FROM THE CROWN OF THE ROOT BALL TO THE AVERAGE HEIGHT OF THE TOP OF THE PLANT. SPREAD SHALL BE MEASURED TO THE END OF BRANCHING EQUALLY AROUND THE SHRUB MASS. MEASUREMENTS ARE NOT TO INCLUDE ANY TERMINAL GROWTH.
- ALL PLANTS SHALL BE FRESHLY DUG, SOUND, HEALTHY, VIGOROUS, WELL BRANCHED, FREE OF DISEASE, INSECT EGGS, AND LARVAE, AND SHALL HAVE ADEQUATE ROOT SYSTEMS.
- ALL CONTAINER GROWN MATERIAL SHALL BE HEALTHY, VIGOROUS, WELL-ROOTED PLANTS AND ESTABLISHED IN THE CONTAINER IN WHICH THEY ARE SOLD. THE PLANTS SHALL HAVE TOPS WHICH ARE GOOD QUALITY AND ARE IN A HEALTHY GROWING CONDITION. ALL ROOT BOUND PLANTS SHALL BE REJECTED.
- GROUPS OF SHRUBS SHALL BE PLACED IN A CONTINUOUS MULCH BED WITH SMOOTH CONTINUOUS LINES. ALL MULCHED BED EDGES SHALL BE CURVILINEAR IN SHAPE FOLLOWING THE CONTOUR OF THE PLANT MASS. TREES LOCATED WITHIN FOUR FEET OF SHRUB BEDS SHALL SHARE SAME MULCH BED.
- CONTRACTOR TO SLIGHTLY ADJUST PLANT LOCATIONS IN THE FIELD AS NECESSARY TO BE CLEAR OF DRAINAGE SWALES AND UTILITIES. FINISHED PLANTING BEDS SHALL BE GRADED SO AS TO NOT IMPIDE DRAINAGE AWAY FROM BUILDINGS. IF SIGNIFICANT RELOCATIONS ARE REQUIRED, CONTRACTOR SHALL CONTACT OWNER'S REPRESENTATIVE FOR RESOLUTION. FAILURE TO MAKE SUCH RELOCATIONS KNOWN TO THE OWNER'S REPRESENTATIVE WILL RESULT IN CONTRACTOR'S LIABILITY OF PLANT MATERIALS.
- ALL PLANT MATERIAL SHALL BE SPACED AND LOCATED PER PLAN. IF CONFLICTS ARISE BETWEEN ACTUAL SIZE OF AREA AND PLANS, CONTRACTOR SHALL CONTACT OWNER'S REPRESENTATIVE FOR RESOLUTION. FAILURE TO MAKE SUCH CONFLICTS KNOWN TO THE OWNER'S REPRESENTATIVE WILL RESULT IN CONTRACTOR'S LIABILITY TO RELOCATE MATERIALS.
- ALL SUBSTITUTIONS OF PLANT MATERIAL ARE TO BE REQUESTED IN WRITING TO THE OWNER'S REPRESENTATIVE AND APPROVED IN WRITING BY THE OWNER PRIOR TO INSTALLATION. FAILURE TO OBTAIN SUBSTITUTION APPROVAL IN WRITING MAY RESULT IN LIABILITY TO THE CONTRACTOR.
- ALL CONTRACTORS SHALL BE REQUIRED TO COMPLETELY REMOVE ALL TRASH, DEBRIS AND EXCESS MATERIALS FROM THE WORK AREA AND THE PROPERTY (ESPECIALLY AT ALL CURB, GUTTERS AND SIDEWALKS) DAILY DURING INSTALLATION.
- CONTRACTOR SHALL GUARANTEE ALL LANDSCAPE IMPROVEMENTS, INCLUDING SEEDING. CONTRACTOR MUST CONTACT THE OWNER AT LEAST 10 WORKING DAYS IN ADVANCE TO SCHEDULE ACCEPTANCE INSPECTION(S). CONTRACTOR MUST REPLACE ALL DEAD OR UNACCEPTABLE PLANTS DURING THE FOLLOWING RECOMMENDED PLANTING SEASON.
- ADJUST TREE PLANTING LOCATIONS TO AVOID UNDERGROUND UTILITIES WHERE POSSIBLE. CONTRACTOR'S REPRESENTATIVE FOR A COORDINATED SOLUTION FOR ANY UTILITY CONFLICTS. CONTRACTOR SHALL BE LIABLE FOR DAMAGE TO ANY AND ALL PUBLIC OR PRIVATE UTILITIES.
- REFER TO PLANTING DETAILS FOR ADDITIONAL PLANTING INFORMATION.
- ALL PLANTINGS SHALL COMPLY WITH CURRENT LOCAL ORDINANCES AND GUIDELINES.
- APPLICANT TO ADJUST PLANTING LOCATIONS IF THEY POSE A RISK TO EXISTING VEGETATION. CONTACT PLANNING STAFF PRIOR TO APPROVAL.

LANDSCAPE LEGEND

SYMBOL	SPECIES	QUANTITY
	WILLOW OAK QUERCUS PHellos (MIN. 2" CALIPER AND 8' AT THE TIME OF PLANTING) LARGE MATURING EVERGREEN	6
	TULIP-POPLAR LIRIODENDRON TULIPIFERA (MIN. 2" CALIPER AND 8' AT THE TIME OF PLANTING) LARGE MATURING DECIDUOUS	12
	MENTOR BARBERRY BERBERIS MENTORENSIS (MIN. 3' AT TIME OF PLANTING, MIN. 6' AT MATURITY)	88
	EXISTING TREE TO REMAIN	54
	FOSTER HOLLY (BUFFER TREE) ILEX ATTENUATA "FOSTER" (MIN. 2" CALIPER AND 8' AT TIME OF PLANTING) SMALL MATURING EVERGREEN	13
	ARBORTVITAE THUJA ORIENTALIS (MIN. 2" CALIPER AND 8' AT TIME OF PLANTING) SMALL MATURING EVERGREEN	11

* THE SPECIES SPECIFIED ON THE PLANS MAY BE SUBSTITUTED WITH SOMETHING ELSE AS LONG AS THEY MEET THE TOWN'S CRITERIA

GENERAL PLANTING NOTES:

- TURF AREAS WILL BE SEEDED OR SODDED WITH REBEL II FESCUE WITH EXCEPTION OF SOD WITHIN THE FLOOR OF STORMWATER MANAGEMENT AND WATER QUALITY BASINS AND FILTERS. SOD WILL BE REQUIRED NEXT TO BUILDING STRUCTURES, DRIVEWAYS ENTRANCES AND AREAS DISTURBED IN THE FRONT SETBACK AS NOTED ON PLAN. LANDSCAPE CONTRACTOR TO SEED ALL OTHER DISTURBED AREAS.
- PINE NEEDLE MULCH IS THE GENERALLY ACCEPTED MULCH. FOR THE INITIAL PLANTING, IT IS ALSO ACCEPTABLE TO UTILIZE DOUBLE HAMMERED BARK MULCH FOR GOOD SOIL AND BED, THOUGH, WILL REQUIRE THE PROPERTY TO BE CONVERTED TO PINE NEEDLES.

PLANTING NOTES:

- ALL PERIMETER SCREENING SHRUBS MUST BE NO LESS THAN 36" IN HEIGHT AT PLANTING
- ALL PARKING LOT SHRUBS MUST BE NO LESS THAN 24" IN HEIGHT AT PLANTING

BUFFER PLANTING - REQUIRED 30' BUFFER
- 4 TREES / 1000 SF BUFFER
- 50% LARGE MATURING TREE, 50% SMALL MATURING TREE, 25% EVERGREEN
- 7 SHRUBS / 1000 SF, 100% EVERGREEN
- 42 EXISTING & PROPOSED TREES PROVIDED

STREET TREE-BEATTIES FORD RD.
REQUIRED: 1 TREE PER 40 LF (276/40=7 TREES REQUIRED)
STREET TREES PROVIDED: 3 EXIST.+ 4 PROP. TREES

STREET TREE-BROADWAY ST.
REQUIRED: 1 TREE PER 40 LF (391/40=10 TREES REQUIRED)
STREET TREES PROVIDED: 2 EXIST.+ 8 PROP. TREES

STREET TREE-BROADWAY ST.
REQUIRED: 1 TREE PER 40 LF (217/40=6 TREES REQUIRED)
STREET TREES PROVIDED: 6 PROP. TREES

023-052-13
KATHERINE CARPENTER
DB 37706, PG 757
ZONING: R

PROP. DRIVEWAY
(427 SF)

RIGHT-OF-WAY TO BE
RESERVED ALONG BEATTIES
FORD ROAD FOR SIDEWALK

S.R. #2122
BROADWAY STREET
60' PUBLIC R/W (DB 4552, PG. 386)

023-052-40
BRETT A GRANBERY
RICHARD J. WNUK
DB 35691, PG 142
ZONING: R

PROP. 6' WOOD
PRIVACY FENCE

S.R. #2122
BROADWAY STREET
35' PUBLIC R/W (DB 2439, PG 503)

023-052-60
MARY BURKHEARD BRETT
SCOTT BRETT
DB 8530, PG 211
ZONING: R

023-051-08
F.C. HOUGH JR.
MARGARET'S HOUSE
DB 3700, PG 985
ZONING: R

023-051-09
CINDY Y. HOUGH
DB 21636, PG 133
ZONING: R

PROPOSED BUFFER TO MEET MINIMUM
OF 4 TREES PER 1000 SQ.FT. OF
BUFFER AREA; 50% LARGE MATURING;
25% SMALL MATURING; 50%
EVERGREEN. EXISTING TREES CAN BE
SUBSTITUTED IN PLACE OF PROPOSED
TREES IF THEY MEET REQUIREMENTS.

1.1 PLANTING SOIL MIX:

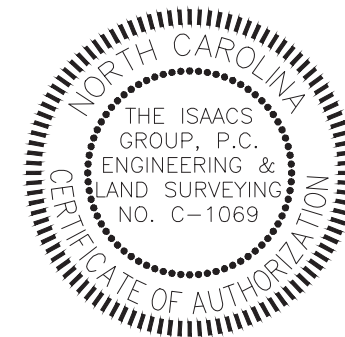
- A FINAL CERTIFICATE OF OCCUPANCY MAY BE ISSUED PRIOR TO THE INSTALLATION OF TREES AND SHRUBS, EXCLUDING YARD TREES, DURING THE NON-PLANTING SEASON IF A CASH BOND, SURETY BOND OR LETTER OF CREDIT IS ISSUED FOR 120% OF THE COST OF MATERIALS AND INSTALLATION. PLANTING SHALL BE COMPLETED DURING THE NEXT PLANTING SEASON.
- THE PLANTING SEASON SHALL RUN FROM OCTOBER 15 TO MARCH 15, EXCEPT FOR EXTREME WEATHER CONDITIONS AS DETERMINED BY STAFF. A FINAL CERTIFICATE OF OCCUPANCY SHALL NOT BE GIVEN DURING THE PLANTING SEASON UNLESS ALL OF THE LANDSCAPING IS COMPLETELY INSTALLED ACCORDING TO THIS ARTICLE.

MAINTENANCE SURETY REQUIRED

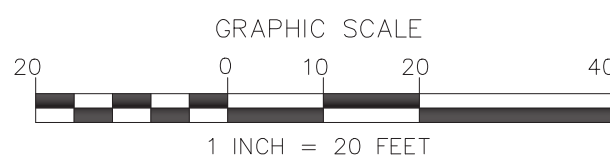
- DEVELOPERS SHALL ENTER INTO A MAINTENANCE SURETY AGREEMENT WITH MECKLENBURG COUNTY GUARANTEEING THE MORTALITY OF STREET TREES AND TREES AND SHRUBS PLANTED IN BUFFER YARDS FOR A PERIOD OF 1 YEAR FOLLOWING PLANTING. THE AMOUNT OF THE SURETY SHALL BE EQUAL TO 50% OF THE VALUE OF THE NEW TREES OR LANDSCAPE MATERIAL, AND THEIR INSTALLATION. THE MAINTENANCE SURETY SHALL

1.1 PLANTING SOIL MIX:

- MIX TOPSOIL WITH THE FOLLOWING SOIL AMENDMENTS IN THE FOLLOWING QUANTITIES:
1. WEIGHT OF LIME PER 1000 SQ. FT.
2. RATIO OF LOOSE COMPOST TO TOPSOIL BY VOLUME: 1:4
3. RATIO OF LOOSE WOOD DERIVATIVES TO TOPSOIL BY VOLUME:
4. WEIGHT OF BOMENAL PER 1000 SQ. FT.
5. WEIGHT OF COMMERICAL FERTILIZER PER 1000 SQ. FT.
6. WEIGHT OF SLOW-RELEASE FERTILIZER PER 1000 SQ. FT.
SOIL TEST PROVIDED BY CONTRACTOR REQUIRED FOR TOPSOIL MIX.



Digitally signed by
Brian T. Upton, P.E.
Date: 2024.01.05
13:15:44-05'00'



NO.	BY	DATE	REVISION
1	CBH	3/16/23	REVISED PER TOWN COMMENTS
2	CBH	4/6/23	REVISED PER TOWN COMMENTS
3	CBH	6/9/23	REVISED PER TOWN COMMENTS
4	CBH	8/1/23	REVISED PER TOWN COMMENTS
5	BTU	11/9/23	PER OWNER COMMENT
6	BTU	1/5/24	PER TOWN COMMENTS

TREE PLANTING NOTES:

- ALL STRAPPING AND TOP 2/3 OF WIRE BASKET MUST BE CUT AWAY AND REMOVED FROM THE ROOT BALL PRIOR TO BACKFILLING PLANTING PIT.
- LARGE MATURING TREES MAY NOT BE PLANTED WHERE OVERHEAD DISTRIBUTION OR TRANSMISSION LINES EXIST. IF TREES CONFLICT WITH POWER LINES OR SIGNS, CALL THE URBAN FORESTER TO RESOLVE BEFORE PLANTING.
- ADJUST TREE PLANTING LOCATIONS TO AVOID UNDERGROUND UTILITIES.
- NEW TREES SHALL BE A MINIMUM 2" CALIPER FOR STREET TREE REQUIREMENTS.
- SEE TREE PRESERVATION NOTES ON GRADING AND EROSION CONTROL SHEETS.
- ALL TREES ARE TO BE NURSERY GROWN, BALL AND BURLAP (BAB) PREFERRED. MINIMUM TREE SIZE IS 2" CALIPER MEASURED 6" ABOVE ROOT BALL, 8" MINIMUM HEIGHT.
- STAKING IS OPTIONAL. RUBBER HOSE AND ROPE OR WIRE FOR STAKING IS NOT RECOMMENDED. NO WIRE OR ROPE IS TO BE IN DIRECT CONTACT WITH TRUNK. REMOVE ALL TRUNK WRAP, TREE STRAPS, AND STAKING WIRE OR ROPE AFTER ONE GROWING SEASON.
- OUT WIRES ARE NOT PERMITTED IN THE STREET RIGHT-OF-WAY.
- ALL TREES AND SHRUBS SHALL MEET THE NORMAL REQUIREMENTS FOR THE AMERICAN ASSOCIATION OF NURSERYMEN (AAN).
- NEW AND EXISTING TREES ARE PERMITTED WITHIN SITE TRIANGLE, BUT MUST BE LINED UP TO 8' HEIGHT CLEARANCE PER ADA REQUIREMENTS.
- SIMILAR CRITERIA FOR TREE PLACEMENT AND PRUNING UP SHOULD BE CONSIDERED AT DRIVEWAY/STREET INTERSECTIONS.
- CONTRACTOR TO MAINTAIN CLEAR VIEW BETWEEN 30" AND 72" ABOVE STREET. AREA MUST BE TREE OF LIMBS AND FOLIAGE FOR SAFE CROSS VISIBILITY.

TREE PROTECTION NOTES:

PROTECTIVE BARRICADES SHALL BE PLACED AROUND ALL PROTECTED TREES DESIGNATED TO BE SAVED IN DEVELOPMENT AREA, PRIOR TO THE START OF DEVELOPMENT ACTIVITIES OR GRADING. PROTECTIVE BARRICADES SHALL REMAIN IN PLACE UNTIL DEVELOPMENT ACTIVITIES ARE COMPLETE OR CONSTRUCTION IN ACCORDANCE WITH STANDARDS SET FORTH IN THIS SECTION COMMENCES. THE AREA WITHIN THE PROTECTIVE BARRICADE SHALL REMAIN FREE OF ALL BUILDING MATERIALS, DIRT OR OTHER CONSTRUCTION DEBRIS. CONSTRUCTION TRAFFIC, STORAGE OF VEHICLES AND MATERIALS, AND GRADING SHALL NOT TAKE PLACE WITHIN THE DRIPLINE OF THE EXISTING TREES TO BE PROTECTED. BARRICADES SHALL BE ERECTED AT A MINIMUM DISTANCE FROM THE BASE OF PROTECTED TREES ACCORDING TO THE FOLLOWING STANDARDS:

- FOR TREES 10' OR LESS DBH: PROTECTIVE BARRICADES SHALL BE PLACED A MINIMUM DISTANCE OF 5' FROM THE BASE OF EACH PROTECTED TREE, OR OUTSIDE THE DRIPLINE, WHICHEVER IS GREATER.
- FOR TREES GREATER THAN 10' DBH: PROTECTIVE BARRICADES SHALL BE PLACED AT A MINIMUM DISTANCE EQUAL TO 10' FROM THE BASE OF THE PROTECTED TREE PLUS AN ADDITIONAL 1' FOR EACH ADDITIONAL 1" DBH GREATER THAN 10" DBH, OR OUTSIDE THE DRIPLINE, WHICHEVER IS GREATER.
- CONSTRUCTION ACCESS TO A SITE SHOULD OCCUR WHERE AN EXISTING OR PROPOSED ENTRANCE EXIST IS LOCATED.
- EXCEPT FOR DRIVEWAY ACCESS POINTS, SIDEWALKS, CURB AND GUTTER, NO PAVING WITH CONCRETE OR OTHER IMPERVIOUS MATERIALS WITHIN A TREE DRIPLINE SHALL BE ALLOWED.
- WHERE GRADING WITHIN A TREE DRIPLINE CANNOT BE AVOIDED, LIMIT CUT AND FILLS TO 1/4 TO 1/2 THE AREA WITHIN THE DRIPLINE.
- AVOID WHERE GRADING LEAVES ROOTS EXPOSED, CUT ROOTS CLEAN.
- WHERE GRADING LEAVES ROOTS EXPOSED, CUT ROOTS CLEAN.
- AVOID FILLING WITHIN THE DRIPLINE OF A TREE WITHOUT SOME MECHANISM TO ALLOW AIR AND WATER TO REACH THE ROOTS.

FINAL LOCATION OF 10' SIDEWALK IN
RELATION TO EXISTING DITCH AND
ROADWAY TO BE DETERMINED DURING
CONSTRUCTION PLAN PHASE.
ADDITIONAL EASEMENTS MAY BE
REQUIRED AT CONSTRUCTION DOCUMENT
PHASE

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

APPROX. EXIST. ROAD CL.
BEATTIES FORD ROAD
PUBLIC R/W VARIES (DB 4552, PG. 386)

Long Creek Family Entertainment
Neighbor Meeting held on June 24th, 2023
Location: 9339 Beatties Ford Rd

Attendees:

Concerns:

- Is noise going to be an issue and what parameters are being set in place?
 - We discussed that Mecklenburg County and Huntersville do not have set quiet hours. However, we will be respectful of noise levels and they will be monitored by us as owners. If ever we are too loud, we encourage the neighbors to come over, call or report.
- Will this business increase traffic levels?
 - There will be an increase in some traffic coming to the business and those coming to the business will typically stay for 1 or more hours keeping the number of vehicle “turns” low. The intersection improvement that is already in place by the NCDOT for Beatties Ford Rd/McCoy will help with traffic patterns.
- Will crime rates increase?
 - We do not believe that this business will attract additional crime to the area.
- Will patrons conduct themselves inappropriately?
 - As business owners, we have a moral and professional obligation to ensure the safety, wellbeing and appearance of our patrons and facility. We will address any issues should they arise.
- Will this rezoning decrease the property values of the neighbors directly around this property?

- We have not found any studies showing that rezoning devalues other neighbor properties and the neighbor could not provide us with any of their own research. For some locations, their properties will increase in value.

Positive Feedback:

- One neighbor expressed that this type of atmosphere (full family friendly) is needed more in the area and he is looking forward to being able to play volleyball and bring his family.
- Having a gathering space like this for families and clubs will be a great addition to the area especially with the new developments having little to no yard spaces.
- One neighbor stated that as a couple with kids, this will be a great place to spend time and let the kids enjoy the outside and meet new people.
- One neighbor suggested we reach out to the school in the future to partner with different classrooms/teachers for field trips to see the garden club and learn about growing plants.

Changes Suggested:

- Could a fence be installed along the back of the property to increase a neighbor buffer?
 - Yes, we will look into options to see if this is feasible and the plans show/call for screening trees along the property borders.
- Will there be natural materials used for seating outside?
 - We will look into options and think it's a great idea and fits the feel we're going for.
- The plan shows 16 parking spaces - will that be enough?
 - We believe it'll be enough for daily use and we do have allocated space for overflow parking on the property. With this suggestion, we will be contacting neighboring commercial facilities to inquire about using their parking lots on occasion.

Sign In

Name	Van Address
Will Eury	DAKE WALK 
Nancy Eury	
Zachary Jacobs	
Zachary & Owen Jacobs	
Shelley Bononis	Huntersville
Shirley M. Hunt	
Brian Richards	Town of Huntersville
Amber Kovacs	Town of Huntersville
Robert Kovacs	207 Creechway
Stephen Fendall	Huntersville

Sign In

Address

CINDY HOUGH
JIM HUSTLER
Mark Nelson
Cheryl Nelson
Allisia Bergsman
Ron Collins
DAD Boone
Curt & Pam Phillips
Fay Cox
Denny Brett
Scott David
Alysa Shepard
Josh Shepard
Cory Neal






PO Box 664
Huntersville NC 28070

PUBLIC HEARING

Date: February 5, 2023
Time: 6:00 pm
Location: **In Person:** Huntersville Town Hall 101 Huntersville-Concord Rd.
Livestream Listen Only: <https://www.youtube.com/@townofhuntersvillenc28078/>
Applicant: Jonathan Eury, Katie Carpenter
Case #: R23-06

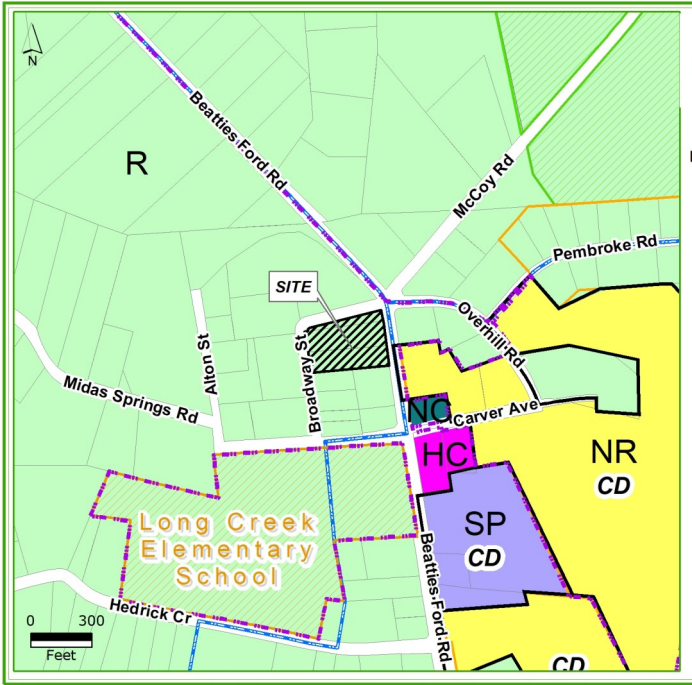
Public Meeting Dates

Meeting Type	Purpose	Date & Time
Community Meeting	Informational	June 24, 2023
Public Hearing	Public Meeting	February 5, 2024 @ 6 pm
Planning Board *	Recommendation	February 27, 2024 @ 6:30 pm
Town Board *	Approval/Denial	March 4, 2024 @ 6 pm

* Tentative—check www.huntersville.org for latest dates

PUBLIC HEARING NOTICE DATE: February 5, 2023 | **R23-06** Beatties Ford Family Entertainment

NOTICE OF PUBLIC HEARING FOR REZONING REQUEST



A Rezoning Petition has been submitted to rezone 2.513 acres from Rural (R) to Highway Commercial (HC) with Conditions (CD) to allow outdoor recreation and office. The “Site” (see inset map) is located south of Hambright Road, east of Everette Keith Road (Parcels # : 02305105, 02305106, 02305107).

A public hearing will be held in person at Town Hall located at 101 Huntersville-Concord Drive, Huntersville, NC 28078, and livestreamed to listen only at <https://www.youtube.com/@townofhuntersvillenc28078/streams>. The public is invited to attend in person if you wish to comment during the public hearing for this request. Please check the meeting agenda for all final meeting arrangements which may be adjusted to address public safety concerns as necessary at the time of the meeting.

YouTube Livestream:



Zoning Legend:

R = Rural
HC = Highway Commercial
NR = Neighborhood Residential

Site = Parcels requesting rezoning

NC—Neighborhood Center
SP = Special Purpose
[CD = Conditional District]

Project Page:



FOR ADDITIONAL INFORMATION:

CONTACT Nathan Farber AICP, Planner II
Phone: 704-766-2237
Email: nfarber@huntersville.org
Online: www.huntersville.org - search: **R23-06**

**Town of Huntersville
Town Board
March 18, 2024**

To: Town Board

From: Nathan Farber, Planner II

Date: March 18, 2024

Subject: Petition #TA23-08 "Regulation of Nuisances" Language

EXPLAIN REQUEST:

Consider decision on Petition #TA23-08, a request by the Huntersville Planning Department to amend Zoning Ordinance 8.13 to remove "Regulation of Nuisances" language.

ACTION RECOMMENDED:

Consider Decision

FINANCIAL IMPLICATIONS:

NA

ATTACHMENTS:

1. TA23-08 TB Staff Report
2. 1. Text Amendment Application
3. 2. Proposed Ordinance
4. 3. HOAB Minutes

TA23-08 – Article 8.13 Removal

PART 1: DESCRIPTION

TA23-08 is a text amendment request by the Town of Huntersville Planning Department to remove all language from Article 8.13 Regulation of Nuisances of the Zoning Ordinance. Article 8.13 will be reserved for any future text amendments to the General Provisions section.

PART 2: BACKGROUND

Today, both the Zoning Ordinance and the Code of Ordinance have language relating to nuisances. The Code of Ordinance has procedures that state that the Huntersville Police Department is responsible for the enforcement of nuisances. Having a nuisance ordinance within the Zoning Ordinance, which is enforced by the Planning Department, creates redundant language that is hard to enforce. The Planning Department's code enforcement officers are not able to enforce nuisance related complaints outside of normal working hours, unlike the Police Department.

The Planning Department is proposing removing nuisance language from the Zoning Ordinance to better clarify who is solely responsible for enforcement and to remove redundancies. The Code of Ordinances nuisance covers the same nuisances as the zoning ordinance while also going into further detail. The Huntersville Police Department has an interlocal agreement with Mecklenburg County to police and enforce the Huntersville Code of Ordinances in the Towns Extra Territorial Jurisdiction. This change would not add any additional duties to the Police Department as the Code of Ordinance is not being amended in any way. Currently, the Planning Department forwards any nuisance complaints to the Police Department. The day-to-day enforcement of nuisance complaints will not change.

PART 3: RELEVANT SECTIONS OF THE HUNTERSVILLE 2040 COMMUNITY PLAN

- TA23-08 is a clean-up item that removes redundancy between the Zoning Ordinance and the Code of Ordinance.

PART 4: STAFF RECOMMENDATION

Staff recommends approval of the proposed text amendment TA23-08 in order to clarify enforcement and remove redundancies within the Zoning Ordinance and the Code of Ordinances relating to nuisance items.

PART 5: HUNTERSVILLE ORDINANCE ADVISORY BOARD-

On December 7, 2023, The Huntersville Ordinances Advisory Board (HOAB) unanimously recommended approval (8-0).

PART 6: PUBLIC HEARING

The Public Hearing took place on February 5, 2024.

PART 7: PLANNING BOARD RECOMMENDATION

On February 27, 2024, The Planning Board recommended approval (8-0) with the following motion: “T. Loomis made a Motion to Recommend Approval of TA23-08 based on the amendment being consistent with all policies of the Huntersville 2040 Community Plan and compliance with state statutes. It is reasonable and in the public interest to amend the Zoning Ordinance because it complies with the Huntersville 2040 Plan and state statutes. C. Boyd seconded the motion”.

PART 8: ATTACHMENTS

1. Text Amendment Application
2. Proposed Ordinance
3. HOAB Minutes

PART 9: STATEMENT OF CONSISTENCY – TA23-06

Planning Department	Planning Board	Board of Commissioners
APPROVAL: In considering the proposed amendment TA23-08, Planning Staff recommends approval based on consistency with all policies of the Huntersville 2040 Community Plan and compliance with State Statutes It is reasonable and in the public interest to amend the Zoning Ordinance because it complies with the Huntersville 2040 Community Plan and State Statutes.	APPROVAL: T. Loomis made a Motion to Recommend Approval of TA23-08 based on the amendment being consistent with all policies of the Huntersville 2040 Community Plan and compliance with state statutes. It is reasonable and in the public interest to amend the Zoning Ordinance because it complies with the Huntersville 2040 Plan and state statutes. C. Boyd seconded the motion. Vote: The motion passed unanimously (8-0).	APPROVAL: In considering the proposed amendment TA23-08, the Town Board recommends approval based on the amendment being consistent with <u>(insert applicable plan reference)</u> It is reasonable and in the public interest to amend the Zoning Ordinance because...(Explain)
DENIAL: N/A		DENIAL: In considering the proposed amendment TA23-08, the Town Board recommends denial based on the amendment being <u>(consistent OR inconsistent)</u> with <u>(insert applicable plan reference)</u>. It is not reasonable and in the public interest to amend the Zoning Ordinance because.... (Explain)



Text Amendment Application

Date of Application 11/20/2023

Fee

See Current Town of Huntersville Fee Schedule for Text Amendment to the Zoning/Subdivision Ordinance

Type of Change

☐ New Addition to text of Zoning Ordinance / Subdivision Ordinance / Other

☒ Revision/Modification to text of Zoning Ordinance / Subdivision Ordinance / Other

Description of Change

Proposed text amendment will affect the following:

Ordinance(s): Zoning Article(s): Article 8 Section(s): Article 8.13

See Attached

Current Ordinance

See Attached

Proposed Text

See Attached

Reason for Proposed
Change

Attach additional pages if needed.

NOTE: If the proposed text amendment effects property located along Hwy 73; is 2000 feet from an adjoining municipality, and/or the Mountain Island and Lake Norman Watersheds, additional peer review is required.

Applicant

Printed Name Town of Huntersville Planning Department

☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☐ Other: _____

Signature Brian Richards Date _____

Title Planning Director Email brichards@huntersville.org

Address of Applicant 105 Gilead Rd - 3rd Floor Huntersville, NC

Property Owner (if different than applicant)

* Printed Name _____

☐ Corporation ☐ Limited Liability Company ☐ Trust ☐ Partnership ☐ Other: _____

Signature _____ Date _____

Title _____ Email _____

Address of Property Owner _____

* Property owner hereby grants permission to the Town of Huntersville personnel to enter the subject property for any purpose required in processing this application.

Every owner of each parcel included in this application, or the owner (s) duly authorized agent, must sign this application. If signed by an agent on behalf of the Owner, this petition MUST be accompanied by a Limited Power of Attorney signed by the property owner (s) and notarized, specifically authorizing the agent to act on the owner (s) behalf in signing this application. Failure of each owner, or their duly authorized agent, to sign, or failure to include the authority of the agent signed by the property owner, will result in an INVALID APPLICATION. **If additional space is needed for signatures, attach the Town of Huntersville Signature Addendum Form.**

Contact Information

**Town of Huntersville
Planning Department**
PO Box 664
Huntersville, NC 28070

Phone: 704-875-7000
Fax: 704-875-6546
Physical Address: 105 Gilead Road, Third Floor, Huntersville, NC 28078
Website: <https://www.huntersville.org/228/Planning-Department>

Date Received By Planning Department: _____

Staff Initials: _____

**AN ORDINANCE TO AMEND THE TOWN OF HUNTERSVILLE ZONING ORDINANCE TO
REVISE THE REGULATION OF NUISANCES**

Section 1. BE IT ORDAINED by the Board of Commissioners of the Town of Huntersville, North Carolina, that Article 8.13 of the Zoning Ordinance, Regulation of Nuisances, is hereby amended as follows:

8.13 Regulation Of Nuisances Reserved

- ~~1. Noise. No use shall be operated so as to generate recurring noises that are unreasonably loud, cause injury, or create a nuisance to any person of ordinary sensitivities. No nonresidential use shall be operated so as to generate any noise in an adjacent residential, research, or office-institutional district, as detected in that district without instruments, that is louder than the noise which could be generally expected from uses permitted in that district.~~
- ~~2. Fumes and Odors. No use shall emit fumes, gasses, or odors in concentrations or amounts that cause injury or create a nuisance to any person of ordinary sensitivities on another property.~~
- ~~3. Vibration. No use shall be operated so as to generate inherent or recurring ground vibrations detectable at the property line without instruments.~~

Section 2. This ordinance shall become effective upon adoption.

**HUNTERSVILLE ORDINANCE ADVISORY BOARD:
PLANNING BOARD:
TOWN BOARD:**

Minutes of the Town of Huntersville Ordinance Advisory Board

The Town of Huntersville Ordinance Advisory Board met in person at 3:30 p.m. on Thursday, December 7, 2023.

Call to Order/Roll Call

Vice-Chairwoman Jones called the meeting to order at 3:30 pm.

Voting Members Present: K. Jones, M. Jones, S. Harrington, M. Pollard, F. Gammon, J. Palillo, J. Kluttz, and H. Whittaker

Voting Members Absent: A. Hallman

Non-Voting Members Present: Commissioner Bergman, B. Richards, T. Barron, and E. Sloop.

Non-Voting Members Absent: None

Approval of Minutes

Item 2A. Consider approval of the October 5, 2023, Regular Meeting Minutes

M. Jones made a request to amend the October 5, 2023, to make his comments verbatim.

Motion: S. Harrington made a Motion to Approve the October 5, 2023, regular meeting minutes as amended. M. Pollard seconded the motion.

Vote: The motion passed unanimously (8-0).

Public Comments

None

Action Agenda

4A. Consider a recommendation on petition #TA23-08, a request by the Huntersville Planning Department for a text amendment to remove Article 8.13 Regulation of Nuisances as noise and noxious fumes are covered by the Town Code of Ordinances.

N. Farber, Planner II reviewed the proposed text amendment.

H. Whittaker asked if this being located in the Zoning Ordinance is a tool that would have some benefits for enforcement. Staff confirmed they have reviewed this and found that it is not a necessary tool.

F. Gammon asked if this has been enforced. Staff confirmed that it has not been enforced by the Zoning Ordinance, the police have enforced this through Code of Ordinances within the Town and ETJ.

M. Jones commented that there is a current email circulating from the UNC School of Government related to police power in the ETJ so that leads him to ask, if that agreement and if our Code of Ordinances complies with our authority, case law, constitutional limits, etc. E. Sloop responded that the email from today is relative to abatement and does not apply to the discussion today. The Town Code of Ordinances does comply with our police power agreement.

Motion: J. Kluttz made a Motion to recommend Approval of TA23-08, a request by Huntersville Planning Department for a text amendment to remove Article 8.13, Regulation of Nuisances as noise and noxious fumes are covered by the Town Code of Ordinances. H. Whittaker seconded the motion.

The motion passed unanimously (8-0).

Other Business

K. Jones thanked and acknowledged F. Gammon's serving as Planning Board representative to the Ordinance Advisory Board and then welcomed S. Hensley as the new Planning Board representative to the Ordinance Advisory Board.

M. Jones presented F. Gammon with a plaque on behalf of the Ordinance Advisory Board.

F. Gammon thanked the Board and commented that he hopes that the Town keeps the Board. He commented that he has learned a lot attending the Ordinance Advisory Board meetings even prior to serving on it and items are well reviewed prior to coming to the Planning Board.

K. Jones then introduced Commissioner Bergman as the new representative to the Ordinance Advisory Board with Commissioner Quarles as her backup.

M. Pollard commented that there are two items that he would like the Board to take a close look at that perhaps have been reviewed in the past, one of those is street stubs which are counter to complete streets. They do not include sidewalks for disabled, mothers with young children and strollers, and the elderly to have the ability to safely walk. He would like to see if the Board would consider discussion of the item to have complete streets versus stubs to potential developments waiting on economic development.

M. Pollard continued that he would like to consider ways to address blight, properties within the Town core or areas where it could have economic impact on adjacent neighbors, houses that have been abandoned and depleted with no intent of ever changing or burned down houses have not been addressed in a timely manner. E. Sloop responded that there is a Minimum Housing Code enforced by Mecklenburg County that addresses blight, unsightly, or uninhabitable homes. If there is an uptick in that then we may need to address that with the County.

K. Jones commented that her understanding of the process involved the County and then the Town regarding taking action. E. Sloop commented that there is a process which involves a

hearing and a determination which is then up to the owner to repair or demolish based on the determination. If the owner does not take those steps, then it falls to the County and sometimes the Town to take action which can be in the form of abatement or another process. M. Pollard followed up that he would like to see the Town put some stronger teeth behind the process so that things are followed up on in a more timely manner. Staff encouraged members of the Board to inform them of houses they felt this applied to so that they could review and identify if action should be taken or is being taken by the appropriate parties.

Adjourn

Motion: S. Harrington made a Motion to Adjourn. J. Palillo seconded the motion.

Vote: The motion passed unanimously (8-0).

Approved this ____ day of _____ 2023.

Chair or Vice Chair

Board Secretary

**Town of Huntersville
Town Board
March 18, 2024**

To: Town Board

From: Michael Jaycocks, Director of Parks and Recreation

Date: March 18, 2024

Subject: Parks and Recreation Commission Appointment

EXPLAIN REQUEST:

Consider appointing one (1) member to the Parks and Recreation Commission, due to one vacancy, from 7 applicants.

1. Partial three-year term, expiring 12/31/2025 (vacancy from Kendyl Brown resignation)

ACTION RECOMMENDED:

Appoint 1 member

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

1. Parks and Recreation Commission Overview - 20240311
2. Parks and Recreation Commission Applicant Map 3-12-24
3. Parks and Recreation Commission Applicant Packet - 20240311

Parks and Recreation Commission

9 Members Total
 8 Current
 0 Expiring
 1 Vacant
1 APPOINTMENT(S) NEEDED

CURRENT MEMBERS (8)

Name	Position/Title	Notes	Term Exp & Years		Regular Term Start		
					Partial	Term 1	Term 2
Lewis, Kathy	Chair		12/31/2025	2		1/6/2020	1/3/2023
Chiesa, Tige			12/31/2024	3		1/3/2022	
Curran, Kent			12/31/2024	3		1/3/2022	
Freeman, Frank		replaced Harrington	12/31/2026	3	4/3/2023	12/18/2023	
Harris, Janelle		replaced Baumgardener	12/31/2026	3	1/3/2023	12/18/2023	
Johnson, Telisa		replaced Bergsman	12/31/2025	3	12/18/2023		
Munro, Andrew "Ash"			12/31/2026	3		12/7/2020	12/18/2023
Nair, Arun		replaced Hutto	12/31/2024	3	3/4/2024		

VACANCIES SINCE LAST APPOINTMENT

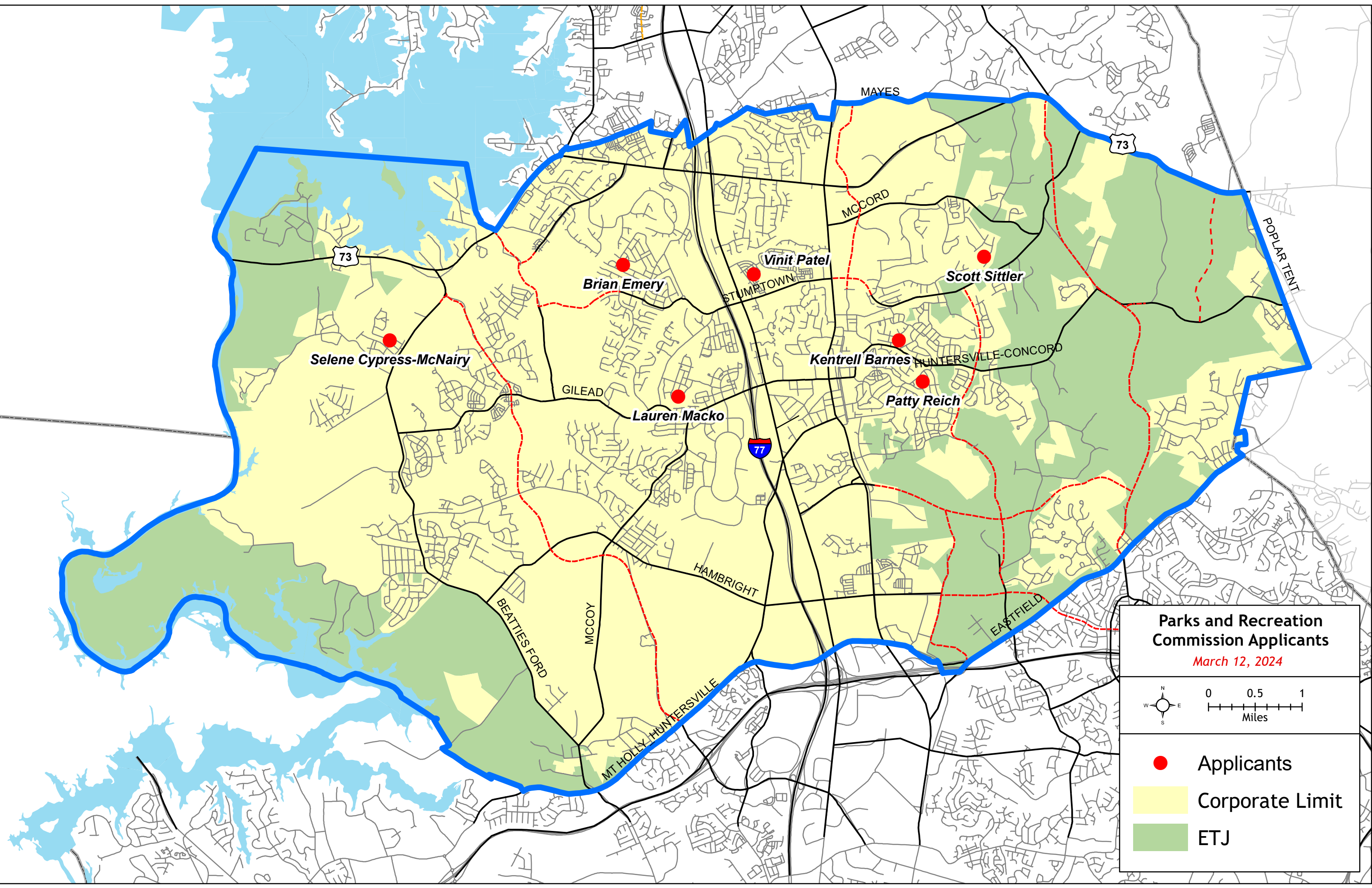
Name	Notes	Early Term	Original Term Exp & Years		Alternate Term Start			Regular Term Start		
					Partial	Term 1	Term 2	Partial	Term 1	Term 2
Brown, Kendyl	replaced Burns	3/5/2024	12/31/2025	3				12/18/2023		

APPLICANTS (7)

Name	Current Board Assignment?	App Date	Still Interested (if application is over 3 months old)?		
Barnes, Kentrell	No	11/29/2023	3/11/2024	yes	
Cypress-McNairy, Selene Magi	No	11/15/2023	3/11/2024	yes	
Emery, Brian	No	2/13/2024	3/5/2024	yes	
Macko, Lauren	No	11/19/2022	3/8/2024	yes	
Patel, Vinit	No	11/17/2022	3/9/2024	yes	
Reich, Patty	No	11/9/2023	3/5/2024	yes	
Sittler, Scott	6/30/2025 - Board of Adjustment	11/15/2023	3/8/2024	would resign from Board of Adj if appointed	

* Term expires within 3 months

Monday, March 11, 2024



**Parks and Recreation
Commission Applicants**

March 12, 2024



0

0.5

1

Miles

Applicants

Corporate Limit

ETJ

Print

Advisory Boards & Commissions Application - Submission #16241

Date Submitted: 11/29/2023

By submitting this application you agree to the following:

1. You have read the Bylaws or Rules of Procedure for the Advisory Board/Commission you are submitting your application for.
2. Your application will remain active for a two (2) year period, unless withdrawn by the applicant.

Which Advisory Board/Commission are you applying for?*

Parks and Recreation Commission ▼

Please note: You might see different questions based on your selection

Please read the specific Advisory Board/Commission Bylaws or Rules of Procedure:

[Advisory Boards & Commissions](#)

First Name*

Kentrell

Last Name*

Barnes

Street Address (must be in Huntersville)*

12705 Cumberland Crest Dr

Is this address in the ETJ?*



No



Yes

Email Address*

barnes.kentrell@ymail.com

Phone Number*

7046158207

Occupation

Videography

Place of Employment

BGEA

Approx. Hours You Could Dedicate to this Board/Commission (per month):*

15-30

List Any Town or County Boards, Committees, Commissions You Are Presently Serving On (include term expirations):

None

Business and Civic Experience Related to this Advisory Board or Commission

Areas of Expertise, Interests and Skills

Filmmaking, marketing, advertising, coaching.

Education

Please describe any areas of community service, in which you have participated, in Huntersville or elsewhere.

Turkey giveaway in Baltimore. World Hunger in Huntersville. Mission trips to other countries.

Electronic Signature Agreement

By adding your name to the "Electronic Signature" box below, you agree and acknowledge that:

1. Your application will not be signed in the sense of a traditional paper document,
2. By signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and
3. You may still be required to provide a traditional signature at a later date.

Electronic Signature*

Kentrell Barnes

Signature Date*

11/29/2023

Print

Advisory Boards & Commissions Application - Submission #16154

Date Submitted: 11/15/2023

By submitting this application you agree to the following:

1. You have read the Bylaws or Rules of Procedure for the Advisory Board/Commission you are submitting your application for.
2. Your application will remain active for a two (2) year period, unless withdrawn by the applicant.

Which Advisory Board/Commission are you applying for?*

Parks and Recreation Commission ▼

Please note: You might see different questions based on your selection

Please read the specific Advisory Board/Commission Bylaws or Rules of Procedure:

[Advisory Boards & Commissions](#)

First Name*

Selene Magic

Last Name*

Cypress-McNairy

Street Address (must be in Huntersville)*

14904 Green River Drive

Is this address in the ETJ?*



No



Yes

Email Address*

magic_writer@att.net

Phone Number*

7047273865

Occupation

Retired, USAF Veteran, Customer Service assorted skills

Place of Employment

Approx. Hours You Could Dedicate to this Board/Commission (per month):*

10

List Any Town or County Boards, Committees, Commissions You Are Presently Serving On (include term expirations):

Business and Civic Experience Related to this Advisory Board or Commission

Served one 3 yr term, had to resign due to family medical issue.

Areas of Expertise, Interests and Skills

I research matters of importance as it pertains to the issue. I believe in diversity and equal treatment for all. When needed I utilize my ability to bring all involved people together and communicate effectively.

Education

Huntersville 101 Alumni, Theology, Diversity facilitator

Please describe any areas of community service, in which you have participated, in Huntersville or elsewhere.

VA Medical Center Volunteer, Huntersville Park and Recreation. Cleveland Ohio, youth sports

Electronic Signature Agreement

By adding your name to the "Electronic Signature" box below, you agree and acknowledge that:

1. Your application will not be signed in the sense of a traditional paper document,
2. By signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and
3. You may still be required to provide a traditional signature at a later date.

Electronic Signature*

Selene Magic Cypress-McNairy

Signature Date*

11/15/2023

Print

Advisory Boards & Commissions Application - Submission #16868

Date Submitted: 2/23/2024

By submitting this application you agree to the following:

1. You have read the Bylaws or Rules of Procedure for the Advisory Board/Commission you are submitting your application for.
2. Your application will remain active for a two (2) year period, unless withdrawn by the applicant.

Which Advisory Board/Commission are you applying for?*

Parks and Recreation Commission ▼

Please note: You might see different questions based on your selection

Please read the specific Advisory Board/Commission Bylaws or Rules of Procedure:

[Advisory Boards & Commissions](#)

First Name*

Bryan

Last Name*

Emery

Street Address (must be in Huntersville)*

14215 Harvington Dr, Huntersville, NC 28078

Is this address in the ETJ?*



No



Yes

Email Address*

emeryb@me.com

Phone Number*

7042499749

Occupation

Platform Manager

Place of Employment

Bank Of America

Approx. hours you could dedicate to this Board/Commission (per month)*

5

List any Town or County Boards, Committees, Commissions you are presently serving n (include term expirations)

Business and Civic Experience related to this Advisory Board or Commission

Areas of Expertise, Interests and Skills

I've been a runner all my life and used to bike to work most days when I lived in Minnesota and had bike trail access into downtown. I've run 13 marathons and spend a ton of time on the greenways. I also have two young boys (4&7) who we take to parks in the area several times a week. I'm a certified project manager and have run several tech projects professionally and several construction renovations personally. Ive also coached the marathon at the university location Run For Your Life store.

Education

University of Iowa Finance BBA, PMP certified project manager, and USA Triathlon certified level 1 coach.

Please describe any areas of community service, in which you have participated, in Huntersville or elsewhere

Habit for humanity, marathon coach (run for your life volunteer coach), and race support volunteer

Since the Board of Adjustment is a quasi-judicial body and must act essentially as a court, it is bound by strict rules of procedure and must use specific findings of fact in order to reach a ruling. As such, Board members must base their ruling on the facts alone, and not on emotion. As a potential Board member, can you ensure that your decisions are formed objectively?



Yes



No

Briefly describe your vision for Huntersville in the next 10 to 15 years. What factors during that time will shape the growth of our community?

What obstacles do you see to achieving this vision?

With rapid development occurring in Huntersville and the surrounding area, the character and growth patterns of our community are changing rapidly. Please discuss briefly any problems that you perceive, anything that you would like to change, and/or anything you find particularly appropriate to Huntersville.

Electronic Signature Agreement

By adding your name to the "Electronic Signature" box below, you agree and acknowledge that:

1. Your application will not be signed in the sense of a traditional paper document,
2. By signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and
3. You may still be required to provide a traditional signature at a later date.

Electronic Signature*

Bryan J Emery

Signature Date*

2/23/2024

Print

Parks and Recreation Commission Application - Submission #12897

Date Submitted: 11/19/2022

First Name

Lauren

Last Name

Macko

Address

14224 Lyon Hill Ln

City

Huntersville

State

NC

Zip Code

28078

Phone Number

13307301928

Email Address

lyoswald@gmail.com

Present Occupation

Clinical nurse specialist

Place of Employment

Atrium Health

Approximate hours per month for serving on Advisory Board

4

Name of Any Town or County Boards/Committees/Commissions You Are Presently Serving On

None

Please list Name of Board/Commission and Expiration Date of Term

Education

Highest degree is masters in nursing

Business &/or Civic Experience

Areas of Expertise and Interests/Skills

Interests and expertise include development/implementation of projects that improve the health and we'll being of targeted patient population.

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.



I agree.

Electronic Signature

Lauren Y Macko

Print

Parks and Recreation Commission Application - Submission #12879

Date Submitted: 11/17/2022

First Name

Vinit

Last Name

Patel

Address

9631 Denbolme Street

City

Huntersville

State

NC

Zip Code

28078

Phone Number

8642769487

Email Address

2769487@gmail.com

Present Occupation

Data Management Analyst

Place of Employment

Wells Fargo

Approximate hours per month for serving on Advisory Board

8

Name of Any Town or County Boards/Committees/Commissions You Are Presently Serving On

Please list Name of Board/Commission and Expiration Date of Term

Education

BS Finance and Risk Mgmt from USC

Business &/or Civic Experience

Charlotte Gamecock Club Board member ALS Association of North Carolina Chapter Ambassador

Areas of Expertise and Interests/Skills

Interested in building parks and rec as an attraction Well versed in construction and building science

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.



I agree.

Electronic Signature

Vinit Patel

Print

Advisory Boards & Commissions Application - Submission #16100

Date Submitted: 11/9/2023

By submitting this application you agree to the following:

1. You have read the Bylaws or Rules of Procedure for the Advisory Board/Commission you are submitting your application for.
2. Your application will remain active for a two (2) year period, unless withdrawn by the applicant.

Which Advisory Board/Commission are you applying for?*

Parks and Recreation Commission ▼

Please note: You might see different questions based on your selection

Please read the specific Advisory Board/Commission Bylaws or Rules of Procedure:

[Advisory Boards & Commissions](#)

First Name*

Patty

Last Name*

Reich

Street Address (must be in Huntersville)*

12925 Blakemore Avenue

Is this address in the ETJ?*



No



Yes

Email Address*

pattyreich@gmail.com

Phone Number*

7033070212

Occupation

Faculty/Staff

Place of Employment

University of Maryland (work remotely from NC)

Approx. Hours You Could Dedicate to this Board/Commission (per month):*

5-10

List Any Town or County Boards, Committees, Commissions You Are Presently Serving On (include term expirations):

N/A

Business and Civic Experience Related to this Advisory Board or Commission

Huntersville 101 graduate. Work with local, state, regional, federal departments of transportation in my job, writing grant proposals, project management, etc.

Areas of Expertise, Interests and Skills

Area of interest: anywhere outdoors. Enjoy running, hiking, taking grandchildren to the playgrounds, etc. Member HFFA for 9 years.

Education

B.S. Business Administration - University of South Florida

Please describe any areas of community service, in which you have participated, in Huntersville or elsewhere.

Volunteered with schools, churches over the years (not recently tho!)

Electronic Signature Agreement

By adding your name to the "Electronic Signature" box below, you agree and acknowledge that:

1. Your application will not be signed in the sense of a traditional paper document,
2. By signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and
3. You may still be required to provide a traditional signature at a later date.

Electronic Signature*

Patty Reich

Signature Date*

11/9/2023

Print

Advisory Boards & Commissions Application - Submission #16159

Date Submitted: 11/15/2023

By submitting this application you agree to the following:

1. You have read the Bylaws or Rules of Procedure for the Advisory Board/Commission you are submitting your application for.
2. Your application will remain active for a two (2) year period, unless withdrawn by the applicant.

Which Advisory Board/Commission are you applying for?*

Parks and Recreation Commission ▼

Please note: You might see different questions based on your selection

Please read the specific Advisory Board/Commission Bylaws or Rules of Procedure:

[Advisory Boards & Commissions](#)

First Name*

Scott

Last Name*

Sittler

Street Address (must be in Huntersville)*

15829 Lavenham Road

Is this address in the ETJ?*



No



Yes

Email Address*

scottsittler@gmail.com

Phone Number*

704-907-6876

Occupation

Marketing

Place of Employment

Carry-On Trailer

Approx. Hours You Could Dedicate to this Board/Commission (per month):*

10

List Any Town or County Boards, Committees, Commissions You Are Presently Serving On (include term expirations):

None

Business and Civic Experience Related to this Advisory Board or Commission

My 30+ years of professional business experience includes a variety of management roles but importantly has been focused on marketing, in which public parks and spaces has been a highlight. Specifically while working at Husqvarna and managing a professional arborist staff I became aware and in-awe of trees and natural surroundings. In my private time I'm a frequent visitor to Huntersville and Meck County parks as a member of the Charlotte Disc Golf Club.

Areas of Expertise, Interests and Skills

I'm highly detail oriented, organized, and communicate well. My ability to work with others and see varied points of view would also benefit the board.

Education

Bachelor's Degree in Marketing, Mini MBA Marketing

Please describe any areas of community service, in which you have participated, in Huntersville or elsewhere.

Nothing "official" or intentionally noticed or publicized but have donated time and skills to my church, food banks, and free medical clinics.

Electronic Signature Agreement

By adding your name to the "Electronic Signature" box below, you agree and acknowledge that:

1. Your application will not be signed in the sense of a traditional paper document,
2. By signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and
3. You may still be required to provide a traditional signature at a later date.

Electronic Signature*

Scott Sittler

Signature Date*

11/15/2023