

Manager's Biweekly Report

To: Mayor & Town Council
From: Patrick N. Sadek P.E., Town Manager
Report Date: 04/06/19
Subject: Manager's Report



BOARDS & COMMITTEES (Council & Staff)

- + **Charlotte Regional Transportation Planning Org. (CRTPO):**
 - Last attended by Councilmember Mr. Morse & Town Manager.
 - Last attended by Director of Eng. Mr. Huntsinger (TCC).
- + **Planning:** Mtg. Held on 03/19/19.
 - Harper's Run Town Home community on Chestnut Ln. PB Recommended Approval
 - Redstone Mat. Alternative Landscape Plan (Tree Board review) TB Recommended Denial.
- + **Board of Adjustment:** Mtg. held on 03/28/19
 - Proposed setback variance in Crismark on Kinder Oak Drive
- + **Storm-water:** Mtg. held on 04/11/19
- + **ABC:** last attended by councilmember Mrs. Howe.
- + **Parks & Rec:** Mtg. was held on 03/06/19.
- + **Reliable Transportation Sys. for Smart Growth:** Mtg. was held on 03/03/19. Attended by Councilmembers Mr. Head, Mr. Morse, & Town Manager.
- + **UCBC Mtg.:** Councilmember Mr. Head attended the last 2 mtg.
- + **MTC:** Councilmember Mr. Morse attended the last mtg.
- + **UC Manager's Office:** IT Town Manager & UC Manager Mr. Watson met & discussed various issues.

BONDS & CONTRACT (Mr. Todd Huntsinger)

- + **Bonds**
 - **Sheridan:** Construction Phase.
 - **Pressley Animal Hospital:** Landscaping Rd. improvements plans for Chestnut Ln. were received & approved.
- + **Contracts:**
 - **Town Hall Security:** Awaiting add. hallway door & panic button equip.
 - **Sardis Rd. Roundabout:** RE acquisition phase complete. Construction contract has been submitted to NCDOT for review & approval.
 - **IT Complete St:** Reviewing NCDOT right-of-way.
 - **Unified Development Ordinance (UDO):** Received final docs. from consultant. Still under review by Planning staff. Will be submitted to Town Manager for review & approval.
 - **Land Development Manual (LDM):** Received final docs. from consultant. Still under review by Planning staff. Will be submitted to Town Manager for review & approval.
 - **Park & Master Plan:** Executive summary has been submitted. Complete
 - **Veterans Memorial Garden:** Irrigation & Landscaping Phase.
 - **FY18/19 Resurfacing Contract:** Finalizing the list of streets
 - **1st Ave. Storm-water Improv. Phase I:** Design Phase. 80% complete.
 - **IT Park Drainage Study:** Evaluating improvements alternatives.
 - **Sheridan Subdivision Improvements:** Construction Phase.

COMMUNICATION/COMMUNITY ENGAGEMENT (Mr. Mike Parks)

✚ Public Relations

- Social Media:
 - Promoted videos “New Biz” & “UCPS presentation”.
 - Responded to numerous concerns (on-street parking, upcoming events, NCDOT projects, etc.)
- Events: Promoted upcoming “Touch-A-Truck”
- News release: “Founders Day”
- Mtgs.:
 - Met w/ CATS about public ed. opportunities for LRT study.
 - Met w/ “ED Marketing Website” consultant.
 - Discussed future conference/biz expo w/ UCCC.
- Public Info. Requests (PIR):
 - Ed Alford for Lighthouse Family Church (eng. docs.)
 - Jonathan Rosenau (eng. docs.)
- Training: Worked w/ staff on reminder/training for working w/ “frustrated citizens” concerns.

✚ Town Website

- Live-streaming: TC mtg. & posted video from TC meeting to website.
- Website: Discussed upgrade w/ vendor. Scheduled for 07/01/19.

✚ Info. Technology

- Procurement: Moved forward on purchasing add. microphone for Council Chamber.
- Computer Hardware: Began working on computer updates needed for expiring software.
- Support: Resolved computer & screen issues due to power outage.
- Software: Planning to upgrade GIS software.
- Computer updates: Sent reminders.

✚ ED Website:

- Headline Tag, Subhead & Intro paragraph, Fun Fact Cover Tease, flyers, etc.
- Photo & video set lists.
- Downtown & uptown revitalization.
- Will meet w/ Ms. Moser to produce a video clip about the “Sun Valley Commons” shopping Ctr.

✚ Mayor Tree Initiative:

- Produced photographs & videography.

✚ Marketing: Participated in the UC Business Expo.

✚ Light Rail Transit: Reviewed Request for Qualifications “RFQ” & Project Management Plan (PMP).

✚ Veterans Memorial: Completed “America’s War Description”

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

✚ SVMP: On hold.

✚ Towne Center Apts.: Construction plans have been approved. Construction Phase.

✚ Lemmond’s Property: Design Phase.

✚ SageCrott Town Homes: 3rd amendment.

✚ Wendy’s: Approved. Design Phase.

✚ Plyler Town Homes: On Hold

✚ Sun Valley Station: Design Phase to accommodate Superstreet bulb-outs.

✚ The Haney Develop.: Awaiting a modified conceptual design from Developer.

✚ Poplin Village Mixed-Use Develop.: Approved

✚ IT Town Property (Old Civic Center): Due diligence period.

✚ Town Center/Pickle Ball: on-hold.

✚ Harper's Run: Owner, design team, & developer met w/ members of TC.

ED - Retail (Mr. Gary Evans)

✚ Keller Williams Realty: Client is looking for possible flex office/warehouse space in Indian Trail.

✚ SVN Percival Partners: Possible Hotel site or possible retail development.

✚ Contacts for Expansion to IT:

- Rush Espresso
- Undercurrent Coffee
- Café' Moka
- Summit Coffee Co.
- The Suffolk Puncn
- Not Just Coffee
- Lincoln's Haberdashery
- Central Coffee Co.
- Amelie's French Bakery & Café
- The Common Market
- Basal Coffee Co.
- Royal Properties-TJX / Homegoods retail stores.
- Royal Café & Creperie
- Crispy Crepes
- Ross Stores
- NorEast Treats & Eats
- Physical Therapy Center
- Atlas Realty Group: 2-story commercial bldg.
- Dairy Queen
- Dunkin' Donuts

✚ Split Rail Brewery: owners are looking for a location in IT.

✚ Commercial Carolinas: Rob Settle, Joe Citino, & Alejandro Baezo are interested in developing 4-story Citino's Italian Restaurant/Bakery on IT Rd along w/ 2 other 3 story commercial bldgs.

✚ Mtgs./Events:

- The Hub at Downtown: Attended w/ staff & discussed Apts. urban design/elev. w/ developers.
- Towne Center: Attended w/ staff & discussed Phase II conceptual plan.

✚ Research: Unified Development Ordinance.

✚ UC Bus. Expo: represented the Town. Visitors were genuinely excited about the future of IT-Downtown/Uptown projects along with the Complete Street on IT Rd. The Expo was very well attended.

✚ Marriott Hotel: met w/ hotelier & discussed a potential hotel site. In the process of due diligence. Hotelier is also inquiring about other possible locations for hotel development in IT.

✚ Black Rifle Coffee: Veteran owned & operated co. that sells high quality coffee products & supplies. Possible location around the Veterans Memorial site.

✚ Leaf Spring Schools: A mtg. on 03/13/19 took place to discuss a new daycare in the Bonterra subdivision.

✚ Occupancy room tax: A town resolution was drafted & submitted to Rep. Dean Arp drafted a bill to be presented to the General Assembly.

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

Finance (Jim Wojtowicz)

✚ Vendors: All have been paid timely & accurately.

✚ Bank Accounts: All accounts are in process of reconciliation.

- ✚ **Interest Income:** Continues to be analyzed & reviewed by Town Manager & Finance Director. Town-wide interest income for March = \$52,431
- ✚ **Dash Board:** The Feb. monthly financial dash board has been placed on town's website. March is in process
- ✚ **Support:**
 - To Town Manager w/ identifying CIP projects that are being quantified/addressed in our FY18/19 budget. The following CIP Budget ordinances have now been established:
 - IT Complete Street
 - Sardis Rd. roundabout
 - CC Park Multi-Use Trail
 - Chestnut Pkwy. Phase III (Gribble to Old Monroe)
 - Continue to provide financial support to all depts.
 - Our 2019/2020 Operating budget is in full swing as we have been assisting all depts. Meetings w/ Town Manager has been accomplished. We are in our final stages
- ✚ **Budget:** Strategic planning w/ Town Manager underway as we are ready for our FY19/20 Budget rollout.
- ✚ **Receivables:** All are posted & current.
- ✚ **Debt Service:** We paid off debt (Old town hall loan) 4 yrs. early thus saving our taxpayers interest expense that would've been due thru 2022. The FY 2020 budget will be impacted positively by \$89,620 (this is positively affecting our 19/20 budget). We are currently exploring add. early retirements of debt.
- ✚ **Fire Funding:** Worked w/ Town Manager regarding fair fire tax/ fee funding.
- ✚ **ABC Board:** Continue to evaluate our position in regard to receiving fair share from the ABC store.
- ✚ **Fire Tax/Fee:** Review UC's funding options. Presented clarification before TC.
- ✚ **Sanitation:** Worked w/PW Works Director & Town Manager on finding a solution to the recycling issue.
- ✚ **Collections**
 - Property Tax Current Year (FY 18/19) 98.91% Collected
 - GAP Tax Current Year (FY 18/19) 55.25% Collected
 - Property Tax Prior Years \$7,263.34
 - Staff is utilizing all collection methods as provided by GS to collect delinquent taxes
 - Advertisement of delinquent taxes will be done in April per GS

HUMAN RESOURCES (Mrs. Carey Warner)

- ✚ **Recruiting:**
 - Planning: Director of Planning position phone interviews are in progress.
 - Communication: Director of Communication: Phone interviews are in progress.
 - Finance: Paula Beachum began her employment as an Accounting Tech. on 03/04/19. **Filled**
 - Parks & Rec.: 2 seasonal part-time positions are **filled**. Began on 03/15/19.
- ✚ **Personnel:** Working on preparing HR budget for FY19/20. Health Coaching for employees was held on March 12th. Completed a PIR asking for salaries and positions for staff for years 2013,2014,2015.
- ✚ **Risk Management:** In the process of completing Bloodborne Pathogen annual training for staff. Updating the Bloodborne Pathogens Exposure Control Plan.
- ✚ **Performance Management:** No reviews were completed during this timeframe.
- ✚ **Training:**
 - Engineering:
 - Todd Huntsinger – Nat. Pollution Discharge Elimination System Phase II (MS4)
 - Adrian Moritz - Nat. Pollution Discharge Elimination System Phase II (MS4)
 - Brian Alderstein - Nat. Pollution Discharge Elimination System Phase II (MS4)
 - Public Works
 - Mike Wright 30-hrs. of OSHA training.
 - Mike Wright passed the Pesticide License Test (Aquatics).

- Pam Good completed Pitney Bowes (2019 USPS Mail rate changers).
- Adam Mclamb completed ADA training (Develop. of an ADA Self-Evaluation/Transition Plan
- All Staff “Nutrition Seminar (Good Carbohydrates & Bad Carbohydrates).
- All Staff completed Bloodborne Pathogens Training.
- All staff completed “Defensive Driving Training”.
- All staff completed “PPE Training”.
- Pam Good completed the “Recycling Conference”
- Adam Mclamb & Pam Good completed Diversity Training.
- Parks & Rec.: ALL P&R staff completed Bloodborne Pathogens Training on 03/06/2019.
- HR: HR Director attended a benefits Lunch & Learn w/ the NCLM on 03/15/2019.

LEGAL (Mrs. Karen Walter)

- ✚ **IT/UC Stormwater Interlocal Agreement:** Awaiting final copy from UC Legal.
- ✚ **Town Council:**
 - ABC Borad
 - Alliance/Interlocal agreement - Open Mtgs.
 - Attractions
 - Emails/PIRs
 - UC Meetings
- ✚ **Town Surplus Property:** develop a resolution for TC’s approval. Purchased by the Moser Group.
- ✚ **Brandon Oaks Median:** Reported the incidence.
- ✚ **Arbor Glen Subdivision:** Real Estate Acquisition Phase.
- ✚ **ABC:** Drafted policy & Procedures.
- ✚ **Microbrewery:** Researched Use permit.
- ✚ **ABC Resolution:** Consolidation of Municipal & County ABC Boards.

MANAGER’S ADD. ACTIVITIES

- ✚ **Budget:** Reviewed all Dept. budgets. Working w/ Finance Director Mr. Wojtowicz to finalize FY19/20 budget.
- ✚ **NFL Grassroot Foundation funding Program:** Awaiting NFL’s Approval.
- ✚ **Solid Waste-Recycling:** Developed a program to be shared w/ TC.
- ✚ **Veterans Memorial Garden:** Construction Phase - Landscaping, irrigation, & lighting is ongoing.
- ✚ **Recruitment:** Reviewed applicants’ resumes for the Planning Director & the Com. Director’s positions.
- ✚ **Design, Project Mgmt., Plans & TIA Reviews.:** continue to provide oversight.
- ✚ **CC Park:** Preliminary Engineering Phase.
- ✚ **Mtgs.:** Attended the following mtg.
 - Met with Harper’s Run’s design team, developer, land owner, and Councilmembers.
 - “Reliable Transportation Sys. For Smart Growth”.
 - Town Center Developer’s mtg.
 - Continue to chair mtgs. w/ Directors & discuss town related business.
 - Conducted a millennials survey w/ millennials staff and shared data w/ Councilmember Mr. Head.
 - The “Hub at Downtown” mtg.
 - All IT “Completed Street” project’s property owners.
- ✚ **Town Projects/Facilities:** Continue to visit town projects.
- ✚ **Attorneys:** Continue to meet w/ town attorneys & discuss town legal related issues.
- ✚ **UDO:** Reviewing the doc.
- ✚ **Land Development Manual:** reviewing the doc.
- ✚ **Comprehensive Plan:** reviewing the doc.

🚧 **Manager's Report: Complete**

PARKS & RECREATION (Mr. Jason Tryon)

🚧 **Marketing Strategy:** 9,128 contacts, & over 100 new contacts.

🚧 **Events:**

- “Touch-A-Truck” was held on 03/23/19 at CCSP. 30 unique vehicles, a MedCenter helicopter landing, a jaws of life demonstration by Stallings FD & a time for all lights & sirens to go off at the same time. A collaborative effort between the Town & UCPW. Large # of participants thru social media, word-of-mouth, & previous attendance of other events. The event was highly rated.
- 1st Friday Flicks – Movies night (The Incredibles II): Held on 03/29/19 CCP. Sponsored by “Pleasant Plains Dental”. Approx.500 attendees. A bounce house, face painters, yard games & our local Pitch, Hit & Run contest.
- Mayor Tree Edu. Initiative: Week I is complete. Worked w/ 536 4th-grade students at Shiloh, Union Prep, Poplin, Antioch, & Sardis Elem. Schools. 4 more schools to go. The program teaches students about the benefits of trees, how to plant them. All received a tree to take home to plant.

🚧 **Upcoming Events:**

- “Hop to IT Egg Hunt” will be held on 04/13/19. Will feature over 20,000 eggs, a face painter, bounce house, & photos w/ the Easter Bunny. Sponsored by “Koerich Orthodontics”.
- “Paws in the Park” will be held on 05/04/19. Will feature dozens of vendors, K9 demos., rescue groups & contests. Sponsored by “IT Animal Hospital”.

🚧 **Programs:**

- Teen Night: Held on 03/22/19. Kids had a blast.
- Pastry Spot: Held on 03/26/19. Full class.
- Mini Chefs: This month’s class had 14 participants.
- Walk It Out: A walking program, ready to process registrations, created maps, contacted volunteers/org., business owners supporting the event.
- Little Learners: A full class of 12 participants w/ 4 on the waiting list
- PreK Open Play: This month’s class was held on 03/28/19. 10 kids participated.

🚧 **Athletics:**

- Tournaments continue to take place each weekend at Crooked Creek Park. To date CC Park Tournament Revenue is \$3,750 for 2019.
- Charlotte International Tennis Program – 5 registrations.
- UC Senior Games meeting was conducted. 13 registrants for disc golf. More registered for pickleball.

🚧 **Staff Report:**

- Met w/ Orthocarolina to discuss extension of sponsorship. Up-t-date sponsorship = \$59,000.
- Held over 20 shelter rentals w/ revenue exceeding \$1,000.
- Held our annual “Educate through Art” Youth Art Exhibit. Held on 03/20/19 w/ over 450 participants including: students, families, principals, teachers, & guests. The Town Manager has selected a piece of artwork from each school to recognize. Student will be framed & displayed at Town Hall.
- Staff Attended “Controlling the Message” & “Control” webinar thru IFEA.
- 5K route & schedule has been confirmed. An ordinance has been passed to secure the route.
- Continues to book food truck, alcohol, & event vendors. vendors revenue = \$8,220. Last 2 wks.: \$235

🚧 **Seniors:**

- Tech Savvy took place on 03/12/19 w/ 8 participants registered.
- March Pot Luck saw a 20% increase in participation. Sharing meals & meeting new people.
- On 03/29/19 special edition was included in the UC Weekly, Matthews Weekly, & Charlotte Weekly-Service Above Self. 15 people were recognized in the area making a difference for our seniors. Susan Didier was recognized, as well as our Prime-Time Player programs.

- Continue planning & preparations for UC Senior Games.
- Assisted UCSO & SAFEKIDS w/ Op. medicine drop. Highest collection of medication for disposal.
- Presentation by Wingate University Students of Medicine w/ 19 participants.

PUBLIC WORKS

✚ Maintenance:

- **Town Hall:** Ongoing bldg. maintenance. Building security upgrade is ongoing. Building generator quotes have been obtained. **Complete.**
- **Park:** Routine maintenance at all park facilities. An add. grill was installed at the CSP playground shelter. Getting the splash pad ready for the season.
- **Bldgs. & Grounds:** Routine maintenance at all Town properties & facilities.
- **Storm-water:** ongoing. Work began on April 1, 2019.
- **Right-of-Way Maintenance:** Sidewalk repairs continues at Bent Creek neighborhood. Several Bent Creek neighborhood streets are warranted for resurfacing. 2 "Welcome to Indian Trail Signs". Signs have been fabricated and will be installed on Hwy. 74.
- **Old Town Hall:** A draft copy of the parking-lot construction plans & contract doc are **Complete.** Will transition into the procurement phase soon.

✚ Events: 3 town pieces of equipment were displayed at the "Touch-a-Truck".

✚ Sign Inventory: Continue to conduct the survey of NCDOT streets.

✚ Equip. Inventory: Ongoing.

✚ Veterans Garden: Construction is ongoing and nearing completion.

✚ Grease Trap at CCP: Pending installation

✚ Litter: Municipal agreement w/ NCDOT is underway.

✚ Recruitment: 1 construction employee.

✚ Budget: Presented before Manager & Finance Director.

✚ Grant: Received a \$12,000 recycling educational grant from NC. **Complete**

SOLID WASTE

✚ Vendor: God Bless USA (GBUSA):

- 171 add. Requests/complaints w/in tracEZ over the last 4 weeks.
- A new recycling program will be presented before Town Council for review & approval.

STRATEGIC PLANNING (Staff)

✚ Future Rezoning Plan:

✚ Downtown Revitalization Master Plan: Continue to update as development progress.

✚ Uptown Revitalization Plan: Continue to update as development progress.

✚ Annexation Plan: Implementation

✚ Parking Fee Program: On hold awaiting more info.

✚ 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

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

✚ Trail Master Plan: Ongoing

✚ Traffic Congestion Mitigation Plan: On going

✚ Town Annexation Initiative: **Complete** & Adopted.

✚ UDO: Final stages

✚ Land Development Manual: Final stages

ED Marketing Campaign: final Stages

TOWN CLERK (Mrs. Kathy Queen)

Meetings & Minutes

- Attended All TC regular, special, developments-workshop, & closed session mtgs. & prepared minutes. Stored all doc. Submitted copies to appropriate parties.
- Attended UCCA (Union County Clerk's Assoc.) Mtgs. on 3/19/19
- Attended 03/22/19 & 03/08/19 Adm. Mtgs.
- Created Notice for Special Mtg. Mayor's request.

Ordinances, Resolutions, Proclamations, Certificates & Policies

- Filed Ordinances #152, #307, #266, & #309 w/ Register of Deeds
- Continued to develop the Indian Trail Code Book.
- Prepared Ordinance in Opposition of Unified ABC County Board from 3/12/19 mtg.
- Researched Ordinance for Planning – CZ2009-001 Ord. #96
- Prepared update for Ordinance #306 – Parking Regulations.
- Requested funds to record 1) annexation ordinance 152. 2) Poplin Mixed-use Rezoning Request #307. 3) the #MO020519-266 revised ordinance, ordinance #309- Harris Teeter Fuel Station Austin Village.
- Prepared Ordinances #308 & #306; placed in new Code Book.
- Followed upon the 8008 Beacon Hill Dr. Ordinance – No longer needed.
- Prepared Resolution for G. Evans for 03/4/19 Mtg.
- Sent Ordinance #289 to Captain Coble per his request.
- Forwarded Resolution R190312-01 in Support of the LRT to Attorney Wolter.

Communications

- Prepared ABC Board Applications for 03/26/19 mtg.
- Contacted to new business owner – Movement Family Martial Arts
- Added mtg. minutes to Website.
- Recorded & Stored 03/21/19 Agenda - ABC Board Mtg.
- Recorded & Stored 01/31/19 Minutes - ABC Board Mtg.
- Communicated to ABC Store Mgr. new Board Members and Oaths of Office Copies
- Updated Board & Committee Listing.
- Prepared 2019 Expiration listing for Town Manager & TC.
- Contacted to new bus. owner – Atlantic Pinstriping
- Affirmed attendance of other new bus. award recipient for TC mtg.
- Added 02/12/19 TC Mtg. minutest to Website
- Forwarded Board & Committee apps. to TC/Attorney.

Other

- Inserted MAP for MO#190205-222 into application in Ord. Book.
- Informed Town Manager of Applicant Expiration Date.
- Working on Master Distribution List for Annexation Reports.
- Prepared New Bus. Plaques (1) for new businesses in IT
- Updated Town Council- Mtg. Table
- Scheduled Clerk Training for 04/26/19.
- Forwarded Fireworks Approval to Parks & Rec.
- Researched Brandon Oaks Median discussion w/in 2017 & 2018
- Forwarded social media backup solution (SMARSH) to Stallings per UCCA mtg.
- Researched & provided all Planning, Zoning, & Land Use Statues for Town Manager.
- Moved pertinent files to storage.
- Organized Planning Regs. into readable format for Town Manager.

- Pulled copy of the Comprehensive Plan for Town Manager.
- Updated ABC Board Master Roster
- Responded to BOE regarding Contests & forwarded info. to Town Manager, Fin. Officer. & M Parks.
- Researched Brandon Oaks.
- Discussed pertinent items to Mr. Evans regarding an issue related to the UDO.
- Informed Town Manager of ABC Applicant Expiration Date.
- Requested Map for MO190205-222 as it is missing from Ordinance file.
- Working on a master distribution list for annexation reports.
- Prepared new bus. Plaques (4) for new businesses in IT.
- Forwarded The Hub & Haney Property Presentations to Planning Dept.
- Prepared Add. copies of the Vickery Founder's Day recognition for Parks & Rec.
- Researched the ABC store beginnings for Attorney Wolter.
- Researched Fortified Wine Referendum for Alicia M., Gary Evans, & Attorney Wolter.
- Forwarded Sardis Church condemnation resolution to Attorney Wolter.
- Researched truck budget amendment to Finance.
- Pulled missing contracts & added to UCSO contract book & organized items in the notebook.
- Researched & Forwarded Anandale Street Acceptance memo, map, & motion to Eng.
- Requested training for 04/26/19.

TRANSPORTATION PROJECTS (Mr. Todd Huntsinger)

- ✚ **Chestnut Pkwy. Phase II** (Matthews IT to Gribble): Preliminary Eng. Phase
- ✚ **Chestnut Pkwy. Phase III** (Gribble to Monroe Rd.): NTP for Task Order #2 issued on 03/01/19.
- ✚ **IT "Complete St.":** Public Mtg. held on 03/28/19. No comments. Concept was supported.
- ✚ **US Hwy. 74 Multi-Use Trail:** Design Phase. 15% completion
- ✚ **S Fork CC Greenway Trail:** Right-of-way Acquisition Phase. Working w/ UCPW on easements.
- ✚ **Unionville/Sardis Rd. Roundabout:** Design Plans approved. Right-of-way Acquisition Phase completed.
- ✚ **FY18/19 Resurfacing:** Complete. Awaiting paving season.
- ✚ **FY18/19 Pavement Marking:** Preconstruction Mtg. on 04/05/19.
- ✚ **FY18/19 Raised Pavement Markers:** Preconstruction Mtg. on 04/05/19.
- ✚ **FY18/19 Crack Pouring:** Procurement Phase. Will be part of Patching Contract.
- ✚ **FY18/19 Patching:** Procurement Phase.

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

Public Hearing Items:

- ✚ **Conditional Zoning Projects:**
 - CZ 2018-0100 Harper's Run: 116 town-home near intersection of Chestnut Ln. & Old Monroe Rd.
 - CZ 2017-0053 Northgate: Minor Modification to original approval to permit landscaping buffer and removal of lot for town park.
- ✚ **UDO Text Amendment Applications:**
 - Village Center Overlay Hotel-Motel Text Amendment: UDO amendment by the Moser Group to permit construction of a hotel w/in overlay area (Sun Valley Commons). If approved, hotel design would still be approved by TC thru CZ.
- ✚ **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.
- Secrest 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)

- 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 & field add. to the Metrolina CA complex. Mark Houle.
- Secrest Short Cut Subdivision: Proposed 197 SF residential lots on Bonterra Village Way.
- Floorings Solutions: Proposed 29,000 sq. ft. office/warehouse in Old Hickory bus. Park.
- Redstone: Proposed 12,000 sq. ft. warehouse & distribution ctr. in Industrial Ventures park.
- Verizon Wireless Tower: Proposed 175-ft tall cell tower off Stinson Hartis Rd.
- Starbucks & Fuel Station Sketch Plan: Sketch Plan submittal for proposed redevelopment of exist. gas sta. & Hardees restaurant on US-74 in to expanded gas sta. & Starbucks.
- General Hospital Supply: Proposed 17k sq. ft. office/warehouse on Van Buren Dr. in Old Hickory B.P.

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

- Towne 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. Chris Hope Eng.

✚ **Projects Under Development:** (Eng. & Planning Staff).



- Independence Point/IHOP: Hwy. 74. 9,800 sq. ft. retail on 1.84 ac. Eagle Eng. Outer frame of bldg. is erected & interior work continues.
- Pressley Animal Hospital: Chestnut Ln. 4,000 sq. ft. veterinary office on 2.86 ac. Fox Construction. C/O has been requested, staff is waiting digital as-built dwg.
- 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. Lots Grading in Phase I. Roads are being graded out. Stone base & curb installation is ongoing.
- All Points Waste: Construction of a 23,830 sq. ft. waste services facility on 11.7 ac. Cummings Construction. No activity.
- Church of The Redeemer: Site plan for new sanctuary. Wesley Chapel Rd. Chris Hope. Bldg. Project is nearing completion. C/O request will happen soon. Parking lot is almost complete.
- 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. As-built has been approved, a few items need to be addressed (per Planning) before C/O is granted.
- **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 have been completed.
- **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. South entrance access drive was repaired due to compaction failures. The Town was made aware of these repairs. All reports from third-party testing will be submitted soon.
- **Fieldstone Farms Subdivision:** Working w/ developer & HOA on street acceptance & other minor items.
- **Sheridan Subdivision:** Repair work is ongoing. HOA & residents were notified.
- **Arbors at Blanchard Farms:** Finalizing close-out items.
- **Heritage Subdivision:** Roadway work in Phase I & II is **complete**. 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. Started working on interior building items.
- **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. Construction Phase. Clearing, grubbing, and grading is ongoing.
- **Meck. Swim Assoc.:** Chestnut Pkwy, Construction of proposed 14,000 sq. ft. swim academy. Construction Phase. Clearing, grubbing, & grading is ongoing. Erosion control devices are installed.

 **Number of New Businesses: (1)**

- **Gold & Silver Exchange, 317 N IT, Rd. Buy & sale consignment shop.**

Regional Land Development Projects (Code Enforcement Staff)

-  **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 UCBC on 03/18/19.
-  **UC Old Charlotte Hwy. Apts.:** Proposed 226 apts. located near the Bakers FD.

Weekly Report

PERMITS		CODE ENFORCEMENT	
Zoning	71	Illegal Signs	66

		Notice of Violations	62
Compliances	41	Final Zoning Compliance - SF	20
		Follow Up Inspections	115
Sign/Banner	10	Citizen Ordinance Education	99
		Minimum Housing Inspections/Hearings	0
New Project Reviews	9	Property Lien Actions	0
		On-Street Parking Violations	19
Misc	3	On-Street Parking Citations	1

Code Enforcement

✚ **8008 Beacon Hills:** Wells Fargo loan & uncollected tax were paid. Info. was provided by Wells Fargo. Wells Fargo has now indicated they continue to have a financial interest in the property and are in early stages of foreclosure. HUD is not the owner. They would like to work w/ the town to see what exterior improvements could be made to help w/ aesthetics & safety until the property is foreclosed & sold.

1. **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. Violation notices by both agencies issued this week.