

## Manager's Biweekly Report

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**To:** Mayor & Town Council  
**From:** Patrick N. Sadek P.E., Town Manager  
**Report Date:** 02/22/19  
**Subject:** Manager's Biweekly Report



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### BOARDS & COMMITTEES (Council & Staff)

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- ✚ **CRTPO/MPO/TCC:**
  - last attended by councilmember Mr. Morse (MPO).
  - last attended by Director of Eng. Mr. Huntsinger (TCC).
- ✚ **Planning:** mtg. was held 02/19/31. Attended by Mr. Head, Town Manager, & Director of Planning.
  - Austin Village Harris Teeter Fuel Station CZ modification.
- ✚ **Board of Adjustment:** no mtg. was held.
- ✚ **Storm-water:** no mtg. was held.
- ✚ **ABC:** last attended by councilmember Mrs. Howe.
- ✚ **Parks & Rec:** no mtg. was held.
- ✚ **Reliable Transportation Sys. For Smart Growth:** mtg. was held on 02/20/19. Attended by councilmember Mr. Head, Mr. Morse, & Town Manager.

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### BONDS & CONTRACT (Mr. Todd Huntsinger)

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- ✚ **Bonds:**
  - **Sheridan:** awaiting paving season.
  - **Atlantic Pin-Stripping:** submitted cash surety for sidewalk improvements along Matthews IT Rd.
  - **Walden @ Austin Village:** release for water & sewer bonds for phases I, II, III was approved.
- ✚ **Contracts:**
  - **Town Hall Security:** Awaiting add. hallway door & panic button equip.
  - **Sardis Rd. Roundabout:** real estate acquisition phase. Drafting construction contract.
  - **IT Complete St:** agreement w/ NCDOT is executed. Reviewing NCDOT right-of-way.
  - **UDO/LDSM Updating:** received finalized docs. from consultant. Still under review by Planning staff. Will be submitted to Legal for review & approval.
  - **Park & Master Plan:** awaiting final copy from consultant.
  - **Veterans Memorial Garden:** construction phase.
  - **FY 18/19 Resurfacing Contract:** work will begin during the paving season.
  - **1<sup>st</sup> Ave. Storm-water Improv. Phase I:** Geo. report is **complete**. Staff is evaluating the results.
  - **IT Park Drainage Study:** add. comments were generated & submitted to consultant.

## COMMUNICATION/COMMUNITY ENGAGEMENT (Mr. Mike Parks)

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### + Public Relations

- promoted solid waste bulk pick-up & worked w/ the public on questions/concerns.
- promoted NCDOT road funding comment period.
- worked w/ P&R to promote upcoming “[Touch-A-Truck](#)”.
- completed P&R Program Guide with Katy Keller.
- set up meeting w/ CATS on future light rail extension project.
- Furthered annexation materials w/ the Planning Dept.
- Promoted Veterans Memorial Garden, programs, upcoming Mtg., NCDOT projects, etc. thru Social Media.
- Posted “[Christmas Village](#)” presentation video on Facebook.

### + Website

- Posted video from TC meeting and Planning Board meeting to website.
- Updated docs. for the Eng., Finance, & P&R Depts.
- Uploaded new Parks & Rec program guide to website.
- Updated Veterans Memorial material/page with new content.

### + Information Technology

- Worked to get quote for lg. community room projector
- Established new accounts for new staff; addressed new phones
- Worked w/ vendor on upcoming Info. Tech. costs for FY19/20

## ED-Residential, Commercial, & Industrial (Town Manager, Mr. Todd Huntsinger, & Mr. Rox Burhans)

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+ [SVMP](#): To be discussed w/ “The Moser Group” on 02/04/19 at 9:00 A.M.

+ [Towne Center Apts.](#): construction plans have been reviewed. Awaiting conceptual design for the commercial part.

+ [Town Property](#):

+ [Lemmond’s Property](#): RE Agents continues marketing the parcel for a hotel & multifamily residential.

+ [SageCroft Town Homes](#): Developer has requested add. Property for a gravity sewer easement.

+ [Wendy’s](#): Staff & Town Manager met w/ developer & approved site layout.

+ [Plyler Town Homes](#): Awaiting an update from the Developer.

+ [Sun Valley Station](#): Scheduled to meet w/ Developer on 02/03/19 at 9:00 A.M.

+ [The Haney Develop.](#): Awaiting a modified conceptual design from Developer.

+ [Poplin Village Mixed-Use Develop.](#): Received approval from both IT Planning Board & TC.

+ [IT Town Property \(Old Civic Center\)](#): The offer was awarded to the lowest bidder “The Moser Group”. Closing Phase. Future development shall comply w/ IT Downtown Master Plan.

+ [Town Center/Pickle Ball](#): Both Ty-Parr & Pickle Ball Developers are in negotiation.

## ED - Retail (Mr. Gary Evans)

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+ [Commercial Carolina, 8505 Park Rd, Charlotte](#): mixed-use develop. & upscale Italian

Restaurant.

- + Goose Creek Airport, Lawyers Rd, IT: met w/ Co-owners & the Planning Dept. to legitimizing the airport. Text amendment for conditional rezoning is required.
- + The Moser Group: age restricted community multifamily on Wesley Chapel Rd. They were advised that apts. will not be approved, townhomes maybe.
- + Friendly's Ice Cream & Restaurant, 1855 Boston Rd, Wilbraham, Ma: expansion to IT.
- + TJ Max/Home Goods Stores, 770 Cochituate Rd, Framingham, Ma" expanding to IT.
- + Dairy Queen, 400 W. Roosevelt Blvd. Monroe: expansion to IT.
- + Marathon Petroleum Co., PO Box 1, Friday, Ohio: expansion to IT.
- + 1<sup>st</sup> Team Estates, 4 Corporate Plaza Dr. #100, Newport Beach, CA. 92660: Hotel in IT on Hwy.74 W. Mtg. on 02/28/19.
- + Exxon/Mobil Petroleum, 5959 Las Colinas Blvd., Irving, Texas: expansion to IT.
- + NC GS Occupancy Room Tax: requested info. about the process of levying taxes.
- + Commercial Bldgs. Unionville IT Rd., IT, NC: 3 1-story bldgs. for Medical use.
- + Hotel Developer (TBD), Charlotte, NC: several hotels in IT. A mtg. is scheduled on 02-25-19.
- + The Moser Group, IT: Planning, ED, & Town Manager met w/ Mr. Moser & discussed development opportunities.
- + NC Rep. Mr. Craig Horn: contacted Mr. Horn to assist in bringing Ed./tech. school to IT.
- + Covington Realty Partners, St. Louis, MO: expanding multi-family & hotels to IT.
- + Houston Street Capital, New York, NY: expanding multi-family & retail to IT.
- + DeVry University, Naperville, IL.: expanding multi-family & hotels to IT.
- + Centralina Workforce Develop. Charlotte: expanding to IT.
- + Spartan College of Aeronautics & Tech. Tulsa, OK: expanding to IT.
- + Leaf Spring School, Charlotte: expanding a daycare facility to IT.
- + SVN Partners, Charlotte: cable/fiber optic providers/installers for the Austin Village commercial/retail project.
- + Party Starters, IT: attended the Ribbon Cutting ceremony.
- + NC Senator Mr. Todd Johnson: Town Manager & staff met w/ the Senator and discuss support to attractions in IT.

## **FINANCE & Tax** (Mrs. Alicia Massey & Mr. Jim Wojtowicz)

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### **Finance** (Mr. Jim Wojtowicz)

- + Vendors: all have been paid timely & accurately.
- + Bank Accounts: all have been reconciled accurately. (Total cash @ 01/31/2019 = \$31,233,576)
- + Interest Income: continue to be analyzed & reviewed by both Town Manager & Finance Director. Town- wide interest income for Dec. = \$50,139
- + Dash Board: the Jan. monthly dash board is posted.
- + Support:
  - identified FY18/19 CIP project budget: the following CIP Budget ordinances have been established:
    - IT Complete Street.
    - CC Park Multi-use Trail.
    - Chestnut Pkwy. phase III (Gribble Rd. to Old Monroe Rd.)

- continue to provide financial support to all Depts.
- met w/ all Departs. & handed out FY19/20 budget package.
- ✚ **Banking:** closed out 2 old CD's (from prior admin. that were earning 0.35% & 0.60% respectively) & moved said monies into NCCMT at rate of 2.49%.
- ✚ **Budget:** strategic planning w/ Town Manager is ongoing as we are ready for our FY19/20 Budget rollout
- ✚ **Staffing:** accounting Tech position has been filled with a starting date of March 4,2019
- ✚ **Storm-Water:** Finance Director continues to attend Storm-water Committee mtgs.
- ✚ **Receivables:** all are posted & current.
- ✚ **Fire Funding:** worked w/ Town Manager on fire tax/fee funding.
- ✚ **ABC Board:** received 2<sup>nd</sup> quarterly installment (\$50,000).  
Sanitation- worked with Public Works director & Town Manager on finding a solution to the recycling issue
- ✚ **Fire Tax/Fee:** review UC's funding options. Presented recommendations before TC.

According to GS 105-350(7) it is the duty of the tax collector to submit to TC at each of its regular meetings a report of the amount he/she has collected on each year's taxes w/ which he/she is charged, the amount remaining uncollected, & the steps he/she is taking to encourage or enforce payment of uncollected taxes. Below is the month end report for Jan. 2019 collections (current & prior year). The tax Dept. is using all collection remedies as provided by GS to collect delinquent taxes including but not limited to garnishments, attachments & NC Debt Setoff.

✚ **Current Year Tax** (FY18/19 thru Jan. 31)

- Billed \$8,094,812
- Collected \$7,811,785
- Total Due \$ 283,027

These # represent collections for properties that remain unpaid from the tax year for which they were due. In add. to the above-mentioned collection remedies, we also work in conjunction w/ UC to collect delinquent property taxes thru the foreclosure.

✚ **GAP Billing** (New Statute FY18/19)

- Billed \$7,732
- Collected \$2,766
- Total Due \$4,966 (gap)

registration for a motor veh. expires & a new registration is issued for that same veh. During that gap the motor veh. is unregistered, obligating the municipality in which that veh. is registered to list and tax as personal property per GS 105-330.3.

Billing refers to the gap between the time the NC

## HUMAN RESOURCES (Mrs. Carey Warner)

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✚ **Recruiting:**

- **Planning:**
  - "Planner" position has been filled - Carly Everhart began her employment on 02/04/19.
  - "Sr. Planner" offer was made & accepted; pending background screenings.
- **Public Works:**
- "Bldg. & Grounds Tech" position has been filled - Jacob Fuller started on 01/28/2019.
- "Streets & Drainage Tech" position has been filled - Alan Bradshaw started on 2/18/2019.
- **Eng.:** "Civil Eng./Contracts Admin." position has been filled - Magdalene Ngan started on 02/04/19.

- Finance: “Accounting Tech.” offer was made & accepted; pending background screenings.
- ✚ Risk Management: Continuing to update policies & procedures.
- ✚ Performance Management: Hayden Kramer. **Completed**
- ✚ Training:
  - All Dept.: On 02/12/19 a wellness seminar, “Carbohydrates - the good and the bad”, was presented by Novant Health. 29 emp. attended the event. A healthy breakfast was provided.
  - Engineering:
    - Dalton Pierce attended “MS4 Stormwater Inspection Training”. **Completed**
    - Adrean Moritz attended “MS4 Stormwater Inspection Training”. **Completed**
    - Magdalene Ngan “Office Safety” via NCLM online training safety courses. **Completed**
  - HR: Carey Warner- “How to Manage Difficult Conversations”. **Completed**
  - Planning: Carly Everhart attended “Office Safety” via NCLM online training safety courses. **Completed**
  - Public Works:
    - Adam Mclamb attended “Develop. of an ADA Self-Evaluation & Transition Plan” **Completed**
    - Nutrition Seminar (Good Carbohydrates & Bad Carbohydrates: All staff. **Completed**

## **LEGAL** (Mrs. Karen Walter)

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- ✚ IT/UC Stormwater Interlocal Agreement: pending final copy from UC Legal.
- ✚ Town Council:
  - ABC Borad
  - Alliance/Interlocal agreement - Open Meetings
  - Attractions
  - Emails/PIRs
- ✚ Town Surplus Property: develop a resolution for TC’s approval. Purchased by the Moser Group.
- ✚ Vesting: Research Phase
- ✚ Woodland Dr.: declaration of withdrawal.
- ✚ Zoning: land-use violation. Operating w/in light industrial Parks.
- ✚ Sardis Roundabout: Arbor Glen RE acquisition. Notice of intent of condemnation & complaint. Pending.
- ✚ UDO: will review final doc. when delivered by staff & make necessary changes.
- ✚ Solar Energy: Research Phase.
- ✚ Mustang Dr. Trailer: pending TC meeting agenda on 02/26/19. No further action at this time.
- ✚ Sagecroft: 2<sup>nd</sup> Amendment to offer to purchase. Final stage.
- ✚ Solid Waste Contract: no further action at this time.
- ✚ Fire Service Strategy: provided recommendation to Town Manager. No further action at this time.
- ✚ Sharidan Neighborhood: Grimmer settlement agreement. Paragon bank conversation.

## MANAGER'S ADD. ACTIVITIES

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- + NFL Grassroot Foundation funding Program: on hold awaiting NFL's decision.
- + Solid Waste-Recycling: advised the vendor to temporarily treat contaminated recycled mat. as solid waste & apply fees accordingly.
- + Fire Tax/Fee: Received "a thank you letter" from UC Manager. Pending add. regional plans including regional district limits, establishment of regional board, etc.
- + Veterans Memorial Garden: construction phase. Landscaping design phase.
- + UC Managers' Meeting: No update Town Manager will attend next meeting.
- + Town/NCDOT/CRTPO Projects:
  - working w/ UC on multi-use trail easements.
  - scheduled a meeting has been schedule w/ CRTPO staff on 03/18/19 to various projects & processes.
  - conducted a design training session w/ Town staff for the "IT Complete st."
- + Design, Project Mgmt., Plans & TIA Reviews.: continue to provide oversight.
- + Strategic Plans: Reviewed Annexation Brochure and provided comments.
- + CC Park: moving forward w/ a final cost estimate, pond design, & construction plan. Will authorize surveyor to begin surveying the BMX cycling route.
- + ED Retail: have met w/ regional developer in regard to a multi-use & upscale restaurant development.
- + Mtgs.:
  - Local Developers:
    - Met w/ the Moser Group and discussed a potential age restricted development on Wesley Chapel.
    - Met w/ Mr. Dean Harrold & Mr. Dennis Moser & discussed Sun Valley Market Place development.
  - UC Manager: Met w/ Mr. Mark Watson & his Assistant on 02/21/19 & discussed:
    - Water supply to the "Towne Center" uptown development.
    - Greenway easements.
  - Dept. Meeting: Continue to chair meeting w/ Directors & discuss town related business.
  - Projects Visits: Continue to visit town projects.
  - Town Facilities: Continue to visit town facilities.
  - TC: Continue to meet w/ council members & provide info & support. Generate all meeting agendas & review meeting minutes.
  - Attorneys: Continue to meet w/ town attorneys & discuss town legal related issues.
  - UCSO: met w/ Captain Chase &:
    - visited various existing neighborhood to identify lessons learned.
    - Observed UCSO "SWAT" team exercise.
  - Economic Development: continue to work w/ Town ED coordinate on various potential developments.
- + Recruitment/Interviews: None. All vacant positions have been filled.
- + Biweekly Manager's Report: **Complete**

## PARKS & RECREATION (Mr. Jason Tryon)

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- ✚ **Marketing Strategy:**
  - Discuss 2019 marketing strategies for the 1<sup>st</sup> half of the year.
  - Met with new marketing contractors to determine new outlets and designing possibilities.
- ✚ **Events:**
  - Met w/ Chief Blyth and discussed the Cure for 5k event.
  - Vendors for all 2019 events are 29% full at this time generating \$3,965 in revenue thus far.
- ✚ **Sponsorships:** Met w/ Massage Envy in IT & discussed potential future sponsorship opportunities.
- ✚ **Training:**
  - Participated in 2 webinars on sponsorships & events thru IFEA.
  - Staff attended the Nutrition & Carbohydrates seminar.
- ✚ **Programs:**
  - Designed & finalized the FY18/19 Spring Program Guide.
  - Solidified 12 new and returning spring programs and summer camps this year.
  - 25 students attended the Homeschool STEAM Club program with more on the waiting list.
  - 19 registered children for the Crafty Kids and Mini Chefs programs bringing in \$114.
  - Visited Sun Valley Elementary School for the afterschool program where we partnered
- ✚ **Athletic:** Sent out Spring Permits for all athletic fields to teams through June.
- ✚ **Summer Camp:** Finalized the Summer Camp Handbook & forms for staff & parents.
- ✚ **Seniors:**
  - Prepared for Valentine's Ball at the Hall Seniors event.
  - Field Trip to Schiele Museum last week.
  - Participated in NC Senior Games Athletic Mgmt Seminar in preparation for this year's Senior Games held at the parks.
- ✚ **CC Park ADA Playground:** the rubber layer has been replaced. It will be ready for the season.

## **PUBLIC WORKS** (Mr. Adam McLamb)

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- ✚ **Town Hall:** Ongoing bldg. maintenance, cleaning.
  - Grounds were cut & trimmed.
  - Working w/ an add. vender to make the final security upgraded to the bldg.
  - Continues to research for a generator for Town Hall.
- ✚ **Veterans Memorial Garden:** Construction Phase.
- ✚ **Old Town Hall:** Preliminary Engineering. Construction doc. preparation.
- ✚ **Park Maintenance:** Routine maintenance at all park facilities.
  - 4 shelter conc. pads were poured. **Complete**
  - Painted several areas in and around the park bathrooms. **Complete**
  - All park bathrooms have been given a pre-session cleaning. **Complete**
- ✚ **Bldgs. & Grounds Maintenance:** Routine maintenance at all Town properties & facilities.
- ✚ **Storm-water Maintenance:** Contract is awarded. A pre-construction meeting has been scheduled.

- ✚ **Right-of-Way Maintenance:** Staff continued sidewalk repairs in Bent Creek neighborhood.
- ✚ **Sign Inventory:** Staff continues to conduct the survey of NCDOT streets.
- ✚ **Fleet Maintenance:** Staff continues to monitor all veh. For repairs.
- ✚ **Grease Trap at CCP:** No action at this time.
- ✚ **Litter:** Staff has submitted a list to NCDOT for implementation. Awaiting response.
- ✚ **Staff:** All PW positions have been filled. Working on a new monthly safety training program.

SOLID WASTE - God Bless USA (GBUSA):

- ✚ **Request/Complaints:** Pickup has taken place over the last 2 wks.
- ✚ **LOS:** Working w/ vendor to provide the best LOS possible to the Town.
- ✚ **Recycling:** Working on recycling issue. Collected info from 14 Metro Area municipalities.

**STRATEGIC PLANNING** (Staff)

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- ✚ **Future Rezoning Plan:** The plan lists all potential future rezoning parcels.
- ✚ **Downtown Revitalization Master Plan:** [met w/ stakeholders on 01/31/19.](#)
- ✚ **Annexation:** Staff met w/ Grayson neighborhood residents on 01/29/19 & discussed potential annexation
- ✚ **Parking Fee Program:** Town Manager assigned Parks & Rec to collect info on a conceptual program that could suit the Town. Program to be submitted to Town Manager for evaluation and approval.
- ✚ **Storm Drainage Improv. Master plan:**
  - **Storm Drainage Structure survey:** **completed in 2017**
  - **Flooding Culverts:** Map was **completed** in 2018. Available on town's website.
  - **Flood Plain Survey:** **Completed** in 2017
  - **Priority Projects:**
    - **1<sup>st</sup> Ave.: Pump & Pond:** Prelim. Eng. Phase. Designing the pond & the pump.
    - **IT Park Neighborhood Study:** identifying a parcel for a retention pond to lessen the cost of storm drainage infrastructures
    - **Storm Drainage System Cleaning:** contract has been awarded.
- ✚ **Ped & Bike Master Plan:** See trail master Plan.
- ✚ **Trail Master Plan.** Many trails throughout the Town are proposed and/or built by developers.
  - **CC Greenway:** identified connections to 4 neighborhoods.
  - **Hwy. 74 Multiuse Trail:** Prelim. Eng. Phase
  - **IT Complete Street:** a new concept will be proposed to TC on 02/26/19. A public meeting will be schedule in early March of 2019.
  - **Affinity Trail:** **Complete.**
  - **Brandon Oaks Sidewalk:** A sidewalk gap has been constructed by Town's construction crew.
- ✚ **Traffic Congestion Mitigation Plan:**
  - **Hwy. 74 Superstreet:** To be completed by 04/30/19. Construction Phase.
  - **Monroe Rd. Widening:** To be completed by 12/31/24. Stalling is proposing an elected officials meeting.
  - **Chest Parkway. II:** To be completed by 12/31/21. Prelim. Eng.



- Sardis Roundabout: On schedule. RE Acquisition Phase. Utility relocation is forth coming.
- Wesley Chapel Widening: Unknow completion date.
- IT Rd./Gribble Roundabout: to be completed by 12/31/20.
- Chestnut Pkwy/Gribble Roundabout: Prelim. Eng. to be completed by 12/31/21.
- IT Rd. Matthews/IT Rd. Intersection: Under analysis. Scoping is complete. TIA by developer.
- Matthews IT Rd. Chestnut Pkwy. Intersection: to be completed by 12/31/21. Prelim. Eng. Phase.

✚ **Town Annexation Initiative**: Adopted.

✚ **UDO**: Due to legal by 03/15/19.

## TOWN CLERK (Mrs. Kathy Queen)

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### ✚ **ABC Board**:

- Received and processed Dec Minutes -1/3/19 & Public Notice of 2/21/19 mtg.
- Communicated Term Expiration date to Mr. Laatz ABC Board for 3/30.

### ✚ **Council Meeting**:

- Attended & prepared all pre & post documents.
- Created COQ Plaques for citizens (3<sup>rd</sup> and 4<sup>th</sup> Qtr.) **and notified them of award.**

✚ **Depts. Meeting**: Attended & generated meeting minutes (02-01-19 & 02/14/19).

✚ **Training**: Attended Women in Business with Union County Clerks hosted by the Chamber 2/13/19.

### ✚ **Research**:

- Long/Short Session of Gen. Assembly to Town Manager.
- Street Closure Req. w/ NCDOT.
- Chestnut Park Bond for Attorney Wolter.
- Statutes regarding Alliance organizations.

### ✚ **Staff Support**:

- Forwarded Loitering Ordinance to Captain Coble per his request.
- Forwarded Latest PIR Policy to M. Parks & Attorney Wolter.
- Requested Presentation for Austin Barnett from Mayor for 2/12 Mtg.
- Worked w Planning to record MO (Modified Ord.) for CUP.
- Spoke w/ HOA regarding their request for Town to refund land maintenance costs on Town property.
- Requested MOU from CRTPO at Town Manager's request.
- Processed Sagecroft & Stormwater Contracts, & H.C. Grimmer Settlement Agreement.
- Answered Question about Poplin Mixed Used Community Mtg for resident.

### ✚ **Public Notices**:

- Posted 02/6/19 Pot. Quorum Notice for Water & Sewer meeting.
- Posted meeting & Quorum notice for 02/2019 Reliable Transportation Sys. For Smart growth Mtg.

### ✚ **Ordinances**:

- Prepared Ordinance #305 for Road Closures-inquired NCDOT Policy for Notice.
- Updating the Code per statutory requirements.
- Created new Chapter in TOC (Chap 95) for Construction, Dust Control, Erosion, **Blasting Ordinances.**

## **TRANSPORTATION PROJECTS** (Mr. Todd Huntsinger)

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- ✚ Chestnut Pkwy. Phase II: No new update. Preliminary Eng. Phase
- ✚ Chestnut Pkwy. Phase III: (Gribble to Monroe Rd.): Task Order #2 Agreement fully executed.
- ✚ IT "Complete St.": Moving forward with 1<sup>st</sup> Public Meeting Early March.
- ✚ US Hwy. 74 Multi-Use Trail: Conceptual design phase.
- ✚ S Fork CC Greenway Trail: Working w/ UCPW on easements
- ✚ Unionville/Sardis Rd. Roundabout: RW Acquisition Phase. Due diligence by attorneys.
- ✚ FY18/19 Resurfacing: Ready. Awaiting. Paving season.
- ✚ FY18/19 Pavement Marking: Procurement Phase. Contract is awarded
- ✚ FY18/19 Raised Pavement Markers: Procurement Phase. Contract is awarded
- ✚ FY18/19 Crack Pouring: A list of streets has been finalized. Procurement Phase.
- ✚ FY18/19 Patching: Underway. Procurement Phase.

## **ENGINEERING / PLANNING / PLAN REVIEW / INSPECTION** (Mr. Todd Huntsinger, & Mr. Rox Burhans)

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### **Public Hearing Items:**

- ✚ **Conditional Zoning Projects:**
  - CZ 2015-0113 Austin Village Harris Teeter Fuel Sta.: Request to amend conditional rezoning.
  - CZ 2018-0095 Towne Center: Mixed use develop.-townhomes, apts., retail & office located on IT Rd.
  - CZ 2018-0100 Harper's Run: 109 town-home near intersection of Chestnut Ln. & Old Monroe Rd.
- ✚ **UDO Text Amendment Applications:** None
- ✚ **Site Plan/ Subdivision/ Plat Projects** (Engineering & Planning Staff)
  - Flooring Solutions: Proposed 20,000 sq. ft. warehouse in Old Hickory BP (Eaton Ave)
  - Ride Now Motors: US Highway 74. 20,160 sq. ft. light industrial bldg. on 5.5 ac. Eagle Eng.
  - Heritage Phases 9 & 10 Site Plan: Wesley Chapel. Proposed 79 lots on 9.5 ac. 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
  - Autobell Car Wash: Old Monroe Rd. 23,724 sq. ft. veh. surface expansion. Blue Ridge Eng.
  - Riverside Conc.: Tech. Dr. 8,500 sq. ft. site plan flex bldg. located on 1.15 ac. Chris Hope
  - Southgate Phase I: 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.

- Secret Short Cut Subdivision: Proposed 197 single-family residential lots on Bonterra Village Way.
- Floorings Solutions: Proposed 29,000 sq. ft. office/warehouse in Old Hickory business park
- Redstone: Proposed 12,000 sq. ft. warehouse and distribution center in Industrial Ventures park
- Verizon Wireless Tower: Proposed 175-ft tall cell tower off Stinson Hartis Road

#### ✚ **Site Plan/ Subdivision/ Plat Projects** (Engineering & Planning Staff)

- Town Center Apt.: IT Rd. S. 7 bldgs. consisting of 252 dwelling units. Hagen Eng.
- Cook Insurance Co.: Unionville IT Rd. Conversion of a 1,438 sq. ft., SF residence into an office. Kyle Hayes Architect.

#### ✚ **Projects Under Development:** (Engineering & Planning Staff)

- Independence Point/lhop: Hwy. 74. 9,800 sq. ft. retail on 1.84 ac. Eagle Eng. Outer frame of bldg.
- Pressly Animal Hospital: Chestnut Ln. 4,000 sq. ft. veterinary office on 2.86 ac. Fox Construction. Interior/exterior finishes are almost completed. C/O will be requested soon.
- Pure Power: Gray Fox Rd. 18,125 sq. ft. office/warehouse. Paul Woody Architect. Bldg. interior continues.
- Braeburn Subdivision/Bonterra V-VIII: Faith Church Rd. 365 SF lots on 171.59 ac. ESP Associates. Site has been seeded & mulched. Working on grading of lots in Phase I.
- All Points Waste: Construction of a 23,830 sq. ft. waste services facility on 11.7 ac. Cummings Construction. Working on bldg. pad.
- Church of The Redeemer: Site plan for new sanctuary. Wesley Chapel Rd. Chris Hope. Bldg. Project is almost complete. C/O request will happen soon.
- 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: 41 townhome lots & 2 open space lots on 6.4 ac. Eagle Eng. Grading ongoing.
- SVC Lot 13/Dunkin Donuts: Construction of a 4,000 sq. ft. multi-tenant retail bldg. Eagle Eng. Bldg. is close to being complete; civil site items still be constructed.
- Glenn Oaks Retail: Old Monroe Rd. 9,000 sq. ft. multi-tenant commercial bldg. Ty-Parr Realty. Project is almost completed; C/O request will happen soon.
- SVMC Lot 17: 7,500 sq. ft. multi-tenant bldg. (theater site). Overcash Demmitt Architects. Site is in its final stages of completion.
- The Cottages at IT: Waxhaw IT Rd. A 49-lot SF subdivision. Bohler Eng. Home bldg. has begun.
- 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. Sewer infrastructure items has to be repaired due to Contractor's negligence; third-part firm is overseeing remediation efforts.

- **Union Grove:** Proposed 207-lot subdivision (approx. 68-ac.) on Unionville-IT Rd. across from the AsheCroft neighborhood. CO's are complete. Working towards project close-out (walking trails, street acceptance, and offsite improvements).
- **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. Working with developer on a C/O request.
- **Fieldstone Farms Subdivision:** Working w/ developer on street acceptance. Resurfacing is complete. Final inspection has been performed. Developer has completed the BMP punch list.
- **Sheridan Subdivision:** (see Bonds section)
- **Arbors at Blanchard Farms:** Finalizing close-out items.
- **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. Building expansion is in it's final stages of construction.
- **Hojco Automotive:** Gray Fox Rd. A 2400 sq. ft. bldg. Lot has been cleared.
- **Strikers Soccer Complex:** Stinson-Hartis Rd. A soccer complex on 6 ac. Woodbine Design, P.C.
- **Meck. Swim Association:** Chestnut Pkwy, Construction of proposed 14,000 sq. ft. swim academy. Lot has been cleared off.

**Number of New Businesses:**

- **Kiddie Cove:** Short term child care at Sun Valley Commons
- **Unique Boutique:** Clothing store at Sun Valley Commons

**Regional Land Development Projects** (Code Enforcement Staff)

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- **UC Poplin Mixed Res. Project:** Proposed mixed residential project located near Bonterra neighborhood consisting of 264 apts., 94 SF Homes, & 60 Town Homes. Proposed to go before the Union County Commission on March 4<sup>th</sup>.
- **UC Old Charlotte Hwy. Apts.:** Proposed 226 apts. located near the Bakers FD.

**WEEKLY REPORT 1/10/2019 - 1/22/2019**

PERMITS		CODE ENFORCEMENT	
Zoning	14	Illegal Signs	0
		Notice of Violations	24
Compliances	4	Final Zoning Compliance - SF	2
		Follow Up Inspections	24
Sign/Banner	1	Citizen Ordinance Education	15
		Minimum Housing Inspections/Hearings	0
New Project Reviews	1	Property Lien Actions	0
		On-Street Parking Violations	9
Miscellaneous	0	On-Street Parking Citations	0

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### Code Enforcement

- ✚ **8008 Beacon Hills:** HUD is the owner of the home. Wells Fargo loan & uncollected tax were paid. Info. was provided by Wells Fargo. Will contact UC to confirm ownership & contact to determine intent.
- ✚ **School Buses on Chestnut Pkwy:** The property is in a split jurisdiction (Town & UC). The buses are in UC. UC Code Enforcement will take an action. Town Code Enforcement will handle other junk.