



KNIGHTDALE PLANNING AND ENGINEERING COMMITTEE MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

August 8, 2016

The Knightdale Planning and Engineering Committee met at 5:30 p.m. in the Town Hall Conference Room.

TOWN COUNCIL MEMBERS PRESENT: Councilor Tripp, Mayor Pro Tem Chalk

LURB MEMBER LIAISONS PRESENT: George Hess, Chuck Piratzky

ABSENT: No one

STAFF MEMBERS PRESENT: Chris Hills, Development Services Director; Robbie Worrell, Public Works Director; Joseph Turner, Development Services Engineer; Jason Brown, Senior Planner Long Range; Matthew Christian, Planner; Donna Tierney, Planning Technician

Meeting called to order by Councilor Tripp at 5:34 p.m.

ITEM I. APPROVAL OF MINUTES

...Motion by Mr. Hess to approve the minutes of June 13, 2016. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.

ITEM II. OLD BUSINESS

A. Project Information Data Sheets – CIP

Development Services Director Chris Hills explained how Project Information Data Sheets (PIDs) were created as a way to improve the Capital Improvement Plan process. Senior Planner Long Range Jason Brown presented the new sheets and explained how they are unique to the Town's CIP process. The sheets will eventually be linked on the Town's website so citizens can see project information and stay informed.

Each department will be responsible for populating their own PIDs. Development Services Engineer Joe Turner is creating approximately 5 a week, and will need 5-6 weeks total.

Mayor Pro Tem Chalk added that the PIDs will assist in ranking and prioritizing projects. Once completed, the Finance Committee will meet and discuss with the P&E Committee.

B. Caboose Museum Discussion (OTAC Referral)

Senior Planner Long Range Jason Brown recapped the Old Town Advisory Committee's idea of making a caboose museum. The last OTAC meeting revealed the committee is split on pursuing the idea and is looking to the P&E Committee for guidance. It has been suggested that the next step is to release the project out to the public to see if there is

local support for spearheading the project, instead of having it Town run. When deciding how to proceed, members should also consider factors such as return on investment and if it will become a gathering place or change the way people come downtown.

The committee agreed that the Town cannot provide a financial commitment at this time, and outside of private donations, it will not be pursued except for possible matching or in-kind donations.

...Motion by Mayor Pro Tem Chalk to no longer pursue the Caboose Museum as a Town-funded project. Motion seconded by Mr. Piratzky and carried unanimously.

ITEM III. NEW BUSINESS

A. NCDOT TAP Grant Application

Senior Planner Long Range Jason Brown explained the Town has applied for federal funds set to expire at the end of the year that can be used to make ADA upgrades and improve deficient intersections. The Town submitted for McKnight Road at Knightdale Blvd., Parkside Commons Drive at Knightdale Blvd., and McKnight Drive at Smithfield Road. More information will be known on August 12, and Mr. Brown will update members at the next meeting.

B. Town Limits Signage Rebranding/Budget Amendment

Senior Planner Long Range Jason Brown explained that the current town limits signage is not consistent and showed examples. Mr. Hills further added that since one of the wayfinding signs was no longer being installed, the funding could be used to improve the town limit signage project instead.

Sign verbiage was discussed and members agreed they preferred “zoning limits” for ETJ designation and that major thoroughfares should be posted first.

Mr. Hills stated staff will bring design concepts and cost estimates to the next meeting for consideration.

C. PRD/Water Allocation Policy Amendments

Senior Planner Long Range Jason Brown explained staff is working to address issues with the current rezoning process through a text amendment. The new idea will basically flip the current process and require conditional zoning for each new subdivision.

Since the current process has ambiguous submittal standards, the new process will require more information up front, along with a plan not just a narrative. Public meetings will be held earlier in the process to help citizens better understand the project and help the Town and developer better address their concerns. Mr. Hills clarified that the developer will be required to send out notice to affected landowners and hold a public meeting outside of Town Hall, but there will still be a public meeting in front of Town Council.

Mr. Hills added that the while Senate Bill 25 changed many areas of municipal enforcement, the Town still has zoning control over lot width, setbacks, and driveway length. Staff has discussed decreasing the focus on garages by increasing the minimum lot width, and making alley loaded product more prevalent.

Mr. Brown further explained that multifamily developments are currently approved administratively, but will be changed to conditional districts in all zoning districts. Additionally, Water Allocation Policy (WAP) base points will be reduced and staff will look into other options for bonus points.

Overall, the new process will increase the development time line and require more front end investment in time and money, but it will ensure the Town has quality development.

...Motion by Mayor Pro Tem Chalk to recommend approval of the PRD/Water Allocation Policy amendment concepts. Motion seconded by Mr. Hess and carried unanimously.

D. Standard Specifications Update

Development Services Engineer Joseph Turner stated that six typical sections in the Standard Specifications & Details Manual have been updated to reflect the current Unified Development Ordinance requirements. Mr. Hills clarified these sections are already in use, but the details manual has to be updated.

...Motion by Mr. Hess to approve the presented typical sections in the Standard Specifications & Details Manual. Motion seconded by Mr. Piratzky and carried unanimously.

E. Knightdale Blvd. Lighting Corridor Selection

Development Services Director Chris Hills and Senior Planner Long Range Jason Brown presented the committee with various options for phase II of the Knightdale Blvd. lighting project, including staying on Knightdale Blvd. or creating a cross-like section in the center of town that encapsulates the Knightdale Blvd., McKnight Rd., Smithfield Rd. and Steeple Square Ct. area.

Councilor Tripp stated he prefers the idea of staying on Knightdale Blvd. first until moving onto side roads. He suggested leaving a gap in front of the Suggs/Hargrove's property, starting around Snappy Lube and working east as far as possible.

...Motion by Mayor Pro Tem Chalk to proceed with Phase II of the Knightdale Boulevard lighting project. Motion seconded by Mr. Piratzky and carried unanimously.

F. Watson House Discussion (OTAC Referral)

Senior Planner Long Range Jason Brown explained that at the last OTAC meeting members requested that the Town contact Habitat for Humanity to retrieve any salvageable items remaining in the Watson House.

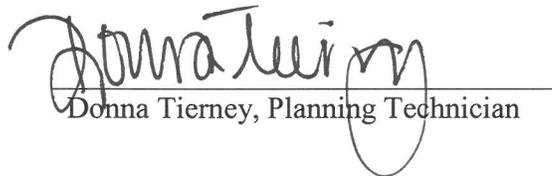
Mayor Pro Tem Chalk mentioned that a couple residents have shown interest in the mantles. The committee discussed how Capital Area Preservation already walked the house, and how the majority of the house needs to remain intact to make a viable live burn training opportunity for the fire department. Since the burn is scheduled for September 14, there is limited time to go through the appropriate process of advertising, bidding, and delivering items.

...Motion by Councilor Tripp to check with Purchasing Agent Brent Quick to see if OTAC's request is feasible. Motion seconded by Mr. Hess and carried unanimously.

ITEM IV. OTHER BUSINESS
None at this time.

ITEM V. ADJOURNMENT
...Motion by Mr. Hess to adjourn at 6:54 p.m. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.


Dustin Tripp, Planning and Engineering Chairman


Donna Tierney, Planning Technician