

MANAGER'S REPORT

To: Mayor & Town Council
From: Patrick N. Sadek P.E., Town Manager
Report Date: 01-27-18 at 12:00 PM
Subject: Manager's Report 12-14-17 to 01-27-18



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

- **CRTPO:** Councilmembers Morse, Head, and the Town Manager attended the CRTPO Orientation.
- **Planning Board:** Meeting occurred on 12-19-17. Items reviewed:
 - Shoppes at Hanfield Conditional Rezoning Modification
 - Strand Dr. zoning map amendment (associated w/ annexation)
 - Fripp Ln. in Brandon Oaks zoning map amendment (associated w/ annexation)A meeting is scheduled for 01/16/18 where the 2018 Work Plan & a potential field trip will be discussed.
- **Storm-water:** Had a productive meeting in December. No meeting is scheduled for January.
- **Transportation:** Cancel meeting due to New Town Hall transitioning.
- **BOA:** Board member training was conducted 01/25/18.
- **ABC:** Councilmember Howe, Cohn, Town Manager and staff met and discussed various items. Mr. Jim White was nominated as a Board member.
- **Tree:** No update.
- **Parks & Rec.:** Next meeting is scheduled on 02/07/18.
- **Public Safety:** Met at Hemby Bridge Fire Station. Next meeting is scheduled on 02/01/18 @ 6:30pm at Town Hall.

BONDS & CONTRACT

Bonds:

- **Bonterra Phase IV:** Bonterra Phase 4 Performance Bond and Public Works Bond – Performance Bond Estimate form approved, Public Works Estimate form under evaluation, awaiting surety bond documentation and fees. Bond approved on 1/3/2018.
- **Bonterra Phase III:** All bonds are released except 1 performance bond. walking trail bonds are still held.
- **Walden Austin Village New Sureties:** BMP forever bonds Phase I & II request On Hold, Performance Bonds requested for Phase III (Streets, SW, C&G, and W/S).
- **Union Grove Amenity Center/Pool:** Bond estimate approved. Union Grove Amenity Center Performance Bond – Estimate form approved, awaiting surety bond documentation and fees. Bond approved on 12/21/2017.
- **Union Grove Phase II:** Union Grove Phase 2 Performance Bonds and Public Works Bonds – Estimate forms approved, awaiting surety bond documentation and fees. Bond approved on 12/21/17.
- **Shoppes at Hanfield Village:** Approved 2 out of 3 new applied new sureties for the Shoppes at Hanfield Village. Awaiting additional doc. and funds to cover BMP. Final funds received for BMP forever bond, BMP forever bond approved on 1/8/2018.

Contracts

- **Town Hall Janitorial Srv. Request for Authorization:** Procurement Phase.
- **2018 Stormwater Maintenance:** Procurement Phase.

- **Additional ADA Parking Spaces for ADA Playground:** Procurement Phase.
- **Town Hall Security Alarm Monitoring & Panic Button:** Procurement Phase
 - CPI: Met on 12/14/17 awaiting quote from CPI.
 - ADT: Received quote 12/21/17.
 - Stanley Security: Met on 01/10/18 for quote.
 - Sonitrol Security: Met on 1/11/18 for quote.
- **Unionville-Sardis Church:** ROW Authorization from NCDOT in progress; Consultant Professional Property Srv. contract Council authorization/approval; Supplemental Task Work Order/Notice to Proceed Fully Executed and delivered 01/11/18.
- **US 74 Multi-Use Path & CC Greenway:** Funding Verification & NCDOT Agreement.
- **UDO/LDSM:** To be submitted to TC for approval.
- **2018 Pavement Marker/Pavement Marking:** Procurement Phase.
- **Town Real & Personal Property Disposal:** Appraisal is complete, currently researching & preparing for Drafting Phase. Memo to Council, Resolution, Public Notice, Determining Method of Disposal (i.e. Public Auction, Electronic Auction, or Upset Bids), possibly procure an auctioneer, and work with Town Attorney regarding Bill of Sale doc. for sale of Real & Personal Property. Zoning & Planning Phase.
- **Town Hall Outdoor Furniture:** Ordered.
- **Town Hall Blinds/Shades:** Ordered.

COMMUNICATION/COMMUNITY ENGAGEMENT

- **Audio/Visual (A/V):** Continue to test & troubleshoot the A/V/Livestreaming sys. At new Town Hall bldg.
- **Website:** Periodic updates. www.indiantrail.org
- **Online Production:** Continued effort to record Council, BoA and Planning Board meetings.
- **Info. Tech.:** Worked on IT issues (wireless internet, Council Chamber computer, and other needs).
- **Calendar Usage:** Worked with departments on improved calendar usage.
- **Newsletter:** Finalized next newsletter.
- **VFW:** Worked w/ VFW on multiple issues.
- **Public Relation:** Worked on various issues.

COUNCIL

- **Training:**
 - Councilmember Mr. Head attended the Hickory class.
 - Councilmembers Ms. Howe, Mr. Kiestler, and Mr. Morse attend the Chapel Hill class.

ECONOMIC DEVELOPEMNT

- **SVMP:** Meetings w/ the developer to be scheduled.
- **The Cottage:** Meetings w/ the developer to be scheduled.
- **Downtown Revitalization:** Met w/ DRMP Consultants to begin preliminary engineering.
- **Town Property:** Rezoning phase. Has been appraised.
- **Lemmond's Property:** On hold awaiting update from real estate firm.
- **SageCroft:** Doc. (survey, GIS maps, BMP exhibit) has been submitted to legal for land-swap process.

FINANCE/REVENUE

- **Vendors:** All have been paid timely & accurately.
- **ABC Board:** Met w/ our Town's ABC Board requesting additional funding.
- **FY16/17 Audit:** Received our CPA draft from our auditor for FY17/18. Final report will be in November.
- **Bank Accounts:** All have been reconciled accurately.
- **Dash Board:** The October monthly dash board has been completed.

- **FY17/18 Budget:** Will continue to comply w/ the “Local Gov. Commission’s budgeting requirement. Will start incorporating certain “School of Gov.” concepts/ideas.
- **FY17/18 Collection:** Current Year is 57.47%.
- **Notices:** Postcard mailing to remind property owners that taxes are due, to be mailed 12/01/2017.
- **Receivable:** All are posted and current.

FIRE DEPARTMENT

- **Fire Tax/Fee:** Fire Chief Mr. Jonny Blythe presented before TC a Fire tax/Fee presentation.
- **Fire study:** The “FY18/19 Fire Srvc. Funding Evaluation Study Proposal has been reviewed.

HUMAN RESOURCES

- **Recruiting:**
 - Customer Srvc./Admin. Assist. position has been filed. Crystal Monsegur will start working w/ Planning on 02/05/18.
 - Posted a seasonal Parks & Rec. position for Athletics.
 - Linsey Barnett began her internship w/ us on 01/16/18. A student at UNCC and will work w/ Parks & Rec.
- **Personnel:**
 - Continuing to work on updating the emp. personnel manual.
 - Updating job descriptions for minor org. changes.
 - Completed a mandatory occupational employment survey from the NC Dept. of Commerce.
 - Worked w/ Department Heads to resolve a few emp. performance issues.
 - Handled 2 Workers Compensation Claims in January.
- **Risk Management:**
 - Held staff training for fire emerg. evacuation procedures. AED’s are installed on both levels at Town Hall. Plans are still taking place w/ the Hemby Bridge Fire Dept. to schedule CPR/First Aid/AED training for employees.
 - Began corresponding w/ UCSO on active shooter training & an emerg. action plan for new bldg. Plans are to begin working on this after the security camera training for the new bldg. Contacted the Hemby Bridge Fire Department to schedule January AED & CPR training for staff.
 - CPR & First Aid Training will take place in February & March. We have 2 members from each dept. attending and all of PW will be attending.
 - Completed the OSHA 300A form that is to be posted in February.
- **Performance Management:** 4 employee performance reviews were completed.
- **Training & Development:**
 - Met w/ a representative from the North Carolina League of Municipalities (NCLM) to get a better understanding of the srvc. that the NCLM offers our Town. The NCLM offers Human Capital Management training that has on-line courses for Supervisors & Managers. A training program for Supervisors & Managers will be scheduled in the near future
 - HR Director participated in on-line training offered thru the NCLM: Fed. Discrimination Law Title VII & Workers Compensation Claims.

2017 INDIAN TRAIL RESIDENTIAL VALUATION

# of New Homes Constructed in 2017	Percent Change (from 2016)	Estimated Value Per-Home	Total Estimated Value	2017 Total Town Property Taxes
197	[-8%] (215 Homes)	\$200,000	\$39,400,000	\$72,890

LEGAL:

- **CC Park Playground:** Discussed bidding & contract procedure.
- **SgeCroft Land-swap:** Reviewed related docs.
- **Org. Chart:** Reviewed.
- **ABC Board:** Reviewed ABC's response to Twon's request for additional funds.
- **Group Contract:** Researched law
- **Sardis Rd. Roundabout:** Reviewed NCDOT agreement

MANAGER'S ADD. ACTIVITIES

- **Monroe Rd. Widening "Unified Resolution":** A draft copy was sent to NCDOT (Scott Cole). A final copy was sent stallings for final signature.
- **Personnel:** Finalized 2 personnel issues w/ legal.
- **Sage-Croft Develop.:** Met w/ developer. Will begin working w/ Legal on real estate & land swap doc.
- **Reviews:**
 - Emp. Performance: Reviewed 4 performance review appraisals. (Dalton Pierce, Alicia Massey, Jason Tryon, Katie Sea, Josh Campbell, Seth Carroll, Todd Huntsinger, & Susan Didier).
 - Reviewed 2 Fire tax/Fee studies
- **Meetings:**
 - Coordinated & attended 2 meetings w/ the Moser Group & Town Council.
 - Coordinated and attended 1 meeting w/ the ABC Board.
 - Met w/ City of Monroe's Manager Mr. Larry Faison and discussed Economic Development.
 - Met w/ Timothy Wood (VFW) and discussed cost, donation and schedule of the Veteran Memorial.
 - Met w/ the County Manager and discussed
 - ✓ Easement for South Crooked Creek multi use trail.
 - ✓ Indian trail/Gribble Roundabout.
 - ✓ Fire tax/Fee
 - Design: Completed the conceptual design for Indian Trail S. Rd.
 - Completed the conceptual design for IT South Rd./Gribble Rd. roundabout.
 - Met w/ STV and discussed design related issues and CO cost.
 - Met w/ Councilmember Head, Weddington, Waxhaw, and Stallings, and discussed "Reliable Transportation Network for Smart Growth".
 - Met w/ ABC Member Mr. Jim White and discussed Board related issues.
 - Met w/ UC School Board and discussed Sardis roundabout.

PARKS & RECREATION

- **Revenues** (01/14/18 to 01/25/18)
 - Town Hall Rental: \$760.00
 - CCP Rentals: \$130.00
 - Programs: \$478.00
 - Total (FY17/18): \$84,161.41

- **Programs**
 - Mini Chefs (monthly): Preschool program for kids to learn about cooking & healthy eating.
 - Sr. Coffee & Cards: (01/24/18): Seniors participated in meetings & games.
 - Abrakadoodle (01/23/18): Children's art program.
 - SLO Flow Yoga on 1/16/18 & 1/23/18
 - Marshmallow Madness: (1/22/18) Candy making class.
- **Staff Reports**
 - Find-It-Fun Guide: Gathered all spring info. & photos to send to early this month.
 - Field Trips: Staff has our next scheduled Senior trip on 01/29/18.
 - Park Master Plan Survey: Online survey is live on IT's website www.envisionitparks.com
- **Projects**
 - Splashpad: Construction Phase.
 - ADA Playground: Nearing completion w/ final inspection coming in mid. of February.
- **Athletic**
 - FY 18/19 Fields & Tournaments: All requests have been submitted to staff and are under review and will be scheduled in the next 2 weeks.
- **Master Plan**: Website is live, envisionitparks.com. The site provides updated info. and accepts feedback & comments. Working on completing the existing "Program Assessment Forms." and Asset Inventory.
- **Events**:
 - All UCSO and EMT requests have been submitted for the FY17/18 event season.
 - Mayor Tree Ed. Initiative will be working w/ 9 schools, 41 classes , and 950 students this April.
 - Ride & fireworks companies for Family Fun Day have been selected. Will finalize contract in 2 weeks.
 - Katy Keller was asked to join the Planning Committee for a "TEDx" event that will take place in June. Katy & the TEDxCollege Park team spent the day interviewing people from all over the world (including Toyko, Kenya, LA, NY, etc.) on their potential ideas. The knowledge she gains from this will help us with our marketing of new concepts for the Town.
 - Marketing: Created & scheduled marketing materials for all social media outlets to be distributed.
 - Instructors Contracts: Began drafting next quarter's contracts. Instructors include: Candy Making, Sketch Artist, Tai Chi, Senior Fitness & Yoga, Fundamentals of Writing.
- **Other Stats**:
 - \$2,500 Sponsorship w/ Publix is being finalized for the sponsorship of Family Fun Day which will take place at CC Park on 06/03/18.
 - Worked w/ local artists on Healthy Lunch activities and crafts to offer free to seniors, home schoolers, stay at home moms.
 - 5 new dog park users (723 total dogs).
 - We have signed on a new Art instructor that will teach pottery, glass & ceramic programs for both children & adults.

PUBLIC WORKS

- **New Town Hall**:
 - Coordinate w/ all Depts. items related to the move and occupying the bldg.
 - IT Construction crew finalizing the Town landscaping part.
 - Ongoing bldg. maintenance
- **Street Lights Requests**:

- Pongside & Crismark: Worked w/ residents on street light request.
 - Another request has been submitted to Duke energy for Chestnut Parkway. Repair was performed.
- **Chestnut Sq. Park Lemmond Dr.:** Submitted a revised design for a quote for stripping. Met w/ contractor for pre-construction meeting. Contractor will be installing stripping when weather prompts.
- **Storm-water Contract:** Staff met w/ contractor and reviewed contract. Council approved the contract on 01/23/18. Staff is coordinating w/ the contractor schedule and preconstruction meeting. in early February.
- **ADA Playground:** Designed the ADA parking for the playground. 20 additional ADA stalls will be added.
- **Old Town Hall:** Staff began disposing surplus items & organized the warehouse. Staff is in the process of executing a contract for design services for a few minor bldg. upgrades.
- **Park Maintenance:** Routine maintenance at all park facilities. Completed phase 1 of field maintenance at CCP. Regraded the infields and cut the outfield edge line back to design specifications.
- **Bldgs. & Grounds Maintenance:** Routine maintenance at all Town facilities.
- **Storm-water Maintenance:** Performed maintenance on several qualifying requested around Town.
- **Maintenance**
 - Equipment: Ongoing.
 - Storm-water: Completed a blowout repair in the Brookhaven Subdivision.
 - Street: Completed a pothole repair in the Brandon Oaks subdivision.
- **Right-of-Way Maintenance:** Performed asphalt maintenance along Rogers Rd. in Holly Park. Several pot holes were patched in Brandon Oaks. Add. signs were installed along Matthews IT Rd., while others were removed from Beacon Hills.
- **Fleet Maintenance:** Ongoing maintenance was performed along w/ front end work on one Town vehicle.

SOLID WASTE

- **God Bless USA (GBUSA):**
 - During bulk pick up GB USA collected over 80 tons of material from residents w/in the Town. A sherd-it event was also held w/ a steady stream of residents for about 4 hours. Over the last 2 weeks there was 38 add. requests as well as 2 compliments.
 - 7 additional requests. There was also 1 compliment.
 - December 2017 results come in \$12,000 to the good of last December's results. in addition 186 more homes were serviced.
 - Thru 4 mos. of activity (Aug-Nov). we have remitted \$524,893 for the same 4 mos. last year we remitted \$564,830 to Waste Pro. Our annual budget= \$1,646,165 (based on the actual of \$524,893 we are at 31.8% of said budget). Thus, we are positive thru 4 mos. by **\$39,937**. In addition our volume is up this year all across the board. God Bless USA has serviced 51,135 homes compared to Waste Pro's 50,273 homes. Thus, God Bless USA has serviced more than 850 homes during this 4 month period and our costs are still down by approx. \$40,000.

STORM DRAINAGE MAINTENANCE & IMPROVEMENTS CONTRACTS/STUDIES

- **1ST Ave.:** Still reviewing proposals to finish up Phase I design. Finalizing comments w/ designer.
- **Beacon Hill Study: Completed.**
- **Water Reclamation Study:** Completed. Proposed system is not feasible.
- **Storm-water Maintenance Contract:** Construction Phase.
 - Floodplain Cleaning: \$99,350.
 - Catch Basing Cleaning: \$113,750.
 - Bridges & Culverts: On Hold
- **Cottage Creek Improvements: Completed.**

- **Indian Trail Park:** Reviewing NCDOT's storm drainage study. On hold.

STRATEGIC PLANNING

- **Future Rezoning Plan:** The plan lists all potential future rezoning parcels
- **Park Master Plan:** 1st. public outreach/stakeholder hearing was held this past week.
- **Pocket Park Master Plan:** Discussions continue w/ a variety of developers interested in this concept.
- **Downtown Revitalization Master Plan:** Planning Phase. Preliminary Eng. Phase. Will schedule a meetings w/ stakeholders.
- **Parking Master Plan:**
 - Lemmond Dr. & Matthews IT Rd.: 33 add. on-street parking spaces. **Completed.**
 - Old Town Hall: 23 add. parking spaces. **Completed.**
 - Old Town Hall: 34 add. Parking spaces to follow.
 - New Town Hall: 6 15-Min parking stalls were added. **Completed**
 - CC Park: 20 more add. ADA Parking stalls to be added. Procurement Phase.
- **Storm Drainage Improvement Master Plan:** Planning Phase. ongoing.
- **Ped & Bike Master Plan:** Planning Phase. Ongoing.
- **Traffic Congestion Mitigation Plan:** Planning phase. Ongoing.
- **Secret Shortcut Small Area Plan:** 11/30 Internal Kickoff meeting held w/ consultant. Stakeholder group will also meet in January.

TAX COLLECTION

- **Current Year Collections:** 91.8536%
- **Prior Year Collections:** 55.9817%

Property taxes are delinquent after 01/05/18. Will begin utilizing collection remedies as prescribed by the NC GS to collect the remaining amounts due. All receivables have been processed and deposited timely.

TOWN CLERK

- Updated Chairman for ABC on Boards and Committee Rosters
- Received new Application from Chery Mimy – Presented to TM for review
- Sent e-mail notification of Board or Committee Appointment to newly appointed members
- Sent e-mail to those not appointed but who applied
- Wrote Minutes for the ABC/Town Council Meeting held 1-5-18 at 2:30 p.m.
- Coordinated upcoming Board & Committee openings with Staff Liaisons
- Worked on Document Processing for January 09, 2018 TC Meeting
- Began 12-12-17 Regular and Closed Session Minutes.
- Verified approval date of Procurement Policy for Finance
- Researched voting outcome for TM for 2014 Plyler Development
- Forwarded Animal Ordinance to Alicia Massey per request
- Forwarded 1 Record requests to Mike Parks – Requesting 12-12-17 Mtg Audio
- Forwarded Audio to Mike Parks of 12-12-17 Meeting

TOWN HALL PROFESSIONAL SERVICES / INSTRUCTION CONTRACTS

- **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.
- **Furniture:** Awaiting 4 tables & 35 chairs for the large Community Room. One additional podium is ordered.
- **Architectural (Crech):** Punch-list is ongoing. Some items have been completed.

- **CM at Risk (Edifice):** Few minor Punchlist items.
- **Wayfinding:** **Completed.**
- **Indian Trail Bldg. Sign:** **Ordered.**
- **U.S. & NC Flags:** **Ordered.**
- **Site Landscaping/Irrigation:** (Town Part): **Completed.**
- **Cleaning Service Contract:** Procurement phase. Under review.
- **Bathrooms & Carpet:** **Completed**
- **Copier Contract:** **Completed.**
- **Outdoor Furniture:** **Ordered.**
- **Blinds/Solar Shades:** **Ordered.**
- **Civic & CAC Bldg. Appraisal:** **Completed.**

TRAINING (Staff)

- **Parks:** NC Parks & Rec Conference: Jason Tryon scheduled to attend the state conference.
- **Parks:** Katy Keller attended the "Supervisors' Mgmt. School" / Nat. Rec. & Park Assoc. **Completed.**
- **Parks:** NC Parks & Rec Conference: Seth Carroll attended the state conference. **Completed.**
- **Parks:** Seth Carroll attended the NC Athletic Directors Conference. **Completed.**
- **Parks:** Nat. Rec. & Park Assoc. "Supervisory Mgmt." Katy Keller is scheduled to attend this course.
- **Parks:** Nat. Recreation & Park Assoc. "Special Event Mgmt." Hayden Kramer will attend this class.
- **Parks:** Seth Carroll attend the "Nat. Alliance for Youth Sports" certification. **Completed.**
- **Parks:** Susan Didier attended the NC Recreation & Park Assoc. State Conference. **Completed.**
- **Finance:** Rosemary Bernauer. Accounting & Auditing Update.
- **Finance:** Rosemary Bernauer Basic Local Government Contracting & Procurement.
- **Eng.:** Todd Huntsinger is planning on taking the "Engineering-In-Training" exam.
- **Eng.:** Dalton Pierce has attended "PhotoShop". **Completed.**
- **Eng.:** Todd Huntsinger attended the "Flood Plain Management Training". **Completed.**
- **Eng.:** Adrian Moritz will attend the "Storm Water BMP Inspection & Maintenance" course.
- **Eng.:** Marhonda Smith attended the 2nd Procurement training class. **Completed**
- **Public Works:** APWA Conference: Adam Mclamb and Mike Wright planning to attend.
- **Public Works:** Field staff are attending "Flagging", "Safety", & "Pesticide" training. Ongoing.
- **Public Works:** 10-hour OSHA: Melaney Wolfe planning to attend.
- **Public Works:** 30-hour OSHA: Mike Wright planning to attend.
- **Public Works:** All Field staff attended Defensive Drive Training. **Completed.**
- **Tax:** Mya Bailey attended "Fund. of Property Tax Collection". **Completed.**

TRANSPORTATION PROJECTS

- **Chestnut Pkwy. Phase II** (Matthews IT Rd. to Gribble): submitted comments to NCDOT.
- **Chestnut Pkwy. Phase III** (Gribble to Monroe Rd.): Submitted comments to NCDOT.
- **Resurfacing:** Procurement phase.
- **IT "Complete St.":** Planning phase. Beginning conceptual design. Will meet w/ Duke energy to discuss utilities conversion cost. Met w/ DRMP to start Preliminary Engineering.
- **Crack Pouring:** Planning phase; street selection is ongoing.
- **Raised Pavement Markers:** Approved by TC. Procurement phase.
- **Pavement Patching:** Planning phase; street selection is ongoing.
- **Pavement Markings:** Planning phase; street selection is ongoing.
- **US 74 Multi-Use Trail:** Planning phase. Finalizing the alignment.
- **S Fork CC Greenway Trail:** Planning phase. Finalizing the alignment.
- **Stouts RR Siding Extension:** Planning phase (CSX). A grade separation is planned for both Chestnut

Pkwy. Ext. and for Wesley Chapel Stouts Rd.

- **Unionville/Sardis Rd. Roundabout:** Real Estate Acquisition Phase. Notified NCDOT to move forward w/ ROW Authorization. Additional water & sewer design phase.

ENGINEERING / PLANNING / PLAN REVIEW / INSPECTION

Projects under review:

- **Annexation Projects:**
 - 5104 Strand Dr. to construct SF homes
 - 2316 Waxhaw-IT Rd., H&H Homes Phase II. Corresponds to H&H Homes Phase II conditional rezoning request.
 - Brandon Oaks: 3 SF residential lots along w/ portion of HOA maintained property.
- **Rezoning Projects:**
 - Residential: Brandon Oaks Rezoning 3 SF residential lots along w/ portion of HOA maintained property from R-20 to SF-4. Corresponding annexation project.
 - Non-residential: None
 - No new submittals
- **Conditional Zoning Projects:**
 - Wesley Chapel Stouts Rd: Shoppes at Hanfield Village amendment
 - 2316 Waxhaw IT Rd, H&H Homes Phase 2. Proposed construction of 49 SF homes.
 - Plyler Town Homes Modification. Proposed modification to previously approved project on Plyler Road to add 6-additional units (41-total) and remove alleyways
- **New UDO Text Amendment Applications:** None.
- **Site Plan/Plat Application:**
 - Residential: None.
 - Non-Residential: Auto-bell Car Wash.
 - Ride Now Motors (Sketch Plan).

SITE PLAN / SUBDIVISION / PLATS PROJECTS

- **Glenn Oaks Retail:** Old Monroe Rd. 9,000 sq. ft. multitenant commercial bldg. Ty-Parr Realty.
- **Autobell Car Wash:** Old Monroe Road. 23,724 sq. ft. vehicular surface expansion. Blue Ridge Eng.
- **Ride Now Motors:** Gray Fox Road. 2 – 10,000 sq. ft. multitenant structures on 5.57 ac. Star Investments Holdings, LLC
- **Poppy's Bakery and Grill:** Younts Rd. 3,618 sq. ft restaurant on a exist. 2.9 ac miniature golf site.
- **Figuroa Auto Repair:** Hwy. 74. Construction of a 5,000 sq. ft. repair shop on 1.03 ac. Am. Architecture.
- **Berkshires/Old Hickory Lot 11:** Eaton Av. Construction of a 20,253 sq. ft. office/warehouse. 3.37 ac.
- **Riverside Conc.:** Tech. Dr. 8,500 sq. ft. site plan flex bldg. located on 1.15 ac. Chris Hope
- **Taco Bell SV:** Wesley Chapel Rd. Construction of a 2,100-sq. ft. restaurant on 1.29 ac. Jason Galloway.
- **Heritage Subdivision:** Wesley Chapel Rd. A 316-lot SF subdivision. Kolter Land Partners. Ongoing
- Mass grading.
- **Southgate Phase 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.
- **SVMC Lot 17:** 7,500 sq. ft. multi-tenant bldg. (theater site). Overcash Demmitt Architects.
- **Austin Village Office Bldg.** Proposed office bldg. Approx. 4200 sq. ft. on parcel 07132010F. Chris Hope.
- **Automotive Repair:** Gray Fox Rd. Construction of new 2,400 sq. ft. auto repair bus. on 1.58 ac.

HOJCO, LLC.

- **Plyler Rd. Townhomes:** 41-lot townhomes. Plyler Rd. next to former Genwove site. Modification application submitted to remove alleys. Community meetings held on 11/09/17 in Civic Bldg. Received positive feedback from adjacent neighborhoods. Approved by both TC & Planning Board.

Projects Under Development:

- **Shoppes at Hanfield Village Out Parcel #2:** Construction of a 4,775 sq. ft. med. office bldg. on 0.789 ac. Eagle Eng. Ongoing construction.
- **H&H Homes Cottages:** Waxhaw IT Rd. A 49-lot SF subdivision. Bohler Eng. Underground infrastructure ongoing.
- **Shops at SV Retail** (Harris Teeter center): Site Plan for retail bldg. approx. 4,161 sq. ft. Bldg. is 90% completed w/ interior construction ongoing.
- **Lidl Grocery Store:** Aspen Asset Group, LLC. Grocery Store w/ parking lot and future IT public roadway. At the corner of Unionville IT Rd & Hwy. 74. Developer has started work on his Grading Only permit. FEMA floodplain docs. under review for culvert redesign. CLOMAR notifications will be sent out next week. Steel structure erection still ongoing.
- **Bonterra Phase IV:** Bonterra Town Center Area. Plan review of 85-ac site contemplating 161 SF residential lots Applicant: Eagle Eng. Homebuilding began and developer is moving forward with bldg. the rest of the roadway system.
- **Goins Family Company Addition:** A 6,500 sq. ft. addition to an exist. Bldg. 1.36 ac. 2121 Unionville IT Rd. Crescent Metal Structures. Approved to construct but developer hasn't moved forward.
- **Union Grove:** Proposed 207-lot subdivision (approx. 68-ac. site) on Unionville-IT Rd. across from the Ashe Croft neighborhood. Ongoing construction in Phase I & II.
- **Shoppes at Hanfield Village:** Proposed construction for the Shoppes at Hanfield Village: 5 bldg. totaling 88,616 sq. ft. of commercial space. Arista Development. Developer is moving forward with ongoing construction of Phase 2 of the master plan.
- **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.
- **Harris Teeter Dist. Ctr. Parking:** Trailer parking expansion for distribution center. Ongoing construction.
- **MCA Classroom & Family Life Ctr. Add.:** Metrolina Christian Academy. Replacing modular classrooms w/ a new free-standing bldg. Also expanding the Family Life Ctr. where the exist. 'tot lot' is located. Classroom bldg. is 6,656 sq. ft. and Family Life Ctr. Bldg. is 15,400 sq. ft. Foundation footers complete and underground infrastructure being installed.
- **SVMC Bldg. 18:** 11,463 sq. ft. multi-tenant bldg. at SVMC shopping ctr. Project is wrapping up.
- **Atlantic Pin Striping:** 8,000 sq. ft. vehicles pin striping & customization facility for semis and other lg. vehicles. 4108 Matthews IT Rd. Project has been stagnant for a while. Will contact developer for status update.
- **IT Elem. School:** 200 Education Dr. Eagle Eng. Awaiting request for CO inspection.
- **Double Radius Office Warehouse Conversion:** Conversion required add. parking. No change to bldg. footprint. Off Van Buren Ave. Peadon Finein Architecture, PLLC.
- **Fieldstone Farms Subdivision:** Working w/ developer on street acceptance. Conc. repair is ongoing. pavement repair to begin once developer awards contract. Town had precon meeting with Developer about asphalt repair items and BMP remediation.
- **Sheridan Subdivision:** Development has 2 parcels left to build on plus the Amenity Area. Street repair is ongoing on Phase I. Entrance Rd. into subdivision is complete. Awaiting material testing

data before finishing up phase map.

- **6529 Potter Rd:** Minor subdivision of parcel from 1 to 2 lots. Phoenix Land Surveying, INC.

Number of New Businesses (4):

- **Dr. Patel Dental Office:** New dental facility, located at 6046 E. Hwy 74.
- **Novelties by Jonesy:** Consignment shop, located at 104 N. IT Rd.
- **Sparks Martial Arts:** Offering martial arts classes, located at 5880 Hwy 74.
- **Painting w/ a Twist:** Offers painting classes for all, location 6461-B Old Monroe Rd.

Weekly Report 11/18/17 to 12/14/17 (Permits)

Compliances	12
Zoning	18
Signs/Banners	5
New Project Reviews	6

Weekly Report 11-18-17 to 12-14-17 (Code Enforcement)

Sign Banners Violations	31
New Nuisance Violations (i.e. Tall Grass, Junk, etc.)	19
Residential Zoning Compliance Inspections-New	20
Violation Re-Inspections – Ordinance Compliance	42
Citizen Ordinance Education	37
Minimum Housing Inspections/Hearings	3
Property Lien Actions	1
Auto Violations (i.e. junk vehicles, etc.)	1
On Street Parking Violations	22
Notice of Violation or Written Warning	17
ZONES	1,2,6,7,

UCSO

- **Theft:** 45K skid steer machine was stolen. UCSO identified 2 men who were responsible for the theft.
- **Training:** Sgt. Thomas spent 3 days completing a NC State Law Enforcement Executive Program
- **Town Hall:** Assisted with the traffic control for the Town Hall Grand Opening
- **Criminal Report:** 347 reports were taken in Indian trail
- **Business Checks:** 264 were conducted in November
- **Preventive Patrols:** 1,671 were conducted in November
- **Traffic stops:** 386 were initiated in November