



# CANCELLED - DC AND FRANCES LINN PARK COMMITTEE

Monday, January 26, 2026 at 6:00 PM

Landis Board Room

## AGENDA

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PLEASE SILENCE ALL CELL PHONES

### 1. INTRODUCTION:

- 1.1 Call Meeting to Order
- 1.2 Determination of Quorum
- 1.3 Pledge of Allegiance
- 1.4 Recognitions and Acknowledgements
- 1.5 Adoption of Agenda

### 2. APPROVAL OF MINUTES FOR MEETING(S):

- [2.1](#) Consider Approval of November 24, 2025 Meeting Minutes

### 3. NEW BUSINESS:

- 3.1 Consider Discussion of Future Projects

### 4. OLD BUSINESS:

- [4.1](#) Consider Discussion of Quotes for a Recombination Plat for DCFL Park for Rowan County Tax Parcels 109 003, 109 004, 109 005, 109 006, 109 007, 109 008, 109 009, 109 110, 109 111, and 109 146
- [4.2](#) Consider Discussion of Updates from DC & Frances Linn Park Foundation
- 4.3 Consider Discussion of Update on Restroom Facility Approval

4.4 Consider Discussion of Updates from Ramsay, Burgin, Smith  
Architecture Inc

4.5 Consider Discussion of Merchandise for the 125 Celebration

**5. UPCOMING EVENTS:**

[5.1](#) Upcoming Events

**6. CLOSING:**

6.1 Motion to Adjourn



# DC AND FRANCES LINN PARK COMMITTEE

Monday, November 24, 2025 at 6:00 PM

Landis Board Room

## MINUTES

**PLEASE SILENCE ALL CELL PHONES**

### 1. INTRODUCTION:

#### 1.1 Call Meeting to Order

Madam Chair Michelle Gray called the meeting to order at 6:02 PM

#### 1.2 Determination of Quorum

**Members Present:** Madam Chair Michell Gray, Member John Hall, Member Randall Peterman

**Members Absent:** Member Katie Sells, Member David Sells

**Staff Present:** Town Manager Michael Ambrose, Parks & Rec Director Jessica St. Martin, Deputy Town Clerk/ Planning Technician Angie Sands

**Others Present:** Mr. Burgin

#### 1.3 Pledge of Allegiance

Madam Chair Gray led those in Attendance to the Pledge of Allegiance

#### 1.4 Adoption of Agenda

**A MOTION WAS MADE BY MEMBER JOHN HALL, SECONDED BY MEMBER RANDALL PETERMAN TO ADOPT THE AGENDA AS PRESENTED, MOTION PASSED (3-0).**

### 2. APPROVAL OF MINUTES FOR MEETING(S):

#### 2.1 Consider Approval of October 27, 2025, Meeting Minutes

**A MOTION WAS MADE BY MEMBER RANDALL PETERMAN, SECONDED BY MEMBER JOHN HALL TO APPROVE OCTOBER 27, 2025, MEETING MINUTES AS WRITTEN, MOTION PASSED (3-0).**

### 3. OLD BUSINESS:

#### 3.1 Consider Discussion of Updates from Ramsay, Burgin, Smith Architecture Inc

Mr. Bergin passed out a revised plan of the bathrooms.

Town Manager Ambrose stated that this was item 3.2 on the agenda.

Madam Chair Gray stated that the Board of Alderman asked that the D.C. & Frances Linn Park Committee explore the option to have stalls in the bathrooms and bring back the recommendation of what they feel is the best option. The Board of Alderman will make the decision based on the two options.

Mr. Bergin stated the request was to basically look at a group toilet system, which is what he has in the drawing that he passed out for everyone to see. This doesn't produce any more fixtures but does change the layout. It is probably more typical of what you would see in a restroom in a park that is built now. There is a trend to migrate toward the single stalls that we had in the other plan, because of security and the ability to open up however many you need verses opening them all. This plan with the stalls opens them all.

Town Manager Ambrose asked for Parks and Rec Director St. Martin what her opinion was logistically. Parks & Rec Director St. Martin stated that she does see both sides. I know that we had discussed leaving some of them locked mainly, except when we have events. Leaving a family restroom open at the playground since this one would no longer have a family unit.

Madam Chair stated that this plan with stalls would not add any additional toilets.

Mr. Bergin stated that it would not add any additional toilets. There are six (6) in both plans.

Madam Chair Gray added that having children and trying to squeeze into a stall is very hard, but having the other style is much easier for families. If you are a dad with a daughter and have to take her into the men's bathroom and if there are stalls it can be uncomfortable for other patrons in the bathroom. This would meet the needs of parents.

Mr. Bergin did add that a changing table could be in all the bathrooms, but would not meet ADA, only two (2) would meet ADA. The plan with stalls will cost more. His best estimated guess is \$80,000 more due to the area being bigger than the area with single bathrooms. The plan with stalls is about 200 sq ft bigger.

**A MOTION WAS MADE BY MEMBER JOHN HALL TO REAFFIRM THE ACCEPTANCE WITH THE SINGLE BATHROOM PLAN, SECONDED BY MEMBER RANDALL PETERMAN, MOTION PASSED (3-0).**

Mr. Bergin gave a brief overview of the issue of getting a permit. Mr. Bergin has spoken to Thomas O'Kelly, head of inspection department. Normally I don't get involved in the permit. I usually submit the packet, and he checks it to make sure it meets code. The builder usually goes to get the permit.

Director St. Martin stated that when she talked to Dianna, she said that it was accepted into review.

Mr. Bergin stated that the only other thing that was left for him was to address Thomas' comments, which were part of phase 2. I told Thomas that and he said fine. I can write that on a piece of paper and send it to him, so that they can record maybe what I'm not doing that they want me to do.

Director St. Martin stated that Thomas explained to her that they are trying to get a permit for phase I that includes the restrooms. Thomas explained the plan goes through review for all of phase I and you can then get permits for each individual step.

Mr. Bergin stated that he can get the plumbing, mechanical and electrical, I can get that to him, it's part of our services. It just takes longer to do that and more upfront costs. Will the Doctor's office and the jail need heating.

Manager Ambrose stated that the Train Depot will be the only building that will need to be heated and cooled. The artifacts and items going into that space will need to be kept in a climate-controlled space.

Madam Chair Gray briefly discussed that the jail and post office only needed lights, no need for compliance with doorways due to them only being to view not enter. The depot will be ADA compliant, and will need heat and lights, but none of the three buildings will need plumbing.

**3.2 Consider Discussion of Bathroom Layout**

Mr. Bergin discussed this item in 3.1

**3.3 Consider Discussion of Updates from DC & Frances Linn Park Foundation**

Town Manager Ambrose briefly went over the updates from the foundation. Manager Ambrose stated that sponsorship for park benches funding source to get a bench put at the park. The YMCA service club has agreed to a four (4) year pledge. Madam Grey stated that member John Hall has a lead to pass on to the foundation for another sponsor.

**4. UPCOMING EVENTS:**

**4.1 Upcoming Events (Included in Packet)**

Madam Chair Grey asked Town Manager Ambrose if there should be anything Park Related at the May 125<sup>th</sup> Year Celebration. As a committee should there be Park related merchandise at the 125<sup>th</sup> Year celebration. Manager Ambrose stated that it is for the Park Committee to decide. Madam Chair Grey added that she would like everyone to bring any ideas to the January meeting for Park Merchandise. Manager Ambrose added that in the last few months \$991 has been brought in from the sales of some bricks and the 125<sup>th</sup> merchandise from October 1<sup>st</sup> to current date. Once last thing I will say is there is \$268,235 in the Park account.

**5. CLOSING:**

**5.1 Motion to Adjourn**

**A MOTION TO ADJOURN WAS MADE AT 6:42 PM, BY MEMBER JOHN HALL, SECONDED BY MEMBER RANDALL PETERMAN, MOTION PASSED (3-0).**

**Respectfully Submitted,**

**Angie Sands, Deputy Town Clerk**

To (Client):

Town of Landis  
Attn: Jessica St. Martin  
312 N Main Street  
Landis, NC 28088  
(704) 857-2411 ext. 601  
jstmartin@townoflandis.com

From (Surveyor):

Utley Land Surveying, PLLC  
746 Edgemoor Drive  
Mooresville, NC 28115  
(704) 798-9715  
utleylandsurveying@gmail.com

# Proposal For Surveying Services

Date: 12/19/2025

## Scope of Services – Boundary Survey

Utley Land Surveying, PLLC will perform a Boundary Survey for Rowan County Tax Parcels 109 003, 109 004, 109 005, 109 006, 109 007, 109 008, 109 009, 109 110, 109 111, and 109 146. See Exhibit A for project area.

Boundary Survey will consist of the following:

1. Establishing GPS control within the project area.
2. Locating existing property corners for the subject parcel and adjoining parcels.
3. Locating visible evidence of occupation along the subject parcel lines.
4. Locating visible above ground utility appurtenances.
5. Locating and mapping visible improvements located on the subject parcels and within road rights-of-way abutting subject parcels.
6. Processing and mapping field data.
7. Deed research for subject parcel and adjoining parcels.
8. Road rights-of-way will be defined based on publicly available records and field located features.
9. Boundary analysis and determination.

Upon completion of the scope of services outlined above, the surveyor will deliver to the client a signed PDF of the results of the survey. If the client requests additional deliverables, it may incur an additional fee.

## Scope of Services – Recombination Plat

Utley Land Surveying, PLLC will prepare a Recombination Plat for Rowan County Tax Parcels 109 003, 109 004, 109 005, 109 006, 109 007, 109 008, 109 009, 109 110, 109 111, and 109 146. See Exhibit A for project area.

Details:

1. Recombination plat will utilize the herein described boundary survey scope as the basis of design.
2. Recombination plat will meet minimum standards as outlined in North Carolina State Statutes and be prepared in accordance with local guidelines and regulations.
3. Upon client and surveyor approval, the recombination plat will be submitted to the appropriate local organization for preliminary review.
4. Upon completion of preliminary review, the plat will be submitted to the appropriate County Register of Deeds for recordation.

**OUT OF SCOPE ITEMS**

The following items are out of the scope of services rendered:

- 1. Legal Services
- 2. Resolution of boundary conflicts, gaps, overlaps, and parcel encroachments
- 3. Title searches or abstracting
- 4. Shipping and/or delivery fees
- 5. Recording fees

**Schedule**

Utley Land Surveying, PLLC will complete the scope of services outlined herein within an estimated 3 weeks from the first site visit from the surveyor. Client acknowledges that Surveyor may not be able to complete the project by the estimated completion date for various reasons including, without limitation, unforeseen weather conditions or occurrences, access limitations, and/or site conditions that may affect the pace of fieldwork.

**Fee - \$4,100.00**

Utley Land Surveying, PLLC will complete the scope of services outlined herein for a fixed fee total of \$4,100.00. See below for individual item breakdown.

Boundary Survey: \$3,300.00

Recombination Plat: \$800.00

If conditions are encountered that require additional surveying services beyond the scope of services outlined herein, we will contact you regarding such conditions and obtain your approval before performing any such service and/or exceeding the above cost. Costs for any additional services will be negotiated between the surveyor and the client and agreed to in writing before such services are rendered.

Utley Land Surveying, PLLC thanks you for your consideration of survey services.

Sincerely,



J. Tyler Utley  
Member/Manager  
Utley Land Surveying, PLLC  
NC Firm # P-3240

Client Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

***This proposal is valid for 30 calendar days.***

# Exhibit A



RE: DC & Frances Linn Park

From: Tyler Wiethorn <tyler@whitehallsurvey.com>  
Sent: Wednesday, August 27, 2025 2:05 PM  
To: Jessica St.Martin <jstmartin@townoflandisnc.gov>  
Subject: DC & Frances Linn Park

Jessica, thanks again for reaching out on this. Per our discussion, I just wanted to summarize what I understand to be the scope and intent of what you're needing for DC & Frances Linn Park:

We will perform a boundary and physical survey of all of the parcels owned by Town of Landis on the block bound by Central, Garden, Chapel, and Ryder. It's a total of 10 parcels, one of which is the Police and Fire Station, another which has the water tower.

Includes these PIN #'s:

- 109 003
- 109 004
- 109 005
- 109 006
- 109 007
- 109 008
- 109 009
- 109 110
- 109 111
- 109 146

We would complete a boundary survey that describes all these parcels as one contiguous tract, roughly shown here:



We would record this map, which should in effect combine them into a single parcel. The survey would show existing improvements (such as structures, above-ground utilities, and paving) but would not be a topographic or tree survey.

Our fee would be \$4,250 (plus a \$21 recording fee paid to Rowan County). I would expect we could complete this within around 8 weeks.



## DCFL FOUNDATION UPDATES:

- YMCA Service Club sent their first installment towards their bench sponsorship.
  - \* They agreed to a 4 year commitment.
- China Grove Service Club requested a letter of interest for the Foundation to speak at a future meeting.
- 1 Brick purchased through the Foundation in November.
- Town agreed to sell street signs to the Foundation for \$1. Town Manager, Mr. Ambrose, sent file over with inventory of signs.
  - \*We will begin creating item pages for the Foundation website in preparation to sell signs.
- F&M account balance: \$4,180.60



2026

# FEBRUARY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	31
1	2	3	4 Senior Luncheon 12:00 Noon @ Trinity Lutheran Church	5 Board of Aldermen Work Session Meeting: 5:30PM	6	7
8	9 Board of Aldermen Regular Scheduled Meeting: 6:00PM	10	11	12	13	14
15	16	17 Planning Board Meeting: 6:00PM	18 Budget Retreat 9 AM - 11 AM	19	20	21
22	23 DCFL Park Committee Meeting: 6:00PM	24	25	26	27	28
1	2	3	4	5	6	7

**NOTE**



- March 28th: Easter Egg-Stravaganza
- May 2nd: 125th Anniversary Celebration
- August 4th: National Night Out
- September 25th: Touch-A-Truck
- October 24th: Fall Fest/Trunk-or-Treat
- November 24th: Christmas Parade & Tree Lighting
- December 12th: Campfire Christmas Santa at the La