



LAND USE REVIEW BOARD MEETING AGENDA

950 Steeple Square Court, Knightdale, North Carolina 27545

**March 9, 2020
7:00 p.m.**

- ITEM I. ADOPTION OF AGENDA
- ITEM II. WELCOME AND INTRODUCTIONS
- ITEM III. OFFICER ELECTIONS
 - A. [Chair and Vice Chair](#)
 - B. Quasi-Judicial Appointments
- ITEM IV. APPROVAL OF MINUTES
 - A. [February 10, 2020 Minutes](#)
 - B. [January 13, 2020 Quasi-Judicial Minutes](#)
- ITEM V. BOARD TRAINING DS Staff
- ITEM VI. BOARD OF ADJUSTMENT
- ITEM VII. PLANNING BOARD
- ITEM VIII. COMMUNITY APPEARANCE COMMISSION
- ITEM IX. TREE BOARD
- ITEM X. OTHER BUSINESS Assistant DS Director
 - A. [Census Update](#) Assistant DS Director
 - B. [UDO Update](#)
- ITEM XI. NEW BUSINESS
- ITEM XII. ADJOURNMENT



Town of Knightdale

Staff Report Cover Sheet

Title: LURB

Staff: Officer Election and Quasi-Judicial Appointments

Date: February 19, 2020

PURPOSE

- Upon the appointment of new members in March of each year, the LURB must elect from its ranks a Chair and Vice-Chair to serve as officers of the board. LURB Officers may serve up to two consecutive terms in each respective role. Additionally, the LURB must appoint five members (3 in-town, 2 ETJ) to serve as Primary quasi-judicial (QJ) Board of Adjustment members. There is no limit to the number of consecutive terms a Primary QJ member can serve.

Current Chair: Latatious Morris (eligible for reappointment)

Current Vice Chair: Gentry Lassiter (eligible for reappointment)

Current in-town QJ Members: Rita Blackmon, Darryl Blevins, Steve Evans

Current ETJ QJ Members: Bradley Pope, Michael Blake

STRATEGIC PLAN PRIORITY AREA(S)

- Organizational Excellence
- Connected & Inclusive

GENERAL STATUTE REFERENCE(S), *if applicable*

- Chapter 14.4 of the Knightdale UDO specifies the terms, officers, quasi-judicial appointments of the LURB.

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- NA

ATTACHMENT(S)

- LURB Roster

STAFF RECOMMENDATION

- Appoint Chair, Vice-Chair, and QJ Primary Voting Members from LURB Membership.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



LAND USE REVIEW BOARD

All Board Members – 2 Year Terms (*Limit 3 Consecutive 2 Year Terms*)

Board Officers – 1 Year Term within Their 2 Year Term (*Limit 2 Consecutive 1 Year Terms*)

In Town Members (6)

Terms expiring 02/28/2021

<p>Chris Parker 307 Cedar Pond Ct. Knightdale, NC 27545 (919) 795-5453 parker.christopher1015@gmail.com</p>	<p>Gentry Lassiter 1009 Edenburghs Keep Dr. Knightdale, NC 27545 (501) 837-0644 gentry.lassiter@gmail.com</p>
<p>Steve Evans - QJ 2002 Manderleigh Dr. Knightdale, NC 27545 (919) 539-2166 Sevans1002@gmail.com</p>	

Terms expiring 02/28/2022

<p>Rita Blackmon - QJ PO Box 664/325 Third Avenue Knightdale, NC 27545 (919) 795-9509 ritablackmon10@gmail.com</p>	<p>Latatious Danise Morris 4512 Charismatic Drive Knightdale, NC 27545 (850) 207-0674 latatiousm@gmail.com</p>
<p>Darryl Blevins - QJ 302 Allendown Lane Knightdale, NC 27545 (919) 273-0099 blebb23@gmail.com</p>	

ETJ Members (3)

Terms expiring 02/28/2021

<p>Tiffanie Meyers 4507 Charismatic Dr. Knightdale, NC 27545 (919) 539-5598 tiffanie.meyers@gmail.com</p>	<p>Michael Blake - QJ 220 Needwill Court Knightdale, NC 27545 (919) 266-9177 mwblake@bellsouth.net</p>
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Term expiring 02/29/2022

<p>Bradley Pope - QJ 1116 Bethlehem Road Knightdale, NC 27545 (919) 723-0593 bpopofarms@yahoo.com</p>
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KNIGHTDALE LAND USE REVIEW BOARD MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

February 10, 2020

The Knightdale Land Use Review Board met at 7:00 p.m. in the Council Chamber Room of Town Hall.

LURB MEMBERS PRESENT: Rita Blackmon, Darryl Blevins, Steve Evans, Latatious Morris, Tiffanie Meyers.

ABSENT: Michael Blake, Gentry Lassiter, and Bradley Pope.

STAFF MEMBERS PRESENT: Chris Hills, Development Services Director; Donna Tierney, Planner; and Aquila Blackwell, Planning Technician.

TOWN COUNCIL MEMBERS PRESENT: Councilor Mark Swan.

ATTORNEYS PRESENT: Roger Knight.

Meeting called to order by Chair Morris at 7:05 p.m.

ITEM I. ADOPTION OF AGENDA
Chair Morris introduced the agenda.

...Motion by Mr. Evans to adopt the agenda. Motion seconded by Mr. Blevins and carried unanimously.

ITEM II. APPROVAL OF MINUTES
A. January 13, 2020 Minutes
Chair Morris introduced the minutes of January 13, 2020.

...Motion by Ms. Blackmon to approve the minutes of January 13, 2020. Motion seconded by Ms. Meyers and carried unanimously.

B. January 13, 2020 Quasi-Judicial Minutes
Chair Morris noted that due to absences, members would not vote on the January 13, 2020 quasi-judicial minutes.

ITEM III. BOARD OF ADJUSTMENT
None at this time.

ITEM IV. PLANNING BOARD
ZMA-9-19 Habitat for Humanity PUD

Planner Donna Tierney provided background on the Zoning Map Amendment request for a Planned Unit Development (PUD) to allow for a major subdivision in accordance with Sections 2.15.C and 15.6.C of the Unified Development Ordinance (UDO). She explained to the Board that staff received an application from Tom Harrell requesting a Zoning Map Amendment to rezone and develop the vacant parcel at the intersection of Kelley Meadows Road and Flowers Street, identified by the Wake County PIN 1754-51-5410, from Urban Residential 12 (UR12) to Urban Residential-12 with a Planned Unit Development (PUD). The applicant proposes to develop the 2.29-acre site into a 17-lot single-family residential subdivision. She explained that in addition to traditional development approval, Habitat for Humanity has requested financial support in the amount of \$124,306.00 to assist with road infrastructure costs and for land dedication from the Town to build the required stormwater pond. The proposed parcel for the stormwater pond is on the Town owned property to the west of Kelley Meadows Road. She reported that the Board heard the original request at the January 15, 2020 Joint Public Hearing.

Ms. Tierney reviewed the proposed voluntary neighborhood standards, explained how the plan was consistent with the Comprehensive Plan, and recapped the public hearing findings. She also explained the proposed Residential Architectural Standards and proposed UDO exceptions.

Ms. Tierney explained that by law, the Board must adopt a statement of plan consistency and reasonableness of action. The Development Services Department recommends that the Land Use Review Board recommend approval of ZMA-9-19 and forward the following advisory statement and to the Town Council: “The proposed Zoning Map Amendment is consistent with the KnightdaleNext 2035 Comprehensive Plan as it addresses several of the guiding principles including encouraging compact development patterns, promoting infill and redevelopment, preservation of the natural environment, and creating great neighborhoods and expanded home choices, including affordable housing options. Further, it is consistent with the General Growth Framework and Growth & Conservation Map. The request is reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people desire to live, work and visit.”

Mr. Evans asked if the transfer for the parcel owned by the Town of Knightdale for the subdivision’s stormwater pond been finalized. Ms. Tierney explained that the details are still being resolved and noted that Town Council will have to approve the transfer. Mr. Hills stated that staff does not anticipate that the parcel would not hold up the process.

...Motion by Mr. Evans to approve ZMA-9-19 and to forward staff’s written advisory statement to the Town Council. Motion seconded by Ms. Meyers and carried unanimously.

ITEM VI. COMMUNITY APPEARANCE COMMISSION
None at this time.

ITEM VII. TREE BOARD
Street Tree Update

Ms. Tierney provided an update on the Street Tree program. She presented potential project ideas for next year's Street Tree Project and asked the Board to rank the priority corridors so staff could research the priority projects.

Members discussed the various project and determined that their number one choice are the areas missing trees along the Knightdale Boulevard median, as it is a high visibility area.

Members discussed and determined that their second choice would be along Main Street located at Harper Park, due to the lack of trees from the recent construction.

Members discussed and agreed that their third choice for the street tree project is the Smithfield Road right of way, north of the interchange. Members also agreed that Smithfield Road and the highway interchange should be considered as a long-term goal.

...Motion by Ms. Blackmon to pursue the Knightdale Boulevard median as the first option, Main Street at Harper Park as the second option, and Smithfield Road as the third option. Motion seconded by Ms. Meyers and carried unanimously.

ITEM VIII. OTHER BUSINESS

Mr. Knight explained the quasi-judicial process to Board members.

ITEM IX. NEW BUSINESS

None at this time.

ITEM XI. PAST COUNCIL ACTIONS

None at this time.

ITEM XII. ADJOURNMENT

...Motion by Ms. Blackmon to adjourn at 7:39 p.m. Motion seconded by Ms. Meyers and carried unanimously.

Latatious Morris, Land Use Review Board Chairperson

Aquila Blackwell, Planning Technician



KNIGHTDALE BOARD OF ADJUSTMENT MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

January 13, 2020

The Knightdale Land Use Review Board met at 7:00 p.m. in the Council Chamber Room of Town Hall.

QUASI-JUDICIAL LURB MEMBERS PRESENT: Michael Blake, Darryl Blevins, Gentry Lassiter, and Bradley Pope.

ABSENT: Steve Evans.

TOWN COUNCIL MEMBERS PRESENT: Councilor Steve Morgan and Councilor Mark Swan.

ATTORNERYS PRESENT: Roger Knight.

STAFF MEMBERS PRESENT: Chris Hills, Development Services Director; Kevin Lewis, Senior Planner Current; and Aquila Blackwell, Planning Technician.

Meeting called to order by Vice Chair Lassiter at **7:06** p.m.

ITEM I. PUBLIC HEARINGS FOR QUASI-JUDICIAL CASES
None at this time.

ITEM II. ORDERS FOR QUASI-JUDICIAL CASES
Order Granting VAR-2-19 803 Widewaters Pkwy Setback

...Motion by Mr. Blevins to approve the order granting VAR-2-19 803 Widewaters Parkway. Motion seconded by Mr. Pope and carried unanimously.

ITEM III. ADJOURNMENT
The Board of Adjustment session ended at **7:09** p.m.

Latatious Morris, Land Use Review Board Chair

Aquila Blackwell, Planning Technician



Town of Knightdale

Staff Report Cover Sheet

Title: 2020 Census Update

Staff: Jason S. Brown, AICP, CZO

Date: March 9, 2020

PURPOSE

- To provide an update on the 2020 Census

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive
- Sustainable

GENERAL STATUTE REFERENCE(S), if applicable

- N/A

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- N/A

ATTACHMENT(S)

- Staff Report

STAFF RECOMMENDATION

- Receive as information

Knightsdale Strategic Priorities



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Organizational Excellence



Town of Knightdale

Staff Report

Title: 2020 Census Update

Staff: Jason S. Brown, Assistant
Development Services Director

Date: March 9, 2020

Director Signature:

Asst. Town Manger Signature:

Town Manager Signature:

BACKGROUND INFORMATION

- The United States Constitution requires a complete census be completed every 10 years. Preparation for the 2020 Census has been on-going and April 1, 2020 is Census Day.

SUMMARY

- The Town of Knightdale is partnering with the Wake County Complete Count Committee in promoting and informing the public in regards to the importance of the completing the 2020 Census. The Census is utilized to determine pro rata shares of several federal funding sources and representation in the House of Representatives. Here are some key facts to take into consideration regarding the 2020 Census:
 - \$675 Billion in Federal funding
 - Office of State Budget and Management baseline population data
 - Congressional Representation
 - Community Development Block Grant Funding
 - Transportation funding
 - School funding
 - Postcards will be sent to households in Mid-March.
 - 3 Options to complete the Census
 - Online
 - Phone
 - Mail
 - All Census information is private and secure
 - **Census Day is April 1, 2020**

RECOMMENDED ACTION

- Receive as information



Town of Knightdale

Staff Report Cover Sheet

Title: Unified Development Ordinance (UDO) Update Ad-Hoc Committee

Staff: Jason S. Brown, AICP, CZO

Date: March 9, 2020

PURPOSE

- To provide an update on the status of the Unified Development Ordinance Update process.

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive
- Sustainable

GENERAL STATUTE REFERENCE(S), if applicable

- N/A

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- FY '20-'21 Adopted Budget

ATTACHMENT(S)

- Staff Report
- Project Scope and Approach

STAFF RECOMMENDATION

- Receive as information

Knightsdale Strategic Priorities



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Organizational Excellence



Town of Knightdale

Staff Report

Title: UDO Update

Staff: Jason S. Brown, Assistant
Development Services Director

Date: March 9, 2020

Director Signature:

Asst. Town Manger Signature:

Town Manager Signature:

BACKGROUND INFORMATION

- The next phase of implementing the KnightdaleNext 2035 Comprehensive Plan is to update the UDO to ensure it is consistent and has the capabilities to deliver the community vision. The Town has retained the consulting services of Houseal Lavigne & Associates (HLA) and currently is in the first phase of the process.

SUMMARY

- The UDO Update is a seven step process. The project approach and process is outlined as an attachment to this staff report. The first phase was project initiation and community outreach. This phase is substantially complete, but there are still two opportunities to provide input. The project website has a link to a questionnaire as well as the map.social interactive mapping tool. The second phase of issue identification and Comprehensive Plan alignment is wrapping up with the first deliverable received by staff. The first deliverable is a diagnostic report that will be reviewed by staff and the UDO Committee. The following steps will start the creation of the draft chapters.

RECOMMENDED ACTION

- Receive as information and provide any feedback regarding the UDO Update



Town of Knightdale

Staff Report

