

Town of Indian Trail

Memo

TO: Mayor and Town Council
FROM: Scott J. Kaufhold, P.E., Town Manager
DATE: November 18, 2016
SUBJECT: Manager's Report



The Town has recently completed a reorganization of departments and services into 4 divisions as follows:

1. Financial Services Division (Finance & Tax)
2. Public Services Division (Parks & Rec, Public Works, Solid Waste)
3. Development Services Division (Planning, Zoning, Code Enforcement, Engineering)
4. Administrative Services Division (Human Resources, Communications & Community Development/Outreach, Information Technology, Economic Development).

FINANCIAL SERVICES DIVISION

-Finance-

To view the Town's current adopted FY16/17 Budget, see [FY16/17 Budget](#)

FY17\18 Budget preparation work is underway

To view the latest snapshot of the Town's finances, see [Monthly Financial Dashboard Update](#)

-Tax-

Processing property tax collections

ADMINISTRATIVE SERVICES DIVISION

-Communications/Community Development & Outreach-

Attended HOA meetings with Villas of Sun Valley and Meriwether

Worked with Engineering on the draft On-Street Parking ordinance

Attended Rotary meetings, helped with event

Created news releases for road work & events, added other new information to website

Attended Box City program at two schools, shot video and photos. Edited photos and posted online

Helped Parks & Rec with grant proposal

Worked on Town biz brochure and Town eNewsletter

-Information Technology-

Continue working with CivicPlus on website redesign mock-up and final steps before content shift

-Economic Development-

Task Force continues to focus on Business/Technology Park; UDO/Zoning Ordinance Issues

Staff continues working on an informational booklet; business brochure; business event(s)

Next task force meeting is tentatively scheduled for 10:00am Thursday, January 19 at the Civic Building.

PUBLIC SERVICES DIVISION

-Parks & Rec-

NC Connect Grant: Staff continued working to finalize the grant application indorsed by Town Council at the November meeting.

Athletic Coordinator: Staff finalized the interview process and made an offer to feel this much need position.

Crooked Creek Park Phase 2: After presenting to Town Council at the November meeting staff discussed the nature center design with the Woolpert team to get more financial details on the cost of the building along with the remainder of the amenities that will be offered.

Christmas Parade and Tree Lighting: Staff is in final preparations for event. Working on safety plan with UCSD. Rotary to announce Grand Marshal early the week of November 21. Final ads, flyers and reminders are being sent out to all vendors, volunteers and citizens.

Pottery Sale: The Town hosted a sale on November 12 from 10am-4pm. There was positive feedback from the 10 vendors present and visitors alike. There was a constant flow of visitors through the day.

Nature Kids Program: Staff taught a program at Chestnut Square Park on the walking trails where we went on a turkey chase and made a pinecone turkey along with a Thanksgiving tree from items found on our chase.

Committee Update:

Parks, Recreation, and Culture (PARC): the next scheduled meeting is to be determined.

-Public Works-

Street Maintenance: Debris cleanup at various locations.

Stormwater Maintenance: Completed two projects at Midway Drive and Catawba Circle South. Work included ditch maintenance and culvert pipe resets.

Buildings and Grounds Maintenance: Routine maintenance was completed at all Town facilities.

Parks Maintenance: Routine maintenance was completed at all park facilities. Extra maintenance was conducted at CCP playground, CCP dog park and the CSP walking trails. Installed a handicap ramp at the CCP dog park area.

-Solid Waste-

The Town currently contracts with Waste Pro for its municipal solid waste, yard debris, recyclables and bulk item collection services. A Request For Proposals was issued on 10/17/16 for town wide solid waste and recycling services with an anticipated Contract Start Date/First Day of Service of 7/31/17.

[RFP For Solid Waste Services](#)

DEVELOPMENT SERVICES DIVISION

- Planning, Zoning, Code Enforcement-

Town Council Meeting (12/13/16):

ZT2016-008 Food Vendors: Proposed amendment to Unified Development Ordinance Chapter 440.020.A.1 to permit food vendors on town owned property as long as they are under contract with the town. Applicant: Town of Indian Trail. **Planning Board unanimously voted to recommend approval on 10.18.16. Council vote 3-0 to approve. Needs 2nd reading at 12/13/16 TC.**

ZM2016-002 Auto Bell Car Wash: Proposed rezoning of 0.89 acre site from Single Family (SF-1) to General Business District (GBD) within the Village Center Overlay. Subject property is located on the westside of Old Monroe Road adjacent to the existing Auto Bell Car Wash. This application is for a “by-right” rezoning and does not include submittal of a master plan or other rezoning exhibits. Applicant: Charles A. Howard, II. Community meeting scheduled for week of 10/3. **Planning Board unanimously voted to recommend approval on 10.18.16. Council vote 3-0 to approve. Needs 2nd reading at 12/13/16 TC.**

ZT2016-009 Car Wash within VOC: Proposed amendment to Unified Development Ordinance Chapters 520 and add new Chapter 7220 to permit car wash expansions within the Village Center overlay districts. Applicant: Charles A. Howard, II. **Planning Board unanimously voted to recommend approval on 10.18.16. Council vote 3-0 to approve. Needs 2nd reading at 12/13/16 TC.**

ZM2006-001 Rail Distribution: Proposed rezoning of a 5.8-acre site from Regional Business District to Light Industrial. Subject property is located at intersection of Wesley Chapel-Stouts Road and the CSX railroad crossing. This application is for a “by-right” rezoning of the property that does not include submittal of a master plan or other rezoning exhibits. Scheduled TRC 8/25/16 Applicant: Richard Roskind. Community meeting scheduled for 10/6 at 6:00 p.m.. **Planning Board unanimously voted to recommend approval on 10.18.16. Council vote 3-0 to approve. Needs 2nd reading at 12/13/16 TC**

ZT2016-010 School Impact Studies: Proposed amendment to Unified Development Ordinance to require preparation of school impact studies in association with residential development projects with 50 or more dwelling units. Applicant: Town of Indian Trail. **PB unanimously recommended approval on 11.17.16**

Annexation #144: Annexation of Parcel 07090761, related to Fuel Station conditional rezoning application. Approximately 0.68 acres. The parcel is located on Mustang Drive. Resolution directing the clerk to investigate an annexation petition on 8/9/16 Town Council Agenda. Clerk to investigate petition. Directing the Clerk to find sufficient and set the PH for 12/13/16.

CZ2016-002 Fuel Station and Outparcels and Annexation #144: This is a rezone request to establish a Conditional Zoning for a fuel station and two outparcels on parcels: 07090008, 07090006C, 07090761. The parcels are located on Old Monroe Road and Mustang Drive. Scheduled for TRC 2/25. Preliminary comments issued 3/1/16. Plans resubmitted and transmitted 5.3.16. TIA submitted 4/28/16. NCDOT comments received 5/26. Comments issued 6/1/15. Applicant: Durban Development LLC. Met with Applicant 6/17/16 to discuss next steps. Applicant resubmitted 6/30/16. Plans resubmitted 7/13/16. Community meetings scheduled for 7/26/16 Resolution for related annexation directing the clerk to investigate an annexation petition on 8/9/16 Town Council Agenda. Clerk to investigate petition. Item passed Unanimously with recommendation to approved as presented (without fuel station) at 8.16.16 Planning Board meeting. Applicant is conducting additional research and has asked for project to not be put on TC agenda at this time. [Project Folder](#)

Planning Board (12/15/16) Tentative:

ZT2016-011 Subdivision Access: Proposed amendment to Unified Development Ordinance Chapter 1110.090(C) amending the number of access points needed for subdivision with more than a specific number of lots. Applicant: Town of Indian Trail

Board of Adjustment: No agenda items at this time.

Annexation Projects Under Review (2 total: 1 residential, 1 non-residential):

Annexation #144: Annexation of Parcel 07090761, related to Fuel Station conditional rezoning application. Approximately 0.68 acres. The parcel is located on Mustang Drive. Resolution directing the clerk to investigate an annexation petition on 8/9/16 Town Council Agenda. Clerk to investigate petition.

Annexation #145: Annexation of Parcels 07054001, 07054002B, 07054002D, 07054002F, 07054714 located off Stevens Mills Road. Approximately 22.54 acres total.

Rezoning Projects Under Review (7 total: 1 residential, 6 non-residential):

CZ2016-002 Fuel Station and Outparcels and Annexation #144: This is a rezone request to establish a Conditional Zoning for a fuel station and two outparcels on parcels: 07090008, 07090006C, 07090761. The parcels are located on Old Monroe Road and Mustang Drive. Scheduled for TRC 2/25. Preliminary comments issued 3/1/16. Plans resubmitted and transmitted 5.3.16. TIA submitted 4/28/16. NCDOT comments received 5/26. Comments issued 6/1/15. Applicant: Durban Development LLC. Met with Applicant 6/17/16 to discuss next steps. Applicant resubmitted 6/30/16. Plans resubmitted 7/13/16. Community meetings scheduled for 7/26/16 Resolution for related annexation directing the clerk to investigate an annexation petition on 8/9/16 Town Council Agenda. Clerk to investigate petition. Item passed Unanimously with recommendation to approved as presented (without fuel station) at 8.16.16 Planning Board meeting. Applicant is conducting additional research and has asked for project to not be put on TC agenda at this time. [Project Folder](#)

ZT2016-007 and CPA 2016-001 Mixed Use Buildings: Proposed amendment to Unified Development Ordinance Chapters 520, 810, 1610, create new Chapters 7230, and amend Comprehensive Plan Chapter 3 to permit mixed-use buildings within the Village Center overlay districts and related amendments. Applicant: Moser Group. 3/15/16 Planning Board approved unanimously. 4/12/16 Town Council bifurcated the Hotel/Motel (ZT2016-001) and Mixed Use Buildings into 2 amendments; tabled the hotel item until a later date to be determined; directed staff to coordinate a town hall community meeting for the hotel item (following the Town's standard procedure for community meetings). The items will need to be re-advertised and re-noticed. Staff is waiting for applicant to indicate when the item should be reconsidered by TC.

CZ2016-006 Radiator Drive Industrial Park: Proposed conditional zoning to support a 30-acre industrial park located along Radiator Drive off Old Monroe Road. Applicant: Liquid Management (Moser Group) TRC scheduled for 6/30/16. Pending review agency comments 7/21/16 Comments sent

7/25/16. Applicant submitted a draft scope of TIA for review 10/11/16. Comments provided regarding TIA scope 10/27/16. [Project Folder](#)

ZM2006-001 Rail Distribution: Proposed rezoning of a 5.8-acre site from Regional Business District to Light Industrial. Subject property is located at intersection of Wesley Chapel-Stouts Road and the CSX railroad crossing. This application is for a “by-right” rezoning of the property that does not include submittal of a master plan or other rezoning exhibits. Scheduled TRC 8/25/16 Applicant: Richard Roskind.

ZM2016-002: Auto Bell Car Wash: Proposed rezoning of 0.89 acre site from SF-1 to GBD within the Village Center Overlay. Subject property is located on the westside of Old Monroe Road adjacent to the existing Auto Bell Car Wash. This application is for a “by-right” rezoning and does not include submittal of a master plan or other rezoning exhibits. Scheduled TRC 9/8/16. Applicant: Charles A. Howard, II.

ZT2016-009 Car Wash within VOC: Proposed amendment to Unified Development Ordinance Chapters 520 and new Chapter 7220 to permit or exempt car wash expansions within the Village Center overlay districts. Applicant: Charles A. Howard, II.

CZ2016-008 Stevens Mills Road: This is a rezone request to establish a Conditional Zoning Single Family SF-5 district for approximately 60 single-family detached units on a parcels totaling approximately 22.54 acres. Parcels 07054001, 07054002B, 07054002D, 07054002F, 07054714 located off Stevens Mills Road. Comments provided 10/21/16. Community meeting scheduled 11/10/16. Applicant: Meritage Homes [Project Folder](#)

Site Plan Projects Under Review (20 total: 7 residential, 13 non-residential):

SP2014-018: Bonterra Phase 4: Located adjacent to Bonterra Town Center Area. Plan review of 85-acre site contemplating 161 single-family residential lots Applicant: Eagle Engineering. [Project Folder](#)

SP2014-021 Southgate Phase 1: Located at intersection of Poplin Road and Rocky River Road. Site Plan review for 67-acre site contemplating 124-single family lots and 52-Townhome lots. Project was entitled under Conditional Rezoning # CZ2013-006. Applicant: Eagle Engineering. [Project Folder](#)

SP2015-001 Sun Valley Lot 17: Proposed 7,500 sq. ft. multi-tenant building at Sun Valley Commons shopping center (theater site). Applicant: Overcash-Demmitt Architects.

SP2015-011 Church on South Fork Road: Proposed 3000 sq. ft addition to an existing church located at 316 South Fork Road. [Project Folder](#)

SP2015-014 Shoppes at Hanfield Village: Proposed construction for the Shoppes at Hanfield Village: 5 buildings totaling 88,616 SF of commercial space. Applicant: Arista Development [Project Folder](#)

SP2015-025 Sun Valley Commons Building 18: Proposed 11,463 sq. ft. multi-tenant building at Sun Valley Commons shopping center (theater site). [Project Folder](#)

SP2016-001 Plyler Road Townhomes: Proposed 35-lot alley-served townhome community located on Plyler Road next to former Genwove site. Grading only permit issued 5/26/16. [Project Folder](#)

SP2016-003 Walden at Austin Village: Proposed 51 single family detached homes on approximately 16 acres. Located on the north side of Chestnut Lane, west of Potter Road. Applicant is CoxShepp Construction. [Project Folder](#)

SP2016-004 Sardis Corners Car Wash: Applicant; The Moser Group. Revised plans to reflect a single bay automated car wash to be located next to QuikTrip on HWY 74. [Project Folder](#)

SP2016-005 Idlewild Commons Business Center: Applicant; The Moser Group. Proposed Office/Flex Buildings (2) totaling 22,000 SF of space. Located on vacant land adjacent to Foodlion and Beacon Hills. [Project Folder](#)

SP2016-007 Lidl Grocery Store: Applicant: Aspen Asset Group, LLC Proposed Grocery Store with related parking lot and future Indian Trail public roadway. Project is located at the corner of Unionville-Indian Trail Road and HWY 74. [Project Folder](#)

SP2016-008 Berkshire Partners #4 Old Hickory Business Park: Applicant: Berkshire Partners #4, LLC New Office/Warehouse to be constructed on an existing vacant wooded lot in Old Hickory Business Park. The building will be 17,000 sq ft. It is located on the corner of Eaton Ave. and Stinson Hartis Road, Lot 10. T [Project Folder](#)

SP2016-012 Austin Village Office Buildings: Proposed office buildings totaling approximately 4200 square feet on parcel 07132010F. Applicant is Chris Hope, PE. Comments sent 7/15/16. [Project Folder](#)

SP2016-016 Atlantic Pinstriping: Proposed 8,000 sq. ft. vehicle pinstriping and customization facility for semis and other large vehicles. Location: 4108 Matthews-Indian Trail Road.

MAP2016-005: Minor subdivision plat for parcel at 2017 Chestnut Lane. Applicant: Sergey Dryk.

SP2016-019 Aqua Duck Offices: Proposed 6,300 square foot building. Located on Smith Farm Road (Parcel 07105027 D80). Scheduled for TRC 8/25/16. Applicant: Derek Hodge. [Project Folder](#)

SP2016-020 IT Self Storage: Proposed 10-acre self storage facility located at intersection of Wesley Chapel-Stouts Road and Orr Road. Applicant: Group One Ventures

SP2016-021 Shops at SV Retail: Site Plan for retail building approx. 4,161 square feet. Scheduled for TRC 9.1.16. Comments issued on 9.15.16. Awaiting resubmittal. [Project Folder](#)

SP2016-023 Providence Hills Pool House Addition: Site plan for a storage building approximately 196 square feet. Schedule for TRC 10.13.16. Comments issued. Awaiting resubmittal. [Project Folder](#)

CubeSix: Site plan for the relocation of a site's driveway from Indian Trail-Fairview Road to Stinson Hartis Road

Projects Under Development (19 total: 2 residential, 17 non-residential):

SP2007-024 Cahill Business Park: Proposed development of four office/flex space buildings totaling approx. 65,000 sq. ft. of building space on approx. 5-acres at 3508 Mathews-IT Road. Site grading and utility installation continues at a very slow pace.

SP2012-031 Cahill Expansion: Proposed development of two office buildings at 120 Unionville-IT Road (across from UW Library). Preconstruction meeting held 1/10. [Project File](#)

SP2014-019 Union Grove: Proposed 207-lot subdivision (approx. 68-acre site) located on Unionville-IT Road across from the Ashe Croft neighborhood. [Project Folder](#)

SP2014-007 Glenn Oaks Apartments: Site Plan submittal for proposed 204-unit apartment community and related improvements located off Old Monroe Road behind the Family Dollar retail establishment (under construction). [Project Files](#)

SP2015-003 Waste Pro: Proposed 17,000 sq. ft. Waste Pro environmental services operations facility on a 8.6-acre site located on Valley Parkway (Parcel #09366022). Applicant: Eagle Engineering. [Project Folder](#)

SP2015-021 Outdoor Storage Facility: The Moser Group will construct an outdoor storage facility at the 300 block of Unionville-Indian Trail Road. The site contains two parcels with approximately 2.3 acres. [Project](#) [Folder](#)

SP2015-030 Goodyear Complete Auto Store: Proposed use of the site is a commercial development (Goodyear Tire and Auto) with associated parking within Sun Valley Commons [Project Folder](#)

SP2015-018 State Employee Credit Union: Proposed 7,800 sq. ft. credit union facility located on Wesley Chapel Road across from the UC transfer station. This new facility will replace the existing site on US 74. [Project Folder](#)

SP2015-026 Sun Valley Commons Building 22: Proposed 11,463 sq. ft. multi-tenant building at Sun Valley Commons shopping center (theater site). Comments sent on 12/4. Resubmittal of plans 3/18/16. Final approval from UCPW 4/8/16. Town approval of plans 4/15/16. [Project Folder](#)

SP2016-010 Valvoline: Proposed 2,000 sq. ft. oil change and auto repair center on Lot 3 of Sun Valley Commons (fronting Wesley Chapel Rd.). Applicant is Quality Automotive Services. Approval to construct issued 8/11/16.

SP2016-002 First Baptist Church of Indian Trail parking Lot Expansion: Parking Lot expansion at the corner of Peace Drive and Indian Trail-Fairview Road. adding 49 parking spaces and re configuring the lot. [Project](#) [Folder](#)

SP2016-004 Sardis Corners Car Wash: Applicant; The Moser Group. Revised plans to reflect a single bay automated car wash to be located next to QuikTrip on HWY 74. [Project Folder](#)

SP2016-006 MCA Classroom & Family Life Center Addition: Applicant Metrolina Christian Academy. Replacing modular classrooms with a new freestanding building. Also expanding the Family Life Center where the existing 'tot lot' is located. Classroom Building = 6,656 Sq Ft Family Life Center Building = 15,400 Sq Ft. [Project Folder](#)

SP2016-008 Berkshire Partners #4 Old Hickory Business Park: Applicant: Berkshire Partners #4, LLC New Office/Warehouse to be constructed on an existing vacant wooded lot in Old Hickory Business Park. The building will be 17,000 sq ft. It is located on the corner of Eaton Ave. and Stinson Hartis Road, Lot 10. [Project Folder](#)

SP2016-011 Harris Teeter Dist. Ctr. Parking Lot Expansion: Proposed trailer parking area expansion for distribution center.

SP2015-022 Duhlab Medical Offices: Two (2) proposed 5,000 sq ft medical office buildings with parking located on Indian Trail Fairview Road in the Old Hickory Business Park. [Project Folder](#)

SP2016-014 Tsai Office: Proposed conversion of existing house/residential structure into an office/retail use. A new parking lot will be established along with necessary landscaping. Located at 307 S Indian Trail Rd (parcel 07108001A). [Project Folder](#)

SP 2016-015 SECU ATM Kiosk: Proposed installation of drive-up ATM kiosk in Food Lion parking lot. Located at 4423 Old Monroe Road (parcel 07114072D). [Project Folder](#)

SP2016-022 Duke Matthews Storage Shed: Installation of a new storage shed approx. 815 square feet at 3500 Gribble Rd. [Project Folder](#)

Number of New Businesses (6):

- 1. LaPrece Noir LLC:** Proposed online clothing boutique operating as a home occupation.
- 2. Thrive Counseling Services PLLC:** Proposed business at 120 Unionville-Indian Trail Rd. Counseling services.
- 3. Allstate:** Proposed insurance business at 120 Unionville-Indian Trail Rd.
- 4. ZamFam5:** Proposed deep fryer oil filtration business operating as a home occupation. All operations will be offsite.
- 5. Fa-La-Lafel Vegan Catering & Personal Chef:** Caterer and personal chef. Operating as a home occupation. All cooking is done at a commercial kitchen.
- 6. Bookkeepers of Charlotte LLC:** Proposed online bookkeeping service operating as a home occupation.

Committee Update:

Tree Board: The next meeting is scheduled for 12/15/16. Please see [website](#) for meeting agenda and minutes.

Miscellaneous:

Box City Planning Initiative: Planning staff facilitated its 5th annual Box City planning initiative with area 2nd grade students. Staff worked with approximately 150 2nd graders at Sardis Elementary and Union Preparatory Academy and helped them plan their own community using boxes the students decorated to resemble homes and businesses (see photo below).



PERMITS		CODE ENFORCEMENT	
Alarm	96	Sign/Banner Violations	0
False Alarm	60	New Nuisance Violations (i.e. Tall Grass, Junk, etc.)	11
Compliances	14	Residential Zoning Compliance Inspections- New Construction	14
Zoning	30	Violation Re-Inspections – Ordinance Compliance	15
Sign/Banner	1	Citizen Ordinance Education	17
New Project Reviews	5	Minimum Housing Inspections/Hearings	0
Misc Invoice	1	Property Lien Actions	0
		Auto Violations (i.e. junk vehicles, etc.)	4
		Notice of Violation or Written Warning	9
		ZONES	1-8

-Engineering-

Administrative:

Minor formatting edits to draft On-Street Parking Ordinance

Town Hall Project Update:

Exterior wall framing and sheathing installation continues

Interior first floor and second floor wall framing continues

Installation of ductwork continues

Ships ladders have been installed

In-wall plumbing piping and carriers are being installed

The building perimeter footing excavation has been backfilled





Municipal & State Infrastructure Projects Update:

For an update of ongoing municipal and state infrastructure projects including scope, schedule, and budget, see [Municipal & State Projects Report](#)

Private Land Development Projects Update:

SECU: Steel frame structure is erected and storm water devices are installed

Waste Pro Facility: Grading began and building outer shell have been constructed

Caliber Collision: Temporary C/O is granted. Punch list items will be completed this week.

Outdoor Storage: Grading is 90% complete. Detention facility is complete.

Duhlab Med. Offices: Framing of building ongoing

Union Prep Charter School: Temporary C/O is approved

Sheridan Amenity Ctr: Pool is 50% complete

Sun-Valley Buildings: Bldg. 22 framing is complete. Bldg 18 has not started yet

Meineke Car Repair: outer shell is complete. Working on interior

Goodyear Automotive: Concrete block shell is complete. Utilities installation is ongoing

Committee Updates:

Storm Water Advisory Committee (SWAC): Next meeting is scheduled for 1/12/2017

Transportation Advisory Committee (TAC): The next meeting is scheduled for 12/06/16.

Public Safety Committee (PSC): Next meeting is scheduled for 12/01/2016

Charlotte Regional Transportation Planning Organization (CRTPO) - Technical Coordinating Committee (TCC): next meeting is scheduled for 12/01/16