

Town of Indian Trail

Memo

TO: Mayor and Town Council
FROM: Scott J. Kaufhold, P.E., Town Manager
DATE: December 22, 2016
SUBJECT: Manager's Report



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

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

FINANCIAL SERVICES DIVISION

-Finance-

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

FY17\18 Budget preparation continues

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

-Tax-

Processing property tax collections

ADMINISTRATIVE SERVICES DIVISION

-Communications/Community Development & Outreach-

Worked with Engineering on the draft On-Street Parking ordinance

Attended Rotary meetings

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

Worked on Town biz brochure and Town eNewsletter

-Information Technology-

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

-Economic Development-

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

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

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

PUBLIC SERVICES DIVISION

-Parks & Rec-

NC Connect Grant: Staff finalized and submitted grant application.

Athletic Coordinator: Will begin work on January 3, 2017.

Christmas Parade and Tree Lighting: Held another successful event despite the rain. While attendance was low, over 90% of those in the parade showed up to participate.

Mini Chefs Program: Taught a program at CAC where young kids learn about cooking and made a small item with their parents.

State Rep. Dean Arp Award: Set up and broke down the event at CCP. Mr. Arp was presented with the Distinguished Legislator Award. The event was very well attended by staff, other representatives and a media member.

Park Maintenance: Routine maintenance was completed at all park facilities. Extra maintenance was conducted at CCP playground, CCP dog park and the CSP walking trails. Staff started the winterization process at the parks.

Budget: Working on upcoming budget

Committee Update:

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

-Public Works-

Street Maintenance: Debris cleanup at various locations.

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

Buildings and Grounds Maintenance: Routine maintenance was completed at all Town facilities. Replaced two sidewalk panels and two handicap ramp. Cleaned PW yard in order to install berm and landscaping for screening.

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

-Solid Waste-

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

[RFP For Solid Waste Services](#)

DEVELOPMENT SERVICES DIVISION

- Planning, Zoning, Code Enforcement-

January Town Council Meeting (1/10/17): No agenda items at this time.

January Town Council Meeting (1/24/17):

Annexation #144: Annexation of Parcel 07090761, related to Fuel Station conditional rezoning application. Approximately 0.68 acres. The parcel is located on Mustang Drive. Resolution directing the clerk to investigate an annexation petition on 8/9/16 Town Council Agenda. Clerk to investigate petition. Directing the Clerk to find sufficient and set the PH for 1/24/17.

CZ2016-002 Fuel Station and Outparcels: 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. Continued to 1/24/17 TC agenda. [Project Folder](#)

December Planning Board (12/15/16):

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](#)

December Board of Adjustment: No meeting due to a lack of agenda items.

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

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

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

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

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 Ammendments (2 total):

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

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

Site Plan Projects Under Review (19 total: 7 residential, 12 non-residential):

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SP2016-006 MCA Classroom & Family Life Center Addition: Applicant Metrolina Christian Academy. Replacing modular classrooms with a new freestanding building. Also expanding the Family

Life Center where the existing 'tot lot' is located. Classroom Building = 6,656 Sq Ft Family Life Center Building = 15,400 Sq Ft. [Project Folder](#)

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

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

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

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

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

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

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

Number of New Businesses (4):

Brian Crump Campaign Office: Located at 2316 Waxhaw Indian Trail Rd

R.A. Brown and Son Electric: Electrical Contracting Company at 315 C Unionville Indian Trail.

Pura Vida Auto Repair: Vehicle repair/auto shop located at 3004 Sardis Drive

Growler USA: Restaurant serving microbrewed local beers and wine along with food. Located in Sun Valley Commons

Committee Update:

Tree Board: The next meeting is scheduled for 1/17. Please see [website](#) for meeting agenda and minutes.

PERMITS		CODE ENFORCEMENT	
Alarm	108	Sign/Banner Violations	0
False Alarm	86	New Nuisance Violations (i.e. Tall Grass, Junk, etc.)	10
Compliances	32	Residential Zoning Compliance Inspections- New Construction	27
Zoning	19	Violation Re-Inspections – Ordinance Compliance	21
Sign/Banner	6	Citizen Ordinance Education	9
New Project Reviews	9	Minimum Housing Inspections/Hearings	0
Misc Invoice	1	Property Lien Actions	0
		Auto Violations (i.e. junk vehicles, etc.)	4
		Notice of Violation or Written Warning	6
		ZONES	1-8

-Engineering-

Administrative:

Minor formatting edits to draft On-Street Parking Ordinance

Town Hall Project Update:

Installation of exterior metal framing, sheeting, vapor retarder, plumbing and elec. piping & conduit is complete. Interior metal framing is almost finished. Metal roof trusses and 1st and 2nd floor concrete decks are complete. Metal stairs & ladders are erected. Installation of Metal roof decking, interior walls, HVAC, and interior wall roughing is ongoing. Cast stone, hollow metal doors and frames, valve boxes, and panel boards have been ordered.



Stormwater:

FY16/17 Stormwater Maintenance Contract: Complete and within budget.

Studies: 1st Ave study/Cost estimate is complete. Ashcroft & Traewyck are in design phase.

Streets:

Citizens' Inquiries/Request: Storm-water service request backlog is reduced to zero.

FY16-17 Resurfacing Contract: Completed and w/in budget.

Street Maintenance Program: Program is under development..

Transportation:

On-Street Parking Ordinance: Implementation Phase starting 01/31/2017.

Chestnut Parkway Phase II: Design Phase (35% Complete).

Unionville/Sardis Rd. Roundabout: Planning Phase.

Wesley Chapel Rd. Corridor Study: Design Phase. Collecting Traffic Data.

Rogers Rd. Sidewalk: Construction is ongoing. Scheduled to be completed in Mid January 2017

Land Development Plan Review: Ongoing. Few Traffic Impact Studies are under review

Procurement/Contracts:

Town Hall Security, A/V, and IT: Bid Phase

Crooked Creek Park: Trails and Maintenance Shed are in bid Phase

Administrative:

Project Strategy Report: Complete.

Land Development Bonds/Sureties: Renewals & Reductions continue for various projects.

Staffing: Recruiting for Civil Engineer/Project Manager (position left vacant by Adam McLamb's and a Planning Technician (position left vacant by Ryan Lipp's promotion).

Municipal & State Infrastructure Projects Update:

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

Private Land Development Projects Update:

1. NCSECU Bldg.:	Exterior is complete. Bldg. interior work is 50% complete.
2. Waste Pro Facility:	Lot is paved. Curb is installed. Bldg. Interior work is ongoing.
3. Caliber Collision:	Complete.
4. Outdoor Storage:	Gravel parking lot is complete. Working on main entrance.
5. Duhlab Med. Offices:	Bldg. exterior and parking lot are complete.
6. Charter School:	Temporary C/O is approved
7. Sheridan Amenity Ctr.	Pool is 70% complete
8. Sun-Valley Bldgs.	Construction on Bldg. 22 is still ongoing.
9. Goodyear	Few additional site punch list items are still outstanding for CO.
10. First Baptist Church	Stormwater work is complete. Other site work hasn't begun yet.
11. Austin Village Subd.	W&S infrastructure has been installed. Stormwater is 60% complete.
12. Sardis Corner Car Wash	Footings are in and erecting started.
13. MCA Classrooms	Interior finishes are 50% complete.
14. Bershire Partners	Bldg. is erected. Working on grading of parking lot/sidewalk
15. Triple L Holdings	Permit was approved. No work has commence.
16. Bonterra Ph. III Subd.	Less than 5 homes left to be built.
17. Crismark Subd.	Homebuilding in Phase 4 & 5. Could be built out by end of the year.
18. Glen Oaks Apartment	Entrances/Rd. work is ongoing. Bldg. Interior finishes is ongoing.
19. Fieldstone Farms	Housing is complete. Working with developer on street acceptance.
20. Union Grove Subdivision	Phase I streets and NCDOT roadway improvements are complete. Home bldg. has begun.
21. Deerstyne Subdivision.	Home bldg. is complete. Working on last street punch list items.
22. Blanchard Farms	Home bldg. is ongoing. Should be completed by the end of the year.
23. Cahill Office Bldgs.	Initial site inspections are complete. Working on punch list.
24. Valvoline	Bldg. Exterior, C&G, SW, and underground work is completed. Interior has begun.

Committee Updates:

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

Transportation Advisory Committee (TAC): The next meeting is scheduled for 1/03/17.

Public Safety Committee (PSC): Next meeting is scheduled for 1/05/2017

Charlotte Regional Transportation Planning Organization (CRTPO) - Technical Coordinating Committee (TCC): next meeting is scheduled for 1/03/17