

**PLANNING BOARD  
REGULAR MEETING  
Wednesday, May 27, 2020  
7:00 PM  
Remote Meeting**

Due to Mecklenburg County's COVID-19 Stay at Home Order, the regular meeting of the Matthews Planning Board will be conducted remotely using the Zoom virtual meeting platform. The Town of Matthews is committed to transparency and robust public participation during these challenging times. While the public is not permitted to gather in person to participate in this meeting, there are options to participate remotely. Please visit [www.matthewsnc.gov](http://www.matthewsnc.gov) and navigate to the Town calendar for information on how to view the meeting. You may also call 704-708-1235 for assistance.

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES – February 25, 2020
- III. Public Improvement Variance, PCM Holdings, College Street
- IV. Presentation on Matthews Sub Area Travel Demand and Land Use Model
- V. Administrative Amendment – Quik Trip, 10621 Monroe Road, request to modify façade
- VI. Administrative Amendment – Matthews United Methodist, request to add columbarium to site plan.

MEMO

TO: Planning Board Members  
FROM: Jay Camp  
DATE: May 20, 2020  
RE: May 27th Regular Planning Board Meeting

Greetings Everyone!

It has been several months since we last met so perhaps introductions will be needed next week? I hope that you all are doing well. We have numerous items set for review next week and will of course be utilizing the Zoom platform for our meeting. Town Board has used Zoom for several meetings and it has been a smooth transition thus far. We will likely plan a test run the day before to ensure that everyone is acquainted with the software and how the meeting will run. Also, David Wieser has rotated off and is now a member of the Board of Adjustment. A new chair will need to be selected now or in the near future when new members rotate on. We have 3 vacancies to fill and hope to have candidates meet with the Town Board next month. That process has been delayed due to Covid-19. Below is a brief summary of the items on our agenda:

**Public Improvement Variance, College Street** – A Public Improvement Variance is sought by the property owner of a parcel that fronts partially on S. Ames Street and primarily on the unopened College Street right-of-way. The developer intends to construct four homes on previously platted lots and must build a portion of College Street for access. The variance request, which is described in detail in Mary Jo's attached memo, would allow for a street cross section similar to adjacent existing streets.

**Matthews Sub Area Travel Demand and Land Use Model** – Matthews Transportation Planner Dana Stoogenke will provide a summary of work to create the first Matthews specific travel demand and land use model for the Town. The Town aims to develop the two Models to examine the impacts of transportation and land use planning in current and future years.

**Administrative Amendment – QuikTrip** – An Administrative Amendment to modify a portion of the façade on the QuikTrip store at 10621 Monroe Road is requested. The application calls for replacement of tile accents with an EIFS (synthetic stucco) finish. Please review the attached memo from Rob Will for a complete summary of the request.

**Administrative Amendment – Columbarium at Matthews United Methodist-** The request would allow for the creation of a Columbarium on the church campus. The attached memo provides greater detail regarding the request.

**MINUTES  
PLANNING BOARD  
TUESDAY, FEBRUARY 25, 2020  
7:00 PM  
HOOD ROOM, MATTHEWS TOWN HALL**

**PRESENT:** Chairman David Wieser; Vice-Chairman Kerry Lamson; Members Mike Foster, Natasha Edwards, Jana Reeve, and Mike Rowan; Alternate Member Jonathan Clayton; Acting Town Attorney Craig Buie; Senior Planner Mary Jo Gollnitz; Senior Administrative Specialist/Deputy Town Clerk Shana Robertson.

**ABSENT:** Alternate Member Scott Query; Youth Voice Matheus Sadovsky.

**CALL TO ORDER**

Chairman David Wieser called the meeting to order at 7:00 pm.

Natasha Edwards motioned to appoint Alternate Member Jonathan Clayton as a voting member for the February 25, 2020 Planning Board meeting. The motion was seconded by Mike Foster and unanimously approved

**APPROVAL OF THE MINUTES**

Mike Rowan motioned to approve the minutes from the January 28, 2020 Planning Board meeting as presented. Jonathan Clayton seconded the motioned and it was unanimously approved.

**TEXT AMENDMENT APPLICATION 2019-705 – APC Towers, LLC - Request to increase maximum stealth tower height in the Industrial District when adjacent to residential zoning**

Senior Planner Mary Jo Gollnitz said that there had been no updates since the Public Hearing to report. Ms. Gollnitz reviewed the request to increase the height of stealth towers in the I-1 (Light Industrial) use districts that are adjacent to residential zoned areas. The applicant was requesting an increase in height from 80 feet to 120 feet. Ms. Gollnitz said that this was for a stealth tower application. Stealth towers were defined as a hidden tower or a type of tree structure. Ms. Gollnitz reminded the Planning Board members that this was one of two applications that the applicant had submitted. The first being the text amendment and the second was the rezoning that would apply to the text amendment.

Kerry Lamson asked if R/I districts were the only other zoning in Matthews that had similar language. Ms. Gollnitz said that was correct and reviewed the R/I and proposed I-1 footnote three in Section 155.506.41.C.5 of the Unified Development Ordinance (UDO). That note states when utilizing a stealth tower application, the above given height limits may be increased up to an additional 40 feet at the time of initial construction. She stressed that the 40 foot increase in height would have to be done when the tower is first constructed.

Mr. Lamson clarified that if the text change was approved, it would apply to all current and future I-1 zoned properties. Ms. Gollnitz said that was correct and reviewed some of the current I-1 zoned properties around town.

Ms. Edwards asked if the tower companies would need to seek approval before installation. Ms. Gollnitz said that they would need to come to the Town Board to have the site plan reviewed and approved.

Mr. Rowan asked if they would need to apply for additional 40 feet. Ms. Gollnitz said that 80 was currently permitted and if they wanted to increase to 120 feet on the initial installation construction, the application would have to go before the Board of Commissioners.

Mr. Foster asked if it would still be at the discretion of Board. Ms. Gollnitz said that if the application met the requirements of the UDO then the application would have to be approved.

Mr. Lamson asked to review the foot notes again and further expand on the meaning. Ms. Gollnitz reviewed the foot notes and said that this was only for a stealth application that was adjacent to residentially zoned properties. The 80

feet was allowed but could be increased to 120 feet in height if done so at the time of initial construction. Mr. Lamson asked what was footnoted for I-1 zoning currently. Ms. Gollnitz said that footnote one was what was currently allowed. Mr. Lamson clarified that currently the tower could be installed at 80 feet in height and could be increased in 20 foot increments up to 40 additional feet. Ms. Gollnitz said that was only when there were existing nonresidential structures.

Mr. Rowan asked how many properties would be affected by the text amendment. Ms. Gollnitz said that any current or future I-1 zoning would be affected. Ms. Gollnitz reviewed the zoning map and said that most I-1 properties were developed but that did not mean that they could not be redeveloped.

Johnston Allison & Hord, PA Attorney Susanne Todd said she was representing the applicant APC towers. Ms. Todd reviewed the request for an additional 40 feet only when adjacent to residentially zoned properties. Ms. Todd added that the text amendment would impact seven parcels adding that the impact did not account for properties that were already conditionally zoned.

Mr. Foster clarified that if the text amendment was approved, a tower company could build a structure that was 120 feet in height with an automatic approval from Town Council. Ms. Gollnitz said that the text basically said that the site plan would be reviewed and approved by the Board and was highly unlikely to be disapproved because it was listed as an approved use. Mr. Foster said that there would have to be a compelling reason to deny and Ms. Gollnitz said that was correct.

Mr. Lamson asked if the text amendment was not approved, could the applicant ask for a variance. Ms. Gollnitz said that variances for uses were not allowed.

Mr. Lamson inquired as to the lowest point on the tower where technology could be placed. APC Towers Senior Director of Development Mike Gallagher said that the tree canopy was at about 65 feet and placement could be placed at the 75 foot mark. Mr. Lamson asked if the tree canopy was higher would it limit or block the signal. Mr. Gallagher said that it would not block the signal completely but it would shrink the cell coverage area.

Mr. Lamson asked if there was other technology that could be used. Mr. Gallagher said that other options were not cost effective. Scott Brantley with Tower Engineering said that the other option was called DAS systems and they were strictly used for high density areas.

Mr. Rowan asked about technology abandonment. Ms. Gollnitz said that there was an abandonment policy within the UDO and a process for what would need to be done in such a case. Mr. Lamson asked how the Town would know if a tower was abandoned and how it was defined in Town code. Mr. Gallagher said that they have to be listed with the FCC.

Mr. Lamson said that he was not comfortable with approving a blanket text for all I-1 zoning that was adjacent to residential. Mr. Rowan said that there was a balance between ascetics and the community's need of technology. The Board continued discussions on the height of towers adjacent to residential districts and the technology needs of the citizens.

Ms. Edwards asked if the tower design would be reviewed before construction. Ms. Gollnitz said that it would be reviewed by the Town.

Mr. Foster motioned that Text Amendment Application 2019-705, Communication Tower Height Allowance, be recommended for approval as currently amended and had been found to be consistent with the Matthews Land Use Plan as it allows for the integration of a stealth communication tower on any industrially zoned site that will be a service to the community. The request was found to be reasonable because there are limited locations where a stealth tower can currently be located within the Town of Matthews and will require collocation of additional antennae. Ms. Reeve seconded the motion and it passed six to one with Mr. Lamson in opposition.

**ZONING APPLICATION 2019-708 – Couchell Family Properties, 2447 East John Street – I-1 (CD) Change of Conditions to allow for the placement of a stealth cell tower**

Ms. Gollnitz said that there were no updates to the site plan or the zoning request since the Public Hearing. Ms. Gollnitz reviewed the property location, current site plan, tower design, and the vegetation survey with the Planning Board members. Ms. Gollnitz said that the applicant would meet the landscaping and fencing requirements. There will be access to the property by a gravel drive. Ms. Gollnitz said that the mono pine would be 118 feet tall with a two foot tall lighting rod.

Mr. Foster asked if there were residential homes around the structure and Ms. Gollnitz reviewed the single-family homes in the area and reminded the Board that the property did not have to have a house on it to be zoned residential and did not need to be within the Town limits.

Mr. Wieser asked about tree save requirements. Ms. Gollnitz said that they would meet the tree save and the tree save area was located directly behind the structure and buffered the property line.

Mr. Lamson asked if this type of application was defined in the Land Use Plan. Ms. Gollnitz said that cell towers was not a consideration within the Land Use Plan.

Mr. Rowan asked about the additional plantings around the structure. Ms. Gollnitz said that where the fence was proposed around the tower, landscaping was required and would be reviewed by staff.

Ms. Reeve motioned that Zoning Application 2019-708, Couchell Family Properties, I-1 (CD) Change in Conditions, be recommended for approval. The request was found to be consistent with the Matthews Land Use Plan because it allows for a stealth communication tower on any industrially zoned site that will be a service to the neighboring properties. It is reasonable because the property is underdeveloped and is at the back of property away from the public realm. Mr. Rowan seconded the motion and it passed six to one with Mr. Lamson in opposition.

#### **REQUEST FOR REAPPLICATION: Home Depot, 1837 Matthews Township Parkway**

Ms. Gollnitz said that in December of 2019, the Town Board of Commissioners viewed and denied the change of condition request for Home Depot, located at 1837 Matthews Township Parkway. The Home depot has requested a waiver of the one year waiting period requirement to resubmit. Ms. Gollnitz said that the applicant has worked with staff to reduce the area for the outdoor storage and display of their large rental equipment. The applicant also sited that the change of Commissioners warranted a change in circumstances. Ms. Gollnitz said that the applicant had supplied a general site plan but review of the changes was unnecessary until a waiver was granted. The Planning Board needed to make a recommendation to the Board of Commissioners and Council would have the final vote on the requested waiver.

Mr. Foster clarified that they were not reviewing the site plan but felt that it needed to be taken into consideration to warrant substantial changes. Ms. Gollnitz said that the UDO required substantial changes or change in circumstance. Mr. Foster said that he reviewed the plan and did not feel the changes were substantial. He added that the plan seemed similar to what was presented in December. Mr. Foster said that nothing was removed after the denial of the initial application.

Adam Essink of Kimley Horn represented Home Depot. He said that the applicant had some confusion between the corporate office and the local management staff. Mr. Essink said that he recently learned of mulch also being placed on the site and planned to speak to the applicant about the issue. Mr. Essink said the biggest concern during the initial rezoning was the aesthetics and screening.

Mr. Wieser said that he agreed with Mr. Foster and he also did not feel that there were substantial changes made to the site. Mr. Wieser asked if the applicant was planning on making additional changes. Mr. Essink said they were willing to negotiate site improvements with fence or planting screening, but those had not been detailed out at this point.

Mr. Lamson said that as he understood, this would be a brand-new application request and would go through a Public Hearing and Planning Board review. Ms. Gollnitz said that was correct. Mr. Lamson said that he had visited

the site and the seasonal mulch was occupying 20 parking spaces close to the building. He suggested that the local store staff be available during the rezoning process and all options be reviewed.

Mr. Lamson motioned to recommend waiving the one year resubmittal period for Home Depot to file a new rezoning application within the next 30 to 60 days. Mr. Clayton seconded and the motion passed six to one with Mr. Foster in opposition.

Mr. Lamson said that he felt that Home Depot provides a great resource for the Town but it was not astatically pleasing.

## **ADJOURNMENT**

Ms. Reeve motioned to adjourn and Mr. Clayton seconded. The motion passed unanimously and the meeting adjourned at 7:59 pm.

Respectfully submitted,

Shana Robertson  
Senior Administrative Specialist/Deputy Town Clerk

DRAFT

## **Public Improvement Variance – PCM Holdings, LLC, College Street**

**TO: Matthews Planning Board Members**  
**DATE: May 26, 2020**  
**FROM: Mary Jo Gollnitz, Senior Planner**

### **Background/Issues:**

PCM Holdings, LLC is requesting a Public Improvement Variance for parcel #227-024-47 along College Street. The property is zoned R-12 and is being developed by right.

The applicant is seeking to have relief from the 50' standard road cross section. There is a 65' unimproved public right-of-way along this portion of College Street.

The PCM Holdings, LLC proposes to build a 20' wide street with no curb nor gutter. They will install a 5' sidewalk along the property and a roadside swale to carry stormwater runoff. The proposed street cross section would be compatible with neighborhood streets within proximity of College Street.

Matthews Unified Development Ordinance Section 155.712.A calls for the Planning Board to determine if unnecessary hardships or practical difficulties exist that may result from the strict compliance of the regulations, and it may recommend approval or denial to the Board of Commissioners.

Planning and Public Works staff met with the developer and are comfortable with the requested 20' wide street, no curb, no gutter and a 5' wide sidewalk along the proposed 4 lot frontages.

### **Proposed Solution:**

Allow the Public Improvement Variance request for installation of 20' road without curb and gutter and 5' sidewalk along College St.

### **Recommended Motion/Action:**

Staff suggests that the Planning Board review the request and forward a favorable recommendation for the Public Improvement Variance as submitted to the Board of Commissioners for final decision.



March 13, 2020

Mary Jo Gollnitz, CZO  
Senior Planner/Zoning Administrator  
Planning and Development  
Town of Matthews  
232 Matthews Station Street  
Matthews, NC 28105

Re: Public Improvement Variance Request – 101 College Street, Matthews, NC 28105  
Parcel ID # 22702447  
Property Owner: PCM Holdings, LLC

Dear Ms. Gollnitz:

I hope this letter finds you well. I am writing on behalf of PCM Holdings, LLC to request a Public Improvement Variance from the Town of Matthews for the residential project being referred to as 101 College Street, located at the corner of S. Ames Street and the presently unimproved 65' foot public right of way known as College Street. This variance request is specifically to vary from the current regulations contained in Section 155.701 of the Town of Matthews Unified Development Ordinance.

The substance of this request would be as follows:

- The applicant seeks to modify the standard residential street cross section for the currently unimproved right of way known as College Street in downtown Matthews. The applicant seeks to construct a 20' wide street, with no curb and gutter, with a 5' pedestrian sidewalk along the four (4) lot project frontage.
- The intent of this variance request would be to construct that portion of College Street in a manner that maintains the size and style of the existing street network and to preserve, through consistency, the historical character of the residential neighborhood being served by these streets. The current network of streets, including but not limited to S. Ames Street and S. Freemont Street, are 18+/- feet in width, without curb or gutter, and without sidewalks. To comply with the existing requirement to install curb and gutter would create an undue and unnecessary hardship on the applicant given there is no existing network of curbs and gutters to tie into and, as such, the applicant feels the purpose of the regulations would be better served by this proposed variance.

The request would also be consistent with the Town's approval of the Public Variance Request for Jefferson Street Development on December 11, 2017.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wesley S. Hinson', is written over a faint, illegible background.

Wesley S. Hinson  
Attorney for PCM Holdings, LLC

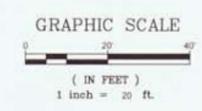
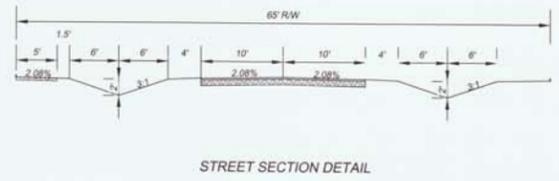
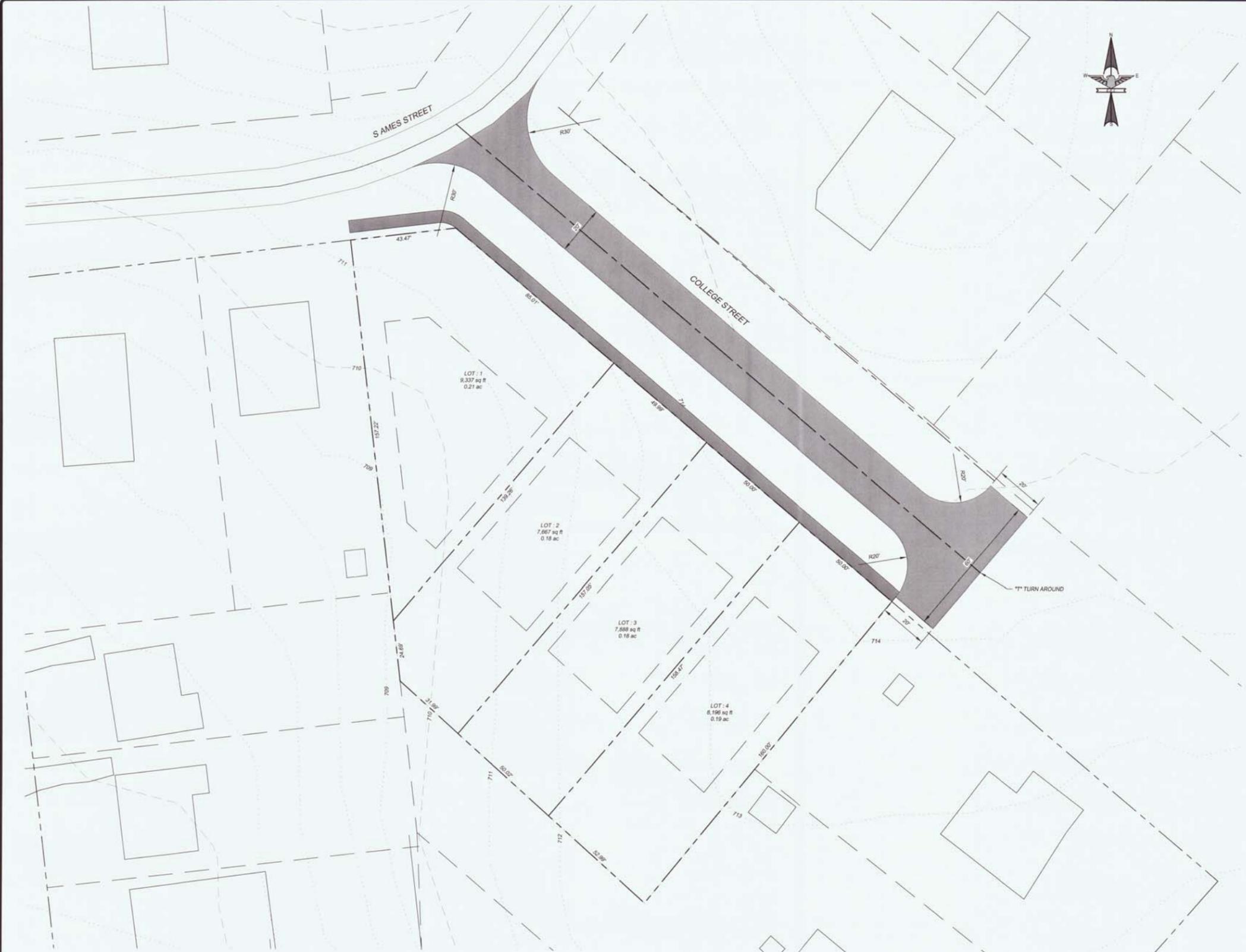
INDIAN TRAIL  
309 Post Office Drive, Indian Trail, North Carolina 28079  
Phone: 704.684.0034 | Real Estate Phone: 704.684.0031  
Fax: 704.684.0035

HUNTERSVILLE  
403 Gilead Road, Suite J, Huntersville, North Carolina 28078  
Phone: 704.274.5578  
Fax: 704.274.9569

attorneys admitted in NC & SC

Cc: John Ross, Eagle Engineering  
David Blackley, PCM Holdings, LLC  
Susan Habina-Wollard, PE, Town of Matthews  
Jay Camp, AICP, Planning Director, Town of Matthews  
C.J. O'Neil, PE, Public Works Director, Town of Matthews

K:\Land Projects\142796-College Street Station - Matthews\DWG\142796-01-01.dwg, 14/03/2010 11:21:11 AM



**ENGINEERING**  
 FIRM LICENSE # C-0873  
 2015A Van Buren Avenue  
 Indian Trail, NC 28079  
 (704) 882-4222  
 www.enjooonline.net

NO.	DATE	BY	ISSUE

**COLLEGE STREET PROPERTY**  
 MATTHEWS, NC  
 PCM HOLDINGS, LLC  
 P.O. BOX 67  
 MATTHEWS, NC 28106

**SITE PLAN**

DESIGNED BY	DRAWN BY	CHECKED BY
###	###	###

DATE	JOB NUMBER
###	###

Scale: AS SHOWN

**PRELIMINARY**  
 NOT FOR  
 CONSTRUCTION

03/05/20

Sheet  
**EXHIBIT**

rcvd 3-13-20



## **Agenda Item: Administrative Amendment –Elevation Changes – QuikTrip 10621 Monroe Rd.**

TO: Town of Matthews Planning Board

FROM: Robert Will, Senior Planner

DATE: March 17, 2020

### **Background/Issue:**

The QuikTrip located at 10621 Monroe Rd. is requesting an Administrative Amendment to change elevations for the store. The Board of Commissioners approved the rezoning on February 10, 2014.

- Elevations originally approved with the rezoning were originally constructed with black vertical tile as an accent finish on the front and ends of the store. See attached existing elevation.
- Due to long term maintenance issues there is a need to cover the tile with a metal panel system that has an EIFS finish with a black finish much like the color of the existing tile. See attached proposed elevation.
- Exterior insulation and finish system (EIFS) are a general class of non-load bearing building cladding systems that provides exterior walls with an insulated, water-resistant, finished surface in an integrated composite material system.
- No changes have been made to the footprint of the building.

### **Proposal/Solution**

The revised elevations are in reaction to maintenance issues with the existing tile.

### **Financial Impact**

None

### **Related Town Goal**

[Economic Development/Land Use Planning](#)

### **Recommended Action**

Review, discuss and make a determination if elevation change requests for the QuikTrip Store are appropriate.

**SUGGESTED  
STATEMENTS OF CONSISTENCY AND REASONABLENESS  
Final Decisions on Zoning-Related Issues**

**ADMINISTRATIVE AMENDMENT QuikTrip, 10621 Monroe Rd.**

**Matthews Planning Board makes the following 2 conclusions:**

**1)**      X   The requested zoning action, as most currently amended, **IS CONSISTENT** with the policies for development as outlined by the Matthews Land Use Plan and Town's long-range Vision Statements (as specified below)

**OR**

       The requested zoning action, as most currently amended, **IS NOT CONSISTENT** with the Matthews Land Use Plan and/or other adopted land development policies and plans.

*(A requested zoning can be found "consistent" and not approved, or found to be "not consistent", but approved.)*

**2)**      X   The requested zoning action **IS REASONABLE** and in the public interest because:  
*(ex., may be appropriate with specific surrounding land uses; has been shown that it will not create significant new traffic beyond area roads' capacities; creates/increases desirable use in Town.)*

There is no significant impact to building façade as the change in building elevations is necessary for the long term maintenance of the structure and is in character with the façade that was approved during the rezoning in 2014.

**OR**

       The requested zoning action **IS NOT REASONABLE** and in the public interest because:

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*(Reasons given for a zoning request being "reasonable" or "not reasonable" are not subject to judicial review.)*

Decision Date: May 27, 2020



February 25, 2020

Rob Will, AICP  
Senior Planner  
Planning & Development  
Town of Matthews  
232 Matthews Station Street  
Matthews, NC 28105

Re: QuikTrip Store 1028.

Dear Mr. Will,

Please accept this letter as a formal request for an Administrative Amendment to the Conditional Zoning approval for the QuikTrip store 1028 located at 10621 Monroe Road.

The store was originally constructed with black vertical tile as an accent finish on the front and ends of the store. Due to long term maintenance issues we are covering the tile with a metal panel system that has an EIFS finish with a black finish much like the color of the existing tile.

The EIFS will provide a similar looking finish that is also durable.

If you have any questions or need any additional information please feel free to contact me at 918-585-8555 x 322.

Sincerely,

The McIntosh Group, LLC

Bruce Horgen, AIA  
Principal

# PROPOSED



	<b>QuikTrip.</b>	Store # 0000	Angled Entry Building Elevations	Address: Address	City, State: City, ST
	4705 South 129th East Ave. Tulsa, OK 74134-7008 P.O. Box 3405 Tulsa, OK 74101-3475 (918) 415-7700	Serial # 00-0000-BSEI	Scale: 1/16"=1'-0"	Issue Date: 10.18.19	Drawn By: BP
COPYRIGHT © 2011 QUIKTRIP CORPORATION. DESIGN PATENTS, QUikTRIP PLANS ARE THE EXCLUSIVE PROPERTY OF QUIKTRIP CORPORATION, TULSA, OKLAHOMA. THESE PLANS ARE PROTECTED BY THEIR ENTIRETY BY DOMESTIC AND INTERNATIONAL COPYRIGHT AND PATENT STATUTES. ANY UNAUTHORIZED USE, REPRODUCTION, PUBLICATION, DISTRIBUTION OR SALE IN WHOLE OR IN PART, IS STRICTLY FORBIDDEN.					

#	FINISH	MANUFACTURER	SPECIFICATION
1	CONCRETE	CONCRETE	CONCRETE
2	BRICK	BRICK	BRICK
3	GLASS	GLASS	GLASS
4	PAINT	PAINT	PAINT
5	ROOFING	ROOFING	ROOFING
6	MECHANICAL	MECHANICAL	MECHANICAL
7	ELECTRICAL	ELECTRICAL	ELECTRICAL
8	PLUMBING	PLUMBING	PLUMBING
9	FINISH	FINISH	FINISH
10	LANDSCAPE	LANDSCAPE	LANDSCAPE

# EXISTING



<p><b>QuikTrip</b> 4755 South 173rd East Ave. Tulsa, OK 74244-7038 Tulsa, OK 2411-3445 (918) 610-3700</p>	Store #	Proposed Building Elevations with Right Entry Stairs		Address:	City, State:	<table border="1"> <thead> <tr> <th>#</th> <th>FINISH</th> <th>MANUFACTURER</th> <th>SPECIFICATION</th> </tr> </thead> <tbody> <tr><td>1</td><td>BRICKAZETONE</td><td>INTERSTATE BRICK</td><td>AS-145 STRUCTURAL BRICK</td></tr> <tr><td>2</td><td>METAL</td><td>INTERSTATE BRICK</td><td>AS-145 STRUCTURAL BRICK</td></tr> <tr><td>3</td><td>BLACK</td><td>ALL POINT FABRICS</td><td>DISPERSED WEAVE</td></tr> <tr><td>4</td><td>QT SIGNAGE</td><td>QUICKTRIP SIGNAGE</td><td>MAT. BRICK</td></tr> <tr><td>5</td><td>QT SIG</td><td>LANE</td><td>10' HANGING SIGN MOUNTING</td></tr> <tr><td>6</td><td>QT SIGNAGE</td><td>QUICKTRIP SIGNAGE</td><td>ALL HANGING SIGNS</td></tr> <tr><td>7</td><td>QT SIGNAGE</td><td>QUICKTRIP SIGNAGE</td><td>METAL BRICK</td></tr> <tr><td>8</td><td>QT SIGNAGE</td><td>QUICKTRIP SIGNAGE</td><td>QUICKTRIP SIGNAGE</td></tr> <tr><td>9</td><td>QT SIGNAGE</td><td>QUICKTRIP SIGNAGE</td><td>QUICKTRIP SIGNAGE</td></tr> <tr><td>10</td><td>QT SIGNAGE</td><td>QUICKTRIP SIGNAGE</td><td>QUICKTRIP SIGNAGE</td></tr> <tr><td>11</td><td>QT SIGNAGE</td><td>QUICKTRIP SIGNAGE</td><td>QUICKTRIP SIGNAGE</td></tr> <tr><td>12</td><td>QT SIGNAGE</td><td>QUICKTRIP SIGNAGE</td><td>QUICKTRIP SIGNAGE</td></tr> </tbody> </table>	#	FINISH	MANUFACTURER	SPECIFICATION	1	BRICKAZETONE	INTERSTATE BRICK	AS-145 STRUCTURAL BRICK	2	METAL	INTERSTATE BRICK	AS-145 STRUCTURAL BRICK	3	BLACK	ALL POINT FABRICS	DISPERSED WEAVE	4	QT SIGNAGE	QUICKTRIP SIGNAGE	MAT. BRICK	5	QT SIG	LANE	10' HANGING SIGN MOUNTING	6	QT SIGNAGE	QUICKTRIP SIGNAGE	ALL HANGING SIGNS	7	QT SIGNAGE	QUICKTRIP SIGNAGE	METAL BRICK	8	QT SIGNAGE	QUICKTRIP SIGNAGE	QUICKTRIP SIGNAGE	9	QT SIGNAGE	QUICKTRIP SIGNAGE	QUICKTRIP SIGNAGE	10	QT SIGNAGE	QUICKTRIP SIGNAGE	QUICKTRIP SIGNAGE	11	QT SIGNAGE	QUICKTRIP SIGNAGE	QUICKTRIP SIGNAGE	12	QT SIGNAGE	QUICKTRIP SIGNAGE	QUICKTRIP SIGNAGE
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Store #	#1028	Address:	MATTHEWS, NC																																																							
Serial #	81-1012-BST1	Scale:	NTS	Issue Date:	11-28-12	Drawn By:	BP	Rev/Notes:	2/15/12 Updated signage, raised entry stairs to reflect new design.	<p>QUICKTRIP IS A SERVICE MARK OF QUICKTRIP CORPORATION. ALL OTHER TRADEMARKS ARE THE EXCLUSIVE PROPERTY OF THEIR RESPECTIVE OWNERS. UNLESS OTHERWISE SPECIFIED, ALL DIMENSIONS ARE IN FEET AND INCHES TO NEAREST 1/8".</p> <p>REPRODUCTION, COPIES, AND PARTIAL REPRODUCTIONS ARE STRICTLY PROHIBITED. PUBLICATION, REPRODUCTION OR SALE IN WHOLE OR IN PART, IS STRICTLY PROHIBITED.</p>																																																

## **Agenda Item: Administrative Amendment – Matthews United Methodist Church - Columbarium**

TO: Planning Board  
FROM: Mary Jo Gollnitz, Senior Planner  
DATE: May 27, 2020

### **Background/Issue:**

Matthews United Methodist Church is requesting an Administrative Amendment to their approved site plan of 2001. At that time, the property was rezoned to R/I (CD) (Residential/Institutional Conditional District) showing future expansion areas.

Additional information about the changes:

- A “stair step” brick wall will serve as a boundary between the memorial garden and the church. The brick wall will be 5’ in height on either end and increase to 7’ in the center.
- A single niche will be against the wall as part of the initial phase of development and a double niche placed towards north side of the property.
- Future phases will have a second double niche directly across from initial double niche toward the south. The final expansion will include 2 more double niches across from the wall (see attached).
- A fountain in the center of the memorial will be installed, along with walkways from the northwest parking lot and within the garden area.
- A metal fence with column partitions will surround 3 sides of the memorial garden. Outside the fence will be a mix of boxwood shrubs and flowering camellias to soften the area.
- Additional landscaping will also be installed on the interior of the memorial garden.
- Columbarium are allowed by right in the R/I district under prescribed conditions of Section 155.506.15 of Matthews UDO (see attached). Location of proposed memorial garden and columbarium meet the requirements.

Matthews UDO provides three levels of approval for Administrative Amendments: staff review, Planning Board action and Board of Commissioners action.

If the Planning Board wishes to take action, the Statement of Consistency and Reasonableness is provided for your convenience.

### **Recommended Action**

Staff recommends the Planning Board review the proposed site change request and approve the addition of a memorial garden with columbarium at the Matthews United Methodist Church campus.

**SUGGESTED  
STATEMENTS OF CONSISTENCY AND REASONABLENESS  
Final Decisions on Zoning-Related Issues**

**ADMINISTRATIVE AMENDMENT Matthews United Methodist Church Columbarium & Memorial Garden**

**Matthews Planning Board makes the following 2 conclusions:**

**1)**  The requested zoning action, as most currently amended, **IS CONSISTENT** with the policies for development as outlined by the Matthews Land Use Plan and Town's long-range Vision Statements (as specified below)

**OR**

The requested zoning action, as most currently amended, **IS NOT CONSISTENT** with the Matthews Land Use Plan and/or other adopted land development policies and plans.

*(A requested zoning can be found "consistent" and not approved, or found to be "not consistent", but approved.)*

**2)**  The requested zoning action **IS REASONABLE** and in the public interest because:  
*(ex., may be appropriate with specific surrounding land uses; has been shown that it will not create significant new traffic beyond area roads' capacities; creates/increases desirable use in Town.)*

There is no significant traffic impact to the area and it provides an additional service that is common within religious campus facilities. It allows a use that is permitted by right within the Residential/Institutional zoning district.

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**OR**

The requested zoning action **IS NOT REASONABLE** and in the public interest because:

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*(Reasons given for a zoning request being "reasonable" or "not reasonable" are not subject to judicial review.)*

Decision Date  May 27, 2020

**155.506.13 Cemeteries, Mausoleums, Columbarium, and Crematorium.**

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- A. Private or public cemeteries, as a stand-alone use or in association with a place of worship, may be permitted in or near residential neighborhoods, in the R-20, R-15, R-12, R-9, R/I, CrC, O, R-VS, SRN, and C-MF districts, when meeting the following criteria.
- B. STANDARDS.
  - 1. Tombstones, monuments, and open wall columbarium must be located at least twenty five feet (25') from any side or rear lot line which adjoins lots in a residential area and at least ten feet (10') from any side or rear lot line which adjoins all other properties. In any case, they must be at least forty feet (40') from any street right-of-way.
  - 2. Buildings for the maintenance, management, rent, or sale of cemetery lots, burial or remembrance sites, mausoleums, crypts, and columbarium within enclosed structures must be located at least one hundred feet (100') from any lot lines which adjoin lots in a residential area. Otherwise any such buildings must conform to the requirements for principal uses in the district where they are located. **[formerly known as § 153.189]**
- C. CREMATORIUM.
  - 1. Crematorium are allowed per NCGS 90-210.123 (a) and (b) on the same lot as a funeral home or cemetery, or on a parcel adjacent to a cemetery or funeral home use.
  - 2. When on the same lot as a cemetery in any of the districts listed above at 155.506.13.A., the crematorium shall be a minimum of four hundred feet (400') from any adjacent residential dwelling unit.
  - 3. When a cemetery is on property zoned one of the districts listed in 155.402.13.A. above, a crematorium may be located on an adjacent parcel zoned as a commercial or industrial district of B-1, B-3, B-D, B-H, I-1, I-2, or B-1SCD.
  - 4. Crematorium may be allowed in association with a cemetery or funeral home or as a stand-alone use in other districts as listed in the Tables of Allowed Uses at 155.505. (Am. Ord. 2188, passed 11-14-16)



Matthews United Methodist Church

801 South Trade Street

Matthews, NC 28105

April 27, 2020

Dear Town of Matthews Planning Board,

Thank you for your valuable time in allowing me to present our dream ministry of a Memorial Garden/ Columbarium for Matthews United Methodist Church. Please let me introduce myself. I am Mary Ayers and a member of Matthews United Methodist Church. I am longingly waiting to place my deceased husband in his final resting place in the proposed memorial garden.

As you may know, there are many churches in the Matthews/Charlotte area who already have memorial gardens/ columbariums on their campuses for several years. Also, as stated by the National Funeral Directors Association, cremation accounts for 50% of services in 2016 and they estimate that in the year 2020 the figure will be 55%, and increase to 70% by 2030. Because of these reasons, we hope to have this ministry for our church members.

Our dream began about three years ago when David Bigham and I went to the Trustees of our church with our idea and dream. They were very excited and wishful for this to happen. A committee was formed and we have diligently worked and researched the very best location, the correct size, the most beautiful landscaping, the correct lighting and water source for this project. Thankfully we have had knowledgeable people willing to help and advise us along the way. All plans have been presented to, discussed with, and reviewed many times and unanimously voted on by the Matthews United Methodist Church's Board of Trustees, the Administrative Council, and our Senior Pastor Charles Wilson. We have 51 families in the church who have signed letters of intent expressing a desire for niches and/ or memorials as well as financial support. At this time, we have enough commitments from these families to underwrite this ministry.

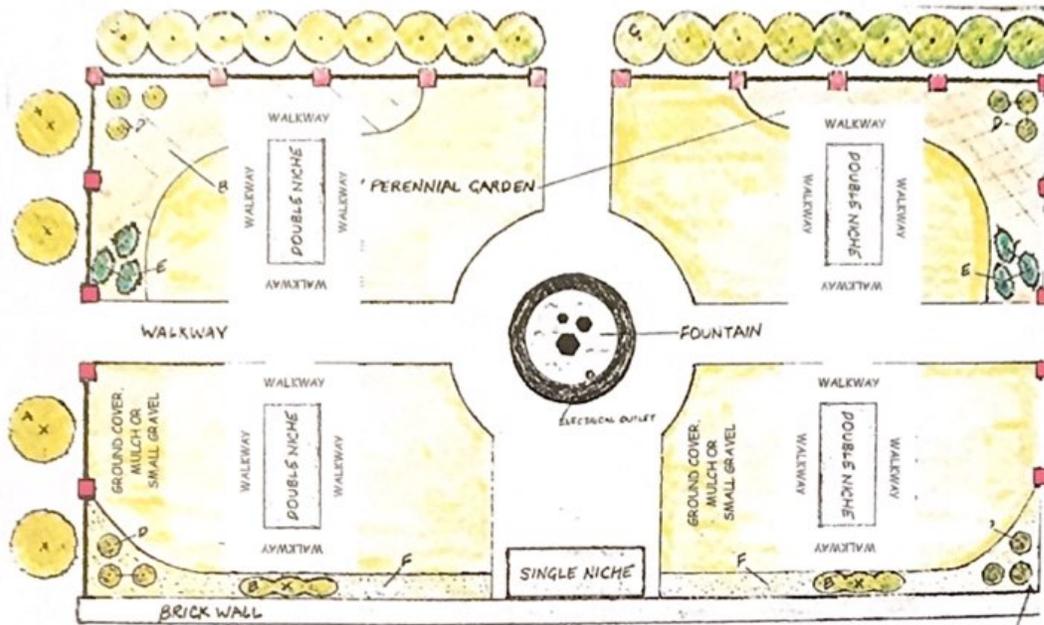
I have included several pictures and diagrams to share our plan and visions. I will, along with David Bigham, gladly answer any questions you may have.

Thank you for your thoughtful consideration to our ministry,

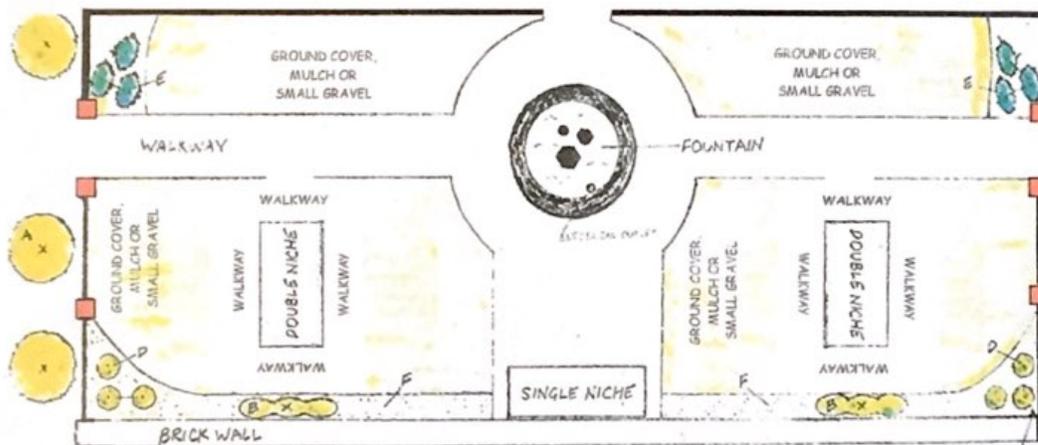
Mary E Ayers

c. 704-661-3860





Full Layout (Future Expansion)

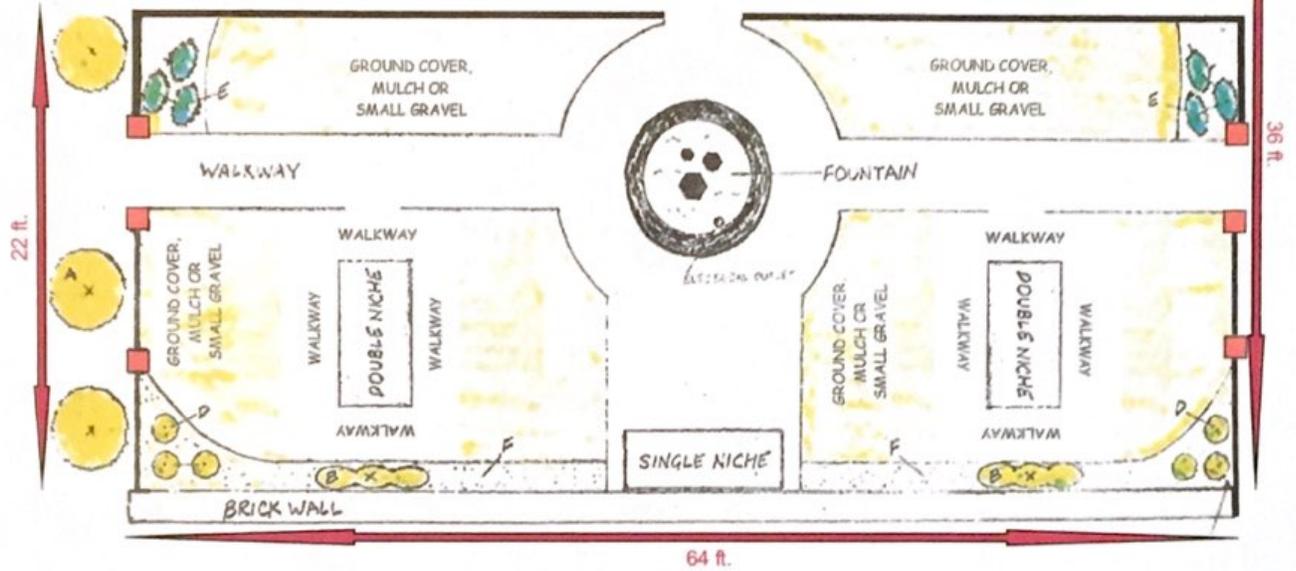


Reduced Layout (Initial Construction)

The initial construction will have one double niche unit (shown on the left in the picture above) and one single niche unit in the middle of the brick wall. A second double niche will be added on the right side as soon as funds permit.



# Future Expansion Space



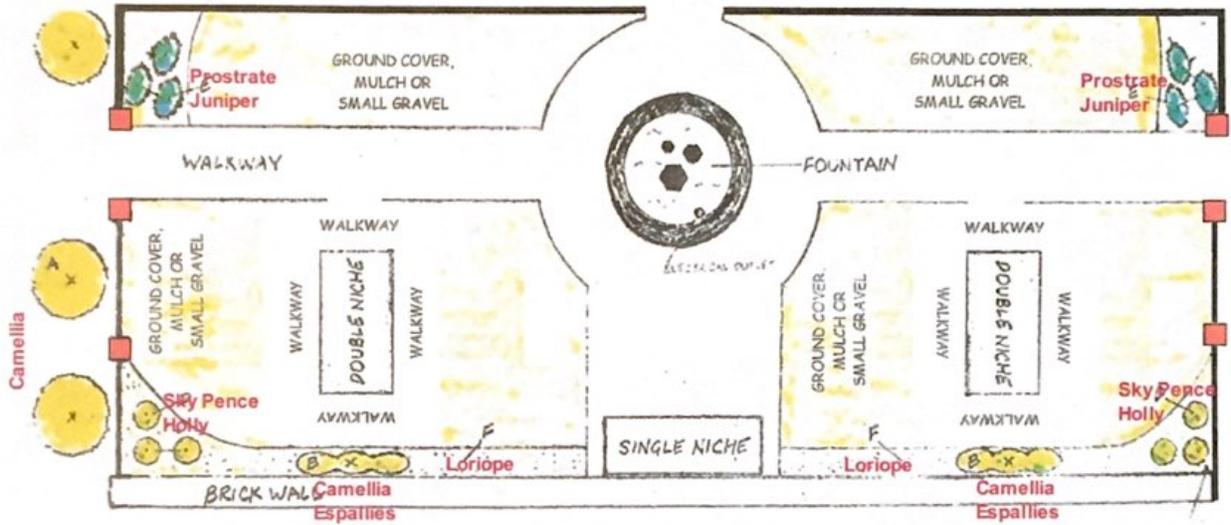


Korean Boxwood



Korean Boxwood

# Future Expansion Space

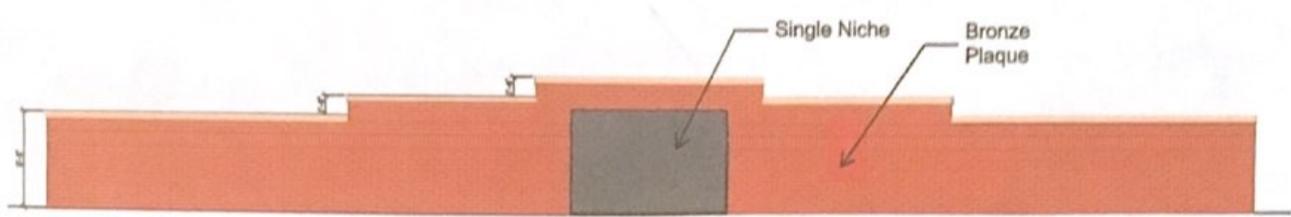




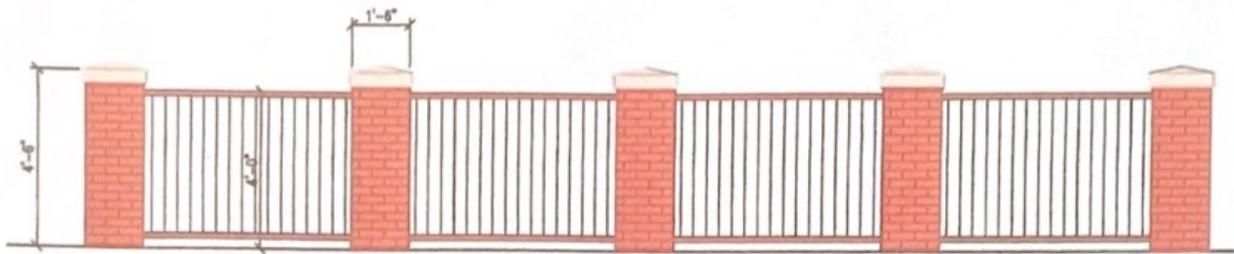
Brick Wall

Rear of Sanctuary

The 64 ft. long brick wall will be on the west side of the garden closest to the rear wall of the Sanctuary building.



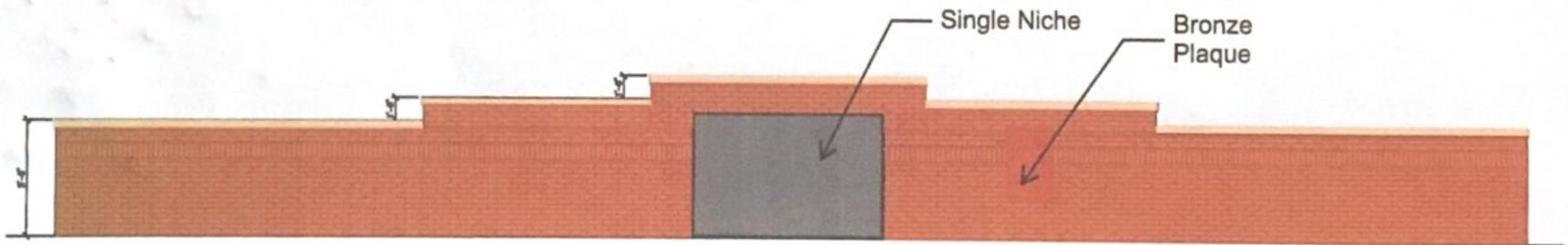
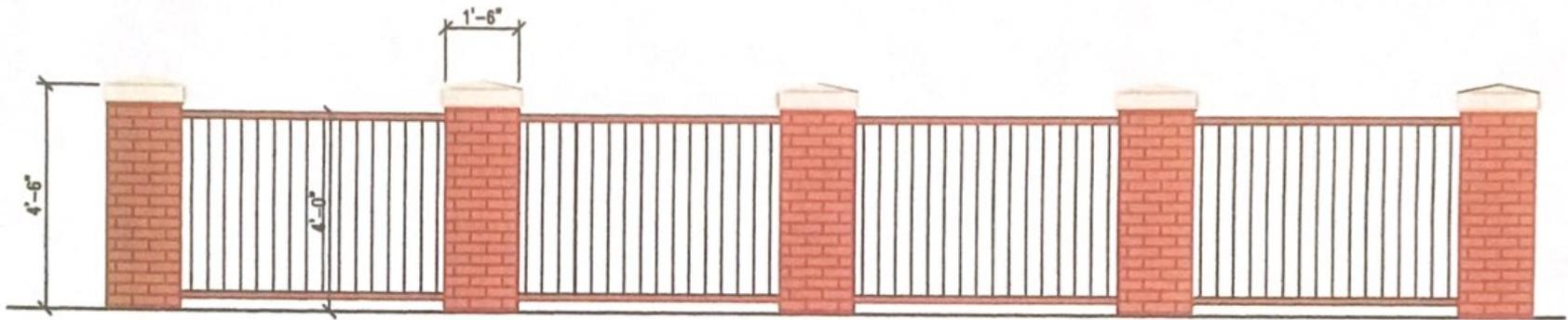
Brick Wall (64 ft. long; 7 ft. high in middle; 5 ft. high on ends)



Fence (54" tall brick columns with 48" metal fence panels)

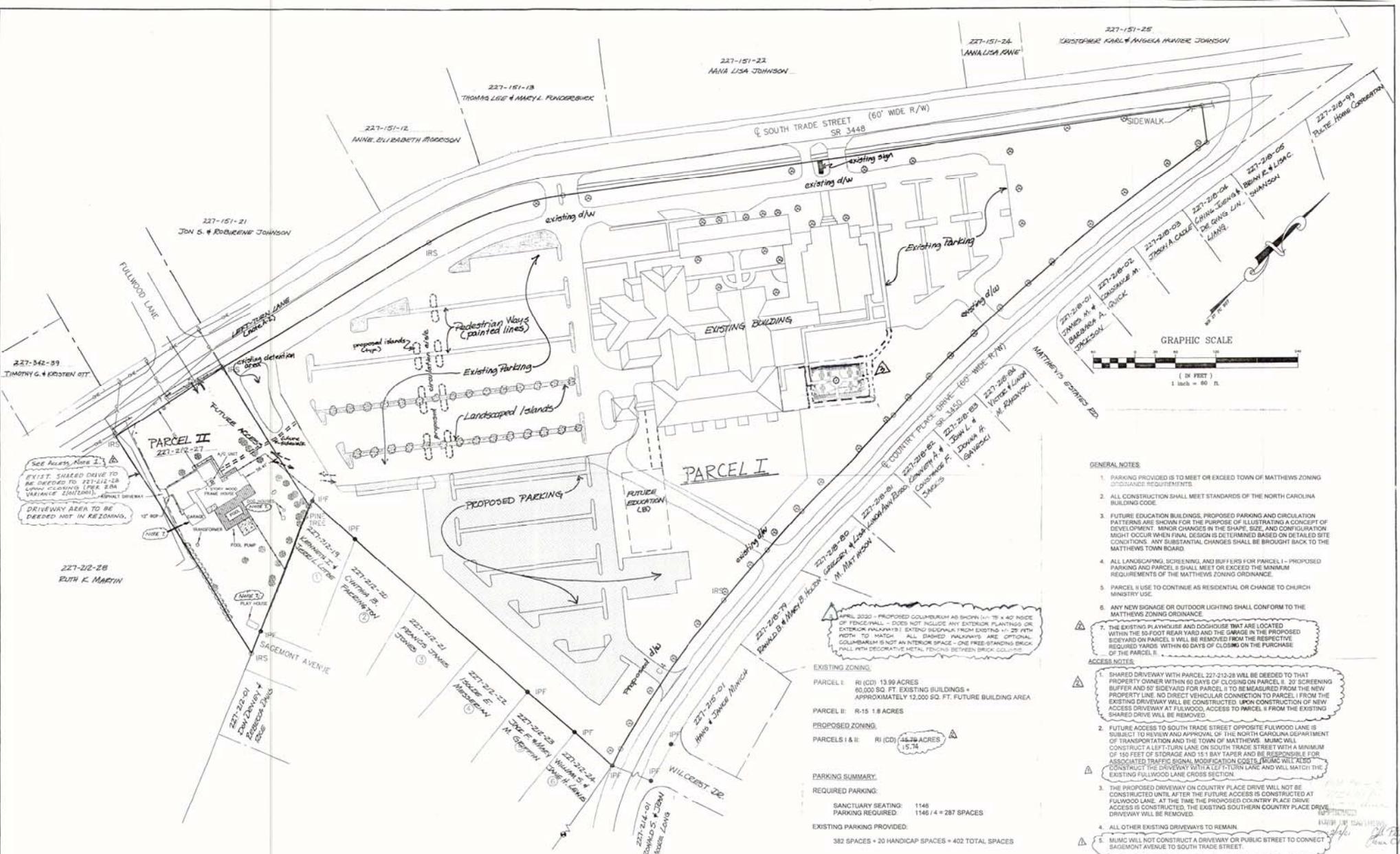


For the reduced layout, the fence along the east side of the garden will not have brick columns. When the garden is expanded, the new fence will have the brick columns and metal fence panels.



Double Niche 100-1/4"L x 64-3/4"H x 39"D





- GENERAL NOTES:**
1. PARKING PROVIDED IS TO MEET OR EXCEED TOWN OF MATTHEWS ZONING CIRCULAR REQUIREMENTS
  2. ALL CONSTRUCTION SHALL MEET STANDARDS OF THE NORTH CAROLINA BUILDING CODE
  3. FUTURE EDUCATION BUILDINGS, PROPOSED PARKING AND CIRCULATION PATTERNS ARE SHOWN FOR THE PURPOSE OF ILLUSTRATING A CONCEPT OF DEVELOPMENT. MINOR CHANGES IN THE SHAPE, SIZE AND CONFIGURATION MIGHT OCCUR WHEN FINAL DESIGN IS DETERMINED BASED ON DETAILED SITE CONDITIONS. ANY SUBSTANTIAL CHANGES SHALL BE BROUGHT BACK TO THE MATTHEWS TOWN BOARD.
  4. ALL LANDSCAPING, SCREENING, AND BUFFERS FOR PARCEL I - PROPOSED PARKING AND PARCEL II SHALL MEET OR EXCEED THE MINIMUM REQUIREMENTS OF THE MATTHEWS ZONING ORDINANCE.
  5. PARCEL II USE TO CONTINUE AS RESIDENTIAL OR CHANGE TO CHURCH MINISTRY USE.
  6. ANY NEW SIGNAGE OR OUTDOOR LIGHTING SHALL CONFORM TO THE MATTHEWS ZONING ORDINANCE.
- NOTES:**
1. THE EXISTING PLAYHOUSE AND DOORHOUSE THAT ARE LOCATED WITHIN THE 50-FOOT REAR YARD AND THE GARAGE IN THE PROPOSED SIDEYARD ON PARCEL II WILL BE REMOVED FROM THE RESPECTIVE REQUIRED YARDS WITHIN 60 DAYS OF CLOSING ON THE PURCHASE OF THE PARCEL II.

- ACCESS NOTES:**
1. SHARED DRIVEWAY WITH PARCEL 227-212-28 WILL BE DEEDED TO THAT PROPERTY OWNER WITHIN 60 DAYS OF CLOSING ON PARCEL II. 20' SCREENING BUFFER AND 60' SIDEYARD FOR PARCEL II TO BE MEASURED FROM THE NEW PROPERTY LINE. NO DIRECT VEHICULAR CONNECTION TO PARCEL I FROM THE EXISTING DRIVEWAY WILL BE CONSTRUCTED. UPON CONSTRUCTION OF NEW ACCESS DRIVEWAY AT FULLWOOD, ACCESS TO PARCEL II FROM THE EXISTING SHARED DRIVEWAY WILL BE REMOVED.
  2. FUTURE ACCESS TO SOUTH TRADE STREET OPPOSITE FULLWOOD LANE IS SUBJECT TO REVIEW AND APPROVAL OF THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION AND THE TOWN OF MATTHEWS. MUMC WILL CONSTRUCT A LEFT TURN LANE ON SOUTH TRADE STREET WITH A MINIMUM OF 150 FEET OF STORAGE AND 15' BAY TAPER AND BE RESPONSIBLE FOR ASSOCIATED TRAFFIC SIGNAL MODIFICATION COSTS. TRUCK WILL ALSO CONSTRUCT THE DRIVEWAY WITH A LEFT TURN LANE AND WILL MATCH THE EXISTING FULLWOOD LANE CROSS SECTION.
  3. THE PROPOSED DRIVEWAY ON COUNTRY PLACE DRIVE WILL NOT BE CONSTRUCTED UNTIL AFTER THE FUTURE ACCESS IS CONSTRUCTED AT FULLWOOD LANE. AT THE TIME THE PROPOSED COUNTRY PLACE DRIVE ACCESS IS CONSTRUCTED, THE EXISTING SOUTHERN COUNTRY PLACE DRIVE DRIVEWAY WILL BE REMOVED.
  4. ALL OTHER EXISTING DRIVEWAYS TO REMAIN.
  5. MUMC WILL NOT CONSTRUCT A DRIVEWAY OR PUBLIC STREET TO CONNECT SAGEMONT AVENUE TO SOUTH TRADE STREET.

**EXISTING ZONING:**

PARCEL I: R1 (CD) 13.99 ACRES  
60,000 SQ. FT. EXISTING BUILDINGS + APPROXIMATELY 12,000 SQ. FT. FUTURE BUILDING AREA

PARCEL II: R-15 1.8 ACRES

**PROPOSED ZONING:**

PARCELS I & II: R1 (CD) 15.78 ACRES

**PARKING SUMMARY:**

REQUIRED PARKING:  
SANCTUARY SEATING: 1148  
PARKING REQUIRED: 1148 / 4 = 287 SPACES

EXISTING PARKING PROVIDED:  
382 SPACES + 20 HANDICAP SPACES = 402 TOTAL SPACES

REVISION	DATE	DESCRIPTION
1	2/14/01	REVISED PLAN AND NOTES FOR ZONING BOARD VARIANCE ORDER EDWIN
2	2/16/01	REVISED GENERAL NOTES AND ACCESS NOTES
3	2/16/01	REVISIONS

Preliminary Plan  
Not For Recordation,  
Conveyances or Sales

**MCKIM & CREED**  
2300 Serpis Road North, Suite A  
Phone: (704)841-2588, Fax: (704)841-2567  
Charlotte, North Carolina 28227  
ANNONCET  
Internet Site: <http://www.mckimcreed.com>

MATTHEWS UNITED METHODIST CHURCH  
ADDITION OF STEVENS PROPERTY

CONCEPTUAL SITE PLAN

DATE: 20 AUG 00  
SCALE: HORIZONTAL: 1"=60'  
VERTICAL: 1"=60'  
STATUS: Preliminary Design  
Not Released For Construction