COMMUNITY MEETING

M/I Homes of Charlotte, LLC
Parcel 07045001

DATE: Tuesday, June 7, 2016
LOCATION: Indian Trail Cultural Arts Center Building, 100 Navajo Trail, Indian Trail, NC
TIME: 6:00pm - 8:00pm

Thank you for attending the community meeting for the M/I Homes of Charlotte, LLC site. We encourage you to provide comments and opinions on this project so that we may consider them in our planning process.

The M/I Homes of Charlotte, LLC application is to rezone an 39.114-acre parcel located on the southeast corner of Unionville Indian Trail Road.

	NAME	ADDRESS	E-MAIL	PHONE
1	John Ross	2013A Van Buren Avenue Indian Trail, NC	jross@eagleonline.net	704-882-4222
2	Chad Lloyd	5350 77 Center Drive, Suite 100 Charlotte, NC	clloyd@MIHOMES.com	704-376-9800
3	RB Rox Burhans	Town of Indian Trail P.O. Box 2430 Indian Trail, NC 28079	RBurhans@planning.indiantrail.org	704-821-5401
4	Scott Herr	5350 77 Center Drive, Suite 100 Charlotte, NC	sherr@MIHOMES.com	704-376-9800
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PB Attachment 4 – Supplemental School Enrollment Impact Study
Provided by Applicant

Introduction

The focus of this report is to ascertain the impact of the 92 single family detached housing unit Virginia Trace subdivision on the elementary, middle school and high enrollment for the school years 2020-21 and 2025-26. The affected schools would be Sardis Elementary, Porter Ridge Middle School and Porter Ridge High School (given the attendance area boundaries in place for the 2016-17 school year).

These calculations assume the following:

A. The subdivision will be built out and sold over a 3 year period (2017 through 2019) with roughly one third of the homes sold and occupied each year.
B. The home will sell in the mid to upper $200,000 range.
C. The U.S. 74 bypass is completed by the end on 2018.
D. There are no water or sewer restrictions implemented over the next 4 years.
E. The 30 year fixed home mortgage rate stays below 5% over the next 4 years.

Methods and Data

Using single year of age data from the 2010 census and geo-coded student information by grade from the Union County Schools, yield factors by age were calculated for subdivisions in the Union County area that have similar housing unit types and sale prices (N=625 housing units) as the proposed Virginia Trace subdivision. The calculated average yield factors by housing unit were then summed into four categories, preschool (age 0-4), elementary (age 5-10), middle school (ages 11-13) and high school (ages 14-17). These yield factors were then applied to the proposed 92 housing units to be built in the Virginia trace subdivision to establish the estimated number of school age and preschool students living in the area for the 2020-21 school year. These results were then aged forward to estimate the total student impact by school for the 2025-26 school year.

Results

The results of the yield calculations by categories are as follows: Preschool - 0.32 average child per housing unit, elementary - 0.36, middle school - 0.11 and high school - 0.04.

When these yield rates were applied to the Virginia Trace subdivision, the results for the 2020-21 school year was as follows: 29 preschool students, 33 elementary, 10 middle school and 4 high school, for a total of 47 students. (see Table 1)

Given the housing unit type and price range of the Virginia Trace subdivision, the development will contain a relatively large number of preschool students by 2020. Thus the full impact of the development on school enrollment will not be seen until the 2025-26 school year.

To establish the full impact, the estimated number of students was aged forward from 2020-21 school year to 2025-26. The total estimated impact for 2025-26 is 61 students.

Table 1: Enrollment Impact

Virginia Trace Subdivision (92 units total)

Grade Level	Yield Factor	2020-21 School Year	2025-26 School Year
Preschool	0.32	29	9
K-5	0.36	33	30
6-8	0.11	10	17
9-12	0.04	4	14
Total K-12		47	61

Respectfully,

Jerome N. McKibben, Ph. D.

Senior Demographer, McKibben Demographic Research

Jerome McKibben

TC Attachment 2 – Draft Ordinance with Exhibits

STATE OF NORTH CAROLINA)
) ORDINANCE # DRAFT
TOWN OF INDIAN TRAIL)

AN ORDINANCE AMENDING THE OFFICIAL ZONING MAP OF THE TOWN OF INDIAN TRAIL REZONING PARCEL 07045001 FROM SINGLE FAMILY DISTRICT R-20 UNION COUNTY TO CZ- SF-5 SINGLE FAMILY DISTRICT WITHIN CROOKED CREEK VILLAGE, IN THE TOWN OF INDIAN TRAIL, UNION COUNTY, NORTH CAROLINA

WHEREAS, the applicant M/I Homes of Charlotte, LLC., on behalf of the property owner Franklin W. Howey, et. al., petitioned to rezone parcel 07045001 from Single Family District R-20 Union County to a Conditional Zoning District CZ-SF-5 Single Family District for the purpose developing 92 single family detached units; and

WHEREAS, this Conditional Zoning Amendment (CZ2016-004) was duly noticed in compliance with North Carolina General Statutes; and

WHEREAS, two community meetings were held on June 7, 2016; and

WHEREAS, a public meeting was held by the Planning Board on June 21, 2016 to consider this conditional zoning request; and

WHEREAS, the Planning Board after hearing the case and public comments found the proposed map amendment is consistent with the following goals of the Comprehensive Plan:

- *Land Use and Housing Goals #1, 2 and 5:* The proposed project promotes compatibility of land uses between neighboring properties and residential properties within surrounding jurisdictions, increases the diversity of housing options within Indian Trail, and proposes high quality design to promote attractive land development; and

- *Mobility and Transportation Goal #3:* The proposed development incorporates pedestrian amenities and connectivity throughout the community and existing infrastructure.

  The request for this conditional zoning district (SF-5 District) is a reasonable request and is in the public interest because it supports the goals of the adopted Comprehensive Plan and includes elements that benefit the general public in the areas of transportation, land use and housing.

WHEREAS, after making the draft findings the Planning Board approved 5 to 2 the motion to transmit a recommendation to approve as conditioned to the Town Council; and

WHEREAS, the Town Council held a public hearing on September 13, 2016 to consider said request and recommendation of approval from the Planning Board; and

WHEREAS, the Town Council concurred with the Planning Board's consistency findings and hereby endorses said findings; and

NOW, THEREFORE, IT SHALL BE ORDAINED by the Town Council of the Town of Indian Trail, North Carolina that it hereby takes the following action:

Section 1 – Approves CZ 2016-004 Conditional Zoning Petition thereby granting the Zoning Map amendment to establish Conditional Zoning District of CZ-SF-5 for the purpose developing 92 single family residential detached units and subject to the following conditions:

1. *Subject Parcel:* 07045001
2. *Permitted Uses:* The permitted use on the subject property is single-family detached residential and accessory uses as permitted by the UDO.
3. *Permitted Number of Units:* The maximum number of units on the subject development shall not exceed 92 single-family detached dwelling units.
4. *Lot Frontage, Setbacks and Height:* Lots shall provide 60' width, as generally referenced on the concept plan (Exhibit 1). Setbacks and other requirements shall be provided as follows:

Lot Width	Lot Area Minimum	Front and Rear Setback	Side Setback	Maximum Height
60 foot minimum	8,000 square feet minimum	22 feet Front *(see note regarding Garage placement below) 30 feet Rear	7 feet	35 feet maximum
***Garage:** shall not extend more than 4 feet in front of the front façade or front porch if one exists.				

5. *Conceptual Plan:* The proposed single-family development and associated improvements shall comply with the conceptual plan attached herein as Exhibit 1.
   a. *Open Space:* All open space areas shall be generally consistent with the layout reflected in Exhibit 1 and shall contain trees and shrubs, as well as passive recreation fixtures where feasible.
6. *Architecture:*
   a. All homes shall be built in general accordance with the elevations in Exhibit 2. Exterior elevations shall contain a mix of least two of the following building materials:
      Brick or stone
      Shake details
      Board and batten
      Horizontal siding
      *Vinyl siding and synthetic stucco is prohibited. Vinyl may be used in soffits or in widow framing and similar trim areas.
   b. Exterior elevations shall also contain at least two of the following architectural details:
      Decorative porch columns

Upgraded decorative front doors with glass on top to meet the intent of a transom
Grill between glass (GBG) windows on the front elevation
Window pediments
Gable brackets
Shutters

c. All homes shall have a minimum of 8" wrap of brick or stone materials at the base on the front and sides of any exposed mono foundation.
d. *Vary elevations/architectural models on adjacent lots:* Every lot shall provide a different architectural model from the lot(s) adjacent to it. No two identical architectural elevations which include identical facades, roof lines, door and window placement and details, shall be built on lots adjacent to or directly across from each other.
c. There shall be no blank walls on any side elevations. Side elevations must contain at least one window.
e. *Mailboxes:* A decorative cluster mailbox must be provided, as generally depicted in the conceptual plan.

7. *Tree Retention:* The development is conditioned to comply with Chapter 830- Tree Preservation Ordinance of the UDO. A Heritage tree survey and tree canopy plan is required within the site plan review process. All reasonable efforts will be made to retain the existing Heritage Trees on the site, however, it is recognized that several may need to be removed and mitigation will be undertaken in accordance with UDO Chapter 830(E) requirement.
8. *Perimeter Landscape Buffer:* A 20 foot perimeter landscape buffer including trees and shrubs shall be provided as generally depicted on the concept plan (Exhibit 1).
9. *Stormwater Management Measures:* The size of the proposed stormwater management facilities identified on the Conceptual Plan is for illustrative purposes only. The exact size shall be determined during Site Plan submittal.

   All detention ponds shall provide a dense vegetation screening (including littoral plantings if wet ponds are used). Fencing shall be provided around the stormwater management improvements to minimize any visual obtrusiveness, as well as amenities including but not limited to water fountains, gathering areas and/or similar passive recreation areas for residents.
10. *NCDOT Roadway Improvements:* Prior to the issuance of Town Zoning Compliance for any home, the developer shall be responsible for constructing the ROW improvements listed below.

The developer, its successors or assigns shall provide the following improvements:

Unionville Indian Trail Road at Oakwood Lane:

- Provide separate northbound left and right turn lanes by striping the existing pavement.

Unionville Indian Trail Road at Scott Long Road/Site Entrance 1:

- Construct site entrance 1 with one entrance lane and two exit lanes: a shared left/through lane and an exclusive 50 foot right turn lane with an appropriate taper.

- Install a 100 foot westbound left turn lane with appropriate taper.
- An eastbound left turn lane with minimal storage (50').

Oakwood Lane at Site Entrance 2:

- Construct site entrance 2 with one entrance lane and one shared left/right turn exit lane.

In addition, the developer, successors or assigns shall contribute $200,000 towards future improvements at Unionville Indian Trail Road and Sardis Church Road in partnership with the Town of Indian Trail and NCDOT. The acceptance of the $200,000 contribution shall satisfy improvements to Unionville Indian Trail Road and Sardis Church Road as approved by the Town of Indian Trail and NCDOT.

NCDOT supports the in-lieu payment for the improvements to Unionville Indian Trail Road and Sardis Church Road. Prior to the issuance of the first Town Zoning Compliance, payment by the developer is due.

All required roadway improvements shall be constructed and any associated public ROW dedicated prior to the issuance of Town Zoning Compliance for any home. All roadway improvements shall be constructed to the Town of Indian Trail and NCDOT standards.

11. *Frontage Improvements Unionville Indian Trail Road:* Frontage improvements along Unionville Indian Trail Road shall be provided including sidewalk, curb/gutter and street lights. A minimum ROW measured 57.6 feet from the center line of the existing road shall be provided and dedicated to NCDOT or its assigns. All required frontage improvements shall be constructed and any associated public ROW dedicated prior to the issuance of Town Zoning Compliance for any home.
12. *Frontage Improvements Oakwood Lane:* Frontage improvements along Unionville Indian Trail Road shall be provided and include a 6' sidewalk, and street lights and curb/gutter. A minimum ROW measured 30 feet from the center line of the existing road shall be provided and dedicated to the Town of Indian Trail or its assigns. All required frontage improvements shall be constructed and any associated public ROW dedicated prior to the issuance of Town Zoning Compliance for any home.
13. *Offsite Sidewalk Improvement on Sardis Elementary School:* If feasible and approved by Union County Public School (UCPS), a sidewalk, walkway or other improvement as deemed necessary by Union County Public School Facilities Committee and or Board of Education shall be built on the Sardis Elementary School property. The maximum contribution for said improvement from the developer, successors or assigns for the subject parcel (07045001) shall not exceed $6,000. The said improvement shall be determined at the Site Plan review phase of the subject project (CZ2016-004) and must be deemed acceptable by UCPS Facilities Committee and or Board of Education. This condition shall be void if UCPS does not approve of the pedestrian improvements located on school property. Inability to receive approval from UCPS for said improvements shall not preclude the subject project (CZ2016-004) from being developed.
14. *Onsite Roadway Improvements:* Internal Roads within the subject site shall be constructed with a minimum of 50' right-of-way. Improvements shall consist of two

travel lanes in opposite direction, curb/gutter, 5-ft wide sidewalks, street lights and street trees. Traffic calming features may be required throughout the development and may include a combination of raised intersections, pedestrian crossings, speed tables and/or other traffic calming mechanisms, as approved by the Town Engineering Department. All roadways shall be constructed in accordance with Town Engineering Standards.

15. **Sign Easement for Crooked Creek Park Monument Sign:** Prior to final plat approval, a sign easement will be provided to the Town of Indian Trail at a location to be determined at Site Plan phase. Said sign easement is intended to accommodate a monument sign for Crooked Creek Park. Said sign easement shall be indicated on the final plat for recordation. The Town of Indian Trail shall be responsible for the sign's construction and maintenance.
16. *Sketch Plan Approval from Union County Public Works prior to site plan submittal.*
17. *Revocation:* The Town Council may act to revoke the conditional zoning district designation if the applicant fails to meet the terms of the district.

Section 2 – This ordinance shall be effective immediately upon adoption.

AND IT IS SO ORDAINED this __ day of September, 2016.

TOWN OF INDIAN TRAIL COUNCIL

Attest:

_____

Michael Alvarez, Mayor

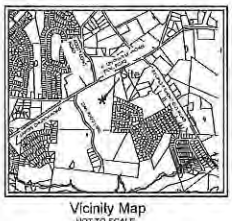
_____

Kelley Southward, Town Clerk

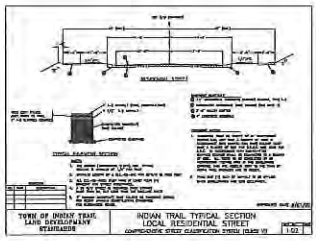
APPROVED AS TO FORM:

_____

TOWN ATTORNEY



Vicinity Map
NOT TO SCALE



PROJECT ENGINEER:	JOHN H. ROSS, P.E.
DESIGN FIRM:	EAGLE ENGINEERING
STREET ADDRESS:	2013A VAN BUREN AVENUE
CITY, STATE, ZIP:	INDIAN TRAIL, NC 28079
PHONE:	704.882.4222
FAX:	866.775.0933
DEVELOPER:	M/I HOMES OF CHARLOTTE, LLC
STREET ADDRESS:	5350 SEVENTY-SEVEN CENTER DR SUITE 100
CITY, STATE, ZIP:	CHARLOTTE, NC 28217
PHONE:	1.704.597.4511
FAX:	
EMAIL:	MDAVIS@MIHOMES.COM
CONTACT:	MARTY DAVIS
OWNER	FRANKLIN W & ALISON S HOWEY
STREET ADDRESS:	PO BOX 426
CITY, STATE, ZIP:	MONROE, NC 28079

PROJECTED CONSTRUCTION SCHEDULE

BEGIN CONSTRUCTION	SEPTEMBER 1, 2018
END CONSTRUCTION	SEPTEMBER 1, 2018

PARCEL DATA

TAX ID #	07046001
OWNER	FRANKLIN W & ALISON S HOWEY PO BOX 426 MONROE, NORTH CAROLINA
DEED BOOK AND PAGE	DB 5025 PG 800
TOTAL ACRES	33.569 ACRES (PER FILED PLAT)
ACRES IN R/W	2.953 ACRES (PER FILED PLAT)
NET ACREAGE	30.616 ACRES (PER FILED PLAT)

ZONING INFORMATION

PROPOSED ZONING:	SF-5
MIN LOT AREA	8,000 SQ. FT.
MIN LOT WIDTH REQUIRED	60 FT.
TYPICAL LOT WIDTH	64 FT.
FRONT SETBACK	22 FT.
REAR SETBACK	30 FT.
SIDE SETBACK	7 FT.
TOTAL LOTS	92
LF OF STREET	4,615 FT.
OPEN SPACE REQUIRED	3.5 ACRES
OPEN SPACE PROVIDED	7.70 ACRES

ESTIMATED CONSUMPTIONS

WATER	
92 SINGLE FAMILY HOMES	36,800 GPD
92-3/4" METER	
2.7 ACRES OF IRRIGATION*	4,900 GPD
1-1" METER	
SEWER	
92 SINGLE FAMILY HOMES	26,220 GPD
FIRE FLOW	
1000 GPM AT 20 PSI	

*ASSUMES ONE HALF INCH IRRIGATION OVER 2.7 ACRES WEEKLY

WATER FLOW ASSUME 400 GALLONS PER DAY PER RESIDENTIAL UNIT

SEWER FLOW ASSUME 285 GALLONS PER DAY PER RESIDENTIAL UNIT

92 LOTS - SINGLE FAMILY RESIDENTIAL
WATER = 92 LOTS x 400 GALLONS PER DAY
SEWER = 92 LOTS X 285 GALLONS PER DAY
(DOMESTIC SEWAGE)

Call Before You Dig!!
North Carolina One Call
1.800.632.4949
IT'S THE LAW
http://www2.ncocc.org

GRAPHIC SCALE
(IN FEET)
1 inch = 100 ft.

EAGLE ENGINEERING
2013 Van Buren Avenue
Indian Trail, NC 28079
(704) 882-4222 (866) 775-0933
Firm registration

NO.	DATE	BY	NOTE
1	08/31/18	JHR	ADDED CONTOUR INFORMATION
2	09/07/18	JHR	ADDED CONTOUR INFORMATION

VIRGINIA TRACE

UNIONVILLE - INDIAN TRAIL ROAD PROPERTY

CONCEPT PLAN

DRAWN BY:	ALD	DESIGNED BY:	JHR
CHECKED BY:	ALD	DATE:	03-30-18
SCALE:	AS SHOWN	DRAWING NO.	8466

PRELIMINARY
NOT FOR CONSTRUCTION

EXHIBIT

EAGLE ENGINEERING

VIRGINIA TRACE

UNIONVILLE - INDIAN TRAIL ROAD PROPERTY

CONCEPT PLAN

PRELIMINARY NOT FOR CONSTRUCTION

EXHIBIT

Sample Elevations

M/I HOMES
Move Up

EAGLE ENGINEERING

TC Attachment 3 – Planning Board Minutes

Town of Indian Trail

P.O. Box 2430
Indian Trail, North Carolina 28079
Telephone 704-821-5401
Fax 704-821-9045

PLANNING AND NEIGHBORHOOD SERVICES DEPARTMENT
PLANNING BOARD MINUTES
June 21, 2016
06:30 P.M.

CALL TO ORDER

ROLL CALL

Alan Rosenberg has moved out of the municipality.
Helen Killough has not reapplied.

The following members of the governing body were present:

Board Members:	Larry Miller, Patricia Cowan, Jan Brown, Sidney Sandy, Samantha Towns, and Dennis Gay.
Members Present but not Voting:	None.
Absent:	Jorge Aponte.
Staff Members:	Rox Burhans-Planning Director, Gretchen Coperine- Senior Planner, and Pam Good-Board Secretary

APPROVAL OF MINUTES- May 17, 2016

Motion to approve as written by Member Brown. Seconded by Member Towns. The vote to approve was unanimous.

Swearing in of Michael Head to the open seat #4 (finishing the term 7/1/15-6/30/18).

Chair Cowan made a short statement that this is her last Planning Board meeting as well as for Vice-Chair Larry Miller. She handed the gavel to Member Miller to run the meeting as Acting Chair. Vice-Chair Miller mentioned that this was his 20th year with the Town of Indian Trail.

PUBLIC ITEMS

CZ2016-004 Virginia Trace with associated Annexation #142: rezone request to establish a Conditional Zoning Single Family district for 92 single-family detached units on a parcel approximately 39 acres. The parcel is in Unincorporated Union County (proposed Annexation #142) and located on the southeast corner of Unionville Indian Trail Rd and Oakwood Lane (parcel 07045001). Applicant: M/I Homes of Charlotte.

The case was presented by Staff Gretchen Coperine and she welcomed new board members.

Staff Coperine stated that anytime a parcel is annexed into the town, state law mandates that it must be assigned a zoning designation. Staff Coperine pointed out the location of the site being presented.

Conceptual Plan:

Site Layout: The Concept Plan contemplates approximately 92 lots, detention ponds, common open space areas, on-street parking in key location as well as connecting sidewalks throughout the entire community and as well as along Oakwood Lane and Unionville Indian Trail Road.

Onsite Roadway Improvements: The site will be provided with a minimum of 50-ft wide Rights-of-Way (ROW) that will be designed with curb/gutter, sidewalks, street lights and street trees.

Open Space and Tree Retention: Approximately 7 acres of open space will be provided within the community. All open space areas will contain a combination of ornamental landscaping including trees and shrubs, as well as passive recreation fixtures where feasible.

Transportation and Unionville Indian Trail Road Frontage Improvements: The site shall have two access points: one off Oakwood Lane and one off Unionville Indian Trail Road. Frontage improvements along both roads shall include curb, gutter, sidewalks and street trees. There will be a sidewalk connection point provided from the subject development to a potential future connecting sidewalk on the Sardis Elementary School site, subject to approval by Union County Public School Facilities Committee.

With regard to transportation improvements, the Town had previously undertaken a study of the Unionville Indian Trail Road/Sardis Church Road intersection. This development provided a Traffic Impact Analysis which determined certain improvements were necessary to the same intersection. In order to have a coordinated improvement program, the developer has agreed to submit a cost estimate for those improvements and provide the funds in the form of a surety or similar to the Town in order to be able to make the necessary coordinated improvements. In addition, improvements to Oakwood Lane and the site entrances will be required as stated in the NCDOT section below.

Architectural Design: All homes will be built in general accordance with the elevations in the draft Ordinance. Architecture will be a mix of brick, stone, and wood.

Lot Frontage, Setbacks and Height: Lots shall provide a minimum of 60' width, as generally referenced on the concept plan. Other requirements were provided on the staff report.

Comprehensive Plan- The site is in the Crooked Creek Village.

Comments from Outside Agencies- Staff Coperine presented details from NCDOT, UC Public Works, UC Public Schools, UC Fire Marshal, and UC Sheriff. Comments were detailed in the staff report.

Community Meetings- Two community meetings were held on June 7th. Approximately 4 members of the public attended the afternoon meeting. Discussion involved related to past and current issues with Crooked Creek Park (traffic and prior construction activities). No one attended the evening meeting.

Consistency Findings-

Staff Coperine read the required Consistency Findings into the record.

Questions from the Board-

Member Towns had concerns regarding transportation. One of things noticed when reading the comprehensive plan regarding Crooked Creek Village, that area is designated as a four lane blvd. Will the improvements be modified so that traffic is incorporated into the improvements?
Staff Coperine responded that the developers will need to dedicate right away along Unionville-Indian Trail to accommodate for any widening. Member Towns also mentioned roundabouts. Staff Coperine stated that Town is undergoing studies to determine what improvements will be made but that there is not a decision yet whether there will be a roundabout or traffic signal at the Sardis Church Rd and Unionville-Indian Trail intersection. The developer will be putting up a cash surety for the development to help the town achieve that goal. Member Towns stated that no one mentioned that there is an athletic field that is not far from the intersection and a reminder that the Monroe Bypass will entail additional traffic coming that way. Staff Coperine pointed to a map of the area where the Monroe Bypass is scheduled to be, where it is close to this project, there is a right of way dedication. Staff Coperine stated that the drawings shown are conceptual drawings; it is yet unclear whether there will be a roundabout or traffic signal. Member Towns asked if the traffic light would be built in time for the finished development. Staff Coperine answered that typical construction time for a project of this size is 18-24 months not including the site plan approval process.

Member Gay asked for clarification regarding the 13 guest parking spaces. Staff Coperine stated that it would be 13 guest spaces for 92 homes as the homes would each have a two car driveway and two car garages. The UDO doesn't have requirements for guest parking. Typically 5% of the total spaces are usually dedicated for guest parking in other municipalities.

Member Miller asked if the streets are wide enough to handle emergency vehicles. Staff Coperine answered that the right of way for interior roads is 50 feet which is typical in subdivisions. Member Miller asked if 50 feet is right of way from curb to curb or center to sidewalk. Staff Coperine answered that it is everything within the right of way. Member Miller asked if every home would have a guest, what would happen with emergency vehicles. Staff Coperine states that where there is guest parking, the road width sections have been expanded to accommodate the parking spaces. Member Miller asked if there were no parking spaces in front of homes. Staff Coperine verified that he was correct.

Member Brown asked if a tree survey was done, how many heritage trees are left? Staff Coperine answered that a tree survey hasn't been done yet as it is not far enough along in the process.

The applicant, John Ross of Eagle Engineering at 2013A Van Buren came forward to speak. He told the board that the project was named Virginia Trace for the Native American. He stepped to the smart board to point out some items on the site plan and give an overview. He showed a rendering and pointed out some specifics as they are trying to work with the natural aspects of the property. Mr. Ross explained that most the timber is along the edge of the property. He reiterated that the site would have 92 lots in just under 40 acres which is a lower density than most other surrounding communities. Mr. Ross then spoke to the future widening of the Unionville-Indian Trail Rd. 57.6 feet of the property is dedicated for the right of way of the future widening of the road. Mr. Ross also stated the development will have cluster mailboxes. He also spoke to points addressed at the community meeting held on June 7. One question arose about two points of access. The UDO requires that if a development has more than 50 units a second point of access is required. Mr. Ross then spoke about school impact: the developer hired a demographer who provided student generation rates for students anticipated to be generated from the subject development. The School Boards current CCEP recommends that Porter Ridge Middle School and High School increase capacity up to 1600 and 1800 students respectively. The demographer indicated that it is likely to be an insignificant increase to those schools from this development. In response to the question regarding emergency vehicles and width of streets, Mr. Ross stated that all streets were designed to Indian Trail standards and emergency vehicles can safely get in and out of this neighborhood.

Member Miller asked if the entrance and exit at Unionville-Indian Trail and Oakwood Lane is a right turn only lane. Mr. Ross answered that it was not.

Chad Lloyd from M/I Homes, at 3242 Tatting Rd, Matthews, NC stated that the homes' prices will be mid to high 200's. The average footage of the home is 2350 square feet. No vinyl siding would be allowed. A mix of plans have master bedrooms on the main floor and some homes will have an upper master bedroom. He emphasized that accessibility is great at this site.

Member Gay asked for an estimated build-out time. Mr. Lloyd stated that it would likely be 3 yrs.

Member Towns asked if this survey is of how many children will attend the schools, what happens if all children are same age? Mr. Lloyd answered that the demographics are typical scenarios and the price point of the community affects the likely outcome of what typical age of family would buy homes in this development.

Chair Cowan added that it is very refreshing to hear developers are having conversations with UC public schools. She also asked if the developers have had conversations with private or charter schools. Mr. Lloyd answered that they hadn't done so. Chair Cowan asked for clarification that this study shows how many children this proposed development will generate. Mr. Lloyd answered that the total only references the public school impact.

Mr. Lloyd also mentioned that the Town recommends a sidewalk connection to the school for the likelihood of area children that would desire walking or biking from the area neighborhood to the school.

Member Gay asked what is the mix of the number of bedrooms. Mr. Lloyd answered that it is likely 4-5 bedrooms with 2-3 bathrooms. 7 of 10 current plans have master bedrooms on the main level.

Member Gay asked if they were preselling or building spec homes. Mr. Lloyd answered that it will be a mix of both.

Member Towns asked if they received their final spec approval from UC Public Works. John Ross answered that they are submitted and are approved on the sketch plan and explained about the water and sewer for the site as well as details for the gravity sewer and hope to have the information before the Town Council meeting as the county needs to finish the study.

Opened Public Comment- No additional persons signed up to speak.

Closed Public comment.

Board discussion followed. Chair Cowan mentioned that she looked some various school statistics online. Member Gay stated a few concerns as he tried to turn left from Oakwood Ln. He stated that dropping children off at school as well as food services that are trying to keep up. Member Gay added that guest parking isn't adequate and some could be far from the house they are visiting. He stated that homes with 4 or 5 bedrooms may be more children than the consultant is indicating. Member Sandy is also concerned about traffic in the area. He mentioned that other places in the past trying to get rid of pump stations. Mr. Ross answered that it is a temporary solution. Member Miller was also concerned with traffic and infrastructure as it is a state road but added that he really liked the product of this development. Member Towns mentioned that many people use the road to come to Walmart so it is constantly busy. Member Gay stated that he thinks traffic will maintain the rate it is right now.

Staff Coperine stated that for the record, she'd heard from the Town engineering department that the anticipated time line to construction for the road improvement will be approximately two years.

Motion by Chair Cowan to recommend approval of CZ2016-004 Virginia Trace as presented by staff, Member Sandy seconded the motion.
5 ayes, 2 no by Member Towns and Member Gay.

OTHER BUSINESS - No other business.

PLANNING REPORT
Update from TC meeting

- -Dumpster text amendment regarding building materials used, voted to approve text amendment as recommended by the Planning Board
- -UC Crooked Creek Wastewater treatment plant exemption- The Town Council voted to approve, but because it was a simple majority vote, it needs to read second time according to state law.
- - Senior Planner Kevin Icard will be moving to Bluffton, SC. His last day will be on June 24th.
- - The Planning Board has new appointments as of July 1st will be Jorge Aponte, Dennis Gay, Samantha Towns as regular members. Alternate members will be Jason Derosier, Joe Lytch, Art Spurr.

Chair Patti Cowan and Vice-Chair Larry Miller were each presented a gift from the Town Council in appreciation for their service.

ADJOURN
Motion to adjourn by Member Sandy, seconded by Member Towns. Vote to adjourn was unanimous.

Chairman: Jon W. Brown

Date: July 14th, 2016

Secretary: Pamela J Board

Town of Indian Trail, NC
Person/Business/Organization of the Month

The Indian Trail Town Council recognizes that there are a lot of wonderful residents, businesses and organizations in our Town helping to better the community and make a Indian Trail a great place to live. Town Council would like these special individuals, businesses and organizations to receive recognition for all they do to enhance living in Indian Trail. Town Council realizes that often those who do the most for others and the community are usually fairly humble and normally don't advertise the exceptional things they've done. Therefore, Town Council would like to have the public's input on who should receive recognition in our community and why.

Please visit the Town of Indian Trail's Website at www.indiantrail.org to nominate an Indian Trail resident, business or organization that deserves to be recognized for making Indian Trail a kind community that cares. It's easy...simply click on "Person of the Month" on the Home Page of the website and fill out the simple form asking for the who, what & why and hit "submit" once complete. Nominations will be received and tallied by staff and all nominations will be sent to Town Council for consideration.

At the Town Council Regular Meeting held on the 2nd Tuesday of each month Council will announce who will be the shining star of the month! The person, business or organization of the month will be given a certificate signed by the Mayor and Council and featured on the Town's Website!

Town of Indian Trail

Memo

TO: Mayor and Town Council

FROM: Kelley Southward, Town Clerk

DATE: September 13, 2016

SUBJECT: Old Business 10b-Council to appoint one of their own membership to be Indian Trail's representative on the Charlotte Regional Transportation Planning Organization (CRTPO). (tabled item)

Council tabled this matter last month and asked staff to research if someone other than an elected official could be appointed. Please see the attached MPO By-Laws noting that elected officials are to be appointed as the municipal representative to the MPO (Article IV of the By-Laws, page 2).

Indian Trail is part of the Charlotte Regional Transportation Planning Organization (CRTPO). All municipalities that are in the CRTPO are asked to appoint a member of their Governing Body to the MPO (Metropolitan Planning Organization) which is a part of CRTPO. Staff members are appointed to the TCC (Technical Coordinating Committee); Mr. Kaufhold is our appointed member to this committee. Council Member Stanton was our CRTPO but has regrettably had to resign (see attached resignation) due to a conflicting work schedule.

Please select a member of Council to appoint to the MPO of CRTPO to represent the Town of Indian Trail. MPO meetings are held regularly on the 3rd Wednesday of each month at 6PM at the Charlotte-Mecklenburg Government Center.

CHARLOTTE REGIONAL
TRANSPORTATION PLANNING ORGANIZATION

BYLAWS

Adopted February 19, 2014
Revised September 17, 2014

ARTICLE I – NAME

The name of this organization shall be the Charlotte Regional Transportation Planning Organization, which serves as the metropolitan planning organization (MPO) for the Charlotte urbanized area. It shall hereinafter be referred to as the "MPO."

ARTICLE II – PURPOSE

The purpose and goals of the MPO shall be:

1. To develop and direct a continuing, comprehensive transportation planning process carried on cooperatively by the State and local communities in concurrence with Federal guidelines.

2. To advise the governing bodies and agencies within the Charlotte Regional Transportation Planning Organization on the status of needs identified through the continuing transportation planning process.

3. To facilitate coordination and communication between governing bodies and agencies represented on the MPO and Technical Coordinating Committee (TCC).

4. To facilitate coordination between the governing bodies and agencies of the Charlotte Regional Transportation Planning Organization and the North Carolina Board of Transportation.

5. To assist the general public in understanding decisions and policies of the policy boards and agencies.

6. To act as a forum for cooperative decision-making by elected officials of this metropolitan area in cooperation with the State, thereby serving as the basis for a cooperative planning process.

ARTICLE III – RESPONSIBILITIES

The responsibilities of the MPO will be as specified in Section 1, paragraph E of the Memorandum of Understanding.

ARTICLE IV – MEMBERS

Section 1 – Number and Qualifications
As specified in the Memorandum of Understanding, the MPO shall consist of voting members that are elected officials from the planning area of the Charlotte Regional Transportation Planning Organization. The North Carolina Board of Transportation shall be represented by those members appointed to serve Division 10 and Division 12 and the Metropolitan Transit Commission (MTC) shall be represented by a voting member of the MTC. Nonvoting members shall be those from the Charlotte-Mecklenburg Planning Commission, Iredell County Planning Board, Union County Planning Board, Federal Highway Administration and any jurisdiction in the planning area not eligible for voting membership. Technical Coordinating Committee members shall not be voting members of the MPO.

Section 2 – Terms of Office
Each entity's chief elected official shall designate that member entity's representative. Members shall remain in office until a successor has been duly elected or until his/her earlier death, resignation, disqualification, incapacity to serve, or removal in accordance with the law.

Section 3 – Alternates
Each chief elected official may appoint an alternate to its representative provided each alternate also meets the same qualifications of membership. That alternate member may serve as a full voting member during any meeting where that board's representative is not in attendance. Proxy and absentee voting are not permitted.

Section 4 – NC State Government Ethics Act
Every voting member shall comply with the State Ethics Act as per Chapter 138A of the NC General Statutes. This includes the affirmative duty to (a) annually file a Statement of Economic Interest, (b) biennially attend mandatory training on ethics, (c) report potential conflicts, and (d) recuse from voting or discussing issues on which the attending member has an identified conflict of interest.

ARTICLE V – OFFICERS

Section 1 – Officers Defined
The officers of the MPO shall consist of a Chairman and Vice-Chairman.

Section 2 – Elections
The Chairman and Vice-Chairman shall be elected annually at the first regularly scheduled meeting of the calendar year. The newly elected Chairman and Vice-Chairman shall take office immediately following the election. The Chair must have served as an MPO member (delegate or alternate) for one year immediately prior.

Additional elections may be held if either the Chairman or Vice-Chairman cannot carryout his/her duties and complete the remainder of the appointed term.

Section 3 – Terms of Office
The term of office for officers shall be one year. Officers may serve no more than three consecutive one-year terms in the specific office to which they were originally elected, Chairman or Vice-Chairman. This does not prohibit them from being elected to a future term.

Section 4 – Duties of Officers
The Chairman shall call and preside at meetings, sub committees and set the order of business for each meeting. In the Chairman's absence, the Vice-Chairman shall preside and complete all other duties of the Chairman. In the event that the Chairman is unable to carryout his/her duties for the remainder of their term, the Vice-Chairman shall carryout the functions of the Chairman for the remainder of the year.

Section 5 – Duties of the Secretary
The Secretary shall provide or otherwise delegate staff service for the MPO, as needed, and will be responsible for taking summary minutes of the MPO's proceedings. The Secretary will maintain a current copy of these Bylaws as an addendum to the Memorandum of Understanding, to be distributed to the public upon request.

ARTICLE VI – MEETINGS

Section 1 – Regular Meetings
Meetings will be held on the third Wednesday of each month. The Chairman may cancel regular meetings should there be insufficient business on the MPO's tentative agenda.

Section 2 – Special Meetings
Special meetings may be called by the Chairman with three (3) days notice, or at the request of the majority of the eligible voting members. Whenever possible, at least seven (7) days notice shall be given.

Section 3 – Quorums
A quorum of the MPO shall be constituted by the presence of:

- at least ten (10) of the eligible voting members at the beginning of the meeting; and
- who together represent a minimum of 51% of the weighted votes; and
- that qualified voting members from jurisdictions representing at least two counties must be present.

Only members physically present shall count toward establishing a quorum.

Section 4 – Attendance
Each member shall be expected to attend each regular meeting. When voting members (or their authorized alternates) do not attend three (3) consecutive MPO meetings, the Secretary will send to the chief elected officer of the jurisdiction of the member in question, a letter indicating the number of absences and requesting reaffirmation or re-designation of the jurisdiction's representative.

Section 5 – Agenda
The agenda is a list of considerations for discussion at a meeting. Items on the agenda originate as a carryover from previous MPO meetings, or are placed on the agenda prior to its distribution by any member of the MPO, or by the request of the Chairman of TCC or the MPO Secretary. Additional items may be placed on the regular agenda, normally following discussion of the last item on the regular agenda, as long as a majority concurrence of the present and eligible voting members is received.

Organizations wishing to make presentations to the MPO must contact the Secretary at least 10 days prior to meeting. The Secretary shall consult with Chairman to determine if the presentation should take place during the public comment period or be added as a regular agenda item. Presentations added to the regular agenda shall be limited to 15 minutes.

The MPO and all sub-committees shall conduct their business in compliance with the State of North Carolina's Open Meetings Law.

Section 6 – Voting Procedures
The Chairman and any member may call for a vote on any issue, provided that it is seconded and within the purposes set forth in Article II and provided the issue is on the agenda as outlined in Section 5 of this article. Members must be physically present to vote. Only the Chairman, MPO voting members, or qualified alternates to voting members, are permitted to vote. Non-voting members and unauthorized alternates are not permitted to vote. Any member not providing its share of the funding as outlined in Section J of the Memorandum of Understanding will not be

eligible to vote. Abstentions shall be considered affirmative votes. By approval of the MPO, a member may withdraw from voting on an issue. In the absence of any direction from these Bylaws or other duly adopted voting procedures pursuant to certain approval actions, *Robert's Rules of Order, Newly Revised* will designate procedures governing voting.

Section 7 – Public Comment Procedures:

- Each MPO agenda shall provide a public comment period.
- An individual speaker's time to address the MPO shall be limited to three (3) minutes.
- The public comment period shall be limited to 20 minutes.
- Organizations wishing to make presentations to the MPO must contact the Secretary at least 10 days prior to meeting. The procedures can be found in Section 5 of this Article.
- The Chairman has the discretion to modify the above rules.

ARTICLE VII – PARLIAMENTARY PROCEDURES

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the MPO in all cases to which they are applicable and in which they are not inconsistent with the *Memorandum of Understanding*, these bylaws and any special rules of order the MPO may adopt.

ARTICLE VIII – AMENDMENTS TO BYLAWS

Amendments to these Bylaws of the MPO shall require the affirmative vote of at least two-thirds of the total MPO's weighted vote, provided that written notice of the proposed amendment has been received by each member at least seven (7) days prior to the meeting at which the amendment is to be considered and provided that such amendment does not conflict with the letter or fundamental intent of the Memorandum of Understanding governing this document. In the event of any conflict, the Memorandum of Understanding shall carry precedence over these Bylaws.

9/17/14 Revision

The MPO approved a revision to Article IV, Section 1 to state that the Metropolitan Transit Commission (MTC) representative must be a MTC voting member and that TCC members may not serve as voting members of the MPO.

Planning & Neighborhood Services
PO Box 2430
Indian Trail, NC 28079
Telephone (704) 821-5401
Fax (704) 821-9045

APPLICATION TO SERVE ON TOWN BOARDS OR COMMITTEES FOR THE TOWN OF INDIAN TRAIL

Planning Board ( )
Board of Adjustment (x)
Stormwater Committee ( )
Transportation Committee ( )
Park, Art, Recreation and Culture Committee ( )
Public Safety Committee ( )
ABC Board ( )

Name: Jeannette Lucas (Genie)

Address: 7002 Hemby Commons Pkwy Indian Trail NC 28079

Phone: (Home) 714-905-6124 (Office) _____ Email: genie.bowen@yahoo.com

Do you have any conflicts with night meetings? No How long have you lived in Union County? 10 Months

Name of City and/or County Boards/Committees/Commissions currently serving on:
None

Business and Civic Experience:
11 years in construction admin, acquiring and complying to building and permit guidelines including zoning, fire, structural, etc.

Areas of Expertise and Interest/Skills:
I am interested in serving the community by using my knowledge & interest in business development,Being a part of continued growth as it benefits the community.

Please explain your interest in serving on the above named committee:
I would like to do something productive within the community, that is also in my wheelhouse.

Is there any possible conflict of interest as defined in the North Carolina State Statute G.S. 160A-381 (d)* that would create problems or prevent you from fairly and impartially fulfilling your duties as an appointee of the Indian Trail Town Committee? Yes: _____ No: x (If yes, explain conflict)

I certify that the facts contained in this application are true and correct to the best of my knowledge.

Date: 8/26/16 Signature: _____

*GS 160A381(d) A City council member shall not vote on any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. Members of appointed boards providing advice to the city council shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.

INDIAN TRAIL
north carolina

APPLICATION TO SERVE ON TOWN BOARDS OR COMMITTEES
TOWN OF INDIAN TRAIL

Name of Committee:

- ☐ **Economic Development Advisory Committee**
- ☐ **Planning Board**
- ☐ **Board of Adjustment**
- ☐ **Stormwater Advisory Committee**
- ☐ **Transportation Advisory Committee**
- ☐ **Parks, Arts, Recreation & Cultural Committee**
- ☒ **Public Safety Committee**

NAME: Anthony Susana
716 Bradberry Lane
Indian Trail, NC 28079

ADDRESS: _____

PHONE: (Home) 646-342-8886 (Office) _____ (Fax) _____

Email: ANTHONY42376@GMAIL.COM Education: CERTIFIED IT SECURITY PROFESIONAL

Do you have any conflicts with night meetings? NO

How long have you lived in Union County? 5 YEARS

Name of City and/or County Boards/Committees/Commissions currently serving on:

NONE

Business and Civic Experience:

1. INFORMATION GOVERNANCE SOFTWARE ENGINEER FOR HP FOR 11 YEARS.
2. VOLUNTEED WITH THE SALVATION ARMY EMERGENCY DISASTER SERVICE UNIT IN NEW YORK CITY FOR 7 YEARS.
3. MEMBER OF THE CHARLOTTE SCOTTISH RITE AND SHRINERS.
4. FORMER AUXILARY NYPD OFFICER

Areas of expertise and interest/skills:

1. INFORMATION TECHNOLOGY ADMINISTRATION

2. PROJECT MANAGEMENT

Please explain your interest in serving on the above named committee:

LOOKING FOR A WAY TO GIVE BACK TO MY COMMUNITY.

Is there any possible conflict of interest as defined in the North Carolina State Statute G.S. 160A- 381 (d)* that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Indian Trail Town Committee?

Yes: _____ No: X (If yes, explain conflict)

I certify that the facts contained in this application are true and correct to the best of my knowledge.

Date: 9/7/16 **Signature:**

***GS 160A381(d)** A City council member shall not vote on any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member. Members of appointed boards providing advice to the city council shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.

Town of Indian Trail

Memo

TO: Mayor and Town Council

FROM: Rox Burhans, Planning Director

DATE: September 6, 2016

SUBJECT: 2016-17 Solid Waste and Recycling RFP Follow Up

BACKGROUND:
Town staff made a presentation at the August 9th Town Council meeting that provided an overview of levels of service to be contemplated in the upcoming solid waste and recycling request for proposals (RFP). Staff provided recommendations and asked for direction from Council regarding the service levels to be offered and other items in the RFP. Town Council asked staff to undertake the following:

1. Seek public input from citizens regarding their satisfaction with solid waste and recycling services; and
2. Conduct a public meeting

In response to this request, staff prepared an online survey and advertised it through the Town website, its social media platforms, and other venues. The outreach effort (led by Mike P., Public Affairs Coordinator) was highly successful in getting approximately 747 completed surveys. The Town also held a public information meeting on August 30th to seek additional input. Three citizens attended the public meeting.

Generally speaking, the surveys and public meeting feedback reflected overall satisfaction with the Town provided services. There was a substantive amount of feedback asking the Town to consider enhancements to our various services. The following will re-state staff's previous recommendations and will include any suggestions based on public feedback. A detailed summary of the survey responses has been prepared by the survey provider that may be viewed using the following link: indiantrail.org/uploads/solidwastesurvey.pdf

LEVEL OF SERVICE
The following reflects staff's recommendations on service levels as well any additional suggestions or commentary to reflect public input.

1. *Solid Waste/Garbage (i.e. beige can):* Existing Weekly Service
   Staff Recommendation: No change to this service.

2. *Recycling (i.e. blue can)*: Existing Bi-Weekly Service
   Staff Recommendation: No Change to This Service.

   The survey responses reported significant feedback requesting weekly recycling pickup. Staff has concerns about the costs associated with offering this as a weekly service. For reference, Indian Trail spent approximately $301,000 on its bi-weekly recycling collection in the 2015-16 fiscal year. The Town may also be in a position of no longer receiving a recycling credit and/or having to pay for recycling processing with the new contract. Staff did recently learn that the Town of Huntersville added weekly recycling in July 2016. If Town Council would like to consider enhancing this service without incurring a substantial increase in collection costs, staff suggests the Town offer residents a second recycling cart at full or reduced cost. Significant feedback was also received requesting recycling options for non-traditional items such as grocery bags, styrofoam, and similar items. Staff will include a provision within the RFP requesting responders to propose a program addressing these items.

3. *Yard Waste (i.e. green can or bagged curbside placement)*: Existing Bi-Weekly
   Staff Recommendation: No Change to This Service.

   Staff received mixed feedback on this disposal service. A finding from the survey results was that many residents who did not have a Town provided yard waste cart were unaware this service was offered by the Town at no additional charge. Staff will invest additional time and other resources to educate residents on this important service.

4. *Bulk Waste*: Existing Three Times Per Year Curbside + One Community Drop Off Event
   Staff Recommendation: Four Times Per Year Curbside and Elimination of Drop Off Event

   Staff received a significant amount of feedback requesting an enhancement to this service. The most frequently cited request was to make this a quarterly service, which is consistent with Staff's original recommendation. The next most cited request was to make it available every other month (6-times per year).

COMMUNITY SERVICES
During the August Town Council meeting staff explained a provision in the current Waste Pro contract that provides Union County Public Schools with free recycling service. Staff needs feedback from the Town Council regarding whether or not this free service should be continued with the next contract regardless of the service provider. Staff has concerns about continuing to provide this free service in light of the uncertain costs for processing recycled goods.

COUNCIL ACTION
Staff needs feedback from the Town Council regarding the above level of service recommendations and the recycling service at Union County Public Schools in order to complete the RFP document.

Staff will be discussing the above items at the September 13, 2016 Town Council meeting. Please feel free to contact me at 821-5401 or rburhans@planning.indiantrail.org should you have any questions before the meeting.

TOWN OF INDIAN TRAIL
AGENDA ITEM REQUEST FORM

This form must be completed and attached to all supporting documentation for items to be included on the Town of Indian Trail Town Council Agenda.

Submitted By: _____Mayor Pro Tem David Cohn_____ Department: __Council___

Contact Phone # (704_)821-5401_____ Date Submitted __9-1-16_____

Date of Town Council Meeting to consider this item: _____9-13-16_____

Please indicate how much time you expect this matter to take: __10 mins_____
Description (give short summary of topic, this is how item appears on the Agenda.)

___Discount for field space for Indian Trial Athletics Association and Porter Ridge Athletic Association

_____

Who will attend Council meeting able to respond to questions? Give name & title:

_____MPT David Cohn_____

Where does this item need to appear? Check all that apply:

____ Consent Agenda **____ Schedule Public Hearing**** **__x__Discussion**

____ Presentation/Recognition **____Closed Session** **____Work session**

____ New Business **____ Old Business**

***Board, commission, or group requesting joint meeting:_____**

Supply General Statute or local ordinance that governs this item (attach copy)

_____

Has this item been reviewed by Town Attorney? Yes _____ No _____ (Attach recommendation.)

What action is requested of the Council? _____

What action is requested of the Manager? _____

Are Town funds required? Yes / No $_____Funding Source _____

***** If requesting a Public Hearing, attach a copy or sample Ad to run in newspaper *****