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

October 28, 2021 – 9am
Village Hall, 10004 New Town Road
Work Session (Virtual Meeting)

A. AGENDA ITEMS

1. Call to Order

Mayor Pollino called the meeting to order at 9:08am and determined a quorum was present.
Present: Mayor Pollino, Mayor Pro Tem Vandenberg *(Started via Webex, arrived in-person at 9:33am)*, Councilman Lein, Councilman Wortman
Present Virtually via Webex: Councilman Marcolese
Absent: None
Staff Present: Christina Amos, Austin W. Yow, Hunter Nestor, Jamie Bays, Derek Durst

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:

- Remove Items of Discussion: "Discussion and Consideration of Village Hall Underbrush Contract to be Awarded to Vendor TBD in Amount TBD"
- Add to Items of Discussion, #6: "Discuss and Consider Adoption of Ordinance Prohibiting Stopping and Standing on Both Sides of Red Twig Road"
- Add to Items of Discussion, #7: "Discussion of Implementing Neighborhood Camera Surveillance Plan"
- Add to Items of Discussion, #8: "Discussion of Park Lights"

MOTION: Councilman Marcolese moved to adopt the agenda as amended.
VOTE: The motion passed unanimously, 4-0.

B. PRESENTATIONS

No presentations occurred.

C. ITEMS OF DISCUSSION

TIME STAMP 2:30

1. Discussion of 2022 Marvin Day Celebration (Saturday, May 21, 2022)

The Village Council briefly discussed the planning process for the 2022 Marvin Day Celebration, including the car show, sponsorships, communications, and staffing.

TIME STAMP 16:40

2. Consider Call for Public Hearing on November 9th at 6pm at Village Hall for Adoption of the Marvin Heritage District Small Area Plan *(See attached, Item C.2., which is included as a reference in these minutes).*

Hunter Nestor, Planning & Zoning Administrator, explained that the MHD Strategic Plan Committee and the Planning Board have recommended approval of the MHD Small Area Plan. He added that Council will be required to hold a public hearing to consider adoption of the plan. Council discussed this item in depth and encouraged the public to talk with Council Members and Staff to learn about the Marvin Heritage District.

MOTION: Mayor Pro Tem Vandenberg moved to call for a public hearing on November 9th at 6pm at Village Hall for adoption of the Marvin Heritage District Small Area Plan.
VOTE: The motion passed 3-1. Mayor Pro Tem Vandenberg voted in opposition.

TIME STAMP 34:45

3. **Discussion and Consideration of Cell Phone Policy Revision** *(See attached, Item C.3., which is included as a reference in these minutes).*
Jamie Bays, Finance Officer, explained that staff is proposing to amend the Village's Cell Phone Policy to establish stipends for Council and Staff members who wish to use their personal phone instead of a cell phone provided by the Village.

MOTION: Mayor Pro Tem Vandenberg moved to approve the cell phone policy revisions and presented.
VOTE: The motion passed unanimously, 4-0.

TIME STAMP 43:30

4. **Discussion of Considering Road Assessments for Non-Village Roads** *(See attached, Item C.4., which is included as a reference in these minutes).*
Ms. Amos explained that local HOAs are requesting for the Village to assess, repair, and accept maintenance of privately-owned roads. She added that securing loans to fund the maintenance is not feasible. She asked if they wished to pursue this idea, knowing that the funds will come out of fund balance. Council discussed this item in depth and chose not to pursue the assessments.

TIME STAMP 49:15

5. **Review of Village Council Minutes from the 9/30/21 (Work Session), 10/12/21 (Regular), and 10/14/21 (Fall Town Hall) Meetings**
Council reviewed the draft minutes from 9/30/21, 10/12/21, and 10/14/21 and made revisions. Council agreed to place the minutes on the consent agenda.

TIME STAMP 51:30

6. **Discuss and Consider Adoption of Ordinance Prohibiting Stopping and Standing on Both Sides of Red Twig Road**
Ms. Amos explained that Marvin Creek residents have had issues with people parking on Red Twig Road. She added that they have asked the Village to address the problem. She explained that the Village has similar ordinances in effect. Council discussed this item in depth.

OR-2021-10-XX

AN ORDINANCE OF THE VILLAGE OF MARVIN, NORTH CAROLINA
AN ORDINANCE AMENDING CHAPTER 75: PARKING SCHEDULES, PROHIBITING ON STREET PARKING ON BOTH SIDES OF RED TWIG

WHEREAS, the Marvin Village Council is charged with protecting the public safety and welfare of its citizens; and

WHEREAS, the Marvin Village Council has contracted for enhanced police services from the Union County Sheriff's Department; and

WHEREAS, the Village of Marvin Sheriff's Deputy has advised the Village Council of safety concerns for school children at the Marvin Elementary School Walk-up area; and

WHEREAS, residents in the Marvin Creek Subdivision have requested Village Council action to ensure the safety of area children using the Marvin Elementary School Walk-up area.

NOW THEREFORE, BE IT ORDAINED that the Marvin Village Council hereby prohibits vehicles from stopping and standing on the both sides of Red Twig within no less than three hundred (300) feet in either direction of the Marvin Elementary School Walk-up area one hour prior to school start time and during school hours on school days and shall appropriately mark the area to ensure the safety of school children and Chapter 75, Parking Schedules, Schedule I Stopping and Standing is amended by adding the following:

SCHEDULE I: STOPPING AND STANDING
The following location/times of street parking is prohibited:

Prohibition	Location	Time Restriction
No stopping and standing	Red Twig Lane, both sides with no less than 300 feet in either direction of the Marvin Elementary School walk-up area	Between the hours of 7:00 a.m. to 8:00 a.m. and 1:30 p.m. to 2:30 p.m. on school days

This ordinance shall be effective upon placement of a sign notifying the public of the prohibited parking described herein.

PENALTY: Any act constituting a violation of this chapter shall subject the offender to a civil penalty of $50.00 and failure to timely pay may be enforced through collection of a civil debt in accordance Village Code 10.99.

Adopted and effective this 28th Day of October 2021.

MOTION: moved to adopt the Ordinance amending Chapter 75: Parking Schedules, prohibiting on street parking on both sides of Red Twig.
VOTE: The motion passed unanimously, 4-0.

7. **Discussion of Implementing Neighborhood Camera Surveillance Plan**
Council agreed to table this item until the January Work Session.

TIME STAMP 55:55

8. **Discussion of Park Lights**
Mayor Pro Tem Vandenberg explained that residents have had issues walking to their cars at night at Marvin Efird Park. She asked Council if they wished to install decorative streetlights to provide better lighting at the park. Council asked staff to research the cost of installing lights. Staff will bring this item back at the January Work Session.

D. Open Topics

TIME STAMP 1:03:45

1. **Roundabout Planting Plan** *(See attached, Item D.1., which is included as a reference in these minutes).*
Councilman Wortman explained that he and PR&G Board Member Bob Nunnenkamp met and drafted a plan for the roundabout landscaping. He explained the plants that they are proposing, including lantana, wintergreen boxwoods, etc. Council discussed this item in depth and asked staff to get quotes for the plants.

2. **Coffee with Council**
Councilman Wortman spoke about the recent Coffee with Council event, at which multiple people attended. He spoke about a resident who attended and stated that she wished for the Village to establish a dog park. Council discussed this idea in depth and asked staff to research the design, cost, and liability of installing a dog park.

3. **Belle Grove Meeting**
Mayor Pollino spoke on his recent meeting with the Belle Grove neighborhood, who are experiencing several problems with developers, including road issues, drainage issues, and issues involving the removal of a large amount of trees.

E. Communications

TIME STAMP 1:22:10

1. **Discussion of November 2021 Communications**
Austin W. Yow, Village Clerk & Assistant to the Manager, presented the draft list of communications for November 2021. Council reviewed the list and added additional topics.

F. Village Hall

TIME STAMP 1:24:15

Construction Update
Ms. Amos stated that curb and gutter has been poured, the siding is being painted, and that the electrical work has passed inspection. She added that the insulation work will begin soon, immediately followed by the drywall installation. The expected completion date is January 2022, but it is possible that the work could be complete in December 2021.

Update on Capital Project & Contingency Funds
Ms. Amos gave an in-depth explanation of the capital projects funds for the Village Hall project. She then stated that there is approximately $34,000 remaining in the contingency funds. She added that not much more expected to be spent from the funds.

G. Reports and Updates

TIME STAMP 1:34:35

1. **Manager's Report**
   a. **Solid Waste Update**
   Ms. Amos explained that negotiations should be concluding soon and that the contract should be on the December regular meeting for approval.

b. **Discussion of Pre-Storm Brine Application**
Ms. Amos explained that the Village Attorney has concluded that the Village has a duty to keep roadways free of obstructions. She noted that while the Village is not required to remove snow and ice from neighborhoods, the Village should prepare and address hazardous areas, including roads with steeper grades. Council discussed this item in depth and no action was taken.

c. **Meeting with Representative Dan Bishop**
Ms. Amos explained that she was unable to get a meeting schedule with Rep. Dan Bishop, as his schedule is full.

TIME STAMP 1:47:05

2. **Planner's Report**

a. **Discussion of Rea Road Cell Phone Tower**
Mr. Nestor explained that the applicant has requested a 30-day delay, meaning that the tower will be on agenda for the Union County Planning Board in December. He stated that any resolution adopted by the Council will be included in the Board's agenda packet. Council discussed this item in depth.

b. **Belle Grove Trail Update**
Mr. Nestor explained that the developer for the Belle Grove subdivision will not build be building the trail. He added he is still working on the fee-in-lieu.

c. **Innisbrook Preserve Trial Connecter Update**
Mr. Nestor explained that this project is on hold, as both property owners are waiting to see the quality of the Internal Preserve Trail before agreeing to grant an easement for a connecting trail to the Innisbrook neighborhood.

d. **RAB Lighting Update**
Mr. Nestor explained that the roundabout lighting should be on the agenda for either the November or December regular meeting.

e. **Tree Ordinance Revisions**
Mr. Nestor stated he has been working with the Union County Urban Forester on revisions to the Village's tree ordinance. He stated that these revisions will be on the agenda

H. Agenda Items

TIME STAMP 2:17:10

1. **Review of Action Items**

- Mayor Pollino and Mr. Yow will work on a flyer for Marvin Day.
- Ms. Amos and Mr. Durst will finish the sponsorship letter for Marvin Day.
- Mayor Pollino and Councilman Lein will talk to large potential sponsors for Marvin Day.
- Ms. Amos will hire a part-time event planner for Marvin Day.
- Ms. Amos will bring back the neighborhood camera surveillance plan discussion at the January Work Session.
- Ms. Amos will bring back the park lights discussion at the January Work Session.
- Mr. Durst will get quotes for the agreed roundabout plantings plan.
- Mr. Durst will research the design, cost, and liability of installing a dog park.

2. **Review of Ongoing Action Item List**
Council reviewed the list and made revisions.

TIME STAMP 2:19:50

3. **Council Comments**
Mayor Pollino: He thanked staff for their hard work. He thanked the Belle Grove residents for inviting him, Councilman Wortman, and Mr. Durst to their neighborhood for a meeting. He spoke on the recent success of the Marvin Ridge High School Band at competition. He stated he will be participating in a zoom call with third graders to teach them about local government. He encouraged everyone to vote in the municipal elections.
Councilman Lein: He encouraged the Council to try to attend local HOA meetings, in order to better communicate with residents.
Councilman Marcolese: He thanked staff for their hard work.

I. Closed Session

1. **TIME STAMP 2:23:55**
Recess into Closed Session Pursuant of NCGS §143-318.11(a)(1) for Review and Approval of Closed Session Minutes from the 8/26/21 and 10/12/21 Council Meetings

MOTION: Mayor Pro Tem Vandenberg moved to recess into closed session pursuant to NCGS §143-318.11(a)(1) for Review and Approval of Closed Session Minutes from the 8/26/21 and 10/12/21 Council Meetings.
VOTE: The motion passed unanimously, 4-0.

(Recording omits closed session)

MOTION: Mayor Pro Tem Vandenberg moved to return to open session.
VOTE: The motion passed unanimously, 4-0.

MOTION: Mayor Pro Tem Vandenberg moved to approve the closed session minutes from the 8/26/21 and 10/12/21 Council Meetings.
VOTE: The motion passed unanimously, 4-0.

J. Adjournment

MOTION: Mayor Pro Tem Vandenberg moved to adjourn the meeting at 11:37am
VOTE: The motion passed unanimously, 4-0.

Adopted: 11-9-2021

Joseph E. Pollino Jr., Mayor
Village of Marvin

VILLAGE OF MARVIN
SEAL
N. C.

Austin W. Yow
Village Clerk & Assistant to the Manager

Item C.2.

VILLAGE OF MARVIN

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

DATE: October 19, 2021

TO: Village Council

FROM: Hunter Nestor, Planner and Zoning Administrator

SUBJECT: Consider Call for Public Hearing to Adopt the Marvin Heritage District Small Area Plan

Actions Requested by Village Council

Staff request the Village Council Call for Public Hearing on November 9th at 6PM at Village Hall for Adoption of the Marvin Heritage District Small Area Plan. A Public Hearing is required to approve/amend the Village of Marvin Land Use Plan.

Background

Earlier this summer, the Village Council scheduled a public hearing to consider adoption of the proposed Marvin Heritage District (MHD) Form-Based Code (amendment to Marvin's Zoning Ordinance) and then the rezoning of the properties in the district which had been vetted through the Marvin Planning Board and the MHD Strategic Plan Committee throughout a citizen engagement process. One of a few prerequisites to adoption of the proposed Form-Based Code Zoning Ordinance amendment identified during the meeting was the need to update content of Village Center Development: Polices and Goals references in the Village of Marvin 2020 Land Use Plan through a proposed plan amendment process.

Review and Discussion

The Village of Marvin 2020 Land Use Plan, adopted November 10, 2020, provided: the Heritage District's vision, goals, and policies; and identified the general location and future land uses of the Heritage District (referenced as the "Village Center"). Through nearly nine months of work by Village staff, property owners, Marvin residents, the Strategic Plan Committee, the Planning Board, and the Village Council, the Village of Marvin Heritage District Form-Based Code (Zoning Ordinance amendment) was drafted. Before the Code could be adopted, Village staff realized that creation of a small area plan for the Marvin Heritage District became necessary as a proposed amendment to the Village of Marvin 2020 Land Use Plan. The proposed Form-Based Code has guided the principles of the Heritage District to mature to the point where supporting guidelines and goals for the District was needed. This small area plan expands data and planning principles refined throughout this year to reinforce existing policies in the Marvin 2020 Land Use Plan.

Although the Marvin 2020 Land Use Plan, and the addition of this small area plan shall be advisory in nature, without regulatory effect pursuant to North Carolina General Statutes (NCGS) Section 160D-501, plans shall be considered by the Planning Board and Village Council when considering proposed amendments to Marvin's Zoning Ordinance pursuant to NCGS Sections 160D-604 and 160D-605. The creation of this small area plan strengthens the foundation on the Marvin Heritage District Form-Based Code and captures the goals

and visons that have been gathered from input from the property owners in the proposed district and surround areas, citizens, the Strategic Plan Committee, the Planning Board, and the Village Council.

In other words, the recently changed state planning law (Chapter 160D) dictates local governments consider the consistency of proposed amendments to the zoning ordinances and zoning map to all their adopted comprehensive plans. The proposed amendment of this small area plan to the Village of Marvin Land Use Plan 2020 will help fulfill the required basis for a finding of consistency by the Planning Board and Village Council when considering adoption of the Marvin Heritage District Form-Based Code as an amendment to the Village of Marvin Code of Ordinances, Title XV, Land Usage, Chapter 151, Zoning [Ordinance].

Recommendation

Planner's Recommendation: Staff recommends Village Council call for Public Hearing on November 9th at 6PM at Village Hall for Adoption of the Marvin Heritage District Small Area Plan.

Planning Board Recommendation:
The Planning Board reviewed and discussed the Marvin Heritage District Small Area Plan at their September 21st and October 19th Meeting. The Planning voted 5-2 to recommend approval of the MHD Small Ara Plan.

Recommended Motion

" I _____ make a motion to Call for Public Hearing on November 9th at 6PM at Village Hall for Adoption of the Marvin Heritage District Small Area Plan.

VILLAGE OF MARVIN

Marvin Heritage District Small Area Plan

Note (to be removed upon adoption): This document (including appendices), once adopted will become part of the Village of Marvin 2020 Land Use Plan and will be located at the back of the 2020 Land Use Plan. The map in this document, entitled, "Marvin Heritage District Small Area Plan – Future Land Use Map," once adopted, will amend and replace the "Village of Marvin Future Land Use Map" inset, currently labeled "Possible Village Center Subzones")

Note (to remain after adoption): This adopted Small Area Plan (including appendices), is part of the adopted Village of Marvin 2020 Land Use Plan. The adopted map included in this Small Area Plan entitled, "Marvin Heritage District Small Area Plan – Future Land Use Map," replaced the "Village of Marvin Future Land Use Map" inset, currently labeled "Possible Village Center Subzones"

Adopted: _____

D R A F T #2
October 14, 2021

Prepared by the Village of Marvin Planning Department

CONTENTS

PURPOSE 1

DATA AND ANALYSIS 2

Existing Conditions 2

Citizen Engagement 5

Guiding Principles for Growth and Development 6
Pattern of Design, Desired Growth, and Development 6
Employment Opportunities and Economic Development 6
Plans and Policies for Public Infrastructure 7
Recreation and Open Space 7

Analysis and Evaluation of Implementation Measures 8
Proposed Design and Development Standards 8
Phased Steps of Public Investments 9

GOALS AND OBJECTIVES 11

Core Land Use Policy 11

Goals and Objectives 11

MARVIN HERITAGE DISTRICT SMALL AREA PLAN – FUTURE LAND USE MAP .. 15

Marvin Heritage District Small Area Plan – General Boundary Map 16

Marvin Heritage District Small Area Plan – Existing Land Use Map 17

Marvin Heritage District Small Area Plan – Future Land Use Map 18

APPENDICES 19

Appendix A: Village of Marvin 2019 Community Survey Report

Appendix B: Building a Village Center and Creating Intentional Growth in the Village of Marvin, NC

PURPOSE

One of eight goals adopted in the Village of Marvin 2020 Land Use Plan is to ***"Facilitate a Uniquely Identifiable Village Center that Promotes Marvin's Heritage."*** (Reference Goal D). Since the November 10, 2020 adoption of the 2020 Land Use Plan, Planning Staff through proactive citizen engagement began to create the official Marvin Heritage District through adopting language into the Village of Marvin Zoning Ordinance. During that process the Marvin Village Council directed Planning Staff to create the Marvin Heritage District small plan area during the Village Council Work Session on July 29, 2021.

The purpose of the Marvin Heritage District Small Area Plan is to set forth goals, policies, and implementation strategies intended to guide the present and future physical, social, and economic development of the Marvin Heritage District based upon data collected and analyses conducted addressing:

1. Inventory of existing conditions;
2. Values expressed by Citizens,
3. Citizen engagement to formulate a community vision;
4. Guiding principles for growth and development;
5. Pattern of desired growth and development and civic design, including the location, distribution, and characteristics of future land uses, form of land development and preservation, utilities, and transportation networks;
6. Plans and policies for provision of and financing of public infrastructure;
7. Recreation and open space;
8. Analysis and evaluation of implementation measures, including regulations and public investments

Applicable Excerpt of North Carolina General Statutes Regarding Adoption and Effect of Local Governments' Comprehensive Plans, Including Their Small Area Plans

NC General Statutes, Chapter 160D, 'Local Planning and Development,' Article 5, 'Planning,' Section 160D-501, 'Plans,' Subsection (c), 'Adoption and Effect of Plans,' states, ***"...Plans adopted under this Chapter shall be advisory in nature, without independent regulatory effect. Plans adopted under this Chapter do not expand, diminish, or alter the scope of authority for development regulations adopted under this Chapter. Plans adopted under this Chapter shall be considered by the planning board and governing board when considering proposed amendments to zoning regulations as required by G.S. 160D-604 and G.S. 160D-605..."***

Note Regarding Boundary Lines on the Heritage District Small Area Plan's Future Land Use Map

Boundaries of the Marvin Heritage District (external) and Future Land Uses (internal) shown on the Heritage District Small Area Plan's Future Land Use Map are not zoning districts and are advisory in nature, without independent regulatory effect. These boundaries will be considered by the Planning Board and Village Council when considering map amendments (rezonings) to the Official Zoning Map. When the Planning Board and Village Council consider proposed rezonings, this map will be consulted. These boundary lines (external and internal) are generalized, and as such, are not intended to be precisely aligned with parcel lines.

DATA AND ANALYSIS

Existing Conditions

The general boundary of the Heritage District is shown on the Marvin Heritage District, Small Area Plan, General Boundary Map. Existing land uses in the general boundary of the Heritage District are shown on the Marvin Heritage District, Small Area Plan, Existing Land Use Map. The Marvin Campus of the Weddington United Methodist Church lies at the heart of the proposed Heritage District.

Weddington United Methodist Church

Aerial View of Weddington United Methodist Church and Cemetery
Source: Google Earth

The Banks Presbyterian Church property is next to the current Village of Marvin Village Hall.

Banks Presbyterian Church

Banks Presbyterian Church Cemetery

Aerial View of Banks Presbyterian Church and Cemetery
Source: Google Earth

The proposed Heritage District includes the White residence and the general store.

The White Residence

Crane General Store

Citizen Engagement

NC General Statutes Section 160D-501, Plans, (a1), Plans, states, ***"The planning process shall include opportunities for citizen engagement in plan preparation and adoption."*** Planning during the development of the original version of the Village of Marvin 2020 Land Use Plan, adopted November 10, 2020, provided ample opportunities for citizen engagement. Over the two years leading up to the Land Use Plan's 2020 adoption in October of 2020 and since then, numerous citizen engagement opportunities have been provided throughout the development of this small area plan.

As allowed by §N.C.G.S. 160D501(a1), two documents, Village of Marvin, 2019 Community Survey Report and Building a Village Center and Creating Intentional Growth in the Village of Marvin, NC shall be adopted by the Village of Marvin Village Council concurrent with adoption of this Small Area Plan, and in doing so, these two document are made a part of this Village of Marvin 2020 Land Use Plan – Marvin Heritage Small Area Plan. This Small Area Plan, including these two documents, shall be referenced by Planning Department staff, and appointed and elected officials when considering land use decisions to guide the present and future physical, social, and economic development within the Village of Marvin. Planning processes for these plans included opportunities for citizen engagement in document preparation.

The community's support for creation of a Heritage District was expressed in the Village of Marvin, 2019 Community Survey Report which was carried into the Land Use Plan. (Appendix A, provides key excerpts from the Village of Marvin 2020 Land Use Plan.) Prior to the adoption of the 2020 Land Use Plan, the Village of Marvin hosted a two-day public workshop on June 11th and 12th with Village staff, officials, consulting land development and design experts (Construction Professionals Network Institute and NCGrowth-SmartUp), residents, and community members to study and formulate more focused recommendations for the Heritage District. This workshop would aid in the formation of a report from CPNI and NCGrowth-SmartUp entitled, Building a Village Center and Creating Intentional Growth in the Village of Marvin, NC (hereinafter, "Village Center Report"). The Village Center Report recommended the Village prepare a form-based code as a strategy to help accommodate the growth of mixed-use development, allowing some retail, commercial, and office

space, while maintaining the aesthetic qualities that makes Marvin unique.

On November 10, 2020, the Village Council established and appointed members to the Village Center District Strategic Plan Committee (which would later be renamed as the Marvin Heritage District Strategic Plan Committee) with the primary objective, *"to create a strategic plan to guide and facilitate the development of the Marvin Heritage District."* Over the course of its tenure, the Committee has been composed of between seven and nine members, including three members of the Planning Board. In early 2021, the Committee agreed with recommendation of the Village Center Report, that the creation of a form-based code to guide development in the Heritage District would be an appropriate tool as opposed to a conventional zoning ordinance.

Local governments in North Carolina are allowed to develop and implement form-based codes. Chapter 160D of the North Carolina General Statutes, Local Planning and Development Regulation, Article 1 authorizes local governments to divide its territorial jurisdiction into zoning districts of any number, shape, and area deemed best suited to carry out the purposes of 160D, which may regulate zoning districts through conventional as well as *"form-based districts, or development form controls, that address the physical form, mass, and density of structures, public spaces and streetscapes."* Source of N.C.G.S Quote: N.C.G.S. Section 160D-703(a)(3)

Guiding Principles for Growth and Development

Pattern of Design, Growth, and Development.

Community participation in the 2019 Community Survey provided guidance and consistency for a desired pattern of design, growth, and development within the Marvin Heritage District. This input was incorporated in the initially adopted 2020 Land Use Plan, and the Village Center Report. The Village Center Report noted suggested strategies for ensuring "homegrown, context-sensitive, commercial development as opposed to development of large chains." Commercial building types should mimic the allowable housing types without much deviation, to preserve the residential visual character of the Village. The Cottage Commercial Type draws upon the character of the Crane General Store (photograph above) and encourages infill of that nature. The conventional commercial square is included with the limitation of one per parent tract, which will yield at most three in total in the district. The Conventional Square Commercial will be very limited in size, having provisions to require visual variation along the frontage.

Throughout the Heritage District, pedestrian connectivity and the preservation of open space will be maximized. This is reflective of the 2019 Community Survey which showed strong support for an increase in walkability and open space, and concern that traffic is the most pressing issue in Marvin. Design standards for subdistricts protect adjacent existing neighborhoods by requiring transitional density of residential areas, and large, opaque buffers between commercial areas.

Employment Opportunities and Economic Development.

The economic development implications of the Heritage District largely depend on how Marvin decides to develop. Marvin residents and officials have expressed a desire for limited commercial development and local business development. This context is important in shaping the economic development considerations for the Village. In addition to the feasibility studies completed by the UNC's School of Government's Development Finance Initiative, further research may be necessary to better understand the economic development impacts of the Heritage District.

Plans and Policies for Public Infrastructure.

Limited Traffic Impact. It is difficult to predict the traffic impacts of the development of the Heritage District without a full traffic impact analysis. However, based on the current traffic situation and experience from similar cases, traffic impacts will likely be limited, especially relative to the current volumes of traffic.

Traffic impact is something that can be managed by thoughtful development of the Heritage District and adjacent neighborhoods. For example, as it stands, the Heritage District is only accessible by vehicle, meaning that any increased development in the Heritage District would likely increase traffic as residents would have to drive out of their subdivision to access the Heritage District. On the other hand, constructing sidewalks and nature trails adjacent to the subdivisions would promote walking and biking, which would have a minimal impact on traffic and could lead to a greater push for more active transportation throughout Marvin. These services could also appeal to neighboring subdivisions who are currently outside of Marvin's corporate limits.

Population Growth and Schools. The Heritage District's effect on population growth and Marvin schools will largely depend on the amount of residential development included in the district. Commercial development will have minimal impact on population growth and the school system, especially if the commercial development focuses on lower-wage work, such as food service, as employees will likely be unable to afford units in the existing housing stock.

Regarding residential development, specifically in the Marvin Heritage District, there is consensus among the community that the approximate number of residential dwelling units that could be developed under a conditional zoning district does not exceed the ~~remain the same~~ approximate number of dwelling units that could be constructed as the standards in the existing R-Marvin residential zoning district.

Recreation and Open Space.

Connectivity for pedestrians and cyclists should be planned throughout the Heritage District with pedestrian access to existing and future sidewalks and trails. Developments with trail networks on the Parks & Greenways Master Plan should provide trail connections from one side of the property to the other. These developments should provide connectivity to neighboring properties whenever possible to maintain continuity of travel through properties that currently remain vacant but are located where development is certain to occur. Pedestrian travel routes should be prioritized from each entryway and parking lots to each use, and the number of driveways that cross pedestrian routes should be minimized.

The pedestrian and cyclist should be prioritized over motorists when deliberating site specific design plans and amenities such as traffic calming methods, speed humps, raised crosswalks and raised intersections, pedestrian beacons/pushbuttons, and pedestrian-friendly materials.

Fishing within natural lakes, ponds, or stormwater detention ponds that are stocked could serve as another form of recreational use within the Heritage District. A catch and release fishing ordinance could help reduce maintenance costs associated with stocking water sources. Areas intended for fishing could be covered under a maintenance plan and agreement between the property owner and the Village.

Land dedicated as open space within the Heritage District as part of development proposals should be platted as such with permanent conservation. Areas platted to meet an open space requirement

should be on a property owned by a common entity (such as an HOA or local non-profit) or be dedicated to the Village, and thus cannot be used to meet the minimum lot sizes of commercial or residential buildings.

All public open spaces, parks, and trails should be constructed at minimum to the standards of the Parks & Greenways Master Plan. Additional amenities and wider trails are encouraged. All public open spaces throughout the district should be accessible and connected by pedestrian trails or sidewalks, as well as to parking lots whenever possible. Open spaces with amenities should be either free to access or the membership fee is equal in cost for both the residents of the neighborhood and all residents of Marvin.

A fee-in-lieu program could be developed for consideration as part of development standards within the Heritage District. Specifically, this program would be for when a proposed development cannot provide the required minimum percentage of open space; the fee, as well as the limit of open space that the fee could be paid in lieu of should be established by the Village Council after receiving recommendations from the Planning Board and Marvin Heritage District Strategic Plan Committee, not to reduce open space beyond a minimum percentage of the tract of the proposed development.

The following types of areas could be counted as open space with qualifying thresholds prepared for the Heritage District's design and development standards: viewshed buffers, lake areas, wetland areas, stormwater detention ponds with attractive amenities, cemeteries and native burial grounds, church groves, undeveloped areas of the Village Hall property, neighborhood clubhouses/amenities and other created or natural open spaces the Heritage District design and development standards could include.

Analysis and Evaluation of Implementation Measures

Proposed Design and Development Standards

A Form-Based Code should be prepared and adopted to provide guidance and consistency for required standards and specifications for all properties located within the Marvin Heritage District in response to the 2019 Community Survey Report and to implement the 2020 Land Use Plan and the Village Center Report. The Form-based Code should provide a blueprint for future infill development, adaptive reuse, and preservation of structures within the Marvin Heritage District that reflects the character of the area.

The Village Center Report identified key opportunity parcels for infill development, redevelopment, conservation, and preservation. During the development of the Village Center Report, the community and design team arrived at a series of basic urban design and policy principles to guide appropriate infill development in the Heritage District to promote responsible growth, planning, and development.

The Form-based Code should recognize that rural patterns of development and some building types help perpetuate the character that makes Marvin distinctive. The Code will identify a set of principles to maintain the environment that has made Marvin so desirable, as well as to encourage infill to follow the desired pattern.

The Form-Based Code should include guidelines for design and materials like that of existing structures within the Heritage District boundary.

Sub-districts, house types, and lot characteristics should be carefully selected from the current and

historic character of the Marvin area. Design and development standards should be crafted from current and historic characteristics of the Marvin area for each sub-district along with additional standards that apply to all sub-districts within the Heritage District.

Each of the four sub-district design standards set forth specifications related to building placement (lot size, lot width, setbacks, and building size) and building type. All new buildings in the Marvin Heritage District should meet the criteria of a designated building type to be provided in a Form-Based Code, and therefore should follow the prescribed minimum design standards set forth for that type, within the respective sub-districts. The Code should provide the Zoning Administrator flexibility to consider alternative architectural styles and details of residential building types when proposed alternatives meet or exceed the intent of the sub-district design standards. The minimum design standards should contain regulations for properties in the Marvin Heritage District, based upon the following sub-districts:

Residential Only Heritage District (RO-HD): A sub-district intended for solely residential buildings. This sub-district is intended to provide additional housing to boost the vibrancy and walkability of the district as a whole and should have 100% residential uses.

Mixed Use Heritage District (MU-HD): A sub-district intended to be the bulk of the central area of the district. These parcels include properties that are larger and deeper or include smaller properties that adjoin larger properties, and thus are situated to have residential in the back and commercial in the front. Developments in this district should meet the intent of Mixed-Use and should all have no more than 30% of the total area as residential uses.

Commercial Only Heritage District (CO-HD): A sub-district intended to host only commercial uses. The proximity to Village Hall and narrow properties tend to favor commercial uses, and these uses should be buffered significantly from existing residential uses.

Civic Heritage District (Civic-HD): This sub-district holds the historic churches and site of the new Marvin Village Hall. These properties should be limited to civic uses and similar building vernacular to the churches and Village Hall or other similarly civic vernacular.

Parking space standards should be prepared for the Heritage District to include minimum parking spaces by development type, location of parking lots, parking surfaces, screening of parking lots, internal landscaping, connection of parking to buildings, bicycle racks, and plug-in electric vehicle (PEV) charging stations.

Phased Steps of Public Investments.

The streetscape is a vital component of the Heritage District, and so the construction of amenities and features along major roads should be coordinated between the Village and potential developers. Typical streetscapes along major roads should be carefully considered and addressed in the Heritage District's design and development standards, regarding the width between the edge of pavement and the front face of buildings.

During the Heritage District charrette, many participants raised concerns about the heavy traffic along New Town Road. This heavy traffic presents safety and pedestrian accessibility concerns as well as concerns about future congestion on New Town Road. Additionally, there are two traffic circles in the Heritage District with a third planned for 2022 at Marvin and New Town Road, which could potentially contribute to heavier traffic.

~~The Village should explore enactment of a Municipal Service District (MSD) for all properties within the Heritage District, having an additional tax rate that is yet to be determined. Property owners who currently reside on the property in the district may request to be exempted from the initial boundary of the MSD, but their property should be added into the MSD boundary before an application for development may be submitted.~~

The Marvin Loop Trail (North side of New Town Road, with crosswalks across New Town Road in some places) is a federally funded project and should be incorporated in all applicable site plans in the Heritage District. The Village should consider a requirement to have developers fund their proportionate portion of the local match of the trail or construct that section of the trail. Developments should create an easement or create a property which will be dedicated to the Village for the Loop Trail. Other grants may be pursued by the Village to fund trails and open spaces while developers could be invited to assist with the applications for grants as desired.

~~Municipal Service District (MSD) revenue should be used to fund the development of trails and open spaces. The Village should operate and maintain all trails and public spaces dedicated to the Village.~~ Public open spaces not dedicated to the Village should be maintained privately and obligated by a maintenance plan and agreement.

It is recommended that a Municipal Service District is established to create revenue to use funds for certain installation and maintenance of infrastructure and amenities in the Marvin Heritage District. Article 23 of North Carolina General Statutes 160A sets forth certain requirements and conditions for the establishment of Municipal Service Districts (MSD's). Upon finding that an area within a local government is in need of certain services and that a proposed MSD area meets the specific standards of NCGS 160A - 536 and 537, local governments may define by ordinance a district within their corporate jurisdiction where the local government can levy property taxes in addition to those levied in the rest of the corporate jurisdiction. In the case of the Village of Marvin, the Village Council must determine that a proposed MSD area, to a demonstrably greater extent than the rest of the Village, is in need of one or more services, facilities, or functions listed in NCGS 160A-536 to generate additional revenue collected by establishing the MSD to focus additional financial resources on maintaining and improving the Marvin Heritage District area.

GOALS AND OBJECTIVES

Core Land Use Policy

CORE LAND USE POLICY D. VILLAGE CENTER DEVELOPMENT: FACILITATE A UNIQUELY IDENTIFIABLE VILLAGE CENTER THAT PROMOTES MARVIN'S HERITAGE

Goals and Objectives

PRINCIPLE GOAL: Foster a Village center (hereinafter named the "Marvin Heritage District", "MHD" or "Heritage District") that pays tribute to our rural heritage, incorporates pedestrian-oriented design, neighborhood uses and inter-connected greenways; all arranged to highlight Marvin's rural character.

D.1. Goal 1: *ESTABLISH THE PURPOSE, LOCATION, PHYSICAL ELEMENTS AND SCOPE OF DEVELOPMENT STANDARDS TO GUIDE CREATION OF THE HERITAGE* DISTRICT

D.1.1 Objective 1: Facilitate a local destination of the Heritage District for residents, families and the community.

D.1.2 Objective 2: Develop a Heritage District between Marvin School Road and Marvin Road, along New Town Road.

D.1.3 Objective 3: Delineate the Heritage District using streetscapes, pedestrian-oriented travelways, furnishings and architecture.

D.1.4 Objective 4: Create Overlay Standards which would guide the creation of the Heritage District.

2. Goal 2: *PREPARE STANDARDS AND SPECIFICATIONS TO GUIDE THE CHARACTER AND DESIGN THEMES FOR THE HERITAGE* DISTRICT

D.2.1 Objective 1: Facilitate the creation of an identifiable Heritage District designed to give Marvin a uniquely identifiable character.

D.2.2 Objective 2: Require that signs and fixtures reflect rural themes.

D.2.3 Objective 3: Preserve, protect or enhance historically significant sites, buildings and natural scenic areas in the Heritage District.

D.2.4 Objective 4: Establish standards for distinct architecture that exhibits Marvin's rural character.

D.3. Goal 3: *PREPARE PLANNING, DESIGN AND DEVELOPMENT STANDARDS FOR THE HERITAGE* DISTRICT

D.3.1 Objective 1: Create a walkable, compact core of neighborhood-friendly commercial, civic and public uses and spaces.

D.3.2 Objective 2: Require usable open space and recreational amenities in conjunction with development within the Heritage District.

D.3.3 Objective 3: Protect and highlight Marvin's tree lines and the stands o heritage trees located in the Heritage District.

D.4. Goal 4: *PREPARE PEDESTRIAN-FRIENDLY DESIGN STANDARDS FOR THE HERITAGE* DISTRICT

D.4.1 Objective 1: Require the development of safe pedestrian travelways, recreation areas and greenspaces with each new use in the Heritage District.

D.4.2 Objective 2: Provide a network of greenways that connect green spaces and destinations in the Heritage District.

D.4.3 Objective 3: Provide pedestrian furnishings along landscaped buffers that line Heritage District roadways.

D.5. Goal 5: *SUPPORT REDEVELOPMENT AND INFILL DEVELOPMENT IN THE HERITAGE* DISTRICT

D.5.1 Objective 1: Support infill development that is architecturally compatible with design thems for the Heritage District.

D.5.2 Objective 2: Support adaptive reuse of single-family units architecturally consistent with new and old development in the Heritage District.

D.5.3 Objective 3: Promote adaptive reuse or preservation of buildings and sites with historic value in the Heritage District.

D.6. Goal 6: *PREPARE DESIGN AND DEVELOPMENT STANDARDS FOR THE HERITAGE DISTRICT THAT ENSURE THE SCALE AND LAND USES OF NONRESIDENTIAL USES ARE APPROPRIATE FOR NEIGHBORHOOD NEEDS OF LOCAL RESIDENTS*

D.6.1 Objective 1: Prepare design and development standards specifications for nonresidential uses to establish architectural style, maximum building size and height limits in the Heritage District.

D.6.2 Objective 2: Ensure the scale of nonresidential development is appropriate for neighborhood needs of local residents.

D.6.3 Objective 3: Prohibit large-scale uses and high-volume traffic generators in the Heritage District.

D.7. Goal 7: *PREPARE A TABLE OF PERMITTED USES FOR THE HERITAGE* DISTRICT

D.7.1 Objective 1: Permit residential uses in the Heritage District.

D.7.2 Objective 2: Permit low-impact specialty shops, services, restaurants, office and civic uses.

D.7.3 Objective 3: Permit civic and institutional-type uses that encourage community gathering (e.g. libraries and parks).

D.7.4 Objective 4: Encourage desirable, small-scale uses.

D.8. Goal 8: *MIMIMIZE TRAFFIC IMPACTS AND MANAGE TRAFFIC CONCERNS*

D.8.1 Objective 1: Carefully consider traffic and other potential impacts on adjacent neighborhoods and the Heritage District area.

D.8.2 Objective 2: Minimize any high-traffic Permit low-impact specialty shops, services, restaurants, office and civic uses.

D.8.3 Objective 3: Permit civic and institutional-type uses that encourage community gathering (e.g. libraries and parks).

D.8.4 Objective 4: Encourage desirable, small-scale uses.

D.9. Goal 9: *PARKING*

D.9.1 Objective 1: Ensure parking areas are well-lit and well-screened from adjacent roadways.

D.9.2 Objective 2: Locate parking and other utilitarian uses behind building façade lines, streetscapes and landscaping.

D.9.3 Objective 3: Encourage and provide incentives for shred parking solutions within the Heritage District.

D.10. Goal 10: *PARKING*

D.10.1 Objective 1: Limit impact on the natural environment, adjacent neighborhoods, and surrounding roads.

D.10.2 Objective 2: Require buffers between nonresidential structures, adjacent neighborhoods and along roadways.

D.10.3 Objective 3: Ensure the protection of trees and appropriate landscaping.

D.11. Goal 11: *PUBLIC INVOLVEMENT AND HERITAGE DISTRICT CONCEPT CREATION*

D.11.1 Objective 1: Utilize and rely on resident opinions provided in the Land Use Plan Survey to draft the Heritage District design and development standards.

D.11.2 Objective 2: Draft Standards and provide preliminary sketches, idea boards and opportunities for resident input.

D.11.3 Objective 3: Encourage citizen participation, invite inspired ideas, listen to concerns and troubleshoot prospective challenges.

D.12. Goal 12: *ESTABLISH A MUNICIPAL SERVICE DISTRICT FOR THE HERITAGE DISTRICT*

It is recommended that a Municipal Service District is established to create revenue to use funds for certain installation and maintenance of infrastructure and amenities in the Marvin Heritage District.

Article 23 of North Carolina General Statutes 160A sets forth certain requirements and conditions for the establishment of Municipal Service Districts (MSD's). Upon finding that an area within a local government is in need of certain services and that a proposed MSD area meets the specific standards of NCGS 160A - 536 and 537, local governments may define by ordinance a district within their corporate jurisdiction where the local government can levy property taxes in addition to those levied in the rest of the corporate jurisdiction. In the case of the Village of Marvin, the Village Council must determine that a proposed MSD area, to a demonstrably greater extent than the rest of the Village, is in need of one or more services, facilities, or functions listed in NCGS 160A-536 to generate additional revenue collected by establishing the MSD to focus additional financial resources on maintaining and improving the Marvin Heritage District area.

MARVIN HERITAGE DISTRICT SMALL AREA PLAN – FUTURE LAND USE MAP

While the Marvin Heritage District is envisioned as an integrated seamless grouping of land uses and building types, the geographic area of the overall district to be regulated by future design and development standards, are organized into the following four future land use designations within the general boundary of the Heritage District depicted in the map entitled, "Marvin Heritage District Small Area Plan – Future Land Use Map."

- Residential Only Heritage District (RO-HD);
- Mixed Use Heritage District (MU-HD);
- Commercial Only Heritage District (CO-HD); and
- Civic Heritage District (Civic-HD).

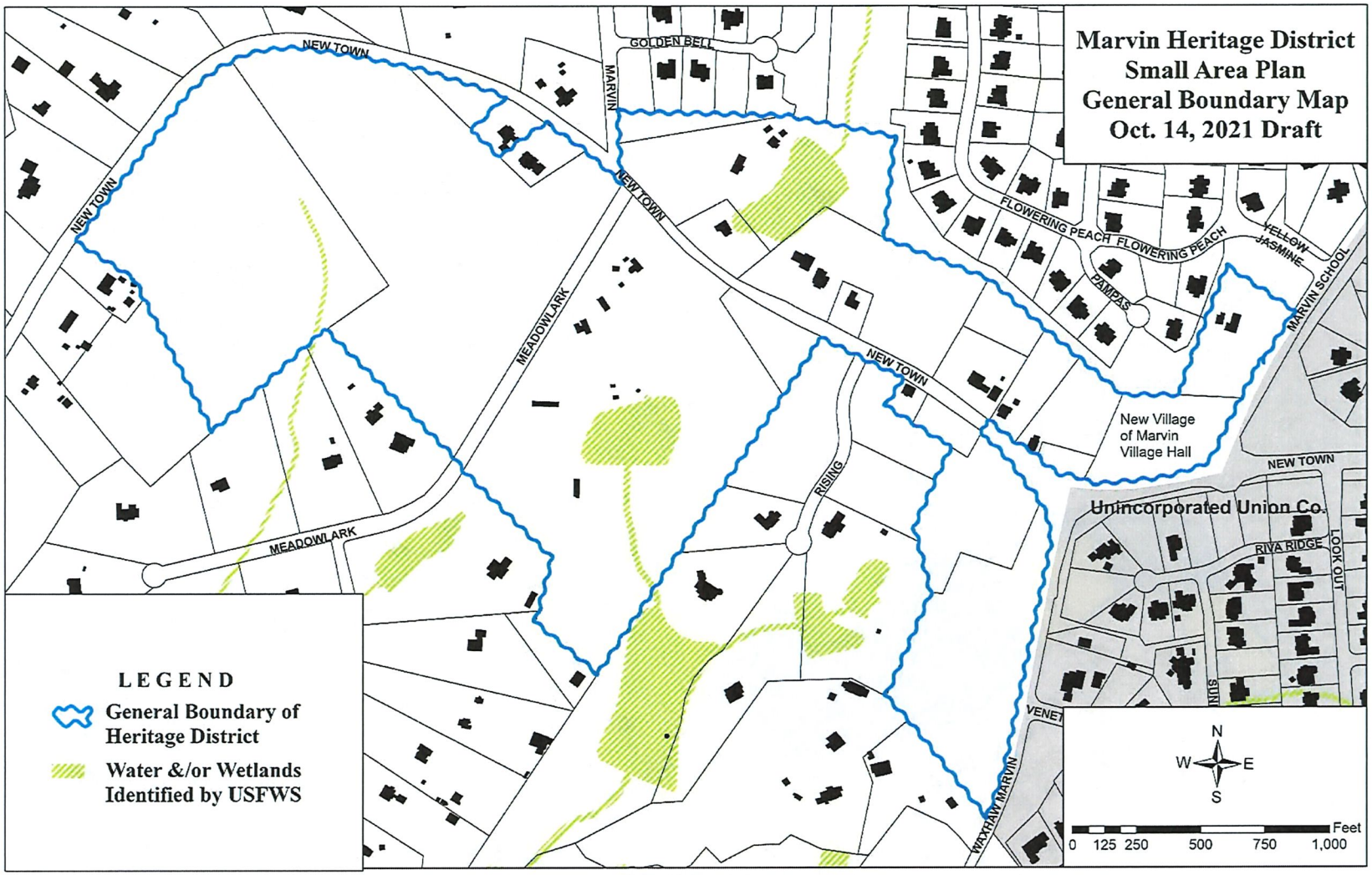
Residential Only Heritage District (RO-HD): The future land use for this designation is intended for solely residential buildings. This future land use is intended to provide additional housing to boost the vibrancy and walkability of the District as a whole, and should have 100% residential uses.

Mixed Use Heritage District (MU-HD): Future land uses for this designation are intended to be the bulk of the central area of the District. This designation is envisioned to provide parcels that are larger and deeper and thus are situated to have residential in the back and commercial in the front. Developments in this district should meet the intent of Mixed-Use and should all have no more than 30% of the total area as residential uses.

Commercial Only Heritage District (CO-HD): The future land use for this designation is intended to host only commercial uses. The proximity to Village Hall and narrow properties tend to favor commercial uses, and these uses should be buffered significantly from existing residential uses.

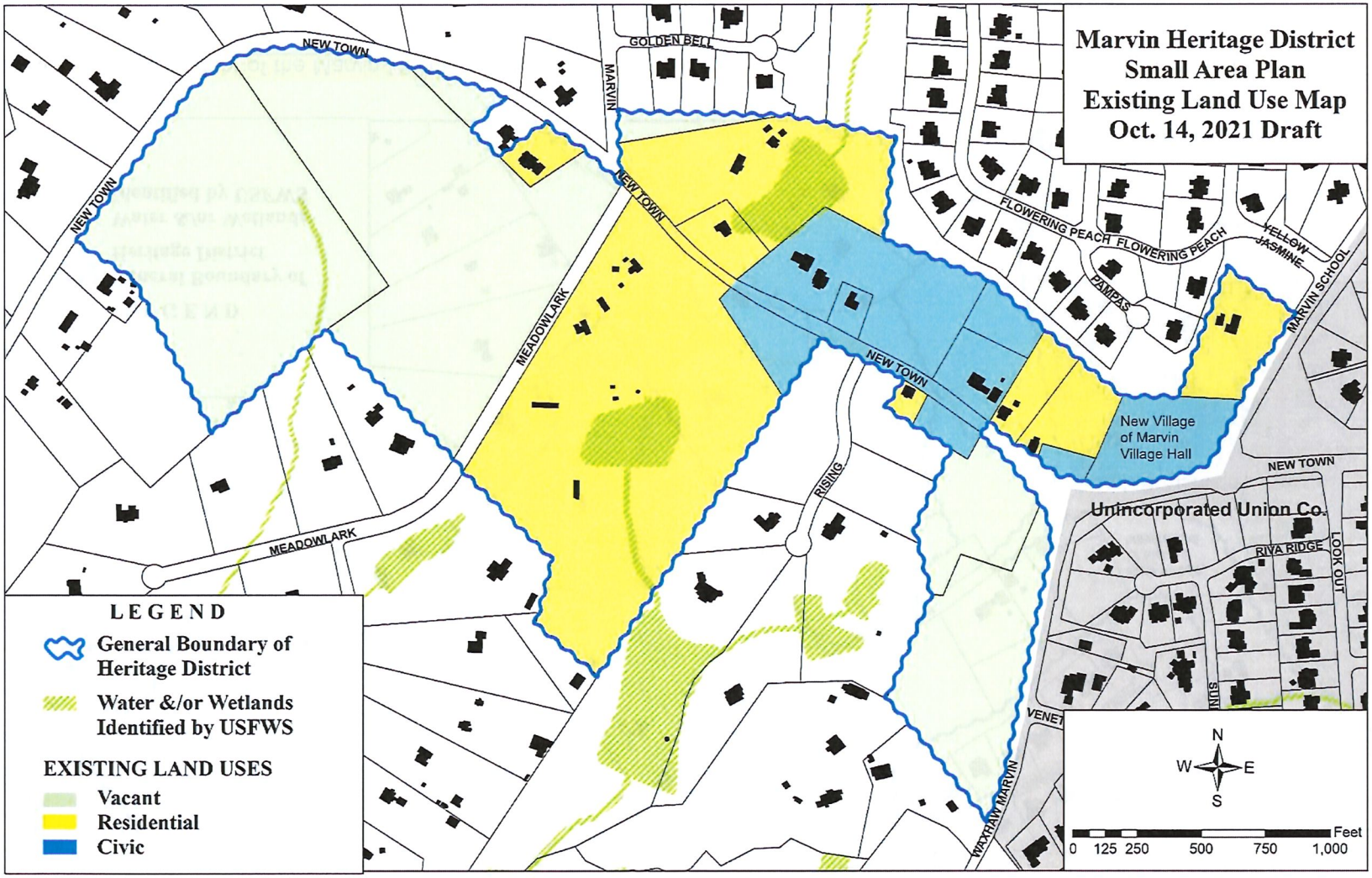
Civic Heritage District (Civic-HD): The future land use for this designation is intended to include the historic churches and site of the new Marvin Village Hall. Properties in this future land use designation should be limited to civic uses and similar building vernacular to churches and the Village Hall or other similarly civic uses.

[This map was added in Draft #2]



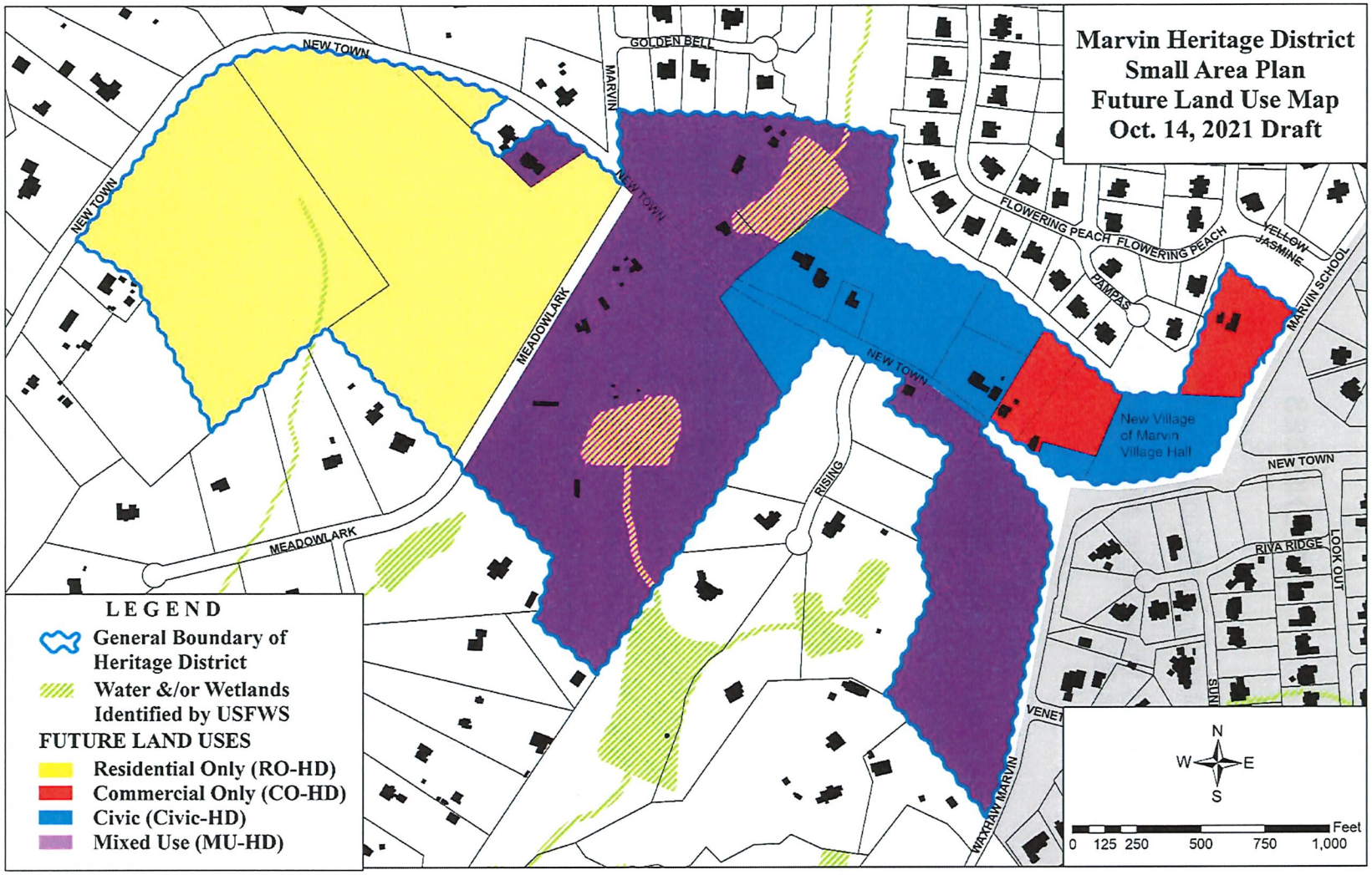
Note: The boundary of the Marvin Heritage District shown on this map is generalized, and as such, is not intended to be precisely aligned with parcel lines.

[This map was added in Draft #2]



Note: The boundary of the Marvin Heritage District shown on this map is generalized, and as such, is not intended to be precisely aligned with parcel lines.

[This map was edited in Draft #2 to add the water/wetlands and Village Hall note]



Note: Boundaries of the Marvin Heritage District (external) and Future Land Uses (internal) shown on this map are not zoning districts and are advisory in nature, without independent regulatory effect. These boundaries will be considered by the Planning Board and Village Council when considering map amendments (rezonings) to the Official Zoning Map. When the Planning Board and Village Council consider proposed rezonings, this map will be consulted. These boundary lines (external and internal) are generalized, and as such, are not intended to be precisely aligned with parcel lines.

APPENDICES

Appendix A: Village of Marvin 2019 Community Survey Report

Appendix B: Building a Village Center and Creating Intentional Growth in the Village of Marvin, NC

Appendix A

Village of Marvin 2019 Community Survey Report

Appendix B

Building a Village Center and Creating Intentional Growth in the Village of Marvin, NC

Item C.3.

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: Jamie Bays, Village Finance Officer

SUBJECT: Cell Phone Policy & Cell Phone Stipend Policy

DATE: October 28, 2021

Background

Currently the Village only offers cellular phones for eligible employees/council. There is not a stipend option for those individuals who wish to use their personal cellular phone to conduct Village of Marvin business.

Current

Attached is the current Cell Phone Policy with highlighted changes and proposed Cell Phone Stipend Policy for eligible employees/council.

Requested Action:

Discussion of Cell Phone Policy and Cell Phone Stipend Policy.

VILLAGE OF MARVIN

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

The Purpose

The Village of Marvin issues individual cellular phones to company representatives who are required to be in close contact with the company at all times. While cell phones are a necessary convenience of the business world, we require that our board members/employees follow the guidelines listed below for their own and others' safety.

POLICY:

All Board members/employees are required to be professional and conscientious at all times when using company phones. The cell phones are municipal property. Board members/employees who leave the Village of Marvin for any reason must relinquish their Village-issued cell phone immediately. Board members/employees are responsible for the security and information stored on the company-issued cell phone. The cellular device must be password protected.

Usage:

It is the Village of Marvin policy that representatives of our organization who are issued a cellular phone understand the phones are issued for business use. Board members/employees are expected to make every effort to not exceed the current contracted data, minute and messaging allowances.

Cellular phone bills are reviewed when they arrive, any board member/employee who exceeds their contracted allowed minutes, messaging and or data usage is subject to additional usage review.

Driving:

Village of Marvin has a zero-tolerance policy regarding texting on the cell phone while driving. For the safety of our board members/employees and others it is imperative that you pull over and stop at a safe location to text/message on the cell phone in any way.

Village of Marvin reserves the right to amend or alter the terms of this policy.

Acknowledgment of Cell Phone Policy

I, _____, have received, read and understand the Village of Marvin Cell Phone Usage Policy.

Employee Signature and Date: _____

Assigned Cell Phone Number: _____ Apple iPhone 8 – 64 GB Space Gray

Surrendered – Signature and Date: _____

VILLAGE OF MARVIN

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

The Purpose

The Village of Marvin issues individual cellular phones to company representatives who are required to be in close contact with the company at all times. While cell phones are a necessary convenience of the business world, we require that our board members/employees follow the guidelines listed below for their own and others' safety.

POLICY:

All Board members/employees are required to be professional and conscientious at all times when using company phones. The cell phones are municipal property. Board members/employees who leave the Village of Marvin for any reason must relinquish their Village-issued cell phone immediately. Board members/employees are responsible for the security and information stored on the company-issued cell phone. The cellular device must be password protected.

Usage:

It is the Village of Marvin policy that representatives of our organization who are issued a cellular phone understand the phones are issued for business use. Board members/employees are expected to make every effort to not exceed the current contracted data, minute and messaging allowances.

Cellular phone bills are reviewed when they arrive, any board member/employee who exceeds their contracted allowed minutes, messaging and or data usage is subject to additional usage review.

Driving:

Village of Marvin has a zero-tolerance policy regarding texting on the cell phone while driving. For the safety of our board members/employees and others it is imperative that you pull over and stop at a safe location to text/message on the cell phone in any way.

Village of Marvin reserves the right to amend or alter the terms of this policy.

Acknowledgment of Cell Phone Policy

I, _____, have received, read and understand the Village of Marvin Cell Phone Usage Policy.

Employee Signature and Date: _____

Assigned Cell Phone Number: _____ Apple iPhone 8 – 64 GB Space Gray

Surrendered – Signature and Date: _____

VILLAGE OF MARVIN

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

The Purpose

The Village of Marvin has company representatives who are required to be in close contact with the company at all times. For those company representatives that wish to use their personally owned cellular phone to conduct business, a non-taxable cash stipend will be issued to the employee, monthly. The cash stipend will be determined by a person's job duties as it relates to cell phone use and access. The Village of Marvin Manager and Finance Officer will review and set the amounts to be provided for stipends and reimbursement on an annual basis.

POLICY:

Recipients of a cell phone stipend have the following responsibilities:

-The Village of Marvin company representative must purchase their own cellular device, pay for their own cellular service, and assume responsibility for all vendor terms and conditions. Staff/Council are responsible for plan choices, service features, and calling areas that meet the requirements of the job and the area of service the stipend is intended to cover.

- All Board members/employees are required to be professional and conscientious at all times while using their personal cell phone for Village of Marvin business use.

-Board members/employees are responsible for the security of all Village of Marvin information stored on the cellular device. The cellular device must be password protected.

-Village of Marvin has a zero-tolerance policy regarding texting on the cell phone while driving. For the safety of our board members/employees and others it is imperative that you pull over and stop at a safe location to text/message on the cell phone in any way.

-Submit the latest cellular billing statement when the stipend begins and then each quarter to the Finance Officer.

-Comply with all Federal and State data maintenance and protection laws (record retention requirements, etc.), as well as all Village of Marvin policies, including those pertaining to data security, acceptable computing use, and email.

Village of Marvin reserves the right to amend or alter the terms of this policy.

Acknowledgment of Cell Phone Stipend Policy

Employee Name: _____ Stipend Start Date*: _____

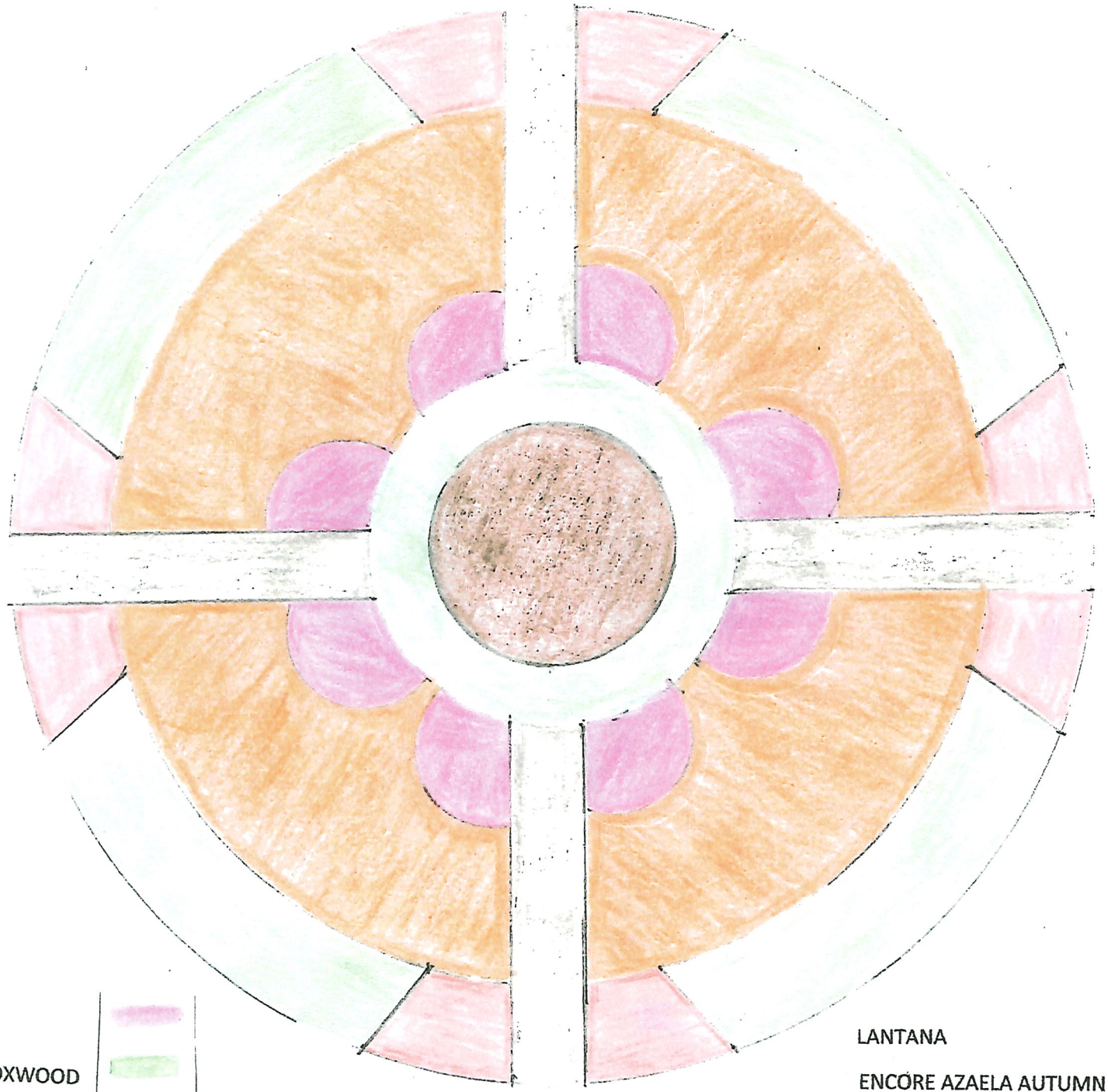
Job Title: _____ Monthly Stipend Amount for FY22: $50.00 per Month

Cellular Carrier: _____

Cell Phone #: _____

**Stipend payment will begin at the next pay date*

Item 8.1.



LOROPETALUM

WINTERGREEN BOXWOOD

TREE TBD

LANTANA

ENCORE AZAELA AUTUMN ROYALTY

MUHLY GRASS