

Town of Indian Trail

Memo

TO: Mayor and Town Council
FROM: Scott J. Kaufhold, P.E., Town Manager
DATE: August 12, 2016
SUBJECT: Manager's Report



-ADMINISTRATION-

Human Resources:

Hired a full time Building & Grounds Maintenance Technician that was included in the approved budget. This position will provide relief to the Parks & Rec Maintenance staff by focusing on the maintenance of the Town's campus grounds, cemetery, and outlying parcels, in addition to assisting other staff with building maintenance needs.

Scheduling interviews for the Contracts & Bonds Administrator and additional interviews for the Engineering Technician.

Finance:

The Auditor's have completed their work at the Indian Trail Administration office. Next they will prepare an audit report and present to the Council in the coming months.

Annual sales tax refund report sent to Raleigh. \$55,211.90 for the year ending 6/30/2016.

Tax:

Tax bills have been sent.

Special Projects:

Phase II of the Fiscal & Organizational Assessment is well underway.

-PLANNING & CODE ENFORCEMENT-

September Town Council Meeting (9/13/16):

CZ2016-004 and Annexation #142 Public Hearings Virginia Trace Subdivision: This is a rezone request to establish a Conditional Zoning Single Family district for 92 single-family detached units on a parcel approximately 40 acres. Lots will be a minimum of 60 feet wide. The parcel is located on the southeast corner of Unionville Indian Trail Road and Oakwood Lane. Scheduled for TRC 3/31/16. Application not complete; pending TIA to be submitted. Parcel 07045001. Applicant: M/I Homes of Charlotte, LLC. TIA submitted 5/3/16. Comments sent 5/20/16. Resubmittal 6/13/16. Planning Board recommended approval 5 to 2 at their 6/21/16 PB meeting. Resolution for related annexation directing Clerk to investigate petition for voluntary annexation passed 7/12/16. Certificate of Sufficiency and setting public hearing on 8/9/16 Town Council agenda. Annexation PH set for 9.13.16. [Project Folder](#)

Solid Waste and Recycling RFP: Follow up discussion with TC regarding service levels to be used in RFP. A community meeting is tentatively scheduled for August 30th at 6:30 p.m. in the Civic Building to give citizens an opportunity to share feedback on solid waste service levels.

August Planning Board Agenda (8/16/16):

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 [Project Folder](#) Resolution for related annexation directing the clerk to investigate an annexation petition on 8/9/16 Town Council Agenda. Clerk to investigate petition.

CZ2016-005 Hawfield (Heritage): This is a rezone request to establish a Conditional Zoning Single Family district for approximately 325 single-family detached units on a parcels 0712005 90, 0712008 (see Annexation 143), 0712003, 0712005A and 07123001J totaling approximately 160 acres. This project is being undertaken with a sister project located in the Village of Wesley Chapel, which could raise the total lot count to approx. 440-lots (combined). 5/12 Staff had a meeting with the applicant and Wesley Chapel to discussion coordination of various project aspects. The parcels are located on the north side of Wesley Chapel Road. Applicant: Queen City Land, LLC. Neighborhood meeting with Taylor Glenn held 6/15/16. Community meetings scheduled for 6/22/16. Follow up meeting with developer held 6/28/16 to discuss staff comments and resubmittal addressing changes. Resolution for related annexation directing the clerk to investigate an annexation petition on 8/9/16 Town Council Agenda. Clerk to investigate petition.[Project Folder](#)

August Board of Adjustment (8/25/16):

VAR 2016-001 Workout Anytime: Request to sever property from master sign plan granted under VAR 1999-005 which is more restrictive than the current Unified Development Ordinance. Location: 5850 Hwy 75 Suite 100. Applicant: Casco Signs Inc. [Project Folder](#)

Projects Under Review:

New Annexation Applications: None

Annexation #142: Annexation of Parcel 07045001, related to Virginia Trace Subdivision. Approximately 39.557 acres. The parcel is located on the southeast corner of Unionville Indian Trail Road and Oakwood Lane. Resolution for annexation directing Clerk to investigate petition for voluntary annexation passed 7/12/16. Certificate of Sufficiency and setting public hearing on 8/9/16 Town Council agenda - Approval of Certificate of Sufficiency and resolution to set the public hearing for 9/13/16. PH set for 9/13/16

Annexation #143: Annexation of Parcels 07120005 90 and 0712008, related to Hawfield conditional rezoning application. Approximately 8 acres total. The parcels is located on the northeast side of Hawfield Road. Resolution directing the clerk to investigate an annexation petition on 8/9/16 Town Council Agenda. Clerk to investigate petition.

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.

Rezoning Projects Under Review:

New Rezoning Applications By Type:

Residential: None

Non-Residential: ZM2016-001: Rail Distribution

New UDO Text Amendment Applications: None

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 [Project Folder](#) Resolution for related annexation directing the clerk to investigate an annexation petition on 8/9/16 Town Council Agenda. Clerk to investigate petition.

ZT2016-004 Private Roads: Proposed UDO text amendment to limit the use of private roads. 4/11 Town Attorney reported there was nothing in State law that would preclude limiting private roads within subdivisions. 5/12 Staff has started to prepare amendment. Applicant: Town of Indian Trail

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.

CZ2016-004 Virginia Trace Subdivision: This is a rezone request to establish a Conditional Zoning Single Family district for 92 single-family detached units on a parcel approximately 39.557 acres. Lots will be a minimum of 60 feet wide. The parcel is located on the southeast corner of Unionville Indian Trail Road and Oakwood Lane. Scheduled for TRC 3/31/16. Application not complete; pending TIA to be submitted. Parcel 07045001. Applicant: M/I Homes of Charlotte, LLC. TIA submitted 5/3/16. Staff comments issued 5/20. Resubmittal 6/13/16 6/21 Planning Board review. Planning Board recommended approval 5 to 2 at their 6/21/16 PB meeting. Tentatively scheduled for Town Council 9/13/16 [Project Folder](#) Resolution for related annexation directing Clerk to investigate petition for voluntary annexation passed 7/12/16. Certificate of Sufficiency and setting public hearing on 8/9/16 Town Council agenda. Annexation PH set for 9/13/16.

CZ2016-005 Hawfield (Heritage): This is a rezone request to establish a Conditional Zoning Single Family district for approximately 325 single-family detached units on a parcels 0712005 90, 0712008 (see Annexation 143), 0712003, 0712005A and 07123001J totaling approximately 160 acres. This project is being undertaken with a sister project located in the Village of Wesley Chapel, which could raise the total lot count to approx. 440-lots (combined). 5/12 Staff had a meeting with the applicant and Wesley Chapel to discussion coordination of various project aspects. The parcels are located on the north side of Wesley Chapel Road. Applicant: Queen City Land, LLC. Neighborhood meeting with Taylor Glenn held 6/15/16. Community meetings scheduled for 6/22/16. Follow up meeting with developer held 6/28/16 to discuss staff comments and resubmittal addressing changes. [Project Folder](#) Resolution for related annexation directing the clerk to investigate an annexation petition on 8/9/16 Town Council Agenda. Clerk to investigate petition.

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. [Project Folder](#)

ZM2006-001 Rail Distribution: Proposed rezoning of a 5.8-acre site from Regional Business District to Light Industrial. Subject property is located at intersection of Wesley Chapel-Stouts Road and the CSX railroad crossing. This application is for a “by-right” rezoning of the property that does not include submittal of a master plan or other rezoning exhibits. Applicant: Richard Roskind.

Site Plan Projects Under Review:

New Site Plan/Plat Applications Received:

Residential: None

Non-Residential: 1. SK2016-016 Atlantic Pinstriping
2. SP2016-019 Aqua Duck Offices
3. SP2016-020 IT Self Storage

Site Plan/Plat Applications Approved:

Residential: None

Non-Residential: None

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. This project will be on TRC agenda 10/9. 3/23 meeting with engineer planned. 4/8 Revised plans have been submitted. 5/21 Waiting on documentation from developer prior to permit issuance. 7/15 Staff is waiting on a few outstanding items for final approval. 9/24 A copy of the NCDENR approved permit was provided to staff. Engineering comments provided on the flood study 12/17. 2/11 Staff has been coordinating with potential home builders for Bonterra Phase 4. 4/4 Revised flood study submitted. 4/26 - Staff met with the developer about a potential builder. 5/10 Flood study comments provided. 8/8 Flood Study approved.
[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. 10/15 Comments were provided to the engineer. 1/7 Staff is currently reviewing the revised plans. 3/4 Staff provided comments to the engineer. 8/19 The project is temporary on hold per the applicant’s engineer. [Project Folder](#)

SP2015-001 Sun Valley Lot 17: Proposed 7,500 sq. ft. multi-tenant building at Sun Valley Commons shopping center (theater site). Lot 17 will be the first building located along the entrance road in front of the angled parking (left side when entering). Comments provided 2/2. Plans re-submitted 9/30. 10/29 met with owner and architect to discuss comments. 2/10 Staff discussed final steps needed to obtain permits. 3/10/16 staff met with Applicant and landowner and advised of steps needed to get plans approved and build plaza at a later time. Pending applicant submittal. 7/12/16 staff received partial submittal and requested additional information from Engineer. 7/21/16 staff requested additional Master Plan update be submitted with site plan for building 17. Resubmittal 8/4/16. 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. Scheduled for TRC 6/11. Meeting with Applicant on 6/17 to review plans. Staff requested a detailed letter of intent 6/19. Applicant informed staff that additional time was needed to complete letter of intent 7/16. Letter of Intent submitted 9/17. Staff Comments sent 10/7. Applicant submitted digital plans for preliminary review 12/9/15.

2/18 - Staff has seen no movement on this project. [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. This plan is associated with the recent rezoning that was approved for the site. CZ2014-003. 9/1 Comments were provided to the applicant's engineer. 9/24 Staff met with the engineer and the developer to discuss the comments that were provided. 12/17 Staff has been working on final design issues; expecting resubmittal with the week. 1/20 Staff has received the revised plans and are currently reviewing them. 2/29 Staff met with developer to discuss next steps. 3/10/15 Staff is working with the applicant to find possible cost saving measures that still meet all conditions and regulations. 4/12 Plans resubmitted 4/27 Staff is currently reviewing the elevations and site plan. 5/12 Staff is waiting for additional information before starting our review. Staff corresponded with applicant on 8/9/16, advised of outstanding items. Need resubmittal to address staff comments. [ProjectFolder](#)

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. TRC scheduled for 10/15. Comments sent on 10/26. Revised plans submitted on 11/23. 1/7 Staff is waiting for NCDOT and UCPW approvals. 2/10 UCPW has provided comments to the applicant for revisions to their sewer plans. 3/10 The applicant has been working with UCPW on the necessary sewer improvements for the project. 3/30 the applicant has inquired about a grading only permit. 4/14 Grading only permit submitted. Staff is waiting for final UCPW approval. 4/27 Staff inspected the tree protection fencing and silt fencing, as required. 5/26 Conditional Approval to Construct from UCPW and Town. [ProjectFolder](#)

SP2015-023 Indian Trail Charter School K-8: Ryan Companies have submitted a site plan for a proposed charter school to be located at the corner of Younts Road and Brown Lane. The property is zoned SF-1 which allows for a school as a permitted use. 2/10 has inspected tree protection fencing and clearing should start this week. 2/18 - Staff is waiting for the revised plans to be submitted. The applicant & UCPW are finalizing the sewer/water agreements. 3/2 Revised plans are currently under review by staff. 3/10 Grading continues on site. 3/30 Union County Building Code Enforcement has issued a foundation only permit while the final items are addressed. 4/12 Conditional Site Plan approval issued. 5/12 The applicant's engineer is in the final stages of completely their stormwater calculations. 5/20 Staff has approved the complete set of plans. [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. The site is approximately 3 acres and will be developed in phases. TRC scheduled for 10/15. Comments sent on 11/10. Application for Grading Only Permit submitted on 11/20. Comments for Grading Only Permit sent on 12/8/15. 1/7 Grading Only Permit is approved. 1/20 Revised full plans have been resubmitted for review. 2/24 Engineering Dept. coordinating with applicant on stormwater items. 3/16 Revised plans are under review. 4/20 Staff had a pre-construction meeting for the grading only permit. Staff is waiting for final approval from UCPW. 5/20 Staff has approved the complete set of plans. [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). 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. Waiting for contractor TBD to issue permits. [ProjectFolder](#)

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](#)

SP2015-024 Sheridan Amenity Center: Proposed pool and amenity center for the Sheridan community. Plans include pool, cabana, restroom facility, pump house and associated parking. 12/17 Staff is waiting

for revised plans. 3/10 Staff spoke to the engineer for the project, he stated that revised plans should be submitted within the next 1-2 weeks. 4/20 Staff provided a few minor comments to be addressed, anticipate approval within 2 weeks. 5/20 Approved for Construction [ProjectFolder](#)

SP2015-030 Goodyear Complete Auto Store: Proposed use of the site is a commercial development (Goodyear Tire and Auto) with associated parking. This project previously received a Special Use Permit (see SUP 2014-005). The store is planning to be located at the signalized intersection adjacent to the McDonald's restaurant in Sun Valley Commons. 1/14 Site plan was reviewed at TRC. 2/10 Comments were provided to the engineer. 3/10 Staff is working with the architect to make sure the building is in compliance with VC-O requirements. 4/12 Plans resubmitted. 5/26 Staff has approved the complete set of plans. [ProjectFolder](#)

SP2016-001 Plyler Road Townhomes: Proposed 35-lot alley-served townhome community located on Plyler Road next to former Genwove site. 2/11 TRC review completed. 3/2 comments were provided to the applicant. 4/11 Conversation with developer regarding options for overall site layout. 4/27 Developer has tabled the project for a short time. Grading only permit 5/26/16. [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. 2/11 TRC review completed. 2/18 Comments were provided to the Engineer. 2/24 Revised plans have been resubmitted to staff. 3/30 Applicant is working with Engineering staff on minor water quality issues. 4/6 Staff held pre-con meeting with applicant. 4/20 The existing home has been removed. Construction should start within 2 weeks, the contractor anticipates the project taking 30 days to complete. [ProjectFolder](#)

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. TRC held 3/10. Comments issued 3/31. Applicant resubmitted plans 4/28/16. Plans resubmitted and transmitted 5/3. Comments issued 5/26. Grading only permit issued and precon held 6/17. USI comments #3 issued 7/7/16 applicant to resolve substantive stormwater issues and resubmit plans. UCPW has not issued approval to construct as of 7/12/16. Applicant scheduled meeting with Town staff to discuss USI comments. 7/21/16 staff pending resubmittal to address USI comments from 7/20/16. [ProjectFolder](#)

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. The plans were previously reviewed when the Animal Hospital was developed. The applicant never received final approval for the car wash. 3/16 Project set for TRC next week. 4/20 Comments have been provided to the engineer. 6/17 Waiting on UCPW approval prior to final site plan approval. 7/8/16 UCPW issued conditional approval to construct. 7/12/16 Pre con held at Town, issued approval of site plan based on UCPW conditional approval. [ProjectFolder](#)

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. Associated parking and landscaping provided. Existing berm and plantings will not be disturbed. 4/20 Comments have been provided to the engineer. [Project Folder](#)

SID2016-002 Bradley II - The Arbors at Blanchard Farms: Applicant: Bonterra Builders, New elevation submitted for compliance with conditions set forth in CZ2013-010. [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 will be heard at the 3/31 TRC meeting. 4/20 Revised plans have been

submitted which include a new water quality feature. Staff is currently reviewing the plans. 5/20 Staff is issuing a grading only plan while the final stormwater items are being addressed. Grading only permit and pre-con 5/26/16. [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. 4/20 Staff informed the applicant that we are waiting for additional information due to a flood study that is required. Engineering can only provide high level comments until the flood study is complete. 5/20 Staff provided planning comments to the engineer. 6/17 Staff met with project architect to review proposed modifications. [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. The applicant has submitted a Grading Only Permit request as well as the plan review. Staff has conducted a pre-construction meeting for the grading only permit on 5/11. Comments have been provided to the applicant. 6/16 Re-submittal from applicant should be received within the next week. 7/12 Union County is in the process of releasing building permit. [Project Folder](#)

SP2016-009M Minor Revision Time Warner Unmanned Hub: Applicant is Hagger Smith. Minor revision to approved site plan for Time Warner unmanned hub building. Originally approved under SP2015-031. Reducing building square footage to approximately 1668 square feet. Plans approved 5/23/16.

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. Project was heard at 6/16 TRC meeting. 7/12 Staff is waiting on resubmittal from applicant.

SK2016-005 Arbors at Indian Trail: Intended commercial and multifamily residential on parcel 0715004 located on Highway 74 north of Indian Trail Road (adjacent to Chestnut Square Park). Applicant is Mark Reynolds. TRC 6/23/16. Comments sent 6/27/16 [Project Folder](#)

SP2016-012 Austin Village Office Buildings: Proposed office buildings totaling approximately 4200 square feet on parcel 07132010F. TRC 6/30/16 Applicant is Chris Hope, PE. Comments sent 7/15/16. [Project Folder](#)

SID2016-003 Union Grove Elevations: Master sets for the following elevations: Abington, Ansley, Bexley, Cheseapeake, Linville, Kennedy, Bristol, Coville, Covington. Applicant: Bonterra Builders

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). Scheduled for TRC on 6/30. 7/13 Comments sent 7/13, site plan resubmittal received on 8/9. Zoning approval permit issued on 8/10. [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). Scheduled for TRC on 7/14, comments transmitted on 8/9/16. [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. Scheduled for TRC on 7/28. Comments to be transmitted on 8/12/16.

MAP2016-004: Minor plat for parcel within Austin Village related to Walden at Austin Village. Comments issued 7/19/16. Resubmittal 7/20. Applicant: Justin Mckeown

MAP2016-005: Minor subdivision plat for parcel at 2017 Chestnut Lane. Currently compiling comments from outside agencies. Applicant: Sergey Dryk.

MAP2016-006: Revised easement plat for Union Preparatory Academy. Applicant: Union Preparatory Academy. 8/11 Comments issued.

MAP2016-007: Minor subdivision within Indian Trail Business Park to create one new lot. 8/12 Comments issued.

SK 2016-006 Burger King: Proposed fast food restaurant at 13880 Independence Boulevard (Parcel 07084404). Scheduled for TRC on 7/28. Comments transmitted on 8/9/16.

SP2016-019 Aqua Duck Offices: Proposed 6,300 square foot building. Located on Smith Farm Road (Parcel 07105027 D80). Scheduled for TRC 8/18/16. 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

Projects Under Development:

New Preconstruction meetings conducted:

Residential: None

Non-Residential: None

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. Site grading is underway. Parking lot elevation/grade has been established. Additional grading work continues. 6/13 Stormwater infrastructure is being installed. 8/29 Developer reported seeking building permits soon and receiving bids from contractors. 9/18 building foundation forms have been set, but pad remains unpoured. Construction continues at very slow pace. 1/30 building utilities were being installed prior to concrete pouring. 3/11 additional grading work has occurred in building pad area and parking areas. 4/24 Building pad has been constructed. 4/30 Structural steel and other building supplies have been delivered to site. 5/14 Building walls are being erected. 6/5 building construction is occurring at a steady pace. 8/13 building walls are being erected and a building shell is complete. 11/20 Building construction appears to have gone idle. 12/18 Brick installation on exterior walls is underway 1/8 Brick on side walls are complete and front wall installation is underway. 2/10 Siding has been installed on the rear office and storage building. Masonry is generally completed on main building along Unionville-IT Road. 3/10 Various building and site work continues. 3/31 Installation of building details and windows continues. 5/12 minor fine grading activities continue in parking lot. Dumpster enclosure is erected. Building exterior is largely completed. [Project File](#)

SP2015-005 Bonterra Alleyways Restoration: Turning radii from alleyways onto the private streets in Bonterra Phases 1 and 2 to be improved from R=10' to R=17' in order to provide maneuvering room for large vehicles and prevent them from hitting the curb. Staff will follow up with contractor during week to determine completion . Anticipated completion date end of March 2016. [Project Folder](#)

SP2014-019 Union Grove: Proposed 207-lot subdivision (approx. 68-acre site) located on Unionville-IT Road across from the Ashe Croft neighborhood. Site has been cleared and utility infrastructure is underway. 8/26 Engineering staff is working with the developer to ensure that all stormwater measures are in place, recent rain events have strained the system. 2/10 Most infrastructure in Phase 1 has been installed.3/9 Staff discussions with Bonterra Builders regarding potential future homes. 4/20 The applicant has started the widening of Unionville-Indian Trail Road. [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). Applicant has initiated grading improvements under a previously approved grading permit. 6/5 Most of the site with exception of tree save areas is cleared.6/11 Inspected site multiple times for initial tree clearing. 7/10 Initial grading is largely completed. 7/16 stormwater improvements are being installed. 9/3 General site grading and utility installation is well underway. 12/18 grading for secondary access drive is underway. Building foundations will be constructed soon. 1/8 Construction trailer has been permitted. 2/8 Building construction has been initiated. 3/4 First building was constructed. 3/4 Framing for first building is erected. 3/23 Coordinated with Fire Marshall regarding phasing of building occupancies. 4/14 Follow up conversation regarding ADA access in parking area. 4/20 and 5/12 Participated in two field discussions related to tree protection onsite. Staff has concerns regarding close proximity of mature, retained trees adjacent to building and potential for safety issues during severe storm events.. Contractor will have arborist evaluate them and provide recommendation regarding retention or removal and replacement. Arborist will also evaluate proposed park area and related tree removal. 6/16 Staff issued tree removal authorization for trees posing life-safety risk and had root damage. 6/17 Held meeting with contractor to discuss Phase I Occupancy items. Phase I is envisioned to open in mid July. [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. Preconstruction Meeting held 11/20 12/17 Lot clearing is underway. 2/10 Phase 1 of the erosion control plan is in place. 3/10 The applicant is continuing to work with UCPW and adjacent property owners on the water line access.4/12 Site visit. Construction has ceased with rough site work largely completed. 4/20 No additional movement at this time. 5/12 A representative from Waste Pro has stated that they are moving forward with installation of the water line at the front of the property. [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. The owner received a Special Use Permit for the property this year (see SUP2015-003). 1/14 Staff held the pre-construction meeting; grading should start in the next 2-3 weeks. 2/10 Protective tree fencing is in place. 5/12 No movement. [Project Folder](#)

SP2015-028 TowerCom LLC: 1506 Turring Drive, a 160' collocate cell tower (4 providers). 1/7 Comments have been provided to the applicant. 1/20 Staff is approving the plan this week. 2/10 Staff will hold a pre-construction meeting once the county is completed with their building review. 5/12 The tower is in place, staff anticipates receiving final as-built within the next two weeks. 5/20 Staff inspected the site, additional items are needed. We will re-inspect when completed. [Project Folder](#)

Committee Updates:

Tree Board: The next meeting is scheduled for 8/16. Please see [website](#) for meeting agenda and minutes.

Number of New Businesses (1):

Pistol Pete's Armory - 1064 Van Buren Ave, Suite 2

Permits:

PERMITS		CODE ENFORCEMENT	
Alarm	23	Signs/Banner Violations	3
False Alarm	0	New Nuisance Violations (i.e. tall grass, junk cars, etc.)	15
Compliances	3	Residential Zoning Compliance Inspection- New Construction	7
Zoning	22	Violation Re-Inspections-Ordinance Compliance	10
Sign/Banner	1	Citizen Ordinance Education	2
New Project Reviews	7	Minimum Housing Inspections/Hearings	0
Misc Invoice	0	Property Lien Actions	0
		Auto Violations (junk vehicles, etc.)	4
		Notice of Violation in Written Warning	10
		ZONES	1-8

-COMMUNICATIONS/COMMUNITY DEVELOPMENT & OUTREACH

Began work on next eNewsletter and received new quote for print Newsletter. It appears we can produce a smaller, lighter version at a reduced cost. This would enable us to send printed versions more frequently than currently scheduled while staying within the approved budget.

Provided information to media on recent events

Attended the Wincrest HOA meeting (last week)

Created/delivered presentation on website redesign, began process of moving forward

Created videos from July 4 Parade and June 24 Jazz concert with new software

Created flier for July 22 Jazz concert

Various social media posts, including publicity for efforts to name new disc golf course

-ECONOMIC DEVELOPMENT-

Scheduled first meeting of the committee for Business/Technology Park for 8/19. Committee members include: Councilman Wireman, Councilwoman Stanton, Chris Plate (MUCED), Rox Burhans Planning Director, and Scott Kaufhold Town Manager.

-PARKS & REC/EVENTS-

Held an introductory meeting for all interested in upcoming "Thinking Feet" programs on Saturday August 13th at the Cultural Arts Center.

Staff continued working on Disc Golf Course and will have the grand opening on Saturday August 27th.

Discussed with Mike Parks regarding different methods of marketing to utilize in order to get program and special event information out to the public.

Ordered and distributed PokemonGo signs to the parks as a method to draw users to the parks to create park location awareness.

Met with Rick Crowley with Arts Delivered, Jamakin' Me Dance, Tennis For Kids, Soccer Shots that will provide 14 additional fall programs to the 6 current fall programs on the calendar.

Coordinated with Andy Greene with Innova to create and proofed logos for the disc golf hole signs, scoresheets, course map, and personalized discs.

Met with Woolpert to discuss design ideas and purpose for Phase 2 of Crooked Creek Park.

Corresponded, altered, scheduled and distributed updated permits along with payment reminders for weeknight and weekend rentals the month of August.

Created and distributed weekly field prep schedules, staff schedules, weekend priorities and weekend schedules for staff.

Met with Macaroni Kid to discuss a possible event opportunity located at Crooked Creek Park this fall.

Discussed the current Rec1 issues in addition to upcoming website adjustments that need to be made once online payment is implemented.

Researched different marketing outlets for marketing fall programs and events on local websites, social calendars, blogs, newspapers, and more.

-ENGINEERING & PUBLIC WORKS-

Received new Rubber Tire Backhoe, included in approved budget.

Building & Grounds Maintenance (Public Works):

Routine maintenance performed on Administration, Civic, & Cultural Arts buildings.

Streets, Sidewalks & Stormwater Maintenance (Public Works):

Evaluated pavement & signage for the Crismark subdivision in preparation for an upcoming surety/bond meeting w/ the developer.

Submitted grant funding request to NCDOT for ADA facilities at 27 town intersections. Grant is funded completely by the NCDOT.

Parks & Rec Maintenance (Public Works):

Routine field maintenance and prep work at all 3 park facilities including irrigation repair at Chestnut Square Park. Routine maintenance of Town's campus, cemetery, and outlying parcels.

Procuring for the two bike & pedestrian PARTF grant funded trails at Crooked Creek Park.

Capital Projects:

505-2015-001 Rogers Road Sidewalk: Construction is ongoing. Staff and Councilman Wireman met with Mr. & Mrs. Casper and reached an agreement to address their concerns and mitigate the impacts to their property resulting from the sidewalk project. A written agreement to be signed by both parties was sent to the Casper's for review last week.

Spring 2016 Resurfacing Contract: Contractor has started the reclamation section of the work.

Town Hall Project:

Union County has approved the design plan revisions; the steel fabricator is scheduled to deliver the final revised framing members (beams, columns, & related support features) next week; the contractor has remobilized to the site and has begun modifying the existing steel structure in advance of the new steel frame members to be delivered to the site next week.

Proposed roundabout design (consultant is USI) is approximately 90% complete.

Solid Waste:

Evaluating existing contract, potential additional services; discussing possible joint contract with Monroe

Stormwater Planning/Design/Construction:

Projects:

Stormwater System Inventory: Council approved additional work for S&ME.

Channel Outfall Inventory: Project ongoing. Work involves picking up where the above Stormwater System Inventory project leaves off – inspecting all locations where stormwater directly discharges into our creeks. Work involves water quality sampling to detect/determine/eliminate any illicit discharges that pollute/degrade water quality standards.

Stormwater Maintenance Contract (Bullseye Construction):

Storm drain pipe improvements continue in advance of the pending Asphalt Resurfacing contract.

1st Ave Drainage Study: Consultant (USI) continues to analyze existing conditions. Tentative schedule to bring findings/alternates/recommendation to Council in September.

Ashe Croft Drainage Study: Consultant (USI) is finalizing design scope and fee for the approved alternate.

Traewyck Drainage Study: Survey is underway. Also in discussions with UCPW to discuss any partnering opportunities while their construction equipment is onsite.

Street & Storm Water Service Requests:

Responded to citizens' service requests at several locations

Transportation Planning & Design:

Unionville Indian Trail Rd/Sardis Rd Intersection Project: The MPO approved the \$1.9 mill grant request for right-of-way & construction. The NCDOT evaluated 4 intersection alternatives and recommended a 3-legged roundabout which provides the best level of service. Staff is finalizing scope and fee negotiations with engineering consultant (STV).

Chestnut Parkway Phase II (OMR-Gribble Rd) Design: Consultant (RS&H) continues work on the project.

Land Development Plan Review:

SP2014-018: Bonterra Phase 4: 3rd review of Flood Study. Development plan review is pending.

SK2015-006 GRDI Grocery Store: Under 2nd review.

Construction Site Inspections:

SP2007-024 Cahill Business Park: Construction continues at a very slow pace.

SP2012-031 Cahill Expansion: Construction continues.

SP2014-019 Union Grove: Construction continues.

SP2014-007 Glenn Oaks Apartments Construction continues.

SP2015-003 Waste Pro: Construction continues.

SP2015-029 Meineke: Construction continues.

SP2016-002 1st Baptist Church Parking Lot Expansion: Construction continues.

SP2015-018 State Employees Credit Union: Construction continues.

SP2015-026 Sun Valley Commons Building 22: Construction continues.

SP2015-023 Indian Trail Charter School K-8: Construction continues. It appears that the required roadway improvements will not be complete prior to the school opening.

Administrative:

The FY 14/15 Infrastructure Value Assessment report is complete.

Ongoing Land Development Surety Renewals & Reductions continue for various projects.

Committee Updates:

Stormwater Advisory Committee: The next meeting is scheduled for 9/8/16.

Transportation Advisory Committee: The next meeting is scheduled for 9/6/16.

Public Safety Committee: Discussed on-street parking, car break-ins during special events.

CRTPO (Charlotte Regional Transportation Organization): The next Technical Coordinating Committee (TCC) meeting is scheduled for 9/1/16.