



Parks, Arts, Recreation & Culture
(PARC) Commission
January 5, 2017
5:30 PM

Cornelius Town Hall
www.cornelius.org/parc

AGENDA

PARC COMMISSION - 5:30 PM

- 1. CALL TO ORDER**
- 2. DETERMINATION OF QUORUM**
- 3. APPROVAL OF MINUTES**
 - A. December 2016 Draft Minutes**
- 4. PUBLIC APPEARANCES - CITIZEN CONCERNS/COMMENTS**
- 5. PRESENTATIONS**
 - A. Carolina Rapids-Thomas Finlay**
 - B. FY18 PARC Budget Goals**
- 6. DIRECTOR'S REPORT**
 - A. December 2016 Director's Report**
- 7. PARC COMMISSIONER RECOMMENDATIONS AND REPORTS**
- 8. OLD BUSINESS**
 - A. PARC Capital Improvements**
 - B. FY17 PARC Commission Goals & Committees**
 - C. Future Arts & Recreation Center Update**
 - D. PARC Commission Bylaws**
 - E. PARC Commission Openings**
- 9. NEW BUSINESS**
 - A. Joint Meeting for Arts District/Arts Center: January 30**
 - B. Future Park Capital Funding**
 - C. Regional Recreation Center**

10. ADJOURNMENT

11. NEXT MEETING

REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: January 5, 2017

To: PARC Commissioners
From: Troy Fitzsimmons, PARC Director

Action Requested:

Manager's Recommendation:

ATTACHMENTS:		
Name:	Description:	Type:
 2016.12.1.Minutes.pdf	December 2016 Draft Minutes	Backup Material



Parks, Arts, Recreation & Culture (PARC) Commission
Thursday, December 1, 2016
5:30pm – 7:00 pm

Cornelius Town Hall
21445 Catawba Avenue
Cornelius, NC 28031
www.cornelius.org/parc

MINUTES

- 1) **Call to Order** – Chair Tovar called the meeting to order at 5:35 pm.
- 2) **Determination of Quorum** – A quorum was reached with nine commissioners in attendance.
Commissioners present: Rob McCloskey, Chair Karen Tovar, Mary Wilson, Carol Livingston, Chris Kolkhorst, Scott Higgins, Denis Bilodeau, Tom Francomano, Travis Dancy, and Town Commissioner Jim Duke
Commissioners absent: None
Staff present: Director Troy Fitzsimmons, Karen Ulmer
- 3) **Approval of Minutes (November)** – Commissioner Higgins made a motion to accept the minutes from the November 3 meeting as written. Commissioner Bilodeau seconded and the motion passed unanimously.
- 4) **Public Appearances – Citizen Concerns/Comments** - None
- 5) **Presentations** – None
- 6) **Director's Report**
Director Fitzsimmons highlighted the following items from his November report:
 - Cornelius Arts Center: Recent events included Halloween at the Center, with 300 attendees, reflecting an increase of 33%, and a Veterans Day Open House, a brand new event, with about 30 kids making letters and cards for veterans.
 - Athletics: Youth Basketball is maxed out 858 participants, compared to 830 last year. We are in every gym we can get in Cornelius and Davidson.
 - Special Events: Recent events included our Veterans Day Celebration, with about 650 in attendance. Commissioners Bilodeau and Higgins joined Director Fitzsimmons in the 22 Pushup Challenge. We also held Light Up Cornelius on November 26 with about 800 attendees, compared to only 550 last year.
 - Operations: Using the traffic counters at Bailey Road Park and Westmoreland Athletic Complex, we estimate over 77,000 park visitors in those two parks alone for the month of October. Based on the numbers we have seen in the first two months of using these traffic counters, we believe it is safe to say we have well over 1 million visitors per year across all parks.
 - Tonight is Chair Tovar's last meeting. She has served on the PARC Commission for over 8 years. She said she has enjoyed her time her, that the PARC Commission is one of the best boards to be on.
- 7) **PARC Commissioner Recommendations & Reports**
 - a) Items to be placed on record
 - b) Commissioner Reports
 - 1) Commissioner Rob McCloskey – He said last month Chair Tovar had brought in *Lakeside Living* magazine with Sid Smith on the cover. After that, he started emails with the publisher, Joanie Baker, which led to conversation about their goals. Ms. Baker said they want to be an advocate for our park system and they are willing to create a column about PARC every month. Right now he is posting monthly to his Robbins Park neighbors, which is similar to what a column would look like.

- 2) Chair Karen Tovar – She attended the Veterans Memorial presentation and found it very moving. She noted there were WWII vets in attendance. She attended the Regional Partnerships committee meeting. She has asked Commissioner Bilodeau to take her place for interviewing new PARC Commission candidates since she is rolling off the board.
- 3) Commissioner Mary Wilson – No report
- 4) Commissioner Carol Livingston – No report
- 5) Commissioner Chris Kolkhorst – He has joined the group that will be interviewing PARC Commission candidates.
- 6) Commissioner Scott Higgins – He attended Veterans Day events at the arts center and at the memorial. The vets enjoyed the cards the children made at the CAC event, which should grow in popularity. Light Up Cornelius is a good event but he would really like to see Santa make a more dramatic entrance, such as riding in on a fire truck. On November 17, he met with PARC and Arts and Science Council staff. They talked about *Beyond Walls* and the \$5000 ASC provides towards that and other projects. They also talked about continuing the relationship, as well as getting more money. The Bike Plan will go before the board on December 19, assuming it comes back from the state in time.
- 7) Commissioner Denis Bilodeau – Kudos to the team that put together Light Up Cornelius. Once the tree is lit it seems like the event is essentially over and people start to leave. He would like staff to consider some activities after the tree is lit. This Sunday is Christmas in Cornelius over at the Oak Street Mill 12:00-6:00 pm.
- 8) Commissioner Tom Francomano – No report
- 9) Commissioner Travis Dancy – No report
- c) Town Commissioner Report – Commissioner Jim Duke – He wants to have a good idea of what PARC will need going into the budget planning process. He invited everyone to the 34th Annual North Mecklenburg Christmas Parade this Saturday, when the Town Commissioners will be waving to the crowd from a float.

8) Old Business

- a) James Hoyt Wilhelm Memorial Athletic Complex Naming Recommendation
Director Fitzsimmons said the PARC Commission had received a petition from Bob Deaton back in October to rename Cornelius Elementary School Neighborhood Park after local baseball player and veteran, Hoyt Wilhelm. At that time, the Commissioners agreed to continue with the process, so a public hearing was held in November. The discussion tonight is the last step for this board, which is to make a recommendation to the Town Board. Mr. Deaton has suggested the facility be named James Hoyt Wilhelm Memorial Athletic Complex. A discussion ensued regarding options for naming and most agreed that the facility is not an athletic complex. Commissioner Higgins made a motion to rename the facility James Hoyt Wilhelm Park. Commissioner Kolkhorst seconded and the motion passed unanimously.
- b) FY18 Draft CIP
Director Fitzsimmons said a draft version of the Capital Improvement Plan was presented last month. He handed out an updated version [see attached], reflecting a few slight changes submitted by Commissioners. Items highlighted in green are underway or completed. The other items are what the staff and committee have recommended. Changes in this version include moving up the funds for a Robbins Park master plan update and funds for land acquisition, especially for larger pieces. The deadline to submit the CIP to the Town Manager is the beginning of January. Town Commissioner Duke asked for the total money he will be looking at for FY18. Director Fitzsimmons said just under \$5.8 million. We need to work towards another park bond referendum soon. We only have \$1 million left of the 2013 bond funds. If we can get the funding, we can go after matching grants. Town Commissioner Duke suggested we pony up some funds to expedite the regional rec center. Director Fitzsimmons said the county would likely move that project up higher on their list if we added funding to it, since partners willing to contribute receive additional points when the county scores and ranks all county agency projects. It would be great if Huntersville and Davidson would contribute also. Commissioner Higgins made a motion to approve the CIP as presented. Commissioner McCloskey seconded and the motion passed unanimously.
- c) PARC Capital Improvements
Director Fitzsimmons reported on the following projects:
 - McDowell Creek Greenway: We are working to finalize an agreement with Westmoreland HOA and hope to get that to the Town Board on the December 19.

- Antiquity Greenway: We are still working on the final easement. He and Town Manager Anthony Roberts are pushing to meet with the owner of Venture Property.
- South Bailey Road Greenway: Staff continue to work with Mecklenburg County to get them to take on construction of this project. We were able to work out an agreement with the new Beverly subdivision to get .4 mile of greenway at no cost to the town.
- Smithville and Legion Parks: Bids to install ADA accessible routes are out now.
- Bailey Road and JV Washam Recreation Centers: We are installing gym dividers and adjustable basketball goals.
- Bailey Road Park Track: We are developing a plan to mitigate some significant erosion issues.
- Bailey Road Park and Westmoreland Athletic Complex playgrounds: Repairs are underway.
- Caldwell Station Creek Greenway: More than 75% complete. The contractors are telling us they will be done ahead of schedule. We will probably soft open in March or April but are looking at May 13 for a grand opening event.

d) FY17 PARC Commission Goals & Committees

- Regional partnerships: Commissioner Higgins reported that representatives from Cornelius, Huntersville and Davidson attended their last meeting. They talked about collaborating on projects, including Caldwell Station Creek Greenway and the Bike Expo. Mecklenburg County Manager Dena Diorio and Park and Recreation Director Jim Garges have confirmed that \$1 million will be requested, as part of the FY18 budget process, for the design phase of the North Mecklenburg Regional Recreation Center. Director Fitzsimmons said we are not done yet, because funds will be recommended but have not yet been approved by the County Commission, we need to continue to advocate. He will suggest they go ahead and hold public workshops. All three towns are looking for an arborist, so we're talking about sharing that as a part time position. They are also talking about health initiatives with Novant. Commissioner Bilodeau added that the group has reached out to Mooresville to get them involved but they have not yet received any response.
- Public Awareness: Commissioner McCloskey said they had a meeting this afternoon. They were updated on PARC's social media efforts and talked about the department's infographic. Regarding his earlier mention of *Lakeside Living*, he asked if anyone had thoughts regarding how to handle. Commissioner Higgins said he was already writing a column for the Antiquity newsletter. Commissioner McCloskey thought they could sync up efforts. He will continue conversations with Joanie Baker. Commissioner Wilson reminded all the commissioners to share social media information with their circles of friends and neighbors: forward, like, share, and retweet.

e) Future Arts/Recreation Center Update.

Commissioner Higgins said the board is working towards interviewing to hire an executive director. Director Fitzsimmons added that the Town continues to do its due diligence on the property they plan to acquire for the new center. Town Commissioner Duke said regardless of the environmental issues they have encountered, the Town is buying the lot.

f) PARC Commission Bylaws

Chair Tovar said we had discussed last month whether to keep our board size as is with nine members or to reduce it. The consensus was to keep it as is. Perhaps we can reduce our size if we get to a point where we encounter a lack of interest in serving on the board. The recommended change to the bylaws regarding call-ins that was made last month will go before the Town Board in January.

g) PARC Commission Openings

We received 10 applications. Commissioners Higgins, Bilodeau, and Kolkhorst have reviewed and plan to set up interviews in time to have recommendations ready for the January PARC Commission meeting.

9) New Business

a) PARC Commission Chair Nominations/Recommendation

Commissioner McCloskey made a motion to recommend Scott Higgins for PARC Commission Chair. Commissioner Bilodeau seconded and the motion passed unanimously.

b) PARC Commission Vice-Chair Nominations/Selection

Commissioner Livingston made a motion to select Denis Bilodeau for PARC Commission Vice-Chair. Commissioner Francomano seconded and the motion passed unanimously.

10) Adjournment - Chair Tovar adjourned the meeting at 6:45 pm.

Next Meeting – Thursday, January 5, 2016

Future Dates - Thursday, February 2, 2017; Thursday, March 2, 2016; Thursday, April 6, 2017

DRAFT

REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: January 5, 2017

To: PARC Commissioners
From: Troy Fitzsimmons, PARC Director

Action Requested:

Manager's Recommendation:

ATTACHMENTS:		
Name:	Description:	Type:
 2016.12.23_December_Director_Report.pdf	December 2016 Director's Report	Backup Material

PARC Director's Report

December 2016

PROGRAMMING

Recreation Centers

- 44 LKN Teen Council members helped cover the 25 hours of Christmas holiday events for the towns of Cornelius, Davidson and Huntersville. The Lake Norman Teen Council received \$285.00 from Food Lion for their fundraiser at Light Up Cornelius event.
- Began planning for the Youth Volleyball Program that starts in March and the 2017 Summer Day Camp Series.
- Met with Fleet Feet to discuss plan to offer a new Couch-to-5k running plan program for the spring.

Arts Center

- Completed Fall B classes. Nine of the twelve adult programs made, with 75 total registrants (Last year 15 classes/workshops were offered with 15 classes made with 78 students), and six of the nine youth programs made, with 39 total registrants (Last year 10 youth classes/workshops were offered and 5 made with 36 students).
- Began registration for winter programming, including the return of Drop-In Art two days per week for children 2 and older (preschoolers and homeschoolers).
- Held Cocoa with Santa on December 2 with over 400 attendees, more than twice as many as last year's attendance of 180.
- Coordinated Santa's Mailbox, responding to 55 self-addressed, stamped envelope submissions, about the same as last year.
- Prepared RFP and timeline for *Beyond Walls* 2017 and began call for artists for *Home Grown* 2017. This year's *Home Grown* will be February 3 – March 24, with an opening reception will be held on Friday, February 3, 6:30-8:30pm.
- Met with Cintas to discuss effective cleaning practices of the ceramics studio. Enrolling in a bi-weekly mat service to help minimize clay dust. Cancelled entry service agreement with Sonitrol in an effort to reduce expenses at the center.
- Planning for the annual Valentine's Day "heART pARTy" on Saturday, February 11, 9:30-11:30am.

Athletics

- LNTA Tennis lessons at Jetton Park had 45 participants in the December session (43 in 2015).
- Cornelius/Davidson Youth Basketball League began practices and played two weeks of games in December. The league is at 865 participants and 148 volunteer coaches. (836 and 144, respectively, in 2015).
- Managed 124 total hours of outdoor athletic facility use in September

Special Events

- Completed and submitted application for 2017 NCDOT Bicycle Helmet Initiative.
- Reviewed 2016 sponsorships and began planning for 2017. Prepared benefits package for 2017 Summer Camps and began soliciting for sponsors.
- Planning for a 2016 Sponsor "Thank You" Reception in January or February.

CAPITAL PROJECTS

Under Design

- **McDowell Creek Greenway** –The Westmoreland HOA board and Town Board approved the needed easement through the Westmoreland neighborhood. Two easements remain to be secured near Magnolia Estates and Catawba Avenue. Staff is negotiating with the owner.
- **Antiquity Greenway** –Construction drawings are ready for submission for NCDOT review. One easement is still needed at Zion Street which staff is negotiating with the owner. Charlotte Water just advised Town that a water main extension that was cancelled a year ago is back on and urgent. This would seriously Impact the project. Staff is coordinating with Charlotte Water to work out an acceptable resolution.
- **South Bailey Greenway** – Mecklenburg County Parks and Recreation is incorporating construction as part of their FY19 Capital Improvement Plan. Project is still contingent on County Commission approval.
- **Smithville Park** – An RFP was issued to construct accessible routes to the multipurpose and baseball fields. The bids were received on December 16 and at \$20,000 the low bid was within our budget.
- **Recreation Centers** – Staff received one quote to install gym divider curtains and adjustable basketball goals and are working with vendors to secure another quote.
- **Bailey Road Park Track** – ViZ Design is completing construction documents to address drainage improvements and erosion issues around the track and football field.
- **Bailey Road Park Playground** – Staff have contacted the original playground design firm but they are not interested in working with the Town until a significant retainer fee is paid. Staff will attempt to work with firm's owner, but is also assessing other alternatives.

Under Construction

- **Caldwell Station Creek Greenway** – The project construction is approximately 90% complete. Due to cold weather constraints, remaining paving will have to be completed in the spring.

Completed

- **WAC** – Playground unit and surfacing repairs are complete.

OPERATIONS

- **30-Day Challenge** - Staff successfully took on a challenge to complete 15 projects in 30 days in the parks. Projects ranged from planting new trees in parks to cleaning out the “dungeon” in the arts center.

Visitation/car counts

- September: WAC 8,343 cars BRP 22,545 cars 92,664 visitors
- October: WAC 7,218 cars BRP 18,551 cars 77,307 visitors
- November: WAC 4,354 cars BRP 14,133 cars 55,461 visitors

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Action Requested:

Manager's Recommendation:

ATTACHMENTS:		
Name:	Description:	Type:
 Arts_District_Input_Form_final.docx	Arts District Input Form	Backup Material

Arts District Input Form

Thank you for providing input for the planning and development of Cornelius’ Arts District Overlay. Please feel free to include comments that cannot fit into the provided feedback boxes by using a separate sheet of paper. For further comments please contact Will Washam, Senior Planner wrwasham@cornelius.org (704)-896-2461 ext. 116

Arts District Overlay Extents

***A conceptual Arts District extents has been developed around the Arts Center site on Catawba Avenue and the Town Center. See the attached concept map.

How far should the Arts District extend westward on Catawba Ave. How far should the district extend north and south along highway 115? Use landmarks in your description if possible.	
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Arts District Overlay Uses and Zoning Regulations

What uses should be encouraged in the Arts District? (Performance Space, Art Studio, Micro Brewery, Events Space indoor and outdoor, Music Venue, Business incubators, etc.)	
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Built Environment, Structures, and Architecture

The existing buildings contribute to the unique character of this area. Should use of the existing buildings be encouraged? What priority should historic preservation be?	
Some areas within the proposed district extents have opportunities for new development. Should zoning regulate building materials/forms to conform to the existing prominent buildings with the proposed art district extents? Should we be more flexible in considering artistic form in architecture?	

Public Art in the District

Currently murals are subject to ARB review and are not allowed on street fronting wall surfaces. Should Murals be considered differently inside the arts district? What about other art forms (sculpture, statues, etc.)?	
Some arts districts have unique branding incorporated into public art (In Hendersonville they have bear statues in their arts district). Ideas for unique public art branding specific to Cornelius?	
Should we incorporate unique wayfinding signs into the arts district? There is an opportunity to incorporate the existing Historic Walking tour in this area into wayfinding signage	
Should we have a committee whose purpose is to review public/private art and give direction in the district?	

What other issues are important to you?

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