KNIGHTDALE TOWN COUNCIL MEETING AGENDA

950 Steeple Square Court, Knightdale, North Carolina 27545

May 20, 2020
7:00 p.m.

WELCOME by Mayor Roberson.
INVOCATION by Mayor Pro Tem Day

ITEM I. ADOPTION OF AGENDA

ITEM II. PRESENTATIONS, RECOGNITIONS, AWARDS

A. Unified Development Ordinance Update — DS Director
B. Northeast Area Study 2020 Update — DS Director

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 made arrangements 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. February 19, 2020 Regular Meeting Minutes
B. March 2, 2020 Work Session Minutes
C. March 7, 2020 Strategic Retreat Minutes
D. May 4, 2020 Work Session Minutes
E. Order to Collect Taxes
   RES #20-05-20-001
F. Payroll/HR Software Agreement Approval
G. Closing of Public Works Capital Project
   RES #20-05-20-002
H. Veterans Memorial Recognition Policy Update
I. Public Comment Policy
J. Northeast Area Study SOT Appointments
K. Wake Stone Athletic Park Street Name Approval

RES #20-05-20-003

L. Firestone Development Agreement

M. Administrative Leave Policy

N. Contract for Billing Services with City of Raleigh

O. Wake County Fire Protection Agreement

ITEM V. JOINT PUBLIC HEARINGS

Due to the COVID-19 pandemic, the Knightdale Town Council meeting will be held electronically and therefore the Town has made arrangements for alternate ways to submit comments for Public Hearings. Comments can be submitted online (Knightdale Public Comment Form), at the drop box at Town Hall (950 Steeple Square Ct), or by calling (919) 217-2290 and leaving a message. Before speaking, please state your name and address for the record. Speaker comments are limited to three (3) minutes and large groups are asked to designate a spokesperson. Comments received 24 hours in advance of the meeting will be shared with Council and the Land Use Review Board prior to the meeting and summarized during the live meeting. The Public Comment Period will remain open for 24 hours following the meeting and any comments received will be included in the official record.

ZMA-8-19 Parkstone Townhomes PUD — DS Director

ITEM VI. PUBLIC HEARINGS

ITEM VII. SET PUBLIC HEARINGS

ITEM VIII. OLD BUSINESS

A. ZMA-7-19 Poplar Creek Village Phase IV — DS Director
ORD #20-05-20-001

B. ZMA-6-19 The Collection — DS Director
ORD #20-05-20-002

ITEM IX. NEW BUSINESS

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: May Development Services Insider
Budget Transfer Report

Town of Knightdale

Staff Report Cover Sheet

Title: Unified Development Ordinance (UDO) Update

Staff: Jason S. Brown, AICP, CZO

Date: May 20, 2020

PURPOSE

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

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive
- Sustainable

GENERAL STATUTE REFERENCE(S), *if applicable*

- N/A

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- FY ’20-’21 Adopted Budget

ATTACHMENT(S)

- Staff Report
- Project Scope and Approach
- Diagnostic Memorandum

STAFF RECOMMENDATION

- Receive as information

Town of Knightdale

Staff Report

Title: UDO Update

Staff: Jason S. Brown, Assistant Development Services Director

Date: May 20, 2020

Director Signature: CH

Asst. Town Manger Signature: DT

Town Manager Signature: WRS

BACKGROUND INFORMATION

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

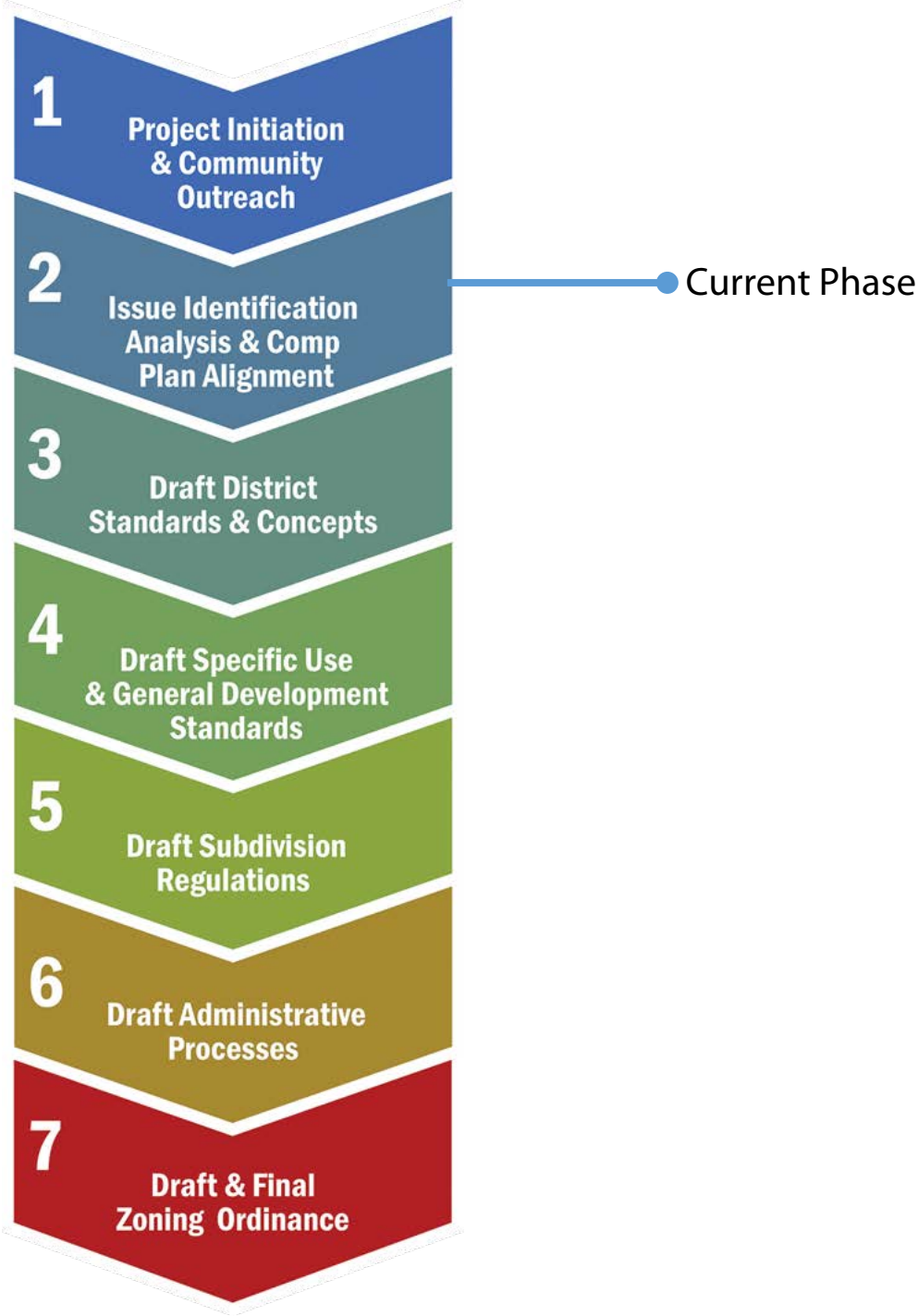
SUMMARY

- The UDO Update is a seven-step process. The project approach and process are outlined as an attachment to this staff report. The first phase was project initiation and community outreach. This phase is substantially complete, but there are still two opportunities to provide input. The project website has a link to a questionnaire as well as the map.social interactive mapping tool. The second phase of issue identification and Comprehensive Plan alignment is wrapping up with the Diagnostic Memorandum.

  This memo provides a framework for the UDO Update process and clarifies how the update will align the UDO to the KnightdaleNext 2035 Comprehensive Plan. It is not meant to identify every text edit or change, but to focus the effort on comprehensive plan alignment, legislative/judicial changes, and staff identified areas for improvement. This memo will be presented to the Town Council at the May 20th meeting. The consultant team will provide a brief presentation and will be available to answer any questions. Since this is a virtual meeting it would be helpful to provide have any substantial questions regarding the memo or the process prior to the meeting. It is staff's goal to incorporate any feedback from staff, Council, and the project committee into one last edit. The current draft of the diagnostic memo is attached for your review. If you have any additional feedback prior to or after the Council meeting it would be helpful to have all comments by Friday, May 22, 2020.

RECOMMENDED ACTION

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


1
Project Initiation & Community Outreach
2
Issue Identification Analysis & Comp Plan Alignment
3
Draft District Standards & Concepts
4
Draft Specific Use & General Development Standards
5
Draft Subdivision Regulations
6
Draft Administrative Processes
7
Draft & Final Zoning Ordinance
Current Phase

HOUSEAL LAVIGNE

Memorandum

Date: April 3, 2020

SENT VIA EMAIL

To: Jason Brown, AICP, CZO
Town of Knightdale

From: Houseal Lavigne
Nik Davis, AICP
Jackie Wells, AICP

Re: **Diagnostic Report**
Unified Development Ordinance Update

This memorandum is delivered in support of the Unified Development Ordinance (UDO) Update project for the Town of Knightdale. It presents the accumulated research of Step 2: Issue Identification Analysis, as described in the project scope of work.

The memo contains Houseal Lavigne's initial assessment of Knightdale's existing Unified Development Ordinance in comparison to the vision, goals, and recommendations established in the recently adopted Knightdale Next 2035 Comprehensive Plan. Related best practices are provided throughout the memorandum for potential application in the updated document. The recommendations of this report are preliminary, based upon the information and community input available to date. Future engagement with Town staff, the project steering committee, and the community may result in revisions.

This memorandum includes:

- An approach for alignment with the Knightdale Next 2035 Comprehensive Plan;
- A summary of issues identified during the public outreach process;
- Recommendations for compliance with 2019 North Carolina legislation related to planning and development regulations; and
- Responses to staff requested revisions.

HOUSEAL LAVIGNE

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Chicago, Illinois 60601
(312) 372-1008

www.hlplanning.com
info@hlplanning.com

Comprehensive Plan Alignment

The Knightdale Next 2035 Comprehensive Plan, adopted in August 2018, includes recommendations and zoning considerations for code changes. The Comprehensive Plan Alignment is the additional analysis of these recommendations needed to guide the development of the new UDO. The strategies outlined below relate to the implementation actions detailed on pages 116-119 of the Plan that will be addressed wholly or in part through updates to the UDO.

Comprehensive Plan Recommendation 1: Promote distinctive districts within the community.

The UDO will increase the number of building types established in Chapter 5 to better distinguish the desired character of the Town's various non-single-family residential zoning districts. Currently, there are five non-single-family residential use building types including institutional, civic, apartment, mixed-use, and commercial. The architectural standards associated with these building types do not vary based on the zoning district or character area in which they are located. To ensure that the Town's architectural standards help to create distinctive districts within the community it is recommended that new building types with varied architectural standards be established for applicable non-single-family residential neighborhoods.

Comprehensive Plan Recommendation 2, 3, and 4: Promote infill development within the downtown area; Create incentives for appropriate infill development in Old Town; and Establish site, street, streetscape, and building design standards for redevelopment sites.

The UDO will offer developers expedited processing, to incentivize development in certain districts by processing development proposals more quickly. In the Downtown and Old Town areas, a fast-tracked review process could be achieved by offering streamlined applications and administrative approval for development proposals that comply with all regulations of the UDO. This can help to reduce risk and financing costs by allowing developers to bring their product to the market more quickly. In addition, Chapter 5 – Building Types will be enhanced to include additional or different standards for redevelopment or infill development of the varying building types. The distinct standards will incentivize development by offering greater flexibility while not lowering the Town's high standards for design and architecture.

Comprehensive Plan Recommendation 5: Preserve land in the 100-year floodplain.

The Town's Flood Damage Prevention provisions (Section 6.6) help to prevent potential flood losses by restricting development in Special Flood Hazard Areas (SFHA). SFHAs are areas identified by the Federal Emergency Management Agency (FEMA) as an area with a special flood hazard, or areas within the 100 year floodplain. Development in these areas can be protected by the National Flood Insurance Program, the rates of which are dependent on a community's rating in the Community Rating System. To improve Knightdale's rating, the UDO include higher regulatory standards such as requiring freeboard, soil tests or engineered foundations, or compensatory storage.

Comprehensive Plan Recommendation 6: Preserve and protect meaningful quantities of open space.

The UDO will establish a new Planned Unit Development (PUD) approval process. Currently, PUDs are only included in Chapter 2: District Provisions where they are intended to encourage creativity and innovation in the master planning of development. Additionally, the UDO establishes specific provisions which must be addressed in PUD District Master Plans. The current PUD approval process is unclear. To improve it, the UDO will establish modification standards, which are similar to standards of review, for the consideration of site development allowances, or deviations from underlying zoning controls. The preservation and protection of meaningful quantities of open space, such as tree stands or critical sensitive areas, will be made a modification

standard in the PUD process. This would encourage developers to request site development allowances that would cluster smaller residential parcels on areas of a site that are more suitable for development and preserve contiguous areas of open space. Additionally, the UDO will establish a menu of open space activation options to ensure that new development is adequately served by park space.

Comprehensive Plan Recommendation 7, 8, and 9: Encourage mixed-density development; Encourage a mix of residential types within a single development; and Ensure housing for all income levels.

The UDO can address these recommendations in a variety of ways including but not limited to expanding the types of housing permitted in residential zoning districts, enhancing the PUD process to encourage mixed density development, or establishing residential subdivision standards which require a mix of housing types and densities in subdivisions over a certain size. These strategies will be further discussed and refined as a part of Step 6: Draft Administrative Processes of the UDO Update scope of work.

Comprehensive Plan Recommendation 10 and 11: Develop a complete and integrated grid street network; Adopt different street design standards for suburban and urban conditions.

The UDO will increase the connectivity index requirement found in Chapter 9: Circulation and Connectivity to allow fewer cul-de-sacs in new residential development. Additionally, the Town should eliminate the allowance for Administrator-Awarded Modifications when pedestrian greenways are provided to link any cul-de-sac to another street or cul-de-sac. The Town should also require developers to post permanent signs at any street stubs notifying residents of its eventual continuation or connection in order to clearly communicate the intent of the roadway. Further, the General Infrastructure Design Guidelines found in Section 17.3 of the UDO will be revised to align with the Town's Complete Streets goals.

Comprehensive Plan Recommendation 12 and 13: Encourage a network of connected sidewalks, side paths, and pedestrian and cycling passages; and Require the incorporation of bike and pedestrian facilities within new development.

Currently the UDO only requires internal connection of sidewalks, side paths, and pedestrian and cycling passages. The UDO will revise the pedestrian circulation and connectivity standards in Chapter 9 to require connections to existing public sidewalks, side paths, and pedestrian passages that are located outside of a development. By expanding this requirement to require external connections, the Town will begin to develop a more connected pedestrian network. Further, the Town should update Appendix C: Bicycle Route and Greenway Plan to align with all relevant plans of the Town or county.

Comprehensive Plan Recommendation 14: Support rezoning requests that create neighborhood commercial nodes.

The Use Matrix found in Chapter 2: District Provisions of the UDO will be revised to allow for the "neighborhood retail/restaurant 2,000 square feet or less" use type as a special use in the General Residential and Urban Residential districts. By making this use category a special use in these districts the Town can encourage the development of commercial nodes. The special use process also provides the Town with the opportunity to hold the development to certain conditions that would ensure that the proposed non-residential use(s) would not negatively impact existing or future residential neighborhoods. Conditions will address the location and screening of off-street parking, the size and type of permitted signs, and building orientation and bulk to ensure that they are not out of scale with the surrounding neighborhood. The UDO update will also ensure that the special use permitting process is well defined and clear to encourage special use applications for desired uses.

Comprehensive Plan Recommendation 15 and 16: Reduce parking requirements within redevelopment sites; and Incorporate bus facilities during redesign of existing sites.

The UDO will allow for reductions to required parking when developers are able to meet certain criteria. Criteria could include distance from an established transit route, incorporation of bus facilities on site, access to public parking, or the availability of on-street parking.

Comprehensive Plan Recommendation 17 and 18: Encourage schools and institutions as anchors in neighborhoods and in mixed-use centers; Ensure appropriate infrastructure when new schools are sited and built to encourage multi-modal transportation and to increase accessibility from neighborhoods on all sides.

The UDO will be revised to make "schools – elementary and secondary" permitted subject to additional standards in all zoning districts. Additional standards will include required on site improvements to support multimodal transportation such as school bus loading zone requirements and bicycle parking requirements as well as neighborhood access requirements such as sidewalk connections.

Comprehensive Plan Recommendation 19: Continue to leverage the Town's location along major transportation corridors to attract a variety of industries – particularly clean, low-impact, knowledge intensive, higher wage industries.

The UDO will establish a new Tech / Flex zoning district to better accommodate desirable light industrial uses throughout the Town. The district will allow for a variety of uses that provide employment opportunities for office, institutional, research and development, and artisan manufacturing uses. The district will allow for flex space, where different combinations of uses are permitted to occur on a site simultaneously or over time.

Comprehensive Plan Recommendation 20: Prepare for new technology and trends such as ride-hailing services, autonomous vehicles, and electric vehicles.

Chapter 10 – Vehicle Accommodation Areas of the UDO will be revised to require a specified percent of required parking be reserved for ride-hailing service and autonomous vehicle loading and unloading. Additionally, the provision of electric vehicle charging stations will be incentivized through a reduction of the required amount of internal parking lot landscaping or other design standard.

Comprehensive Plan Recommendation 21: Create attractive and accessible transit stop location.

Chapter 17 – Infrastructure Improvement Requirements of the UDO will be revised to require Transit Station / Stop easement dedications for development along a planned transit route.

Summary of Issues from Public Outreach Events

Through outreach events, the Knightdale community provided input on the issues and challenges with the existing Knightdale Unified Development Ordinance (UDO). Outreach events took place on November 20, 21, and 22, 2019 and included meetings with the Planning and Engineering Committee, Development Services Department staff, Department Directors, Council members, as well as two meetings open to all residents and business owners in the community. Participants provided their input to the consultant team (Houseal Lavigne) on all aspects of the UDO including its ease of use, development standards and regulations, district specific issues, permit processes, and the strengths of the ordinance. The most prevalent and pressing issues are summarized and presented below.

NOTE: The following is intended to summarize input received from the community and does not represent a list of recommendations for the UDO update.

1. Ease of Use. How could the UDO be made more user friendly?

A. More graphics and illustrations are needed to clearly communicate the intent of regulations.
B. The UDO should be reorganized to more linearly walk people through the development process and clean up sections that were amended.
C. The updated UDO should be made more user friendly with online tools that allow for hyperlinks, search functions, cross-references, and flow charts or guides that walk a user through the development process.
D. The Town's Water Allocation Policy should be more closely tied to the UDO.

2. Development Standards and Regulations. Are there specific development standards or land use regulations in the existing UDO that should be updated?

A. Cross-access between commercial uses should be required.
B. Subdivisions should be required to connect to one another to encourage more people to walk rather than drive.
C. Street cross sections and other transportation design standards should be updated and clarified.
D. The sign ordinance needs to be clarified in regard to sign measurement and permitted locations.
E. Emerging technologies like 5G infrastructure, self-driving cars, and alternative energy systems should be addressed.
F. The maximum size of accessory structures needs to be more flexible when being proposed for larger lots.
G. Bicycle and pedestrian needs should be a priority.
H. Development standards for mixed use development and infill development should be updated and enhanced.
I. Residential parking requirements should be examined to ensure that neighborhoods are not burdened with excessive on-street parking.
J. Stormwater management standards should be updated to include enhanced and clarified easement requirements and standards for on- and off-site collection.
K. Open space standards should be updated to accommodate requirements in more dense areas, including allowing rooftop recreation areas and other in-building options.
L. Maximum building heights surrounding Knightdale Station should be increased.

3. District Specific Issues. Are there any zoning issues unique to specific district or areas that need to be addressed?

A. Areas that have zero-lot line development should have higher standards for building materials to decrease the likelihood of house fires jumping from building to building.
B. The UDO should continue to protect rural areas from development.
C. The update should explore eliminating zoning districts that allow for only single-family detached development.
D. Gateways to the community should have different and more prescriptive design standards to ensure that these areas adequately represent Knightdale to surrounding communities and visitors.
E. The Highway Business District (HBD) should prioritize pedestrian safety and circulation.
F. The Neighborhood Mixed Use (NMX) and Residential Mixed Use (RMX) zoning districts need to be made more distinct and should better align with the Neighborhood Node place type in the Comprehensive Plan.
G. Aspects of the Transit Oriented Development place type included in the Comprehensive Plan should be incorporated into the UDO.
H. Large residential developments should be required to have more access points to main or primary roads and a grid system of streets instead of cul-de-sacs.

4. Permit Decision Making Process. Are there any process-related issues that should be examined as a part of the update?

A. The UDO should explore opportunities for administrative approval and relief.
B. Permit processes are distributed throughout the Code and should be streamlined.
C. Requirements for plat submittals and other applications should be updated and clarified.
D. The approval process for new residential subdivisions should be streamlined and clarified. What is required for approval, in terms of design standards, changes frequently.
E. The Town should have an online dashboard that keeps track of the permitting process for increased transparency with applicants and residents.

5. Other Issues.

A. The UDO should address traffic and circulation concerns where possible.
B. More as-of-right development should be permitted.

6. Strengths of the existing UDO. What aspects of the UDO are working well?

A. The design standards included in the UDO deliver the attractive, functional, and successful development that the Town would like to see.

2019 State Legislation Compliance

In 2019, the North Carolina General Assembly passed a number of bills affecting planning and development in the State. In addition to the reorganization of the statutes related to planning and development regulation into a consolidated Chapter 160-D the bills enacted also revised the law on:

A. Third-party requests to downzone property,
B. Permit choice,
C. Vested rights,
D. Judicial review of zoning decisions,
E. Short term rentals, and
F. Performance guarantees for subdivision improvement.

All municipalities in North Carolina must update their land development regulations to comply with the new legislation by January 1, 2021. In order to bring the Knightdale UDO into compliance with the new legislation it is recommended that the Town:

A. Update all references to state legislation to reflect reorganization of Chapter 160-D.
B. Align ordinance terminology and definitions with Chapter 160-D terminology and definitions.
C. Adopt broadened conflict-of-interest standards for governing, advisory boards, and staff.
D. Update Notice of Violation issue requirements.
E. Update development approval revocation procedures.
F. Revise subdivision performance guarantee requirements.
G. Establish expedited review procedures for certain minor subdivisions.
H. Allow concurrent review of development agreements with rezoning, subdivision, or conditional zoning review.
I. Revise public notification requirements to require notice to properties separated from the subject property by street, railroad, or other transportation corridors.
J. Revise Conditional District and Special Use Permit approval procedures to clarify that written consent to conditions related to approval must be received from the applicant / landowner.
K. Update quasi-judicial decision-making procedures.
L. Remove all building design element standards for all housing types that are built to the single-family building code from the UDO and establish a standalone 'residential pattern book'.

Note: Houseal Lavigne will continue to evaluate General Statues Chapter 160-D and recommendations in this memo are subject to change based on on-going research, precedence, local interpretation, and future legal review of the legislative changes.

Staff Requested Revisions

As the administrators of the UDO, Knightdale Development Services staff are keenly aware of the shortcomings of existing ordinance text. To ensure that the UDO update resolves these issues and serves the Town for years to come, staff compiled a list of UDO revisions they would like to see addressed during the update process. The following section is organized by UDO chapter and includes Houseal Lavigne's recommendations on how to address some of the concerns raised by staff. UDO revisions included in the staff compiled list that are not addressed below are direct requests for revisions that do not require additional consideration or guidance from staff.

Chapter 2: District Provisions

The District Provisions chapter establishes the Town's zoning districts, details what and how uses are permitted in each district, as well as sets forth the bulk and site dimensional standards for each district. The first issue raised by staff concerns the lot and building dimensional requirements for the GR3, GR8, and UR12 districts and the need for greater clarity about which requirements apply to infill development versus new development. Currently, the standards for both infill and new development are included in the same subsection, making it unclear as to what types of development the requirements apply to. To resolve this issue, the requirements for infill development should be separated from the requirements for new development. Subsection headers should clearly state what type of development the requirements apply to. Additionally, the requirements for infill development should be reorganized to be easier to understand. Further, the applicability of requirements for minimum driveway length for new development should be clarified to eliminate confusion as to whether the requirements apply to properties that are required to have rear or alley access for off-street parking. The next topic raised by staff concerns issues with sight distance triangles and easements in corner side yard setbacks. Currently the code treats side yards that abut roadways in the same way as side yards that abut other side yards, resulting in inefficient space to accommodate for sight distance triangles and easements. To resolve this, the definition of a front yard should be revised to include all street facing yards.

The final issue raised by staff is about an inconsistency between the Use Matrix included in Section 2.3(C) and the UDO definitions. Currently, there is a definition and use code number for "Medical Services – Outpatient/Urgent Care Center" however it is not included in the Use Matrix. The Use Matrix should be revised to include this use. Staff should consider how it should be permitted and in which districts it should be allowed. To ensure that all inconsistencies such as this are resolved in the updated UDO, all definitions will be reviewed and revised as necessary.

Chapter 12: Signs

These regulations need to be thoroughly revised given the Supreme Court of the United States (SCOTUS) decision in Reed v. The Town of Gilbert, Arizona (2015). Knightdale is among municipalities nation-wide that are affected by the SCOTUS ruling. The Court determined that signs cannot be regulated differently based on the content of the sign's message. This applies to the size, location, and duration of noncommercial and commercial signage. Several instances of content-based regulations exist in the Knightdale sign ordinance, including varying regulations for real estate signs, murals or wall art, and flags. Although staff raised several concerns about existing sign regulations, they primarily concern sign content or regulations based on sign content. To address these concerns, Houseal Lavigne will work closely with staff on the update of this chapter to ensure that it resolves them and brings the ordinance into compliance with current case law.

Other Staff Requested Revisions

In addition to the revisions requested for Chapter 2 and Chapter 12 detailed above, Town of Knightdale staff have identified the following topics to address as a part of the UDO update.

A. DRC Membership
B. Affordable Housing
C. Street Cross Sections
D. Collector Street Standards/Roundabouts
E. Public Hearing Notices (160D Changes + best practices)
F. Stormwater
G. Fences
H. Performance Guarantees
I. Accessory Structures (Infill and Large Lots)
J. Definitions

Town of Knightdale

Staff Report Cover Sheet

Title: Northeast Area Study 2020 Update

Staff: Jason S. Brown, AICP, CZO

Date: May 20, 2020

PURPOSE

- To provide an introduction and update to the Northeast Study (NEAS) 2020 update.

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive
- Sustainable

GENERAL STATUTE REFERENCE(S), *if applicable*

- N/A

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- CAMPO Project Introduction
- Video Introduction: https://www.youtube.com/watch?v=uE6IxFGdB1s

STAFF RECOMMENDATION

- Receive as information

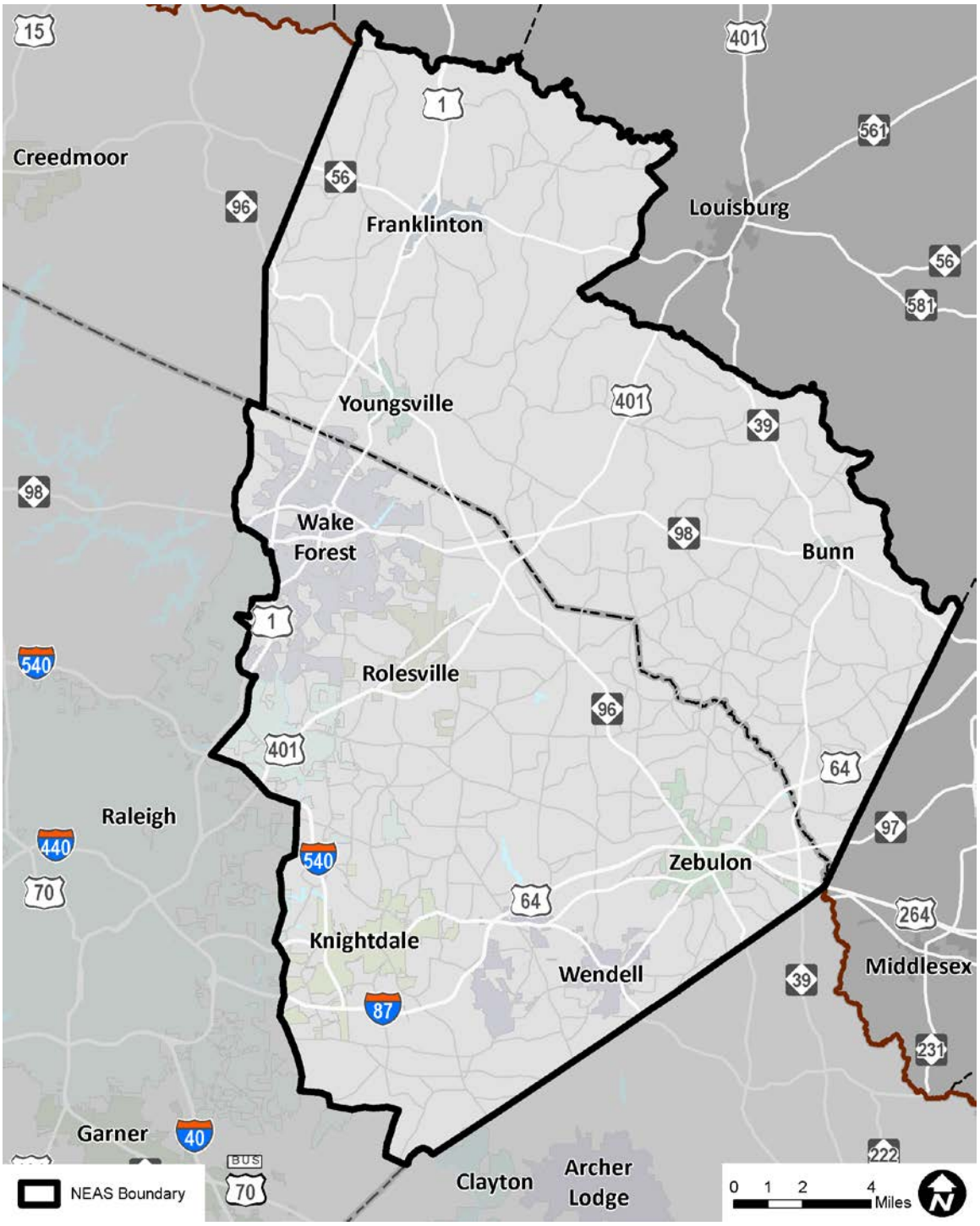
The Capital Area MPO (CAMPO) would like to invite you to participate in the Northeast Area study Update (NEAS Update) that has kicked off, covering all of the Town of Knightdale jurisdiction. Your feedback and participation is vital to the success of the study. The NEAS Update is an update to the original 2014 Northeast Area Study that looked at land use and multimodal transportation needs of the study area. The study covered parts of unincorporated areas of Wake and Franklin Counties as well as all or parts of the municipalities of Bunn, Franklinton, Knightdale, Raleigh, Rolesville, Wake Forest, Wendell, Youngsville, and Zebulon. This update will produce recommendations across all modes as well as refresh policies and priorities that may have evolved since the original study. CAMPO conducts area studies such as this one in order to achieve more robust public engagement and take a deeper dive into specific network issues within a smaller area. Recommendations from the NEAS Update will inform the 2050 Metropolitan Transportation Plan (MTP), which is a region-wide long-range transportation plan updated every 4 years. The NEAS Update started in February of this year to be completed by June 2021.

Stantec was selected as the lead consultant by a selection committee team of members from around the northeast area, with subs including Alta Planning & Design, City Explained, Inc., Nealon Planning, J S Lane Company, and LK Consulting Solutions. As a part of this study (similar to 2014) we have created a Stakeholder Oversight Team (SOT), including decision-makers and community leaders, to provide oversight direction and valuable feedback on the study findings and recommendations. Also, we have partnered with all communities within the NEAS Update study area creating another committee (a Core Technical Team) made of local planning/engineering municipal staff. They will meet more frequently and focus on key deliverables for the study. Main deliverables from the study will include: a project workbook, including recommendations for roadway, bicycle, pedestrian, and transit projects to be considered in the 2050 MTP; a best practices/policy guidebook; a public outreach & collaboration document; and a hot spots & concept designs document to take a more detailed look at specific intersections or corridors. We will be reaching out to you at different times in the study to gain input on preliminary findings of the land use and transportation scenario assessments, and again towards the end of the study to present the draft recommendations.

You can visit the project website at www.neasupdate.com. On the website there is a short video intro, where you will find good information on the study background and objectives, as well as key deliverables and public engagement events. The website also includes a **Survey** and **Interactive Map,** where you will be able to identify issues, concerns, and points of interest in the study area that will be evaluated in more detail as the study progresses. Also, save the date for two virtual public symposiums scheduled in June: **Tuesday, June 9th 2020 at 5:30 PM** and **Saturday, June 13th 2020 at 10:00 AM**.

Feel free to reach out if there is anything I can do to help spread the word to gather valuable feedback from Knightdale residents. Thank you and we look forward to working with you on the Northeast Area Study Update!

Brandon Watson – NEAS Update Project Manager
Capital Area MPO
919-996-4397
www.campo-nc.us [campo-nc.us]
www.neasupdate.com [neasupdate.com]


Creedmoor
Franklinton
Louisburg
Youngsville
Wake Forest
Bunn
Rolesville
Raleigh
Zebulon
Knightdale
Wendell
Middlesex
Garner
Clayton
Archer Lodge
NEAS Boundary
0 1 2 4 Miles

Town of Knightdale

Staff Report Cover Sheet

Title: Town Council Minutes

Staff: Heather Smith, Town Clerk

Date: May 20, 2020

PURPOSE

- To provide the minutes from the February 19, 2020 Regular Meeting, March 2, 2020 Work Session, March 7, 2020 Strategic Retreat, and May 4, 2020 Work Session for Council review and approval.

STRATEGIC PLAN PRIORITY AREA(S)

- Organizational Excellence

GENERAL STATUTE REFERENCE(S), *if applicable*

- § 143-318.10(e).

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- February 19, 2020 Regular Meeting Minutes
- March 2, 2020 Work Session Minutes
- March 7, 2020 Strategic Retreat Minutes
- May 4, 2020 Work Session Minutes

STAFF RECOMMENDATION

- Approve the minutes from the February 19, 2020 Regular Meeting, March 2, 2020 Work Session, March 7, 2020 Strategic Retreat, and May 4, 2020 Work Session.

KNIGHTDALE
TOWN COUNCIL MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

February 19, 2020

The Knightdale Town Council met at 7:00 p.m. at Knightdale Town Hall, 950 Steeple Square Court, Knightdale, North Carolina.

PRESENT:	Mayor James Roberson, Councilors Stephen Morgan, Ben McDonald and Randy Young.
ABSENT:	Mayor Pro Tem Jessica Day and Councilor Mark Swan
Staff Members Present:	Town Manager Bill Summers, Assistant Town Managers Dustin Tripp and Suzanne Yeatts, Interim Town Attorney Roger Knight, Development Services Director Chris Hills, Assistant Development Services Director Jason Brown, Senior Planner Kevin Lewis, Planner Donna Tierney, Fire Chief Loren Cone, Police Chief Lawrence Capps, Police Captains Jacqui Boykin and Tracy Solomon, Police Lieutenant Ginger Keel, Police Sergeants Danny Phillips and Thomas Cagle, Police Officers Alyssa Lennon, Dennis Phipps, Rod Glahn, Donnell Jackson, Barrington Simpson, and Daniel Mabe, Finance Director Tim Flora, Business Analyst Rich Hallam, Parks and Recreation Director Chris Wiley, Public Works Director Phillip Bunton, Town Clerk Heather Smith, and Public Information Officer Jonas Silver.

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

WELCOME
Welcome by Mayor Roberson

INVOCATION
Invocation by Councilor Young

ITEM I. ADOPTION OF AGENDA
…Motion by Councilor Young to adopt the agenda. Motion seconded by Councilor Morgan and carried unanimously.

ITEM II. PRESENTATIONS, RECOGNITIONS, AWARDS
A. Resolution Honoring Army Specialist Antonio Moore
RES #20-02-19-001

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Councilor McDonald requested a moment of silence to honor Army Specialist Antonio Moore's life and legacy.

Mayor Roberson read Resolution #20-02-19-001.

...Motion by Councilor McDonald to adopt Resolution #20-02-19-001 honoring the life of Army Specialist Antonio Moore. Motion seconded by Councilor Young and carried unanimously.

Mayor Roberson presented Resolution #20-02-19-001 to 1st Lieutenant Damian Parker who will deliver it to the family of Specialist Antonio Moore.

B. Introduction and Oath of New Police Officers
Police Chief Lawrence Capps introduced new Police Officers Dennis Phipps and Alyssa Lennon and Mayor Roberson administered the oaths of office.

C. Introduction of Business Analyst
Finance Director Tim Flora introduced new Business Analyst Rich Hallam.

ITEM III. PUBLIC COMMENT

A. Open to the Public
None at this time.

B. Report on Citizen Inquiries
No Report.

ITEM IV. CONSENT AGENDA

A. January 15, 2020 Regular Meeting Minutes
…Approve the January 15, 2020 Regular Meeting Minutes.

B. January 15, 2020 Closed Session Minutes
…Approve the January 15, 2020 Closed Session Minutes.

C. February 3, 2020 Work Session Minutes
…Approve the February 3, 2020 Work Session Minutes.

D. February 8, 2020 Special Meeting Minutes
…Approve the February 8, 2020 Special Meeting Minutes.

E. 2020 Meeting Schedule Amendment 03
…Adopt the 2020 Meeting Schedule Amendment 03.

F. 2020 Advisory Board Appointments
…Reappoint Rita Blackmon, Latatious Morris, Darryl Blevins, and Brad Pope to the Land Use Review Board for terms expiring on February 28, 2022.

…Appoint Christopher Parker to the Land Use Review Board for a term

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expiring on February 28, 2021.

…Appoint Kenya Gomez and Sinead DeRoiste to the Parks and Recreation Board for terms expiring on February 28, 2022.

…Reappoint Charlton Alexander to the Public Safety Advisory Board for a term expiring on February 28, 2022.

…Appoint Greg Hedgepeth and Ralph Stephenson to the Public Safety Advisory Board for terms expiring on February 28, 2022.

…Appoint Pete Mangum and John Masssey, based on the recommendation of the Veterans Memorial Recognition Committee, to the Veterans Memorial Advisory Board for terms expiring on February 28, 2023.

…Appoint Anna Holm and Allison Fernstrom-Certoma to the Veterans Memorial Advisory Board for terms expiring on February 28, 2022.

G. Governor's Crime Commission Grant Authorization
…Authorize the Knightdale Police Department to participate in the grant application process for the Governor's Crime Commission Grant.

H. Governor's Highway Safety Program Grant Authorization
…Authorize the Knightdale Police Department to participate in the grant application process for the Governor's Highway Safety Program.

I. UDO Update Committee Appointments
…Appoint Councilor Mark Swan, Councilor Stephen Morgan, LURB Chair, LURB Vice-Chair, Carl Winstead, and David Calverley to the UDO Update Ad-Hoc Committee.

J. Wake County Review Officer Appointments
RES #20-02-19-002
…Adopt Resolution #20-02-19-002 appointing Chris Hills, Kevin Lewis, and Donna Tierney as Review Officers for the Town of Knightdale.

K. FY20 Independent Audit Engagement Contract
…Approve acceptance of the third year agreement for audit services with Joyce and Company, CPA.

L. S&ME Supplemental Materials Testing Contract
…Authorize the Town Manager to execute a supplemental services agreement with S&ME in an amount not to exceed $24,000.

M. Resolution of Support for NC Turnpike Authority's INFRA Grant Application
RES #20-02-19-003
…Adopt Resolution #20-02-19-003 supporting the NC Turnpike Authority's INFRA Grant application.

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N. Resolution of Support for NCDOT's INFRA Grant Application
RES #20-02-19-004
…Adopt Resolution #20-02-19-004 supporting the NCDOT's INFRA Grant application.

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

ITEM VI. PUBLIC HEARINGS
Thales Academy Educational Bond
RES #20-02-19-005
Public hearing opened at 7:16 p.m.

Assistant Town Manager Dustin Tripp presented a request from Thales Academy seeking approval from the Town Council to request a portion of a 2020 bond.

Mr. Tripp noted that the adoption of the resolution does not constitute an endorsement of the 2020 Bonds, the Project, or the creditworthiness of the borrower (Thales Academy) nor obligate the Town of Knightdale for payment of the principal, premium, interest, or any fees associated.

…Motion by Councilor Young to close the public hearing at 7:18 p.m. Motion seconded by Councilor McDonald and carried unanimously.

……Motion by Councilor Young to adopt Resolution #20-02-19-005. Motion seconded by Councilor McDonald and carried unanimously.

ITEM VII. SET PUBLIC HEARINGS
None at this time.

ITEM VIII. OLD BUSINESS

A. ZMA-6-19 The Collection PUD
ORD #20-02-19-001
Senior Planner Kevin Lewis presented an update on ZMA-6-19 The Collection, indicating that the applicant has requested a continuation.

…Motion by Councilor McDonald to continue ZMA-6-19 to the April 15, 2020 Town Council Meeting. Motion seconded by Councilor Morgan and carried unanimously.

B. ZMA-7-19 Poplar Creek Village Phase IV PUD
ORD #20-02-19-002
Senior Planner Kevin Lewis introduced ZMA-7-19 Poplar Creek Village Phase IV PUD and shared that the applicant has requested a continuation.

…Motion by Councilor Young to continue ZMA-7-19 to the April 15, 2020 Town Council meeting. Motion seconded by Councilor Morgan and carried unanimously.

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C. Land Dedication Request for Habitat for Humanity Subdivision
Development Services Director Chris Hills shared that Habitat for Humanity is seeking a Planned Unit Development (PUD) for a single-family subdivision and has requested to utilize a portion of the adjacent town-owned parcel for the project's stormwater pond.

Mr. Hills indicated that currently the land is being used as an informal parking area for the park across the street during sporting events, but that the town does not currently have any intended use for the land. Mr. Hills noted that, if approved, only half of the parcel would be used for the pond, therefore the other half could remain usable for overflow parking.

Interim Town Attorney Roger Knight suggested that if approved, the contract should state that Habitat for Humanity will be held responsible for the stormwater pond should the HOA not keep up with the required maintenance.

Councilor Morgan inquired as to whether additional engineering solutions were considered for the project. He expressed concern about taking away town-owned land that could be later developed. Mr. Hills shared that other considerations were taken into account, but a stormwater pond is the most cost-effective. Staff feels this would be an in-kind contribution to support the housing development.

Councilor Morgan requested that Council and staff continue to evaluate this solution and have further discussion on the use of a stormwater pond.

….Motion by Councilor Morgan to authorize the Town Manager to proceed with the dedication of Town owned land to Habitat for Humanity for the use of a stormwater pond. Motion seconded by Councilor McDonald and carried unanimously.

D. ZMA-9-19 Habitat for Humanity PUD
ORD #20-02-19-003
Planner Donna Tierney presented the request from Habitat for Humanity to be rezoned from Urban Residential 12 (UR12) to Urban Residential 12 PUD (UR12-PUD) to develop 17 single-family dwellings.

Ms. Tierney shared the master plan, project timeline, and applicant's proposed alternative standards in regards to driveway lengths, landscaping buffers, and accessory building designs.

The Land Use Review Board voted unanimously to approve ZMA-9-19 at their February 10, 2020 meeting 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 compact development patterns, promoting infill and redevelopment, preservation of the natural environment, and creating great neighborhoods and expanded home choices, including affordable housing options. Further, it is*

consistent with the General Growth Framework and Growth & Conservation Map. The request is reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people desire to live, work and visit."

Councilor Morgan asked if the HOA would be managed by a company and if not, would Habitat for Humanity take over the maintenance of the common areas should the HOA be unable to do so.

Jim Middleton, Director of Land Acquisition and Development for Habitat for Humanity, indicated the HOA would be managed by a company and residents would pay HOA fees.

Chris Hills, Development Services Director, stated that a development agreement would be executed in which the Town will review and approve covenants associated with the development proposal. At that time, the town can review the details of the HOA and ensure it meets expectations and addresses Council's concerns.

….Motion by Councilor McDonald to approve ZMA-9-19, adopt the recommended advisory statement describing plan consistency and reasonableness of action, and adopt Ordinance #20-02-19-003. Motion seconded by Councilor Morgan and carried unanimously.

ITEM IX. NEW BUSINESS

A. FY19 Citizens' Financial Report

Finance Director Tim Flora presented the FY19 Citizens' Financial Report, a document designed to help citizens better understand the town's budget as well as highlight services, programs, and accomplishments. Mr. Flora noted this type of reporting is an industry best practice from the Government Finance Officers Association.

Mr. Flora indicated that there are several printed copies of the Citizens' Financial Report available at Town Hall and more will be distributed around town. The document is also available on the town's website and will be promoted on social media.

Mayor Roberson suggested giving copies of the Citizens' Financial Report to the Knightdale Chamber of Commerce and Rotary Club of Knightdale and thanked the staff for their hard work on the report.

B. FY20 Second Quarter Financial Update

Finance Director Tim Flora shared the goal of quarterly financial reports is to provide transparency and accountability.

Mr. Flora presented the quarterly financial reports, reviewing the Annual Operating Budgets, Capital Project Funds, and Fund Balance Reserves indicating that the town is right on target with revenues and expenditures.

ITEM X. ADMINISTRATIVE REPORTS

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None at this time.

ITEM XI. UPCOMING EVENTS

Public Information Officer Jonas Silver highlighted events at the Knightdale Recreation Center including Early Voting and dance classes with Z-Fitness.

ITEM XII. ADVISORY REPORTS

A. Land Use Review Board
No report at this time.

B. Parks & Recreation Advisory Board
Councilor Young shared that the Mingo Creek playground is now open and that the Parks and Recreation Department is working with Public Works to upgrade the Elementary School and Community Park fields.

C. Public Safety Advisory Board
No report at this time.

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 Young shared that Public Works employee Darren Lloyd lost his mother and asked that everyone keep him and his family in their thoughts and prayers.

ITEM XIV. CLOSED SESSION

…Motion by Councilor McDonald to enter into Closed Session pursuant to NCGS 143.318-11(a)(3) at 8:01 p.m. Motion seconded by Councilor Young and carried unanimously.

Council returned to open session at 8:59 p.m.

ITEM XV. ADJOURNMENT

...Motion by Councilor Morgan to adjourn at 9:00 p.m. Motion seconded by Councilor Young and carried unanimously.

_____
James A. Roberson, Mayor

_____
Heather M. Smith, Town Clerk

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KNIGHTDALE TOWN COUNCIL
WORK SESSION MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

March 2, 2020

The Knightdale Town Council met at 7:00 p.m. at Knightdale Town Hall, 950 Steeple Square Court, Knightdale, North Carolina.

PRESENT:	Mayor James Roberson, Mayor Pro Tem Jessica Day, Councilors Mark Swan, Randy Young, Stephen Morgan, and Ben McDonald
ABSENT:	No one.
Staff Members Present:	Town Manager Bill Summers, Assistant Town Managers Dustin Tripp and Suzanne Yeatts, Finance Director Tim Flora, Assistant Development Services Director Jason Brown, Police Chief Lawrence Capps, Fire Chief Loren Cone, Public Works Director Phillip Bunton, Parks and Recreation Director Chris Wiley, and Town Clerk Heather Smith.

Meeting called to order by Mayor Roberson at 7:01 p.m.

WELCOME
Welcome by Mayor Roberson.

ITEM I. ADOPTION OF AGENDA

…Motion by Councilor McDonald to adopt the agenda. Motion seconded by Mayor Pro Tem Day and carried unanimously.

ITEM II. DISCUSSION

A. Dominion Energy Presentation

Assistant Town Manager Dustin Tripp introduced Julia Wright, Economic Development and Local Government Manager for Dominion Energy, who provided an overview of the company's operations, core values, accolades, and current initiatives and projects.

Ms. Wright highlighted the Franklin-Wake County Pipeline Extension Project, also known as T-30, and answered questions from Council related to the project timeline, easements, and net zero initiatives.

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B. Census Presentation
Assistant Development Services Director Jason Brown discussed the importance of the upcoming Census, indicated there will be an online option this year, and noted that all information submitted will be kept strictly confidential.

Mr. Brown informed Council that a Census Day event will be held April 1st in conjunction with the Parks and Recreation Department. In addition, town staff will be at the public library every Wednesday morning to promote the Census and answer questions.

C. Consideration of Approval for Special Event
Parks and Recreation Director Chris Wiley presented a special event request from Prime Barbecue for a Grand Opening Ceremony to be held April 18, 2020. Prime Barbecue is requesting access to the Knightdale Station Park stage and pavilions for a concert in which they anticipate a crowd of up to 1,500 people.

Mr. Wiley shared concerns related to public safety, parking, lighting, restroom capacity, and unknown attendance. Mr. Wiley noted that Prime Barbecue is willing to bring in additional restrooms and lighting.

Police Chief Lawrence Capps and Fire Chief Loren Cone discussed safety concerns related to this request, specifically addressing the ability to provide enough manpower and resources on short notice.

Town Manager Bill Summers conveyed that the town has not budgeted for this event, therefore the applicant would be responsible for associated costs.

Mayor Pro Tem Day addressed the need for a clearly defined policy related to private use of the stage in order to be prepared for requests of this nature.

Mr. Wiley answered questions from Council in regards to planning and attendance for the Summer Concert Series and 4th of July events.

Prime Barbecue representatives indicated they are willing to adjust the end time of the event in order to avoid nighttime safety concerns and lighting issues. They are also willing to cover the costs associated with the event.

Consensus among Council was that it would be a good event for the Town, but they'd like more time to discuss the logistics and address identified concerns. Council will review the request further at the Strategic Retreat.

D. Consideration of Approval for Ladder Truck
ORD #20-03-02-001
Fire Chief Loren Cone presented the need for an aerial ladder truck replacement as the current truck is 23 years old and no longer reliable. Currently, neighboring communities are having to respond to incidents that require a ladder truck.

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Chief Cone shared that the Apparatus Specification Committee, comprised of staff members, has done extensive research to locate an acceptable replacement unit. The Committee recommended the purchase of a dual purpose apparatus, functioning as both an Engine and Aerial Ladder truck. The unit consist of a single axel chassis with a 107' straight ladder and is equipped with a 1,500 gallon per minute pump and 500 gallons of water.

Finance Director Tim Flora shared that the purchase of the truck could be financed over ten years and if approved and purchased now, the Town would save $30,000 on the price. The truck would be delivered in December and no payments would be made until then.

Mr. Flora answered questions from Council about financing terms and Chief Cone answered questions about ISO ratings and life expectancy of the truck.

Town Manager Bill Summers referenced the Strategic Plan and its acknowledgment of how to handle emerging issues and requests such as these.

Councilor Swan requested a copy of the radius map that shows where the ladder truck should be located for ISO purposes.

…Motion by Councilor Young to adopt Ordinance #20-03-02-001 establishing a Fire Capital Project Ordinance and authorize the Town Manager to sign an agreement to purchase a replacement Aerial Ladder Fire Apparatus, supplied by Atlantic Emergency Solutions and built by Pierce Manufacturing, in an amount not to exceed $1.1 million and an additional $150,000 to purchase related equipment. Motion seconded by Councilor Swan and carried unanimously.

E. Consideration of Approval for WSAP Change Order

Public Works Director Phillip Bunton provided an overview of the Wake Stone Athletic Park project facility and budget ordinance and noted that mass rock has been discovered below field #5.

The initial estimate for blasting and excavation of this mass rock was one million dollars, however, if field #5 were raised, creating an 8' height differential between that field and adjacent fields, it would significantly reduce the cost of excavation.

Mr. Bunton noted that funds would come from contingency money set aside within the budget.

Assistant Town Manager Dustin Tripp clarified that this is not a request to increase the budget for this project.

Mr. Bunton answered questions from Council on weather delays, grant commitment, and Phase II.

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…Motion by Councilor Morgan to authorize the Town Manager to sign the change order for $209,000 for the grading and plan changes for Wake Stone Athletic Park from contingency funds within the project. Motion seconded by Councilor McDonald and carried unanimously.

ITEM III. CLOSED SESSION

…Motion by Councilor McDonald to enter into closed session pursuant to NCGS §143-318.11(a)(5) at 8:42 p.m. Motion seconded by Councilor Young and carried unanimously.

Council returned to open session at 10:04 p.m.

ITEM III. ADJOURNMENT

…Motion by Councilor McDonald to adjourn at 10:05 p.m. Motion seconded by Councilor Swan and carried unanimously.

_____

James A. Roberson, Mayor

_____

Heather M. Smith, Town Clerk

DRAFT

KNIGHTDALE
TOWN COUNCIL MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

March 7, 2020

The Knightdale Town Council met at 9:00 a.m. at the Stateview Hotel located at 2451 Alumni Dr. Raleigh, NC 27606.

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

ABSENT: No one.

Staff Members Present: Town Manager Bill Summers, Assistant Town Managers Dustin Tripp and Suzanne Yeatts, and Town Clerk Heather Smith.

Mayor James Roberson opened the meeting at 9:09 a.m.

ITEM I. INTRODUCTIONS & ICE BREAKER

Town Manager Bill Summers introduced Mark Williams, retired Wake Forest Town Manager, who led an icebreaker activity with the group.

ITEM II. REVIEW OF FY20 ACCOMPLISHMENTS

Assistant Town Manager Suzanne Yeatts presented the following key accomplishments for the Town over the past fiscal year:

Knightdale Station Park Splash Pad
Public Works Facility
Hiring of Fire Chief
Harper Park Improvements
2019 Strategic Plan
CALEA Reaccreditation
Popular Annual Financial Report
Mingo Creek Playground
Utility Merger Completion
Guardian of the Flame Award
Ladder Truck Purchase
2019 NC Marvin Collins Planning Award for the Comprehensive Plan
Certificate of Achievement for Excellence in Financial Reporting.

Ms. Yeatts also reviewed large projects such as Wake Stone Athletic Park and Knightdale Station Village that are ongoing.

Council recommended making the FY20 list of accomplishments available to the public and having a grand opening event for the Mingo Creek Playground to celebrate with the community who led the initiative.

ITEM III. 2019 STRATEGIC PLAN OVERVIEW

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Assistant Town Manager Dustin Tripp reviewed the town's Strategic Plan and five focus areas: Safe, Connected & Inclusive, Sustainable, Active & Healthy, and Organizational Excellence.

Councilor Swan exited at 9:51 a.m.
Councilor Swan returned at 9:55 a.m.

Break at 9:58 a.m.
Meeting resumed at 10:14 a.m.

ITEM IV. FY21 CURRENT ISSUES & OPERATIONAL PRIORITIES

Town Manager Bill Summers reviewed the Town's mission and vision, expectations of staff, and FY21 operational priorities and answered questions from Council.

Council addressed the need for additional facilities, a transportation plan, and partnerships to expand youth and government programs.

Councilor Morgan requested moving staff succession planning as a goal under the sustainability focus area.

Assistant Town Manager Suzanne Yeatts indicated that the Finance Department is currently compiling departmental budget requests and will present that information to Council as part of the budget process.

Mayor Pro Tem Day exited at 11:35 a.m.
Mayor Pro Tem Day returned at 11:39 a.m.

Council discussed the Wake County revaluation, tax rates, and the use of fees.

Councilor Young exited at 11:45 a.m.

ITEM V. LUNCH

Council took a break at 12:15 p.m. for lunch.

Meeting resumed at 12:54 a.m.

ITEM VI. COUNCIL BUILDING EXERCISE

Item was removed due to time constraints.

ITEM VII. FY21 TOWN COUNCIL PRIORITIES

Mark Williams led an exercise in which Council shared their top priorities for the town and identified strategies for implementing those priorities.

Mayor Pro Tem Day exited at 2:02 p.m.
Mayor Pro Tem Day returned at 2:05 p.m.

Councilor Swan exited at 2:07 p.m.
Councilor Swan returned at 2:09 p.m.

DRAFT

Break at 2:24 p.m.
Meeting resumed at 2:29 p.m.

Mayor Roberson and Councilor Morgan exited at 3:11 p.m.

ITEM VIII. WRAP-UP

Town Manager Bill Summers will update the Strategic Priority Implementation Plan based on the retreat discussion and send it out to Council for further review before adoption.

Meeting adjourned at 4:02 p.m.

_____
Mayor James A. Roberson

_____
Heather M. Smith, Town Clerk

DRAFT

KNIGHTDALE TOWN COUNCIL
WORK SESSION MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

May 4, 2020

Due to the State of Emergency issued for 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 Mark Swan, Randy Young, Stephen Morgan, and Ben McDonald
ABSENT:	No one.
Staff Members Present (remotely):	Town Manager Bill Summers, Assistant Town Managers Suzanne Yeatts and Dustin Tripp, Finance Director Tim Flora, Town Clerk Heather Smith, and Interim Town Attorney Roger Knight.

Meeting called to order by Mayor Roberson at 7:05 p.m.

WELCOME
Welcome by Mayor Roberson.

ITEM I. ADOPTION OF AGENDA
…Motion by Councilor McDonald to adopt the agenda. Motion seconded by Councilor Swan and carried unanimously.

ITEM II. CONSENT

A. Electronic Meeting Policy
…Approve the Electronic Meeting Policy.

B. Mingo Creek Greenway Project Ordinance and Agreement Amendment
ORD #20-05-04-001
…Authorize the Town Manager to enter into a supplemental project agreement with NCDOT and CAMPO for additional right-of-way funds for the Mingo Creek Greenway Extension.

…Adopt Ordinance #20-05-04-001 amending the Mingo Creek Greenway Extension Capital Project Ordinance.

C. Budget and Project Ordinance Amendments
Budget Amendment 2020-03

DRAFT

ORD #20-05-04-002
…Approve Budget Amendment 2020-03 for increased revenues and expenditures.

…Adopt Ordinance #20-05-04-002 amending and closing the Knightdale Station Park Phase III project.

…Motion by Councilor Young to approve the Consent Agenda. Motion seconded by Mayor Pro Tem Day and carried unanimously.

ITEM III. DISCUSSION

A. FY20 Third Quarter Financial Report
Finance Director Tim Flora presented the third quarter financial results and year end projections.

B. FY21 Budget Presentation
Town Manager Bill Summers presented the FY21 Annual Operating Budget for Council's consideration, noting the Eastern Wake Fire consolidation represented half of the budget increase.

Mr. Summers highlighted fifteen new positions, stated a tax rate of 42 cents as necessary to balance the budget, and shared that the Town has built contingency opportunities into the budget due to COVID-19.

Mr. Summers and Mr. Flora reviewed the Capital Improvement Project list and answered questions from Council.

Mayor Roberson acknowledged staff for their efforts in arranging virtual events and thanked first responders and the local business community.

ITEM IV. ADJOURNMENT
…Motion by Councilor Morgan to adjourn at 8:14 p.m. Motion seconded by Councilor McDonald and carried unanimously.

_____
James A. Roberson, Mayor

_____
Heather M. Smith, Town Clerk

DRAFT

Town of Knightdale

Staff Report Cover Sheet

Title: Order to Collect Taxes

Staff: Tim Flora, Finance Director

Date: May 20, 2020

PURPOSE

- To authorize Wake County to levy and collect property taxes for the Town of Knightdale

STRATEGIC PLAN PRIORITY AREA(S)

- Sustainable
- Organizational Excellence

GENERAL STATUTE REFERENCE(S), *if applicable*

N.C.G.S. 105-321 (b): *…municipal governing body shall adopt…an order directing the tax collector to collect the taxes charged in the tax records and receipts… The order of collection shall have the force and effect of a judgment and execution against the taxpayers' real and personal property…*

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- Resolution #20-05-20-001

STAFF RECOMMENDATION

- Adopt Resolution #20-05-20-001 authorizing the Wake County Revenue Administrator to levy and collect property taxes for the Town of Knightdale.

TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

RESOLUTION #20-05-20-001
RESOLUTION AUTHORIZING THE WAKE COUNTY REVENUE ADMINISTRATOR TO LEVY AND COLLECT PROPERTY TAXES FOR THE TOWN OF KNIGHTDALE

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Knightdale, North Carolina, as follows:

The Wake County Revenue Administrator is hereby authorized, empowered, and commanded to collect taxes set forth in the tax records filed in the Office of the Wake County Revenue Administrator in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Knightdale, and this order shall be full and sufficient authority to direct, require and enable you to levy on, sell any real or personal property such taxpayers, for and on account thereof, in accordance with the law.

This the 20th day of May, 2020.

BY: _____
James A. Roberson, Mayor

ATTEST: _____
Heather Smith, Town Clerk

Town of Knightdale

Staff Report Cover Sheet

Title: Payroll/HR Software Agreement Approval

Staff: Tim Flora, Finance Director

Date: May 20, 2020

PURPOSE

- To authorize the Town Manager to sign the payroll/HR software implementation agreements with Net at Work.

STRATEGIC PLAN PRIORITY AREA(S)

- Safe
- Organizational Excellence

GENERAL STATUTE REFERENCE(S), *if applicable*

- N/A

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- Various

ATTACHMENT(S)

- Staff Report
- Net at Work Proposal

STAFF RECOMMENDATION

- Authorize the Town Manager to sign the payroll/HR software implementation agreements once the Town and Net at Work have come to agreement on terms.

Town of Knightdale

Staff Report

Title: New Payroll/HR Software Agreement	Director Signature: TWF
Staff: Rich Hallam, Business Analyst	Asst. Town Manger Signature: SMY
Date: May 20, 2020	Town Manager Signature: WRS

BACKGROUND INFORMATION

- The Town's current payroll/HR software, Sage ABRA, has reached end-of-life and will no longer be supported after September. Therefore, new software must be implemented no later than the fourth calendar quarter of 2020 for the Town to meet IRS W-2 and W-3 filing requirements. Per discussions with the implementation vendor the new software (Sage HRMS) is expected to take 14-16 weeks to implement. The vendor recommends the software be implemented by October 1 to avoid any potential issues with required fourth quarter and year-end filings.

  With the lead time provided, the Town needs to start the implementation process before the end of the current fiscal year. Staff is working with Net at Work (the vendor who will be handling the implementation) to make changes to the agreement whereby expenses (consultant time) in May and June will be paid in the current fiscal year and all other expenses will be recognized in fiscal year 2021. Current fiscal year expenses can be absorbed with existing budget.

  This project is part of the fiscal year 2021 Capital Improvement Plan and is budgeted at $89,000. Additional anticipated costs to be incurred in fiscal year 2020 are $3,000. The vendor is aware the software implementation and all associated costs except those consulting fees incurred in May and June 2020 are contingent upon Council adoption and appropriation of the fiscal year 2021 budget.

RECOMMENDED ACTION

- Authorize the Town Manager to sign the payroll/HR software implementation agreements once the Town and Net at Work have come to agreement on terms.

SAGE HRMS SQL MIGRATION & ENHANCEMENTS

PROPOSAL PREPARED FOR

Proprietary Notice
This document contains confidential information from Net at Work which has been provided for the sole purpose of permitting the recipient to evaluate the Proposal submitted herewith. In consideration of receipt of this document, the recipient agrees to maintain such information in confidence and not to reproduce or otherwise disclose this information to any person outside the group directly responsible for evaluation of its contents, except that there is no obligation to maintain the confidentiality of any information which was known to the recipient prior to receipt of such information from Net at Work, or becomes publicly known through no fault of recipient, or is received without obligation of confidentiality from a third party owing no obligation of confidentiality to Net at Work.

Blake Fields
Town of Knightdale
950 Steeple Square Court
P.O. Box 640
Knightdale, NC 27545

Dear Blake,

We are pleased to present this proposal for Sage HRMS SQL Migration and Enhancements. Net at Work is the leading Sage HRMS business partner for Sage. For over twenty years we have provided unique solutions for hundreds of businesses to boost productivity using human resources software.

Our goal is to provide quality services and cost-effective solutions in order to ensure a successful implementation that is on time and within budget. We at Net at Work are committed to providing products and services that meet our customers' needs and exceed their expectations.

Net at Work believes that "one size fits all" does NOT fit all and that tailored solutions, designed for shared visions, strategies, and goals are the preferred way of doing business.

Thank you for your interest in enhancing your existing Sage HRMS system and the opportunity for Net at Work to work with your team. Because we have the ability to offer a customized solution based on your specific needs, we are pleased to present this proposal based on recent discussions to:

- Migrate Existing Sage Abra Payroll to Sage HRMS Version
- Implement Integrated Time & Attendance System
- Add additional user licenses

We understand the long-term nature associated with an investment in new software and pride ourselves on the lasting relationships with our client organizations.

Thank you in advance for allowing us to present you with this information and we look forward to working with you.

Sincerely,

John G. Guglielmo
Senior Account Manager – Employer Solutions

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Leveraging HR Technology for Competitive Advantage

Effective human resources management is a key source of competitive advantage for organizations. Today's corporate landscape of mobile teams, work/life balance, and legislative compliance makes managing this important function even more difficult.

Leveraging HR technology is essential for supporting this extremely important organizational function. According to research, companies that adopt sophisticated HR technology tools outperform those that do not. Technology offers operational efficiencies at all levels, and provides insight and metrics on long term business strategies.

Increase the value of HR to your business - *Turn chaos into clarity*

Sage HRMS connects you to all your employee-related information in ways no other solution can. By centralizing all the current and historic information about active and nonactive employees of the organization, Sage HRMS eliminates ambiguity. It gives you unmatched views of your workforce—at macro and micro levels—enabling you to securely share the data with executives and managers. The benefit? Precise, rich analytics that embolden your company leaders to make decisions based on fact rather than gut instinct.

Focus on what matters most

In addition to driving more informed decision making, Sage HRMS reduces the time you and your team spend on clerical work. With information shared throughout the system, Sage HRMS eliminates redundant data entry, keeping you focused on the strategic tasks—such as improving service and developing programs that help you hire and retain the best talent.

Using Sage HRMS, you can:

- Manage all your employee-related information and processes in a single solution.
- Make stronger decisions faster with improved access to workforce analytics.
- Ensure government compliance to avoid company risk in meeting federal and state rules, regulations, and reporting requirements.
- Closely monitor employee records and personnel actions, HR compliance, benefits administration, absence management, reporting (standard and custom), and data import/export actions.

With Sage HRMS, you can:

- Maximize the return on every dollar you invest in employees.
- Reduce administrative work and focus on strategic programs.
- Make stronger, fact-based decisions.
- Ensure compliance and avoid risk.
- Hire and retain a more talented workforce.

Sage HRMS is the most complete HR management solution for small and medium businesses—driving improved efficiency and better decisions across all your key HR tasks.

Sage HRMS empowers the human resources (HR) department to actively support company objectives while improving HR efficiency. Integrate and streamline your HR processes and closely monitor employee records and personnel actions, HR compliance, benefits administration, absence management, reporting (standard and custom), and data import/export actions with Sage HRMS.

An industry-leading, customizable HRMS solution, Sage HRMS helps companies optimize their HR business processes as well as maximize their Return on Employee Investment (ROEI). With Sage HRMS, you can successfully meet and respond to the HR management challenges you face every day. By automating and streamlining your day-to-day HR business processes using Sage HRMS, you and your staff are free to spend more time and energy on the business asset that is most vital to your company—your employees.

The power of Sage HRMS starts with the centralized HR database—your single point of truth for all past and present employee information. When combined with optional extended solutions, Sage HRMS addresses challenges in payroll management and processing, risk mitigation and compliance, talent management, paperless HR, employee benefits management, decision support, recruiting and onboarding, and time and attendance management.

With Sage HRMS, your organization's leaders can receive accurate, dynamic information about workforce performance across a variety of flexible formats and devices—all protected by advanced information security. From on-demand information sharing to process automation and exception-based management, Sage HRMS should be the starting point for all your employee-related decisions.

Sage is dedicated to surpassing your expectations by developing innovative products and providing an exceptional customer experience.

Sage HRMS Key Capabilities

Quick access to critical information
Easily view key employee information, including demographics, insurance and savings benefits, skills, education, compensation, and employee attachments.

Comprehensive benefits
Track unlimited benefit plans, generate reports, define eligibility criteria, and automatically calculate precise employee, dependent, and employer premium and benefits costs.

Time-off management
A full set of features provides for all types of time-off tracking, including incident-based time off, such as jury duty, medical leave, and bereavement.

FMLA tracking
Assign regular leaves of absence, manage and report on leaves of absence covered by FMLA, track medical certification and recertification dates, and track FMLA time taken.

U.S. government compliance and reporting
Accurately manage government requirements for regulations such as EEO-1, EEO-4, I-9 citizenship verification, Vets-100A, and OSHA.

Security
Sophisticated, multilevel security options allow you to control which groups have access to data at any level—even field level.

Canadian government compliance and reporting
Manage essential data for government reporting and reduce compliance risks with standard reports including EE audit reports 1-6, OHS accident analyses, and WSIB Employer's Report Form 7 (Ontario).

COBRA and HIPAA compliance
Get automated, personalized notification letters that describe coverage options and costs, supply billing statements and mailing labels, and complete eligibility reports for COBRA management.

Electronic delivery of software and updates
Electronically download product updates and upgrades. This delivery method ensures updates are available quickly and on demand and replaces the shipment of new releases and upgrades by mail.

Automatic product updates through Sage Advisor
Help ensure that you always have the most recent updates for your Sage products. Use Sage Advisor to check for and to download and install new updates and configure the frequency with which the software checks for and notifies you about updates.

Support for Affordable Care Act reporting requirements
Comply with the provisions of the Affordable Care Act that allow you to generate ready-to-file forms 1094-C and 1095-C from within your HR or payroll program using My Workforce Analyzer.

Powerful standard reports
Over 100 standard reports can be previewed, printed, and exported to a file, available to help you improve your company's analytic capabilities.

Advanced customization
Customize menus and panels, create new actions for employees, change existing actions and processes, and even augment reports and toolbars. Control how information is categorized and viewed.

Easy importing/exporting
Select your own import/export criteria with the ability to establish reusable templates and transfer critical HR information on a routine basis, quickly and accurately.

Single sign-on
Log on once with access to both Sage HRMS and Sage Employee Self Service (Sage ESS). Single sign-on from the employee's HR record to the employee's self-service record allows the HR administrator to assist with tasks such as training employees how to use Sage ESS, act on their behalf to edit or update personal information, or simply test the self-service solution prior to deployment to employees.
The single sign-on functionality within Sage HRMS also applies to Sage HRMS extended solutions that are connected to the core HR product for recruiting and paperless HR.

Sage Payroll Key Capabilities

Flexible payroll processing	Sage HRMS Payroll uses a simplified yet flexible payroll process. Run an unlimited number of payrolls. Create selection lists of employees for whom you can calculate payroll and perform other processing functions.
U.S. and Canadian tax management and reporting	Sage HRMS Payroll offers highly robust tax management features, including automatic quarterly updates of tax tables and supports federal and state tax jurisdictions, federal and state income, unemployment, disability taxes, workers' compensation, and more. In addition, with Sage Payroll Tax Forms and eFiling by Aatrix, you can meet all state and federal (and Canadian) reporting and payment requirements right from your Sage HRMS Payroll software. Sage Payroll Tax Forms and eFiling by Aatrix is easy to use and saves you time by eliminating the need to create reports manually. Reports are automatically completed, reviewed, and edited on screen, then e-filed in minutes for processing. This service ensures 100% compliance by providing a guaranteed delivery method and eliminates many filing expenses associated with printing and mailing activities. You can rest assured knowing your files are protected using multiple levels of security.
Comprehensive reporting and compliance	Produce comprehensive processing reports, including pre- and postcheck registers and analysis of earnings, benefits, deductions, accruals, and taxes for the pay period. Track and report Workers' Compensation, SUTA, and FUTA.
Accruals and overtime calculations	Set up single schedules covering vacation or sick time accrual for all employees, regardless of years of service, and a single overtime payment schedule for employees in every pay frequency or easily create as many schedules as needed.
Check printing	Preview and print customized checks and direct deposit advices with the ability to print checks and advices as a single batch.
Direct deposit	Supports unlimited direct deposit accounts for each employee, as well as automatic ACH file creation.
Earnings and deductions	Easily set up unlimited earnings and deductions codes with support for a wide range of calculation methods and earning types, including base pay earnings and tax-only earnings. You can also define unlimited deductions for each employee or a range of employees and easily manage them with rules such as withholding frequencies and employer matching. Supports cafeteria plans, 401(k)s, 403(b)s, 408(k)(6)s, 457s, 501(c)(18)(D)s, RRSP, pensions, Canada Savings Bonds, stock options, wage garnishments, IRAs, and more. Globally update particular fields for earnings, deductions, and taxes assigned to employees.
Variable pay plans	Automatically calculate variable pay, including sales commissions, draws, and piece-rate production. Sales dollars and production units per employee can be entered directly into payroll using the timecard function.
Pay frequencies	Support an extended set of pay frequencies to accommodate the needs of most organizations, including government, education, and more.
Integration with Sage ERP and accounting solutions	Sage HRMS Payroll includes integration with Sage ERP and accounting solutions. Import/export tools allow you to easily transfer data between Sage HRMS Payroll and the different business solutions in your company.
Sage Payroll CheckPrint	An add-on custom check stock/print solution, Sage Payroll CheckPrint provides ready-to-print payroll checks, support for self-sealing check stock, and a MICR font for the new SAP Crystal Reports for Sage HRMS-based check stock.
Self Service	Used with Sage HRMS and the optional Sage Employee Self Service (Sage ESS) extended solution, Sage HRMS Payroll offers payroll self-service features. Give employees instant access to view payroll information including paycheck details and pay history as well as view and print pay stubs.
Payroll cards	Eliminate the costs of printing and delivering paper paychecks, or reissuing lost checks with payroll cards. Sage Payroll PayCard is an easy-to-use prepaid Visa® debit card that pays employees electronically and allows them to access their pay at any ATM, or to make purchases anywhere Visa is accepted. Minimum requirements are direct deposit payroll with your

Sage HRMS Software Proposal

Issues to be addressed with this solution:

- Migrate to supported platform – Sage HRMS from Sage Abra Suite
- Move to electronic Time & Attendance Environment, streamline time capture and approval processes

HRMS Solution – Software Investment

Sage HRMS employee counts are based on Active employees (terminated employees are not included in employee count licenses) and you can upgrade the number of active employees at any time. Any upgrade is based on the difference between the current number of employees licensed and the new employee level desired.

Sage HRMS Software for 300 Active Employees	One Time Product Cost	Annual Sage BusinessCare Silver
Sage HRMS SQL Migration License	$1,620	n/a
Sage HRMS Payroll SQL Migration License	$1,880	n/a
Sage HRMS Network Seats SQL Migration License (total of 2 seats)	$175	n/a
Sage HRMS Employee Self Service	n/a	n/a
ASM SQL Migration Tool	$3,760	n/a
Sage HRMS Time & Attendance – Enterprise Edition (includes 20 supervisor licenses)	$17,840	$2,546
Sage HRMS Time & Attendance Additional Supervisor Licenses (4 packs of 3 – brings total Supervisors to 32)	$1,960	$412
Sage HRMS – Additional Network Seats (from 2 to 4 total seats)	$2,045	$905
Sage HRMS Software and Silver BusinessCare Subtotal	**$29,280**	**$3,863**
Discount for Hosting with Cloud at Work	($600)	
Sage HRMS Software and Silver BusinessCare Subtotal	**$28,680**	**$3,863**
Total Estimated HRMS Software & Annual Silver BusinessCare	**$32,543**	

Note: The Annual Sage BusinessCare (maintenance & support) will NOT change until your yearly renewal date for Sage HRMS SQL. Orders within 90 days of expiry require prorated Sage BusinessCare plus payment of Annual renewal. Current Expiry Date: December 28, 2020.

HRMS Solution - Implementation, Setup and Training Costs

Sage HRMS Implementation Estimate

The following is an estimate for professional services for the proposed project. Certain circumstances can affect estimates, including changes in requirements that arise during the project. Custom reports and data migrations are particularly difficult to estimate accurately until a detailed design has been completed. If, during the course of the engagement, we determine circumstances are such that substantially greater work is required than estimated, we will discuss it with you and gain your approval before proceeding.

Implementation Options

Scope Item		Basic	Full
Project Management			
	Kickoff Meeting	X	X
	Biweekly Status Meeting		X
	Project Oversight	X	X
	Project Closure Meeting		X
HR Migration			
	System Review	X	X
	HRMS Installation	X	X
	Data Upsize (HR; one-time)	X	X
	HRMS Delta Training	X	X
	Crystal Reports Conversion Training	X	X
Payroll Implementation			
	Business Requirements Analysis	X	X
	Payroll Configuration	X	X
	Payroll Application Training	X	X
	Pilot Testing - Two Payrolls		X
	Go Live support	X	X
	Post Go Live support - one payroll		X
ASM Data Conversion			
	Application Installation	X	X
	Abra to HRMS configuration mapping	X	X
	Data Conversion - Initial	X	X
	Data Conversion - Refresh		X
	Data Conversion - Refresh for Go Live	X	X

Sage HRMS SQL Migration

SCOPE FOR PROJECT – FULL $19,320

Project Management $2,520

Project Task:

- Project Initialization
- Kickoff Meeting
- Biweekly Project Status Meeting
- Project Oversight
- Project Closure Meeting

Deliverables:

- Pre-Implementation Checklist
- Pre-Kickoff Questionnaire
- Project Documentation
- Status Update Documents
- Closure Document & Survey

HR Migration Scope $2,800

Project Task:

- Technical System Review
- Sage HRMS Installation
- Data Upsize – One-time conversion
- HRMS Delta Training
- Crystal Reports Conversion Training

Deliverables:

- Application System Requirements
- Software with Licenses
- Upsize Audit Log
- Training Recording
- Crystal Conversion Steps

Payroll Implementation Scope $10,000

Project Task:

- Technical System Review
- Sage HRMS Installation
- Business Requirements Analysis
- Payroll Configuration – One Company
  - General Ledger Setup**
  - Core Payroll Configuration
  - Up to 50 Earnings/Deductions
  - Up to 10 Federal/State Taxes
- Payroll Application Training
  - Payroll Administration
  - Payroll Processing/Reports
  - Configuration
- Pilot Testing - Up to two Payrolls
- Go Live Support
- Post Go Live Support – one pay cycle

Deliverables:

- Sage System Requirements
- Software with Licenses
- Payroll Setup Checklist
- Standardization Guide
- Payroll Procedures
- Payroll Data Dictionary
- Milestone Signoffs
  - Configuration
  - Pilot Testing

*** G/L configuration must use cost center overrides or one distribution code per earning/deduction/tax*

ASM Data Conversion $4,000

Project Task:

- Application Installation
- Abra to HRMS Configuration Mapping
- Data Conversion - Initial
  - Employee Payroll Data
  - Earnings, Deductions, Taxes
  - Check History**
- Data Conversion – Refresh for Pilot Test
- Data Conversion – Refresh for Go Live

Deliverables:

- Software with Licenses
- Translation Report
- Data conversion signoff
- Check conversion signoff

*** Check history conversion includes current year and prior year. Additional history can be quoted.*

Not Included in Standard Scope:

• Additional Data Conversions	*priced per table, complexity, and frequency
• System Integrations and Interfaces	*priced per specification and complexity
• Customizations – Crystal Reports	*priced per report
• Customizations - Fields/Screens/Menus	*priced per specification and complexity
• On-site Consulting	*priced on travel time and business expenses
• Payroll Local Tax Setup	*priced based on volume of local taxes
• Timecard import customization	*modules/utilities available
• Custom Check/DD Stock	*priced per custom stock
• Custom Check/DD Stub for ESS	*priced per custom stock
• PTO on Pay Stub	
• Secondary Jobs/Rates	
• Additional Check History Conversion	*priced per year by company
• Training – View Builder	
• Training – Crystal Reports	
• Training – for Employees	

SCOPE FOR PROJECT – BASIC $13,550

In Basic, Net at Work will assist with application installation, migration of HR and Payroll data, and payroll configuration. Training of the application (HR delta training and Payroll training) will also be provided.

Project Management $1,050

Project Task:

- Project Initialization
- Kickoff Meeting
- Project Oversight

Deliverables:

- Pre-Implementation Checklist
- Pre-Kickoff Questionnaire
- Project Documentation
- Status Update Documents
- Closure Document & Survey

HR Migration Scope $2,800

Project Task:

- Technical System Review
- Sage HRMS Installation
- Data Upsize – One-time conversion
- HRMS Delta Training
- Crystal Reports Conversion Training

Deliverables:

- Application System Requirements
- Software with Licenses
- Upsize Audit Log
- Training Recording
- Crystal Conversion Steps

Payroll Implementation Scope $6,300

Project Task:

- Technical System Review
- Sage HRMS Installation
- Business Requirements Analysis
- Payroll Configuration – One Company
  - General Ledger Setup**
  - Core Payroll Configuration
  - Up to 50 Earnings/Deductions
  - Up to 10 Federal/State Taxes
- Payroll Application Training
  - Payroll Administration
  - Payroll Processing/Reports
  - Configuration

Deliverables:

- Sage System Requirements
- Software with Licenses
- Payroll Setup Checklist
- Standardization Guide
- Payroll Procedures
- Payroll Data Dictionary
- Milestone Signoffs
  - Configuration
  - Pilot Testing

*** G/L configuration must use cost center overrides or one distribution code per earning/deduction/tax*

ASM Data Conversion $3,400

Project Task:

- Application Installation
- Abra to HRMS Configuration Mapping
- Data Conversion - Initial
  - Employee Payroll Data
  - Earnings, Deductions, Taxes

Deliverables:

- Software with Licenses
- Translation Report
- Data conversion signoff
- Check conversion signoff

  - Check History**
- Data Conversion – Refresh for Go Live

*** Check history conversion includes current year and prior year. Additional history can be quoted.*

Not Included in Standard Scope:

- Payroll Pilot Testing
- Go Live Support
- Post Go Live Support
- Additional Payroll Data Refreshes
- Additional Data Conversions *priced per table, complexity, and frequency
- System Integrations and Interfaces *priced per specification and complexity
- Customizations – Crystal Reports *priced per report
- Customizations - Fields/Screens/Menus *priced per specification and complexity
- On-site Consulting *priced on travel time and business expenses
- Payroll Local Tax Setup *priced based on volume of local taxes
- Timecard import customization *modules/utilities available
- Custom Check/DD Stock *priced per custom stock
- Custom Check/DD Stub for ESS *priced per custom stock
- PTO on Pay Stub
- Secondary Jobs/Rates
- Additional Check History Conversion *priced per year by company
- Training – View Builder
- Training – Crystal Reports
- Training – for Employees

Crystal Payroll Reports Bundle $1,500

- Includes 13 Reports written in Crystal Reports
  - Check/Direct Deposit Register
  - Deductions Register by Date Range
  - Direct Deposit Report
  - Earnings Register by Date Range
  - Earnings, Taxes, Deductions Summary
  - Employee Status Differences
  - General Ledger Report
  - Payroll Deposit Requirements
  - Positive Pay Report
  - Positive Pay Export
  - Taxes Register by Date Range
  - Timecard Missing Report
  - Timecard Report

ESS Migration $2,530

Project Task:

- Technical System Review
- Sage ESS Installation
- ESS Data Migration
- ESS Delta Training

Deliverables:

- Application System Requirements
- Software with Licenses
- Duplicate Key Report

Sage Time & Attendance (300ee)

SCOPE FOR PROJECT $18,400

Project Management

Project Task:

- Project Initialization
- Kickoff Meeting
- Biweekly Project Status Meeting
- Project Oversight
- Project Closure Meeting

Deliverables:

- Pre-Implementation Checklist
- Pre-Kickoff Questionnaire
- Project Documentation
- Status Update Documents
- Closure Document & Survey

Sage Time & Attendance Implementation

Project Task:

- Business Requirements Analysis
- Application Scripting
- System Installation
- Interface Setup/Testing
- Administrator Training
- Supervisor Training
- Pilot Testing
- Go Live Support
- Post Go Live Support – one pay cycle

Deliverables:

- Configuration Document

Not Included in Standard Scope:

- Additional Data Conversions *priced per table, complexity, and frequency
- System Integrations and Interfaces *priced per specification and complexity
- Customizations – Crystal Reports *priced per report
- Customizations - Fields/Screens/Menus *priced per specification and complexity
- On-site Consulting *priced on travel time and business expenses
- Payroll Local Tax Setup *priced based on volume of local taxes
- Timecard import customization *modules/utilities available
- Custom Check/DD Stock *priced per custom stock
- Custom Check/DD Stub for ESS *priced per custom stock
- PTO on Pay Stub
- Secondary Jobs/Rates
- Additional Check History Conversion *priced per year by company
- Training – View Builder
- Training – Crystal Reports
- Training – for Employees

Total Investment Summary:

Description	Investment
Software & Maintenance	
Sage HRMS Software	$29,280
Sage HRMS Annual Silver BusinessCare	$3,863
Discount for Hosting with Cloud at Work	($600)
Total Sage Software & Silver BusinessCare	**$32,543**
Implementation Services (please select desired SQL Migration Level)	
____ Fixed Cost Implementation SQL Migration Services – Full	$19,320
____ Fixed Cost Implementation SQL Migration Services – Basic	$13,550
Crystal Payroll Reports Bundle	$1,500
Fixed Cost Implementation Services – Employee Self Service	$2,530
Fixed Cost Implementation Services – Sage Time & Attendance	$18,400

The *software and implementation pricing* contained in this proposal is valid until May 29, 2020.

Proposal Sign-Off:

Please sign and send back to Net at Work. When signature is received, we will send you an invoice. When payment is received, we will order the software and schedule this project.

Accepted and agreed:

	Town of Knightdale
Authorized Signature:	
Printed Name:	
Title:	
Date:	
Email Address:	

Terms and Conditions:

- All prices and rates included in this Proposal exclude applicable Sales Tax, Shipping & Handling except where specifically indicated.
  This proposal is subject to the terms and conditions of the existing Master Services Agreement and is considered a "Proposal" pursuant to the Master Services Agreement in Section 1.2.
- Pricing is based on Scope of Work defined in this proposal. **Removing or adding requirements may impact pricing.**
- Terms and conditions outlined in this proposal and the Master Services Agreement override terms and conditions outlined in Purchase Orders.
- Existing Licensed Modules subject to verification for order processing.

Payment Terms:

- 100% of Software and Maintenance is due upon execution of this agreement. Net at Work requires that any software be purchased and paid for in full before commencement of the implementation project.
- Fixed Price Implementation Program(s): 100% due upon execution of this agreement.
- The order is not accepted by Net at Work until we have received both the deposit and the signed proposal.

Tax Credit & Incentive Savings: Improve Cash Flow and Help Grow Your Business

At Net at Work we are committed to helping you make the most out of your business. Our partner for tax credits, McMillian and Associates, believes in helping your business find new opportunities. Together, we're taking our combined years of experience to make it even easier to find more tax credits for your business.

TAX CREDITS YOU COULD BE MISSING:

New Hire Tax Credits Including:

- (WOTC) Federal Work Opportunity Tax Credits – Up To $9,600 per qualified employee
- State Hiring Tax Credits – Up to $5,000 per new hire

Other State & Federal Tax Credits:

- Research & Development
- Job Growth
- Training & Retraining
- Investment
- Location Tax Credits (Empowerment Zones, Enterprise Zones, Opportunity Zones, etc.)

Be certain to discuss this with our team!

Approach to Statement of Work (Implementation Plan)

Project success depends as much on the planning, project management and communication as it does on system development. The implementation of a new system should follow a standard best practice methodology, and focus on business objectives, timeline milestones, and resource expectations.

We are prepared to **begin the engagement within two to three weeks of your authorization**, as indicated by your signature on this proposal. Net at Work will use the following approach to implement your project.

Project Management

The management of the project is critical for a successful implementation. Net at Work will appoint a Project Manager who will be responsible for the performance of the Net at Work activities described in this Statement of Work. The Project Manager's role will encompass the following activities:

- Project Planning
- Managing Scope
- Timeline Development
- Lead Status Meetings
- Risk Analysis
- Resource Planning
- Documentation
- Team Leadership
- Progress Reporting
- Monitor Performance

The Project Manager will also be responsible for scheduling ongoing **Project Status Meetings** for all project stakeholders. These status meetings will be used to summarize current project progress, review upcoming milestones and project to-do's, and address any issues or risks. A financial review will also be provided during this meeting.

Project Kickoff Meeting

The Project Kickoff Meeting allows the entire project team to level set expectations for the implementation, and will cover the following agenda items:

- Introduce Project Team and set Roles, Responsibilities, and Time Expectations
- Confirm Project Objectives and Statement of Work
- Develop Project Timeline and Plan
- Outline Strategy for Implementation Success
- Discuss Change Requests and Project Risk

System Review/Installation

Net at Work will install software products and modules purchased with this implementation. Prior to installation, we will provide a technical System Review to outline hardware/software requirements, review current customer technology, and document the findings. Before installation can occur, any deficiencies identified in the System Review should be rectified.

After the System Review is completed and approved by Net at Work, our Systems Engineer will schedule time to install the products listed in the Scope of Work.

Business Requirements Analysis

It is important for Net at Work's System Analysts to understand your business processes in order to implement the application successfully. Prior to implementation, our Systems Analysts will meet with your Subject Matter Experts to determine a baseline of current applications, gather and document requirements of the business, identify setup/process changes, outline translations from current applications to new applications, and discover any potential future needs. It is only after this analysis that Net at Work can provide a setup, training and implementation plan.

Application Implementation / Build Out

Net at Work will work with your team to begin implementation of the software applications once business requirements are outlined. Implementation will take the following approach:

Net at Work will work with the implementation team to train on the system setup. In addition, Net at Work will assist in the development of a reasonable amount of business requirements in the application. The customer team will be tasked to implement remaining setup items in the system, with Net at Work oversight. This shared responsibility allows the entire project team to participate in the implementation of business requirements. If it is determined that the customer wants deeper Net at Work assistance, a change request can be delivered outlining such assistance (scope, time, price).

Application Training

Net at Work will provide basic training to the implementation team on the applications, and guide you through day-to-day functionality. Net at Work also provides online training webinars that customers can attend. Please review www.netatwork.com for a training schedule.

Data Conversions, Customizations, Interfaces

Net at Work will convert existing data as outlined in the Scope of Work. While some data will be converted electronically, it may be more efficient to manually input other data elements. Specifics will be determined during project planning and business requirements analysis. Data Conversion assumes there will be no significant data issues encountered or that multiple data conversions will be required for any reason.

If there are any data conversions, customizations or interfaces outlined in the Scope of Work, Net at Work will design, create, test and deploy them. Additional customizations and interfaces can be quoted, and can include custom reports, custom programs, and custom interfaces to third party systems.

Pilot Testing

Once the software build-out is complete, Pilot Testing can occur. This process gives users the opportunity to use the system and validate if configuration is on track. Additional business requirements may be identified in this phase. Based on the scale of the project, two or three pilots may be required. Pilot Testing tasks include:

- System Setup acknowledgement
- Data accuracy/completeness verification
- Business Process, customization, and interface testing
- Identification of changes needed (functionality, usability, etc.)

Signoff on the pilot and system readiness is required prior to go live.

Go-Live and Project Close

Once Pilot Testing is complete, a cutover plan to transition to Go-Live will be created by the project team, and Net at Work will provide assistance for Go-Live.

After the implementation is live and post Go-Live support has concluded, a Project Closure meeting is scheduled for the purpose of transitioning the specific project to ongoing support and next steps, which may be the initial project planning for a subsequent phase. Completion of project objectives and open issues should also be reviewed during this meeting.

Project Change Management

While this proposal and statement of work creates a baseline of key deliverables, changes to business requirements, amount of effort needed by Net at Work, and modifications may be identified during the project. A Project Change Request (PCR) will be presented when major changes to the project occur. These changes can include:

- Delays to significant milestones or the overall project end date.
- Changes that require additional funding (hours/dollars or percentage of available budget).

No work outside the scope of this proposal will be performed without your prior approval of a Change Order.

Professional Services:

Pre-Paid Service Hour Blocks

Whenever you receive support, service hours are deducted from your package equal to the amount of time a project manager, consultant or technician spends. The hours are recorded in fifteen-minute increments; for onsite support, we bill a minimum of one hour. Note that any work scheduled for a Saturday would incur a factor of 1.5 times the normal rate. One-way Travel time will be charged (time included in estimate), plus a mileage charge per mile for travel. If it is determined that overnight stay is needed those expenses hotel, meals etc. will be billed at actual costs.

Your Responsibilities:

The ultimate success of the engagement depends primarily on your personnel and the effort contributed toward the new system's implementation. You understand the selection of a new system is ultimately your responsibility. Net at Work's performance is predicated upon the following responsibilities being fulfilled by your company:

- Assign personnel to this project that have appropriate business and technical knowledge of the current environment and communications skills necessary to participate in this project.
- Your project leader and all of the staff involved in the implementation will be required to set aside time for training, data entry, conversion planning and project administration. You will also need to provide all information to be entered into the new system. Accuracy of the data will be the responsibility of the customer.
- Your personnel will be available to schedule and participate in meetings and progress reviews with Net at Work and complete tasks as per project schedule.
- Provide information, data, decisions, and approvals within reasonable timeframes in order to ensure project schedule is not negatively impacted.
- Your personnel will help resolve project issues, and escalate as necessary.
- Provide server and client machines that are compatible with the requirements of the software. Proper configuration and operation of your computer hardware will also be required for the installation.
- Ensure system backups are in place prior at key intervals in the project.
- Provide Net at Work consultants with adequate access to network, including remote access, and materials needed to perform duties. Also provide adequate co-located workspace and meeting rooms, as needed, if consultants are on-site.

Manage All of HR in One Place

Bring all aspects of human resources management together by integrating any or all of the following solutions with Sage HRMS.

Sage Employee Self Service (Sage ESS)
Enable your employees to request time off, review pay history, update contact information, and more—with just a few mouse clicks. Instead of calling the HR department with routine inquiries, employees and managers can access and review information regarding time off, current benefits, and current job details—anytime, anyplace over the Internet or company intranet.

Sage OrgPlus by Insperity
Help yourself and your employees better understand your company's strategy and structure, as well as everyone's role in achieving organizational objectives with Sage OrgPlus. Capabilities include chart creation, customization, publishing, printing, sharing, schedule updates, integrated data management, and collaboration.

Sage Benefits Enrollment
Save countless hours and piles of paperwork by moving benefits to open enrollment online. Sage Benefits Enrollment empowers employees to make their own benefits elections. Easy step-by-step wizards guide administrators through the benefit plan setup process and walk employees through open enrollment. Sage Benefits Enrollment even includes year-round life events management that allows employees to update information such as marital status and dependents.

Sage Time
Eliminate the traditional time clock and introduce manager and employee self-service with Sage Time delivered in the cloud as a SaaS solution and integrated with Sage HRMS. Sage Time lets you automate timekeeping and scheduling tasks for more accurate payroll processing, in less time, for less cost, with less risk.

Sage HRMS Benefits Messenger
Cut the costs and complexity of benefits administration by securely automating the communication of employee benefits enrollment data to health insurance carriers with Sage HRMS Benefits Messenger. No more paper enrollment forms or customized electronic file formats. Sage HRMS Benefits Messenger also eliminates the costly errors associated with duplicate data entry and "missed enrollments" both during annual open enrollment periods and for employee changes throughout the year.

Sage Time and Attendance by Insperity
Collect, analyze, and take immediate control of your employees' attendance and labor data—online and in real time. An intuitive, 100% web-based solution that integrates seamlessly with Sage HRMS, Sage Time and Attendance by Insperity inspires your workforce with employee and manager self-service features, eliminates the burden of manual processes, saves time and money, and minimizes your compliance risk.

Sage HRMS HR Actions by Delphia Consulting
Streamline the collection and approval of employee data using the web. Sage HRMS HR Actions by Delphia Consulting enables you to easily create paperless forms using any fields from Sage HRMS. Process any action from request to hire to termination and everything in between, including status changes and performance appraisals. Save time, money, and paperwork with an online manager and employee self-service.

Sage HRMS Cyber Recruiter by Visibility Software
Effectively manage and communicate during the entire recruiting process with Sage HRMS Cyber Recruiter by Visibility Software, a Sage Endorsed Solution, to help fill open positions more quickly and efficiently. Recruiters, hiring managers, and their staff can focus more on core recruiting activities while eliminating administrative tasks. Sage HRMS Cyber Recruiter is an in-house, 100% web-accessible tool that is highly configurable, paperless, and process oriented—the perfect recruiting software solution for your company.

Sage HRMS Alerts & Workflow by Vineyardsoft
Closely track all your business data—within Sage HRMS and beyond—with Sage HRMS Alerts & Workflow by Vineyardsoft Corporation. Providing every organization with much-needed exception management, Sage HRMS Alerts & Workflow identifies and responds to conditions that fall outside of an organization's standard operating procedures—such as a contract that is about to expire, an employee returning from a leave of absence, or a new hire—and helps organizations avoid saying, "If only we had known."

My Workforce Analyzer
Conveniently and affordably abide by the Affordable Care Act (ACA) reporting requirements and make decisions with confidence with My Workforce Analyzer. Using data from your company, My Workforce Analyzer produces online dashboards and generates required forms to help keep you compliant.

Sage HRMS Cyber Train by Visibility Software
Keep track of training-based on-the-job requirements and skills for employees with Sage HRMS Cyber Train by Visibility Software, a Sage Endorsed Solution. With Sage HRMS Cyber Train you can manage employee and nonemployee training, including classes, course requirements, programs, and certifications. The robust self- service portal allows access to information whenever employees, supervisors, instructors, or training managers need it. This powerful yet easy-to-use employee training management solution eases administrative burdens and ensures your workforce remains compliant.

What Makes Net at Work Different?

Net at Work is the leading solution provider for HRMS software. Net at Work has been providing unique solutions for hundreds of businesses and offers them the most productive and effective use of current technology.

Net at Work's mission is to provide quality services and cost-effective solutions in order to ensure a successful implementation that is on time and within budget. At Net at Work, we are committed to providing products and services that meet our customers' needs and exceed their expectations.

You want straight talk. Speak to our customers. This is the only way you will get the information you need to make the right choice. See what our customers are saying:

> ***"A critical part of the success of this project was Net at Work's ability to quickly understand our needs and translate those needs into the solution."***
>
> ***Net at Work's knowledge, level of support and willingness to help could not be better. They truly go above and beyond."***
>
> ***"The efficiencies we gain with the HRMS solution supported by Net at Work allows us to keep our costs down while still delivering the services our employees deserve"***

The most important aspect of your decision on which HRMS vendor will be best for your company is deciding who you feel the most comfortable with and who you feel will most effectively understand your business needs.

This is why our Account Managers have taken the time through their needs analysis to understand your pain points, your business needs and determine if one of our solutions will meet your needs.

We believe that the sales force and the professional service staff need to always be in sync. Therefore, the person responsible for the demo was one of Net at Work's most senior HRMS consultants, assuring that all aspects of the solution we show you are "do-able".

Many of our customers tell horror stories of past implementations that they have gone through and the reason for failure was because there was no process identified.

A major key to a successful implementation is in our methodology. Most implementations fail because of poor planning and haphazard execution. We utilize a very structured implementation and training model to allow you to get up and running with your new HRMS as soon as possible.

We provide our prospects with copies of our implementation checklist, guide and training books so that they see our methodology. Having a structured implementation process put our customers at ease.

Project management is important to keeping our projects on time and on budget. At the kickoff meeting we will establish benchmarks of the project and timelines with lines of responsibility in collaboration with

your team. Our consulting manager serves as the project manager and meets with each project and customer on a regular basis to review the status of the projects with the Net at Work and your teams.

We maintain the largest number of Certified Trainers and we are dedicated to the continued professional success of our HRMS clients.

What does this mean to you –

- Knowledgeable implementers;
- Quick response to questions or issues even if your primary consultant is tied up or on vacation;
- With the large cadre of consultants and customer base you can be assured that we've seen most issues and this provides our consultants a sounding board to bounce ideas off which will speed up the implementation and support process;

We have developed and put in place processes and resources that will assist you in maximizing the utilization of your HRMS system. We offer comprehensive online seminar series featuring year-round basic through advanced product trainings, providing end user trainings online and on site.

Our level of support is unparalleled by any other software vendor. There is nothing more frustrating than waiting for a call back for support.

We have developed a cadre of the best consultants. We have more certified consultants who are HR/Payroll/CPA professionals than any other vendor. This cadre of consultants gives our office a list of seasoned consultants that are available at a moment's notice to provide assistance when our customers are in need of help. With our technology, we can assist our customers within minutes on their own desk top. We can provide you a list of our consultants and their backgrounds. You need this kind of information to make the right choice.

Net at Work's Employer Solution Practice maintains a dedicated Help Desk to support our HRMS customers. When a customer calls in with an issue it is immediately sent out to the consulting group and the available consultant will respond.

Account Managers are assigned to each of our customers to maintain constant direct contact. They touch base with our customers to follow up on their support experience and to escalate open issues if required after they have called HRMS tech support for help. They contact our customers during their implementation process on a weekly basis until they have gone live and they also keep in touch with our customers on an eight-week cycle to ensure they are doing well and to make certain they are aware of the resources we are providing, especially free sessions.

Net at Work stands alone in its approach to educating its HRMS users in how to maximize the utilization of its functions and features. Net at Work provides multiple levels of communications so that you can more effectively utilize your HRMS system:

- We communicate on a regular basis via emails to our HRMS users.
- We offer free monthly webinars and online training;
- We offer free weekly lunch & learns;

- We provide a bi-monthly HRMS user newsletter.
- We created Employer Solutions Learning Center which consists of a series of 3-hour online training courses that address areas to maximize the use our customers' HRMS solution;
- We offer a series of management seminars throughout the year to our HRMS users.

Features are important in any software but what is more important is utilizing all the features and functionality of the software. Again, we want to emphasize that the most important decision during your selection of a new HRMS system is who will help you utilize the full functionality of the software. Please reach out and ask our customers if what we have said is true: that we are committed to assisting our customers maximize the utilization of their HRMS systems. You need this information to make the right choice.

Net at Work believes that "one size fits all" does NOT fit all and that tailored solutions, designed for shared visions, strategies, and goals are the preferred way of doing business.

If you become a customer of Net at Work, we commit to strive every day to exceed your expectations.

Net at Work Profile:

Founded:	1996	Sister Companies:
Headquarters:	NYC	Pixafy, eCommerce Agency
Employees:	180+	Swype Integrated Technologies, Payments Processing
Offices:	18 across North America	Docutrend, Document Technology
Clients:	6,000	

Who We Are

Net at Work is a full-service IT and business consultancy with unparalleled expertise in the development of business technology solutions. We deliver a range of unbiased, integrated solutions that brings our clients every competitive advantage possible.

What We Do

We help you design, select, implement, and scale all aspects of technology, using our comprehensive solutions portfolio. Our goal is to be considered an integral part of your business; utilizing promising new technologies to attribute to your success and maximize your total return on investment.

How We Do It

We have the most talented team of individuals, who work together to provide a 360° view of your business needs today, while providing an IT roadmap for your future. Our partnerships with the biggest names in technology ensure an unbiased approach, matching you with the best solutions for your needs.

From new installations and upgrades to implementation of complex customizations, Net at Work's professional services division has over 20 years of consulting experience ranging from small projects to enterprise ones spanning thousands of users worldwide. Using a proprietary methodology developed from industry standards and a great deal of experience, the Net at Work consulting team has the tools and processes that allow them to successfully manage and complete projects on time and on budget resulting in the highest degree of customer satisfaction.

Industry Recognition

Town of Knightdale

Staff Report Cover Sheet

Title: Closing of Public Works Facility Capital Project

Staff: Tim Flora, Finance Director

Date: May 20, 2020

PURPOSE

- To close the Public Works Capital Project Ordinance as project has been completed.

STRATEGIC PLAN PRIORITY AREA(S)

- Sustainable
- Organizational Excellence

GENERAL STATUTE REFERENCE(S), *if applicable*

- N/A

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- Resolution #20-05-20-002

STAFF RECOMMENDATION

- Adopt Resolution #20-05-20-002 to close Public Works Facility Capital Project Ordinance #19-03-20-001.

TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

RESOLUTION #20-05-20-002
A RESOLUTION TO CLOSE PUBLIC WORKS FACILITY CAPITAL PROJECT ORDINANCE #19-03-20-001.

WHEREAS, the Town of Knightdale has previously authorized a capital project ordinance adopted on November 15, 2017, and subsequently amended on September 19, 2018 and again on March 20, 2019, for the construction of a public works facility located at 1102 Great Falls Court, Knightdale; and

WHEREAS, total project costs as amended was budgeted at $2,850,000; and

WHEREAS, the project has been successfully completed with the building being occupied during fiscal year 2020; and

WHEREAS, the final accounting is complete with total expenditures being $2,849,880.32.

NOW THEREFORE, BE IT RESOLVED that the Public Works Facility Capital Project last identified as Ordinance #19-03-20-001, dated March 20, 2019, is effectively closed.

This the 20th day of May, 2020.

BY: _____
James A. Roberson, Mayor

ATTEST: _____
Heather Smith, Town Clerk

Town of Knightdale

Staff Report Cover Sheet

Title: Veterans Memorial Recognition Policy Update

Staff: Heather Smith, Town Clerk

Date: May 20, 2020

PURPOSE

- To update the Veterans Memorial Recognition Policy to clarify eligibility requirements, indicate that engraving will occur once per year, and change the name of the Veterans Memorial Recognition Committee to the newly-established Veterans Memorial Advisory Board.

STRATEGIC PLAN PRIORITY AREA(S)

- Organizational Excellence

GENERAL STATUTE REFERENCE(S), *if applicable*

- N/A

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- Veterans Memorial Recognition Policy

STAFF RECOMMENDATION

- Approve the changes to the Veterans Memorial Recognition Policy

Town of Knightdale Veterans Memorial Recognition Policy

SUBJECT: Veterans Memorial Recognition Policy

EFFECTIVE DATE: ~~May 15, 2019~~ ~~April 15, 2020~~May 20, 2020 **APPROVED BY:** Town Council

DISTRIBUTION: Mayor and Council Members, Town Manager, Assistant Town Manager, Town Clerk, Town Attorney, and Department Directors.

The Veterans Memorial Plaza at Knightdale Station Park will display names of Knightdale Veterans who ~~have~~ honorably served in the United States Armed Forces. In order to determine which names will be engraved on the Memorial, the Town Council has outlined the following criteria:

1. The Veteran must have resided in the greater Knightdale area for a significant portion of their life or made significant contributions to Knightdale during their lifetime.

2. The Veteran must have been honorably separated or discharged from service.
   A copy of the veteran's DD Form 214,~~ Certificate of Release or Discharge from Active Duty~~ or other appropriate documentation, must be provided for verification.

3. Deceased Veterans of all branches of service are eligible to be recognized.

4. Veterans that were Killed in Action shall have their names written in Gold in accordance with the Gold Star Memorial.

5. Request for placement of names must be made by application to a designated ~~committee~~ advisory board of the Town and shall be approved if it meets the noted criteria.

6. The Town shall be responsible for arranging for new engravings, which should occur no more than ~~twice~~ once per year.

The Veterans Memorial ~~Recognition Committee~~ Advisory Board shall be comprised of ~~stakeholders from the Town Council, Parks & Recreation Department, local Veterans groups, American Legion Post 529 and Two Green Thumbs Garden Club along with the Town Manager.~~representatives from the Disabled American Veterans organization, Two Green Thumbs Garden Club, and American Legion Post 529, as well as appointed citizens who possess a knowledge of Knightdale history and the local veteran community.

Town of Knightdale

Staff Report Cover Sheet

Title: Public Comment Policy

Staff: Heather Smith, Town Clerk

Date: May 20, 2020

PURPOSE

- To establish rules of procedure for the Town of Knightdale Public Comment Period.

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive
- Organizational Excellence

GENERAL STATUTE REFERENCE(S), *if applicable*

- § 160A-81.1 - *"The council shall provide at least one period for public comment per month at a regular meeting of the council. The council may adopt reasonable rules governing the conduct of the public comment period."*

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- Public Comment Policy

STAFF RECOMMENDATION

- Approve the Public Comment Policy

Town of Knightdale
Public Comment Policy

SUBJECT: Public Comment Policy

EFFECTIVE DATE: May 20, 2020 **APPROVED BY:** Town Council

DISTRIBUTION: Mayor and Council Members, Town Manager, Assistant Town Manager, Town Clerk, Town Attorney, and Department Directors.

Per NCGS §160A-81.1, the Knightdale Town Council will provide at least one period for public comment per month at a regular meeting. This public comment period provides members of the Knightdale community and general public the opportunity to address the Town Council.

Per authority granted by NCGS §160A-81.1, the Knightdale Town Council has implemented the following rules governing the conduct of the general public comment period:

1. All persons wishing to speak shall sign in before the meeting begins.
2. All persons wishing to speak shall do so from the podium. No one is permitted to speak from the audience.
3. Each speaker shall state their name and address for the record.
4. Each speaker shall have one opportunity to speak for a period not to exceed 3 minutes in duration. The speaker will not be permitted to speak again once they leave the podium or their 3 minutes expire.
5. Speakers should direct their comments to the Town Council, not the audience or staff. In addition, speakers will not be permitted to direct or answer questions from the audience.
6. The Council requests that groups of three or more designate a spokesperson.
7. Speakers should not expect action or deliberation on subject matter brought up during the Public Comment Period.
8. Speakers shall be civil and courteous in their language and presentation. Insults, profanity, use of vulgar language or gestures or other inappropriate behavior are not allowed.

Town of Knightdale

Staff Report Cover Sheet

Title: Northeast Area Study 2020 Update Stakeholder Oversight Team Appointment

Staff: Jason S. Brown, AICP, CZO

Date: May 20, 2020

PURPOSE

- To appoint members to the Northeast Area Study (NEAS) Update Stakeholder Oversight Team

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive
- Sustainable

GENERAL STATUTE REFERENCE(S), *if applicable*

- N/A

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- Staff Report

STAFF RECOMMENDATION

- Appoint Mayor James Roberson and Councilor Ben McDonald to the NEAS Stakeholder Oversight Team (SOT)

Town of Knightdale

Staff Report

Title: Northeast Area Study Stakeholder Oversight Team Appointments

Staff: Jason Brown, Assistant Development Services Director

Date: May 20, 2020

Director Signature: CH

Asst. Town Manger Signature: DT

Town Manager Signature: WRS

BACKGROUND INFORMATION

- The NEAS Update is a five-year update to the original 2014 Northeast Area Study that looked at land use and multimodal transportation needs of the study area. The study covered parts of unincorporated areas of Wake and Franklin Counties as well as all or parts of the municipalities of Bunn, Franklinton, Knightdale, Raleigh, Rolesville, Wake Forest, Wendell, Youngsville, and Zebulon. This update will produce recommendations across all modes as well as refresh policies and priorities that may have evolved since the original study. CAMPO conducts area studies such as this one in order to achieve more robust public engagement and take a deeper dive into specific network issues within a smaller area. Recommendations from the NEAS Update will inform the 2050 Metropolitan Transportation Plan (MTP), which is a region-wide long-range transportation plan updated every 4 years. The NEAS Update started in February of this year to be completed by June 2021.

SUMMARY

- The NEAS will rely on public input throughout the process. In addition, there are two standing committees utilized to provide input throughout the process. The Core Technical Team (CTT) consists of staff from local municipalities and may include planners and engineers. Knightdale is represented on the CTT by Development Services Staff. In addition, a Stakeholder Oversight Team (SOT) of policy and decision makers is appointed to provide oversight direction and feedback throughout the process. Currently, Mayor Roberson and Councilor McDonald serve as the Town's primary and alternative representative on the CAMPO Executive Board. Their experience on this committee provides a great background for serving on the SOT. The entire Town Council will be engaged through stakeholder interviews conducted by the project team. Further, Chief Capps and Chief Cone have agreed to participate in the Public Safety stakeholder interviews. Staff believes this level of participation will allow Knightdale to be well represented throughout the plan update.

RECOMMENDED ACTION

- Appoint Mayor Roberson and Councilor McDonald to the NEAS SOT

Town of Knightdale

Staff Report

Title: Wake Stone Athletic Park Phase 1 Street Name Approval

Staff : Kevin Lewis

Date: May 20, 2020

Director Signature: CH

Asst. Town Manger Signature: DT

Town Manager Signature: WRS

PURPOSE:

- The purpose of this staff report is to provide the proposed street name for Phase 1 the Wake Stone Athletic Park.

BACKGROUND INFORMATION:

- Site work, including grading and transporting fill, is currently underway for Phase 1. Street names need to be reviewed and approved by Town Council; therefore, the developer has submitted their application for street name approval. The proposed street name has 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 street name and moving to adopt Resolution #20-05-20-003.

ATTACHMENTS:

- Resolution #20-05-20-003

TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

RESOLUTION #20-05-20-003
RESOLUTION APPROVING STREET NAMES

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

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

NOW, THEREFORE, BE IT RESOLVED, that the Knightdale Town Council hereby approves the following street names for property referred to as Wake Stone Athletic Park, which is located off Old Crews and Forestville Roads, and on the parcel identified by PIN 1755-11-4133:

Wake Stone Athletic Park Drive

This the 20th day of May, 2020.

BY: _____
James A. Roberson, Mayor

ATTEST: _____
Heather M. Smith, Town Clerk

Town of Knightdale

Staff Report Cover Sheet

Title: Firestone Development Agreement

Staff: Dustin Tripp, Assistant Town Manager

Date: May 20, 2020

PURPOSE

- The purpose of this staff report is to provide an overview of the Firestone Development Agreement for the vacant parcel within the Parkstone Development. A dispute arose by and among the Town, Bridgestone and Developer regarding the extent to which vested rights were enjoyed. All parties came to a mutual agreement that allows the project to move forward while still meeting the spirit and intent of the Unified Development Ordinance.

GENERAL STATUTE REFERENCE(S), *if applicable*

- N/A

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- Site Plan Settlement Agreement
- Administrative Amendment to Parkstone Master Plan
- Revised Rendered Elevations

STAFF RECOMMENDATION

- Authorize the Town Manager to sign the agreements.

SETTLEMENT AGREEMENT

This Settlement Agreement (the "Agreement") entered into this _____ day of March 2020 (the "Effective Date") is by and between BRIDGSTONE RETAIL OPERATIONS, LLC ("Bridgestone"), the TOWN OF KNIGHTDALE (the "Town"), and KNIGHTDALE DEVELOPMENT OWNERSHIP, LLC (the "Developer"). Bridgestone, the Town, and Developer collectively are referred to herein as the "Parties," and sometimes separately as a "Party." The Parties, intending to benefit and bind themselves, hereby state and agree as follows:

RECITALS

A. Bridgestone is a Delaware limited liability company with its principal place of business located in Nashville, Tennessee;

B. Developer is a Delaware limited liability company with its principal place of business located in Raleigh, North Carolina;

C. The Town is a municipal corporation of the state of North Carolina;

D. Developer is the owner and developer of the Parkstone mixed use development ("Parkstone") which is located within the jurisdiction of the Town;

E. Bridgestone is lessee of a portion of that certain parcel of real property with Parkstone, located in Wake County, North Carolina with the street address 6000 Village Park Lane and the PIN 1744-85-6629 (the "Bridgestone Parcel");

F. Parkstone and the Bridgestone Parcel are subject to the Parkstone Master Plan, which was approved on August 17, 2016, as part of Zoning Map Amendment ZMA-7-16, Ordinance # 16-08-17-001 (the "Master Plan");

G. On November 8, 2019, a zoning compliance permit application for the Bridgestone Parcel was submitted to the Town for a Vehicle Services – Maintenance/Body Work/Repair use about 7,500 square feet in size (the "Project");

H. The zoning compliance permit application was rejected by the Town on November 19, 2019;

I. A dispute arose by and among the Town, Bridgestone and Developer regarding the extent to which Developer enjoyed vested rights in the Bridgestone Parcel and regarding the extent to which Bridgestone enjoyed vested rights to proceed with its Project pursuant to the Master Plan (the "Dispute");

J. The Town desires that certain amendments be made to the Project in order to implement certain changes it made to the Unified Development Ordinance (the "UDO") after the date on which the Master Plan was approved, including a two-story façade, but otherwise is willing

to process and review Bridgestone's application for the Project in accordance with the ordinances in effect when the Master Plan was originally approved;

K. Bridgestone desires to proceed with its Project in a timely fashion, and is willing to incorporate the Town's requested changes to the Project, so long as its Project application is reviewed, approved and built in accordance with the ordinances in effect when the Master Plan was originally approved; and

L. The Town, Developer and Bridgestone wish to resolve the Dispute;

M. The Parties have reached an agreement in full and final settlement of the Dispute.

NOW, THEREFORE, the Parties, for good and valuable consideration, the sufficiency of which is hereby acknowledged, and which includes the mutual promises and releases set forth below, agree as follows.

1. Recitals. The foregoing recitals and definitions are incorporated herein by reference. The recitals and definitions are substantive and material terms to this Agreement.

2. Review of Project Application. The Town hereby agrees to review and process the Project application in accordance with the terms of the Master Plan and the UDO as of the date on which the Master Plan was approved.

3. Changes to Project. Bridgestone agrees that its project will include the various enhancements, shown on the drawing attached hereto as Exhibit A and incorporated herein by reference, which are beyond what otherwise would be required under the terms of the UDO in effect at the time the Master Plan was approved. Accordingly, Bridgestone will submit a plan showing these enhancements (the "Bridgestone Plan") and pay fees for the review thereof in accordance with the Town's published schedule of fees. The Town shall review and approve the Bridgestone Plan pursuant to the terms of the ordinances, rules, and policies in effect on the date the Master Plan was approved.

4. Amendment to Master Plan. Contemporaneous with the execution of this settlement agreement, Town and Developer shall execute and be bound by the "Administrative Amendment To Master Plan Parkstone Conditional District" attached hereto as Exhibit B and incorporated herein by reference.

5. Subsequent Release. Upon the Town's issuance of a building permit following the approval of the Bridgestone Plan for construction pursuant thereto, the Parties each shall be deemed to have, for and on behalf of themselves and each of their present and former parent companies, subsidiaries, affiliates, predecessors, successors, assigns, and any other person or entity that may possess the capacity to bring claims on their behalf, forever released, acquiesced, relinquished, waived, and discharged any and all claims, demands, rights, actions, complaints, suits, violations, debts, damages, and causes of action of whatever type or nature, whether legal or equitable, whether known or unknown, whether contingent or absolute, which they have or may

have against one another relating to the Dispute; provided however, that nothing herein shall constitute a release or waiver of the obligations contained in this Agreement.

6. **Costs and Attorneys' Fees.** The Parties each shall bear their own expenses, including attorneys' fees, incurred in connection with the preparation of this Agreement, or related in any way to any of the matters referenced herein, including but not limited to any filing, recording, or other fees and expenses.

7. **No Admission of Liability.** This Agreement shall not in any way be construed as an admission by any Party that it has acted wrongfully with respect to any other Party or any person, or that any Party has any rights whatsoever against any other Party, and each Party specifically disclaims any liability to any other Party or any other person, on the part of itself, its employees, or its or their agents, except for obligations contained in this Agreement.

8. **Full Capacity.** All Parties represent that they are competent to execute this Agreement and presently are not acting under any duress, disability, or other incapacity, that they have full authority to execute the Agreement, and that this Agreement represents their valid and binding obligation. The Parties acknowledge that they have been represented by separate counsel, or have had the full opportunity to engage counsel, throughout the negotiation, preparation and execution of this Agreement. All Parties further represent and warrant that they have not assigned, transferred or conveyed at any time to any individual or entity any of the claims herein released, or permitted any other person or entity to acquire claims against any of the other Parties to this Agreement by subrogation, whether legal or equitable.

9. **Applicable Law.** This Agreement shall be governed by the laws of the State of North Carolina without regard to choice of law principles.

10. **Exclusive Jurisdiction and Venue.** Any and all claims or causes of action arising from or relating to this Agreement or any of the instruments referenced herein shall be brought exclusively in Superior Court Division of the General Court of Justice located in Wake County, North Carolina. The Parties acknowledge and agree that they all are subject to the jurisdiction to the state courts of North Carolina, and they consent to the exercise of jurisdiction over them and the service of process on them by the state courts of North Carolina.

11. **Entire Agreement and Modification.** This Agreement (with all attachments) constitutes the entire and complete agreement between the Parties and supersedes any prior oral or written agreements between the Parties with respect to the subject matters contained herein. It is expressly agreed that there are no verbal understandings or agreements which in any way change the terms, covenants and conditions of this Settlement Agreement, and that no modification of this Agreement and no waiver of any of its terms and conditions shall be effective unless made in writing and duly executed by the Parties.

12. **Further Actions.** The Parties agree to cooperate fully and execute any and all further documents and to take all further actions that may be necessary or appropriate to give full force and effect to the terms and intent of this Agreement.

13. **Joint Drafting.** The Parties agree that they all have been involved in the drafting and negotiation of each provision of this Agreement. No provision of this Agreement shall be construed against or interpreted to the disadvantage of any Party by a court or other governmental or judicial authority by reason of such Party's having or being deemed to have drafted such provision.

14. **Non-Severability.** If any paragraph or part of this Agreement is found void or unenforceable, the remainder of this Agreement shall be of no further force and effect. In such event, the Parties shall negotiate in good faith to resolve the issues that caused the provision of this Agreement in question to be found void or unenforceable, and to replace this Agreement with a new agreement that is fully compliant with applicable law.

15. **Headings.** The section headings contained in this Agreement are solely for the convenience of the Parties and shall not affect in any way the meaning or interpretation of this Agreement.

16. **Successors and Assigns.** This Agreement shall be binding upon and inure to the benefit of the Parties hereto, their heirs, successors and assigns.

17. **Counterparts.** This Agreement may be executed in multiple originals and in separate counterparts, each of which shall constitute an original and all of which shall constitute the whole Agreement. Facsimile and electronic signatures shall be effective to bind the Parties to the terms of this Agreement.

18. **Agreement under Seal.** This Agreement has been executed under seal and is intended by the Parties to have the full effect and of an agreement under seal pursuant to North Carolina law.

[Remainder of Page Intentionally Left Blank]
[Signature Pages Follow]

IN TESTIMONY WHEREOF the Parties have set their hands and seals on the Agreement on the dates indicated below.

Bridgestone Retail Operations, LLC

By: _____(SEAL)
Name:
Title:

_____
Date

The Town of Knightdale

By: _____(SEAL)
Name:
Title:

_____
Date

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

By: _____
Town of Knightdale Finance Officer

Knightdale Development Ownership, LLC

By: _____(SEAL)
Name:

Title:_____

EXHIBIT A:

EXHIBIT B:

ADMINISTRATIVE AMENDMENT TO MASTER PLAN

PARKSTONE CONDITIONAL DISTRICT

THIS ADMINISTRATIVE AMENDMENT TO MASTER PLAN (this "Amendment") is made effective as of the date of approval of the same by the TOWN OF KNIGHTDALE, a municipal corporation existing under the laws of the State of North Carolina ("Town").

WHEREAS, Knightdale Development Ownership, LLC, a Delaware limited liability company ("Developer"), is the developer of the ParkStone mixed-use development project. The Town approved a Master Plan for this project on August 17, 2016, as part of Zoning Map Amendment ZMA-7-16, Ordinance # 16-08-17-001;

WHEREAS, the Master Plan, at paragraph IX.B.2, provided for certain Administrative Changes to be approved by the Town Manager or his or her designee;

WHEREAS, the Master Plan, at Article VII, states that the Master Plan "shall constitute a Site Specific Development Plan establishing vested rights for the Development for a period of five (5) years";

WHEREAS, Town, Developer and a proposed end user of one of the outparcels shown on the Master Plan, Bridgestone Retail Operations, LLC ("Bridgestone"), disagree regarding whether vacant outparcels shown on the Master Plan meet the definition of a site specific development plan entitling those outparcels to certain vested rights;

WHEREAS, in an effort to resolve this dispute, Town, Developer and Bridgestone have agreed to the terms of a settlement agreement that will be executed contemporaneously with this Amendment;

WHEREAS, as part of the settlement agreement, the Town has agreed to review and process the development plan of Bridgestone for that certain property comprising a portion of Lot 13 shown on the plat recorded in Book of Maps 2018, Page 1574 of the Wake County Register of Deeds, and identified as Lot #14 on the Master Plan (the "Bridgestone Parcel") in accordance with the ordinances in effect at the time the Master Plan was approved, with certain enhancements voluntarily agreed to by Bridgestone as further described and attached to the settlement agreement;

WHEREAS, as part of the settlement agreement, the Developer has agreed to amend the Master Plan in order to place certain limitations on the use of an adjacent outparcel;

NOW, THEREFORE, Developer voluntarily agrees to modify and amend the Master Plan as follows:

A. From the time of approval of this document until August 17, 2021, the permitted uses for that parcel immediately west of the Bridgestone Parcel, designated as Lot #13 on the Master Plan (the "Outparcel"), shall be amended to prohibit the following uses:

1. Cremation facilities
2. Drive-thru service
3. Equipment Rental
4. Funeral Home
5. Vehicle services
6. Gas Station
7. Laboratory - Medical
8. Laundry, dry cleaning plant
9. Mini-Warehouses
10. Religious institutions
11. Auto Parts Sales
12. Vehicle Services
13. Drive-thru retail/restaurants

B. On August 18, 2021, the list of permitted uses for the Outparcel shall revert to those described in sections IV.A. and IV.G of the approved Master Plan ("Outparcel Permitted Uses"); provided that, the Developer expressly agrees that there shall be no vested right to develop the Outparcel Permitted Uses on the Outparcel in accordance with the ordinances in effect at the time the Master Plan was approved and any development of the Outparcel Permitted Uses on the Outparcel shall comply with any and all Town ordinances or regulations in effect at the time a development application is submitted to the Town for the Outparcel, including but not limited to, any ordinances or regulations governing the Outparcel Permitted Uses or requiring additional approvals for the Outparcel Permitted Uses.

C. Except as modified above, all allowable uses and use limitations remain as described in sections IV.A. and IV.G of the approved Master Plan.

Except as modified in the paragraphs above, no other provision of the Master Plan is hereby amended.

Executed this the ____ day of March, 2020.

Knightdale Development Ownership, LLC,
a Delaware limited liability company

BY: _____

NAME:_____

TITLE: Manager

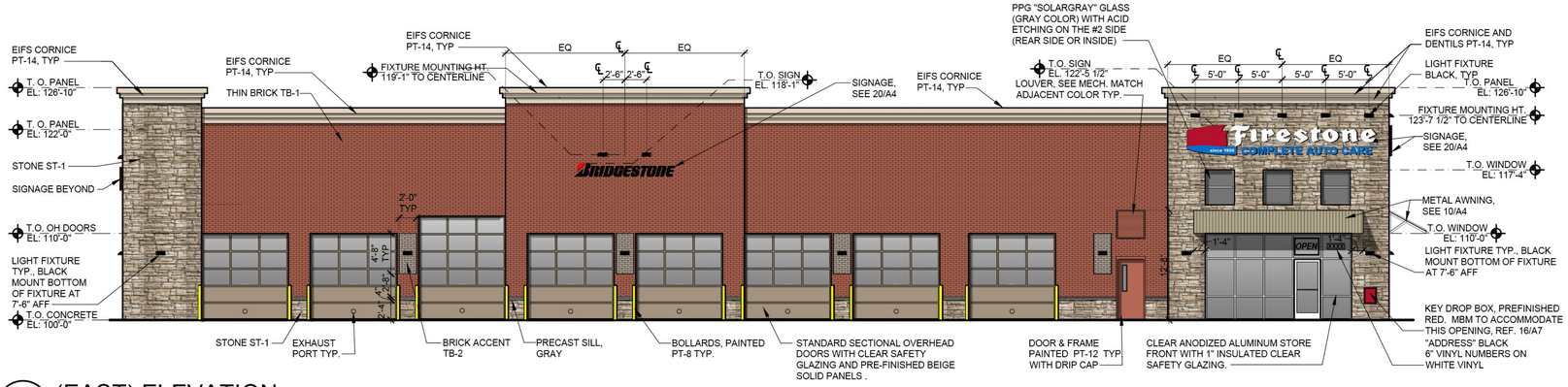
APPROVED BY TOWN OF KNIGHTDALE:

BY: _____

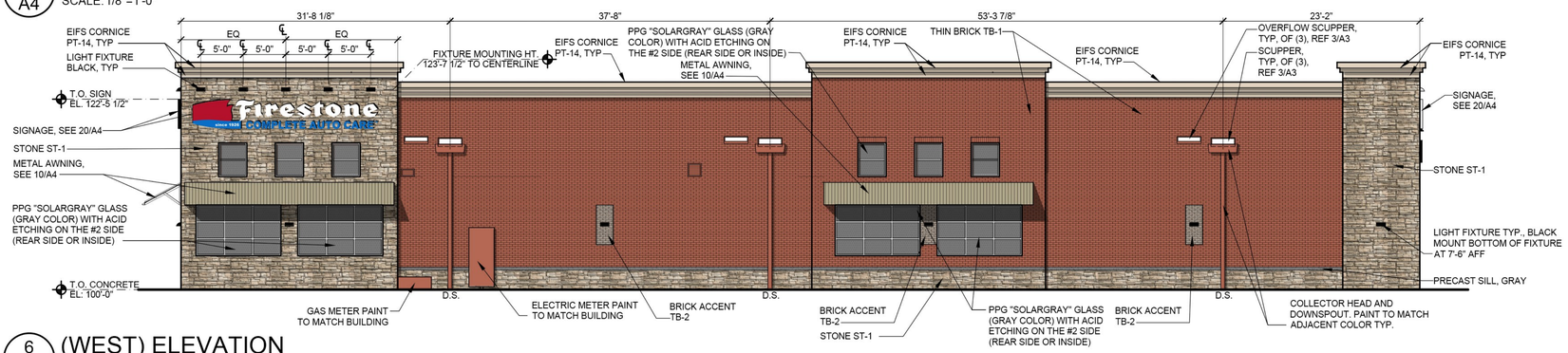
NAME:_____

TITLE: Town Manager

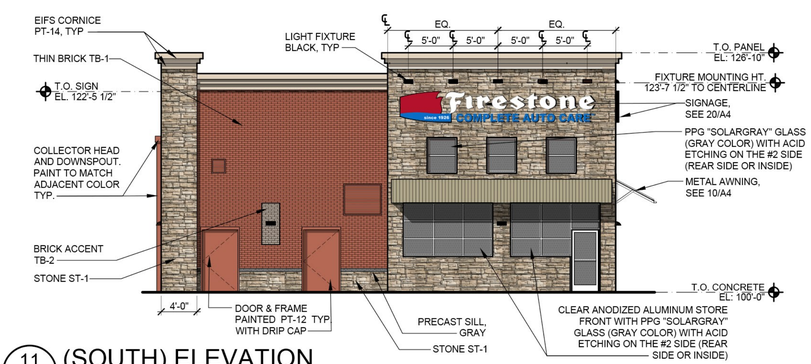
DATE: _____



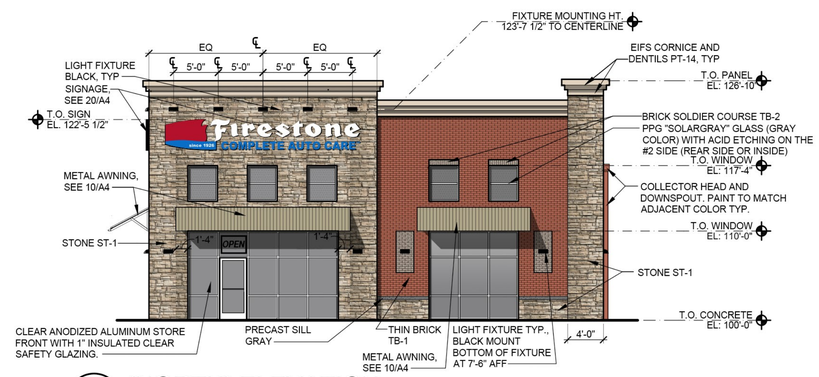
1 A4 (EAST) ELEVATION
SCALE: 1/8"=1'-0"



6 A4 (WEST) ELEVATION
SCALE: 1/8"=1'-0"



11 A4 (SOUTH) ELEVATION
SCALE: 1/8"=1'-0"



16 A4 (NORTH) ELEVATION
SCALE: 1/8"=1'-0"

GENERAL NOTES:

1. PROVIDE DRIP CAP OVER ALL MAN DOORS SEE DETAIL 1C/A8
2. PAINT ALL EXPOSED LINTELS & JAMBS TO MATCH ADJACENT BUILDING COLOR.
3. SEE ELECTRICAL FOR SIGNAGE OPERATING TIME SETUP
4. INSTALLATION OF BUILDING SIGNS AND STREET SIGN BY SIGN VENDOR, G.C. TO PROVIDE WIRING. REFER ELECTRICAL.
5. REFER SHEET A8 FOR PAINT COLOR KEY.
6. ANY EXTERIOR CONSTRUCTION JOINT, EXPANSION JOINT, AND CRACK OF ABUTTING DISSIMILAR OR SAME MATERIALS MUST HAVE APPROPRIATE PRODUCT APPLIED TO PROVIDE AN AIR, MOISTURE, AND WATER TIGHT EXTERIOR. REFER TO SPECIFICATION SECTION 079200 FOR PRODUCTS.

SIGNAGE IS FOR ILLUSTRATIVE PURPOSES ONLY AND A SEPARATE PERMIT WILL BE OBTAINED BEFORE SIGNAGE IS INSTALLED ON THE BUILDING.

EIFS cornice
"Patience" SW 7555

Metal Awning
"Champagne Metallic" Firestone

Brick veneer
"Terra Cotta" Interstate Brick

Brick veneer
"Platinum" Interstate Brick

Stone veneer
Canyon Ledge "Sandy Buff"
Canyon Stone

CONSTRUCTION DOCUMENTS WILL BE BASED ON THE LATEST RELEASE OF THE PROTOTYPICAL DOCUMENTS ON LUCERNEX AT THE TIME OF CONSTRUCTION DOCUMENT AUTHORIZATION.

NOTE: THIS DRAWING IS FOR CONCEPTUAL PURPOSES ONLY. SITE INFORMATION WAS OBTAINED FROM THE CLIENTS DOCUMENTS; DESIGN MAY VARY.

PROJECT CONTACTS:	PHONE #:	PROJECT CONTACTS:	PHONE #:
NS DEV MGR: ARUN MALVEA	(630) 259-9000	**ARCHITECT:** KRISTINE PAGANO, AIA	(918) 587-8600
DESIGN MGR: RANDY JOHNSTON	(615) 937-9251	SGA DESIGN GROUP	
CONST MGR: LAURA MEYERS	(615) 937-5159	**ENGINEER:** JEFF SMITH	(479) 254-1467
MGR CONST SUPPORT: CHRIS NAGY	(615) 937-9255	CEI ENGINEERING	
ATTORNEY: SUZY WILSON	(615) 937-6694	PROTOTYPE: HUNTSVILLE ER	

ZONE APPROVAL	(BY/DATE):
VP.	
CONT.	
RM.	
CM.	

ENTITY ID: 938740
SITE ID: 2,130
LEGACY ID: NA

Firestone since 1928 COMPLETE AUTO CARE

THIS DRAWING IS THE PROPERTY OF BRIDGESTONE RETAIL OPERATIONS, LLC AND IS LOANED ON THE EXPRESS CONDITION THAT IT IS NOT TO BE USED IN ANY WAY DELETERIOUS TO THE INTERESTS OF BRIDGESTONE RETAIL OPERATIONS, LLC. THE ACCEPTANCE OF THIS DRAWING WILL BE CONSTRUED AS AN ACCEPTANCE OF THE FOREGOING CONDITION AND AS ADMISSION TO THE EXCLUSIVE OWNERSHIP IN AND TO THE DRAWING BY BRIDGESTONE RETAIL OPERATIONS, LLC.

KNIGHTDALE BLVD NEAR AUTUMN VIEW
KNIGHTDALE, NC

SGA Design Group, P.C.
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www.sgadesigngroup.com

SHEET TITLE: EXTERIOR ELEVATIONS & DETAILS

SHEET NUMBER: **PA4**

Town of Knightdale

Staff Report Cover Sheet

Title: Administrative Leave Policy

Staff: Suzanne Yeatts, Assistant Town Manager

Date: May 20, 2020

PURPOSE

- To provide employees with leave time for COVID-19 reasons prior to the Families First Coronavirus Response Act.

STRATEGIC PLAN PRIORITY AREA(S)

- Safe
- Organizational Excellence

GENERAL STATUTE REFERENCE(S), *if applicable*

- § 160A-164 – Personnel rules: *"The council may adopt or provide for rules and regulations or ordinances concerning but not limited to annual leave, sick leave, special leave with full pay or with partial pay…"*

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- Staff Report Outlining Temporary Policy and Guidelines for Common Scenarios

STAFF RECOMMENDATION

- Approve the Administrative Leave Policy effective March 18 – 31, 2020.

Town of Knightdale

Staff Report

Title: Administrative Leave Policy

Staff: Suzanne Yeatts, Asst. Town Mgr.

Date: May 20, 2020

Asst. Town Manger Signature: SMY

Town Manager Signature: WRS

BACKGROUND INFORMATION

- In order to support Town employees during the COVID-19 pandemic, an additional leave option was offered temporarily between March 18 and March 31, 2020. As of April 1, 2020, the Families First Coronavirus Response Act took effect eliminating the need for this additional leave option.

SUMMARY

- An administrative leave option was offered to employees for use between March 18 and March 31, 2020. The leave was only available after individual employee accrued compensatory leave (comp time) was exhausted and could only be used for the following reasons:
    - Employee who tested positive for COVID-19;
    - Employee who had been directly exposed to someone who had COVID-19;
    - Employee who had been directly exposed to someone who was being tested for COVID-19;
    - Employee with an underlying health condition whose doctor identified the need for the employee to remain in self-quarantine due to COVID-19 (requiring a doctor's note);
    - Employee who is a parent/guardian of a child(ren) and had no other care options for the child(ren) because of school/daycare closures; and
    - Employee with unforeseen needs/exemptions for public safety reasons

- The chart on the following pages provided guidance for how leave from work would be handled for some of the most common scenarios.

- During this 14-day period, 8 employees used the Administrative Leave option at a total cost of $4,395.

RECOMMENDED ACTION

- Approve the Administrative Leave Policy effective March 18 – 31, 2020.

Scenario	Qualifies for COVID-19 Administrative Leave Benefit (Yes or No)	Direction
Employee tests positive for COVID-19	Yes	You should not be at work for at least a two-week period (14 days) to recover from the Coronavirus. You should remain at home for 72 hours after symptoms resolve and you have a negative test.
Employee has been directly exposed to someone who has COVID-19	Yes	You should stay out of work for a two-week period (14 days). You will be expected to self-quarantine and to return to work after the two-week period, if not sick.
Employee has been directly exposed to someone who is being tested for COVID-19	Yes	You should not report to work until test results have been received. If test results are positive, you are expected to self-quarantine for a two week period (14 days). If test results are negative, you should return to work.
Employee has an underlying health condition that places them at a higher risk of getting very sick from COVID-19.	Yes	Such employees must provide a note from their physician indicating the need for leave from work due to an underlying health condition.
Employee must stay at home with child(ren) because schools or daycares are closed due to general concerns surrounding COVID-19	Yes	You should work with your director to determine if teleworking is possible. If not, you may be able to use up to 80 hours of Administrative Leave to care for your child(ren) when schools/daycares are closed and there is no one else to care for them. If another family member or trusted individual can provide care, please make arrangements with them to do so if possible. Please do not bring your child(ren) to the workplace.

Scenario	Qualifies for COVID-19 Administrative Leave Benefit (Yes or No)	Direction
Employee may have been indirectly exposed --- having contact with someone who may have been exposed to someone who is being tested for COVID-19	No	You should report to work. Indirect exposure, as opposed to direct exposure, would not qualify for Admin Leave. Teleworking/ isolation is recommended if possible until a definitive confirmation of the other party can be obtained.
Employee recently traveled or plans to travel internationally or to areas within the US with confirmed COVID-19 cases.	No	It is the accepted and prudent recommendation that such travel should be postponed or cancelled to avoid the possibility of quarantine or exposure to the virus or contaminating others. Postponing vacations and assisting in this extraordinary situation would be very helpful and is encouraged.
Employee does not feel comfortable reporting to work due to general concerns about COVID-19 or because of family members in the home who may be at a higher risk of becoming very sick if infected with the COVID-19 virus.	No	You will be required to use accumulated leave to cover any days away from work. You should arrange quarantine measures, as possible, for family members who are higher risk.

Town of Knightdale

Staff Report Cover Sheet

Title: Contract for Billing Services with City of Raleigh

Staff: Suzanne Yeatts, Assistant Town Manager

Date: May 20, 2020

PURPOSE

- To provide billing services to Town residents and businesses for solid waste, recycling, and stormwater fees.

STRATEGIC PLAN PRIORITY AREA(S)

- Safe
- Sustainable

GENERAL STATUTE REFERENCE(S), *if applicable*

- § 160A-311 – Public Enterprise Defined: *"Includes Solid Waste Collection; Stormwater Management Programs."*
- § 160A-312 – Authority to Operate Public Enterprise: *"A city shall have the authority to contract for the operation of defined public enterprises."*
- § 160A-314 – Authority to Fix and Enforce Rates: *"A city may establish schedule of fees for services furnished…"*

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- Staff Report and Contract for Billing Services with the City of Raleigh

STAFF RECOMMENDATION

- Approve Contract for Billing Services with the City of Raleigh and authorize the Town Manager to sign the agreement.

Town of Knightdale

Staff Report

Title: Contract for Billing Services -COR

Staff: Suzanne Yeatts, Asst. Town Mgr.

Date: May 20, 2020

Asst. Town Manger Signature: SMY

Town Manager Signature: WRS

BACKGROUND INFORMATION

- The Town provides citizens and businesses with solid waste, recycling, and stormwater services. Fees for these services have historically been included in monthly water and sewer bills. Since merging the Town's utility system with the City of Raleigh in 2006, the Town has contracted with the City of Raleigh to collect solid waste, recycling, and stormwater fees. This created the opportunity to maintain billing consistency for customers as they continue to receive one bill.

SUMMARY

- The City of Raleigh recently proposed an increase in the fee Knightdale pays for billing services from $0.25 to $1.25 per bill. Town staff negotiated with the City resulting in an increase from $0.25 to $0.50 for fiscal year 2021. The billing agreement also notes future increases for FY2022 from $0.50 to $1.00 and thereafter rates approved by the City Council, which may be amended from time to time based on service studies made available to the Town. The agreement also includes a termination clause where either party may terminate the agreement at any time by providing 60 days written notice.

- Increases in billing fees included in the agreement for the next two fiscal years are more cost effective than other billing options at this time. Upon any further increases in future years, Town staff will explore cost effectiveness of other billing options and could exercise the right to terminate the contract.

- The contract also notes the Town's proposed FY21 fees as follows:

  Solid Waste $11.75/bin
  Recycling $4.80/bin
  Stormwater $4.25/SFEU

  The proposed fees are a part of the budget ordinance to be considered for adoption at our June 17, 2020 Town Council meeting. In the event these fees are revised as part of the budget approval process, the City will be notified of this change for billing purposes.

RECOMMENDED ACTION

- Approve Contract for Billing Services with the City of Raleigh and authorize the Town Manager to sign the agreement.

CONTRACT FOR BILLING SERVICES

This Billing Agreement is entered into by and between the Town of Knightdale, a North Carolina municipal corporation, hereinafter referred to as the "Town", and the City of Raleigh, a North Carolina municipal corporation, hereinafter referred to as the "City".

WITNESSETH:

WHEREAS, the City and the Town have entered that certain Merger Agreement Merging the Water and Sewer Utility Systems of Knightdale, North Carolina and Raleigh, North Carolina dated April 28, 2006 pursuant to the authority conferred by N.C. Gen. Stat. §160A-460 *et seq* (the "Utility Merger Agreement"); and

WHEREAS, the City agreed to collect certain Town rates, fees, charges and penalties as authorized by N.C. Gen. Stat. §160A-311 *et seq* (the "Fee" or "Fees") on the Town's behalf and remit such Fees to the Town pursuant to a separate contract (the "Billing Agreement"); and

NOW THEREFORE, in consideration of sums to be paid to the Town, and other good and valuable consideration, the Town and City do contract and agree as follows:

1. <u>City's Rights and Obligations</u>

   a. The City will invoice and receive the Town's approved Stormwater, Solid Waste and Recycling charges (the "Town's Fees") to properties designated in writing by the Town, in the form and manner specified by the City, on the schedule and in the manner that the City bills for water and wastewater utility services. The City shall have no responsibility to invoice the Town's Fees due and owing to the Town for any property not designated pursuant to the Billing Agreement by the Town for the billing of the Town's Fees by the City.
   b. The City will remit to the Town any Town's Fees actually received by the City on a monthly basis.
   c. The City shall have no obligation to take any action to collect the Town's Fees; however, to the extent permitted by law, the City will include the Town's Fees in any action it takes through the Local Government Delinquent Debt Setoff Program to collect its own rates, fees, and charges from its customers.
   d. The City shall not be responsible to the Town for any Fees not actually received by the City.
   e. The City shall have no obligation to provide answers to customer inquiries about the Town's Fees but instead will provide such customers a telephone number designated by the Town so that the Town may answer such questions.
   f. The City will apply partial payments in the order approved by the Raleigh City Council to any Fees that appear on the City's combined utility bill, which order may be amended from time to time.
   g. The City will only change the Town's Fees one time per year, which change in fee shall be effective on the same date the City's Fees change, which is typically July 1 of each year. In the event the Town needs to change or add a Town Fee(s) at any other time of the year, fails to submit any Town Fee to the City by April 1 of any calendar year, or changes the structure of the Town Fees that requires a change in the City's billing software, the Town shall be responsible for all costs associated with such change in the Town Fee(s) as specified by the City following the request for change by the Town.

2. <u>Town's Rights and Obligations</u>

   a. The Town shall pay the City as follows: $0.50 per bill that includes Town's Fees for the first year after the date of the execution of this Billing Agreement, and $1.00 per bill that includes the Town's Fees for the second year after the date of execution of this Billing Agreement. Thereafter, the Town shall pay the

City at the rate approved by the City Council, which amount may be amended from time to time based upon cost of service studies performed by the City. Such studies will be made available to the Town. The amount the Town owes the City pursuant to this Paragraph 2.a. will be deducted from the revenues collected by the City.

b. The Town shall designate the properties to be billed by the City in writing.

c. As of the date of this Agreement, the Town has instructed the City to bill the Town Fee(s) as follows:

Solid Waste: $11.08/bin
Recycling: $4.73/bin
Stormwater Rate: $4.00/Single Family Equivalent Unit (SFEU)

d. Starting July 1, 2020, the Town desires the City bill the Town Fees as follows:

Solid Waste: $11.75/bin
Recycling: $4.80/bin
Stormwater Rate - $4.25/SFEU

e. In the event of a change in any Town Fee, the Town shall notify the City of the change(s) no later than April 1 of any calendar year. In the event the Town notifies the City of the change later than April 1 of any calendar year, the City shall not be obligated to implement the new fee by July 1 of such calendar year and the Town shall be responsible for all costs pursuant to Paragraph 1.g. above.

f. The Town shall be responsible for answering any customer questions about the Town's Fees. The Town shall provide the City with a telephone number or other contact information for the City to refer a customer who calls the City's utility customer service lines with a question about the Town's Fees.

g. The Town shall adopt the order in which the City applies partial payments to Fees that appear on the City's combined utility bill, which order may be amended from time to time and shall be adopted by the Town as amended. Upon request by the City, the Town shall collect delinquent fees for water and sewer services from user in its jurisdiction and shall pay those delinquent water and sewer services fees to the City. If necessary to accomplish the collection of such fees, the Town shall adopt an ordinance requiring that all fees for enterprise services, including those for water and sewer service, shall be collected in the same manner as delinquent personal or real property taxes. The Town shall pay to the City an amount equal to the amount collected for water and sewer services fees.

3. Term. The term of this Billing Agreement shall be twenty-five years from the date of execution by the City of this Billing Agreement.

4. Notices

All notices or other communications arising hereunder shall be sent to the following:

City of Raleigh	Town of Knightdale
Attn: Robert Massengill, Director	Attn: Suzanne Yeatts
P.O. Box 590	950 Steeple Square Court
Raleigh, NC 27602	Knightale, NC 27545
Email: Robert.massengill@raleighnc.gov	Email: Suzanne.yeatts@knightdalenc.gov

5. Non-Discrimination

To the extent permitted by North Carolina law, the parties hereto for themselves, their agents, officials, employees and servants agree not to discriminate in any manner on the basis of race, color, creed, national origin, sex, age, handicap, or sexual orientation with reference to the subject matter of this Billing Agreement. The parties further agree, to the extent permitted by law, to conform with the provisions and intent of City of Raleigh Ordinance

1969-889, as amended. This provision is hereby incorporated into this Billing Agreement for the benefit of the City of Raleigh and its residents, and may be enforced by action for specific performance, injunctive relief, or other remedy as provided by law. This provision shall be binding on the successors and assigns of the parties with reference to the subject matter of this Billing Agreement.

6. Assignment

This Billing Agreement may not be assigned without the express written consent of the City.

7. Applicable Law

All matters relating to this Billing Agreement shall be governed by the laws of the State of North Carolina, without regard to its choice of law provisions, and venue for any action relating to this Contract shall be Wake County Civil Superior Court or the United States District Court for the Eastern District of North Carolina, Western Division.

8. Indemnity

Except to the extent caused by the sole negligence or willful misconduct of the City, the Town shall indemnify and hold and save the City, its officers, agents and employees, harmless from liability of any kind, including all claims, costs (including defense) and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Contract, and from any and all claims, costs (including defense) and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Town in the performance of this Billing Agreement. In addition, the Town shall indemnify and hold and save the City, its officers, agents and employees, harmless from liability of any kind, including claims, costs (including defense) and expenses, on account of any claim that any Town Fee is illegal or otherwise unauthorized by law. This representation and warranty shall survive the termination or expiration of this Billing Agreement.

9. Intellectual Property

Any information, data, instruments, documents, studies, reports or deliverables given to, exposed to, or prepared or assembled by the Town under this Billing Agreement shall be kept as confidential proprietary information of the City and not divulged or made available to any individual or organization without the prior written approval of the City. Such information, including but not limited to public enterprise billing information, data, instruments, documents, studies, reports or deliverables will be the sole property of the City and not the Town.

All intellectual property, including, but not limited to, patentable inventions, patentable plans, copyrightable works, mask works, trademarks, service marks and trade secrets invented, developed, created or discovered in performance of this Billing Agreement shall be the property of the City.

Copyright in and to any copyrightable work, including, but not limited to, copy, art, negatives, photographs, designs, text, software, or documentation created as part of the Town's performance of this project shall vest in the City. Works of authorship and contributions to works of authorship created by the Town's performance of this project are hereby agreed to be 'works made for hire' within the meaning of 17 U.S.C. 201.

10. Force Majeure

Except as otherwise provided in any environmental laws, rules, regulations or ordinances applicable to the parties and the services performed under this Billing Agreement, neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by an act of war, hostile foreign actions, nuclear explosion, earthquake, hurricane, tornado, or other catastrophic natural event or act of God. Either party to the Billing Agreement must take reasonable measures and implement reasonable protections when a weather event otherwise defined as a force majeure event is forecast to be eligible to be excused from the performance otherwise required under this Billing Agreement by this provision.

11. Termination

Either party may terminate this Billing Agreement at any time by providing sixty (60) days written notice to the other Party. In addition, if one party fails to fulfill in timely and proper manner the obligations under this Billing Agreement for any reason, including the voluntary or involuntary declaration of bankruptcy, the other Party shall have the right to terminate this Billing Agreement by giving written notice to the defaulting party and termination will be effective upon receipt.

In the event of early termination, Town shall be entitled to receive any Town Fees actually received by the City for a period of one-hundred and twenty (120) days following the date of the notice of termination. Notwithstanding the foregoing, in no event will the total amount due to Town under this section exceed the total amount due Town under this Billing Agreement. The Town shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Billing Agreement, and the City may withhold any payment due to the Town for the purpose of setoff until such time as the City can determine the exact amount of damages due the City because of the breach.

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

12. Applicability of North Carolina Public Records Law

Notwithstanding any other provisions of this Billing Agreement, this Billing Agreement and all materials submitted to the City by the Town are subject to the public records laws of the State of North Carolina, including N.C. Gen. Stat. §132-1.1 that exempts public enterprise billing information, and it is the responsibility of the Town to properly designate materials that may be protected from disclosure as trade secrets under North Carolina law as such and in the form required by law prior to the submission of such materials to the City. The Town further understands that Town understands and agrees that the City may take any and all actions necessary to comply with federal, state, and local laws and/or judicial orders and such actions will not constitute a breach of the terms of this Billing Agreement. To the extent that any other provisions of this Billing Agreement conflict with this paragraph, the provisions of this section shall control.

13. Miscellaneous

The Town shall be responsible for the proper custody and care of any property furnished or purchased by the City while in the actual possession of the Town for use in connection with the performance of this Billing Agreement, and will reimburse the City for the replacement value of its loss or damage.

14. Amendments

This Billing Agreement may be amended only by written agreement of the parties executed by their authorized representatives. Directives from the City on how to designate properties for invoicing and changes to the per bill charge to the Towns are not amendments to this Contract.

15. Incorporation of Documents/Complete Agreement

This Billing Agreement, and any documents incorporated below, represent the entire agreement between the parties regarding the billing of utility services by the City on behalf of the Town and terminates all prior oral or written statements, agreements or contracts regarding the billing of utility services by the City on behalf of the Town. In cases of conflict between this Billing Agreement and the Utility Merger Agreement, the terms of this Billing Agreement shall prevail.

The remainder of this page remains blank intentionally.

THIS CONTRACT is entered into this day of , 20 .

IN WITNESS WHEREOF, the Town has executed the foregoing with the signature(s) of its duly authorized officer(s), and the City has executed with the signature of its City Manager, attested by its (Assistant/Deputy) Clerk-Treasurer, with the official seal affixed, the day and year first above written.

TOWN OF KNIGHTDALE:

By:

_____
Town Manager

ATTEST:

By:_____
Town Clerk

(Affix Seal)

CITY OF RALEIGH

By:

_____
City Manager or Authorized Designee

ATTEST:

By:_____
(Deputy) Clerk-Treasurer

(Affix Seal)

THIS INSTRUMENT APPROVED AS TO FORM:

_____
City Attorney

Town of Knightdale

Staff Report Cover Sheet

Title: Wake County Fire Protection Agreement

Staff: Loren T. Cone, Fire Chief

Date: May 20, 2020

PURPOSE

- The purpose of this staff report is to provide an overview of the Wake County Fire Protection Agreement that will be conveyed to the Town of Knightdale for fire protection services in the Alert Fire District.

STRATEGIC PLAN PRIORITY AREA(S)

- Safe
- Organizational Excellence

GENERAL STATUTE REFERENCE(S), *if applicable*

- §69-25.5
- §153A-233
- §159-13 et seq.

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- Wake County

ATTACHMENT(S)

- Staff Report
- Wake County Fire Protection Agreement

STAFF RECOMMENDATION

- Approve the Fire Services Agreement between the Town of Knightdale and Wake County.

Town of Knightdale

Staff Report

Title: Wake County Fire Protection Agreement

Staff: Loren T. Cone, Fire Chief

Date: May 20, 2020

Asst. Town Manger Signature: SY

Town Manager Signature: WRS

BACKGROUND INFORMATION

- Wake County is currently the Authority Having Jurisdiction for fire protection in the unincorporated areas of Wake County. Through a Fire Service Agreement, Wake County contracts fire protection responsibilities to contract agencies throughout the County. Funding for these services are collected by Wake County from a Fire Service District Tax. These funds are then distributed to the appropriate contract agency for a geographic area. Wake County has approached the Town of Knightdale to assume the Fire Service Agreement for the Alert Fire District.

SUMMARY

- In February 2019, the Town of Knightdale and the Eastern Wake Fire Department began discussions to merge the two agencies. A number of committee and public engagement meetings were conducted by both parties between late 2019 and early 2020 to discuss details and benefits of a merger. In March of 2020, the Eastern Wake Fire Department Board of Directors agreed to cease operations and merge with the Town of Knightdale. The membership confirmed the decision of the board with a vote in May. With the nonprofit corporation ceasing to exist, Wake County approached the Town of Knightdale to assume the responsibilities for fire protection in the Alert Fire District. In addition to receiving the Fire Service District funding, the Town will absorb the assets and staff of the Eastern Wake Fire Department to facilitate the delivery of services into the Alert District and the Town of Knightdale.

RECOMMENDED ACTION

- Approve the Fire Services Agreement between the Town of Knightdale and Wake County.

MUNICIPAL FIRE PROTECTION AGREEMENT

Town of Knightdale

FY2021 – FY2022

Table of Appendices

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STATE OF NORTH CAROLINA
COUNTY OF WAKE

THIS AGREEMENT, made and entered into this the 1st day of, July 2020, by and between WAKE COUNTY, hereinafter referred to as the "County", and the **Town of Knightdale**, hereinafter referred to as the "Town";

RECITALS:

A. WHEREAS, North Carolina General Statutes §69-25.5 provides that the board of county commissioners may provide for fire protection in a fire protection district by contracting with any incorporated city or town; and

B. WHEREAS, North Carolina General Statutes §153A-233 additionally provides that a county may contract for fire-fighting or prevention services with counties, cities, or other units of local government, and may for these purposes appropriate funds not otherwise limited as to use by law;

C. WHEREAS, the Town agrees to contract with Wake County to provide fire protection services; and

D. WHEREAS, North Carolina General Statutes §159-13 et seq. provides that the county budget ordinance may be in any form that the Board of County Commissioners of any County deems most efficient in enabling it to make the fiscal policy decision embodied therein and provides for a fund for each special district whose taxes are collected by the county; and

E. WHEREAS, the Town is a municipal corporation authorized to establish, organize, equip, maintain, and furnish fire protection services and other services authorized by its charter to the citizens of its district pursuant to N.C.G.S. 160A-291; and

F. WHEREAS, the Alert Fire Insurance and Response District of Wake County have boundaries defined by the most current description on file maintained by the Wake County Geographic Information Services in the Department of Fire Services Office, as illustrated by the map contained in Appendix A; and

G. WHEREAS, the Town has secured equipment, land and buildings for the operation of Fire Station(s); and

H. WHEREAS, Wake County presently levies and collects a special tax and is responsible for appropriating the funds derived there from for fire protection in Wake County; and

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I. WHEREAS, the County and Town desire to enter into this Agreement for the Town to furnish fire protection for and within the described District.

AGREEMENT

NOW THEREFORE, in consideration of the mutual promises contained herein and other good and valuable considerations, the receipt of which is hereby acknowledged, the parties hereto contract and agree as follows:

Section 1. USE AND AMOUNT OF SERVICE TAX LEVIED

Wake County agrees to make funds, equipment, facilities and/or personnel available to the Town, from the proceeds of the tax levied from the special fire protection service tax district. The amount of such service tax levy shall be determined by the Board of the County Commissioners from year to year. The County will collect the funds from the special tax as may be levied as provided by law. For each fiscal year, the funds provided from the service tax district shall be based on the needs projected in the budget request jointly submitted by the Town and the County staff to the County Commissioners and as approved by and deemed necessary by the County Commissioners for furnishing fire protection and emergency services within the District.

Special fire district tax funds levied and collected by the County and paid to the Town by the County shall be used solely for fire department operations, fire protection and emergency services in the Alert Insurance and Response Districts as shown in Appendix A and other areas of response as dispatched and to meet the standards established by this Agreement.

Section 2. ACCOUNT MAINTAINED FOR RECEIPTS FROM SERVICE TAX

A separate account shall be maintained by the County for the receipts from the special tax levied for the service tax district. Out of this account:

2.1. The County will pay the retained fees for system-wide services provided in the unincorporated areas of the County, including fire training, communications (including WECO), computer-aided dispatch, 800 MHZ radio system and hazardous materials response, and any other fees that may be recommended by the Fire Commission and approved by the County.

2.2. The County will pay the approved total appropriations for the Town, as calculated according to the cost share methodology in Section 15, in equal monthly payments to said Town on the third week of each month, provided that prior to and as a condition of payment, the Town has submitted such funding request to the Fire Commission in a line item budget format for the Fire Commission's review and recommendation, and the County's Board of Commissioners has reviewed and approved said funding request.

Section 3. SERVICE TAX REVENUES IN EXCESS OF APPROPRIATIONS

Any fire protection service tax district revenues collected annually in excess of the approved total appropriations and retained County fees shall be maintained in the separate account established by the County. The Wake County Fire Commission shall make recommendations to the County for distribution of these revenues. The Wake County Board of Commissioners will issue final approval of distribution.

Section 4. SERVICES FURNISHED BY THE COUNTY

The County shall furnish the following services to the contracting Town for the term of this Agreement:

4.1. such vaccinations as are deemed necessary for all full time, part time and volunteer members of the Town's fire department by the County's contracted medical provider in order to maintain such fire protection throughout the County. Reimbursement shall be for the cost of the vaccinations multiplied by the Town's Final Fiscal Year Cost Share Percentage (FFYCSP) as determined in Section 15

4.2. fire investigation and emergency scene assistance services, and

4.3. annual Fitness for Duty medical examinations for Town fire department's fire suppression personnel

4.3.1. Fitness for duty medical exams shall follow best practices, to include NFPA 1582 standards, and evaluate the employee's physical ability to perform the essential functions of their job classification. Exams must conform to the examination guidelines in Appendix N. Cost for exams, provided by the County's contracted medical provider, shall be paid by the Town with reimbursement provided by the county. Reimbursement shall be for the cost of the exam multiplied by the Town's Final Fiscal Year Cost Share Percentage (FFYCSP) as determined in Section 15

4.3.2. Towns shall have the option of obtaining fitness for duty medical exams for their fire suppression personnel through the department's own medical provider.

4.3.3. In such event, physical exam costs eligible for reimbursement shall not exceed the County exam cost, as established through bid process. The actual reimbursement paid by the County shall equal the qualifying exam cost multiplied by the Town's Final Fiscal Year Cost Share Percentage (FFYCSP) as determined in Section 15.

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4.3.4. Exams provided by Town fire department's medical provider must conform to the examination guidelines in Appendix N.

4.3.5. To be eligible for reimbursement, Town shall follow Wake County Fire Tax District Medical Program guidelines as outlined in Appendix N.

Section 5. SERVICES FURNISHED BY TOWN

The Town will furnish fire protection and other emergency services as determined and approved by the Town's governing body and as contracted for by the Board of Commissioners within the District and shall provide the necessary equipment, personnel and those things necessary for furnishing such protection in the District. The services shall be in accordance with minimum standards set forth in this Agreement and all future amendments adopted in accordance with Section 26 of this Agreement. The Town shall furnish said fire protection without charge to all persons and property located in the District in an efficient and workmanlike manner. This provision shall not prohibit the Town from entering into contracts with the Federal, State or local governments, or utility companies for the provision of fire protection services exceeding the scope of this Agreement for a fee. Wake County Board of Commissioner approval is required to utilize County assets for the provision of fire protection services exceeding the scope of this Agreement. This requirement shall not prohibit the Town from billing for certain services, including but not limited to inspection services, false alarm responses, and hazardous materials mitigation responses, based on a fee schedule or other cost recovery program, provided that such fee schedule has been approved by the Town's governing body and attached to this agreement in Appendix B.

Section 6. BOOKS AND RECORDS

The County may inspect the financial books and records of the Town at reasonable times during regular business hours of the County. The Town agrees that it will supply such financial books, records, and information or verification as may be reasonably requested by the County. The Town shall maintain a written accounting system which provides adequate documentation of all of its receipts and disbursements including, but not limited to, those related to the expenditure of funds subject to this Agreement.

Section 7. ANNUAL REPORT

The Town shall provide to the County an annual audit and accompanying management letter prepared in accordance with generally accepted accounting principles and generally accepted auditing standards for the preceding fiscal year as soon as the Town's audit is completed by the town's auditor, according to the legally established deadlines for municipalities.

In the event that the audit, management letter or self-reporting reveals any reportable and/or material issue(s) with regard to accounting processes; compliance with laws, regulations, or contract provisions; fraud or abuse; or other financial mismanagement, the Town shall provide a written statement to the County that contains an explanation of each such issue and an action plan (with implementation timetable) for resolving each such issue, and shall provide periodic reports to the County on progress made in resolution of each issue.

Should the Town fail to submit its audit report, unaudited financial statements, and/or any requested follow up documentation to the County within the above time period, the County may suspend all funds immediately until the audit, financial statements, or documentation is delivered as set forth above, except that the County's Director of Finance may grant a reasonable submittal extension if the Town is unable to deliver the audit, financial statements or documentation for reasons beyond the control of the Town.

Section 8. DECISION MAKING PROCESS OPEN TO PUBLIC

The Town acknowledges that it is a public body subject to the provisions of N.C.G.S. Chapter 143, Article 33C and agrees to comply with all provisions of said statute in conducting any decision-making process required by the terms of this Agreement.

Section 9. NON-COMPLIANCE BY TOWN

If the County has a reasonable belief that the Town has violated any provision of this Agreement, the County will provide the Town written notice of the possible noncompliance and initiate an audit of the alleged violation to verify compliance. If the County determines that the Town has failed to render the fire protection and services as provided in this Agreement or has otherwise operated in a manner that violates the provisions of this Agreement, then the County shall give the Town ninety (90) days advance written notice that the funds allocated are subject to suspension and shall additionally provide a list of the improvements needed for compliance. If during the said ninety (90) day period, the Town makes improvements satisfactory to the County, no suspension shall occur. During the ninety (90) day period, the Town is not relieved of their responsibility to provide fire protection and emergency services in a manner otherwise consistent with the terms of this Agreement. If after the ninety (90) period, the Town has failed to make satisfactory improvements to comply with this Agreement, then the County may suspend any or all of the monthly payment of funds allocated to the Town pursuant to Section 2 herein.

Section 10. AUTHORITY TO MAINTAIN DELIVERY OF SERVICES

In the event that the Town's governing body determines that the Town is unable to reliably deliver the services described herein, for reasons including, but not limited to, resignation or withdrawal of volunteer, part-time or full-time members or other withdrawal or loss of ability to deliver services, the Town shall immediately so notify the County, at which time the Town authorizes the County or its agents to suspend the monthly payment to the Town and to use

such Town facilities and equipment as are necessary to maintain the delivery of fire services in the Town's contracted county unincorporated service area (to the extent the Town exercises operational control and/or ownership interest over such facilities and equipment), so that an interruption of the Town's ability to deliver fire services will not interfere with the standards of fire protection service provided for in this Agreement.

Should such use become necessary, upon the request of the Town, the County and the Town's governing body will jointly select an independent third-party trustee who will regularly evaluate the County's use of such Town facilities, equipment and resources on behalf of the Town. During the time that the Town is unable to provide services, the governing body of the Town shall cooperate with the Fire Commission. The Fire Commission shall determine if the Town is able to resume delivery of reliable service.

Section 11. FINANCIAL MANAGMENT

The Town acknowledges that it is a local government subject to the provisions of N.C.G.S. Chapter 159, Article 3, "The Local Government and Fiscal Control Act" and agrees to comply and conform with all provisions of said statute in conducting any budget and financial activities required by the terms of this Agreement.

Section 12. LIQUIDATION OR DISSOLUTION

In the event of liquidation or dissolution of the Town's Fire Operations, the Town's inability to provide fire protection services to the District, or the termination of this Agreement, the Town shall reimburse the County for all assets and equipment that have been acquired using County funds in an amount equal to the County's pro-rata contribution of funds, less depreciation.

12.1. Real property owned by the Town that was acquired using partial County funding shall either be sold, and the proceeds distributed between the Town and County based upon the original funding Agreement, or the Town shall pay the County an amount equal to their share (based upon the proportions of the original funding Agreement) of the fair market value of the property, which shall in no event be less than the tax value of the property.

Section 13. TOWN'S USE OF FUNDS

The Town shall use the funds subject to this Agreement in accordance with the annual Department Budget. This budget may be amended by the Town within the approved total appropriations made available by this Agreement, provided that all appropriations must be used for furnishing fire protection within said district, and amendments providing for any expenditure that establishes a new operating expense that will extend beyond the current fiscal year shall conform with the requirements of N.C.G.S. Chapter 159, Article 3 "The Local

Government Budget and Fiscal Control Act and the requirements of N.C.G.S. Chapter 143, Article 3 "Purchases and Contracts" and Article 8 "Requirements for certain building contracts", which apply to the Town as a local unit of government.

Section 14. TOWN'S BUDGET PREPARATION

The Town agrees that it shall continue to use the County's electronic financial reporting method, furnished by Wake County for budget preparation and presentation purposes only, based upon the County's "chart of accounts" which provides accurate documentation of all of its receipts and disbursements, including (but not limited to) those related to the funds subject to this agreement, and the Town and County will use the product(s) of that reporting system in the development and analysis of the budget for FY 2021.

Section 15. COST SHARE METHODOLOGY

15.1. Annually, as part of the budget process, the County shall calculate the percentage of Town Fire Department's annual operating budget of which the County shall base the Town's annual fiscal year's appropriation on.

15.2. The cost share percentage (CSP) shall be calculated by using the ratio of County versus Municipal portions of the following elements:

15.2.1. Geographic area (GA) – geographic area (in square miles) of the fire insurance district in relation to the geographic area of the municipal corporate limits.

15.2.2. Total property valuation (TPV) – property valuation, as determined by Wake County Revenue Department, of the fire insurance district in relation to the property valuation of the municipality.

15.2.3. Total heated square footage (THSF) – total heated square footage of structures within the fire insurance district in relation to the total heated square footage within the municipality.

15.2.4. Fire Department service demand (FDSD) – The workload (calls for service) of the fire department within the fire insurance district in relation to the fire department's workload within the municipality.

15.2.5. Total population (TP) – population (as determined by the Wake County Planning Department, of the number of people residing in the fire insurance district in relation to the number of people residing within the municipal corporate limits.

15.3. Each data element shall carry the following weight in calculation of the overall cost share percentage:

15.3.1. Geographic area – 7.5 %

15.3.2. Total property valuation – 20.0%

15.3.3. Total heated square footage – 7.5%

15.3.4. Fire Department service demand – 35.0%

15.3.5. Total population – 30.0%

15.4. Data for each element shall be derived from the following sources:

15.4.1. Geographic area - Wake County GIS shape file of municipal corporate limits and fire insurance district (current as approved by NCDOI)

15.4.2. Total property valuation - Wake County Department of Revenue

15.4.3. Total heated square footage - Wake County Department of Revenue

15.4.4. Fire Department service demand

15.4.4.1. Annual dispatch incident data from Raleigh Wake Emergency Call Center (RWECC) and Town of Cary Emergency Call center (if needed) for last completed calendar year.

15.4.4.2. Responses for out-of-county incidents shall not be included in cost share calculations

15.4.4.3. Incident responses to any county unincorporated region shall be counted as a "county" response (Responses to the Town of Wendell shall be credited as a "county" response)

15.4.4.4. Incident responses to any area within a municipal corporate limit shall count as a "municipal" response

15.4.5. Total population - Wake County Planning Department

15.5. Calculation of **Final Fiscal Year Cost Share Percentage** (FFYCSP) shall be the based on a rolling average of the last three calendar year's CSPs. Fiscal year appropriations shall be based on the municipality's approve operating budget multiplied by the FFYCSP.

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15.6. Municipal staffing levels funded by county cost share shall be based on approved Wake County Fire Commission staffing levels. County cost share funded municipal fire positions exceeding approved staffing levels but in existence prior to 2017 shall be grandfathered. New proposed municipal fire positions exceeding Wake County Fire Commission staffing levels will be considered for funding on a case-by-case basis.

15.7. The calculated FFYCSP shall be applied to the municipal fire department's operating budget, as reviewed and approved by Wake County Fire Services. Items excluded from cost share calculations include:

15.7.1. 800 MHz Radio costs

15.7.2. Computer Aided Dispatch costs (WRECC or Cary ECC.)

15.7.3. NC ry – Wildfire Prevention costs

15.7.4. Tone and Voice Pager Maintenance costs

15.7.5. Hazardous Materials Response Program costs

15.7.6. RWECC Dispatch Service costs

15.7.7. Mobile Data Terminal (MDT) connectivity fees

15.8. Cost sharing of Capital purchases

15.8.1. The county provides for the following cost sharing of municipal capital expenditures:

15.8.1.1. Firefighter Personnel Protective Equipment (PPE) – The county utilizes an RFP process to obtain bid prices for PPE purchases. PPE purchased by the Town will be reimbursed up to the current Wake County PPE bid price multiplied by the Town's FFYCSP according to the established Wake County replacement schedule.

15.8.1.2. Self-Contained Breathing Apparatus (SCBA) The county utilizes an RFP process to obtain bid prices for SCBA purchases. SCBA purchased by the Town will be reimbursed up to the current Wake County SCBA bid price multiplied by the Town's FFYCSP according to the established Wake County replacement schedule.

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15.8.1.3. Thermal Imaging Cameras (TIC) - The county utilizes an RFP process to obtain bid prices for TIC purchases. TICs purchased by the Town will be reimbursed up to the current Wake County TIC bid price multiplied by the Town's FFYCSP according to the established Wake County replacement schedule.

15.8.1.4. Cardiac Defibrillators (Defib) - The county utilizes an RFP process to obtain bid prices for Defib purchases. Defibs purchased by the Town will be reimbursed up to the current Wake County Defib bid price multiplied by the Town's FFYCSP according to the established Wake County replacement schedule.

15.8.1.5. Large firefighting vehicles (LFFV) - The county utilizes an RFP process to obtain bid prices for LFFV purchases. LFFVs purchased by the Town will be reimbursed up to the current Wake County LFFVs bid price multiplied by the Town's FFYCSP according to the established Wake County replacement schedule.

15.8.1.6. Small firefighting vehicles (SFFV) - The county utilizes an RFP process to obtain bid prices for SFFV purchases. SFFV purchased by the Town will be reimbursed up to the current Wake County SFFV bid price multiplied by the Town's FFYCSP according to the established Wake County replacement schedule.

15.8.1.7. Facility renovations and repairs – The county will reimburse the Town for facility renovations and repairs which have been recommended by both the Wake County Fire Commission Facility subcommittee and Wake County Fire Commission and approved by the Wake County Board of Commissioners. Reimbursement shall be the actual cost of the renovation/repair multiplied by the FFYCSP.

15.8.2. New station construction

15.8.2.1. Wake County cost share participation in new municipal fire station construction costs shall be considered on a case-by-case basis. Among items to be considered will be the degree of service delivery improvement to unincorporated areas in relation to municipal service delivery improvement.

15.8.2.2. Cost share participation rates will be determined separately and may be different than the FFYCSP.

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Section 16. INSURANCE AND INDEMNIFICATION

The Town shall obtain and keep in force during the term of this Agreement and any subsequent renewals of this Agreement the following minimum insurance coverages, annually providing the Wake County Finance Department with a certificate of insurance. All required insurance shall be procured from insurance companies licensed to do business in North Carolina with a Best's Insurance Guide Rating of no less than A- and a financial size category of no less than VII; or the Volunteer Safety Workers' Compensation Fund owned and operated by the State of North Carolina. The Town shall be responsible for purchasing such insurance coverage for both regular employees and volunteers. Coverage shall be maintained continuously during the term of this agreement.

16.1. Worker's Compensation, with limits for Coverage A: Statutory for State of North Carolina, and Coverage B – Employers Liability: $100,000 each accident/$100,000 disease each employee/$500,000 disease.

16.2. General Liability, Including Medical Malpractice/Errors and Omissions, with limits not less than $1,000,000 per occurrence or incident, including contractual liability.

16.3. Commercial Auto Liability, with limits not less than $1,000,000 per accident for bodily injury and property damage, including coverage for owned, hired, and non-owned vehicles.

16.4. Auto Physical Damage Coverage for any vehicle, including permanently attached equipment, listed by the Town on the Fire Tax District replacement schedule, regardless of whether owned by County or Town. Each vehicle shall be insured on an Agreed Value basis. Values will be provided by Wake Fire Services at the end of each calendar year. Wake County shall be Loss Payee for any County-owned or leased vehicle used in provision of contract services. For the purpose of this section, "Agreed Value" is the value agreed upon by the insured and the insurer at the beginning of the policy period but may be amended by endorsement.

16.5. Blanket Portable Equipment Coverage, on a guaranteed replacement cost basis, for any portable equipment used in the provision of contract services.

16.6. Umbrella or Excess Liability, with limits not less than $2,000,000, providing excess coverage over the underlying Employer's Liability; General Liability including Medical Malpractice/Errors and Omissions Liability; Auto Liability; and Management/Directors and Officers Liability. There shall not be any "drop down deductibles" in areas where underlying coverage is not required but an Umbrella Policy provides coverage.

16.7. Fidelity/Employee Dishonesty Coverage, covering all employees and volunteers, with limits not less than $100,000.

16.8. Business Auto Policy: Coverage with minimum limits of $1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include owned vehicles, hired and non-owned vehicles and employee non-ownership.

Wake County shall be included as additional insured on the General Liability, including Medical Malpractice/Errors and Omissions; Auto Liability, Management/Directors and Officers Liability; Umbrella Liability, and any other policy covering property owned by Wake County or where Wake County has funds at risk. Any policy insuring a vehicle owned by Wake County shall include Wake County as an Additional Insured Lessor and as a Loss Payee.

Section 17. INDEMNIFICATIONS

The Town shall indemnify and save harmless Wake County from any and all liability and expenses including attorney's fees, court costs, and other costs incurred by Wake County which are caused by the negligence or willful misconduct of the Town, its agents, or employees, up to the limits of insurance specified herein; provided that such liability arises out of acts for which any defense of governmental, statutory, or common law immunity is not available. The indemnification provided for herein shall not be construed as a waiver of any applicable defense of governmental, statutory, or common law immunity, and shall not prevent the Town from asserting any defense of such immunity; provided that if a court of competent jurisdiction determines that no such immunity applies, then the indemnity provided for herein shall apply.

Section 18. INSURANCE SERVICES OFFICE, INC. RATING

The Town shall make a good faith effort to maintain its current rating, or better, with the North Carolina Department of Insurance, and Insurance Services Office, Inc., as well as its present nonprofit corporation status pursuant to Chapter 55A of the North Carolina General Statutes. The Town shall continuously comply with all applicable laws, ordinances and regulations. Cases in which a Town's fire operation loses or receives a reduced rating will be examined by the Wake County Department of Fire Services. The Wake County Director of Fire Services shall make a report to the Wake County Fire Commission containing recommendations for corrective action.

In the event the Town's fire operation ISO rating falls below a Class 6 public protection classification for fire insurance grading purposes in contracted unincorporated areas, the Town shall prepare and submit to the County a plan to obtain a minimum of a Class 6 public protection classification, such classification to be in effect no later than July 1, 2022. If the Town has a public protection classification equal to or better than a Class 6, the Town is not required to downgrade to a Class 6.

The Town agrees to implement said plan after its completion subject to availability of funds as recommended by the Fire Commission and approved by the Town's governing body.

The Wake County Board of Commissioners reserves the right to alter or merge insurance district boundaries in their sole discretion. The Department of Fire Services will notify the Town when considering insurance district boundary changes. The Town agrees to cooperate with Wake County Fire Services in developing and implementing any County Commission approved insurance and response district changes. Any changes which occur during the life of this agreement shall be identified in an amended insurance and response area map to be attached in Appendix A.

Section 19. STANDARDS OF PERFORMANCE

The Town shall furnish fire protection and emergency services in a professional, efficient and workmanlike manner, in particular so as to meet the requirements of and comply with rules and regulations of the North Carolina Department of Insurance, Insurance Services Office, Inc., Article 11, Chapter 153A of the North Carolina General Statutes, Article 14, Chapter 160A of the North Carolina General Statutes, and other pertinent federal, state and County laws, regulations and standards. The Town agrees to participate jointly with the County in development and implementation of countywide fire service system performance standards through the Fire Commission including (but not limited to) staffing, turnout time, response time, fire and emergency-event outcomes, customer satisfaction and dissatisfaction, documentation consistency and compliance with standard operating procedures.

The following minimal performance standards are agreed to by the County and the Town and are a part of this contract:

19.1. RESPONSE TIME: When one minute elapses after dispatch of the Town's fire department with no response, the fire department will be re-paged. After an additional two minutes (three minutes total) have elapsed, the next closest fire department will be dispatched.

19.2. STAFFING ON SCENE: The Town shall have an adopted standard operating guideline that addresses the appropriate number of firefighters needed on all types of fire calls. A current, valid copy of the Town's guideline shall be kept on file with the Wake County Department of Fire Services.

19.3. AUTOMATIC AID AGREEMENTS: The Town shall provide automatic aid service for all structure fire calls as agreed upon with the neighboring fire departments and approved by the County and neighboring Wake County Fire Department. Each fire department shall participate in countywide automatic aid through the quickest unit response program. Appropriate units will be dispatched based on quickest response as configured in computer aided dispatch system and automatic vehicle location. Fire

stations that are not continuously staffed on a 24 hour a day / 7 day a week basis may or may not participate in quickest unit response inside a municipality's corporate limits.

19.4. MUTUAL AID AGREEMENTS: The Town shall cooperate and participate in the most current Wake County Mutual Aid system plan. The Raleigh Wake Emergency Communication Center (RWECC) and Town of Cary Emergency Communications Center (CECC) will automatically dispatch the nearest mutual aid department after failure in three (3) minutes of the initially dispatched department to acknowledge the call. This shall apply to all calls. Wake County will supply the Town with a copy of the officially adopted mutual aid system plan. The agreement can be found as Appendix C of this contract.

19.5. TRAINING: The Town shall have formally adopted written guidelines for appropriate initial training of firefighters and continuing education of firefighters that meet or exceed all state requirements ("Training Guidelines"). The Town shall be responsible for providing Wake County Department of Fire Services with a current, valid copy of the Town's training guidelines and any amendments of the training guidelines that go into effect during this Contract. The training guidelines shall include the following minimum standards:

19.5.1. Initial firefighter training shall include education on hazardous materials responder, incident command system, and blood borne pathogens.

19.5.2. The Town shall annually conduct and/or participate in a minimum of one (1) live fire training exercise.

19.5.3. The Town shall annually participate in a minimum of one (1) multi-company and one (1) multi-department training exercise.

19.5.4. No member of the Town's fire department shall engage in structural firefighting without having first completed the Wake County Essentials of Firefighting course or equivalent course as determined by the Town's fire department's chief officer.

19.6. DEPRECIATION: Town shall have a depreciation schedule for equipment and property valued over $25,000.00.

19.7. FIRE STATION CONSTRUCTION/RENOVATION: The Wake County Department of Fire Services, in conjunction with the Wake County Fire Commission, shall provide recommendations on new fire station locations and major renovations utilizing service tax district funds to the Wake County Fire Commission. Major renovations include renovations of existing fire stations which exceed $100,000.00 in total cost. All expenditures of service tax district funds for new fire stations and major renovations require an affirmative Wake County Fire Commission recommendation and Wake

County Board of Commissioner budget approval and shall follow cost share guidelines as outlined in Section 15.

19.8. PUBLIC FIRE EDUCATION: Town shall develop a plan for providing public fire education for: 1) Children; 2) Businesses; and 3) Homes within each fire district. The Town's plan shall be revised annually and submitted to the Wake County Department of Fire Services, for review, at the beginning of each County fiscal year (July). The Town shall support public fire education programs through assistance of materials, equipment and personnel from the Wake County Department of Fire Services.

19.9. PRE-FIRE INCIDENT SURVEYS: The Town shall develop pre-fire incident surveys and update them annually for all commercial buildings within the fire district. Facilities, which should be given priority, are those buildings displaying NFPA 704 placards, hazardous, institutionalized and assembly occupancies. The Town shall work with local fire code enforcement officials to determine hazards and occupancies. Upon request, the Wake County Department of Fire Services staff shall assist the Town in developing pre-fire incident surveys for buildings within Wake County Department of Fire Services' fire code enforcement service area.

19.10. FIRE INVESTIGATIONS: The Town fire officer in charge at all fire scenes, occurring in the unincorporated area of the county, shall attempt to determine the origin and cause of every fire. When the officer in charge cannot determine the origin and cause OR if the cause is suspected to be incendiary in nature, the officer in charge can request a representative from the Wake County Fire Services Department to assist. The Town shall provide whatever assistance is needed by Wake County staff at the fire scene. The responsibilities under this section shall be in addition to, and not in replacement of the responsibilities outlined under subsection 19.11 "Post Incident Review".

19.11. POST INCIDENT REVIEW: In order to provide a systematic and consistent approach for reviewing and evaluating fire response, the Town shall be required to conduct a post incident review for the following incidents occurring in the unincorporated areas of the county: fires resulting in fatalities, fires resulting in more than $250,000 property loss, fires resulting in civilian injury requiring hospitalization for more than 23 hours, fires resulting in firefighter injury requiring hospitalization for more than 23 hours, and any other incident as determined by the Town. Post incident reviews will be facilitated by a fire service member that has completed a post-incident review training program approved by the Fire Commission, or equivalent training as determined by the Fire Commission.

19.12. FIRE HYDRANTS: The Town shall have an adopted guideline that addresses fire hydrant testing and maintenance. A current valid copy of the Fire Department guideline shall be kept on file with Wake County Department of Fire Services. The Town shall ensure that every wet and dry fire hydrant in the suburban fire district is

flushed and checked for accessibility, functionality, visibility, and operation at least once annually. Records of fire hydrant tests and maintenance conducted by Town shall be available for review by the Wake County Department of Fire Services during reasonable business hours.

19.13. MEDICAL FIRST RESPONDER: Town shall participate in the Wake County Medical First Responder Program. The Town shall conform to the Wake County Medical First Responder policies and procedures and direction of the Wake County Medical Director and Emergency Medical Services Director. The Town shall have an adopted guideline that addresses the Medical First Responder Program and Operation.

19.14. EMERGENCY DISASTER RESPONSE: The Town shall follow the Wake County Emergency Operations Plan and all applicable appendices.

19.15. DISPOSING OF EQUIPMENT: For any equipment acquired wholly or partially with county funding which the town has deemed necessary to sell, the Town shall, to the extent permitted by North Carolina surplus property laws, offer such equipment for sale to other Fire Departments in Wake County prior to offering to outside agencies.

19.16. PERSONNEL: The Town agrees to adopt and to initiate compliance with, and enforcement of personnel rules for compensated and volunteer members that are in compliance with FLSA and any other applicable federal or state law, and not substantially and materially different from, or inconsistent with the current Fire Compensation Administrative Guidelines adopted by the Fire Commission or within 30 (thirty) days of Fire Commission revision of such guidelines for volunteer members.

19.17. USE OF COUNTY-OWNED VEHICLES

19.17.1. Telematics: The Town agrees that in the event it uses or leases County-owned vehicles in the performance of duties under this Agreement, it is subject to the Vehicle Safety, Productivity, and Accountability provisions of the Wake County Driving Privilege Procedure and acknowledges that the County may use or install telematics on such County-owned vehicles as provided for herein.

19.17.1.1. In an effort to promote the highest level of safety and accountability, county-owned vehicles may be equipped with technology, such as telematics. “Telematics” is a system of sending and receiving a vehicle’s electronic data between the vehicle and a central management system. Vehicles with such technology installed are capable of tracking a variety of data, as well as, provide instant driver feedback. Data includes, but is not limited to: vehicle cpu diagnostics, vehicle location, harsh turning, harsh braking, harsh acceleration, vehicle utilization, safety infractions and risky driving behaviors. The County may use this data to monitor safe driving habits, identify training

needs, to respond to public comment, and reduce risks. Data is validated by multiple sources. Data collected is acquired both from GPS modules and a vehicle's diagnostic data bus. This is to ensure accuracy with speeding, as well as harsh braking, accelerating, cornering and over-revving.

19.17.1.2. The County, at a minimum, will receive notifications of the following situations.

19.17.1.2.1. Speeding over 80mph for excess of 30 seconds

19.17.1.2.2. Non-seatbelt use over 20mph in excess of 1 minute

19.17.1.2.3. Aggressive driving behavior reported by harsh turning, braking and accelerating

19.17.1.3. Data shall identify vehicle information only and shall not identify employee names assigned to vehicles.

19.17.1.4. Installation: Telematic devices installed on county-owned vehicles shall not be tampered with, reconfigured or removed, without written approval from county.

19.17.1.5. Data: Information collected through telematics may be used to assess the Town fire department's use of county-owned vehicles, compliance with NCDOT Division of Motor Vehicles regulations and vehicle diagnostic conditions. Vehicle records, including Telematics information, is the property of Wake County and may be subject to disclosure pursuant to N.C.G.S. Chapter 132 N.C. Public Records Act

19.17.2. Vehicle Use. The Town agrees that in the event it uses or leases County-owned vehicles in the performance of duties under this Agreement, the Department shall not make these vehicles available to individual employees or volunteers for personal use or other employment not provided for under the Fire Services Contract.

19.18. AUXILIARY SERVICES: The Town may choose to participate in Wake County Auxiliary Services Programs. Participation is voluntary. However, each Town or fire department that participates in the programs shall conform to the Wake County policies and procedures and direction of the Wake County Director of Fire Services. Any Town or fire department choosing to participate in these programs shall have adopted guidelines that address the appropriate functions. If the Town chooses to participate in any of these programs, the agreements can be found as Appendices E – J of this contract:

Type	Appendix
Special	E
Extrication	F
Water Rescue	G
Specialized Rescue	H
Specialized Fire	I
Technician Level Hazardous Materials	J

19.19. FIRE COMPENSATION ADMINISTRATIVE GUIDELINES: The County and Town agree to abide by the job descriptions and minimum job requirements contained in the Wake County Fire Compensation Administrative Guidelines as approved by the Wake County Board of Commissioners on October 20, 2003 and as they may be amended from time to time during the existence of the Agreement, to the extent possible. The Town acknowledges review and acceptance of the most current Wake County Fire Compensation Administrative Guidelines originally effective July 1, 2003 as updated July 2016.

19.20. ADVERSE FINDINGS: The Town agrees to notify the Wake County Department of Fire Services within 30 days of any adverse finding by any Municipal, State or Federal agency against the Department, pertaining to employment practices, employee safety, environmental issues, etc.

19.21. EMERGENCY ALERTING: The Town agrees to rely only on the countywide alphanumeric and tone/voice paging systems for emergency alerting and response purposes.

19.22. WEAPONS: With the exception of sworn law enforcement officers, operating within their jurisdiction, no weapons of any sort are permitted to be carried by Town fire department personnel while performing services under this Agreement within county-owned department vehicles or buildings, or while on calls for service within county fire districts. This applies to all weapons whether concealed or visible. This includes firearms, knives, conducted electrical weapons and chemical irritants, such as mace and pepper spray, but shall exclude any equipment required for the performance of services under this Agreement. This shall not prohibit a lawful concealed handgun permittee from securing a firearm in a locked personal motor vehicle within the trunk, glove box, or other enclosed compartment on or near county owned vehicles or property, except where prohibited by law.

DRAFT

Section 20. RELATIONSHIP OF PARTIES

The Town, including any officer, employee, or agent of the Town is an independent contractor of the County and none of these shall be considered employees of the County. The relationship between the parties shall be limited to the performance of this Agreement in accordance with its terms. County and the Town agree that the Town shall operate and act as an independent contractor in accordance with the standards set forth herein, and the County shall not be responsible for any of the Town's acts or omissions. Neither the Town, any officer, employee, or agent of the Department shall be deemed an officer, employees, or agent of the County. No liability for benefits, such as workers compensation, pension rights, or other provisions shall arise out of or accrue to any party, its officers, agents, or employees as a result of this Agreement or performance thereof.

Section 21. TERM OF AGREEMENT

The term of this agreement shall be for one year, beginning on July 1, 2020 and ending on June 30, 2021, unless earlier terminated by either party in accordance with Section 23 of this agreement. This term is subject to the continued legal existence of the District(s) and the Town.

Section 22. NON-ASSIGNABILITY

This agreement may not be transferred, assigned, or subcontracted by the Town without the written consent of the County.

Section 23. TERMINATION

This Contract may be terminated by either party with or without cause upon advance written notice to the other party, served upon the other party by certified mail at least ninety (90) days prior to termination. Failure of the County and the Town to agree upon the amount of funding shall terminate this contract in accordance with this section of this Agreement. The Town acknowledges that the 90-day prior notice requirement is calculated to allow sufficient time to provide alternate fire protection for the covered district in the event of a termination. Unless the parties mutually agree in writing to an earlier termination, the Town is required to provide fire protection up until the effective date of termination. Upon termination of this agreement, Town agrees to reimburse County for the County's share of equipment, apparatus and facilities funded, in part, by the Fire Tax District. Reimbursement shall be based upon current value of said items multiplied by the cost share percentage in effect at time of item purchase.

Section 24. RESERVATION OF RIGHTS

Wake County reserves the right to provide the highest level of fire protection and emergency services possible, subject to the availability of funding.

DRAFT

Section 25. NO WAIVER

Failure of the County to enforce any of the provisions of this Agreement at any time, or to request performance by the Town pursuant to any of the provisions of this Agreement at any time shall in no way be construed as a waiver of such provisions, nor in any way affect the validity of this Agreement, or any part thereof, or the right of the County to enforce each and every provision. In the event that there is disagreement between representatives of the County Department of Fire Services and the Town as to the meaning and/or applicability of any section of the Agreement, the County and the Town shall endeavor in good faith to mediate the disagreement, and agree to select and share the cost (if any) of the services of a trained community mediator to mediate the disagreement. However, nothing herein shall be construed to prevent either party from seeking legal or equitable relief in a court of competent jurisdiction.

Section 26. AMENDMENTS

It is recognized and agreed to by the County and the Town that specific amendments may be necessary on an individual department-by-department basis. Any amendment to this Agreement shall be made in writing and signed by both parties in order to be effective. All contract amendments shall be listed in Appendix M

Section 27. NO THIRD-PARTY BENEFICIARIES

This contract is not intended for the benefit of any third party. The rights and obligations contained herein belong exclusively to the parties hereto and shall not confer any rights or remedies upon any person or entity other than the parties hereto.

Section 28. ENTIRE AGREEMENT

The terms and provisions herein contained constitute the entire agreement by and between the County and the Town and shall supersede all previous communications, representation or agreement, either oral or written between the parties hereto with respect to the subject matter hereof; except, that this paragraph shall not be construed to supersede any existing and applicable Mutual Aid Agreements.

DRAFT

Section 29. NOTICES

All notices, reports, records, or other communications which are required or permitted to be given to the parties under the terms of this Agreement shall be sufficient in all respects if given in writing and delivered in person, by confirmed facsimile transmission, by overnight courier, or by registered or certified mail, postage prepaid, return receipt requested, to the receiving party at the following address:

If to Wake County:

Mr. Nick Campasano
Wake County Department of Fire Services
P.O. Box 550
331 South McDowell Street
Raleigh, North Carolina

Telephone: (919) 856-6349
Facsimile: (919) 856-6236

If to Town:

Town of Knightdale
Governing Body Chair or Designee Here
Address Here
City Here

Telephone:
Facsimile:

Section 30. GOVERNING LAW

The Parties acknowledge that North Carolina law shall govern this Agreement.

Section 31. SEVERABILITY

If any provision of this Agreement shall be determined to be unenforceable by a court of competent jurisdiction, such determination will not affect any other provision of this Agreement.

DRAFT

Section 32. COUNTERPARTS

This Agreement may be executed in several counterparts, each of which shall be deemed an original.

Section 33. NO WAIVER OF SOVEREIGN IMMUNITY

The County and the Town agree that nothing herein shall be construed to mandate purchase of insurance by the County pursuant to N.C.G.S. 153A-435; or to be inconsistent with Wake County's "Resolution Regarding Limited Waiver of Sovereign Immunity" enacted October 6, 2003; or to in any other way waive the County's defense of sovereign or governmental immunity from any cause of action alleged or brought against the County for any reason if otherwise available as a matter of law.

Section 34. VERIFICATION OF EMPLOYEE WORK AUTHORIZATION

To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all contractors, including any subcontractors employed by the contract(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc., attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS 64-26(a)) relating to the E-Verify requirements.

Section 35. IRAN DIVESTMENT

By signing this agreement, Town certifies that as of the date of execution, receipt, or submission they are not listed on the Final Divestment List created by the NC Office of State Treasurer pursuant to NCGS 147 Article 6E, Iran Divestment Act, Iran Divestment Act Certification. Town shall not utilize any subcontractor that is identified on the Final Divestment List. Any organization defined under NCGS 147-86.80(2), Divestment from Companies Boycotting Israel, shall not engage in business totaling more than $1,000 with any company/business, etc. that boycotts Israel. A list of companies that boycott Israel is maintained by the NC Office of State Treasurer, pursuant to NCGS 147-86.81(a)(1). Any company listed as boycotting Israel is not eligible to do business with any State agency or political subdivision of the State.

Section 36. EFFECTIVE DATE OF AGREEMENT

The effective date of this Agreement shall be the date upon which Wake County executes this agreement. This date shall be reflected in the first paragraph of this Agreement. The terms and conditions of this Agreement shall apply to the entire Term as set forth in Section 21 or as amended by the parties.

DRAFT

IN TESTIMONY WHEREOF, the County has caused this instrument to be executed by the Wake County Manager, and the Town has caused this instrument to be signed in its name by its President, attested by its Secretary, and its corporate seal hereto affixed, all by authorization of its Board of Directors duly given.

This the _____day of _____, 20_____.

WAKE COUNTY

BY: _____
David Ellis or designee
Wake County Manager

BY: _____
Nick Campasano
Wake County Fire Services Director

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

_____
Finance Director or designee

This person is responsible for monitoring the contract performance requirement is:

Darrell Alford _____ Department Head Initials

Town of Knightdale

BY: _____ [SEAL]

James A. Roberson, Mayor

ATTESTED TO:

BY:_____
Town Clerk

DRAFT

Town of Knightdale

Staff Report Cover Sheet

Title: ZMA-8-19: Parkstone Townhomes

Staff: Donna Tierney, Planner

Date: May 20, 2020

PURPOSE

- The purpose of this staff report is to provide an overview of a Zoning Map Amendment request for the 26.68 acre vacant parcel within the Parkstone Development, located at the intersection of Village Park Drive and Parkstone Towne Blvd. and identified by the Wake County PIN 1744-84-3799. The request is to rezone 15.68 acres of the property from Highway Business Conditional District (HB-CD) to Residential Mixed Use with a Planned Unit Development (RMX-PUD) to allow for a 148-unit townhome development. This request would amend the original Parkstone Master Plan, resulting in a net reduction of the current commercial area (HB-CD) from 26.68 to 11.0 acres.

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
- ZMA-7-16 Approved Conditions
- Application Packet
- PUD Document
- Neighborhood Meeting Information
- Site Plan

STAFF RECOMMENDATION

- After receiving public comment, close the public hearing.
- Refer to the June 8, 2020 Land Use Review Board Meeting for advisory statement and recommendation.

Town of Knightdale

Staff Report

Title: ZMA-8-19: Parkstone Townhome Planned Unit Development Rezoning

Staff: Donna Tierney, Planner

Date: May 20, 2020

Director Signature: CH

Asst. Town Manger Signature: DT

Town Manager Signature: WRS

I. REQUEST:

Knightdale Development Ownership, LLC submitted an application to rezone and develop the existing 26.68 acre vacant parcel within the Parkstone Development. The parcel is located at the intersection of Village Park Drive and Parkstone Towne Blvd. and identified by the Wake County PIN 1744-84-3799. The Planned Unit Development request is to rezone 15.68 acres of the property from Highway Business Conditional District (HB-CD) to Residential Mixed Use with a Planned Unit Development (RMX-PUD) to allow for a 148-unit townhome development. The applicant is requesting that the 11.0 acre balance of the site remain HB-CD, and the provisions and conditions approved under the original Parkstone Master Plan (ZMA-7-16) remain applicable to this portion of the parcel.

II. PROJECT PROFILE:

PROPERTY LOCATION:	901 Parkstone Towne Blvd.
WAKE COUNTY PIN:	1744.04-84-3799
CURRENT ZONING DISTRICT	Highway Business Conditional District (HB-CD)
PROPOSED ZONING DISTRICT:	Residential Mixed Use (RMX-PUD) & Highway Business Conditional District (HB-CD)
NAME OF PROJECT:	Parkstone Phase 2 (Towns at Parkstone)
APPLICANT:	Knightdale Development Ownership, LLC
PROPERTY OWNER:	Knightdale Development Ownership, LLC
DEVELOPER:	Knightdale Development Ownership, LLC
PROPERTY SIZE:	26.68 acres
PROPOSED DENSITY:	9.44 units per acre (148 Townhomes, 102,200 Sq. Ft. of Commercial)
CURRENT LAND USE:	Vacant/Undeveloped
PROPOSED LAND USE:	Dwelling – Single Family (Use 2.3.C.1.a) Shopping Center – Community Center (Use 2.3.C.4.j)
PROPOSED OPEN SPACE:	205,825 SF (4.73 acres)

III. BACKGROUND INFORMATION:

In 2016, Town Council approved ZMA-7-16 which rezoned the entire subject property to Highway Business Conditional District. Within the original Parkstone Master Plan approval, there were certain conditions including but not limited to building architecture and allowed uses. The applicant is requesting that the originally approved site plan be amended to show a reduction in commercial retail space from ~260,000 square feet to 102,200 square

feet. The applicant is also requesting that the previously approved conditions, including but not limited to retail building architecture and Allowable Uses remain intact.

The original conditions granted under ZMA-7-16 may be viewed in full in **Exhibit A**, attached at the end of this staff report.

IV. PLANNED UNIT DEVELOPMENT INFORMATION:

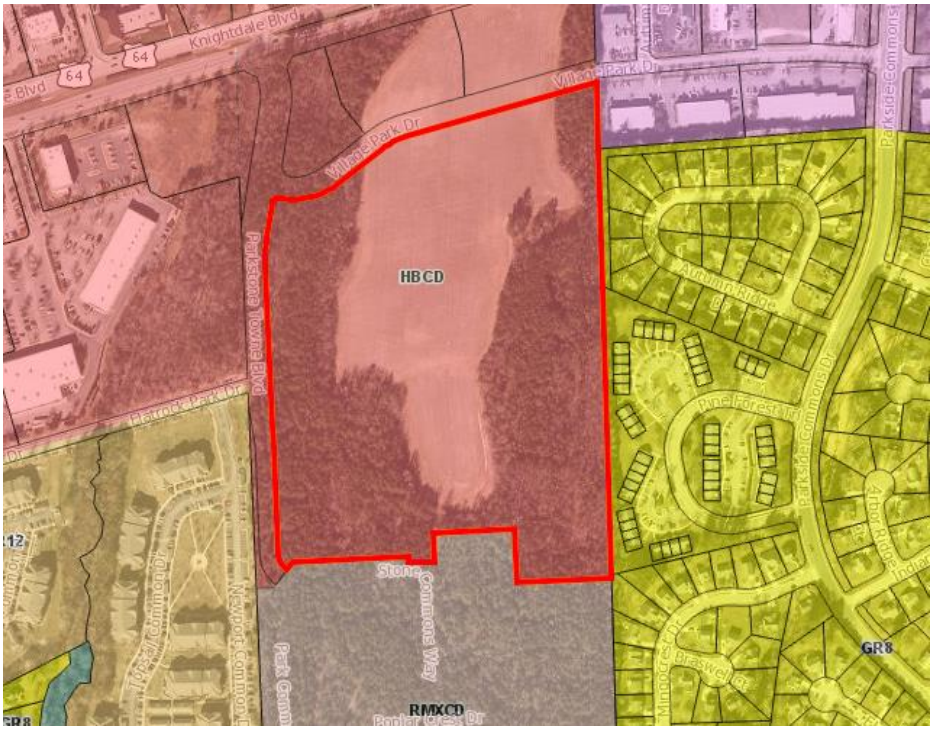
The Planned Unit Development District (PUD) is a rezoning process which is designed to encourage master planning of development and to coordinate such development so as to manage the impacts of the development on the provision of Town services and infrastructure. The PUD encourages creativity and innovation in new development design. With this flexibility, the expectation is for new development 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 efficiency in the layout and provision of roads, utilities, and other infrastructure.

The applicant must address several provisions, which include but are not limited to design guidelines and dimensional standards, public facilities, recreational open space, and Comprehensive Plan consistency. The applicant is also allowed to proposed alternative standards to certain UDO standards. The applicant's specific proposal for alternative standards is detailed in **Section VIII** of this staff report.

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

The proposed rezoning includes one (1) parcel, located south of Knightdale Blvd. and Village Park Dr. and east of Parkstone Towne Blvd. The parcel is already located within the Town limits and does not require annexation.

DIRECTION	LAND USE	ZONING
North	Gas station & Undeveloped	HB-CD
South	Multifamily	RMX-CD
East	Single Family Homes	GR-8
West	Shopping Center/Retail	HB


Knightdale Blvd
64
Village Park Dr
Parkstone Towne Blvd
HBCD
Flatrock Park Dr
Stone Commons Way
Parkside Commons
Pine Forest Dr
Amber Ridge
Brasswell Dr
GR8
RMXCD
Poplar Crest Dr

Knightdale Blvd
64
Village Park Dr
Parkstone Towne
Flatrock Park Dr
Stone Commons Way
Parkside Commons Dr
Pine Forest Dr
Amber Ridge
Emerald Common Dr
Widewater Pkwy
Troosall Common Dr
Pantego Common Dr
Park Commons
Poplar Crest Dr
Cherry Hollow Way
Cedar Flats Dr
Amber Valley River Dr
Mingo

VI. LEGISLATIVE CASE PROCEDURES:

A Planned Unit Development rezoning is a legislative public hearing, which requires a robust public input and development review process. Staff started working with the development team in early 2019 and since that time, staff has reviewed several preliminary sketch plans and held various project meetings. Below is a timeline of the required elements.

- Pre-application Meeting: May 2019
- Neighborhood Meeting Notices Mailed: September 20, 2019
- Neighborhood Meeting: October 1, 2019

The neighborhood meeting was held at the Knightdale Recreation Center located at 100 Bryan Chalk Lane. A copy of the mailed notice, list of recipients, and summary of the meeting are attached as part of the application packet. The meeting was attended by two citizens. They had general questions about the type of retail users and the potential for more entertainment options in Town.

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. The issues associated with the proposed plan included the following:

- Location of dumpster enclosures for the retail sites
- Orientation of Retail Building B
- Architecture of townhomes
- Fire apparatus access on alleys
- On-street guest parking accommodations

The DRC voted unanimously to **continue** ZMA-9-19 pending the applicant addressing the review comments and Town Council taking action on the rezoning request.

Due to the nature of the comments needing to be addressed, the applicant withdrew the original submittal in order to make changes to the Master Plan and PUD document and resubmitted in February 2020. A second DRC meeting was held on March 4, 2020 and the following issues were discussed:

- Landscape buffer and fence configuration
- Building elevations and architectural elements
- Open space amenities and activation

Once again, the DRC voted unanimously to **continue** ZMA-9-19 pending the applicant addressing the review comments and Town Council taking action on the rezoning request.

The joint public hearing for the rezoning request was initially scheduled for the March 18, 2020 Town Council meeting; however, due to the COVID-19 pandemic, the meeting was canceled, and the joint public hearing was postponed until May 20, 2020. The Town of Knightdale re-advertised the case in accordance with public hearing notice requirements as prescribed in the North Carolina State Statutes:

- First Class Letters Mailed: April 27, 2020
- Sign Posted on Property: Sign Remained on Property Since February 28, 2020
- Legal Ad Published in N&O: May 1 and May 8, 2020

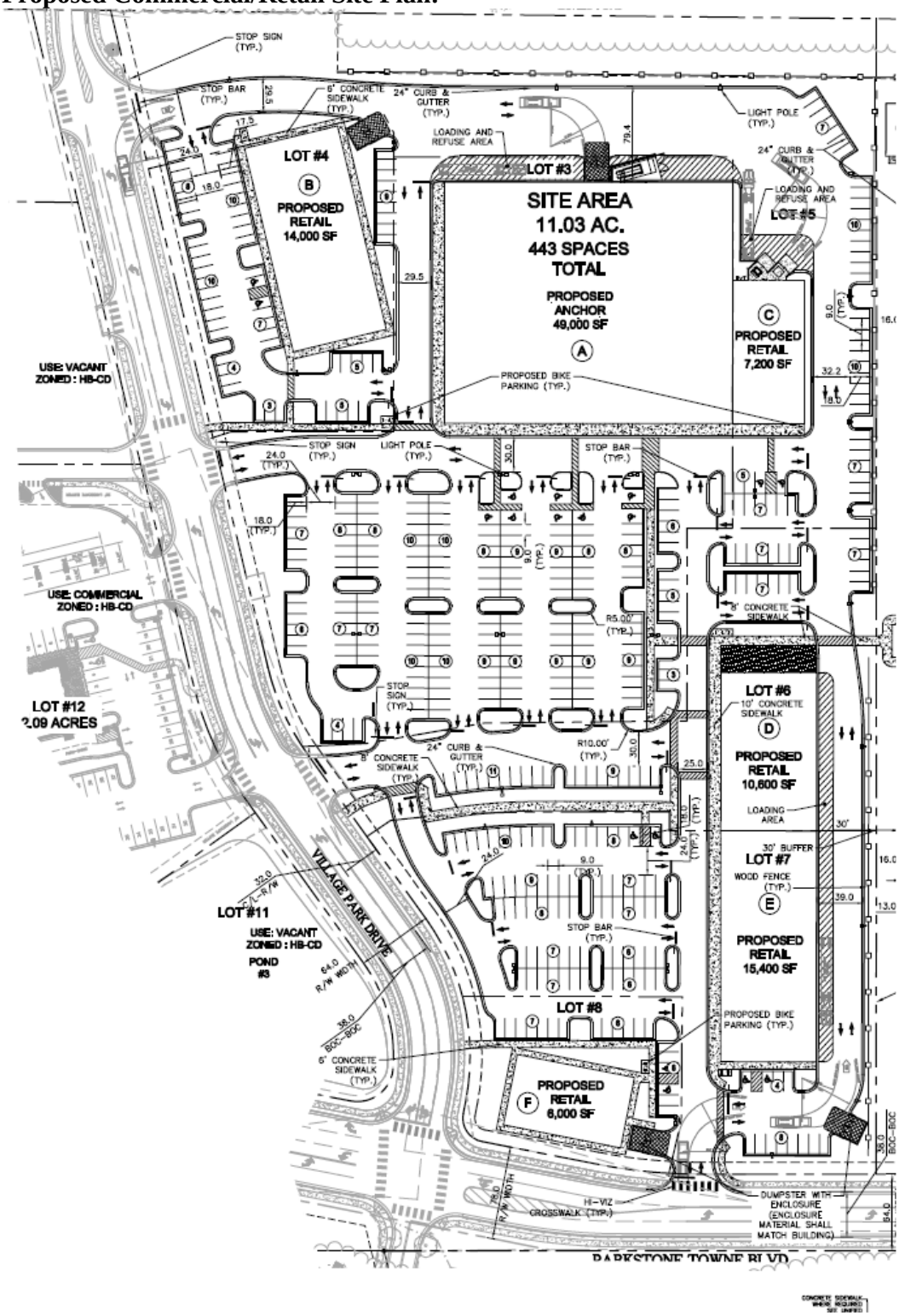
VII. PROPOSED MASTER PLAN:

The applicant has submitted a full Master Plan and PUD document in accordance with UDO Sections 16.5 and 16.6. As shown on the following site plans, the RMX-PUD portion of the plan consists of 148 townhomes. Proposed amenities include a mail kiosk, on street visitor parking, and a north-south green corridor, and multiple large open space areas. The balance of the site plan is a retail center, consisting of 6 buildings and 102,200 square feet of space. The future tenants are undefined at this time. *full size site plans and townhome type exhibit are provided within the staff report attachments*

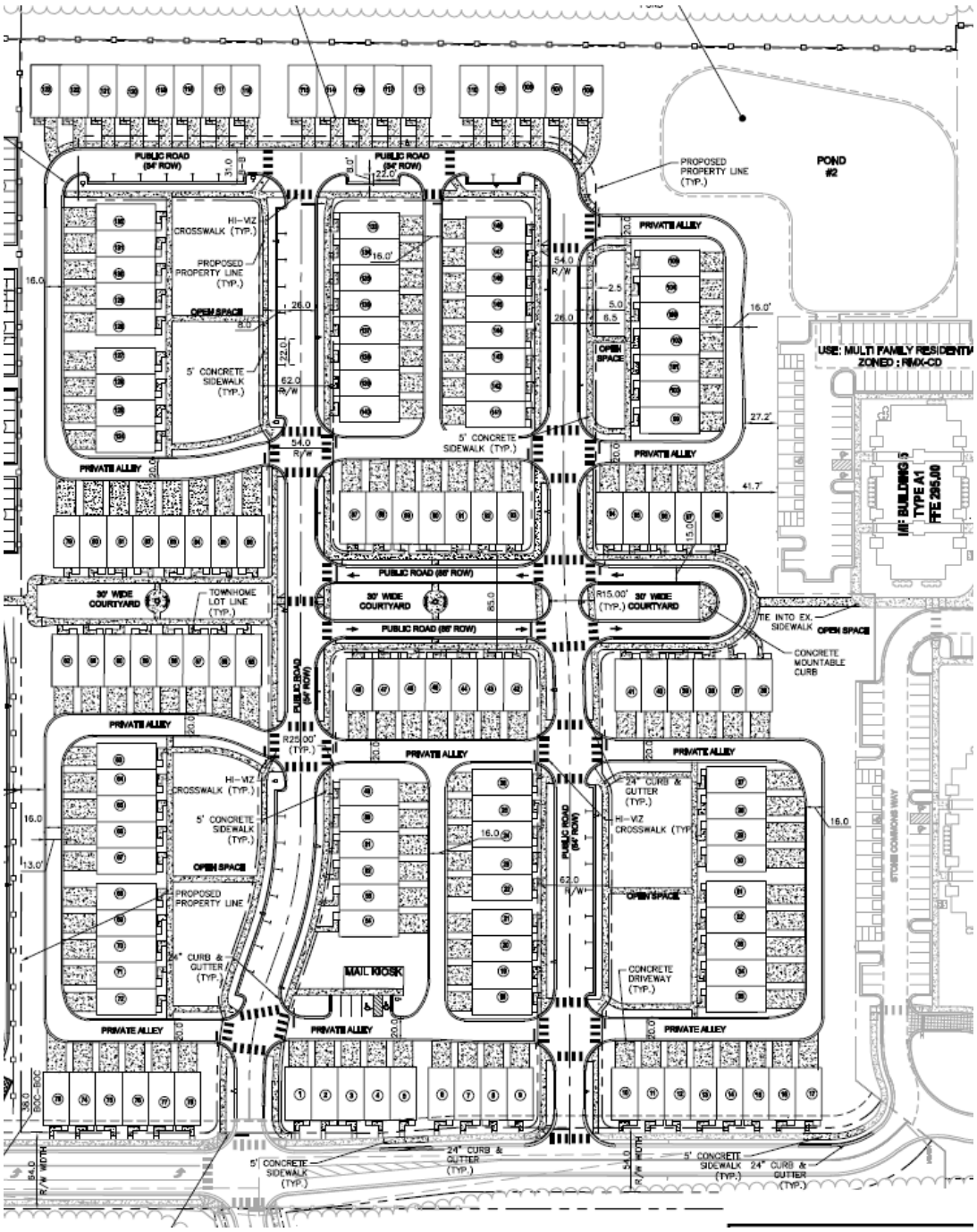
The applicant is proposing the following unit mix of townhome product and an exhibit is provided after the site plan:

Front Loaded Townhomes	18	1,826-1,845 sq. ft.
Rear Loaded Townhomes	130	2,340-2,400 sq. ft.
○ 3 Story	64	
○ 2 Story	66	

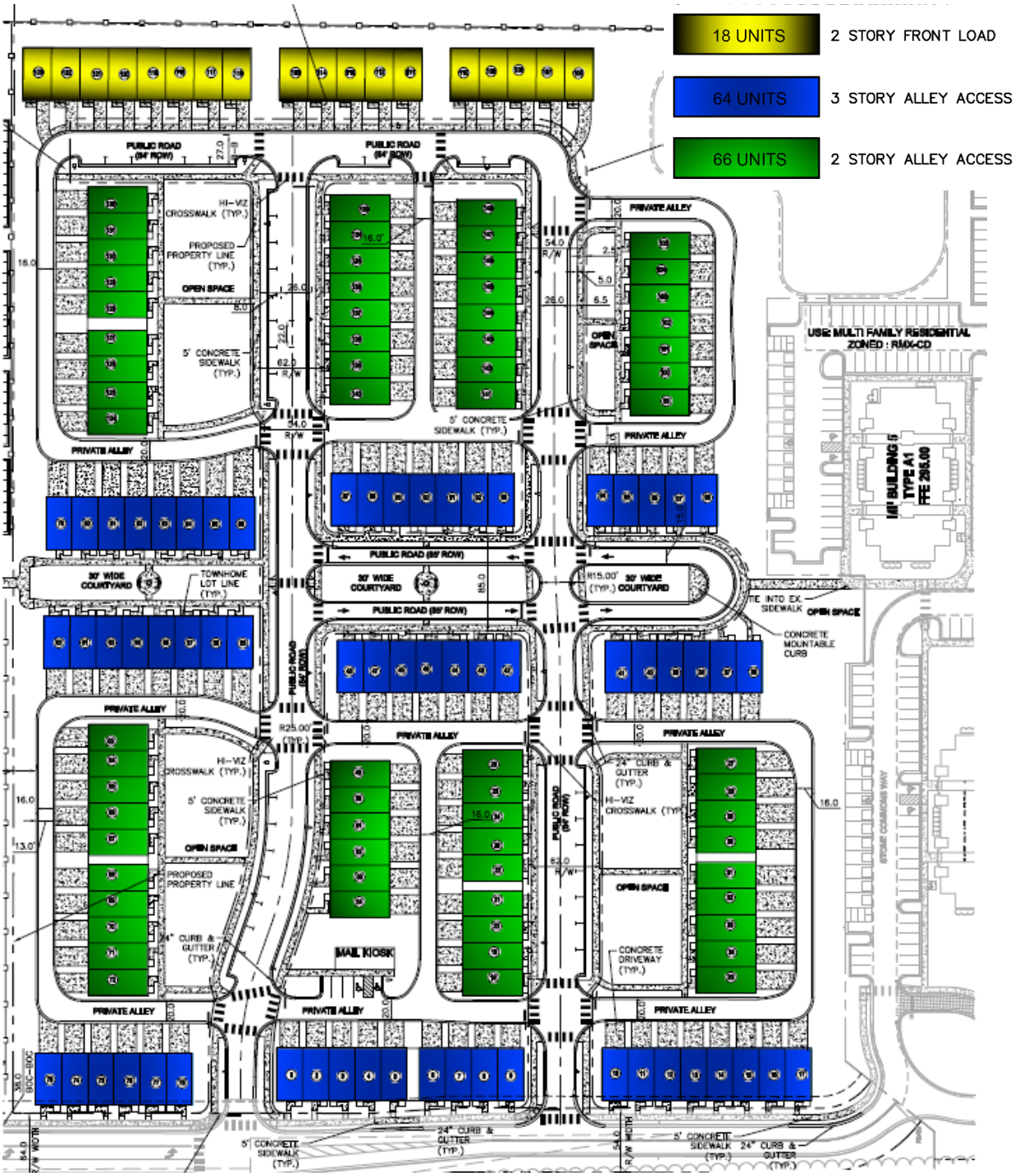
Proposed Commercial/Retail Site Plan:



Proposed Residential Site Plan:



Proposed Townhome Building & Unit Mixture:



VIII. PROPOSED PLANNED UNIT DEVELOPMENT CONDITIONS & PUD DOCUMENT:

In support of their Master Plan, the applicant submitted a PUD document that includes a vision for their proposed development, statements of plan consistency, architectural design standards, proposed alternative standards, and open space information. Additionally, the applicant included proposed housing and the previously approved commercial building elevations (ZMA-7-16).

Staff has reviewed the submittal in accordance with UDO Sections 2.15.C and 16.5 and found that all submittal requirements have been met. In addition to the specific provisions and plan sheets required by the abovementioned sections, staff also reviewed the plans for conformance with the Residential Mixed Use zoning district and other applicable UDO sections. The majority of site elements met the requirements and their compliance statements are listed below.

A. **Parking**: The applicant is not proposing any deviations from the parking requirements as found in UDO Section 10.3. Within the residential development, each townhome will have the required parking for two vehicles, and the applicant is proposing 34 on street parking spaces and a parking lot with five spaces at the mail kiosk. The applicant is providing the required amount of parking for the retail portion of the development.

B. **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 RMX zoning district.

C. **Stormwater –** The applicant is not proposing any deviations from the stormwater management of the site as required in UDO Section 6. The proposed townhome development and amended commercial site proposes less impervious area than was allotted during the original approved Parkstone Master Plan. Therefore, no additional stormwater detention/treatment is required.

D. **Lighting**: The applicant is not proposing any deviations from the lighting standards as found in UDO Section 11.4.

E. **Public Utilities/Water Allocation Policy:** The applicant is proposing to connect to public water and sewer. The required bonus points from the Town of Knightdale Water Allocation Policy (WAP) were acquired via the recorded Parkstone Development Utility Allocation Agreement (Wake County Register of Deeds, Book: 016667, Page: 02285-02315).

RESIDENTIAL DESIGN STANDARDS:

The applicant has provided proposed building elevations, which are provided below and in the attached PUD document at the end of this staff report.

The proposed elevations for the commercial space have not changed from the original Parkstone Master Plan approval. Full elevations are included at the end of this staff report.

Proposed 3-story, rear-loaded elevation:

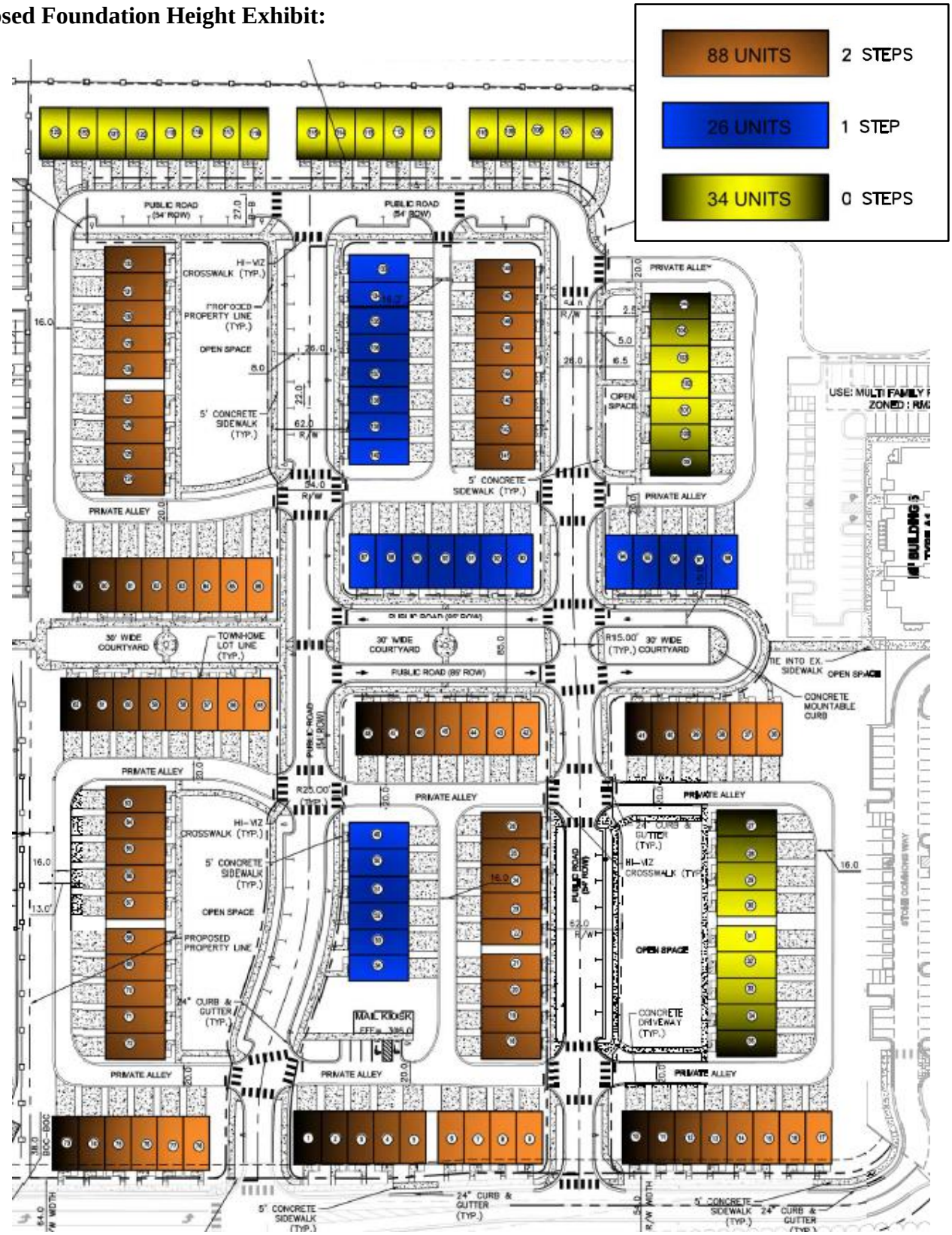
Proposed 2-story, rear-loaded elevation:

Proposed 2-story, front-loaded elevation:

In addition to the elevations, the applicant has provided the design guidelines listed below:

1. All front entries will be covered (either recessed or with a roof overhead)
2. All buildings will have front façade or roofline offsets
3. Front facades of each unit will include at least one of the following: masonry, metal roof accents, shakes, or board and batten. Each grouping of attached townhomes will include at least two of these items.
4. All front windows will either be set in brick, include 4" window trim, shutters, or decorative pediments.
5. All units will have changes in rooflines with either gables, dormers, or shed bump outs.
6. All building end gables and front and rear gables will have 12" overhangs.
7. All plank siding shall be cementitious.
8. Garage doors on front-loaded townhomes will be decorative with decorative carriage style hardware with glass.
9. Patios or decks will be provided on a minimum of 15% of the 2-story rear loaded units.
10. For 3-story townhome types, a minimum of one balcony will be provided on the front façade for attached townhomes that are four units or less. Townhomes with more than four units will provide a minimum of two balconies on the front facade.
11. Townhomes will be on monoslab foundations. Steps up to the front entry will be provided in accordance with the following exhibit. In summary, two-steps up to the front entry will be provided for 88 units, including those units facing Parkstone Towne Blvd. Due to site grades, 26 units will have one step, and the remaining 34 units will have no steps.

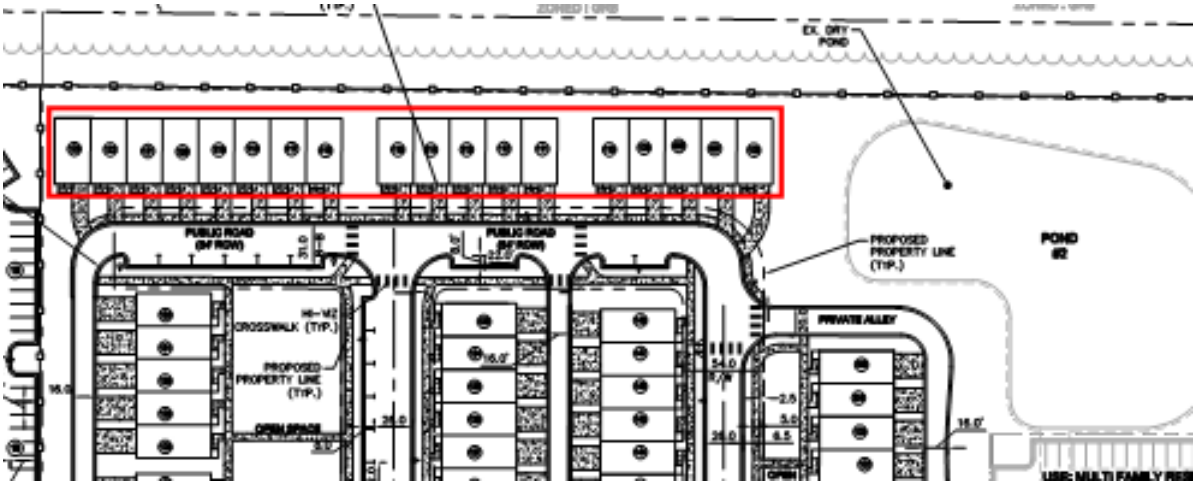
Proposed Foundation Height Exhibit:



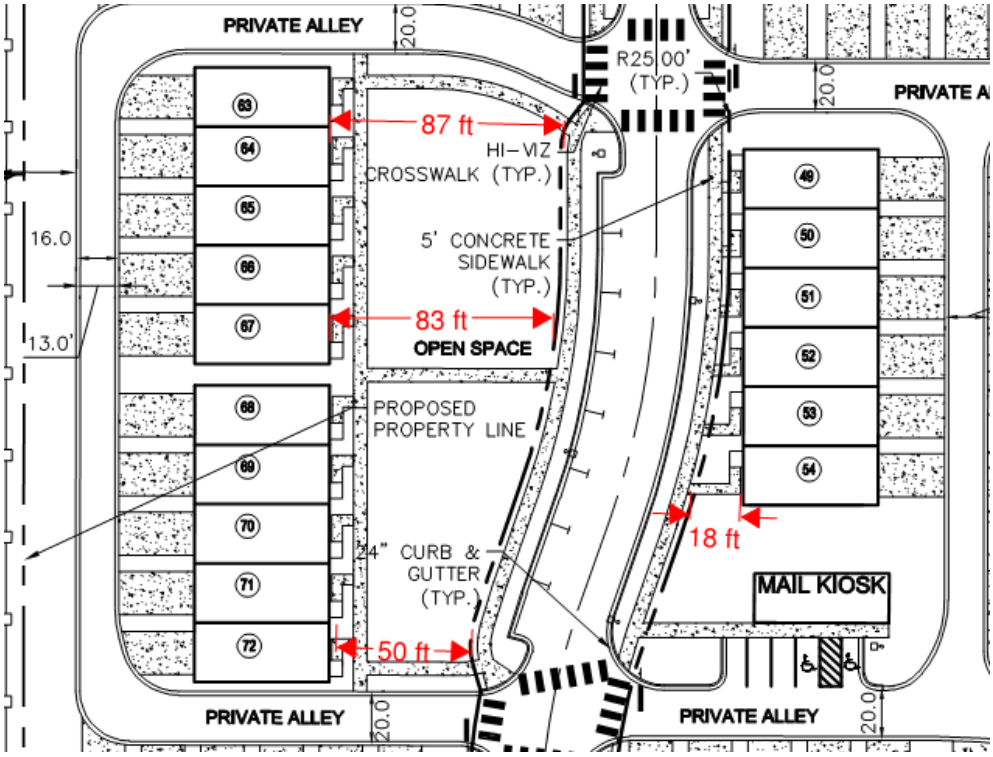
PROPOSED ALTERNATIVE STANDARDS:
In accordance with UDO Section 15.C.5, a Planned Unit Development rezoning allows the applicant to request exceptions to certain standards identified in the underlying zoning district (Residential Mixed Use). These requests should be fair and reasonable, and the proposed alternate means of compliance should meet the spirit and intent of the UDO. The applicant has proposed the following alternative standards:

A. **Lot & Building Dimensional Requirements**: The applicant is proposing three deviations from the dimensional standards as found in UDO Section 2.9.B.2 for the RMX zoning district.

- **Required:** Lots less than 80 ft. in width require alley/rear lane access
- **Requested**: Allow 18 townhome units to have driveway access from the front street (Units 106-123). As shown below, these units are on the eastern side of the development, adjacent to the Woods of Parkside.



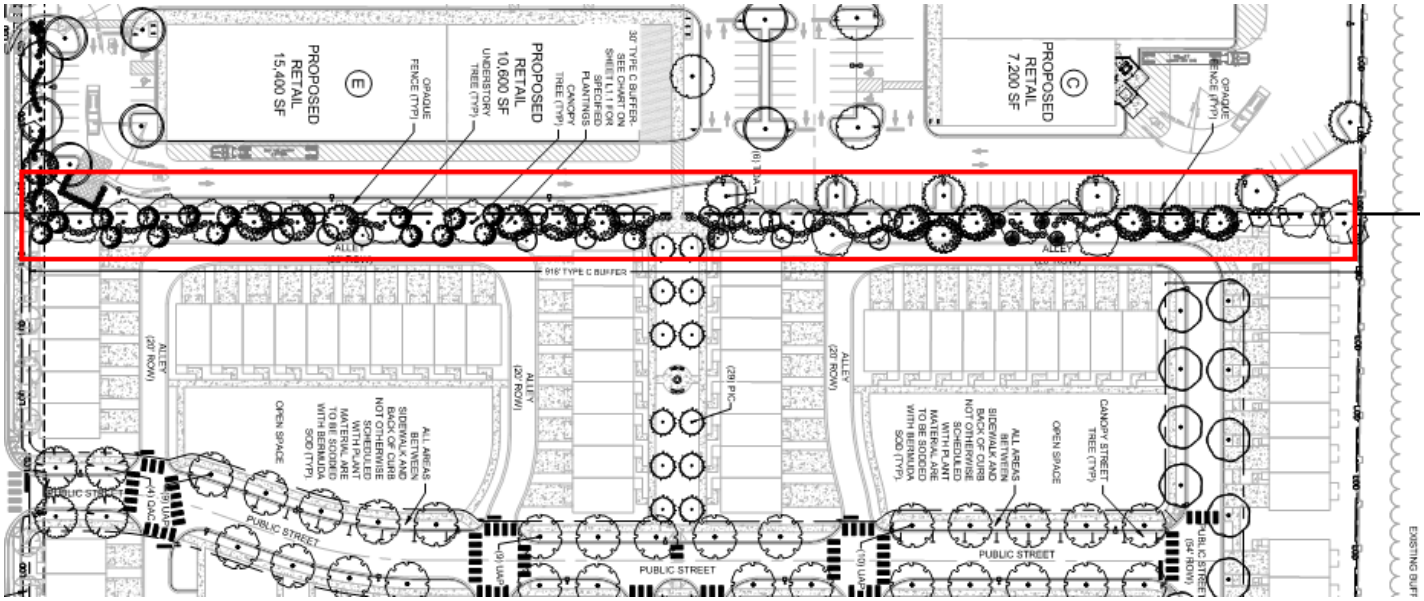
- **Required:** Townhomes require a maximum front setback of 25 ft.
- **Requested**: Allow larger variable front setbacks as depicted on the Master Plan (site plan) to allow townhomes to front on the large open space areas



- **Required:** Townhomes requires a minimum of 10 ft. between buildings
- **Requested**: Allow for a minimum of 6 ft. between townhome buildings

B. **Landscaping Buffer**:

- **Required**: In accordance with UDO Section 8.6.A, a 50 ft. Type C landscape buffer is required between the RMX (proposed) and Highway Business (adjacent commercial) zoning districts.
- **Requested**: Provide the required Type C Buffer plantings within a variable width buffer between the zoning districts. The buffer width will be a minimum of 19 ft. wide on the PUD property. See next page for proposed buffer plan.



C. **Fence Design**:

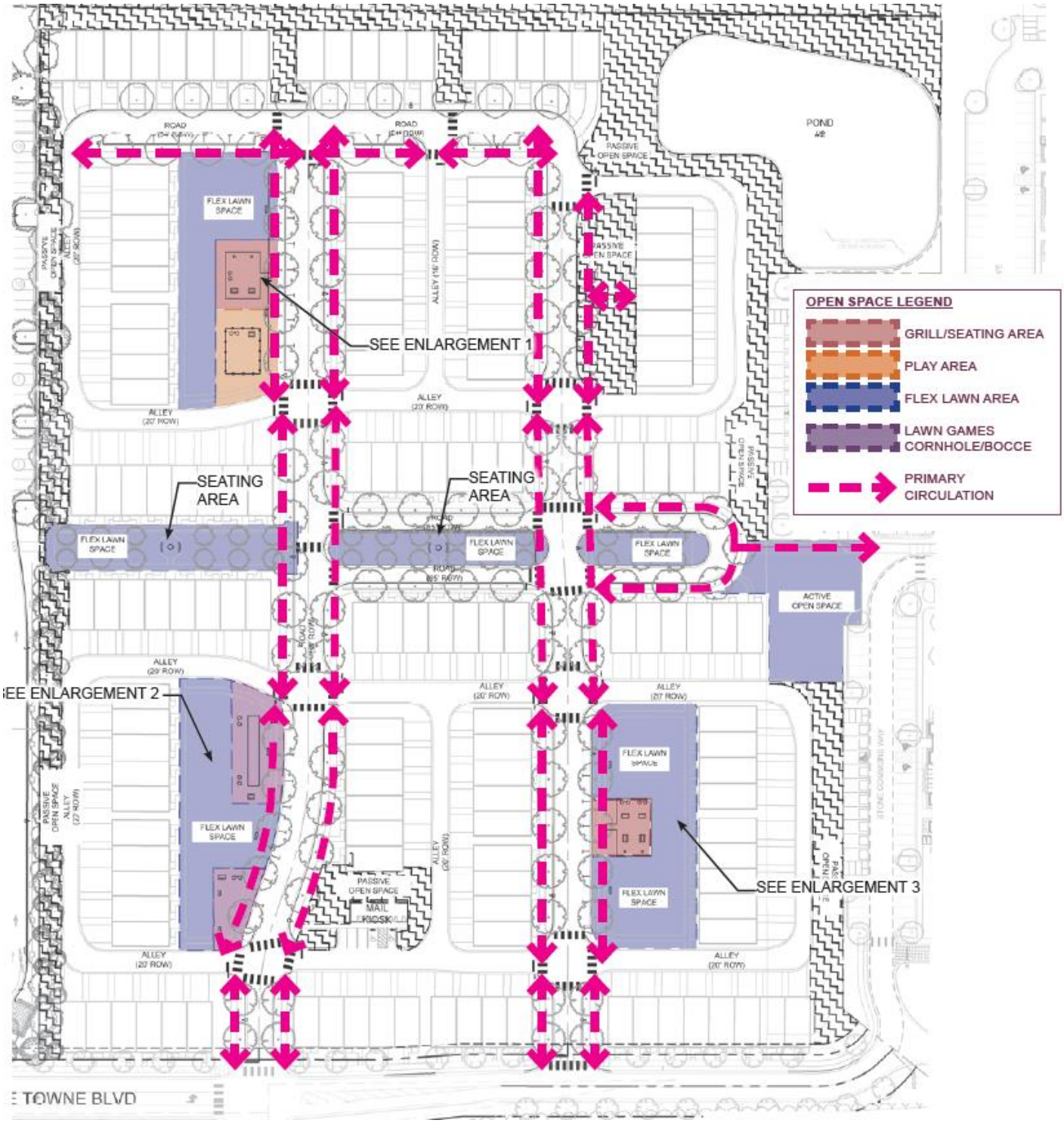
- **Required:** In accordance with UDO Section 4.8.B.3.A, wood is not a permitted material for fencing in the Highway Business zoning district.
- **Requested**: Allow for a wood fence on the north perimeter between the RMX and HB zoning districts. The fence will be located within the Type C Buffer and constructed in conjunction with the retail project.

D. **Programmed Open Space**:

- **Required:** In accordance with UDO Section 7.3, 214,600 square feet of open spaces is required for the proposed 148 residential units with 370 bedrooms.
- **Requested**: Allow for a 4% reduction in the required recreational open space. The applicant is proposing to provide 4.73 acres of open space when 4.93 acres is required.

Amenities currently proposed by the applicant include grill and picnic areas, lawn games such as cornhole and bocce, a north-south pedestrian corridor, and several flex lawn areas. The applicant's overall open space plan is on the next page, and additional details can be found in the attached PUD document. Staff has analyzed the proposed open space plan, and while the location and size meet the UDO requirements (except for the 4% reduction request), staff believes the amenities being provided do not meet the spirit and intent of the UDO and that additional improvements are warranted to ensure great public spaces and plazas are created. This sentiment has been conveyed to the applicant and staff is continuing to work with the applicant on the open space plan.

Proposed Open Space Plan:



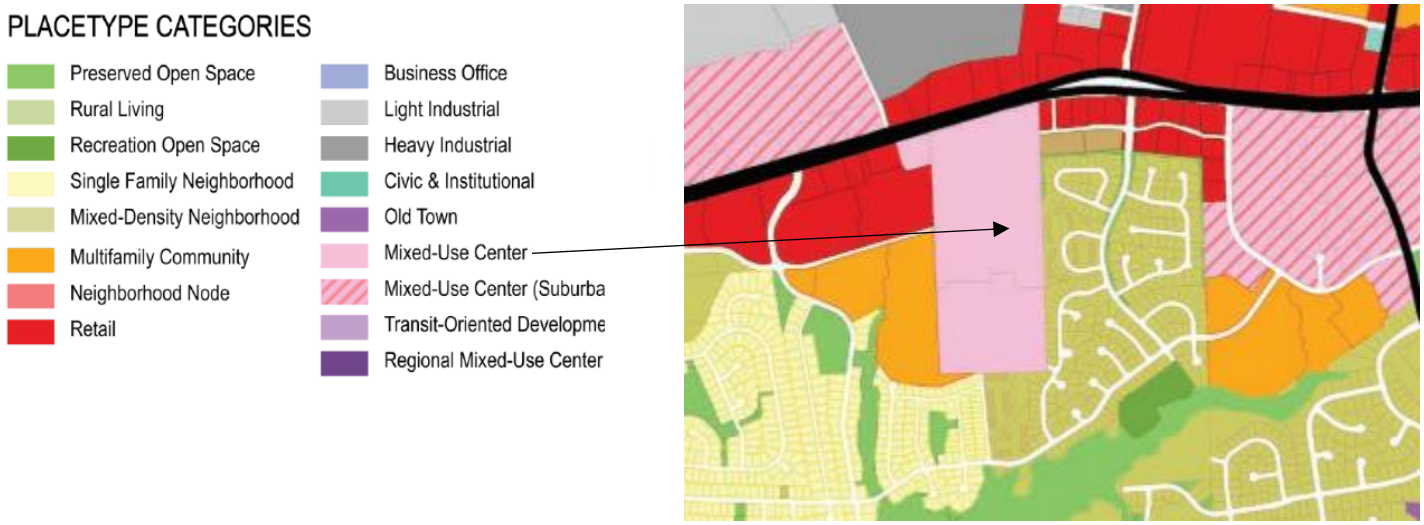
IX. TRANSPORTATION ANALYSIS

According to UDO Section 9.4, 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." The trips generated by the proposed development are less than were anticipated with the original TIA for Parkstone; therefore, a new TIA was not required and staff did not request any further analysis.

The applicant is also required to conform to the Connectivity Index (UDO Section 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 RMX zoning district are required to have a minimum index of 1.40; this proposal has an index of 1.63.

X. COMPREHENSIVE PLAN:

During the drafting of the 2035 KnightdaleNext Comprehensive Plan, 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-Use Center" as a placetype.



The Mixed-Use Center placetype is defined as follows:

> *"A mixed-use center offers the opportunity to live, shop, work, and play in one community. Uses and buildings are located on small blocks with streets designed to encourage pedestrian movement and active public spaces. Buildings in the core of the center may stand three or more stories tall. Residential units or office space are found above storefronts. Homes surrounding the core offer several choices to live and experience the center. Parking is satisfied using on-street parking, structured parking, and shared rear-lot parking strategies. The compact, walkable environment and mix of residential and nonresidential uses in the center supports multiple modes of transportation. A large-scale mixed-use center may be surrounded by one or more neighborhoods that*

provide additional nearby home choices and encourage active living with a comprehensive and interconnected network of walkable streets."

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 following guiding principle categories would be applicable to this request.

- **Community Design –** The townhome development provides transition and connection from the southern multi-family development to the northern retail parcels. The north-south green corridor provides excellent pedestrian connectivity within the entire Parkstone development.

- **Unique Activity Centers -** The proposed development includes many unique gathering spaces and encourages pedestrian movements within the site. Large open space areas and courtyards will provide places for residents to gather and relax, and being adjacent to the future retail center will allow walkable shopping and eating opportunities.

- **Compact Development Patterns –** This project provides a transition to a higher density from the larger lots that exist to the east. The retail site aids in creating a mixture of uses at the site to further achieve the goals of the Comprehensive Plan.

- **Great Neighborhoods and Expanded Home Choices** – The proposed 148-unit townhome development includes a mix of both front and rear loaded and two and three-story product. This is a different housing choice from the multi-family to the south and the single family detached to the east. Additionally, the majority of the townhomes will front on large open space areas that will be programmed with various features for all prospective residents to enjoy.

XI. STAFF RECOMMENDATION:
Staff recommends holding a joint public hearing, and following public comment, to close the public hearing and refer the matter (ZMA-8-19) to the June 8, 2020 Land Use Review Board for review and recommendation.

EXHIBIT A
ZMA-7-16

Applicant's Application

MASTER PLAN

PARKSTONE PROPOSED CONDITIONAL DISTRICT

57 ± ACRES

U.S. HIGHWAY 64 BUSINESS (KNIGHTDALE BOULEVARD)

DEVELOPER:

KNIGHTDALE DEVELOPMENT OWNERSHIP, LLC.

CONSULTANTS:

K&L Gates -- Attorneys

Kimley-Horn and Associates, Inc. -- Civil and Traffic Engineers, and Landscape Architects

Finley Design PA – Architects

Submitted: June 13, 2016

Revised: August 1, 2016

Revised: August 15, 2016

I. INTRODUCTION

This document and the accompanying plan sheets (collectively, the "***Master Plan***") are provided pursuant to provisions of the Knightdale Unified Development Ordinance (the "***UDO***") pertaining to the Conditional District proposed for ParkStone (the "***Development***"), a shopping center and multi-family residential development proposed by Knightdale Development Ownership, LLC ("***Developer***"). The Development will be developed in a fashion that is appropriate for the location of the Development, the nature of adjoining and nearby land uses, and the Town of Knightdale's investment in existing infrastructure.

II. LOCATION, CURRENT ZONING, AND COMPREHENSIVE PLAN CONTEXT

The Master Plan addresses approximately 57 acres abutting U.S. Highway 64 Business (Knightdale Boulevard) designated as Lot #1 through Lot #14, inclusive, as shown on the attached Sheets C2.0 and C2.1 (the "***Property***"). The Town's 2027 Comprehensive Plan designates Lot #1 as a Neighborhood Design area and Lots #2 through #14 as a Highway Design area, including a portion of a Primary Activity Center. Lots #2 through #14 and a portion of Lot #1 are currently zoned Highway Business-Conditional District, and a portion of Lot #1 is currently zoned Urban Residential-12.

III. THE DEVELOPMENT CONCEPT

For purposes of the Master Plan, there will be approximately ten buildings developed on Lots #2 through #14 for retail and commercial uses, as well as thirteen multifamily residential buildings and a clubhouse/amenity structure on Lot #1. Pedestrian elements, including an open green and extensive sidewalks, will connect the two sections of the Development.

As shown on Sheets C2.0 and C2.1, public street access to the Development will be provided by a new street to be extended from Knightdale Boulevard into the residential portion of the Development, running from north to south and vice versa (the "*North-South Street*"). Additional public street access is provided by Village Park Drive, which will be extended through the Property, providing access to and from the eastern and western boundaries of the Property. The Development will also be served by a private, right-in/right-out joint access from Knightdale Boulevard located on Lot #12 and Lot #13. With the additional extensions of the North-South Street and Village Park Drive as shown on Sheets C2.0 and C2.1, the Development will be served by public street access points on three sides of the Property.

The Development may be served by at least two curb cuts onto the North-South Street and by at least eight (8) curb cuts onto Village Park Drive, which curb cuts may be established as shown on Sheets C2.0 and C2.1. The owner(s) of lot(s) within the Development may request curb cuts in addition to those shown on Sheets C2.0 and C2.1.

IV. PARKSTONE MASTER PLAN

The Property will be developed as described in this document and as shown on the Master Plan attached as Sheets C2.0 and C2.1.

A. Permitted and Prohibited Uses for the Development

For purposes of the Master Plan, the term "*Allowable Commercial Uses*" shall mean and refer to those uses identified in Section 2.3.C. of the UDO, including all of the following: Hotels/Motels/Inns; Animal Services (subject to additional standards in UDO Chapter 3); ATM; Banks, Credit Unions, Financial Services; Business Support Services; Community Service Organization; Cremation Facilities; Drive Thru Service (subject to additional standards in UDO

Chapter 3); Equipment Rental (subject to additional standards in UDO Chapter 3); Funeral Homes; Government Services; Medical Services; Personal Services (subject to additional standards in UDO Chapter 3); Professional Services; Studio – Art, dance, martial arts, music; Tattoo Shop; Vehicle Services – Maintenance/Body Work/Repair (subject to additional standards in UDO Chapter 3); Auto Parts Sales; Bar/Tavern/Night Club; Drive-Thru Retail/Restaurants (subject to additional standards in UDO Chapter 3); Gas Station with Convenience Store (subject to additional standards in UDO Chapter 3); Neighborhood Retail/Restaurant – 2,000 sf or less; General Retail – 10,000 sf or less; General Retail – 10,001 sf to 50,000 sf; General Retail – Greater than 50,000 sf; Restaurant; Shopping Center – Community Center; Shopping Center – Neighborhood Center; Amusements, Indoor – 5,000 sf or less; Amusements, Indoor – 5,001 sf – 20,000 sf; Amusements, Indoor – Greater than 20,000 sf; Amusements, Outdoor (subject to additional standards in UDO Chapter 3); Cultural or Community Facility; Recreation Facilities, Indoor; Recreation Facilities, Outdoor; Theater, Movie; Laboratory – Medical, analytical, research & development; Laundry, dry cleaning plant; Media Production; Mini-Warehouses (subject to additional standards in UDO Chapter 3); Research and Development; Public Safety Facility; Religious Institutions; Schools – Vocational/Technical; Wireless Telecommunication Facility – Stealth; Child/Adult Day Care Center (6 or more people).

For purposes of the Master Plan, "***Allowable Residential Uses***" shall mean and refer to those uses identified in Section 2.3.C. of the UDO, including all of the following: Dwelling-Multifamily more than 4 units/bldg; Child/Adult Day Care Home (Fewer than 6 people) (subject to additional standards in UDO Chapter 3); Home Occupation.

For purposes of the Master Plan, "***Prohibited Uses***" shall mean and refer to the following uses identified in Section 2.3.C of the UDO: Bed and Breakfast Inns; Vehicle/Heavy Equipment

Sales; Manufacturing, Light; Manufacturing, Neighborhood; Campground; Cemeteries; Transit, Road & Ground Passenger Services; Theater, Live Performance; Storage – Warehouse, indoor storage; Wholesaling and distribution; Hospital; Utilities-Class 1 & 2; and Utilities-Class 3; Dwelling-Single Family; Dwelling-Duplex; Dwelling-Multifamily 4 units/bldg or less; Family Care Home (6 or Less residents); Housing Service for the Elderly; Live-Work Units; Rooming or Boarding House; Child/Adult Day Care Home (6 or more people); Post Office; Meeting Facilities.

Except as otherwise expressly limited herein, the Allowable Commercial Uses shall be permitted by-right on Lots #2 through #14 and shall not require a special use permit. Except as otherwise expressly limited herein, the Allowable Residential Uses shall be permitted by-right on Lot #1 and shall not require a special use permit. The Prohibited Uses shall not be permitted within the Development.

The development criteria of the buildings and lots within the Development as shown on Sheets C2.0 and C2.1 are as follows:

B. Lot #1

Uses: Lot #1 may be developed with the uses described below:

a. Stormwater Pond. Lot #1 may be permitted to be developed in part as a stormwater facility as shown generally on Sheet C2.1, which stormwater facility is shown for illustrative purposes only.

b. Multifamily Residential. Lot #1 as shown on Sheet C2.1 may be developed as apartments or as any other use permitted in the Allowable Residential Uses. Unless developed in accordance with the attached Sheet C2.1, the orientation of the buildings shall be agreed upon by

Town Administration and the owner of Lot #1, and the Town Administration shall be permitted to approve site plans for Lot #1 that deviate from the plan for Lot #1 as shown on Sheet C2.1, provided that such deviations do not constitute Substantial Changes as contemplated by Section IX.A.1 hereof and the UDO.

C. Buildings A, B, and H through K / Lots #3 through #6, #8, and #9

Uses: Buildings A, B, and H through K as shown on Sheet C2.0 may be developed as a combination of Retail/Restaurant uses, as well as any other use permitted in the Allowable Commercial Uses. Unless developed in accordance with the attached Sheet C2.0, the orientation of the above buildings shall be agreed upon by Town Administration and the owner of the respective Lot, and the Town Administration shall be permitted to approve site plans for each Lot that deviate from the plan for such Lot as shown on Sheet C2.0, provided that such deviations do not constitute Substantial Changes as contemplated by Section X.A.1 hereof and the UDO.

D. Building D / Lot #7

Uses: Building D as shown on Sheet C2.0 may be developed as a Movie Theater or as any other use permitted in the Allowable Commercial Uses. Unless developed in accordance with the attached Sheet C2.0, the orientation of Building D shall be agreed upon by Town Administration and the owner of Lot #7, and the Town Administration shall be permitted to approve site plans for Lot #7 that deviate from the plan for Lot #7 as shown on Sheet C2.0 provided that such deviations do not constitute Substantial Changes as contemplated by Section IX.A.1 hereof and the UDO.

E. Buildings C, E, F, and G / Lot #2

Uses: Lot #2 may be developed with the uses described below:

a. Stormwater Pond. Lot #2 may be permitted to be developed in part as a stormwater facility as shown generally on Sheets C2.0 and C2.1, which stormwater facility is shown for illustrative purposes only.

b. Retail. Buildings C, E, F, and G on Lot #2 as shown on Sheet C2.0 may be developed as a combination of Retail/Restaurant uses, as well as any other use permitted in the Allowable Commercial Uses. Unless developed in accordance with the attached Sheet C2.0, orientation of Buildings C, E, F, and G on Lot #2 shall be agreed upon by Town Administration and the owner of Lot #2 and the Town Administration shall be permitted to approve site plans for Lot #2 that deviate from the plan for Lot #2 as shown on Sheet C2.0 provided that such deviations do not constitute Substantial Changes as contemplated by Section X.A.1 hereof and the UDO.

F. Lots #10 and 11

Uses: At the option of the owner of each of Lots #10 and #11 (the "Buffer Lots"), each Buffer Lot shall be permitted to be developed as follows:

a. Stormwater Pond. The Buffer Lots may be permitted to be developed as stormwater facilities as shown generally on Sheet C2.0, which stormwater facility is shown for illustrative purposes only.

b. Open Space. The Buffer Lots may be permitted to be developed as stormwater facilities as shown generally on Sheet C2.0.

c. Commercial Use. The Buffer Lots, as shown on Sheet C2.0, may be developed for Retail/Restaurants uses, as well as any other Allowable Commercial Uses. Orientation of any building located on a Buffer Lot shall be agreed upon by Town Administration and the owner of

the Buffer Lot, and the Town Administration may approve site plans for Buffer Lots that deviate from the plan for the Buffer Lots as shown on Sheet C2.0 if all ordinances and policies are met. Buffer Lots may be developed in any combination of the aforementioned uses, including without limitation Allowable Commercial Uses, stormwater facilities, and open space.

2. Access/Curb Cut. In the event that a Buffer Lot is developed for a commercial use as contemplated by subsection IV.F.c above, that Buffer Lot shall be entitled to be served by at least one (1) curb cut onto an adjacent public street, subject to Town policies and standards, and to review and approval by the Town Technical Review Committee as such lot is developed.

G. Lots #12 through #14

Uses: Lots #12 through #14, inclusive (the "Outparcels"), as shown on Sheet C2.0 may be developed for Retail/Restaurants uses, as well as any other uses permitted in the Allowable Commercial Uses.

Access/Curb Cuts. Each Outparcel shall be entitled to be served by at least one (1) curb cut onto Village Park Drive per developed lot. The location of curb cuts for the Outparcels shall be reviewed and approved by the Town Technical Review Committee as each Outparcel develops.

V. REDUCTIONS IN TOWN ORDINANCE REQUIREMENTS

Pursuant to the provisions of Section 2.15.C of the UDO, the Town Council has the authority to approve a master plan as part of a required conditional district zoning that reduces certain standards of the UDO.

In light of the mixed use character of the Development; its substantial addition to the tax base; and the improvements Developer has proposed that exceed the minimum requirements

under the UDO, including for example additional buffers, landscaping, transportation improvements, and fencing; the following items are expressly approved as alternatives to UDO provisions otherwise applicable, notwithstanding any UDO provisions to the contrary:

A. Transparency and Clear Glazing:

1. All buildings shall meet the transparency requirements of Section 5.11.C.2.a., except as shown on the approved elevations attached to the Master Plan.

2. For areas used for kitchens, storage, restrooms, utility, or similar service areas, spandrel glass may be used in place of clear glass in order to satisfy the requirements of UDO Section 5.11.C.2.a.

B. Neon: Any movie theater within the development may include neon signs in excess of the limitations of Sections 12.3.D. and 12.4.K., as approved by Town Development Services staff.

C. Building materials:

1. Rear of Buildings G through J: Notwithstanding Section 5.11.C.4 of the UDO, any cementitious product may be used for the rear (east-facing) wall of buildings G through J.

2. Quick Brik or similar: Notwithstanding Section 5.11.C.4 of the UDO, buildings with a gross floor area of greater than 20,000 square feet may be permitted to include Quick Brik or a substantially similar product as an acceptable building finish in addition to those finishes contained in the UDO.

D. Flag lots: Notwithstanding the provisions of Section 4.2.K of the UDO, all Lots within the Development may be developed as shown on Sheets C2.0 and C2.1. Each lot shall meet the minimum lot width at a point not to exceed 400 feet from the right of way.

E. Setbacks:

1. Notwithstanding Section 2.11.B. of the UDO, Building K must be set back from the nearest public right-of-way generally as shown on Sheet C2.0, but in no case farther than 180 feet.

F. Parking:

1. Off-street vehicle accommodation areas, including but not limited to parking areas, are to be located in accordance with UDO Sections 10.4.A and 10.6.A, except as shown on Sheets C2.0 and C2.1.

2. Parking areas on Lots #2 through #9 shall be permitted to be developed with parking areas divided into modules containing up to 50 parking spaces per module, generally as shown on Sheets C2.0 and C2.1, notwithstanding the provisions of Section 10.6 of the UDO related to the same.

3. On-Street Parking: Notwithstanding Section 17.3 of the UDO, on-street parking shall not be provided on roadways within the Development.

G. Park and Ride spaces: Notwithstanding §10.3.B of the UDO, park and ride parking spaces shall not be required within the Development.

H. Buffers: The Development is planned for a mix of uses and includes the North-South Street between commercial uses and adjoining property to the west. Consequently, notwithstanding Sections 2.11.B and 8.6 of the UDO, (a) no buffer or setback shall be required between the commercial (zoned HBCD) and residential (zoned RMXCD) portions of the Development, nor between the multifamily (RMXCD) portion of the development and the adjacent UR12 zoning district to the west; and (b) all other setbacks and buffers between zoning districts shall be as shown on the attached Sheets C2.0 and C2.1. Land disturbance activities are permitted within any buffer in the Development, generally as depicted in Sheets C3.0 and C3.1.

I. Bicycle parking: Notwithstanding § 10.3.C. of the UDO, the Development shall include a minimum of 50 bicycle parking spaces on the Highway Business / retail portion of the Development.

J. Signage:

1. Notwithstanding the provisions of UDO Section 12.5.B, in addition to signage otherwise permitted by the UDO, one off-premise monument sign of up to 20' in height and 200 sq. ft. in area per side shall be permitted along Knightdale Boulevard for the benefit of Lots #1 through #9.

2. Notwithstanding the provisions of UDO Section 12.5.B, in addition to signage otherwise permitted by the UDO, a project branding sign of up to 4' in height and 50 sq. ft. in area shall be permitted on a decorative wall of no more than 5' in height, which wall shall be located at the southeast corner of the intersection of Village Park Drive and the North-South Street for the benefit of Lots #1 through #9. The sign base and structure shall include architectural elements similar to the approved elevations for the Development.

K. Landscaping of Parking Areas: Notwithstanding the provisions of Section 8.8 of the UDO, no more than one shade tree shall be required to be planted within any parking island in the Development. Shade trees shall be provided as indicated on the attached Sheets L2.0, L2.1, and L5.0.

L. Street Walls and Roof Lines:

1. For any movie theater within the Development, the façade articulation requirements of UDO Section 5.4.G. shall be met by any elevation similar to that shown for Building D on Sheet A2.

2. All roof lines of commercial buildings within the Development shall comply with Section 5.11.C.5, except as shown on the approved elevations.

M. Tree Protection: The tree protection provisions of the UDO shall not apply to any areas within the Property for which tree removal is consistent with a state or federal permit allowing for the impacting of jurisdictional streams, wetlands, or riparian buffer zones. Further, the standard of Section 8.5.A of the UDO shall be modified such that the standard for tree replacement in Tier 2 areas shall be that all trees greater than 15" DBH shall remain undisturbed or be replaced at a rate of 1 tree per 15" DBH.

N. Fencing: Notwithstanding Section 4.8.B of the UDO, the fence near the eastern boundary of the Development shown on Sheets C2.0 and C2.1 may be constructed of wood.

VI. ADDITIONAL CONDITIONS

A. Utility Allocation Agreement

The developer and owners of the Property shall agree to a Utility Allocation Agreement. The Town shall have no obligation to provide public water and sewer service to the Property until the Owners and Developer enter a Utility Allocation Agreement with the Town.

B. Buffers

Developer will provide Type B and/or D buffer yards between the Property and the residential uses to the east and south of the Property, as shown on Sheets C2.0, C2.1, L2.0, and L2.1. Upon completion of clearing and grading activities, the existing vegetation will be assessed by Town staff to confirm that it is sufficient to meet the performance standard per Chapter 8 of the Town of Knightdale UDO. Should the standard not be met, the developer will work with Town staff to identify supplemental vegetation necessary to achieve the performance standard of UDO Section 8.6.B.

A six-foot-high wooden fence shall be installed within the buffers along portions of the eastern and southern boundaries of the Property, as shown on the attached Sheets C2.0 and C2.1.

C. Unity of Development

All buildings will generally exhibit architectural compatibility with the illustrative Elevations attached to the Master Plan application through integrated design features, common building materials and appropriate scale of development; provided that color shall not be required to be one of the design elements unifying the Development. Because the Elevations are illustrative in nature, the unity of development standards for each individual lot comprising the Property may be modified and determined on a site specific basis.

D. Landscape Maintenance and Location

Either the Developer or a designated operator under an operating agreement for the Development or a property owners' association for the Development shall maintain the common areas within the Development, including the stormwater detention ponds as shown on Sheets C2.0 and C2.1. For clarity, common areas that the Developer or a property owners' association must maintain do not include undisturbed buffer areas that meet applicable standards. Landscaping of the Development shall be in accordance with the Landscape Plan attached hereto as Sheets L2.0 and L2.1.

E. Stormwater Management

Stormwater management for the Development shall be provided in accordance with Sheets C3.0 and C3.1 and the Stormwater Plan included with the Master Plan application submittal.

Stormwater management infrastructure may change in size or shape at the time of

submission of construction drawings. Stormwater collection systems in public rights-of-way shall conform to the Town's standards and specifications. Collection systems on private property may utilize storage devices, bioretention areas or rain gardens, and other alternative design concepts.

F. Road Construction

1. The North-South Street and Village Park Drive through the Development shall be constructed in accordance with the street sections shown on Sheet C5.0 and the Town's Arterial and Collector Plan. These streets shall be public roads upon completion and dedication to the Town. In connection with the construction of any public roads within the Development as shown on Sheets C2.0 and C2.1, the Town may be identified as the applicant on any permit(s) to cross or otherwise impact jurisdictional wetlands and/or stream buffers if such permits are required by the State of North Carolina or the United States Army Corps of Engineers. Developer and/or the owner of the lot requiring any permit to cross or otherwise impact jurisdictional wetlands and/or stream buffers shall bear the sole cost and expense associated with any permits to be procured hereunder.

2. Developer also shall construct one additional right turn lane within eastbound Knightdale Boulevard onto the North-South Street and lengthen the left turn lane within westbound Knightdale Boulevard, as recommended by the Traffic Impact Analysis prepared by Kimley-Horn and Associates, Inc. for the Development. The above recommended traffic and roadway improvements for the Development are described in the Traffic Impact Analysis submitted herewith and will be constructed, provided such

improvements are approved by the North Carolina Department of Transportation and the Town of Knightdale.

3. In addition to the above required and recommended improvements, as further provided on Sheets C2.0 and C2.1 and subject to North Carolina Department of Transportation approval, Developer agrees to make the following additional improvements in accordance with the UDO requirements: (a) re-stripe Knightdale Boulevard from its intersection with the North-South Street northward to its intersection with Smithfield Road; (b) install signal heads at the intersection of Knightdale Boulevard and the North-South Street; (c) improvements to the north side of Knightdale Boulevard relating to the signalization of the intersection of Knightdale Boulevard and the North-South Street; and (d) improvements to the driveway entrance of the Wake Stone quarry property across Knightdale Boulevard from the Development, generally as shown in the Utility Allocation Agreement referenced in condition A, above.

G. <u>Pedestrian Orientation</u>

Sidewalks of five feet (5') in width shall be constructed along both sides of the North-South Street (except where necessary to accommodate additional landscaping on the western portion of the Property where the HB zone abuts adjacent UR12 zoning), Village Park Drive, and the private right-in, right-out entrance to the Development along Knightdale Boulevard; between the multifamily residential buildings and parking areas on Lot #1; and between each building on Lots #2 through #14 and the adjoining parking areas, all as shown on Sheets C2.0 and C2.1. As individual lots within the Development are submitted for site plan approval, only those portions

of the sidewalks that are contained within each lot must be constructed prior to issuance of a building permit for such lot.

VII. VESTED RIGHTS

This Master Plan shall constitute a Site Specific Development Plan establishing vested rights for the Development for a period of five (5) years.

VIII. CONDITIONS OF DEVELOPMENT AND OCCUPANCY

The following are the conditions of development and occupancy that shall apply to any lot within the Property:

A. Conditions to be met prior to issuance of a Construction Improvements Permit

1. That the construction plans reflect the technical recommendations of the Technical Review Committee, the City of Raleigh Public Utilities Department and all other regulating agencies.

2. That street names be approved by the Town and Wake County.

3. That the Town and the owners and developers of the Property have agreed to and executed a Utility Allocation Agreement.

B. Conditions to be met prior to a Certificate of Occupancy

1. That all improvements be constructed as required by the approved construction plans for each lot; and

2. That road improvements and the traffic signal at Knightdale Boulevard shall be constructed as approved by NCDOT.

IX. AMENDMENTS AND APPROVALS

A. Amendments

Subject to the terms of any overall operating and reciprocal easement and maintenance agreement recorded as part of development of the Property, all of the owners of Property within the Development shall join in any amendment to this Master Plan and the exhibits hereto.

B. Approvals

Unless otherwise provided herein, the Town Manager or his or her designee shall have the authority to approve site plans and any other development plans as development occurs on the Property.

1. Substantial Changes. As provided for in Section 15.6.C. of the UDO, any change to this Master Plan that results in a net increase in the number of lots or a net increase of more than 10% of a building's heated floor area shall be considered a "*Substantial Change*" and shall be reviewed by the Land Use Review Board and approved or denied by the Town Council as an amended conditional district.

2. Administrative Changes. Except for Substantial Changes as described above, the Town Manager or his or her designee may approve minor alterations to this Master Plan as "*Administrative Changes*." All changes to the Master Plan that are not Substantial Changes shall be considered Administrative Changes. Such minor alterations include, without limitation, minor or non material changes in lot lines, driveway access points, and changes in public street locations, lot lines, driveway access points, and changes in street or sidewalk construction standards that do not affect the traffic-carrying

capacity of the respective streets or sidewalks. Appeals of administrative changes shall be made to the Land Use Review Board.

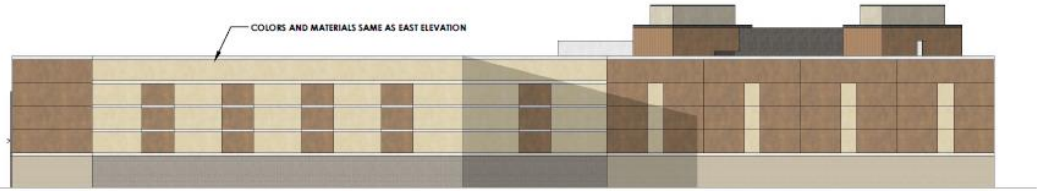
13 SOUTHWEST ELEVATION - BUILDING E
1/16" = 1'-0" NONE
12 NORTHWEST ELEVATION - BUILDING E
1/16" = 1'-0" GLAZING CALCULATIONS:
40'L X 14'H = 840 SF X 0.4 = 336 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 160 SF (19%)
EIFS B - GRAY
EIFS D - BROWN
BRICK B - GRAY
11 SOUTHEAST ELEVATION - BUILDING E
1/16" = 1'-0" GLAZING CALCULATIONS:
40'L X 14'H = 840 SF X 0.4 = 336 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 130 SF (15%)
EIFS D - BROWN
EIFS C - TAN
BRICK C - RED
10 NORTHEAST ELEVATION - BUILDING E
1/16" = 1'-0" GLAZING CALCULATIONS:
86'L X 14'H = 1,204 SF X 0.4 = 482 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 610 SF (51%)
EIFS C - TAN
EIFS D - BROWN
EIFS B - GRAY
9 SOUTH ELEVATION - BUILDING F
1/16" = 1'-0" GLAZING CALCULATIONS:
NONE
8 WEST ELEVATION - BUILDING F
1/16" = 1'-0" GLAZING CALCULATIONS:
59'L X 14'H = 826 SF X 0.4 = 330 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 160 SF (19%)
EIFS A - WHITE
7 EAST ELEVATION - BUILDING F
1/16" = 1'-0" GLAZING CALCULATIONS:
56'L X 14'H = 784 SF X 0.4 = 314 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 190 SF (24%)
6 NORTH ELEVATION - BUILDING F
1/16" = 1'-0" GLAZING CALCULATIONS:
120'L X 14'H = 1,680 SF X 0.4 = 672 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 880 SF (52%)
EIFS F - YELLOW
EIFS G - GREEN
EIFS C - TAN
FABRIC AWNING -RED
EIFS H - COFFEE
BRICK B - GRAY
METAL AWNING
BRICK D - CHARCOAL
FABRIC AWNING - ORANGE
PAINTED CMU - MATCH EIFS E
PAINTED CMU - MATCH EIFS F
PAINTED CMU - MATCH BRICK B
PAINTED CMU - MATCH EIFS H
5 EAST ELEVATION - BUILDING G-K
1/32" = 1'-0" GLAZING CALCULATIONS:
NONE
BRICK A - WHITE
EIFS I - RUST
4 SOUTH ELEVATION - BUILDING G-H
1/16" = 1'-0" GLAZING CALCULATIONS:
100'L X 14'H = 1,400 SF X 0.4 = 560 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 190 SF (14%)
EIFS H - COFFEE
EIFS D - CHARCOAL
METAL AWNING
BRICK C - RED
EIFS F - YELLOW
EIFS G - GREEN
METAL CANOPY
EIFS F - BLUE
FABRIC AWNING - RED
BRICK E - TAN
3 NORTH ELEVATION - BUILDING I-K
1/16" = 1'-0" GLAZING CALCULATIONS:
222'L X 14'H = 3,108 SF X 0.4 = 1,243 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 1,720 SF (55%)
EIFS D - BROWN
BRICK D - CHARCOAL
BRICK B - GRAY
EIFS I - RUST
BRICK A - WHITE
EIFS E - BLUE GRAY
METAL AWNING
EIFS H - COFFEE
BRICK B - GRAY
FABRIC AWNING - BLACK
LIGHT FIXTURE - TYPICAL
2 WEST ELEVATION - BUILDING I-K
1/16" = 1'-0" GLAZING CALCULATIONS:
SEE 1/A2
NOTE: THE BACKSIDE OF ALL PARAPETS VISIBLE FROM PARKING LOTS TO BE CLAD IN BUILDING MATERIALS MATCHING EXTERIOR ELEVATIONS
EIFS F - YELLOW
EIFS E BLUE GRAY
EIFS D - CHARCOAL
EIFS I - RUST
ALUMINUM STOREFRONT AND GLASS - WHITE
EIFS B - GRAY
EIFS A - WHITE
EIFS C - TAN
METAL AWNING
BRICK A - WHITE
BRICK D - CHARCOAL
EIFS D - BROWN
METAL AWNING
BRICK E - TAN
BRICK C - RED
BRICK B - GRAY
ALUMINUM STOREFRONT AND GLASS - DARK BRONZE
1 WEST ELEVATION - BUILDING G-H
1/16" = 1'-0" GLAZING CALCULATIONS:
670'L X 14'H = 12,180 SF X 0.4 = 4,872 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 4,002 SF (33%)

8 WEST ELEVATION - BUILDING C
1/16" = 1'-0"
GLAZING CALCULATIONS:
70'L X 14'H = 980 SF X 0.4 = 392 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 370 SF (38%)

7 NORTH ELEVATION - BUILDING C
1/16" = 1'-0"
GLAZING CALCULATIONS:
60'L X 14'H = 840 SF X 0.4 = 336 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 390 SF (46%)

6 SOUTH ELEVATION - BUILDING C
1/16" = 1'-0"
GLAZING CALCULATIONS:
58'L X 14'H = 812 SF X 0.4 = 325 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 310 SF (38%)

5 EAST ELEVATION - BUILDING C
1/16" = 1'-0"
GLAZING CALCULATIONS:
70'L X 14'H = 980 SF X 0.4 = 392 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 540 SF (55%)



4 SOUTH ELEVATION - BUILDING D
1/16" = 1'-0"
GLAZING CALCULATIONS:
NONE

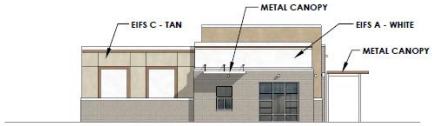
3 WEST ELEVATION - BUILDING D
1/16" = 1'-0"
GLAZING CALCULATIONS:
NONE

2 EAST ELEVATION - BUILDING D
1/16" = 1'-0"
GLAZING CALCULATIONS:
236'L X 14'H = 3,304 SF X 0.4 = 1,322 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 1,556 SF (47%)

1 NORTH ELEVATION - BUILDING D
1/16" = 1'-0"
GLAZING CALCULATIONS:
NONE

8 NORTH ELEVATION - BUILDING A
1/16" = 1'-0" GLAZING CALCULATIONS:
NONE

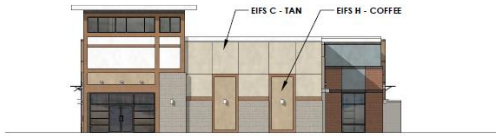
7 EAST ELEVATION - BUILDING A
1/16" = 1'-0" GLAZING CALCULATIONS:
60'L X 14'H = 840 SF X 0.4 = 336 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 160 SF (19%)



6 WEST ELEVATION - BUILDING A
1/16" = 1'-0" GLAZING CALCULATIONS:
59'L X 14'H = 826 SF X 0.4 = 330 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 124 SF (15%)

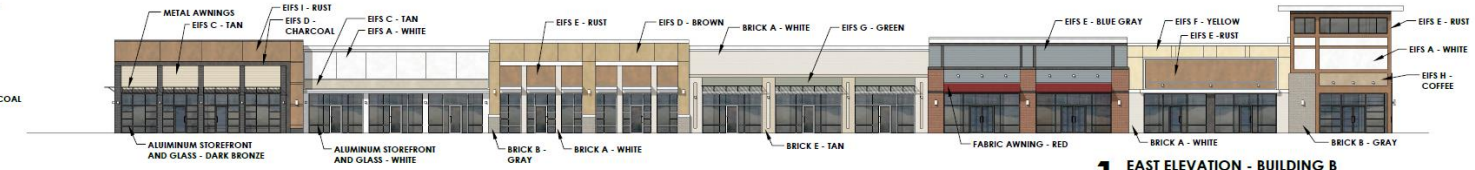
5 SOUTH ELEVATION - BUILDING A
1/16" = 1'-0" GLAZING CALCULATIONS:
69'L X 14'H = 966 SF X 0.4 = 386 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 480 SF (50%)

4 WEST ELEVATION - BUILDING B
1/16" = 1'-0" GLAZING CALCULATIONS:
312'L X 14'H = 4,368 SF X 0.4 = 1,747 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 1,412 SF (32%)



3 NORTH ELEVATION - BUILDING B
1/16" = 1'-0" GLAZING CALCULATIONS:
72'L X 14'H = 1,008 SF X 0.4 = 403 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 264 SF (26%)

2 SOUTH ELEVATION - BUILDING B
1/16" = 1'-0" GLAZING CALCULATIONS:
76'L X 14'H = 1,050 SF X 0.4 = 420 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 430 SF (41%)



1 EAST ELEVATION - BUILDING B
1/16" = 1'-0" GLAZING CALCULATIONS:
312'L X 14'H = 4,368 SF X 0.4 = 1,747 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 2,364 SF (54%)

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: Parkstone Phase 2

PROJECT ADDRESS: 901 Parkstone Towne Boulevard, Knightdale, NC 27545

WAKE COUNTY PIN(s): 1744843799

PROPOSED USE: Mix of Commercial / Retail Uses and Residential

PROPOSED SQ. FT.: 102,200 sf Commercial 148 Townhomes PROPOSED LOTS: 156 DENSITY (DWELLING/ACRE): 148/15.68 = 9.44

ZONING DISTRICT: HBCD SITE ACRES: 26.68 INSIDE CORPORATE LIMITS: YES

(11.00 Commercial & 15.68 Residential)

CONTACT INFORMATION

APPLICANT: Knightdale Development Ownership, LLC PHONE: (704) 248-7838 FAX:

ADDRESS: PO Box 3
Dewitt, NY 13214

Brian Long EMAIL: blong@widewaters.com

SIGNATURE:

PROPERTY OWNER: Knightdale Development Ownership, LLC PHONE: (704) 248-7838 FAX:

ADDRESS: PO Box 3
Dewitt, NY 13214

Brian Long EMAIL: blong@widewaters.com

SIGNATURE:

DEVELOPER: Knightdale Development Ownership, LLC PHONE: (704) 248-7838 FAX:

ADDRESS: PO Box 3
Dewitt, NY 13214

Brian Long EMAIL: blong@widewaters.com

SIGNATURE:

THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY

CASE NUMBER: SUBMITTAL DATE: X-REFERENCE(s):

FILING FEE: SKETCH PLAN MEETING DATE:

TOWN OF KNIGHTDALE

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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. 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):

	SITE PLAN:	SPECIAL USE PERMIT or CONDITIONAL DISTRICT:
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://arcg.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.

KNIGHTDALE
development services

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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.

PROJECT INFORMATION

TYPE OF APPLICATION:	PLANNED UNIT DEVELOPMENT		
PROJECT ADDRESS:	901 Parkstone Towne Boulevard, Knightdale, NC 27545		
WAKE COUNTY PIN(s):	1744843799		
PROPOSED PROJECT NAME:	Parkstone Phase 2		
PROPOSED USE:	Mix of Commercial / Retail Uses and Residential		
PROPOSED SQ. FT.:	148 Townhomes	TOWN LIMITS/ETJ:	ETJ
CURRENT ZONING DISTRICT:	HBCD	PROPOSED ZONING DISTRICT:	RMX + PUD Overlay
PROPOSED LOTS:	149	DENSITY (DWELLING/ACRE):	148 units/15.68 ac = 9.44

CONTACT INFORMATION

APPLICANT:	Knightdale Development Ownership, LLC		
ADDRESS:	PO Box 3, Dewitt, NY 13214		
PHONE:	(704) 248-7838	EMAIL:	blong@widewaters.com
SIGNATURE:			
PROPERTY OWNER:	Knightdale Development Ownership, LLC		
ADDRESS:	PO Box 3, Dewitt, NY 13214		
PHONE:	(704) 248-7838	EMAIL:	blong@widewaters.com
SIGNATURE:			
DEVELOPER:	Knightdale Development Ownership, LLC	(704) 248-7838	
ADDRESS:	PO Box 3, Dewitt, NY 13214		
PHONE:	(704) 248-7838	EMAIL:	blong@widewaters.com
SIGNATURE:			

THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY

CASE NUMBER:	PUD - _____- _____	SUBMITTAL DATE:	X-REFERENCE(s):
FILING FEE:		SKETCH PLAN MEETING DATE:	

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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. 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 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.

KNIGHTDALE development services

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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	X	
2. Sketch Plan Approval	X	
3. Neighborhood Meeting in accordance with UDO Ch.15.3.C	X	
SUBMITTAL REQUIREMENTS		
1. Completed Application	X	
2. Processing Fee	X	
3. Public Hearing Postage Fees	X	
4. Wake County Public Schools Residential Development Notification, if applicable	X	
5. Traffic Impact Analysis, if applicable	X	
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.	X	
2. **Vision and Intent Statement:** (reference UDO Ch. 2.15.C)	X	
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.	X	
4. **Comprehensive Plan Consistency:** Provide a statement of consistency with the adopted KnightdaleNext 2035 Comprehensive Plan	X	
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.	X	
6. **Zoning Designation:** Include a request for a zoning designation that matches the proposed density (reference UDO Ch. 2)	X	
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	X	
8. **Scale & North Arrow:** Scale denoted both graphically and numerically with north arrow	X	
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	X	
10. **Site Data:** Calculations must Include total acreage, acreage in parks and other non-residential uses,	X	

total number and acreage of parcels, and the total number of housing units		
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.	X	
12. **Dimensional Standards**: Description of dimensional standards and any modifications to the general use regulations (reference UDO Ch. 2)	X	
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)	X	
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.	X	
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.	X	
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.	X	
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.	X	
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.		X
19. **Stormwater Management:** A generalized stormwater management plan (reference UDO Ch. 6)	X	
ADDITIONAL REQUIREMENTS		
1. Water Allocation Policy Compliance	X	

See UDO Chapters 2.15 and 16.5 for additional description of all requirements

Planned Unit Development

Town of Knightdale Project #ZMA-8-19

Parkstone Townhomes
901 Parkstone Towne Boulevard

Knightdale, North Carolina
KHA Project ID No. 017254007

Prepared for:
Widewaters
Knightdale Development Ownership, LLC
Submitted: October 17, 2019
Resubmitted: February 14, 2020
Revised: March 6, 2020
Revised: April 30, 2020

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PLANNED UNIT DEVELOPMENT

PARKSTONE TOWNHOMES
901 PARKSTONE TOWNE BOULEVARD
KNIGHTDALE, NORTH CAROLINA

PREPARED FOR:

WIDEWATERS
KNIGHTDALE DEVELOPMENT OWNERSHIP, LLC
PO BOX 3
DEWITT, NY 13214

PREPARED BY:

KIMLEY-HORN AND ASSOCIATES, INC.
421 FAYETTEVILLE ST. SUITE 600
RALEIGH, NORTH CAROLINA 27601
NC CERT. OF AUTH: F-0102

SUBMITTED: OCTOBER 17, 2019
RESUBMITTED: FEBRUARY 14, 2020
REVISED: MARCH 6, 2020
REVISED: APRIL 30, 2020

KHA #017254007

Disclosure Statement:

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8. **NEIGHBORHOOD MEETING REPORT**

1. VISIONING STATEMENT

The Parkstone Master Plan incorporates a mix of retail and residential uses. Widewaters is proposing 148 townhomes adjacent to the recently constructed apartment community. The proposed townhomes will be within a Planned Unit Development District. This district is designed to encourage master planning of the 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. The subject project addresses the following goals as stated below:

- Provide exceptional design, character, and quality;
    - The stated architectural building elements located proximately to other residential communities and retail will provide a high-quality work-play experience.
- Provide high quality community amenities;
    - Open space amenities in extreme proximity to the Townhomes will provide opportunities for relaxation, congregation, and exercise. Additionally, the adjacency of retail will provide for walkable shopping and eating.
- Incorporate creative design in the layout of buildings;
    - The Townhomes front walkable streets and expansive green areas at the heart of the Parkstone development.
- Ensure compatibility with surrounding land uses and neighborhood character;
    - The Townhomes are an excellent transition from the apartments to the south and retail to the north while providing an avenue for pedestrian connection to each. An existing undisturbed buffer and fence is already providing for the adjacent lower density residential to the east.
- Ensure the creation of mixed density neighborhood nodes, and mixed-use centers;
    - The Townhomes are the nucleus of the Parkstone Mixed Use development ensuring the connection of the southern residential areas to the northern retail.
- Further the goals of the Comprehensive Plan including the growth framework and growth and conservation map;
    - The Townhomes are an infill project in a priority investment and activity center. The residential area contributes to the mix of uses and is appropriately located in the Mixed-Use area of the Growth and Conservation map.
- Provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure.
    - Major infrastructure already exists at the property limits. The looped street network provides for good circulation and an excellent grid network providing all residents convenient opportunities to the open spaces and other residents.

PARKSTONE MASTER PLAN

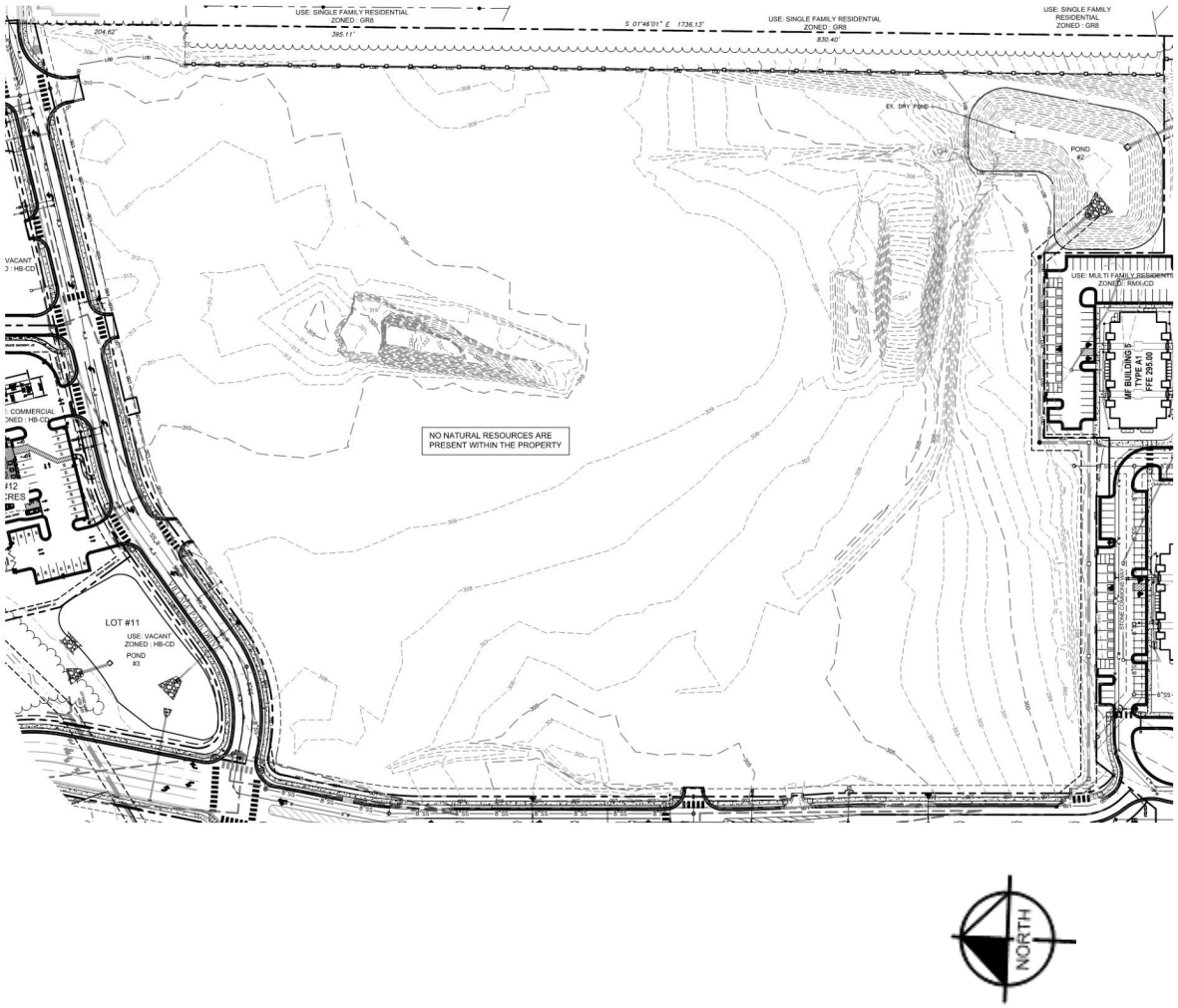
2. EXISTING CONDITIONS

EXISTING CONDITIONS SUMMARY

Parkstone Townhomes is located on a parcel to the south of the intersection of Parkstone Towne Blvd. and Village Park Dr. The parcel is identified with the Wake County Property Identification Number: 1744843799. The parcel comprising Parkstone Townhomes slopes to the south and west from the north east. There is an existing dry detention pond on site and no other natural resources present. The land was previously cleared.

EXISTING AERIAL PHOTO

EXISTING TOPOGRAPHY



3. PARKSTONE TOWNHOMES MASTER PLAN

DEVELOPMENT DETAILS

Parkstone Townhomes will consist of 148 units on 15.68 acres designed to the RMX and Planned Unit Development standards of the Town of Knightdale Unified Development Ordinance. Parkstone Townhomes will provide a unique housing choice conveniently located to existing retailers and immediately adjacent to future retail. The community is also located on the periphery of an existing residential node. Parkstone Townhomes will have convenient outdoor space with a central pedestrian connection to both existing residential and future retail.

DEVELOPMENT MIX

	Number of units	Percentage of Development
• Front-loaded Townhouses	18	12.2%
• Rear-loaded Townhouses	130	87.8%
o 3-Story	64	43.2%
o 2-Story	66	44.6%

TOWNHOME MAP

LEGEND

- PAINTED TRAFFIC ARROW
- CONCRETE SIDEWALK
- HEAVY DUTY CONCRETE (8" @ 4000PSI)
- PROPOSED PARKING COUNT
- LIGHT DUTY ASPHALT
- DETECTABLE WARNING SURFACE

NOTE:

1. ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES IN U.S. SURVEY FEET. (UNLESS OTHERWISE STATED)
2. DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
3. THERMOPLASTIC STRIPING TO BE USED FOR ALL PAVEMENT STRIPING EXCEPT PARKING STALLS.

18 UNITS	2 STORY FRONT LOAD
64 UNITS	3 STORY ALLEY ACCESS
66 UNITS	2 STORY ALLEY ACCESS

REAR-LOADED TOWNHOMES

Modifications to UDO Standards

Rear-Loaded Townhouses within Parkstone Townhomes will comprise 87.8% of the total number of dwelling units. Elevations and architectural standards are proposed as part of this PUD document. All townhouses will have garages and are located in close vicinity to site amenities. The proposed density will not exceed RMX standards.

Townhouse Dwelling Standards

- Front setback (min) 0’
- Front setback (max) 25’
- Minimum building separation 6’
- Rear setback from rear lane/alley(min) 15’ (exclusive of optional decks)
- Maximum building height 3 stories
- Minimum driveway length 20’

See attached elevations sheets for more details. For architectural variety, features noted as “optional” will be installed within each run of townhome units but not necessarily on each unit within the run.

lessard DESIGN
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3ST/2CAR -22X44 TOWNHOME ELEVATION

22' PRODUCT DEV.

12.06.2019
MUN.002A

22EF

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Mungo Homes

0 2' 4' 8'
SCALE: 3/16" = 1'-0"

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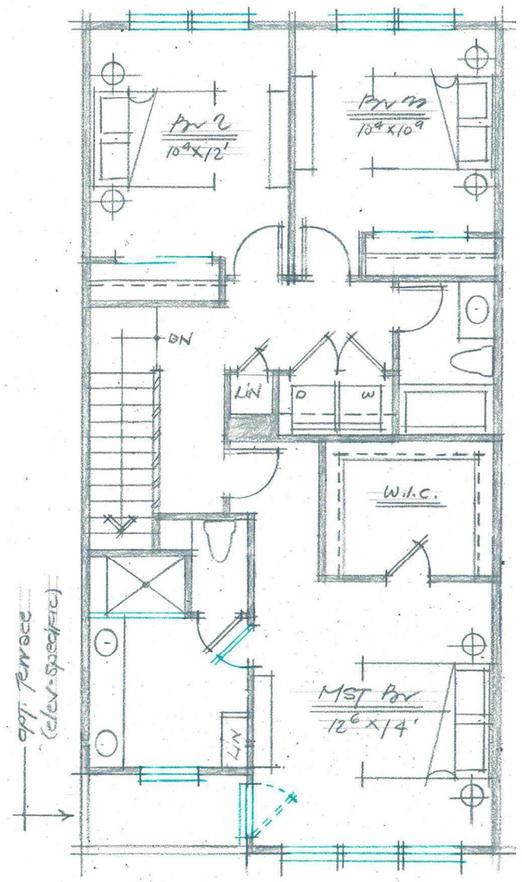
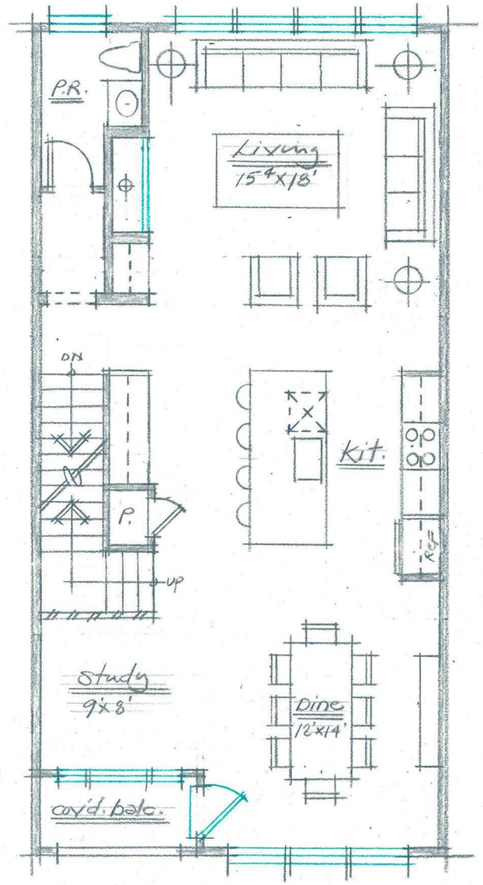
Mungo Homes

0 2' 4' 8'
SCALE: 3/16" = 1'-0"



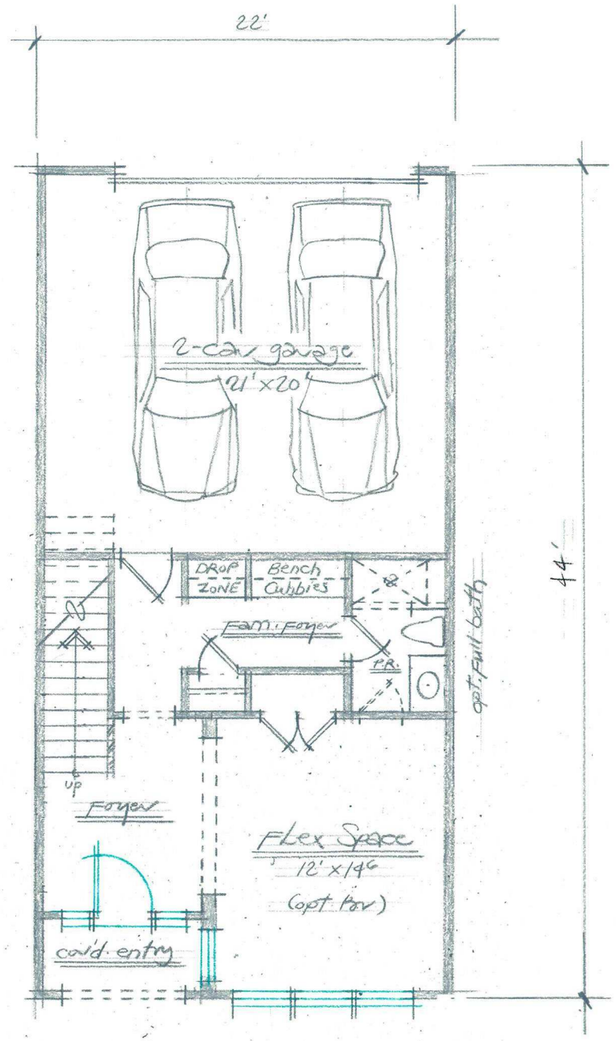
THIRD FLOOR PLAN

930 ± 9'clg



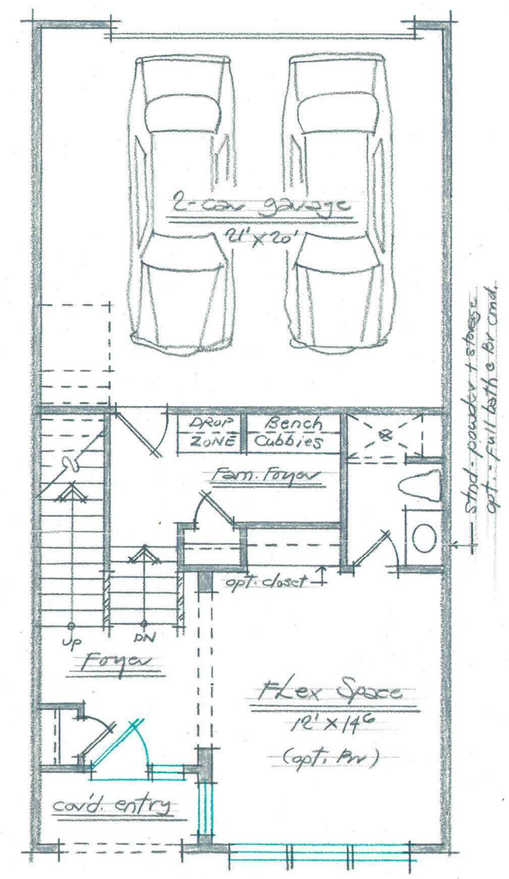
SECOND FLOOR PLAN

930 ± 9'clg



FIRST FLOOR PLAN

480 ± TOT = 2340 ± 9'clg



ALT. FIRST FLOOR PLAN
W. DROPPED GARAGE

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3ST / 2CAR -22X44 TOWNHOME FLOOR PLANS

22' PRODUCT DEV

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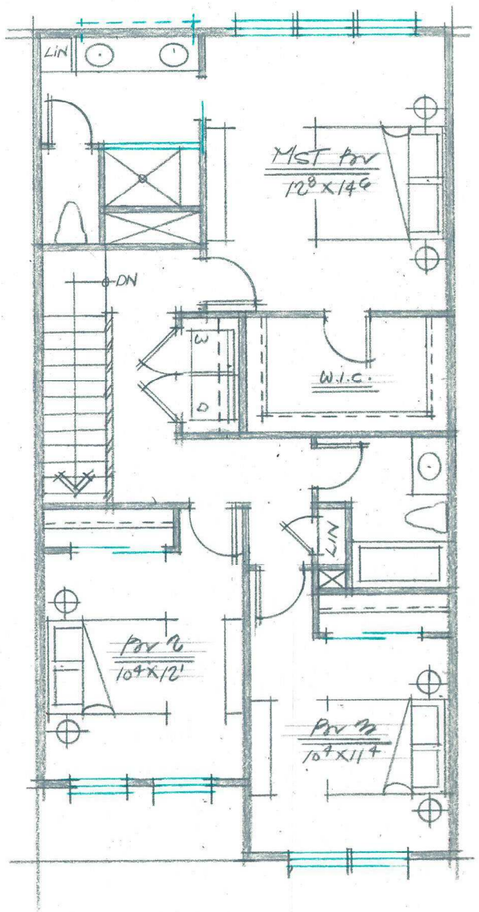
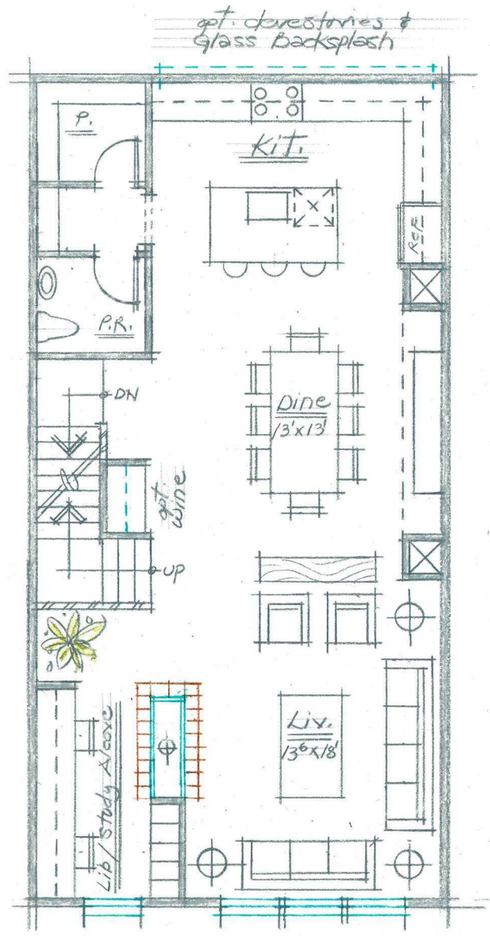
Mungo Homes

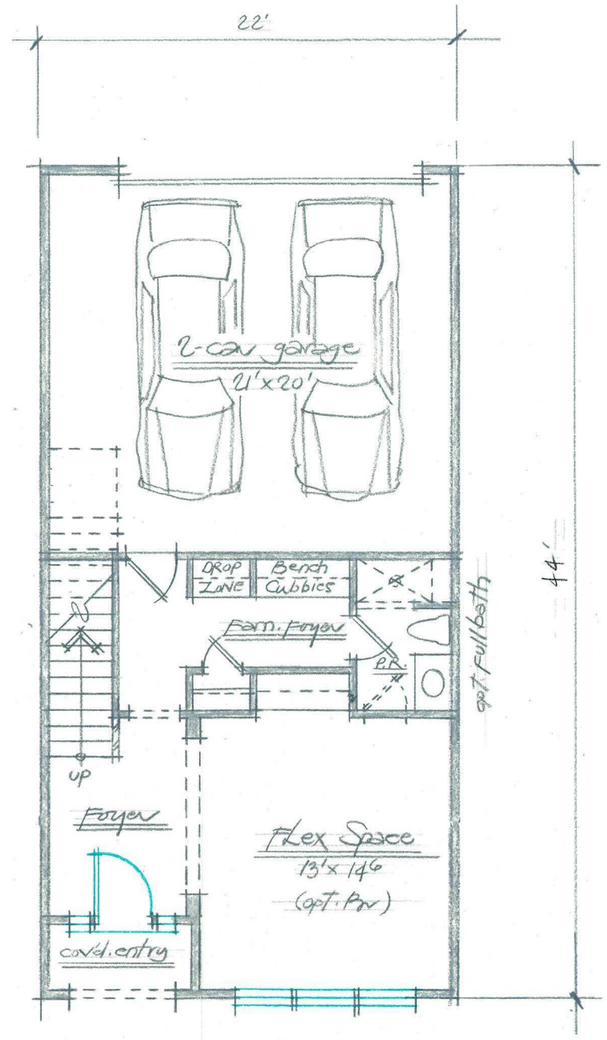
0 2' 4' 8'
SCALE: 1/4" = 1'-0"



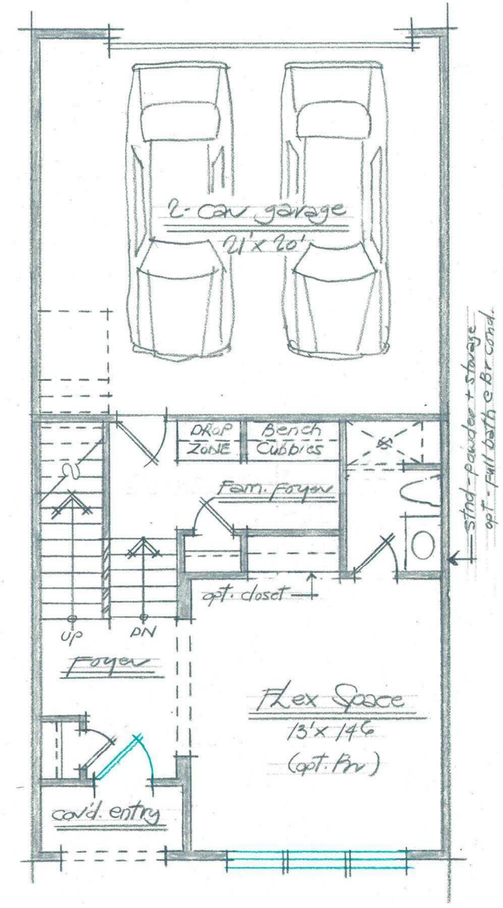
THIRD FLOOR PLAN
925 ± 9' clg



SECOND FLOOR PLAN
990 ± 9' clg



FIRST FLOOR PLAN
485 ± TOT = 2400 ± 9' clg



ALT. FIRST FLOOR PLAN W/ DROPPED GARAGE

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3ST / 2CAR -22X44 TOWNHOME FLOOR PLANS

22' PRODUCT DEV

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Mungo Homes

0 2' 4' 8'
SCALE: 1/4" = 1'-0"

UNIT C ELEV 2 | UNIT C ELEV 3 | UNIT D ELEV 1 | UNIT C ELEV 1 | UNIT D ELEV 3 | UNIT D ELEV 2

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2ST/2CAR -22X50 TOWNHOME ELEVATION

22' PRODUCT DEV.

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Mungo Homes

0 2' 4' 8'
SCALE: 3/16" = 1'-0"

UNIT C
ELEV 2

UNIT C
ELEV 3

UNIT D
ELEV 1

UNIT C
ELEV 1

UNIT D
ELEV 3

UNIT D
ELEV 2

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2ST/2CAR -22X50 TOWNHOME ELEVATION

22' PRODUCT DEV.

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Mungo Homes

0 2' 4' 8'
SCALE: 3/16" = 1'-0"

SECOND FLOOR PLAN
1100 sf 9'clg

FIRST FLOOR PLAN
649 sf TOT = 1750 sf 9'clg

ALT. FIRST FLOOR PLAN
W. DROPPED GARAGE

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2ST / 2CAR -22X50 TOWNHOME FLOOR PLANS

22' PRODUCT DEV

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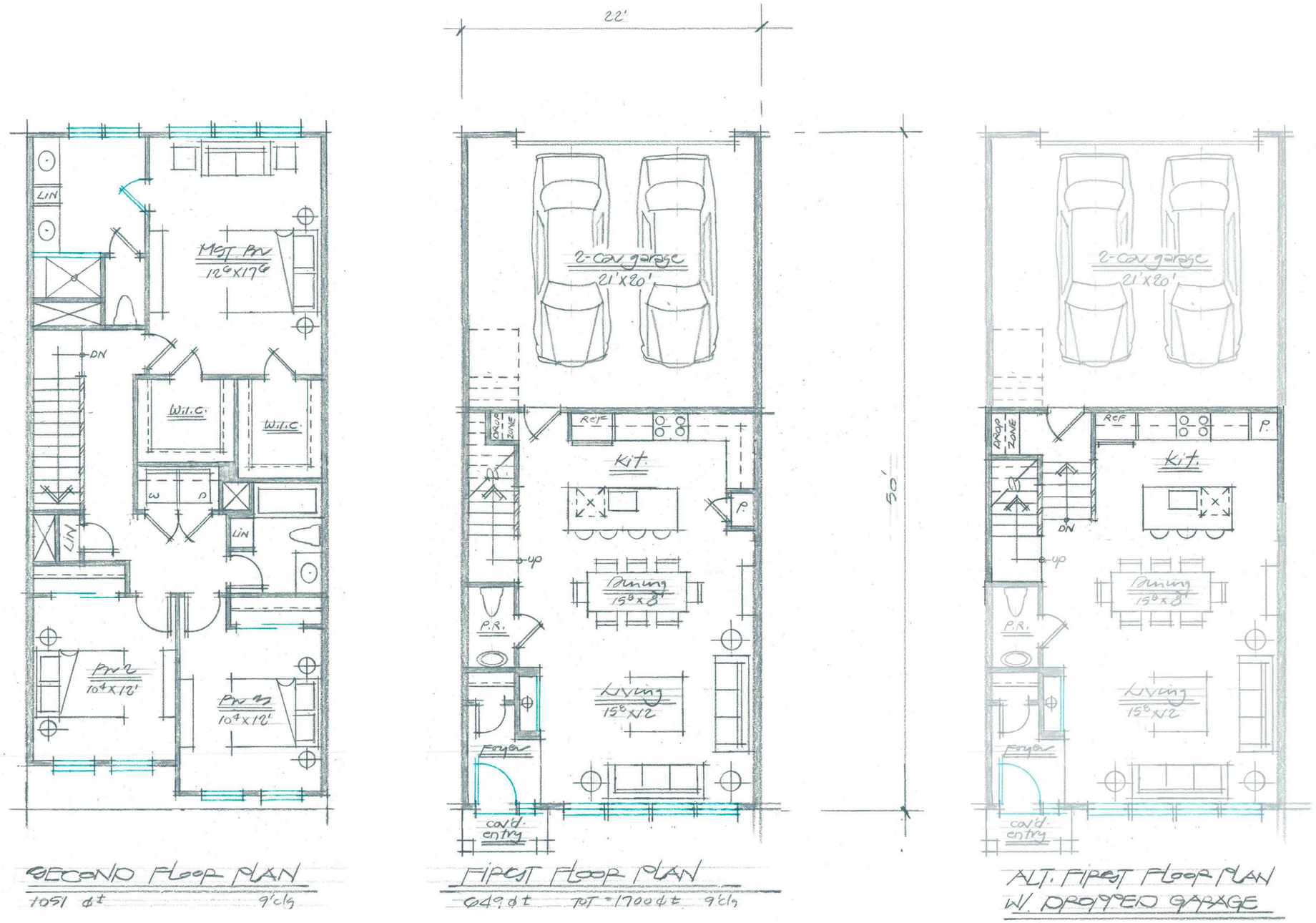
Mungo Homes

0 2' 4' 8'
SCALE: 1/4" = 1'-0"



SECOND FLOOR PLAN
1051 ft² 9'clg

FIRST FLOOR PLAN
649 ft² TOT = 1700 ft² 9'clg

ALT. FIRST FLOOR PLAN
W. DROPPED GARAGE

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2ST / 2CAR -22X50 TOWNHOME FLOOR PLANS

22' PRODUCT DEV

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Mungo Homes

0 2' 4' 8'
SCALE: 1/4" = 1'-0"

FRONT-LOADED TOWNHOMES

Modifications to UDO Standards

Front-Loaded Townhouses within Parkstone Townhomes will comprise 12.2% of the total number of dwelling units. Elevations and architectural standards are proposed as part of this PUD document. All townhouses will have garages and are located in close vicinity to site amenities. The proposed density will not exceed RMX standards.

Townhouse Dwelling Standards

- Front setback (min) 0’
- Front setback (max) Per master plan
- Minimum building separation 6’
- Rear setback from rear lane/alley(min) N/A
- Maximum building height 3 stories
- Minimum driveway length 20’

See attached elevations sheets for more details. For architectural variety, features noted as “optional” will be installed within each run of townhome units but not necessarily on each unit within the run.

UNIT B
ELEV 3

UNIT A
ELEV 1

UNIT B
ELEV 2

UNIT A
ELEV 2

UNIT B
ELEV 1

UNIT A
ELEV 3

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STRIP ELEVATION

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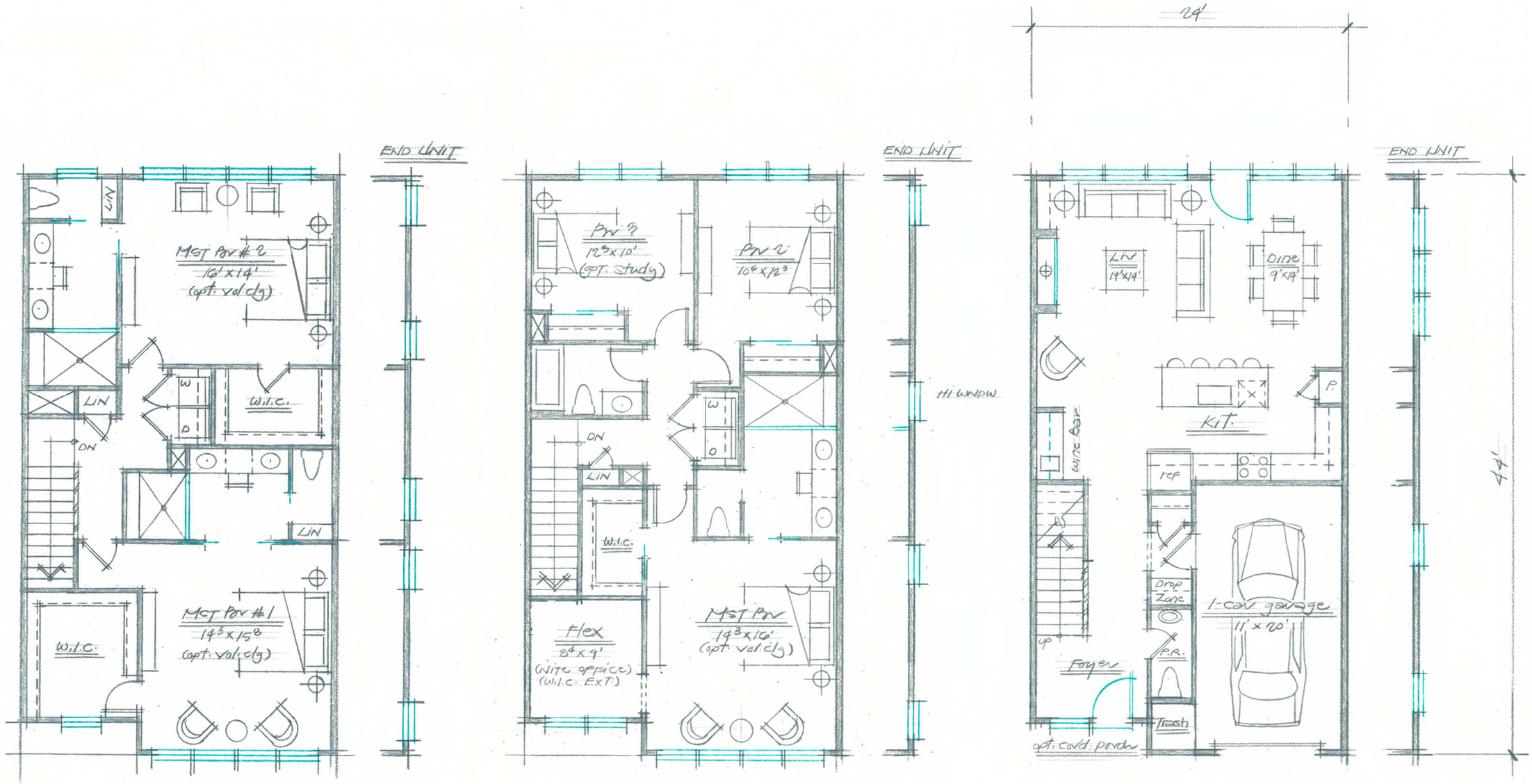
24' PRODUCT DEV.

12.06.2019
MUN.001A

24AB

Mungo Homes

0 2' 4' 8'
SCALE: 3/16" = 1'-0"



OPT. DUAL MST BRMS
SECOND FLOOR PLAN
1056 ϕ ±

SECOND FLOOR PLAN
1056 ϕ ±

GROUND FLOOR PLAN
789 ϕ ± TOTAL = 1845 ϕ ± 9' clg

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2 ST / 1 CAR - 24X44 TOWNHOME FLOOR PLANS

24' PRODUCT DEVELOPMENT

10.09.2019
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24A

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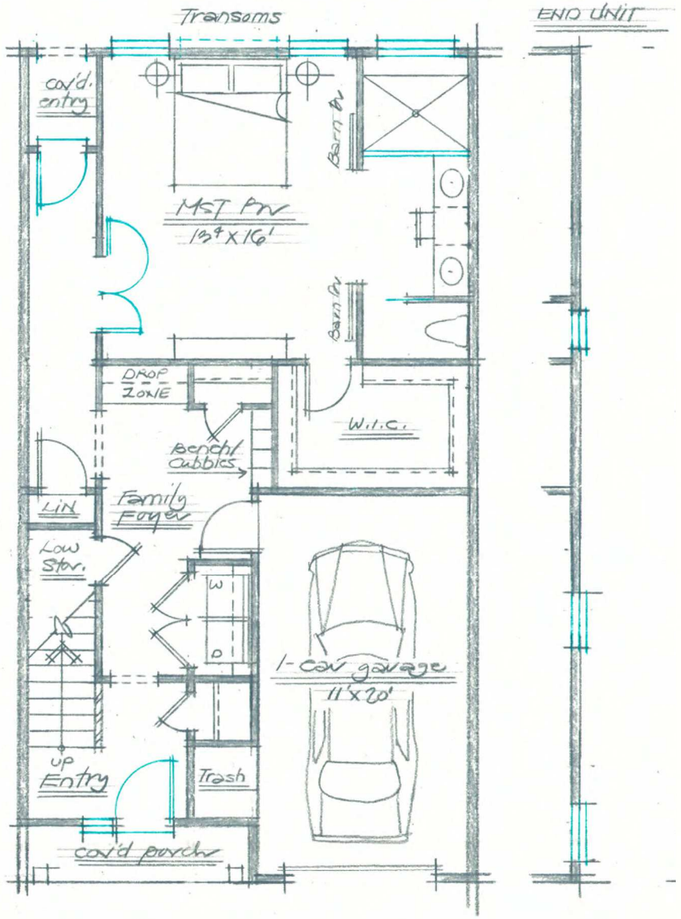
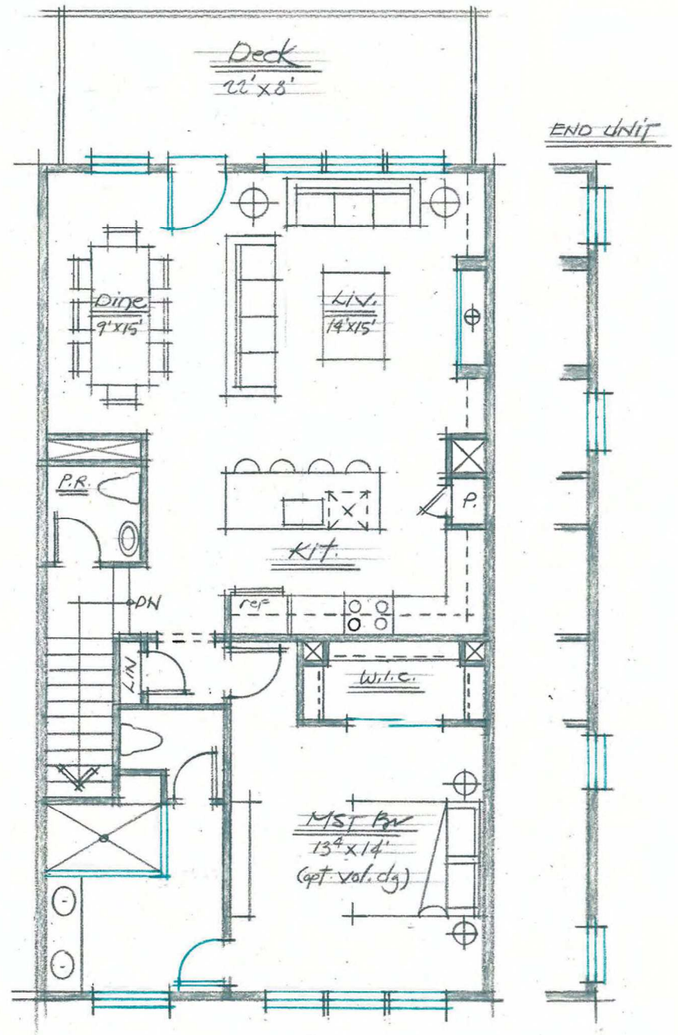
Mungo Homes

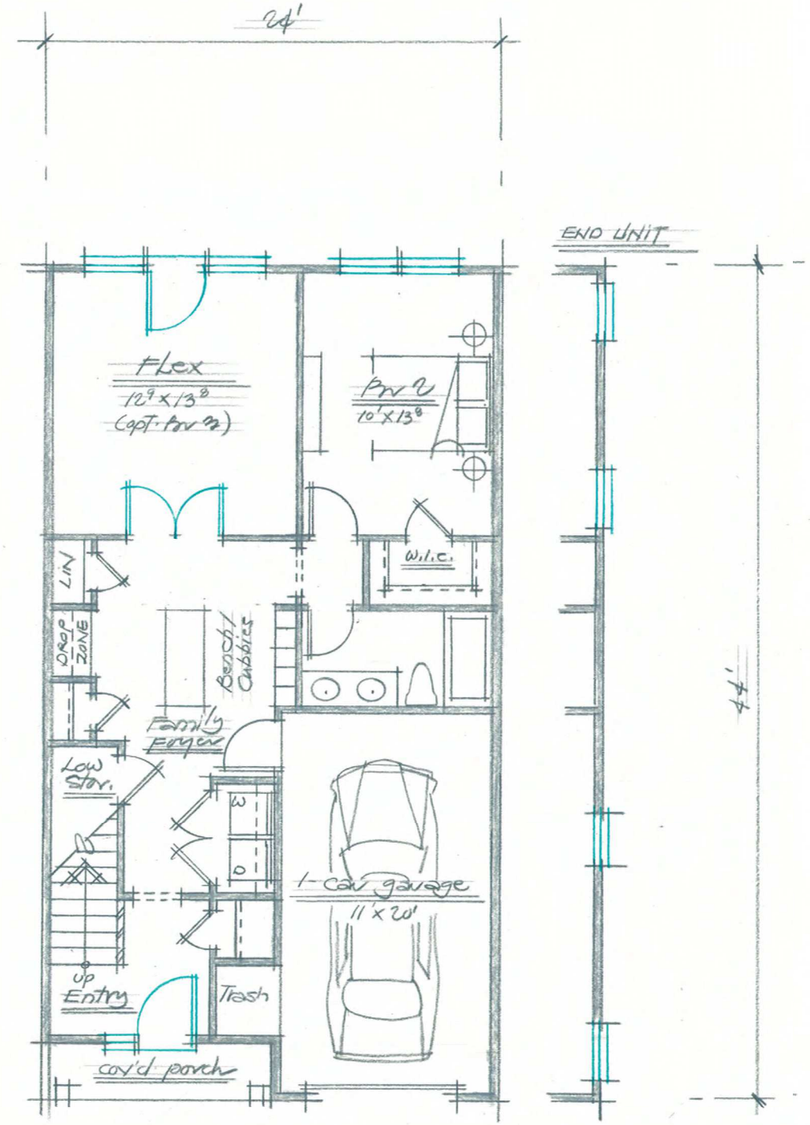
0 2' 4' 8'
SCALE: 1/4" = 1'-0"



OPT. DUAL MST BRS
GROUND FLOOR PLAN
750 ft² TOTAL = 1800 ft² 9' clg



SECOND FLOOR PLAN
1050 ft²



GROUND FLOOR PLAN
770 ft² TOTAL = 1820 ft² 9' clg

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2 ST / 1 CAR - 24X44 TOWNHOME FLOOR PLANS

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24' PRODUCT DEVELOPMENT

10.09.2019
MUN.001A

24B

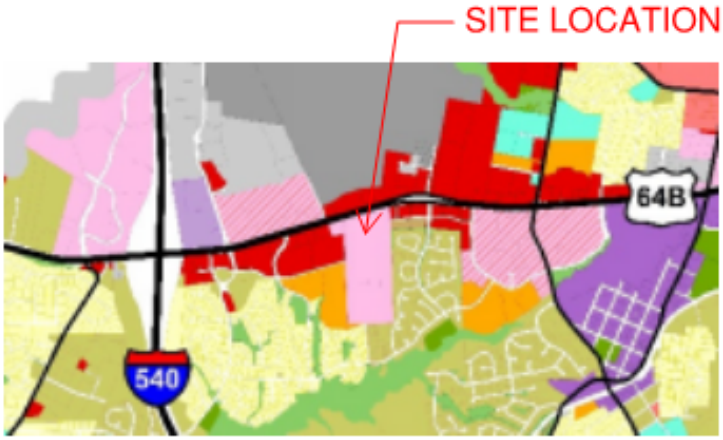
Mungo Homes

0 2' 4' 8'
SCALE: 1/4" = 1'-0"

4. 2035 COMPREHENSIVE PLAN CONSISTENCY

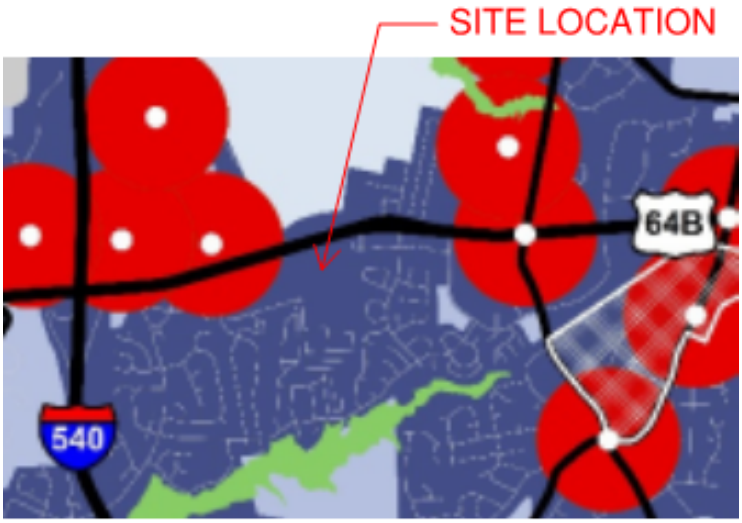
The Growth and Conservation Map designates this site as being a Mixed-Use Center (p49). The single family residential proposed in tandem with the existing and proposed retail in the immediate vicinity will address the goals of the mixed-use center. In conjunction with the apartments, the Townhomes form a mixed density neighborhood, are oriented to the interior of the site and are buffered from surrounding development. Consistent with this concept, Parkstone Townhomes has housing units and gathering spaces oriented to the center and a street grid to form a compact community.

GROWTH AND CONSERVATION MAP



The site is located in a Priority Investment area per the Growth Framework map (p40) and provides for infill development (p15). The Townhome type development is a higher density development based on anticipated Town growth. The site is also part of a unique activity center providing easy access to retail and restaurants (p14).

GROWTH FRAMEWORK MAP



The development provides minimal impact to the natural environment. The entire portion of the Townhome development is located in an upland area with no impacts to streams or wetlands (p14).

The development incorporates guiding principles associated with Parks and Recreation. The open spaces provide numerous opportunities for outdoor congregation and recreation. The development also is connected via sidewalk to the greenway to the south and is within walking distance to other Wellness opportunities. (p15)

Compact development patterns are also incorporated (p16). The Townhomes are single family residential type that provide density and proximity to retail and restaurants, but at the same time provide ample open space.

CONSISTENCY WITH THE UNIFIED DEVELOPMENT ORDINANCE

Parkstone Townhomes meet the majority of the UDO guidelines. A very limited amount of exceptions are noted in this document and are listed below:

- UDO Section 2.9.B.2.a for RMX requires that lots 80' wide or greater gain access from an alley. 18 Townhome lots less than 80' wide will have driveway access from the front street.

- An exception from UDO Section 4.9.B.3.c for Commercial is requested as wood fencing will be provided on the north perimeter within the 30' buffer, the fence will be constructed in conjunction with the retail project.

- Per UDO Section 8.6.A, a 50-foot Type C buffer is required between RMX and HB zoning districts. The required Type C Buffer materials are proposed in the variable width buffer (19' in width on the PUD property) provided on the north side of the PUD as depicted on Master Plan.

- Open space is required per section 7.3 of the UDO. 96% of the required open space will be provided as shown on sheet L2.0 of the Master Plan

- UDO Section 2.9.B.2 for RMX requires a maximum front setback of 25'. Front maximum building setbacks shall be in general accordance with the Master Plan.

- UDO Section 2.9.B.2 for RMX lists side setbacks as 10'. Minimum distance between buildings shall be 6'.

5. DESIGN GUIDELINES

TOWNHOUSE ARCHITECTURAL STANDARDS

1. Townhomes will be on monoslab foundations.

2. All front entries will be covered (either recessed or with a roof overhead)

3. All buildings will have front façade or roofline offsets.

4. Front facades of each unit will include at least one of the following: masonry, metal roof accents, shakes or board and batten. Each grouping of attached townhomes will include at least two of these items.

5. All front windows will either be set in brick, include 4” window trim, shutters or decorative pediments.

6. All units will have changes in rooflines with either gables, dormers or shed bump outs.

7. All building end gables and front and rear gables will have 12” overhangs.

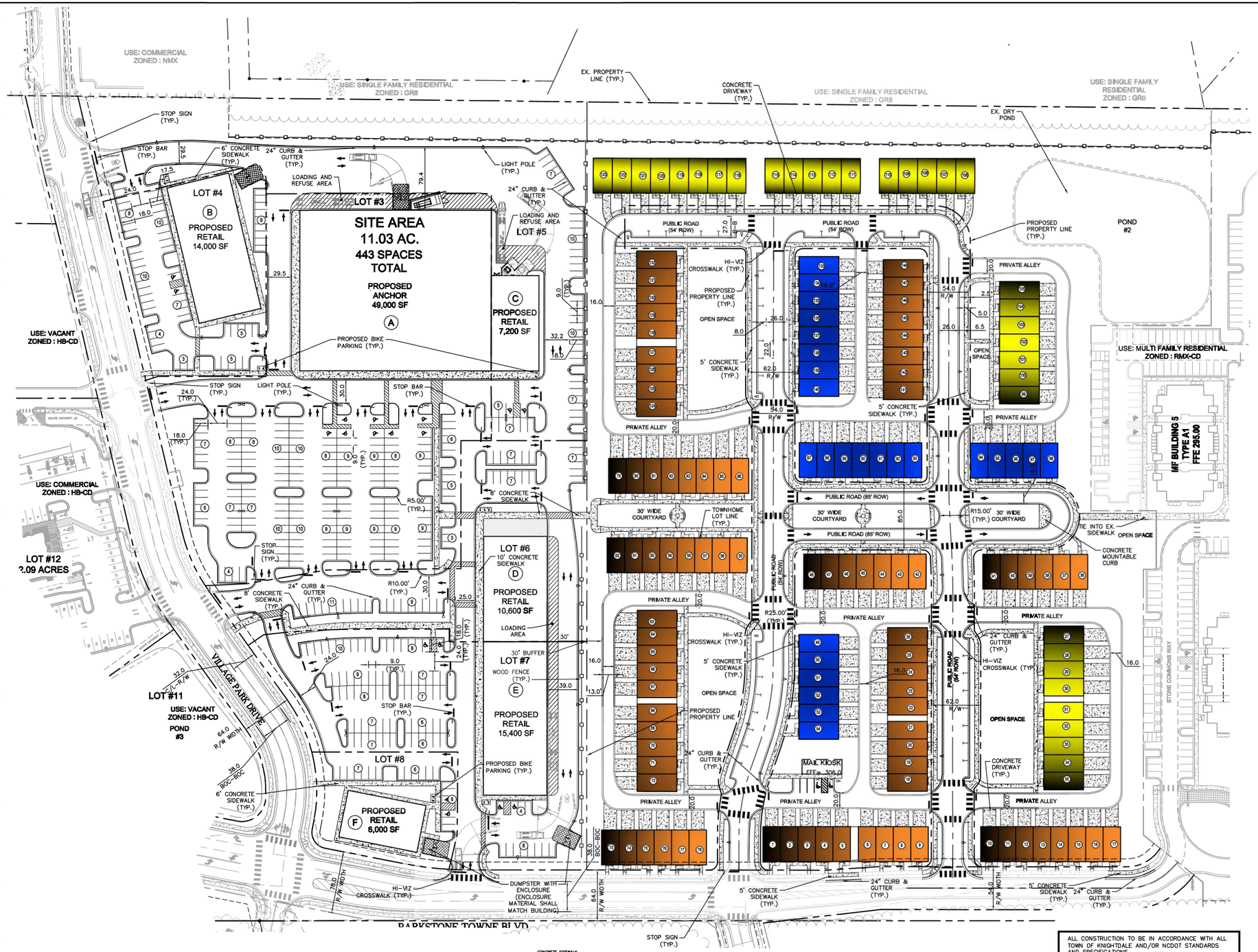
8. All plank siding shall be cementitious.

9. Garage doors on front loaded units will be decorative with decorative carriage style hardware with glass.

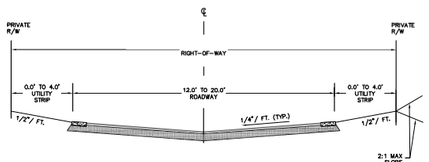
10. Patios or decks will be provided on a minimum of 15% of the 2-story rear loaded units.

11. For 3-Story townhome types, a minimum of one balcony will be provided for attached townhomes that are 4 units or less. Townhomes with more than 4 units will provided a minimum of 2 balconies.

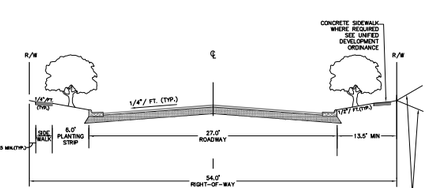
12. Steps will be provided at the front entry to the units in accordance with the Steps Exhibit on the following page.



ALL CONSTRUCTION TO BE IN ACCORDANCE WITH ALL TOWN OF KNIGHTDALE AND/OR NCDOT STANDARDS AND SPECIFICATIONS.



ALLEY SECTION



LOCAL STREET SECTION
(TWO WAY)

LEGEND

- PAINTED TRAFFIC ARROW
- CONCRETE SIDEWALK
- HEAVY DUTY CONCRETE (8" @ 4000PSI)
- PROPOSED PARKING COUNT
- LIGHT DUTY ASPHALT
- DETECTABLE WARNING SURFACE

NOTE:

1. ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES IN U.S. SURVEY FEET. (UNLESS OTHERWISE STATED)
2. DIMENSIONS ARE TO FACE OF CURB UNLESS OTHERWISE NOTED.
3. THERMOPLASTIC STRIPING TO BE USED FOR ALL PAVEMENT STRIPING EXCEPT PARKING STALLS.

88 UNITS	2 STEPS
28 UNITS	1 STEP
34 UNITS	0 STEPS

No.	REVISIONS	DATE	BY
2	OWNER UPDATES	03-19-20	WWH
1	TOWN OF KNIGHTDALE COMMENTS	12-05-19	WWH

Kimley»Horn
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421 FAYETTEVILLE STREET, SUITE 600, RALEIGH, NC 27601
PHONE: 919-677-2000 FAX: 919-677-2050
WWW.KIMLEY-HORN.COM
#F-0102

KHA PROJECT 017254007
DATE 4/30/2020
SCALE AS SHOWN
DESIGNED BY JCB
DRAWN BY JCB
CHECKED BY COB

STEPS EXHIBIT

PARKSTONE PHASE 2 MIXED USE

PREPARED FOR
KNIGHTDALE DEVELOPMENT OWNERSHIP, LLC.
KNIGHTDALE NORTH CAROLINA

SHEET NUMBER
C2.0

Plotted By:Myers, Chanse Sheet Set:PARKSTONE PHASE 2 MIXED USED Layout:C2.0 SITE PLAN May 01, 2020 10:25:10am K:\RAL_LDEV\017254007_Parkstone Phase 2\Planning Phase\15_CAD Files\Exhibits\2020-01-28 SitePlan_ColorExhibit\Steps exhibit.dwg
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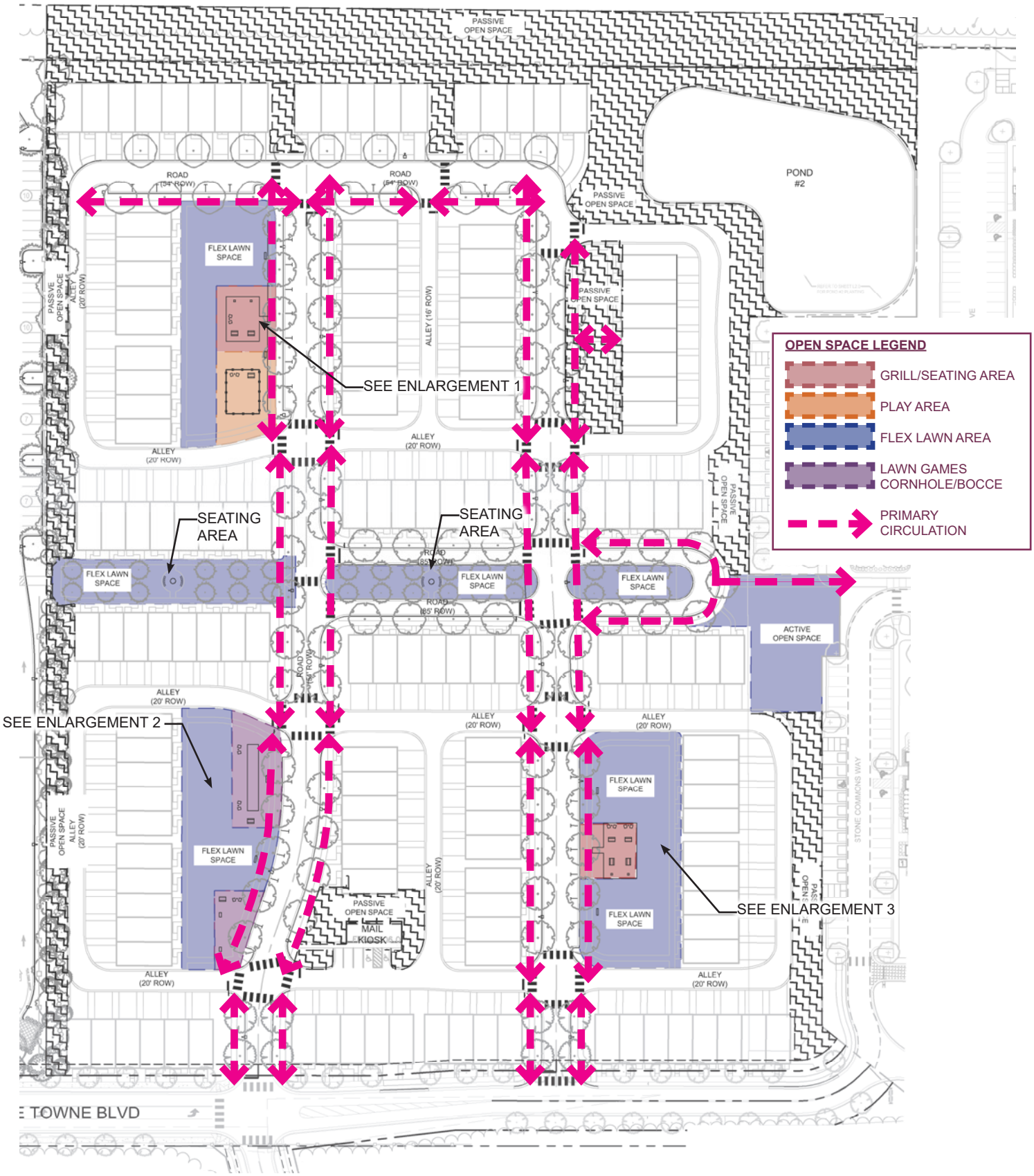
6. LANDSCAPING AND OPEN SPACE

Parkstone Townhomes will provide both active and passive recreation areas within the development. Additionally, a natural buffer was previously reserved on the east side of the property in conjunction with the Parkstone master plan approval.

Open spaces include a dog park, grill/picnic areas, a play field, lawn games and generous flexible lawn space border a significant north-south pedestrian corridor bisecting the property.

OPEN SPACE STANDARDS

• Total recreation open space required:	214,600 SF	4.93 AC
• Active recreation space required:	107,300 SF	2.46 AC
• Active recreation space provided:	89,375 SF	2.05 AC
• Passive recreation space required:	107,300 SF	2.46 AC
• Passive recreation space provided:	116,450 SF	2.67 AC
• Total open space provided:	205,825 SF	4.73 AC



OVERALL OPEN SPACE PLAN

APRIL 2020

0 30 60 120

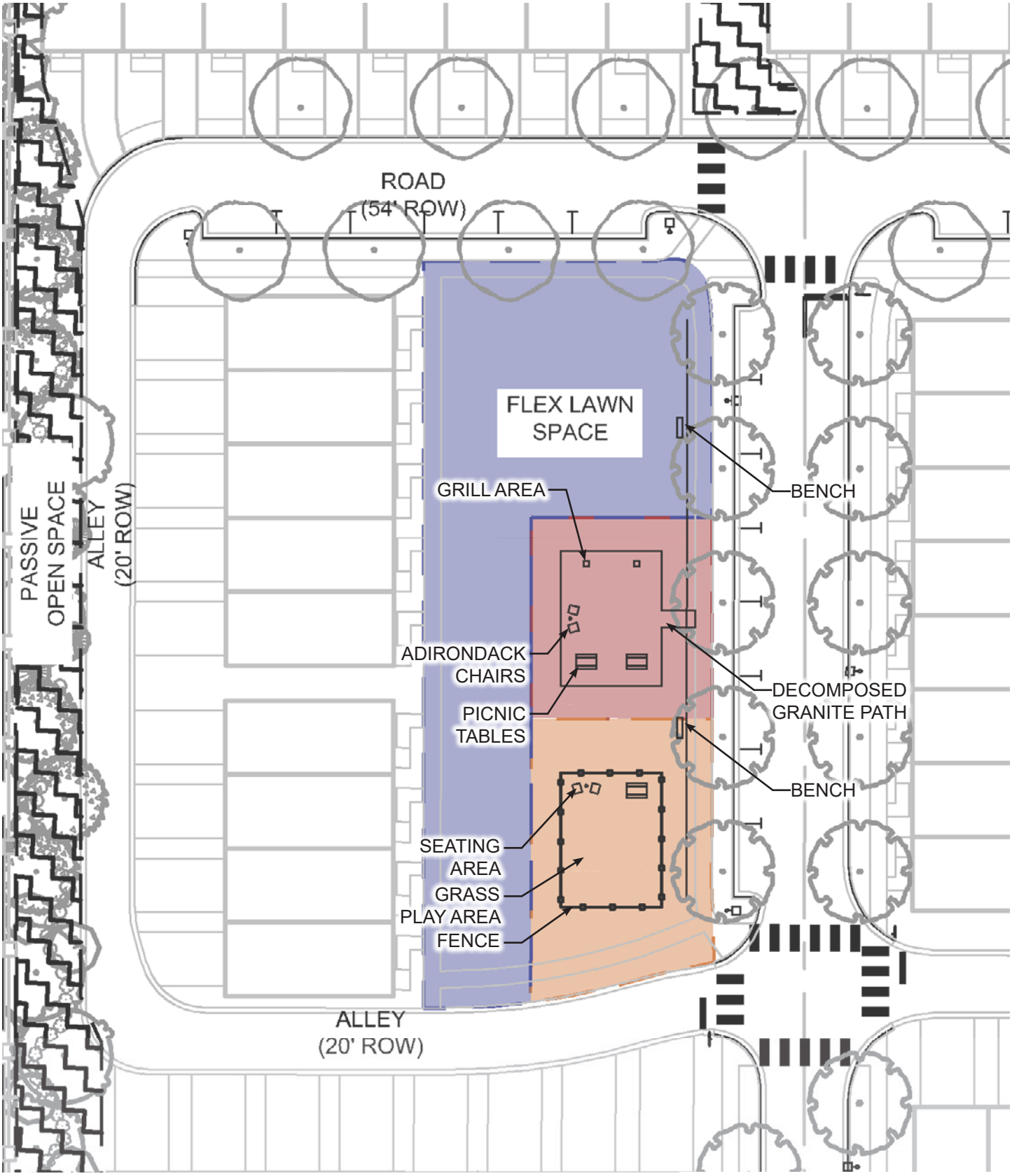
CHARCOAL GRILL AREA

PLAY AREA

FLEX LAWN AREA

PICNIC/SEATING AREA

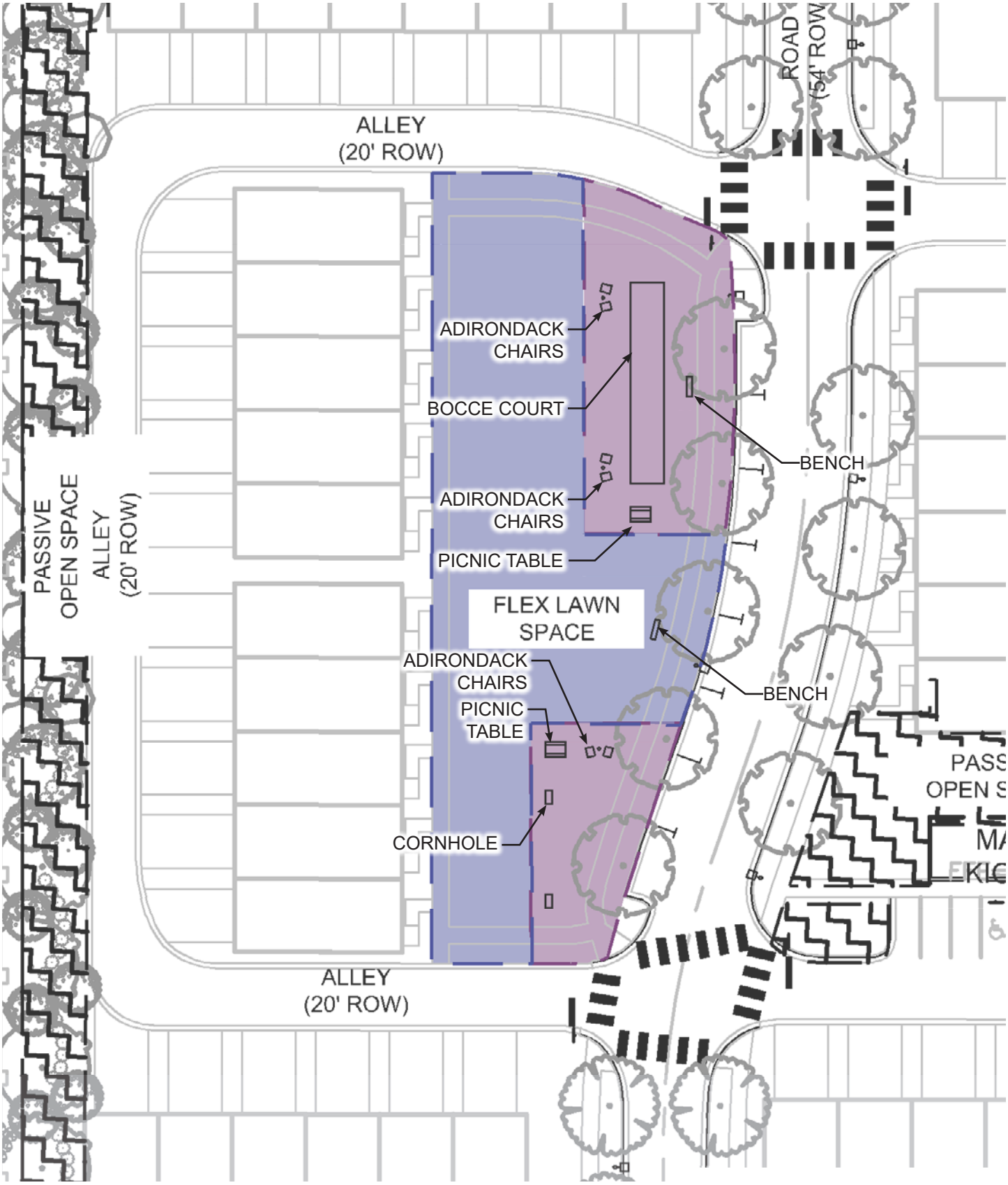
LAWN GAMES (CORNHOLE/BOCCE)



OPEN SPACE PLAN
ENARGEMENT 1

APRIL 2020

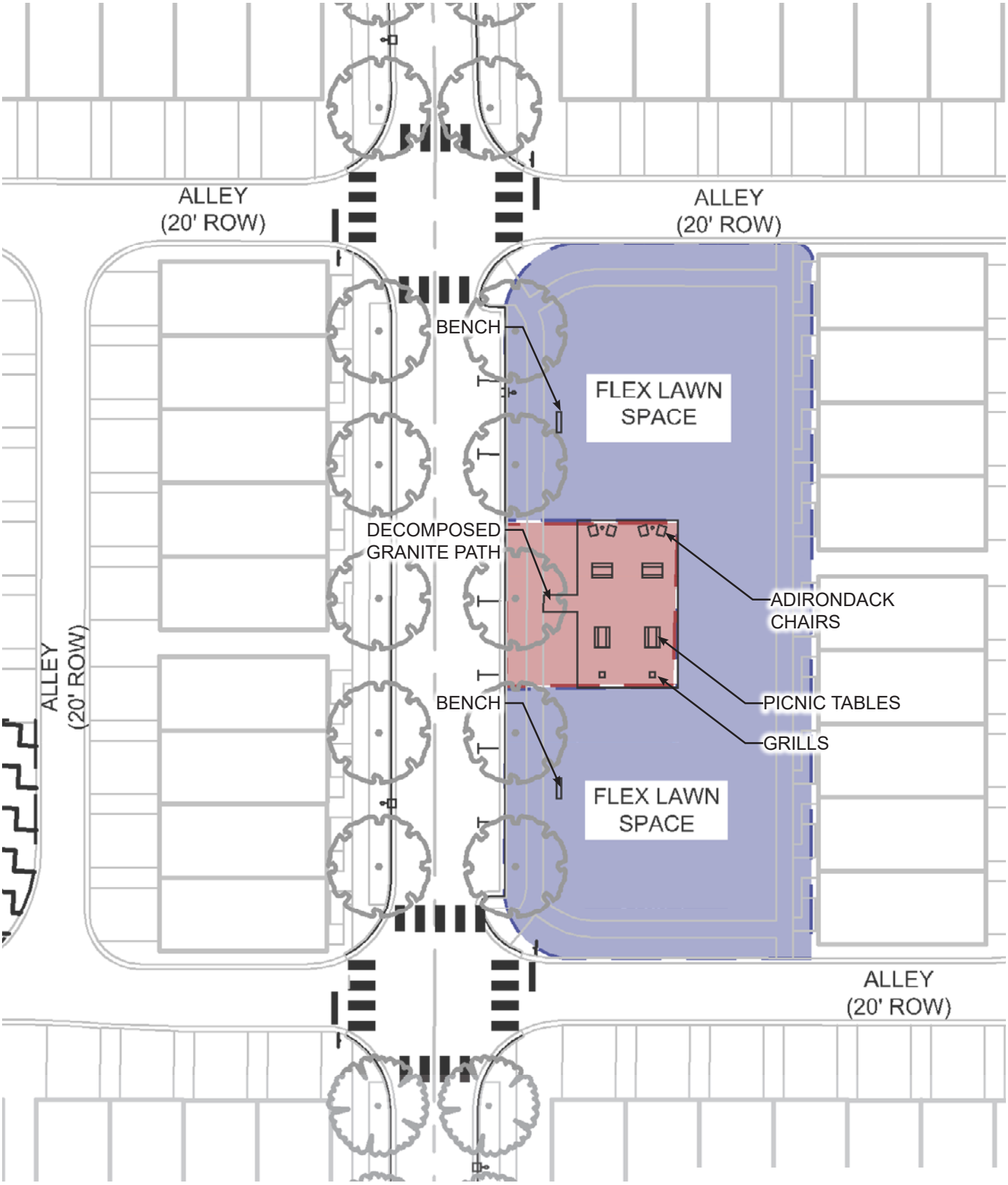
0 10 20 40



OPEN SPACE PLAN
ENARGEMENT 2

APRIL 2020

0 10 20 40



OPEN SPACE PLAN
ENARGEMENT 3

APRIL 2020

0 10 20 40

7. ROADS AND UTILITIES

STORMWATER

The approved Parkstone Master plan allocates 22.28 acres of impervious area to the Townhomes and future retail at full build-out. The proposed retail and townhome program proposes 18.38 acres of impervious area. Less impervious area than was allocated than during the approved Parkstone Master plan. As a result, the existing stormwater detention/treatment is more than sufficient.

STREETS

Streets and alleys within Parkstone Townhomes are designed to meet the standards of the Town of Knightdale. The subject development will utilize street infrastructure constructed during Phase 1 of project.

EXISTING STREETS

The trips generated by the subject development are less than were anticipated with the original Traffic Impact Analysis for Parkstone.

TRIP GENERATION ANALYSIS

ParkStone

Table 1 - Trip Generation

Land Use	Intensity		Daily			AM Peak Hour			PM Peak Hour		
			Total	In	Out	Total	In	Out	Total	In	Out
220 Apartment	350	d.u.	2,246	1,123	1,123	175	35	140	210	137	73
230 Residential Condominium/Townhouse	148	d.u.	906	453	453	71	12	59	83	56	27
310 Hotel	130	rooms	1,062	531	531	69	41	28	78	40	38
820 Shopping Center	102,200	s.f.	6,888	3,444	3,444	158	98	60	608	292	316
843 Automobile Parts Sales	8,000	s.f.	498	249	249	18	9	9	48	24	24
934 Fast-Food Restaurant with Drive-Through Window	3,500	s.f.	1,736	868	868	159	81	78	114	59	55
945 Gasoline/Service Station with Convenience Market	12	f.p.	1,954	977	977	122	61	61	162	81	81
Subtotal			**15,290**	**7,645**	**7,645**	**772**	**337**	**435**	**1,303**	**689**	**614**
Internal Capture											
Apartment			701	337	364	15	2	13	107	70	37
Residential Condominium/Townhouse			283	136	147	6	1	5	43	29	14
Hotel			240	112	128	9	2	7	23	14	9
Shopping Center			1,050	485	565	18	10	8	136	51	85
Automobile Parts Sales			76	35	41	2	1	1	11	4	6
Fast-Food Restaurant with Drive-Through Window			916	539	377	51	36	15	65	28	37
Gasoline/Service Station with Convenience Market			298	138	160	15	6	8	36	14	22
Internal Capture Total	**32.23%**		3,564	1,782	1,782	116	58	58	420	210	210
Total External Trips			**11,726**	**5,863**	**5,863**	**656**	**279**	**377**	**883**	**479**	**404**
Pass-By Traffic (ITE)	AM	PM									
820 Shopping Center	0%	34%	1,610	805	805	0	0	0	161	82	79
934 Fast-Food Restaurant with Drive-Through Window	49%	50%	250	125	125	53	22	31	25	16	9
945 Gasoline/Service Station with Convenience Market	62%	56%	700	350	350	67	34	33	70	37	33
Pass-By Total:	**19.65%**		**2,560**	**1,280**	**1,280**	**120**	**56**	**64**	**256**	**135**	**121**
Total Net New External Trips - Proposed			**9,166**	**4,583**	**4,583**	**536**	**223**	**313**	**627**	**344**	**283**
Total Net New External Trips - From TIA			**12,712**	**6,356**	**6,356**	**549**	**264**	**285**	**939**	**475**	**464**
Difference - Proposed vs. TIA			**-3,546**	**-1,773**	**-1,773**	**-13**	**-41**	**28**	**-312**	**-131**	**-181**

UTILITIES

- Water and sewer within Parkstone Phase 2 are designed to meet the standards of the City of Raleigh and will tie into infrastructure constructed in the first phase of Parkstone.
- A water system analysis will be provided at the of construction drawing submittal.

8. NEIGHBORHOOD MEETING REPORT

Subject: **Minutes from Neighborhood Meeting – Site Plan Rezoning**

To: Donna Tierney (Town of Knightdale Planning)
CC: Chris Hills
Date: October 14, 2019
Completed by: Chris Bostic
Attendees:

Brian Long	Widewaters
Chris Bostic	Kimley-Horn
Wes Hall	Kimley-Horn
Stacey Crute	Neighbor (staceycrute7@gmail.com)
Craig Stepney	Neighbor (castepney@gmail.com)
Jason Brown	Town of Knightdale

This memorandum summarizes the author's understanding of the discussions from the above referenced meeting.

General: The purpose of the neighborhood meeting was to discuss the proposed rezoning application for Parkstone Phase 2 Mixed Use in Knightdale, NC with adjacent property owners. All property owners within 200 feet of the property were mailed the attached notification letter. The neighborhood meeting was held at the Knightdale Recreation Center (Room 404) at 6:30 PM on October 1, 2019. The neighbors who attended the meeting were Stacey Crute, owner of 119 Autumn Ridge Drive and Craig Stepney, owner of 121 Autumn Ridge Drive. The following is a summary of key discussion points resulting from this meeting:

- Kimley-Horn presented the residents with a copy of the current site and landscape plan for discussion.
- The group reviewed building and driveway locations and oriented the neighbors to those locations on the property.
- Ms. Crute inquired about the type of retail and was interested in a movie theater. She also asked about the process moving forward. Mr. Long indicated that a lease had not been secured with a theater. Mr. Long and Mr. Bostic explained the retail would be a mix of restaurants and service and that the next step was working with the townhome developer and taking the new retail layout back to retailers to secure leases.
- Ms. Crute also asked about the pricing of the townhomes and Mr. Long told her that, although its not set in stone, they should be mid to upper $200's.
- Ms. Crute asked about the buffers and Mr. Bostic explained that those would not change between the proposed site and her residence. He also explained that the increase in residential units would help bring retailers, but that the rezoning we are seeking will generate less traffic overall than the previous plan.
- Mr. Stepney shared that the fence at the edge of the buffer stopped at a point where he can see Sheetz from his house. This causes pedestrians to cut between his house and his neighbors house to walk directly through.
- Mr Long informed Mr. Stepney that the requested zoning change to add townhomes and the change to the retail master plan layout does have any adverse impact as it relates to orientation of buildings and fence near his home

End of Meeting

Parkstone Neighborhood Meeting 10/1/19

Name	Email
Stacey Crute	staceycrute1@gmail.com
Craig Stepney	castepney@gmail.com

Owner	Mail Address 1	Mail Address 2	Mail Address 3	PIN
GREYSTONE WW CO LLC	4805 DORSET AVE	CHEVY CHASE MD 20815-5443		1744736807
WW KNIGHTDALE PROPERTY LLC	PO BOX 3	DE WITT NY 13214-0003		1744744952
WIDEWATERS KNIGHTDALE II COMPANY	PO BOX 3	DE WITT NY 13214-0003		1744756480
KNIGHTDALE MULTIFAMILY OWNERSHIP, LLC	ATTN: LEGAL DEPARTMENT	PO BOX 3	DE WITT NY 13214-1865	1744833775
KEATING, JOHN & JULIANNE M	13176 KENSINGTON DR	GRAFTON OH 44044-1075		1744839819
DOLL, JANET M	118 MINGOCREST DR	KNIGHTDALE NC 27545-7667		1744839926
KNIGHTDALE DEVELOPMENT OWNERSHIP LLC	THE WIDEWATERS GROUP INC	PO BOX 3	DE WITT NY 13214-0003	1744843799
NEWSON, TIMMY	604 PINE FOREST TRL	KNIGHTDALE NC 27545-9278		1744848790
FORTIN, DIANNE C	603 PINE FOREST TRL	KNIGHTDALE NC 27545-9278		1744848793
BULLOCK, KENNICE J	602 PINE FOREST TRL	KNIGHTDALE NC 27545-9278		1744848795
WHONDER-GENUS, HILLARY GENUS, DEVON	601 PINE FOREST TRL	KNIGHTDALE NC 27545-9278		1744848798
KEARNEY, ANNA KATHRYN	116 MINGOCREST DR	KNIGHTDALE NC 27545-7667		1744849024
FORBES, PARRILL D & BETTY MARIE	902 PINE FOREST TRL	KNIGHTDALE NC 27545-7928		1744849217
PEOPLES, MAURINE	904 PINE FOREST TRL	KNIGHTDALE NC 27545-7928		1744849222
JOHNSON, JERMAINE	903 PINE FOREST TRL	KNIGHTDALE NC 27545-7928		1744849225
MCDANIEL, KENT D	5909 SANDPIPER FARM LN	WENDELL NC 27591-9724		1744849290
CONREAL LLC	9032 CONCORD HILL CT	RALEIGH NC 27613-5480		1744849310
PRUETT, SCOTT & ROBERTA A	7368 CIRCLEBANK DR	RALEIGH NC 27615-5646		1744849316
TELLECHEA, STEWART & NEREIDA	5766 SPRINGFISH PL	WALDORF MD 20603-4234		1744849329
BROWN, LOUIS C & VIRGINIA G	803 PINE FOREST TRL	KNIGHTDALE NC 27545-9279		1744849441
HANDON, CLARETTA	802 PINE FOREST TRL	KNIGHTDALE NC 27545-9279		1744849444
RUCKOLDT, BARBARA	801 PINE FOREST TRL	KNIGHTDALE NC 27545-9279		1744849467
LENTZEN, ROSEMARY	303 S DOGWOOD AVE	SILER CITY NC 27344-3819		1744849527
ROGERS, SHELBY L	703 PINE FOREST TRL	KNIGHTDALE NC 27545-7931		1744849545
WOODS OF PARKSIDE HOMEOWNERS ASSOC	4112 BLUE RIDGE RD STE 100	RALEIGH NC 27612-4652		1744849582
SEPULVEDA, LYNDA R	701 PINE FOREST TRL	KNIGHTDALE NC 27545-7931		1744849600
VAUGHAN, CRYSTAL MARY & MICHAEL GORDON	605 PINE FOREST TRL	KNIGHTDALE NC 27545-9278		1744849607
VEREEN, MICHAEL	PO BOX 1194	ZEBULON NC 27597-1194		1744849844
CAPPS, KATHREN ANN	503 PINE FOREST TRL	KNIGHTDALE NC 27545-7930		1744849874
OHNESORGE, LAUREN K	115 AUTUMN RIDGE DR	KNIGHTDALE NC 27545-9203		1744849936
KNIGHTDALE DEVELOPMENT OWNERSHIP LLC	THE WIDEWATERS GROUP INC	PO BOX 3	DE WITT NY 13214-0003	1744850425
KNIGHTDALE DEVELOPMENT OWNERSHIP LLC	THE WIDEWATERS GROUP INC	PO BOX 3	DE WITT NY 13214-0003	1744852568
KNIGHTDALE DEVELOPMENT OWNERSHIP LLC	THE WIDEWATERS GROUP INC	PO BOX 3	DE WITT NY 13214-0003	1744856629
RCP INVESTMENTS IV LLC	11415 ROSE BOWL DR	GLEN ALLEN VA 23059-4838		1744858784
KING, CHARLENE	117 AUTUMN RIDGE DR	KNIGHTDALE NC 27545-9203		1744859017
CRUTE, STACEY L	119 AUTUMN RIDGE DR	KNIGHTDALE NC 27545-9203		1744859114
STEPNEY, CRAIG A & YVONNE C	121 AUTUMN RIDGE DR	KNIGHTDALE NC 27545-9203		1744859211
ELKINTON, RICHARD E & RACHEL W	123 AUTUMN RIDGE DR	KNIGHTDALE NC 27545-9203		1744859248
SALKHADI, MAMOUN KHEZZAR, ANWAR	114 MINGOCREST DR	KNIGHTDALE NC 27545-7667		1744940008
ROBERSON, SAMUEL, TAKEISHA	112 MINGOCREST DR	KNIGHTDALE NC 27545-7667		1744940161
WRIGHT, LORETTA N	1002 PINE FOREST TRL	KNIGHTDALE NC 27545-7929		1744940220
SAGADA, QUIRINO SANCHEZ DE SANCHEZ, REINA ISABEL AYALA	1003 PINE FOREST TRL	KNIGHTDALE NC 27545-7929		1744940251
LOGAN, TERESA A	1004 PINE FOREST TRL	KNIGHTDALE NC 27545-7929		1744940282
YERKE, FRANKLIN A, THELMA R	502 PINE FOREST TRL	KNIGHTDALE NC 27545-7930		1744940804
HUGHES, MATILDA W	501 PINE FOREST TRL	KNIGHTDALE NC 27545-7930		1744940833
MITCHELL, JON B MITCHELL, REBECCA L	113 AUTUMN RIDGE DR	KNIGHTDALE NC 27545-9203		1744940915
BROOKS, DONALD J JR, MILLICENT H	111 AUTUMN RIDGE DR	KNIGHTDALE NC 27545-9203		1744940983
STELMACH, NICHOLAS E	112 AUTUMN RIDGE DR	KNIGHTDALE NC 27545-9203		1744950088
BLEVINS, RICKY A LUI, YU CHI	110 KENNETH RIDGE CT	APEX NC 27523-9370		1744950175
JONES, WALTER RICHARD II , MICHELLE F	125 AUTUMN RIDGE DR	KNIGHTDALE NC 27545-9203		1744950320
PARKSIDE COMMONS CONDOMINIUMS	1003 DRESSER CT	RALEIGH NC 27609-7323		1744950427
G A T T LLC	PO BOX 80084	RALEIGH NC 27623-0084		1744950427
RENAISSANCE VENTURES LLC	112 HIGHCLERE LN	CARY NC 27518-8723		1744950427
CAH HOLDINGS LLC	1521 E 3RD ST	CHARLOTTE NC 28204-3231		1744950756
PARKSIDE HOMEOWNERS ASSOCIATION INC	4112 BLUE RIDGE RD STE 100	RALEIGH NC 27612-4652		1744952338

Kimley»Horn

September 20, 2019

Kimley-Horn & Associates, Inc.
421 Fayetteville Street, Suite 600
Raleigh, NC 27601

Subject: Neighborhood Meeting Notification Letter – Rezoning
901 Parkstone Towne Boulevard
Knightdale, NC 27545

Dear Neighbor:

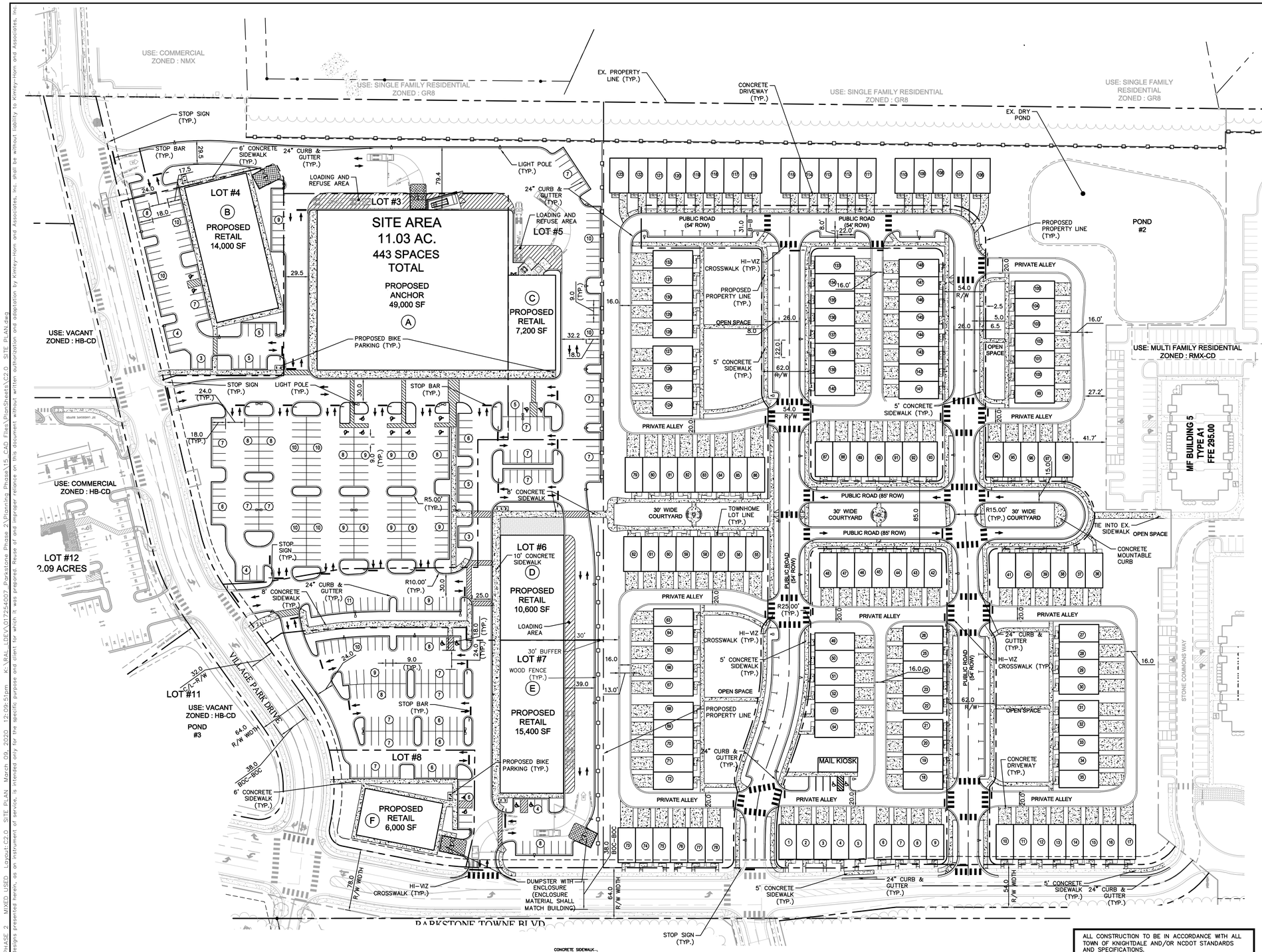
On **Tuesday, October 1, 2019**, a neighborhood meeting will be held regarding a proposed rezoning application for the property identified by the following address and property identification number: 901 Parkstone Towne Boulevard, Knightdale, NC 27545; PIN# 1744843799 near property that you own.

The meeting will be held at the Knightdale Recreation Center (Room 404) located at 102 Lawson Ridge Road, Knightdale, NC 27545 at **6:30 P.M. on October 1, 2019**. This is a public meeting and all are invited to attend.

If you wish to contact us, please call (919) 653-2927 and ask for Chris Bostic. You may also email me at the following address: Chris.Bostic@kimley-horn.com. The purpose of the meeting is to ensure that adjacent property owners are aware of the proposal and have an opportunity to provide input prior to the Town of Knightdale public hearing.

Sincerely,

Chris Bostic, P.E.
Project Manager



LEGEND

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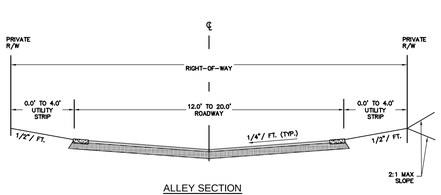
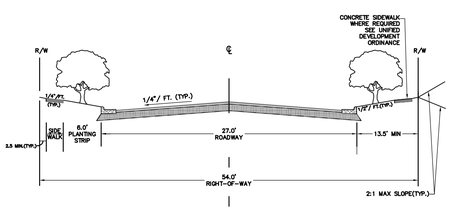
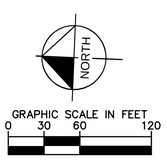


ALLEY SECTION



LOCAL STREET SECTION (TWO WAY)



No.	REVISIONS	DATE	BY
1	TOWN OF KNIGHTDALE COMMENTS	12-05-19	WWH

Kimley»Horn

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421 FAYETTEVILLE STREET, SUITE 600, RALEIGH, NC 27601
PHONE: 919-677-2000 FAX: 919-677-2050
WWW.KIMLEY-HORN.COM
#F-0102

KHA PROJECT	017254007
DATE	11/08/2019
SCALE	AS SHOWN
DESIGNED BY	JCB
DRAWN BY	JCB
CHECKED BY	COB

SITE PLAN

PARKSTONE PHASE 2 MIXED USE

PREPARED FOR
KNIGHTDALE DEVELOPMENT OWNERSHIP, LLC.

KNIGHTDALE NORTH CAROLINA

SHEET NUMBER
C2.0

Plotted By:Bell, JJ Sheet Set:PARKSTONE PHASE 2 MIXED USED Layout:C2.0 SITE PLAN March 09, 2020 12:09:51pm K:\RAL_LDEV\017254007 Parkstone Phase 2\Planning Phase\V5_CAD Files\PlanSheets\C2.0 SITE PLAN.dwg
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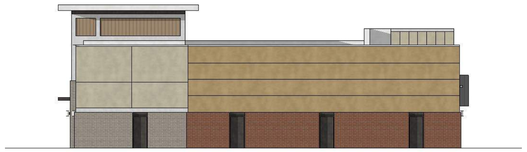
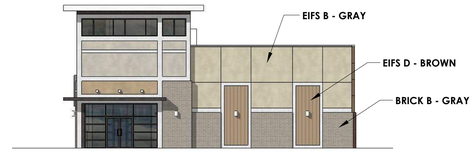


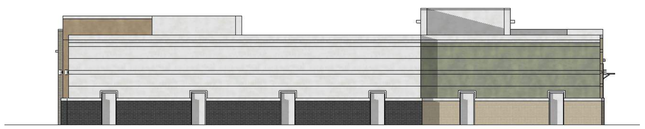
13 SOUTHWEST ELEVATION - BUILDING E
1/16" = 1'-0" NONE



12 NORTHWEST ELEVATION - BUILDING E
1/16" = 1'-0" GLAZING CALCULATIONS:
60'L X 14'H = 842 SF X 0.4 = 336 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 160 SF (19%)

11 SOUTHEAST ELEVATION - BUILDING E
1/16" = 1'-0" GLAZING CALCULATIONS:
60'L X 14'H = 840 SF X 0.4 = 336 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 130 SF (15%)

10 NORTHEAST ELEVATION - BUILDING E
1/16" = 1'-0" GLAZING CALCULATIONS:
86'L X 14'H = 1,204 SF X 0.4 = 482 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 610 SF (51%)

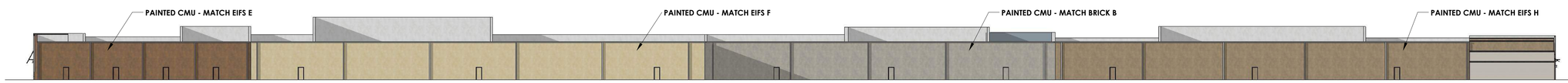


9 SOUTH ELEVATION - BUILDING F
1/16" = 1'-0" GLAZING CALCULATIONS:
NONE

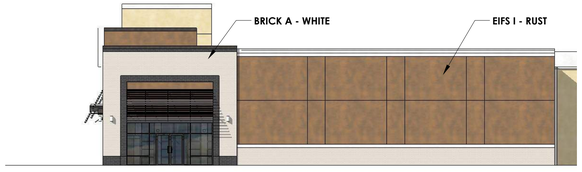
8 WEST ELEVATION - BUILDING F
1/16" = 1'-0" GLAZING CALCULATIONS:
59'L X 14'H = 826 SF X 0.4 = 330 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 160 SF (19%)

7 EAST ELEVATION - BUILDING F
1/16" = 1'-0" GLAZING CALCULATIONS:
56'L X 14'H = 784 SF X 0.4 = 314 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 190 SF (24%)

6 NORTH ELEVATION - BUILDING F
1/16" = 1'-0" GLAZING CALCULATIONS:
120'L X 14'H = 1,680 SF X 0.4 = 672 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 880 SF (52%)

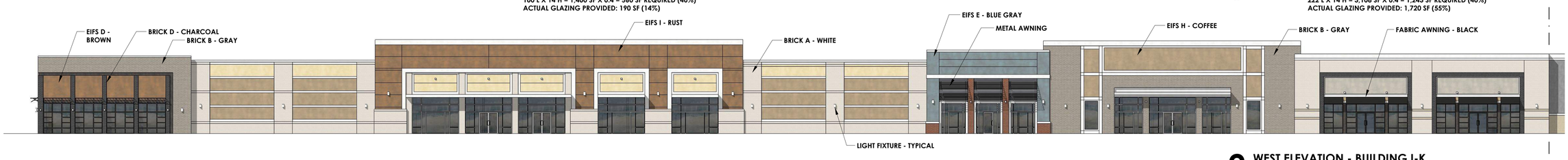


5 EAST ELEVATION - BUILDING G-K
1/32" = 1'-0" GLAZING CALCULATIONS:
NONE



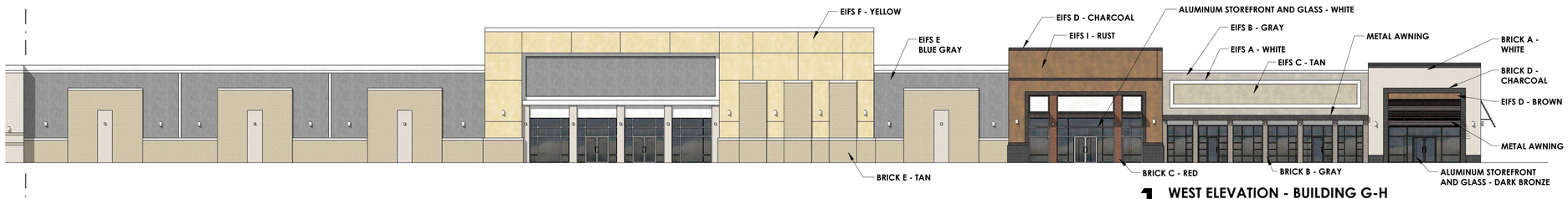
4 SOUTH ELEVATION - BUILDING G-H
1/16" = 1'-0" GLAZING CALCULATIONS:
100'L X 14'H = 1,400 SF X 0.4 = 560 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 190 SF (14%)

3 NORTH ELEVATION - BUILDING I-K
1/16" = 1'-0" GLAZING CALCULATIONS:
222'L X 14'H = 3,108 SF X 0.4 = 1,243 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 1,720 SF (55%)



2 WEST ELEVATION - BUILDING I-K
1/16" = 1'-0" GLAZING CALCULATIONS:
SEE 1/A2

NOTE: THE BACKSIDE OF ALL PARAPETS VISIBLE FROM PARKING LOTS TO BE CLAD IN BUILDING MATERIALS MATCHING EXTERIOR ELEVATIONS



1 WEST ELEVATION - BUILDING G-H
1/16" = 1'-0" GLAZING CALCULATIONS:
870'L X 14'H = 12,180 SF X 0.4 = 4,872 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 4,002 SF (33%)

FINLEY DESIGN
ARCHITECTURE + INTERIORS

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SUITE 110
DURHAM, NC 27713
P 919-493-8200
F 919-493-8113
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SITE PLAN SUBMITTAL

PARKSTONE

KNIGHTDALE, NC

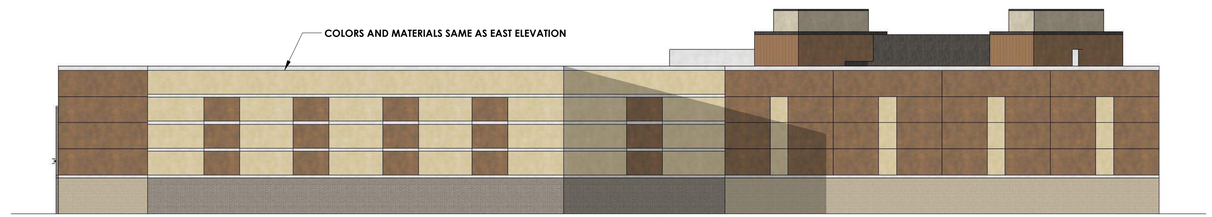
REVISIONS

PROJECT: 1623
DATE: 7-12-16

BUILDING ELEVATIONS

A1

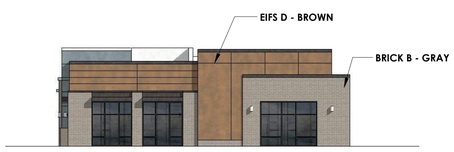
8 WEST ELEVATION - BUILDING C
1/16" = 1'-0"
GLAZING CALCULATIONS:
70'L X 14'H = 980 SF X 0.4 = 392 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 370 SF (38%)



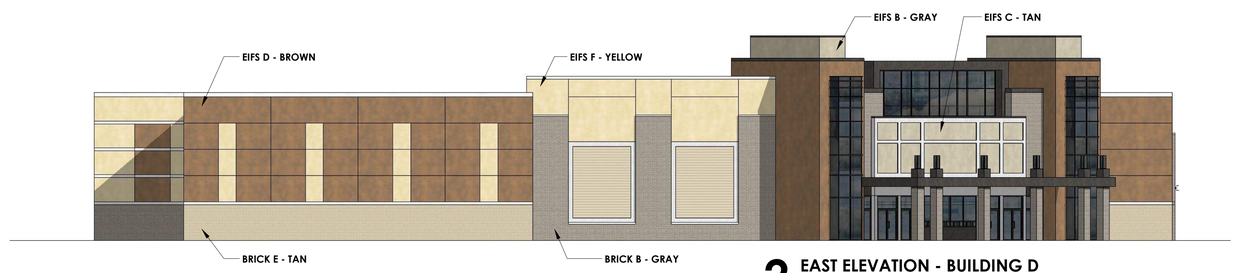
4 SOUTH ELEVATION - BUILDING D
1/16" = 1'-0"
GLAZING CALCULATIONS:
NONE

7 NORTH ELEVATION - BUILDING C
1/16" = 1'-0"
GLAZING CALCULATIONS:
60'L X 14'H = 840 SF X 0.4 = 336 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 390 SF (46%)

3 WEST ELEVATION - BUILDING D
1/16" = 1'-0"
GLAZING CALCULATIONS:
NONE

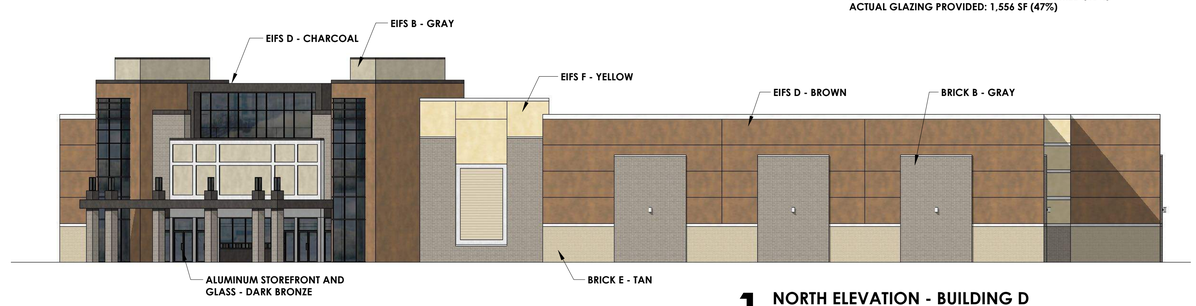


6 SOUTH ELEVATION - BUILDING C
1/16" = 1'-0"
GLAZING CALCULATIONS:
58'L X 14'H = 812 SF X 0.4 = 325 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 310 SF (38%)



2 EAST ELEVATION - BUILDING D
1/16" = 1'-0"
GLAZING CALCULATIONS:
236'L X 14'H = 3,304 SF X 0.4 = 1,322 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 1,556 SF (47%)

5 EAST ELEVATION - BUILDING C
1/16" = 1'-0"
GLAZING CALCULATIONS:
70'L X 14'H = 980 SF X 0.4 = 392 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 540 SF (55%)



1 NORTH ELEVATION - BUILDING D
1/16" = 1'-0"
GLAZING CALCULATIONS:
NONE

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SITE PLAN SUBMITTAL

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REVISIONS

PROJECT: 1623
DATE: 7-13-16

BUILDING ELEVATIONS

A2

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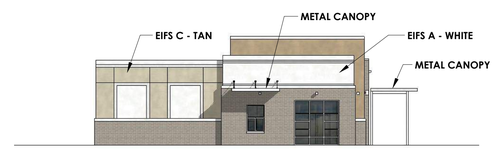
8 NORTH ELEVATION - BUILDING A
1/16" = 1'-0"
GLAZING CALCULATIONS:
NONE

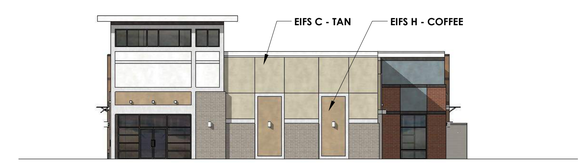
7 EAST ELEVATION - BUILDING A
1/16" = 1'-0"
GLAZING CALCULATIONS:
60'L X 14'H = 840 SF X 0.4 = 336 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 160 SF (19%)



6 WEST ELEVATION - BUILDING A
1/16" = 1'-0"
GLAZING CALCULATIONS:
59'L X 14'H = 826 SF X 0.4 = 330 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 124 SF (15%)

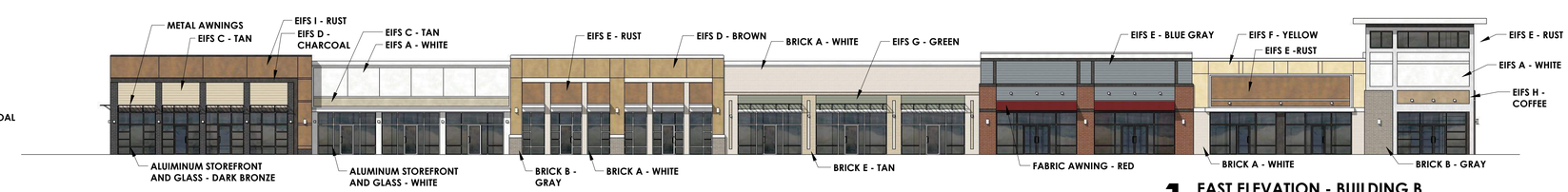
5 SOUTH ELEVATION - BUILDING A
1/16" = 1'-0"
GLAZING CALCULATIONS:
69'L X 14'H = 966 SF X 0.4 = 386 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 480 SF (50%)

4 WEST ELEVATION - BUILDING B
1/16" = 1'-0"
GLAZING CALCULATIONS:
312'L X 14'H = 4,368 SF X 0.4 = 1,747 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 1,412 SF (32%)



3 NORTH ELEVATION - BUILDING B
1/16" = 1'-0"
GLAZING CALCULATIONS:
72'L X 14'H = 1,008 SF X 0.4 = 403 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 264 SF (26%)

2 SOUTH ELEVATION - BUILDING B
1/16" = 1'-0"
GLAZING CALCULATIONS:
75'L X 14'H = 1,050 SF X 0.4 = 420 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 430 SF (41%)



1 EAST ELEVATION - BUILDING B
1/16" = 1'-0"
GLAZING CALCULATIONS:
312'L X 14'H = 4,368 SF X 0.4 = 1,747 SF REQUIRED (40%)
ACTUAL GLAZING PROVIDED: 2,364 SF (54%)

PARKSTONE

KNIGHTDALE, NC

REVISIONS

PROJECT: 1623
DATE: 7-13-16

BUILDING ELEVATIONS

A3

Town of Knightdale

Staff Report Cover Sheet

Title: ZMA-7-19: Poplar Creek Village Phase 4 Planned Unit Development Rezoning

Staff: Kevin Lewis, AICP, Senior Planer – Current

Date: May 20, 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

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 with Architectural Elevations
- Neighborhood Meeting Information
- Ordinance #20-05-20-001

STAFF RECOMMENDATION

- Since the previous Town Council meeting, the applicant has made significant improvements to the application and supporting materials. The applicant has agreed to the condition recommended by Staff and LURB, however additional site design changes are now being proposed by the developer. Therefore, Staff recommends continuing this case (ZMA-7-19) to the June 17, 2020 Town Council meeting to allow the applicant time to further amend their application. 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.

Town of Knightdale

Staff Report

Title: ZMA-7-19: Poplar Creek Village Phase 4 Planned Unit Development
Staff : Kevin Lewis, AICP, Senior Planner – Current
Date: May 20, 2020

Director Signature: CH

Asst. Town Manger Signature: DT

Town Manager Signature: WRS

I. REQUEST:

Mr. Stuart Poulsen of Blackridge Properties, LLC has submitted an application to rezone and develop the vacant parcels west of Clifton Road, identified by the Wake County PIN 1743-82-2816, from Rural Transition (RT) to General Residential-3 (GR-3) with a PUD. The applicant has proposed to develop the 17.49 acre parcel into a 50-lot single-family residential subdivision.

II. PROJECT PROFILE:

PROPERTY LOCATION:	0 Clifton Road, between existing phase 3 of Poplar Creek and Clifton Road.
WAKE COUNTY PINs:	1743-82-2816
CURRENT ZONING DISTRICT	Rural Transition (RT)
PROPOSED ZONING DISTRICT:	General Residential-3 (GR-3) Planned Unit Development (PUD)
NAME OF PROJECT:	Poplar Creek Village Phase 4
APPLICANT:	Stuart Poulsen of Blackridge Properties
PROPERTY OWNER:	Billy Royce Liles
PROPERTY SIZE:	17.49 acres
PROPOSED DENSITY:	2.8 units per acre
CURRENT LAND USE:	Vacant/Formerly Agricultural
PROPOSED LAND USE:	50 Single-Family Residential Units
PROPOSED OPEN SPACE:	108,029 ft^2/2.59 acres (50,586 ft^2/1.16 acre required)

III. BACKGROUND INFORMATION:

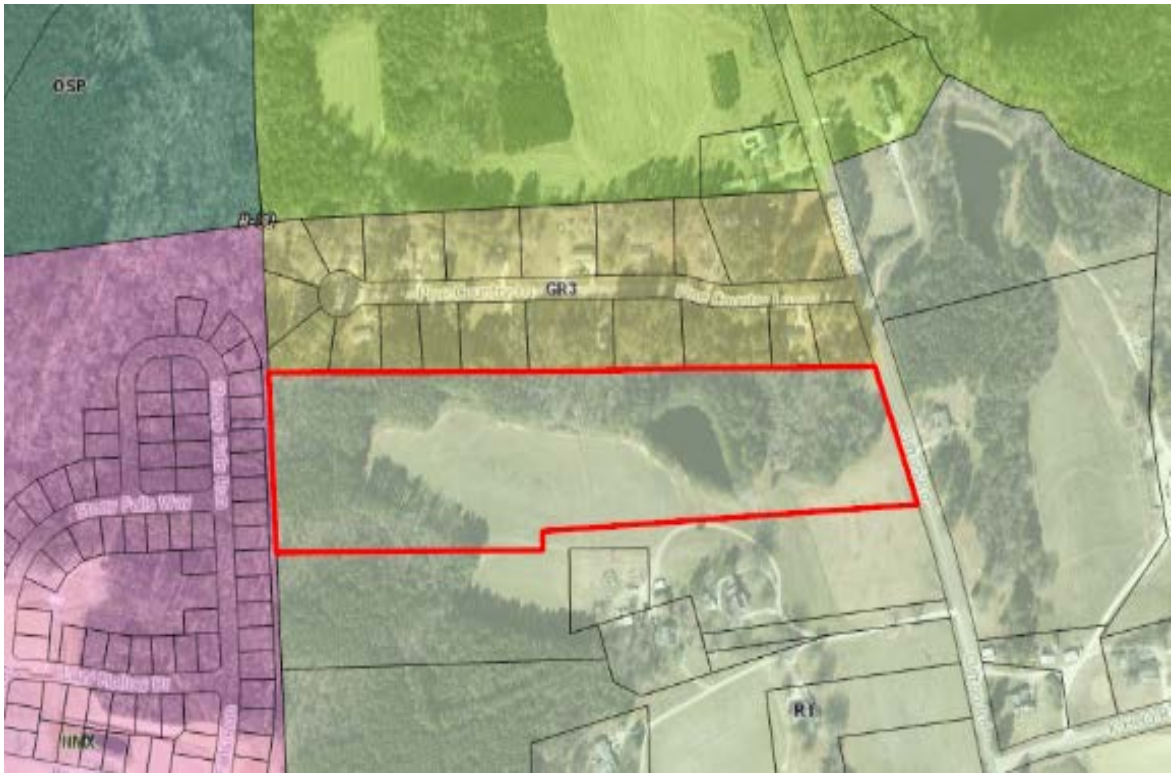
The Planned Unit Development District (PUD), is a re-zoning process which is designed to encourage master planning of development and to coordinate such development so as to manage the impacts of the development on the provision of Town Services and infrastructure. The PUD encourages creativity and innovation 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 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 one (1) parcel, located directly west of Clifton Road and north of Poole Road. The parcel is located within the Town's Extra Territorial Jurisdiction and requires annexation into Corporate Limits, if approved.

DIRECTION	LAND USE	ZONING
North	Pine Country Estates Subdivision	GR-8
South	Residential	RT
East	Residential	RT
West	Poplar Creek Ph 1-3	NMX



Clifton Rd
Clifton Rd
Clifton Rd
Pine Country Ln
Pine Country Ln
Sleepy Falls Run
Falls Way
Falls Run

View from Stony Falls Way within the Existing Poplar Creek Village neighborhood looking east.

View from Clifton Road looking west.

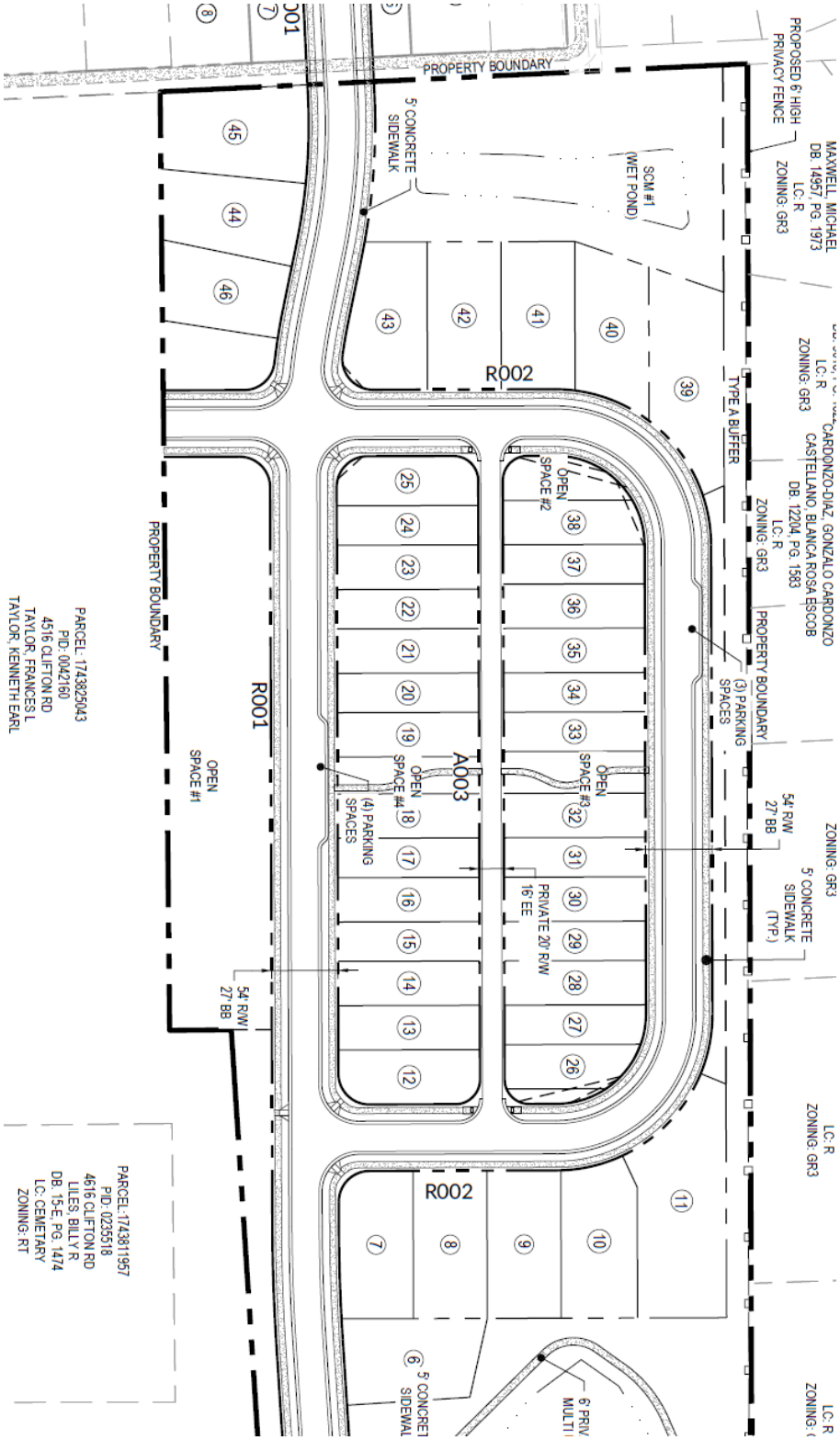
V. PROPOSED MASTER PLAN:

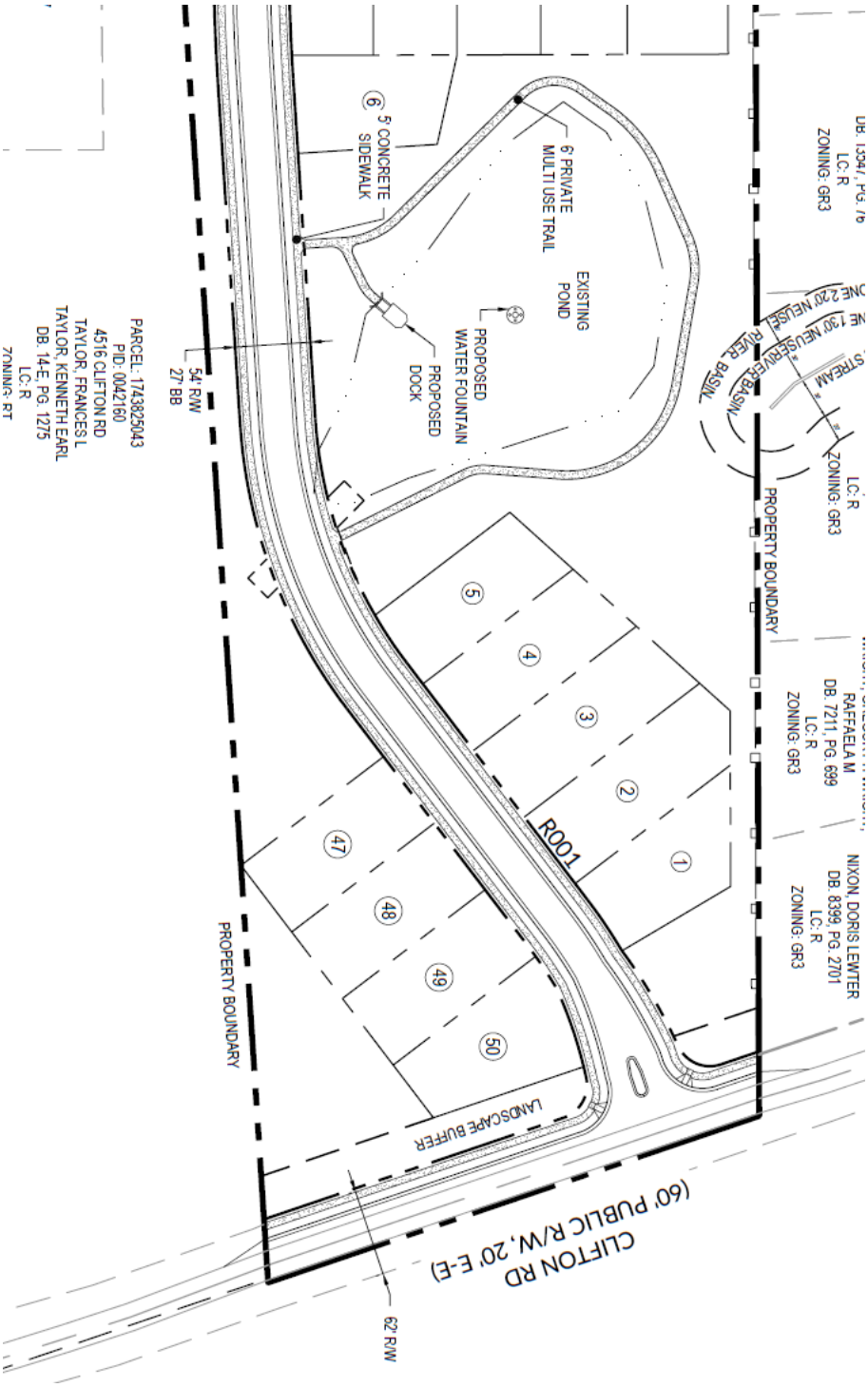
The applicant has submitted a full Master Plan and PUD Document in accordance Section 16.6 of the UDO. The applicant is proposing an extension of the existing Poplar Creek Village neighborhood with the addition of 50 single-family residential lots, of which 26 will be rear-loaded units 30' in width to be served by a private alley. The reaming 23 are front-loaded units 60' in width. The plan shows the extension of Stony Falls Way eastward to Clifton Road, which will provide residents within Poplar Creek Village with an alternative entry and exit to the neighborhood, in addition to easier access to Old Town and point of interest along Knightdale Blvd. Also included are five-foot wide sidewalks on both sides of each public road, walking trails, street trees, and seven on-street parking spaces. Please see the next page for a copy of the site plan.

LURB Recommended Condition:

Consolidate on-street parking along "R001" across from lots 12-25.

The applicant has agreed to this condition and will be amending their application to reflect the change.


MAXWELL, MICHAEL
DB: 14957, PG: 1973
LC: R
ZONING: GR3
PROPOSED 6' HIGH
PRIVACY FENCE
CARDONZO-DIAZ, GONZALO CARDONZO
CASTELLANO, BLANCA ROSA ESCOB
DB: 12204, PG: 1583
LC: R
ZONING: GR3
ZONING: GR3
LC: R
ZONING: GR3
PROPERTY BOUNDARY
SCM #1
(WET POND)
TYPE A BUFFER
PROPERTY BOUNDARY
(3) PARKING
SPACES
54' R/W
27' BB
5' CONCRETE
SIDEWALK
(TYP.)
5' CONCRETE
SIDEWALK
R002
OPEN
SPACE #2
OPEN
SPACE #3
PRIVATE 20' R/W
16' EE
A003
OPEN
SPACE #4
(4) PARKING
SPACES
R001
OPEN
SPACE #1
54' R/W
27' BB
PROPERTY BOUNDARY
R002
5' CONCRETE
SIDEWALK
6' PRIV
MULTI
PARCEL: 1743825043
PID: 0042160
4516 CLIFTON RD
TAYLOR, FRANCES L
TAYLOR, KENNETH EARL
PARCEL: 1743811957
PID: 0235518
4516 CLIFTON RD
LILES, BILLY R.
DB: 15-E, PG: 1474
LC: CEMETARY
ZONING: RT


DB: 13347, PG: 76
LC: R
ZONING: GR3
LC: R
ZONING: GR3
NE 230' NEUSE RIVER BASIN
NE 130' NEUSE RIVER BASIN
STREAM
PROPERTY BOUNDARY
RAFFAELA M
DB: 7211, PG: 699
LC: R
ZONING: GR3
NIXON, DORIS LEWTER
DB: 8399, PG: 2701
LC: R
ZONING: GR3
6' PRIVATE
MULTI USE TRAIL
EXISTING
POND
PROPOSED
WATER FOUNTAIN
PROPOSED
DOCK
6 5' CONCRETE
SIDEWALK
5
4
3
2
1
R001
47
48
49
50
LANDSCAPE BUFFER
PARCEL: 1743825043
PID: 0042160
4516 CLIFTON RD
TAYLOR, FRANCES L
TAYLOR, KENNETH EARL
DB: 14-E, PG: 1275
LC: R
ZONING: RT
54' R/W
27' BB
PROPERTY BOUNDARY
CLIFTON RD
(60' PUBLIC R/W, 20' E-E)
62' R/W

VI. LEGISLATIVE CASE PROCEDURES:

Staff met with the development team in August 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: August 27, 2019
- Neighborhood Meeting Notices Mailed: September 18, 2019
- Neighborhood Meeting: October 2, 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 driveway length, parking, landscaping, elevations, and building materials. 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 Poplar Creek Phase 4 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 6.5 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 General Residential-3 zoning district and UDO. Major site elements and their compliance statements are listed below.

A. **Parking**: Denser residential development patters often require additional on-street parking to serve residents and visitors. Approximately 7 on-street parking spaces are provided throughout the development. Staff will continue to work with the developer to find appropriate locations for additional spaces.

B. **Public Utilities/Water Allocation Policy:** The applicant is proposing to connect to public water and sewer. In accordance with Section 16.6.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
Natural Habitat/Active Open Space > 3 acre	3
Fountain within Existing Pond	4
Dock within Existing Pond	4
10' wide multi-use path > 1,000 LF	2
Provision of On-Street Public Parking	4
Private 6' Trail > 1,000 LF	1
Pool – Existing within Poplar Creek	1
Clubhouse – Existing within Poplar Creek	3
Total Proposed:	**52**
(50 Points Required)	

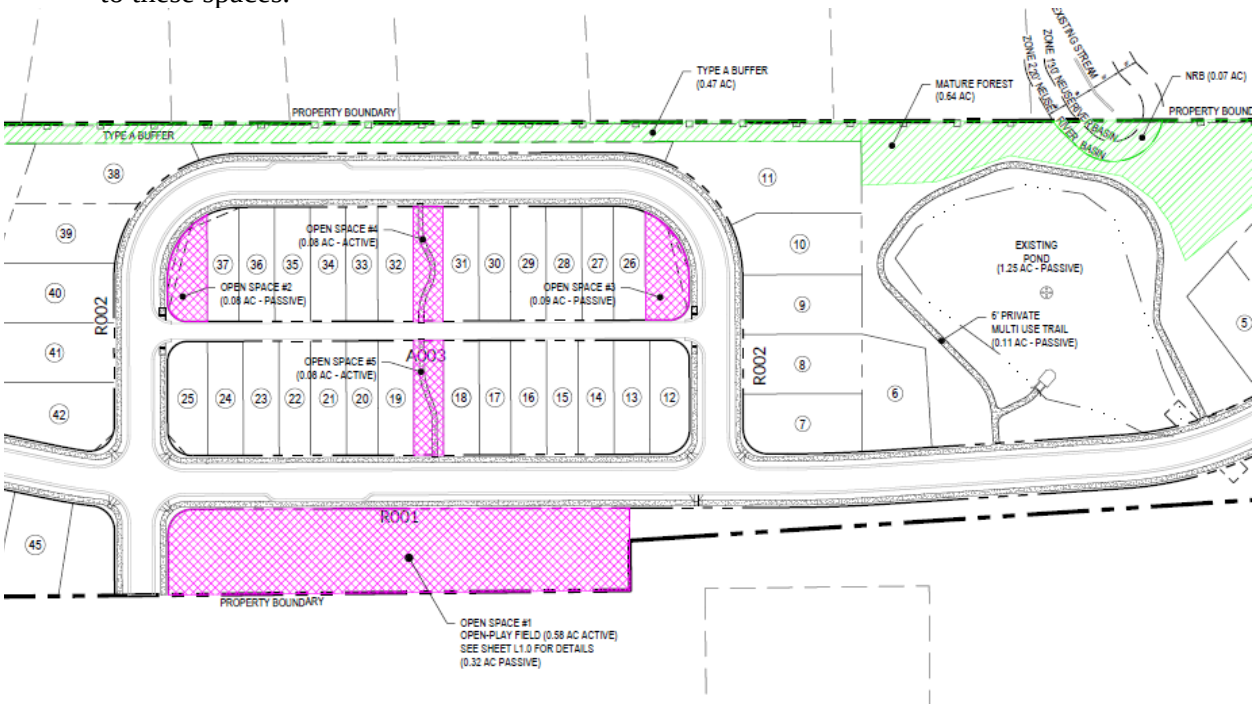
C. **Residential Architectural Standards**: The proposed alternative architectural standards are listed below. In addition to the proposed standards, the applicant is agreeing to adhere to the architectural standards in Sections 5.4 and 5.7 of the UDO by including it in their WAP bonus point breakdown. The applicant has also included architectural elevations, found in the attached PUD document.

1. The front elevation of all residential dwellings shall have at least one (1) of the following features: Board and Batten, Shake Siding, or Second Story Porch and at least one (1) of the following features: Gable Window, Dormer(s), Decorative Window Cap/Pediment, Front Door Transom or Sidelight Window. Having two (2) items from the first list in lieu of one from each list will meet this architectural requirement.
2. Vinyl siding is permitted and shall be a minimum of .045 in in thickness.
3. Side and rear elevations are not required to have additional materials, and can be 100% vinyl materials.
4. All pitched roofs shall be profiled by eaves projecting a minimum of 10 inches from the building face which may include gutters.
5. Front-loaded garage doors shall utilize a carriage style or similarly stylistic garage door that is architecturally compatible with the housing style (paneled garage doors are not permitted).
6. The crawlspace of buildings shall be enclosed with brick, stone, or stucco. Slabs shall be covered on all sides with brick, stone or stucco no less than the height equivalent of three (3) courses of brick (eight [8] inches) visible above grade. Areas under porches may be enclosed with lattice.

7. Porches and stoops should be used as a primary architectural element of the building design and be located on the primary façade or other elevation fronting a public right-of-way. Front porches shall be a minimum of 6' in depth on at least 50% of the elevations, but in no case shall the front porch be less than a 5' average with the narrowest portion being 4'.

Staff Analysis
The proposed architectural standards are generally in line with other standard which have been approved by Town Council. In addition, the elevations provided in the PUD document adhere to those approved in phases 1-3 of Poplar Creek Village. Staff believes that this proposal is consistent with the established phases of Poplar Creek Village.

D. **Open Space**: A number of proposed WAP bonus point items are addressed in the applicants Open Space plan. According to the applicant's PUD document, passive Open Space will include a multi-use trail and dock surrounding the existing pond, as well as. Active Open Space amenities include a large half acre-plus open-play field and gathering space. Pedestrian pathways through the site allow for resident use and access to these spaces.



E. **Stormwater Management:** The applicant is not proposing any deviation from the UDO requirements, found in Chapter 6, related to stormwater management of the site, which shall meet town standards.

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 UDO Chapter 12 for the GR-3 Zoning District.

PROPOSED UDO EXCEPTIONS:
In accordance with UDO Section 15.5.N, "any section of the UDO that is proposed to be modified shall be included as an additional section of the PDD plan". The applicant's exception requests are as follows:

A. **Dimensional Requirements**: The applicant is proposing deviations from the dimensional stands as found in Section 2.7.B of the UDO for the GR-3 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, side setbacks should be 20% of lot width and a minimum of 3 ft., and driveways are require to be at least 35 feet long.

   - **Requested**: Due to site constraints, single-family dwelling units less than 80' in width will be accessed via a driveway that connects to the fronting public right-of-way. Side setbacks are requested to be 6' for front-loaded units and 3' for rear-loaded units instead of 20% of lot width. Additionally, front- and rear-loaded single-family dwellings will be served by driveways that are a minimum length of 25' and 20', respectively, rather than the UDO requirement of 35'.

B. **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 lots dwellings which are 60' wide.

C. **Connectivity Index:**
   - **Required:** In accordance with Section 9.5.G of the UDO, the minimum index of links to nodes for proposals in the GR zoning district is 1.4

   - **Requested:** Due to the small size of this proposed development, its lack of cul-de-sacs, and few nodes, the applicant requests an index of 1.14.

D. **General Roadway Design Criteria:**
   - **Required:** Section 17.3.B of the UDO requires roadways classified as "Street" maintain a minimum horizontal centerline radium of 150' with a design speed of 25 mph.

   - **Requested**: Road "R002" servers 10 residences directly and 15 additional residences indirectly via the alley right-of-way. It is proposed to maintain a design speed of 15 mph with a minimum centerline radius of 100'.

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. Additionally, the applicant included proposed elevations for both types of housing. The elevations for the front-loaded units are consistent with what has been approved previously, while the elevations for the rear-loaded units meet the spirit and intent of the UDO and Comprehensive Plan, while also continuing the character of phases 1-3. 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 44 and PM trips to be 58. 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; Poplar Creek Village Phase 4 has an index of 1.14. As previously noted, due to the small size of this proposed development, its lack of cul-de-sacs, and few nodes, the applicant requests a reduced index of 1.14.

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 construction of this development provides an alternative ingress and egress point for phases 1-3, which should allow for easier access towards major points of interest in Knightdale, including Old Town and retail along Knightdale Blvd. Pedestrian improvements on-site include sidewalks or multi-use paths on both sides of the proposed roads, with high-visibility crosswalks at all intersections, and connections to the greenway in phases 1-3. On-street parking is provided in tow locations, and staff will work with the developer to add additional spaces.

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, however those items may evolve over time as conditions change that were not contemplated at the time of adoption. Those changes should be evaluated against the community vision, guiding principles, and Growth Framework Map to determine if they are in the best long-term interests of the Town and all those involved in the process. The subject property is designated to be "Rural Living" as a placetype.

The Rural Living placetype is defined as follows:

> *"Rural living areas are characterized by large lots, abundant open space, and a high degree of separation between buildings. Homes are scattered throughout the countryside and often integrated into the rural landscape. The lot size and distance between dwelling units decreases with greater development densities. Buildings are generally oriented toward the road and have direct access from private driveways. One or more out-buildings on a property may support farm activities."*

It is staff's opinion that the proposed Master Plan and PUD is not consistent with the KnightdaleNext 2035 Comprehensive Plan, however it is reasonable based on the previously described playbook approach. Staff believes the continuation of the existing Poplar Creek Village neighborhood, transportation improvements including a secondary access point for residents, and water & sewer infrastructure improvements made by the developer to an unserved portion of the ETJ meets the intent of the Comprehensive Plan's playbook approach.

The applicant acknowledges that the request is not consistent and therefore is requesting an update to the Growth and Conservation map to modify this area from Rural Living to Single Family Neighborhood, which is consistent as a continuation of the existing Poplar Creek Village neighborhood.

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.

As previously mentioned, it is staff's opinion that the proposed Master Plan and PUD is not consistent with the KnightdaleNext 2035 Comprehensive Plan; however, staff finds the applicant's request to amend the map consistent with the Comprehensive Plan guiding principles and believe it is reasonable and in the public interest. The following guiding principle categories would be applicable to this request.

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.

Compact Development Patterns – The proposal offers narrow lot sizes and introduces a new product to the Poplar Creek Village neighborhood in 35' wide single-family dwellings.

COMMUNITY DESIGN

Celebrate a distinct brand and sense of place that is uniquely Knightdale, while still tapping into the talent and creativity of the people that shape its residents, business owners, property owners, developers, planning and design professionals, etc. to keep things relevant and authentic. Prioritize Town investments in the spaces around, between, and within buildings (the "public realm") that create a certain vibe, identity, and reputation for Knightdale as a place for pedestrians and active public spaces. Use investments in the public realm—street improvements, public spaces, lighting, landscaping, artwork, etc.—to leverage greater private investment in terms of building use, scale, placement, materials and interactions with the public realm.

Community Design – This phase continues the general design guidelines approved for previous phases, as well as providing amenities and enhanced landscaping.

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 23 front-loaded single-family dwellings at 60' wide, and 27 rear-loaded single-family dwellings at 35' wide. It will be a continuation of the existing Poplar Creek Village neighborhood, which is nearing full buildout.

COMMUNITY FACILITIES AND SERVICES

Continue to improve quality-of-life for all residents of Knightdale by maintaining and expanding community facilities and services (infrastructure) while ensuring that elected officials are good stewards of Town finances. Plan for, finance, and develop efficient infrastructure capacity to accommodate future growth and stimulate economic development. This includes focusing infrastructure investment in identified growth activity centers and maintaining a strong partnership with Wake County, the Wake County School District, NCDOT, CAMPO, the City of Raleigh Public Utilities Deapartment, Wake Tech and other major universities and institutions of higher learning, and surrounding towns and cities. Do this work while embracing an expanded approach to open governance that includes creative outreach and effectively solicits community involvement, collaborative partnerships, and resource sharing.

Community Facilities and Services – This phase will extend public water and sewer eastward towards Clifton Road, as well as provide an alternative entry and exist to the existing neighborhood.

PROPOSED WRITTEN ADVISORY STATEMENT REGARDING PLAN CONSISTENCY:
"The proposed Zoning Map Amendment is not consistent with the KnightdaleNext 2035 Comprehensive Plan, however it is reasonable as it addresses several of the guiding principles including: encouraging compact development patterns, continuing community design, creating great neighborhoods and expanding home choices, 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."

XI. JOINT PUBLIC HEARING SUMMARY:
A Joint Public Hearing was held at the December 18, 2019 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.

XII. LAND USE REVIEW BOARD SUMMARY:
The LURB considered this item at their January 13, 2020 meeting. After staff presented an overview of the proposed rezoning request, LURB members asked questions regarding siding materials, architectural standards, elevations, on-street parking, buffer maintenance, street curve radii and speed limits, and mass grading. The LURB then voted unanimously, 6-0, to recommend approval of ZMA-7-19 with staff recommended condition (see below) and forwarded the following advisory statement.

> *"The proposed Zoning Map Amendment is not consistent with the KnightdaleNext 2035 Comprehensive Plan, however it is reasonable as it addresses several of the guiding principles including: encouraging compact development patterns, continuing community design, creating great neighborhoods and expanding home choices, 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."*

LURB Recommended Condition:
Consolidate on-street parking along "R001" across from lots 12-25.

The applicant has agreed to this condition and will be amending their application to reflect the change.

XIII. STAFF RECOMMENDATION:
Since the previous Town Council meeting, the applicant has made significant improvements to the application and supporting materials. The applicant has agreed to the conditions recommended by Staff and LURB, however additional site design changes are now being proposed by the developer. Therefore, Staff recommends continuing this case (ZMA-6-19) to the June 17, 2020 Town Council meeting to allow the applicant time to further amend their application. 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 with Architectural Elevations, Neighborhood Meeting Information, and Ordinance #20-05-20-003.

RECOMMENDED ACTION

1. Motion to continue ZMA-7-19 to the June 17, 2020 Town Council meeting.

KNIGHTDALE
development services

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.

PROJECT INFORMATION

TYPE OF APPLICATION:	PLANNED UNIT DEVELOPMENT		
PROJECT ADDRESS:	0 Clifton Road, Knightdale, NC 27545		
WAKE COUNTY PIN(s):	1743822316		
PROPOSED PROJECT NAME:	Poplar Creek Village Phase 4		
PROPOSED USE:	Single-Family Subdivision		
PROPOSED SQ. FT.:		TOWN LIMITS/ETJ:	Knightdale ETJ
CURRENT ZONING DISTRICT:	RT	PROPOSED ZONING DISTRICT:	GR3/PUD
PROPOSED LOTS:	50	DENSITY (DWELLING/ACRE):	2.86

CONTACT INFORMATION

APPLICANT:	Blackridge Properties, LLC		
ADDRESS:	414 Forsyth Street, Raleigh, NC 27609		
PHONE:	919.624.5458	EMAIL:	stuartpoulsen@gmail.com
SIGNATURE:			
PROPERTY OWNER:	Billy Royce Liles		
ADDRESS:	560 Fiddlers Ridge, Pine Knoll Shores, NC 28512		
PHONE:	252-726-0206	EMAIL:	
SIGNATURE:			
DEVELOPER:	Blackridge Properties, LLC		
ADDRESS:	414 Forsyth Street, Raleigh, NC 27609		
PHONE:	919.624.5458	EMAIL:	stuartpoulsen@gmail.com
SIGNATURE:			

THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY

CASE NUMBER:	PUD - _____	SUBMITTAL DATE:	X-REFERENCE(s):
FILING FEE:		SKETCH PLAN MEETING DATE:	

TOWN OF KNIGHTDALE

DEVELOPMENT SERVICES DEPARTMENT

www.knightdalenc.gov

950 Steeple Square Court
Knightdale, NC 27545
(v) 919.217.2240
(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: Poplar Creek Village Phase 4

PROJECT ADDRESS: 0 Clifton Road, Knightdale, NC 27545

WAKE COUNTY PIN(s): 1743822316

PROPOSED USE: Single-Family Subdivision

PROPOSED SQ. FT.: PROPOSED LOTS: 50 DENSITY (DWELLING/ACRE): 2.86

ZONING DISTRICT: RT SITE ACRES: 17.49 INSIDE CORPORATE LIMITS: Yes

CONTACT INFORMATION

APPLICANT: Blackridge Properties, LLC PHONE: 919.624.5458 FAX:

ADDRESS: 414 Forsyth Street, Raleigh, NC 27609

EMAIL: stuartpoulsen@gmail.com

SIGNATURE:

PROPERTY OWNER: Billy Royce Liles PHONE: 252-726-0208 FAX:

ADDRESS: 550 Fiddlers Ridge, Pine Knoll Shores, NC 28512

EMAIL:

SIGNATURE: Billy R Liles

DEVELOPER: Blackridge Properties, LLC PHONE: 919.624.5458 FAX:

ADDRESS: 414 Forsyth Street, Raleigh, NC 27609

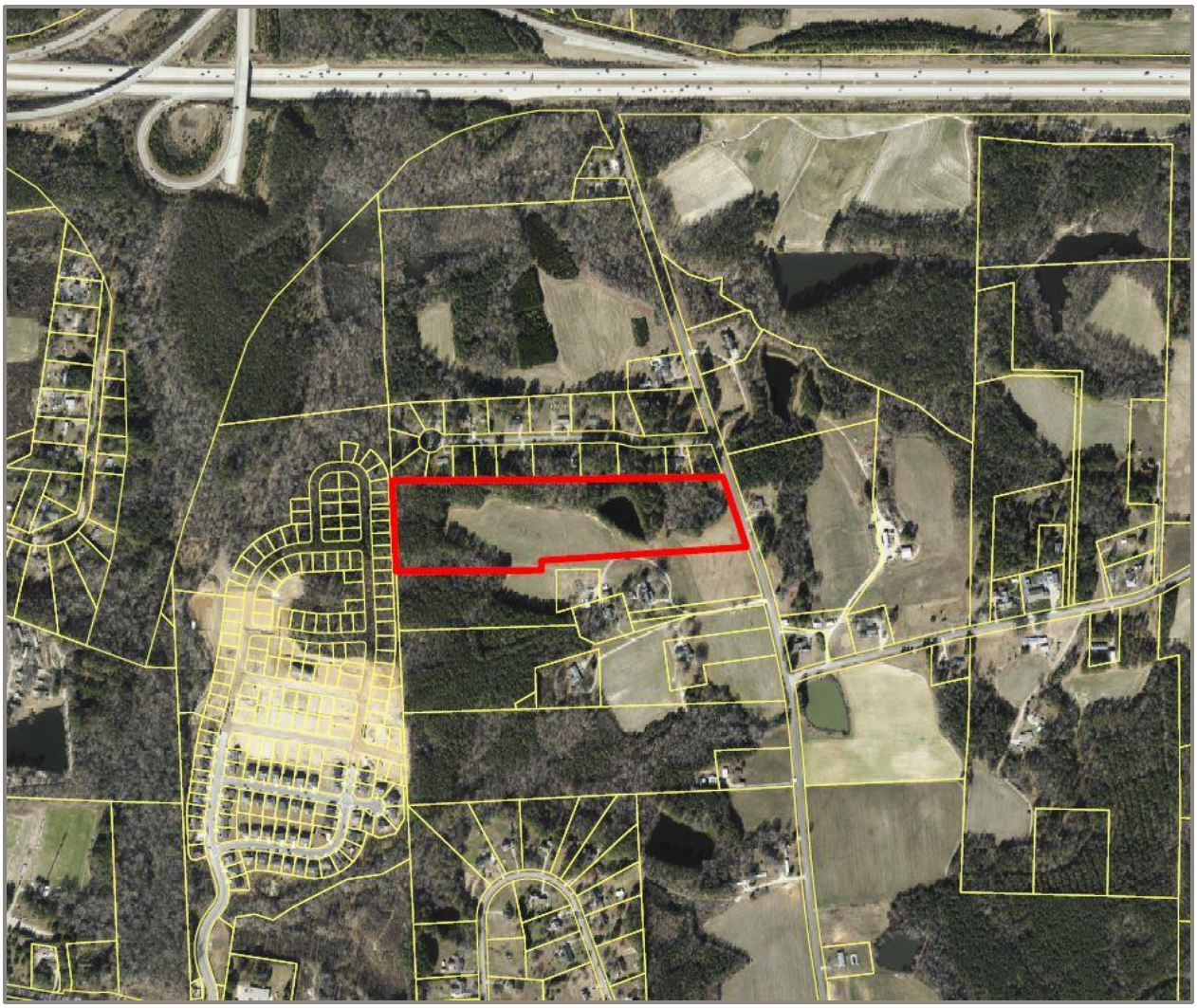
EMAIL: stuartpoulsen@gmail.com

SIGNATURE:

THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY

CASE NUMBER: SUBMITTAL DATE: X-REFERENCE(s):

FILING FEE: SKETCH PLAN MEETING DATE:



Poplar Creek Village Phase 4

PUD APPLICATION

12/12/19

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WithersRavenel
115 MacKenan Drive
Cary, NC 27511

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Poplar Creek Village Phase IV
Planned Unit Development

Second Submittal: 12/12/2019

Developer
Blackridge Properties, LLC
414 Forsyth Street
Raleigh, NC 27609

Consultant
WithersRavenel
115 MacKenan Drive
Cary, NC 27511

WithersRavenel
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VISION & INTENT

Per Knightdale's UDO Section 2.15.C, the Planned Unit Development District 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 Planned Unit Development 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 Comprehensive Plan including the growth framework and growth and conservation map;
- Provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure.

<u>Provide exceptional design, character, and quality:</u>
Homes within Poplar Creek Village Phase IV will be designed to provide distinct, visually appealing housing options. The addition to Poplar Creek Village Phase IV will provide additional high-quality housing options within the Town of Knightdale's corporate limits and will ensure that this area becomes a highly desired neighborhood within the Town, desired for its amenities, location, character and quality.

<u>Provide high-quality community amenities:</u>
Poplar Creek Village Phase IV provides a 6' wide multi-use trail circumnavigating the existing 1.25-acre pond on the site. Additionally, a large dock is proposed overlooking the pond, for residents and guests to enjoy. An open playfield is also provided for more active recreational uses. Additional open spaces are designated as community gathering spots.

<u>Incorporate creative design in the layout of buildings:</u>
While strongly influenced by the desire to create east-west connections from Poplar Creek Village Phase III to Clifton Road, the site still maintains a unique layout of buildings. The desire for preservation of natural resources has clustered some small-lot, rear-loaded single-family homes towards the western portion of the parcel, allowing for the use of a shared alley and the reduction of on-street parking. This design maintains the existing pond that will create a natural, larger-lot appearance of the subdivision at Clifton Road, that will closer resemble the existing subdivision to the north.

<u>Ensure compatibility with surrounding land uses and neighborhood character:</u>
Poplar Creek Village Phase IV is bordered to the north by a residential subdivision within the Town of Knightdale ETJ, the west by Poplar Creek Village Phase III, to the south by a large parcel and to the east by Clifton Road and large parcels. The proposed subdivision layout is consistent with what is found at Poplar Creek Village, and with the larger lots towards the entrance to the neighborhood, it is in keeping with the character of the area.

Encourage the creation of mixed density neighborhoods, neighborhood nodes, and mixed-use centers:
Poplar Creek Village Phase IV is at its core an extension of the previous phases of the project. The overall project design is intended to provide a residential option with a focus on shared community amenities. This design results in a higher density housing product unique to the surrounding area, but still maintains open space, neighborhood amenities, and larger lots at the entrance on Clifton Road.

Further the goals of the Comprehensive Plan including the growth framework and growth and conservation map:
The subject site strays slightly from the Growth Framework and Growth Conservation Map due to the presence of available water/sewer tie-ins that were not present at the time of the Comprehensive Plan adoption. It presently is designed to follow the intentions of both "Rural Living" through its dedication of open space and preservation of natural resources while also being designed more akin to "Single-Family Neighborhood" similar to the adjacent developments, with gathering spaces, uniform housing, and an interior-oriented design.

Provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure:
The extension of the current Poplar Creek Village subdivision to the east provides a much-needed connection to Clifton Road, alleviating the limited thoroughfare connections currently within Poplar Creek Village. Two currently platted lots in Poplar Creek Village Phase III are being reserved for road right-of-way to provide connection to Poplar Creek Village Phase IV. The addition of Phase IV also helps manage the Town Services and infrastructure by providing a network of water, sewer, and roadways to Clifton Road and providing availability to adjacent properties.

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EXISTING CONDITIONS

The proposed Poplar Creek Phase IV PUD is located on a single parcel (PIN 1743822316) found near the southern jurisdictional limits of the Town of Knightdale. The parcel is comprised of farmland, wooded areas, a large pond (to be preserved), and undeveloped open space. It is bordered to the north by a residential subdivision, to the east by Clifton Road, to the south by a single residential home, and to the west by Poplar Creek Village Phase III. The slope of the parcel generally flows westward with a high point located near the southeastern corner of the parcel.

CURRENT ZONING

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VEGETATION

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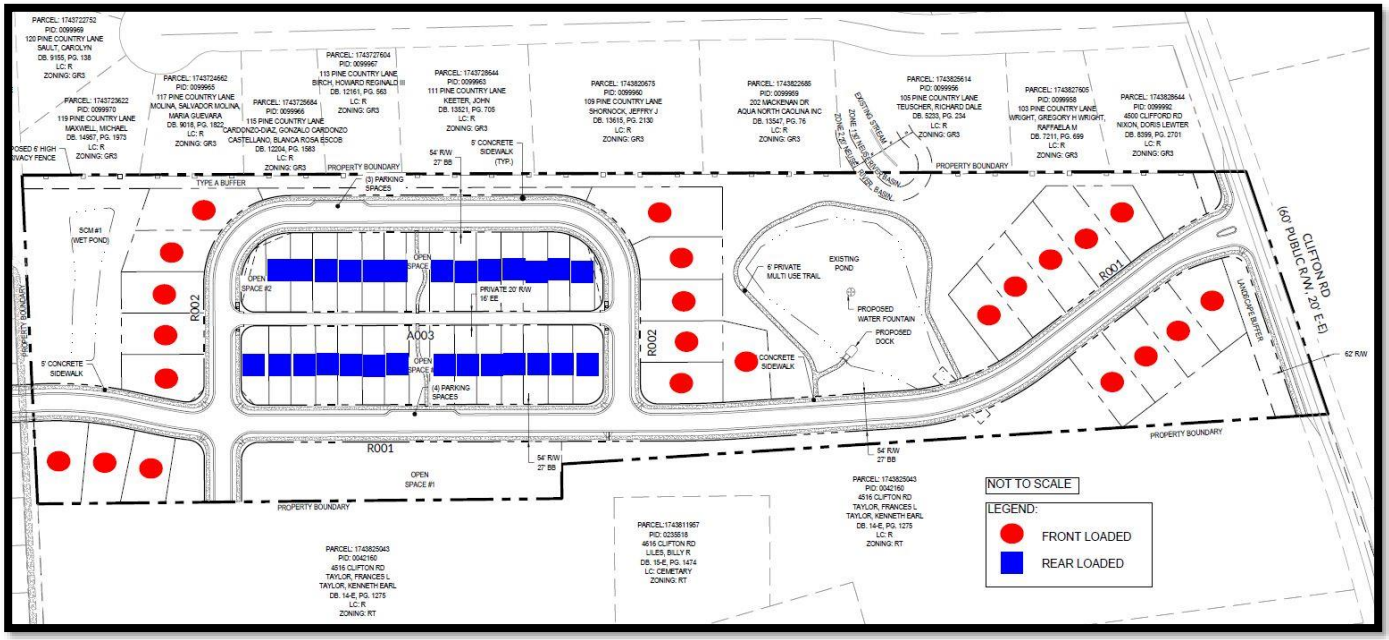
PLANNED UNIT DEVELOPMENT MASTER PLAN

DETAILS

Poplar Creek Village Phase IV is a 50-lot residential subdivision designed to the GR3 and Planned Unit Development standards of the Town of Knightdale Unified Development Ordinance. The site will provide single-family residential options at a density that will also allow for design of varied and flexible public amenity spaces. Poplar Creek Village Phase IV is located adjacent to Clifton Road, and is designed to be an extension of the current Poplar Creek Village to the west.

DEVELOPMENT MIX	Number	Percentage
Front-Loaded Single-Family Dwellings	23	47%
Rear-Loaded Single-Family Dwellings	27	54%



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FRONT LOADED SINGLE-FAMILY DWELLINGS

Section 2.6 of the Knightdale Unified Development Ordinance requires that any lot less than 80' in width be accessed via an alley or rear lane. Due to site constraints and the allowance to vary UDO standards through a PUD, it is proposed that the minimum standard be reduced to 60' in order to maintain consistency with the existing phases of Poplar Creek Village. The driveway length is a variation from the UDO at 25' minimum length rather than 35'. Minimum side setbacks have been varied to a minimum of 6' instead of 20% of lot width. As mentioned, these variations are a product of site constraints, as well as the developer's goal of preserving the existing pond and allowing for right-of-way connection through the property.

FRONT LOADED SINGLE-FAMILY DWELLING STANDARDS

- Minimum Lot Size 6,000 sf
- Minimum Lot Width 60'
- Minimum Front Setback 10'
- Minimum Driveway Length 25' from R/W
- Minimum Side Setback 6'
- Minimum Rear Setback 25'
- Maximum Building Height 3 Stories

REAR LOADED SINGLE-FAMILY DWELLINGS

Section 2.6 of the Knightdale Unified Development Ordinance requires that the minimum driveway length for houses be 35'. A deviation is proposed for this requirement in order to establish appropriate standards for rear-loaded driveways. The new requirement would be a minimum standard of 12' from the edge of alley to garage, and 18' from the edge of alley for parking pads. Minimum side setbacks have been varied to a minimum of 3' instead of 20% of lot width. Similarly, minimum rear setbacks have been varied to 10' instead of the UDO standard of 25'. Again, much of the requested variations are to support a product with a functional rear-loaded driveway, as well as the constraints and goals listed for front loaded dwellings.

REAR LOADED SINGLE-FAMILY DWELLING STANDARDS

- Minimum Lot Size 3,500 sf
- Minimum Lot Width 30'
- Front Setback 10'
- Minimum Driveway Length 12' from Edge of Alley to Garage
  18' from Edge of Alley for Parking Pad
- Minimum Side Setback 3'
- Minimum Rear Setback 10'
- Maximum Building Height 3 Stories

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GENERAL SITE DESIGN MODIFICATIONS

Section 6.2 of the Knightdale Unified Development Ordinance states that lots less than 60' are exempt from the Residential Clearing and Grading Requirements of the section. Per the prior modification request for front loaded single family minimum lot widths to be 60', the proposed subdivision would be considered to have lots less than 60' and thus be exempt from the clearing and grading requirements of Section 6.2.

Section 9.5 of the Knightdale Unified Development Ordinance requires that the minimum Connectivity Index a GR-3 site be 1.4. The intention of this requirement is to provide good interconnectivity of a site and reduce the number of cul-de-sacs. However, smaller projects such as this one are often overburdened by this index due to the external connections counting as "nodes" in the index equation. Based on the intent of the UDO section, the site is performing as it should, establishing no cul-de-sacs and providing interconnectivity through the site, connecting to existing connections, and providing future connection options. The proposed modification would be that the required minimum connectivity index be lowered to 1.14 for this site.

Section 17.3 of the Knightdale Unified Development Ordinance requires that the minimum horizontal centerline radius for a "Street" be 150' with a design speed of 25mph. Due to the nature of Road "R002" being a short loop street that is only designed to support the vehicular access of 10 residences and alley right-of-way frontage for rear-loaded residences, it is proposed that the minimum standards be reduced to a minimum centerline radius of 100' with a design speed of 15mph. This is intended to better serve the character of the development while still maintaining adequate infrastructure for resident safety.

GENERAL SITE DESIGN MODIFIED STANDARDS

- Clearing and Grading Requirements — Exempt per Section 6.2.
- Connectivity Index Ratio (Min.) — 1.14
- Centerline Radius (Road R002) — 100'
- Design Speed (Road R002) — 15 mph

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UNIFIED DEVELOPMENT ORDINANCE CONSISTENCY

UNIFIED DEVELOPMENT ORDINANCE CONSISTENCY

The Poplar Creek Village Phase IV has been designed to be consistent with the Knightdale Unified Development Ordinance to the extent practical. Requested modifications to the Unified Development Ordinance have been detailed in the Planned Unit Development Master Plan section, but shall be summarized below. The proposed variations are intended to follow the spirit and intent of the UDO.

FRONT LOADED SINGLE-FAMILY DWELLINGS

Section 2.6 of the Knightdale Unified Development Ordinance requires that any lot less than 80' in width be accessed via an alley or rear lane access. Additionally, the UDO requires that side setbacks be a minimum of 20% of the lot width (to a minimum of 6 feet). Due to site constraints, it is proposed that the minimum lot width standard be reduced to 60' and side setbacks be reduced to a minimum of 6 feet in order to maintain consistency with the existing phases of Poplar Creek Village.

REAR LOADED SINGLE-FAMILY DWELLINGS

Section 2.6 of the Knightdale Unified Development Ordinance requires that the minimum driveway length for houses be 35'. A deviation is proposed for this requirement in order to establish appropriate standards for rear-loaded driveways. The new requirement would be a minimum standard of 12' from the edge of alley to garage, and 18' from the edge of ally for parking pads. Similarly, side and rear setbacks are required by the UDO at 20% of the lot width (to a minimum of 3 feet) and 25 feet respectively. It is proposed that side setbacks be a minimum of 3 feet and rear setbacks be a minimum of 10 feet due to the constraints of the site.

GENERAL SITE DESIGN MODIFICATIONS

Section 6.2 of the Knightdale Unified Development Ordinance states that lots less than 60' are exempt from the Residential Clearing and Grading Requirements of the section. Per the prior modification request for front loaded single, the proposed subdivision would be considered to have lots less than 60' and thus be exempt from the clearing and grading requirements of Section 6.2.

Section 9.5 of the Knightdale Unified Development Ordinance requires that the minimum Connectivity Index a GR-3 site be 1.4. The intention of this requirement is to provide good interconnectivity of a site and reduce the number of cul-de-sacs. However, smaller projects such as this one are often overburdened by this index due to the external connections counting as "nodes" in the index equation. Based on the intent of the UDO section, the site is performing as it should, establishing no cul-de-sacs and providing interconnectivity through the site. The proposed modification would be that the required minimum connectivity index be lowered to 1.14 for this site.

Section 17.3 of the Knightdale Unified Development Ordinance requires that the minimum horizontal centerline radius for a "Street" be 150' with a design speed of 25mph. Due to the nature of Road "R002" being a short loop street that is only designed to support the vehicular access of 10 residences and alley right-of-way frontage for rear-loaded residences, it is proposed that the minimum standards be reduced to a minimum centerline radius of 100' with a design

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speed of 15mph. This is intended to better serve the character of the development while still maintaining adequate infrastructure for resident safety.

COMPREHENSIVE PLAN CONSISTENCY

The KnightdaleNext 2035 Comprehensive Plan, provides guidance for future growth of the Town. According to the Growth and Conservation Map found within the KnightdaleNext Comprehensive Plan, the proposed Poplar Creek Village Phase IV is designated as Rural Living. As described in the Comprehensive Plan, Rural Living areas are characterized by large lots, abundant open space, and a high degree of separation between buildings.

The KnightdaleNext *Playbook Approach* gives guidance to when a parcel may be considered for revisions to the Growth & Conservation Map. The approach describes new realities that may support an amendment. Per KnightdaleNext, "Any changes considered to the Map should be evaluated against the community vision, guiding principles, and the Growth Framework Map to determine if they are in the best long-term interests of the Town and its residents, businesses, and property owners."

COMMUNITY VISION

The vision for Knightdale includes neighborhoods that will feel a sense of connection by traditions, family, roads, greenways, bicycle routes and walkways, and the shared history of Knightdale's uniqueness. The Poplar Creek Village Phase IV Plan includes the continuation of Poplar Creek Village, which provides a connection to the east by connecting the neighborhood to Clifton Road. The addition of a stub to the south, will ensure that in the future the connected streets, neighborhoods, and pedestrian facilities will continue as growth occurs.

GUIDING PRINCIPLES

The guiding principles for the Town of Knightdale are supported by the extension of Poplar Creek Village Phase IV. The plan proposed encourages:

- *Compact Development Patterns* are achieved by clustering the smaller single-family lots, extending utilities to the east from Poplar Creek Village, it creates an efficient use of Town resources.
- *Community Design* is maintained by the addition of architectural design guidelines that provide a consistent, high-quality design. In addition, the pedestrian facilities, landscaping, and public gathering spaces are incorporated into the community layout.
- *Community Facilities and Services* are expanded with public water, sewer, roads, and pedestrian facilities connecting Poplar Creek Village to the east and providing connections from Clifton Road which improves service time and increases the capacity of future growth.
- *Great Neighborhoods and Expanded Choices* is a guiding principle that this neighborhood embodies. The high-quality of the homes in Poplar Creek Village Phase IV provide two different housing types on two different lot sizes. A rear-

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loaded product on small lots, gives residents the urban feel of homes up on the street with porches. The larger lots provide for those who still want to have a yard for their families. Both products mixed into one community provide for expanded choices in a great neighborhood.

GROWTH FRAMEWORK MAP

Poplar Creek Village Phase IV is adjoined on two sides by Single Family Neighborhood uses. The parcel is also adjacent to Target Investment Area for Parks and Open Space according to the Comprehensive Plan.

As previously mentioned in the Vision & Intent section of this document, the site is located between Rural Living and Single-Family Neighborhood land uses. While Rural Living focuses on large, street-facing lots with direct access driveways, the proposed site design for Poplar Creek Village Phase IV is focused more on its compatibility with existing and planned adjacent development. Instead of facing outward, proposed units focus inwards and are interspersed with community amenities more compatible with previous stages of Poplar Creek Village. Despite these differences, the site still strives to achieve the spirit of the comprehensive plan by functioning as a key link to the overall connectivity of the area while preserving what is important to a more rural character of the Town of Knightdale.

While the parcel is currently designated for Rural Living, the requested change to a Mixed-Density Neighborhood is reasonable and in the public interest as it continues to meet the community vision, guiding principles, growth framework map of the KnightdaleNext 2035 Comprehensive Plan.

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ARCHITECTURAL DESIGN GUIDELINES

The attached elevations (Appendix A) are a condition of the rezoning and shall be permitted with the following additional architectural conditions as guidance. Any variations of the approved elevations shall be reviewed by the Development Services Director to ensure compliance with the requirements of the approved Planned Unit Development.

1. The front elevation of all residential dwellings shall have at least one (1) of the following features: Board and Batten, Shake Siding, or Second Story Porch and at least one (1) of the following features: Gable Window, Dormer(s), Decorative Window Cap/Pediment, Front Door Transom or Sidelight Window. Having two (2) items from the first list in lieu of one from each list will meet this architectural requirement.
2. Vinyl siding is permitted and shall be a minimum of .045 in in thickness.
3. Side and rear elevations are not required to have additional materials, and can be 100% vinyl materials.
4. All pitched roofs shall be profiled by eaves projecting a minimum of 10 inches from the building face which may include gutters.
5. Front-loaded garage doors shall utilize a carriage style or similarly stylistic garage door that is architecturally compatible with the housing style (paneled garage doors are not permitted).
6. The crawlspace of buildings shall be enclosed with brick, stone, or stucco. Slabs shall be covered on all sides with brick, stone or stucco no less than the height equivalent of three (3) courses of brick (eight [8] inches) visible above grade. Areas under porches may be enclosed with lattice. Areas under manufactured homes in mobile home parks existing at the time of adoption of this ordinance may be enclosed with skirting that matches the existing structure.
7. Porches and stoops should be used as a primary architectural element of the building design and be located on the primary façade or other elevation fronting a public right-of-way. Front porches shall be a minimum of 6’ in depth on at least 50% of the elevations, but in no case shall the front porch be less than a 5’ average with the narrowest portion being 4’.
8. The maximum height for any elevation shall not exceed 45’ as measured by the Knightdale UDO.

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RECREATIONAL OPEN SPACE & AMENITIES

Poplar Creek Village Phase IV will provide residents and guests with both passive and active recreational opportunities. The site design boasts a total recreational open space that is over 115% greater than what the Town of Knightdale Unified Development requires. Passive recreational opportunities will include a multi-use trail and a dock programmed at the preserved pond, as well as two open spaces that can serve as flexible gathering spots for neighborhood events.

OPEN SPACE STANDARDS

Total Recreation Open Space Required	50,530 sf	1.16 ac	
Active Recreation Space Required	25,265 sf	0.58 ac	(50% of Required Min.)
Active Recreation Space Provided	32,234 sf	0.74 ac	
Passive Recreation Space Required	25,265 sf	0.58 ac	(Remaining %)
Passive Recreation Space Provided	76,666 sf	1.76 ac	
Total Recreation Open Space Provided	108,900 sf	2.50 ac	

Additionally, a large open-play field is located at the southern portion of the site. This field, comprised of over one-half acre of land, will serve as multi-purpose venue for activities such as frisbee, soccer, tag, etc. It is intended to be minimally programmed in order to meet the flexible needs of future residents and guests. Additional pedestrian pathways through the center of the site will provide enjoyable greenspace for residents.

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INFRASTRUCTURE

STREETS & SIDEWALKS

Streets and alleys within Poplar Creek Village Phase IV are designed to meet the standards of the Town of Knightdale, with exception to the variation requests made previously in this document.

Road “001” is classified as a Local Street and has a 25-mph speed limit. It is designed to connect Poplar Creek Village Phase III through the site and towards Clifton Road. It contains 4 parking spaces parallel to the road and 5’ sidewalks on each side.

Road “002” is classified as a Local Street and has a 15-mph speed limit per the requested variation from the UDO. It is designed to allow for the vehicular access of 10 residences as well as the alley right-of-way frontage for the rear-loaded residences. It contains 3 parking spaces parallel to the road and includes 5’ sidewalk on each side.

Alley “003” is classified as a Private Alley and has a 10-mph speed limit. It is designed to provide access for the 27-rear loaded single-family dwellings proposed for the site.

STORMWATER

Poplar Creek Village Phase IV is located within the Neuse River basin with the site’s stormwater runoff draining into the Neuse River. 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. Per regulations established in Chapter 6 of the UDO, stormwater runoff provisions shall address peak flow mitigation and water quality management.

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.

WATER & SEWER

Water and sewer within Poplar Creek Village Phase IV are designed to meet the standards of the City of Raleigh.

All water mains within the development will have an 8" diameter minimum.

All sewer mains within the development will have an 8" diameter minimum.

MASS GRADING

Per the previously mentioned development variance, we request exception to the Clearing and Grading requirements of Section 6.2 based on the design variance of lots less than 60’ wide. In any case where a lot width is greater than 60’ because of an irregular lot configuration, a variation to the mass grading ordinance is requested.

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ZONING CONDITIONS:

ZONING DESIGNATION
Base Zoning: General Residential 3 (GR3)

Permitted Uses:
- Dwelling-Single Family

ZONING CONDITIONS

- A privacy fence will be provided along the northern property line where there is no conflict with environmental features as shown on the plan for Poplar Creek Village Phase IV.
- For lots less than 60 feet wide, alley/rear lane access to all off-street parking areas is required. For lots 60 feet wide or greater, access to off-street parking is permitted from the fronting street or rear lane/alley.

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NEIGHBORHOOD MEETING REPORT

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Poplar Creek Phase 4 – Clifton Road/ PUD Rezoning with Subdivision Plan

Neighborhood Meeting Minutes 10/2/19

Neighbor requests:

- Privacy fence/buffer behind lots that back up to neighborhood near Clifton Road?
- Proposed timeline for construction?
- Tree cutting process? Will they just fall and disrupt close by properties? Don't want to disrupt house foundations.
- Will there be rock blasting?
- Stream that runs through property? Can we alleviate impacts downstream?
- Neighbor wants gravity sewer. Troy?

1. Introductions – Brendie & Brad
2. Brendie
    a. process of rezoning
    b. PUD/GR3
    c. conditional zoning
    d. schedule – public hearing, LURB, town council
3. Brad addresses earlier question
    a. Tree removal concerns, can't answer that at the time, but will talk to developer/builder to find out their process.
    b. Stream floods the property
        i. stream regulations and building process for "softer" dirt
        ii. town has regulations for stormwater and to not create additional problems downstream
    c. Timeline? The rezoning timeline was explained with a possible approval date in December. Would still need to go through construction plan process, permitting, and
    d. Keep ponds
    e. Buffer & trees are requested, any tree removal should be done carefully
    f. Lot sizes and products and prices, 2000-2500 sf, traditional 2200-3200 SF, poplar creek in low 300s
    g. Phase IV of Poplar Creek – curb&gutter, sewer, connection to greenway trail, extend water main to Clifton, sewer extends to natural basin, where to stub sewer, turn lane on Clifton Rd, discuss NCDOT meeting, not anticipating sewer but not confirmed
    h. Catching stormwater runoff? Will need to conform to standards
    i. Traffic anticipation to Clifton Road? – no traffic study, trip generation study for Clifton
        i. Worries about more traffic and the continued cut throughs that will now come out on
    j. Street lights? Yes.

k. Trespassing? Current quiet area. Hopefully there will be more of a police presence since it will be in Town limits
l. Will there be anything in the pocket park? Open play field, playground? Benches.
m. Fenced yards? HOA of Poplar Creek guidelines
n. Accurate surveying, please make sure surveyors stay on correct lines.

Open discussion:

Concern with drainage and flooding

Earthquake in 2011 caused foundation damage, would like to ensure that construction or tree removal does not cause additional foundation damage.

Would like to see a privacy fence for lots near Clifton Road

Do not like the sound of kids, this project will be disruptive to the peaceful environment they now enjoy.

Concerned about the wildlife and where they will go.

PUD Conditional Rezoning and Subdivision Master Plan

0 Clifton Road / PIN # 1743-82-2316
Neighborhood Meeting -- Knightdale
Wednesday, October 2, 2019

Name	Address	Email Address
Brendie Vega	137 S Wilmington, Raleigh	bvega@withersravenel.com
Colleen Dunjea	~~[illegible]~~ 115 Mackenan Drive, Cary	cdunjea@withersravenel.com
Stuart Poulsen	414 Forsyth Street, Raleigh	stuartpoulsen@gmail.com
Rae Wright	103 Pine Country Ln, Knightdale	RAEMW16@hotmail.com
GREGORY WRIGHT	103 Pine Country LN Knightdale	gwinnrc@hotmail.com
Troy Early	4425 Clifton Rd Knightdale	troy.early@nc.rr.com
Scott Hecks	6812 Robertson Pond RD Wendell	Scott.Hecks@whitetailproperties.com

WithersRavenel Project Number: 02190259

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PUD Conditional Rezoning and Subdivision Master Plan

0 Clifton Road / PIN # 1743-82-2316
Neighborhood Meeting -- Knightdale
Wednesday, October 2, 2019

Name	Address	Email Address
Ken & Frances Taylor	4516 Clifton, Knightdale NC	Frances0548@aol.com
RICHARD TEUSCHER	105 PINE COUNTRY LN KNIGHTDALE	
Grey Taylor	45211 Clifton Rd	DTELawncare@yahoo.com
Doris Nixon	4500 Clifton	doris.nixon@yahoo.com

WithersRavenel Project Number: 02190259

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APPENDIX A: ARCHITECTURAL ELEVATIONS

Plan	Elevations	
Alexandria II	A, C	
Covington II	A, B, C	
Downey	B, C	
Hopewell II	A, C	
Jamison	A*, B, C	*with brick or stone
Langford	C	
Palmer	A, B, C	
Richardson	B, C	
Roland	A, C	
Victor	A, B, C	
Warwick	B, C, D, E, F	with enclosed 3rd bay garage
Webster	C, F	
Worthing	A, B, C	
Yates	A, B, C	

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Alexandria II A

Alexandria II C

Covington II A

Covington II B

Covington II C

Downey B

Downey C

Hopewell II A

Hopewell II C

Jamison A (with
brick or stone)

Jamison B

Jamison C

Langford C

Palmer A

Palmer B

Palmer C

Richardson B

Richardson C

Roland A

Roland C

Victor A

Victor B

Victor C

Warwick B (enclosed
3rd bay garage)

Warwick C (enclosed
3rd bay garage)

Warwick D (enclosed
3rd bay garage)

Warwick E (enclosed
3rd bay garage)

Warwick F (enclosed
3rd bay garage)

Webster C

Webster F

Worthing A

Worthing B

Worthing C

Yates A

Yates B

Yates C

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September 18, 2019

Dear Knightdale Area Property Owner:

The purpose of this letter is to notify you of our client's intent to file an application for a Planned Unit Development Conditional District Rezoning and Master Subdivision Plan with the Town of Knightdale for property located adjacent to, or in close proximity to, property shown in your ownership by Wake County tax records. Per Town of Knightdale standards, a Neighborhood Meeting will be held to provide information to area residents about the nature of the proposal. A representative of the applicant will be present to explain their application, answer questions, and solicit comments.

Meeting Date:	October 2, 2019
Meeting Time:	6:30 pm
Meeting Location:	Knightdale Recreation Center, Room 404 102 Lawson Ridge Road Knightdale, NC 27545
Types of Applications:	Conditional Rezoning with Subdivision Master Plan

Parcel/Pin #:	1743822316
Addresses:	0 Clifton Road, Knightdale, NC 27545

Description of project/proposal: Proposed annexation into Knightdale's corporate limits and proposed rezoning of site from Wake County residential zoning to Knightdale GR3/ PUD Conditional Zoning with a Master Subdivision Plan.

At a minimum, the following will be available for your inspection at the Neighborhood Meeting:
1. A copy of the project application.
2. A map at a scale that is appropriate to the project and shows neighboring properties and roads.
3. A map, drawing, or other depiction of the proposed subdivision.

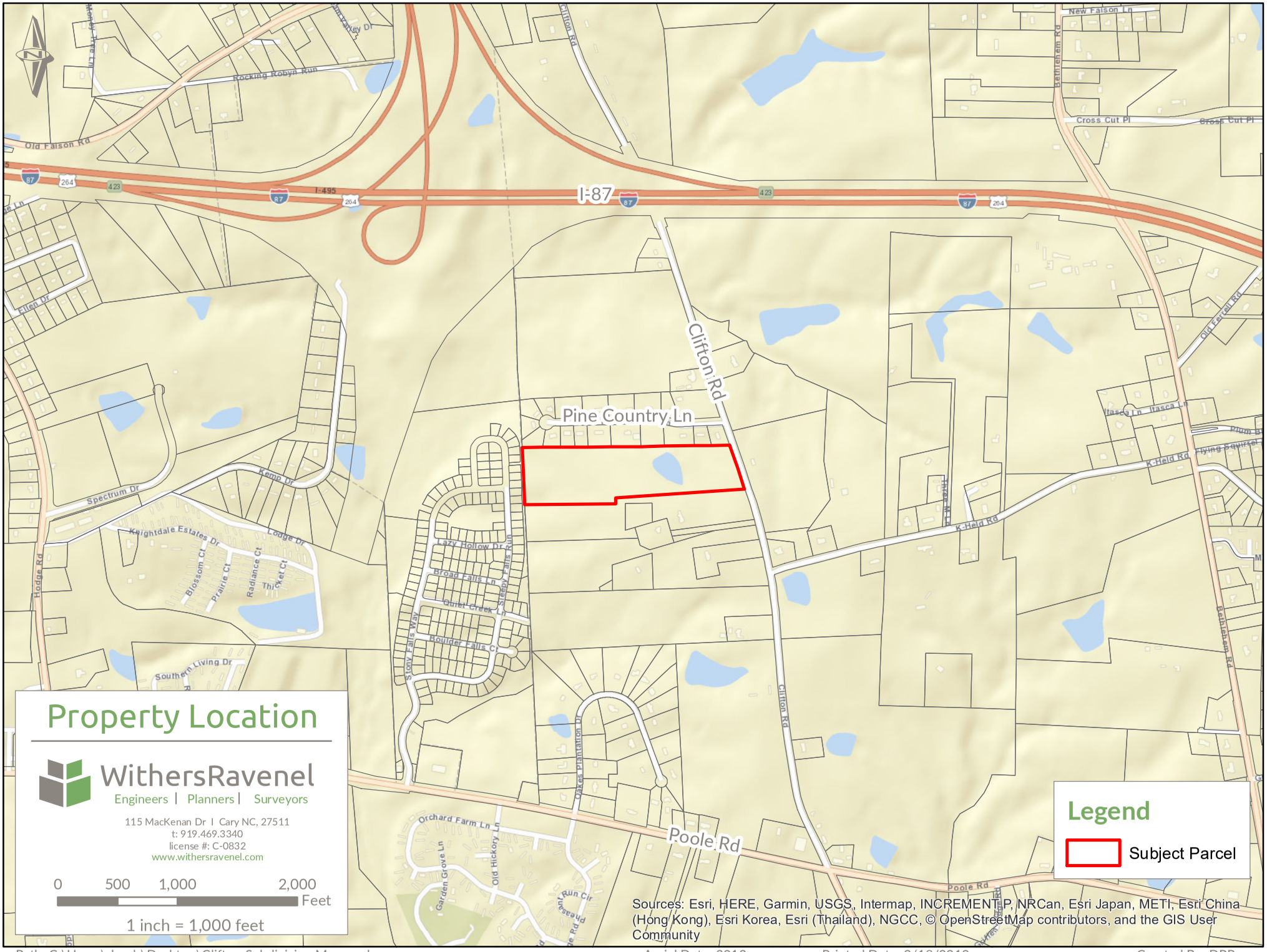
A map is enclosed with this letter showing the location of the property that is subject to this application for rezoning.

If you have any questions prior to or after this meeting, you may contact us at 919-535-5212 or at bvega@withersravenel.com. You may also contact the Town of Knightdale Development Services Department at 919-217-2244.

Sincerely,

Brendie Vega
WithersRavenel

Cc: Town of Knightdale Development Services Department



Path: C:\Users\drauh\Desktop\Clifton Subdivision Map.mxd Aerial Date: 2013 Printed Date: 9/18/2019 Created By: DPR

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Poplar Creek Phase 4 – Clifton Road/ PUD Rezoning with Subdivision Plan

Neighborhood Meeting Minutes 10/2/19

Neighbor requests:

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- Proposed timeline for construction?
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- Will there be rock blasting?
- Stream that runs through property? Can we alleviate impacts downstream?
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    b. PUD/GR3
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    d. schedule – public hearing, LURB, town council
3. Brad addresses earlier question
    a. Tree removal concerns, can't answer that at the time, but will talk to developer/builder to find out their process.
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        i. stream regulations and building process for "softer" dirt
        ii. town has regulations for stormwater and to not create additional problems downstream
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    e. Buffer & trees are requested, any tree removal should be done carefully
    f. Lot sizes and products and prices, 2000-2500 sf, traditional 2200-3200 SF, poplar creek in low 300s
    g. Phase IV of Poplar Creek – curb&gutter, sewer, connection to greenway trail, extend water main to Clifton, sewer extends to natural basin, where to stub sewer, turn lane on Clifton Rd, discuss NCDOT meeting, not anticipating sewer but not confirmed
    h. Catching stormwater runoff? Will need to conform to standards
    i. Traffic anticipation to Clifton Road? – no traffic study, trip generation study for Clifton
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    j. Street lights? Yes.

k. Trespassing? Current quiet area. Hopefully there will be more of a police presence since it will be in Town limits
l. Will there be anything in the pocket park? Open play field, playground? Benches.
m. Fenced yards? HOA of Poplar Creek guidelines
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Do not like the sound of kids, this project will be disruptive to the peaceful environment they now enjoy.

Concerned about the wildlife and where they will go.

POPLAR CREEK PHASE 4 NEIGHBORHOOD NOTICE OF MEETING
MAILING LIST

PIN	Owner	Owner 2	Mail Address 1	Mail Address 2	Site Address
n/a	Daniel Rauh		424 Gallimore Dairy Road Ste. C	Greensboro NC 27409	n/a
n/a	Chris Hills, AICP, CZO	Development Services Director, Town of Knightdale	950 Steeple Square Ct.	Knightdale NC 27545	n/a
1743617995	POPLAR CREEK VILLAGE COMMUNITY ASSC INC	CHARLESTON MGT CORP	PO BOX 97243	RALEIGH NC 27624-7243	0 SLEEPY FALLS RUN
1743629296	MATIVO, PATRICK K BERGAN, PRUDENCE		4722 SLEEPY FALLS RUN	KNIGHTDALE NC 27545-5139	4722 SLEEPY FALLS RUN
1743629392	DAVIS, RYAN BRADLEY DAVIS, TAMARA G		4720 SLEEPY FALLS RUN	KNIGHTDALE NC 27545-5139	4720 SLEEPY FALLS RUN
1743629399	CLAYTON PROPERTIES GROUP INC		441 WESTERN LN	IRMO SC 29063-9230	4718 SLEEPY FALLS RUN
1743711873	CIL, SOAI BONDING, RUUYN		4811 SLEEPY FALLS RUN	KNIGHTDALE NC 27545-5140	4811 SLEEPY FALLS RUN
1743711970	WELLS, SIMONE GUEVARA-MCLEOD, MATTHEW		4809 SLEEPY FALLS RUN	KNIGHTDALE NC 27545-5140	4809 SLEEPY FALLS RUN
1743720014	BUKASE, KALONGA KAYEMBE, BIBICHE MULANGA		4804 SLEEPY FALLS RUN	KNIGHTDALE NC 27545-5140	4804 SLEEPY FALLS RUN
1743720122	VILLAGREZ, BENITO ANGEL		4502 STONY FALLS WAY	KNIGHTDALE NC 27545-5141	4502 STONY FALLS WAY
1743720694	COLLINS, PHYLLIS M COLLINS, TYRONE L		4711 SLEEPY FALLS RUN	KNIGHTDALE NC 27545-5139	4711 SLEEPY FALLS RUN
1743721445	BROWN, WILLIAM R JR BROWN, GWENDOLYN JACKSON		4717 SLEEPY FALLS RUN	KNIGHTDALE NC 27545-5139	4717 SLEEPY FALLS RUN
1743722752	SAULT, CAROLYN		120 PINE COUNTRY LN	KNIGHTDALE NC 27545-9764	120 PINE COUNTRY LN
1743723622	MAXWELL, MICHAEL B		119 PINE COUNTRY LN	KNIGHTDALE NC 27545-9764	119 PINE COUNTRY LN
1743724662	MOLINA, SALVADOR MOLINA, MARIA GUEVARA		117 PINE COUNTRY LN	KNIGHTDALE NC 27545-9764	117 PINE COUNTRY LN
1743725684	CARDONZO-DIAZ, GONZALO CARDONZO CASTELLANO, BLANCA ROSA ESCOB		115 PINE COUNTRY LN	KNIGHTDALE NC 27545-9764	115 PINE COUNTRY LN
1743727604	BIRCH, HOWARD REGINALD III		113 PINE COUNTRY LN	KNIGHTDALE NC 27545-9764	113 PINE COUNTRY LN
1743728644	KEETER, JOHN		111 PINE COUNTRY LN	KNIGHTDALE NC 27545-9764	111 PINE COUNTRY LN
1743811957	HARRIS, NORMA L LILES, BILLY R		4616 CLIFTON RD	KNIGHTDALE NC 27545-9132	0 CLIFTON RD
1743813811	TAYLOR, KENNETH GREY TAYLOR, BONNIE S		4524 CLIFTON RD	KNIGHTDALE NC 27545-9130	4524 CLIFTON RD
1743820675	SHORNOCK, JEFFREY J		109 PINE COUNTRY LN	KNIGHTDALE NC 27545-9764	109 PINE COUNTRY LN
1743822316	LILES, BILLY ROYCE		550 FIDDLERS RDG	PINE KNOLL SHORES NC 28512-7000	0 CLIFTON RD
1743822685	AQUA NORTH CAROLINA INC		202 MACKENAN DR	CARY NC 27511-6447	0 PINE COUNTRY LN
1743825043	TAYLOR, FRANCES L TAYLOR, KENNETH EARL		4516 CLIFTON RD	KNIGHTDALE NC 27545-9130	4516 CLIFTON RD
1743825614	TEUSCHER, RICHARD DALE		105 PINE COUNTRY LN	KNIGHTDALE NC 27545-9764	105 PINE COUNTRY LN
1743827605	WRIGHT, GREGORY H WRIGHT, RAFFAELA M		103 PINE COUNTRY LN	KNIGHTDALE NC 27545-9764	103 PINE COUNTRY LN
1743828644	NIXON, DORIS LEWTER		4500 CLIFTON RD	KNIGHTDALE NC 27545-9130	4500 CLIFTON RD
1743922906	EARLY, TROY O EARLY, RHONDA B		4425 CLIFTON RD	KNIGHTDALE NC 27545-9129	4449 CLIFTON RD

PUD Conditional Rezoning and Subdivision Master Plan

0 Clifton Road / PIN # 1743-82-2316
Neighborhood Meeting -- Knightdale
Wednesday, October 2, 2019

Name	Address	Email Address
Brendie Vega	137 S Wilmington, Raleigh	bvega@withersravenel.com
Colleen Dunyea	~~[illegible]~~ 115 Mackenan Drive, Cary	cdunyea@withersravenel.com
Stuart Poulsen	414 Forsyth Street, Raleigh	stuartpoulsen@gmail.com
Rae Wright	103 Pine Country Ln, Knightdale	RAEMW16@hotmail.com
Gregory Wright	103 Pine Country Ln Knightdale	gwinnc@hotmail.com
Troy Early	4425 Clifton Rd Knightdale	troy.early@nc.rr.com
Scott Hecks	6152 Robertson Pond Rd Wendell	Scott.Hecks@whitetailproperties.com

PUD Conditional Rezoning and Subdivision Master Plan

0 Clifton Road / PIN # 1743-82-2316
Neighborhood Meeting -- Knightdale
Wednesday, October 2, 2019

Name	Address	Email Address
Ken & Frances Taylor	4516 Clifton, Knightdale NC	Frances0548@aol.com
RICHARD TEUSCHER	105 PINE COUNTRY LN KNIGHTDALE	
Grey Taylor	4521 Clifton Rd	DTELawncare@yahoo.com
Doris Nixon	4500 Clifton	doris.nixon@yahoo.com

TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #20-05-20-001
AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE OF THE TOWN OF KNIGHTDALE WHICH INCLUDES THE ZONING DISTRICT MAP

ZMA-7-19 Poplar Creek Village Phase 4 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-3 Planned Unit Development (GR-3 PUD); and

WHEREAS, the Town Council finds the proposed Zoning Map Amendment is not consistent with the KnightdaleNext 2035 Comprehensive Plan, however it is reasonable as it addresses several of the guiding principles including encouraging compact development patterns, continuing community design, creating great neighborhoods and expanding home choices, 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; and

WHEREAS, 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 17.49 ± acres located in the Town of Knightdale's Extra Territorial Jurisdiction, west of Clifton Road, and east of Sleepy Falls Run, and identified as Wake County PIN1743-82-2816 from Rural Transition (RT) to General Residnetial-3 Planned Unit Development (GR-3 PUD) as indicated.

SECTION 2. That the additional conditions contained within the application identified as ZMA-7-19 and PUD document (Exhibit 1), and listed below apply as additional zoning conditions to the parcels of land identified as PIN 1743-82-2816:

1. Single-family dwelling units on lots less than 80 feet in width will be accessed via a driveway that connects to the fronting public right-of-way. Side setbacks for front-loaded units shall be a minimum of 6 feet, and for rea-loaded units a minimum of 3 feet. Additionally, front- and rear-loaded single-family dwellings will be served by driveways that are a minimum length of 25 feet and 20 feet, respectively.
2. Allowance of mass grading the entire site, including lots exceeding the UDO required prohibition on mass grading.
3. Reduction of the Connectivity Index to 1.14.
4. Reduction of design speed of 15 mph with a minimum centerline radius of 100' for road labeled "R002".
5. Consolidate on-street parking along "R001" across from lots 12-25.
6. <u>Architectural Standards:</u> 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. The front elevation of all residential dwellings shall have at least one (1) of the following features: Board and Batten, Shake Siding, or Second Story Porch and at least one (1) of the following features: Gable Window, Dormer(s), Decorative Window Cap/Pediment, Front Door Transom or Sidelight Window. Having two (2) items from the first list in lieu of one from each list will meet this architectural requirement.

b. Vinyl siding is permitted and shall be a minimum of .045 in in thickness.

c. Side and rear elevations are not required to have additional materials, and can be 100% vinyl materials.

d. All pitched roofs shall be profiled by eaves projecting a minimum of 10 inches from the building face which may include gutters.

e. Front-loaded garage doors shall utilize a carriage style or similarly stylistic garage door that is architecturally compatible with the housing style (paneled garage doors are not permitted).

f. The crawlspace of buildings shall be enclosed with brick, stone, or stucco. Slabs shall be covered on all sides with brick, stone or stucco no less than the height equivalent of three (3) courses of brick (eight [8] inches) visible above grade. Areas under porches may be enclosed with lattice.

g. Porches and stoops should be used as a primary architectural element of the building design and be located on the primary façade or other elevation fronting a public right-of-way. Front porches shall be a minimum of 6’ in depth on at least 50% of the elevations, but in no case shall the front porch be less than a 5’ average with the narrowest portion being 4’.

7. The submitted site plan (Exhibit 2) 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-3 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 20th day of May, 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: ZMA-6-19: The Collection Planned Unit Development Rezoning

Staff: Kevin Lewis, AICP, Senior Planner – Current

Date: May 20, 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 #20-05-20-002

STAFF RECOMMENDATION

- Since the previous Town Council meeting, the applicant has made significant improvements to the application and supporting materials. The applicant has agreed to the conditions recommended by Staff and LURB, however additional site design changes are now being proposed by the developer. Therefore, Staff recommends continuing this case (ZMA-6-19) to the June 17, 2020 Town Council meeting to allow the applicant time to further amend their application. 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.

Town of Knightdale

Staff Report

Title: ZMA-6-19: The Collection Planned Unit Development Rezoning
Staff: Kevin Lewis, AICP, Senior Planner – Current
Date: May 20, 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:

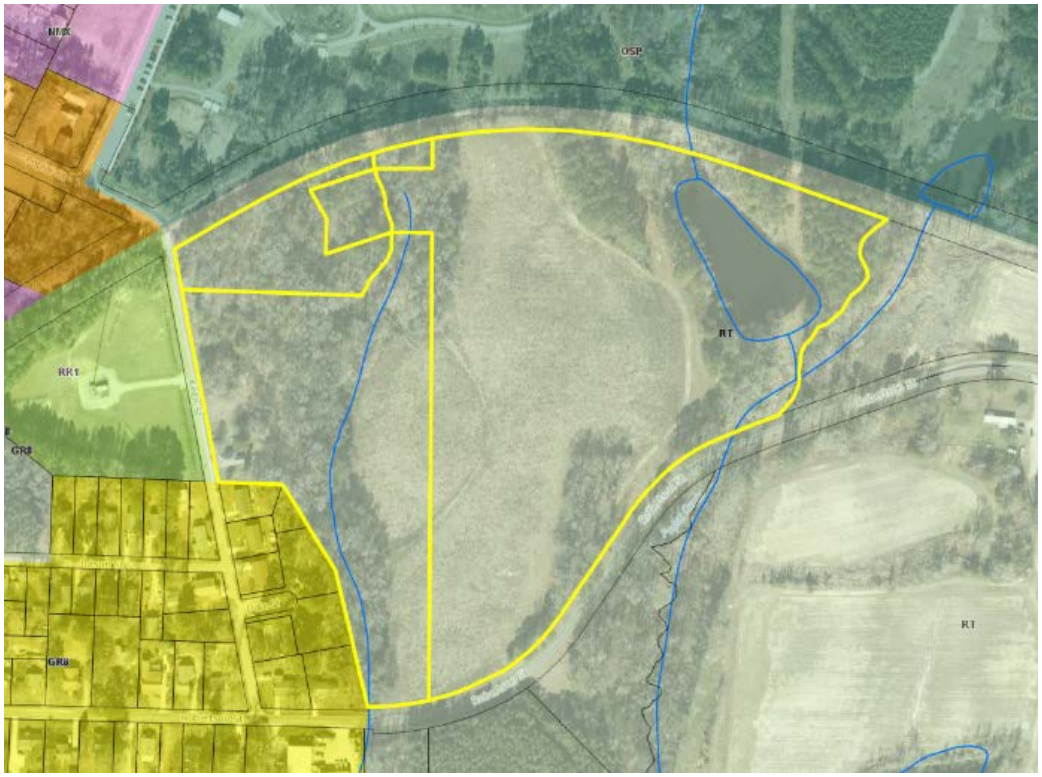
The Planned Unit Development District (PUD) is a re-zoning process which is designed to encourage master planning of development and to coordinate such development so as to manage the impacts of the development on the provision of Town Services and infrastructure. The PUD encourages creativity and innovation 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 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

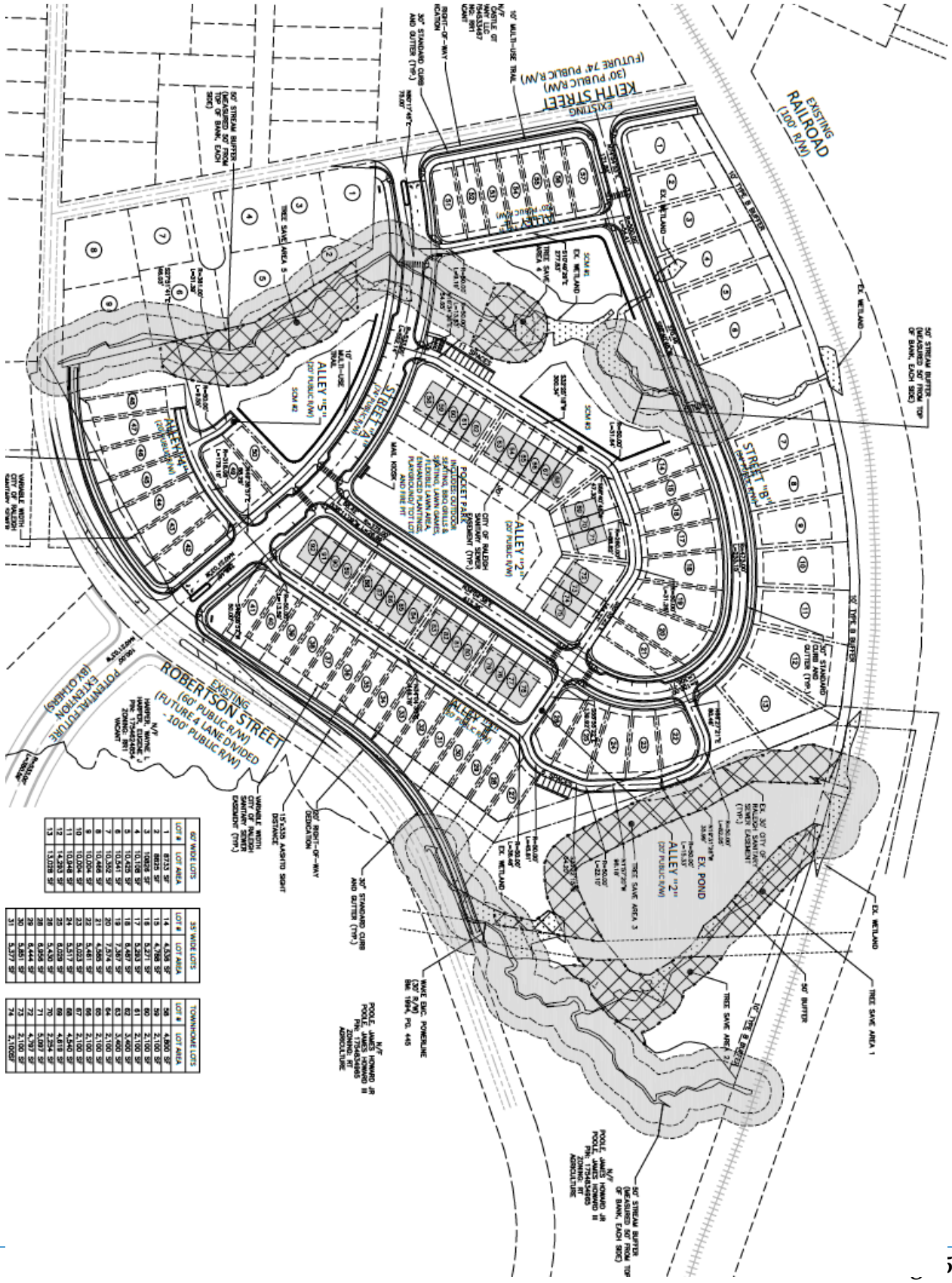


Main St
Robertson St
Robertson St
Robertson St
Robertson St
Robertson St

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.


EXISTING RAILROAD (100' R/W)
KEITH STREET (30' PUBLIC R/W) (FUTURE 74' PUBLIC R/W)
EXISTING
ALLEY "1" (20' PUBLIC R/W)
STREET "A" (74' PUBLIC R/W)
STREET "B" (74' PUBLIC R/W)
ALLEY "2" (20' PUBLIC R/W)
ALLEY "3" (20' PUBLIC R/W)
ALLEY "4" (20' PUBLIC R/W)
ALLEY "5" (20' PUBLIC R/W)
EXISTING ROBERTSON STREET (60' PUBLIC R/W) (FUTURE 4 LANE DIVIDED - 100' PUBLIC R/W)
POTENTIAL FUTURE EXTENTION (BY OTHERS)
POCKET PARK
EX. POND
TREE SAVE AREA 1
TREE SAVE AREA 2
TREE SAVE AREA 3
TREE SAVE AREA 4
TREE SAVE AREA 5
50' STREAM BUFFER (MEASURED 50' FROM TOP OF BANK, EACH SIDE)
50' TYPE B BUFFER
50' BUFFER
EX. WETLAND
SCM #1
SCM #2
SCM #3
10' MULTI-USE TRAIL
30' STANDARD CURB AND GUTTER (TYP.)
CITY OF RALEIGH SANITARY SEWER EASEMENT (TYP.)
EX. 30' CITY OF RALEIGH SANITARY SEWER EASEMENT (TYP.)
WAKE EMC POWERLINE (30' R/W) BK 1604, PG. 445
N/F POOLE, JAMES HOWARD JR POOLE, JAMES HOWARD III PIN: 1724844964 ZONING: RT AGRICULTURE
N/F HARPER, WAYNE L HARPER, CLEONIE J PIN: 1724843964 ZONING: RT VACANT
N/F DOUGLAS OF NAVY LLC 1543533487 ZONING: RT VACANT
VARIABLE WIDTH CITY OF RALEIGH SANITARY SEWER EASEMENT (TYP.)
15' ASSR AASHTO SIGHT DISTANCE
20' RIGHT-OF-WAY DEDICATION
RIGHT-OF-WAY DEDICATION
60' WIDE LOTS
33' WIDE LOTS
TOWNHOME LOTS

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.

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.

<u>Single-Family Dwelling Architectural Standards</u>

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 ve wrapped in brick or stone on all sides,
5. All single-family homes will gave 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 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.

<u>Townhouse Architectural Standards</u>

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

- Porch
- Shutters
- Window trim with 4” minimum width
- Patterned finish (scales, shakes, wainscoting, brick, or stone)

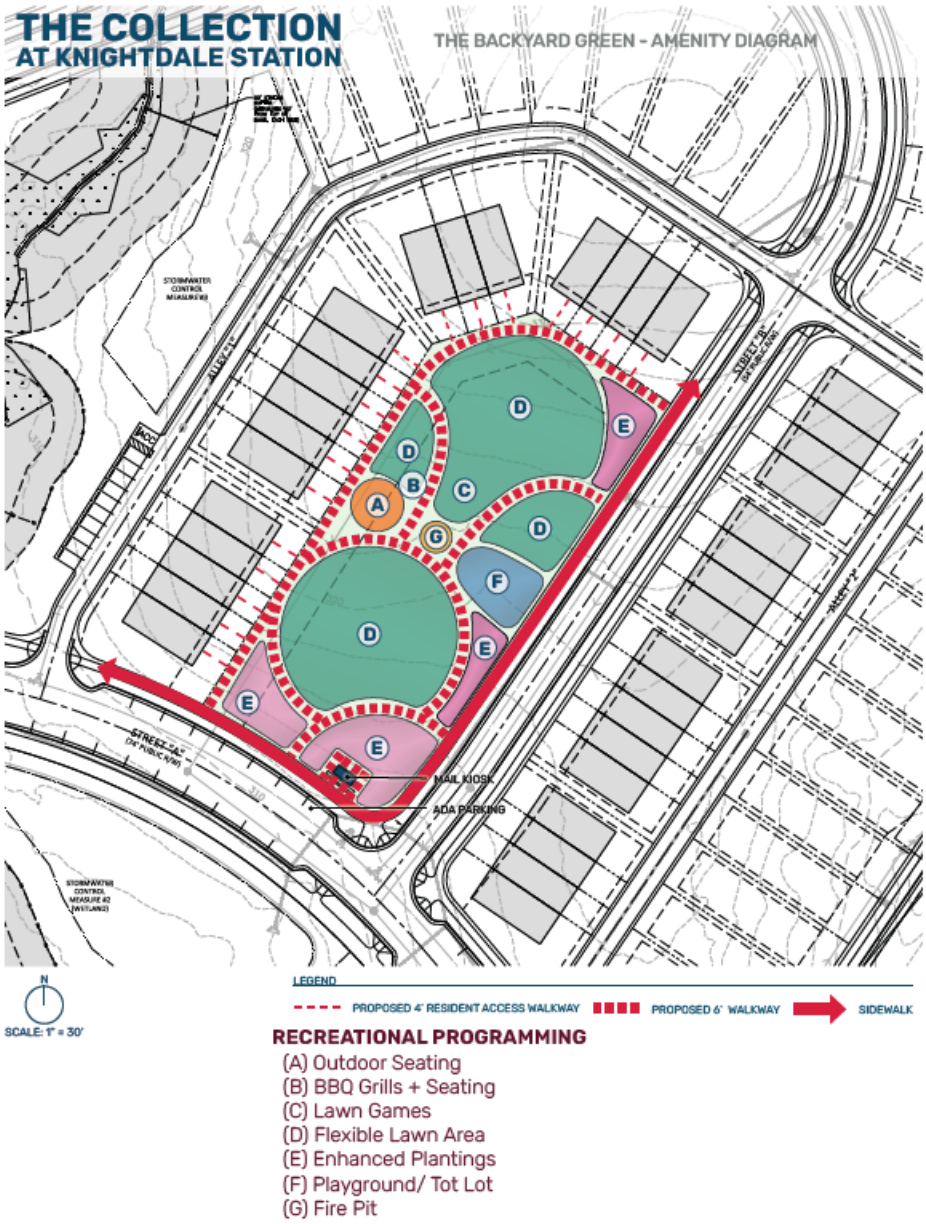
6. There shall be a 12” overhang on every gable roof end.
7. Townhouse building walls shall be wood clapboard, cement fiber board or shingle, wood board and batten, brick, or stone.
8. Main roofs on townhouse buildings shall have a pitch between 6:12 and 12:12. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building. Monoptich 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.

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.

F. **On-Street Parking**: Denser residential development patters 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 stands 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 require 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".

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.

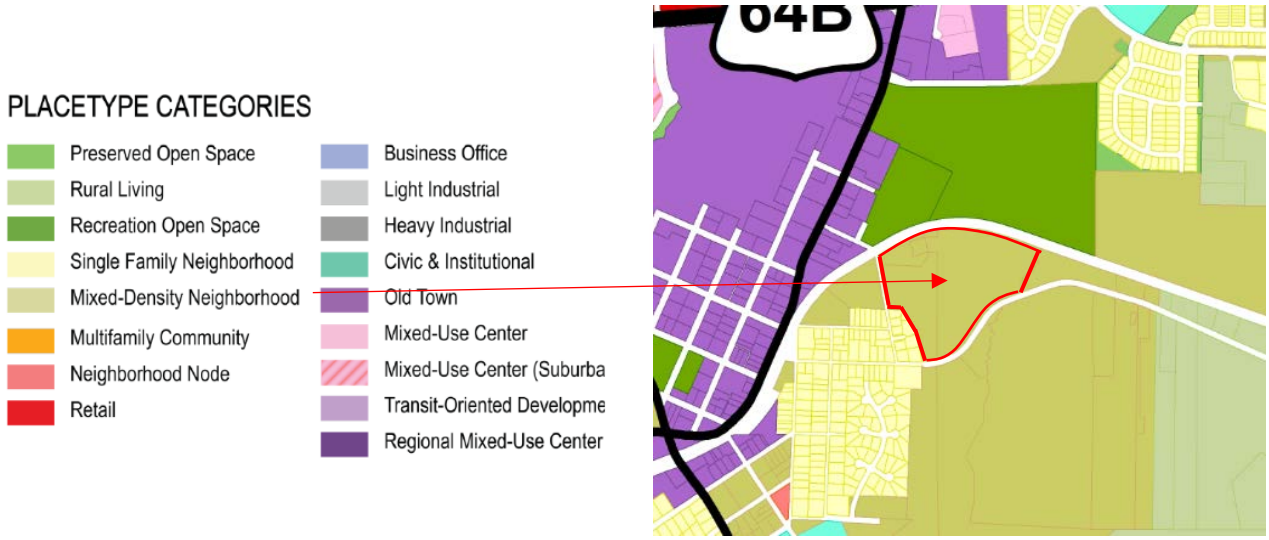
IX. TRANSPORTATION ANALYSIS

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.

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."*

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.

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.

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.

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 made significant improvements to the application and supporting materials. The applicant has agreed to the conditions recommended by Staff and LURB, however additional site design changes are now being proposed by the developer. Therefore, Staff recommends continuing this case (ZMA-6-19) to the June 17, 2020 Town Council meeting to allow the applicant time to further amend their application. 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 #20-05-20-002.

RECOMMENDED ACTION

1. Motion to continue ZMA-6-19 to the June 17, 2020 Town Council meeting.

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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: Euguene Harper PHONE: FAX:

ADDRESS: 4113 Brewster Drive
Raleigh NC 27606

EMAIL:

SIGNATURE: DocuSigned by: Eugene Jutson Harper FAFC805AFE6C497 10/7/2019 | 07:16 AM EDT

DEVELOPER: Michael Foley PHONE: (919)251-5501 FAX: (877)530-1919

ADDRESS: 5448 Apex Parkway #156
Apex, NC 27502

EMAIL: Mike@hummabuilt.com

SIGNATURE: Michael Foley

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:

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

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. 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):

	SITE PLAN:	SPECIAL USE PERMIT or CONDITIONAL DISTRICT:
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://arcg.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.

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KNIGHTDALE
development services

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.

PROJECT INFORMATION

TYPE OF APPLICATION:	PLANNED UNIT DEVELOPMENT		
PROJECT ADDRESS:	0, 610 & 614 Keith Street, 0 Ferrell Street, 0 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

CONTACT INFORMATION

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:	DocuSigned by: Eugene Jutson Harper FAFC805AFE6C497	10/7/2019 | 07:16 AM EDT	
DEVELOPER:	Michael Foley		
ADDRESS:	5441c Apex Peakway, #176 Apex NC 27502		
PHONE:	(919) 251-5501	EMAIL:	mike@hannabuilt.com
SIGNATURE:	Michael Foley		

THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY

CASE NUMBER:	PUD - ____ - ____	SUBMITTAL DATE: 10/14/19	X-REFERENCE(s):
FILING FEE: Receipt #153564 $2,521.35		SKETCH PLAN MEETING DATE:	

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SUBMITTAL REQUIREMENTS

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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.

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PLANNED UNIT DEVELOPMENT
APPLICATION CHECKLIST

TO BE COMPLETED BY APPLICANT	YES	N/A
PRE-SUBMITTAL REQUIREMENTS		
1. Pre-Application Conference	☑	☐
2. Sketch Plan Approval	☑	☐
3. Neighborhood Meeting in accordance with UDO Ch.15.3.C	☑	☐
SUBMITTAL REQUIREMENTS		
1. Completed Application	☑	☐
2. Processing Fee	☑	☐
3. Public Hearing Postage Fees	☑	☐
4. Wake County Public Schools Residential Development Notification, if applicable DONE ONLINE	☑	☐
5. Traffic Impact Analysis, if applicable TRIP GEN ATTACHED	☐	☑
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.	☑	☐
2. **Vision and Intent Statement:** (reference UDO Ch. 2.15.C)	☑	☐
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.	☑	☐
4. **Comprehensive Plan Consistency:** Provide a statement of consistency with the adopted KnightdaleNext 2035 Comprehensive Plan	☑	☐
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.	☑	☐
6. **Zoning Designation:** Include a request for a zoning designation that matches the proposed density (reference UDO Ch. 2)	☑	☐
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	☑	☐
8. **Scale & North Arrow:** Scale denoted both graphically and numerically with north arrow	☑	☐
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	☑	☐

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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	☒	☐
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.	☒	☐
12. **Dimensional Standards**: Description of dimensional standards and any modifications to the general use regulations (reference UDO Ch. 2)	☒	☐
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)	☒	☐
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.	☒	☐
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.	☒	☐
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.	☒	☐
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.	☒	☐
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.	☒	☐
19. **Stormwater Management:** A generalized stormwater management plan (reference UDO Ch. 6)	☒	☐
ADDITIONAL REQUIREMENTS		
1. Water Allocation Policy Compliance	☒	☐

See UDO Chapters 2.15 and 16.5 for additional description of all requirements

THE COLLECTION

Planned Unit Development

Town of Knightdale

Draft Plan | 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

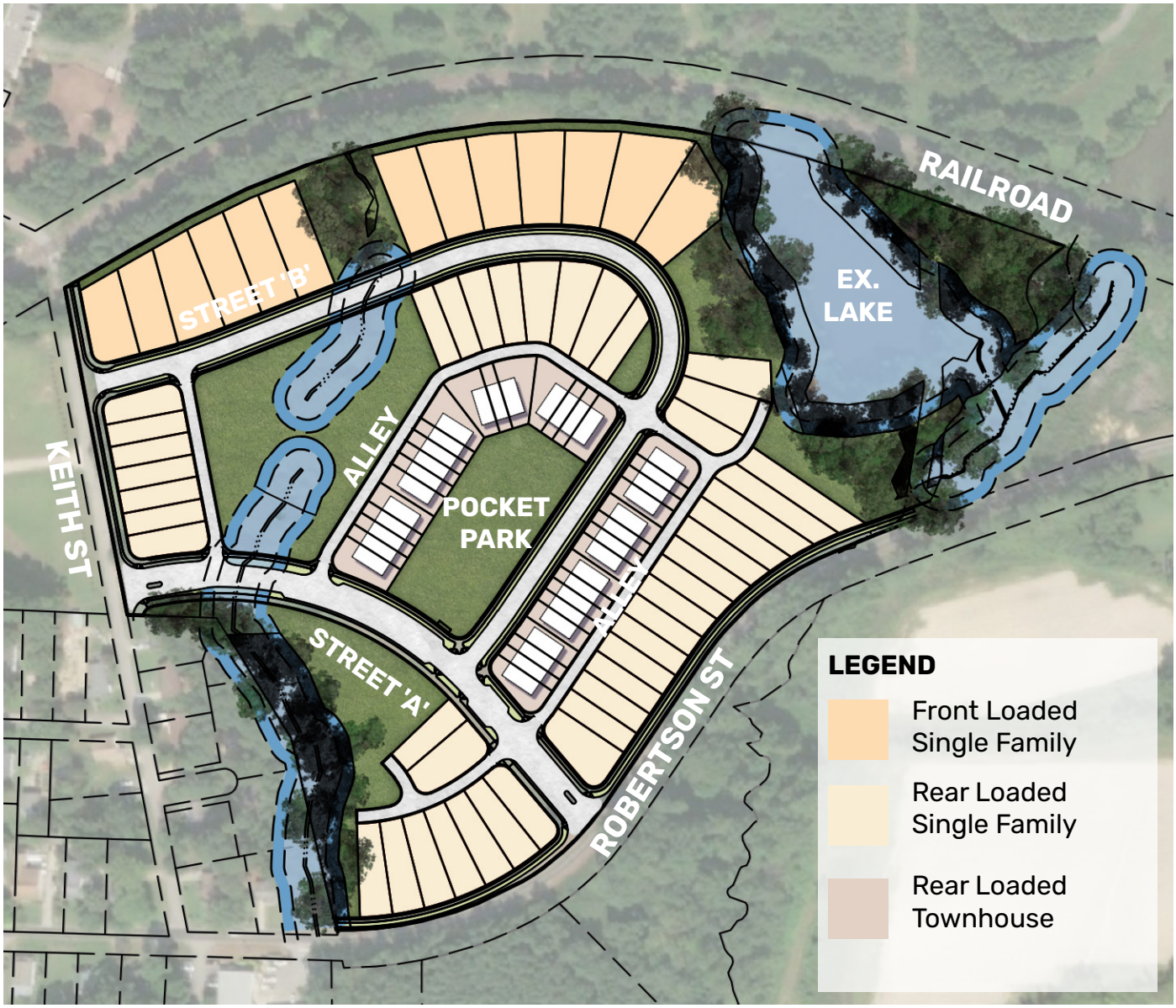
Parker Poe
Attorneys & Counselors at Law

1 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:

- 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;
- Ensure the creation of mixed density neighborhoods, neighborhood nodes, and mixed use centers;
- Further the goals of the Comprehensive Plan including the growth framework and growth and conservation map;
- 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:

- The homes are oriented to the interior of the site;
- The development is buffered from surrounding land uses to create proper transitions;
- 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:

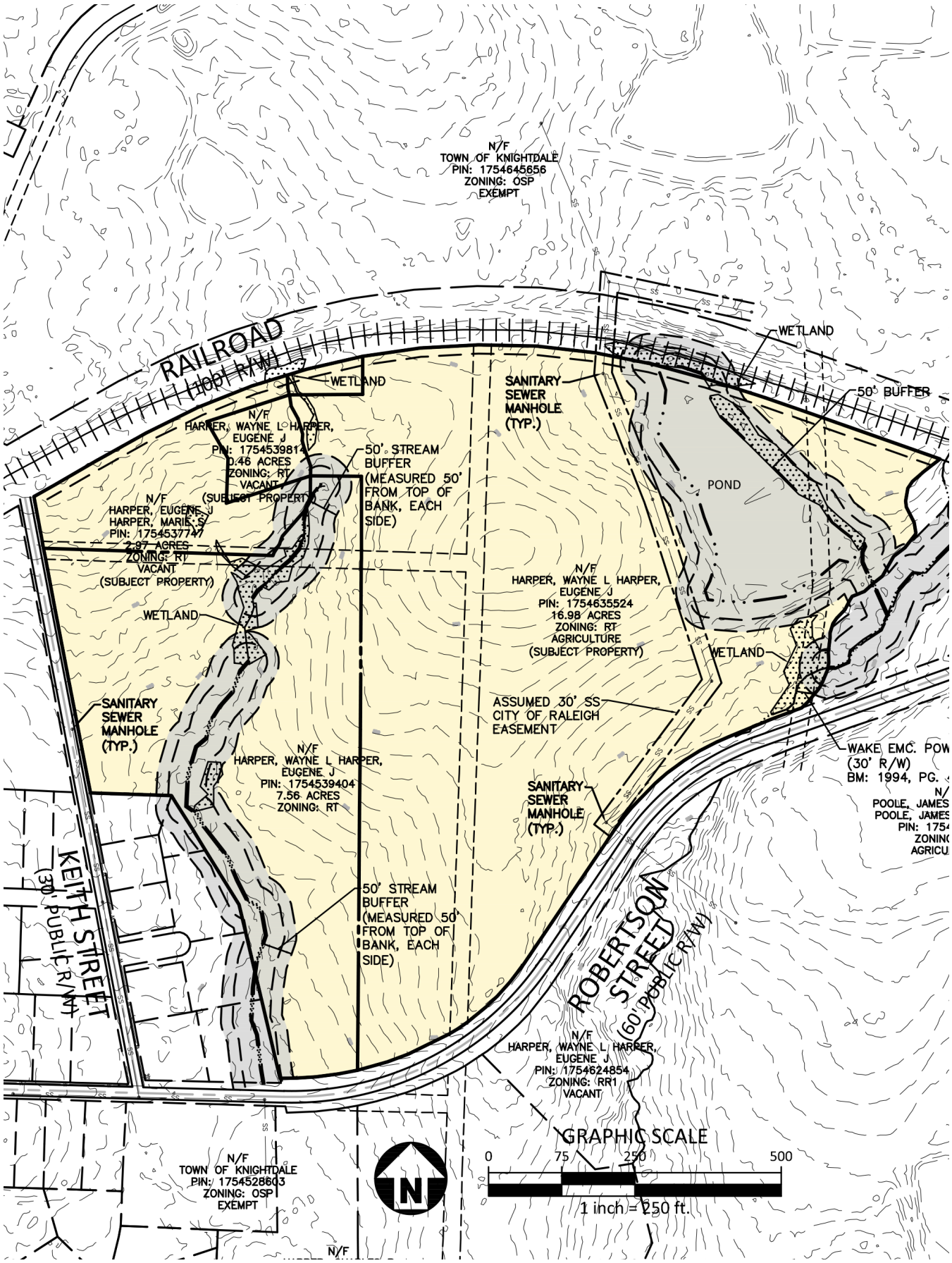
The Collection is designed to be compact and efficient, and is laid out in such a way that no space is wasted or underutilized.

2 EXISTING CONDITIONS

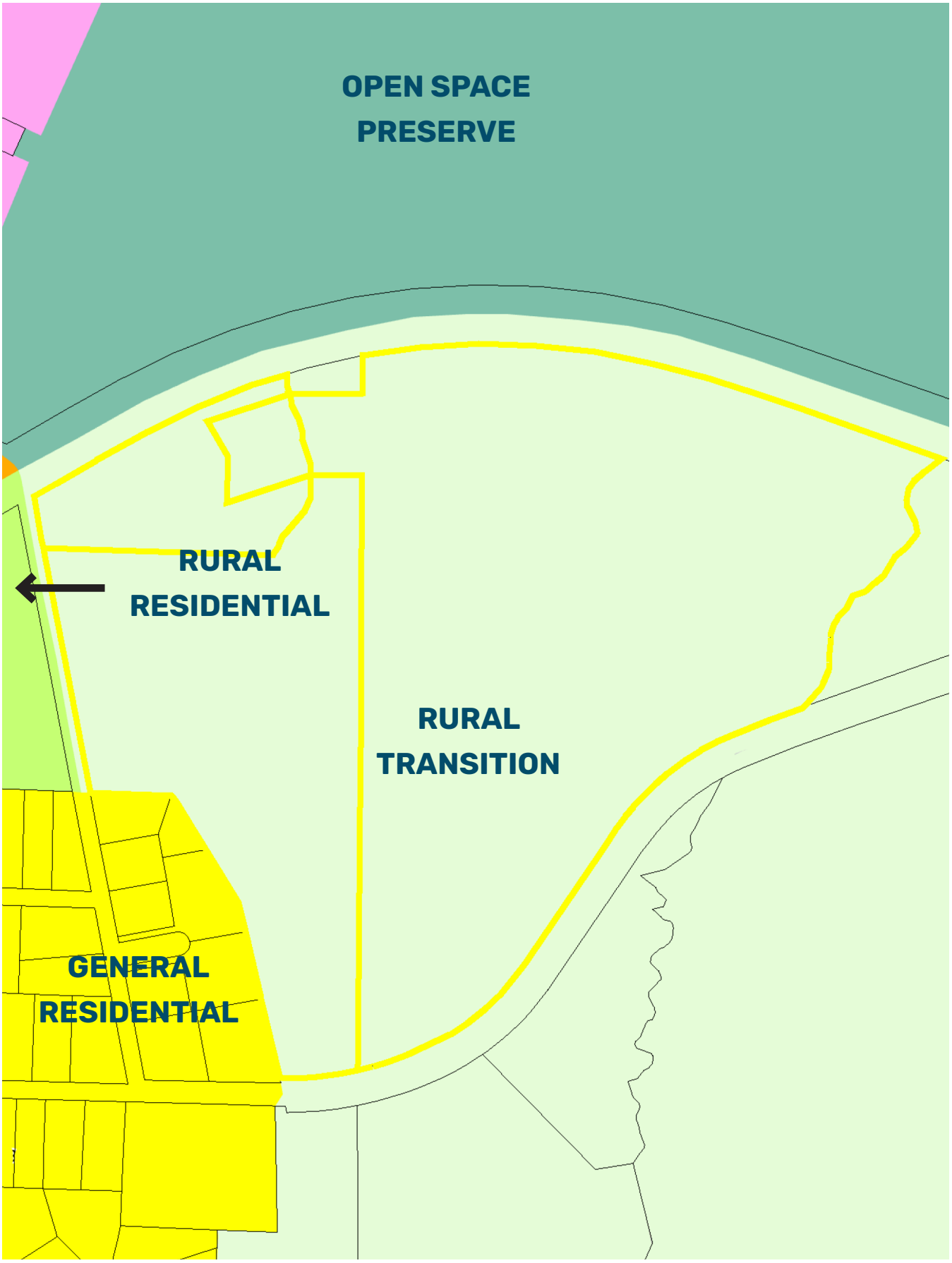
EXISTING CONDITIONS SUMMARY

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.

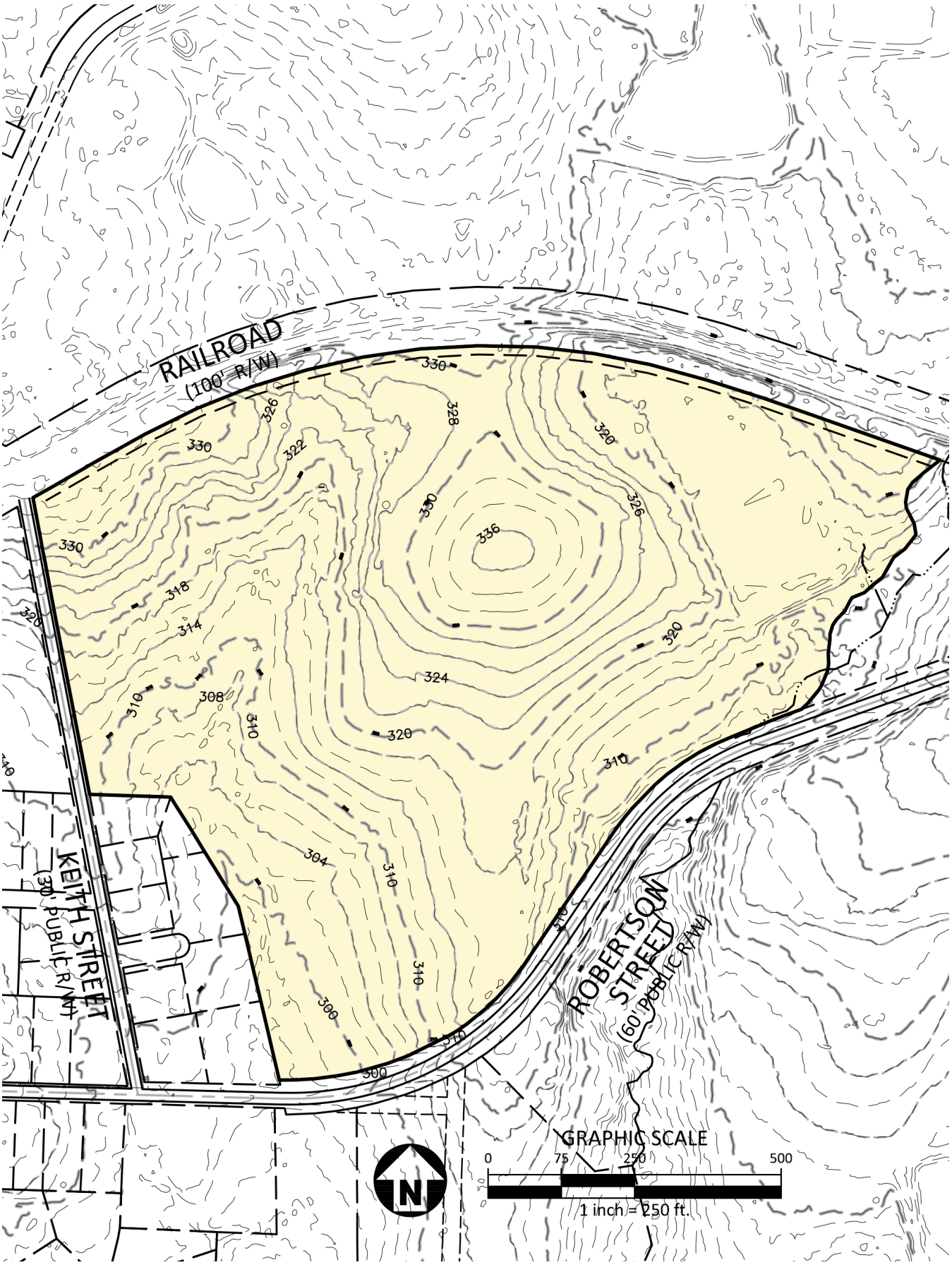
EXISTING CONDITIONS



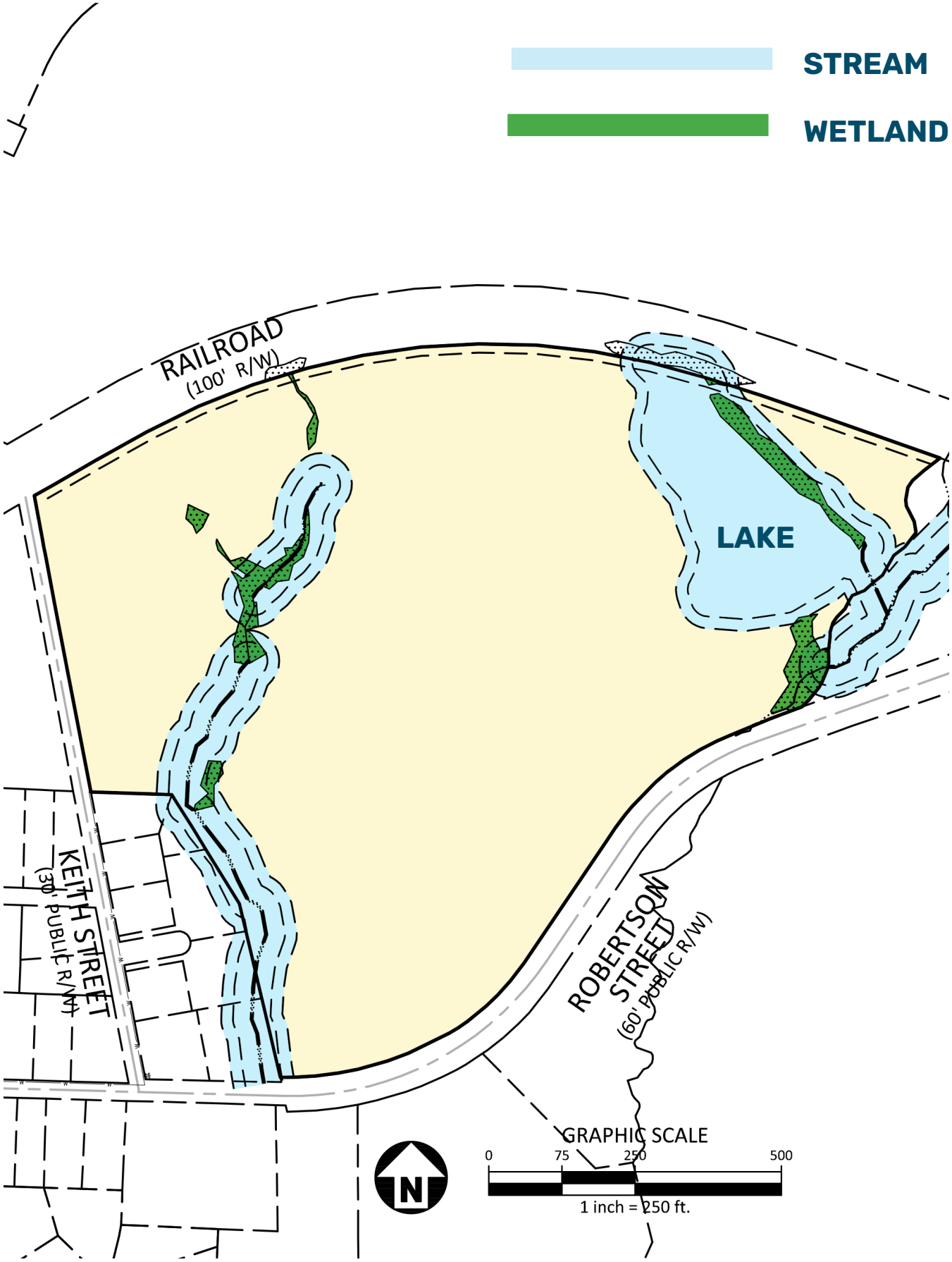
CURRENT ZONING MAP



TOPOGRAPHY + BOUNDARY



HYDROLOGY


STREAM
WETLAND
RAILROAD
(100' R/W)
LAKE
KEITH STREET
(30' PUBLIC R/W)
ROBERTSON STREET
(60' PUBLIC R/W)
GRAPHIC SCALE
0
75
250
500
1 inch = 250 ft.
N

VEGETATION

MIXED DECIDUOUS/ EVERGREEN TREE STAND
OPEN FIELD
EXISTING LAKE

3 PUD MASTER PLAN

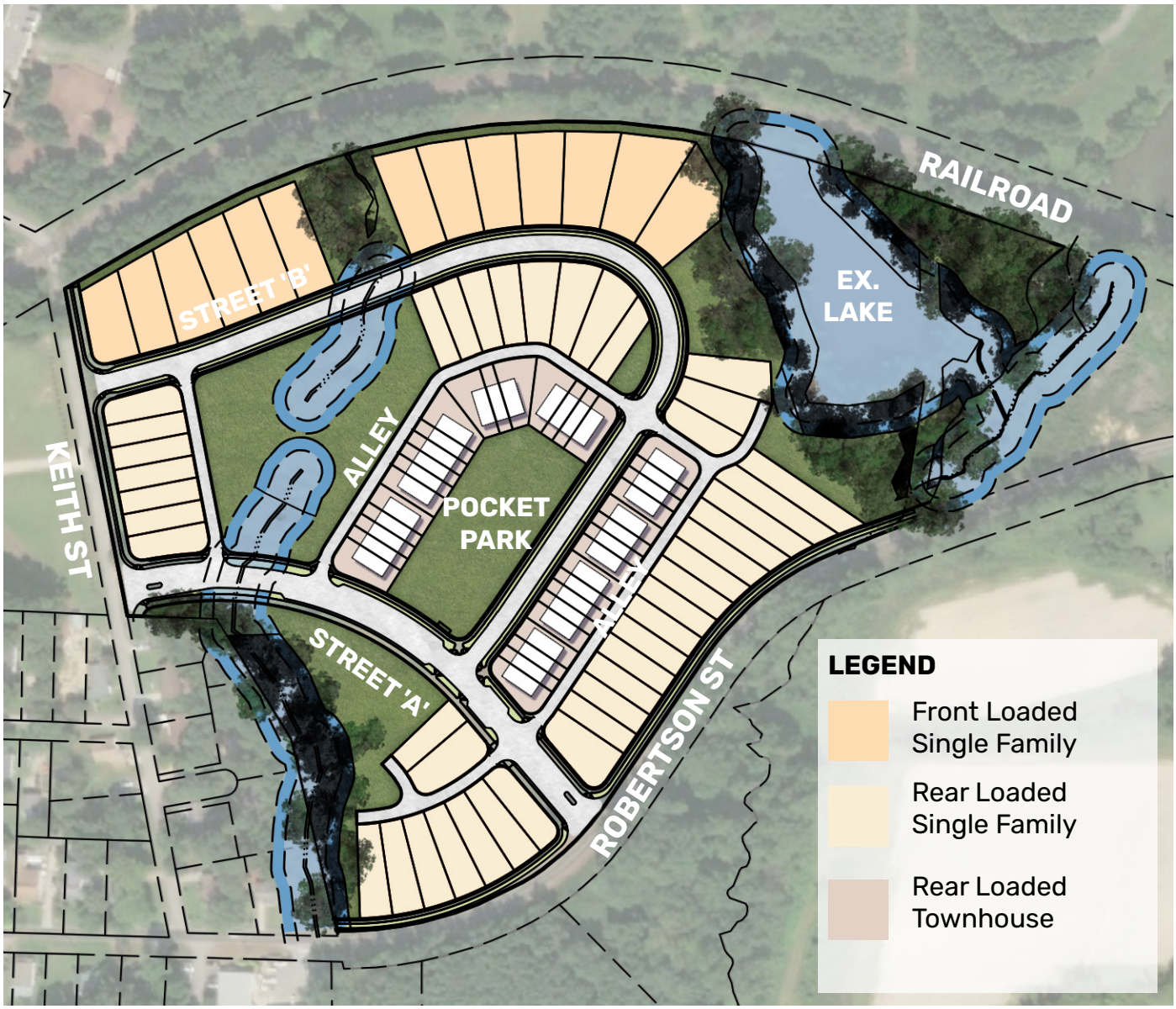
PLANNED UNIT DEVELOPMENT MASTER PLAN

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
Front-loaded single family dwellings	13	14.13%
Rear-loaded single-family dwellings	44	47.80%
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

Minimum lot size	7,500 sf
Lot width	60'
Front setback (minimum)	10'
Minimum driveway length	18'
Side setback	5' Minimum; 20% lot width aggregate (maximum)
Rear setback (minimum)	25'
Maximum building height	3 stories

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

Minimum lot size	4,500 sf
Lot width	35'
Front setback (min)	10'
Minimum driveway length	18'
Side setback (min)	3 1/2' Minimum; 7' aggregate
Rear setback (min)	25'
Maximum building height	3 stories
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

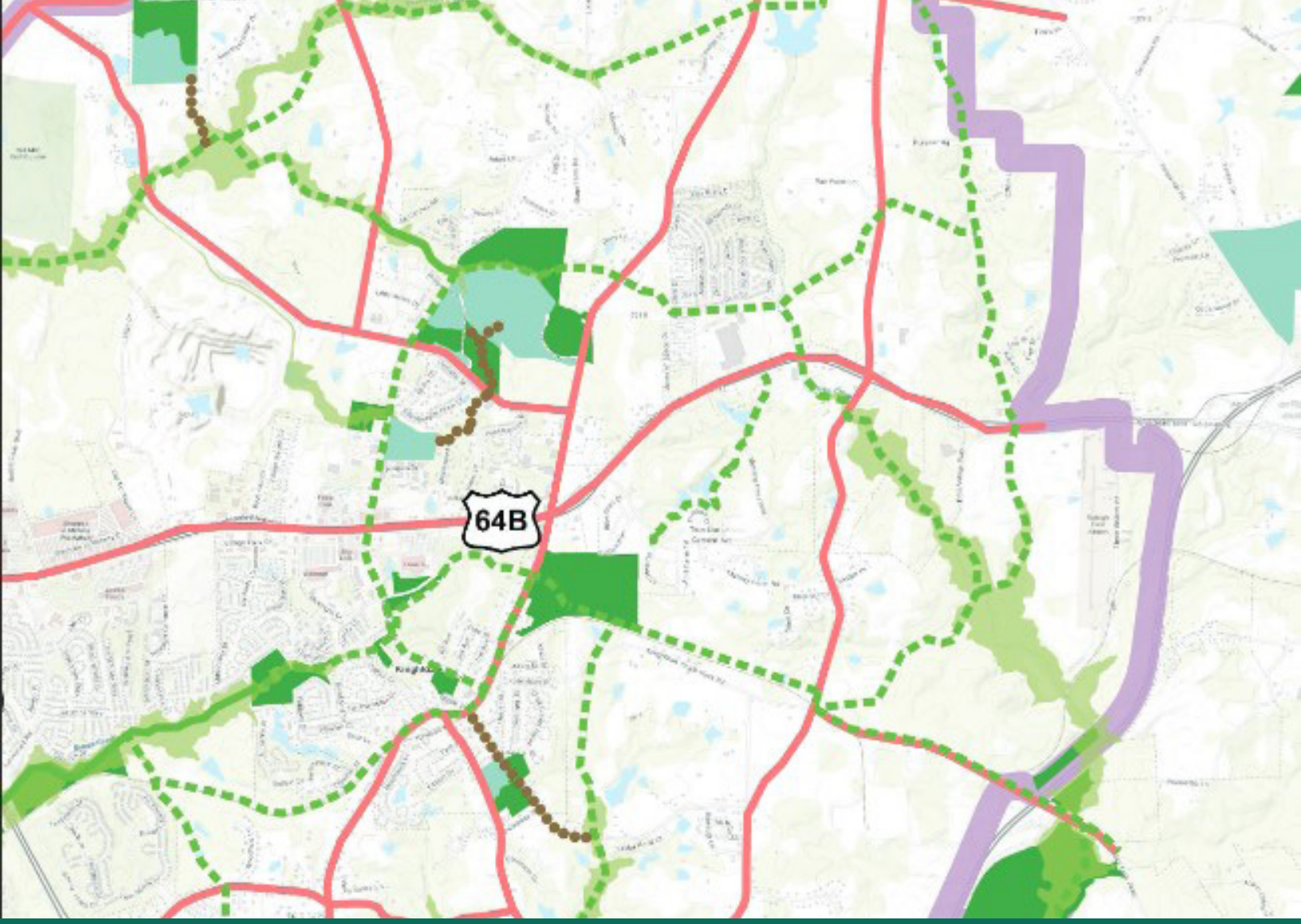
MODIFICATIONS TO UDO STANDARDS

§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

Front setback (min)	0'
Front setback (max)	25'
Minimum building separation	10'
Rear setback from rear lane /alley(min)	15'
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

Images are illustrative in nature and subject to change based on review and approval by the Land Use Administrator.

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
   - Recessed Entry with 6" minimum width door trim
   - Covered Porch with 6" minimum width Pillars/Posts/Columns

   Building Offset
   - Façade off set
   - Roof line off set

   Façade
   - Bay window
   - Balcony
   - Window Trim with 4" minimum width
   - Patterned finish (scales, shakes, wainscoting, brick, or stone)

   Roof
   - Dormer
   - Gable
   - Cupola/Tower/Chimney
   - 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.

*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

Total recreation open space required:	74,620 sf	1.71 Acres
Active recreation space required:	37,310 sf	.85 Acres
Active recreation space provided:	49,228 sf	1.13 Acres
Passive recreation space required:	37,310 sf	.85 Acres
Passive recreation space provided:	407,718 sf	9.35 Acres

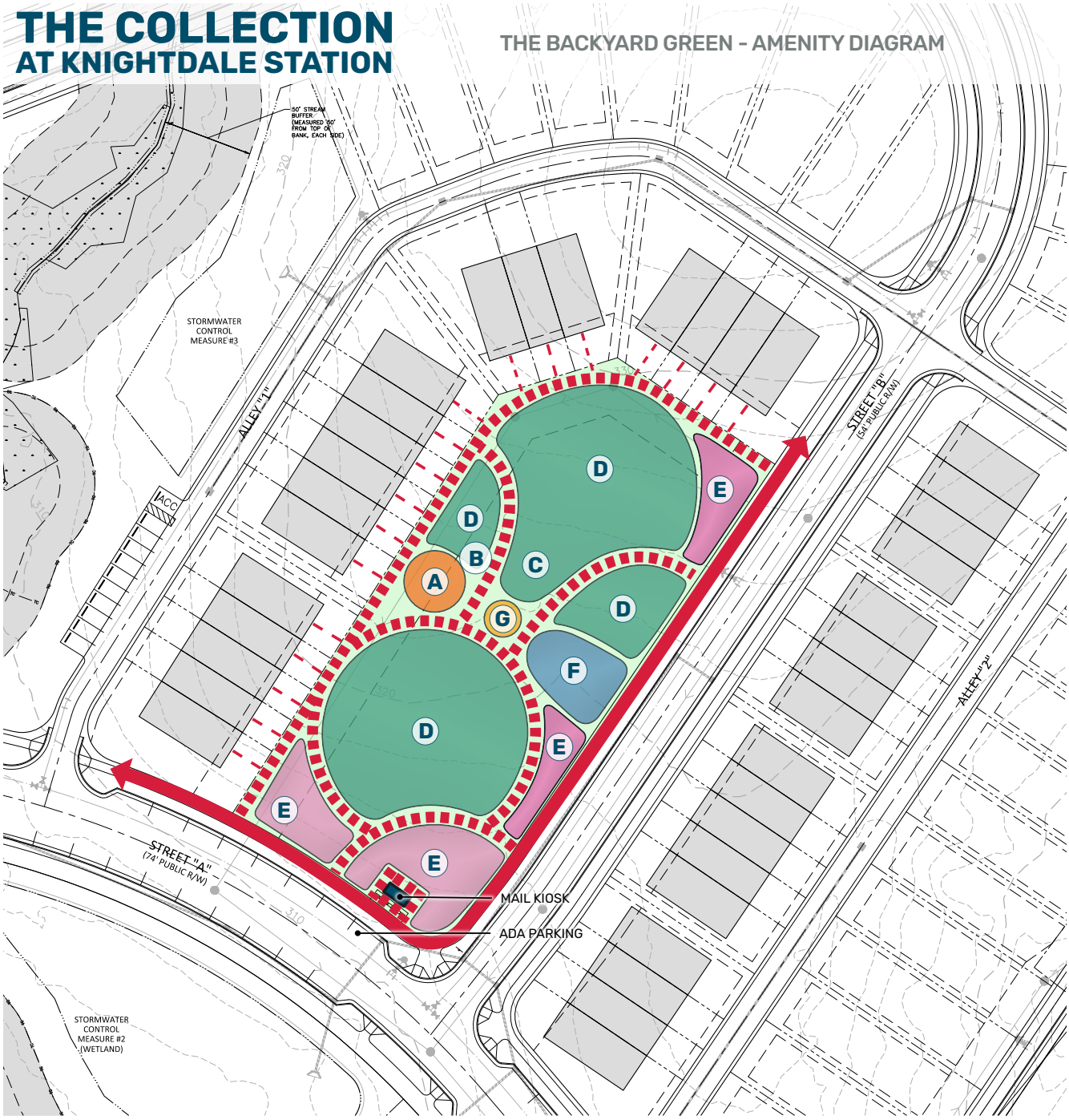
A large central park will be located in the center of the Collection. This central park is adjacent to, and surrounded by, townhomes. This arrangement will allow ease of access for those residents and give this space a true sense of being part of the community. Each townhome will have a direct pedestrian 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.

PUBLIC ART

Pulblic Art will be integrated into The Collection, subject to approval by the Town of Knightdale Technical Review Committee. Public Art will 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



N

SCALE: 1" = 30'

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

7 INFRASTRUCTURE

STREETS + SIDEWALKS

Streets and alleys within The Collection are designed to meet the standards of the Town of Knightdale.

- 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.
- 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.
- 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.
- 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

- Water and sewer within The Collection are designed to meet the standards of the City of Raleigh.
- All sewer mains within the development will have an 8" diameter minimum.
- A water system analysis will be submitted at time of construction drawing submittal to determine watermain sizes within the development.

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.

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:

- 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.

- Sidewalks: The neighbors asked if sidewalks would be included. The applicant indicated that sidewalks would be installed along Keith Street.

- 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.

- 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.

- Traffic: The neighbors asked whether a traffic study would be performed. The applicant indicated that a trip generation study woukld 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.

- 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.

The Collection PUD

Wednesday August 27, 2019 @ 6:30pm

Knightdale Recreation Center Knightdale, NC 27545

Name	Street Address	City	Zip Code	Email Address
Jimmy Harrison	602 Keith St	Knightdale	27545	jimmykharrison@bellsouth.net
LIZZY + HARRY KRAMER	605 KEITH ST. + 129 JUTSON ST	KNIGHTDALE	27545	LIZZY.KRAMER@OUTLOOK.COM

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.

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.

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.

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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
   - Recessed Entry with 6" minimum width door trim
   - Covered Porch with 6" minimum width Pillars/Posts/Columns

   Building Offset
   - Façade off set
   - Roof line off set

   Façade
   - Bay window
   - Balcony
   - Window Trim with 4" minimum width
   - Patterned finish (scales, shakes, wainscoting, brick, or stone)

   Roof
   - Dormer
   - Gable
   - Cupola/Tower/Chimney
   - 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:

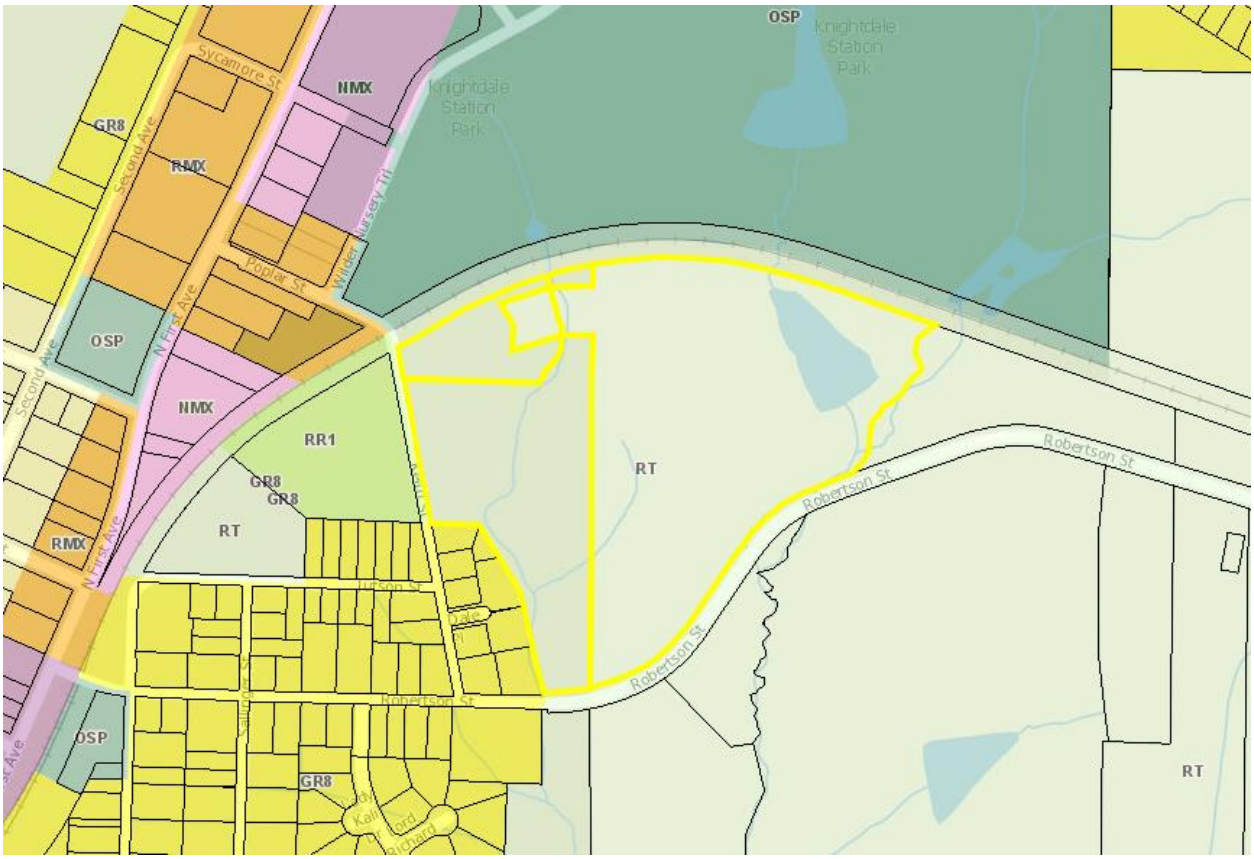
A neighborhood meeting will be held at 6:30pm p.m. on Tuesday, August 27, 2019 in rooms 404 and 406 of the Knightdale Recreation Center located at 102 Lawson Ridge Rd, Knightdale, NC 27545. The purpose of the meeting is to discuss an upcoming application to rezone property made up of five parcels, located 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 #20-05-20-002
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. <u>Single-Family Dwelling Architectural Standards:</u> 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 ve wrapped in brick or stone on all sides,

e. All single-family homes will gave 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. <u>Townhouse Architectural Standards:</u> 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:

- 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. Monoptich 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 2) 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 20th day of May, 2020

_____

James A. Roberson, Mayor

ATTEST:

_____

Heather M. Smith, Town Clerk

APPROVED AS TO FORM:

_____

Roger Knight, Town Attorney

THE KNIGHTDALE INSIDER

KNIGHTDALE development services

Development Services Monthly Updates

MAY 2020

Upcoming Events & Meetings

June 8

Land Use Review Board

7:00 pm

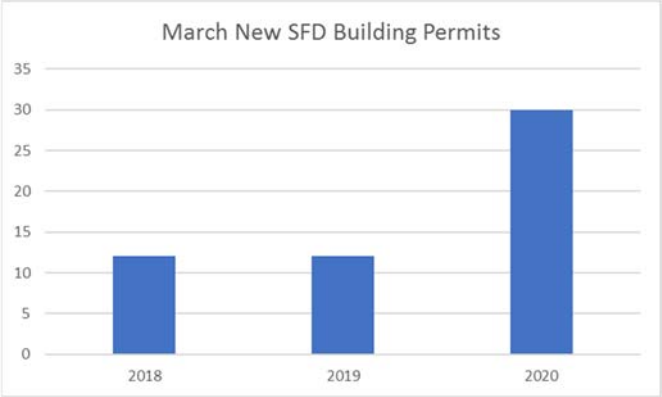
June 17

Town Council

7:00 pm

Building Permits Update

The month of March was a great month of development in Knightdale! Builders applied for 30 in town single family residential building permits in March 2020, our largest month since March of 2017. In the chart below, you'll have noticed that we have more than doubled our amount of building permits from the number of building permits issued compared to the month of March in 2019 and 2018.



Arbor Day Recap

Knightdale celebrated Arbor Day on Friday, May 1st at Knightdale Station Park, with its first ever virtual Arbor Day event! At the virtual ceremony Mayor Roberson read the Arbor Day proclamation, Jennifer Rall with the NC Forest Service presented the town with its recertification, and a Chinese Elm was planted to demonstrate the Town's commitment to trees. Local school-aged children also participated in a virtual tree-inspired art contest and several winners were selected at random.

After reading the Arbor Day Proclamation, Mayor James Roberson received the Town's award for being named a Tree City USA community by the National Arbor Day Foundation for the 19th year!

The Town's Tree Board, along with the Development Services Department, and Public Works help make this certification and the Arbor Day celebration possible!

Most Affordable Place to Live in NC

-SmartAsset.com 2015-2017

Top 10 Fastest Growing Community in NC

-US Census Bureau

Building Permits (Town Limits)	April	YTD
Single Family Dwellings (SFD)	12	54 -$9,778,870
Average Construction Value	$181,090	$212,736
Residential Additions	11	30 - $510,098
Commercial	4	32- $4,323,121
Certificates of Occupancy (SFD)	11	53
Mechanical Permits	29	85
Development Review	April	YTD
Zoning Compliance		
Without Site Plan	4	19
With Site Plan	2	3
Misc. Map Recording (Minor Sub-division, Recombination, etc.)	1	3
Major Subdivision Lots Recorded (Town Limits)		
Lots	0	0
Fees	$0	$0
Quasi-Judicial Proceedings	April	YTD
Variances	0	0
Appeals	0	0
Legislative Cases	April	YTD
Zoning Text Amendment	0	0
Zoning Map Amendment	2	2

Social Distancing Requirements for On-Site Inspections

To protect customers, staff, and the community from the spread of COVID-19, Wake County Permitting and Inspections is implementing increased social distancing requirements for on-site inspections.

Before a building or trade inspection can begin , the area of inspection must be clear of all contractors, subcontractors, property owners, or any other workers/employees/laborers associated with the project. This includes the entrance to and exit from the area of inspection.

Building Briefs

- PRIME Barbecue is now open! The grand opening for the 6,000 SF restaurant located at the corner of Knightdale Station Run and Wilder Nursery Trail was celebrated on May 5th.
- Construction is underway at the new subdivision, Haywood Glen, located off Old Knight Road. Several building permits have been issued for new single family homes. Building permits have also been issued for the model homes and amenities.

- Construction is nearing completion at the new Great Falls Medical Center, located off Great Falls Court. Building permits have been issued for an upfit of one of the suites. Raleigh Radiology is expected to be the first tenant in the new building and is hoping to receive their certificate of occupancy in the coming weeks..

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Town of Knightdale

Staff Report Cover Sheet

Title: Budget Transfer Report

Staff: Tim Flora, Finance Director

Date: May 20, 2020

PURPOSE

- To provide recent budget transfer information allowable per the FY20 Budget Ordinance

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive
- Sustainable

GENERAL STATUTE REFERENCE(S), *if applicable*

- N/A

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- Budget Transfer Report

STAFF RECOMMENDATION

- For information only

Town of Knightdale

Report to Council - Budget Transfers

Approved by Town Manager: **May 20, 2020**

	Account Name	Account Number		Increase (Decrease)
1	Uniforms (Police)	10-5100-6010	$	(3,000.00)
	SRO Supplies (Police)	10-5100-6220	$	(1,000.00)
	Travel & Meals (Police)	10-5100-6250	$	(1,000.00)
	Gas & Oil (Police)	10-5100-6260	$	(5,000.00)
	Utilities (Police)	10-5100-6400	$	(1,000.00)
	Training (Police)	10-5100-6600	$	(3,000.00)
	Furniture (Police)	10-5100-7000	$	(6,000.00)
	Capital Outlay (Information Technology)	10-4010-7100	$	20,000.00
2	Contract Services, Adult (Parks & Recreation)	10-6200-6702	$	(1,000.00)
	Contract Services (Parks & Recreation)	10-6200-6700	$	1,000.00
3	Tuition Reimbursements (Human Resources)	10-2050-6650	$	3,100.00
	Wellness (Human Resources)	10-2050-6825	$	(2,592.00)
	Personnel Welfare (Human Resources)	10-2050-6820	$	(508.00)

JUSTIFICATION: State reason(s) for the change(s) with full justification for both the increases and decreases.

1 To transfer funds from Police to Information Technology for the costs of constructing a new IT closet in the Public Safety building.

2 To transfer funds within Parks & Recreation to cover the costs of contracted services at various events.

3 To transfer funds within Human Resources to provide additional funding for reimbursing employee tuition costs.

Kimberly Kenny	5/20/2020	*Bill Summers*	5/20/2020
(Finance Officer)	(Date)	(Town Manager)	(Date)