



KNIGHTDALE TOWN COUNCIL MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

March 5, 2014

The Knightdale Town Council met at 7:00 p.m. at Knightdale Town Hall, 950 Steeple Square Court, Knightdale, North Carolina.

PRESENT: Mayor Russell Killen, Mayor Pro Tem Mike Chalk, Councilors Mark Swan, Dustin Tripp, and Randy Young.

ABSENT: Councilor James Roberson.

Staff Members Present: Clyde Holt, Town Attorney; Seth Lawless, Town Manager; Suzanne Yeatts, Town Clerk/HR Director; Chris Hills, Planning Director; Jimmy Overton, Finance Director; Jennifer Currin, Senior Planner; Fred Boone, Town Engineer/ Public Works Director; Courtney Jenkins, Planning Technician.

Meeting called to order by Mayor Killen at 7:00 p.m.

WELCOME

Welcome by Mayor Killen.

INVOCATION

Invocation by Councilor Young.

ITEM I. ADOPTION OF AGENDA

...Motion by Councilor Swan to adopt the agenda. Motion seconded by Councilor Tripp and carried unanimously.

ITEM II. APPROVAL OF MINUTES

February 19, 2014

...Motion by Councilor Young to approve the minutes of February 19, 2014. Motion carried unanimously.

ITEM III. PRESENTATIONS, RECOGNITIONS, AWARDS

A. Multiple Sclerosis Awareness Week Proclamation

Mayor Killen proclaimed the week of March 3-9, 2014 as Multiple Sclerosis Awareness Week in the Town of Knightdale.

B. Land Use Review Board Appreciation

Clarence Davis, Junior
Mark Swan

Mayor Killen recognized Clarence Davis and Mark Swan for their service on the Land Use Review Board and presented Councilor Swan with a commemorative plaque for his service. Mr. Davis was not present.

C. Arbor Day Proclamation

Planning Technician Courtney Jenkins gave a brief presentation about upcoming Arbor Day Celebration activities and proposed a small street tree project in the Carrington Woods subdivision.

...Motion by Mayor Pro Tem Chalk to proclaim April 4, 2014 as Arbor Day in the Town of Knightdale and approve the street tree planting project for Carrington Woods. Motion seconded by Councilor Tripp and carried unanimously.

ITEM IV. PUBLIC

Anyone may speak on an issue not included on tonight's agenda. If you anticipate speaking during tonight's meeting, please print your name and address on the form at the entry table. You must speak from the podium to assure accurate record. Before speaking, please state your name and address.

A. Open to the Public

No one approached.

B. Report on Citizen Inquiries

Nothing at this time.

ITEM V. CONSENT AGENDA

Nothing at this time.

ITEM VI. ACTIONS REQUIRING PUBLIC HEARINGS

If you anticipate speaking during a public hearing at tonight's meeting, please print your name and address on the form at the entry table. You must speak from the podium to assure accurate record of testimony. Large groups are asked to designate a spokesperson. If the Mayor announces that the hearing is a quasi-judicial public hearing, all speakers must be

administered an oath by the Town Attorney.

A. ZTA-2-14 BMP Sureties

Public hearing opened at 7:10 p.m.

Planning Director Chris Hills presented a Zoning Text Amendment to amend Section 6.4F8 of the Unified Development Ordinance by eliminating the amount, forfeiture provisions, default, and costs in excess of performance security provisions while emphasizing the owner's maintenance responsibilities and possible penalties that would result from the failure of performing their maintenance duties. Mr. Hills recommended closing the public hearing and referring ZTA-2-14 to the March 10, 2014 Land Use Review Board meeting.

No one else approached.

...Motion by Councilor Tripp to close the public hearing at 7:14 p.m. and refer ZTA-2-14 to the March 10, 2014 Land Use Review Board meeting. Motion seconded by Councilor Swan and carried unanimously.

B. KUMC UAA Amendment
ORD #14-03-03-001

Public hearing opened at 7:14 p.m.

Senior Planner Jennifer Currin presented a Utility Allocation Agreement Amendment between Knightdale United Methodist Church (KUMC) and the Town of Knightdale, the purpose of which is to remove the time requirement for KUMC to connect to the public sewer system, clarify that any utility reimbursement would be against the City of Raleigh and not the Town of Knightdale, and establish a reimbursement amount (\$3,350) for a sewer tap. Ms. Currin recommended approving the KUMC UAA Amendment and adopting Ordinance #14-03-03-001.

Councilor Young made Council aware that he is an active member of Knightdale United Methodist Church and was advised by the Town Attorney to disclose this but asking to be recused would not be necessary.

...Motion by Councilor Swan to close the public hearing at 7:16 p.m. and approve the Knightdale United Methodist Church Utility Allocation Agreement Amendment and adopt Ordinance #14-03-03-001. Motion seconded by Councilor Tripp and carried unanimously.

ITEM VII. SET PUBLIC HEARINGS
None at this time.

ITEM VIII. TOWN ATTORNEY
Nothing at this time.

ITEM IX. OLD BUSINESS

A. Harper Park Stormwater Improvements
Professional Services Proposal

Town Engineer Fred Boone reviewed the scope of work and design cost associated with the Harper Park Stormwater Improvements which will total \$46,485.00. Mr. Boone recommended that Council approve the Town Manager entering into a contract with McAdams for Harper Park Stormwater Improvements.

Mayor Killen disclosed that McAdams is a client he represents.

...Motion by Mayor Pro Tem Chalk to authorize the Town Manager to enter into contract with McAdams for Harper Park Stormwater Improvements. Motion seconded by Councilor Tripp and carried unanimously.

B. Budget Amendment 2014 14

Finance Director Jimmy Overton presented a budget amendment regarding Smithfield Road Improvements and various other appropriations and reclassifications within departments.

...Motion by Councilor Swan to approve Budget Amendment 2014 14. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.

C. Property Condition Assessment Report
700 North First Avenue
Oakley Collier Architects

Council continued their discussion of the Property Condition Assessment Report presented at the February 19, 2014 Town Council Meeting by Franki Joyner of Oakley Collier Architects.

Council directed staff to contact Environmental Investigations for asbestos and lead paint testing and report results and related costs associated with removal of such at the next Council meeting.

ITEM X. NEW BUSINESS

- A. Council Policy Update
Annexation Petition Submittal Policy

Planning Director Chris Hills presented updates to the Annexation Petition Submittal Policy which include updating the format as well as removing references to the former UDO and outdated development processes. Mr. Hills explained that this policy replaces the former Council Policy Number 107 and recommended that Council approve the updated Annexation Petition Submittal Policy.

...Motion by Mayor Pro Tem Chalk to approve the updated Annexation Petition Submittal Policy. Motion seconded by Councilor Swan and carried unanimously.

- B. Council Policy Update
Connection to Raleigh Utilities inside Knightdale USA Policy

Planning Director Chris Hills presented the updates to the Connection to Raleigh Utilities inside the Knightdale Urban Service Area Policy which include updating the format, adding references from the current Unified Development Ordinance and Water Allocation Policy, and removing references to the former Unified Development Ordinance and outdated development processes. Mr. Hills explained that this policy replaces the former Council Policy Number 111 and recommended that Council approve the updated Connection to Raleigh Utility System in Knightdale Urban Service Area Policy.

...Motion by Councilor Tripp to approve the updated Connection to Raleigh Utility System in Knightdale Urban Service Area Policy. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.

- ITEM XI. OTHER BUSINESS
None at this time.

ITEM XII. COMMITTEE REPORTS

- A. Planning and Engineering
No report.
- B. Finance
Mayor Pro Tem Chalk reported discussions of fee schedule revisions.
- C. Public Safety
No report.

D. Nominating
No report.

E. Liaison Reports
Councilor Young noted the Annual Banquet held by the Chamber of Commerce was an outstanding event.

ITEM XIII. CLOSED SESSION FOR LEGAL OR PERSONNEL MATTERS

...Motion by Councilor Tripp to enter closed session at 7:50 p.m. to discuss a potential real estate transaction. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.

ITEM XIV. ADJOURNMENT

...Motion by Councilor Tripp to adjourn at 8:12 p.m. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.



Mayor Russell B. Killen



Town Clerk Suzanne M. Yeatts