

Mayor
John Aneralla

Mayor Pro-Tem
Melinda Bales

Commissioners
Dan Boone
Mark Gibbons
Brian Hines
Danny Phillips
Nick Walsh

Town Manager
Gerry Vincent



Department Heads
Vickie Brock, HR Director
Max Buchanan, Public Works
Jackie Huffman, Finance
Michael Jaycocks, Parks&Rec
Jack Simoneau, Planning
Cleveland Spruill, Police Chief

Town Clerk
Janet Pierson

Town Attorney
Bob Blythe

AGENDA
Regular Town Board Meeting
December 18, 2017 - 6:30 PM
TOWN HALL (101 Huntersville-Concord Road)

- I. Pre-meeting**
 - A. Closed Session - Property Acquisition. (5:15 p.m.)
 - B. Closed Session - Economic Development. (5:45 p.m.)
 - C. Closed Session - Consultation with Attorney. (6:15 p.m.)
- II. Call to Order**
- III. Invocation - Moment of Silence**
- IV. Pledge of Allegiance**
- V. Mayor and Commissioner Reports-Staff Questions**
 - A. Mayor Aneralla
 - B. Commissioner Bales
 - C. Commissioner Boone
 - D. Commissioner Gibbons
 - E. Commissioner Hines
 - F. Commissioner Phillips
 - G. Commissioner Walsh
- VI. Public Comments, Requests, or Presentations**
- VII. Agenda Changes**
 - A. Agenda changes, if any.
 - B. Adoption of Agenda.
- VIII. Public Hearings**
- IX. Other Business**

- A. Consider appointments to the Parks & Recreation Commission. (*Michael Jaycocks*)
- B. Consider appointments to the Greenway, Trails and Bikeway Commission. (*Michael Jaycocks*)
- C. Consider appointments to the Huntersville Ordinances Advisory Board. (*Jack Simoneau*)
- D. Consider adopting resolution accepting offer to purchase Parcel 01903412 and authorize staff to submit an advertisement with a local newspaper to advertise the sale of the above mentioned property. (*Gerry Vincent*)

X. Consent Agenda

- A. Approve the minutes of the December 4, 2017 Regular Town Board Meeting. (*Janet Pierson*)
- B. Approve Municipal Agreement with NCDOT for intersection improvements at Statesville Road and Gilead Road. (*Max Buchanan*)
- C. Authorize execution of the property acquisition services contract with Professional Property Services. (*Max Buchanan*)
- D. Approve budget amendment appropriating Sponsorship revenue in the amount of \$8,000 to the Non-capitalized account for Recreation Center signage. (*Jackie Huffman/Michael Jaycocks*)
- E. Call a public hearing for January 16, 2018 at 6:30 p.m. at Huntersville Town Hall on Petition #TA18-02, a request by the Town of Huntersville to allow staff approval of Sketch Plans that are consistent with a Conditional Rezoning Plan approved by the Huntersville Town Board. (*Jack Simoneau*)

XI. Closing Comments

- A. Closed Session - Personnel following Closing Comments.

XII. Adjourn

To speak concerning an item on the Agenda, please print your name and address on the sign-up sheet on the table outside the Board Room prior to the meeting. If you wish to speak concerning an item that is added to the Agenda during the meeting, please raise your hand during that item. Each speaker will be limited to no more than 3 minutes. The Mayor, as the presiding officer may, at his discretion, shorten the time limit for speakers when an unusually large number of persons have signed up to speak.

**AS A COURTESY, PLEASE TURN CELL PHONES
OFF WHILE MEETING IS IN PROGRESS**

Town of Huntersville
REQUEST FOR BOARD ACTION
12/18/2017

REVIEWED:

To: The Honorable Mayor and Board of Commissioners
From: Michael Jaycocks
Subject: Parks & Recreation Commission Appointments

The Parks and Recreation Commission has a total of four openings to fill. Three expired terms ending in 2020 and one unexpired term ending in 2019. John Mielke and Cathleen Gallagher are reapplying for their expired terms. Brett Hutchins is not eligible to reapply due to serving the maximum of 3 consecutive terms. Brent Cagle had to vacate his unexpired term due to other commitments.

ACTION RECOMMENDED:

Consider appointments to the Parks & Recreation Commission.

FINANCIAL IMPLICATIONS:

None

ATTACHMENTS:

Description	Type
▣ PRC applicants	Backup Material
▣ PRC Map	Backup Material



Advisory Board Application

Applicant must be a Huntersville Resident

Please check the boxes next to the Advisory Boards in which you are interested in applying for:

- ☒ Park and Recreation Commission
☒ Greenway, Trail and Bikeway Commission

Background Information:

Name Deanna Arnold Home Phone 9804227953
Home Address 14405 Baytown Ct Zip Code 28078
E-Mail Address darnold@employersadvantageilc.com
Present Occupation Business Owner/HR Work Phone 9804227953
Place of Employment Employers Advantage LLC
Approximate Hours Available Per Month for Serving On Advisory Board 5-10

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

HR Advisory Committee / Meck County Expiration Date 1-31-2018
Expiration Date _____

Education Bachelors in Human Resources
Management, Associates Acctg.

Business and Civic Experience Self employed 7 years, LKN Chamber
Member, LKN HR chapter member & previous Board member
Lake Norman Exec. Group member

Areas of Expertise and Interests/Skills Business acumen, HR, planning
and problem solving, volunteering & community support

I, undersigned, understand this application will be kept on the active file for a two (2) year period

(Signature of Applicant)

(Date)

Applications may be mailed to:

Huntersville Parks and Recreation Department
P.O. Box 2879
Huntersville, NC 28070

Applications may also be hand delivered to:

Huntersville Parks and Recreation Department
Town Center Building
105 Gilead Road, 3rd Floor
Huntersville, NC 28078

For more information about these advisory board openings, please call 704-766-2228

Parks & Recreation

Post Office Box 2879 • 105 Gilead Road, Third Floor • Huntersville, NC 28070
phone 704.766.2220 • fax 704.992.5528 • www.huntersville.org



Advisory Board Application

Applicant must be a Huntersville Resident

Please check the boxes next to the Advisory Boards in which you are interested in applying for:

- ☒ **Park and Recreation Commission**
☐ **Greenway, Trail and Bikeway Commission**

Background Information:

Name Aaron Baker Home Phone 704 502 4440
Home Address 13709 Chardlers Green Ct Zip Code 28078
E-Mail Address awbaker@g.clemson.edu
Present Occupation Supplier Quality Tech Work Phone _____
Place of Employment Bona
Approximate Hours Available Per Month for Serving On Advisory Board 20+

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

Expiration Date _____

Expiration Date _____
Education B.S. in Microbiology Clemson University
2014

Business and Civic Experience Quality Control in Pharmaceutical
manufacturing + pharmaceutical
sales experience. Hardware floor industry
Areas of Expertise and Interests/Skills teamwork, statistics, logistics

I, undersigned, understand this application will be kept on the active file for a two (2) year period

(Signature of Applicant)

(Date)

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- ☒ **Park and Recreation Commission**
☒ **Greenway, Trail and Bikeway Commission**

Background Information:

Name Michael Lang Home Phone 336-413-7047
Home Address 7924 Rolling Meadows Lane Zip Code 28078
E-Mail Address mlang418@gmail.com
Present Occupation University Program Associate Work Phone 704-687-7619
Place of Employment UNC Charlotte
Approximate Hours Available Per Month for Serving On Advisory Board 15
Name of Any Town or County Boards/Committees/Commissions You Are Presently Serving On:

Education MPA, UNC Charlotte, 2017; BSBA Management, Marketing, UNC Charlotte, 2012

Business and Civic Experience Young Alumni Chapter, UNC Charlotte, 2015 - Present; Sports Marketing Intern, Visit Lake Norman, August 2012 - December 2012

Areas of Expertise and Interests/Skills I am a recent graduate of the MPA Program at UNC Charlotte and am looking to get more involved in my community as well as enjoy all Huntersville has to offer including parks and greenways in which my wife and I

enjoy to take advantage of and go on walks with our two dogs.
I, undersigned, understand this application will be kept on the active file for a two (2) year period

Michael Lang
(Signature of Applicant)

November 27, 2017
(Date)

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- ☒ **Park and Recreation Commission**
☐ **Greenway, Trail and Bikeway Commission**

Background Information:

Name Selene Magic Cypress-McNairy Home Phone 704-727-3865

Home Address 14904 Green River Drive Zip Code 28078

E-Mail Address magic_writer@att.net

Present Occupation Disabled Veteran, USAF Work Phone _____

Place of Employment Volunteer, VA Health Care Center, 3506 W Tyvola Rd., Charlotte

Approximate Hours Available Per Month for Serving On Advisory Board 10

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

None Expiration Date _____

None Expiration Date _____

Education USAF Command and Control Specialist, USAF Administration Specialist, NIT Electronic and Computer Repair.

Student, graduation (pending) Liberty University.

Business and Civic Experience former HOA President Riverdale community. Volunteers 16 to 24 hrs a week assisting military veterans in the completion of much needed paperwork, filing disability claims and applying for health care benefits. Assist in researching and obtaining other documents needed to support such claims. Assist the Administrative Services department in issuing reminder letters and calling patients referencing appoint times or cancellations. Volunteer since 2009, total lifetime hours 1,300 .

Areas of Expertise and Interests/Skills Office administration, Microsoft Office Suite (Outlook, Excel, PowerPoint, Word and Publisher) Communicates effectively verbally and written. Dependable, team player, loyal, trustworthy and efficient.

I, undersigned, understand this application will be kept on the active file for a two (2) year period

Selene Magic Cypress-McNairy
(Signature of Applicant)

11/24/2017
(Date)

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- ☒ Park and Recreation Commission
☒ Greenway, Trail and Bikeway Commission

Background Information:

Name Edward Parks Home Phone 704-999-0560
Home Address 12723 Vintage Point Ln Zip Code 28078
E-Mail Address edward@parks@901.com
Present Occupation Change Agent Work Phone 704-999-0560
Place of Employment Ingersoll Rand
Approximate Hours Available Per Month for Serving On Advisory Board 10

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

NA Expiration Date _____
NA Expiration Date _____

Education Masters in Business Administration (Florida State University)
Bachelor's in Economics (Florida State University)

Business and Civic Experience Leader of the environmental service organization @ Florida State University. Lead & planned Environmental cleanups, demonstrations, and guest speakers. Charlotte dragon boat Assn.

Areas of Expertise and Interests/Skills Adventure Recer (24 hour long Solo Triathlon in the woods)
Passionate about greenways & conservation spaces.

I, undersigned, understand this application will be kept on the active file for a two (2) year period

Edward Parks
(Signature of Applicant)

8-11-17
(Date)

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- ☒ **Park and Recreation Commission**
☐ **Greenway, Trail and Bikeway Commission**

Background Information:

Name RICHARD ROBINSON Home Phone (704) 785-0595
Home Address 16511 SEGARS LANE Zip Code 28078
E-Mail Address RROBINSON04@BELLSOUTH.NET
Present Occupation RISK MANAGER Work Phone (704) 986-3519
Place of Employment TIAA
Approximate Hours Available Per Month for Serving On Advisory Board 5

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

N/A Expiration Date _____
N/A Expiration Date _____

Education B.A. University of Connecticut
J.D. QUINNIPAC UNIVERSITY

Business and Civic Experience 20 years of compliance and/or regulatory experience in the financial services industry.

Areas of Expertise and Interests/Skills Have been a town resident since 2004.
Father of young children, looking to give back to community.

I, undersigned, understand this application will be kept on the active file for a two (2) year period

R/ 11/24/2017
(Signature of Applicant) (Date)

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- ☒ **Park and Recreation Commission**
☐ **Greenway, Trail and Bikeway Commission**

Background Information:

Name John Mielke Home Phone 704 222 2892

Home Address 6048 Latta Springs Circle Zip Code 28078

E-Mail Address Johnmielke@yahoo.com

Present Occupation Business Analyst Work Phone _____

Place of Employment BBT

Approximate Hours Available Per Month for Serving On Advisory Board 6-8

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

none Parks and Recreation Expiration Date 12/31/17

Expiration Date _____

Education B.A. Economics

Business and Civic Experience Project Management Institute, Dragonboat,
US Coast Guard Auxiliary.

Areas of Expertise and Interests/Skills Event Management, Managing Volunteers,
Business Process Improvement.

I, undersigned, understand this application will be kept on the active file for a two (2) year period

John Mielke 11/15/17
(Signature of Applicant) (Date)

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Advisory Board Application

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Please check the boxes next to the Advisory Boards in which you are interested in applying for:

- ☐ Park and Recreation Commission
☐ Greenway, Trail and Bikeway Commission

Background Information:

Name CATHLEEN GALLAGHER Home Phone 704.274.9290

Home Address 6522 FAIRSTED LN Zip Code 5431 28078

E-Mail Address CATHLEEN.G@GMAIL.COM

Present Occupation RETIRED-MEDICAL Work Phone —

Place of Employment —

Approximate Hours Available Per Month for Serving On Advisory Board 20 HRS

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

HUNTERSVILLE PARKS+REC Expiration Date DEC 2017

Expiration Date —

Education MEDICAL COLLEGE OF WISC - RADIOLOGY

Business and Civic Experience HUNTERSVILLE 101 - GRAD 2014

Areas of Expertise and Interests/Skills ARTS, GRANT WRITING

I, undersigned, understand this application will be kept on the active file for a two (2) year period

Cathleen Gallagher 11-17-2017
(Signature of Applicant) (Date)

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- ☒ **Park and Recreation Commission**
☐ **Greenway, Trail and Bikeway Commission**

Background Information:

Name Beth Stolarick Home Phone 847/769-1798

Home Address 515 Three Greens Dr. Zip Code 28078

E-Mail Address bstolarick@gmail.com

Present Occupation Managing Director Work Phone _____

Place of Employment PRISM Leadership Partners

Approximate Hours Available Per Month for Serving On Advisory Board 4+ (if needed)

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

Corvian Community School Expiration Date June 2019 - secretary

Expiration Date _____

Education BS. Accounting - Illinois State University, MBA

Operations management - DePaul University, CPA, CCP, certified Project Manager

Business and Civic Experience _____

Over 28 years business experience - finance, operations +
human resources including 15+ as an executive

Areas of Expertise and Interests/Skills leadership development, organizational
effectiveness

I, undersigned, understand this application will be kept on the active file for a two (2) year period

Beth Stolarick 29 Nov 2017
(Signature of Applicant) (Date)

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Parks & Recreation

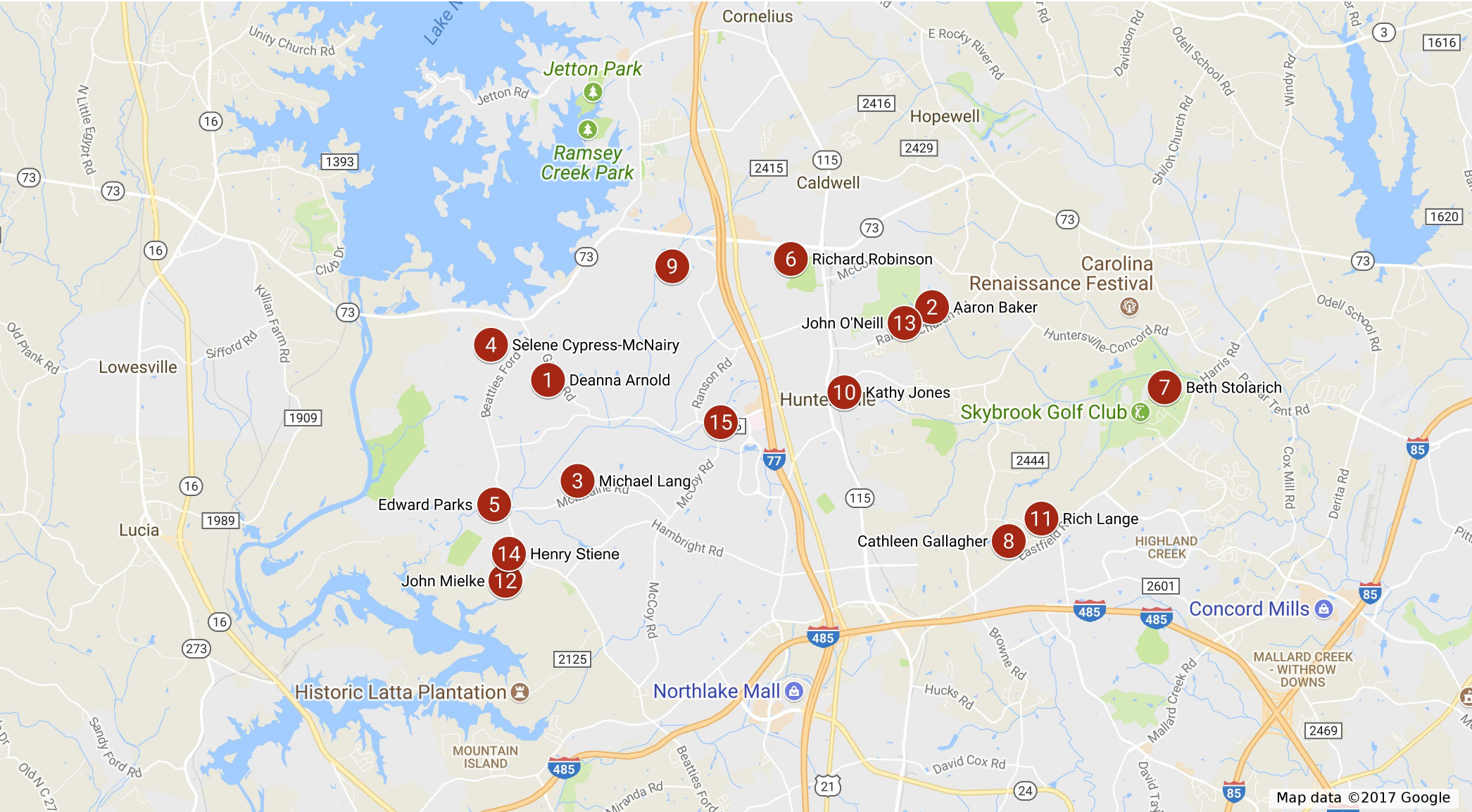
Post Office Box 2879 • 105 Gilead Road, Third Floor • Huntersville, NC 28070
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Parks and Recreation Commission & Candidates

PRC & Candidates

- 1 Deanna Arnold
- 2 Aaron Baker
- 3 Michael Lang
- 4 Selene Cypress-McNairy
- 5 Edward Parks
- 6 Richard Robinson
- 7 Beth Stolarich
- 8 Cathleen Gallagher
- 9 Brett Hutchins
- 10 Kathy Jones
- 11 Rich Lange
- 12 John Mielke
- 13 John O'Neill
- 14 Henry Stiene
- 15 Geoff Steele

1-7: New Applicants
8-15: Current Commissioners
8&12: Reapplying for New Term



Town of Huntersville
REQUEST FOR BOARD ACTION
12/18/2017

REVIEWED:

To: The Honorable Mayor and Board of Commissioners
From: Michael Jaycocks
Subject: Greenway and Bikeway Committee Appointments

The Greenway and Bikeway Committee has five openings to fill. Four expired terms ending in 2020 and one unexpired term ending in 2019. Roger Diedrich and Jason Pauling are both reapplying for their expired terms and Todd Steiss is not eligible to reapply due to serving the maximum allowed consecutive terms. Leif Rauer had to vacate his unexpired term due to other commitments.

ACTION RECOMMENDED:

Consider appointments to the Greenway and Bikeway Commission.

FINANCIAL IMPLICATIONS:

None

ATTACHMENTS:

	Description	Type
□	Applications	Backup Material
□	Map	Backup Material

Town of Huntersville

NORTH CAROLINA

Advisory Board Application

Applicant must be a Huntersville Resident

Please check the boxes next to the Advisory Boards in which you are interested in applying for:

- ☒ Park and Recreation Commission
☒ Greenway, Trail and Bikeway Commission

Background Information:

Name Deanna Arnold Home Phone 980 422 7953
Home Address 14405 Baytown Ct Zip Code 28078
E-Mail Address darndd@employersadvantagellc.com
Present Occupation Business Owner/HR Work Phone 980 422 7953
Place of Employment Employers Advantage LLC
Approximate Hours Available Per Month for Serving On Advisory Board 5-10

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

HR Advisory Committee / Meck County Expiration Date 1-31-2018
Expiration Date _____

Education Bachelors in Human Resources
Management, Associates Acctg.

Business and Civic Experience Self employed 7 years, LKN Chamber
Member, LKN HR chapter member & previous Board member
Lake Norman Exec. Group member

Areas of Expertise and Interests/Skills Business owner, HR, planning
and problem solving, volunteering & community support

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(Signature of Applicant)

(Date)

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Advisory Board Application

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Please check the boxes next to the Advisory Boards in which you are interested in applying for:

- ☐ Park and Recreation Commission
☒ Greenway, Trail and Bikeway Commission - reappointment

Background Information:

Name Roger Diedrich Home Phone 704-727-0554

Home Address 10128 Vanguard Pkwy Zip Code 28078

E-Mail Address rdiedrich@roadrunner.org

Present Occupation Retired Work Phone NA

Place of Employment NA

Approximate Hours Available Per Month for Serving On Advisory Board 6

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

Meck Co Stormwater Advisory Comm Expiration Date June 30, 2018

Expiration Date _____

Education B.S. Mechanical Engineering; M.S. Cybernetic Systems
Huntersville 101

Business and Civic Experience Was a member of a similar Trails advisory
Committee in Fairfax Co, VA for 10+ yrs. (2003-2013)

Also in that period, an active Bd member of Homeowners Ass'n

Areas of Expertise and Interests/Skills During my 3 yrs on the Commission, I
focused on steps to establishing a new dirt way in Huntersville. Also
actively volunteered with the Carolina thread trail.

I, undersigned, understand this application will be kept on the active file for a two (2) year period

Roger Diedrich
(Signature of Applicant)

Nov. 20, 2017
(Date)

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Please check the boxes next to the Advisory Boards in which you are interested in applying for:

- ☒ **Park and Recreation Commission**
☒ **Greenway, Trail and Bikeway Commission**

Background Information:

Name Michael Lang Home Phone 336-413-7047
Home Address 7924 Rolling Meadows Lane Zip Code 28078
E-Mail Address mlang418@gmail.com
Present Occupation University Program Associate Work Phone 704-687-7619
Place of Employment UNC Charlotte
Approximate Hours Available Per Month for Serving On Advisory Board 15
Name of Any Town or County Boards/Committees/Commissions You Are Presently Serving On:

Education MPA, UNC Charlotte, 2017; BSBA Management, Marketing, UNC Charlotte, 2012

Business and Civic Experience Young Alumni Chapter, UNC Charlotte, 2015 - Present; Sports Marketing Intern, Visit Lake Norman, August 2012 - December 2012

Areas of Expertise and Interests/Skills I am a recent graduate of the MPA Program at UNC Charlotte and am looking to get more involved in my community as well as enjoy all Huntersville has to offer including parks and greenways in which my wife and I

enjoy to take advantage of and go on walks with our two dogs.
I, undersigned, understand this application will be kept on the active file for a two (2) year period

Michael Lang
(Signature of Applicant)

November 27, 2017
(Date)

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- ☐ Park and Recreation Commission
☒ Greenway, Trail and Bikeway Commission

Background Information:

Name Diane McLaine Home Phone 704-948-6080
Home Address 15133 Oxford Hollow Zip Code 28078
E-Mail Address SDMcLaine@BellSouth.net
Present Occupation Project Manager Work Phone 704-953-4970
Place of Employment Wells Fargo
Approximate Hours Available Per Month for Serving On Advisory Board 10

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

None Expiration Date _____
Expiration Date _____

Education BA Ohio Wesleyan University

Business and Civic Experience Former member of Greenway, Trail and Bikeway Commission during master plan creation. Have become reinvolved and have been attending monthly meetings.

Areas of Expertise and Interests/Skills My project management skills can be an asset to the committee in terms of organization and problem solving.

I, undersigned, understand this application will be kept on the active file for a two (2) year period

Diane McLaine
(Signature of Applicant)

11/27/17
(Date)

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Town of Huntersville

NORTH CAROLINA

Advisory Board Application

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- ☒ Park and Recreation Commission
☒ Greenway, Trail and Bikeway Commission

Background Information:

Name Edward Parks Home Phone 704-999-0560
Home Address 12723 Vintage Point Ln Zip Code 28078
E-Mail Address edward@parks901.com
Present Occupation Change Agent Work Phone 704-999-0560
Place of Employment Ingersoll Rand
Approximate Hours Available Per Month for Serving On Advisory Board 10

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

NA Expiration Date _____
NA Expiration Date _____

Education Masters in Business Administration (Florida State University)
Bachelor's in Economics (Florida State University)

Business and Civic Experience Leader of the environmental service organization @ Florida State University. Lead & planned Environmental cleanups, demonstrations, and guest speakers. Charlotte dragon boat Assn.

Areas of Expertise and Interests/Skills Adventure Racer (24 hour long Solo Triathlon in the woods)
Passionate about greenways & conservation spaces.

I, undersigned, understand this application will be kept on the active file for a two (2) year period

Edward Parks
(Signature of Applicant)

8-11-17
(Date)

Applications may be mailed to:
Huntersville Parks and Recreation Department
P.O. Box 2879
Huntersville, NC 28070

Applications may also be hand delivered to:
Huntersville Parks and Recreation Department
Town Center Building
105 Gilead Road, 3rd Floor
Huntersville, NC 28078

For more information about these advisory board openings, please call 704-766-2228

Parks & Recreation

Post Office Box 2879 • 105 Gilead Road, Third Floor • Huntersville, NC 28070
phone 704.766.2220 • fax 704.992.5528 • www.huntersville.org

Town of Huntersville

NORTH CAROLINA

Advisory Board Application

Applicant must be a Huntersville Resident

Please check the boxes next to the Advisory Boards in which you are interested in applying for:

- ☐ Park and Recreation Commission
☒ Greenway, Trail and Bikeway Commission

Background Information:

Name JASON PAULING Home Phone (704) 421-8889 (mobile)

Home Address 12909 Blakemore Ave. Zip Code 28078

E-Mail Address paulingj@gmail.com

Present Occupation Senior Planner Work Phone (704) 896-2460 x113

Place of Employment Town of Cornelius

Approximate Hours Available Per Month for Serving On Advisory Board 5-10

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

Greenway, Trail & Bikeway Comm. Expiration Date 12/17

Expiration Date _____

Education B.S. Geography - UNC Charlotte

Business and Civic Experience I have worked in local gov't planning for over 16 years & have worked extensively w/ bike/ped/greenway plans throughout my career. Worked for 5 years as a Greenway Planner

Areas of Expertise and Interests/Skills Greenway, Park & Open Space Planning.
Land Use Planning & Zoning, Transportation Planning

I, undersigned, understand this application will be kept on the active file for a two (2) year period

Jason J. Pauling
(Signature of Applicant)

11/17/2017
(Date)

Applications may be mailed to:
Huntersville Parks and Recreation Department
P.O. Box 2879
Huntersville, NC 28070

Applications may also be hand delivered to:
Huntersville Parks and Recreation Department
Town Center Building
105 Gilead Road, 3rd Floor
Huntersville, NC 28078

For more information about these advisory board openings, please call 704-766-2228

Parks & Recreation

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phone 704.766.2220 • fax 704.992.5528 • www.huntersville.org



Advisory Board Application

Applicant must be a Huntersville Resident

Please check the boxes next to the Advisory Boards in which you are interested in applying for:

- ☐ **Park and Recreation Commission**
☒ **Greenway, Trail and Bikeway Commission**

Background Information:

Name Patty Reich Home Phone 703-307-0212

Home Address 12925 Blakemore Avenue Zip Code 28078

E-Mail Address pattyreich@gmail.com

Present Occupation University Staff-Deputy Program Manager Work Phone 703-307-0212

Place of Employment University of Maryland

Approximate Hours Available Per Month for Serving On Advisory Board 4

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

N/A Expiration Date

N/A Expiration Date

Education Bachelor's Degree, University of South Florida

Business and Civic Experience 25 years supporting government (Federal & State) grant programs

Areas of Expertise and Interests/Skills Grant opportunities evaluation, proposal writing,

financial and operational analyses.

I, undersigned, understand this application will be kept on the active file for a two (2) year period

(Signature of Applicant)

(Date)

Applications may be mailed to:

Huntersville Parks and Recreation Department
P.O. Box 2879
Huntersville, NC 28070

Applications may also be hand delivered to:

Huntersville Parks and Recreation Department
Town Center Building
105 Gilead Road, 3rd Floor
Huntersville, NC 28078

For more information about these advisory board openings, please call 704-766-2228

Parks&Recreation

Post Office Box 2879 • 105 Gilead Road, Third Floor • Huntersville, NC 28070
phone 704.766.2220 • fax 704.992.5528 • www.huntersville.org



Advisory Board Application

Applicant must be a Huntersville Resident

Please check the boxes next to the Advisory Boards in which you are interested in applying for:

- ☐ Park and Recreation Commission
☒ Greenway, Trail and Bikeway Commission

Background Information:

Name TIM SANBORN Home Phone 704-948-1959

Home Address 8616 TAYBROOK DR. Zip Code 28078

E-Mail Address tim.p.sanborn@gmail.com

Present Occupation ENVIRONMENT, HEALTH & SAFETY Work Phone 704-930-9171

Place of Employment BASE CORP.

Approximate Hours Available Per Month for Serving On Advisory Board FLEXIBLE

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

Expiration Date _____

Expiration Date _____

Education B.S. CHEMISTRY, MORAVIAN COLLEGE

Business and Civic Experience EAGLE SCOUT; PROJECT MANAGEMENT;

STRATEGIC & MARKET MANAGEMENT; WYNFIELD HOA BOARD

PRESIDENT & SECRETARY; HOMEFRONT MUSIC ORGANIZER

Areas of Expertise and Interests/Skills LEADERSHIP; TEAM BUILDING; HIKING;

PHOTOGRAPHY; CREATIVE WRITING

I, undersigned, understand this application will be kept on the active file for a two (2) year period

Timothy P. Sanborn
(Signature of Applicant)

NOV. 8, 2017
(Date)

Applications may be mailed to:
Huntersville Parks and Recreation Department
P.O. Box 2879
Huntersville, NC 28070

Applications may also be hand delivered to:
Huntersville Parks and Recreation Department
Town Center Building
105 Gilead Road, 3rd Floor
Huntersville, NC 28078

For more information about these advisory board openings, please call 704-766-2228

Parks & Recreation

Post Office Box 2879 • 105 Gilead Road, Third Floor • Huntersville, NC 28070
phone 704.766.2220 • fax 704.992.5528 • www.huntersville.org



Advisory Board Application

Applicant must be a Huntersville Resident

Please check the boxes next to the Advisory Boards in which you are interested in applying for:

- ☐ **Park and Recreation Commission**
☒ **Greenway, Trail and Bikeway Commission**

Background Information:

Name Susan Schroeder Home Phone 704-948-9784

Home Address 8936 Cumbria Ct Zip Code 28078

E-Mail Address sjschroedernc@gmail.com

Present Occupation Systems Consultant Work Phone 704-590-4061

Place of Employment Wells Fargo

Approximate Hours Available Per Month for Serving On Advisory Board 3-5

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

Expiration Date _____

Expiration Date _____

Education B.S. Systems Analysis, Miami University

Business and Civic Experience Project Management, Volunteer work with Swim Mac, and Wells Fargo Volunteers

Areas of Expertise and Interests/Skills Leadership, computer skills, photography, heavy user of greenways and bikeways

I, undersigned, understand this application will be kept on the active file for a two (2) year period


(Signature of Applicant)

11-21-2017

(Date)

Applications may be mailed to:
Huntersville Parks and Recreation Department
P.O. Box 2879
Huntersville, NC 28070

Applications may also be hand delivered to:
Huntersville Parks and Recreation Department
Town Center Building
105 Gilead Road, 3rd Floor
Huntersville, NC 28078

For more information about these advisory board openings, please call 704-766-2228

Parks&Recreation

Post Office Box 2879 • 105 Gilead Road, Third Floor • Huntersville, NC 28070
phone 704.766.2220 • fax 704.992.5528 • www.huntersville.org



Advisory Board Application

Applicant must be a Huntersville Resident

Please check the boxes next to the Advisory Boards in which you are interested in applying for:

- ☐ Park and Recreation Commission
☒ Greenway, Trail and Bikeway Commission

Background Information:

Name Drew Varnado Home Phone 225-266-4645
Home Address 100 Carlos Dr. Zip Code 28078
E-Mail Address Drew.Varnado@IMPLAN.com
Present Occupation Product Mgr / Economist Work Phone 225-266-4645
Place of Employment IMPLAN GROUP LLC
Approximate Hours Available Per Month for Serving On Advisory Board 10-15

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

N/A Expiration Date _____
N/A Expiration Date _____

Education Ph.D. (Economics) - Louisiana State University
B.S. (Math + Economics) - Millsaps College

Business and Civic Experience 2+ yrs. working for an economic
+ software development company. 2 yrs. doing rural economic
development research at LSU. Lifelong learner.

Areas of Expertise and Interests/Skills Economics, Music, outdoor activity,
cooking, service, family (2 sons).

I, undersigned, understand this application will be kept on the active file for a two (2) year period


(Signature of Applicant)

11/24/17
(Date)

Applications may be mailed to:
Huntersville Parks and Recreation Department
P.O. Box 2879
Huntersville, NC 28070

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Town Center Building
105 Gilead Road, 3rd Floor
Huntersville, NC 28078

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Parks & Recreation

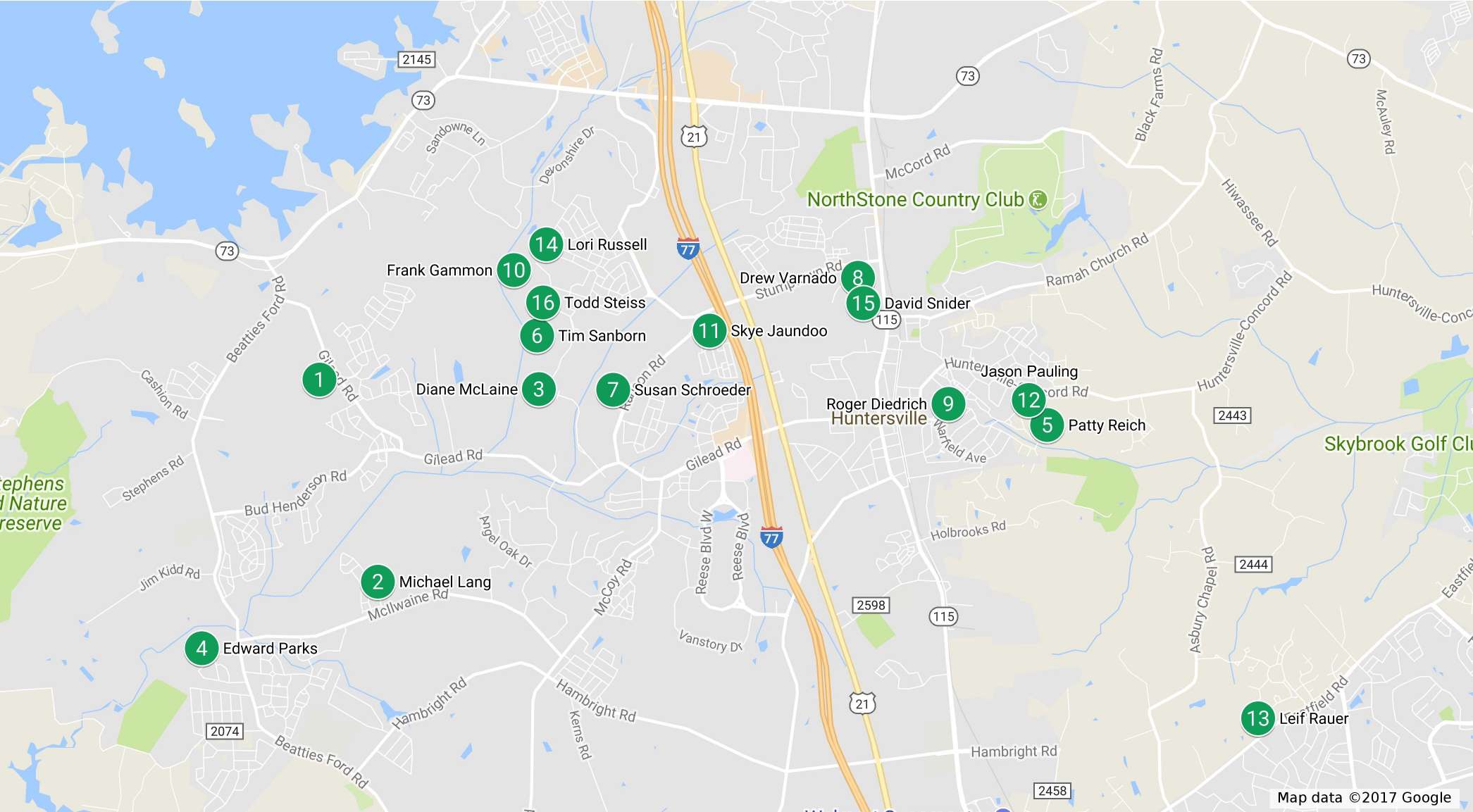
Post Office Box 2879 • 105 Gilead Road, Third Floor • Huntersville, NC 28070
phone 704.766.2220 • fax 704.992.5528 • www.huntersville.org

Greenway, Trail and Bikeway Commission & Candidates

GTBC & Candidates

- 1 Deanna Arnold
- 2 Michael Lang
- 3 Diane McLaine
- 4 Edward Parks
- 5 Patty Reich
- 6 Tim Sanborn
- 7 Susan Schroeder
- 8 Drew Varnado
- 9 Roger Diedrich
- 10 Frank Gammon
- 11 Skye Jaundoo
- 12 Jason Pauling
- 13 Leif Rauer
- 14 Lori Russell
- 15 David Snider
- 16 Todd Steiss

1-8: New Applicants
9-16: Current Commissioners
9&12: Reapplying for New Term



Town of Huntersville
REQUEST FOR BOARD ACTION
12/18/2017

REVIEWED:

To: The Honorable Mayor and Board of Commissioners
From: Jack Simoneau, Planning Director
Subject: Consider Appointing Members (HOAB)

Consider appointing members to the Huntersville Ordinance Advisory Board.

ACTION RECOMMENDED:

FINANCIAL IMPLICATIONS:

ATTACHMENTS:

Description	Type
☐ Gallagher Application	Backup Material
☐ Jones, J Application	Backup Material
☐ Jones, M Application	Backup Material
☐ Knox Application	Backup Material
☐ Kommuck Application	Backup Material
☐ Schreiner Application	Backup Material
☐ Taylor Application	Backup Material
☐ Munger Application	Backup Material
☐ Membership	Backup Material



NOTIFICATION FOR SERVICE FOR THE
TOWN OF HUNTERSVILLE
LAND DEVELOPMENT ORDINANCES
ADVISORY BOARD

Please type or print in black ink

BACKGROUND INFORMATION

NAME CATHLEEN GALLAGHER HOME PHONE 704-274-9290
HOME ADDRESS 6522 FAIRSTED LANE CELL PHONE 920-246-2111
DO YOU RESIDE IN THE TOWN LIMITS OR ETJ?
PRESENT OCCUPATION RETIRED RADIOGRAPHER WORK PHONE
PLACE OF EMPLOYMENT
EMAIL ADDRESS CATHLEEN.G @ GMAIL.COM

APPROXIMATE HOURS AVAILABLE PER MONTH FOR SERVING ON ADVISORY BOARD +/- 20 HRS.

NAME OF ANY TOWN OR COUNTY BOARDS/COMMITTEES/COMMISSIONS YOU ARE PRESENTLY
SERVING ON:

HUNTERSVILLE PARKS AND REC EXPIRATION DATE DEC 2017
EXPIRATION DATE

EDUCATION MEDICAL COLLEGE OF WISCONSIN 1980
CONCORDIA COLLEGE (MILW.) 1976

BUSINESS AND CIVIC EXPERIENCE BOARD OF DIRECTOR U.E.W ZOO 2008-10
BOARD OF DIRECTORS GREEN BAY BOTANICAL GARDENS 2010-12
COMMISSONER HUNTERSVILLE PARKS+REC 2015-2017
H.O.A CHAIR-PRESENT.

AREAS OF EXPERTISE AND INTERESTS/SKILLS PHOTOGRAPHY, BLOGGER,
ARTIST, ICE CARVER, WATERCOLORIST, SOCIAL MEDIA
GARDENER

I, the undersigned, understand this application and attached questionnaire will be kept on the active file for a two (2) year period only.

Cathleen Gallagher 11-5-2017
(Signature of Applicant) (Date)



QUESTIONNAIRE

To assist the Board of Commissioners in making appointments to the Land Development Ordinances Advisory Board ("Advisory Board"), please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview: The Advisory Board consists of eight (8) voting members appointed by the Board of Commissioners. The Regular membership shall consist of six (6) members who reside within the corporate limits, or extraterritorial zoning jurisdiction ("ETJ").

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

HUNTERSVILLE 101 GRADUATE 2014
HABITAT FOR HUMANITY
OLMSTED NEIGHBORHOOD HOA
HUNTERSVILLE PARKS & REC SINCE 2015
MAYOR SWAIN DISCUSSION GROUP - BLACK LIVES MATTER

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

COMMUNITY PRIDE, SAFETY AND SENSIBLE GROWTH,
TO CONTINUE TO BE A SMALL TOWN WITH THE
VALUES OF *NEIGHBORHOOD. TO COMMUNICATE
EFFECTIVELY AND TO OFFER CULTURAL RICHNESS
WITH KEEPING TAXES REASONABLE.

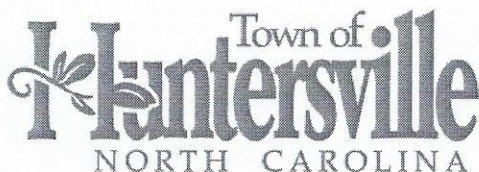
* GOOD

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

TRAFFIC IS A PROBLEM. THE BUILDING OF
NEIGHBORHOODS IN AREAS NOT CONDUSIVE
TO THE ADDED NUMBER OF COMMUTERS. HUNTERSVILLE
HAS SOME BEAUTIFUL "COUNTRY" ROADS, TO
BE ABLE TO KEEP THAT INTACT ALONG WITH DOUBLE
LANED ROADS IS A CHALLENGE.

OTHER COMMENTS:

IT WOULD BE AN HONOR TO SERVE HUNTERSVILLE
AS A COMMISSIONER TO THE LAND DEVELOPMENT
ADVISORY BOARD. I WOULD BE EAGER TO
TALK IN PERSON TO THE PLANNING DEPT.



NOTIFICATION FOR SERVICE FOR THE
TOWN OF HUNTERSVILLE
LAND DEVELOPMENT ORDINANCES
ADVISORY BOARD

Please type or print in black ink

BACKGROUND INFORMATION

NAME Jesse C. Jones HOME PHONE 704.464.6759
HOME ADDRESS 8732 Glade Court CELL PHONE 704.895-4276
DO YOU RESIDE IN THE TOWN LIMITS OR ETJ? town limits
PRESENT OCCUPATION Attorney WORK PHONE 704.892-1699
PLACE OF EMPLOYMENT The McIntosh Law Firm, P.C., Davidson
EMAIL ADDRESS Jesse@McIntoshLawFirm.com

APPROXIMATE HOURS AVAILABLE PER MONTH FOR SERVING ON ADVISORY BOARD 10.20

NAME OF ANY TOWN OR COUNTY BOARDS/COMMITTEES/COMMISSIONS YOU ARE PRESENTLY SERVING ON:

none EXPIRATION DATE _____
EXPIRATION DATE _____

EDUCATION B.A. U. of Tenn., 1974. Juris Doctor, U. of Mich., 1977.

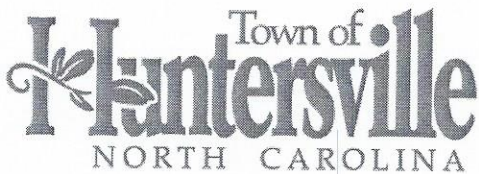
BUSINESS AND CIVIC EXPERIENCE I have practiced business law for 38 years, served on nonprofit Boards and Church boards.

AREAS OF EXPERTISE AND INTERESTS/SKILLS I lead the Business Law Team at The McIntosh Law Firm, previously practiced in Huntersville, Cornelius, Charlotte, and Miami, Florida.

I, the undersigned, understand this application and attached questionnaire will be kept on the active file for a two (2) year period only.

Jesse C. Jones
(Signature of Applicant)

12.23.15
(Date)



QUESTIONNAIRE

To assist the Board of Commissioners in making appointments to the Land Development Ordinances Advisory Board ("Advisory Board"), please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview: The Advisory Board consists of eight (8) voting members appointed by the Board of Commissioners. The Regular membership shall consist of six (6) members who reside within the corporate limits, or extraterritorial zoning jurisdiction ("ETJ").

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

I have been a member of the North Meck Rotary Club and the Lake Norman Chamber, and recently served two years as Clerk of Session at Davidson College Presbyterian Church.

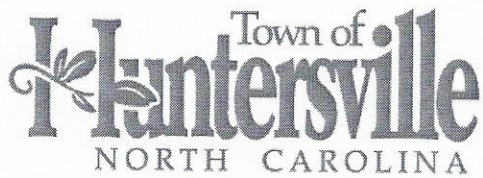
2. Briefly describe your vision for Huntersville in the next 10 to 15 years. What factors during that time will shape the growth of our community?

Huntersville's growth needs to be in concert with the rest of the Lake Norman region and needs a strong emphasis on strong business development.

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

The rapidity of Huntersville's continued growth would be challenge enough, but is also affected by the limited thoroughfares for traffic and the unbalanced political weight of Charlotte.

OTHER COMMENTS:



The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate qualified persons for membership. Nominations may be sent to:

TOWN OF HUNTERSVILLE
ATTN: Planning Department
P.O. BOX 664
HUNTERSVILLE, NC 28070

For more information on the responsibilities of various advisory bodies, applicants may contact the Planning Department at (704) 875-7000.

**Thank you for completing the application and questionnaire.
Please return them to the Huntersville Planning Department**



NOTIFICATION FOR SERVICE FOR THE
TOWN OF HUNTERSVILLE
LAND DEVELOPMENT ORDINANCES
ADVISORY BOARD

Please type or print in black ink

BACKGROUND INFORMATION

NAME Matthew P Jones HOME PHONE 704-274-9879
HOME ADDRESS 6426 Colonial Garden Dr, Huntersville, NC CELL PHONE 704-576-0646
DO YOU RESIDE IN THE TOWN LIMITS OR ETJ? Yes in the town limits
PRESENT OCCUPATION Real Estate & Finance Professional WORK PHONE 704-716-1199
PLACE OF EMPLOYMENT Forum Realty, LLC
EMAIL ADDRESS matthew.jones@forumcap.com

APPROXIMATE HOURS AVAILABLE PER MONTH FOR SERVING ON ADVISORY BOARD As Many As Needed

NAME OF ANY TOWN OR COUNTY BOARDS/COMMITTEES/COMMISSIONS YOU ARE PRESENTLY
SERVING ON:

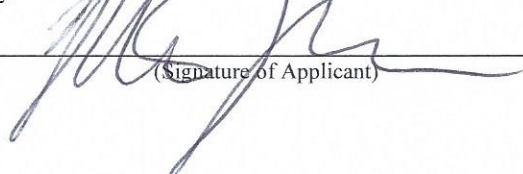
None EXPIRATION DATE _____
EXPIRATION DATE _____

EDUCATION Appalachian State University, BS Finance and Banking, Chartered Financial
Analyst (CFA)

BUSINESS AND CIVIC EXPERIENCE Business: Through my firm I provide C-suite level financial advisory
services to the home building and multi-family industries, real estate advisory and brokerage services (primarily focused on land),
previously worked for Wachovia Securities and Wachovia Bank in public finance and interest rate derivatives
Civic: Boy Scouts of America (Troop 19)

AREAS OF EXPERTISE AND INTERESTS/SKILLS Real estate investment, buy/sell transactions, land
planning and entitlement, market research, valuation and financial analysis, project finance, public finance, interest rate derivatives,
and business startup and development.

I, the undersigned, understand this application and attached questionnaire will be kept on the active file for a two (2) year period only.


(Signature of Applicant)

1-20-2016
(Date)



QUESTIONNAIRE

To assist the Board of Commissioners in making appointments to the Land Development Ordinances Advisory Board ("Advisory Board"), please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview: The Advisory Board consists of eight (8) voting members appointed by the Board of Commissioners. The Regular membership shall consist of six (6) members who reside within the corporate limits, or extraterritorial zoning jurisdiction ("ETJ").

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

Boy Scouts of America, Troop and Pack 19, I currently volunteer as an assistant scout master, previously served as a den leader and led the scouting for food drive.

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

Vision: I expect Huntersville to continue to grow at an above average rate for the foreseeable future and I would like to see it become a major employment center during that time frame.

Factors that will shape the growth of our community: funding transportation infrastructure, availability of land, costs of construction, access to utilities, ability to obtain entitlements for development, local and regional job creation, household formation and taxes.

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

Complexity of obtaining entitlements for development, it would be beneficial for the long term growth prospects of the town to streamline the process.

OTHER COMMENTS:



The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate qualified persons for membership. Nominations may be sent to:

TOWN OF HUNTERSVILLE
ATTN: Planning Department
P.O. BOX 664
HUNTERSVILLE, NC 28070

For more information on the responsibilities of various advisory bodies, applicants may contact the Planning Department at (704) 875-7000.

**Thank you for completing the application and questionnaire.
Please return them to the Huntersville Planning Department**



NOTIFICATION FOR SERVICE FOR THE
TOWN OF HUNTERSVILLE
LAND DEVELOPMENT ORDINANCES
ADVISORY BOARD

Please type or print in black ink

BACKGROUND INFORMATION

NAME Steve Knox HOME PHONE 704-400-2444
HOME ADDRESS 3510 Abby Hill Lane Charlotte CELL PHONE 704-400-2444
DO YOU RESIDE IN THE TOWN LIMITS OR ETJ? No - own property in Huntersville, Business
PRESENT OCCUPATION Real Estate WORK PHONE 704-896-1911
PLACE OF EMPLOYMENT Knox Group
EMAIL ADDRESS Steve@Knoxgroupinc.com

APPROXIMATE HOURS AVAILABLE PER MONTH FOR SERVING ON ADVISORY BOARD 15-20

NAME OF ANY TOWN OR COUNTY BOARDS/COMMITTEES/COMMISSIONS YOU ARE PRESENTLY SERVING ON:

EXPIRATION DATE _____

EXPIRATION DATE _____

EDUCATION UNC - Chapel Hill

BUSINESS AND CIVIC EXPERIENCE Real Estate Broker/Developer, owner/generator
Real estate Brokerage and development company

AREAS OF EXPERTISE AND INTERESTS/SKILLS Real Estate Broker/Developer

I, the undersigned, understand this application and attached questionnaire will be kept on the active file for a two (2) year period only.

Steve Knox
(Signature of Applicant)

1.27.2016
(Date)



QUESTIONNAIRE

To assist the Board of Commissioners in making appointments to the Land Development Ordinances Advisory Board ("Advisory Board"), please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview: The Advisory Board consists of eight (8) voting members appointed by the Board of Commissioners. The Regular membership shall consist of six (6) members who reside within the corporate limits, or extraterritorial zoning jurisdiction ("ETJ").

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

one of the
I served on ^{one of the} Advisory Boards for Charlotte-Mecklenburg Parks & Rec. Served on Advisory Committee for Lake Norman Chamber

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

Traffic obviously. Don't think transit needs to be abandoned. Widening local roads very important; connectivity along east side of I-485 going North/South important.

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

I don't think everyone/every development fits neatly in one box yet but our guidelines promote large scale development. There are plenty of small to mid size companies that don't fit in the guidelines.

OTHER COMMENTS:

Allowing diversified industrial development is important and I don't think it can be accomplished with current code.



The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate qualified persons for membership. Nominations may be sent to:

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ATTN: Planning Department
P.O. BOX 664
HUNTERSVILLE, NC 28070

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NOTIFICATION FOR SERVICE FOR THE
TOWN OF HUNTERSVILLE
LAND DEVELOPMENT ORDINANCES
ADVISORY BOARD

Please type or print in black ink

BACKGROUND INFORMATION

NAME VALERIE Kommuck HOME PHONE _____
HOME ADDRESS 6234 Colonial Garden Drive CELL PHONE 704-728-7593
DO YOU RESIDE IN THE TOWN LIMITS OR ETJ? yes
PRESENT OCCUPATION retired WORK PHONE _____
PLACE OF EMPLOYMENT _____
EMAIL ADDRESS Vmk192@gmail.com

APPROXIMATE HOURS AVAILABLE PER MONTH FOR SERVING ON ADVISORY BOARD numerous flexible

NAME OF ANY TOWN OR COUNTY BOARDS/COMMITTEES/COMMISSIONS YOU ARE PRESENTLY SERVING ON:

None EXPIRATION DATE _____
EXPIRATION DATE _____

EDUCATION Certified Paralegal (ABA approved)

BUSINESS AND CIVIC EXPERIENCE former employee of McKinsey & Company
Firm legal, East 52ND Street and Park Ave, midtown Manhattan, NY

AREAS OF EXPERTISE AND INTERESTS/SKILLS Wildlife, environment, landscaping,
flooding and erosion control

I, the undersigned, understand this application and attached questionnaire will be kept on the active file for a two (2) year period only.

Valerie Kommuck
(Signature of Applicant)

11 January 2016
(Date)



QUESTIONNAIRE

To assist the Board of Commissioners in making appointments to the Land Development Ordinances Advisory Board ("Advisory Board"), please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview: The Advisory Board consists of eight (8) voting members appointed by the Board of Commissioners. The Regular membership shall consist of six (6) members who reside within the corporate limits, or extraterritorial zoning jurisdiction ("ETJ").

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

Worked with Huntersville Planning Dept to redesign the front area landscaping at Carrington Ridge. Contacted Huntersville Planning Dept to understand the different land use areas in the community and convey that information to the Board and residents. Tried to assist Board with understanding street trees responsibility on the community.

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

I've lived here for the past ten years and it reminded me of Pearl River, NY, a hamlet an hour north of Manhattan where I grew up. I watched the farms being sold and paved over just like what's happening here. One the trees are gone and concrete is poured, there is no going back. I think the town needs serious effort to save existing trees.
MANAGED PLANNED GROWTH

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

Since I've lived in Carrington Ridge for the past ten years, I'm aware of the development problems that were associated with this community. There needs to be a way to ensure such problems aren't repeated during this rapid growth period. The name Huntersville conveys the image of a time past with front porches, trees, and friendly people; unfortunately, traffic is already a problem as will be land use problems without managed planned growth.

OTHER COMMENTS:

The area needs electric commuter trains



NOTIFICATION FOR SERVICE FOR THE
TOWN OF HUNTERSVILLE
LAND DEVELOPMENT ORDINANCES
ADVISORY BOARD

Please type or print in black ink

BACKGROUND INFORMATION

NAME STEPHEN M. SCHREINER HOME PHONE _____
HOME ADDRESS 17005 CAPLTON WAY ROAD CELL PHONE 704.728.6474
DO YOU RESIDE IN THE TOWN LIMITS OR ETJ? YES
PRESENT OCCUPATION CONSULTANT WORK PHONE _____
PLACE OF EMPLOYMENT SCHREINER DESIGN
EMAIL ADDRESS STEVE@SCHREINER-DESIGN.COM

APPROXIMATE HOURS AVAILABLE PER MONTH FOR SERVING ON ADVISORY BOARD AS NEEDED

NAME OF ANY TOWN OR COUNTY BOARDS/COMMITTEES/COMMISSIONS YOU ARE PRESENTLY
SERVING ON:

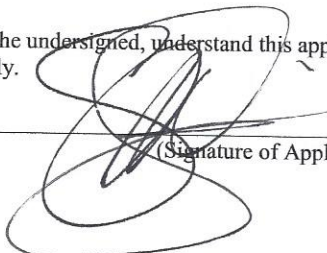
EXPIRATION DATE _____
EXPIRATION DATE _____

EDUCATION SEE ATTACHED RESUME

BUSINESS AND CIVIC EXPERIENCE _____

AREAS OF EXPERTISE AND INTERESTS/SKILLS _____

I, the undersigned, understand this application and attached questionnaire will be kept on the active file for a two (2) year period only.


(Signature of Applicant)

1.3.16
(Date)



QUESTIONNAIRE

To assist the Board of Commissioners in making appointments to the Land Development Ordinances Advisory Board ("Advisory Board"), please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview: The Advisory Board consists of eight (8) voting members appointed by the Board of Commissioners. The Regular membership shall consist of six (6) members who reside within the corporate limits, or extraterritorial zoning jurisdiction ("ETJ").

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

NUMEROUS MECKLENBURG COUNTY AND CITY OF CHARLOTTE COMMITTEES AND TASK FORCES REGARDING LAKE BUFFERS, WATERSHED, AND STORMWATER UTILITY ISSUES. ALSO PAST CHAIRMAN OF CHARLOTTE HBA LAND DEVELOPMENT COUNCIL.

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

HUNTERSVILLE CONTINUES TO BE ATTRACTIVE TO REAL ESTATE DEVELOPMENT. IT WILL BE IMPORTANT TO HAVE AN OPEN MIND FOR NEW AND CREATIVE IDEAS ON HOW TO MANAGE THIS ANTICIPATED GROWTH. THE KEY FACTOR TO ME WILL BE THE BALANCE BETWEEN THE NEED FOR DEVELOPMENT AND THE PROTECTION OF THE SURROUNDING ENVIRONMENT.

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

THE CHANGE IN HUNTERSVILLE'S CHARACTER AND GROWTH PATTERNS WILL REQUIRE THE RESEARCH AND IMPLEMENTATION OF NEW CONCEPTS THAT ARE ECONOMICALLY FEASIBLE AND ENVIRONMENTALLY SENSITIVE.

OTHER COMMENTS:

STEPHEN M. SCHREINER

17005 Carlton Way Road, Huntersville, NC 28078
704.728.6874

Extensive experience leading multi-million dollar real estate development and construction firms. Effective in managing on-staff personnel and outside consultants in all aspects of land development and residential construction. Successful in analyzing real estate development opportunities, managing the subsequent design and construction processes, and directing overall sales and marketing.

CORE COMPETENCIES

Feasibility Analysis
Planning/Engineering Design
Product Design

Project Entitlement
Financial Analysis

Sales and Marketing Programs
Market Analysis
Construction Management

PROFESSIONAL EXPERIENCE

SCHREINER DESIGN, Charlotte, NC

2013 – Present

Owner

Consulting firm specializing in residential land development and building design services.

Manage consulting firm, utilizing extensive land development and construction experience, to offer comprehensive services including site and building design from concept to construction.
Land Development Services: conceptual/feasibility analysis, site planning, construction management.
Building Design Services: conceptual design, construction documents, energy modeling.

THE SCHREINER GROUP, LLC, Charlotte, NC

2003 – 2012

Owner

Multi-faceted award-winning real estate development and construction company with projects in six different counties surrounding Charlotte, North Carolina.

Managed business operations for three divisions: land development, homebuilding, and light commercial. Directed conceptual design, financial analysis, entitlement, marketing, and construction of residential communities and custom homes. Provided project management consulting services to outside clients. Managed relationships with ten area banking institutions.

Selected Milestones

- North Carolina Homebuilders Association awards
 - 2008 Best Single Family Home \$500,000 – 1,000,000
 - 2009 Best Green Single Family Home \$500,000 – 1,000,000
- Lake Norman Homebuilders Association awards
 - 2006 Best Custom Home 4 – 5,000 sf
 - 2007 Best Renovation \$176 – 275,000
 - 2007 Best Custom Home 4 – 5,000 sf
 - 2008 Best Green Home (2nd Place)
 - 2008 Best Speculative Home (2nd Place)
 - 2008 Best Custom Home (3rd Place)
 - 2009 Best Green Home \$500 – 700,000
 - 2011 Best Speculative Home \$700 – 1,000,000
- LEED for Homes Silver for custom home
- LEED NC Certification for dental office building

CRESCENT RESOURCES, INC, Charlotte, NC
Senior Vice President

1989 - 2003

Highly respected and market-leading real estate development company involved in residential, commercial, and industrial projects throughout the Southeast, Austin, Texas, Phoenix, Arizona, and Washington D.C..

Hired to lead residential land development division responsible for developing the company's 270,000 acres of raw land, in North and South Carolina, into approximately seventy-five communities in eleven different counties and realizing \$400,000,000 in homesite sales. Responsible for representing company on numerous governmental environmental committees and task forces, and industry-related councils.

Selected Milestones

- Managed division of eighteen employees addressing community planning, engineering, and construction, environmental protection enforcement, architectural review, builder program management, homeowner association management, advertising and marketing, all of which, contributed to the development of unprecedented value-driven communities.
- Created successful, market-leading communities addressing environmentally sensitive issues of community concern by implementing design specifications, construction procedures, community education documents, community compliance programs, and builder programs. This overall program produced superior value to the customer through market exclusivity, and resulted in a stellar company reputation from unprecedented credibility with governmental agencies.
- Managed the coordination of a master marketing program for all community locations that created buyer awareness of the quality of our communities by encompassing the participation of six different realtor firms, as well as, advertising and public relations firms.
- Awarded Mecklenburg County's first "Blue Thumb Award" for water quality protection.
- Awarded National Arbor Association's "Building with Trees Community Award" for the protection of existing trees and the incorporation of new plantings throughout our communities.
- Received numerous comments of appreciation and recognition from county commissioners and other governmental officials regarding our example of environmentally responsible practices.

FIRSTMARK DEVELOPMENT CORP., Charlotte, NC
Construction Manager

1987 - 1989

Real estate development subsidiary of a Southeast regional financial institution.

Incorporated an extensive planning and engineering background into effectively managing the design and construction of multiple residential land development projects. Provided feasibility analysis expertise to new opportunities for land development and tracked existing projects for budget compliance.

COSTIN ENGINEERING, Colorado Springs, CO
WOOLPERT CONSULTANTS, Cincinnati, OH

1976 - 1987

Project Engineer / Landscape Architect

Consulting engineering firms that provided planning, engineering, and construction management services to private and public sector land development clients.

Utilized landscape architecture and construction degrees to ensure creative but competent project designs. Performed project feasibility studies in new markets used in the preparation of financial proformas. Branch manager for an engineering/surveying office in Colorado Springs, CO.

CREDENTIALS

LEED AP BD+C (Building Design and Construction)

NAHB Master Certified Green Professional

North Carolina General Contractors License (Unlimited Classification) (Accredited Builder)
Building, Residential, Highways, Public Utilities (Water & Sewer)

Registered Landscape Architect (North Carolina)

MEMBERSHIPS

Lake Norman Homebuilders Association, Board of Directors, Building Performance Council Chairman
US Green Building Council, Member

EDUCATION

PURDUE UNIVERSITY

B.S. Construction Technology

B.S. Landscape Architecture



NOTIFICATION FOR SERVICE FOR THE
TOWN OF HUNTERSVILLE
LAND DEVELOPMENT ORDINANCES
ADVISORY BOARD

Please type or print in black ink

BACKGROUND INFORMATION

NAME Timothy D. Taylor HOME PHONE 704-395-1347
HOME ADDRESS 8906 Wedgewood Dr. Huntersville, NC 28078 CELL PHONE 980-722-3810
DO YOU RESIDE IN THE TOWN LIMITS OR ETJ? In the Town Limits
PRESENT OCCUPATION Manager for Meck. Co. Code Enforcement WORK PHONE 980-314-3110
PLACE OF EMPLOYMENT Mecklenburg County
EMAIL ADDRESS t-ctaylor@att.net

APPROXIMATE HOURS AVAILABLE PER MONTH FOR SERVING ON ADVISORY BOARD 4

NAME OF ANY TOWN OR COUNTY BOARDS/COMMITTEES/COMMISSIONS YOU ARE PRESENTLY
SERVING ON:

None EXPIRATION DATE _____
EXPIRATION DATE _____

EDUCATION Associate Applied Science Degree in Civil Engineering

BUSINESS AND CIVIC EXPERIENCE 20 years of experience as a building contractor in residential & commercial renovations, 2.5 years of experience as a Housing Code Inspector for the City of Charlotte, 3.5 years of experience as a Housing Code Inspector for Mecklenburg County, 16 years of experience as a Code Enforcement Manager for Mecklenburg County Code Enforcement managing the Residential & Commercial Technical Assistance Centers

AREAS OF EXPERTISE AND INTERESTS/SKILLS Knowledge of the NC State Building Codes, I hold Building Level III, Mechanical Level I, & Plumbing Level I North Carolina Inspector Certifications, I am interested in the preservation of existing neighborhoods, ensuring public safety is maintained in the construction of new buildings and the renovation of existing buildings. I'm also interested in an orderly and well planned land development that includes a proper balance of residential, single family & multi-family, business, retail, & manufacturing.

I, the undersigned, understand this application and attached questionnaire will be kept on the active file for a two (2) year period only.

Timothy D. Taylor
(Signature of Applicant)

1-25-16
(Date)



QUESTIONNAIRE

To assist the Board of Commissioners in making appointments to the Land Development Ordinances Advisory Board ("Advisory Board"), please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

Overview: The Advisory Board consists of eight (8) voting members appointed by the Board of Commissioners. The Regular membership shall consist of six (6) members who reside within the corporate limits, or extraterritorial zoning jurisdiction ("ETJ").

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

I haven't participated in any areas of community service outside of my employment with the City of Charlotte and Mecklenburg County. I have worked closely with community police officers, neighborhood associations and the town management to enforce property maintenance ordinances that preserve neighborhoods, and improve the quality of life of the residents of Mecklenburg County.

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

Balancing the development of our Town by attracting businesses and more employment opportunities that improve our sustainability. Proper development of land development ordinances is key to managing the growth of our community. Providing the infrastructure that will support our growth.

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

High density housing in concentrated areas is a concern of mine. These need to be spread out, and located in close proximity to business, retail, etc. as well as single-family housing of varying price ranges to reduce the deterioration of neighborhoods. I would like to prevent traffic congestion similar to exit 28 in Cornelius and reduce the traffic congestion at exit 23. In my opinion this deters the support to the businesses in these areas. People can't patronize businesses if traffic congestion prevents access.

OTHER COMMENTS:

I believe that my experience in the construction industry, both from a contractor side and code enforcement side would be an asset to this advisory board. Thank you for your consideration to this appointment.



The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate qualified persons for membership. Nominations may be sent to:

TOWN OF HUNTERSVILLE
ATTN: Planning Department
P.O. BOX 664
HUNTERSVILLE, NC 28070

For more information on the responsibilities of various advisory bodies, applicants may contact the Planning Department at (704) 875-7000.

**Thank you for completing the application and questionnaire.
Please return them to the Huntersville Planning Department**



NOTIFICATION FOR SERVICE FOR THE
TOWN OF HUNTERSVILLE
LAND DEVELOPMENT ORDINANCES
ADVISORY BOARD

Please type or print in black ink

BACKGROUND INFORMATION

NAME Lance Munger HOME PHONE —
HOME ADDRESS 11708 Warfield Avenue CELL PHONE 443-615-0638
DO YOU RESIDE IN THE TOWN LIMITS OR ETJ? Yes, Town Limits
PRESENT OCCUPATION IT Consultant WORK PHONE 443-615-0638
PLACE OF EMPLOYMENT Trade Street Consulting
EMAIL ADDRESS lancemunger@yahoo.com

APPROXIMATE HOURS AVAILABLE PER MONTH FOR SERVING ON ADVISORY BOARD 5-10

NAME OF ANY TOWN OR COUNTY BOARDS/COMMITTEES/COMMISSIONS YOU ARE PRESENTLY SERVING ON:

Mecklenburg County Information Services + Technology EXPIRATION DATE 02/2018
Advisory Committee EXPIRATION DATE —

EDUCATION A.A. Philosophy, B.S. Computer Information Systems/
Business Administration

BUSINESS AND CIVIC EXPERIENCE 20+ years Information Technology
experience across a multitude of business + government
areas.

AREAS OF EXPERTISE AND INTERESTS/SKILLS Business Intelligence + Analytics
High level of interest in government Policy

I, the undersigned, understand this application and attached questionnaire will be kept on the active file for a two (2) year period only.


(Signature of Applicant)

12/7/2017
(Date)



QUESTIONNAIRE

To assist the Board of Commissioners in making appointments to the Land Development Ordinances Advisory Board ("Advisory Board"), please respond briefly to the following questions. There is no right or wrong answer. Your responses will provide a framework for discussion with the Mayor and Commissioners.

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

Recently ran for Town Commissioner, member of Mecklenburg county ISTAC board, Habitat for Humanity volunteer,

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

I would like to see a greater focus on infrastructure (schools & roads) to better support our burgeoning growth. I would also like us to place a higher emphasis on tree canopy preservation and improve the "walkability" of Huntersville.

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

~~Similar~~ Similar to what I mentioned above, infrastructure issues need to be addressed. I realize a number of the major roads are beyond the control of Huntersville and I know a number of roads ~~are~~ will be upgraded soon. Perhaps slowing growth until the infrastructure is improved, could be considered.

OTHER COMMENTS:

I would greatly appreciate the opportunity to serve and gain a greater understanding of the challenges facing Huntersville. Thank you for your consideration.



The Town of Huntersville Board of Commissioners sincerely appreciates the interest of all citizens in the Town's advisory committees and urges the public to nominate qualified persons for membership. Nominations may be sent to:

TOWN OF HUNTERSVILLE
ATTN: Planning Department
P.O. BOX 664
HUNTERSVILLE, NC 28070

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**Thank you for completing the application and questionnaire.
Please return them to the Huntersville Planning Department**

Land Development Ordinances Advisory Board Membership

12-12-2016

Dan Boone, Chairman (Town Board)
317 Southland Drive
Huntersville NC 28078
704-948-1685 (H)
dboone@huntersville.org

Mark Gibbons (Town Board)
13818 Bramborough Rd.
Huntersville, NC 28078
704-948-5320 (H)
mgibbons@huntersville.org

Bruce Anderson (At Large)
16125 Weatherly Way
Huntersville, NC 28078
704-618-8777 (C)
bruceaa@bellsouth.net
(Term expires 3-1-2018)

Jay Henson (At Large)
8926 Lizzie Lane
Huntersville, NC 28078
704-875-1615 (W)
jay@hensonfoley.com
(Term expires 3-1-2017)

Brian Hines (At Large) Appoint Replacement
15925 Bayshore Dr.
Huntersville, NC 28078
704-507-4877 (W)
brian@lenoxland.com
(Term expires 3-1-2017)

JoAnne Miller (Planning Board)
13900 Asbury Chapel Rd.
Huntersville, NC 28078
980-522-9855 (C)
Jbm1943@bellsouth.net

Daniel Rikard (At Large)
14442 Beatties Ford Rd.
Huntersville, NC 28078
704-635-6006 (W)
dan@butlerrikard.com
(Term expires 3-1-2018)

Jeff Sny (At Large)
10830 Drake Hill Dr.
Huntersville, NC 28078
704-875-7123 (W)
sny@helenadamsrealty.com
(Term expires 3-1-2018)

Nick Walsh (At Large) Appoint Replacement
10320 Drake Hill Dr.
Huntersville, NC 28078
704-577-0379 (W)
Nick.Walsh.Jr@live.com
(Term expires 3-1-2017)

NON-VOTING MEMBERS

Jack Simoneau, Planning Director
704-766-2211 (W)
jimoneau@huntersville.org

Bob Blythe, Town Attorney
704-766-2239 (W)
bblythe@huntersville.org

Michelle Haines, Executive Assistant
704-766-2215 (W)
mhaines@#huntersville.org

Town of Huntersville
REQUEST FOR BOARD ACTION
12/18/2017

REVIEWED:

To: The Honorable Mayor and Board of Commissioners
From: Gerald D. Vincent, Town Manager
Subject: Walters Street (Sale of Property)

On October 5, 2017, staff received a letter from Paul Walters inquiring about Town owned property located on Walters Street. An appraisal was prepared on November 6, 2017 by H. B. Pethel Company and discussed with Mr. Walters.

On November 29, 2017, staff received an offer from Mr. Paul S. Walters, Vice President of Walters Brothers, Inc. to purchase Town owned property, Parcel 01903412, located on Walters Street.

ACTION RECOMMENDED:

Adopt resolution accepting offer to purchase Parcel 01903412 and authorize staff to submit an advertisement with a local newspaper to advertise the sale of the above mentioned property.

FINANCIAL IMPLICATIONS:

Proposal is a sale of Town property (revenue); however, there will be costs associated with advertisement, an appraisal and staff time.

ATTACHMENTS:

Description	Type
☐ Offer Letter	Backup Material
☐ Appraisal	Backup Material

Walters Brothers, Inc.
102 Sherwood Drive, Huntersville, NC 28078
Phone (704) 875-6765

November 29, 2017

Town of Huntersville
101 Huntersville-Concord Road
Huntersville, NC 28078

Re: Offer to purchase tax parcel 019-034-12

Dear Sirs/Madam:

Walters Brothers, Incorporated would like to offer the Town of Huntersville \$81,100 for tax parcel 019-034-12.

If this offer is acceptable, please let us know and we will proceed to prepare an Offer to Purchase Contract for the parcel.

Sincerely,

Walters Brothers, Inc.

A handwritten signature in dark ink, appearing to read "Paul S. Walters", with a long horizontal flourish extending to the right.

Paul S. Walters, Vice President

H.B. Pethel Company
17720-B Kings Point Drive
Cornellus, NC 28031
(704) 892-3202

11/06/2017

Gerry Vincent .
Town of Huntersville
PO Box 664
Huntersville, NC 28078

Re: Property: 109 Walters St
Huntersville, NC 28078
Client: Gerry Vincent - Town of Huntersville
File No.: 109walters

Opinion of Value: \$ 100,000 per acre rounded to \$81,000
Effective Date: 11/2/2017

In accordance with your request, we have appraised the above referenced property. The report of that appraisal is attached.

The purpose of the appraisal is to develop an opinion of market value for the property described in this appraisal report, as improved, in unencumbered fee simple title of ownership.

This report is based on a physical analysis of the site and improvements, a locational analysis of the neighborhood and city, and an economic analysis of the market for properties such as the subject. The appraisal was developed and the report was prepared in accordance with the Uniform Standards of Professional Appraisal Practice.

The opinion of value reported above is as of the stated effective date and is contingent upon the certification and limiting conditions attached.

It has been a pleasure to assist you. Please do not hesitate to contact me or any of my staff if we can be of additional service to you.

Sincerely,



Henry B. Pethel, Jr.
License or Certification #: A360
State: NC Expires: 06/30/2018
hbpethel@bellsouth.net

LAND APPRAISAL REPORT

File No. 109walters

SUBJECT	Borrower <u>N/A</u>		Census Tract <u>0062.09</u>		Map Reference <u>16740</u>		
	Property Address <u>109 Walters St</u>						
	City <u>Huntersville</u>		County <u>Mecklenburg</u>		State <u>NC</u> Zip Code <u>28078</u>		
	Legal Description <u>Deed Reference 30620-491</u>						
NEIGHBORHOOD	Sale Price \$ <u>N/A</u>		Date of Sale <u>N/A</u>		Loan Term <u>N/A</u> yrs.		
	Actual Real Estate Taxes \$ <u>(192 waste fee)</u> (yr)		Loan charges to be paid by seller \$ <u>N/A</u>		Other sales concessions <u>N/A</u>		
	Lender/Client <u>Gerry Vincent - Town of Huntersville</u>		Address <u>PO Box 664, Huntersville, NC 28078</u>				
	Occupant <u>Vacant Lot</u>		Appraiser <u>Henry B. Pethel, Jr.</u>		Instructions to Appraiser <u>Estimation of Market Value</u>		
	Location	<input type="checkbox"/> Urban	<input checked="" type="checkbox"/> Suburban	<input type="checkbox"/> Rural	Employment Stability	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Avg. <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
	Built Up	<input checked="" type="checkbox"/> Over 75%	<input type="checkbox"/> 25% to 75%	<input type="checkbox"/> Under 25%	Convenience to Employment	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
	Growth Rate	<input type="checkbox"/> Fully Dev.	<input type="checkbox"/> Rapid	<input checked="" type="checkbox"/> Steady	Convenience to Shopping	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
	Property Values	<input type="checkbox"/> Increasing	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Declining	Convenience to Schools	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
	Demand/Supply	<input type="checkbox"/> Shortage	<input checked="" type="checkbox"/> In Balance	<input type="checkbox"/> Oversupply	Adequacy of Public Transportation	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
	Marketing Time	<input type="checkbox"/> Under 3 Mos.	<input checked="" type="checkbox"/> 4-6 Mos.	<input type="checkbox"/> Over 6 Mos.	Recreational Facilities	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
SITE	Present	<u>90</u> % One-Unit	<u>10</u> % 2-4 Unit	<u>0</u> % Apts.	<u>0</u> % Condo	<u>0</u> % Commercial	
	Land Use	<u>0</u> % Industrial	<u>10</u> % Vacant	<u>0</u> %	<u>0</u> %	<u>0</u> %	
	Change in Present	<input type="checkbox"/> Not Likely	<input type="checkbox"/> Likely (*)	<input checked="" type="checkbox"/> Taking Place (*)	Protection from Detrimental Conditions	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
	Land Use	(*) From <u>Vacant Land</u>		To <u>Single Family Residential</u>		Police and Fire Protection	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	Predominant Occupancy	<input checked="" type="checkbox"/> Owner	<input type="checkbox"/> Tenant	<u><1</u> % Vacant	General Appearance of Properties	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	
	One-Unit Price Range	\$ <u>11,000</u> to \$ <u>125,000</u>		Predominant Value \$ <u>60,000</u>		Appeal to Market	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	One-Unit Age Range	<u>40</u> yrs. to <u>1917</u> yrs.		Predominant Age <u>100</u> yrs.			
	Comments including those factors, favorable or unfavorable, affecting marketability (e.g. public parks, schools, view, noise)						
	The subject property is located in a single family residential neighborhood situated within one block northeast from the central business district of Huntersville. Residents are afforded average access to schools, churches, businesses and shopping facilities.						
	MARKET DATA ANALYSIS	Dimensions <u>See site map.</u>		= <u>0.811</u> Acre		<input checked="" type="checkbox"/> Corner Lot	
Zoning Classification <u>NR - Neighborhood Residential</u>		Present Improvements <input checked="" type="checkbox"/> Do <input type="checkbox"/> Do Not		Conform to Zoning Regulations			
Highest and Best Use <input checked="" type="checkbox"/> Present Use <input type="checkbox"/> Other (specify)							
Public <input checked="" type="checkbox"/> Other (Describe)							
Elec. <input checked="" type="checkbox"/>		OFF SITE IMPROVEMENTS					
Gas <input type="checkbox"/> <u>None</u>		Street Access <input checked="" type="checkbox"/> Public <input type="checkbox"/> Private					
Water <input checked="" type="checkbox"/>		Surface <u>Asphalt</u>					
San. Sewer <input checked="" type="checkbox"/>		Maintenance <input checked="" type="checkbox"/> Public <input type="checkbox"/> Private					
<input type="checkbox"/> Underground Elect. & Tel.		<input type="checkbox"/> Storm Sewer <input type="checkbox"/> Curb/Gutter					
		<input type="checkbox"/> Sidewalk <input type="checkbox"/> Street Lights					
RECONCILIATION	Topo <u>Level to gently sloping</u>		Is the property located in a FEMA Special Flood Hazard Area? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
	Size <u>Typical for area</u>						
	Shape <u>Irregular</u>						
	View <u>Average</u>						
	Drainage <u>Appears Adequate</u>						
	Comments (favorable or unfavorable including any apparent adverse easements, encroachments, or other adverse conditions)						
	The subject is a corner lot on Walters Street and First Street. The utility of the site is comparable to typical lots in the area. No adverse conditions or inharmonious uses were observed.						
	The undersigned has recited the following recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to or more favorable than the subject property, a minus (-) adjustment is made, thus reducing the indicated value of subject; if a significant item in the comparable is inferior to or less favorable than the subject property, a plus (+) adjustment is made thus increasing the indicated value of the subject.						
	ITEM		SUBJECT PROPERTY		COMPARABLE NO. 1		
	Address <u>109 Walters St</u>		<u>308 N Church St</u>		<u>230 2nd St</u>		
<u>Huntersville, NC 28078</u>		<u>Huntersville, NC 28078</u>		<u>Huntersville, NC 28078</u>			
Proximity to Subject		<u>0.16 miles NW</u>		<u>0.09 miles NE</u>			
Sales Price		\$ <u>15,000</u>		\$ <u>50,000</u>			
Price \$/Sq. Ft.		\$ <u>85,714</u>		\$ <u>95,969</u>			
Data Source(s)		Tax Records, Deed Ref		Tax Records, Deed Ref			
ITEM		DESCRIPTION		DESCRIPTION			
Date of Sale/Time Adj.		<u>5/27/2016</u>		<u>5/14/2015</u>			
Location		<u>Average</u>		<u>Average</u>			
Site/View		<u>0.811 Acre</u>		<u>0.521 Acre</u>			
Improvements		<u>None</u>		<u>None</u>			
Sales or Financing		<u>Cash</u>		<u>Cash</u>			
Concessions		<u>N/A</u>		<u>N/A</u>			
Net Adj. (Total)		<input type="checkbox"/> + <input type="checkbox"/> - \$		<input type="checkbox"/> + <input type="checkbox"/> - \$			
Indicated Value of Subject		\$ <u>15,000</u>		\$ <u>50,000</u>			
Comments on Market Data <u>See attached addendum.</u>							
Comments and Conditions of Appraisal <u>See attached addendum.</u>							
Final Reconciliation <u>See attached addendum.</u>							
I (WE) ESTIMATE THE MARKET VALUE, AS DEFINED, OF THE SUBJECT PROPERTY AS OF <u>11/2/2017</u> TO BE \$ <u>100,000 per acre rounded to \$81,000</u>							
Appraiser <u>Henry B. Pethel, Jr.</u> Supervisory Appraiser (if applicable)							
Date of Signature and Report <u>11/06/2017</u> Date of Signature							
Title							
State Certification # <u>A360</u> ST <u>NC</u> State Certification #							
Or State License # ST Or State License #							
Expiration Date of State Certification or License <u>06/30/2018</u> Expiration Date of State Certification or License							
Date of Inspection (if applicable) <u>11/2/2017</u> <input type="checkbox"/> Did <input type="checkbox"/> Did Not Inspect Property Date of Inspection							

Supplemental Addendum

File No. 109walters

Client	Gerry Vincent - Town of Huntersville				
Property Address	109 Walters St				
City	Huntersville	County	Mecklenburg	State	NC Zip Code 28078
Appraiser	Henry B. Pethel, Jr.				

SALES COMPARISON ANALYSIS

The most recent and similar closed comparable sales from the nearby market area were utilized and compared to the subject with rounded dollar adjustments, if any, applied for variances.

Several sales are greater than twelve months old, yet were utilized due to similar location within the Trenton Cotton Mills neighborhood.

As per USPAP Guidelines, the subject property has sold within the previous three years. The subject last sold as part of a larger transaction in February 2016. The cost and income approaches are not considered applicable valuation methods for the purpose of this report. The sales comparison approach is the accepted method to value vacant lots.

All personal items, if any, have been excluded from the estimated market value of the subject property.

All comparable sales are considered to be the best and most similar sales available. No other superior sales are known.

COMMENTS, CONDITIONS AND FINAL RECONCILIATION

The property is a residential property typically owner occupied. Size, measurements and opinions contained within this report are estimates of the appraiser or appraisers. The contract for report, consultation, or analytical service is specified. A fee may be paid in connection with the procurement of the assignment. H. B. Pethel Company or those assisting in preparation of the report will not be asked or required to give testimony in court or hearing because of having made the report, in full or in part, nor engage in post report consultation with client or third parties except under separate and special arrangement and at an additional fee. If testimony or deposition is required because of any subpoena, the client shall be responsible for any additional times, fees, and charges, regardless of issuing party. Any claims against the appraiser or appraisers arising from or based on any information contained within this report are limited to the fee charged for this report. The liability of H.B. Pethel Company, employee(s) or associates is limited to the client only and to the fee actually received by our firm. There is no accountability, obligation or liability to any third party. If this report is placed in the hands of anyone other than client, the client shall make such party aware of all limiting conditions and assumptions of the assignment and related discussions. Further, client will forever indemnify and hold the appraiser(s) named on the report, H.B. Pethel Company, its officer(s), associates and employees harmless from any claims by third parties relate in any way to the appraisal or study which is the subject of the report. Third parties shall include limited partners of client if client is a partnership and stockholders of client if client is a corporation, all lenders, tenants, past owners, successors, assigns, transferees and spouses of client. H.B. Pethel Company will not be responsible for any costs incurred to discover or correct any deficiencies of any type present in the property, physically, financially, and/or legally. This appraisal may contain clerical or typographical mistakes, however, the mistakes, if any, are not fraudulent and will not cause the report to be misleading. All rights reserved. This appraisal report has been prepared in conformity with Uniform Standards of Professional Appraisal Practice.

In conclusion, I hereby certify that I have no present nor contemplated future interest in the property appraised and that I have personally inspected the subject property and that the fee received for this appraisal is in no way contingent upon estimate of value, and that all factors appraised were considered in arriving at the final estimate of value. The appraiser does not have any current or prospective interest in the subject property or parties involved and there have not been any services regarding the subject property performed by the appraiser within the three year period immediately proceeding acceptance of the assignment. In accordance with the competency provision in the Uniform Standards of Professional Appraisal Practice, my education, experience and knowledge is sufficient to appraise this type of property and that no other appraiser has provided significant professional assistance to the person or persons inspecting the subject property and in the completion of analyses other than the co-signing appraiser, if applicable. This report is classified as a complete appraisal report presented in summary format as defined by The Appraisal Institute and The Appraisal Foundation. I further certify to the best of my knowledge and belief the statements, opinions and conclusions were developed, and this report has been prepared in conformity with the Uniform Standards of Professional Appraisal Practice and the supplemental standards of The Appraisal Institute.

Photograph Addendum

Client	Gerry Vincent - Town of Huntersville				
Property Address	109 Walters St				
City	Huntersville	County	Mecklenburg	State	NC Zip Code 28078
Appraiser	Henry B. Pethel, Jr.				



Photograph Addendum

Client	Gerry Vincent - Town of Huntersville				
Property Address	109 Walters St				
City	Huntersville	County	Mecklenburg	State	NC Zip Code 28078
Appraiser	Henry B. Pethel, Jr.				

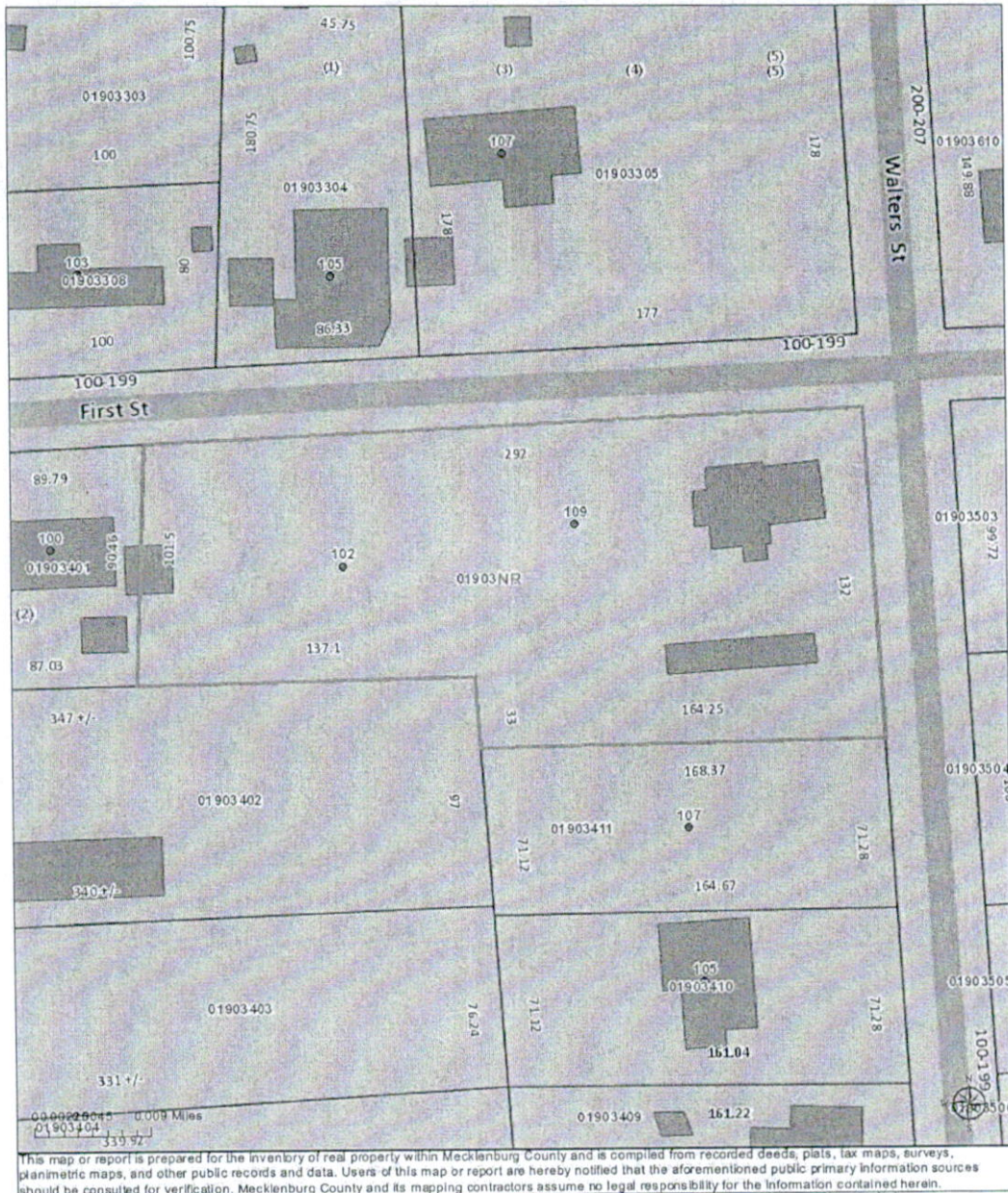


Site Map

Client	Gerry Vincent - Town of Huntersville				
Property Address	109 Walters St				
City	Huntersville	County	Mecklenburg	State	NC Zip Code 28078
Appraiser	Henry B. Pethel, Jr.				

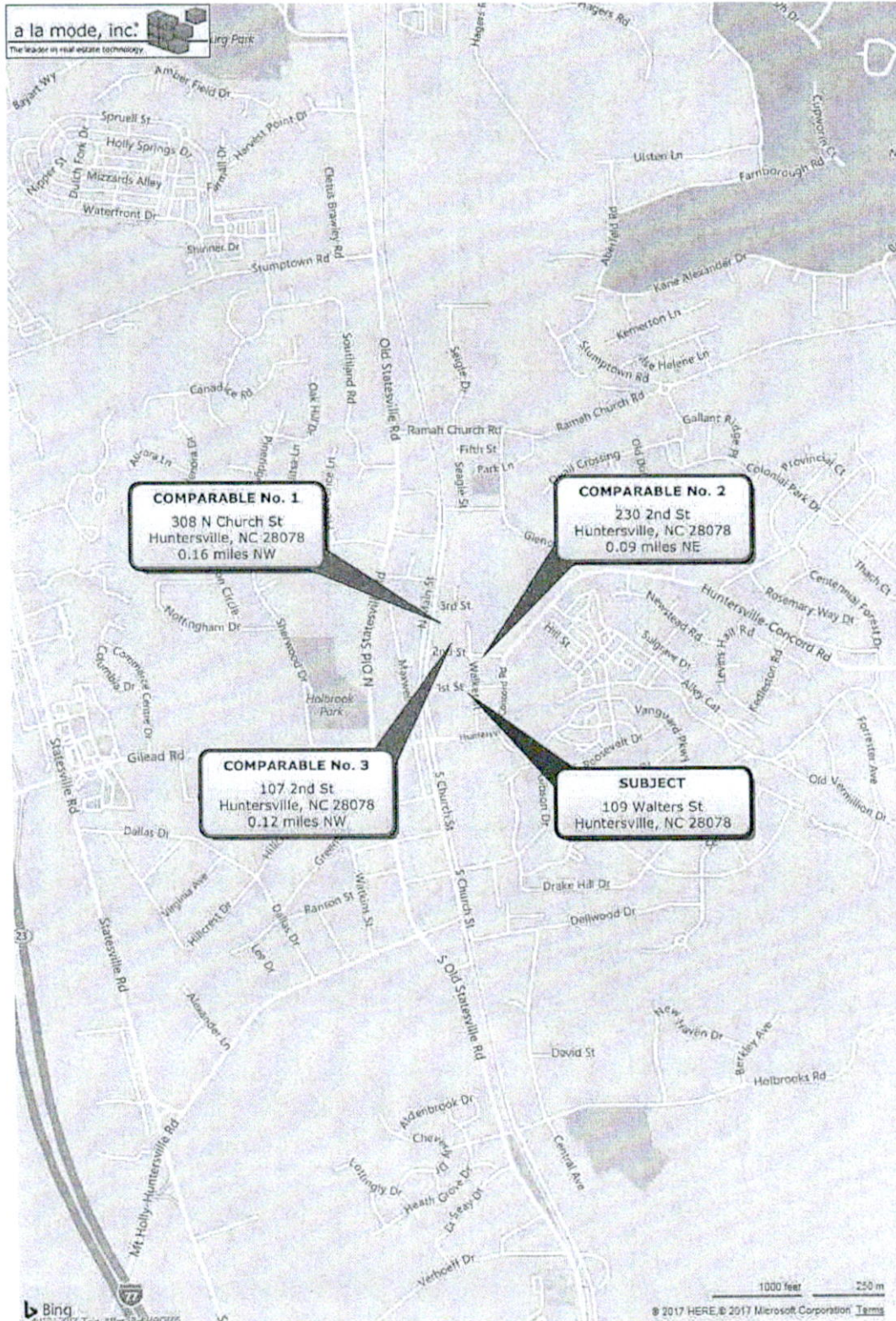
Polaris 3G Map – Mecklenburg County, North Carolina

Date Printed: 11/6/2017 4:24:52 PM



Location Map

Client	Gerry Vincent - Town of Huntersville				
Property Address	109 Walters St				
City	Huntersville	County	Mecklenburg	State	NC Zip Code 28078
Appraiser	Henry B. Pethel, Jr.				



Assumptions, Limiting Conditions & Scope of Work

File No.: 109walters

Property Address: 109 Walters St	City: Huntersville	State: NC	Zip Code: 28078
Client: Gerry Vincent - Town of Huntersville	Address: PO Box 664, Huntersville, NC 28078		
Appraiser: Henry B. Pethel, Jr.	Address: 17720-B Kings Point Drive, Cornelius, NC 28031		

STATEMENT OF ASSUMPTIONS & LIMITING CONDITIONS

- The appraiser will not be responsible for matters of a legal nature that affect either the property being appraised or the title to it. The appraiser assumes that the title is good and marketable and, therefore, will not render any opinions about the title. The property is appraised on the basis of it being under responsible ownership.
- The appraiser may have provided a plat and/or parcel map in the appraisal report to assist the reader in visualizing the lot size, shape, and/or orientation. The appraiser has not made a survey of the subject property.
- If so indicated, the appraiser has examined the available flood maps that are provided by the Federal Emergency Management Agency (or other data sources) and has noted in the appraisal report whether the subject site is located in an identified Special Flood Hazard Area. Because the appraiser is not a surveyor, he or she makes no guarantees, express or implied, regarding this determination.
- The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless specific arrangements to do so have been made beforehand.
- The appraiser has noted in the appraisal report any adverse conditions (including, but not limited to, the presence of hazardous wastes, toxic substances, etc.) observed during the inspection of the subject property, or that he or she became aware of during the normal research involved in performing the appraisal. Unless otherwise stated in the appraisal report, the appraiser has no knowledge of any hidden or unapparent conditions of the property, or adverse environmental conditions (including, but not limited to, the presence of hazardous wastes, toxic substances, etc.) that would make the property more or less valuable, and has assumed that there are no such conditions and makes no guarantees or warranties, express or implied, regarding the condition of the property. The appraiser will not be responsible for any such conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Because the appraiser is not an expert in the field of environmental hazards, the appraisal report must not be considered as an environmental assessment of the property.
- The appraiser obtained the information, estimates, and opinions that were expressed in the appraisal report from sources that he or she considers to be reliable and believes them to be true and correct. The appraiser does not assume responsibility for the accuracy of such items that were furnished by other parties.
- The appraiser will not disclose the contents of the appraisal report except as provided for in the Uniform Standards of Professional Appraisal Practice, and any applicable federal, state or local laws.
- An appraiser's client is the party (or parties) who engage an appraiser in a specific assignment. Any other party acquiring this report from the client does not become a party to the appraiser-client relationship. Any persons receiving this appraisal report because of disclosure requirements applicable to the appraiser's client do not become intended users of this report unless specifically identified by the client at the time of the assignment.
- The appraiser's written consent and approval must be obtained before this appraisal report can be conveyed by anyone to the public, through advertising, public relations, news, sales, or by means of any other media, or by its inclusion in a private or public database. Possession of this report or any copy thereof does not carry with it the right of publication.
- Forecasts of effective demand for the highest and best use or the best fitting and most appropriate use were based on the best available data concerning the market and are subject to conditions of economic uncertainty about the future.

The Scope of Work is the type and extent of research and analyses performed in an appraisal assignment that is required to produce credible assignment results, given the nature of the appraisal problem, the specific requirements of the intended user(s) and the intended use of the appraisal report. Reliance upon this report, regardless of how acquired, by any party or for any use, other than those specified in this report by the Appraiser, is prohibited. The Opinion of Value that is the conclusion of this report is credible only within the context of the Scope of Work, Effective Date, the Date of Report, the Intended User(s), the Intended Use, the stated Assumptions and Limiting Conditions, any Hypothetical Conditions and/or Extraordinary Assumptions, and the Type of Value, as defined herein. The appraiser, appraisal firm, and related parties assume no obligation, liability, or accountability, and will not be responsible for any unauthorized use of this report or its conclusions.

Certifications & Definitions

File No.: 109walters

Property Address: 109 Walters St	City: Huntersville	State: NC	Zip Code: 28078
Client: Gerry Vincent - Town of Huntersville	Address: PO Box 664, Huntersville, NC 28078		
Appraiser: Henry B. Pethel, Jr.	Address: 17720-B Kings Point Drive, Cornelius, NC 28031		

APPRAISER'S CERTIFICATION

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The credibility of this report, for the stated use by the stated user(s), of the reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of this report and no personal interest with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- My compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
- My analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice that were in effect at the time this report was prepared.
- I did not base, either partially or completely, my analysis and/or the opinion of value in the appraisal report on the race, color, religion, sex, handicap, familial status, or national origin of either the prospective owners or occupants of the subject property, or of the present owners or occupants of the properties in the vicinity of the subject property.
- Unless otherwise indicated, I have made a personal inspection of the property that is the subject of this report.
- Unless otherwise indicated, no one provided significant real property appraisal assistance to the person(s) signing this certification.

DEFINITION OF MARKET VALUE *:

Market value means the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

1. Buyer and seller are typically motivated;
2. Both parties are well informed or well advised and acting in what they consider their own best interests;
3. A reasonable time is allowed for exposure in the open market;
4. Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

* This definition is from regulations published by federal regulatory agencies pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989 between July 5, 1990, and August 24, 1990, by the Federal Reserve System (FRS), National Credit Union Administration (NCUA), Federal Deposit Insurance Corporation (FDIC), the Office of Thrift Supervision (OTS), and the Office of Comptroller of the Currency (OCC). This definition is also referenced in regulations jointly published by the OCC, OTS, FRS, and FDIC on June 7, 1994, and in the Interagency Appraisal and Evaluation Guidelines, dated October 27, 1994.

Client Contact: Gerry Vincent	Client Name: Gerry Vincent - Town of Huntersville
E-Mail: gvincent@huntersville.org	Address: PO Box 664, Huntersville, NC 28078
APPRAISER	
	
Appraiser Name: Henry B. Pethel, Jr.	SUPERVISORY APPRAISER (if required) or CO-APPRAISER (if applicable)
Company: H.B. Pethel Company	Supervisory or Co-Appraiser Name: _____
Phone: (704) 892-3202	Company: _____
Fax: (704) 892-0454	Phone: _____ Fax: _____
E-Mail: hbpthel@bellsouth.net	E-Mail: _____
Date Report Signed: 11/06/2017	Date Report Signed: _____
License or Certification #: A360	License or Certification #: _____
State: NC	State: _____
Designation: _____	Designation: _____
Expiration Date of License or Certification: 06/30/2018	Expiration Date of License or Certification: _____
Inspection of Subject: <input checked="" type="checkbox"/> Did Inspect <input type="checkbox"/> Did Not Inspect (Desktop)	Inspection of Subject: <input type="checkbox"/> Did Inspect <input type="checkbox"/> Did Not Inspect
Date of Inspection: 11/2/2017	Date of Inspection: _____



Town of Huntersville
REQUEST FOR BOARD ACTION
12/18/2017

REVIEWED:

To: The Honorable Mayor and Board of Commissioners
From: Janet Pierson, Town Clerk
Subject: Approval of Minutes

Consider approving the minutes of the December 4, 2017 Regular Town Board Meeting.

ACTION RECOMMENDED:

Approve Minutes

FINANCIAL IMPLICATIONS:

N/A

ATTACHMENTS:

Description	Type
□ Draft Minutes	Backup Material

**TOWN OF HUNTERSVILLE
TOWN BOARD MEETING
MINUTES**

**December 4, 2017
6:30 p.m. – Huntersville Town Hall**

PRE-MEETING

No Pre-meeting was held on December 4, 2017.

**REGULAR MEETING
TOWN OF HUNTERSVILLE
BOARD OF COMMISSIONERS**

The Regular Meeting of the Huntersville Board of Commissioners was held at the Huntersville Town Hall at 6:30 p.m. on December 4, 2017.

GOVERNING BODY MEMBERS PRESENT: Mayor John Aneralla; Commissioners Melinda Bales, Dan Boone, Charles Guignard, Rob Kidwell and Danny Phillips. Commissioner Mark Gibbons was not present.

Mayor Aneralla called the meeting to order.

Mayor Aneralla called for a moment of silence.

Mayor Aneralla led the Pledge of Allegiance.

MAYOR AND COMMISSIONER REPORTS/STAFF QUESTIONS

Mayor Aneralla

- Commended staff for the A Huntersville Christmas event.
- The new website will launch on January 4.

Commissioner Bales

- Commended staff for the A Huntersville Christmas event.
- Expressed appreciation to Commissioner Rob Kidwell and Commissioner Charles Guignard for their service.

Commissioner Boone

- The next meeting of the Huntersville Ordinances Advisory Board is January 4.
- Construction of Fire Station #4 is on schedule and is expected to open January 2018.
- Huntersville Police Department encourages everyone to take packages delivered to their homes off porch as soon as possible.
- Huntersville Police Department is seeking donations for their Helping Hands holiday project.
- Huntersville 101 starts in February 2018.

Commissioner Guignard

- The Centralina Council of Governments and the Planning Coordinating Committee will have meetings soon.
- Commended staff for the A Huntersville Christmas event.

Commissioner Kidwell

- It has been my honor and privilege to serve the citizens of Huntersville these past four years. This experience has allowed me to grow as a servant of the people and an advocate for our region. I would especially like to thank every individual who works for the Town of Huntersville. You have made my job easier with your dedication to excellence, to our town and to providing me with information to make an informed decision even when we did not agree. I have had the opportunity to meet a lot of different people in this role. I have called many of them colleagues. I've been privileged to call some of them friends and I've been truly blessed to call some of them family. To our newest commissioners, I pray that you will get the same opportunity I did during the next two years. Remember you will not always agree with the individuals you call colleagues, friends and family but as long as you respect each other's perspectives those bonds will only grow. Finally, I would like to thank all of those who have given me their support especially my wife and daughter. My wife has always been my toughest critic and my strongest supporter. I know she is watching from home tonight like she does every other night with our daughter and I would not have been able to do this without her love, support and patience. Thank you all for giving me the opportunity and thank you for giving this future board the opportunity to serve. You are in very good hands.

Commissioner Phillips

- Updated the Board on Lake Norman Chamber of Commerce and Visit Lake Norman events.

PUBLIC COMMENTS, REQUESTS, OR PRESENTATIONS

Scott Jones, 12205 Canal Drive, said it seems like in the past couple of years that the rule of the law around here is kicking the can down the road. There's three issues I want to address. The first one is the Northstone Country Club membership. We don't really know how many people were involved in that. We don't know what the resolution was from the Board on that. The second is the house on Dallas Street. I can't figure out how somebody on the Town staff could rent that house to a friend and then the big question is where did the money go. And then the last one is the demolition contract. That was obviously ran through the letter of the law. Hopefully the new board will figure out what they can do to keep that from happening again. The perception is that there's some wrongdoing somewhere and I'm not a legal scholar so it's hard for me to say and I almost have to question how the decision was made of there's nothing to see here, let's move on, on those three instances. Hopefully as a taxpayer I would like to see those processes stopped and I'm going to be cautiously optimistic that the new board is actually going to look at some of these issues and the first request I have is a complete audit of all the Town departments including equipment and maintenance costs because how can you pass a budget if you can't look at the data. Data driven is what it should be on the budget. As far as the contracts, to lower that threshold below what the state requires. I think that's kind of simple especially when we are dealing with 62,000 people and growing every day.

Jacob Hunt, 12838 Levins Hall Road, said as we usher in a new board and begin a new session of town governance I feel compelled to share my views as a resident. I would first like to consider an aspect of the 2030 Plan that seems to me to be largely neglected. Section 4.2 of the Introduction reads "In 2030, the Town of Huntersville will be a community that continues to place a high value on the preservation

and enhancement of the natural environment, as well as its scenic and cultural assets, through the adoption and implementation of progressive land use and transportation policies. The use of renewable and alternative energy sources (e.g. solar and wind) will be encouraged, together with “green building,” “green neighborhood” and Low Energy Environmental Design (L.E.E.D) technologies and practices, to reduce environmental impacts and dependence on non-renewable resources.”

I call upon the incoming board to heed this section when considering issues our town must decide upon. The economic growth of sound environmental transportation and land use policies should not be measured just by quantity but also by quality. There is a reason businesses create an aesthetically pleasing entrance for their offices. It makes the business more enticing and attracts new customers or clients. By decreasing our environmental impact and increasing green spaces we can improve the aesthetics of the town and create a positive effect on economic growth by promoting alternative energy sources. Now we can be ahead of the free market transition which is already heading in that direction. Furthermore we must consider more than just the direct effects of any policy that is to be implemented. We must expand our consideration and perspective to include the long-term and indirect effects and costs of any policy. In other words when we improve the schools in our town we will increase long-term economic growth by improving the quality of life. And when we create walkable shopping areas we will indirectly increase those business earnings while minimizing our carbon footprint. And when we attract independent, small businesses and shops we not only give our town more character but we keep those earnings and benefits closer to home. By considering the long-term and indirect effects we can minimize unintended consequences which is after all what separates bad public policy from good. And lastly we must appreciate and satisfy the collective good of the town’s residents. We must improve the democratic input of the people to boost transparency so we can ensure the needs of the people come before personal investments which create a conflict of interest. Surely the purpose of government is not to increase the fortune of only the fortunate, though if you looked at your current federal counterparts you might not see that. The purpose is to manage collective goods, to protect and serve all of us as consumers, workers, producers and residents in order to improve the quality of life for all.

AGENDA CHANGES

Commissioner Kidwell made a motion to adopt the agenda.

Commissioner Guignard seconded motion.

Motion carried 5-0.

OTHER BUSINESS

Petition #S17-01. Petition #S17-01 is a request by Doug Godly to revise the Bryton Special Sign District for Frankie’s Fun Park at 10621 Bryton Corporate Center Drive.

Brian Richards, GIS Administrator, entered the Staff Report into the record. *Staff Report attached hereto as Exhibit No. 1.* On November 21 the Planning Board voted to recommend approval.

Commissioner Boone made a motion in considering the proposed Special Sign District Overlay for the Bryton development the Town Board finds that it is consistent with the Town of Huntersville Zoning Ordinance and Community Plan. We recommend approving the Special Sign District, Petition #S11-01 as presented. It is reasonable and in the public interest to approve the Special Sign District plan because it preserves and enhances the special character of a particular area and does not contravene the intent of

the ordinance and causes no disturbance to the neighboring property lying outside the proposed district.

Commissioner Kidwell seconded motion.

Motion carried 5-0.

CONSENT AGENDA

Approval of Minutes. Commissioner Guignard made a motion to approve the minutes of the November 20, 2017 Regular Town Board Meeting. Commissioner Kidwell seconded motion. Motion carried 5-0.

Terminate Joint Use Agreement with AT&T. It is in the best interest of the Town to terminate the Joint Use Agreement for poles with AT&T which relinquishes much control over even town owned poles and creates additional cost burden to pay AT&T to remove or relocate services. It is in the best interest of the Town electric system to own and control poles for electric power distribution and offer joint usage under an updated Pole Attachment Agreement.

Commissioner Guignard made a motion to terminate Joint Use Agreement for poles with AT&T. Commissioner Kidwell seconded motion. Motion carried 5-0.

Notice to Terminate AT&T Agreement and Draft Pole Attachment Agreement attached hereto as Exhibit No. 2.

RECOGNITION OF OUTGOING COMMISSIONERS/OATH OF OFFICE

Commissioner Guignard said I have served this town for 8 years and I look forward to continuing to serve this town from about 60' across the road. I've been asked even this evening by several people what's coming in the old Lupie's building. There will be a restaurant in that building. I have been asked by my tenant to not disclose what's going in there. Hopefully we will be open there by the first of the year.

As I said just a moment ago I have served this town for 8 years. I asked the clerk a couple of weeks ago to check the attendance records. I thought that I had been here at every meeting. She has verified I am glad to say that I have been at every Town Board meeting. There are votes that I've made that have probably caused concern in this town but I will stand by those votes.

I would be remiss if I didn't say that this town has supported the Angels of 97 so well for the last 21 years and I just will say publicly thank you on behalf of the families. Over 200 families have received scholarships. I also would like to say to my fellow elected officials at this dais that it's been a humbling honor to sit here at every meeting and listen. Even when we agree to disagree we can walk out of here and enjoy conversation. I thank each and every one of you for the time for especially the last 2 years.

I would also be remiss if I didn't say a little bit about fluoride tonight. So I don't want to disappoint anybody. I'm going to read just about four sentences from the Harvard Medical Journal. It's got to be the most respected medical journal maybe this side of Chapel Hill. If you don't know I didn't go to Chapel Hill. It says "In a meta-analysis, researchers from Harvard School of Public Health and China Medical University in Shenyang for the first time combined 27 studies and found strong indications that fluoride may adversely affect cognitive development in children." It goes on to say "The average loss in

IQ was reported as a standardized weighted mean difference of 0.45 which would be approximately equivalent to seven IQ points for commonly used IQ scores with a standard deviation of 15. Some studies suggested that even slightly increased fluoride exposure could be toxic to the brain. Fluoride seems to fit in with lead, mercury, and other poisons that cause chemical brain drain. The effect of each toxicant may seem small, but the combined damage on a population scale can be serious, especially because the brain power of the next generation is crucial to all of us.” I read those three or four sentences to say some people think that I’m just on a rant about fluoride. I think it is critical and I think the Harvard Medical Journal should be something that somebody one of these days should listen to and quit putting fluoride as an additive in our water.

Finally to Nick and to Brian, this dais is not an easy place to sit. It is not an easy thing to serve but I wish you the best and God speed as you blend with the other folks that are up here. And a one last crazy note. Some places in this town are safe. This dime has been right here below this screen for over a year. Every once in a while it’s moved an inch or so but nobody has ever taken that dime for whatever reason. I don’t think I remember putting that there, but it has been at this location for well over a year, so there are some safe places in town. God bless you. I will be 40’ to 50’ across the street. I will be watching. I’ll miss it.

Mayor Aneralla presented Commissioner Kidwell and Commissioner Guignard a gift in appreciation of their years of service to the Town.

Judge Sean Smith administered Oath of Office to John Aneralla.

Judge Sean Smith administered Oath of Office to Melinda Bales, Dan Boone, Brian Hines, Danny Phillips and Nick Walsh.

AGENDA CHANGES

Commissioner Phillips made a motion to adopt the agenda.

Commissioner Boone seconded motion.

Motion carried 5-0.

NEW BUSINESS

Election of Mayor Pro-tem. Commissioner Walsh made a motion to nominate Commissioner Melinda Bales as Mayor Pro-tem. Commissioner Hines seconded motion.

Commissioner Phillips made a substitute motion to nominate Commissioner Dan Boone as Mayor Pro-tem. Commissioner Boone seconded motion.

Mayor Aneralla called for the vote on the substitute motion to elect Commissioner Dan Boone as Mayor Pro-tem.

Motion failed 2 to 3 – Commissioners Boone and Phillips in favor; Commissioners Bales, Hines and Walsh opposed.

Mayor Aneralla called for the vote on the original motion to elect Commissioner Melinda Bales as Mayor Pro-tem.

Motion carried 4 to 1, with Commissioner Phillips opposed.

Committee Appointments. Commissioner Phillips made a motion to approve appointments to various boards and committees as presented.

Commissioner Boone seconded motion.

Motion carried 5-0.

Mayor Appointments	Representative	Alternate
Charlotte Regional Transportation Planning Org (CRPTO)	Mark Gibbons	Brian Hines
Metropolitan Transit Commission (MTC)	John Aneralla	Gerry Vincent
Lake Norman Regional EDC	Melinda Bales	Danny Phillips
North Meck Alliance	John Aneralla	Mark Gibbons
Commerce Station	John Aneralla	Gerry Vincent
Commissioner Appointments		
Centralina Council of Governments (COG)	Nick Walsh	Dan Boone
Lake Norman Chamber	Dan Boone	
Visit Lake Norman	Melinda Bales	Dan Boone
NC 73 Council of Planning	Mark Gibbons	
NC Power Agency #1	Gerry Vincent	Jackie Huffman
Planning Coordinating Committee	Nick Walsh	
Huntersville Ordinance Advisory Board	Brian Hines	Dan Boone
Other		
LKN Chamber Education Collaborative	Melinda Bales	
Olde Huntersville Historical Society	Danny Phillips	
Public Safety Liaison	Dan Boone	Nick Walsh
Veterans Liaison	Mark Gibbons	
Communications Liaison	Nick Walsh	
Park & Rec/Greenways	Nick Walsh	
Waymer Center	Dan Boone	Nick Walsh

Appointment to I-77 Local Policy Advisory Group. Mayor Aneralla appointed Mike Russell to the I-77 Local Policy Advisory Group.

Commissioner Phillips suggested Mark Gibbons be appointed as alternate.

Cancel January 1, 2018 Meeting. Commissioner Boone made a motion to cancel the January 1, 2018 Regular Town Board Meeting. Commissioner Bales seconded motion. Motion carried 5-0.

Reschedule January 15, 2018 Meeting. Commissioner Hines made a motion to reschedule the January 15, 2018 Regular Town Board Meeting to Tuesday, January 16, 2018 at 6:30 p.m. at Huntersville Town Hall due to the Martin Luther King Jr. holiday. Commissioner Bales seconded motion. Motion carried 5-0.

Call for Public Hearing. Commissioner Bales made a motion to call a public hearing for Tuesday, January 16, 2018 at 6:30 p.m. at Huntersville Town Hall on the Clarke Creek Small Area Plan. Commissioner Hines seconded motion. Motion carried 5-0.

Call for Public Hearing – Petition #R17-09. Commissioner Walsh made a motion to call a public hearing for Tuesday, January 16, 2018 at 6:30 p.m. at Huntersville Town Hall on Petition #R17-09, a request by McDonald's USA, LLC to amend their conditional rezoning at 16835 Statesville Road (Parcel ID 00504303) to Highway Commercial Conditional District to allow the expansion of the drive through area. Commissioner Bales seconded motion. Motion carried 5-0.

PUBLIC HEARINGS

Petition #R17-10. Mayor Aneralla called to order public hearing on Petition #R17-10, a request by the Town of Huntersville to rezone 2.25 acres from Town Center Conditional District to Town Center on Gilead Road.

Brian Richards, GIS Administrator, reviewed the Staff Report. *Staff Report attached hereto as Exhibit No. 3.* The request to rezone the parcels from Town Center Conditional District to Town Center is consistent with the 2030 Community Plan and the surrounding development, therefore staff recommends approval.

Commissioner Phillips said why would we do this at this time. Are we doing this for a particular buyer or are we doing this to prepare this to be sold.

Mr. Richards said we are doing this in preparation to be sold.

Gerry Vincent, Town Manager, said we are very close to sending out the RFP and this was one of the items our consultant had indicated that we needed to remove.

Commissioner Phillips said why wouldn't we do this at that time or when somebody presents a site plan for what they are going to use this for.

Mr. Vincent said our consultant has indicated if there's a roadblock that they have to come back before the Board and spend 4 to 6 months they might not be interested in developing this property.

Commissioner Phillips said so we'll do it because it's the town, but not for individual citizens.

Mr. Vincent said this was a recommendation from our consultant.

Commissioner Bales said just for clarification what's in the white box.

Mr. Richards said these are uses that are currently already allowed in the Town Center zoning district, except No. 6. When the original conditional rezoning was done they removed these conditions. They consist of nightclubs, bars, automobile service and repair, automobile and motorcycle sales, cemeteries,

neighborhood gasoline stations and major service stations and No. 6 at the time there was a proposal for a text amendment to allow drive through restaurants. That never happened, so this is not even valid today but we are removing that as well.

Commissioner Bales said so we just bringing it in to the full project.

Mr. Richards said we are going to treat this like we would treat any other piece of land in Town Center.

Commissioner Phillips said I have had some of the neighbors call with concerns over this. Have all the neighbors and adjoining people within the 250' been notified.

Mr. Richards said yes, sir. I personally did that.

There being no further comments, Mayor Aneralla closed the public hearing.

Petition #R17-11. Mayor Aneralla called to order public hearing on Petition #R17-11, a request by Skybrook, LLC to revise the existing Oaks at Skybrook North Conditional District rezoning plan to remove a note regarding garage placement.

David Peete, Principal Planner, reviewed the Staff Report. *Staff Report attached hereto as Exhibit No. 4.* The proposed amendment to the Oaks at Skybrook North Conditional District Rezoning Plan is supported by staff.

There being no comments, Mayor Aneralla closed the public hearing.

Petition #R17-12. Mayor Aneralla called to order public hearing on Petition #R17-12, a request by Laureldale, LLC to revise the existing Villages at Skybrook North Conditional District rezoning plan to remove notes regarding garage placement and driveway access.

David Peete, Principal Planner, reviewed the Staff Report. *Staff Report attached hereto as Exhibit No. 5.*

Mr. Peete requested the Engineering Department address the Board concerning the applicant's request to allow additional driveway access along Trailside Road.

Stephen Trott, Town Transportation Engineer, said back during the original approval 4 or 5 years ago this location on Poplar Tent was identified as a potential future signal because of its spacing from NC 73. Poplar Tent Road is a major thoroughfare and when this development was originally considered with removal of I believe another driveway north of here on Poplar Tent, the discussion with DOT staff was it looked like this was a potential location for a future signal, so at that time to allow that or kind of set that aside and a note was added to the plan. At this time the DOT is starting to work through the environmental process on what Poplar Tent Road is going to be in the future. A couple of years from now we'll have a better idea will this be a traditional road that will allow signals or a superstreet concept which wouldn't have full movement access. At this time the Engineering Staff recommends not removing the condition, but would be open to consider something different when that environmental document is complete.

Commissioner Phillips said on this map here it looks like the lots are already there 459, 461, 462, 458. Are they the same basic size.

Mr. Peete said Scott Moore from Skybrook can speak to what's going to happen on the Cabarrus County side since we did not review those plans.

Scott Moore said those lots are about 21' to 25' setback. It's going to be just about the same when you go down through the lots in Huntersville. It's going to be a smooth transition. You won't know that you're in one county or the next.

Mr. Trott said NCDOT has provided feedback that they also don't want that driveway restriction removed at this time.

Mr. Moore said one of the main things is we are going to continue to work with staff and with DOT about this. We got word from DOT or at least from staff about their recommendation and the big item that I want to bring up in the public hearing is that it is a recommendation. We have also spoken with NCDOT and we have had traffic engineers look at this and the big issue that we have been dealing with is recommendation for the future versus requirement in dealing with it now and one of the big things that I want to put on public record is that there is a NCDOT policy on state and driveway access on North Carolina highways. Specifically page 34 and just for the record for any development with an internal road network, which our community has here as you have seen, a minimum storage of 100' measured from the near edge of the right-of-way will be required before any crossing or left-turning conflicts are allowed. This very much seems to be in line with all of our previous developments both in Villages and Parkside and also you guys know with Skybrook. I would submit to you tonight that we will make it a condition of our approval not to remove the recommendation but to revise it so we have a 100' minimum storage which is going to be in line with the NCDOT policy and that we also continue between now and the Planning Board meeting to work with staff and all parties that are involved to do whatever we can to obtain full staff support through this process.

There being no further comments, Mayor Aneralla closed the public hearing.

CLOSING COMMENTS

Commissioner Bales welcomed the two new commissioners to the dais and looks forward to the next two years. Recognized former commissioner Sarah McAulay who was present. Expressed appreciation to her son for attending the meeting to hold the Bible for her during the oath.

Commissioner Phillips stated he will miss the two outgoing commissioners and hopefully can build some strong relationships with the two new commissioners.

There being no further business, the meeting was adjourned.

Approved this the _____ day of _____, 2017.

Town of Huntersville
REQUEST FOR BOARD ACTION
12/18/2017

REVIEWED:

To: The Honorable Mayor and Board of Commissioners
From: Max Buchanan
Subject: NCDOT Municipal Agreement - US21/Gilead Road

With project U-5114 (US 21 / Gilead Road) being delivered by the combined efforts of both the North Carolina Department of Transportation and the Town of Huntersville, this required Municipal Agreement details the cost participation and responsibilities for said project.

ACTION RECOMMENDED:

Recommending approval of Municipal Agreement
U-5114 (Agreement ID#-7490)

FINANCIAL IMPLICATIONS:

Issued 2013 Transportation GO Bonds

ATTACHMENTS:

Description	Type
▣ U-5114 Municipal Agreement - NCDOT	Cover Memo

NORTH CAROLINA

**TRANSPORTATION IMPROVEMENT PROJECT –
MUNICIPAL AGREEMENT WITH BETTERMENTS**

MECKLENBURG COUNTY

DATE: 11/21/2017

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

TIP #: U-5114

AND

WBS Elements: 42376.3.1

TOWN OF HUNTERSVILLE

THIS MUNICIPAL AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the Town of Huntersville, a local government entity, hereinafter referred to as the "Municipality".

W I T N E S S E T H:

WHEREAS, the Department has plans to make certain street and highway constructions and improvements within the Municipality under Project U-5114, in Mecklenburg County; and,

WHEREAS, the Department and the Municipality have agreed that the municipal limits, as of the date of the awarding of the contract for the construction of the above-mentioned project, are to be used in determining the duties, responsibilities, rights and legal obligations of the parties hereto for the purposes of this Agreement; and,

WHEREAS, this Agreement is made under the authority granted to the Department by the North Carolina General Assembly, including but not limited to, the following legislation: General Statutes of North Carolina (NCGS), Section 136-66.1, Section 160A-296 and 297, Section 136-18, and Section 20-169, to participate in the planning and construction of a Project approved by the Board of Transportation for the safe and efficient utilization of transportation systems for the public good; and,

WHEREAS, the parties to this Agreement have approved the construction of said Project with cost participation and responsibilities for the Project as hereinafter set out.

NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

SCOPE OF THE PROJECT

1. The Project consists of intersection improvements on US 21 (Statesville Road) and SR 2136 (Gilead Road).
2. At the request of the Municipality, and in accordance with the Department's *Pedestrian Policy Guidelines*, the Department shall include provisions in its construction contract for the construction of new sidewalk on or along US 21 (Statesville Road) and SR 2136 (Gilead Road). The Department shall also include the following betterments: widening existing sidewalk, coloring refuge pathways and 10' wide asphalt multi-use path. Said work shall be performed in accordance with the Department's policies, procedures, standards, and specifications, and the following provisions.

PLANNING AND DESIGN

3. The Municipality has prepared the environmental and/or planning document, and obtained any environmental permits needed to construct the Project, and prepared the Project plans and specifications needed to construct the Project. All work was done in accordance with Departmental standards, specifications, policies and procedures.

RIGHT OF WAY

4. The Department shall be responsible for acquiring any needed right of way required for the Project. Acquisition of right of way shall be accomplished in accordance with the policies and procedures set forth in the North Carolina Right of Way Manual.
5. It is understood by both parties that all work for the betterments shall be performed within the existing right of way (*right of way purchased by the Department for the project*). However, should it become necessary, the Municipality, at no expense or liability whatsoever to the Department, shall provide any needed additional right of way and or construction easements for the construction of the betterments, and remove from said rights of way all obstructions and encroachments of any kind or character. Acquisition of any needed right of way shall be performed in accordance with the following state and federal policies and procedures, "Right of Way Acquisition Policy and Land Acquisition Policy, contained in the Federal-Aid Policy Guide, Part 712, Subpart B", and the North Carolina Right of Way Manual (Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970). The Department shall be indemnified and held harmless from any and all damages and claims for damages associated with the acquisition of any construction easements and/or right of way.

UTILITIES

MUNICIPAL UTILITIES

6. The Municipality, without any cost or liability whatsoever to the Department, shall relocate and adjust all municipally-owned utilities in conflict with the Project and shall exercise any rights which it may have under any franchise to effect all necessary changes, adjustments, and relocations of telephone, telegraph, and electric power lines; underground cables, gas lines, and other pipelines or conduits; or any privately- or publicly-owned utilities.
 - A. Said work shall be performed in a manner satisfactory to the Department prior to the Department beginning construction of the Project. The Municipality shall make every effort to promptly relocate said utilities in order that the Department will not be delayed in the construction of the Project.
 - B. The Municipality shall make all necessary adjustments to house or lot connections or services lying within the right of way or construction limits, whichever is greater, of the Project.
 - C. The Department, where necessitated by construction, will make vertical adjustments of two (2) feet or less to the existing manholes, meter boxes, and valve boxes at no expense to the Municipality.
 - D. If applicable, the Department shall reimburse the Municipality in accordance with the Municipally Owned Utility Policy of the Department approved by the Board of Transportation.
 - E. If the Municipality requests the Department to include the relocation and/or adjustment of municipally owned utilities in its construction contract provisions, the Municipality shall reimburse the Department all costs associated with said relocation. Reimbursement will be based on final project plans and actual costs of relocation. If a request is received from the Municipality, a separate Utility Agreement will be prepared to determine the reimbursement terms and an updated cost estimate.

NON-MUNICIPAL UTILITIES

7. The Department will relocate all non-municipal utilities.

CONSTRUCTION

8. The Department shall construct, or cause to be constructed, the Project in accordance with the plans and specifications of said Project as filed with, and approved by, the Department. The Department shall administer the construction contract for said Project.

MAINTENANCE

9. Upon completion of the Project:
 - A. The Department shall be responsible for all traffic operating controls and devices which shall be established, enforced, and installed and maintained in accordance with the North Carolina General Statutes, the latest edition of the Manual on Uniform Traffic Control Devices for Streets and Highways, the latest edition of the "Policy on Street and Driveway Access to North Carolina Highways", and departmental criteria.
 - B. The improvements to facilities currently on the State Highway System shall remain owned and maintained by the Department.
 - C. The improvements to the Municipal Street System shall remain owned and maintained by the Municipality.
10. The Municipality, at no expense to the Department, shall assume all maintenance responsibilities for the betterments and release the Department from all liability relating to such maintenance.

BETTERMENT COSTS AND FUNDING

11. The Municipality shall participate in the Betterment costs of the Project as follows:
 - A. In accordance with the *Pedestrian Policy Guidelines*, the Municipality shall reimburse the Department a percentage of the actual cost, as indicated in Provision B, including administrative costs, of the work associated with the construction of pedestrian facilities for that portion of the project within the corporate limits, where new pedestrian facilities are to be installed. Both parties understand that the costs below are an estimated cost and are subject to change.
 - B. For all betterments, the Municipality shall participate as follows:

New Pedestrian Sidewalk	40%	\$54,936
-------------------------	-----	----------

Widen existing sidewalk > 5ft	100%	\$44,520
Coloring Refuge Pathways	100%	\$2,560
Multi-Use Path	100%	\$12,509

TOTAL ESTIMATED COST TO THE MUNICIPALITY: \$114,525

- C. Upon completion of the Project, the Department will invoice the Municipality for their share of the actual costs of the Betterments. Reimbursement to the Department shall be made in one final payment within sixty days of invoicing by the Department. A late payment penalty and interest shall be charged on any unpaid balance due in accordance with NCGS § 147-86.23.
- D. In the event the Municipality fails for any reason to pay the Department in accordance with the provisions for payment herein above provided, NCGS § 136-41.3 authorizes the Department to withhold so much of the Municipality's share of funds allocated to said Municipality by NCGS § 136-41.1 until such time as the Department has received payment in full under the reimbursement terms set forth in this Agreement

ADDITIONAL PROVISIONS

- 12. It is the policy of the Department not to enter into any agreement with another party that has been debarred by any government agency (Federal or State). The Municipality certifies, by signature of this agreement, that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or Agency.
- 13. To the extent authorized by state and federal claims statutes, each party shall be responsible for its respective actions under the terms of this agreement and save harmless the other party from any claims arising as a result of such actions.
- 14. All terms of this Agreement are subject to available departmental funding and fiscal constraints.
- 15. This Agreement contains the entire agreement between the parties and there are no understandings or agreements, verbal or otherwise, regarding this Agreement except as expressly set forth herein.
- 16. The parties hereby acknowledge that the individual executing the Agreement on their behalf is authorized to execute this Agreement on their behalf and to bind the respective entities to the

terms contained herein and that he has read this Agreement, conferred with his attorney, and fully understands its contents.

17. A copy or facsimile copy of the signature of any party shall be deemed an original with each fully executed copy of the Agreement as binding as an original, and the parties agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.

18. By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor).

IT IS UNDERSTOOD AND AGREED upon that the approval of the Project by the Department is subject to the conditions of this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

L.S. ATTEST:

TOWN OF HUNTERSVILLE

BY: _____ BY: _____

TITLE: _____ TITLE: _____

DATE: _____ DATE: _____

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Approved by _____ of the local governing body of the Town of Huntersville as attested to by the signature of Clerk of said governing body on

_____(Date)

(SEAL)

This Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

BY: _____
(FINANCE OFFICER)

Federal Tax Identification Number

Remittance Address:

Town of Huntersville

DEPARTMENT OF TRANSPORTATION

BY: _____
(CHIEF ENGINEER)

DATE: _____

APPROVED BY BOARD OF TRANSPORTATION ITEM O: _____ (Date)

Town of Huntersville
REQUEST FOR BOARD ACTION
12/18/2017

REVIEWED:

To: The Honorable Mayor and Board of Commissioners
From: Max Buchanan
Subject: Property Acquisition Services Contract - Main Street

To delivery the proposed Main Street Improvement Project, it is necessary to acquire various right of way and/or easements from approximately 150 parcels in accordance with Federal and State standards. This proposed contract, as proposed by Professional Property Services (PPS), is a not to exceed contract.

ACTION RECOMMENDED:

Authorize execution of the property acquisition services contract with Professional Property Services.

FINANCIAL IMPLICATIONS:

General Obligation Bonds
Bonus Allocation Funds

ATTACHMENTS:

Description	Type
▣ Proposed Property Acquisition Services Contract	Cover Memo



PROFESSIONAL
PROPERTY
SERVICES, INC.

October 6, 2017

Max L. Buchanan, PE
Director of Engineering & Public Works
Town of Huntersville, NC
PO Box 664
Huntersville, NC 28070

**RE: Proposal for Real Estate Acquisition Services for the Town of Huntersville
U-5908 - Main Street from Mt. Holly-Huntersville Rd. to Ramah Church Rd.**

Dear Max,

We are pleased to provide the attached Subcontract for Right of Way Acquisition Services for your consideration. This not to exceed Contract amount of \$1,310,000 includes the cost for a complete narrative before and after appraisal and the acquisition cost for every property transaction to be closed by an Attorney. It is our hope and desire that many property transactions along this corridor can be successfully negotiated and closed without engaging the services of an independent Appraiser and Closing Attorney.

This will be accomplished by PPS negotiators preparing a value estimate for smaller strip type acquisitions. PPS will utilize recent market sales data and approved appraisal practices to determine land values and just compensation. This value estimate, also known as a Claim Report in NCDOT jargon, will be compiled and submitted to the Town and Division 10 Right of Way Agent for review and approval before any offer is made to property owners. PPS also proposes to negotiate and close transactions up to \$10,000 without the services and expense of outside Attorney counsel if at all possible.

If an acquisition is estimated to be over \$10,000, PPS shall engage the services of an independent Appraiser. The independent Appraiser shall review the property impact and determine if a limited Appraisal called a Right of Way Transmittal Summary(RWTS) or a Narrative Before and After Appraisal Report is appropriate.

If you have any questions or would like to discuss this proposal further, please do not hesitate to contact me on my mobile at (980) 721-6611 or via email at clong@ppsnc.com.

Thank you kindly,

Craig L. Long, PLS L-2993, SR/WA

Proposed fees for the various Acquisition and Relocation tasks itemized as follows:

(1) Parcel cost to include R/W Claim Report	\$ <u>4,000.00</u>
(2) Parcel cost using RWTS appraisal	\$ <u>5,500.00</u>
(3) Parcel cost using Narrative appraisal	\$ <u>7,500.00</u>
(4) Title opinion cost (if needed)	\$ <u>1,100.00</u>
(5) Personal Property or Sign Relocation	\$ <u>2,000.00</u>
(6) Residential Relocation	\$ <u>4,500.00</u>
(7) Business/Commercial Relocation	\$ <u>5,500.00</u>



Subcontract for Right of Way Acquisition Services

Project Name: U-5908 Main Street from Mt. Holly-Huntersville Rd. to Ramah Church Rd.

Client: Town of Huntersville

Owner: Town of Huntersville

Subcontractor Information

Subcontractor Company Name: Professional Property Services, Inc.

Subcontractor Address: 18335 Old Statesville Rd., Unit A Cornelius, NC 28031

Contact Name: Craig Long, President Email: clong@ppsnc.com

Phone: (704)765-5134 Fax: (704) 765-5134 Federal Tax ID: 20-1376663

Subcontract Effective Date: Upon signature Completion Date: November, 2019

The Town of Huntersville and Subcontractor agree, as of the Effective Date, that Subcontractor will perform the scope of professional services described herein ("Scope of Services" or "Services"), which are part of the Project identified above.

Description of Services: Right of Way Acquisition Services

Subcontractor's Scope of Services/Statement of Deliverables: Subcontractor's Scope of Services is described in Appendix A attached hereto.

Compensation: Time and Materials Not To Exceed. The maximum compensation shall not exceed \$1,310,000 unless amended.


Compensation is further detailed in Appendix B attached hereto.

Attachments – Additional Contract Documents

- Appendix A – Scope of Services
- Appendix B – Compensation

SUBCONTRACTOR: Professional Property
Services, Inc.

Town of Huntersville

By: 
Printed Name: Craig L. Long

By: _____
Printed Name: Max L. Buchanan, PE

Title: President

Title: Director of Engineering/Public Works

Date: 10/6/2017

Date: _____

Appendix A: Scope of Services

Scope of Services

Prior to negotiating property acquisition with property owners, Professional Property Services, Inc. (hereinafter referred to as PPS) shall meet with the appropriate Town of Huntersville (herein after referred to as the TOWN) personnel.

Upon receiving a Notice to Proceed (NTP), PPS staff is immediately engaged to do a preliminary check of plats and plans for errors and omission from a Right of Way Acquisition perspective, to research the necessary GIS, Register of Deeds, Secretary of State, etc. information, create tracking reports, calculate preliminary compensation values, and send out a project introduction letter to each property owner. Following delivery of the project introduction letters, PPS begins the process of making initial contact, where the negotiator explains project, need, and positive effects and benefits. Property owner will be fully advised of how the project is affecting their property and be advised of their legal rights and alternatives if necessary. If relocation is taking place on the subject property, the relocation specialist will also attend the initial contact meeting, if possible.

PPS is approved by the NCDOT Right of Way Unit, herein after referred to as the Department, to provide all services necessary to perform all appraisal (except appraisal reviews and updated appraisals required solely for condemned parcels), negotiation and relocation services required for all right of way, control of access and easements, including but not limited to permanent utility easements, necessary for completion of the project in accordance with the requirements set forth in the Uniform Appraisal Standards and General Legal Principles for Highway Right of Way, the North Carolina Department of Transportation's Right of Way Manual, the North Carolina Department of Transportation's Rules and Regulations for the Use of Right of Way Consultants, the Code of Federal Regulations, and General Statutes of North Carolina as applicable, including the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

PPS shall perform the services as set forth herein and furnish and deliver to the TOWN reports accompanied by all documents necessary for the settlement of claims and the recordation of deeds, or necessary for condemnation proceedings covering said properties. PPS, acting as an agent on behalf of the TOWN, shall provide right of way acquisition services for TIP Project U-5908 in Mecklenburg County.

PPS shall carry out the responsibilities as follows:

- With respect to the payments, costs and fees associated with the acquisition of right of way, easements and / or control of access, the TOWN will be responsible for direct payments to property owners for negotiated settlements, recording fees, property tax reimbursement, any relocation benefits, and deposits and fees involved in the filing of condemnation claims. The TOWN will assume responsibility for all costs associated with the litigation of condemned claims, including testimony by the appraiser(s). TOWN will compensate PPS for all other acquisition services related to payments, costs and fees, including but not limited to attorney fees required for all non-condemnation acquisitions.

- A TOWN representative will be available to make timely decisions on approving administrative adjustment settlements on behalf of the TOWN over and above the authority granted to PPS.
- PPS shall submit a right of way project tracking report and right of way quality control plan to the TOWN. NCDOT standard forms and documents shall be used to the extent possible.
- PPS shall provide a current title certificate for each parcel as of the date of closing or the date of filing of condemnation, unless required otherwise in the NCDOT April 2015 Right of Way Manual.
- PPS shall prepare all Final Condemnation Reports. Condemnation Maps and Exhibits for litigation purposes are not part of this scope of service.
- In accordance with the NCDOT April 2015 Right of Way Manual, PPS may prepare red-line adjustments for parcels that are not condemned. NCDOT must approve a red-line adjustment, in writing, prior to PPS making an offer based on the red-line adjustment.
- PPS shall prepare, execute and record template documents conveying title to acquired properties to the TOWN with the Register of Deeds. PPS will provide deed/easement templates for use in securing rights of way and easements.
- TOWN shall provide legal descriptions or recordable plats to PPS. If legal descriptions are not provided by the TOWN, PPS will invoice additional costs as described below to the TOWN to provide legal descriptions, and TOWN will provide engineering files necessary to develop legal descriptions.
- PPS shall assist TOWN with providing and presenting documentation to NCDOT necessary for approval and transfer of property to NCDOT(Right of Way Certification).
- PPS shall deliver all executed and recorded deeds and easements to the TOWN.
- For all property purchased in conjunction with the project, title shall be acquired in fee simple or easement and shall be conveyed to "THE TOWN OF HUNTERSVILLE", free and clear of all liens and encumbrances, except permitted encumbrances (See exceptions contained within the NCDOT RW Manual).
- It is understood and agreed by and between the parties hereto that all reports, surveys, studies, specifications, memoranda, estimates, etc., secured by PPS shall become and remain the sole property of the TOWN upon termination or completion of the work, and the TOWN shall have the right to use same for any public purpose without compensation to PPS.
- TOWN shall be responsible for any environmental studies, examinations, or reports necessary to determine existence of any subsurface contamination within the proposed right of way and easements. TOWN will provide copies of such studies, examinations, or reports and recommendations to PPS for its use in the acquisition of rights of way and easements on this project.
- PPS shall prepare Appraisals for all right of way, control of access and easement acquisitions. Claim Reports (Appraisal Waiver) will be allowed but must be submitted to NCDOT for Review/Approval. Appraisals will be submitted to NCDOT for Review. PPS shall prepare appraisals in accordance with the NCDOT Uniform Appraisal Standards and General Legal Principles for Highway Right of Way Acquisitions. PPS's appraiser shall be on the NCDOT approved state certified appraiser list. PPS may request its state certified appraiser be added to the approved state certified appraiser list, subject to approval by the NCDOT State Appraiser. PPS will provide two appraisals for all appraisals over \$1,000,000.00. PPS shall provide a Summary Sheet to the Area Appraiser for the NCDOT's use in reviewing an updated appraisal(s).

- The NCDOT, or its agent, will provide appraisal reviews complying with the Department's Uniform Appraisal Standards and General Legal Principles for Highway Right of Way Acquisitions. The reviewer will ensure that the appraisal meets the Department's guidelines and requirements, conforms to acceptable appraisal standards and techniques, does not include any non-compensable items or exclude any compensable items and that the value conclusions are reasonable and based on facts presented in the appraisal. The reviewer has the authority to approve, adjust, request additional data or corrections, or not to recommend and request another appraisal. The NCDOT will sign as approving any and all appraisals to be used in acquisitions.
- PPS shall coordinate with the Health Department to determine if septic systems can be relocated or modified to remain operational. TOWN will be responsible for the Health Department fees associated with these determinations. PPS shall determine the relocation / modification design and construction costs required for the septic systems to remain operational and include these costs in the property right of way appraisals.
- PPS shall provide Relocation Advisory assistance to displaced parties in accordance with the NCDOT Right of Way Manual which follows the Uniform Relocation Act of 1970 as amended.
- PPS shall facilitate a right of way certification by NCDOT R/W Division 10 prior to construction on the property.

Appendix B: Compensation

Fee Proposal

Activity		Fee
Acquisition:	(\$4000/parcel @ 150 parcels)	\$600,000
Appraisals:	(\$3500/parcel @ 150 parcels)	\$525,000
Legal Services:	(\$1,100/parcel * 150 parcels)	\$165,000
Relocation Assistance:	2 Business @\$5,500 ea./2 Residence @\$4,500 ea.	\$20,000
Total		\$1,310,000

Legal Services include Preliminary Title Opinion, Title Update, Deed/Release Preparation, Closing Services

INVOICING: PPS invoice Monthly based on work it has completed, for work milestones as follows:

- Acquisition Initial Contacts: 30% of the per parcel Acquisition fee
- Appraisal: Fee per parcel appraised
- Acquisition Offer: 30% of the per parcel Acquisition fee
- Acquisition Payment Request (Settlement or Condemnation): 30 % of the per parcel Acquisition fee
- Acquisition File Closing: 10 % of the per parcel Acquisition fee
- Legal: Fee per parcel stated above
- Relocation Initial Contact: 30% of the per parcel Relocation fee
- Relocation Offer: 40% of the per parcel Relocation fee
- Relocation Displacee Move & payment request: 30% of the per parcel Relocation fee
- Additional acquisition or relocation parcels to be completed at the rates listed below.
- Payment for Parcels that are eliminated will be paid based on the work milestone accomplished.
- Legal descriptions/recordable plats are to be provided by the TOWN; PPS will invoice an additional \$150 per parcel to the TOWN, if PPS is required to provide legal descriptions.

OWNER/DISPLACEE PAYMENTS:

- TOWN to provide to PPS, acquisition/relocation compensation due to each property owner
- TOWN to provide to PPS, recording fees if TOWN desires PPS to record the executed agreements
- TOWN to provide any property taxes for which property owners may be entitled a refund.

Town of Huntersville
REQUEST FOR BOARD ACTION
12/18/2017

REVIEWED:

To: The Honorable Mayor and Board of Commissioners
From: Jackie Huffman/Michael Jaycocks
Subject: Budget Amendment

Appropriate Sponsorship revenue (103505.9999) in the amount of \$8,000 to the Non-capitalized account for Recreation Center signage (106200.0280).

ACTION RECOMMENDED:

Approve Budget Amendment.

FINANCIAL IMPLICATIONS:

Neutral to fund balance; additional revenue in the amount of \$8,000, and offsetting sign expense.

Town of Huntersville
REQUEST FOR BOARD ACTION
12/18/2017

REVIEWED:

To: The Honorable Mayor and Board of Commissioners
From: Jack Simoneau
Subject: TA 18-02 Text Amendment Sketch Plan with Conditional Rezoning

Allow staff approval of Sketch Plans that are consistent with a Conditional Rezoning Plan approved by the Huntersville Town Board.

ACTION RECOMMENDED:

Call Public Hearing on January 16, 2018 at 6:30 PM

FINANCIAL IMPLICATIONS:

N/A