

Town of Indian Trail

Memo

To: Mayor and Town Council
From: Patrick N. Sadek P.E., Interim Town Manager
Date Report: May 1, 2017
Subject: Manager's Report

Finance - FY17/18 Budget:

- **Monthly Dash Board:** for the 9 months ended March 31, 2017 has been prepared and distributed.
- **Budget Retreat II:** Coordinated the Town's 2nd Budget Retreat on April 22nd. A draft of all divisions' budget has been completed, presented before Council, and submitted to Finance for review. Continued FY17/18 budget process... in meeting w/ all departments.
- **Bank Reconciliations :** are up to date thru 03/31/2017.
- **Vendor Invoices :** All have been processed timely.

Communication & Community Engagement

- **Website:** We have continued to tweak and improve the new www.indiantrail.org to take advantage of the new features it offers. Much of this has been aimed toward the [Citizen Request Tracker](#) and [Form Center](#), which both allow residents to submit concerns/requests online, register to take part in events or rent park space and more. We're also working on features that allow residents to receive notifications by email when new content (agendas, news alerts, etc.) is added to the website and that process is going smoothly.
- **HOAs:** Meetings with HOAs continue. I've met with more than a dozen HOAs so far in 2017 and that process continues. A few of those meetings we have hosted at our facility at the request of HOAs. This continues to serve as a successful means of providing information to Town residents and answering questions they have about ongoing issues.
- **Educational Materials:** Working with Parks and Recreation, we've put together educational materials for the Mayor's Tree Education Initiative (recently held) to use to promote the program next year and encourage more schools to get involved.

Parks & Recreation / Events & Programs

- **Mayor's Tree Initiative :** The 2nd week of the Mayor's Tree Initiative was a huge success: Worked w/ 10 schools, planted 20 red maple trees, presented to 43 classrooms w/ 979 total students receiving the program. To date under this program, nearly 60 large trees have been planted at the schools and approx. 4,000 trees distributed to 4th grade students. Positive feedback. Town Staff all pitched into make the program possible.
- **04/21/17 :** Mini Chefs session was held (full registration & a waiting list of 5 people).
- **04/28/17 :** Kids gardening class was held (full registration & a waiting list).
- **04/22/17 :** Annual Arbor Day Earth Day celebration at Chestnut Square Park. Mayor Alvarez & Mayor Dunn awarded prizes to over 50 students - 24 attended and received the awards. The event had 26 vendors on site. UCSO held Bike Rodeo, UCSO Explorers assisted w/ parking and security.

Building Projects :

- **Town Hall** : Targeted completion date is 08/30/17.
- **Crooked Creek Maintenance Shed**: Complete and in operation.

Transportation Projects :

- **FY18 Resurfacing** : Street list is ready. Contract document preparation phase.
- **On-St. Park. Ordinance** : Active. Notices have been printed. Few notices & tickets have been issued.
- **Rogers Rd. Sidewalk** : Project is complete except 265 ft. of handrail to be installed. Received the 3rd reimbursement from NCDOT.
- **Wesley Chapel Rd. Corridor Study** : 2nd public meeting was yesterday. Study is approx. 65% complete.
- **Chestnut Pkwy. Ext.**: Design is on hold. Awaiting coordination info from NCDOT (Scott Cole).
- **FY17 Crack Pouring Contract** : Complete.
- **FY17 Pavement Marking Contract** : Complete.
- **FY17 Pave. Patching Contract** : Complete.
- **FY17 Raised Pave. Markers Contract** : Project is complete.
- **Unionville IT Rd/Sardis Rd. Roundabout** : Agreement w/ NCDOT is executed. Utility location is ongoing.

Transportation Funding Program s:

- **MTP**: Indian Trail roadway project list has been submitted to CRTPO.
- **CTP**: Indian Trail roadway project list has been submitted to RCTPO.
- **STP-DA**: Indian Trail Rd. "Complete Street" has been submitted for funding. Project was ranked among the highest six. Final approval will be announced by CRTPO late June 2017.
- **CMAQ**: Additional IT projects to be discussed w/ NCDOT.
- **SPOT5**: Additional IT potential projects to be discussed w/ NCDOT.
- **Union Co. CRTPO** : \$100k is available to the Town if local & NCDOT match is available.

FY17/18 Parks Projects :

- **Crooked Creek Splash Pad/Dog Park/Cameras** : Contract has been awarded and in construction phase. 2000 Linear feet of walking trail is still in construction. Total of 5 cameras have been installed.
- **Tournaments** : During both the weekend of April 22 and April 29 Crooked Creek Park hosted two baseball tournaments. Both tournaments consisted of a mix of local teams and travel teams that played all day Saturday and Sunday.
- **Shelters** : During the weekend of April 29 there was a total of 9 rentals.

FY17/18 Storm-Water Maintenance & Improvement Contracts

- **Bridge & Culvert Maintenance Contract** : Construction documents preparation phase.
- **Floodplain Maintenance Contract** : Construction documents preparation phase.
- **Storm Drainage Sys. Maintenance Contract**: Construction documents preparation phase.
- **Cottage Creek Storm Drainage Improvements**: Design phase. Will submit to UC for review & approval.
- **1st Ave. Storm Drainage Improvements** : Plan to construct project in 3 phases for funding purposes.
- **IT Park Storm Drainage Improvements** : Plan to construct project in 2 phases for funding purposes.
- **Ashe Croft Subdivision** : Study appear not to warrant any improvements.

Ongoing Professional Services Contracts

- **Town Hall Arch./CM (Creech)** : Ongoing.
- **Town Hall CM at Risk (Edifice)** : Ongoing.
- **Town Hall Testing (PSI)** : Ongoing .
- **Crooked Creek Phase II**: Planning. Consultant is refining scope, budget, and schedule; finalizing the environmental task.

Town Hall Construction Contracts

- **Security & Surveillance** : Construction Phase.
- **Audio/Visual**: Construction Phase.
- **Info. Tech.**: Construction Phase.
- **Internet/ Phones**: Ordered the phones. Internet service is secured. Installation is awaiting Internet cabling.
- **Moving Services** : received quotes from 3 moving contractors. Awaiting quote from a fourth one.
- **Solid Waste** : contract has been awarded to Waste Connection.
- **UDO/Land Develop . Manual Update** : RFP Preparation Phase.

Bonds/Sureties

- **State Emp. Credit Union** : Awaiting bond application.
- **Walden Austin Village** : IT Engineering Department is estimating the bond amount.
- **Glen Oaks** : Water detention facility forever bond.
- **Brook Haven Subdivision Phase IV** : submitted 2 release requests.
- **Bonterra Village Phase I & II** : Release 2 Curb & Gutter/streets performance bonds.
- **Crismark Subdivision**: Submitted 4 release requests. They still have repair work to do.

Economic Development

- **Indian Trail Industrial Park** : Scheduled to meet w/ Chris Plate on 05/04/2017.
- **IT Complete Street** (Gribble to Shady Bluff): Scheduled to meet w/ Chris Plate on 05/05/2017.
- **Hwy. 74/Monroe Rd. LRTP**: Reached out to CATS Operation and CATS Development regarding future Light Rail Transit Project (LRTP). Planning on furthering the discussion w/ CATS CEO.

Human Resources

- **Code Enforcement Officer**: Interviewed & selected a candidate. (On-street Parking, Code Enforcement, & Min. housing).
- **Senior Planner** : Interviewed. Will make an offer (Gretchen's old position).

Engineering & Plan Review

- **Taylor Glen Subdivision**: Inadequate sight distance was determined. Result will be shared w/ NCDOT .
- **Fieldstone Farm Subdivision**: Met w/ developer and discussed infrastructure repair (Curb & Gutter).
- **Union Grove Subdivision** : Construction phase. Inspection is ongoing.
- **Radiator Rd. Development** : Traffic Impact Analysis (TIA) completed and approved by Engineering.
- **Steepleton Subdivision** : Approved by Planning Commission. To be submitted before TC for final approval.

- **Glenn Oaks Apart .:** Phasing plan is in place. Awaiting reporting of latest-finish completion date.
- **Heritage Subdivision :** Plan review is ongoing.
- **Sagecroft / KVP Homes Townhomes (103 units) :** Traffic Impact Analysis is ongoing.
- **Sagecroft Single family & Assoc. Commercial :** Traffic Impact Analysis is ongoing.
- **Walmart:** Plans are approved.
- **H&H Homes :** Plan review phase.
- **Taco Bell :** Plan review phase.
- **LIDL Grocery Store :** Plat approved.
- **Harris Teeter Fuel Station :** TIA was approved.
- **Harris Teeter parking Lot Ext .:** Plan review Phase.
- **Atlantic Pin Stripe :** Plan Review phase.
- **Riverside Concrete :** Plan Review Phase.

Committees

- **Storm-water Advisory Committee :** Will be held on 05/11/2017. CIP Projects and budget will be discussed.
- **Transportation Advisory Committee :** Was held w/ Wesley Chapel Corridor Study's public meeting on 05/02/2017.
- **Public Safety Advisory Committee :** Will be held on 05/04/17.
- **Board of Adjustment Committee (05/25/17):** Proposed variance to the rear setback requirement to support construction of an enclosed porch. (Crismark Subdivision).
- **Planning Committee (05/16/17) :**
 - **Radiator Drive Industrial Park:** Proposed conditional zoning to support a 30-acre industrial park located along Radiator Dr. off Old Monroe Rd. **Applicant:** Liquid Management (Moser Group).
 - **Pressly Animal Hospital:** This is a rezone request to establish a Conditional Zoning Bus. district for an animal hospital. Located on Chestnut Lane. **Parcel** is totaling approximately 2.8 acres.
 - **Steepleton subdivision:** was approved during this past meeting.
- **Economic Development Committee :** Met w/ Chris Plate' and agree to meet once every quarter.
- **Tree Board:** The next meeting is scheduled for 5/16/17. See website for meeting agenda and minutes.

Civil Site Inspections:

- **2 Hounds Manufacturing** Construction Phase.
- **Austin Village** Building construction is ongoing.
- **Berkshire Partners** Detention facility work still outstanding.
- **Bonterra Ph. III** Evaluating streets for acceptance.
- **Blanchard Farms** Awaiting walk thru to develop a punch list for the entire site.
- **Cahill Office Bldg.** Complete.
- **Crismark Homebuilding in Phase 4 & 5.** 8 homes remaining.
- **Charter School** Right turn lane on Unionville Indian Trail is under construction.
- **Duhlab Med. Offices** Review as-built & calculations for retention pond.
- **Deerstyne Subdivision.** Awaiting final inspection before bonds are released.
- **Fieldstone Farms** Working w/ developer on street acceptance.
- **Glen Oaks Apt.** Ongoing CO approvals for buildings on site. Negotiating bond value.
- **MCA Classrooms** Complete. Submitted drawings for track and field.
- **NCSECU Bldg.** Punch list items are ongoing. Plan to open on 05/05/2017.

- o **Outdoor Storage** Operating under a TCO. Awaiting permanent lighting.
- o **Sardis Corner Car Wash** : Complete.
- o **Sheridan Subdivision** Street repair is ongoing.
- o **Sheridan Amenity CTR.** Parking is under construction. Pool is substantially complete.
- o **Sun-Valley Bldgs.** Retail bldg. site is under construction.
- o **Triple L. Holdings** : Construction entrance and erosion & sediment control begins this week.
- o **The Shop at Sun-valley Retail B Idg.** Preconstruction meeting was held. Driveway permit and sediment & erosion control plans are approved.
- o **Union Grove** Awaiting on Phase II streets proof-rolling.
- o **Valvoline** Complete.
- o **Waste Pro Facility** CO is pending sand filter installation.

Maintenance Work

- o **Buildings, Parks, and R/W Maintenance:** Repaired several sidewalks, potholes, removed a fallen tree (Brook Forest), fertilized fields, prepared for events, and performed routine maintenance on buildings. Investigate potential storm-water projects and monitor facilities before and after storm events.

Annexation Projects :

- o #146: Parcels M7090014/N7090014 located off Old Monroe Rd. **Approx.** 14.5 acres total.

Rezoning Projects:

- o **Steepleton Conditional Rezoning** : This is a proposed conditional rezoning to the SF-5 district to support development of a 92-lot neighborhood on approx. 30-acres. Project is located on Old Monroe Rd. generally across from Pickett Circle. Applicant: Meritage Homes.
- o **Radiator Drive Industrial Park** : Proposed conditional zoning to support a 30-acre industrial park located along Radiator Dr. off Old Monroe Rd. **Applicant:** Liquid Management (Moser Group).
- o **Pressley Animal Hospital** : This is a rezone request to establish a Conditional Zoning Business district for an animal hospital. **The parcel is located on Chestnut Lane. Parcel 07132035** totaling approximately 2.8 acres.

SITE PLAN/ SUBDIVISION PLAT PROJECTS:

New Site Plan/plat Applications Received

Residential	Non-Residential
1. 2. The Shoppes at Hanfield Village 3. Lot 15 Indian Trail Business Park	1. McDonald's Remodel 2. Church of the Redeemer 3. Indian Trail Elementary

Site Plan/Plat Applications Approved

Residential	Non-Residential

1. Enchanted Forest Lots 30 & 31

1. Providence Hills Pool House Addition

- **Lot 15 IT Bus. Park:** Located on Bus. Park Dr. Subdivision of a .847 acre parcel from the 3.114 acre parcel. Applicant: Eagle Engineering.
- **The Shoppes at Hanfield Village:** Located on Old Charlotte Highway. Recombination of 6 parcels into 4 parcels. The created lots sizes are: 14.437 acres, 1.487 acres, 0.789 acres, and .998 acres. Applicant: Eagle Engineering.
- **Riverside Concrete:** Located on Tech. Dr. Site Plan for a 8,500 SF flex bldg. located on 1.15 acres. Applicant: Chris Hope.
- **Harris Teeter Parking Lot Expansion:** Located on US HWY 74. A 63 parking space addition making this a revision to a previously approved site plan. Applicant: Harris Teeter.
- **Taco Bell Sun Valley:** Located on Wesley Chapel Stouts Rd. Construction of a 2,100 sq. ft. restaurant on 1.29 acres. Applicant: Jason Galloway.
- **H&H Homes Cottages:** Located on Waxhaw IT Rd. A 49-lot single-family subdivision. Applicant: Bohler Engineering.
- **Heritage Subdivision:** Located on Wesley Chapel Stouts Rd. A 316-lot single-family subdivision. Applicant: Kolter Land Partners.
- **Southgate Phase 1:** Located at intersection of Poplin Rd. and Rocky River Rd. 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.
- **Idlewild Commons Bus. Center:** Applicant; The Moser Group. Proposed Office/Flex Bldgs. (2) totaling 22,000 SF of space. Located on vacant land adjacent to Food Lion and Beacon Hills.
- **Aqua Duck Offices:** Proposed 6,300 sq. ft. bldg. Located on Smith Farm Rd. (Parcel 07105027 D80). Scheduled for TRC 8/25/16. Applicant: Derek Hodge.
- **Plyler Rd. Townhomes:** Proposed 35-lot alley-served townhome community located on Plyler Road next to former Genwove site. Grading only permit issued 5/26/16.
- **Industrial Alloys:** Site Plan for a new storage bldg. approx. 20,000 sq. ft. Scheduled for TRC 11.16.16. Applicant: Chris Hope.
- **Church on South Fork Rd.:** Proposed 3000 sq. ft. addition to an exist. church located at 316 S. Fork Rd.
- **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.
- **Lidl Grocery Store:** Applicant: Aspen Asset Group, LLC Proposed Grocery Store w/ related parking lot and future IT public roadway. Project is located at the corner of Unionville-IT Rd. and HWY 74.
- Minor subdivision plat for parcel at 2017 Chestnut Lane. Applicant: Sergey Dryk.
- **McDonald's Remodel/ADA Improvements:** Minor site plan modification to McDonald's parking lot and adjacent sidewalks. Located at corner of US 74 and Unionville-IT Rd. Applicant: Brit, Peters & Associates, Inc.
- **Church of The Redeemer:** Site plan for new sanctuary. Located off Wesley Chapel Rd. Applicant: Chris Hope.
- **Indian Trail Elementary School:** Install ADA compliant sidewalks and ramps. Pave exist. gravel parking lot. Located at 200 Education Dr. Applicant: Eagle Engineering.
- **Laurel Creek:** Lot revision to show a new 20' storm drainage easement. Applicant: Jeffery Gordon Surveying.

- **Metrolina CA Track & Field**: Proposed track and field addition to the Metrolina CA complex. Applicant: Mark Houle.
- **Shops at SV Retail** : Site Plan for retail bldg. approx. 4,161 sq. ft.
- **Enchanted Forest Lots 30 & 31**: Proposed lot line adjustment to lots 30 and 31 in Enchanted Forest subdivision. Applicant: Phoenix Land Surveying, INC.
- **Atlantic Pinstriping** : Proposed 8,000 sq. ft. vehicle pin striping and customization facility for semis and other lg. vehicles. Location: 4108 Matthews-IT Rd.
- **Sun Valley Lot 17**: Proposed 7,500 sq. ft. multi-tenant building at Sun Valley Commons shopping center (theater site). Applicant: Overcash-Demmitt Architects.
- **Austin Village Office Bldgs.**: Proposed office bldgs. totaling approx. 4200 sq. ft. on parcel 07132010F. Applicant is Chris Hope, PE.

New Preconstruction Meetings Conducted :

- None

Project Under Development :

- **Cahill Bus. Park**: Proposed develop. of 4 office/flex space bldg. totaling approx. 65,000 sq. ft. of bldg. space on approx. 5-acres at 3508 Matthews-IT Rd.
- **Union Grove**: Proposed 207-lot subdivision (approx. 68 acre) located on Unionville-IT Rd. across from the Ashe Croft neighborhood.
- **First Baptist Church of IT parking Lot Expansion** : Parking lot expansion at the corner of Peace Dr. and IT-Fairview Rd. adding 49 parking spaces and re configuring the lot.
- **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.
- **Berkshire Partners #4 Old Hickory Bus. Park**: Applicant: Berkshire Partners #4, LLC New Office/Warehouse to be constructed on an exist. vacant wooded lot in Old Hickory Bus. Park. The bldg. will be 17,000 sq ft. It is located on the corner of Eaton Ave. and Stinson Hartis Rd., Lot 10.
- **Duhlab Medical Offices** : 2 proposed 5,000 sq. ft. medical office bldgs. w/ parking located on IT Fairview Rd. in the Old Hickory Bus. Park.
- **Proposed conversion of exist. house/residential structure into an office/retail use**. A new parking lot will be established along with necessary landscaping. Located at 307 S IT Rd.
- **Relocating driveway access from IT Fairview Rd to Stinson Hartis Rd.** 5523 IT Fairview Rd.
- **Outdoor Storage Facility**: The Moser Group will construct an outdoor storage facility at the 300 block of Unionville-IT Rd. The site contains 2 parcels w/ approx. 2.3 acres.
- **Shoppes at Hanfield Village**: Proposed construction for the Shoppes at Hanfield Village: 5 bldgs. totaling 88,616 SF of commercial space. Applicant: Arista Development.
- **Walden at Austin Village**: Proposed 51 single family detached homes on approx. 16 acres. Located on the north side of Chestnut Ln., W. of Potter Rd. Applicant is CoxShepp Construction.
- **Waste Pro**: Proposed 17,000 sq. ft. Waste Pro environmental services operations facility on a 8.6-acre site located on Valley Pkwy. Applicant: Eagle Engineering.
- **State Employee Credit Union**: Proposed 7,800 sq. ft. credit union facility located on Wesley Chapel Rd across from the UC transfer station. This new facility will replace the exist. site on US 74.
- **Harris Teeter Dist. Ctr. Parking Lot Expansion** : Proposed trailer parking expansion for distribution center.

- **Glenn Oaks Apartments:** Site Plan submittal for proposed 204-unit apartment community and related improvements located off Old Monroe Rd. behind the Family Dollar retail establishment (under construction).
- **Wal-mart Online Pick-up:** Site plan for a proposed parking and storage area for online pick up orders.
- **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.
- **Sun Valley Commons Building 18:** Proposed 11,463 sq. ft. multi-tenant bldg. at SVCS center (theater site).
- **Sun Valley Commons Building 22:** Proposed 11,463 sq. ft. multi-tenant bldg. 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.
- **Providence Hills Pool House Addition:** Site plan for a storage bldg. approx.196 square feet.

Number of New Businesses (2):

- **Buddha's Bazaar** - Union Towne Center. Retail sale of tobacco and related products.
- **Hertz Rental Car** - 4921 US Hwy 74. Rental car establishment.

WEekly Report 4/5/17 - 4/28/17

Permits		Code Enforcement	
Alarm	81	Sign/Banner Violations	
False Alarm	75	New Nuisance Violations (i.e. Tall Grass, Junk, etc.)	
Compliances	10	Res.Zoning Compliance Inspections-New Construction	
Zoning	35	Violation Re-Inspections - Ordinance Compliance	
Sign/Banner	4	Citizen Ordinance Education	
New Project Reviews	12	Minimum Housing Inspections/Hearings	
Misc Invoice	4	Property Lien Actions	
		Auto Violations (i.e. junk vehicles, etc.)	
		Notice of Violation or Written Warning	
		ZONES	1-8