



KNIGHTDALE TOWN COUNCIL MEETING AGENDA

950 Steeple Square Court, Knightdale, North Carolina 27545

July 15, 2020
7:00 p.m.

WELCOME by Mayor Roberson.
INVOCATION by Mayor Roberson

ITEM I. ADOPTION OF AGENDA

ITEM II. PRESENTATIONS, RECOGNITIONS, AWARDS

ITEM III. PUBLIC COMMENT

The Public Comment Period provides an opportunity for the public to address the Town Council. Due to the COVID-19 pandemic, the Knightdale Town Council meeting will be held electronically and therefore the Town has planned for alternate ways to submit Public Comment. General Public Comments will be accepted up to 24 hours prior to the meeting and can be submitted online ([Knightdale Public Comment Form](#)), at the drop box at Town Hall (950 Steeple Square Ct), or by calling (919) 217-2289 and leaving a message. Speaker comments are limited to three (3) minutes and large groups are asked to designate a spokesperson. Speakers should not expect action or deliberation on subject matter brought up during the Public Comment period. Thank you for your consideration of the Town Council, staff, and other speakers.

- A. Open to the Public
- B. Report on Citizen Inquiries

ITEM IV. CONSENT AGENDA

All items on the Consent Agenda are considered routine, to be enacted by one motion without discussion. If a Council Member requests discussion of an item, the item will be removed from the Consent Agenda and considered separately.

- A. [June 17, 2020 Regular Meeting Minutes](#)
- B. [Land Use Review Board Appointment](#)
- C. [Knightdale Marketplace Shopping Center Renaming](#)
[RES #20-07-15-001](#)
- D. [Stoneriver Subdivision Name and Street Name Approval](#)
[RES #20-07-15-002](#)
- E. [On-Call CEI Contract for Mingo Creek Greenway](#)
- F. [Go Raleigh Municipal Agreement](#)
- G. [Sale of Surplus Body-Worn Cameras](#)
[RES #20-07-15-003](#)
- H. [2021 Governor's Highway Safety Program Grant Resolution](#)
[RES #20-07-15-004](#)

- ITEM V. JOINT PUBLIC HEARINGS**
[ZMA-3-20 Merritt Properties Conditional District Rezoning](#) DS Director
- ITEM VI. PUBLIC HEARINGS**
[Flowers Place/Habitat for Humanity UAA](#) DS Director
- ITEM VII. SET PUBLIC HEARINGS**
- ITEM VIII. OLD BUSINESS**
[ZMA-6-19 The Collection](#) DS Director
[ORD #20-07-15-001](#)
- ITEM IX. NEW BUSINESS**
[Environmental Pond Bid Award](#) PW Director
- ITEM X. ADMINISTRATIVE REPORTS**
- ITEM XI. UPCOMING EVENTS**
- ITEM XII. ADVISORY BOARD REPORTS**
 A. Land Use Review Board Councilor Morgan
 B. Parks and Recreation Advisory Board Councilor Young
 C. Public Safety Advisory Board Councilor McDonald
- ITEM XIII. OTHER ITEMS**
Other Items is an opportunity for the Council, attorney, or staff to present unscheduled items that need consideration by the Board.
- ITEM XIV. CLOSED SESSION**
- ITEM XV. ADJOURNMENT**
- FYI: [July Development Services Insider](#)



Town of Knightdale

Staff Report Cover Sheet

Title: Town Council Minutes

Staff: Heather Smith, Town Clerk

Date: July 15, 2020

PURPOSE

- To provide meeting minutes for Council review and approval

STRATEGIC PLAN PRIORITY AREA(S)

- Organizational Excellence

GENERAL STATUTE REFERENCE(S), if applicable

- § 143-318.10(e): “Every public body shall keep full and accurate minutes of all official meetings, including any closed sessions held pursuant to G.S. 143-318.11.”

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- N/A

ATTACHMENT(S)

- June 17, 2020 Regular Meeting Minutes

STAFF RECOMMENDATION

- Approve the minutes from the June 17, 2020 Regular Meeting

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



KNIGHTDALE TOWN COUNCIL MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

June 17, 2020

Due to the COVID-19 pandemic, the Knightdale Town Council met electronically at 7:00 p.m. via Zoom.

PRESENT (*remotely*): Mayor James Roberson, Mayor Pro Tem Jessica Day, Councilors Stephen Morgan, Ben McDonald, Mark Swan and Randy Young.

ABSENT: No one.

Staff Members Present (*remotely*): Town Manager Bill Summers, Assistant Town Managers Dustin Tripp and Suzanne Yeatts, Interim Town Attorney Roger Knight, Development Services Director Chris Hills, and Town Clerk Heather Smith.

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

WELCOME

Welcome by Mayor Roberson

INVOCATION

Invocation by Councilor Morgan

ITEM I. ADOPTION OF AGENDA

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

ITEM II. PRESENTATIONS, RECOGNITIONS, AWARDS

A. Advisory Board Member Recognition

Mayor Roberson thanked the following advisory board members for their years of dedicated service to the Town:

Belkis Baez - Public Safety Advisory Board
Monica Fuller - Public Safety Advisory Board
Ben McDonald - Land Use Review Board

B. Resolution Denouncing Police Violence Nationwide and Supporting the Knightdale Police Department

RES #20-06-17-001

Councilor McDonald addressed the conduct of police officers nationally, citing the murder of George Floyd. Councilor McDonald indicated that Council has examined local police policies and have been impressed with the progressive practices of the Knightdale Police Department already in place, stating they will work together to ensure that Knightdale remains a town where all citizens feel safe to live.

Mayor Roberson read Resolution #20-06-17-001.

...Motion by Councilor McDonald to adopt Resolution #20-06-17-001 denouncing police violence nationwide and supporting the Knightdale Police Department. Motion seconded by Mayor Pro Tem Day and carried unanimously.

ITEM III. PUBLIC COMMENT

A. Open to the Public

Town Clerk Heather Smith summarized public comments received through the town's website from the following individuals:

- Brooke White - 410 Banner Blue Court
- Joseph Olivia - 611 Sunland Drive
- Matt Racher - 306 Morganite Court
- Nicole Valentine - 1306 Oak Crest Drive
- Robert Logan – 625 Glenmere Drive
- David Fortner – 202 Tallula Lane
- Diane Gibson – 3316 Smithfield Road

The full comments are attached as Exhibit A.

B. Report on Citizen Inquiries

No Report.

ITEM IV. CONSENT AGENDA

A. May 20, 2020 Regular Meeting Minutes

...Approve the May 20, 2020 Regular Meeting Minutes.

B. June 1, 2020 Work Session Minutes

...Approve the June 1, 2020 Work Session Minutes.

C. Meeting Schedule Amendment 04

...Adopt Meeting Schedule Amendment 04.

D. Veterans Memorial Advisory Board Amendment

ORD #20-06-17-002

...Adopt Ordinance #20-06-17-002 amending the Veterans Memorial Advisory Board Ordinance.

E. Silverstone Annexation Corrective Ordinance

ORD #20-06-17-003

...Adopt Ordinance #20-06-17-003.

F. COVID-19 Temporary Waive of Fees

...Approve the temporary waiver of fire inspection fees, false alarm penalties, and banner permits as presented for a period of 90 days.

...Motion by Councilor Young to adopt the consent agenda. Motion seconded by Councilor McDonald and carried unanimously.

ITEM V. JOINT PUBLIC HEARING

None at this time.

ITEM VI. PUBLIC HEARINGS

None at this time

ITEM VII. SET PUBLIC HEARINGS

None at this time.

ITEM VIII. OLD BUSINESS

A. FY21 Budget Ordinance Adoption

ORD #20-06-17-001

Town Manager Bill Summers reviewed the proposed FY21 budget that was presented at the public hearing on June 1, 2020.

Mr. Summers highlighted unique budget conditions such as the Fire Department's consolidation with Eastern Wake Fire-Rescue, tax revaluation year, and unknown economic conditions related to the COVID-19 pandemic.

Mr. Summers discussed the proposed annual operating budget, property tax rate, and budget contingencies, noting the proposed budget has been available for public inspection for ten days and acknowledging the public comment that was received.

Councilor McDonald thanked staff for their preparation of the budget and the thoughtfulness to plan for contingencies.

...Motion by Mayor Pro Tem Day to adopt the FY20-21 Budget Ordinance #20-06-17-001. Motion seconded by Councilor Swan and carried unanimously.

B. ZMA-7-19 Poplar Creek Village Phase IV PUD

ORD #20-06-17-004

Development Services Director Chris Hills summarized ZMA-7-19, a request to rezone 17.49 acres of land from Rural Transition (RT) to General Residential 3 – Planned Unit Development (GR-3-PUD) to develop 55 single-family residential lots.

Mr. Hills reviewed the updated master plan, vicinity map, surrounding land uses, project timeline, proposed alternative provisions, and recreational open space.

The Land Use Review Board voted unanimously to approve ZMA-7-19 and forwarded the following advisory statement:

“The proposed Zoning Map Amendment is not consistent with the KnightsdaleNext 2035 Comprehensive Plan, however it is reasonable as it addresses several of the guiding principles including continuing community design and enhancing community facilities and services. It is inconsistent with the General Growth Framework and Growth & Conservation Map, however reasonable when applying the playbook approach. The request is also 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.”

...Motion by Councilor Swan to approve ZMA-7-19, adopt the Land Use Review Board and staff recommended advisory statement regarding Comprehensive Plan consistency and reasonableness of action, adopt staff recommended conditions, and adopt Ordinance #20-06-17-004. Motion seconded by Councilor Young and carried unanimously.

C. ZMA-6-19 The Collection PUD
ORD #20-06-17-005

Development Services Director Chris Hills presented an update on ZMA-6-19, indicating the applicant has requested a continuation due to pending lot and housing design amendments.

...Motion by Mayor Pro Tem Day to continue ZMA-6-19 to the July 15, 2020 Town Council Meeting. Motion seconded by Councilor McDonald and carried unanimously.

D. ZMA-8-19 Parkstone Townhomes PUD
ORD #20-06-17-006

Development Services Director Chris Hills reviewed ZMA-8-19, a request to rezone 26.68 acres from Highway Business Conditional District (HB-CD) to a combination of Residential Mixed Use Planned Unit Development (RMX-PUD) and Highway Business Conditional District (HB-CD) in order to develop 148 single-family attached dwellings and a retail space of 102, 200 square feet.

Mr. Hills summarized the project timeline, vicinity map, surrounding land uses, and shared how the developer has addressed areas of concern noted during the Joint Public Hearing.

Mr. Hills highlighted the proposed retail and townhome elevations as well as the alternative standards.

The Land Use Review Board voted unanimously to approve ZMA-8-19 and forwarded the following advisory statement:

“The proposed Zoning Map Amendment is consistent with the KnightsdaleNext 2035 Comprehensive Plan as it addresses several of the guiding principles such as encouraging great design and compact development patterns while creating great

neighborhoods with expanded home choices. The townhome development transitions smoothly to a future retail site that is walkable, includes gathering spots, and creates a unique activity center. Further, it is consistent with the General Growth Framework and Growth & Conservation Map's designation as a "Mixed Use Center" placetype. The request is reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people not only desire to visit, but to also live, work, and play."

Council commented on the changes of this development from its initial proposal to the current proposal.

...Motion by Councilor Morgan to approve ZMA-8-19, adopt the Land Use Review Board and staff advisory statement regarding Comprehensive Plan consistency and reasonableness of action, and adopt Ordinance #20-06-17-006. Motion seconded by Councilor Young and carried unanimously.

ITEM IX. NEW BUSINESS

A. Town Reopening Plan

Assistant Town Manager Suzanne Yeatts presented the Town's plan for reopening government offices during the COVID-19 pandemic and identified how it aligns with the Town's strategic plan, as well as federal, state and county guidelines.

Ms. Yeatts provided background information on the local State of Emergency and identified the following four categories considered in the reopening plan: social distancing, clean environment, health, and education.

In order to follow recommended social distancing guidelines, workspace alterations and physical barriers are proposed in the plan, along with staggered work schedules, and continued teleworking, virtual meetings, and online transactions.

To provide a clean and healthy environment for staff and visitors, installation of hands free sanitizing stations are included in the reopening plan, along with adjustments to the cleaning contract, mandatory employee assessments, available personal protective equipment, virtual trainings for staff, and signage throughout town facilities.

Ms. Yeatts reviewed reopening contingencies and provided an estimated reopening date of August 3, 2020.

B. Discussion of Face Coverings in Public

Mayor Roberson shared concerns regarding the rising number of COVID-19 cases in the area, noting the responsibility the Town Council has in protecting the lives of those in the community.

Councilor McDonald shared that Knightsdale has the third highest rate of COVID-19 infections in Wake County and advocated for taking collective action to protect the community. Due to Knightsdale's proximity to Raleigh, Councilor McDonald stated

he felt strongly that the Town should amend the local State of Emergency Declaration to be in alignment with the City of Raleigh's declaration.

Police Chief Lawrence Capps identified scenarios in which the police department may become involved during a face covering requirement and suggested they not actively engage in enforcement strategy, but rather educate the community on mitigation efforts and provide personal protective equipment if available.

Councilor Swan voiced concerns over enforcement of a face covering requirement and the potential for negative interaction between the police and community.

Councilor Morgan discussed the importance of messaging for the community.

Mayor Pro Tem Day stressed the importance of education and making the community aware of the severity of the situation and how to work together to keep everyone safe.

...Motion by Councilor McDonald to support Mayor Roberson in amending the State of Emergency Declaration to require the wearing of face masks in public settings where social distancing is difficult and to base those guidelines off the City of Raleigh's guidelines. Motion seconded by Councilor Swan and carried unanimously.

ITEM X. ADMINISTRATIVE REPORTS
None at this time.

ITEM XI. UPCOMING EVENTS
None at this time.

ITEM XII. ADVISORY REPORTS

A. Land Use Review Board

Councilor Morgan provided an update on the recent Land Use Review Board meeting, highlighting the variance case for an electrical substation which was approved, as well as the Poplar Creek Village and Parkstone cases which were also approved unanimously.

B. Parks & Recreation Advisory Board

Councilor Young announced that the Parks and Recreation Advisory Board would meet on June 22nd and plan to discuss roles and responsibilities, review the code of ethics, and appoint a Chair and Vice Chair.

C. Public Safety Advisory Board

Councilor McDonald indicated the first meeting of the Public Safety Advisory Board is set for July and there are plans to discuss appointments of Chair and Vice Chair as well as golf carts on town streets.

ITEM XIII. OTHER ITEMS

Other Items is an opportunity for the Council, attorney, or staff to present unscheduled items that need consideration by the Board.

Councilor Swan addressed the rising number of COVID-19 cases in Knightdale and highlighted the importance of finding ways to slow the spread to keep hospitals in capacity. Councilor Swan also pointed out some positive outcomes of the pandemic and encouraged the community to extend grace to one another during this challenging time.

ITEM XIV. CLOSED SESSION

None at this time.

ITEM XV. ADJOURNMENT

...Motion by Councilor Swan to adjourn at 8:56 p.m. Motion seconded by Mayor Pro Tem Day and carried unanimously.

James A. Roberson, Mayor

Heather M. Smith, Town Clerk

DRAFT

Exhibit A

General Public Comment
(June 17, 2020)

Knightsdale Public Comment

For Public Hearing or General Public Comment

THERE IS CURRENTLY NO IN-PERSON PUBLIC COMMENT AT TOWN MEETINGS.

Please complete this form if you would like to provide comment on an item to be discussed during a Public Hearing at a Knightsdale Town Council meeting, or have a general comment for the Town Council.

We respectfully request that all comments be expressed in a courteous manner.

If you choose to submit public comment, please remember the following rules:

- Public Comment, including comments submitted in written form, is limited to three minutes.
- Comments should be addressed to the Board as a whole, not to an individual member.
- Large groups are asked to designate a spokesperson.
- Only one submission per person will be accepted. If multiple entries are received from the same individual, only the initial submission will be included in the record.

Thank you for your cooperation and participation.

PLEASE NOTE: Comments must be received 24 hrs. in advance to be shared with the Town Council, included in the record, and summarized. You are encouraged to send in your comments early to allow for distribution and review. Your name and address will be made public.

Name

Brooke White

Address

410 Banner Blue Ct, Knightsdale, North Carolina 27545

Phone Number

[REDACTED]

Email

[REDACTED]

Public Comment

Subject

General Public Comment

Please indicate if you are in favor, in opposition, or do not have a stated position and have a concern or neutral statement.

In opposition

Permission to use phone number or email for contact

I agree to allow the Town of Knightsdale to use this phone number or email to contact me on this subject.

Written Public Comment

I'm opposed to the proposed reasoning of land at Knightsdale Station for apartments. Our development already has an apartment complex. This land should be used for amenities that provide benefits to the citizens. Good uses might include additional play spaces for kids, restaurants, a pharmacy, or other retail. Thank you for considering my view and for your service to the Town!

If you have questions or concerns with this form, please contact Knightsdale Town Clerk, Heather Smith at 919-217-2225 or email Heather.Smith@KnightsdaleNC.gov

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Name

Joseph Olivia

Address

611 Sunland Dr, Knightsdale, North Carolina 27545

Phone Number

[REDACTED]

Email

[REDACTED]

Public Comment

Subject

General Public Comment

Please indicate if you are in favor, in opposition, or do not have a stated position and have a concern or neutral statement.

In opposition

Permission to use phone number or email for contact

I agree to allow the Town of Knightsdale to use this phone number or email to contact me on this subject.

Written Public Comment

There is a proposal to build 195 apartments within 2 four story buildings @ 7630 Knightsdale Blvd and Knightsdale Station Run, adjacent to the Park that we are opposed to. This project is not what the people of this town envisioned at this location, next to the Park and on an extremely busy, narrow street. Nor is it what the people expressed in the Comprehensive Plan for this great community. Smart, limited growth is in the best interest of the people of Knightsdale, and it's time that we hold Developers and Town leadership responsible for the decisions they make, as it is these decisions that shape our health, safety, and well being. We look forward to hearing from the council and speaking about our concerns with them.

If you have questions or concerns with this form, please contact Knightsdale Town Clerk, Heather Smith at 919-217-2225 or email Heather.Smith@KnightsdaleNC.gov

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Name

Matt Racher

Address

306 Morganite Court, Knightsdale, North Carolina 27545

Phone Number

[REDACTED]

Email

[REDACTED]

Public Comment

Subject

General Public Comment

Please indicate if you are in favor, in opposition, or do not have a stated position and have a concern or neutral statement.

In favor

Permission to use phone number or email for contact

I agree to allow the Town of Knightsdale to use this phone number or email to contact me on this subject.

Written Public Comment

I would like to support the proposal of disc golf course from the 5/20/2020 Town Hall Meeting. From looking on Wake County iMaps, there is tree covered land to the south of the soccer fields in Knightsdale Station Park. I believe an eighteen hole disc golf course would fit in this space, while having a low impact on the surrounding natural area.

Another potential location for this disc golf course would be at 0 Horton Road, which is already owned by Town of Knightsdale.

Please consider adding this fast-growing outdoor activity.

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Name

Matt Racher

Address

306 Morganite Court, Knightsdale, North Carolina 27545

Phone Number

[REDACTED]

Email

[REDACTED]

Public Comment

Subject

General Public Comment

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In opposition

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I agree to allow the Town of Knightsdale to use this phone number or email to contact me on this subject.

Written Public Comment

Between the two 4-story proposed apartments next to Heather's Dance Studio, and the approved design concept for the Knightsdale Station Village Building (a 50,000 SF mixed use building), I believe there are too many developments going up around Knightsdale Station Park without enough oversight. Both of the apartment developments in question make use of existing parking and roadways without sufficient improvements for this influx of residents. I would prefer to see a focus on retail in these spaces.

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Name

Matt Racher

Address

306 Morganite Court, Knightsdale, North Carolina 27545

Phone Number

[REDACTED]

Email

[REDACTED]

Public Comment

Subject

General Public Comment

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In opposition

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Written Public Comment

I am disappointed that the Parkstone Townhomes PUD (ZMA-8-19) appears to have the backing of the Town Council and the LURB. I believe succinct points have been made by the public for why these townhomes are not the right step forward, so instead I want to express my dissatisfaction with the new proposed retail portion:

I believe the proposed retail is in direct opposition to the KnightsdaleNext 2035 Comprehensive Plan. There is a net reduction of the commercial area from 26.68 acres down to 11.0 acres. Even with less than half of the original commercial area, the 11.0 acres are still mainly comprised of a large central parking lot and a proposed 49,000 SF anchor building. Per the "Suburban Infill" portion of the 2035 Comprehensive Plan (starting on page 96), there is a goal to facilitate redevelopment of big box retail sites. If that is still the goal of the 2035 Comprehensive Plan, then why is a new 49,000 SF building with a large accompanying

parking lot being proposed in 2020? I would prefer if the 11.0 acres of commercial space are filled in with smaller, more diverse retail options.

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Name

Nicole Valentine

Address

1306 Oak Crest Drive, Knightsdale, North Carolina 27545

Phone Number

[REDACTED]

Email

[REDACTED]

Public Comment

Subject

General Public Comment

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In opposition

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Written Public Comment

Mayor Roberson and City Council members,

My name is Nicole Valentine, and I am a resident of Knightsdale. I am writing to ask you to amend the proposed budget for 2020-2021 and redirect funds away from policing and towards more educational opportunities, more mental health resources, more child care, and other critical community needs.

I ask that you take meaningful action in accountability and transparency in policing by enacting changes currently being called for by organizations like Raleigh PACT by creating an oversight committee with the power to investigate, subpoena, discipline, and access personnel records in instances where police violence has occurred. I recognize that Knightsdale PD currently has

many policies in place being called for by campaigns like "8 Can't Wait", however, these policies are reactive in nature and ultimately meaningless without a mechanism by which to enforce them.

I ask that you reallocate proposed increases in police budget to Knightdale Public Schools, affordable housing and rent subsidies, eviction diversions, food resources, and medical/mental health services, which have both immediate and long standing consequences that will more positively affect our current residents. "Crime" is not random, but rather what is often defined as "crime" is a reaction to an unmet need. Research has consistently shown that implementing and funding interventions and organizations equipped to meet the needs of our community are more likely to reduce future engagement with the criminal justice system than the nature of policing as it currently stands (<https://www.blueprintsprograms.org/>).

Additionally, I would like to hear comments on the frequent license checkpoints set up by KPD, as these types of checkpoints have historically been used to intimidate and target immigrants and people of color. I would like to know how you will be working with the community to inform us of these checkpoints in the future and better understand the rationale for them in the first place.

I thank you for your time and your openness to my concerns and look forward to hearing your comments.

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Name

Robert Logan

Address

625 GLENMERE DR., KNIGHTDALE, North Carolina 27545

Phone Number

[REDACTED]

Email

[REDACTED]

Public Comment

Subject

General Public Comment

Please indicate if you are in favor, in opposition, or do not have a stated position and have a concern or neutral statement.

In opposition

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I agree to allow the Town of Knightdale to use this phone number or email to contact me on this subject.

Written Public Comment

A mandatory face mask requirement is not necessary for the community of Knightdale. We are adults that have been given guidance and recommendations from our health officials and are capable of making common sense decisions based on that guidance. We wash our hands and keep our distance from others with PPE as needed. Requiring our citizens to wear face masks can cause unnecessary fear and stress which is also harmful to the human body. Yes, we are to be kind and thoughtful towards others. I have seen this demonstrated already for the most part throughout this pandemic. The ability to live free and without fear is HEALTHY. Thank you for serving our community, Respectfully Robert Logan

If you have questions or concerns with this form, please contact Knightdale Town Clerk, Heather Smith at 919-217-2225 or email Heather.Smith@KnightdaleNC.gov

Heather Smith

From: David Fortner [REDACTED]
Sent: Wednesday, June 17, 2020 2:09 PM
To: Heather Smith; Randy Young*
Subject: Mandatory face mask in public for Knightdale

Be Advised: This email originated from outside of the Town of Knightdale, NC

Hey Heather, my name is David Fortner and I have been a resident of Knightdale for over 22 years. I recently read on WRAL that the town of Knightdale is considering an initiative to make it mandatory to wear a face mask in public.

While I am not opposed to wearing a mask in high traffic people places like Lowe's Food, Walmart, Target etc. I am opposed to being forced to wear a mask in public. I understand the risk with the pandemic but I also want to use my discretion when I choose to wear a mask.

I have always tried to keep my business in Knightdale whenever possible. I do not want to be told that I have to wear a mask in public if I do not deem it a high risk event even though I would social-distance in any situation.

If I go to a restaurant for example I would not want to wear a mask when sitting at a table by myself or at the bar. I have been following the CV19 news as I am in sales and travel the whole state of NC. If a mask is required by a specific business I can choose to wear a mask or not go there. Making it mandatory takes that choice away. In that event I would not spend my money in Knightdale.

I want to keep as much business in Knightdale as possible but it has to be the businesses choice or mine. Not the government forcing me. I am OPPOSED to being forced to wear a mask in public as a whole. I have also copied KTC Randy Young. Thank you. DF

Public Comment (June 17, 2020)

“Hi, this is Diane Gibson and I was hoping to speak to someone because I am concerned that you are considering mandatory masking in Knightdale and I really need to express my and my family’s objection to this.”

3316 Smithfield Road.



Town of Knightdale

Staff Report Cover Sheet

Title: Advisory Board Appointment

Staff: Heather Smith, Town Clerk

Date: July 15, 2020

PURPOSE

- To fill a vacancy on the Land Use Review Board

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive

GENERAL STATUTE REFERENCE(S), *if applicable*

- § 160A-387 and Section 20.58 of the Town of Knightdale Code of Ordinances

ATTACHMENT(S)

- N/A

STAFF RECOMMENDATION

- Recommend that the Wake County Board of Commissioners appoint Tom Carrigan to fill the vacancy on the Land Use Review Board with a term expiring on February 28, 2021.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report

Title: Knightdale Marketplace Renaming

Staff : Kevin Lewis, Senior Planner

Date: July 15, 2020

Director Signature: CH

Asst. Town Manger Signature: DT

Town Manager Signature: WRS

PURPOSE:

- The purpose of this staff report is to amend the proposed development name for the current Midtown Commons and Shoppes at Midway Plantation shopping centers. The new owners wish to rename the combined center Knightdale Marketplace.

BACKGROUND INFORMATION:

- The owner of the shopping centers, M & J Wilkow, purchased the properties in July of 2019. They have indicated a desire to make improvements to the shopping centers, including creating a more cohesive feel. Development names need to be reviewed and approved by Town Council; therefore, the developer has submitted their request for approval.

APPLICABLE REGULATIONS & ORDINANCES:

- UDO Ch. 15.3.A

SPECIFIC REQUESTED ACTION:

- Staff recommends reviewing and approving the proposed development name and moving to adopt Resolution #20-07-15-001.

ATTACHMENTS:

- Resolution #20-07-15-001
- Request from Property Owner



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

RESOLUTION #20-07-15-001 RESOLUTION APPROVING DEVELOPMENT NAME

WHEREAS, the Town Council has the authority to name developments in the corporate limits and the extraterritorial planning jurisdiction of the Town of Knightdale.

NOW, THEREFORE, BE IT RESOLVED, that the Knightdale Town Council hereby approves the following development name for the former Midtown Commons (304 Hinton Oaks Blvd) and Shoppes at Midway Plantation (1006 Shoppes At Midway Dr) shopping centers.

Knightdale Marketplace

This the 15th day of July, 2020.

BY: _____
James A. Roberson, Mayor

ATTEST: _____
Heather M. Smith, Town Clerk

BBK KNIGHTDALE, LLC.

c/o M & J WILKOW PROPERTIES, LLC
20 South Clark Street, Suite 3000
Chicago, Illinois 60603

June 22, 2020

VIA EMAIL- chris.hills@knightdalenc.gov
kevin.lewis@knightdalenc.gov
jason.brown@knightdalenc.gov

Re: Request to rename retail shopping centers commonly known as “Midtown Commons” and “Shoppes at Midway Plantation”

To Whom It May Concern:

As you are aware, BBK Knightdale, LLC. acquired the shopping centers commonly known as Midtown Commons and Shoppes at Midway Plantation on July 15, 2019. As such, we hereby requesting consent from the Town of Knightdale for the ability to rename these centers collectively as Knightdale Marketplace.

Our rationale for this request is based on various considerations we have deliberated internally, all of which we believe will be conducive to adapting to the changing retail climate and promoting a first-class shopping center. First, we believe that both centers can be more effectively marketed as one destination rather than two distinct properties as it relates to social media, promotional events, and branding. Second, the name Midtown Commons is similar to that of the Midtown-Raleigh area, which may cause confusion among prospective patrons. Third, given the social and cultural sensitivities around race relations, the word “plantation” can be viewed with a negative connotation. Lastly, the renaming of the two centers as Knightdale Marketplace will solidify the position they hold in the community as the dominant retail destination for the area. For all these reasons, we believe that the renaming of Midtown Commons and Shoppes at Midway Plantation to Knightdale Marketplace would be in the interest of all the stakeholders, and respectfully request approval to proceed.

It should be noted that as part of this rebranding initiative, the Landlord will be undertaking extensive capital expense associated with signage and other items (e.g. website, social media, etc.) in order to “launch” the new campaign and align the property with the image we intend to present to the market.

Respectfully,

M & J WILKOW PROPERTIES, LLC, Property Manager

By: 
Name: Darcy Rutzen
Title: Vice President - Retail Property Management



Town of Knightdale

Staff Report

Title: Street & Subdivision Name Approval –
Stoneriver Ph. 1 & 2

Staff : Kevin Lewis

Date: July 15, 2020

Director Signature: CH

Asst. Town Manger Signature: DT

Town Manager Signature: WRS

PURPOSE:

- The purpose of this staff report is to approve the proposed street and subdivision names for Phases 1 and 2 of the Stoneriver Subdivision.

BACKGROUND INFORMATION:

- Site work, including grading and transporting fill, is currently underway for Phases 1 and 2. Street and development names need to be reviewed and approved by Town Council; therefore, the developer has submitted their application for street name approval. The proposed street names have been approved by Wake County Addressing.

APPLICABLE REGULATIONS & ORDINANCES:

- UDO Ch. 15.3.A

SPECIFIC REQUESTED ACTION:

- Staff recommends reviewing and approving the proposed subdivision and street names and moving to adopt Resolution #20-07-15-002.

ATTACHMENTS:

- Resolution #20-07-15-002



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

RESOLUTION #20-07-15-002 RESOLUTION APPROVING STREET & SUBDIVISION NAMES

WHEREAS, the Town Council has the authority to name streets and subdivisions in the corporate limits and the extraterritorial planning jurisdiction of the Town of Knightdale; and

WHEREAS, these names have been reviewed and approved by Wake County Addressing.

NOW, THEREFORE, BE IT RESOLVED, that the Knightdale Town Council hereby approves the following street names for phases 1 and 2 of the subdivision referred to as Stoneriver, which is located off Hardin Hill Lane, west of Hodge Road and south of Interstate 87, and on the parcel identified by PIN 1733-84-6208:

Tanbark Ridge Road	
Basswood Glen Trail	Redbay Ridge Trail
Hazelnut Ridge Lane	Dawntree Way
Sierra Grove Lane	Sweet River Lane
Paperbark Ridge Road	Persimmon Tree Place
Longleaf Grove Lane	Cassa Clubhouse Way

This the 15th day of July, 2020.

BY: _____
James A. Roberson, Mayor

ATTEST: _____
Heather M. Smith, Town Clerk



Geographic Information Services

TEL 919 856-6210
FAX 919 743-4819

A Division of Community Services
P.O. Box 550 Raleigh, NC 27602

NUMBER 6869
APPROVED 2.5.18 Jim 2018
(Office Use Only)

Road Name Application
for
New Subdivision / Shopping Center
(or single property owner for street or streets)

Name of Subdivision: Stone River

Parcel PIN# or REID#: 1733-84-6208

Intersecting Road Name: Panther Rock and Hodge Road

Jurisdiction (check one): [] Wake County (outside municipal ETJ) [X] Municipality Knightdale

Applicant (check one): [] Property Owner [X] Other (please specify) Developer

Name of Applicant: Jim Chandler

Address: 5410 Trinity Rd. Suite 102, Raleigh, NC 27607

Telephone number: (V) 919-866-4507 (FAX) 919-859-5663

Email Address: jim.chandler@timmons.com

NOTICE: Wake County Field Services will fabricate and install road signs on roads in the un-incorporated areas of Wake County. For newly constructed roads please call 919-856-6210 when you are ready for street signs to be installed. This will typically be when the new road has been paved and/or prior to the issuance of any building permits for a structure on that road. Please allow four (4) to six (6) weeks for road signs to be fabricated and installed when requested. (Wake County Signs and Graphics must approve any road name sign not provided by Wake County, and a release form must be signed prior to installation. Call 919-870-4040 to obtain the release form.)

Failure to record and notify property owners of the street name spelling exactly as it was approved on this application, including street type designation, may conflict with the 9-1-1 system and could cause undue delays in emergency response as well as in activating telephone service.

Signature of Applicant: [Signature Line]

Number of Roads Planned: List the desired road names in order of preference (*fill as shown*). See page 3 for guidelines in selecting road names. You may use a copy of this page if more than 19 street names are required.

Approved (Office Use Only)	Street Name (1 st word)	Street Name (use if two words)	Street Type Suffix
N/A	OAKWOOD		DRIVE
N/A	OAK	WOOD	DRIVE
Yes	1. Reed	Grass	Drive
Yes	2. Fountain	Grass	Lane
Yes	3. Little	Bluestem	Way
Yes	4. Switch	Grass	Way
Yes	5. Blue	Oat Grass	Run
Yes	6. Purple	Millet	Drive
Yes	7. Cordgrass		Lane
Yes	8. Maiden	Grass	Lane
Yes	9. Zebra	Grass	Drive
Yes	10. Purple	Moongrass	Way
	11. New	Bedford	Way
	12. Wareham		Drive
	13. Sandwich		Drive
	14.		
	15.		
	16.		
	17.		
	18.		
	19.		

REQUIREMENTS

SELECTING ROAD NAMES

Every road planned must be named. Rarely will all names submitted be approved. For that reason it is suggested that you submit twice as many names as there are roads planned. LIST PRIORITY NAMES FIRST.

Staff will determine whether the names submitted on page 2 are acceptable. Pay careful attention to the following guidelines:

- A. Names of individuals are not allowed in the Wake County Jurisdiction.
- B. Directionals and numbers are not allowed e.g. *North Star Ln*; *Four Corners Dr*
- C. Punctuation is not allowed e.g. periods, hyphens, apostrophes.
- D. All names must have an acceptable type e.g. Road, Lane, Path.
- E. Double street types are not allowed: e.g. *Deer Path Lane*
- F. Names must be easy to pronounce and should effect a positive connotation.
- G. Names duplicating or sounding similar to existing names will be rejected.
- H. Limit entire name to 13 characters in length, due to sign-space limitations.

It is important to utilize road names exactly as approved. Remember spelling, suffixes and whether names are 1 or 2 words. Consistency is the key throughout the entire process.

VICINITY MAP

A vicinity map must be included with this application to properly locate the affected parcels and the number of street names needed. IF A MAP IS NOT INCLUDED, THE APPLICATION WILL BE RETURNED OR DELAYED PENDING COPY OF MAP.

DEVELOPMENT PLANS

Approved road names must be placed on all development plans (whether subdivision or site plan) prior to final plan approval. Only plans reflecting acceptable road names placed on the particular streets they represent will receive final approval. A copy of the approved application will be returned to you indicating the names accepted. **Please allow two weeks for approval.**

DEPARTMENT USE ONLY

GIS certifies that 10 names have been approved. The approved names are indicated with a "Yes" beside their names on page 2 of this application. Please disregard all other names.

Comments: _____

APPROVED BY  DATE 25 / Jun / 2018



Geographic Information Services

TEL 919 856-6210
FAX 919 743-4819

A Division of Community Services
P.O. Box 550 Raleigh, NC 27602

NUMBER 7108
APPROVED 4 May 2020
(Office Use Only)

Road Name Application
for
New Subdivision / Shopping Center
(or single property owner for street or streets)

Name of Subdivision: Stoneriver

Parcel PIN# or REID#: 1733-84-6208

Intersecting Road Name: Hardin Hill Lane

Jurisdiction (check one): [] Wake County (outside municipal ETJ) [x] Municipality Town of Knightdale

Applicant (check one): [] Property Owner [x] Other (please specify) Developer

Name of Applicant: Brian Ford

Address: P.O. Box 67 Alamance, NC 27201

Telephone number: (V) 336-707-0480 (FAX) 919-854-5663

Email Address: bford.lomonacoinvestments@gmail.com

NOTICE: Wake County Field Services will fabricate and install road signs on roads in the un-incorporated areas of Wake County. For newly constructed roads please call 919-856-6210 when you are ready for street signs to be installed. This will typically be when the new road has been paved and/or prior to the issuance of any building permits for a structure on that road. Please allow four (4) to six (6) weeks for road signs to be fabricated and installed when requested. (Wake County Signs and Graphics must approve any road name sign not provided by Wake County, and a release form must be signed prior to installation. Call 919-870-4040 to obtain the release form.)

Failure to record and notify property owners of the street name spelling exactly as it was approved on this application, including street type designation, may conflict with the 9-1-1 system and could cause undue delays in emergency response as well as in activating telephone service.

Signature of Applicant: [Handwritten Signature]

Number of Roads Planned: ~~10~~. List the desired road names in order of preference (fill as shown). See page 3 for guidelines in selecting road names. You may use a copy of this page if more than 19 street names are required.

Approved (Office Use Only)	Street Name (1 st word)	Street Name (use if two words)	Street Type Suffix
N/A	OAKWOOD		DRIVE
N/A	OAK	WOOD	DRIVE
Yes	1. Tantark	Ridge	Road
Yes	2. Busswood	Glen	Trail
	3. Willow	Tree	Road
Yes	4. Redbay	Ridge	Trail
Yes	5. Hazelnut	Ridge	Lane
Yes	6. Dawntree		Way
Yes	7. Sierra	Grove	Lane
Yes	8. Sweet	River	Lane
	9. Holly	Tree	Road
Yes	10. Paperbark	Ridge	Road
	11. Magnolia	Glen	Way
Yes	12. Persimmon	Tree	Place
Yes	13. Longleaf	Grove	Lane
	14. Alder	Branch	Way
	15. Sugarberry	walk	Way
	16. Smokey	Tree	Lane
	17. Cassa	Clubhouse	Way ←
	18.		
	19.		

added per email 12 May

REQUIREMENTS

SELECTING ROAD NAMES

Every road planned must be named. Rarely will all names submitted be approved. For that reason it is suggested that you submit twice as many names as there are roads planned. LIST PRIORITY NAMES FIRST.

Staff will determine whether the names submitted on page 2 are acceptable. Pay careful attention to the following guidelines:

- A. Names of individuals are not allowed in the Wake County Jurisdiction.
- B. Directionals and numbers are not allowed e.g. North Star Ln; Four Corners Dr
- C. Punctuation is not allowed e.g. periods, hyphens, apostrophes.
- D. All names must have an acceptable type e.g. Road, Lane, Path.
- E. Double street types are not allowed: e.g. Deer Path Lane
- F. Names must be easy to pronounce and should effect a positive connotation.
- G. Names duplicating or sounding similar to existing names will be rejected.
- H. Limit entire name to 13 characters in length, due to sign-space limitations.

It is important to utilize road names exactly as approved. Remember spelling, suffixes and whether names are 1 or 2 words. Consistency is the key throughout the entire process.

VICINITY MAP

A vicinity map must be included with this application to properly locate the affected parcels and the number of street names needed. IF A MAP IS NOT INCLUDED, THE APPLICATION WILL BE RETURNED OR DELAYED PENDING COPY OF MAP.

DEVELOPMENT PLANS

Approved road names must be placed on all development plans (whether subdivision or site plan) prior to final plan approval. Only plans reflecting acceptable road names placed on the particular streets they represent will receive final approval. A copy of the approved application will be returned to you indicating the names accepted. **Please allow two weeks for approval.**

<p><u>DEPARTMENT USE ONLY</u></p> <p>GIS certifies that <u>10</u> names have been approved. The approved names are indicated with a "Yes" beside their names on page 2 of this application. Please disregard all other names.</p> <p>Comments: _____ zip code = 27545 okay</p> <p>_____</p> <p>APPROVED BY _____ DATE _____ / 4 May/2020</p>
--



Town of Knightdale

Staff Report Cover Sheet

Title: On-Call Construction Engineering & Inspections (CEI)

Staff: Jason S. Brown, AICP, CZO

Date: July 15, 2020

PURPOSE

- To authorize the Town Manager to enter into Master Agreements with the selected on-call CEI consultants

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive
- Sustainable

GENERAL STATUTE REFERENCE(S), if applicable

- NCGS §13-64.31 “Procurement of Architectural, Engineering, and Surveying Services”

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- N/A

ATTACHMENT(S)

- Staff Report
- Kleinfelder RFLOI/RFQ Response
- JMT RFLOI/RFQ Response
- SEPI RFLOI/RFQ Response

STAFF RECOMMENDATION

- Authorize the Town Manager to execute a Master Agreement for on-call CEI services with Kleinfelder, JMT, and SEPI.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report

Title: On-Call Construction Engineering & Inspections

Staff: Jason S. Brown, Assistant Development Services Director

Date: July 15, 2020

Director Signature: CH

Asst. Town Manger Signature: DT

Town Manager Signature: WRS

BACKGROUND INFORMATION

- The adopted Capital Improvement Plan (CIP) has several projects that will require construction engineering and inspections (CEI). The first project anticipated to utilize this on-call contract will be the Mingo Creek Greenway Extension. To expedite projects, while still meeting guidelines for federally funded projects, staff released a Request for Letters of Interest (RFLOI)/Request for Qualifications (RFQ) for on-call CEI services. The RFLOI/RFQ was released on May 1, 2020 and due back on June 1, 2020.

SUMMARY

- A total of 15 proposals were received in response to the RFLOI/RFQ. The firms ranged in size and expertise and were scored on criteria as outlined in the RFLOI/RFQ. Of the 15 firms three were selected for interviews. The top three scoring firms were:
 - Kleinfelder
 - Johnson, Mirmiran, & Thompson (JMT)
 - SEPI

Interviews were held on July 8, 2020. Based upon the interviews staff is recommending entering into a on-call master agreement with all three firms. All three-firms have the capacity and capabilities to serve the Town on future projects and have agreed to a rotating selection process. Once approved by the Town Council, a Master Agreement will be necessary to receive approval from NCDOT for these firms. Following the Master Agreement individual projects and associated expenses will be negotiated on a project basis. Each specific project will require a supplemental agreement with the on-call firm that will require Council approval. There are no funds or costs associated with the on-call Master Agreement.

RECOMMENDED ACTION

- Authorize the Town Manager to execute a Master Agreement for on-call CEI services with Kleinfelder, JMT, and SEPI.

Chapter 1 | INTRODUCTION



June 1, 2020

Mr. Jason Brown, Assistant Development Services Director
Town of Knightdale
950 Steeple Square Court, Knightdale, NC 27545

Re: LOI/SOQ for On-Call Construction Engineering and Inspection Services for the Town of Knightdale

FIRMS INTEREST

Kleinfelder, Inc. (Kleinfelder) wishes to express our interest in providing Construction Engineering and Inspection (CEI) services on an on-call, open-ended basis. Kleinfelder can provide a proven successful team that has the depth of qualified resources necessary to staff the projects and an intimate knowledge of administering NCDOT requirements with FHWA funding. A summary of Kleinfelder's relevant qualifications are highlighted below and herein our LOI/SOQ:

- **Extensive Experience and Understanding**
- **Qualified Project Leadership**
- **Teaming Partnership (SPSF/DBE Participation)**
- **Proximity of our Office and Materials Lab to the Project Sites**

NCDOT REGISTRATION & DATE OF MOST RECENT PEF QUALIFICATIONS

Kleinfelder has been prequalified and registered since 1984 to perform consulting services on NCDOT projects. We are currently prequalified to perform the desired services: 00195 - Roadway CEI and 00233 - Structures CEI.

The most current "Private Engineering Firm Qualifications Package" on file with NCDOT is dated 3/20/20.

CONFLICT(S) OF INTEREST

To the best of our knowledge, Kleinfelder has no current or potential conflict(s) of interest.

SUMMATION OF INFORMATION

Attached with this introductory letter (**Chapter 1**) is information grouped as:

- **Chapter 2 - Team Qualifications:** contains recent representative projects performed by Kleinfelder which are similar in scope to Town's anticipated projects.
- **Chapter 3 - Team Experience:** includes a Project Organization Chart identifying the personnel assignment for the execution of the required services, followed by an abbreviated resume matrix of key personnel. Kleinfelder subconsultants/subcontractors are also presented in this section.
- **Chapter 4 - Technical Approach:** details our understanding of the Project Approach and identifies the challenges/risks and solutions Kleinfelder proposes for these types of projects.
- **Appendix A - Consultant Certification:** includes completed RS-2 forms for Kleinfelder and anticipated subconsultant to be used on this contract.

If you have any questions, our **Project Manager, Craig Melton, PE, CWI, LEED AP, MSI**, will be the main point of contact and accountability for the Town. Craig can be reached by phone at 919.755.5011 and/or via email at cmelton@kleinfelder.com.

KLEINFELDER, INC.


Charles Wilkins
Client Account Manager


Craig Melton, PE, CWI, LEED AP, MSI
Project Manager

Chapter 2 | TEAM QUALIFICATIONS

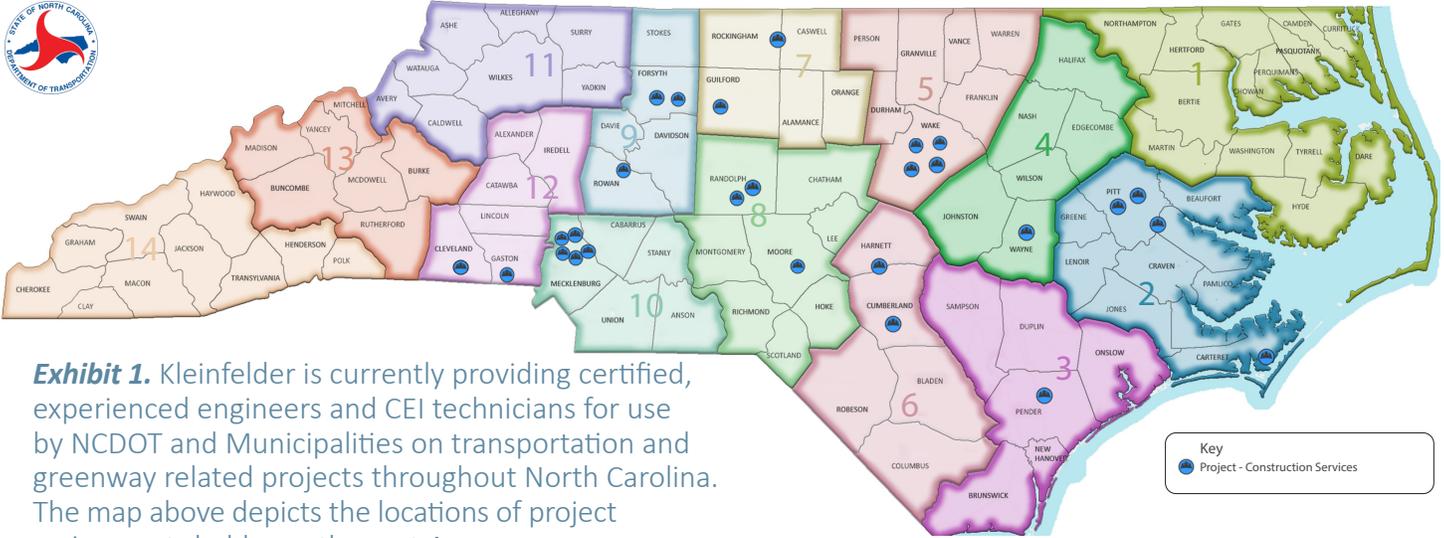


Exhibit 1. Kleinfelder is currently providing certified, experienced engineers and CEI technicians for use by NCDOT and Municipalities on transportation and greenway related projects throughout North Carolina. The map above depicts the locations of project assignments held over the past 4 years.

Firm Introduction

Kleinfelder has been a recognized leader in providing comprehensive construction inspection services throughout the U.S. for more than 50 years providing solutions to meet our world's complex infrastructure and natural resource challenges.

Kleinfelder maintains North Carolina offices located in Raleigh, Greensboro, and Charlotte, which are capable of providing full service consulting with all work performed by employees based in North Carolina. Kleinfelder is a North Carolina corporation with professional registration to practice engineering and geology (F-1312 and C-521).

Relevant Project Experience

Kleinfelder has a successful track record of providing engineering services for numerous North Carolina municipalities, many of which have been clients of Kleinfelder for decades. This exemplifies our ability to provide dedicated, responsive service to our clients and our commitment to maintain the confidence and trust. The following is a partial list of some of our longstanding, local government and municipal clients:

- City of Raleigh, NC
- Wake County, NC
- Town of Apex, NC
- Town of Cary, NC
- Town of Clayton, NC
- NCDOT
- Mecklenburg County, NC
- City of Charlotte, NC
- City of Greensboro, NC
- Guilford County, NC

The following project examples detail Kleinfelder's recent and ongoing experience similar to the Town's projects. Our project experience, combined with the technical ability of our proposed team, brings the Town proven responsiveness, quality, and efficiency.

KLEINFELDER IN A SNAPSHOT

65

OFFICES IN THE UNITED STATES, AND ABROAD WITH THREE OFFICES IN NORTH CAROLINA

ANNUAL REVENUE

\$357.86M

KEY MARKETS

- WATER
- PRIVATE SECTOR (ENERGY, FACILITIES, INDUSTRIAL)
- PUBLIC SECTOR (STATE, LOCAL, TRANSPORTATION)

1,900 EMPLOYEES



"Our approach to a broader scope for the geotechnical consultant was a result of past positive experiences on NCDOT-funded projects which require CEI. Kleinfelder did a great job scheduling, leading, and recording construction meetings....it is a system that we will continue to use. As with any greenway project, we had a handful of surprises in the field. Kleinfelder was very helpful in assessing any issues we encountered and provided intuitive and cost-effective recommendations to solve each issue."

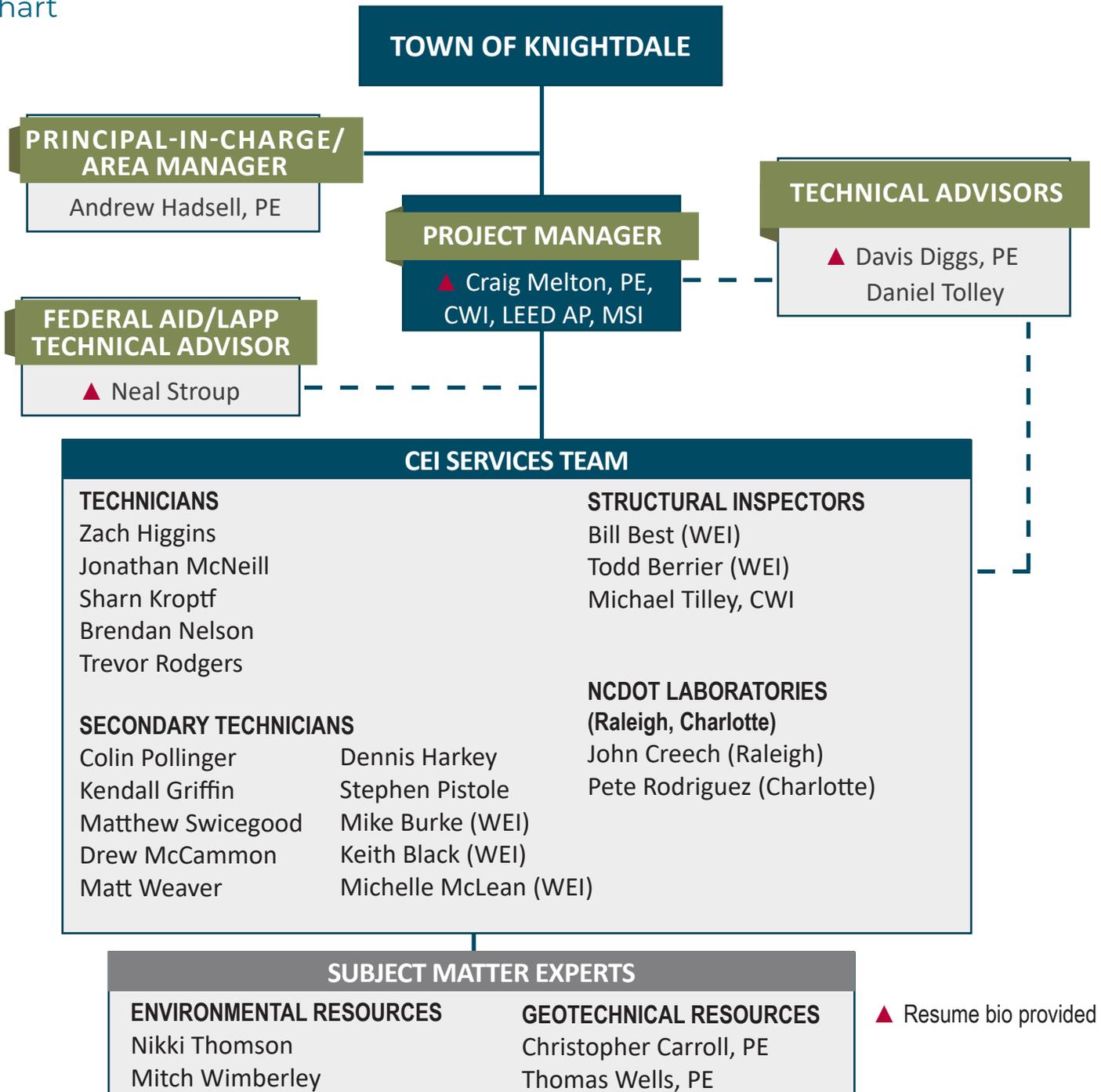
-- Bert Lynn, Mecklenburg County

Table 1 provides details about select projects that were completed during the last ten years, including a brief description, location, completion date, and contact person. Our project experience, combined with the technical ability of our proposed team, brings proven responsiveness, quality, and efficiency.

Table 1. Kleinfelder's Project Experience													
CLIENT NAME	PROJECT NAME	LOCATION (COUNTY)	DATE COMPLETED	CONTACT PERSON	Project Elements				Scope of Services				
					Greenway	Sidewalks	Road Widening	Facilities	Federal Oversight	CEI	SI & Testing	Geotechnical Eng.	
Guilford County Property Management	Bicentennial Greenway	Guilford	2014	Roger Bardsley, 336.641.3778	▲	▲				▲			
North Carolina Department of Transportation	Bearskin Creek Greenway	Mecklenburg	2018	Kelly Crump, 704.983.4400	▲	▲				▲			
Mecklenburg County Government	Little Sugar Creek Greenway	Mecklenburg	2018	Karen Westin-Chien, 704.336.3718	▲				▲				
Town of Apex, NC  <i>Public Works Facility</i>	Middle Creek Greenway	Wake	2020	Angela Reincke, 919.249.3400	▲					▲		▲	
	U-5530 AC James Street to Downtown Pedestrian Improvements	Wake	2020			▲					▲	▲	
	Apex Police Station Renovations & Additions	Wake	2013						▲			▲	
	Apex Safety Station No. 5	Wake	2018						▲			▲	▲
	Public Works Facility Improvements	Wake	2014						▲			▲	▲
City of Raleigh, Parks & Recreation Department  <i>Crabtree Creek Greenway</i>	Crabtree Creek Greenway	Wake	2017	Shawsheen Baker, 919.996.4782	▲							▲	
	Bailywick Park	Wake	2012						▲			▲	▲
	Buffaloe Road Athletic Park	Wake	2012	Carlos Reyes, 919.279.2469			▲	▲				▲	▲
	Honeycutt Road Park	Wake	2012					▲				▲	▲
	Peach Road Community Center	Wake	2012					▲				▲	▲
	Hill Street Park	Wake	2012					▲				▲	▲
	Sanderford Road Park Neighborhood Center	Wake	2012					▲				▲	▲
	Kiwanis Park	Wake	2020					▲				▲	▲

The strength of any service-oriented firm lies in the professionals it employs. We selected key personnel for their managerial and technical expertise, as well as their relevant experience and availability. This selection forms a highly-skilled team that will provide meaningful, local participation while meeting the Town's objectives of successfully delivering quality projects under budget....FASTER. Our interdisciplinary team has both the depth and technical breadth to manage and successfully execute complex small, medium and large projects.

Project Plan Organization Chart



Key Personnel Resume Bios



CRAIG MELTON, PE, CWI, LEED AP, MSI PROJECT MANAGER

 MS, Civil Engineering, University of Virginia
 Professional Engineer: NC (31391)

 Certified Welding Inspector
LEED Accredited Professional
ICC: Master of Special Inspection, Reinforced Concrete, Fireproofing, Structural Masonry, Structural Steel & Bolting, Structural Welding
Post-Tensioning Inspector, Level II

RELEVANT EXPERIENCE

Professional Engineering Services

- Over 22 years of experience in various aspects of the construction industry with an educational background in structural engineering
- Provides leadership in the administration and implementation of the construction inspections program
- Understands the methodology of delivering a high-quality project, on time, and within budget
- Experience includes road construction and underground utility installation for a variety of project types

Project Management

- Successfully managed dozens of multi-discipline projects for both municipal clients, with project costs ranging up to \$100 million



NEAL STROUP FEDERAL AID / LAPP TECHNICAL ADVISOR

 BS, Civil Engineering,
University of NC at Charlotte

RELEVANT EXPERIENCE

Professional Engineering Services

- Over 15 years of experience providing CEI services
- Provides Federal oversight on Local Administered Projects, **making sure the local governments receive full funding for their projects**
- Worked for NCDOT as Assistant Resident Engineer where he performed contract administration for transportation projects such as bridge replacements, road widening, and resurfacing projects



DAVIS DIGGS, PE TECHNICAL ADVISOR

 BS, Civil Engineering,
NC State University
 Professional Engineer:
NC (021658)

RELEVANT EXPERIENCE

Professional Engineering Services

- 24 years of experience with NCDOT managing construction and maintenance operations
- Worked for NCDOT as Resident (District) Engineer where he managed for compliance all aspects of construction including submittals, Right of Way acquisition, utility relocation, construction activities and environmental sustainability
- Responsible for developing Kleinfelder's NCDOT CEI program in the Carolinas

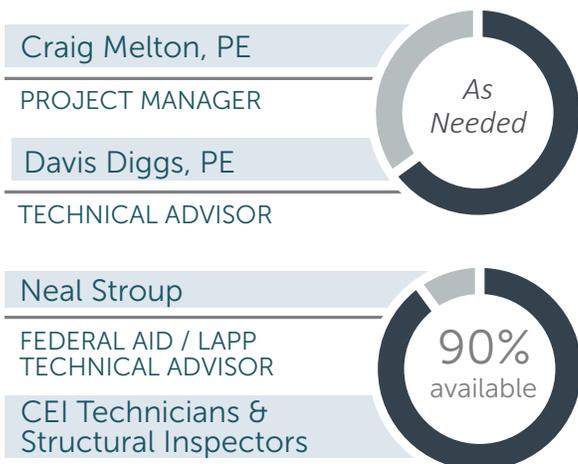
TABLE 2. KEY TEAM MEMBER QUALIFICATIONS & EXPERIENCE

Name	Location	Classification	Registration	Years of Experience	Type of Work											
					Greenways	Bridges	Retaining Walls	Grading	Paving	Curb and Gutter	Utility Relocation	Erosion Control	Sidewalks	Pavement Markings	Traffic & Pedestrian Signals	
Craig Melton	Raleigh	Project Manager	PE	22	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
Davis Diggs	Charlotte	Technical Advisor	PE	29	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
Neal Stroup	Charlotte	Federal Aid/LAPP Technical Advisor		15	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
Zach Higgins	Greensboro	CEI Technician		20	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
Trevor Rodgers	Raleigh	CEI Technician		18	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
Jonathan McNeill	Raleigh	CEI Technician		5	▲		▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
Sharn Kropf	Raleigh	CEI Technician		2				▲	▲	▲	▲	▲	▲	▲	▲	▲
Brendan Nelson	Raleigh	CEI Technician		1				▲	▲	▲		▲	▲			
Bill Best	Raleigh	Structural Inspector		57	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
Todd Berrier	Raleigh	Structural Inspector		22	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
Michael Tilley	Raleigh	Structural Inspector	CWI	25	▲	▲	▲	▲	▲	▲	▲		▲			

Capacity

The following capacity chart emphasizes the availability of our key team members selected to deliver and execute our services for these projects.

Kleinfelder will make the commitment to provide this team available whenever needed for any tasks these projects may require including full-time (100%) if necessary.



Subconsultants / Subcontractors

Kleinfelder will engage with Wetherill Engineering, Inc. (WEI) on an as-needed basis throughout the length of these projects and is a part of Kleinfelder's supply chain.



Established in 1993, WEI is a local engineering firm with a long history of providing a wide range of engineering services to municipalities, NCDOT, institutions, and private developers, among others. **WEI is a certified WBE/DBE and SPSF with NCDOT and other government agencies, and HUB Certified with the NC Dept. of Administration.** WEI provides services in surveying, SUE, roadway design, hydraulic and stormwater engineering, planning, bridge and structural design, bridge inspection, traffic engineering and planning, traffic control, greenway and multi-use path design, erosion control, civil site engineering, utility engineering and coordination, and construction administration inspection.

WEI's most current "Private Engineering Firm Qualifications Package" on file with NCDOT is dated 8/22/19.

The Kleinfelder Team will address challenges discussed in this section by applying **key approach elements**. Throughout our technical approach, the following icons indicate how, where, and when we will apply these elements to deliver a successful project for the Town. **Additional detail on how Kleinfelder will execute these key elements is provided herein.**



Effective Coordination



Quality Focus



Maximized Value

Project Management Approach

As part of the overall assessment of the Town's various projects, Kleinfelder will provide a dedicated Project Manager and support staff to facilitate assessment procedures, analysis, client communication and timely invoicing. Our Project Manager will be the primary contact for all client communication and inquiries, although our Principal-in-Charge is also available to the Town as needed. Our Project Manager will oversee and maintain our project delivery schedule.



Kleinfelder's CEI staff and management are proficient with NCDOT LAPP/LGA standards and testing procedures. This will ensure quick accurate testing, material documentation, and project documentation. **Kleinfelder will save time and expense by keeping accurate records, material documentation, with the intent of securing full federal reimbursement.**

Budget and Schedule Control

Working with our Project Controls Specialists and using Kleinfelder's internal accounting system, project expenditures will be monitored on a weekly basis to evaluate burn rate to budget and make adjustments where necessary. Monthly invoices will be prepared for our work completed during the past month and will be submitted each calendar month. Each invoice will



include a summary of any labor expenditures, direct costs, and billed subconsultant charges, if applicable. Billing statements will be organized such that the billing categories correspond with the scope of service tasks, and where appropriate general versus specific charges are identified.

A summary progress report of activities occurring during the invoice period will be submitted along with the invoice and will also include a budget status summary.

Project Work Plan

Kleinfelder's approach for project documentation, sampling, and testing will be to adhere to NCDOT's LAPP guide. Our team has experienced staff that are comfortable with these procedures and will review with our inspection team through daily schedules and planning. Our Technical Advisors will at minimum, plan to be onsite weekly to review project documentation and discuss any project issues with staff and other project stakeholders. In addition, we will have our experienced Federal Aid/LAPP Technical Advisor, Neal Stroup, to complete bi-weekly audits of the project documentation. **This practice will ensure at the end of the project all required documentation and samples will be accounted for and will make for easy federal reimbursement to the Town.**



Communications and Correspondence

Kleinfelder will coordinate with Town personnel to obtain additional information, report progress, or to schedule meetings or site visits, as needed. Communication will be via phone, email, or other appropriate communication, including in-person meetings when warranted. The frequency of the communications will be as often as needed but **no less than once a week** initially to check-in and report ongoing progress.

Our Project Manager will be responsible for developing and implementing any additional written or oral communication necessary to facilitate the ongoing review and documentation of the projects.





Kleinfelder’s Team will include experienced, certified staff to provide contract administration, onsite inspection, guidance and oversight, as well as materials sampling and testing, lab testing and complete documentation for federal project certification.

CHALLENGE	RISK	KLEINFELDER'S SOLUTION	BENEFIT TO TOWN
<p>1</p> <p>Traffic Control & Pedestrian Safety</p>	<ul style="list-style-type: none"> Negative impacts to traffic – delays and congestion. Accidents and litigation. Complaints to Town of Knightdale staff. Pedestrians inadvertently entering work areas. 	<ul style="list-style-type: none"> Communicate with Contractors at Pre-construction meeting and daily on site to evaluate plans and locations for traffic control. Evaluate and recommend adjustments to the locations of work, que areas, sign locations, taper & closure locations, and barrels/cones. Require adherence to Phasing plans and ICT’s in the contract. Monitor all sidewalk closures and detours for pedestrians and address with the contractor daily. 	<ul style="list-style-type: none"> Reduce delays and hazards to the public during construction including pedestrians. Reduce complaints and claims to Town staff. Keep Contractor on schedule for completion of project without interfering with known events. Inform and foster good relationship with businesses and community. Safety to all involved in the project including Contractors, inspectors, and the public.
<p>2</p> <p>Signals</p>	<ul style="list-style-type: none"> Signal timing not working causing backups in traffic. Accidents and litigation. Complaints to the Town and NCDOT. 	<ul style="list-style-type: none"> Work with the Town and/or state officials when signals are intended to be impacted. Notify proper officials prior to work beginning. We will coordinate all temporary signal timing changes or signal head shifts with the Town/NCDOT's traffic engineer. Monitor signals timing and traffic cues and notify the Town/NCDOT traffic engineer if any issues develop. 	<ul style="list-style-type: none"> Reduced confusion and potential accidents for the traveling public including pedestrians. Proper signal integration and coordination with Town/NCDOT. Reduced congestion as signals operate at optimal level. Reduced complaints. Safety to all involved in the project.

(Continued on the following page)



Kleinfelder’s Team will schedule meetings at minimum once per month with the contractor and more frequently if needed. Our key personnel and/or Technical Advisors will conduct and attend the pre-construction, monthly progress, environmental, and any other project related meetings scheduled.

CHALLENGE	RISK	KLEINFELDER'S SOLUTION	BENEFIT TO TOWN
<p>3</p> <p>Erosion Control and Permit Compliance</p>	<ul style="list-style-type: none"> • Damage to the environment. • Violations and fines. • Shutdowns and delays. • Additional costs to the project. • Loss of trust with the Town and Environmental Agencies. 	<ul style="list-style-type: none"> • Identify potential problem areas and work with the Contractor and agencies to create solutions to prevent off site sediment loss. • Ensure erosion devices are installed and maintained correctly, supplementing or modifying ineffective devices. • NPDES weekly reviews with the contractor. • Provide experienced environmental subject matter expert to review the project. 	<ul style="list-style-type: none"> • Prevent damage to the environment. • Avoid costly regulatory fines and stop work orders (NOV’s). • Save project cost with proactive, effective EC measures. • Quality performance fosters trust with the public and environmental agencies. • Quality of work.
<p>4</p> <p>Existing Utilities</p>	<ul style="list-style-type: none"> • Damage to existing lines. • Additional costs to project or to the Town. • Delays to the project. 	<ul style="list-style-type: none"> • Discussion at the pre-construction and weekly meetings on how to prevent damages to existing utilities. • Coordinate with utility owners and contractor early in the project to determine any conflicts. Provide coordination efforts between the two to get utility conflicts resolved prior to creating delays. 	<ul style="list-style-type: none"> • Protect vital town infrastructure from damage and potential interruptions of service to the public. • Avoid additional costs to the Contractor or Town. • Avoid delays to project due to utility conflicts.
<p>5</p> <p>Undercuts and Pathway Stabilization</p>	<ul style="list-style-type: none"> • Additional cost to project by providing unnecessary or insufficient repair of subgrade. • Repair areas not drained properly risk of having to go back & repair again or wait to dry out. 	<ul style="list-style-type: none"> • Provide an experienced geotechnical subject matter expert to review project and offer geotechnical recommendations as needed. • Our team is experienced in soils and grading best practices. We will monitor the site for proper drainage for repair areas prior to and after repairs. 	<ul style="list-style-type: none"> • Save project cost, delays and avoid claims from contractor by making the most effective repairs to subgrade for the conditions encountered and properly draining the repair areas and not having to re-work or wait for drying of material. • Quality of work.

(Continued on the following page)



Kleinfelder’s Team includes a former NCDOT Resident Engineer of 25 years and two former NCDOT Assistant Resident Engineers with a combined 35 years of DOT experience. Their experience directly relates to the following items: identifying and negotiating Supplemental Agreements and reviewing and approving certified payrolls against project diaries. Our Technicians understand the importance of

accurate documentation, preparation and review of monthly pay applications, wage rate interviews with subcontractors and prime contractors, DBE commitments, review and preparation of claim requests, final inspections, and final estimates. Our Team’s knowledge of project certification and documentation will make all federally funded project reimbursements a simple process.

CHALLENGE	RISK	KLEINFELDER'S SOLUTION	BENEFIT TO TOWN
<p>6</p> <p>Bridges and Retaining Walls</p>	<ul style="list-style-type: none"> • Danger to public safety if improperly constructed. • Locations and access of bridges could cause delays to project. • Survey layout of bridges - inaccurate layouts can cause delays and additional cost to project. • Retaining walls - permits could delay project and wall construction. Improper bearing on footing & reinforcing zone can cause loss of use and expense to the Town after project is finished. 	<ul style="list-style-type: none"> • Avoid environmentally sensitive areas for access to bridge sites. • Provide experienced structure inspectors to ensure accuracy of construction and all required documentation. • Verify survey layouts for accuracy to plans. • Support the Contractor with information and documentation to secure permits in a timely manner. • Provide geotechnical subject matter expert to evaluate, review, and test materials in accordance to the Town and NCDOT standards and specifications. 	<ul style="list-style-type: none"> • Bridges and walls perform as designed protecting public health and safety. • Protect environmentally sensitive areas near bridge construction access points. • Accurate survey layout of bridges will prevent delays and claims by contractor. • Avoid delays in securing permits and final acceptance of bridges and walls. • Safety to all involved. • Avoid expense, major maintenance and loss of use of the facilities by providing effective footing and reinforcing zone evaluations.
<p>7</p> <p>Schedule and Progress</p>	<ul style="list-style-type: none"> • Project being delayed or falling behind schedule due to contractor’s actions. • Claims and project progress documentation issues. 	<ul style="list-style-type: none"> • Request a weekly progress meeting. Goals of the meeting: track progress and discuss weakly plans, submittals, environmental issues, project documentation, plan issues, tree protection, utility’s, and any project issues. • Weekly meeting will ensure that our team is actively involved as issues come up. Our Team can provide guidance to the Contractor and regularly update the Town of plans and progress. 	<ul style="list-style-type: none"> • Proactive approach to schedule and progress will intercept problems before they arise. • Project progress documentation will provide necessary information to mitigate claims by Contractor. • Weekly meetings promote a team approach to the project with the contractor and inspection staff. • Town staff can attend meetings.

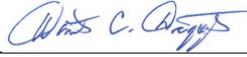
**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PRIME CONSULTANT
TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY
RACE AND GENDER NEUTRAL**

On-Call Construction Engineering and Inspection Services

TIP No. and/or Type of Work (Limited Services)

Kleinfelder Inc. / 94-1532513

(Consultant/Firm Name and Federal Tax Id)

<i>SERVICE / ITEM DESCRIPTION</i>	<i>Anticipated Utilization</i>
00195 - Roadway Construction Engineering & Inspection; 00233 - Structures Construction Engineering & Inspection	TBD
TOTAL UTILIZATION:	TBD
RECOMMENDED BY:	
CONSULTANT: Kleinfelder, Inc.	
	
*BY: Davis C. Diggs, PE	
TITLE: Southeast Transportation Program Manager	
SPSF Status:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

“PRIME CONSULTANT” (FORM RS-2)
RACE AND GENDER NEUTRAL

Instructions for completing the Form RS-2:

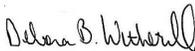
1. Complete a Prime Consultant Form RS-2 for the prime consultant firm.
2. Insert TIP Number and /or Type of Work (Limited Services)
3. Complete the Consultant/Firm name and Federal Tax ID Number for the primary firm information.
4. Enter Service/Item Description – describe work to be performed by the Prime Firm
5. Enter Anticipated Utilization – Insert dollar value or percent of work to the Prime Firm
6. *Signature of the Prime Consultant **is required** on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection
7. Complete “SPSF Status” section - Check the appropriate box regarding SPSF Status, check Yes if SPSF or No if not SPSF

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
SUBCONSULTANT
TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY
RACE AND GENDER NEUTRAL**

TIP No. and/or Type of Work (Limited Services)

(Consultant/Firm Name and Federal Tax Id)

(Subconsultant/Firm Name and Federal Tax Id)

SERVICE / ITEM DESCRIPTION	Anticipated Utilization
	TOTAL UTILIZATION:
SUBMITTED BY: SUBCONSULTANT: Wetherill Engineering, Inc.	RECOMMENDED BY: CONSULTANT: Kleinfelder, Inc.
	
*BY:	*BY:
TITLE:	TITLE: Southeast Transportation Program Manager
SPSF Status: Yes <input type="checkbox"/> No <input type="checkbox"/>	

“SUBCONCONSULTANT” (FORM RS-2)
RACE AND GENDER NEUTRAL

Instructions for completing the Form RS-2:

1. Complete a Subconsultant Form RS-2 for each Subconsultant firm to be utilized by your firm.
2. Insert TIP Number and /or Type of Work (Limited Services)
3. Complete the Consultant/Firm name and Federal Tax ID Number for the primary firm information.
4. Complete the Subconsultant/Sub Firm name and Federal Tax ID Number for the sub firm information.
5. Enter Service/Item Description – describe work to be performed by the Sub Firm
6. Enter Anticipated Utilization – Insert dollar value or percent of work to the Subconsultant/Sub Firm
7. *Signatures of both Subconsultant and Prime Consultant **are required** on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection
8. Complete “SPSF Status” section - Subconsultant shall check the appropriate box regarding SPSF Status, check Yes if SPSF or No if not SPSF

In the event the firm has **no** subconsultant, **it is required that this be indicated on the Subconsultant Form RS-2 form by entering the word “None” or the number “ZERO” and signing the form.**



June 1, 2020

Town of Knightdale
950 Steeple Square Court
Knightdale, NC 27545

Attn: Jason Brown, ACIP
Assistant Development Services Director

Re: LOI – 202-2023 On-Call Construction Engineering &
Inspection Services
JMT #20-01429

1. Introduction

Dear Mr. Brown,

Johnson, Mirmiran and Thompson, Inc. (JMT) is pleased to submit our Letter of Interest to provide Construction Engineering and Inspection (CEI) Services to the Town of Knightdale (Town). The team we have assembled for this effort brings the depth of resources and diversity of technical skills to meet all the requirements and challenges for this contract. We are confident in our teams' ability to meet your expectations and provide timely, cost-effective, and quality professional services.

Our Project Manager, Phillip Townsend, PE, previously served NCDOT as a Resident Engineer in Division 5 and has a thorough working knowledge of NCDOT's construction management procedures. Since joining the private sector, Mr. Townsend has provided oversight on numerous locally administered projects, a majority of which took place right here in the Triangle. The JMT team fully understands the scope of this contract and has experience working for various state and local agencies on similar CEI contracts across North Carolina, Virginia, and beyond. Joining the JMT team will be Stewart Engineering, Inc. (Stewart) to provide materials and laboratory testing services.

The JMT team is an ideal choice to support the Town on this contract. We understand the specific needs of supporting the Town's interests on projects such as the Mingo Creek Greenway Extension. Phillip Townsend, PE, has extensive experience working on federally funded greenway projects for the Towns of Cary, Wake Forest, and Fuquay-Varina. He is familiar with client expectations as well as all requirements for federal reimbursement.

JMT is fully and properly registered with both the Office of the Secretary of State and the North Carolina Board of Examiners for Engineers and Surveyors to offer engineering and surveying services. JMT's most recent prequalification approval letter from NCDOT is dated March 31, 2020. JMT maintains Professional Liability Insurance to meet the level of coverage required by NCDOT. To the best of our knowledge, JMT has no conflict of interest with this contract.

We thank you for the opportunity to provide you with our qualifications, and we look forward to working with the Town. If you have any questions or require additional information, please do not hesitate to contact our point of contact, Phillip Townsend. **He can be reached via phone at 984-269-4909, and by email at ptownsend@jmt.com.**

Sincerely,
JOHNSON, MIRMIRAN & THOMPSON, INC.

James W. Jenkins, PE, PLA
Senior Vice President & Raleigh Office Manager

WHY CHOOSE JMT?

- JMT is an industry leader in construction engineering and inspection of transportation projects.
- Project manager Phillip Townsend, PE, has years of experience working on LAPP projects in North Carolina – without a single reimbursement issue.
- We are knowledgeable of all NCDOT/FHWA requirements and guidelines.

2. Team Qualifications



JMT's Mission: "To provide quality professional services that produce positive impacts and exceed expectations through imagination, innovation, involvement, and sound technical and business practices."

JMT Overview

JMT is a multidisciplinary engineering firm serving clients throughout the U.S. for nearly five decades. We are nationally ranked No. 52 in *Engineering News Record's* list of Top 500 Design Firms, No. 15 in the Top 20 Transportation Firms, and No. 10 in the Top 25 Highway Firms. As our rankings show – we know transportation. While we serve a variety of clients and project types, transportation projects are the core of our business.

JMT has over four decades of experience in providing construction management services for federal, state, and local government agencies. Our construction management department offers a full array of construction management and support services, including project management, inspection, project scheduling and claims analysis for state DOT agencies and other local governments. We are recognized for our ability to aggressively anticipate potential problems and recommend solutions before projects are adversely affected, enabling the Town to maintain schedule, cost, and quality.

We currently provide this service locally to NCDOT as a part of the statewide on-call as well as to other local clients including the towns of Cary, Wake Forest, and Fuquay-Varina.

Team Overview

On these projects, JMT will provide contract administration and inspection services. Project Manager, Phillip Townsend, PE, has previously served NCDOT's Division 5 as a Resident Engineer. He has spent his entire career working on transportation projects in North Carolina, including 14 locally administered projects with federal funding. Our team has extensive knowledge of NCDOT and FHWA specifications, regulations, and procedures, along with the associated inspection, administration, and documentation needed to ensure full federal reimbursement.

Joining the JMT Team will be Stewart to provide construction materials and laboratory testing. Stewart is a multi-disciplined firm with a local office and ASHTO accredited construction materials testing lab in Raleigh, NC. In addition to the project team identified in this proposal, JMT has over 400 construction managers and inspectors available should the need arise for additional support on this contract.

We Exceed the City's Selection Criteria for this Contract

Firm's Experience: JMT brings a team that has a history of success managing federally funded municipal transportation projects. As a firm, we have provided this service to municipalities in several states, including here in North Carolina where we are currently providing this service to the towns of Cary, Wake Forest, and Fuquay-Varina.

Staff Experience: As mentioned previously, Phillip Townsend, PE, has managed numerous roadway and pedestrian projects, including projects in Raleigh, Cary, Holly Springs, Fuquay-Varina, Wake Forest, Durham, and Morrisville to name a few. Our inspectors specialize in transportation improvement projects and have years of experience inspecting these types of projects.

References: The Town is welcome to contact any of our references listed with our past projects show below and on the following page.

Outstanding Workload: Our team's anticipated workload aligns perfectly with the Town's needs for this contract, as the Stadium Drive project in Wake Forest and White Oak Creek Greenway project in Cary are both nearing completion.

Experience with Federally Reimbursed Projects: As demonstrated by our representative projects, our team has the proven experience with federally reimbursed projects and reporting requirements. The team we have selected to serve on these projects specialize in construction engineering and inspection of greenway and pedestrian projects with federal funds. Phillip Townsend, PE, has extensive experience with LAPP projects without a single reimbursement issue.

Representative Projects



JMT is currently providing CEI services to the Town of Cary on the half-mile MacArthur Section of the White Oak Creek Greenway. The project completes the final gap in the 4.7-mile greenway, which runs from Bond Park to Green Level Church Road. The trail has several complex work elements, including a 102-foot tunnel underneath a CSX railroad, a 916-foot precast concrete boardwalk, and seven retaining walls including soldier pile walls, segmental block walls, and cast-in-place gravity walls. Additional work items include stairs, sidewalk, curb and gutter, concrete paving, asphalt paving, drainage, signing, pavement markings, and utility work. The construction cost for this project is over \$6.2 million. Project is ongoing, with an anticipated completion in June of 2020.

Reference: Town of Cary, NC | Amy Mackintosh, PLA – Landscape Architect | 919-460-4973 | amy.mackintosh@townofcary.org



JMT is currently providing CEI services to the Town of Fuquay-Varina on this 1,870-foot federally funded project, which provides access from Old Honeycutt Park to the existing Park Depot Greenway Trail in the South Lakes Subdivision east of NC 55. The trail consists primarily of asphalt paved trail, and includes a 364-foot timber boardwalk with driven timber pile foundations, along with a 24-space parking lot east of NC 55. Other work elements include grading, drainage, concrete flatwork, erosion control, signing, striping, and two Rectangular Rapid Flash Beacon (RRFB) assemblies on NC 55. Construction cost is estimated to be \$970,000. The project is ongoing, with an anticipated completion in August of 2020.

Reference: Town of Fuquay-Varina, NC | Matt Poling – Assistant Engineering Director | 919-753-1035 | mpoling@fuquay-varina.org



LAPP
Project

U-5529 Avent Ferry Road Widening Holly Springs, NC

JMT was recently selected to provide CEI services for a 0.34-mile widening project along Avent Ferry Road from GB Alford Bypass (NC 55) to Ralph Stephens Road. The project will provide additional capacity and improve safety by widening to four lanes with a median and turn lanes at intersections. It will also provide major traffic and pedestrian improvements to three intersections along Avent Ferry Road (SR 1115) at Ralph Stephens Road (SR 1101), Trotter Bluffs Drive and at the commercial access road between Ralph Stephens Road and Village Walk Drive, Mallie Jack Way. Work elements include grading, paving, drainage, utility work, signing, striping, concrete flatwork, and signals. The project also includes a "Continuous Green T Intersection" at Avent Ferry Road and Mallie Jack Way.

Reference: Town of Holly Springs, NC | Kendra Parrish – Director of Engineer | 919-557-3935 | kendra.parrish@hollyspringsnc.us



LAPP
Project

U-5515 Stadium Drive Complete Streets Wake Forest, NC

JMT is currently providing CEI services to the Town of Wake Forest on this one-mile section of Stadium Drive from Capital Boulevard to Wingate Road. The project implements a "Complete Streets" vision by adding sidewalk on the north side of the road, 10-foot wide multi-use path on the south side of the road, wide striped shoulders, a pedestrian refuge island, a pedestrian signal at Rock Springs Road, and a new bus shelter to provide transit access. The project also includes three retaining walls, grading, paving, drainage upgrades, a roundabout at Wingate Street, and a new traffic signal at Rock Springs Road. The project is anticipated to be complete in June of 2020 with an estimated construction cost of \$7.3 million.

Reference: Town of Wake Forest, NC | Johnathan Jacobs – Transportation Engineer | 919-435-9441 | jjacobs@wakeforestnc.gov



LAPP
Project

C-5163 Crabtree Creek Greenway Cary, NC

Prior to joining JMT, Phillip Townsend, PE, served as the Project Manager on the Crabtree Creek Greenway project in Cary. This 1.6-mile greenway was built adjacent to Evans Road and along the southern shore of Lake Crabtree. The project included three prefabricated pedestrian bridges, along with a 700-foot prefabricated concrete boardwalk over a portion of Lake Crabtree. In addition to the structures work, the project included asphalt paving, concrete paving, grading, drainage, sidewalk, curb and gutter, guardrail, signing, pavement markings, utilities, and signal work. The project was completed in September of 2018, with a total construction cost of approximately \$2.5 million.

Reference: Town of Cary, NC | Amy Mackintosh, PLA – Landscape Architect | 919-460-4973 | amy.mackintosh@townofcary.org



LAPP
Project

U-5514 Capital Boulevard Pedestrian Improvements, Raleigh, NC

Prior to joining JMT, Phillip Townsend, PE, served as the Project Manager on the Capital Boulevard Pedestrian Improvements project in Raleigh. This federally funded project included the installation of concrete sidewalk along both sides of Capital Boulevard in the 1.1-mile section between Old Wake Forest Road and Spring Forest Road.

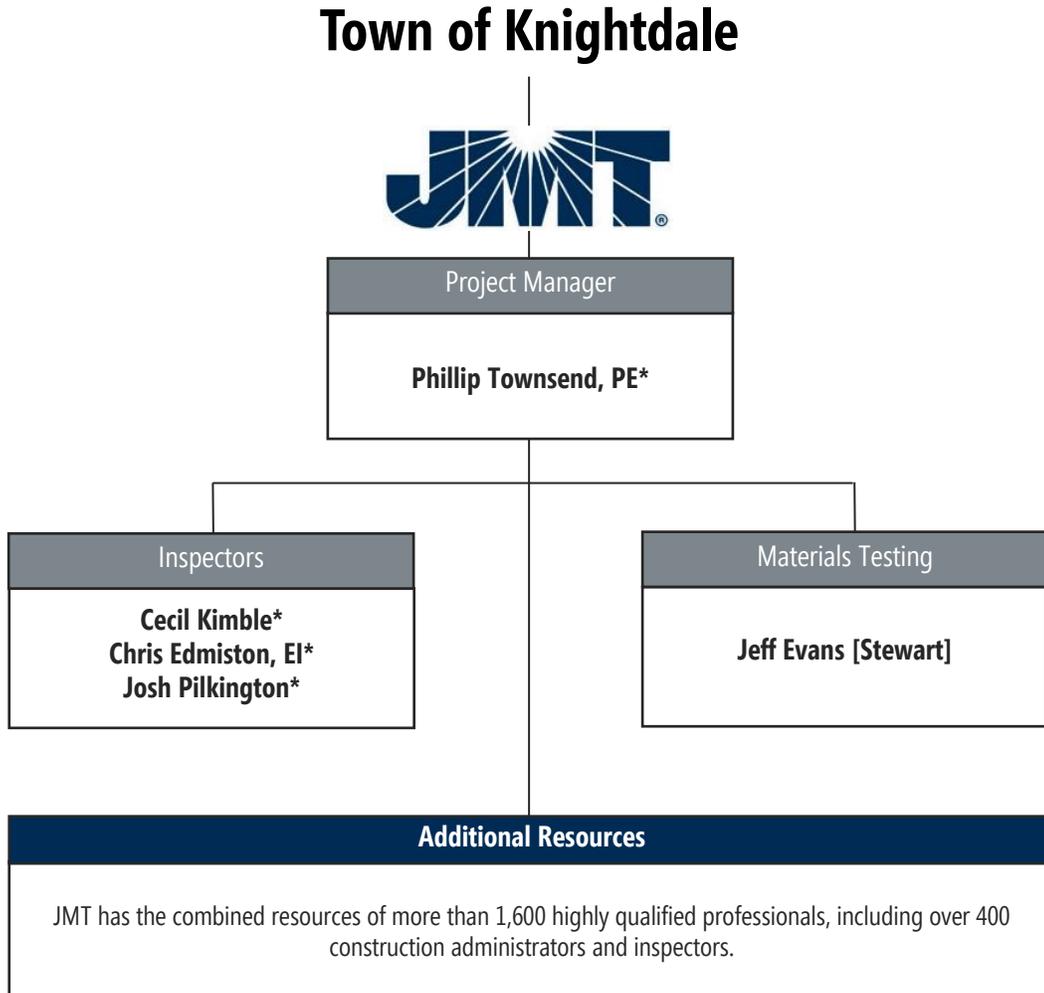
In addition to the sidewalk, the project included concrete curb and gutter, grading, drainage, retaining walls, pavement markings, signing, lighting, and signal work. The project was completed ahead of schedule and under budget in September of 2017.

Reference: City of Raleigh | Sylvester Percival, PE – Engineering Supervisor | 919-996-4053 | sylvester.percival@raleighnc.gov

3. Team Experience



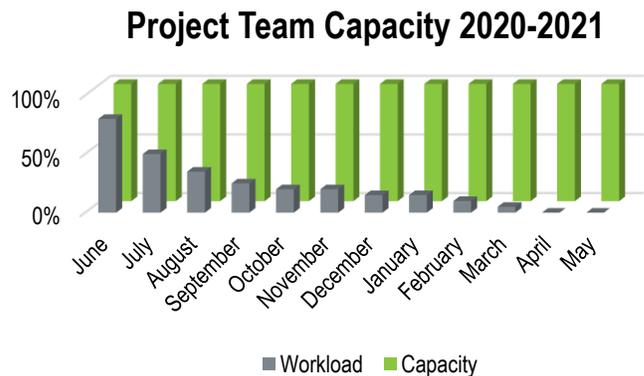
Organizational Chart



* indicates key staff with resumes included

Capacity Chart

At JMT, we pride ourselves on providing our clients with outstanding customer service. As shown in the chart, our team has immediate and extensive capacity to begin work this summer and provide complete focus through completion. Our team is available and ready to serve the Town of Knightdale.





**CONSTRUCTION
MANAGER**

**Phillip Townsend,
PE**

Firm & Office

JMT - Raleigh

Education

BS / Civil Engineering / North Carolina State University / 2010

Years of Experience

11

Mr. Townsend is experienced in construction and contract administration for transportation projects throughout North Carolina. He has extensive roadway, bridge, greenway, and railroad experience both as an employee of NCDOT and as a consultant. Prior to continuing his career in the private sector, **Mr. Townsend served NCDOT as a Resident Engineer in Division 5** and has a thorough working knowledge of NCDOT's construction management procedures. Since joining the private sector, Mr. Townsend has served as project manager on over a dozen federally funded LAPP grant projects – none had a single reimbursement issue. Mr. Townsend has extensive experience with greenway and pedestrian improvement projects. His relevant project experience includes:

Representative Projects

C-5604IB, White Oak Greenway MacArthur Section, Cary, NC. Project Manager

C-5163, Crabtree Creek Greenway, Cary, NC. Project Manager

U-5318, Main Street Extension, Holly Springs, NC. Project Manager

W-56010, Avent Ferry Road/NC 55 Bypass Intersection Improvements, Holly Springs, NC. Project Manager

Certifications

NCDOT QMS Roadway Technician/ NC / #RDI-9379

ACI Concrete Field Testing Technician-Grade I

NCDOT Concrete Field Technician/ NC / #PCT-9379

HAZMAT/Portable Nuclear Gauge Certified/ NC / #NUC9379

CSX Contractor Safety & Roadway Worker Protection

Norfolk Southern Roadway Worker Protection Cert

Registered Professional Engineer (PE)/ NC / #41493

U-5530GA Park Depot Greenway, Fuquay-Varina, NC. Project Manager

U-5514 Capital Boulevard Pedestrian Improvements, Raleigh, NC. Project Manager

C-5504 I-40 Bridge Pedestrian Retrofits, Raleigh, NC. Project Manager

EL-5100AE Dunn Creek Greenway, Wake Forest, NC. Project Manager



INSPECTOR

Cecil Kimble

Firm & Office

JMT - Raleigh

Education

AA/ Applied Science in Technology Studies

AA/ Applied Science in Civil Technology

Years of Experience

19

Mr. Kimble has more than 19 years of experience in the construction industry and has worked on a variety of projects for the Pennsylvania Turnpike Commission and PennDOT before relocating to North Carolina. Since relocating, Mr. Kimble has been serving NCDOT Division 5 on multiple interstate improvement projects, including the I-40 and Aviation Parkway Interchange project and the I-40 and NC 54 Ramp Widening project. Mr. Kimble has extensive experience in both structures and roadway inspection.

Representative Projects

I-5700, I-40 and Airport Boulevard Interchange, Raleigh, NC. Project Inspector

I-5873, I-40 Ramp Widening at NC 54, Cary, NC. Project Inspector

I-5506, I-40 and Aviation Parkway Interchange, Morrisville, NC. Project Inspector

Certifications

Level II Erosion Control

NCDOT ABC/Borrow Pit Sampling

NCDOT Conventional Density

ACI Concrete Field Testing Technician #PCT-16398

NECEPT Bituminous/Concrete Field Tech #4410

NICET Level IV / PA / #136309

Nuclear Gauge Safety Certification

OSHA 10-hour Safety Course

Fall Protections Training

Silica Awareness Part I & II





INSPECTOR

Chris Edmiston, EI

Firm & Office

JMT - Raleigh

Education

BS/Structural Design and Construction Engineering Technology

Registration

Engineer-in-Training, PA #ET021909

Years of Experience

6

Mr. Edmiston is a civil engineer with over six years of experience in construction management and inspection on both small and large-scale transportation projects. Prior to relocating to North Carolina, he supervised nine inspectors while serving as the Lead Roadway Inspector on a five-mile, \$60M roadway and bridge construction project for the Pennsylvania Turnpike Commission. In addition to performing technical inspections and material testing on road and bridge construction projects, Mr. Edmiston's duties also included reviewing submittals, preparing meeting minutes, project documentation, maintenance and protection of traffic, management and scheduling of inspection staff, and completion of change orders.

Representative Projects

C-5604IB - White Oak Greenway - MacArthur Section, Cary, NC. Assistant Project Manager

U-5515, Stadium Drive, Wake Forest, NC. Project Inspector

Certifications

- Level II Erosion Control
- NCDOT ABC/Borrow Pit Sampling
- NCDOT Conventional Density
- NCDOT QMS Roadway Technician
- ACI Concrete Field Testing Technician #01306975
- NECEPT Bituminous/Concrete Field Tech #558201
- NICET Level 2 Transportation #142847
- OSHA 10-hour Safety Course
- Fall Protections Training
- Confined Space Training
- Silica Awareness Part I & II



INSPECTOR

Josh Pilkington

Firm & Office

JMT - Raleigh

Education

High School Diploma

Years of Experience

9

Mr. Pilkington has over nine years of experience in the construction industry as a roadway inspector. Having begun his career as a signal systems inspector, Mr. Pilkington also has a strong background in ITS and signals inspection. Mr. Pilkington also served the NCDOT's Division 3 as a maintenance supervisor in 2018 and 2019, adding a unique understanding of maintenance operations and procedures to his construction experience. He has a thorough working knowledge of NCDOT standards and construction practices.

Representative Projects

U-5530GA Park Depot Greenway, Fuquay-Varina, NC. Project Manager

U-5515, Stadium Drive, Wake Forest, NC. Project Inspector

C-5572 West Ellerbee Creek Trail Phase II Greenway, Durham, NC. Project Inspector

On-call Inspector for The Towns of Wendell, Knightdale, and Zebulon. Project Inspector

Certifications

- Level II Erosion Control
- NCDOT/ACI Concrete Field Technician
- NCDOT QMS Roadway Technician
- NCDOT ABC/Borrow Pit Sampling
- NCDOT Conventional Density
- Intro to Asphalt Paving
- OSHA 10-Hour Construction Safety
- E-Rail Safe Training
- LYNX Contractor Rail Safety Training
- Norfolk Southern/CSX Roadway Worker Protection Training

4. Technical Approach



Existing Mingo Creek Trail Head – Knightdale, NC

Project Understanding

The first project to take place under this on-call contract will be the Mingo Creek Greenway Extension. This project involves the construction of approximately 6,700 linear feet of trail from Mingo Creek Park to Knightdale Station Park. When completed, the project will connect downtown Knightdale and the surrounding neighborhoods to the Neuse River Trail System, providing connections at several neighborhoods, parks, shopping centers, and apartment complexes. A future extension of this trail could also provide a connection to the Wendell Falls neighborhood, Lake Myra Elementary School, and Lake Myra Park in Wendell.

The trail will primarily consist of 10-foot wide asphalt paved path, with a section of concrete multi-use path. Also included in the project are a boardwalk (either timber or precast concrete) and pedestrian crossing of Smithfield Road at McKnight Drive. Other work elements include grading, drainage, concrete flat work, signing, striping, and pedestrian signals. Construction cost is anticipated to be around \$1.8 million. Bids were scheduled to open in June or July of 2020, however with the recent financial struggles that NCDOT is experiencing, there is a chance the project will be delayed into the fall. The construction duration is anticipated to be between 12 and 18 months.

Other projects that will be included under this contract include, but are not limited to, greenway, sidewalk, and roadway projects as the Town continues to see its population growth outpace the county, state, and nation.

Services for this Contract

We understand that the services for this contract will consist of construction administration and inspections.

Administration, inspection, and the associated testing and sampling necessitates an organized and systematic approach to verify that all work is completed in accordance with NCDOT's requirements. Construction administration will include the following tasks:

- **Preconstruction Conference** – We will conduct and document a preconstruction conference prior to the Notice to Proceed.
- **Wage Rate Interviews** – We will conduct wage rate interviews on a quarterly basis (minimum), and with each subcontractor who performs work on this contract.
- **Certified Payrolls** – We will review and approve certified payroll reports, comparing them with daily diaries to verify all of the information is accurate and in compliance with state and federal requirements.
- **MBE/WBE Tracking** – We will track all Minority Business Enterprise/Woman Business Enterprise (MBE/WBE) payments to verify adherence to contract commitments.
- **Materials Received Reports (MRRs)** – We will compile MRRs for any materials used on this contract. These MRRs will include all invoices, certifications, or other documentation required by NCDOT's Materials and Tests Unit. Items will not be paid until all required paperwork is received in order to keep the Town eligible for full reimbursement.
- **Engineers' Weekly Summaries** – We will review inspectors' daily diaries and create engineers' weekly summaries in accordance with NCDOT guidelines.
- **Contractor Claims** – We will keep open lines of communication with the Town and the contractor to minimize

or eliminate claims. Additionally, we will be proactive in identifying potential issues before they become a delay to this contract. In the event that a contractor claim is unavoidable, we will respond in accordance with NCDOT guidelines, and verify the contractor is held to those same requirements. We also employ construction professionals who specialize in claims analysis, should the need arise.

- **Supplemental Agreements** – If additional work is required and we determine that additional compensation is justified, we will negotiate prices with the contractor and draft Supplemental Agreements for approval. Prior to executing Supplemental Agreements, we will ensure that both NCDOT and the Town are in agreement with the prices.
- **Subcontract Approval Forms (SAFs)** – We will review SAFs to verify that subcontractors are approved to perform the type of work specified and that the dollar amounts correspond to the amount bid and the amount provided in the MBE/WBE commitments.
- **Submittals** – We will review all submittals and ensure they are in compliance with state and federal requirements.
- **Pay Estimates** – We will compile all of the weigh tickets and pay record book entries each month and compare them to what the contractor has submitted. If it becomes evident an item will overrun the contract quantity, we will notify the Town.
- **Progress Meetings/Site Visits** – We will conduct and document progress meetings on a bi-weekly basis, or on a weekly or monthly basis if that is requested by the Town. We will also conduct site visits as needed to resolve any issues that arise from unforeseen circumstances.
- **Final Inspection** – We will schedule and conduct a final inspection with the Town and NCDOT, compile all comments into a final punchlist, and verify all punchlist items are completed prior to acceptance.

Additionally, our inspectors will provide detailed daily reports, along with pictures. Our inspection staff will conduct all concrete and asphalt testing and ensure all operations are performed in accordance with the contract documents, town, state and federal requirements. Weigh tickets will be required for any tonnage items (stone and asphalt). For concrete, the NCDOT M&T Form 903 will be required with each truck and Form 250 will be required with the first truck.

Project Delivery and Federal Reimbursement

JMT takes pride in our ability to consistently deliver projects on-time and on-budget. Our team is always looking ahead for potential issues and working to resolve them before they become a delay to the controlling operation. Having a thorough understanding of the contractor's schedule, along with keeping open lines of communication with the contractor and the Town are a key aspect of maintaining schedule. As there will be

numerous submittals packages needing to be reviewed by NCDOT Division 5, Structures Management Unit, Geotechnical Unit, and/or ITS Unit, we will work with the contractor to prioritize submittals, and, when possible, submit them well in advance. We also employ construction professionals who specialize in scheduling, should their expertise be needed.

Additionally, having worked in NCDOT Division 5 for the past 10 years, Phillip Townsend has numerous contacts within the Division, and through these relationships can ensure Town projects are accepted by NCDOT in a timely manner, thus speeding up the process for the Town to receive federal reimbursement.

Our firm and project team also have a keen understanding of federal reimbursements, and the NCDOT requirements needed to ensure full reimbursement. In fact, since moving on from his career with NCDOT, Phillip Townsend has served as project manager on 14 federally funded LAPP grant projects, and none of them had a single reimbursement issue. Part of the reason for this track record is our procedure for processing monthly Pay Applications. Our team tracks quantities in pay record books and ticket books. We will reconcile quantities with the contractor on a daily basis so there are no surprises when monthly quantities are submitted. Additionally, each month, these quantities are entered into a separate spreadsheet maintained by JMT. The contractor will submit a "pencil draft" Pay Application, and any discrepancies between the contractor's quantities and the quantities in our spreadsheet will be resolved prior to submission of the official Pay Application. Payment will not be made for any items that are not constructed in accordance with NCDOT specifications or are lacking the required NCDOT paperwork (delivery ticket/invoice and material certifications). By withholding payment until all of the appropriate paperwork has been provided, we eliminate the risk for lost reimbursement.

Phillip Townsend, PE, has served as project manager on over a dozen federally funded LAPP grant projects with zero reimbursement issues.

Safety

Safety of the traveling public (both motorists and pedestrians), the contractor's forces, and City/CEI personnel will be of the utmost importance. This critical aspect of these projects will be emphasized at the preconstruction conferences and reiterated throughout the life of these projects. The Leesville Safe Routes to School projects take place directly adjacent to the Leesville Schools Campus, meaning traffic will spike in the afternoon when schools let out, and then again during rush hour. The contractor will be required to submit a traffic control plan in accordance with NCDOT protocols, and work cannot begin until this plan has been approved. The project inspector will check traffic control at the beginning of each day and continue to monitor it throughout the day.



Knightdale Station Park – Connection Site of Future Mingo Creek Greenway Extension

In addition to traffic control, we will verify all wheelchair ramps are constructed in accordance with the Americans with Disabilities Act (ADA).

COVID-19

In the era of COVID -19, the construction industry is being reinvented. At JMT, we are committed to keeping our employees and inspectors safe, as well as others, no matter what the challenge. All employees must follow CDC guidelines to help keep themselves and the public safe, reducing the spread of COVID-19. JMT has sourced and distributed gloves, masks, and hand sanitizer to all field staff and plans to continue to do so. We have also worked closely with NCDOT to help develop a procedure that eliminates the transfer of concrete tickets from truck drivers to inspectors, while still verifying all documentation is accurate.

Environmental Responsibility

At JMT, we believe environmental responsibility is second only to safety. As such, erosion control and permit compliance will be a constant focus. Our team members hold the Level II Erosion & Sediment Control/Stormwater Site Manager certification and are trained to constantly be looking at their projects from an environmental perspective. We will verify the contractor is performing National Pollutant Discharge Elimination System (NPDES) inspections once a week or within 24 hours of every 1-inch rain event, whichever is more often. We will also verify that any maintenance items identified during those inspections are addressed within the allowable timeframes. Level I certified installers will be required for the installation of any erosion control items, and each land disturbing operation (grading or pipe) will require a Level II certified foreman.

Innovative Ideas

Our inspection staff are all equipped with iPads, and generate electronic reports on a daily basis, allowing for the immediate transfer of information from the field into the office. We will also maintain all project recordkeeping on the SharePoint site, so the Town will have access to project files at all times.

Additionally, we have the capability to fly drones over any project for the Town and have done so for other municipalities on past projects.

Potential Roadblocks and Solutions

Any time work is being performed within Town limits, encountering unforeseen utility conflicts is always a concern. Prior to joining JMT, Phillip Townsend, PE, performed utility coordination on dozens of projects for NCDOT. Should any unknown utility lines be discovered, and minor field adjustments not be sufficient to alleviate the conflict, we will coordinate the relocation of the lines in a timely manner, thus minimizing the Town's risk for contractor claims due to delays.

Another potential issue on the Mingo Creek Greenway Extension is soft or unsuitable subgrades. As with most greenways, this project is being built in low-lying areas that do not get much sun. In these conditions, unsuitable subgrades are often encountered. Our team has dealt with this numerous times on past projects and can determine the most appropriate solution on a case-by-case basis in a timely manner. These solutions typically will include some combination of geotextile fabric, ABC stone, and/or 57 stone, and can be modified based on contract unit prices to provide the most cost-effective solution.

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PRIME CONSULTANT
TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY
RACE AND GENDER NEUTRAL**

On-Call Construction Engineering & Inspection Services (CEI)

TIP No. and/or Type of Work (Limited Services)

Johnson, Mirmiran & Thompson, Inc.

(Consultant/Firm Name and Federal Tax Id)

Tax ID Number: 52-0963531

<i>SERVICE / ITEM DESCRIPTION</i>	<i>Anticipated Utilization</i>
00195 ROADWAY CONSTRUCTION ENGINEERING AND INSPECTION 00233 STRUCTURES CONSTRUCTION ENGINEERING AND INSPECTION	95%
TOTAL UTILIZATION:	95%
RECOMMENDED BY:	
CONSULTANT: Johnson, Mirmiran & Thompson, Inc.	
	
*BY: James W. Jenkins, PE	
TITLE: Senior Vice President	
SPSF Status:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

“PRIME CONSULTANT” (FORM RS-2)
RACE AND GENDER NEUTRAL

Instructions for completing the Form RS-2:

1. Complete a Prime Consultant Form RS-2 for the prime consultant firm.
2. Insert TIP Number and /or Type of Work (Limited Services)
3. Complete the Consultant/Firm name and Federal Tax ID Number for the primary firm information.
4. Enter Service/Item Description – describe work to be performed by the Prime Firm
5. Enter Anticipated Utilization – Insert dollar value or percent of work to the Prime Firm
6. *Signature of the Prime Consultant **is required** on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection
7. Complete “SPSF Status” section - Check the appropriate box regarding SPSF Status, check Yes if SPSF or No if not SPSF

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
SUBCONSULTANT
TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY
RACE AND GENDER NEUTRAL**

On-Call Construction Engineering & Inspection Services (CEI)

TIP No. and/or Type of Work (Limited Services)

Johnson, Mirmiran & Thompson, Inc.

(Consultant/Firm Name and Federal Tax Id)

Stewart Engineering, Inc.

Federal Tax ID: 56-1854766

(Subconsultant/Firm Name and Federal Tax Id)

<i>SERVICE / ITEM DESCRIPTION</i>	<i>Anticipated Utilization</i>
CONSTRUCTION MATERIALS TESTING AND LABORATORY SERVICES	5%
	TOTAL UTILIZATION: 5%
SUBMITTED BY: SUBCONSULTANT: Stewart Engineering, Inc.	RECOMMENDED BY: CONSULTANT: Johnson, Mirmiran & Thompson, Inc.
	
*BY: Don Brown, PE	*BY: Bill Jenkins, PE
TITLE: Vice President/ Practice Leader, Geotechnical & Construction Services	TITLE: Senior Vice President
SPSF Status: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

“SUBCONCONSULTANT” (FORM RS-2)
RACE AND GENDER NEUTRAL

Instructions for completing the Form RS-2:

1. Complete a Subconsultant Form RS-2 for each Subconsultant firm to be utilized by your firm.
2. Insert TIP Number and /or Type of Work (Limited Services)
3. Complete the Consultant/Firm name and Federal Tax ID Number for the primary firm information.
4. Complete the Subconsultant/Sub Firm name and Federal Tax ID Number for the sub firm information.
5. Enter Service/Item Description – describe work to be performed by the Sub Firm
6. Enter Anticipated Utilization – Insert dollar value or percent of work to the Subconsultant/Sub Firm
7. *Signatures of both Subconsultant and Prime Consultant **are required** on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection
8. Complete “SPSF Status” section - Subconsultant shall check the appropriate box regarding SPSF Status, check Yes if SPSF or No if not SPSF

In the event the firm has **no** subconsultant, **it is required that this be indicated on the Subconsultant Form RS-2 form by entering the word “None” or the number “ZERO” and signing the form.**



**Response to RFLOI/RFQ
#RFQ-DS-05-01-2020**

On-Call Construction
Engineering and Inspection
Services

June 1, 2020

SEPI

1 Glenwood Avenue
Suite 600
Raleigh, NC 27603



Chapter 1 COVER LETTER

SEPI, INC.

1 GLENWOOD AVENUE
SUITE 600
RALEIGH, NC 27603
919.789.9977
WWW.SEPIINC.COM



SEPI TEAM

SEPI

- **Woman-Owned Business/HUB**
- Secretary of State (#0591120)
- NC Board of Registration for Engineers/Land Surveyors (#C-2197)
- NC Board of Landscape Architects (#C-482)
- NC Board of General Contractors (#64643)
- NCDOT Prequalification through 6/30/2020 for work codes 195 and 233.

Trimat

- **Woman-Owned, SPSF, DBE, MBE, HUB**
- Secretary of State (#0666203)
- NCDOT Prequalification through 8/31/2020 for work codes 291, 195, and 233.

Conflict of Interest

The SEPI Team has no known conflict of interest with the Town for this on-call contract.

Primary Point of Contact

Marty White, CCM
1 Glenwood Avenue
Suite 600, Raleigh, NC 27603
P: 336.549.4012
E: mwhite@sepiinc.com

June 1, 2020

Attn: Jason Brown, AICP | Town of Knightdale
950 Steeple Square Court, Knightdale, NC 27545
via: jason.brown@knightdalenc.gov

Re: Request for Letters of Interest (LOI)/Request for Qualifications #RFQ-DS-05-01-2020, On-Call Construction Engineering and Inspection Services

Dear Mr. Brown + Selection Committee Members,

SEPI is pleased to submit our qualifications to provide on-call construction engineering and inspection (CEI) services for multi-dimensional tasks requiring construction services.

SEPI understands the importance of the Town's mission and values and stands ready to support the Town in achieving its goals through the implementation of these key initiatives of the Town's Strategic Plan. There is no other single type of investment that can be made on a local and regional scale that provides such a wide range of positive impacts than projects that enhance the citizen's quality of life. Greenways, sidewalks, pedestrian/bicycle connections, and roadway projects provide opportunities for transportation, recreation, public health, economic development, and environmental stewardship. The SEPI Team would be honored to assist the Town in implementing these projects and improving the quality of life for the citizens of Knightdale.

SEPI, a Woman-Owned Business recognized by the State of North Carolina as a **Historically Underutilized Business (HUB)**, will lead the contract as Prime. Joining us as a Subconsultant will be **Trimat Materials Testing, Inc**, a **Woman-Owned, MBE**, construction materials testing, research, and inspection company based in Research Triangle Park. Our Team has partnered on other successful municipal projects and enjoys a strong professional relationship. Our shared experience delivers a team with unparalleled qualifications:

- An industry leader in CEI services, SEPI offers a high level of responsiveness and **solution-based contract administration** for street construction, sidewalk, greenway, and pedestrian bridge projects.
- An AASHTO Accredited testing laboratory for a decade, Trimat's high testing standards continually deliver successful results.
- A talented team of professionals with over 150 years of collective experience in construction and materials testing; completing over 100 construction projects in the past seven years.
- Seasoned project management with numerous years experience administering and delivering both Locally Administered Projects Program (LAPP) and Federally-Administered projects.
- A team of technicians who maintain NCDOT certifications and are cross-certified with the ability to inspect multiple operations, are accustomed to municipal and NCDOT requirements of material testing and construction inspection in urban areas with site constraints, environmentally sensitive areas, and areas within close proximity of pedestrian and vehicular traffic.
- The backing of a full-service local engineering firm allowing the deployment of additional resources to meet future needs quickly and efficiently.

I will serve as Principal-in-Charge and Marty White, CCM will serve as Program Manager and QA/QC Manager, as well as the Primary Point-of-Contact for the Town. Marty is a past LAPP coordinator for the NCDOT, knows the federal aid guidelines and policies, has worked in the highway construction inspection industry for 35+ years, and most recently served as Project Manager for the City of Raleigh's Wake Forest/Blount/Person Complete Streets Project. The Town will be well-served by Marty's management and QA/QC for this contract and the broad multi-disciplinary capabilities of the SEPI Team. Together we are committed to project quality, safety and timely reimbursement for the Town.

We acknowledge receipt of Addendum 1. We ask for your strong consideration in making your decision. Please do not hesitate to contact me directly by phone at 252.531.0064 or via email at nlassiter@sepiinc.com with any questions.

Sincerely,

C.E. "Neil" Lassiter, Jr., PE, CPM
Senior Vice President, CEI Director + Principal-in-Charge

Chapter 2 TEAM QUALIFICATIONS

SIMILAR PROJECT EXPERIENCE



Headquartered in downtown Raleigh, SEPI has over 300 employees, 100+ of which are CEI technicians. We offer responsive transportation experience having delivered similar greenway, sidewalk, and roadway projects for 25+ municipal clients statewide.



Trimat maintains a full service AMRL Accredited laboratory located in Raleigh near the RDU International Airport. Trimat will perform various types of construction materials testing and will be available to perform construction inspection duties as well if necessary.



Completion
Est. 9/2020

Reference
Rich Cappola, Town of
Clayton, 919.553.5002

Town of Clayton Sam's Branch Greenway

This project is a 1.4-mile long greenway construction project along Sam's Branch north of Clayton. This is a **Federally-funded project** which closes a gap in the Town's system of greenways. The project is actually **two projects (U-5530LA and U-5530LB) combined** into one. The project has several hundred feet of intermittent elevated wooden walkways installed with top-down construction techniques to minimize impacts to certain natural areas. It includes a prefab pedestrian bridge to be installed on cast in place end bents on driven piles and includes a pre-cast, reinforced concrete pedestrian tunnel under O'Neil St.

SEPI is providing contract administration, construction management, QA/QC services, materials testing/sampling, and project closeout. SEPI also assisted with utility conflict resolution. The project will have a limited schedule with intermediate contract time for installing the pedestrian tunnel during summer months while school is out.



Completion
Est. 11/2020

Reference
Korena Weichel, City of
Creedmoor, 919.764.1009

City of Creedmoor Cross City Trail Projects

SEPI was selected to provide construction administration and inspection services for three separate **Federally-funded projects consisting of one greenway and two sidewalk projects** that are to be constructed concurrently with a proposed project schedule of approximately 17-months. Construction elements include a 117-ft long prefabricated steel pedestrian bridge, segmental gravity retaining walls, boardwalks, cast in place gravity retaining walls, driveway connections, curb and gutter, and special drainage structures. SEPI is providing CEI including QA/QC oversight, materials testing, document control, contract administration, project claims avoidance, and project closeout.

"I have been very pleased with SEPI's familiarity, experience, and "can - do attitude" regarding our greenway and sidewalk project. The coordination between the contractor, the City, and NCDOT is seamless. Nothing seems to catch them by surprise."

- Michael Frangos, City of Creedmoor, Community Development Director



Completion
9/2019

Reference
Matthew Poling, Town of
Fuquay-Varina, 919.753.1039

Town of Fuquay-Varina N. Judd Parkway NE Widening (U-5927A)

SEPI provided contract administration and CEI services for 0.47-miles of road widening from three lanes to four lanes including extensive traffic and safety improvements at three intersections with accommodations for bike and pedestrian access at the crossing of Norfolk Southern railroad.

SEPI performed roadway grading/structure inspection, material sampling/testing, nuclear gauge/density testing, and monitoring traffic control and utility conflicts/relocations. Additional services included inspection of asphalt repair/lay down, signal upgrades, signage, pavement markings, maintaining daily diaries/project documentation, monitoring sedimentation/erosion control devices, documenting material received reports, verification of quantities, claims avoidance, and **project closeout for Federal-funding reimbursement.**

Other significant improvements involved numerous utilities including fire hydrant relocations, water meters, and water service lines being adjusted from the original plan locations to secure the best locations for long term viability. SEPI also facilitated "special progress meetings" to accelerate critical utility relocations to keep construction operations moving forward.



Completion
 Complex Design: 4/2018
 H&H Building: 4/2020
 Reference
 Chad McEwen, Pender
 County, 910.259.0228

Pender County Government Complex

SEPI provided environmental, due diligence, and preliminary site planning services on this 17-acre combination of properties. The schematic plans depicted a new Public Works building, Health and Human Services building, Future Use building, Public Works garage, and associated parking and storage areas. The analysis included preliminary stormwater and impervious area calculations. The analysis helped the County consider best uses for the property.

Health & Human Services Part I Services. SEPI is providing site/civil engineering services to assist in programming this new 67,000-SF facility to be the first project built on the new complex property south of the existing County Government Complex. The building, parking, and drive aisles are being positioned to facilitate direct access and cohesiveness to the existing complex. Several ditches traverse the property, and SEPI is laying out the site plan so to minimize impact to those ditches. Parking count projections are being evaluated for the year 2040, when the building is expected to be fully occupied with staff and County programs.



Completion
 Design 12/2017/Const 1/2019
 Reference
 Brian Starkey, Timmons
 Group, 919.532.3240

City of Raleigh Mary Belle Pate Park

Mary Belle Pate Park, formerly known as Sierra Drive Park, is a 2.42-acre park situated in the Trailwood Forest subdivision in southwest Raleigh. The park includes a picnic shelter, restroom facilities, a multi-purpose court, walking trails, several playgrounds, and an open meadow. SEPI assisted with design development plans and obtained the permits necessary for construction including a land-disturbing permit from the North Carolina Department of Environmental Quality (NCDEQ) and a stormwater permit from the City.

SEPI's technical responsibilities included stormwater management design; storm drainage system design; erosion control design; and water and sanitary sewer layout and design. **SEPI also provided construction administration services** and worked with the City on a study of the neighborhood storm drainage pipe network connecting to this site.

SUBCONSULTANT PROJECT EXPERIENCE

Town of Wake Forest Priority Pedestrian Corridors

Trimat provided certified NCDOT field technicians for testing concrete, soils, and asphalt for sidewalks, driveways, and a pedestrian underpass along West Oak Avenue and Wait Avenue (NC 98 Business). Priority Pedestrian Corridors provide residents pedestrian access connections to the Joyner Park Greenway Trails via 2,100-ft of new 10-ft multi-use path and six-ft sidewalks. Along Wait Ave, 2,500-ft of five-ft sidewalk was constructed eliminating a gap between the Traditions Grande Boulevard Greenway Trail and Downtown.

Completion: 2019 Reference: Rob Todd, State Contracting, 919.538.8452

ADDITIONAL SIMILAR PROJECTS

Client Name	Project Name	Reference	Phone #
SEPI			
Town of Cary	Panther Creek CEI	Sarah Alexander	919.462.2075
Town of Morrisville	Crabtree-Hatcher Creek Greenway CEI	Kent Jackson	919.463.6193
Town of Fuquay-Varina	NW Judd Parkway Extension (U-5317) CEI	Matthew Poling	919.753.1039
Town of Louisburg	S. Main St/Bickett/Johnson Blvd Sidewalks Design & CEI	Tony King	919.496.6419
City of Durham	C.M. Herndon Park	Rod Florence	919.560.4197
National Institutes of Health	NIH Warehouse	Dan Burk	919.541.5763
City of Raleigh	Wake Forest/Blount/Person Complete Streets, CEI	Jason Myers	919.890.3285
City of Asheville	TIGER VI Suite of Projects, RADTIP, CEI & Material Testing	Dustin Clemens	828.232.4580
Town of Carolina Beach	Joseph Ryder Lewis, Jr. Park - Sugarloaf Trail	Jerry Haire	910.458.8380
TRIMAT			
Mecklenburg County	Little Sugar Creek Greenway & Stream Rehabilitation	Karen Weston-Chien	704.575.4947

Chapter 3 TEAM EXPERIENCE

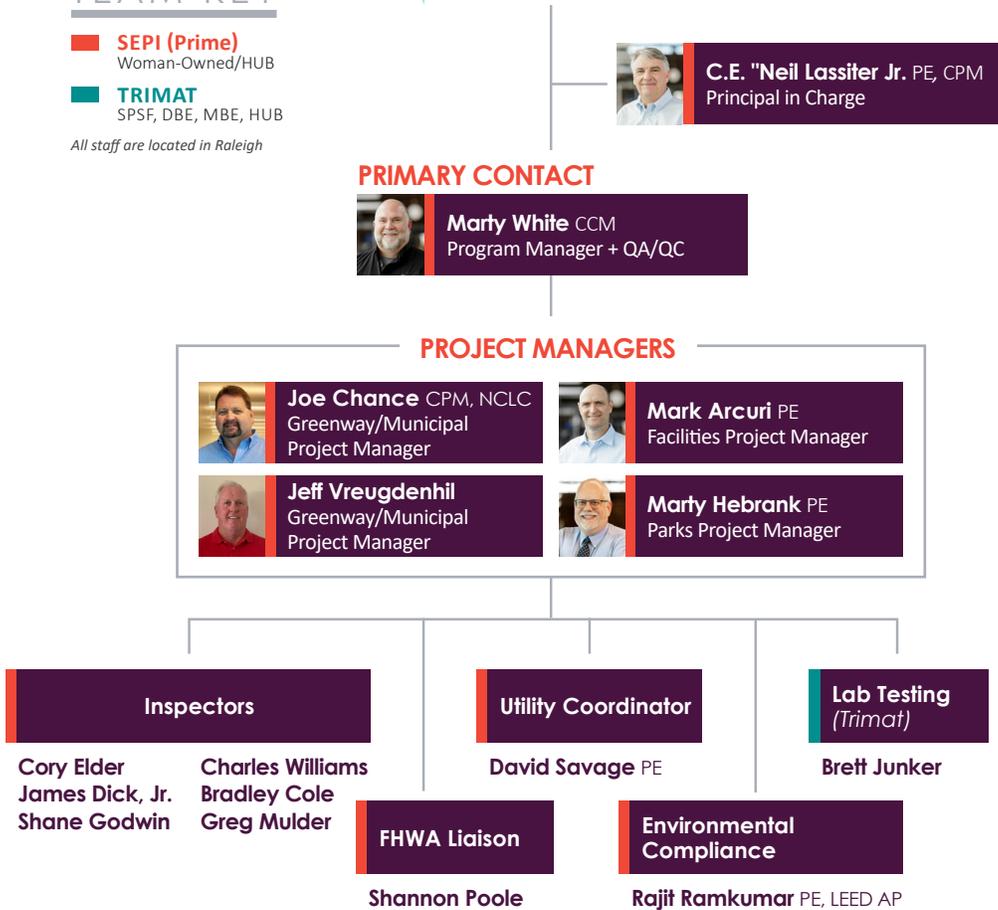
ORGANIZATIONAL CHART

Our Team provides highly qualified professionals with the specialized experience required for this contract. We have sufficient available staff capacity and the ability to scale up or down as needed to provide timely and responsive service to the Town for all on-call projects. In the event that our Team encounters personnel changes, or any other changes of significance, the Town will be notified immediately.



TEAM KEY

- **SEPI (Prime)**
Woman-Owned/HUB
 - **TRIMAT**
SPSF, DBE, MBE, HUB
- All staff are located in Raleigh*



SEPI FEDERAL-AID FUNDING REIMBURSEMENT BEST PRACTICES

- Electronic pay records system
- Real-time reporting from the field
- Accurate documentation control and material quantities
- Full Federal reimbursement
- Internal and external project audits
- Marty White has previous experience as a LAPP coordinator
- All teammates have LAPP Experience

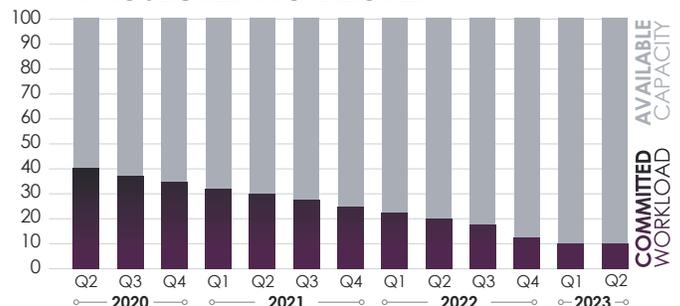
AVAILABLE WORKFORCE

SEPI employs a staff of more than 300 professionals with sufficient available staff capacity required to provide timely and responsive services and meet project schedules for multiple delivery orders that may be required under this contract.

We are planning to move staff that are currently finishing up municipal projects in the Triangle to meet project delivery goals.

Joe Chance and Jeff Vreugdenhil are our very best Greenway/Municipal Project Managers devoted to the Town of Knightdale. Mark Arcuri has tremendous experience as a Project Manager on government facility projects. Marty Hebrank is a veteran in site civil project management specializing in park projects.

PROJECTED WORKLOAD



Our CEI staff average 22+ years of experience.

KEY STAFF QUALIFICATIONS

The SEPI Team provides a staff of highly qualified professionals consisting of individuals with the necessary experience, education, and certifications required for this contract.

In addition, we bring value-added services through our Team's years of Similar Project Experience as shown on Pages 2-3.



JOE CHANCE, CPM, NCLC
Greenway/Municipal Project Manager

Joe has over 31 years of extensive transportation experience with municipal clients and NCDOT in all areas of infrastructure including greenways, roadway, structures, signal installation/modifications, and landscape projects. His experience includes managing employees and monitoring work for compliance with municipal and NCDOT guidelines.



JEFF VREUGDENHIL
Greenway/Municipal Project Manager

Jeff has 32 years of experience in municipal operations including construction administration. His experience includes urban roadway widening improvements, urban stormwater drainage system improvements, streetscapes, urban sidewalk improvements, multi-use paths, and utility installation and relocation. Prior to joining SEPI, Jeff served as Director Public Works and Utilities for the City of Clinton.



MARK ARCURI PE
Facilities Project Manager

Mark has over 28 years of engineering, project management, and permitting experience on a variety of public, municipal, and private projects. He has extensive experience with site selection for new development projects including identifying potential properties, investigating them for development potential, and providing simple site layout sketches.



MARTY HEBRANK PE
Parks Project Manager

Marty has over 35 years of professional experience focusing on civil projects including roadway design, site development, stormwater modeling, water and wastewater, erosion and sedimentation control plans, and construction inspection. In addition to his experience in conceptual land planning and preparation of construction plans, he has successfully permitted projects through several governmental agencies.

AVAILABILITY, EXPERIENCE, + CERTIFICATIONS

Name	Role	Availability	Years of Experience	PROJECT MANAGEMENT EXPERIENCE									INSPECTION EXPERIENCE								CERTIFICATIONS									
				Federally-Funded Projects	Project Management	Prepare/Review Pay Apps	Review Certified Payrolls	Wage Rate Interviews	Supplemental Agreements	Review/Approve Subcontractor Agreement Forms	Review/Prepare Claim Requests	Prepare/Complete Final Estimate	Greenways	Sidewalk	Roadway	Structures	Materials Sampling/Testing	Traffic Control/Plan Review	Material Submittal Review	Project Documentation	Daily Diaries	Final Inspection	ABC Sampling	Borrow Pit Sampling	Concrete Field Testing	Conventional Density	E&S/SW Level II	Nuclear Safety/Hazardous Materials	OSHA 10	QMS Density Gauge
N. Lassiter	PIC	NTP	35	✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											
M. White	Program Mgr/QA/QC	NTP	36	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											
J. Chance	Grnwy/Munc PM	NTP	31	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											
J. Vreugdenhil	Grnwy/Munc PM	NTP	32	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											
M. Arcuri	Facilities PM	NTP	28		✓				✓	✓													✓		✓					
M. Hebrank	Parks PM	NTP	35		✓				✓	✓																				
C. Elder	Inspector	NTP	7	✓		✓		✓				✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
J. Dick, Jr.	Inspector	NTP	8			✓		✓				✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
S. Godwin	Inspector	NTP	13	✓		✓		✓				✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
C. Williams	Inspector	NTP	8	✓		✓		✓				✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
B. Cole	Inspector	NTP	14			✓		✓				✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
G. Mulder	Technician	NTP	17	✓	✓	✓		✓				✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
S. Poole	FHWA Liaison	NTP	15	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
D. Savage	Utility Coordination	NTP	33	✓	✓	✓		✓				✓	✓	✓	✓	✓	✓	✓							✓					
R. Ramkumar	Environmental	NTP	17	✓	✓				✓	✓																				
B. Junker	Lab Testing	NTP	30		✓								✓		✓							✓	✓		✓					

MARTY WHITE, CCM | Program Mgr/QA/QC

Marty is a highway construction and administration professional with **36+ years of experience** doing Federal Highway Project compliance contract administration, implementing project management, and providing QA/QC. He is skilled in developing positive relationships and communication of project status while satisfying the project documents and fulfilling project requirements. Prior to joining SEPI, Marty was the Senior Assistant Resident Engineer administering multimillion dollar TIP projects and LAPP projects requiring Project Certification for Federal reimbursement for the NCDOT.

- City of Raleigh, Wake Forest/Blount/Person Complete Streets
- City of Durham, Carver Street Extension
- Town of Matthews, Campus Ridge Road

COREY ELDER | Inspector

Corey has **seven years of construction experience** and holds numerous certifications for NCDOT materials testing. He is experienced in concrete, asphalt, and density testing. Corey oversees contractors' daily operations, performs materials testing, and oversees project documentation for pay quantities and NCDOT materials received reports. He also ensures the contractor follows guidelines set forth by project plan sheets as well as NCDOT Standard Specification and Standard Drawings.

- Town of Fuquay-Varina, NE Judd Parkway (U-5927A)
- Town of Clayton, Sam's Branch Greenway (U-5530)
- Town of Morrisville, Crabtree-Hatcher Creek Greenway

JAMES DICK, JR | Inspector

James has over **eight years of experience** in the horizontal engineering construction field industry and also experience in pouring concrete. He has knowledge of surveying, installing concrete sidewalk forms, and building footers for concrete sites. His time served in the National Guard has given him experience in multiple road construction projects in South Carolina.

- City of Creedmoor, Cross City Trail
- Town of Cary, Panther Creek Greenway and Mills Park Trailhead
- City of Durham, Carver Street Extension

SHANE GODWIN | Inspector

Shane has more than **13 years of experience** in support of engineering operations. He has experience providing QA/QC inspections and construction management and is familiar with project closeout reports and project tracking. He is also experienced in project documentation; grading; permitting compliance; construction materials testing and sampling; and utility installation.

- Town of Cary, Panther Creek Greenway and Mills Park Trailhead
- Town of Fuquay-Varina, NE Judd Parkway (U-5927A)
- Town of Morrisville, Crabtree-Hatcher Greenway

CHARLES WILLIAMS | Inspector

Charles has almost **eight years of experience** in civil engineering, including installing stormwater drainage systems, roadway improvements, ADA, and curb and gutter. He is also experienced in providing inspections, environmental analysis, and implementing wetland mitigation plans.

- Town of Cary, Panther Creek Greenway and Mills Park Trailhead
- Town of Morrisville, Crabtree-Hatcher Greenway
- City of Raleigh, Simmons Branch Stormwater Project

BRADLEY COLE | Inspector

Bradley has **14 years of work experience** and is familiar with performing concrete testing; material testing and daily reporting such as material received reports; and assisting with the approved application of erosion control measures. He has experience coordinating with the contractor, monitoring construction plans, overseeing preliminary work to prepare construction site clearing and surveying, grading operations, environmental permit compliance, structure construction, and document control.

- Town of Clayton, Pedestrian Connector Greenway
- Town of Cary, Panther Creek Greenway and Mills Park Trailhead
- Town of Morrisville, McCrimmon Parkway Extension/NC 54 Bypass

GREG MULDER | Inspector

Greg has over **17 years of experience** in the transportation industry, including 12 years with NCDOT. His experience includes paving inspection, nuclear and conventional density testing, ABC nuclear density, ABC sampling, borrow pit sampling, and concrete testing. Greg also has experience in roadway work including, but not limited to, grading, roadway inspection, structure inspection, and paving.

- Town of Fuquay-Varina, NW Judd Parkway (U-5317)
- City of Greenville, South Tar River Greenway
- City of Greenville, Arlington Blvd Mill & Fill Improvements

SHANNON POOLE | FHWA Liaison

Shannon has over **15 years of experience**. She is highly proficient in monitoring the materials received for project construction and researching/investigating potential non-participating material discrepancies. She provides guidance, recommendations, and training to enhance a successful project closeout for Federally-Funded projects for sidewalk improvements, multi-use paths, road widening, and various other infrastructure improvements. Prior to joining SEPI, Shannon served as an Office Assistant for four years with NCDOT's Materials and Tests Unit and was responsible for coordination, planning, training, contract administration, and support. She managed, tracked, and oversaw the material certification process for all Local Government Agency (LGA) projects statewide.

- Town of Clayton, Sam's Branch Greenway (U-5530)
- City of Creedmoor, Cross City Trail
- Town of Fuquay-Varina, NE Judd Parkway (U-5927A)

DAVID SAVAGE | Utility Coordination

David has over **33 years of experience** in the transportation industry with an extensive background in project management including projects with federal funding coordination and documentation. In addition, he is experienced with structural engineering specializing in rail and highway bridge design, retaining walls, and culverts. David has experience working with NCDOT as Utility Coordinator responsible for utility relocations and installations.

- Town of Clayton, Sam's Branch Greenway (U-5530)
- Town of Cary, Panther Creek Greenway and Mills Park Trailhead
- City of Fayetteville, Construction Management and Inspections On-Call, Spruce Street Drainage Improvement Project Phase II

RAJIT RAMKUMAR, PE, LEED AP Environmental Compliance

Rajit has **17 years of transportation planning and engineering experience** and has managed more than 100 projects of varying complexity for clients statewide. He is proficient in state and federal policies and procedures and has completed numerous projects involving Complete Streets, multimodal design, streetscapes, and bicycle and pedestrian improvements utilizing AASHTO and NACTO guidelines. Additionally, Rajit's expertise spans greenway facilities, feasibility studies, SEPA/NEPA, urban planning, environmental screening, permitting, parking, traffic noise analysis, and grant assistance. A proven project engineer, he leads multi-disciplinary teams with a focus on planning, collaboration, and engaging project stakeholders effectively.

B JUNKER | LAB TESTING (TRIMAT)

Brett has over **30 years of experience**, beginning his career in construction materials testing with a producer. He is certified by ACI, NCDOT, NICET, FAA and OSHA. His experience includes testing concrete, aggregates, soils, and asphalt. Mr. Junker is the laboratory supervisor with Trimat and is experienced with AASHTO and ASTM test methods. Brett holds the following certifications: NCDOT Certification #50740, NCDOT Concrete Field Technician, ACI Concrete Field Technician, NCDOT Conv. Density Technician, ACI Aggregate Testing Technician, ACI Strength Testing Technician, ACI Concrete Lab Testing Technician (expires 2022)

- City of Raleigh, Leesville Road Widening
- Town of Fuquay-Varina, N. Judd Parkway NE Widening
- City of Durham, SW-39, University Sidewalks and Bike Lanes

Chapter 4 TECHNICAL APPROACH

PROJECT UNDERSTANDING



The SEPI Team stands ready to help bring the Town's vision to life.

The SEPI Team understands that the Town of Knightdale anticipates several future greenway, sidewalk, and/or roadway projects that will require CEI and CA services.

Our Team is accustomed to providing Construction Administration oversight of municipal projects including CEI, project documentation, readily available communication with municipal staff regarding project delivery, project reimbursement, and closeout.

Mingo Creek Greenway Extension.

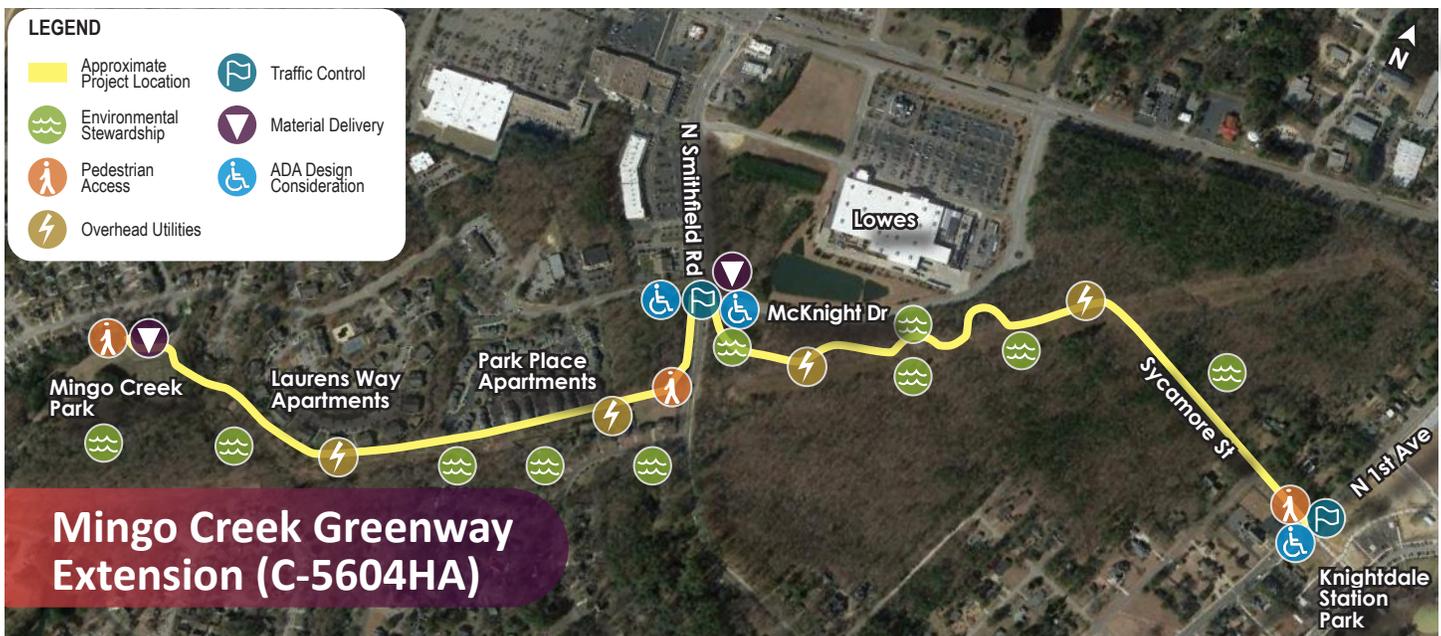
The SEPI Team understands the first project under this on-call contract will be the Mingo Creek Greenway Extension. Our Team visited the proposed site to increase our understanding of the area, identify potential key challenges, and develop the best approach to achieve successful completion of the project.

The constructability review of the projects is conducted with local staff to identify construction conflicts to identify potential conflicts and constructability issues. These projects will have construction limits directly abutting environmentally sensitive areas, traveling public (automobile, pedestrian, and bicycle), private property, and existing utilities. These assets will need to be monitored by experienced inspectors with the knowledge, skills, and abilities to protect the Town against unnecessary complaints or damage from construction operations.

The Mingo Creek Greenway Extension Project connects Mingo Creek Greenway to Knightdale Station by extending the trail from Mingo Creek Park to N. Smithfield Road, McKnight Road, to Sycamore Street, and on to First Street. The project includes approximately one mile of trail and boardwalks (timber and concrete) with signal improvements at N. Smithfield Road and McKnight Drive.

KEY CHALLENGES MAP

The challenges listed below are anticipated as we reviewed the constructability of the Mingo Creek Greenway Extension project. **Our experienced team members are familiar with recognizing areas of concern and will work to implement a response conscious and solutions-based approach in resolving potential challenges.**



Potential Challenge: This project impacts environmentally sensitive areas (wetlands and the creeks). Erosion control measures and drainage will be challenging providing positive water flow during and after construction.

Proposed Solution: The SEPI Team understands and values the significance of the land quality program and recognizes that the end goal is zero Notice of Violations (NOV) or Immediate Corrective Actions (ICA). Environmental permit compliance and erosion control will be the responsibility of everyone associated with this project and overseen by SEPI's Planning and Environmental Manager, Rajit Ramkumar, PE, LEED AP, who has performed 15+ Environmental Assessments. **We will overlay construction plans with permit plans to help ensure we stay within the footprint of permitted environmentally sensitive areas.**

Every technician assigned to this project will have NCDOT Erosion Control Level II certifications, be competent in the administration of these regulations, have the added responsibility of reviewing and revising erosion control plans as needed, and be held accountable for proper installation and maintenance of erosion control measures.



Potential Challenge: Traffic control will be needed at N. Smithfield Road and McKnight Drive for signal improvements, trail installation, delivery of materials, and equipment/materials storage. Lane closure will also be necessary on N. Smithfield Road from Carrington Drive to McKnight Drive for installation of curb and gutter. The construction sequence needs to be coordinated closely for impacts to auto, pedestrians, and bicycle traffic. Access to Mingo Creek Park and the proposed trail impacts residential areas. The Contractor will need to establish a plan for these activities and clear direction provided at the Preconstruction meeting.

Proposed Solution: The SEPI Team will work to maintain traffic control measures so they are installed correctly and properly maintained to benefit the traveling public. This is especially important with residential and businesses adjacent to the project corridor. We recognize that there will be a number of issues that might arise during construction and our Team will come to the Town with the issues and possible solutions.

Additional Challenges



Overhead Utilities. There are overhead utilities located along the proposed trail. Utility coordination with the Utility owner, the Town, and the Contractor will be crucial to limit construction delays and assure on time delivery.



Pedestrian Access. We are sensitive to the needs of pedestrian traffic in the area. To safeguard pedestrians during the construction phase while preserving existing pedestrian access to the area, adequate points of access will be provided at locations that minimize conflicts within the work zone.

Proximity of Trail to Houses. Several homes are in close proximity of the trail and power lines. We will be respectful during construction and work to ensure non-work times are adhered to.

Grading. Detailed grading requirements will be required to meet Duke Energy grading guidelines. Slope breaks will need to go from 4:1 to 2:1 to minimize property impacts. We also recognize there are steep grades along the corridor and must maintain minimum ADA design criteria.

Precast Wall Construction. East of N. Smithfield Road access near steep slope.

66" Pipe Installation. Large fill section and erosion control issues at location south of Laurens Way Apartments.

Material Delivery. Accessibility to material deliveries limited to existing end of trail segments and potentially to former sewer lagoon due to topography.

PROJECT APPROACH

We are submitting on this opportunity to demonstrate our ability, technical knowledge, and depth of resources to perform CEI services for all of the projects the Town has proposed in this RFLOI/RFQ.

We have assembled our Team to reflect our past experience with similar projects in the Triangle Region. **Marty White, CCM** will serve as the **Program Manager and QA/QC Manager** and coordinate activities and tasks among our Team. We have shown a strong, diverse pool of experienced Project Managers who collectively have managed several high-profile greenway, multi-use path, bicycle/pedestrian, roadway, park/recreational facilities, and governmental complex projects. We intend to assign each of these gentlemen projects to deliver for the Town.

We also want to show that our Team is prepared to share resources and staff to provide additional cost savings to the Town. Project staffing is scalable to meet project oversight demands. We have the resources locally to manage and inspect these projects. We proposed a similar staffing plan on other projects with the City of Raleigh (Simmons Branch Road Stormwater Improvements and Lake Dam Road Bridge

Replacement) and with the City of Creedmoor (Cross Trail Improvements) with a great deal of success.

INNOVATION

- Utilize Electronic Pay Record Books.
- Shannon Poole will be assigned to project(s) to oversee FHWA Documentation Compliance, conduct internal audits, etc.
- Participation of TRIMAT (SPSF), a successful teaming partner.
- Ability to provide environmental permit reviews/revisions if needed.
- Provide concurrent project staffing schedule.

Safety. SEPI has established internal safety programs which will be used to supplement recognized industry and governmental safety programs. This safety awareness, and our safety culture, extends to all who may access these projects- the citizens at large, contractor personnel, and all inspection staff (Town/CEI/NCDOT). We will be especially focused in the areas of traffic control; confined areas; pedestrians; and within the workzone.

Contract Administration. Our approach to contract administration begins with the Stephen Covey adage **“Begin with the end in mind.”** Our goal is to document information to produce a final estimate package that has minimal errors and follows the Town, Federal Highway Administration (FHWA), and NCDOT guidelines. Our technicians are knowledgeable, experienced, and competent in their field of expertise and can readily assess and interpret construction plans, special provisions, standard specifications, and provide proper material sampling and testing

Inspections + Reports. Our technicians are required to produce daily inspection reports and project documentation in accordance with the Town and NCDOT standards. We intend to utilize **electronic pay record books** that have been recognized by the Federal Highway Administration (FHWA) **to minimize the chance for errors and maximize awareness of potential line item overruns** to help keep the project on budget. This practice has been successfully utilized on past reimbursable projects with municipalities, has proved to be very cost-efficient, and has been a tremendous benefit to our clients.

SEPI BENEFIT

PROJECT REIMBURSEMENT + PROJECT CLOSEOUT

Potential Challenge for all Projects

With the inclusion of Federal-Funding, reimbursement and closeout will be a key factor. We know where the potential problems exist and can identify issues that could prevent the Town from receiving project reimbursement in a timely manner. **Labor wage interviews, certified payrolls, and DBE Subcontractor Forms will be reviewed at each pay application.**

Proposed Solution for all Projects

We maintain a Federally-Administered program checklist of documentation necessary to help ensure full reimbursement on projects constructed with Federal funds.

It is also our intent to utilize Electronic Pay Record Books on this project to streamline the quantity verification process and to minimize areas on pay application requests.

We will assemble closeout documents with all relative information including materials documentation, final estimate package, and appropriate as-builts, ready to be certified by the NCDOT. We will produce this information in either a digital or paper format which is acceptable to the Town.

We employ a process of conducting internal audits prior to the recommended quarterly audits with NCDOT to help ensure submittals including material received and pay record reviews are appropriate and approved.



Internal project controls such as the Federal Administered Project Review Checklist and the use of our Electronic Pay Record Books are two examples of tools SEPI utilizes to document project status and proactively track contract quantities.

Additionally, staff will maintain accurate electronic daily reports; sample materials at required minimum frequencies; and adhere to testing procedures. Our Program Manager and QA/QC Manager, Marty White, will review these reports for clarity and completeness. Payment quantities will be confirmed with contractor personnel prior to monthly pay dates for accurateness and to manage project quantities to avoid overruns. The SEPI Team will monitor and document the contractor and subcontractor compliance with labor and environmental requirements including daily reports, wage rate compliance, employee interviews, and erosion control compliance.

Materials Sampling + Testing. Our Team will work to ensure construction materials utilized in the project are approved, the appropriate testing performed, and proper documentation produced so the NCDOT Materials and Testing Unit can certify them under FHWA Guidelines. Our technicians will adhere to the testing frequencies per the NCDOT Standard Specifications and Minimum Sampling Guide.

In addition, when laboratory materials testing is required, our team member, Trimat, offers a Tier I NCDOT certified testing laboratory located in the Triangle.

Project Management + Project Reimbursement. With the inclusion of Federal-Funding for this project, reimbursement and project closeout will be a key factor. As part of our project management, we will properly verify pay quantities for reimbursement, verify that Buy American materials are documented, **work to ensure wage rates are compliant with federal guidelines, monitor all subconsultant submittals and track DBE participation against project goals, verify DBE firms are prequalified prior to begin work,** document material received reports for the project, and submit the final estimate and as-built plans as noted in the scope. We know where the potential problems exist and can identify issues that could prevent the Town from receiving project reimbursement in a timely manner. We maintain a **Federally Administered checklist** of documentation necessary to help ensure full reimbursement on projects constructed with Federal funds.

Our document control process is "Audit Ready." The SEPI Team will administer, test, inspect, and report in such a way to help ensure that the NCDOT certifies the project upon

completion and to help ensure that the owner receives timely reimbursement. SEPI Team member **Shannon Poole** will perform internal reviews to help ensure FHWA/NCDOT compliance. Shannon will manage, track, and oversee the material certification process.

Review Material Submittals. Coordinated with our management information system, project submittals are identified, entered, and noted for resolution. All documentation identified by the NCDOT and necessary for project closeout is logged. We also specify if the document is for informational purposes or will require further approval authority.

Design Revisions. Our Team will work to resolve design issues as they arise. We have the experience to assess apparent field problems and begin work to address problems expeditiously. We will respond to appropriate requests for information (RFIs), produce appropriate change orders to document these design revisions, and negotiate contract unit costs and time considerations with the contractor. We have prior experience with individual design firms, including Alta Engineering.

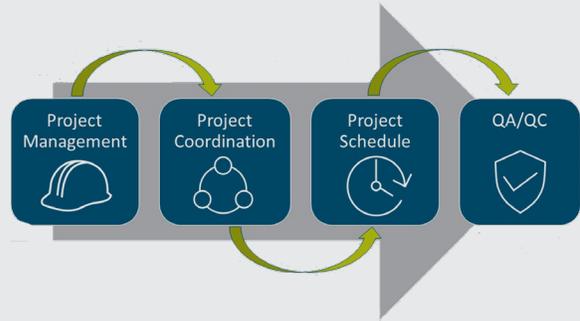
Pay Applications. Our technicians are efficient in determining project pay quantities with the appropriate method of measurement and payment. Payment quantities are confirmed with contractor personnel prior to monthly pay dates for accurateness and to manage project quantities to avoid overruns.

Certified Payrolls. Certified payrolls are an important part of the project certification process. Our Team is experienced in verifying the contractor's certified payrolls against our inspector's daily diaries so that the FHWA regulations are followed and administered completely.

Supplemental Agreements. Our Team has the expertise of identifying potential supplemental agreements and the knowledge of municipal and NCDOT processes to resolve these issues. If contract line items are incorrect, or if extra work is identified, we can provide resolution and develop project estimates that can be utilized as a supplemental agreement. Reviews of this nature will be brought immediately to the attention of the Town and coordinated through the Town and with NCDOT prior to further progress of work by the contractor. We will also seek to monitor overall project budget to determine cumulative impacts to the overall project budget.

Communication Plan

- Conduct Progress Meetings
- Ongoing Constructibility and QA/QC reviews
- Document Tracking register
- Process to handles RFIs in timely manner
- Review pay application requests; identify potential overruns
- Full-time review of project schedule



Solutions-Based Approach to Resolve Project Conflicts.

The SEPI Team prides itself on providing a “Solutions-Based Approach” to resolve project conflicts. In other words, once we encounter project issues, we will seek resolution and try to provide the Town with an alternate means of addressing problems.

Claims Avoidance. Claims avoidance is a philosophy we instill as part of our SEPI culture and is an ongoing process. We utilize our experience and knowledge of construction management and contract administration to preempt potential construction claims. **Resolution of project issues is best done at the lowest level of supervision, or the field staff.** If an issue must be elevated, we will recognize a predetermined project item escalation process to expedite resolution. We will review, advise, and submit any project claims pursuant to NCDOT standards and procedures, and acting on behalf of the Town.

Cost Control. Project cost reviews can be assessed as the project monthly estimates are identified and paid. Project staff will provide careful oversight of the use of project materials to prevent quantity overruns. If project quantities

are underestimated, we will alert the Town. These items are often caught in our constructibility reviews.

Constructibility Review. SEPI will perform constructibility reviews of the project plans to identify those areas that hold the greatest potential for risk of project delays or overruns. This process is ongoing and in fact, has already begun with the evaluation and review of the construction of this project. We will adhere to proper documentation protocol to safeguard that the process of the project is not compromised.

Issues Management. When issues are identified early in the process, they can be addressed to minimize project delays and avoid overruns. If we do encounter omissions, defects, or deficiencies, we will alert the Town and begin resolution of the issue by RFIs, change orders, or other appropriate means.

Project Closeout. We are accustomed to having reviews with the owner by providing a punchlist project review followed by a final walkthrough prior to submittal for completion. Our process is built upon producing the final estimate to the Town free and clear of any discrepancies. We will assemble this document with all relative information

including materials documentation, final estimate package, and appropriate as-builts, ready to be certified by the NCDOT. We will produce this information in either a digital or paper format which is acceptable to the Town.

Communications Plan

Preconstruction Conference | The preconstruction conference sets the tone of the project and organizes all pertinent information while identifying project roles and documentation requirements. It is the first step of effective communication that distributes information to the entire Project Team. Our staff will produce preconstruction meeting minutes with meeting attendees, a concise description of project specifics, proper documentation needed, project issues, action items, and emergency contact lists. It will also spell out contractor responsibilities and identify the progress schedule.

Progress Meetings | We will conduct progress meetings at a frequency acceptable by the Town to address project issues, scheduling, review submittals, review contractor payment requests, and discuss potential issues. Project progress meeting minutes are prepared and submitted to the Town.

PROPOSED PROJECT SCHEDULE.

Upon award, we will immediately meet with the Town and all stakeholders to establish the schedule and goals. We will look for every opportunity to accelerate project schedules, including performing tasks concurrently.

We have provided a proposed schedule for the Mingo Creek Greenway project.

Mingo Creek Greenway Extension (C-5604HA)	1	2	3	4	5	6	7	8	9	10	11	12
Notice-to-Proceed & Project Kick-Off	NTP											
Preconstruction												
Construction Phase I: Clearing, Erosion Control, Grading, Storm Drain Installation												
Construction Phase II: Timbe/Concrete Boardwalk Installation, Paving, Sidewalk Installation												
Construction Phase III: Traffic Signals, Pavement Markings												
Total Number of Technicians Required	1	1	2	2	4	4	4	4	4	2	2	1

Appendix RS-2 FORMS

Prime Form RS-2

REV 1/14/08

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
PRIME CONSULTANT
TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY
RACE AND GENDER NEUTRAL**

Town of Knightdale, #RFQ-DS-05-01-2020, On-Call Construction Engineering and Inspection Services

TIP No. and/or Type of Work (Limited Services)

SEPI Engineering & Construction, Inc. | 56-2254014

(Consultant/Firm Name and Federal Tax Id)

<i>SERVICE / ITEM DESCRIPTION</i>	<i>Anticipated Utilization</i>
195 – Roadway Construction Engineering & Inspection 233 – Structures Construction Engineering & Inspection	90%
TOTAL UTILIZATION:	
90%	
RECOMMENDED BY:	
CONSULTANT: SEPI Engineering & Construction, Inc.	
	
*BY: C.E. "Neil" Lassiter, Jr., PE, CPM	
TITLE: Senior Vice-President	
SPSF Status:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> SEPI is a Woman-Owned Business and a certified Historically Underutilized Business (HUB) with the State of NC

“PRIME CONCONSULTANT” (FORM RS-2)

RACE AND GENDER NEUTRAL

Instructions for completing the Form RS-2:

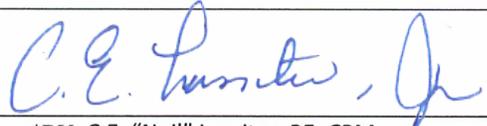
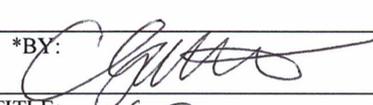
1. Complete a Prime Consultant Form RS-2 for the prime consultant firm.
2. Insert TIP Number and /or Type of Work (Limited Services)
3. Complete the Consultant/Firm name and Federal Tax ID Number for the primary firm information.
4. Enter Service/Item Description – describe work to be performed by the Prime Firm
5. Enter Anticipated Utilization – Insert dollar value or percent of work to the Prime Firm
6. *Signature of the Prime Consultant **is required** on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection
7. Complete “SPSF Status” section - Check the appropriate box regarding SPSF Status, check Yes if SPSF or No if not SPSF

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
SUBCONSULTANT
TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY
RACE AND GENDER NEUTRAL**

Town of Knightdale, #RFQ-DS-05-01-2020, On-Call Construction Engineering and Inspection Services
TIP No. and/or Type of Work (Limited Services)

SEPI Engineering & Construction, Inc. | 56-2254014
(Consultant/Firm Name and Federal Tax Id)

Trimat Materials Testing, Inc. | 05-0560131
(Subconsultant/Firm Name and Federal Tax Id)

<i>SERVICE / ITEM DESCRIPTION</i>		<i>Anticipated Utilization</i>
291 – 291 GEOMATERIALS LABORATORY CERTIFICATION (TIER I) <i>Support as needed:</i> 195 – Roadway Construction Engineering and Inspection 233 – Structures Construction Engineering and Inspection		10%
		TOTAL UTILIZATION: 10%
SUBMITTED BY: SUBCONSULTANT: Trimat Materials Testing Inc.	RECOMMENDED BY: CONSULTANT: SEPI Engineering & Construction, Inc.	
		
*BY: 	*BY: C.E. "Neil" Lassiter, PE, CPM	
TITLE: V.P.	TITLE: Senior Vice President	
SPSF Status: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

"SUBCONSULTANT" (FORM RS-2)
RACE AND GENDER NEUTRAL

Instructions for completing the Form RS-2:

1. Complete a Subconsultant Form RS-2 for each Subconsultant firm to be utilized by your firm.
2. Insert TIP Number and /or Type of Work (Limited Services)
3. Complete the Consultant/Firm name and Federal Tax ID Number for the primary firm information.
4. Complete the Subconsultant/Sub Firm name and Federal Tax ID Number for the sub firm information.
5. Enter Service/Item Description – describe work to be performed by the Sub Firm
6. Enter Anticipated Utilization – Insert dollar value or percent of work to the Subconsultant/Sub Firm
7. *Signatures of both Subconsultant and Prime Consultant **are required** on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection
8. Complete "SPSF Status" section - Subconsultant shall check the appropriate box regarding SPSF Status, check Yes if SPSF or No if not SPSF

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 form by entering the word "None" or the number "ZERO" and signing the form.



Town of Knightdale

Staff Report Cover Sheet

Title: GoRaleigh Municipal Agreement

Staff: Jason S. Brown, AICP, CZO

Date: July 15, 2020

PURPOSE

- To authorize the Town Manager to enter into a Municipal Agreement with GoRaleigh and GoTriangle to operate and maintain GoRaleigh Route 33.

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

- Triangle Tax District

ATTACHMENT(S)

- Staff Report
- GoRaleigh Route 33 Municipal Agreement

STAFF RECOMMENDATION

- Authorize the Town Manager to enter into the Route 33 Municipal Agreement with GoRaleigh and GoTriangle.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report

Title: GoRaleigh Municipal Agreement

Staff: Jason S. Brown, Assistant
Development Services Director

Date: July 15, 2020

Director Signature: CH

Asst. Town Manger Signature: DT

Town Manager Signature: WRS

BACKGROUND INFORMATION

- In November 2016 Wake County voters passed a ½ cent sales tax referendum to fund transit improvements as outlined in the Wake Transit Plan. In June 2017, the Town of Knightdale entered into a Master Participation Agreement and Interlocal Agreement (ILA) that established the Triangle Tax District and set forth the structure and framework of the tax district. It further identified GoTriangle as the administrator of the tax district. Part of this agreement requires project level operation agreements for all new services approved utilizing tax district funds. Last year GoRaleigh began operating Route 33 with hourly service to Knightdale and the East Raleigh Transit Center at New Hope Road. This new service provides local service to many destinations in Knightdale and will include several future bus stop improvements.

SUMMARY

- The proposed Municipal Agreement serves as the required project level operation agreement under the ILA. The purpose of the agreement is to formalize roles and responsibilities. Most responsibility for maintenance, marketing, planning and operations will fall to GoRaleigh while the Town will be consulted in the operations and planning. GoTriangle is a party to this agreement as the tax district administer and funding source. This agreement will be updated as there are changes to service, for example anticipated weekend service in 2023, or when the term expires (June 30, 2025). Staff and the Town Attorney have reviewed the agreement and have no major concerns with the terms.

RECOMMENDED ACTION

- Authorize the Town Manager to execute the GoRaleigh Route 33 Municipal Agreement with GoRaleigh and GoTriangle.

WAKE TRANSIT LOCAL AREA ROLES AND RESPONSIBILITIES AGREEMENT

This Agreement ("Agreement") is made by and between **GoRaleigh Transit System** (Transit Operator) and **Knightdale, North Carolina** (Town) the foregoing may be individually referred to herein as "Party" and collectively referred to as "Parties" and Research Triangle Regional Public Transportation Authority, d/b/a GoTriangle ("GoTriangle") as the Administrator of the Triangle Tax District.

The Parties agree to provide, operate, fund and maintain a public bus service operating between the Transit Operator and the Town known as the "*Knightdale Route*" (hereinafter "*Route 33*") with the respective responsibilities and duties of the Parties as listed below:

1. Term:

The Agreement shall become effective upon execution by all Parties ("Effective Date"). The term of this Agreement shall be from the Effective Date until *June 30, 2025* (5-year term). The Parties may extend the term for *Route 33*, or may otherwise amend this Agreement, provided that any extension of the term of service or amendment shall be in writing and properly executed by the Parties.

2. Operations:

- A. In the provision of *Route 33* service, Transit Operator shall have the following responsibilities:
 1. Set the route, the schedule, the number of trips and the timing of these trips after receiving input from and consultation with the Town. Transit Operator agrees to provide at least 30 days written notice to the Town of any material change in the route, schedule, or operation of the route, unless otherwise agreed to by the Parties. In providing the route services, Transit Operator may select the transit provider at its sole discretion.
 2. Operate *Route 33* on all weekdays during the year, except for holidays listed in **Exhibit A**, or as otherwise agreed in writing to by the Parties. Transit Operator agrees to provide annually a revised list of holidays, if applicable, during which time the route will not be operated.
 3. Operate a bus service within the Town that includes stops throughout the town limits of *Knightdale, NC*, as well as those stops in *east Raleigh, NC*.

3. Funding:

GoTriangle as administrator of the Triangle Tax District shall reimburse the Transit Operator upon receipt of an invoice of eligible expenses associated with the implementation of *Route 33*, as it relates to the Wake County Transit Plan. Eligible expenses will align with the revenue agreements produced by Wake County Transit Planning Advisory Committee (TPAC) and governed by the Inter-local Agreement between GoTriangle, Capital Area Metropolitan Planning Organization (CAMPO), Wake County and the associated local municipality.

4. Planning and Fare Policy:

- A. The Parties agree that Transit Operator shall determine routing, bus stop locations, and schedules for *Route 33*, set the fare and determine the bus pass system associated with this service. Transit Operator agrees to consult with Town staff in discussions regarding route planning, fares, and operations to maximize regional coordination. Transit Operator will respond to all communications and requests by Town within 15 days and provide feedback to Town on the operation of the service.
- B. Town will respond to all communications and requests by Transit Operator within 15 days and will provide any feedback to Transit Operator on the operation of the service, through any applicable communication method.

The schedule, routing, fare, or other operational characteristics of the service may be changed for the benefit of any party upon execution of a written amendment to this Agreement approved by each party's governing body.

5. ADA and Paratransit Requirements:

The Transit Provider will provide paratransit service as required by applicable regulations or law within the ADA-required radius of its all-day fixed-route bus service, which Town-based paratransit passengers may use to make transfers regionally.

6. Maintenance:

Go Raleigh (Transit Operator) agrees to maintain and upkeep all associated transit amenities associated with the route, including cutting or trimming of any vegetation; the cleanliness of the transit amenities, including the removal of litter and trash from trash receptacles; snow and ice removal; and maintain ADA accessible conditions.

7. Marketing:

GoRaleigh (Transit Operator) agrees to establish and implement a plan for marketing for Route 33, to design and print schedule brochures, and to provide such brochures to *Town of Knightdale* (Town) agrees where reasonably possible to assist *Town of Knightdale* (Town) in the provision of information about and marketing of *Route 33*. The parties agree to comply with, to the extent applicable, community engagement standards referred to in the Wake Transit Public Engagement Policy (Engagement Policy”) and applicable federal and state standards.

8. Termination for Failure to Perform ("Breach"):

The Parties agree that in the event that a Party breaches any provision of this Agreement, within thirty (30) days of receipt of written notice from the non-breaching Party, the Party will cure the breach to the reasonable satisfaction of the non-breaching Party if the breach can be cured. If the breach is not timely cured, or cannot be cured, at the non-breaching Party’s election, the Agreement will terminate. The parties will cooperate on a winding down of the service, including reasonable notice to the public.

9. Customer Information and Complaint Handling:

- A. *GoRaleigh* (Transit Operator) agrees to provide current schedule and stop location information to the GoTransit Regional Information Center, which the *Parties* agree will serve as the primary point of contact for customer information about *Route 33*, and to respond to customer complaints about this service within 48 hours of receipt of the complaint, and to work to resolve the complaint within one week after receipt.
- B. *GoRaleigh* (Transit Operator) will provide timely information regarding *Route 33*, including its current schedule and stop locations, to *Knightdale* (Town) and the GoTransit Regional Information Center.

10. Performance Reporting:

GoRaleigh (Transit Operator) shall report all *Route 33* operating statistics to *Knightdale* (Town) and comply with the Wake Transit Operating Agreement for the designated project.

11. Further Agreements

The Parties agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements or amendments hereto and such further instruments as may reasonably be required for carrying out the intention of this Agreement. The Parties agree to work together in good faith and with due diligence to provide for and carry out the purpose of this Agreement.

12. Amendment:

Any extension of the term of this Agreement and/or change to the content of this Agreement shall be by written amendment properly executed by all Parties.

13. Notices:

Any notice given pursuant to this Agreement shall be deemed given if delivered by hand or if deposited in the United States Mail, postage paid, certified mail, return receipt requested and addressed as follows:

If to Transit Operator: *GoRaleigh Transit System*

With a copy to: David Eatman, Assistant Director of Transportation
4104 Poole Road
Raleigh, NC 27610

If to the Town: *Town of Knightdale*

And with copy to: Jason S. Brown, Assistant Development Services Director
950 Steeple Square Court
Knightdale, NC 27545

If to GOTRIANGLE:

President and CEO
GoTriangle
P.O. Box 13787
Research Triangle Park, NC 27709

And with a copy to:

General Counsel
GoTriangle
P.O. Box 13787
Research Triangle Park, NC 27709

14. Binding Effect:

This Agreement shall be binding upon and inure to the benefit of the Parties and their agents, grantees, successors, and assigns.

15. Dispute Resolution:

In the event a dispute arises between the Parties to this Agreement concerning a question of fact in connection with the requirements of this Agreement or compensation therefore, the Parties agree to bargain in good faith towards a mutual resolution. If the Parties, after honest good faith negotiations, cannot reach an agreement, then either Party may adjudicate its dispute as allowed by North Carolina State Laws.

16. Force Majeure

The Transit Operator shall not be liable to the Town for any failure, delay or interruption of service or for any failure or delay in the performance of any obligation under this contract due to strikes, walkouts, acts of God, governmental restriction, enemy action, civil commotion, unavoidable casualty, unavailability of fuel or parts, pandemic or epidemic, or other similar acts beyond the reasonable control of the Transit Operator.

17. Verification of Work Authorization; Iran Divestment Act

All Parties, and any permitted subcontractors, shall comply with Article 2, Chapter 64, of the North Carolina General Statutes. The Parties hereby certify that they, and all permitted subcontractors, if any, are not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S §147-86.58.

18. Companies Boycotting Israel Divestment Act Certification

Contractor certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81.

19. Payment of compensation specified in this Agreement, its continuation or any renewal thereof, is dependent upon and subject to the allocation or appropriation of funds and resources to the City for the purpose set forth in this Agreement.

20. To the extent applicable, this Agreement is made subject to the terms and conditions stated within any agreements entered into between the City of Raleigh, Capital Area Metropolitan Planning Organization (“CAMPO”), and Research Triangle Regional

Public Transportation Authority, d/b/a GoTriangle (“GoTriangle”), as they may relate to the provision of transit services by the City of Raleigh.

(SIGNATURE PAGE FOLLOWS)

In witness where of the Parties hereto have caused this Agreement to be executed by their duly authorized officials

**RESEARCH TRIANGLE REGIONAL PUBLIC TRANSPORTATION
AUTHORITY**

President and CEO

Approved as to Legal Form:

General Counsel

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act:

Sandra Freeman, Chief Financial Officer

**TRANSIT OPERATOR
GORALEIGH
CITY OF RALEIGH, a North Carolina municipal Corporation:**

By: _____

Name: Ruffin L. Hall

Title: City Manager

ATTEST:

By: _____

Name: Gail G. Smith

Title: Clerk and Treasurer for City of Raleigh

APPROVED AS TO FORM:

(Associate) City Attorney

NORTH CAROLINA

CITY ACKNOWLEDGEMENT

COUNTY OF WAKE

This is to certify that on the ____ day of _____, 20____, before me personally came Gail G. Smith, with whom I am personally acquainted, who, being by me duly sworn, says that she is the City Clerk, and Ruffin L. Hall is the City Manager of the City of Raleigh, the municipal corporation described herein and which voluntarily executed the foregoing; that she knows the corporate seal of said municipal corporation; that the seal affixed to the foregoing instrument is said corporate seal, and the name of the municipal corporation was subscribed thereto by the said City Clerk and Treasurer and that the said seal was affixed, all by order of the governing body of said municipal corporation, and that the said instrument is the act and deed of said municipal corporation.

WITNESS my hand and official seal, this the ____ day of _____,
20_____.

(OFFICIAL SEAL)

Notary Public: _____

Printed Name of Notary: _____

My Commission Expires: _____

TOWN OF KNIGHTDALE

By: _____
Name:
Title:

ATTEST:

By: _____
Name:
Title:

APPROVED AS TO FORM:

Town Attorney/Counsel

EXHIBIT A

GoRaleigh does not operate on the following holidays:

Thanksgiving

Christmas

GoRaleigh operates on Holiday Schedule for the following holidays:

New Year's Day

Martin Luther King Jr.'s Day

Memorial Day

Independence Day

Labor Day



Town of Knightdale

Staff Report Cover Sheet

Title: Sale of Surplus Body-Worn Cameras

Staff: Chief Lawrence Capps

Date: July 15, 2020

PURPOSE

- To seek Council approval for the private sale of surplus police body-worn cameras

STRATEGIC PLAN PRIORITY AREA(S)

- Organizational Excellence

GENERAL STATUTE REFERENCE(S), if applicable

- NCGS 160A-267

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- N/A

ATTACHMENT(S)

- Staff Report
- Resolution #20-07-15-003 authorizing the private sale of surplus body-worn cameras

STAFF RECOMMENDATION

- Adopt Resolution #20-07-15-003 authorizing the Police and Finance Departments to facilitate the private sale of surplus body-worn cameras

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report

Title: Sale of Surplus Body-Worn Camera

Director Signature: LRC

Staff: Chief Lawrence Capps

Town Manager Signature: WRS

Date: July 15, 2020

BACKGROUND INFORMATION

- In 2012, the Knightdale Police Department began deploying body-worn cameras as a strategy to eliminate the need for expensive in-car camera systems. The agency utilized the VIEVU brand body-worn camera for several years until they were decommissioned in 2019. As technology has advanced, so too have body-worn devices. The agency received funds in 2019 to upgrade its wireless infrastructure and transition to a synchronous in-car and body-worn camera system from Watch Guard. The new system allows videos to be securely housed in a CJIS compliant cloud storage database. This eliminated the need to continue using the VIEVU brand devices.

SUMMARY

- The agency currently has twenty (20) VIEVU brand body-worn cameras in its possession, along with a 10-cradle docking station and various charging/download cables. The VIEVU brand camera was always dependent upon site-based storage – meaning that videos were stored and purged as need from the local servers. The devices also required a “plug and play” style of video download, resulting in inefficiencies and crowded servers as the agency has grown and collected more video. Ownership of the parent company has traded hands multiple time, creating additional barriers in tech support and customer service. As noted, the new Watch Guard system features wireless automated downloaded, secured cloud storage, synchronous operation with the in-car cameras, and a reliable business model.
- It is important to understand that these devices have served us well but have no real value for the department at this point. The agency initially explored the idea of simply donating the body-worn cameras to another police department; however, statutory restrictions prohibit this type of transfer. Instead, the agency sent a message through the NC Association of Chiefs of Police on June 16, 2020 inquiring if any smaller agencies might be interested in purchasing the devices. The department received 3 inquiries, but only one offer to purchase. This is not surprising due to the age of the devices and the requirement for site-based storage. The Town of Ahoskie Police Department made an offer to purchase the devices for \$1,200. After consultation with the Finance Director, Tim Flora, it was agreed that the private sale of the surplus cameras at this price was reasonable and in the Town of Knightdale’s best interest.

RECOMMENDED ACTION

- Adopt Resolution #20-07-15-003 authorizing the private sale of surplus body-worn cameras



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

RESOLUTION #20-07-15-003
RESOLUTION DECLARING VIEVU BODY-WORN CAMERAS AS SURPLUS AND
AUTHORIZING THE SALE OF THE PROPERTY

WHEREAS, NC General Statute (NCGS) 160A-267 authorizes municipal governments to dispose of personal property valued at less than \$30,000 by private sale; and

WHEREAS, the Town of Knightdale acquired twenty (20) VIEVU brand body-worn cameras and a docking station over the course of several fiscal years beginning in 2012, with said devices having been used by the Police Department until the acquisition of more technologically advanced cameras in late 2019; and

WHEREAS, the Town of Knightdale has no further use for the VIEVU brand body-worn cameras and intends to negotiate a private sale with the Town of Ahoskie Police Department; and

WHEREAS, the Town of Knightdale will publish notice of the private sale and complete the sale no sooner than 10 days after the publication of said notice.

NOW, THEREFORE, BE IT RESOLVED, that twenty (20) VIEVU brand body-worn cameras and docking station are hereby declared surplus and the Police Chief is authorized to facilitate this transaction on the Town's behalf.

Entered into this 15th day of July 2020

James A. Roberson, Mayor

Attest:

Heather M. Smith, Town Clerk



Town of Knightdale

Staff Report Cover Sheet

Title: 2021 Governor's Highway Safety Program Grant Resolution

Staff: Jacqui Boykin, Police Captain

Date: July 15, 2020

PURPOSE

- In February, Council consented to allow the police department to participate in the 2021 Governor's Highway Safety Grant Program. The grant has been tentatively approved by GHSP and must now be confirmed by a Resolution from the Council.

STRATEGIC PLAN PRIORITY AREA(S)

- Safe

GENERAL STATUTE REFERENCE(S), if applicable

- NA

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- Governor's Highway Safety Program

ATTACHMENT(S)

- Staff Report

STAFF RECOMMENDATION

- Adopt Resolution #20-07-15-004 confirming approval for Governor's Highway Safety Grant Program participation.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report

Title: 2021 Governor's Highway Safety
Program Grant Application Approval

Staff : Jacqui Boykin, Police Captain
Lawrence Capps, Police Chief

Date: July 15, 2020

Director Signature: LC

Town Manager Signature: WRS

BACKGROUND INFORMATION

- In February, Council approved the police department's participation in the 2021 GHSP grant program. This is an extension of the Traffic Safety grant currently in operation. The Governor's Highway Safety Program offers competitive grants for personnel and equipment to be used for traffic enforcement. In 2019, the police department applied for a personnel grant to fund an additional traffic position. The grant project is a 4-year commitment, with funding levels reducing each year. The GHSP awarded Knightdale a grant for a traffic officer (salary and benefits), a patrol vehicle, radar, mobile computer, and other related equipment for FY20. We are currently operating that grant, with 85/15 funding, meaning we are reimbursed for roughly 85% of the costs. While the project was awarded for 4 years, the police department is still required to re-apply each year. This application is for the second year of the grant, funded at 70/30. As the grant is tentatively approved by GHSP, they require that Town Council complete a resolution confirming our participation in the program. The Resolution is attached.

SUMMARY

- This continuation grant from the GHSP provides funding for personnel costs (salary and benefits) for one officer assigned to the Traffic Unit. During our first year of operation, some of the rules for funding were modified. Originally all salary and benefits were paid at a flat 85/15 reimbursement rate. Now, GHSP will only reimburse for hours spent directly on traffic enforcement. The Traffic Officer must maintain an activity log and differentiate between traffic enforcement activities and other activities, such as training and court. The latter will not be reimbursed. Since this is a new mandate, we don't have data to indicate what percent of the officer's time will be excluded from reimbursement, but we are estimating 10%. This grant is tiered, with match funds increasing each year. The second year of the grant, which is what this application is for, is funded at 70/30. Making adjustments for non-reimbursable activities, we are estimating that it will be closer to 63/37. Annual salary and benefits for the officer serving in this role is \$73,010. We expect to receive roughly \$46,000 in reimbursement. You will notice that these figures do NOT match the figures in the attached grant application. This is because the application is based solely on salary and benefits of a full-time officer, not accounting for non-reimbursable activities. The Traffic Unit serves as the primary traffic enforcement body of the police department. The four-man unit investigates more than half of the 700+ accidents occurring in town each year. They write a majority of the traffic citations in town. Through surveys, traffic congestion has been identified as one of the major concerns of our citizens and



Town of Knightdale

Staff Report

officers. The Traffic Unit helps to manage the ever-growing traffic issues facing Knightdale. The police department is seeking adoption of a resolution confirming our participation in the program.

RECOMMENDED ACTION

- Adopt Resolution # 20-07-15-004 confirming participation in the 2021 Governor's Highway Safety Program.



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

RESOLUTION #20-07-15-004 NORTH CAROLINA GOVERNOR'S HIGHWAY SAFETY PROGRAM

WHEREAS, the Knightdale Police Department (herein called the "Agency") has completed an application contract for traffic safety funding; and

WHEREAS, the Knightdale Town Council (herein called the "Governing Body") has thoroughly considered the problem identified and has reviewed the project as described in the contract.

NOW, THEREFORE, BE IT RESOLVED by the Knightdale Town Council, in open meeting assembled in the Town of Knightdale, North Carolina, this 15th day of July, 2020 as follows:

1. That the project reference above is in the best interest of the Governing Body and the general public; and
2. That Police Captain Jacqui Boykin is authorized to file, on behalf of the Governing Body, an application contract in the form prescribed by the Governor's Highway Safety Program for federal funding in the amount of \$51,107.00 to be made to the Governing Body to assist in defraying the cost of the project described in the contract application; and
3. That the Governing Body has formally appropriated the cash contribution of \$21,903.00 as required by the project contract; and
4. That the Project Director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents, and reports as required by the contract, if approved, or as may be required by the Governor's Highway Safety Program; and
5. The certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

This the 15th day of July, 2020

BY: _____
James A. Roberson, Mayor

ATTEST: _____
Heather M. Smith, Town Clerk

North Carolina Governor's Highway Safety Program Traffic Safety Project Contract – Form GHSP-01

SECTION A – GENERAL INFORMATION

1. Agency: TOWN OF KNIGHTDALE	4. Contact Person for Agency: Jacqui Boykin
2. Agency Address: POLICE DEPARTMENT 950 STEEPLE SQUARE COURT KNIGHTDALE, NC 27545	5. Telephone Number: * +1 (919)217-2263 6. Cell Phone: +1 (252) 205-0010
3. Physical Location of Agency * 979 Steeple Square Ct. Knightdale NC 27545	7. Email of Contact Person * jacqui.boykin@knightdalenc.gov
8. Federal Tax ID Number / Type of Agency Federal Tax ID Number: *56-0789285 DUNS No : * 044947661 County: *WAKE COUNTY Type of Agency <input type="radio"/> State <input type="radio"/> Non-Profit <input type="radio"/> County <input type="radio"/> Higher Education <input checked="" type="radio"/> Municipality <input type="radio"/> Hospital	9. Project Year * <input type="radio"/> New <input checked="" type="radio"/> Continuation Year: <input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4+
10. Allocation of Funding * Federal % 70.00 Local % 30.00	
11. Project Title: * 2021 Knightdale Police Dept Traffic Unit Expansion	

12. Budget	Source of Funds		
	Total Project Amount	Federal Amount	State/Local Amount
Personnel Costs	\$72,010.00	\$50,407.00	\$21,603.00
Contractual Services			
Commodities Costs			
Other Direct Costs	\$1,000.00	\$700.00	\$300.00
Indirect Costs			
Total Project Costs	\$73,010.00	\$51,107.00	\$21,903.00

13. Specify How Non-Federal Share Will Be Provided: *
 This grant project was approved by Council in January 2019. Budgeted funds will be used to provide the required match.

Project Number: _____	CFDA#: 20. Work Type: _____
-----------------------	--------------------------------

SECTION B – DESCRIPTION OF PROJECT

Statement of Problem (Provide detailed information of the highway safety problems in your area to be addressed through this project. Include countywide crash data for the last three years and any other relevant information to validate the statements. For more detailed information see "How to write an effective traffic safety project" located at:

<https://connect.ncdot.gov/municipalities/Law-Enforcement/Pages/Law-Enforcement-Reporting.aspx>)

The Town of Knightdale is located along the Highway 64/ I87 and I 540 corridors, just east of the City of Raleigh. As a growing city, with approximately 18,000 in population, we are seeing a continuous and significant increase in vehicular traffic, as more businesses and restaurants open along major roadways and more residents move to our town. On average, over the last five years, the Town of Knightdale increases in population by roughly 760 people, annually. We currently enforce laws on 107 miles of roadway in Knightdale. In the last year, the land mass of the town has increased by 4%, to 7.77 square miles.

As part of our department's strategic planning process, the agency identified five goals to provide excellent police service in Knightdale. One goal was to expedite the safe and expeditious movement of vehicular and pedestrian traffic. To accomplish this, we conduct selective enforcement in areas designated by data as high in crashes and crime, provide educational seminars to community groups and students, and provide aggressive enforcement of traffic laws. The agency participates in the Wake

County DWI Task Force. In November 2018, our Traffic Safety Unit Sergeant assumed the role of Wake County Traffic Safety Task Force Coordinator. He is responsible for assisting Wake County agencies in scheduling and coordinating multi-agency DWI check points and traffic safety initiatives. Our agency consistently hosts two multi-agency DWI checkpoints annually, along with participating in over a dozen throughout the county.

Historically, traffic related calls, including crashes, traffic stops and related calls for service, account for 11-13% of the total calls for service the department responds to each year. Knightdale is seated on the eastern side of Wake County, ranked 2 for motor vehicle crash fatalities and 2 for alcohol related motor vehicle crash fatalities. In 2019 the Knightdale Police Department responded to 58,804 calls for service. This is a statistically insignificant decrease from 58,817 calls answered in 2018. There were 749 crashes reported to Knightdale officers in 2019, up 3.5% from 724 crashes reported in 2018. There was one fatality. Since 2012, the number of crashes reported in Knightdale has increased 56% (from 480). Of the 1473 crashes reported over the last two years, 5% are a result of impaired driving. The Town experienced 73 impaired driving crashes between 2018 and 2019. Roughly 20% of those resulted in injury to the driver or another party.

The police department held 22 checkpoints and 93 selective enforcement campaigns in 2019. This is a 19% increase over the 97 checkpoints and selective enforcement events in 2018. 47% of all Knightdale on-view arrests in 2019 were for impaired driving offenses.

Wake County is ranked #2 for young driver fatalities in NC. Our officers, most often the Traffic Unit, continue to provide traffic awareness and instruction to targeted groups of drivers. Presentations are made to each of the Driver's Education courses offered at the local high school each year. The Power of Youth presentation was made to 205 teen drivers in six courses last year. One general traffic safety education program was offered to a Boy Scout Troop, reaching 8 young men. Of the 2000+ crashes in Knightdale over the last 3 years, 322 had teen drivers. Traffic officers will continue to provide educational material to community youth through the driver's education courses.

Annually, the Town of Knightdale continues in its growth in both population and total landmass being annexed into town limits. These increases create new roadways, which fall under the department's responsibility to enforce the traffic laws of North Carolina. The goal of the Knightdale Police Department and under the guidelines of the NC GHSP personnel funding is to grow our traffic unit, to keep up with the growing traffic enforcement demands of the town. The designated traffic officers will be highly trained in traffic enforcement, including the detection of impaired drivers and will work under the traffic unit within our organization. These specialized officers will work during peak hours of alcohol related collisions and/or enforcement. Additionally, these officers will continue working with the Wake County DWI Task Force, in assisting with multi-agency checkpoints throughout the county. These goals will allow the department to increase its focus in traffic enforcement, thus creating a safer motoring community within our jurisdiction.

Travel may be required to continue professional development and utilize proven effective countermeasures. The traffic officer will travel in-state to attend enforcement, training, campaign kick-offs, as well as attend the annual GHSP Traffic Safety Symposium in 2021.

To be completed by law enforcement agencies seeking first year grant:

Provide the agency's number of sworn officers	34
Does the agency currently have a dedicated traffic or DWI unit?	Yes <input checked="" type="radio"/> No <input type="radio"/>
If a dedicated traffic or DWI unit exists, how many officers are assigned to the unit?	4

For applicants requesting enforcement grants, please provide the following county fatality rankings:

Information can be located at:

<https://connect.ncdot.gov/municipalities/Law-Enforcement/Pages/Law-Enforcement-Reporting.aspx>

Overall Fatality Ranking:	2		
Alcohol Fatality Ranking:	2		
Unrestrained Fatality Ranking:	2		
Speed Related Fatalities:	3		
Other Applicable Rankings: <i>(Specify)</i>	Young driver fatality ranking- 2		

As part of this project all law enforcement agencies must enter traffic enforcement citations data of their agency for the past three years.

Year 2019	Occupant Protection Citations	94	DWI Citations	82	Speed Citations	746
Year 2018	Occupant Protection Citations	67	DWI Citations	69	Speed Citations	689

Year 2017	Occupant Protection Citations	61	DWI Citations	87	Speed Citations	638
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Goals and Objectives *(Provide at least one SMART (Specific, Measurable, Attainable, Realistic and Timely) goals and objectives. For more detailed information see "How to write an effective traffic safety project" located at: <https://connect.ncdot.gov/municipalities/Law-Enforcement/Pages/Law-Enforcement-Reporting.aspx>)*

Goal #1: To reduce the number unrestrained fatalities in Wake County by 25% from the 2014-2018 average of 16.4 to 12 in FY 20/21.

Objectives: Conduct and/or participate in 2 seatbelt specific enforcement efforts or educational events monthly, throughout the program period, to increase occupant restraint citations and public awareness.

Goal #2: To reduce the number of speed related fatalities in Wake County by 20% from the 2014-2018 average of 20.8 to 16.

Objectives: Conduct and/or participate in at least 3 speed specific enforcement efforts or educational events monthly throughout the program period to increase speed citations.

Goal #3: Reduce the number of young driver involved crashes in Wake County by 10% from the 2014-2018 average of 5,810.8 to 5229.

Objectives: Conduct and/or participate in at least 4 educational events focused on young drivers highlighting restraint use, distracted driving, and impaired driving.

Below are the 5-year goals of the NC Governor's Highway Safety Program (GHSP). To be eligible for funding, your traffic safety project should match one or more of the GHSP goals. Check all that apply.

- Reduce NC's traffic-related fatalities by 12% from the 2014-2018 average of 1,392 to 1,228 by December 31, 2021.
- Reduce NC's alcohol-related fatalities by 10% from the 2014-2018 average of 401 to 361 by December 31, 2021.
- Reduce NC's unrestrained fatalities by 10% from the 2014-2018 average of 398 to 358 by December 31, 2021.
- Reduce NC's speed-related fatalities by 5% from the 2014-2018 average of 472 to 448 by December 31, 2021.
- Reduce NC's young driver-involved fatal crashes by 10% from the 2014-2018 average of 170 to 153 by December 31, 2021.
- Reduce NC's motorcycle fatalities by 5% from the 2014-2018 average of 187 to 178 by December 31, 2021.
- Increase NC's seat belt usage rate 2.9 percentage points from the 2015-2019 average of 90.5% to 93.4% by December 31, 2021.

SECTION C – BUDGET DETAIL

Personnel Costs

#	Personnel Position	Salary
1	Activity Hours for Traffic Officer	\$50,523.00
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total Salaries Cost:		\$50,523.00
#	Personnel Fringe Benefits	Cost
1	Benefits	\$21,487.00
2		
3		
4		

5		
6		
7		
8		
9		
10		

Total Fringe Benefits Cost: \$21,487.00

Total Personnel Costs: \$72,010.00

Contractual Services

#	Contractual Service To Be Provided	Cost
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

Total Contractual Services:

Commodities Costs

#	Commodities	Cost
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Total Commodities Cost:

Other Direct Costs

#	Equipment	Quantity	Cap Amount	Cost
1				
2				
3				
4				

5				
6				
7				
8				

Total Equipment Cost

#	Other Items and Equipment Direct Cost: <i>(Cost Limited to Less Than \$5000 Per Item)</i>	Cost
1		
2		
3		
4		
5		
6		
7		
8		

Total Other Items and Equipment Direct Cost:

#	Travel	Cost
1	In-State Travel	\$1,000.00
2	Out-of-State Travel	

Total Travel Cost: \$1,000.00

Total Other Direct Costs: \$1,000.00

Indirect Costs

#	Indirect Costs	Cost
1		
2		
3		
4		

Total Indirect Costs

SECTION D – SCHEDULE OF TASKS BY QUARTERS

List the schedule of tasks by quarters, referring specifically to the objectives in Section B. Tasks should be a bulleted list of activities to be performed in each quarter.

Conditions for Enforcement Projects Only

By checking this box, the above agency agrees to the terms below as additional activities to be performed as part of this project.

- A minimum of one (1) nighttime and one (1) daytime seat belt initiative per month;
- A minimum of one (1) impaired driving checkpoint per month;
- A minimum of 50% of seat belt initiatives must be conducted at night between the hours of 7:00 p.m. and 7:00 a.m.;
- Participation in all "Click It or Ticket" and "Booze It & Lose It" campaigns;
- Participation in any event or campaign as required by the GHSP;
- Attempt to utilize one of the Forensic Tests for Alcohol Branch's Mobile Breath Alcohol Testing (BATMobiles) units during at least one of the impaired driving checkpoints.

First Quarter (October, November, December)
 Conduct at least three saturation patrols in areas designated for traffic enforcement.
 Host or participate in at least one safe driving educational event at a school or public venue.
 Conduct a minimum of one (1) nighttime and one (1) daytime seat belt initiative per month;
 Conduct a minimum of one (1) impaired driving checkpoint per month;
 Conduct a minimum of 50% of seat belt initiatives must be conducted at night between the hours of 7:00 p.m. and 7:00 a.m.;

Attempt to utilize one of the Forensic Tests for Alcohol Branch's Mobile Breath Alcohol Testing (BATMobiles) units during at least one of the impaired driving checkpoints.

Second Quarter (January, February, March)

Conduct at least three saturation patrols in areas designated for traffic enforcement.
Host or participate in at least one safe driving educational event at a school or public venue.
Conduct a minimum of one (1) nighttime and one (1) daytime seat belt initiative per month;
Conduct a minimum of one (1) impaired driving checkpoint per month;
Conduct a minimum of 50% of seat belt initiatives must be conducted at night between the hours of 7:00 p.m. and 7:00 a.m.;
Participation in all "Click It or Ticket" and "Booze It & Lose It" campaigns;
Participation in any event or campaign as required by the GHSP;
Attempt to utilize one of the Forensic Tests for Alcohol Branch's Mobile Breath Alcohol Testing (BATMobiles) units during at least one of the impaired driving checkpoints.

Third Quarter (April, May, June)

Conduct at least three saturation patrols in areas designated for traffic enforcement.
Host or participate in at least one safe driving educational event at a school or public venue.
Attend Traffic Safety Conference.
Conduct a minimum of one (1) nighttime and one (1) daytime seat belt initiative per month;
Conduct a minimum of one (1) impaired driving checkpoint per month;
Conduct a minimum of 50% of seat belt initiatives must be conducted at night between the hours of 7:00 p.m. and 7:00 a.m.;
Participation in all "Click It or Ticket" and "Booze It & Lose It" campaigns;
Participation in any event or campaign as required by the GHSP;
Attempt to utilize one of the Forensic Tests for Alcohol Branch's Mobile Breath Alcohol Testing (BATMobiles) units during at least one of the impaired driving checkpoints.

Fourth Quarter (July, August, September)

Conduct at least three saturation patrols in areas designated for traffic enforcement.
Host or participate in at least one safe driving educational event at a school or public venue.
Conduct a minimum of one (1) nighttime and one (1) daytime seat belt initiative per month;
Conduct a minimum of one (1) impaired driving checkpoint per month;
Conduct a minimum of 50% of seat belt initiatives must be conducted at night between the hours of 7:00 p.m. and 7:00 a.m.;
Participation in all "Click It or Ticket" and "Booze It & Lose It" campaigns;
Participation in any event or campaign as required by the GHSP;
Attempt to utilize one of the Forensic Tests for Alcohol Branch's Mobile Breath Alcohol Testing (BATMobiles) units during at least one of the impaired driving checkpoints.

Note:

1. Submitting grant application is not a guarantee of grant being approved.
2. Once form has been submitted, it cannot be changed unless it has a status of "Return".



Town of Knightdale

Staff Report Cover Sheet

Title: ZMA-3-20: Merritt Hinton Oaks Blvd

Staff: Kevin Lewis, Senior Planner

Date: July 15, 2020

PURPOSE

- The purpose of this staff report is to provide an overview of a Zoning Map Amendment request for the 46.21 acres at 123 Hinton Oaks Blvd, north of the Shoppes at Midway Plantation shopping center. The parcel is identified by the Wake County PINs 1744-56-6995, 1744-47-9093, 1744-47-6090, and 1744-47-9612. The Conditional District Zoning Map Amendment request is to rezone the property from Highway Business (HB) and Manufacturing & Industrial (MI) to Manufacturing & Industrial Conditional District (MI-CD) to allow for a 271,450 flex office, light industrial and light manufacturing business park consisting of five buildings.

STRATEGIC PLAN PRIORITY AREA(S)

- Sustainable

GENERAL STATUTE REFERENCE(S), if applicable

- N.C.G.S. 160A-381

TYPE OF PUBLIC HEARING, if applicable

- Legislative

FUNDING SOURCE(S), if applicable

- N/A

ATTACHMENT(S)

- Staff Report
- Application Packet
- Land Use Classifications & Reasonable Conditions
- Neighborhood Meeting Information
- Site Plan
- Elevations

STAFF RECOMMENDATION

- After receiving public comment, close the public hearing.
- Refer to the August 10, 2020 Land Use Review Board Meeting for advisory statement and recommendation.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report

Title: Merritt Hinton Oaks Blvd
Conditional District Zoning Map
Amendment

Staff : Kevin Lewis, Senior Planner

Date: July 15, 2020

Director Signature: CH

Asst. Town Manger Signature: DT

Town Manager Signature: WRS

I. REQUEST:

Merritt Properties, LLC submitted an application to rezone and develop 46.21 acres at 123 Hinton Oaks Blvd, north of the Shoppes at Midway Plantation shopping center. The parcel is identified by the Wake County PINs 1744-56-6995, 1744-47-9093, 1744-47-6090, and 1744-47-9612. The Conditional District Zoning Map Amendment request is to rezone the property from Highway Business (HB) and Manufacturing & Industrial (MI) to Manufacturing & Industrial Conditional District (MI-CD) to allow for a 271,450 flex office, light industrial and light manufacturing business park consisting of five buildings.

II. PROJECT PROFILE:

PROPERTY LOCATION:	123 Hinton Oaks Blvd.
WAKE COUNTY PIN:	1744-56-6995, 1744-47-9093, 1744-47-6090, and 1744-47-9612
CURRENT ZONING DISTRICT	Highway Business (HB) and Manufacturing & Industrial (MI)
PROPOSED ZONING DISTRICT:	Manufacturing & Industrial Conditional District (MI-CD)
NAME OF PROJECT:	Merritt Hinton Oaks Blvd
APPLICANT:	WithersRavenel
PROPERTY OWNER:	Hinton Land LLC, Charles Silver Jr.
DEVELOPER:	Merritt Properties
PROPERTY SIZE:	46.21 acres
CURRENT LAND USE:	Vacant/Undeveloped
PROPOSED LAND USE:	Flex Office, Light Industrial, and Light Manufacturing 271,450 square feet across five buildings
PROPOSED PARKING:	543 spaces

III. BACKGROUND INFORMATION:

The Conditional District (ZMA-CD) rezoning process provides a procedure for the re-zoning of property based upon the recognition that certain types of zoning districts would be inappropriate at particular locations in the absence of special conditions. This process affords a degree of certainty in land use decisions not possible when re-zoning to a general category allowing many different uses.

When the develop first reached out to Town Staff, discussions revolved around how their desired uses and designs fit within Knightdale’s UDO. It was determined that the Conditional District rezoning process allowed for the applicant to propose a site specific development proposal while achieve their goals in accordance with the UDO and Comprehensive Plan.



Town of Knightdale

Staff Report

IV. PROJECT SETTING – SURROUNDING ZONING DISTRICTS AND LAND USES:

The proposed rezoning includes four (4) parcels, located directly east of Hinton Oaks Blvd and north of Knightdale Blvd. The parcel is located within the Town's Extra Territorial Jurisdiction and requires annexation into Corporate Limits, if approved.

DIRECTION	LAND USE	ZONING
North	Hinton Oaks Industrial Park & Wake Stone Corp	MI & MQ
South	Shoppes at Midway Plantation	HB-CD
East	Wake Stone Corp	MQ
West	Hinton Oaks Industrial Park	MI





Town of Knightdale

Staff Report





Town of Knightdale

Staff Report



V. CONDITIONAL DISTRICTS:

The Conditional District (ZMA-CD) re-zoning process provides a procedure for the re-zoning of property based upon the recognition that certain types of zoning districts would be inappropriate at particular locations in the absence of special conditions. This process affords a degree of certainty in land use decisions not possible when re-zoning to a general category allowing many different uses.

All standards and requirements of the corresponding General District shall be met, except to the extent that the conditions imposed are more restrictive than those standards. Within an approved Conditional District, no use shall be permitted except pursuant to the conditions imposed on the Conditional District in the approval of the re-zoning.

The Master Plan, as a site specific Conditional Zoning Plan, is itself a condition of the ZMA-CD. In addition to the Master Plan, the applicant shall provide the exact land use classifications proposed for the Conditional District, detailed in Section VII. Such use classifications may be selected from any of the uses, whether permitted by right or special use, allowed in the General District upon which the Conditional District is based. Uses not otherwise permitted within the General District shall not be permitted within the Conditional District.

At the request of the applicant, the LURB may recommend and the Town Council may attach reasonable and appropriate conditions including but not limited to the location, nature, hours of operation and extent of the proposed



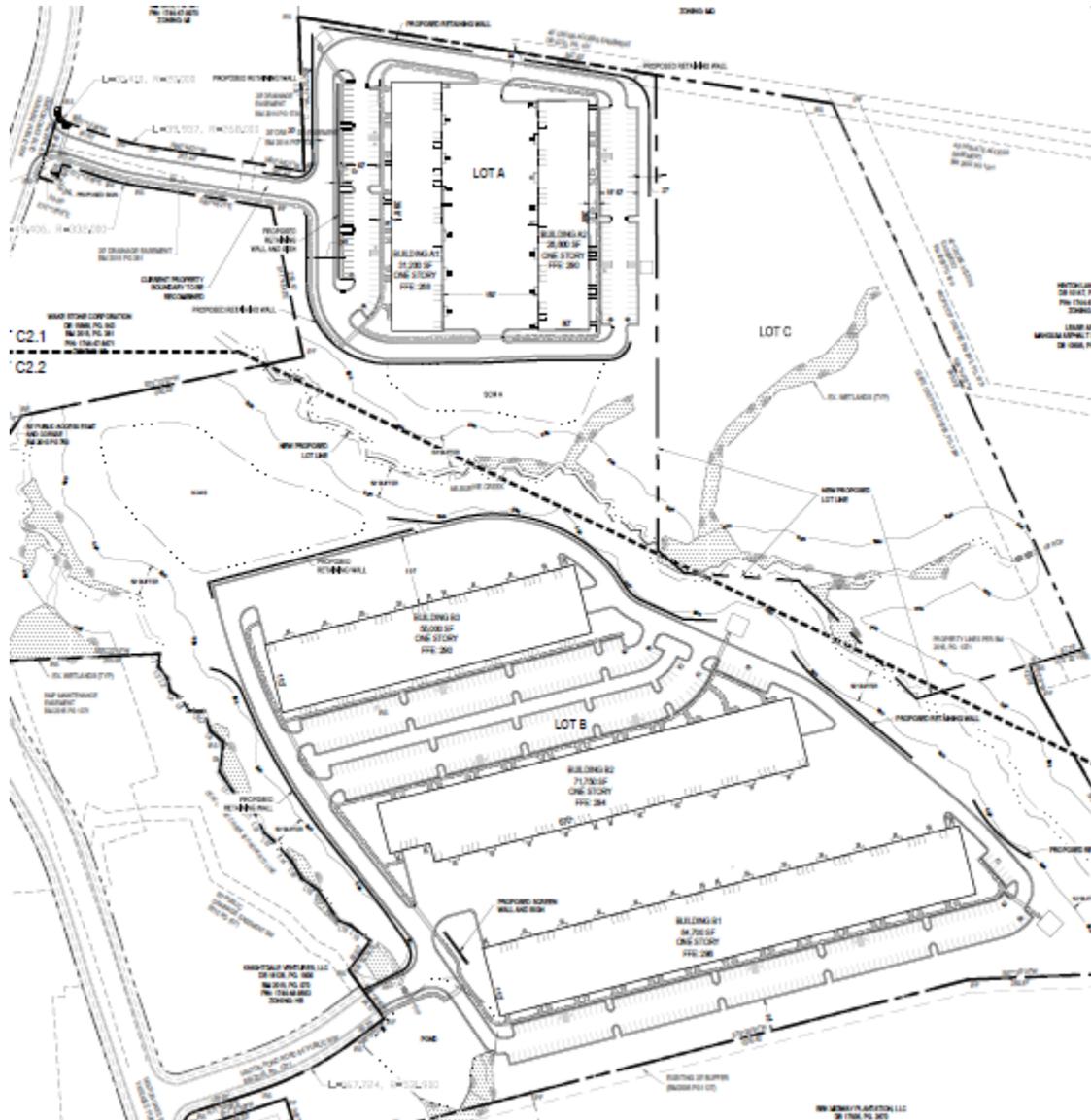
Town of Knightdale

Staff Report

use. The applicant will have a reasonable opportunity to consider and agree to any additional requirements proposed by either the LURB or the Town Council prior to final action.

VI. PROPOSED MASTER PLAN:

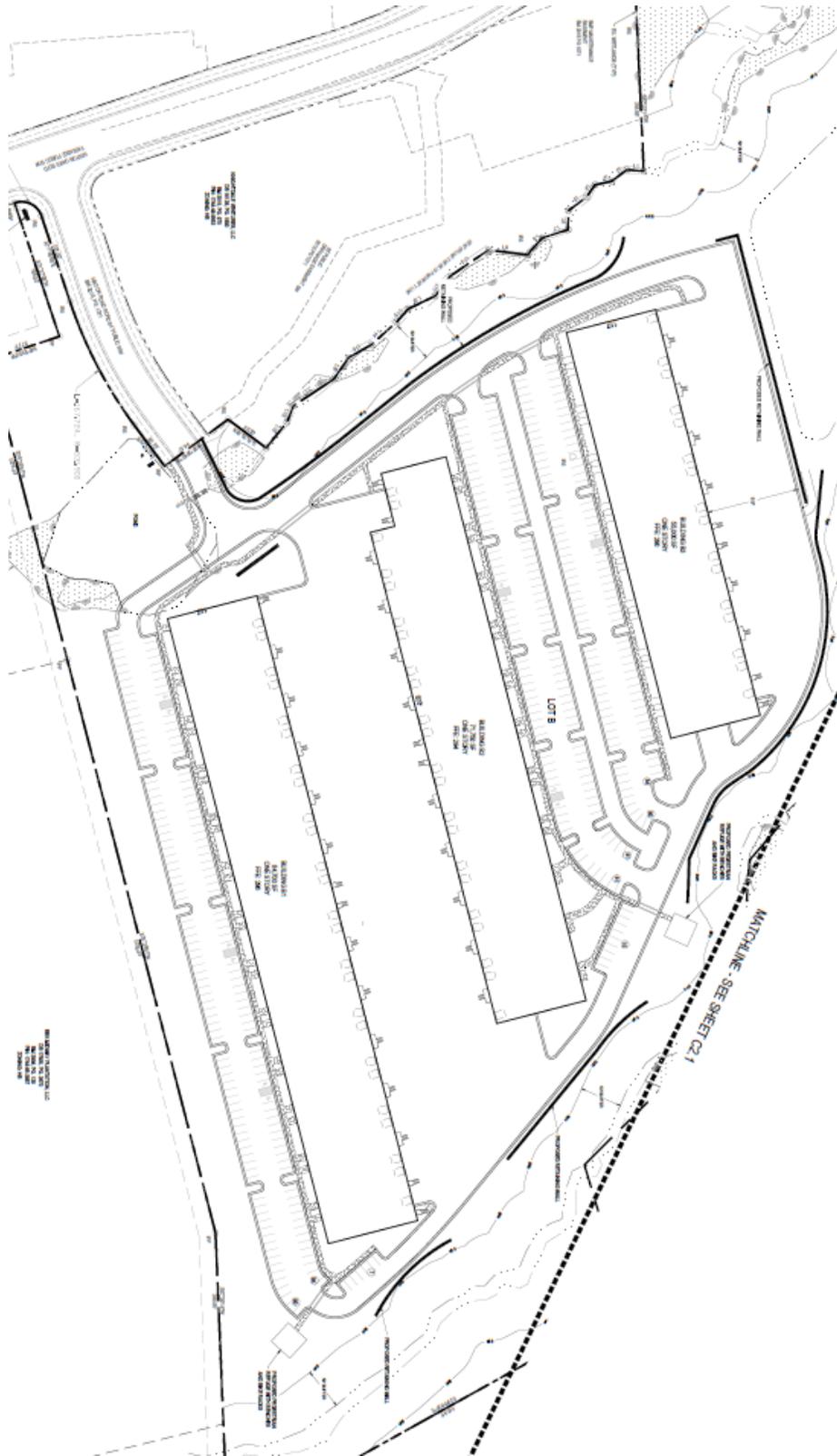
The applicant has submitted a full Master Plan in accordance Section 16.6 of the UDO. The applicant is proposing a 271,450 square foot development spread over five (5) buildings, with 543 parking spaces. The site is proposed to be divided into two parcels, a smaller site with two buildings totaling 60,000 square feet to the north and a new driveway constructed along Hinton Oaks Blvd. The larger site to the south contains three buildings totaling over 211,00 square feet and will be accessed via Hinton Pond Drive. The plan shows a 50' wide Type C buffer along the southern border of the property, as required by the UDO. Additional elements required include sidewalks throughout and parking lot landscaping to provide shade and refuge for employees and visitors.





Town of Knightdale

Staff Report





Town of Knightdale

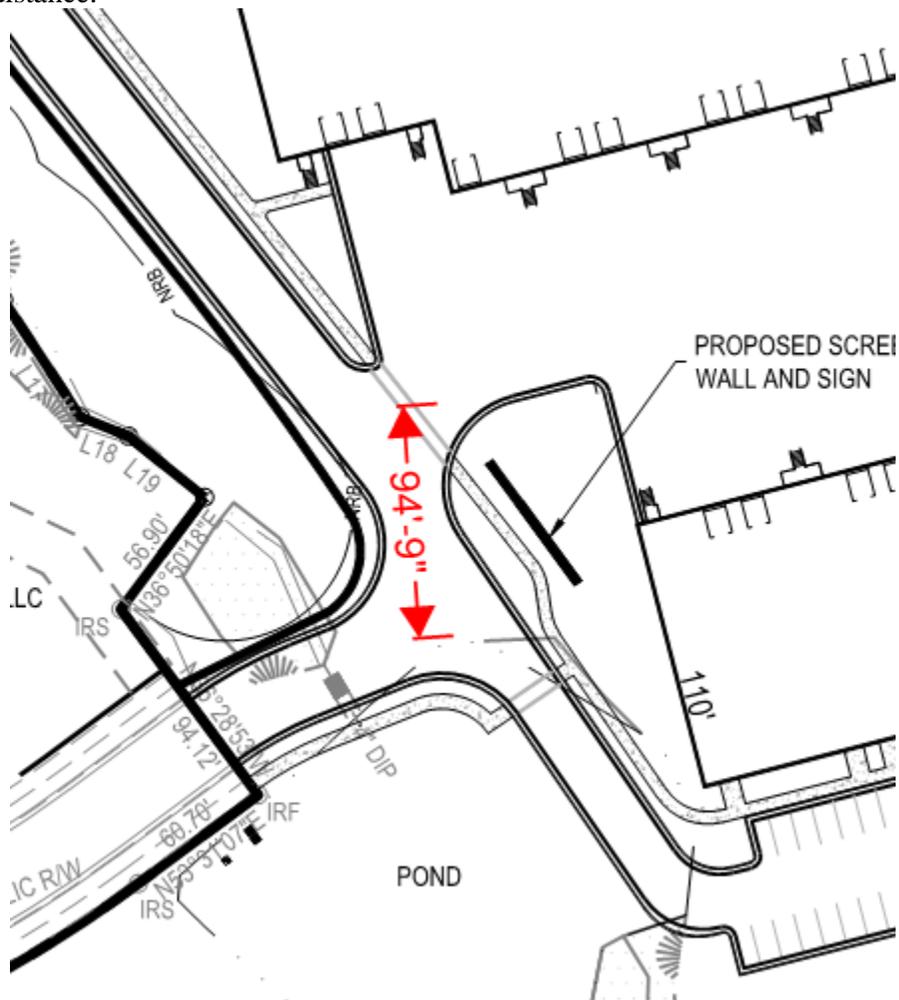
Staff Report

STAFF SITE PLAN ANALYSIS:

Staff has reviewed the plan for consistency with the UDO and found the site plan to generally be in compliance with the provisions found within. The following items are being highlighted for Council review and further consideration.

Driveway Alignment

The alignment of Hinton Pond Drive and the driveway leading to the loading bay between buildings B1 and B2 is separated by less than 150 feet, as required by UDO 9.7.B. Staff requests the driveway be offset by the required distance.



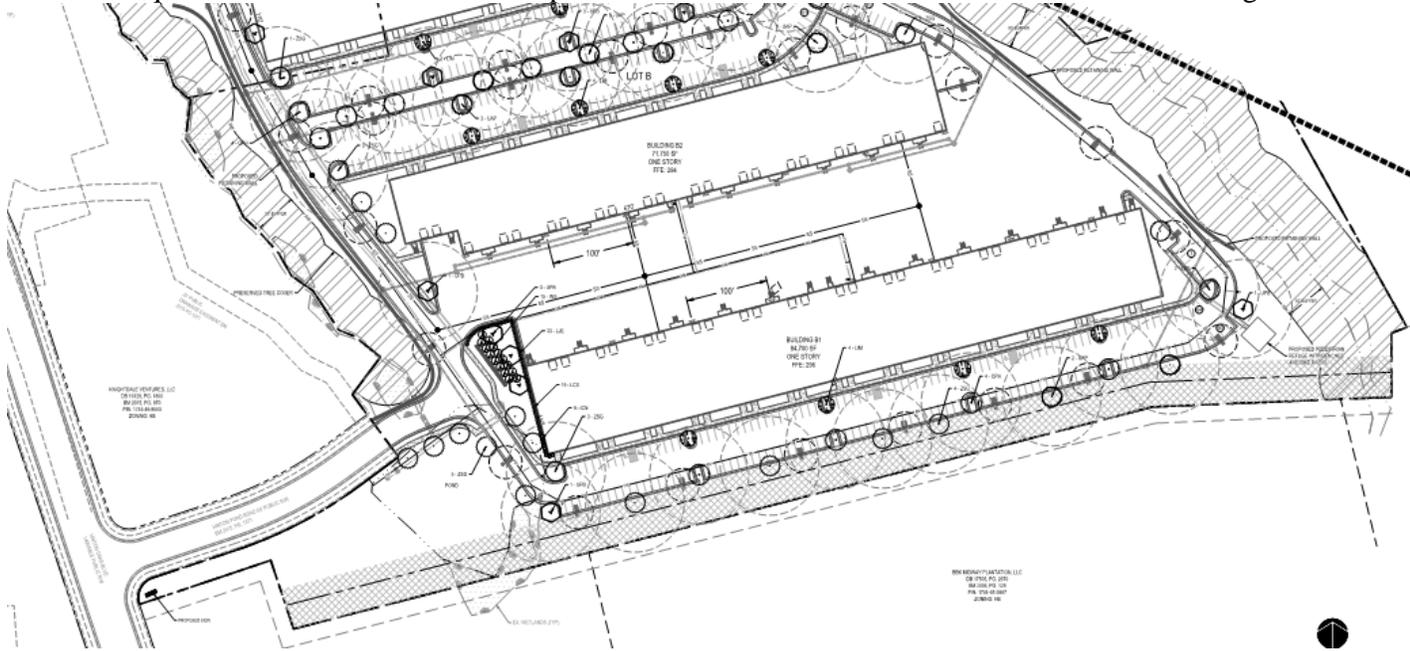


Town of Knightdale

Staff Report

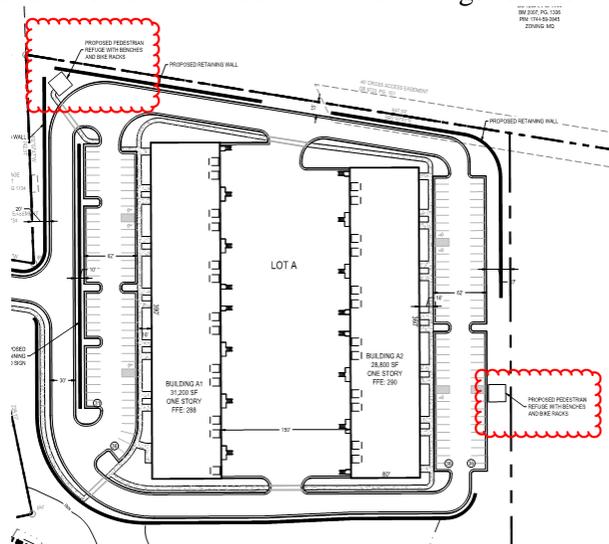
Landscape Plan/Additional Landscaping

Due to the proposed zoning and that of the adjacent shopping center, a 50-foot Type C Buffer along the southern property line is required. On the landscape plan below, the buffer is shaded in gray. Additionally, landscaping has been provided to help screen the driveway and loading bays between buildings B1 and B2. Staff has requested additional exhibits to help determine how well these screen the rear of the buildings.



Pedestrian Plazas

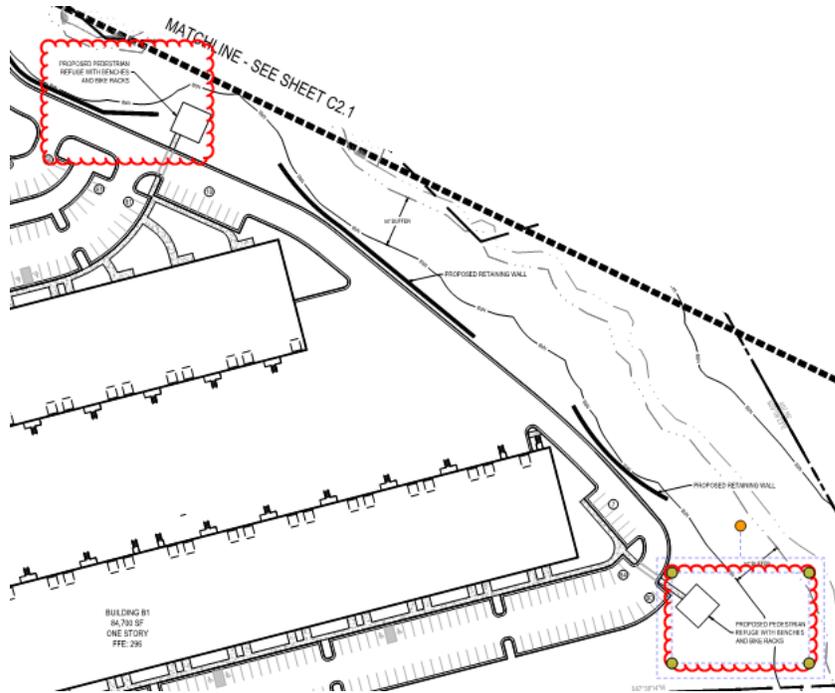
Staff request the addition of pedestrian plazas in close proximity to each building for use by employees and visitors. The applicant has provided remote pedestrian plazas, highlighted below, however staff feels that these should be shifted closer to the buildings for easier access.





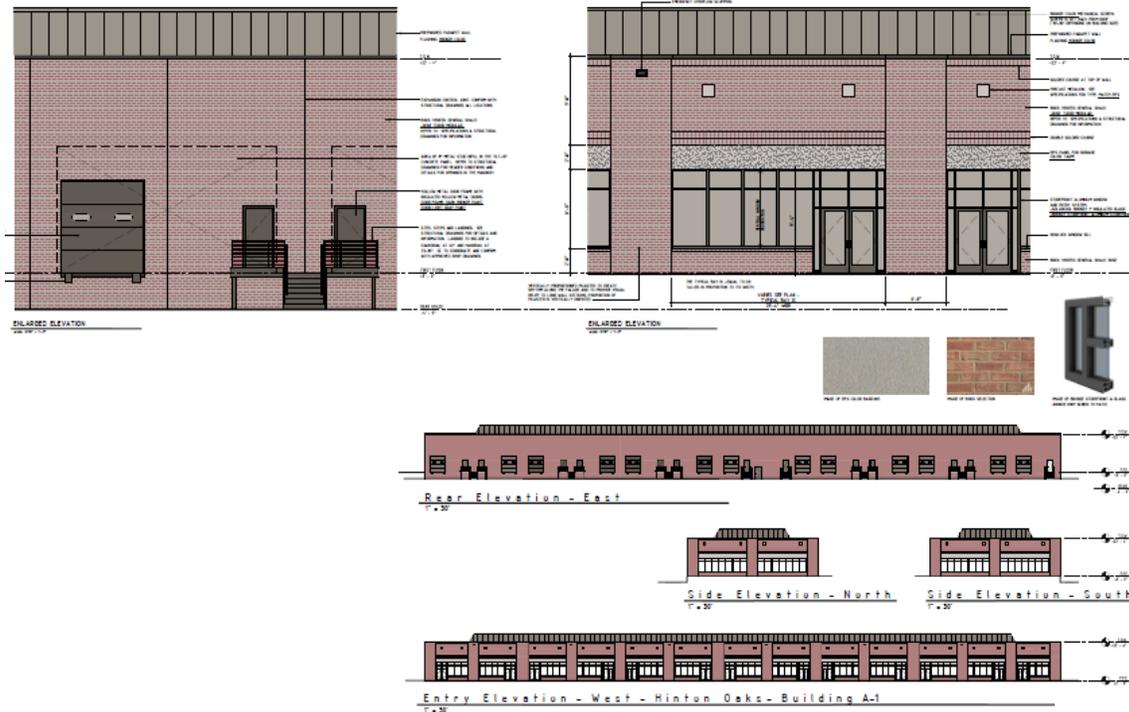
Town of Knightdale

Staff Report



Elevations

The proposed elevations and materials are generally compliant with UDO standards found in Chapter 5. Additional information is needed to help clarify concerns regarding roof top HVAC units will be properly screened and materials meet the standards required.





Town of Knightdale

Staff Report

VII. LEGISLATIVE CASE PROCEDURES:

Staff met with the development team in September 2019 to discuss the potential of a project at this location and worked with them through several preliminary sketch plan details. A Conditional District rezoning is a legislative public hearing, which requires certain application procedures including having a pre-application meeting with staff, and holding a neighborhood meeting with any property owners within 200 feet of the outer boundaries of the subject development. Below is a timeline of the required elements.

- Pre-application meeting: September 5, 2019
- Neighborhood Meeting Notices Mailed: May 5, 2020
- Neighborhood Meeting: May 19, 2020

The virtual neighborhood meeting was held via Microsoft Teams on May 19, 2020. Four interested neighbors attended the meeting and inquired about traffic impacts and timeline. No one spoke in opposition to the project. A copy of the mailed notice, list of recipients, and summary of the meeting are attached as part of the application packet.

Additionally, the Town of Knightdale followed public hearing notice requirements as prescribed in the North Carolina state statutes.

- First Class Letters Mailed: July 2, 2020
- Sign Posted On Property: July 2, 202
- Legal Ad Published in N&O: July 3 & 10, 2020

Following the formal submittal and review of the proposed master plan, the applicant met with the Development Review Committee (DRC) on June 11, 2020 to discuss the technical comments and details associated with the proposed subdivision plan. Staff discussed with the applicant concerns involving buffers, landscaping, parking, and elevations/design. The DRC requested that the applicant provide a revised copy of the Master Plan, which is shown above.

The DRC voted unanimously to **continue** the Merritt Hinton Oaks Blvd proposal pending the applicant addressing the review comments and Town Council approving the Rezoning request.

VIII. PROPOSED CONDITIONAL DISTRICT REZONING:

In accordance with Section 15.6.C of the UDO, all standards and requirements of the corresponding General District shall be met. Staff has reviewed the major site elements and found the majority to be in compliance with all requirements of the Highway Business zoning district and UDO. Major site elements and their compliance statements are listed below.

- Zoning:** The subject property is currently zoned HB and MI. The proposed use does not require a Conditional District rezoning, however Staff and the applicant agreed this would provide flexibility to achieve the applicant's goals while meeting the spirit and intent of the UDO and Comprehensive Plan. Therefore the applicant is requesting approval for a Conditional District Rezoning to rezone the property to MI-CD.



Town of Knightdale

Staff Report

As noted above the applicant has provided the exact land use classifications proposed for the Conditional District. The following uses are permitted by right in the MI zoning district and are proposed to remain permitted (P):

- Animal Services
- ATM
- Banks, Credit Unions, Financial Services
- Business Support Services
- Equipment Rental
- Government Services
- Medical Services
- Post Office
- Professional Services
- Studio – Art, dance, martial arts, music
- Auto Parts Sales
- Amusements, Indoor – 5,000 sf or less
- Amusements, Indoor – 5,001 sf – 20,000 sf
- Amusements, Indoor – Greater than 20,000 sf
- Cultural or Community Facility
- Recreation Facilities, Indoor
- Laboratory - medical, analytical, research & development
- Laundry, dry cleaning plant
- Manufacturing, Light
- Manufacturing, Neighborhood
- Manufacturing, Heavy
- Media Production
- Metal Products Fabrication, machine or welding shop
- Research and Development
- Hospital
- Public Safety Facility
- Schools – Vocational/Technical
- Utilities-Class 1 & 2
- Utilities-Class 3



Town of Knightdale

Staff Report

The following uses are permitted subject to additional standards (PS):

- Agribusiness
- Drive Thru Service
- Personal Services
- Tattoo Shops
- Storage - Warehouse, indoor storage
- Wholesaling and Distribution
- Vehicle Services – Maintenance/Body Work/Repair
- Vehicle/Heavy Equipment Sales
- Transit, Road & Ground Passenger Services
- Wireless Telecommunication Facility-Stealth
- Wireless Telecommunication Facility-Tower

The following uses are permitted subject to additional standards as well as obtaining a Special Use Permit (SU):

- Mini-Warehouses

The following uses are required Conditional Districts within the MI zoning district (CD):

- Hospital
- Theater, Live Performance
- Theater, Movie

The applicant has proposed to remove the following uses from allowable uses:

- Adult Establishment (SU)
- Airport (SU)
- Amusements, Outdoor (PS)
- Campground (P)
- Quarrying and Stone Cutting (SU)
- Recreational Facilities, Outdoor (P)
- Shopping Center – Community Center (CD)
- Storage – Outdoor storage yard as a primary use (PS)
- Sweepstakes Center (SU)
- Wireless Telecommunication Facility – Small Wireless Facilities inside Right-of-Way (PS)
- Wireless Telecommunication Facility – Small Wireless Facilities outside Right-of-Way (PS)



Town of Knightdale

Staff Report

Staff has analyzed the proposed uses and suggests that the following uses be prohibited as well:

- Drive Thru Service (PS)
- Equipment Rental (P)
- Manufacturing, Heavy (P)
- Mini-Warehouses (SU)
- Outdoor Animal Boarding/Equestrian Facilities (SU)
- Vehicle Services – Maintenance/Body Work/Repair (PS)
- Vehicle/Heavy Equipment Sales (PS)

- B. **Dimensional Standards:** The applicant is not proposing any deviations from the dimensional standards as found in Section 2.13 of the UDO for the MI Zoning District.
- C. **Parking:** The applicant is not proposing any deviations from the parking requirements as found in Section 10.3 of the UDO. Specifically, the applicant is proposing 543 car spaces 18 of which are handicap spaces, and 56 bike spaces. The UDO permits a maximum of 543 parking spaces and requires at least 56 bike spaces.
- D. **Public Utilities/Water Allocation Policy:** The applicant is proposing to connect to public water and sewer. The proposed use meets the Water Allocation Policy with no further investment needed.
- E. **Stormwater Management:** The applicant is proposing to construct two stormwater ponds, both shown on “Lot B”, the southern lot. The design of the stormwater management system will ensure that stormwater is treated in accordance with all UDO requirements.
- F. **Lighting:** The applicant is not proposing any deviations from the lighting standards as found in Section 11.4 of the UDO.
- G. **Signage:** All site signage will be reviewed under a separate zoning review; however, the applicant is not proposing any deviations from the standards as found in Section 12 of the UDO for the MI Zoning District. As of this staff report, the applicant is proposing monument signage for each lot along Hinton Oaks Blvd.

IX. TRANSPORTATION ANALYSIS

As required by the UDO, a Traffic Impact Analysis (TIA) is required for any “proposed rezoning or Master Plan...if the nature of the proposed rezoning or development is such that the number of trips it can be expected to generate equals or exceeds 150 new peak hour trips (Sec 9.4.B.1)”.

The TIA was reviewed by Town Staff and the Town’s consulting engineer AMT and it meets all Town standards for level of service at all intersections. The TIA requires that improvements are needed at the intersection of Hinton Oaks Blvd and Knightdale Blvd. as summarized below:

Knightdale Blvd:

- Modify the traffic signal phasing/timings to reduce queuing at the intersection.
- Extend the dual eastbound left-turn lanes to provide 400 feet of storage for each.



Town of Knightdale

Staff Report

Hinton Oaks Blvd:

- Provide two northbound through lanes on Hinton Oaks Blvd from Knightdale Blvd to the Midway Commons/Shoppes at Midway Plantation driveway with the inside lane dropping as a left-turn lane at the Midway Commons driveway.
- Construct an exclusive northbound right-turn lane with 75 feet of storage at Shoppes at Midway Drive.

These improvements are illustrated on the next page. This illustration is conceptual at this time and will be refined through the Construction Drawing phase.

As required by UDO Sec 9.6, pedestrian connections on site and to existing sidewalks on adjacent right-of-way are shown. The site is divided into two lots, and while the UDO typically requires direct pedestrian connections between them, the presence of environmental features makes that difficult. Staff has requested the applicant investigate additional pedestrian improvements at the intersection of Knightdale Blvd and Hinton Oaks Blvd.

In addition to these improvements, the applicant is working with the owners of the adjacent shopping centers to find solutions to vehicular and pedestrian traffic and safety concerns. Any proposed improvements will be reviewed by Town Staff and the Town's Consulting Engineer to ensure they meet UDO regulations, standards and specifications, and general safety guidelines.

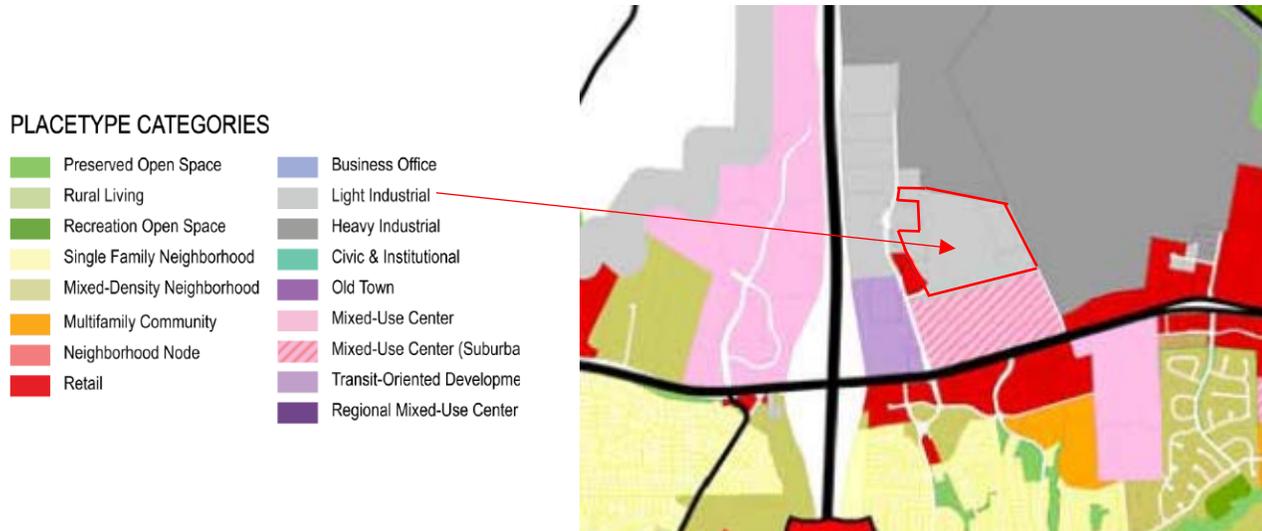


Town of Knightdale

Staff Report

X. COMPREHENSIVE PLAN:

The proposed use of this property is consistent with the KnightdaleNext 2035 Comprehensive Plan. The subject property is designated as “Light Industrial” as a place type.



The “Light Industrial” place type is defined as:

Light industrial districts provide opportunities to concentrate employment in the Town on normal workdays. Each area supports manufacturing and production uses, including warehousing, light manufacturing, medical research, and assembly operations. These areas are found in close proximity to major transportation corridors (i.e., highway or rail) and are generally buffered from surrounding development by transitional uses or landscaped areas that shield the view of structures, loading docks, or outdoor storage from adjacent properties.

The parcel, combined with the surrounding areas, meet the definition of a Light Industrial place type. Hinton Oaks Industrial Park is close in proximity providing complementary uses, and the proposed location is a short distance from major thoroughfares in Knightdale Blvd and Interstate 540.

CONSISTENCY WITH THE COMPREHENSIVE PLAN:

North Carolina General Statute 160A-383 requires that **prior to** adoption or rejecting any zoning amendment, the governing board shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action to be reasonable and in the public interest.

It is staff’s opinion that the proposed development is consistent with the KnightdaleNext 2035 Comprehensive Plan, and the following guiding principle categories would be applicable to this request.



Town of Knightdale

Staff Report



INFILL DEVELOPMENT AND REDEVELOPMENT

Promote infill development and redevelopment activities for vacant and under-utilized areas of Knightdale. In doing so, prioritize the transformation of older properties throughout Town that might not be economically-viable in the future (such as declining retail shopping centers).



ECONOMIC VITALITY

Promote a healthy and sustainable business environment by investing actively in infrastructure, providing favorable incentives, and building a community that is attractive to employers and their workers. Continue to promote Knightdale as a vibrant place, and build a competitive advantage to attract knowledge-based businesses to the area. Investment and recruitment initiatives should realize “triple bottom-line” benefits for Town residents by seeking to improve the tax base, promote economic vitality for local shops and businesses, and increase access to employment opportunities in the Town.

XI. STAFF RECOMMENDATION:

Staff recommends holding a joint public hearing, and following public comment, to close the public hearing and refer case ZMA-3-20 to the August 10, 2020 Land Use Review Board for review and recommendation.



TOWN OF KNIGHTDALE

DEVELOPMENT SERVICES DEPARTMENT

www.knightdalenc.gov

950 Steeple Square Court
Knightdale, NC 27545
(v) 919.217.2245
(f) 919.217.2249

PETITION FOR ZONING MAP AMENDMENT

By completing and signing this petition, the applicant, property owner and developer are hereby requesting the Town Council to rezone, or designate zoning, on property located within the Town of Knightdale's planning jurisdiction, or property requested to be annexed into the corporate limits. The submittal of this petition authorizes the Town of Knightdale to enter onto the property in order to conduct a site inspection and to post the property in accordance with the Town's public notification requirements. Submittal requirements are listed on the following page.

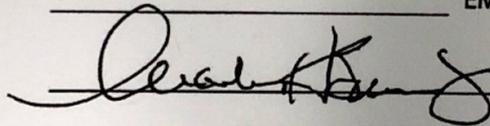
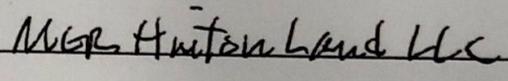
PROJECT INFORMATION

PROJECT NAME:	Merritt Hinton Oaks Boulevard		
PROJECT ADDRESS:	123 Hinton Oaks Boulevard, Knightdale, NC		
WAKE COUNTY PIN(s):	1744-47-6090, 1744-47-9093, portion of 1744-56-6995, 1744-47-9612		
EXISTING ZONING:	MI & HB	EXISTING USE: Vacant	PROPOSED USE: Industrial
PROPOSED ZONING:	MI (CD)	SITE ACRES: 46.21	INSIDE CORPORATE LIMITS: Partial

CONTACT INFORMATION

APPLICANT:	WithersRavenel	PHONE:	919.535.5212	FAX:	919.467.6008
ADDRESS:	137 South Wilmington Street, Suite 200 Raleigh, NC 27601				
		EMAIL:	bvega@withersravenel.com		

SIGNATURE:

PROPERTY OWNER:

ADDRESS:

Charles H. Silver, Jr 1744-47-6090, 1744-47-9093, & 1744-47-9612 PO Box 1277 Knightdale, NC 27545	Hinton Land, LLC 1744-56-6995 PO Box 1277 Knightdale, NC 27545
---	---

SIGNATURE:

DEVELOPER:

ADDRESS:

Merritt Properties, LLC	PHONE:	410.298.2600	FAX:	
2066 Lord Baltimore Drive				
Baltimore, MD 21244				
	EMAIL:	nrobb@merrittproperties.com		

SIGNATURE:



THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY

CASE NUMBER:
FILING FEE:

ZMA - -

SUBMITTAL DATE:
RECEIPT #:

X-REFERENCE:



TOWN OF KNIGHTDALE

DEVELOPMENT SERVICES DEPARTMENT

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950 Steeple Square Court
Knightdale, NC 27545
(v) 919.217.2245
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STATEMENT OF COMPLIANCE WITH THE COMPREHENSIVE PLAN: Please state how the proposed zoning map amendment complies with the goals and objectives of the Town of Knightdale Comprehensive Plan:

SUBMITTAL REQUIREMENTS

NO APPLICATION SHALL BE ACCEPTED BY THE LAND USE ADMINSTRATOR UNLESS IT CONTAINS ALL OF THE INFORMATION NECESSARY TO DETERMINE IF THE DEVELOPMENT, IF COMPLETED AS PROPOSED, WILL COMPLY WITH ALL OF THE REQUIREMENTS OF THE UNIFIED DEVELOPMENT ORDINANCE. APPLICATIONS WHICH ARE NOT COMPLETE WILL BE RETURNED TO THE APPLICANT WITH A NOTATION OF DEFICIENCIES.

THE FOLLOWING ARE TO BE SUBMITTED AT THE TIME OF INITIAL SUBMITTAL. FAILURE TO SUBMIT ALL ITEMS WILL RESULT IN DELAY OF YOUR APPLICATION.

- COMPLETED APPLICATION FORM. Application must be signed by the applicant and the property owner.
- \$600.00 PROCESSING FEE. This fee is subject to change with each fiscal year budget.
- COPY OF THE RECORDED PLAT/SURVEY OF THE PROPERTY, WITH METES AND BOUNDS DESCRIPTION. A property survey from Wake County IMAPS can serve this requirement if the property lines match the areas to be rezoned.
- NEIGHBORHOOD MEETING REPORT. A pre-submittal neighborhood meeting is required for all re-zoning applications as outlined in Section 15.3.C of the Unified Development Ordinance.
- TRAFFIC IMPACT ANALYSIS. A TIA may be required if the petition meets the thresholds outlined in Section 9.4 of the Unified Development Ordinance.

THE FOLLOWING ADDITIONAL ITEMS ARE TO BE SUBMITTED FOR CONDITIONAL DISTRICT RE-ZONINGS. FAILURE TO SUBMIT ALL OF THESE ITEMS WILL RESULT IN DELAY OF YOUR APPLICATION

- COMPLETED MASTER PLAN APPLICATION FORM.
- ADDITIONAL PROCESSING FEE. Petitions for Conditional Districts are subject to an additional processing fee for the required Master Plan submittal. (See Master Plan Application Form)
- LIST OF LAND USE CLASSIFICATIONS PROPOSED SPECIFICALLY FOR YOUR CONDITIONAL DISTRICT. Such use classifications may be selected from any of the uses, whether permitted by right or special use, allowed in the General District to which the Conditional District corresponds. Uses not otherwise permitted within the corresponding General District shall not be permitted within the Conditional District.
- LIST OF FAIR AND REASONABLE CONDITIONS. This list should include any appropriate development standards to address potential unique impacts of the intended use(s) as discussed in Section 2.17(C)(2) and Section 15.17(B)(2) of the Unified Development Ordinance (UDO) along with accompanying statements justifying these standards in meeting the spirit and intent of the UDO as well as being consistent with the goals and objectives of the 2027 Comprehensive Plan. It shall be understood that if the applicant fails to propose a specific standard or fails to justify such standard as described above, the corresponding standards of the General District shall apply.



TOWN OF KNIGHTDALE

www.knightdalenc.gov

DEVELOPMENT SERVICES DEPARTMENT

950 Steeple Square Court
Knightdale, NC 27545
(v) 919.217.2243
(f) 919.217.2249

MASTER PLAN

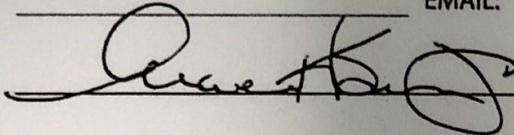
In accordance with Development Process outlined in Chapter 15 of the Unified Development Ordinance, Master Plan submittals are required for all Site Plans, Major Subdivisions, Special Use Permits, and Conditional Districts. Completed applications shall include all of the submittal requirements included on Page 2 of this package, and must be submitted in accordance with the schedule established by the Development Services Department. Approval of the Master Plan is not an authorization to begin site construction.

PROJECT INFORMATION

PROJECT NAME:	Merritt Hinton Oaks Boulevard		
PROJECT ADDRESS:	123 Hinton Oaks Boulevard, Knightdale, NC		
WAKE COUNTY PIN(s):	1744-47-6090, 1744-47-9093, portion of 1744-56-6995, 1744-47-9612		
PROPOSED USE:	Industrial		
PROPOSED SQ. FT.:	273,400	PROPOSED LOTS: 0	DENSITY (DWELLING/ACRE): 0
ZONING DISTRICT:	MI (CD)	SITE ACRES: 46.21	INSIDE CORPORATE LIMITS: Partial

CONTACT INFORMATION

APPLICANT:	WithersRavenel	PHONE:	919.535.5212	FAX:	919.467.6008
ADDRESS:	137 South Wilmington Street, Suite 200 Raleigh, NC 27601				
		EMAIL:	bvega@withersravenel.com		

SIGNATURE:  MGR Hinton Land LLC

PROPERTY OWNER:	Charles H. Silver, Jr 1744-47-6090, 1744-47-9093, & 1744-47-9612 PO Box 1277 Knightdale, NC 27545	Hinton Land, LLC 1744-56-6995 PO Box 1277 Knightdale, NC 27545
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SIGNATURE: _____

DEVELOPER:	Merritt Properties, LLC	PHONE:	410.298.2600	FAX:	
ADDRESS:	2066 Lord Baltimore Drive Baltimore, MD 21244				
		EMAIL:	nrobb@merrittproperties.com		

SIGNATURE: 

THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY		
CASE NUMBER:	SUBMITTAL DATE:	X-REFERENCE(s):
FILING FEE:	SKETCH PLAN MEETING DATE:	

Merritt Hinton Oaks Boulevard

List of Requested Land Use Classifications

- Animal Services
- ATM
- Banks, Credit Unions, Financial Services
- Business Support Services
- Drive Thru Service
- Equipment Rental
- Government Services
- Medical Services
- Personal Services
- Post Office
- Professional Services
- Studio – Art, dance, martial arts, music
- Tattoo Shop
- Vehicle Services – Maintenance/Body Work/Repair
- Auto Parts Sales
- Vehicle/Heavy Equipment Sales
- Amusements, Indoor – 5,000 sf or less
- Amusements, Indoor – 5,001 sf – 20,000 sf
- Amusements, Indoor – Greater than 20,000 sf
- Cultural or Community Facility
- Recreation Facilities, Indoor
- Theater, Live Performance
- Theater, Movie
- Agribusiness
- Laboratory - medical, analytical, research & development
- Laundry, dry cleaning plant
- Manufacturing, Light
- Manufacturing, Neighborhood
- Manufacturing, Heavy
- Media Production
- Metal Products Fabrication, machine or welding shop
- Mini-Warehouses
- Research and Development
- Storage - Warehouse, indoor storage
- Wholesaling and Distribution
- Hospital
- Public Safety Facility
- Schools – Vocational/Technical
- Transit, Road & Ground Passenger Services
- Wireless Telecommunication Facility-Stealth
- Wireless Telecommunication Facility-Tower
- Utilities-Class 1 & 2
- Utilities-Class 3

List of Reasonable Conditions

1. Improvements recommended by the TIA will be phased in accordance with the phasing plan provided in the Construction Plans and as memorialized in the UAA.
2. The following roadway improvements will be constructed contingent upon the ability to obtain any needed right-of-way:
 - a. US 64 Business (Knightdale Boulevard) at Hinton Oaks Boulevard
 - i. Extend the dual eastbound left-turn lanes on Knightdale Boulevard to provide 400 feet of storage each and appropriate taper
 - b. Hinton Oaks Boulevard
 - i. Provide two northbound through lanes on Hinton Oaks Boulevard from Knightdale Boulevard to the Midway Commons/Shoppes at Midway Plantation Driveway with the inside lane dropping as a left-turn lane at the Midway Commons Driveway
 - ii. Construct an exclusive northbound right-turn lane with 75 feet of storage at Shoppes at Midway Drive



CREATING HOMES
FOR BUSINESSES

05/05/2020

Dear Knightdale Area Property Owner:

You are invited to a neighborhood meeting to learn more about a proposed project adjacent to or near your property. A Neighborhood Meeting is required by the Town of Knightdale Unified Development Ordinance and all property owners within 200 feet of the proposed development must receive notification of the meeting. The meeting will be an opportunity for residents and property owners to learn more about the project and provide feedback.

Meeting Date: 05/19/2020

Meeting Time: 6:00 pm

Meeting Link: <https://tinyurl.com/y8uttqnf>

The meeting is scheduled via Microsoft Teams, if you are unable to log in via a web browser please use the dial in number and conference ID listed below to access the meeting.

Dial In +703-719-4632

Conference ID 536 091 121#

Welcome: 6:00 pm

Presentation: 6:05 pm

Q&A: 7:00 pm

Application Type: Rezoning Petition

Approving Authority: Town Council Legislative Approval

Address: 123 Hinton Oaks Boulevard, Knightdale, NC

PINs: 1744-47-6090, 1744-47-9093, portion of 1744-56-6995, & 1744-47-9612

Description of Proposal: The nature of this petition is to rezone the above referenced parcels from a combination of Highway Business and Manufacturing and Industrial to Manufacturing and Industrial.

Estimated Submittal Date: May 22, 2020

Enclosed is a map showing the location of the property being considered for this proposal. Additional materials and information may be available at the meeting. Please see the Development Services 2020 Meeting & Submittal Schedule

(https://www.knightdalenc.gov/sites/default/files/uploads/DevelopmentServices/submittal_and_meeting_schedule_2020_2.pdf) for future public meeting dates.

If you have any questions, comments, or concerns about the proposal prior to the meeting you may contact the Brendie Vega at 919-535-5212 or bvega@withersravenel.com. These will be recorded as part of the meeting summary, which is submitted to Town staff and elected officials. You may also contact the Town of Knightdale Development Services Department at 919-217-2243.

200 FOOT BUFFER MAILING LIST

PIN	Owner 1	Owner 2	Mail Address 1	Mail Address 2	Site Address
	Brendie Vega		137 South Wilmington St. Ste 200	Raleigh NC 27601	
	Nathan Robb		2066 Lord Baltimore	Baltimore MD 21244	
	Town of Knightdale Development Services Department		950 Steeple Square Court	Knightdale NC 27545	
1744473948	WAKE STONE CORPORATION		PO BOX 190	KNIGHTDALE NC 27545-0190	0 HINTON OAKS BLVD
1744455539	BBK MIDTOWN COMMONS LLC	M&J WILKOW	20 S CLARK ST STE 3000	CHICAGO IL 60603-1887	304 HINTON OAKS BLVD
1744465162	KOHL'S DEPT STORES INC	KOHL'S PROPERTY TAX DEPT	PO BOX 2148	MILWAUKEE WI 53201-2148	302 HINTON OAKS BLVD
1744479612	SILVER, CHARLES H JR		7081 FORESTVILLE RD	KNIGHTDALE NC 27545-9096	0 HINTON OAKS BLVD
1744479970	HINTON OAKS BUSINESS PARK AGM LLC		PO BOX 190	KNIGHTDALE NC 27545-0190	511 HINTON OAKS BLVD
1744553762	TARGET CORPORATION	STORE T-2111	PO BOX 9456	MINNEAPOLIS MN 55440-9456	1000 SHOPPES AT MIDWAY DR
1744592845	WAKE STONE CORP		PO BOX 190	KNIGHTDALE NC 27545-0190	0 HINTON OAKS BLVD
1744652987	BBK MIDWAY PLANTATION LLC	M&J WILKOW	20 S CLARK ST STE 3000	CHICAGO IL 60603-1887	1002 SHOPPES AT MIDWAY DR
1744666722	HINTON LAND LLC	THOMAS CONCRETE	2500 CUMBERLAND PKWY SE STE 200	ATLANTA GA 30339-3922	507 OLD MONTAGUE LN
1744668147	HD DEVELOPMENT OF MARYLAND INC	HOME DEPOT USA INC	2455 PACES FERRY RD SE	ATLANTA GA 30339-6444	1020 SHOPPES AT MIDWAY DR
1744673392	MANGUM ASPHALT SERVICES		6105 CHAPEL HILL RD	RALEIGH NC 27607-5111	601 OLD MONTAGUE LN
1744566995	HINTON LAND LLC		PO BOX 1277	KNIGHTDALE NC 27545-1277	123 HINTON OAKS BLVD
1744469553	KNIGHTDALE VENTURES LLC		107 STOKLEY DR STE 100	WILMINGTON NC 28403-3772	405 HINTON OAKS BLVD
1744472192	USA		PO BOX 889	SAVANNAH GA 31402-0889	408 HINTON OAKS BLVD
1744476090	SILVER, CHARLES H JR		PO BOX 1277	KNIGHTDALE NC 27545-1277	0 HINTON OAKS BLVD
1744476292	WAKE STONE CORPORATION		PO BOX 190	KNIGHTDALE NC 27545-0190	0 HINTON OAKS BLVD
1744478471	WAKE STONE CORPORATION		PO BOX 190	KNIGHTDALE NC 27545-0190	495 HINTON OAKS BLVD
1744479093	SILVER, CHARLES H JR		PO BOX 1277	KNIGHTDALE NC 27545-1277	0 HINTON OAKS BLVD

Neighborhood Meeting Notes

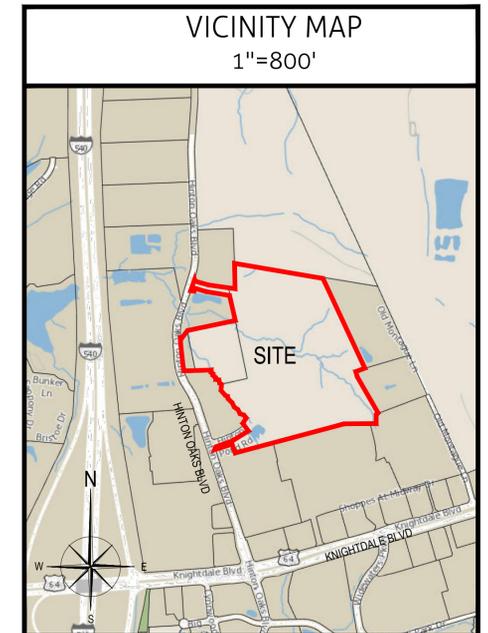
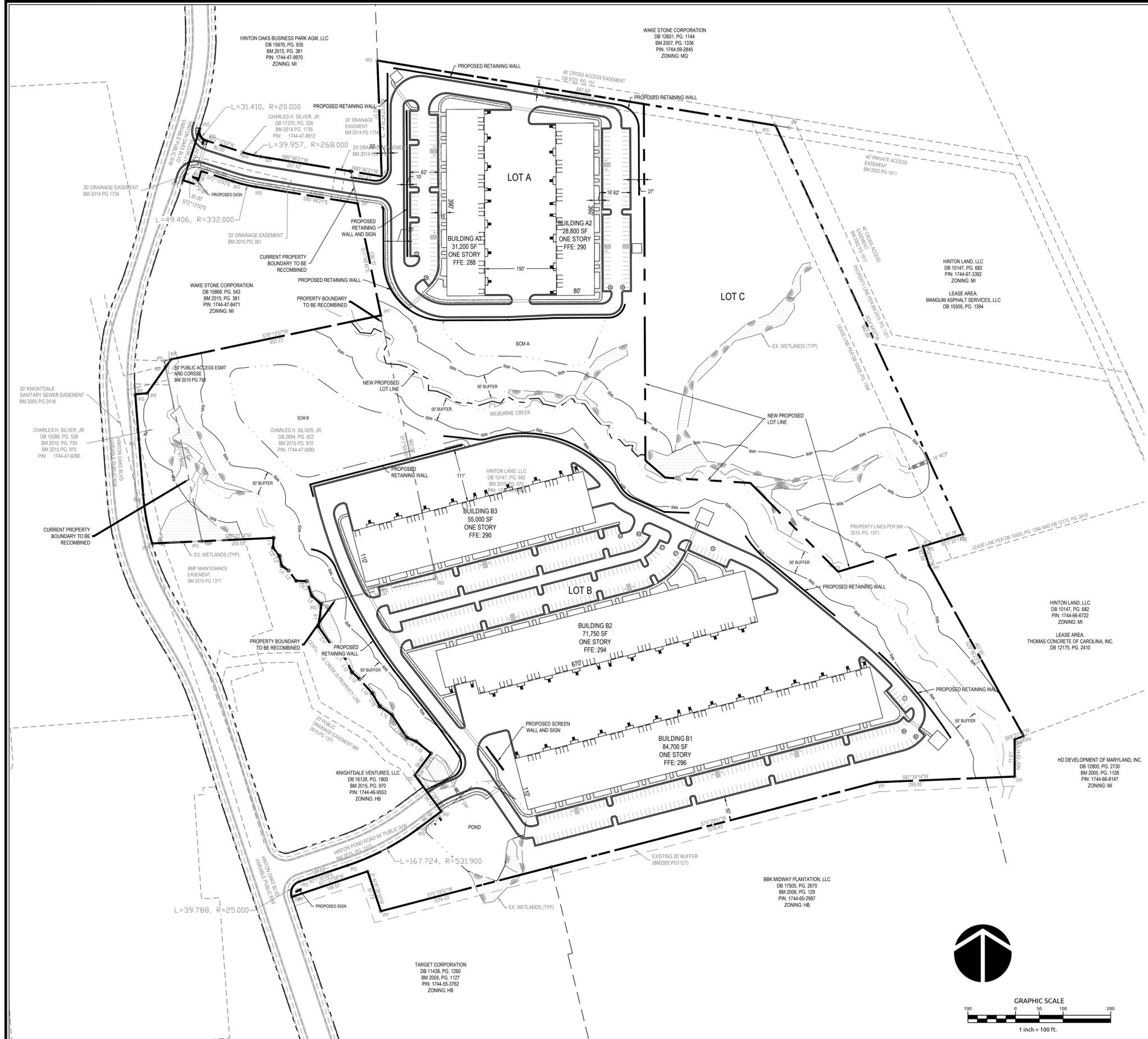
Date: May 19th, 2020

Project: 09190080.00 Merritt Hinton Oaks

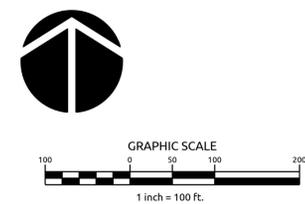
Attendees: Bobby Lanigan (Merritt Properties)
Keith Wallace (Merritt Properties)
Nate Robb (Merritt Properties)
Travis Fluitt (Kimley Horn)
Brendie Vega (WithersRavenel)
Loftee Smith (WithersRavenel)
Kevin Lewis (Town of Knightdale)
Tyler Stone (Kohl's Manager)
Bose Bratton (Wake Stone)
Brent Wood (Fred Smith Company) Brent.Wood@fredsmithcompany.net
Philip Wright (Kohl's Department Stores) Philip.Wright@kohls.com

DISCUSSION ITEMS

- ▶ Meeting was held using Microsoft Teams Conferencing and began at 6:00 pm
- ▶ Keith Wallace & Nate Robb went through the Merritt presentation on the business, existing businesses and architecture used, the rezoning petition, and site plan requests.
- ▶ Brendie Vega went over the rezoning request and process for a Conditional Zoning.
- ▶ Kevin Lewis went over by the timeline of submittal and approvals.
- ▶ Nate explained the need for DEQ brownfield approvals.
- ▶ Nate talked about their other projects in the Triangle and the company has relocated people to the area, want to be part of the community.
- ▶ Attendees who called in asked for the slides to be sent to them.
- ▶ There were no questions from those in attendance.
- ▶ The meeting concluded at 6:25 pm.



SITE DATA TABLE	
PROPERTY INFORMATION:	
OWNER NAME:	HINTON LAND, LLC
OWNER ADDRESS:	PO BOX 1277 KNIGHTDALE, NC 27545
DEVELOPER NAME:	MERRITT PROPERTIES, LLC
DEVELOPER ADDRESS:	2008 LORD BALTIMORE DRIVE BALTIMORE, MD 21244
PIN:	1744-56-6995, 1744-47-9093, 1744-47-6090, 1744-47-9612
EXISTING ZONING:	MI, HB
PROPOSED ZONING:	MI-CO
OVERLAY:	NA
ACREAGE:	45.7 ACRES
(LOT C: 8.97 AC - NOT PART OF PROPOSED DEVELOPMENT)	
EXISTING USE:	VACANT
PROPOSED USE:	OFFICE/COMMERCIAL/LIGHT INDUSTRIAL
BUILDING SETBACKS:	
PRINCIPAL FRONT:	10'
STREET SIDE/SECONDARY FRONT:	0' or 5'
CORNER SIDE SETBACK:	10'
REAR/SIDE (FROM ADJACENT LOT):	10'
EXISTING BUILDING AREA:	
LOT A:	LOT B:
9.29 AC	27.4 AC
1	2
60,000 SF	211,450 SF
120	423
138	425
14	42
THIS SITE LIES WITHIN A TYPE "X" FLOOD HAZARD AREA PER MAP 3720174400J, EFFECTIVE DATE 5-2-2006.	



U:\1744\10000\10000\Main\1744-Hinton Oaks\SitePlan\1744-Hinton Oaks_SitePlan.dwg, 07/01/2020, 09:10:00 AM, 1744-Hinton Oaks_SitePlan.dwg, 07/01/2020, 09:10:00 AM

No.	Revision	Date	By	Designer	Scale
					AS NOTED
					07/01/2020
					Job No.
					190080

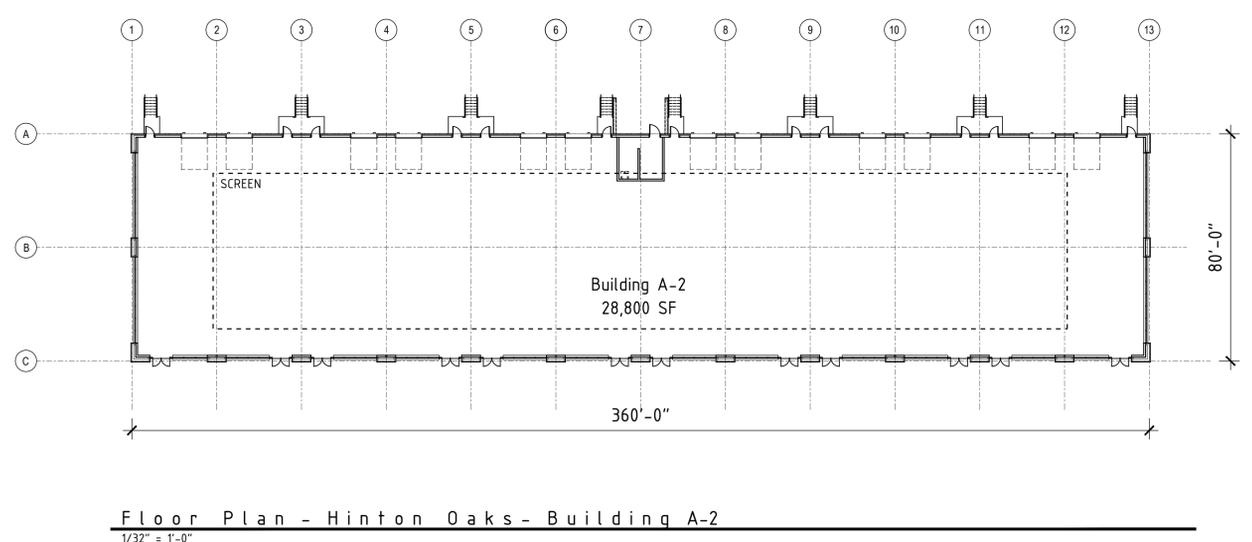
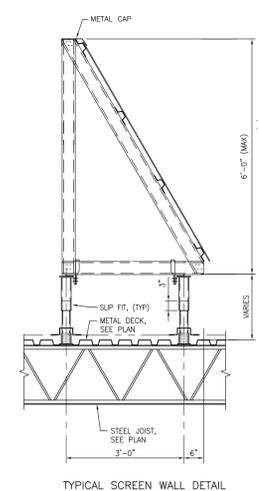
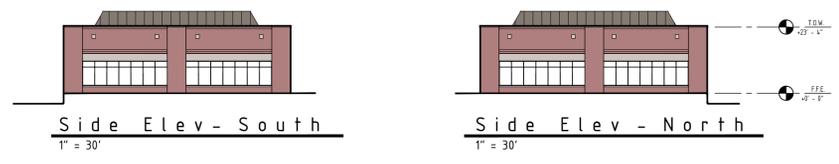
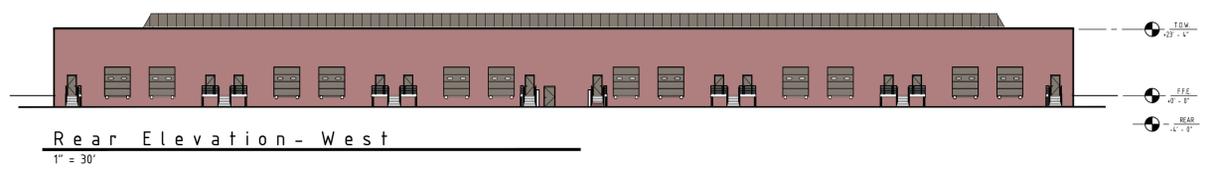
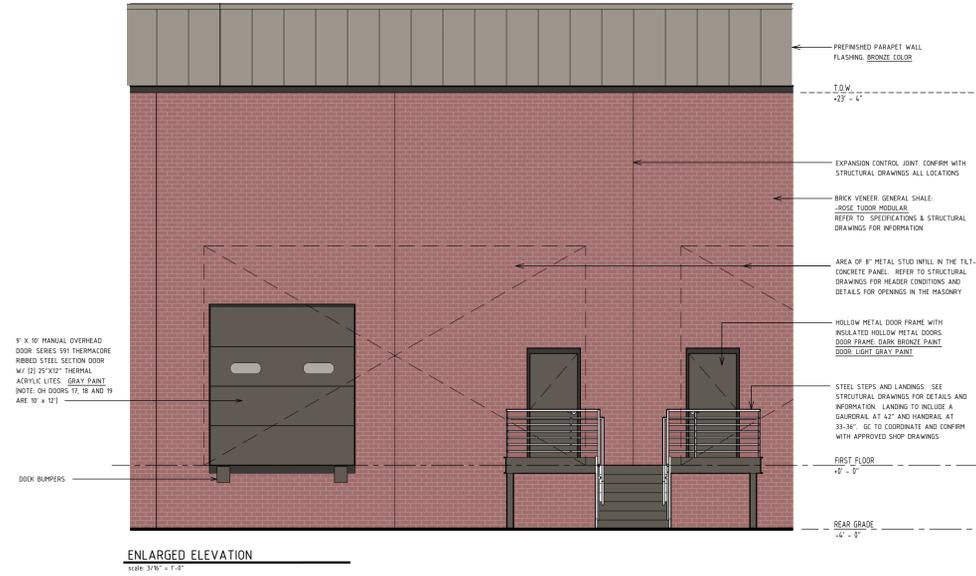
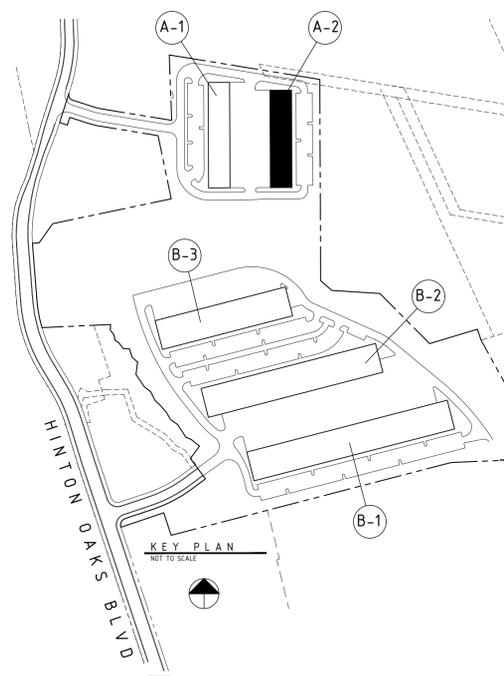
MERRITT HINTON OAKS

SITE PLAN EXHIBIT

WithersRavenel
Engineers | Planners

137 S Wilmington Street | Suite 200 | Raleigh, NC 27601 | t: 919.469.3340 | license #: C-0832 | www.withersravenel.com

Sheet No.
SP-1



M MAURER
architecture
919 829 4969
115 1/2 E. Hargett St
Suite 300
Raleigh, NC 27601
maurerarchitecture.com



Building A-2
Hinton Oaks
Knightdale, NC

DATE	05.29.20
DR.	RS/MM
CH.	RS/MM
PROJ. #	18107
REVISIONS	DATE
COMMENTS	06.15.20

Plans and Elevations for Site Plan Review.
Not for Construction

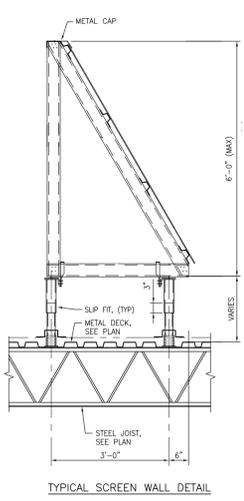
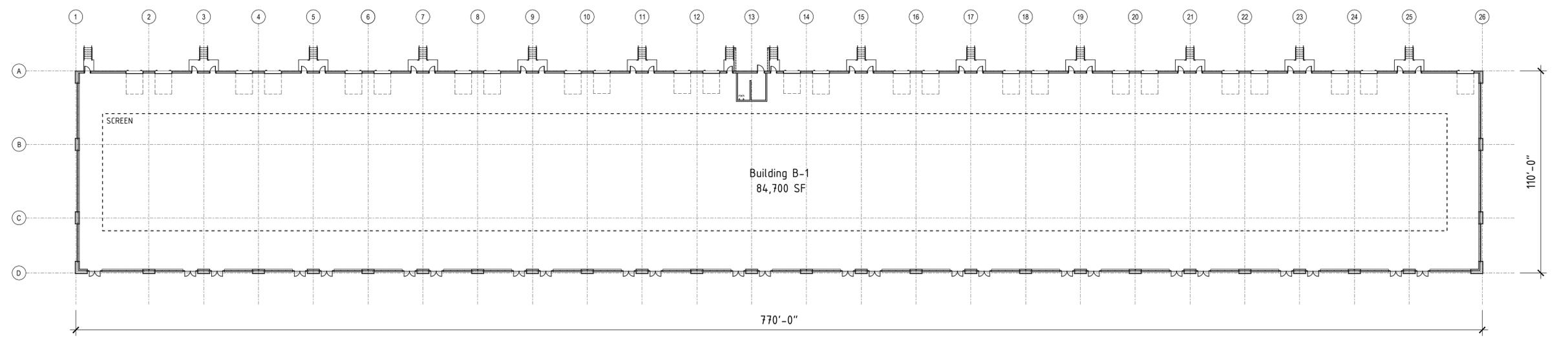
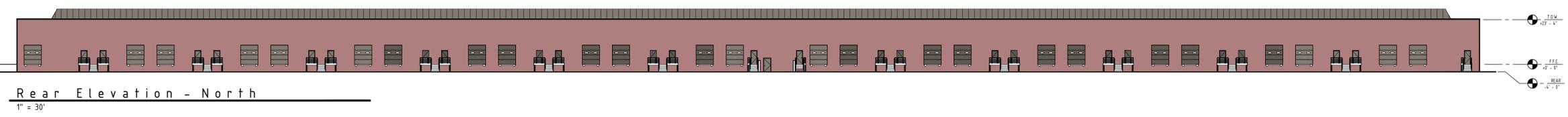
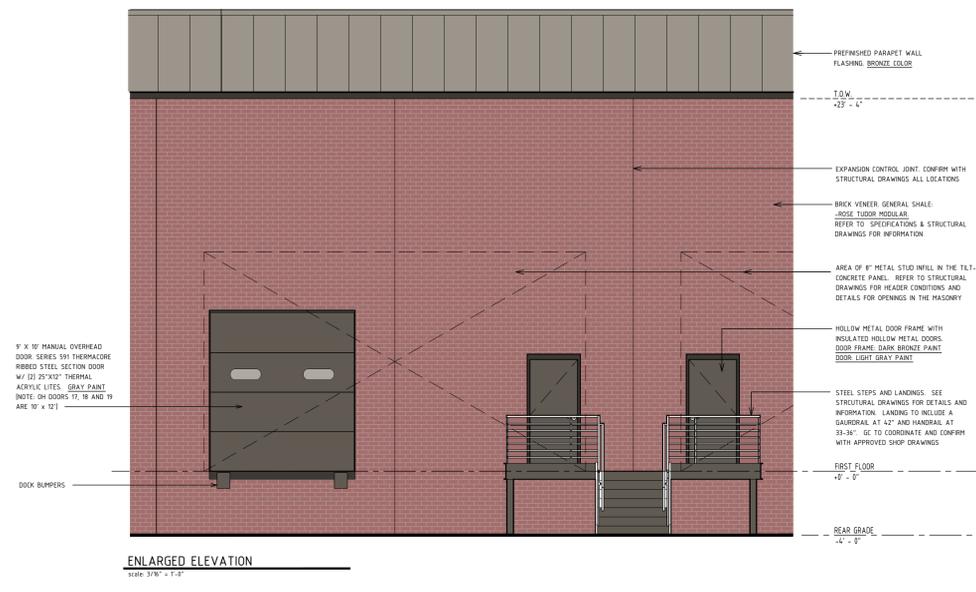
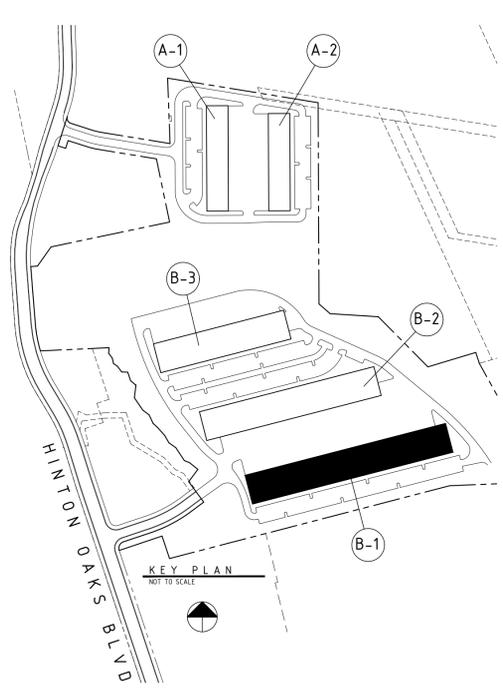
BUILDING A-2
A-2



Building B-1
Hinton Oaks
 Knightdale, NC

DATE	05.29.20
DR.	RS/MM
CH.	RS/MM
PROJ. #	18107
REVISIONS	DATE
COMMENTS	06.15.20

Plans and Elevations for Site Plan Review.
 Not for Construction

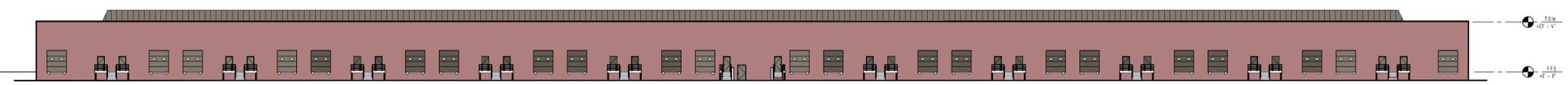
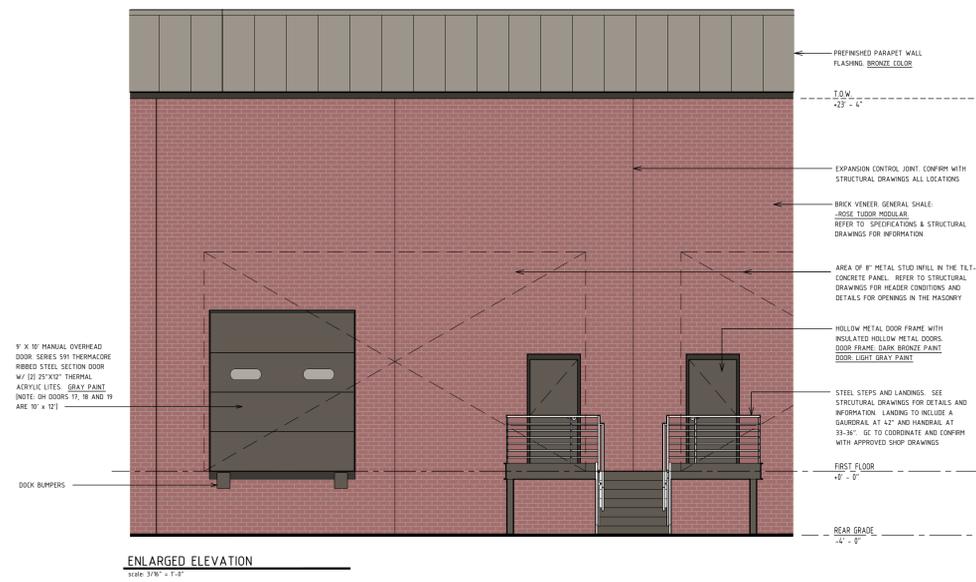
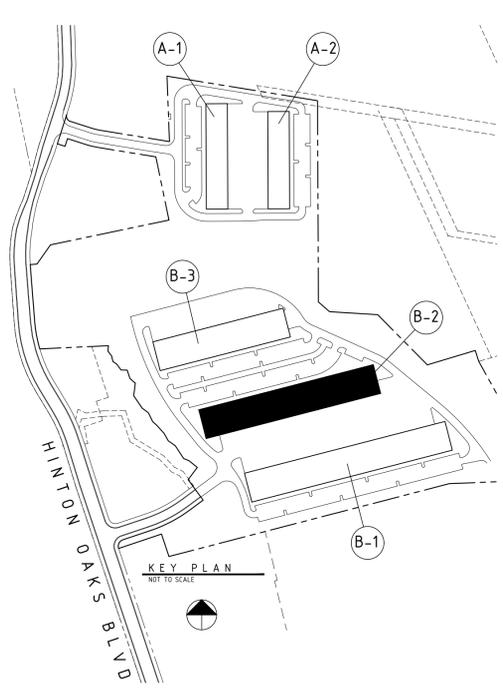


Floor Plan - Hinton Oaks - Building B-1
 1/32" = 1'-0"

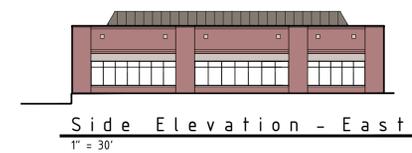


DATE	05.29.20
DR.	RS/MM
CH.	RS/MM
PROJ. #	18107
REVISIONS	DATE
COMMENTS	06.15.20

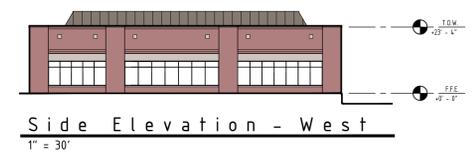
Plans and Elevations for Site Plan Review.
Not for Construction



Rear Elevation - South
1" = 30'



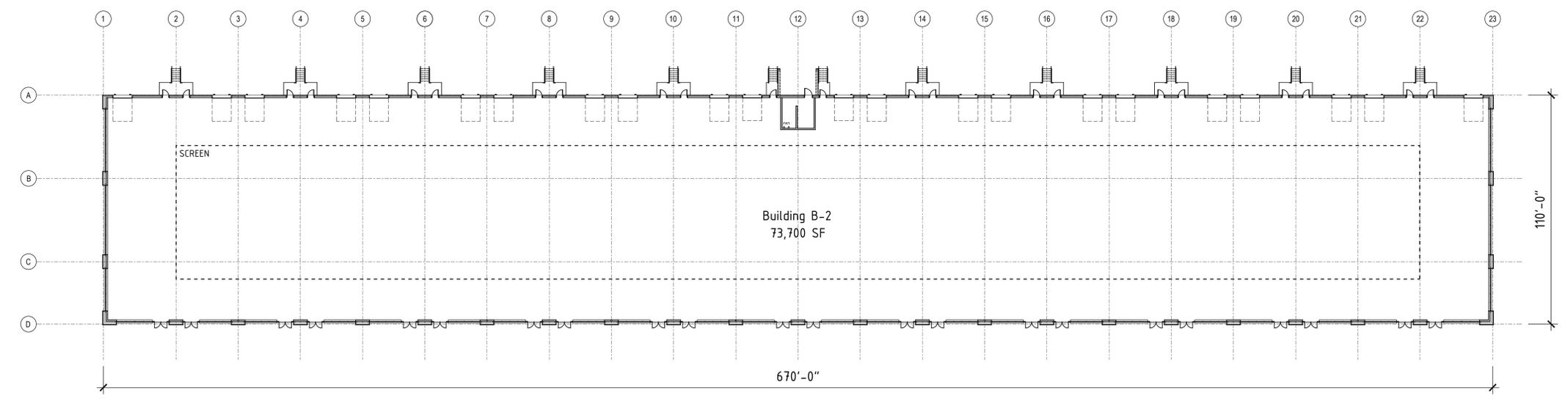
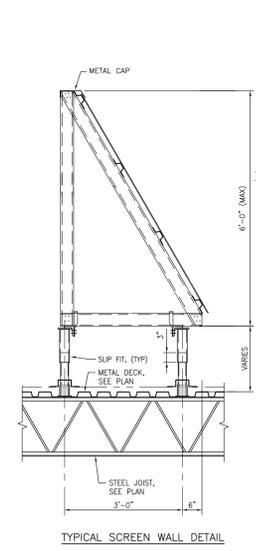
Side Elevation - East
1" = 30'



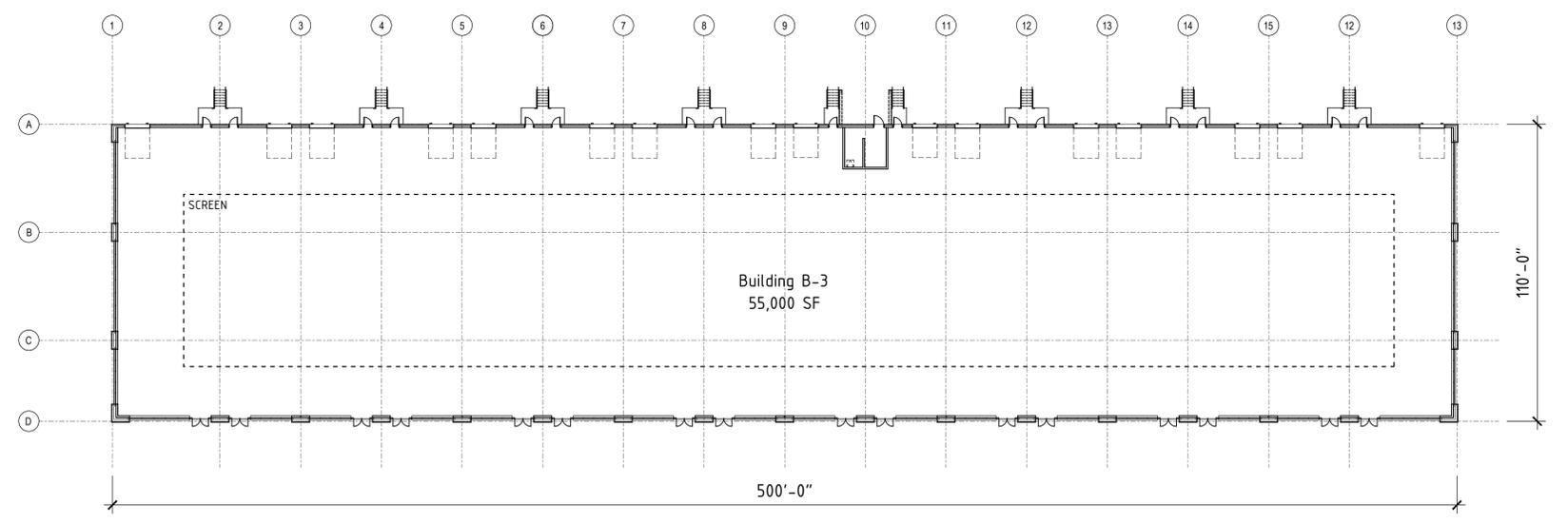
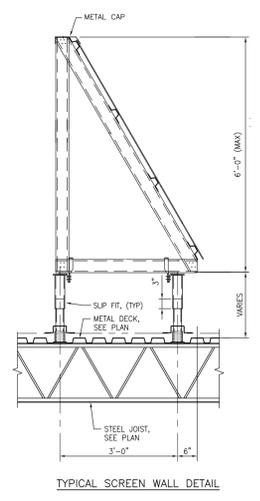
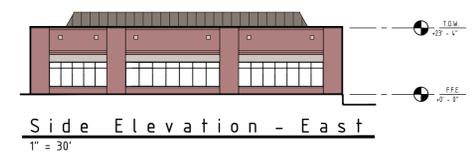
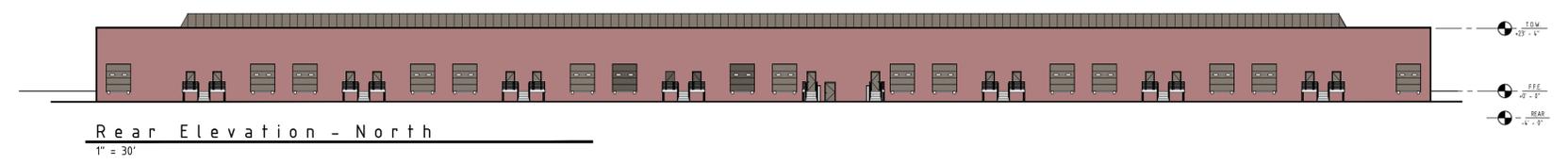
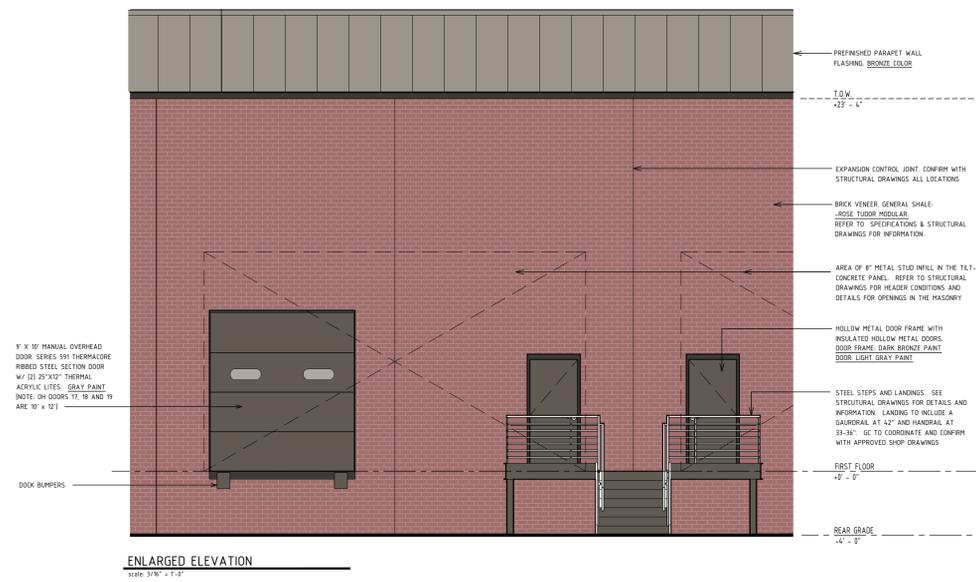
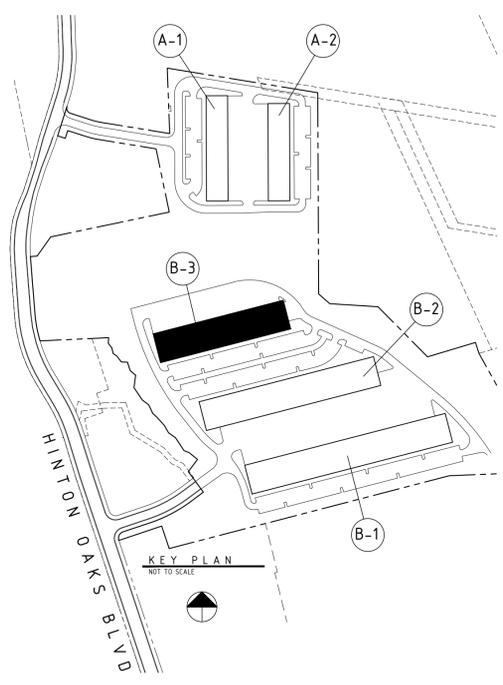
Side Elevation - West
1" = 30'



Entry Elevation - North - Hinton Oaks - Building B-2
1" = 30'



Floor Plan - Hinton Oaks - Building B-2
1/32" = 1'-0"



Floor Plan - Hinton Oaks - Building B-3
1/32" = 1'-0"



DATE	05.29.20
DR.	RS/MM
CH.	RS/MM
PROJ. #	18107
REVISIONS	DATE
COMMENTS	06.15.20

Plans and Elevations for Site Plan Review.

Not for Construction



Town of Knightdale

Staff Report Cover Sheet

Title: Flowers Place Utility Allocation Agreement

Staff: Donna Tierney, Planner

Date: July 15, 2020

PURPOSE

- To provide an overview of a Utility Allocation Agreement request for the recently approved Flowers Place subdivision

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive
- Sustainable

GENERAL STATUTE REFERENCE(S), if applicable

- N.C.G.S. 160A-381

TYPE OF PUBLIC HEARING, if applicable

- Legislative

FUNDING SOURCE(S), if applicable

- N/A

ATTACHMENT(S)

- Staff Report
- Draft Utility Allocation Agreement document

STAFF RECOMMENDATION

- After receiving public comment, close the public hearing
- Due to statutory requirements for electronic meetings, the Public Comment Period will remain open for 24 hours after the meeting and any comments received through that period will be entered into the record. Therefore, the Flowers Place Utility Allocation and Infrastructure Agreement will be on the next Town Council agenda for recommended approval and adoption.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report

Title: Flowers Place Utility Allocation Agreement

Director Signature: CH

Staff: Donna Tierney, Planner

Asst. Town Manger Signature: DT

Date: July 15, 2020

Town Manager Signature: WRS

I. REQUEST:

Tom Harrell of Bass, Nixon, & Kennedy Inc., on behalf of Habitat for Humanity of Wake County, has requested that the Town Council consider approving the proposed Utility Allocation and Infrastructure Agreement (UAA) for the Flowers Place development. The developer, Town Attorney, and staff have reviewed the proposed UAA and find it acceptable.

II. PROJECT PROFILE:

PROPERTY LOCATION:	Kelley Meadows Rd. & Flowers St.
WAKE COUNTY PIN:	1754-51-5410
ZONING DISTRICT	Urban Residential 12 Planned Unit Development
NAME OF PROJECT:	Flowers Place
APPLICANT:	Bass, Nixon & Kennedy Inc.
PROPERTY OWNER:	Habitat for Humanity of Wake County
PROPERTY SIZE:	2.29 acres
APPROVED LAND USE:	17 single-family dwellings
APPROVED DENSITY:	7.502 units/acre
APPROVED OPEN SPACE:	28,283 sf (0.65 acres)

III. PROJECT HISTORY:

On February 19, 2020, the Town Council approved a request (ZMA-9-19; ORD#20-02-19-003) to rezone the parcel identified by Wake County PIN 1754-51-5410 from Urban Residential 12 (UR12) to Urban Residential 12 Planned Unit Development (UR12-PUD) for a 17-lot residential subdivision. All lots are 35 ft. wide and are alley-loaded. Under a separate action on February 19, 2020, the Town Council approved a request to authorize the Town Manager to proceed with the dedication of adjacent Town owned land to Habitat for Humanity for the use of a storm pond.

IV. PROJECT SETTING – SURROUNDING ZONING DISTRICTS AND LAND USES:

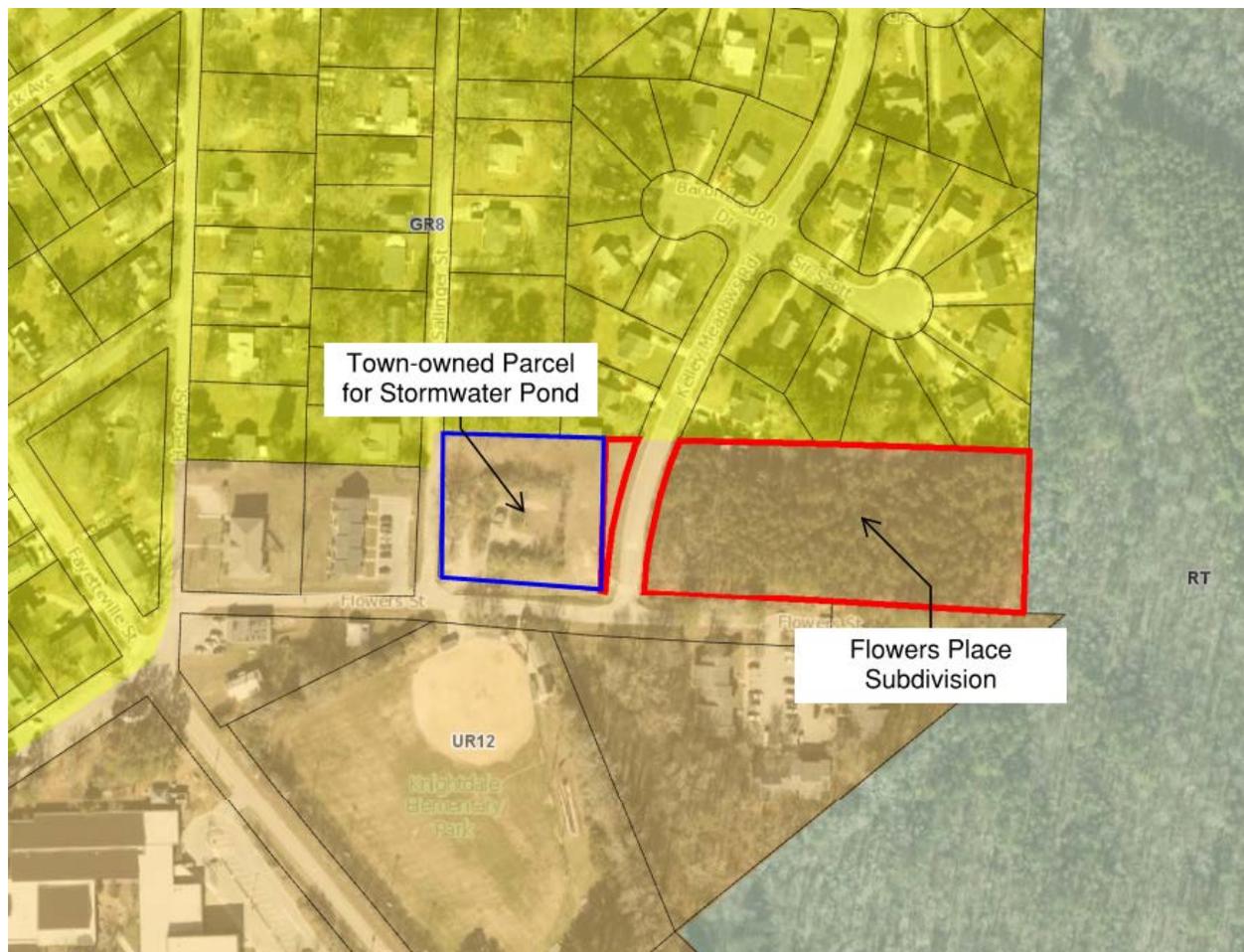
The parcel is located east of Kelley Meadows Rd. and north of Flowers Street.

DIRECTION	LAND USE	ZONING
North	Wil Ros Meadows Subdivision	GR8
South	Multi-Family	UR12
East	Vacant/Undeveloped	RT
West	Townhomes & Proposed stormwater pond	UR12



Town of Knightdale

Staff Report



Zoning map of the subject property and adjacent properties

V. APPROVED MASTER PLAN & PLANNED UNIT DEVELOPMENT:

A Master Plan and PUD was approved for a 17-lot residential subdivision. The plan consists of 17 rear loaded 30 ft. wide lots, a privately owned and maintained alley, eastern extension of Flowers Street with sidewalk and on-street parallel parking, and addition of sidewalk along Kelley Meadows Road. Additional amenities include a playground area, visitor parking, and passive open space.



Town of Knightdale

Staff Report

B. Phasing:

The applicant does not propose multiple phases for this development. The 17-lot development will be developed entirely within one phase by December 31, 2022. (see Exhibit C in attached UAA)

C. Recreational Open Space:

The developer will provide both active and passive recreational open space in accordance with the approved Master Plan and PUD. Amenities will include playground equipment, game areas, benches, picnic tables, grills, and natural areas.

D. Community Design Exceptions:

Several zoning conditions were granted with the approved PUD and Master Plan. Those exceptions are listed below and are contained in the attached UAA.

- i. Driveways will be a minimum length of 20 ft.
- ii. The Cluster Mailbox Unit will be uncovered
- iii. The required 20 ft. Type B landscape buffer along the northern property line will be reduced in accordance with the approved Master Plan. A wood privacy fence will be installed in addition to the variable buffer.

E. Architectural Standards:

The developer submitted actual home elevations that will be built in the development. In addition to the elevations, the applicant agrees to the Single-Family Dwelling Architectural Standards found in UDO Ch. 5.7 and provided additional conditions listed in Exhibit E of the attached UAA.

F. Public Infrastructure Improvements:

The developer will install asphalt pavement, curb and gutter, on street parking, and a five ft. wide sidewalk across the entire Property frontage on Flowers Street. Additionally, the developer will install a five ft. wide sidewalk on the east and west sides of Kelley Meadows Road, along the Property frontage. A top-lift treatment is required for all new street sections and to existing sections that are impacted by development (see Exhibit D in attached UAA)

G. Stormwater Pond Easement:

As part of the approved Master Plan, the Town agreed to grant an easement on the adjacent parcel to the west (PIN 1754-51-1400) for the use of a stormwater pond to serve the development. The easement will be maintained by the developer or transferred to an Owners Association who will be responsible for its maintenance.

VII. STAFF RECOMMENDATION:

After receiving public comment, staff recommends the Town Council close the public hearing. Due to statutory requirements for electronic meetings, the Public Comment Period will remain open for 24 hours after the meeting and any comments received through that period will be entered into the record. Therefore, the Flowers Place Utility Allocation and Infrastructure Agreement will be on the next Town Council agenda for recommended approval and adoption.

Instrument Prepared By Roger W. Knight
Brief Description for Index: Flowers Place UAA
Parcel Identification Number: 1754515410
Parcel Identifier: BM:1988 Page: 1383

Mail After Recording to: Chris Hills
Director of Development Services
Town of Knightdale
950 Steeple Square Ct.
Knightdale, NC 27545

**STATE OF NORTH CAROLINA
WAKE COUNTY**

**FLOWERS PLACE SUBDIVISION
UTILITY ALLOCATION AGREEMENT**

THIS UTILITY ALLOCATION AGREEMENT (the "Agreement") is made effective as of the ____ day of _____ 2020 by and between the TOWN OF KNIGHTDALE, a municipal corporation existing under the laws of the State of North Carolina ("Town"), and HABITAT FOR HUMANITY OF WAKE COUNTY, INC. ("Owner"), a North Carolina corporation.

WITNESSETH:

WHEREAS, Owner possesses legal title to real property (PIN 1754515410) consisting of 2.29 acres, more or less, within the planning jurisdiction of the Town, as more particularly described on Exhibit A attached hereto and incorporated herein (the "Property");

WHEREAS, Developer is the owner of the Property;

WHEREAS, Owner warrants that all parties having an interest in the Property have executed this Agreement except for those specifically set out on Exhibit A, that the Property is free and clear of encumbrances except for those specifically set out on Exhibit A, and that Developer shall warrant and defend the Property against the claims of all persons whomsoever;

WHEREAS, Owner, by executing this Agreement, assumes all affirmative obligations to develop the Property and consents to develop the Property in accordance with the terms of this Agreement;

WHEREAS, the terms of this Agreement imposing obligations on the Owner shall be effective upon signing of this Agreement;

WHEREAS, Owner has received Town approval of a Master Subdivision Plan, with case number ZMA-9-19 (a copy of which is attached hereto as Exhibit B), authorizing development of the Property as a detached single-family residential subdivision, which shall include residential uses and ancillary public and private facilities including streets, sidewalks, water and sewer lines, storm drainage improvements, and certain active and passive recreation facilities (collectively the "Project"), all to be developed pursuant to the terms of this Agreement;

WHEREAS, the Master Subdivision Plan proposes a residential subdivision of not more than 17 residential dwelling units compliant with all Town ordinances and development standards, to be built within one phase, and Town has agreed to allocate utilities for the development.

WHEREAS, Owner has committed to Property enhancements as shown on the Master Subdivision Plan and as described in this Agreement in order to satisfy the Town's Water Allocation Policy and to supplement the tax base of the Town and contribute to the quality of life of current and future Town residents.

NOW, THEREFORE, in consideration of Owner's development of the Property in accordance with the terms hereof and Town's allocation of water and wastewater capacity as described herein for the same, and other mutual covenants and agreements contained herein and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

Section 1. Definitions. Whenever used in this agreement, the following terms shall have the definitions indicated hereinafter in this Section 1. Other terms may be defined elsewhere in this agreement.

A. "Infrastructure" shall mean all public and private infrastructure necessary to serve the Property including, but not limited to, police and fire protection facilities, water mains, valves, fittings, fire hydrants, service connections, service lines, shutoffs, meter boxes, sewage pumping stations, force mains, gravity sewer mains, manholes, laterals, streets, curbs, gutters, sidewalks, greenways, bikeways, transit facilities, park and recreation facilities, storm drainage facilities, and stormwater retention facilities. Infrastructure to be located within or abutting the Property shall be referred to as "Onsite" and is also referred to herein as "Community Amenities." Other Infrastructure serving the

Property shall be referred to as "Off-site." Infrastructure shall either be owned by Town or other government entity (Public Infrastructure) or by Developer or the property owners association for the Project or a subassociation thereof, if applicable (each an "Owners Association") (Private Infrastructure).

B. "Master Subdivision Plan " shall mean the approved plans for the Project (Site Plan, Subdivision Plan, Planned Unit Development or other approval required by the Town's Unified Development Ordinance, however termed), and all subsequent modifications, amendments and extensions, construction drawings, and specifications that may hereafter be made a part thereof, but all of which will be contained in the Town Development Services Department's file for this project.

C. "Standard Specifications" shall mean all applicable legal requirements pertaining to the development of the Property including, but not limited to, Master Subdivision Plan, applicable permits, and construction drawings required for all Infrastructure, including, without limitation, the Town's Unified Development Ordinance, Knightdale's Water Allocation Policy (Ordinance # 13-06-19-001 and Ordinance # 16-09-06-001) and Standard Specifications and Construction Details Manual. The failure of this Agreement to describe any other permit, condition, or term of restriction applicable to the Property does not relieve Owner of the necessity of complying with the same.

D. "Owners Association" shall mean a nonprofit association incorporated under North Carolina law by Developers. The Owners Association shall among other things have primary enforcement responsibility for subdivision restrictive covenants within the residential portion of the Project and for maintenance of Onsite Private Infrastructure provided by Owner. All future property owners within the residential portions of the Project shall be members of the Owner's Association or a subassociation thereof.

Section 2. Town Approval of Development Covenants, Etc. Town's reasonable legal expenses associated with the Town Attorney's review and approval of this Agreement, any Articles of Incorporation, Declaration of Covenants, and Bylaws for any Owners Association created, all deeds, easements, documents, plans or covenants related to the Property that affect Town's ability to enforce any part of this Agreement, shall be reimbursed to Town by Owner in a timely manner. Any requested approval or review by the Town Attorney shall not be unreasonably delayed or withheld, and legal expenses allocated to the Developer, and/or by Town shall not exceed fees charged for like services in the Research Triangle, North Carolina market area. Notwithstanding the foregoing or any other language in this Agreement, the Town Attorney shall represent only Town and his duties shall run to Town as his sole client.

Section 3. Owner Filings.

A. Annexation & Phasing. Owner acknowledges Project is currently within the Corporate Limits of the Town and no further petition is required. Developer acknowledges that Project will be developed within one phase and in accordance with the Phasing Schedule set forth on Exhibit C.

B. Master Subdivision Plan Approval Schedule. Owner has received Town approval of a Master Subdivision Plan, with case number ZMA-9-19 and Ordinance # 20-02-19-003, and subsequent extensions of vested rights. Owner intends to develop the Project, submitting a subdivision site plan for approval by Town for the Project. Owner will construct the Project in accordance with the approved Master Subdivision Plan. At the time of approval of a subdivision site plan, the

subdivision site plan shall be deemed to be a "Site Specific Development Plan" pursuant to Section 15.18 of the Unified Development Ordinance of Town entitled to the Vested Rights set forth in such ordinance. Town shall not unreasonably deny a submitted subdivision site plan that substantially conforms to the approved Master Subdivision Plan and Standard Specifications. Without limiting the generality of the foregoing, Owner expressly acknowledges that Town determination as to whether Infrastructure required to be provided by Owner is sufficient to meet the requirements of any subdivision site plan, the applicable calculation shall be made based on the approved Master Subdivision Plan for the Project as a whole. However, the amount of improved open space dedicated or proposed to be dedicated by each subdivision site plan shall equal or exceed the amount of open space required to be dedicated under the terms of the UDO, taking into account the previously dedicated open space submitted for site subdivision plan approval.

Section 4. Infrastructure to be Provided by Owner. Except as set forth in this Agreement, Owner shall design, construct and install at its expense all required Infrastructure in accordance with the design criteria set forth in the Standard Specifications.

A. Procedure. The plans for Infrastructure shall be prepared by a licensed engineer employed by Owner and approved by Town, with such approval not to be unreasonably withheld. Owner shall obtain, at its expense, all required permits and approvals from all governmental agencies prior to commencing construction of the Infrastructure. Town agrees to cooperate with and reasonably assist Owner in its efforts to obtain necessary permits, approvals, or licenses from other governmental entities necessary or beneficial for the development of the Property in accordance with this Agreement and as otherwise approved by Town.

B. As-Built Drawings. Owner shall provide Town a complete set of as-built drawings showing all the Infrastructure, if any, and any easements as located by a North Carolina licensed surveyor and certified by Owner's engineer of record. The as-built drawings shall be submitted prior to the acceptance of public infrastructure for maintenance and shall be submitted in a digital format compatible with the Town's GIS system and approved by the Town Manager.

C. Contracts for Public Infrastructure. Owner will ensure that all contracts for engineering, design, construction, and/or construction management for Public Infrastructure include specific language that provides (1) that the contract does not limit any warranties provided under operation of statute or common law concerning the engineering, design, construction, adequacy, or performance of the Improvements; (2) the contract does not limit or shorten any statute of limitations provided by law regarding claims concerning the engineering, design, construction, adequacy, or performance of the Improvements; (3) the Town is named a third-party beneficiary of the contract for the purpose of making any claims regarding the engineering, design, construction, adequacy, or time of installation of the Improvements; and (4) all warranties available to the Owner under the contract are, in addition to, available and assignable to the Town. Owner shall provide or acquire all easements and/or right-of-way necessary for all Infrastructure.

D. City of Raleigh and State of North Carolina Approval of Utility Plans. Sanitary sewer lines and water distribution infrastructure to serve the Project shall be constructed at Owner's sole expense in accordance with plans approved by the State of North Carolina, City of Raleigh and Town. Town shall facilitate any discussions required with the City of Raleigh or State of North Carolina with respect to the Sewer and Water Infrastructure.

E. Public Road Improvements. The public right-of-way dedication and street improvements required of Owner related to Flowers Place development shall be governed by this Section 4.E and, where applicable, the requirements of the North Carolina Department of Transportation, the approved Master Plan and Standard Specifications.

1. Flowers Street. Owner shall install asphalt pavement, curb and gutter, on street parking, and a five feet (5') wide sidewalk across the entire Property frontage on Flowers Street.

2. Kelley Meadows Road. Owner shall install a five feet (5') wide sidewalk on the east and west sides of Kelley Meadows Road, along the Property frontage.

3. Owner shall provide a top lift treatment to all new street sections and to existing street sections that are impacted by development, including street cuts for installing infrastructure. Top lift treatment shall extend to the areas designated in Exhibit C.

F. Easements. The parties acknowledge that the installation of the public infrastructure may require Owner to acquire certain easements or rights-of-way located outside the Property (the "Off-site Easements") or North Carolina Department of Transportation (NCDOT) Right-of-Way Encroachment Agreements. Developer shall acquire the Off-site Easements at its sole cost and expense; provided that if, after reasonable efforts, Owner is not able to acquire one or more of the Off-site Easements or rights-of-way, Owner may, at its discretion and by written notice to the Town, request the Town to acquire those Off-site Easements or rights-of-way through its exercise of eminent domain or similar proceedings. The request shall describe the easement or right-of-way needed and include copies of offers or other evidence of unsuccessful acquisition efforts. After notice to the affected property owner and upon finding that the easement or right-of-way is needed by the Town or other public authority for the limited purpose of extension of street, water, sewer or other public facilities, the Town may exercise its power of eminent domain to acquire the same. All expenses incurred by the Town, including the purchase price or court- awarded compensation, appraisal fees, attorneys' fees and court costs, shall be reimbursed by Owner on demand. The Off-site Easements and NCDOT Encroachment Agreements acquired by Owner shall be in a form reasonably acceptable to the Town and shall, in any event, be dedicated to the Town or another public agency designated by Town.

1. Easement for Stormwater Pond. As part of the approved Master Subdivision Plan, Town agreed to grant an easement to Owner on the parcel identified by Wake County Parcel Identification Number 1754-51-1400 for the use of a stormwater pond to serve the Property. In accordance with NCGS Section 160A-278, municipalities are permitted to lease land upon such terms and conditions as it deems wise to any person, firm or corporation who will use the land to construct housing for the benefit of persons of low income, or moderate income, or low and moderate income. Conveying an interest in the property by granting an easement is also included in this provision. Easement shall be maintained by Owner or transferred to an Owners Association, who shall be responsible for its maintenance. (add plat reference). The stormwater easement is identified on the plat recorded in and on Book of Maps _____, Page _____, Wake County Registry.

Section 5. Single-Family Dwelling Construction Standards. Dwellings constructed on the Property shall comply with those standards set forth on Exhibit D.

Section 6. Community Design Exceptions. Owner hereby agrees that the following

zoning conditions were granted by the approved Master Subdivision Plan:

A. All lots will be 30 feet in width, rear loaded on a private alley, and served by driveways that are a minimum length of 20 ft. rather than the UDO requirement of 35 ft.

B. The 20 foot Type B landscape buffer yard required between the proposed subdivision and existing Wil-Ros Meadows subdivision to the north will be reduced accordingly: the buffer will be reduced to a width of 5 ft. along Lot 1 and the alley; and to a width of 10 ft. along the proposed playground area. A 6 ft. wood privacy fence along with vegetation will be provided for the reduced buffer areas. The applicant will provide the full 20 ft. Type B buffer along the remainder of the shared northern property line.

C. The applicant will provide an uncovered Cluster Mailbox Unit (CBU) instead of a CBU covered by a shelter as required by UDO Ch. 4.7.E.

Section 7. Community Amenities: On-Site Recreational Amenities to be Provided by Owner. Owner acknowledges that Town requires on-site amenities for the residents of the Project for the following reasons, among others: (i) the size, scope, and location of the Project; (ii) to ensure a suitable tax base to support the increase in municipal services as a result of the Project; and (iii) to increase the desirability of the Property for residents and potential residents of Town. All onsite recreational amenities shall be provided at the expense of Owner. Owner's proposed amenities shall include at a minimum the following, which shall be deemed Private Infrastructure unless designated otherwise below:

A. Approximately 16,756 square feet of active and passive open space, consisting of playground equipment, corn hole game area, benches, picnic tables, grills, and natural areas in substantially the locations shown on the Master Subdivision Plan.

B. All Onsite Amenities will be owned and maintained by Owner or transferred to an Owners Association, who shall be responsible for its maintenance. Owner shall be responsible for establishing the Owners Association in such a way that the Owners Association has the necessary authority and resources to maintain the Onsite Amenities. If Owner or any successor in interest desires to materially change, substitute, and/or remove any community amenity included in an approved Master Subdivision Plan and/or Site Plan, Town first must consent in writing to such change or removal, such consent not to be unreasonably withheld, conditioned, or delayed.

Section 8. Reimbursements. Any reimbursements or credits available to the Owner hereunder for costs related to providing Infrastructure will be provided in accordance with Town and/or City of Raleigh policies in effect at the time of completion of such Infrastructure. Town makes no representation, expressed or implied, that any reimbursement or credit will be available to or applied for Owner's benefit.

Section 9. Water and Sewer Capacity Reservation, Allocation & Fees.

A. Upon Subdivision Plan approval, water and sewer allocation from the Town shall be reserved in an amount appropriate to serve 17 residential dwellings. Such reserved capacity from the Town shall be allocated to new development on the Property once Owner's Master

Subdivision Plan/Site Plan approved and recorded.

B. Subject to denial of approval from another superior governmental agency, the timely performance by Owner of its obligations set forth described in Section 8 of this Agreement, Town shall maintain the water and sewer allocation available for the Property in accordance with time periods established in the approved Schedule. The Town Development Services Department shall maintain a public list of all assigned flows and the Town's available capacity for allocation of water and sewer.

C. The amount of flow assigned for a development shall be the average flow requirement for the type of development as determined by Town and/or the City of Raleigh sufficient to support the development approved, which is currently 250 gallons per day per unit

D. Owner and Town acknowledge that the Master Subdivision Plan was submitted under the Town's Water Allocation Policy (Ordinance # 13-06-19-001) then in effect, which required a project be awarded at least 50 total points to merit water allocation. Owner and Town also acknowledge that the Town's Water Allocation Policy (Ordinance # 13-06-19-001) now in effect awards a major subdivision 15 base points and requires a project be awarded at least 50 total points to merit water allocation. Owner acknowledges that the Town has the authority to approve water allocation through a utility allocation agreement even if a project does not achieve the minimum of 50 total points. Operating under the current Water Allocation Policy, Owner acknowledges that it receives 15 base points for a single-family subdivision, and Owner acknowledges that it must achieve at least 35 bonus points. Town acknowledges that Owner achieves the minimum 35 bonus points through the provision of those project enhancements indicated on Exhibit E. The project enhancements as listed on Exhibit E shall not be changed unless approved by Town Council.

Section 10. Force Majeure. The parties hereto shall not be liable for any failure to perform hereunder as a result of an external event or events beyond the control of the party claiming force majeure, including acts of the United States of America, acts of the State of North Carolina (including the denial of or delay in granting permits that Owner or Town has, respectively, pursued in good faith), embargos, fire, flood, drought, hurricanes, tornadoes, explosions, acts of God or a public enemy, strikes, labor disputes, vandalism, civil riots, or acts of terrorism provided, the party claiming such force majeure (i) shall notify in writing the other party promptly upon becoming aware that the performance of any duty or obligation required under this Agreement will be delayed or prevented by a force majeure and (ii) shall diligently and in good faith act to the extent within its power to remedy the circumstances affecting its performance and to complete performance in as timely a manner as possible. Notwithstanding the foregoing, the Town's provision of municipal services, including water and sewer, to the Property is conditioned upon Owner's timely performance of its obligations hereunder.

Section 11. Indemnification of Town.

A. As used in this Section, "Charges" means claims, lawsuits, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, and expenses (included within "Charges" are (1) interest; (2) reasonable attorney's fees; and (3) amounts for alleged violations of sedimentation pollution, erosion control, pollution, or other environmental laws, regulations, ordinances, rules, or orders, including any such alleged violation that arises out of the handling, transportation, deposit, or delivery of the items that are the subject of this Agreement). In this Indemnification, "Town" includes Town and its officers, officials,

employees, independent contractors, and agents, but shall not be construed to include Owner.

B. Indemnification. To the maximum extent allowed by law, Owner shall defend, indemnify, and save harmless Town from and against all claims for loss of life, personal injury and property damage, as well as Charges that arise in connection with this Agreement or as a result of negligent or willful acts or omissions of Owner or Owner's contractors or subcontractors or anyone directly or indirectly employed by or contracting with any of them or anyone for whose acts any of them may be liable in accordance with this Section. In performing its duties under this Section, Owner shall, at its sole expense, defend all claims with legal counsel selected by the Town and reasonably acceptable to Owner.

C. Other Provisions Separate. Nothing in this Section shall affect any warranties in favor of Town that are otherwise provided in or arise out of this Agreement. This Section is in addition to and shall be construed separately from any other indemnification provisions that may be in this Agreement.

D. Survival. With respect to Indemnification for which Owner is responsible pursuant to Section 9(B), which are caused by third-parties (*i.e.*, by parties other than Town), this Section shall remain valid despite termination of this Agreement (whether by expiration of the term or otherwise) for one (1) year after expiration of the applicable statute of limitations (and for the duration of any claims brought within the time period specified above) for such third-party claims. This Section shall automatically terminate after four (4) years following the termination of this Agreement (whether by expiration of the term or otherwise) with respect to all other Charges

E. Limitations of Owner's Obligation. Subsections "A" and "B" above shall not require Developer to indemnify or hold harmless Town against liability for Charges resulting from the gross negligence or willful act or omission of Town.

Section 12. Written Consents from Town. Where this Agreement refers to written approvals or consents to be given by Town and the person or position that may give consent is not identified, the authority to give such approvals shall be deemed to be with the Town Manager or his designee and Owner may rely on such authority and approvals to no detriment of their own. approval required by this Agreement shall not be effective unless given in writing. Unless provided otherwise herein, the written approvals or consents required by Town shall not be unreasonably withheld, conditioned, or delayed.

Section 13. No Waiver of Governmental Authority or Discretion. Nothing in this Agreement shall be construed to bind, estop, direct, limit, or impair the future regulatory, legislative, or governmental discretion of the Knightdale Town Council in a manner not permitted by law. Town shall incur no liability to the Owner for any losses or damages it may incur as result of or in connection with Town's exercise or performance of its regulatory, legislative, or governmental powers or functions, or any judicial determination regarding the same.

Section 14. Miscellaneous.

A. Choice of Law and Forum. This Agreement shall be deemed made in Wake County, North Carolina. This Agreement shall be governed by and construed in accordance with

the laws of North Carolina. Except for any cause of action for which a federal court has exclusive jurisdiction, the exclusive forum and venue for all actions arising out of this Agreement shall be the North Carolina General Court of Justice, in Wake County. Such actions shall neither be commenced in nor removed to federal court. This Section shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this Section.

B. Waiver. No action or failure to act by either party shall be deemed to constitute a waiver of any of its rights or remedies that arise out of this Agreement, nor shall such action or failure to act constitute approval of or acquiescence in a breach hereunder, except as may be specifically agreed in writing.

C. Severability. If any provision of this Agreement shall be determined by a court of competent jurisdiction to be unenforceable, the unenforceable provisions shall be severed from the remainder of this Agreement, which shall remain enforceable in accordance with its terms, and the severed provision shall be deemed to be replaced with an amended provision that is as near to achieving the intent of the parties hereto as the severed but is not unenforceable.

D. No Third-Party Rights Created. This Agreement is intended for the benefit of Town and Owner and their successors and assigns as permitted under this Agreement and not for any other person, and no such persons shall enjoy any right, benefit, or entitlement under this Agreement

E. Principles of Interpretation and Definitions. In this Agreement, unless the context requires otherwise: (1) the singular includes the plural and the plural, the singular. The pronouns "it" and "its" include the masculine and feminine. References to statutes or regulations include all statutory and regulatory provisions consolidating, amending, or replacing the statute or regulation. References to contracts and agreements shall be deemed to include all amendments to them. The words "include," "includes," and "including" are to be read as if they were followed by either the phrase "without limitation" or "but not limited to." (2) References to a "Section" or "section" shall mean a section of this Agreement. (3) "Contract and "Agreement," whether or not capitalized, refer to this instrument. (4) Titles of sections, paragraphs, and articles are for convenience only and shall not be construed to affect the meaning of this Agreement. (5) "Duties" includes obligations. (6) The word "person" includes natural persons, firms, companies, associations, partnerships, trusts, corporations, governmental agencies and units, and other legal entities. (7) The word "shall" is mandatory. (8) The word "day" means calendar day. (9) Attorneys for all parties have participated in the drafting of this document, and no future interpretation shall favor or disfavor one party over another on account of authorship. (10) All exhibits, attachments, or documents attached to this Agreement or referred to in this Agreement are incorporated by reference into this Agreement as if fully set forth herein.

F. Covenant of Good Faith and Fair Dealing. The Town and Owner shall cooperate and act in good faith to perform their obligations under this Agreement and shall refrain from any action inconsistent with their contractual rights or obligations that would prejudice or injure the other party's rights to receive the benefits of this Agreement.

G. Consideration. The parties hereto agree that this Agreement is mutually beneficial

in that it provides for orderly urban growth and systematic extension of municipal improvements while at the same time saving a substantial amount of money for the development by relieving it of certain infrastructure expenses for which it would otherwise have been obligated. The major subdivision, single-family dwelling construction standards and the project enhancements required pursuant to the Town's Water Allocation Policy (Ordinance # 16-09-06-001) are considered by the parties to be the minimum additions to the Town's corporate tax basis sufficient to enable the Town to finance the provision of municipal services to the Property. The parties acknowledge that these mutual benefits are sufficient to constitute good and valuable consideration in support of this contractual agreement.

H. Construction of Agreement. This Agreement supersedes and replaces all prior understandings and agreements *between* Town, Owner in their entirety with respect to the subject matter hereof. In the event of a conflict or inconsistency between this Agreement and any currently existing agreement between Town and Owner the provisions of this Agreement shall control. In the event of a conflict or inconsistency between this Agreement and the Standard Specifications, the provisions of this Agreement shall control.

I. Amendment. This Agreement shall not be modified in any manner except in writing, signed by each of the parties, except that Owner shall not be required to join in any amendment once Owner no longer owns any lot, common area or other portion of the Property.

J. Applicability of Agreement. This Agreement shall be applicable to the Property and the Master Subdivision Plan as approved by Town and as the same shall thereafter be amended or modified by agreement of the then-owner(s)/developer(s) of the Property and Town in writing.

K. Preambles. The preambles to this Agreement are a part of the agreement of the parties as set forth in this Agreement and shall be binding upon the parties in accordance with their terms.

L. Acreages. Where specific acreages and distances are set forth herein, such amounts are subject to change based on actual conditions on the Property and necessary or desirable adjustments made during construction.

M. Further Assurances. Town and Owner shall, at the request of the other, take such further actions and enter into such further agreements as are reasonably required to effectuate the intent of this Agreement.

N. Multiple Originals and Counterparts. This Agreement may be executed in multiple originals and separate counterparts each of which shall constitute an original and all of which taken together shall constitute the whole Agreement. Facsimile signatures shall be deemed to have the same effect as originals.

Section 15. Term. The term of this Agreement shall be a period of seven (7) years following execution by both parties.

Section 16. Real Covenant: Delegation of Duties. This Agreement shall be recorded in

the office of the Register of Deeds of Wake County, North Carolina and shall be a real covenant running with and appurtenant to the Property, and any portion thereof, as it may be subdivided or recombined, and shall apply to the development of all or any portion of the Property. Owner may assign all or a portion of its interest in this Agreement and/or be released from all or a portion of its obligations under this Agreement only upon the assumption of all or a portion of Owner's obligations hereunder by a successor in title to the Property and only with the prior written consent of Town. Town's consent shall not be unreasonably withheld, conditioned or delayed and in any event shall not be withheld if the party assuming all or a portion of Owner's obligations possesses adequate financial resources, ownership interests and development expertise needed to complete the requirements of this Agreement being assigned, and provided Owner delegates, and proposed assignee assumes and agrees to fulfill, in writing, all of Owner's duties set forth in this Agreement which are being assigned.

Section 16. Consideration: Authority to Enter Agreement. The parties hereto agree that this Agreement is mutually beneficial in that it provides for orderly urban growth and systematic extension of municipal improvements while at the same time relieving Town of the expense of constructing additional infrastructure and providing for a predictable increase in the real property tax base with development of the Property as provided herein. The parties acknowledge that these mutual benefits are sufficient to constitute good and valuable consideration in support of this contractual agreement. This Agreement was ratified by the Town Council at an open meeting on _____ following any notice required by applicable law, if any. Such ratification shall be deemed to satisfy any requirements for Town Council approval of any item contained herein whether or not specifically stated in such ratification.

Section 17. Default by Owner. The Town's Land Use Administrator or his designee shall conduct an annual investigation on each anniversary date of recording this Agreement to determine if Owner is in compliance with the construction obligations attached hereto. In addition to other remedies provided for in this Agreement or by law or equity, any material breach which remains uncured for a period of thirty (30) days after receipt of written notice from the Town of non-compliance shall entitle the Town to require specific performance of Owner's obligations thereunder and recover such damages as to which the Town may be entitled, plus reasonable attorneys' fees and costs of any such litigation. Furthermore, the Town may halt and enjoin further development activities on the Property by withholding the issuance of permits, map recordings, and/or utility extension or connections for any period of time within which the Development remains in material breach which is uncured for a period of thirty (30) days after receipt of written notice of non-compliance from the Town. Any failure of the Town to exercise any right or remedy as provided for herein shall not be deemed a waiver of the Town's right to strictly enforce Developer's obligations in any other instance. Owner shall reimburse Town for all costs, including reasonable attorneys fees, for action taken by the Town following Owner's default.

Section 18. Default by Town. In the event of a default by the Town in performance of its obligations hereunder, Developer's sole relief and remedy shall be limited to a suit for specific performance of this Agreement. No monetary damages or costs shall be recoverable from Town.

Section 19. Mutual Estoppel. As consideration for entering into this Agreement, all parties certify as follows:

A. This Agreement supersedes any and all previous agreements regarding the subject matter and neither party has asserted any claims, counterclaims, rights of offset against the other, and that no circumstances exist which would justify cancellation or termination of the Agreement.

B. In consideration of the mutual promises contained herein and other good and valuable consideration, Owner on behalf of themselves and their affiliates, divisions, parents, subsidiaries, predecessors, successors, assigns, agents, employees, officers, directors, shareholders, representatives and insurers, whether named herein or not, do hereby irrevocably and unconditionally release, remise, acquit and discharge the Town, including its elected officials, employees, former employees, representatives, attorneys, contractors and insurers, whether named herein or not, from any and all claims, demands, actions or causes of action, or suits of law or in equity for damages, declaratory relief, injunctive relief, or any other form of monetary or non-monetary relief, based upon legal or equitable theory of recovery, known or unknown, past, present, or future, suspected to exist or not suspected to exist, anticipated or not anticipated, which have arisen prior to the effective date of this Agreement and which are in any manner related to the subject matter of this Agreement.

C. In consideration of the mutual promises contained herein, and other good and valuable consideration, the Town, including its elected officials, employees, former employees, representatives, attorneys, contractors and insurers, whether named herein or not, except for past sums owed by Owner for fees, charges or reimbursements due pursuant to the Town's development fee schedule, for property taxes of general application, and/or due pursuant to applicable Sections of this Agreement, does hereby irrevocably and unconditionally release, remise, acquit and discharge Owner and Owner, their affiliates, divisions, parents, subsidiaries, predecessors, successors, assigns, agents, employees, former employees, officers, directors, shareholders, representatives, attorneys, contractors and insurers, whether named herein or not, from any and all claims, demands, actions or causes of action, or suits of law or in equity for damages, declaratory relief, injunctive relief, or any other form of monetary or non-monetary relief, based upon any legal or equitable theory of recovery, known or unknown, past, present, or future, suspected to exist or not suspected to exist, anticipated or not anticipate, which have arisen prior to the effective date of this Agreement and which are in any manner related to the subject matter of this Agreement.

[Signature Pages Follow]

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed and sealed pursuant to proper authority as of the day and year first above written.

ATTEST:

TOWN OF KNIGHTDALE

By: _____
Heather Smith, Town Clerk

By: _____
James A. Roberson, Mayor

NORTH CAROLINA WAKE COUNTY

I certify that _____, Town Clerk of the Town of Knightdale, personally appeared before me this day and certified to me under oath or by affirmation that she is not a named party to the foregoing document, has no interest in the transaction, signed the foregoing document as a subscribing witness, and either (i) witnessed James A. Roberson sign the foregoing document, or (ii) witnessed the principal acknowledge the principal's signature on the already-signed document.

Today's Date _____, 20____

[Notary's signature as name appears on seal]

— [Notary's printed name as name appears on seal]

My commission expires: _____

[Affix Notary Seal in Space Above]

This agreement has been found to be in compliance with the North Carolina Local Government Fiscal Control Act.

Finance Director

OWNER/DEVELOPER

Habitat for Humanity of Wake County

By: _____

STATE OF NORTH CAROLINA

COUNTY OF _____

I, certify that the following person personally appeared before me this day, acknowledging to me that he or she voluntarily signed the foregoing document in the capacity indicated: _____.

Today's Date _____, 20____

[Notary's signature as name appears on seal]

[Notary's printed name as name appears on seal]

My commission expires: _____

[Affix Notary Seal in Space Above]

List of Exhibits

- | | |
|------------------|---|
| Exhibit A | Property Description |
| Exhibit B | Master Subdivision Plan/Planned Unit Development |
| Exhibit C | Phasing & Top Lift Schedule |
| Exhibit D | Family Dwelling Construction Standards & Elevations |
| Exhibit E | Bonus Points - Water Allocation Policy |

Exhibit A

Property Description

BEING all of that certain tract of land containing approximately 2.29 acres and being represented by Wake County Parcel ID No.: 1754-51-5410 and further being that certain tract of land identified as "Future Development" on that certain map recorded in Book of Maps 1988, Page 1383, Wake County Registry.

Exhibit B

Planned Unit Development & Master Plan

[included on following pages]

EXHIBIT B



BASS, NIXON & KENNEDY, INC., CONSULTING ENGINEERS
6310 CHAPEL HILL ROAD, SUITE 250, RALEIGH, NC 27607
919/851-4422 ■ FAX 919/851-8968 BNK@BNKinc.com

FLOWERS PLACE SUBDIVISION
PLANNED UNIT DEVELOPMENT

A HABITAT FOR HUMANITY DEVELOPMENT
KNIGHTDALE, NORTH CAROLINA
ZMA-9-19

DECEMBER 9, 2019
REVISED: JANUARY 13, 2020
REVISED: FEBRUARY 3, 2020

FLOWERS PLACE SUBDIVISION

Planned Unit Development

Prepared for the Town of Knightdale

Submittal Dates

First Submittal: December 9, 2019

Second Submittal: January 13, 2020

Third Submittal: February 3, 2020

Developer

Habitat for Humanity of Wake County

2420 North Raleigh Blvd.

Raleigh, NC 27604

Bass, Nixon & Kennedy, Inc., Consulting Engineers

6310 Chapel Hill Road, Suite 250

Raleigh, NC 27607

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Request for Road Improvement Allocation Funds and

Request for use of Town Property for Stormwater Control Measure (SCM)

1. VISION AND INTENT

FLOWERS PLACE PLANNED UNIT DEVELOPMENT MEETS THE STATED VISION AND INTENT OF THE PLANNED UNIT DEVELOPMENT AS FOLLOWS:

The seventeen homes built in Flowers Place will meet the architectural design requirements from Chapter 5 of the Knightdale UDO. The 2-story design provides plenty of front façade for a variety of materials, color and texture to the exterior of the units.

Provide high quality community amenities:

Development of Flowers Place will result in improvements to the existing Flowers Street by providing curb and gutter, sidewalks, street storm drainage system and enhanced street lighting. Also, a centrally located play area and a large wooded open space will provide common areas for residents to assemble, children to play and residents to enjoy preservation of trees in the open space.

Incorporate creative design in the layout of buildings:

All buildings in Flowers Place are located within close proximity to each other on adjacent narrow lots; thus allowing for more open space and common area. A Home Owners Association will maintain all grounds, both private and public and private alleys ensuring quality appearance for all units. Rear loaded access to parking will provide for more privacy in the rear and attractive uninterrupted appearance along building frontage on Flowers Street with a somewhat “urban” appearance.

Ensure compatibility with surrounding land uses and neighborhood character:

Flowers Place is a residential detached single family development located in a residential area with a single family residential development adjacent to the north; and a small apartment project across Flowers Street to the south. Knightdale elementary school is located in the neighborhood.

Ensure the creation of mixed density neighborhoods, neighborhood nodes, and mixed use centers.

With the development of Flowers Place, the neighborhood will become a mixed density area as it is located adjacent to existing residential uses that include a medium lot size single family development on one side and a denser apartment development on the opposite side. Existing streets serve all the developments.

Further the goals of the Comprehensive Plan including the growth framework and growth and conservation map:

Flowers Place is located on an existing vacant parcel situated between two developed parcels and a vacant parcel to the east. It will be a natural progression of development in the area as the future development will occur to the east.

Provide greater efficiency in the layout and provisions of roads, utilities, and other infrastructure:

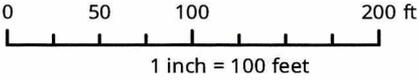
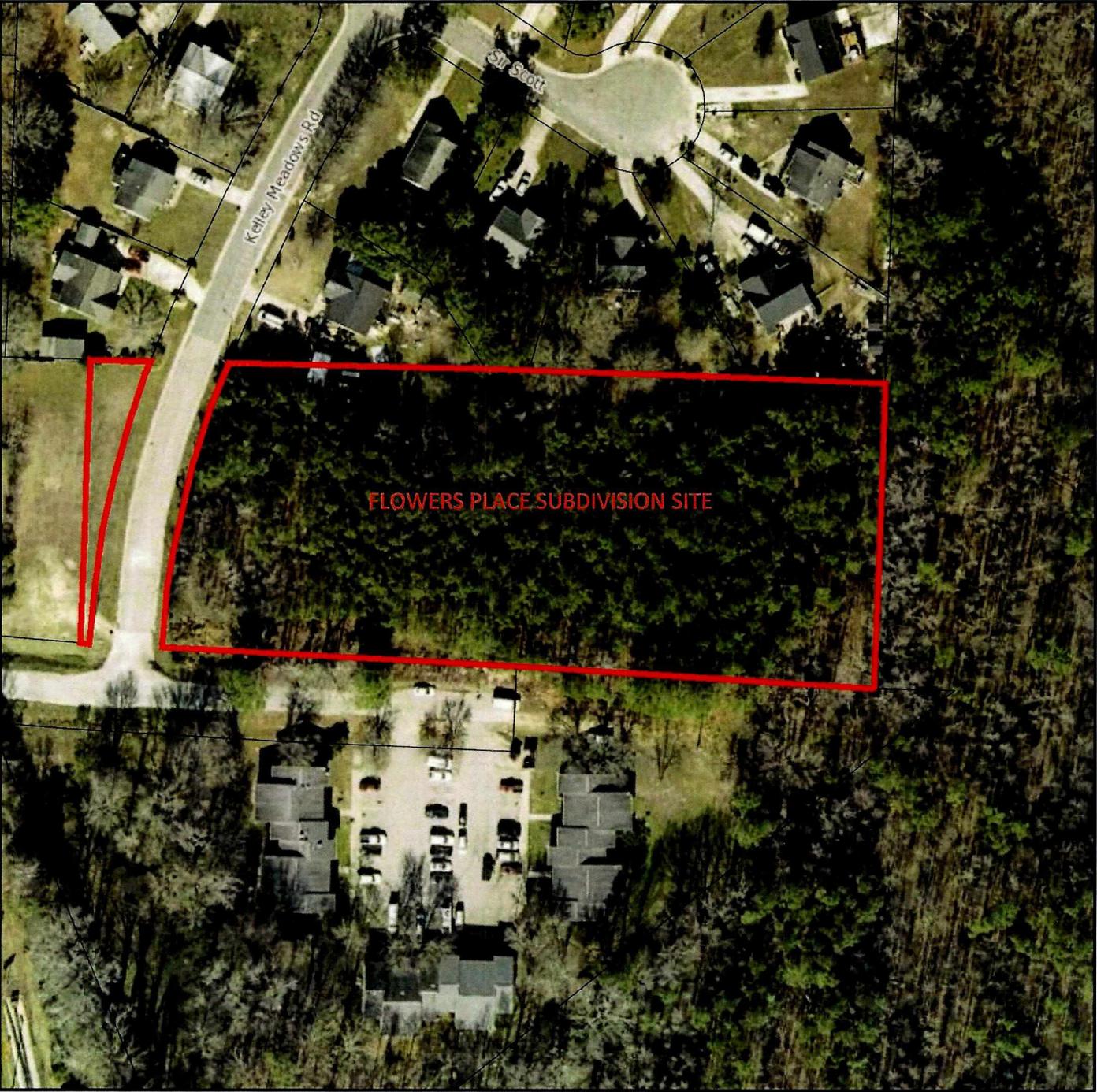
The development of Flowers Place will provide for improvements to existing public street and utilities without the necessity of creating new public streets.

2. EXISTING CONDITIONS

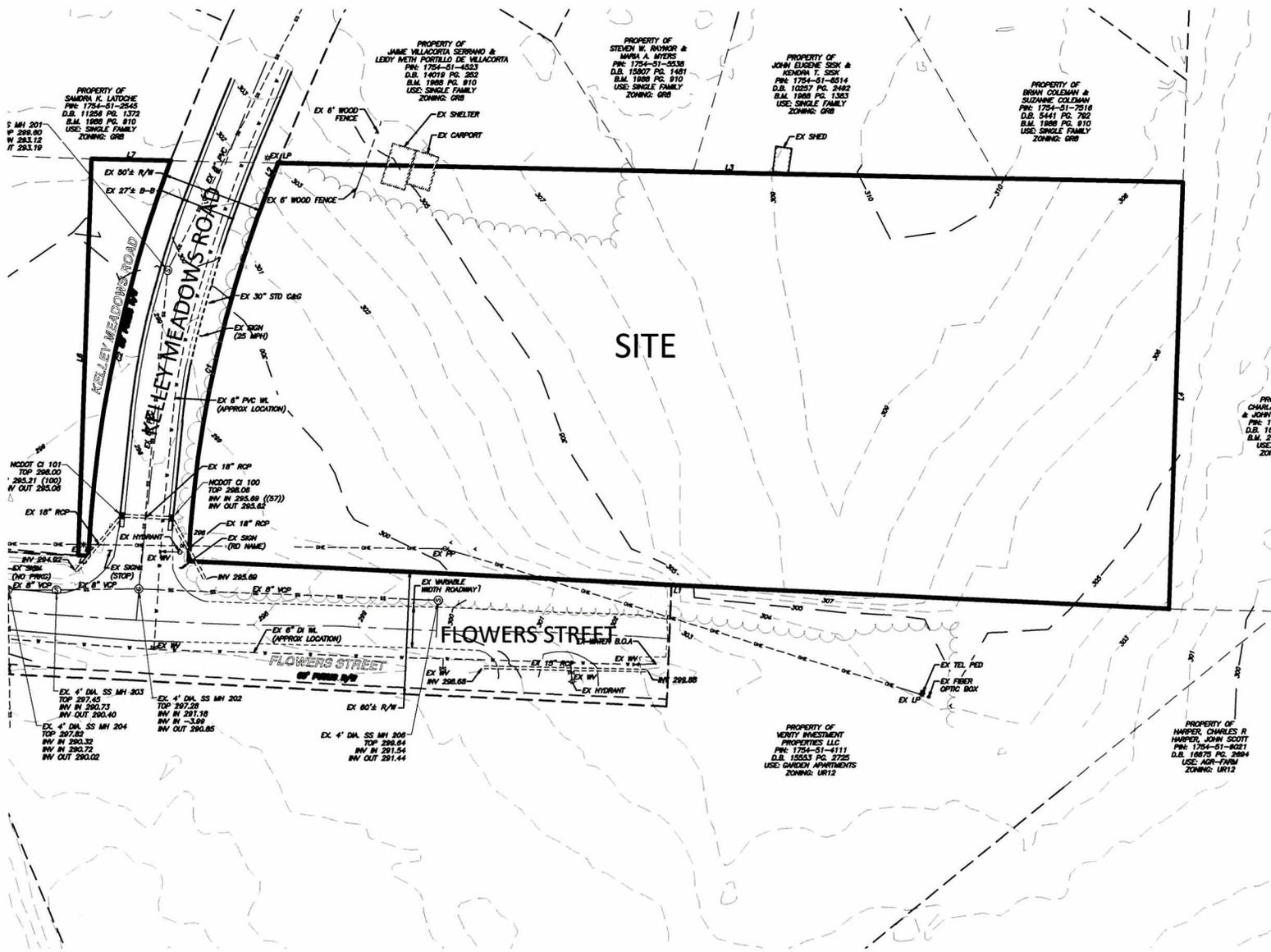
EXISTING CONDITIONS SUMMARY

The Flowers Place subdivision is located on the northeast corner of the intersection of Kelly Meadows Road and Flowers Street. The Wake County Property Identification Number (PIN) is 1754-51-5410. The property area is 2.29 acres. Roughly two-thirds of the property slopes to the west and the remaining portion of the property slopes to the east. There are no streams or wetlands located on the property. The site is wooded with small new growth trees.

AERIAL VIEW OF FLOWERS PLACE SITE



FLOWERS PLACE SUBDIVISION EXISTING SITE



PROPERTY OF
SAMSON K. LATOUCHE
P.N. 1754-51-2545
D.B. 11556 PG. 1372
S.M. 1988 PG. 810
U.S. SINGLE FAMILY
ZONING: ORB

PROPERTY OF
JIMME MLLACORTA SERRANO &
LEOY MITH PORTILLO DE MLLACORTA
P.N. 1754-51-4523
D.B. 14019 PG. 252
S.M. 1988 PG. 810
U.S. SINGLE FAMILY
ZONING: ORB

PROPERTY OF
STEVEN W. RAYHOR &
MARIA A. MYERS
P.N. 1754-51-3538
D.B. 15927 PG. 1481
S.M. 1988 PG. 810
U.S. SINGLE FAMILY
ZONING: ORB

PROPERTY OF
JOHN EUGENE SISK &
KATHAN T. SISK
P.N. 1754-51-6514
D.B. 10257 PG. 2442
S.M. 1988 PG. 1323
U.S. SINGLE FAMILY
ZONING: ORB

PROPERTY OF
BRANDY COLEMAN &
SUSANNE COLEMAN
P.N. 1754-51-7518
D.B. 5441 PG. 782
S.M. 1988 PG. 810
U.S. SINGLE FAMILY
ZONING: ORB

PR
CHARL
& JOHN
P.N. 1
D.B. 1
S.M. 2
U.S.
221

MCCUT CI 101
TOP 298.00
INV IN 285.21 (100)
INV OUT 293.08

MCCUT CI 100
TOP 298.08
INV IN 285.89 (107)
INV OUT 293.64

EX 294.92
EX 294.92
EX 294.92
EX 294.92
EX 294.92

EX 4" DA. SS MH 203
TOP 297.45
INV IN 290.73
INV OUT 290.40

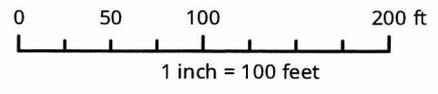
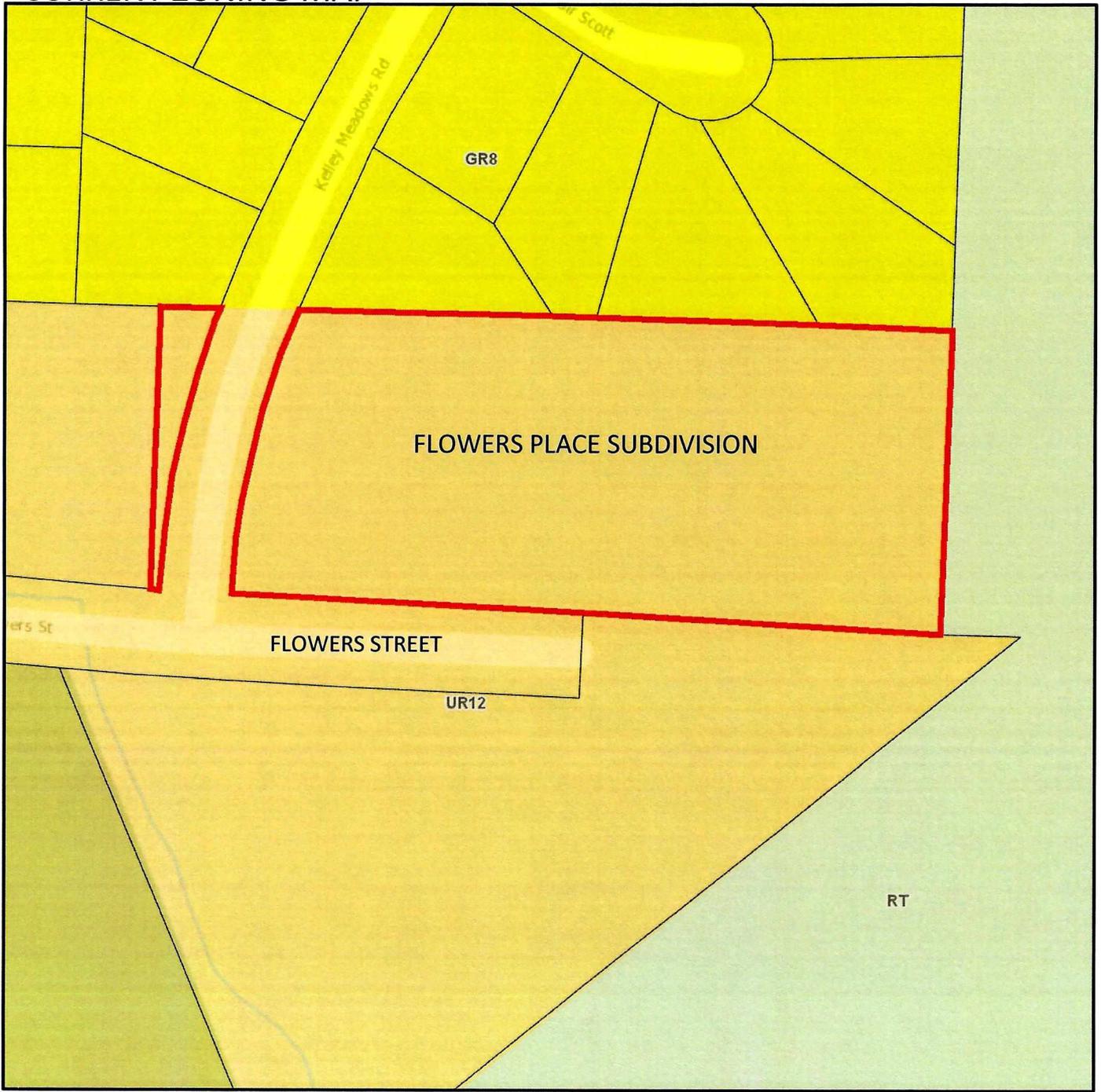
EX 4" DA. SS MH 202
TOP 297.29
INV IN 291.18
INV IN -3.09
INV OUT 290.85

EX 4" DA. SS MH 206
TOP 298.64
INV IN 291.54
INV OUT 291.44

PROPERTY OF
MERTY INVESTMENT
PROPERTIES LLC
P.N. 1754-51-8111
D.B. 15533 PG. 2725
U.S. GARDEN APARTMENTS
ZONING: UR12

PROPERTY OF
HARPER, CHARLES R.
HARPER, JOHN SCOTT
P.N. 1754-51-8021
D.B. 16879 PG. 2884
U.S. AG-R-FARM
ZONING: UR12

CURRENT ZONING MAP



3. PUD MASTER PLAN

PLANNED UNIT DEVELOPMENT MASTER PLAN

FLOWERS PLACE is a 17 lot single family subdivision designed to the UR-12 and Planned Unit Development standards of the Town of Knightdale Unified Development Ordinance. It is located at the intersection of Kelley Meadows Street and Flowers Street. The 2-story dwelling units will front along existing Flowers Street and Kelley Meadows. Street improvements will be made to Flowers Street. Parking access will be by an alley along the rear of the units. The developed site will include a small fenced playground with active and passive open space. Flowers Place will serve to complement and provide an alternative housing option for the existing neighborhood.

REAR LOADED SINGLE FAMILY DWELLING STANDARDS

Modifications to UDO Standards

In order to reduce the amount of impervious surface on the lots and to increase the developable area, rear loaded single family dwellings will be served by driveways that are a minimum length of 20' rather than the UDO requirement of 35'.

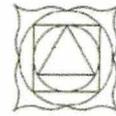
- Minimum lot size 3,210 sq.ft.
- Lot width 30'
- Front setback (min) 10'
- Side set back (min) 3'
- Side setback aggregate (min) 6'
- Rear setback (min) 20' (Measured from centerline of alley)
- Maximum building Height 3 stories
- Minimum driveway length 20'

Proposed exceptions

- Rear loaded driveway minimum length to be 20'.
- Exception for 20-foot Type B Buffer along northern property line. A reduced buffer width of 5-feet along lot 1 and a reduced buffer width of 10-feet along the proposed playground area. A 6-foot height solid wood fence along with vegetation are proposed for the reduced buffer areas.
- Exception for the mail kiosk covered structure. Since this is a small subdivision with only 17 lots the developer feels the size of the required mail kiosk would not warrant the expense of building a covered structure. Therefore, the developer feels this is a reasonable request.



Rick Thompson
Architect



www.thompsonplans.com

© Rick Thompson Architect 2003

P O Box 160
Lake Junaluska, NC
28745

828-734-2553

plan #

1114A

5/6/2003

Size fl 1 600

Size fl 2 567

Size Total 1167

Width 20'-0"

Depth 30'-0"

Porch 6'

Fl 1 ceiling 8'

Fl 2 ceiling 8'

Roof pitch 9/12

Height 25'-6"

Please see

PDF single use web site for

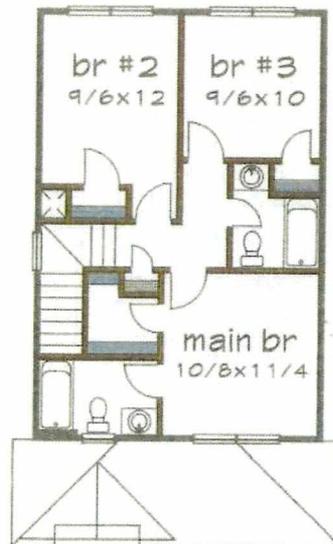
PDF unlimited current

Material list pricing

CAD thank you



Floor 1 plan



Floor 2 plan

Please specify foundation type (crawl standard) Available types - Crawl, Slab or Basement



Rick Thompson
Architect



www.thompsonplans.com

© Rick Thompson Architect 2008

PO Box 160
Lake Junaluska, NC
28745

828-734-2553

plan #

1209A

9/3/2008

Size fl 1 660

Size fl 2 617

Size Total 1277

Width 22'-0"

Depth 30'-0"

Porch 8'-0"

Fl 1 ceiling 9'

Fl 2 ceiling 8'

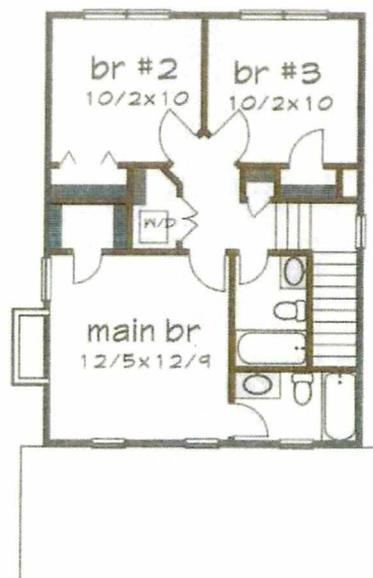
Roof pitch 9/12

Height 27'-0"

Please see
PDF single use web site for
PDF unlimited current
Material list pricing
CAD thank you



Floor 1 plan



Floor 2 plan

Please specify foundation type (crawl standard) Available types - Crawl, Slab or Basement

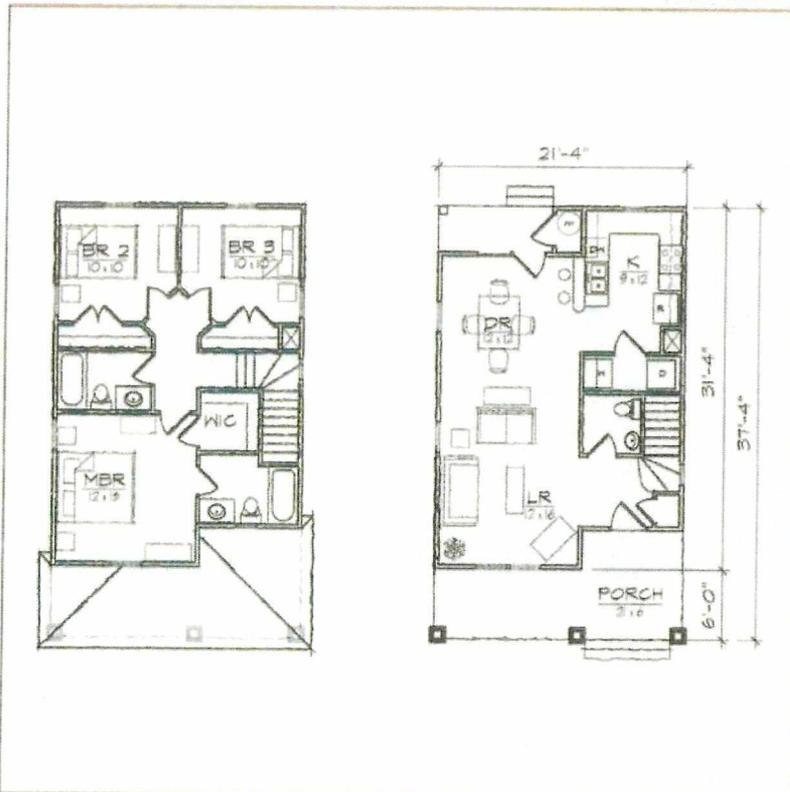
TightLines Designs

creating great places to live



Monique I

square footage.	1190 sq ft
bedrooms.	3
bathrooms.	2.5
stories.	2
width.	21' 4"
depth.	37' 4"
1st floor ceiling height.	9' 0"
2nd floor ceiling height.	8' 0"
roof pitch.	8/12



This two story Queen Anne style house of 1190 square feet features a spacious living and dining room area and a private master bedroom suite with a walk-in closet. This open floor plan includes a total of three bedrooms, two full bathrooms and a powder room, a laundry room and U-shaped kitchen with a breakfast bar and opens to the dining room. The historically inspired exterior offers a main hip roof with a shingle accented front gable, a covered front and rear porch, and exterior storage room. At 21'-4" in width it is ideally suited for a narrow lot.

*Contact us for more information on handicap, basement, garage, foundation, or framing modifications.

4. UDO AND COMPREHENSIVE PLAN CONSISTENCY

UNIFIED DEVELOPMENT ORDINANCE CONSISTENCY

The Flowers Place subdivision will consist of 17 single family homes of exceptional design and quality. A community playground will be provided along with an undisturbed open space area of 0.52 acres. The open space area is 22.7% of the development land area. The development is located within an area bordered by existing single-family homes and an apartment complex. The development will be compatible with the surrounding land uses. Each home will be rear loaded single-family dwellings with driveways to accommodate 2 cars for each dwelling. An existing public street will be extended along the length of the development along with a public water main to serve the new development. Parallel street parking will be added along the length of the development to provide additional parking for residence of the Habitat development.

COMPREHENSIVE PLAN CONSISTENCY

The Flowers Place subdivision is consistent with the Town's Growth Framework, Growth and Conservation Map and the Guiding Principles in the 2035 Comprehensive Plan.

1. The Flowers Place subdivision will provide affordable housing in an existing residential area of the Town. Meadowview will be walking distance to the Old Town district of Knightdale.
2. The Flowers Place subdivision will provide a stormwater management facility for the additional stormwater runoff. This will help this area of Town that has had previous issues with stormwater runoff.
3. The Flowers Place subdivision is an infill development on a previously undeveloped property. The development is within walking distance to an existing elementary school and recreation facilities.
4. The Flowers Place subdivision is a compact development with consistent architectural designs to be visually attractive. All site maintenance for each home will be cared for by the Homeowners Association.
5. The Growth and Conservation Map calls for the area to be "Mixed Density Neighborhood". Because of the limited size of the property a mixed density development is not the most effective use of the property. The proposed Flowers Place subdivision site is located between existing single family residential and an existing apartment complex. The proposed Flowers Place subdivision homes will be oriented to the interior of the site with rear loaded driveways. An open space area will be provided. Some of the existing trees within the open space will be preserved. Stormwater detention will be provided for this new development. These are the Guiding Principles that are applicable to this development.

5. DESIGN GUIDELINES

SINGLE FAMILY DWELLING ARCHITECTURAL STANDARDS

1. All dwellings are 2-story homes built on lots 30 feet wide with a minimum house size containing 1,150 sq ft.
2. All driveways will be paved surface accessed from rear alley with space for 2 vehicles.
3. All homes shall be raised a minimum of 18" from the finished grade and shall have stem wall and foundations with crawl space. All foundations shall be covered on all sides with brick or stone. Areas under porches may be enclosed with lattice.
4. All homes shall have a combination of two or more of the following material on the front façade above the foundation: stone, brick, lap siding, shake or board and batten. All siding shall be fiber cement. Vinyl may be used for soffits, fascia, and corner boards.
5. All homes will have usable porches and stoops that are at least six (6) feet deep and extend more than 50% of the façade. Front porch posts will be a least 6"x6".
6. Main roof pitches (excluding porches) shall be at least 7:12. Some dwelling may have hip roof design. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building and shall have a pitch of at least 3:12.
7. There shall be 12" overhang on every gable roof end and hip roof end.
8. For every 30 linear feet (or fraction) of continuous side elevation, there shall be one window or door added to the side elevation.

6. RECREATIONAL OPEN SPACE AND AMENITIES

Flowers Place subdivision will provide both active and passive recreation areas within the development. Approximately 20% of the property area will remain undeveloped and set aside as open space.

Recreational Open Space Calculations:

(Entire site is within ¼ mile of a public park)

Density: 17 units/2.24 acres = 7.5 units/acre

Bedroom Estimate: Total bedrooms = 17 x 3.5 = 59.5
bedrooms

Open Space Required: 59.5 bedrooms x 275 square feet = 16,363
s.f. (16.9%)

50% Active: 16,363 x 0.50 = 8,182 s.f.

50% Passive: 16,363 x 0.50 = 8,181 s.f.

The active open space area will include a 2,500 SF ground space with play equipment. The remaining active open space will have amenities that meet the criteria for active open space. Such as an area for cornhole game setup as show on the plan. The developer to have concrete cornhole boards.

The passive open space will have amenities that meet the criteria for passive open space. Such as picnic tables and benches for relaxing.

Playground Equipment for Knightdale

Swing Set*



Classic Standard- 6 seats, ages 2-12
Space required: 32' 2" x 48' 8"

Seesaw



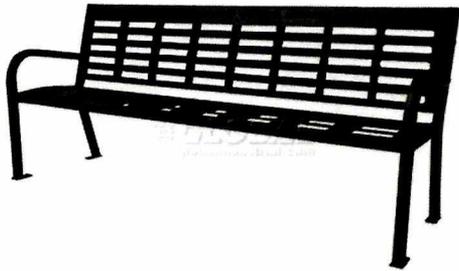
Slide



Free Standing Glide Slide (48-in deck)
Space Required: 15'2" x 24'6"

These images are for illustrative purposes only. Staff will work with the applicant through the Construction Drawing approval process to determine particular specifications of the open space, including playground equipment.

Bench



48-inch Steel Bench- Manufacturer: Global Industrial

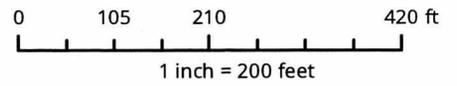
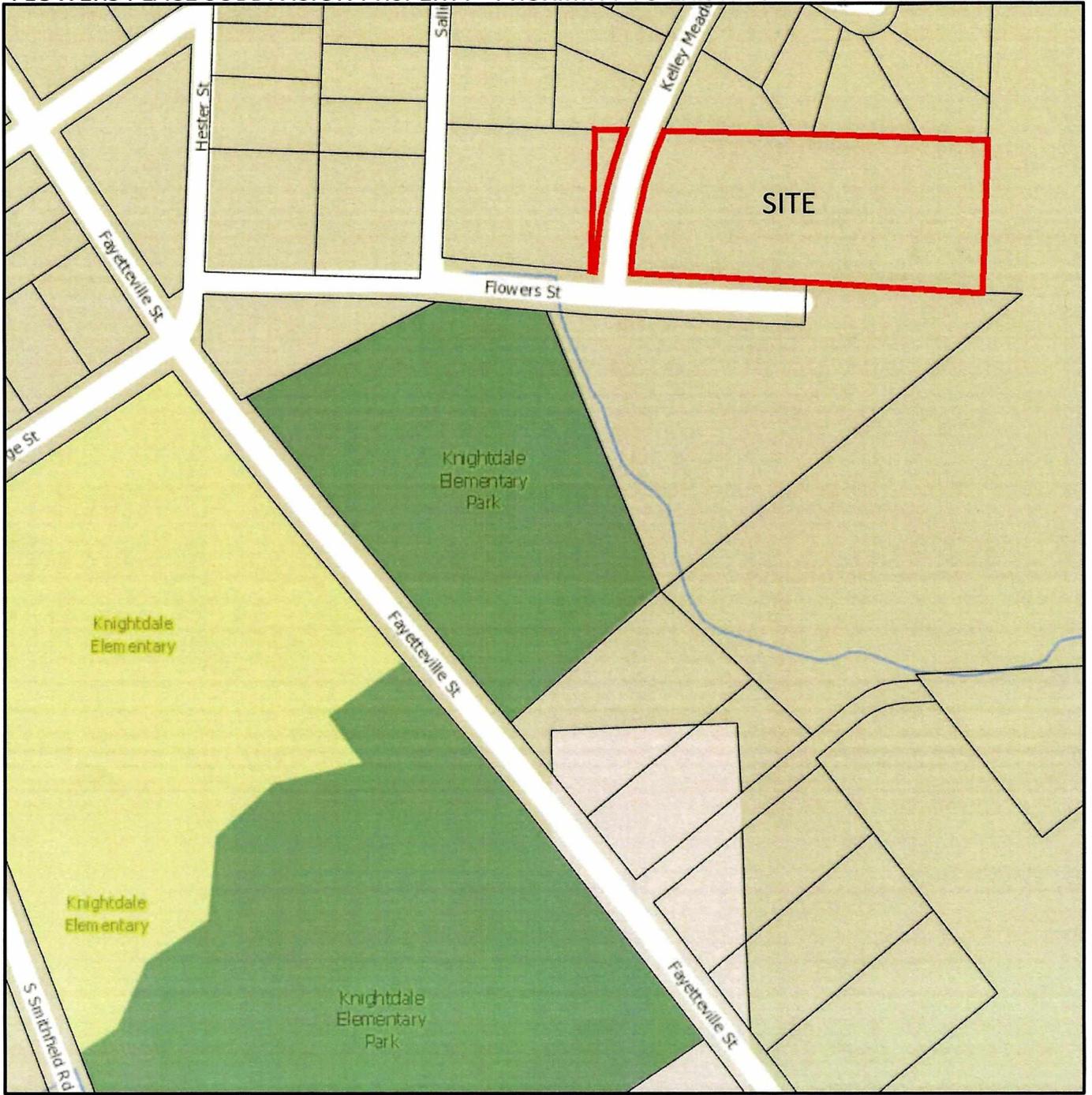


Park Grills



*All playground equipment manufactured by Playworld.

FLOWERS PLACE SUBDIVISION PROPERTY - PROXIMITY TO EXISTING PARKS



7. INFRASTRUCTURE

STREETS & SIDEWALKS

Streets and alleys within the Flowers Place subdivision are designed to meet the standards of the Town of Knightdale.

- Flowers Street will be extended along the entire frontage of the Flowers Place development along with a 5' wide sidewalk. Flowers Street will be widened to provide parallel parking along the frontage of the Flowers Place Property.
- Flowers Place development will provide a 5' sidewalk on both sides of Kelley Meadows Road along the frontage of the Flowers Place development.

STORMWATER

The Flowers Place subdivision is located within the Neuse River basin with the site's stormwater runoff draining to Poplar Creek. The proposed development shall be subject to stormwater management requirements found in Chapter 6: Environmental Protection of the Town of Knightdale's Unified Development Ordinance (UDO). Per the regulations of Chapter 6 of the Town of Knightdale's UDO, stormwater runoff provision shall address peak flow mitigation and water quality management. The Developer to make a formal request to the Town of Knightdale to use the Town property for the proposed SCM device.

One above ground stormwater control measure (SCM) is proposed to meet the regulations established in Chapter 6 of the Town of Knightdale's UDO by providing peak flow mitigation and water quality management for the site.

WATER & SEWER

- Water and sanitary sewer within the Flowers Place development are designed to meet the standards of the City of Raleigh.
- All sanitary sewer mains within the Flowers Place development will be 8" diameter minimum.
- A water system analysis will be submitted at the time of construction drawing submittal to determine watermain sizes within the development.

8. NEIGHBORHOOD MEETING REPORT

FLOWERS PLACE (HABITAT FOR HUMANITY) NEIGHBORHOOD MEETING

November 19, 2019, 6:30PM

Knightdale Recreation Center, 102 Lawson Ridge Road, Knightdale, NC 27545

A neighborhood meeting was held on November 19, 2019 at 6:30PM at the Knight Recreation Center at 102 Lawson Ridge Road, Knightdale, NC 27545. There were three neighbors in attendance: A neighbor that lives at 102 Sir Scott and a couple that lives at 106 Sir Scott. The neighbors liked the idea of this project being a buffer between them and the existing apartments and asked the following questions about the development:

- **Buffer or Fence:** The neighbors asked if a privacy fence could be installed along the common property line. The applicant indicated they would be willing to install a wooden privacy fence along the developed portion of the property but would prefer to add plants along the portion of the property not being disturbed.
- **Stormwater:** The neighbors asked if their property would be impacted by the development. The applicant indicated the stormwater would be collected and routed to a stormwater pond on the property across Kelly Meadows Drive. The stormwater would not affect their property.
- **Yard Maintenance:** The neighbors asked if each individual owner would be responsible to maintain their yards. The applicant indicated the Homeowners Association would be responsible for all maintenance of the grounds including the private lots

FLOWERS PLACE
KNIGHTDALE HABITAT FOR HUMANITY SUBDIVISION
NEIGHBORHOOD INFORMATIONAL MEETING

Tuesday, November 19, 2019
6:30 P.M.

Sign-In Sheet

	<u>Name</u>	<u>Address</u>
1.	JIM MIDDLETON	Habitat
2.	David Dunn	BNK
3.	Tom Harrell	BNK
4.	STEVEN RUPP	102 SN SCOTT
5.	SCOTT & SUZANNE COLEMAN	106 BIR SCOTT
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

9. ZONING CONDITIONS

SINGLE FAMILY DWELLING ARCHITECTURAL STANDARDS

1. All dwellings are 2-story homes built on lots 30 feet wide with a minimum house size containing 1,150 sq ft.
2. All driveways will be paved surface accessed from rear alley with space for 2 vehicles.
3. All homes shall be raised a minimum of 18" from the finished grade and shall have stem wall and foundations with crawl space. All foundations shall be covered on all sides with brick or stone. Areas under porches may be enclosed with lattice.
4. All homes shall have a combination of two or more of the following material on the front façade above the foundation: stone, brick, lap siding, shake or board and batten. All siding shall be fiber cement. Vinyl may be used for soffits, fascia, and corner boards.
5. All homes will have a front porch with a minimum depth of six (6) feet. Front porch posts will be a least 6"x6".
6. Main roof pitches (excluding porches) shall be at least 7:12. Some dwelling may have hip roof design. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building and shall have a pitch of at least 3:12.
7. There shall be 12" overhang on every gable roof end and hip roof end.
8. For every 30 linear feet (or fraction) of continuous side elevation, there shall be one window or door added to the side elevation.

10.

FLOWERS PLACE SUBDIVISION – KNIGHTDALE, NC

WATER ALLOCATION POLICY WORKSHEET 02-03-2020

This project is a land use of Major Subdivision
Any subdivision of land of five (5) or more lots.
This is worth 15 base points.

Bonus Points

Bonus Point Categories for items over and above the UDO or Standard Specification Requirements.

Category 2B – Stormwater Wet Pond with Fountain – 4 Points

Category 2B – Provision of on-street public parking – 4 Points

Category 2C – Building/Site Design – House – 15 Points

Category 2C – Development or Redevelopment within Old Town District – 4 Points

Category 3A – Outdoor Display of Public Art (Hardscape at entrance) – 4 Points

Category 4F – IPEMA Certified Playground Equipment – 4 Points

WATER ALLOCATION POINTS

Base Points = 15

Bonus Points = 35

TOTAL WATER ALLOCATION POINTS = 50



Habitat for Humanity[®]

of Wake County

Serving Wake and Johnston Counties

December 9, 2019

Honorable James Roberson, Mayor
Mr. Bill Summers, Town Manager
Town of Knightdale

RE: ~~Kelley Meadows Subdivision~~ **Flowers Place Subdivision**

Dear Sirs,

Habitat for Humanity of Wake County has applied to develop a seventeen-lot single-family subdivision in Knightdale. The location is at the northeast corner of the intersection of Kelley Meadows Drive and Flowers Street.

The proposed engineering for the project provides for a stormwater management pond to be located on a small vacant parcel of land owned by the Town adjacent to the subdivision. Due to the topography and current drainage in the area, this location on Town property is the most favorable area for the stormwater device. The pond will be owned and managed by the Home Owners Association created for the subdivision.

In addition, engineering plans require major improvements to existing Flowers Street that provides access and frontage for most of the homes to be built. There are no public streets to be constructed within the subdivision.

In our efforts to provide new affordable houses for homeowners in Knightdale, Habitat is requesting the following financial support from the Town of Knightdale.

1. Town of Knightdale transfers the small parcel of land for the stormwater device to the Home Owners Association to be created to own and manage the common areas of the subdivision.
2. Town of Knightdale provide funding for the improvement to Flowers Street in the amount of \$124,306.00 per the attached estimate provided and reviewed by the Town Engineering staff.

Habitat greatly appreciates the support the Town of Knightdale has provided in the past and hopes you will favorably consider our requests for the current project.

Sincerely

Bill Ahern
President/CEO

Exhibit C

Phasing & Top Lift Schedule

The 17-lot subdivision will be developed within one phase. The portion of the site to be developed for lots will be cleared and graded. Once the project infrastructure is put in place the owner will begin building homes until each lot is complete.

A top lift of asphalt is required for the entire Flowers Street along the Habitat development. The top lift of asphalt is to be installed once all the street cuts for the water and sanitary sewer service taps are installed along with the sanitary sewer main extension. The top lift of asphalt for Flowers Street is to extend east past the intersection of Kelley Meadows Road to encompass the street cut for the new storm piping. The top lift of asphalt is also to extend north on Kelly Meadows Road to encompass the street cut for the new storm piping at that location.

The top lift shall be installed in accordance with the Town of Knightdale standards, but shall be completed no later than December 31, 2022.

The Owner shall record all 17 lots in their entirety by July 1, 2021.

The Owner shall complete development of the site no later than December 31, 2022.

Exhibit D

Single Family Dwelling Construction Standards

The Developer has provided actual home elevations that will be built in the subdivision (included in PUD document). In addition to the elevations, the applicant agrees to the Single-Family Dwelling Architectural Standards found in UDO Ch. 5.7 and the additional conditions listed below:

- a. All dwellings will be 2-story single family homes built on 30 ft. wide lots and will have a minimum of 1,150 heated square feet.
- b. All driveways will be a paved surface accessed from a rear alley with space to accommodate two vehicles. Garages will not be provided for this development. A paved or hard surface walking path will be provided from the driveway to the rear of the home.
- c. All single-family homes shall be raised from the finished grade a minimum of 18" and shall have crawlspace foundations that shall be covered on all sides with brick or stone. Areas under porches may be enclosed with lattice.
- d. All homes shall have a combination of two or more of the following materials on the front façade above the foundation: stone, brick, lap siding, shake, or board and batten. All siding shall be fiber cement. Vinyl may be used for soffits, fascia, and corner boards (subject to NC Building Code requirements).
- e. All single-family homes will have a front porch with a minimum depth of six (6) feet. Front porch posts will be at least 6"x6" and extend at least 50% of the façade.
- f. Main roof pitches (excluding porches) for 2-story homes shall be at least 7:12. Some dwellings may have hip roof design. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building and shall have a pitch of at least 3:12.
- g. There shall be a 12" overhang on every gable roof end and hip roof end.
- h. For every linear 30 feet (or fraction) of continuous side elevation, there shall be one window or door added to the side elevation. Any siding break on the side of the home such as a fireplace, porch, wall offset can be used as an alternative to a window or door.

EXHIBIT E

Water Allocation Policy - Project
Enhancements for Point
Compliance

	Points
Base Points - Major Residential Subdivision	15
Options to Obtain additional 35 points:	
Residential Architectural Standards	15
Development within Old Town District	4
IPEMA Certified Playground Equipment	4
Stormwater – Wet Pond w/ Fountain	4
Provision of On-Street Public Parking	4
Outdoor Display of Public Art	4
<i>Total Proposed Bonus Points:</i>	<i>35</i>
Total Points (50 Points Required)	50



Town of Knightdale

Staff Report Cover Sheet

Title: ZMA-6-19: The Collection Planned Unit Development Rezoning

Staff: Kevin Lewis, AICP, Senior Planner – Current

Date: July 15, 2020

PURPOSE

- The purpose of this staff report is to provide an overview of a 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).

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive
- Sustainable
- Active & Healthy

GENERAL STATUTE REFERENCE(S), if applicable

- North Carolina General Statutes § 160A-381

TYPE OF PUBLIC HEARING, if applicable

- Legislative

FUNDING SOURCE(S), if applicable

- N/A

ATTACHMENT(S)

- Application Packet
- PUD Document (including Neighborhood Meeting Information)
- Neighborhood Meeting Mailing Notification
- Ordinance #20-07-15-001

STAFF RECOMMENDATION

- Since the previous Town Council meeting, the applicant has indicated that a pending agreement with a home builder active in Knightdale (McKee Homes) will soon be made official. Therefore, staff recommends continuing this case (ZMA-6-19) to the August 19, 2020 Town Council meeting to allow the applicant time to further amend their application, which includes submission of detailed building elevations. Staff has informed the applicant that, due to the number of requested continuations, action must be taken at the next Town Council meeting, or the application will need to be withdrawn and resubmitted at a later date.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report

Title: ZMA-6-19: The Collection Planned Unit Development Rezoning

Staff: Kevin Lewis, AICP, Senior Planner
– Current

Date: July 15, 2020

Director Signature: CH

Asst. Town Manger Signature: DT

Town Manager Signature: WRS

I. REQUEST:

Mr. Brad Rhinehalt, PE of McAdams Company has submitted an application on behalf of property developer Michael Foley of MF Development LLC, to rezone and develop the vacant parcels between Keith and Robertson Streets, identified by the Wake County PINs 1754-63-5524, 1754-53-9404, 1754-53-7747, 1754-53-9814, and 1754-63-0926, from Rural Transition (RT) to General Residential-8 (GR-8) with a PUD. The applicant has proposed to develop the 28.13 acre collection of parcels into a 92-lot single-family and townhome residential subdivision.

II. PROJECT PROFILE:

PROPERTY LOCATION:	Five parcels between Keith and Robertson Streets
WAKE COUNTY PINs:	1754-63-5524, 1754-53-9404, 1754-53-7747, 1754-53-9814, and 1754-63-0926
CURRENT ZONING DISTRICT	Rural Transition (RT)
PROPOSED ZONING DISTRICT:	General Residential-8 (GR-8) Planned Unit Development (PUD)
NAME OF PROJECT:	The Collection
APPLICANT:	Brad Rhinehalt, PE of McAdams Company
PROPERTY OWNER:	Eugene and Wayne Harper
PROPERTY SIZE:	28.13 acres
PROPOSED DENSITY:	3.27 units per acre
CURRENT LAND USE:	Vacant/Formerly Agricultural
PROPOSED LAND USE:	Single Family Residential
PROPOSED OPEN SPACE:	456,946 ft ² /10.48 acres (74,620 ft ² /1.71 acres)

III. BACKGROUND INFORMATION:

The Planned Unit Development District (PUD) is a re-zoning process which is designed to encourage master planning of development and to coordinate such development so as to manage the impacts of the development on the provision of Town Services and infrastructure. The PUD encourages creativity and innovation in the design of developments, but in return for this flexibility the expectation is for communities to provide exceptional design, character, and quality; provide high quality community amenities; incorporate creative design in the layout of buildings; ensure compatibility with surrounding land uses and neighborhood character; encourage the creation of mixed density neighborhoods, neighborhood nodes, and mixed use centers; further the goals of the KnightdaleNext 2035 Comprehensive Plan including the Growth Framework and Growth & Conservation maps; and provide greater



Town of Knightdale

Staff Report

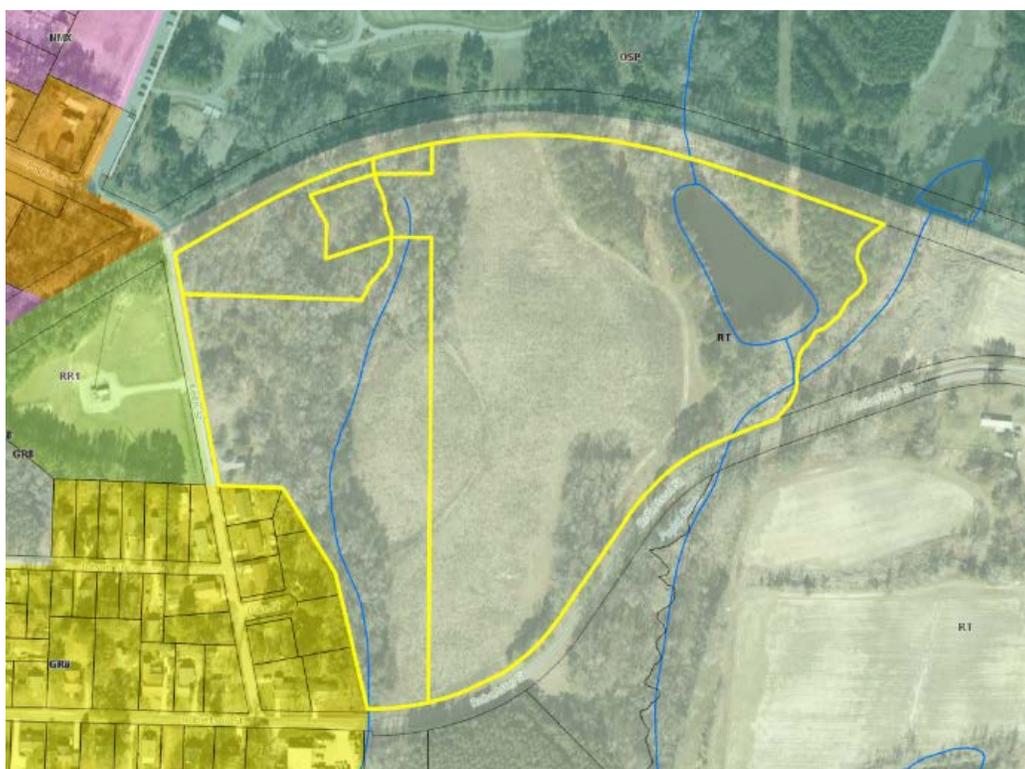
efficiency in the layout and provision of roads, utilities, and other infrastructure.

There are several provisions which are required to be addressed by the applicant, including, but not limited to design guidelines and dimensional standards, public facilities, recreational open space, and Comprehensive Plan consistency. The applicant's specific exceptions are detailed in **Section VII** of this staff report.

IV. PROJECT SETTING – SURROUNDING ZONING DISTRICTS AND LAND USES:

The proposed rezoning includes five (5) parcels, located at the east of Keith Road and northwest of Robertson Road. The parcels are located within the Town's Extra Territorial Jurisdiction and require annexation.

DIRECTION	LAND USE	ZONING
North	Knightdale Station Park	OSP
South	Vacant	RT
East	Vacant	RT
West	Single Family Residential	RR-1 & GR-8





Town of Knightdale

Staff Report



View from Keith Street looking south.

V. PROPOSED MASTER PLAN:

The applicant has submitted a full Master Plan and PUD Document in accordance Section 16.6 of the UDO. The applicant is proposing a new 92 lot subdivision consisting of 13 front-loaded single-family dwellings measuring 60' wide, 44 rear-loaded single-family units with a 35' width, and 35 townhouses. As shown on the following site plan, Street "A" will be built by the developer as a Town Maintained Collector, and important connection required by the KnightdaleNext Street Network map. Additional amenities include a multi-use path to be incorporated into the Town's greenway system and shown on the KnightdaleNext Trails & Greenway map, a centrally located pocket park with active and passive components, sidewalks throughout, and ample on- and off-street parking.



Town of Knightdale

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VI. LEGISLATIVE CASE PROCEDURES:

Staff met with the development team in July 2019 to discuss the potential of a project at this location and worked with them through several preliminary sketch plan details. A Planned Unit Development rezoning is a legislative public hearing, which requires certain application procedures including having a pre-application meeting with staff, and holding a neighborhood meeting with any property owners within 200 feet of the outer boundaries of the subject development. Below is a timeline of the required elements.

- Pre-application Meeting: July 10, 2019
- Neighborhood Meeting Notices Mailed: August 16, 2019
- Neighborhood Meeting: August 27, 2019

The neighborhood meeting was held at the Knightdale Recreation Center located at 102 Lawson Ridge Road. Three interested neighbors attended the meeting, and inquired about stormwater impacts, phasing, buffers, traffic, and lot dimensions. No one spoke in opposition to the project. A copy of the mailed notice, list of recipients, and summary of the meeting are attached as part of the application packet.

Additionally, the Town of Knightdale followed public hearing notice requirements as prescribed in the North Carolina state statutes.

- First Class Letters Mailed: November 6, 2019
- Sign Posted On Property: November 8, 2019
- Legal Ad Published in N&O: November 8 & 15, 2019

Following the formal submittal and review of the proposed master plan, the applicant met with the Development Review Committee (DRC) on October 31, 2019 to discuss the technical comments and details associated with the proposed subdivision plan. There were some minor issues associated with the proposed plan, including the alignment of the proposed connector road, driveway length, parking, and landscaping. The DRC requested that the applicant provide a revised copy of the Master Plan and PUD Document, which is included as part of the enclosed application packet.

The DRC voted unanimously to **continue** The Collection Planned Unit Development pending the applicant addressing the review comments and Town Council approving the Rezoning request.

VII. PROPOSED PLANNED UNIT DEVELOPMENT:

In accordance with Section 15.6.C of the UDO, all standards and requirements of the corresponding General District shall be met. Staff has reviewed the major site elements and found the majority to be in compliance with all requirements of the Highway Business zoning district and UDO. Major site elements and their compliance statements are listed below.

- A. Parking:** The applicant is not proposing any deviations from the parking requirements as found in Section 10.3 of the UDO.



Town of Knightdale

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- B. **Public Utilities/Water Allocation Policy:** The applicant is proposing to connect to public water and sewer. In accordance with Section 16.5.P of the UDO, the applicant is proposing to obtain the required 50 points with the following features:

	Points
Base Points - Major Residential Subdivision	15
Options to Obtain additional 35 points:	
Residential Architectural Standards	15
Outdoor Display of Public Art	4
IPEMA Certified Playground Equipment	4
Stormwater Wetland	5
Provision of On-Street Public Parking	4
10' Wide Multi-Use Path	2
Signage or Striping Improvements	1
Total Proposed:	50
(50 Points Required)	

- C. **Residential Architectural Standards:** The proposed architectural standards are listed below. In addition to the proposed standards, the applicant is agreeing to adhere to the architectural standards in Sections 5.4, 5.7, and 5.8 of the UDO by including it in their WAP bonus point breakdown. Attached you will find the applicants PUD Document, containing building elevations.

Single-Family Dwelling Architectural Standards

1. Single-family 2-story homes built on lots at least 60-feet wide will have a minimum of 2,000 square feet and 1-story homes on such lots will be a minimum of 1,600 square feet. Lots that are at least 60-feet wide will have front-loaded two car garages.
2. Single-family homes built on lots less than 60-square feet will have a minimum of 1,450 square feet and have alley-loaded two car garages with the exceptions that a maximum of 15% of such homes may be a minimum of 1,450 square feet.
3. All single-family homes shall be raised from the finished grade a minimum of 18" and shall have stem wall or raised slab foundations that shall be covered on all sides with brick, stone, or stucco. Areas under porches may be enclosed with lattice.
4. All single-family homes with a crawl space will be wrapped in brick or stone on all sides,
5. All single-family homes will have a combination of two or more of the following materials on the front façade (not counting the foundation): stone, brick, lap siding, fiber cement siding, shake or board and batten. All siding will be fiber cement. Vinyl may only be used for soffits, fascia, and corner boards.
6. All single-family homes will have a front porch with a minimum depth of five (5) feet. Front porch posts will be at least 6"x6".
7. Main roof pitches (excluding porches) for 2-story homes shall be at least 7:12.



Town of Knightdale

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8. There shall be a 12” overhang on every gable roof end,
9. Main roof pitches for 1-story and 1.5-story homes will be at least 6:12.
10. Garages for lots that are at least 60-feet wide will not protrude more than six (6) feet from the front porch or stoop and all garage doors shall over window inserts and hardware.
11. For every linear 30 feet (or fraction) of continuous side elevation, there shall be one window or door added to the side elevation. Any siding break on the side of the home such as a fireplace, porch, wall offset can be used as an alternative to a window or door.
12. Garages will not exceed 45% of the front façade width or will be split into two bays.

Townhouse Architectural Standards

1. All townhouse units will have alley-loaded two car garages.
2. All townhouse units shall be raised from the finished grade a minimum of 18” and have stem wall or raised slab foundations that shall be covered on all sides with brick, stone, or stucco. Areas under porches may be enclosed with lattice.
3. All townhouse units will have a combination of two or more of the following materials on the front façade (not counting the foundation): stone, brick, lap siding, fiber cement siding, shake or board and batten. All siding will be fiber cement. Vinyl may be used for soffits, fascias, and corner boards.
4. Usable front porches shall be at least five (5) feet deep and extend more than 30% of the primary façade.
5. All townhouse units shall provide detailed design elements using at least one (1) of the features from each of the four categories below:
 - Entrance
 - Recessed entry with 6” minimum width door trim
 - Covered porch with 6” minimum width pillars/posts/columns
 - Building Offset
 - Façade offset
 - Roofline offset
 - Roof
 - Dormer
 - Gable
 - Cupola/Tower/Chimney
 - Decorative cornice of roof line (flat roof only)

And at least two (2) of the following elements:

- Façade
 - Bay window
 - Balcony



Town of Knightdale

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- Porch
 - Shutters
 - Window trim with 4” minimum width
 - Patterned finish (scales, shakes, wainscoting, brick, or stone)
6. There shall be a 12” overhang on every gable roof end.
 7. Townhouse building walls shall be wood clapboard, cement fiber board or shingle, wood board and batten, brick, or stone.
 8. Main roofs on townhouse buildings shall have a pitch between 6:12 and 12:12. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building. Monopitch roofs shall have a pitch of at least 3:12.
 9. For every second and third story of the side elevations, there shall be a minimum of three windows added to the side elevation. Any siding break on the side of the home such as a fireplace or wall offset can be used as an alternate to a window. On the ground floor there shall be at minimum of one window on the side elevations.
 10. The second and third stories of the rear elevation shall have either a balcony and door(s) or windows making up a minimum of 25% of the length of the rear elevation. The percentage is measured as the horizontal plane (lineal feet) containing a balcony and door(s) or windows divided by the total horizontal plane length.
 11. No two townhome units in a building shall have the same exterior paint color scheme.
 12. All townhomes shall be three (3) stories.

Staff Analysis

The proposed architectural standards are generally in line with other standards which have been approved by Town Council. A number of items were suggested by Town Staff as conditions for approval. These items were recommended conditions by the LURB. The applicant has agreed to these conditions, seen below, and incorporated them into the above standards.

1. No more than 15% of single-family homes built on lots less than 60-feet wide will have a will have a minimum of 1,450 square feet.
2. All driveways shall be a minimum of 20-feet in length.
3. All townhomes shall be a minimum 3-stories in height.



Town of Knightdale

Staff Report

- D. **Programmed Open Space:** A number of proposed WAP bonus point items are addressed in the applicants Open Space plan, seen programmed below:



- E. **Stormwater – Wetlands:** Wetlands exist on-site, according to analysis from NCDEQ, the applicant proposes to maintain and enhance wetland areas to protect the natural environment. The applicant is not proposing any deviation from the UDO requirements, found in Chapter 6, related to storm water management of the site, which shall meet town standards.



Town of Knightdale

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- F. **On-Street Parking:** Denser residential development patterns often require additional on-street parking to serve residents and visitors. Approximately 20 on-street parking spaces are provided on proposed collector.
- G. **Stormwater Management:** The applicant is not proposing any deviation from the UDO requirements, found in Chapter 6, related to stormwater management of the site.
- H. **Lighting:** The applicant is not proposing any deviations from the lighting standards as found in Section 11.4 of the UDO.
- I. **Signage:** All site signage will be reviewed under a separate zoning review; however, the applicant is not proposing any deviations from the standards as found in UDO Section 12 for the GR-8 Zoning District.

PROPOSED UDO EXCEPTIONS:

In accordance with UDO Section 15.C.5, Planned Unit Development rezonings allow the applicant to request exceptions to certain standards identified in the General District (General Residential). These requests should be fair and reasonable, and the proposed alternate means of compliance should meet the spirit and intent of the UDO. The applicant's exception requests are as follows:

A. Permitted Building Type Ratio:

- **Required:** In accordance with UDO Section 2.7.B, the maximum number of Townhouse buildings in a GR development shall not exceed 30% of the total number of units.
- **Requested:** Townhomes within the proposal will comprise 38.8% of the total number of dwelling units.

B. Dimensional Requirements: The applicant is proposing deviations from the dimensional standards as found in Section 2.7.B of the UDO for the GR-8 Zoning District. The proposals are highlighted below:

- **Required:** In accordance with UDO section 2.7B, lots less than 80 ft. in width require alley/rear lane access, and driveways are required to be at least 35 feet long.
- **Requested:** Due to site constraints, single-family dwelling units on lots 60 feet in width will be accessed via a driveway that connects to the fronting public right-of-way. Additionally, front- and rear-loaded single-family dwellings will be served by driveways that are a minimum length of 20' rather than the UDO requirement of 35'.



Town of Knightdale

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C. Mass Grading (Section 6.2.B):

- **Required:** In accordance with UDO Section 6.2B, the initial clearing and grading is limited in new major subdivisions to “dedicated public rights-of-way and easements to installation of streets, utilities, and other infrastructure”, except for subdivisions or sections of subdivisions lots less than 60’ wide.
- **Requested:** The ability to mass grade the proposed 13 front-loaded single-family dwellings which are 60’ wide.

D. Architectural Variations:

- **Required:** Changes to the approved architectural standards above would need to be reviewed and approved by Town Council.
- **Requested:** The staff may approve minor architectural variations of the specific requirements listed above provided that such minor variations meet the overall intent of these architectural standards and conform to the Comprehensive Plan and other adopted plans of the Town.

VIII. PUD DOCUMENT ANALYSIS

The applicant submitted a PUD document to support their Master Plan. The attached document gives the applicant an opportunity to describe the proposed development in more detail. The applicant included a description of their proposed architectural standards, conditions, and detailed open space programming, as seen above. It is staff’s opinion that the document is well written, descriptive, and achieves the goal of promoting the overall vision of their proposed development.

IX. TRANSPORTATION ANALYSIS

As required by the UDO, a Traffic Impact Analysis (TIA) is required for any “proposed rezoning or Master Plan...if the nature of the proposed rezoning or development is such that the number of trips it can be expected to generate equals or exceeds 150 new peak hour trips (Sec 9.4.B.1)”. Staff requested the applicant conduct an initial Trip Generation report to determine the number of peak hour trips this proposal is expected to generate. That report indicated the weekday AM peak hour trips to be 61 and PM trips to be 80. Based on these numbers, staff did not request any further analysis.

The applicant is also required to conform to the Connectivity Index (9.5.G), which is used “to determine the adequacy of street layout design”, and compares the links (road sections between intersections) and nodes (intersections) of the proposed development. A perfect grid has a Connectivity Index of 2.00. Proposed developments in the GR zoning district are required to have a minimum index of 1.40; The Collection has an index of 1.42.

Staff review of the proposed development and supplemental information find a number of transportation improvements which have the potential to improve conditions off-site and provide for safe movement within the neighborhood. The developer shows turn lanes on Robertson Road which shall feed into the neighborhood, reducing the risk for those traveling past and to the development. Pedestrian improvements on-site include sidewalks or multi-use paths on both sides of the proposed roads, with high-visibility crosswalks at all intersections. On-street parking along the proposed collector road (Street “A”) will also aid in improving pedestrian safety by reducing speed and creating a buffer between traffic and those using the sidewalk.

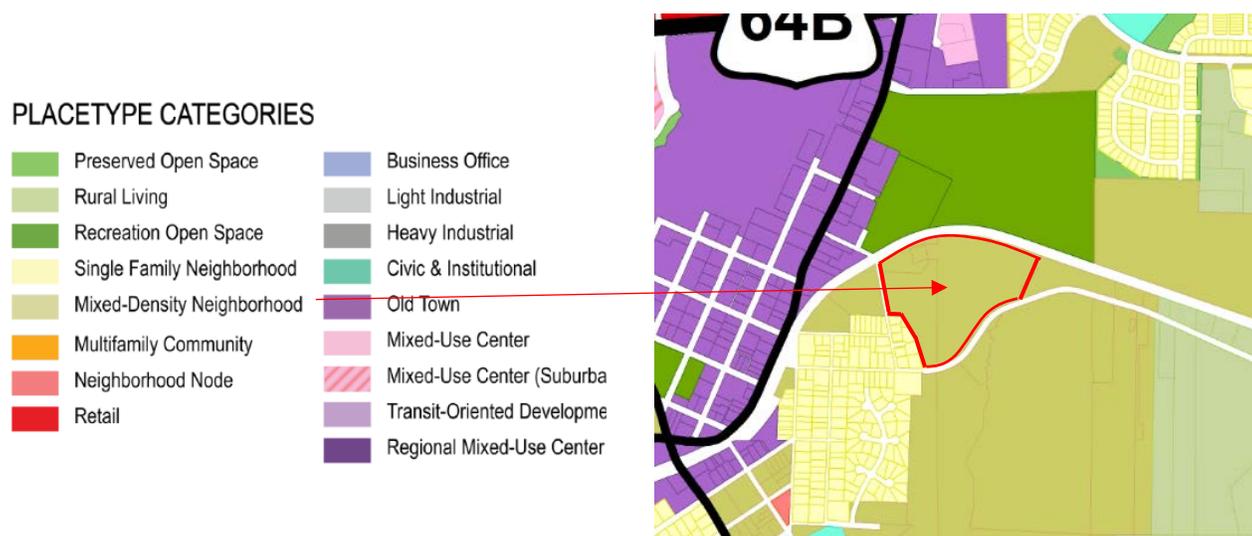


Town of Knightdale

Staff Report

X: COMPREHENSIVE PLAN:

When the 2035 Comprehensive Plan was being drafted, it was determined that the document should take a playbook approach that would be based on existing conditions that might change over time. As such, the categories as part of the growth and conservation map were based on particular characteristics that would be likely in 2035. The subject property is designated to be “Mixed-Density Neighborhood” as a placetype.



The Mixed-Density Neighborhood placetype is defined as follows:

“Mixed-density neighborhoods are formed as subdivisions or communities with a mix of housing types and densities. Homes are oriented to the interior of the site and are typically buffered from surrounding development by transitional uses, preserved open space, or landscaped areas. Lots along the perimeter of a new neighborhood should be sensitive to the density observed along the perimeter of an adjacent neighborhood in terms of size and scale (by providing a transition). Small blocks and a modified grid of streets support a cohesive, well-connected community.”

All new mixed-density neighborhoods incorporate a comprehensive network of open space throughout to accommodate small parks, gathering places and community gardens; preserve tree stands; and help reduce stormwater runoff.”



Town of Knightdale

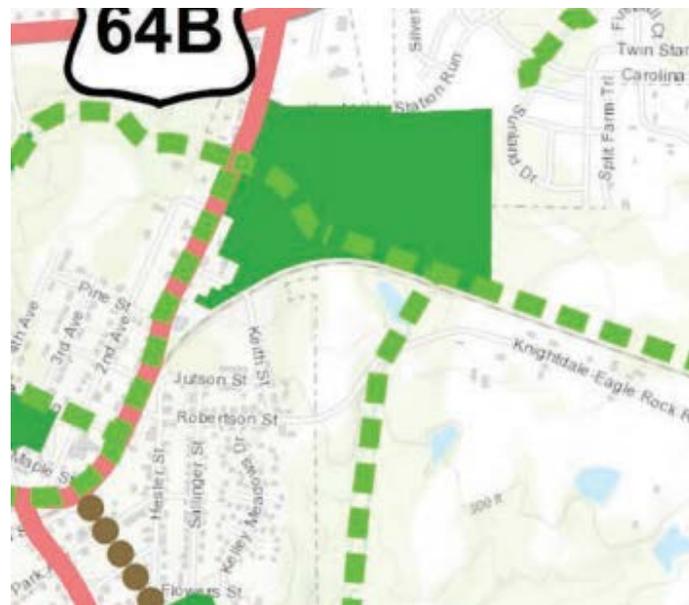
Staff Report

Other elements of the proposal that address the items included in the Comprehensive Plan include:

Construction of a Town-Maintained Collector (labeled Street “A” on site plan) to include on-street parking, street trees, and pedestrian connectivity through the site, as shown on the **Street Network** map.



Construction of a 10' wide Multi-Use Path along Keith Street and Street “A” as shown on the **Trails & Greenway** map.





Town of Knightdale

Staff Report

CONSISTENCY WITH THE COMPREHENSIVE PLAN:

North Carolina General Statute 160A-383 requires that **prior to** adoption or rejecting any zoning amendment, the governing board shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action to be reasonable and in the public interest.

It is staff's opinion that, should the staff recommended conditions be approved, the proposed Master Plan and PUD is consistent with the KnightdaleNext 2035 Comprehensive Plan, and the following guiding principle categories would be applicable to this request.



INFILL DEVELOPMENT AND REDEVELOPMENT

Promote infill development and redevelopment activities for vacant and under-utilized areas of Knightdale. In doing so, prioritize the transformation of older properties throughout Town that might not be economically-viable in the future (such as declining retail shopping centers).

Infill Development and Redevelopment – The proposed development is located less than 500' from Old Town and adjacent to Knightdale Station Park. It is within a Target Investment Area shown on the Growth Framework map.



NATURAL ENVIRONMENT

Promote and expand opportunities for people to experience natural settings in Knightdale and surrounding Wake County, increase their proximity to multiple recreational opportunities, and enjoy a safe and healthy lifestyle. Safeguard the Town's natural resources including lakes, streams, wetlands, woodlands, trails, agricultural lands, tree canopy, and the services they provide. Strive to create interconnected green spaces that conserve these areas, provide recreational linkages, protect water quality and quantity, and celebrate nature as a centerpiece of the Town's identity and sense of place.

Natural Environment – To meet the requirements of UDO Chapter 6, the applicant proposes to protect wetlands, ponds, and other environmental features unique to the site.



COMPACT DEVELOPMENT PATTERNS

Guide future growth into more compact and efficient development patterns that will help manage the timing, location, and magnitude (length and size) of expensive infrastructure investments. Prioritize infill development and redevelopment in identified activity centers over continued green field development patterns, and use public infrastructure investments in the activity centers to encourage and leverage future private investments. Acknowledge that increased densities and intensities, and a mix of residential and nonresidential uses, will be needed in the activity centers to accommodate anticipated Town growth. Activity centers added to the Growth and Conservation Map in the future should reflect orderly and incremental growth patterns away from existing and identified activity centers in the 2035 KnightdaleNext Comprehensive Plan.



Town of Knightdale

Staff Report

Compact Development Patterns – The site is oriented inward, with larger lots acting as a buffer between existing development and the compact interior of the site.

GREAT NEIGHBORHOODS AND EXPANDED HOME CHOICES



Promote distinct, safe, and vibrant neighborhoods throughout Knightdale that provide greater access to a range of housing choices people need at different stages of their life, including young adults, families, empty-nesters, retirees, seniors, and people of different income levels. Housing opportunities should include single family homes of all sizes, townhomes, apartments, condominiums, senior living units, live-work units, and accessory dwelling units. New neighborhoods should mix two or more housing choices into one community. Strong neighborhoods and a diverse housing strategy will make Knightdale a more livable community—one where residents can live their entire lives.

Great Neighborhoods and Expanded Home Choices – The proposed development will include 13 front-loaded single-family dwellings at 60’ wide, 42 rear-loaded single-family dwellings at 35’ wide, and 35 townhouse units. Additionally, the centrally located open space area is programmed with different features for all prospective residents.

PARKS AND RECREATION



Promote and expand opportunities where people can be more involved in an active community lifestyle represented, in part, by the presence of high-quality parks, public spaces and recreation facilities located near where people live and work, and the bicycle and pedestrian connections between them.

Parks and Recreation – The proposed development is located within walking distance of Knightdale Station Park.

XI. JOINT PUBLIC HEARING SUMMARY:

A Joint Public Hearing was held at the November 20 Town Council meeting, where staff introduced the case. A representative from the development team also gave a short presentation, however no one from the general public spoke in favor or against the project. There were no questions from Town Council or LURB members for staff or the development team.



Town of Knightdale

Staff Report

XII. LAND USE REVIEW BOARD SUMMARY:

The LURB considered this item at its December 9, 2019 meeting. After staff presented an overview of the proposed rezoning request, LURB members asked questions regarding driveway length and elevations. The LURB then voted unanimously, 5-0, to recommend approval of ZMA-6-19 with staff recommended conditions (seen below) and forwarded the following advisory statement.

“The proposed Zoning Map Amendment is consistent with the KnightdaleNext 2035 Comprehensive Plan as it addresses several of the guiding principles including encouraging infill development & redevelopment, providing great neighborhoods & expanded home choices, supporting parks & recreation, promoting compact development patterns, and sustaining the natural environment. It is further consistent with the General Growth Framework, Growth & Conservation, Street Network, and Trails & Greenway Maps. The request is also 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.”

Staff Recommended Conditions:

1. No more than 15% of single-family homes built on lots less than 60-feet wide will have a will have a minimum of 1,450 square feet. The applicant has agreed to this condition.
2. All driveways shall be a minimum of 20-feet in length. The applicant has agreed to this condition.
3. All townhomes shall be a minimum 3-stories in height. The applicant has agreed to this condition.

XIII. STAFF RECOMMENDATION:

Since the previous Town Council meeting, the applicant has indicated that a pending agreement with a home builder active in Knightdale (McKee Homes) will soon be made official. Therefore, Staff recommends continuing this case (ZMA-6-19) to the August 19, 2020 Town Council meeting to allow the applicant time to further amend their application, which includes submission of detailed building elevations. Staff has informed the applicant that, due to the number of requested continuations, action must be taken at the next Town Council meeting, or the application will need to be withdrawn and resubmitted at a later date.

XIV. ATTACHMENTS:

Application Packet, PUD Document (including Neighborhood Meeting Information), Neighborhood Meeting Mailing Notification, and Ordinance #20-07-15-001.



TOWN OF KNIGHTDALE
DEVELOPMENT SERVICES DEPARTMENT

www.knightdalenc.gov

950 Steeple Square Court
Knightdale, NC 27545
(v) 919.217.2243
(f) 919.217.2249

MASTER PLAN

In accordance with Development Process outlined in Chapter 15 of the Unified Development Ordinance, Master Plan submittals are required for all Site Plans, Major Subdivisions, Special Use Permits, and Conditional Districts. Completed applications shall include all of the submittal requirements included on Page 2 of this package, and must be submitted in accordance with the schedule established by the Development Services Department. Approval of the Master Plan is not an authorization to begin site construction.

PROJECT INFORMATION			
PROJECT NAME:	The Collection		
PROJECT ADDRESS:	0, 610, & 614 Keith Street, 0 Ferrll Street, 0 Knightdale Eagle Rock Road		
WAKE COUNTY PIN(s):	1754537747, 1754539404, 1754539814, 1754630926, 1754635524		
PROPOSED USE:	Single-Family and Townhome Residential		
PROPOSED SQ. FT.:	PROPOSED LOTS:	90	DENSITY (DWELLING/ACRE): 3.19
ZONING DISTRICT:	GR8 (PUD)	SITE ACRES: 28.13	INSIDE CORPORATE LIMITS: Partially
CONTACT INFORMATION			
APPLICANT:	Brad Rhinehalt, PE - McAdams	PHONE: 919-361-5000	FAX:
ADDRESS:	2905 Meridian Parkway Durham NC 27713		
		EMAIL: rhinehalt@mcadamsco.com	
SIGNATURE:	_____		
PROPERTY OWNER:	Eugene Harper	PHONE:	FAX:
ADDRESS:	4113 Brewster Drive Raleigh NC 27606		
		EMAIL:	
SIGNATURE:	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> DocuSigned by: <i>Eugene Jutson Harper</i> FAF805AFE6C497 </div> 10/7/2019 07:16 AM EDT		
DEVELOPER:	Michael Foley	PHONE: (919) 251-5501	FAX: (877) 530-1919
ADDRESS:	5448 Apex Parkway #196 Apex, NC 27502		
		EMAIL: mike@humabuilt.com	
SIGNATURE:	_____		
THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY			
CASE NUMBER:	ZMA-_____-19	SUBMITTAL DATE:	10/14/19 X-REFERENCE(s):
FILING FEE:	\$2,521.35 Receipt #153564	SKETCH PLAN MEETING DATE:	



TOWN OF KNIGHTDALE

DEVELOPMENT SERVICES DEPARTMENT

www.knightdalenc.gov

950 Steeple Square Court
Knightdale, NC 27545
(vi) 919.217.2243
(f) 919.217.2249

SUBMITTAL REQUIREMENTS

NO APPLICATION SHALL BE ACCEPTED BY THE LAND USE ADMINISTRATOR UNLESS IT CONTAINS ALL OF THE INFORMATION NECESSARY TO DETERMINE IF THE DEVELOPMENT, IF COMPLETED AS PROPOSED, WILL COMPLY WITH ALL OF THE REQUIREMENTS OF THE UNIFIED DEVELOPMENT ORDINANCE. APPLICATIONS WHICH ARE NOT COMPLETE WILL BE RETURNED TO THE APPLICANT WITH A NOTATION OF DEFICIENCIES.

THE FOLLOWING ARE TO BE SUBMITTED AT THE TIME OF INITIAL SUBMITTAL. FAILURE TO SUBMIT ALL ITEMS WILL RESULT IN DELAY OF YOUR APPLICATION. APPLICATIONS ARE TO BE RECEIVED BY 5 PM ON THE SUBMITTAL DEADLINE DATES ESTABLISHED BY THE DEVELOPMENT SERVICES DEPARTMENT.

- COMPLETED APPLICATION FORM. Application must be signed by the applicant and the property owner.
- PROCESSING FEE: The fees below are for the Master Plan based on the type of permit being requested. Fees are exact and not rounded up. Master Plans that accompany a request for conditional district will require a separate application and filing fee for Zoning Map Amendment (Re-zoning):

	<u>SITE PLAN:</u>	<u>SPECIAL USE PERMIT or</u> <u>CONDITIONAL DISTRICT:</u>
NON-RESIDENTIAL	\$300 plus \$50 per acre	\$600
RESIDENTIAL	\$300 plus \$50 per acre	See Master Plan fee
MODIFICATION		\$600

Master Plan submittals are fully electronic. Please send all documentation electronically.

- Site/civil/landscape plans must be to engineering scale (1" = 20', 1" = 50', etc.). Lighting and Landscaping should be included within the Master Plan set, if required. See Page 3 of this application package for data to be included on the Master Plan.
- Please include any proposed or existing deed restrictions or owners association documents.
- MASTER PLANS REQUIRING PUBLIC HEARINGS (SPECIAL USE PERMITS OR CONDITIONAL DISTRICTS):
 - LIST OF PARCEL IDENTIFICATION NUMBERS AND OWNERS (with their mailing addresses) of all parcels adjoining, including across the street from, and within 200 feet, the parcel(s) making up the proposed development site.
 - STAMPED, PRE-ADDRESSED BUSINESS ENVELOPES for the applicant, the property owner and each owner on above list with return address reading: Town of Knightdale Development Services Department, 950 Steeple Square Court, Knightdale, NC 27545.

The Master Plan shall be drawn to the following specifications and must contain or be accompanied by the information listed below. All plans shall be submitted at a scale not less than one (1) inch = 50 feet unless otherwise authorized by the Administrator. No processing or review of a Master Plan will proceed without all of the following information:

- The boundary, as determined by survey, of the area to be developed with all bearings and distances shown and the location within the area, or contiguous to it, of any existing streets, railroad lines, perennial streams, wetlands, easements or other significant features of the tract.
- Scale denoted both graphically and numerically with north arrow.
- A vicinity map at a scale no smaller than one (1) inch equals 1,200 feet showing the location of the subdivision with respect to adjacent streets and properties.



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- The location of proposed buildings, parking and loading areas, streets, alleys, easements, lots, parks or other open spaces, site reservations (i.e. school sites), property lines and building setback lines with street dimensions, tentative lot dimensions and the location of any building restriction areas (i.e. flood hazard areas, buffer locations, watershed protection districts, and/or jurisdictional wetlands). Site calculations shall include total acreage of tract, acreage in parks and other non-residential uses, total number and acreage of parcels and the total number of housing units.
- Calculations for required and proposed Recreational Open Space.
- The proposed name of the development; street names; the owner's name and address; the names of adjoining subdivisions or property owners; the name of the Township, county, and state in which the development is located; the date of plan preparation and the zoning classification of the tract to be developed along with those of adjoining properties.
- Corporate limits and extra-territorial jurisdiction boundaries (where applicable).
- Typical cross-sections of proposed streets. Where a proposed street is an extension of an existing street, the profile of the street shall include 300 feet of the existing roadway with a cross-section of the existing street. Where a proposed street within the development abuts a tract of land that adjoins the development and where said street may be expected to extend into said adjoining tract of land, the profile shall be extended to include 300 feet of the said adjoining tract.
- The proposed limits of construction for all proposed development activity.
- A timetable for estimated project completion for each phase proposed.
- Original contours at intervals of not greater than two (2) feet for the entire area to be subdivided and extending into adjoining property for a distance of 300 feet at all points where street rights-of-way connect to the adjoining property and 50 feet at all other points of common project boundaries. Wake County or Town of Knightdale digital topography may be used to satisfy this requirement but should be field-verified to ensure accuracy. This requirement may be waived for developments smaller than one (1) acre or where insufficient topographic changes warrant such information.
- 2-D utility plan showing location of sanitary sewer lines, water distribution lines, storm sewer lines, manholes, clean-outs, fire hydrants, fire lines, valves, underground private utilities, backflow prevention devices showing make and model, meters and pipe sizes. If applicable, also well and septic locations, force mains, and pump stations.
- Supplemental Plans as applicable:
 - **Landscape Plan** in accordance with Section 16.8(A)
 - **Lighting Plan** in accordance with Section 16.8(B)
 - **Traffic Signs & Markings Plan** in accordance with Section 16.8(C)
 - **Architectural Plans** in accordance with Section 16.8(D)
 - **Stormwater Management Plan** in accordance with Section 16.8(E)
 - **Traffic Impact Analysis (if required)** in accordance with Section 16.9
 - **Wake County Public Schools - Residential Development Notification Submission** <https://arccg.is/CKbv5>

In addition to the above required information, the following additional information may be required by the Administrator, the Land Use Review Board or the Town Council on a discretionary site-specific basis:

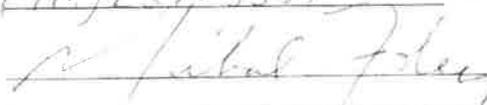
- Environmental Impact Statement, pursuant to Article 113A of the North Carolina General Statutes if: (i) the development exceeds 2 acres in area; and (ii) the Land Use Review Board deems it necessary due to the nature of the land or peculiarities in the proposed design.
- Development Permit and Certification application with supporting documentation as required by the Knightdale Flood Damage Prevention Ordinance in Chapter 6.



Town of Knightdale 950 Steeple Square Ct.
 Knightdale, NC 27545 KnightdaleNC.gov

PLANNED UNIT DEVELOPMENT APPLICATION

In accordance with Unified Development Ordinance Section 2.16, a Planned Unit Development (PUD) is a type of Planned Development District (PDD) that encourages master planning of development and to manage such development with the impacts of the development on the provision of Town services and infrastructure. Completed applications shall include all of the submittal requirements included on Page 2 of this application and on the corresponding application checklist. Applications must be submitted in accordance with the schedule established by the Development Services Department.

<u>PROJECT INFORMATION</u>			
TYPE OF APPLICATION:	PLANNED UNIT DEVELOPMENT		
PROJECT ADDRESS:	o, 610 & 614 Keith Street, o Ferrell Street, o Knightdale Eagle Rock Road		
WAKE COUNTY PIN(s):	1754537747, 1754539404, 1754539814, 1754630926, 1754635524		
PROPOSED PROJECT NAME:	The Collection		
PROPOSED USE:	Single-Family and Townhome Residential		
PROPOSED SQ. FT.:	N/A	TOWN LIMITS/ETJ:	Both
CURRENT ZONING DISTRICT:	RT	PROPOSED ZONING DISTRICT:	GR8 (PUD)
PROPOSED LOTS:	55 SF, 35 TH	DENSITY (DWELLING/ACRE):	3.19
<u>CONTACT INFORMATION</u>			
APPLICANT:	Charlie Yokley, AICP – McAdams		
ADDRESS:	2905 Meridian Parkway Durham NC 27713		
PHONE:	919-361-5000	EMAIL:	yokley@mcadamsco.com
SIGNATURE:	_____		
PROPERTY OWNER:	Eugene Harper		
ADDRESS:	4113 Brewster Drive Raleigh NC 27606		
PHONE:	_____	EMAIL:	_____
SIGNATURE:			10/7/2019 07:16 AM EDT
DEVELOPER:	Michael Foley		
ADDRESS:	5416 Apex Parkway, #196 Apex, NC 27502		
PHONE:	(919) 951-5561	EMAIL:	mike@turnerbooth.com
SIGNATURE:			
THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY			
CASE NUMBER:	PUD - ____ - ____	SUBMITTAL DATE:	10/14/19
FILING FEE:	Receipt #153564 \$2,521.35	SKETCH PLAN MEETING DATE:	
		X-REFERENCE(s):	



Town of Knightdale 950 Steeple Square Ct.
Knightdale, NC 27545 KnightdaleNC.gov

SUBMITTAL REQUIREMENTS

NO APPLICATION SHALL BE ACCEPTED BY THE LAND USE ADMINSTRATOR UNLESS IT CONTAINS ALL OF THE INFORMATION NECESSARY TO DETERMINE IF THE DEVELOPMENT, IF COMPLETED AS PROPOSED, WILL COMPLY WITH ALL OF THE REQUIREMENTS OF THE UNIFIED DEVELOPMENT ORDINANCE. APPLICATIONS WHICH ARE NOT COMPLETE WILL BE RETURNED TO THE APPLICANT WITH A NOTATION OF DEFICIENCIES.

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- **COMPLETED APPLICATION FORM.** Application must be signed by the applicant and the property owner.
- **PROCESSING FEE:** The fees below are based on the type of application being submitted. Fees are exact and not rounded up. Master Plans that accompany a request for conditional district will require a separate application and filing fee for Zoning Map Amendment (Re-zoning). Fee are subject to change July 1 of each year.

	MASTER PLAN:	SPECIAL USE PERMIT or CONDITIONAL DISTRICT:	PLANNED UNIT DEVELOPMENT:	COMMERCIAL SITE PLAN
NON- RESIDENTIAL	\$300 plus \$50 per acre	\$600	\$600	\$250 plus \$50 per acre
RESIDENTIAL	\$300 plus \$50 per acre	See Master Plan fee	\$600	

- All plan submittals are **electronic**. Please send all documentation via email or a file sharing service.
- For additional submittal requirements, refer to the corresponding checklist based on application type.



Town of Knightdale 950 Steeple Square Ct.
Knightdale, NC 27545 KnightdaleNC.gov

**PLANNED UNIT DEVELOPMENT
APPLICATION CHECKLIST**

TO BE COMPLETED BY APPLICANT	YES	N/A
PRE-SUBMITTAL REQUIREMENTS		
1. Pre-Application Conference	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Sketch Plan Approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Neighborhood Meeting in accordance with UDO Ch.15.3.C	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SUBMITTAL REQUIREMENTS		
1. Completed Application	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Processing Fee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Public Hearing Postage Fees	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Wake County Public Schools Residential Development Notification, if applicable <i>Done ONLINE</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Traffic Impact Analysis, if applicable <i>Trip Gen Attached</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SUBMITTAL SPECIFICATIONS		
1. Neighborhood Meeting Report: The report must include a list of those persons and organizations contacted about the neighborhood meeting, the date, time, and location of the meeting, a roster of the persons in attendance at the meeting, and a summary of issues discussed at the meeting; including a description of how the applicant proposes to respond to neighborhood concerns or changes made as a result of the meeting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vision and Intent Statement: (reference UDO Ch. 2.15.C)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Unified Development Ordinance Consistency: Provide a statement of consistency with the UDO. Any variation from the UDO must be explained and alternate means of compliance provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Comprehensive Plan Consistency: Provide a statement of consistency with the adopted KnightdaleNext 2035 Comprehensive Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Design Guidelines: Provide a comprehensive list of proposed design guidelines that demonstrate the project will be appropriate within the context of the surrounding properties and the larger community. This includes architectural elevations representative of the proposed structures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Zoning Designation: Include a request for a zoning designation that matches the proposed density (reference UDO Ch. 2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Boundary & Significant Feature Survey: The boundary, as determined by survey, of the area to be developed with all bearings and distances shown and the location within the area, or contiguous to it, of any existing streets, railroad lines, perennial streams, wetlands, easements or other significant features of the tract	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Scale & North Arrow: Scale denoted both graphically and numerically with north arrow	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Vicinity Map: A vicinity map at a scale no smaller than 1 inch equals 1,200 feet showing the location of the PUD with respect to adjacent streets and properties	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Town of Knightdale 950 Steeple Square Ct.
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10. Site Data: Calculations must Include total acreage, acreage in parks and other non-residential uses, total number and acreage of parcels, and the total number of housing units	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. General Layout Map: A map delineating the boundaries of proposed uses and building types. This map should include descriptive conditions indicating the use, density, and building type of each distinct area of the proposed district.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Dimensional Standards: Description of dimensional standards and any modifications to the general use regulations (reference UDO Ch. 2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Transportation: Show all major streets and any collector/arterials required, as well as connectivity to adjacent parcels. Any modifications to street sections or request for modified street sections shall be included (reference: UDO Ch. 9 and Ch. 17)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Recreational Open Space: All open space shall be provided as required in UDO Ch. 7. Any variation shall provide the same area of open space and must be consistent with the general spirit and intent of the UDO.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Landscaping: Tree protection and landscaping shall meet the criteria of UDO Ch. 8, except in cases where variations would meet the general spirit and intent of the UDO.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Signs: Signs shall meet the criteria of UDO Ch. 12, except in cases where variations would meet the general spirit and intent of the UDO.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Public Facilities: PUDs require all necessary infrastructure improvements to provide adequate transportation, water, sewer, and all other infrastructure improvements required by UDO Ch. 17.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18. Phasing Plan: This is required if more than one phase is proposed. In mixed-use proposals the non-residential component shall be phased in association with a percentage of the total residential units not to exceed 75%. Phasing must be consistent with the installation of public infrastructure improvements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Stormwater Management: A generalized stormwater management plan (reference UDO Ch. 6)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL REQUIREMENTS		
1. Water Allocation Policy Compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>

See UDO Chapters 2.15 and 16.5 for additional description of all requirements



THE COLLECTION

Planned Unit Development

Town of Knightdale

Draft Plan I Case #ZMA-6-19

October 14th, 2019

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THE COLLECTION

**Planned Unit Development
Prepared for The Town of Knightdale**

Submittal Dates

First Submittal: October 14, 2019
Second Submittal: November 6, 2019

Developer

MF Development, LLC
5448 Apex Peakway
Apex NC 27502

McAdams Company, Design Lead

2905 Meridian Parkway
Durham NC 27113



MCADAMS





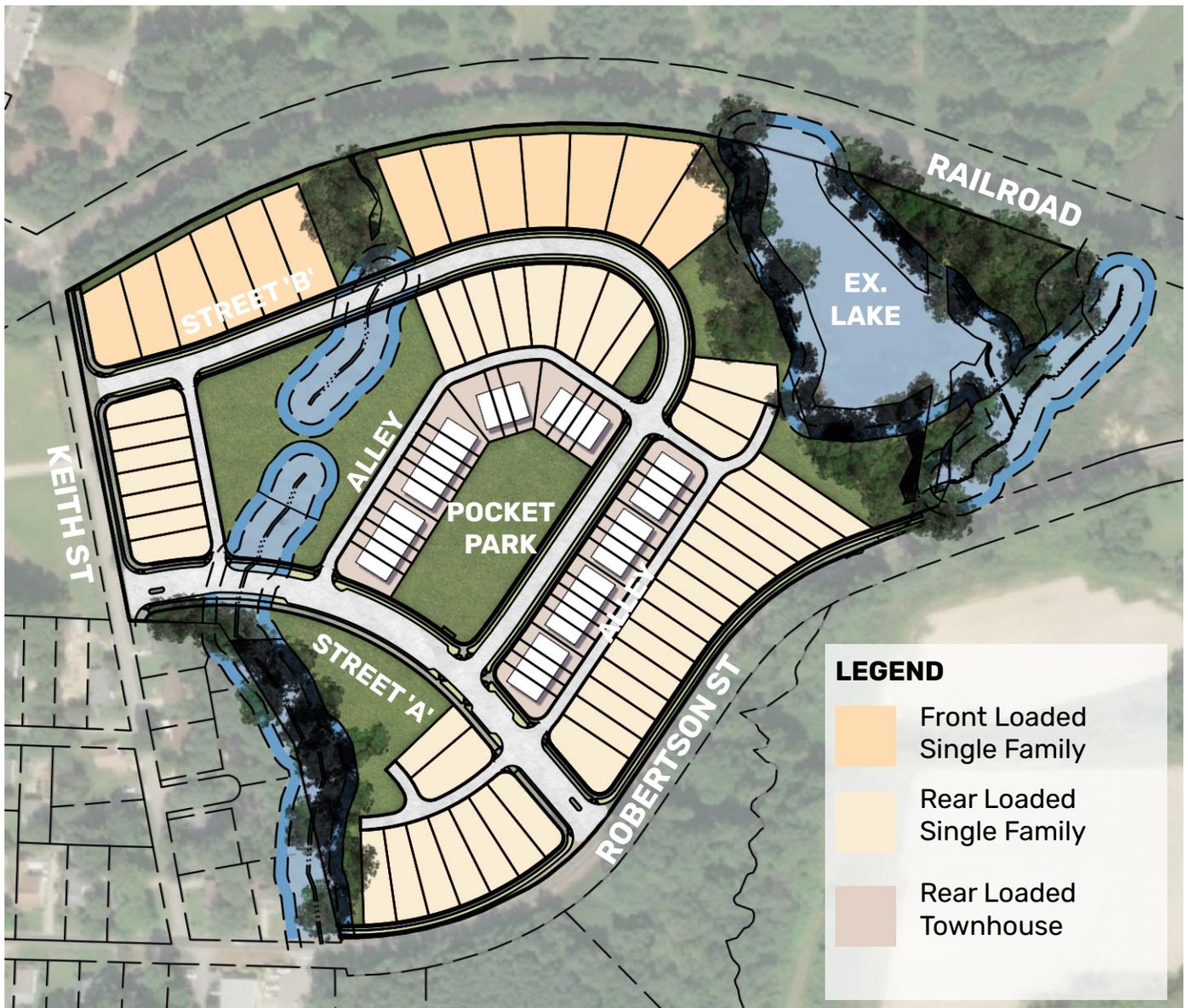
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VISION + INTENT

VISION + INTENT

As stated in §2.15.C of the Knightdale Unified Development Ordinance, the Planned Unit Development District is designed to encourage master planning of development to coordinate such development so as to manage the impacts of the development on the provision of Town Services and infrastructure. The Planned unit Development encourages creativity and innovation in the design of development, but in return for this flexibility the expectation is for communities to:

- 5 Provide exceptional design, character, and quality;
- 5 Provide high quality community amenities;
- 5 Incorporate creative design in the layout of buildings;
- 5 Ensure compatibility with surrounding land uses and neighborhood character;
- 5 Ensure the creation of mixed density neighborhoods, neighborhood nodes, and mixed use centers;
- 5 Further the goals of the Comprehensive Plan including the growth framework and growth and conservation map;
- 5 Provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure.



THE COLLECTION PLANNED UNIT DEVELOPMENT MEETS THE STATED VISION AND INTENT OF THE PLANNED UNIT DEVELOPMENT:

Provide exceptional design, character, and quality:

Homes within The Collection will meet the architectural design requirements from Chapter 5 of the Knightdale UDO. The design of The Collection is focused on the built environment, creating interesting places and spaces, and the interaction between the public and private realms which, collectively, will create a subdivision with exceptional character.

Provide high quality community amenities:

The Collection is focused around a central pocket park that is designed to accommodate multiple uses and users. The pocket park will provide walking trails and other amenities but is designed to be a flexible space for a variety of activities and functions. This pocket park will serve as a central gathering area for residents, provide space for outdoor play and sports, and will be planted with enhanced landscaping to create a natural open space for the general enjoyment of all users.

Incorporate creative design in the layout of buildings:

The Collection is laid out in such a way that all buildings, no matter the specific type or size, are located within close proximity to one another and avoids a pod set-up that segregates different types of homes. This design will create a compact and cohesive development.

Ensure compatibility with surrounding land uses and neighborhood character:

The Collection is a residential development located in a residential area and is compatible with the surrounding land uses. The Collection will be a valuable addition to the Town of Knightdale, especially with its proximity to the Knightdale Station Park.

Ensure the creation of mixed density neighborhoods, neighborhood nodes, and mixed use centers:

The Collection is a mixed density neighborhood with a mix of lots sizes and housing types. Given the proximity to the Knightdale Station Park, The Collection will be a large part of completing the neighborhood in this area.

Further the goals of the Comprehensive Plan including the growth framework and growth and conservation map:

The parcels on which the Collection is located are designated as Mixed-Density Neighborhood per the KnightdaleNext 2035 Comprehensive Plan. The Collection is designed to meet the standards of a Mixed-Density Neighborhood:

- 5 The homes are oriented to the interior of the site;
- 5 The development is buffered from surrounding land uses to create proper transitions;
- 5 Within The Collection, streets create a modified grid street network and small blocks to create a cohesive, well-connected community.

Provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure:

The Collection is designed to be compact and efficient, and is laid out in such a way that no space is wasted or underutilized.



2

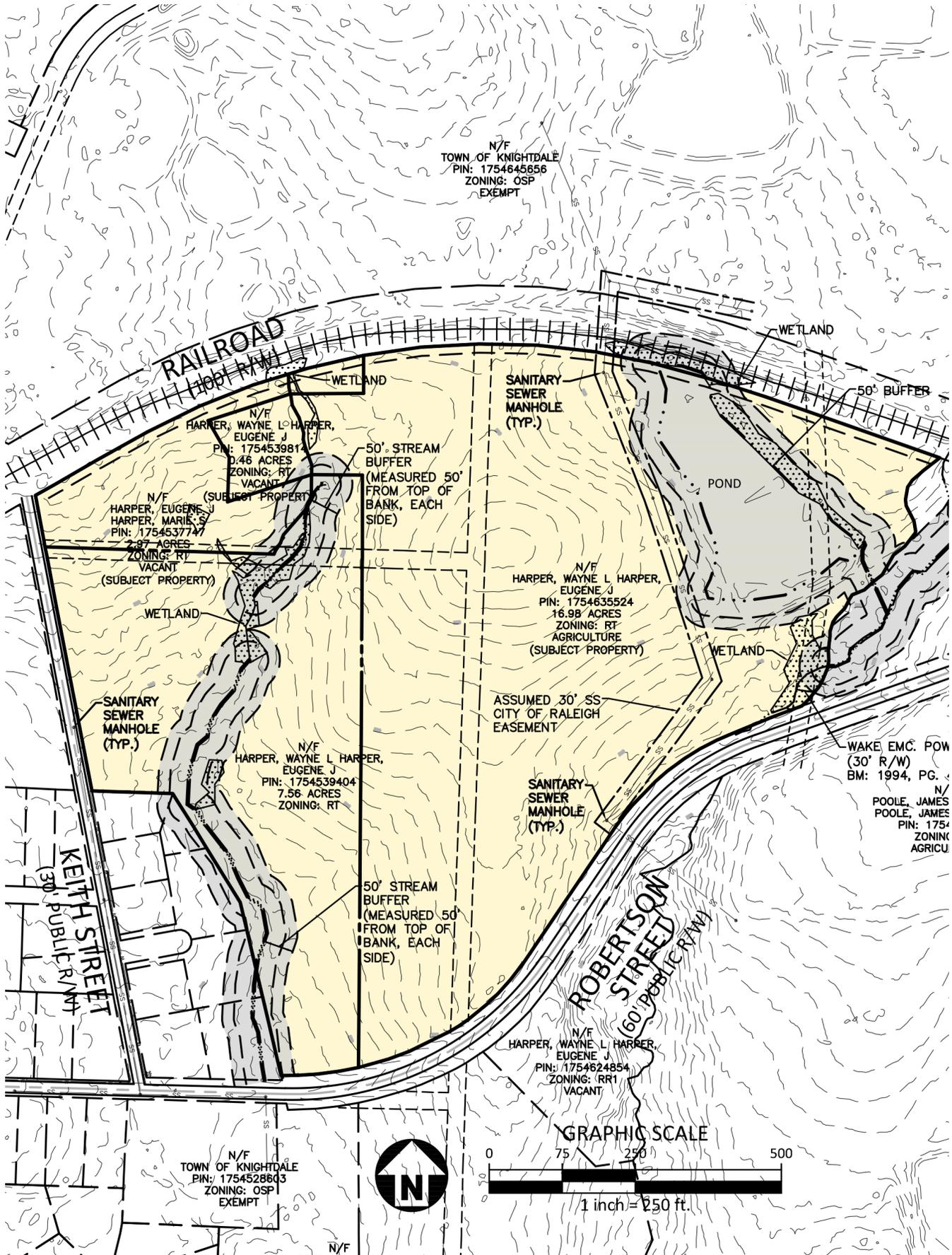
EXISTING CONDITIONS

EXISTING CONDITIONS SUMMARY

The Collection is located on 5 parcels in the eastern quadrant of the intersection of Keith Street and Robertson Street. The 5 parcels are identified with the following Wake County Property Identification Numbers: 1754537747, 1754539404, 1754539814, 1754630926, 1754635524. The parcels that comprise the Collection slope east and west from the center, which is the high point of the development. There are streams, ponds, and wetlands located within the boundaries of The Collection, all of which will be preserved during development. Stands of trees are located around the perimeter of the parcels to be developed, but most of the area was previously cleared for agricultural uses.

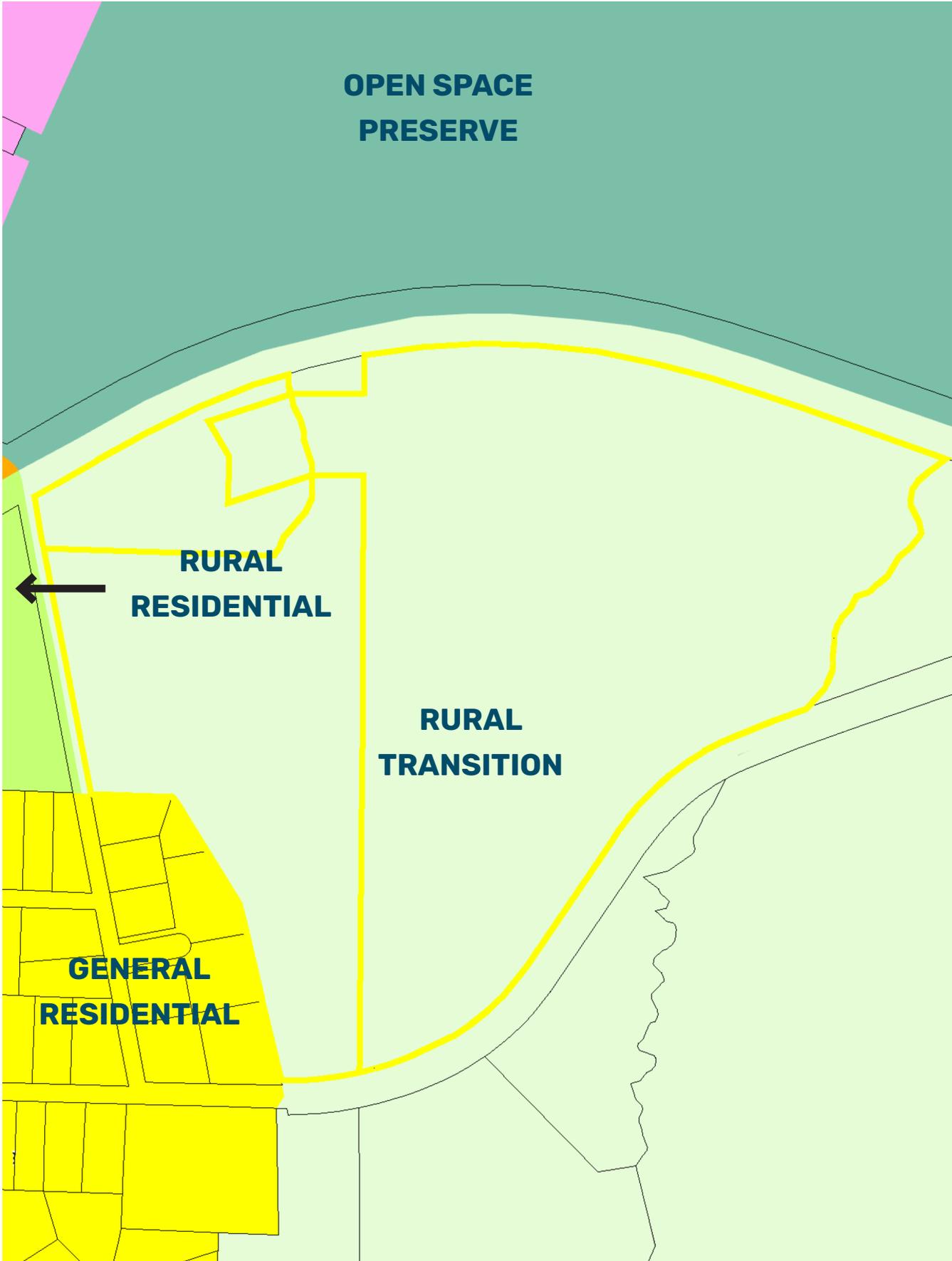
EXISTING CONDITIONS

EXISTING
CONDITIONS



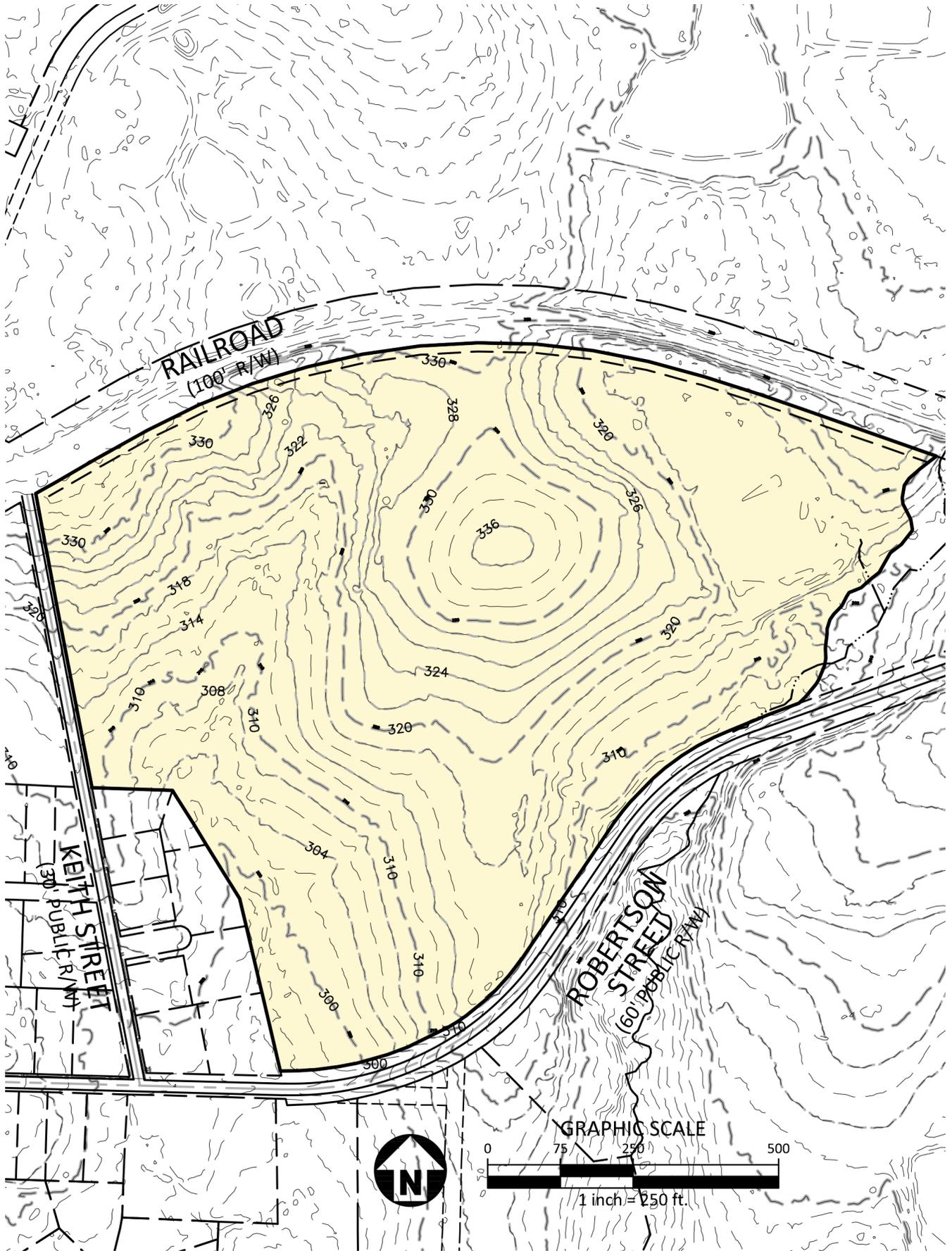
CURRENT ZONING MAP

EXISTING
CONDITIONS



TOPOGRAPHY + BOUNDARY

EXISTING
CONDITIONS

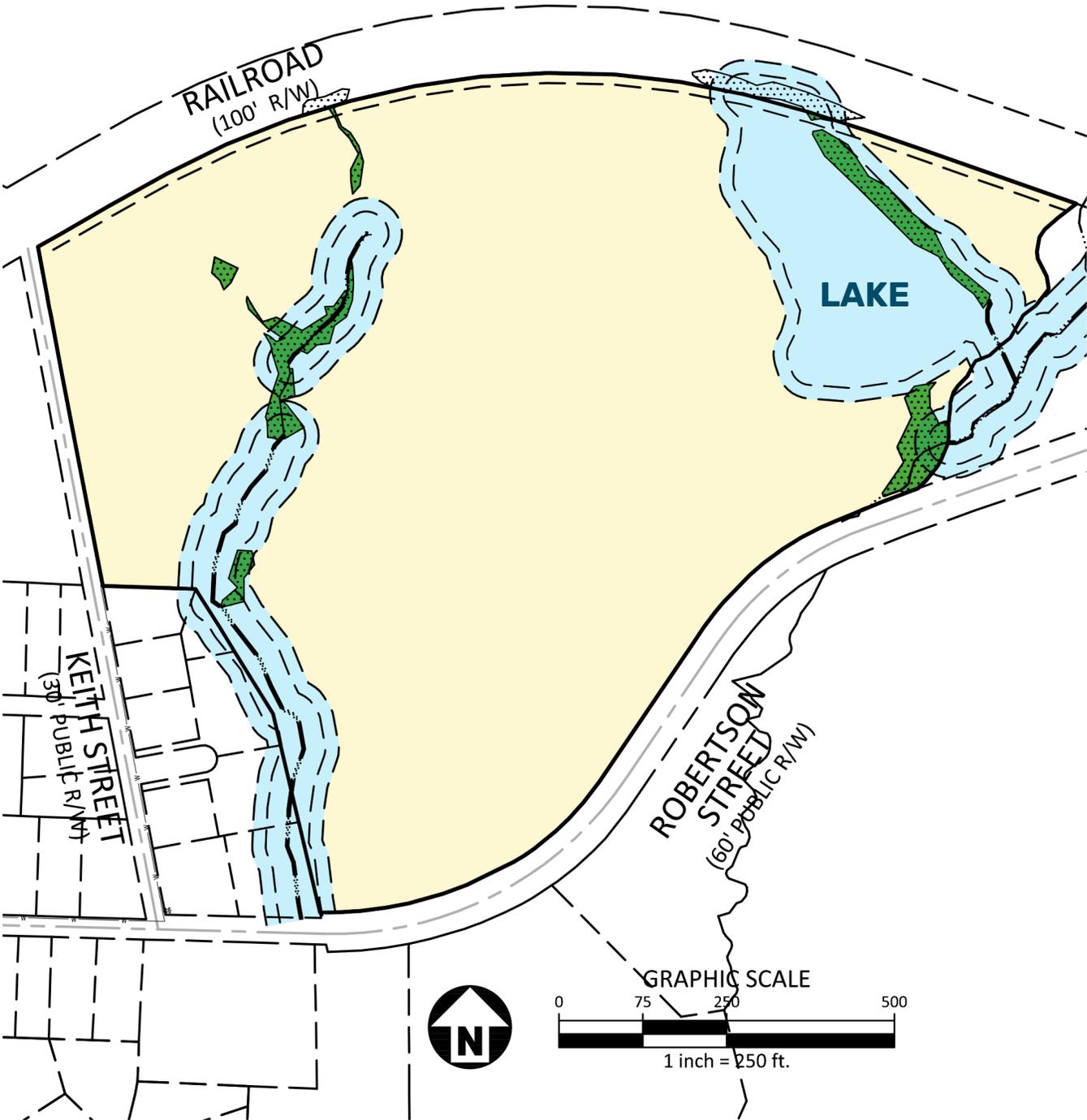


HYDROLOGY

 **STREAM**

 **WETLAND**

EXISTING
CONDITIONS



VEGETATION

EXISTING
CONDITIONS





3

PUD MASTER PLAN

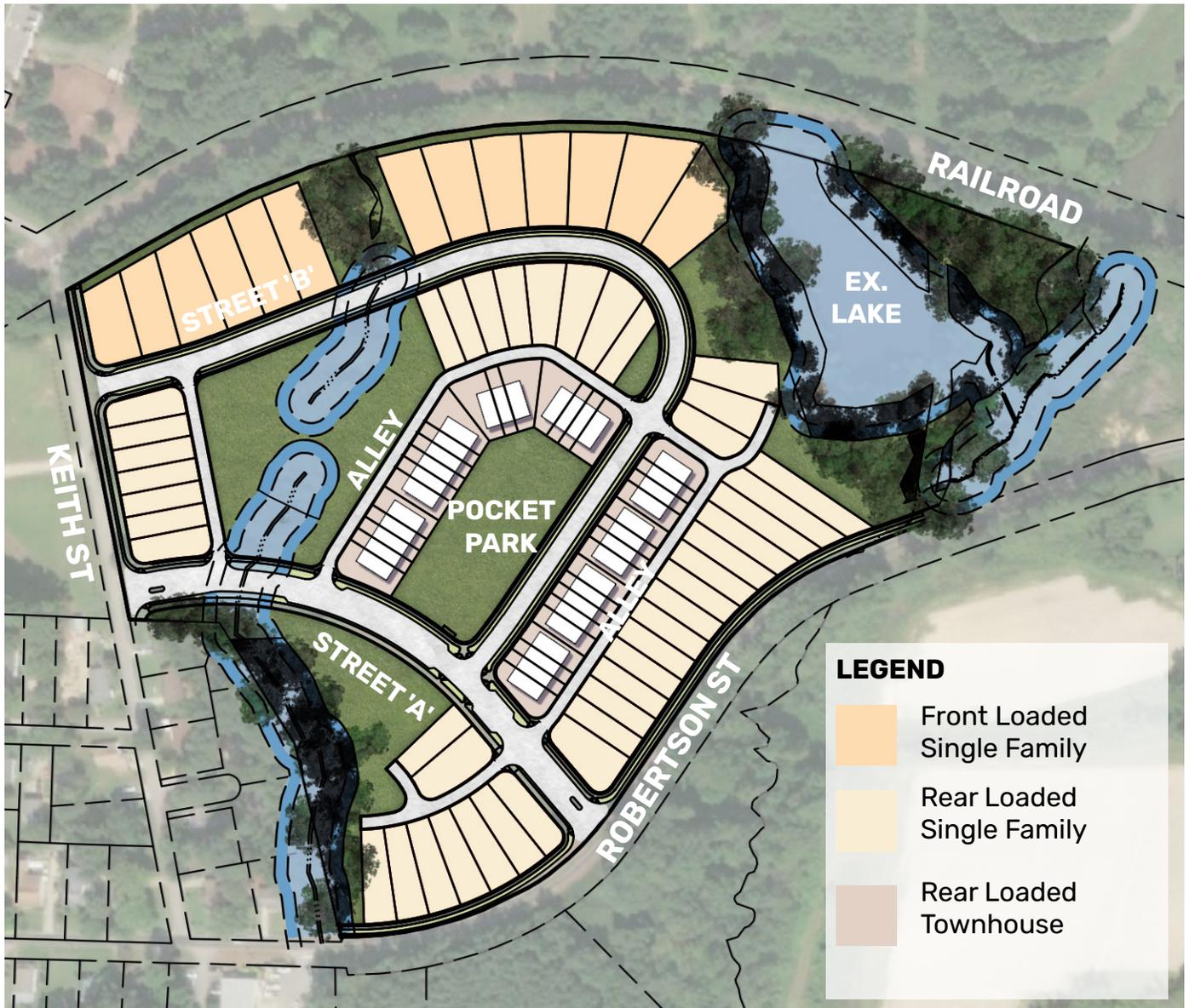
PLANNED UNIT DEVELOPMENT MASTER PLAN

DEVELOPMENT DETAILS

The Collection is a 90-lot residential subdivision designed to the GR8 and Planned Unit Development standards of the Town of Knightdale Unified Development Ordinance. The Collection will provide a variety of housing choices for future residents as well as a well-designed and multi-functional central amenity. The Collection is located across railroad right-of-way from the Knightdale Station Park and is designed to compliment what will be a central gathering area for Knightdale citizens.

DEVELOPMENT MIX

	Number of units	Percentage of development
5 Front-loaded single family dwellings	13	14.13%
5 Rear-loaded single-family dwellings	44	47.80%
5 Townhouses	35	38.04%



FRONT LOADED SINGLE-FAMILY DWELLINGS

MODIFICATIONS TO UDO STANDARDS

§2.7 of the Knightdale Unified Development Ordinance requires that any lot less than 80’ in width be accessed via an alley or rear lane access. Due to site constraints, these dwelling units will be accessed via a driveway that connects to the fronting public right-of-way. To ensure that the homes are of high-quality and add to the vitality of The Collection and Knightdale as a whole, the applicant has offered enhanced architectural standards as a condition of the zoning approval.

To create an interesting streetscape and encourage interaction between the public and private realm, front-loaded single-family dwellings in The Collection will be served by driveways that are a minimum length of 18’ rather than the UDO requirement of 35’.

FRONT LOADED SINGLE FAMILY DWELLING STANDARDS

5	Minimum lot size	7,500 sf
5	Lot width	60'
5	Front setback (minimum)	10'
5	Minimum driveway length	18'
5	Side setback	5' Minimum; 20% lot width aggregate (maximum)
5	Rear setback (minimum)	25'
5	Maximum building height	3 stories

PUD
MASTER PLAN



Images are illustrative in nature and subject to change based on review and approval by the Land Use Administrator.

REAR LOADED SINGLE-FAMILY DWELLINGS

MODIFICATIONS TO UDO STANDARDS

In an effort to reduce the amount of impervious surface on the lots, and to increase the developable area on each parcel, rear-loaded single-family dwellings in The Collection will be served by driveways that are a minimum length of 18' rather than the UDO requirement of 35'.

REAR LOADED SINGLE FAMILY DWELLING STANDARDS

5	Minimum lot size	4,500 sf
5	Lot width	35'
5	Front setback (min)	10'
5	Minimum driveway length	18'
5	Side setback (min)	3 1/2' Minimum; 7' aggregate
5	Rear setback (min)	25'
5	Maximum building height	3 stories
5	Minimum driveway length	20' from centerline of rear lane / alley



Images are illustrative in nature and subject to change based on review and approval by the Land Use Administrator.

TOWNHOUSES

MODIFICATIONS TO UDO STANDARDS

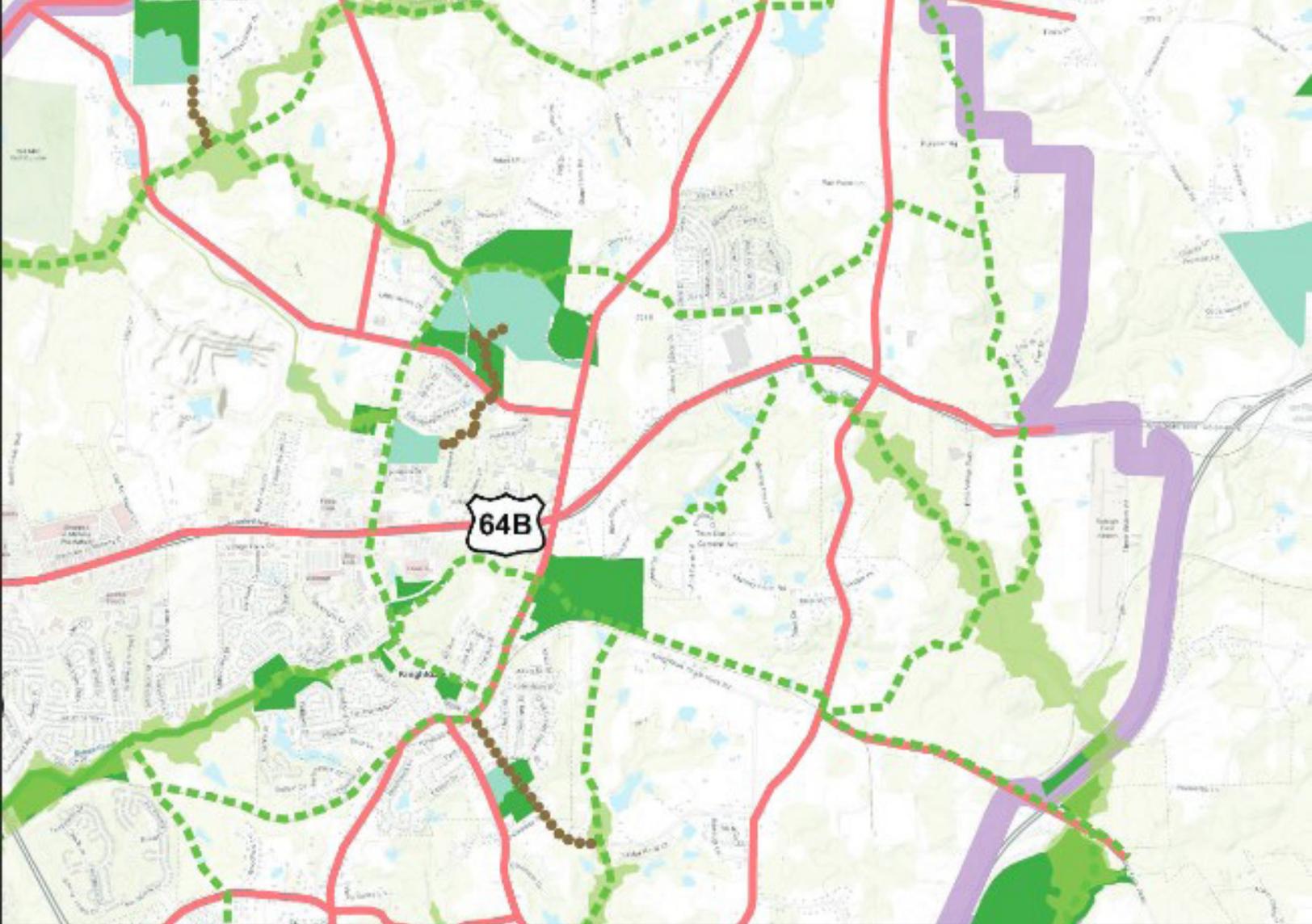
§2.7.B of the Knightdale Unified Development Ordinance limits the maximum number of townhouse units in GR districts to 30% of the total number of dwelling units. Townhouses within The Collection will comprise 38.8% of the total number of dwelling units. To ensure that townhouses are high-quality construction, the applicant has offered enhanced architectural standards as part of the zoning approval. Additionally, all townhouses are located around the central pocket park, which will frame the pocket park with structures to create a more interesting space, and allow for informal monitoring of the amenity.

TOWNHOUSE DWELLING STANDARDS

5	Front setback (min)	0'
5	Front setback (max)	25'
5	Minimum building separation	10'
5	Rear setback from rear lane /alley(min)	15'
5	Maximum building height	3 stories



Images are illustrative in nature and subject to change based on review and approval by the Land Use Administrator.



4

UDO + COMPREHENSIVE PLAN CONSISTENCY

UNIFIED DEVELOPMENT ORDINANCE CONSISTENCY

The Collection has been designed to meet the requirements of the Unified Development Ordinance where practical and achievable. There are some instances where, due to site constraints, it is not possible to meet the specific requirement of the Ordinance. In those instances, the applicant is proposing design alternatives that will meet the intent of the Ordinance. The requested modifications to the requirements of the UDO, and the proposed alternative methods of compliance, are listed below.

MODIFICATIONS FOR FRONT LOADED SINGLE-FAMILY DWELLINGS (60' WIDE LOTS)

§2.7 of the Knightdale Unified Development Ordinance requires that any lot less than 80' in width be accessed via an alley or rear lane access. Due to site constraints, these dwelling units will be accessed via a driveway that connects to the fronting public right-of-way. To ensure that the homes are of high-quality and add to the vitality of The Collection and Knightdale as a whole, the applicant has offered enhanced architectural standards as a condition of the zoning approval.

To create an interesting streetscape and encourage interaction between the public and private realm, front-loaded single-family dwellings in The Collection will be served by driveways that are a minimum length of 20' rather than the UDO requirement of 35'.

MODIFICATIONS TO REAR LOADED SINGLE-FAMILY DWELLINGS (35' WIDE LOTS)

In an effort to reduce the amount of impervious surface on the lots, and to increase the developable area on each parcel, rear-loaded single-family dwellings in The Collection will be served by driveways that are a minimum length of 18' rather than the UDO requirement of 35'.

MODIFICATIONS TO TOWNHOUSE DWELLINGS

§2.7.B of the Knightdale Unified Development Ordinance limits the maximum number of townhouse units in GR districts to 30% of the total number of dwelling units. Townhouses within The Collection will comprise 38.8% of the total number of dwelling units. To ensure that townhouses are high-quality construction, the applicant has offered enhanced architectural standards as part of the zoning approval. Additionally, all townhouses are located around the central pocket park, which will frame the pocket park with structures to create a more interesting space and allow for informal monitoring of the amenity.

MASS GRADING

According to section 6.2 B 3a., we respectively request to mass grade the few 60' lots included in the project due to the fact that they need to be graded as part of the internal roadway construction, are adjacent to the railroad which has already been graded, and are interdependent with the overall compact development.

KNIGHTDALENEXT 2035 COMPREHENSIVE PLAN CONSISTENCY

The Collection is consistent with the Growth Framework Map, Growth and Conservation Map, and the following Guiding Principles in the KnightdaleNext 2035 Comprehensive Plan (“KCP”):

1. **Great Neighborhoods and Expanded Home Choices:** This principle aims to promote vibrant neighborhoods that “provide greater access to a range of housing choices people need at different stages of their life.” (KCP p. 17). This principle also notes that “new neighborhoods should mix two or more housing choices into one community.” (KCP p. 17). The Collection provides a mix of single family and townhome products that will yield a strong neighborhood that “will make Knightdale a more livable community—one where residents can live their entire lives.” (KCP p. 17).

The Growth and Conservation Map designates this site as being Mixed Density Neighborhood, which contains “a mix of housing types and densities.” (KCP p. 53) In Mixed Density Neighborhoods, “homes are oriented to the interior of the site and are typically buffered from surrounding development by transitional uses, preserved open space, or landscaped areas.” (KCP p. 53). All new mixed-density neighborhoods should “incorporate a comprehensive network of open space throughout to accommodate small parks, gathering places and community gardens; preserve tree stands; and help reduce stormwater runoff.” (KCP p 53). Consistent with this concept, The Collection has housing units and a community gathering space oriented to the center, small blocks, and a modified grid of streets to support a cohesive, well-connected community.

2. **Natural Environment:** This guiding principle aims to “promote and expand opportunities for people to experience natural settings in Knightdale,” and to “safeguard the Town’s natural resources including streams, wetlands, . . . tree canopy, and the services they provide.” (KCP p. 14). The site contains streams, ponds, and wetlands, which will all be preserved.
3. **Infill Development and Redevelopment:** This guiding principle aims to promote infill development for “vacant and under-utilized areas of Knightdale.” (KCP p. 15). The Growth Framework Map designates this site as a “Target Investment Area,” which is defined as “land within the current Town limits as well as closely surrounding land in the current ETJ that has existing or relatively easy potential access to both sewer and water.” (KCP p. 43). Infill development and residential development with increased density are encouraged in this area to accommodate anticipated Town growth. (KCP p. 43).
4. **Parks and Recreation:** This principle aims to “promote and expand opportunities where people can be more involved in an active community lifestyle represented, in part, by the presence of high quality parks, public spaces and recreation facilities located near where people live.” (KCP p. 15) Placing a residential community here will attract more people to the Knightdale Station Park on foot based on its proximity.
5. **Compact Development Patterns:** This principle aims to “guide future growth into more compact and efficient development patters to manage the timing, location, and magnitude of expensive infrastrucutre improvements.” (KCP p. 16) The applicant made use of the site’s unique shape to create a layout of single family homes along the outer parts of the site, townhomes toward the center of the cite, and a centrally located recreational space that creates a visually attractive and inviting residential community.



5

DESIGN GUIDELINES

SINGLE-FAMILY DWELLING ARCHITECTURAL STANDARDS

1. Single-family 2-story homes built on lots at least 60-feet wide will have a minimum of 2,000 square feet and 1-story homes on such lots will be a minimum of 1,600 square feet. Lots that are at least 60-feet wide will have front-loaded garages.
2. Single-family homes built on lots less than 60-feet will have a minimum of 1,450 square feet and have alley-loaded garages.
3. All single-family homes shall be raised from the finished grade a minimum of 18" and shall have stem wall or raised slab foundations that shall be covered on all sides with brick or stone. Areas under porches may be enclosed with lattice.
4. All single-family homes with a crawl space will be wrapped in brick, or stone on all sides.
5. All single-family homes will have a combination of two or more of the following materials on the front façade (not counting the foundation): stone, brick, lap siding, fiber cement siding, shake or board and batten. All siding will be fiber cement. Vinyl may only be used for soffits, fascia, and corner boards.
6. All single-family homes will have a front porch with a minimum depth of five (5) feet. Front porch posts will be at least 6"x6".
7. Main roof pitches (excluding porches) for 2-story homes shall be at least 7:12.
8. There shall be a 12" overhang on every gable roof end.
9. Main roof pitches for 1-story and 1.5 story homes will be at least 6:12.
10. Garages for lots that are at least 60-feet wide will not protrude more than six (6) feet from the front porch or stoop and all garages doors shall have window inserts and hardware.
11. For every 30 linear feet (or fraction) of continuous side elevation, there shall be one window or door added to the side elevation. Any siding break on the side of the home such as a fireplace, porch, wall offset can be used as an alternate to a window or door.
12. Garages will not exceed 45% of the front facade width or will be split into two bays.

TOWNHOUSE ARCHITECTURAL STANDARDS

1. All townhouse units will have alley loaded garages.
2. All townhouse units shall be raised from the finished grade a minimum of 18" and have stem wall or raised slab foundations that shall be covered on all sides with brick, or stone. Areas under porches may be enclosed with lattice.
3. All townhouse units will have a combination of two or more of the following materials on the front façade (not counting the foundation): stone, brick, lap siding, fiber cement siding, shake or board and batten. All siding will be fiber cement. Vinyl may only be used for soffits, fascia, and corner boards.
4. Usable front porches shall be at least five (5) feet deep and extend more than 30% of the primary façade.
5. All townhouse buildings shall provide detailed design elements using at least one (1) of the features from each of the four categories below:

Entrance

- 5 Recessed Entry with 6" minimum width door trim
- 5 Covered Porch with 6" minimum width Pillars/Posts/Columns

Building Offset

- 5 Façade off set
- 5 Roof line off set

Façade

- 5 Bay window
- 5 Balcony
- 5 Window Trim with 4" minimum width
- 5 Patterned finish (scales, shakes, wainscoting, brick, or stone)

Roof

- 5 Dormer
 - 5 Gable
 - 5 Cupola/Tower/Chimney
 - 5 Decorative cornice of roof line (flat roofs only)
 - 5
6. There shall be a 12" overhang on every gable roof end.
 7. Townhouse building walls shall be wood clapboard, cement fiber board or shingle, wood board and batten, brick, stone, or stucco.
 8. Main roofs on townhouse buildings shall have a pitch between 6:12 and 12:12. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building. Monopitch roofs shall have a pitch of at least 3:12.

*Administrator Approval of Minor Variances. The Staff may approve minor variances to the Specific Requirements listed above provided that such minor variance meet the overall intent of these Architectural Standards and conform to the Comprehensive Plan and other adopted plans of the Town.



6

RECREATIONAL OPEN SPACE + AMENITIES

RECREATIONAL OPEN SPACE AND AMENITIES

The Collection will provide both active and passive recreation areas within the development. Within the Collection, approximately 34% of the total land area will remain undeveloped and set aside as open space and passive recreation areas. These areas will not be programmed but will give areas for the enjoyment of residents and provide areas for spontaneous outdoor activities.

Open Space Standards

5	Total recreation open space required:	74,620 sf	1.71 Acres
5	Active recreation space required:	37,310 sf	.85 Acres
5	Active recreation space provided:	49,228 sf	1.13 Acres
5	Passive recreation space required:	37,310 sf	.85 Acres
5	Passive recreation space provided:	407,718 sf	9.35 Acres

A large central park will be located in the center of the Collection. This central park is adjacent to, and surrounded by, townhomes. This arrangement will allow ease of access for those residents and give this space a true sense of being part of the community. Each townhome will have a direct pedestrian connection to the pedestrian paths within the park. The pocket park is envisioned as a gathering area for residents and is minimally programmed to allow residents to use the space for whatever activity they desire. Grills and outdoor seating will be provided, and landscaping will be installed to give this park a true sense of place.

5 PUBLIC ART

Public Art will be integrated into The Collection, subject to approval by the Town of Knightdale Technical Review Committee. Public Art will be located within the collection to add visual interest to open spaces, recreation areas, or entrances.

THE COLLECTION AT KNIGHTDALE STATION

THE BACKYARD GREEN - AMENITY DIAGRAM



LEGEND

- - - - PROPOSED 4' RESIDENT ACCESS WALKWAY
- ■ ■ ■ PROPOSED 6' WALKWAY
- ➔ SIDEWALK

RECREATIONAL PROGRAMMING

- (A) Outdoor Seating
- (B) BBQ Grills + Seating
- (C) Lawn Games
- (D) Flexible Lawn Area
- (E) Enhanced Plantings
- (F) Playground/ Tot Lot
- (G) Fire Pit

REC. OPEN SPACE
+ AMENITIES



7

INFRASTRUCTURE

STREETS + SIDEWALKS

Streets and alleys within The Collection are designed to meet the standards of the Town of Knightdale.

- 5 Street A is designed as the main collector movement within The Collection and includes on-street parallel parking, sidewalk, and a 10' multi-use path on the south side of the street.
- 5 Robertson Street will be widened to meet the standards of the Knightdale Transportation Plan. A 10' wide multi-use path will also be constructed on the north side of Robertson Street and a 5' sidewalk will be constructed on the south side.
- 5 Keith Street will be widened to meet the standards of the Knightdale Transportation plan. A 10' multi-use path will also be constructed on the east side of Keith Street and a 5' sidewalk will be constructed on the west side.
- 5 All remaining streets and alleys within the development will be constructed to Town of Knightdale standards.

STORMWATER

The Collection is located within the Neuse River basin with the site's stormwater runoff draining into Poplar Creek. According to the N.C. Department of Environmental Quality NC Surface Water Classifications website, Poplar Creek [Stream Index #27-35] is classified as C;NSW at this location. The proposed development shall be subject to stormwater management requirements found in Chapter 6: Environmental Protection of the Town of Knightdale's Unified Development Ordinance (UDO). Per regulations established in Chapter 6 of the Town of Knightdale's UDO, stormwater runoff provisions shall address peak flow mitigation and water quality management.

Three above ground stormwater control measures (SCMs) are proposed to meet regulations established Chapter 6 of the Town of Knightdale's UDO by providing peak flow mitigation and water quality management for the site. Additionally, these SCMs will be utilized to reduce Total Nitrogen (TN) export to a maximum of 6.00 lbs/ac/yr for residential development before buydown is allowed. The nitrogen buydown option will be utilized to further mitigate nitrogen loading and meet the required 3.6 lbs/ac/yr loading rate.

WATER + SEWER

- 5 Water and sewer within The Collection are designed to meet the standards of the City of Raleigh.
- 5 All sewer mains within the development will have an 8" diameter minimum.
- 5 A water system analysis will be submitted at time of construction drawing submittal to determine watermain sizes within the development.
- 5

MASS GRADING

According to section 6.2 B 3a., we respectfully request to mass grade the few 60' lots included in the project due to the fact that they need to be graded as part of the internal roadway construction, are adjacent to the railroad which has already been graded, and are interdependent with the overall compact development.



8

NEIGHBORHOOD MEETING REPORT

COLLECTION AT KNIGHTDALE NEIGHBORHOOD MEETING

August 27, 2019, 6:30pm

Knightdale Recreation Center, 102 Lawson Ridge Rd, Knightdale, NC 27545

A neighborhood meeting was held on August 27, 2019 at 6:30pm at the Knightdale Recreation Center at 102 Lawson Ridge Rd, Knightdale, NC 27545. There were three neighbors in attendance: a couple who own two houses at 605 Keith Street and 129 Jutson St, and a third neighbor who lives at 602 Keith St. The neighbors indicated that they were excited about the project and asked the following questions about the development:

- 5 **Stormwater:** The neighbors asked how stormwater would be controlled. The applicant indicated that several stormwater mechanisms would be in place on the site to ensure the development does not increase runoff onto adjacent properties.
- 5 **Sidewalks:** The neighbors asked if sidewalks would be included. The applicant indicated that sidewalks would be installed along Keith Street.
- 5 **Pond:** The neighbors asked if there were any plans for the pond on the site. The applicant noted that the pond would be left on site and buffered.
- 5 **Buffer:** The neighbor who lives at 602 Keith St asked how much buffer would be provided along the southwestern boundary line. The applicant indicated that there would be a stream buffer of a little over 50 feet along the southwestern boundary line because of the creek. Also, there are no plans to disturb the vegetation beyond the boundaries of the site.
- 5 **Traffic:** The neighbors asked whether a traffic study would be performed. The applicant indicated that a trip generation study would be performed to determine whether a Traffic Impact Analysis is required, though one is not likely required given that the development is relatively small with only 89 dwelling units.
- 5 **Community Gathering Space:** Regarding the community gathering space in the center of the development, the neighbors indicated that they prefer not to see basketball courts, which would likely attract a great deal of visitors to the area. The applicant noted that there are no plans to build a basketball court in the community gathering space.



9

ZONING CONDITIONS

SINGLE-FAMILY DWELLING ARCHITECTURAL STANDARDS

1. Single-family 2-story homes built on lots at least 60-feet wide will have a minimum of 2,000 square feet and 1-story homes on such lots will be a minimum of 1,600 square feet. Lots that are at least 60-feet wide will have front-loaded garages.
2. Single-family homes built on lots less than 60-feet will have a minimum of 1,450 square feet and have alley-loaded garages.
3. All single-family homes shall be raised from the finished grade a minimum of 18" and shall have stem wall or raised slab foundations that shall be covered on all sides with brick, or stone. Areas under porches may be enclosed with lattice.
4. All single-family homes with a crawl space will be wrapped in brick, or stone on all sides.
5. All single-family homes will have a combination of two or more of the following materials on the front façade (not counting the foundation): stone, brick, lap siding, fiber cement siding, shake or board and batten. All siding will be fiber cement. Vinyl may only be used for soffits, fascia, and corner boards.
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7. Main roof pitches (excluding porches) for 2-story homes shall be at least 7:12.
8. There shall be a 12" overhang on every gable roof end.
9. Main roof pitches for 1-story and 1.5 story homes will be at least 6:12.
10. Garages for lots that are at least 60-feet wide will not protrude more than six (6) feet from the front porch or stoop and all garages doors shall have window inserts.
11. For every 30 linear feet (or fraction) of continuous side elevation, there shall be one window or door added to the side elevation. Any siding break on the side of the home such as a fireplace, porch, wall offset can be used as an alternate to a window or door.
12. Garages will not exceed 45% of the front facade width or will be split into two bays.

TOWNHOUSE ARCHITECTURAL STANDARDS

1. All townhouse units will have alley loaded garages.
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Entrance

- 5 Recessed Entry with 6" minimum width door trim
- 5 Covered Porch with 6" minimum width Pillars/Posts/Columns

Building Offset

- 5 Façade off set
- 5 Roof line off set

Façade

- 5 Bay window
- 5 Balcony
- 5 Window Trim with 4" minimum width
- 5 Patterned finish (scales, shakes, wainscoting, brick, or stone)

Roof

- 5 Dormer
- 5 Gable
- 5 Cupola/Tower/Chimney
- 5 Decorative cornice of roof line (flat roofs only)

6. There shall be a 12" overhang on every gable roof end.
7. Townhouse building walls shall be wood clapboard, cement fiber board or shingle, wood board and batten, brick, stone, or stucco.
8. Main roofs on townhouse buildings shall have a pitch between 6:12 and 12:12. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building. Monopitch roofs shall have a pitch of at least 3:12.

GENERAL DEVELOPMENT CONDITIONS

1. Administrator Approval of Minor Variances. The Staff may approve minor variances to the Specific Requirements listed above provided that such minor variance meet the overall intent of these Architectural Standards and conform to the Comprehensive Plan and other adopted plans of the Town.
2. The developer is granted an exception from the UDO Section 6.2.B with the ability to grade the site outside of the proposed right-of-way for the 60' wide single-family residential lots.

August____, 2019

Re: 614 Keith Street Notice of Neighborhood Meeting

Neighboring Property Owners:

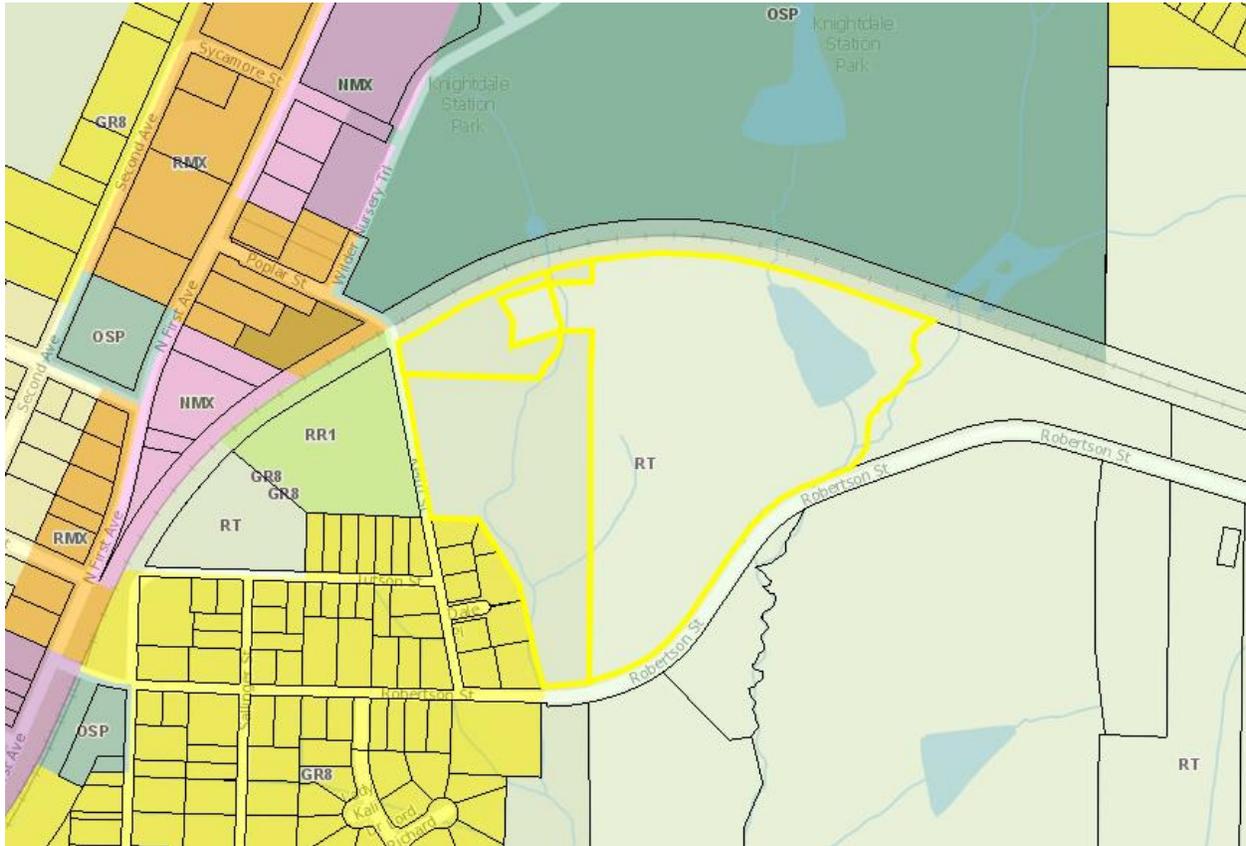
A neighborhood meeting will be held at 6:30pm p.m. on Tuesday, August 27, 2019 in rooms 404 and 406 of the Knightdale Recreation Center located at 102 Lawson Ridge Rd, Knightdale, NC 27545. The purpose of the meeting is to discuss an upcoming application to rezone property made up of five parcels, located at 614 Keith St, Knightdale, NC (“the Site”). The parcels have PIN#:s: 1754539404, 1754537747, 1754539814, 1754630926, and 1754635524. Attached is a vicinity map outlining the location of the Site. The Site is currently zoned Rural Transition (RT). We propose to rezone the Site to a Planned Unit Development (PUD) district. The applicant will describe the nature of this rezoning request and field any questions from the public. The Town of Knightdale requires a neighborhood meeting involving the property owners within 200 feet of the area requested for rezoning prior to the submittal of any rezoning application. Any landowner who is interested in learning more about this project is invited to attend.

If you have any questions please contact Bahati Mutisya at 919-835-4686 or via email at bahatimutisya@parkerpoe.com. You may also contact the Town of Knightdale Department of Development Services at 919-217-2244, or visit the Town’s web portal at <https://www.knightdalenc.gov/departments/development-services>.

Thank you,

Bahati Mutisya

614 Keith St Vicinity Map





TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #20-07-15-001

AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE OF THE TOWN OF KNIGHTDALE WHICH INCLUDES THE ZONING DISTRICT MAP

ZMA-6-19 The Collection Planned Unit Development

WHEREAS, the Town of Knightdale has received a petition to amend the zoning of the property from Rural Transition (RT) to General Residneital-8 Planned Unit Development (GR-8 PUD); and

WHEREAS, the Town Council finds the proposed Zoning Map Amendment is consistent with the KnightdaleNext 2035 Comprehensive Plan as it addresses several of the guiding principles including encouraging infill development & redevelopment, providing great neighborhoods & expanded home choices, supporting parks & recreation, promoting compact development patterns, and sustaining the natural environment. It is further consistent with the General Growth Framework, Growth & Conservation, Street Network, and Trails & Greenway Maps. The request is also 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;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Knightdale, North Carolina:

SECTION 1: That the Unified Development Ordinance of the Town of Knightdale Code, which includes the Zoning District Map, be amended to rezone approximately 28.13 ± acres located within the Town of Knightdale's Corporate Limits and Extra Territorial Jurisdiction located east of Keith Street, and north of Robertson Street, and identified as Wake County PINs 1754-63-5524, 1754-53-9404, 1754-53-7747, 1754-53-9814, and 1754-63-0926 from Rural Transition (RT) to General Residnetial-8 Planned Unit Development (GR-8 PUD) as indicated.

SECTION 2. That the additional conditions contained within the application identified as ZMA-6-19 and PUD document (Exhibit 1), and listed below apply as additional zoning conditions to the parcels of land identified as PINs 1754-63-5524, 1754-53-9404, 1754-53-7747, 1754-53-9814, and 1754-63-0926:

1. Townhomes within the proposal will comprise 38.8% of the total number of dwelling units.
2. Single-family dwelling units on lots 60 feet in width will be accessed via a driveway that connects to the fronting public right-of-way. Additionally, front- and rear-loaded single-family dwellings will be served by driveways that are a minimum length of 20' rather than the UDO requirement of 35".
3. Allowance of mass grading the entire site, including lots exceeding the UDO required prohibition on mass grading.
4. All townhomes shall be a minimum 3-stories in height.

5. Single-Family Dwelling Architectural Standards: In addition to the elevations, the applicant agrees to the Single-Family Dwelling Architectural Standards found in UDO Ch. 5.7 and the additional conditions listed below:
 - a. Single-family 2-story homes built on lots at least 60-feet wide will have a minimum of 2,000 square feet and 1-story homes on such lots will be a minimum of 1,600 square feet. Lots that are at least 60-feet wide will have front-loaded two car garages.
 - b. Single-family homes built on lots less than 60-square feet will have a minimum of 1,450 square feet and have alley-loaded two car garages with the exceptions that a maximum of 15% of such homes may be a minimum of 1,450 square feet.
 - c. All single-family homes shall be raised from the finished grade a minimum of 18" and shall have stem wall or raised slab foundations that shall be covered on all sides with brick, stone, or stucco. Areas under porches may be enclosed with lattice.
 - d. All single-family homes with a crawl space will be wrapped in brick or stone on all sides,
 - e. All single-family homes will have a combination of two or more of the following materials on the front façade (not counting the foundation): stone, brick, lap siding, fiber cement siding, shake or board and batten. All siding will be fiber cement. Vinyl may only be used for soffits, fascia, and corner boards.
 - f. All single-family homes will have a front porch with a minimum depth of five (5) feet. Front porch posts will be at least 6"x6".
 - g. Main roof pitches (excluding porches) for 2-story homes shall be at least 7:12.
 - h. There shall be a 12" overhang on every gable roof end,
 - i. Main roof pitches for 1-story and 1.5-story homes will be at least 6:12.
 - j. Garages for lots that are at least 60-feet wide will not protrude more than six (6) feet from the front porch or stoop and all garage doors shall over window inserts and hardware.
 - k. For every linear 30 feet (or fraction) of continuous side elevation, there shall be one window or door added to the side elevation. Any siding break on the side of the home such as a fireplace, porch, wall offset can be used as an alternative to a window or door.
 - l. Garages will not exceed 45% of the front façade width or will be split into two bays.
6. Townhouse Architectural Standards: In addition to the elevations, the applicant agrees to the Townhouse Architectural Standards found in UDO Ch. 5.8 and the additional conditions listed below:
 - a. All townhouse units will have alley-loaded two car garages.
 - b. All townhouse units shall be raised from the finished grade a minimum of 18" and have stem wall or raised slab foundations that shall be covered on all sides with brick, stone, or stucco. Areas under porches may be enclosed with lattice.
 - c. All townhouse units will have a combination of two or more of the following materials on the front façade (not counting the foundation): stone, brick, lap siding, fiber cement siding, shake or board and batten. All siding will be fiber cement. Vinyl may be used for soffits, fascias, and corner boards.
 - d. Usable front porches shall be at least five (5) feet deep and extend more than 30% of the primary façade.
 - e. All townhouse units shall provide detailed design elements using at least one (1) of the features from each of the four categories below:
 - o Entrance:
 - Recessed entry with 6" minimum width door trim

- Covered porch with 6” minimum width pillars/posts/columns
- Building Offset:
 - Façade offset
 - Roofline offset
- Roof:
 - Dormer
 - Gable
 - Cupola/Tower/Chimney
 - Decorative cornice of roof line (flat roof only)

And at least two (2) of the following elements:

- Front Façade:
 - Bay window
 - Balcony
 - Porch
 - Shutters
 - Window trim with 4” minimum width
 - Patterned finish (scales, shakes, wainscoting, brick, or stone)
- f. There shall be a 12” overhang on every gable roof end.
- g. Townhouse building walls shall be wood clapboard, cement fiber board or shingle, wood board and batten, brick, or stone.
- h. Main roofs on townhouse buildings shall have a pitch between 6:12 and 12:12. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building. Monopitch roofs shall have a pitch of at least 3:12.
- i. For every second and third story of the side elevations, there shall be a minimum of three windows added to the side elevation. Any siding break on the side of the home such as a fireplace or wall offset can be used as an alternate to a window. On the ground floor there shall be at minimum of one window on the side elevations.
- j. The second and third stories of the rear elevation shall have either a balcony and door(s) or windows making up a minimum of 25% of the length of the rear elevation. The percentage is measured as the horizontal plane (lineal feet) containing a balcony and door(s) or windows divided by the total horizontal plane length.
- k. No two townhome units in a building shall have the same exterior paint color scheme.
- l. All townhomes shall be three (3) stories.

7. The submitted site plan (Exhibit A) and home elevations will serve as the site-specific development plan. However, the applicant must submit Construction Drawings to the Town for approval that are in conformance with the approved conditions of the GR-8 PUD zoning district, master plan comments, Unified Development Ordinance, and comments from the October 31, 2019 DRC meeting.

SECTION 3. That all laws and clauses of law in conflict herewith are hereby repealed to the extent of said conflict.

SECTION 4. That if this ordinance or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given separate effect and to the end the provisions of this ordinance are declared to be severable.

SECTION 5. That this ordinance has been adopted following a duly advertised public hearing of the Town Council and following review and recommendation by the Land Use Review Board.

SECTION 6. That this ordinance shall be enforced as provided in G.S. 160A-175 or as provided for in the Knightdale Town Code

SECTION 7. That this ordinance shall become effective upon its adoption by Town Council.

Adopted this 15th day of July, 2020

James A. Roberson, Mayor

ATTEST:

Heather M. Smith, Town Clerk

APPROVED AS TO FORM:

Roger Knight, Town Attorney



Town of Knightdale

Staff Report Cover Sheet

Title: Environmental Pond Project 21-6000-0001

Staff: Phillip Bunton, Director Public Works

Date: July 15, 2020

PURPOSE

- To provide a summary of the bid process and results for project 21-6000-0001, Environmental Park Plunge Pool and Pond Rehabilitation Phases 1 & 2.

STRATEGIC PLAN PRIORITY AREA(S)

- Sustainable
- Active & Healthy

GENERAL STATUTE REFERENCE(S), if applicable

- Informal bid process pursuant to NC G.S. 143-131

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- 60-7000-7100

ATTACHMENT(S)

- Staff Report

STAFF RECOMMENDATION

- In conformance with NCGS 143-131, staff recommends acceptance of the Phase 2 and Alternate #2 in the amount of \$233,940.00 and awarding Project 21-6000-0001 Environmental Park Plunge Pool and Pond Rehabilitation Project to Credence Inc. Further, staff recommends authorizing the Town Manager to execute the contract for the same project pending legal review by the Town Attorney. Lastly, Staff recommends authorizing the Town Manager to sign potential change orders on this project up to \$25,000, provided the change does not exceed the total project budget ordinance.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report

Title: Environmental Park – Bid Results

Staff : Phillip Bunton – Public Works

Date: 07/15/20

Director Signature: PB

Asst. Town Manger Signature: DT

Town Manager Signature: WRS

BACKGROUND INFORMATION

- The Purpose of this Staff Report is to provide a summary of the bid process and results for project 21-6000-0001, Environmental Park Plunge Pool and Pond Rehabilitation Phases 1 & 2.

SUMMARY

- The Town's Environmental Park Pond serves not only as passive recreational and educational park, but also as a regional stormwater device. The pond is the flow control device for a majority of the stormwater runoff from the Edenburgs Keep, Pebblebrook, and Maplewood subdivisions, along with runoff from Hwy 64 Business. Staff has identified an ongoing issue with upstream sedimentation being deposited in the Pond. This sedimentation has contributed to localized flooding and upstream stream bank degradation. The Pond is not in good health and is being overgrown with vegetation. In early 2019, Town Staff began working with Withers Ravenel, in their capacity as the Town Stormwater Engineer, to determine potential solutions for the Pond. Staff met with both local and federal authorities and received permission to restore the pond back to its original depths and dimension, make improvements to the pond riser device, and create a plunge pool for ongoing maintenance on the lower side of the outlet pipes under Smithfield Road. Plans were submitted and reviewed by the Town Development Services staff and Wake County. The Town has received the appropriate permits from the Army Corps of Engineers. An RFP was created, advertised, and released on May 4, 2020 and bids were received on June 10, 2020. Given the estimated budget range of this project, the Town was operating this as an informal bid process as NC G.S. 143-131.

APPLICABLE REGULATIONS & ORDINANCES:

- Informal bid process pursuant to NC G.S. 143-131.

STAFF UPDATE:

- Staff received seven (7) sealed bids on June 10, 2020. Bids were opened and recorded at 2pm. The bid results are posted below:



Town of Knightdale

Staff Report

Environmental Park - Plunge Pool and Pond Riser Rehab Ph1&2 - 21-6000-0001									
NAME OF BIDDER	Requested	Sent	Site Visit	NON COLLUSION	Phase I - Pond Dredge	Phase 2 - Plunge Pool	Alt 1 - Discount Combined	Alternate 2 - PH1 w/ Offsite Hauling	Total of Phase 2 and Alt2
	Fred Smith Company	X	X	x	x	\$ 359,019.00	\$ 139,627.00	\$ 467,823.50	\$ 483,419.00
Wellons Construction	X	X							
JM Thompson	X	X	x						\$ -
Stewarts Grading and Hauling	X	X	x	x	\$ 258,610.00	\$ 63,995.00	\$ 299,286.50	\$ 303,235.00	\$ 367,230.00
Credence	X	X	x	x	\$ 144,307.50	\$ 33,432.50	\$ 167,425.00	\$ 190,507.50	\$ 223,940.00
Northstar Environmental	x	x	x	x	\$ 281,135.95	\$ 62,696.05	\$ 328,758.30	\$ 361,561.95	\$ 361,561.95
Bridgeview Contractors, Inc.	x	x	x	x	\$ 270,080.00	\$ 60,795.00	\$ 315,790.00	\$ 368,980.00	\$ 429,775.00
Sawyer's Land Developing	x	x	x	x	\$ 167,500.00	\$ 37,400.00	\$ 199,500.00	\$ 192,600.00	\$ 230,000.00
Carolina Civilworks	x	x	X	x	\$ 459,053.00	\$ 127,950.00	\$ 584,450.00	\$ 603,593.00	\$ 731,543.00

The bid was broken down into Phase 1 – Pond Dredge and Riser Rehabilitation, Phase 2 – Plunge Pool installation, Alternate 1 a combined discount, and Alternate 2 – Offsite Hauling. Staff was interested in seeking the best combination of services to scale of work. Staff also recommends a “turnkey” approach where the contractor is responsible for disposal of all pond dredge spoils. This combined number is below the original budget of \$333,000.00 for the construction phase of the project.

As indicated above the low bidder for the project was Credence Inc. During Staff’s due diligence of the bid submission, Credence Inc. was found to have all the bid pre-requisites, the ability to be bonded appropriately, a wealth of experience in these types of projects and excellent feedback from references.

RECOMMENDED ACTION

- In conformance with NCGS 143-131, staff recommends acceptance of the Phase 2 and Alternate #2 in the amount of \$233,940.00 and awarding Project 21-6000-0001 Environmental Park Plunge Pool and Pond Rehabilitation Project to Credence Inc. Further, staff recommends authorizing the Town Manager to execute the contract for the same project pending legal review by the Town Attorney. Lastly, staff recommends authorizing the Town Manager to sign potential change orders on this project up to \$25,000, provided the change does not exceed the total project budget ordinance.



UPCOMING EVENTS & MEETINGS

AUGUST 10

Land Use Review Board

7:00 pm

AUGUST 19

Town Council

7:00 pm

FASTEST-GROWING SMALL TOWNS IN NORTH CAROLINA

Knightdale is the state's sixth fastest-growing town, according to US Census data released in May. Knightdale grew from 2,200 residents in 1990 to an estimated of 17,843 residents as of July 2019. The Town has also had a 56 percent increase since 2010!

Please visit the following [link](#) to view the report and to see how Knightdale compares to other towns in North Carolina!



BUILDING PERMIT UPDATE

The Town of Knightdale began a new fiscal year on July 1st. As we look back on Fiscal Year 20, we have had an increase in the number of new Single Family Building Permits and Commercial Building Permits issued.

Our number of Commercial Building Permits increased from 67 to 80 permits.

The Town also saw an increase in the number of permits issued for new Single Family Building Permits, with our numbers increasing from 138 to 150 permits.

These reported numbers reflect all permits issued, both in Town limits and extraterritorial jurisdiction (ETJ).



Most Affordable Place to Live in NC

-SmartAsset.com 2015-2017

Top 10 Fastest Growing Community in NC

-US Census Bureau

<i>BUILDING PERMITS (TOWN LIMITS)</i>	June	YTD
Single Family Dwellings (SFD)	6	68 - \$1,597,344
Average Construction Value	\$168,773	\$186,415
Residential Additions	13	53 - \$846,745
Commercial	7	46- \$9,503,863
Certificates of Occupancy (SFD)	11	75
Mechanical Permits	37	149
<i>DEVELOPMENT REVIEW</i>	June	YTD
Zoning Compliance		
Without Site Plan	2	25
With Site Plan	1	4
Misc. Map Recording (Minor Sub-division, Recombination, etc.)	1	4
Major Subdivision Lots Recorded (Town Limits)		
Lots	0	0
Fees	\$0	\$0
<i>QUASI-JUDICIAL PROCEEDINGS</i>	June	YTD
Variances	1	1
Appeals	0	0
<i>LEGISLATIVE CASES</i>	June	YTD
Zoning Text Amendment	0	0
Zoning Map Amendment	2	3

Building Briefs

- Town Council approved a proposed Planned Unit Development (PUD) rezoning off of Parkstone Towne Boulevard. The proposed development will feature 148 townhome unites.



- Poplar Creek Phase IV received Town Council approval. The proposed Planned Unit Development will feature 50 single family residential lots.



CENSUS 2020 WAKE COUNTS

CENSUS 2020
Wake Counts

It is not too late, so please complete the 2020 Census today! All households received an invitation to participate in the census to help shape the Town and County. Census results help determine funding, Congress seats, and legislative boundaries.

Knightdale currently has a 67% response rate, but you still have time to can respond online, by phone, or by mail. If you have any questions, please visit the census [website](https://www.census.gov).

Complete the
2020 Census at
my2020census.gov

#WakeCounts

CENSUS 2020 | Wake Counts

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