



March 10, 2025
 Stallings Government Center
 321 Stallings Road
 Stallings, NC 28104
 704-821-8557
www.stallingsnc.org

Town Council Agenda

	Time	Item	Presenter	Action Requested/Next Step
	7:00 p.m.	Invocation Pledge of Allegiance Call the Meeting to Order	Wyatt Dunn, Mayor	NA
	7:05 p.m.	Public Comment	Wyatt Dunn, Mayor	NA
1.	7:15 p.m.	Consent Agenda A. Minutes from the following meetings: (1) 02-03-2025 – special (2) 02-10-2025 (3) 02-22-2025 – special (4) 02-24-2025 B. NCDOT’s Request for Idlewild Road Speed Limit Reduction	Wyatt Dunn, Mayor	Approve Consent Agenda
2.	7:17 p.m.	Reports A. Report from Mayor B. Report from Council Members/Town Committees C. Report from Town Manager/Town Departments	Council and Staff	NA
3.	7:35 p.m.	Agenda Approval	Wyatt Dunn, Mayor	Approve agenda as written
4.	7:37 p.m.	RZ24.10.01 – 5749 Steven Mill Rd. A. General Rezoning from SFR-1 to MU-2 <i>Recessed from 02-10-2025</i> (1) Council Vote B. Statement of Consistency and Reasonableness	Max Hsiang, Planning Director	Approve/deny rezoning
5.	8:00 p.m.	CZ24.10.02 – 3025 Gribble Rd. A. Conditional Zoning request for Auto Sales (1) Open Public Hearing (2) Information from Staff (3) Public Hearing (4) Close Public Hearing (5) Council Vote B. Statement of Consistency and Reasonableness	Max Hsiang, Planning Director	Approve/deny conditional zoning

6.	8:05 p.m.	CZ24.12.01 – 3469 Gribble Rd. A. Conditional Zoning request for Auto Sales (1) Open Public Hearing (2) Information from Staff (3) Public Hearing (4) Close Public Hearing (5) Council Vote B. Statement of Consistency and Reasonableness	Max Hsiang, Planning Director	Approve/deny conditional zoning
7.	8:10 p.m.	Annexation 58 A. Certificate of Sufficiency B. Resolution Fixing the Public Hearing Date	Erinn Nichols, Assistant Town Manager/Town Clerk	Approve resolution
8.	8:15 p.m.	Town’s Trademark Registration Administration	Melanie Cox, Town Attorney	
9.	8:20 p.m.	Town Manager Reports A. Balanced Scorecard Mid-Year Report B. 2025-2026 Priorities and Action Plan	Alex Sewell, Town Manager	Approve priorities and action plan
10.	8:40 p.m.	Adjournment	Wyatt Dunn, Mayor	Motion to adjourn

**MINUTES OF A SPECIAL TOWN COUNCIL MEETING
OF THE
TOWN OF STALLINGS, NORTH CAROLINA**

The Town Council of the Town of Stallings met for a special meeting on Monday, February 3, 2025, at 7:00 p.m. at the Stallings Government Center, 321 Stallings Road, Stallings, North Carolina.

Those present were: Mayor Wyatt Dunn; Council Members Steven Ayers, Brad Richardson and Laurie Wojtowicz.

Those absent were: Mayor Pro Tempore David Scholl; and Council Members Taylor-Rae Drake and Graham Hall.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Assistant Town Manager/Town Clerk; Assistant Police Chief James Perry; Max Hsiang, Planning Director; Nick Coffey, Parks and Recreation Senior Maintenance Technician; Kevin Parker, Engineering Director; Jessie Williams, Finance Officer; Mary McCall, Accounting Technician; and Karen Reid, Human Resources Director.

1. Call the meeting to order

Mayor Wyatt Dunn called the meeting to order.

2. Purpose and Process

Town Manager Alex Sewell welcomed all to the first budget meeting for the upcoming fiscal year. He recapped the budget and the budget process for FY2024-2025 as well as the projects and main items that were included within that budget. The previous year, the Council saw the shortfall and operational deficit that would happen in that year, asked the staff to make budget cuts, and ultimately raised taxes by \$0.03/\$100 using fund balance to bridge the gap.

3. 2024-2025 Budget Year Recap

Finance Officer Jessie Williams recapped the current budget in detail. This recap is attached to these minutes and therefore incorporated herein.

4. Revaluation Overview

Curt Walton, Walton & Hall, reviewed and reeducated the Council on the revaluation process that Union County would be conducting for the upcoming year. Mr. Walton's revaluation handouts are attached to these minutes and therefore incorporated herein.

5. 5-Year Budget Forecast

Finance Officer Jessie Williams reviewed the 5-Year Budget Forecast with the Council. This forecast is attached to these minutes and therefore incorporated herein.

6. Council Selection of Up to Three Budget Scenarios

Curt Walton, Walton & Hall, gave the Council five scenarios to consider for its FY2025-2026 Budget in order to effectively adopt a balanced budget. Mr. Walton’s budget scenario handout is attached to these minutes and therefore incorporated herein.

Council held discussion on the scenarios. It held consensus to investigate Scenario 2 (revenue neutral – budget cuts were definite); Scenario 4 plus \$0.03 tax increase; and Scenario 5 (do not lower the tax rate).

Council would hold its Annual Planning Retreat on Saturday, February 22, 2025. The next special budget meeting would be held on Monday, March 10, 2025, at 5:00 p.m.

7. Adjournment

Council Member Ayers moved to adjourn the meeting, seconded by Council Member Wojtowicz, and the motion received unanimous support. The meeting was adjourned at 6:22 p.m.

Approved on _____, 2025.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC

**MINUTES OF TOWN COUNCIL MEETING
OF THE
TOWN OF STALLINGS, NORTH CAROLINA**

The Town Council of the Town of Stallings met for its regular meeting on February 10, 2025, at 7:00 p.m. at the Stallings Government Center, 321 Stallings Road, Stallings, North Carolina.

Those present were: Mayor Wyatt Dunn; Mayor Pro Tempore David Scholl; Council Members Steven Ayers, Graham Hall, and Brad Richardson.

Those absent were: Council Members Taylor-Rae Drake and Laurie Wojtowicz.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Assistant Town Manager/Town Clerk; Chief Dennis Franks; Max Hsiang, Planning Director; Nick Coffey, Parks and Recreation Senior Maintenance Technician; Justin Russell, Associate Engineer; Jessie Williams, Finance Officer; Nick Coffey, and Melanie Cox, Town Attorney.

Invocation, Pledge of Allegiance and meeting called to order

Mayor Wyatt Dunn welcomed everyone to the meeting delivered the invocation. Mayor Dunn then led the Pledge of Allegiance and called the meeting to order.

Public Comments

Lucy Drake, Community Park Drive, stated there were several of her neighbors coming to Council that evening about the industrial park where AEP was. There was a 25 ft. berm built next to Community Park Drive by Union County. The neighbors at the end of the neighborhood were dealing with a berm being taken down on Short Street.

Council Member Hall arrived at 7:04 p.m.

Dawn Whitlock, 401 Short Street, stated she called the Town as soon as the berm was being taken down and the Town did not respond nor stop them. AEP had taken it all the way down. Ms. Whitlock had pictures of what it used to look like and what it currently looked like. She stated that she could now hear all the noise pollution from the industrial park and see all the lights that now shown into their houses. Ms. Whitlock requested the Town stop the berm removal.

Shannon Smith, 2201 Community Park Drive, lived at the very end of Community Park Drive and stated that the berm needed to be replaced. The residents could see everything from the industrial park and feel the vibrations from industrial park. Ms. Smith said that the ceilings of her home were falling from the vibrations from the businesses.

Joseph Dorr, 2317 Community Park Drive, was upset about the berm and trees being removed as the buffered to Community Park.

Joyce Rupert, 3026 Fresia Place, spoke to say thank you to Police Department for their help with the incident she had in December with vehicle vandalized. She was very happy with the lady officer who helped. Ms. Rupert said that having a Police Department in Stallings really made a difference.

1. Consent Agenda

A. Minutes from the following meetings:

- (1) 01-13-2025
- (2) 01-13-2025 – closed
- (3) 01-25-2025

B. Amended Budget Ordinance 12 – School Resource Officer Grant

C. McKee Road Extension Inclusion in CRTPO’s 2055 MTP

Council Member Richardson made the motion to approve the Consent Agenda as present. The motion as approved unanimously after a second from Council Member Scholl. *Amended Budget Ordinance 12 – School Resource Officer Grant* is attached to these minutes and therefore incorporated herein.

2. Reports

A. Report from Mayor

Mayor Dunn had no report.

B. Report from Council Members/Town Committees

Council Members Graham, Ayers, Scholl, and Richardson had no reports.

C. Report from Town Manager/Town Departments

Town Manager Sewell reported on the following item:

- Council received the December 2024 Budget Line Item Transfers List. This January 2025 Budget Line Item Transfers List is attached to these minutes and therefore incorporated herein.

3. Agenda Adoption

Council Member Richardson made the motion to approve the Agenda with the changes above. The motion was seconded by Council Scholl and passed unanimously.

4. CZ24.10.01

A. Assembly of God Conditional Zoning

Mayor Dunn opened the public hearing. Planning Director Hsiang explained this was a conditional zoning request from the Assembly of God for a zoning change from Single-Family Residential

(SFR-1) to Conditional Zoning - Mixed Use 1 (CZ-MU-1) for their property at 6800 Stevens Mill Rd (parcel #07054002J) in order to expand their existing facilities. This 24.475-acre property was currently used for a daycare and religious purposes, but those uses were not permitted under the current SFR-1 zoning. Mr. Hsiang also explained the differences between general rezonings and conditional rezonings. Staff recommended approval of CZ24.10.01. The Staff Report for CZ24.10.01 is attached to these minutes and therefore incorporated herein. Mr. Hsiang said he received calls about the dirt bikes usage on the site.

Alaa Bou Ghanem, architect representing the church, stated that the church would be adding more parking with the added use and noted the majority of the site is flood plain. Pastor Sandro Pereira with the church explained the property in the flood plain (approximately 25 acres) was used for recreation with walking and dirt bikes. Those who used the property, which was allowed 11 a.m. – 4 p.m. in the winter and 11 a.m. – 6 p.m. in the summer, had to be a part of the church and sign a waiver.

Albert Franklin, 1010 Onyx Lane, Indian Trail, did not like the dirt bikes on the property as it disturbed people and was offensive.

Ashley Edwards, 2005 Hamshire Court, Indian Trail, could see the dirt bikers from her backyard and they rode at all hours of the day. It was very loud and made playing outside difficult. Ms. Edwards was also concerned about the greenway coming through close to her backyard.

Mayor Dunn closed the public hearing. Council discussed the greenway and the noise of the dirt bikes on the property.

Council held consensus to delay the vote of this item until the next Council meeting so the dirt track and noise could be addressed prior to approving.

B. Statement of Consistency and Reasonableness

This item was not heard by Council due to the fact that a decision on *Agenda Item 4.*, CZ24.10.01, was delayed until the Council Meeting on Monday, February 24.

5. RZ24.10.01

A. General Rezoning for 5749 Stevens Mill Road

Mayor Dunn opened the public hearing. Planning Director Hsiang explained rezoning request for 5749 Stevens Mill Road seeking to rezone the 0.78-acre property from Single-Family Residential 1 (SFR-

1) to Mixed-Use 2 (MU-2). He reviewed the zoning history on the property and the zoning of the adjacent properties. Staff recommend approval of T RZ24.10.01. The Staff Report on RZ24.10.01 is attached to these minutes and therefore incorporated herein.

Aaron Houck was present on behalf of applicant, Stevens Village, LLC. Mr. Houck stated the development did own the parcels around the site and those would be incorporated into the development. The development would proceed even without the parcel in question. Terry Williams, Withrow Capital, stated the project was in final stages of sewer approval and permitting.

Tom Twitchel, 910 Bailey Court, felt it was positive to make adjustments prior to development. He stated he was speaking for several families in Shannamara and had the goal of seeking solutions. He stated the following about the collective thought:

- Questioned NCDOT traffic growth rates
- Wanted a 100 ft. landscape buffer with was consistent with Stinson Farms
- 8 ft. wall (not fence) between neighborhood and retail center to deter crime and theft. It was noted the neighborhood did not allow for tall fences.
- Type A buffer zone with 90% opacity
- Wanted the rezoning to be postponed or changed to a conditional rezoning
- Other wishes:
 - Conditional rezoning with traffic assessment
 - Allow for more community input
 - Widen Stevens Mills to four lanes
 - Allow Shannamara subdivision to be gated community
 - Add sidewalks outside of community

Stephanie Gassert, 360 Killian Court, would support a 100-foot buffer and type A buffer.

Roxie Redfern, 723 Donogal Court, reiterated the points from Mr. Twitchel. She was speaking about the retail development in general and concerned about safety and wellbeing of children. She did not want the connectivity from the retail development to the neighborhood because she did not want public access to community. Ms. Redfern wanted the Town Council to reconsider the approved site and install an 8 ft. wall. She asked the Council to prioritize the safety of the children.

Gretchen Sawickis, 917 Bailey Court, echoed the other comments for the requests of the wall and buffer. She wanted to make sure the 100 ft. buffer extended to all properties.

Jeanie Lindsay, 5639 Anglesey Court, supported her neighbors for buffers and fence around the retail development. She asked to table the vote for more citizen input to be received and review traffic impacts. She wanted the developers to change the request to a conditional rezoning and not general rezoning. Ms. Lindsay asked the Council to have careful community planning with placemaking and she felt it had an outdated vision for future of Stallings.

Mr. Withrow and Mr. Houck stated that if get the site rezoned, then it would be added to the overall site development which would trigger an updated site plan with some items that the community requested. They would meet with community again at that point for revised site plan and did intend to develop a sidewalk from development to Shannamara Drive.

Mayor Dunn closed the public hearing.

After more Council discussion, Council Member Scholl made the motion to continue discussion on this item no later than the first meeting in March. The motion was seconded by Council Member Richardson and passed unanimously by Council.

B. Statement of Consistency and Reasonableness

This item was not heard by Council due to the fact that a decision on Agenda Item 5., RZ24.10.01, was delayed until the Council Meeting on Monday, March 10.

6. Old Blairs Mill Subdivision Roads Acceptance

Engineering Associate Justin Russell explained that Lennar Homes had requested the Town accept the 1.03 miles of right-of-way designated as public right-of-way (R/W) in the approved Old Blairs Mill Subdivision Construction Documents. The public improvements within the R/W consisted of streets, street lighting, sidewalks, and drainage infrastructure. The Staff Report on Old Blairs Mill Subdivision Roads is attached to these minutes and therefore incorporated herein.

Council Member Ayers made the motion to accept the 1.03 miles of R/W designated as public right-of-way (R/W) in the approved Old Blairs Mill Subdivision Construction Documents and corresponding maintenance of the public improvements within the R/W consisting of streets, street lighting, sidewalks, and drainage infrastructure. The motion received Council’s unanimous support after a second from Council Member Hall.

7. Adjournment

Council Member Richardson moved to adjourn the meeting, seconded by Council Member Scholl, and the motion received unanimous support. The meeting was adjourned at 8:36 p.m.

Approved on _____, 2025.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

**MINUTES OF A SPECIAL TOWN COUNCIL MEETING
OF THE
TOWN OF STALLINGS, NORTH CAROLINA**

The Town Council of the Town of Stallings met for its Annual Retreat on Saturday, February 22, 2025, at 9:00 a.m. at the Stallings Government Center, 321 Stallings Road, Stallings, North Carolina.

Those present were: Mayor Wyatt Dunn; Mayor Pro Tempore David Scholl; Council Members Steven Ayers, Graham Hall, Brad Richardson and Laurie Wojtowicz.

Those absent were: Council Member Taylor-Rae Drake.

Staff present were: Alex Sewell, Town Manager; and Erinn Nichols, Assistant Town Manager/Town Clerk.

Invocation, Pledge of Allegiance and meeting called to order

Mayor Wyatt Dunn welcomed everyone to the meeting.

1. Call the meeting to order

Mayor Dunn called the meeting to order and thanked everyone for their time on Saturday morning.

2. 2025 Annual Planning Conference

Curt Walton, *Walton and Hall*, was present to facilitate the annual planning retreat. Mr. Walton thanked each Council Member for their prior phone conversations to prepare for the meeting. He reviewed a summary of each of those conversations. The suggested Strategic Priorities for 2025 from Council Members were reviewed in order of popularity as listed below. The complete detailed list is attached to these minutes and therefore incorporated herein.

1. Long-Range Financial Plan
2. Sewer Alternatives
3. Union West Business Park
4. Implement Adopted Plans and Studies Not Dependent on Sewer Capacity
5. Pursue Town Center Creation
6. Maximize Positive Development Around the Hospital/Light Rail

Council discussed these items and the action steps that would need to accompany the proposed 2025 Strategic Priorities. The finalized list of the FY2025-2026 Strategic Priorities and Action Steps are attached to these minutes and therefore incorporated herein.

3. Adjournment

Council Member Scholl moved to adjourn the meeting, seconded by Council Member Hall, and the motion received unanimous support. The meeting was adjourned at 11:18 a.m.

Approved on _____, 2025.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC

DRAFT

**MINUTES OF TOWN COUNCIL MEETING
OF THE
TOWN OF STALLINGS, NORTH CAROLINA**

The Town Council of the Town of Stallings met for its regular meeting on February 24, 2025, at 7:00 p.m. at the Stallings Government Center, 321 Stallings Road, Stallings, North Carolina.

Those present were: Mayor Wyatt Dunn; Mayor Pro Tempore David Scholl; Council Members Steven Ayers, Taylor-Rae Drake, Graham Hall, Brad Richardson and Laurie Wojtowicz.

Staff present were: Alex Sewell, Town Manager; Erinn Nichols, Assistant Town Manager/Town Clerk; Assistant Chief James Perry; Max Hsiang, Planning Director; Kevin Parker, Engineering Director; Jessie Williams, Finance Officer; Nick Coffey, Parks and Recreation Senior Maintenance Technician; and Melanie Cox, Town Attorney.

Invocation, Pledge of Allegiance and meeting called to order

Mayor Wyatt Dunn welcomed everyone to the meeting and Council Member Ayers delivered the invocation. Mayor Dunn then led the Pledge of Allegiance and called the meeting to order.

Public Comments

No one was present who wished to give public comment.

1. Consent Agenda

- A. 2025 Farmers Market – Fee and Schedule
- B. Stinson Farm Reimbursement and Indemnity Agreement (Transportation Improvements)

Based on requests of Council and Staff requests, Council Member Richardson made the motion to approve the regular Agenda with the following changes:

- Add Consent Agenda Item 1.A., *2025 Farmers Market – Fee and Schedule*, to the regular Agenda as item 7.A.
- Remove Agenda Items 7, *Employee Incentive Pay Policy (Council Requested Priority)*, and 9, *Private SCM Inspection Fees*.

The motion was seconded by Council Member Scholl and passed unanimously.

Council Member Scholl made the motion to approve the Consent Agenda with the removal of Consent Agenda Item 1.A., *2025 Farmers Market – Fee and Schedule*. The motion was seconded by Council Member Wojtowicz and passed unanimously by Council.

2. Agenda Approval

See Consent Agenda Item for Agenda Approval

Council Member Hall arrived at 7:04 p.m.

3. CZ24.10.01 (Recessed 02-10-2025)

A. Assembly of God Conditional Zoning

Mayor Dunn opened the public hearing. Planning Director Max Hsiang explained this was a conditional zoning request from the Assembly of God for a zoning change from Single-Family Residential (SFR-1) to Conditional Zoning - Mixed Use 1 (CZ-MU-1) for their property at 6800 Stevens Mill Rd (parcel #07054002J) in order to expand their existing facilities. This 24.475-acre property was currently used for a daycare and religious purposes, but those uses were not permitted under the current SFR-1 zoning. Staff recommended approval of CZ24.10.01. The Staff Report for CZ24.10.01 is attached to these minutes and therefore incorporated herein.

Mr. Hsiang noted that at the 02-20-2025 meeting, surrounding property owners (located in Indian Trail) raised concerns about dirt bike noise on the site. As a result, the Council tabled the discussion to this meeting to conduct further research. The applicant had since responded, proposing a compromise of hours for dirt bike usage.

Pastor Sandro Pereira with the church clarified the various service times of the church's services and the current times the dirt bikes were ridden which was after 3 p.m. He also noted that the dirt bikes were mostly ridden in the summer months.

Albert Franklin, 1010 Onyx Lane, Indian Trail, did not like the noise as the dirt bikes came within 30-40 yards of the houses.

Ashley Edwards, 2005 Hamshire Court, Indian Trail, questioned the current hours of the dirt bikes usage.

Mayor Dunn then closed the public hearing.

Council Member Ayers made the motion to approve CZ24.10.01 without the dirt bike condition but with the following conditions:

1. Lighting Restrictions:

- Exterior lighting must not directly illuminate neighboring properties.
- If additional lighting is required, a detailed lighting plan must be submitted, outlining the illuminated area. Alternatively, landscaping may be installed to prevent light spillover onto other properties, as determined by the Development Administrator.

2. Permitted Uses:

- Daycare centers, religious institutions, and schools, including accessory structures such as playgrounds and recreation fields, are permitted.

- Expansion of existing uses is allowed, subject to site plan review and applicable ordinances. However, mobile trailers for classrooms are not permitted.
 - All requirements of the MU-1 zoning district and Stallings Development Ordinance must be met unless explicitly modified by these conditions.
3. Greenway and Easement:
- The portion of the greenway within the floodplain is exempt from construction.
 - An easement for a future greenway path, as outlined in the Parks and Recreation Greenway Master Plan, must be dedicated to the Town of Stallings before daycare construction begins.
4. Traffic Impact:
- A trip generation study must be submitted during the site plan review process.
 - Any future expansion of the site will require an additional trip generation study, and if traffic increases meet TIA ordinance thresholds, a Traffic Impact Analysis (TIA) will be required.
5. Additional Conditions:
- The development must adhere to the initial concept plan submitted for approval. The Development Administrator may approve minor modifications.
 - All necessary permits must be obtained from the State, County, and Town as applicable.
 - The applicant must obtain a Zoning Compliance Certificate from the Town before occupying any new buildings.
 - Approval is valid for five years from the date of issuance, until vested rights are established.
 - Fully metal buildings are not permitted on-site.

The motion was passed with Council's unanimous support after a second from Council Member Wojtowicz.

Council held consensus that Staff would research options to aid with the noise of dirt bikes, asking the church to provide a log of hours the bikes were used.

B. Statement of Consistency and Reasonableness

Council Member Ayers made the motion to approve the *Statement of Consistency and Reasonableness for CZ24.10.01* with a second from Council Member Scholl. The motion received Council's unanimous support. The *Statement of Consistency and Reasonableness for CZ24.10.01* is attached to these minutes and therefore incorporated herein.

4. Annexation 58 – Mill Creek
Resolution Directing Clerk to Investigate

Assistant Town Manager Erinn Nichols explained that the Town had received an annexation request for an annexation for Parcel No.: 07105005A on the northerly margin of Independence Boulevard (US Highway 74) for 12.571 acres.

Council Member Scholl made the motion to approve the *Resolution Directing Clerk to Investigate for Annexation 58 – Mill Creek*. The motion received Council unanimous support after a second from Council Member Richardson. The *Resolution Directing Clerk to Investigate for Annexation 58 – Mill Creek* is attached to these minutes and therefore incorporated herein.

5. Committee Applications Consideration

A. Planning Board – Term ending 03-2028

Council Member Richardson made the motion to appoint William Watson as the 1st alternate to the Planning Board with a term expiration of 03-31-2028. The motion was seconded by Council Member Scholl and approved unanimously by Council.

B. Community Committee – Term ending 03-2026

Council Member Scholl made the motion to appoint Amber Joiner-Hill to the Community Committee with a term expiration of 03-31-2026. The motion was seconded by Council Member Hall and approved unanimously by Council.

6. Parks and Recreation Greenway Gates Options

Parks and Recreation Senior Maintenance Technician Nick Coffey explained that the Council had raised concerns about the safety gates at Blair Mill Greenway specifically the gates' visual impact. It was felt the current design unintentionally gave the illusion that the greenway was closed from the road which may discourage public use. Mr. Coffey presented the Council several options to mitigate the issue.

After Council discussion, the Council held consensus to install a sign with hours and keep gates in their current state and position.

7. Employee Incentive Pay Policy (Council Requested Priority)

This item was removed from the Agenda to be discussed as a part of budget discussions.

7.A. 2025 Farmers Market – Fee and Schedule

Original Consent Agenda Item 1.A.

Parks and Recreation Senior Maintenance Technician Nick Coffey reviewed all the 2024 Farmers Markets date and events as well as attendance numbers. Mr. Coffey's memo with all the Farmers Market statistics is attached to these minutes and therefore incorporated herein. He highlighted 2025 dates and requested Council allow Staff to charge a small fee to the Sunny Day Markets, the Farmers

Market organizer, to entice Sunny Days to promote and guarantee vendors for a full market season as promoted as well as aid in the Farmers Market Lot maintenance.

Council Member Richardson made the motion to charge Sunny Days a \$450 annual fee for the Farmers Market. The motion was seconded by Council Member Wojtowicz and passed unanimously by Council.

8. FY25-26 Council Priorities

Town Manager Sewell thanked Council for its time the previous Saturday in order to develop the FY25-26 Council Priorities noting that the priorities were similar from past several years. The strategic action steps that accompanied the priorities would be presented with the priorities in a future meeting.

FY25-26 Council Priorities were:

1. Focus on Long/Mid-Range Financial Planning
2. Pursue Sewer Alternatives
3. Support/Enhance Union West Business Park
4. Implement Adopted Plans and Studies Not Dependent on Sewer Capacity
5. Pursue Town Center Creation
6. Maximize Positive Development Around the Hospital/Light Rail
7. Ensure/encourage the completion of critical state intersection projects

Council Member Scholl made the motion to approve the FY25-26 Council Priorities to which Council Member Hall seconded. The motion was passed unanimously by Council.

9. Private SCM Inspection Fees

This item was removed from the Agenda to be discussed on a future agenda.

10. Adjournment

Council Member Ayers moved to adjourn the meeting, seconded by Council Member Hall, and the motion received unanimous support. The meeting was adjourned at 8:09 p.m.

Approved on _____, 2025.

Wyatt Dunn, Mayor

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC



MEMO

To: **Mayor and Town Council**
Via: Alex Sewell, Town Manager
From: Kevin Parker, P.E., Town Engineer
Date: January 27, 2025.
RE: Chestnut Lane Median Removal Approval

Background:

NCDOT is requesting Council's approval to reduce the speed limit on an approximately ¼-mile segment of Idlewild Road, from Stevens Mill Road northwest towards I-485. This request is part of a broader speed reduction initiative for Idlewild Road (from Hooks Road to Mill Grove Road) and Stallings Road (from Idlewild to Phillips Road) in preparation for the Idlewild-485 interchange project (STIP Project U-4913A), which is anticipated to be put out for bids in late 2026.

Following discussions with NCDOT Traffic Engineering, it has been clarified that this ¼-mile segment is the only portion of Idlewild Road within Stallings' jurisdiction per NCDOT's ordinance. As a result, Council approval is requested for this section.

Attached to this memo, you will find a map outlining the affected area, including the segment requiring Council's approval. The proposed reduction aligns with NCDOT's overall traffic management strategy and aims to enhance safety as the Idlewild-485 interchange project progresses.

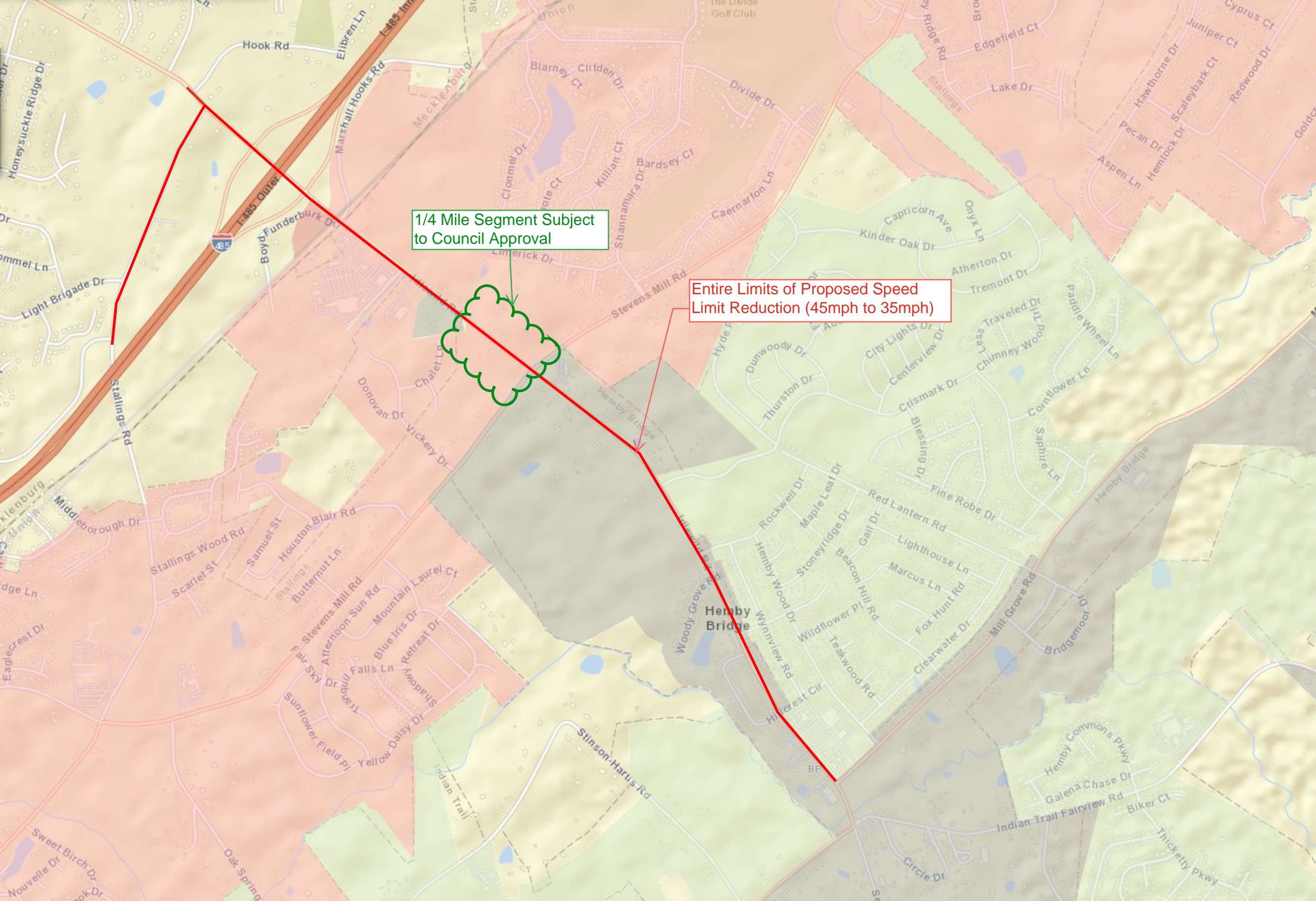
To enact this change, Council will need to vote to repeal the existing 45 mph speed limit ordinance for this segment and formally approve the new ordinance setting the speed limit at 35 mph.

Requested Action:

Staff requests Council to repeal the current 45 mph speed limit on the 0.24-mile segment of Idlewild Road from Stevens Mill NW to I-485 and adopt the new ordinance establishing a 35 mph speed limit, as proposed by NCDOT.

1/4 Mile Segment Subject to Council Approval

Entire Limits of Proposed Speed Limit Reduction (45mph to 35mph)



**Certification of Municipal Declaration
To Enact Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1087323

Division: 10 **County:** UNION

Municipality STALLINGS

Type: Municipal Speed Zones

Road: SR 1501

Car: 35 MPH

Truck: 35 MPH

Description: SR 1501 (Idlewild Rd) from SR 1524 (Stevens Mill Rd) to a point .24 mile northwest of SR 1524 (Stevens Mill Rd).

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20____, the speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance Number: _____

In witness whereof, I have hereunto set my
hand and the municipal seal this _____ day
of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____ Title: _____ Date: _____

Region: _____ Title: _____ Date: _____

**Certification of Municipal Declaration
To Repeal Speed Limits and Request for Concurrence**

Concurring State Ordinance Number: 1069249

Division: 10 **County:** UNION

Municipality STALLINGS

Type: Municipal Speed Zones

Road: SR 1501

Car: 45 MPH

Truck: 45 MPH

Description: SR 1501 (Idlewild Road) from SR 1524 (Stevens Mill Road) to a point 0.24 miles northwest of SR 1524 (Stevens Mill Road).

Municipal Certification

I, _____, Clerk of _____, do hereby certify that the municipal governing body, pursuant to the authority granted by G.S. 20-141(f), determined upon the basis of an engineering and traffic investigation and duly declared, on the _____ day of _____, 20_____, the repeal of speed limits as set forth above on the designated portion of the State Highway System, which shall become effective when the Department of Transportation has passed a concurring ordinance and signs are erected giving notice of the authorized speed limit.

The said municipal declaration is recorded as follows:

Minute Book: _____ Page: _____ Ordinance Number: _____

In witness whereof, I have hereunto set my
hand and the municipal seal this _____ day
of _____, 20_____.

(signature)

(municipal seal)

Department of Transportation Approval

Division: _____ **Title:** _____ **Date:** _____

Region: _____ **Title:** _____ **Date:** _____



MEMO

To: **Mayor and Town Council**
From: Max Hsiang, Planning Director
Date: March 10, 2025
RE: **RZ24.10.01 - 5749 Stevens Mill Rd General Rezoning (Tabled from 02/10/2025)**

Overview

The rezoning request for 5749 Stevens Mill Road was tabled on February 10, 2025, to allow for additional community input before a final decision on March 10, 2025. A second neighborhood meeting will be held on March 5, 2025, where residents can express concerns related to traffic, buffers, safety, and neighborhood impact.

The request seeks to rezone the 0.78-acre property from Single-Family Residential 1 (SFR-1) to Mixed-Use 2 (MU-2) to allow for commercial and mixed-use development in alignment with the surrounding Cambridge Hall/Stevens Village commercial area. This surrounding development already includes an approved grocery store, retail spaces, and possible future outparcels, which are subject to a pending Development Agreement (DA).

Property & Rezoning History

Property Details

- Address: 5749 Stevens Mill Road
- Parcel Size: 0.78 acres
- Current Zoning: SFR-1 (Single-Family Residential)
- Proposed Zoning: MU-2 (Mixed-Use 2)
- Existing Use: Residential

Rezoning History & Timeline

- 2018: The Town of Stallings adopted a new Development Ordinance, rezoning multiple properties along Stevens Mill Road (including 5749, 5916, 5912, 5950, and 5741) from R-20 (low-density residential) to MU-2 (mixed-use).
- August 18, 2020: A Development Agreement (DA20.08.01) application for the outparcels was submitted. This application remains under review and has not been approved by the Town Council.
- September 11, 2020: Concept plan for adjacent grocery store/commercial development submitted.
- September 27, 2021: Property owners requested a zoning reversion from MU-2 to SFR-1 to maintain low-density residential use. This was approved by the Town Council under rezoning request RZ21.08.04.
- November 2021 – July 2023: Due to COVID-19 delays, the Traffic Impact Analysis (TIA) was postponed and completed in July 2023.
- October 20, 2023: The adjacent grocery store/commercial concept plan was approved.
- October 23, 2024: Rezoning request RZ24.10.01 was formally submitted.



- December 5, 2024: First neighborhood meeting held for RZ24.10.01.
 - December 17, 2024: Planning Board meeting recommended approval of RZ24.10.01.
 - February 10, 2025: Town Council tabled RZ24.10.01 to March 10, 2025, for additional community feedback.
 - March 5, 2025: Second neighborhood meeting scheduled for further community engagement.
-

Community Concerns & Developer Commitments

Residents of Shannamara and surrounding neighborhoods have voiced concerns about traffic, privacy, and the impact of commercial development on residential quality of life. In response, the developer has proposed the following mitigation strategies:

- Pedestrian and Golf Cart Access Removal – The proposed access point on Donegal Court will be eliminated to prevent cut-through traffic from commercial areas into residential neighborhoods.
- Increased Fence Height – The Shannamara border fence will be increased from 5 feet to 7 feet to enhance privacy.
- Relocation of Dumpsters – Commercial dumpsters will be moved away from residential properties to reduce noise, odor, and visual impact.
- 70-Foot Buffer Zone with Tree Preservation – A 70-foot landscape buffer will separate the commercial development from residential properties, exceeding minimum zoning requirements. The first 30 feet will preserve existing trees, and any removed vegetation will be replaced by Stallings Type B buffer standards.

Additional requests from residents include:

- Shielding outdoor lighting to minimize light pollution.
 - Increased buffer from 70 ft to 100 ft
 - Sidewalks and a multi-use path along Stevens Mill Road to improve pedestrian safety.
 - Wall instead of a fence
 - More may be requested at the March 5, 2025, neighborhood meeting
-

Traffic Impact & Required Updates

The Traffic Impact Analysis (TIA) for Cambridge Hall, completed in July 2023, recommends the following road improvements along Stevens Mill Rd and Idlewild Rd:

- New turn lanes to improve traffic flow.
- Extended turn lane storage lengths to accommodate increased vehicle volume.
- Upgraded traffic signals to enhance safety and efficiency.

If the rezoning request is approved, the TIA will require updates to account for the new zoning designation and its potential impact on traffic patterns.

Consistency with Adopted Plans

- Future Land Use Plan: Identifies this property as residential; however, it was previously part of the Walkable Activity Center before being rezoned back to SFR-1 in 2021. While this rezoning request does not

align with the current Future Land Use Plan, it is reasonable given the commercial nature of surrounding developments.

- Small Area Plan: The area is designated residential, making the rezoning inconsistent with this plan. However, the presence of an approved commercial center and existing mixed-use zoning in adjacent properties provides a rationale for approval.

Staff Recommendation

This rezoning request is part of a larger mixed-use commercial expansion near the Stevens Mill Road and Idlewild Road intersection. While concerns remain regarding traffic, buffers, and neighborhood impact, the developer has committed to multiple mitigation strategies to address community concerns.

Given the economic benefits, land use compatibility, and ongoing efforts to incorporate community feedback, staff recommends approval of RZ24.10.01.



Statement of Consistency and Reasonableness

ZONING AMENDMENT: RZ24.10.01

REQUEST: Stevens Village, LLC submitted a general rezoning request for Single-Family Residential 1(SFR-1) to Mixed-Use 2 (MU-2) at the location at parcel ID #07057009F, a property 0.7800 acres in size at 5749 Stevens Mill Rd.

WHEREAS, The Town of Stallings Town Council, hereafter referred to as the “Town Council”, adopted the Stallings Comprehensive Land Use Plan on November 27, 2017; and

WHEREAS, the Town Council finds it necessary to adopt a new land development ordinance to maintain consistency with the Comprehensive Land Use Plan; and

WHEREAS, the Town Council finds it necessary to revise the Unified Development Ordinance to comply with state law found in NCGS § 160D.

WHEREAS, the Town Council finds it necessary to consider the Planning Board’s recommendations.

THEREFORE, The Town Council hereby votes that the proposed zoning amendment is consistent/inconsistent and reasonable/unreasonable with the Comprehensive Land Use Plan adopted on November 27, 2017, based on the goals and objectives set forth in the document of promoting quality development and consistency with all state-mandated land use regulations established through NCGS § 160D. The Town Council **Approves/Denies** the proposed amendment and stated that the Town Council finds and determines that the zoning amendment is consistent/inconsistent and reasonable/unreasonable with the key guiding principles, goals, and objectives of the Comprehensive Land Use Plan for the following reasons:

1. This rezoning aligns with the Town’s goal to shift the residential-to-commercial tax base ratio from 84%/16% to 80%/20%. It promotes commercial opportunities that can stimulate economic growth and increase tax revenue.
2. Rezoning the property to MU-2 creates a seamless transition with adjacent commercial and mixed-use developments.
3. While the adjacent commercial development may affect nearby neighborhoods, rezoning the 0.78-acre parcel provides potential benefits, including job creation, improved local amenities, and potential updates to the overall commercial development, which could incorporate agreements made with the developer.

Adopted this the __ day of _____, 2025

Mayor

Attest:

Town Clerk



MEMO

To: **Mayor and Town Council**
From: Max Hsiang, Planning Director
Date: March 10, 2025
RE: **CZ24.10.02 - 3025 Gribble Rd Conditional Rezoning Request**

Overview:

The purpose of this memo is to provide details regarding the conditional rezoning request for 3025 Gribble Road. The request seeks to rezone the 0.81-acre property from Industrial (IND) to Conditional Industrial (CZ-IND) to allow automobile sales in addition to the existing automobile repair services (major).

Property Details:

- **Address:** 3025 Gribble Road
- **Parcel Size:** 0.81 Acres
- **Current Zoning:** Industrial (IND)
- **Proposed Zoning:** Conditional Industrial (CZ-IND)
- **Existing Use:** Automobile Repair Services (Major)
- **Proposed Additional Use:** Automobile Sales

Key Considerations:

- The applicant, Daniel Baharov, has requested this conditional rezoning to register the property for an automobile dealership license.
- The site is located within an Industrial Center, which primarily promotes warehouse, distribution, storage, and light manufacturing.
- The rezoning would permit limited automobile sales while maintaining the primary use as an automobile repair service.

Future Land Use:

- The future land use for this property is Industrial Center. Vehicle Repair and Vehicle Sales are not listed in any future land use category.

Staff Assessment:

- The proposed use aligns with the industrial nature of Gribble Road.
- The request includes limiting vehicle display to a maximum of five (5) vehicles at any given time.
- The applicant seeks to waive sidewalk requirements along the site's frontage.

Staff Recommendation:

Staff recommends approval of the conditional rezoning request with the following conditions:



1. **Vehicle Display Limit**

Display of vehicles for sale is limited to a maximum of five (5) vehicles at any given time. Any additional vehicles must be stored behind a fenced area and must not include visible signage.

2. **Screening Requirements**

All required screening must be installed and maintained as shown on the approved site plan. Any modifications to the screening must be reviewed and approved by the Town.

3. **Concept Plan Compliance and Conditional Zoning Reversion**

The final development must substantially conform to the approved concept plan. If the project is not completed in compliance with the concept plan within two (2) years, the conditional zoning approval will be revoked, and the property will revert to industrial zoning. Automobile sales will no longer be permitted.

4. **Outdoor Storage Restrictions**

Outdoor storage is permitted but must be fully screened from view from all public streets. Acceptable screening methods include fencing, landscaping, or other Town-approved visual barriers.

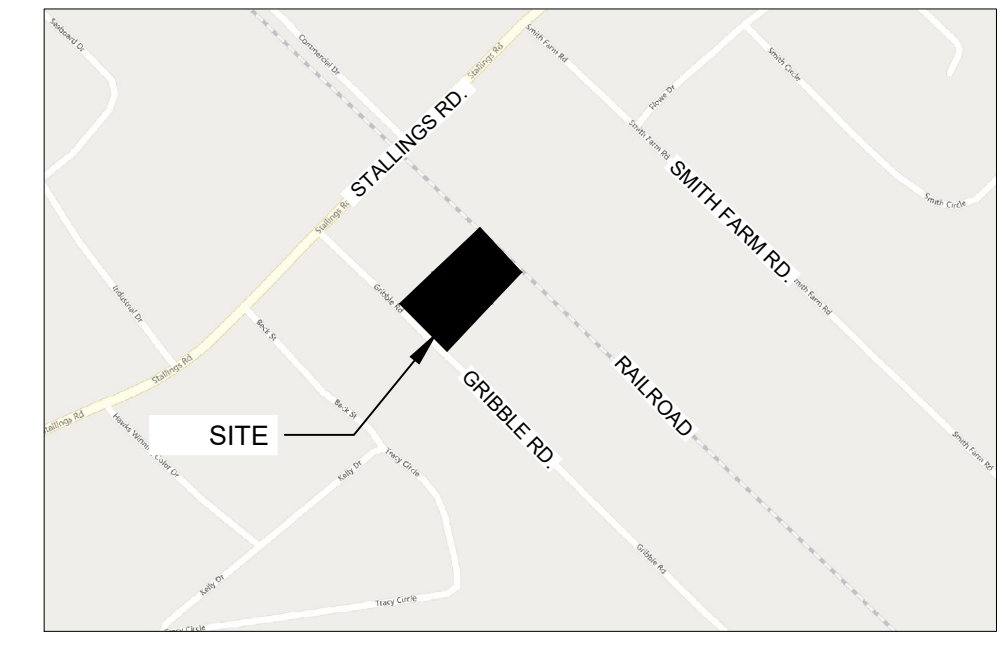
5. **Permitting Compliance**

The developer must obtain all required permits from the State, County, and Town before commencing construction or operation.

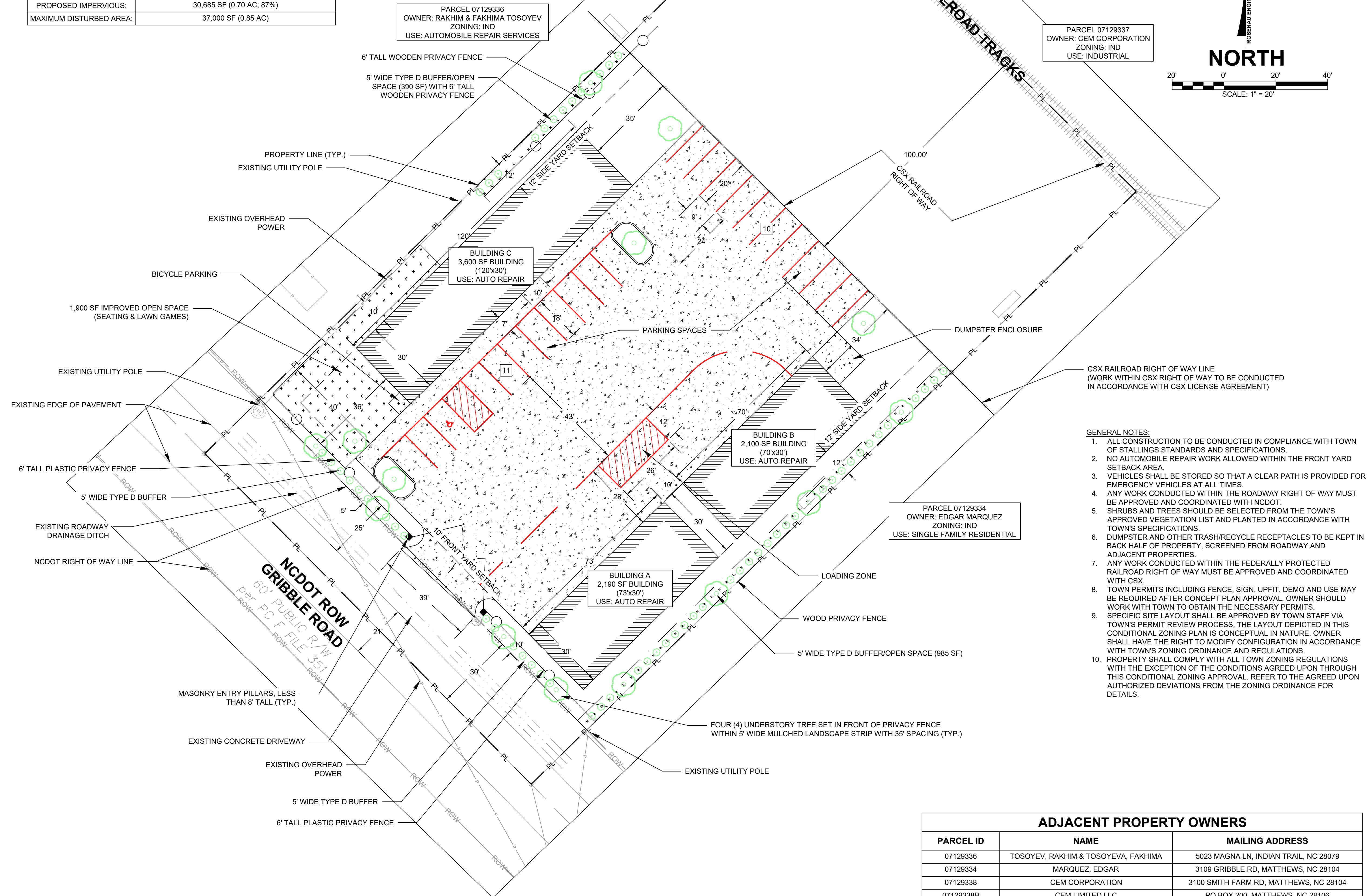
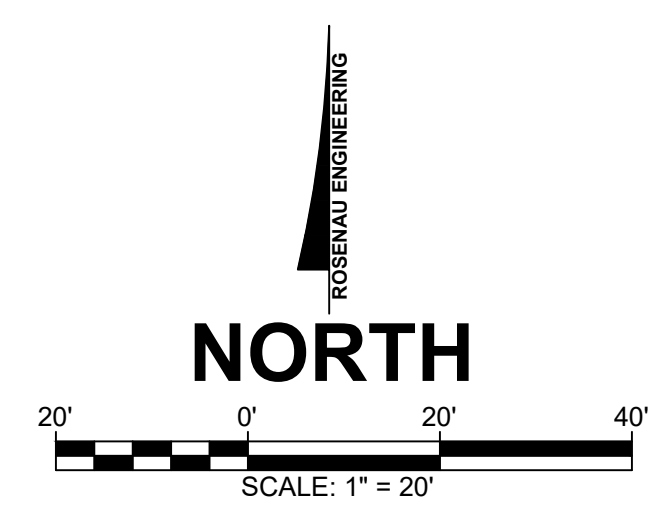
PROJECT DATA	
OWNER:	DANIEL BAHAROV
OWNER ADDRESS:	3025 GRIBBLE ROAD, MATTHEWS, NC 28104
APPLICANT:	DANIEL BAHAROV
APPLICANT ADDRESS:	3025 GRIBBLE ROAD, MATTHEWS, NC 28104
APPLICANT PHONE:	718-866-6566
APPLICANT EMAIL:	BAHAROV.DANIEL@GMAIL.COM
CIVIL ENGINEER:	JONATHAN S. ROSENAU, P.E., ROSENAU ENGINEERING, PLLC
CIVIL ENGINEER ADDRESS:	4108 ST. JOSEPH DRIVE, INDIAN TRAIL, NC 28079
CIVIL ENGINEER PHONE:	704-893-5482
CIVIL ENGINEER EMAIL:	JONROSENAU@ROSENAUENGINEERING.COM
SITE ADDRESS:	3025 GRIBBLE ROAD, STALLINGS, NC
PARCEL ID:	07129335
TOTAL PROPERTY AREA:	1.343 ACRES (58,501 SQ. FT.)
CSX (RAILROAD) ROW:	0.41 ACRES (17,954 SQ. FT.)
NCDOT (ROADWAY) ROW:	0.12 ACRES (5,378 SQ. FT.)
NON-ROW/OWNER CONTROLLED/USEABLE SITE AREA:	0.81 ACRES (35,205 SQ. FT.)
OPEN SPACE REQUIRED:	3,528 SQUARE FEET (@ 10% OF 0.81 ACRES)
IMPROVED OPEN SPACE PROVIDED:	1,900 SQUARE FEET (5.4% OF 0.81 ACRES)
OPEN SPACE PROVIDED:	3,500 SQUARE FEET (10% OF 0.81 ACRES)
TREE CONSERVATION AREA REQUIRED:	529 SQUARE FEET (@ 1.5% OF 0.81 ACRES)
TREE CONSERVATION AREA TO BE PROVIDED:	NONE
HERITAGE TREES:	NONE
CURRENT ZONING:	INDUSTRIAL (IND)
PROPOSED ZONING:	INDUSTRIAL (IND)
EXISTING USE:	AUTOMOBILE REPAIR SERVICES (MAJOR)
PROPOSED USE:	AUTOMOBILE REPAIR SERVICES (MAJOR)
CONDITIONAL USE:	AUTOMOBILE SALES

FRONT YARD SETBACK:	10 FEET (ZONING: 12 FEET)
SIDE YARD SETBACK:	12 FEET
REAR YARD SETBACK:	0 FEET (ZONING: 12 FEET)
SIDE LANDSCAPE BUFFERS:	5' WIDE, TYPE D BUFFER
PARKING SCREENING:	NONE REQUIRED
ROADWAY FRONTAGE:	179 FEET
MINIMUM LOT WIDTH:	180 FEET
FLOOD ZONES:	NONE
STREAMS/WETLANDS:	NONE
MINIMUM REQUIRED PARKING:	1 SPACE PER 3 BAYS PLUS 1 SPACE PER 2 EMPLOYEE 1 SPACE/ 3 BAYS x 15 BAYS + 1 SPACE / 2 EMPLOYEES x 4 EMPLOYEE = 7 SPACES
PROPOSED PARKING:	11 SPACES (10+1 ADA)
ADDITIONAL SALES SPACES:	10 SPACES
EXISTING IMPERVIOUS:	30,685 SF (0.70 AC; 87%)
PROPOSED IMPERVIOUS:	30,685 SF (0.70 AC; 87%)
MAXIMUM DISTURBED AREA:	37,000 SF (0.85 AC)

PROPERTY DESCRIPTION - PARCEL 07129335 ACCORDING TO DEED, BOOK 8126 PAGE 0796
 BEGINNING AT A STAKE IN THE CENTER OF INDIAN TRAIL ROAD (S.R. 1368), SAID STAKE BEING THE SOUTHWESTERN CORNER OF THE BETTY F. PHIFER LOT (FORMERLY JASON L. WILLIAMSON), AS RECORDED IN DEED BOOK 130, PAGE 496 IN THE UNION COUNTY REGISTRY; HENCE WITH THE CENTER LINE OF INDIAN TRAIL ROAD N. 43-45 W. 180 FEET TO A POINT IN THE CENTER OF INDIAN TRAIL ROAD, SAID POINT BEING THE SOUTHEASTERN CORNER OF THE J. R. MALTON LOT RECORDED IN DEED BOOK 255, PAGE 341 IN SAID REGISTRY, SAID POINT ALSO BEING S. 43-45 E. 315 FEET FROM THE EASTERN MARGIN OF STALLINGS ROAD, THENCE WITH THE EASTERN BOUNDARY OF THE MELTON LOT N. 43 E. 329 FEET TO A STAKE IN THE CENTER LINE OF THE SEABOARD COAST LINE RAILROAD, THENCE WITH THE CENTER LINE OF THE RAILROAD S. 44-15 E. 180 FEET TO A POINT; THENCE WITH THE WESTERN LINE OF THE PHIFER LOT S. 45 W. 329 FEET TO THE POINT OR PLACE OF BEGINNING, ALL AS SHOWN ON PHYSICAL SURVEY OF THE PROPERTY OF DAVID H. BOZENSKI AND WIFE, CYNTHIA F. BOZENSKI BY R. B. PHARR (N.C.R.I.S.) DATED SEPTEMBER 5, 1979.



VICINITY MAP
 APPROXIMATE SCALE: 1" = 200'



- AUTHORIZED DEVIATIONS FROM ZONING ORDINANCE:**
1. AUTOMOBILE SALES IS AN ACCEPTABLE SECONDARY USE.
 2. THE FRONT YARD SETBACK IS 10-FEET AS MEASURED FROM THE ROADWAY RIGHT-OF-WAY LINE.
 3. THE REAR YARD SETBACK IS 0-FEET FROM THE RAILROAD RIGHT-OF-WAY LINE.
 4. NO SCREENING OR BUFFERING IS REQUIRED ALONG THE RAILROAD RIGHT-OF-WAY LINE.
 5. NO PUBLIC SIDEWALK IS REQUIRED ALONG THE ROADWAY FRONTAGE.
 6. DRIVE AISLES, LOADING ZONES, AND VEHICULAR MANUEVER AREAS MAY BE STABILIZED WITH GRAVEL PAVEMENT INSTEAD OF CONCRETE OR ASPHALT PAVEMENT.

- GENERAL NOTES:**
1. ALL CONSTRUCTION TO BE CONDUCTED IN COMPLIANCE WITH TOWN OF STALLINGS STANDARDS AND SPECIFICATIONS.
 2. NO AUTOMOBILE REPAIR WORK ALLOWED WITHIN THE FRONT YARD SETBACK AREA.
 3. VEHICLES SHALL BE STORED SO THAT A CLEAR PATH IS PROVIDED FOR EMERGENCY VEHICLES AT ALL TIMES.
 4. ANY WORK CONDUCTED WITHIN THE ROADWAY RIGHT OF WAY MUST BE APPROVED AND COORDINATED WITH NCDOT.
 5. SHRUBS AND TREES SHOULD BE SELECTED FROM THE TOWN'S APPROVED VEGETATION LIST AND PLANTED IN ACCORDANCE WITH TOWN'S SPECIFICATIONS.
 6. DUMPSTER AND OTHER TRASH/RECYCLE RECEPTACLES TO BE KEPT IN BACK HALF OF PROPERTY, SCREENED FROM ROADWAY AND ADJACENT PROPERTIES.
 7. ANY WORK CONDUCTED WITHIN THE FEDERALLY PROTECTED RAILROAD RIGHT OF WAY MUST BE APPROVED AND COORDINATED WITH CSX.
 8. TOWN PERMITS INCLUDING FENCE, SIGN, UPFIT, DEMO AND USE MAY BE REQUIRED AFTER CONCEPT PLAN APPROVAL. OWNER SHOULD WORK WITH TOWN TO OBTAIN THE NECESSARY PERMITS.
 9. SPECIFIC SITE LAYOUT SHALL BE APPROVED BY TOWN STAFF VIA TOWN'S PERMIT REVIEW PROCESS. THE LAYOUT DEPICTED IN THIS CONDITIONAL ZONING PLAN IS CONCEPTUAL IN NATURE. OWNER SHALL HAVE THE RIGHT TO MODIFY CONFIGURATION IN ACCORDANCE WITH TOWN'S ZONING ORDINANCE AND REGULATIONS.
 10. PROPERTY SHALL COMPLY WITH ALL TOWN ZONING REGULATIONS WITH THE EXCEPTION OF THE CONDITIONS AGREED UPON THROUGH THIS CONDITIONAL ZONING APPROVAL. REFER TO THE AGREED UPON AUTHORIZED DEVIATIONS FROM THE ZONING ORDINANCE FOR DETAILS.

ADJACENT PROPERTY OWNERS		
PARCEL ID	NAME	MAILING ADDRESS
07129336	TOSOYEV, RAKHIM & TOSOYEVA, FAKHIMA	5023 MAGNA LN, INDIAN TRAIL, NC 28079
07129334	MARQUEZ, EDGAR	3109 GRIBBLE RD, MATTHEWS, NC 28104
07129338	CEM CORPORATION	3100 SMITH FARM RD, MATTHEWS, NC 28104
07129338B	CEM LIMITED LLC	PO BOX 200, MATTHEWS, NC 28106

Rosenu Engineering
 4108 SAINT JOSEPH DR
 INDIAN TRAIL, NC 28079
 704-893-5482
 www.rosenuengineering.com
 NCBEE'S CERT. NO.: P-1789

SEALS:
 NCBEE'S CERT. NO.: P-1789

PRELIMINARY DRAWING
 NOT FOR CONSTRUCTION

JONATHAN S. ROSENAU
 NC P.E. #037143

Call or Click 811
 Before You Dig

811.org

PROJECT NAME:

3025 GRIBBLE ROAD
 3025 GRIBBLE ROAD; PARCEL 07129335
 STALLINGS, VANCE TOWNSHIP, UNION COUNTY, NORTH CAROLINA

CLIENT:
 DANIEL BAHAROV
 3025 GRIBBLE ROAD
 MATTHEWS, NC 28104
 718-866-6566

DATE: 01/22/2024
 REVISIONS:

JOB NO: 23182
 SHEET TITLE:
CONDITIONAL ZONING PLAN

SCALE: 1" = 30'
 SHEET NO.:
CZ-SP

© ROSENAU ENGINEERING, PLLC



Statement of Consistency and Reasonableness

ZONING AMENDMENT: CZ24.10.02

REQUEST: A conditional rezoning request for 3025 Gribble Road seeks to rezone the 0.81-acre property from Industrial (IND) to Conditional Industrial (CZ-IND) to permit automobile sales alongside the existing major automobile repair services.

WHEREAS, The Town of Stallings Town Council, hereafter referred to as the “Town Council”, adopted the Stallings Comprehensive Land Use Plan on November 27, 2017; and

WHEREAS, the Town Council finds it necessary to adopt a new land development ordinance to maintain consistency with the Comprehensive Land Use Plan; and

WHEREAS, the Town Council finds it necessary to revise the Unified Development Ordinance to comply with state law found in NCGS § 160D.

WHEREAS, the Town Council finds it necessary to consider the Planning Board’s recommendations.

THEREFORE, The Town Council hereby votes that the proposed zoning amendment is **consistent/inconsistent** and **reasonable/unreasonable** with the Comprehensive Land Use Plan adopted on November 27, 2017, based on the goals and objectives set forth in the document of promoting quality development and consistency with all state-mandated land use regulations established through NCGS § 160D. The Town Council **Approves/Denies** the proposed amendment and stated that the Town Council finds and determines that the zoning amendment is **consistent/inconsistent** and **reasonable/unreasonable** with the key guiding principles, goals, and objectives of the Comprehensive Land Use Plan for the following reasons:

- 1) The conditional zoning request aligns with the industrial nature of Gribble Road.

Adopted this the __ day of _____, 2025

Mayor

Attest:

Town Clerk



MEMO

To: **Mayor and Town Council**
From: Max Hsiang, Planning Director
Date: March 10, 2025
RE: **CZ24.12.01 - 3469 Gribble Rd Conditional Rezoning Request**

Overview:

The purpose of this memo is to provide details regarding the conditional rezoning request for 3469 Gribble Road. The request seeks to rezone the 1.52-acre property from Industrial (IND) to Conditional Industrial (CZ-IND) to allow automobile sales in addition to the existing automobile repair services (major).

Property Details:

- **Address:** 3469 Gribble Road
- **Parcel Size:** 1.52 Acres
- **Current Zoning:** Industrial (IND)
- **Proposed Zoning:** Conditional Industrial (CZ-IND)
- **Existing Use:** Automobile Repair Services (Major)
- **Proposed Additional Use:** Automobile Sales

Key Considerations:

- The applicant, 3469 Gribble Road LLC, has requested this conditional rezoning to enable automobile sales at the property.
- The site is located within an Industrial Center, aligning with existing land use patterns.
- The rezoning would allow limited automobile sales while maintaining the primary use as an automobile repair service.

Future Land Use:

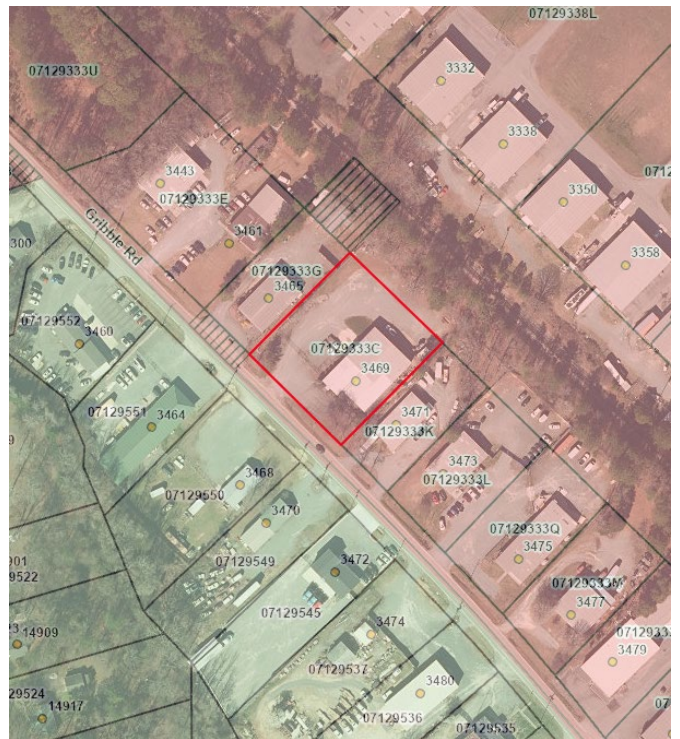
- The future land use for this property is Industrial Center. Vehicle Repair and Vehicle Sales are not listed in any future land use category.

Staff Assessment:

- The proposed use is consistent with the surrounding industrial properties. There are already car sales on Gribble Rd in the Town of Indian Trail side
- The request includes limiting vehicle display to a maximum of five (5) vehicles at any given time.

Staff Recommendation:

Staff recommends approval of the conditional rezoning request with the following conditions:



1. Limit vehicle display to a maximum of five (5) vehicles at any given time. Any additional vehicles must be stored behind a fenced area and must not include visible signage.
2. Consistency with Concept Plan. The final development layout, building design, and site features must substantially conform to the approved initial concept plan. Any significant modifications must receive approval from the Town.
3. Fencing and Screening. Install and maintain an opaque fence or screen along all fencing fronting Gribble Road.
4. Outdoor Storage Restrictions. Outdoor storage is permitted but must not be visible from any public street. Screening methods may include fencing, landscaping, or other Town-approved visual barriers.
5. Permitting Compliance. The developer must obtain all required permits from applicable State, County, and Town agencies.

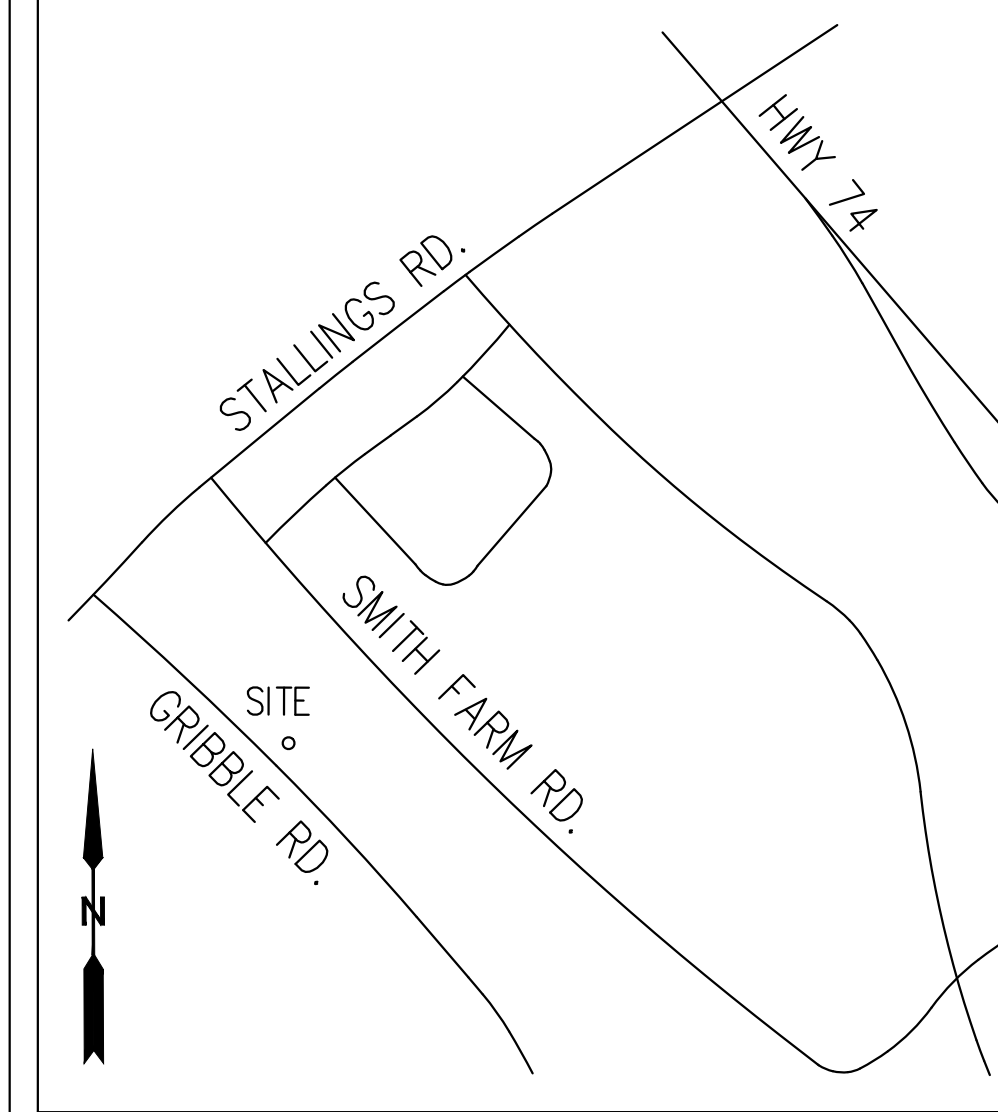
PARCEL #07129338L
COUCHELL INVESTMENT COMPANY, LLC
 3362 SMITH FARM RD
 MATTHEWS NC 28104

PARCEL #07129338K
COUCHELL INVESTMENT COMPANY, LLC
 3362 SMITH FARM RD
 MATTHEWS NC 28104

SEABOARD COASTLINE RAILROAD
 (100' RIGHT-OF-WAY)

TOTAL AREA
 65,194 SQ.FT.
 1.50 ACRES

VICINITY MAP NOT TO SCALE



- PROJECT DATA:
- OWNER: 3469 GRIBBLE ROAD, LLC
605 LEXINGTON AVE, STE. 100
CHARLOTTE, NC 28203
 - SITE ADDRESS: 3469 GRIBBLE ROAD
MATTHEWS, NC 28104
 - PARCEL I.D. #: 07129333C
 - SITE LOCATION: STALLINGS, UNION COUNTY
 - LOT SIZE: 65,194 SF (TOTAL)
RAILROAD ROW: 9,428 SF
ROADWAY ROW: 3,665 SF
NON-ROW/OWNER CONTROL AREA: 52,101 SF
 - OPEN SPACE REQUIRED: (10% OF 52,101) = 5,210 SF
 - TREE CONSERVATION AREA REQUIRED:
(1.5 % OF 52,101) = 782 SF
 - EXISTING IMPERVIOUS AREA: 34,903 SF
 - ZONING: INDUSTRIAL
 - ZONING OF ADJOINING PARCELS: INDUSTRIAL
 - SETBACKS:
FRONT= 12' (ZONING)
SIDE YARD = 12' (ZONING)
REAR YARD = 12' (FROM RAILROAD ROW)
 - EXISTING USE: AUTOMOBILE REPAIR (MAJOR)
 - PROPOSED USE: AUTOMOBILE REPAIR (MAJOR)
 - BUILDING AREA: 7,838 SF

RED SKYE DESIGN, LLC
 POST OFFICE BOX 1860
 INDIAN TRAIL, NC
 704-519-6091
 chad.redskye@gmail.com

PRELIMINARY PLANS
 NOT FOR CONSTRUCTION

- MINIMUM REQUIRED PARKING:
- SPACE PER 3 BAYS PLUS 1 SPACE PER 2 EMPLOYEES
 - 2 BAYS = 1 SPACE REQUIRED
4 EMPLOYEES = 2 SPACES REQUIRED
 - TOTAL SPACES REQUIRED
 - EXISTING SPACES PROVIDED (NEW STRIPING)

- REQUESTED DEVIATIONS FROM ZONING ORDINANCE:
- AUTOMOBILE SALES IS AN ACCEPTABLE SECONDARY USE.
 - NO ADDITIONAL BUFFERS OR SCREENING IS REQUIRED AT ANY SIDE OF THE PROPERTY.
 - NO PUBLIC SIDEWALK IS REQUIRED ALONG THE ROADWAY FRONTAGE.
 - DRIVE AISLES, LOADING ZONES, AND VEHICULAR MANEUVERING AREAS MAY BE STABILIZED WITH GRAVEL PAVEMENT INSTEAD OF CONCRETE OR ASPHALT PAVING.

3469 Gribble Road Legal Description (from Deed of Trust Exhibit)
 Located in the County of Union, State of North Carolina:

BEGINNING at a point in the centerline of Gribble Road, a common corner with the Charles F. Foard property; thence with Foard's line, N. 45-43-55 E 345.65 feet to a point in the centerline of the S.A.L. Railroad right-of-way, thence with the centerline of said Railroad's right of way, 5. 45-00 E. 188.06 ft to a point thence 5. 46-44-10 W. 347.56 ft. to 4 point in the center line of Gribble Road, thence with the center line of Gribble Road, two calls: as N. 44-19-40 W. 94.01 feet and 2" N. 44-30-50 W. 94.01 feet to the point and place of BEGINNING, containing 66,158 square feet, more or less, according to a survey by Edward L. Kilough, RLS, dated February, 1983. 4887-3523-

- GENERAL NOTES:
- ALL WORK TO BE CONDUCTED IN COMPLIANCE WITH TOWN OF STALLINGS STANDARDS AND SPECIFICATIONS.
 - NO AUTOMOBILE REPAIR WORK ALLOWED WITHIN THE FRONT YARD SETBACK AREA.
 - VEHICLES SHALL BE STORED SO THAT A CLEAR PATH IS PROVIDED FOR EMERGENCY VEHICLES AT ALL TIMES.
 - ANY WORK CONDUCTED WITHIN THE ROADWAY RIGHT OF WAY MUST BE APPROVED AND COORDINATED WITH NCDOT.
 - DUMPSTER AND OTHER TRASH/RECYCLE REPTACLES TO BE KEPT IN BACK HALF OF PROPERTY, SCREENED FROM ROADWAY AND ADJACENT PROPERTIES.
 - ANY WORK CONDUCTED WITHIN THE FEDERALLY PROTECTED RAILROAD RIGHT OF WAY MUST BE APPROVED AND COORDINATED WITH CSX.
 - TOWN PERMITS INCLUDING FENCE, SIGN, UPFIT, DEMO AND USE MAY BE REQUIRED AFTER CONCEPT PLAN APPROVAL. OWNER SHOULD WORK WITH TOWN TO OBTAIN THE NECESSARY PERMITS.
 - PROPERTY SHALL COMPLY WITH ALL TOWN ZONING REGULATIONS WITH THE EXCEPTION OF THE CONDITIONS AGREED UPON THROUGH THIS CONDITIONAL ZONING APPROVAL. REFER TO THE AGREED UPON AUTHORIZED DEVIATIONS FROM THE ZONING ORDINANCE FOR DETAILS.

SURVEY NOTE:

ALL INFORMATION SHOWN ON THIS PLAN REGARDING THE EXISTING BUILDING, SETBACKS, EASEMENTS, RIGHT-OF-WAYS, UTILITIES, EQUIPMENT, MATERIALS, ETC. WAS TAKEN FROM A "BONDARY, TOPOGRAPHICAL, AND PHYSICAL SURVEY" PREPARED BY:
 WOOTEN SURVEYING & ASSOCIATES, PLLC
 119 SMITH CIRCLE
 MATTHEWS, NC 28104
 (980) 328-2977
 DWOOTEN@WOOTENSURVEYING.COM

THIS SURVEY WAS DATED 1/10/2024

- LEGEND**
- FIR - FOUND IRON REBAR
 - FIP - FOUND IRON PIPE
 - SN - SET NAIL
 - SIR - SET IRON REBAR
 - PT - POINT
 - CLF - CHAIN LINK FENCE
 - W/ - WITH
 - GW - GUY WIRE
 - PP - POWER POLE
 - STO. - STORAGE
 - CONT. - CONTAINER
 - DP - DUMPSTER PAD
 - DI - DROP INLET
 - R.WALL - RETAINING WALL
 - C - CONCRETE
 - B - BRICK
 - CONC. - CONCRETE
 - U/C - UNCOVERED
 - FFE - FINISH FLOOR ELEVATION
 - APPROX. - APPROXIMATE
 - OHPL - OVERHEAD POWER
 - HVAC - HEAT AIR UNIT
 - PLT - PLANTER
 - CO - CLEAN-OUT
 - CB - CABLE BOX
 - PM - POWER METER
 - GM - GAS METER
 - WM - WATER METER
 - FH - FIRE HYDRANT
 - AIR - AIR COMPRESSOR
 - R/W - RIGHT-OF-WAY
 - EP - EDGE PAVEMENT
 - SSMH - SANITARY SEWER MANHOLE
 - INV. - INVERT
 - CMP - CORRUGATED METAL PIPE
 - FOM - FIBER OPTIC MARKER
 - FOV - FIBER OPTIC VAULT
 - TBM - TEMPORARY BENCHMARK
 - UGGL - UNDERGROUND GAS LINE
 - UGWL - UNDERGROUND WATER LINE
 - NAVD - NORTH AMERICAN VERTICAL DATUM
 - SR# - STATE ROAD NUMBER
 - RIPRAP - RIPRAP

ALL INFORMATION SHOWN ON THIS PLAN IS THE EXISTING CONDITIONS UNLESS SPECIFICALLY NOTED OTHERWISE.

PAINT STRIPES AT EXISTING ASPHALT TO DELINEATE 9'X20' PARKING SPACES TYPICAL 4 SPACES

NEW 5' MULCHED PLANTING STRIP ADJACENT TO EXISTING ASPHALT PAVING

CONDITIONAL REZONING PLAN
 SCALE: 1" = 20'

NOTE: THESE DRAWINGS ARE PRELIMINARY CONCEPTUAL DRAWINGS ONLY AND ARE SUBJECT TO APPROVAL BY LOCAL AUTHORITIES

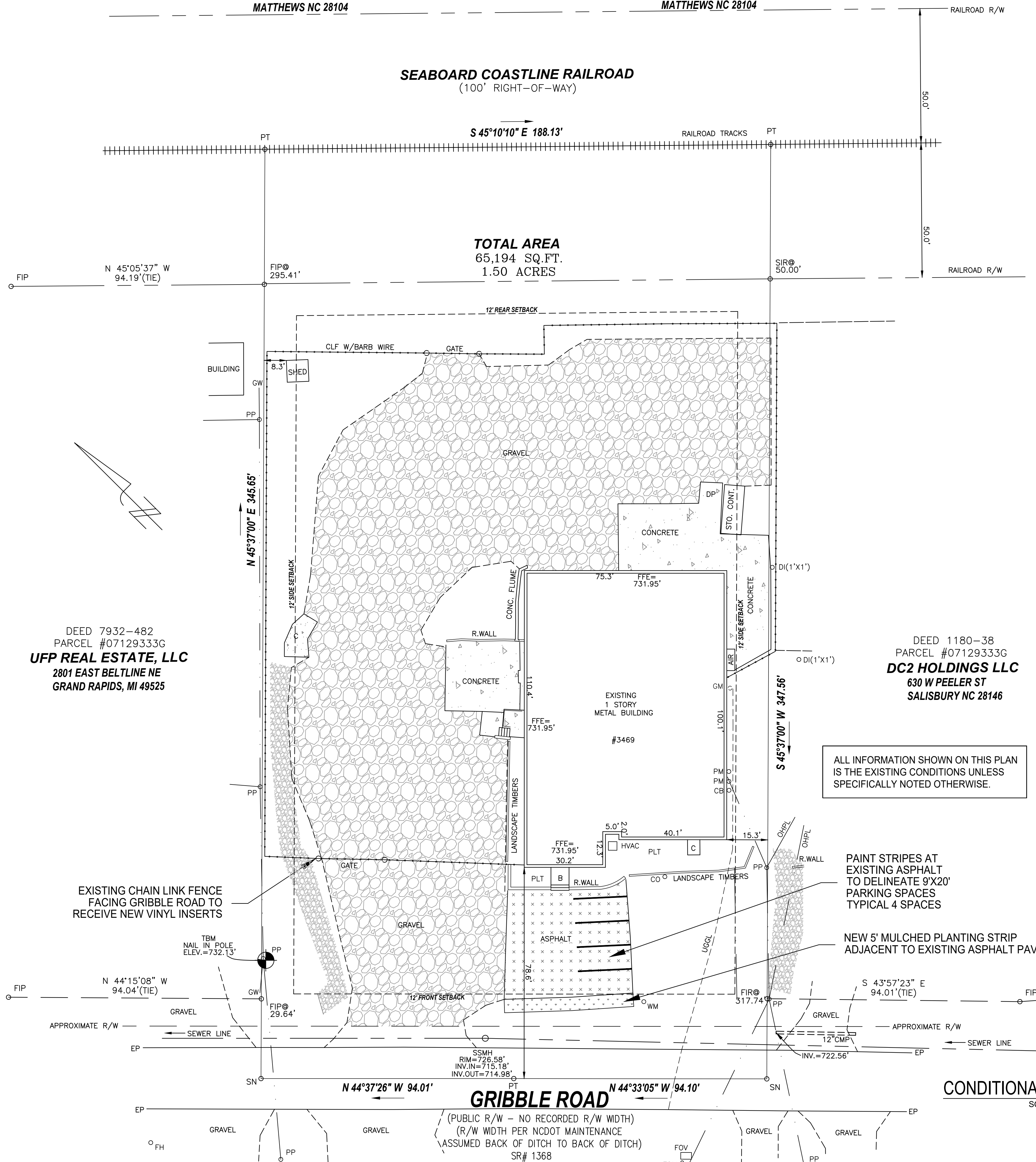
CONDITIONAL ZONING PLAN FOR:
3469 GRIBBLE ROAD
 STALLINGS, UNION COUNTY NORTH CAROLINA 28104

SHEET TITLE
CONDITIONAL ZONING PLAN

REVISIONS

PROJECT NO:	25-04
DRAWN BY:	CTC
CHK'D BY:	CTC
DATE:	1-22-2025

SP-1
 SHEET 1 OF 1



DEED 7932-482
 PARCEL #07129333G
UFP REAL ESTATE, LLC
 2801 EAST BELTLINE NE
 GRAND RAPIDS, MI 49525

DEED 1180-38
 PARCEL #07129333G
DC2 HOLDINGS LLC
 630 W PEELER ST
 SALISBURY NC 28146

GRIBBLE ROAD
 (PUBLIC R/W - NO RECORDED R/W WIDTH)
 (R/W WIDTH PER NCDOT MAINTENANCE
 ASSUMED BACK OF DITCH TO BACK OF DITCH)
 SR# 1368



Statement of Consistency and Reasonableness

ZONING AMENDMENT: CZ24.12.01

REQUEST: A conditional rezoning request for 3469 Gribble Road seeks to rezone the 1.52-acre property from Industrial (IND) to Conditional Industrial (CZ-IND) to permit automobile sales alongside the existing major automobile repair services.

WHEREAS, The Town of Stallings Town Council, hereafter referred to as the “Town Council”, adopted the Stallings Comprehensive Land Use Plan on November 27, 2017; and

WHEREAS, the Town Council finds it necessary to adopt a new land development ordinance to maintain consistency with the Comprehensive Land Use Plan; and

WHEREAS, the Town Council finds it necessary to revise the Unified Development Ordinance to comply with state law found in NCGS § 160D.

WHEREAS, the Town Council finds it necessary to consider the Planning Board’s recommendations.

THEREFORE, The Town Council hereby votes that the proposed zoning amendment is **consistent/inconsistent** and **reasonable/unreasonable** with the Comprehensive Land Use Plan adopted on November 27, 2017, based on the goals and objectives set forth in the document of promoting quality development and consistency with all state-mandated land use regulations established through NCGS § 160D. The Town Council **Approves/Denies** the proposed amendment and stated that the Town Council finds and determines that the zoning amendment is **consistent/inconsistent** and **reasonable/unreasonable** with the key guiding principles, goals, and objectives of the Comprehensive Land Use Plan for the following reasons:

- 1) The conditional zoning request aligns with the industrial nature of Gribble Road.

Adopted this the __ day of _____, 2025

Mayor

Attest:

Town Clerk



Certificate of Sufficiency

To the Town Council of the Town of Stallings, North Carolina:

I, Erinn E. Nichols, Town Clerk, do hereby certify that I have investigated the petition for the voluntary annexation of parcel number 07105005A - northerly margin of Independence Boulevard (US Highway 74) and have found as a fact that the said petition is signed by all owners of real property lying in the area described therein, in accordance with North Carolina General Statute 160A-31.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Stallings, this the 6th day of March, 2025.

(SEAL)

Erinn E. Nichols, Town Clerk



Resolution Fixing Date of Public Hearing on Question of Annexation Pursuant to N.C.G.S. 160A-31

WHEREAS, a petition requesting annexation of the area described herein has been received; and

WHEREAS, the Town of Stallings has by adopted a resolution directing the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Stallings that:

Section 1. The area proposed for voluntary annexation encompasses a portion of parcel number 07105005A - northerly margin of Independence Boulevard (US Highway 74) and is described as follows:

Parcel number: 07105005A; 12.571 acres

Mill Creek Residential Annexation (07105005A)

BEGINNING at an existing metal right of way monument in the northerly margin of Independence Boulevard (US Highway 74), a 200' public right of way as described in Deed Book 7501, page 651 of the Union County Registry and marking the southernmost corner of Store Master Funding VI LLC (now or formerly) as described in Deed Book 6254, page 473 and with the current limits of Union County, the POINT OF BEGINNING; THENCE leaving the northerly margin of the aforementioned Independence Boulevard and with the southerly line of the aforementioned Store Master Funding VI LLC and current limits of Union County North 58 degrees 49 minutes 46 seconds East, a distance of 835.48 feet to an existing #6 iron rod marking the southwestern corner of Barlas Properties LLC as described in Deed Book 8407, page 526; THENCE leaving the southerly line of the aforementioned Store Master Funding VI LLC and with the southerly line of the aforementioned Barlas Properties LLC and continuing with the current limits of Union County South 43 degrees 00 minutes 44 seconds East, a total distance of 596.23 feet to an existing 1 inch iron pin, marking the common corner of SF Group LLC as described in Deed Book 8521, page 111 and Dennis J. Rogers, no Deed Book found or provided, passing an existing ½ inch hexagon rod at 465.00 feet, marking the westernmost corner of the aforementioned SF Group LLC; THENCE leaving the southerly line of the aforementioned SF Group LLC and with the westerly line of the aforementioned Dennis J. Rogers and continuing with the current limits of Union County South 49 degrees 49 minutes 20 seconds West, a distance of 852.18 feet to an existing metal monument in the northerly margin of the aforementioned Independence Boulevard; THENCE leaving the current limits of Union County and the westerly line of the aforementioned Dennis J. Rogers and with the northerly margin of Independence

Boulevard the following four (4) courses and distances: 1) North 03 degrees 08 minutes 26 seconds West, a distance of 66.93 feet to an existing metal monument; 2) THENCE North 40 degrees 13 minutes 35 seconds West, a distance of 70.03 feet to an existing metal monument; 3) THENCE North 65 degrees 51 minutes 20 seconds West, a distance of 94.54 feet to a point; 4) THENCE North 40 degrees 22 minutes 24 seconds West, a distance of 517.65 feet to the POINT OF BEGINNING, having an area of 12.571 acres, more or less.

Section 2. A public hearing on the question of annexation will be held at the Town Hall at 7:00 p.m. on Tuesday, May 27, 2025.

Section 3. Notice of the public hearing shall be published in the Monroe Enquirer-Journal, a newspaper having general circulation in the Town of Stallings at least 10 days prior to the date of the public hearing.

Adopted this the 10th day of March, 2025.

Wyatt Dunn, Mayor

Attest:

Erinn E. Nichols, Town Clerk

Approved as to form:

Cox Law Firm, PLLC



MEMO

To: **Mayor and Town Council**
Via: Alex Sewell, Town Manager
From: Erinn Nichols, Assistant Town Manager
Date: March 4, 2025
RE: Trademark Registration

The phrase “Gateway to Union County” is a phrase for which the Town of Stallings has a trademark. Every ten years, the trademark renewal is necessary in order to keep the trademark registration.

The cost of the trademark registration is \$2575.00 for the period December 2025 through December 2035.

Action Requested: Direct Staff to work with the Town Attorney to complete the renewal process for the trademark of “Gateway to Union County.”

January 27, 2025

Ms. Melanie Cox
COX LAW FIRM
400 North Broome Street
Suite 400
Waxhall, NC 28173

By Email Only

Re: U.S. Service Mark Registration No. 3,034,997
Mark: GATEWAY TO UNION COUNTY
Oloff Ref.: 213810

Dear Melanie:

The above-identified registration is due for renewal between December 27, 2024 and

December 27, 2025.

Renewal will maintain the registration in force for an additional ten-year period, after which further renewal is available. The cost of renewal will be about \$1,925, including our fees and a \$650 per class government fee and disbursements. We can renew the registration during a six-month grace period following that deadline with payment of a \$200 per class government surcharge and an additional fee of \$200 for our services. These estimates assume that we timely receive all necessary instructions and information with minimal need for follow-up or counseling. Failure to timely renew the registration will result in cancellation of the registration.

In a Renewal Declaration, the owner must either (i) affirm that the owner (or an authorized licensee) is currently using the subject mark in U.S. commerce in connection with the services identified in the registration; (ii) set forth facts establishing excusable non-use; or (iii) delete the services for which the mark is not in use.¹ Please confirm whether you would like us to renew the registration. If so, please provide the following information:

1. Is the mark currently in use in commerce with all of the items identified in the registration (copy enclosed)? For registrations directed to multiple items, if the mark is in use

¹ "Use" for the purposes of trademark registration typically requires that the owner actually renders the relevant services under the mark. "In U.S. commerce" includes use in commerce between two or more states within the United States, use in commerce between the United States and a foreign country, and use in commerce in a territory under the jurisdiction and control of the United States. The use in commerce also must be *bona fide* use in the ordinary course of trade; use merely to reserve rights in a mark is insufficient. Excusable non-use must be caused by special circumstances beyond the owner's control and not due to any intention to abandon the mark.

only with some of the items, please identify those items to us. Unless there are special circumstances to excuse non-use, we will need to delete from the registration any items for which the mark is not in use in U.S. commerce as of the date we renew the registration.

2. Has there been any change in the name or address of the registrant from that printed on the certificate of registration? If so, please provide details of the change. Please note that the USPTO will no longer accept post office boxes as a valid address. Please let us know the street address.

3. For each class, please provide us with a specimen of the mark as currently used in connection with the services. Acceptable specimens include advertising and promotional materials that reflect use of the mark and refer to the relevant services.

Please note that the USPTO has recently amended its rules regarding the examination of an affidavit or declaration of continued use filed under Section 8 or 71 of the Lanham Act to maintain a registration. Under these new regulations, even when the affidavit or declaration is accompanied by the required specimen showing the use of the mark on one listed good or service in each class, the USPTO may require submission of additional proof (such as additional specimens, information, exhibits, affidavits or declarations) to demonstrate use of the mark in commerce on some or all of the other listed goods or services. The USPTO has stated that it will conduct random audits of up to 10 percent of the Section 8 and Section 71 declarations filed each year for registrations with more than one good or service per class. If audited, trademark owners will have up to six months to respond to the Office Action. In response, the trademark owner may submit the required proof of use or delete the goods or services for which the mark is not being used. If the trademark owner fails to respond, the USPTO will cancel the entire registration unless time remains in the grace period for the Section 8 or 71 filing.

In U.S. applications or registrations claiming use on or in connection with multiple goods or services, we recommend that our clients be prepared to prove that the mark has been used in commerce for all of the listed goods and services, including by keeping a record of any readily available specimens, in the event of an audit.

We look forward to receiving your instructions well before the above deadline. If you have any questions, please let us know.

Very truly yours,



Holly M. Ford Lewis

HMF/rar

Enclosure:

Copy of Registration Certificate

Int. Cls.: 35 and 45

Prior U.S. Cls.: 100, 101 and 102

United States Patent and Trademark Office

Reg. No. 3,034,997

Registered Dec. 27, 2005

**SERVICE MARK
PRINCIPAL REGISTER**

**GATEWAY TO UNION
COUNTY**

TOWN OF STALLINGS (NORTH CAROLINA
BODY POLITIC, CORPORATE AND POLITI-
CAL SUBDIVISION OF THE STATE OF NORTH
CAROLINA)

PO BOX 4030

STALLINGS, NC 28106

FOR: MUNICIPAL GOVERNMENT SERVICES,
NAMELY, PROMOTING BUSINESS, RESIDENTIAL
AND COMMERCIAL GROWTH AND ECONOMIC
DEVELOPMENT IN THE TOWN OF STALLINGS,
NORTH CAROLINA, IN CLASS 35 (U.S. CLS. 100, 101
AND 102).

FIRST USE 6-0-1999; IN COMMERCE 6-0-1999.

FOR: MUNICIPAL GOVERNMENT SERVICES,
NAMELY, POLICE AND CIVIL PROTECTION, IN
CLASS 45 (U.S. CLS. 100 AND 101).

FIRST USE 6-0-1999; IN COMMERCE 6-0-1999.

THE MARK CONSISTS OF STANDARD CHAR-
ACTERS WITHOUT CLAIM TO ANY PARTICULAR
FONT, STYLE, SIZE, OR COLOR.

NO CLAIM IS MADE TO THE EXCLUSIVE
RIGHT TO USE "UNION COUNTY" , APART FROM
THE MARK AS SHOWN.

SER. NO. 78-482,254, FILED 9-13-2004.

JUDITH HELFMAN, EXAMINING ATTORNEY



A Balanced Scorecard Approach for the Town of Stallings

FY 24-25 Mid-Year Report

FORWARD STALLINGS

March 5, 2025

A Report to Citizens, Council, & Staff – FY 2024-2025

The Town's system of linking its vision, mission, Council's top priorities, departmental actions, and performance measures to achieve the desired results is a balanced scorecard system called Forward Stallings. The Town strategy map, scorecards, top departmental priorities, and budgetary information are blended together to better align the Town's time, money, and resources with its top priorities. In essence, this annual report is both a "report card" and a "strategic learning tool" that should be used to help assess how well the Town is doing in pursuing its key objectives. One of the main purposes of the report is to generate discussion, like a post-game analysis, to determine whether particular strategies being used to accomplish objectives and initiative should be 1.) changed, 2.) abandoned, or 3.) maintained (i.e., "stay the course"). The next opportunity to analyze results and discuss possible changes to strategy will be at the Council's regular board meeting on March 10, 2025. At this meeting, the Manager will officially submit the FY 24-25 Mid-Year Report.

The willingness to experiment by using new or innovative ideas is critical to continuously improving operations. At the same time, a learning organization must be able to identify both potential successes and failures early enough to adjust accordingly to changing conditions. This is a major benefit of this system – it provides a reality check, accommodates changes in direction, helps everyone make well informed decisions, and creates accountability by sharing the results (whether good or bad) with the citizens, media, elected officials, and Town employees. In instances where it appears the Town is being successful, the Council, staff and public should still be willing to challenge the status quo and suggest strategies that may allow an even higher standard of service to be delivered. This is the key to avoiding complacency. On the other side of the coin, just because an initiative missed its target does not necessarily mean a change in strategy is needed. As the old saying goes, "the devil is in the details." Hence, asking probing questions to gain an understanding of the many factors affecting outcomes compared to the desired target can help clarify the performance picture and uncover a greater ability to assess what (if anything) should be done in response. It is also important to

ORGANIZATIONAL PERSPECTIVES

Community – Managers must know if the Town is meeting citizen needs. They must determine the answer to the questions: Is the organization delivering the services the community wants?

Financial – Managers must focus on how to meet service needs in an efficient manner. They must answer the question: is the service delivered at a good price?

Internal Business – Manager must focus on those critical operations that enable them to satisfy citizens. Managers must answer the question: Can the organization improve upon a service by changing the way a service is delivered?

Develop Know-How – What skills, tools, and organizational climate do our employees, elected officials, appointed officials, and volunteers need to meet the community's needs while achieving the mission and vision?

remember that departments often set “stretch targets” that are multi-year goals intended to help make a breakthrough by encouraging creative thinking, results-oriented problem solving and/or escaping the comfort zone.

Enclosed please find:

- 1.) Our Balanced Scorecard Policy.
- 2.) Our Strategy Map.
- 3.) Individual Department Reports.
- 4.) Individual Department Scorecards.

I am grateful to Council and staff for being willing to try something new. This is our fifth year, and this has been/will be a continuous learning experience for all of us. However, I am confident that we will be able to use the lessons learned to continuously improve.

Please do not hesitate to contact me if you have any questions, suggestions, concerns, or ideas related to this report. Most importantly, we look forward to listening to and participating in the discussions that will help us take the next steps in positively impacting Stallings’ future.

Sincerely,

Alex Sewell
Town Manager

Rationale, Overview, & Processes

What is the Balanced Scorecard?

A management system that uses a group of measures/goals to help implement an organization's strategy. It is a tool/system for the leaders to use in communicating to employees and the community the outcomes and performance drivers by which the organization will achieve its mission and strategic objectives.

Rationale and Benefits of the Balanced Scorecard

- *Clarifies and Communicates Organizational Mission.* Translates your vision and strategy into a coherent set of measures, targets and initiatives that can be communicated throughout the organization and community by:
 - 1.) More clearly describing the Town Council's strategy by taking potentially vague policy directives (mission, vision, goals, and objectives) and making them easier to understand by defining them and choosing performance measures to gauge their progress; and
 - 2.) Sharing scorecard results throughout the organization and community gives employees and citizens the opportunity to discuss the assumptions underlying the strategy, learn from unexpected results, and deliberate on future modifications as necessary. Simply understanding an organization's strategy can unlock many organizational capacities, thus allowing employees and citizens, maybe for the first time, to know here the organization is headed and how they can contribute to the journey. The scorecard brings meaning and action to a vague objective like "provide excellence municipal services."
- *Better Data for Policy-Making.* The Balanced Scorecard promotes questions, dialogue, analysis, innovation, experimentation, adaptability, and accountability.
- *Helps Let Us Know if We Are Moving Toward Goal Achievement or Drifting Further Away.*
- *Resource Alignment and Allocation.* 1.) To successfully implement any strategy, it must be understood and acted upon throughout all levels of the organization and ultimately be enacted during departments' day-to-day activities; 2.) Establishing long-term "stretch targets" allows the organization to identify the key steps necessary to achieve its goals; and 3.) Aligns resources (time, effort, and money) so that the initiatives in all departments and levels share a common trait, their linkage to the Town's strategic goals.
- *Strategic Learning* – Any strategy we pursue represents a hypothesis or your best guess of how to achieve success. To prove meaningful, the measures of the scorecards must link

together to tell the story that describes what you are trying to achieve through your strategy.

- *Balance* – Between financial and non-financial indicators; 2.) Between internal and external constituents of the organization; and 3.) Between lag and lead indicators of performance (i.e., what we've done in the past and where we want to go in the future).
- *Increases Likelihood of Accomplishing Key Goals* – By not only helping to keep leadership, management, departments, and employees focused on top priorities, but also by improving communication between all interests thus making it easier to effectively troubleshoot and make logical "changes in course" that result in successfully delivering the type of services the community expects.

Using Strategy & the Balanced Scorecard to Get Results

Any strategy the Town pursues represents a hypothesis or a best guess of how to achieve success. To prove meaningful, the measures on the scorecard must link together the story of, or describe, that strategy. For example, if the Town believes that an investment in employee training will lead to improved quality, it needs to test the hypothesis through the measures appearing on the scorecard. If employee training does increase, but quality actually decreases, then it may not be a valid assumption. Instead, focus could turn to another possible factor, but more importantly, the Town has information in which to act and make decisions.

Strategy to achieve a desire outcome is often a new destination, somewhere the organization has not yet traveled to before. The Balanced Scorecard provides the Town with a method to document and test assumptions inherent in the strategies it adopts. It may take considerable time to gather sufficient data to test such correlations, but simply beginning to question the assumptions underlying the strategy is a major improvement over making decision based purely on financial numbers or subjective information.

A well-designed Balanced Scorecard should describe the Town or department's strategy through the objectives and measures chosen. These measures should link together in a chain or cause-and-effect relationships form the performance drivers in the Develop Employees perspective (Employee Learning and Growth) all the way through Service the Community Perspective. Documenting our strategy through measurement, making the relationships between the measures so specific they can be monitored, managed, and validated. Only then can we begin learning about, and successfully implementing our strategy.

Key Definitions & Components

Vision: Word picture of our desired future.

Mission: Why we exist.

Core Values: What we believe in, guiding principles.

Strategic Priorities: Themes on which the organization will concentrate efforts, dedicate resources, and strive to achieve significant improvements. The focus areas reflect what the current Stallings Town Council believes must be done to succeed.

Perspectives: The four different views that are used to create a “balanced” way of establishing objectives and measurements to assist the organization in accomplishing the vision and strategic priorities. The traditional four perspectives used in corporate strategic planning and program evaluation are 1.) Financial; 2.) Internal Business Process; 3.) Community; and 4.) Innovation, Learning & Growth. While the names and definitions of these perspectives are frequently modified to meet different organization’s specific needs, the original intent of these four traditional perspectives usually remains intact.

Objective: A concise statement describing the specific things the organization must do well in order to execute its strategy. Objectives often begin with action verbs such as “increase,” “reduce,” “improve,” “achieve,” and similar words. Examples: Reduce Crime, Enhance Customer Service, Promote Learning & Growth, Invest in Infrastructure, Deliver Competitive Services, Maintain Fiscal Strength, Maintain a Skilled & Diverse Workforce, Create Unity Between Neighborhoods, Provide Affordable Services, Protect the Environment, Enhance Walkability, etc.

Measure: A standard used to evaluate our community performance against desired results. Reporting and monitoring measures help organizations gauge progress toward effective implementation of strategy. Example: Percentage of water customers with an average pressure of 30 PSI or greater.

Target: The desired result of a measure that communicates the expected level of performance. Example: 98% of customers will have average water pressure of 30 PSI or greater. A “stretch target” is a challenging target that may not be met. It may be a multi-year goal with milestones.

Cascading: The process of developing “aligned” scorecards throughout an organization. Each level of the organization will develop scorecards based on objectives and measures it can influence from the group to which they report. For example, Police Patrol aligns/connects with the Police Department, who aligns/connects with the Town-wide Scorecard by developing their own objectives and measures based on how they influence the Town-wide objectives and measures.

Cause & Effect: The concept of cause and effect separates the Balanced Scorecards from other performance management systems. The measures on the Scorecard should link together in a series of cause-and-effect relationships to tell the organization’s strategic story.

Perspectives

The “balanced portion of the Scorecard uses four perspectives to answer critical service delivery questions. This helps provide the balance that organization’s need to successfully plan, implement, measure, and evaluate performance.

Community Perspective:

Serve the Community – What is our mission and vision? What do our citizens want?

Managers must know if the Town is meeting citizen needs. They must determine the answer to the question: Is the organization delivering the services the community wants?

Financial Perspective:

Manage Resources – How we deliver quality services efficiently and remain financially sound while achieving the vision and mission?

Managers must focus on how to meet service needs in an efficient manner. They must answer the question: Is the service delivered at a good price?

Internal Business Perspective:

Run the Operations – What internal processes must we excel at to provide valuable services to the community while achieving the mission and vision?

Managers need to focus on those critical operations that enable them to satisfy citizens. Managers must answer the question: Can the organization improve upon a service by changing the way a service is delivered?

Learning & Growth Perspective:

Develop Know-How – What skills, tools, and organizational climate do our employees, elected officials, and volunteers need to meet the community’s needs while achieving the mission and vision?

An organization’s ability to improve and meet citizen demands ties directly to the employees’ ability to meet those demands. Managers must answer the question: Is the organization providing employees with the training, technology, and proper work environment to enable them to succeed and continuously improve?

Objectives by Perspective

Serve the Community

What do our citizens want? What must be done to implement the vision and mission?

- **Strengthen Citizen Engagement** – Improve the quality and frequency of communication to enhance public access to information about Town services, meetings, key issues, and emergency situations. Provide a variety of ways for citizens to meaningfully share ideas, concerns, and questions with Town officials.
- **Conserve Cultural & Natural Resources** – Protect the environment, historic assets, and intangible assets such as community and cultural events that help bring Stallings' citizenry together. Ensure that these resources are protected, conserved, celebrated and resilient to changing environmental conditions.
- **Increase Citizen & Community Safety** – Accomplish this by building relationships and problem-solving partnerships with citizens, businesses, and neighborhood watch groups and using best-practice strategies including having police officers and officials accessible and approachable, improving community appearance, addressing nuisances, & approaching community safety across departments will make our community safer.
- **Promote Economic Vibrancy** – While the Town recognizes that there are many factors influencing local economic conditions, the Town seeks to do its part with partners to achieve economic development and support locally owned businesses. The Town recognizes that achieving economic vibrancy also includes creating a sense of place and identity as well as enhancing the quality of life in Stallings as a place to work, live, play, and raise a family.
- **Enhance Recreation, Walkability & Connectivity** – Provide recreation and pedestrian facilities to encourage healthy lifestyles, citizen interaction, and to offer a variety of transportation choices that link Stallings' neighborhoods together in an accessible manner.

Manage Resources

How do we deliver quality services efficiently and remain financially sound while achieving the vision and mission?

- **Maintain Fiscal Strength** – Support fiscal policies, controls, and actions that keep the Town government in a financially strong position, thereby allowing it to respond to unforeseen problems, emergencies, and opportunities, as well as having sufficient reserves for cash flow and credit rating purposes.
- **Develop Long-Term Financial Plans** – Build upon current financial planning instruments to provide a longer-term view of what Stallings' finances and operations may look like in the future. These plans are intended to identify potential challenges, opportunities, and proactive response options.
- **Invest in Infrastructure** – Prioritize funding for infrastructure maintenance to avoid deterioration while

minimizing long-term operational and capital costs. New infrastructure investments help achieve key priorities and optimize the use of current assets.

- **Deliver Services Efficiently** – Ensure citizens are receiving a good value from their investments by delivering cost-efficient services. Maximize the use of public funds through service optimization, innovation, process improvement, competition, and other means.

Run the Operations

What internal processes must we excel at to provide valuable services while achieving the vision and mission?

- **Enhance Emergency Preparedness** – Improving the ability to effectively anticipate and respond to emergency situations, from minor incidents to major disasters, through planning, training, collaboration with public and private agencies, and community education.
- **Improve Communication & Collaboration** – Increase the quality and frequency of communication throughout all areas of the organization to promote problem-solving partnerships within and outside of the organization. Good communication enables the vision to be implemented.
- **Excel at Staff & Logistical Support** – Ensure outstanding internal support is being provided to all departments, employees, elected officials, advisory board members, and volunteers that deliver services or directly serve the community. Use technology, where practical to improve service delivery and save taxpayer dollars.
- **Provide Responsive & Dependable Services** – Provide quality services to citizens in a courteous, responsive, and reliable manner that is effective in achieving desired results. Excel at the technical aspects of delivery.

Develop Know-How

What skills, tools, and organizational climate do our employees, elected officials, and volunteers need to meet the community's needs while achieving the vision and mission?

- **Maintain a Skilled & Competent Workforce** – Create a work environment that allows the Town to hire, develop, and retain a workforce of skilled employees capable of meeting the community's needs. Focus includes career development, succession planning, and improving employee motivation and satisfaction. Hire competent staff who exemplify The Stallings Way.
- **Support Development of Citizen Volunteers** – Identify opportunities for volunteers to develop the technical and leadership skills that enable them to achieve the community's needs and understand the role of the advisory boards in Town government.
- **Enhance Relations with Other Entities** – Build relationships with others involved in the governing process, including governmental organizations, non-profits, and the private sector. Public-private partnerships should be explored as a potential problem-solving tool.

Developing Departmental Strategy

Departmental Balanced Scorecards

A good scorecard will do the following:

- Tell the story of the Department's strategy.
- Shows that every objective selected is a linkage in the cause-and-effect relationships that compose the Town's strategy.
- Drive performance by using a variety of measures and targets that look at short and long-term results to encourage proactive management.
- Involve the participation of division heads, key staff, and employees throughout the Department.
- Is financially viable.
- Positively changes departmental behavior by developing strategic initiatives.

Step #1 – Town-Wide Objectives Selected to Build Scorecard & Map

Departments determine what they can do to support and respond to the town-wide strategy, Balanced Scorecard, and achieve the departmental mission. Departments select the objectives they can meet to help the town board in pursuing the achievement of the Town Council's Strategic Priorities, Vision, and Mission. The objectives selected from each of the four perspective areas are used to create the Department's strategy map.

Step #2 – Developing Departmental Initiatives

These are the critical activities the Department must pursue to achieve the Town-wide objective and the Department's mission.

- Initiatives detail what the Department must do to achieve a Town-wide objective or achieve the departmental mission.
- Initiatives identify the highest priority activities to show where resources are most needed to achieve the overall departmental strategy.
- Initiatives may apply to all divisions within a department or just one division.
- Initiatives describe how the Department will respond to the Town-wide objective.
- Initiatives are written so that divisions and employees can determine how they can respond to support the Department's effort to achieve the objective and mission.

Step #3 – Developing Measures and Targets

Each departmental initiative does not have to have a measure, but there should be a way to evaluate the achievement of the initiative or whether or not it was accomplished. There are two goals for strategic measures: organizational motivation and strategic learning.

Organizational Motivation – Measures are a very effective tool in improving performance and/or accomplishing goals. A November 2001 article by Edwin Locke in Harvard Business Review titled "Motivation by Goal Setting" cites a survey of more than 500

studies, which indicates that performance increases an average of 16 percent in companies that establish targets. A primary reason for this may be that measures give employees clear direction and guidance as to what they need to accomplish. When employees focus their efforts on achieving key initiatives that are aligned with town-wide objectives and strategic priorities, then there is much greater probability that a well-coordinated effort is made in fulfilling the Town's mission and the board's vision. The effort to clearly articulate the Town's top priorities to assist employees compliments the old saying that "people do what you inspect, not what you expect."

Strategic Learning – Measures are a way to monitor departments' progress in achieving the town-wide objectives and their initiatives. Any strategy used to achieve initiatives, objectives, or strategic priorities represents a hypothesis of how to succeed. Strategy to achieve a desired outcome or solve a problem is often a new destination, a place that the Town has not yet traveled to before. Measures and targets provide a way to test assumptions inherent in the strategies we select to pursue our goals. Documenting our strategy through measurement allows management, employees, elected officials, and the public to monitor, manage, validate, question, and/or deliberate possible adjustments to our strategy. If this can occur, then the Town starts becoming a "learning organization" where being analytical, adaptive, and responsive to the hypotheses we've tested become keystones of the organizational culture that helps the Town successfully implement its strategy.

Components of a Good Measure

- Measures should be specific. Stating the SPD will be the "best" police department or that Administration will "maximize customer satisfaction" are more like vision statements and are difficult to measure.
- Measures should be measurable. There are ways to measure seemingly less tangible goals. Surveys, if properly designed, can be used to measure the perception of service quality, awareness of issues, community satisfaction, etc.
- Does the measure really evaluate the initiative being pursued?
- Is the measure reliable?
- Is the measure easy to understand and explain?
- Are departments using a variety of measures in evaluating their initiatives (workload, results, efficiency, effectiveness, short-term vs. long-term)?
- Does the measure clearly communicate the expected performance?
- It is important to know where you are and where you want to go. Ideally, departments should have a baseline measure for current performance in the form of last year's actual data, best practices or industry standards for comparison. When baselines do not yet exist a TBD (to be determined) is placed in the appropriate area to indicate the Department is in the process of getting this data.

Guidelines for Setting Targets

1. Targets should be realistic but challenging enough to motivate greater accomplishments.
2. Departments can be more aggressive when setting multi-year targets.
3. Provide a rational explanation as to why achieving a target is important, especially with stretch targets.
4. When setting a target, Department should review the linkage (cause-and-effect relationship) of the “enabling” perspectives to make sure they have the ability to achieve the target, thus the following questions should be asked:

- Do departmental personnel have the skills and tools necessary to get the job done?
- Does the Department have sufficient resources/funding?
- Are internal operations adequate?

Stretch Targets – These are usually long-term or multi-year goals. At most, departments should set one to two stretch targets per year. These are reserved for those initiatives critical in making a particular breakthrough. Stretch targets can be especially useful to help a department break form its comfort zone or traditional way of running operations so as to spark creative thinking and results-oriented problem-solving. Every Department should have at least one stretch target.



STRATEGY MAP

Vision for Stallings

To provide an inviting and safe community with a commitment to excellence where families and businesses can thrive as we embrace our future while preserving our past.



Mission of Town Government

To serve the residents and businesses of the Stallings community by providing excellent municipal services while upholding the public interest by maintaining a sound financial position and active stewardship of public assets and resources.



Serve the Community

Strengthen Citizen Engagement	Conserve Cultural & Natural Resources	Increase Citizen & Community Safety	Promote Economic Vibrancy	Enhance Recreation, Walkability & Connectivity
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Manage Resources

Maintain Fiscal Strength	Develop Long-Term Financial Plans	Invest in Infrastructure	Deliver Services Efficiently
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Run the Operations

Enhance Emergency Preparedness	Improve Communication & Collaboration	Excel at Staff & Logistical Support	Provide Responsive & Dependable Services
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Develop Know-How

Maintain a Skilled & Competent Workforce	Support Development of Citizen Volunteers	Enhance Relations with Other Entities
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Town Council Strategic Priorities

- Create a Stallings Downtown
- Review & Amend Land Use Plans to Better Align w/ Council's Vision
- Economic Development
- Transportation
- Communications
- Enhance Blair Mill Park

"The Stallings Way" Core Values

- Integrity
- Commitment
- Flexibility
- Awesome Customer Service
- Team Before Self
- Continuous Improvement
- Qualified/Competent
- Supporting Each Other
- Everyone Pitches In
- Work/Life Balance
- Positive Attitude
- Collaboration
- Dialogue
- Have Fun
- Trust & Respect
- Open to Teach/Learn
- Healthy, Positive Environment

ADMINISTRATION DEPARTMENT – MID-YEAR BALANCED SCORECARD OVERVIEW

ACCOMPLISHMENTS:

What targets did your Department meet and/or exceed? What is the significance of meeting these targets? How did the Department meet/exceed these targets? What will be done to ensure continued success?

Strengthening Citizen Engagement – In an effort to describe the nuance here, this has been both an accomplishment and a challenge. The Town continued to broadcast all Town Council meetings. However, we are having difficulties with the livestream cutting out, losing audio, etc. during the middle of the broadcast. When this occurs, the Town ensures that audio is posted and we are working with a contractor to try to address the issue. The Town’s blog post continues to be a source for community engagement.

Hold an Occupancy Tax Referendum – This was held in November 2024.

Supporting/Enhancing Union West Business Park – This is both an accomplishment and a challenge. The Town continues to work towards enhancing Union West Business Park including identifying members of the Town Council to engage with General Assembly members regarding road repair, focusing on how to best enhance the Park in the Economic Development Committee, and reaching out to ED partners. However, the largest challenge is how to pay for enhancements and potential sewer capacity issues in the Crooked Creek service area.

Pursue Town Center Creation – Similar to the past several years, the Town continues to work towards creating a Town Center with an action strategy that strives to be both visionary and practical. This goal will take many years to achieve, but the Town’s strategy is aimed at laying the foundation for a successful Town Center.

FY 24-25 Action Strategies

- Call it "Town Center" instead of "Downtown" **Complete**
 - Per DFI's recommendation aimed at supporting Town Center oriented retail, continue to encourage higher residential density (multi-family) in the Town Center. (TBD based on opportunities). **N/A (sewer)**
 - If the Town receives a significant development plan within the Town Center area from a private developer that requests public participation, consider contracting with DFI for a third-party review of the development plan. **N/A (sewer)**
 - Continue to explore sewer alternatives **Study presented to Council.**
 - Hold 11 parks events at Stallings Municipal Park **5 events thus far.**
 - Provide a general list to Council of interested potential tenants by 3/29/24 for Council consideration.
- Continue to pursue the use(s) identified by Council via the Town's broker. **Complete**

Town Center – 2725 Old Monroe Road (former John Deere Property) Lease – This has been both a challenge and an accomplishment. Leasing this property to a brewery with the assistance of the Town’s broker appears to be near as the Town Attorney works on a lease and the brewery has secured financing. However, the process has been slow, but it is likely to speed up.

Continuing Updating Annually CIP – The Town Council has approved an updated budget process and CIP updates are underway.

Maintain a 5-Year IT Replacement Schedule/Plan- Computers and equipment are being updated as needed. Current IT needs will be addressed during budget discussions for FY26.

Enhance Emergency Preparedness – An emergency tabletop exercise was held on 8/17/23.

Safety Program – Zero OSHA recordable injuries and 100% of the workforce has completed mandatory safety training.

Turnover Rate – Met turnover goals.

Employee Pay & Performance Policies – The Town continues to make progress on modernizing our employee pay and performance systems. The Town has funded and conducted a pay and benefit study that looks holistically at salaries, benefits, policies, etc. This study has been presented to the Council and is currently under consideration. The performance pay policy continues to be worked on administratively for future implementation. An employee cost-savings incentive program is being presented to the Council on 2/24/25.

CHALLENGES:

Which targets did your Department not meet? What challenges did the department face in meeting these targets? What will be done to try to meet the targets going forward (i.e. adjustments in strategy)?

Implementing Economic Development Strategic Plan – The Town has partnered with Monroe Union County Economic Development Commission (MUCEDC) for assistance with economic development in Stallings. However, the Town must change its approach to economic development due to looming sewer capacity issues in the Crooked Creek area, where much of the Council’s economic development priorities are focused.

Employee Recognition Program – The Town has done 2 of the Caught Ya! Awards thus far. We need to continue to encourage staff to submit these when they see a peer going above and beyond.

Hold “All Hands-on Deck” Meeting – The Town has not done this yet this fiscal year. Scheduling is always the biggest challenge due to police department shifts so we need to hold multiple meetings to ensure everyone can attend.

OTHER COMMENTS:

ENGINEERING DEPARTMENT – MID-YEAR BALANCED SCORECARD OVERVIEW

ACCOMPLISHMENTS:

What targets did your Department meet and/or exceed? What is the significance of meeting these targets? How did the Department meet/exceed these targets? What will be done to ensure continued success?

- Since the beginning of FY 2025, the Public Works Department has completed 23 infrastructure repair projects from, sink hole repairs to sidewalk repair, pothole and other roadway repairs, etc.... The Public works has utilized the new skid steer to accomplish these repairs and have saved, an estimated \$75,000 performing these projects in house.
- The Engineering Department and PWD have been responsive to questions and issues presented by Town residents and have maintained a high level of communication.
- The Engineering Department has completed the FY 2025 Resurfacing Contract and FY 2025 Preventative Maintenance contract that was focused on crack sealing and microsurfacing. The Preventative Maintenance Program was a pilot program and was considered a success saving the Town approximately 8 times the amount compared traditional resurfacing techniques. Staff is expecting to perform a second Preventative Maintenance contract to close out FY2025. has begun the FY 2024 resurfacing contract. Implementing preventative maintenance in conjunction with reconstruction provides a more cost-effective method for maintaining roadways and prolonging the life of Town roads.
- Staff has currently made progress on our MS4 Program to meet our Permit Year 2 Requirements. A majority of the work done has been surveying and inventorying all of the Town's Storm Water infrastructure.
- Staff has made definitive progress in determining options for Sanitary Sewer Capacity in the Twon Center and 74 Corridors. This also plays into some challenges as there is no immediate solution available to provide sewer capacity. The Sanitary Sewer Study has been a success, even if it wasn't the information we were hoping for. Town Council will need to determine how to move forward.

CHALLENGES:

Which targets did your Department not meet? What challenges did the department face in meeting these targets? What will be done to try to meet the targets going forward (i.e. adjustments in strategy)?

- Staff seeks to implement take action to ensure the Town is in compliance with the MS4 permit's year two requirements and formulate an action plan to meet the permit's remaining years' requirements. This is a State requirement, and the Town is subject to audits from the State to ensure compliance. The Town is essentially starting from scratch on MS4 permit compliance, and it will be an annual challenge to ensure we're efficiently and effectively meeting our permit requirements while sufficiently coordinating with the residents and business of the Town as community cooperation is a major piece to permit compliance.
- As both the Engineering Department and PWD seek to increase efficiency and cost-effective maintenance and repair solutions, there will be significant challenges as each department works through learning curves implementing new and alternative methods. Additionally, Staff has found it not feasible to perform some larger scale infrastructure repair projects with only 2 Public Works Employees and without some other key equipment. Staff is proposing a budget for an additional employee and additional equipment for this in FY2026 that will increase our capabilities to perform more projects in-house.
- Sanitary sewer challenges arise from both Charlotte Water and Union County not having available sewer capacity. Charlotte Water is limited in sewer capacity near the Town Center, and they are actively working to formulate a CIP to upgrade their system to meet their demands before any additional flows can be sent their way. Additionally, Union County has stated that they do not have any short-term or long term (30-year)

capacity increase CIPs for crooked creek watershed and once the capacity is utilized it is gone. Lastly, any options to provide sewer capacity to Town Center and/or Monroe Expressway areas will require a significant financial investment even through public and/or private partnerships. In-short, there is no opportunity for immediate sewer capacity to help develop the Town Center or Monroe Expressway areas.

OTHER COMMENTS:

The Engineering and PWD continue to collaborate and diligently meet the needs of the residents and business community regarding repairs, contractor activities, flooding, plan review, and construction coordination. Additionally, the PWD continues to provide effective maintenance on the building and grounds.

FINANCE DEPARTMENT – MID-YEAR BALANCED SCORECARD OVERVIEW

ACCOMPLISHMENTS:

What targets did your Department meet and/or exceed? What is the significance of meeting these targets? How did the Department meet/exceed these targets? What will be done to ensure continued success?

Develop Long-Term Financial Plans – A fund balance policy was adopted by Town Council in December 2024 that aligns with the Local Government Commission’s current minimum recommendation of 34% in unrestricted fund balance within the General Fund for municipalities with expenditures between \$1,000,000 and \$9,999,999. This is important to ensure sufficient cash flows for Town expenditures because most revenues are received once a year from ad valorem taxes. In addition, this policy provides guidance on how the unrestricted fund balance should be spent, which is essential because those funds are available for one-time use only. As such, they should not be utilized for recurring operating expenditures.

Maintain Skilled and Competent Workforce – Staff have participated in training and continue to do so. Not only does this provide continuing education hours needed to maintain certifications, but it also ensures staff stay up to date in their field of expertise or increases knowledge as necessary.

CHALLENGES:

Which targets did your Department not meet? What challenges did the department face in meeting these targets? What will be done to try to meet the targets going forward (i.e. adjustments in strategy)?

Multiple targets have not been met solely due to timing with projected completion dates that are in the future, while others have not been met due to current software and staffing limitations. The latter includes a monthly financial report and various policy updates. All goals remain, but because of staff capacity and the desire to maintain an environment that promotes the Town’s core values, target dates need to be extended.

Maintain Fiscal Strength – While the FY 2024 audit contained no material weaknesses, one significant deficiency pertaining to a lack of internal controls over payroll was noted. This was discovered by staff prior to audit completion and procedures were implemented before the fiscal year end to remedy the deficiency. In addition, processes and procedures are continuously reviewed and revised as needed.

OTHER COMMENTS:

PARKS & REC DEPARTMENT – MID-YEAR BALANCED SCORECARD OVERVIEW

ACCOMPLISHMENTS:

What targets did your Department meet and/or exceed? What is the significance of meeting these targets? How did the Department meet/exceed these targets? What will be done to ensure continued success?

Year 1 of our Sunny in Stallings Farmers Market was successful with an estimated average of 65 shoppers per summer market and 25 in the fall and as many as 15 vendors. While there were some setbacks due to crop damage and a scheduled 2-week break, the end of year vendor survey completed by Sunny Day had positive results. To ensure the growth of this service to the community, in 2025 we have removed any off weeks, apart from the week of “50 Fest”, and are working closely with Montana Noel, of Sunny Day Markets, in promoting the weekly events.

CHALLENGES:

Which targets did your Department not meet? What challenges did the department face in meeting these targets? What will be done to try to meet the targets going forward (i.e. adjustments in strategy)?

The Department continues to work towards meeting all other targets, still laying the groundwork to ensure correct implementation and measurements. Our target for 1 trail segment/year is nearing completion with the Blair Mill Greenway section connecting to Aria Apartments and Idlewild Market set to open before the end of the FY.

Ordinances have been approved, allowing us to continue with our work on the department’s Standard Operations Manual when the Park Director returns.

Park facilities are at, or nearing, acceptable maintenance standards to allow us to begin developing short and long-term plans for each site.

One challenge in meeting targets has been the maintenance of facilities. The tennis court conversions, splash pad maintenance, as well as shelter maintenance were all bumps in the road which had impacts on the timeline of achieving some goals. The splash pad issues in 2024 caused by parts degrading due to the chlorine in the system gives pause to expanding the hours until staff can be certain the system can hold up to the stress of operating longer in the heat of the summer. These closures also had an impact on rentals, which were also impacted by weather conditions, an increase in events/programs, closure for cleaning/sealing tables and other maintenance needs.

As mentioned above, we completed some key steps required to move forward to achieving our goals and expect to still be on track to hit many marks within the timeline issued. Working as a team, delegating responsibility for certain goals, and creating tools to better collect/measure data will help us stay at pace in meeting/exceeding these goals.

OTHER COMMENTS:

In December of 2024 our Special Events Coordinator, Tori Dorman, was named the 2024 Employee of the Year for the town, recognizing her enthusiasm, creativity and hard work. She is a great team member who has elevated the events, programs and activities the town offers.

The Senior Maintenance Technician, Nick Coffey, completed the National Parks and Recreation Association’s Maintenance Management School in January 2025.

PLANNING DEPARTMENT – MID-YEAR BALANCED SCORECARD OVERVIEW

ACCOMPLISHMENTS:

What targets did your Department meet and/or exceed? What is the significance of meeting these targets? How did the Department meet/exceed these targets? What will be done to ensure continued success?

Over the past year, the Planning and Zoning Department has successfully met and exceeded key performance targets, reinforcing our commitment to strategic planning and economic development.

Key Achievements

1. Implementation of the Downtown Streetscape Plan into the Stallings Development Ordinance
 - Integrated the plan into the Stallings Development Ordinance (SDO) to ensure future development aligns with the Town’s vision for a walkable, vibrant downtown.
 - Achieved through collaboration with stakeholders and Council, translating the plan into enforceable regulations.
2. Comprehensive Land Use Plan Update, Small Area Plan, and TOD Overlay
 - The Comprehensive Plan Update and Small Area Plan are finalized and moving to Council review. The TOD Overlay is complete but awaits legislative decisions on down-zoning.
 - Legal and legislative constraints have affected the timeline, and the Department is actively monitoring developments.
 - With the CRTPO Grant period ending June 30, 2025, efforts are focused on maximizing its impact.
3. Removal of Industrial Setbacks for Economic Development
 - Revised zoning regulations to remove industrial setbacks, increasing development potential, particularly in Union West Business Park (UWBP).
 - Supports business growth, job creation, and enhances Stallings’ tax base.

To maintain progress, the Department will:

- Monitor legislative changes affecting the TOD Overlay and adjust accordingly.
- Secure funding and partnerships for Downtown Streetscape Plan implementation.
- Maximize CRTPO Grant benefits before the funding period ends in June 2025.

CHALLENGES:

Which targets did your Department not meet? What challenges did the department face in meeting these targets? What will be done to try to meet the targets going forward (i.e. adjustments in strategy)?

While the Planning and Zoning Department successfully met many of its targets this year, certain objectives faced delays due to external and internal challenges.

Unmet Targets & Challenges

1. Silver Line Project Review Delays
 - Challenge: The ongoing review of the Silver Line Project has been delayed due to the need for legal review and coordination with external agencies. This has slowed the ability to finalize necessary ordinance updates and planning decisions.
 - Strategy for Improvement: The Department will continue monitoring legal developments and maintain open communication with project stakeholders to ensure timely progress once legal reviews are completed.

2. Ordinance Rewrites & Public Handouts Delayed

- Challenge: The effort to complete ordinance rewrites, which are essential for updating checklists and public handouts, has been delayed. This is primarily due to staff turnover and the time required for new staff training.
- Strategy for Improvement: The Department is prioritizing staff development to ensure new personnel can efficiently contribute to ordinance revisions. Additionally, an updated project timeline will be established to address outstanding tasks.

Adjustments in Strategy to Meet These Targets

- Legal & Legislative Monitoring – Regular updates and coordination with legal counsel and legislative bodies will be maintained to address Silver Line-related delays.
- Process Efficiency – The Department will explore temporary checklists and guidance documents to assist the public while ordinance rewrites are completed.
- Staff Development & Cross-Training – Continued training and internal knowledge sharing will be emphasized to prevent future delays due to staffing changes.
- Prioritization & Resource Allocation – Efforts will be made to allocate staff resources more effectively to balance ongoing projects with long-term ordinance revisions.

OTHER COMMENTS:

POLICE DEPARTMENT – MID-YEAR BALANCED SCORECARD OVERVIEW ACCOMPLISHMENTS:

ACCOMPLISHMENTS:

What targets did your Department meet and/or exceed? What is the significance of meeting these targets? How did the Department meet/exceed these targets? What will be done to ensure continued success?

- **Host quarterly coffee w/a cop; bi-monthly lunch w/ a cop at Stallings Elementary; host a fishing derby w/ NC Wildlife for kids-** coffee with a cop has been hosted twice in the first two quarters and the Department is in the planning phase for our second fishing derby.
- **Host training for emergency preparedness, home/business security, and self-defense/situational awareness-** Department hosted two events covering these three topics. No one attended either event. Staff is in the process of creating some YouTube shorts that can be posted on social media in efforts to reach a larger audience and get our information out to the public
- **Implement and fund public safety camera system program** -The camera system was funded using asset forfeiture funds and the Department has partnered with local businesses and HOA's for access to place cameras in strategic locations. We have signed a contract and are awaiting installation.
- **Create voluntary fitness program-**A fitness assessment has been identified. Town Council has approved an annual fitness incentive. Currently, we are finishing the waiver of liability.
- **Improve proficiency in moving and shooting through precision shooting and tactical training-** The Department had an average firearm score of 95% over both day and night qualifications, with the lowest score being 76%. We have recently purchased tactical equipment that will allow for scenario-based realistic decision-making shoot-don't shoot decisions.
- **Conduct 20 traffic safety awareness campaigns (PSA's/bike rodeo/car seat installs/traffic checkpoints/youth driving clinics).** Traffic safety message boards have been deployed every day since the acquisition. The TEST team conducted a bike safety event and helmet distribution during the National Night Out Against Crime and utilized a Seatbelt restrainer at National Night Out. The TEST also conducted a distracted driving awareness class, conducted 7 traffic checkpoints, and 30 DWI arrests during FY24-25.

CHALLENGES:

Which targets did your Department not meet? What challenges did the department face in meeting these targets? What will be done to try to meet the targets going forward (i.e. adjustments in strategy)?

- **Utilize scanning to archive department records and create training program to maintain evidence integrity and reliability-** Research into the scanning requirement through NC Archives shows that even if the records are scanned we must still maintain hard copies. We are working to determine if this course of action is fiscally responsible. An evidence training program has been conducted for each officer and has now been included in our field training officer manual and is part of the FTO program
- **Become a designated permanent car seat checking station-**The Department was anticipating using volunteers to operate our car seat check station along with a few officers. Due to the struggle of getting volunteers, this goal has not moved forward. The Department is hopeful that we will be onboarding some volunteers before the end of the FY.
- **Send all command officers to NCSU Administrative Officers Management Program-**The Department is working on getting command staff to determine when they can attend. Due to the 10 week program the Department wants to be flexible in who attends and when. Two command officers have already volunteered to go first.

- **Completion of Re-Accreditation process**-SPD received its initial accreditation in July 2024 and our annual proof statement is due to CALEA in April. We are working towards collecting proofs. This has been stified a bit due to some personnel issues. The Administrative staff is collaborating to get this process completed as quickly as possible.

OTHER COMMENTS: The SPD is on schedule to meet our goals set. Overall, all department members have participated in the work done so far to accomplish our goals.



MEMO

To: Mayor and Council
From: Alex Sewell, Town Manager
Date: 3/5/225
RE: **2025 Annual Retreat Follow-Up**

Purpose: This memorandum provides Annual Retreat follow-up information and requests Town Council approval of the resulting draft priorities and action strategies.

Background:

- The Town Council holds a special meeting each year, known as the Annual Retreat, for the purpose of planning for the upcoming year so that a clear set of priorities and clear expectations of next steps can be identified.
- In preparation for the Retreat, the Town's facilitator (Curt Walton) sought to interview all available Council Members individually and developed a synthesized summary of issues raised and general themes.
- During the 2025 Annual Retreat, the Town Council discussed issues raised by Council Members, existing priorities along with and potentially new priorities, and discussed next steps.

Next Steps: Thank you for everyone's contributions in making the 2025 Annual Retreat successful. Based on the Annual Retreat discussion, staff are seeking Town Council approval of the draft synthesis of priorities and resulting action strategies.



2025 Council Priorities & Action Strategies

The Stallings Town Council strives to provide excellent services in a fiscally responsible manner, pursue our residents' ideal future community, and invest in economic development to achieve a sustainable tax base. The Council will pursue this through a variety of methods including the creation of a Town Center, enhancing the Union West Business Park, exploring sewer capacity alternatives, considering quality of life improvements for our residents that are not dependent on County sewer capacity, and pursuing positive development around the hospital/light rail area.

- 1.) **Focus on Mid-Range Financial Planning** – *The Town will focus on fiscally responsible financial planning and management while making thoughtful and strategic investments to ensure excellent service delivery, key strategic investments, and the effective pursuit of Council priorities.*
 - a. Focus on managing through the next two budgets (2-year cycle):
 - i. Action Items:
 1. Follow the Town's adopted budget creation and priority setting process and adopt a budget by 6/30/25.
 2. Continue updating, on an annual basis, both the 5-Year Financial Plan and Capital Improvement Plan (CIP).
 3. Develop a property revaluation strategy, with a range of options relative to a "revenue neutral" tax rate by 6/30/25.
 4. Consider doing a 2-year budget during FY 26-27 budget process.
 - b. Ensure prudent management of expenditures:
 - i. Invest wisely in supporting, attracting, and retaining competent staff.
 1. Action Items:
 - a. Implement the pay study during FY 24-25 that looks holistically at salaries, benefits, policies, etc.
 - b. Implement a functional performance pay policy by 6/30/27.
 - c. Follow the Town's adopted pay policy for FY 25-26.
 - c. Communicate to engaged citizens regarding the budget:
 - i. Action Items:
 1. Prior to budget adoption, hold a meeting with Town Council and all Committee Members to provide a budget update and receive any input by 5/30/25.
 2. Hold a public hearing where any residents can provide public input prior to FY 25-26 budget adoption.
 3. Publish the FY 25-26 budget process meeting schedule so any interested resident can attend.
 - 2.) **Pursue Sewer Alternatives** – *Having adequate sewer capacity is essential to ensuring a long-term sustainable tax base, supporting economic development efforts (including the Atrium Hospital/Light Rail area and Union West Business Park), while also supporting the*

community priority of building a Town Center. The Town will keep all options open while continuing to explore obtaining sewer capacity in key areas from Charlotte Water.

a. Action Items:

- i. Staff will present to Council on the current status of the sewer situation by 6/30/25.
- ii. Monitor Centralina Regional Council's intent to study the "package plant" issue and assess its relevance and timeline for the Town of Stallings.
- iii. Fund and commission an independent third-party study in the FY 25-26 budget analyzing pros and cons of current "package plant" technology.
- iv. Develop and adopt a Town of Stallings position on the appropriate uses of "package plants" concerning development in Stallings.
- v. Seek independent third-party expert evaluation of the specific "package plant" technology being proposed as part of each individual development application where possible during conditional zonings, etc.

3.) **Support/Enhance Union West Business Park** – *Supporting and growing economic development efforts for existing and new businesses in Union West Business Park ("UWBP") as an opportunity to help foster a sustainable tax base for all residents and businesses in Stallings.*

a. Action Items:

- i. In FY 25-26, task the Economic Development Committee with continuing to monitor and identify improvement opportunities. At the appropriate time in the future, explore funding mechanisms for the UWBP aimed at potentially supporting enhancements.
- ii. Council's identified representatives will come up with a timeline by 9/28/25 to engage with NC General Assembly members regarding repairing the roads and potential property annexation.
- iii. Reconsider local funding for the UWBP roads mid-year if Council determines State funding efforts are unsuccessful.
- iv. Economic Development Committee will engage with the County's new economic development entity by 9/28/25 to:
 1. Learn more about the new organization's structure;
 2. Discuss potential partnership for retail recruitment;
 3. Discuss how the new organization might help with business recruitment;
 4. Discuss best way for business retention such as potentially sending a delegation to existing businesses; and
 5. Enhancing Union West Business Park.

4.) **Implement Adopted Plans and Studies Not Dependent on Sewer Capacity** – *The Town Council wants to ensure that any sewer capacity issues will not prevent the Town from improving its quality of life for residents in other ways.*

a. Action Items:

- i. During FY 25-26 budget process, staff will present additional project opportunities for Council to consider pursuing potentially including
 1. Greenways.

2. Sidewalks.
3. Streetscape Plans.
4. Large parcel for Sale Within the Town Center.
5. Any other projects the Council seeks to pursue.

5.) **Pursue Town Center Creation** – *Our residents desire a Town Center that can serve as both the vibrant cultural heart/destination/identity of our community and as a positive economic catalyst. The Council recognizes this will take many years to fully realize the Town Center vision but is committed to helping build the foundation.*

a. Action Items:

- i. Call it “Town Center” instead of “Downtown.” More appropriate to what the Council is trying to accomplish.
- ii. To enhance Town Center as an activity center, develop and approve a lease with Armored Cow Brewery by 7/15/25.
- iii. Staff to present information to Town Council on available listed land by 7/15/25.
- iv. Per DFI’s recommendation aimed at supporting Town Center oriented retail, continue to encourage higher residential density (multi-family) in the Town Center. (TBD based on opportunities).

- *Rationale: DFI study advised current low residential density is a challenge for attracting specialty (non-chain/boutique) retail. DFI recommended encouraging higher density residential to support retail.*
- *When asked to clarify what is meant by “higher density,” DFI advised:*
 - *“We studied both the multifamily and townhouse scenario (you have financial impacts for both), and we believe the multifamily scenario will do more to support the downtown-oriented retail that is desired by the Town. Additionally, this type of product is attractive to developers in the Stallings market, evidenced by recent developments in Indian Trail and the proposed development for the 13-acre site across from Pad A. Therefore, ‘higher density’ would mean projects that align with the 200+ unit developments occurring in the market.”*

- v. If the Town receives a significant development plan within the Town Center area from a private developer that requests public participation, consider contracting with DFI for a third-party review of the development plan.
- vi. Continue to explore sewer alternatives. (See priority #2 above).
- vii. To support activity in the Town Center area, hold 11 parks events at Stallings Municipal Park in 2025.

6.) **Maximize Positive Development Around the Hospital/Light Rail** – *Recognize the area’s importance, invest in beautification/placemaking, support the light-rail, and plan to*

maximize positive development with the twin-anchors of the Atrium Hospital and the planned light rail.

a. Action Items:

- i. Staff will present small area plan and comprehensive land use plan updates to support hospital and light rail development by 6/30/25.
- ii. TOD district (ON HOLD). Due to General Assembly legislative changes, the TOD overlay is on hold until the General Assembly makes a decision on how to address the recent downzoning legislation that has caused challenges for local governments. If/when the General Assembly makes a change, staff can present options for Council's consideration.

Miscellaneous

- The Town Council wants to ensure/encourage the completion of critical state intersection projects with no additional costs to the Town of Stallings.
 - o Action Item(s)
 - Staff to present information on area transportation projects, possibly in conjunction with NCDOT to ensure Town Council is fully aware of current and future projects by 9/30/25.