

MANAGER' REPORT

To: Mayor & Town Council
From: Patrick N. Sadek P.E., Town Manager
Report Date: 08-25-18
Subject: Manager's Report



BOARDS & COMMITTEES

- + CRTPO/MPO/TCC: Councilmember Morse attended the MPO meeting.
- + Planning Board: Meeting was held on 08/21/18. Councilmember Morse, TM, & ED Coordinator attended.
- + Storm-water Committee: No meeting was held.
- + Transportation Committee: No meeting was held.
- + Board of Adjustment: Met on 08/24/18.
- + ABC: Town Council attended.
- + Parks & Rec: Meeting was held on 08/01/18. Next meeting is scheduled for 09/05/18.
- + Public Safety Committee: No meeting was held on 08/02/18.

BONDS & CONTRACT (Todd Huntsinger)

- + **Bonds:**
 - Lidl Grocery Store: All bond submittal forms have been signed off on.
 - H & H Homes: Received bond estimates & applications. Evaluation is in progress. Awaiting Public Works' bond application. Bond estimates approved, awaiting applications, fees, & bonds.
 - Bonterra Phase 4 (Map 2): Received bond estimate. Awaiting application & fees.
- + **Contracts:**
 - Town Hall Security: 2 add. Cameras installed. Awaiting a proposal for the rest of the improvements.
 - Unionville IT Rd. W. Roundabout: ROW Acquisition Phase. CEI Procurement Phase. Advertised for CEI srvc. Request for Letters of Interest on 06/15/18.
 - Multi-Use Path (Greenway/HWY 74): Agreement w/ NCDOT is executed.
 - IT Complete St: Agreement w/ NCDOT is executed.
 - UDO/LDSM Updating: Ongoing.
 - Veterans Memorial Garden: Construction Plans are **completed**. Construction Phase. Awaiting quotes.
 - FY 17/18 Patching Contract: Contracts executed.
 - FY 17/18 Resurfacing Contract: Contracts executed.
 - On-Call Transportation Consultant Srvc. Contract: **Completed**
 - Internal Contract/Certificate of Insurance Audit: In progress.
 - Old Town Hall Add. Bathroom: Construction Phase.
 - 1st Ave. Stormwater Improv. Phase I: Procurement Phase. Land for Detention pond is purchased.

COMMUNICATION/COMMUNITY ENGAGEMENT (Mike Parks)

- + Residents Inquiries: Continue to work w/ residents online & by phone to address concerns.
- + Marketing:
 - Continue to broadcast TC meeting, events, emergencies, new bus. etc. on social media.
 - Continue to work w/ IT vendor on numerous IT related issues.
 - Continue to design & work on promotional material.
- + Budget: Procured 2 computers for 2 engineering positions & 1 computer for Parks & Rec.
- + IT Needs: Worked on various IT needs – staff email issues, access cards, phones, etc.
- + PIRs: Continue to provide the public w/ requests.

- ✚ **Veterans Memorial Garden:** Worked w/ Union West Rotary on partnership efforts. TV interview.
- ✚ **Meetings:** Attended a small Business event organized by UC Chamber of Commerce.
- ✚ **Traffic Alerts:** Continue to inform public of NCDOT road construction.
- ✚ **PIRs/Inquiries/emails:** Staff continues to work on compiling info that will include the following:
 - Name of requester.
 - # of requests made/individual.
 - Cost of generating the request to the Town & its citizens
 - Cost of generating the request paid by the requester.
 - Total time of staff spent on the request (staff, attorneys, council, IT vendor, prints, etc.)
 Staff will continue to provide info. per GS & will continue to manage the PIR request in an efficient, effective, & a feasible manner that prevents abuse & waste of tax payers' money.

MAYOR & COUNCIL

- ✚ **Meetings:**
 - Councilmember Mr. Morse met w/ the American Legion
 - Councilmember Mr. Morse Attended Planning Board meeting
 - Councilmember Mr. Kohn attended ABC Board Meeting
 - Councilmember Mr. Head attended Stalling TC meeting
- ✚ **Veteran Memorial Garden:** Mayor & TC continue to pursue donations for the Veteran Memorial.

ECONOMIC DEVELOPEMNT-Residential, Commercial, & Industrial (Rox Burhans & Todd Huntsinger)

- ✚ **SVMP:** On hold by developer.
- ✚ **Downtown Revitalization:** Town Center Development is in planning/permitting phase.
- ✚ **Town Property:** Negotiating w/ potential developers.
- ✚ **Lemmond's Property:** Awaiting add. feedback from TC for apartment approval.
- ✚ **SageCroft:** Part of Town property has been sold to sage croft for storm-water improvements.
- ✚ **Plyler Town Homes:** Approved. Construction is on hold by developer.
- ✚ **Johnson Properties/Storage Facility:** On Hold.

ECONOMIC DEVELOPMENT - Retail (Gary Evans)

- ✚ **Developments Misc. (Possible expansion to Indian Trail)**

<ul style="list-style-type: none"> ▪ Alibaba Group ▪ American Bank & Trust ▪ Assoc. of Public & Land Grant Univ. ▪ California Pizza Kitchen ▪ Classic Grooming ▪ Colliers International ▪ Davco Properties ▪ Donna & Rusty Hoosafloot ▪ Drive Shack ▪ Heritage Ventures ▪ Hilton Vineyards ▪ Hotel Sites in Indian Trail ▪ Keller Williams Commercial Real Estate ▪ Lidl Grocery Market ▪ Mortimers Pub ▪ New Forum Partners ▪ NC Turnpike Authority ▪ Not Just Coffee 	<ul style="list-style-type: none"> ▪ Pampered Paws ▪ Pappas Properties 7/20/18 ▪ Pinnacle Converting Equip. ▪ Ram Realty Services ▪ Red Moon Marketing ▪ Rocky River Vineyard ▪ Rush Espresso Café ▪ Selwyn Property Group ▪ Smelly Cat Coffee ▪ South State Bank ▪ Speedway Motorsports Inc. ▪ SVN Percival Partners & M/I Homes. ▪ The Sterling Group ▪ Triple C Brewing Co. ▪ Ty-Par Commercial Realty ▪ UNC Chapel Hill, NC ▪ Unified Development Ordinance. ▪ Uwharrie Vineyards
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- Vivek Shah Kilwins Chocolate
 - ✚ **Hotel Development (Possible Expansion to Indian trail):**
 - Best Western Hotel
 - Capstone Development
 - Commercial Carolinas
 - Dimension Development Co.
 - Focus Hospitality Services
 - Frontier Hospitality Group
 - G6 Hospitality
 - Gibson Hotel Management
 - Griffin Stafford Hospitality
 - Hilton Management Services
 - Y2 Yoga
 - Hotel Equities
 - Kinseth Hospitality
 - La Quinta Holdings LLC:
 - Liberty Group Hotels
 - Miners Hospitality Group
 - North Point Hospitality
 - OTO Development
 - RLJ Lodging Trust:
 - Telemark Hotel Developers
 - TPG Hotels & Resorts
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- ✚ **Marketing Campaign**
 - ABZ Creative Marketing
 - Addison Whitney Marketing
 - Luguire George Andrews Inc.
 - Mower & Assoc.
 - Mythic Marketing
 - Social Ape Marketing
 - The Agency Marketing Group
 - Wray Ward Creative
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- ✚ **Tours**
 - Toured Charlotte's light rail transit system

FINANCE / REVENUE / TAX COLLECTION (Mr. Jim Wojtowicz)

- ✚ **Vendors:** All have been paid timely & accurately.
- ✚ **NCLGC Deposits & Investments:** Semi-annual report for 2018 was completed and filed on 07/23/2018.
- ✚ **Bank Accounts:** All have been reconciled accurately. Total cash as of 07/31/2018 = \$25,719,473.00.
- ✚ **Interest Income:** Continues to be analyzed & reviewed by both TM & Finance Director; Old CD's earning a fraction of current money market rates are being called in & invested at rates sometimes 5 times higher. Town- wide interest income for the month of July= \$36,516.92.
- ✚ **Dash Board:** June's monthly Dash Board has been completed placed on our website.
- ✚ **FY18/19 Budget:** Continue to comply w/ LGC's budgeting reqs., completed w/ TM certain "School of Gov." concepts/ratios, & we are favorable to our town counterparts.
- ✚ **FY18/19 Budget:** Complete & adopted on 06/12/18 maintaining our tax rate at \$.185/\$100). TM & Finance Director are committed to maintaining/improving svcs. & tax rate stable. Supported TM w/ identifying CIP projects that are being quantified/addressed in our FY18/19 budget. Continue to provide financial support to all depts.
- ✚ **Audit:** Certified audit is underway, & will continue to respond to our auditor's reqs.
- ✚ **Extension:** Able to extend 2 of our authorized /unissued Bonds (Old Monroe Rd for \$9,500,000 & Streets for \$2,500,000 till Nov. 2021)
- ✚ **Meetings:** Reviewed annual budget w/ all depts. Heads to actual results for FY18 to ensure compliance.
- ✚ **ED Grant:** Reactivated the NC vendor portal thus allowing for \$50K grant from the NCDOC.
- ✚ **Annual Preaudit policy:** Doc. certifications delivered to all Depts./Town manager. Only budgeted monies can be expended. Reviewed by Town Manager & certified by Finance director.
- ✚ **FY17/18 Collection:** FY18 year is 99.80% collected. **Outstanding!!!!**
- ✚ **Stormwater:** Finance Director now attends all Storm-water Committee meetings supporting Eng. staff.
- ✚ **Receivables:** All posted & current.
- ✚ **Powell Bill:** Completed & filed our annual Expenditure Report on 07/26/2018.

FIRE DEPARTMENT (Jonny Blythe)

- ✚ **Fire Tax/Fee:** No activity

HUMAN RESOURCES (Carey Warner)

✚ Recruiting:

- An offer of employment was made & accepted for the Roadway Engineer position, candidate is still in the background screening process of recruitment.
- Full-time Maintenance Tech Parks & Grounds position was filled by one of our part time staff James Gregg effective 07/16/18.
- 1st and 2nd round of interviews was held for the Parks & Rec. Specialist's position, a decision should be made by the end of the week.
- HR Director has posted the Planner position & the Civil Engineer/Contracts Admin. position. Applications are currently being reviewed.

✚ Personnel:

- Novant Health: conducted Biometric Health Screenings/coaching on 07/31/18 for employees who elected to participate in the Wellness Program. On-going health coaching will begin in September.
- Colonial Life: was here on 06/26/18 & 06/27/18 to enroll employees in voluntary benefits (i.e. Critical Illness, Accident & Cancer insurance). 19 emp. signed up for the benefits.
- Mile-a-Day Fitness Challenge: Ended. 11 emp. participated. Results are still being finalized.
- Open enrollment changes & COLA: Processed the payroll system for July 1st effective date.
- 4th of July: Celebrated w/ hamburgers & a potluck style lunch for employees.

✚ Risk Management:

- Property & Liability Insurance: Submitted renewal request forms & related docs.
- Workers Comp: Self-audit package was delivered & is due by 08/31/18^t. Gathering doc. for submittal.
- Driver's License: Continuing audit of Town driver files to ensure emp. who drive Town vehicles have a valid driver license on file, & an up-to-date motor veh. report is completed for insurance purposes.

✚ Performance Management: No performance reviews were completed during this timeframe.

LEGAL (Karen Walter)

✚ PIRs: Continues to assist w/ PIR inquiries and w/ reviewing & monitoring PIRs' abusers.

✚ Public Comments Policy: Continue to assist in monitoring individuals that continuously harass & personally attack staff & TC during TC meeting public comments.

✚ Advisory Board Meetings: Continues to assist in monitoring public comments made by disturbants.

✚ R/W Abandonment: Completed 1st Baptist Church' roadways abandonment.

✚ ABC Board: No action at present time.

✚ Real Estate:

- Completed agreement for Town land sale for 'SageCroft' development.
- Completed sale transaction for 1st Ave. Project's property.

✚ Town Council & Developments Workshop: Attended Both.

✚ UDO: Assisting staff in the review process. TM will approve more hours for review.

✚ Town Center Project: Assisting staff in the SUP amendment process.

✚ Ordinances: Assisted staff in developing 2 ordinances.

✚ Bonds & Sureties: Assisting in Street repair bonds Resolution for Sheridan Neighborhood.

✚ Liability Waiver: Assisted in reviewing a liability waiver for Parks & Rec's 5k Race.

MANAGER'S ADD. ACTIVITIES

✚ New Businesses Grand Openings: Attended

- "Nexus Dental"
- "Lidl Grocery Store"
- "Sam's Car Wash"

✚ ED Grant (50K): Working w/ the state Department of Commerce.

- ✚ **Regional Managers Group Meeting:** No meeting was held.
- ✚ **Town / NCDOT Projects:** Continue to negotiate & share info. w/ Scott Cole & his staff.
- ✚ **Design, Project mgmt., Plan & TIA Reviews.:** Work closely w/ staff.
- ✚ **Strategic Plans:** Currently reviewing: Small Area Plan, UDO, Land Develop. Manual, & Annexation plans.
- ✚ **ED Retail:** Work closely w/ our ED Coordinator.
- ✚ **Recruitment:** Interviewed 2 'Roadway Engineer' applicants.
- ✚ **Meetings:**
 - Attended "Small Businesses" event organized by UC Chamber of commerce.
 - Committee Meetings: Continue to attend Committee meetings.
 - Veterans Memorial: Completed construction drawings.
 - Property Insurance: Reviewed & generated comments.
 - Dept. Meeting: Continue to chair meeting w/ Directors & discuss Town related business.
 - Town Center Develop.: Continue to meet w/ Developer.
 - Town Property: Met w/ potential developers and discussed vision.
 - Project Visits: Continue to visit Town projects.
 - Town facilities: Continue to visit Town facilities (Parks).
 - TC: Continue to meet w/ Councilmembers & provide support.
 - Attorneys: Continue to meet w/ Town Attorneys and discuss Town related issues.
 - Potential Land Developers: Continue to meet w/ potential land developers.
- ✚ **Town Events:** Continue to attend Town events (concerts, parades, tournaments, etc.)
- ✚ **Interviews:** Interviewed 3 Civil Engineers.

PARKS & RECREATION (Jason Tryon)

- ✚ **Programs**
 - Senior Coffee & Cards: (07/25/18 & 8/1/18): Seniors participated in social gathering & games.
 - Community Yoga: (07/26/18 & 7/31/18). Program will be discontinued to lack of attendance.
 - Abakadoodle: (7/30/18-8/3/18): Children's art Summer camp. Program will be discontinued to lack of attendance.
 - Fire House Field Trip: 25 seniors participated. home safety was covered.
 - Disney Trivia Night: Continued planning Aug Disney Trivia Night.
 - Learn It: Provided Free Painting Class for 55+. 25 participants attended.
 - Monday Mahjong Class: for 55+. Program will be discontinued.
 - Paint & Create: Marshmallow Art Fun.
 - Youth Tennis Camp: 07/30/18 & 08/03/18: The Charlotte Int. Tennis Academy hosted a youth tennis camp at CS Park. 6 participants ranging in age from 6-15 had participated.
 - Senior Cardio Tone: 07/25/18 & 08/01/18: Senior Fitness program. Program will be discontinued due to lack of attendance.
 - Explorers Preschool Camp: Held 07/23/18 07/26/18
 - Teams of Tomorrow (TOT): Youth summer camp took place on 07/23/18 & 07/26/18.
- ✚ **Staff Reports**
 - Transactions: Total of 97 transactions.
 - NFL Players Assoc.: Met to discuss & tour CC Park as a potential location for a private event.
 - Upcoming Events Releases: Secured key marketing milestones & outreach updates w/ Hayden on upcoming event releases
 - Rental/ Reservation: 34 Shelter rentals. Processed 56 total rentals.
 - New Employees: Interviewed candidates for the Recreation Specialist position.
 - Fall Programs Guide: Gathered & compiled all data for the Program. Guide will be mailed soon.
 - UC Playmakers: Discussion is ongoing for hosting play in our parks.
 - Monroe Parks & Rec: to enhance our involvement w/ the NC Senior Games.

- 5K Race: Planning Phase for October 2018.
- Town Hall Community Rooms: Continue to be used by a variety of organizations. 13 Town Hall room rentals (public) & 6 Internal reservations (staff).
- Arts & Historical & IT Art League: To discuss upcoming activities & a sculpture in the park.

✚ Projects

- Master Plan discussions: The Team is finalizing a new Mission and Vision statement.

✚ Special Events

- The 1st Hits After Six concert, held on 07/19/18 @ CP Park, the concert featured Retro Vertigo- an 80's cover band. Approx. 350 people attended. Positive reviews. The Hits After Six Concert Series has been sponsored by GBUSA/Waste Connections. Food truck (Lenny's Press Box), cold beer (Sugar Creek Brewing), giant yard game, face painted, bounce house.

✚ Upcoming Events

- Nat. Night Out: 08/07/18 at CS Park
- Hits After Six: 08/16/18 at CP Park (Beach Band)
- Friday Flicks: 08/24/18 at CP Park (Lion King)

✚ Athletics (07/20/18-08/02/18)

- CS Park Revenue: \$1,377.25
- CC Park Revenue: \$2,615.00
- Tournaments Revenue: \$1,450.00. Fall tournaments will be published soon.
- Disc Golf Tournament: 1st IT tournament this coming fall. 2018 Creekside Open presented by Innova Discs • \$30/Participant. The 2018 Creekside Open is the 1st disc golf tournament hosted at Creekside Disc Golf Course. 2 rounds of Disc Golf, lunch, and participant bags.
- Volleyball: IT 2v2 COED Sand Volleyball Tournament -Compete in a 1-day double elimination Sand Volleyball tournament. Overall winners receive a prize.

✚ Parks Master Plan: Finalizing the next step w/ our consultant. Draft is due soon.

✚ Other Stats:

- Dog Park: 7 new dog park users (837 total dogs).
- Contacts: 7,238 total contacts- this is a reduction in contacts, but we have cleaned up the list to get rid of people who have unsubscribed or do not have an active email address.

PUBLIC WORKS (Adam McLamb)

✚ Town Hall: Ongoing bldg. maintenance, cleaning & working w/ Edifice on all outstanding punch list items. Grounds were cut & trimmed. The entire bldg. was sprayed for insects. Staff is working w/ our security contractor to complete some add. work w/in the bldg.

✚ Veterans Memorial Garden: Procurement Phase. Installed add. flag poles (**complete**).

✚ Miracle League Field: Met w/ Miracle League Board to discuss the project going forward.

✚ Old Town Hall: Construction Phase. 2 add. bathrooms to serve CP Park. UCSO remodeling & interior work is 90% complete. Anticipated moving date is 08/30/18. Parking lot design is ongoing.

✚ Up-Town Trail: Construction Phase. New concept that includes conc. surface, lighting, trash receptacle, signage, & marking. Aggregate base has been applied.

✚ Park Maintenance: Routine maintenance. Installation of add. benches at the disk golf course, grill & picnic table at the splash pad shelter (**complete**), foot washing station at volleyball courts (**complete**). add. 40 wheel stops at CCP (**complete**).

✚ Storm-water Maintenance: Several storm-water projects around Town were completed. (Satterfield, Clearwater, & Brandon Oaks (**complete**)).

✚ Right-of-Way Maintenance: Sidewalk repairs on Bent Creek, Brandon Oaks, & maintenance on Sunnyside Cir. (**complete**).

✚ Sign Inventory: Survey is ongoing.

✚ Fleet Maintenance: Procurement Phase. New tires & service scheduled for several vehicles.

- ✚ Grease Trap at CCP: Procurement Phase for FY19 installation.
- ✚ Splash Pad: Continuous maintenance.
- ✚ Staff: A new full-time employee was hired to join the Parks' maintenance crew.

SOLID WASTE (Adam McLamb)

- ✚ 48 add. requests w/in tracEZ over the last 4 weeks.
- ✚ Staff is working on the yearly report to the State.

STORM DRAINAGE MAINTENANCE & IMPROVEMENTS CONTRACTS/STUDIES (Huntsinger & McLamb)

- ✚ 1ST Ave.: Detention pond properties are purchased.
- ✚ Beacon Hill Study: Continue to monitor the Channel's performance.
- ✚ Storm-water Maintenance Contract: Planning the FY18/19 Contract.
- ✚ Indian Trail Park: Procurement Phase

STRATEGIC PLANNING

- ✚ Future Rezoning Plan: The plan lists all potential future rezoning parcels.
- ✚ Park Master Plan: Awaiting a copy of the final draft. Began planning CC Park Phase II.
- ✚ Pocket Park Master Plan: Discussion continues w/ a variety of developers interested in this concept.
- ✚ Downtown Revitalization Master Plan: Received Roadway survey. Preliminary Engineering Phase.
- ✚ Parking Master Plan:
 - Lemmond's Dr: Add. parking: Awaiting TC's decision.
 - Old Town Hall Add. Parking: Design Phase.
 - CC Park: 40 add. wheel stops
- ✚ Storm Drainage Improv. Master Plan: Identifying Catch Basins & floodplain cleaning (Brandon Oaks).
- ✚ Ped & Bike Master Plan: Preliminary Eng. Phase (Multi-Use Trails).
- ✚ Traffic Congestion Mitigation Plan: Planning phase. Ongoing. Working w/ NCDOT. (e.g. Hwy. 74 Superstreet, Monroe Rd. Superstreet, Chest Parkway. Ext., Complete St., Sardis Roundabout, Wesley Chapel Widening, 2 Roundabouts at Gribble, Connection to Southfork, IT Rd. S. Signalized Intersection).
- ✚ Secret Shortcut Small Area Plan: Draft plan has been presented before IT Planning board on 08/21/18 & UC Planning Board September 4, followed by TC & UCBC.
- ✚ Town Annexation Initiative: Staff is preparing public notice outreach strategy for annexation initiative.
- ✚ UDO Update: Steering Committee is scheduled to meet on 8/16/18 at 3:00 p.m. to discuss the latest draft work product. Staff is currently reviewing and developing feedback on various draft work products.

TOWN CLERK

- ✚ Town Council/Developers' Workshop Meetings: Prepared agenda, docs. presentation & attended 07/10/18, 07/26/18, & 08/14/18 Meeting.
- ✚ Meeting Minutes:
 - Prepared 07/10/18, 07/24/18, & 08/14/18 docs. Posted 06/12/18 & 06/16/18 on Website
 - Forwarded Bond Public Hearing minutes from 07/10/18 meeting.
 - Processed 08/14/18 approved docs. from TC meeting.
 - Completed 07/24/18 & 07/10/18 regular meeting minutes.
- ✚ Ordinances, Resolutions, Proclamations & Policies:
 - Filed w/ ROD ordinances #286 & #293. Working on #286
 - Prepared resolution R180814-01.
- ✚ Communication (New Small Businesses):
 - "SuperCut".
 - "Grapes Wine Bar & Bistro".
 - "Jet's Pizza".

- "Nexus Dental"
- Forwarded 07/13/18 advertising affidavits Ref.: Bond Extensions to Scott Leo, Bond Attorney

✚ Received

- Mayor's signature for 5k for Parks & Rec.
- Received application for Planning Board Committee for Christa Tyson, Ty-Par 08-13-18.
- ABC Oath of Office for Jennifer Rehberg – Stored in electronic library
- Posted ABC agenda & meeting minutes on our website

✚ Research & Requests:

- ABC donations to Turning Point.
- Recorded resolution for street closing.
- Bylaws for TAC & BoA for revisions.
- Submitted ad info. for Charlotte Observe.
- 2 Resolutions in support of the "Miracle League" for Public Works R141014-1 & R160613-1
- Forwarded Fire Study to Michael James, Assistant UC Manager, per his request.
- Researched Raco property transaction
- Received request for 1960 TC meeting minutes.
- Investigated Certificate of Insurance for call in. Town did not have for Utility Line Construction Svcs.

✚ Other:

- Coordinated record retention & document shredding requirement.
- Acknowledged receipt of funds per attorney Wolter as escrow agent for Sagecroft

TOWN HALL PROFESSIONAL SERVICES (Todd Huntsinger & Adam Mclamb)

✚ **Schedule:** Bldg.is 100% **Complete**. working on minor punch-list items. Civil site punch list inspection was performed & report was submitted. Most items are completed.

✚ **Architectural (Creech):** Awaiting approval on O&M manuals & warranty language for certain items.

✚ **CM at Risk (Edifice):** Awaiting BMP to be put into permanent phase.

✚ **Security:** Installed 2 add. cameras.

TRAINING (Staff):

✚ Mike Wright attended an OSHA 30 general industry training course 7/23-26.

✚ HR Director attended an on-line info. session about Small Town Leadership Develop. Programs thru Develop-Us. It covered connecting w/ other Towns in the area, networking/building relationships & spreading the cost of Leadership Training. The program is 4 courses & is designed to last 1 year.

TRANSPORTATION PROJECTS (Todd Huntsinger)

✚ **Chestnut Pkwy. Phase II** (Matthews IT Rd. to Gribble): Design Phase. NCDOT project.

✚ **Chestnut Pkwy. Phase III** (Gribble to Monroe Rd.): Design Phase. Awaiting an updated proposal.

✚ **Resurfacing:** Construction is forthcoming.

✚ **IT "Complete St.":** Surveying is **complete**.

✚ **Crack Pouring:** Red Clay Industries pursuing bonds for project.

✚ **Pavement Patching:** Construction is forthcoming.

✚ **US 74 Multi-Use Trail:** Preliminary Eng. Survey is **complete**.

✚ **S Fork CC Greenway Trail:** Preliminary Eng. Survey is **complete**.

✚ **Stouts RR Siding Extension:** Planning phase (CSX). A grade separation is planned for both ChestnutPkw. Ext. and Wesley Chapel Stouts Rd.

✚ **Unionville/Sardis Rd. Roundabout:** Real Estate Acquisition Phase. 90% plans.

ENGINEERING / PLANNING / PLAN REVIEW / INSPECTION (Engineering & Planning Staff)

Projects under review:

✚ Annexation Projects:

- 4814 Rogers Rd.: Residential submittal to receive Town solid waste srvc.

✚ Zoning Map Amendment Projects:

- Residential:
 - ZM 2018-0061 4814 Rogers Rd: Request to rezone from R-20 (UC) to SF-1 (IT) in conjunction with annexation request (ANX #151).
- Non-Residential

✚ Conditional Zoning Projects:

- CZ 2016-0018M2 Wesley Chapel Stouts Rd: Shoppes at Hanfield Village amendment. Scheduled for July 24 TC meeting.
- CZ 2017-0153 Secrest Shortcut Site: Rezoning 5 parcels (approx.90-ac.) to SF-4 (SF-4) Conditioned for development of 196 SF homes. Approved by TC at 7-10-18 meeting.

✚ Special Use Permit:

- Charlotte Kennels – Sardis Drive. Construction of a 2,000 square foot accessory structure to the existing Charlotte Kennels facility.

✚ UDO Text Amendment Applications

- None

✚ Site Plan/Plat Application:

- Residential:
- Non-Residential:

✚ Site Plan/ Subdivision/ Plat Projects

- [Sun Valley Commons Lot 13](#): Construction of a 4,000 sq. ft. multi-tenant retail bldg. Eagle Eng.
- [Pure Power](#): Gray Fox Road. 18,125 sq. ft. office/warehouse. Paul Woody Architect.
- [Ride Now Motors](#): US Highway 74. 20,160 sq. ft. light industrial bldg. on 5.5 ac. Eagle Eng.
- [All Points](#): Construction of a 23,830 sq. ft. waste services facility on 11.7 ac. Cummings Construction.
- [Bonterra: Phase IV Map 3](#): Recordation of 104 lots. Eagle Eng.
- [Independence Point](#): US Hwy. 74. 9,800 sq. ft. retail bldg. on 1.84 ac. Eagle Eng.
- [Heritage Phase 3 Plat](#): Recordation of 22 lots. Kolter Land Partners
- [Heritage Phase 2 Plat](#): Recordation of 14 lots. Kolter Land Partners
- [Heritage Phases 9 & 10 Site Plan](#): Wesley Chapel. Proposed 79 lots on 9.5 ac. Kolter Land Partners
- [Plyler Townhomes](#): Rd. Subdivision of 41 townhome lots & 2 open space lots on 6.4 ac. Eagle Eng.
- [Pressly Animal Hospital](#): Chestnut Ln. 4,000 sq. ft. veterinary office on 2.86 ac. Foxx Construction.
- [Braeburn](#): Faith Church Rd. 365 SF lots on 171.59 ac. ESP Associates.
- [RT Storage](#): Cannon Dr. An RV/Boat storage area on .876 ac. Rick Turner
- [Heritage Funeral](#): Matthews IT Rd. Parking lot expansion. Chris Hope
- [Strikers Soccer Complex](#): Stinson-Hartis Rd. A soccer complex on 6 ac. Woodbine Design, P.C.
- [Autobell Car Wash](#): Old Monroe Rd. 23,724 sq. ft. veh. surface expansion. Blue Ridge Eng.
- [Figuroa 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. Construction of a 2,100-sq. ft. restaurant on 1.29 ac. Jason Galloway.
- [Southgate Phase 1](#): Intersection of Poplin Rd & Rocky River Rd. Site plan review for a 67-ac. site contemplating 124-SF lots and 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. 2nd review.
- [Metrolina CA Track/Field](#): Proposed track and field addition to the Metrolina CA complex. Mark Houle.
- [Austin Village Office Bldg](#): Proposed office bldg. 4200 sq. ft. on parcel 07132010F. Chris Hope.

- **Automotive Repair:** Gray Fox Rd. Construction of 2,400 sq. ft. auto repair bus. on 1.58 ac.

Projects Under Development:

- **Glenn Oaks Retail:** Old Monroe Rd. 9,000 sq. ft. multitenant commercial bldg. Ty-Parr Realty. Site has been cleared & graded. Bldg. pad is being constructed.
- **Pressly Animal Hospital:** Chestnut Lane. Survey work started.
- **PNG Southfork Enhancement:** Plyler Rd. The construction of natural gas substation 2-ac. PNG.
- **PNG Operations Ctr.:** Cannon Dr. Construction of 7,706 operations center on 4.198 ac. PNG. Project is **completed**, waiting on as-builts.
- **SVMC Lot 17:** 7,500 sq. ft. multi-tenant bldg. (theater site). Overcash Demmitt Architects. Grading for bldg. pad
- **The Cottages at IT:** Waxhaw IT Rd. A 49-lot SF subdivision. Bohler Eng. Home construction is starting & NCDOT improvements began.
- **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. TCO was approved for stocking bldg./training. U-IT Rd improvements will begin next week.
- **Bonterra Phase IV:** Bonterra Town Center Area. Plan review of 85-ac site contemplating 161 SF residential lots. Applicant: Eagle Eng. Homebuilding continues & asphalt installation has begun.
- **Goins Family Company Add.:** A 6,500 sq. ft. addition to an exist. Bldg. 1.36 ac. 2121 Unionville IT Rd. Crescent Metal Structures. Bldg. shell is **completed**, working on interior finishes.
- **Union Grove:** Proposed 207-lot subdivision (approx. 68-ac. site) on Unionville-IT Rd. across from the Ashe Croft neighborhood. Ongoing homebldg. in Phase II. It appears developer is remediating BMPs to get them to compliance w/ permanent phase. Developer would like to move forward w/ street acceptance for Phase 1. Developer's company is going thru a buy-out, not sure when work will start back up.
- **Shoppes at Hanfield Village:** Proposed construction for the Shoppes at Hanfield Village: 5 bldg. totaling 88,616 sq. ft. of commercial space. Arista Develop. Still working on completing Phase II, waiting on bldg. #4 completion.
- **Walden at 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.
- **Atlantic Pin Striping:** 8,000 sq. ft. veh. pin striping & customization facility for semis & other lg. veh. 4108 Matthews IT Rd. No activity since last report. Working with UCPW.
- **Fieldstone Farms Subdivision:** Working w/ developer on street acceptance. Conc. repair is ongoing. Pavement repair to begin once developer awards contract. Contractor started road improvements last week along Houndscroft. No work this holiday week.
- **Sheridan Subdivision:** Development has 2 parcels left to build on plus the amenity area. Developer has asked for a time ext. on getting the Town a construction schedule. He had till 07-16-18. This project has been turned to Legal.
- **6529 Potter Rd:** Minor subdivision of parcel from 1 to 2 lots. Phoenix Land Surveying, INC. Project is currently not active.
- **Berkshires/Old Hickory Lot 11:** Eaton Av. Construction of a 20,253 sq. ft. office/warehouse. 3.37 ac. Contractor **completed** bldg., site construction begins.
- **Arbors at Blanchard Farms:** Met w/ Developer & Homebuilder about roadway markups. Road remediation completed. Waiting on developer to schedule traffic calming measure to be install.
- **Heritage Subdivision:** Finishing out roadway network in Phase I. Town continues monitoring dust control.
- **Church of the Redeemer:** Working on building pad, ran into rock. Erosion control measures are in.
- **Fisher Textiles:** Matthews IT Rd. A 50,750 sq. ft. add. to an exist. warehouse. Rough graded for pad.
- **Sam's Express Car Wash:** HWY 74. A 14,000 sq. ft. bldg. Installed sidewalk along NCDOT R/W, will

probably be requesting C/O soon.

- [Hojco Automotive](#): Gray Fox Rd. A 2400 sq. ft. bldg. Contractor continues NCDOT roadway improv.
- [All Points Waste Facility](#): Eaton Ave. Had preconstruction meeting, work to begin next week.

Number of New Businesses II:

- [Insituform Technologies, LLC](#): Underground utility company office in Old Hickory Bus. Park.
- [Organic Touch NC](#): Massage & bodywork therapy. 308 Unionville-IT Rd.

Weekly Report 06/06/18 to 07/05/18 (Permits)

Compliances	20
Zoning	52
Signs/Banners	4
New Project Reviews	8

Weekly Report 06/06/18 to 07/5/18 (Code Enforcement)

Sign Banners Violations	5
New Nuisance Violations (i.e. Tall Grass, Junk, etc.)	20
Residential Zoning Compliance Inspections-New	15
Violation Re-Inspections – Ordinance Compliance	63
Citizen Ordinance Education	71
Minimum Housing Inspections/Hearings	4
Property Lien Actions	0
Auto Violations (i.e. junk vehicles, etc.)	4
On Street Parking Violations	42
Notice of Violation or Written Warning	34
ZONES	1 thru 8

Miscellaneous

- [Zoning Map Amendment Community Meetings](#):
 - None scheduled
- [Secret Short Cut Small Area Plan](#):
 - Staff and consultants prepared draft plan to distribute to community and stakeholders with a deadline to receive comments by July 31. The draft plan will be presented to the PB at their August 21 meeting.