

## Town of Indian Trail

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### Memo

**TO:** Mayor and Town Council  
**FROM:** Scott J. Kaufhold, P.E., Town Manager  
**DATE:** February 10, 2017  
**SUBJECT:** Manager's Report

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

- I. Financial Services Division (Finance & Tax)
- II. Administrative Services Division (Human Resources, Communications & Community Development/Outreach, Information Technology, Economic Development).
- III. Public Services Division (Public Works, Parks & Rec, & Solid Waste)
- IV. Development Services Division (Planning, Zoning, Code Enforcement, Engineering)

### **I. FINANCIAL SERVICES DIVISION**

#### **FINANCE**

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

FY17\18 Budget preparation continues. Division Managers have met with the Finance Director to discuss current budget status and draft budget format.

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

#### **TAX**

Processing property tax collections

### **II. ADMINISTRATIVE SERVICES DIVISION**

#### **HUMAN RESOURCES**

Jamie Long has accepted an offer for the Human Resource Manager position. She is scheduled to begin work on 3/1/17.

#### **COMMUNICATIONS & COMMUNITY DEVELOPMENT/OUTREACH**

Worked on Town eNewsletter

Attended Rotary meetings

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

### **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 to be determined

## **III. PUBLIC SERVICES DIVISION**

### **PUBLIC WORKS**

**Sidewalk Maintenance:** repaired locations within the Colton Ridge Subdivision

**Equipment Repairs and Service:** Several pieces of equipment have been serviced and repaired by staff over the last few weeks.

**Parks Maintenance:** placed mulch at both Crooked Creek and Chestnut Square parks. Routine field and grounds maintenance.

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

**Maintenance Shed:** The Towns contractor Hostetter and Son Construction, Inc. is underway with construction of the pad completed and the trusses for the roof are being stored.

**CCP Walking Trails:** The lowest bidder could not meet all contract requirements and the remaining two bidders were significantly above of the project budget. Therefore the Public Works crew has been assigned this work. Clearing has been completed for the 2000' of additional trails. The stone base is under construction.

**Street Sweeping:** Scheduled for all Town maintained streets with curb and gutter for Feb. 27 – March 3. Additional information will be going out to all residents within the Town newsletter.

### **PARKS & REC**

**Events and Programs:** working on scheduling, ideas, and budgets for all upcoming Town events and programs.

**Crooked Creek Park Phase 2 Planning:** working with consultant Woolpert on scope, schedule, fee, and budget.

**Marketing:** working on marketing for the department, program guide and individual events.

### **SOLID WASTE**

discussed and ranked solid waste proposals with review team.

## IV. DEVELOPMENT SERVICES DIVISION

### PLANNING/ZONING/CODE ENFORCEMENT

#### **February Town Council Meeting (2/21/17):**

**Annexation #145:** Annexation of Parcels 07054001, 07054002B, 07054002D, 07054002F, 07054714 located off Stevens Mills Road. Approximately 22.54 acres total. Request Public Hearing for March 14, 2017.

#### **February Planning Board (2/16/17):**

**CZ2016-008 Thorneridge:** 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 This is a continuation from the December PB meeting. [Project Folder](#)

#### **February Board of Adjustment:** Board Training

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

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

**Annexation #146:** Annexation of Parcels M7090014 and N7090014 located off Old Monroe Road. Approximately 14.5 acres total.

#### **Rezoning Projects Under Review (4 total: 2 residential, 2 non-residential):**

Staff contact: Gretchen Coperine, Senior Planner

**Steepleton Conditional Rezoning:** This is a proposed conditional rezoning to the SF-5 district to support development of a 92-lot neighborhood on approximately 30-acres. Project is located on Old Monroe Road generally across from Pickett Circle. Includes parcel 07090012, M07090014A, N07090014, M07090014A, N07090014A. Applicant: Meritage Homes.

**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](#)

**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](#)

**CZ2016-008 Thorneridge:** 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](#)

**Text Amendments (0):**

**Site Plan Projects Under Review (26 total: 12 residential, 14 non-residential):**

*For the following projects, staff contact: Ryan Lipp, Planner*

**Hayes Road Minor Plat:** Minor subdivision creating four new lots on Hayes Road. Applicant: Andy Huang

**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. [Project Folder](#)

**Wal-mart Online Pick-up:** Located at 2101 Younts Road. Site plan for a proposed parking and storage area for online pick up orders.

*For the following projects, staff contact: Meade Bradshaw, Senior Planner*

**Old Hickory Lot 14 Site Plan:** Located on Eaton Avenue. Construction of a 20,144 square foot warehouse on 6.02 acres. Applicant: Russell Whitehurst.

**Taco Bell Sun Valley:** Located on Wesley Chapel Stouts Road. Construction of a 2,100 square foot restaurant on 1.29 acres. Applicant: Jason Galloway.

**Geoffery T Hawk Property:** Located on Fincher Road. Minor Subdivision for the subdivision of a 2.60 acre parcel into 2 parcels. Scheduled fro TRC 11.23.16. Applicant: Geoff Hawk

**Cooper Property East:** Located on Pinewood Forest Drive. Minor Subdivision of 2.1 acres into 2 lots. Scheduled for TRC 11.23.16. Applicant Sidey Sandy

**Cooper Property West:** Located on Pinewood Forest Drive. Minor subdivision of two parcels totaling 4.59 acres into 4 parcels. Applicant: Sidney Sandy

**Industrial Alloys:** Site Plan for a new storage building approximately 20,000 square feet. Scheduled for TRC 11.16.16. Applicant: Chris Hope

**Gooler Recombination Plat:** Located on Catawba Circle. A recombination of 2 parcels into 1, 0.48 acre parcel. Applicant: Newton Huneycutt

**Arturo Barrera Recombination Plat:** Located on Pickett Circle. A recombination of 2 parcels into 1, 1.02 acre parcel. Applicant: Arturo Barrera

**The Arbors at Blanchard Farms:** Located on Arbor Hills Drive. Relocation of a 20' Sanitary Sewer Easement within Lot 19 and an Open Space Lot 3. Applicant: Eagle Engineering

**Pickett Circle:** Located on Pickett Circle. Recombination of Lots 12 & Lot 13 into one, 1.02 acre parcel. Applicant: Newton Huneycutt.

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

**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](#)

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

**SP2016-019 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](#)

**SP2016-001 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](#)

*For the following projects, staff contact: Gretchen Coperine, Senior Planner*

**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](#)

**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](#)

**SP2016-012 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.

**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](#)

**Projects Under Development (20 total: 2 residential, 18 non-residential):**

*For the following projects, staff contact: Meade Bradshaw, Senior Planner*

**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.

**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](#)

**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](#)

**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](#)

**SP2016-0013 CubeSix:** Relocating driveway access from Indian Trail Fairview Road to Stinson Hartis Road. 5523 Indian Trail Fairview Road.

**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](#)

**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](#)

*For the following projects, staff contact: Gretchen Coperine, Senior Planner*

**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](#)

**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.

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

**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](#)

**SP2015-018 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.

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

*For the following projects, staff contact: Rox Burhans, Planning Director*

**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](#)

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

**ATL & C Cleaning Service, LLC** - 107 Indian Trail Road North. Personal Service.

**Committee Update:**

**Tree Board:** The next meeting is scheduled for 2/16/17. Please see [website](#) for meeting agenda and minutes.

PERMITS		CODE ENFORCEMENT	
Alarm	42	Sign/Banner Violations	25
False Alarm	23	New Nuisance Violations (i.e. Tall Grass, Junk, etc.)	10
Compliances	4	Residential Zoning Compliance Inspections- New Construction	4
Zoning	20	Violation Re-Inspections – Ordinance Compliance	8
Sign/Banner	3	Citizen Ordinance Education	12
New Project Reviews	3	Minimum Housing Inspections/Hearings	3
Misc Invoice	2	Property Lien Actions	0
		Auto Violations (i.e. junk vehicles, etc.)	5
		Notice of Violation or Written Warning	5
		ZONES	1-8

**ENGINEERING**

**CAPITAL PROJECTS**

**Town Hall:** Construction Phase. Temporary windows are installed. Materials submittals, procurement, review, and approval is ongoing. Ongoing construction activities: shingle roof, exterior wall sheathing, exterior brick & stone, brick at column basis, interior wall framing on level 1 & 2, community roof ceiling framing, PVC piping in the plenum spaces, soffits, fireproofing, sheet rock level 1& 2, fire protection piping in the attic space.





**Transportation:**

Pavement Condition/Maintenance Cost Forecasting: Study is ongoing.

Rogers Road Sidewalk: Delayed. Construction Phase.

Wesley Chapel Road Corridor Study: Ongoing. 1st public meeting was well attended.

Chestnut Pkwy. Ext.: Design/environmental Phase. 65% complete.

Crack Pouring Contract: Planning Phase.

Patching Contract: Planning Phase.

Pavement Marking Contract: Planning Phase.

Raised Reflector Contract: Planning Phase.

Unionville IT Rd/Sardis Rd Roundabout: Finalizing agreement w/ NCDOT.

Traffic Calming: Craven St. device was installed.

**Procurement:**

Town Hall Security Package: Proposals received, proposers ranked, and a contractor is selected.

Town Hall Audio/Visual package: Proposers interviewed, ranked, and one is selected.

Town Hall IT package: Proposers are scheduled for interviews and one will be shortly selected.

**Storm Water:**

1st Ave: staff will present construction phasing options to council at the April 1 budget retreat

Traewyck: Public Works crew is tentatively scheduled to begin construction of a new drainage ditch in mid-March. This is weather dependent since ditch construction requires relatively dry weather.



Ashecroft: Public Works crew is tentatively scheduled to begin re-construction of the existing drainage ditch in mid-April. This is weather dependent since ditch construction requires relatively dry weather.

Hyde Park Drainage: Work will restart last week of February.

**Residential/Commercial/Industrial Development:**

Taylor Glen: reviewing intersection surveying data and will discuss with NCDOT.

Fieldstone Farms: Met w/ developer and discussed infrastructure repair.

Union Grove: Met w/ developer on driveways issues.

Radiator Rd. Development: Met w/ developer and discussed Traffic Impact Analysis (TIA).

Steepleton (91): Traffic Impact Analysis is ongoing

Glenn Oaks Apart: Traffic Impact Analysis is complete

Heritage Subdivision: Traffic Impact Analysis is complete

Sagecroft/KVP Homes Townhomes (103 units): Traffic Impact Analysis is ongoing

Sagecroft Single family & Associated Commercial: Traffic Impact Analysis is ongoing

Walmart: Product pick-up addition review complete

**Administrative:**

Land Development Bonds & Sureties: Ongoing for various projects.

Civil Engineer Vacant Position: Advertised.

Planning Tech Vacant Position: Advertised. Offer was made.

**Committee Updates:**

Stormwater Advisory Committee: 1/12/17 meeting was canceled due to lack of quorum. Next meeting is scheduled for 4/13/2017

Transportation Advisory Committee: held 1/10/17 meeting. No meeting for February. Next meeting is scheduled for 3/02/2017

Public Safety Advisory Committee: held 01/05/17 meeting. No meeting for February. Next meeting is scheduled for 3/02/2017

Charlotte Regional Transportation Planning Organization (CRTPO) - Technical Coordinating Committee (TCC): next meeting is scheduled for 3/02/17

**Civil Site Inspections:**

1. NCSECU Bldg.:	Exterior of structure is 95% complete. Installation of infrastructure inside the bldg. is 85% complete. Driveway plans in review by NCDOT
2. Waste Pro Facility:	Working on bldg. interior finishes. Request for CO to be submitted at the end of the month.
3. Outdoor Storage:	Gravel parking lot is complete. Fencing around storage area is erected. Request for CO to be submitted soon.
4. Duhlab Med. Offices:	Bldg. exterior and parking lot are complete. Request for a CO to be submitted at the end of the month for Phase I.
5. Charter School:	Temp. C/O. Awaiting completion of intersection improvements.
6. Sheridan Amenity Center	Pool is 80% complete.
7. Sun-Valley Bldgs.	Bldg. 22 construction is ongoing. Exterior Masonry work is complete.
8. 2 Hounds Manufacturing	Grubbing and erosion control have been completed with grading to follow.
9. Austin Village Subd.	Water, Sewer, & Stormwater installed. Model home is being built.
10. Sardis Corner Car Wash	Building is complete. Parking lot to be installed along with curb and gutter. Request for CO to be submitted soon.
11. The Shoppes at Hanfield Village	Erosion control has been installed.
12. Bershire Partners	Site is 95% complete. Request for CO to be submitted soon.
13. Triple L Holdings	Permit was approved. No work has commenced.
14. Bonterra Ph. III	Build out in this phase is almost complete.
15. Crismark	Homebuilding in Phase 4 & 5. 30 homes left to be completed.
16. Glen Oaks Apt.	CO has been issued for the Office Building and Building 1 and 2.
17. Fieldstone Farms	Working with developer on street acceptance.
18. Union Grove	Phase I streets are constructed. NCDOT roadway improvements are complete. Home building is ongoing.
19. Deerstyne Subdivision.	Housing has been completed for a while. Developer has finished up on street repairs for street acceptance.
20. Blanchard Farms	One home left to be built.
21. Walden at Austin Village	Water, Sewer, Stormwater infrastructure has been installed. Model home being built.
22. Valvoline	CO walk through has been scheduled. Site is complete.
23. Sheridan	Two lots left to be built. Street Improvements and stormwater improvements on going.