



# KNIGHTDALE PLANNING & ENGINEERING COMMITTEE MEETING MINUTES

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950 Steeple Square Court, Knightdale, North Carolina 27545

**March 9, 2009**

The Knightdale Planning & Engineering Committee met at 6:00 p.m. at the Knightdale Town Hall, 950 Steeple Square Court, Knightdale, NC.

**PRESENT:** Councilman Poirier  
Councilman Gleason  
George Hess  
Brett Zick

**Staff Members:** Seth Lawless, Assistant Town Manager; Chris Hills, Planning Director; Fred Boone, Engineer; Tracy Pedigo, Public Works Director; Shiela Hardin, Zoning Technician; Jeff Triezenberg, Planner II

**Absent:**

**I. Chris Hills called the meeting to order at 6:03 PM.**

**II. Approval of February 9, 2009 minutes**

By consensus.

**III. Discussion Items:**

**a. Discussion of I-540 Landscaping Plan implementation costs.**

Chris Hills updated the committee on the plan and provided a cost analysis. An update on the number of trees in the Town's possession was also provided. Tracy Pedigo suggested hiring an outside firm for installation at an estimated cost of \$30,000-\$42,000. The installation would be supervised by Public Work's staff. Mr. Pedigo stated additional input is needed regarding the decision on installation. An extended service contract for watering and upkeep would be needed as well. Seth Lawless provided an estimated annual maintenance quote of \$14,000 -\$17,000 per year depending on mulch.

The Committee agreed the installation process should begin as soon as possible to maintain the viability of the trees. The Committee agreed to move forward to Town Council on March 18,

with a full report on installation and prepared budget amendment. A mulch line item and other detailed information will be included to present to Council as well.

**b. Discussion to identify Stakeholders Group for Comprehensive Plan Update.**

Chris Hills provided an acknowledgement sheet with project members on the last comprehensive plan update. The nominating committee will make the ultimate decision for the new update committee. The application process will push for an initial update meeting in May 2009.

**c. Discussion of Fee in Lieu of Assessment Calculations for Holly Homes and JDH Capital.**

Jeff Triezenberg presented the proposed timeline for the project. The properties indicated front directly on the water line. The cost is calculated on a per acre basis. Fees will be collected over a 12 year period as connections are made. No fees will be due once the 12 years expire. The timeline began with the approval of the developer's agreement. The Committee agreed to proceed with developer meetings.

**d. Discussion of formal Approved Tree List adoption.**

Chris Hills presented the proposed tree list and stated the list provides a good selection even though there is less diversity with each species. The Committee agreed to move the item forward on the consent agenda for formal Town Council approval. The list may be amended as necessary in the future.

**e. Discussion of potential Zoning Text Amendment to require Deed of Easement Dedication for easements as part of the subdivision process.**

Chris Hills briefed the committee on an upcoming text amendment to require a Deed of Easement dedication in addition to a platted easement. The new requirement would ease the location of easements during a title search. The Committee agreed to move forward to the Town Council in April.

**f. Discussion on formalizing staff procedures for Pre-Construction Meetings and Certificate of Occupancy Meetings**

Chris Hills discussed a potential new policy formalizing staff procedures for Pre-Construction meetings as well as Certificate of Occupancy meetings. The City of Raleigh Public Utilities Department would be required to attend as well as necessary Town of Knightdale Staff.

**g. Continuation of Sketch-Up submittal discussion.**

Chris Hills stated research indicated Sketch-Up submittals are not commonly required by other planning departments. Research to continue.

**IV. Other Business**

**V. Adjourn**

Meeting adjourned at 6:55 P.M.

  
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Attest  
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Committee Chairman