

# Town of Indian Trail

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## Memo

**To:** Mayor & Town Council  
**From:** Patrick N. Sadek P.E., Interim Town Manager  
**Date Report:** May 24, 2017  
**Subject:** Manager's Report (05/05/17 to 05/19/17)

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### Finance

- **FY17/18 Budget** : Completed a draft copy and distributed to Mayor, Council, and Staff.
- **Vendor Invoices** : All have been processed timely.

### Communication /Community Engagement

- **Website**: Final draft of website mobile app was approved by Apple and app services.
- **Council Agenda**: Worked w/ Town Clerk on communications tools for Council Meeting Agendas.
- **HOAs & Civic Groups**: Arranging future tour for town hall (waiting for feedback)
- **Paws on Park - Event**: Documented event w/ photos and video.
- **Events & Meeting**: Promoted thru website and social media.
- **Info. Tech.**: Addressed Staff IT concerns. Resolved IT/software issues w/ IT Contractor (Vitaliy).

### Legal

- **Town Hall** : Renegotiating pavement repair w/ the Design Team. Targeting no cost to IT.
- **Bringewall & Snover** : Is assisting Town staff in work related issues.
- **Nicole Gardner Attorney at Law** : Is assisting Town staff in employment related issues.

### Human Resources (HR)

- **Benefits**: Scheduled "Open Enrollment Benefit Meetings" on 05/22/2017.
- **Code Enforcement Officer**: Filled. Candidate is scheduled to start the week of 22 of May.
- **Senior Planner** : Filled. Candidate is scheduled to start 1<sup>st</sup> week of June.
- **HR Director**: Advertised. Duties are currently handed by our Tax Collector Ms. Alicia Massey.
- **Susan Manning, HR Consultant** : is assisting Town staff in HR related issues.

### Tax Collection

- **Tax Collection %**: The percentage is at 99.5%
- **Certification** : Alicia Massey obtained her certification as a tax collector.
- **Storm-Water Fee Rate** : Staff is proposing \$10/year rate increase. UC was advised.

### Training

- **Diversity/Sexual Harassment** : 2 sessions were held for employees on 05/15/2017.
- **NC Rec. & Park Assoc. (NCRPA) Marketing Summit**: in High Point. Learned strategies & ways to increase public outreach thru consumer behaviors, trends in social media, and branding.

### Town Clerk:

- Prepared for, Set-up & Cleaned-up Facility, and Attended Council Meeting - Special - May 22, 2017
- Prepared for, Set-up & Cleaned-up Facility, and Attended Council Meeting - Regular - May 23, 2017
- Completed Closed Session Minutes - 4/25/17; 4/28/17; 5/9/17
- Completed Draft Regular Meeting Minutes - 5/09/17
- Processed all formal documents associated w/ 5/09/17 meeting
- Processed all formal documents associated w/ 5/23/17 Meeting
- Scheduled 2 Items on the Civic Calendar
- Prepared Proclamation for Mayor
- Began Agenda & Notification Process for Council Meeting - Special - May 30, 2017

#### Building Projects:

- **Town Hall**: Bldg. completion date is 08/30/17. Parking lot completion date is 9/30/2017.

#### CIP Projects (Transportation /Parks):

- **FY18 Resurfacing**: Street list is ready. Contract document preparation phase.
- **IT Complete St.**: Ranked very high. Will be funded by local and STBG-DA Share.
- **On-St. Park. Ordinance**: Active.
- **Rogers Rd. Sidewalk**: Complete.
- **Wesley Chapel Rd. Corridor Study**: 75% complete.
- **Chestnut Pkwy . Phase III.**: Design is on hold.
- **FY18 Crack Pouring Contract**: Planning Phase.
- **FY18 Pavement Marking Contract**: Planning Phase.
- **FY18 Pave. Patching Contract**: Planning Phase.
- **FY18 Raised Pave . Markers Contract**: Planning Phase.
- **Unionville IT Rd/Sardis Rd . Roundabout**: Preliminary Engineering Phase.
- **Raised reflectors**: On Matthews IT from Town Hall to Matthews IT Rd. S. Intersection.
- **Bridleside Dr .**: "Sharp Curve" Warning Signs are scheduled to be installed.
- **Purple Heart Signs**: Awaiting right-of-way clearance from NCDOT.
- **Parks Master Plan**: Will outsource a floodplain study. Pending further discussion.
- **US 74 Multi-Use-Path**: 25% local Share. Will outsource % of the design.
- **S Fork CC Greenway**: 25% local share. Will outsource % of the design.

#### Transportation Funding Programs:

- **MTP**: Indian Trail roadway project list has been submitted to CRTPO.
- **CTP**: Indian Trail roadway project list has been submitted to RCTPO.
- **STP-DA**: Indian Trail Rd. "Complete Street" has been submitted for funding. Project was ranked among the first three. Final approval will be announced by CRTPO late June 2017
- **CMAQ**: Additional IT projects to be discussed w/ NCDOT.
- **SPOT5**: Additional IT potential projects to be discussed w/ NCDOT.
- **Transportation Alternative Program (TAP)**: Will fund 75% of the cost of the US 74 Multi Use Trail and 75% of the Cost of the S Fork CC Greenway.
- **Union Co. CRTPO**: \$100k is available to the Town if local & NCDOT match is available. A meeting is scheduled on 05/26/2017 w/ UC to discuss roadway cross sections.

#### FY17/18 Parks Projects:

- **CC Park Dog Park/Splash Pad**: A pre-construction meeting was held. Working on water connection.
- **CCP Walking Trails**: Procurement phase. Will outsource pavement work.

### FY17/18 Storm-Water Maintenance & Improvement Contracts

- **Bridge & Culvert Maintenance Contract** : Planning phase & scope preparation.
- **Floodplain Maintenance Contract** : Planning phase & scope preparation.
- **Storm Drainage Sys. Maintenance Contract** : Planning phase & scope preparation.
- **Cottage Creek Improvements** : Final design. Submitted to UC for review & approval.
- **1st Ave. Storm Drainage Improvements** : Plan to construct project in 3 phases. On Hold
- **IT Park Storm Drainage Improvements** : Will outsource a floodplain study.
- **Ashe Croft Subdivision** : Will outsource a floodplain study.

### Engineering / Planning Professional Services Contracts

- **Town Hall Arch./CM (Creech)** : Ongoing.
- **Town Hall CM at Risk (Edifice)** : Ongoing.
- **Town Hall Testing (PSI)** : Ongoing.
- **CC Park Phase II (Woolpert)** : Planning. Finalizing the environmental task.
- **Wesley Chapel Corridor Study (DRMP)** : Ongoing

### Ordinances

- **UDO**: Will outsource an upgrade task.
- **Land Development Manual**: Will outsource an upgrade task.

### Town Hall Construction Contracts

- **Security & Surveillance / Audio/Visual / IT**: Construction Phase.
- **Internet/ Phones**: Ordered the phones. Internet service is secured. Installation is awaiting Internet cabling. Included in FY18 Operating Budget.
- **Moving Services**: Received quotes from 3 moving contractors. Awaiting quote from a fourth one.
- **Wayfinding**: Scheduled to meet w/ a sign contractor. Contract price is not determined yet.
- **Dumpster Pad**: To be constructed w/ Pavement repair activities.
- **Site Landscaping & Irrigation** : to be done by in-house forces.
- **Kitchen Equipment** : Have been selected. Will be procured by In-House.
- **Parking Lot Pavement Repair**: Town is soliciting an independent cost estimate from a 3rd party.
- **Cleaning Service Contract**: New contract.
- **Copier Machine Contract**: Will replace existing contract. New contract will add one new copier and replace all the old ones w/ new ones.
- **Furniture** : will be ordered on 05/23/17 and delivered to in late August.

### Bonds/Sureties

- **Walden Austin Village** : IT Engineering Department is estimating the bond amount.
- **BrookHaven Subdivision Phase IV**: Submitted 2 release requests. Will not release unless streets are repaired.
- **Bonterra Village Phase I & II** : Release 2 Curb & Gutter/streets performance bonds.
- **Crismark Subdivision**: Submitted 4 release requests. They still have repair work to do.

### Economic Development (ED)

- **Indian Trail Industrial Park** : Met w/ Chris Plate' and discussed:
  - Upfit of bldg. on another property that is owned by the same property owner of the Industrial Park property.
  - ED elements such as CIP projects, infrastructure, and public services.
  - Will operate under a stakeholders format until a ED Committee is formed.

## Committees / Town Council

- **Storm-water**: Was held on 05/11/2017. CIP Projects' scopes, budgets, and schedules were discussed. Current studies will be reviewed by Committees.
- **Transportation**: Was held on 05/02/2017 w/ Wesley Chapel Corridor Study public meeting.
- **Public Safety**: Wasn't held on 05/04/17 due to lack of quorum.
- **Board of Adjustment**: Scheduled to be held on 05/25/2017. One variance to a setback.
- **Planning**: Held on 05/15/2017. Radiator Drive Industrial Park was approved unanimously.
- **Economic Development**: Met w/ Chris Plate'.
- **Tree Board**: Tree City USA Program was covered during the last Planning Committee meeting.
- **Town Council**: Steeplton Subdivision was disapproved. TC required more information.

## Engineering / Plan Review / Inspection :

- **1<sup>st</sup> Baptist Parking Expansion** : **(New)**: Awaiting punch list items to be completed for **CO**.
- **2 Hounds Manufacturing** : Construction Phase. Bldg. pad is complete.
- **Austin Village** : Model home is awaiting **CO**.
- **Atlantic Pin Strip**: Pre-Con has been held. Awaiting installation of erosion control.
- **Berkshire Partners** : As-Built plan review phase.**CO** is underway.
- **Bonterra Ph. III** : Closing out street acceptance procedure for town to take over roads.
- **Bonterra Phase IV (New)**: Pre-Con has been held. Awaiting installation of erosion control.
- **Blanchard Farms** Awaiting walk thru to develop a punch list for the entire site.
- **Crismark** : Home bldg. in **Phase 4 & 5**. Eight homes still remain to be constructed.
- **Charter School** : Intersection improvements are ongoing (R-turn lan3) on Unionville IT.
- **Duhlab Med. Offices** : **CO** is issued.
- **Deerstyne Subdivision** : Awaiting final inspection before bonds are released.
- **Fieldstone Farms**: Working w/ developer on street acceptance. Conc. repair work along R/W has began.
- **Glen Oaks Apt.**: Ongoing **CO** approvals for bldg. on site. Negotiating bond value. Another C/O was granted, pool/maintenance shed to finish.
- **Harris Teeter Parking Lot Expansion** : **(New)**: Pre-Con has been held. Awaiting erosion control. Located on US HWY 74. A 63 parking space addition making this a revision to a previously approved site plan.
- **Harris Teeter Fuel Station** : TIA was approved.
- **Heritage Subdivision (New)**: Clearing & grubbing is ongoing. 2<sup>nd</sup> plan review submittal.
- **H&H Homes** : Plan review phase (2nd submittal).
- **Idlewild Commons Business Center** : Plan Review Phase.
- **LIDL Grocery Store** : Plat approved.
- **Lot 15 IT Bus.**: Located on Bus. Park Dr. **Subdivision** of a .847 ac. parcel from the 3.1ac. parcel.
- **MCA Track & Field (New)**: Plan review phase.
- **McDonald's Renovation (New)**: Pre-Con has been held. Awaiting installation of erosion control.
- **NCSECU Bldg.**: Completion of punch list items are ongoing. Plan to open on 05/05/2017. **CO** is on hold

- **Outdoor Storage** : Operating under a TCO. Awaiting permanent lighting.
- **Plyler Road Townhomes** : Plan Review Phase.
- **Publix: Bldg.** : pad has been constructed and walls have been erected.
- **Radiator Rd. Develop.:** Traffic Impact Analysis (TIA) completed. Approved by Eng. And Planning Committee. **Riverside Conc.** Plan Review Phase. Located on Tech. Dr. Site Plan for a 8,500 sq. ft. flex bldg. located on 1.15 ac. Applicant: Chris Hope
- **Sagecroft / KVP Homes Townhomes (103 units):** Traffic Impact Analysis is ongoing. Traffic Impact Analysis is ongoing.
- **Sheridan Subdivision** : Punch list has been generated and work is yet to be completed.
- **Sheridan Amenity Ctr.:** Parking is still under construction and pool is substantially complete.
- **Steepleton Subdivision** : Disapproved by Council.
- **Sun-Valley Bldg. 22:** Site is under construction. Bldg. is 90% complete.
- **Sun-Valley Bldg. 18:** Grading is complete and Bldg. pad has been formed.
- **Taco Bell Sun Valley:** Located on Wesley Chapel Rd. 2,100 sq ft restaurant on 1.29 acres. Jason Galloway.
- **Taylor Glen Subdivision** : Inadequate sight distance was determined. Result will be shared w/ NCDOT .
- **Triple L. Holdings:** Construction entrance and erosion & sediment control is ongoing.
- **The Shop at Sun-valley** : Erosion Control installed and grading activities are ongoing.
- **The Shoppes at Hawfield Village** : Located on Old Charlotte Hwy. **Recombination** of 6 parcels into 4 parcels.
- **Union Grove:** Phase I streets are **constructed**. NCDOT roadway improvements are complete. Phase II Home bldg., mass grading, and inspection is ongoing.
- **Walmart** : Plans are approved.
- **Waste Pro Facility** : **CO** is pending sand filter installation. **CO** is on hold.

#### Park & Rec. Events & Programs:

- **Paws in the Park:** Held on 05/13/17 and sponsored by IT Animal Hospital. 40 vendors registered.
- **Tournament** : CC Park hosted the “Tar Heel Classic”. 90 teams participated over 3 age divisions.
- **Public Outreach** : 2 social media contests thru our IT Parks pages on Facebook for the “Moana Movie Night” & “Paws in the Park”. Increased public outreach to 29,015 people and gained 270 new Likes in 28 days.
- **Kids Class** : Held on 05/15/17. Class w/ 7 on the waiting list. Lessons, nature walk, followed by crafts.
- **Splash Pad** : Working w/ contractor (Cunningham Recreation) and w/ UCPW to obtain the final permits.
- **Rentals** : 11 were held at CC, Chestnut Square, and Crossing Paths Parks.
- **Dog Park** : 7 new applications were processed.
- **Registration Revenues** : \$6,494 generated from registration, rentals, and event registration.
- **Sponsorships** : Received \$19,000 check from Ortho Carolina.

#### Public Works / Maintenance

- **Storm-water** : Ranking storm-water project. Preparing for a pipe replacement project in Beacon Hills.
- **Sidewalk** : Repaired several locations w/in the City.
- **Asphalt** : Patch several lg. potholes w/in Brandon Oaks subdivision.
- **Right-of-Way** : Performed maintenance along Sardis Rd./Unionville IT Rd sidewalk projects.
- **Park**: Routine maintenance at all park facilities. Prepared fields for tournaments.
- **Buildings & Grounds** : Routine maintenance at all Town facilities.

#### Solid Waste

- **Waste Connection** : Held 1<sup>st</sup> meeting w/ God Bless USA. Covered implementation scheduled meetings.
- **Waste Pro** : Slight increase of service requests and not addressed in a timely manner.

#### Planning / Annexation Projects

- Parcels M7090014 and N7090014 located off Old Monroe Road. Approx. 14.5 acres total.

#### Planning - Site Plan / Subdivision Plat Projects

- **New Site Plan/Plat applications received**:
  - The Shoppes at Hanfield Village (Residential). Site Plan approved
  - Lot 15 Indian Trail Business Park(Residential). Site Plan approved
  - McDonald's Remodel (Non-Residential)
  - Church of the Redeemer (Non-Residential)
  - Indian Trail Elementary (Non-Residential)

#### Planning / Project Reviewed

- **Riverside Conc.:** Located on Tech. Dr. Site Plan for a 8,500 sq. ft. flex bldg. located on 1.15 ac. Applicant: Chris Hope
- **Taco Bell Sun Valley:** Located on Wesley Chapel Stouts Rd. Construction of a 2,100 sq. ft restaurant on 1.29 acres. Applicant: Jason Galloway.
- **H&H Homes Cottages:** Located on Waxhaw IT Rd. A 49-lot single-family subdivision. Applicant: Bohler Eng.
- **Heritage Subdivision:** Located on Wesley Chapel Stouts Road. A 316-lot single-family subdivision. Applicant: Kolter Land Partners
- **Southgate Phase 1:** Located at intersection of Poplin Rd. & Rocky River Rd. Site Plan review for 67-acre site contemplating 124-single family lots and 52-Townhome lots. Project was entitled under Conditional Rezoning. Applicant: Eagle Eng.
- **Idlewild Commons Bus. Ctr.:** Applicant; The Moser Group. Proposed Office/Flex Bldg. (2) totaling 22,000 sq. ft. SF of space. Located on vacant land adjacent to Food Lion and Beacon Hills.
- **Aqua Duck Offices:** Proposed 6,300 sq. ft. bldg. Located on Smith Farm Rd. Applicant: Derek Hodge.
- **Plyler Rd Townhomes:** Proposed 35-lot alley-served townhome community located on Plyler Rd. next to former Genwove site.
- **Industrial Alloys:** Site Plan for a new storage bldg. approx. 20,000 sq. ft. Applicant: Chris Hope
- **Church on S. Fork Rd:** Proposed 3000 sq. ft. addition to an exist. church located at 316 S. Fork Rd.
- **Bonterra Phase 4:** Located adjacent to Bonterra Town Center Area. Plan review of 85-acre site contemplating 161 single-family residential lots Applicant: Eagle Eng.

- **Lidl Grocery Store:** Applicant: Aspen Asset Group, LLC Proposed Grocery Store w/ related parking lot and future IT public rd. Project is located at the corner of Unionville-IT Rd. and HWY 74.
- **MAP2016-005 :** Minor subdivision plat for parcel at 2017 Chestnut Lane. Applicant: Sergey Dryk.
- **McDonald's Remodel/ADA Improvements:** Minor site plan modification to McDonald's parking lot and adjacent sidewalks. **Located** at corner of US 74 & Unionville IT Rd. Applicant: Brit, Peters & Associates, Inc.
- **Church of The Redeemer:** Site plan for new sanctuary. **Located** off Wesley Chapel Rd. Applicant: Chris Hope.
- **IT Elem. School:** Install ADA compliant sidewalks and ramps. **Pave** exist. gravel parking lot. **Located** at 200 Education Dr. Applicant: Eagle Eng.
- **Laurel Creek:** Lot revision to show a new 20' storm drainage easement. Applicant: Jeffery Gordon Surveying
- **Metrolina CA Track & Field:** Proposed track & field add. to the Metrolina CA complex. Applicant: Mark Houle
- **Shops at SV Retail:** Site Plan for retail bldg. approx. 4,161 sq. ft.
- **Enchanted Forest Lots 30 & 31:** Proposed lot line adjustment to lots 30 & 31 in Enchanted Forest subdivision. Applicant: Phoenix Land Surveying, INC
- **Atlantic Pinstriping:** Proposed 8,000 sq. ft. veh. pin striping and customization facility for semis and other large vehicles. Location: 4108 Matthews-IT Rd.
- **Sun Valley Lot 17:** Proposed 7,500 sq. ft. multi-tenant bldg. at Sun Valley Commons shopping ctr. (theater site). Applicant: Overcash-Demmitt Architects.
- **Austin Village Office Bldg.:** Proposed office bldgs. totaling approx. 4200 sq. ft. Applicant is Chris Hope, PE.

#### Project Under Development :

- **Cahill Bus. Park:** Proposed development of 4 office/flex space bldg. totaling approx. 65,000 sq. ft. of bldg. space on approx. 5-acres at 3508 Mathews-IT Rd.
- **Union Grove:** Proposed 207-lot subdivision (approx. 68-acre site) located on Unionville-IT Rd across from the Ashe Croft neighborhood.
- **1st Baptist Church of IT Parking Lot Expansion :** Parking Lot expansion at the corner of Peace Dr. & IT-Fairview Rd. adding 49 parking spaces and re-configuring the lot.
- **Sardis Corners Car Wash:** Applicant; The Moser Group. Revised plans to reflect a single bay automated car wash to be located next to QuikTrip on Hwy.
- **Berkshire Partners #4 Old Hickory Bus. Park:** Applicant: Berkshire Partners #4, LLC New Office/Warehouse to be constructed on an exist. vacant wooded lot in Old Hickory Bus. Park. The bldg. will be 17,000 sq. ft. It is located on the corner of Eaton Ave. and Stinson Hartis Rd., Lot 10.
- **Duhlab Medical Offices :** 2 proposed 5,000 sq. ft. medical office bldg. w/ parking located on IT Fairview Rd in the Old Hickory Bus. Park.
- **Tsai Office:** Proposed conversion of existing house/residential structure into an office/retail use. A new parking lot will be established along w/ necessary landscaping. Located at 307 S IT Rd.
- **CubeSix:** Relocating driveway access from IT Fairview Rd to Stinson Hartis Rd. **5523 IT Fairview Rd.**
- **Outdoor Storage Facility :** The Moser Group will construct an outdoor storage facility at the 300 block of Unionville-Indian Trail Road. The site contains two parcels with approximately 2.3 acres. Project Folder
- **Shoppes at Hanfield Village :** Proposed construction for the Shoppes at Hanfield Village: 5 buildings totaling 88,616 sq. ft. of commercial space. Applicant: Arista Development.

- **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 Cox Shepp Construction.
- **Waste Pro**: Proposed 17,000 sq. ft. Waste Pro environmental services operations facility on a 8.6-acre site located on Valley Parkway. Applicant: Eagle Eng.
- **State Employee Credit Union**: Proposed 7,800 sq. ft. credit union facility located on Wesley Chapel Rd across from the UC transfer station. This new facility will replace the exist. on US 74.
- **Harris Teeter Dist. Ctr. Parking Lot Expansion**: Proposed trailer parking area expansion for distribution center.
- **Glenn Oaks Apartments**: Site Plan submittal for proposed 204-unit apartment community and related improvements located off Old Monroe Rd. behind the Family Dollar retail establishment.
- **Wal-mart Online Pick-up**: Located at 2101 Younts Rd. Site plan for a proposed parking and storage area for online pick up orders.
- **MCA Classroom & Family Life Center Add.**: Applicant Metrolina Christian Academy. Replacing modular classrooms w/ a new freestanding bldg. also expanding the Family Life Center where the exist. 'tot lot' is located. Classroom Bldg.= 6,656 sq. ft. Family Life Center Bldg.=15,400 sq. ft.
- **Commons Bldg. 18**: Proposed 11,463 sq. ft. multi-tenant bldg. at Sun Valley Commons shopping center (theater site).
- **Commons Bldg. 22**: Proposed 11,463 sq. ft. multi-tenant bldg. at Sun Valley Commons shopping center (theater site).
- **Providence Hills Pool House Add** .: Site plan for a storage bldg. approx. 196 sq. ft.

#### New Businesses

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

#### Code Enforcement Violation

- |                       |    |                                                  |
|-----------------------|----|--------------------------------------------------|
| ○ Alarm               | 81 | Sign Banner Violation                            |
| ○ False Alarm         | 75 | New Nuisance Violations (Tall Grass, Junk, etc.  |
| ○ Compliances         | 10 | Residential Zoning compliance - New Construction |
| ○ Zoning Compliance   | 35 | Violations Re-inspections - Ordinance            |
| ○ Sign Banner         | 04 | Citizen Ordinance Education                      |
| ○ New Project Reviews | 12 | Min. Housing Inspection Hearing                  |
| ○ Misc. Invoices      | 04 | Property Lien Actions                            |