
MEETING MINUTES

DATE: June 12, 2014

TIME: 6:30 – 7:30 pm

LOCATION: St. Sarkis Armenian Apostolic Church
7000 Park Road
Charlotte, NC 28210

TOPIC: Real Estate Phase
Lilly Mill Storm Drainage Improvement Project

PRESENT: *Charlotte Mecklenburg Storm Water Services (CMSWS)*
Jackie Bray (JB), Amy Bice (AB), Harold Smith (HS), Greg VanHoose (GV), Chad Nussman (CN)

Professional Property Services
Kelly Randall (KR), Justin Williams (JW)

Dewberry
Chris Fleck (CF), Brian Dey (BD), Sean Coldren (SC), Christa Lash (CL)

The City Project Manager presented the meeting, as outlined below.

- ❖ (JB) Charlotte-Mecklenburg Storm Water Services (CMSWS) Summary:
Described the purpose of the meeting, which was the Lilly Mill Real Estate kick off meeting. She introduced people present from CMSWS, Dewberry, and Professional Property Services.
- ❖ (JB) She gave a brief overview of the Sunnyvale project shown on the map, and talked about the different phases of the overall project, and introduced the Lilly Mill SDIP.
- ❖ (JB) She described the Lilly Mill channel improvements including grading (widening of channel), stabilization, and existing (no improvements).
- ❖ (GV) Began the discussion about the real estate phase of the project and talked about the easement packet that will be sent to each homeowner. He said the packet will include easement agreements and plats. In the introduction letter, it will discuss how to get the process started, and Professional Property Services is in responsible for sending the easement agreements on behalf of the City and will be primary point of contact.
- ❖ (GV) Expressed the importance of each easement on each person's property, and he explained what an easement is and how it is needed to construct/maintain storm drainage.

- ❖ (GV) Told the homeowners that a contract agent will come out and go over easements in the real estate package with the homeowner.
- ❖ (GV) Stated that they are currently finalizing information, and in the next few weeks the real estate phase will be kicking in and the homeowners will receive an introduction letter about the real estate phase of the project. The first point of contact is the introduction letter, and then the homeowner can set up an appointment with Kelly.

General Questions / Comments / Concerns

- **Question** – When is the easement closing document done?
- **Answer** – (GV) The easement agreement is sent along with the letter. The easement is granted/executed when you sign the document. Homeowner must participate in the process, and if you choose to sign the document, it can be done at that time with the real estate agent who is a notary public.

- **Question** – My neighbor has a sewer pipe that runs behind his yard that needed to be fixed, the City came in to fix it and they tried to patch it up when they left but the grass came up and then died. They did not come back to fix his property.
Answer – (JB) That situation happens sometimes with CMU, they are more response-based than we are. With the city, we are in charge of maintaining easements. The contractor has a one year warranty period to fix land on the easement, and the contractor is bound to fix any damage done by construction. They also are given a punch list to fix anything after construction.

- **Question** –How do they propose to get to the creeks?
Answer – (JB) There is a Temporary Construction Easement to help the contractor get the equipment into the channel. (GV) There is not a construction access point on every single property. The City Inspector will be there during construction to help address any problems you may have. Access is ultimately up to the Contractor.

- **Question** – I thought there was already a 15' existing easement?
Answer – (GV) It is likely a Public Drainage Easement. We are doing work in the PDE, that was put in place by the developer but not accepted by the City. The City will now take over and maintain the easement if an agreement is signed. Today it is not City responsibility, but eventually it will be the City's responsibility once the project is complete.

- **Question**– There is a shed on my property, and I was reading a note on the plans about my shed. It talked about moving it, but will I be able to move the shed back to where it was after construction?
Answer – (GV) If it is in the SDE area, it might not be able to be moved back. We will have to look at your individual parcel.

- **Question** – Will the City move the shed or do I have to?
Answer – (GV) the contractor will move it for you. However, CMSWS does not allow permanent structures in the SDE area.

- **Question** – Can you clarify if there is a choice on whether we should donate our easement or not?
Answer – (AB) We would love for you to donate. The contract agent will go over all options with each individual. We do ask for donations. There are some parcels we have to do work on, but there are some that could possibly be removed as we (the City) has limited budgets. We would like you to work with us and donate as much as possible. Some people may have a choice to have the work removed from their parcels and some people may not as the work is necessary for the project.
- **Question** – The channel will be sloped, so there is a significant amount of trees that will be removed. Will new landscaping be added?
Answer – (AB) If trees will be removed, we will work with you to put back as much as possible. You will get a few smaller trees. The more easements that are donated, the more we can work with you on planting back trees within the limits of our budgets.
- **Question** – Do you have an estimated start and finish time.
Answer – (AB/JB) Right now we are in the real estate phase of the project which will last almost a year, and we will finalize the construction documents. Then the project will go into bid, which will last around 6 months. So, it will take a few years at least to get into the construction phase.

At this point all attendees were referred to break-out sessions where individual maps and personnel were stationed for more detailed question / answer opportunities.

Summary for Mailer:

On June 12, 2014 Charlotte-Mecklenburg Storm Water Services (CMSWS) held a public meeting to discuss the real estate phase for the Lilly Mill Storm Drainage Improvement Project at St. Sarkis Armenian Apostolic Church. The easement acquisition process was described, and general questions regarding easements were answered. Breakout sessions with each individual were held after the general meeting to show the property owners the extent of the project and the proposed work as it relates to acquisition of new easements on their property. The City real estate agents and consultant will be sending packets to each owner regarding the easement acquisition process, point of contact and documents needed to execute each easement.