



# VILLAGE OF MARVIN

10004 New Town Road | Marvin, NC | 28173 | Tel: (704) 843-1680 | Fax: (704) 843-1660 | www.marvinnc.org

## VILLAGE COUNCIL MEETING MINUTES

August 10, 2021 – 6pm  
Village Hall, 10004 New Town Road  
Regular Meeting (Virtual Meeting)

### A. AGENDA ITEM

#### 1. Call to Order

Mayor Pollino called the meeting to order at 6:01pm and determined a quorum was present.

**Present:** Mayor Pollino, Councilman Lein, Councilman Wortman

**Present Virtually via Webex:** Mayor Pro Tem Vandenberg, Councilman Marcolese

**Absent:** None

**Staff Present:** Christina Amos, Austin W. Yow, Hunter Nestor, Chaplin Spencer

#### 2. Consider Allowing Councilmembers to Participate Remotely

**MOTION:** Councilman Wortman moved to allow Councilmembers to participate remotely.

**VOTE:** The motion passed unanimously, 4-0.

#### 3. Adoption of the Agenda

Councilman Wortman requested to make the following changes:

- Add Consent Agenda Item #11: “Appoint Hunter Nestor as the Village of Marvin Representative on the CRTPO Technical Coordinating Committee”
- Add New Business Item #1: “Discuss and Consider Acceptance of Coronavirus Local Fiscal Recovery Funds in the Amount of \$1,076,933.25 and Authorize Manager to Execute Agreement(s) and Other Documentation as Needed, Contingent Upon Attorney Review”

**MOTION:** Councilman Lein moved to approve the agenda as amended.

**VOTE:** The motion passed unanimously, 4-0.

#### 4. Pledge of Allegiance

Mayor Pollino led the pledge of allegiance.

#### 5. Public Comment Period

No comments were given.

### B. REPORTS AND UPDATES

TIME STAMP 3:10

#### 1. Manager’s Report

##### a. Introduction and Oath of Office of Finance Officer, Jamie Bays

Christina Amos, Village Manager, introduced the Village’s new Finance Officer, Jamie Bays. Austin W. Yow, Village Clerk & Assistant to the Manager administered the Oath of Office.

##### b. Solid Waste Contract Update

Ms. Amos stated that staff is working on the contract for solid waste with the Village Attorney. She stated that the contract will be ready in a few months. Council discussed the services to be provided and the affordability of the price.

##### c. American Recovery Update

Ms. Amos stated that the Village has received the agreement to receive the American Rescue Funds, which was added to the agenda as New Business Item #1.

##### d. MHD Rezoning Withdraw Update (until District is Created)

Ms. Amos stated that she has formally withdrawn the rezoning application for the rezoning of properties for the Marvin Heritage District. She stated that once the district is created, the application will be resubmitted.

**TIME STAMP 18:50**

**2. Planner's Report**

**a. Update on Proposed RV & Boat Parking (Corner of Waxhaw-Marvin/Henry Nesbit)**

Hunter Nestor, Planning & Zoning Administrator, stated that there is a rezoning application pending with Union County for RV and boat storage, located on the corner of Waxhaw-Marvin Road and Henry Nesbit Road, adjacent to the Chimneys at Marvin neighborhood. He stated that the applicant is currently revising their application and no public hearing has been scheduled yet. He stated he will inform everyone once a hearing has been scheduled. Council discussed this in depth and directed Mr. Nestor to contact and inform the HOA for the Chimneys at Marvin of the proposal.

**b. Code Enforcement Update**

Mr. Nestor stated that he has included a report on code enforcement violations. He stated he plans to provide these each month.

**TIME STAMP 23:40**

**3. Roads Report**

**a. Berwick Update**

Ms. Amos stated that she was informed that the road issue on the corner of Berwick in Firethorne was being resolved. Councilmembers stated that the problem has not been resolved and directed Ms. Amos to talk to AMT about the issue.

**b. Pre-Salt/Storm/Debris Removal Update**

Ms. Amos informed the Council that she is getting quotes for pre-treating roads for winter weather. She also stated staff is working on agreements for debris removal that occurs during dangerous weather, such as hurricanes, tornadoes, etc. Council briefly discussed fallen trees along the Marvin Loop Greenway and directed Mr. Durst to address the issue.

**c. Powell Bill** *(See attached, Item B.3.c., which is included as a reference in these minutes).*

Ms. Amos stated that the Village doubled the length of roads that it maintains last year. The Village added 8.55 miles of roads, meaning the Village is now responsible for 16.35 miles of roads.

**TIME STAMP 29:35**

**4. Deputy's Report**

Deputy Montgomery gave his report on calls received in the past month. He encouraged residents to lock their doors and use their alarms.

**5. Planning Board Chair Report**

No report was given.

**6. PR&G Chair Report**

No report was given.

**C. CONSENT AGENDA** *(Consent items may be considered in one motion and without discussion except for those items removed by a Councilmember)*

**TIME STAMP 33:20**

**MOTION:** Councilman Marcollese moved to approve the consent agenda as amended.

**VOTE:** The motion passed unanimously, 4-0.

- 1. Consider Adoption of Council Minutes from the 6/24/21 (Work Session), 6/28/21 (Village Hall Design Finishes), and 7/13/21 (Regular) Meetings** *(Adopted minutes are available online).*
- 2. Consider Adoption of Revised Village Council Meeting Schedule** *(See attached, Item C.2., which is included as a reference in these minutes).*
- 3. Consider Adoption of Marvin Heritage District Strategic Plan Committee Rules of Procedure Changing the Number of Members from Nine (9) to Seven (7)** *(See attached, Item C.3., which is included as a reference in these minutes).*
- 4. Consider Reappointment of Bob Nunnenkamp and Dan Wilson to the Parks, Recreation, and Greenways Board for Terms Expiring 9/1/2024**



5. Affirm the Design Review Board Approval of Sign Permit Application #21-12684 for Village Hall Mounted Signs (See attached, Item C.5., which is included as a reference in these minutes).
6. Affirm the Design Review Board Approval of Sign Plan for Marvin Gardens Outparcel 1: 7-Eleven (See attached, Item C.6., which is included as a reference in these minutes).
7. Affirm the Design Review Board Approval of Sign Permit Application #21-12668 for the Cottages at Marvin Gardens Signage (See attached, Item C.7., which is included as a reference in these minutes).
8. Consider Approval of Agreement with NCDOT to Implement ADA Sidewalk Compliance on NC 16/Woodmont; NC 16/Courtyards; New Town/Hickory Ridge; and Marvin/Firethorne (See attached, Item C.8., which is included as a reference in these minutes).
9. Consider Waiving Three Bid Requirement per Village Procurement Policy to Purchase Radar Signs from Vendor TBD Not to Exceed \$8,000 AND Authorize Manager to Execute Agreement Contingent Upon Attorney Review AND Authorize Future Budget Amendment from Contingency (See attached, Item C.9., which is included as a reference in these minutes).
10. Consider Adoption of Revised Budget Ordinance 2021-07-04

**OR-2021-07-04**  
**REVISED**

**AN ORDINANCE AMENDING THE GENERAL FUND BUDGET ORDINANCE**

**BE IT ORDAINED** by the Village Council of the Village of Marvin, North Carolina that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2022:

**SECTION 1.** To amend the General Fund Budget, the revenues and appropriations are to be changed as shown.

TYPE	BUDGET ACCOUNT	AMENDMENT AMOUNT	FROM	TO
Expense	General Fund – Public Safety Deputy Contract (A/C 5502)	\$1,300	\$210,241	\$211,541
Expense	General Fund – Public Safety Off-Duty Control (A/C 5501)	(\$1,300)	\$51,349	\$52,649 <b>\$50,049</b>
Expense	General Fund-Culture and Recreation Emergency Repairs (A/C 6753)	\$3,000	\$2,500	\$5,500
Expense	General Fund-Culture and Recreation Events-(for Marvin Day) (A/C 4001 (all events))	\$5,000	\$7,500	\$12,500
Expense	General Fund-Culture and Recreation Park Projects (A/C 6765)	\$2,000	\$45,168	\$47,168
Expense	General Fund-Contingency (A/C 6900)	(\$10,000)	\$50,000	\$40,000
Expense	Transportation Stormwater/Gutter Repair/Maintenance (A/C 6326)	\$52,358	\$0	\$52,358
	Fund Balance Powell Bill Reserve	(\$52,358)	\$149,516.63*	\$97,158.63

\*(est. projected at FY 21 close; at time of this budget amendment there was \$61,141 in FB Powell Bill Reserve with an unspent \$88,375.63 projected at Year End Close for FY 21; this is projected total of Fund Balance when the fiscal year is closed out and audit is complete)

**Reason:** To amend budget to cover contract overruns with Union County Sheriff Department for Deputy Contract and move funding from contingency to cover first annual Marvin Day celebration and unexpected repairs needed for UTV repairs; and to fund curb/gutter repairs as approved in FY 21, but did not get completed before year end.

**SECTION 2.** Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 29th day of July 2021.

**11. Appoint Hunter Nestor as the Village of Marvin Representative on the CRTPO Technical Coordinating Committee**

**D. PUBLIC HEARING**

No public hearings were held.

**E. VILLAGE HALL**

**TIME STAMP 33:40**

**1. Well Update**

Ms. Amos informed the Council that the Village has submitted the agreement for the irrigation well to Union County. She stated that staff will be meeting with County staff on-site to determine the well's location. She reminded Council that the price of well does not include the cost of running pipes or the installation of a power source, meaning that these expenses will have to be pulled from the contingency funds for the Village Hall project.

**TIME STAMP 34:40**

**2. Furniture Update**

Ms. Amos stated that the furniture purchase has been completed. Furniture for the front and back lobbies was removed and will be purchased later.

**TIME STAMP 35:40**

**3. Contingency Update**

Ms. Amos stated that the Village has used \$65,000 of the \$200,000 allotted. She added that an additional \$125,000 is expected. She stated more funds will be needed for contingencies in the future.

**F. UNFINISHED BUSINESS**

**TIME STAMP 37:30**

**1. Discussion of 2022 Marvin Day Celebration**

Ms. Amos stated that events for the celebrations have been delegated to various PR&G Board members. She stated that a more detailed update will be provided a future meeting. Council briefly discussed the reservation of bands and venues.

**TIME STAMP 40:25**

**2. Discuss and Consider Appointment of Applicant to the Board of Adjustment as a Regular Member for a Term Expiring 3/1/2023 (See attached, Item F.2., which is included as a reference in these minutes).**

Mr. Yow briefly spoke about the applicant, Roger Nielsen. Council briefly discussed his qualifications.

**MOTION:** Councilman Marcolese moved to appoint Roger Nielsen to the Board of Adjustment as a Regular Member for a term expiring 3/1/2023.

**VOTE:** The motion passed unanimously, 4-0.

**TIME STAMP 42:30**

**3. Discussion and Consideration of Selected Placements of Radar Signs AND Authorize Manager to Execute Encroachment Agreement with NCDOT**

Ms. Amos stated that the Village will be purchasing two radar signs that will be affixed to u-channel posts. She asked Council to decide where to place the signs. She noted that an encroachment agreement will be required if Council chooses to install the radars along NCDOT roads. Council discussed this item in depth and agreed by consensus to place the signs along Marvin Road just beyond the Innisbrook Tennis Courts and along Waxhaw-Marvin Road.



## G. NEW BUSINESS

TIME STAMP 54:10

1. **Discuss and Consider Acceptance of Coronavirus Local Fiscal Recovery Funds in the Amount of \$1,076,933.25 and Authorize Manager to Execute Agreement(s) and Other Documentation as Needed, Contingent Upon Attorney Review** *(See attached, Item G.1., which is included as a reference in these minutes).*

Ms. Amos stated that this agreement is required to receive the relief funds. She stated that a payment of over \$500,000 will be received in 2021 with the remainder being received in 2022. The Village has until 2026 to use the funds for approved purposes. Ms. Amos and Council discussed proposed uses for the funds in depth.

**MOTION:** Councilman Wortman moved to accept the Coronavirus Local Fiscal Recovery Funds in the amount of \$1,076,933.25 and authorize Manager to execute agreement(s) and other documentation as needed, contingent upon attorney review.

**VOTE:** The motion passed unanimously, 4-0.

## H. OPEN TOPICS

TIME STAMP 1:05:50

Mayor Pollino briefly asked the staff if the Village had ordinances prohibiting solicitation. Staff responded that the Village does have ordinances in place and that instances of solicitation should be reported to Marvin's law enforcement officers.

## I. AGENDA ITEMS

TIME STAMP 1:07:30

1. **Review of Action Items and Ongoing Action Item List**

- Ms. Amos will talk with AMT about the standing water issue on the corner of Berwick Court in Firethorne.
- Ms. Amos will move forward with encroachment agreements with NCDOT for the new traffic radars.
- Mr. Nestor will reach out to the Chimneys at Marvin HOA about the proposed RV and Boat Parking Lot being proposed to Union County located adjacent to the subdivision.
- Mr. Durst will provide a detailed update on Marvin Day event planning at the August 26 work session.
- Mr. Durst will investigate downed trees along the Marvin Loop Greenway near the Joe Kerr/Marvin School intersection.

Council reviewed the Ongoing Action Item List and made revisions.

TIME STAMP 1:08:20

2. **Council Comments**

**Mayor Pollino:** He wished his wife a happy birthday. He thanked Council Candidates Wayne Deatherage and Brandi Smith for coming. He thanked staff for their hard work. He welcomed Jamie Bays to the Village. He welcomed Roger Nielsen to the Board of Adjustment.

**Councilman Lein:** He welcomed Council Candidates Wayne Deatherage and Brandi Smith to the Council meeting. He thanked everyone for running and wished that no candidate incurs the court costs that he and Councilman Marcolese incurred after the last elections.

**Councilman Wortman:** He stated he was glad to see the new park truck parked outside. He thanked staff and law enforcement for their hard work. He welcomed Jamie Bays to the Village.

## J. CLOSED SESSION

TIME STAMP 1:13:25

1. **Recess into Closed Session Pursuant to NCGS §143-318.11(a)(3) To Consult with an Attorney Employed or Retained by the Public Body in Order to Protect the Attorney-Client Privilege**

**MOTION:** Councilman Wortman moved to recess into Closed Session pursuant to NCGS §143-318.11(a)(3) to consult with an attorney employed or retained by the public body in order to protect the attorney-client privilege.

**VOTE:** The motion passed unanimously, 4-0.

*(Recording omits closed session)*

**MOTION:** Councilman Lein moved to come out of closed session.

**VOTE:** The motion passed unanimously, 4-0.

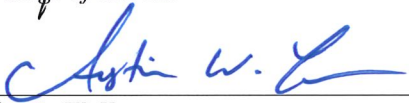
**K. ADJOURNMENT**

**MOTION:** Councilman Wortman moved to adjourn the meeting at 7:53pm.

**VOTE:** The motion passed unanimously, 4-0.

Adopted: 9-14-2021

  
\_\_\_\_\_  
Joseph E. Pollino Jr., Mayor  
Village of Marvin

  
\_\_\_\_\_  
Austin W. Yow  
Village Clerk & Assistant to the Manager





Item B.3.c.



# VILLAGE OF MARVIN POWELL BILL MAP JULY 1, 2021

**STREET MAINTENANCE**

- Privately Maintained
- Public Street Not Currently Maintained
- State Maintained
- Village Maintained
- Village of Marvin Limits

Attached hereto, and by reference, is a certified copy of the official street map of this municipality as of July 1, 2021, which map is shown in distinctive colors the location of all streets on the street system and all private streets which are not open to the public. All remaining streets shown in the above table under "State Maintained" are maintained by the municipality, and the said map is being submitted as evidence of, and in support of, the claim made by this municipality for mileage allocations pursuant to Paragraphs of G.S. 136-41.1, as amended.

WITNESS my hand and seal this the 29th day of June, 2021

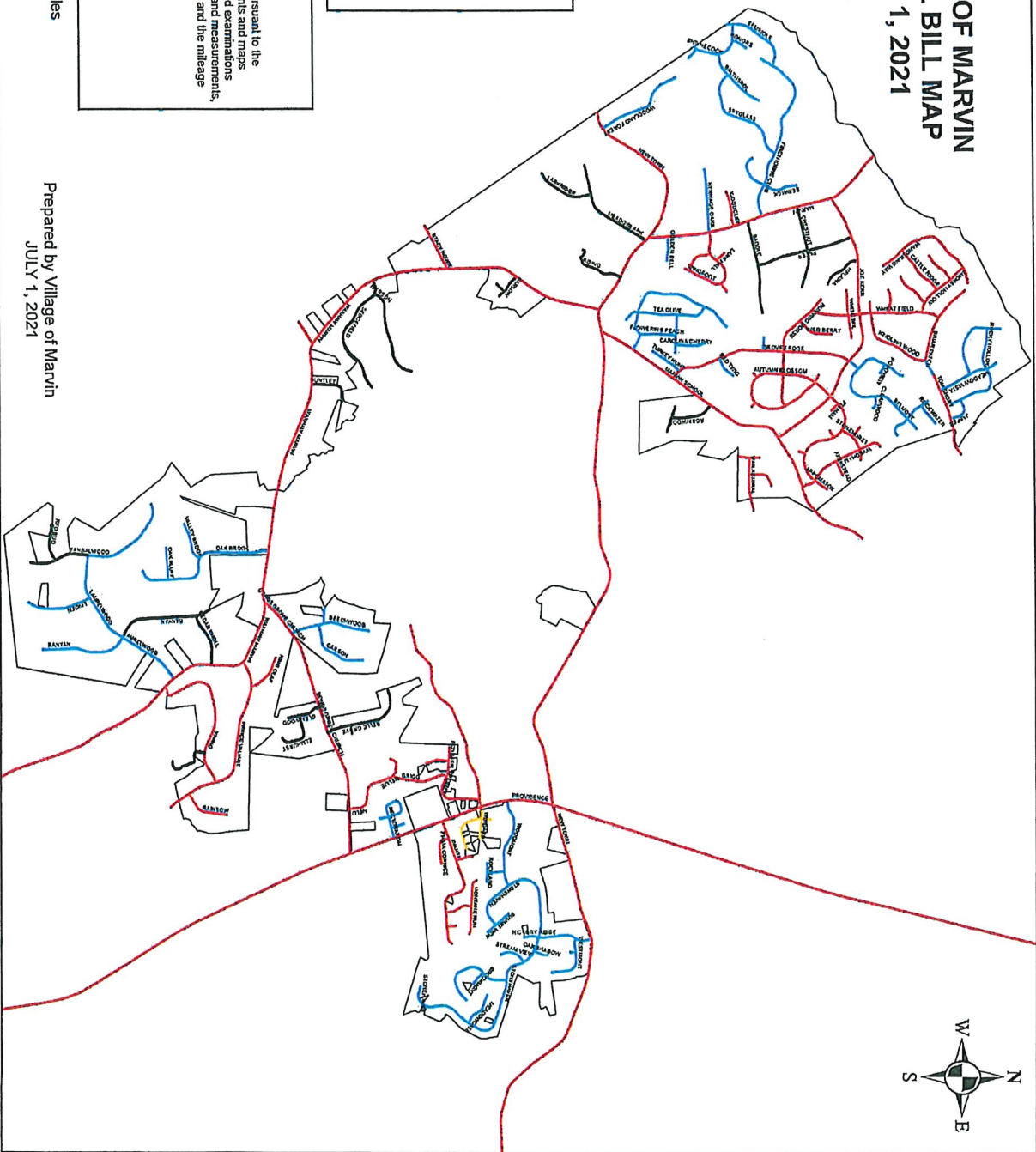
ATTEST:  
  
 CLERK  
  
 MAYOR

STATE OF NORTH CAROLINA  
 COUNTY OF Wayne

This is to certify that I am a Registered Professional Engineer or Land Surveyor pursuant to the laws of the State of North Carolina; and that I have examined the mileage statements and maps referred to in items 4, 5, 6 and 7 above; that I have made actual measurements and examinations of non-paved system streets in the above municipality and from said examinations and measurements, I have prepared the distances contained in said table are correct; and that the map and the mileage allocations are correct within a possible error of one-hundredth of a mile per mile.

Witness my hand and seal, this the 14th day of July, 2021

William Thomas Moxley  
 Registered Professional Engineer of Land Surveyor



**ATTACH THIS LIST WITH CERTIFIED STATEMENT AND POWELL BILL MAP**  
**STREETS ADDED / DELETED BETWEEN JULY 1, 2020 AND JUNE 30, 2021**

Municipality of: Marvin

Date: 07/01/2021

Please list **only** those streets, or portions thereof, that have either been **added to**, or **deleted from**, your municipality's street system between **July 1, 2020** and **June 30, 2021**.

STREET NAME (or SR # if Transfer from State System) <b>(ADDED TO)</b>	MILEAGE (convert feet to hundredth of a mile)	+
Flowering Peach Road	0.82	-
Pampas Lane	0.07	-
Tea Olive Road	0.34	-
White Dogwood Lane	0.18	-
Yellow Jasmine Lane	0.09	-
Carolina Cherry Lane	0.15	-
Golden Bell Drive	0.12	-
Restoration Drive	0.34	-
Haywood Park Drive	0.07	-
Morningmist Court	0.04	-
SR# 1485 Laurelwood Lane	0.77	-
SR# 1486 Banyan Way	0.42	-
SR# 2519 Sandalwood Drive	0.46	-
SR# 2555 Linden Court	0.32	-
SR# 2541 Beechwood Drive	0.39	-
SR# 3126 Ryan Drive	0.08	-
SR# 2542 Carson Drive	0.32	-
SR# 3198 Berwick Court	0.36	-
SR# 3196 Seminole Drive	0.36	-



STREET NAME (or SR # if Transfer from State System) <b>(ADDED TO)</b>	MILEAGE (convert feet to hundredth of a mile)	+
SR# 3199 Shinnecock Lane	0.3	-
SR# 3194 Firethorne Club Drive	0.84	-
SR# 3638 Medinah Court	0.06	-
SR# 3195 Spyglass Lane	0.51	-
SR# 3637 Honors Court	0.09	-
SR# 3197 Baltusrol Lane	0.31	-
SR# 1497 Heritage Oak Lane	0.3	-
SR# 2516 Woodland Forest Drive	0.44	-
TOTAL	8.55	

STREET NAME (or SR # if Transfer from State System) <b>(DELETED FROM)</b>	MILEAGE (convert feet to hundredth of a mile)	+
		-
TOTAL		

TOTAL STREETS ADDED AND DELETED	MILEAGE
Total Streets Added	8.55
Total Streets Deleted	
TOTAL	8.55



# VILLAGE OF MARVIN

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## 2021 VILLAGE COUNCIL MEETING SCHEDULE

**Adopted: 11/10/20, Revised 1/12/21, 6/24/21; 8/10/21**

*(Council Regular Meetings are typically held on the second Tuesday and Council Work Session Meetings on the last Thursday of each month, unless noted)*

DATE	TIME	LOCATION
Tuesday, January 12	6:30pm	Village Hall
Thursday, January 28	9am	Village Hall
Tuesday, February 9	6:30pm	Village Hall
Friday, February 19 <i>(Council Retreat)</i> ^	9am – 4pm	Firethorne
Saturday, February 20 <i>(Council Retreat)</i> ^^	9am – 12pm	Firethorne
Thursday, February 25	9am	Village Hall
Tuesday, March 9 <i>(Budget Work Session)</i> **	5:30pm	Village Hall
Tuesday, March 9	6:30pm	Village Hall
Thursday, March 25	9am	Village Hall
Tuesday, April 13 <i>(Budget Work Session)</i> **	5:30pm	Village Hall
Tuesday, April 13 *	6:30pm	Village Hall
Tuesday, May 11 <i>(Budget Work Session)</i> **	5:30pm	Village Hall
Tuesday, May 11	6:30pm	Village Hall
Wednesday, May 12 <i>(Spring Town Hall)</i>	6:30pm	Forest Hill Church (Waxhaw)
Thursday, May 27 <i>(Budget Adoption)</i> **	6:30pm	Village Hall
Tuesday, June 8	6:30pm	Village Hall
Thursday, June 24	9am	Village Hall
Tuesday, July 13	6:30pm	Village Hall
Thursday, July 29	9am	Village Hall
Tuesday, August 10	6pm	Village Hall
Thursday, August 26	9am	Village Hall
Tuesday, September 14	6pm	Village Hall
Thursday, September 30	9am	Village Hall
Tuesday, October 12	6pm	Village Hall
<a href="#">Thursday, October 14</a>	<a href="#">6:30pm</a>	<a href="#">Barn at Marvin Efird Park</a>
Thursday, October 28	9am	Village Hall
Tuesday, November 9 *	6pm	Village Hall
Tuesday, December 14 *	6pm	Village Hall

### ***Please Note Changes in the Meeting Schedule as follows:***

*	Only 1 meeting scheduled for April, November, and December
**	Budget Work Sessions and Budget Adoption
^	Council Retreat
^^	Council Retreat Carry Over day



Item C.3.

VILLAGE OF MARVIN  
MARVIN HERITAGE DISTRICT STRATEGIC PLAN COMMITTEE  
RULES OF PROCEDURE

ARTICLE 1  
ESTABLISHMENT

- 1-1 The Marvin Heritage District Strategic Plan Committee, having been created by the Marvin Village Council, shall be hereafter referred to as the "MHD SP Committee".
- 1-2 The MHD SP Committee shall be considered a "public body" and is subject to all rules and regulations for public bodies contained in North Carolina's Open Meetings regulations.

ARTICLE 2  
DUTIES & POWERS

- 2-1 The primary objective of the Marvin Heritage District Strategic Plan Committee is to create a strategic plan to guide and facilitate the development of the Marvin Heritage District.
- 2-2 The MHD SP Committee shall have the following duties relating to the development of the Marvin Heritage District:
  - 1. To create a strategic plan, consisting of details pertaining to all topics of implementation of the Marvin Heritage District, including but not limited to:
    - a. Zoning
    - b. Traffic Mitigation
    - c. Streetscaping
    - d. Branding
    - e. Business Recruitment
  - 2. To deliberate on these topics and provide recommendations to the Village Council and relevant boards.
  - 3. To coordinate with consultants and provide recommendations on their reports.
  - 4. To incorporate input from public involvement meetings into their discussions.
  - 5. To perform any other related duties as directed by the Village Council.

ARTICLE 3  
APPOINTMENT & TERMS

- 3-1 The MHD SP Committee shall consist of ~~nine (9)~~seven (7) members, all of whom shall be residents or property owners of the Village of Marvin and been duly appointed by the Village Council for duration of the Committee's work. ~~The Committee is expected to hold meetings through May 2021.~~
- 3-2 If a vacancy on the MHD SP Committee occurs, the Village Council shall fill the seat.
- 3-3 Members of the Committee must be at least 18 years of age to serve.
- 3-4 Members of the Committee are volunteers and receive no stipend for meeting attendance.
- 3-5 Committee members shall also be entitled to reimbursement for subsistence and travel while attending training workshops or official functions. Reimbursements for subsistence and travel must be preapproved by the Village Manager in accordance with current Village policies.
- 3-6 A new member orientation shall be provided by the Planning & Zoning Administrator and/or the Village Clerk within 60 days of appointment to the Committee.

ARTICLE 4  
ELECTION OF OFFICERS

- 4-1 The Committee will operate without an elected Chairperson. The Planning & Zoning Administrator will act as a non-voting Parliamentarian to fulfil the duties of a Chairperson.

- 4-2 The Parliamentarian shall decide upon all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the MHD SP Committee during a meeting. At Council meetings, the Parliamentarian shall also be responsible for presenting key actions and recommendations made by the Committee.
- 4-3 The Village Clerk will serve as the non-voting Parliamentarian in the absence of the Planning and Zoning Administrator. During such times, he/she or she shall have the same powers and duties as the Chairperson.

**ARTICLE 5  
MEETING AGENDAS AND REPORTS**

- 5-1 All meetings shall be open to the public. The order of business at regular meetings shall generally be as follows:
1. Call to Order
  2. Determination of Quorum
  3. Adoption of Agenda
  4. Adoption of the Minutes
  5. Public Comment Period
  6. Unfinished Business
  7. New Business
  8. Review of Action Item List
  9. Committee Member Comments
  10. Adjournment
- 5-2 Items of business shall appear on the meeting agenda. By majority vote, the MHD SP Committee may add items for discussion or subtract items from the proposed agenda. The Clerk or Planning & Zoning Administrator may change the order of business at their discretion if it ensures a more effective or efficient order of business for the Committee and/or Committee meeting guests.
- 5-3 Village staff shall prepare a draft agenda which shall be submitted to the Committee at least one week prior to all (regular) meetings. When a special meeting is called, within 48 hours of the meeting time, the draft agenda will be shared with all members as soon as possible.
- 5-4 Village staff shall ensure a report is provided to Committee members for all agenda items requiring action. The staff report should provide background information for the agenda item, detail the action being requested of the Committee, and the party responsible for initiating the request. The staff report shall be distributed by the Clerk.

**ARTICLE 6  
RECORDING MEETING ACTIONS**

- 6-1 All MHD SP Committee meetings are voice recorded. Executive Summary meeting minutes will be prepared. Meeting minutes shall record the names of members present and absent, a record of important facts leading up to a recommendation, every resolution or question acted upon or voted upon by the Committee shall be incorporated into the meeting minutes by a Village staff member. The MHD SP Committee minutes shall be kept in the office of the Village Clerk.
- 6-2 During each Committee meeting, the Village staff shall prepare an "Action Item List" summarizing tasks the Committee, or the staff plans, to address.

**ARTICLE 7  
RULES OF CONDUCT**

- 7-1 Members of the MHD SP Committee serve at the pleasure of the Village Council. The Council may remove any member of the Committee at any time with or without cause. The Council may remove a MHD SP Committee member by majority vote of the Council.
- 7-2 The MHD SP Committee is subject to Volunteer Board Members' Attendance Policy #P-2013-12-01 adopted by Council on December 10, 2013:



**Policy #P-2013-12-01**

In order for Volunteer Boards to carry out their duties and responsibilities, it is necessary for members to attend the meetings. Members are expected to attend all regular and special meetings of their respective boards. Council understands that on occasion Board Members will have schedule conflicts prohibiting attendance at a meeting; however, those absences should be an occasional event and not reoccurring.

In order to facilitate attendance reports for Council, a staff member will attend all regular and special meetings of all volunteer boards and will record attendance at each meeting. Each quarter, staff will notify the Finance Officer of the attendance record for stipend preparation and will notify the Council in a report presented at a Regular Council meeting.

If a Volunteer Board Member misses two consecutive meetings or four meetings in a six-month period, the Mayor or a Council representative will meet with the Board Chair to determine possible action. Action may involve removal from the Board, to be decided at the next regular Council meeting.

- 7-3 During the MHD SP Committee's public comment period, Committee members shall refrain from responding with opinions or views unless permitted by the presiding officer. However, members may receive and/or seek information pertaining to a case from Village Staff.
- 7-4 The MHD SP Committee is subject to Volunteer Board Members' External Meeting Policy #P-2010-05-02 amended and re-adopted by Council on January 3, 2017:

**ARTICLE 8  
MEETINGS**

- 8-1 Meetings of the MHD SP Committee shall be held on a regular monthly schedule at a time and place to be decided by a majority vote of the members of the Committee. Meetings may also be held at any convenient place in the Marvin area if directed by the Planner & Zoning Administrator in advance of the meeting. The time and place of the meetings shall be publicized by a notice displayed on the Village Website and Social Media Platforms. Each member of the Committee shall be notified of meetings by the Village Clerk.
- 8-2 Staff or two active members of the Marvin Heritage District may call for a special meeting. Special meeting notices must be posted by the Clerk in accordance with all requirements specified in NCGS §143-318.12(a). These requirements include, but are not limited to, posting the notice for the public and submitting it to required agencies at least forty-eight (48) hours in advance of the meeting. Public notices must detail the time, place and purpose of the special meetings and must be distributed to all Committee members at least forty-eight (48) hours in advance of the meeting.
- 8-3 A quorum shall be required to open any meeting and to conduct business. A quorum of the Committee is established when a majority of the MHD SP Committee is present, excluding the current number of vacant seats. When quorum cannot be established at a meeting, or when no business items are scheduled for consideration, the Clerk may dispense with the meeting. Written or verbal notice shall be distributed to all members of the MHD SP Committee as soon as possible.
- 8-4 Committee members may participate in meetings remotely by phone or video conferencing technology. Quorum may be established by members present before the remote member can participate in the meeting. Members shall be permitted to participate remotely at any given meeting. Members who are participating remotely shall be permitted to vote.

**ARTICLE 9  
VOTING; MEETING CONDUCT**

- 9-1 At the discretion of the Parliamentarian, voting shall be by voice or show of hands. All matters to be voted on by the Committee shall be by a duly made motion.
- 9-2 The Parliamentarian shall have no voting privileges, nor the ability to make motions, but may suggest a motion to aid in the progression of the meeting.
- 9-3 Seconds shall not be required prior to the Committee voting on a motion.

- 9-4 The MHD SP Committee by majority vote shall determine whether to hear a member from the public at any point during the meeting, outside of the public comment period.
- 9-5 A person who interrupts, disturbs or disrupts an official meeting is guilty of a misdemeanor. A person who interrupts a meeting, and is asked to leave the meeting by the presiding officer and refuses is also guilty of a misdemeanor. [NCGS §143-318.17]
- 9-6 A member may not be excused from voting merely due to unwillingness to vote on the issue at hand when no conflict of interest exists. If any unexcused member, abstaining from a vote, shall be counted as providing an affirmative vote.
- 9-7 Notwithstanding paragraph 9-6, a member may be excused from voting on an issue in the following circumstances:
1. When the member has a direct financial interest in the outcome of the matter at hand; or
  2. When the matter at hand involves the member's own official conduct; or
  3. When the member has such close personal ties to an applicant that he/she cannot reasonably be expected to exercise sound and impartial judgment on behalf of the public's interest.
- 9-8 In addition, no member of the MHD SP Committee shall seek to influence a decision, participate in any action or cast a vote in any matter before the Committee, which may result in assets or benefits for the member, the member's immediate family, or a member's business interests.

If a Committee member believes that he/she may have a conflict of interest on a particular issue, he/she shall declare the nature of such conflict and ask to be excused from voting on the issue related to such conflict. The remaining Committee members, by majority vote, shall determine whether such conflict exists and whether said member may be excused from further deliberations on said matter. If a member is excused from voting, he/she shall remove himself from the meeting table and not participate in any further discussion on said matter.

- 9-9 Excusing a member from voting, due to any reason outlined in section 9-7, shall not constitute an excused absence from the meeting and shall not, in and of itself, disintegrate any quorum that has been established.
- 9-10 Any interested party believing a conflict of interest exists, or any party believing a conflict of interest was undisclosed, may file a complaint with Village Hall. The complaint, alleging an undeclared conflict of interest, may request an appeal of the MHD SP Committee's findings. Any complaint shall be supported by evidence and shall be submitted at a properly convened meeting of the Committee. The MHD SP Committee shall hear all evidence. A majority vote of the remaining members of the Committee shall be required to accept or dismiss whether a conflict of interest existed. Based on the outcome of this decision, the MHD SP Committee should decide whether to withdraw their findings and whether to re-deliberate the original issue.

#### ARTICLE 10 ADOPTION & AMENDMENTS

- 10-1 These rules shall at all times be consistent with all other ordinances of the Village of Marvin and the State of North Carolina. These Rules, within the limits allowed by law, may be amended by an affirmative vote of a majority of the MHD SP Committee membership. Any such amendment shall be presented in writing at a meeting preceding the meeting at which the vote is taken.

*Adopted by the Village Council – November 10, 2020*

*Amended by the MHD SP Committee – January 7, 2021 (Grammar Corrections, Mentions of Administrator replaced by Manager, Added 18+ Age Requirement)*

*Amended by the Village Council – August 10, 2021 (Change from Nine (9) to Seven (7) Members)*



## APPENDIX A

### RULES OF PROCEDURE FOR ELECTRONIC MEETINGS OF MARVIN VILLAGE COUNCIL

The Village Council of the Village of Marvin, North Carolina, recognizes that Article 33C of Chapter 143 of the North Carolina General Statutes contemplates that official meetings of public bodies, such as the Marvin Village Council, may take place by electronic means. In fact, §143-318.10(d) of the North Carolina General Statutes states that an official meeting can, “mean[s] a meeting, assembly, or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business within the jurisdiction, real or apparent, of the public body.” The Rules of Procedure for Electronic Meetings are a guide for how Council will conduct meetings featuring electronic participation.

#### 1. Meetings to Which These Rules Apply

These Rules of Procedure for Electronic Meetings (“Electronic Rules”) shall apply to meetings of the Marvin Village Council and to any other public bodies existing under the authority of the Village of Marvin (as such bodies follow Village Council’s rules). The Electronic Rules are supplemental to the Rules of Procedure approved by the Village Council for its meetings. Electronic Meetings can take place for any regular, special, or emergency meeting of the Marvin Village Council, subject to the conditions governing the use of Electronic Meetings.

#### 2. Conditions Necessary for Electronic Meetings

The Village Council agrees that electronic meetings will only be permitted when any of the following entities declare that a state of emergency or a disaster exists in an area including the Village of Marvin: the federal government of the United States of America; the Government of the State of North Carolina through the Governor of the State of North Carolina or other method permitted by Chapter 166A of the North Carolina General Statutes; Union County, North Carolina; or the Village of Marvin, through the Mayor or other methods permitted by Chapter 33 of the Marvin Village Code. The state of emergency declaration or disaster declaration must be related to a distinct event that reasonable persons can agree directly affects the Village of Marvin (for example, a determination that an emergency exists under the National Emergencies Act related to piracy conducted by Somali pirates would not reasonably be related to the Village of Marvin and cannot support use of electronic meetings). If no state of emergency or disaster exists, then the Electronic Rules may not be used.

#### 3. Definition of an Electronic Meeting

An Electronic Meeting is any meeting where one or more members of the Village Council participates through telephonic communication, or a telecommunications application which allows simultaneous communication by multiple parties, or other similar means that allows the members of the Village Council to hold a meeting without all members being physically present in the same room.

#### 4. Notice of Electronic Meeting

If an Electronic Meeting is necessary, a public notice of the electronic meeting shall be sent as part of any notice required by North Carolina General Statutes §143-318.12. The public notice, in addition to the information required by North Carolina General Statutes §143-318.12, shall provide:

- a. The location of the physical meeting (which is where any Councilmembers and Staff able to attend the meeting in person shall gather); and
- b. The location of where a member of the public, member of the media, or others, may listen to the Electronic Meeting in accordance with § 143-318.13 of the North Carolina General Statutes.

The notice shall be provided in the manner required by Article 33C of Chapter 143 of the North Carolina General Statutes. If the Electronic Meeting is being used for any part of a regular meeting that is on the meeting schedule adopted by the Village Council, then the information required above shall be provided in a separate notice to be provided in accordance with Article 33C of Chapter 143 of the North Carolina General Statutes. Any notice provided may also be posted on the Village of Marvin’s bulletin board, website and social media accounts, if possible.

**5. Quorum**

Councilmembers present in person or electronically, shall be included in the calculation for determining if a quorum exists of the Village Council. If a Councilmember who participates electronically withdraws from the meeting, the rest of the meeting may be completed provided there is still a quorum of the Village Council present either in person or electronically. Any Councilmember withdrawing from the meeting shall no longer be included for purposes of the quorum calculation.

**6. Process of Opening Meeting**

Immediately prior to opening the meeting, the Mayor, Mayor Pro Tem, or other presiding officer shall communicate with the Councilmember(s) who is (are) participating electronically and ensure that he/she is prepared to go forward. From that time forward until the adjournment of the meeting, the communication line or application shall be kept open. At the start of the meeting, the Mayor, Mayor Pro Tem, or presiding official shall state which Councilmembers are participating electronically.

**7. Voting and Discussion**

Councilmembers present for the meeting through electronic means are eligible to vote for all items considered by the Village Council during the meeting. However, Councilmembers present for the meeting through electronic means will not be permitted to vote on any quasi-judicial matters coming before the Council. Also, a member voting must indicate verbally with a "yes," "no," "yea," "nay," "or "abstain" (when that is permitted) such that the Village Clerk or her designee may record the vote. Prior to taking a vote on any issue, the Mayor, Mayor Pro Tem, or other presiding officer shall inquire of the Councilmembers participating electronically if he or she has been able to adequately monitor the discussion, including comments from the public, if any, and shall allow those Councilmembers to make any comments he or she desires, if they chose to not avail himself or herself of the opportunity to discuss the matter before the vote. However, it is the responsibility of the member to gain the attention of the Mayor or the presiding officer in order to be recognized for discussion. A Councilmember attending through electronic means that withdraws from the meeting without being excused from further attendance shall not be considered an affirmative vote on items before Council. If a Councilmember attending through electronic means becomes disconnected from the meeting, the Councilmember will not be counted as an affirmative or negative vote.

**8. Minutes**

The minutes of the meeting shall designate the name of each Councilmember who participated electronically, the nature of the electronic communication, and the duration of the Councilmember's participation.

*Adopted this the 7<sup>th</sup> day of April 2020 by Village of Marvin Council for All Advisory Boards.*





# VILLAGE OF MARVIN

10004 New Town Road | Marvin, NC | 28173 | Tel: (704) 843-1680 | Fax: (704) 843-1660 | www.marvinnc.org

**TO:** Village Council

**FROM:** Hunter Nestor, Planning and Zoning Administrator

**SUBJECT:** Affirm the Design Review Board Approval of Sign Permit Application #21-12684 (Signage Plan) for Village Hall Mounted Signs

**DATE:** August 2, 2021

## Background

The Village is constructing a new Village Hall and has submitted a sign permit for their wall signs. The location of the new Village Hall is 10006 Marvin School RD and is currently zoned R-Marvin Residential District.

Prior to the date on which applicable specific site & design plans are placed on the Council agenda, the Zoning Administrator shall provide the Council with the Planning Board meeting minutes for the Council's consideration. Per the Village of Marvin Code of Ordinances approved plans by the Design Review Board shall be placed on the agenda of the next regularly scheduled Council meeting under the consent agenda, for affirmation of approval.

## Applicable Ordinance Language

Per § 151.147 PERMITTED ATTACHED SIGNS. Any sign attached to a building or structure shall be considered an attached sign. This shall include any sign that clings to, or is painted onto, a window or structural surface. Attached signs must comply with specific design and development standards in this section, per their exact attached sign type. However, all attached signs in this section are subject to the following common regulations.

- (1) No attached sign shall exceed 20% of the wall area to which it is affixed.
- (2) No attached sign shall be located on the roof of any structure or extend above the parapet or eave line of any structure.
- (3) Attached signs shall be located on the building and shall not extend above the parapet of the building.
- (4) Attached signs shall not extend more than 18 inches from any building wall or marquee face
- (5) Attached signs between eight feet and ten feet above street grade shall not project more than six inches into a street right-of-way.



# VILLAGE OF MARVIN

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10004 New Town Road | Marvin, NC | 28173 | Tel: (704) 843-1680 | Fax: (704) 843-1660 | [www.marvinnc.org](http://www.marvinnc.org)

(6) Attached signs ten feet above street grade shall not project more than 18 inches into a street right-of-way.

(C) Regulations and types of attached signs permitted. The following attached signs are permitted when a sign permit application is submitted and approved by the village, pursuant to § 151.150. Sign proposed in Application:

### **Planning Boards Recommendation**

Planning Board/Design Review Board met on 7/20/2021 and reviewed the proposed application. The Planning Board/DRB unanimously voted to approve the sign application and plan.

### **Staff Recommendation**

Staff recommends Council vote to affirm the Design Review Board Approval of Sign Permit Application #21-12684 (Signage Plan) for Village Hall Mounted Signs





# VILLAGE OF MARVIN

10004 New Town Road | Marvin, NC | 28173 | Tel: (704) 843-1680 | Fax: (704) 843-1660 | www.marvinncc.org

## SIGN PERMIT APPLICATION

Applicant(s) Name: Village of Marvin Phone: 704-843-1680  
 Address of Applicant: 10006 Marvin School RD FAX: \_\_\_\_\_  
Marvin, NC Zip Code: 28173  
 Email: Manager@MarvinNC.Gov

Owner(s) Name: Village of Marvin Phone: 704-843-1680  
 Address of Owner: 10004 New Town RD FAX: \_\_\_\_\_  
Marvin, NC Zip Code: \_\_\_\_\_  
 Email: Same

Sign Contractor Company: AOA Signs Phone: 336-679-3344 ext: 1017  
*(If different from Applicant)*  
 Contact Name: Lauren Willard Email: Lauren@aoasigns.com

### SIGN INFORMATION:

Number of signs requested (must be identical to be included on the same permit): \_\_\_\_\_  
 Parcel No. 06225390A Zoning: R-MARVIN RESIDENTIAL DISTRICT  
 Address or Location of Proposed Sign: 10006 Marvin School RD  
 Business/Company/Subdivision Name: Village of Marvin

The sign is:

- Alteration of Existing Sign       New Installation       Temporary

The sign type is a/an:

- Banner       Wall       Monument/Pylon  
 Projecting/  
Suspended       Awning/Canopy       Post & Arm  
 Other: \_\_\_\_\_

The sign is for a/an:

- Building (stand alone)       Development       Event or Sale  
 Home Occupation       Tenant Space       Other \_\_\_\_\_

The sign is:

- Freestanding       Mounted

Type of Illumination:

- Internal       External       None

Area of sign face 131.25 sq. ft. (sign height x sign width)  
 Sign height 10" ft (sign height incl. base: ~ 11 ft.) Sign width: 13' 1.5" ft.

*Continued* <sup>2</sup> *Total of Building + Sign*



ARCHITECTURAL GROUP PA

tel: 841.1899 fax: 841.8440  
1242 Mann Drive Suite 200  
Matthews, North Carolina 28105  
www.UrbanAA.com

Shop Drawing Review	
Description :	Signage

DATE : 4-19-21      JOB # : 2020-66      PROJECT NAME : Marvin Village Hall

Agreement :

- No Exceptions Noted
- Exceptions Noted

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- Revise And Resubmit
- Rejected
- Not Required - Returned w/o Action

Fabrication/Installation may be undertaken. Approval does not authorize changes in the contract sum or Contract Time unless stated by Change Order or Construction Change Directive.

Fabrication/Installation MAY NOT be undertaken. In resubmitting, limit corrections to the items marked.

Review and approval are only for conformance with the Information given and the design concept of the project as expressed in the Contract Documents. Review and approval of submittals are not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating Instructions for the installation or performance of equipment or systems, all of which remain the responsibility of the contractor as required by the Contract Documents. The Architect's review and approval of the Contractor's submittals shall not relieve the Contractor from any obligation contained in the Contract Documents.

Urban Architectural Group PA

Comments

Signage submittal needs to be reviewed by owners.

*selections checked within*

*(JA) 5/17/21*

Reviewed By:

Jonathan Mychaluk

Date : 4-19-21



# LETTER OF TRANSMITTAL

**To:** Randolph & Sons Builders

**Date:** 4/9/2021

**Attn:** Manish Venugopal

**Architect:** Urban Architectural Group

**Job:** Marvin Village Hall

**Phone:** 704-550-1383

**WE ARE SENDING YOU:**

- Attached     
  Under Separate Cover     
  Via Email the following items:  
 Shop Drawings     
  Signage Schedule     
  Samples     
  Color Selections     
  Product / Mfr. Data  
 LEED Data     
  Other:

COPIES	DATE	NO.	DESCRIPTION
1	4/9/21	10 14 00	Signage Shop Drawings (1 - Elec.)
1	4/9/21	10 14 00	Signage Schedule (1 - Elec.)
1	4/9/21	10 14 00	Material Data & Color Selections (1 - Elec.)
1	4/9/21	10 14 00	Cleaning & Maintenance / Warranty Data (1 - Elec.)

**REMARKS**

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**Ship to Address:**

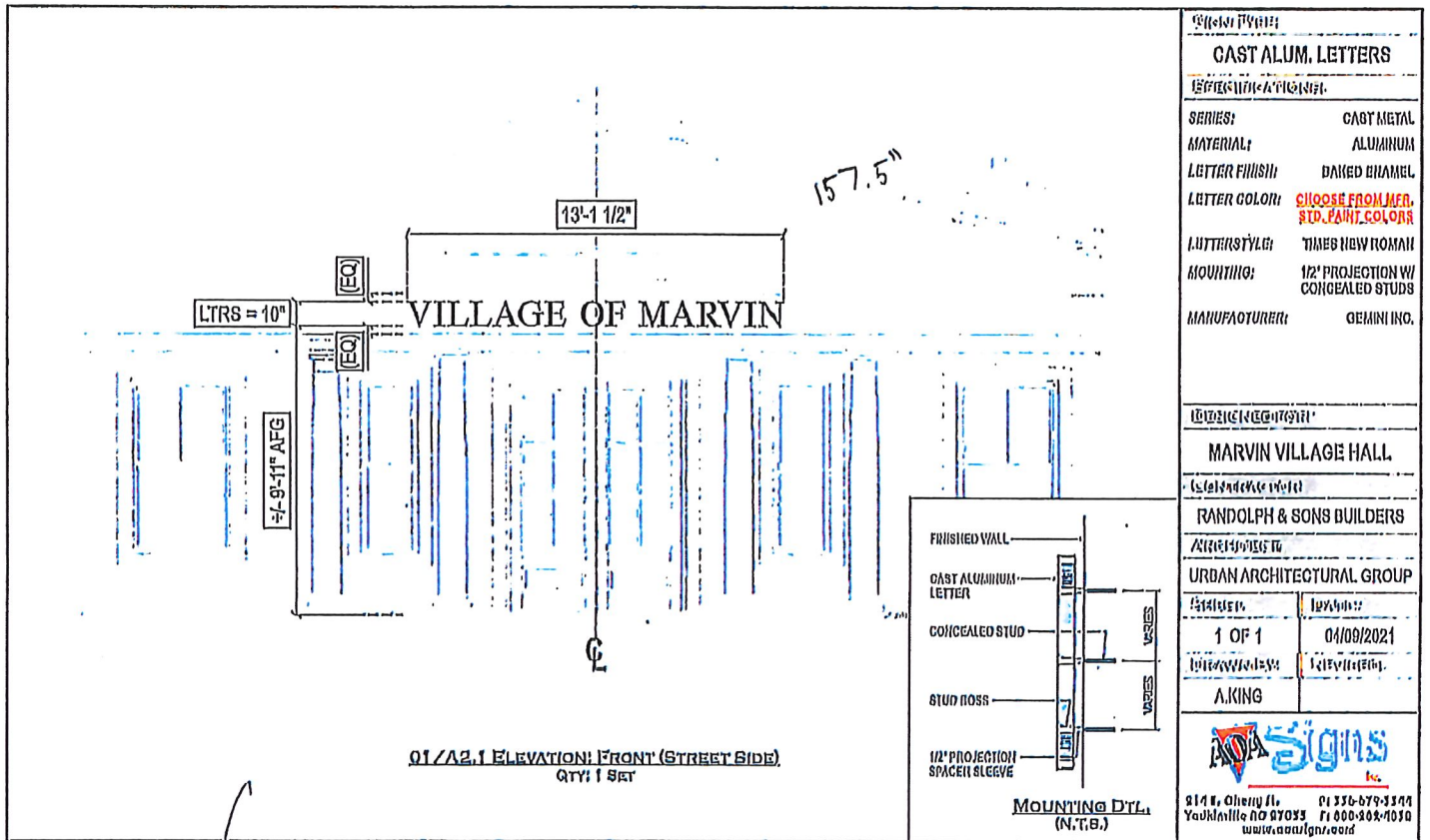
**Email:**  
Manish Venugopal <Manish@Randolphbuilders.com>

**From:**  
  
 Lauren C. Willard, Project Manager  
[lauren@aoasigns.com](mailto:lauren@aoasigns.com) (336) 679-3344 x1017

- CONDITIONS:**
- LEAD TIMES:** From receipt of approved submittals, please allow 20-25 working days.
  - SUBMITTALS / DRAWINGS:** Are based on our interpretation of the information and specifications provided, therefore AOA Signs Inc. reserves the right to change the prices to compensate for any changes, additions or clarification of specifications on the final order. Drawings are based on camera ready art or the use of standard AOA Signs Inc. drawings. Any other art work that may be required is subject to an art charge by AOA Signs Inc.
  - ORDERS:** Are based on standard letterstyles, colors, finishes & materials unless otherwise stated. Minimum order \$100.00.
  - CODE COMPLIANCE:** AOA Signs Inc. assumes no legal responsibility for the interpretation or compliance with the Americans with Disabilities Act (ADA), Local/State Ordinances or Requirements. Additional signs may be required, per jurisdiction, which is not included.

214 E. Cherry Street, Yadkinville, NC 27055  
 336.679.3344 phone ~ 800.282.4830 fax  
[www.AOASIGNS.com](http://www.AOASIGNS.com)





This drawing contains confidential information, is an instrument of service and the property of AOA Signs. It shall not be used on other projects or the extension of this project without AOA Signs written approval.

same as Rand & bk



**Best Value Serif**

NOTE: If your designed style is not available in the sizes shown below, it can be easily reproduced in custom cast. See custom pricing tables on pages 50 & 52

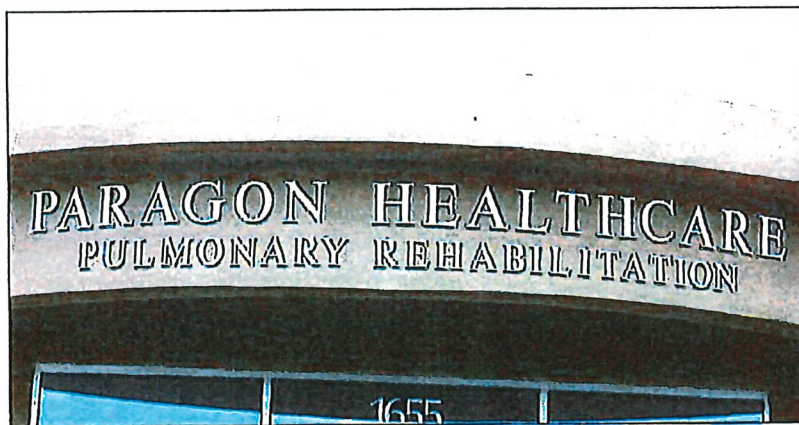


Times New Roman

ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 abcdefghijklmnopqrstuvwxyz 1234567890/&-,.

Flat Face	2"*	3"*	4"	5"	6"	8"	9"	10"	12"	15"	16"	18"	20"	24"
Brushed Aluminum														
Brushed Bronze														
Approx Depth	3/8	1/2	5/8	3/4	3/4	3/4	3/4	1	1	1 1/4	1 1/4	1 1/2	1 1/2	1 1/2
Approx Stroke	1/4	5/8	5/8	7/8	1	1 1/4	1 1/2	1 5/8	1 7/8	3 1/2	3 3/4	4	4 3/8	5

\* Not available in lower case. Larger sizes and alternate depths available. See page 50 & 52









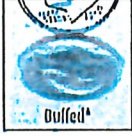
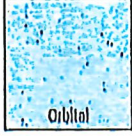


CAST METAL  
DISTINCTION












**\*\* FINISHES NOT INDICATED AS "STANDARD" WILL INCUR ADDITIONAL COSTS \*\***

## Aluminum Finishes

							
<b>STANDARD</b>	<b>STANDARD</b>	<b>STANDARD</b>	Add 15%	Flat Face - 2x Price Round Face - 3x Price Prismatic Face - 3x Price	Add 25%	Add 25%	Add 25%

## Anodized

			
Add 15%	Add 50%	Add 50%	Add 50%
			
Add 50%	Add 50%	Add 50%	

## \*Buffed Cast Aluminum

Gemini takes our premium aluminum alloy #514, and pours this metal into a cured sand mold. The letters are cooled, removed from the sand mold and shot blasted to remove all sand particulates. The letters are then stroked on the face to a 400 grit finish. The side returns are blasted again and painted metallic silver, then the faces are buffed to a high luster eliminating most, but not all, face imperfections and then a gloss clear coat is applied. Finally, a cast aluminum product with a high luster.

## Anodized Aluminum








Anodized finishes are not just coatings... they are a part of the finished aluminum letter. Anodizing is an electrochemical process that hardens aluminum and allows it to be colorized. We perform our own anodizing to ensure your letters within the same order have color consistency and are delivered to you within days. Some of the many reasons to have Gemini anodize your aluminum letters include: Abrasion and weather resistant; Beautiful finish; Increases hardness and durability; Will not crack or peel; Unaffected by sunlight / UV; Environmentally friendly; Cost effective. Note: Colors may vary slightly from order to order. Anodized finishes require a cosmetic coat of paint to hide casting imperfections that come out during the anodizing process.

NOTES: Brushed finish is a #2-#3 finish (80-100 grit) directionally sanded face, vertical grain standard (optional horizontal), bead blasted returns with a low-gloss clear coating.

Optional #4 Brushed is a smoother finish face than standard brushed (150-180 grit). Polished finish is a #7-#8 finish face, bead blasted returns with a gloss clear coating. Anodized finishes have no clear coat.

Color / finish matching available with customer provided sample.

## Bronze Finishes

			
Price as Listed	Flat Face - Add 30% Round - Add 35% Prismatic - Add 50%	Add 30%	Add 30%
			
Add 15%	Add 15%	Add 15%	

## Patinas

By their very nature, will vary from letter to letter and order to order. These finishes will change in appearance over time depending on contact with moisture and temperature. Patinas can "bleed" onto the installation surface when installed outside.

## Oxidized

Bronze is chemically treated, then hand rubbed, to produce an antique look on the letter face - with black returns, then sprayed with a low gloss clear coating. Letters may vary slightly from order to order.



214 East Cherry St., Yadkinville, NC 27055  
Phone: 336-679-3344 Fax: 800-282-4830  
AOASigns.com

## Division 1.0 – Signage

### Signage Cleaning Instructions

Interior/Exterior panel signage should be cleaned using a non-abrasive cloth and warm water. The sign should be dried immediately to prevent spotting. In extreme cases, signs may be cleaned with a mild cleanser such as Windex, or a commercial window cleanser. Please note that certain cleansers may cause discoloration and should be tested in an inconspicuous area first.

### Dimensional Characters/Plaques Cleaning Instructions

All Exterior letters and metal plaques require some maintenance to retain their original luster. All plastic and metal letters should be periodically cleaned with a good dish soap and water to remove any dirt or pollutants gathered from the environment. Should the face of a metal letter get scratched, the polyurethane coating can be revitalized using a good car wax. Please note that certain cleanser may cause discoloration and should be tested in an inconspicuous area first.

Marvin Village Hall  
Marvin, North Carolina



# VILLAGE OF MARVIN

10004 New Town Road | Marvin, NC | 28173 | Tel: (704) 843-1680 | Fax: (704) 843-1660 | www.marvinnc.org

**TO:** Village Council  
**FROM:** Hunter Nestor, Village Planning & Zoning Administrator  
**SUBJECT:** Consideration of Signage Plan for Marvin Gardens Outparcel 1: 7-Eleven  
**DATE:** August 2, 2021

## **Background**

As part of the Marvin Gardens I-CD, the outparcels shall be developed in strictly defined parameters. In addition to the relevant regulations in the recently amended Development Standards, the conditions of approval in the Ordinance OR-2016-11-01 state a few additional mutually agreed conditions. Both documents are attached to the memo.

As such, 7-Eleven has submitted a proposal to develop on Outparcel 1, where this outparcel is the only allowable location for the Convenience Store/Fuel Sales use. A map showing the parcel is attached.

Planning Staff has determined in the sketch plan phase, after a round of revisions, that the proposal meets all requirements (Specifically, the architecture, landscape, buffer, and signage requirements). Council approved the construction plan of 7-Eleven not including wayfinding signs, contingent upon Village Engineer review and possible revisions during their June 8, 2021 meeting.

Wayfinding Signs are allowed in general, but require DRB approval, therefore, they would not be approved at this agenda item. The Applicant has submitted revisions, which was considered by the DRB at their June 15 meeting. The revised plans for their proposed direction signage were revised so that the signs would not be internally lit, as well as to include additional landscaping.

## **Current Status**

If Council approves the Signage Plans then the full set of Final Construction Plans will be reviewed by the Village Engineer and all applicable outside agencies. So long as those revisions do not affect the zoning regulations in a way that reduces the quality, the construction plan need not be reviewed again by the Planning Board and Council.

## **Planning Boards Recommendation**

Planning Board/Design Review Board met on 6/15/2021 and reviewed the proposed application. After some brief discussion, the Planning Board/DRB unanimously voted to approve the signage plan as proposed with the updated revisions.

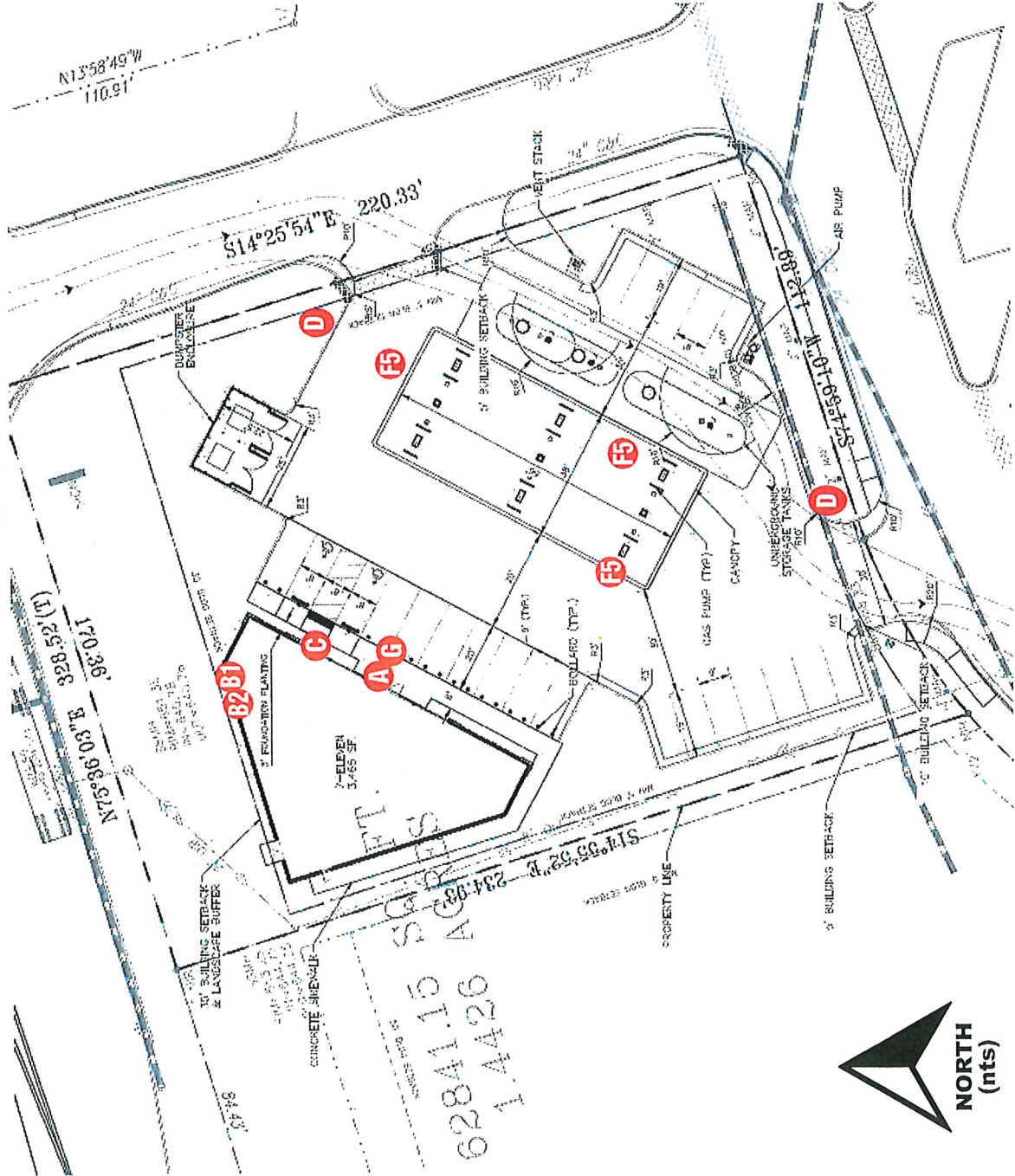
## **Staff Recommendation**

Staff has had Village Engineer review the application and plans and has signed off on compliance. Staff recommends Council vote to affirm the Design Review Board Approval of the proposed Signage Plan for the Marvin Gardens Outparcel 1: 7-Eleven



PRODUCT LIST		
SQ. FT.	QTY	ITEM
<b>EXTERIOR BUILDING SIGNS</b>		
50	1	CHANNEL LETTER SET (HALO)
36	1	SF KEYSTONE WALL SIGN
18	1	SF FUEL PRICE WALL SIGN
<b>INTERIOR WINDOW SIGNS &amp; VINYL</b>		
3.2	1	ATM HANGING SIGN
N/A	14	WINDOW VINYL SET
<b>EXTERIOR GROUND SIGNS</b>		
6	2	DIRECTIONAL
<b>FUEL CANOPY SIGNS</b>		
22.17	3	CHANNEL LETTER SETS (HALO)

**A** **B1** **B2** **C** **G** **D** **F5**



Job Location: 1045559  
Marvin Gardens & New Town Rd.,  
Waxhaw, NC 28173  
Date: May 30, 2021



CUMMING'S

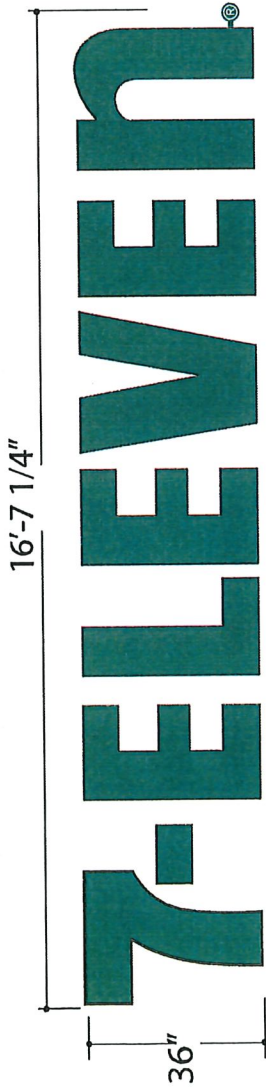
D-ORDER# 101987.12 TDP/WSJ  
Project Mgr.: Hannah McMillion  
hannah.mcmillion@cummingsigns.com  
Page: 1 of 9







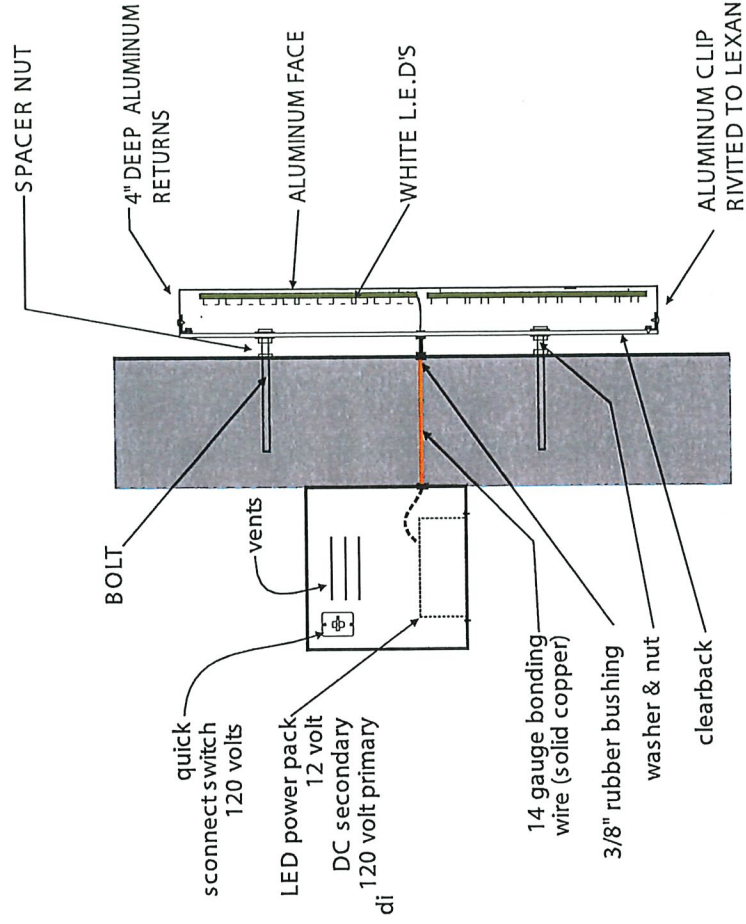
**A**



**50 SQ. FT.**

- LED ILLUMINATED REVERSE CHANNEL LETTER SETS.
- ALUMINUM FACES & 4" RETURNS.
- CLEAR POLYCARBONATE BACKS.
- LETTERS PAINTED.
- REGISTRATION MARK DISC TO BE DECORATED WITH 1ST SURFACE VINYL

 PMS 341C



Job Location: 1045559

Marvin Gardens & New Town Rd.,  
Waxhaw, NC 28173

Date: March 30, 2021

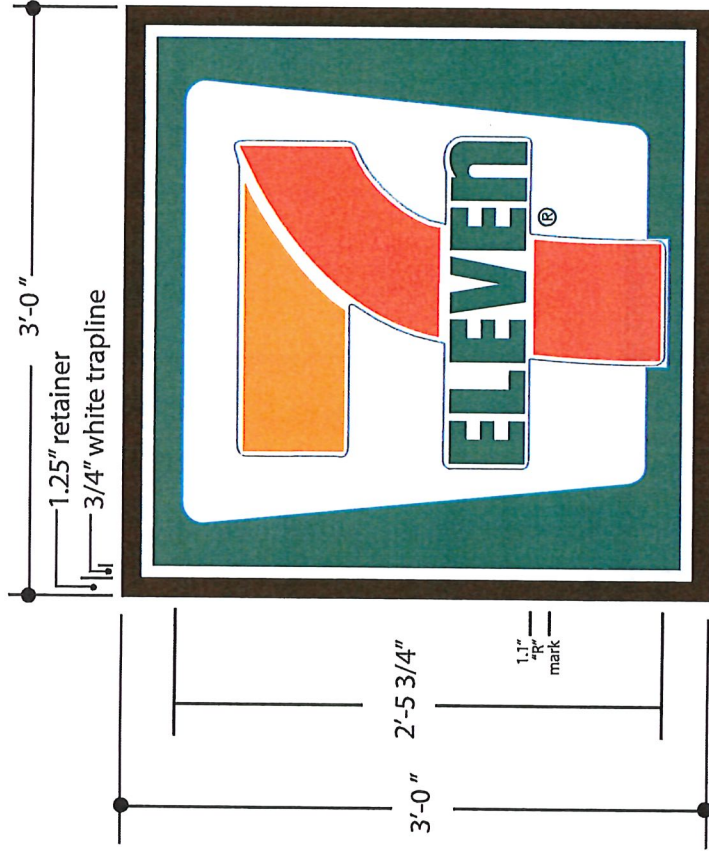


**CUMMINGS**

D-ORDER# 101987.12 TDP/WSJ  
Project Mgr.: Hannah McMillion  
hannah.mcmillion@cummingsigns.com  
Page: 3 of 9



**B1**



- SINGLE FACE INTERNALLY ILLUMINATED WALL SIGN.
- LED ILLUMINATION.
- 5 1/2" EXTRUDED ALUMINUM CABINET & RETAINERS PAINTED BRONZE.
- FORMED POLYCARBONATE FACES WITH EMBOSSED GRAPHICS.
- TRAPLINE PROPORTIONAL TO LOGO FIELD.



Job Location: 1045559

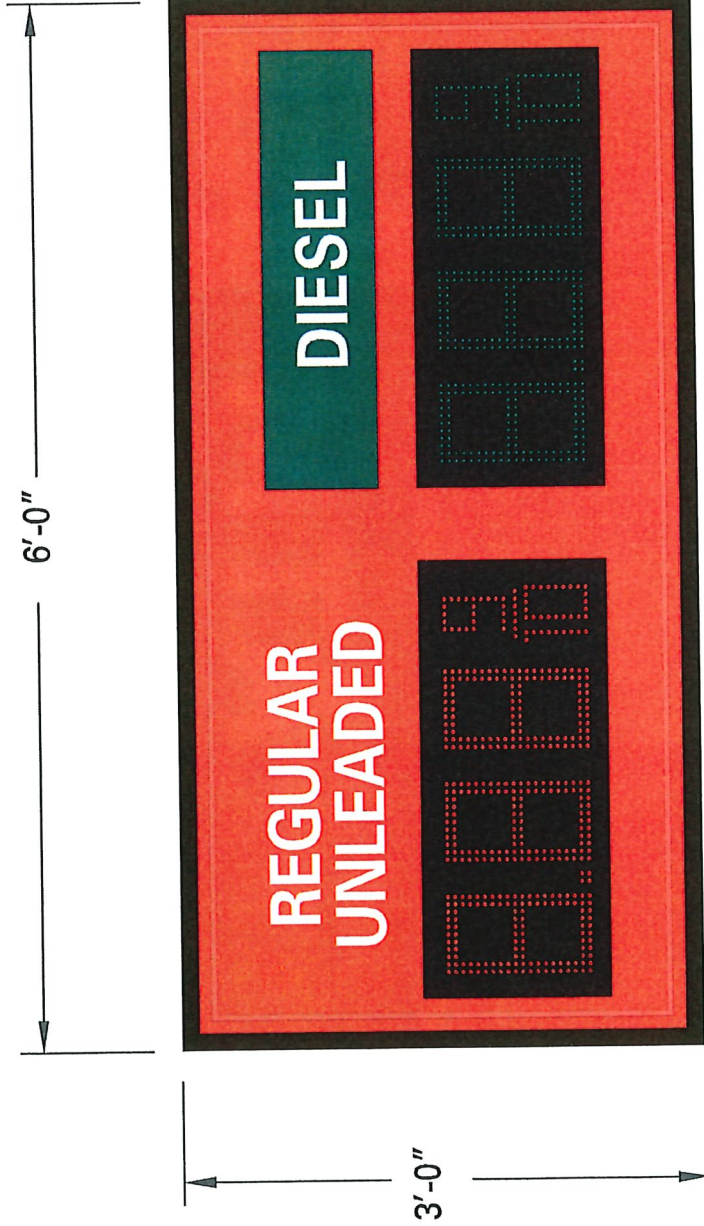
Marvin Gardens & New Town Rd.,  
Waxhaw, NC 28173

Date: March 30, 2021



**CUMMINGS**

D-ORDER# 101987.12 TDP/WSJ  
Project Mgr.: Hannah McMillion  
hannah.mcmillion@cummingsjcs.com  
Page: 4 of 9



- SINGLE FACE INTERNALLY ILLUMINATED SIGN CABINET.
  - EXTRUDED ALUMINUM CABINET & RETAINERS PAINTED DURANODIC BRONZE.
  - PAN FORMED CLEAR ACRYLIC FACE BACK SPRAYED PMS 485 RED.
  - WHITE COPY.
  - WHITE LED ILLUMINATION
  - DIGITAL PRICER -
  - 10" RED LED \*CUSTOM SIZE\*
  - 10" GREEN LED \*CUSTOM SIZE\*
  - ELECTRICAL NOTES:
- TOTAL AMPS - T.B.D.  
 TOTAL CIRCUITS - (1) 20 AMP REQUIRED  
 VOLTS - 120



Display Square Footage (Cabinets): 18

D-ORDER# 101987.010 TDP/WSJ  
 Project Mgr.: Hannah McMillion  
 hannah.mcmillion@cummingsigns.com  
 Page: 5 of 9



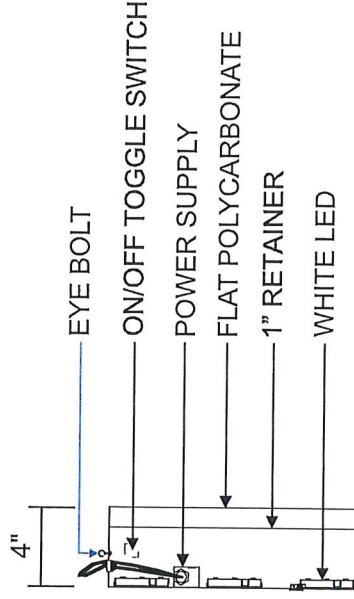
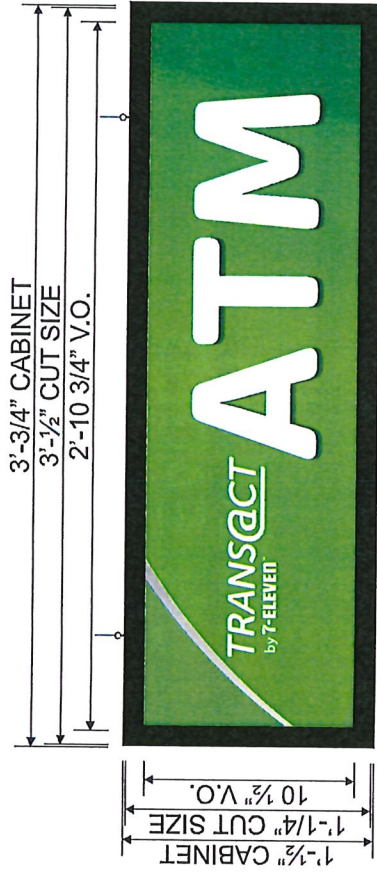
Job Location: 1045559  
 Marvin Gardens & New Town Rd.,  
 Waxhaw, NC 28173  
 Date: March 24, 2021



**INTERIOR SINGLE FACE WINDOW SIGN**



<u>SPECIFICATIONS</u>
SF INTERNALLY ILLUMINATED HANGING SIGN (INTERIOR)
<u>CABINET:</u> EXTRUDED ALUMINUM PAINTED DURANODIC BRONZE 313E
<u>FACE:</u> 3/16" THICK FLAT WHITE POLYCARBONATE WITH 1ST SURFACE DIGITAL PRINT IMAGE.
<u>ILLUMINATION:</u> GE WHITE LED



**SHOWN FOR PERMITTING PURPOSES ONLY. SIGN PROVIDED BY FCTI.**

**Display Square Footage (Cabinet): 3.2**

**Job Location:** 1045559

Marvin Gardens & New Town Rd.,  
Waxhaw, NC 28173

**Date:** March 24, 2021



**CUMMINGS**

D-ORDER# 101987.010 TDP/WSJ

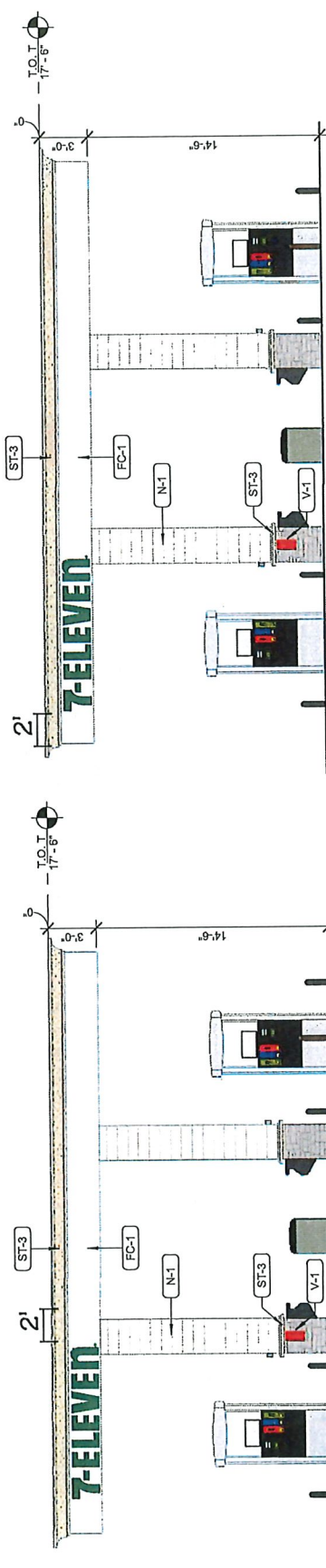
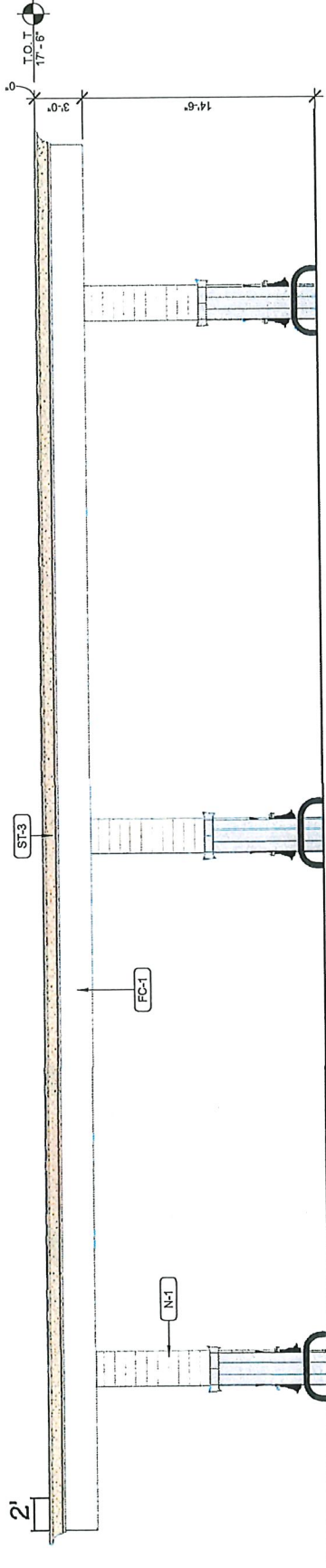
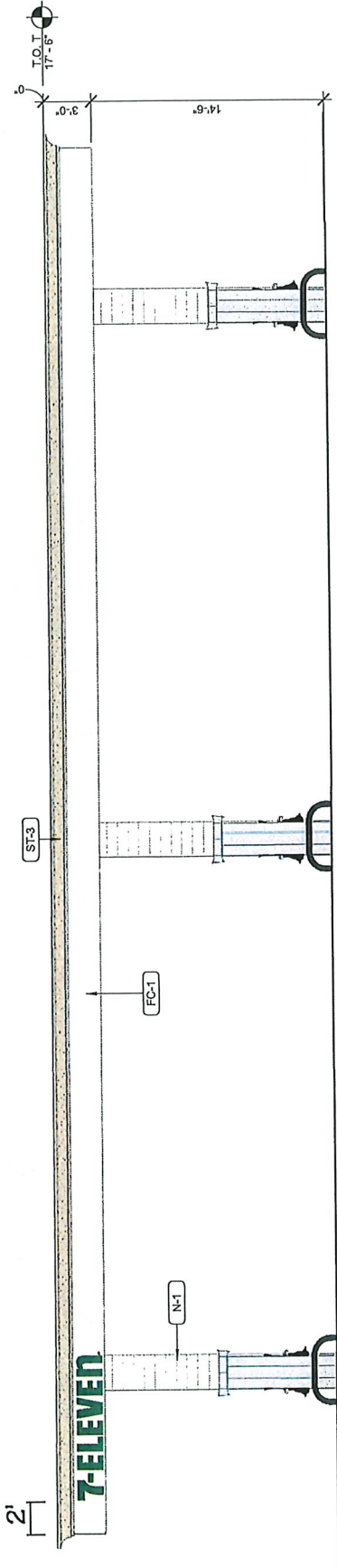
Project Mgr.: Hannah McMillion

hannah.mcmillion@cummings Signs.com

Page: 6 of 9



# FUEL COPY FASCIA CHANNEL LETTERS & ACM STONES



Job Location: 1045559

Marvin Gardens & New Town Rd.,  
Waxhaw, NC 28173

Date: March 24, 2021



## CUMMINGS

D-ORDER# 101987.010 TDP/WSJ  
Project Mgr.: Hannah McMillion  
hannah.mcmillion@cummingsigns.com  
Page: 8 of 9



**PHILIPS**

Vaya Linear MP, White & Mono

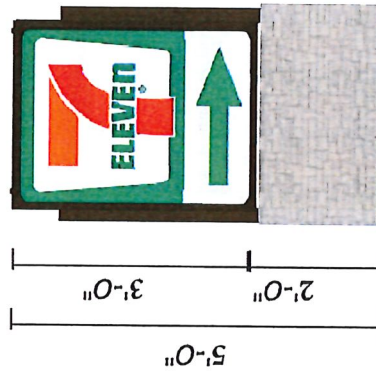
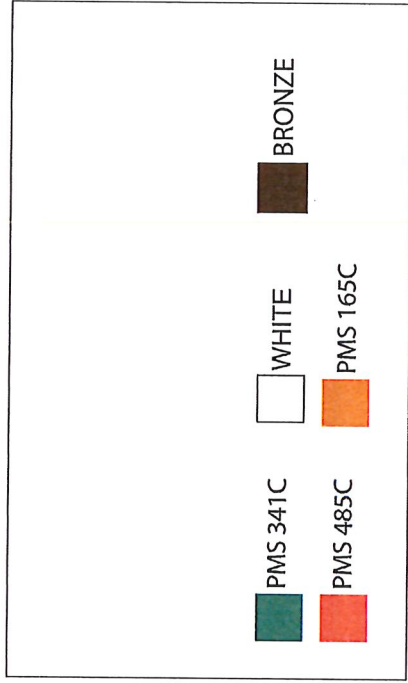
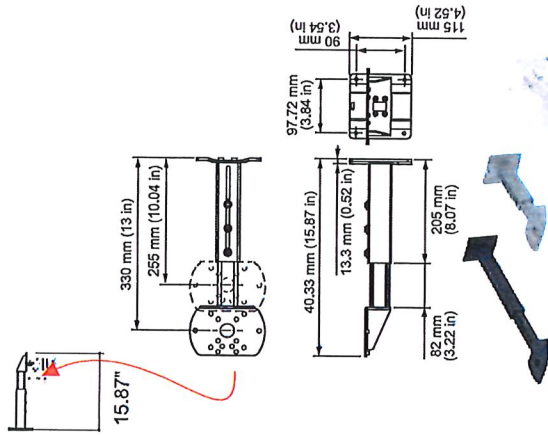
1.2m (4ft) Length



Leader Cable Dimensions:



Jumper Cable Dimensions:

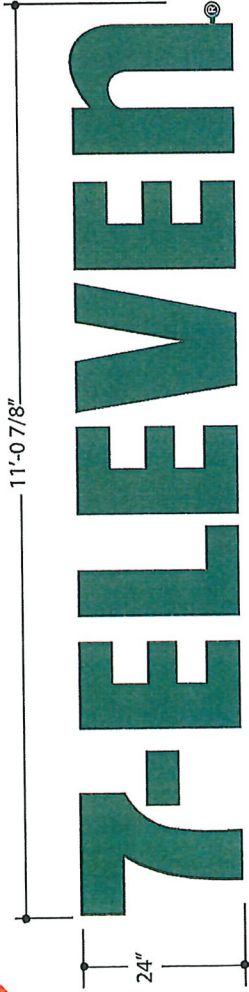


Directional signage to be up-lit (lighting provided by others.)  
Base to match building materials provided by others



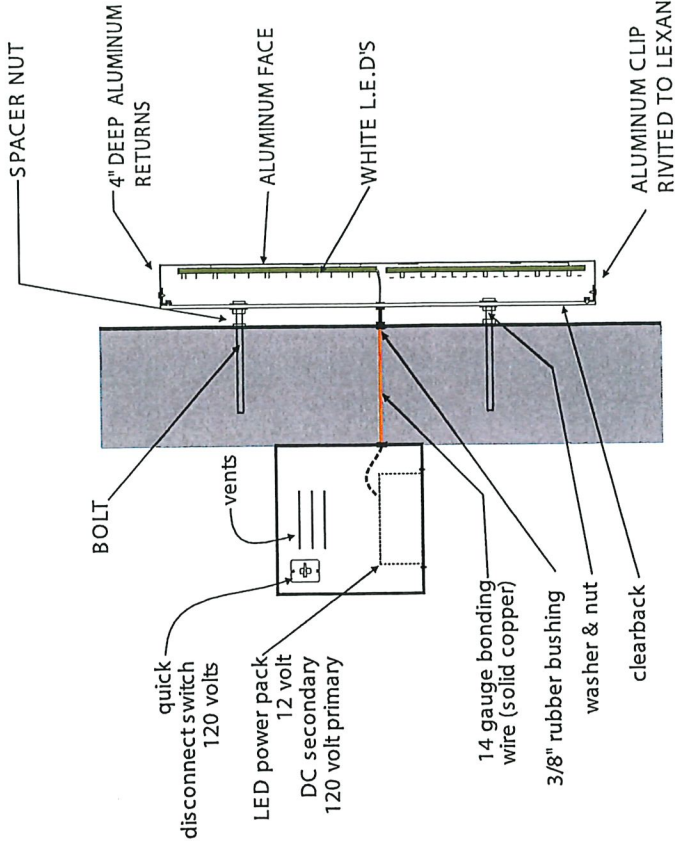


**F5**



- LED ILLUMINATED REVERSE CHANNEL LETTER SETS.
- ALUMINUM FACES & 4" RETURNS.
- CLEAR POLYCARBONATE BACKS.
- LETTERS PAINTED.
- REGISTRATION MARK DISC TO BE DECORATED WITH 1ST SURFACE VINYL

■ PMS 341C



**22.17 SQ. FT.**

Job Location: 1045559

Marvin Gardens & New Town Rd.,  
Waxhaw, NC 28173

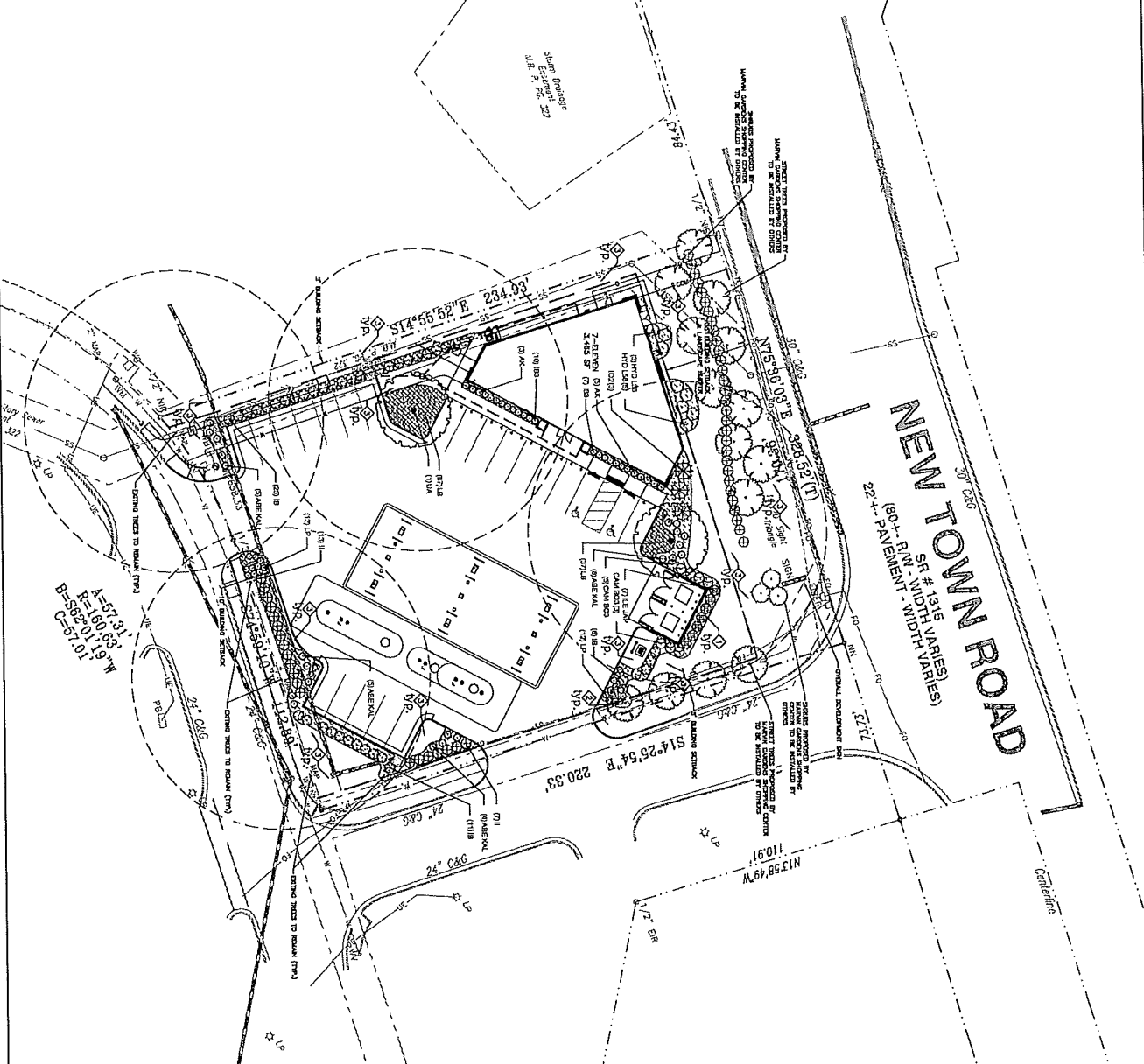
Date: March 24, 2021



**CUMMINGS**

D-ORDER# 101987.010 TDP/WSJ  
Project Mgr.: Hannah McMillion  
hannah.mcmillion@cummingsigns.com  
Page: 9 of 9



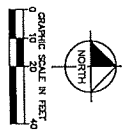


A=57.91'  
B=100.63'  
C=57.01'  
B=56.90'  
C=57.01'

**PLANT SCHEDULE**

NO.	SYMBOL	PLANT NAME	PLANT SPECIES	PLANT SIZE	PLANT QUANTITY
1	(Symbol)	...	...	...	...
2	(Symbol)	...	...	...	...
3	(Symbol)	...	...	...	...
4	(Symbol)	...	...	...	...
5	(Symbol)	...	...	...	...
6	(Symbol)	...	...	...	...
7	(Symbol)	...	...	...	...
8	(Symbol)	...	...	...	...
9	(Symbol)	...	...	...	...
10	(Symbol)	...	...	...	...
11	(Symbol)	...	...	...	...
12	(Symbol)	...	...	...	...
13	(Symbol)	...	...	...	...
14	(Symbol)	...	...	...	...
15	(Symbol)	...	...	...	...
16	(Symbol)	...	...	...	...
17	(Symbol)	...	...	...	...
18	(Symbol)	...	...	...	...
19	(Symbol)	...	...	...	...
20	(Symbol)	...	...	...	...
21	(Symbol)	...	...	...	...
22	(Symbol)	...	...	...	...
23	(Symbol)	...	...	...	...
24	(Symbol)	...	...	...	...
25	(Symbol)	...	...	...	...
26	(Symbol)	...	...	...	...
27	(Symbol)	...	...	...	...
28	(Symbol)	...	...	...	...
29	(Symbol)	...	...	...	...
30	(Symbol)	...	...	...	...
31	(Symbol)	...	...	...	...
32	(Symbol)	...	...	...	...
33	(Symbol)	...	...	...	...
34	(Symbol)	...	...	...	...
35	(Symbol)	...	...	...	...
36	(Symbol)	...	...	...	...
37	(Symbol)	...	...	...	...
38	(Symbol)	...	...	...	...
39	(Symbol)	...	...	...	...
40	(Symbol)	...	...	...	...
41	(Symbol)	...	...	...	...
42	(Symbol)	...	...	...	...
43	(Symbol)	...	...	...	...
44	(Symbol)	...	...	...	...
45	(Symbol)	...	...	...	...
46	(Symbol)	...	...	...	...
47	(Symbol)	...	...	...	...
48	(Symbol)	...	...	...	...
49	(Symbol)	...	...	...	...
50	(Symbol)	...	...	...	...
51	(Symbol)	...	...	...	...
52	(Symbol)	...	...	...	...
53	(Symbol)	...	...	...	...
54	(Symbol)	...	...	...	...
55	(Symbol)	...	...	...	...
56	(Symbol)	...	...	...	...
57	(Symbol)	...	...	...	...
58	(Symbol)	...	...	...	...
59	(Symbol)	...	...	...	...
60	(Symbol)	...	...	...	...
61	(Symbol)	...	...	...	...
62	(Symbol)	...	...	...	...
63	(Symbol)	...	...	...	...
64	(Symbol)	...	...	...	...
65	(Symbol)	...	...	...	...
66	(Symbol)	...	...	...	...
67	(Symbol)	...	...	...	...
68	(Symbol)	...	...	...	...
69	(Symbol)	...	...	...	...
70	(Symbol)	...	...	...	...
71	(Symbol)	...	...	...	...
72	(Symbol)	...	...	...	...
73	(Symbol)	...	...	...	...
74	(Symbol)	...	...	...	...
75	(Symbol)	...	...	...	...
76	(Symbol)	...	...	...	...
77	(Symbol)	...	...	...	...
78	(Symbol)	...	...	...	...
79	(Symbol)	...	...	...	...
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81	(Symbol)	...	...	...	...
82	(Symbol)	...	...	...	...
83	(Symbol)	...	...	...	...
84	(Symbol)	...	...	...	...
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87	(Symbol)	...	...	...	...
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89	(Symbol)	...	...	...	...
90	(Symbol)	...	...	...	...
91	(Symbol)	...	...	...	...
92	(Symbol)	...	...	...	...
93	(Symbol)	...	...	...	...
94	(Symbol)	...	...	...	...
95	(Symbol)	...	...	...	...
96	(Symbol)	...	...	...	...
97	(Symbol)	...	...	...	...
98	(Symbol)	...	...	...	...
99	(Symbol)	...	...	...	...
100	(Symbol)	...	...	...	...

- LANDSCAPE NOTES**
1. ALL WORK PERFORMED BY CONTRACTOR THAT ARE NOT OTHERWISE SPECIFIED SHALL BE SET OUT WITH PERMANENT LAM CHAINS TO MATCH THE SURFACE CENTER LAM CHAINS SPECIFIED ON SHEET 7-10.
  2. ALL SPREAD BLENDS AND TREE BLENDS ARE TO BE MATCHED WITH 3" OF FINE GRAY MULCH.
  3. CONTRACTOR SHALL COORDINATE WITH OWNER TO VERIFY IF OWNER HAS AN AUTOMATIC IRRIGATION SYSTEM. IF SO CONTRACTOR SHALL PROVIDE ADEQUATE SLOPES FOR IRRIGATION PAVES PROVIDED BY OTHERS PRIOR TO INSTALLING PERMANENT BENCH LAM CHAINS. PERMANENT WORK SHALL BE COMPLETED PRIOR TO THE BENCH LAM CHAINS.
  4. SEE SHEET 7-10 FOR LANDSCAPE SPECIFICATIONS AND DETAILS.
- KEY NOTES**
- ◆ MULCH SHALL BE SPREAD WITHIN 3" OF FINE GRAY MULCH WITHIN 3" OF PERMANENT LAM CHAINS.
  - ◆ PROVIDE MULCH RING ACCORDING TO THE DETAILS ON SHEET 7-10. AROUND THE BASE OF ALL SPREAD MULCH SHALL BE COMPLETED WITHIN 3" OF THE TREE TRUNK.
  - ◆ SEE WITH PERMANENT LAM CHAINS. SEE SEEING NOTES SHEET 7-10 AND LANDSCAPE NOTES THIS SHEET.



SHEET NUMBER <b>LP101</b>	7-ELEVEN MARVIN PREPARED FOR <b>VERDAD REAL ESTATE, INC.</b>	LANDSCAPE PLAN	RHA PROJECT 11878005		<b>Kimley-Horn</b> © 2021 KIMLEY-HORN AND ASSOCIATES, INC. 4525 MAIN STREET, SUITE 1000, VIRGINIA BEACH, VA 23462 PHONE: 757-415-8600 FAX: 757-415-8601 WWW.KIMLEY-HORN.COM
			DATE 04/20/2021		
MARVIN	NORTH CAROLINA	DATE BY	REVISIONS	No.	

Item C. 7.



## VILLAGE OF MARVIN

10004 New Town Road | Marvin, NC | 28173 | Tel: (704) 843-1680 | Fax: (704) 843-1660 | [www.marvinncc.org](http://www.marvinncc.org)

**TO:** Village Council

**FROM:** Hunter Nestor, Planning and Zoning Administrator

**SUBJECT:** Affirm the Design Review Board Approval of Sign Permit Application #21-12668 for Cottages at Marvin Gardens Signage

**DATE:** August 2, 2021

### Background

The developer for the Cottages at Marvin Gardens has submitted a sign permit application for the monument sign. The sign proposed is located on the HOA property, significantly distant from any right-of-way or intersection, and outside of sight triangles, thus does not require engineer or NCDOT review.

The development is zoned I-CD (Marvin Gardens Individual-Conditional District) and approved for development of 25 single-family homes by the Village of Marvin, North Carolina. The I-CD zoning designation means that the Site Plan and Design Standards for the Marvin Gardens site constitutes the Zoning Regulations for this district. Additionally, The Village Council approved the Construction Plat for Marvin Gardens Residential portion on January 14, 2020, which incorporates minor revisions from the original zoning approval into the final zoning regulations.

### Applicable Ordinance Language

Per § 151.152 SIGNS PERMITTED IN CC COMMERCIAL DISTRICT AND MX MIXED-USE DISTRICT. (3) All residential subdivisions in the village are required to have subdivision monument sign(s).

Subdivision entryway monuments, used to mark or define a subdivision's entrance and/or used to identify the name of the subdivision, shall require a subdivision entryway permit in accord with the requirements of this section.

Per §151.152(E)(4), the following findings must be met:

1. The subdivision entryway monuments do not interfere with visibility for motorists, pedestrians or bicyclists;
2. The subdivision entryway monuments are in harmony with its surroundings and /or consistent with Land Use Plan requirements.



# VILLAGE OF MARVIN

10004 New Town Road | Marvin, NC | 28173 | Tel: (704) 843-1680 | Fax: (704) 843-1660 | www.marvinnc.org

3. The subdivision entryway monuments, where located, will not require the removal of a significant number of healthy trees or shrubs; and
4. The subdivision entryway monument permit application provides evidence of sufficient and permanent means of their upkeep, maintenance and regulation, in accord with Marvin codes and regulations.
5. The subdivision entryway monuments comply with minimum design and development standards outlined in the Marvin Code of Ordinances, inclusive of sign provisions and applicable design and development standards in this chapter; or
6. The subdivision entryway monuments *will* comply with minimum design and development standards outlined in the Marvin Code of Ordinances, inclusive of sign provisions and applicable design and development standards in this chapter.

The measurement requirements for monument signs located in §151.148(C)(1)(b), are below. The sign proposed in this application meets all requirements.

TABLE 02: MONUMENT SIGN DIMENSIONS			
A	Area	Maximum	40 square feet
B	Height	Minimum	6 feet
C	Depth	Minimum.	2 feet
D	Sign base height	Minimum / Maximum	2 inches / 4 inches

### **Planning Boards Recommendation**

Planning Board/Design Review Board met on 7/20/2021 and reviewed the proposed application. After some brief discussion about the lumens for ground lighting, the Planning Board/DRB unanimously voted to approve the sign application and proposed plan contingent upon the application being compliant with the sign development standards and reviewed by the Village Engineer.

### **Staff Recommendation**

Staff has had Village Engineer review the application and plans and has signed off on compliance.

Staff recommends Council vote to affirm the Design Review Board Approval of Sign Permit Application #21-12668 for Cottages at Marvin Gardens Signage





# VILLAGE OF MARVIN

10004 New Town Road | Marvin, NC | 28173 | Tel: (704) 843-1680 | Fax: (704) 843-1660 | www.marvinnc.org

## SIGN PERMIT APPLICATION

Applicant(s) Name: Saussy Burbank Phone: 704-442-4961  
 Address of Applicant: 2550 West Tyvola Road, Suite 100 FAX: \_\_\_\_\_  
Charlotte, NC Zip Code: 28217  
 Email: peter.harakas@saussyburbank.com

Owner(s) Name: Same Phone: \_\_\_\_\_  
 Address of Owner: \_\_\_\_\_ FAX: \_\_\_\_\_  
 \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_

Sign Contractor Company: TBD Phone: \_\_\_\_\_  
*(if different from Applicant)*  
 Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

### SIGN INFORMATION:

Number of signs requested (must be identical to be included on the same permit): Two  
 Parcel No. 06156434 / 06156434 Zoning: ICD  
 Address or Location of Proposed Sign: Intersection of Garden Terrace Circle & Access Road at 0 Newtown Road  
 Business/Company/Subdivision Name: Cottages at Marvin Gardens

The sign is:

- Alteration of Existing Sign       New Installation       Temporary

The sign type is a/an:

- Banner       Wall       Monument/Pylon  
 Projecting/  
Suspended       Awning/Canopy       Post & Arm  
 Other: \_\_\_\_\_

The sign is for a/an:

- Building (stand alone)       Development       Event or Sale  
 Home Occupation       Tenant Space       Other \_\_\_\_\_

The sign is:

- Freestanding       Mounted

Type of Illumination:

- Internal       External       None

Area of sign face 5.8 sq. ft. (sign height x sign width)

Sign height 2'-6" ft (sign height incl. base: 6' ft.) Sign width: 2'-4" ft.

Continued

## SIGN PERMIT APPLICATION – PAGE 2

Total Area permitted for Wall Signs: (Linear Ft of Tenant Space X 1 sq. ft): \_\_\_\_\_ sq. ft.

### Attachments

In order to be considered complete, the following must accompany each application:

1. A rendering of the sign depicting the following information: dimensions, type of lettering, color(s) of the sign and lettering, and the location of the sign on the property or building. If this is a freestanding sign, you must attach a plot plan showing the location of the sign on the property.
2. Application fee paid in full must be received prior to the issuance of a sign permit (checks made payable to the Village of Marvin).

*Note: Section 151.142 prohibits the location of any sign within the road right of way. If you are unsure of what the road right of way is adjacent to your site, please contact Village Staff.*

### Certifications

I hereby certify that the information provided herein, to the best of my knowledge is accurate and complete. Any violation of an approved permit may be grounds for its revocation.

Signature of Applicant: *Peter Harakas VP* Date: *6/7/21*

Printed Name of Applicant: Peter Harakas

#### FOR OFFICE USE ONLY

To the best of my knowledge, this application is complete. Based on the information provided, I hereby

\_\_\_\_\_ APPROVE      \_\_\_\_\_ DISAPPROVE      this permit application.

Comments/Conditions:

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date

**THIS PERMIT IS VALID FOR SIX (6) MONTHS FROM THE DATE OF ISSUE**



August 3, 2021

Mr. Hunter Nestor  
Senior Planner/ Zoning Administrator  
Village of Marvin  
10004 New Town Road  
Marvin, NC 28173

SUBJECT: Signage Plan Review for The Cottages at Marvin Gardens

Dear Mr. Nestor:

Pursuant to the Village of Marvin's request, AMT performed a plan review for signage at the entrance of The Cottages at Marvin Gardens subdivision on August 27, 2020. The Signage Plan appears to be in compliance with Village of Marvin Standards.

If you have questions or need further assistance, please let us know.

Sincerely,

A. Morton Thomas and Associates, Inc.

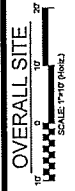
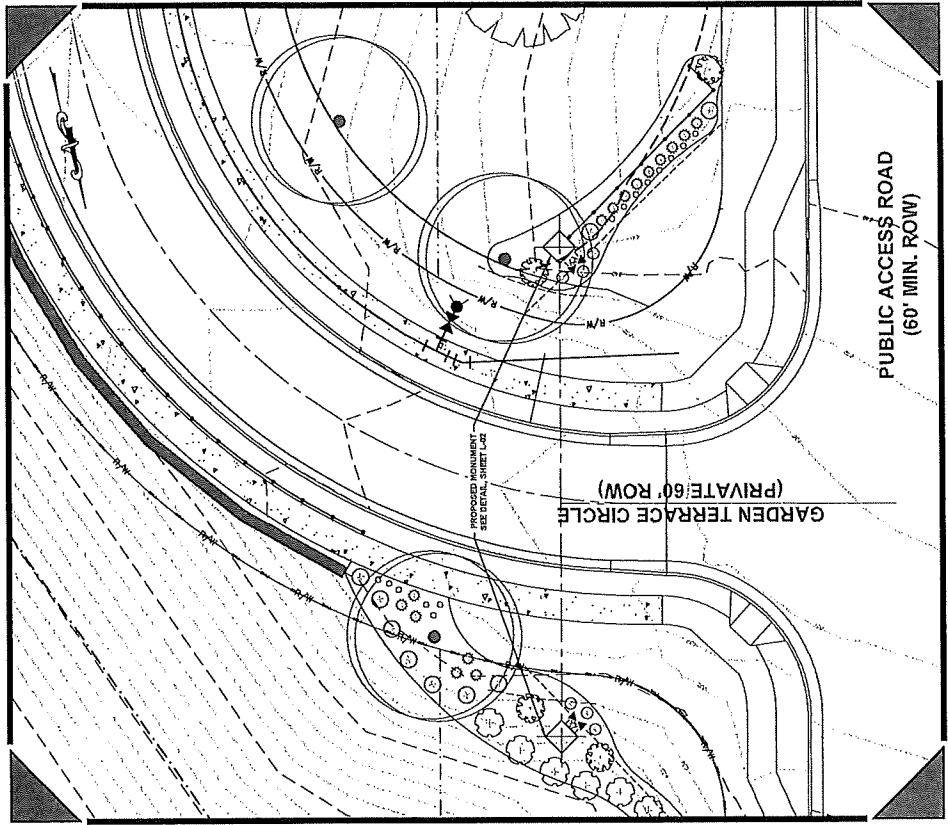
A handwritten signature in black ink that reads "Philip Moxley". The signature is written in a cursive, flowing style.

Philip Moxley, PE  
Senior Engineering Manager



# COTTAGES AT MARVIN GARDENS

## ENTRY MONUMENT & POCKET PARK



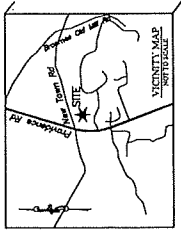
VILLAGE OF MARVIN, UNION CO. NC  
 JUNE 4, 2021

SHEET #	SHEET TITLE	ORIGINAL DATE	REVISION #	DESCRIPTION
L-01	COVER	06-04-2021		
L-02	ENTRY MONUMENT	06-04-2021		
L-03	ENTRY MONUMENT DETAILS & NOTES	06-04-2021		
L-04	POCKET PARK LANDSCAPE PLAN	06-04-2021		
L-05	POCKET PARK LAYOUT PLAN	06-04-2021		
L-06	POCKET PARK LANDSCAPE PLAN	06-04-2021		

**SITE STATISTICS**  
 PROJECT NUMBER: 2081-0005  
 ZONING: R-10  
 DATE: 06/04/2021

**OWNER/DEVELOPER**  
 NAME: CAROLINA COTTAGE HOMES, LLC  
 ADDRESS: 10000 WOODHOLLOW DRIVE, SUITE 100  
 CHARLOTTE, NC 28277  
 PHONE #: (704) 582-9391  
 EMAIL: PETER.HOOKER@CAROLINACOTTAGEHOMES.COM

DESIGNER  
**MCKIM & CREED**  
 BOB S. BAILEY, P.E.A. (P18187)  
 6033 Tower Point Drive  
 Charlotte, NC 28217  
 Phone: (704) 364-2588, Fax: (704) 364-1267  
 e:cc



PRELIMINARY  
 NOT RELEASED  
 FOR CONSTRUCTION



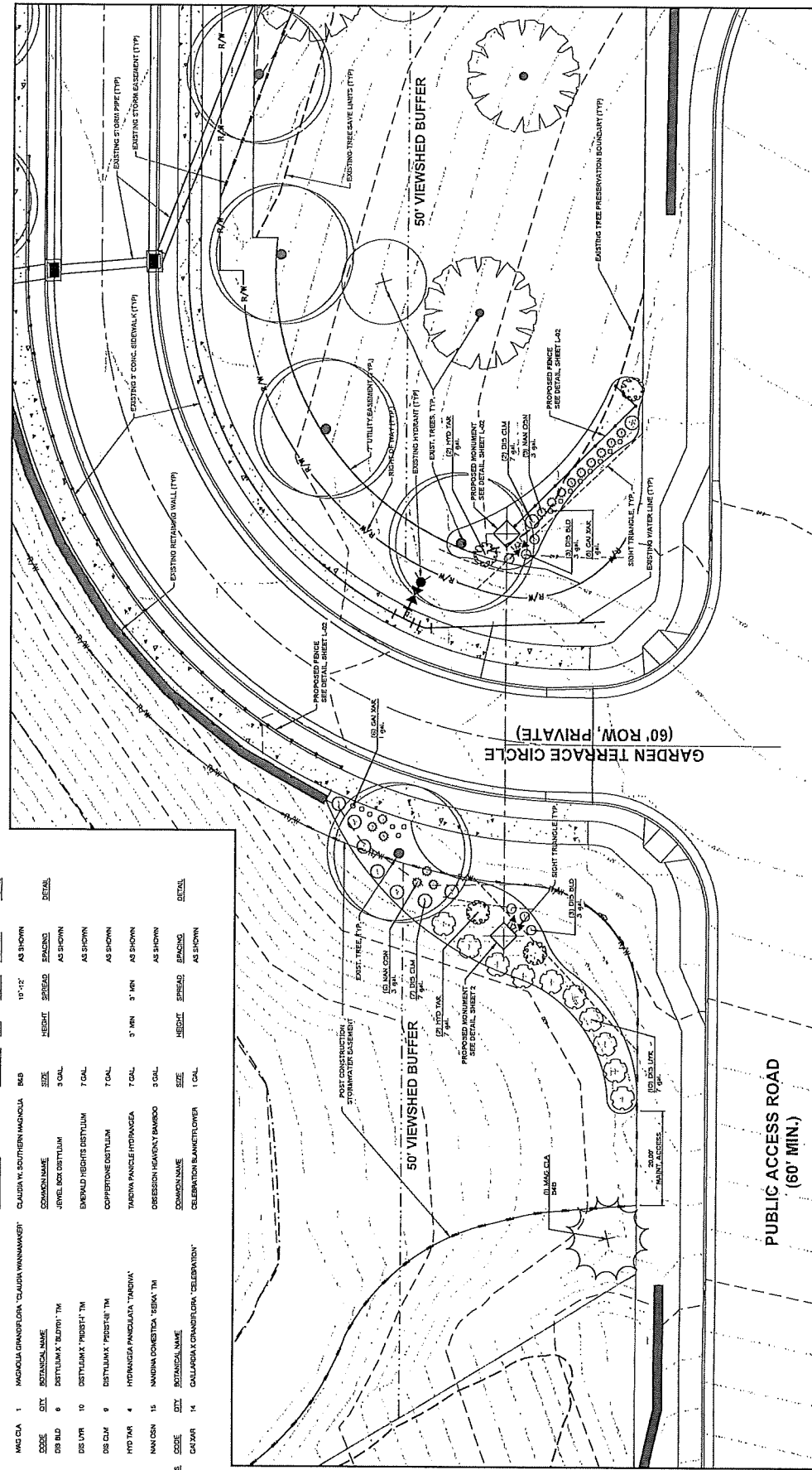






**PLANT SCHEDULE: ENTRY AREA**

SYMBOL	CODE	CITY	BOTANICAL NAME	COMMON NAME	CONTAINER	SIZE	HEIGHT	SPACING	SPECIAL
+	MAG C1A	1	MAGNOLIA GRANDIFLORA	CLAUDIA W. SOUTHERN MAGNOLIA	600	10'-12"	AS SHOWN		DETAIL
○	DIB BLD	6	DIETELMIA X. TILLOTII	JURVEL BOX DISTILLUM	3 GAL.	AS SHOWN	AS SHOWN		DETAIL
○	DIB LVR	10	DIETELMIA X. THIBERTII	BREKALD HEIGHTS DISTILLUM	7 GAL.	AS SHOWN	AS SHOWN		DETAIL
○	DIB CUM	6	DIETELMIA X. THIBERTII	COPPERSTONE DISTILLUM	7 GAL.	AS SHOWN	AS SHOWN		DETAIL
○	HYD TAR	4	HYPONANthes PANICULATA	TRINBINA'	7 GAL.	3' MIN	3' MIN	AS SHOWN	DETAIL
○	MAN OSN	15	MANDARIN ORNAMENTICA	PERBA' TM	3 GAL.	AS SHOWN	AS SHOWN		DETAIL
○	CELEB	14	CALLANDREA GRANDIFLORA	'CELEBRATION'	1 GAL.	AS SHOWN	AS SHOWN		DETAIL



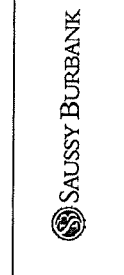
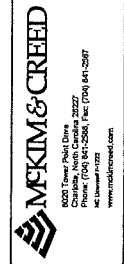
**MONUMENT LAYOUT: PLAN VIEW**

1" = 10'

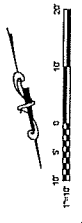
MONUMENT LAYOUTS SHALL BE PROVIDED TO THE CLIENT FOR REVIEW AND APPROVAL. ALL MONUMENTS SHALL BE FIELD-CHECKED BEFORE INSTALLATION.

NO.	REVISION	DATE	BY	CHKD BY

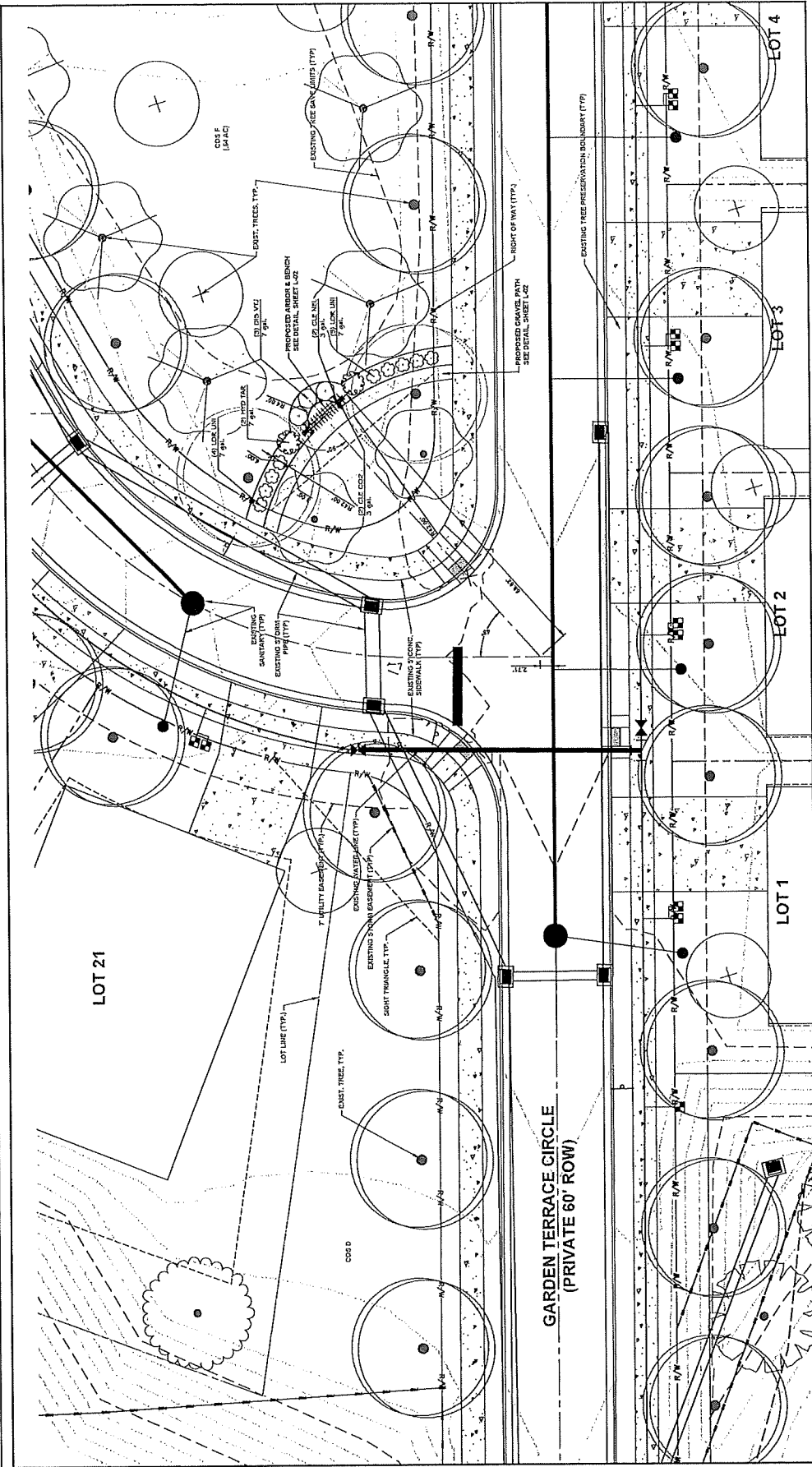
The drawings prepared by the Property of MKIM & CREED, Inc. 8021 Timber Point Drive Charlotte, NC 28227 704.261.9900 Fax: 704.261.9901 www.mkimandcreed.com



**COTTAGES AT MARVIN GLEN**  
MARVIN, NC  
**ENTRY AREA LANDSCAPE PLAN**



**L-04**  
SCALE: HORIZONTAL: 1" = 30' VERTICAL: 1" = 10'  
DATE: 05/05/2021  
DRAWN BY: [NAME]  
CHECKED BY: [NAME]  
PROJECT: [NAME]  
SHEET NO.: [NAME]  
SHEET TOTAL: [NAME]  
PRELIMINARY DRAWING NOT FOR CONSTRUCTION



POCKET PARK LAYOUT: PLAN VIEW  
1" = 10'

THIS DRAWING IS THE PROPERTY OF MKIM & CREED. ALL DATA INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE.

NO.	REVISIONS	DATE

Prepared & Reviewed by the  
MKIM & CREED, P.C.  
2500 Parkway Point Drive  
Charlotte, North Carolina 28227  
Phone: (704) 841-2506 Fax: (704) 841-2507  
www.mkimandcreed.com

**MKIM & CREED**  
2500 Parkway Point Drive  
Charlotte, North Carolina 28227  
Phone: (704) 841-2506 Fax: (704) 841-2507  
www.mkimandcreed.com

**SAUSSY BURBANK**

**COTTAGES AT MARVIN GLEN  
MARVIN, NC**

**POCKET PARK LAYOUT PLAN**

DATE:	JUNE 2012	SCALE:	HORIZONTAL: 1" = 10'	VERTICAL: N/A
DRAWN BY:	J. BURBANK	DATE:		
CHECKED BY:		DATE:		
DATE:		DATE:		

PRELIMINARY DRAWING  
NOT FOR CONSTRUCTION

**811**  
Know what's below.  
Call before you dig.

10' 5' 0' 10' 20'





Item C.8.



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J. ERIC BOYETTE  
SECRETARY

July 27, 2021

Mrs. Christina Amos  
Village Manager  
Village of Marvin  
10004 New Town Rd  
Marvin, NC 28173

Dear Mrs. Amos:

The Transportation Alternative Program (TAP) was authorized under U.S. Section 1122 of Moving Ahead for Progress in the 21<sup>st</sup> Century Act and is codified at 23 U.S.C. Sections 213(b), and 101(a)(29). Section 1122 provides for the reservation of funds apportioned to States under section 104(b) of title 23 to carry out TAP.

The TAP is intended to help local sponsors fund community-based projects that expand non-motorized travel choices and enhance the transportation experience by improving the cultural, historical and environmental aspects of the transportation infrastructure.

NCDOT is proposing to utilize a small portion of TAP funds to replace substandard sidewalk curb ramps within your jurisdiction at 4 different intersections as shown on the enclosed attachment.

For NCDOT to move forward with making these sidewalk curb ramps ADA compliant, we need a statement (attached) from the Village of Marvin, requesting that we proceed with this project. If you are in agreement with us proceeding, please sign and return to Terry Burleson by email, [twburleson@ncdot.gov](mailto:twburleson@ncdot.gov) or at the address listed below no later than **Wednesday, September 1, 2021**.

No other action or funding will be required of the municipality. If you decline to submit a letter requesting the project, NCDOT will not be able to fund the project with TAP funding. If you need additional information, please contact Barrett Eatman or Terry Burleson at 704-983-4400.

Sincerely,

Brett Canipe, P.E.  
Division Engineer

Mailing Address:  
NC DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
716 WEST MAIN STREET  
ALBEMARLE, NC 28001

Telephone: (704) 983-4400  
Fax: (704) 982-3146  
Customer Service: 1-877-368-4968

Website: [www.ncdot.gov](http://www.ncdot.gov)

Location:  
716 WEST MAIN STREET  
ALBEMARLE, NC 28001

The Village of Marvin hereby requests that the North Carolina Department of Transportation proceed with a project to replace substandard sidewalk curb ramps at the locations shown on the attachment using Transportation Alternative Program funds

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

INTERSECTION LOCATIONS	
Route 1	Route 2
Providence Rd (NC 16)	Woodmont Dr
Providence Rd (NC 16)	The Courtyards at Marvin Drive
New Town Rd	Hickory Ridge Dr
Marvin Rd	Firethorne Club Dr





# VILLAGE OF MARVIN

10004 New Town Road | Marvin, NC | 28173 | Tel: (704) 843-1680 | Fax: (704) 843-1660 | www.marvinnc.org

**TO:** Mayor and Village Council  
**FROM:** Christina Amos, Village Manager  
**SUBJECT:** Radar Purchases  
**DATE:** August 5, 2021

## Background

Council requested the addition traffic calming signs as attached at the 6/24/2021 Council meeting with a Contingency appropriation.

## Current

There are two attached quotes (one totals <\$7,500); at time of this writing, staff is still awaiting a formal quote back from the vendor, Elan, which is expected to be a little less. Staff should have the actual quote by the time of the Council meeting.

The Village Procurement Policy requires three bids for this threshold; however, staff has tried to obtain three and been unsuccessful.

### 3.3 Formal Quotes: Purchases between \$5,000.00 and \$29,999.99

Notwithstanding Section 4.2 and 4.6 of this policy, purchases in this price range are obtained through the formal quote process. In the formal quote process, the requesting department is required to receive at least three (3) quotes via U.S. Mail, email, fax, or hand delivery. The quotes must be scanned and submitted with, and attached to, the Purchase Order/Quote Form, prior to purchase. Purchases within this threshold must have prior budget authority AND selection of the vendor must be approved by an action of the governing board in an official public meeting before issuance of payment. In order to meet the pre-audit requirements of G.S. 159-28, purchases between \$5,000-\$29,999.99 must comply with Section 2.4 of this policy. Purchases within this threshold require Village Administrator approval as part of the Purchase Order/Quote Form authorization.

## Requested Action

Discussion and Consideration of Waiving Three Bid Requirement Per Village Procurement Policy to Purchase Radar Signs from Vendor TBD Not to Exceed \$8,000 AND Authorize Manager to Execute Agreement Contingent Upon Attorney Review AND Authorize Future Budget Amendment from Contingency.





**Quotation**

Date:

1220 Kennestone Circle  
Suite 130  
Marietta, GA 30066

PROPOSED BY:	
Name	William Warwick
Phone	W: (678) 965-4814 M: (770) 878-3869 <b>1512-967-2029</b>
Email	wwarwick@radarsign.com

PROPOSED TO / SOLD TO:	SHIP TO:	Account
TC-600 Solar		Address
		City, ST, Zip
		Phone
		Email
		Attention

P. O. NUMBER	TERMS	F.O.B
		Marietta, GA

LINE #	QTY	PART #	DESCRIPTION	PRICE EACH	TOTALS
1	1	TC 600S	Solar Power Radar Sign 13" Full Matrix Display: speeds readable at 600 feet 13" LED display - superbright amber with est. 100,000 hour life Solar panel pole mounting bracket (AA003) Two 12V 18 amp hour AGM batteries, provides up to 12 days backup operation K Band radar, meets FCC Part 15 rules, detection range up to 1200 feet "SLOW DOWN" & "TOO FAST" speeder alert messages 3/8" thick Bashplate™ (provides the ultimate in vandal protection of sign) Possum Switch! allows sign to go dark for 30 minutes if assaulted with force Wi-Fi wireless transmitter, communication range up to 300 feet	\$3,495.00 Included Included Included Included Included Included Included	\$3,495.00
2	1	AA083	Universal Pivot Pole Mount Bracket set (includes tilt feature) TC-600 only	Included	
3	0	AA073	Optional Heavy Duty Lock for Universal Pivot Bracket (TC-600)	\$20.00	\$0.00
4	0	AC027	Large pipe clamp set for mounting solar bracket on 4"-6" OD round pole	\$14.00	\$0.00
5	0	AC026	Small pipe clamp set for mounting solar bracket on 2.5" - 4" OD round pole	\$12.00	\$0.00
6	0	AA061	Optional simulated camera flash & white strobe	\$90.00	\$0.00
7	0	AA064	Optional Red/Blue Strobe	\$90.00	\$0.00
8	0	AA068	Optional Smiley face	\$90.00	\$0.00
9	0	AA069	Optional Left/Right chevrons	\$90.00	\$0.00
10	0	AA070	Optional Sharp curve	\$90.00	\$0.00
11	0	AA071	Optional FINE \$xxx alert	\$90.00	\$0.00
12	0	AA083	Optional SCHOOL ZONE alert	\$90.00	\$0.00
13	0	AA067	Optional Date/Time Calendar Programmer: (Set operation by date for entire year)	\$90.00	\$0.00
14	0	EC091	Optional Relay Switch to activate Hyper-Alert option, or other external devices	\$90.00	\$0.00
15	1	RS019	Standard faceplate, 28" x 33", 4" lettering: (White RS019, Fl. Yellow/Green RS020, Orange RS021, or Yellow RS022) & hardware kit (AA062)	Included	
16	1	AA041	50 watt solar panel, standard (includes AA003 mounting bracket)	Included	
17	0	RP010	Substitute 75 watt solar panel (add qty 1. of AA002 mounting bracket to quote)	\$80.00	\$0.00
18	0	RP009	Substitute 90 watt solar panel (add qty 1 of AA040 mounting bracket to quote)	\$135.00	\$0.00
19	0	RP008	Substitute 120 watt solar panel (add qty 1 of AA040 mounting bracket to quote)	\$275.00	\$0.00
20	0	AA040	Mounting bracket for 90 or 120 watt solar panel	\$150.00	\$0.00
21	0	AA002	Mounting bracket for 75 watt solar panel	\$120.00	\$0.00
22	1	RW002	Two year warranty (includes parts & labor, and backup batteries)	Included	
23	1	SS002	StreetSmart Data Collection software license (per sign) 35 charts, graphs, and tables included. Provides weekly, daily, hourly, and 1/2 hour data on # of vehicles, # of speeders, average speeds, peak speeds, 50th & 85th percentile & more. Extended 30 day charts included for trend analysis.	\$275.00	\$275.00
24	1	SHPK	Ground Shipping for TC-600S with solar panel	\$140.00	\$140.00
25	0	RS-MODEM1	Access to Cloud Service for remote access and programming of radar speed sign and/or beacons. Recurring fee per device, per year.	\$400.00	\$0.00
26	0	RSMOI	Internal Cellular Modem, available on TC-600 and TC-1000 models (required for Cloud Service)	N/C	N/C

Minimum re-stock fee: 15%

\* Quote valid for 60 days. Pricing does not include any international taxes, fees, or duties.

TOTAL US\$	\$3,910.00
Sales Tax Rate:	0.000%
Grand Total:	\$3,910.00

+ \$90.00 with school option

US State sales tax must be collected unless you provide a sales tax exempt form.

Authorized Signature

Print Name/Title

Date

TC-600 Solar Quote

*x2*  
*-7%*  
*\$7292.00*

CONFIDENTIAL



One Sign...  
Multiple Applications



### TC-600 Full Matrix Radar Speed Sign *Your Traffic Calming POWER Tool*



Certified Quality System  
ISO 9001:2015



MUTCD Compliant  
Radar Speed Signs



Proudly Engineered &  
Manufactured in the USA



## Display and Radar Specifications

### **YOUR SPEED Faceplate**

- 28"W x 33"H YOUR SPEED faceplate with 4" high lettering  
(Optional oversized 30"W x 36"H available)
- Ideal for roads with traffic speeds of 5-70 mph
- MUTCD compliant colors and reflectivity
- Available in white, fluorescent yellow/green, safety orange, and yellow

### **Speed Violator Alerts**

- Standard alerts include: Speed display | SLOW DOWN | TOO FAST
- **Optional** alert choices: SHARP CURVE | chevrons (right or left facing) | smiley face | fine alert | alternating red/blue alert, all red alert, all blue alert, or white alert (can flash as a strobe, or simulate a camera flash)
- Speed display flash rates: MUTCD flash (approx. 55-60 fpm), Slow flash (approx. 100 fpm), Fast flash of actual speed (approx. 140 fpm)
- Display speed and word message alerts alternately or individually, based on speed settings

### **LEDs**

- 2 digits (3 digits up to 185 KPH), 13" high super bright amber full matrix LEDs (life up to 100,000 hours)
- Laser cut flat black mask enhances visibility of LED display when illuminated, and ensures completely dark display when LEDs are off
- Easily readable speed digits up to 650 feet
- Display brightness control: Automatic intensity adjustment to ambient light conditions

### **Radar**

- Type: K Band, single direction Doppler radar, FCC part 15 compliant; no license required
- Sensor Range: Detects vehicles up to 1200 feet
- Beam Width: 12 degrees, +/- 2 degrees
- Operating Frequency: 24.125 GHz, +/- 50 MHz
- Accuracy: +/- 1.0 mph
- Speed Detection Range: 5 - 127 mph

## Power Options / Battery Specifications

### **TC-600S (Solar Powered)**

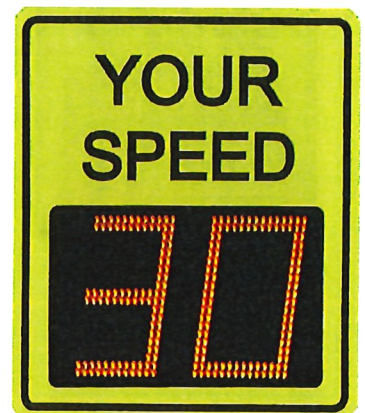
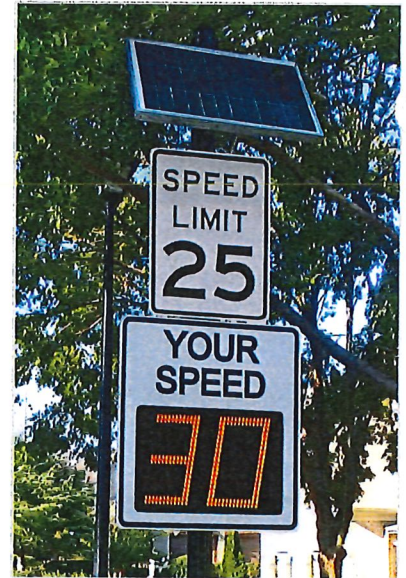
- Operates 24/7 with solar power supply
- Solar Panel Output: 50 watt standard; 75 watt optional
- Power Supply: Two 12-volt, 18 amp/hour AGM batteries (UL recognized); provides up to 14 days of back-up operation on fully charged batteries
- Solar Charger: Fully integrated charge controller with continuous monitoring and data logging of solar output and battery charge status. Charger and battery characteristics matched to operate over the sign's operating temperature range.
- Low battery cut-off feature provides intelligent battery management
- Battery Status: Check battery charge levels and solar amperage via Wi-Fi
- Power Consumption: < 2.0 amps in active mode; Idle mode < 1/2 watt
- Circuit Breaker: Multi-circuit, 3x10 amp fuses
- Pole Mount Solar Bracket: Side of pole mount with adjustable angle bracket

### **TC-600A (AC Powered)**

- Operates 24/7 with AC power supply
- Power Supply: Hard wire to 100V-240V power supply
- Power Consumption: < 2.0 amps in active mode; Idle mode < 1/2 watt
- Circuit Breaker: Multi-circuit, 10 amp fuse

## Electronics

- All power inputs are fused and reverse polarity protected
- All circuit boards are conformally coated for extra protection
- Sign has automatic reset and watch-dog circuitry to return to normal operation without user intervention





## Housing Specifications

### **Radar Speed Sign Housing**

- Dimensions: 18.5"H x 26.25" W x 5.0"D
- Thickness: .1875" to .25" thick, heavy-duty aluminum
- NEMA 4 level compliant
- Humidity Maximum: 100%
- Non-sealed and ventilated
- Provides maximum protection from the elements and vandalism
- Seamless construction with no welding
- Single-piece cast aluminum housing design means no separate battery box to mount

### **Bashplate™ with Integrated LED Reflectors**

- Internal .375" aluminum shield over LED display to protect components from abuse or vandalism
- Directional beam technology: Individual holes for each LED focus and reflect light toward the road, providing the highest quality viewable display with minimum energy usage

### **Polycarbonate Display Cover**

- .25" thick protective sheet covers entire display area
- Abrasion, graffiti and shatter resistant; UV protection

## Weight

- TC-600S (Solar Powered): 41 lbs., (67 lbs. with batteries)
- TC-600A (AC Powered): 41 lbs.

## Operating Temperature

- Operating Temperature: -40°F to +160°F

## Standard Features

### **Standard Programming**

- Setup functions: Easy to follow menu, no mechanical switches to operate
- Daily timers: Allow 4 on/off timer settings per day, also by day of week. Settings allow lower speed limits for school zone times and for late night display shutoff. (Optional Advanced Scheduler available with all models)
- Stealth mode: Display on-off feature allows traffic data collection continue even when the display is off
- "Possum Switch" activation feature allows the sign to "play dead" for 30 minutes if attacked with force
- Maximum speed cutoff: Prevents unwanted high speed displays; up to 99 mph; discourages "racing" of sign. Choice of flashing matrix, or LED display cutoff.

### **Wi-Fi Enabled**

- No internet required. Manage your radar speed sign with phone, tablet, or laptop.
- Allows for quick and easy sign operation/data download from most web enabled devices
- WPA2 encrypted security; Password protection
- Connection range up to 300 feet from sign

### **OTA Software Updates (over-the-air)**

- Allows the wireless delivery of software updates and upgrades directly to the radar speed sign

## Warranty

- 2 year warranty on parts and labor, including batteries. Exceptions: Does not cover malicious abuse, theft, or damage due to unauthorized modification. Optional third year warranty extension available.

## Traffic Data Reporting Option

### **StreetSmart (optional)**

- Traffic data reporting software to report, organize and analyze speed and traffic data. The information collected by the radar speed sign is loaded into Excel™ ready .csv files, and can generate 35 charts and graphs.

### **Traffic Data Storage Capacity:**

- Stores data on up to 5 million vehicles; Retains data for retrieval for 12 months.



# Hyper-Alerts™

## Compact Flash Technology

Hyper-Alerts™ are compact clusters of LED lights built right into the "YOUR SPEED" faceplate of the TC-600 model, delivering a significantly more compact solution than traditional beacons. By clustering the LEDs into a smaller footprint, the same light from a typical flasher becomes an urgent notification for the driver.

### Application

Perfect for use in pedestrian-heavy environments such as school zones, business campuses, military bases and anywhere else there is an urgency to slow drivers.

### Raised Awareness

The LED clusters deliver the same luminescence as a 12" beacon, only in a more compact surface. This results in an "impossible to ignore alert" even 1000 feet from the sign.

### Cost Effective

Instead of having to choose between either flashing beacons or a radar speed sign, now you can have both alerts for slightly more than the price of either one. The LED clusters are built right into the oversized (30"W x 36"H) YOUR SPEED faceplate resulting in a more compact system that is far easier to install. This upgrade offers a cost-effective solution to provide the maximum traffic calming effect on speeding drivers.

### Design

- › Industrial construction with sleek design is in stark contrast to the individual, bulky, piece-meal look of traditional beacons
- › Dual high-intensity amber LED clusters
- › Meets ITE guidelines for brightness use in school zones
- › LED luminosity: 3000 mcd minimum – 12000 mcd maximum
- › 68 LEDs per alert, highly viewable at 1000 feet
- › Flash patterns: MUTCD standard 60 fpm, Wig-Wag (alternating); Custom patterns available

### Scheduling Flexibility

- › Programmable for an entire year in advance, by date and time, using our Advanced Scheduler
- › Hyper-Alerts™ can be activated based on time of day, by speed, or by both

### Solar Power Output with Hyper-Alert™ Option

- › 50 watt solar panel for maximum 4 hour daily operation
- › 75 watt for maximum 10 hour daily operation
- › 90 watt for 24/7 operation
- › 120 watt for high volume traffic and cold temperatures

### Weight

- › TC-600S with Hyper-Alerts™: 47 lbs., (73 w/ batteries)
- › TC-600A (AC Powered) with Hyper-Alerts™: 47 lbs.

*The Hyper-Alert™ option is available on a new TC-600 sign, or as a retrofit of an existing sign;  
Existing sign must be returned to Radarsign for the retrofit.*





ELAN CITY  
10-34 44th Drive  
Long Island City, NY 11101  
United States

Phone. : (646) 878-6259  
Fax. : (646) 770-3906  
Email: [sales@elancity.net](mailto:sales@elancity.net)

**Shipping address:**  
VILLAGE OF MARVIN  
10004 NEW TOWN RD  
WAXHAW, NC 28173  
United States

**Invoice address:**  
VILLAGE OF MARVIN  
10004 NEW TOWN RD  
WAXHAW, NC 28173  
United States

**VILLAGE OF MARVIN  
10004 NEW TOWN RD  
WAXHAW, NC 28173  
United States**

## Quote N° S05729

Customer Reference	Quote Date	Contact	Terms of payment		
	08/06/2021	Graham DENNIS			
Description	QTY	Each	Disc.(%)	Ext. price	
[01112] 14" Solar Evolis Radar Speed Sign EVOLIS Radar Speed Sign with Programmable Message Display; Internal Solar Power Regulator; Traffic Data Collection + Analysis Software with NO Subscription Fee; Bluetooth & Smartphone App; Mounting Kit (Mounting bar)	2.00 Unit(s)	3,250.00	0.00	\$ 6,500.00	
[028] 12V 22Ah Battery 12V 22Ah Battery	4.00 Unit(s)	100.00	100.00	\$ 0.00	
[0223] 80W solar panel including fixings with mounting kit and connection cables	2.00 Unit(s)	500.00	100.00	\$ 0.00	
[99900] Discount TPS21	1.00 Unit(s)	-1,001.00	0.00	\$ -1,001.00	
Delivery	1.00 Unit(s)	300.00	0.00	\$ 300.00	
<b>Total:</b>				\$ 5,799.00	
<b>Taxes:</b>				\$ 0.00	
<b>Total:</b>				<b>\$ 5,799.00</b>	

.....TO PLACE AN ORDER, PLEASE COMPLETE THE FOLLOWING:

.....  
.....

Title: \_\_\_\_\_ Name (First, Last): \_\_\_\_\_

Check this box:

I have read, understood and agree to the terms of the Elan City Inc. :  
"General Terms of Sales and Delivery - WARRANTY."

Signature: \_\_\_\_\_

Date: (m/ d/ y): \_\_ / \_\_ / \_\_

and email it back to us along with your tax exempt form

CUSTOMER CONTACT INFO:

- Name: Christina Amos
- Phone: 704-627-2020

ELAN CITY  
 10-34 44th Drive  
 Long Island City, NY 11101  
 United States

Phone. : (646) 878-6259  
 Fax. : (646) 770-3906  
 Email: sales@elancity.net

Description	Tax	Quantity	Unit Price	Disc.(%)	Price
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- Email: administrator@marvinnc.gov
- IN CASE DELIVERY ADDRESS IS DIFFERENT:
- Delivery address:
- Contact :
- Phone/ Email:

.....  
 QUOTE PRICING AND EXPIRATION

- Quote valid until :
- PROMO CODE / OFFER:

.....  
 2-year warranty included.  
 Taxes not included.

.....  
 GENERAL TERMS AND CONDITIONS OF SALES AND DELIVERY - WARRANTY

.....  
 The terms and conditions as cited in this document, apply to any and all sales of radar speed signs supplied by Elan City Inc. Accessories, such as batteries, are covered by a separate and different warranty labeled "battery warranty", included below. Completion and signature of this document is a binding contract. This document must be completed and signed by buyer / client at the time of initial purchase and each future purchase of Elan City Inc. products.

.....  
 DELIVERY OF GOODS

.....  
 Upon delivery of all goods, the client is required to verify the external condition of each package. The client must refuse the entire delivery if the package(s) are not in good condition, and contact Elan City Inc immediately. The client is required to verify that the quantities noted on the packing list are in accord with those delivered. If packages are in good condition but the quantity is incomplete as to the packing list, the client must indicate this anomaly directly on the transporter's copy of the delivery-note and must immediately inform Elan City Inc. The liability of potential damage to delivered goods and / or missing packages cannot be attributed to the carrier nor to Elan City Inc. after delivery and suite to non-conformity of these instructions by the buyer.

.....  
 Good condition and correct quantity of contents of package must be verified within 5 days of delivery. The device must also be tested within these 5 days of delivery to establish its correct functionality. Beyond the 5 days, the payment cannot be contested by the buyer if the device and its accessories are found to be "dead on delivery" and / or malfunctioning and / or missing. Full payment of the complete order must be fulfilled by the buyer, within the time frame previously established on the signed contract (quote).

.....  
 RETENTION OF TITLE

.....  
 Delivered goods shall fully remain the property of Elan City Inc. until all goods received have been fully paid for by the buyer. Payment must be made within 30 days of receiving the invoice as indicated on the signed contract (quote). In the event of late payment, a certified notice for account delinquency will be sent to the buyer, which will

ELAN CITY  
 10-34 44th Drive  
 Long Island City, NY 11101  
 United States  
 Phone. : (646) 878-6259  
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 Email: sales@elancity.net

Description	Tax	Quantity	Unit Price	Disc.(%)	Price
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then allow the buyer 8 days to make full payment. Beyond this time frame, Elan City Inc. retains the right to remove the materiel from the buyer.

.....  
 .....

**WARRANTY**

Delivered goods are fully covered by the warranty, including the device and its components as well as the labor and delivery fees associated with its repairs and / or replacement suite to defects approved by Elan City Inc. for a full 24 months from the date of delivery arrival, with the exception of batteries which are not covered by this warranty. (see "Battery Warranty")

In the case of device malfunction, Elan City Inc. will carry out remote diagnostic checks with the client and with their approval, in order to identify any defective components (power supply, software, etc.) prior to proceeding with in-shop repairs, if needed.

.....  
 .....

WARRANTY DISCLAIMER: The Warranty does not apply to any damage caused by but not exclusive to:

.....

- Vandalism, fire, falls or impact
- Abuse or mishandling
- Unauthorized modifications and / or unauthorized additional / replacement accessories or products
- Damage caused during transportation (see clause "Delivery of Goods")
- Malfunctions due to improper connection or battery cable polarity inversion
- Problems suite to improper installation non-compliant to our recommendations
- Problems suite to wearing parts and / or accessories including the following but not exclusive to: batteries over 6 months old, broken / worn pole straps, broken / worn pole, etc.

.....

Any repairable device, not or no longer covered by the warranty, which is returned to our after-sales service, will automatically undergo a refurbishment / repair quote, which will be submitted to the customer for acceptance or rejection. In case of rejection, the client will be liable for delivery costs and diagnostic testing costs incurred by Elan City Inc.

.....  
 .....

RETURNS PROCEDURE: The client must inform the Customer Service department and describe the problem encountered in detail. The Elan City technicians will assist the client and attempt to identify the problem by performing remote diagnostic tests. If remote testing concludes defective device and / or components, the technician will attribute an RMA (Return Merchandise Authorization) or Claim Number to the customer, authorizing product return to the After Sales Service Department. This RMA / Claim number will be confirmed by email, along with a form outlining the After Sales Service Return Policy. The form must be completed, signed and dated by the client, and returned to the Elan City logistics department who will then process the request. A transportation request will then be sent by email to the customer and the removal of the package will be organized through an Elan City Inc. authorized carrier.

.....

In the case of customer refusal of the initial remote diagnostic testing, resulting in the independent and unauthorized sending of device / product(s), the devices / product(s) found non-defective, will not be covered by the warranty. The customer will then receive a quote from the After Sales Service Department for the in-shop diagnostic tests and the delivery costs for device / product(s) retrieval, the payment of which will need to be agreed upon before releasing the device / product(s).

.....  
 .....



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Description	Tax	Quantity	Unit Price	Disc.(%)	Price
-------------	-----	----------	------------	----------	-------

TERMS OF TRANSPORT : Failure to comply with the terms of transportation below, will cancel the RMA and the package will be returned to sender.

- Batteries must not be present in the device or the device’s packaging during the transportation
- The device must be sent back in its original packaging. This includes properly packaging the device in the original foam and the original box.
- Protective foam must protect all four corners of the device, in accordance to its original packaging when initially received.
- The package must be sealed with security tape at both ends.
- If the original packaging was not kept or was lost, a quote for replacement packaging will be sent to the client.
- If the package is being shipped by pallet, the package must be put upright and film-wrapped before shipment.

**BATTERY WARRANTY**

Batteries are under warranty by Elan City Inc. for 6 months. The same conditions of “delivery of goods” and “retention of title” are true for the batteries as for the device. Replacement batteries must be purchased from Elan City Inc. Use of non Elan City Inc. batteries and / or accessories, can annul the warranty(s), including the device’s warranty. (See clause “warranty disclaimer”). Battery wires cannot be sold separately and must be purchased as a battery pack.

**TERMS & CONDITIONS AND REIMBURSEMENT**

All sales are final: no returns , exchanges and / or reimbursements. Elan City Inc. is not liable and will not reimburse or exchange goods for the following reasons but not exclusive to these reasons:

- Product’s non-accordance with current and / or future local laws and / or regulations regarding the following but not exclusive to: radar speed sign specifications, road / zone placement, installation / mounting
- Product’s non-accordance with Department of Transportation’s regulation or choice of approval / authorization.
- Customer’s dissatisfaction with product and / or customer service, company policies, etc.
- Change of personnel (original buyer change of post or title).
- Purchase made by unauthorized personnel.

Warranty active upon delivery of goods.

generated by OpenERP.com

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United States

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Fax. : (646) 770-3906  
Email: [sales@elancity.net](mailto:sales@elancity.net)

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Description	Tax	Quantity	Unit Price	Disc.(%)	Price
-------------	-----	----------	------------	----------	-------

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.....



## The EVOLIS Radar Speed Sign

...Portable, Affordable and EXTREMELY Effective



The portable, pole-mounted **EVOLIS Radar Speed Sign** is the ideal traffic-calming tool for any traffic scenario and environment. At only 19lbs, constructed from robust ABS Injection Molded Resin, the Evolis RSS was ingeniously designed for easy portability and product longevity.

The superior Doppler radar technology incorporated within the Evolis Radar Speed Sign offers an extended vehicle detection range of over 1,000 feet. The high visibility of the 14" speed digits, enabled by 3 rows of ultra-bright, tri-color, LEDs combined with the simultaneous display of programmable messages, helps correct driver behavior with an average **decrease of 25% in overall speed!**

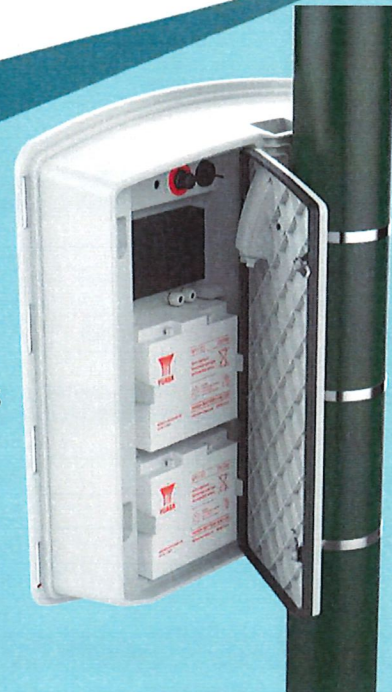
The EVOLIS RSS is available as a battery-operated or solar-powered, full-option package, including all the necessary power accessories for immediate functionality. Each pack also includes bi-directional traffic data collection and comprehensive traffic analysis software, elevating the EVOLIS Radar Speed Sign from an effective traffic calming device to **an indispensable ally in speed infraction prevention and enforcement.** This sophisticated service has **NO** subscription fees and the updates are entirely **FREE** for life!

### The GLOBAL favorite!

**13,000+** EVOLIS Radar Speed Signs installed in  
**8,000+** communities WORLDWIDE!

### Each Package Includes:

- ✓ 28"X 28" Evolis Radar Speed Sign (2 power choices)
- ✓ Highly visible 14" speed digits: 3 rows of tri-color LEDs
- ✓ Customizable message display
- ✓ Bi-directional traffic data collection
- ✓ Comprehensive analysis & configuration software
- ✓ FREE updates & NO subscription fees!
- ✓ Bluetooth® + smartphone app
- ✓ Mounting kit & specific accessories for solar or battery-operated packs
- ✓ 2 year warranty



 (646) 878-6259

 [www.elancity.net](http://www.elancity.net) / [sales@elancity.net](mailto:sales@elancity.net)





# The EVOLIS Radar Speed Sign

...Portable, Affordable and EXTREMELY Effective

SPEED DISPLAY	
SPEED DIGITS	Height: 14", Display: 7 segment
"YOUR SPEED" legend	1.26" Highway-Gothic font
LEDs	Ultra-bright, 3-row thick LEDs. Amber-only mode or tri-color: Amber, Green and Red.
LED ANGLE	30° cone angle, auto-dimming
VISIBILITY	1,000+ feet
POWER CONSUMPTION	Ultra-low power consumption. Average <5W
FLASH RATE	Default setting: 54 cycles/minute. Configurable
TEXT DISPLAY	
LEDs	Ultra-bright, Amber
MESSAGES	Pre-programmed or entirely personalized
SIZE-FONT / GRAPHICS	Choice of size and font, 1 or 2 lines of text
DETECTION	
DOPPLER RADAR	Bidirectional, K-Band, 24.125 GHz (FCC part 15 compliant)
ACCURACY	+/- 1 Mph, 99% accuracy
BEAM WIDTH	12° Horizontal – 25° Vertical
SPEED DETECTION	5 – 160 Mph
DETECTION RANGE	500ft to 1,000ft (configurable)
CASING	
MATERIAL	Robust, anti-corrosive ABS injection molded resin; Curved polycarbonate front face
SIZE / WEIGHT	Dimensions: 28"H x 28"W x 6"D Weight: 19lbs. (without batteries)
WATERPROOF RATING	NEMA 4R / IP 65
COLOR	UV treated light grey (other colors available)
TEMPERATURE RESISTANCE	-40° F to +140° F (operational in extreme weather conditions)
ELECTRICAL SAFETY FEATURES	Two fuses (internal and external), internal pressure safety valve
BATTERY ENCLOSURE	Capacity to hold up to 2 batteries; manual dial for factory setting speed thresholds + SP
CONFIGURATION	
EVOCOM Software	Software for radar configuration + FREE updates
COMMUNICATION	USB, Bluetooth, EVOMOBILE Smartphone application and GPRS (Optional)
THRESHOLDS	Speed (min, limit, max), anti-racing, flashing, color change (if activated)
TIMER MODE (School-zone mode)	Alternative speed threshold: up to 2 settings / 4 time slots per day
STEALTH MODE	Continuous traffic data collection with blank display
TRAFFIC DATA ANALYSIS	
EVOGRAPH Software	Software for traffic data analysis + FREE updates & NO subscription fees ever
SPEED	Average and maximum speed, 85th percentile, distribution per speed group
COUNT	Estimated vehicle count
TYPE	Bi-directional, time-stamped data
MEMORY STORAGE	Up to 1 million vehicles
FORMAT	Charts and graphs in Excel and/or Pdf form, for easy report printing
POWER OPTIONS	
"Solar-Mobile": Solar-powered	Portable, fully autonomous, powered through solar panel and batteries
"Ultra-Mobile": Battery-operated	Portable, fully battery-powered with average 7 day autonomy, includes external charger
"AC": City lighting (available in certain states)	Stationary, powered by battery charged through and dependent on city lighting
ACCESSORIES	
MOUNTING KITS	Curved, ABS-injected resin, universal mounting-bar (pole and pole straps not included)
SOLAR PANEL	32" X 37", 80 watt solar panel w/ aluminum bracket mounting kit
BATTERIES	12V/22AH batteries included: AC X 1, Solar-Mobile X 2, Ultra-Mobile X 4
EXTERNAL CHARGER	12V external battery charger (included in Ultra-Mobile pack)



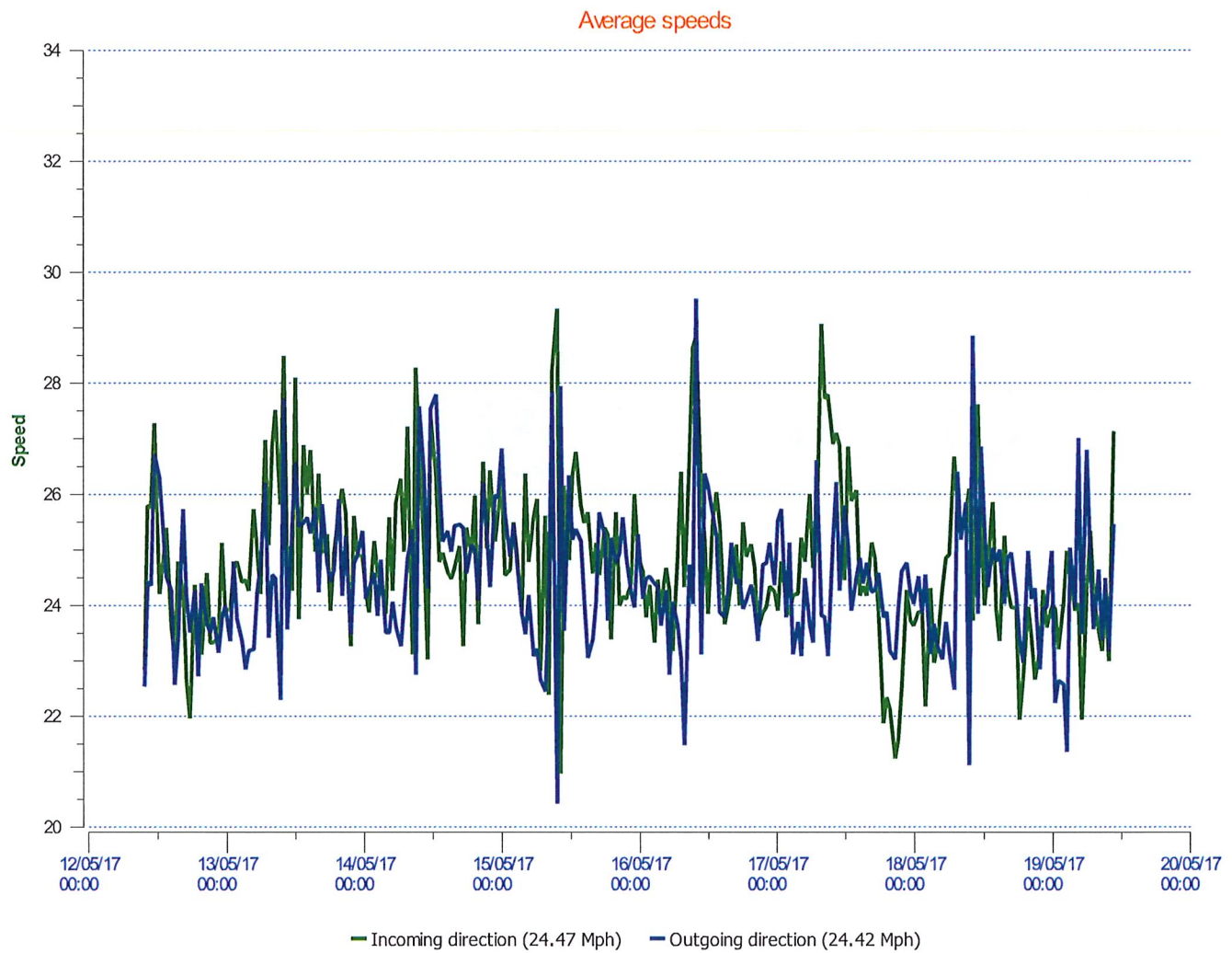
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**Start date:** Friday, May 12, 2017 9:30 AM  
**End date:** Friday, May 19, 2017 10:30 AM

**Location:**

**Comments:**

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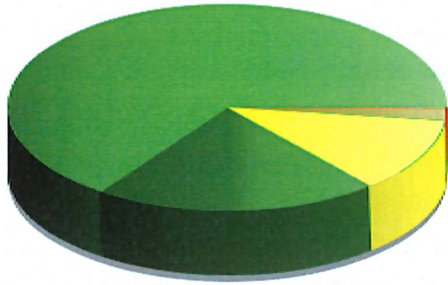
**Start date:** Friday, May 12, 2017 9:30 AM  
**End date:** Friday, May 19, 2017 10:30 AM

**Location:**

**Comments:**



Incoming vehicles



■	<= 25 Mph	: 12 221 - (65.24 %)
■	26 - 30 Mph	: 3 946 - (21.07 %)
■	31 - 35 Mph	: 2 195 - (11.72 %)
■	36 - 40 Mph	: 323 - (1.72 %)
■	41 - 45 Mph	: 41 - (0.22 %)
■	46 - 65 Mph (et +)	: 6 - (0.03 %)

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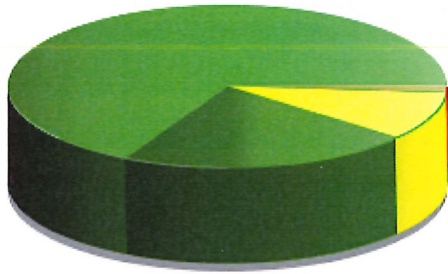
**Start date:** Friday, May 12, 2017 9:30 AM  
**End date:** Friday, May 19, 2017 10:30 AM

**Location:**

**Comments:**

---

Outgoing vehicles



■	<= 25 Mph	: 10 483 - (67.36 %)
■	26 - 30 Mph	: 3 368 - (21.64 %)
■	31 - 35 Mph	: 1 514 - (9.73 %)
■	36 - 40 Mph	: 165 - (1.06 %)
■	41 - 45 Mph	: 25 - (0.16 %)
■	46 - 65 Mph (et +)	: 8 - (0.05 %)

**Start date:** Friday, May 12, 2017 9:30 AM  
**End date:** Friday, May 19, 2017 10:30 AM

**Location:**

**Comments:**



# VILLAGE OF MARVIN

10004 New Town Road | Marvin, NC | 28173 | Tel: (704) 843-1680 | Fax: (704) 843-1660 | www.marvinnc.com

Item F.2.  
**RECEIVED**  
JUL 12 2021  
BY: *[Signature]*

## Volunteer Application for Advisory Boards

BOARD APPLYING FOR: Board of Adjustment  
(Planning Board/DRB, PR&G Board, and Board of Adjustment)

Name: Roger Nielsen

Address: 8311 Prince Vallant Drive

Subdivision: Valhalla Farms Are you a resident of Marvin? Yes

Years as resident of Marvin: 13 Phone: 503-970-3660

Office/cell: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: rogermnielsen@gmail.com

Education: B.S. Industrial Engineering Occupation: Retired Business Executive

Please list your area(s) of Expertise and Interest/Skills and describe how your background will benefit the Board:

For the past twenty years, I served as the COO and then the CEO/President of Daimler Trucks North America, a manufacturing business with significant real estate interests and and significant interactions with government agencies at all levels of jurisdiction. I am conversant in all levels of policy creation, Intpretation and execution.

Briefly describe the community planning issue that concerns you the most:

I am mostly concerned with equitable application of standards in the areas of new residential home development as well as proposed adaptions to current homes and developments.

How would you propose addressing the issue that concerns you the most?

I would not presume to share the same priorities as all members of our community. However, if I would choose a top issue to address, I would like the Village to evaluate and re-codify its regulations on Guest Homes built on the same tax lot as the primary residence, with the end result being that Guest Homes are regulated and allowed.

What is your long term vision for the Village of Marvin?

I support the continued expansion of the Village as equestrian-friendly community, continuing the pursuit of common trails within the Village's boundaries. As well, I would like to see the Village boundaries expanded, bringing in the developments which have opted to remain within Union County's jurisdiction. And, commercial expansion in the appropriate corridors should be pursued.

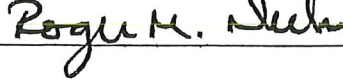
The various Boards meet each month, usually in the evening. Participation is important to establish a quorum for the meetings. Will you be able to participate in the majority of the meetings?

Yes. I retired from my position at Daimler Trucks at the end of April 2021, therefore my travel schedule has been greatly reduced.



*\*The applicant understands and agrees that he or she must submit the prescribed Statement of Economic Interest and Code of Ethics Forms with this application. All information provided in the Forms are considered a matter of public record and is therefore subject to disclosure and copying upon request.*

Date: July 8, 2021

Signature: 

---

Note: Information provided in this application is considered a matter of public record. It may, therefore, be subject to disclosure upon request pursuant to North Carolina's Public Records Law. N.C.G.S., Section 132-1, et seq.

**Return to:** Village Clerk, Village of Marvin, 10004 New Town Rd, Marvin, NC 28173, Fax: 704-843-1660, [clerk@marvinncc.org](mailto:clerk@marvinncc.org).

FOR OFFICE USE ONLY: Date Received: \_\_\_\_\_



# Statement of Economic Interest Form

## Instruction Pamphlet & Definitions

Village of Marvin | 10004 New Town Road  
 MarvIn, NC 28173 | Phone: (704) 843-1680  
 Website: www.marvinnc.org

In an effort to support and preserve transparent government, all applicable sections of this form must be completed to fulfill your ethics filing obligation. Please note that disclosure of information does not, necessarily equate to a conflict of economic interest; nor does the mere disclosure of information preclude an individual from participating in public office, or a position of employment.

**A. APPLICANT'S INFORMATION** (First, Middle, Last)

Prefix	First Name	Middle Name	Last Name	Suffix
	Roger	Marion	Nielsen	

**B. PURPOSE FOR FILING** (Check and complete the designations that apply below)

<input type="checkbox"/> Employment Position (Specify position)		<input checked="" type="checkbox"/> Advisory Board or Committee (Name applicable board)	
→		→ Board of Adjustment	
<input type="checkbox"/> Village Council (Specify Mayor or Council)		<input type="checkbox"/> Appointed Officer (Specify Office)	
<input type="checkbox"/> Mayor	<input type="checkbox"/> Council	<input type="checkbox"/> N/A	→

**C. EMPLOYMENT INFORMATION**

Current Employer (Complete any that apply.)	Job Title
Retired	
Nature of Employer's Business	

**D. CONTACT INFORMATION**

Mailing Address (Required)	City	State	Zip
8311 Prince Valiant Drive	Marvin	NC	28173
Home Address	<input checked="" type="checkbox"/> Same as Mailing Address	City	State
Day Time Phone Number (Required)	Alternative Phone Number		
503-970-3660			
Email Address (Required)	Date of Birth (MM/DD/YYYY)		
rogernielsen@gmail.com	01/19/1961		

STAFF USE ONLY		
Date Received	Checked for Completion	Staff Name and Initials



**Statement of Economic Interest  
DISCLOSURES**

<b>E. PROPERTY INTERESTS</b>		
<p>1. Aside from your principal dwelling, do either you, any member of your immediate family, or any business associate, have business interests in land, land development or real estate in the Village of Marvin, or within Marvin's planning area?</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No      If yes, please provide the information below:</p>		
<b>Party with Interest</b> (Self, Family Member, Business Associate)	<b>Address / Location of Land and/or Real Estate of Interest</b>	<b>The Type or Nature of the Real Estate and/or Land Interest</b>
<p>2. Do you, any member of your immediate family, or any business associate, own land or real estate, within the Village of Marvin, or within Marvin's planning area, with a market value exceeding \$5,000, which is leased and/or rented for profit?</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No      If yes, please provide the information below:</p>		
<b>Party with Interest</b> (Self, Family Member, Business Associate)	<b>Describe Nature of Lease / Rental</b>	<b>Provide Real Estate Address</b>
<p>3. Have you or any member of your immediate family ever been employed by, or engaged in a business contract, with the Village of Marvin, exceeding \$10,000, in the past five years?</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No      If yes, please provide the information below:</p>		
<b>Party with Interest</b> (Self, Family Member, Business Associate)	<b>Nature of Contract or Engagement</b>	<b>When: Month, Year &amp; Duration</b>
<p>4. Have any of your business associates, ever been employed by, or engaged in a business contract with the Village of Marvin, exceeding a value of \$10,000 in the past five years?</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No      If yes, please provide the information below:</p>		
<b>Party with Interest</b> (Self, Family Member, Business Associate)	<b>Nature of Contract or Engagement</b>	<b>When: Month, Year &amp; Duration</b>
<b>F. FINANCIAL INTERESTS</b>		
<p>1. Do you or any member of your immediate family have business interests in any privately-owned business entity, which may gain a valued benefit, directly or indirectly, from a Village of Marvin recommendation, determination or decision?</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No      If yes, please provide the information below:</p>		
<b>Party with Interest</b> (Self, Family Member, Business Associate)	<b>Nature of Business Entity</b>	<b>Describe Conflicts or Potential Conflicts</b>




3. Do you or any members of your immediate family receive income of \$5,000 or more as defined herein, from a business associate, organization, or business entity, of any kind, which may gain a valued benefit, directly or indirectly, from a Village of Marvin recommendation, determination or decision? Please provide applicable information below.

I receive, or have received, reportable income as defined herein	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> I don't know.
My spouse receives, or has received, reportable income as defined herein.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> I don't know.
A member of my immediate family receives, or has received, reportable income as defined herein	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> I don't know.
A member of my extended family receives, or has received, reportable income as defined herein	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> I don't know.
I have business associates from whom I receive, or have received, reportable income as defined herein	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> I don't know.

Recipient of Income	Name of Source	Type of Business/Industry	Type of Income

**G. PROFESSIONAL AND CIVIC RELATIONSHIPS**

1. Are you now, or have you ever been a director, officer, board member of a zoning and/or land development organization, contractor, consultant, advocate or lobbyist of a zoning or land development organization or non-profit organization (which may benefit, directly or indirectly, from a Village of Marvin recommendation, determination or decision?)

Yes       No      If yes, please provide the information below:

Party with Interest (Self, Family Member, Business Associate)	Name of Organization	Relative Position	Purpose / Nature of Business

2. Are you, or have you ever been, employed by a real estate and/or land development business, or provided professional services or consulting services for a real estate and/or land development business?

Yes       No      If yes, please provide the information below:

Type of Employment, Consulting or Professional Service	Type of Real Estate/Land Development (Commercial, Residential, Office, etc.)	Nature of Employment (Purchase, Lease, Design, Development, Investment, etc.)

5. Is any member of your immediate family now, or have they ever, been employed by a real estate and/or land development business, or provided professional services or consulting services for a real estate and/or land development business?

Yes       No      If yes, please provide the information below:

Type of Employment, Consulting or Professional Service	Type of Real Estate/Land Development (Commercial, Residential, Office, etc.)	Nature of Employment (Purchase, Lease, Design, Development, Investment, etc.)

**I. OTHER DISCLOSURES**

1. During the last 12 months, have you received any 'gift(s)' or favors from an individual person, business entity, organization or group of persons acting together, under circumstances that would lead a reasonable person to conclude the gifts were given for lobbying?

Yes       No      If yes, please provide the information below:

Date Item Received	Name & Address of Donor(s)	Describe Item Received	Estimated Market Value

2. Have you ever been convicted of a felony for which you have not received either (i) a pardon; or (ii) an order of expungement?			
<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No	
Offense	Date of Conviction	County of Conviction	State of Conviction

3. Are you aware of any other information that you believe may assist in advising you concerning your compliance with the Village of Marvin's Code of Ethics?

Yes       No      If yes, please provide that information below.

**J. DISCLOSURE AFFIRMATION STATEMENT**

I, Roger Marion Nielsen (Full Name) hereby affirm that the information provided in this Statement of Economic Interest Form and any attachments are true, complete, and accurate to the best of my knowledge and belief.

- I have not transferred, and will not transfer, any asset, interest, or property for the purpose of concealing it from disclosure while retaining an equitable interest.
- I understand that disclosure of any potential conflict of interest and any attachments; except for personal contact information, or information regarding minor children, and personnel records protected pursuant to North Carolina law, are public record.
- I have read and understand the Village of Marvin's Code of Ethics;

I affirm that I have reviewed my most recently filed Statement of Economic Interest Form and as of the date signed hereto, and under penalty of perjury, attest that my responses are true, correct, and complete to the best of my knowledge and belief.

<u>Roger M. Nielsen</u> Board Member / Public Officer's Signature	<u>Roger M. Nielsen</u> Printed Name	<u>July 8, 2021</u> Date
<u>Austin W. You</u> Administrator / Village Clerk's Signature	<u>Austin W. You</u> Printed Name	<u>7/12/21</u> Date



**SECTION 8 CODE OF ETHICS ACKNOWLEDGEMENT FORM**

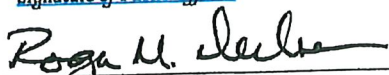
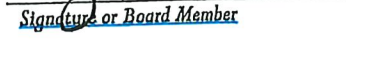
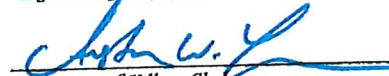
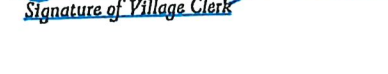
A printed and signed Code of Ethics Acknowledgement Form is required from each Board member and employee of the Village of Marvin, indicating they will endeavor to follow the standards set out in the Code of Ethics, Please print, sign and submit the following page.



**VILLAGE OF MARVIN - CODE OF ETHICS**

**ACKNOWLEDGEMENT FORM**

I have read and understand the Village of Marvin Code of Ethics. As a Village Board Member or Employee of the Village, I will endeavor to follow the standards set out in the Code of Ethics,

<u>Signature of Public Official</u> 	<u>Printed Name</u> Roger M Nielsen	<u>Date</u> July 8, 2021
<u>Signature of Board Member</u> 	<u>Printed Name</u> Roger M Nielsen	<u>Date</u> July 8, 2021
<u>Signature of Employee</u> 	<u>Printed Name</u> Austin W. You	<u>Date</u> 7/12/21
<u>Signature of Village Clerk</u> 	<u>Printed Name</u> Austin W. You	<u>Date</u> 7/12/21

**Important Note:** A copy of this signed acknowledgement form must be kept on file along with a completed and signed application form and/or Statement of Economic Interest Disclosure form, as applicable.





Item G.1.

June 15, 2021

The Honorable Joseph Ermily Pollino  
Mayor of Marvin

Dear Mayor Pollino:

Thank you for your hard work and steady leadership through this pandemic. You have worked tirelessly to keep your communities safe, and our sustained progress in lowering COVID-19 metrics and vaccinating 4.6 million North Carolinians gives us all hope. With the American Rescue Plan (ARP), we now have a once-in-a-generation opportunity to invest in a shared and sustained recovery.

In May, I recommended that the North Carolina General Assembly match State Fiscal Recovery Funds from the ARP with your Local Fiscal Recovery Funds so that we can maximize the value and impact of these federal dollars. From water and sewer infrastructure to housing, I want to give communities that cooperate a bigger share of state funds. By matching money, we can do big things. As the General Assembly continues its budget considerations, I will be working with them and you to create the best environment for us to take this historic opportunity to tackle chronic challenges and build a North Carolina that not only recovers but thrives.

The Local Fiscal Recovery Funds you are receiving because of the ARP should be transformational to your community. As we work to build a bridge from COVID-19 response to recovery, these funds allow for communities to take more time and consideration in making investments than the federal CARES Act allowed. A December 31, 2026 deadline to spend these funds should encourage you to consider how your share of the ARP might be best leveraged with other resources and partners, such as neighboring towns, counties, or the state, to most effectively invest in transformational projects.

I look forward to our continued partnership in service to North Carolinians now and in the future. Thank you for your commitment to the people of North Carolina.

With kind regards, I am

Very truly yours,

Roy Cooper

RAC/II

## NEU Award Summary 2021

[Marvin]

[2021-0282]

*The Coronavirus Local Fiscal Recovery Funds provide a singular opportunity to address community recovery needs and to make significant investments for the future. In addition to municipalities, counties are also receiving significant funds.*

- We encourage and are available to help with thoughtful planning and an equitable approach to the use of these funds. We encourage consultation and collaboration with your neighboring communities, and with communities facing common challenges.
- An authorized signature is required accepting the grant award terms and conditions.
- The total estimated grant amount is \$ 1,076,933.25. This will be provided in two disbursements:
  - Your first disbursement for 2021 will be in the amount of \$ 538,466.63.
  - Your second disbursement for 2022 will be released no sooner than one year after the first disbursement, and may vary slightly depending on funds returned and other factors.
- You have until December 31, of 2024 to use or encumber these funds and if encumbered, you have until December 31, 2026 to finish any associated work.
- You have a unique grant agreement number: NC0282. Please include it in all correspondence with the United States Treasury (UST).
- You are considered by the UST to be the prime recipient of these funds and will have reporting duties for these funds. The first report is due on October 31<sup>st</sup>.
  - The UST has yet to provide directions on how to prepare and submit this report.
  - It's anticipated that this first report will be simple and denote that funds have been received and provide documents that support your topline budget number that you've provided NCPRO.
- These funds can be used only for the allowable categories outlined by the UST for pandemic recovery. These categories and other information about allowable uses can be found at: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>
- A PROtalk that addresses the grant process in more depth can be found (<https://www.nc.gov/agencies/pandemic-recovery-office/news-information/presentations-videos>).

*For additional questions please reach out to NCPRO! Additional resources, conferences, and technical support will be provided through joint efforts with Councils of Government, the NC League of Municipalities, the UNC School of Government and others.*



OMB Approved No. 1505-0271  
Expiration Date: November 30, 2021

U.S. DEPARTMENT OF THE TREASURY  
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS

Recipient name: <b>VILLAGE OF MARVIN</b>	DUNS Number: <b>830681230</b>
Address: <b>10004 Newtown Road, Marvin, NC, 28173 - 8579</b>	Taxpayer Identification Number: <b>561998217</b>
	Assistance Listing Number: 21.027

Sections 602(b) and 603(b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act, Pub. L. No. 117-2 (March 11, 2021) authorize the Department of the Treasury (Treasury) to make payments to certain recipients from the Coronavirus State Fiscal Recovery Fund and the Coronavirus Local Fiscal Recovery Fund.

Recipient hereby agrees, as a condition to receiving such payment from Treasury, to the terms attached hereto.

Recipient: **VILLAGE OF MARVIN**

---

Authorized Representative: **Christina Amos**

Title: **Village Manager**

Date signed:

U.S. Department of the Treasury:

---

Authorized Representative:

Title:

Date:

**PAPERWORK REDUCTION ACT NOTICE**

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 15 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.



U.S. DEPARTMENT OF THE TREASURY  
CORONAVIRUS LOCAL FISCAL RECOVERY FUND  
AWARD TERMS AND CONDITIONS

1. Use of Funds.
  - a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (the Act), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
  - b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
2. Period of Performance. The period of performance for this award begins on the date hereof and ends on December 31, 2026. As set forth in Treasury's implementing regulations, Recipient may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021, and ends on December 31, 2024.
3. Reporting. Recipient agrees to comply with any reporting obligations established by Treasury as they relate to this award.
4. Maintenance of and Access to Records
  - a. Recipient shall maintain records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
  - b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations.
  - c. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.
5. Pre-award Costs. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
6. Administrative Costs. Recipient may use funds provided under this award to cover both direct and indirect costs.
7. Cost Sharing. Cost sharing or matching funds are not required to be provided by Recipient.
8. Conflicts of Interest. Recipient understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

9. Compliance with Applicable Law and Regulations.

- a. Recipient agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Recipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Recipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award.
- b. Federal regulations applicable to this award include, without limitation, the following:
  - i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award.
  - ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.
  - iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.
  - iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.
  - v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
  - vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
  - vii. New Restrictions on Lobbying, 31 C.F.R. Part 21.
  - viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
  - ix. Generally applicable federal environmental laws and regulations.
- c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
  - i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;

- i. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
  - ii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;
  - iii. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
  - iv. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
10. Remedial Actions. In the event of Recipient's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.
11. Hatch Act. Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.
12. False Statements. Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
13. Publications. Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."
14. Debts Owed the Federal Government.
  - a. Any funds paid to Recipient (1) in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to section 603(e) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government.
  - b. Any debts determined to be owed the federal government must be paid promptly by



Recipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). Treasury will take any actions available to it to collect such a debt.

15. Disclaimer.

- a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.
- b. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.

16. Protections for Whistleblowers.

- a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- b. The list of persons and entities referenced in the paragraph above includes the following:
  - i. A member of Congress or a representative of a committee of Congress;
  - ii. An Inspector General;
  - iii. The Government Accountability Office;
  - iv. A Treasury employee responsible for contract or grant oversight or management;
  - v. An authorized official of the Department of Justice or other law enforcement agency;
  - vi. A court or grand jury; or
  - vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.
- c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

17. Increasing Seat Belt Use in the United States. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Recipient should encourage its contractors to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.

18. Reducing Text Messaging While Driving. Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), Recipient should encourage its employees, subrecipients, and contractors to adopt and enforce policies that ban text messaging while driving, and Recipient should establish workplace safety policies to decrease accidents caused by distracted drivers.

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## ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS

### ASSURANCES OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

As a condition of receipt of federal financial assistance from the Department of the Treasury, the recipient named below (hereinafter referred to as the "Recipient") provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Recipient's beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits.

The assurances apply to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Recipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of the Recipient's program(s) and activity(ies), so long as any portion of the Recipient's program(s) or activity(ies) is federally assisted in the manner prescribed above.

Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d *et seq.*), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.

Recipient acknowledges that Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury's implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury's directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Recipient's programs, services, and activities.

Recipient agrees to consider the need for language services for LEP persons when Recipient develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.

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Recipient acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Recipient and Recipient's successors, transferees, and assignees for the period in which such assistance is provided.

Recipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the Recipient and the Recipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:

*The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.*

Recipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Recipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property.

Recipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Recipient shall comply with information requests, on-site compliance reviews and reporting requirements.

Recipient shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Recipient also must inform the Department of the Treasury if Recipient has received no complaints under Title VI.

Recipient must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other



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agreements between the Recipient and the administrative agency that made the finding. If the Recipient settles a case or matter alleging such discrimination, the Recipient must provide documentation of the settlement. If Recipient has not been the subject of any court or administrative agency finding of discrimination, please so state.

If the Recipient makes sub-awards to other agencies or other entities, the Recipient is responsible for ensuring that sub-recipients also comply with Title VI and other applicable authorities covered in this document State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of sub-recipients.

The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood the Recipient's obligations as herein described, that any information submitted in conjunction with this assurances document is accurate and complete, and that the Recipient is in compliance with the aforementioned nondiscrimination requirements.

VILLAGE OF MARVIN

\_\_\_\_\_  
Recipient

\_\_\_\_\_  
Date

Christina Amos  
\_\_\_\_\_  
Signature of Authorized Official

PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 30 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.