

Town of Indian Trail

Memo

TO: Mayor and Town Council
FROM: Scott J. Kaufhold, P.E., Town Manager
DATE: July 15, 2016
SUBJECT: Manager's Report



-ADMINISTRATION-

Human Resources:

Scheduling interviews for the Engineering Technician

New Employee: Patrick Sadek will join the Engineering & Public Works Department Monday July 18th as the new Director.

Town Clerk:

The Clerk continues to address multiple requests for public information.

Special Projects:

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

-PLANNING & CODE ENFORCEMENT-

Received new Code Enforcement vehicle, a Ford F-150, included in approved budget.

August Town Council Meeting (8/9/16):

ZT2016-001: Hotel/Motel: Proposed amendment to Unified Development Ordinance Chapters 520, 1010, create new Chapters 7220 to permit hotel-motel uses within the Village Center overlay districts and related amendments. Applicant: Moser Group. 3/15/16 Item will be on 8/9 Town Council agenda for a public hearing. [Project Folder](#)

Solid Waste and Recycling Request For Proposal (RFP): Discussion regarding existing service levels offered to citizens and any desires to enhance or scale back these services with the upcoming RFP.

Annexation #142: Approval of Certificate of Sufficiency and resolution to set the public hearing: Petition for a proposed 40-acre annexation located at intersection of Oakwood Lane and Sardis Church Road. Annexation is associated with the proposed Virginia Trace rezoning, which is not a topic of this meeting agenda.

Annexation #143: Resolution directing the clerk to investigate an annexation petition. Annexation of Parcels 07120005 90 and 0712008, related to Hawfield conditional rezoning application, which is not a topic of this meeting agenda. Parcels are approximately 8 acres total. The parcels is located on the northeast side of Hawfield Road.

July Planning Board Agenda (7/19/16): Orientation training for new board members

July Board of Adjustment: (7/28/16):

SUP 2016-002 Stay Dog Boarding: Proposed dog boarding, daycare, and grooming business. Location: 101 Post Office Drive. Applicant: John Kirk. [Project Folder](#)

SUP2016-003 Kindness Kennels: Proposed dog and cat boarding and daycare business. Location: 3602 Wesley Chapel-Stouts Road. Applicant: Richard O' Connell [Project Folder](#)

SUP 2016-004 Black Label Tattoo Company: Proposed tattoo studio within Indian Trail Village shopping center. Location: 14015 Independence Boulevard. Applicant: Bryan Taylor [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. [Project Folder](#)

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.

Annexation #144: Annexation of Parcel 07090761, related to Fuel Station conditional rezoning application. Approximately 0.68 acres. The parcel is located on Mustang Drive.

Rezoning Projects Under Review:

New Rezoning Applications By Type:

Residential: None

Non-Residential: None

New UDO Text Amendment Applications: None

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, 0709006C, 07090761. The parcels are located on Old Monroe Road and Mustang Drive. TIA submitted 4/28/16. Applicant: Durban Development LLC. Community meetings scheduled for 7/26. [Project Folder](#)

ZT2016-001: Hotel/Motel: Proposed amendment to Unified Development Ordinance Chapters 520, 1010, create new Chapters 7220 to permit hotel-motel uses 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 and Mixed Use Buildings into 2 amendments (See Mixed Use Buildings below: ZT2016-007. Community meeting held on 5/23 at SPCC, attended by approx. 150 persons. Item will be on 8/9 Town Council agenda for a public hearing. [Project Folder](#)

ZT2016-004 Private Roads: UDO Text Amendment to limit the use of private roads. Applicant: Town Council.

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. Town hall community meeting date regarding hotel item is TBD at this time.

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. The parcel is located on the southeast corner of Unionville Indian Trail Road and Oakwood Lane. Application not complete; pending TIA to be submitted. Parcel 07045001. Tentatively scheduled for Town Council 9/13/16. Applicant: M/I Homes of Charlotte, LLC. [Project Folder](#)

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. [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)

Site Plan Projects Under Review:

New Site Plan/Plat Applications Received:

Residential: None

Non-Residential: SK2016-016 Atlantic Pinstriping

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. Working with potential home builders. Flood study comments provided 5/10/16. 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. 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). 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. 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. Waiting on additional information from the developer before beginning review. [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. Grading only permit submitted. [Project Folder](#)

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. 3/30 Union County Building Code Enforcement has issued a foundation only permit while the final items are addressed. Plans approved 5/20/16. [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 4/20 Staff had a pre-construction meeting for the grading only permit. Staff is waiting for final approval from UCPW. [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](#)

SP2015-026 Sun Valley Commons Building 22: Proposed 11,463 sq. ft. multi-tenant building at Sun Valley Commons shopping center (theater site). Town approval 4/15. [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. Approved for construction 5/20/16. [Project Folder](#)

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. 5/26 revised plans approved. [Project Folder](#)

SP2016-001 Plyler Road Townhomes: Proposed 35-lot alley-served townhome community located on Plyler Road next to former Genwove site. 3/2 comments provided to the applicant. 4/11 Conversation with developer regarding options for overall site layout. Developer has tabled the project for a short period of time. 5/26 Issued Grading Only permit. [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. 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. [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. Plans resubmitted 5/3. Comments provided 5/26. [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. The plans were previously reviewed when the Animal Hospital was developed. The applicant never received final approval for the car wash. [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 Food Lion and Beacon Hills. Associated parking and landscaping provided. Existing berm and plantings will not be disturbed. [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. 5/26 Issued Grading Only permit. [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. Revised flood study submitted 5/13. Staff met with project architect to review proposed changes 6/17. [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. [Project Folder](#)

SP2016-009M Minor Revision Time Warner Unmanned Hub: Applicant is Hagge 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.

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.

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.

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. Comments sent 6/27/16. [Project Folder](#)

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

SID2016-003 Union Grove Elevations: Master sets for the following elevations: Abington, Ansley, Bexley, Chesepeake, 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.

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. [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.

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.

SP2012-031 Cahill Expansion: Proposed development of two office buildings at 120 Unionville-IT Road (across from UW Library). Project is nearing completion. [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. Anticipated completion date is end of March. [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. [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) 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. Phase I scheduled to open soon. [Project Files](#)

SP2015-013 Caliber Collision: Construction of a new site; Caliber Collision is requesting to construct a new facility on HWY 74 at Vivian Lane. [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. [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). Held pre-construction meeting, grading should start in 2-3 weeks. [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. Project Folder

SP2015-029 Meineke Auto Repair: 100 Corporate Blvd. - The owner of the property would like to remove 3 of the existing car wash bays to construct a new enclosed building for a Meineke car care

business. 2/24 Demolition of portion of existing car wash is start this week. 2/24 Anticipated start date is late March. [Project Folder](#)

Committee Updates:

Tree Board: The next meeting is scheduled for 7/19. Please see [website](#) for meeting agendas and minutes.

Number of New Businesses (4):

Buddy’s Bed and Biscuit - 4209 Nagle Drive
 Yuma Bistro - 1369 Chestnut Lane (Austin Village)
 The Painted Lady Paintbar - 108 Indian Trail Road

Permits:

PERMITS		CODE ENFORCEMENT	
Alarm	17	Signs/Banner Violations	3
False Alarm	24	New Nuisance Violations (i.e. tall grass, junk cars, etc.)	13
Compliances	10	Residential Zoning Compliance Inspection-New Construction	7
Zoning	26	Violation Re-Inspections-Ordinance Compliance	5
Sign/Banner	3	Citizen Ordinance Education	3
New Project Reviews	1	Minimum Housing Inspections/Hearings	1
Misc Invoice	3	Property Lien Actions	0
		Auto Violations (junk vehicles, etc.)	2
		Notice of Violation in Written Warning	2
		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-

Scheduling first meeting of the committee for Business/Technology Park per 6/28 Council direction. Committee members include: Councilman Wireman, Councilwoman Stanton, Chris Plate (MUCED), Rox Burhans Planning Director, and Scott Kaufhold Town Manager.

-PARKS & REC/EVENTS-

Scheduled the field schedules for the months of July - October for the volleyball courts, tennis courts, multipurpose fields, and ball fields. Distributed schedules to all responsible parties and made any adjustments necessary.

Worked with Rec1 to fix a bug that involving all permits.

Met with HR Director regarding creating games for Employee Appreciation.

Crossing Paths Park hosted the next Jazz series on Friday June 24th. The event went great with over 220 people in attendance. The event kicked off with an acoustic musician followed by Tyris Washington playing Jazz with a twist on Sting. The next concert is Friday July 22nd.

On Saturday June 25th Crooked Creek Park kicked off a grand opening event for the fitness equipment sponsored by OrthoCarolina. The event consisted of education from staff from OrthoCarolina, bounce houses, Pita Pit gave out samples, The Miracle league was on site, and Masterpiece dance studio.

Created staff schedules and coordinated with staff on upcoming events, weekly field preps, tournament schedules, weekly/weekend duties, etc.

Below are pictures from the OrthoCarolina fitness education event:



-ENGINEERING & PUBLIC WORKS-

Building & Grounds Maintenance (Public Works):

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

Streets, Sidewalks & Stormwater Maintenance (Public Works):

Placed order for new backhoe approved in budget. Anticipate delivery in 30 days.

Storm drain replacement on Navajo Trail near school parking area

Sidewalk repair in various locations. Staff is using the recently purchased grout pump to make repairs more quickly and at a reduced cost.

Looking into extending the chain link fence along Blythe Dr to Indian Trail Rd

Cleaned algae growth in CS Park pond. The warm temperatures and lack of rain contribute to the problem.

Parks & Rec Maintenance (Public Works):

Routine field maintenance and prep at all 3 park facilities.

Fertilization of all fields

Preparation for weekend tournament

Capital Projects:

505-2015-001 Rogers Road Sidewalk: Construction continues.

Spring 2016 Resurfacing Contract: Work continues.

Town Hall Project: Steel fabricator producing revised beams, girders, and support braces; the entrance is under redesign for a Roundabout - the original recommendation from staff made during the project planning stage; process for selecting & coordinating the furniture, fixtures, and equipment (FFE) is ongoing; anticipated project completion for early 2017 remains unchanged.

Stormwater:

Projects:

Stormwater System Inventory: Contract scope of work complete. Staff is in discussions with consultant (S&ME) regarding additional inventory work.

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 preparing a design scope and fee for the approved alternate.

Traewyck Drainage Study: Consultant (USI) is analyzing existing conditions.

Transportation:

Unionville Indian Trail Rd/Sardis Rd Intersection Project: Finalizing scope and fee negotiations with engineering consultant (STV). Project has been submitted for MPO grant consideration, ranking 4th of 30 projects submitted competing for \$23 million in available funding.

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.

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:

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 8/2/16.

Public Safety Committee: The next meeting is scheduled for 8/4/16.

CRTPO (Charlotte Regional Transportation Organization):

The next Technical Coordinating Committee (TCC) meeting is scheduled for 8/4/16.