

Manager's Biweekly Report

To: Mayor & Town Council
From: Patrick N. Sadek P.E., Town Manager
Report Date: 12/02/18
Subject: Manager's Biweekly Report



BOARDS & COMMITTEES (Council & staff)

- ✚ **CRTPO/MPO/TCC:**
 - Councilmember Mr. Morse attended the last MPO meeting.
 - Engineering attended the CRTPO/TCC meeting.
- ✚ **Planning:** Councilmember Mr. McIntyre attended. Meeting occurred on 11/20/2018 2 cases:
 - Lawyers Rd.: disapproved
 - Park Meadows CZ.: approved
- ✚ **Storm-water:** Meeting was held at 6:00 P.M. on 11/08/18. Chaired by Councilmember Mrs. Howe.
- ✚ **Transportation:** **Dissolved.** Lack of participation & attendance.
- ✚ **Board of Adjustment:** No meeting. No Quorum.
- ✚ **ABC:** Councilmember Morse attended.
- ✚ **Parks & Rec:** Meeting was held at 6:00 P.M. on 11/07/18.
- ✚ **Public Safety:** **Dissolved.** due to Lack of participation & attendance (11/13/2018). Committee Chair was notified.
- ✚ **Reliable Transportation Sys. For Smart Growth:** Councilmember Mr. Head chaired on 11/28/18.

BONDS & CONTRACT (Todd Huntsinger)

- ✚ **Bonds:**
 - **H & H Homes:** Received bond estimates & applications. Awaiting PW bonds & fees. Bond estimates approved.
 - **Sheridan:** Presented bonds to bank & began conversations on how to move forward w/ the Town finish up the work.
- ✚ **Contracts:**
 - **Town Hall Security:** Additional security devices are moving forward, waiting on deliverables.
 - **Unionville IT Rd. W. Roundabout:** Right-of-way acquisition phase.
 - **IT Complete St:** Agreement w/ NCDOT is executed.
 - **UDO/LDSM Updating:** Reach agreement w/ consultant on how to move forward with completing docs.
 - **Veterans Memorial Garden:** Shop dwgs. are **complete** & approved. Brick work is underway. A sample of the plaque will be presented before TC for approval.
 - **FY 17/18 Patching Contract:** Project completed and warranted date has been set.
 - **FY 17/18 Resurfacing Contract:** Project completed; working on finalizing invoice submittals & closeout.
 - **1st Ave. Stormwater Improv. Phase I:** Awaiting proposal for detention design.

- **Indian Trail Park Drainage Study:** Finalized master agreement and Task Order #1.

COMMUNICATION/COMMUNITY ENGAGEMENT (Mike Parks)

Newsletter/News Releases:

- Town newsletter has been published.
- Pushed out news release on Christmas parade & grand marshal.

Website: Updated website w/ alerts & new info.

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 taxpayers' money.
- Currently working on the following PIRs:
 - One for agreements between NCDOT & development off of Monroe Rd.

Complete

Website: Worked w/ AV vendor to improve quality of TC video stream.

Videos: Made video from TC session & annexation benefits

The Agency Marketing Group: Met w/ the vendor & discussed the 1st steps of our ED marketing material. Staff provided content to begin working w/ to create an interactive website & **brochure**. Consultant will take our content & info. gathered during our meeting & get back w/ us in **about a week or so. Will follow up**

MAYOR & COUNCIL

Meetings: all attended past TC meeting

Periodic Update: Received periodic updates from Town Manager.

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

SVMP: O hold

Towne Center: Apts. construction plans are under review. Awaiting conceptual design for the commercial section.

Town Property: A "offer to purchase" was submitted by the Moser Group. An Inquiry is made by Ty-Parr.

Lemmond's Property: On hold pending executed agreement.

SageCroft Town Homes: Prelim. Eng. Phase. Designer is resolving a gravity sewer easement.

Wendy's: Prelim. Eng. Phase.

Plyler Town Homes: Approved. Construction is on hold by Developer.

Johnson Properties/Storage Facility: On hold.

Towne Center: Prelim. Eng. Phase.

Radiator Specialties: Conditional Rezoning Phase. Proposed light industrial.

Sun Valley Station: Prelim. Eng. Phase.

The Haney Development: Presented before TC. Conceptual Design.

- ✚ **Poplin Village Mixed-Use Development:** Presented before TC. Prelim. Eng. Phase.
- ✚ **Downtown:** 1 Developers inquired about Town properties.
- ✚ **Town Hall (1.6 acres):** 1 Developer inquired about Town property.
- ✚ **Uptown (1.9 acres):** 2 developers inquired about Old Civic Center property. 1 submitted "Offer to Purchase".
- ✚ **Lemmond's Property:** The Sterling Group/Davco Properties reported that their FHA Loan wouldn't allow financing the Hotel site pad. Town advised both that the Hotel pad (site prep) needs to be part of the development & an agreement between Sterling & the Hotel Developer needs to be executed prior to the Conditional Rezoning process & TC's approval.

ECONOMIC DEVELOPMENT - Retail (Gary Evans)

- ✚ **Dun & Bradstreet:** Communicated w/ Jason Hartzel about their Bus. Contact Listing Program for gov. ED & how it can help provide leads to bring new business as part of our ED marketing strategy.
- ✚ **Retail Bus. Contacted:**
 - Scout & Molly's Boutique.
 - The Lash Lounge (Eye Lashes & Hair Ext.)
 - Little Nest Portraits.
 - Mainstream Boutique.
 - Truliant Federal Credit Union.
- ✚ **Chris Hope Eng., Monroe, NC:** New bldg. in Old Hickory Bus. Park (Flooring Solutions), an exist. IT bus. that is expanding to a lg. facility & adding new emp. (15,000 SF to 25,000 SF). Construction will begin in April, 2019 & be completed in Sep. 2019. This will be a desirable location to lure an out-of-town bus.
- ✚ **SVN Percival Partners, Charlotte:** NC: Proposed Austin Village commercial/retail.
- ✚ **York Development Group, Charlotte, NC:** Town marketed Down/Uptown areas for mixed-use develop.
- ✚ **Childress Klein:** Interested in meeting to discuss Down/Uptown Master Plan.
- ✚ **The Moser Group:** Discussed few retail opportunities at SVC. Emailed a list of potential retailers.
- ✚ **Java Jeff's Coffee & Tea Co.:** Reached out to the owner to see if there is any interest in moving to IT.
- ✚ **Allegro Coffee Co.:** Contacted Corporate Office for any interest in expanding to IT.
- ✚ **Mugs Coffee Shop:** Contacted Corporate Office for any interest in expanding to IT.
- ✚ **Vic Shah/Hotel Developer:** Interested in purchasing Griffin property 13 ac. on Why. 74.
- ✚ **Central Coffee Co.:** Contacted Corporate Office for any interest in expanding to IT.
- ✚ **Union Athletic Club:** Connected them to the Moser Group for development financing opportunities.
- ✚ **Ty-Parr Commercial Realty:** Emailed a list of potential retailers.
- ✚ **Myers Park Properties:** Discussed mixed-use development opportunities in IT.
- ✚ **Wegmans Food Market:** Contacted Corp. Office for any interest in expanding to IT. Shared info for opportunities at CrisMark develop.
- ✚ **Top Golf Corporate:** Shared info w/ the Moser Group.

Finance (Jim Wojtowicz)

- ✚ **Vendors:** All have been paid timely & accurately.
- ✚ **Grants:** Received a \$50,000 grant from the NC Dept. of Commerce. Application was

completed on 10/05/18. Monies have been received & deposited; these monies are earmarked for our complete St. project (street lights, benches, planters, etc.)

- ✚ **Bank Accounts:** All have been reconciled accurately. (Total cash @ 11/30/2018 = \$29,458,188)
- ✚ **Interest Income:** continues to be analyzed & reviewed by both Town Manager & Finance Director. Town- wide interest income for the month of Nov. will be recorded 1st day of Dec. (update will be forthcoming)
- ✚ **Dash Board:** The November monthly dash board is in process & will be placed on our website.
- ✚ FY June 2018- filed our town's 6/30/2018 Fiscal data report (Powell Bill) with Raleigh on 11/26/18
- ✚ **Support:**
 - Town Manager w/ identifying CIP projects that are being quantified/ addressed in our 2018/2019 budget: the following CIP Budget ordinances have now been established:
 - IT Complete Street
 - CC Park Multi- Use Trail
 - Chestnut Pkwy. Phase III (Gribble to Old Monroe)
 - Continue to provide financial support to all depts.
- ✚ **Audit:** Our Certified audit for FY 6/30/2018 has been delivered & our positive projections have held.
- ✚ **Staffing:** Accountant Alicia Gaddy handed in her resignation, currently working on replacing her.
- ✚ **Storm-water:** Finance Director now attends all Storm-water committee meetings supporting Eng. staff & prepares an update of actual vs. budget results.
- ✚ **Receivables:** All are posted & current.
- ✚ **Powell Bill:** In receipt of our 1st (1 of 2) annual installments = \$430,901.89 (1% increase over prior year).
- ✚ **Debt service:** For the 1st time IT in conjunction w/ Town Manager has paid down debt early. We paid off debt (Old town hall loan) 4 yrs. early thus saving our taxpayers interest expense that would've been due thru 2022. We are currently exploring add. early retirements of debt.
- ✚ **Fire funding:** Worked w/ Town Manager regarding fair fire tax/ fee funding.
- ✚ **ABC Board:** On 10/30/18 our town received our 1st quarterly installment from our town's ABC board (\$40K).
- ✚ **Fire Tax/Fee:** Review UC's funding options. Presented clarification before TC.

FIRE DEPARTMENT (Jonny Blythe)

- ✚ **Fire Tax/Fee:** Mr. Blythe presented Fire Funding Options Pros & Cons before TC this past TC meeting.

HUMAN RESOURCES (Carey Warner)

- ✚ **Recruiting:**
 - Advertisement & interviews are currently in process for the following:
 - Planning: 2 planner positions. Conducted 4 interviews.
 - Public Works: 2 maintenance tech. positions.
 - Engineering: 1 civil engineer/contracts admin. position. Conducted 1 interview.

✚ **Career Fair:** HR Director & Eng. Director attended a career fair at UNCC (10/24/18) for students whose majors or career interests were in public service, law, justice, social services & gov. sectors.

✚ **Personnel:**

- Health coaching sessions w/ Novant Health occurred on 11/06/18. Emp. who participated received a 30-minute 1-on-1 health coaching from a licensed RN.
- An onsite Flu shot clinic was held on 10/22/18.
- Emp. participated in a “breast cancer awareness campaign in October & raised funds for the Firefighter’s for the Cure.
- On 10/02/18, a 401K retirement ed. coordinator educated new hires on program benefits.

✚ **Risk Management:** Continuing to update policies & procedures.

✚ **Performance Management:**

- Ms. Carey Warner (**complete**)
- Ms. Nancy Adcock (**complete**)
- Ms. Alicia Massey (**complete**)
- Ms. Alicia Gaddy (**complete**)
- Ms. Mya Bailey (**complete**)
- Mr. Larry Barnes (**complete**)
- Michael Johnson (under review)

✚ **Training:**

- **Customer service training:** On 10/17/18 the Emp.’s Assoc. conducted a training session for 20 emp.
- **Susan Didier** Attended the NCRPA Conference on 10/24/18 to 10/26/18.
- **Parks:** Katy Keller as a speaker at the NCRPA conference on 10/25/18.
- **Parks:** Jason Tryon attended a Parks & Rec. training session in Richmond Virginia.
- **Public Works:** 30-hour OSHA: Mike Wright attended.
- **Public Works:** Pesticide License (Aquatics): Mike Wright passed test.
- **Finance:** Jim Wojtowicz continues to accrue required CPE credits in relation to his CPA License reqs.
- **Admin.:** Attended conference of NC Association of Government Information Officers.

LEGAL (Karen & Kevin)

✚ **Sagecroft Development:** Purchase agreement. A minor modification is being made to the agreement to reflect the sale of an add. 0.25-acres of land to the developer. This is intended to assist w/ ext. of sewer improvements. Town will be compensated for the add. acreage at the pre-determined per-acre value rate.

✚ **Old town Hall:** “Option to purchase” agreement.

✚ **Austin Village:** Conditional rezoning modification request.

✚ **Plyler Apartments:** Conditional zoning expiration letter.

MANAGER’S ADD. ACTIVITIES

✚ **New Businesses Grand Openings:** **None**

✚ **ED Grant (50K):** Working w/ the state Department of Commerce. Project ordinance is amended. **Complete**

✚ **Regional Managers Group Meeting:** Canceled.

✚ **Town / NCDOT Projects:** Continue to negotiate & share info. w/ Scott Cole & his staff.

Monthly have been scheduled.

- ✚ **Design, Project Mgmt., Plan & TIA Reviews.:** Work closely w/ staff.
- ✚ **Strategic Plans:** Continue to work w/ staff on the: Small Area Plan, UDO, Land Develop. Manual, & Annexation plans.
- ✚ **ED Retail:** Work closely w/ our ED Coordinator.
- ✚ **Meetings:**
 - Committee Meetings: Attended, “Storm Water”, “Planning, Reliable Transportation Sys. For Smart Growth” Meetings.
 - Veterans Memorial: Reviewed Shop Drawings.
 - Dept. Meeting: Continue to chair meeting w/ Directors & discuss Town related business.
 - Old Town Hall Property: Worked w/ attorneys on “Offer to Purchase” agreements.
 - Project Visits: Continue to visit Town projects.
 - Town facilities: Continue to visit Town facilities (Parks).
 - TC: Continue to meet w/ Councilmembers & provide info & support.
 - Attorneys: Continue to meet w/ Town attorneys & discuss Town related issues.
 - Potential Land Developers: Continue to meet w/ potential land developers.
- ✚ **Town Events:** None this month
- ✚ **Recruitment/Interviews:** Interviewed 1 Civil Engineer.
- ✚ **NCDOT:** Met w/ NCDOT and discussed projects: Chestnut Pkwy. Phase III, IT Complete St., Sardis Roundabout, Hwy.74 Superstreet, & Monroe Rd. Widening.
- ✚ **CC Park Phase II:** Researched previous recommended improvements. Working on conceptual plan.
- ✚ **Park Master Plan:** Met w/ staff & discussed draft report.
- ✚ **Biweekly Manager’s Report:** Complete

PARKS & RECREATION

✚ **Programs**

- **Sr. Coffee & Cards:** Every Wed. in Nov., Seniors participated in social gathering & games. Group collected 3 lg. boxes of food for Common Heart. Began collecting stuffed animals for Holiday Heroes.
- **Open Mic Night:** Took place on 11/17/18. One young participant is auditioning for Americas Got Talent next month. This month’s program brought 3 new speakers.
- **Paint & Create: Marshmallow art Fun, biweekly program for ages 5+ on 11/26/18.**
- **After School Program:** Visited 3 elem. afterschool programs:
 - IT Elem. (10/23/18);
 - Sun Valley (10/26/18 & 11/16/18);
 - Shiloh Elem. (11/01/18);
- Kids creative & constructive out of normal flow of afterschool. Enjoyed by the kids and teachers. Avenue to market to residents & to build closer/lasting relationships w/ IT’s youth. Over 250 kids were involved this month.
- **Mini Chefs:** Thanksgiving theme, kids made popcorn turkeys, Turkey sandwiches, & Pudding Cup Teepees. 12 children registered out of 12 slots. The program is completely booked Dec.
- **Crafty Kids- Theme:** Nat. Aviation Day; kids made 3 crafts, DIY foam gliders, Transportation sticker, & a plane in a Jar. 10 registered out of 10 slots. The program is completely booked for Dec.
- **Sr. Field Trip (S. Christmas Show):** 11/15/18. Arranged for a guided tour. Well enjoyed.

- **Trivia Night 11/09/18:** The theme was the TV show “Friends”. 8 Teams (44 Player) participated, top 3 teams received prizes. Staff created a PowerPoint w/ Q&A system for the activity.
- **LEARN IT (Tech.):** UC Library provided speakers & assisted w/ Q&A & games. Seniors learned social media use & skills, basic computer questions, info. shared on developing & using apps. 2 different sessions, 26 attended.
- **Monthly 55+ Pot Luck & Thanksgiving Trivia.** 25 participants (4 new residents) attended.
- **Monday Mahjong: 55+ took place every Monday in November w/ 17 players.**

Staff Reports

- **UC Public Library:** Met w/ Community Outreach Coordinator & discuss events partnership opportunities to collaborate on children, adults, seniors & families programs.
- **Local Bus:** Met w/ Kate’s Skate & discussed partnering future potential opportunities.
- **Marketing:** Sent out monthly newsletters to the 8,461 constant members in our contact distribution list. Newsletter included upcoming monthly events as well as Christmas Parade info.
- **Fall Program Guide:** Distributed the guide to all elem. schools & several local businesses.
- **Monroe Parks & Rec:** Attended monthly committee meeting in Monroe - 2019 Senior Games.
- **NC Senior Games:** Planning 2019 activities.
 - Reached out to several local businesses; and
 - shared sponsor opportunities info. about the games
- **Programming Info.:** Created outlines for new programs that will start in 2019. Researched & scheduled meetings for destinations of 1st quarter field trips.
- **Community Rooms:** Continue to be used by a variety of org.


Special Events: No special events took place in Nov.

- **Finalized IT’s “It’s Wonderful Life Christmas” Parade;**
 - Extensive meetings w/ UCSO to ensure safety;
 - Finalized line-up & communicated w/ all entries;
 - Finalized map & all vendors for the event; and
 - Met w/ Grand Marshal for interview
- **Upcoming Events:** 12/02/18 - “IT’s A Wonderful Life Christmas” Parade
- **Sponsorships:** Set up multiple sponsorship meetings for Dec.
- Finalized 2019 draft events & will be releasing all info. soon.

Athletics

- **12/07/18’s reservation requests for Spring 2019 will be sent out.** January 7th new dates will be awarded for Spring of 2019.
- 2018 year-to-date athletics revenues:
 - CC Park Creek: \$66,617.15
 - CS Park: \$23,798.33

Total Revenue 2018: \$90,415.48

 **Master Plan:** comments have been generated by staff (TM, Eng., Planning, Finance, PW, & P&R). Comments have been submitted to the consultant. Staff will present Executive Summary to TC.

PUBLIC WORKS

Town Hall:

- Ongoing bldg. maintenance, cleaning, and punch list items
- Grounds were cut & trimmed.
- Additional security measures: Construction Phase.
- Building Generator: Procurement Phase.
- Windows: tent was installed the week of Nov. 26 on two banks of window in the lobby (**complete**). Window washing of all exterior windows is scheduled for the 1st week in Dec.
- ✚ **Veterans Garden:** Construction Phase. Awaiting the prefab concrete. A “Plaque” sample is available.
- ✚ **Old Town Hall:** Design Phase. The add. storage room for finance related docs. is **complete**.
- ✚ **Affinity Trail:** The construction of the trail between Uptown & Downtown is **complete**. Work was completed by in-house.
- ✚ **Park Maintenance:** Ongoing. Installation of Christmas lights at CSP is ongoing. Broken zip line at CCP has been ordered.
- ✚ **Bldgs. & Grounds Maintenance:** Ongoing.
- ✚ **FY18/19 Storm-water Maintenance:** Procurement Phase.
- ✚ **Right-of-Way Maintenance:** Minor repair at 1st Ave. **Complete**
- ✚ **Street Sweeping:** Procurement Phase. Targeting early Jan. 2019.
- ✚ **Sign Inventory:** Staff continues to conduct this survey.
- ✚ **Fleet Maintenance:** All vehicles inspected and washed. **Complete**
- ✚ **Grease Trap at CCP:** Still working on getting a grease trap installed at CC park.
- ✚ **Staff:** 2 add. FT emp. For the construction crew & 1 FT “Bldg. & Grounds Maintenance” emp.

SOLID WASTE

- ✚ **God Bless USA (GBUSA):**
 - 154 add. requests or complaints w/in tracEZ over the last four weeks.
 - 1 add. complements w/in tracEZ over the last four weeks.
 - Quarterly Bulk Pick runs November 5-16. (**complete**).
 - Working w/ the Solid Waste provider to provide the best level of service possible for the Town

STORM DRAINAGE MAINTENANCE & IMPROVEMENTS CONTRACTS/STUDIES

(Huntsinger & Mclamb)

- ✚ **1ST Ave.:** Awaiting on consulting proposal to move forward with alternate pond design.
- ✚ **Beacon Hill Study:** Continue to monitor the channel performance.
- ✚ **Storm-water Maintenance:** Planning the FY18/19 Contract.
- ✚ **Indian Trail Park:** Has begun, will provide an update soon.

STRATEGIC PLANNING

- ✚ **Future Rezoning Plan:** The plan lists all potential future rezoning parcels.
- ✚ **Park Master Plan:** Comments have been generated by staff (TM, Eng., Planning, Finance, PW, & P&R), comments have been submitted to the consultant. Staff will present Executive Summary to TC.
- ✚ **Pocket Park Master Plan:** Discussion continues w/ a variety of developers interested in this concept.
- ✚ **Downtown Revitalization Master Plan:**

- Coordinating w/ UCPW on water line upgrade on IT Rd.
- In the process of scheduling a stakeholders meeting (w/in the next 5 wks.)
- Received roadway survey, preliminary engineering phase.

✚ **Parking Master Plan (Down Town):**

<u>Location</u>	<u>Added/Complete</u>	<u>Proposed</u>	<u>Existing</u>	<u>Total</u>
Old Town Hall	32	65	58	155
CS Pkwy.	-	-	123	123
Town Hall	27		76	103
CS Park	-	43	334	377
Lemmond's Dr.		80	-	80
Matthews IT	15	-	-	15
				853

✚ **Storm Drainage Improv. Master plan:** Floodplain & storm drainage structures cleaning is ongoing.

✚ **Ped & Bike Master Plan:** See trail master Plan.

✚ **Trail Master Plan.** Many trails throughout the Town are built and/or proposed by developers.

- CC Greenway: Preliminary engineering
- Hwy 74 Multiuse Trail: Preliminary engineering
- IT Complete Street: Preliminary engineering
- Affinity Trail: Complete

✚ **Traffic Congestion Mitigation Plan:**

- Hwy. 74 Superstreet: to be completed by 04/30/19.
- Monroe Rd. widening: to be completed by 12/31/23.
- Chest Parkway. Ext.: to be completed by 12/31/21.
- Sardis Roundabout: to be completed by 09/31/19.
- Wesley Chapel Widening: unknow completion date.
- IT Rd./Gribble Roundabout: to be completed by 12/31/20.
- Chestnut Pkwy./Gribble Roundabout: to be completed by 12/31/21.
- IT Rd. Matthews IT Rd.: under analysis.
- Matthews IT Rd. chestnut Pkwy. Intersection: to be completed by 12/31/21.

✚ **Secret Shortcut Small Area Plan:** complete.

✚ **Town Annexation Initiative:** draft is complete, to be presented before TC for adoption.

✚ **UDO:** awaiting draft from the consultant, to be reviewed by Legal then presented before TC for adoption.

TOWN CLERK

✚ **Attended and prepared all pre and post work for meetings to include document processing:**

- 11-13-18 Town Council Regular, Development & Closed Session Meetings (Prewrite only).
- Attended and recorded notes for 11/1/18 Manager's meeting.

✚ **Ordinances, Resolutions, Proclamations Certificates & Policies:**

- Provided Dust Ordinance and re-formatted content of guidelines.
- Followed up on formal maps for Annexation #151

✚ **Communications:**

- Continued to communicate w/ New Business Owners (6) re: 11/6 meeting

✚ Other:

- Located CCOG Resolution for Finance.
- Located 2006 Secret Ordinance and CUD Resolution for Planning.
- Updated 2018 Real-Time TC Calendar.
- Prepared 2019 Calendar for Council Review.
- Researched NCAMC and IIMC Invoices for Clerk Membership, state taxing status of public hospitals
- Began planning Holiday event.
- Continued to clean out old Clerk's Database/continuing to formalize Town's Doc. Library for.

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):** BMP "sand filter" installation complete. As-built received and approved.
- ✚ **Security:** Installed 2 add. cameras.

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.): Moving forward with Task Order #2 of the design.
- ✚ **FY17/18 Resurfacing:** Completed, working on closeout docs. and invoices.
- ✚ **IT "Complete St.":** Preliminary eng. Phase.
- ✚ **Crack Pouring:** Red Clay Industries pursuing bonds for project.
- ✚ **US 74 Multi-Use Trail:** Preliminary eng. Phase.
- ✚ **S Fork CC Greenway Trail:** Preliminary eng. Survey is **complete**.
- ✚ **Unionville/Sardis Rd. Roundabout:** Real estate Acquisition Phase.
- ✚ **FY18/19 Resurfacing:** Preparing a list of streets. Construction will begin Spring of 2019.
- ✚ **FY18/19 Pavement Marking:** Preparing a list of streets. Construction will begin Spring of 2019.
- ✚ **FY18/19 Raised Pavement Markers:** Preparing a list of streets. Construction will begin Spring of 2019.
- ✚ **FY18/19 Crack Pouring:** Preparing a list of streets. Construction will begin Spring of 2019.
- ✚ **FY18/19 Patching:** Preparing a list of streets. Construction will begin Spring of 2019.

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

Projects under review:

- ✚ **Annexation Projects:** None
- ✚ **Zoning Map Amendment Projects:**
 - Residential: None
 - Non-Residential: None

Conditional Zoning Projects:

-  CZ 2018-0064 1706 Lawyers Rd: Request to rezone 5.57 ac. from SF-1 to L-I in order to use rear portion of property into storage facility for equip. Withdrawn
-  CZ 2018-0080 Park Meadows: Request to rezone 2.44 acres from SF-1 to MFR for 14-15 townhomes. PB recommended approval; December 11 TC
-  CZ 2018-0092 Poplin Mixed-Use: Request to rezone 50 acres from SF-1 to PUD for commercial and residential development.
-  CZ 2015-0113 Austin Village Harris Teeter Fuel Station: Request to amend conditional rezoning to permit fuel station in association with Harris Teeter.

Special Use Permit:

UDO Text Amendment Applications

Site Plan/Plat Application:

- Residential:
- Non-Residential: Town Center Apartments

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.
- [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. 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.

Site Plan/ Subdivision/ Plat Projects

- **Town Center Apartments:** Indian Trail Road. 7 buildings consisting of 441 dwelling units. Hagen Engineering.
- **Cook Insurance Company:** Unionville Indian Trail Road. Conversion of a 1,438 square foot, single-family residence into an office. Kyle Hayes Architect.
- **Ride Now Motors:** US Highway 74. 20,160 sq. ft. light industrial bldg. on 5.5 ac. Eagle Eng.
- **Bonterra: Phase IV Map 3:** Recordation of 104 lots. Eagle Eng.
- **Heritage Phase 3 Plat:** Recordation of 22 lots. Kolter Land Partners
- **Heritage Phase 2 Plat:** Recordation of 14 lots. Kolter Land Partners
- **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.
- **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. 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.
- **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:

- **Independence Point:** US Hwy. 74. 9,800 sq. ft. retail bldg. on 1.84 ac. Eagle Eng. Erosion control & temp. storm-water features have been installed.
- **Pressly Animal Hospital:** Chestnut Ln. 4,000 sq. ft. veterinary office on 2.86 ac. Foxx Construction. Bldg. slab is being constructed. Site work is ongoing.

- [Pure Power](#): Gray Fox Road. 18,125 sq. ft. office/warehouse. Paul Woody Architect. Developer has installed building pad and working on building erection
- [Braeburn Subdivision](#): Faith Church Rd. 365 SF lots on 171.59 ac. ESP Associates. Site is clear & erosion control is in place. Clearing is ongoing. A blasting operation for sewer is ongoing & continues to construct bridge crossing between Braeburn & Bonterra Phase IV.
- [All Points Waste](#): Construction of a 23,830 sq. ft. waste services facility on 11.7 ac. Cummings Construction. Grading is still ongoing; all erosion control measures are in place.
- [Church of The Redeemer](#): Site plan for new sanctuary. Wesley Chapel Rd. Chris Hope. Bldg. erection is ongoing.
- [Austin Village Office Bldg.](#) Proposed office bldg. Approx. 4200 sq. ft. on parcel 07132010F. Chris Hope. Plans have been approved, No construction activities yet.
- [Plyler Townhomes](#): Plyler Rd. Subdivision of 41 townhome lots & 2 open space lots on 6.4 ac. Eagle Eng. Erosion control devices are completed.
- [Sun Valley Commons Lot 13](#): Construction of a 4,000 sq. ft. multi-tenant retail bldg. Eagle Eng. All Site has been graded & erosion control devices have been installed. Bldg. construction is ongoing.
- [Glenn Oaks Retail](#): Old Monroe Rd. 9,000 sq. ft. multi-tenant commercial bldg. Ty-Parr Realty. Bldg. structure is in final stages. Civil site has started. Curb is installed.
- [PNG Southfork Enhancement/12" new main](#): Plyler Rd. Construction of nat. gas substation 2-ac. PNG, Work is still in progress.
- [SVMC Lot 17](#): 7,500 sq. ft. multi-tenant bldg. (theater site). Overcash Demmitt Architects. Bldg. construction is on-going.
- [The Cottages at IT](#): Waxhaw IT Rd. A 49-lot SF subdivision. Bohler Eng. Awaiting home construction, erosion control has been completed.
- [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 granted and developer has implemented necessary bonding for the rest of outstanding items. Awaiting completion of Hwy. 74 Superstreet construction.
- [Bonterra Phase IV](#): Bonterra Town Center Area. Plan review of 85-ac site contemplating 161 SF residential lots. Applicant: Eagle Eng. Home bldg. & roadway is ongoing.
- [Union Grove](#): Proposed 207-lot subdivision (approx. 68-ac. site) on Unionville-IT Rd. across from the AsheCroft neighborhood. Ongoing home bldg. in Phase II.
- [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. Home bldg. is ongoing.
- [Atlantic Pin Striping](#): 8,000 sq. ft. pin striping & customization facility for semis & other lg. 4108 Matthews IT Rd. Water line relocation has been completed and storm drain improvements installed along roadway.
- [Fieldstone Farms Subdivision](#): Working w/ developer on street acceptance. Resurfacing of roadways has been completed but staff has gone out and did a final inspection of the site. Developer is still working on BMPs.
- [Sheridan Subdivision](#): Town is requesting from surety company the developer's bonds
- [Arbors at Blanchard Farms](#): Roadway improvements are complete, other punch list items are on-going.

- **Heritage Subdivision:** Roadway work in Phase I & II is **completed**. Contractor is working on Phase III roads. Town continues monitoring dust control. Home bldg. is ongoing.
- **Fisher Textiles:** Matthews IT Rd. A 50,750 sq. ft. add. to an exist. warehouse. Expansion of exist. Bldg. is ongoing.
- **Hojco Automotive:** Gray Fox Rd. A 2400 sq. ft. bldg. Project appears to be moving. Town has been told that lot is going to be cleared in two weeks.

 **Number of New Businesses:**

- **Commercial Cleaning Service** : New home occupation business

 **Miscellaneous:**

- **Zoning Map Amendment Community Meetings:**
 - 11/26/18: CZ 2018-0092 Poplin Mixed Use
 - 11/29/18: CZ 2015-0113 Harris Teeter Fuel Station (Austin Village)

PERMITS		CODE ENFORCEMENT	
Compliances	10	Illegal Signs	-
		Notice of Violations	6
Zoning	17	Final Zoning Compliance - SF	8
		Follow Up Inspections	43
Sign/Banner	0	Citizen Ordinance Education	68
		Minimum Housing Inspections/Hearings	-
New Project Reviews	4	Property Lien Actions	2
		On-Street Parking Violations	15
Misc. Invoice	3	On-Street Parking Citations	-