

Mayor
Christy Clark

Mayor Pro Tem
Jennifer Hunt

Commissioners
Alisia Bergsman
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

MINUTES
Regular Town Board Meeting
November 3, 2025 - 6:00 PM
TOWN HALL (101 Huntersville-Concord Road)

Meeting available via YouTube [@townofhuntersvillenc28078](https://www.youtube.com/watch?v=@townofhuntersvillenc28078)

The Huntersville Board of Commissioners meeting was held at Town Hall 101 Huntersville-Concord Road, Huntersville, NC 28078, at 6:00 PM on November 3, 2025.

GOVERNING BODY MEMBERS PRESENT: Mayor Christy Clark, Mayor Pro Tem Jennifer Hunt, Commissioner Alisia Bergsman, Commissioner Edwin Quarles, Commissioner LaToya Rivers, Commissioner Nick Walsh

1. Pre-meeting - None

2. Call to Order

Mayor Clark called the meeting to order.

3. Moment of Silence

Mayor Clark called for a moment of silence.

4. Pledge of Allegiance

Mayor Clark led the Pledge of Allegiance.

5. Announcements and Presentations

Ethan Smith presented announcements regarding:

- Tree adoption event will be held by Tree Charlotte for North Mecklenburg County residents to get a variety of trees. A registration link will be added November 7 at 10 am.
- CMS will hold a community meeting for a new school on November 20 from 6 pm to 7 pm at Francis Bradley Middle School, which is at 13345 Beatties Ford Rd.
- Town of Huntersville was honored as one of the healthiest employers in North Carolina. We received a second place ranking in the 200 to 499 employees category.

- Town of Huntersville Design Guidebook won the 2025 Marvin Collins Award in the Specialized Planning category. Brad Priest, our assistant planning director was recognized by the American Planning Association, the North Carolina chapter for his work on that.
- Steve Robbins, Public Works Director, was just sworn in as the 2026 President of the American Public Works Association for the North Carolina Chapter Streets Division.

5.A. Environmental Sustainability Committee Presentation

Environmental Sustainability Committee presentation.

Diane McLaine and Anne Marie O'Neill gave an update on the progress of the Committee's goals. First was to increase the visibility of the Sustainability Committee. The next goal was to plan, organize, and execute creek and community cleanup days. Thirdly, was to determine opportunities for developing wildlife corridors.

- PowerPoint attached hereto as EXHIBIT 5A-1

6. Public Comments

Mayor Clark opened public comments.

1. Josh Dumas spoke on behalf of his wife, former Commissioner Amanda Dumas, thanking Board members and the public for their support during her tenure.
2. Chris Wolak spoke about Pottstown
3. Stephenie Brown spoke about Pottstown
4. Rachel Zwipf spoke about Pottstown
5. Janelle Harris spoke about Pottstown

Mayor Clark closed public comments.

7. Agenda Changes/Adoption of Agenda

Commissioner Bergsman made a motion to adopt the Agenda.

Mayor Pro Tem Hunt seconded the motion.

Motion Passed with Yes 5, No 0, Abstained 0

8. Consent Agenda

Commissioner Walsh made a motion to approve the Consent Agenda.

Commissioner Quarles seconded the motion.

Motion Passed with Yes 5, No 0, Abstained 0

8.A. PARTF Grant Contract for First Responders Park

The Town received a \$500,000 Grant from the NC Parks and Recreation Trust Fund for First Responders Park. The Town will need to sign this contract to accept the \$500,000 grant.

Item approved via Consent Agenda.

8.B. Budget amendment for PARTF grant - First Responders Park

The Town has been awarded a \$500,000 matching grant from the NC Parks and Recreation Trust Fund project agreement for Local Government Grants for the First Responders Park project. The scope of the project includes such items as playground, picnic shelter, pickleball courts, surfacing, trail, site furnishings, restroom pavilion, parking lot, utilities, stormwater improvements, signage, planning costs, and contingency.

The Board would accept State grant funds and approve budget amendment appropriating the State grant funds in the amount of \$500,000 to First Responders Park Grant Revenue account and Capital Expense account.

Financial Implications: No net impact to fund balance; offsetting revenue and expense.

Item approved via Consent Agenda.

8.C. Change Order 1 - Townley Rd Connector

The Town's Engineering Department requested a change order from RS&H, Inc. for the full design of the Townley Rd Connector project. The total for this change order is \$402,561.75. The Engineering Department wishes to engage with RS&H, Inc. for the completion of this project.

Financial Implications: Included in FY26 budget.

Item approved via Consent Agenda.

8.D. 2026 Street Resurfacing Contract

The Town's Public Works Department received bids for the 2026 Resurfacing Project on October 2, 2025. The Town received 6 bids with the lowest responsive, responsible contractor being Blythe Construction. The Public Works Department wishes to engage with Blythe Construction for the completion of this project.

Financial Implications: The Powell Bill funds will be used for this \$2,288,717 contract.

Item approved via Consent Agenda.

8.E. Police Vehicles Purchase

The Huntersville Police Department would like to purchase ten (10) new police vehicles, eight SUVs and two pickup trucks, from Parks Ford under the North Carolina State Contract as approved in the FY26 budget. These vehicles replace aging units that have exceeded their reliable service life, reducing maintenance costs and improving operational safety. The mix of SUVs and trucks supports both patrol and specialized operational needs, ensuring officers have dependable and properly equipped vehicles. This purchase aligns with the department's long-term fleet management and replacement plan.

Financial Implications: Included in FY26 budget.

Item approved via Consent Agenda.

8.F. Design-build criteria for Fire Station No. 5

Pursuant to N.C.G.S. 143-128.1A, governmental entities must establish written criteria for determining when the design-build contracting method is appropriate for a project. This item establishes the criteria determining that the design-build contracting method is appropriate for constructing the new Fire Station No. 5 project.

If passed, the Town will issue an RFQ for a Design-Build team interested in completing the project off Ramah Church Road.

Ultimately, Design-Build allows the entire project team to become involved at the start of the project, helping to manage the budget in the development of plans and working to ensure a guaranteed maximum price for the cost of construction when that time comes. It helps improve communication throughout the process as teams have some familiarity and past experience on similar projects. It also helps avoid any potential issues where we have a design team designing a building without direct input from the general contractor handling construction as it relates to constructability, cost and availability of materials and managing project expectations versus project budgets. This process was used for the new town hall and helped make for a smooth process that has stayed on time and within budget.

Item approved via Consent Agenda.

8.G. Greenway, Trail, and Bikeway Master Plan Map Recommended Changes

Over the past several meetings, the Greenway, Trail, and Bikeway Commission (GTBC) has been reviewing and updating the Greenway, Trail, and Bikeway Master Plan map. As a result of this work, the GTBC is recommending two updates:

North Mecklenburg Park Greenway Connection:

Add the section of greenway that connects the North Mecklenburg Park Greenway to NC 21. This addition will establish an east–west connection between NC 21 and NC 115. This segment is already identified on the Mecklenburg County Greenway Master Plan map.

The Seam Trail Alignments:

Formerly known as The Mooresville to Charlotte Trail, The Seam alignment currently being studied is more than 60 miles long, from Statesville to the South Carolina state line and generally follows the future Red Line commuter rail alignment.

The recommendation is to add both the preferred and alternative alignments for The Seam Trail. These alignments have already been separately adopted as part of the CRTPO Comprehensive Transportation Plan (CTP) under the Bicycle Mode, as well as in the Town’s Bike Plan Update (2020), Mobility Plan (2025) and current Greenway, Trail, and Bikeway Master Plan.

These updates will ensure that all adopted alignments are consolidated in one reference document, providing clarity and consistency when reviewing new development proposals.

Item approved via Consent Agenda.

8.H. Call a public hearing on Petition #TA25-10: Private Helistops Zoning Ordinance Amendment

Call a public hearing for November 18, 2025, at 6:00 p.m. at Huntersville Town Hall, Huntersville, NC 28078 on Petition #TA25-10, a request by R. Todd Hirschfeld to amend Articles 3.2.3 and 9.18 of the Zoning Ordinance to permit with conditions private helistops in the General Residential zoning designation.

Item approved via Consent Agenda.

8.I. Call Public Hearing on Petition #TA25-11: Rear Yard Setback Zoning Ordinance Amendment

Call a public hearing for November 18, 2025, at 6:00 p.m. at Huntersville Town Hall, Huntersville, NC 28078 on Petition #TA25-11, a request by Northwood Ravin to amend Articles 4.9 and 8.16 of the Zoning Ordinance to allow single-family detached homes, on lots 50 feet wide and less accessed via alley, to have a reduced rear yard setback when a garage is attached to the primary structure via breezeway.

Item approved via Consent Agenda.

8.J. Call a Public Hearing for Petition #TA25-12: Detached Garages Zoning Ordinance Amendment

Call a public hearing for November 18, 2025, at 6:00 p.m. at Huntersville Town Hall, Huntersville, NC 28078 on Petition #TA25-12, a request by the Town of Huntersville Planning Department to amend Article 8.16 of the Zoning Ordinance to allow detached garages in any yard on lots over five acres in size.

Item approved via Consent Agenda.

9. Public Hearings

(No Public Hearings)

10. Other Business

10.A. Public Arts Commission Appointment

Consider appointing one (1) member to the Public Arts Commission, due to a resignation, from 4 applicants.

1. Three-year term, expiring 3/31/2026 (Tim Kendra-Dill resigned)

Commissioner Rivers, Commissioner Walsh, Mayor Pro Tem Hunt, Commissioner Quarles and Commissioner Bergman all nominated Christina Stout.

Commissioner Bergsman made a motion to appoint Christina Stout to the Public Arts Commission for a partial three-year term expiring March 31, 2026.

*Commissioner Walsh seconded the motion.
Motion Passed with Yes 5, No 0, Abstained 0*

10.B. 14719 N Old Statesville Rd Purchase Agreement

Consider purchase agreement for the purchase of property located at 14719 N Old Statesville Rd for \$550,000.

Bobby Williams and Michael Jaycocks spoke about the potential of the property to be for workforce housing or expansion of Holbrook Park.

Commissioner Quarles made a motion to approve the purchase agreement for property located at 14719 North Old Statesville Road.

Commissioner Rivers seconded the motion.

Motion Passed with Yes 5, No 0, Abstained 0

10.C. 14719 N Old Statesville Rd Budget Amendment

Consider approving budget amendment for purchase of 14719 N Old Statesville Rd for \$550,000.

Financial Implications: Reduce General Fund Balance by \$550,000.

Commissioner Walsh made a motion to approve the budget amendment for purchase of 14719 North Old Statesville Road.

Commissioner Bergsman seconded the motion.

Motion Passed with Yes 5, No 0, Abstained 0

10.D. Pottstown Community Preservation Plan.

Consider adoption of Pottstown Community Preservation Plan.

David Peete asked for any questions since the item was deferred at the last meeting.

Commissioner Rivers asked questions about community review time, ETJ boundaries, and accountability measures.

Eric Orozco explained various preservation tools including overlays, land trusts, and historic designations.

David Peete explained ETJ vs. municipal limits and service delivery differences.

Commissioner Rivers made a motion to adopt and approve the Pottstown Community Preservation plan as it is a working plan.

Commissioner Quarles seconded the motion.

Motion Passed with Yes 5, No 0, Abstained 0

Commissioner Rivers said I just want to commend the residents for their hard work and their due diligence. I want to commend the town staff and neighboring concepts for your hard work and your due diligence as well. What I can say is that we want to ensure that our community is preserved again. We did lose a home that has been in the community for many years, and it's very near and dear to me because it was family property, and we have to ensure that our community is protected. But we also want to ensure that the future, our future, our children's future, they're able

to recognize and appreciate the preservation of the Pottstown Community. So I look forward to seeing the community unify. I think that this is bridging the gap and building trust between the town and the community, which has also been a concern raised within the past two years that I have been sitting in this seat. So I'm ready to see the action. I think a lot of residents in the community are ready to see the action, and I think this is a great start. So thank you.

- PowerPoint attached hereto as EXHIBIT 10D-1

11. Closing Comments

Commissioner Rivers reminded residents to take health precautions with seasonal changes.
Commissioner Walsh encouraged voting and wished his colleagues luck.
Commissioner Bergsman reported updates from Visit Lake Norman.
Mayor Clark reminded everyone to vote.

12. Adjourn

There being no further business, Mayor Pro Tem Hunt made a motion to adjourn.
Commissioner Rivers seconded the motion.
The motion Passed.
Mayor Clark adjourned the meeting.

These Board Minutes were approved this the 2nd day of December 2025.
Janet Pierson, Town Clerk





EXHIBIT

5A-1

Environmental Sustainability Committee Update

Town Board Meeting, November 3, 2025

Environmental Sustainability Committee 2025

Goals and Progress

- **Increase the visibility of sustainability issues in the Town of Huntersville**
 - Held several Table events at the Grower's market
 - Defined colors based on existing Huntersville logos to be used for Sustainability branding
 - Working with the town to launch a Sustainability page on the Town of Huntersville website
- **Plan, organize and execute creek and community cleanup days**
 - 11/22 Pottstown cleanup scheduled, North Meck Park cleanup being planned for Jan/Feb, others being planned for later next year
- **Determine opportunities for developing wildlife corridors**
 - Partnered with the NCDOT and updated driver wildlife guidelines statewide, including the driver's handbook and Driver's Ed materials
 - Partnering with the Town to identify opportunities to develop a Green Network Plan allowing for natural wildlife movement and traffic safety
- **Determine opportunities for sustainable practices related to building and demolition, sustainable water & energy usage, and waste reduction**
 - Researched green building practices and certifications that could be implemented within Huntersville, as well best practices for water & energy usage and waste reduction
- **Launch a Treasure Tree Program with the Town of Huntersville**



American Forest Champion Trees

Almost 100 years ago, American Forests launched the National Champion Trees program. It started out as a competition — a national hunt to discover the largest living specimens of tree species - and continues today as a register for tree appreciation.



Related programs:

- NC Champion Trees
- Mecklenburg Treasure Trees
- Other NC Municipality Treasure Tree Programs

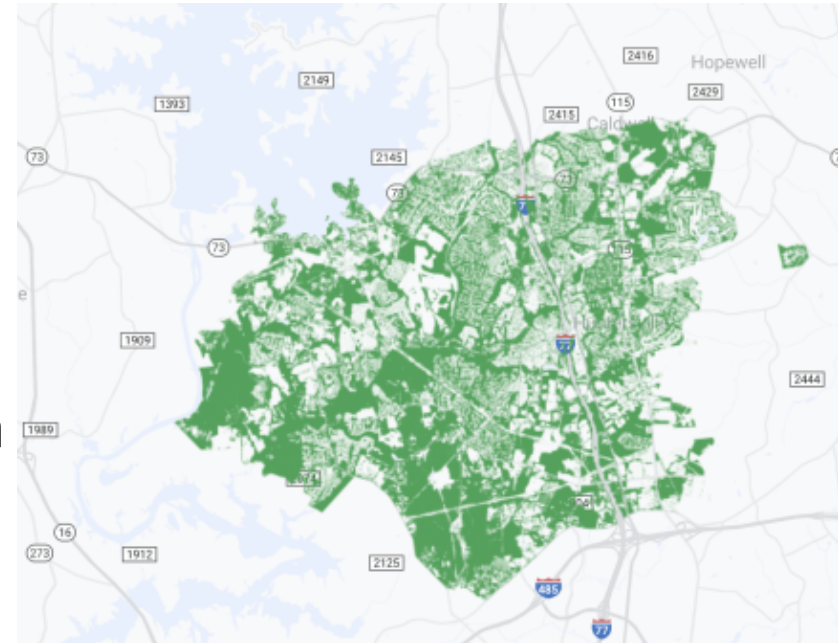
Town of Huntersville Treasure Tree Program Recommendation

Create a Huntersville program recognizing:

- Champion trees (largest of their species)
- Trees with special features
- Trees tied to our history or culture

How would it work?

- A tree is nominated, measured, and voted on
- Signage is added to the tree with a QR code
- Information about the tree would be searchable on the webpage, either by scanning the tree's QR code or by direct webpage lookup



Treasure Tree Program Resource Needs

Use existing infrastructure for:

- Communication: Newsletter, Community Events
- Webpage: House the nomination form, Treasure Tree listing with tree information, and a Treasure Tree map on a ESC sub-page
- Nomination and Review Process: ESC
- Measurements and Verification of features: ESC, volunteers, Arborist verification
- Quarterly Voting: ESC
- Tree Signage: Internal Signage Production
- Community Engagement: Events

Goal is to select 5 trees in the first iteration for recognition on Arbor Day 2026



Treasure Tree Program Benefits

Engage the community and encourage appreciation and conservation of our tree canopy by:

- Holding Treasure Tree recognition events
- Creating a sense of friendly competition and pride for our trees
- Providing the opportunity to learn about a Treasure Tree's special qualities
- Recognizing Town features and history through the Tree Canopy
- Setting up opportunities to experience Trees in a unique way
- Identifying Heritage, Specimen, and Champion trees in our community



Request to the Board

The ESC is requesting that the Town of Huntersville support the use of the necessary resources to execute a successful Treasure Tree Program



Q+A

Appendix



Mecklenburg County Treasure Tree Register

Huntersville Trees

Huntersville currently has two trees on the Meck County Treasure Tree Register:

1. #11 *Mimosa tenuiflora*
 - Location: McGuire Nuclear Station
 - Points: 173

1. #106 Loblolly Pine (*Pinus taeda*)
 - Location: Huntersville (Mt Holly Huntersville Rd area)
 - Points: 228



Huntersville Heritage and Specimen Trees

A Huntersville Heritage Tree is a:

- Tree that is listed on the
 - American Forest Association's Champion Tree list
 - North Carolina Champion Tree List
 - Mecklenburg County Treasure Tree List
- OR Any tree that would meet 80% of the points of a tree on North Carolina's Champion Tree List

A Huntersville Specimen Tree is a:

- Tree (or group of trees) considered important due to unique or noteworthy characteristics or values based on its size, age, rarity, or special historical or ecological significance.

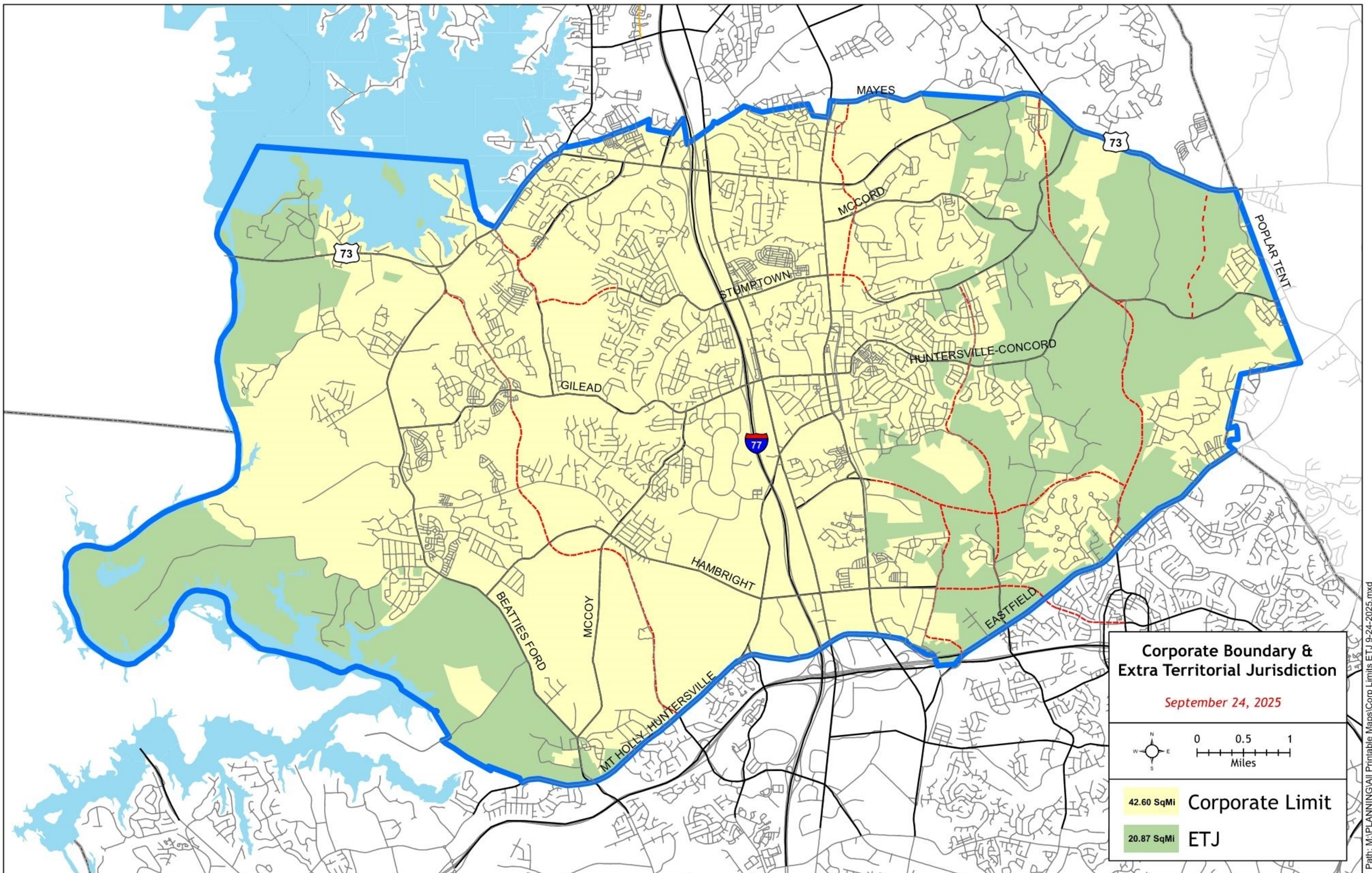
A Treasure Tree program could help to identify Heritage and Specimen trees in our community





POTTSTOWN COMMUNITY PRESERVATION PLAN







POTTSTOWN COMMUNITY PRESERVATION PLAN STUDY AREA



"SAVE HISTORIC
POTTSTOWN FROM
GENTRIFICATION"

- Pottstown Residents

via qcitymetro.com



C7 | COMMUNITY LAND TRUSTS (CLT'S)

TIME ⌚ ⌚ ⌚

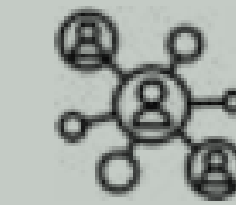
COST \$ \$ \$



Description: Establish a nonprofit Community Land Trust (CLT) to acquire and hold home properties under shared ownership and community stewardship. Governed by nonprofit stewards, CLT homeowners, and neighbors, a CLT would reduce speculative buyouts of historic properties, stabilize the local housing market, allow equity-building in homeownership, and ensure permanent affordability. Grounded Solutions Network can provide guidance in establishing a CLT, as they did for the West Side CLT, Charlotte's first CLT. *Preserves affordability for generations while building community wealth.*

Community Efforts: Set up a CLT steering group to engage the Grounded Solutions Network in getting started, possibly launched by one of Pottstown's CBOs. We recommend a committed group of a dozen members meeting monthly to educate themselves about the CLT model and disseminating information to residents. It is highly recommended to send a few individuals to attend the annual Grounded Solutions gathering.

Town Efforts: The Town could explore the formation of a CLT in Pottstown, including potential zoning incentives that could be applied through an overlay approach (Tool B1).



Strengthen Community Assets

A Community Land Trust (CLT) preserves housing affordability, stabilizes neighborhoods, and builds community wealth. By keeping land in community hands and reducing speculation, a CLT protects housing as a shared asset while empowering residents with equity and long-term stability.

Steps to Launch a CLT:

1. Community (through the coalition or a CBO) forms a CLT exploratory committee.
2. Exploratory committee launches a CLT 501c3 and creates a CLT business plan through expert consulting channels.
3. Town adopts an incentives framework for CLT donations (if any).
4. Community secures land/homes and funding to get the CLT started.
5. Agencies + Nonprofits + Community continue to collaborate to expand the CLT portfolio.

PLANNING BOARD MOTION

On Tuesday, October 14, 2025, The Planning Board made a motion to recommend approval of the Pottstown Community Preservation Plan as presented with an emphasis on the urgency of implementing toolkit A5, an Advisory Board, that invites residents of Pottstown, staff (time permitting), and other relevant officials and people. The plan is consistent with the Huntersville 2040 Community Plan for providing housing options, preserving existing communities, and expanding infrastructure. The motion carried unanimously (8-0).

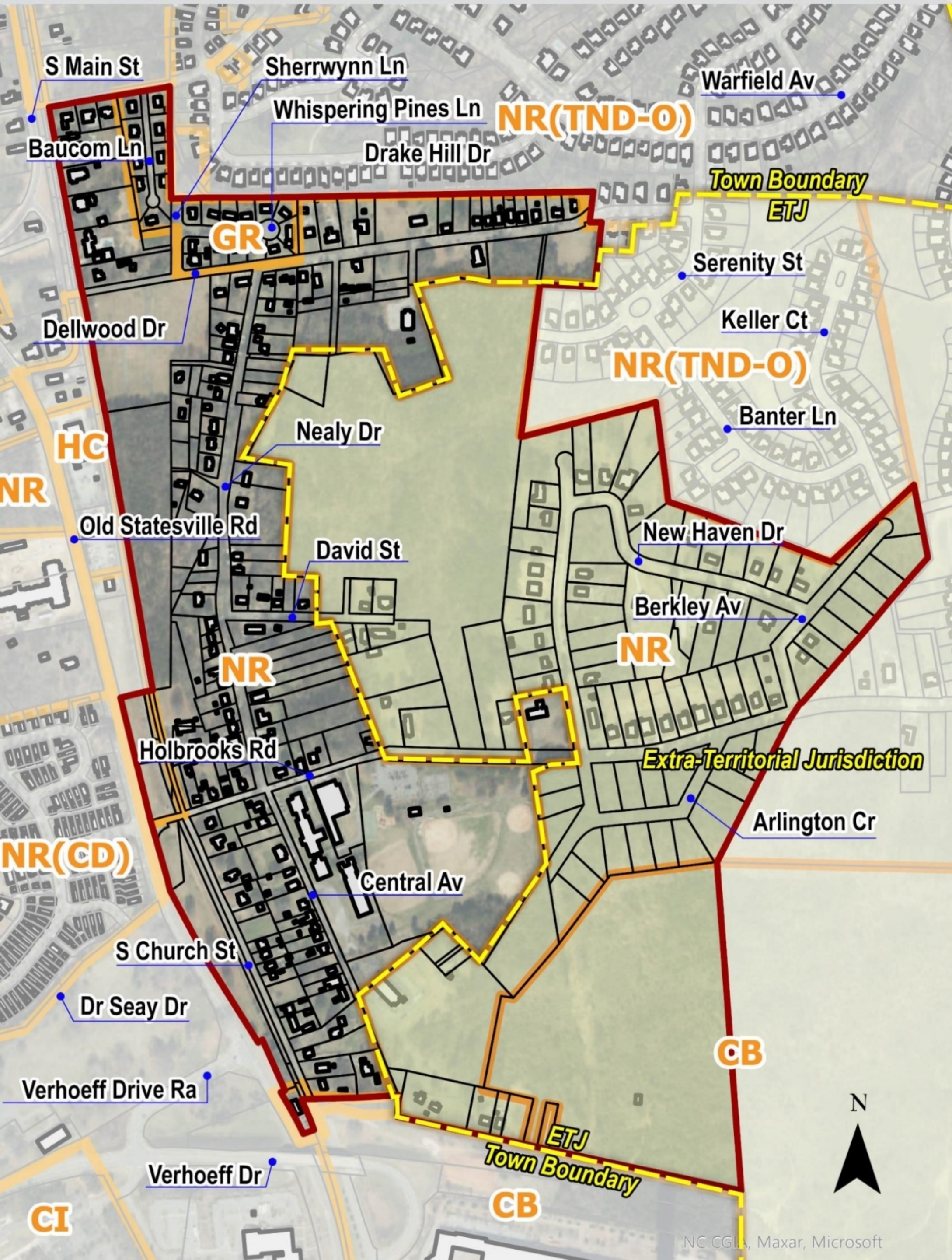
FY26 Tax RateScenario

Incorporated Home Valued at		\$ 150,000.00	\$ 200,000.00	\$ 250,000.00	\$ 300,000.00
	County Taxes	\$ 739.05	\$ 985.40	\$ 1,231.75	\$ 1,478.10
	Town Taxes	\$ 341.25	\$ 455.00	\$ 568.75	\$ 682.50
		\$ 1,080.30	\$ 1,440.40	\$ 1,800.50	\$ 2,160.60
Fees	SW Meck	\$ 54.50	\$ 54.50	\$ 54.50	\$ 54.50
	SW TOH	\$ 154.00	\$ 154.00	\$ 154.00	\$ 154.00
		\$ 208.50	\$ 208.50	\$ 208.50	\$ 208.50
TOTAL Tax Bill		\$ 1,288.80	\$ 1,648.90	\$ 2,009.00	\$ 2,369.10
Unincorporated Home Valued at		\$ 150,000.00	\$ 200,000.00	\$ 250,000.00	\$ 300,000.00
	County Taxes	\$ 739.05	\$ 985.40	\$ 1,231.75	\$ 1,478.10
	ETJ Taxes	\$ 314.25	\$ 419.00	\$ 523.75	\$ 628.50
		\$ 1,053.30	\$ 1,404.40	\$ 1,755.50	\$ 2,106.60
Fees	SW Meck	\$ 54.50	\$ 54.50	\$ 54.50	\$ 54.50
	SW TOH	\$ 54.50	\$ 54.50	\$ 54.50	\$ 54.50
		\$ 54.50	\$ 54.50	\$ 54.50	\$ 54.50
TOTAL Tax Bill		\$ 1,107.80	\$ 1,458.90	\$ 1,810.00	\$ 2,161.10
Difference		\$ (181.00)	\$ (190.00)	\$ (199.00)	\$ (208.00)
		(amount less to be out of town vs in town)			

While in-town pays the \$154 solid waste fee, ETJ residents are responsible for finding and funding their own trash service to their home vs the Town providing weekly garbage and yard waste collection via 96-gallon rollout cart and bi-weekly recycling service via 96-gallon rollout cart.

The above does not factor in the motor vehicle fee of \$20 per registered vehicle to the Town for in-town residents versus \$0 if out of town (in the ETJ).

The biggest feature of living in the town limits is residents get to vote in town elections and run for office, serve on appointed boards as in-town representatives, which typically have more seats than out of town or ETJ residents.



POTTSTOWN COMMUNITY PRESERVATION PLAN STUDY AREA

IN TOWN & OUT OF TOWN

LEGEND

- Pottstown Study Area
- Pottstown Parcels
- Building Footprints
- Zoning District Boundaries
- Extra-Territorial Jurisdiction

ZONING DISTRICTS

- NR** Neighborhood Residential
- NR(CD)** Neighborhood Residential Conditional
- NR(TND-O)** NR with Traditional Neighborhood Development Overlay
- GR** General Residential
- CB** Corporate Business
- CI** Campus Institutional
- HC** Highway Commercial

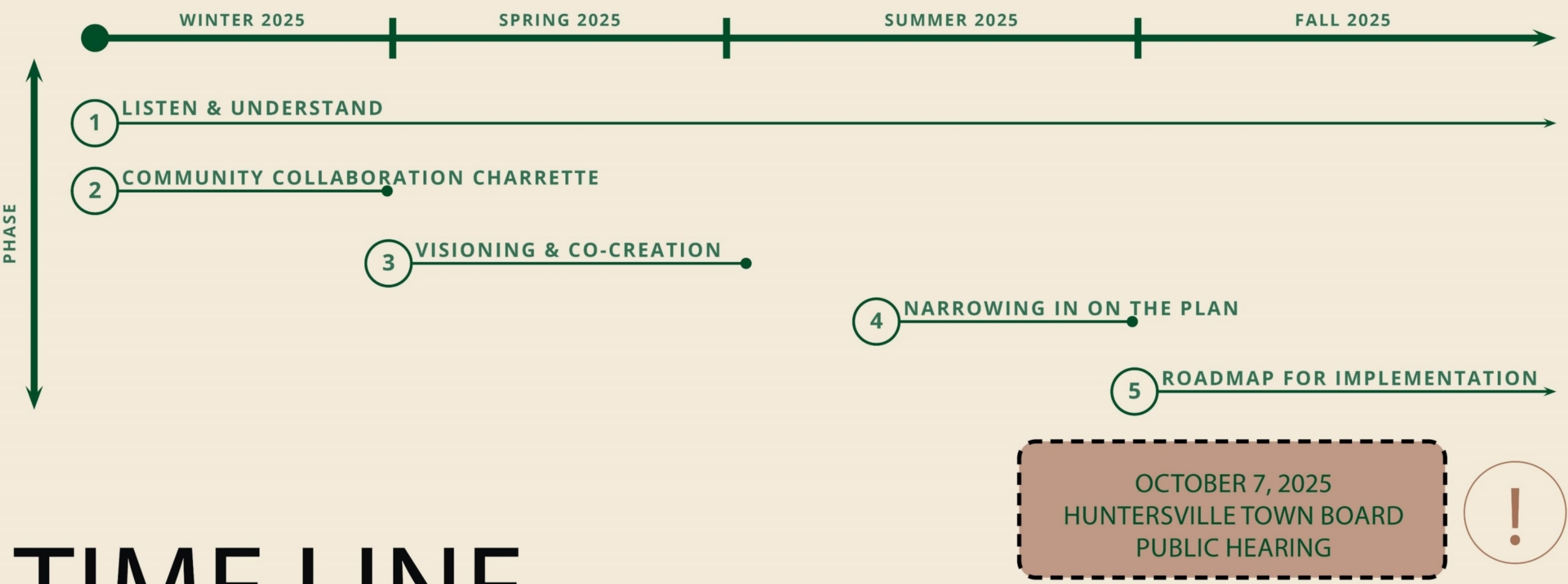


PURPOSE OF THE PRESERVATION PLAN

THIS PLAN IS CREATED WITH ONE PURPOSE IN MIND: TO ENSURE THAT POTTSTOWN REMAINS A **VIBRANT, INCLUSIVE, AND THRIVING** COMMUNITY FOR **CURRENT AND FUTURE GENERATIONS**. POTTSTOWN'S STRENGTH LIES NOT ONLY IN ITS HISTORIC BUILDINGS OR LANDMARKS, BUT IN **THE PEOPLE, TRADITIONS, AND RELATIONSHIPS THAT MAKE IT HOME**.



WHERE WE ARE IN THE PROCESS



TIME LINE

COMMUNITY ENGAGEMENTS



STAKEHOLDERS

Pottstown Community Stakeholders

- Residents of the Pottstown Community
- Pottstown Heritage Group
- Mababu Live
- Torrence Lytle Alumni Association
- St. Phillips Missionary Baptist Church
- Huntersville A.M.E. Zion
- United House of Prayer

Community Coaches

- Shamaie Haynes
Greater Enderly Park Neighborhood Association | QC Family Tree
- Rickey Hall
West Boulevard Neighborhood Coalition | Three Sisters Market
- Tiffany Capers | Grier Heights Community
CrossRoads Corporation | Renaissance West Community Initiative

Neighboring Concepts

- Daniel McNamee, AIA
Partner
- Eric Orozco, AICP
Associate, Urban Planner
- Brynn DeBrabant, Assoc. AIA
Community Engagement Specialist, Architectural Designer
- Sheldyn Merrell, Assoc. AIA
Community Engagement Specialist, Architectural Designer
- Carlos Lopez, Assoc. AIA
Bi-lingual Community Engagement Specialist, Architectural Designer

Town Partners

- Mecklenburg County
- Historic Landmarks Commission
- Charlotte Area Transit System (CATS)
- David B. Waymer Senior & Recreation Center

Town of Huntersville

1. DEPARTMENTS

- Town Board of Commissioners
- Town Manager's Office
- Planning Department
- Communications Department
- Police Department
- Engineering Department
- Public Works Department
- Parks & Recreation Department

2. TEAM MEMBERS

David Peete, AICP
Principal Planner - Long Range

Bobby Williams
Assistant Town Manager

Lauren Speight, MPA, CZO
Senior Planner

Brian Richards
Planning Director

Heather Maloney, MURP, MPH
Principal Transportation Planner

Pamela Escobar
Lead Communications Specialist

WHAT WE HEARD & THE FOUNDATION

The shared vision for Pottstown looks ahead while honoring the past, rooted in equity, community identity, and neighborly solidarity. Neighboring Concepts distilled five key themes from community input—what preservation means, what makes Pottstown feel like home—that shaped the goals of the Preservation Plan



3 PARTS TO THE PRESERVATION PLAN



1

Goals serves as both a foundation and a set of guiding principles to ensure that future growth reflects the community's values, needs, and aspirations.



2

Toolkits are broad categories that represent overarching strategies to preserve Pottstown's character, culture, and community.



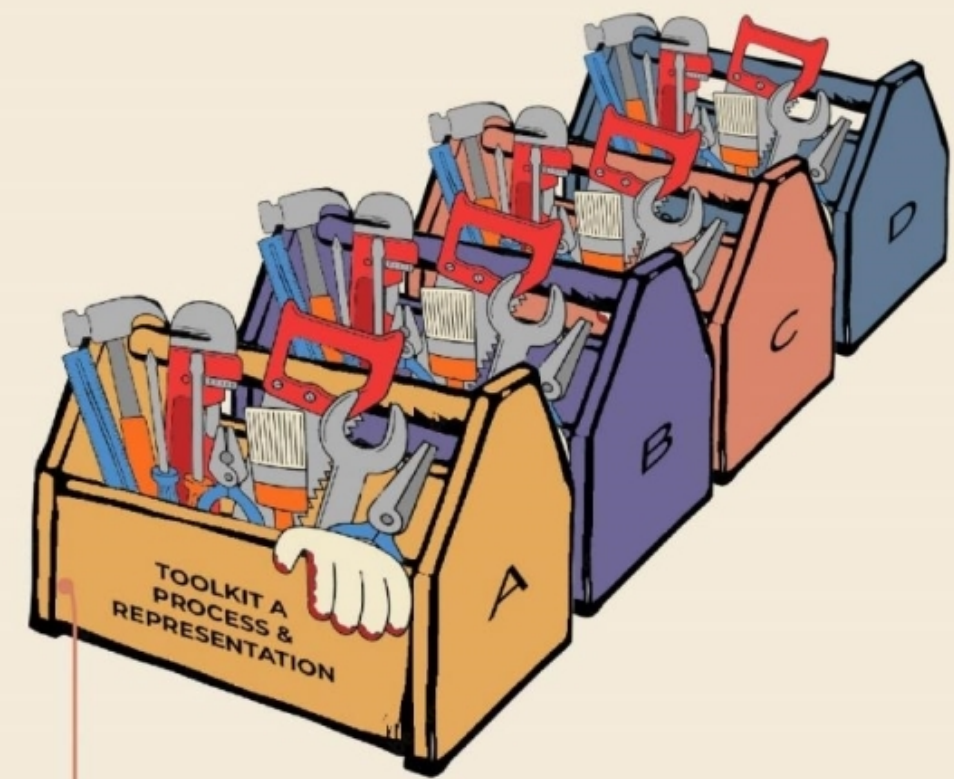
3

Tools within each toolkit offer actionable methods to implement these strategies, supporting positive change & growth while protecting residents from displacement.

OVERVIEW

HOW TO NAVIGATE THE DOCUMENT

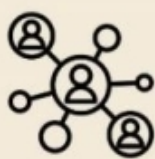
The Goals shape each Toolkit, and the Toolkits provide Tools to put those Goals into action.



Each Toolkit section is color coded

GOALS

SECTION 2.0



**STRENGTHEN
COMMUNITY
ASSETS**



**PRESERVE
NEIGHBORHOOD
CHARACTER**



**CELEBRATE AFRICAN
AMERICAN HERITAGE**



**ADVANCE
HUMAN DIGNITY
AND JUSTICE**



**FOSTER
COMMUNITY AND
BELONGING**

TOOLKITS

SECTION 3.0

TOOLKIT A

**PROCESS &
REPRESENTATION**

5

TOOLS

TOOLKIT B

REGULATORY TOOLS

3

TOOLS

TOOLKIT C

HOUSING STABILITY

9

TOOLS

TOOLKIT D

**PUBLIC & NONPROFIT
INVESTMENTS**

7

TOOLS

EACH TOOL AND ACTION STEP IS BROKEN DOWN BY LEVEL OF EFFORT IN TERMS OF TIME AND COST AS DEFINED AS FOLLOWS:

- TIME







Tool exists or could be put into action within 2 years.
- TIME







Tool could be in place within 5 years.
- TIME







Tool will need a period of steady buildup to sustain itself (typically 5-10 years).
- COST







Tools may require short-term volunteer labor to get started, but represent modest costs.
- COST







Tools may need short-term funding sources, primarily from local sources that are known.
- COST



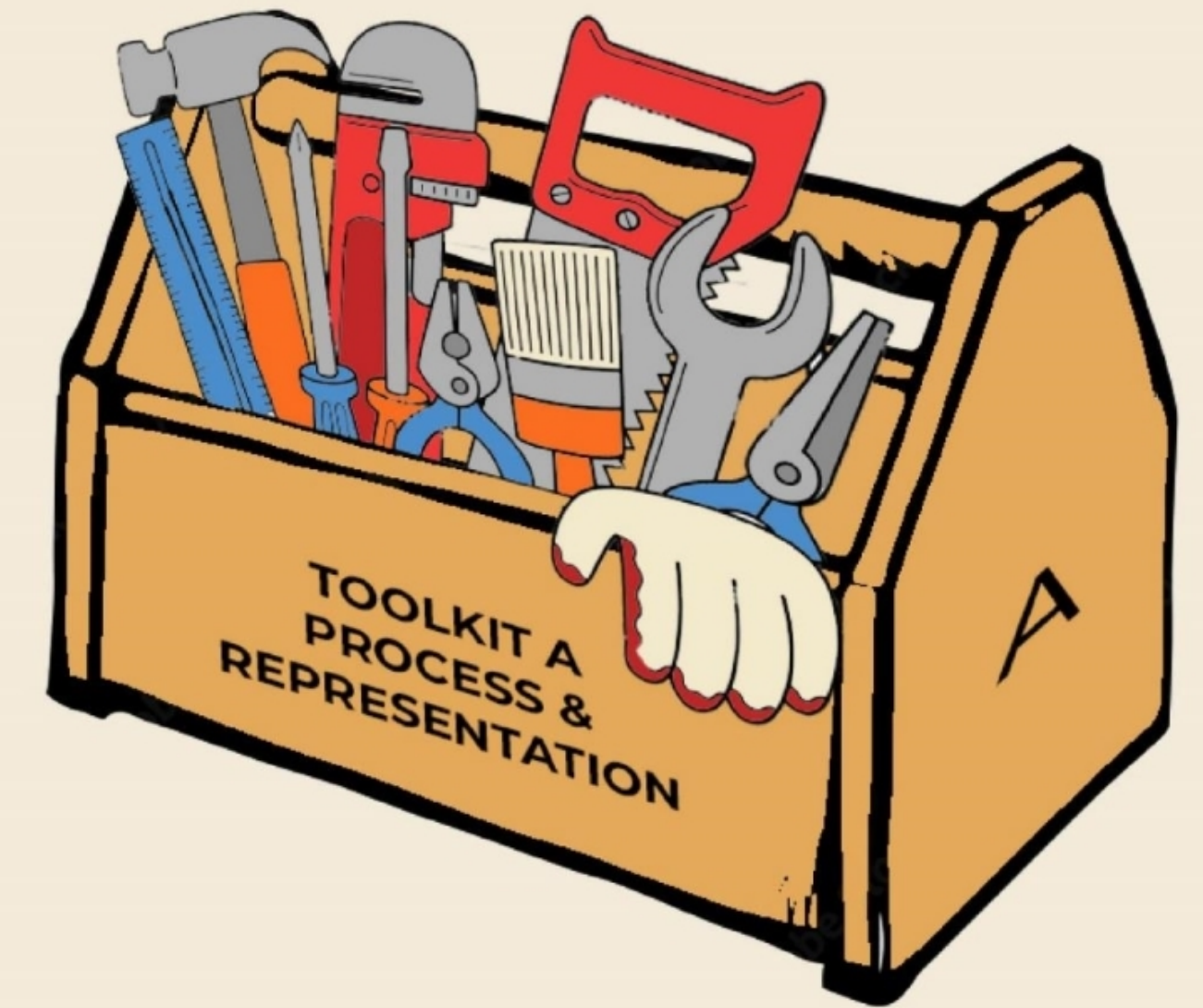




Tools may demand ongoing levels of org./staff capacity, labor, fundraising and/or capital.

OVERVIEW

- A1 | FORMALIZE A COMMUNITY COALITION FOR POTTSTOWN
- A2 | ORGANIZED COMMUNITY -LED DISCUSSIONS WITH DEVELOPERS
- A3 | POTTSTOWN COMMUNITY RESOURCE WEBPAGE
- A4 | ANNUAL POTTSTOWN PRESERVATION AWARDS AND UPDATE
- A5 | COMMUNITY REPRESENTATION IN ADVISORY BOARDS



TOOLKIT A

PROCESS & REPRESENTATION

EXAMPLE TOOLS

A2 | ORGANIZED COMMUNITY -LED DISCUSSIONS WITH DEVELOPERS

TIME ⌚ ⌚ ⌚ COST \$ \$ \$

Description: Encourage developers to hold meetings with representatives of the community (e.g., Coalition) for projects requiring Town Board decisions. Work within established processes to organize as a community to enable productive dialogue with developers, ensuring that community priorities can shape projects from the start. *Builds trust, collaboration, transparency, and influence for residents at the earliest stage of certain types of development.*

 Advance Human Dignity and Justice

Promoting developer-community dialogue in early stages of development review, with the community at the table, creates a critical opportunity to bring local values and goals into new development proposals. This serves as a productive forum for developers to gain community support, ensures Town Board members hear from Pottstown’s leadership, and the community gains a unified voice and self-representation to promote dignity and justice.

Community Efforts: Assemble a development review committee from Coalition (be sure to include a representative of any housing nonprofit or Community Development Corporation who can lend development expertise and negotiation skills). Assign review committee roles and responsibilities and formulate a process to review each application following clear guidelines and methods of review that ensure that the community’s preservation goals are addressed consistently. For this, we recommend that the Coalition create a development review scoring tool that evaluates development characteristics to meet the Goals of the Preservation Plan using clear and concise language and objective metrics.

Town Efforts: The Town will answer questions about existing procedures to ensure transparency throughout all discretionary processes requiring Town Board decisions. For an Applicant, the process outlined here shall remain a purely voluntary step to undertake to help secure the community’s support. Existing Town procedures shall remain in place as for any other application.



Image from thealliancetc.org

Organizing an Effective Discussion:

1. Coalition organizes internally to evaluate projects being proposed in or in proximity to Pottstown.
2. Invite a developer Applicant to meet one-on-one with the coalition to discuss their project.
3. Coalition members present community goals and objectives for preservation, and a designated coalition member leads an expertly structured discussion listening to the Applicant’s goals and considerations for their development.
4. Coalition attendees provide a summary review on the applicant’s meeting to the coalition membership body.
5. After discussing the results of the meeting with the coalition membership, the coalition provides a structured response to the Applicant outlining the benefits and concerns of the Applicant’s project, including suggestions to adjust to better their project’s support for community preservation.
6. Applicant can continue meeting separately with the coalition.
7. Based on Applicant’s responses and ability to negotiate with the coalition, prepare speakers to speak on behalf of the coalition at Town Board meetings.

A Model Community Process:

The Alliance for Metropolitan Stability (Twin Cities, MN) organizes community-led developer meetings. These are typically informal but structured around building dialogue, trust and transparency. In the Twin Cities, groups like the Alliance convene developers to present early concept plans in neighborhood forums. Residents and community leaders walk through priorities such as housing affordability, cultural preservation, and public benefits, while facilitators record commitments and expectations. This creates a shared record of community concerns, giving developers a roadmap to secure grassroots support and reducing opposition later in the approval process.



- B1 | OVERLAY DISTRICT FOR PRESERVATION & HOUSING STABILITY
- B2 | GREEN DEVELOPMENT POLICIES AND STANDARDS
- B3 | PROTECTION AND CONSERVATION OF HISTORIC & CULTURAL ASSETS

TOOLKIT B

REGULATORY TOOLS

EXAMPLE TOOLS

B1 | OVERLAY DISTRICT FOR PRESERVATION & HOUSING STABILITY

TIME ⌚ ⌚ ⌚

COST \$ \$ \$

Description: Special zoning overlays can tailor regulations to protect Pottstown’s character, limit demolition of historic structures, and address community needs and goals for staying power. *Keeps growth consistent with community identity.*

Community Efforts: Working with the Town of Huntersville, Pottstown community members should provide input on priorities regarding building character, affordability, and design elements. Members can help articulate design factors of community history and identity that can help shape the overlay regulations.

Town Efforts: Town planning staff and the Town of Huntersville Planning Board should explore the feasibility and needs to implement the overlay following the Town’s policies with residents. If the direction seems compelling to

address the needs to preserve housing and historic landmarks and promote housing stability, the Town will then draft and adopt the overlay district with public input. Staff capacity and technical resources for mapping, community involvement, legal review and adoption procedures are needed to ensure proper integration with Huntersville’s Zoning Ordinance.

Key Steps:

1. Town + Community hold community workshops to identify Ordinance priorities.
2. If there is a compelling need for an overlay approach, the Town drafts overlay standards with technical support. For preservation-based overlays, various neighborhood preservation-based models exist in North Carolina and the right approach will need to be tailored based on Pottstown’s context.
3. Town + Community review drafts through the Pottstown coalition and Town Planning Board.
4. Town adopts the overlay district into the Zoning Ordinance.
5. Town + Community monitor outcomes and adjust as needed.

 Foster Community Belonging

Creating a sense of belonging is essential to understanding why Pottstown stands firmly against displacement. Rising costs of living and similar systemic pressures often force long-time residents out of the very communities they helped build. An overlay tool with measures incentivizing housing stability could support housing affordability and empower residents to remain rooted in Pottstown.

B2 | GREEN DEVELOPMENT POLICIES AND STANDARDS

TIME ⌚ ⌚ ⌚

COST \$ \$ \$

Description: Work with current Town initiatives that enhance sustainability and economic resilience in Huntersville’s neighborhoods with context-sensitive development standards and proactive policies and programs to execute green standards. These strategies can support long-term community health and reduce climate-event risks, not just in Pottstown but across the Town’s jurisdiction. An important trade-off to be mindful about is the added expenses that are added to development, which can be significant in some cases to the Town and its residents. *Protects residents from flooding, heat, and high energy costs while preserving ecological assets.*

Community Efforts: Continue advocating for stronger green standards in new projects, especially in protecting the extent of the existing tree canopy in Pottstown and ensuring that new development projects do not compromise Pottstown’s ability to weather flooding, heat, or other environmental impacts.

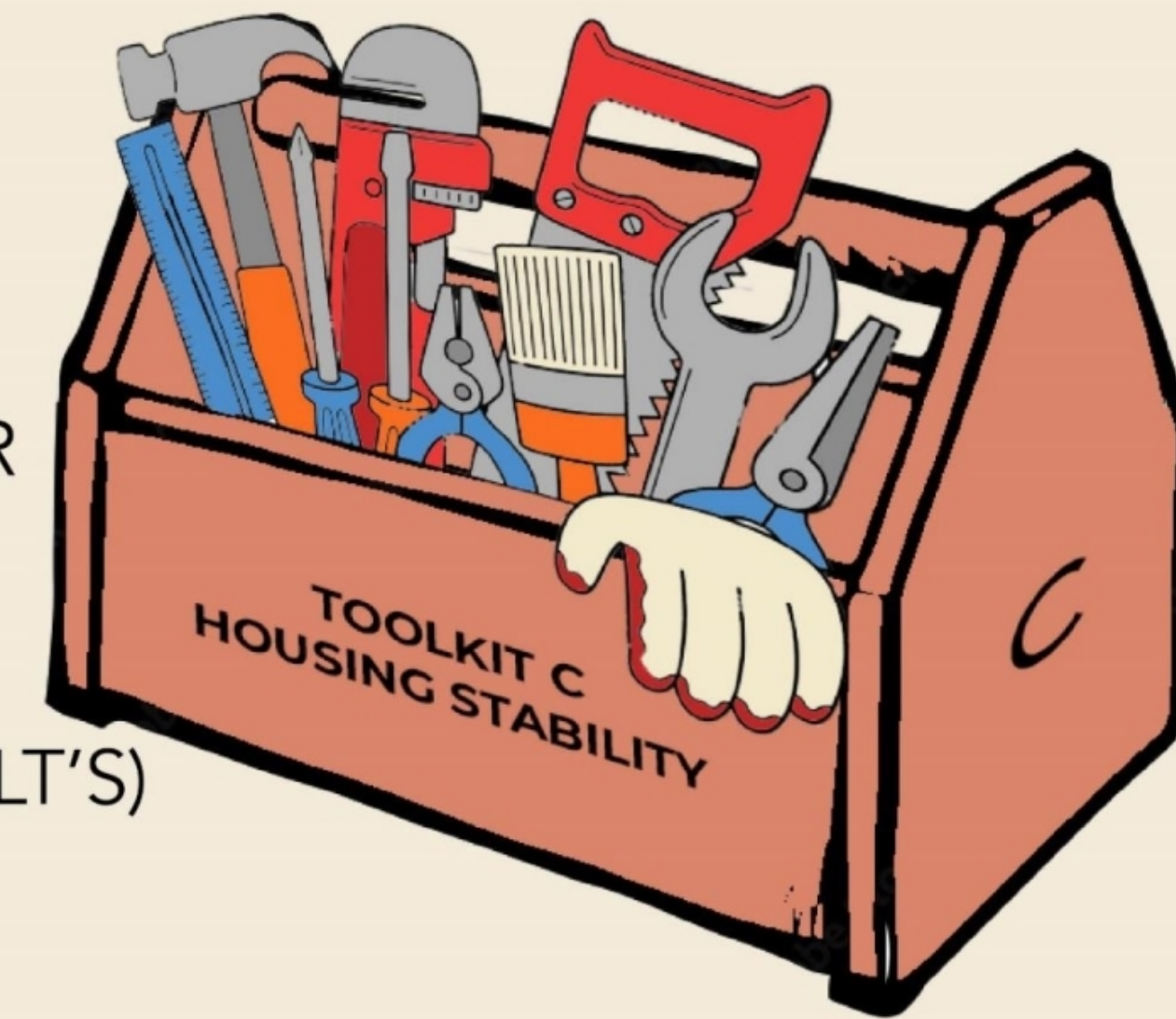
Town Efforts: Continue working to enhance zoning and development requirements in the Town for stormwater, tree canopy, and green space. Adopting new standards moving beyond current minimal thresholds will require review for statutory compliance. Explore methods to incentivize more energy-efficient, resilient building practices, and higher tree save percentages. Explore stronger stream basin protection and code enforcement improvements to prevent adverse impacts from development projects on neighboring properties. Connect community to agencies to provide technical support to current homeowners wishing to improve their properties for resilience during adverse weather events. Consider offering small need-based grants assisting residential property improvement projects to remove failing trees and improve drainage and erosion-prevention. Utilize public infrastructure projects to secure better conditions on adjacent properties, especially by capturing run-off and improving local drainage conditions.

Ongoing and Potential Actions:

1. Town can consider drafting policies for town-wide environmental regulation protecting Pottstown’s ecological assets (e.g., wildlife corridors and contiguous canopy) and green development standards to address known environmental risks.
2. Community could search for need-based grants/loan programs for small-scale green infrastructure improvements and local resilience projects (e.g., solar energy, removing failing trees near homes).

- C1 | PROPERTY TAX RELIEF PROGRAMS
- C2 | HOUSING REPAIR & WEATHERIZATION PROGRAMS
- C3 | UTILITY & SERVICE FEE REDUCTIONS
- C4 | REAL ESTATE & FINANCIAL COUNSELING SERVICES
- C5 | TARGETED ECONOMIC EMPOWERMENT & OWNERSHIP SUPPORT

- C6 | LEGAL AID & TENANT-OWNER MEDIATION
- C7 | COMMUNITY LAND TRUSTS (CLT'S)
- C8 | NONPROFIT HOUSING & COMMUNITY DEVELOPMENT CORPORATIONS (CDC'S)
- C9 | PARTNER WITH A QUARTERBACK ORGANIZATION



TOOLKIT C

HOUSING STABILITY

EXAMPLE TOOLS

C8 | NONPROFIT HOUSING & COMMUNITY DEVELOPMENT CORPORATIONS

TIME ⌚ ⌚ ⌚

COST \$ \$ \$

Description: Create a Community Development Corporation (CDC) or partner with nonprofits that build and manage affordable housing, rehab properties, and support residents with housing. Empowering them expands capacity for community-driven development. An option is to work with organizations like Habitat for Humanity and Lake Norman CDC to resource opportunities in Pottstown. *Provides trusted, mission-driven partners for long-term community investment.*

Community Efforts: Explore the potential to create a CDC by expanding the capacity of one of Pottstown’s CBOs to take on development work. Alternatively, partner with nonprofits as volunteers and advocates, provide local knowledge to shape housing priorities, and support fundraising and advocacy campaigns for housing development projects.

Town Efforts: The Town will explore incentives and approaches to support single-family housing development. It can also streamline approvals for nonprofit housing projects and integrate nonprofits into housing strategies, particularly when participating in development projects incorporating a Public-Private Partnership.

Taking the First Step to Enact a Pottstown-based Affordable Housing Initiative:

- 1. Community expands the capacity of a local group to create a CDC based on existing opportunities for infill housing development or home restoration in Pottstown.
- 2. Town + Community explore potential partnerships with nonprofit partners active in the region.
- 3. Community and its partners secure land, homes or funding for first projects.



Image from qcfamilytree.org

C9 | PARTNER WITH A QUARTERBACK ORGANIZATION

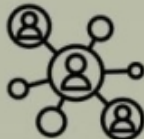
TIME ⌚ ⌚ ⌚

COST \$ \$ \$

Description: A “Quarterback Organization” acts as a central hub, coordinating government, nonprofits, and residents. Working with the Ada Jenkins Center, it administers housing, financial literacy, and quality-of-life initiatives, ensuring services reach households efficiently, avoid duplication, and are tailored to need. This “quarterbacking” mission can also coordinate with CLTs, nonprofit housing development, schools, child development centers, churches and Community Development Corporations. *Brings multiple players together for aligned, multi-service impact.*

Community Efforts: Collaborate with the Ada Jenkins Center and rail corridor communities to pool nonprofit staff and resources for Pottstown, Smithville, West Davidson, and other corridor communities. Partner and ally with these communities to create a strategic coalition. This can attract regional partnerships and resources and benefit residents by implementing a coordinated preservation strategy for each at-risk community. It can help leverage greater resources to implement resources across agencies that can meet and serve the needs of residents at risk of displacement.

Town Efforts: Collaborate at the regional scale to work with a Quarterback nonprofit and continue to support coordination with regional partners for Pottstown’s preservation.



Strengthen Community Assets

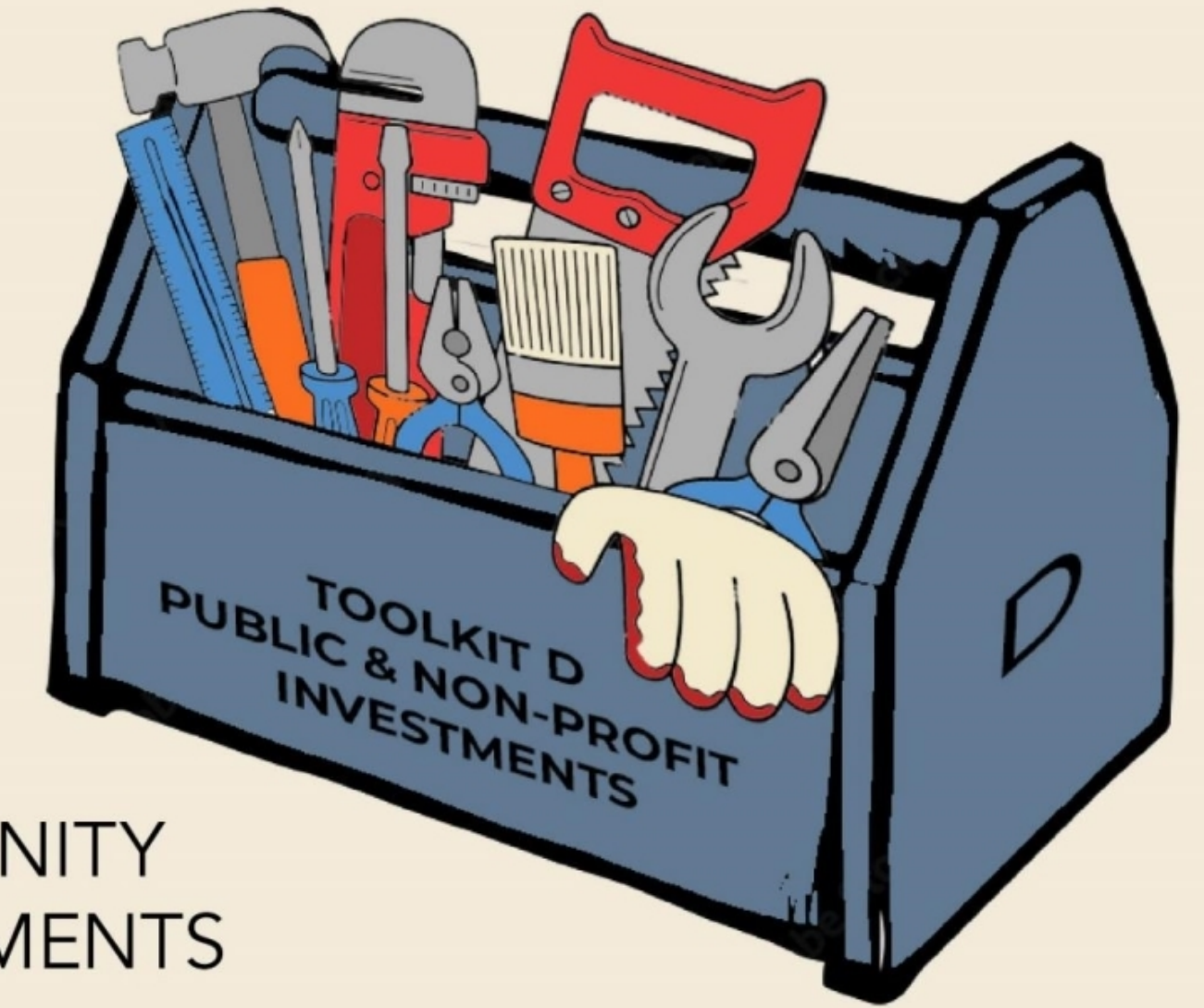
Preserving and strengthening Pottstown’s community is a daily effort that can use nonprofit staff, programmatic resources and collaboration with regional partners. A mission-driven quarterback organization can bring expert staff dedicated to efforts and programs that protect and serve Pottstown’s community.

Potential Actions:

- 1. Town + Community facilitate a demographic analysis of the Pottstown Community. Beyond an ethnographic study, quality of life factors such as education, medical and food nutrition needs, and economic data of the population would be vital to understand community needs when submitting for grants and programs. A quarterback organization can utilize this information to target resources to serve resident needs.
- 2. Town + Community work to coordinate cross-jurisdictionally to build corridor wide partnerships securing a hub of resources.
- 3. Town + Community partner with historic peer communities to evaluate outcomes, trade lessons, and shape the role of the Quarterback organization to mobilize for Pottstown’s special needs and conditions.

- D1 | INFRASTRUCTURE UPGRADES
- D2 | COMMUNITY IDENTITY AND SIGNAGE
- D3 | HISTORIC MEMORIALIZATION ALONG TRAILS
- D4 | COMMUNITY CEMETERIES

- D5 | TORRENCE-LYTLE COMMUNITY CENTER OUTDOOR ENHANCEMENTS
- D6 | FUNDING FOR AFFORDABLE & MIXED-INCOME HOUSING DEVELOPMENT
- D7 | ARTS & CULTURE INVESTMENTS



TOOLKIT D

PUBLIC & NONPROFIT INVESTMENTS

EXAMPLE TOOLS

D1 | INFRASTRUCTURE UPGRADES

TIME ⌚ ⌚ ⌚

COST \$ \$ \$

Description: Strategic investment in modern, reliable infrastructure ensures that Pottstown remains livable, accessible, and healthy, laying the foundation for safe and thriving communities. By planning and prioritizing new improvements with the Community, the Town can address flooding issues, improve walkability, calm traffic speeds, and modernize utility systems in ways that benefit residents and improve the community’s quality of life. *Improves streets, sidewalks, stormwater, and utilities to protect homes and support daily life.*

Community Efforts: The Community can assist the Town to identify priority streets and trouble spots, share experiences or first-hand knowledge of flooding, poor drainage or unsafe conditions, and assist the Town to equitably plan and stage infrastructure upgrades

Town Efforts: The Town of Huntersville will secure funding, plan phased improvements, and design upgrades that respond to resident priorities. The current and future Town-involved projects are listed on the following pages.

Typical Planning and Improvements Cycle (Repeat Periodically):

1. Town + Community jointly identify needs and problem areas.
2. Town + Community co-create a list of priority projects.
3. Town identifies funding and implements upgrades with ongoing communication.
4. Town updates Community on the status of infrastructure projects (a great opportunity for this would be at the Annual Pottstown Preservation Awards and Update – see Tool A4).



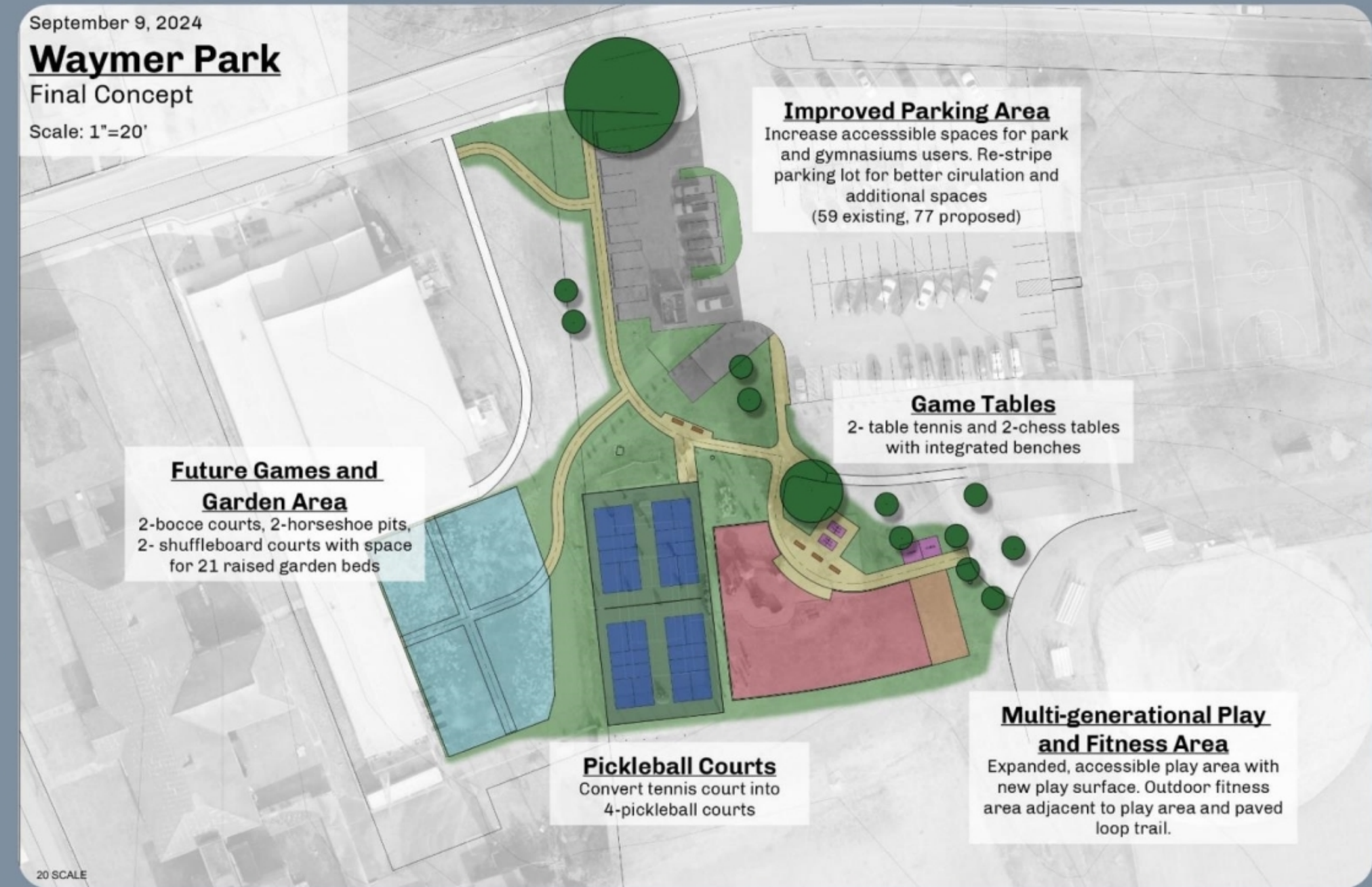
The constructed wetlands along the Little Sugar Creek greenway are an example of a stormwater and green infrastructure project, which restored an active wildlife corridor between Uptown and Midtown Charlotte.

Image from wildlandseng.com

Current Town-Involved Projects

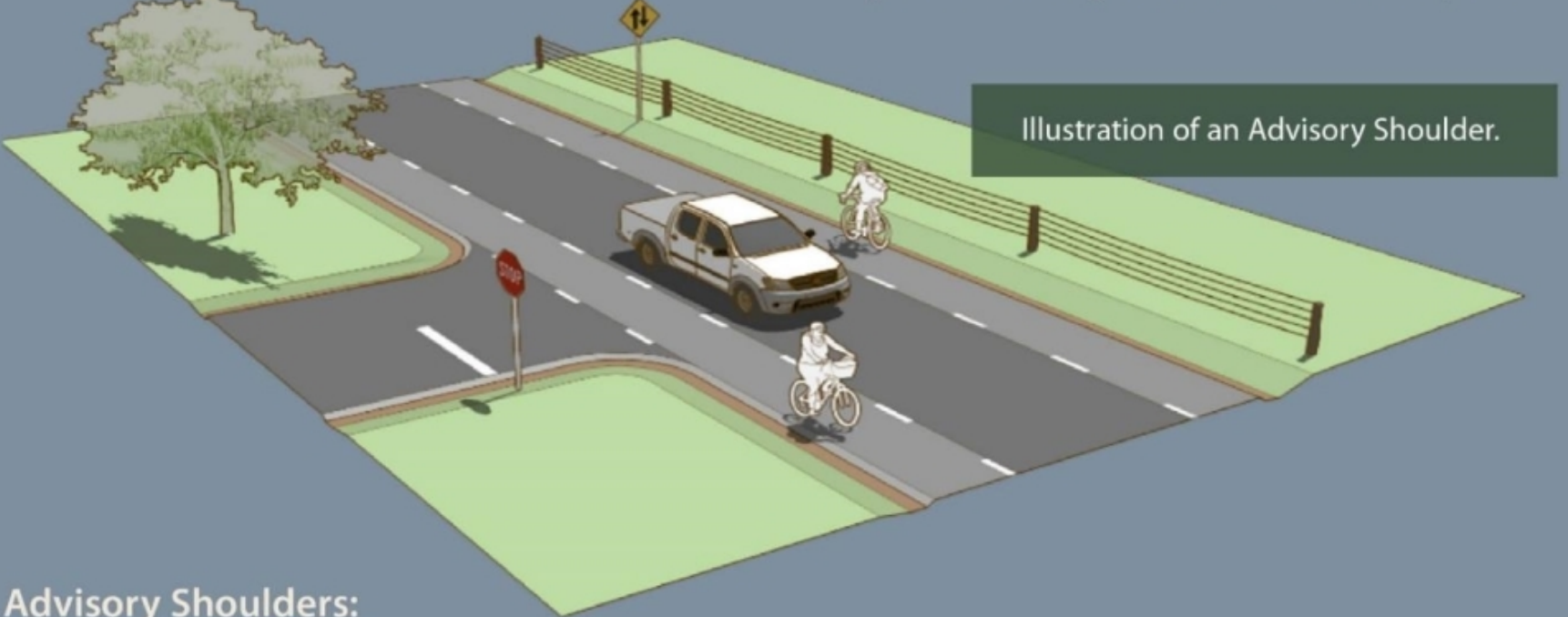
The Town of Huntersville is currently working on several infrastructure improvements in the Pottstown Community including:

- Waymer Park is receiving new improvements, as depicted in the image below.
- A traffic calming study on Dellwood Drive resulted in two speed humps being installed in Summer 2025 and a post-study evaluation of speeds along the street will begin soon.
- A Downtown Stormwater study is underway, which includes the Pottstown Community, that will inventory existing facilities and needs and look to identify regional stormwater solutions.
- Sidewalks and multi-use path improvements along Dellwood Drive, Holbrooks Road, and Central Avenue are included in a Town-sponsored application to the Federal Better... Grant Program. The Town plans to reapply to this funding program again when available, or identify other funding opportunities.
- The Town is studying how to improve crossing NC 115 at Holbrooks and how to connect sidewalks along Holbrooks, from NC 115 across the railroad tracks to the existing sidewalks east of Central Avenue. This project requires coordination with and approval from NCDOT, CATS, and Norfolk Southern Railroad
- The Town is studying how to improve the intersection of Central Avenue and Holbrooks Road to improve driver compliance with stop signs and increase pedestrian safety. This study and its recommendations will be coordinated with the traffic calming study along Central Avenue.



EXAMPLE TOOLS

- The Town’s Capital Improvement Plan (CIP) includes funding to connect Church Street from Dellwood Drive to Holbrooks Road. This project and its funding have been included in the BUILD Grant applications as local match funding.
- A traffic calming study is underway on Central Avenue, and near-term and long-term options are being evaluated at the time of the writing of this report. One near-term solution being considered is “Advisory Shoulders” between Dellwood Drive and Holbrooks Road (see the Advisory Shoulder description below for details).
- Truck traffic and speeds along Holbrooks Rd. is a concern for residents. The removal of truck traffic from Holbrooks Road is part of an approved rezoning with Greenway Waste and is to occur on or before 2034. The provision of a 10’ multi-use path along Holbrooks Rd. to connect Pottstown/Waymer Park to Waymer Aero Park (across from Greenway Waste Solutions) is also being considered to address the safety of pedestrians along Holbrooks Road. Greenway Waste is proposing to build a portion of 10-foot sidepath along their frontage; Town Staff is recommending connecting path to Waymer Park. The BUILD Grant, mentioned above is also a potential funding source for this multi-use path.



Advisory Shoulders:

Advisory Shoulders create usable shoulders for bicyclists and pedestrians on a roadway that is otherwise too narrow to accommodate one. The shoulder is delineated by pavement marking and optional pavement color. When motor vehicles traveling in opposite directions meet, motorists may need to enter the advisory shoulder to create sufficient space to pass (See Figure 2, on page 93). Motorists may only enter the shoulder when no bicyclists or pedestrians are present and must overtake these users with caution due to potential oncoming traffic. Roads with advisory shoulders accommodate low to moderate volumes of two-way motor vehicle traffic and provide a prioritized space for bicyclists and pedestrians with little or no widening of the paved roadway surface. Experimental approval from the Federal Highway Administration (FHWA) is required to use this traffic control treatment. For more information on Advisory Shoulders, see the FHWA Small Town and Rural Multimodal Networks Guide, available here: <https://www.transportation.gov/grants/dot-navigator/small-town-and-rural-multimodal-networks>

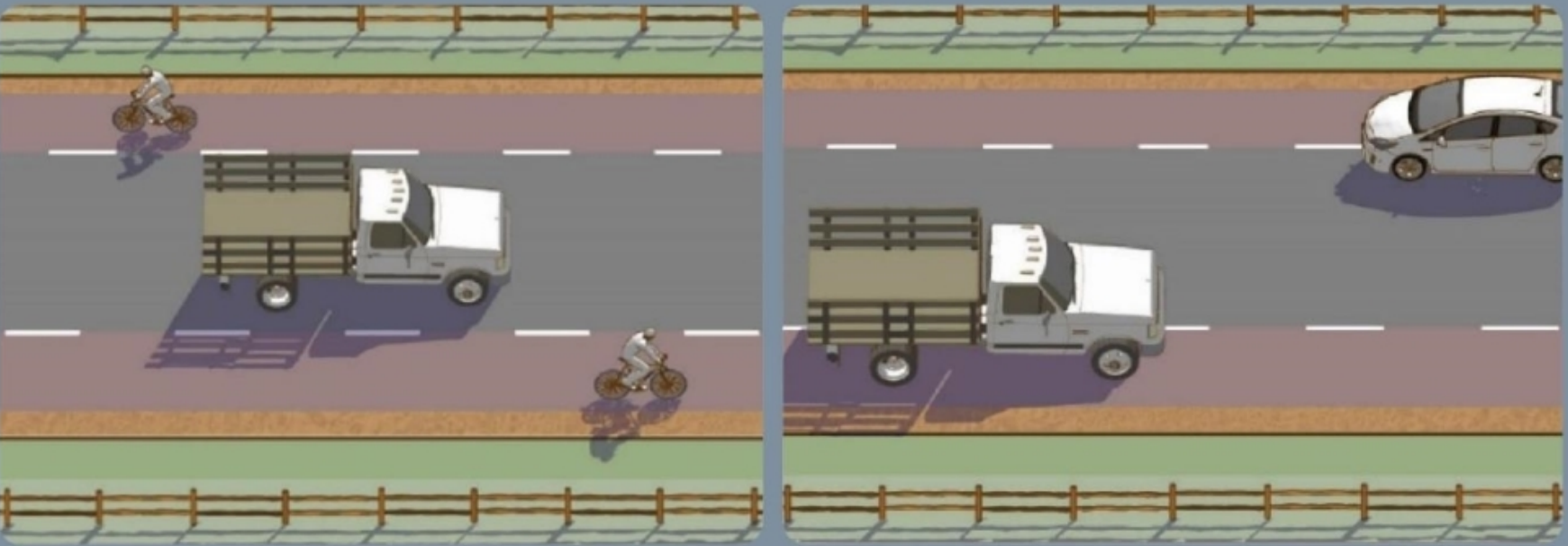


FIGURE 1

Motorist Travel in the center two-way travel lane. When passing a bicyclist, no lane change is necessary.

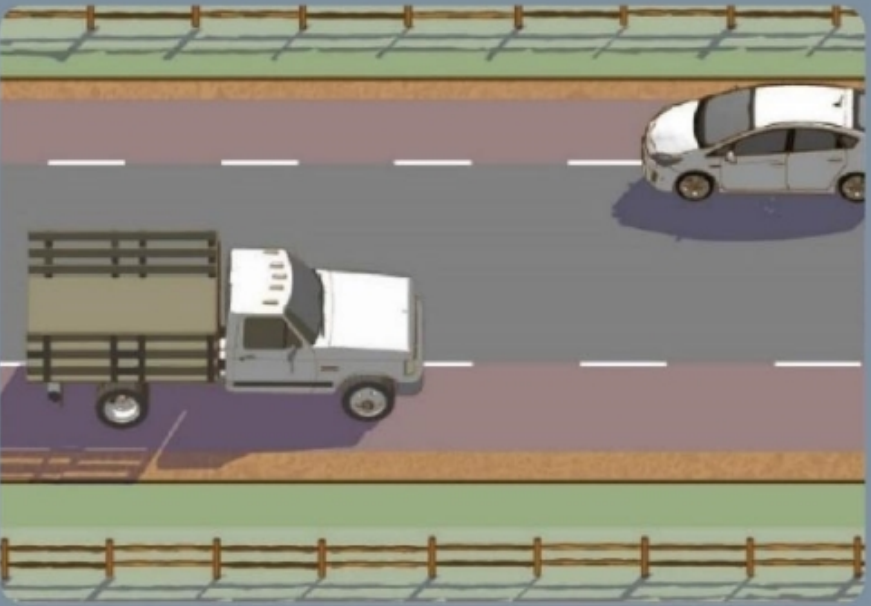


FIGURE 2

When two motor vehicles meet, motorist may need to encroach into the advisory shoulder space.

Future Town-Involved Projects:

There are also opportunities for future infrastructure improvements in the Pottstown area that have been identified by the community as part of the Pottstown Community Preservation Plan. These include:

- The Town has received a request from the Pottstown community to study whether trucks are travelling on Church Street, south of Holbrooks Road, to Commerce Station (Southwire industries & Reynolds Consumer Products), rather than using the Verhoeff Drive overpass. Concerns about truck speeds and damage to mailboxes is a concern.
- The Town has received a request from residents to lower the speed limit on Holbrooks Rd. The Town is coordinating with NCDOT to evaluate this.
- The extension of Verhoeff Drive, east of NC 115 to Prosperity Church Road, and the extension of Ferrelltown Parkway, from Huntersville-Concord Road to Eastfield Road, are part of the regional long-range transportation plan known as the Comprehensive Transportation Plan, which is managed by the Charlotte Regional Transportation Planning Organization (CRTPO). These are major infrastructure improvements in the vicinity that can potentially impact mobility and access in the area.

Image from www.transportation.gov

4.2 | ACTION STEPS BY TOOLKIT (CONT.)

TOOLKIT D PUBLIC AND NONPROFIT INVESTMENT					
Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
D1 – Infrastructure Upgrades	1	Hold workshops to identify & discuss infrastructure needs	Town + Community	\$	🕒
	2	Prioritize & select projects	Town + Community	\$	🕒
	3	Implement projects & update community on status	Town	\$\$\$	🕒🕒
D2 – Community Identity & Signage	1	Document histories and assets	Community + historians	\$	🕒
	2	Integrate art & history interpretation	Town + artists + nonprofits	\$\$	🕒
	3	Coordinate installations with the Town; install & maintain	Town + Community	\$\$	🕒🕒🕒
D3 – Historic Memorialization Along Trails	1	Document histories and assets to memorialize	Community + historians	\$	🕒
	2	Integrate art & history interpretation	Town + artists + nonprofits	\$\$	🕒
	3	Coordinate installations with the Town; install & maintain	Town + Community	\$\$	🕒🕒🕒

TOOLKIT D | PUBLIC AND NONPROFIT INVESTMENT

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
D4 – Community Cemeteries	1	Survey & document cemetery churches + sites	OSA & historians	\$\$	🕒
	2	Secure designations & protections	HLC + OSA	\$	🕒🕒
	3	Establish conservation plans and education programs	Community + churches	\$\$\$	🕒🕒
D5 – Torrence-Lytle Community Center Outdoor Enhancements	1	Design workshops for Outdoor Enhancements	Town + Community	\$\$	🕒
	2	Design & construct outdoor/site improvements, coordinating with the County	Town + County	\$\$	🕒🕒
	3	Program outdoor uses with the Community	Town + Community + programming partners	\$\$\$	🕒🕒🕒
D6 – Funding for Affordable & Mixed-Income Housing Development	1	Assess housing needs for community members	Coalition + Nonprofit	\$	🕒
	2	Identify funding sources + coordinate with Agencies	Town + Agencies	\$	🕒
	3	Launch partnerships + development	Coalition + nonprofits	\$\$\$	🕒🕒🕒
D7 – Arts & Culture Investments	1	Identify priority cultural programming to implement	Community	\$	🕒
	2	Implement arts & culture initiatives	Community + programming partners	\$\$\$	🕒🕒🕒

Extra Sheets

A6 | POTTSTOWN PRESERVATION ADVISORY BOARD

TIME ⌚ ⌚ ⌚ COST \$ \$ \$

Description: To strengthen community capacity and coordination for preservation action, the Town of Huntersville Planning Board (October 14, 2025) recommended establishing a Pottstown Preservation Advisory Board. This Board will serve as an interim body convened for up to three years—or until the establishment of a permanent Community Coalition (see Tool A1), whichever occurs first. *Builds organizational resources, streamlines and synchronizes decision-making while reducing the costs to Community-Based Organizations.*

Board Functions and Responsibilities:

During its three-year term, the Advisory Board will:

- **Advance Priority Action Plans.** Implement the **Year 1 Action Plan** (Section 4.4) and develop an annual Progress Report and Priority Action Plan Addendum for Years 2 and 3.
- **Amend Tools and Action Steps.** Each Addendum will identify progress, revise priorities, and refine Tools and Action Steps as needed to stay responsive to emerging needs.
- **Coordinate Partners and Resources.** Work with Town departments and partner agencies to synchronize planning, preservation, and housing initiatives across programs.

Community Efforts: Recruit Advisory Board members from among elders, cultural leaders, and representatives of Community-Based Organizations (CBOs). Establish at least two community Work Groups (4–12 members each) to advance initiatives such as grassroots-led housing repair or historical representation and education. Each Work Group should include at least one Advisory Board representative, with CBO leaders prioritized as Work Group chairs or vice-chairs.

Town of Huntersville Commitments:

- **Formation and Representation.** Upon adoption of this Plan, the Town Board will appoint Advisory Board members drawn from Pottstown community leaders, Town staff, and agency partners (e.g., Charlotte-Mecklenburg Historic Landmarks Commission, County, etc.).
- **Capacity Building.** The Town will explore funding and training opportunities to support community leadership development, ensuring representation and shared responsibility.
- **Accountability.** For Years 1–3 (Nov. 2025–Nov. 2028), the Advisory Board Chair (or staff liaison) will provide semiannual progress updates to the Town Board and Planning Board. Each Priority Action Plan Addendum will require Planning Board recommendation and Town Board acknowledgment.

ADVISORY BOARD MEMBER ROLES

Pottstown community members will be chosen to serve on the Advisory Board in order to provide a deep vantage into the efforts of the community in advancing preservation goals. Board members will play an integral part securing preservation efforts with the input of Pottstown residents. They should be willing to serve as active communicators to relay matters to community residents and resource feedback channels with local churches, CBOs, and neighbors, including Torrence-Lytle alumni and family networks.

- 1

Chair or Participate Integrally in a Work Group: At least three Work Groups are required:
 - 1. Housing Pathways and Stability (8-12 people)
 - 2. Regulatory Improvements (5-8 people)
 - 3. Community Programs and Stewardship Initiatives (optional for Year 1; 6-10 people)
- 2

Work Group Member Recruitment and Administration: All Advisory Board members should recruit members to Work Groups and report their progress and needs to the Advisory Board.
- 3

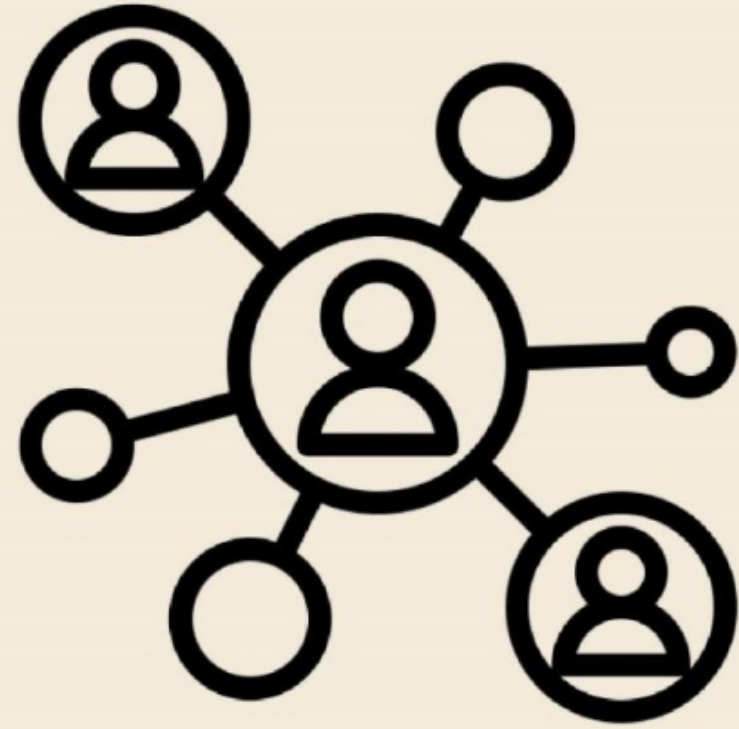
First Official Meeting: Prioritize action steps, establish Work Groups and Board communication processes, and set up the recurring Advisory Board Meeting dates/times.
- 4

Perform Board Functions and Responsibilities: This will include the items mentioned on the previous page, including progress tracking and reporting on Work Group efforts. In addition, the Advisory Board shall establish and iterate working processes for all of the Tools in Toolkit A, by the end of Year 1 (Nov. 2026).
- 5

Transfer Duties to the Community Coalition: If and when a Community Coalition (Tool A1) is established, dissolve the Advisory Board and work with a designated liaison from the Town of Huntersville to coordinate implementation efforts with the Town.

All Pottstown community members interested in serving on the Advisory Board are encouraged to reach out to:
David Peete, Town of Huntersville Principal Planner-Long Range
dpeete@huntersville.org
704-766-2216

GOALS FOR PRESERVATION



1
STRENGTHEN
COMMUNITY
ASSETS



2
PRESERVE
NEIGHBORHOOD
CHARACTER



3
CELEBRATE AFRICAN
AMERICAN HERITAGE



4
ADVANCE HUMAN
DIGNITY AND
JUSTICE



5
FOSTER
COMMUNITY AND
BELONGING

OVERVIEW

4.2 | ACTION STEPS BY TOOLKIT

TOOLKIT A | PROCESS & REPRESENTATION

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
A1 – Community Coalition	1	Convene community-wide meeting	CBOs, community leaders	\$	🕒
	2	Recruit members (CBOs, faith groups, residents)	Coalition organizing team	\$	🕒
	3	Hold first official meeting & set priorities	Coalition	\$	🕒
	4	Establish name, governance, admin workgroup	Coalition	\$	🕒
	5	Capacity building: grants, governance, law training	Coalition + United Way, County, nonprofits	\$\$	🕒
A2 – Community & Developer Discussions	1	Create a developer-community dialogue process	Coalition	\$	🕒
	2	Develop project dialogue tools + meeting processes	Coalition	\$	🕒🕒
	3	Hold voluntary developer meetings	Developers + Coalition	\$	🕒

KEY FOR TABLES

TIME 🕒 🕒 🕒	Tool exists or could be put into action within 2 years.	COST \$ \$ \$	Tools may require short-term volunteer labor to get started, but represent modest costs.
TIME 🕒 🕒 🕒	Tool could be in place within 5 years.	COST \$ \$ \$	Tools may need short-term funding sources, primarily from local sources that are known.
TIME 🕒 🕒 🕒	Tool will need a period of steady buildup to sustain itself (typically 5-10 years).	COST \$ \$ \$	Tools may demand ongoing levels of org./staff capacity, labor, fundraising and/or capital.

TOOLKIT A | PROCESS & REPRESENTATION

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
A3 – Community Resource Webpage	1	Build community info webpage	Coalition + Town IT input	\$	🕒
	2	Maintain project updates & engagement	Coalition	\$\$	🕒🕒🕒
A4 – Annual Awards & Update	1	Plan annual preservation awards	Coalition	\$	🕒🕒🕒
	2	Present updates with Town/Agency partners	Coalition + Town/Agency staff	\$	🕒
	3	Recognize success & set new goals	Coalition	\$	🕒
A5 – Advisory Boards	1	Residents enroll in Huntersville 101	Community members	\$	🕒
	2	Track advisory board vacancies & encourage Pottstown reps to join	Coalition	\$	🕒
	3	Town appoints reps & provides training	Town Board	\$	🕒
	4	Advisory members report back on Pottstown matters	Community reps	\$	🕒

4.2 | ACTION STEPS BY TOOLKIT (CONT.)

TOOLKIT B | REGULATORY TOOLS

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
B1 – Preservation Zoning Overlay / Enhancements	1	Hold public workshops	Town Planning	\$\$	🕒
	2	Draft Zoning Ordinance Amendment	Town + Coalition	\$\$	🕒
	3	Adopt overlay / ordinance changes	Town Board	\$	🕒
B2 – Green Development Policies and Standards	1	Research & analysis of growing environmental risks (Huntersville-wide)	Town Staff	\$\$	🕒
	2	Draft local policy & standard updates	Town Staff	\$\$	🕒🕒
	3	Public hearing & adoption	Town Board	\$	🕒

KEY FOR TABLES

TIME 🕒 🕒 🕒	Tool exists or could be put into action within 2 years.	COST \$ \$ \$	Tools may require short-term volunteer labor to get started, but represent modest costs.
TIME 🕒 🕒 🕒	Tool could be in place within 5 years.	COST \$ \$ \$	Tools may need short-term funding sources, primarily from local sources that are known.
TIME 🕒 🕒 🕒	Tool will need a period of steady buildup to sustain itself (typically 5-10 years).	COST \$ \$ \$	Tools may demand ongoing levels of org./staff capacity, labor, fundraising and/or capital.

TOOLKIT B | REGULATORY TOOLS

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
B3 – Protection & Conservation of Historic & Cultural Assets		Community, with Charlotte-Meck. Historic Landmarks Commission (HLC) and NC State Historic Preservation Office (SHPO), researches historic homes for historic designation. Historic designations for cemeteries (if/where needed) are also coordinated with the NC Office of State Archaeology (OSA).			
	1	Coalition + HLC + SHPO + OSA		\$\$	🕒
	2	Coordinate historic designations & any enhanced protections with HLC	Town + HLC	\$\$	🕒🕒
	3	Adopt any enhanced protections (for any new regulations beyond what is already in place today) into policy, procedures and/or Ordinance (see Tool B1)	Town Board	\$	🕒

4.2 | ACTION STEPS BY TOOLKIT (CONT.)

TOOLKIT C | HOUSING STABILITY

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
C1 – Property Tax Relief	1	Advertise County’s tax relief program (HOMES)	Coalition/CBOs	\$	🕒
	2	Counsel household in applying for HOMES	CBOs + nonprofits	\$\$	🕒
C2 – Home Repair & Weatherization Programs	1	Expand grassroots repair (Habitat, CDC partners)	CBOs + Agency/nonprofit partners	\$\$\$	🕒
	2	Secure donated materials & storage	CBOs + nonprofits	\$\$	🕒
	3	Deploy weatherization workshops & programs	CBOs + Agency/nonprofit partners	\$\$	🕒🕒
C3 – Utility Service Fee Reductions	1	Survey residents to understand the needs to keep up with utility bills	CBOs	\$	🕒
	2	Negotiate and secure discounts with providers	CBOs or Coalition	\$	🕒🕒
	3	Publicize discounts	CBOs	\$	🕒

KEY FOR TABLES

TIME 🕒 🕒 🕒 Tool exists or could be put into action within 2 years.

TIME 🕒 🕒 🕒 Tool could be in place within 5 years.

TIME 🕒 🕒 🕒 Tool will need a period of steady buildup to sustain itself (typically 5-10 years).

COST \$ \$ \$ Tools may require short-term volunteer labor to get started, but represent modest costs.

COST \$ \$ \$ Tools may need short-term funding sources, primarily from local sources that are known.

COST \$ \$ \$ Tools may demand ongoing levels of org./staff capacity, labor, fundraising and/or capital.

TOOLKIT C | HOUSING STABILITY

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
C4 – Real Estate & Financial Counseling Services	1	Survey residents for housing and legal needs	CBOs	\$	🕒
	2	Publicize and provide counseling services	CBOs + nonprofits	\$	🕒
C5 – Targeted Economic Empowerment & Ownership Support	1	Community employment needs assessment	CBOs + nonprofits	\$	🕒
	2	Partner with work boards, etc.	CBOs + Town support	\$	🕒
	3	Launch soft second mortgage program	CBOs + philanthropy + banks/CDFIs	\$\$\$	🕒🕒
	4	Approve Zoning Ordinance changes to allow limited economic development uses for community in vacant nonresidential structures	Town + Coalition + Town Board	\$\$	🕒

4.2 | ACTION STEPS BY TOOLKIT (CONT.)

TOOLKIT C | HOUSING STABILITY

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
C6 – Legal Aid & Tenant-Owner Mediation	1	Establish partnerships with advisor nonprofits	CBOs	\$	🕒
	2	Facilitate housing mediation services	CBOs + County + nonprofits	\$	🕒
	3	Publicize tenant rights & support resources	CBOs	\$\$	🕒🕒
C7 – Community Land Trust (CLT)	1	Feasibility & business plan	Coalition + Town support	\$\$	🕒🕒
	2	Acquire first properties	CLT + banks/CDFIs + philanthropy	\$\$\$	🕒🕒🕒
	3	Establish ground leases w/ homeowners	CLT Board	\$\$	🕒🕒🕒

KEY FOR TABLES

TIME 🕒 🕒 🕒	Tool exists or could be put into action within 2 years.	COST \$ \$ \$	Tools may require short-term volunteer labor to get started, but represent modest costs.
TIME 🕒 🕒 🕒	Tool could be in place within 5 years.	COST \$ \$ \$	Tools may need short-term funding sources, primarily from local sources that are known.
TIME 🕒 🕒 🕒	Tool will need a period of steady buildup to sustain itself (typically 5-10 years).	COST \$ \$ \$	Tools may demand ongoing levels of org./staff capacity, labor, fundraising and/or capital.

TOOLKIT C | HOUSING STABILITY

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
C8 – Nonprofit Housing & Community Development Corporation (CDC)	1	Launch a CDC	A CBO + banks/CDFIs	\$\$\$	🕒🕒🕒
	2	Or: Partner with nonprofit housing developers	Coalition + Town + nonprofit developer	\$	🕒
	3	Secure land and housing	CBO + nonprofits	\$\$	🕒🕒
C9 – Partner with a Community Quarterback Organization	1	Perform a demographic study	CBOs + Town/Agency support	\$\$	🕒
	2	Coordinate programs with providers regionally	Coalition + regional Agencies	\$\$\$	🕒🕒🕒
	3	And/or: Partner with Quarterback org.	Coalition + Ada Jenkins Center	\$	🕒

4.2 | ACTION STEPS BY TOOLKIT (CONT.)

TOOLKIT D | PUBLIC AND NONPROFIT INVESTMENT

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
D1 – Infrastructure Upgrades	1	Hold workshops to identify & discuss infrastructure needs	Town + Community	\$	🕒
	2	Prioritize & select projects	Town + Community	\$	🕒
	3	Implement projects & update community on status	Town	\$\$\$	🕒🕒
D2 – Community Identity & Signage	1	Document histories and assets	Community + historians	\$	🕒
	2	Integrate art & history interpretation	Town + artists + nonprofits	\$\$	🕒
	3	Coordinate installations with the Town; install & maintain	Town + Community	\$\$	🕒🕒🕒
D3 – Historic Memorialization Along Trails	1	Document histories and assets to memorialize	Community + historians	\$	🕒
	2	Integrate art & history interpretation	Town + artists + nonprofits	\$\$	🕒
	3	Coordinate installations with the Town; install & maintain	Town + Community	\$\$	🕒🕒🕒

TOOLKIT D | PUBLIC AND NONPROFIT INVESTMENT

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
D4 – Community Cemeteries	1	Survey & document cemetery sites	churches + SHPO & historians	\$\$	🕒
	2	Secure designations & protections	HLC + SHPO	\$	🕒🕒
	3	Establish conservation plans and education programs	Community + churches	\$\$\$	🕒🕒
D5 – Torrence-Lytle Community Center Outdoor Enhancements	1	Design workshops for Outdoor Enhancements	Town + Community	\$\$	🕒
	2	Design & construct outdoor/site improvements, coordinating with the County	Town + County	\$\$	🕒🕒
	3	Program outdoor uses with the Community	Town + Community + programming partners	\$\$\$	🕒🕒🕒
D6 – Funding for Affordable & Mixed-Income Housing Development	1	Assess housing needs for community members	Coalition + Nonprofit	\$	🕒
	2	Identify funding sources + coordinate with Agencies	Town + Agencies	\$	🕒
	3	Launch partnerships + development	Coalition + nonprofits	\$\$\$	🕒🕒🕒
D7 – Arts & Culture Investments	1	Identify priority cultural programming to implement	Community	\$	🕒
	2	Implement arts & culture initiatives	Community + programming partners	\$\$\$	🕒🕒🕒

YEAR ONE (1) ACTION PLAN

KEY FOR TABLES

TIME 🕒 🕒 🕒 Action Step already taken or is anticipated within Year 1. **COST** \$ \$ \$ Action Step may require short-term labor to get started, but represents modest costs.

TIME 🕒 🕒 🕒 Action Step is anticipated within Years 2-3. **COST** \$ \$ \$ Action Step may need short-term funding sources, primarily from known, local sources.

TIME 🕒 🕒 🕒 Action Step is ongoing or will need a period of steady buildup (may take place after Year 3, typically 5-10 years of planning & buildup). **COST** \$ \$ \$ Action Step may demand ongoing levels of org./staff capacity, labor, fundraising and/or capital.

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
A1 – Community Coalition (Optional for Year 1)	1	Convene community-wide meeting	CBOs, community leaders	\$	🕒
	2	Recruit members (CBOs, faith groups, residents)	Coalition organizing team	\$	🕒
	3	Hold first official meeting & set priorities	Coalition	\$	🕒
	4	Establish name, governance, admin workgroup	Coalition	\$	🕒
	5	Capacity building: grants, governance, law training	Coalition + United Way, County, nonprofits	\$\$	🕒
A2 – Community & Developer Discussions First order priority to engage a developer to save a historic home on Holbrooks.	1	Create a developer-community dialogue process	Coalition or Pottstown Preservation Advisory Board (PPAB; see A6)	\$	🕒
	2	Develop project dialogue tools + meeting processes	Coalition or PPAB	\$	🕒🕒
	3	Hold a voluntary developer meeting	Developers + Coalition/PPAB	\$	🕒

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
A3 – Community Resource Webpage	1	Build community info webpage	Coalition/PPAB + Town IT input	\$	🕒
	2	Maintain project updates & engagement	Coalition or PPAB	\$\$	🕒🕒🕒
A4 – Annual Awards & Update	1	Plan annual preservation awards	Coalition or PPAB	\$	🕒🕒🕒
	2	Present updates with Town/Agency partners	Coalition/PPAB + Town/Agency staff	\$	🕒
	3	Recognize success & set new goals	Coalition or PPAB	\$	🕒
A5 – Advisory Boards	1	Residents enroll in Huntersville 101	Community members	\$	🕒
	2	Track advisory board vacancies & encourage Pottstown reps to join	Town + Coalition /PPAB	\$	🕒
	3	Town appoints reps & provides training	Town Board	\$	🕒
	4	Advisory members report back on Pottstown matters	Community reps	\$	🕒

YEAR ONE (1) ACTION PLAN

KEY FOR TABLES

TIME   	Action Step already taken or is anticipated within Year 1.	COST \$ \$ \$	Action Step may require short-term labor to get started, but represents modest costs.
TIME   	Action Step is anticipated within Years 2-3.	COST \$ \$ \$	Action Step may need short-term funding sources, primarily from known, local sources.
TIME   	Action Step is ongoing or will need a period of steady buildup (may take place after Year 3, typically 5-10 years of planning & buildup).	COST \$ \$ \$	Action Step may demand ongoing levels of org./staff capacity, labor, fundraising and/or capital.

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
A6 – Pottstown Preservation Advisory Board (PPAB)					
High Priority	1	Town appoints Advisory Board members	Town Board	\$	🕒
	2	Create 2(+) Work Groups	PPAB	\$	🕒
	3	Town trains Advisory Board	Town + Agency staff	\$	🕒
	4	Implement Year 1 Action Steps and provide the Town Planning Board a Semi-annual Progress Update	PPAB	\$	🕒
	5	Provide a Year 1 Progress Update and Year 2 Action Plan by Oct 2026	PPAB	\$	🕒

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
B1 – Preservation Zoning Overlay / Enhancements	1	Form a PPAB Work Group to focus on all efforts to implement Toolkit B strategies for Regulatory Improvements	Coalition or PPAB	\$\$	🕒
	2	Hold public workshops	Town Planning	\$\$	🕒
	3	Draft Zoning Ordinance Amendment	Town + Coalition/PPAB	\$\$	🕒
	4	Adopt overlay / ordinance changes	Town Board	\$	🕒
B3 – Protection & Conservation of Historic & Cultural Assets	1	Community, with Charlotte-Meck. Historic Landmarks Commission (HLC) and NC State Historic Preservation Office (SHPO) resources & processes, researches historic homes for historic designation	Coalition/PPAB + HLC + SHPO	\$\$	🕒
	2	Use the effort to save the home on Holbrooks to evaluate needed demolition controls (beyond historic designations) and research, draft/coordinate enhanced regulatory processes with Town’s Overlay (Tool B1) as well as with HLC processes	Town + Coalition/PPAB + HLC	\$	🕒🕒

YEAR ONE (1) ACTION PLAN

KEY FOR TABLES

TIME Action Step already taken or is anticipated within Year 1. **COST** \$ Action Step may require short-term labor to get started, but represents modest costs.

TIME Action Step is anticipated within Years 2-3. **COST** \$ Action Step may need short-term funding sources, primarily from known, local sources.

TIME Action Step is ongoing or will need a period of steady buildup (may take place after Year 3, typically 5-10 years of planning & buildup). **COST** \$ Action Step may demand ongoing levels of org./staff capacity, labor, fundraising and/or capital.

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
C1 – Property Tax Relief	1	Advertise County’s tax relief program (HOMES)	CBOs	\$	🕒
	2	Counsel household in applying for HOMES	CBOs + nonprofits	\$\$	🕒
C2 – Home Repair & Weatherization Programs	1	Expand grassroots repair (Habitat, CDC partners)	CBOs + Agency/nonprofit partners	\$\$\$	🕒
	2	Secure donated materials & storage	CBOs + nonprofits	\$\$	🕒
	3	Deploy weatherization workshops & programs	CBOs + Agency/nonprofit partners	\$\$	🕒🕒
C3 to C9 – Begin Implementing Housing Stability Strategies	1	Form a PPAB Work Group to research and prioritize Housing Pathways and Stability strategies	PPAB	\$	🕒
	2	Prioritize and refine Toolkit C Tools and begin advancing to implement	CBOs + PPAB/Coalition	\$	🕒
High Priority					

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
C3 to C9 – Begin Implementing Housing Stability Strategies (CONT)	3	Chart Nonprofit Strategic Plans (& Business Plans) for the CBOs to advance housing solutions	CBOs + Agency/nonprofit partners	\$\$	🕒
	4	Explore Town’s avenues of housing support	Town Board + staff	\$	🕒
D1 – Infrastructure Upgrades	1	Hold workshops to identify & discuss infrastructure needs	Town + Community	\$	🕒
	2	Prioritize & select projects	Town + Community	\$	🕒
	3	Implement projects & update community on status (ongoing)	Town	\$\$\$	🕒🕒
D2 – Community Identity & Signage	1	Document histories and assets	Community + historians	\$	🕒
	2	Integrate art & history interpretation	Town + artists + nonprofits	\$\$	🕒
	3	Begin to coordinate installations with the Town to install & maintain	Town + Community	\$\$	🕒
D4 – Community Cemeteries	1	Apply for funds & resources to survey and document cemetery sites	Churches + NC OSA & historians	\$\$	🕒

YEAR ONE (1) ACTION PLAN

KEY FOR TABLES

TIME   	Action Step already taken or is anticipated within Year 1.	COST \$   	Action Step may require short-term labor to get started, but represents modest costs.
TIME   	Action Step is anticipated within Years 2-3.	COST \$   	Action Step may need short-term funding sources, primarily from known, local sources.
TIME   	Action Step is ongoing or will need a period of steady buildup (may take place after Year 3, typically 5-10 years of planning & buildup).	COST \$   	Action Step may demand ongoing levels of org./staff capacity, labor, fundraising and/or capital.

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
D1 – Infrastructure Upgrades	1	Hold workshops to identify & discuss infrastructure needs	Town + Community	\$	🕒
	2	Prioritize & select projects	Town + Community	\$	🕒
	3	Implement projects & update community on status (ongoing)	Town	\$\$\$	🕒🕒
D2 – Community Identity & Signage	1	Document histories and assets	Community + historians	\$	🕒
	2	Integrate art & history interpretation	Town + artists + nonprofits	\$\$	🕒
	3	Begin to coordinate installations with the Town to install & maintain	Town + Community	\$\$	🕒
D4 – Community Cemeteries	1	Apply for funds & resources to survey and document cemetery sites	Churches + NC OSA & historians	\$\$	🕒

Tool	Sub-item	What (Action Step)	By Whom / Lead	Cost (\$)	Time (🕒)
D5 – Torrence-Lytle Community Center Outdoor Enhancements	1	Hold design workshops for Outdoor Enhancements	Town + Community	\$\$	🕒
	2	Begin design of outdoor/site improvements, coordinating with the County for elements integrating access to 31-acre park site	Town + County	\$\$	🕒🕒
D6 – Funding for Affordable & Mixed-Income Housing Development	1	Assess housing needs for community members	Coalition/PPAB + Nonprofits	\$	🕒
	2	Identify funding sources + coordinate with Agencies	Coalition/PPAB + Town + Agencies	\$	🕒
D7 – Arts & Culture Investments	1	Identify priority cultural programming to implement	Community + Coalition/PPAB	\$	🕒