



July 9, 2018
 Stallings Town Hall
 315 Stallings Road
 Stallings, NC 28104
 704-821-8557
www.stallingsnc.org

	Time	Item	Presenter	Action Requested/Next Step
	7:00 p.m.	Invocation Pledge of Allegiance Call the Meeting to Order	Wyatt Dunn, Mayor	NA
	7:05 p.m.	Public Comment	Wyatt Dunn, Mayor	NA
1.	7:15 p.m.	Reports A. Report from Mayor B. Report from Council Members/Town Committees C. Report from Town Manager/Town Departments	Council and Staff	NA
2.	7:40 p.m.	Agenda Approval	Wyatt Dunn, Mayor	Approve agenda as written. <i>(ADD, IF APPLICABLE: with changes as described by Mayor Dunn)</i> Motion: I make the motion to: 1) Approve the Agenda as presented; or 2) Approve the Agenda with the following changes:
3.	7:45 p.m.	CZ18.04.01 - CapRock Conditional Zoning Amendment <i>CapRock is requesting an amendment to conditional zoning CZ13.03.01 that if approved will allow change to the site plan and elevations on subject property, to parcel ID #07132006, that was approved for an age restricted 55+ community</i> A. Open public hearing B. Information from staff C. Comments from the public D. Close public hearing E. Council vote	Max Hsiang, Planning Technician	Approve/Deny CZ18.04.01. Motion: I make the motion to approve/deny CZ18.04.01 - CapRock Conditional Zoning Amendment.
4.	8:05 p.m.	CZ18.05.01 - East Coast Granite Amendment <i>East Coast Granite has submitted a conditional zoning amendment application to the Town of Stallings that, if approved, will allow for the property at 13606 E. Independence Blvd, parcel #07105006A, to amend the conditional zoning CZ17.08.01 to build a 50 ft x 125 ft outdoor granite showroom.</i>	Max Hsiang, Planning Technician	Approve/Deny CZ18.05.01. Motion: I make the motion to approve/deny CZ18.05.01 - East Coast Granite Amendment.

		<p>A. Open public hearing B. Information from staff C. Comments from the public D. Close public hearing E. Council vote</p>		
5.	8:20 p.m.	<p>TX18.06.01 - Development Agreement Process <i>Consideration of a text amendment, to Article 7.15-3 Procedures for Entering into Development Agreements, to provide steps to begin and navigate the negotiation process.</i></p> <p>A. Open public hearing B. Information from staff C. Comments from the public D. Close public hearing E. Council vote</p>	Alex Sewell, Town Manager	<p>Approve/Deny TX18.06.01.</p> <p>Motion: <i>I make the motion to approve/deny TX18.06.01 - Development Agreement Process.</i></p>
6.	8:35 p.m.	Old Monroe Road Design Priorities for NCDOT	Alex Sewell, Town Manager	<p>Adopt/Deny resolution</p> <p>Motion: <i>I make the motion to approve/deny the Resolution for NCDOT Regarding Design Standards for U-4714 (Old Monroe Road).</i></p>
7.	8:45 p.m.	Pay Classification Study Contract	Alex Sewell, Town Manager	<p>Approve/Deny contract.</p> <p>Motion: <i>I make the motion to approve/deny the Pay Classification Study contract.</i></p>
8.	9:10 p.m.	FTA Transit Overlay District Grant Letter	Alex Sewell, Town Manager	<p>Approve/Deny letter.</p> <p>Motion: <i>I make the motion to approve/deny the FTA Transit Overlay District Grant Letter.</i></p>
9.	9:15 p.m.	Town Manager Contract Update	Alex Sewell, Town Manager	<p>Approve/Deny Update</p> <p>Motion: <i>I make the motion to approve/deny the First Amendment to the Town of Stallings Employment Agreement with Alex Sewell, Town Manager.</i></p>
10.	9:25 p.m.	Closed Session in Pursuant to NCGS 143-318.11(a)(6)	Melanie Cox, Town Attorney	
11.	9:45 p.m.	Adjournment		



Town of
Stallings

315 Stallings Road • Stallings, North Carolina 28104

Planning Board
Zoning Staff Report

Case: CZ18.04.01			
Reference Name	Caprock Conditional Zoning Amendment		
Request	Proposed Zoning	CZ-25	
	Proposed Use	55+ Apartment Community	
Existing Site Characteristics	Existing Zoning	CZ-MFT	
	Existing Use	Vacant Land	
	Site Acreage	8.822 Acres	
Applicant	Caprock – Ryan Lambert		
Property Owner(s)	Austin Properties LLC		
Submittal Date	April 16, 2018		
Location	910 Chestnut Lane		
Parcel Tax ID #	#07132006		
Plan Consistency	Land Use Plan	Designation	Walkable Neighborhood
		Consistent with request	Yes
Recommendation	Planning Staff	Approve with Conditions	
	Planning Board	Approve with Conditions	

Request:

CZ18.04.01 – Caprock is requesting an amendment to conditional zoning CZ13.03.01, originally approved in 2013 for an 84-unit age restricted apartment complex, that if approved will allow changes to the elevations and site plan on subject property, tax parcel ID #07132006.

1. Elevations:

Condition #2 of the originally approved conditional rezoning required all buildings to be brick with stone accents to match quality of development at Austin Village and The Grove. The applicant is requesting an amendment to this condition that will allow hardiplank to be used as the main building material, utilizing stone and brick s accent materials.

2. Site Plan:

The applicant is proposing a change to the approved site plan. The two-story building footprint has been reduced and will be oriented towards the west side of the property and will be a three-stories. Instead of the original four (4) quad buildings, the new site plan has eight (8) duplex buildings located on the east side. Parking and circulation will be located in the center of the site. The open space area will be located on the west side, within the floodplain.

Property Location/ Existing Conditions:

Zoning and Use of Adjacent Property:				
North	MU – 2 Mixed Use	Town of Stallings	John Gay - Owner	Vacant Land
South	CZ - Residential Low Density	Town of Indian Trail	Large Tract Single Family Fronting Chestnut Lane	Single family homes on large acreage
East	SFR-1/Residential Low Density	Town of Indian Trail	Single Family Residential	Enchanted Forest Subdivision
West	MU -2 /CUP Mixed Use and Conditional Use Permit	Town of Stallings	Neighborhood Retail	Single Family Residential



The subject property is located on east of the Potter Rd intersection on Chestnut Lane in South Stallings.

Future Land Use Designation

The 2017 Stallings Comprehensive Land Use Plan designates this land on the Future Land Use Map as a Walkable Neighborhood. In the Comp Plan, a Walkable Neighborhood is a place that offer the ability to live, play, and often shop and work in one connected community. These communities have goods and services within or adjacent to and encourages active living through design and interconnected network of walkable streets and trails. These neighborhoods contain a mixture of housing types, which include single and multi-family housing.

Goals and strategies within the Comprehensive Land Use Plan that further support the proposal are:

Goal H-1. Ensure a variety of housing opportunities and choices for all ages and stages of life.

Strategy H-1.3 Encourage development that allows senior to age in place.

Goal U-2. Make adjustments to the zoning code and other planning policies to encourage new development that takes advantage of existing infrastructure or contributes to the construction of new infrastructure and increased access of service.

Goal H-4. Protect and enhance established neighborhoods to increase walkability, provide additional public amenities, and increase pedestrian and vehicular connectivity.

Zoning Requirements/Site Plan Analysis:

The new site plan contains a 68 unit apartment building and 8 duplex apartments (16 units) for a total of 84 units. The units will be for rent and marketed to seniors.

Requested Zoning:

CZ-MFT district provides for the completion of existing multi-family residential neighborhoods in residential areas. The intent of this district is to recognize the gradual transformation of existing development to high quality multifamily and mixed-use development.

Proposed Development Standards		
Front Yard Setback		30'
Rear Yard Setback		30'
Side Yard Setback		30'
Open Space		7.5% or .66 acres

Proposed Density of Project

The applicant is proposing a density of 9.5 units per acre. The current density for multifamily housing in the MFT district is 14.5 units per acre. The applicant's proposal is well below the established limit.

Open Space/Dedication of Land for Park, Recreation and Open Space

Article 21 of the Stallings UDO establishes open space requirements by zoning district. The MFT district requires a minimum of 7.5% open space, or .66 acres of the subject property. The applicant intends to maintain a much larger area of open space than required by ordinance.

The applicant will be required to show compliance with open place improvements defined in Article 21 of the Stallings Development Ordinance.

Project Boundary Buffers/Tree Save Requirements

The Stallings UDO Article 7.11 requires a 30' buffer where adjacent to existing single family and a tree save area of 3%. The required buffer is shown on the plan. At time of preliminary of plan submittal, a tree save plan be required to ensure compliance with tree save requirement.

Connectivity/Roads

Connectivity is encouraged by the Stallings UDO. No vehicular or pedestrian connectivity is shown on the site. Property to the east is developed, making connectivity difficult. Staff would recommend providing a pedestrian connection adjacent property to the north, and a sidewalk extension on Chestnut Lane connecting the property to The Grove.

The entrance road into the proposed project will be located on Chestnut Lane. Road improvements in the form of turn lanes and accel/decel lanes will possibly be required by NCDOT if the development is approved.

Community Meeting

CapRock held a community meeting on May 1, 2018 to discuss the project. One member of the community attended.

Staffs Comments

The requested amendments are in keeping with goals and objectives set forth in the Stallings Comprehensive Land Use Plan. Staff believes the proposed elevations will match the quality of architecture at Austin Village and will provide a quality of development that will further enhance and attract development to the area.

Staff would recommend approval of the proposed amendment to Condition #2 of CZ13.03.01 and change to the approved site plan subject to the following conditions:

1. The project is subject to approval from NCDOT, Union County Public Works, DENR and Town Engineer.
2. Building elevations will include hardiplank with brick and stone accents and will be built as shown in elevations provided as a part of this application. No vinyl or siding is permitted. Shake shingles are acceptable. Architectural review and approval by the Planning Board to include materials and colors will be required.
3. Walking trails and other passive recreational amenities will be included within the proposed open space on the property, as well as compliance with Article 21 of the Stallings Development Ordinance.
4. Right of way on Chestnut Lane for future widening will be dedicated to the Town of Stallings.
5. The site plan will need to be adjusted to ensure that detention and parking are not located within the project boundary buffers.
6. The density of the project shall not exceed 9.5 units per acre.
7. Parking will be limited to a total of 110 spaces.
8. Applicant will comply with requirements of the Housing for Older Person Act of 1995 (amended 1999) and provide the Town with the verification of occupancy required under federal law.
9. Applicant agrees to install curb and gutter and sidewalk on the property and any required road improvements.
10. The Town will obtain the necessary right-of-way for a sidewalk on the adjacent property (parcels 07132007 and 07132004B), and the applicant will construct the sidewalk, providing pedestrian connectivity to The Grove.
11. The applicant will provide pedestrian connectivity to adjacent property to the north (parcel 07132004).

Planning Board Recommendation:

The Planning Board heard this request at their May 15, 2018 meeting. Based on the opinion that the request was consistent with the key guiding principles, goals and objectives of the Stallings Comprehensive Land Use Plan as outlined by staff in their provided staff report, the Board unanimously recommended APPROVAL.

DEVELOPMENT INFORMATION

828 CHESTNUT LANE, STALLINGS NC 28104
 AUSTIN PROPERTIES LLC
 DB 5005 PG 415
 TAX PARCEL #07132006

DEVELOPER
 CAPROCK
 240 DUNAVANT STREET
 CHARLOTTE, NC 28203

OWNER/SELLER: LARRY VICKERY
 AUSTIN PROPERTIES LLC
 PO BOX 208 INDIAN TRAIL, NC 28079
 LVICKERY1@CAROLINARR.COM

CONSTRUCTION SCHEDULE
 SUMMER/FALL 2018
 DURATION: APPROXIMATELY 10 MONTHS
 NO PHASING

SITE INFORMATION

SITE IS CURRENTLY 8.83 +/- ACRES
 EXISTING SANITARY SEWER R/W PRESENT

REQUIRED AMENITIES

- A INDOOR AND OUTDOOR SEATING
- B MULTI-PURPOSE ROOM
- C TENANT STORAGE AREAS -NOT SHOWN ON PLAN

ADDITIONAL AMENITIES

- D COVERED DRIVE THRU AT ENTRY
- E COVERED PATIO WITH SEATING
- F COVERED PICNIC AREAS

UNIT DATA

UNIT #	TYPE	SQ. FT.	AMENITIES
1	1-BR	650	A, B, C
2	1-BR	650	A, B, C
3	1-BR	650	A, B, C
4	1-BR	650	A, B, C
5	1-BR	650	A, B, C
6	1-BR	650	A, B, C
7	1-BR	650	A, B, C
8	1-BR	650	A, B, C
9	1-BR	650	A, B, C
10	1-BR	650	A, B, C
11	1-BR	650	A, B, C
12	1-BR	650	A, B, C
13	1-BR	650	A, B, C
14	1-BR	650	A, B, C
15	1-BR	650	A, B, C
16	1-BR	650	A, B, C
17	1-BR	650	A, B, C
18	1-BR	650	A, B, C
19	1-BR	650	A, B, C
20	1-BR	650	A, B, C
21	1-BR	650	A, B, C
22	1-BR	650	A, B, C
23	1-BR	650	A, B, C
24	1-BR	650	A, B, C
25	1-BR	650	A, B, C
26	1-BR	650	A, B, C
27	1-BR	650	A, B, C
28	1-BR	650	A, B, C
29	1-BR	650	A, B, C
30	1-BR	650	A, B, C
31	1-BR	650	A, B, C
32	1-BR	650	A, B, C
33	1-BR	650	A, B, C
34	1-BR	650	A, B, C
35	1-BR	650	A, B, C
36	1-BR	650	A, B, C
37	1-BR	650	A, B, C
38	1-BR	650	A, B, C
39	1-BR	650	A, B, C
40	1-BR	650	A, B, C
41	1-BR	650	A, B, C
42	1-BR	650	A, B, C
43	1-BR	650	A, B, C
44	1-BR	650	A, B, C
45	1-BR	650	A, B, C
46	1-BR	650	A, B, C
47	1-BR	650	A, B, C
48	1-BR	650	A, B, C
49	1-BR	650	A, B, C
50	1-BR	650	A, B, C
51	1-BR	650	A, B, C
52	1-BR	650	A, B, C
53	1-BR	650	A, B, C
54	1-BR	650	A, B, C
55	1-BR	650	A, B, C
56	1-BR	650	A, B, C
57	1-BR	650	A, B, C
58	1-BR	650	A, B, C
59	1-BR	650	A, B, C
60	1-BR	650	A, B, C
61	1-BR	650	A, B, C
62	1-BR	650	A, B, C
63	1-BR	650	A, B, C
64	1-BR	650	A, B, C
65	1-BR	650	A, B, C
66	1-BR	650	A, B, C
67	1-BR	650	A, B, C
68	1-BR	650	A, B, C
69	1-BR	650	A, B, C
70	1-BR	650	A, B, C
71	1-BR	650	A, B, C
72	1-BR	650	A, B, C
73	1-BR	650	A, B, C
74	1-BR	650	A, B, C
75	1-BR	650	A, B, C
76	1-BR	650	A, B, C
77	1-BR	650	A, B, C
78	1-BR	650	A, B, C
79	1-BR	650	A, B, C
80	1-BR	650	A, B, C
81	1-BR	650	A, B, C
82	1-BR	650	A, B, C
83	1-BR	650	A, B, C
84	1-BR	650	A, B, C
85	1-BR	650	A, B, C
86	1-BR	650	A, B, C
87	1-BR	650	A, B, C
88	1-BR	650	A, B, C
89	1-BR	650	A, B, C
90	1-BR	650	A, B, C
91	1-BR	650	A, B, C
92	1-BR	650	A, B, C
93	1-BR	650	A, B, C
94	1-BR	650	A, B, C
95	1-BR	650	A, B, C
96	1-BR	650	A, B, C
97	1-BR	650	A, B, C
98	1-BR	650	A, B, C
99	1-BR	650	A, B, C
100	1-BR	650	A, B, C



CapRock
 2410 Dunavant ST., Charlotte, NC, 28203

The drawings presented are illustrative of character and design intent only, and are subject to change based upon final design considerations (i.e. applicable codes, structural, and MEP design requirements, unit plan / floor plan changes, etc.) © 2017 BSB Design, Inc.

AUSTIN VILLAGE
 Stallings, N.C.

April 16, 2018 | MR180009.00





CAPROCK
2410 DUNAVANT STREET CHARLOTTE, NC 28203

SCHEMATIC DUPLEX ELEVATION

AUSTIN VILLAGE
STALLINGS, NORTH CAROLINA



The drawings presented are illustrative character and design intent only, and are subject to change based upon final design considerations (i.e. applicable codes, structural, and MEP design requirements, unit placement, plan changes, etc.) © 2010 BSB Design, Inc.

5-16-2018 |



CAPROCK
2410 DUNAVANT STREET CHARLOTTE, NC 28203

SCHEMATIC DUPLEX ELEVATION

AUSTIN VILLAGE
STALLINGS, NORTH CAROLINA



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5-16-2018 |



CAPROCK
2410 DUNAVANT STREET CHARLOTTE, NC 28203

SCHEMATIC ELEVATION

AUSTIN VILLAGE
STALLINGS, NORTH CAROLINA



The drawings presented are illustrative character and design intent only, and are subject to change based upon final design considerations (i.e. applicable codes, structural, and MEP design requirements, final plan/floor plan changes, etc.) © 2018 BSS Design, Inc.



Statement of Consistency and Reasonableness

(As per NC General Statute 160-383)

Prior to adopting or rejecting any zoning amendment, the governing body shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action taken to be reasonable and in the public interest. The planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing body that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing body.

CONDITIONAL ZONING: CZ18.04.01

REQUEST:

To amend CZ13.03.01 to: 1) amend approved site plan; and 2) amend condition #2 to allow hardiplank as a permitted building material.

STATEMENT OF CONSISTENCY AND REASONABLENESS:

The Stallings Town Council hereby finds that the proposed text amendment is consistent with the 2017 Stallings Comprehensive Land Use Plan adopted November 27, 2017 based on consistency with goals and objectives set forth in the document to provide for higher density multifamily housing within mixed-use developments. At their July 9, 2018 the Stallings Town Council voted to recommend APPROVAL of the proposed CZ amendment and stated that the, Planning Board find and determines that the amendment is consistent with the key guiding principles, goals, and objectives of the Comprehensive Land Use Plan and hereby recommends its approval.

The statement and motion were seconded and passed _____.

Approved this ___ day of ____, 2018

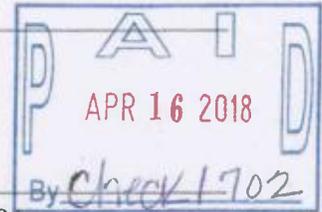
Wyatt Dunn, Mayor

Erinn Nichols, Town Clerk



Town of
Stallings

315 Stallings Road • Stallings, North Carolina 28104



\$600 K Jones

Zoning Map Amendment/Rezoning Application

Application # (Staff): _____

Date Filed: _____

Hearing Date: _____

Planning Board Date: _____

Town Council/Final Decision Date:

Zoning Map Amendment - Conventional	
Less than 2 acres	\$150.00
2-10 acres	\$300.00
Greater than 10 acres	\$900.00
Zoning Map Amendment - Conditional Zoning	
Less than 2 acres	\$300.00
2-10 acres	\$600.00
Greater than 10 acres	\$1200.00
Conditional Use Permit Request	\$300.00
Zoning Text Amendment - UDO	\$500.00

To the Planning Board and Town Council of Stallings, NC:

I (we) the undersigned do hereby respectfully make application and request the Planning Board and Town Council to amend the zoning map of the Town of Stallings: In support of this application, the following facts are shown:

Current Zoning (Circle One)	<i>SFR - 1 SFR - 2 SFR - 3 MU - 1 MU - 2 MFT AG TC</i> <i>CIV C - 74 CP - 485 VSR IND</i>
Proposed Zoning (Circle One)	<i>SFR - 1 SFR - 2 SFR - 3 MU - 1 MU - 2 MFT AG TC</i> <i>CIV C - 74 CP - 485 VSR IND</i>
Conditional District Zoning?	<i>Yes</i> No

Physical Property Address:

910 CHESTNUT LANE

Description of Rezoning:

68 UNIT APARTMENT BUILDING FOR SENIORS
8 DUPLEX APARTMENTS FOR SENIORS (16 UNITS)

Tax Parcel Number(s) (. . Number): 0713 0713 2006		Total Acreage: 8.822
Property Owner(s): AUSTIN PROPERTIES LLC		
Owner's Address: P.O. Box 208		
City: INDIAN TRAIL	State: NC	Zip: 28079-0208
Contact Phone Number: 704-351-1737	Property Owner Email Address: LVECKERY1@CAROLINA.RR.COM	
Applicant Name if different than owner: RYAN LAMBERT / CAPROCK	Applicant's Address: 2410 DUNAVANT ST CHARLOTTE, NC 28203	
Applicant Email Address: RLAMBERT@CAPROCKINVEST.COM	Applicant's Phone Number: 704-390-7852	

MAP REQUIREMENTS

This application shall be accompanied by two (2) maps drawn to scale. Such maps shall be produced at 18' x 24". An electronic version of the map shall also be submitted. The maps shall contain the following information:

- The subject property plus such property as to show the location of the subject property with reference to the nearest street intersection, railroad, stream or other feature identifiable on the ground.
- All properties which abut the property.
- If the property is in a subdivision of record, a map of such portion of the subdivision that would relate to the subject property to the closest street intersection.
- A written metes and bounds description of the property or properties.
- The present and proposed zoning classification of the lot(s) in question.
- The property identification number(s) of the lot(s) in question as issued by the Union County Tax Department.
- Full schematic design/site plan as described in Article 10.10 of the Stallings Unified Development Ordinance (*only if the application is for a conditional district*).

MAP AMENDMENT REQUIREMENTS

If a straight rezoning (not a CD) is requested, then please leave the space below blank.

If a Conditional District (CD) is requested, you must list the specific sections of the Unified Development Ordinance from which you seek changes. You may list these on a separate sheet of paper.

- Whenever there is a zoning map amendment, the Town of Stallings is required to notify the owner of said parcel of land as shown on the county tax listing, and the owner of all parcels of land abutting that parcel of land as shown on the county tax listing. The required notice shall be mailed by first class mail at least 10 days but not more than 25 days prior to the date of the public hearing.

CapRock Conditional Zoning Amendment Community Meeting Notes

CapRock is requesting an amendment to conditional zoning CZ13.03.01 that if approved will allow changes to the site plan and elevations on subject property, tax parcel ID #07132006, that was approved for an age restricted 55+ community.

CapRock held a community meeting on May 1, 2018 to discuss the proposed project.

One member of the community attended, Mr. Monk, to learn about the project. We discussed the new plan and the changes at it relates to the original plan. Mr. Monk was very supportive and excited about the changes to the project. There were no questions as it relates to the project and no opposition was expressed.



PLANNING & ZONING

TOWN of STALLINGS

Agenda Item # 4

ZONING STAFF REPORT

Case: CZ18.05.01			
Reference Name	East Coast Granite Amendment		
Request	Amend Condition #3 of approved CZ17.08.01 to allow outside storage/display		
Existing Site Characteristics	Existing Zoning	CZ (Conditional Zoning)	
	Existing Use	Granite Countertops, Kitchen, and Bath Design Center	
	Site Acreage	2.48	
Applicant	East Coast Granite of Charlotte		
Submittal Date	5/7/2018		
Location	13606 East Independence Blvd.		
Tax ID #	07105006A		
Plan Consistency	Land Use Plan	Designation	Suburban Office Complex
		Consistent with request	YES
Recommendation	Planning Staff Planning Board	Approve with Conditions N/A	

REQUEST

The applicant, East Coast Granite of Charlotte, is requesting approval of an amendment to condition #3 of conditional zoning CZ17.08.01 that will allow construction of a 50ft x 125ft outdoor granite showroom.

Last year in November, CZ17.08.01 was approved with conditions to allow the use of a granite countertop manufacturing production and showroom.

Condition #3 states that all outside storage areas will be in the rear of the building and will be screened using an opaque fence. Under this condition they cannot display granite unless in the rear and screened. The amendment would allow the showroom to be built on the side of the building where they can have granite visible from the road.

CZ17.08.01 Approved Conditions:

1. A 20' planted street buffer be installed that meets requirements of Article 7.7.8 (B) of the Stallings UDO.
2. Any dumpster located on the property will be screened using an opaque fence with a gate and landscape material where appropriate.
3. All outside storage areas will be in the rear of the building and will be screened using an opaque fence.
4. All ground and wall signage will be brought up to standards established by Article 9 of the Stallings UDO.

PROPERTY LOCATION/EXISTING CONDITIONS

The subject property is located at 13606 East Independence Blvd. at the intersection Smith Farm Road near the Town border with Indian Trail.

North	C-74 (US Highway 74 Commercial)	Town of Stallings	Smith, Joseph	All City Auto Sales
South	C-74	Town of Stallings	Edwards & Newman Co.	Office/Warehouse
East	C-74	Town of Stallings	Armstrong/McKinn	Vacant Land
West	C-74	Town of Stallings	Griffin Heirs	Vacant Land

There is an existing industrial/warehouse building on the site that previously housed Basic Electric Company.



LAND USE DESIGNATION

The Stallings Land Use Plan designates the property as “Suburban Office Complex”. This category is defined as follows:

Suburban Office Center: Suburban office centers provide opportunities to concentrate employment. They include both large-scale isolated buildings with numerous employees as well as areas containing multiple office uses that support and serve one another. They are typically buffered from surrounding development by transitional uses or landscaped areas and are often located near major highways or thoroughfares.

The proposed amendment may fit into this category if constructed to meet the aesthetic and access criteria; the attached building exists and does meet these requirements. Staff believes the proposed amendment fits into the current land use pattern of the area. It is also anticipated that due to the properties proximity to the Highway 74 Corridor future redevelopment of the site may occur.

ZONING REQUIREMENTS/SITE PLAN ANALYSIS

Permitted Uses

The conditional zoning CZ17.08.01 was approved for cabinet and woodworking shop including countertop production in 2017. The amendment will allow for them to display and sell product in the outdoor showroom.

Building Setbacks

There is an existing commercial building on the property; setbacks for this structure have been established. The existing building sits approximately 95.5’ from the Monroe Expressway in the front yard; the rear of the structure is 185’ from the rear property line and the side yards are 43’ on the right side and 109’ on the left. The proposed showroom will be approximately 60’ from the side yard, 120’ from the rear, and 135’ from the front. The minimum setbacks for the conditional zoning of 40’ on the front and rear and 15’ on the side have been met.

Landscaping Requirements

A 20’ street buffer will be required. No project boundary buffers are required between BC zoned properties.

Parking

An asphalt parking lot that meets minimum parking requirements of one space per two (2) employees on the largest shift has been provided.



Side view of property

RECOMMENDATION

The requested amendments are in keeping with goals and objectives set forth in the Stallings Comprehensive Land Use Plan. Staff believes that if proposed showroom is designed with quality aesthetics and meets the land use designation of suburban office center then it will further enhance the area.

Staff would recommend that the conditional zoning amendment be approved with the following conditions:

1. The applicant or responsible party shall obtain all permits required through the Town and outside agencies in compliance with applicable regulations.
2. The applicant receives a Zoning Compliance Certificate from the Town before use of the 50 ft x 125 ft showroom.
3. All materials contained in the outdoor showroom be kept in presentable conditions.
4. The property be kept in presentable conditions.
5. A 20' planted street buffer be installed that meets requirements of Article 7.7.8 (B) of the 2017 Stallings UDO.
6. Any dumpster located on the property will be screened using an opaque fence with a gate and landscape material where appropriate.

7. All outside storage areas (other than inside the outdoor showroom) will be in the rear of the building and will be screened using an opaque fence.
8. All ground and wall signage will be brought up to standards established by Article 17 of the 2018 Stallings DO.
9. Any code violations present on site will be mitigated prior to the issuance of a zoning permit for construction of the outside storage area.

PLANNING BOARD RECOMMENDATION

At their June 19, 2018 meeting the Planning Board unanimously recommend approval of the requested conditional zoning amendment to allow construction of an outside display area subject to the 9 conditions listed in the Staff Report.



Statement of Consistency and Reasonableness

(As per NC General Statute 160-383)

Prior to adopting or rejecting any zoning amendment, the governing body shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action taken to be reasonable and in the public interest. The planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing body that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing body.

CONDITIONAL ZONING: CZ18.05.01

REQUEST:

To amend condition #3 of approval for CZ17.08.01 to allow for the construction of an outside display area.

STATEMENT OF CONSISTENCY AND REASONABLENESS:

The Stallings Town Council hereby finds that the proposed text amendment is consistent with the 2017 Stallings Comprehensive Land Use Plan adopted November 27, 2017 based on consistency with goals and objectives set forth in the document to encourage higher density residential development that adhere to strict architectural controls. At their July 9, 2018 the Stallings Planning Board voted to recommend APPROVAL of the proposed text amendment and stated that the, Town Council find and determines that the conditional zoning amendment is consistent with the key guiding principles, goals, and objectives of the Comprehensive Land Use Plan and hereby recommends its approval.

The statement and motion was seconded and passed _____.

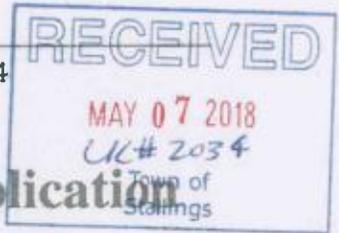
Wyatt Dunn, Mayor

Lynne Hair, Development Administrator



Town of
Stallings

315 Stallings Road • Stallings, North Carolina 28104



Zoning Map Amendment/Rezoning Application

Application # (Staff): _____

Date Filed: 5/7/18
Hearing Date: cm - 5/22/18
Planning Board Date: 6/19/18

Town Council/Final Decision Date:
7/16/18

Zoning Map Amendment - Conventional	
Less than 2 acres	\$150.00
2-10 acres	\$300.00
Greater than 10 acres	\$900.00
Zoning Map Amendment - Conditional Zoning	
Less than 2 acres	\$300.00
2-10 acres	\$600.00
Greater than 10 acres	\$1200.00
Conditional Use Permit Request	\$300.00
Zoning Text Amendment - UDO	\$500.00

To the Planning Board and Town Council of Stallings, NC:

I (we) the undersigned do hereby respectfully make application and request the Planning Board and Town Council to amend the zoning map of the Town of Stallings: In support of this application, the following facts are shown:

Current Zoning (Circle One)	SFR - 1 SFR - 2 SFR - 3 MU - 1 MU - 2 MFT AG TC CIV <u>C-74</u> CP - 485 VSR IND
Proposed Zoning (Circle One)	SFR - 1 SFR - 2 SFR - 3 MU - 1 MU - 2 MFT AG TC CIV <u>C-74</u> CP - 485 VSR IND
Conditional District Zoning?	<u>Yes</u> No

Physical Property Address: 13606 E. Independence Blvd. Indian Trail, NC 28079

Description of Rezoning:
Requesting an amendment to condition # 3

Tax Parcel Number(s) (PID Number): 07105006A		Total Acreage: 2.48	
Property Owner(s): Clardy Family 2004 Irrevocable Trust			
Owner's Address: P.O. Box 1077 Matthews, NC 28106			
City: Matthews		State: NC	Zip: 28106
Contact Phone Number: 704-975-4500		Property Owner Email Address: chip.clardy@aspenassoc.net	
Applicant Name if different than owner: East Coast Granite of Charlotte		Applicant's Address: 13606 E Independence Blvd Indian Trail, NC 28039	
Applicant Email Address: aandyrecon@gmail.com		Applicant's Phone Number: 704-207-5846	

MAP REQUIREMENTS

This application shall be accompanied by two (2) maps drawn to scale. Such maps shall be produced at 18' x 24". An electronic version of the map shall also be submitted. The maps shall contain the following information:

- The subject property plus such property as to show the location of the subject property with reference to the nearest street intersection, railroad, stream or other feature identifiable on the ground.
- All properties which abut the property.
- If the property is in a subdivision of record, a map of such portion of the subdivision that would relate to the subject property to the closest street intersection.
- A written metes and bounds description of the property or properties.
- The present and proposed zoning classification of the lot(s) in question.
- The property identification number(s) of the lot(s) in question as issued by the Union County Tax Department.
- Full schematic design/site plan as described in Article 10.10 of the Stallings Unified Development Ordinance (*only if the application is for a conditional district*).

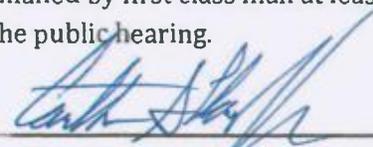
MAP AMENDMENT REQUIREMENTS

If a straight rezoning (not a CD) is requested, then please leave the space below blank.

If a Conditional District (CD) is requested, you must list the specific sections of the Unified Development Ordinance from which you seek changes. You may list these on a separate sheet of paper.

- Whenever there is a zoning map amendment, the Town of Stallings is required to notify the owner of said parcel of land as shown on the county tax listing, and the owner of all parcels of land abutting that parcel of land as shown on the county tax listing. The required notice shall be mailed by first class mail at least 10 days but not more than 25 days prior to the date of the public hearing.

Signature


 Telephone 704-821-8557 • Fax 704-821-6841 • www.stallingsnc.org

05-03-18

Date

5/1/2018

Respectable Town of Stalling Council Members,

We are requesting an amendment to condition #3 of our conditional zoning to add a 50 ft x 125 ft outdoor showroom on the Southeast side (Smith Farm Road side) of the existing one story stucco building (as shown on the survey attachment). The front of the showroom will be set back about 180 ft from East Independence Blvd. The side of the showroom will be set back about 70 ft from Smith Farm Road.

The new building will be a steel frame building on a poured concrete foundation. The building's roof will be enclosed in a parapet to hide the roof and give the roof a flat, rectangular appearance. The steel columns of the building will be incased in stucco. The base of the showroom building will be bordered with 2 ft high cement planters and plants (see attachments). Planters, parapet and column colors will be matched to the existing building colors.

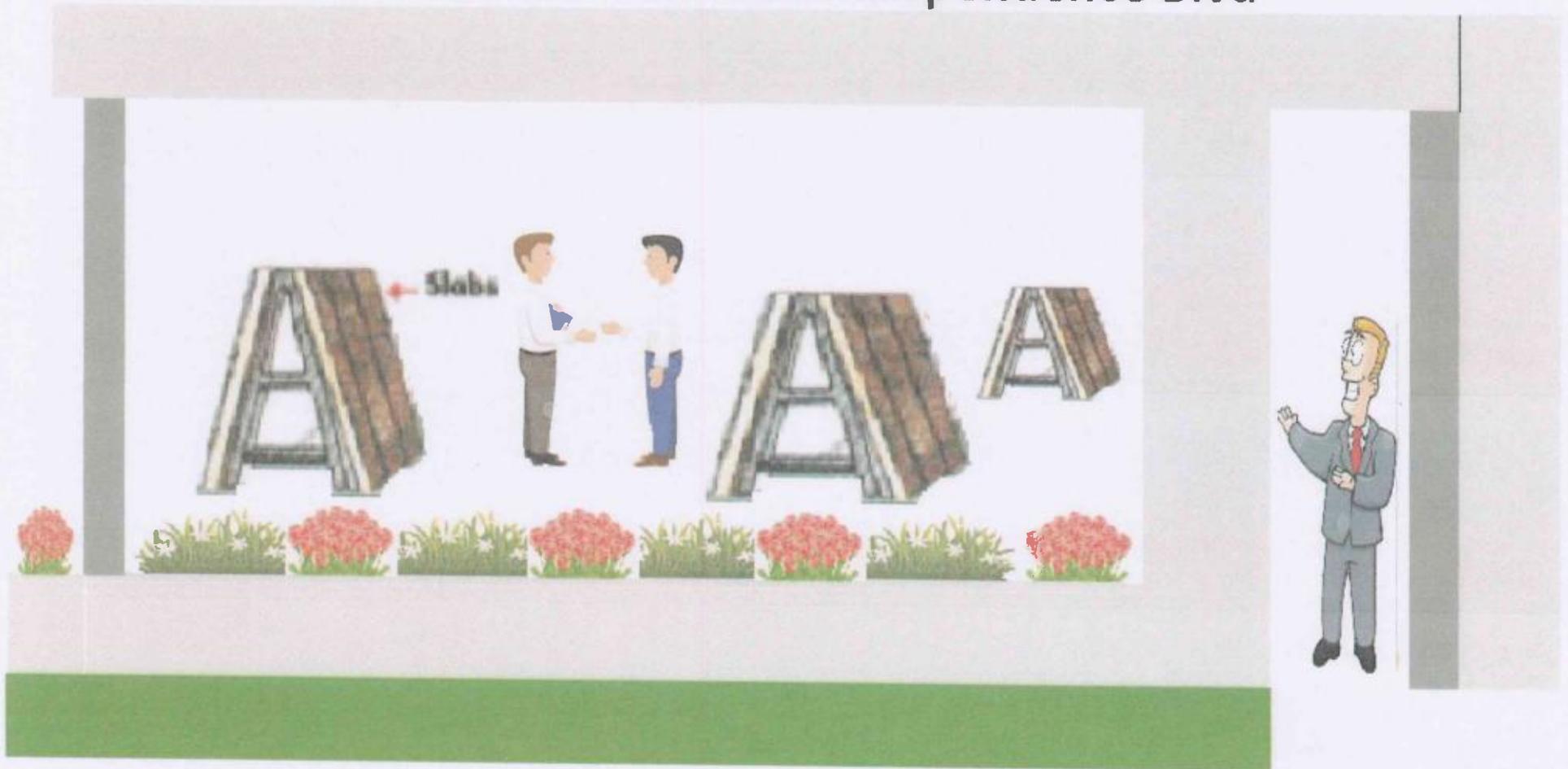
This new showroom addition is vital to our business as it will allow us to properly protect our product from the elements and give us the ability to display it to our customers in a separate, dedicated area away from our production facility. Additionally, the showroom will give our product a much needed exposure from the East Independence Blvd.

Thank you for your consideration.

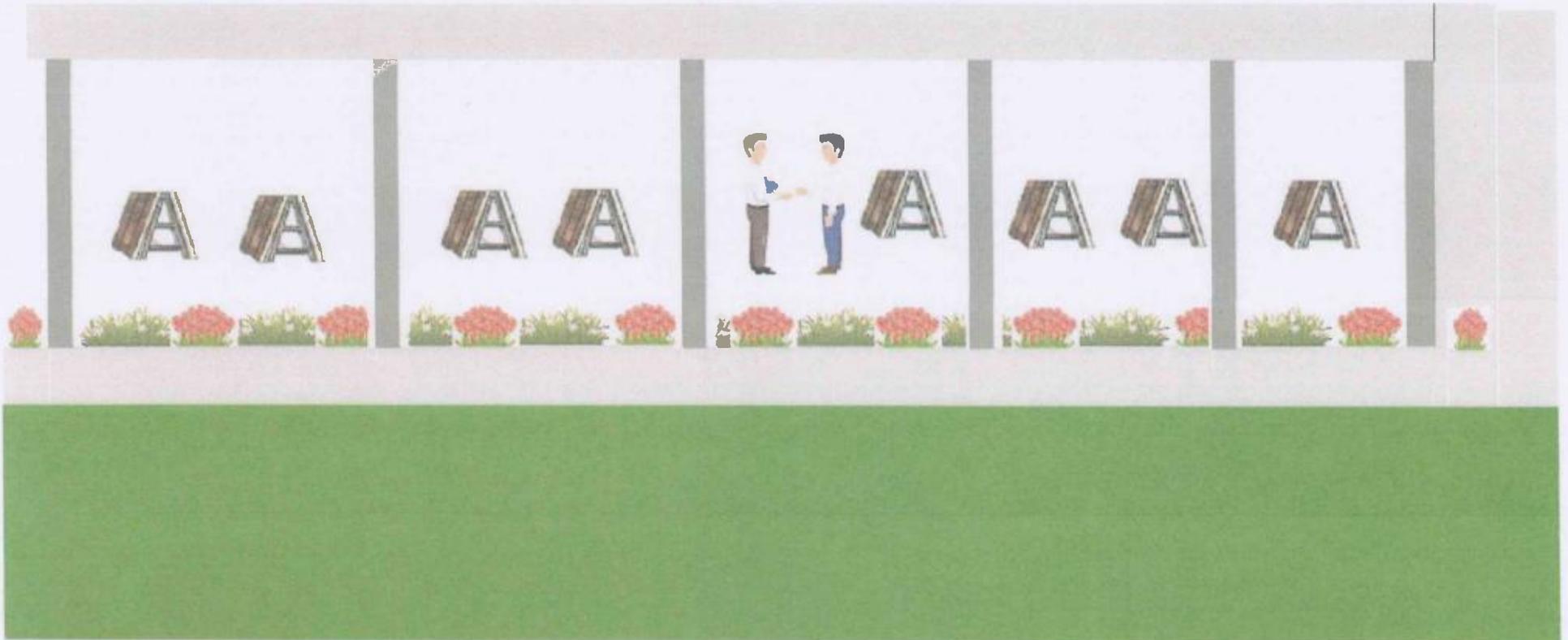
SINCERELY,

PETER YEVCNIK

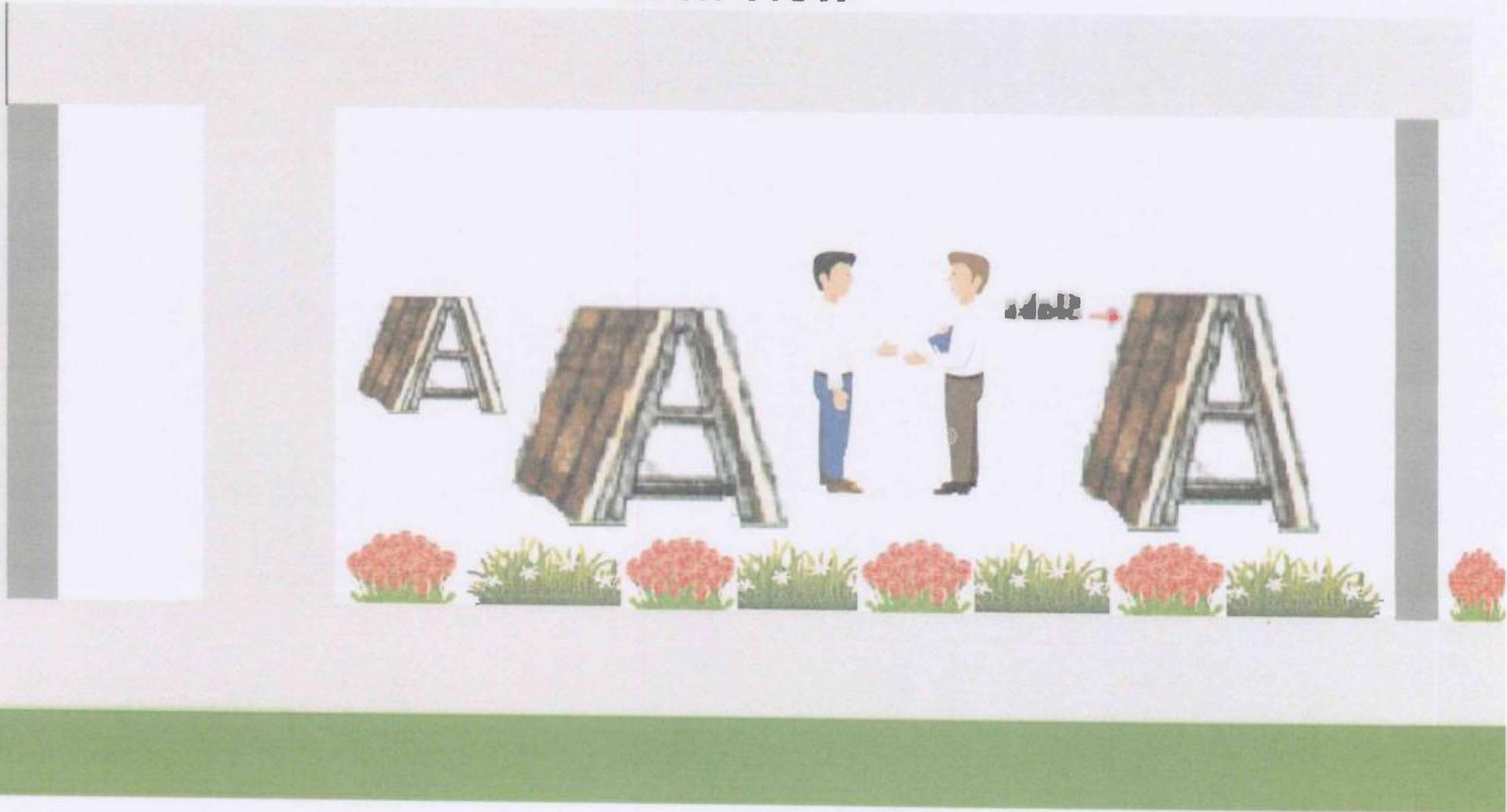
Front View from East Independence Blvd



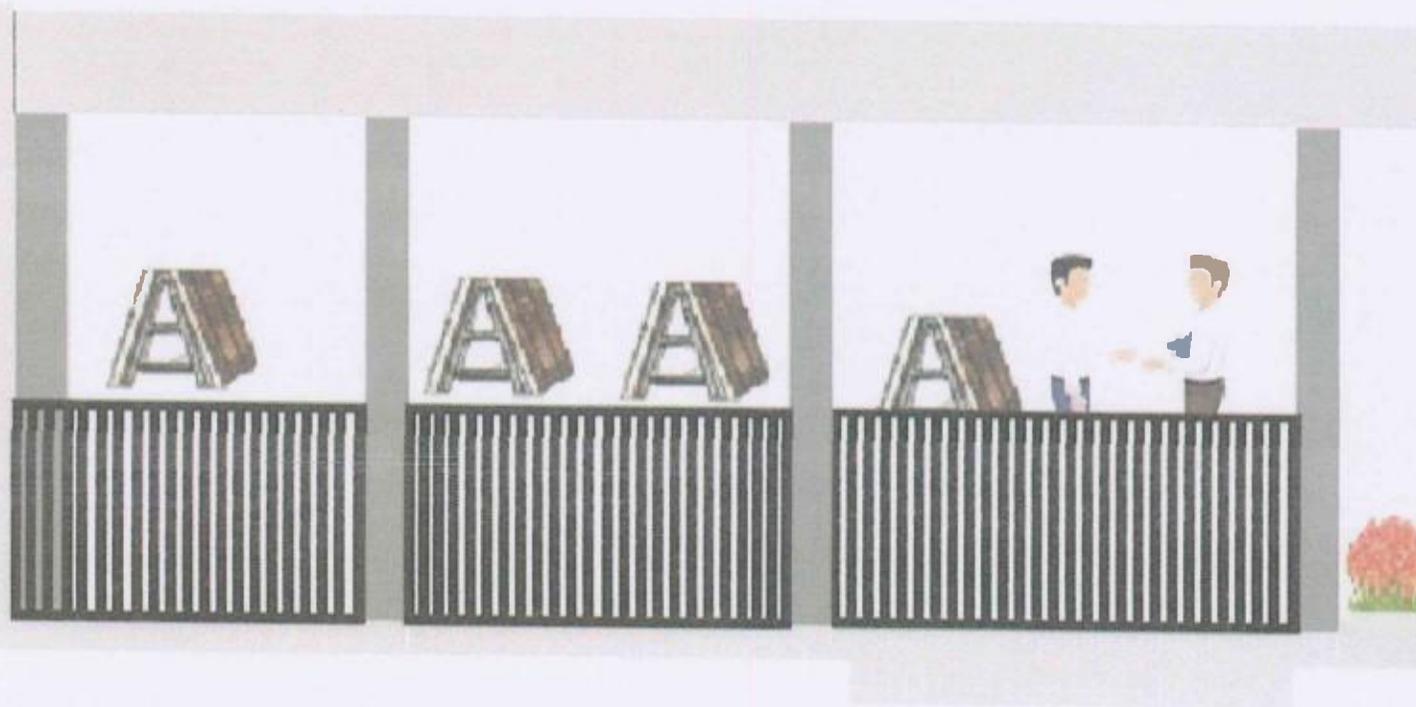
Side View from Smith Farm Road



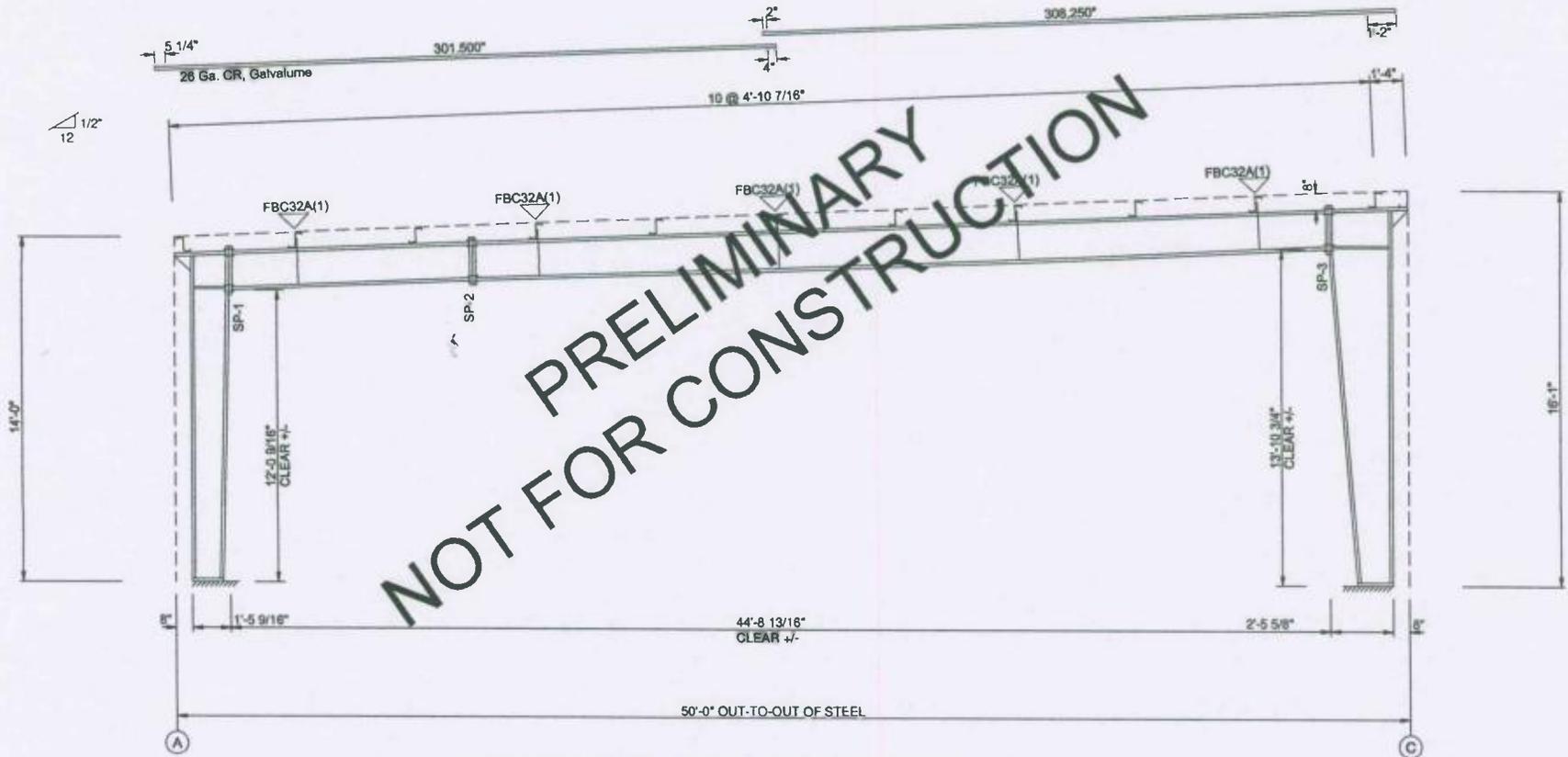
Back View



Side View from the loading dock



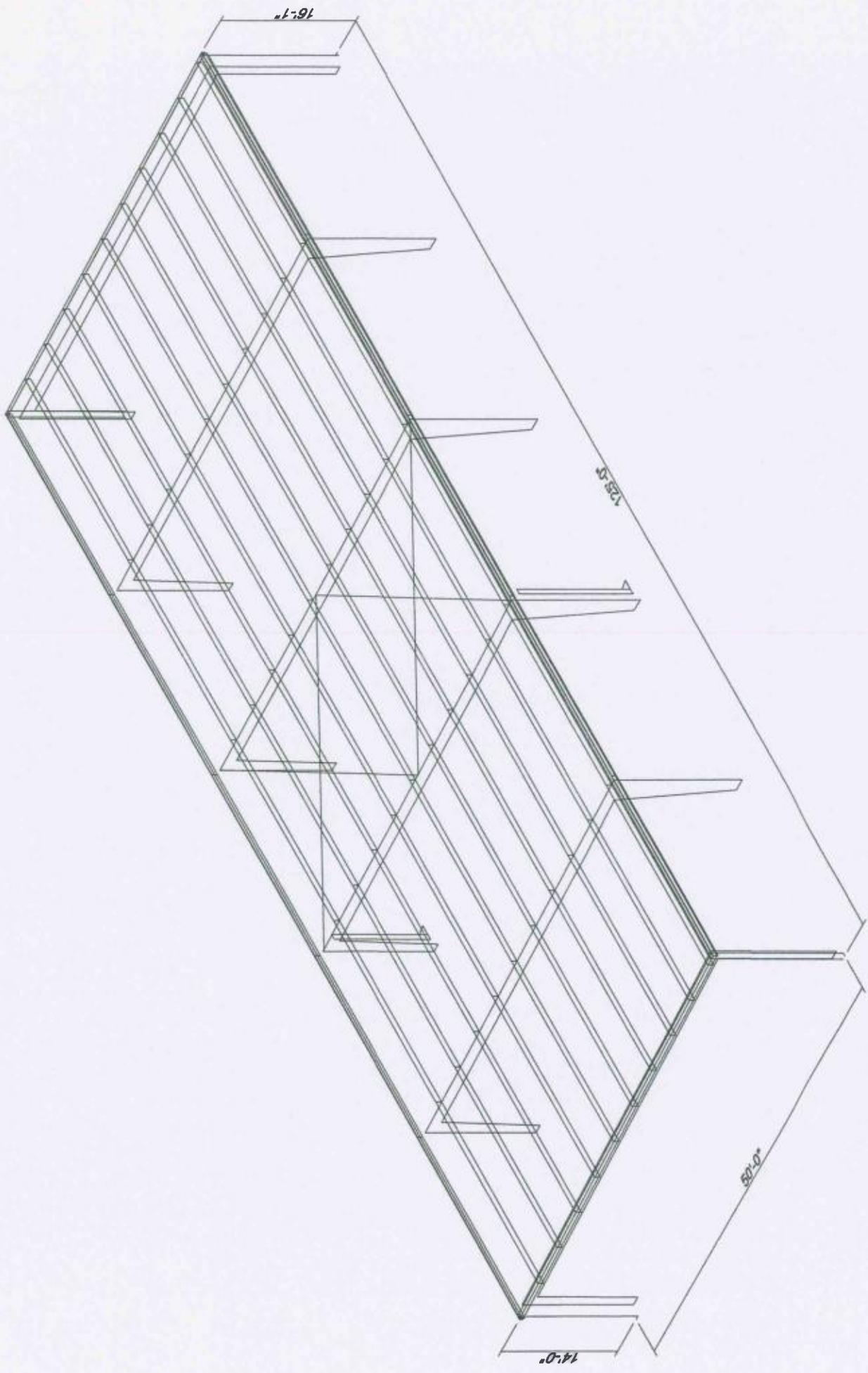
SPLICE PLATE & BOLT TABLE									
Mark	Qty		Int	Type	Dia	Length	Width	Thick	Length
	Top	Bot							
SP-1	4	4	0	A325	0.625	2.25	6"	1/2"	1'-10"
SP-2	4	4	0	A325	0.625	2.25	6"	3/8"	1'-10"
SP-3	4	4	0	A325	0.625	2.25	6"	1/2"	1'-10 1/4"



RIGID FRAME ELEVATION: FRAME LINE 2 3 4 5

THE CLEAR HEIGHTS SHOWN ABOVE ARE "ESTIMATED" CLEAR HEIGHTS AND ARE SUBJECT TO CHANGE BASED ON FINAL DESIGN.

RENEGADE STEEL BUILDINGS
 AG042518R1
 CustomerName
 ProjectName
 JobSiteAddress
 30548





MEMO:

TO: Town Council
FROM: Lynne Hair, Development Administrator
SUBJECT: TX18.06.01 Development Agreement Process
DATE: July 2, 2018

Development Agreements (DA) are an integral part of the Town's new development ordinance and plan review process. Before the Town receives its first development proposal it is important to have a process and fee schedule in place.

Staff is proposing a six (6) step process that includes negotiations with staff, council sub-committee negotiations, planning board review, council review and public hearing for adoption. It is the goal to conduct the DA process simultaneous with the plan review process, so once complete the applicant will have a permit in hand and can begin construction.

A fee to re-coup administrative cost is being suggested in the amount of \$5750. We anticipate twenty (20) hours of staff time at \$100/hour, ten (10) hours of legal consultation at \$225/hour, five (5) hours of consulting time at \$200/hour and advertising fees of \$500.

As we begin receiving applications, we anticipate adjustments to either the process, fee, or both may be necessary, but believe this is a good starting point.

Town Council approved the fee and proposed process at their May 22, 2018 meeting. The Planning Board reviewed and approved the process as recommended by Town Council and Staff at their June 19, 2018 meeting.

Staff is recommending a text change to incorporate the approved process into the Development Ordinance Article 7.15-3 Procedures for Entering into Development Agreements as follows:

Table 7.1

Phase 1: Project Evaluation
<i>Concept Plan/Application Submitted</i>
<p>Facilitated Town Technical Review of Proposed Development</p> <p>Considerations: Submitted site plans, application, comprehensive land use plan, small area plans, UDO, engineering data, public works data, fire/police/safety data, school enrollment data, any other data that staff feels is necessary to evaluate the project.</p> <p>Who Is Involved: Staff led technical review may include town planning staff, town engineer, town manager, police chief, fire marshal office representative, public works department, UCPW, legal counsel, any other person(s) staff sees as necessary for review of the project.</p> <p>Outcome: Written comments/information provided to applicant to start discussion of development agreement.</p>
Phase 2: Staff Agreement Negotiations*
<i>Staff Level Negotiations with Applicant</i>
<p>Begin negotiation of an agreement for long-term trade-offs and benefits of a development with Staff.</p> <p>Considerations: Comments/Considerations from Phase 1, developers comments/response to phase 1 requests, discussion of requested items/improvements</p> <p>Who Is Involved: Planning Staff, Town Engineer, Town Manager, Applicant, Legal Counsel and Land Use Consultant as necessary</p> <p>Outcome: Draft Development Agreement</p> <p>*May require multiple meetings</p>
Phase 3: Council Sub Committee Agreement Negotiations*
<i>Council Sub Committee Level Negotiations with Applicant</i>

Presentation of Draft Agreement to a Council Sub Committee. Council Sub Committee receives draft agreement and may negotiate directly with the applicant.

Who Is Involved: Town Council Sub Committee made up of three council members as follows:

Committee 1: Council Members from Districts 1 & 6

Committee 2: Council Members from Districts 2 & 5

Committee 3: Council Members from Districts 3 & 4

The third Committee Member will be from the district in which the development is occurring.

Also involved will be the Applicant, Planning Staff, Town Manager, Legal Counsel and Land Use Consultant as necessary. A rotating schedule for which subcommittee serves will be created and provided to Council. **

Outcome: Draft Development Agreement

*May require multiple meetings

** If the project falls within the district of a subcommittee member assigned to that rotation, the next subcommittee in the rotation will review to ensure three-member participation.

Phase 4: Planning Board Review

Planning Board Level Negotiations with Applicant

Presentation of Draft Agreement to the Planning Board

Considerations: Draft Development Agreement

Who Is Involved: Planning Staff, Town Engineer, Town Manager, Applicant, Legal Counsel and Land Use Consultant as necessary

Outcome: Draft Development Agreement Recommendation

Phase 5: Council Agreement Negotiations*

Council Level Negotiations with Applicant

Presentation of Draft Agreement to entire Council. Council receives draft agreement and may negotiate directly with the applicant.

Who Is Involved: Entire Town Council, Applicant, Planning Staff, Town Manager, Legal Counsel and Land Use Consultant as necessary.

Outcome: Final Development Agreement

*May require multiple meetings

Phase 6: Public Hearing

Public Hearing/Council Decision

Required public hearing held and negotiated agreement adopted by Town Council.

Who Is Involved: Town Council, Applicant, Planning Staff, Town Manager, Legal Counsel

Outcome: Council Decision/Finalized Agreement



AN ORDINANCE AMENDING THE “STALLINGS DEVELOPMENT ORDINANCE” OF THE TOWN OF STALLINGS, NORTH CAROLINA

WHEREAS, on February 26, 2018 the Town Council adopted the new Stallings Development Ordinance; and,

WHEREAS, a new Comprehensive Land Use Plan and Small Area Plans were drafted and adopted by Town Council on November 27, 2017 identifying the need for a development agreement process as a strategic part of the review for projects zoned MU-1 and MU-2 and any project required to comply with the major subdivision process; and,

WHEREAS, adopting language assigning a process to the application of a development agreement was approved in concept by the Town Council; and,

WHEREAS, the creation of a development agreement procedures will provide a step-by-step process for outlining the necessary steps required for completion of a development agreement; and,

THEREFORE, THE TOWN COUNCIL OF THE TOWN OF STALLINGS DO ORDAIN AMENDING THE STALLINGS DEVELOPMENT ORDINANCE AS FOLLOWS:

1. Article 7.15-3 Procedures for Entering into Development Agreements

(G) Project Evaluation. The process used for evaluating a project and beginning the Development Agreement Process is as follows:

Table 7.1

Phase 1: Project Evaluation
Concept Plan/Application Submitted
Facilitated Town Technical Review of Proposed Development
Considerations: Submitted site plans, application, comprehensive land use plan, small area plans, UDO, engineering data, public works data, fire/police/safety data, school enrollment data, any other data that staff feels is necessary to evaluate the project.
Who Is Involved: Staff led technical review may include town planning staff, town engineer, town manager, police chief, fire marshal office representative, public works department, UCPW, legal counsel, any other person(s) staff sees as necessary for review of the project.

Outcome: Written comments/information provided to applicant to start discussion of development agreement.

Phase 2: Staff Agreement Negotiations*

Staff Level Negotiations with Applicant

Begin negotiation of an agreement for long-term trade-offs and benefits of a development with Staff.

Considerations: Comments/Considerations from Phase 1, developers comments/response to phase 1 requests, discussion of requested items/improvements

Who Is Involved: Planning Staff, Town Engineer, Town Manager, Applicant, Legal Counsel and Land Use Consultant as necessary

Outcome: Draft Development Agreement

*May require multiple meetings

Phase 3: Council Sub Committee Agreement Negotiations*

Council Sub Committee Level Negotiations with Applicant

Presentation of Draft Agreement to a Council Sub Committee. Council Sub Committee receives draft agreement and may negotiate directly with the applicant.

Who Is Involved: Town Council Sub Committee made up of three council members as follows:

Committee 1: Council Members from Districts 1 & 6

Committee 2: Council Members from Districts 2 & 5

Committee 3: Council Members from Districts 3 & 4

The third Committee Member will be from the district in which the development is occurring. Also involved will be the Applicant, Planning Staff, Town Manager, Legal Counsel and Land Use Consultant as necessary. A rotating schedule for which sub committee serves will be created and provided to Council.**

Outcome: Draft Development Agreement

*May require multiple meetings

** If the project falls within the district of a subcommittee member assigned to that rotation, the next subcommittee in the rotation will review to ensure three-member participation.

Phase 4: Planning Board Review

Planning Board Level Negotiations with Applicant

Presentation of Draft Agreement to the Planning Board

Considerations: Draft Development Agreement

Who Is Involved: Planning Staff, Town Engineer, Town Manager, Applicant, Legal Counsel and Land Use Consultant as necessary

Outcome: Draft Development Agreement Recommendation

Phase 5: Council Agreement Negotiations*

Council Level Negotiations with Applicant

Presentation of Draft Agreement to entire Council. Council receives draft agreement and may negotiate directly with the applicant.

Who Is Involved: Entire Town Council, Applicant, Planning Staff, Town Manager, Legal Counsel and Land Use Consultant as necessary.

Outcome: Final Development Agreement

*May require multiple meetings

Phase 6: Public Hearing

Public Hearing/Council Decision

Required public hearing held and negotiated agreement adopted by Town Council.

Who Is Involved: Town Council, Applicant, Planning Staff, Town Manager, Legal Counsel

Outcome: Council Decision/Finalized Agreement

This ordinance shall be effective immediately upon its adoption.

ADOPTED this the _th day of _____, 2018.

Wyatt Dunn

Mayor

Erinn Nichols

Town Clerk



Statement of Consistency and Reasonableness

(As per NC General Statute 160-383)

Prior to adopting or rejecting any zoning amendment, the governing body shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action taken to be reasonable and in the public interest. The planning board shall advise and comment on whether the proposed amendment is consistent with any comprehensive plan that has been adopted and any other officially adopted plan that is applicable. The planning board shall provide a written recommendation to the governing body that addresses plan consistency and other matters as deemed appropriate by the planning board, but a comment by the planning board that a proposed amendment is inconsistent with the comprehensive plan shall not preclude consideration or approval of the proposed amendment by the governing body.

CONDITIONAL ZONING:

TX18.06.01

REQUEST:

To amend Article 7, Section 7.15 -3 Procedures for Entering into Development Agreement of the Stalling Development Ordinance to establish the procedures for negotiating a Development Agreement.

STATEMENT OF CONSISTENCY AND REASONABLENESS:

The Stallings Town Council hereby finds that the proposed text amendment is consistent with the 2017 Stallings Comprehensive Land Use Plan adopted November 27, 2017 based on consistency with goals and objectives set forth in the document to create small area plans establishing land uses and provide for development controls through the Development Agreement process. At their June 19, 2018 the Stallings Planning Board voted to recommend APPROVAL of the proposed text amendment and stated that the, Town Council find and determines that the text amendment is consistent with the key guiding principles, goals, and objectives of the Comprehensive Land Use Plan and hereby recommends its approval.

The statement and motion was seconded and passed _____.

Wyatt Dunn, Mayor

Lynne Hair, Development Administrator



TO: Mayor Dunn; Town Council
FR: Alex Sewell
DATE: 7/5/18
RE: Old Monroe Road – Town Priorities

Purpose: This memorandum's purpose is to update the Town Council on the Old Monroe Road project with DOT and provide a recommendation on next steps.

Background: The DOT has recommended a superstreet for Old Monroe Road. The Town came out and opposed the DOT's recommendation as it interfered with the Town's goal of creating a downtown hub. As a result, the Town worked with consultants to propose an alternative design and submitted it to DOT in November 2017. In December 2017, the DOT responded that it was going to update its traffic forecast, update its current capacity analysis, and analyze the intersection types requested by the Town.

Update: On June 25, 2018, Town representatives met with DOT to hear the updated analysis which called for a superstreet. Notably, DOT did not analyze the alternative intersection type requested by the Town. DOT notified the Town that the project is now being designed "centrally" in Raleigh and those respective DOT staff members were present.

At the end of the meeting, DOT requested a list of Town priorities for the project. Subsequently, Town staff, in collaboration with our consultants, developed a set of recommended priorities that would best promote the Town's goal of creating a downtown/town center in this area.

Recommendation: Approve the resolution outlining the Town's priorities for the Old Monroe Road (U-4714) project.



RESOLUTION FOR NCDOT REGARDING DESIGN STANDARDS FOR U-4714 (Old Monroe Road)

WHEREAS, in 2013 the North Carolina General Assembly passed the Strategic Transportation Initiative (STI), which subsequently allowed for additional funding to be transferred to the urban areas of the state in order to address congestion; and

WHEREAS, enhancing the small-town character of Stallings is a top priority for the Stalling Town Council, its citizens and staff; and

WHEREAS, furthering planning efforts of creating a downtown in the Old Monroe Road area by implementing the approved Downtown Masterplan and Old Monroe Road Small Area Plan; and

WHEREAS, the intersection of Old Monroe Road and Stallings Road is a crucial intersection in Stallings downtown master plan; and

WHEREAS, as superstreet design at the said intersection will prohibit Stallings downtown growth and development; and

WHEREAS, it is critical that U-4714 be designed to enable Stallings to build and maintain its small-town character.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stallings formally requests the North Carolina Department of Transportation to include in the Old Monroe Road design, the following:

1. Through movement across Monroe Road from both directions of Stallings Road;
2. On Street parking and sidewalks that are a minimum of 7' in width;
 - 2A. On Street parking on Slip Streets;
 - 2B. On Street parking on Old Monroe Road;
3. Slip Streets on either side of Monroe Road to facilitate on street parking and left turn opportunities in both directions onto Monroe Road from Stallings Road;
4. No median and no bulb outs within the Monroe Road Section between Friendship Drive and Stallings Plaza, approximately 2,340ft, (Downtown Zone).

ADOPTED this the 9th day of July, 2018.

Wyatt Dunn, Mayor

ATTEST:

Erinn Nichols, Town Clerk

Approved as to form:

Melanie Cox, Town Attorney



TO: Mayor Dunn; Town Council
FR: Alex Sewell
DATE: 7/5/18
RE: Pay & Classification Study Contract

Purpose: This memorandum's purpose is to educate the Town Council on the timeline for the pay & classification study and request formal approval of the pay & classification study contract.

Background: On May 14, 2018, the Town Council approved by consensus conducting a pay and classification study using an outside expert consultant.

Timeline: The process would start in November with the goal of being completed in March 2019 in time for the budget process. Enclosed is a summary overview of the process.

Recommendation: Approve the contract with the N.C. League of Municipalities for a comprehensive pay and classification study.

Classification and Pay Study Information

Conducting a classification and pay study typically takes approximately 2.5 to 4 months, depending on the size of the organization. The MAPS Group's approach is to make the process as transparent and understandable as possible. We believe this is important because a good study can have a negative morale impact if employees misunderstand it or if the study lacks credibility with employees.

We also strongly recommend undertaking a study only when there is commitment to follow through with funding the implementation. The negative impact on morale is significant if a study is not implemented. Implementation costs are the greater cost, not the fee to conduct the study. We work with organizations to phase the study in over two or three years if the implementation costs are greater than can be allocated in one year.

Questionnaires. All employees who are in the retirement system are typically included in the study and each employee in the study should complete a Position Description Questionnaire. These can be downloaded in either Word or PDF from our website www.themapsgroup.com. The Word document can be completed digitally and then printed and signed. Hand written form completion on the PDF version is fine as well.

On-site Meetings and Interviews. Once we receive the completed questionnaires, we schedule an on-site visit that includes meetings and interviews. We usually start with a meeting with management and department heads and go over the process and methodology of the study, answer questions, discuss time lines, and identify a list of organizations to include in the salary survey. We then have orientation meetings for employees to attend to hear about the process and methodology and ask questions. The number of these meetings depends on the size of the workforce. These meetings can be videotaped if not all employees are able to attend the scheduled sessions.

During this trip we also conduct interviews with employees. We interview at least one employee with each different set of duties as described on the questionnaires regardless of job titles. The purpose of the interviews is to make sure we accurately understand duties and responsibilities listed on the questionnaires so we can accurately classify the jobs and make accurate salary comparisons.

Analysis and Report Preparation. After interviews we conduct the salary survey, write a narrative report with our findings, prepare organization charts that reflect recommended classification titles, prepare the recommended salary chart and assign each classification to a salary range based on market data, identify which positions are exempt for FLSA purposes, perform a benefits survey, and write or update class specifications (job descriptions). All of this is then sent back to the organization in draft form for review and to provide us with feedback before finalizing the study and presenting it to elected officials.

Personnel Policy Update. In most classification and pay studies, we also review and make recommendations to update the personnel policy. Review is for modern, effective and best practices approaches as well as legal and regulatory compliance.

Presentation to Elected Officials. We have found that a presentation to elected officials on the process and methodology of the study prior to providing the recommendations to them helps them understand and review the study with better context and acceptance. It is best to present the study in a work session environment because it takes approximately 1 to 1.25 hours. We typically do a 30 to 45 minute presentation (depending on questions) and then pass out the study documents and walk elected officials through the document. We then leave it with them for review and come back when they are ready to address any questions or issues.

For municipalities and NCLM Associates, these studies are performed on a contract with the NCLM with The MAPS Group as a subcontractor.

May 14, 2018

Mr. Alex Sewell
Town Manager
Town of Stallings
315 Stallings Road
Stallings, NC 28104

Dear Alex:

We are pleased to be able to offer the enclosed Memorandum of Agreement to the Town of Stallings to perform the specified personnel services as described herein.

This contract will be performed through an agreement between the North Carolina League of Municipalities and the MAPS Group. This private consulting firm consists of former and current practicing human resource management professionals in the public sector who specialize in human resources and general management. They are, or have been, employed in human resources departments at the state and municipal level of government and undertake consulting assignments for the North Carolina League of Municipalities.

I will have overall responsibility for this project to determine that all contractual obligations of this study are successfully met.

If you have any questions, or need clarification on any item contained within our Memorandum of Agreement, please contact me at the League Office.

Sincerely,

Hartwell Wright/kb

Hartwell Wright
Human Resources and Employee Relations Consulting Manager

HW/kb
Enclosures

MEMORANDUM OF AGREEMENT
PERSONNEL SERVICE
TOWN OF STALLINGS

THIS AGREEMENT is made and entered into this ____ day of _____, 2018 by and between the North Carolina League of Municipalities, an unincorporated association, hereinafter called "League", and the Town of Stallings, an incorporated municipality hereinafter called "Town."

WITNESSETH

In consideration of the amounts of money hereinafter agreed to be paid, and in consideration of the other conditions hereinafter agreed to by the Town of Stallings, the League offers to perform the following services:

Scope of Services

The League agrees to provide through its subcontractor The MAPS Group the services described and set forth in Attachment "A", Scope of Services, which is incorporated into and made a part of the Memorandum of Agreement by reference.

Time for Performance

The time for performance will be approximately three (3) months. The contract can begin at a time mutually agreed upon between The MAPS Group and the Town.

Cost

The fee for the proposed work is eight thousand six hundred eighteen dollars (\$8,618.00). In addition, the Town will be billed for actual itemized expenses for mileage, meals, lodging, printing and supplies (estimated at around \$500.00).

In consideration of the services performed by the League, the Town agrees to abide by and perform the following:

The MAPS Group will bill the Town for one payment of \$2154.50 at the beginning of the study, the same amount upon completion of the interviews, the same amount upon completion of the draft of the study, and a final payment of the same amount plus actual itemized expenses when the study is completed. This cost includes ten (10) copies of the completed study document. The Town agrees to remit payment to The MAPS Group upon receipt of each of the statements referred to above.

Execution

If this Memorandum of Agreement is not executed and returned to the League Office within thirty (30) days from the submission date, the time frame for performance may have to be renegotiated.

If the terms of this contract are acceptable, please sign two (2) copies and return one to the League office.

SUBMITTED BY:

NORTH CAROLINA LEAGUE OF
MUNICIPALITIES

ACCEPTED BY:

STALLINGS

Hartwell Wright/eb

Hartwell Wright
Human Resources and Employee
Relations Consulting Manager

Name

05/14/2018

Submission Date

Title

Date

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

(Signature of Finance Officer)



ATTACHMENT "A"

SCOPE OF SERVICES

PAY AND CLASSIFICATION STUDY

SCOPE OF SERVICES

Objectives of Study

The primary purpose of this study is to conduct a comprehensive pay and classification study for the Town of Stallings to include the following work study objectives:

- To study and evaluate all positions covered by the NCLGERS within the Town for the purpose of determining the proper position classification and salary for each employee.
- To conduct a comprehensive salary survey of appropriate public and private sector organizations to determine that the Town's salaries, benefits and wages are competitive within the applicable job market.
- To prepare or update class specifications for each position class based upon current job duties and requirements, outlining appropriate ADA information.
- To prepare a pay plan for the Town as required to maintain a competitive system of salaries and wages.
- To identify those classes of positions that are "exempt" and "non-exempt" in compliance with the Fair Labor Standards Act (F.L.S.A.) of 1983 as amended in 1985.
- To review and make recommendations concerning the effectiveness of the Town's overall compensation system including compression issues.

Study Work Components

A. Preparation of the Classification and Pay Plan

1. Conduct a comprehensive review of the Town's Personnel system for the purposes of staff orientation and to provide data and information to be used in the preparation of the classification and compensation data and related Personnel components.
2. Conduct a meeting with Town Manager and department heads to discuss the various work components of the study and to explain the study methodology and approach. At this meeting we will also discuss the appropriate labor market for surveying salary data and the project schedule.
3. Conduct orientation sessions with employees to cover the purposes and process of the study. These meetings help establish realistic expectations with employees and reduce mis-information. The meetings will cover:
 - * purposes of the study;
 - * steps in conducting the study;
 - * study methodology;

- * what the study will and will not cover;
 - * distribution and review of how to complete questionnaires; and
 - * answer any questions
4. Survey existing employee positions. This task will involve a review of the completed questionnaires, desk audits with representative employees in each class, and conferences with each department head to review and verify information presented on the questionnaires and in the desk audits. The purpose of this task is to determine that The MAPS group obtains comprehensive, factual, and accurate data and information. This task also resolves any conflicting information or data.
 5. Following the review and field audit of existing employee positions, class specifications (often called job descriptions) will be prepared. These class specifications will be written to comply with OSHA and ADA regulations. The MAPS Group will use the following factors to classify jobs:
 - * Difficulty, complexity, and variety of work
 - * Education and experience requirements of the job
 - * Nature and extent of public contact
 - * Physical effort and hazards; and
 - * Supervision given and received.

B. Development of the Pay Plan

1. A survey of salary plans will be performed utilizing public sector jurisdictions and other organizations for the purpose of recommending wage and salary schedules that are competitive and sufficient to attract and retain qualified employees. The identification of competitive organizations will be made by the Town in consultation with The MAPS Group. The salary survey will request hiring and maximum salaries for each position surveyed.
2. A comprehensive analysis of the salary survey will be prepared.
3. Following analyses of all inputs considered previously in Study Components A and B, all classes of positions will be allocated to the recommended salary schedule.

C. Preparation of the Employee Allocation List

1. Following completion of the classification plan and compensation schedule, an allocation list will be prepared showing employees by name, present classification, proposed classification, present salary grade, proposed salary grade, recommended salary, and proposed increase amount (if applicable).
2. Costs for implementation options of the plan will be provided. Up to three options will be provided with graphs illustrating impact of each option on salary compression as well as costs. Options will be designed specifically to address compression if needed and desired.

If more than three options are needed, there will be an additional charge of \$250 per additional option.

FLSA Status

As part of this study, the MAPS Group will identify and recommend positions that the Town may consider Exempt from the Wage and Hour Provisions of the Fair Labor Standards Act.

Personnel Policy

The MAPS Group will review and make recommendations for updating the Town's personnel policy to be consistent with modern and effective human resource management and current laws and regulations. The personnel policy is reviewed for policy versus procedural language and is recommended to meet a balance of providing guidance without including unnecessarily restrictive or detailed procedures. If needed, a new policy will be provided.

Communication with the Town

During the study, MAPS principals will be available to Town management to clarify any steps, current stage of the study, or other issues related to the study by phone and Email. In addition, while MAPS principals are on site for orientation and/or interviews, personal consultations are available as necessary to the study. A draft of the study will be sent to management for review and MAPS will make one visit to discuss management reactions to the study prior to finalizing it. After the draft review, the MAPS Group will make a presentation to the Town Council/Board of Commissioners and then return once more to respond to discussion and questions. Any additional trips will require additional fees.

Involvement of Town Staff

Town staff members will be required to complete position description questionnaires for each position, prepare organization charts, participate in interviews if selected (all department directors will be interviewed), provide copies of personnel policy and current job descriptions, provide current employee data including copies of current salary plan and employee information by department with name, current classification, current grade, date of hire, date of entry to current position, and current annual salary. These last components are needed for calculating the costs of implementation options.

Results of the Study

The study will result in the publication and delivery to the Town of ten (10) copies of the report to include the classification plan, class specifications, compensation plan, and implementation costs. The MAPS representative will formally present the study to the Town Council/Board and be available to respond to questions.

Plan Maintenance

Once the study is complete and implemented, the MAPS Group will provide assistance to Town staff on maintenance of the plan including the classification of new or revised positions, market revisions to the pay plan and other assistance as needed. The MAPS Group will provide telephone consultation and will classify new or revised positions as needed for up to five years following the study for \$200 per position. Additional work may be performed on a maintenance contract.

In addition, the MAPS Group will provide the Town with a linked spreadsheet that will allow for market adjustments (cost of living increases) to automatically update the salary schedule and class listings and provide the Town with a digital copy of all class specifications.

Project Staff

The project manager will be Cheryl Brown. Additional team members will be subject to approval by the Town.



TO: Mayor Dunn; Town Council

FR: Alex Sewell

DATE: 7/3/18

RE: Grant – FTA Transit-Oriented Development Planning

Purpose: This memorandum's purpose is to inform the Town Council about a transit-related grant opportunity and seek direction on next steps.

Background: In 2016, the Metropolitan Transit Commission (MTC) adopted the Charlotte Area Transit System (CATS) Staff recommended LYNX Silver Line Light Rail alignment from the Town of Matthews to Uptown Charlotte as the Locally Preferred Alternative (LPA). This recommendation was the result of an 18-month comprehensive corridor planning effort in partnership with the City of Charlotte Planning Department and the Town of Matthews. Additional recommendations included station locations, a parallel rail-trail and continuation of the light rail corridor West through Uptown Charlotte to the Charlotte Douglas International Airport. Corridor planning continued in 2017 to define the LYNX Silver Line light rail alignment through Uptown Charlotte to the Airport as well as to the City of Belmont in Gaston County. In 2018, CATS has continued to coordinate with the Town of Matthews to protect the LYNX Silver Line LPA. Also, initial conversations about extending the LYNX Silver Line LPA to the Union County Towns of Stallings and Indian Trail have occurred.

On May 24, 2018, the U.S. Department of Transportation's Federal Transit Administration (FTA) announced the availability of \$25.8 million in grant funds to support transit planning efforts in communities across the country. These competitive grant funds are provided through FTA's Pilot Program for Transit-Oriented Development (TOD) Planning. To ensure the success of the proposed LYNX Silver Line, CATS is seeking partnerships to apply for this grant opportunity. To that end, CATS has engaged the planning departments of Charlotte, Belmont, Matthews, and Stallings to partner on a LYNX Silver Line TOD grant proposal. CATS will apply for \$800,000 in federal grant funds and the City of Charlotte will provide the 20% match of \$200,000. CATS is

requesting that the planning departments of Belmont, Matthews, and Stallings to provide in-kind contribution of dedicated staff time to the work effort.

It is anticipated that if awarded, the funds would be available in the third quarter of FY19. The study would last approximately 18 months. A component of the application is due July 19. To take part in this initiative, the Town will need to submit a letter of interest and authorize staff to proceed at the July 9th Council Meeting.

Commentary: Town Council priorities include reducing congestion and economic development. A future light rail could help towards both of those priorities. If the Town Council seeks to bring the light rail to our community, this is a tremendous opportunity to do so. The funding issue is still there and this project is still years away, but this could be a first step in bringing the light rail into our community. Indeed, concept plans often become actual plans, actual plans often result in hard designs, and hard designs often become construction projects.

Recommendation: Authorize submitting a letter of interest, participating in the grant, and authorize staff to take necessary action to implement the grant and participate in the planning process and related activities.

FIRST AMENDMENT TO TOWN OF STALLINGS EMPLOYMENT AGREEMENT

This is the First Amendment to the Town of Stallings Employment Agreement dated by January 8, 2018, by and between the Town of Stallings, North Carolina, a municipal corporation, and Town Manager Alex Sewell. This original contract is hereby amended to add the following language under "Section 1. Powers and Duties of the Town Manager":

O. The Manager may authorize and execute the settlement of a legal claim up to an amount that does not exceed the related insurance deductible amount. If the Manager executes such a settlement, he shall subsequently notify the Town Council.

The parties to the original contract consider the original contract and this first amendment all part of the same contract. All terms and provisions of the original contract not amended hereby, either expressly or by necessary implication, shall remain in force and effect.

IN WITNESS WHEREOF, the Town of Stallings has caused this First Amendment to be signed and executed in its behalf by its Mayor and duly attested by its Town Clerk and the Manager has signed and executed this First Amendment, both in duplicate, the day and year first written above.

Wyatt Dunn, Mayor

Alex Sewell

ATTEST:

Erinn Nichols, Town Clerk

(SEAL)

The undersigned hereby certified that the Budget Ordinance includes an appropriation authorizing this Agreement and that an unencumbered balance remains in said appropriation for the performance of this contract.

Marsha Gross, Finance Officer