



# KNIGHTDALE PLANNING AND ENGINEERING COMMITTEE MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

**January 11, 2016**

The Knightdale Planning and Engineering Committee met at 6:00 p.m. in the Town Hall Conference Room.

TOWN COUNCIL MEMBERS PRESENT: Councilor Tripp, Councilor Chalk

LURB MEMBER LIAISON PRESENT: George Hess, Michael Blake

ABSENT: No one

Staff Members Present: Seth Lawless, Town Manager; Chris Hills, Development Services Director; Jason Brown, Senior Planner Long Range; Bryn Terry, Development Services Intern; Donna Tierney, Planning Technician

Meeting called to order by Councilor Tripp at 6:01 p.m.

ITEM I. APPROVAL OF MINUTES

...**Motion by Michael Blake to approve the minutes of December 14, 2015. Motion seconded by Councilor Chalk and carried unanimously.**

ITEM II. OLD BUSINESS

A. Front Yard Parking Ordinance

Senior Planner Long Range Jason Brown reminded committee members that this piece of business came from the Old Town Advisory Committee. The placement of the potential new ordinance in the Town Code versus the UDO was discussed.

Mr. Brown clarified that the rule would only apply to residential. The current preference would be to include the limitation in the Town Code, instead of splitting it up and placing impervious limits and surface requirements in the UDO.

Mr. Brown explained Town Attorney Clyde Holt is currently on vacation, so staff recently reached out to Town Attorney David York. He had differing interpretations than Mr. Holt and sees some potential issues with placing it in the UDO while not having a driveway permit requirement.

Town Manager Seth Lawless questioned the police having to enforce violations. Mr. Brown explained the ordinance would be written in a way that the Development Services Code Enforcement Officer would be responsible for providing a first warning and education before issuing a citation.

Mr. Hess inquired as to how wide spread the issue is. Development Services Director Chris Hills replied that it is mostly an issue in Old Town. Code Enforcement Officer Matt Christian documented occurrences during the day and found it was occurring on approximately 50 parcels.

In order to keep the provided guidance consistent, Mr. Hills suggested waiting for Mr. Holt to return. Staff will discuss the options with him and report back at the next meeting.

#### B. Caboose Museum Discussion

Senior Planner Long Range Jason Brown recapped that the caboose museum idea came from OTAC. He is still working with Tommy Scoggins, Wake County Building Inspector, to determine ADA accessibility requirements.

Mr. Brown recently learned that an old caboose was converted to an Underground Railroad museum in Washington, NC. He has reached out to the Town's Planning Department for more information. He knows they were required to add a handicap ramp and placed it in back.

Councilor Chalk reported that Town Council supported the idea but has questions about the preliminary budget and additional cost of upkeep.

Councilor Tripp suggested bringing it back to OTAC to see if they thought having the community fund a portion of the project would be feasible. He also announced the committee will not take further action until they learn more from the building inspector and hear back from Washington's Planning Department.

#### C. Mingo Creek Greenway Trailhead/Connectivity Issues

Development Services Director Chris Hills recapped the idea of creating a trailhead for citizens who live south of the railroad and do not have direct access to the greenway, specifically residents of the Mingo Creek and Churchill subdivisions. Options that had been previously vetted and researched were briefly recapped.

Committee members discussed general connectivity issues in town such as connecting Widewaters Parkway to Old Faison Road to provide access over the railroad, the gap in the greenway from Mingo Creek Park to Knightdale Station Park, and placing a signalized crosswalk by Carrington Woods.

Mr. Hills explained connecting Widewaters Parkway to Old Faison Road could be part of an economic development project where the Town could apply for funds from CAMPO (Capital Area Metropolitan Planning Organization). The funding has become very competitive in the recent years, but could provide significant matching.

Councilor Chalk suggested meeting with Marty Clayton to once again discuss the parcel across from Princeton Manor. A temporary improvement like a gravel lot would allow trail access while still allowing Duke the option of placing their substation.

It was decided that Town Manager Seth Lawless would reach out to Marty Clayton and this topic would be discussed further at the Town Council Retreat.

ITEM III. NEW BUSINESS

Safe Routes to School Discussion

Senior Planner Long Range Jason Brown explained to committee members that Hodge Road Elementary School was one of five schools chosen for a pilot study program. Phone calls expressing interest in the program have also been received from Lockhart Elementary, Forestville Road Elementary, and Knightdale High School.

Mr. Brown explained they are looking for a way to comprehensively handle all Safe Routes to School requests. The Town can facilitate discussion and connect dots but the initiative has to come from school officials/PTAs, etc.

The next steps are to complete an action plan at Hodge Road Elementary School through the pilot program, look at duplicating the action plan process on a community-wide level or at each interested school, connect all stakeholders and active participants, and continue conversation with Wake County Public School System and community partners regarding school siting and community impacts.

Mr. Brown announced that Jennifer Delcourt, Active Routes to School Coordinator for Region 5, will be presenting a brief update at the February 1, 2016 Town Council meeting.

ITEM IV. OTHER BUSINESS

None at this time.

ITEM V. ADJOURNMENT

**...Motion by George Hess to adjourn at 7:00 p.m. Motion seconded by Michael Blake and carried unanimously.**

  
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Dustin Tripp, Planning and Engineering Chairman

  
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Donna Tierney, Planning Technician