



**Regular Board Meeting
Monday, November 13, 2023
6:00 PM- Town Hall Commissioners Room**

Call to Order- Mayor Del Eudy
Invocation- Associate Pastor Matt Sharrock of Propel Church
Pledge of Allegiance- Mayor Del Eudy

1. Public Forum

(Please limit comments to 3 minutes or less)

2. Conflict of Interest

The Mayor and Commissioners are asked at this time to reveal if they have a Conflict of Interest with any item on the Agenda in order to be recused for that item.

(No member shall be excused from voting except upon matters involving the consideration of the member's own financial interest or official conduct or on matters on which the member is prohibited from voting under G.S. 14-234 or 160D-109(a). NC State Statute 160A-75 and no public official shall knowingly participate in making or administering a contract, including the award of money in the form of a grant, loan, or other appropriation, with any nonprofit with which that public official is associated. NC State Statute 14-234.3)

3. Approve Agenda (Pages 1-2)

4. Consent Agenda (Pages 3-12)

- A. Minutes October 9, 2023 (pages 3- 6)
- B. USDA Exhibit B: Self Evaluation Guide (pages 7-8)
- C. 2024 Town Board of Commissioners Meeting Schedule (page 9)
- D. 2024 Holiday Schedule (page 10)
- E. NCDPS Resolution Form for BRIC Grant (page 11)
- F. Budget Amendment #10 FD Staffing Grant correction (page 12)

5. Staff Reports (Pages 13-37)

- A. Town Manager-Randy Holloway (page 13)
- B. Town Asst. Manager-Crystal Smith (page 14)
- C. Town Clerk/Finance Officer - Amy Schueneman (pages 15-20)
- D. Planning & Economic Development Director - Erin Burris (pages 21-24)
- E. Code Enforcement/Grant Writer- Jim Sells (pages 25-28)
- F. Public Works- Daniel Crowell (page 29)
- G. Fire Department-Dustin Sneed (page 30)
- H. Cabarrus County Sheriff's Department (pages 31-37)

6. Presentation

Representative Kevin Crutchfield will present a check to the Town from State budget allocations.

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7. Public Hearings (separate attachment)

- A. Introduction to Amendments to Town of Mount Pleasant Code of Ordinances
Part 3: Public Safety -*Continued from October 9, 2023*

8. Old Business

- A. Consider receiving an update from the Town Staff on the current condition of the Town's water system. (page 38)

9. New Business (Pages 39-66)

- A. Consider a request from the Fire Chief to increase the hourly rate by \$1/hour (page 39)

- B. Consider contracting with Benchmark Planning to perform the Comprehensive Plan Update. (pages 40-66)

10. Closed Session 143-318.11.(a)(#6) Discuss Personnel Issues

To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge, or removal shall be taken in an open meeting.

11. Adjournment

*All agenda items and attachments are considered public records.
If you would like to obtain or view copies of the attachments or minutes from the Board's meetings,
please contact Town Hall Monday-Friday 8:00am-4:30pm.*

Hard copies are \$.10 per page.

*Closed Session minutes are unavailable until released by the
Board and/or the Town Attorney.*



**Board of Commissioners
Town Board Meeting Minutes
Monday, October 9, 2023 at 6:00 P.M.**

Attendance: Mayor Del Eudy
Mayor Pro-Tem/Commissioner Lori Furr
Commissioner Chris Carter (absent, excused)
Commissioner Steven Dixon
Commissioner William Meadows
Commissioner Justin Simpson
Town Administrator Randy Holloway
Town Attorney John Scarbrough
Town Clerk Amy Schueneman

Also Present: Erin Burris, Crystal Smith, Deputy CA Camille, Dustin Sneed, Pastor John Brantley, Chad Voncannon from WSACC, Austin McDonald, Rita Gilmore, and an additional Deputy from Cabarrus County Sheriff's Dept.

CALL TO ORDER

Mayor Eudy called the meeting to order.

INVOCATION

Pastor John Brantley from Boger Reformed Church led the Board in prayer.

PLEDGE OF ALLEGIANCE

Mayor Eudy led the Pledge of Allegiance.

Mayor Eudy informed the Board that Commissioner Carter was unable to attend the meeting due to work. He asked for a motion from the Board to excuse Commissioner Carter.

A motion to excuse Commissioner Carter from the meeting was made by Commissioner Furr with a second by Commissioner Simpson. All were in favor. (4-0, Commissioner Carter absent.)

1. Public Forum

No one spoke.

2. Conflict of Interest

The Mayor and Commissioners are asked at this time to reveal if they have a Conflict of Interest with any item on the Agenda in order to be recused for that item.

(No member shall be excused from voting except upon matters involving the consideration of the member's own financial interest or official conduct or on matters on which the member is prohibited from voting under G.S. 14-234 or 160D-109(a). NC State Statute 160A-75 and no public official shall knowingly participate in making or administering a contract, including the award of money in the form of a grant, loan, or other appropriation, with any nonprofit with which that public official is associated. NC State Statute 14-234.3)

No one had a conflict.

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3. Approve Agenda

Mayor Eudy

Add On: Old Business A- First Amendment to Interlocal Wastewater Capacity Allocation Agreement

Remove: Consent Agenda B. Resolution to Purchase Property Located at 1380 N Washington St. to be discussed under Closed Session.

A motion to approve the amended Agenda as presented was made by Commissioner Meadows with a second by Commissioner Furr. All were in favor. (4-0, Commissioner Carter absent.)

4. Consent Agenda

- A. Minutes September 11, 2023
- B. **REMOVED** Resolution to Purchase Property Located at 1380 N Washington St.
- C. Budget Amendment #7 Additional Money to MC&PI Project to Finish)
- D. Budget Amendment #8 Move Funds to Repave 6 Streets
- E. Selection of Volkert, Inc for Engineering services on CMAQ N. Washington St. project

Commissioner Simpson made a motion to approve the Consent Agenda as amended with a second by Commissioner Furr. All Board Members were in favor. (4-0, Commissioner Carter absent.)

5. Staff Reports

- A. Town Manager-Randy Holloway
- B. Town Asst. Manager-Crystal Smith
- C. Town Clerk/Finance Officer - Amy Schueneman
- D. Planning & Economic Development Director - Erin Burris
- E. Code Enforcement/Grant Writer- Jim Sells
- F. Public Works- Daniel Crowell
- G. Cabarrus Co. Sheriff's Dept. Report
- H. Fire Department-Dustin Sneed

Mayor Eudy gave a State Budget Update. The Mayor and Staff have been in contact with State Senator Paul Newton and Representative Kevin Crutchfield about possibly receiving funds from the State Budget for other projects. The Town did receive \$2.7 million for the sidewalk and pedestrian plan to get a sidewalk to Food Lion, \$1 million for replacing waterlines on S Skyland, Seneca, and Allman Ext, and \$100,000 for Capital Project.

Randy Holloway stated the hard work of the admin staff has resulted in \$21,300,000 in grants for the Town including the ones just mentioned. It is a hundred years of admin staff salaries. Also, staff is managing \$9.7 million in loans for a grand total of \$31 million in projects which is 10 times the Town's annual budget with a very small staff.

6. Presentation

A. Chad Voncannon from WSACC will give a Rocky River Expansion Update

Mr. Voncannon stated that his Board asked that he communicate with communities about the masterplan and expansion of the treatment plant. He proceeded to present the slideshow. *(Copy of the presentation is included in the Minute Book.)* Once the expansion is completed it will be the 3rd largest treatment plant in the state. After his presentation the Board thanked Mr. Voncannon for coming.

B. Fire Renovation Update

Fire Chief Dustin Sneed presented a slideshow showing the progress of the renovation of the fire station. *(Copy of the presentation is included in the Minute Book.)* He reminded the Board that the dedication will be at the Fall Festival at 11am.

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7. Public Hearings

A. Introduction to Amendments to Town of Mount Pleasant Code of Ordinances

Part 3: Public Safety

Mayor Eudy opened the Public Hearing. No one spoke. He then asked for a motion to continue the Public Hearing at the next meeting.

A motion to continue the Public Hearing at the November 13th Board meeting was made by Commissioner Meadows with a second by Commissioner Simpson. All Board Members were in favor. (4-0, Commissioner Carter absent.)

8. Old Business

Add On : A- First Amendment to Interlocal Wastewater Capacity Allocation Agreement

Mayor Eudy reminded the Board that this had been discussed and the Board approved the agreement but it was never formally voted on and signed.

A motion to approve the First Amendment to Interlocal Wastewater Capacity Allocation Agreement was made by Commissioner Simpson with a second by Commissioner Furr. All Board Members were in favor. (4-0, Commissioner Carter absent.)

9. New Business

A. Consider replacing the Public Works fence with vinyl fencing and the associated Budget Amendment.

Randy Holloway informed the Board that a large section of fence was blown down at Public Works during a storm last month. Amy Schueneman talked to the insurance company multiple times about filing the claim and having it covered by insurance; however, it was denied. Staff looked at chain link fence which would require additional landscaping, wood fencing would require maintenance, therefore staff is recommending replacing it with white vinyl fencing. The cost would be \$30,387 and would require a Budget Amendment with costs being split between Water/Sewer Fund Balance and General Fund Balance.

A motion to replace the Public Works fence with vinyl fencing and approve Budget Amendment #9 Replace Public Works Fence was made by Commissioner Furr with a second by Commissioner Meadows. All Board Members were in favor. (4-0, Commissioner Carter absent.)

A motion to go into Closed Session 143-318.11.(a)(#5 & 6) made by Commissioner Simpson with a second by Commissioner Meadows. All Board Members were in favor. (4-0, Commissioner Carter absent.)

10. Closed Session 143-318.11.(a)(#5) Discuss Property Purchase

To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease;

Closed Session 143-318.11.(a)(#6) Discuss Personnel Issues

To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge, or removal shall be taken in an open meeting.

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A motion to come out of Closed Session was made by Commissioner Meadows with a second by Commissioner Furr. All Board Members were in favor. (4-0, Commissioner Carter absent.)

11. Adjournment

With nothing else to come before the Board, Commissioner Furr made a motion to adjourn. Commissioner Simpson seconded the motion. All Board Members were in favor. (4-0, Commissioner Carter absent.)

By our signatures, the following minutes were approved as submitted on Monday, November 13, 2023 in the Regular Meeting.

Town Clerk Amy Schueneman

Mayor W. Del Eudy

SEAL

USDIA

EXHIBIT B. SELF EVALUATION GUIDE

Non-Physical Barriers (Policies, Practices, and Procedures) Example of:

1. If written applications are required, do you provide an alternative for persons who, because of their disability, may be unable to communicate in usual ways (e.g., mail-in; assistance to complete the application by a staff person; large print; etc.)?
 Yes NO n/a

Explain:

We will provide assistance completing application, large print, and working with alternate person

2. Are your application forms free of any questions that ask whether an applicant has a disability/medical condition or specific details about a disability/medical condition? (NOTE: Certain programs can ask if consideration for income adjustment based on a disability is requested or if special accommodations or modifications in a living unit are needed based on a disability)
 Yes NO n/a

3. Does your organization have a policy in place to allow for reasonable accommodations or reasonable modifications for persons with disabilities?
 Yes NO n/a

4. Have eligibility requirements been reviewed to ensure that they do not impose unnecessary requirements on persons with disabilities (e.g., requirements for residency, health, skill levels)?
 Yes NO n/a

5. Are services to persons with a disability identical to or as similar as possible to services provided to the general public?
 Yes NO n/a

We treat everyone equally

6. Are raised and Braille characters in place where permanent informational signage (e.g. entrances, directional and essential services) is provided?
 Yes NO n/a

7. Does your organization have a process to communicate with persons having hearing or vision disabilities?
 Yes NO n/a

This checklist is not represented to be comprehensive, but may be used as a guide in conducting a Section 504 Self Evaluation. This checklist addresses only non-architectural barriers, whereas a complete Self-Evaluation must also consider architectural or physical barriers to accessibility.

8. Does your organization conduct business or provide services or information by telephone with beneficiaries or the general public?

Yes NO n/a

If yes, is a telecommunication device for the deaf (TDD) or other equally effective system available to facilitate communication with people who are deaf, hearing-impaired and/or speech-impaired? (An "equally effective system" can include the 711 State Relay Service. NOTE - Organizations that have extensive phone contact with the public are encouraged to have a TDD device to ensure more immediate access.)

Yes NO n/a

9. Does your organization have emergency evacuation procedures for persons with disabilities?

Yes NO n/a

10. Are both audible and visual alarms provided (if there is an emergency warning system).

Yes NO n/a

we are in an old school building built in the early 1930's

11. Do your written materials include a notice of non-discrimination?

Yes NO n/a

Prepared by: Amy Schueneman Date: 10/13/23

Printed name: Amy Schueneman

Title: Town Clerk/Finance Officer

Organization: Town of Mount Pleasant

Reviewed with the board on (date) Nov 13, 2023

"USDA is an equal opportunity provider and employer.
If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov."



MOUNT PLEASANT

EST. 1859

NORTH CAROLINA

Town Board of Commissioners
Regular Business Meetings
2024 Schedule

All meetings start at 6:00 pm at Town Hall
Other called special meeting may be held throughout the year.

Monday, January 8

Monday, February 12

Monday, March 11

Saturday, March 16 8am-Noon (Annual Budget Workshop)

Monday, April 8

Monday, May 13

Monday, June 10

Monday July 8

Monday, August 12

Monday, September 9

Monday, October 14

***Tuesday, November 12** (Due to Veteran's Day)

Monday, December 11

Adopted November 13, 2023

Attested by:

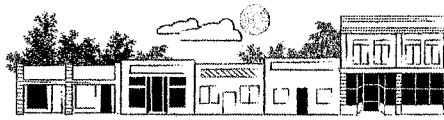
Mayor

Amy Schueneman, Town Clerk

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MOUNT PLEASANT

EST. 1859

NORTH CAROLINA

2024 Holiday Schedule

The Town of Mount Pleasant follows the State of North Carolina's holiday schedule. Dates for 2024 are listed below.

New Year's Day	Monday, January 1, 2024
Martin Luther King, Jr. Birthday	Monday, January 15, 2024
Good Friday	Friday, March 29, 2024
Memorial Day	Monday, May 27, 2024
Independence Day	Thursday, July 4, 2024
Labor Day	Monday, September 2, 2024
Veterans Day	Monday, November 11, 2024
Thanksgiving	November 28 & 29, 2024
Christmas	December 24, 25 & 26, 2024

The Town of Mount Pleasant Board of Commissioners approves the 2023 Holiday Schedule on November 13, 2023.

Amy Schueneman, Town Clerk

Mayor

SEAL

**RESOLUTION
DESIGNATION OF APPLICANT'S AGENT**
North Carolina Division of Emergency Management

Organization Name (hereafter named Organization) Town of Mount Pleasant	Disaster Number:
Applicant's State Cognizant Agency for Single Audit purposes (If Cognizant Agency is not assigned, please indicate): Not Assigned	
Applicant's Fiscal Year (FY) Start Month: July Day: 1	
Applicant's Federal Employer's Identification Number 56 - 6001297	
Applicant's Federal Information Processing Standards (FIPS) Number - 37025 -	

PRIMARY AGENT	SECONDARY AGENT
Agent's Name Terry R. Holloway	Agent's Name Amy Schueneman
Organization Town of Mount Pleasant	Organization Town of Mount Pleasant
Official Position Town Manager	Official Position Town Clerk/Finance Officer
Mailing Address 8590 Park Drive #	Mailing Address 8590 Park Drive #
City, State, Zip Mount Pleasant, NC 28124	City, State, Zip Mount Pleasant, NC 28124
Daytime Telephone (704) 436-9800	Daytime Telephone (704) 436-9800
Facsimile Number	Facsimile Number
Pager or Cellular Number	Pager or Cellular Number

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and the assurances printed on the reverse side hereof. BE IT FINALLY RESOLVED THAT the above-named agents are authorized to act severally. PASSED AND APPROVED this 13th day of 23, 20 23

GOVERNING BODY	CERTIFYING OFFICIAL
Name and Title W. Del Eudy, Mayor	Name Amy Schueneman
Name and Title Lori Furr, Mayor Pro Tem	Official Position Town Clerk/Finance Officer
Name and Title Nov. 13, 2023	Daytime Telephone (704) 436-9800

CERTIFICATION

I, Amy Schueneman, (Name) duly appointed and Town Clerk (Title) of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and approved by the Governing Body of Town of Mount Pleasant (Organization) on the 13th day of November, 2023.

Date: Nov. 13, 2023 Signature: _____

TOWN OF MOUNT PLEASANT

#10 FD Staffing Grant (correction)					
Revenue Adjustments					
Account Number	Account Description	Current Budget	Decrease - Debit	Increase - Credit	Revised Amount
11-3040-900	Contract Fire-Cabarrus	\$ 639,797.00	\$ 27,240.00		612,557.00
11-3040-911	Cab Co FD Staffing Grant	\$ -	\$ -	\$ 27,240.00	27,240.00
		\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	-
Expenditure Adjustments					
Account Number	Account Description	Current Budget	Increase - Debit	Decrease - Credit	Revised Amount
		\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	-
		\$ -	\$ -	\$ -	-
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Totals		\$639,797.00	\$27,240.00	\$27,240.00	\$639,797.00
#10 FD Staffing Grant (correction)					
Prepared by: Amy Schueneman Date: 11/13/2023 Approved by: _____					
Posted by: Amy Schueneman Date: _____					

MEMORANDUM

To: Mayor and Town Board
From: Randy Holloway, Town Manager
Date: November 13, 2023
RE: Manager's report for October 2023

Please find listed below an update / overview for the month of October 2023

- Worked with Staff to prepare for and participate in the annual Fall Festival that was a great success.
- Continued working with Staff on the pay study. We hope to give the Board a report at the December Board meeting.
- Continued to participate in numerous on-site meetings at the Fire Station to work out problems / last minute details to keep the project on schedule.
- Continued working with Staff to deal with the water issues and we continued to flush the system and take samples at various sites. A full report will be given to the Board at the November 13th meeting.
- Worked with Staff to help complete the annual Town audit.
- Had a meeting with the Town Engineer and a consulting firm to explore the possibility of the Town having its own wastewater treatment facility. More information will be made available on this idea in the near future.
- Participated in a meeting with the Engineering firm selected to manage the North Washington Drive project. They are preparing a proposal and contract for the Board's consideration. We hope to have that on the December Board agenda.

ASSISTANT TOWN MANAGER'S REPORT

November 2023

To: Mayor & Commissioners

From: Crystal Smith, Assistant Town Administrator

Subject: Monthly Activities for October 2023

- Attended monthly Town Board Meeting
- Monthly BCBS webinar
- Fall Festival was a success, even though it rained at the beginning! We estimate around 3000+ in attendance.
- Worked with Tony Brewer on FY 2022/2023 audit
- Worked on Christmas Events
- Continued working on McAllister Park items
- Worked with two employees on retirement matters
- Worked with Finance Director on information needed for USDA project.
- Website training with Granite Sky, Amy Schueneman, and Erin Burris
- Represented the Town at Leadership Cabarrus Government Day as a panelist
- Represented the Town at the Cabarrus County Needs Assessment kick off meeting (monthly meetings will be held through May 2024)
- Virtual meeting with David Hill (PTRC) on pay study
- Conducted BCBS open enrollment with employees

Respectfully submitted,



Crystal Whitley Smith
Assistant Town Manager

Financial Report as of October 31, 2023

	<u>Bank Acct Name</u>	<u>Balance</u>
<u>General Fund Accts</u>	General Checking	\$128,324.63
	General Fund MM at First Bank	\$846,968.29
	General Fund MM (NCCMT)	\$25,868.17
	General Fund 42% MM at First Bank	\$13,351.82
	General Fund 42% MM (NCCMT)	\$1,002,913.73
	Façade Grant	\$11,120.75
	Park Development (Uwharrie)	\$877.83
	Payroll Checking	\$81,975.92
	Powell Bill	\$5,358.89
	Retiree Insurance	\$47,570.37
	Sidewalk Escrow Hwy 49	\$6,306.11
	USDA- Payment Reserve	\$237,837.16
Water/Sewer accts	WS Checking	\$85,759.85
	WS Money Market	\$947,406.51
	WS Money Market (NCCMT)	\$25,868.17
	Debt Setoff (NCCMT)	\$1,026.01
	Dredging Fund (Uwharrie)	\$31,043.04
Capital Reserve Accts	Infrastructure & Streets	\$14,959.37
	Police Vehicles	\$56,671.97
Capital Projects	CMAQ Capital Project	\$127,544.88
	Municipal Complex & Park Imp	\$16,121.54
	SCIF funds	\$28,158.59
	USDA Capital Project	\$121,506.54
	State Funded-Sewer Project	\$28,158.59
	State Funded Water Projects	\$125.12
	USDA (Uwharrie-Loan funds)	\$6,041,790.97
Fire Dept.	Fire & Rescue Relief Fund	\$40,748.93
	FD-Rado Reserves	\$21,761.31
	FD Capital Project	\$523,955.07
	FD Capital Reserve -Vehicles	\$61,955.07
TOTAL		\$10,583,035.20

FY2023-2024		General Fund			
	APPROVED	MONTH	YEAR		
	2023-2024	TO DATE	TO DATE	REMAINING	PERCENT
		(Encumbered)			
Revenues	\$2,705,435.00		\$775,677.68	\$1,929,757.32	29%
Expenditures	\$2,705,435.00	\$42,777.26	\$894,849.84	\$1,767,807.90	35%
FY2023-2024		Water Sewer Fund			
	APPROVED	MONTH	YEAR		
	2023-2024	TO DATE	TO DATE	REMAINING	PERCENT
		(Encumbered)			
Revenues	\$1,507,530.00		\$494,833.15	\$1,012,696.85	33%
Expenditures	\$1,507,530.00	\$50,601.51	\$532,060.01	\$924,868.48	39%

**TOWN OF MOUNT PLEASANT
COMPARISON BUDGET VS ACTUAL -October 2023**

	CURRENT BUDGET	YTD ACTUAL	DIFFERENCE
GENERAL GOVERNMENT			
Town Hall	93,000.00	51,129.54	41,870.46
Governing Body	40,650.00	8,348.55	32,301.45
Admin	349,828.00	74,708.79	275,119.21
Planning & Zoning	177,890.00	42,283.74	135,606.26
	661,368.00	176,470.62	484,897.38
PUBLIC SAFETY			
Law Enforcement	162,993.00	38,998.25	123,994.75
Fire Department	813,559.00	236,856.85	576,702.15
	976,552.00	275,855.10	700,696.90
PUBLIC WORKS			
Operations Center	30,134.00	13,952.03	16,181.97
Streets	329,250.00	222,098.31	107,151.69
Sanitation	156,900.00	32,716.96	124,183.04
Buildings & Grounds	83,750.00	29,529.09	54,220.91
	600,034.00	298,296.39	301,737.61
CULTURE/REC	73,400.00	19,659.92	53,740.08
DEBT SERVICE			
Debt Service Principal	225,725.00	62,911.00	162,814.00
Debt Service Interest	124,898.00	36,656.81	88,241.19
	350,623.00	99,567.81	251,055.19
TOTAL	2,661,977.00	869,849.84	1,792,127.16
WATER/SEWER			
Admin	360,700.00	80,789.23	279,910.77
Operations Center	50,444.00	15,664.26	34,779.74
Water	179,500.00	93,624.10	85,875.90
Sewer	400,036.00	125,632.87	274,403.13
Water Treatment Plant	327,056.00	186,548.84	140,507.16
	1,317,736.00	502,259.30	815,476.70
DEBT SERVICE			
Debt Service Principal	167,284.00	26,167.51	141,116.49
Debt Service Interest	22,510.00	3,633.20	18,876.80
	189,794.00	29,800.71	159,993.29
TOTAL	1,507,530.00	561,860.72	945,669.28
COMBINED	4,169,507.00	1,431,710.56	2,737,796.44

USDA Cost Run Sheet

<u>Date</u>	<u>To/From</u>	<u>check #</u>	<u>Amount</u>	<u>Reason</u>	<u>Running Balance</u>
9/19/2023	STARTING Balance				\$131,496.04
9/19/2023	Uwharrie Bank		\$6,048,000.00	Loan for Interium Financing	\$6,179,496.04
9/19/2023	USDA	ACH	-\$7,500.00	Bank fees for Loan Closing from proceeds	\$6,171,996.04
9/20/2023	Sanford Holshouser	<i>ck 1026</i>	-\$10,000.00	Bond Counsel for Interium loan	\$6,161,996.04
9/30/2023	Interest		\$1,296.31		\$6,163,292.35

Municipal Complex & Park Improvement Project

<u>Date</u>	<u>To/From</u>	<u>check #</u>	<u>Amount</u>	<u>Reason</u>	<u>Balance</u>
8/26/2022	Loan from General Fund		\$100.00	To open Project Checking Acct	\$100.00
9/9/2022	Loan Proceeds from First Bank		\$1,200,000.00		\$1,200,100.00
9/9/2022	McGill Associates	1001	-\$5,800.00	Electrical services	\$1,194,300.00
9/9/2022	Bank Fee		-\$18.00	ACH fee for loan proceeds	\$1,194,282.00
9/19/2022	American Legion	1002	-\$3,500.00	Paid for HVAC unit they installed	\$1,190,782.00
9/19/2022	Homer Clay Electric	1003	-\$2,585.00	Electrical for Sr Center pump station	\$1,188,197.00
10/18/2022	McGill Associates	1004	-\$1,827.92	Construction Phase-Engineering cost	\$1,186,369.08
11/4/2022	Shiel Sexton Company	1005	-\$91,309.25	1st draw	\$1,095,059.83
11/4/2022	Repay General Fund for opening acct		-\$100.00	Repay General Fund loan	\$1,094,959.83
11/22/2022	McGill Associates	1006	-1822.08	Inv. 21.01701-16566	\$1,093,137.75
11/23/2022	To Pay back General Fund for Engine -		-\$71,650.00	Per Rick Driscoll	\$1,021,487.75
12/12/2022	Shiel Sexton Company	1007	-\$117,459.87	Inv. 22095-02	\$904,027.88
12/19/2022	McGill Associates	1008	-\$1,752.00	Inv #21.0170	\$902,275.88
1/17/2023	Duke Energy	1010	-\$7,635.46	Inv N4775893301-light post for walkway area	\$894,640.42
1/24/2023	McGill Associates	1011	-\$2,993.00	Inv. 21.01701-17043	\$891,647.42
1/31/2023	Shiel Sexton Company	1012	-\$88,151.50	Inv. 22095-03	\$803,495.92
2/16/2023	McGill Associates	1013	-\$365.00	Inv. 21.01701-17307	\$803,130.92
2/17/2023	Shiel Sexton Company	1014	-\$220,112.51	Inv. 22095-04	\$583,018.41
3/8/2023	Shiel Sexton Company	1015	-\$142,710.85	Inv. 22095-05	\$440,307.56
3/21/2023	McGill Associates	1016	-\$1,460.00	Inv. 21.01701-17556	\$438,847.56
4/12/2023	TL Services	1017	-\$10,000.00	Inv. 23.5019 materials for 1364 Washington St Renov	\$428,847.56
4/12/2023	Shiel Sexton Company	1018	-\$93,207.62	Inv. 22095-06	\$335,639.94
4/19/2023	McGill Associates	1019	-\$1,460.00	Inv 21.01701-17931	\$334,179.94
5/5/2023	Shiel Sexton Company	1020	-\$120,020.26	Inv. 22095-07	\$214,159.68
5/11/2023	TL Services	1021	-\$10,000.00	Inv. 23.5020	\$204,159.68
5/11/2023	Legacy Concrete Coatings	1022	-\$7,773.98	Deposits for Quotes 722 & 729	\$196,385.70
5/15/2023	McGill Associates	1023	-\$730.00	Inv 21.01701-18296	\$195,655.70
5/18/2023	DW Castleberry	1025	-\$14,900.00	parking lot at American Legion bldg	\$180,755.70
5/30/2023	TL Services	1026	-\$2,910.00	gutters & exterior painting 1364 Washington	\$177,845.70
5/30/2023	Homer Clay Electric	1027	-\$9,740.00	electrical 1364 Washington St	\$168,105.70
6/2/2023	CPSL	1028	\$1,460.57	American Legion renovation	\$169,566.27
6/2/2023	TL Services	1029	-\$5,880.00	windows American Legion Renovaton	\$163,686.27
6/5/2023	VOID	1030		VOID	\$163,686.27
6/6/2023	Shiel Sexton Company	1031	-\$53,650.84	Inv. 22095-08	\$110,035.43
6/6/2023	Sneed Pressure Washing	1032	-\$200.00	American Legion renovation	\$109,835.43
6/6/2023	TL Services	1033	-\$9,953.86	American Legion renovation	\$99,881.57
6/7/2023	McDonald Plumbing Co.	1034	-\$3,210.00	American Legion renovation	\$96,671.57
6/8/2023	Lowes Credit Card		-\$1,379.67	appliances American Legion renovation	\$95,291.90
6/12/2023	Legacy Concrete Coatings	1035	-\$13,550.97	Inv 271 & 272	\$81,740.93
6/15/2023	TL Services	1036	-\$3,475.00	American Legion renovation FINAL	\$78,265.93
7/17/2023	Shiel Sexton Company	1037	-\$51,905.06	Final payment	\$26,360.87
8/1/2023	McGill Associates	1038	-\$2,190.00	Inv 21.01701-18746	\$24,170.87
8/24/2023	Wolf Creek Metal Works	1039	-\$9,886.80	rails for bleachers	\$14,284.07
9/12/2023	Wolf Creek Metal Works	1040	-\$5,328.00	Inv 2357 rails	\$8,956.07
9/25/2023	CPSL	1041	-\$13,586.40	Inv 22683 90% of bill	-\$4,630.33
9/25/2023	Transfer from General Fund		\$25,000.00		\$20,369.67
10/25/2023	Homer Clay Electric	1042	-\$2,406.06	installed controller switch	\$17,963.61
10/25/2023	CPSL	1043	-\$498.06	relay switch for ballfield lights	\$17,465.55
Obligated	Municipal Complex & Park Improvement Project				
	CPSL		\$1,509.59	key fob locks for 5 doors	
	Tim Wooten			15000 camera system	
			\$16,509.59	Amount Remaining	\$9,851.28

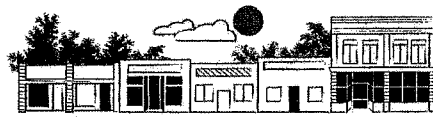
SCIF Projects \$300,000 State Funds

<u>Date</u>	<u>To/From</u>	<u>check #</u>	<u>Amount</u>	<u>Reason</u>	<u>Balance</u>
6/20/2022	SCIF Funds from State	ACH	\$300,000.00	Grant	\$300,000.00
6/20/2022	Wisconsin Lighting	1001	-\$8,853.19	1 set of ballfield lights	\$291,146.81
6/30/2022	Interest		\$10.59		\$291,157.40
7/22/2022	Duke Energy	1002	-\$19,665.71	pole relocation	\$271,491.69
7/31/2022	Interest		\$7.32		\$271,499.01
8/3/2022	Homer Lee Clay Electric	1003	-\$585.00	install 1 set ballfield lights	\$270,914.01
8/4/2022	Danny Hatley	1004	-\$4,700.00	install 1 set ballfield lights and lift	\$266,214.01
8/4/2022	Windstream	1005	-\$2,531.10	move lines for project	\$263,682.91
8/4/2022	Wisconsin Lighting	1006	-\$39,839.31	5 sets of ballfield lights	\$223,843.60
8/12/2022	TL Services	1007	-\$2,000.00	deposit for dugout materials/demolition	\$221,843.60
8/15/2022	Paul Goodman	1008	-\$2,500.00	tree& stump removal for new concession stand	\$219,343.60
8/31/2022	Interest		\$5.98		\$219,349.58
9/20/2022	TL Services	1009	-\$4,750.00	porcelain tile for restrooms	\$214,599.58
10/5/2022	Richard Suggs Const. Inc	1010	-\$52,526.60	sewer line & pump	\$162,072.98
9/30/2022	Interest		\$5.37		\$162,078.35
10/14/2022	Hatley Service, Inc	1011	-\$6,000.00	installation of 5 sets of ballfield lights	\$156,078.35
10/19/2022	Homer Lee Clay Electric	1012	-\$2,844.00	electrical line and repair circuits for ballfield lights	\$153,234.35
10/26/2022	Trident Mechanical Services, Inc	1013	-\$17,592.58	2 Rheem HVAC units	\$135,641.77
10/27/2022	Sales Tax Refund		\$579.19	Sales Tax Refund	\$136,220.96
10/31/2022	Interest		\$4.12		\$136,225.08
10/31/2022	TL Services	1014	-\$15,000.00	Labor & Materials for restroom remodel	\$121,225.08
11/30/2022	Interest		\$2.99		\$121,228.07
12/21/2022	TL Services	1015	-\$5,000.00	Labor & Materials for restroom remodel	\$116,228.07
12/31/2022	Interest		\$3.09		\$116,231.16
1/23/2023	TL Services	1016	-\$26,110.00	FINAL bill labor & Materials for restroom remodel	\$90,121.16
1/27/2023	Paul Goodman	1017	-\$400.00	cut limb at job site-storage building	\$89,721.16
1/31/2023	Interest		\$2.78		\$89,723.94
2/28/2023	Interest		\$2.06		\$89,726.00
3/31/2023	Interest		\$2.29		\$89,728.29
4/31/2023	Interest		\$2.21		\$89,730.50
5/31/2023	Interest		\$2.29		\$89,732.79
6/29/2023	BSN Sports	1018	-\$6,934.84	netting and batting cages	\$82,797.95
6/30/2023	Interest		\$2.21		\$82,800.16
7/12/2023	TL Services	1019	-\$3,855.00	upgrades to electrical building/roof	\$78,945.16
7/31/2023	Interest		\$2.07		\$78,947.23
8/7/2023	Larry Ellington Services	1020	-\$4,875.00	Inv 1012 install bleachers	\$74,072.23
8/8/2023	Kay Park Recreation	1021	-\$26,898.74	Inv 199597 & 199598	\$47,173.49
8/11/2023	Danny Hatley	101	-\$2,775.00	Inv 823063 to adjust ballfield lights & lift rental	\$44,398.49
	VOID	102		Void	
8/25/2023	TL Services	103	-\$5,000.00	Inv 23-5032 materials for dugout	\$39,398.49
8/31/2023	Interest		\$1.49		\$39,399.98
9/20/2023	TL Services	104	-\$8,994.00	Inv 23-5022 dugouts labor	\$30,405.98
9/20/2023	Danny Hatley	105	-\$650.00	Inv 0923080 hung netting behind home plate	\$29,755.98
9/22/2023	DACO Group LLC	106	-\$1,000.00	engineering for dugout	\$28,755.98
9/30/2023	Danny Hatley	107	-\$550.00	Inv 0923085 install netting for batting cages	\$28,205.98
9/30/2023	Interest		\$0.89		\$28,206.87

<u>Obligated</u>				
	TL Services	dugouts	\$	860.00
	DW Castleberry	repave entire parking lot, drive, Food Ministry	\$	94,165.00
			\$	95,025.00
		Amount Remaining		-\$66,269.02 short

Fire Dept. Capital Project

<u>Date</u>	<u>To/From</u>	<u>check #</u>	<u>Amount</u>	<u>Reason</u>	<u>Balance</u>
10/31/2022	Start with Funds in acct		\$175,088.81	start of project balance	\$175,088.81
10/31/2022	Loan Proceeds	Loan	\$2,500,000.00		\$2,675,088.81
10/31/2022	Interest		\$10.92		\$2,675,099.73
11/30/2022	Interest		\$109.94		\$2,675,209.67
12/19/2022	GW Liles Const. Co, Inc.	1022	-\$198,947.53	first draw	\$2,476,262.14
12/31/2022	Interest		\$110.88		\$2,476,373.02
1/31/2023	Interest		\$105.16		\$2,476,478.18
2/16/2023	GW Liles Const. Co, Inc.	1023	-\$216,187.65	second draw	\$2,260,290.53
2/28/2023	Interest		\$92.92		\$2,260,383.45
3/31/2023	Interest		\$95.99		\$2,260,479.44
4/26/2023	GW Liles Const. Co, Inc.	1024	-\$306,148.72	third draw	\$1,954,330.72
4/30/2023	Interest		\$92.90		\$1,954,423.62
5/31/2023	Interest		\$83.42		\$1,954,507.04
6/27/2023	GW Liles Const. Co, Inc.	1025	-\$176,768.34	fourth draw	\$1,777,738.70
6/28/2023	Bill Milligan Architecture	1026	-\$11,600.00		\$1,766,138.70
6/30/2023	Interest		\$80.32		\$1,766,219.02
7/13/2023	GW Liles Const. Co, Inc.	1027	-\$400,419.78	fifth draw	\$1,365,799.24
7/31/2023	Interest		\$68.36		\$1,365,867.60
8/7/2023	First Bank	1028	-\$2,311.00	ceiling fans for bay area	\$1,363,556.60
8/7/2023	GW Liles Const. Co, Inc.	1029	-\$575,012.29	sixth draw	\$788,544.31
8/7/2023	Bill Milligan Architecture	1030	-\$11,600.00	Final check	\$776,944.31
8/26/2023	Freedom Fitness Equipment	1031	-\$8,103.81	gym equipment	\$768,840.50
8/31/2023	Interest		\$40.23		\$768,880.73
9/12/2023	GW Liles Const. Co, Inc.	1032	-\$228,808.56	seventh draw	\$540,072.17
9/30/2023	Interest		\$27.95		\$540,100.12
10/12/2023	CPSL		-\$16,167.70		\$523,932.42
Obligated					
	Liles Construction		\$524,309.26	Contract for Renovation	
	Working Fire Furniture	PO#2966	\$17,000.00		
			\$541,309.26	Amount Remaining	-\$17,376.84



MOUNT PLEASANT

EST. 1859

NORTH CAROLINA

Planning and Economic Development

November 13, 2023

Planning & Zoning Cases

SUP 2023-01 Milam Vacation/Short Term Rental

Description: Request for special use permit to operate a vacation rental/short-term rental home

Location: 8130 Fisher Road

Cabarrus County Parcel Number(s): 5671-00-6495

Current Zoning: RL Residential Low Density

Area: 0.48 acre

Estimated Sewer Capacity Usage: N/A

Current Status: Scheduled for November 27 Planning & Zoning Board (Board of Adjustment) meeting

REZ 2023-05 Community Church of Mount Pleasant

Description: Request to rezone rear of property for religious institution of greater than 350 seats and related uses.

Location: 402 N. Main Street (corner of N. Main Street and North Drive)

Cabarrus County Parcel Number(s): 5670-17-7936 (portion)

Current Zoning: O-I & RH

Proposed Zoning: CZ OI

Area: 9.77 acre portion of 22.18 acre site

Estimated Sewer Capacity Usage: Existing sewer tap and land use

Current Status: Planning & Zoning Board approved at October 23 meeting.

SITE 2022-04 Highway 49 Mini-Storage

Description: Site Plan for 10 acres of mini storage (site area 11.27 acres), including 20 storage buildings totaling 98,100 square feet

Location: 8830 NC Highway 49 N

Cabarrus County Parcel Number(s): 5670-47-4622

Current Zoning: I-1

Area: 11.27 acres

Estimated Sewer Capacity Usage: 0gpd

Current Status: Revised plans submitted. Under review.

SITE 2022-07 Virginia Foil Park/Library/Senior Center

Description: Site plan for athletic complex/library/senior center

Location: 1111 N. Washington St.

Cabarrus County Parcel Number(s): 5670-44-0187

Zoning: OI Office & Institutional

Area: approx. 29.11 acres

Estimated Sewer Capacity Usage: 19,400 gpd (allocated)

Current Status: Under construction

SITE 2023-02 Parking Lot (corner of E. Franklin St. and Eastover Dr.)

Description: Site plan for commercial parking lot

Location: 8860 E. Franklin Street

Cabarrus County Parcel Number(s): 5670-42-6218

Zoning: C-1 Light Commercial

Area: approx. 0.5 acres

Estimated Sewer Capacity Usage: 0gpd

Current Status: Under construction

SITE 2023-01 Propel Church

Description: Site plan for religious institution and Alternative Design Proposal for building design

Location: 7801 NC Highway 73 E

Cabarrus County Parcel Number(s): 5660-96-0201

Zoning: OI Office & Institutional

Area: approx. 6.8 acres

Estimated Sewer Capacity Usage: 1,520gpd (5gal per seat) (pending allocation request)

Current Status: Site plan reviewed, awaiting revisions. Grading only permit issued.

SUB 2017-01 Green Acres

Description: 37-lot single-family subdivision. Plans for development of this property were originally initiated in 2008.

Location: NC Highway 73 at Sloop Arthur Drive and Green Acres Circle

Cabarrus County Parcel Number(s): 5651-70-6355

Zoning: RM CZ Conditional Residential Medium Density

Area: approx. 14.92 acres

Density: 2.28 dwelling units per acre

Estimated Sewer Capacity Usage: 8,880gpd (allocated in development agreement 7/12/2022)

Current Status: Grading underway.

SUB 2020-03 Brighton Park

Description: 178-lot single-family subdivision with community clubhouse and pool. Plans for development of this property were originally initiated in 2008.

Applicant: Niblock Homes

Location: Southwest corner of NC Highway 73 and NC Highway 49

Cabarrus County Parcel Number: 5660-56-4096, 6785, 8647, & 9681

Zoning: RM Residential Medium Density

Area: approx. 86.77 acres

Density: 2.05 dwelling units per acre

Estimated Sewer Capacity Usage: 28,560gpd for first three phases and 14,160gpd for last two phases (42,720gpd total) (allocated in development agreement 6/17/2022)

Current Status: Grading and improvement installation underway.

Code of Ordinances

Part 3: Public Safety

Staff is working on updating public safety procedures and compliance with state law. The Town Board of Commissioners will review at the November 13 meeting.

Utilities

- Following the passage of SB 673 (which reduces single-family residential allocation to 75gpd per bedroom), the Town of Mount Pleasant has a total of 71,936 gallons per day to allocate until 2024 when the Phase 1 Rocky River Regional Waste Water Treatment Plant is completed. An additional 50,320 gpd will be available

to Mount Pleasant with the Phase 1 expansion. This is a total of 122,256gpd. Staff is working on updating calculations to determine how much flow is currently available for allocation.

- The Town was selected to move forward in the FEMA Building Resilient Infrastructure and Communities (BRIC) grant process. The application includes Downtown utility duct bank installation and conversion and stormwater mitigation as recommended in the downtown stormwater study currently underway. The grant request is for approximately \$4.5 million. The grant match is 12%. Staff is currently working on a list of deliverables for Phase 1 as requested by FEMA.
- Work will begin soon on Empire Drive Sewer Pump Station utilizing a USDA loan and water line projects are scheduled to go to bid by the end of the year.

Comprehensive Plan Implementation

- HMW Preservation has completed of the National Register District architectural survey draft to submit to the State Historic Preservation Office. LKC and subcontractor McAdams have completed a report with recommendations and cost estimates for the Downtown Stormwater Study. The Town Board will be requested to adopt the plan and the CIP portion of the report to assist with grant applications.
- Town staff is working on plans for additional/improved parking in the southwest quadrant of downtown.
- Fire Department and Town Park construction projects are nearing completion.
- Staff has included an enhanced economic development component in the Comprehensive Plan update and will request funding from the EDC for this component of the Plan.
- The Town of Mount Pleasant received the following allocations in the recently adopted state budget:
 - \$1 million for water line replacement for S. Skyland Drive, Seneca, and Allman Rd. Ext. service area
 - \$100,00 for capital improvements or equipment
 - \$2.7 million for sidewalk construction (in accordance with Bicycle & Pedestrian Project Acceleration Plan)

Transportation

- Staff received seven letters of interest for engineering on the N. Washington Street CMAQ project. Town Staff reviewed and scored the firms based on qualifications and received concurrence from NCDOT on the highest scoring firm. Staff is evaluating moving forward with the project using CMAQ funds.
- Using the paving condition rating (PCR) system, the Town has paved Jackson Street (north of Hwy. 49), Westerholt Court, Bilverlor Court, Lorilei Street, Rhineland Court, Alish Trail, and Lee Street (S. Main St. to Barringer St.) in 2023.
- At the direction of the Town Board, three additional pedestrian projects, and one additional highway project were submitted for State Transportation Improvement Program for P7.0. This is in addition to two pedestrian projects and one highway project that were submitted for P6.0 three years ago (delayed due to COVID and budget shortfalls). All projects are shown in the Comprehensive Plan and/or Bicycle & Pedestrian Project Acceleration Plan.

Permits

October report attached.

October 2023 Zoning Permits

Permit #	Date	Cab. Co. #	Add. #	Street Name	Type	Permit Description	Applicant	Notes
Z-2023-59	10/2/2023	5660-61-5700	1405	Mt. Pleasant Rd W.	Accessory	Detached Garage/Shop	Bobby Fink Jr.	
Z-2023-60	10/2/2023	5670-32-6525	8750	E. Franklin	Sign	Multi-tenant ground signs	Pinto Holdings	
Z-2023-61	10/18/2023	5670-27-0257	520	N. Main St.	Temp. Use	Food/Beverage vendor	Sweet Sippers	90 calendar days
Z-2023-62	10/20/2023	5660-96-0201	7801	NC Highway 73 E	Grading	Grading only permit	Propel Church	
Z-2023-63	10/26/2023	5579-48-9168	8857	Erbach	Upfit	Finish basement	Steve Blackwelder	
Z-2023-64	10/26/2023	5670-20-4435	1903	Lorelei	Accessory	In-ground swimming pool	Quality Pools	

6 Zoning Permits

Mount Pleasant

North Carolina

Founded in 1848

CODE ENFORCEMENT

Monthly report

The following case load was managed by Code Enforcement for the month of:

October 2023

Case Status

New Cases	11
Cases Cleared	11

New Cases

Case #	Location	Reference	Status
023-074-C	8320 East Franklin Street	High Grass	C
023-075-C	1470 Main Street, South	Property Maintenance	C
023-076-C	625 Jackson Street	Storage/Property maintenance	O
023-077-C	1074 North College Street	High grass/junk vehicle	C
023-078-C	8850 Franklin Street, East	Mud in roadway	C
023-079-C	225 North Main Street	Dangerous tree branch	O
023-080-C	8900 Wade Street	High grass/public nuisance	O
023-081-C	Walnut Street	Partially blocked storm drain	O
023-082-C	1425 C Street	Public nuisance	O
023-083-C	365 Mount Pleasant Road, N	Public nuisance	O
023-084-C	Public Records Request	Records Request	O

Route Card Summary

Action	Number
Complaints	14
Emergency Management	10
Golf Cart Inspection	0
Grants	3
Investigation	0
Meeting	3
Other	3
Recheck	35
Sign Sweep	0
Training	0
Hazardous Condition	0
TOTAL	79

8590 Park Drive : PO Box 787 : Mount Pleasant, North Carolina 28124 : tel. 704-436-9800

An equal opportunity provider, employer, and lender.

Website: www.mtpleasantnc.org Email: townhall@mtpleasantnc.us

Route Card

Date	Code	Notes
10/02	R	598 Jackson Street – illegal dumping
10/02	C	625 Jackson Street – collapsed building/storage
10/02	C	1470 Main Street South – pothole
10/02	R	8424 Hwy 49, North – junk vehicle
10/02	R	Skyland Drive – erosion control
10/02	R	Duchess Drive - motor freight carrier parked on street.
10/02	R	7360 Hwy 73-C – high grass
10/02	R	South Halifax Street – erosion control
10/02	R	8250 Historic Hill Drive – still not mowed
10/02	R	1190 Summer Street – public nuisance
10/02	R	Summer Street at West Franklin Street – abandoned electric pole
10/02	R	8245 Franklin Street - high grass
10/02	R	2351 Mount Pleasant Road, South – Zoning violation
10/02	R	1550 South Main Street – Erosion Control
10/02	O	Called the owner of 1550 South Main Street to determine the status of case. He agreed to September 30, 2023, to have straw in place.
10/02	R	8530 Lee Street – Owner stated property was going to be placed on market by end of year.
10/02	R	8510 Lee Street - Camper was for sale.
10/02	R	8342 East Franklin Street
10/02	R	8416 East Franklin Street
10/02	R	8534 East Franklin Street
10/02	O	Monthly Report
10/02	O	1550 South Main Street. Spoke with owner about erosion control.
10/04	M	Meeting with SERCAP regarding Water/Sewer Study.
10/04	C	8860 E. Franklin Street. Mud in roadway. Mud was caused by a water line break flowing into the construction site. Trucks were spreading mud on Franklin Street. Public works to address situation.
10/04	C	1074 North College Street – abandoned/junked vehicle, high grass
10/04	R	8250 Historic Hill Drive
10/04	R	8530 Walnut Street
10/04	M	Meeting regarding water situation.
10/05	G	Spoke with Kate Fisher regarding the Golden Leaf Grant. Requested additional information on Cabarrus Economic Development site listings.
10/06	G	Sent requested information to Golden Leaf Grant reference grant.
10/06	R	Contacted 1550 South Main Street owner to set up site visit for recheck. Call not returned.
10/06	R	Returned call to owner regarding the camper at 8510 Lee Street.
10/06	R	8125 Wood Street returned call.
10/06	R	7894 Highway 49, North. Revisited site to check status per Erin.
10/06	R	1074 North College Street, site visit.
10/12	EM	Updated response plan for Fall Festival.
10/12	G	Reviewed T-Mobile Hometown Grant. Town does not have applicable “shovel-ready” projects.
10/12	O	Designed violation ticket for Erin.

10/12	EM	Worked on information for Cyber-Security month.
10/12	O	Requested 3 radios from Concord for Fall Festival
10/12	M	WSACC board meeting.
10/13	M	Fall Event meeting
10/13	R	8250 Historic Hill Drive
10/13	R	8245 East Franklin Street
10/13	R	8530 Walnut Street
10/13	R	1190 Summer Street
10/13	R	Summer and East Franklin – pole removed
10/13	R	Letter of Inquire for pothole in Buddy's front lot.
10/13	R	1550 South Main Street – Notice of Violation – erosion control not installed as agreed upon.
10/13	O	Call from renter reference 8250 Historic Hill Drive. Said he was unaware he had to mow whole lot.
10/14	EM	FALL EVENT
10/16	R	1470 South Main Street
10/16	EM	Mailed first Cyber-security brochure to staff.
10/16	EM	EMS Application for Christmas Parade
10/16	EM	Started work on Christmas Parade EAP
10/17	O	PW Signs around cans
10/17	C	Complaint from 1325 S. College Street. Old 5/3 back lot needs to be mowed. The complainant stated she paid to have it done last time. Checked the site and found it had been mowed. Only area with 12+ weeds/grass was what looked to be gardens.
10/17	EM	Christmas Parade EAP
10/17	C	Erin requested I check for P&Z signs which were required to be posted around the old Middle School site. No signs were found.
10/17	R	Check hole in Buddy's parking lot. Still not filled.
10/19	O	Public records request for cases between August 23 and now.
10/19	M	WSAC
10/20	M	Met with Erin regarding a discussion at the WSAC meeting regarding possible redistribution of allocation funds.
10/20	C	8900 Wade Street.
10/20	R	Contacted by 1550 South Main Street property owner stating the grass had been mowed. Photos were included in the email.
10/23	EM	Completed EOP Hazard Specific Plan Draft.
10/23	M	Met with Randy regarding WSACC meeting.
10/23	C	8900 Wade Street, complaint started research into current owner.
10/23	C	Contacted by property owner on Walnut Street regarding blocked storm drain. Visited the site and found the drainpipe partially blocked. Sent a request to Town Manager for Public Works to clear.
10/24	C	Mailed Letter of Inquiry form 8900 Wade Street for multiple violations.
10/24	C	Researched property at 1425 C Street which is immediately behind 8900 Wade Street and has debris which may be associated with 8900 Wade Street. Property appears to be part of an estate without a clear owner.
10/24	C	Investigated a vacant trailer located at 365 Mount Pleasant Road, North. This property is also part of an estate with potentially 9 heirs. Research found previous cases without any clearance. The indication is that Cabarrus County had turned their case over to an attorney. Drafted a letter to Cabarrus County to determine status and sent to Planning Director for review.

10/30	M	Met with Town Manager, Planning Director and Fire Chief to discuss Part 3, EOP, and COOP.
10/30	C	Requested to check container storage in parking lot of Methodist Church on North College Street.
10/30	EM	A notice was received from the State that the Town's Water Shortage Plan was out of compliance. The update was due in May of this year. Discovered the current plan is a WSACC plan dated 2004. Begin the process of drafting a new plan.
10/31	R	Checked status of 7894 Hwy 49 site with Planning Director.
10/31	EM	Completed Water System Response Plan, educational brochure, and Local Supply Planning Document. Sent Draft to Planning Director and Town Manager.
10/31	C	Check a complaint on South Main Street regarding stakes which had been driven into the ground in the right of way to keep vehicles from parking on curb. Found a similar situation down the street on the opposite side.
10/31	O	Started monthly report.

MEMORANDUM

To: Mayor and Town Board

From: Daniel Crowell, Public Works

Date: November 13, 2023

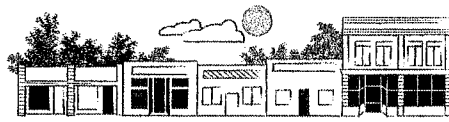
RE: Please find listed below an update / overview for the month of October 2023

New:

- Completed monthly meter reads
- Water Cut-Offs
- Responded to 1 pump station alarm calls
- Responded to 0 after hour customer calls
- Picked up 22 dump truck loads of brush which equals 264 cubic yards of brush
- Completed 32 work orders for various issues
- Repaired water leak at 8860 East Franklin St.
- Renewed sewer service at 8501 East Franklin St.
- Repaired water leak on Hwy 49
- Repaired water service at 170 North Main St.
- Installed water and sewer taps at 8807 and 8819 Crestwood Dr.

Ongoing:

- Public works mows and maintains approximately 18 acres each week to biweekly depending on conditions as well as ground maintenance at all 8 of our sewer pump stations
- 8 pump stations are checked once a week which included a visit to each station checking dialer status and recording run times. Alarm floats are pulled and checked and stations cleaned monthly in accordance to NC DWQ standards
- Weekly Chlorine monitoring is done on Mondays or Fridays depending on schedule of work and consists of pulling samples from 5 different sites which change every other week
- Due to the volume of brush/yard debris collection typically takes 1 to 1.5 days of the week especially during leaf season



MOUNT PLEASANT

EST. 1859

NORTH CAROLINA

Mayor and Commissioner's,

-We have finally moved into and are operating out of the new station!

-We responded to 98 Calls for service in October

-We are still working with the contractors on finalizing small punch list items and still have some things to move out of the house and trailers, but most have been completed.

-The landscaping on the side of the building has started to go in.

-For fire prevention month we reached the below number of children.

- 10/2/23 - Smoke Alarm Bookmarks at MP Library – 300
- 10/6/23 - St. John's Play School - 40
- 10/9/23 – Story Time at MP Library – 24
- 10/12/23 – Story Time at MP Library – 14
- 10/14/23 – MP Fall Fest – We had roughly 100 visit the safety house
- 10/23/23 – Kindergarten at MPES – 120
- 10/27/23 – Footballs at MPHS – 975
- 10/28/23 – Touch A Truck – 4,400
- 10/31/23 – 1st grade at MPES – 175

-With the talk of our pay increasing to be more competitive with neighboring departments along with the direction the fire dept is headed we hired 4 more firefighters that wanted to join with us. One works full time with Charlotte and rides Rescue 10, Two works full time with Concord and both ride Engine 2, One works for Cabarrus County and she is on Squad 410.

-This has been a busy month with moving into the fire station, while covering all of our calls along with a lot of fire prevention. As always thank you for your continued support.

Dustin Sneed

Fire Chief

Mt. Pleasant Fire Dept

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Cabarrus County Sheriff's Office

Law Calls for Service

253 / Mt Pleasant

08/01/2023 - 10/31/2023

OFFICER-INITIATED

	Aug-23	Sep-23	Oct-23
Total	1,061	923	851
50 B OR C	2	2	0
ALL ANIMAL CONTROL CALLS	0	1	1
ANIMAL CONTROL FOLLOW UP	0	0	2
ASSIST OTHER	1	0	0
CHASE	0	0	1
CIVIL PROCESS	10	6	5
COMMUNITY CONTACT	5	12	6
CRIMINAL SUMMONS	0	1	0
DIRECT TRAFFIC	1	0	1
FIGHT	1	0	0
FOLLOW UP	5	2	0
FRAUD / FORGERY	0	1	0
IMPROPERLY PARKED VEH	2	0	0
INVESTIGATION	0	3	3
LARCENY	1	0	1
ROAD HAZARD	0	0	1
SECURITY CHECK	798	604	624
SERVICE CALL LAW	0	1	2
SRO ASSIST ADMIN	53	72	62
SRO DRUG INVESTIGATION	0	1	1
SRO FIGHT/ASSAULT	1	0	0
SRO INVESTIGATION	0	2	1
SRO MENTOR/COUNSEL	66	83	30
SRO PARENT MEETING	0	2	0
SRO SAFETY CHECK	83	110	82
STRANDED MOTORIST	3	3	1
SUSPICIOUS SUBJECT	2	0	1

	Aug-23	Sep-23	Oct-23
SUSPICIOUS VEHICLE	7	3	10
TRAFFIC STOP	18	11	16
WARRANT	1	3	0
WELFARE CHECK (PERSON)	1	0	0

DISPATCHED

	Aug-23	Sep-23	Oct-23
Total	50	60	63
ALL ANIMAL CONTROL CALLS	2	3	4
ASSIST COUNTY FIRE DEPARTMENT	0	1	0
ASSIST DSS	0	1	0
ASSIST EMS	1	2	1
ATTEMPT TO LOCATE	1	0	0
BANK ALARM	0	1	0
BREAKING AND ENTERING IN PROG	0	1	0
BREAKING ENTER OF VEHICLE	1	0	0
BURGLAR ALARM	7	4	9
CAC WELFARE CHECK	0	0	1
CARELESS RECKLESS DRIVING	2	2	4
COMMITMENT PAPERS	2	0	0
COMMUNICATING THREATS	0	0	1
DEATH	0	0	1
DEATH INVESTIGATION LEO	1	0	0
DIRECT TRAFFIC	0	1	1
DISCHARGE FIREARMS	1	1	1
DISPUTE (ANYONE)	3	4	3
DOMESTIC ASSIST	0	1	0
DOMESTIC DISTURBANCE	2	1	1
DRUG INVESTIGATION	0	1	2
ESCORT	0	2	2
FIGHT	1	0	0
FOLLOW UP	0	1	0

	Aug-23	Sep-23	Oct-23
FRAUD / FORGERY	0	0	1
IDENTITY THEFT	0	0	1
IMPROPERLY PARKED VEH	0	1	0
INFORMATION	1	0	1
LARCENY	1	2	0
LIVESTOCK	0	1	0
OVERDOSE / POISONING	0	1	0
PROPERTY DAMAGE	0	0	1
PROWLER	1	0	1
ROAD HAZARD	1	3	1
SECURITY CHECK	0	0	2
SERVICE CALL LAW	6	8	7
SRO ASSIST ADMIN	2	1	0
STRUCTURE FIRE	1	0	1
SUSPICIOUS SUBJECT	3	5	2
SUSPICIOUS VEHICLE	3	1	2
THREATENING SUICIDE	0	0	2
TRAFFIC ACC PROPERTY DAMAGE	5	3	5
TRAFFIC ACCIDENT PI	0	2	0
TRESPASSING	0	1	1
VEHICLE FIRE	0	0	1
WARRANT	0	1	1
WELFARE CHECK (PERSON)	2	3	2

Details for Dispatched Calls for Service

10/01/2023 - 10/31/2023

Total Disp. CFS: 63

Event #	Date / Time	Street	Case #	Call Source
ALL ANIMAL CONTROL CALLS 4				
23-205693	10/14 12:33	N MAIN ST		PHONE
23-209585	10/20 09:07	NC HWY 49 N		PHONE
23-212227	10/24 13:22	CRESTWOOD DR		PHONE
23-214470	10/27 12:51	N MAIN ST		PHONE
ASSIST EMS 1				
23-203240	10/10 22:38	W FRANKLIN ST		PHONE
BURGLAR ALARM 9				
23-196592	10/01 10:01	S MAIN ST		PHONE
23-198148	10/03 14:18	W FRANKLIN ST		PHONE
23-198359	10/03 17:37	W FRANKLIN ST		PHONE
23-202098	10/09 12:48	S MAIN ST		PHONE
23-202551	10/10 05:53	ALISH TR		PHONE
23-202603	10/10 07:30	W FRANKLIN ST		PHONE
23-205585	10/14 06:42	W FRANKLIN ST		PHONE
23-210717	10/22 09:53	LORELEI CT		PHONE
23-211930	10/24 04:46	LORELEI CT		PHONE
CAC WELFARE CHECK 1				
23-199158	10/04 17:34	B ST		PHONE
CARELESS RECKLESS DRIVING 4				
23-197562	10/02 17:09	W FRANKLIN ST		PHONE
23-207977	10/18 05:49	NC HWY 73 E/DUTCH RD		PHONE
23-208216	10/18 12:14	NC HWY 73 E/DUTCH RD		PHONE
23-215683	10/30 04:40	NC HWY 49 N		PHONE
COMMUNICATING THREATS 1				
23-205403	10/13 20:17	NC HWY 49 N		PHONE
DEATH 1				
23-216458	10/31 05:43	OBERHAUS ST	23-1031-0004	PHONE
DIRECT TRAFFIC 1				
23-198742	10/04 09:47	W FRANKLIN ST		PHONE
DISCHARGE FIREARMS 1				
23-212368	10/24 15:49	B ST/E FRANKLIN ST		PHONE
DISPUTE (ANYONE) 3				
23-211380	10/23 13:32	NORTH DR		PHONE
23-213648	10/26 09:37	WALKER RD		PHONE
23-215485	10/29 13:11	ENCHANTED LN		PHONE
DOMESTIC DISTURBANCE 1				
23-211950	10/24 06:57	E FRANKLIN ST		PHONE
DRUG INVESTIGATION 2				
23-205349	10/13 17:47	EAGLE ST		PHONE
23-206278	10/15 19:56	N COLLEGE ST		PHONE
ESCORT 2				

253 / Mt Pleasant

			(continued)	
ESCORT		2		
23-208861	10/19 09:02	N MAIN ST		PHONE
23-211215	10/23 09:41	N COLLEGE ST		PHONE
FRAUD / FORGERY		1		
23-201067	10/07 08:53	CRESTWOOD DR	23-1007-0002	PHONE
IDENTITY THEFT		1		
23-199196	10/04 18:42	BARRINGER ST		PHONE
INFORMATION		1		
23-200807	10/06 19:11	N MAIN ST		PHONE
PROPERTY DAMAGE		1		
23-210268	10/21 07:49	NC HWY 49 N		PHONE
PROWLER		1		
23-214808	10/28 01:46	ROSS CIR		PHONE
ROAD HAZARD		1		
23-203805	10/11 15:01	CRESTWOOD DR		PHONE
SECURITY CHECK		2		
23-213420	10/25 20:42	E FRANKLIN ST		PHONE
23-213530	10/26 04:59	E FRANKLIN ST		PHONE
SERVICE CALL LAW		7		
23-197887	10/03 08:21	NC HWY 49 N		PHONE
23-200693	10/06 15:55	NC HWY 73 E		PHONE
23-201027	10/07 06:54	JACKSON ST		PHONE
23-203559	10/11 10:33	W FRANKLIN ST		PHONE
23-203939	10/11 17:35	E FRANKLIN ST		PHONE
23-206230	10/15 16:27	N MAIN ST		PHONE
23-212009	10/24 08:17	NC HWY 49 N		PHONE
STRUCTURE FIRE		1		
23-201541	10/08 09:13	N COLLEGE ST		PHONE
SUSPICIOUS SUBJECT		2		
23-212662	10/25 03:59	NC HWY 49 N		PHONE
23-216404	10/31 00:38	E FRANKLIN ST		PHONE
SUSPICIOUS VEHICLE		2		
23-203817	10/11 15:14	N MAIN ST		PHONE
23-210134	10/20 23:10	W FRANKLIN ST		PHONE
THREATENING SUICIDE		2		
23-203854	10/11 15:49	PINE ST		PHONE
23-207440	10/17 10:56	COOK ST		PHONE
TRAFFIC ACC PROPERTY DAMAGE		5		
23-205738	10/14 14:25	COOK ST	23-1014-0007	PHONE
23-205782	10/14 16:22	N MAIN ST/ELM ST	23-1014-0012	PHONE
23-207410	10/17 10:36	NC HWY 49 N/N MAIN ST	23-1017-0005	PHONE
23-210727	10/22 10:15	LEE ST	23-1022-0004	PHONE
23-212968	10/25 11:42	W FRANKLIN ST		PHONE

TRESPASSING 1
23-210545 10/21 22:59 N COLLEGE ST PHONE

VEHICLE FIRE 1
23-199120 10/04 16:50 ERBACH LN PHONE

WARRANT 1
23-205102 10/13 11:41 LEE ST PHONE

WELFARE CHECK (PERSON) 2
23-209290 10/19 19:20 PARK DR PHONE
23-210992 10/22 23:40 LEE ST PHONE

ABC
8840 E Franklin St,
Mt Pleasant, NC

Cabarrus County Sheriff's Office

Arrest & Citation Data

10/01/2023 - 10/31/2023

FINK, JONATHAN DAVID - W/M 47
115877 10/13/23 8684 LEE ST

T - WARRANT FOR ARREST VICE CSO

90Z - ORDER FOR ARREST M
90Z - ORDER FOR ARREST M

Charge by Misdemeanor or Felony

	M	Total
ORDER FOR ARREST	2	2
Total	2	2



Agenda Item:

Consider receiving an update from the Town Staff on the current condition of the Town's water system.

Narrative:

The Town Staff will present a detailed update and plan for dealing with an ongoing issue with the Town's water system.

Recommendations:

Open

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Agenda Item:

Consider a request from the Fire Chief to increase the hourly rate by \$1/hour

Narrative:

The Fire Chief is requesting the Board's consideration to increase the hourly rate by \$1/hour for the firefighters. Chief Sneed approached Cabarrus County and requested the Staffing Grant. Cabarrus County awarded Mount Pleasant Fire Department a Staffing Grant in the amount \$27,240. Chief Sneed is requesting we increase based on surrounding departments having pay rates currently above what we are paying:

Allen \$16, Rimer \$16.50, Mt Mitchell \$17, Odell \$20

After running the numbers, it has been determined the amount of the Staffing Grant will pay for that increase for the remainder of this budget year. However, in FY24/25 budget we will need to find an additional \$9128 in recurring dollars.

The Town staff supports the Chief's request and recommends the Town Board's consideration and approval.

Recommendation:

Approve the Firefighter hourly rate to be increase by \$1/hour effective November 27, 2023

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Agenda Item:

Consider contracting with Benchmark Planning to perform the Comprehensive Plan Update.

Narrative:

The Town's last Comprehensive Plan was in 2017 and it is due for an update. The budget included \$30,000 for the study. The contract would be for \$68,500 and would require a Budget Amendment using General Fund Balance. The Town will ask Cabarrus County EDC for \$20,000 to assist with the Economic Development component of the study.

A copy of the proposal and contract are included in the packet.

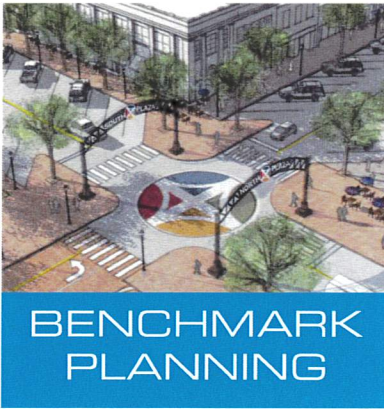
Recommendations:

1. Motion to approve the contract with Benchmark Planning in the amount of \$68,500 and allow Town Manager to execute all documents required.
2. Motion to approve Budget Amendment #11 Comprehensive Plan.

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Benchmark Planning
400 Clarice Ave, Suite 130
Charlotte, NC 28204-2768

October 19, 2023

Erin Burris, AICP, Director
Planning and Economic Development
Town of Mount Pleasant
8590 Park Dr.
Mt. Pleasant, NC 28124

RE: Comprehensive Plan Proposal

Dear Ms. Burris

On behalf of Benchmark, I would like to thank you for the opportunity to submit our firm's proposal for assisting the Town with updating the Comprehensive Plan. For nearly 40 years, Benchmark has worked with local governments to develop meaningful, action oriented, and community-driven plans.

Our team is comprised of planning and economic development professionals who are passionate about their work, and commit the full depth of their experience and talent to each of the projects that we work on. As our qualifications demonstrate, the core team members assigned to this project possess a diverse array of professional planning experience working on similar projects in communities across the country. In addition to Benchmark's staff, we have engaged our economic development partner Robin Spinks with Greenfield. Robin brings 40 years of economic development, site selection, and recruitment experience to this project.

We welcome the chance to present our proposal in more detail. If you have any questions or need additional information that is not covered in our proposal, please feel free to contact me by telephone at 704.305.4381 or by email at jepley@benchmarkplanning.com.

Respectfully,

A handwritten signature in blue ink that reads "Jason M. Epley". The signature is fluid and cursive.

Jason M. Epley, AICP
President & CEO

FIRM QUALIFICATIONS



**BENCHMARK
PLANNING**

PRIMARY LOCATION

Benchmark Planning
Charlotte Office
400 Clarice Ave, Suite 130
Charlotte, NC 28204-2768

YEARS IN BUSINESS

Established in 1982
Incorporated as Benchmark in 1989

OWNERSHIP STRUCTURE

S-corporation

PROFESSIONAL STAFF

Ten (10) Total Staff

PRINCIPAL IN-CHARGE

Jason M. Epley, AICP
President & CEO
Since 2014

Since our founding in 1982, Benchmark Planning's dynamic leadership in the field of urban planning and design has helped our client communities achieve their aspirations through an approach that is best described as the **ART + SCIENCE OF PLANNING** - a philosophy which blends our creative talent with the practical application of our technical expertise.

Headquartered in Charlotte, the Benchmark team has a national planning practice that is focused on comprehensive planning, urban design, land use regulations, downtown development and military community planning. Our talented team of planners has a breadth of experience that provides our clients with the innovative ideas and solutions that are necessary to solve complex problems and develop plans that are grounded in reality and focused on implementation.

COMPREHENSIVE PLANNING

Preparing comprehensive plans for municipal and county governments is a core component of Benchmark's practice. For nearly 40 years, Benchmark's team has worked closely with local governments to prepare plans that address our client communities' unique growth and development challenges. Our client base spans a wide range of community types, ranging from small rural communities with several thousand residents to growing suburbs, to larger urban cities and regional organizations spanning multiple counties with hundreds of thousands of residents.

Our team has prepared plans that range from city or county comprehensive plans, to small area plans for revitalizing urban neighborhoods, to planning at the regional scale to address land use compatibility conflicts around military installations. All of our planning efforts are focused on achieving our clients' goals through the development of sound strategic land use guidance that is based on our significant experience and understanding of best practices in the field.

ADDITIONAL AREAS OF SERVICE

GROWTH MANAGEMENT

Benchmark's team can help your community develop practical plans and strategies to both manage and direct growth to maximize the benefits of your infrastructure investments. We achieve this through complex development capacity and cost/benefit analyses that allow a community to measure both their capacity for growth and its potential impacts. We use the results of these analyses to prepare strategies and policy recommendations that help your community realize the preferred growth scenario and maximize the benefits that it realizes from new growth while ensuring compatibility with surrounding municipalities.

DEVELOPMENT REGULATIONS

Benchmark's team of planning professionals has a wealth of experience both writing and administering a wide variety of development ordinances, including both standalone zoning and subdivision regulations, unified development ordinances, and specialized ordinances dealing with design regulation and similar matters. Our team regularly advises both local governments and private developers on regulatory matters, keeping our team grounded in the practical realities of development practices. This in turn helps to inform and improve the effectiveness of the ordinances that we author.

URBAN DESIGN AND PLACEMAKING

Our interdisciplinary urban design team can help your community prepare practical design concepts and standards based on the unique typologies and character (e.g. downtown centers, commercial corridors, neighborhood infill sites) of your focus area. We can also help to guide development regulations that promote and protect community assets. Our urban designers will identify design solutions and strategies that are based on their practical experience with implementation and best practices that our team has learned through many years of national and international practice in the field.

TRANSPORTATION PLANNING

Our planners understand the critical linkages between transportation and land use, and we strive to seek innovative solutions to our clients' transportation needs. Whether it is identifying new highway corridors to spur economic development, re-imagining a downtown streetscape, or planning routes for a greenway system, our team brings a wealth of experience in solving complex transportation issues. In North Carolina, Benchmark is an NCDOT prequalified consultant for a variety of Transportation Planning tasks and projects.

PUBLIC OUTREACH AND ENGAGEMENT

Our team members facilitate successful public involvement and consensus building through stakeholder interviews, charrettes, pop-up events, focus group meetings and workshops. We leverage the power of technology to support our public engagement activities and facilitate ongoing engagement throughout the planning process, which includes the use of interactive online engagement and real-time digital polling during public meetings.

GIS MAPPING AND ANALYSIS

Our team of GIS analysts and cartographers focus on using the significant power of digital mapping to both produce complex analyses of issues in our client communities and prepare digital mapping products that clearly convey complex ideas in a straightforward and easily understandable manner.

ECONOMIC DEVELOPMENT

Benchmark has extensive experience with assisting local governments with strategic economic development planning and implementation projects. Recent experience includes preparing a working lands study for the Central Midlands Council of Governments in Columbia, SC, and brownfields redevelopment projects in Chapel Hill, NC and Greenwood, SC. Benchmark also works with private entities on economic development planning, including work with the Multi-State Environmental Response Trust on the redevelopment of a former Kerr-McGee industrial site in Navassa, NC and developing a statewide inventory and GIS database of potential rail-served industrial sites for the North Carolina Railroad Company. Our economic development strategies involve highlighting the natural and infrastructural assets that your community offers as well as working with supporting agencies and partners such as tourism boards, natural resource agencies, and development teams.

SUSTAINABILITY

The Benchmark team is committed to sustainable development practices, and we regularly incorporate these principles into our plans and studies. Our planners have worked on projects that promote sustainable growth coupled with habitat protection for endangered species, coastal resource protection and the conservation of working lands across the country. Beyond environmental sustainability, our team strives to provide our client communities with development strategies and policy guidance that foster growth patterns that limit the impact on finite community resources (school and transportation capacity, public safety services, utilities, etc.), while allowing growth to continue in an orderly and rational manner that is responsive to market demands.

PROJECT TEAM

Team Member	Project Role
Jason Epley, AICP	Co-Project Manager, All Tasks
Vagn Hansen, AICP	Co-Project Manager, All Tasks
Dan Douglas	Urban Design and Downtown Development
Monika Gehl, AICP LEED Green Assoc.	Research and Graphics
Bridget Callea, AICP, CS	Transportation, GIS Mapping and Research
Robin Spinks (with Greenfield)	Economic Development and Market Analysis



JASON M. EPLEY AICP

President & CEO | Benchmark

Mr. Epley brings 29 years of national experience in the planning profession to Benchmark's consulting team. Currently the President of Benchmark CMR, Inc., Jason's past positions have included working with municipal, county, regional and state government planning programs throughout North Carolina. He specializes in land use and comprehensive planning, economic development, urban design, public involvement, and meeting facilitation. Jason brings additional expertise and experience with downtown development and design, and currently serves in the role of Executive Director of the North Carolina Downtown Development Association. He has a wealth of experience helping communities develop meaningful plans and sound implementation strategies through ordinance preparation and adoption, with project experience in well over 150 communities across the country.

Education

Master of City and Regional Planning, Clemson University
BA Geography, University of North Carolina - Greensboro

Professional Certifications/Affiliations

Member, American Institute of Certified Planners
Member, American Planning Association
Member, National Society of Certified Public Managers
Member, National Trust for Historic Preservation

Other Professional Associations

Executive Director, NC Downtown Development Association

Relevant Experience

Comprehensive Plan
Blowing Rock, NC

Comprehensive Plan
Mount Airy, NC

Comprehensive Plan
Jamestown, NC

Comprehensive Plan
Bermuda Run, NC

Comprehensive Plan
Chapin, SC

Comprehensive Plan
Seneca, SC

Comprehensive Plan
Cleveland County, NC

Comprehensive Plan
Person County, NC

Comprehensive Plan
Wilson County, NC

Comprehensive Plan
Aiken, SC

Comprehensive Plan
Cherokee County, SC

Comprehensive Plan
Colleton County, SC

Comprehensive Plan
Lancaster County, SC

Comprehensive Plan
Alleghany County, VA

Comprehensive Plan
Shepherdstown, WV



VAGN K. HANSEN AICP

Senior Planner | Benchmark

Mr. Hansen brings 20 years of experience in the planning profession to the consulting team. He has worked with large and small municipalities, as a consultant for the NC Department of Commerce and has been in private practice for the last 15 years. Mr. Hansen specializes in comprehensive planning, geographic information systems, military planning and land use regulations. A primary focus of his practice is performing complex spatial analyses to help local governments make informed decisions on land use, infrastructure, and related growth management policies. In addition to his consulting practice, Mr. Hansen has supervised municipal planning and zoning administration services for several of Benchmark’s client communities in North Carolina and South Carolina over the years.

Education

MA Applied Geography, University of North Carolina - Greensboro
BA Geography, University of North Carolina - Wilmington

Professional Certifications / Affiliations

Member, American Institute of Certified Planners
Member, American Planning Association

Other Professional Associations

Executive Director, Ft. Bragg Regional Land Use Advisory Commission
Advisor, Elizabeth Community Association Land Use Committee

Relevant Experience

Comprehensive Plan
Aiken, SC

Comprehensive Plan
Gatesville, TX

Comprehensive Plan
Archdale, NC

Comprehensive Plan
Covington, VA

Comprehensive Plan
Jamestown, NC

Comprehensive Plan
Blowing Rock, NC

Neighborhood Plan
Cape Girardeau, MO

Comprehensive Plan
Lancaster County, SC

Redevelopment Plan
Chapel Hill, NC

Redevelopment Plan
Navassa, NC

Multi-Jurisdictional Land Use Plan
Sanford, NC

Zoning and Subdivision Ordinances
Onslow County, NC

Comprehensive Plan
Bermuda Run, NC

Comprehensive Plan
Weaverville, NC

Comprehensive Plan
Mount Pleasant, NC



DANIEL T. DOUGLAS

Director of Urban Design | Benchmark

Dan is well known for his dynamic leadership in transforming Downtown Raleigh as the founder and Director of the Raleigh Urban Design Center. He led the city's strategic planning effort that has now leveraged over \$3.5 billion dollars of downtown investment. In 2008, Mr. Douglas was honored to receive the first ever Downtown Advocate Award from the Downtown Raleigh Alliance.

Dan has prepared planning studies and downtown plans in Raleigh, Wilmington, Chapel Hill, Concord and Wrightsville Beach in North Carolina; Rock Hill, Spartanburg, Myrtle Beach and Clemson in South Carolina; Long Beach, California, Anchorage Alaska. Dan also gained significant international planning experience working on large scale new city projects in the Kingdom of Saudi Arabia and the Kingdom of Morocco.

Dan is a sought after speaker on the topic of urban revitalization. He has been a guest on NPR's The State of Things. He has spoken at over 20 conferences – locally, nationally and internationally. In 2007, Dan won a prestigious Eisenhower Fellowship – spending 8 weeks traveling throughout Europe – studying sustainable economic development, the effects of the introduction of high speed rail on urban centers and the influence of the creative class in European city centers.

Education

Master of City and Regional Planning, Clemson University
BS Architecture, Clemson University

Relevant Experience

- Comprehensive Plan
Archdale, NC
- Downtown Master Plan
Myrtle Beach, SC
- Redevelopment Study
Rock Hill, SC
- Regional Tourism Development Plan
Wake County/Raleigh, NC
- Downtown Master Plan
Suffolk, VA
- Downtown Master Plan
Chapel Hill, NC
- Downtown Master Plan
Raleigh, NC
- Downtown Master Plan
Concord, NC
- Redevelopment Study
Wilmington, NC
- Downtown/Waterfront Plan
Anchorage, AK
- Downtown Retail Vision
Long Beach, CA
- Downtown Master Plan
Raleigh, NC
- Hillsborough Street Corridor Plan
Raleigh, NC
- Union Station Reuse & Market Study
Goldsboro, NC



MONIKA GEHL AICP LEED GREEN Associate

Urban Designer and Urban Planner | Benchmark

Ms. Gehl joined Benchmark Planning in June of 2017 after receiving her Bachelors of Urban & Environmental Planning and Bachelor's in Global Studies: Environment and Sustainability from the University of Virginia, School of Architecture. In addition to her work with Benchmark, Ms. Gehl worked with the Piedmont Development Group where she assisted with a variety of development applications and entitlements, technical writing and project illustrations. Ms. Gehl assists the Benchmark Planning team in the areas of background research, GIS mapping, plan illustration and related project tasks.

Ms. Gehl's greatest contribution to the Benchmark team is her exceptional ability to prepare high-quality graphics and illustrations that effectively communicate complex planning and development concepts for our clients. Whether preparing site plans depicting alternative development scenarios or 3D renderings of a downtown block, her combination of practical planning knowledge, technical skill, and artistic ability provide our client communities with a firm understanding of each project's vision.

Education

MS Community and Regional Planning, University of Texas
BUEP Urban & Environmental Planning, University of Virginia
BA Global Studies, University of Virginia

Certifications/Memberships

LEED Green Associate
Member, American Planning Association

Relevant Experience

Comprehensive Plan
Jamestown, NC

Downtown Master Plan
Suffolk, VA

Downtown Master Plan
Myrtle Beach, SC

Comprehensive Plan
Jamestown, NC

Redevelopment Study
Chapel Hill, NC

Comprehensive Plan
Colleton County, SC

Neighborhood Plan
Cape Girardeau, MO

Comprehensive Plan
Covington, VA

Comprehensive Plan
Gatesville, TX

Multi-Jurisdictional
Land Use Plan
Sanford / Lee County, NC

Regional Land Use Study
Fayetteville, NC

Redevelopment Study
Navassa, NC

Small Area Plan
Killeen, TX

Regional Land Use Study
Little Rock, AR



BRIDGET CALLEA AICP

Urban Planner | Benchmark

Ms. Callea joined Benchmark Planning in June of 2019. Prior to joining Benchmark, Ms. Callea was a Planner with WGI, a national design firm in the public and private infrastructure markets.

Ms. Callea holds a Master's degree in Urban and Regional Planning from Florida State University, where she received the APA-FL Chapter Outstanding Planning Student of the Year, and a Bachelor of Arts degree in Architectural Studies from Hobart & William Smith in Geneva, New York. Ms. Callea specializes in comprehensive planning, transportation planning, and urban design, assisting the Benchmark Planning team with meeting facilitation, background research, plan illustration, GIS mapping, and related project tasks.

Education

MSP Urban & Regional Planning, Florida State University

BA Architectural Studies, Hobart & William Smith Colleges

Certifications/Memberships:

Member, American Institute of Certified Planners

Member, American Planning Association

Member & Communications Chair, Regional and Intergovernmental Planning Division of APA

Certified Charrette System, National Charrette Institute

Relevant Experience

Comprehensive Plan
Archdale, NC

Comprehensive Plan
Chapin, SC

Comprehensive Plan
Roxboro, NC

Comprehensive Plan
Colleton County, SC

Comprehensive Plan
Jamestown, NC

Comprehensive Plan
Cleveland County, NC

Comprehensive Plan
Lancaster County, SC

Code Amendments
West Palm Beach, FL

Future Land Use Amendments
Palm Beach County, FL

Complete Streets Project
West Palm Beach, FL

Downtown Parking Approvals
Lake Worth, FL

Comprehensive Land Use Plan,
Midway, NC

Outdoor Activity/Entertainment Over-
lay District Feasibility
St. Lucie County, FL

Corridor Streetscape Plan
Palm Beach County, FL

Comprehensive Plan,
Lake Park, NC



ROBIN SPINKS

Economic Developer | Greenfield

Ms. Spinks is a professional economic development consultant with over 40 years in local, regional, and private economic development. Greenfield specializes in both public and private economic development activities. Whether working with communities to identify target markets or develop new sites / infrastructure, or working with private companies to develop new facilities and complete the site selection process, Ms. Spinks excels in blending all aspects of economic development into successful projects, but specializes in the fields of private company site selection and energy industry consulting projects.

Education

BA Urban Studies, Furman University

Certifications/Memberships

North Carolina Economic Developers Association,
Former Board of Directors, Secretary-Treasurer
North Carolina Real Estate Broker License
FAA Private Pilot License



Greenfield is a full service economic development consulting firm for buyers, sellers and allies in the business of business location and expansion. Greenfield assists state, regional and local development organizations in the areas of corporate site selection, strategies for marketing to defense & related companies, major project management (both public and private), existing industry/small business development, strategic economic development planning, energy consulting, labor market analysis/workforce development, lead generation/long-term ED client management, corporate market analysis/logistics research, non-traditional ED strategies, and agribusiness activities / development strategies.

Relevant Experience

Rail-Served Industrial Site Study
North Carolina Railroad Co.

Site Selection - Power Plant
National Search

Best Use Analysis - Badin Works
Badin, NC

Economic Developer
Moore County, NC

Growth Study
Electricities

Economic Development
Marketing Strategy
Alamance County, NC

Small Area Plan/Market Analysis
Winston-Salem, NC

Small Area Plan/Market Analysis
Greensboro, NC

Small Area Plan
Biscoe, NC

South Main Street Plan
High Point, NC

Brownfield Reuse Plan
High Point, NC

Comprehensive Plan
Lancaster County, SC

Brownfields Redevelopment
Navassa, NC

Economic Development Plan
Brunswick County, NC

Comprehensive Plan

Archdale, North Carolina



Archdale, NC (pop. 11,538) engaged Benchmark in mid-2019 to prepare a new Comprehensive Plan for the city that would focus on four major themes that had emerged during previous planning processes that the City had undertaken - Placemaking, Growth Management, Economic Diversification and Livability. Benchmark's consulting team prepared an extensive public engagement process that included robust digital outreach, coupled with a series of interactive community meetings that took place over a period of three months during the middle of the planning process. This included a week-long placemaking workshop that focused on the identification of a location and concept development to establish a new downtown.

A unique aspect of this planning process was the incorporation of the AARP Livable Communities data into the process, and the use of the program's livability factors to guide the development of recommendations for the Livability focus area of the plan. As implementation of the plan moves forward, the City is developing standing committees to focus on groups of aligned livability factors to ensure that they receive the necessary attention and priority in line with the recommendations for the other three focus areas of the plan.

Contact: Jason Miller, PhD, AICP, Planning Director
Phone: 336.434.7334
Email: jmiller@archdale-nc.gov

Comprehensive Plan

Jamestown, North Carolina



The historic Town of Jamestown is part of the Piedmont Triad region and is located in Guilford County, North Carolina. Jamestown shares a border with both the City of High Point and the City of Greensboro and is positioned near I-85 Business and I-73, only 10 miles southeast of Piedmont Triad International Airport. The Town, approximately 4,300 in population, continues to identify ways to preserve and enhance a high quality of life for all residents to enjoy. The Town hired Benchmark Planning to work closely with a Comprehensive Plan Committee to prepare a Plan that identified strategies and actions to support economic diversification, growth management, and the preservation of the Town's character and sense of place.

Contact: Matthew Johnson, AICP
Assistant Town Manager / Planning Director
Phone: 336.454.7386
Email: mjohnson@jamestown-nc.gov

Comprehensive Plan

Blowing Rock, North Carolina



In 2013, Benchmark Planning was engaged by the Town of Blowing Rock to prepare an update to its comprehensive plan. Blowing Rock is an historic mountain resort community that serves as the gateway to the NC High Country, and is the de facto cultural capital of the region. With numerous ski resorts, National and State Parks, and a direct connection to the Blue Ridge Parkway, Blowing Rock is a year-round destination for vacationers. Blowing Rock has also emerged as a highly regarded retirement destination, which has led to significant increases in economic activity in the local healthcare industry.

Benchmark led the community through a year-long planning process, engaging with the community through intensive workshops that were designed to explore different scenarios that could shape the town's future. Among the focus areas in the plan were downtown development, the ongoing expansion of Valley Boulevard (US 321 Bypass), the redevelopment of the former hospital site and the anticipated growth around the site of the new hospital. The resulting plan that was adopted by the Town Council established a 10 year vision for the community that defines a policy framework that will guide the community toward achieving the vision that it established through the planning process.

Contact: Kevin Rothrock, AICP, Planning Director
Phone: 828.295.5240
Email: kevin@townofblowingrocknc.gov

Comprehensive Plan

City of Aiken, South Carolina



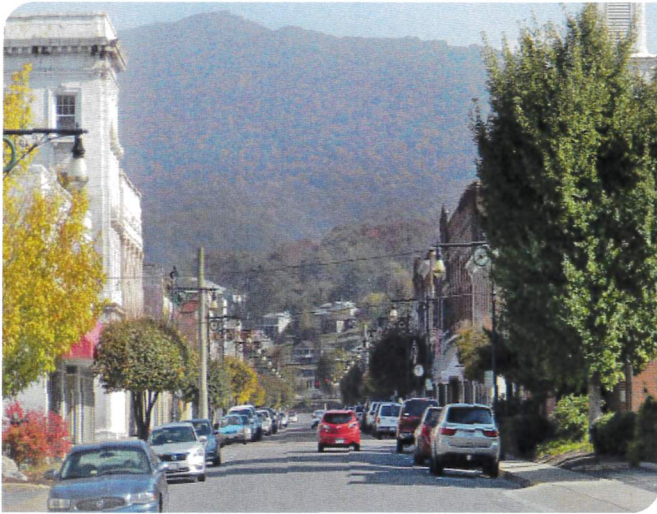
The City of Aiken, SC (pop. 29,524) commissioned Benchmark Planning to prepare an update to its comprehensive plan in 2016. With a thriving historic core that represents one of the few planned cities in the South of its vintage, the city has blossomed over the years into a destination for equestrian activities and golfing. Located in close proximity to both the Department of Energy's Savannah River Site and Augusta, GA, Aiken has benefited significantly from the economic growth in the region. The focus of the planning effort will be to establish a framework for continued growth and economic development that also preserves the city's character.

The Comprehensive Plan examined key focus areas and growth outside of the City's municipal boundary within the utility service area. The key themes of the plan included 1) Growth; 2) Connectivity; 3) Transformation; 4) Consistency; 5) Balance; and 6) Investment. Public engagement has included, workshops across the City, stakeholder/focus group meetings, an online website, and meetings with the Planning Commission.

Contact: Maryra Moultrie, Interim Director
Phone: 803.642.7608
Email: mmoultrie@cityofaikensc.gov

Comprehensive Plan

Covington, Virginia



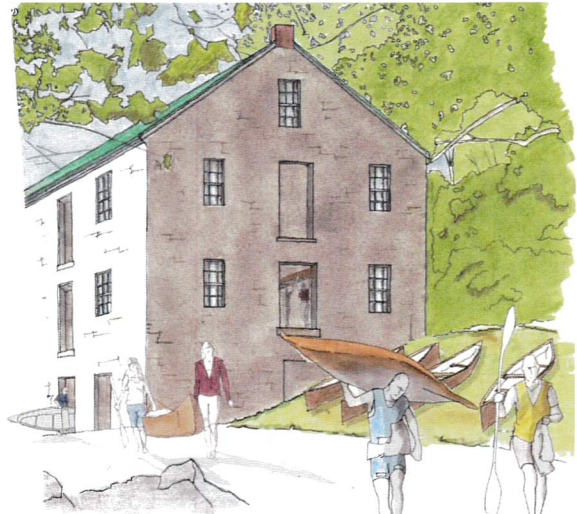
Alleghany County and the City of Covington leveraged their resources and worked collaboratively in updating their Comprehensive Plans, last adopted in 2013, by having a joint planning process. In that effort, Benchmark Planning worked closely with a joint steering committee to develop a common vision, goals, and objectives for the County and the City. Benchmark helped craft tailored implementation strategies for each jurisdiction to implement the common vision. While this was a joint planning process with a common vision and set of goals, each jurisdiction received a separate plan. The joint planning process will help ensure that both the County and the City will grow together cohesively. The plans were adopted in March 2019.

Contact: Jon Lanford, County Manager
Phone: 540.863.6600
Email: jlanford@co.alleghany.va.us

Contact: Eric Tyree, Dir. of Development Services
Phone: 540.956.6356
Email: etyree@covington.va.us

Comprehensive Plan

Shepherdstown, West Virginia



Shepherdstown is a historic university town that is situated on the Potomac River in the far western exurban reaches of the Washington, DC metro region. As the oldest incorporated municipality in the state of West Virginia, Shepherdstown's rich history is well preserved in its historic downtown and neighborhoods that grew up around the bustling river trade associated with the Chesapeake & Ohio Canal. From its beginnings as a center of river trade, Shepherdstown has evolved into a hub for artists and cultural events, including the internationally renowned Contemporary American Theater Festival.

In 2013, Shepherdstown engaged Benchmark to prepare an update to its comprehensive plan. The primary focus of the plan was the need to preserve the rich historic, cultural and environmental fabric of the community and surrounding agricultural landscape. The successful planning effort led to the adoption of a Growth Management Boundary in coordination with Jefferson County, which, along with a range of new land use policies, has established a clear path toward a sustainable future for the community.

Contact: Jim Auxer, Mayor
Phone: 304.876.2312
Email: jimauxer@yahoo.com

Comprehensive Plan

Seneca, South Carolina



On the eve of their sesquicentennial, the City of Seneca hired Benchmark Planning to guide the development of its new Comprehensive Plan. Seneca is located in the heart of the Lake Keowee region next door to Clemson University, bordering the mountains of North Carolina and Northeast Georgia. Seneca is the largest municipality in Oconee County, SC, serving as the county's cultural and economic centerpiece. The city of just over 9,000 population, attracts visitors to its charming downtown for events and entertainment in the popular Ram Cat Alley historic district. Benchmark worked closely with the City Staff and Planning Commission to engage the community in preparing a vision and action plan as it moves forward into the next 150 years.

One of the highlights of the Plan is the growth management and annexation strategy for the areas around Seneca that extend toward the City of Clemson and the areas around Lake Keowee where Seneca provides water and sewer services. The Plan presents a phased approach to annexation of these potential growth areas. The Plan was adopted on January 10, 2023.

Contact: Ed Halbig, Planning Director
Phone: 864.885.2726
Email: ehalbig@seneca.sc.us

Downtown Master Plan

Concord, North Carolina



Concord, NC (pop. 94,130) commissioned Benchmark to prepare a Downtown Urban Design Plan and final Master Plan document. Concord is on the northern border of Charlotte, NC and is home to several large tourism draws including the Charlotte Motor Speedway, zMAX Dragway, Concord Mills Mall, and Great Wolf Lodge. Concord is also the home of Carolina's Medical Center and an array of related medical facilities serving the northern Charlotte metro area. In addition, Concord continues to grow its economy with industrial and distribution facilities being developed in its International Business Park and at its burgeoning commercial airport.

The plan recommended catalytic public infrastructure investments in the streetscape, parking and an entertainment venue, to leverage private development for "opportunity sites" in downtown. The recommended public investments included return on investment projections in order to establish a clear framework for public and private investment in the city's thriving downtown. Benchmark is currently updating the 2016 Downtown Master Plan.

Contact: Steve Osborne, AICP, Planning Director
Phone: 704.920.5132
Email: osbornes@concordnc.gov

Comprehensive Plan

Bermuda Run, North Carolina



Benchmark has prepared two Comprehensive Plan's for the Town of Bermuda Run and will begin an update in 2022. The development of each plan included significant public input and web-based participation methods. Benchmark utilized public workshops, online surveys and the project website to allow residents a variety of opportunities to express their ideas and vision for the future of the Town.

The updated plan was adopted in November 2017 and sets the "blueprint" for the future of Bermuda Run with a bold, clear vision and focused goals with a ten-year time frame and five-year implementation focus. The Plan looks at past and current development trends and plans, analyzes demographic and economic data, captures an image of what the community desires, and presents prioritized methods to fulfill the vision. It is the vision of what the community wants to become and the strategies to follow in order to realize that vision. The Plan is comprised of goals and strategies that provide a framework for decision-making and the allocation of resources as they relate to the long-term development of the town. It builds upon existing assets while taking advantage of opportunities for improvement and growth. The Plan is implemented over time through annual budgeting, departmental work programs, zoning decisions, and development projects.

Contact: Andrew Meadwell, Town Manager
Phone: 336.998.0906
Email: ameadwell@townofbr.com

Comprehensive Plan

Mount Airy, North Carolina



The City of Mount Airy (pop. 10,417), (known famously as the inspiration for Andy Griffith's fictional Mayberry) is located in North Carolina's Yadkin Valley wine region, with breathtaking views of the Blue Ridge mountains and the rugged pinnacle of nearby Pilot Mountain. Benchmark prepared the city's very first Comprehensive Plan, building on previous land use and strategic planning efforts, engaging citizens, business leaders and elected officials through a participatory process.

Benchmark worked closely with the Planning Board and the public throughout the process to develop this meaningful and action oriented comprehensive plan. In addition to traditional comprehensive plan topics, this plan focused heavily on branding and aesthetic improvements, particularly in the city's downtown core in an effort to enhance the city's standing as premier regional tourism destination. The resulting plan has led to significant investment in the city and surrounding area, with a focus on projects that have enhanced the community as a tourism destination, particularly focused on the growing wine tourism industry and outdoor recreation tourism.

Contact: Darren Lewis, Interim City Manager
Phone: 336.786.3501
Email: dlewis@mountairy.org

Land Use Plan

Sanford/Lee County, North Carolina



Benchmark developed a multi-jurisdictional land use plan for the City of Sanford, Lee County, and the Town of Broadway under the guidance of the Joint Planning Commission, which is a standing committee comprised of elected and appointed officials of each participating jurisdiction. The land use plan is intended to serve as both a physical and policy plan to guide each jurisdiction over the next 10 to 20 years; directing urban growth to areas that are readily served by urban services and infrastructure, while designating significant portions of the county for ongoing use for agriculture and other working lands.

The plan utilizes a “place type” system for the future land use map. This system incorporates traditional land use designations with character, infrastructure, and transportation guidance to provide the communities with a full spectrum of land use and development guidance. Following its adoption, the communities plan to begin a joint project that will realign their land use regulations with the guidance developed for the plan, enabling them to incorporate the land use guidance into their regulatory framework and begin implementing the desired land use vision for their communities.

Contact: Marshall Downey, AICP
Planning Director
Phone: 919.718.4657
Email: marshall.downey@sanfordnc.net

Comprehensive Plan

Waxhaw, North Carolina



Waxhaw, a historic town with over 16,000 population, is located in the southern Piedmont region of North Carolina, approximately twenty miles south of Charlotte. Established in 1889, Waxhaw has a rich history that spans several decades. Waxhaw is striving to strike a healthy balance between growth pressures from the Charlotte metropolitan region and the preservation of their historic character. Benchmark prepared the Town of Waxhaw's update to its Comprehensive Plan in 2015, combing existing plans into the new and revised document. The plan update included extensive public participation through surveys, public meetings and events, and online engagement through a project website. The final plan document had a strong implementation and prioritization focus to guide the future of the Town.

Contact: Jeffrey Wells, AICP, Town Manager
Phone: 704.843.2195
Email: jwells@waxhaw.com

Comprehensive Plan

Chapin, South Carolina



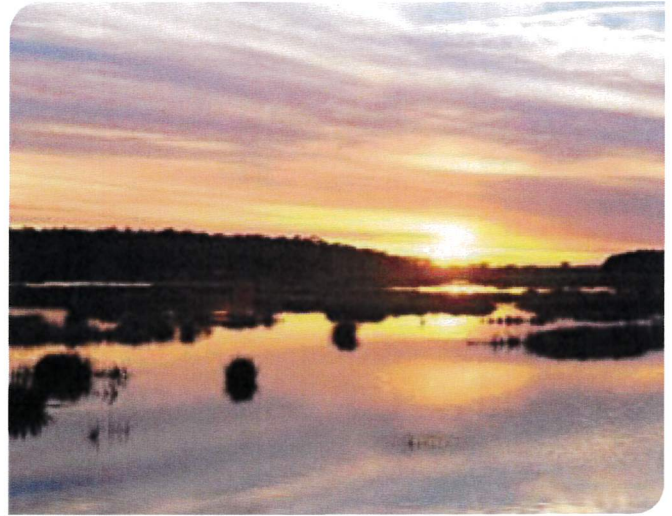
The Town of Chapin, South Carolina is located within the Columbia metropolitan area of South Carolina and is known by many as the Capital of Lake Murray. The population within the town limits is 1,600 people; however, the broader Chapin community encompasses a much larger area of nearly 30,000 people. The Town and its surrounding area are growing at a fast rate with new residential and commercial development underway. In order to maximize the Town's growth opportunities, the Town selected Benchmark Planning to prepare the update to its 10-year Comprehensive Plan.

The Comprehensive Plan, adopted in December 2021, focused on developing strategies to foster a sense of community, quality of life, and small town values, while incorporating smart growth strategies that expand opportunities for the Town and greater area surrounding Chapin. The goals emphasize planning with the greater Chapin Community, facilitating well-planned growth, improving transportation connections, creating a central gathering place, expanding housing choice, preserving the natural and cultural heritage, and growing the local economy. The Town is currently implementing many of the Plan's strategies including the rewrite of the Town's Unified Development Ordinance.

Contact: Kevin Singletary Jr., Planner
Phone: 803.575.8045
Email: Kevin@chapin.sc.com

Comprehensive Plan

Colleton County, South Carolina



Colleton County, South Carolina is located in the heart of a National Wildlife Refuge and National Estuarine Research Center that encompasses a total of 350,000 acres primarily across Beaufort, Charleston, and Colleton counties. In 2009, Benchmark prepared the 10-year Comprehensive Plan update that led to the rewrite of the County's Zoning and Land Development Ordinance. The new land use regulations, prepared by Benchmark, were adopted in 2010 and included diagrams and illustrations to demonstrate the intent of the ordinance in a visual manner.

In 2018, the County retained the services of Benchmark to prepare the current 10-year update to the Comprehensive Plan. The process has included stakeholder meetings, a public survey and public meetings at three locations across the county. The plan update is a joint plan, including the Town of Cottageville's jurisdiction. An emphasis was placed on protecting the County's natural resources and sense of place, directing growth toward the county's municipalities where infrastructure can accommodate development. The plan was adopted in January of 2020.

Contact: Joshua T. Rowland, Planning Director
Phone: 843.549.1709
Email: jrowland@colletoncounty.org

Redevelopment Plan

Wilmington, North Carolina



Over the past five years, Downtown Wilmington has experienced significant growth and development with over \$346 million worth of new investments transforming the historic Downtown. Recently completed projects include new facilities for retail, restaurant, office, residential and hospitality users. More projects are underway or announced that will further grow the retail, hospitality and residential base.

The study included the development of four market-based scenarios that examined public infrastructure investment and the return on investment projections from private real estate development. At the conclusion of the study, the County contracted with Benchmark to lead Phase Two of the project, helping the County prepare a request for proposal to select a development team to redevelop the entire downtown county-owned block.

On March 15, 2021, the County Commissioners approved a Memorandum of Understanding (MOU) with the selected developer to move forward with the project to create a civic and arts district in downtown Wilmington, inclusive of the Public Library and Cape Fear Museum, office space, and private development with residential & mixed use.

Contact: Jennifer Rigby, AICP
Strategy & Policy Coordinator
Phone: 910.798.7237
Email: jrigby@nhcgov.com

Downtown Master Plan

Myrtle Beach, South Carolina



The City of Myrtle Beach hired Benchmark Planning to work closely with City Council on the development of a Downtown Master Plan. The Myrtle Beach area is currently ranked as the second fastest-growing metropolitan area in the country and is one of the major centers of tourism in the United States, attracting an estimated 18 million visitors each year. Myrtle Beach was built on tourism, and while the City and the surrounding community has experienced unprecedented residential growth for a number of years, tourism is still at the core of the local economy. Benchmark engaged local business owners, property owners, elected officials, leaders of various public agencies, SCDOT, city department heads and others in an extensive stakeholder input process, meeting with over 100 key stakeholders in listening sessions. The master plan process included a day-long work shop that attracted over 400 residents. Benchmark is currently under contract to assist the city with the Master Plan implementation process.

Benchmark continues to assist the City with implementing the Master Plan, including assistance with developer solicitation, zoning, special projects, and planning for the Arts and Innovation District within the Downtown.

Contact: Lauren Clever, Downtown Director
Phone: 843.918.1055
Email: lclever@cityofmyrtlebeach.com

Brownfield Redevelopment

Multistate Trust / Town of Navassa, North Carolina



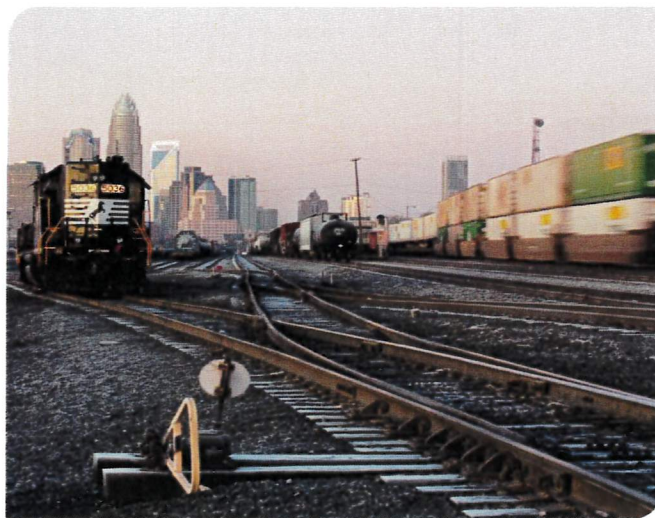
From 1936 until 1974, the Kerr-McGee Chemical Corporation operated a wood treatment facility on the banks of the Brunswick River in the historic African-American community of Navassa. When the plant ceased operation, the plant was dismantled, but years of operations prior to meaningful environmental regulation left behind a legacy of creosote contamination on the 245 acre site. Following the bankruptcy of a holding company created by Kerr-McGee, the Multistate Environmental Response Trust was appointed to oversee the remediation and redevelopment of the now designated Superfund site in partnership with EPA, the State of North Carolina, the Town of Navassa and other local, state and federal stakeholders.

With a mandate from EPA to secure community support for the remediation and redevelopment of the site, the Multistate Trust engaged Benchmark in 2017 as part of a multi-faceted planning process with extensive public input that brought together a wide range of experts to engage the Town and its residents as a plan was developed for the site. With the planning process now successfully completed, the Trust is now moving forward with the remediation process and marketing the site for redevelopment in accordance with the community based vision.

Contact: Richard Elliot, Senior Project Manager
Greenfield Environmental Trust Group
Phone: 617.953.1154
Email: re@g-etg.com

Rail Served Industrial Sites

North Carolina Railroad Company



The North Carolina Railroad Company, founded in 1849, is a private corporation created to attract development and promote jobs through investments in the State. The NCCR freight rail line directly serves hundreds of employers and three military installations in 16 counties via its long-term agreement with Norfolk Southern. As important, the railroad's value to economic development continues to help sustain and grow our entire state's economy through connections with other railroads, intermodal terminals, and freight hubs.

The NCCR commissioned Benchmark and its economic development partner Greenfield Associates to study the area within one mile of the 3,250 miles of freight rail lines across the state to identify potential sites and develop an extensive qualitative and quantitative database of the identified properties for use in industrial site selection and marketing efforts. The study identified both existing and potential rail-served industrial sites in order to provide a broad portfolio of options for various types of rail users and make this information available to the greater economic development community to stimulate investment.

Reference: Anna Lea Moore, VP Ec. Development
North Carolina Railroad Company
Phone: 919-954-7601
Email: annamoore@ncrr.com

PROPOSED SCOPE OF WORK

We will perform the scope of work as outlined in the Town's RFP to include the specific task items identified below. If selected to move forward with the project, we will work with the Town to refine our approach and address any additional issues or needs that would necessitate an alternate approach in terms of schedule or the components of the project.

TASK ONE - UPDATE BACKGROUND INFORMATION AND MAPS

- » Update the background information and all elements identified in the Town's RFP to include updated demographic, housing, and economic profiles, existing conditions, existing plans, retail market snapshot and trade area, economic development analysis, future land use, downtown, parks and recreation, transportation, and previous plan implementation.
- » Conduct interim reviews and updates with the Town Staff.

TASK TWO - PUBLIC INPUT

- » Online public input survey.
- » One community workshop.
- » Public Hearing at Town Board of Commissioners Meeting.

TASK THREE - ECONOMIC DEVELOPMENT ANALYSIS

- » Update the retail market and trade area information, general light industrial feasibility, and site specific recommendations as outlined in the Town's RFP.

TASK FOUR - DRAFT COMPREHENSIVE PLAN UPDATE & SC MEETINGS

- » Hold four steering committee meetings as outlined by topic in the Town's RFP.
- » Prepare the full draft of the Comprehensive Plan.

TASK FIVE - ADOPTION PROCESS

- » Assist with the adoption process and present the Plan at a Public Hearing with the Board of Commissioners.

COST PROPOSAL

Please find a full cost estimate based upon the services and deliverables as described in our technical approach. Based upon our experience with similar projects and the proposed project tasks, we estimate the total budget for this project to be **\$68,500**. The cost by project phase is listed in the table below.

TASKS	Month	COST
Task One - Update Background Information and Maps	Months 1 - 4	\$14,000
Task Two - Public Input	Ongoing	\$6,500
Task Three - Economic Development Analysis	Months 2 - 5	\$20,000
Task Four - Draft Comprehensive Plan Update & SC Meetings	Months 4 - 10	\$25,000
Task Five - Adoption Process	Months 11 - 12	\$3,000
TOTAL		\$68,500.00

ADDITIOINAL MEETINGS

As requested, we can conduct additional community meetings with two staff up to two hours for \$1,000 per meeting. The estimate includes meeting preparation time, meeting attendance, and travel.

STATE OF North Carolina
COUNTY OF Cabarrus

AGREEMENT FOR SERVICES

THIS AGREEMENT, made and entered into this ___ day of _____, by and between Town of Mount Pleasant, North Carolina, herein and after referred to as the Local Government, and Benchmark CMR, Inc., a North Carolina Company located in Charlotte, North Carolina.

WITNESSETH:

WHEREAS, the Local Government requested assistance for the preparation of a Comprehensive Plan; and

WHEREAS, Benchmark CMR, Inc. has expertise in response to the request pertaining to same; and

WHEREAS, the Local Government and Benchmark CMR, Inc. desire to memorialize Benchmark CMR, Inc.'s proposal and award of a contract,

NOW THEREFORE, the Local Government and Benchmark CMR, Inc. agree as follows:

- 1. SCOPE OF SERVICES:** Benchmark CMR, Inc. agrees to provide and perform for the Local Government all of those services stipulated in Attachment A: Scope of Services, which is hereby incorporated as a part of this contract as if fully set forth herein. Any different or additional Scope of Services shall be approved and authorized by the Local Government in advance.
- 2. COMPENSATION FOR SERVICES:** In the provision of the work set forth in the Scope of Services, Benchmark CMR, Inc. shall receive compensation in the amount of \$68,500. This fee shall be paid to Benchmark CMR, Inc. in accordance with Section 3 below.
- 3. METHOD OF PAYMENT:** Benchmark CMR, Inc. will submit monthly invoices based on the percentage of work performed toward the completion of the Scope of Services. The Local Government shall remit payment to Benchmark CMR, Inc. within twenty-one (21) days following the receipt of each monthly invoice.
- 4. TERMINATION OF CONTRACT FOR CAUSE:** If Benchmark CMR, Inc. shall fail to fulfill in a timely, professional and proper manner all obligations under this contract, or should Benchmark CMR, Inc. violate any of the covenants, agreements, or stipulations of this contract, the Local Government shall have the right to terminate this contract immediately by giving written notice to Benchmark CMR, Inc. of such termination and specifying the effective date thereof. In a like manner, Benchmark CMR, Inc. shall have the right to terminate this contract immediately by giving written notice to the Local Government of such termination and specifying the effective date thereof. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by Benchmark CMR, Inc. under this contract shall, at the option of the Local Government, become the property of the Local Government and Benchmark CMR, Inc. shall be entitled to receive just and equitable compensation for any work satisfactorily completed pursuant to this contract. However, the Local Government shall not be obligated to pay any remaining charges for work satisfactorily completed where there exists a right in favor of the Local Government for

refund, reimbursement or offset in connection with any obligations arising from Benchmark CMR, Inc. to the Local Government.

5. LEGAL REMEDIES: Benchmark CMR, Inc. shall not be relieved of any liability to the Local Government for damages sustained by the Local Government by virtue of any breach of this contract by Benchmark CMR, Inc. It is specifically understood that the Local Government may withhold any payments to Benchmark CMR, Inc. for the purpose of offset until such time as the exact amount of damages due the Local Government from Benchmark CMR, Inc. is determined. The Local Government otherwise reserves all legal remedies as may be provided by law.

6. INDEMNITY: Benchmark CMR, Inc. will indemnify and save harmless the Local Government, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys' fees resulting from a willful or negligent act or omission of Benchmark CMR, Inc., its officers, agents, servants and employees in the performance of this Contract; provided, however, that Benchmark CMR, Inc. shall not be liable for any suits, actions, legal proceedings, claims, demands, damages, costs, expenses and attorneys' fees arising out of the award of this Agreement or a willful or negligent act or omission of the Local Government, its officers, agents, servants and employees.

7. CHANGES: The Local Government may, from time to time, request changes in the Scope of Services of Benchmark CMR, Inc. to be performed hereunder. Such changes, including any increase or decrease in the amount of Benchmark CMR, Inc.'s compensation, which may be mutually agreed upon between the Local Government and Benchmark CMR, Inc. shall be incorporated in written amendments to this contract after appropriate authorization as called for in Section 1 of this Agreement.

8. EQUAL EMPLOYMENT OPPORTUNITY: Benchmark CMR, Inc. shall not discriminate against any employee or applicant for employment on account of race, color, religion, sex, national origin, age, because of handicapping condition, or Vietnam Era Veteran status. Benchmark CMR, Inc. shall take affirmative action to ensure equal employment opportunity with respect to all of its employment practices.

9. FEDERAL AND STATE COMPLIANCE: Benchmark CMR, Inc. acknowledges responsibility for compliance with any and all applicable corporate, partnership or individual taxation laws. Benchmark CMR, Inc. shall pay all applicable taxes and insurance premiums stipulated by applicable law and shall hold harmless the Local Government for the payment thereof. Benchmark CMR, Inc. acknowledges exemption from withholding of applicable taxes or other deductions from compensation agreed to in Section 2 of this contract. Benchmark CMR, Inc. agrees to furnish Federal Form W-9, upon execution of this contract and prior to issuance of any compensation from the Local Government. Benchmark CMR, Inc. represents and warrants that it is in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, Benchmark CMR, Inc. warrants that any subcontractors used by Benchmark CMR, Inc. will be in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

10. FINAL DELIVERABLES: Benchmark shall deliver final products as outlined in Attachment A: Scope of Services.

11. ENTIRE AGREEMENT: This is the entire agreement between the parties and there are no terms, conditions, representations or warranties relating to the work to be performed hereunder which are not specifically set forth herein.

IN WITNESS WHEREOF, the parties have executed this agreement as of the day and year first above written.

ATTEST

LOCAL GOVERNMENT

Signature

BY: _____
Signature

Date

Date

Name

Name

Title

Title

This instrument has been pre-audited in a manner required by applicable law.

Finance Officer

ATTEST

BENCHMARK CMR, INC.

Signature

BY: _____
Signature

Date

Date

Vagn K. Hansen II

Name

Jason M. Epley

Name

Director of Planning

Title

President

Title

Attachment A: Scope of Services

We will perform the scope of work as outlined in the Town's RFP to include the specific task items identified below.

TASK ONE - UPDATE BACKGROUND INFORMATION AND MAPS

- Update the background information and all elements identified in the Town's RFP to include updated demographic, housing, and economic profiles, existing conditions, existing plans, retail market snapshot and trade area, economic development analysis, future land use, downtown, parks and recreation, transportation, and previous plan implementation.
- Conduct interim reviews and updates with the Town Staff.

TASK TWO - PUBLIC INPUT

- Online public input survey.
- One community workshop.

TASK THREE - ECONOMIC DEVELOPMENT ANALYSIS

- Update the retail market and trade area information, general light industrial feasibility, and site specific recommendations as outlined in the Town's RFP.

TASK FOUR - DRAFT COMPREHENSIVE PLAN UPDATE & SC MEETINGS

- Hold four steering committee meetings as outlined by topic in the Town's RFP.
- Prepare the full draft of the Comprehensive Plan.

TASK FIVE - ADOPTION PROCESS

- Assist with the adoption process and present the Plan at a Public Hearing with the Board of Commissioners.

ADDITIONAL MEETINGS

As requested, we can conduct additional community meetings with two staff up to two hours for \$1,000 per meeting. The estimate includes meeting preparation time, meeting attendance, and travel.

