

**AGENDA**  
**SPECIAL BOARD OF COMMISSIONERS MEETING**  
**JORDAN ROOM, MATTHEWS TOWN HALL**  
**AUGUST 22, 2016 – 5:30 PM**

The Board of Commissioners will meet for a predevelopment conference regarding property located at 1700 Weddington Road and with Charlotte Area Transit System representatives to discuss the Silver Line.

**AGENDA**  
**BOARD OF COMMISSIONERS MEETING**  
**HOOD ROOM, MATTHEWS TOWN HALL**  
**AUGUST 22, 2016 - 7:00 PM**

1. Regular Meeting Called to Order
2. Invocation
3. Pledge of Allegiance
4. Items to be Added to the Agenda
5. Public Comment (Please sign in to speak at this time. Limited to 4 minutes.)
6. Reports from Boards/Committees
  - A. Veteran Affairs Committee
7. Consent Agenda
  - A. Approve Minutes of the August 1, 2016 Board of Commissioners Special Meeting
  - B. Approve Minutes of the August 8, 2016 Board of Commissioners Meeting
  - C. Appoint Jana Reeve as Planning Board Alternate Member
  - D. Approve Ordinance Prohibiting Left Turns into 800 Fullwood Lane between 4:00 pm – 6:00 pm, Mondays through Fridays
  - E. Approve Temporary Street Closure at Rice Road Extension Cul de Sac for Iglesia De lo Alto Church
  - F. Approve Tax Refunds
  - G. Approve Budget Amendments to:
    - 1) Recognize Donations Received by the Police Department for the Matthews Gives Back to School Project in the amount of \$4,060
    - 2) Recognize Shared Proceeds Received Through DEA Taskforce in the Amount of \$5,121.44

- 3) Reallocate the FY16 Remaining Balance for the FEMA OPS and & Safety Grant in the Amount of \$5,938.00
- 4) Recognize Grant Revenue Received from Firehouse Subs in the Amount of \$13,963.26
- 5) Allocate Local Contribution from Erickson Living Properties for Windsor Run in the Amount of \$3,000,000.00

8. Unfinished Business

- A. Receive Update on 2016 Planning Conference To Do List
  - 1) Potential Additional Sites for Park Properties

9. New Business

- A. Receive Monthly Budget Report
- B. Review Ridge Church/Independence Pointe Parkway Road Alignment
- C. Approve Revisions to Ordinance Chapter 50A – Solid Waste
- D. Consider Allocation of Grant Funds for Downtown Projects
- E. Consider Request for Ticket Sales Associated with Fullwood Theater Rental
- F. Consider Request for Exemption from Town Ordinance 93.06 Prohibiting Alcohol Within Park Facilities for Chamber's Auto Reunion Event

10. Mayor's Report

11. Attorney's Report

12. Town Manager's Report

13. Closed Session Pursuant to G.S. 143-318.11(a)(6) - Personnel

14. Adjournment

**MINUTES  
SPECIAL JOINT MEETING  
BOARD OF COMMISSIONERS AND PLANNING BOARD  
HOOD ROOM, MATTHEWS TOWN HALL  
AUGUST 1, 2016 – 6:00 PM**

**PRESENT:** Mayor James Taylor\*; Mayor Pro Tem John Higdon; Commissioners Chris Melton, Jeff Miller, John Ross, John Urban and Larry Whitley\*; Planning Board Members Barbara Dement, Kerry Lamson, Gregory Lee, Kress Query and David Weiss

**ALSO PRESENT:** Town Manager Hazen Blodgett; Assistant Town Manager Becky Hawke; Town Clerk Lori Canapinno; Planning Director Kathi Ingrish; Zoning Administrator Mary Jo Gollnitz; Public Works Director CJ O'Neill

**ABSENT:** Planning Board members Steve Lee and Mike Ham

The Board of Commissioners and Planning Board met with staff to discuss issues relating to wireless communication technology.

Planning and Development Director Kathi Ingrish and Zoning Administrator Mary Jo Gollnitz displayed a presentation regarding wireless service facilities (Exhibit #1 hereby referenced and made a part of these minutes). Policy discussion ensued regarding current Town regulations, items that are not currently regulated and new technologies.

Ms. Ingrish explained that the Town's existing regulations on wireless technologies were adopted in 1997 and need to be updated. There are new technologies that are not addressed and the need for wireless infrastructure has greatly increased in recent years. Regulations instituted by the Town need to meet the requirements of the federal Telecommunications Act and other regulations.

Ms. Ingrish reviewed current regulations. There was discussion of cell towers and their placement. These towers may be up to 80 feet tall in general or up to 120 feet tall in certain circumstances. Stealth applications are those that look like something else, such as a tree, clock, light pole, etc. Co-location refers to multiple service providers locating on one structure as well as a service provider located on an existing structure such as a utility pole. Regarding stealth applications, Mr. Ross said he preferred the term "concealed" to relay the need for concealment rather than stealth since existing stealth applications are in fact fairly noticeable. Mr. Ross asked if there are any antennas on existing billboards and Ms. Ingrish explained that the Town hasn't received any requests for that but they could be used in the future. Water towers are another possible location. Mr. Lamson asked about equipment for antennas. Ms. Ingrish explained that there will be some equipment for every antenna placement, but the exact size and style will depend in the location.

Ms. Ingrish noted that the Town can't regulate to prohibit or have the effect of prohibiting the provision of wireless service, but it can regulate the "how and where". Legally the Town cannot consider radio frequency – RF or radiation – issues, which has been an issue of concern for some members of the public in previous zoning cases.

The Town needs to add or improve its regulations on fall zones for tall structures and new technologies such as small cell sites, Distributed Antenna Systems (DAS) and connected vehicles that digitally communicate with other vehicles, traffic signals and road conditions.

Small cell sites are becoming very common in this area. Ms. Gollnitz noted that some North Carolina communities are allowing all types of equipment to be placed in the right of way, some are allowing none to be placed there and others have varying regulations.

Discussion regarding tower screening ensued. Ms. Gollnitz noted there is normally equipment, fencing and landscape screening at each site. Minimum requirements are already included in Matthews' regulations. There are different regulations for stealth applications – no fencing or screening is required if there is no visible ground equipment associated with the stealth application.

Mr. Higdon questioned is the state was planning to regulate these issues, which would likely preclude the Town from setting its own regulations. Mr. Blodgett will contact the League of Municipalities to learn what is being discussed at the state level. Ms. Dement suggested a possible goal: for everyone to have reasonable communications but with as much regulation as possible to require co-locations in order to avoid putting up new towers whenever possible. Mr. Lamson agreed, suggesting that the Town look into opportunity mapping to plot out existing towers and take a proactive approach to future requests.

Ms. Ingrish reviewed several questions that the Board will need to consider:

1. *Do you want to keep/revise the current UDO regulations on limiting where tall towers can be located?*

Mr. Miller noted that they are allowed in R/I districts and said he understands the need for churches looking for an additional source of income through land leases. He wishes these decisions did not have to come before the Board. Mr. Lamson suggested allowing towers in the Office and Industrial zones to be taller. Ms. Ingrish explained that Office zones are often located adjacent to Residential zones since they act as a buffer zone. B-1 and B-1SCD zones are also often fairly close to Residential zones so they too are restrictive.

Mr. Ross suggested promoting the ENT district. Ms. Ingrish explained that area will likely use small cell/DAS applications and have antennas on the tall buildings rather than tall towers. Mr. Melton said the way tech is going the towers need to be taller than 80 feet to get the signal. It might be better to install one big tower and lots of DASs. Mr. Higdon questioned if the Town is being overly restrictive and wondered if the taller towers are worth the great benefit to the community with better coverage. Mr. Ross said the Town needs to consider the new districts that didn't exist when the regulations were originally written but that otherwise he didn't have a strong desire to change the regulations.

2. *Do you want to keep/revise the current UDO regulations on "stealth" applications?*

The group discussed stealth capabilities and aesthetics. Mr. Higdon said he hasn't seen a good stealth application yet – they are all very obvious. Mr. Melton said the 80 foot restriction should be reviewed since the industry standard is now 120-140 feet.

3. *Do you want to encourage new and emerging methods to increase capacity and coverage?*

The group's consensus was yes; new and emerging methods should be encouraged. This is a top priority. Mr. Higdon wondered if there were incentives that could be issued, such as tax breaks.

\*Mayor Taylor arrived.

Mr. Ross said the Town should encourage the less intrusive options while Mr. Urban said the Town should push back more on what is not wanted while focusing on new technology as the primary goal. Mr. Ross recommended pushing strongly for new technology such as small cell sites, DAS, micro- and picocells, etc. in the ENT district. Mr. Melton agreed, saying the Town should encourage innovation and make this the primary focus.

4. *Do you want to beef up the current UDO preference for co-location so that two or more carriers will use the same support structure as often as possible?*

The group agreed by consensus that co-location should be strongly encouraged. Mr. Blodgett pointed out that extra tower height is needed for the required separation between co-locating antennas.

5. *Do you want to **encourage** or **require** new antennas and their related equipment to be placed on existing structures within the desired vicinity instead of installing their own new support structures?*

Mr. Higdon questioned if a Town requirement would cause trouble with the state legislature. Mr. Ross suggested offering more flexibility to those wishing to co-locate. Mr. Query pointed out the need for follow-up to ensure those who stated they will co-locate are actually doing so in a timely manner. Mr. Ross noted the need for clear statements, since co-location can mean both a single tower with multiple carriers' antennas and one carrier's antenna being placed on a preexisting non-cell tower structure. Mr. Higdon questioned the need for required co-location since the group's previously discussed preference is for new technology.

Mr. Blodgett suggested encouraging both co-locating standards – one carrier on an existing non-cell tower structure as well as multiple carriers on a single cell tower. Ms. Ingrish noted the possibility that other carriers may not need or want to co-locate on a specific tower so requiring it could cause problem. Mayor Taylor said that situation could be resolved through the variance request process. Mr. Melton noted that would mean an applicant would be heard by the Board of Adjustment and suggested a condition requiring the applicant to appeal to the Board of Commissioners instead. Ms. Ingrish commented that it might be better for those requests to be heard by the Board of Adjustment through its quasi-judicial process. Mr. Melton suggested requiring the applicants to pursue conditional zoning. Mayor Taylor noted that the Town can't require that but it could be suggested and the applicant would be able to agree to it or not.

Discussion regarding requiring versus encouraging continued. Mr. Lamson suggested requiring in this subcategory while also encouraging the use of new technology. Mr. Weiss noted that using the word required in this section would make tall towers the default, which is in opposition to what was discussed previously.

6. *Do you want to add any stipulations on new structures/poles in public street rights-of-way for placement of antennas and their related equipment?*

Mr. Higdon would like to see vigorous regulations for the Historic Urban Core (HUC). He doesn't want to see poles and antennas everywhere – stealth applications should be used whenever possible. Building-top locations would probably be acceptable too. Mayor Taylor would like to protect the larger community and give the Town as much control as possible. He said co-locating on an existing cell tower is fine with him. Co-locating light and/or utility poles would be fine too and a creative way to hide the equipment would be to use an acorn-shaped holder on a light pole. Mr. Melton noted that light poles and utility poles might have different requirements – he wouldn't put a DAS on a light pole but he would on a utility pole. Mr. Miller agreed. Mr. O'Neill suggested that new development could incorporate systems into pole infrastructure as it was built.

7. *Are there specific areas within Town where small cell sites should not be allowed in the public street rights-of-way?*

Ms. Ingrish noted that currently there are no provisions to allow these in the public right of way, but all of the new applications seek to locate there. Mr. Higdon would like to restrict obtrusive structures in the HUC.

8. *Do you want to direct small cell sites to government-owned properties other than street rights-of-way?*

Ms. Dement suggested requiring existing structures to be at capacity before new structures are allowed to be built. Mayor Taylor explained that would be very difficult to enforce. Ms. Ingrish noted that staff will research to

find out exactly what type of information can and can't be requested from the carriers and structure developers as they go through the process. Mr. Miller questioned the direction toward government-owned structures and Ms. Gollnitz explained they are a source of income. Mr. Weiss suggested offering incentives to tower owners with multiple carriers - perhaps additional height. Ms. Ingrish said the Town should be directing applicants to the things the Town wants – emphasize Matthews' chosen direction: wireless technologies should be available but not disruptive, available but not visible.

The meeting adjourned at 8:25 pm.

Respectfully submitted,

Lori Canapinno  
Town Clerk

DRAFT

**MINUTES**  
**SPECIAL BOARD OF COMMISSIONERS MEETING**  
**JORDAN ROOM, MATTHEWS TOWN HALL**  
**AUGUST 8, 2016 – 5:30 PM**

**PRESENT:** Mayor Pro Tem John Higdon; Commissioners Chris Melton, Jeff Miller, John Ross, John Urban and Larry Whitley; Town Manager Hazen Blodgett, Assistant Town Manager Becky Hawke; Town Clerk Lori Canapinno

**ALSO PRESENT:** Police Chief Rob Hunter; Planning and Development Director Kathi Ingrish; Parks, Recreation and Cultural Resources Director Corey King; Public Works Director CJ O'Neill; Interim Fire & EMS Chief Robert Swiger; Finance Director Chris Tucker

**ABSENT:** Mayor James Taylor

The Board of Commissioners met with staff to review departmental quarterly reports.

**MINUTES**  
**BOARD OF COMMISSIONERS MEETING**  
**HOOD ROOM, MATTHEWS TOWN HALL**  
**JULY 11, 2016 – 7:00 PM**

**PRESENT:** Mayor James Taylor; Mayor Pro Tem John Higdon; Commissioners Chris Melton, Jeff Miller, John Ross, John Urban and Larry Whitley; Town Attorney Charles Buckley; Town Manager Hazen Blodgett, Town Clerk Lori Canapinno

**ALSO PRESENT:** Assistant Town Manager Becky Hawke; Communications Director Jen Thompson; Police Chief Rob Hunter; Interim Fire & EMS Chief Robert Swiger; Public Works Director CJ O'Neill; Planning and Development Director Kathi Ingrish; Senior Planner Jay Camp; Zoning Administrator Mary Jo Gollnitz; Planning Board Chair Steve Lee, Vice Chair Barbara Dement, Members Mike Ham, Kerry Lamson, Greg Lee, Kress Query and David Weiser

**REGULAR MEETING CALLED TO ORDER**

Mayor Taylor called the meeting to order at 7:05 pm.

**INVOCATION**

Mayor Taylor rendered an invocation.

**PLEDGE OF ALLEGIANCE**

Mayor Taylor led the audience in the pledge.

## **ITEMS TO BE ADDED TO THE AGENDA**

None

### **RECOGNIZE POLICE OFFICER MICHELLE ARCHER'S ELECTION AS 2016-17 PRESIDENT OF THE NORTH CAROLINA ASSOCIATION OF SCHOOL RESOURCE OFFICERS**

Mayor Taylor introduced Police Officer Michelle Archer, who is the School Resource Officer (SRO) at Butler High School. She does everything she can to ensure the school and its inhabitants' protection but she also works hard to offer a fun learning environment. The students there love and trust her – so much so that many of them call her Mom. Michelle has been voted in by her peers as the 2016-17 President of the North Carolina Association of School Resource Officers. She is wonderful – a great example to her peers and a great role model for everyone at the school.

Mayor Taylor spoke of the town's other SROs, who all build strong relationships with the students and allow kids to interact with police officers on a friendly, supportive and regular basis. He and the Board of Commissioners appreciate all that they do.

Police Chief Rob Hunter noted there are over a thousand SROs across the state and they all know that Michelle is someone of great aptitude. She has a great heart and she extends that to every member of the school. He described her as the epitome of a police officer, one who he trusts with his back and his life.

Chief Hunter discussed an upcoming special *Matthews Gives Back* event being organized by Michelle and other officers. They are holding a school supply drive and will host a community picnic at the Sportsplex on August 18. The event offers food, games, school supplies and festive interaction between police officers and the community.

### **INTRODUCTION OF INTERIM FIRE & EMS CHIEF ROBERT SWIGER**

Mayor Taylor introduced Interim Fire Chief Robert Swiger. Chief Swiger discussed his history with the fire service and the Board welcomed him to the community.

### **RECESS REGULAR MEETING FOR PUBLIC HEARINGS TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE OF THE TOWN OF MATTHEWS**

Motion by Mr. Higdon to recess the regular meeting for public hearings. The motion was seconded by Mr. Ross and unanimously approved.

### **ENTER INTO AN INSTALLMENT CONTRACT FOR THE PURCHASE OF REAL PROPERTY KNOWN AS THE OUTEN POTTERY SITE**

Town Manager Hazen Blodgett noted the total purchase price is \$300,542.00. A public hearing is required before the Town can enter into an installment purchase agreement with the Charlotte Mecklenburg Historic Landmarks Commission to purchase the site.

### **AMEND THE UNIFIED DEVELOPMENT ORDINANCE OF THE TOWN OF MATTHEWS**

Planning and Development Director Kathi Ingrish introduced members of the Planning Board in attendance: Steve Lee, Greg Lee, Kerry Lamson, Kress Query, David Weiser, Mike Ham and Barbara Dement.

Zoning Application 2016-646: Cross and Crown Lutheran Church; to amend the existing R/I(CD) zoning district to allow construction of a bell tower, which would include co-location antennae for cellular communication on that certain property designated as 300 Pineville-Matthews Road and commonly referred to as Cross and Crown Lutheran Church and being more particularly designated as Tax Parcel 213-239-104

Senior Planner Jay Camp explained this application is for a change of conditions to add cell tower as an allowed use. The Cross and Crown site was rezoned from residential a number of years ago and cell towers were not one of the allowed uses listed at that time. They are seeking to install a 120 foot tall cell tower in a stealth application, which would conceal the equipment within a bell tower structure.

The church was built in 1990 and the site was rezoned in 2002 to R/I(CD) to allow for program expansion and future building expansion. At that time the list of allowed uses included in the conditional zoning was short and did not include cell towers.

The applicant is still working on the conditional notes at this time. They plan to bring forward the original notes and add new ones pertaining to the tower.

Mr. Camp noted that the Land Use Plan calls for residential and institutional uses along this part of Highway 51. The area is predominantly residential and institutional and there is no call for future commercial districts there so it is exceedingly difficult to get locations for cell tower placement. This is the best solution for a new tower in the area.

Attorney Susan Irvin represented the applicant and addressed the Board. With her were Project Manager Carolyn Gould from the tower construction company Vertical Bridge Development; Site Development Manager Bob Hill and RF Engineer Mo Shah from mobile carrier T-Mobile; Bob Roth from Cross and Crown Lutheran Church and appraiser Mike Berkowitz from MPB Real Estate.

Ms. Irvin presented information regarding the need for wireless communications in the community. Studies indicate that by 2020 total mobile data use will have increased 50-60% over today's usage. People look for wireless capable homes, cities are turning into "smart cities" and those needs are driving the need for increased infrastructure.

The current ordinance already permits the installation of 120' stealth towers with certain conditions, but the church's original zoning plan didn't include cell towers as a use at that time. It was years ago and cell service wasn't a need that they were aware of then. Now there is a great need for improved coverage in the neighborhood. The public input section of this case on the town website shows comments from 33 people in favor of it. One talks about makeshift cell tower lots forming outside of some neighborhoods where residents park to catch a signal and use their cell phones. Some also mentioned the need for emergency services and the need for cell service. Of the 33 people who wrote in, only one was recognized as a church member. The ordinance seeks to place towers alongside major roads, to protect land values, minimize adverse visual impacts and protect public safety related to the structure. At the recent community meeting one of the adjoining owners requested additional landscaping, so they added two layers of trees - holly and Leyland cypress – to add density to the landscaping.

Ms. Irvin displayed coverage maps highlighting the gaps in coverage that would be filled if the tower were approved. There are no existing cell towers within 2,500 feet of this location. The proposed tower would support four antennas/4 carriers to co-locate. The estimated cost of construction for this type of stealth structure is \$200,000. The balloon test showed limited visibility above the tree line. The ordinance already contemplates that bell towers are allowed by right in R/I zoning district without antennas in it. That points out the innocuous part of

this facility – they're hiding it in a structure that is allowed by right. She noted that the technical requirements of the ordinance are met and the need to meet the growing demand for communications infrastructure would be improved with the addition of this stealth tower.

Michael Berkowitz, appraiser with MPB Real Estate spoke to the issue of adjacent land valuation. This was a concern mentioned at the community meeting. Mr. Berkowitz was asked to review the potential impact to surrounding property values based on the proposed structure. He reviewed his findings, concluding with his professional opinion that the structure would not negatively impact the value of surrounding properties.

Bob Roth, church council member at Cross and Crown explained that he has been a member of the church for many years and he was the attorney who represented the church in its last rezoning. That 2002 rezoning sought R/I(CD) designation to address larger capacity and preapproval for building expansion. During the rezoning process they agreed to many conditions, including the elimination of almost all the R/I uses, as well as conditions regarding increased setbacks and limited tree removal as concessions to adjoining property owners. Communication antennas and towers were one of the uses deleted, but times have changed in the past 14 years and the need for such services has increased dramatically. The church has been approached several times by parties interested in installing cell towers on the site but until now the church has refused due to the aesthetically unappealing nature of those towers. This latest stealth proposal is much different and much more attractive.

Mr. Ham asked if the weak coverage shown in Ms. Irvin's presentation represented all the major carriers or just T-Mobile. Carolyn Gould of Vertical Bridge explained those were T-Mobile-specific maps. They have had communications from other carrier very interested in the tower but she can't provide coverage maps for other carriers.

Mr. Lamson asked if T-Mobile had looked for co-location opportunities instead of building a tower. Mr. Hill of T-Mobile explained that they did – in fact, their preference is for co-locations because they're quicker and much less expensive, but in this case it wouldn't work out. The closest cell tower is at the MARA site and it won't serve their purposes. Mr. Lamson asked if they truly needed the tower to be 120 feet tall and Mr. Hill explained that shortening the tower would negate the opportunity for other carriers to co-locate on it. They would love it if it could be even taller than 120 feet.

Mr. Query asked about tower maintenance and liability and Mr. Hill explained that Vertical Bridge would own the tower, meet building standards and be responsible for maintaining the structure. Each carrier would then be responsible for its own antenna array and for keeping the area maintained. Ms. Gould noted that Vertical Bridge would be liable for the structure as a whole.

Mr. Ross asked if the structure would be a working bell tower and Ms. Irvin said no, explaining that they decided it would be better for adjoining property owners if it didn't ring. Mr. Ross stated that this proposed bell tower is a great example of a stealth tower – much better than what people normally see or think of when they hear that description. He appreciates the effort the applicants went into regarding the stealth aspect. Mr. Urban noted that the tower is outside a fall zone, there are no distance impacts and it would be located on private property. He asked if it would be illuminated and Ms. Irvin explained it was not so as to be less visible to adjoining owners. Mr. Urban said he wouldn't have a problem with illumination or working bells.

Mr. Melton agreed with Mr. Ross and Urban regarding the good example of a stealth tower. He asked if this community's cell service problem would be rectified if the MARA tower was increased and additional antenna were added. Mr. Hill discussed the different technical aspects of the carriers and explained that T-Mobile, Sprint and AT&T would not benefit from that, while Verizon's service might see some improvement. Mr. Higdon asked if one massively tall tower would work and Mr. Hill explained that it would not – sectors get full and calls are dropped.

Mayor Taylor questioned the height of the structure and Ms. Irvin confirmed it would be 120 feet tall, measured from the ground up. She also confirmed that the only carrier commitment at this time is from T-Mobile and that the antennas would be completely enclosed with wiring running through the structure's hollow legs. The only way someone would see the equipment is by looking up from the bottom of the structure. Mayor Taylor requested, and Ms. Irvin agreed, to add a conditional note with reasonable verbiage stating that the equipment would generally not be visible.

Mayor Taylor opened the floor to public comment.

Jerry Green of Courtney Lane stated his concerns about electromagnetic radiation and its effects on people, particularly children in the nursery on site. Town Attorney Charles Buckley noted that the Board is prohibited by federal law from considering environmental concerns of that nature when voting on this application.

Dan Jacobowitz lives in the Coachman Ridge neighborhood and stated his desire for this application to be approved. There are many neighbors with abysmal service from all carriers and they are hopeful this will be approved.

Anna Marie Mantey of the Sardis Plantation neighborhood stated she is not an expert on electromagnetic fields but she is a medical provider and is concerned about the effects on children. She discussed several national and international studies and expressed concerns about electromagnetic field (EMF) effects.

Russell Meers of the Sardis Pointe neighborhood discussed the trouble he has experienced over the years with cell service in the neighborhood and expressed his desire for this application to be approved.

Bill Agle of the Settlers Landing neighborhood stated that he respects those with concerns about EMF but stressed the need for better cellular service in the area, describing the actions his family has needed to take to get a signal.

Dana Hitchinson of Coachman Ridge described her reliance on a machine that transmits medical data to her physicians and stressed the need for better service. She said she didn't want to minimize the issue of EMF radiation but that it is only one of many concerns to be reviewed.

John Fulton of Coachman Ridge spoke of the concerns regarding radiation, describing international reports that say there is no issue. He encouraged the Board to approve this application.

Brian Duck of Settler's Landing spoke of his health issues that require access to emergency services. He said he understands the concerns about radiation but noted that he is at the mercy of technology and his and others' concerns important too.

Gordon Miller spoke in opposition to the application and presented information regarding the effects of the Church's actions on his home, the possible effects of a cell tower on nearby property values, the description of the proposed structure as a bell tower, the commercial influence on the residential area and the issue of a nearby communications tower at the water tank. Mr. Miller also discussed various impacts on surrounding properties, EMF radiation and alternatives to the proposed tower.

Cat Collins of Sardis Pointe spoke of the need for cellular service when landlines are not available. Twice recently landline service was down due to accidents and there was no urgency to get that service restored, leaving her with no cell, internet or landline connection for hours. She said landline infrastructure will eventually become obsolete and urged the Board to think about the future and make the tough decisions for the common good.

Lynn Gilbert of Settler's Landing noted that her family has never had cell phone problems in the twelve years they've lived there and has heard only one neighbor say they've had trouble. She noted that while 33 citizens

submitted public comments in response to the application, there are over one hundred properties in Settler's Landing alone. She noted that a neighbor has a family member with a health condition that would be negatively impacted by electromagnetic waves. She also questioned if trees would be removed from the site.

Jared Blackburn of Deveraux Drive, president of the Cross and Crown church council, said they've had overwhelming support for this. He's experienced cell service trouble for years and recently a new neighbor said that if he knew cell coverage was so bad he'd have thought twice about buying the house. He said he and his wife both work from the home and have to sometimes fight over access to the landline phone. He said he is interested in his child's health as anyone else but that doesn't stop him from using a baby monitor, microwave or other devices that produce EMFs.

Ms. Gould responded to Ms. Gilbert's question about tree removal, explaining that the site was designed so as not to remove any mature trees. There is some kudzu, brush and seedling growth that will come up but all of the major trees will stay and two additional rows of landscaping will be added for screening.

Mayor Taylor noted this application will be heard by the Planning Board on August 23 and come back to the Board of Commissioners on September 12.

Zoning Application 2016-648: Budd Law Group; to change the zoning from R-12 to O(CD) on that certain property belonging to the Pressleys located at 352 East Charles Street and further being designated as Tax Parcel 215-014-08

The applicant requested a delay. Staff recommended opening the hearing and continuing it to September 12.

Motion by Mr. Ross to continue the public hearing to September 12, 2016. The motion was seconded by Mr. Urban and unanimously approved.

Motion 2016-2: UDO Text Amendment; to amend the text of the UDO to revise the standards for street names

Zoning Administrator Mary Jo Gollnitz explained this motion would more closely align the Town's naming requirements with those of Mecklenburg County.

Mr. Higdon noted that there are thousands of business names in the county and it would be difficult to restrict the use of a word that also happens to be part of a business name for use in a street name. Ms. Gollnitz explained that requirement is due to the wish to avoid naming a street after a business and then having that business leave, having a new, competing business come in and having the new business request a street name change. Mr. Higdon then said the clause regarding "possibly offensive" names will be difficult to regulate. Ms. Gollnitz explained that mirrors Mecklenburg County's language and is similar to how license plates are regulated – it's designed to eliminate foul language. Mr. Higdon suggested changing that to plain language so the intent is obvious.

Mayor Taylor opened the floor to public comments. No one spoke in favor of or opposition to this application.

This application will be heard by the Planning Board on August 23 and come back to the Board of Commissioners on September 12.

## RECONVENE REGULAR MEETING

Motion by Mr. Higdon to reconvene the regular meeting. The motion was seconded by Mr. Ross and unanimously approved.

## PLANNING AND DEVELOPMENT BUSINESS

### REPORT FROM PLANNING BOARD

Planning Board Chair Steve Lee presented the report from July 26, 2016 (Exhibit #1 hereby referenced and made a part of these minutes).

### PLANNING AND ZONING RELATED ACTIONS

Zoning Application 2016-644: to change the zoning from Conditional District to B-1(CD) on that certain property belonging to Michael and Julia Todd and designated as 9601 East Independence Boulevard and more particularly described as Tax Parcel 193-303-12.

Motion by Mr. Higdon to approve application 2016-644 as it is reasonable and consistent with the Land Use Plan and it is consistent with the zoning of adjoining properties. The motion was seconded by Mr. Ross.

Mr. Urban asked if some of the proposed uses could be stricken. Mr. Camp noted that the applicant was not present, but that the list of proposed uses was the same as the rest of the Windsor Square shopping plaza. Mr. Urban said some of those uses are not suitable for the applicants' prime location at that intersection.

Mr. Ross made a substitute motion to defer this to September 12, 2016 to allow time for a review of the proposed use list. The motion was seconded by Mr. Miller and unanimously approved.

Zoning Application 2016-649: to change the conditions on that certain R/I(CD) zoning district located at 121 Elizabeth Lane and being property belonging to the Charlotte-Mecklenburg Board of Education, more commonly known as Elizabeth Lane Elementary School, to allow the addition of mobile classrooms to the site and further being property designated as Tax Parcel 227-034-91.

Chief Operating Officer Carol Stamper addressed the Board. Mayor Taylor noted that the Planning Board recommended denial based on the information available at the time, but there have since been some meetings to address the issues and it seems like there is resolution on things that are acceptable to both the Town and CMS.

Mayor Taylor reviewed the items in question:

1. Charlotte-Mecklenburg Schools (CMS) agrees to a sunset clause expiring on August 1, 2017 regarding the enlarged envelope for the placement of mobile classrooms.
  - a. The 2016-2017 mobile classroom envelope allows for fifteen (15) mobile classrooms and two (2) mobile restrooms. Eight (8) mobile classrooms are located within the 1995 envelope and seven (7) are located within the 2016-2017 envelope.
  - b. At the expiration of the sunset clause on August 1, 2017, the zoning will allow only for the original building envelope for mobile classrooms from the original zoning of the school.

2. CMS agrees to explore options and provide plans for a permanent solution to capacity issues at Elizabeth Lane Elementary School, which may include, but are not limited to, the following:
  - a. Permanent brick and mortar expansion plans for the school;
  - b. Possible relief school in the area to reduce the demand on Elizabeth Lane Elementary School;
  - c. Having discussions with County and Town staff about possible use of land, including but not limited to the property at Highway 51 and Phillips Road known as Hulsey-Purser Park, as one possible location for a future school;
  - d. Revisiting the timing and needs of Elizabeth Lane Elementary School as it relates to the \$805 million identified by CMS as priority needs for CMS and updating the Board of Education and the Matthews Board of Commissioners on plans to include and/or exclude Elizabeth Lane Elementary School in the timeline of needed projects.
3. CMS agrees to provide to the Matthews Board of Commissioners and Planning staff with an update on the process and progress of items identified in #2 above, on or about January 2017.
4. CMS agrees to have conversations with County Parks and Recreation staff, Matthews staff and adjacent neighborhoods about opportunities for joint use of the vacant area of the campus.

Ms. Stamper agreed to all of the above-listed conditions on behalf of CMS.

Motion by Mr. Melton to approve the request to expand the building envelope to include the conditions listed and agreed upon by Ms. Stamper, as this request is reasonable and consistent with the Land Use Plan and will provide needed capacity to meet the educational needs of children of the Town of Matthews. The motion was seconded by Mr. Ross and unanimously approved.

Zoning Application 2016-645/Sportsplex: To change the zoning from R-20 to ENT District on that certain property commonly referred to as the Sportsplex and being designated as 2425 Sports Parkway, 1601 and 1585 Tank Town Road, and further identified as tax parcels 215-081- 15, 215-231-01 and -02

Motion by Mr. Ross to approve application 2016-645 as it is reasonable and consistent with the Matthews Land Use Plan and Unified Development Ordinance, and because it will provide a better quality of life and sports-related experiences for the citizens. The motion was seconded by Mr. Urban and unanimously approved.

Administrative Amendment: Eden Hall

Ms. Gollnitz noted that revisions were made since the last meeting. The wall on the left side of Fullwood Lane is now proposed in the same location as in the first Administrative Amendment from April 2015. This also places the sidewalk back in its original position and the wall six feet closer to the property lines. The sidewalk will have a less meandering aspect than the previous request.

Mr. Higdon urged staff to encourage larger species of trees for the landscaping, not just crepe myrtles and monkey grass. Ms. Gollnitz affirmed that larger species were required along with smaller ornamentals.

Mayor Taylor questioned which entity will be responsible for the maintenance of the landscaping outside the wall. Ms. Gollnitz noted that some of it is on public right of way so the Town and the developer have to come to an official agreement about that. The developer has already said they'd maintain it. Mr. Buckley said that condition should be included as part of the Administrative Amendment. Ms. Gollnitz noted the verbiage that should be included in the agreement:

The developer has stated that they will maintain the landscaping along Fullwood Lane. Since landscaping maintenance is normally completed by one provider, an agreement with the Town will need to be completed in order to clarify maintenance responsibility. The agreement should include but not limited to:

1. maintaining a seven and one half-foot (7.5 ft) clearance over the sidewalk;
2. proper watering, weeding, fertilizing, mulching and pruning;
3. removal and replacement of dead or diseased trees and shrubs;
4. mowing of grass on a regular basis;
5. keeping the area litter-free

Mayor Taylor asked if the applicant was agreeable to the above-listed conditions. Applicant representative Andrew McKoy agreed to those conditions.

Motion by Mr. Melton to approve the Administrative Amendment as outlined in Ms. Gollnitz's memo dated August 2, 2016, to include all the items listed in the memo and as listed above and agreed upon by Mr. McKoy, as it is reasonable and consistent with the Land Use Plan and its required beautification of the community, and because the wall relocation reduces the bifurcation of property owners' lots. The motion was seconded by Mr. Urban and unanimously approved.

## **REPORTS FROM BOARDS/COMMITTEES**

Minutes from the Economic Development Advisory Committee were submitted. There were no comments or questions.

## **PUBLIC COMMENT**

No comments

## **CONSENT AGENDA**

- A. Approve Minutes of the July 11, 2016 Board of Commissioners Meeting**
- B. Accept Zoning Application 2016-650; Matthews Festival Limited Partnership; 10410 East Independence Boulevard; Tax Parcel IDs 19329209,19329226 and 19329227; from Conditional to B-1SCD and B-H(CD) and Set a Public Hearing for October 10, 2016**
- C. Approve Mecklenburg County Tax Collector's Settlement for Fiscal Year 2016**
- D. Approve Resolution Adding Oscar Drive to Town Street System**
- E. Appoint Members to Veteran Affairs Committee**
- F. Accept Resignation of Parks, Recreation and Cultural Resources Advisory Committee Member**
- G. Approve Request by the Matthews Fire & EMS Department to Solicit Donations at the Intersection of John Street and Trade Street**

Motion by Mr. Melton to approve consent agenda items A through G. The motion was seconded by Mr. Higdon and unanimously approved.

Mayor Taylor thanked Raymond Gaskin and Freddie Baylor for their commitment to the Veteran Affairs Committee. He appreciates the work they've done and will do for the veterans of the town.

## **UNFINISHED BUSINESS**

## **RECEIVE UPDATE ON 2016 PLANNING CONFERENCE TO-DO LIST**

Town Manager Hazen Blodgett reviewed the to-do list. He explained that he would prefer waiting until the new Fire & EMS Chief hired and had the opportunity to review the fire vehicle items. Mr. Melton agreed but said he wanted to be sure the town was satisfied and comfortable with the condition of the fire vehicles. Mr. Blodgett went on to discuss the South Trade Street project, explaining that the Town spent \$1.2 million on the project before any dirt was turned. The bottom line is that the project cost \$6.7 million and there was only \$5.5 million in bond proceeds. He then discussed an issue between the Town and the Mecklenburg County Library, wherein there is a question about responsibility for certain improvements. Staff will be discussing this further with the County.

Mr. Higdon asked about liquidated damages for the South Trade Street project. Mr. Blodgett explained that it is normal to not know if there are liquidated damages on a project until it is complete and signed over. Things outside of the contractor's control - like weather delays or delays in Duke Power moving their poles - relieve them of damages.

Mr. Blodgett noted that staff has done a good job seeking and obtaining grants and his recommendation is that a grant writer position is unnecessary. Staff is requesting a due date extension on item 14 – major capital needs – to September. Staff has spoken with the downtown property owners referenced in item 16 and has decided to wait on any further action. The State of the Town report has been published online and diversity training for staff is scheduled for the fall of this year.

Regarding the cost estimates for a downtown streetscape plan, staff will be reviewing possible projects. Mr. Miller asked about the railroad lot and Mr. Blodgett said that now that a Town Engineer is in place she can work on that project. Public Works Director CJ O'Neill estimated that staff can do approximately 50% of the work on the railroad lot project.

Mr. Blodgett suggested discussing item 23 – identification of potential park properties – at a future meeting. Mayor Taylor suggested discussing it at the October 1 mini planning conference. Mr. Urban questioned item 32 – discussion of an economic development liaison – stating that the memo described discussion with some staff and the Chamber of Commerce but didn't include others like the Board of Commissioners, Economic Development Advisory Committee or the Quad. Mr. Blodgett explained that those staff members are the liaisons to many of those groups. Mr. Urban urged more communication with those groups as well as the Red Brick Partnership and some of the property owners that own many and/or large areas of the town. Discussion ensued regarding staff's proposal to engage a vendor to provide real estate listings for commercial and industrial spaces and land for sale or lease on the Town's website. Mr. Urban said that should be something offered by the Quad, not the Town. By consensus the discussion was deferred to another meeting – possibly the mini planning conference.

## **APPROVE PURCHASE OF OUTEN POTTERY PROPERTY FROM CHARLOTTE-MECKLENBURG HISTORIC LANDMARKS COMMISSION**

Motion by Mr. Higdon to approve the purchase of the Outen Pottery property from the Charlotte-Mecklenburg Historic Landmarks Commission, for the sum of \$300,542.00, on the installment plan as specified in the agenda documents, and authorize the Manager to sign the appropriate documents. The motion was seconded by Mr. Whitley and unanimously approved.

## **NEW BUSINESS**

## **CONSIDER APPROVAL OF PROPOSED GATEWAY SIGNS – BUZZ BIZZELL**

Buzz Bizzell of Bizzell Design, Inc. displayed the gateway signs options. Design includes lighting behind structured metal letters. There are two phases: phase one includes the five existing locations with two small signs and three large and phase two adds seven new signs – one small and six large.

There is the option to build them with high density urethane (HDU) or traditional brick. The benefits of HDU structures are that they're cheaper than traditional brick and moveable. Traditional brick structures last much longer and are built on site so the material is cheaper to transport. The cost for phase one would be \$108,000 for HDU or \$136,000 for real brick.

Phase one includes existing locations. Phase two includes more signs with locations that have not been improved and that need right of way encroachment agreements from the property owners. Mr. Bizzell believes the five existing locations in phase one are located outside of the right of way but no survey has been done yet to confirm that. Existing signs would be replaced on four of those locations.

Motion by Mr. Higdon to authorize staff to proceed with phase one using real brick and to readdress phase two within a year - perhaps at the 2017 planning conference.

Mr. Urban said the Board needs to closely review aspects of the design such as the type of brick used, the exact colors and lighting. Discussion ensued regarding brick masonry, suppliers and lighting options. Mr. Bizzell stated the lighting has an adjustable spread pattern with LED lights and the brick that was quoted is the type of brick used for the town hall. He contacted five local brick masons and didn't get a bid from any of them. He noted that engineering and permitting is included in the numbers he submitted.

Mr. Higdon amended his motion to authorize town staff to negotiate details on phase one using real brick at the five locations listed in phase one, with three large and two small signs, not to exceed the total listed in the agenda document. Site surveys, encroachment agreements, electrical service, site work and landscaping are not included in that total.

There was some discussion of the sizes and locations of signs. Mr. Bizzell suggests placing the Sam Newell Road sign halfway between the first wayfinding sign and the corner. They have not yet picked that exact location yet. He believes there used to be an entry sign there many years ago.

Mr. Blodgett advised that most of the old wooden picket-style downtown signs will be removed. One sign on South Trade Street near the greenway by Country Place will remain – it's marked at #7 on the map. He asked if the Board was concerned with one sign being different from the rest and the Board was comfortable with that. It can be reviewed in the future if necessary.

The motion to move forward with phase one was unanimously approved.

## **CONSIDER ORDINANCE ALLOWING BEER AND WINE CONSUMPTION ON PUBLIC PROPERTY**

Mayor Taylor noted there was good conversation when this was discussed at an earlier special meeting. This process would be managed by staff with the Town Manager ultimately responsible. The Board would be informed of the activity.

Motion by Mr. Miller to adopt the ordinance as presented. The motion was seconded by Mr. Melton.

Mr. Whitley said he thinks Matthews is becoming too focused on beer and wine and he is opposed to public consumption. He has seen what alcohol can do to families. The town has a lot of restaurants, wineries and beer pubs.

Mr. Urban said he understood Mr. Whitley's concerns but this type of activity helps promote events for citizens, businesses and families. Matthews is on a precipice of a rebirth in downtown and there are a lot of people who are seeking a well-rounded quality of life in downtown. This ordinance addresses consumption in a specific controlled area and comes at the request of citizenry. He has no problem calling for a repeal of the ordinance if it turns out that things don't go well. Mayor Taylor agreed, noting that requests would be reviewed individually. *Pawsitively Matthews* has implemented a beer garden and has been a success. This would be an enclosed and controlled environment, and the ordinance can be readdressed if things go awry. Mr. Higdon said he also sees Mr. Whitley's point but is comfortable that the staff will use discretion and plan appropriately.

The motion to approve the agenda was approved 6-1 with Mr. Whitley in opposition.

### **CONSIDER APPROVAL OF PAVEMENT PRESERVATION PLAN**

Motion by Mr. Miller to approve the pavement preservation plan. The motion was seconded by Mr. Melton.

Mr. O'Neill made the Board aware that one of the methods – the high density mineral bond – will result in the test neighborhood being inconvenienced for a full day. The Sardis Mills subdivision will have the streets blocked off between 8 am and 5 pm. Residents will park close by and be shuttled back and forth via golf carts. Mayor Taylor noted the value in testing new methods but directed staff to over-communicate and make personal contact whenever possible to explain the situation to the residents in preparation. The Town needs to do its best to make this process as least impactful to the residents as possible.

Discussion ensued regarding the different types of repairs and funding needs.

The motion to approve the pavement preservation plan as presented was approved 6-1 with Mr. Higdon in opposition.

### **MAYOR'S REPORT**

Mayor Taylor discussed the news regarding layoffs at the Family Dollar location in Matthews and an upcoming meeting at Butler High School regarding student assignment and transportation zones. He also noted the recent opening of the new Women's Center at Novant Health Matthews Medical Center. The hospital is growing and bringing ancillary professional services to Matthews, all while being a great community partner.

### **ATTORNEY'S REPORT**

None

### **TOWN MANAGER'S REPORT**

Mr. Blodgett reported that the search for a new Fire & EMS Chief is going very well.

**CLOSED SESSION TO DISCUSS TOWN MANAGER'S ANNUAL REVIEW**

This session was not held and will be rescheduled to August 22.

**ADJOURNMENT**

Motion by Mr. Miller to adjourn. The motion was seconded by Mr. Ross and unanimously approved. The meeting adjourned at 11:25 pm.

Respectfully submitted,

Lori Canapinno  
Town Clerk

DRAFT

## APPLICATION FOR BOARDS AND COMMITTEES

The Board of Commissioners of the Town of Matthews sincerely appreciates the interest of all citizens in the Town wishing to serve on advisory committees and urges the public to nominate qualified persons for these positions.

### ADVISORY BOARD/COMMITTEE/COMMISSION(S) ON WHICH APPLICANT WISHES TO SERVE:

- |  |  |
|--|--|
| <input type="radio"/> Appearance/Tree Committee                | <input type="radio"/> Parks, Recreation and Cultural Resource Advisory Committee |
| <input type="radio"/> Board of Adjustment                      | <input checked="" type="radio"/> Planning Board                                  |
| <input type="radio"/> Economic Development Advisory Committee  | <input type="radio"/> Special Needs Advisory Committee                           |
| <input type="radio"/> Environmental Advisory Committee         | <input type="radio"/> Transportation Advisory Committee                          |
| <input type="radio"/> Historic Preservation Advisory Committee | <input type="radio"/> Veteran Affairs Committee                                  |

### APPLICANT INFORMATION

NAME: Jana Reeve

HOME ADDRESS: 608 Bubbling Well Rd, Matthews

PRIMARY PHONE NUMBER: 704.839.9433  home  mobile  business

EMAIL ADDRESS: jana.reeve@carolina.rr.com

OCCUPATION: private music teacher

BUSINESS ADDRESS: 608 Bubbling Well Rd., Matthews

BUSINESS EMAIL: pianowithjana@carolina.rr.com BUSINESS PHONE: 704.839.9433

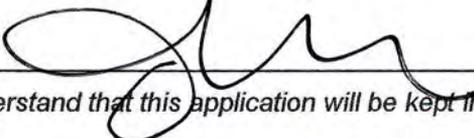
REASON(S) FOR WISHING TO SERVE ON THIS/THESE BOARD(S)? community involvement, 12-year resident of Matthews - please see personal statement.

NUMBER OF HOURS AVAILABLE PER MONTH FOR THIS SERVICE: 15-20 - flexible

EDUCATION: BA Journalism / minor Business Indiana University

BUSINESS AND CIVIC EXPERIENCE/SKILLS: HOA President, Secretary, Newsletter. Auburndale, FL Board of Adjustments, Planning Board

AREAS OF EXPERTISE/INTEREST/SPECIAL SKILLS: Objectivity, management, healthy knowledge of land development and real estate, people skills

SIGNATURE:  DATE: 1-16-16

I understand that this application will be kept in active status for two years from date of application.

Jana Reeve  
608 Bubbling Well Rd.  
Matthews, NC 28105

January 15, 2016

Hello! I wanted to add a bit more to my Planning Board application by including this personal statement regarding the position.

I have served on the Board of Adjustments and Planning Commission for the city of Auburndale, FL, and was fortunate to participate in valuable training sessions and tours. While on the BOA, I was asked by town representatives to join the planning commission for my objectivity in helping with zoning decisions.

Much of my working career was spent in the mortgage business, where I worked closely with new home builders, land planners, surveyors, and appraisers. I have served in other management positions as well and am skilled at organizing and motivating people for efficiency and effectiveness.

Since moving to Matthews in 2002, I have lived in Sardis Forest, Shanamara (28104), Brightmoor, Bexley at Matthews apartments, and now on Bubbling Well Road. I probably have a friend or associate in every other neighborhood! My children are both at Butler after attending Matthews Elementary and Crestdale. We love and are involved in the community and you've most likely seen us walking or riding out bikes to the farmer's market or Dilworth Coffee. I was involved for a short time with the old Matthews newspaper and the Chamber.

I currently serve as the Treasurer for my son's Boy Scout troop 140, which meets every Tuesday night at 7pm. Because of this, family and work commitments, I've not had the capacity to serve on an evening committee before. However, my son will soon be an Eagle scout and I will eventually step down from the Treasurer position. In the meantime, the troop leadership does not mind if I miss a meeting each month.

As I mentioned in my application, I once heard Lee Meyers describe Matthews as having a great mix of residential and commercial areas. He felt that our neighbor Pineville was heavy on commercial and that Mint Hill was a bit too residential. I've always remembered that objective and enjoyed watching Matthews keep its delicate balance. I'm not scared of progress, but I appreciate the privacy of a wooded street. I'm sad to see trees lost on Trade Street, but I'm thrilled at the widening project. My home is next to Plantation Estates and Hampton Green and I think Matthews has made great decisions on those projects. My family enjoys and sees the value of the greenway, the rec center, the athletic fields and our beautiful parks.

In summary, I feel that I'm an experienced, conscientious and objective citizen who would be a benefit to this committee and to our city. I hope that you'll consider my application.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jana', with a long horizontal flourish extending to the right.

Jana Reeve

ORDINANCE NO. \_\_\_\_\_

ESTABLISHING LEFT TURN RESTRICTIONS

AN ORDINANCE ESTABLISHING NO LEFT TURN RESTRICTIONS FROM FULLWOOD LANE INTO THE PROPERTY OF 800 FULLWOOD LANE IN THE TOWN OF MATTHEWS, NORTH CAROLINA.

BE IT ORDAINED, by the Town Board of Commissioners of the Town of Matthews, North Carolina:

SECTION 1. That left turns into the north-easterly most entrance into 800 Fullwood Lane from Fullwood Lane shall be prohibited between the hours of 4:00pm – 6:00pm, Mondays through Fridays.

SECTION 2. That turning restriction Ordinances heretofore adopted regulating or restricting turning movements at this specific location are hereby preempted by this Ordinance.

SECTION 3. That this Ordinance shall become effective upon the placement of the No Left Turn sign(s) at the above-designated location.

This the 22<sup>nd</sup> day of August 2016.

APPROVED AS TO FORM:

---

Charles R. Buckley, III  
Town Attorney

## **Consent Agenda Item: Consider Temporary Closure of Rice Road for an Event Hosted by Iglesia Deloalto Church**

**Date:** April 28, 2016

**From:** Chief Rob Hunter

### **Background / Issue:**

On Saturday, September 17, 2016, Iglesia Deloalto Church, located at 1905 Rice Road, is hosting its 7<sup>th</sup> Annual International Food Festival. The event is intended as an outreach to families in need within the greater Matthews community. While the event has been hosted at their church site in past years, with the agreement of the tenants in the past, the church utilized the parking lot for most of the events. This year, as the development they share has become more actively occupied, the church is seeking this approval so as to reduce the impact upon their neighbors.

The petitioner is requesting the closure and use of the cul-d-sac of Rice Road, commonly referred to as 'Rice Road Extension', for the event which is scheduled from 10:00am – 3:00pm. While one business, a daycare center, has a curb-cut from that cul-d-sac, that business has a secondary access point, so it would not be negatively impacted.

### **Proposal / Solution:**

I recommend approval of this request. The closure will better assure safety of all persons attending the event and shall not negatively impact vehicular traffic nor adjacent businesses. I propose closure of the street between the hours of 9:00am – 5:00pm to allow for proper set-up, breakdown & cleaning of the property. The petitioner shall be responsible for the devices utilized to close that portion of the street. The petitioner shall also be responsible for notifying the adjacent property owners of the planned event and street closure.

### **Financial Impact:**

No financial impact.

### **Related Town Goals:**

#### ***Small Town Feeling & Identity***

**Recommended Motion:** Approve the temporary closure of the 1930 block of Rice Road between the hours of 9:00am and 5:00pm on Saturday, September 17, 2016, for the Iglesia Deloalto Church International Food Festival event.

*The employees of the Matthews Police Department strive to promote a safe community by preventing crimes and reducing the fear of crime, while treating all individuals fairly and with respect.*

*Our members will demonstrate honesty, professionalism and integrity, while building the partnerships necessary to enhance the safety of our community.*



August 15 2016

**City of Matthews**

**Attn: Lori Canapinno – Town Clerk**

Our church is a nonprofit organization that has as one of its objectives to provide food to families in need not only in the church but in the community as well. Also to bring people to know about our church and what we provide throughout the year, we hold different activities not only for our church members but also for the surrounding communities.

On Saturday September 17, 2016 we are holding our 7th International Food festival from 9 a.m. until 3 p.m. at the surroundings of our church. During the event we will be offering different types of traditional food from over 12 different Latin American countries as well as music and activities for the children.

Last year since our facilities are located at East Ville Shopping Center on 1905 Rice Rd. Ext. Matthews we talked to our tenant and our business neighbors who were so kind to share parking spaces for the outlets displays of the different countries. At the time of the event some parking issues were created that were resolved at the event.

This year we are requesting the city of Matthews the use of Rice Rd. Ext that ends in a no end redonda for us to celebrate this festival. This will help businesses in the shopping center on there packing spaces. I have included a printed Google map satellite view marking the area for your reference.

Once again we are writing this letter requesting your help to insure we can provide for the many that will visit this Food Festival. We understand that we making this request on short notice but your understanding and your support will be highly appreciated.

Please feel free to contact us at our office number (704)-778-2953 we will be happy to speak with you and give you more information.

Sincerely,

Pastor Angel Anibal Mercado

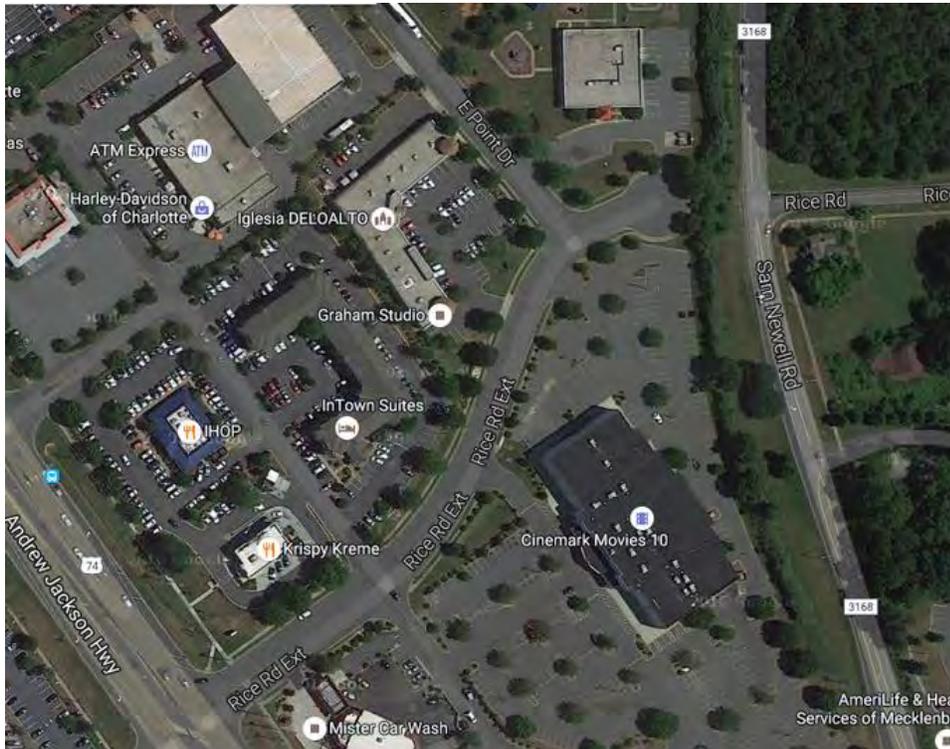
**The employees of the Matthews Police Department strive to promote a safe community by preventing crimes and reducing the fear of crime, while treating all individuals fairly and with respect.**

**Our members will demonstrate honesty, professionalism and integrity, while building the partnerships necessary to enhance the safety of our community.**

Attached fotos:  
Close View



Wide View



The employees of the Matthews Police Department strive to promote a safe community by preventing crimes and reducing the fear of crime, while treating all individuals fairly and with respect.

Our members will demonstrate honesty, professionalism and integrity, while building the partnerships necessary to enhance the safety of our community.

## MEMORANDUM

To: Mayor and Board of Commissioners  
From: Shelley Kerns, Finance Department  
CC: Hazen Blodgett, Town Manager  
Date: August 18, 2016  
Re: Tax Refunds

---

The Interlocal Agreement between Mecklenburg County and the Town of Matthews states they bill and collect the Ad Valorem taxes for Matthews. Upon collection, the County remits those to the Town. Matthews is responsible for issuing the refund if an adjustment occurs on the tax bill after the payment has been received. Refunds are issued for various reasons.

Mecklenburg County Tax Office has submitted the attached list of taxpayers for refunds. The list reflects the tax year, taxpayer, location, adjustment made and reason for adjustment, along with the refund amount. G.S. 105 requires that tax refunds or releases shall be approved by the governing body.

These reports reflect tax appeals, settlements, and adjustments made, as received from the Mecklenburg County Tax Office.

Total returns: \$1,809.80

Recommendation: The Mayor and Board of Commissioners approve the tax refunds.

Bill Number	Parcel #	Date of Adjustment	Refund Recipient Name	Address Line 1	City	State	Zip Code	Total Refund (\$)	Interest if pd by 9/26/2016	
0002003797-2012-2012-0000-00	21520703	6/17/2016	OSMANN, DONALD R	13812 PORTPATRICK LN	MATTHEWS	NC	28105	\$ 25.10	\$ 4.67	\$ 29.77
0002046543-2011-2011-0000-00	22701395	6/20/2016	ASCHERMAN, ERNEST W III	428 PARK SQUARE PL	MATTHEWS	NC	28105	\$ 0.61	\$ 0.14	\$ 0.75
0002046942-2012-2012-0000-00	22702753	6/20/2016	MEINECKE, KEITH O	300 BUBBLING WELL RD	MATTHEWS	NC	28210	\$ 190.57	\$ 35.43	\$ 226.00
0002046942-2013-2013-0000-00	22702753	6/20/2016	MEINECKE, KEITH O	300 BUBBLING WELL RD	MATTHEWS	NC	28210	\$ 200.02	\$ 27.21	\$ 227.23
0002047809-2011-2011-0000-00	22706265	6/20/2016	PATEL, SWETA	217 COACH RIDGE TL	MATTHEWS	NC	28105	\$ 154.88	\$ 36.80	\$ 191.48
0002047809-2012-2012-0000-00	22706265	6/20/2016	PATEL, SWETA	217 COACH RIDGE TL	MATTHEWS	NC	28105	\$ 154.88	\$ 28.79	\$ 183.67
0002047809-2013-2013-0000-00	22706265	6/20/2016	PATEL, SWETA	217 COACH RIDGE TL	MATTHEWS	NC	28105	\$ 162.56	\$ 22.11	\$ 184.67
0002047809-2014-2014-0000-00	22706265	6/20/2016	PATEL, SWETA	217 COACH RIDGE TL	MATTHEWS	NC	28105	\$ 162.56	\$ 14.01	\$ 176.57
0002053261-2011-2011-0000-00	22737225	6/20/2016	FULLER, JAMES PAYNE	2009 DRAYMORE LN	MATTHEWS	NC	28105-5844	\$ 32.36	\$ 7.65	\$ 40.01
0002053261-2012-2012-0000-00	22737225	6/20/2016	FULLER, JAMES PAYNE	2009 DRAYMORE LN	MATTHEWS	NC	28105-5844	\$ 32.36	\$ 6.02	\$ 38.38
0002055041-2011-2011-0000-00	22750163	6/20/2016	DEAD GOOSE LLC .	1220 HOME PL	MATTHEWS	NC	28105	\$ 119.19	\$ 28.16	\$ 147.35
0002055041-2012-2012-0000-00	22750163	6/20/2016	DEAD GOOSE LLC .	1220 HOME PL	MATTHEWS	NC	28105	\$ 115.56	\$ 21.48	\$ 137.04
0002055041-2013-2013-0000-00	22750163	6/20/2016	DEAD GOOSE LLC .	1220 HOME PL	MATTHEWS	NC	28105	\$ 121.29	\$ 16.50	\$ 137.79
0002056022-2013-2013-0000-00	22756224	6/20/2016	FURR, EVELYN H	PO BOX 2522	CORNEILUS	NC	28031	\$ 78.42	\$ 10.67	\$ 89.09
								\$ 1,550.36	\$ 259.44	\$ 1,809.80

ORDINANCE NO. \_\_\_\_\_

BUDGET ORDINANCE AMENDMENT

ORDINANCE AMENDING THE BUDGET FOR THE TOWN OF MATTHEWS, NORTH CAROLINA FOR FISCAL YEAR 2016-2017

BE IT ORDAINED by the Board of Commissioners of the Town of Matthews, North Carolina that the following amendments are made to the Budget Ordinance for the fiscal year ending June 30, 2017.

SECTION 1: To amend the General Fund, the Revenues are to be changed as follows:

		<u>INCREASE</u>	<u>DECREASE</u>
10000001-4820	POLICE DONATIONS	\$ 2,000.00	
10000001-4820	POLICE DONATIONS	\$ 2,000.00	
10000001-4820	POLICE DONATIONS	\$ 60.00	

SECTION 2: To amend the General Fund, the Expenditures are to be changed as follows:

		<u>INCREASE</u>	<u>DECREASE</u>
10431400-5233	COMMUNITY POLICING	\$4,060.00	

SECTION 3: The purpose of this amendment is to recognize donations for special project Matthews Gives Back.

SECTION 4: Copies of the budget amendment shall be delivered to the Budget Officer and the Finance Officer for their direction.

Adopted this the 22nd day of August 2016

---

James P. Taylor, Mayor

---

Lori Canapinno, Town Clerk

ORDINANCE NO. \_\_\_\_\_

BUDGET ORDINANCE AMENDMENT

ORDINANCE AMENDING THE BUDGET FOR THE TOWN OF MATTHEWS, NORTH CAROLINA FOR FISCAL YEAR 2016-2017

BE IT ORDAINED by the Board of Commissioners of the Town of Matthews, North Carolina that the following amendments are made to the Budget Ordinance for the fiscal year ending June 30, 2017.

SECTION 1: To amend the General Fund, the Revenues are to be changed as follows:

		<u>INCREASE</u>	<u>DECREASE</u>
10000001-441802	HIDTA Shared Proceeds	\$ 4,679.71	
10000001-441802	HIDTA Shared Proceeds	\$ 441.73	

SECTION 2: To amend the General Fund, the Expenditures are to be changed as follows:

		<u>INCREASE</u>	<u>DECREASE</u>
10431200-5271	Federal Seized Funds	\$5,121.44	

SECTION 3: The purpose of this amendment is to recognize shared proceeds received through DEA Task Force

SECTION 4: Copies of the budget amendment shall be delivered to the Budget Officer and the Finance Officer for their direction.

Adopted this the 22<sup>nd</sup> day of August 2016.

---

James P. Taylor, Mayor

---

Lori Canapinno, Town Clerk

ORDINANCE NO. \_\_\_\_\_

BUDGET ORDINANCE AMENDMENT

ORDINANCE AMENDING THE BUDGET FOR THE TOWN OF MATTHEWS, NORTH CAROLINA FOR FISCAL YEAR 2016-2017

BE IT ORDAINED by the Board of Commissioners of the Town of Matthews, North Carolina that the following amendments are made to the Budget Ordinance for the fiscal year ending June 30, 2017.

SECTION 1: To amend the General Fund, the Revenues are to be changed as follows:

		<u>INCREASE</u>	<u>DECREASE</u>
10434400-4916	OPS & SAFETY FEMA GRANT	\$5,938.00	

SECTION 2: To amend the General Fund, the Expenditures are to be changed as follows:

		<u>INCREASE</u>	<u>DECREASE</u>
10434400-5809	OPS & SAFETY EQUIPMENT	\$5,938.00	

SECTION 3: The purpose of this amendment is to reallocate the FY16 remaining balance for the FEMA OPS & Safety Grant.

SECTION 4: Copies of the budget amendment shall be delivered to the Budget Officer and the Finance Officer for their direction.

Adopted this the 22nd day of August 2016.

---

James P. Taylor, Mayor

---

Lori Canapinno, Town Clerk

ORDINANCE NO. \_\_\_\_\_

BUDGET ORDINANCE AMENDMENT

ORDINANCE AMENDING THE BUDGET FOR THE TOWN OF MATTHEWS, NORTH CAROLINA FOR FISCAL YEAR 2016-2017

BE IT ORDAINED by the Board of Commissioners of the Town of Matthews, North Carolina that the following amendments are made to the Budget Ordinance for the fiscal year ending June 30, 2017.

SECTION 1: To amend the General Fund, the Revenues are to be changed as follows:

		<u>INCREASE</u>	<u>DECREASE</u>
10000001-4912	Misc. Grant Revenue	\$13,963.26	

SECTION 2: To amend the General Fund, the Expenditures are to be changed as follows:

		<u>INCREASE</u>	<u>DECREASE</u>
10434000-5507	Training	\$13,963.26	

SECTION 3: The purpose of this amendment is to recognize grant revenue received from Firehouse Subs for Bullex training package.

SECTION 4: Copies of the budget amendment shall be delivered to the Budget Officer and the Finance Officer for their direction.

Adopted this the 22<sup>nd</sup> day of August 2016.

---

James P. Taylor, Mayor

---

Lori Canapinno, Town Clerk

ORDINANCE NO. \_\_\_\_\_

BUDGET ORDINANCE AMENDMENT

ORDINANCE AMENDING THE BUDGET FOR THE TOWN OF MATTHEWS, NORTH CAROLINA FOR FISCAL YEAR 2016-2017

BE IT ORDAINED by the Board of Commissioners of the Town of Matthews, North Carolina that the following amendments are made to the Budget Ordinance for the fiscal year ending June 30, 2017.

SECTION 1: To create and establish a Special Revenue Fund, the Revenues are to be created as follows:

		<u>INCREASE</u>	<u>DECREASE</u>
21472000-4720	Erickson Local Contribution	\$3,000,000.00	

SECTION 2: To create and establish a Special Revenue Fund, the Expenditures are to be created as follows:

		<u>INCREASE</u>	<u>DECREASE</u>
21472000-5721	Committed NCDOT(McKee)	\$2,000,000.00	
21472000-5722	Committed to Public Safety	\$0.00	
21472000-5723	Committed to Transportation	\$1,000,000.00	
21472000-5724	Committed to Recreation	\$0.00	

SECTION 3: The purpose of this amendment is to allocate local contribution from Erickson Living Properties II, LLC for Windsor Run.

SECTION 4: Copies of the budget amendment shall be delivered to the Budget Officer and the Finance Officer for their direction.

Adopted this the 22nd day of August 2016.

---

James P. Taylor, Mayor

---

Lori Canapinno, Town Clerk

**2016 PLANNING CONFERENCE TO-DO LIST**

#	ITEM	ASSIGNED	DUE DATE	NOTES
8	Inventory Fire/EMS vehicles	Fire Chief	4/30/2016	My intention is to combine #8 and #9 into one memo. I have some preliminary information. I recommend having the new permanent chief review this information and make a report on Oct. 31th.
9	Provide maintenance costs for fire vehicles that we want replaced to TB	Fire Chief	4/30/2016	See notes above
10	Supply detailed South Trade Street budget to TB. Detail what funds were reimbursed back to town after bonds were sold.	CT	4/30/2016	Attached is memo from Chris Tucker outlining the expenditures associated with South Trade Street project beginning in 2004 until the present.
11	Clarify library's responsibilities for building maintenance or look into rent payments after lease expiration	HB	4/30/2016	Charlie Buckley talked to the library attorney. We are interpreting the library agreement differently from the library. The library argues the roof, parking lot etc. are capital improvements and the agreement is silent. They agree they are responsible for annual maintenance. I have talked to the Library Direct Lee Kessler and we (library, county and us) will sit down and discuss an agreement in September. Lee said to me they want to be good partners.
12	Investigate contracting a grant writer position	BH	4/30/2016	Attached is a memo from Becky Hawke. Departments heads need to be commended for their success in obtaining grants. Grant opportunities are not being ingored due to a lack of staffing. At this time a grant writer is not warrented.
13	5:30 meeting with Buzz to discuss gateway signage; brainstorm new concepts; staff/Buzz will re-evaluate locations (show street view of each)	JT	4/30/2016	Town Board met with Buzz Bizzell on July 11th. Town Board to sign off on general locations. Buzz to focus on design. Staff is investigating cost of power and securing locations for sign.
14	Provide list of major capital equipment needs to TB	CT	4/30/2016	Compiling this list is more comprehensive than expected. Staff is requesting an extension to Sept 30.
16	Try to secure first right of refusal for downtown property, pursue purchase of adjacent property	HB	4/30/2016	The property owners told the manager they want \$1.5 million for the property.
17	Start posting completed to do list/year end accomplishments on website. "State of the Town" report.	JT	5/30/2016	The 2015 Planning Conference todo list is posted on the website.
18	Pursue diversity and sensitivity training for all town staff.	BH	5/30/2016	The Town will be conducting diversity and inclusion training for all employees in the fall of 2016.
19	Obtain cost estimates of selected pilot projects in Downtown Streetscape Plan (some may have good/better/best options) and include a couple pilot projects in the CIP.	KI	6/30/2016	In the FY 17 budget is \$72,000 for multiuse trail along railroad parking lot and stairs up to Bank Street.
20	Proposed replacement schedule for fire vehicles	Fire Chief	6/30/2016	Attached is five year CIP/replacement schedule for the Fire and EMS department.
21	Consider paying for CAFS and pumper - order in FY 17 and pay in FY 18	Fire Chief	6/30/2016	I recommend revisting this issue with the new permanent chief. Move to a Oct. 31 due date.
22	Bring proposal back to board focusing on preservation and preventative maintenance of roads	CJO	6/30/2016	Approved by Board at August 8 meeting
23	Continue to ID potential park properties through town	CK	6/30/2016	Attached is a memo from Corey King discussing potential additional sites for park property. I would recommend we set a time on a future agenda to discuss this matter in depth.
24	CJ to investigate McKee A point ranking – would ranking improve if Matthews offered funds?	CJO	6/30/2016	The Town has committed \$2.0 million toward the construction of McKee Road in order to improve our ranking. At this point we do not know if it received funding.
25	Ensure employee recruiting and screening practices are inclusive in nature	BH	6/30/2016	Attached is a thorough memo from Becky Hawke regarding the Town's recruiting and promotional process. I am confident that supervisors will continue to hire and promote the most qualified person for the position while also continuing to look for new opportunities to diversify Town staff. We have also attached a diversity statistics spreadsheet showing the demographic makeup of Matthews citizens and the Town by department.
26	Review consultant costs over last three years	BH	6/30/2016	
27	Downtown Streetscape Plan: review shall vs. should issue. Communicate with Transportation Advisory Committee. Add sections delineating required vs. suggested components	KI	6/30/2016	The downtown streetscaping plan has been approved by the town board.
28	Charlie to investigate possible penalties for infractions of tree protection ordinance	CB	6/30/2016	Charlie Buckley emailed a memo to the town board about possible penalties for violating the Town Tree Protection Ordinance. Attached is a copy.
29	Evaluate options for consultant/staff to organize community meeting to update vision statements. After community input staff will re-evaluate goals and strategies.	BH	6/30/2016	Staff is requesting this date be moved to September 30th

**2016 PLANNING CONFERENCE TO-DO LIST**

#	ITEM	ASSIGNED	DUE DATE	NOTES
30	Update a/v for Hood Room prior to 6/30 (3 companies)	LC	6/30/2016	A/V improvements to begin in the Hood Room on August 24th.
31	Sportsplex informational kiosk: approach County to create opportunity, then hand off	CK	6/30/2016	Attached is a memo from Corey King. The County has not committed to installing kiosks at the sportsplex. We will revisit this issue after the sportsplex is complete.
32	Investigate economic development liaison – Jay/Becky	BH	6/30/2016	Economic development process to be discussed at 5:30 meeting on September 26
33	Draft resolution promoting equity and inclusion	BH	6/30/2016	Equity and Inclusion policy statement will be part of the update personnel policy- Sept. 30.
34	Reevaluate the community meeting process for park planning.	CK	6/30/2016	Attached is a memo from Corey King recommending how to improve the public meeting process in the future.
35	Revise technology allowance from \$3,500 to \$3,600 per two year term - start July 1, 2016.	HB	6/30/2016	Completed as part of FY17 budget.
36	Update Personnel Policy	BH	9/30/2016	
37	What's the gap between our current funding model and what we actually need to properly maintain roads. Investigate town/regional asphalt production.	CJO	9/30/2016	
38	Hold Town Hall-style meeting for public – “Let’s Talk Traffic” – with DOT in attendance	HB	9/30/2016	
39	Evaluate redundancies/distribution of responsibilities between Red Brick Partnership/EDAC/Quad/and the Chamber of Commerce	HB	9/30/2016	
40	Look at parks & rec master plan; potentially have Park & Rec Advisory Committee work on updates	CK	9/30/2016	
41	Complete installation of mural at Town Hall wall	CK	9/30/2016	
42	Provide pending project tree save data, and background on other communities' tree canopy/tree preservation efforts to Appearance and Tree Board for them to discuss current code requirements and Town expectations on tree protection; A&T Committee to recommend new policy, goals, implementation tactics. Identify tree species and location.	KI/CJO	9/30/2016	
43	Start discussions with Lat Purser regarding parklet/active seating area in parking space in front of Dilworth Coffee – get design and preliminary costs	KI	9/30/2016	
44	Rob to work with CMS on traffic flow at Matthews Elementary	RH	9/30/2016	
45	Trend line out revenues projections – use actual revenues from 3-5 year trend line to prepare revenue estimates	CT	9/30/2016	
46	Work with private developers to develop pocket park opportunities, especially downtown	CK	9/30/2016	
47	Corey to provide list of underserved areas in need of park facilities	CK	9/30/2016	
48	Pursue regional grant and use opportunities for smokehouse trailer	DG	12/31/2016	
49	Explore joint facility for Fire/EMS training facility with all area departments	DG	12/31/2016	
50	Price Crestdale Road widening and evaluate feasibility	CJO	12/31/2016	
51	Communicate Independence Blvd./ US 74 project plans/ impacts to area businesses and residents	JT	12/31/2016	
52	Receive Outen Pottery Task Force recommendation about site usage; prepare cost estimates, timeline and budget for site work to create it a neighborhood park	CK	12/31/2016	Clarified and reworded
53	Revise plan for Pleasant Plains Road - change bike lane to multiuse path	CJO	2017	Review process for applications will begin again in 2017
54	Review concept of West John Street area historical district	KI	?	
55	Talbot Court – send letter to residents of neighborhood to inform them of progress. Come back to Board to discuss traffic warrant study some time (12 + months) after opening of street; consider impact of new ACTS traffic light	HB	Ongoing	Letter sent to neighborhood March 17
56	Look into used or lease equipment opportunities for Public Works	CJO	Ongoing	
57	When preparing agenda items, think of how the visual looks on the screen. 11x17 or landscape is difficult to see.	LC	Ongoing	
58	Explore options/possibilities for Town to create independent school system	HB	Ongoing	

**2016 PLANNING CONFERENCE TO-DO LIST**

#	ITEM	ASSIGNED	DUE DATE	NOTES
<b>COMPLETED ITEMS</b>				
1	Confirm revaluation schedule with Assessor's office	CT	Complete	Next county revaluation scheduled for 2019
2	Inquire if insurance will cover town hall roof repair	HB	Complete	Received \$11,000 check from insurance company
3	Corey to confirm exact measurement of Four Mile Creek greenway segment	CK	Complete	Exact greenway length is 2.25 miles
4	Collect and report on Fullwood Station specifics to Town Board: a) tree preservation calculations; b) location of preserved trees on the site; c) whether there is a SWIM buffer violation.	KI	Complete	Clarified and reworded; report sent to Board and discussed at March 14 meeting
5	Adopt legislative priorities at next TB meeting	HB	Complete	Adopted by Board at March 14 meeting
6	Recognize Martin Luther King Day beginning in 2017, revise floating days from 2 to 1. Official action at next board meeting.	BH	Complete	Approved by Board at March 28 meeting
7	Review new website at 5:30 meeting on March 14. Go live goal after TB has thoroughly reviewed entire site.	JT	Complete	Website went live on April 1

## Potential Sites for Future Parks

DATE: July 27, 2016

FROM: Corey King, Parks, Recreation & Cultural Resource Director

### **Background/Issue:**

The 2016 Planning Conference To-Do list included identifying potential sites for future parks. Staff along with input from the Parks, Recreation Advisory Committee, compiled the list of potential sites below. A brief description and comments are noted for each below. Each site is located in an area identified as underserved in terms of park acreage. The Parks, Recreation & Cultural Resource Advisory Committee along with staff, will continue research of potential sites around Matthews. This list reflects locations identified to date, and could be updated with more investigation.

Criteria, including availability, has not been established to prioritize these potential sites.

### **Site 1**

PID 21525424; Phillips Road between Stallings Rd – Lion Heart Lane

Acreage: 13.85

Land Use: Agricultural – Commercial Production

Description: wooded, road front, surrounded by residential, relatively flat/little elevation change through majority of the site

### **Site 2**

PIDs: 21302107, 21302108, 21302109, 21302133; Sardis Road, adjacent to existing Sardis Park site

Acreage: 15 (Combined)

Land Use: Single Family - Residential

Description: open site (not heavily wooded), existing pond, history of garden use

### **Site 3**

PIDs: 22729101, 22727140, 22727162, 22727163; near Weddington Rd/Trade Street intersection

Acreage: approximately 16.6 (combined)

Land Use: Rural-Homesite

Description: wooded in rear, road front, surrounded by residential, existing pond, site of planned future greenway extension; include rear portions of residential property in addition to larger property at Weddington/Trade Street intersection; estimates portion of larger site located in flood plain.

### **Site 4**

PIDs: 22737181, 22723978; near Four Mile Creek Greenway, John Street access

Acreage: 21.25 (combined)

Land Use: Rural-Homesite

Description: existing Town owned property, wooded, lacks road/vehicle access, adjacent to existing Four Mile Creek Greenway, potential site for additional bike/walk trails.

**Site 5**

PIDs: 22701236; Parklet design adjacent to Matthews Community Center

Acreage: .03

Land Use: Church

Description: adjacent to Matthews Community Center, near access to Community Center Connector Trail.

**Site 6**

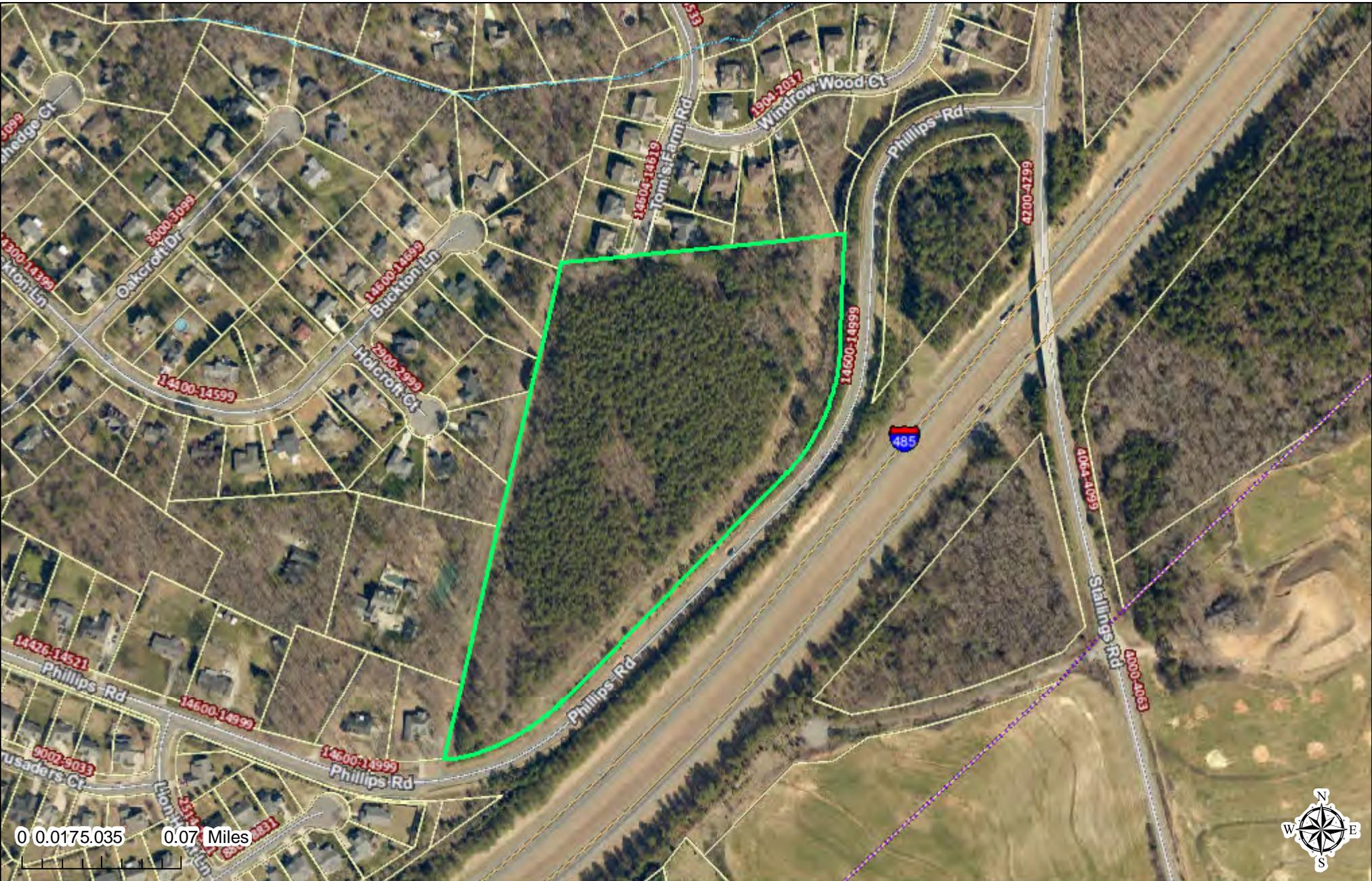
PIDs: 22760105; Intersection of McKey Rd – Pleasant Plains Rd

Acreage: 22.75

Land Use: Single Family Residential

Description: Relatively flat, non-wooded, existing pond, adjacent to multiple neighborhoods.

# Site 1 Phillips Road

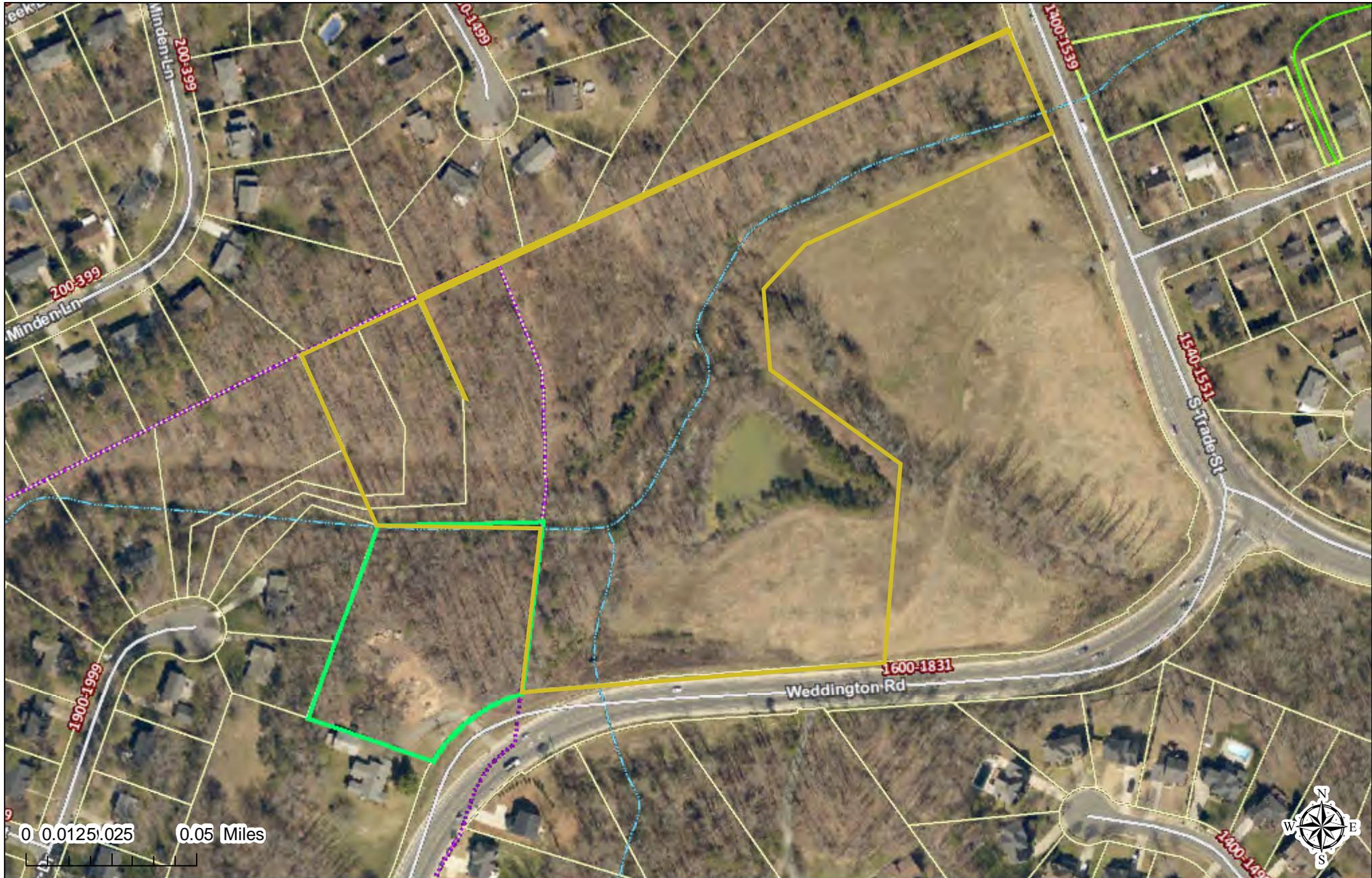


This map or report is prepared for the inventory of real property within Mecklenburg County and is compiled from recorded deeds, plats, tax maps, surveys, planimetric maps, and other public records and data. Users of this map or report are hereby notified that the aforementioned public primary information sources should be consulted for verification. Mecklenburg County and its mapping contractors assume no legal responsibility for the information contained herein.



# Site 3

## Weddington Rd / Trade Street



This map or report is prepared for the inventory of real property within Mecklenburg County and is compiled from recorded deeds, plats, tax maps, surveys, planimetric maps, and other public records and data. Users of this map or report are hereby notified that the aforementioned public primary information sources should be consulted for verification. Mecklenburg County and its mapping contractors assume no legal responsibility for the information contained herein.

# Site 4

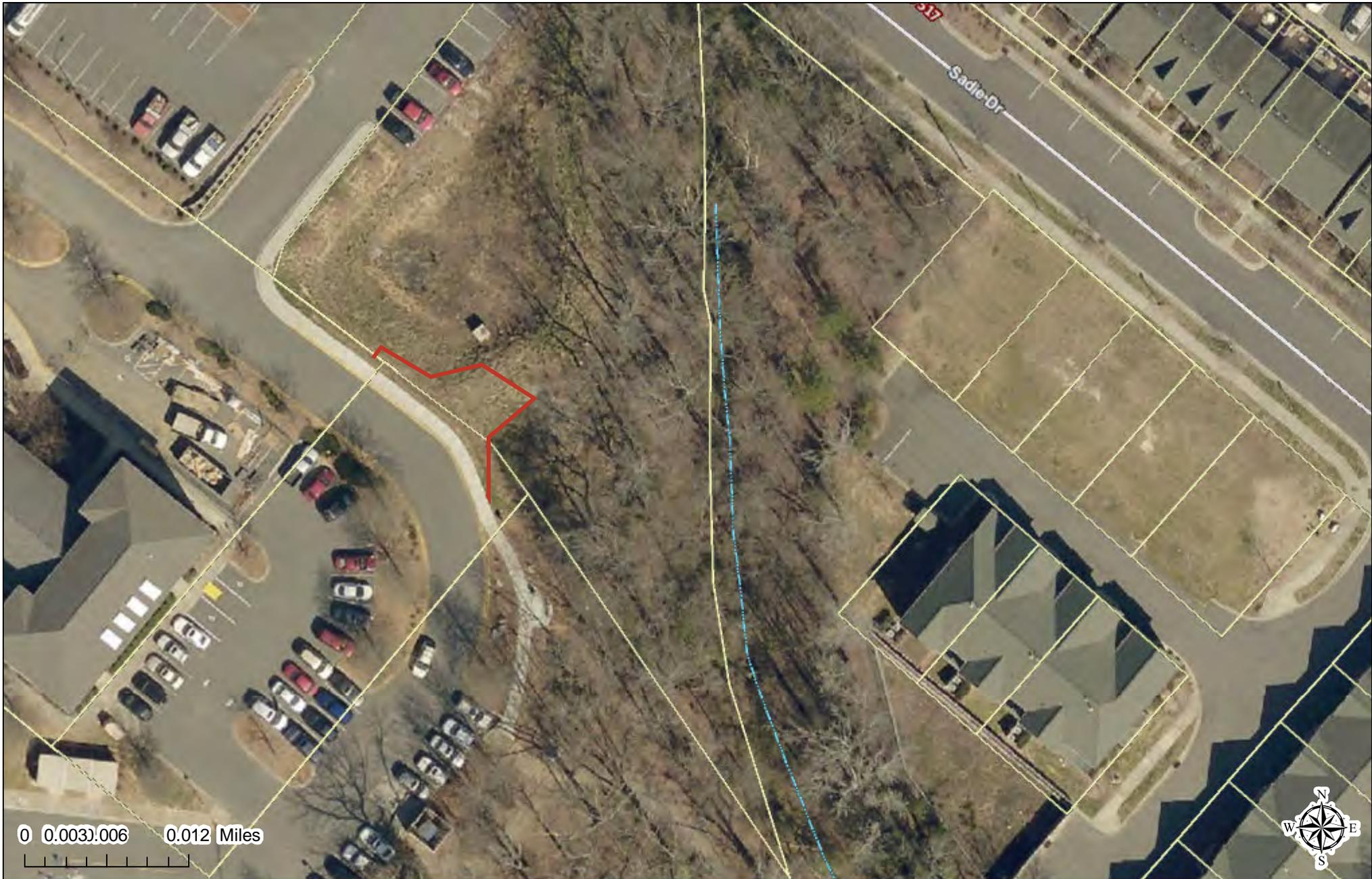
## Existing Town Property



This map or report is prepared for the inventory of real property within Mecklenburg County and is compiled from recorded deeds, plats, tax maps, surveys, planimetric maps, and other public records and data. Users of this map or report are hereby notified that the aforementioned public primary information sources should be consulted for verification. Mecklenburg County and its mapping contractors assume no legal responsibility for the information contained herein.

# Site 5

## Parklet at Matthews Community Center



This map or report is prepared for the inventory of real property within Mecklenburg County and is compiled from recorded deeds, plats, tax maps, surveys, planimetric maps, and other public records and data. Users of this map or report are hereby notified that the aforementioned public primary information sources should be consulted for verification. Mecklenburg County and its mapping contractors assume no legal responsibility for the information contained herein.

# Site 6

## McKey Rd - Pleasant Plains

Date Printed: 6/23/2016 3:11:27 PM



This map or report is prepared for the inventory of real property within Mecklenburg County and is compiled from recorded deeds, plats, tax maps, surveys, planimetric maps, and other public records and data. Users of this map or report are hereby notified that the aforementioned public primary information sources should be consulted for verification. Mecklenburg County and its mapping contractors assume no legal responsibility for the information contained herein.

August 18, 2016

To: Honorable Mayor and Board of Commissioners

From: Christopher Tucker, Finance Director

CC: Hazen Blodgett, Town Manager  
Becky Hawke, Assistant Town Manager  
Lori Canapinno, Town Clerk

RE: Monthly Financial Report

Please find attached for your review the Monthly Financial Summary for Fiscal Year Ending 2016 through June 2016.

Staff will be on hand at the Monday meeting to address any questions or concerns.

Items of Note:

- 1) There is only one chunk of revenue still outstanding and that is the final quarter of State Revenues which will arrive on Sept 15.
- 2) These numbers are unaudited, and I have added a small amount to expenditures to cover any adjustments, but we should be able to add significant fund balance to both the General Fund and the Tourism Fund.
- 3) We do have audit fieldwork scheduled for the last week of August and should likely have preliminary financial statements in time for the Oct mini planning conference.



FYE16 FINANCE REPORT - 2016 Aug 17

HISTORICAL DATA FOR  
LAST THREE FISCAL YEARS

GENERAL FUND	fye 2016 BUDGET (ORIGINAL)	fye 2016 BUDGET (AMENDED)	fye 2016 ACTUAL Period 12 / 12	% of BUDGET	fye 2016 PROJECTED	VARIANCE (\$) FROM BUDGET	VARIANCE (%) FROM BUDGET	THREE YEAR AVERAGE	fye 2015 % of BUDGET	fye2014 % of BUDGET	fye 2013 % of BUDGET
<b>REVENUES</b>											
Ad Valorem Taxes	\$ 12,058,000	\$ 12,058,000	\$ 11,721,139	97.21%	\$ 11,720,000	\$ (338,000)	-2.88%	100.44%	98.42%	103.22%	99.68%
Local Option Sales Taxes	\$ 2,781,078	\$ 2,781,078	\$ 2,858,263	102.78%	\$ 2,858,000	\$ 76,922	2.69%	102.77%	107.74%	106.59%	93.97%
Unrestricted Intergovernmental	\$ 2,132,615	\$ 2,282,615	\$ 1,906,543	83.52%	\$ 2,357,615	\$ 75,000	3.18%	103.90%	116.82%	99.74%	95.14%
Powell Bill	\$ 760,000	\$ 760,000	\$ 772,343	101.62%	\$ 772,343	\$ 12,343	1.60%	99.82%	99.93%	100.00%	99.54%
Other Restricted Intergovernmental	\$ 447,000	\$ 447,000	\$ 452,063	101.13%	\$ 467,000	\$ 20,000	4.28%	109.02%	90.47%	99.49%	137.11%
Restricted / Committed to Public Safety	\$ 584,523	\$ 735,838	\$ 712,629	96.85%	\$ 708,600	\$ (27,238)	-3.84%	96.70%	89.41%	96.50%	104.18%
Stormwater Fees / Penalties	\$ 600,000	\$ 600,000	\$ 601,158	100.19%	\$ 600,000	\$ -	0.00%	96.65%	95.65%	94.21%	100.09%
Recreation Revenues	\$ 330,000	\$ 330,000	\$ 501,388	151.94%	\$ 500,000	\$ 170,000	34.00%	138.00%	160.64%	131.54%	121.82%
Permits and Fees	\$ 57,000	\$ 57,000	\$ 57,513	100.90%	\$ 57,000	\$ -	0.00%	93.79%	91.72%	92.21%	97.43%
Investment Earnings	\$ -	\$ -	\$ 24,858		\$ 24,000	\$ 24,000	100.00%	76.10%	146.46%	29.27%	52.58%
Misc. Revenues	\$ 86,500	\$ 86,608	\$ 109,671	126.63%	\$ 107,440	\$ 20,832	19.39%	144.41%	240.58%	101.82%	90.82%
Transfers from Other Funds	\$ 685,000	\$ 685,000	\$ 574,359	83.85%	\$ 574,000	\$ (111,000)	-19.34%	80.06%	56.36%	83.81%	100.00%
Other Financing Sources	\$ 10,000	\$ 755,112	\$ 785,620	104.04%	\$ 785,282	\$ 30,170	3.84%	183.15%	206.05%	140.53%	202.88%
Fund Balance Appropriated	\$ 115,000	\$ 1,063,554	\$ -	0.00%	\$ -	\$ (1,063,554)	*	-50.05%	0.00%	0.00%	-150.15%
	\$ 20,646,716	\$ 22,641,805	\$ 21,077,547	93.09%	\$ 21,531,280	\$ (1,110,525)	-5.16%	95.80%	97.81%	99.70%	89.89%



	fye 2016 BUDGET (ORIGINAL)	fye 2016 BUDGET (AMENDED)	fye 2016 ACTUAL Period 12 / 12	% of BUDGET	fye 2016 PROJECTED	VARIANCE (\$) FROM BUDGET	VARIANCE (%) FROM BUDGET	THREE YEAR AVERAGE	fye 2015 % of BUDGET	fye2014 % of BUDGET	fye 2013 % of BUDGET
<b>TOURISM FUND</b>											
<b>REVENUES</b>											
Tourism Merchandise	\$ -	\$ -	\$ 944		\$ 944	\$ 944	100.00%	75.64%	60.69%	119.63%	46.61%
Occupancy Tax	\$ 446,160	\$ 532,560	\$ 564,840	106.06%	\$ 564,840	\$ 32,280	5.71%	113.63%	117.34%	104.61%	118.95%
Prepared Food & Beverage Tax	\$ 842,400	\$ 802,400	\$ 802,033	99.95%	\$ 802,000	\$ (400)	-0.05%	99.90%	102.01%	97.77%	99.91%
Rental Car Tax	\$ 136,240	\$ 96,240	\$ 96,035	99.79%	\$ 96,035	\$ (205)	-0.21%	116.14%	95.98%	130.57%	121.87%
Miscellaneous	\$ -	\$ -	\$ -		\$ -	\$ -		0.00%	0.00%		
Transfer from CIP	\$ -	\$ -	\$ -		\$ -	\$ -		100.00%	100.00%		
Fund Balance Appropriated	\$ -	\$ -	\$ -		\$ -	\$ -		-52.24%		0.00%	-104.48%
	\$ 1,424,800	\$ 1,431,200	\$ 1,463,852	102.28%	\$ 1,463,819	\$ 32,619	2.23%	71.47%	105.05%	100.71%	8.65%
<b>EXPENDITURES</b>											
Marketing	\$ 5,000	\$ 2,000	\$ 6,270	313.48%	\$ 6,270	\$ (4,270)	68.10%	52.36%	23.83%	80.90%	
Decorations/Banners/Flags	\$ 5,000	\$ 5,000	\$ 3,766	75.32%	\$ 3,766	\$ 1,234	-32.77%	38.78%	4.22%	73.33%	
Merchandise	\$ 1,000	\$ 1,000	\$ 125	12.50%	\$ 125	\$ 875	-700.00%	30.38%	6.49%	62.89%	21.76%
Landscaping	\$ 5,000	\$ -	\$ -		\$ -	\$ -		0.00%	0.00%	0.00%	
Tourism Projects	\$ 45,000	\$ 55,000	\$ 59,631	108.42%	\$ 59,631	\$ (4,631)	7.77%	44.26%	49.26%	2.22%	81.32%
SportsPlex	\$ 249,200	\$ 249,200	\$ 249,000	99.92%	\$ 249,200	\$ -	0.00%	75.00%	76.87%	48.12%	100.00%
Tourism Grants	\$ 60,000	\$ 63,000	\$ 54,500	86.51%	\$ 54,500	\$ 8,500	-15.60%	108.33%	108.33%		
Fullwood Theater	\$ 3,000	\$ 3,000	\$ 2,930	97.68%	\$ 2,930	\$ 70	-2.39%				
Outen Pottery	\$ 55,000	\$ -	\$ -		\$ -	\$ -					
Matthews Alive	\$ 60,000	\$ 60,000	\$ 60,000	100.00%	\$ 60,000	\$ -	0.00%	164.87%	100.00%	100.00%	294.62%
Historical Society	\$ 40,000	\$ 40,000	\$ 38,764	96.91%	\$ 40,000	\$ -	0.00%	91.40%	96.91%	99.38%	77.92%
Arts & Science Council	\$ 18,000	\$ 18,000	\$ 18,000	100.00%	\$ 18,000	\$ -	0.00%	100.00%	100.00%	100.00%	100.00%
Other Town Events	\$ 18,600	\$ -	\$ 3,500		\$ 3,500	\$ (3,500)					
Transfer to General Fund	\$ 685,000	\$ 685,000	\$ 574,359	83.85%	\$ 574,359	\$ 110,641	-19.26%	92.59%	94.39%	83.38%	100.00%
Transfer to CIP	\$ 175,000	\$ 250,000	\$ 250,000	100.00%	\$ 250,000	\$ -	0.00%	125.33%	100.00%	176.00%	100.00%
<b>ENCUMBRANCES</b>											
	\$ -	\$ -	\$ -		\$ -	\$ -					
	\$ 1,424,800	\$ 1,431,200	\$ 1,320,845	92.29%	\$ 1,322,281	\$ 108,919	-8.24%	90.36%	83.27%	88.99%	98.82%
	\$ -	\$ -	\$ 143,007		\$ 141,538						

## Independence Pointe Parkway Alignments

DATE: August 17, 2016  
TO: Mayor and Board of Commissioners  
FROM: Susan Habina Woolard, PE- Town Engineer

### Background/Issue:

Independence Pointe Parkway serves as a minor thoroughfare parallel to US 74 which will become increasingly important for transportation mobility needs resulting from the US 74 widening project by NCDOT. The extensions of Independence Pointe Parkway from Sardis Road North southeastward across I-485 are included in the Town's Comprehensive Transportation Plan (CTP).

The US 74 widening project currently has the extensions of Independence Point Parkway in the planning document. The Town of Matthews requested that CRTPO staff develop an alignment for the extension to the south of Matthews-Mint Hill Road. The attachment shows the alignment as it crosses Matthews-Mint Hill Road.

The typical section for this extension is two through lanes and a bike lane in both directions, curb and gutter, 8 foot planting strips and 5 foot sidewalks. Horizontal curves are designed to accommodate the possible future light rail. It is anticipated that a left turn lane in each direction will be needed at the intersection of Independence Pointe Parkway and Matthews-Mint Hill Road.

A development is proposed on the northeast corner of Independence Pointe Parkway and Matthews-Mint Hill Road. The proposed alignment utilizes a significant portion of this property. The property owner is currently interested in the Town-owned lot adjacent to this one, on a former water tower site.

### Fiscal Impact:

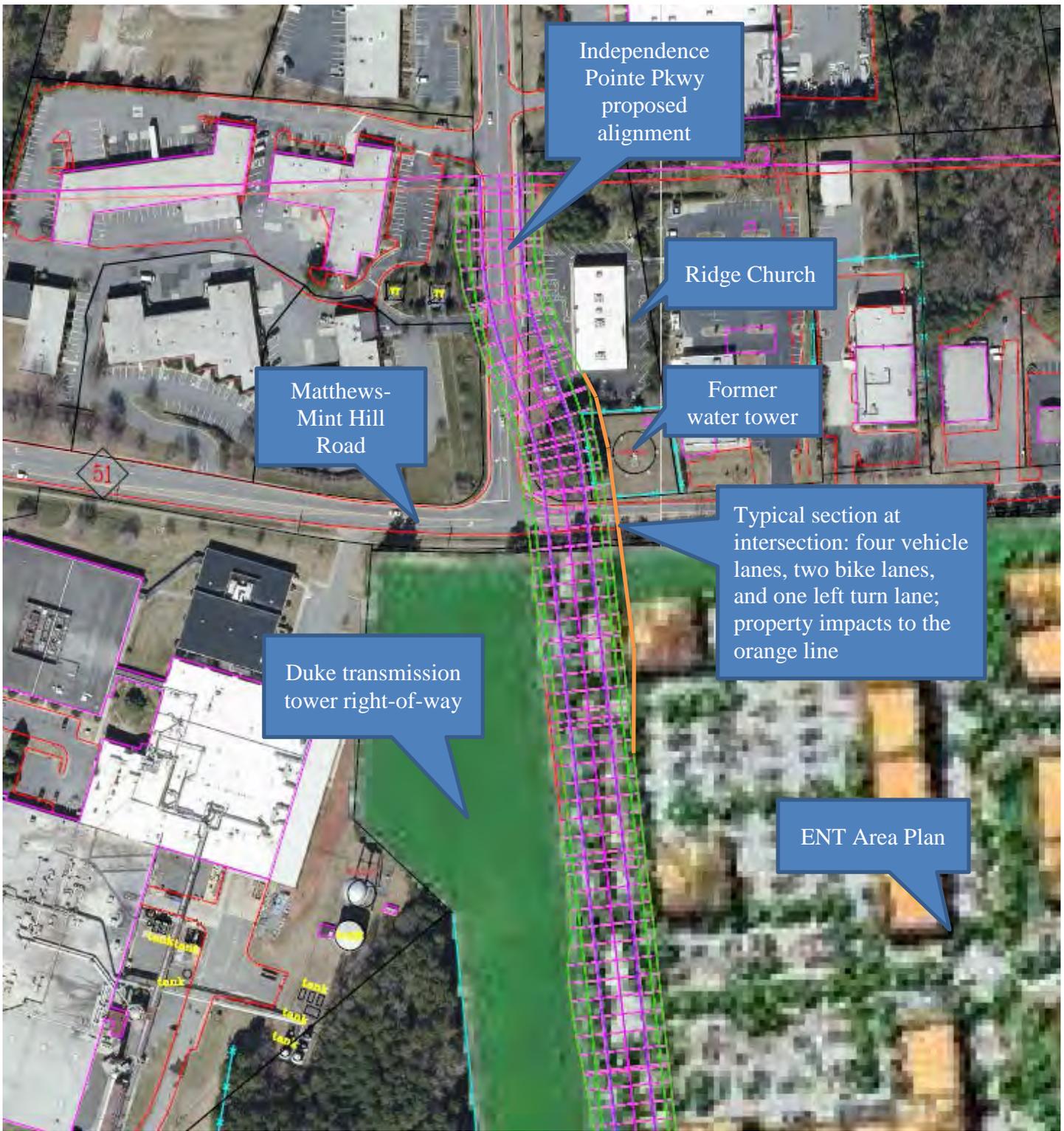
This item is informational only; no fiscal impact at this time.

### Related Town Goals and Strategies:

Transportation: to identify, plan, design, fund, and build transportation facilities that efficiently and effectively serve the community in a cost effective and environmentally sensitive manner.

### Recommendation Action:

This item is informational only; no action needed.



## **Revisions to Chapter 50A Solid Waste Ordinance**

DATE: August 17, 2016  
TO: Mayor and Board of Commissioners  
FROM: C.J. O'Neill, PE- Public Works Director

### **Background/Issue**

Our current solid waste ordinance has a one-time fee for people wishing to have additional trash carts (up to three) at their house or small business. This nominal amount does not deter people from limiting their waste and does not cover the cost to the Town for providing this service. The ordinance also does not contain provisions for additional residential or small business recycling carts.

### **Proposals / Solutions**

To promote limiting trash and encourage more diversion to recycling, which is more environmentally friendly and less costly to the Town, we propose several changes to the Ordinance. The first change is having residents with more than one trash cart be invoiced monthly by the contractor for the contract cost of this service. The second is to allow residents the ability to have up to two additional recycling carts for a one-time fee of our annual contract cost for the cart. This recommendation aligns with the recommendation made by the Environmental Advisory Committee at their July 5, 2016 meeting.

The recommended changes to the Ordinance are attached, along with a copy where the recommended changes have been made.

### **Fiscal Impact**

The fiscal impact of these items should be negligible to the overall solid waste budget.

### **Related Town Goals and Strategies**

To provide the infrastructure and services that supports the superior quality of life in the Matthews community, in a proactive, courteous, and professional manner.

## **Recommended Action**

To approve the recommended changes to the Chapter 50A of our ordinance that include billing monthly at our contracted rate those residents and small businesses that have more than one trash cart, allowing residents and small businesses to have up to two additional recycling carts for a one-time fee of the annual contracted cost per additional cart.

Attachments

## § 50A.12 CONTAINERS FOR REFUSE; REGULATIONS

- B. Each single-family unit, not using dumpster service, shall use one 90-gallon rollout container, so long as the containers are provided by the Town or its contractors. Additional containers, if needed, may be obtained, when supplies permit, by the payment of ~~an annual fee calculated as the product of the monthly charge per household per month times twelve (12) the monthly contract fee for residential service~~ times the number of extra containers. Additional containers shall be limited to two. Each container will be assigned by the Town and will remain the property of the Town or its contractor. Except by the Town or its contractor, ~~the~~ container shall not be moved from the residence where assigned.

Residents who on occasion have more material than can be held in a single container may place the excess in a plastic bag, with the container for set out. If in the opinion of the Public Works Director that this use is excessive, then he may require the residence to obtain an additional container or may refuse to collect the excess.

- C. In the case of small business locations, the Town or its contractors, will provide one rollout per business parcel. Additional containers, up to two, may be obtained, when supplies permit, by the payment of ~~an annual fee calculated as the product of the monthly small business charge, times 12, the monthly contract fee for small businesses~~ times the number of additional containers.

Businesses requiring more than three rollouts must contract for private dumpster service. In business locations where in the sole opinion of the Public Works Director, it is neither feasible nor desirable to a place dumpster, the Director may authorize the use of additional rollouts. The additional per rollout charge shall apply to any additional rollouts so authorized.

## § 50A.19 RECYCLING SERVICE.

The Town, at its discretion, may provide residential recycling service. Items subject to recycling shall be placed in bins as provided by the Town and placed at curbside on designated collection days. Items recycled are newspapers, magazines, cardboard (boxes must be broken down) cut to pieces not to exceed 36" X 36", "junk" mail, other paper, plastic milk jugs and other drink bottles, steel and aluminum cans. No other items shall be placed in recycling bins. This list may be changed from time to time with notice in the Town Newsletter and Website.

- A. Each single-family unit shall use one 90-gallon rollout container provided by the Town or its contractors. Additional containers, if needed, may be obtained, when supplies permit, by the payment of a one-time fee calculated as the product of the monthly charge per household per month, times twelve (12), times the number of extra containers. Additional containers shall be limited to two. Each container will be assigned by the Town and will remain the property of the Town or its contractor. Except by the Town or its contractor, the container shall not be moved from the residence where assigned.
- B. In the case of small business locations, the Town or its contractors will provide one rollout per business parcel. Additional containers, up to two, may be obtained, when supplies permit, by the payment of a one-time fee calculated as the product of the monthly small business charge, times 12, times the number of additional containers. Businesses requiring more than three rollouts must contract for private service. In business locations where, in the sole opinion of the Public Works Director, it is neither feasible nor desirable to a place dumpster, the Director may authorize the use of additional rollouts. The additional per rollout charge shall apply to any additional rollouts so authorized.

## **§ 50A.12 CONTAINERS FOR REFUSE; REGULATIONS**

- B. Each single-family unit, not using dumpster service, shall use one 90-gallon rollout container, so long as the containers are provided by the Town or its contractors. Additional containers, if needed, may be obtained, when supplies permit, by the payment of the monthly contract fee for residential service times the number of extra containers. Additional containers shall be limited to two. Each container will be assigned by the Town and will remain the property of the Town or its contractor. Except by the Town or its contractor, the container shall not be moved from the residence where assigned.

Residents who on occasion have more material than can be held in a single container may place the excess in a plastic bag, with the container for set out. If in the opinion of the Public Works Director that this use is excessive, then he may require the residence to obtain an additional container or may refuse to collect the excess.

- C. In the case of small business locations, the Town or its contractors, will provide one rollout per business parcel. Additional containers, up to two, may be obtained, when supplies permit, by the payment of the monthly contract fee for small businesses times the number of additional containers.

Businesses requiring more than three rollouts must contract for private dumpster service. In business locations where in the sole opinion of the Public Works Director, it is neither feasible nor desirable to a place dumpster, the Director may authorize the use of additional rollouts. The additional per rollout charge shall apply to any additional rollouts so authorized.

## **§ 50A.19 RECYCLING SERVICE.**

The Town, at its discretion, may provide residential recycling service. Items subject to recycling shall be placed in bins as provided by the Town and placed at curbside on designated collection days. Items recycled are newspapers, magazines, cardboard (boxes must be broken down) cut to pieces not to exceed 36" X 36", "junk" mail, other paper, plastic milk jugs and other drink bottles, steel and aluminum cans. No other items shall be placed in recycling bins. This list may be changed from time to time with notice in the Town Newsletter and Website.

- A. Each single-family unit shall use one 90-gallon rollout container provided by the Town or its contractors. Additional containers, if needed, may be obtained, when supplies permit, by the payment of a one-time fee calculated as the product of the monthly charge per household per month, times twelve (12), times the number of extra containers. Additional containers shall be limited to two. Each container will be assigned by the Town and will remain the property of the Town or its contractor. Except by the Town or its contractor, the container shall not be moved from the residence where assigned.
- B. In the case of small business locations, the Town or its contractors will provide one rollout per business parcel. Additional containers, up to two, may be obtained, when supplies permit, by the payment of a one-time fee calculated as the product of the monthly small business charge, times 12, times the number of additional containers. Businesses requiring more than three rollouts must contract for private service. In business locations where, in the sole opinion of the Public Works Director, it is neither feasible nor desirable to a place dumpster, the Director may authorize the use of additional rollouts. The additional per rollout charge shall apply to any additional rollouts so authorized.

AN ORDINANCE AMENDING THE TEXT OF THE SOLID WASTE CODE OF THE TOWN OF MATTHEWS.

BE IT ORDAINED, by the Town Board of Commissioners of the Town of Matthews, North Carolina:

SECTION 1. That Chapter 50A, Section 12, Subsection B, is hereby amended by deleting the term “an annual fee calculated as the product of the monthly charge per household per month times twelve (12)” and substituting in lieu thereof “the monthly contract fee for residential services”; and adding the word “the” between “times” and “number”, all being in the second sentence.

SECTION 2. That Chapter 50A, Section 12, Subsection B, is hereby amended by adding to the beginning of the fourth sentence the term “Except by the Town or its contractor”, so that the fourth sentence reads, “Except by the Town or its contractor, the container shall not be moved from the residence where assigned.”

SECTION 3. That Chapter 50A, Section 12, Subsection C, is hereby amended by deleting in the second sentence the term “an annual fee calculated as the product of the monthly small business charge, times 12” and substituting in lieu thereof “the monthly contract fee for small business”.

SECTION 4. That Chapter 50A, Section 19, is hereby amended by adding new Subsections A and B to read as follows:

“A. Each single-family unit shall use one 90-gallon rollout container provided by the Town or its contractors. Additional containers, if needed, may be obtained, when supplies permit, by the payment of a one-time fee calculated as the product of the monthly charge per household per month, times twelve (12), times the number of extra containers. Additional containers shall be limited to two. Each container will be assigned by the Town and will remain the property of the Town or its contractor. Except by the Town or its contractor, the container shall not be moved from the residence where assigned.

B. In the case of small business locations, the Town or its contractors will provide one rollout per business parcel. Additional containers, up to two, may be obtained, when supplies permit, by the payment of a one-time fee calculated as the product of the monthly small business charge, times 12, times the number of additional containers. Businesses requiring more than three rollouts must contract for private service. In business locations where, in the sole opinion of the Public Works Director, it is neither feasible nor desirable to a place dumpster, the Director may authorize the use of additional rollouts. The additional per rollout charge shall apply to any additional rollouts so authorized.”

SECTION 5. This Ordinance shall become effective upon adoption.

This the 22<sup>nd</sup> day of August 2016.

APPROVED AS TO FORM:

---

Charles R. Buckley, III  
Town Attorney

## Agenda Item: Grant for Downtown Revitalization Project

**DATE:** August 16, 2016  
**FROM:** Kathi Ingrish

### Background/Issue:

- The NC General Assembly allocated \$94,340 in nonrecurring grant funds to Matthews for a downtown revitalization project.
- The Town received a letter this week outlining project eligibility requirements and the project time line to be followed.
- Next month, the Town must submit its application explaining the proposed project to be funded, the estimated costs, and the completion schedule.
- The project must be finalized by March 31, 2017, which means all design, engineering, plan review by the County, receipt of necessary permits, bidding process, actual construction, inspections, and final sign-off must be done within approximately 6 months.
- Jay Camp, CJ O'Neill, Susan Habina Woolard, and I met to come up with a list of potential projects that might take advantage of these grant funds.
- We then assessed this list to determine if each project was likely to fit within the given time and dollar constraints.
- This list is attached with our staff preliminary conclusions. For the projects that appear to be viable candidates, staff is continuing to review them and prepare cost estimates.

### Proposal/Solution:

- On August 22, CJ will go over the project short list with Town Board and any updates staff has discovered that may change any project's continuing viability for these grant funds. Town Board can provide their preferences on which project to undertake, if the timing and cost factors will continue to allow it to be considered.
- Between the August 22 and September 12 Town Board meetings, staff will further evaluate the remaining projects to determine which project will be submitted for these grant funds. The Matthews application must be sent to the state on September 13 (Matthews is being allowed an extra two weeks to submit).
- Staff will pursue any aspects of the project that can be done prior to the Town receiving the formal contract from the state (estimated to be received in early October).
- Once the contract with the state is signed and funds are made available to Matthews, any bidding and construction activity can proceed, to be completed by March 2017.
- A final report showing how the grant funds were expended will be due on March 31, 2017.

### Financial Impact:

- There may be staff in-kind efforts to complete cost estimating, engineering design work, and similar project preparation prior to receiving the grant funds.
- During project construction, there will be staff in-kind time for administering the grant project, and writing the final report to the state.

### Related Town Goal(s) and/or Strategies:

**Quality of Life** – To maintain our small town identity by providing a vibrant downtown.

**Economic Development/Land Use Planning** – To enhance the quality of life of the citizens . . . by planning for orderly growth and development.

### Recommended Motion/Action:

Review the proposed project list and offer your preferences. No action is requested at this meeting; however approval of the proposed project that best fits the given time and dollar constraints will be necessary on September 12.

## **Potential Project List for \$94,340 in Grant Funding for Downtown Revitalization Grouped by Staff Analysis on 8-16-16**

**YES** - Projects most likely to meet given time and cost restrictions:

- 1) Pedestrian plaza in front of Mojo bicycle shop at N Trade and W Charles Streets
- 3) Create useable sidewalk against buildings on 100 block of E Charles St
- 4) Pavement refurbishment/enhancement along Matthews Station Street
- 5) Rebuild/Replace wooden retaining wall beside Town Green gazebo on Matthews Station Street

**MAYBE** – Projects that need more information to determine whether they fit the given time and cost restrictions:

- 7) Construct street edge on N Trade Street with a low seating wall in front of Kristopher's
- 8) Construct multi use path within railroad parking lot between N Trade and N Ames Streets
- 10) Widen pavement along narrow stretch of N Ames St
- 16) Relocate overhead power lines/poles to underground – location to be determined

**NO** – Projects that do not appear to fit given time and/or cost restrictions, or are not seen as being Town priorities at this time:

- 2) Widen sidewalk/pedestrian area on 100 block of N Trade St, west side, between raised mid-block cross walk and right-turn lane (in front of Café 157)
- 6) Construct parking lot on Town site on E Charles St beside Post Office
- 9) Create on-street parking on Library Lane
- 11) Widen W Charles Street
- 12) Build improved sidewalk or road pavement on existing unopened right-of-way for S Ames St between Main Street and Avington townhomes (back of Outen Pottery property)
- 13) Create on-street parking for Outen Pottery on end of Jefferson St
- 14) Build one-block length of College Street
- 15) Prepare engineering design plans for an extension of Buckley Way between John Street and Sadie Drive in anticipation of Superstreet NCDOT project limiting left-turning traffic between Buckley Way and Trade Street

## Initial Project List for \$94,340 in Grant Funding for Downtown Revitalization

*Projects are generally included in the Downtown Master Plan, Downtown Streetscape Improvement Plan, or Street Pavement Maintenance Schedule*

- 1) Pedestrian plaza in front of Mojo bicycle shop at N Trade and W Charles Streets
  - Would require removal of 2 or 3 angled on-street parking spaces
  - Would be placed above current street pavement level to be flat and even with sidewalk
  - Would extend linear grate covering over storm drainage
  - Would include some low wall, fence, planter box or similar to separate plaza from street
  - Adjacent property owner would need to agree to project
  
- 2) Widen sidewalk/pedestrian area on 100 block of N Trade St, west side, between raised mid-block cross walk and right-turn lane (in front of Café 157)
  - Would require restriping of 5 angled on-street parking spaces to 2 or 3 parallel spaces
  - Would require use of linear grate over storm drainage at existing curb
  - This location not as advantageous as #1 above
  - Adjacent property owner would need to offer agreement to pursue project
  
- 3) Create useable sidewalk against buildings on 100 block of E Charles St
  - Would require converting 10 angled parking spaces to 6 parallel spaces
  - Would require replacing existing sidewalk closest to Cotton Gin Alley to match grade of new sidewalk and building front door
  - Would require engineering design for drainage to protect storm water from entering buildings
  - Adjacent property owners would need to offer agreement to pursue project
  
- 4) Pavement refurbishment/enhancement along Matthews Station Street
  - Would involve repair of existing pavement cracks and holes and recoating full street pavement for longer durability
  - Would replace 3 faded/worn cross walks with new pavers for better durability and long-term maintenance
  - Would include restriping
  
- 5) Rebuild/Replace wooden retaining wall beside Town Green (gazebo side) on Matthews Station Street
  - Would require careful evaluation to determine current and expected long-term viability of timber wall construction
  - Would allow for: a) repair of existing facility; b) replacement of like material; or c) replacement with different materials for extended durability
  - Would be able to include selective removal of plant materials at top of wall
  - Would allow opportunity for stairs up to top of wall/back of adjacent properties, if desired
  - Would allow opportunity for pedestrian steps and a seating area above street level; this may require small amount of land acquisition
  
- 6) Construct parking lot on Town site on E Charles St beside Post Office
  - Would require plans to be designed for storm water retention and drainage
  - Would require legal agreement for cross access to existing drive to Charles St and to restaurant parking fronting John Street
  - Would cost considerably more than grant amount
  - Would take considerably longer than given time frame to design, get approvals, and construct project
  - Public parking is not a top priority at this location at this time

- 7) Construct street edge on N Trade Street with a low seating wall in front of Kristopher's
  - Would require replacement of existing narrow sidewalk with a wider, possibly meandering sidewalk
  - Would include building a low wall between sidewalk and private parking area that could incorporate some seating spaces
  - Would require relocation of some sign poles in right-of-way
  - Would likely require adjacent property owner agreement for construction easement into slope down to parking lot
  - Would require adjacent owner's permission to install parking stops in private lot to prevent vehicle overhang
  
- 8) Construct multi use path within railroad parking lot between N Trade and N Ames Streets
  - Would require relocating existing parking spaces on north side of lot to allow pedestrian trail generally along the existing pavement edge
  - Would include building a staircase from parking lot level up to end of Bank Street for a future woonerf
  - Would require addition of more pedestrian-scale lighting
  - This is a current CIP project; cost estimate of \$72,000 from January 2016 for materials and typical construction situations, so further evaluation of detailed cost estimate is necessary
  - If grant funds are adequate to cover complete costs, then any/all of \$72,000 in CIP can be reassigned to another downtown project
  
- 9) Create on-street parking on Library Lane
  - Would allow for new parking spaces along this one-block length street
  - Would require removal of existing curb and relocation of power poles and overhead lines
  - Would visually impact future potential use of Phillips House, recently declared a local historic property
  - Since there are active efforts to determine what may be desired/allowed on the part of the Phillips house property closest to Library Lane, doing a project here at this time may not be prudent
  
- 10) Widen pavement along narrow stretch of N Ames St
  - Would allow wider pavement for two-way traffic on a former dead end, but is now a through street
  - Would not include all improvements recently discussed as desirable here (sidewalk, street trees, etc.)
  - Would visually impact the non-designated Black/Tomberlin House at 325 N Ames (c.1879)
  
- 11) Widen W Charles Street
  - Would require acquisition of right-of-way from adjacent property owners
  - Would include additional pavement, curb and gutter, on-street parking spaces, and sidewalks similar to 300-400 blocks of W Charles
  - Would cost significantly more than grant funds available, and would not be a good candidate for piecemeal approach
  
- 12) Build improved sidewalk or road pavement on existing unopened right-of-way for S Ames St between Main Street and Avington townhomes (back of Outen Pottery property)
  - Would require some removal of trees and grading to extend sidewalk that currently exists in right-of-way only between Alexander St and Avington
  - Would require increased tree removal and grading to build a new street pavement on two blocks of unopened right-of-way
  - Would improve pedestrian and/or vehicular access to back of Outen Pottery site

Would impact current driveway access of private homes using the unopened right-of-way  
A portion of the unopened right-of-way was previously allowed to be abandoned to the adjacent private property, leaving a narrow remaining width  
Until more specific plans are completed for how the Outen site may be used and parking/access locations are determined, timing is not ripe for this project

13) Create on-street parking for Outen Pottery on end of Jefferson St

Would allow designated new parking spaces for the designated historic Town property  
Would require removal of trees and grading for new pavement, although parking spaces could use an alternative surface (permeable pavers)  
Until more specific plans are completed for how the Outen site may be used and parking/access locations are determined, timing is not ripe for this project

14) Build one-block length of College Street

Would create a new street on existing but unopened right-of-way and would allow development of existing lots fronting the unopened right-of-way  
Cost would exceed grant amount  
Not given as a priority at this time

15) Prepare engineering design plans for an extension of Buckley Way between John Street and Sadie Drive in anticipation of Superstreet NCDOT project limiting left-turning traffic between Buckley Way and Trade Street

Would create a new public access, via Sadie Drive, to church and business uses along Sadie between the back of Park Square and S Trade St – current NCDOT design calls for a left-over to Park Square for westbound traffic, which will encourage commercial traffic to go through Park Square's private residential street to access nearby businesses  
Concept came from Planning staff and has not been brought up during any public meetings, so not aware if there is interest in pursuing this  
Could be a one-way travel lane from John to Sadie only, using an existing private driveway alignment  
Would require future acquisition of portions of three properties, and may include taking two existing homes  
Would NOT include any construction, only preparation of plans

16) Relocate overhead power lines/poles to underground – location to be determined

Amount of grant funding would yield approximately 500 feet of power line relocation  
This could be applied to Jill Lane, Cotton Gin Alley, or intersection of Matthews and Trade Streets, in preparation for further downtown improvements in their vicinities  
Would require agreement by Duke Energy for the location, followed by Duke Energy plan preparation/approval and construction; unknown at this time whether this would fit the short turn-around time frame for this grant

# /

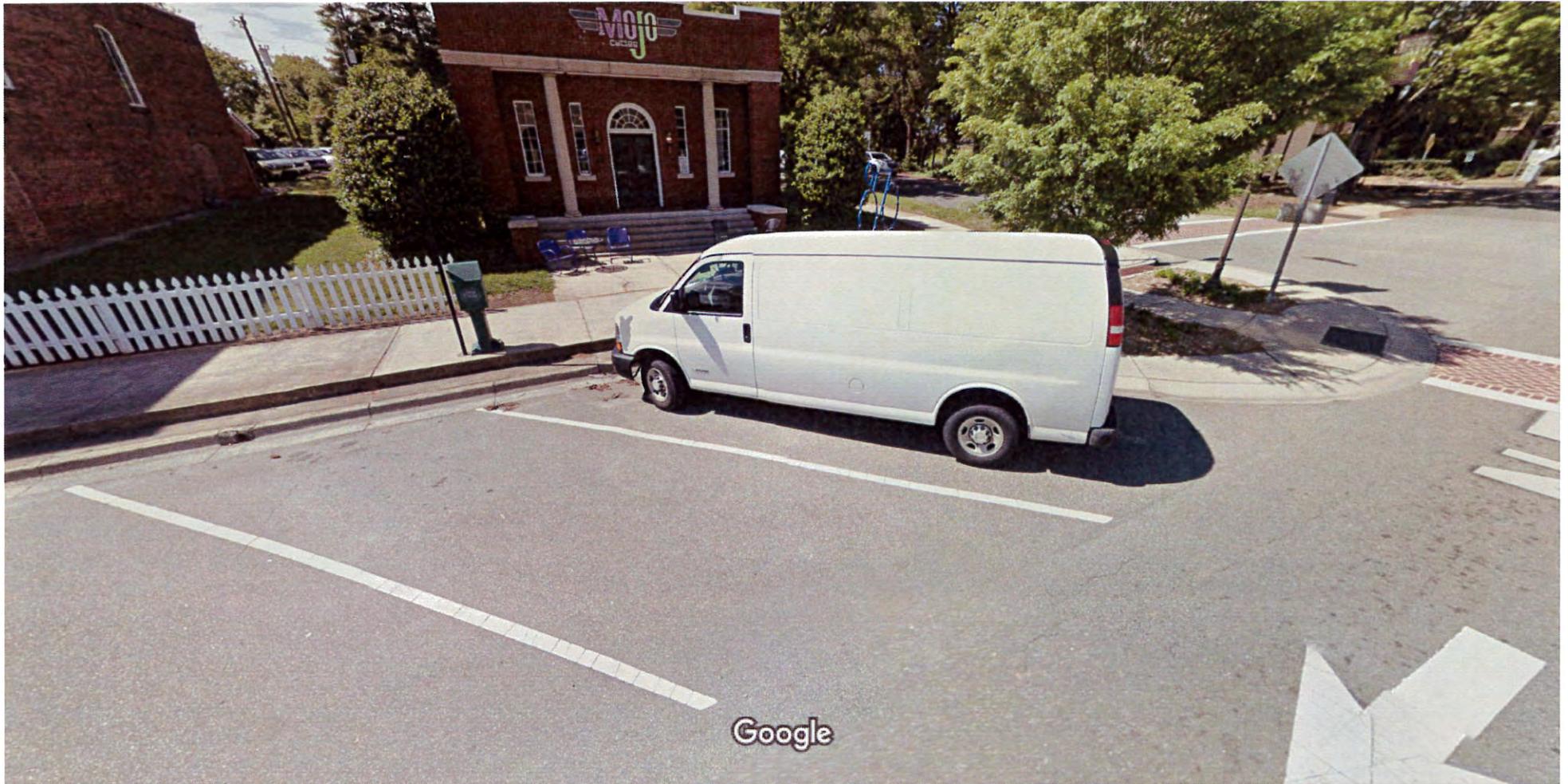


Image capture: Apr 2016 © 2016 Google

Matthews, North Carolina

Street View - Apr 2016

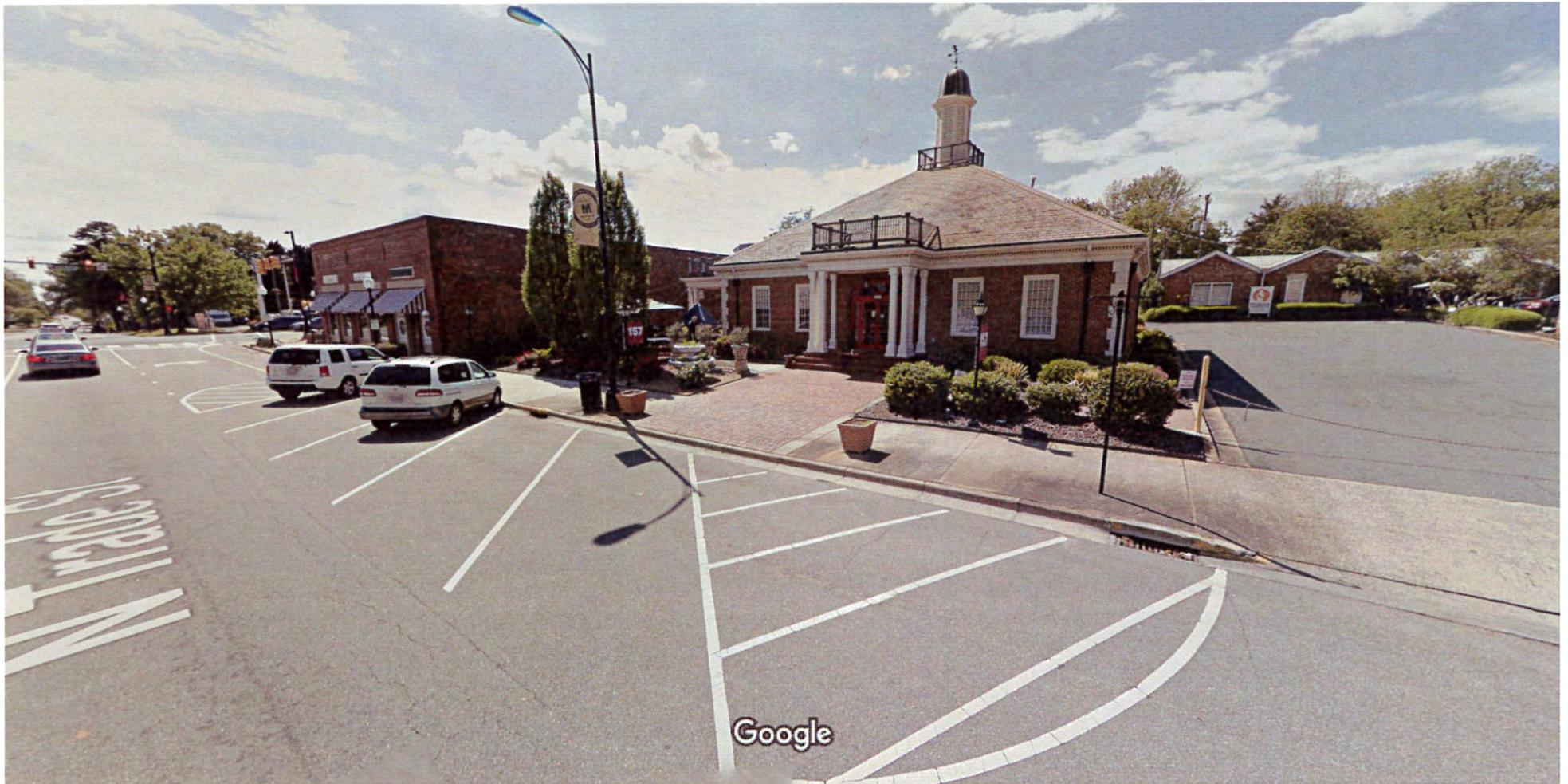


Image capture: Apr 2016 © 2016 Google

Matthews, North Carolina

Street View - Apr 2016



Image capture: Feb 2016 © 2016 Google

Matthews, North Carolina

Street View - Feb 2016

#4 A



Image capture: Feb 2016 © 2016 Google

Matthews, North Carolina

Street View - Feb 2016

#4B



Image capture: Feb 2016 © 2016 Google

Matthews, North Carolina

Street View - Feb 2016

AS



Image capture: Feb 2016 © 2016 Google

Matthews, North Carolina

Street View - Feb 2016

#6



Image capture: Feb 2016 © 2016 Google

Matthews, North Carolina

Street View - Feb 2016



#7



# 8

# DOWNTOWN STREETSCAPE IMPROVEMENT PLAN



Proposed pedestrian path through parking lot between Trade Street and Ames Street

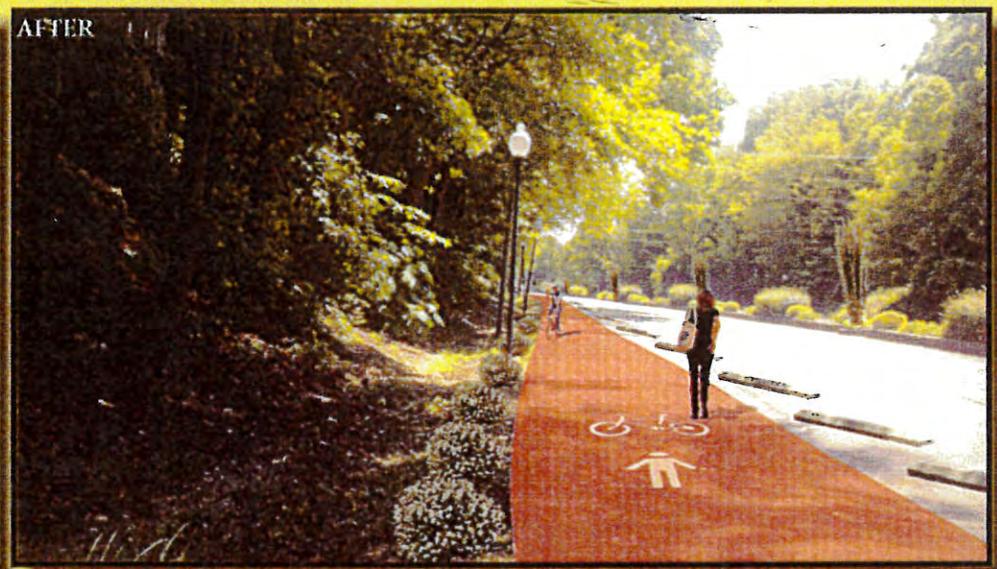
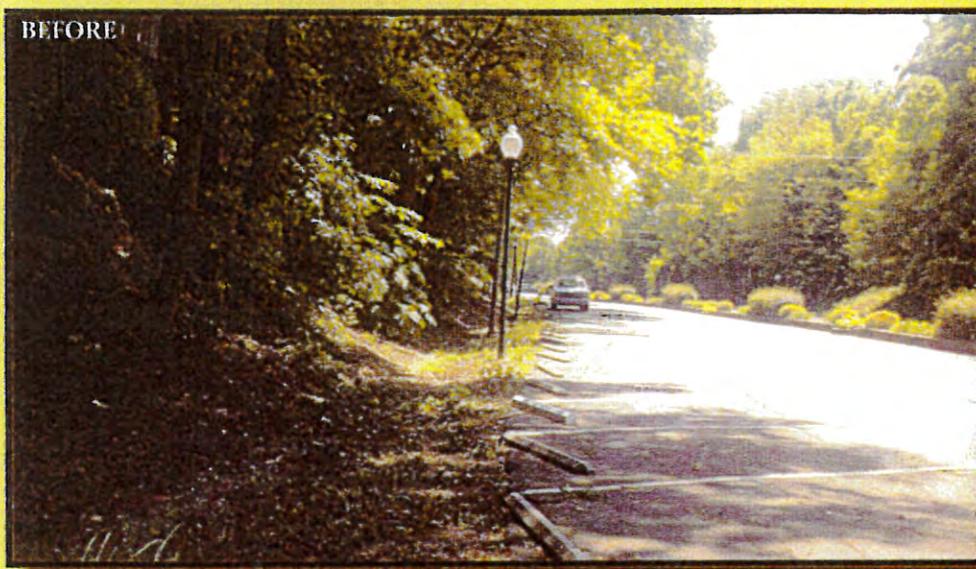
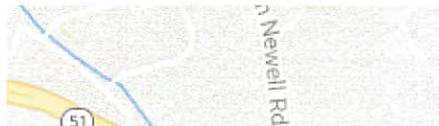




Image capture: Feb 2016 © 2016 Google

Matthews, North Carolina

Street View - Feb 2016



14 / 10



Image capture: Mar 2016 © 2016 Google

Matthews, North Carolina

Street View - Mar 2016



# 11



Image capture: Feb 2016 © 2016 Google

Matthews, North Carolina

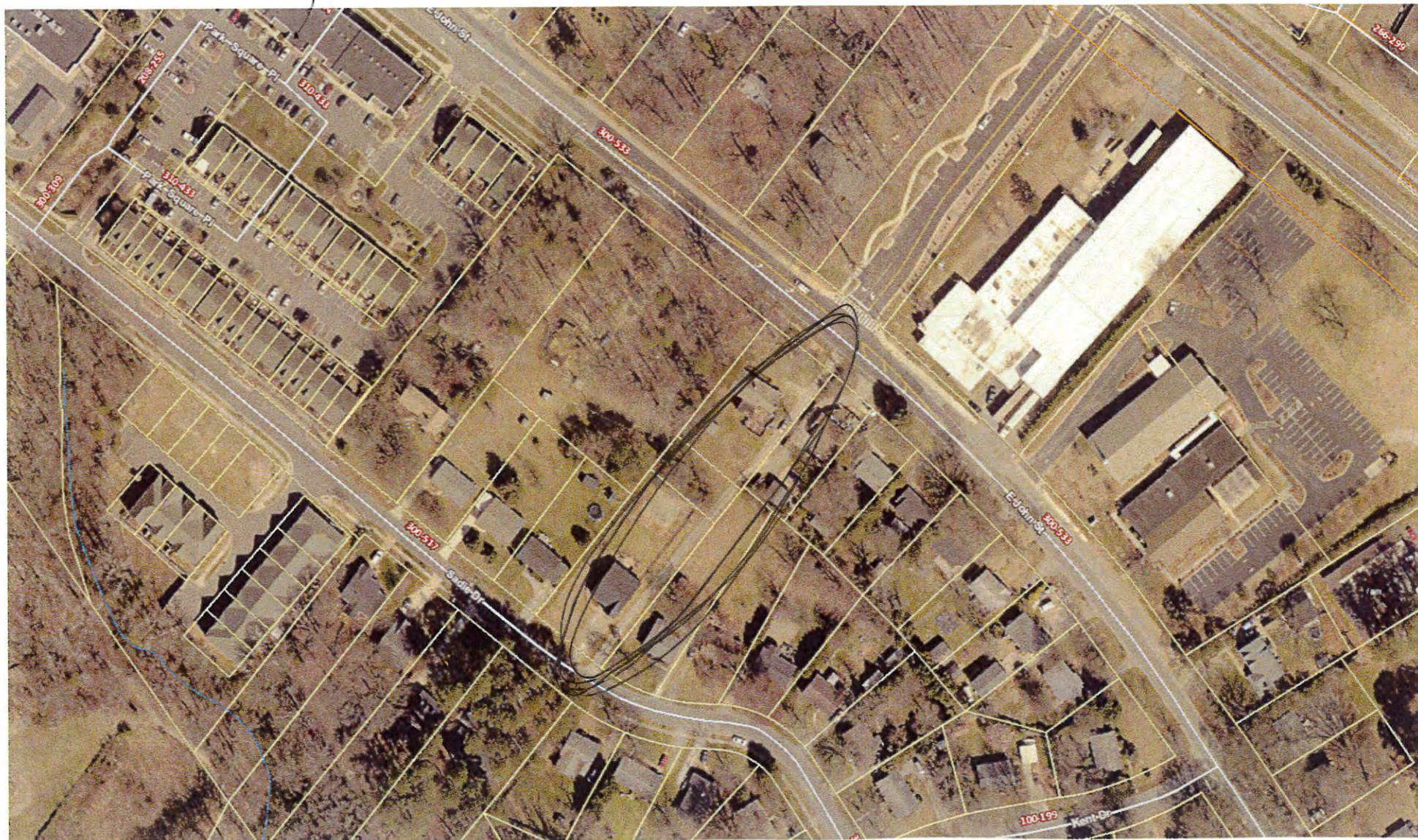
Street View - Feb 2016







#15



#16A



Image capture: Feb 2016 © 2016 Google

Matthews, North Carolina

Street View - Feb 2016



KLB



## DOWNTOWN STREETSCAPE IMPROVEMENT PLAN

### Photographic Representations (Before & After)

The following "Before and After" images provide a graphical representation of how new and existing streets could be developed or redeveloped in the future. Many different streetscape elements such as sidewalks, multipurpose paths, traffic calming, street lighting, landscaping, buildings and parking configurations are explored.

The intent of the photographic representations is not to dictate specific design expectations or configurations but instead are meant to relay design possibilities intended to encourage an attractive and successful public realm.

**North Trade Street and East Matthews Street (1)**



## **Request for Ticket Sales: Fullwood Theater Rental**

DATE: August 17, 2016

FROM: Corey King, Director  
Parks, Recreation & Cultural Resource Department

### **Background/Issue:**

Jamie Laval, an independent, for profit organization has requested use of Fullwood Theater to produce a Holiday concert. The performance would feature traditional acoustic instruments, songs, Scottish and Irish dancing, poetry reading, and story-telling. This group is also requesting permission to sell tickets for admission by the public into the performance.

The Parks, Recreation & Cultural Resource Department has considered the cultural aspect of the performance. It would offer a form of cultural recreation that our department has not offered in many years. However, the for-profit status of the group does not meet the historical criteria that the department has used to recommend allowing ticket sales within the Matthews Community Center. Groups that have been positively recommended have held a non-profit status. Staff's position on this request is not to allow ticket sales for admittance into Fullwood Theater for the proposed performance.

**Proposal/Solution:** Staff does not recommend permission to sell tickets for admission to Fullwood Theater. Staff could consider alternative programs and methods to meet the desire to offer this form of cultural recreation.

### **Financial Impact:**

The financial impact if this request were denied, is loss of the associated facility rental revenue.

**Related Town Goal:** Destination for Arts & Culture

**Recommended Motion:** Deny request by Jamie Laval to sell tickets for admission to Fullwood Theater for the proposed Holiday performance.