

MANAGER'S REPORT

To: Mayor & Town Council
From: Patrick N. Sadek P.E., Town Manager
Report Date: 02-11-18 at 02:30 PM
Subject: Manager's Report 01-27-18 to 02-11-18



BOARDS & COMMITTEES:

- **CRTPO:** Councilmembers Morse, Head, and the Town Manager attended the CRTPO Meeting.
- **Planning Board:** Will review the Downtown rezoning for town owned property. Review a UDO text amendment to allow auto parts sales in the Old Monroe Village Center Overlay Area. 2 Board member applications were submitted for consideration.
- **Storm-water:** No meeting. No quorum. One Council member will be nominated by Council for the Committee Chair.
- **Transportation:** Meeting was held on (2/6/18). Town staff presenting 2018 Resurfacing Contract scope & schedule.
- **BOA:** No Meeting Scheduled for February.
- **ABC:** ABC agendas & meeting minutes are posted. Received one application for a board member.
- **Tree:** No update.
- **Parks & Rec.:** Met on 02/07/18.
- **Public Safety:** Met at Town Hall on 02/01/2018. Next meeting is scheduled on 03/01/18 @ 6:30pm at Town Hall.

BONDS & CONTRACT

Contracts

- **Town Hall Security Alarm Monitoring & Panic Button:** Procurement **Complete**, Selected lowest bidder CPI Security. A pre-construction meeting will be scheduled.
- **Unionville-Sardis Church Roundabout:** ROW Acquisition Phase. Met w/ Marta Matthews, NCDOT Contracts Admin regarding ROW Authorization & Procurement for Profession Services on 01/25/18. Procurement Phase for Construction Eng. Inspection.
- **US 74 Multi-Use Path & Crooked Creek Greenway Project:** Schedule **Complete**, Funding Verification & NCDOT Agreement Requested on 1/8/2018. Meetings with NCDOT will re-request the agreement at their directive. NCDOT Agreement Re-requested, with NCDOT directives, on 1/17/18 and Division Approved on 2/6/18. Awaiting Agreement from NCDOT.
- **IT Complete St.:** Schedule **Complete**, Funding Verification & NCDOT Agreement requested on 01/31/17, LMPO approved on 02/02/18, Awaiting Division's approval & agreement from NCDOT.
- **Town Hall Janitorial Svc. Request for Authorization:** Procurement **Complete**. Selected Moonlight Cleaning, Inc. Contract drafted, reviewed and approved by PW, and sent to Moonlight Cleaning, Inc. for execution.
- **UDO/LDSM Agreement:** Contract sent to Stewart Eng., under their legal review. Final contract complete and sent to Stewart for execution. Contract awaiting approval on upcoming, 02/13/18 TC meeting before Town executes agreement. Prospective Kick-off meeting scheduled on 02/14/18.
- **2018 Stormwater Maintenance:** TC approved on 01/23/18, finalizing contract Docs. Fully executed on 02/05/18, preconstruction meeting occurred on 02/08/18.
- **2018 RPM Markers:** Pre-Audited, executed, & approved by TC. Pre-construction meeting held on 1/25/18.
- **Chestnut Sq. Park Add. Parking:** Contract fully executed & provided to vendor.
- **Add. Parking at Crooked Creek Park & Town Hall:** Procurement Phase, Advertised on 02/06/18, Pre-bid Meeting scheduled for 02/12/18, Bid Opening scheduled for 02/16/18.

- **Town Real & Personal Property Disposal:** Real Property Appraisal – **Complete**. Currently researching & preparing for Drafting Phase – Memo to TC, resolution, Public Notice, determining method of disposal (i.e. public auction, elec. Auction, or upset bids), possibly procure an Auctioneer, & work w/ Town Attorney regarding Bill of Sale doc. for sale of real & personal property.
- **Town Hall Outdoor Furniture:** Working w/ selected vendor Victor Stanley. Awaiting final pre-audit from Finance to purchase. Furniture ordered on 01/19/18 (8-10 week lead time).
- **Town Hall Blinds/Shades:** Procurement **Complete**, Purchase Order received, vendor measured & ordered blinds on 02/07/18. Avg. 2 to 3 week lead time for order & installation can occur on Friday & Saturday after delivery (installation may take up to 2 days).
- **Town Hall Temp.-Use Agreement/License:** Draft **Complete** & currently available online & is currently in use for Town Hall licensees.
- **Parks Contract Update:** Fireworks contract reviewed (approved subject to modification on liquidated damages), verified vendor insurance for Splash Pad pump house installation.

Bonds

- **Union Prep Academy:** Brown Lane bond release request & St. Acceptance Application is on upcoming TC for 02/13/18.
- **Bonterra Phase 3:** Returned Release Bond for Bonterra Phase III.
- **Lidl Grocery Store:** Provided Lidl w/ BMP “Forever Bond” application. & instructions on posting new bond.

COMMUNICATION/COMMUNITY ENGAGEMENT

- **Audio/Visual (A/V):** Continue to test & troubleshoot the A/V/Livestreaming sys. At new Town Hall bldg.
- **Website:** Periodic updates. www.indiantrail.org
- **Online Production:** Continued effort to record Council, BoA, & Planning Board meetings.
- **Info. Tech.:** Worked on IT issues (wireless internet, Council Chamber computer, and other needs.)
- **Calendar Usage:** Worked w/ departments on improved calendar usage.
- **Newsletter:** Finalized next newsletter.
- **VFW:** Worked w/ VFW on multiple issues.
- **Public Relation:** Worked on various issues.
- **PIRs:**
 - Two for Gordan Daniels
 - One for Jonathan Baer
 - One for David Waddell
 - One for Blake Anderson

COUNCIL

- Councilmember Mr. Head attended the Hickory class. **Complete**
- Councilmembers Ms. Howe, Mr. Kiestler, & Mr. Morse attend the Chapel Hill class. **Complete**
- Councilmember Howe met w/ Engineering and discussed all storm drainage projects.
- Councilmember Head & Keistler attended the “Town Property” rezoning public meeting.
- Councilmember Head organized “Smart Growth/Transportation” meeting w/ near-by Towns.
- Mayor Pro Tem Mr. David Cohn discussed w/ Town Manager Parks & Rec’s Town-wide related issues.
- Councilmember Mr. Jerry Morse discussed w/ Town Manager Town-wide related issues.

CLERK:

- **Boards & Committees** Roster is updated
- **Council:** Processing & filed Docs. agendas, & meeting minutes
- **Proclamations:** Tow Proclamations - Girl Scouts & 2018 Pageant Winner
- **Resolution:** Withdrawal from CCOG
- **Minutes:** Completed 01/09/18 & 01/23/18 (Regular Minutes) & 01/23/18 (closed session minutes)

- **Notices:** "ABC Board" meeting & "Sale of Surplus"
- **Record Mgmt.** Recorded w/ ROD #275, #276, 278, #279, #280 & Annex #148 & #150. Note Ordinance #277 & Annex 149 were deferred at Applicant's request. Recorded w/ BOE & SOS - Annex #148 & #150
- **Ordinance & Annexation:** are updated
- **Contract Amendment:** USCO: Amended contract
- **Rules & Procedures:** Updated
- **Historical info.:** Filed Houser Family in Historical Directory & Perm. File

ECONOMIC DEVELOPEMNT

- **SVMP:** Offered the Developer a meeting schedule. Developer had a conflict and could not attend.
- **The Cottages II:** Meetings w/ the developer "H&H" to be scheduled the week of 02/12/18.
- **Downtown Revitalization:** Met w/ DRMP Consultants to begin prelim. Eng. Also met w/ Lawrence Associates & received a surveying quote.
- **Town Property:** Rezoning phase. Has been appraised. Public Meeting occurred on 02/08/18.
- **Lemmond's Property:** Still awaiting update from the real estate firm. Met w/ York Development Group who showed interest in the property.
- **SageCroft:** Doc. (survey, GIS maps, BMP exhibit) has been submitted to legal for land-swap process. A Land-swap agreement has been submitted by Legal for Town staff's review & approval.

FINANCE/TAX/REVENUE

- **Vendors:** All have been paid timely & accurately.
- **ABC Board:** Met w/ our Town's ABC Board requesting additional funding.
- **FY16/17 Audit:** Received our FY16/17 CPA audit (unmodified opinion, no findings)
- **Bank Accounts:** All have been reconciled accurately.
- **Dash Board:** The December monthly dash board has been **completed**. And placed on our website
- **FY17/18 Budget:** Will continue to comply w/ the "Local Gov. Commission's budgeting requirement, will start incorporating certain "School of Gov." concepts/ideas
- **FY18/19 Budget:** All departs. Worksheets & projected labor sheets were distributed to all departs. on 02/07/2018. Our Budget retreats are scheduled for Sat. 03/03/18 & Sat. 04/07/18.
- **Fiscal reporting:** prepared & filed the annual TR-2 report w/ Raleigh (annual tax reconciliation)
- **Departments:** Met w/ all departments to review 6-month activity (budget compared to actual)
- **LGC report-0203:** Prepared & filed semi-annual report w/ Raleigh (cash balances at 12/31/2017)
- **Support:** Continue to provide financial support to all depts.
- **FY17/18 Collection:** Current year is 97.8529% collected (running ahead of last year).
- **Notices:** Mailed out past due notices (approx. 800), as of 02/06/2018 we are at 97.8529% collected
- **Receivables:** All are posted & current
- **Powell Bill:** received 2 installments this year - Sept. 2017- \$426,766.56, Dec. 2017- \$426,766.55. Last year we received \$843,153.45). This year's increase is 1.23% or \$10,380. Funds will be spent on resurfacing.

FIRE DEPARTMENT

- **Fire Tax/Fee:** Awaiting Local Na UC studies final copy of the "FY18/19 Fire Srvc. Funding Evaluation Study and the UC Stantec studies.

HUMAN RESOURCES

- **Recruiting:** Crystal Monsegur started w/ Planning on 02/05/18 as our Admin. Assistant/Customer Srvc. Rep. Began conducting interviews for the P&R part-time Athletic Assistant(s) position. Goal is to have new emps. in place by March.
- **Personnel:** Continuing to work on updating the emp. personnel manual. Updating job descriptions for minor org. changes.
- **Risk Management:** CPR & First Aid Training will take place March 6th & 7th. We have 2 members from each dept. attending and all of PW will be attending. Parks & Rec. staff all have current CPR certifications.

- Posted the OSHA 300 Log as required by Fed. Law.
- **Performance Management:** One performance review was completed.

LEGAL:

- **CC Park Playground:** Discussed bidding & contract procedure.
- **SgeCroft Land-swap:** Reviewed related docs. Generated Land-swap agreement.
- **Org. Chart:** Reviewed.
- **ABC Board:** Reviewed ABC's response to Twon's request for additional funds.
- **Alcohol Ordinance:** Research State Law
- **Sardis Rd. Roundabout:** Reviewed NCDOT agreement.
- **Town Letter to Mr. Baer:** Generated a letter to Jonathan Baer. "Incidence at Town Hall on 01/24/18.
- **Code Enforcement:** Reviewed procedures and generated comments.
- **PIR Policy:** revisited the recently updated PIR policy.

MANAGER'S ADD. ACTIVITIES

- **Sage-Croft Develop.:** Reviewing Land-swap agreement.
- **Reviews:**
 - Emp. Performance: Reviewed 4 performance review appraisals. (Dalton Pierce, Alicia Massey, Jason Tryon, Katie Sea, Josh Campbell, Seth Carroll, Todd Huntsinger, & Susan Didier.
- **Meetings:**
 - Met w/ Councilmember Head and discussed IT Water supply, Secret Shortcut Rd./Service Rd. construction debris, PIRs Cost, UC CRTPO vs. other transportation programs, NCDOT/IT Projects & ownership, QUAD: Fire & Police, COG Membership.
 - Met w/ Councilmember Keistler and discussed 5013 Old Charlotte Hwy's Code Enforcement Violation.
 - Met w/ York Development Group and discussed future developments.
 - Met w/ Duke Energy and discussed Indian Trail Rd. utility relocation.
 - Met w/ Larry Helms and discussed a light industrial development.
 - Met w/ DRMP & Lawrence & Associates and discussed surveying for "IT Road Complete Street" project.
 - Scheduled to meet w/ Ms. Kahle w/ UC Chamber of Commerce 02/14/18.
 - Scheduled to meet w/ Stallings' Manager.
 - Scheduled to meet w/ Waxhaw's Manager.
 - Scheduled to meet w/ Monroe-UC Economic Development on 02/12/18.
 - Scheduled to meet w/ Matthews, Stallings, Mint Hill Managers & Police Chiefs. Captain Coble is attending.

PARKS & RECREATION

- **Revenues** (01/21/18 to 02/9/18)
 - Town Hall Rental: \$2,430.00
 - Programs: \$983.00
 - Total (FY17/18): \$91,859.41
- **Programs**
 - Mini Chefs (02/08/18): Preschool program for kids to learn about cooking & healthy eating.
 - Sr. Coffee & Cards: (01/24/18, 01/31/18 & 02/7/18): Seniors participated in meetings & games.
 - Abakadoodle (02/05/18): Children's art program.
- **Staff Reports**
 - Find-It-Fun Guide: Finalized all spring info. & photos to be mailed out next week.
 - We are working w/ Rec1 to implement surveys for programs, rentals & dog park passes. Our hope is to have automated surveys sent out after each to collect benchmark info.
 - UC Senior Games coming to IT on 04/30/18 to 05/02/18
 - A disc golf tournament will be held for active adults ages 50+ at Creekside Disc Golf Course. This event will allow participants to qualify for the NC Senior Games in the summer of 2018.

- Training: Hayden attended an online webinar focusing on sponsorship & enhancing our current plans.
- Park Master Plan Survey: Online survey is live on IT's website www.envisionitparks.com until 02/14/18
- **Projects**
 - Splashpad: Construction Phase.
 - ADA Playground: Construction Phase.
- **Special Events**
 - 5K: Meeting was held to discuss & move forward on our 5K to be held in October.
 - Family Fun day: Contracts are being reviewed w/ outside orgs. to provide activities for this event. Several ride companies have been contacted for quotes, the hope is to select a vendor for rides and fireworks by the end of February to secure our top choice.
 - Movies: Secured Princesses Elsa & Anna from the movie Frozen for the Pancakes w Princesses party on 02/24/18.
 - Events Budgets: FY18/19 budget in progress.
 - Senior Field Trip: 01/29/18- Participants went to the Modern Art Museum of Charlotte.
- **Athletic**
 - Tournament Schedule finalize for the year.
 - 33 total tournaments for 2018
 - Includes 2 more than 2017
 - Cal Ripkin state baseball tournament scheduled for 06/29/18 to 07/02/18
 - FY18/19 Fields: Requests have been sent out to all 2017 athletic field users.
 - FY18/19 Tournament: requests have been sent out to all our Tournament providers. Schedules will be worked on in February
- **Master Plan**: Website is live, envisionitparks.com. The site provides updated info. & accepts feedback & comments. Working on completing the exist. "Program Assessment Forms." and Asset Inventory.
- **Events**:
 - Mayors Tree Initiative: Mayor Tree Ed. Initiative has been confirmed w/ all schools. School staff has been given a checklist of what is needed prior to, during and after the program.
- **Other Stats**:
 - 13 new dog park users (728 total dogs).
 - 5 Town Hall room rentals from the public took place during this timeframe.
 - 24 Internal Programs utilized the town hall community rooms

PUBLIC WORKS

- **New Town Hall**: Ongoing bldg. maintenance, cleaning & working w/ Edifice on all outstanding punch list items.
- **Chestnut Sq. Park Lemmond Dr.**: Met w/ contractor for pre-construction meeting. Contractor will be installing stripping when weather permits.
- **Storm-water Contract**: Staff coordinating a pre-construction meeting w/ the contractor on 02/08/2018.
- **ADA Playground**: Designed the ADA parking for the playground. 20 additional ADA stalls will be added. This project is out to bid for the next 2 weeks, add. Info. can be found on the Towns website.
- **Old Town Hall**: Staff began disposing surplus items & organized the warehouse, has put together a surplus list to be auctioned & disposed of over the coming weeks if approved by TC. Staff is in the process of executing a contract for design services for a few minor bldg. upgrades. Staff continues to work w/ outside agencies to remove items from the Old Civic Bldg.
- **Park Maintenance**: Routine maintenance at all park facilities. Staff preformed extra maintenance on the landscaping at CCP, while adding mulch to all landscaping beds w/in the park. Staff walked the CCP Disc Golf course in preparation for the UC Sr. Games. Electricity was connected at the CCP maintenance shed.
- **Bldgs. & Grounds Maintenance**: Routine maintenance at all Town facilities.

- **Storm-water Maintenance:** Performed maintenance on several qualifying requested around Town, the largest of which being a blowout w/in the Brookhaven Subdivision and pipe cleaning along Sunnyside Circle.
- **Right-of-Way Maintenance:** Performed asphalt maintenance in Brandon Oaks. Performed tree care along several Town maintained right-of-ways. Trimmed all landscaping along Chestnut Parkway island.
- **Fleet Maintenance:** Ongoing maintenance was performed along engine maintenance to all 3 Town Escape vehicles. Staff is working on a Fleet Maintenance contract to be bid out in the near future.
- **Street Sweeping:** Town wide st. sweeping was performed along all Town roads during the week of 01/29/2018 to 02/02/2018.
- **Budget Prep:** Staff started the FY18/19 budget prep for the dpart.

SOLID WASTE

- **God Bless USA (GBUSA):**
 - Staff held its monthly meeting w/ the contractor on 02/06/2018.
 - 14 add. requests w/in tracEZ. 1 compliment w/in tracEZ.

STORM DRAINAGE MAINTENANCE & IMPROVEMENTS CONTRACTS/STUDIES

- **Storm-water Maintenance Contract:** Construction Phase.
 - Floodplain Cleaning: \$99,350.
 - Catch Basing Cleaning: \$113,750.
 - Bridges & Culverts: On Hold
- **IT Park:** Reviewing NCDOT's storm drainage study. On hold.

STRATEGIC PLANNING

- **Future Rezoning Plan:** The plan lists all potential future rezoning parcels.
- **Park Master Plan:** Ongoing
- **Pocket Park Master Plan:** Discussions continue w/ a variety of developers interested in this concept.
- **Downtown Revitalization Master Plan:** Preliminary Eng. Phase. meetings w/ stakeholders. Received a proposal. Surveying will start w/in 2 weeks. Met w/ Duke Energy to coordinate Utility relocation.
- **Parking Master Plan:** Add. Parking is planned for both Old & New Town Hall. Add. ADA parking for CC Park ADA playground.
- **Storm Drainage Improvement Master Plan:** Planning Phase. ongoing.
- **Ped & Bike Master Plan:** Planning Phase. Ongoing.
- **Traffic Congestion Mitigation Plan:** Planning Phase. Ongoing.
- **Secret Shortcut Small Area Plan:** On going

TAX COLLECTION

- **Current Year Collections:** 97.872%
- **Prior Year Collections:** 59.1886%
- **Notices:** 2nd notices for taxes are being mailed on 02/08/2018.
- **Receivables:** posted and Current.

TOWN HALL PROFESSIONAL SERVICES / NSTRUCTION CONTRACTS

- **Schedule:** Bldg.is 100 **Complete** working on minor punch-list items. Civil site punch list inspection was performed & report was submitted. Most items are completed.
- **Furniture:** Awaiting 4 tables & 35 chairs for the large Community Room. One additional podium is ordered.
- **Architectural (Crech):** Punch-list is ongoing. Some items have been completed.
- **CM at Risk (Edifice):** Few minor Punchlist items.
- **IT Bldg. Sign:** **Ordered.**

- o **U.S. & NC Flags:** **Ordered.**
- o **Cleaning Service Contract:** Procurement phase. Under review.
- o **Outdoor Furniture:** **Ordered.**
- o **Blinds/Solar Shades:** **Ordered.**

TRAINING (Staff)

- o **Parks:** NC Parks & Rec Conference: Jason Tryon scheduled to attend the state conference.
- o **Parks:** Katy Keller attended the "Supervisors' Mgmt. School" / Nat. Rec. & Park Assoc. **Completed.**
- o **Parks:** NC Parks & Rec Conference: Seth Carroll attended the state conference. **Completed.**
- o **Parks:** Seth Carroll attended the NC Athletic Directors Conference. **Completed.**
- o **Parks:** Nat. Rec. & Park Assoc. "Supervisory Mgmt." Katy Keller is scheduled to attend this course.
- o **Parks:** Nat. Recreation & Park Assoc. "Special Event Mgmt." Hayden Kramer will attend this class.
- o **Parks:** Seth Carroll attend the "Nat. Alliance for Youth Sports" certification. **Completed.**
- o **Parks:** Susan Didier attended the NC Recreation & Park Assoc. State Conference. **Completed.**
- o **Planning:** All staff completed Defensive Driving Training.
- o **Finance:** Rosemary Bernauer. Accounting & Auditing Update.
- o **Finance:** Rosemary Bernauer Basic Local Government Contracting & Procurement.
- o **Finance:** Alicia Massey attended the Emp. Assoc. "Tax Reform: What's the Deal?". **Completed**
- o **Finance:** Alicia Gaddy attended the Emp. Assoc. "Tax Reform: What's the Deal?". **Completed**
- o **Finance:** Rosemary Bernauer attended the Emp. Assoc. "Tax Reform: What's the Deal?". **Completed**
- o **Eng.:** Todd Huntsinger is planning on taking the "Engineering-In-Training" exam.
- o **Eng.:** Dalton Pierce has attended "PhotoShop". **Completed.**
- o **Eng.:** Todd Huntsinger attended the "Flood Plain Management Training". **Completed.**
- o **Eng.:** Adrian Moritz will attend the "Storm Water BMP Inspection & Maintenance" course.
- o **Eng.:** Marhonda Smith attended the 2nd Procurement training class. **Completed**
- o **Public Works:** APWA Conference: Adam McLamb and Mike Wright planning to attend.
- o **Public Works:** Field staff are attending "Flagging", "Safety", & "Pesticide" training. Ongoing.
- o **Public Works:** 10-hour OSHA: Melaney Wolfe planning to attend.
- o **Public Works:** 30-hour OSHA: Mike Wright planning to attend.
- o **Public Works:** All Field staff attended Defensive Drive Training. **Completed.**
- o **Public Works:** APWA Conference: Adam McLamb planning to attend.
- o **Public Works:** APWA Conference; Facilities and Grounds: Mike Wright planning to attend.
- o **Public Works:** Field staff are attending "Flagging", "Safety", & "Pesticide" training. **Completed.**
- o **Public Works:** 10-hour OSHA: Melaney Wolfe planning to attend.
- o **Public Works:** 30-hour OSHA: Mike Wright planning to attend.
- o **Public Works:** All Field staff attended Defensive Drive Training. **Completed.**
- o **Public Works:** Field staff are attending "Flagging", "Safety", & "Pesticide" training. **Completed.**
- o **Tax:** Mya Bailey attended "Fund. of Property Tax Collection". **Completed.**
- o **HR:** Carey Warner participated in a training offered by Littler Mendelson called "Harassment Prevention, the Legal Rules of the Road involving harassment & related litigation by the EEOC. **Completed**
- o **HR:** Carey Warner attended the Employers Association' "Tax Reform: What's the Deal?". **Completed**
- o **Communications/IT** Mike Parks participated in "Public Record Modernization. **Completed**

TRANSPORTATION PROJECTS

- o **Chestnut Pkwy. Phase II** (Matthews IT Rd. to Gribble): Prelim. Eng. Phase.
- o **Chestnut Pkwy. Phase III** (Gribble to Monroe Rd.): Will resume design soon.
- o **Resurfacing:** Procurement phase.
- o **IT "Complete St.":** Conceptual design. Met w/ Duke energy & discussed utilities conversion. Requested an design proposal from DRMP.
- o **Crack Pouring:** Planning phase; street selection is ongoing.
- o **RPMs & Pavement Marking:** Project has begun w/ some striping already completed.
- o **Pavement Patching:** Planning phase; street selection is ongoing.

- **US 74 Multi-Use Trail:** Planning phase. Prelim. Eng. To begin soon
- **S Fork CC Greenway Trail:** Planning phase. Prelim. Eng. To begin soon
- **Stouts RR Siding Ext.:** No update.
- **Unionville/Sardis Rd. Roundabout:** Real Estate Acquisition Phase. Received comments from NCDOT on the intersection's "complete shutdown" will respond back to NCDOT soon.

ENGINEERING / PLANNING / PLAN REVIEW / INSPECTION

Projects under review:

- **Annexation Projects:**
 - 5104 Strand Dr.: to construct SF homes **Completed**
 - 2316 Waxhaw-IT Rd.: H&H Homes Phase II. Corresponds to H&H Homes Phase II conditional rezoning request.
 - Brandon Oaks: 3 SF residential lots along w/ portion of HOA maintained property. **Completed**
- **Rezoning Projects:**
 - Residential:**
 - Brandon Oaks Rezoning 3 SF residential lots along w/ portion of HOA maintained property from R-20 to SF-4. Corresponding annexation project. **Completed**
 - Non-Residential:**
 - Moore Johnson Project: Rezoning 1 parcel (1.5 ac) located behind Charlotte Kennels to the Regional Bus. District (RBD).
 - Downtown IT Property: Rezoning of town-owned properties (3) on Navajo Trail to CBD.
 - 4208 Old Monroe Rd: Rezone 1 parcel (1.7 ac) to General Bus. District (GBD) located near intersection of Old Monroe Rd and Woodland Dr.
 - Secret Shortcut Site: Rezoning 5 parcels (approx. 90 ac.) to SF-4. Conditioned for development of approx. 200 SF homes.
 - No new submittals
- **Conditional Zoning Projects:**
 - Wesley Chapel Stouts Rd: Shoppes at Hanfield Village amendment.
 - 2316 Waxhaw IT Rd, H&H Homes Phase I: Proposed construction of 49 SF homes.
 - Plyler Town Homes Modification: Proposed modification to previously approved project on Plyler Rd. to add 6-add. units (41-total) and remove alleyways **Completed**
- **UDO Text Amendment Applications:** ZT2018-006: UDO amendment to allow auto parts sales in the Old Monroe Village Center Overlay.
- **Site Plan/Plat Application:**
 - Residential: None.
 - Non-Residential: None
 - Ride Now Motors

SITE PLAN / SUBDIVISION / PLATS PROJECTS

- **Piedmont Nat. Gas Southfork Enhancement:** Plyler Rd. Construction of nat. gas substation 2-ac. PNG
- **Fisher Textiles:** Matthews-IT Rd. 50,750 sq.-ft. addition to an exist. warehouse on 6.097 ac. Chris Hope
- **PNG Operations Center:** Cannon Dr. Construction of 17,706 operations center on 4.198 ac. PNG.
- **Heritage Funeral:** Matthews-IT Rd. Parking lot expansion. Chris Hope
- **Strikers Soccer Complex:** Stinson-Hartis Rd. The construction of a soccer complex on 6 ac. Woodbine Design, P.C.
- **Glenn Oaks Retail:** Old Monroe Rd. 9,000 sq. ft. multitenant commercial bldg. Ty-Parr Realty.
- **Autobell Car Wash:** Old Monroe Rd. 23,724 sq. ft. vehicular surface expansion. Blue Ridge Eng.
- **Ride Now Motors:** Gray Fox Rd. 2-10,000 sq. ft. multitenant structures on 5.57 ac. Star Investments Holdings, LLC
- **Poppy's Bakery & Grill:** Younts Rd. 3,618 sq. ft restaurant on an exist. 2.9 ac miniature golf site.

- **Figueroa Auto Repair:** Hwy. 74. Construction of a 5,000 sq. ft. repair shop on 1.03 ac. Am. Architecture.
- **Berkshires/Old Hickory Lot 11:** Eaton Av. Construction of a 20,253 sq. ft. office/warehouse. 3.37 ac.
- **Riverside Conc.:** Tech. Dr. 8,500 sq. ft. site plan flex bldg. located on 1.15 ac. Chris Hope
- **Taco Bell SV:** Wesley Chapel Rd. Construction of a 2,100-sq. ft. restaurant on 1.29 ac. Jason Galloway.
- **Heritage Subdivision:** Wesley Chapel Rd. A 316-lot SF subdivision. Kolter Land Partners. Ongoing Mass grading.
- **Southgate Phase I:** Intersection of Poplin Rd & Rocky River Rd. Site plan review for a 67-ac. site contemplating 124-SF lots and 52-Townhome lots. Met w/ potential future buyer of town home & SF home sections to discuss architecture. This would be a new builder in our community.
- **Church of The Redeemer:** Site plan for new sanctuary. Wesley Chapel Rd. Chris Hope. 2nd review.
- **Metrolina CA Track & Field:** Proposed track and field add. to the Metrolina CA complex. Mark Houle.
- **SVMC Lot 17:** 7,500 sq. ft. multi-tenant bldg. (theater site). Overcash Demmitt Architects.
- **Austin Village Office Bldg.** Proposed office bldg. Approx. 4200 sq. ft. on parcel 07132010F. Chris Hope.
- **Automotive Repair:** Gray Fox Rd. Construction of new 2,400 sq. ft. auto repair bus. on 1.58 ac
- **Plyler Rd. Townhomes:** 41-lot townhomes. Plyler Rd. next to former Genwove site. Modification application submitted to remove alleys. Community meetings held on 11/09/17 in Civic Bldg. Received positive feedback from adjacent neighborhoods. Approved by both TC & Planning Board.

Projects Under Development:

- **Shoppes at Hanfield Village Out Parcel #2:** Construction of a 4,775 sq. ft. med. office bldg. on 0.789 ac. Eagle Eng. Site is trying to get a C/O today (02/08/2018).
- **H&H Homes Cottages II:** Waxhaw IT Rd. A 49-lot SF subdivision. Bohler Eng. Underground infrastructure ongoing.
- **Shops at SV Retail** (Harris Teeter center): Site Plan for retail bldg. approx. 4,161 sq. ft. Site was inspected and approved for a C/O.
- **Lidl Grocery Store:** Aspen Asset Group, LLC. Grocery Store w/ parking lot and future IT public roadway. At the corner of Unionville IT Rd & Hwy. 74. Underground infrastructure is completed. FEMA floodplain docs. have been approved. Steel structure erection still ongoing.
- **Bonterra Phase IV:** Bonterra Town Center Area. Plan review of 85-ac site contemplating 161 SF R lots. Eagle Eng. Homebuilding began & developer is moving forward w/ bldg. the rest of the roadway sys.
- **Goins Family Company Addition:** A 6,500 sq. ft. addition to an exist. Bldg. 1.36 ac. 2121 Unionville IT Rd. Crescent Metal Structures. Preconstruction meeting has been scheduled.
- **Union Grove:** Proposed 207-lot subdivision (approx. 68-ac. site) on Unionville-IT Rd. across from the Ashe Croft neighborhood. Ongoing construction in Phase I & II.
- **Shoppes at Hanfield Village:** Proposed construction for the Shoppes at Hanfield Village: 5 bldg. totaling 88,616 sq. ft. of commercial space. Arista Development. Developer is moving forward with ongoing construction of Phase 2 of the master plan.
- **Walden at Austin Village:** 51 SF detached homes on approx. 16 ac. On the N. side of Chestnut Ln., W. of Potter Rd. Cox-Shepp Construction. Ongoing home bldg.
- **MCA Classroom & Family Life Ctr. Add.:** Metrolina Christian Academy. Replacing modular classrooms w/ a new free-standing bldg. Also expanding the Family Life Ctr. where the exist. 'tot lot' is located. Classroom bldg. is 6,656 sq. ft. and Family Life Ctr. Bldg. is 15,400 sq. ft. Steel structure erection has begun.
- **SVMC Bldg. 18:** 11,463 sq. ft. multi-tenant bldg. at SVMC shopping ctr. Project is wrapping up.
- **Atlantic Pin Striping:** 8,000 sq. ft. vehicles pin striping & customization facility for semis and other lg. vehicles. 4108 Matthews IT Rd. Steel structure is erected and dry-in is beginning. Holding water along the roadway was pumped but has accumulated again due to weather.
- **Double Radius Office Warehouse Conversion:** Conversion required add. parking. No change to bldg. footprint. Off Van Buren Ave. Peadon Finein Architecture, PLLC.

- **Fieldstone Farms Subdivision:** Working w/ developer on street acceptance. Conc. repair is ongoing. Pavement repair to begin once developer awards contract. Contractor began working on roundabouts throughout the subdivision.
- **Sheridan Subdivision:** Development has 2 parcels left to build on plus the Amenity Area. The Town & Developer had a conference call and developer has been made aware that all items are not complete for 3 maps in Phase 2. Developer will get back with us.
- **6529 Potter Rd:** Minor subdivision of parcel from 1 to 2 lots. Phoenix Land Surveying, INC. Project is currently not active.

Number of New Businesses (10):

- **All Kids Pediatric Dentistry:** New dental facility, located at 3007 Wesley Chapel Stouts Rd.
- **Grand Nail Salon:** Nail Salon shop, located at 5128-A Old Charlotte Hwy/The Shoppes at Hanfield.
- **Supercuts:** Offering haircuts and styles, located at 5136 Old Monroe Rd/The Shoppes at Hanfield.
- **E. Coast Wings:** Offers variety of wings and other food items, located at 5140 Old Monroe Rd.
- **Heartland Dental:** New dental facility, located at 3007 Wesley Chapel Stouts Rd.
- **Kaizoku Japanese Cuisine:** Specializing in Japanese/Am. cuisine, 6461-C Old Monroe Rd./SVMC.
- **GG's Family Restaurant:** Restaurant serving a variety of sandwiches & other items, 5719 W. Hwy 74
- **Mnemosyne Studios, LLC:** Photography Studio, located at 133 N. IT Rd.
- **Cinnaholic:** Pastry and bakery shop, located at 6461 Old Monroe Rd./SVC.
- **Sno Ball Cabin:** Specializing in ice cream/flavored ice treats, 313 N. IT Rd.

Weekly Report 1/24/18 to 2/7/18 (Permits)

Compliances	9
Zoning	14
Signs/Banners	5
New Project Reviews	8

Weekly Report 1/24/18 to 2/7/18 (Code Enforcement)

Sign Banners Violations	81
New Nuisance Violations (i.e. Tall Grass, Junk, etc.)	21
Residential Zoning Compliance Inspections-New	8
Violation Re-Inspections – Ordinance Compliance	41
Citizen Ordinance Education	37
Minimum Housing Inspections/Hearings	0
Property Lien Actions	2
Auto Violations (i.e. junk vehicles, etc.)	5
On Street Parking Violations	14
Notice of Violation or Written Warning	21
ZONES	1,3,6,7,8

Miscellaneous

- **Downtown Property Community Meeting:** Town staff hosted a community meeting for the rezoning of the Town's Navajo Trail properties (3) on Tuesday 02/08/18, from 6:00 p.m. to 8:00 p.m. in the Town Hall CAC.
- **Secret Short Cut Small Area Plan Open House:** UC & the IT will host a study open house on Thursday, 02/22/18 between 6:00 to 8:00 p.m. at the Carriage House (6308 Secret Shortcut Rd.). The open house will be in a drop-in format.