

## TOWN MANAGER'S REPORT

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**To:** Mayor & Town Council  
**From:** Patrick N. Sadek P.E., Town Manager  
**Report Date:** 02-25-18 at 02:55 PM  
**Subject:** Manager's Report 01-27-18 to 02-25-18



### **BOARDS & COMMITTEES:** Boards' members have been selected and nominated.

- **CRTPO:** On 02/21/18 Town Council (Mr. Morse & Mr. Head) & the Town Manager attended.
- **Planning Board:** On 02/20/18 PB approved:
  - Downtown rezoning for town owned property
  - UDO text amendment to allow auto parts sales in the Old Monroe Village Center Overlay Area.
- **Storm-water:** No meeting was held in February due to lack of quorum.
- **Transportation:** Meeting was held on 02/06/18. Staff presented proposed 2018 Resurfacing Contract.
- **BOA:** No Meeting Scheduled for February
- **ABC:** Met on 02/22/18. Councilmember Howe and Committee member White & Evans attended.
- **Tree:** No update.
- **Parks & Rec.:** Next meeting is scheduled on 02/07/18.
- **Public Safety:** Met at Town Hall on 02/01/2018. Next meeting is scheduled on 03/01/18 @ 6:30pm at Town Hall.

### **BONDS & CONTRACT**

#### **Bonds:**

- **Lidl:** Provided Lidl w/ BMP Forever bond application and instructions/directions on posting new bond.

#### **Contracts:**

- **Town Hall Security Alarm Monitoring/Panic Button Procurement :** Preconstruction meeting was held last week.
- **Unionville-Sardis Church Roundabout :** ROW Acquisition Phase.
- **US 74 Multi-Use Path & Crooked Creek Greenway Project:** Awaiting Agreement from NCDOT.
- **Indian Trail Complete St.:** Awaiting Division Approval and Agreement from NCDOT.
- **Town Hall Janitorial Srv. Request for Authorization :** Approved by Town Manager.
- **UDO/LDSM Agreement :** Kick-off meeting was held as scheduled on 02/14/18.
- **Add. Parking at CC Park & Town Hall:** Bid Opening was held on 2/16/18. All bids came in too high. PW Dept. will install parking at Crooked Creek.
- **Town Real & Personal Property Disposal :** Zoning and Planning Phase.
- **Town Hall Outdoor Furniture :** Furniture ordered on 1/19/18 (8-10 wks. lead time).
- **Town Hall Blinds/Shades :** Installation is scheduled on 02/28/18 & 02/28/18.

- **Parks Contract Update:** Fireworks contract reviewed (approved subject to modification on liquidated damages), Verified vendor insurance for Splash Pad pumphouse installation.

## COMMUNICATION/COMMUNITY ENGAGEMENT

- **HOAs:** Worked w/ handful of HOAs on issues in their communities, coordinated w/ PW & Eng. Depts.; Scheduled 2 HOA meetings (Fieldstone Farms & Brook Valley.)
- **Audio/Visual (A/V):** Worked w/ SKC to repair broken projector lift in Large Community Rm.; trained PD on usage of recording equip. PB & BoA.
- **Website:** Continued efforts to update content, including increased promotion of Calendar subscriptions.
- **PIR:**
  - One ongoing for Gordon Daniels.
  - One completed for Michael Faulkenberry.
- **Promotions:** Promoted:
  - Parks & Rec to promote 2018 Event Calendar;
  - Planning Dept. - Secret Shortcut Small Area Plan.
- **IT:** Coordinated w/ IT Consultant needs for new employee, PIR process, printer/copiers, PW internet issues, security cameras & livestreaming.
- **Training:** Attended webinar on emergency notification sys.

## COUNCIL

- **Training:**
  - Budget Retreat Orientation. TBD

## ECONOMIC DEVELOPEMNT

- **SVMP:** Meetings w/ the developer to be scheduled.
- **The Cottage II:** Town Manager & Council met w/ developer (2 council at a time) in 2 separate meetings.
- **Downtown Revitalization:** Met w/ Consultant (DRMP) and discussed proposal.
- **Town Property:** Rezoning Phase. Has been appraised.
- **Lemmond's Property:** On hold awaiting update from 2 potential developers.
- **SageCroft:** Agreement has been submitted to staff for review & approval. Will be submitted to TC for approval.
- **UDO-LDR:** Planning & Eng. Depts. had a prelim. coordination meeting w/ consultant on 02/21/18.

## FINANCE / REVENUE

- **Vendors:** All have been paid timely & accurately.
- **ABC Board:** Met w/ our Town's ABC Board requesting additional funding.
- **Bank Accounts:** All have been reconciled accurately.
- **Dash Board:** The January monthly dash board has been **completed**. and placed on our website.
- **FY17/18 Budget:** Will continue to comply w/ the "Local Gov. Commission's budgeting requirement, will start incorporating certain "School of Gov." concepts/ideas
- **FY18/19 Budget:** All departs. Worksheets & projected labor sheets were distributed to all departs. on 02/07/2018. Our Budget retreats are scheduled for Sat. 03/03/18 & Sat. 04/07/18.
- **Support:** Continue to provide financial support to all depts.

- **Budget18/19** : In process of working up Budget presentation
- **FY17/18 Collection** : Current year is 98.434% collected (running ahead of last year).
- Notices: Mailed out past due notices (approx. 800), as of 02/06/2018 we are at 98.434% collected
- **Receivables** : All are posted & current
- **Powell Bill**: received 2 installments this year: \$426,766.56 & \$426,766.55. Last year we received a total of \$843,153.45. increase of 1.23% (\$10,380). Funds will be spent on resurfacing.

## **FIRE DEPARTMENT**

- **Fire study**: Awaiting studies results from both the FD and Union County.

## **HUMAN RESOURCES**

- **Recruitment**: Interviewing a part-time Athletic Assistant position. Goal is to have new emp. in by March.
- **Personnel**:
  - Updating the Emp. Personnel Manual & emp. job descriptions for minor org. changes.
  - Created draft for emp. social media policy.
  - Have a new payroll sys. that allow emp. access to view paystubs, print their W2's & paystubs, enter time-off requests electronically, and gives supervisors ability to see accrual balances for their emp.
- **Risk Management**: CPR & First Aid Training will take place on 03/06/18 & 03/07/18. 2 emp. from each dept. and all PW emp. will attend. All Parks & Rec. emp. have current CPR certifications. PW emp. completed Landscape Safety Training on-line w/ the NCLM.
- **OSHA**: OSHA 300 Log is posted as required by Fed. Law.
- **Performance Management**: One performance review was completed.
- **Training**: Mike Parks Comm. Director completed a webinar, "Unscrambling the Confusion about Emerg. Alerts".

## **LEGAL:**

- Downtown Redevelopment
- New Town Hall rules, rental contracts, and ordinance.
- Communication and Investigation Policy
- TC meetings, Open & Closed sessions, Agenda & packet
- ABC Board related discussion w/ Staff, Councilmembers, and The NC Alcohol commission
- Conditional rezoning
- HR related discussion
- Communication w/ Councilmembers, Staff, and UCSO
- Azar litigation
- Monroe-Union County Economic Development
- Changes to Code Enforcement
- Sage Croft Land exchange agreement. KVP Property Holdings & Town
- Nuisance, Minimal Housing, & junked vehicle ordinance
- Public resolutions
- PIR Policy
- Trespasser episode & Restricted Access letter
- 2018 legal services & planning

## MANAGER’S ADD. ACTIVITIES

- **Meetings**
  - Attended the “Union County HR Building Ribbon Cutting”.
  - Coordinated & attended 2 meetings w/ H&H land Investors LLC.
  - Attended the Planning Board Meeting.
  - Met w/ City of Monroe’s Manager Mr. Larry Faison, Monroe-Union County Economic Development Chris Plate’, Town Council, and Staff and discussed the Economic Development Interlocal Agreement.
  - Met w/ ABC Board members Mr. White & Mr. Evans, Town Finance Director, and Council member Mrs. Howe
- **Monroe Rd. Superstreet “Unified Resolution”**: A final copy was sent to NCDOT (Scott Cole).
- **Sage-Croft Develop. Land Exchange**: Currently reviewing a draft copy of the agreement.
- **Design**:
  - Continue to adjust the conceptual design for Indian Trail S. Rd.
  - Completed the conceptual design for IT South Rd./Gribble Rd. roundabout.
- **Reviews**:
  - Park Master Plan survey.
  - The Cottages II and provided comments.
  - Poplin Rd. Feasibility and provided comments.
  - AshCroft Drainage Improvements alternatives.
  - Beacon Hill Drainage Improvement alternatives.
  - 1st Ave. Drainage Improvements alternatives.

## PARKS & RECREATION

Revenues (02/9/18 to 02/23/18)

Town Hall Rental	\$673
Sponsorships	\$3,400
Programs	\$1,158

Total FY17/18 = \$99,891

- **Programs**
  - Sr. Coffee & Cards: (02/14/18 & 02/21/18): Seniors participated in meetings & games.
  - Pre-K & Seniors: Valentine day program on 2/14/18
  - Abrakadoodle (02/13/18 & 2/20/18): Children’s art program.
  - Smart Multi-Sport/Smart Football: beginning the week of February 20th
  - Coed Kickball: beginning March 1 at Chestnut Square Park
- **Staff Reports**
  - Find-It-Fun Guide: Guides were mailed out inside the latest news letter to all residents.
  - Automated Surveys: for programs, rentals & dog park passes to collect benchmark info.
  - Park Master Plan Survey: is closed and we are currently evaluating the results.
  - Town Hall community rooms: continue to be used by a variety of org. 22 reservations for Feb.
- **Projects**

- Splashpad: Construction Phase.
- ADA Playground: Construction Phase.
- **Special Events**
  - 5K: to be held in October.
  - Common Heart: is hosting their Annual Hunger Walk at CC Park on 03/03/18.
  - Family Fun day: Contracts are being reviewed w/ outside org. to provide activities for this event.
  - Pancakes w/ Princess: Secured Princesses Elsa & Anna from the movie Frozen 02/24/18.
  - Art Exhibit: At Town Hall from 02/14/18 to 02/17/18. Is featured signed etchings, prints & paintings by 32 of the world's most renowned artists. Dali, Matisse, Picasso, Pollack, Warhol, etc.

- **Athletic**

Tournament Schedule finalize for the year:

33	2018
2	More than 2017
Cal Ripkin State Baseball Tournament	06/29/18 to 07/02/18 (at CC Park)

Dates Finalized for weeknight reservations from March-June at CS & CC Parks.

- **Master Plan**: begun reviewing tech. reports until they are finalized by the consultant.

- **Events**:

- Concerts: Series is quickly approaching. A list of bands has been finalized. Targeting under budget.
- Mayors Tree Initiative: Mayor Tree Ed. Initiative has been confirmed w/ all schools. Schools have been given a checklist of what is needed prior to, during and after the program.
- Family Fun Day: contracts have been received and continue to be reviewed.
- 2018 Events: Securing food trucks, beer/wine vendors, bands, marketing, banners, checklist, creating vendor applications & Facebook events.
- Easter Egg Hunt: Prelim. planning has begun for our Easter Egg Hunt. Scheduled for next month.

- **Other Stats**:

Sponsorship has been committed for the following events:

<u>Sponsor</u>	<u>Amount</u>	<u>Event/Location</u>
Indian Trail Animal Hospital	\$3,450	Paw in the Park at CC Park
Farm Bureau Insurance	\$1,200	It is a wonderful Life Parade
Pleasant Plain Dentistry	\$5,000	Friday night Flicks (Movie series)

- 17 new dog park users (749 total dogs).
- Safe Kids of UC has committed & received permission to be part of Family Fun Day. They will offer at least 6 different safety demonstrations at the event.
- Residents/Clients are taking advantage of programs, reserving rooms and fields. This also increased our database for email marketing
- A volunteer meeting was held w/ Rockharbor, they are willing and able to volunteer at events.
- New Email Contacts: 76. Total Email Contacts- 6,650

## **PUBLIC WORKS**

- **New Town Hall :**
  - Ongoing bldg. maintenance & cleaning.
  - Working w/ Edifice (CM @ Risk Contractor) on all outstanding punch list items.
  - Lawns were cut & trimmed.
  - Blinds & shades are scheduled to be installed on 02/27/18 & 02/28/2018.
  - Town Hall Janitorial contract has been signed & the service is scheduled to start on 03/02/18.
  - CPI was selected to provide security for the bldg., installation is scheduled for the coming weeks.
- **CS Park Lemmond Dr.:** Contractor will instal stripping when weather permits.
- **Storm-water Contract:** Coordinated a pre-construction meeting on 02/08/2018. NTP = 03/05/18.
- **ADA Playground :** Parking stalls are Designed. 10 add. stalls will be added. Bids were opened. And they were high. Work might be done by In-house forces.
- **Miracle League Field (CC Park):** Met w/ Eagle engineering for potential field location.
- **Old Town Hall :**
  - A surplus list to be auctioned & disposed of over the coming weeks.
  - In the process of executing a contract for design srvcs. for a few minor bldg. upgrades.
  - Working w/ outside agencies to remove items from the Old Civic Bldg.
- **Park Maintenance :** Routine maintenance at all park facilities. Staff preformed extra maintenance on the landscaping at CSP, while adding mulch to all landscaping beds w/in the park. Staff added additional sand to the volleyball courts at CSP. Staff prepped the fields for sod repair prior to the seasons start.
- **Bldgs. & Grounds Maintenance :** Routine maintenance at all Town facilities.
- **Storm-water Maintenance :** Preformed maintenance on several qualifying requests around the Town.
- **Right-of-Way Maintenance :** Preformed asphalt maintenance in Brandon Oaks.
- **Fleet Maintenance :** A fleet maintenance contract to be bid out. Working on GPS for all Town veh.
- **Budget Prep:** Staff started the FY18/19 budget prep for the Dept.

## **SOLID WASTE**

- **God Bless USA (GBUSA):**
  - 40 add. requests w/in tracEZ. 1 compliment w/in tracEZ.

## **STORM DRAINAGE MAINTENANCE & IMPROVEMENTS CONTRACTS/STUDIES**

- **1ST Ave.:** Will recommend an option to TC for approval on 02/27/18
- **Beacon Hill Study:** Will presenting recommendations to TC for approval on 02/27/19.
- **Storm-water Maintenance Contract:** Construction Phase.
  - Floodplain Cleaning: \$99,350.
  - Catch Basing Cleaning: \$113,750.
  - Bridges & Culverts: On Hold
- **Indian Trail Park:** Reviewing NCDOT's storm drainage study. On hold.

## **STRATEGIC PLANNING**

- **Future Rezoning Plan:** The plan lists all potential future rezoning parcels.
- **Park Master Plan:** Received the result of the survey from the consultant. Will review

- o the result and provide back comments.
- o **Pocket Park Master Plan:** Discussions continue w/ a variety of developers interested in this concept.
- o **Downtown Revitalization Master Plan:** Planning Phase. Conceptual Plan, in the process of scheduling a Stakeholders meeting.
- o **Parking Master Plan:**
  - Old Town Hall: 34 add. Parking spaces to follow.
  - CC Park: 10 more add. ADA Parking stalls to be added. Procurement Phase.
- o **Storm Drainage Improvement Master Plan:** Planning Phase. ongoing.
- o **Ped & Bike Master Plan:** Planning Phase. Ongoing.
- o **Traffic Congestion Mitigation Plan:** Planning phase. Ongoing.
- o **Secrest Shortcut Small Area Plan:** Met on 02/23/18.

#### **TAX COLLECTOR :**

- o Current year collected thru 02/21/18 = 98.434%
- o Prior year Collections 60.9327%

Actively collecting delinquent collections utilizing all remedies as required by statute. We've successfully integrated the Alarm Permitting into Edmunds and have started processing invoices and payments as such. Working on budget items for FY19

#### **TOWN CLERK**

- o **Boards and Committees:**
  - Updated Roster/ Distributed to B&C Staff Liaisons.
  - Gave Oath-of-Office to Gary Evans, ABC Board 02/20/18
  - Processed 1 new application: Frances Gibbs (PB) & (SWC)
  - Recorded resignation Notice by Town Manager for Council Member Mr. Monty Keistler
- o **Council Meetings:**
  - Preparation of Agenda for 2/27/18 Meeting
  - Wrote Proclamation for 100-Year old Birthday for Mrs. Agrippina Pantaleo
- o **Records Request:**
  - Filed 1 PIR from M. Faulkenberry - dated 2-20-18
- o **Minutes:**
  - Jan 9, 2018 & Jan 23, 2018 Reg. Minutes posted on Town's website
  - Prepared 02/13/18 "Action Items" List for Town Manager TC Meeting
  - A draft copy of the 02/13/18 Minutes is completed.
  - A draft copy of the 02/13/18 Minutes is completed.
- o **Notices:**
  - An "Open House Secrest short Small Area Plan" quorum noticed was posted 02/22/18.
- o **Records Management:**
  - Processed Records from 2-13-18 TC Regular & Special Meetings
  - Recorded confirmation from SOS regarding Annexations 148 & 150
- o **Others:**
  - Food Truck fees were updated and posted on Town's website
  - Printed packet for CCOG members per Resolution to withdrawal.

#### **TOWN HALL PROFESSIONAL SRVCS. / INSTRUCTION CONTRACTS**

- **Schedule:** working on minor punch-list items. Civil site punch list inspection was performed & report was submitted. Most items are completed.
- **Interior Furniture:** Awaiting 4 tables & 35 chairs for the large Community Room.
- **Architectural (Creech):** Wrapping up close-out.
- **CM at Risk (Edifice):** Awaiting BMP to be put into permanent phase.
- **Indian Trail Bldg. Sign:** **Ordered.**
- **U.S. & NC Flags:** **Ordered.**
- **Outdoor Furniture:** **Ordered.**

## TRAINING (Staff)

- **Admin.:** **Trena Sims** will schedule a class to attend.
- **Parks:** **Jason Tryon** is scheduled to attend the “NC Parks & Rec Conference”.
- **Parks:** **Katy Keller** is scheduled to attend the “Nat. Rec. & Park Assoc. “Supervisory Mgmt.”
- **Finance:** **Rosemary Bernauer** will schedule a class to attend.
- **Eng.:** **Todd Huntsinger** is planning on taking the “Engineering-In-Training” exam.
- **Eng.:** **Adrain Moritz** is planning on attending the “Engineering-In-Training” Exam.
- **Eng.:** **Adrian Moritz** will attend the “Storm Water BMP Inspection & Maintenance” course.
- **Public Works:** **Adam McLamb** will attend the “APWA Conference.”
- **Public Works:** **Mike Wright** is scheduled to attend the “APWA Conference; Facilities & Grounds.”
- **Planning:** **Roberta Chang** will schedule a class.
- **Finance:** **Nancy Adcock** will schedule a class.
- **Admin:** **Mike Parks** will schedule a class.
- **Planning:** **Mike Johnson** will schedule a class.

## TRANSPORTATION PROJECTS

- **Chestnut Pkwy. Phase II** (Matthews IT Rd. to Gribble): Public meeting held on 02/20/18.
- **Chestnut Pkwy. Phase III** (Gribble to Monroe Rd.): Submitted comments to NCDOT. Project on hold.
- **Resurfacing:** Procurement phase.
- **IT “Complete St.”:** Planning phase. conceptual design. Reviewed designer proposal. Will schedule a stakeholder meeting.
- **Crack Pouring:** Planning phase; street selection is ongoing.
- **Raised Pavement Markers & Markings:** Project has begun with some striping already completed.
- **Pavement Patching:** Planning phase; street selection is ongoing.
- **Pavement Markings:** Planning phase; street selection is ongoing.
- **US 74 Multi-Use Trail:** Planning phase. Finalizing the alignment. Surveying is next.
- **S Fork CC Greenway Trail:** Planning phase. Finalizing the alignment. Surveying is next.
- **Stouts RR Siding Ext.:** Planning phase. A grade separation at Chestnut Pkwy. & Wesley Chapel.
- **Unionville/Sardis Rd. Roundabout:** Real Estate Acquisition Phase. Hydraulic design is ongoing.



## ENGINEERING / PLANNING / PLAN REVIEW / INSPECTION Projects under review:

### o **Annexation Projects:**

- 2316 Waxhaw-IT Rd., H&H Homes Phasell. Corresponds to H&H Homes Phase II conditional rezoning request.

### o **Rezoning Projects:**

Non-Residential:

- Moore-Johnson Project: Rezoning 1 parcel (1.5 ac) located behind Charlotte Kennels to the RBD.
- Downtown IT Property: Rezoning of town-owned properties (3) on Navajo Trail to CBD.
- 4208 Old Monroe Road: Rezone 1 parcel (1.7 ac) to GBD located near Old Monroe Rd/Woodland Dr.
- Secret Shortcut Site: Rezoning 5 parcels (approx. 90 ac) to SF-4 Conditioned for development of approx. 200 SF homes.
- No new submittals

### o **Conditional Zoning Projects:**

- Wesley Chapel Stouts Rd: Shoppes at Hanfield Village amendment
- 2316 Waxhaw IT Rd, H&H Homes Phase II. Proposed construction of 49 SF homes.

### o **UDO Text Amendment Applications**

- ZT2018-006: UDO amendment to allow auto parts sales in the Old Monroe Village Center Overlay.

### o **Site Plan/Plat Application:**

- Residential: None.
- Non-Residential: None

## SITE PLAN / SUBDIVISION / PLATS PROJECTS

- o **RT Storage:** Cannon Dr. An RV/Boat storage area on .876 acres. Rick Turner.
- o **PNG Southfork Enhancement:** Plyler Rd. The construction of natural gas substation 2 ac. PNG
- o **Fisher Textiles:** Matthews IT Rd. A 50,750 sq ft addition to an exist. warehouse on 6.097 ac Chris Hope
- o **PNG Operations Center:** Cannon Dr. Construction of 17,706 operations center on 4.198 ac. PNG.
- o **Heritage Funeral :** Matthews IT Rd. Parking lot expansion. Chris Hope.
- o **Strikers Soccer Complex:** Stinson-Hartis Rd. Construction of a soccer complex on 6 ac. Woodbine Design, P.C.
- o **Glenn Oaks Retail:** Old Monroe Rd. 9,000 sq. ft. multitenant commercial bldg. Ty-Parr Realty.
- o **Autobell Car Wash:** Old Monroe Rd. 23,724 sq. ft. vehicular surface expansion. Blue Ridge Eng.
- o **Ride Now Motors:** Gray Fox Rd. 2 -10,000 sq. ft. multitenant structures on 5.57 ac. Star Invest. Holdings, LLC.
- o **Poppy's Bakery and Grill:** Younts Rd. 3,618 sq. ft restaurant on a exist. 2.9 ac miniature golf site.
- o **Figueroa Auto Repair:** Hwy. 74. Construction of a 5,000 sq. ft. repair shop on 1.03 ac. Am. Architecture.

- **Riverside Conc.:** Tech. Dr. 8,500 sq. ft. site plan flex bldg. located on 1.15 ac. Chris Hope.
- **Taco Bell SV:** Wesley Chapel Rd. Construction of a 2,100-sq. ft. restaurant on 1.29 ac. Jason Galloway.
- **Heritage Subdivision:** Wesley Chapel Rd. A 316-lot SF subdivision. Kolter Land Partners. Ongoing mass grading.
- **Southgate Phase I:** Intersection of Poplin Rd./Rocky River Rd. Site plan review for a 67-ac. site contemplating 124-SF lots & 52-Townhome lots. Met w/ potential future buyer of town home & SF home sections to discuss architecture. This would be a new builder in our community.
- **Church of The Redeemer:** Site plan for new sanctuary. Wesley Chapel Rd. Chris Hope. 2<sup>nd</sup> review.
- **Metrolina CA Track & Field:** Proposed track & field add. to the Metrolina CA complex. Mark Houle.
- **SVMC Lot 17:** 7,500 sq. ft. multi-tenant bldg. (theater site). Overcash Demmitt Architects.
- **Austin Village Office Bldg.** Proposed office bldg. Approx. 4200 sq. ft. on parcel 07132010F. Chris Hope.
- **Automotive Repair:** Gray Fox Rd. Construction of new 2,400 sq. ft. auto repair bus. on 1.58 ac.
- **Plyler Rd. Townhomes:** 41-lot townhomes. next to former Genwove site. Modification application submitted to remove alleys. Community meetings held on 11/09/17 in Civic Bldg. Received positive feedback from adjacent neighborhoods. Approved by both TC & Planning Board.

#### **Projects Under Development:**

- **Shoppes at Hanfield Village Out Parcel #2:** Construction of a 4,775 sq. ft. med. office bldg. on 0.789 ac. Eagle Eng. Ongoing construction.
- **H&H Homes Cottages I:** Waxhaw IT Rd. A 49-lot SF subdivision. Bohler Eng. Curb & gutter. Proof-rolling is schedule for next week.
- **Lidl Grocery Store:** Aspen Asset Group, LLC. Grocery Store w/ parking lot & future IT public roadway. At the corner of Unionville IT Rd & Hwy. 74. Steel structure erection still ongoing. TIA amendment has been approved. Contractor submitted schedule for anticipated opening. Store will open w/ one entrance due to NCDOT Superstreet Project still ongoing.
- **Bonterra Phase IV:** Bonterra Town Center Area. Plan review of 85-ac site contemplating 161 SF residential lots Applicant: Eagle Eng. Homebuilding began & developer is moving forward w/ bldg. the rest of the roadway sys.
- **Goins Family Co. Addition:** A 6,500 sq. ft. addition to an exist. Bldg. 1.36 ac. 2121 Unionville IT Rd. Crescent Metal Structures. Preconstruction meeting was held, anticipated start date next week.
- **Union Grove:** Proposed 207-lot subdivision (approx. 68-ac) on Unionville-IT Rd. across from the Ashe Croft neighborhood. Ongoing construction in Phase I & II.
- **Shoppes at Hanfield Village:** Proposed construction for the Shoppes at Hanfield Village: 5 bldg. totaling 88,616 sq. ft. of commercial space. Arista Development. Developer is moving forward w/ ongoing construction of Phase 2 of the master plan.
- **Walden @ Austin Village:** 51 SF detached homes on approx. 16 ac. On the N. side of Chestnut Ln., W. of Potter Rd. Cox-Shepp Construction. Ongoing home bldg.
- **MCA Classroom & Family Life Ctr. Add.:** Metrolina Christian Academy.

- Replacing modular classrooms w/ a new free-standing bldg. Also expanding the Family Life Ctr. where the exist. 'tot lot' is located. Classroom bldg. is 6,656 sq. ft. and Family Life Ctr. Bldg. is 15,400 sq. ft. Bldg. is structure is enclosed.
- **SVMC Bldg. 22:** 11,463 sq. ft. multi-tenant bldg. at SVMC shopping ctr. Bldg. is closed in; working on interior finishes.
  - **Atlantic Pin Striping:** 8,000 sq. ft. vehicles pin striping & customization facility for semis & other lg. vehicles. 4108 Matthews IT Rd. Dry-in is ongoing.
  - **Fieldstone Farms Subdivision:** Working w/ developer on street acceptance. Conc. Repair is ongoing. Pavement repair to begin once developer awards contract. Preconstruction meeting was held for BMP work, some work has been completed. Contractor is moving forward w/ finalizing permanent phase. Developer will be scheduling reconstruction work along 2 roadways to begin in March.
  - **Sheridan Subdivision:** Development has 2 parcels left to build on plus the amenity Area. Developer has been talking w/ Contractor about getting back to work in March.
  - **6529 Potter Rd:** Minor subdivision of parcel from 1 to 2 lots. Phoenix Land Surveying, INC. Project is currently inactive.
  - **Berkshires/Old Hickory Lot 11:** Eaton Av. Construction of a 20,253 sq. ft. office/warehouse. 3.37 ac. Site has had a grading only permit a few months. Site has full site plan approval, preconstruction meeting was held this week.
  - **Arbors at Blanchard Farms:** Met w/ Developer & Homebuilder about roadway markups. Developer indicated that he would move forward w/ work asap.
  - **Heritage Subdivision:** Developer starting to install stormwater infrastructure. Blasting underground rock is ongoing. Developer has all proper permits.

**Number of New Businesses (1):**

- **Excel Kids :** Fitness/Personal Training for adults and youth, located 4831-A Old Charlotte Hwy.

**Weekly Report 2/8/18 to 2/21/18 (Permits)**

Compliances	12
Zoning	18
Signs/Banners	0
New Project Reviews	6

**Weekly Report 2/8/18 to 2/21/18 (Code Enforcement)**

Sign Banners Violations	44
New Nuisance Violations (i.e. Tall Grass, Junk, etc.)	6
Residential Zoning Compliance Inspections-New	13
Violation Re-Inspections - Ordinance Compliance	40
Citizen Ordinance Education	57
Minimum Housing Inspections/Hearings	1
Property Lien Actions	0
Auto Violations (i.e. junk vehicles, etc.)	7
On Street Parking Violations	11
Notice of Violation or Written Warning	16
ZONES	1,2,4,7

**Miscellaneous**

- **Secret Short Cut Small Area Plan Open House:** Union County and the Town of

Indian Trail hosted a study open house on February 22<sup>nd</sup>. The open house provided an opportunity to educate citizens about the study and seek feedback. Approximately 85 attendees participated.