

Charlotte-Mecklenburg Planning Department in collaboration with Charlotte-Mecklenburg Schools

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Introduction

During the Spring of 2006, the Planning Liaison Committee (PLC) directed Charlotte-Mecklenburg Schools and Charlotte-Mecklenburg Planning Department staffs to work together to:

"Evaluate standards and ordinances that may unnecessarily increase costs of school development"

Working in close cooperation with Planning staffs from each of Mecklenburg County's seven municipal jurisdictions, an approach was devised that involved identifying portions of those local ordinances that might have the greatest potential for being standardized across multiple jurisdictions, thus addressing the PLC's charge by simplifying the municipal approval process and standardizing certain site design characteristics. Toward that end, it was decided that the planning tool best suited to compare and contrast the individual ordinances was a "new school approval requirement matrix". "The Matrix" would allow for a reasonable "side-by-side" comparison of all 26 of the most significant municipal code site development and zoning requirements currently in place for each of the seven municipalities.

Following such a comparison (that will again involve input and involvement from the seven municipalities), a discussion with the Planning Liaison Committee can be held wherein the advantages, consequences, and procedural requirements of potential standardization of regulatory elements can be evaluated, and appropriate action taken.

The Requirements contained herein have been updated annually, once in February 2008 and again in March 2009.

Instructions

Use of The Matrix is quite simple. Users should first refer to Page 2 and determine which development characteristic they desire to compare, and reference the number of that characteristic. For instance, the requirement for traffic studies is Characteristic 11. Users should then refer to the subsequent pages where development requirements for each of Mecklenburg County's seven municipalities are summarized in the same sequence in which they appear on Page 2. Literal "side-by-side" comparisons among municipalities might require the dis-assembly of this document in order to facilitate such a comparison.

NEW SCHOOL APPROVAL REQUIREMENTS ("The Matrix")

Mecklenburg County, NC jurisdictions

Refer to Pages 3-16 for the indicated information (for instance, "HV01" describes the zoning districts in Huntersville where schools are allowed by-right)	Huntersville	Cornelius	Davidson	Matthews	Mint Hill	Pineville	Charlotte
Zoning district(s) where schools are allowed by-right	HV01	CR01	DA01	MA01	MH01	PV01	CH01
Zonning district(s) where sonoons are anowed by right	11001	OROT	BAOT	WAOT	IVIIIOI	1 701	OHOT
Zoning district(s) where schools allowed under conditions							
- Special Use Permit or Conditional Use Permit	HV02	CR02	DA02	MA02	MH02	PV02	CH02
- Special site design	HV03	CR03	DA03	MA03	MH03	PV03	CH03
Additional development review requirements	HV04	CR04	DA04	MA04	MH04	PV04	CH04
Specific site requirements:							
- Loading Elementary	HV05e	CR05e	DA05e	MA05e	MH05e	PV05e	CH05e
Middle	HV0m	CR05m	DA05m	MA05m	MH05m	PV05m	CH05m
High	HV05h	CR05h	DA05h	MA05h	MH05h	PV05h	CH05h
- Buffering/screening	HV06	CR06	DA06	MA06	MH06	PV06	CH06
- Setbacks	HV07	CR07	DA07	MA07	MH07	PV07	CH07
- Minimum lot area/width	HV08	CR08	DA08	MA08	MH08	PV08	CH08
- Landscaping	HV09	CR09	DA09	MA09	MH09	PV09	CH09
- Site access (vehicular) Elementary	HV10e	CR10e	DA10e	MA10e	MH10e	PV10e	CH10e
Middle	HV10m	CR10m	DA10m	MA10m	MH10m	PV10m	CH10m
High	HV10h	CR10h	DA10h	MA10h	MH10h	PV10h	CH10h
- Traffic impacts (incl. traffic studies)	HV11	CR11	DA11	MA11	MH11	PV11	CH11
- Off-site improvements (traffic, pedestrian)	HV12	CR12	DA12	MA12	MH12	PV12	CH12
- Connectivity	HV13	CR13	DA13	MA13	MH13	PV13	CH13
- Building/site design	HV14	CR14	DA14	MA14	MH14	PV14	CH14
- Land dedication for greenway or open space	HV15	CR15	DA15	MA15	MH15	PV15	CH15
- Floodplain/SWIM requirements (incl. County SWIM buffer reqmts)	HV16	CR16	DA16	MA16	MH16	PV16	CH16
- Parking requirements & internal circulation Elementary	HV17e	CR17e	DA17e	MA17e	MH17e	PV17e	CH17e
Middle	HV17m	CR17m	DA17m	MA17m	MH17m	PV17m	CH17m
High	HV17h	CR17h	DA17h	MA17h	MH17h	PV17h	CH17h
- L.I.D./stormwater/post-construction impact reqmts	HV18	CR18	DA18	MA18	MH18	PV18	CH18
- Watershed	HV19	CR19	DA19	MA19	MH19	PV19	CH19
- Bicycle	HV20	CR20	DA20	MA20	MH20	PV20	CH20
- (Reserved)	HV21	CR21	DA21	MA21	MH21	PV21	CH21
Development concessions for school sites:							
- Land reservation/dedication	HV22	CR22	DA22	MA22	MH22	PV22	CH22
- Tied to Ordinance	HV23	CR23	DA23	MA23	MH23	PV23	CH23
Requirements for placement of mobiles	HV24	CR24	DA24	MA24	MH24	PV24	CH24
Approvals required by local Boards	HV25	CR25	DA25	MA25	MH25	PV25	CH25
Municipal fee schedule	HV26	CR26	DA26	MA26	MH26	PV26	CH26

Mecklenburg County jurisdictions

Jurisdiction: Huntersville

Requirement:	D	
	Req	luirement:

HV01	Allowed by right in all residential and mixed use districts (R, TR, GR, NR, NC, TC, TND-U & TND-R) and in CI (Campus Institutional) district	
HV02	A Special Use Permit is required for schools in TOD-R (transit station area) zoning district	
HV03	n.a.	
HV04	Schools must conform to requirements in Schools section of Sec. 9.35 of Zoning Ordinance, re. parking, fencing, lighting, and other characteristics	
HV05 e, m, h	Parking/loading to occur principally in rear yards; allowed in side yard up to 25% of its width	
HV06	Parking to be screened; entire site to be buffered; service areas and mechanical equipment to be screened	
HV07	Civic buildings: front setback max. 25', side min. 8' (one side only), rear min. 50'	
HV08	No minimum lot area requirements	
HV09	Planting strip or "plaza" required on street frontage; perimeter fencing to be fronted by shrubs; parking abutting right-of-way requires screening.	
HV10e	To be located on streets sized to accommodate anticipated traffic volumes; access to parking/loading areas through abutting properties is encouraged	
HV10m	See above	
HV10h	To be located on lot abutting minor or major thoroughfare; primary vehicular access from that thoroughfare; access to parking/loading areas through abutting properties is encouraged	
HV11	A Traffic Impact Analysis is required if the school will meet the criteria of 50 peak hour trips or 500 average daily total trips (500 ADT equals roughly a 400-student elementary school or a 300-student middle or high school, per the Institute of Traffic Engineers)	
HV12	Road improvement (turn lanes where necessary), pedestrian (5 foot sidewalk)	
HV13	Encouraged; connectivity to parking on adjoining lots is encouraged; primary pedestrian Access is to be from street (vs. parking lot to rear).	
HV14	Blend with "architectural vocabulary of the area" in massing & materials; street-visible elevations not to be clad in metal siding; front elevation to emphasize human scale; serve as visual community anchors; enclose rooftop mechanical equipment; max. height: 4 stories	
HV15	Land dedication not required.	

HV16 Floodplain/SWIM buffer requirements in effect HV17 e, m, h No minimum parking requirements; parking connectivity to adjoining lots is encouraged. HV18 LID requirements are in effect HV19 Watershed requirements (maximum impervious surface coverage) are in effect in portions HV20 Bicycle parking required (no minimum) HV21 (reserved) HV22 Right of acquisition via. purchase or dedication if (1) site is designated by CMS as future school site and (2) site is processed for subdivision HV23 Section 6.2 of Huntersville Subdivision ordinance HV24 Mobiles to be placed in side or rear yards (behind primary facade) and to not be used as "permanent civic buildings"; placement will require entire site to be brought into compliance with applicable codes. HV25 None required for schools. HV26 \$400 "review fee" waived for CMS; \$800 re-zoning fee (if necessary).

Mecklenburg County jurisdictions

Jurisdiction: Cornelius

Requirement:	
CR01	Schools allowed in all zoning districts except Highway Commercial and Industrial Campus, with Conditional Zoning
CR02	All civic uses (including schools) are required to through the Conditional Zoning process
CR03	Design review required as part of Conditional Use Permit process
CR04	n.a.
CR05 e, m, h	Civic uses: no parking requirements.
CR06	Buffers required adjacent to residential areas. Parking landscaping/screening required. Street trees required along frontage. Additional buffers may be required depending on site relationship to adjoining development.
CR07	No front setbacks, but structure needs to relate to context. Side/Rear setbacks depend on zoning district.
CR08	Varies; depends upon zoning district
CR09	See CR06. Also, buffer required within the interior of parking area (no parking space >60' from canopy tree).
CR10 e, m, h	Traffic impact study required to define ingress/egress requirements.
CR11	Traffic impact study required for schools
CR12	If infrastructure is sub-standard or if school causes it to be, offsite improvements required.
CR13	Connectivity will be evaluated and required.
CR14	Need to be contextually sensitive (including functionality and aesthetics)
CR15	Not required unless property involved coincides with Greenway Master Plan
CR16	Must conform to County standards
CR17 e, m, h	9' aisle width, 19' length, 24' travel lane for 2-way traffic.
CR18	Must conform to County standards
CR19	Impervious limits & open space conditions: if impervious > 24% requires Town Board approval
CR20	n.a.

CR21	(reserved)
CR22	Proposed developments of >200 acres or 500 dwelling units require 18 acre reservation.
CR23	Chapter 13 of the Land Development Code ("Conformance of General Plans")
CR24	Permitted for 1 year with a 2 year potential extension.
CR25	Conditional Use Permits and Re-zonings: Town Board
CR26	Conditional Use Permit \$500 (construction documents separate fee) R-zoning: \$1,250 (including fee for parallel Conditional Use district)

Mecklenburg County jurisdictions

Jurisdiction: Davidson

Requirement:

Schools allowed by-right in college Campus planning district **DA01**

DA02 Allowed in the following districts subject to certain basic design requirements for schools and civic buildings as articulated in the planning ordinance:

- Lakeshore,
- Village Center,
- Village Infill,
- Employment Campus,
- Neighborhood Edge,
- Neighborhood General,
- Neighborhood Center, and
- Central Business District

Also allowed in Rural district as component of Traditional Neighborhood Development Overlay or as part of residential subdivision, subject to residential development procedural requirements

DA03

Site plans subject to staff approval and individual building schematic designs subject to approval of the Design Review Board that seeks to have them "designed appropriately to fit within neighborhoods as integral parts of the community". Building height by Planning Area:

- College Campus min. 2 floors max. 4 floors;
- Village Center min. 2 floors max. 4 floors;
- Village Infill min. 2 floors max. 2 floors;
- Employment Campus min. 1 floor max. 6 floors:
- Neighborhood Edge min. 1 floor max. 3 floors:
- Neighborhood general min. 1 floor max. 4 floors:
- Neighborhood Center min. 1 floor max. 4 floors;
- Central Business District min. 1 floor max. 6 floors.

DA04

School buildings shall conform to standards of civic buildings, Section 9 of Planning Ordinance

DA05 e, m, h Design so as to facilitate movement/access by sanitation, emergency & other service vehicles without posing danger to pedestrians or impeding parkingand access should occur at mid-block or alley.

DA06 See "landscaping" (DA09)

DA07 Front: 0 min, no maximum; side 0 min, no maximum.

DA08 No minimum lot width.

DA09

New lots <5 spaces require perimeter and interior landscaping; perimeter >=8' wide; landscape "screens" required by project approval will be >=15' wide; existing natural buffers to not be disturbed.

DA10 e, m, h	Buildings must front on street or pedestrian way; minimum of one means of vehicular access via public ROW. Driveways not > 24 feet (2 lanes) or 12 feet (1 lane).
DA11	n.a.
DA12	Developments require right-of-way improvements to adjacent existing streets, per town design standards. Network of sidewalks & bicycle lanes are encouraged.
DA13	Cul-de-sacs are discouraged and block lengths are to be <600'; connectivity within and to adjoining streets is encouraged.
DA14	Subject to review/approval of Design Review Board & Section 9.
DA15	Requires greenway network. 50% acreage in residential subdivisions
DA16	Permit required from Mecklenburg County Floodplain Administrator: floodplain encroachment not permitted, floodproofing of proposed floodprone development required, adequate draining required to reduce flood hazard of proposed development
DA17 e, m, h	No minimum parking quantities; design principles require circulation that doesn't interfere with pedestrians, placed behind buildings & not in front of buildings, adjoining non-residential lots to be inter-connected. Where safety requires functional separation between parking & circulation location of these may be modified so long as areas abutting streets are detailed as plazas. Lots > 36 spaces require separation by buildings or landscape areas. Lots shall not abut civic buildings.
DA18	Phase II Post Construction Storm Water regulations (June 2007). Stream buffer overlay district required where upstream buffer >= 50 acres
DA19	Watershed overlay district: requires <=24% max lot coverage (<=50% "high density option" subject to Town Board approval) & >=40' vegetative buffer along "perennial streams"
DA20	Area for bike parking is required (including bike rack) as required by Planning Director & Section 10.2.2.
DA21	(reserved)
DA22	Where site has been identified as a need by CMS or if development > 200 acres or 500 units (min 18 acre reservation)
DA23	Section 6.5 of Planning Ordinance
DA24	May be placed anywhere on a lot containing a principal school building, except in front of an existing building; metal buildings in College Campus district may not be visible from street. May be placed for maximum 2 years renewable thereafter in 1-year increments by temporary use permit.
DA25	Town Board approval for Master Plan, Conditional master Plan, rezoning, and high-density watershed option; Design Review Board approval for individual building schematic design
DA26	Design Review Board application: \$400; Re-zonings: Straight-up: \$750, Conditional: \$1,000 "Zoning permits" (non-single family): \$400

Mecklenburg County jurisdictions

Jurisdiction: Matthews

Requirement:

MA01

All single-family residential districts allow schools up to 100 students by-right; All multifamily residential districts allow schools up to 400 students by-right; the following districts allow schools (no student # limit) by-right:

- Residential/Institutional,
- Office,

	 B-1, B-2, B-3, Historic Urban Core
MA02	Conditional zoning required for schools in R/I(CD) for property requiring a change in zoning
MA03	n.a.
MA04	Under Conditional Districts, anything may be part of a zoning condition
MA05e, m, h	No specific loading requirements for schools
MA06	Visual screening: 20' at side & rear adjacent to residential zoning or use; may be reduced In depth & amount of plant material if not adjacent to residential zone or use
MA07	Residential/Institutional: 50' front setback, side & rear yards; other districts may differ
MA08	Residential/Institutional: 2 acres; if one assembly room sits <1,000 persons then 10 acres Residential/Institutional: minimum lot width 200' if assembly space <1,000; 250' if >1,000
MA09	Streetscaping trees, other boundaries either screening or perimeter planting; 1 tree/10 parking spaces within parking lots. Tree preservation/planting requirements are based on zoning district and amount of existing tree canopy prior to any land disturbance.
MA10 e, m, h	Main entrance to be from "non-minor" (ie. "non-collector") residential street; 1 drive/350' frontage; 2 drives/350-599' frontage; 3 drives>599' frontage
MA11	Traffic analysis required. for zoning submissions; conditional zoning will require accommodations for on-site parent stacking
ΜΔ12	Dependent upon site: generally part of Conditional zoning process

MA12 Dependent upon site; generally part of Conditional zoning process MA13 Dependent upon site; generally part of Conditional zoning process MA14 Dependent upon site; generally part of Conditional zoning process MA15 Dependent upon site; generally part of Conditional zoning process MA16 No disturbance of any portion of floodplain; SWIM buffer/Post Construction Ordinance requirement from point where a stream drains 20+ acres

Page 9 New School Approval Requirements MA17e, m, h 3 spaces/classroom or administrative. office OR 1/each 6 seats in auditorium or place of

assembly, whichever is greater

MA17m Same as elementary school

MA17h 5/each classroom or administrative office OR 1/each 5 seats in auditorium or place of

assembly, whichever is greater

MA18 Post-construction ordinance (similar to County ordinance) became effective 6/07

MA19 n.a.

MA20 One bicycle parking space required per each classroom.

MA21 (reserved)

MA22 n.a.

MA23 n.a.

MA24 Dependent on site; generally part of Conditional zoning process

MA25 Town Board approves re-zonings.

MA26 Re-zoning: \$750; landscape plan approval \$75; other fees (zoning variance, etc.) might be

applicable.

Mecklenburg County jurisdictions

Jurisdiction: Mint Hill

Requirement:

MH01 Schools are not allowed by right in any zoning district

MH02 Schools allowed in I (Institutional) zoning districts, subject to Special Use Permit and

requirements in 10.922 of Mint Hill zoning ordinance (re. location, site plan review requirement, compatibility with existing development, etc.), as established through the

required Site Plan Review process

MH03 see MH02 above.... some site design conditions may be required in connection with

Special Use Permits; Site Plan Review requirement as a component of Special Use

Permit (above)

MH04 n.a.

MH05 e, m, h Covered under "parking", below (MH17)

MH06 Vegetative: planting strip >=10' wide; solid screening (fencing) >= 5' high; berms >=6' high

MH07 Front: 50' min.; side: 50' min.; rear: 50' min....max lot coverage: 30%

MH08 Min. lot area 217,800 s.f. (5 acres); min. width 50' at frontage

MH09 See "buffering/screening" (MH6, above)

MH10 e, m, h Requires frontage on major or minor thoroughfare, or collector

MH11 Depends on location & on NCDOT requirements

MH12 "Road improvements may be required"

MH13 Requirement that streets inter-connect and that thoroughfare corridors be recognized;

Circuitous routes +/o traffic calming are required

MH14 Maximum building height of 35'

MH15 n.a.

MH16 Buffer widths required for streams draining >50 acres, with increasing widths for increased

drainage basin sizes

MH17e 3 spaces/classroom and administrative room or 1 space/4 assembly seats (whichever

greater)

MH17m see above

MH17h 5 spaces/ classroom and administrative room or 1 space/4 assembly seats (whichever

greater)

MH18 Subject to County review

MH19 Subject to County review

MH20 No bicycle parking or storage requirements

MH21 (reserved)

MH22 n.a.

MH23 n.a.

MH24 Requires temporary (12 month) permit (\$25 fee) with site plan + \$500 cash bond per unit

MH25 Re-zoning (if needed), Special Use Permit, and Site Plan Review.

MH26 Re-zoning request fees are based upon acreage and range from \$500 (<=5 acres) to

\$1,000 (>50 acres); Conditional Use and Special Use permits: \$300; Sketch Plan (in connection with Site Plan review): \$250; Preliminary Plan review (in connection with non-residential developments): \$500 + \$150/acre if <10 acres and \$1,000 + \$150/acre if >10

acres

Mecklenburg County jurisdictions

Jurisdiction: Pineville

Requirement:

PV01 Schools allowed by-right in all districts, subject to regulations stated elsewhere;

development subject to "planning application" that will serve to initiate site plan review and subsequent County review. Schools are permitted in all districts with Special Regulations

(6.5.32 of the Pineville Zoning Ordinance)

PV02 n.a.

PV03 n.a.

PV04 n.a.

PV05 e, m, h See "parking & internal circulation" (PV17, below)

PV06 Residential/Industrial district: 100': Business or Office/Residential district: 20': Institutional

multi-family or manufactured home/Residential district or use: 20' (located on nonresidential

property); plant types specified

PV07 See Overlay District for Build-to-Line

PV08 Min. area varies from 7,000 to 30,000 s.f. in residential districts, to none in non-residential

districts; min. width varies from 70'-100' in residential districts and from 0'-50' in

nonresidential districts

PV09 Minimum landscaping >10% impervious area for new sites and >5% for "renovated" sites:

No parking shall be >60' from a tree; 1 tree/10,000 s.f. impervious area; additional

landscaping requirements for front yards ("street yards")

PV10 e, m, h Schools >300 capacity must front on "major (Class III) or minor (Class IV) arterial" as

defined in town subdivision ordinance. (Class III correspond roughly to major

thoroughfares; Class IV streets to minor thoroughfares)

PV11 Subject to LUESA requirements

PV12 Class III streets: developer required to dedicate ROW up to 50' each side of centerline to

accommodate improvements necessary to mitigate traffic impacts; if improvements not already programmed to be publicly-funded, developer responsible for their installation.

Class IV streets: developer required to dedicate ROW up to 35' each side of centerline to accommodate improvements necessary to mitigate traffic impacts; if improvements not already programmed to be publicly-funded, developer responsible for their installation.

PV13 Subject to LUESA requirements

PV14 Subject to LUESA requirements

PV15 Land in floodway and adjacent to stream is encouraged to be dedicated to Mecklenburg

County for greenway purposes

PV16 Subject to Mecklenburg County Floodplain Management

PV17 e, m, h 1 space/ staff member + 1.6 spaces/classroom; or 1/3 seats used for assembly

(whichever is greater)

PV18 Subject to LUESA requirements

PV19 n.a.

PV20 Bicycle connectivity among developments encouraged; parking required in >=20-space

lots equal to 1 bike space/50 cars; must provide bike lanes adjacent to public street

PV21 (reserved)

PV22 n.a.

PV23 n.a.

PV24 2 mobiles allowed by-right; placement of additional mobiles require site plan approval (and

compliance with applicable setback and landscaping requirements for the applicable district); all mobiles must have skirted foundations and perimeter plantings (Pineville's ordinances refer to mobiles as "modulars", but the requirements are applied to both

modular and mobile classroom units)

PV25 Re-zoning (if required).

PV26 Site plan review: For schools, can range from \$75 (for accessory non-residential permits)

to \$500 plus \$10/acre for major (>30,000 sq.ft.) projects; "re-review fee" (3rd and

subsequent reviews) are \$50/hour

Mecklenburg County jurisdictions

Jurisdiction: Charlotte

Requirement:

CH01 Allowed by-right in:

- all residential districts.
- all MX and MUDD (mixed use) districts,
- UMUD (Uptown Mixed Use) district,
- all TOD (transit oriented) districts,
- Institutional district,
- all Office,
- B-1 & B-2 (Business),
- NS (Neighborhood Service), and
- Research districts.

CH02 n.a.

CH03 n.a.

CH04 n.a.

CH05e 1 space/classroom CH05m 1 space/classroom

CH05h 1 space/classroom + 1 space/5 students

CH06 Buffers required for adjacent residential properties - some exclusions apply

CH07 Differs by district or (if applicable) conditional site plan (e.g. front setbacks in single family

residential districts are >30'; in institutional district >40', and in business districts 20'

CH08 Differs by district or (if applicable) conditional site plan (e.g. for non-residential buildings

min. lot area in single family residential districts is 12,000 s.f.; in institutional district minimum lot area is 15,000 s.f. & in business districts minimum lot is 8,000 s.f.)

CH09 Differs by district or (if applicable) conditional site plan

CH10e Must front on collector, minor or major thoroughfare, primary access to not be provided via

residential local (Class B); some exceptions apply

CH10m Same as elementary

CH10h Must front on minor or major thoroughfare, primary access to not be provided via

residential local (Class B); some exceptions apply

CH11 Proposed developments that generate > 2,500 vehicle trips/day (2,500 vehicle trips is

roughly equivalent to a 2,400-student elementary school, a 1,600-student middle school,

or a 1,450-student high school)

CH12 Considered on case-by-case basis

CH13 Considered on case-by-case basis

CH14 Considered on case-by-case basis CH15 Considered on case-by-case basis CH16 Considered on case-by-case basis CH17 e, m, h Differs by district or (if applicable) conditional site plan **CH18** Considered on case-by-case basis CH19 Maximum impervious coverage requirements in Watershed Overlay districts CH20 Bicycle parking: one space/classroom CH21 (reserved) CH22 Considered on case-by-case basis, only if property is major development and re-zoned CH23 Measure is voluntary and not tied to ordinance CH24 Exceptions to buffers & access may apply, depending on specific district. CH25 Only re-zonings, if required. CH26 Re-zonings: Conditional: District requested: Single family: \$2,785 \$3,055 Multi-family or institutional: Conditional: \$3,555 \$3,155

\$3,895

Conditional

\$4,555

Other:

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