

Town of Indian Trail

Memo

TO: Mayor and Town Council
FROM: Scott J. Kaufhold, P.E., Town Manager
DATE: May 13, 2016
SUBJECT: Manager's Report



-ADMINISTRATION-

Finance:

The draft budget is on the Town's website and at the Library.

Revenue Collections:

Tax collection rate has hit the 99.4% mark.

Human Resources:

Advertisement for Director of Engineering & Public Works underway.

Town Clerk:

The Clerk is working on filling multiple requests for public information, totaling in excess of 30,000 emails.

-PLANNING & CODE ENFORCEMENT-

May Town Council Agenda (5/24/16): No agenda items at this time

May Planning Board Agenda (5/17/16)

ZT2016-005 Crooked Creek WWTP Expansion Exemption: Proposed UDO text amendment to exempt expansions to the existing Union County Crooked Creek Wastewater Treatment Plant from Town development standards and approval processes. 4/19 Planning Board Review. Applicant: Town of Indian Trail. The Board continued this item to the May PB meeting to receive additional information from the Town Engineering Dept. and UCPW. [Project Folder](#)

CZ2016-001 Church of the Redeemer: This is a rezone request to establish a Conditional Zoning for a Church on a portion of parcel 07123001F. The parcel is located on the north side of Wesley Chapel Road. Applicant: Douglas Helms, MCT General Contractors, Inc. TRC held 2/4/16. Comments issued 2/18. Community Meetings held 4/28/16. [Project Folder](#)

ZT2016-006 Dumpster Enclosures: Proposed amendment to create additional flexibility in the design and materials used for dumpster enclosures at existing businesses. 5/17 Planning Board Review. Applicant: Town. [Project Folder](#)

May Board of Adjustment: (5/26/16): Staff will provide a training exercise on Variances and how to determine what is a hardship.

Projects Under Review:

New Annexation Applications:

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.

Rezoning Projects Under Review:

New Rezoning Applications By Type:

Residential: None

Non-Residential: None

New UDO Text Amendment Applications: None

CZ2016-001 Church of the Redeemer: This is a rezone request to establish a Conditional Zoning for a Church on a portion of parcel 07123001F. The parcel is located on the north side of Wesley Chapel Road. Applicant: Douglas Helms, MCT General Contractors, Inc. Community meetings held 4/28/16. [Project Folder](#)

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. [Project Folder](#)

ZT2016-001 and CPA 2016-001: Hotel and MXU Building Uses: Proposed amendment to Unified Development Ordinance Chapters 520, 810, 1010, 1610, create new Chapters 7220 and 7230, and amend Comprehensive Plan Chapter 3 to permit hotel-motel uses and 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 and Mixed Use Buildings into 2 amendments; tabled the item until a later date to be determined; directed staff to coordinate a town hall community meeting (following the Town's standard procedure for community meetings). The item will need to be re-advertised and re-noticed. Town hall community meeting date is 5/23/16. [Project Folder](#)

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

ZT2016-005 Crooked Creek WWTP Expansion Exemption: Proposed UDO text amendment to exempt expansions to the existing Union County Crooked Creek Wastewater Treatment Plant from Town development standards and approval processes. 4/19 Planning Board Review. Applicant: Town Council.

ZT2016-006 Dumpster Enclosures: Proposed amendment to create additional flexibility in the design and materials used for dumpster enclosures at existing businesses. 5/17 Planning Board Review 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. Applicant: M/I Homes of Charlotte, LLC. [Project Folder](#)

CZ2016-005 Hawfield: 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).. The parcels are located on the north side of Wesley Chapel Road. Applicant: Queen City Land, LLC.

Site Plan Projects Under Review:

New Site Plan/Plat Applications Received:

Residential: None

Non-Residential: **SP2016-009M** Minor revision to approved plan for Time Warner unmanned hub building.

Site Plan/Plat Applications Approved:

Residential: None

Non-Residential: **Berkshire Partners #4 - Old Hickory Park:** 17,000 sq. ft. Office/Warehouse to be constructed on an existing vacant wooded lot in Old Hickory Business Park.

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. Complete storm water calculation & design package submitted and approved 5/16. [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. Staff is waiting for revised plans. [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. 4/12 revised plans submitted. [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. [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. [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. Staff is currently reviewing the plans. [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. [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.

Projects Under Development:

New Preconstruction meetings conducted:

Residential: None

Non-Residential: **SP2016-008** Berkshire Partners #4 Old Hickory Business Park, grading only activities.

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. Contractor is currently widening 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) [Project Files](#)

SP2014-004 Zaxby's Restaurant: Proposed 3,800 sq. ft. quick service restaurant with drive thru located at intersection of US 74 and Allen Way (adjacent to above noted Christian Brothers Auto).

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 5/17. Please see [website](#) for meeting agendas and minutes.

Number of New Businesses (3):

2025 Oakstone Dr., *Home Occupation: online resale*

2805 Edgeview Dr. *Home Occupation: mobile auto detailing business*

115 Unionville Indian Trail Rd. *Freeland Auto Center: wholesale auto sales.*

Miscellaneous:

Heritage Rezoning Project: Staff attended a joint Wesley Chapel-Indian Trail planning meeting with the applicant for the Heritage/Hawfield conditional rezoning located off Wesley Chapel Road near Hawfield Road/Sheridan. The project is roughly 440-lots total and is located in both Indian Trail and Wesley Chapel. Staff learned that Wesley Chapel has already scheduled community meetings for their section of the rezoning on 5/25 and 5/31 at the Village of Wesley Chapel Town Hall. In light of the jurisdictional boundary, most of the notices will be mailed to Indian Trail citizens. Wesley Chapel did not attempt to coordinate joint Indian Trail-Wesley Chapel community meetings for the project.

Permits:

PERMITS		CODE ENFORCEMENT	
Alarm	30	Signs/Banner Violations	28
False Alarm	81	New Nuisance Violations (i.e. tall grass, junk cars, etc.)	17
Compliances	4	Residential Zoning Compliance Inspection-New Construction	4
Zoning	36	Violation Re-Inspections-Ordinance Compliance	85
Sign/Banner	5	Citizen Ordinance Education	38
New Project Reviews	1	Minimum Housing Inspections/Hearings	5
Misc Invoice	3	Property Lien Actions	0
		Auto Violations (junk vehicles, etc.)	3
		Notice of Violation in Written Warning	31
		ZONES	1-8

-COMMUNICATIONS/COMMUNITY DEVELOPMENT & OUTREACH

Continued work perusing municipality websites for ideas to incorporate into our new web design proposals.

Worked on Great Places for Healthy Living contest promotion - Indian Trail finished second in the state.

Addressed media requests from Enquirer Journal and worked with Union County Weekly on issue for Planning Department.

Promoted various events through Social Media.

Attended/took notes at May 10 council meeting.

Crafted news release for Parks & Rec.

-PARKS & REC/EVENTS-

Successfully ran three Couch2 5K classes at 7:00am every Monday, Wednesday and Friday at Crooked Creek Park.

Met with Food Lion to discuss sponsorship information along with the “Food Surprises” where they will come out to specific tournaments and surprise park attendees with food.

Signed on the Charlotte Eagles for a Summer Soccer Camp this June 27-July 1 at Chestnut Square Park.

Received paperwork for Olde Mecklenburg Brewery to be a concessionaire at the Jazz Concert In the Park Series.

Mapped out event logistics for the Jazz Concert in the Park Series.

Reviewed new splashpad concepts from AquaPlay Solutions and ARC Systems.

Set up meeting with Accounting to review current accounting procedures and brainstorming ideas for a more effective procedure for the future.

Created FitIT passes concept that will allow registrants to buy 5 fitness classes for \$25.00 instead of having to come in and individually pay for each individual one.

Set up a meeting with an instructor that wants to offer Qigong and chair yoga.

Met with members of Mecklenburg County Park & Recreation and the North Carolina Recreation and Park Association (NCRPA) to provide an update on the Young Professional's Committee for the NCRPA Conference this October.

Sent out weekly field prep schedules, staff schedules, and tournament schedules to staff.

-ENGINEERING & PUBLIC WORKS-

Building & Grounds Maintenance (Public Works):

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

Streets, Sidewalks & Stormwater Maintenance (Public Works):

Pot hole repair at various locations.

Parks & Rec Maintenance (Public Works):

Routine field maintenance and prep at all 3 park facilities.

Installed borders and screenings around new outdoor fitness equipment at CCP.

Capital Projects:

505-2013-003 Crooked Creek Park: Asphalt trail repairs scheduled for June.

505-2015-001 Rogers Road Sidewalk: Construction is underway.

Traffic Calming: 11 of 13 speed tables have been installed to date.

Spring 2016 Resurfacing Contract: Preconstruction meeting scheduled for next week.

Town Hall Project: Plan revisions under review by Union County; Construction Manager continues with sub-contractor coordination on approved plan changes; construction of drive entrance & parking area nearing completion; process for selecting & coordinating the furniture, fixtures, and equipment (FFE) is ongoing.

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. Consultant (Woolpert) will begin field data collection this month. 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 in advance of the pending Asphalt Resurfacing contract.

1st Ave Drainage Study: Consultant (USI) continues to analyze existing conditions.

Ashe Croft Drainage Study: Consultant (USI) is preparing draft report for alternate improvement recommendations.

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

Transportation:

Unionville Indian Trail Rd/Sardis Rd Intersection Project: Ongoing scope and fee negotiations with engineering consultant (STV).

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

Land Development Plan Review:

SP2014-018: Bonterra Phase 4: Third round of Flood Study comments on 5/10/16.

SK2015-006 GRDI Grocery Store: Revised flood study was submitted on 5/12 for review.

SP2015-023 Indian Trail Charter School K-8: Storm drainage calculations have been approved. Contractor has issued a grading only permit from the Town and a Foundation Only permit from Union County.

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 began in early April.

SP2015-018 State Employees Credit Union: Construction began in late April.

SP2015-026 Sun Valley Commons Building 22: Construction began in late April.

SP2015-023 Indian Trail Charter School K-8: Building pads have been installed.

Administrative:

Land Development Surety Renewals & Reductions for various projects.

Committee Updates:

Stormwater Advisory Committee: The next meeting is scheduled for 7/14/16.

Transportation Advisory Committee: The next meeting is scheduled for 6/7/16.

Public Safety Committee: Topics discussed include: Chestnut Square Park, Crooked Creek Park, the Parking Ordinance, and the Union County Emergency Plan. The next meeting is scheduled for 5/5/16.

CRTPO (Charlotte Regional Transportation Organization):

The next Technical Coordinating Committee (TCC) meeting is scheduled for 6/2/16.

Other:

Working with the Miracle League to develop a detailed cost estimate to extend utilities, install a bathroom, and pave 30 parking stalls.