



KNIGHTDALE TOWN COUNCIL MEETING AGENDA

950 Steeple Square Court, Knightdale, North Carolina 27545

June 17, 2020
7:00 p.m.

WELCOME by Mayor Roberson.
INVOCATION by Councilor Morgan

ITEM I. ADOPTION OF AGENDA

ITEM II. PRESENTATIONS, RECOGNITIONS, AWARDS

- A. Advisory Board Member Recognition Mayor
- B. Resolution Denouncing Police Violence Nationwide &
Supporting the Knightdale Police Department Mayor
[RES #20-06-17-001](#)

ITEM III. PUBLIC COMMENT

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

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

ITEM IV. CONSENT AGENDA

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

- A. [May 20, 2020 Regular Meeting Minutes](#)
- B. [June 1, 2020 Work Session Minutes](#)
- C. [Meeting Schedule Amendment 04](#)
- D. [Veterans Memorial Advisory Board Amendment](#)
[ORD #20-06-17-002](#)
- E. [Silverstone Annexation Corrective Ordinance](#)
[ORD #20-06-17-003](#)

F. [COVID-19 Temporary Waiver of Fees](#)

ITEM V. JOINT PUBLIC HEARINGS

ITEM VI. PUBLIC HEARINGS

ITEM VII. SET PUBLIC HEARINGS

ITEM VIII. OLD BUSINESS

- | | |
|--|--------------|
| A. FY21 Budget Ordinance Adoption
ORD #20-06-17-001 | Town Manager |
| B. ZMA-7-19 Poplar Creek Village Phase IV
ORD #20-06-17-004 | DS Director |
| C. ZMA-6-19 The Collection
ORD #20-06-17-005 | DS Director |
| D. ZMA-8-19 Parkstone Townhomes PUD
ORD #20-06-17-006 | DS Director |

ITEM IX. NEW BUSINESS

- | | |
|---|-------------------|
| A. Town Reopening Plan | Asst Town Manager |
| B. Discussion of Face Coverings in Public | Mayor |

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: [June Development Services Insider](#)
[Budget Transfer Report](#)



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

RESOLUTION #20-06-17-001
RESOLUTION DENOUNCING POLICE VIOLENCE NATIONWIDE AND
SUPPORTING THE KNIGHTDALE POLICE DEPARTMENT

WHEREAS, the Town of Knightdale recognizes and values the sanctity of human life and embraces the tenets of liberty, equality, and justice; and

WHEREAS the Town of Knightdale stands in solidarity against any form of racism, injustice and police brutality, and denounces these actions as they are counter to the Town's mission and core values; and

WHEREAS the Town of Knightdale condemns any acts by law enforcement officers which strain or destroy public trust or undermine the important role police play in our society; and

WHEREAS the Town of Knightdale holds all members accountable to its mission and values, and its officers accountable to their oaths, Law Enforcement Code of Ethics, and the highest ideals of policing; and

WHEREAS the Town of Knightdale recognizes that sound policy implementation greatly reduces the likelihood of excessive force, biased policing practices, and negative encounters between officers and members of the public, while preserving the Constitutional rights and protections afforded to every citizen; and

WHEREAS the Knightdale Police Department has been twice recognized as a nationally accredited department by the Commission on Accreditation for Law Enforcement Agencies; and

WHEREAS the Knightdale Police Department utilizes body-worn cameras and other technology, in conjunction with training, policy, and discipline, to help identify and eliminate behaviors and performance that is contrary to its values.

NOW, THEREFORE, BE IT RESOLVED that the Town of Knightdale applauds the work of its Police Department to ensure the safety and security of all citizens through professional policing and community partnership, while protecting against injustices of all kinds.

NOW, THEREFORE BE IT FURTHER RESOLVED that the Town recognizes the conscientious efforts of its Police Officers to preserve the lives, dignity and rights of its citizens through a values-based model of service delivery, and fully supports the Police Department's work to unify its officers and the members of this community.

This the 17th day of June, 2020.

BY: _____
James A. Roberson, Mayor

ATTEST: _____
Heather M. Smith, Town Clerk



Town of Knightdale

Staff Report Cover Sheet

Title: Town Council Minutes

Staff: Heather Smith, Town Clerk

Date: June 17, 2020

PURPOSE

- To provide meeting minutes for Council review and approval.

STRATEGIC PLAN PRIORITY AREA(S)

- Organizational Excellence.

GENERAL STATUTE REFERENCE(S), if applicable

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

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- N/A

ATTACHMENT(S)

- May 20, 2020 Regular Meeting Minutes
- June 1, 2020 Work Session Minutes

STAFF RECOMMENDATION

- Approve the minutes from the May 20, 2020 Regular Meeting and the June 1, 2020 Work Session.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



KNIGHTDALE TOWN COUNCIL MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

May 20, 2020

Due to the State of Emergency issued in response to the COVID-19 pandemic, the Knightdale Town Council met electronically at 7:00 p.m. via Zoom.

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

ABSENT: No one.

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

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

WELCOME

Welcome by Mayor Roberson

INVOCATION

Invocation by Mayor Pro Tem Day

ITEM I. ADOPTION OF AGENDA

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

ITEM II. PRESENTATIONS, RECOGNITIONS, AWARDS

A. Unified Development Ordinance Update

Development Services Director Chris Hills introduced Nik Davis with Houseal Lavigne & Associates (HLA) who provided an update on the status of the Unified Development Ordinance update. Mr. Davis highlighted the UDO update's seven-step process and shared that the first two steps, Project Initiation and Community Outreach and Issues Identification Analysis, have been completed.

B. Northeast Area Study 2020 Update

Development Services Director Chris Hills summarized the Northeast Area Study, originally conducted in 2014, which examines land use and multimodal transportation needs. Mr. Hills noted that the Town is working with Capital Area

Metropolitan Planning Organization (CAMPO) to participate in the 2020 update to the study.

Mr. Hills gathered feedback from Council on hot spot issues to be added to the study, including pedestrian upgrades at intersections along Knightdale Boulevard and additional north-south connectors.

ITEM III. PUBLIC COMMENT

A. Open to the Public

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

Matt Thieman - 2108 Old Rosebud Dr.

Joseph Olivia - 611 Sunland Dr.

Doug & Hilary Pagliolo - 549 Silverliner Dr.

Colin Watkins - 626 Noon Flyer Way

David Granger - 722 Sunland Dr.

The full comments, along with any others received up to 24 hours after the meeting, are attached as Exhibit A.

B. Report on Citizen Inquiries

No Report.

ITEM IV. CONSENT AGENDA

A. February 19, 2020 Regular Meeting Minutes

...Approve the February 19, 2020 Regular Meeting Minutes.

B. March 2, 2020 Work Session Minutes

...Approve the March 2, 2020 Work Session Minutes.

C. March 7, 2020 Strategic Retreat Minutes

...Approve the March 7, 2020 Strategic Retreat Minutes.

D. May 4, 2020 Work Session Minutes

...Approve the May 4, 2020 Work Session Minutes.

E. Order to Collect Taxes

RES #20-05-20-001

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

F. Payroll/HR Software Agreement Approval

...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.

- G. Closing of Public Works Facility Capital Project
RES #20-05-20-002
...Adopt Resolution #20-05-20-002 to close the Public Works Facility Capital Project Ordinance #19-03-20-001.
- H. Veterans Memorial Recognition Policy Update
...Approve the updated Veterans Memorial Recognition Policy.
- I. Public Comment Policy
...Approve the Public Comment Policy.
- J. Northeast Area Study SOT Appointments
...Appoint Mayor James Roberson and Councilor Ben McDonald to the NEAS Stakeholder Oversight Team (SOT).
- K. Wake Stone Athletic Park Street Name Approval
RES #20-05-20-003
...Adopt Resolution #20-05-20-003 approving the street name for Wake Stone Athletic Park.
- L. Firestone Development Agreement
...Authorize the Town Manager to sign the Firestone Development Agreements.
- M. Administrative Leave Policy
...Approve the Administrative Leave Policy effective March 18 – 31, 2020.
- N. Contract for Billing Services with the City of Raleigh
... Approve Contract for Billing Services with the City of Raleigh and authorize the Town Manager to sign the agreement.
- O. Wake County Fire Protection Agreement
... Approve the Fire Services Agreement between the Town of Knightdale and Wake County.

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

ITEM V. JOINT PUBLIC HEARINGS

Land Use Review Board Members Present (remotely): Chair Latatious Morris, Vice-Chair Gentry Lassiter, Darryl Blevins, Steve Evans, Bradley Pope, Tiffanie Meyers, Rita Blackmon, and Chris Parker

Land Use Review Board Members Absent: Michael Blake

ZMA-8-19 Parkstone Townhomes PUD
Public Hearing opened at 7:38 p.m.

Development Services Director Chris Hills presented ZMA-8-19, a request to rezone 901 Parkstone Towne Boulevard from Highway Business Conditional District (HB-CD) to Highway Business Conditional District (HB-CD) and Residential Mixed Use Planned Unit Development (RMX-PUD). The applicant, Knightsdale Development Ownership, LLC, is requesting to build single-family attached dwellings, in the form of townhomes, on the site.

Mr. Hills reviewed the project timeline, vicinity map, surrounding area land uses, and the proposed site plan, summarizing the residential architectural standards and both residential and retail elevations submitted with the request.

Land Use Review Board Member Chris Parker joined at 8:07 p.m.

Mr. Hills highlighted the applicant's proposed recreational open space, noting that staff has requested additional improvements to ensure the amenities meet the spirit and intent of the Town's Unified Development Ordinance.

Mr. Hills discussed the applicant's proposed alternative standards, reviewed the Transportation Impact Analysis (TIA) from 2016, indicating that the developer has made all required improvements and a new TIA is not required, and answered questions from Council.

Town Clerk Heather Smith summarized public comments received for ZMA-8-19 from the following individuals:

Jason Shephard - 2018 River Grove Lane
Nikki Black - 605 Brookfield Drive
Stacey Crute - 119 Autumn Ridge Drive

The full comments, along with any others received up to 24 hours after the meeting, are attached as Exhibit B.

Brian Long, 1405 Churchill Downs Drive, Waxhaw, NC, the applicant, spoke in favor of the project noting that the original vision for a large retail component was not realized due to the changing retail environment. Mr. Long shared that the current proposal adds an upscale townhome component between the existing apartments and the future, smaller retail component.

In response to Council's concerns, Mr. Long indicated there is a pavilion area, located next to the retail component, that was expanded at staff's request.

Mr. Hills and Mr. Long answered questions from the Land Use Review Board about traffic impacts and housing prices.

...Motion by Councilor McDonald to close the public hearing at 8:53 p.m. and refer ZMA-8-19 to the June 8, 2020 Land Use Review Board Meeting for advisory statement and recommendation. Motion seconded by Mayor Pro Tem Day and carried unanimously.

ITEM VI. PUBLIC HEARINGS
None at this time

ITEM VII. SET PUBLIC HEARINGS
None at this time.

ITEM VIII. OLD BUSINESS

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

Development Services Director Chris Hills provided an update on ZMA-7-19 Poplar Creek Village Phase IV PUD, shared that the applicant has requested a continuation, and answered questions from Council.

...Motion by Councilor Swan to continue ZMA-7-19 to the June 17, 2020 Town Council meeting. Motion seconded by Councilor Young and carried unanimously.

B. ZMA-6-19 The Collection PUD
ORD #20-05-20-002

Development Services Director Chris Hills presented an update on ZMA-6-19 The Collection, indicating that the applicant has requested a continuation.

...Motion by Councilor Young to continue ZMA-6-19 to the June 17, 2020 Town Council Meeting. Motion seconded by Councilor McDonald and carried unanimously.

ITEM IX. NEW BUSINESS
None at this time.

ITEM X. ADMINISTRATIVE REPORTS
None at this time.

ITEM XI. UPCOMING EVENTS
None at this time.

ITEM XII. ADVISORY REPORTS

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

B. Parks & Recreation Advisory Board
No report at this time.

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 McDonald recognized National Public Works Week and thanked the Public Works Department for their hard work and the value they add to the community.

Mayor Pro Tem Day thanked staff for organizing virtual meetings, thanked residents for their flexibility and understanding during difficult times, and encouraged the community to remain hopeful.

ITEM XIV. CLOSED SESSION

ITEM XV. ADJOURNMENT

...Motion by Councilor Swan to adjourn at 9:04 p.m. Motion seconded by Mayor Pro Tem Day and carried unanimously.

James A. Roberson, Mayor

Heather M. Smith, Town Clerk

Exhibit A

General Public Comments

Knightsdale Public Comment

THERE IS CURRENTLY NO IN-PERSON PUBLIC COMMENT AT TOWN MEETINGS, AND NO GENERAL PUBLIC COMMENT AT WORK SESSIONS.

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

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

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

- Public Comment, including comments submitted in written form, is limited to three minutes.
- Comments should be addressed to the Board as a whole, not to an individual member.
- Large groups are asked to designate a spokesperson.

Thank you for your cooperation and participation.

PLEASE NOTE: Comments must be received 24 hrs. in advance will be shared with the Town Council, included in the record, and a summary will be read during the meeting. Comments received after the deadline and up to 24 hours after the meeting will be included in the record. You are encouraged to send in your comments early to allow for distribution and review. Your name and address will be made public.

Name

Matt Thieman

Address

2108 Old Rosebud Dr., Knightsdale, North Carolina 27545

Phone Number

[REDACTED]

Email

[REDACTED]

Public Comment

Subject

General Public Comment 5/20/2020

Please indicate if you are in favor or in opposition of the public hearing item on which you are commenting.

In favor

Permission to use phone number or email for contact

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

Written Public Comment

I'd like to bring up a proposal for a new amenity for the Knightsdale Station Park (KSP). I am an avid disc golfer in the Raleigh area, and I firmly believe the installation of a 9 to 18 hole disc golf course would be a great addition to KSP. Currently the closest course to Knightsdale is the one in Zebulon, but for the many families and children that live in the Knightsdale area, this course would be a great fit!

I currently am part of a league here in the Raleigh area and well connected to individuals with great experience in course design and installation. The cost of installing a course is very low, and disc golf itself is very inexpensive sport. It gets people outside, exercising, and enjoying nature, while also participating in a family/fun activity for little to no cost.

There is currently a lot of land and natural area around the park that would be well suited for a course, without the much of it needing to be tampered for installation, or interfering with people walking along the trails.

What can I do help make this dream a reality?

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

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Name

Joseph Olivia

Address

611 Sunland Dr, Knightsdale, North Carolina 27545

Phone Number

Email

Public Comment

Subject

General Public Comment 5/20/2020

Please indicate if you are in favor or in opposition of the public hearing item on which you are commenting.

In opposition

Permission to use phone number or email for contact

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

Written Public Comment

Myself and hundreds of residents here in Knightsdale are in opposition to BIP and its bid to build 195 apartment units on parcel #1754655899 @ 7630 Knightsdale Blvd. This poorly designed project does not take into account the safety, health and general well being of the people of Knightsdale. There is so much talk from this council about growth that we never hear about limits. I will guarantee the fine people of this town are not opposed to development, we need smart growth that considers families, there children and the right to a safe community. Limited growth with a project like this in the right location. Is that not your mission ?

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

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Name

Doug & Hilary Pagliolo

Address

549 Silverliner Dr, Knightdale, North Carolina 27545

Phone Number

[REDACTED]

Email

[REDACTED]

Public Comment

Subject

General Public Comment 5/20/2020

Please indicate if you are in favor or in opposition of the public hearing item on which you are commenting.

In opposition

Permission to use phone number or email for contact

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

Written Public Comment

This comment is in reference to the proposed Apartment Development adjacent to Knightdale Station. We bought our residence on Silverliner Drive 4 years ago, and have really enjoyed living in this Neighborhood since we moved in. That being said, we never would have purchased this residence if we knew that tall apartments were going to be built in our back yards. I will be blunt and to the point on this topic. We do not agree with apartments being placed in our back yard. While we understand and encourage the development of that piece of land, I find it hard to believe that those who vote in favor of this development would vote the same to vote yes if those apartments were built in your own back yard. While I am not opposed to something similar going in its place such as what is being proposed as Knightdale Next, I am opposed to a 3 or 4 story apartment complex. Over the past 10 years, I have seen Knightdale grow tremendously and I look forward to seeing more positive growth on this side of the town. It is our hope that the council members take our concerns seriously and vote no on the current proposal being brought forward.

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

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Name

Colin Watkins

Address

626 Noon Flyer Way, Knightsdale, North Carolina 27545

Phone Number

[REDACTED]

Email

[REDACTED]

Public Comment

Subject

General Public Comment 5/20/2020

Please indicate if you are in favor or in opposition of the public hearing item on which you are commenting.

In opposition

Permission to use phone number or email for contact

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

Written Public Comment

I am concerned that the proposed apartment complex between Knightsdale Station Run and Knightsdale Boulevard has not been adequately vetted by the developer. Per their current plans, it will involve significant parking and traffic overflow onto Knightsdale Station Run which is already a crowded and popular street due to the fantastic park and the many events the city typically puts on throughout the year. These are all dense foot travel areas with pedestrians and adding another 340 vehicles throughout the day could lead to safety issues.

Additionally, the following intersections will be significantly impacted: Knightsdale Station Run/First St, Carolinian Avenue/Knightsdale Boulevard, First Street/Knightsdale Boulevard, and Morning Flyer Way/Knightsdale Boulevard.

Please ensure all due diligence is done on the proposed apartment dwellings.

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

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Name

David Granger

Address

722 Sunland Dr, Knightsdale, North Carolina 27545

Phone Number

[REDACTED]

Email

[REDACTED]

Public Comment

Subject

General Public Comment 5/20/2020

Please indicate if you are in favor or in opposition of the public hearing item on which you are commenting.

No position stated - Concerned or Neutral

Permission to use phone number or email for contact

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

Written Public Comment

I am writing with concern of the scale of the project Brown Investment Properties is currently trying to buy his way into Knightsdale with. It is my belief this project will be too large of a scale for the property he is trying to develop this close to what is considered the historic district of Knightsdale. It is my hope that the council would take this area into consideration when approving projects.

Allowing a 4 story residential building to be constructed in a place which has no support it in the town just because of money?

My hopes are, you on the council will hold out for something of better quality and not just dollar signs.

PLEASE do not rezone this property just to make a dollar. There are better uses for this location other than the first proposal.

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

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Name

Heather Pew

Address

103 Oxford Cir, Knightsdale, North Carolina 27545

Phone Number

[REDACTED]

Email

[REDACTED]

Public Comment

Subject

General Public Comment 5/20/2020

Please indicate if you are in favor or in opposition of the public hearing item on which you are commenting.

In opposition

Permission to use phone number or email for contact

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

Written Public Comment

When Knightsdale was in the research and buying phases for the Wilder property it was made widely known that a gentleman's agreement for the land to only be used for open space park like amenities was agreed upon. I am greatly disappointed to see that once again this is more than likely to be forgotten and a full residential building jammed next to heathers dance (also a break in the agreement) in an already crowded and impacted area. Knightsdale station Run is more and more dangerous to travel with food trucks, cars, pedestrians and businesses I cannot imagine why the town would seek to add lower value apartments to the site. This is a huge detractor for the park and a third example of handshakes meaning nothing to council. Two commercial businesses and a giant tightly spaced apt complex are a far cry from what you all shared back in the day was agreed upon with Mr. Wilder.

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

Exhibit B

**Public Comment on ZMA-8-19
Parkstone Townhomes PUD**

Knightsdale Public Comment

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Name

Jason Shepard

Address

2018 River Grove Lane, Knightsdale, North Carolina 27545

Phone Number

[REDACTED]

Email

[REDACTED]

Public Comment

Subject

Parkstone Public Hearing 5/20/2020

Please indicate if you are in favor or in opposition of the public hearing item on which you are commenting.

In opposition

Permission to use phone number or email for contact

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

Written Public Comment

I am opposed to the building of more apartments within ParkStone. I believe the land should continue to be reserved for commercial retail development.

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

Knightsdale Public Comment

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

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

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

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- Large groups are asked to designate a spokesperson.

Thank you for your cooperation and participation.

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Name

Nikki Black

Address

605 Brookfield Drive, Knightsdale, North Carolina 27545

Phone Number

[REDACTED]

Email

[REDACTED]

Public Comment

Subject

Parkstone Public Hearing 5/20/2020

Please indicate if you are in favor or in opposition of the public hearing item on which you are commenting.

In opposition

Permission to use phone number or email for contact

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

Written Public Comment

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

Transcript from Parkstone Public Comment Phone Messages

“Hi, my name is Stacey Crute, and I live at 119 Autumn Ridge Dr, and I am begging you guys please do not put anymore houses or apartments behind us. We have enough back there. We really need more retail. We need entertainment back there. Please we have enough housing in this area. We don't need anything else. I really hope and pray that you guys will listen to the people and keep an open mind please. Thank you very much.”

Knightsdale Public Comment

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Name

Larry Nilles

Address

1101 Oakgrove Drive, Knightsdale, North Carolina 27545

Phone Number

[REDACTED]

Email

[REDACTED]

Public Comment

Subject

Parkstone Public Hearing 5/20/2020

Please indicate if you are in favor or in opposition of the public hearing item on which you are commenting.

In opposition

Permission to use phone number or email for contact

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

Written Public Comment

I believe it is unacceptable for the Town of Knightsdale to relent to the Parkstone developers to consider more townhomes in their development. The town approved their original plan for a mix use development and in my mind a deal is a deal and they need to hold up their end of the agreement. Knightsdale needs affordable housing not more \$1,400./mth town homes. In this Covid era I think any decision to grant approval for changes to the original agreement should be tabled until it can be determined how long this recession will run and what the economy looks like in recovery. Perhaps on the other side of this tragedy there will be demand for the already approved commercial project they would be willing to construct.

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

Knightsdale Public Comment

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Name

Brian Long

Address

1405 Churchill Downs Dr, Waxhaw, North Carolina 28173

Phone Number

[REDACTED]

Email

[REDACTED]

Public Comment

Subject

Parkstone Public Hearing 5/20/2020

Please indicate if you are in favor or in opposition of the public hearing item on which you are commenting.

In favor

Permission to use phone number or email for contact

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

Written Public Comment

First, I would like to take this opportunity to thank Council Members and Staff for all the efforts that have been made to keep the business of the town moving forward during this unprecedented time of COVID-19. This situation has presented many challenges not only to people's personal lives, but to the operation of business and government functions. The fact that a public hearing is being held tonight is a testament to the creativity and hard work of all involved with keeping the business of the town moving forward.

Times have changed quite a bit since the original master plan for the Parkstone project was approved several years ago. While the multifamily component of that plan and some smaller elements of the retail portion have been extremely successful, the original vision for a larger retail component have not been able to be realized primarily due to the changing retail environment. Add to that the impact on retail from COVID-19 and it became apparent that the vision for this property needed to be updated to better reflect the times. For these reasons, we have worked for many months with staff to come up with a plan to right-size the retail component and to add an upscale townhome component between the existing apartments and the future smaller retail component

The plan now includes slightly more than 100,000 square feet of commercial space as opposed to more than 250,000 square feet in the previous master plan. Roughly 15 acres of the commercial space has been repurposed for upscale townhomes. For the remaining commercial space, the goal is to keep all of the element from the original master plan in place with the exception of the layout. The new layout was necessary to coordinate the transition between commercial and residential. We have worked with staff for over 6 months to develop the plan that is included in the information being presented tonight.

The residential component also reflects many months of coordination with staff. It has gone through many iterations and adjustments to accommodate requests and suggestions from staff. Many of these elements result in an improvement to the overall development. But

there are some requests we felt added little to no value for the townhome buyer. That said, in an effort to find common ground, we have agreed to include almost all requested elements in our proposal:

- We agreed to rear alley loaded units for most of the townhomes
- Façade elevations have been upgraded with more expensive elements added,
- Front steps have been added where possible,
- Garage doors have been upgraded for appearance
- Open spaces have been created in front of several of the unit buildings
- Amenities have been added at the request of staff including grilling and picnic areas, play areas, bocce court, cornhole, and several seating areas

With these added details to the townhome architecture, along with the added open space and amenities, pricing will be pushing the upper limits for townhomes in upscale suburbs of the Raleigh market.

Following months of coordination with staff, we now have a plan that both we and staff feel will provide the basis for a more realistic first class development plan. The commercial component is now at a more realistic scale matching today's retail landscape, while the residential component will bring additional quality living options to the Town of Knightdale with enhanced architectural elements and open space areas exceeding what is being seen in most local markets.

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



KNIGHTDALE TOWN COUNCIL WORK SESSION MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

June 1, 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, Development Services Director Chris Hills, Town Clerk Heather Smith, and Interim Town Attorney Roger Knight.

Meeting called to order by Mayor Roberson at 7:06 p.m.

WELCOME

Welcome by Mayor Roberson.

Councilor McDonald acknowledged June 1st as a statewide Day of Mourning, declared by North Carolina Governor Roy Cooper and led a moment of silence in honor of 13 Knightdale residents who have died from COVID-19.

ITEM I. ADOPTION OF AGENDA

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

ITEM II. PUBLIC HEARING

FY21 Budget Presentation

ORD #20-06-17-001

Public Hearing opened at 7:09 p.m.

Town Manager Bill Summers presented the FY21 proposed budget, highlighting unique conditions including the consolidation with Eastern Wake Fire Department, additional expansion of the Knightdale Fire Department, tax revaluation, and unknown economic impacts of the COVID-19 pandemic.

Mr. Summers reviewed the proposed balanced budget, general fund revenues and expenditures, expected capital spending, general fund debt, property tax rate,

revenue and population trends, fee schedule changes, and COVID-19 budget contingences.

No public comments were received for the FY21 budget hearing. Mayor Roberson noted that comments will continue to be accepted for 24 hours and, if received, included in the official record.

...Motion by Councilor Swan to close the Public Hearing at 7:41 p.m., continue receiving comments for 24 hours, open the FY21 Proposed Budget for public inspection for at least 10 days, and schedule for consideration at the June Regular Meeting. Motion seconded by Councilor Young and carried unanimously.

Public comments received up to 24 hours after the hearing are attached as Exhibit A.

ITEM III. DISCUSSION

Development Services Director Chris Hills provided an update on the following development proposals and answered questions from Council.

- | | |
|------------------------------------|-----------------------------|
| Poplar Creek Village Phase IV | Merritt Properties |
| Parkstone | Hinton Oaks |
| Smithfield and Mailman Road | Knightdale Marketplace |
| Olde Faison Place | River's Edge Apartments |
| Wil-Mar | Knightdale Monument Sign |
| Panther Rock Blvd Apartments | Coastal Credit Union |
| Old Milburnie Subdivision | The Collection |
| Legacy Oaks: Lots 2, 4, 8, 9, & 10 | Knightdale Craft Kitchen |
| Harper Tract – Old Knight Road | 608 N. First Ave Restaurant |
| Mixed Use Multi-Family | |
| Development on Knightdale Blvd | |

Councilor Morgan shared appreciation for the Town's Public Safety departments and especially the leadership and integrity of Chief Capps and Chief Cone throughout the COVID-19 pandemic.

ITEM IV. ADJOURNMENT

...Motion by Councilor McDonald to adjourn at 9:35 p.m. Motion seconded by Councilor Morgan and carried unanimously.

James A. Roberson, Mayor

Heather M. Smith, Town Clerk

Exhibit A

Public Comment on
FY21 Proposed Budget

Knightdale Public Comment

Public Hearing for June 1st Work Session - FY 21 Proposed Operating Budget

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Name

Jasmin Loraine Benas

Address

2221 Ballston Pl, Knightdale, North Carolina 27545

Phone Number

[REDACTED]

Email

[REDACTED]

Public Comment

Subject

FY 21 Budget - June 1st Budget Meeting

Please indicate if you are in favor or in opposition of the public hearing item on which you are commenting.

No position stated - Concerned or Neutral

Permission to use phone number or email for contact

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

Written Public Comment

In the past year Knightdale has spent nearly \$4 million dollars to support our police department. In light of recent murders committed by police and the inexcusable response from police towards peaceful protestors, the KPD should be DEFUNDED unless it meets all of the demands that Raleigh has been expressing.

1. Subpoena power to the oversight board to strengthen their ability to effectively review and investigate grievances through a KPD Policy change
2. Full restoration of CAC's with a policy requiring at least one-month notice of a public hearing before changing community engagement policies.
3. A policy requiring officers to intervene when a fellow cop becomes abusive
4. An investment in community-led health and safety strategies instead of investing in the police.

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



Town of Knightdale

Staff Report Cover Sheet

Title: 2020 Meeting Schedule Amendment 04

Staff: Heather Smith, Town Clerk

Date: June 17, 2020

PURPOSE

- Amend the 2020 Meeting Schedule to reflect that Work Sessions will be held at 6:00 p.m. beginning on August 3, 2020.

STRATEGIC PLAN PRIORITY AREA(S)

- Organizational Excellence

GENERAL STATUTE REFERENCE(S), if applicable

- § 143-318.12: “...If a public body changes its schedule of regular meetings, it shall cause the revised schedule to be filed as provided in subdivisions (1) through (4) of this subsection at least seven calendar days before the day of the first meeting held pursuant to the revised schedule...”

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- N/A

ATTACHMENT(S)

- 2020 Meeting Schedule Amendment 04

STAFF RECOMMENDATION

- Adopt 2020 Meeting Schedule Amendment 04

Knightsdale Strategic Priorities



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Organizational Excellence

2020 Town of Knightdale Meeting Schedule
(Amendment 04)

Town Council	Land Use Review Board	Veterans Memorial Advisory Board
<i>1st Monday of the month at 6:00 p.m.</i>	<i>2nd Monday of the month at 7:00 p.m.</i>	<i>2nd Monday of the month at 4:00 p.m. (June - Dec)</i>
<i>3rd Wednesday of the month at 7:00 p.m.</i>	<i>3rd Wed of the month at 7:00 p.m. (as needed for Joint Public Hearings)</i>	
Monday, January 6, 2020 <i>(Work Session)</i>	Monday, January 13, 2020	Monday, June 8, 2020
Wednesday, January 15, 2020	Wednesday, January 15, 2020	Monday, July 13, 2020
Monday, February 3, 2020 <i>(Work Session)</i>	Monday, February 10, 2020	Monday, August 10, 2020
Wednesday, February 19, 2020	Wednesday, February 19, 2020	Monday, September 14, 2020
Monday, March 2, 2020 <i>(Work Session)</i>	Monday, March 9, 2020	Monday, October 12, 2020
Wednesday, March 18, 2020	Wednesday, March 18, 2020	Monday, November 9, 2020
Monday, April 6, 2020 <i>(Work Session)</i>	Monday, April 13, 2020	Monday, December 14, 2020
Wednesday, April 15, 2020	Wednesday, April 15, 2020	Parks and Recreation Advisory Board
Monday, May 4, 2020 <i>(Work Session)</i>	Monday, May 11, 2020	<i>4th Monday of the month at 6:00 p.m.</i>
Wednesday, May 20, 2020	Wednesday, May 20, 2020	Monday, January 27, 2020
Monday, June 1, 2020 <i>(Work Session)</i>	Monday, June 8, 2020	Monday, February 24, 2020
Wednesday, June 17, 2020	Wednesday, June 17, 2020	Monday, March 23, 2020
Wednesday, July 15, 2020	Monday, July 13, 2020	Monday, April 27, 2020
Monday, August 3, 2020 <i>(Work Session)</i>	Wednesday, July 15, 2020	*Tuesday, May 26, 2020
Wednesday, August 19, 2020	Monday, August 10, 2020	Monday, June 22, 2020
*Tuesday, September 8, 2020 <i>(Work Session)</i>	Wednesday, August 19, 2020	Monday, July 27, 2020
Wednesday, September 16, 2020	Monday, September 14, 2020	Monday, August 24, 2020
Monday, October 5, 2020 <i>(Work Session)</i>	Wednesday, September 16, 2020	Monday, September 28, 2020
Wednesday, October 21, 2020	Monday, October 12, 2020	Monday, October 26, 2020
Monday, November 2, 2020 <i>(Work Session)</i>	Wednesday, October 21, 2020	Monday, November 23, 2020
Wednesday, November 18, 2020	Monday, November 9, 2020	Public Safety Advisory Board
Monday, December 7, 2020 <i>(Work Session)</i>	Wednesday, November 18, 2020	<i>2nd Thursday of every other month at 6:30 p.m.</i>
Wednesday, December 16, 2020	Monday, December 14, 2020	Thursday, January 9, 2020
	Wednesday, December 16, 2020	Thursday, March 12, 2020
Saturday, March 7, 2020 - Retreat 9:00 a.m. - 5:00 p.m.		Thursday, May 14, 2020
		Thursday, July 9, 2020
		Thursday, September 10, 2020
	<i>*Date changes due to holidays/conflicting meeting dates/special meeting</i>	Thursday, November 12, 2020
		<i>Adopted on _____</i>



Town of Knightdale

Staff Report Cover Sheet

Title: Veterans Memorial Advisory Board Ordinance Amendment

Staff: Heather Smith, Town Clerk

Date: June 17, 2020

PURPOSE

- To amend the Veterans Memorial Advisory Board Ordinance to remove the appointment of ex-officio Council Liaisons.

STRATEGIC PLAN PRIORITY AREA(S)

- Organizational Excellence.

GENERAL STATUTE REFERENCE(S), if applicable

- Section 20.58 of the Town's Code of Ordinances gives the Town Council authority to establish and appoint members for temporary and standing committees and boards as needed to help carry out the work of the government.

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- N/A

ATTACHMENT(S)

- ORD #20-06-17-002

STAFF RECOMMENDATION

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

Knightsdale Strategic Priorities



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TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #20-06-17-002

ORDINANCE AMENDING VETERANS MEMORIAL ADVISORY BOARD

SECTION 1. Creation

There is hereby created a Veterans Memorial Advisory Board for the Town of Knightdale.

SECTION 2. Purpose

The Veterans Memorial Advisory Board (hereafter, the Board) serves in an advisory capacity to the Knightdale Town Council to review and recommend candidates for permanent inscription on the Veterans Memorial and to advise on opportunities to recognize the Knightdale veteran community.

SECTION 3. Roles and Responsibilities

The Board shall assume the following roles and responsibilities:

1. Provide recommendations to Town Council for Veterans to be honored and recognized at the Veterans Memorial Plaza.
2. Coordinate and promote application distribution for the Veterans Memorial Recognition Program.
3. Promote the Veterans Memorial Recognition Program in the community.
4. Carefully review incoming applications and verify information.

SECTION 4. Membership

The Board shall be composed as follows:

A. *Voting* - The Board shall be composed of seven (7) voting members appointed by the Town Council. One member shall be a representative of the Two Green Thumbs Garden Club, one shall be a representative of American Legion Post 529, and one shall be a representative of the Disabled American Veterans organization. The remaining membership shall be comprised of citizens who possess a knowledge of Knightdale history and the local veteran community.

~~B. *Ex-Officio* - The Mayor shall appoint two (2) ex-officio representatives from the Town Council to serve on the Board.~~

~~1) - The ex-officio members will not have a vote on items coming before the Board.~~

~~2) - The Mayor shall make ex-officio appointments annually at a Regular Meeting of the Town Council.~~

- C. *Staff Support* - The Town Manager, Parks, Recreation and Cultural Programs Director, and Town Clerk will serve as staff support to the Board. The Town Clerk will prepare and distribute the agenda, take minutes, and record attendance.

SECTION 5. Terms of Office

The terms of office for all voting members shall be on a two (2) year staggered basis.

- A. All terms will begin on ~~February~~ **March** 1st of the year appointed.
- B. All members shall hold their positions until their successors are appointed by the Knightdale Town Council unless they are removed from the Board or they resign.

SECTION 6. Compensation

Members of the Board shall serve without compensation.

SECTION 7. Officers

The Board shall elect a Chairperson from its membership annually at its first meeting for a term of office of one (1) year. The Chair will ensure the orderly conduct of business and shall hold their position until their successor is elected.

SECTION 8. Meetings, Establishment of a Quorum

The Board shall meet monthly on a regularly scheduled basis.

- A. A quorum shall consist of a majority of the voting members. A quorum must be established before any official action can be taken. Official action shall be approved by a simple majority.
- B. The Chair~~man~~ may authorize the calling of a special meeting or cancellation of a meeting as needed.
- C. All meetings will operate in accordance with the North Carolina General Statutes' open meetings law.
- D. The Board shall not establish a subcommittee without prior approval from the Town Council.

SECTION 9. Acceptance of Grants, Gifts, Etc.

The Board may recommend to the Town Council the acceptance of any grant, gift, bequest, or donation of any personal or real property offered or made for public purposes.

SECTION 10. Code of Ethics

All voting members of the Board shall sign an Advisory Board Code of Ethics Statement at their first meeting upon appointment. All members are expected to serve as ambassadors for Knightdale supporting the Town Council, Town Staff and all programs and initiatives of the Town.

SECTION 11. Authorized Spokesperson

The Chair is authorized to serve as the spokesperson for the Board to the Town Council. Only the Town Council or Town Manager (or his designee) are authorized to speak on behalf of the Town.

SECTION 12. Conflict of Interest

The Board shall operate in compliance with North Carolina's Conflict of Interest laws.

SECTION 13. Limitations of Power, Removal

The Board is not authorized by the Town Council to operate outside the scope of authority granted under this Ordinance.

- A. All voting members are subject to removal by the Knightdale Town Council in their sole discretion.
- B. The Board may recommend to the Town Council the member(s) to be removed.
 - 1) Recommendations shall be made in writing and include specific reasons for removal.
 - 2) The Board may make removal recommendations with a three-fourths majority approval of all voting members.
- C. Members of the Board who miss more than three (3) meetings within twelve (12) months may be recommended for removal.

This the 17th day of June, 2020

BY: _____
James A. Roberson, Mayor

ATTEST: _____
Heather M. Smith, Town Clerk



Town of Knightdale

Staff Report Cover Sheet

Title: AN-2-17 Silver Stone Annexation Corrective Ordinance

Staff: Jason S. Brown, AICP, CZO

Date: June 17, 2020

PURPOSE

- To adopt a corrective ordinance for AN-2-19, due to an incorrect legal description.

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive
- Sustainable

GENERAL STATUTE REFERENCE(S), *if applicable*

- §160A-31 – Annexation by petition

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

ATTACHMENT(S)

- ORD# 20-06-17-003

STAFF RECOMMENDATION

- Adopt ORD# 20-06-17-003

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



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Organizational Excellence



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE # 20-06-17-003

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF KNIGHTDALE, NORTH CAROLINA SILVERSTONE

WHEREAS, Ordinance #19-11-20-002 was previously recorded in Book: 017778 Page: 01506-01511 and contained an inaccurate legal description for the annexed area, this ordinance is adopted to replace the previously recorded ordinance; and

WHEREAS, the Knightdale Town Council has been petitioned under NCGS §160A-31, as amended, to annex the area described below; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was opened at the Knightdale Town Hall at 7:00 pm on the 20th day of November, 2019, after due notice by publication in the News & Observer on the 8th day of November, 2019; and

WHEREAS, the Town Council hereby finds that the petition meets the requirements of NCGS §160A-31.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Knightdale, North Carolina that:

Section 1. By virtue of the authority granted by NCGS §160A-31, as amended, the following described territory, is hereby annexed and made part of the Town of Knightdale as of the 20th day of November, 2019:

**Legal Description – 160.707 Acres
Silverstone**

Parcel One – Wake county PIN: 1743-31-0841

A parcel of land located in Saint Matthews Township, in Wake County, in North Carolina and further described as follows:

Beginning at an iron pipe found on the eastern property line of River Place Properties, LLC (DB 16437, PG 1389) PIN: 1733-91-9712 and sharing a common corner with the northwest property corner for Knightdale Rentals (DB 16952, PG 367) PIN: 1743-31-0841. Thence North 0°07'22" East. A distance of 119.91 feet to an iron pipe found; thence North 87°15'22" East, a distance of 257.40 feet to an iron rod set on the western right-of-way of Hodge Road, thence along said right-of-way South 5°05'24" West, a distance of 119.95 feet to an iron rod set. Thence South 87°02'22" West, a distance of 247.05 feet to the place of beginning.

Containing 0.691 acres more or less.

The bearings in this description are based upon the North Carolina State Plane Coordinates of 1983, 2011 epoch.

Parcel Two – Wake County PIN: 1743-31-0841

A parcel of land located in Saint Matthew's Township, in Wake County, in North Carolina and further described as follows:

Beginning at an 1 ½ inch iron pipe found on the Eastern property corner of River Place Properties, LLC (DB 16437, PG 1389) PIN: 1733-91-9712 and sharing a common corner with the Southwest property corner for Knightdale Rentals (DB 16952, PG 367) PIN: 1743-31-0841. Thence North 0°12'24" East, A distance of 119.70 feet to an iron pipe found; thence North 87°02'22" East, a distance of 247.05 feet to an iron rod set on the Western right-of-way of Hodge road, thence along said right-of-way South 5°33'35" West, a distance of 126.08 feet to an iron rod set. Thence South 88°18'02" West, a distance of 235.04 feet to the place of beginning.

Containing 0.675 acres more or less.

The bearings in this description are based upon the North Carolina State Plan Coordinates of 1983, 2011 epoch.

Parcel Three – Wake County PIN: 1743-32-0259

A parcel of land located in Saint Matthew's Township, in Wake County, in North Carolina and further described as follows:

Beginning at an iron pipe found on the Eastern property line of River Place Properties, LLC (DB 16437, PG 1389) PIN: 1733-91-9712 and sharing a common corner with the Northwest property corner for Knightdale Rentals (DB 16952, PG 371) PIN: 1743-31-0167. Thence North 0°06'19" East, a distance of 97.91 feet to an iron pipe found; thence North 86°05'59" East, a distance of 224.57 feet to an iron rod set; thence South 7°06'06" East a distance of 103.61 feet to an iron rod set; thence South 87°29'39" West, a distance of 237.26 feet to the place of beginning.

Containing 0.533 acres more or less.

The Bearings in this description are based upon the North Carolina State Plane Coordinates of 1983, 2011 epoch.

Parcel Four – Wake County PIN: 1743-32-0167

A parcel of land located in Saint Matthew's Township, in Wake County, in North Carolina and further described as follows:

Beginning at an iron pipe found on the Eastern property line of River Place Properties, LLC (DB 16437, PG 1389) PIN: 1733-91-9712 and sharing a common corner with the Northwest property corner for Knightdale Rentals (DB 16952, PG 363) PIN: 1743-31-0076.

Thence North 0°05'14" East, a distance of 139.90 feet to an iron pipe found; thence North 87°29'39" East, a distance of 237.26 feet to an iron rod set; thence South 7°06'03" East, A distance of 20.78 feet to an iron rod set. Thence South 2°23'50" East, a distance of 118.60 feet to an iron rod set; thence South 87°23'14" West, a distance of 245.03 feet to the place of beginning.

Containing 0.775 acres more or less.

The Bearings in this description are based upon the North Carolina State Plane Coordinates of 1983, 2011 epoch.

Parcel Five – Wake County PIN: 1743-32-0076

A parcel of land located in Saint Matthew's Township, in Wake County, in North Carolina and further described as follows:

Beginning at an iron pipe found on the Eastern property line of River Place Properties, LLC (DB 16437, PG 1389) PIN: 1733-91-9712 and sharing a common corner with the Northwest property corner for Knightdale Rentals (DB 16952, PG 367) PIN: 1743-31-0953. Thence North 0°04'27" East, a distance of 119.98 feet to an iron pipe found; thence North 87°23'29" East, a distance of 265.02 feet to an iron rod set on the Western right-of-way of Hodge Road, thence along said right-of-way South 3°43'30" West, a distance of 119.98 feet to an iron rod set. Thence South 87°15'22" West, a distance of 257.40 feet to the place of beginning.

Containing 0.712 acres more or less.

The Bearings in this description are based upon the North Carolina State Plane Coordinates of 1983, 2011 epoch.

This annexation includes all portions of Hodge Road adjacent to Parcels 1-5, including 1.425 acres more or less.

Parcel Eight – Wake County PIN: 1733-91-9712

Beginning at the intersection of the centerlines of Panther Rock Boulevard and Hodge Road, being the Point of Commencement. Thence running in a southeast direction along Hodge Road approximately 203 feet to an iron rod on the western right-of-way line of Hodge Road being the Southeast corner of Riverside Plantation, LLC. (DB 6577, PG 703), and being the POINT OF BEGINNING. Thence along Hodge Road right-of-way, S32°06' 07"E 203.27 feet to an iron pipe

found; thence S29°13' 43"E 121.29 feet to an iron pipe found; thence S27°28' 11 "E 60.01 feet to an iron rod found; thence leaving said right-of-way, S61°19' 09"W 20.00 feet to an iron rod found; thence 184.41 feet along the arc of a curve to the left, having a chord bearing and distance of S48°07' 23"W 182.46 feet to an iron rod found; thence 46.31 feet along the arc of a curve to the right, having a chord bearing and distance of S36°46' 31"W 46.29 feet to an existing iron pipe; thence 159.28 feet along the arc of a curve to the right, having a chord bearing and distance of S50°37' 44"W 158.35 feet to an iron rod found; thence S56°27' 02"W 30.01 feet to an existing iron pipe, said point also being the POINT OF COMMENCEMENT for the exception parcel as described below; thence 32.24 feet along the arc of a curve to the left, having a chord bearing and distance of S17°24' 27"W 28.93 feet to an existing iron pipe; thence S28°16' 58"E 237.78 feet to an existing iron pipe; thence S28°1 O' 09"E 224.29 feet to an existing iron pipe; thence N61 °52' 18"E 200.10 feet to an existing iron pipe; thence N28°23' 02"W 34.81 feet to an existing iron pipe; thence N67°18' 30"E 238.85 feet to an existing iron pipe on the western right-of-way line of Hodge Road; thence S20°09' 01 "E 123.92 feet to an existing iron pipe; thence leaving said right-of-way, S70°06' 12"W 222.89 feet to an existing iron pipe; thence S28°11' 07"E 112.98 feet to an existing iron pipe; thence S0°06' 33"W 218.50 feet to an existing iron pipe; thence S0°06' 19"W 97.91 feet to an existing iron pipe; thence S0°05' 14"W 139.90 feet to an existing iron pipe; thence S0°04' 27"W 119.98 feet to an existing iron pipe; thence S0°07' 22"W 119.91 feet to an existing iron pipe; thence so012- 24"W 119.70 feet to an existing iron pipe; thence S88° 06' 42"W 986.05 feet to an existing concrete monument; thence S0°00' 26"W 563.20 feet to an existing iron rod, the Southwestern corner of GA HC REIT II Knightdale ALF LLC, Deed Book 15075, PG. 1798 and BM 2011, PG 193; thence S87°49' 54"W 375.18 feet to an existing iron rod; thence S87°53' 42"W 3238.25 feet to a point on the west bank of the Neuse river; thence along the west bank N25° 11' 18"W 259.35 feet to a point; thence N30°50' 18"W 389. 70 feet to a point; thence N31°50' 18"W 205.60 feE;it to a point; thence N52°12' 18"W 184.70 feet to a point; thence N59°52' 18"W 166.50 feet to a point; thence N79°54' 1 B"W 161.30 feet to a point; thence S80°12' 42"W 154.50 feet to a point; thence N72°13' 18"W 111.20 feet to a point; thence N84°09' 18"W 141.50 feet to a point; thence N71 °56' 18"W 160.60 feet to a point; thence N59°47' 18"W 104.10 feet to a point; thence N52°31' 42"W 88.68 feet to a point; thence leaving the west bank of the Neuse River N85°39' 53"E 1141.87 feet to an existing iron pipe in the Southern line of Bobby L. Murray, Sr. Heirs, Will File 1864-00-E; thence S4°26' 24"E 54.25 feet to an iron pipe set; thence N85°38' 36"E 748.32 feet to an existing iron pipe; thence N85°39' 21"E 1181.94 feet to an existing iron pipe; thence N85°37' 05"E 1484.41 feet to an iron pipe set in the Right-of-Way of Hardin Hill Lane; thence N35°26' 32"E 833.22 feet to an existing iron pipe; thence N35°33' 28"E 70.18 feet to an existing iron pipe; thence N56°58' 55"E 879.08 feet to an existing iron pipe; thence N56°58' 55"E 30.78 feet to the POINT OF BEGINNING containing 160.892 acres, less and except 5.745 acres, having a net area of 155.147 acres, more or less.

Less and Except an exception parcel described as follows:

Beginning at an iron along the northern property line of Gregory S. Woolbright and Justine M. Woolbright property (DB 15061, PG 2380), being the Point of Commencement of the exception parcel as described above; thence S62°00' 51 "W 100.15 feet to an existing iron pipe, being the Point of Beginning of the exception parcel; thence S61°50' 35"W 126.70 feet to an existing iron pipe; thence S61°49' 46"W 48.30 feet to an iron pipe found; Thence 311.20 feet along the arc of a curve to the right, having a chord bearing and distance of S72°20' 11"W 309.46 feet to an iron pipe found; thence S82°45' 24"W 48.27 feet to an existing iron pipe; thence S14°15' 01"E 290.57

feet to an iron pipe found; thence S14°15' 01"E 124.41 feet to an iron pipe found; thence N84°14' 33"E 55.22 feet to an iron pipe found; thence N82°21' 59"E 23.00 feet to an iron pipe found; thence 285.73 feet along the arc of a curve to the left, having a chord bearing and distance of N72°12' 38"E 284.17 feet to an iron pipe found; thence N61 °49' 46"E 145.99 feet to an iron pipe found; thence N62°26' 44"E 126.02 feet to an existing iron pipe; thence 32.08 feet along the arc of a curve to the left, having a chord bearing and distance of N18°07' 33"E 28.70 feet to an iron pipe found; thence N28°18' 21"W 186.87 feet to an existing iron pipe; thence N28°07' 56"W 183.78 feet to an existing iron pipe; thence 32.29 feet along the arc of a curve to the left, having a chord bearing and distance of N73°14' 42"W 28.74 feet to the Point of Beginning of the exception parcel, containing 5.745 acres more or less.

This annexation includes all portions of Hodge Road adjacent to Parcel 8, including two separate areas shown on the annexation map recorded in BM2020 PG330, one having an area of .562 acres more or less and the other .183 acre more or less.

Section 2. Upon and after the 20th day of November, 2019, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Knightdale and shall be entitled to the same privileges and benefits as other parts of the Town of Knightdale. Said territory shall be subject to municipal taxes according to NCGS §160A-31.

Section 3. The Mayor of the Town of Knightdale shall cause to be recorded in the office of the Register of Deeds of Wake County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 hereof, together with a duly certified copy of this ordinance. Such map shall also be delivered to the Wake County Board of Elections, as required by NCGS §163-288.1.

Adopted this 17th day of June, 2020.

James A Roberson, Mayor

ATTEST & SEAL:

Heather M Smith, Town Clerk



Town of Knightdale

Staff Report

Title: COVID19 Temporary Waiver of Fees

Asst. Town Manger Signature: SMY

Staff: Suzanne Yeatts, Asst. Town Mgr.

Town Manager Signature: WRS

Date: June 17, 2020

BACKGROUND INFORMATION

- In an effort to support local businesses during the COVID-19 pandemic, Town staff has identified three areas in which fees could be waived for a temporary period in addition to regional assistance programs provided by state and county organizations.

SUMMARY

- The following fees will be waived for a period of 90 days:
 - Annual Safety Inspection Fees for Commercial Entities
 - Fire Inspectors will continue to perform required inspections.
 - Fees ranging from \$25.00 to \$500.00 based on square footage will not be invoiced.
 - False Alarm Penalties
 - Police Officers will continue to respond to false alarm activations.
 - Fees ranging from \$25.00 to \$500.00 based on number of activations will not be invoiced. A warning letter will be issued in lieu of a penalty.
 - Banner Permits
 - Development Services staff will continue to issue permits for temporary signage.
 - Fee of \$25 per banner and time limits of display will be waived.

RECOMMENDED ACTION

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



Town of Knightdale

Staff Report Cover Sheet

Title: Adoption of Town of Knightdale FY2020-21 Budget

Staff: Bill Summers, Town Manager

Date: June 17, 2020

PURPOSE

- Adoption of the FY2020-21 Annual Budget for the Town of Knightdale

STRATEGIC PLAN PRIORITY AREA(S)

- Sustainable
- Organizational Excellence

GENERAL STATUTE REFERENCE(S), if applicable

- N.C. General Statute 159-8; 159-12; 159-13

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- N/A

ATTACHMENT(S)

- Staff Report
- Town Manager's Message
- FY21 Budget Ordinance
- FY21 Budget Ordinance Attachment A – Fee Schedule
- FY21 Budget Ordinance Attachment B – Position Classification Plan
- FY21 Budget Ordinance Attachment C – LSE Position Classification Plan

STAFF RECOMMENDATION

- Adopt the Fiscal Year 2020-2021 Budget Ordinance.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report

Title: Town of Knightdale FY2020-21
Budget Public Hearing

Staff : Bill Summers, Town Manager

Date: June 17, 2020

Director Signature: TF

Asst. Town Manger Signature: SMY

Town Manager Signature: WRS

BACKGROUND INFORMATION

Following the statutorily, required public hearing held June 1, 2020 for the proposed Town of Knightdale Fiscal Year (FY) 2020-2021 Budget, this agenda item is for your consideration of adoption.

SUMMARY

Annual Budget Ordinance Requirement

N.C. General Statute 159-8 requires local governments to adopt a balanced budget annually:

§ 159-8. Annual balanced budget ordinance.

(a) Each local government and public authority shall operate under an annual balanced budget ordinance adopted and administered in accordance with this Article. A budget ordinance is balanced when the sum of estimated net revenues and appropriated fund balances is equal to appropriations. Appropriated fund balance in any fund shall not exceed the sum of cash and investments minus the sum of liabilities, encumbrances, and deferred revenues arising from cash receipts, as those figures stand at the close of the fiscal year next proceeding the budget year. It is the intent of this Article that, except for moneys expended pursuant to a project ordinance or accounted for in an intragovernmental service fund or a trust and agency fund excluded from the budget ordinance under G.S. 159-13(a), all moneys received and expended by a local government or public authority should be included in the budget ordinance. Therefore, notwithstanding any other provision of law, no local government or public authority may expend any moneys, regardless of their source (including moneys derived from bond proceeds, federal, state, or private grants or loans, or special assessments), except in accordance with a budget ordinance or project ordinance adopted under this Article or through an intragovernmental service fund or trust and agency fund properly excluded from the budget ordinance.

(b) The budget ordinance of a unit of local government shall cover a fiscal year beginning July 1 and ending June 30. The budget ordinance of a public authority shall cover a fiscal year beginning July 1 and ending June 30, except that the Local Government Commission, if it determines that a different fiscal year would facilitate the authority's financial operations, may enter an order permitting an authority to operate under a fiscal year other than from July 1 to June 30. If the Commission does



Town of Knightdale

Staff Report

permit an authority to operate under an altered fiscal year, the Commission's order shall also modify the budget calendar set forth in G.S. 159-10 through 159-13 so as to provide a new budget calendar for the altered fiscal year that will clearly enable the authority to comply with the intent of this Part.

(1971, c. 780, s. 1; 1973, c. 474, s. 5; 1975, c. 514, s. 3; 1979, c. 402, s. 1; 1981, c. 685, s. 2.)

Budget Adoption Requirements

The Town of Knightdale is required to adopt the annual budget per the requirements of § 159-12 and § 159-13(a). The proposed FY2020-21 Budget was presented to the Town Council on June 1, 2020 and has been open to public inspection for at least ten (10) days. The Public Hearing was held on June 1, 2020 at 7:00 p.m. and comments were accepted for 24 hours after the hearing. The final step in the adoption process is to adopt the proposed ordinance at the June 17, 2020 Town Council Meeting.

§ 159-12. Filing and publication of the budget; budget hearings.

(a) On the same day that he submits the budget to the governing board, the budget officer shall file a copy of it in the office of the clerk to the board where it shall remain available for public inspection until the budget ordinance is adopted. The clerk shall make a copy of the budget available to all news media in the county. He shall also publish a statement that the budget has been submitted to the governing board, and is available for public inspection in the office of the clerk to the board. The statement shall also give notice of the time and place of the budget hearing required by subsection (b) of this section.

(b) Before adopting the budget ordinance, the board shall hold a public hearing at which time any persons who wish to be heard on the budget may appear. (1927, c. 146, s. 7; 1955, cc. 698, 724; 1971, c. 780, s. 1.)

§ 159-13. The budget ordinance; form, adoption, limitations, tax levy, filing.

(a) Not earlier than 10 days after the day the budget is presented to the board and not later than July 1, the governing board shall adopt a budget ordinance making appropriations and levying taxes for the budget year in such sums as the board may consider sufficient and proper, whether greater or less than the sums recommended in the budget.

RECOMMENDED ACTION

- Adopt the Fiscal Year 2020-2021 Budget Ordinance.



June 1, 2020

Mayor James Roberson
Mayor Pro Tempore Jessica Day
Councilor Randy Young
Councilor Mark Swan
Councilor Stephen Morgan
Councilor Ben McDonald

FISCAL YEAR (FY) 2020-2021 BUDGET MESSAGE

Mayor Roberson and Town Council:

Submitted for your consideration is the proposed budget for the fiscal year beginning July 1, 2020. This budget has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act (G.S. 159-8(a)). The budget is balanced and identifies all revenue and expenditure estimates for Fiscal Year (FY) 2020-2021 per G.S. 159-8(b).

REVIEW & ACCOMPLISHMENTS

According to the U.S. Census Bureau, the Town of Knightdale grew more than 10% last year and averages 8% over that past four years. Our Town is currently the fastest growing municipality in Wake County with approximately 19,671 residents. While this growth continues to improve the quality of life for our citizenry, it presents significant challenges in meeting the service demand needs for a jurisdiction undergoing such significant growth.

Knightdale continues to maintain its historical commitment to fiscal responsibility. This commitment to financial stewardship is the foundation of the Town's numerous successes in capital projects and quality service delivery. The General Fund is the chief operating fund of the Town of Knightdale. The FY2019 Audit reported an unassigned, general fund balance of \$5,099,076 or 32.4% of total general fund expenditures for the fiscal year. General Fund health continues to be strong for Knightdale. Property tax revenues increased 6.5% while sales tax revenue increased by 11.7% in FY2019.

The Town operates a Capital Reserve Fund designed to proactively meet the capital needs necessitated by the growth of the area. Capital Reserves are funded by a dedication of \$0.025 of the tax levy as well as any General Fund revenues in excess of 40%. For FY2019, the Capital Reserve Fund had an end-of-year balance of \$2,748,981 with \$504,071 restricted for local street improvements. In FY2020, this fund benefitted the following projects: debt service for Knightdale Station Park – Phase III, partial funding of Development Service's UDO update, Mingo Creek Greenway Extension grant-match funding, Wake Stone Athletic Park, and seed money for the Fire Capital Project Fund.

Knightdale no longer owns or operates a water and sewer utility. The Town's Utility Fund is literally a shell of its former self as a utility merger agreement with the City of Raleigh Utility was completed in FY2018. The Raleigh Public Utilities Department provides water and sewer service to approximately 198,000 meters serving approximately 600,000 residents in Raleigh, Garner, Wake Forest, Rolesville, Knightdale, Wendell, and Zebulon. The merger ensures water and sewer capacity for Knightdale to meet the Town's current and future needs. Town residents began paying City of Raleigh water and sewer rates effective July 1, 2018. For FY2020, Raleigh transferred \$159,581 to Knightdale to fund water and sewer debt which could not legally be transferred in the merger. This debt will be completely paid off in by FY2022.

Knightdale operates two, primary programs funded through restricted revenue sources, the North Carolina State Street-Aid (Powell Bill) Program and the Storm Water Utility Fund. Both programs are essential in meeting the increasing needs of the Town's urbanizing environment. Powell Bill funds are generated from the State's Gasoline Tax through which a percentage of revenues are returned to municipalities. These funds are limited to maintaining, repairing, construction, reconstruction, or widening of local streets. In FY2019, Powell Bill funds were \$370,821, an increase of 4.1% over the previous fiscal year. The primary use of these proceeds is for the Town's annual repaving program. The Town currently has around \$840,000 of Powell Bill reserves available for paving projects.

The Storm Water Utility Fund is funded by a \$4.00 monthly, residential unit fee that generated \$709,315 in FY2019. This proactive program is designed to manage the increasing stormwater facilities in Knightdale as a result of the Town's increasing impervious areas. Major ongoing capital projects for this fund include a Storm Water Master Plan and an environmental pond rehabilitation.

The Town's total outstanding debt at June 30, 2020 will be \$11,891,520, an increase of \$864,315 over this same time period last year. This increase is mostly related to the Wake Stone Athletic Park, which is currently under construction. While the debt balance increased, the amount paid in principal and interest in FY2021 will decrease by \$71,846. The Town debt service as a percent of general fund expenditures is 8.57%, well below the Town's debt policy of 11%.

For FY2020, several significant initiatives were initiated and/or completed:

- Opening of Knightdale Station Park Splashpad.
- Dedication of new Public Works Facility at 1102 Great Falls Court.
- Initiation of construction of Wake Stone Athletic Park on Forestville Road with project to be completed by late summer.
- Continuation of Mingo Creek Greenway Extension project.



New Public Works Facility

- Creation of a Fire Capital Project Fund for future expansion and purchase of new ladder truck.
- Consolidation agreement with Eastern Wake Fire-Rescue Department effective for July 1, 2020.

- Police Department reaccreditation with nationally recognized Commission on Accreditation for Law Enforcement Agencies (CALEA).
- Expanded bus service to Raleigh with new route allowing for more transfer opportunities to multiple routes.

FY2020-2021 BUDGET

As in previous years, the major emphasis of FY2021 Budget is to maintain quality service-delivery levels and to meet expanding capital needs. Staff maintain our annual commitment to a budget development process that focuses on working within the limits of our existing revenue sources. Our responsibility is to be conservative in our revenue projections and subsequent budgetary recommendations to ensure prudent use of town funds. Knightdale is committed to developing and maintaining a strong financial position.

This year presented unique opportunities for the budget-development process that included the fire consolidation with Eastern Wake Fire-Rescue Department, progress in expansion needs for the Knightdale Fire Department, a tax revaluation, and challenges surrounding the COVID-19 pandemic.

ORGANIZATIONAL GOALS

With a population density having increased over 21% in the last 10 years, Wake County is the second most populous county in North Carolina, only slightly smaller than Mecklenburg County by 1,596 residents. Our county averaged 63 new residents per day over the last year. Growth pressures at this level have had significant impacts on the county’s municipal landscape. The Knightdale Town Council recognizes that our community is undergoing a period of historic development. To better navigate the opportunities and challenges this dynamic change presents Knightdale, Fountainworks, Inc. was hired to guide the Town through the development of a formal strategic plan in 2019. As one of the top-ten fastest growing communities in North Carolina, the Town of Knightdale desires to have a strategic plan to guide its work at a high level. The strategic plan was rolled out in FY2020 and includes:



- Vision
- Mission
- Core Values
- Strategic Focus Areas
- Short Term and Longer Term action plans
- Performance Metrics

The Knightdale Strategic Plan will establish the decision-making framework that can guide the Town Council in future years. It will be forward looking and also guide work throughout the year but will be nimble and responsive to changing needs. The plan will develop strategic focus areas around those issue areas the Town Council can influence. While most of the plan is focused on longer-term strategies, developing action plans for accomplishing those priorities will help put the plan into action.

The foundation of the Knightdale Strategic Plan will incorporate input from the Town’s leadership team, employees, businesses, and residents.

REVENUE SUMMARY

PROPERTY TAXES

Town staff recommend a tax rate for FY2020-21 of .42 per \$100 of assessed value, a reduction of .01 from the previous year. This would generate estimated revenues of \$10,099,181 based on a total assessed value of \$2,422,963,277 after estimated appeals and a collection rate of 99%.

The tax rate recommendation results from this year being a revaluation year for Wake County and its municipalities. Done every four years as a way of re-equalizing real and personal property values, North Carolina General Statute 159-11(e) requires local governments to calculate the revenue-neutral property tax rate for comparative purposes. The revenue-neutral property tax rate was calculated by the Wake County Government based upon the formula per General Statute 159-11(e). The revenue-neutral rate is \$0.3536 per \$100 assessed value based on an average growth rate of 6.55%.

The Town of Knightdale has maintained a tax rate of .43 per \$100 of assessed value since FY2013-14.

SALES TAXES

The second highest revenue stream for the Town, sales taxes are less predictable than property taxes and can be more volatile during times of economic instability. As a result of the COVID-19 pandemic, Town staff recommend no increases to sales tax revenues from those adopted in FY2020. The revenues from sales taxes are projected to be \$3,360,000 in FY2021.

SANITATION & RECYCLING

Town staff is recommending an increase to the monthly recycling fee for FY2021 due to significant changes in the global market for recyclables. The current rate of \$4.73 will increase to \$4.80 with GFL (Green for Life) for the upcoming fiscal year. Staff is also recommending an increase to the current, solid waste collection fee to \$11.75 from \$11.08.

VEHICLE FEE

Since the Town is experiencing tremendous growth, it is hard to maintain a sufficient transportation infrastructure. Town staff is therefore recommending the current vehicle tax fee of \$15 be doubled to \$30. All revenues from the fee increase will be designated for transportation initiatives.

STORM WATER

Knightdale will continue to operate a Storm Water Utility Fund in FY2021. Staff recommend an increase in the monthly, unit fee to \$4.25 from \$4.00. The increased revenues will be used for expanded capital needs of this fund.

FEE SCHEDULE

Staff will continue to utilize a comprehensive fee schedule for all Town services in FY2021. A comprehensive fee schedule has been an effective tool for our stakeholders to centrally access all town-related fees. Other than those fees outlined above, no additional fee recommendations are being made.

The Town of Knightdale places a greater emphasis on reduced rates for town residents versus non-tax paying users of the Town's programs and services.

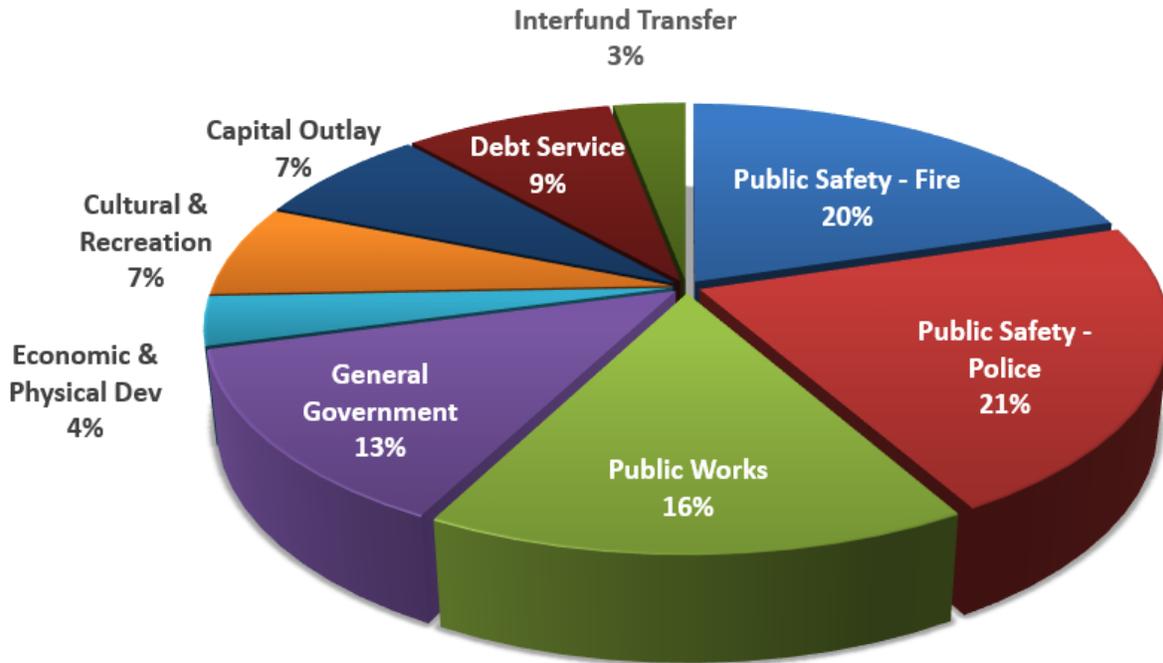
EXPENDITURE SUMMARY

GOVERNMENT SERVICES

The General Fund is the funding mechanism for government services that most commonly affect our citizenry on a daily basis. The total General Fund budget for next year is \$20,180,902. This is an increase of \$3,801,473 or 23.2% from the prior year. There are significant increases to the Fire Department budget for next year. Two factors relate to this increase. First is the consolidation with the Eastern Wake Fire-Rescue Department. The consolidation represents nearly half of the total budget increase for FY2021. This consolidation is fully funded by the County at \$1,850,453. Second is the expansion of the Knightdale Fire Department. The Department will be forming a new engine company during FY2021 with a new ladder truck that is expected to be delivered in late 2020.

GENERAL FUND	Current FY2020 Adopted	FY2021 Proposed	\$ Change	% Change
Salaries & Benefits	\$ 7,841,173	\$ 10,512,947	\$ 2,671,774	34.1%
Operating	5,268,133	5,866,919	598,786	11.4%
Capital	1,292,558	1,471,145	178,587	13.8%
Debt Service	1,518,578	1,729,891	211,313	13.9%
Interfund Transfers	458,987	600,000	141,013	30.7%
TOTAL GENERAL FUND	\$ 16,379,429	\$ 20,180,902	\$ 3,801,473	23.2%

For most municipal governments, the largest government service appropriations are in Public Safety (Police and Fire) and Public Works. For FY2021, Knightdale Public Safety represents 41% of the General Fund's expenditures.



Knightdale Public Works is primarily responsible for construction management oversight, maintenance of public facilities/properties, and the maintenance of local right-of-ways. Public works operations represent 16% of our General Fund's expenditures for FY2021.

The FY2021 departmental appropriations are as follows.

	FY2019-2020	FY2020-2021
Fire	\$1,657,112	\$4,349,010
Police	4,025,480	4,079,644
Public Works	2,865,331	3,197,939
Debt Service	1,518,578	1,729,891
Parks & Recreations	1,399,696	1,368,012
Administration	833,104	841,945
Finance	700,303	745,008
Development Services	709,813	725,197
Interfund Transfers	458,987	600,000
Information Technology	398,516	447,214
Human Resources	357,982	413,643
Legislative	161,969	212,254
Capital Outlay	1,292,558	1,471,145
Total	\$16,379,429	\$20,180,902

DEBT SERVICE

For FY2021, debt service represents 8.57% of the total General Fund. The Town Council adopted a Debt Service Policy in 2018. The policy limits the Town's annual debt capacity to no greater than 11% of the current, fiscal year's revenue projection. The debt commitment for the upcoming fiscal year is as follows:

Outstanding Principal at 6/30/20	\$11,891,520
Debt Service for FY21 (Principal and Interest)	\$1,729,891
Percentage of FY21 General Fund Expenditures	8.57%
Debt Policy Limit 11% of General Fund Expenditures	\$2,219,899
Remaining Debt Capacity at 7/1/2020	\$490,008

PERSONNEL

Total salary & benefit expenditures for FY2021 are budgeted at \$10,778,272 for all positions in both the General and Storm Water funds. This represents over 50% of the Town's total annual operating budget and is a 34.5% increase from the prior year.

The FY2021 Budget increases the Town's workforce from 89 to 118 full-time employees. Most of this increase is from 19 positions resulting from the fire department consolidation and an additional 10 positions related to a new fire engine company. Other positions being added are a detective and two officers for the Police Department and two Public Works maintenance workers. Some positions will be filled mid-year pending a financial condition assessment related to the COVID-19 pandemic.

A 2% merit pool is recommended for all departments for FY2021. The Town's merit program is a consideration of each employee's annual review. The program is designed to recognize and reward employees who exceed the Town's performance expectations. While the Town does not offer annual cost of living adjustments (COLA) for employees, it conducts a bi-annual, salary survey of all positions to maintain market competitiveness. This proactive measure is designed to attract and retain qualified professionals. A salary study was performed in 2020 and has been incorporated into the FY2021 budget.

The Town will see no increase in employee healthcare costs for FY2021. Health benefits will cost \$700 per month, per employee. This monthly funding includes a choice of two health plans as well as dental and vision coverage at no cost to the employee. The Town's healthcare program also includes for all employees voluntary participation in the Town's annual health screenings. The Town continues to offer a lower deductible by embedding a Health Reimbursement Account (HRA) option as well as funding each employee's medical Flexible Spending Account (FSA) with \$500. The Town will continue to fund 5% in the NC 401(k) Plan for all full-time employees as well.

CAPITAL PROJECTS AND IMPROVEMENTS

The Town updated its Capital Improvement Plan for FY2021. The General Fund provides a budget of \$1,471,145 to address the capital needs of the Town. The following are approved projects in FY2021:

Mission Critical	
P&R Maintenance Program Improvements	\$ 250,000
Street Repaving Projects	247,500
3 Police Vehicles & Equipment - Current Personnel	155,600
Payroll, HR, and Time & Attendance Software	75,000
Flowers Street Infrastructure (20% Town Match)	68,255
Office 365 Email, One Drive Data Migration, with Licensing	46,000
3 Radio Base Stations for Police Headquarters	15,700
IDT Online Payment Module & GIS Integration	12,000
	870,055
Operation Enhancement	
Town Hall Renovations	285,000
3 Police Vehicles & Equipment - New Personnel	155,600
Landscape Specific Truck	63,000
Paving - Public Works Facility	42,000
Duke Energy Underground Charges Buyout	33,500
SharePoint Partnership Plan	21,990
	601,090
Total \$	1,471,145

The FY2021 Stormwater Fund Budget creates funding for the following major projects:

Project Description	Estimated Cost
Environmental Park Rehabilitation	\$333,000
Harper Park Storm Water Upgrades	125,000
VenTrac Mower	28,500
Total	\$486,500

Ongoing capital projects funded by prior project ordinances are listed below. Other major capital project needs are expected to be addressed during the upcoming year.

Project Description	Budgeted
Wake Stone Athletic Park ¹	\$4,500,000
Mingo Creek Greenway Extension ²	2,572,000
Fire Capital Projects Fund ³	1,250,000
Total	\$8,322,000

¹ Partially funded by \$1,000,0000 Wake County grant.

² Grant funded by \$2,058,000 from Locally Administered Project Programs (LAPP) funds as part of the Capital Area Metropolitan Planning Organization (CAMPO)

³ Previously approved ladder truck and equipment. Does not include new land and design costs estimated at \$1,000,000.

CONTINGENCY BUDGETING

As a result of the COVID-19 pandemic, the country is facing economic uncertainty. The Town of Knightdale is no different and staff has taken precautions and built in budget contingencies in the event the economy takes a significant downturn. These contingencies totaling \$1,414,000 include:

- Ad valorem collection rate reduced to 99% from 99.5%, reducing property tax revenue projections by \$50,000.
- Sales tax revenues budgeted flat, reducing projected revenues by \$485,000.
- Some staffing and associated costs budgeted contingent on mid-year economic conditions, that could save up to \$333,000 in staffing and associated costs if gone unfilled.
- Capital requests over \$40K and considered operation enhancements on hold until mid-year economic conditions evaluation. This could save up to \$546,000 if not executed in FY2021.

SUMMARY

The Town of Knightdale was productive and made significant accomplishments toward several projects while maintaining fiscal responsibility during FY2020. As in previous years, the town's current needs are similar to those of other suburban jurisdictions in the Triangle area. Knightdale is fortunate to enjoy close proximity to Raleigh as well as I-87 and I-540. The accessibility afforded by these transportation corridors in conjunction with the abundance of amenities in the capital area continue to be attractive assets to current and future residents of Knightdale. The continued, rapid development of Eastern Wake County will greatly impact our town for the foreseeable future. The Town Council and staff will dedicate the necessary resources to strengthen Knightdale's regulatory environment in order to ensure an increasing quality of life for our citizenry.

The FY2021 Town of Knightdale Budget provides the financial resources to continue to facilitate positive change in greater Knightdale. It improves existing service levels while providing the funding necessary to strengthen our regulatory environment, invest in capital needs, and renovate town-owned properties. This budget attempts to limit expenditures wherever possible but at the same time recognizes the needs of our community.

Respectfully submitted,

A handwritten signature in cursive script that reads "William R. Summers".

Bill Summers, ICMA-CM
Town Manager



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #20-06-17-001

TOWN OF KNIGHTDALE, NORTH CAROLINA ANNUAL OPERATING BUDGET ORDINANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2021

BE IT ORDAINED by the Town Council of the Town of Knightdale, North Carolina that the following anticipated fund revenues and departmental expenditures, together with certain fees and charges schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town government and its activities for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021.

Summary

General Fund	\$	20,180,902
Storm Water Fund		1,029,878
Capital Projects Funds		
General Capital Reserve Fund		917,500
Enterprise Funds		
Water and Sewer Utility Fund		<u>153,239</u>
Total Annual Operating Budget Ordinance	\$	<u>22,281,519</u>

Section 1: General Fund - Fund 10

Anticipated Revenues by Category:

Ad-Valorem Taxes	\$	10,099,181
Local Option Sales Tax		3,360,000
Other Taxes and Licenses		320,475
Unrestricted Intergovernmental Revenues		959,000
Restricted Intergovernmental Revenues		2,477,275
Permits and Fees		296,000
Sales and Services		
Sanitation Revenues		1,265,925
Parks and Recreation Revenues		287,500
Investment Earnings		110,000
Miscellaneous		131,000

Other Financing Sources:	
Interfund Transfers In	490,000
Fund Balance Appropriated	
Undesignated Fund Balance	<u>384,546</u>
Total Revenues and Other Financing Sources	<u>\$ 20,180,902</u>

Authorized Expenditures by Department:	
Administration	\$ 1,126,945
Legislative	212,254
Human Resources	413,643
Finance	820,008
Information Technology	515,204
Public Safety	
Police	4,406,544
Fire	4,349,010
Public Works	
Grounds Maintenance	812,592
Streets – Powell Bill	645,605
Sanitation	1,220,273
Operations	940,224
Development Services	770,697
Parks, Recreation, and Cultural Programs	1,618,012
Debt Service	1,729,891
Other Financing Uses:	
Interfund Transfers Out	<u>600,000</u>
Total Expenditures and Other Financing Uses	<u>\$ 20,180,902</u>

Section 2: Storm Water Fund - Fund 60

Anticipated Revenues by Category:	
Sales and Services	\$ 653,000
Investment Earnings	7,500
Fund Balance Appropriated	
Undesignated Fund Balance	<u>369,378</u>
Total Revenues and Other Financing Sources	<u>\$ 1,029,878</u>
Authorized Expenditures:	
Storm Water	<u>1,029,878</u>
Total Expenditures	<u>\$ 1,029,878</u>

Section 3: Water and Sewer Utility Fund - Fund 61

Anticipated Revenues by Category:

City of Raleigh Debt Service Contribution \$ 153,239

Total Revenues \$ 153,239

Authorized Expenditures:

Debt Service \$ 153,239

Total Expenditures \$ 153,239

Section 4: General Capital Reserve Fund - Fund 70

Anticipated Revenues by Category:

Other Taxes and Licenses \$ 140,000

Permits and Fees 157,500

Investment Earnings 20,000

Other Financing Sources:

Interfund Transfers In 600,000

Fund Balance Appropriated

Total Revenues and Other Financing Sources \$ 917,500

Other Financing Uses:

Interfund Transfers Out 917,500

Total Expenditures and Other Financing Uses \$ 917,500

Section 5: Grand Totals - All Funds

Revenues \$ 20,437,595

Other Financing Sources:

Operating Transfers In 1,090,000

Debt Proceeds

Fund Balance Appropriated 753,924

Total Revenues and Other Financing Sources \$ 22,281,519

Expenditures \$ 20,764,019

Other Financing Uses:

Operating Transfers Out 1,517,500

Total Expenditures and Other Financing Uses \$ 22,281,519

Section 6: Levy of Taxes

There is hereby levied, for Fiscal Year 2021, the following Ad Valorem Tax Rate per one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2020 for the purpose of raising the revenue from Ad Valorem Taxes as set forth in the foregoing estimates of revenues, and in order to finance the foregoing applicable appropriations.

This rate of tax is based on an estimated assessed valuation of \$2,422,963,277

General Fund	\$	0.42
Total Rate per \$100 of Valuation of Taxable Property	<u>\$</u>	<u>0.42</u>

North Carolina General Statute 159-11(e) requires local governments to calculate the revenue-neutral property tax rate for comparative purposes in a property revaluation year. The revenue-neutral tax rate is the rate estimated to produce revenues for the next fiscal year as if no reappraisal had occurred. Using the formula mandated by state law, the revenue-neutral tax rate for Knightdale is .3536 per \$100 of valuation of taxable property.

Section 7: Fees and Charges

There is hereby established, for Fiscal Year 2021, various fees and charges as contained in Attachment A located in the appendix section of this document. Further, it is the will of Town Council that \$15 associated with the vehicle tax be collected in the General Fund and set aside in whatever appropriate manner and used on transportation-related initiatives as deemed appropriate by Town management.

Section 8: Budget Officer Restrictions

The Budget Officer shall not have any authority to appropriate fund balance or to increase total appropriations. All interfund and interdepartmental transfers, except as noted in Section 9 and 10, shall be accomplished only with specific advance approval of the Knightdale Town Council.

Section 9: Special Authorization of the Budget Officer

- A. The Budget Officer shall be authorized to reallocate any appropriations within departments.
- B. The Budget Officer shall be authorized to execute interfund and interdepartmental transfers in emergencies.
- C. The Budget Officer shall be authorized to execute interdepartmental transfers within the same fund, as long as the amount does not exceed ten percent of the appropriated monies for the department whose allocation is needed.
- D. Notification of all transfers and budget amendments approved by the Budget Officer shall be made to the Town Council on a monthly basis.

Section 10: Re-Appropriation of Funds Encumbered in Fiscal Year 2021

Operating funds encumbered on the financial records as of June 30, 2020 are hereby re-appropriated to Fiscal Year 2021.

Section 11: Classification and Pay Plan

There is hereby established for Fiscal Year 2021, certain positions, job titles and salary ranges for all authorized Town employees, as included in Attachment B. The Town Manager is authorized to fill such positions at the grade stated for each position and within the first twenty steps. The Town Council shall approve any deviation in advance.

There is hereby established for Fiscal Year 2021, certain limited service positions, job titles and pay rates as included in Attachment C. The Town Manager is hereby authorized to fill such positions at the hourly rate stated for each position.

Section 12: Expected Spending in Capital Projects Fund

During Fiscal Year 2021, the following projects and initiatives are expected to be active with estimates listed for each.

Mingo Creek Greenway Extension	\$	2,572,000
Fire Capital Projects Fund (Ladder Truck)	\$	1,250,000
Wake Stone Athletic Park	\$	4,500,000

Section 13: Utilization of Budget Ordinance

This ordinance shall be the basis of the financial plan for the Town of Knightdale during the 2020-2021 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget.

Section 14: Funding of the General Capital Reserve Fund

- A. Following the delivery of the audited financial statements to the Town Council, the Finance Director will calculate the fund balance available for appropriation in the General Fund (FBA). FBA is defined as the sum of cash and investments less the liabilities of the General Fund, less Reserve for Encumbrances at year end and less any Deferred Revenues arising from cash receipts, such as prepaid taxes or grants received before earned. The Finance Director will subtract any restricted funds from Fund Balance Available. That amount will be divided by the sum of General Fund Expenditures and General Fund Transfers to Other Funds, less the Proceeds of Installment Debt. If the resulting percentage is over 40%, the excess of FBA% over what the FBA would have been at 40% will be transferred to the General Capital Reserve Fund for future capital needs.

- B.** Additionally, the amount calculated by the Finance Director to equal two (2) cents of the tax rate shall be transferred to the General Capital Reserve Fund for future capital needs. This amount is determined as (i) the estimated tax base for the coming year, (ii) less an allowance for uncollected taxes, (iii) divided by \$100, (iv) multiplied by \$0.02. this amount will be identified as "General Fund Contribution to Capital Improvement Plan."
- C.** Additionally, the amount calculated by the Finance Director to equal one half (.5) cent of the tax rate shall be transferred to the General Capital Reserve Fund for future maintenance of parks and greenways. This amount is determined as (i) the estimated tax base for the coming year, (ii) less an allowance for uncollected taxes, (iii) divided by \$100, (iv) multiplied by \$0.005. This amount will be identified as "General Fund Contribution to Capital Maintenance Funding."
- D.** It shall be the policy of the Town to place the proceeds of the sale of assets and "windfall" income, unbudgeted or unexpected revenue, from any source into the General Capital Reserve Fund for future capital needs when such amounts exceed \$100,000.
- E.** Transfers to the General Capital Reserve Fund shall be made on or before February 1 each year by the Finance Director.

The Finance Director shall establish and maintain all records, which are in consonance with this ordinance, and the appropriate Statutes of the State of North Carolina.

Adopted this 17th day of June, 2020.

Mayor James A. Roberson

Town Manager/Budget Officer William R. Summers

Town Clerk Heather M. Smith

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Taxes & Fees

TAXES

Property Tax	\$0.42 per \$100 of assessed valuation
Vehicle Tax	\$30.00
Beer and Wine Licenses	
Wine - Off Premises	\$10.00
Beer – Wholesalers	\$37.50
Wine – Wholesalers	\$37.50
Beer & Wine - Wholesalers by Same License	\$62.50

FEES

Stormwater Fees

Residential Single-Family Homes (flat fee monthly)	\$4.25
Commercial (per 2200 square feet of impervious surface)	\$4.25

Solid Waste & Recycling Fees

Solid Waste (monthly)	\$11.75
Recycling (monthly)	\$4.80

Miscellaneous Fees

Copies

No personal copies made for the public. Costs are per page.

8.5 X 11	\$0.15
8.5 X 14	\$0.25
11 X 17	\$0.25
Certified Copy	\$2.00

Copies of Documents

*Per NC Public Records laws, certain information will not be available to the public.
Special record requests will be addressed following the completion of daily and routine duties.*

Standard Specifications and Construction Details	\$30.00
Budget Proposal	\$30.00
Audit Report (CAFR) - available on-line at no charge	\$20.00
Town Code of Ordinances	\$75.00



Supplement to Town Code of Ordinances	\$10.00
Comprehensive Plan	\$35.00
Unified Development Ordinance	\$35.00
Meeting Notice Request, per year	\$10.00
Lien of Property Fee	\$100.00
Election Filing Fee	\$50.00

Billings and Collections

- All fees are due within thirty (30) days of the invoiced date.
- Fees not paid within thirty (30) days shall accrue an interest charge of 0.75% per month on the unpaid balance, which is 9% annual interest.
- The Town shall be reimbursed for its expenses of collection, including court costs and legal fees.

Public Safety

Police Department

Fire Lane Parking Infraction	\$50.00
Handicapped Parking (State Citation)	\$100.00 plus costs of court
Handicapped Parking (Town of Knightdale Ordinance)	\$50.00
Various Parking Infractions - General No Parking	\$15.00
 Solicitor Fee	 \$25 per person for 3 days
Off-Duty Officer Rate (3-hour minimum)	\$45 per hour

Fire Department

All businesses and building in the Town of Knightdale and its extraterritorial jurisdiction (ETJ) subject to the North Carolina Fire Code shall be inspected by the Town.



Fire Code Inspections

Square Footage		Fee
0	1,000	\$25.00
1,000	2,499	\$50.00
2,500	4,999	\$60.00
5,000	9,999	\$100.00
10,000	24,999	\$150.00
25,000	49,999	\$200.00
50,000	199,999	\$250.00
200,000	299,999	\$300.00
300,000	399,999	\$400.00
Greater than	400,000	\$500.00

Life Safety Violations

\$250.00 per violation per day

Re-Inspections

First	\$25.00
Second	\$50.00
Third	\$100.00
Fourth and Beyond	\$200.00

Re-Inspection of any Fire Suppression or Detection System

First	\$25.00
Second	\$50.00
Third	\$100.00
Fourth and Beyond	\$200.00

Certificate of Occupancy (minimum charge)

\$50.00 per hour

- Certificate of Occupancy inspections are charged on a per hour basis.
- Any additional time past each hour will be rounded up to the next hour.
- Re-inspection charges will be at the same rate as annual re-inspection fees.



Fire Permits

Bowling Alley Resurfacing	\$75.00
Carnivals and Fairs	\$100.00
Combustible Dust Producing Operations	\$75.00
Compressed Gases	\$75.00
Cutting and Welding	\$75.00
Dry Cleaning Plants	\$50.00
Exhibit and Trade Shows	\$100.00

Explosives / Blasting

48 Hours	\$75.00
90 Days	\$150.00
Trip Charge*	\$50.00
Closure of a Right-of-Way (when required)	\$200.00

** If blasting will be done within 500 feet of a structure and/or within 250 feet of a roadway, a Knightdale fire official is required to be on site for the blasting. A trip charge will be assessed for each trip to the construction site. This fee may be adjusted by the Fire Chief based on the nature of the structure and unique circumstances.*

Flammable and Combustible Liquids	\$75.00
Flammable Finishes	\$75.00
Hazardous Chemicals	\$75.00
High Piled Combustible Stock	\$75.00
Insecticide Fogging	\$75.00
Vehicles and Assembly	\$100.00
Pyrotechnics and Fireworks	\$150.00
Spraying or Dipping	\$100.00
Tents, Per Tent	\$50.00
Tank Removal / Installation	\$200.00 per tank
Burning Permit*	\$75.00

** Department and North Carolina Forestry Service. Burning permits are issued for site development and a pit must be utilized with a distance requirement of 1000 feet to the nearest structure. This fire may generally be started between 9 a.m. and 3 p.m. and no combustible material may be added to the fire between 3 p.m. and the end of the workday.*



Sprinkler Systems

Sprinkler System <i>or</i>	\$100.00
Sprinkler System	\$0.014 per square foot (whichever is greater)
Fire Pumps	\$75.00
Standpipe Systems	\$100.00
Hood System	\$50.00
Fire Hydrant Flow Test	\$100.00

Fire Alarms

Fire Alarm Installation <i>or</i>	\$100.00
Fire Alarm Installation (whichever is greater)	\$0.014 per square foot (whichever is greater)

Parks Recreation & Cultural Programs

CHILD CARE PROGRAM INFORMATION

Summer Camp Programs

Summer Camp is an 8-9 week program. Rates are per week.

	Residents	Non-Residents
Quest Camp Per Session (Ages 11-13)	\$130.00	\$160.00

ATHLETIC PROGRAMS AND FEES

Youth Sports

	Residents	Non-Residents
Basketball	\$45.00	\$65.00
Tee Ball (Age 4)	\$25.00	\$40.00
Modified Tee Ball (Ages 5-6)	\$25.00	\$40.00
Coach Pitch Baseball (Ages 7-8)	\$45.00	\$65.00
Baseball (Ages 9-17)	\$45.00	\$65.00
Softball (Ages 7-8)	\$45.00	\$65.00



Softball (Ages 9-17)	\$45.00	\$65.00
Fall Baseball Academy (Ages 5-13)	\$45.00	\$65.00
Spring Volleyball Academy (Ages 7-12)	\$25.00	\$45.00
Tennis (Try Tennis Partnership Academy) <i>Includes racquet, towel and 6 instructional sessions.</i>	\$40.00	\$40.00

Adult Sports

Registration fees are calculated based on the number of teams and service level provided in each league. Registration fees are intended to cover the actual cost (equipment/supplies, officials, maintenance) of the program.

Softball (Mens)	\$40.00
Softball (Co-ed)	\$40.00
Basketball (Mens)	\$55.00

Knightdale Swim Club

Admission fee per visit.

	Residents	Non-Residents
Under Age 1	No Charge	No Charge
Ages 1-5	\$2.00	\$3.00
Ages 6-12	\$4.00	\$5.00
Ages 13 and older	\$5.00	\$6.00
Late Admissions (5:00pm to close)	\$3.00	\$3.00

Summer Pass

100 pool days during the calendar season only.

Individual (Ages 1-5)	\$50.00	\$60.00
Individual (Ages 6-12, with non-swimming chaperone)	\$75.00	\$85.00
Individual (Ages 13 and older)	\$100.00	\$110.00
Family Package (3 or more)	\$150.00	\$150.00
Seniors (Ages 55 and older)	\$50.00	\$50.00

Water Aerobics

Price based on instructor cost and session length



FACILITY RENTALS

- *Knightdale Parks, Recreation and Cultural Programs offers multiple locations for rent.*
- *Facilities are rented hourly with a 2-hour minimum and 6-hour maximum unless noted.*
- *All facility and field rentals require a \$50.00 security deposit that will be refunded upon completion of post event check out.*
- *Full deposit or any portion may be retained to cover damage or clean up fees post event.*
- *Two-week advance registration required.*
- *Additional Staff charges to include police officers and lifeguards may apply.*

Recreation Center Rooms

	Residents	Non-Residents
Room 404 (35 person max)	\$40.00	\$50.00
Room 406 (35 person max)	\$40.00	\$60.00
Rooms 404 & 406 (70 person max)	\$70.00	\$80.00
Meeting Room (35 person max)	\$40.00	\$50.00
Kitchen	\$20.00	\$20.00
Entire Facility Rental	\$125.00	\$125.00

FIELD RENTALS

	Residents	Non-Residents
Community Park Baseball Complex		
Baseball / Softball Fields (per hour for each field)	\$40.00	\$50.00
Baseball / Softball Fields (flat fee for 1/2 day rental of 4-6 hours)	\$150.00	\$160.00
Baseball / Softball Fields (flat fee for rental for over 6 hours)	\$225.00	\$250.00

Knightdale Station Park Soccer Fields *(Per hour for each field usage)*

KSP - Soccer Field - Adult Programs	\$60.00	\$75.00
KSP - Soccer Field - Youth Programs	\$40.00	\$50.00
KSP - Soccer Field - Lights (per hour)	\$30.00	\$30.00

Forestville Road Soccer Field *(Per hour for each field usage)*

	Residents	Non-Residents
KRC Soccer Field - Youth Football	\$30.00	\$30.00



Knightsdale Station Park Shelter Rentals

Rentals are a minimum of 2 hours and a maximum of 4 hours

	Residents	Non-Residents
Picnic Shelter (per Hour)	\$40.00	\$65.00
Wilder Plaza (North) - Full Shelter	\$100.00	\$125.00
Wilder Plaza (West) - Full Shelter	\$100.00	\$125.00

KNIGHTDALE PARTNERSHIP PROGRAMS

Knightsdale Station Park Brick Paver Program

(Includes 4" X 8" brick with up to 3 lines engraving)

\$100.00

Christmas Parade Participation

Floats / Vehicles (with advertisements)	\$75.00
Marchers (schools, businesses, etc.)	\$25.00
Antique Vehicles	\$25.00
Professional Float Rental	\$450.00
<ul style="list-style-type: none"> • 3rd Party Contractor Program • Please contact the Recreation Department for further information at (919) 217-2232 	

Food Truck Participation

- Knightdale offers multiple opportunities for food truck vendors to participate in local events.
- Please contact the Recreation Department at (919) 217-2232 for more information.

Standard Event (Food Truck Thursday, Market, Town Sponsored, etc.)	\$75.00
Large Event (July 4 th , Arts and Education Festival, Mumkin' Fest, etc.)	\$200.00

Knightsdale Community Park Sign / Banner Sponsorship Program

Fence Sign Program (4' x 8', full color) – 2 Year Program	\$350.00
Field Score Box Sign Program (2' x 3', full color) – 2 Year Program	\$250.00



Development Services

- Please note that certain fees listed below are collected on behalf of Wake County.
- Contact the Wake County Inspections Department (919) 890-3245, for questions regarding Wake County fees. Those fees are listed here as information for developers and citizens.
- If Wake County adjusts these fees, no formal action is required by the Knightdale Town Council to update the information here.
- **All fees are due upon submission of application, unless otherwise noted.**

Amendment Petition Fees

Amendment to Zoning Map

General Use District	\$600.00
Conditional Use District	\$600.00
Amendment to Unified Development Ordinance	\$600.00
Amendment to Comprehensive Plan	\$600.00

Special Use/Planned Unit Development Permit Fees

Residential Use	\$600.00
Plus per acre fee	\$50.00
Nonresidential	\$600.00
Special Use Permit Modification	\$600.00

Master Plan Application Fees

With Site Plan Review (flat fee plus per acre fee)	\$500.00
With Site Plan Review (per acre fee)	\$50.00

Land Use Review Board Fees

Variances	\$600.00
Appeals or Interpretations	\$600.00

Development Permit Fees

Zoning Compliance Permit	
Without Site Plan Review	\$75.00
With Site Plan Review (flat fee plus per acre fee)	\$250.00
With Site Plan Review (per acre fee)	\$50.00



Zoning Confirmation Letter \$75.00
(submittal fee plus up to one hour research preparation)

Additional Fee Per Hour \$50.00

Sign Permit \$75.00

Banner Permits (per application) \$25.00

Final Plats

Exempt \$125.00

Recombination \$125.00

Right-of-Way Dedication \$125.00

Boundary Survey \$125.00

Minor Subdivision / Family (plus per lot fee) \$125.00

Major Subdivision (plus per lot fee) \$300.00

Additional Lot Fee \$5.00

Petition to Close a Right-of-Way \$100.00

Printed Maps

11" x 17" \$5.00

Large Format Maps, if feasible (per square foot) \$1.00

Custom Maps

*Produced by the Development Services Department, if feasible
(per hour, 1 hour minimum)* \$60.00

Engineering and Legal Review Fees

- *Payments for engineering, consulting and legal review services will be due upon invoice.*

Engineer Review

Actual Costs

- Payment for review of plans, specifications, and Traffic Impact Analysis by the Town's Consulting Engineer shall be the responsibility of the project developer.
- A pre-application conference will be held to determine the scope and cost of the services to be provided by the consultant.
- The project developer will be billed directly by the consultant and all invoices must be paid prior to project Construction Improvement Plan (CIP) issuance by the Town.



Legal Review

Actual Costs

- Reimbursement of costs incurred by the Town, which are outside those services covered by the retainer agreement between the Town and the Town Attorney, including, but not limited to, review of legal documents, preparation for court cases and attendance at meetings.

Sketch Plan Review (Site Plan & Subdivision Courtesy Review)

Fees are due prior to formal submittal for special use permit, zoning compliance or major subdivision.

Submittal Fee	\$300.00
Engineer (per hour)	\$100.00
Senior Planner (per hour)	\$80.00

Construction Plan Review

Construction Plan Submittal Fee	\$700.00
Engineer (per hour)	\$100.00
Planner II (per hour)	\$80.00

Urban Service Area Site Review Fees

Review by Town Staff for areas within the Urban Service area, but not within the current Knightdale corporate limits or extraterritorial jurisdiction.

Engineer (per hour)	\$100.00
Planner (per hour)	\$80.00

Payments In Lieu of Recreation Fees

Lots recorded on or after July 1, 2000 (per dwelling unit)	\$2,500.00
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NOTE: Unit fees are due upon plat approval for new residential subdivisions or upon application for building permit, whichever occurs first. Fees are due for all lots within the Knightdale Planning Jurisdiction. Payment in lieu of construction of recreation for family subdivisions is due upon application for a building permit.

Actual Costs

Payments In Lieu of Street Construction

NOTE: Fees are due upon issuance of a Construction Improvement Permit or upon final plat approval for new subdivisions or upon application for building permit, whichever occurs first. Actual costs are as approved by the Town's Engineering consultant.



Transportation Development Fees

- Fees are consistent with the Town’s Capital Improvement Plan (CIP)
- Fees are calculated per square foot.
- Fees due upon final plat approval for new subdivisions or upon application for building permit, whichever occurs first.
- Fees are due for all lots within the Knightdale Planning Jurisdiction.

Residential

Single Family	\$400.00
Multi-Family and Attached Residential (per unit)	\$300.00
Hotel / Motel (per room)	\$313.00

Industrial

Charged based on greater fee of per 1,000 square feet versus per acre.

Industrial / Manufacturing / Agricultural Processing

Per 1,000 Square Feet	\$181.00
Per Acre	\$1,835.00

Warehouse / Wholesale / Distribution / Transfer / Storage

Per 1,000 Square Feet	\$302.00
Miniwarehousing - Per 1,000 Square Feet	\$80.00

Office, Hospitals and Medical Care Facilities

Per 1,000 Square Feet (less than 100,000 sf)	\$543.00
Per 1,000 Square Feet (100,000 to 199,999 sf)	\$438.00
Per 1,000 Square Feet (greater than 200,000 sf)	\$334.00

Institutional

Group Quarters (per bed)	\$80.00
Churches (per 1,000 square feet)	\$135.00
Day Care Facilities (per licensed enrollee)	\$83.00
Elementary & Middle Schools (per student)*	\$32.00
High Schools (per student)*	\$43.00
Cemetery (per acre)	\$127.00

** A standard based on students refers to the total student capacity of either any new school or an addition to an existing school. Twenty-five students is the student capacity set for each temporary classroom.*



Retail

Per 1,000 Square Feet (less than 50,000 sf)	\$1,092.00
Per 1,000 Square Feet (50,000 to 99,999 sf)	\$982.00
Per 1,000 Square Feet (100,000 to 199,999 sf)	\$1,247.00
Per 1,000 Square Feet (200,000 to 299,999 sf)	\$1,148.00
Per 1,000 Square Feet (greater than 300,000 sf)	\$950.00
Outdoor Retail Display Areas as Primary Use (per acre) <i>A standard based on acreage refers to the total land and water surface area of any lot or lots on which any primary, accessory or incidental use or portion thereof is located.</i>	\$1,939.00
Retail Delivery Pumps (per pump) <i>For retail uses that include the sale of motor fuels to the public. Note: This fee is eligible for a credit subject to an approved developer agreement.</i>	\$190.00
Parking, In-Town Center Overlay District <i>Fees due upon final plat approval for new subdivisions and upon application for building permit for existing lots of record.</i>	\$500.00

Inspection Fees – Streets

The same fees will apply for any development projects requiring infrastructure inspections by the Town which are in the Urban Service Area but not in the Town's corporate limits or ETJ.

Storm Drainage (per linear foot)	\$1.00
Streets (per linear foot)	\$1.00
Subdivision Final Re-Inspection (per hour) <i>Inspection at conclusion of warrant period</i>	\$75.00
Sidewalks (per linear foot)	\$1.00
Curb & Gutter (per linear foot)	\$1.00

Weekend Inspection Fee (Knightdale Employee) \$300.00

Building Permit Process Fee \$75.00

Due upon application for building for building permit

Mechanical Permit Processing Fee

Due upon application for building for building permit

Residential	\$20.00
Commercial	\$20.00



Setback and Certificate of Occupancy Inspections (Knightdale Fees)

Fees due upon application for building permit

Residential – Single Family Detached

Inspection	\$50.00
Re-Inspection	\$75.00

Other, New Construction or Major Alteration

Inspection – Base Fee	\$150.00
Plus Per Acre Fee	\$50.00
Re-Inspection Fee	\$100.00

Other, Additions or Alterations

Do not affect the number of parking spaces or required landscape improvements

Inspection	\$50.00
Re-Inspection	\$75.00

Minor Additions & Demolition Permits

(Flat fee includes Setback, CO and Plan Review)

\$80.00

Violations

First Day

Unified Development Ordinance	\$250.00
Sign Ordinance (first offense)	\$100.00
Sign Ordinance (second offense within six months)	\$250.00
Landscaping (per violation)	\$50.00
Plus per square foot area of vegetation	\$2.00
Lighting	\$50.00
Environmental Protection	\$250.00
Occupancy of Building without CO	\$500.00
Occupancy of Building after Expiration of Temporary CO	\$500.00

Each Succeeding Day Until Corrected

Penalties are assessed on a per day basis

Unified Development Ordinance	\$50.00
Sign Ordinance	\$25.00
Landscaping	\$50.00
Lighting	\$50.00



Environmental Protection	\$250.00
Occupancy of Building without CO	\$100.00
Occupancy of Building after Expiration of Temporary CO	\$100.00

Code Enforcement / Nuisance Vegetation Abatement

First Hour (or fraction thereof)	200.00
Each Additional Hour (or fraction thereof)	100.00
Contractor Clearance	Actual Costs

Residential Building Permit Fees

Fees include both Wake County and Knightdale portion thereof

New Dwellings

- *Single Family, Duplex, or Townhouses.*
- *Modular Homes.*
- *House Moved (open construction)*

	Square Footage	Fee
Per Dwelling Fee*	Up to 1,200	\$436.00
Base Fee, plus Per Square Foot	Over 1,200	\$0.20 per square foot

** Gross floors are finished within the inside perimeter of the exterior walls with no deduction for garage, corridors, stairs, closets, or other features. Finished area is that portion of building served by either electrical, mechanical or plumbing systems and suitable for occupant's use.*

Residential Additions

	Square Footage	Fee
	Up to 400	\$228.00
	Over 400	\$436.00

Multi-Family Dwelling

- *Apartments*

For the First unit	\$436.00
For Each Additional Unit	\$222.00

Mobile Homes	\$182.00
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Residential Modular Units & Dwellings Moved On-Site

(closed construction)

Cost of land use and trade inspection fees plus fee per square foot \$0.20

Residential Accessory Structures

- *Decks, Garages, Open Porches*

Cost of land use and trade inspection fees plus fee per square foot \$0.20

Land Use \$60.00

Temporary Service Poles \$60.00

Trade Inspections

	Building
Electrical	\$60.00
Mechanical	\$60.00
Plumbing	\$60.00
Administrative Fee (added to Trade Permits)	\$60.00

Non-Residential Building Permit Fees

Based on Project Cost (per trade)

Range		Fee
\$0	\$700	\$60.00
\$701	\$1,500	\$100.00
\$1,501	\$2,500	\$155.00
\$2,501	\$25,000	\$225.00
\$25,001	\$50,000	\$450.00
\$50,001	\$100,000	\$900.00
\$100,001	\$200,000	\$1,800.00
\$200,001	\$350,000	\$3,165.00
\$350,001	\$500,000	\$4,150.00
\$500,001	\$750,000	\$5,600.00
\$750,001	\$1,000,000	\$7,000.00

Add 0.17% for each million dollars over \$1,000,000 or portion thereof (multiply by 0.0017)



Administrative Fee (Wake County) \$60.00

An Administrative fee will be charged for each resubmitted site plan, inspector field consultation, permit amendment, addendums and construction plans requiring two or more reviews.

Re-Inspection Fee \$60.00

- *(SF Dwellings & Duplex Only) One re-inspection will be conducted in each of the trades areas (building, electrical, plumbing, HVAC) at no additional charge.*
- *Any additional re-inspections will be assessed a re-inspection fee.*
- *Construction work discovered to have been done without the proper permit(s) in place is subject to doubled fees by Wake County and/or Knightdale.*

Administrative Change Fee \$25.00 per permit

Town of Knightdale fee for changes to submitted permit applications

Add/Change Contractor Fee \$60.00 per addition of each trade

Wake County fee when there have been trade specific inspections

Permit Amendment

Fee charged after permit has been released

If setback inspection is not required \$25.00

If setback inspection required \$80.00

Farm Animals

- *Farm animals include but are not limited to the following: cattle, horses, sheep, goats, mules, swine and fowl.*
- *Permit Requires 200-foot buffer from all adjacent properties.*

Permit Application fee to Keep Farm Animals \$50.00

Encroachments

Encroachment Permit Fee \$50.00

Encroachment Inspection Fee \$75.00

POSITION CLASSIFICATION PLAN
Budget Ordinance 20-06-17-001 Attachment B

Position/Class Title	NCLM Class Code	Number of Positions	Salary Grade	Salary Minimum	Salary Maximum	Exempt Status
ADMINISTRATION						
Town Manager	10040	1	n/a	n/a	n/a	A
Assistant Town Manager – Administration	10070	1	35	104,862	156,125	A
Assistant Town Manager – Operations	10070	1	35	104,862	156,125	A
Public Information Officer	10180	1	23	58,391	86,936	A
Town Clerk	10080	1	22	55,611	82,797	A
		5				
DEVELOPMENT SERVICES						
Development Services Director	10160	1	31	86,270	128,445	E
Assistant Development Services Director	-	1	25	64,376	95,847	E
Senior Planner	20475	1	23	58,391	86,936	
Planner	20470	1	20	50,440	75,099	
Code Enforcement Officer/Planner	20160	1	17	43,572	64,873	
Planning Technician	20465	1	17	43,572	64,873	
		6				
FINANCE						
Finance Director	10120	1	33	95,113	141,610	E
Finance Officer	20056	1	25	64,376	95,847	A
Accounting Operations Manager	20050	1	23	58,391	86,936	E
Business Analyst	20060	1	22	55,611	82,797	A
Accounting Technician	20040	1	15	39,521	58,842	
Customer Service Clerk	20300	1	11	32,514	48,409	
		6				
FIRE						
Fire Chief	10130	1	33	95,113	141,610	E
Battalion Chief	30085	3	25	64,376	95,847	E
Fire Captain	30080	12	21	52,962	78,854	
Fire Lieutenant	30120	12	19	48,039	71,523	
Firefighter	30100	15	17	43,572	64,873	
Administrative Assistant - Fire	20600	1	12	34,140	50,830	
		44				

Effective 07/01/2020

POSITION CLASSIFICATION PLAN
Budget Ordinance 20-06-17-001 Attachment B

HUMAN RESOURCES

Assistant Human Resources Director	-	1	27	70,975	105,672	A
Human Resources Technician	20080	<u>1</u>	17	43,572	64,873	
		2				

PARKS, RECREATION & CULTURAL PROGRAMS

Parks & Recreation Director	10220	1	31	86,270	128,445	E
Recreation Program Supervisor	20520	1	19	48,039	71,523	
Athletic Supervisor	20510	2	18	45,751	68,117	
Recreation Activities Coordinator	20500	1	17	43,572	64,873	
Administrative Assistant – Parks & Rec	20600	<u>1</u>	11	32,514	48,409	
		6				

POLICE

Police Chief	10170	1	33	95,113	141,610	E
Police Division Commander (Captain)	30160	2	27	70,975	105,672	E
Police Shift Commander (Lieutenant)	30270	5	23	58,391	86,936	
Administrative Division Manager	-	1	22	55,611	82,797	A
Police Shift Supervisor (Sergeant)	-	5	20	50,440	75,099	
Detective	30210	3	20	50,440	75,099	
Police Officer	30260	18	18	45,751	68,117	
Records Clerk	20610	1	12	34,140	50,830	
Administrative Assistant - Police	30220	<u>1</u>	12	34,140	50,830	
		37				

PUBLIC WORKS

Public Works Director	10210	1	31	86,270	128,445	E
Stormwater Technician	20747	1	22	55,611	82,797	
Grounds Maintenance Supervisor	20450	1	21	52,962	78,854	E
Operations Supervisor	20670	1	21	52,962	78,854	E
Crew Leader	20660	1	18	45,751	68,117	
Maintenance Worker II	20430	6	14	37,639	56,040	
Maintenance Worker I	20420	<u>1</u>	11	32,514	48,409	
		12				

TOTAL NUMBER OF POSITIONS

118

Effective 07/01/2020

POSITION CLASSIFICATION PLAN
Budget Ordinance 20-06-17-001 Attachment B

NOTES:

- Starting salary can be up to Step 20 with the Town Manager's approval. Starting salaries over Step 20 require Town Council approval.
- There is no COLA factor included. Performance increases are given in 1% increments for employees exceeding expectations at the discretion of the department director and within the budget amount for performance increases. 2% merit funding is included in the budget.
- Exempt Status is classified as E= Executive, A= Administrative, P= Professional, and C= Computer according to the Fair Labor Standards Act regulations.
- Revisions for FY21 include:
 - Incorporation of salary study results
 - Addition of 19 new positions resulting from the merger with Eastern Wake Fire:
 - Fire Captain (6)
 - Fire Lieutenant (6)
 - Firefighter (6)
 - Administrative Assistant
 - Addition of 10 new positions:
 - Battalion Chef
 - Fire Captain (3)
 - Fire Lieutenant (3)
 - Firefighter (3)
 - Potential addition of 5 new positions if financial conditions merit, to be assessed in January 2021. These 5 positions are not shown within the plan.
 - Maintenance Worker I (2)
 - Police Officer (3)
 - Revision to previous positions:
 - Title/class revision for Accountant to Accounting Operations Manager
 - Conversion of 1 of 2 vacant Police Officer positions to a new Detective position

Effective 07/01/2020

LIMITED SERVICE POSITION CLASSIFICATION PLAN

Budget Ordinance 20-06-17-001 Attachment C

Department/Title	Pay Grade	Hourly Rate
ADMINISTRATION		
Intern	12	\$11.13
DEVELOPMENT SERVICES		
Intern	12	\$11.13
FINANCE		
Intern	12	\$11.13
FIRE		
Intern	12	\$11.13
Firefighter	29	\$16.28
Fire Inspector – Level I	51	\$22.54
Fire Inspector – Level II	59	\$24.78
Fire Inspector – Level III	64	\$26.19
Data Administrator	57	\$24.22
Training Chief	64	\$26.19
PARKS, RECREATION & CULTURAL PROGRAMS		
Recreation Assistant	6	\$9.42
Camp Counselor	6	\$9.42
Recreation Assistant Supervisor	10	\$10.56
Bus Driver	14	\$11.70
POLICE		
Intern	12	\$11.13
PUBLIC WORKS		
Maintenance Worker	24	\$14.85

NOTES:

- All positions listed are classified as non-exempt based on the Fair Labor Standards Act.

Effective 07/01/2020



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 Planner – Current

Date: June 17, 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 #20-06-17-004

STAFF RECOMMENDATION

- It is staff's recommendation that Town Council approves the request to rezone the 17.49 acre parcel identified by Wake County PIN 1743-82-2816 from Rural Transition (RT) to General Residential 3 with a Planned Unit Development (GR3-PUD), adopts the forwarded advisory statement from LURB and staff regarding Comprehensive Plan consistency, and adopts Ordinance #20-06-17-004.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



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: June 17, 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 55-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:	3.14 units per acre
CURRENT LAND USE:	Vacant/Formerly Agricultural
PROPOSED LAND USE:	55 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.



Town of Knightdale

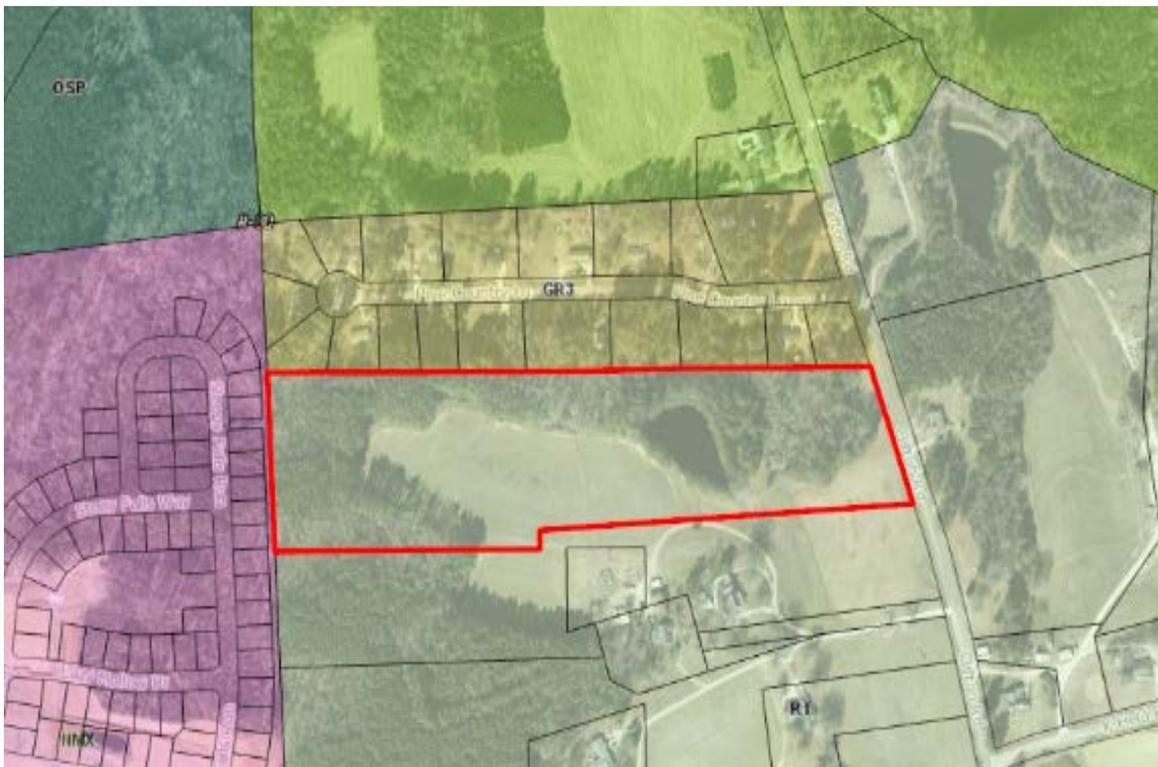
Staff Report

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.

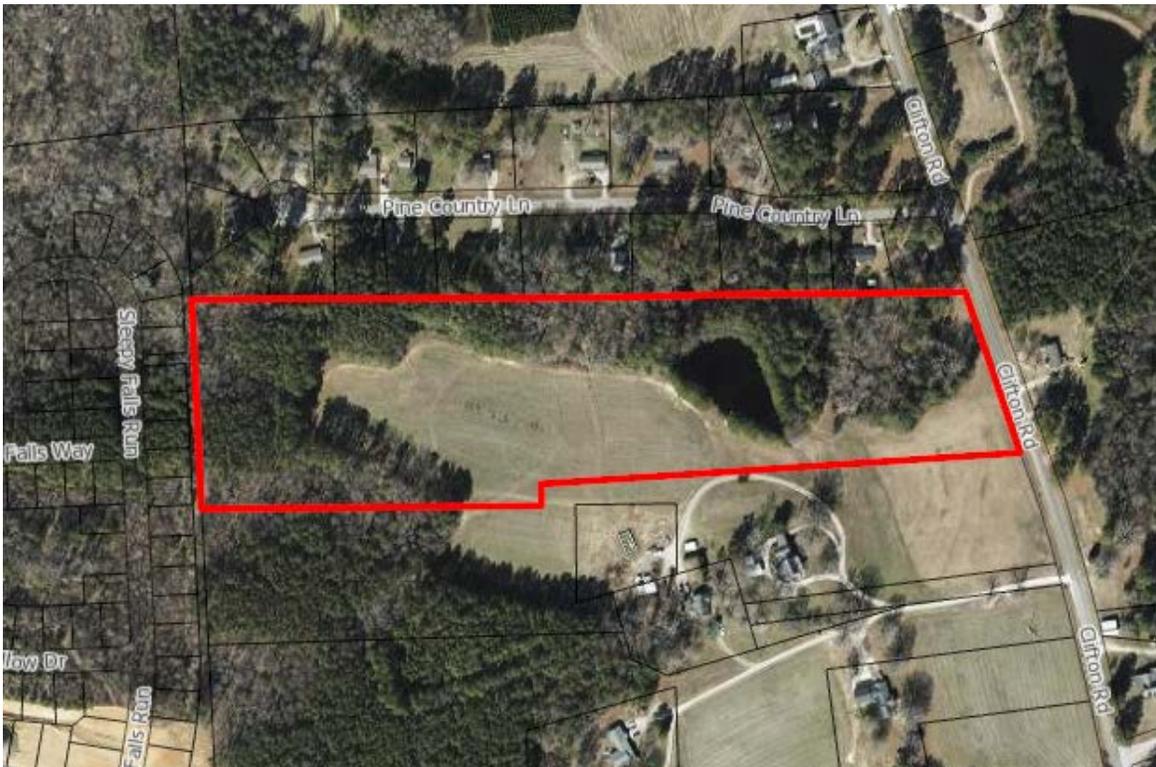
DIRECTION	LAND USE	ZONING
North	Pine Country Estates Subdivision	GR-8
South	Residential	RT
East	Residential	RT
West	Poplar Creek Ph 1-3	NMX





Town of Knightdale

Staff Report





Town of Knightdale

Staff Report



View from Stony Falls Way within the Existing Poplar Creek Village neighborhood looking east.



Town of Knightdale

Staff Report



View from Clifton Road looking west.

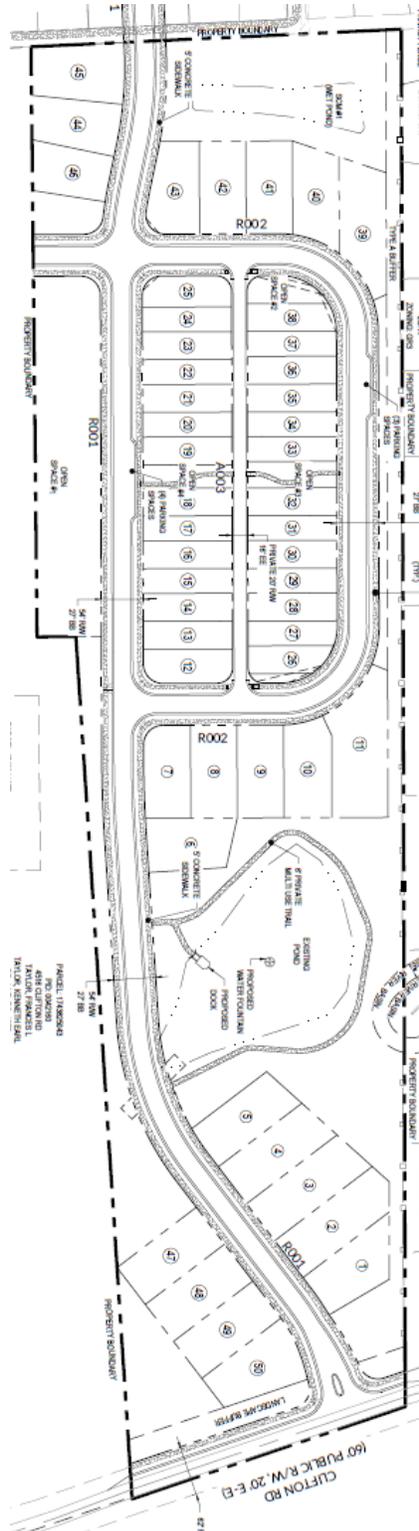
V. PROPOSED MASTER PLAN:

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 54 single-family residential lots. These will be front-loaded units 57' 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 high-visibility crosswalks.



Town of Knightdale

Staff Report



1 Original Master Plan



Town of Knightdale

Staff Report

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 patterns 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.



Town of Knightdale

Staff Report

- B. **Public Utilities/Water Allocation Policy:** The proposed development is an extension of the existing Poplar Creek Village subdivision, which maintains character and design details from previous phases, therefore it qualifies for public water and sewer.
- 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:** According to the site plan, the applicant is proposing a play structure, open play field, and 1.58 acres of open space. The proposed open space provided exceeds the UDO minimum required 1.29 acres.
- 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.



Town of Knightdale

Staff Report

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 standards 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 required 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 instead of 20% of lot width. Additionally, front-loaded single-family dwellings will be served by driveways that are a minimum length of 20’, 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 all subdivision lots less than 60’ in width.

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, the applicant requests an index of 1.00.

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.



Town of Knightdale

Staff Report

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 1.00. However, when viewed in the context of the overall Poplar Creek Village neighborhood, the index exceeds the minimum.

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 on both sides of the proposed roads, with high-visibility crosswalks at all intersections and adjacent to the active open space area, and connections to the greenway in phases 1-3. Staff requested the high visibility crosswalk be designed in a way to enhance the intersections themselves. As such, staff is recommending the following condition:

Staff Recommended Condition: Provide a decorative stamped asphalt/brick crosswalk at the site driveway to Clifton Road and at the intersection of Road 001 and Road 003.



Town of Knightdale

Staff Report

X: COMPREHENSIVE PLAN:

When the 2035 Comprehensive Plan was being drafted, it was determined that the document should take a playbook approach that would be based on existing conditions that might change over time. As such, the categories as part of the Growth and Conservation Map were based on particular characteristics that would be likely in 2035, 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 place type.

PLACETYPE CATEGORIES

 Preserved Open Space	 Business Office
 Rural Living	 Light Industrial
 Recreation Open Space	 Heavy Industrial
 Single Family Neighborhood	 Civic & Institutional
 Mixed-Density Neighborhood	 Old Town
 Multifamily Community	 Mixed-Use Center
 Neighborhood Node	 Mixed-Use Center (Suburba
 Retail	 Transit-Oriented Developme
	 Regional Mixed-Use Center



The Rural Living place type 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.



Town of Knightdale

Staff Report

CONSISTENCY WITH THE COMPREHENSIVE PLAN:

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

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. Should Council approve this, the Comprehensive Plan will be automatically amended to reflect the change in consistency, in accordance with NCGS 160A-383.3, which states:

- a. A declaration that the approval is also deemed an amendment to the comprehensive plan. The governing board shall not require any additional request or application for amendment to the comprehensive plan.
- b. An explanation of the change in conditions the governing board took into account in amending the zoning ordinance to meet the development needs of the community.
- c. Why the action was reasonable and in the public interest

The following guiding principle categories would be applicable to this request.

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.



Town of Knightdale

Staff Report

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 Department, 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: continuing community design and enhancing community facilities and services. It is inconsistent with the General Growth Framework and Growth & Conservation Map, however reasonable when applying the playbook approach. The request is also reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people desire to live, work and visit.”

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 originally considered this item at their January 13, 2020 meeting, at which time they recommended approval and forwarded an advisory statement similar to what is proposed above. The revised plan was presented to the LURB on June 8, 2020, where staff highlighted changes from the original. The LURB then voted unanimously, 5-0, to recommend approval of ZMA-7-19 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: continuing community design and enhancing community facilities and services. It is inconsistent with the General Growth Framework and Growth & Conservation Map, however reasonable when applying the playbook approach. The request is also reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people desire to live, work and visit.”



Town of Knightdale

Staff Report

XIII. STAFF RECOMMENDATION:

It is staff's recommendation that Town Council approves the request to rezone the 17.49 acre parcel identified by Wake County PIN 1743-82-2816 from Rural Transition (RT) to General Residential 3 with a Planned Unit Development (GR3-PUD) with the recommended condition (seen below) adopts the forwarded advisory statement (seen below) from LURB and staff regarding Comprehensive Plan consistency, and adopts Ordinance #20-06-17-004.

Staff Recommended Condition: Provide a decorative stamped asphalt/brick crosswalk at the site driveway to Clifton Road and at the intersection of Road 001 and Road 003.

“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: continuing community design and enhancing community facilities and services. It is inconsistent with the General Growth Framework and Growth & Conservation Map, however reasonable when applying the playbook approach. The request is also reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people desire to live, work and visit.”

XIV. ATTACHMENTS:

Application Packet, PUD Document with Architectural Elevations, Neighborhood Meeting Information, and Ordinance #20-06-17-004.

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:	019.624.5458	EMAIL:	stuartpoulsen@gmail.com

SIGNATURE: 

PROPERTY OWNER:	Billy Royce Liles		
ADDRESS:	550 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 Struggle Square Court
Knightdale, NC 27545
(P) 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:	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: 252-726-0200 FAX:

ADDRESS:

550 Fiddlers Ridge, Pine Knoll Shores, NC 28512

EMAIL:

SIGNATURE:

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

06/12/20

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Poplar Creek Village Phase IV Planned Unit Development

Fourth Submittal: 06/12/2020

Developer

Blackridge Properties, LLC
414 Forsyth Street
Raleigh, NC 27609

Consultant

WithersRavenel
115 MacKenan Drive
Cary, NC 27511

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.

Provide exceptional design, character, and quality:

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.

Provide high-quality community amenities:

Poplar Creek Village Phase IV provides large swaths of open space to be used by residents as community gathering spots, recreational fields, or otherwise programed as desired.

Incorporate creative design in the layout of buildings:

The overall design principle of the site is to create a sensible layout of homes along a strategic east-west connection between Poplar Creek Village Phase III and Clifton Road. Home placement on this connection meanders along the street and creates a sensible transition between Clifton Road and Phase III, while resembling a similar product as the subdivision to the north. The buildings also work to buffer much of the development's open space from roadways, in turn providing safer and quieter places to gather.

Ensure compatibility with surrounding land uses and neighborhood character:

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 in previous phases of Poplar Creek Village.

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.

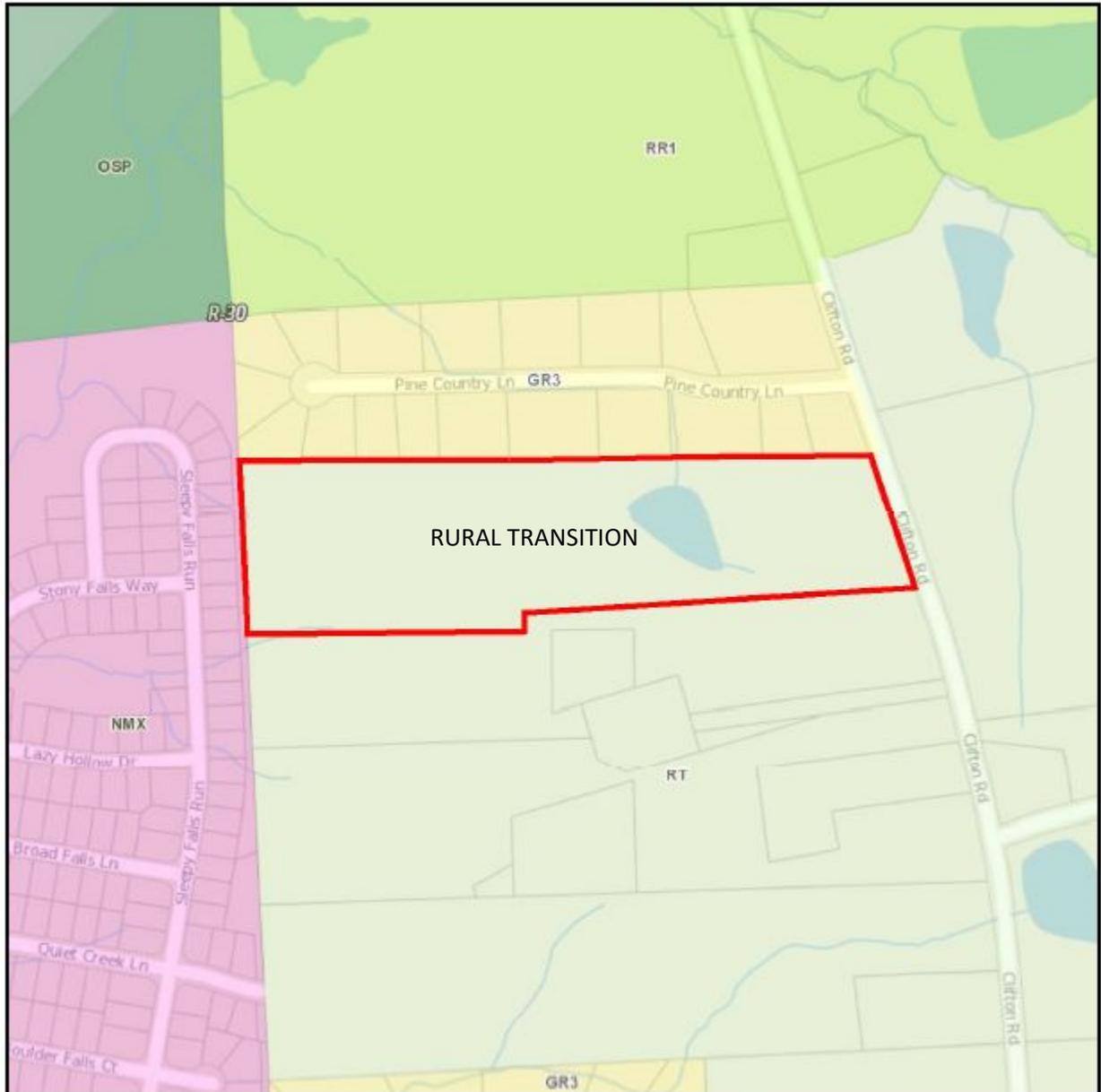
Provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure:

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.

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



VEGETATION



PLANNED UNIT DEVELOPMENT MASTER PLAN

DETAILS

Poplar Creek Village Phase IV is a 55-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 PRODUCT	Number
Front-Loaded Single-Family Dwellings	55

FRONT LOADED SINGLE-FAMILY DWELLINGS

Section 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. Due to site constraints and the allowance to vary UDO standards through a PUD, it is proposed that the minimum standard be reduced to 57' in order to maintain consistency with the existing phases of Poplar Creek Village. The driveway length is a variation from the UDO at 20' minimum length rather than 35'. Minimum side setbacks have been varied to a minimum of 6' instead of 20% of lot width.

FRONT LOADED SINGLE-FAMILY DWELLING STANDARDS

- Minimum Lot Size 6,000 sf
- Minimum Lot Width 57'
- Minimum Front Setback 10'
- Minimum Driveway Length 20' from R/W
- Minimum Side Setback 6'
- Minimum Rear Setback 25'
- Maximum Building Height 3 Stories

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 57', 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 1.0 for this site.

GENERAL SITE DESIGN MODIFIED STANDARDS

- Clearing and Grading Requirements Exempt per Section 6.2.
- Connectivity Index Ratio (Min.) 1.0

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 2.7 of the Knightdale Unified Development Ordinance requires that any lot less than 80' in width be accessed via an alley or rear lane access. Additionally, the UDO requires that side setbacks be a minimum of 20% of the lot width (to a minimum of 6 feet), and driveway length be a minimum of 35'. It is proposed that the minimum lot width standard be reduced to 57', side setbacks be reduced to a minimum of 6 feet and driveway lengths be reduced to a minimum of 20 feet in order to be adequately developed within the site's constraints and to maintain consistency with the existing phases of Poplar Creek Village.

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 1.0 for this site.

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. Poplar creek village as a whole represents a denser housing product that allows for the sharing of amenities in an otherwise monoculture of distanced single-family homes.

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.

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.

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 22% greater than what the Town of Knightdale Unified Development requires. Recreational opportunities will include a trail with seating, a grill station and a sweeping lawn that can serve as flexible gathering spots for neighborhood events. In addition, a large play structure and open play field will be included in order to promote active recreational opportunities for neighborhood guests and residents.

OPEN SPACE STANDARDS

Total Recreation Open Space Required	56,145 sf	1.29 ac	
Active Recreation Space Required	28,314 sf	0.65 ac	(50% of Required Min.)
Active Recreation Space Provided	28,314 sf	0.65 ac	
Passive Recreation Space Required	28,314 sf	0.65 ac	(Remaining %)
Passive Recreation Space Provided	40,511 sf	0.93 ac	
Total Recreation Open Space Provided	68,825 sf	1.58 ac	

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 5' sidewalks on each side.

Road "002" is classified as a Local Street and has a 25-mph speed limit. It is designed to stub into the adjacent southern parcel to allow for future connectivity.

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.

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.

NEIGHBORHOOD MEETING REPORT



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
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 - ii. town has regulations for stormwater and to not create additional problems downstream
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 - 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
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 - i. Worries about more traffic and the continued cut throughs that will now come out on
 - j. Street lights? Yes.

1



- 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.

APPENDIX A: ARCHITECTURAL ELEVATIONS

<u>Plan</u>	<u>Elevations</u>	
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 3 rd bay garage
Webster	C, F	
Worthing	A, B, C	
Yates	A, B, 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



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.

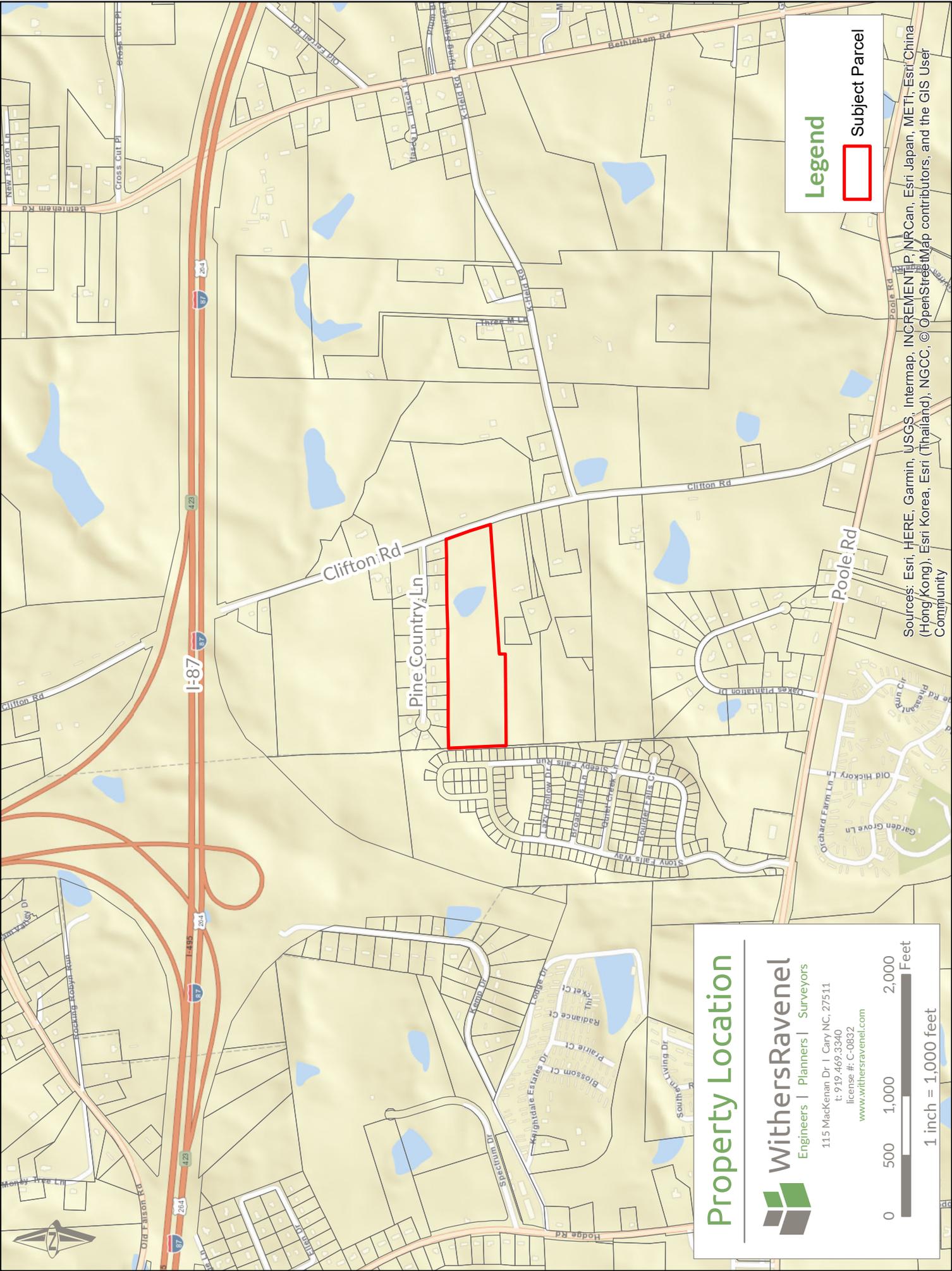
A map is enclosed with this letter showing the location of the property that is subject to this application for rezoning.

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



Property Location

WithersRavenel
 Engineers | Planners | Surveyors
 115 MacKenan Dr | Cary, NC, 27511
 t: 919.469.3340
 license #: C-0832
 www.withersravenel.com

0 500 1,000 2,000 Feet
 1 inch = 1,000 feet

Legend

Subject Parcel

Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, © OpenStreetMap contributors, and the GIS User Community

Poplar Creek Phase 4 – Clifton Road/ PUD Rezoning with Subdivision Plan

Neighborhood Meeting Minutes 10/2/19

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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, ACP, 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, RUIJUN		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
Ken & Frances Taylor	4516 Clifton, Knightdale NC	Frances.0548@del.com
RICHARD TEUSCHLER	105 PINE COUNTRY LN KNIGHTDALE	
Gwen Taylor	4521 Clifton Rd	DTELawson@yahoo.com
Doris Nixon	4500 Clifton	Doris.Nixon@yahoo.com



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #20-06-17-004
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 Residential-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 Residential-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. Additionally, front-loaded single-family dwellings will be served by driveways that are a minimum length of 20 feet.
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 1.00.
4. Architectural Standards: In addition to the elevations, the applicant agrees to the Single-Family Dwelling Architectural Standards found in UDO Ch. 5.7 and the additional conditions listed below:
 - a. 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'.
5. The submitted site plan (Exhibit A), home elevations (Exhibit B), and Planned Unit Development document (Exhibit C) 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 17th day of June, 2020

James A. Roberson, Mayor

ATTEST:

Heather M. Smith, Town Clerk

APPROVED AS TO FORM:

Roger Knight, Town Attorney

EXISTING ADJOINER INFO

NUMBER	PARCEL	PID	MAILING ADDRESS	OWNER INFO	DB	PG.	LC
1	1743721538	0458321	441 WESTERN LN	CLAYTON PROPERTIES	017307	1416	R
2	1743721346	0458320	441 WESTERN LN	CLAYTON PROPERTIES	017307	1416	R
3	1743721445	0458319	4717 SLEEPY FALLS RUN	BROWN, WILLIAM R JR BROWN, GWENDOLYN JACKSON	017459	1868	R
4	1743721346	0458318	441 WESTERN LN	CLAYTON PROPERTIES	017307	1416	R
5	1743629392	0458398	441 WESTERN LN	CLAYTON PROPERTIES	017307	1416	R
6	1743721157	0458316	441 WESTERN LN	CLAYTON PROPERTIES	017307	1416	R
7	1743721157	0458315	441 WESTERN LN	CLAYTON PROPERTIES	017307	1416	R
8	1743721160	0458314	441 WESTERN LN	CLAYTON PROPERTIES	017307	1416	R

PROPOSED ALTERNATIVE DESIGN STANDARDS

THIS PROJECT PROPOSES THE FOLLOWING DEVIATIONS FROM THE TOWN OF KNIGHTDALE TYPICAL STANDARDS.

DESIGN ELEMENT	TYPICAL MINIMUM STANDARD	PROPOSED MINIMUM STANDARD	JUSTIFICATION / COMMENTS
MINIMUM LOT WIDTH FOR FRONT-LOAD DWELLINGS	80'	57'	THIS DEVIATION IS NEEDED IN ORDER TO MAINTAIN CONSISTENCY WITH THE EXISTING PHASES OF POPLAR CREEK VILLAGE.
CONNECTIVITY INDEX / RATIO	1.4	1	MINIMUM CONNECTIVITY INDEX REQUIREMENTS ARE INTENDED TO PROVIDE FOR GOOD INTERCONNECTIVITY AND REDUCE THE NUMBER CUL-DE-SACS. THIS PROJECT INCLUDES ONLY TWO (2) NEW SUBDIVISION STREETS, ONE OF WHICH HAS CONNECTIONS AT EACH END. A RATIO OF 1.4 IS DIFFICULT TO ACHIEVE ON SMALL SCALE PROJECTS SUCH AS THIS ONE DUE TO THE FACT THAT THE REQUIRED NODES AT EACH EXTERNAL CONNECTION RESULT HAVE A MORE NEGATIVE IMPACT ON THE RATIO THAN WOULD A LARGER PROJECT. THIS DEVIATION IS NEEDED IN ORDER TO PROVIDE CONNECTIVITY TO THE EXTENT PRACTICAL GIVEN THE SIZE OF THE PROJECT.

GENERAL NOTES

- SEE SHEET 1.0 FOR EXISTING ZONING AND PROPOSED ZONING.
- PROJECT BOUNDARY INFORMATION SHOWN IS BASED ON A RECORDED PLAT BY WALLACE G. CLARK, JR., REGISTERED LAND SURVEYOR TITLED, "SURVEY FOR MAME TODD LEE", DATED MARCH 26, 1997, AS RECORDED AT THE WAKE COUNTY REGISTER OF DEEDS, MAP BOOK 1997, PAGE 668.
- SURROUNDING AND ADJACENT PARCEL INFORMATION IS BASED ON WAKE COUNTY GIS DATA.
- LIMITS OF NEUSE RIPARIAN BUFFERS ARE BASED ON NCEQ/DWR BUFFER DETERMINATION LETTER, RRO 419-328 DATED AUGUST 5TH, 2019.
- LIMITS OF JURISDICTIONAL STREAM AND WETLANDS ARE BASED ON FIELD DELINEATION BY WITHERSRAVENEL, INC. AND USAGE CONFIRMATION OF JURISDICTIONAL DETERMINATION BASED ON SITE VISIT ON 07/26/19; REFERENCE USAGE ACTION IS 854W-2019-01416.
- PROPERTY IS CURRENTLY NOT IN TOWN OF KNIGHTDALE ETJ.
- STREET LIGHTS SHALL BE PROVIDED FOR POPLAR CREEK PH IV PER UDO SECTION 11.5 - STREET LIGHTING POLICY. IF UPGRADES FROM THE TOWN'S STANDARD LIGHT SPECIFICATION ARE REQUESTED, THE DEVELOPER WILL BE REQUIRED TO PAY THE TOWN THE DIFFERENCE IN THE COSTS TO MAINTAIN THE DESIRED FIXTURE AND POLE COVERING A PERIOD OF 10 YEARS.
- ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES.
- THIS PROPERTY DOES NOT LIE WITHIN THE FEMA FLOODPLAIN PER MAP NUMBER 3720174300J WITH AN EFFECTIVE DATE OF MAY 2, 2006.
- THE TURNOUT RADIUS AT ALL INTERSECTIONS SHALL BE A MINIMUM OF 30 FEET MEASURED AT THE BACK OF CURB UNLESS OTHERWISE NOTED. THE TURNOUT RADIUS AT ALL INTERSECTIONS MEASURED AT THE BACK OF CURB.
- ALL RIGHT-OF-WAY SHOWN HEREIN IS PUBLIC RIGHT-OF-WAY, UNLESS OTHERWISE NOTED.
- NO SIGHT OBSTRUCTION, OR PARTIALLY OBSTRUCTING WALL, FENCE, FOLIAGE, BERM, SIGN, OR PARKED VEHICLE BETWEEN THE HEIGHTS OF TWO (2) AND EIGHT (8) ABOVE THE CURB LINE ELEVATION OR THE NEAREST TRAVELED WAY IN NO CURB EXISTS SHALL BE PLACED WITH IN A SIGHT TRIANGLE.

ROAD	SPEED LIMIT	CLASSIFICATION
R001	25 MPH	LOCAL STREET
R002	25 MPH	LOCAL STREET
R003	25 MPH	LOCAL STREET

CONNECTIVITY INDEX:		
LINKS	NODES	INDEX
6	6	1



WithersRavenel
Engineers | Planners | Surveyors

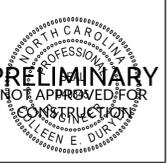
115 MacKean Drive, Cary, NC 27511 | t: 919.469.3300 | license #: C-6832 | www.withersravenel.com

**POPLAR CREEK VILLAGE
PHASE IV**

TOWN OF KNIGHTDALE, NORTH CAROLINA

OVERALL SITE PLAN

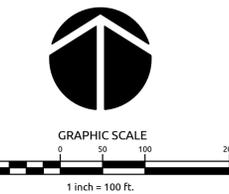
Job No.	02190259	Drawn By	WR
Date	10/21/19	Designer	WR



Revisions		
1	TOK Comments	12/12/19
2	SITE REVISIONS	05/08/20
3	SITE REVISIONS	5/28/20

Sheet No.
2.0

ALL MATERIALS & CONSTRUCTION METHODS SHALL BE IN ACCORDANCE WITH ALL CITY OF RALEIGH & TOWN OF KNIGHTDALE DESIGN STANDARDS, DETAILS, AND SPECIFICATIONS.



TOWN CERTIFICATION: THIS DESIGN HAS BEEN REVIEWED BY THE ENGINEER FOR THE TOWN OF KNIGHTDALE, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, IT CONFORMS TO THE REQUIREMENTS ESTABLISHED IN THE STANDARD SPECIFICATIONS OF THE TOWN OF KNIGHTDALE.

BY: _____ DATE: _____
DEVELOPMENT SERVICES ENGINEER

THESE PLANS ARE APPROVED BY THE TOWN OF KNIGHTDALE AND SERVE AS CONSTRUCTION PLANS FOR THIS PROJECT.

BY: _____ DATE: _____
ADMINISTRATOR

CITY OF RALEIGH

ALL CONSTRUCTION MUST BE IN ACCORDANCE WITH ALL LOCAL, STATE, AND FEDERAL RULES AND REGULATIONS.

TRANSPORTATION SERVICES: N/A

PUBLIC UTILITIES: _____

STORMWATER: N/A

PLANNING: N/A

FIRE: N/A

URBAN FORESTRY: N/A

K:\19\19-02\05\190259-Citizen Road\addendum\CAD\02\02050604.dwg - 10/21/19 11:37:54 AM - PLOT: 11/18/19



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
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Warwick F (enclosed
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Webster C



Webster F



Worthing A



Worthing B



Worthing C



Yates A



Yates B



Yates C



Poplar Creek Village Phase 4

PUD APPLICATION

06/12/20

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Poplar Creek Village Phase IV Planned Unit Development

Fourth Submittal: 06/12/2020

Developer

Blackridge Properties, LLC
414 Forsyth Street
Raleigh, NC 27609

Consultant

WithersRavenel
115 MacKenan Drive
Cary, NC 27511

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.

Provide exceptional design, character, and quality:

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.

Provide high-quality community amenities:

Poplar Creek Village Phase IV provides large swaths of open space to be used by residents as community gathering spots, recreational fields, or otherwise programed as desired.

Incorporate creative design in the layout of buildings:

The overall design principle of the site is to create a sensible layout of homes along a strategic east-west connection between Poplar Creek Village Phase III and Clifton Road. Home placement on this connection meanders along the street and creates a sensible transition between Clifton Road and Phase III, while resembling a similar product as the subdivision to the north. The buildings also work to buffer much of the development's open space from roadways, in turn providing safer and quieter places to gather.

Ensure compatibility with surrounding land uses and neighborhood character:

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 in previous phases of Poplar Creek Village.

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.

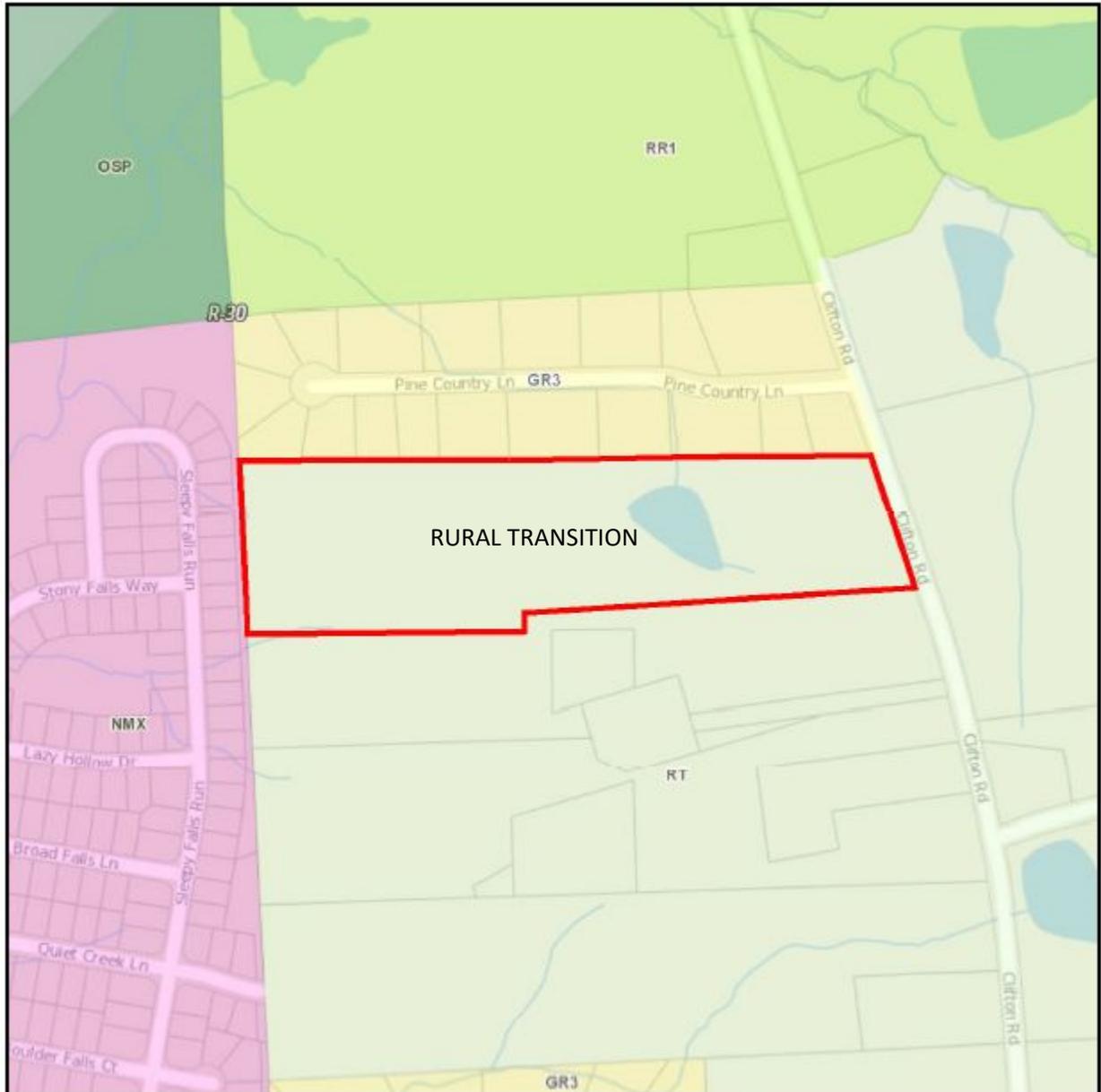
Provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure:

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.

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



VEGETATION



PLANNED UNIT DEVELOPMENT MASTER PLAN

DETAILS

Poplar Creek Village Phase IV is a 55-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 PRODUCT	Number
Front-Loaded Single-Family Dwellings	55

FRONT LOADED SINGLE-FAMILY DWELLINGS

Section 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. Due to site constraints and the allowance to vary UDO standards through a PUD, it is proposed that the minimum standard be reduced to 57' in order to maintain consistency with the existing phases of Poplar Creek Village. The driveway length is a variation from the UDO at 20' minimum length rather than 35'. Minimum side setbacks have been varied to a minimum of 6' instead of 20% of lot width.

FRONT LOADED SINGLE-FAMILY DWELLING STANDARDS

- Minimum Lot Size 6,000 sf
- Minimum Lot Width 57'
- Minimum Front Setback 10'
- Minimum Driveway Length 20' from R/W
- Minimum Side Setback 6'
- Minimum Rear Setback 25'
- Maximum Building Height 3 Stories

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 57', 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 1.0 for this site.

GENERAL SITE DESIGN MODIFIED STANDARDS

- Clearing and Grading Requirements Exempt per Section 6.2.
- Connectivity Index Ratio (Min.) 1.0

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 2.7 of the Knightdale Unified Development Ordinance requires that any lot less than 80' in width be accessed via an alley or rear lane access. Additionally, the UDO requires that side setbacks be a minimum of 20% of the lot width (to a minimum of 6 feet), and driveway length be a minimum of 35'. It is proposed that the minimum lot width standard be reduced to 57', side setbacks be reduced to a minimum of 6 feet and driveway lengths be reduced to a minimum of 20 feet in order to be adequately developed within the site's constraints and to maintain consistency with the existing phases of Poplar Creek Village.

GENERAL SITE DESIGN MODIFICATIONS

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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. Poplar creek village as a whole represents a denser housing product that allows for the sharing of amenities in an otherwise monoculture of distanced single-family homes.

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.

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.

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 22% greater than what the Town of Knightdale Unified Development requires. Recreational opportunities will include a trail with seating, a grill station and a sweeping lawn that can serve as flexible gathering spots for neighborhood events. In addition, a large play structure and open play field will be included in order to promote active recreational opportunities for neighborhood guests and residents.

OPEN SPACE STANDARDS

Total Recreation Open Space Required	56,145 sf	1.29 ac	
Active Recreation Space Required	28,314 sf	0.65 ac	(50% of Required Min.)
Active Recreation Space Provided	28,314 sf	0.65 ac	
Passive Recreation Space Required	28,314 sf	0.65 ac	(Remaining %)
Passive Recreation Space Provided	40,511 sf	0.93 ac	
Total Recreation Open Space Provided	68,825 sf	1.58 ac	

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 5' sidewalks on each side.

Road "002" is classified as a Local Street and has a 25-mph speed limit. It is designed to stub into the adjacent southern parcel to allow for future connectivity.

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.

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.

NEIGHBORHOOD MEETING REPORT



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.

1



- 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.

APPENDIX A: ARCHITECTURAL ELEVATIONS

<u>Plan</u>	<u>Elevations</u>	
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 3 rd bay garage
Webster	C, F	
Worthing	A, B, C	
Yates	A, B, 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



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: June 17, 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 #20-02-19-001

STAFF RECOMMENDATION

- Since the previous Town Council meeting, the applicant has indicated that a pending agreement with a home builder active in Knightdale (McKee Homes) will soon be made official. Therefore, Staff recommends continuing this case (ZMA-6-19) to the July 15, 2020 Town Council meeting to allow the applicant time to further amend their application, which includes submission of detailed building elevations. Staff has informed the applicant that, due to the number of requested continuations, action must be taken at the next Town Council meeting, or the application will need to be withdrawn and resubmitted at a later date.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report

Title: ZMA-6-19: The Collection Planned Unit Development Rezoning

Staff: Kevin Lewis, AICP, Senior Planner
– Current

Date: June 17, 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



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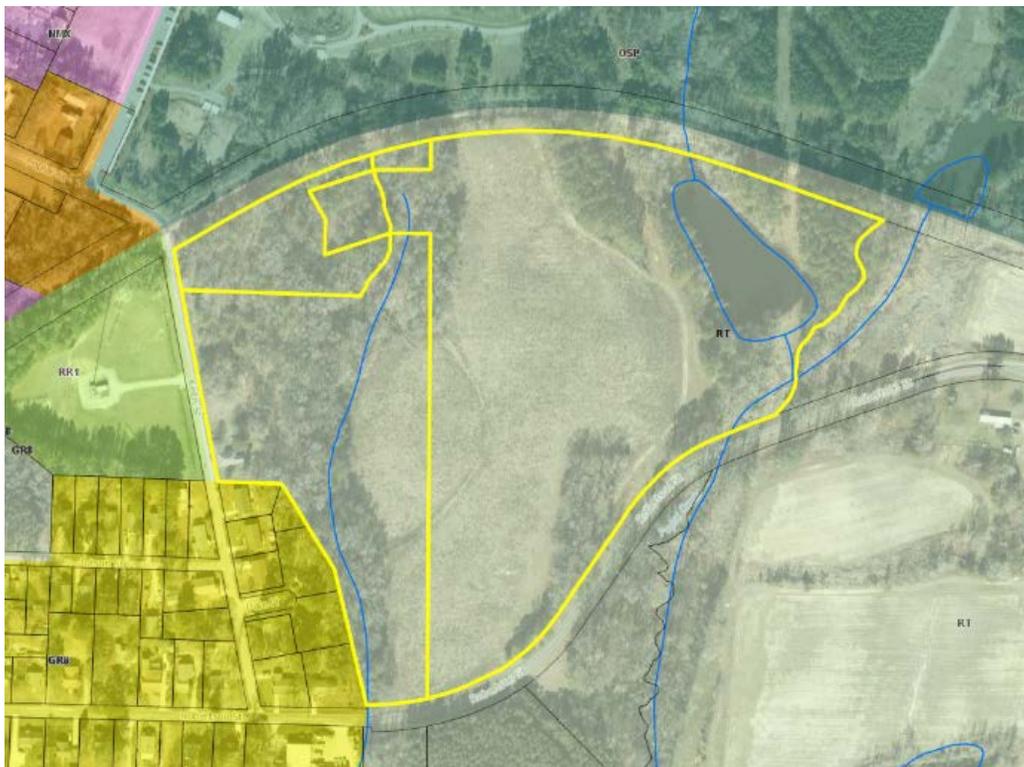
efficiency in the layout and provision of roads, utilities, and other infrastructure.

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





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View from Keith Street looking south.

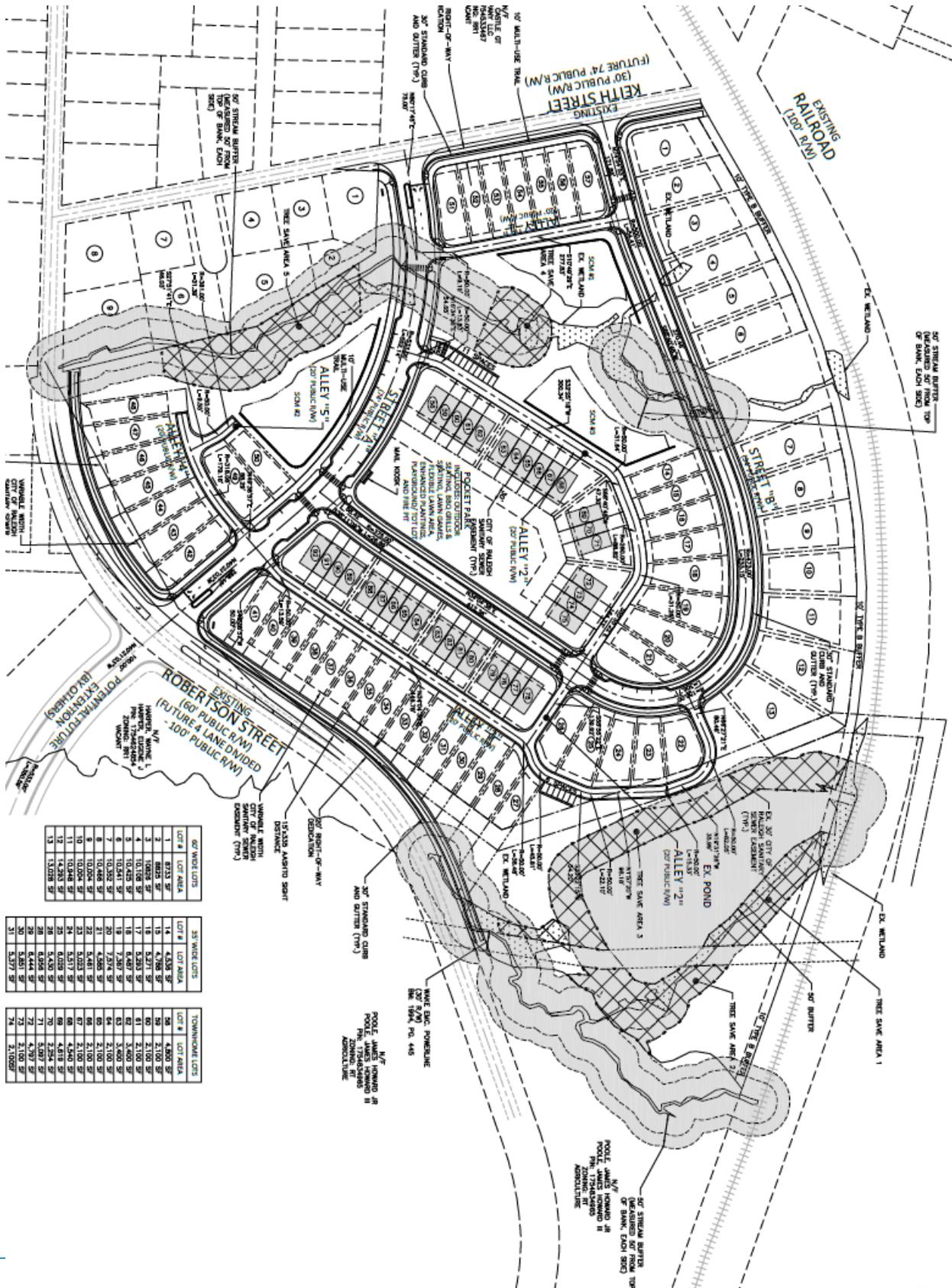
V. PROPOSED MASTER PLAN:

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.



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VI. LEGISLATIVE CASE PROCEDURES:

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

- Pre-application Meeting: July 10, 2019
- Neighborhood Meeting Notices Mailed: August 16, 2019
- Neighborhood Meeting: August 27, 2019

The neighborhood meeting was held at the Knightdale Recreation Center located at 102 Lawson Ridge Road. Three interested neighbors attended the meeting, and inquired about stormwater impacts, phasing, buffers, traffic, and lot dimensions. No one spoke in opposition to the project. A copy of the mailed notice, list of recipients, and summary of the meeting are attached as part of the application packet.

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

- First Class Letters Mailed: November 6, 2019
- Sign Posted On Property: November 8, 2019
- Legal Ad Published in N&O: November 8 & 15, 2019

Following the formal submittal and review of the proposed master plan, the applicant met with the Development Review Committee (DRC) on October 31, 2019 to discuss the technical comments and details associated with the proposed subdivision plan. There were some minor issues associated with the proposed plan, including the alignment of the proposed connector road, driveway length, parking, and landscaping. The DRC requested that the applicant provide a revised copy of the Master Plan and PUD Document, which is included as part of the enclosed application packet.

The DRC voted unanimously to **continue** The Collection Planned Unit Development pending the applicant addressing the review comments and Town Council approving the Rezoning request.

VII. PROPOSED PLANNED UNIT DEVELOPMENT:

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

- A. Parking:** The applicant is not proposing any deviations from the parking requirements as found in Section 10.3 of the UDO.



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- B. **Public Utilities/Water Allocation Policy:** The applicant is proposing to connect to public water and sewer. In accordance with Section 16.5.P of the UDO, the applicant is proposing to obtain the required 50 points with the following features:

	Points
Base Points - Major Residential Subdivision	15
Options to Obtain additional 35 points:	
Residential Architectural Standards	15
Outdoor Display of Public Art	4
IPEMA Certified Playground Equipment	4
Stormwater Wetland	5
Provision of On-Street Public Parking	4
10' Wide Multi-Use Path	2
Signage or Striping Improvements	1
Total Proposed:	50
(50 Points Required)	

- C. **Residential Architectural Standards:** The proposed architectural standards are listed below. In addition to the proposed standards, the applicant is agreeing to adhere to the architectural standards in Sections 5.4, 5.7, and 5.8 of the UDO by including it in their WAP bonus point breakdown. Attached you will find the applicants PUD Document, containing building elevations.

Single-Family Dwelling Architectural Standards

1. Single-family 2-story homes built on lots at least 60-feet wide will have a minimum of 2,000 square feet and 1-story homes on such lots will be a minimum of 1,600 square feet. Lots that are at least 60-feet wide will have front-loaded two car garages.
2. Single-family homes built on lots less than 60-square feet will have a minimum of 1,450 square feet and have alley-loaded two car garages with the exceptions that a maximum of 15% of such homes may be a minimum of 1,450 square feet.
3. All single-family homes shall be raised from the finished grade a minimum of 18" and shall have stem wall or raised slab foundations that shall be covered on all sides with brick, stone, or stucco. Areas under porches may be enclosed with lattice.
4. All single-family homes with a crawl space will be wrapped in brick or stone on all sides,
5. All single-family homes will have a combination of two or more of the following materials on the front façade (not counting the foundation): stone, brick, lap siding, fiber cement siding, shake or board and batten. All siding will be fiber cement. Vinyl may only be used for soffits, fascia, and corner boards.
6. All single-family homes will have a front porch with a minimum depth of five (5) feet. Front porch posts will be at least 6"x6".
7. Main roof pitches (excluding porches) for 2-story homes shall be at least 7:12.



Town of Knightdale

Staff Report

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-foot wide will not protrude more than six (6) feet from the front porch or stoop and all garage doors shall over window inserts and hardware.
11. For every linear 30 feet (or fraction) of continuous side elevation, there shall be one window or door added to the side elevation. Any siding break on the side of the home such as a fireplace, porch, wall offset can be used as an alternative to a window or door.
12. Garages will not exceed 45% of the front façade width or will be split into two bays.

Townhouse Architectural Standards

1. All townhouse units will have alley-loaded two car garages.
2. All townhouse units shall be raised from the finished grade a minimum of 18” and have stem wall or raised slab foundations that shall be covered on all sides with brick, stone, or stucco. Areas under porches may be enclosed with lattice.
3. All townhouse units will have a combination of two or more of the following materials on the front façade (not counting the foundation): stone, brick, lap siding, fiber cement siding, shake or board and batten. All siding will be fiber cement. Vinyl may be used for soffits, fascias, and corner boards.
4. Usable front porches shall be at least five (5) feet deep and extend more than 30% of the primary façade.
5. All townhouse units shall provide detailed design elements using at least one (1) of the features from each of the four categories below:
 - Entrance
 - Recessed entry with 6” minimum width door trim
 - Covered porch with 6” minimum width pillars/posts/columns
 - Building Offset
 - Façade offset
 - Roofline offset
 - Roof
 - Dormer
 - Gable
 - Cupola/Tower/Chimney
 - Decorative cornice of roof line (flat roof only)

And at least two (2) of the following elements:

- Façade
 - Bay window
 - Balcony



Town of Knightdale

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- Porch
 - Shutters
 - Window trim with 4” minimum width
 - Patterned finish (scales, shakes, wainscoting, brick, or stone)
6. There shall be a 12” overhang on every gable roof end.
 7. Townhouse building walls shall be wood clapboard, cement fiber board or shingle, wood board and batten, brick, or stone.
 8. Main roofs on townhouse buildings shall have a pitch between 6:12 and 12:12. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building. Monopitch roofs shall have a pitch of at least 3:12.
 9. For every second and third story of the side elevations, there shall be a minimum of three windows added to the side elevation. Any siding break on the side of the home such as a fireplace or wall offset can be used as an alternate to a window. On the ground floor there shall be at minimum of one window on the side elevations.
 10. The second and third stories of the rear elevation shall have either a balcony and door(s) or windows making up a minimum of 25% of the length of the rear elevation. The percentage is measured as the horizontal plane (lineal feet) containing a balcony and door(s) or windows divided by the total horizontal plane length.
 11. No two townhome units in a building shall have the same exterior paint color scheme.
 12. All townhomes shall be three (3) stories.

Staff Analysis

The proposed architectural standards are generally in line with other standards which have been approved by Town Council. A number of items were suggested by Town Staff as conditions for approval. These items were recommended conditions by the LURB. The applicant has agreed to these conditions, seen below, and incorporated them into the above standards.

1. No more than 15% of single-family homes built on lots less than 60-feet wide will have a will have a minimum of 1,450 square feet.
2. All driveways shall be a minimum of 20-feet in length.
3. All townhomes shall be a minimum 3-stories in height.



Town of Knightdale

Staff Report

- D. **Programmed Open Space:** A number of proposed WAP bonus point items are addressed in the applicants Open Space plan, seen programmed below:



- E. **Stormwater – Wetlands:** Wetlands exist on-site, according to analysis from NCDEQ, the applicant proposes to maintain and enhance wetland areas to protect the natural environment. The applicant is not proposing any deviation from the UDO requirements, found in Chapter 6, related to storm water management of the site, which shall meet town standards.



Town of Knightdale

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- F. **On-Street Parking:** Denser residential development patterns often require additional on-street parking to serve residents and visitors. Approximately 20 on-street parking spaces are provided on proposed collector.
- G. **Stormwater Management:** The applicant is not proposing any deviation from the UDO requirements, found in Chapter 6, related to stormwater management of the site.
- H. **Lighting:** The applicant is not proposing any deviations from the lighting standards as found in Section 11.4 of the UDO.
- I. **Signage:** All site signage will be reviewed under a separate zoning review; however, the applicant is not proposing any deviations from the standards as found in UDO Section 12 for the GR-8 Zoning District.

PROPOSED UDO EXCEPTIONS:

In accordance with UDO Section 15.C.5, Planned Unit Development rezonings allow the applicant to request exceptions to certain standards identified in the General District (General Residential). These requests should be fair and reasonable, and the proposed alternate means of compliance should meet the spirit and intent of the UDO. The applicant's exception requests are as follows:

A. Permitted Building Type Ratio:

- **Required:** In accordance with UDO Section 2.7.B, the maximum number of Townhouse buildings in a GR development shall not exceed 30% of the total number of units.
- **Requested:** Townhomes within the proposal will comprise 38.8% of the total number of dwelling units.

B. Dimensional Requirements: The applicant is proposing deviations from the dimensional standards as found in Section 2.7.B of the UDO for the GR-8 Zoning District. The proposals are highlighted below:

- **Required:** In accordance with UDO section 2.7B, lots less than 80 ft. in width require alley/rear lane access, and driveways are required to be at least 35 feet long.
- **Requested:** Due to site constraints, single-family dwelling units on lots 60 feet in width will be accessed via a driveway that connects to the fronting public right-of-way. Additionally, front- and rear-loaded single-family dwellings will be served by driveways that are a minimum length of 20' rather than the UDO requirement of 35'.



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C. Mass Grading (Section 6.2.B):

- **Required:** In accordance with UDO Section 6.2B, the initial clearing and grading is limited in new major subdivisions to “dedicated public rights-of-way and easements to installation of streets, utilities, and other infrastructure”, except for subdivisions or sections of subdivisions lots less than 60’ wide.
- **Requested:** The ability to mass grade the proposed 13 front-loaded single-family dwellings which are 60’ wide.

D. Architectural Variations:

- **Required:** Changes to the approved architectural standards above would need to be reviewed and approved by Town Council.
- **Requested:** The staff may approve minor architectural variations of the specific requirements listed above provided that such minor variations meet the overall intent of these architectural standards and conform to the Comprehensive Plan and other adopted plans of the Town.

VIII. PUD DOCUMENT ANALYSIS

The applicant submitted a PUD document to support their Master Plan. The attached document gives the applicant an opportunity to describe the proposed development in more detail. The applicant included a description of their proposed architectural standards, conditions, and detailed open space programming, as seen above. It is staff’s opinion that the document is well written, descriptive, and achieves the goal of promoting the overall vision of their proposed development.

IX. TRANSPORTATION ANALYSIS

As required by the UDO, a Traffic Impact Analysis (TIA) is required for any “proposed rezoning or Master Plan...if the nature of the proposed rezoning or development is such that the number of trips it can be expected to generate equals or exceeds 150 new peak hour trips (Sec 9.4.B.1)”. Staff requested the applicant conduct an initial Trip Generation report to determine the number of peak hour trips this proposal is expected to generate. That report indicated the weekday AM peak hour trips to be 61 and PM trips to be 80. Based on these numbers, staff did not request any further analysis.

The applicant is also required to conform to the Connectivity Index (9.5.G), which is used “to determine the adequacy of street layout design”, and compares the links (road sections between intersections) and nodes (intersections) of the proposed development. A perfect grid has a Connectivity Index of 2.00. Proposed developments in the GR zoning district are required to have a minimum index of 1.40; The Collection has an index of 1.42.

Staff review of the proposed development and supplemental information find a number of transportation improvements which have the potential to improve conditions off-site and provide for safe movement within the neighborhood. The developer shows turn lanes on Robertson Road which shall feed into the neighborhood, reducing the risk for those traveling past and to the development. Pedestrian improvements on-site include sidewalks or multi-use paths on both sides of the proposed roads, with high-visibility crosswalks at all intersections. On-street parking along the proposed collector road (Street “A”) will also aid in improving pedestrian safety by reducing speed and creating a buffer between traffic and those using the sidewalk.

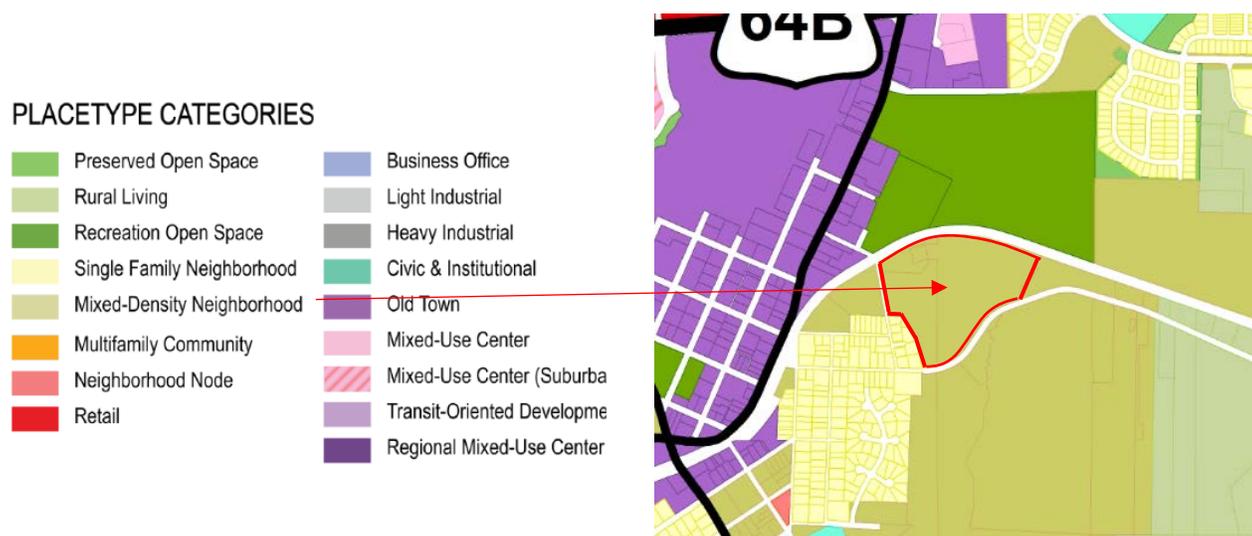


Town of Knightdale

Staff Report

X: COMPREHENSIVE PLAN:

When the 2035 Comprehensive Plan was being drafted, it was determined that the document should take a playbook approach that would be based on existing conditions that might change over time. As such, the categories as part of the growth and conservation map were based on particular characteristics that would be likely in 2035. The subject property is designated to be “Mixed-Density Neighborhood” as a placetype.



The Mixed-Density Neighborhood placetype is defined as follows:

“Mixed-density neighborhoods are formed as subdivisions or communities with a mix of housing types and densities. Homes are oriented to the interior of the site and are typically buffered from surrounding development by transitional uses, preserved open space, or landscaped areas. Lots along the perimeter of a new neighborhood should be sensitive to the density observed along the perimeter of an adjacent neighborhood in terms of size and scale (by providing a transition). Small blocks and a modified grid of streets support a cohesive, well-connected community.”

All new mixed-density neighborhoods incorporate a comprehensive network of open space throughout to accommodate small parks, gathering places and community gardens; preserve tree stands; and help reduce stormwater runoff.”



Town of Knightdale

Staff Report

Other elements of the proposal that address the items included in the Comprehensive Plan include:

Construction of a Town-Maintained Collector (labeled Street “A” on site plan) to include on-street parking, street trees, and pedestrian connectivity through the site, as shown on the **Street Network** map.



Construction of a 10' wide Multi-Use Path along Keith Street and Street “A” as shown on the **Trails & Greenway** map.





Town of Knightdale

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CONSISTENCY WITH THE COMPREHENSIVE PLAN:

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

It is staff's opinion that, should the staff recommended conditions be approved, the proposed Master Plan and PUD is consistent with the KnightdaleNext 2035 Comprehensive Plan, and the following guiding principle categories would be applicable to this request.



INFILL DEVELOPMENT AND REDEVELOPMENT

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

Infill Development and Redevelopment – The proposed development is located less than 500' from Old Town and adjacent to Knightdale Station Park. It is within a Target Investment Area shown on the Growth Framework map.



NATURAL ENVIRONMENT

Promote and expand opportunities for people to experience natural settings in Knightdale and surrounding Wake County, increase their proximity to multiple recreational opportunities, and enjoy a safe and healthy lifestyle. Safeguard the Town's natural resources including lakes, streams, wetlands, woodlands, trails, agricultural lands, tree canopy, and the services they provide. Strive to create interconnected green spaces that conserve these areas, provide recreational linkages, protect water quality and quantity, and celebrate nature as a centerpiece of the Town's identity and sense of place.

Natural Environment – To meet the requirements of UDO Chapter 6, the applicant proposes to protect wetlands, ponds, and other environmental features unique to the site.



COMPACT DEVELOPMENT PATTERNS

Guide future growth into more compact and efficient development patterns that will help manage the timing, location, and magnitude (length and size) of expensive infrastructure investments. Prioritize infill development and redevelopment in identified activity centers over continued green field development patterns, and use public infrastructure investments in the activity centers to encourage and leverage future private investments. Acknowledge that increased densities and intensities, and a mix of residential and nonresidential uses, will be needed in the activity centers to accommodate anticipated Town growth. Activity centers added to the Growth and Conservation Map in the future should reflect orderly and incremental growth patterns away from existing and identified activity centers in the 2035 KnightdaleNext Comprehensive Plan.



Town of Knightdale

Staff Report

Compact Development Patterns – The site is oriented inward, with larger lots acting as a buffer between existing development and the compact interior of the site.

GREAT NEIGHBORHOODS AND EXPANDED HOME CHOICES



Promote distinct, safe, and vibrant neighborhoods throughout Knightdale that provide greater access to a range of housing choices people need at different stages of their life, including young adults, families, empty-nesters, retirees, seniors, and people of different income levels. Housing opportunities should include single family homes of all sizes, townhomes, apartments, condominiums, senior living units, live-work units, and accessory dwelling units. New neighborhoods should mix two or more housing choices into one community. Strong neighborhoods and a diverse housing strategy will make Knightdale a more livable community—one where residents can live their entire lives.

Great Neighborhoods and Expanded Home Choices – The proposed development will include 13 front-loaded single-family dwellings at 60' wide, 42 rear-loaded single-family dwellings at 35' wide, and 35 townhouse units. Additionally, the centrally located open space area is programmed with different features for all prospective residents.

PARKS AND RECREATION



Promote and expand opportunities where people can be more involved in an active community lifestyle represented, in part, by the presence of high-quality parks, public spaces and recreation facilities located near where people live and work, and the bicycle and pedestrian connections between them.

Parks and Recreation – The proposed development is located within walking distance of Knightdale Station Park.

XI. JOINT PUBLIC HEARING SUMMARY:

A Joint Public Hearing was held at the November 20 Town Council meeting, where staff introduced the case. A representative from the development team also gave a short presentation, however no one from the general public spoke in favor or against the project. There were no questions from Town Council or LURB members for staff or the development team.



Town of Knightdale

Staff Report

XII. LAND USE REVIEW BOARD SUMMARY:

The LURB considered this item at its December 9, 2019 meeting. After staff presented an overview of the proposed rezoning request, LURB members asked questions regarding driveway length and elevations. The LURB then voted unanimously, 5-0, to recommend approval of ZMA-6-19 with staff recommended conditions (seen below) and forwarded the following advisory statement.

“The proposed Zoning Map Amendment is consistent with the KnightdaleNext 2035 Comprehensive Plan as it addresses several of the guiding principles including encouraging infill development & redevelopment, providing great neighborhoods & expanded home choices, supporting parks & recreation, promoting compact development patterns, and sustaining the natural environment. It is further consistent with the General Growth Framework, Growth & Conservation, Street Network, and Trails & Greenway Maps. The request is also reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people desire to live, work, and visit.”

Staff Recommended Conditions:

1. No more than 15% of single-family homes built on lots less than 60-feet wide will have a will have a minimum of 1,450 square feet. The applicant has agreed to this condition.
2. All driveways shall be a minimum of 20-feet in length. The applicant has agreed to this condition.
3. All townhomes shall be a minimum 3-stories in height. The applicant has agreed to this condition.

XIII. STAFF RECOMMENDATION:

Since the previous Town Council meeting, the applicant has indicated that a pending agreement with a home builder active in Knightdale (McKee Homes) will soon be made official. Therefore, Staff recommends continuing this case (ZMA-6-19) to the July 15, 2020 Town Council meeting to allow the applicant time to further amend their application, which includes submission of detailed building elevations. Staff has informed the applicant that, due to the number of requested continuations, action must be taken at the next Town Council meeting, or the application will need to be withdrawn and resubmitted at a later date.

XIV. ATTACHMENTS:

Application Packet, PUD Document (including Neighborhood Meeting Information), Neighborhood Meeting Mailing Notification, and Ordinance #20-05-20-002.



TOWN OF KNIGHTDALE
DEVELOPMENT SERVICES DEPARTMENT

www.knightdalenc.gov

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

MASTER PLAN

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

PROJECT INFORMATION			
PROJECT NAME:	The Collection		
PROJECT ADDRESS:	0, 610, & 614 Keith Street, 0 Ferrll Street, 0 Knightdale Eagle Rock Road		
WAKE COUNTY PIN(s):	1754537747, 1754539404, 1754539814, 1754630926, 1754635524		
PROPOSED USE:	Single-Family and Townhome Residential		
PROPOSED SQ. FT.:	PROPOSED LOTS:	90	DENSITY (DWELLING/ACRE): 3.19
ZONING DISTRICT:	GR8 (PUD)	SITE ACRES: 28.13	INSIDE CORPORATE LIMITS: Partially
CONTACT INFORMATION			
APPLICANT:	Brad Rhinehalt, PE - McAdams	PHONE: 919-361-5000	FAX:
ADDRESS:	2905 Meridian Parkway Durham NC 27713		
		EMAIL: rhinehalt@mcadamsco.com	
SIGNATURE:	_____		
PROPERTY OWNER:	Eugene Harper	PHONE:	FAX:
ADDRESS:	4113 Brewster Drive Raleigh NC 27606		
		EMAIL:	
SIGNATURE:	 10/7/2019 07:16 AM EDT		
DEVELOPER:	Michael Foley	PHONE: (919) 251-5501	FAX: (877) 530-1919
ADDRESS:	5448 Apex Parkway #196 Apex, NC 27502		
		EMAIL: mike@humabuilt.com	
SIGNATURE:	_____		
THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY			
CASE NUMBER:	ZMA-_____-19	SUBMITTAL DATE:	10/14/19
FILING FEE:	\$2,521.35 Receipt #153564	SKETCH PLAN MEETING DATE:	
		X-REFERENCE(s):	



TOWN OF KNIGHTDALE

DEVELOPMENT SERVICES DEPARTMENT

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Knightdale, NC 27545
(vi) 919.217.2243
(f) 919.217.2249

SUBMITTAL REQUIREMENTS

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

THE FOLLOWING ARE TO BE SUBMITTED AT THE TIME OF INITIAL SUBMITTAL. FAILURE TO SUBMIT ALL ITEMS WILL RESULT IN DELAY OF YOUR APPLICATION. APPLICATIONS ARE TO BE RECEIVED BY 5 PM ON THE SUBMITTAL DEADLINE DATES ESTABLISHED BY THE DEVELOPMENT SERVICES DEPARTMENT.

- COMPLETED APPLICATION FORM. Application must be signed by the applicant and the property owner.
- PROCESSING FEE: The fees below are for the Master Plan based on the type of permit being requested. Fees are exact and not rounded up. Master Plans that accompany a request for conditional district will require a separate application and filing fee for Zoning Map Amendment (Re-zoning):

	<u>SITE PLAN:</u>	<u>SPECIAL USE PERMIT or CONDITIONAL DISTRICT:</u>
NON-RESIDENTIAL	\$300 plus \$50 per acre	\$600
RESIDENTIAL	\$300 plus \$50 per acre	See Master Plan fee
MODIFICATION		\$600

Master Plan submittals are fully electronic. Please send all documentation electronically.

- Site/civil/landscape plans must be to engineering scale (1" = 20', 1" = 50', etc.). Lighting and Landscaping should be included within the Master Plan set, if required. See Page 3 of this application package for data to be included on the Master Plan.
- Please include any proposed or existing deed restrictions or owners association documents.
- MASTER PLANS REQUIRING PUBLIC HEARINGS (SPECIAL USE PERMITS OR CONDITIONAL DISTRICTS):
 - LIST OF PARCEL IDENTIFICATION NUMBERS AND OWNERS (with their mailing addresses) of all parcels adjoining, including across the street from, and within 200 feet, the parcel(s) making up the proposed development site.
 - STAMPED, PRE-ADDRESSED BUSINESS ENVELOPES for the applicant, the property owner and each owner on above list with return address reading: Town of Knightdale Development Services Department, 950 Steeple Square Court, Knightdale, NC 27545.

The Master Plan shall be drawn to the following specifications and must contain or be accompanied by the information listed below. All plans shall be submitted at a scale not less than one (1) inch = 50 feet unless otherwise authorized by the Administrator. No processing or review of a Master Plan will proceed without all of the following information:

- The boundary, as determined by survey, of the area to be developed with all bearings and distances shown and the location within the area, or contiguous to it, of any existing streets, railroad lines, perennial streams, wetlands, easements or other significant features of the tract.
- Scale denoted both graphically and numerically with north arrow.
- A vicinity map at a scale no smaller than one (1) inch equals 1,200 feet showing the location of the subdivision with respect to adjacent streets and properties.



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- The location of proposed buildings, parking and loading areas, streets, alleys, easements, lots, parks or other open spaces, site reservations (i.e. school sites), property lines and building setback lines with street dimensions, tentative lot dimensions and the location of any building restriction areas (i.e. flood hazard areas, buffer locations, watershed protection districts, and/or jurisdictional wetlands). Site calculations shall include total acreage of tract, acreage in parks and other non-residential uses, total number and acreage of parcels and the total number of housing units.
- Calculations for required and proposed Recreational Open Space.
- The proposed name of the development; street names; the owner's name and address; the names of adjoining subdivisions or property owners; the name of the Township, county, and state in which the development is located; the date of plan preparation and the zoning classification of the tract to be developed along with those of adjoining properties.
- Corporate limits and extra-territorial jurisdiction boundaries (where applicable).
- Typical cross-sections of proposed streets. Where a proposed street is an extension of an existing street, the profile of the street shall include 300 feet of the existing roadway with a cross-section of the existing street. Where a proposed street within the development abuts a tract of land that adjoins the development and where said street may be expected to extend into said adjoining tract of land, the profile shall be extended to include 300 feet of the said adjoining tract.
- The proposed limits of construction for all proposed development activity.
- A timetable for estimated project completion for each phase proposed.
- Original contours at intervals of not greater than two (2) feet for the entire area to be subdivided and extending into adjoining property for a distance of 300 feet at all points where street rights-of-way connect to the adjoining property and 50 feet at all other points of common project boundaries. Wake County or Town of Knightdale digital topography may be used to satisfy this requirement but should be field-verified to ensure accuracy. This requirement may be waived for developments smaller than one (1) acre or where insufficient topographic changes warrant such information.
- 2-D utility plan showing location of sanitary sewer lines, water distribution lines, storm sewer lines, manholes, clean-outs, fire hydrants, fire lines, valves, underground private utilities, backflow prevention devices showing make and model, meters and pipe sizes. If applicable, also well and septic locations, force mains, and pump stations.
- Supplemental Plans as applicable:
 - **Landscape Plan** in accordance with Section 16.8(A)
 - **Lighting Plan** in accordance with Section 16.8(B)
 - **Traffic Signs & Markings Plan** in accordance with Section 16.8(C)
 - **Architectural Plans** in accordance with Section 16.8(D)
 - **Stormwater Management Plan** in accordance with Section 16.8(E)
 - **Traffic Impact Analysis (if required)** in accordance with Section 16.9
 - **Wake County Public Schools - Residential Development Notification Submission** <https://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:

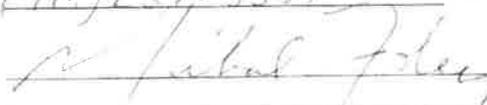
- Environmental Impact Statement, pursuant to Article 113A of the North Carolina General Statutes if: (i) the development exceeds 2 acres in area; and (ii) the Land Use Review Board deems it necessary due to the nature of the land or peculiarities in the proposed design.
- Development Permit and Certification application with supporting documentation as required by the Knightdale Flood Damage Prevention Ordinance in Chapter 6.



Town of Knightdale 950 Steeple Square Ct.
 Knightdale, NC 27545 KnightdaleNC.gov

PLANNED UNIT DEVELOPMENT APPLICATION

In accordance with Unified Development Ordinance Section 2.16, a Planned Unit Development (PUD) is a type of Planned Development District (PDD) that encourages master planning of development and to manage such development with the impacts of the development on the provision of Town services and infrastructure. Completed applications shall include all of the submittal requirements included on Page 2 of this application and on the corresponding application checklist. Applications must be submitted in accordance with the schedule established by the Development Services Department.

<u>PROJECT INFORMATION</u>			
TYPE OF APPLICATION:	PLANNED UNIT DEVELOPMENT		
PROJECT ADDRESS:	o, 610 & 614 Keith Street, o Ferrell Street, o Knightdale Eagle Rock Road		
WAKE COUNTY PIN(s):	1754537747, 1754539404, 1754539814, 1754630926, 1754635524		
PROPOSED PROJECT NAME:	The Collection		
PROPOSED USE:	Single-Family and Townhome Residential		
PROPOSED SQ. FT.:	N/A	TOWN LIMITS/ETJ:	Both
CURRENT ZONING DISTRICT:	RT	PROPOSED ZONING DISTRICT:	GR8 (PUD)
PROPOSED LOTS:	55 SF, 35 TH	DENSITY (DWELLING/ACRE):	3.19
<u>CONTACT INFORMATION</u>			
APPLICANT:	Charlie Yokley, AICP – McAdams		
ADDRESS:	2905 Meridian Parkway Durham NC 27713		
PHONE:	919-361-5000	EMAIL:	yokley@mcadamsco.com
SIGNATURE:	_____		
PROPERTY OWNER:	Eugene Harper		
ADDRESS:	4113 Brewster Drive Raleigh NC 27606		
PHONE:	_____	EMAIL:	_____
SIGNATURE:			10/7/2019 07:16 AM EDT
DEVELOPER:	Michael Foley		
ADDRESS:	5416 Apex Parkway, #196 Apex, NC 27502		
PHONE:	(919) 951-5561	EMAIL:	mike@turnerbooth.com
SIGNATURE:			
THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY			
CASE NUMBER:	PUD - ____ - ____	SUBMITTAL DATE:	10/14/19
FILING FEE:	Receipt #153564 \$2,521.35	SKETCH PLAN MEETING DATE:	
		X-REFERENCE(s):	



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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.

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- **COMPLETED APPLICATION FORM.** Application must be signed by the applicant and the property owner.
- **PROCESSING FEE:** The fees below are based on the type of application being submitted. Fees are exact and not rounded up. Master Plans that accompany a request for conditional district will require a separate application and filing fee for Zoning Map Amendment (Re-zoning). Fee are subject to change July 1 of each year.

	MASTER PLAN:	SPECIAL USE PERMIT or CONDITIONAL DISTRICT:	PLANNED UNIT DEVELOPMENT:	COMMERCIAL SITE PLAN
NON- RESIDENTIAL	\$300 plus \$50 per acre	\$600	\$600	\$250 plus \$50 per acre
RESIDENTIAL	\$300 plus \$50 per acre	See Master Plan fee	\$600	

- All plan submittals are **electronic**. Please send all documentation via email or a file sharing service.
- For additional submittal requirements, refer to the corresponding checklist based on application type.



Town of Knightdale 950 Steeple Square Ct.
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**PLANNED UNIT DEVELOPMENT
APPLICATION CHECKLIST**

TO BE COMPLETED BY APPLICANT	YES	N/A
PRE-SUBMITTAL REQUIREMENTS		
1. Pre-Application Conference	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Sketch Plan Approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Neighborhood Meeting in accordance with UDO Ch.15.3.C	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SUBMITTAL REQUIREMENTS		
1. Completed Application	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Processing Fee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Public Hearing Postage Fees	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Wake County Public Schools Residential Development Notification, if applicable <i>Done ONLINE</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Traffic Impact Analysis, if applicable <i>Trip Gen Attached</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SUBMITTAL SPECIFICATIONS		
1. Neighborhood Meeting Report: The report must include a list of those persons and organizations contacted about the neighborhood meeting, the date, time, and location of the meeting, a roster of the persons in attendance at the meeting, and a summary of issues discussed at the meeting; including a description of how the applicant proposes to respond to neighborhood concerns or changes made as a result of the meeting.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Vision and Intent Statement: (reference UDO Ch. 2.15.C)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Unified Development Ordinance Consistency: Provide a statement of consistency with the UDO. Any variation from the UDO must be explained and alternate means of compliance provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Comprehensive Plan Consistency: Provide a statement of consistency with the adopted KnightdaleNext 2035 Comprehensive Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Design Guidelines: Provide a comprehensive list of proposed design guidelines that demonstrate the project will be appropriate within the context of the surrounding properties and the larger community. This includes architectural elevations representative of the proposed structures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Zoning Designation: Include a request for a zoning designation that matches the proposed density (reference UDO Ch. 2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Boundary & Significant Feature Survey: The boundary, as determined by survey, of the area to be developed with all bearings and distances shown and the location within the area, or contiguous to it, of any existing streets, railroad lines, perennial streams, wetlands, easements or other significant features of the tract	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Scale & North Arrow: Scale denoted both graphically and numerically with north arrow	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Vicinity Map: A vicinity map at a scale no smaller than 1 inch equals 1,200 feet showing the location of the PUD with respect to adjacent streets and properties	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Town of Knightdale 950 Steeple Square Ct.
Knightdale, NC 27545 KnightdaleNC.gov

10. Site Data: Calculations must Include total acreage, acreage in parks and other non-residential uses, total number and acreage of parcels, and the total number of housing units	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. General Layout Map: A map delineating the boundaries of proposed uses and building types. This map should include descriptive conditions indicating the use, density, and building type of each distinct area of the proposed district.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Dimensional Standards: Description of dimensional standards and any modifications to the general use regulations (reference UDO Ch. 2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Transportation: Show all major streets and any collector/arterials required, as well as connectivity to adjacent parcels. Any modifications to street sections or request for modified street sections shall be included (reference: UDO Ch. 9 and Ch. 17)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Recreational Open Space: All open space shall be provided as required in UDO Ch. 7. Any variation shall provide the same area of open space and must be consistent with the general spirit and intent of the UDO.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Landscaping: Tree protection and landscaping shall meet the criteria of UDO Ch. 8, except in cases where variations would meet the general spirit and intent of the UDO.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Signs: Signs shall meet the criteria of UDO Ch. 12, except in cases where variations would meet the general spirit and intent of the UDO.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Public Facilities: PUDs require all necessary infrastructure improvements to provide adequate transportation, water, sewer, and all other infrastructure improvements required by UDO Ch. 17.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18. Phasing Plan: This is required if more than one phase is proposed. In mixed-use proposals the non-residential component shall be phased in association with a percentage of the total residential units not to exceed 75%. Phasing must be consistent with the installation of public infrastructure improvements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Stormwater Management: A generalized stormwater management plan (reference UDO Ch. 6)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL REQUIREMENTS		
1. Water Allocation Policy Compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>

See UDO Chapters 2.15 and 16.5 for additional description of all requirements



THE COLLECTION

Planned Unit Development

Town of Knightdale

Draft Plan I Case #ZMA-6-19

October 14th, 2019

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THE COLLECTION

**Planned Unit Development
Prepared for The Town of Knightdale**

Submittal Dates

First Submittal: October 14, 2019
Second Submittal: November 6, 2019

Developer

MF Development, LLC
5448 Apex Peakway
Apex NC 27502

McAdams Company, Design Lead

2905 Meridian Parkway
Durham NC 27113



MCADAMS





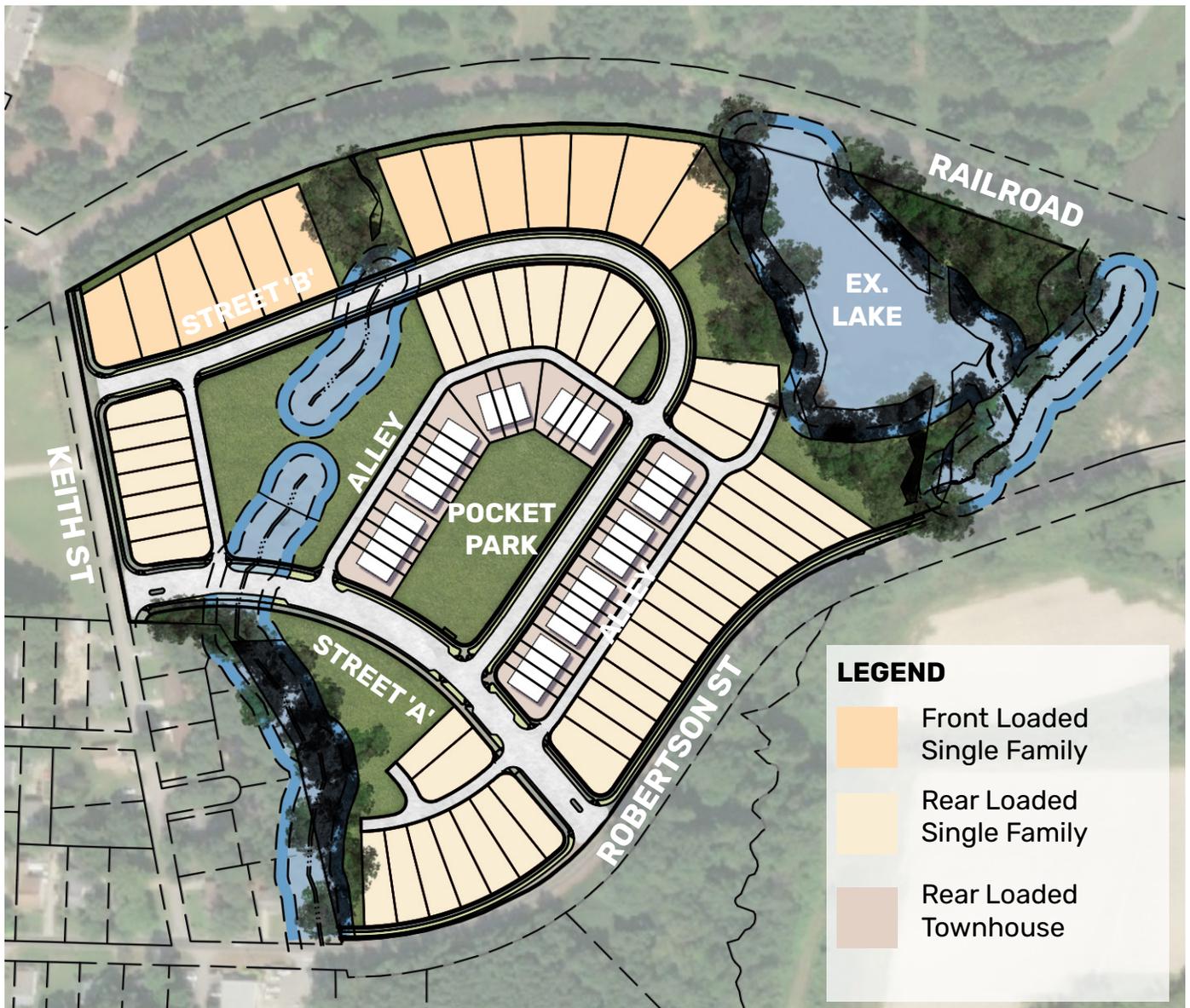
1

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:

- 5 Provide exceptional design, character, and quality;
- 5 Provide high quality community amenities;
- 5 Incorporate creative design in the layout of buildings;
- 5 Ensure compatibility with surrounding land uses and neighborhood character;
- 5 Ensure the creation of mixed density neighborhoods, neighborhood nodes, and mixed use centers;
- 5 Further the goals of the Comprehensive Plan including the growth framework and growth and conservation map;
- 5 Provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure.



THE COLLECTION PLANNED UNIT DEVELOPMENT MEETS THE STATED VISION AND INTENT OF THE PLANNED UNIT DEVELOPMENT:

Provide exceptional design, character, and quality:

Homes within The Collection will meet the architectural design requirements from Chapter 5 of the Knightdale UDO. The design of The Collection is focused on the built environment, creating interesting places and spaces, and the interaction between the public and private realms which, collectively, will create a subdivision with exceptional character.

Provide high quality community amenities:

The Collection is focused around a central pocket park that is designed to accommodate multiple uses and users. The pocket park will provide walking trails and other amenities but is designed to be a flexible space for a variety of activities and functions. This pocket park will serve as a central gathering area for residents, provide space for outdoor play and sports, and will be planted with enhanced landscaping to create a natural open space for the general enjoyment of all users.

Incorporate creative design in the layout of buildings:

The Collection is laid out in such a way that all buildings, no matter the specific type or size, are located within close proximity to one another and avoids a pod set-up that segregates different types of homes. This design will create a compact and cohesive development.

Ensure compatibility with surrounding land uses and neighborhood character:

The Collection is a residential development located in a residential area and is compatible with the surrounding land uses. The Collection will be a valuable addition to the Town of Knightdale, especially with its proximity to the Knightdale Station Park.

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

The Collection is a mixed density neighborhood with a mix of lots sizes and housing types. Given the proximity to the Knightdale Station Park, The Collection will be a large part of completing the neighborhood in this area.

Further the goals of the Comprehensive Plan including the growth framework and growth and conservation map:

The parcels on which the Collection is located are designated as Mixed-Density Neighborhood per the KnightdaleNext 2035 Comprehensive Plan. The Collection is designed to meet the standards of a Mixed-Density Neighborhood:

- 5 The homes are oriented to the interior of the site;
- 5 The development is buffered from surrounding land uses to create proper transitions;
- 5 Within The Collection, streets create a modified grid street network and small blocks to create a cohesive, well-connected community.

Provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure:

The Collection is designed to be compact and efficient, and is laid out in such a way that no space is wasted or underutilized.



2

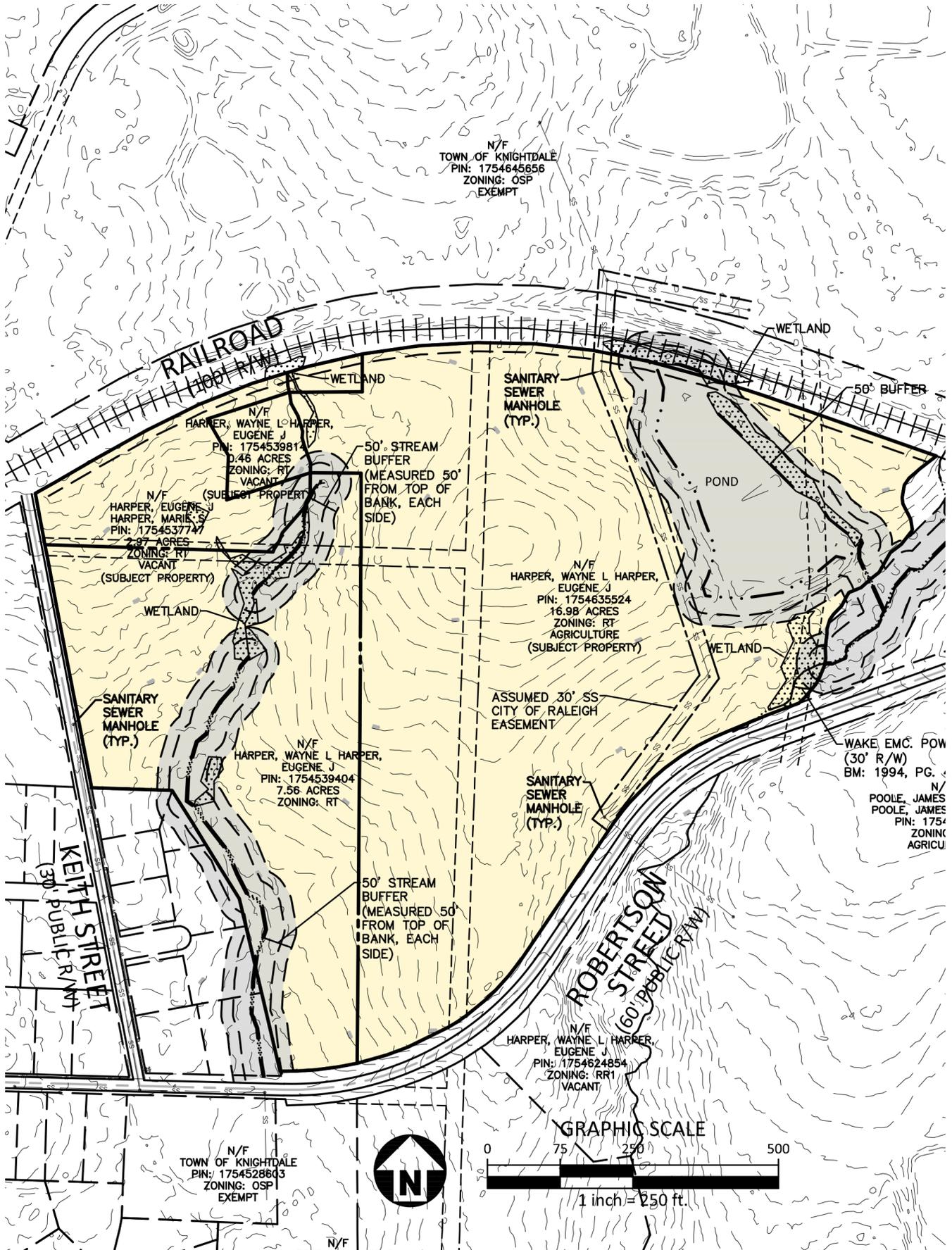
EXISTING CONDITIONS

EXISTING CONDITIONS SUMMARY

The Collection is located on 5 parcels in the eastern quadrant of the intersection of Keith Street and Robertson Street. The 5 parcels are identified with the following Wake County Property Identification Numbers: 1754537747, 1754539404, 1754539814, 1754630926, 1754635524. The parcels that comprise the Collection slope east and west from the center, which is the high point of the development. There are streams, ponds, and wetlands located within the boundaries of The Collection, all of which will be preserved during development. Stands of trees are located around the perimeter of the parcels to be developed, but most of the area was previously cleared for agricultural uses.

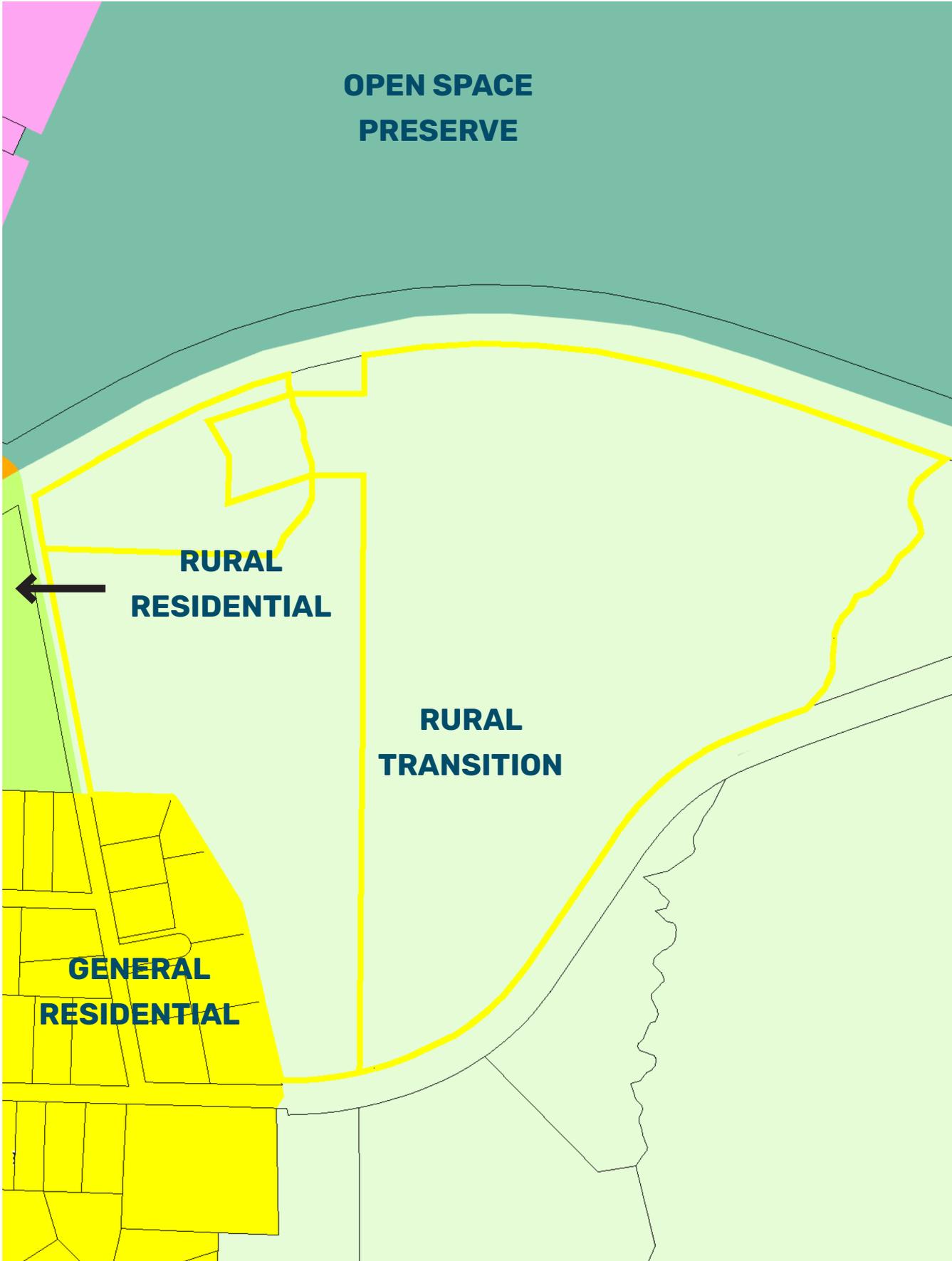
EXISTING CONDITIONS

EXISTING
CONDITIONS



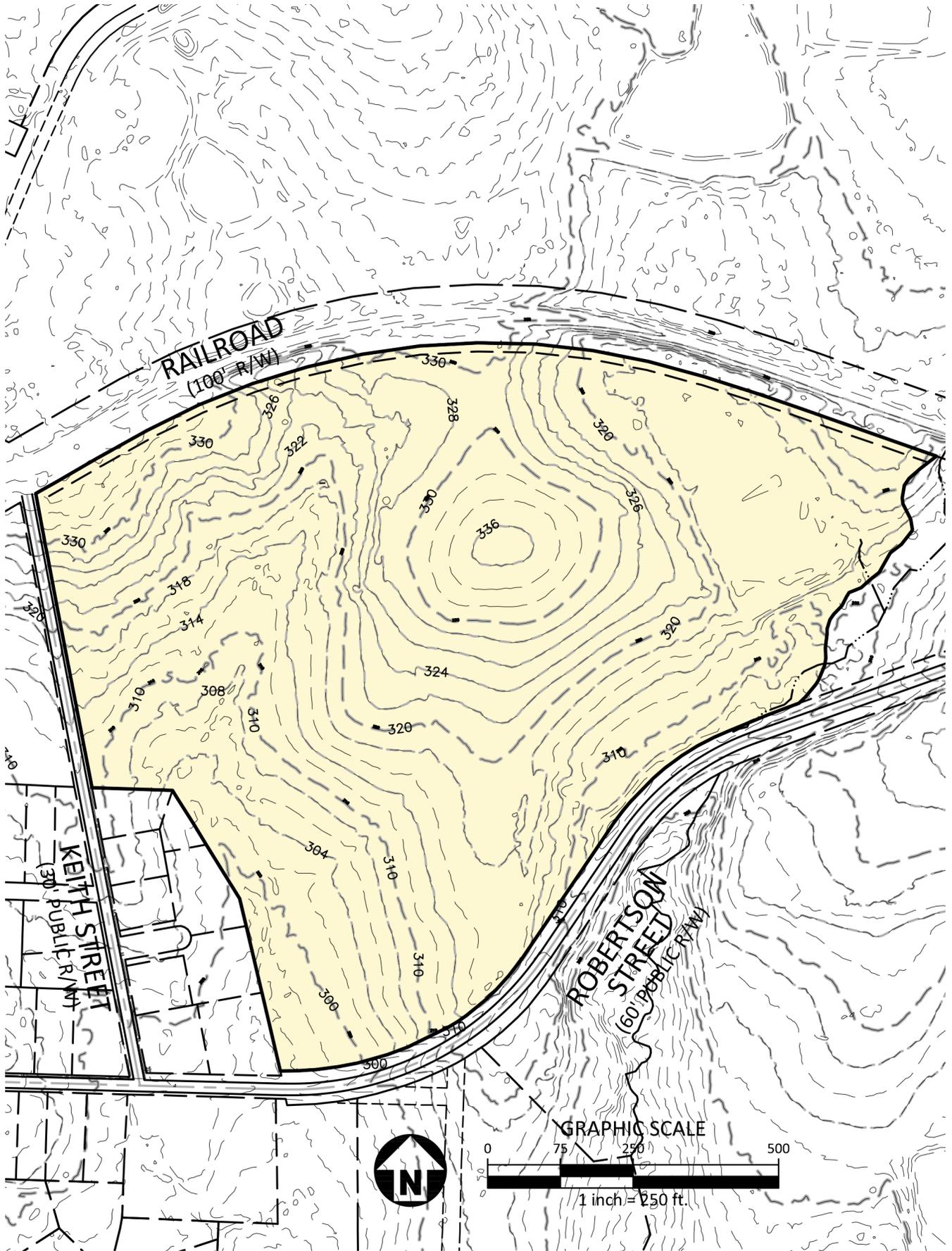
CURRENT ZONING MAP

EXISTING
CONDITIONS



TOPOGRAPHY + BOUNDARY

EXISTING
CONDITIONS



HYDROLOGY

 **STREAM**

 **WETLAND**

EXISTING
CONDITIONS



VEGETATION

EXISTING
CONDITIONS





3

PUD MASTER PLAN

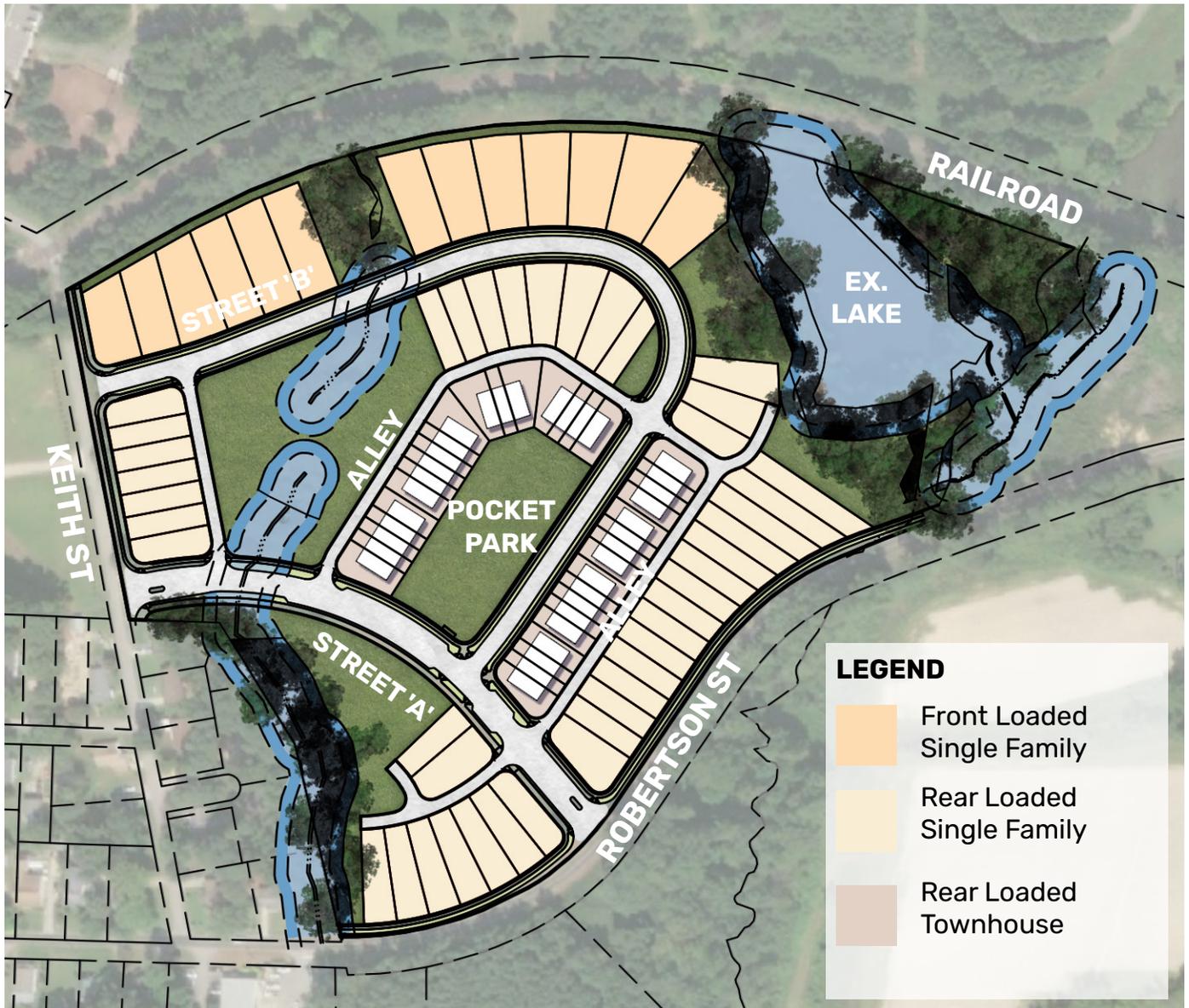
PLANNED UNIT DEVELOPMENT MASTER PLAN

DEVELOPMENT DETAILS

The Collection is a 90-lot residential subdivision designed to the GR8 and Planned Unit Development standards of the Town of Knightdale Unified Development Ordinance. The Collection will provide a variety of housing choices for future residents as well as a well-designed and multi-functional central amenity. The Collection is located across railroad right-of-way from the Knightdale Station Park and is designed to compliment what will be a central gathering area for Knightdale citizens.

DEVELOPMENT MIX

	Number of units	Percentage of development
5 Front-loaded single family dwellings	13	14.13%
5 Rear-loaded single-family dwellings	44	47.80%
5 Townhouses	35	38.04%



FRONT LOADED SINGLE-FAMILY DWELLINGS

MODIFICATIONS TO UDO STANDARDS

§2.7 of the Knightdale Unified Development Ordinance requires that any lot less than 80’ in width be accessed via an alley or rear lane access. Due to site constraints, these dwelling units will be accessed via a driveway that connects to the fronting public right-of-way. To ensure that the homes are of high-quality and add to the vitality of The Collection and Knightdale as a whole, the applicant has offered enhanced architectural standards as a condition of the zoning approval.

To create an interesting streetscape and encourage interaction between the public and private realm, front-loaded single-family dwellings in The Collection will be served by driveways that are a minimum length of 18’ rather than the UDO requirement of 35’.

FRONT LOADED SINGLE FAMILY DWELLING STANDARDS

5	Minimum lot size	7,500 sf
5	Lot width	60'
5	Front setback (minimum)	10'
5	Minimum driveway length	18'
5	Side setback	5' Minimum; 20% lot width aggregate (maximum)
5	Rear setback (minimum)	25'
5	Maximum building height	3 stories



Images are illustrative in nature and subject to change based on review and approval by the Land Use Administrator.

REAR LOADED SINGLE-FAMILY DWELLINGS

MODIFICATIONS TO UDO STANDARDS

In an effort to reduce the amount of impervious surface on the lots, and to increase the developable area on each parcel, rear-loaded single-family dwellings in The Collection will be served by driveways that are a minimum length of 18' rather than the UDO requirement of 35'.

REAR LOADED SINGLE FAMILY DWELLING STANDARDS

5	Minimum lot size	4,500 sf
5	Lot width	35'
5	Front setback (min)	10'
5	Minimum driveway length	18'
5	Side setback (min)	3 1/2' Minimum; 7' aggregate
5	Rear setback (min)	25'
5	Maximum building height	3 stories
5	Minimum driveway length	20' from centerline of rear lane / alley



Images are illustrative in nature and subject to change based on review and approval by the Land Use Administrator.

TOWNHOUSES

MODIFICATIONS TO UDO STANDARDS

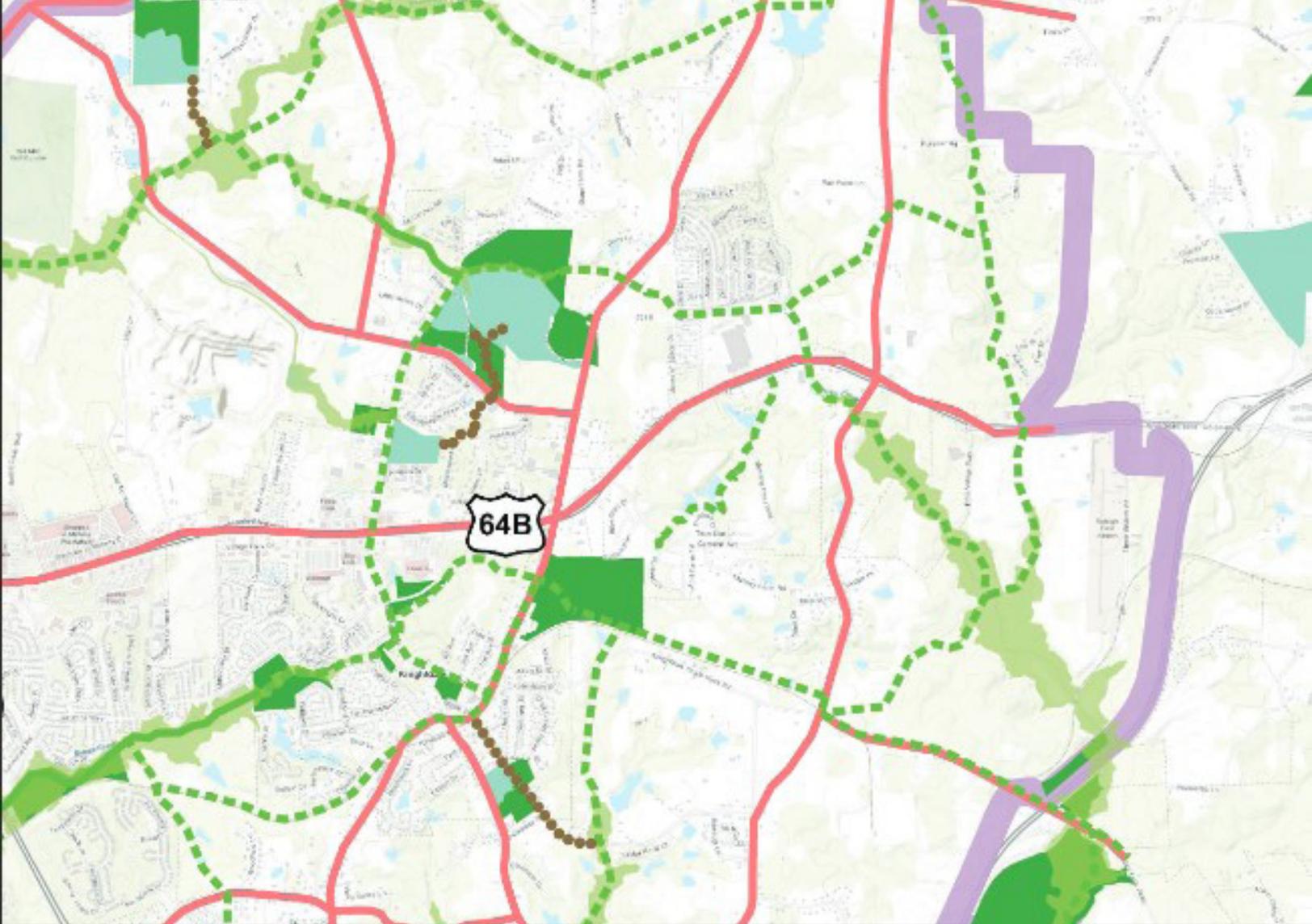
§2.7.B of the Knightdale Unified Development Ordinance limits the maximum number of townhouse units in GR districts to 30% of the total number of dwelling units. Townhouses within The Collection will comprise 38.8% of the total number of dwelling units. To ensure that townhouses are high-quality construction, the applicant has offered enhanced architectural standards as part of the zoning approval. Additionally, all townhouses are located around the central pocket park, which will frame the pocket park with structures to create a more interesting space, and allow for informal monitoring of the amenity.

TOWNHOUSE DWELLING STANDARDS

5	Front setback (min)	0'
5	Front setback (max)	25'
5	Minimum building separation	10'
5	Rear setback from rear lane /alley(min)	15'
5	Maximum building height	3 stories



Images are illustrative in nature and subject to change based on review and approval by the Land Use Administrator.



4

UDO + COMPREHENSIVE PLAN CONSISTENCY

UNIFIED DEVELOPMENT ORDINANCE CONSISTENCY

The Collection has been designed to meet the requirements of the Unified Development Ordinance where practical and achievable. There are some instances where, due to site constraints, it is not possible to meet the specific requirement of the Ordinance. In those instances, the applicant is proposing design alternatives that will meet the intent of the Ordinance. The requested modifications to the requirements of the UDO, and the proposed alternative methods of compliance, are listed below.

MODIFICATIONS FOR FRONT LOADED SINGLE-FAMILY DWELLINGS (60' WIDE LOTS)

§2.7 of the Knightdale Unified Development Ordinance requires that any lot less than 80' in width be accessed via an alley or rear lane access. Due to site constraints, these dwelling units will be accessed via a driveway that connects to the fronting public right-of-way. To ensure that the homes are of high-quality and add to the vitality of The Collection and Knightdale as a whole, the applicant has offered enhanced architectural standards as a condition of the zoning approval.

To create an interesting streetscape and encourage interaction between the public and private realm, front-loaded single-family dwellings in The Collection will be served by driveways that are a minimum length of 20' rather than the UDO requirement of 35'.

MODIFICATIONS TO REAR LOADED SINGLE-FAMILY DWELLINGS (35' WIDE LOTS)

In an effort to reduce the amount of impervious surface on the lots, and to increase the developable area on each parcel, rear-loaded single-family dwellings in The Collection will be served by driveways that are a minimum length of 18' rather than the UDO requirement of 35'.

MODIFICATIONS TO TOWNHOUSE DWELLINGS

§2.7.B of the Knightdale Unified Development Ordinance limits the maximum number of townhouse units in GR districts to 30% of the total number of dwelling units. Townhouses within The Collection will comprise 38.8% of the total number of dwelling units. To ensure that townhouses are high-quality construction, the applicant has offered enhanced architectural standards as part of the zoning approval. Additionally, all townhouses are located around the central pocket park, which will frame the pocket park with structures to create a more interesting space and allow for informal monitoring of the amenity.

MASS GRADING

According to section 6.2 B 3a., we respectively request to mass grade the few 60' lots included in the project due to the fact that they need to be graded as part of the internal roadway construction, are adjacent to the railroad which has already been graded, and are interdependent with the overall compact development.

KNIGHTDALENEXT 2035 COMPREHENSIVE PLAN CONSISTENCY

The Collection is consistent with the Growth Framework Map, Growth and Conservation Map, and the following Guiding Principles in the KnightdaleNext 2035 Comprehensive Plan (“KCP”):

1. **Great Neighborhoods and Expanded Home Choices:** This principle aims to promote vibrant neighborhoods that “provide greater access to a range of housing choices people need at different stages of their life.” (KCP p. 17). This principle also notes that “new neighborhoods should mix two or more housing choices into one community.” (KCP p. 17). The Collection provides a mix of single family and townhome products that will yield a strong neighborhood that “will make Knightdale a more livable community—one where residents can live their entire lives.” (KCP p. 17).

The Growth and Conservation Map designates this site as being Mixed Density Neighborhood, which contains “a mix of housing types and densities.” (KCP p. 53) In Mixed Density Neighborhoods, “homes are oriented to the interior of the site and are typically buffered from surrounding development by transitional uses, preserved open space, or landscaped areas.” (KCP p. 53). All new mixed-density neighborhoods should “incorporate a comprehensive network of open space throughout to accommodate small parks, gathering places and community gardens; preserve tree stands; and help reduce stormwater runoff.” (KCP p 53). Consistent with this concept, The Collection has housing units and a community gathering space oriented to the center, small blocks, and a modified grid of streets to support a cohesive, well-connected community.

2. **Natural Environment:** This guiding principle aims to “promote and expand opportunities for people to experience natural settings in Knightdale,” and to “safeguard the Town’s natural resources including streams, wetlands, . . . tree canopy, and the services they provide.” (KCP p. 14). The site contains streams, ponds, and wetlands, which will all be preserved.

3. **Infill Development and Redevelopment:** This guiding principle aims to promote infill development for “vacant and under-utilized areas of Knightdale.” (KCP p. 15). The Growth Framework Map designates this site as a “Target Investment Area,” which is defined as “land within the current Town limits as well as closely surrounding land in the current ETJ that has existing or relatively easy potential access to both sewer and water.” (KCP p. 43). Infill development and residential development with increased density are encouraged in this area to accommodate anticipated Town growth. (KCP p. 43).

4. **Parks and Recreation:** This principle aims to “promote and expand opportunities where people can be more involved in an active community lifestyle represented, in part, by the presence of high quality parks, public spaces and recreation facilities located near where people live.” (KCP p. 15) Placing a residential community here will attract more people to the Knightdale Station Park on foot based on its proximity.

5. **Compact Development Patterns:** This principle aims to “guide future growth into more compact and efficient development patterns to manage the timing, location, and magnitude of expensive infrastructure 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 site, and a centrally located recreational space that creates a visually attractive and inviting residential community.



5

DESIGN GUIDELINES

SINGLE-FAMILY DWELLING ARCHITECTURAL STANDARDS

1. Single-family 2-story homes built on lots at least 60-feet wide will have a minimum of 2,000 square feet and 1-story homes on such lots will be a minimum of 1,600 square feet. Lots that are at least 60-feet wide will have front-loaded garages.
2. Single-family homes built on lots less than 60-feet will have a minimum of 1,450 square feet and have alley-loaded garages.
3. All single-family homes shall be raised from the finished grade a minimum of 18" and shall have stem wall or raised slab foundations that shall be covered on all sides with brick or stone. Areas under porches may be enclosed with lattice.
4. All single-family homes with a crawl space will be wrapped in brick, or stone on all sides.
5. All single-family homes will have a combination of two or more of the following materials on the front façade (not counting the foundation): stone, brick, lap siding, fiber cement siding, shake or board and batten. All siding will be fiber cement. Vinyl may only be used for soffits, fascia, and corner boards.
6. All single-family homes will have a front porch with a minimum depth of five (5) feet. Front porch posts will be at least 6"x6".
7. Main roof pitches (excluding porches) for 2-story homes shall be at least 7:12.
8. There shall be a 12" overhang on every gable roof end.
9. Main roof pitches for 1-story and 1.5 story homes will be at least 6:12.
10. Garages for lots that are at least 60-feet wide will not protrude more than six (6) feet from the front porch or stoop and all garages doors shall have window inserts and hardware.
11. For every 30 linear feet (or fraction) of continuous side elevation, there shall be one window or door added to the side elevation. Any siding break on the side of the home such as a fireplace, porch, wall offset can be used as an alternate to a window or door.
12. Garages will not exceed 45% of the front facade width or will be split into two bays.

TOWNHOUSE ARCHITECTURAL STANDARDS

1. All townhouse units will have alley loaded garages.
2. All townhouse units shall be raised from the finished grade a minimum of 18" and have stem wall or raised slab foundations that shall be covered on all sides with brick, or stone. Areas under porches may be enclosed with lattice.
3. All townhouse units will have a combination of two or more of the following materials on the front façade (not counting the foundation): stone, brick, lap siding, fiber cement siding, shake or board and batten. All siding will be fiber cement. Vinyl may only be used for soffits, fascia, and corner boards.
4. Usable front porches shall be at least five (5) feet deep and extend more than 30% of the primary façade.
5. All townhouse buildings shall provide detailed design elements using at least one (1) of the features from each of the four categories below:

Entrance

- 5 Recessed Entry with 6" minimum width door trim
- 5 Covered Porch with 6" minimum width Pillars/Posts/Columns

Building Offset

- 5 Façade off set
- 5 Roof line off set

Façade

- 5 Bay window
- 5 Balcony
- 5 Window Trim with 4" minimum width
- 5 Patterned finish (scales, shakes, wainscoting, brick, or stone)

Roof

- 5 Dormer
 - 5 Gable
 - 5 Cupola/Tower/Chimney
 - 5 Decorative cornice of roof line (flat roofs only)
 - 5
6. There shall be a 12" overhang on every gable roof end.
 7. Townhouse building walls shall be wood clapboard, cement fiber board or shingle, wood board and batten, brick, stone, or stucco.
 8. Main roofs on townhouse buildings shall have a pitch between 6:12 and 12:12. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building. Monopitch roofs shall have a pitch of at least 3:12.

*Administrator Approval of Minor Variances. The Staff may approve minor variances to the Specific Requirements listed above provided that such minor variance meet the overall intent of these Architectural Standards and conform to the Comprehensive Plan and other adopted plans of the Town.



6

RECREATIONAL OPEN SPACE + AMENITIES

RECREATIONAL OPEN SPACE AND AMENITIES

The Collection will provide both active and passive recreation areas within the development. Within the Collection, approximately 34% of the total land area will remain undeveloped and set aside as open space and passive recreation areas. These areas will not be programmed but will give areas for the enjoyment of residents and provide areas for spontaneous outdoor activities.

Open Space Standards

5	Total recreation open space required:	74,620 sf	1.71 Acres
5	Active recreation space required:	37,310 sf	.85 Acres
5	Active recreation space provided:	49,228 sf	1.13 Acres
5	Passive recreation space required:	37,310 sf	.85 Acres
5	Passive recreation space provided:	407,718 sf	9.35 Acres

A large central park will be located in the center of the Collection. This central park is adjacent to, and surrounded by, townhomes. This arrangement will allow ease of access for those residents and give this space a true sense of being part of the community. Each townhome will have a direct pedestrian connection to the pedestrian paths within the park. The pocket park is envisioned as a gathering area for residents and is minimally programmed to allow residents to use the space for whatever activity they desire. Grills and outdoor seating will be provided, and landscaping will be installed to give this park a true sense of place.

5 PUBLIC ART

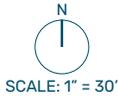
Public Art will be integrated into The Collection, subject to approval by the Town of Knightdale Technical Review Committee. Public Art will be located within the collection to add visual interest to open spaces, recreation areas, or entrances.

THE COLLECTION AT KNIGHTDALE STATION

THE BACKYARD GREEN - AMENITY DIAGRAM



REC. OPEN SPACE
+ AMENITIES



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.

- 5 Street A is designed as the main collector movement within The Collection and includes on-street parallel parking, sidewalk, and a 10' multi-use path on the south side of the street.
- 5 Robertson Street will be widened to meet the standards of the Knightdale Transportation Plan. A 10' wide multi-use path will also be constructed on the north side of Robertson Street and a 5' sidewalk will be constructed on the south side.
- 5 Keith Street will be widened to meet the standards of the Knightdale Transportation plan. A 10' multi-use path will also be constructed on the east side of Keith Street and a 5' sidewalk will be constructed on the west side.
- 5 All remaining streets and alleys within the development will be constructed to Town of Knightdale standards.

STORMWATER

The Collection is located within the Neuse River basin with the site's stormwater runoff draining into Poplar Creek. According to the N.C. Department of Environmental Quality NC Surface Water Classifications website, Poplar Creek [Stream Index #27-35] is classified as C;NSW at this location. The proposed development shall be subject to stormwater management requirements found in Chapter 6: Environmental Protection of the Town of Knightdale's Unified Development Ordinance (UDO). Per regulations established in Chapter 6 of the Town of Knightdale's UDO, stormwater runoff provisions shall address peak flow mitigation and water quality management.

Three above ground stormwater control measures (SCMs) are proposed to meet regulations established Chapter 6 of the Town of Knightdale's UDO by providing peak flow mitigation and water quality management for the site. Additionally, these SCMs will be utilized to reduce Total Nitrogen (TN) export to a maximum of 6.00 lbs/ac/yr for residential development before buydown is allowed. The nitrogen buydown option will be utilized to further mitigate nitrogen loading and meet the required 3.6 lbs/ac/yr loading rate.

WATER + SEWER

- 5 Water and sewer within The Collection are designed to meet the standards of the City of Raleigh.
- 5 All sewer mains within the development will have an 8" diameter minimum.
- 5 A water system analysis will be submitted at time of construction drawing submittal to determine watermain sizes within the development.
- 5

MASS GRADING

According to section 6.2 B 3a., we respectfully request to mass grade the few 60' lots included in the project due to the fact that they need to be graded as part of the internal roadway construction, are adjacent to the railroad which has already been graded, and are interdependent with the overall compact development.



8

NEIGHBORHOOD MEETING REPORT

COLLECTION AT KNIGHTDALE NEIGHBORHOOD MEETING

August 27, 2019, 6:30pm

Knightdale Recreation Center, 102 Lawson Ridge Rd, Knightdale, NC 27545

A neighborhood meeting was held on August 27, 2019 at 6:30pm at the Knightdale Recreation Center at 102 Lawson Ridge Rd, Knightdale, NC 27545. There were three neighbors in attendance: a couple who own two houses at 605 Keith Street and 129 Jutson St, and a third neighbor who lives at 602 Keith St. The neighbors indicated that they were excited about the project and asked the following questions about the development:

- 5 **Stormwater:** The neighbors asked how stormwater would be controlled. The applicant indicated that several stormwater mechanisms would be in place on the site to ensure the development does not increase runoff onto adjacent properties.
- 5 **Sidewalks:** The neighbors asked if sidewalks would be included. The applicant indicated that sidewalks would be installed along Keith Street.
- 5 **Pond:** The neighbors asked if there were any plans for the pond on the site. The applicant noted that the pond would be left on site and buffered.
- 5 **Buffer:** The neighbor who lives at 602 Keith St asked how much buffer would be provided along the southwestern boundary line. The applicant indicated that there would be a stream buffer of a little over 50 feet along the southwestern boundary line because of the creek. Also, there are no plans to disturb the vegetation beyond the boundaries of the site.
- 5 **Traffic:** The neighbors asked whether a traffic study would be performed. The applicant indicated that a trip generation study would be performed to determine whether a Traffic Impact Analysis is required, though one is not likely required given that the development is relatively small with only 89 dwelling units.
- 5 **Community Gathering Space:** Regarding the community gathering space in the center of the development, the neighbors indicated that they prefer not to see basketball courts, which would likely attract a great deal of visitors to the area. The applicant noted that there are no plans to build a basketball court in the community gathering space.



9

ZONING CONDITIONS

SINGLE-FAMILY DWELLING ARCHITECTURAL STANDARDS

1. Single-family 2-story homes built on lots at least 60-feet wide will have a minimum of 2,000 square feet and 1-story homes on such lots will be a minimum of 1,600 square feet. Lots that are at least 60-feet wide will have front-loaded garages.
2. Single-family homes built on lots less than 60-feet will have a minimum of 1,450 square feet and have alley-loaded garages.
3. All single-family homes shall be raised from the finished grade a minimum of 18" and shall have stem wall or raised slab foundations that shall be covered on all sides with brick, or stone. Areas under porches may be enclosed with lattice.
4. All single-family homes with a crawl space will be wrapped in brick, or stone on all sides.
5. All single-family homes will have a combination of two or more of the following materials on the front façade (not counting the foundation): stone, brick, lap siding, fiber cement siding, shake or board and batten. All siding will be fiber cement. Vinyl may only be used for soffits, fascia, and corner boards.
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.
3. All townhouse units will have a combination of two or more of the following materials on the front façade (not counting the foundation): stone, brick, lap siding, fiber cement siding, shake or board and batten. All siding will be fiber cement. Vinyl may only be used for soffits, fascia, and corner boards.
4. Usable front porches shall be at least five (5) feet deep and extend more than 30% of the primary façade.
5. All townhouse buildings shall provide detailed design elements using at least one (1) of the features from each of the four categories below:

Entrance

- 5 Recessed Entry with 6" minimum width door trim
- 5 Covered Porch with 6" minimum width Pillars/Posts/Columns

Building Offset

- 5 Façade off set
- 5 Roof line off set

Façade

- 5 Bay window
- 5 Balcony
- 5 Window Trim with 4" minimum width
- 5 Patterned finish (scales, shakes, wainscoting, brick, or stone)

Roof

- 5 Dormer
- 5 Gable
- 5 Cupola/Tower/Chimney
- 5 Decorative cornice of roof line (flat roofs only)

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:

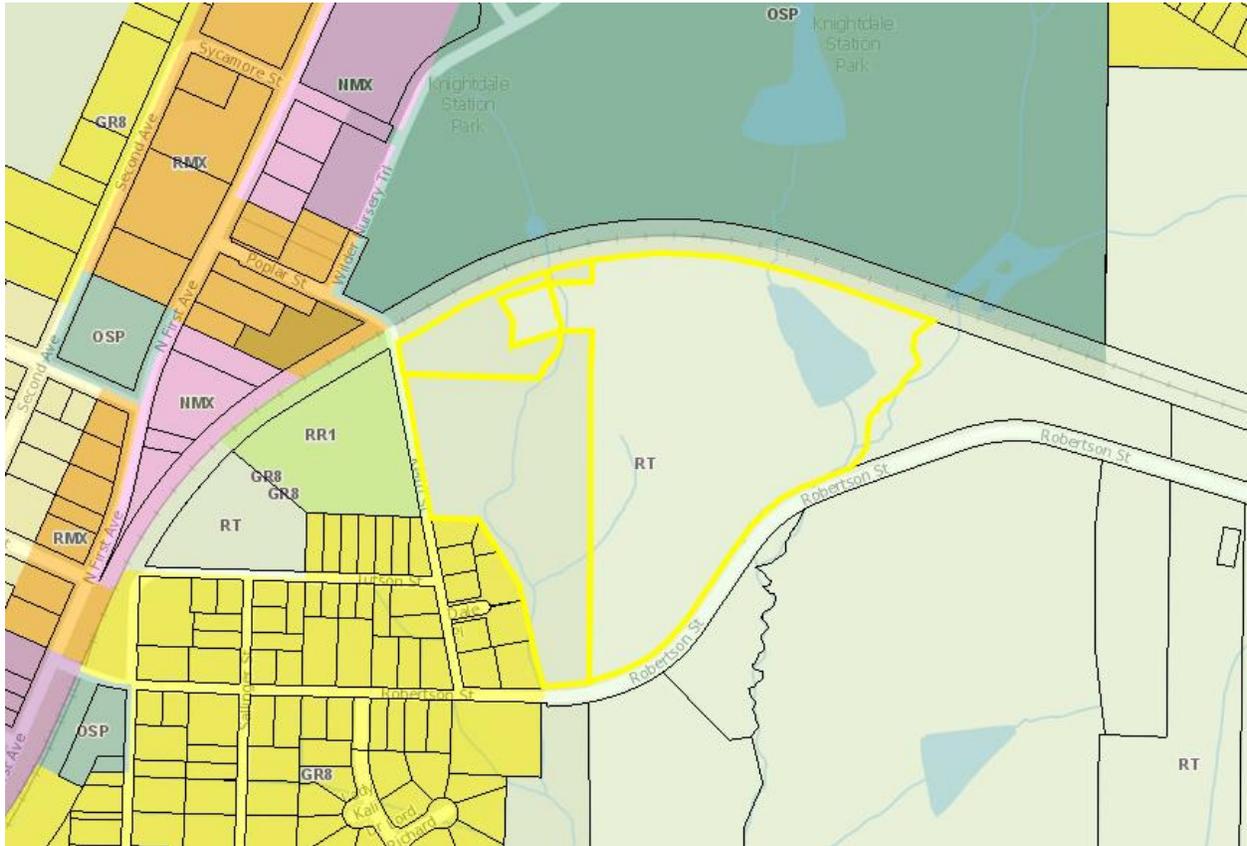
A neighborhood meeting will be held at 6:30pm p.m. on Tuesday, August 27, 2019 in rooms 404 and 406 of the Knightdale Recreation Center located at 102 Lawson Ridge Rd, Knightdale, NC 27545. The purpose of the meeting is to discuss an upcoming application to rezone property made up of five parcels, located 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 #20-06-17-005
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 Residential-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 Residential-8 Planned Unit Development (GR-8 PUD) as indicated.

SECTION 2. That the additional conditions contained within the application identified as ZMA-6-19 and PUD document (Exhibit 1), and listed below apply as additional zoning conditions to the parcels of land identified as PINs 1754-63-5524, 1754-53-9404, 1754-53-7747, 1754-53-9814, and 1754-63-0926:

1. Townhomes within the proposal will comprise 38.8% of the total number of dwelling units.
2. Single-family dwelling units on lots 60 feet in width will be accessed via a driveway that connects to the fronting public right-of-way. Additionally, front- and rear-loaded single-family dwellings will be served by driveways that are a minimum length of 20' rather than the UDO requirement of 35".
3. Allowance of mass grading the entire site, including lots exceeding the UDO required prohibition on mass grading.
4. All townhomes shall be a minimum 3-stories in height.
5. Single-Family Dwelling Architectural Standards: In addition to the elevations, the applicant agrees to the Single-Family Dwelling Architectural Standards found in UDO Ch. 5.7 and the additional conditions listed below:

- a. Single-family 2-story homes built on lots at least 60-feet wide will have a minimum of 2,000 square feet and 1-story homes on such lots will be a minimum of 1,600 square feet. Lots that are at least 60-feet wide will have front-loaded two car garages.
 - b. Single-family homes built on lots less than 60-square feet will have a minimum of 1,450 square feet and have alley-loaded two car garages with the exceptions that a maximum of 15% of such homes may be a minimum of 1,450 square feet.
 - c. All single-family homes shall be raised from the finished grade a minimum of 18" and shall have stem wall or raised slab foundations that shall be covered on all sides with brick, stone, or stucco. Areas under porches may be enclosed with lattice.
 - d. All single-family homes with a crawl space will be wrapped in brick or stone on all sides,
 - e. All single-family homes will have a combination of two or more of the following materials on the front façade (not counting the foundation): stone, brick, lap siding, fiber cement siding, shake or board and batten. All siding will be fiber cement. Vinyl may only be used for soffits, fascia, and corner boards.
 - f. All single-family homes will have a front porch with a minimum depth of five (5) feet. Front porch posts will be at least 6"x6".
 - g. Main roof pitches (excluding porches) for 2-story homes shall be at least 7:12.
 - h. There shall be a 12" overhang on every gable roof end,
 - i. Main roof pitches for 1-story and 1.5-story homes will be at least 6:12.
 - j. Garages for lots that are at least 60-feet wide will not protrude more than six (6) feet from the front porch or stoop and all garage doors shall have window inserts and hardware.
 - k. For every linear 30 feet (or fraction) of continuous side elevation, there shall be one window or door added to the side elevation. Any siding break on the side of the home such as a fireplace, porch, wall offset can be used as an alternative to a window or door.
 - l. Garages will not exceed 45% of the front façade width or will be split into two bays.
6. Townhouse Architectural Standards: In addition to the elevations, the applicant agrees to the Townhouse Architectural Standards found in UDO Ch. 5.8 and the additional conditions listed below:
- a. All townhouse units will have alley-loaded two car garages.
 - b. All townhouse units shall be raised from the finished grade a minimum of 18" and have stem wall or raised slab foundations that shall be covered on all sides with brick, stone, or stucco. Areas under porches may be enclosed with lattice.
 - c. All townhouse units will have a combination of two or more of the following materials on the front façade (not counting the foundation): stone, brick, lap siding, fiber cement siding, shake or board and batten. All siding will be fiber cement. Vinyl may be used for soffits, fascias, and corner boards.
 - d. Usable front porches shall be at least five (5) feet deep and extend more than 30% of the primary façade.
 - e. All townhouse units shall provide detailed design elements using at least one (1) of the features from each of the four categories below:
 - o Entrance:
 - Recessed entry with 6" minimum width door trim
 - Covered porch with 6" minimum width pillars/posts/columns
 - o Building Offset:
 - Façade offset
 - Roofline offset
 - o Roof:
 - Dormer

- Gable
- Cupola/Tower/Chimney
- Decorative cornice of roof line (flat roof only)

And at least two (2) of the following elements:

- Front Façade:
 - Bay window
 - Balcony
 - Porch
 - Shutters
 - Window trim with 4” minimum width
 - Patterned finish (scales, shakes, wainscoting, brick, or stone)
 - f. There shall be a 12” overhang on every gable roof end.
 - g. Townhouse building walls shall be wood clapboard, cement fiber board or shingle, wood board and batten, brick, or stone.
 - h. Main roofs on townhouse buildings shall have a pitch between 6:12 and 12:12. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building. Monopitch roofs shall have a pitch of at least 3:12.
 - i. For every second and third story of the side elevations, there shall be a minimum of three windows added to the side elevation. Any siding break on the side of the home such as a fireplace or wall offset can be used as an alternate to a window. On the ground floor there shall be at minimum of one window on the side elevations.
 - j. The second and third stories of the rear elevation shall have either a balcony and door(s) or windows making up a minimum of 25% of the length of the rear elevation. The percentage is measured as the horizontal plane (lineal feet) containing a balcony and door(s) or windows divided by the total horizontal plane length.
 - k. No two townhome units in a building shall have the same exterior paint color scheme.
 - l. All townhomes shall be three (3) stories.
7. The submitted site plan (Exhibit A) and home elevations will serve as the site-specific development plan. However, the applicant must submit Construction Drawings to the Town for approval that are in conformance with the approved conditions of the GR-8 PUD zoning district, master plan comments, Unified Development Ordinance, and comments from the October 31, 2019 DRC meeting.

SECTION 3. That all laws and clauses of law in conflict herewith are hereby repealed to the extent of said conflict.

SECTION 4. That if this ordinance or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given separate effect and to the end the provisions of this ordinance are declared to be severable.

SECTION 5. That this ordinance has been adopted following a duly advertised public hearing of the Town Council and following review and recommendation by the Land Use Review Board.

SECTION 6. That this ordinance shall be enforced as provided in G.S. 160A-175 or as provided for in the Knightdale Town Code

SECTION 7. That this ordinance shall become effective upon its adoption by Town Council.

Adopted this 17th day of June, 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-8-19: Parkstone Phase 2 & PUD

Staff: Donna Tierney, Planner

Date: June 17, 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, 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. The 11.0 acre balance of the site would remain zoned HB-CD under the conditions granted by ZMA-7-16.
- **Items updated in this staff report since the original version include the Joint Public Hearing Summary (Section XI) which resulted in changes to the Proposed Alternative Standards and Open Space Plan sections, a written advisory statement from the LURB (Section XII) and a Staff Recommendation (Section XIII)**

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
- Ordinance #20-06-17-006
 - PUD Document
 - ZMA-7-16 Approved Conditions
 - Site Plan

STAFF RECOMMENDATION

- Motion to approve ZMA-8-19 and adopt the recommended advisory statement describing plan consistency and reasonableness of action
- Adopt ORD #20-06-17-006

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report

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

Staff: Donna Tierney, Planner

Date: June 17, 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 the existing 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



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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 within the attached Ordinance 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. 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:

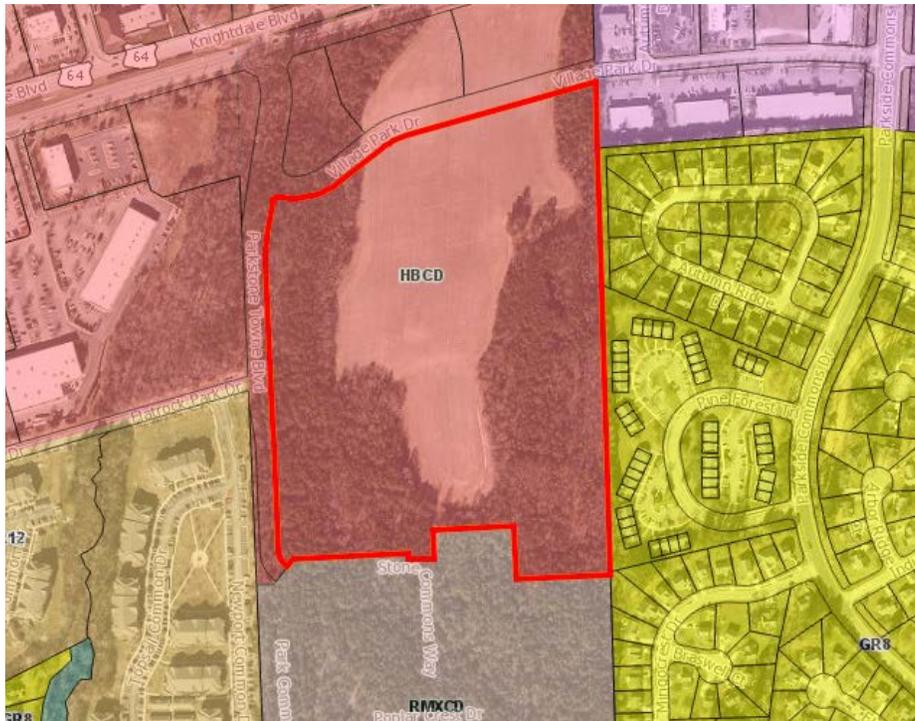
The proposed rezoning includes one (1) parcel, located south of Knightdale Blvd. and Village Park Dr. and east of Parkstone Towne Blvd. The parcel is already located within the Town limits and does not require annexation.

DIRECTION	LAND USE	ZONING
North	Gas station & Undeveloped	HB-CD
South	Multifamily	RMX-CD
East	Single Family Homes	GR-8
West	Shopping Center/Retail Multifamily	HB UR-12



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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
- Development Review Committee: October 31, 2019 and March 4, 2020
 - The DRC voted unanimously to **continue** ZMA-8-19 pending the applicant addressing the review comments and Town Council taking action on the rezoning request
- Joint Public Hearing: May 20, 2020

The Town of Knightdale 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:

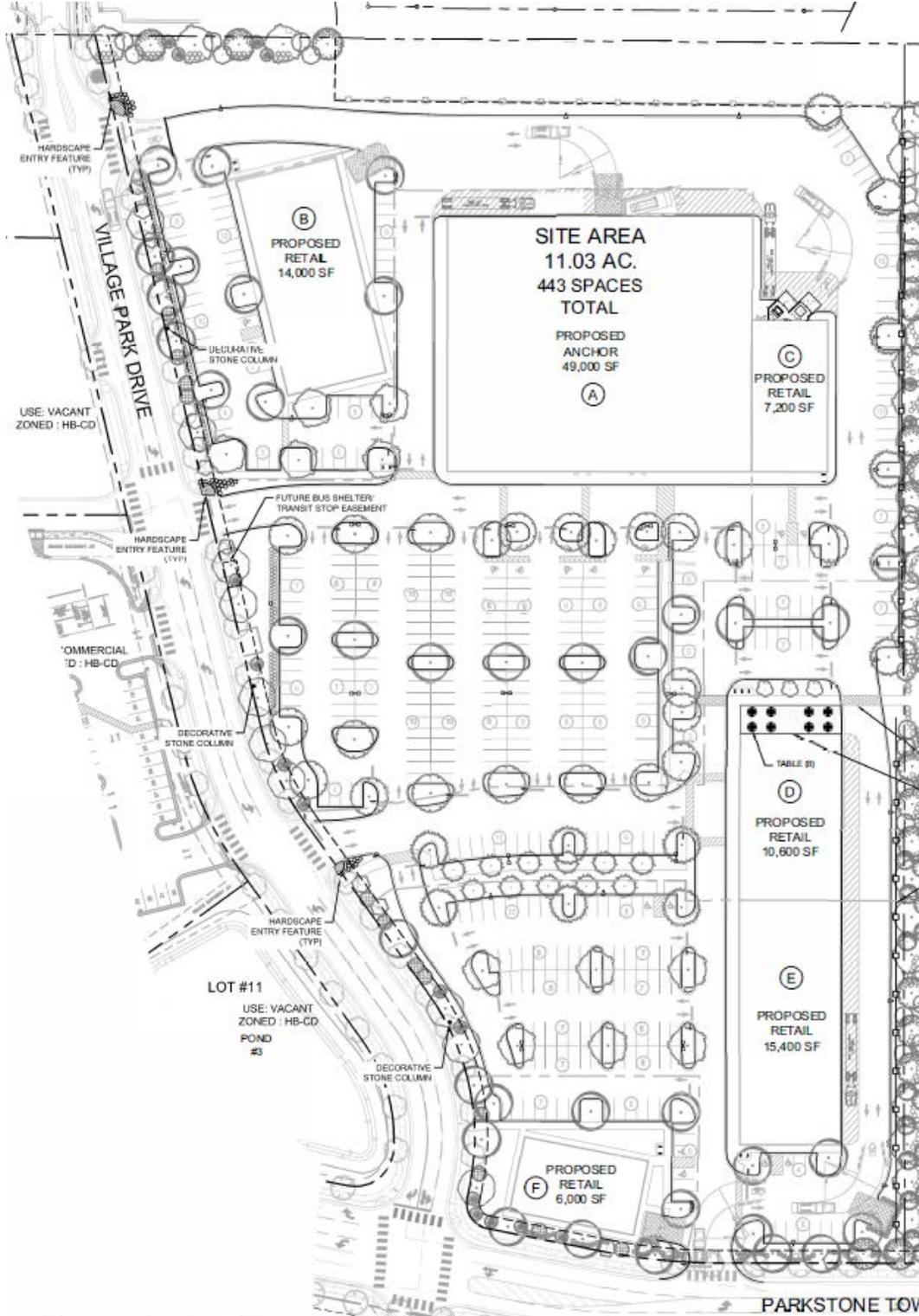
Front Loaded Townhomes	18	1,826-1,845 sq. ft.
Rear Loaded Townhomes	130	
○ 3 Story	64	2,340-2,400 sq. ft.
○ 2 Story	66	1,700-1,750 sq. ft.



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Proposed Commercial/Retail Site Plan:

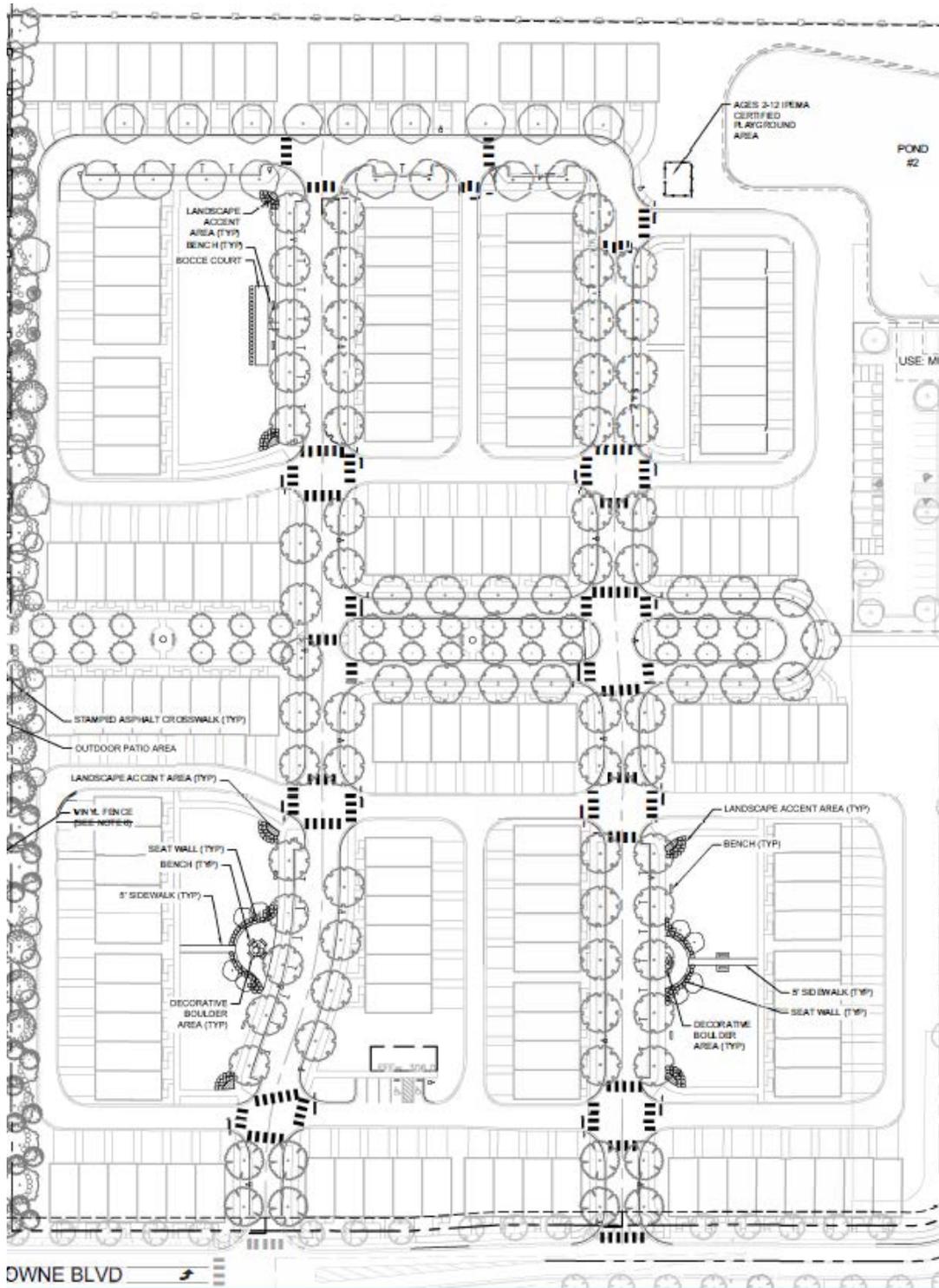




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Proposed Residential Site Plan:

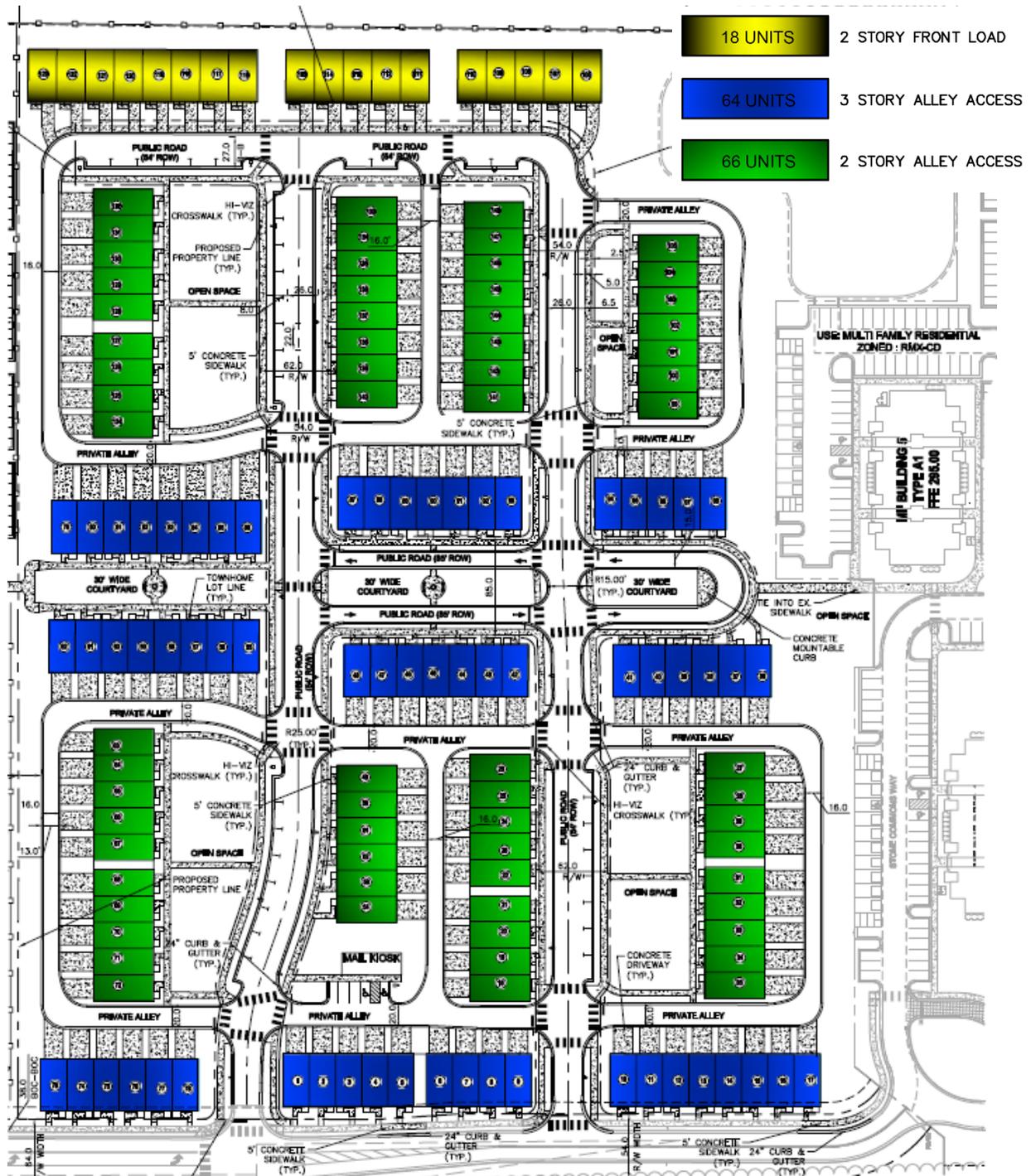




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Proposed Townhome Building & Unit Mixture:





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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. Staff also reviewed the plans for conformance with the Residential Mixed Use zoning district and other applicable UDO sections. The applicant is meeting the requirements of the Ordinance sections listed below. The applicant's requested alternative standards are listed in the section below.

- A. **Parking:** UDO Section 10.3
- B. **Signage:** UDO Section 12
- C. **Stormwater:** UDO Section 6
- D. **Lighting:** UDO Section 11.4
- E. **Public Utilities/Water Allocation Policy**

RESIDENTIAL DESIGN STANDARDS:

The applicant has provided proposed building elevations, which are provided in the following pages 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.

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 exhibit included in the PUD document. 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.



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Proposed 3-story, rear-loaded elevation:



Proposed 2-story, rear-loaded elevation:





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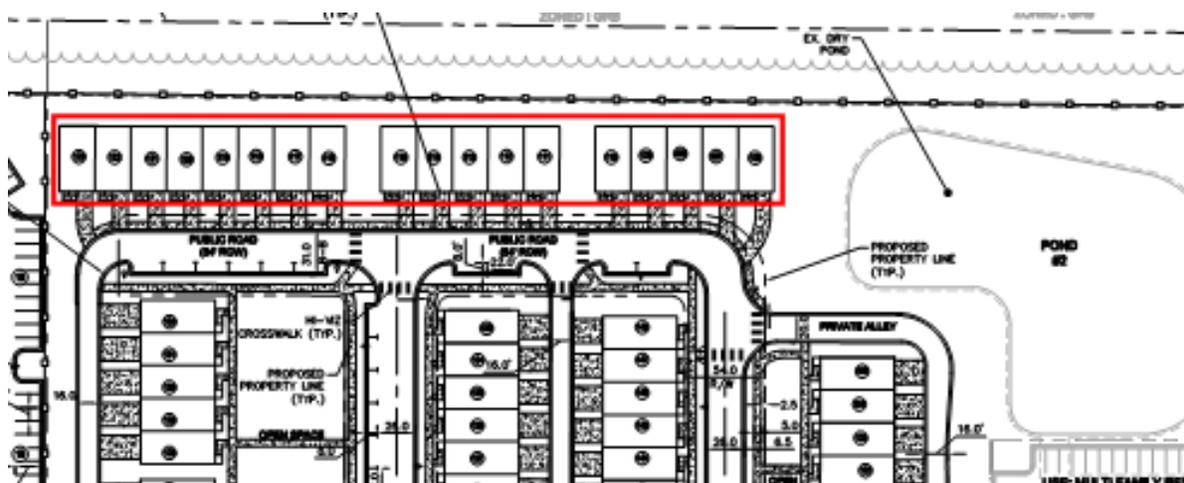
Proposed 2-story, front-loaded elevation:



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.

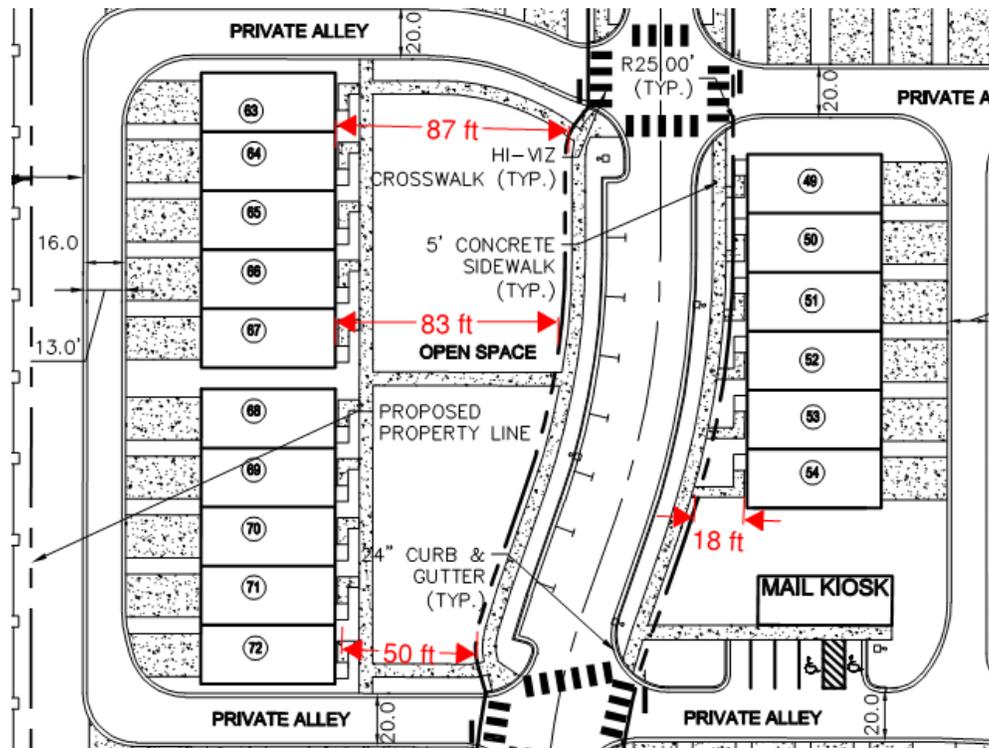




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- **Required:** Townhomes require a maximum front setback of 25 ft.
- **Requested:** Allow larger variable front setbacks as depicted on the Master Plan (site plan) to allow townhomes to front on the large open space areas



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

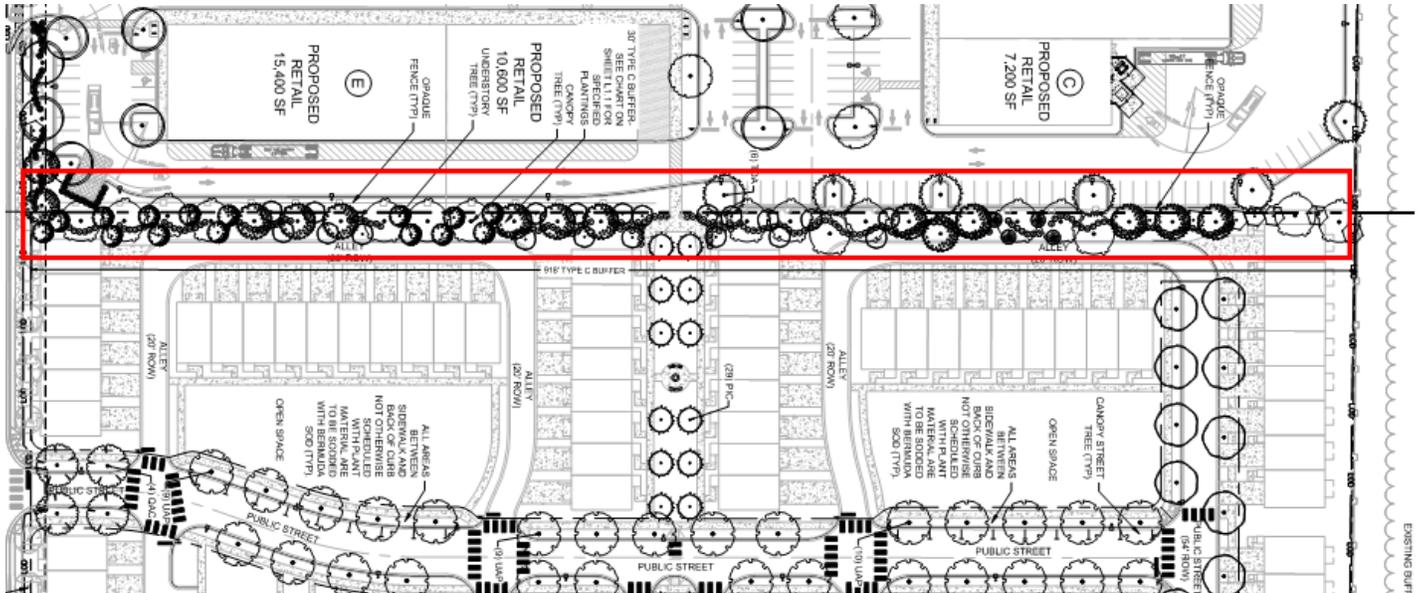
B. Landscaping Buffer:

- **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.



Town of Knightdale

Staff Report



C. 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.

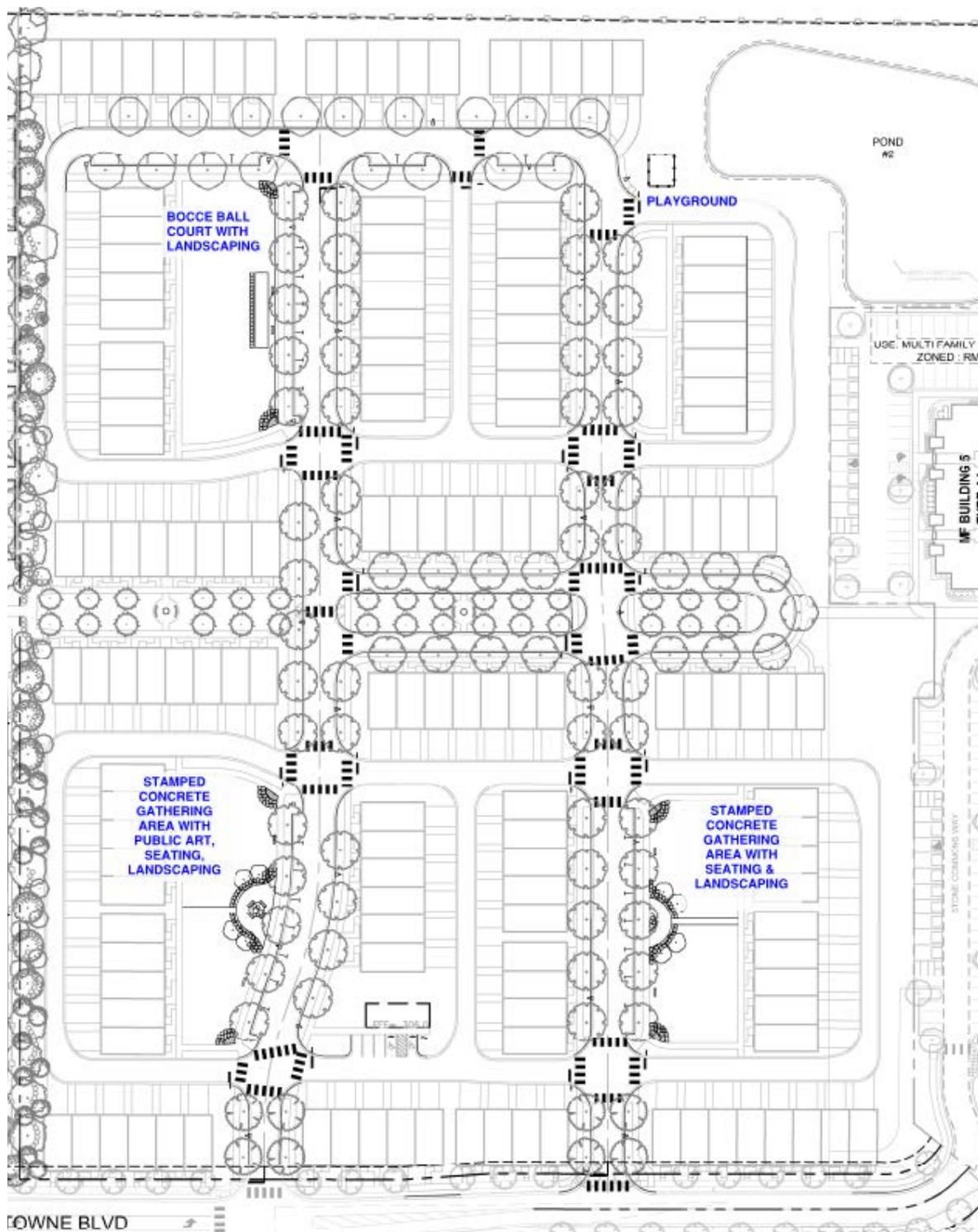
Following the Joint Public Hearing, the applicant has revised the open space plan but is still asking for a reduction in required size. The new plan includes two stamped concrete gathering areas that will include public art, benches, seat walls, and enhanced landscaping. A bocce ball court is proposed on one of the open space areas in front of the townhomes. It has been pulled to the street, away from the residences to provide more privacy, and a landscaping hedge has been added. The applicant has also added a fenced playground to the southeast corner near the stormwater pond and apartment complex. The applicant's overall open space plan is shown on the next page. Staff has analyzed the revised open space plan and believes the proposed enhancements meet the spirit and intent of the UDO and the development will include great public spaces and plazas for future residents to enjoy.



Town of Knightdale

Staff Report

Proposed Open Space Plan:





Town of Knightdale

Staff Report

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.

PLACETYPE CATEGORIES

 Preserved Open Space	 Business Office
 Rural Living	 Light Industrial
 Recreation Open Space	 Heavy Industrial
 Single Family Neighborhood	 Civic & Institutional
 Mixed-Density Neighborhood	 Old Town
 Multifamily Community	 Mixed-Use Center
 Neighborhood Node	 Mixed-Use Center (Suburba
 Retail	 Transit-Oriented Developme
	 Regional Mixed-Use Center



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.”



Town of Knightdale

Staff Report

CONSISTENCY WITH THE COMPREHENSIVE PLAN:

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

It is staff's opinion that when considered in its entirety, the Parkstone development meets the definition of a Mixed Use Center and the following guiding principle categories are 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. JOINT PUBLIC HEARING SUMMARY:

A joint public hearing with the Land Use Review Board and Town Council was held at the May 20, 2020 Town Council meeting. On behalf of the applicant/owner, Brian Long provided a short presentation and spoke in favor of the project. The Town received four electronic comments from citizens who were in opposition to the project. Citizen concerns were primarily related to the desire for more commercial, retail, and entertainment options instead of additional housing options.

The following concerns were voiced by members of the Town Council and Land Use Review Board. Staff has discussed each item with the applicant and their response is included.

1. **Fencing Material:** Concerns were voiced about the proposed wooden fence between the townhomes and future retail center. The applicant has agreed to use a vinyl material instead of wood and would like to propose a condition that the fence will be installed when construction begins on the alley loaded townhomes along the northern shared property line.
2. **Open Space Amenities:** Multiple concerns were voiced regarding the proposed open space plan and amenities. The applicant has since revised the open space plan, which is detailed in Section VIII above.
3. **Village Park Dive Gateway:** The applicant has agreed to add additional hardscaping features along Village Park Drive, and to provide an easement for a future transit stop/bus shelter.



Town of Knightdale

Staff Report

4. **Dumpster Location:** Concerns were heard regarding the location of the dumpster west of Retail Building E and its proximity to the townhome development. The applicant has suggested that the townhouse building can be shifted approximately 10 feet to the south toward the entrance on Parkstone Towne Blvd., which will increase the distance from the dumpster and allow more room for increased landscape screening.
5. **Outdoor Plaza in Retail Center:** There was interest in providing an outdoor gathering area in the retail center, directly adjacent to the north-south pedestrian corridor in the townhouse development. While the original master plan showed an outdoor plaza, the applicant has since added a stamped asphalt crosswalk treatment, pedestrian scaled landscaping, and seating options.

XII. LAND USE REVIEW BOARD SUMMARY:

The LURB considered this item at its June 8, 2020 meeting. After staff presented an overview of the proposed rezoning request, one LURB member inquired if the price point of the townhomes were affected by the revised open space plan. The LURB voted unanimously, 5:0, to recommend approval of ZMA-8-19 and forwarded the following advisory statement as recommended by staff.

PROPOSED WRITTEN ADVISORY STATEMENT REGARDING PLAN CONSISTENCY:

“The proposed Zoning Map Amendment is consistent with the KnightdaleNext 2035 Comprehensive Plan as it addresses several of the guiding principles such as encouraging great design and compact development patterns while creating great neighborhoods with expanded home choices. The townhome development transitions smoothly to a future retail site that is walkable, includes gathering spots, and creates a unique activity center. Further, it is consistent with the General Growth Framework and Growth & Conservation Map’s designation as a “Mixed Use Center” placetype. The request is reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people not only desire to visit, but to also live, work, and play.”

XIII. STAFF RECOMMENDATION:

It is staff’s recommendation that Town Council approves the request to rezone 15.68 acres of the property identified by Wake County PIN 1744-84-3799 from Highway Business Conditional District (HB-CD) to Residential Mixed Use with a Planned Unit Development (RMX-PUD), adopts the forwarded advisory statement seen below from LURB and staff regarding Comprehensive Plan consistency, and adopts Ordinance # 20-06-17-006.

“The proposed Zoning Map Amendment is consistent with the KnightdaleNext 2035 Comprehensive Plan as it addresses several of the guiding principles such as encouraging great design and compact development patterns while creating great neighborhoods with expanded home choices. The townhome development transitions smoothly to a future retail site that is walkable, includes gathering spots, and creates a unique activity center. Further, it is consistent with the General Growth Framework and Growth & Conservation Map’s designation as a “Mixed Use Center” placetype. The request is reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people not only desire to visit, but to also live, work, and play.”



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #20-06-17-006
AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE
OF THE TOWN OF KNIGHTDALE
WHICH INCLUDES THE ZONING DISTRICT MAP

ZMA-8-19 Parkstone Phase 2 & Planned Unit Development

WHEREAS, the Town of Knightdale has received a petition to amend the zoning of a portion of property from Highway Business Conditional District (HB-CD) to Residential Mixed Use with a Planned Unit Development (RMX-PUD) and;

WHEREAS, the Town Council finds the proposed zoning map amendment is consistent with the 2035 KnightdaleNext Comprehensive Plan as it addresses several of the guiding principles such as encouraging great design and compact development patterns while creating great neighborhoods with expanded home choices. The townhome development transitions smoothly to a future retail site that is walkable, includes gathering spots, and creates a unique activity center. Further, it is consistent with the General Growth Framework and Growth & Conservation Map's designation as a "Mixed Use Center" placetype. The request is reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people not only desire to visit, but to also live, work, and play.

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 15.68± acres of a 26.68± acre tract located within the Town of Knightdale's Corporate Limits, east of Parkstone Towne Boulevard and south of Village Park Drive, addressed 901 Parkstone Towne Blvd., and identified as Wake County PIN 1744.04-84-3799 from Highway Business Conditional District (HB-CD) to Residential Mixed Use with a Planned Unit Development (RMX-PUD) as indicated.

SECTION 2. That the additional conditions contained within the application identified as ZMA-8-19 and PUD Document (Exhibit A), and listed below apply as additional zoning conditions to the parcel of land identified as PIN 1744.04-84-3799:

1. The applicant must proceed with an amendment to the existing Parkstone UAA (*Wake County Register of Deeds Book 016667, Pages 02285-02315*)
2. The 11.0 acre balance of the 26.68± acre tract will remain zoned the existing Highway Business Conditional District (HB-CD) designation.

3. The Master Plan (site plan) approved under ZMA-7-16 is amended to show a reduction in the commercial retail space from 260,000± square feet to 102,200± square feet in accordance with the approved ZMA-8-19 PUD Document.
4. The zoning conditions granted by ZMA-7-16, including but not limited to retail building architecture and Allowable Uses remain intact. (Exhibit B)
5. The 18 townhouse units on the eastern property line, proposed Lots 106-123, will have driveway access from the public street, rather than the UDO requirement that lots less than 80 feet in width have alley/rear lane access.
6. The maximum allowed front setbacks may be larger than the UDO maximum of 25 feet, and may vary in size in accordance with the approved Master Plan (site plan).
7. The spacing between townhome units can be as close as six feet, rather than the UDO requirement of 10 feet, so long as the spacing meets all building and fire code requirements.
8. A variable width Type C Buffer will be provided between the townhome development (RMX-PUD) and future retail parcel to the north (HB-CD) rather than the UDO requirement of 50 feet in width. The buffer will be a minimum of 19 feet wide on the residential property.
9. A vinyl fence will be installed on the HB-CD retail property and installation will take place when construction begins on the alley loaded townhomes along the northern shared property line.
10. The recreational open space requirement for the townhome development will be reduced by 4%. The applicant will provide 4.73 acres of open space rather than the UDO requirement of 4.93 acres.
11. The applicant will provide an easement for a future transit stop or bus shelter along Village Park Drive in accordance to the revised and approved Site Plan.
12. The applicant has provided actual home elevations that will be built in the development (included in PUD document). In addition to the elevations, the applicant offers and agrees to the additional conditions listed below:
 - a. All front entries will be covered (either recessed or with a roof overhead)
 - b. All buildings will have front façade or roofline offsets
 - c. 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.
 - d. All front windows will either be set in brick, include 4" window trim, shutters, or decorative pediments.
 - e. All units will have changes in rooflines with either gables, dormers, or shed bump outs.
 - f. All building end gables and front and rear gables will have 12" overhangs.
 - g. All plank siding shall be cementitious.
 - h. Garage doors on front-loaded townhomes will be decorative with decorative carriage style hardware with glass.
 - i. Patios or decks will be provided on a minimum of 15% of the 2-story rear loaded units.
 - j. 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.

- k. Townhomes will be on monoslab foundations. Steps up to the front entry will be provided in accordance with attached PUD document. 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.

13. The submitted Site Plan (Exhibit C) 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 RMX-PUD zoning district, Master Plan comments, Unified Development Ordinance, and comments from the March 4, 2020 DRC meeting.

SECTION 3. That the Planned Unit Development plan attached as ZMA-8-19 Parkstone PUD be adopted in its entirety to be included in this Ordinance and to have the same effect in law.

SECTION 4. That all laws and clauses of law in conflict herewith are hereby repealed to the extent of said conflict.

SECTION 5. 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 6. 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 7. That this ordinance shall be enforced as provided in G.S. 160A-175 or as provided for in the Knightdale Town Code

SECTION 8. That this ordinance shall become effective upon its adoption by Town Council.

Adopted this 17th day of June, 2020

James A. Roberson, Mayor

ATTEST:

Heather M. Smith, Town Clerk

APPROVED AS TO FORM:

Roger Knight, Town Attorney

EXHIBIT A

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
Revised: June 11, 2020

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
REVISED: JUNE 11, 2020

KHA #017254007

Disclosure Statement:

This document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.

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5. **DESIGN GUIDELINES**
6. **LANDSCAPING AND OPEN SPACE**
7. **ROADS AND UTILITIES**
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

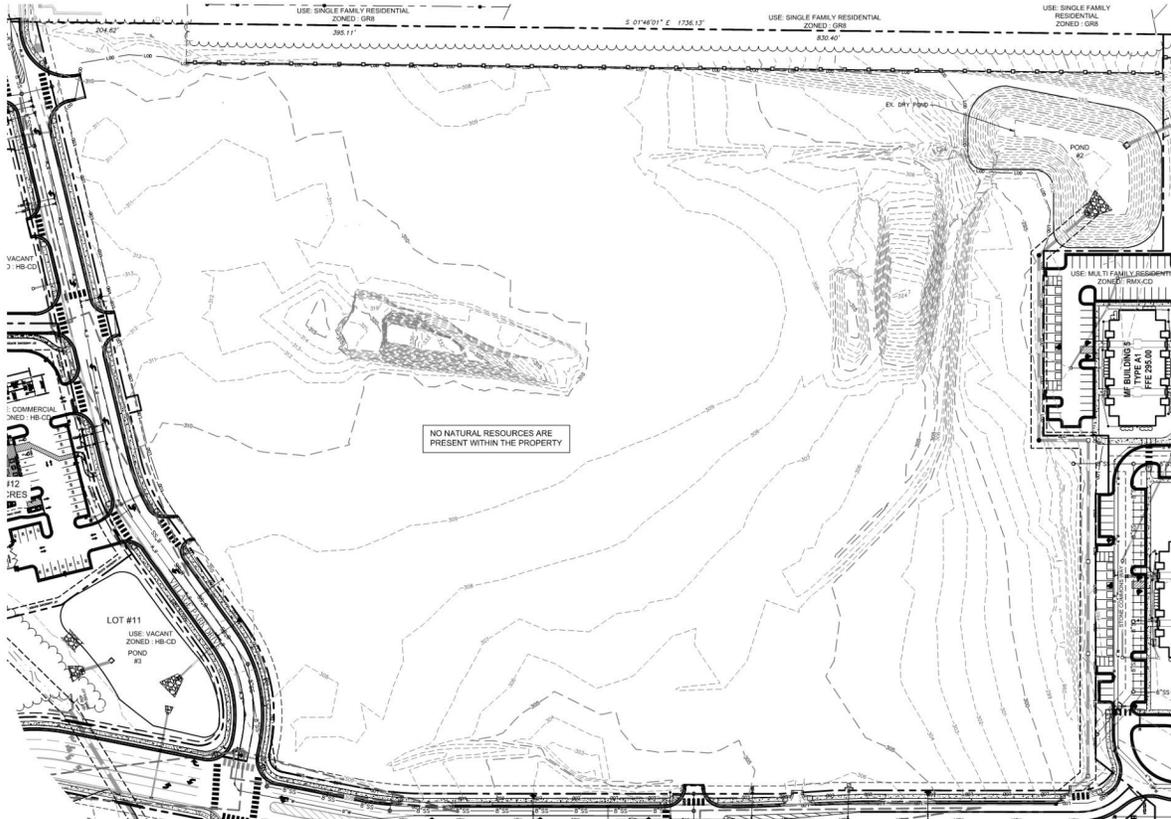
EXISTING CONDITIONS SUMMARY

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

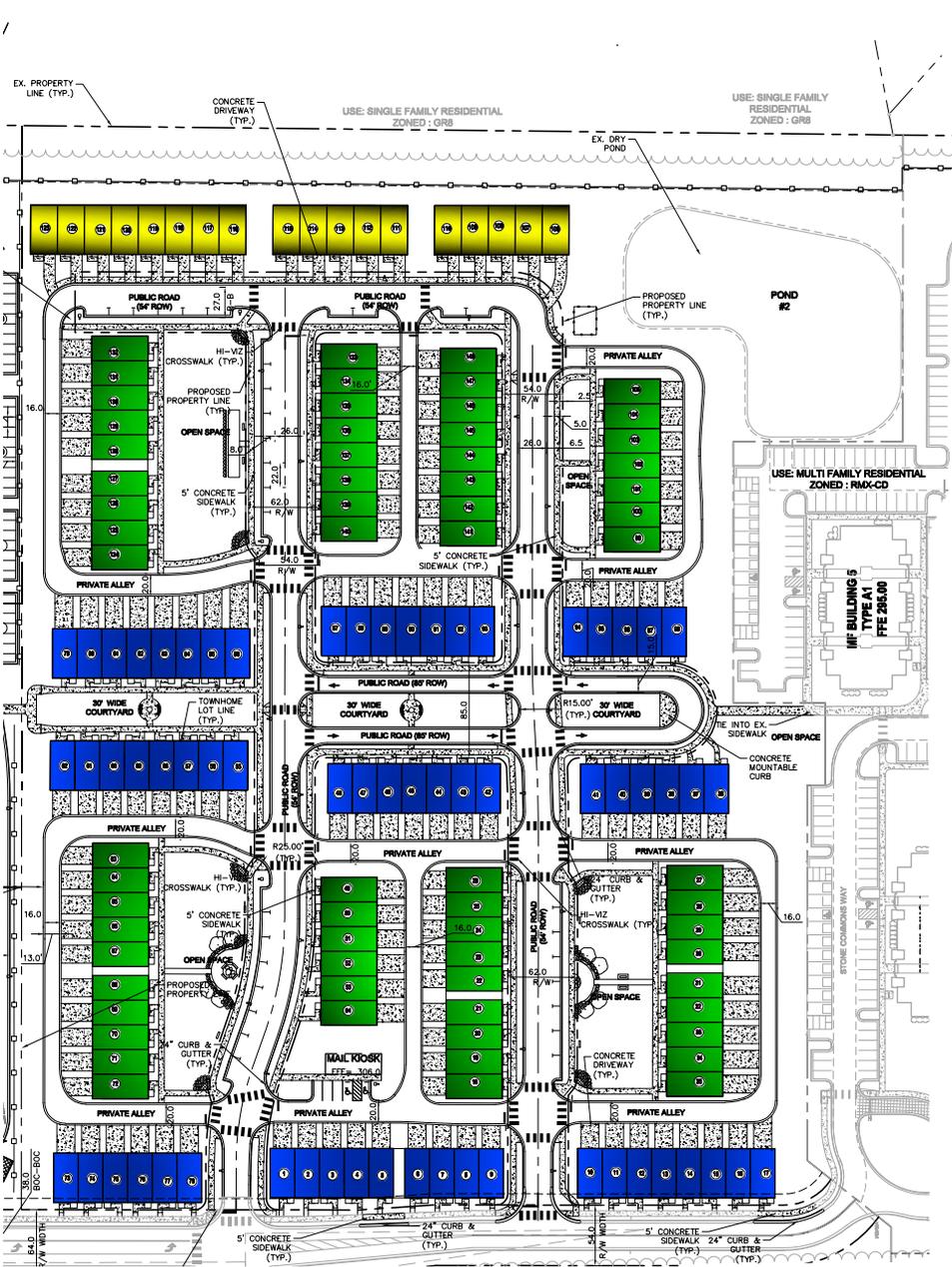
DEVELOPMENT DETAILS

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%
○ 3-Story	64	43.2%
○ 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
	36 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.

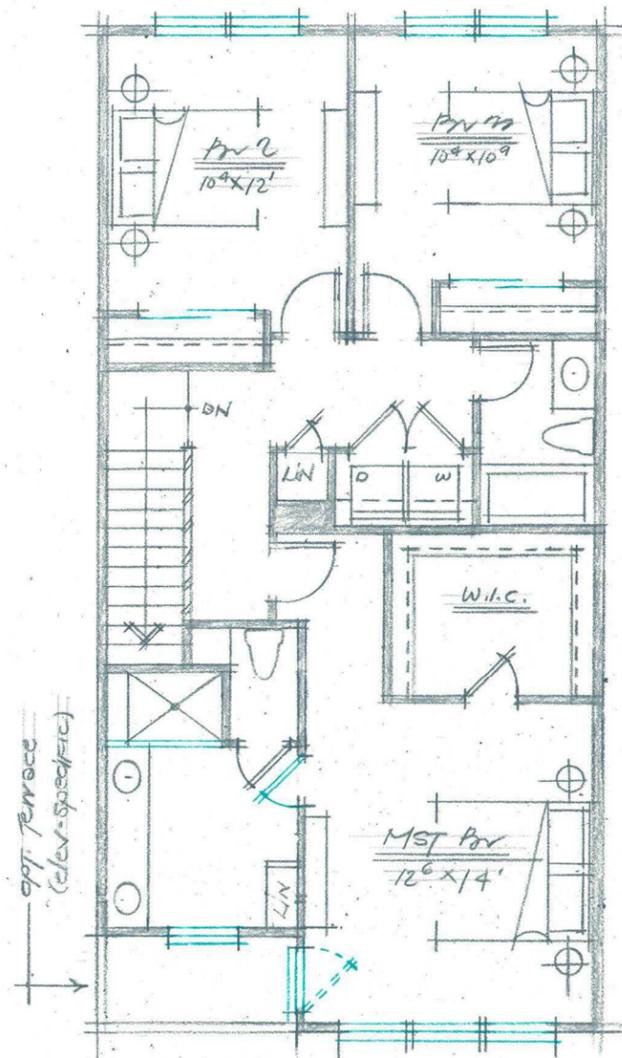
Townhouse Dwelling Standards

- 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'

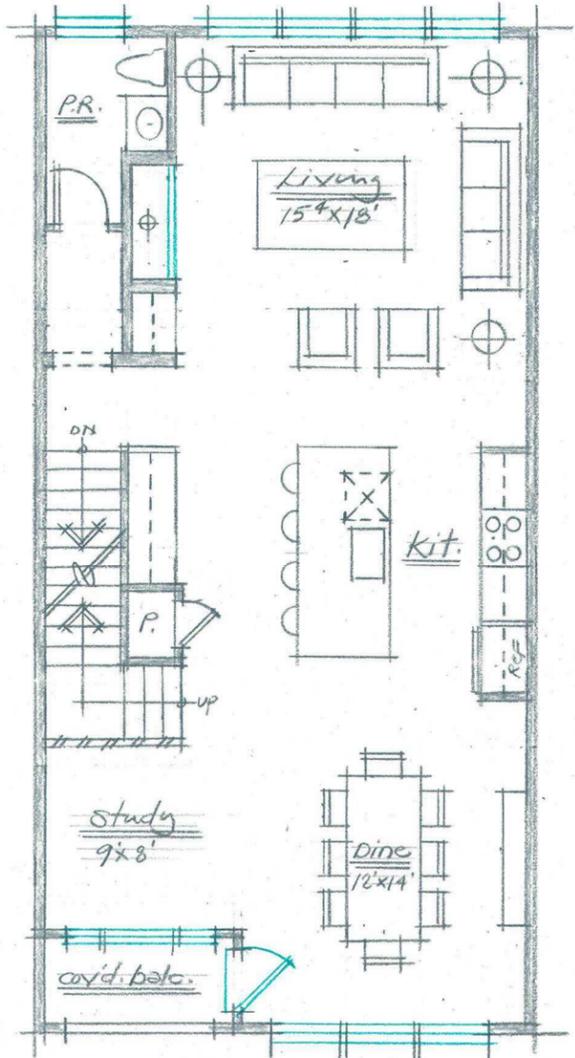
See attached elevations sheets for more details. For architectural variety, features noted as “optional” will be installed within each run of townhome units but not necessarily on each unit within the run.



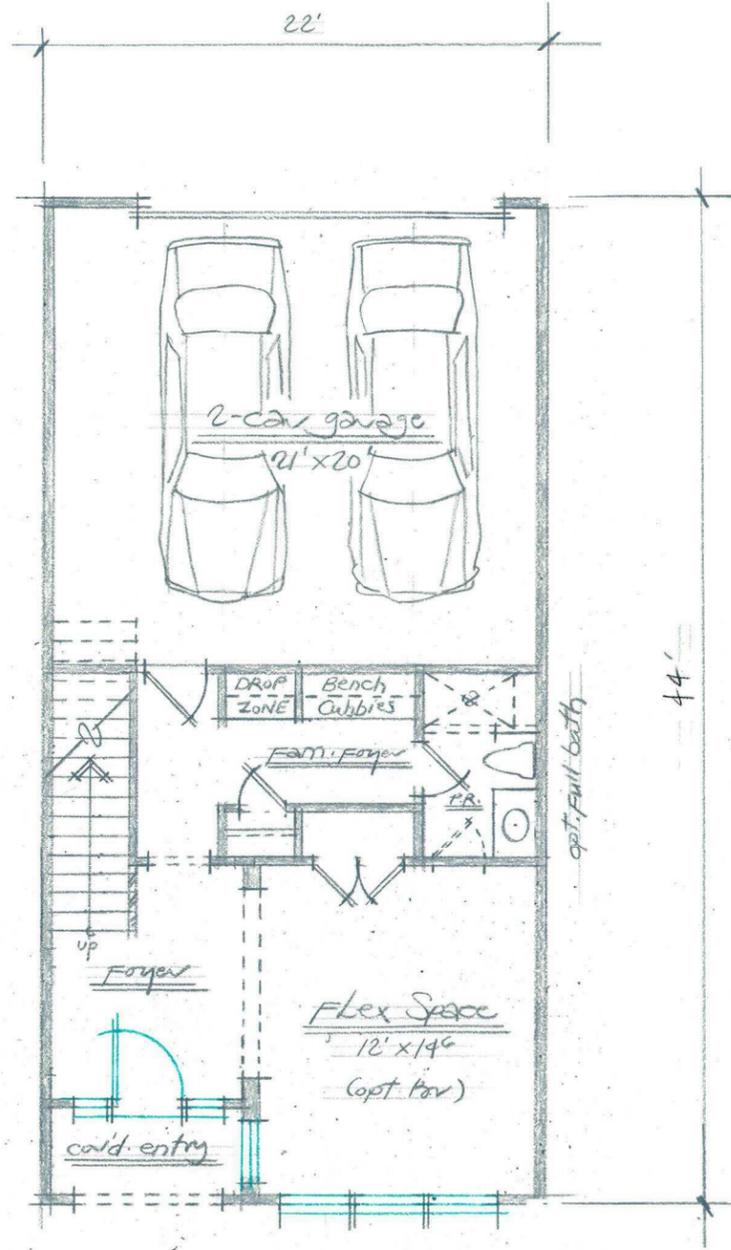




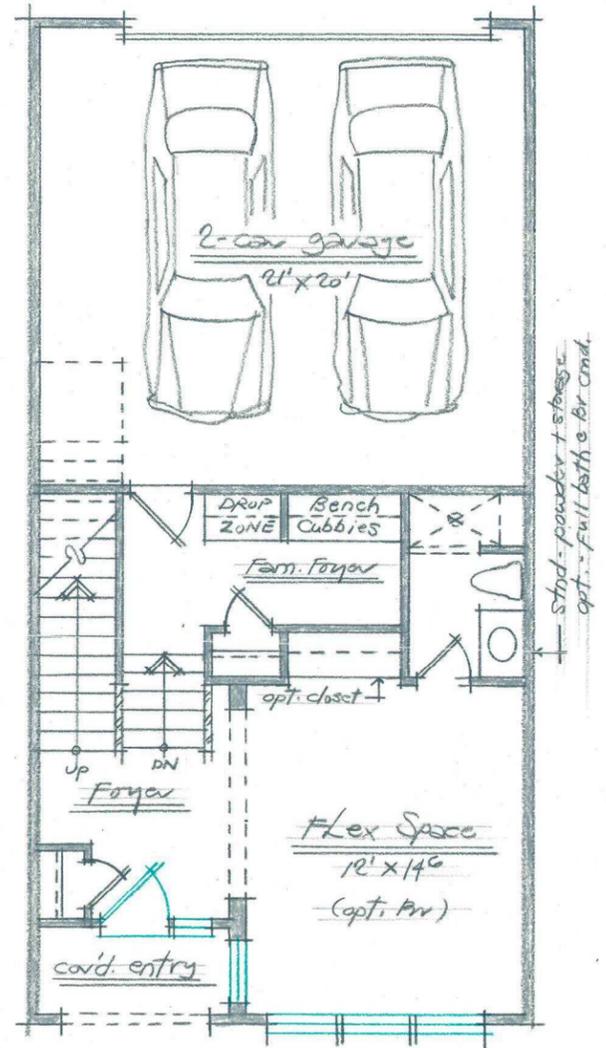
THIRD FLOOR PLAN
9'30" φ ± 9'0"



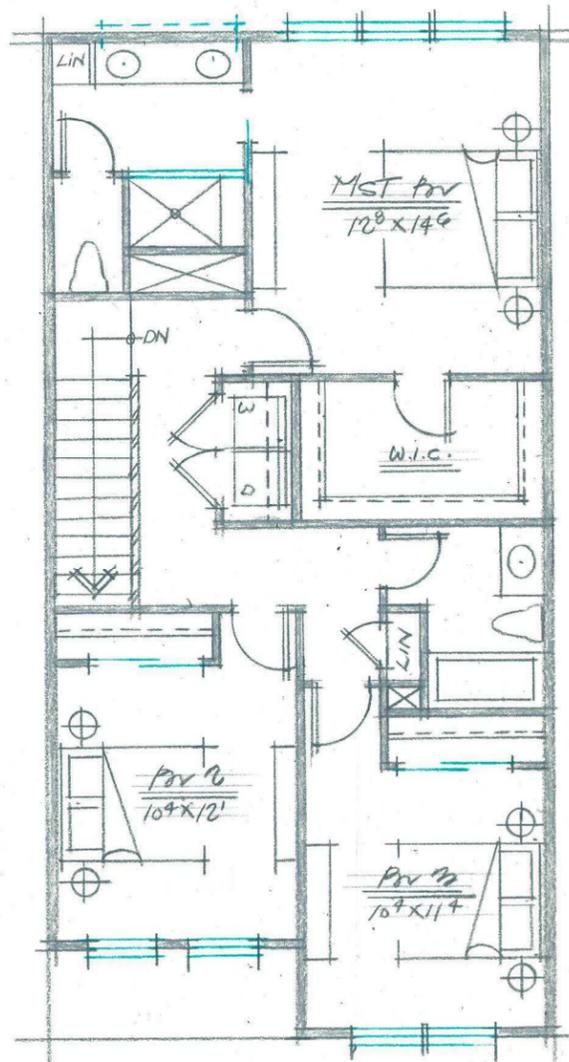
SECOND FLOOR PLAN
9'30" φ ± 9'0"



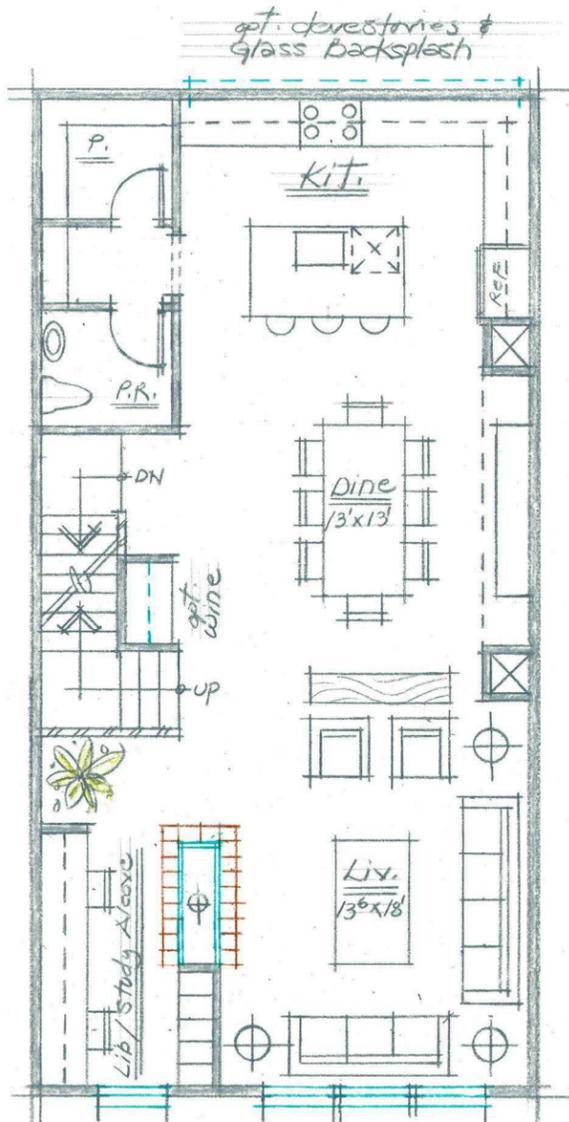
FIRST FLOOR PLAN
430 φ ± TOT = 23.40 φ ± 9'0"



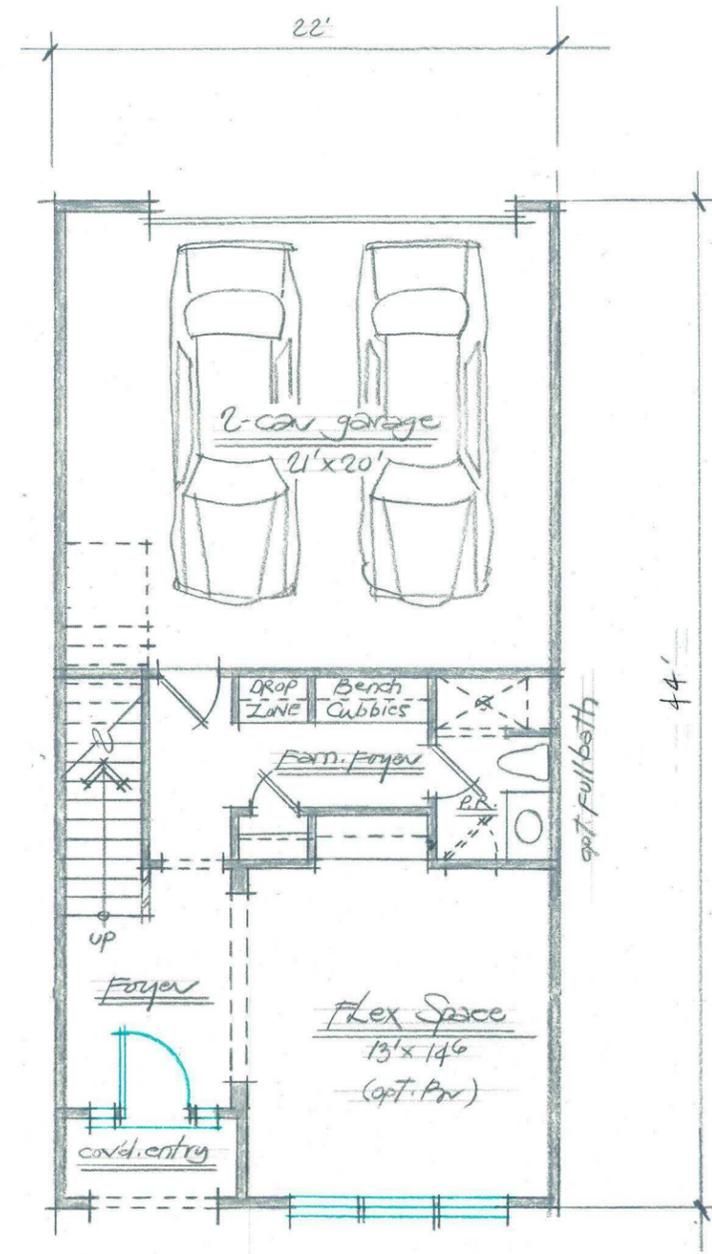
ALT. FIRST FLOOR PLAN
W/ DROPPED GARAGE



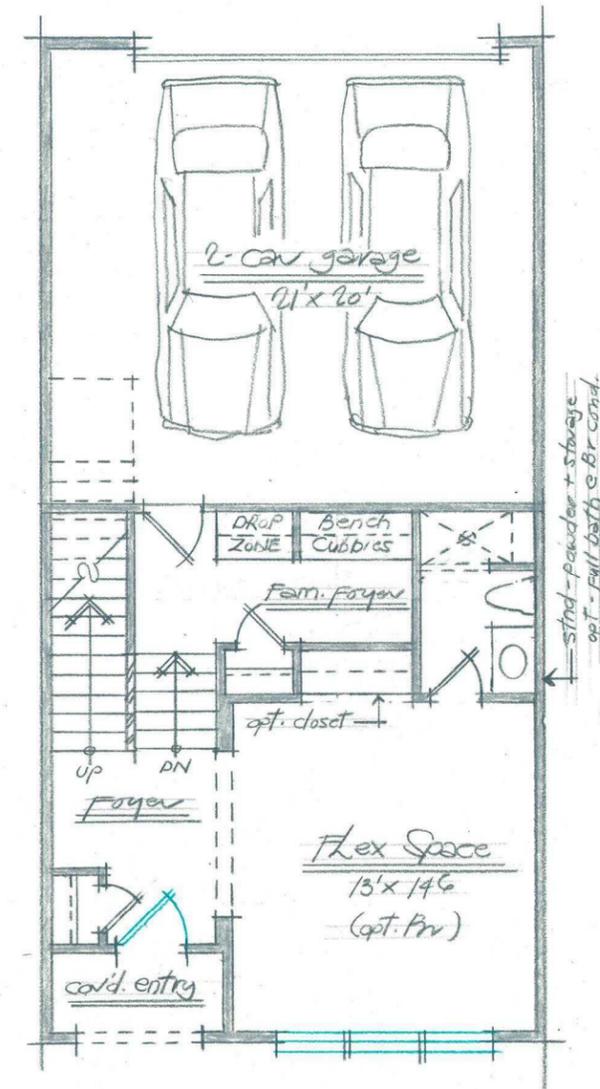
THIRD FLOOR PLAN
925 sq ft 9'6" deep



SECOND FLOOR PLAN
990 sq ft 9'6" deep



FIRST FLOOR PLAN
485 sq ft 707 = 2400 sq ft 9' deep



ALT. FIRST FLOOR PLAN
W. DROPPED GARAGE



UNIT C
ELEV 2

UNIT C
ELEV 3

UNIT D
ELEV 1

UNIT C
ELEV 1

UNIT D
ELEV 3

UNIT D
ELEV 2



UNIT C
ELEV 2

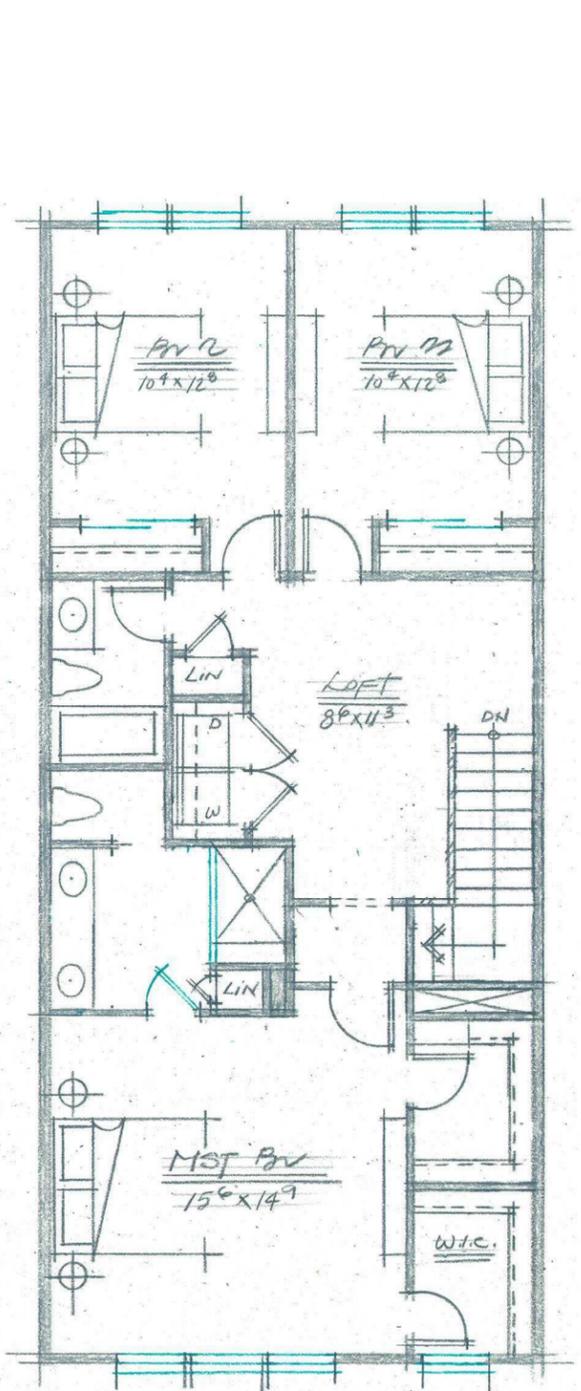
UNIT C
ELEV 3

UNIT D
ELEV 1

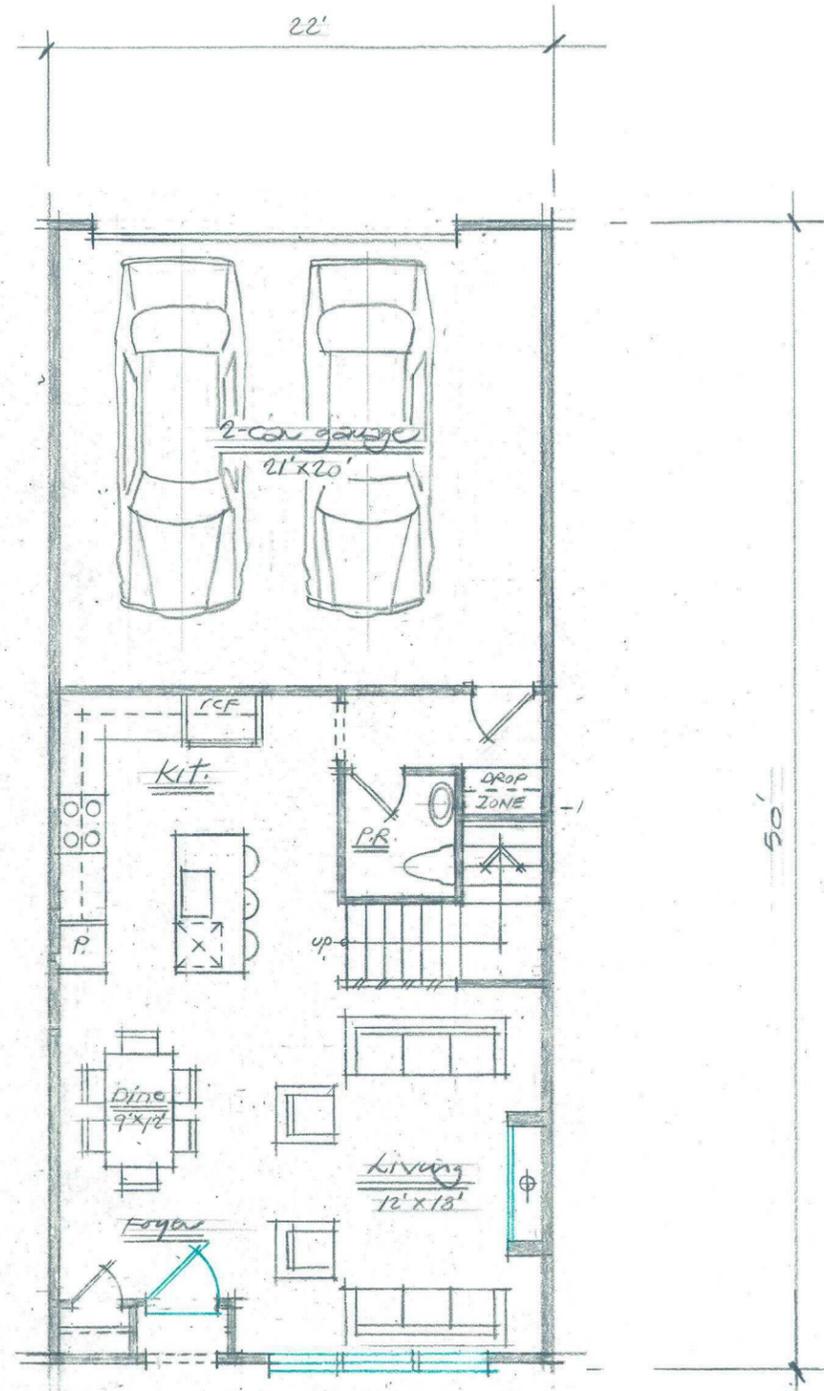
UNIT C
ELEV 1

UNIT D
ELEV 3

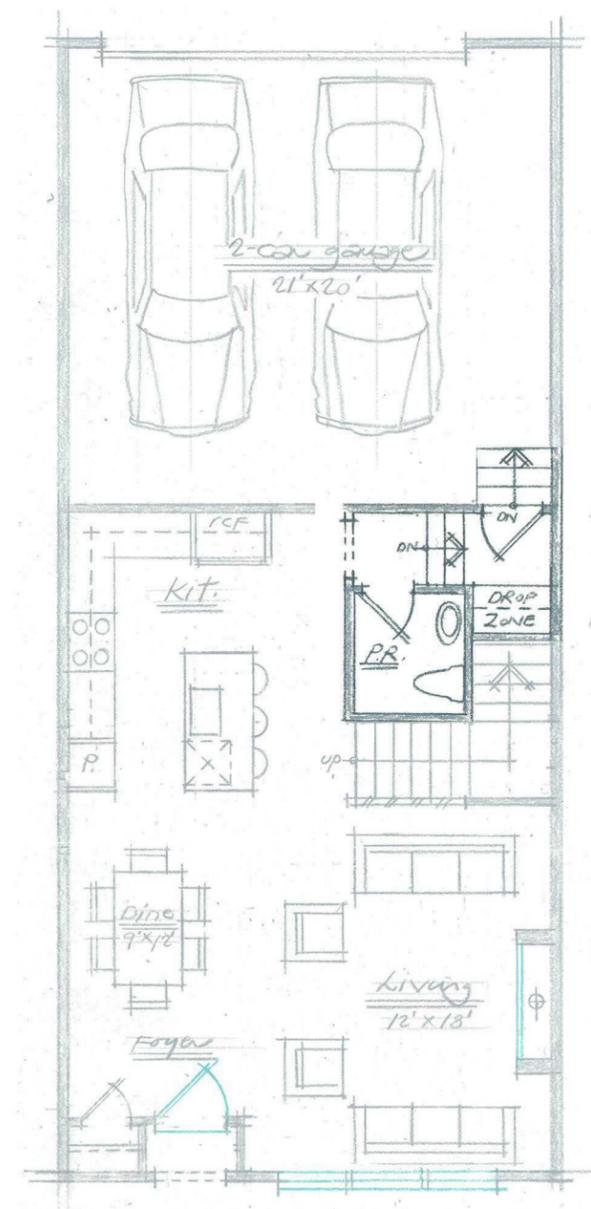
UNIT D
ELEV 2



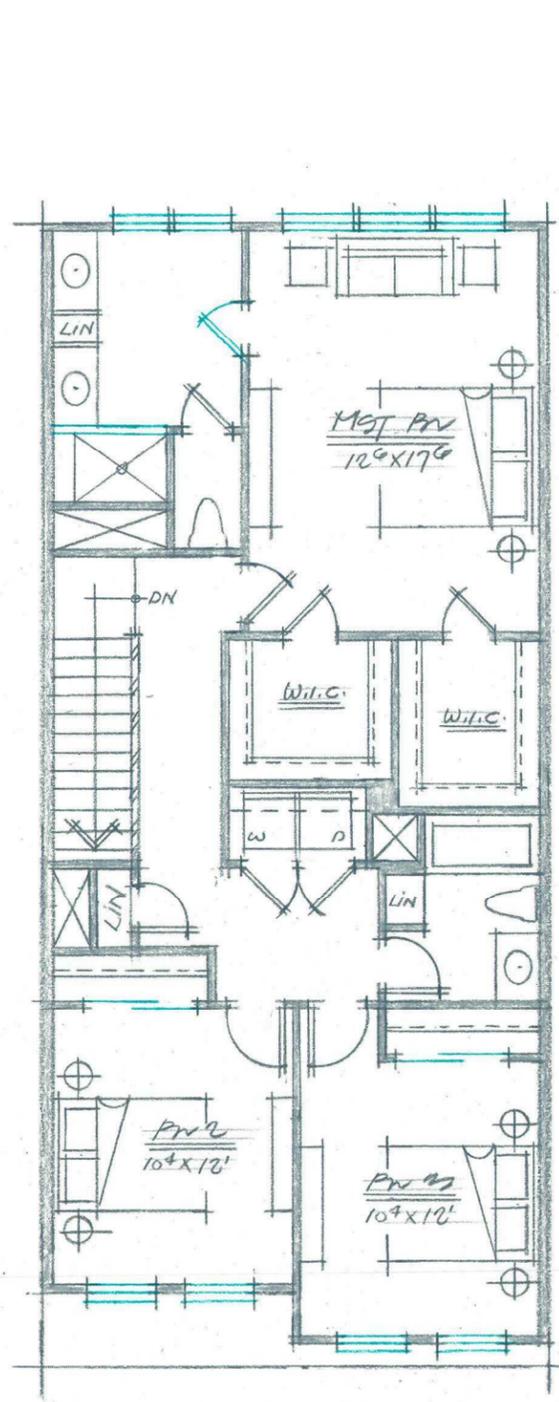
SECOND FLOOR PLAN
1100 sq ft 965



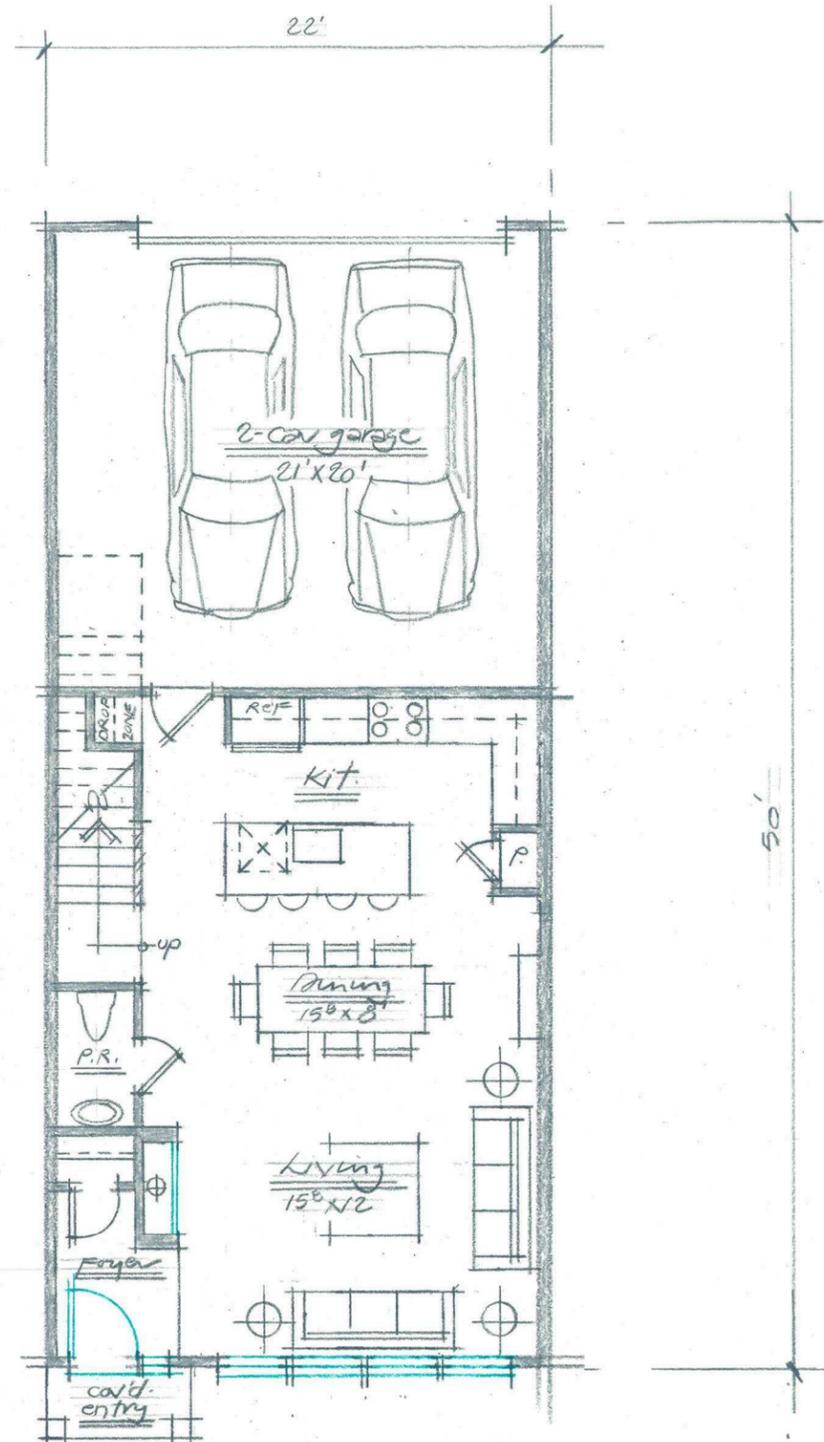
FIRST FLOOR PLAN
849 sq ft TOT = 1750 sq ft 965



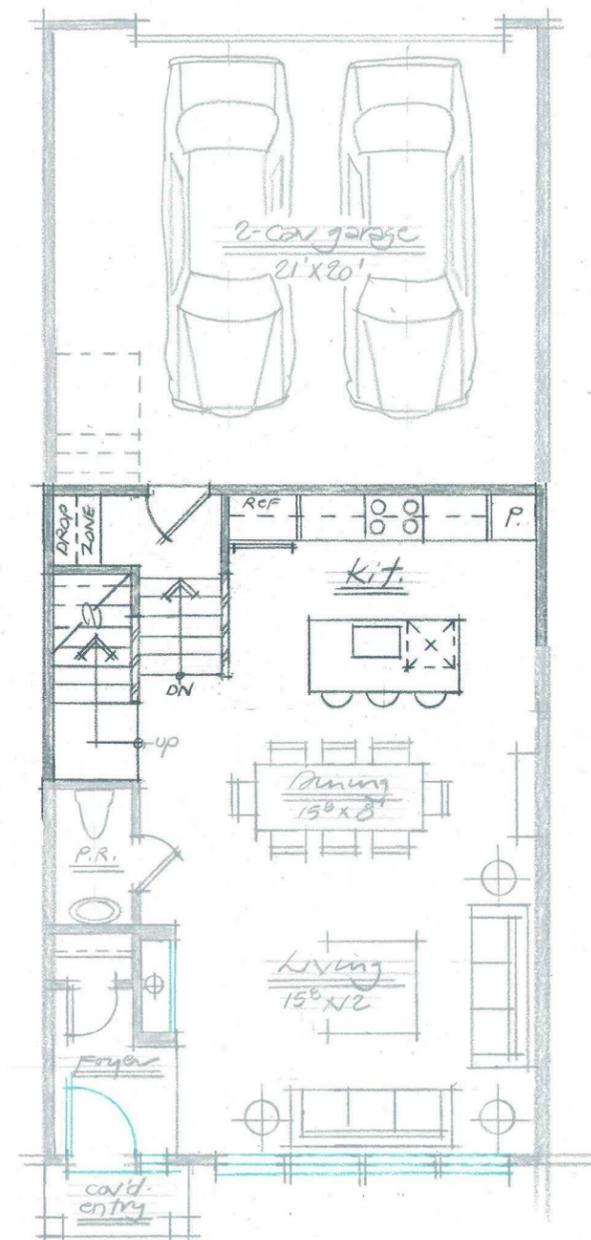
ALT. FIRST FLOOR PLAN
W/ DROPPED GARAGE



SECOND FLOOR PLAN
1051 sq ft 9' clg



FIRST FLOOR PLAN
649 sq ft TOT = 1700 sq ft 9' clg



ALT. FIRST FLOOR PLAN
W/ DROPPED GARAGE

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

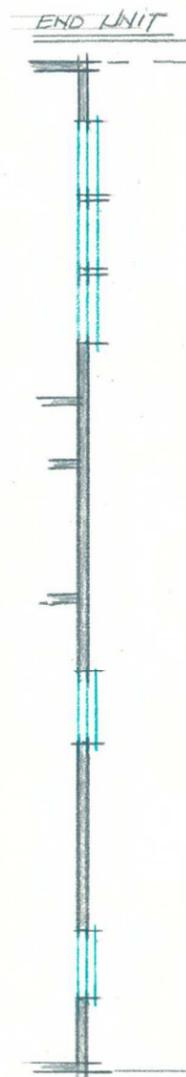
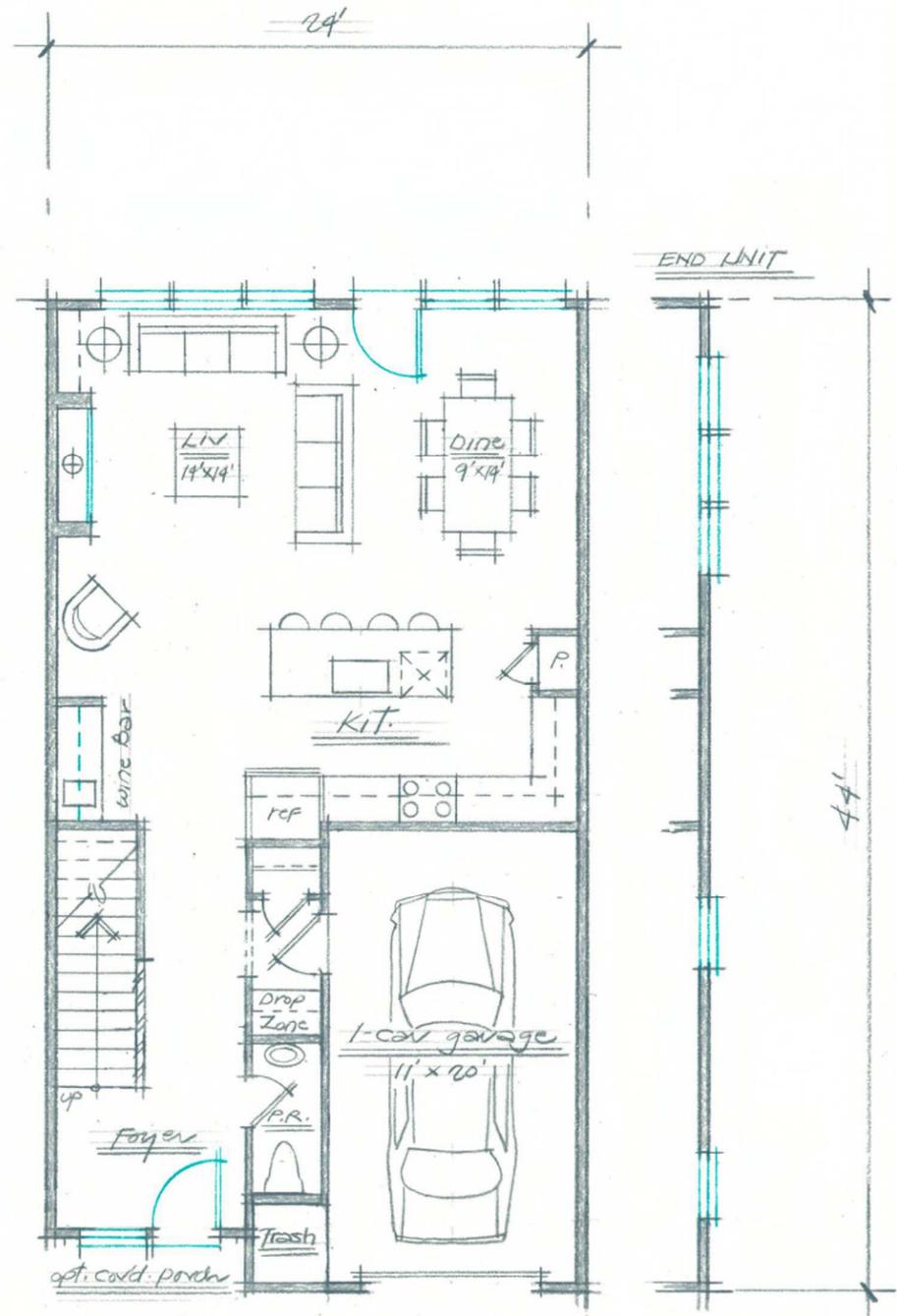
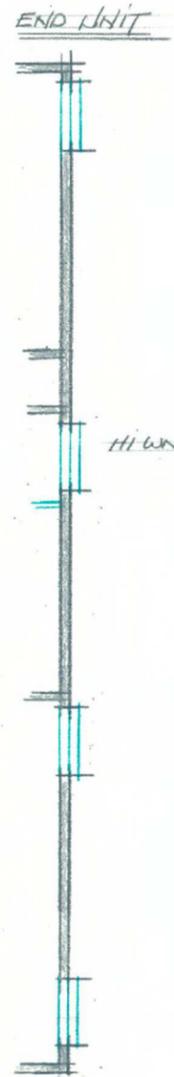
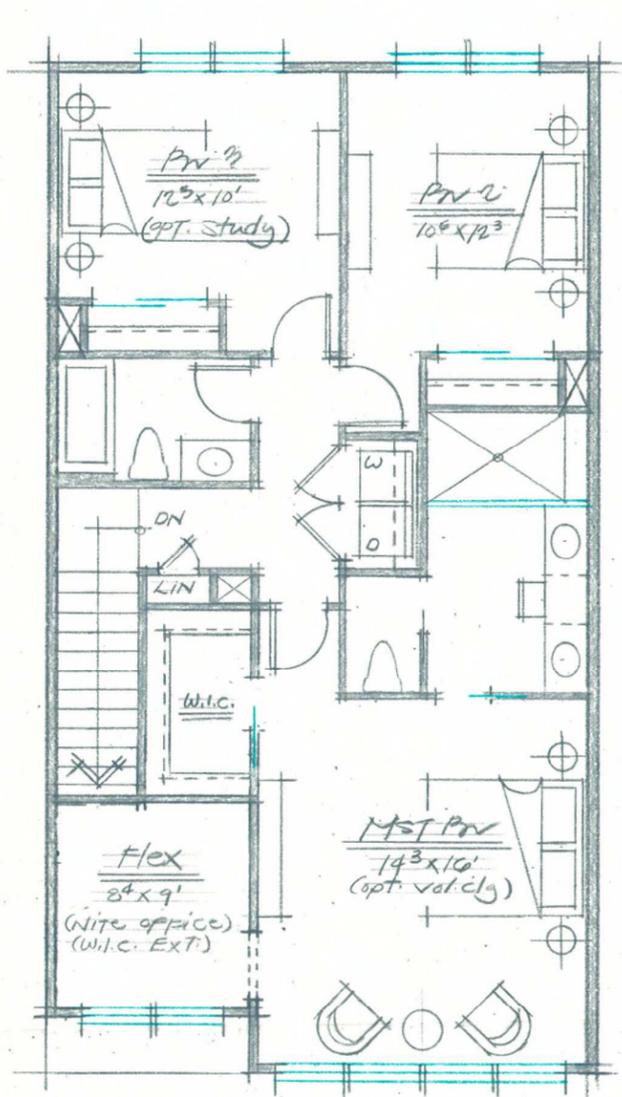
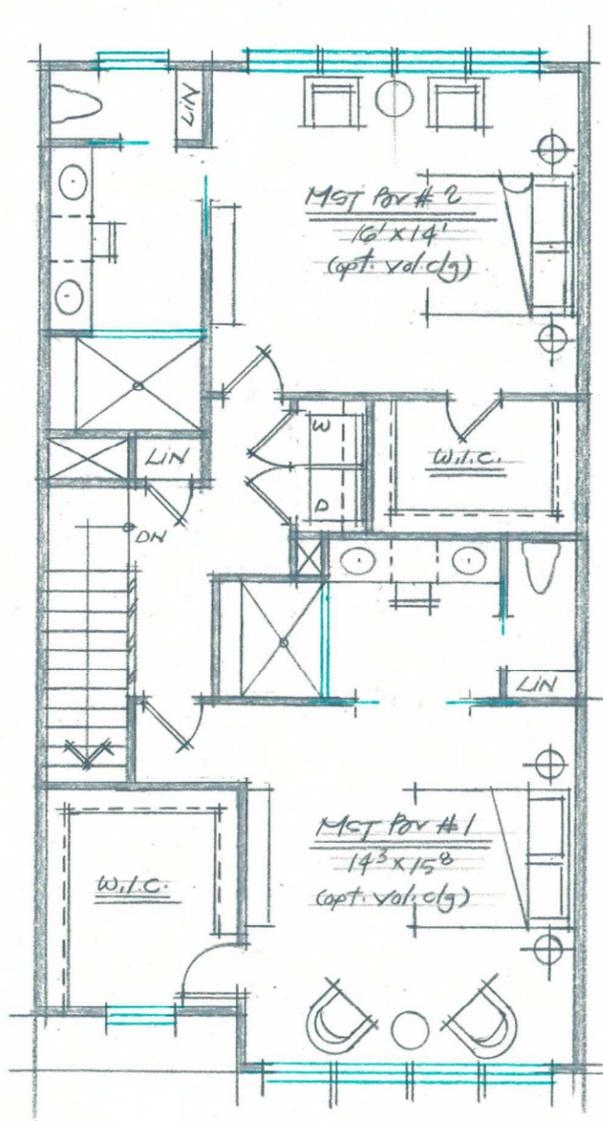
UNIT A
ELEV 1

UNIT B
ELEV 2

UNIT A
ELEV 2

UNIT B
ELEV 1

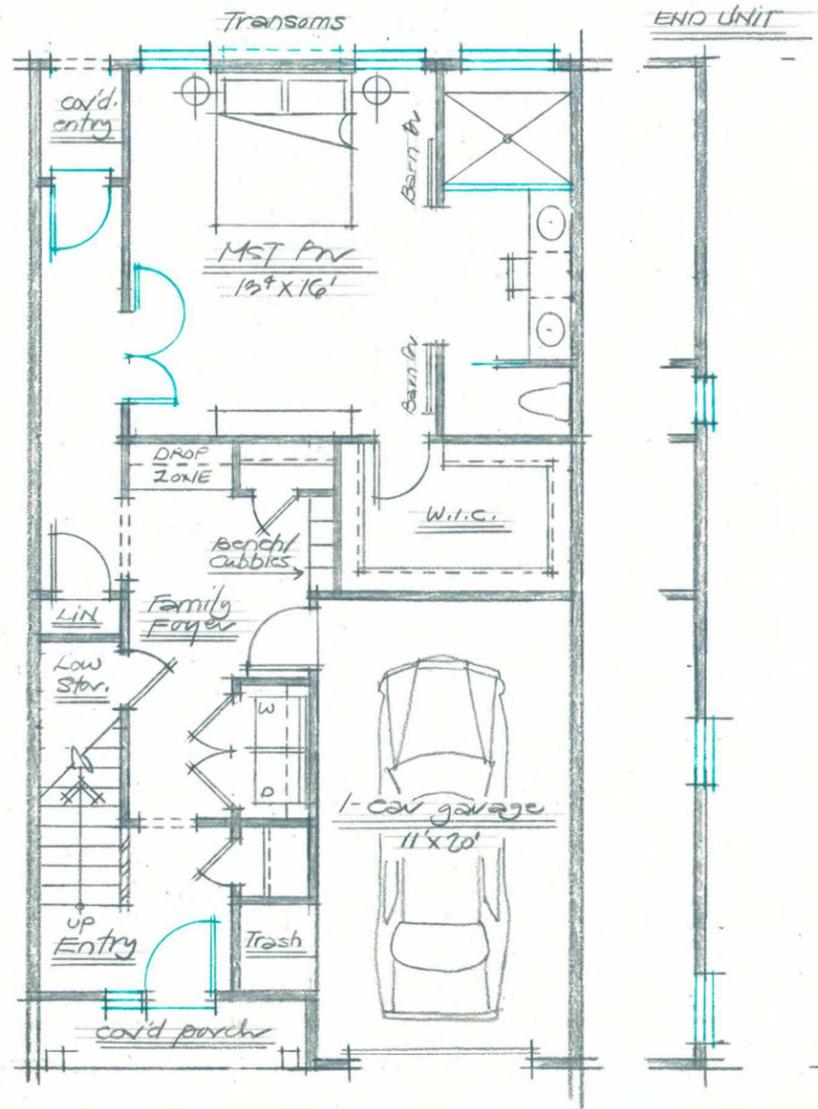
UNIT A
ELEV 3



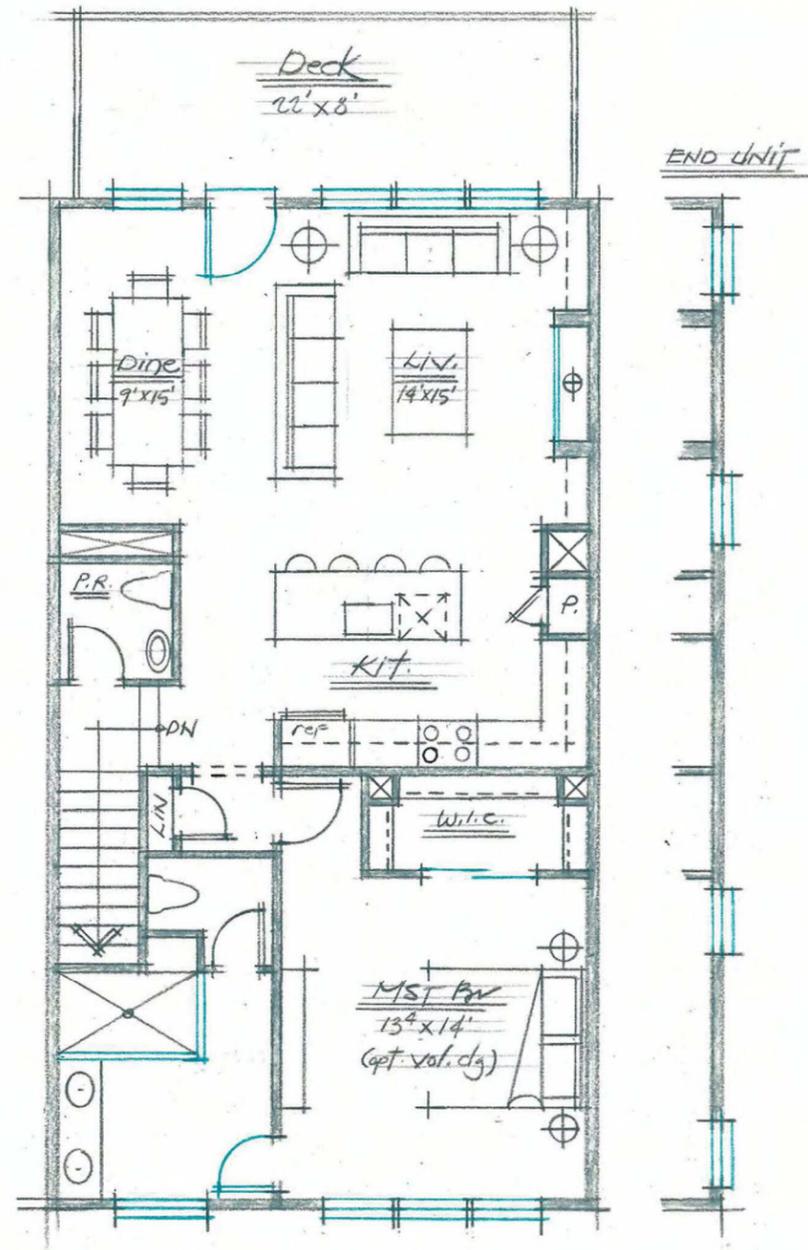
OPT. DUAL Mast BDRs
SECOND FLOOR PLAN
1056 ±

SECOND FLOOR PLAN
1056 ±

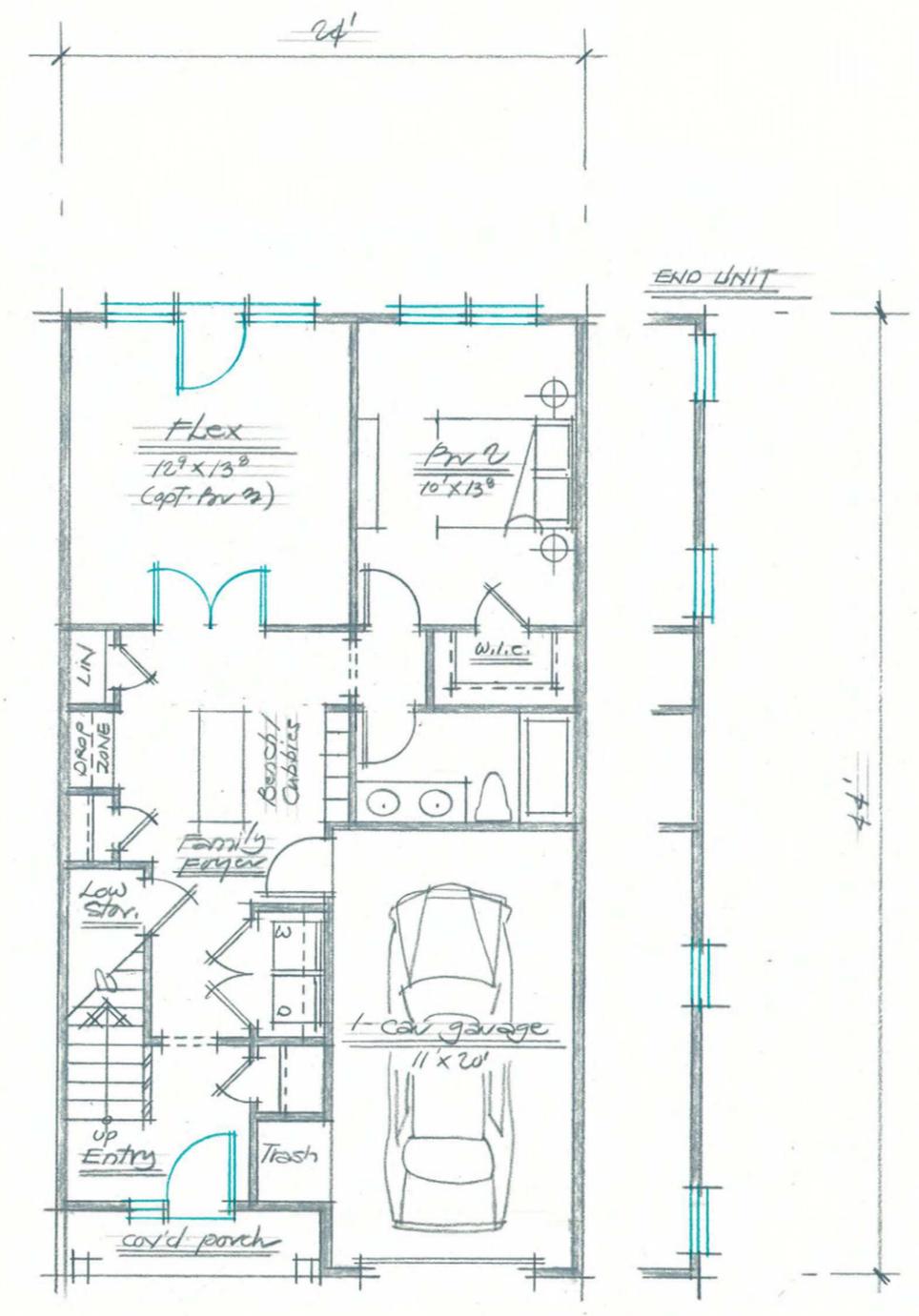
GROUND FLOOR PLAN
789 ± TOTAL = 1845 ± 9 cly



OPT. DUAL Mast Bpces
 GROUND FLOOR PLAN
 750ft² TOTAL = 1800ft² 9'clg



SECOND FLOOR PLAN
 1050ft²

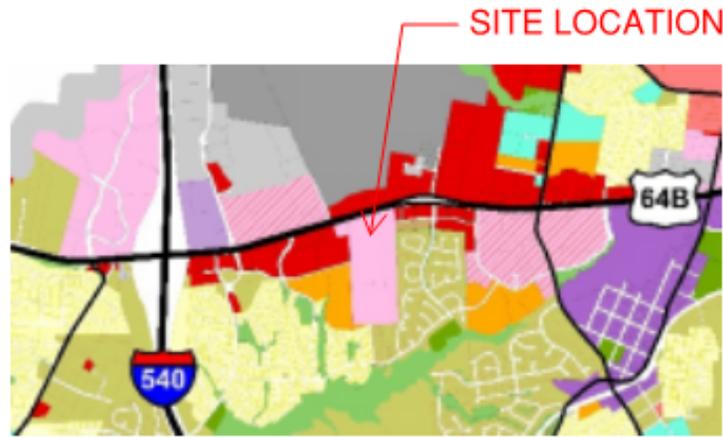


GROUND FLOOR PLAN
 770ft² TOTAL = 1820ft² 9'clg

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.
- 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.

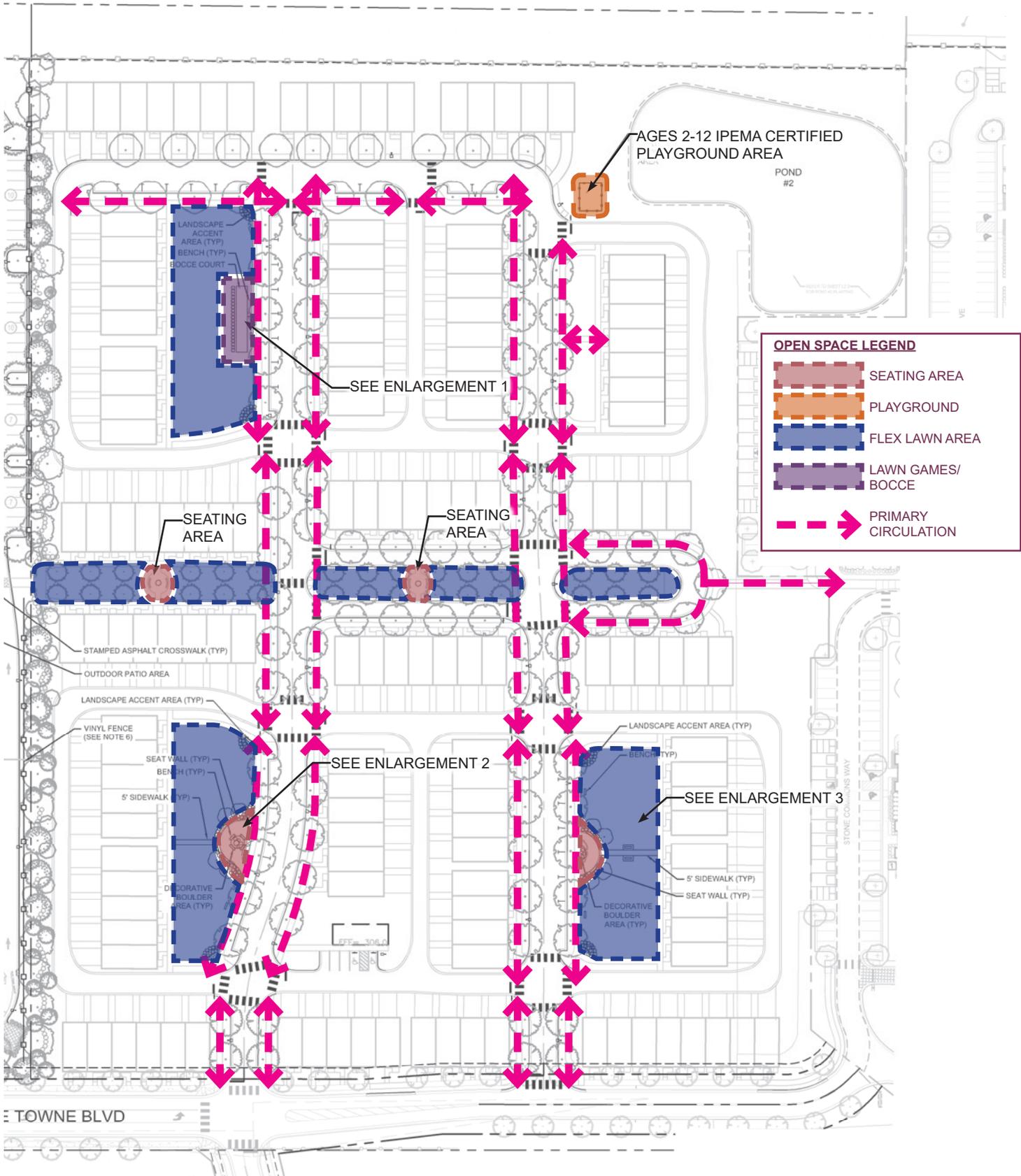
6. LANDSCAPING AND OPEN SPACE

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 multiple outdoor seating areas, a bocce ball court, playground and generous flexible lawn spaces that all 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



OPEN SPACE LEGEND

	SEATING AREA
	PLAYGROUND
	FLEX LAWN AREA
	LAWN GAMES/BOCCE
	PRIMARY CIRCULATION

OVERALL OPEN SPACE PLAN

JUNE 2020



AGES 2-12 IPEMA CERTIFIED PLAYGROUND



BENCH



SEAT WALL



LAWN GAMES (BOCCE)



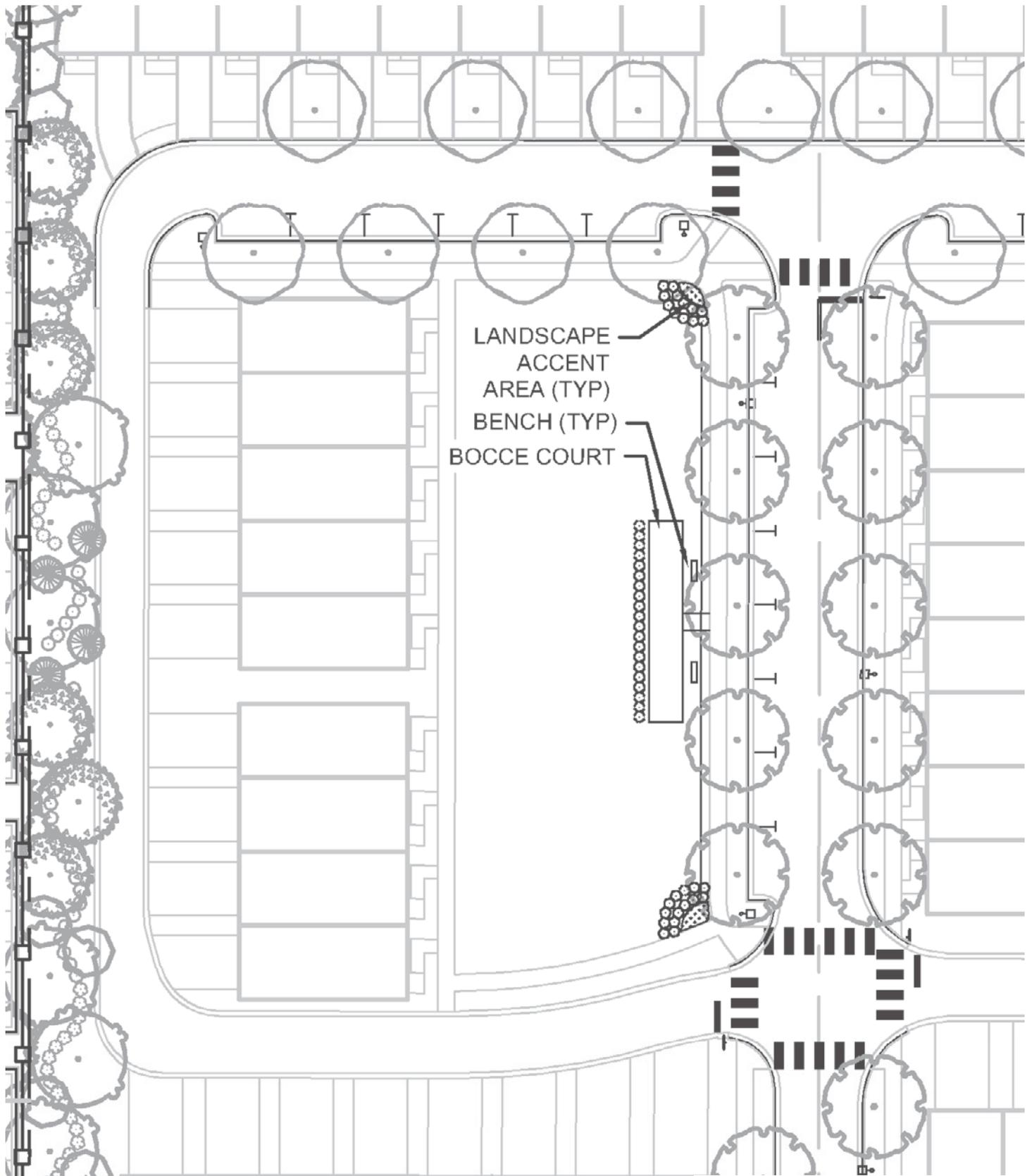
FLEX LAWN AREA



OPEN SPACE PLAN

PRECEDENT IMAGES

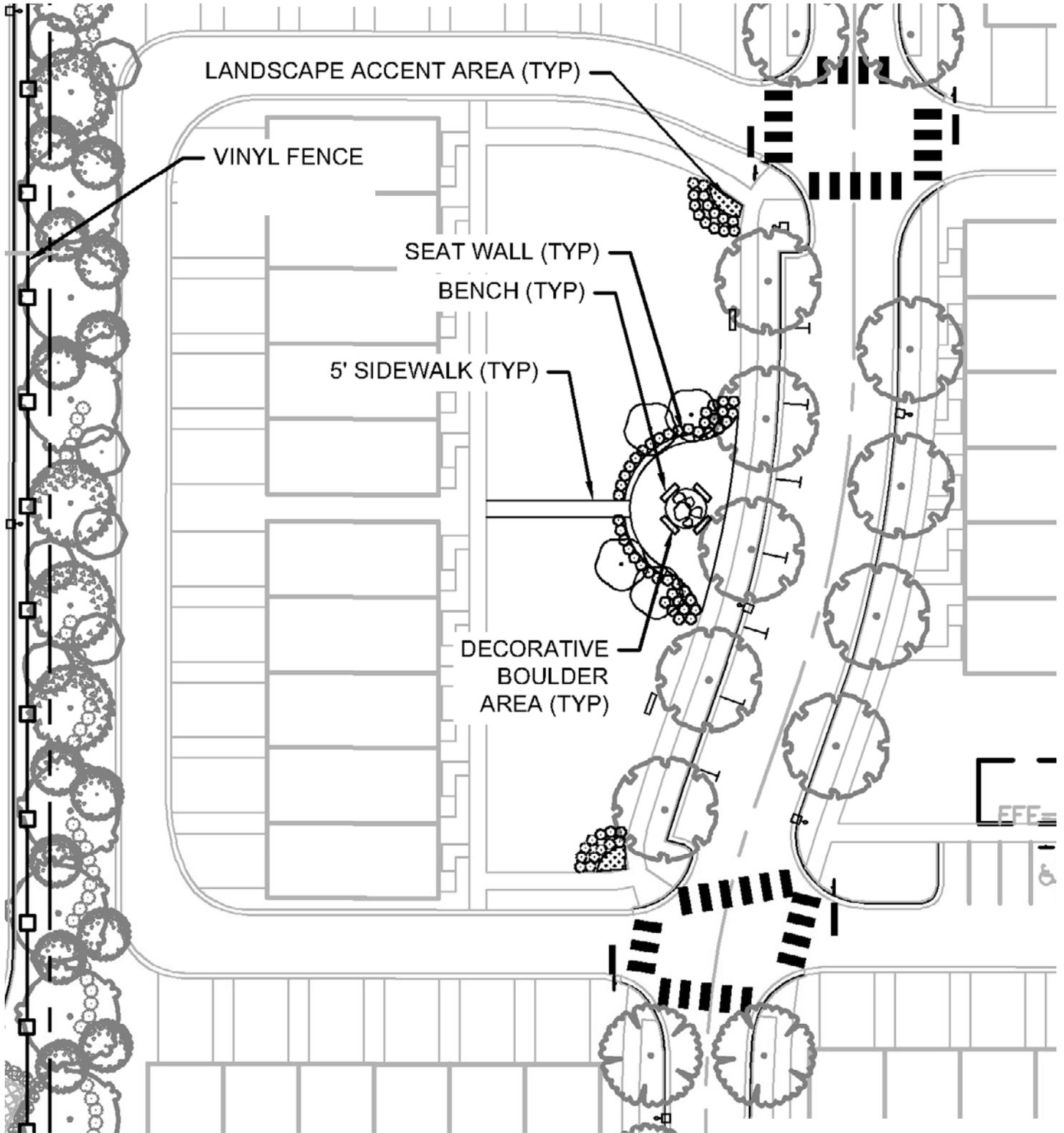
JUNE 2020



**OPEN SPACE PLAN
ENARGEMENT 1**

JUNE 2020

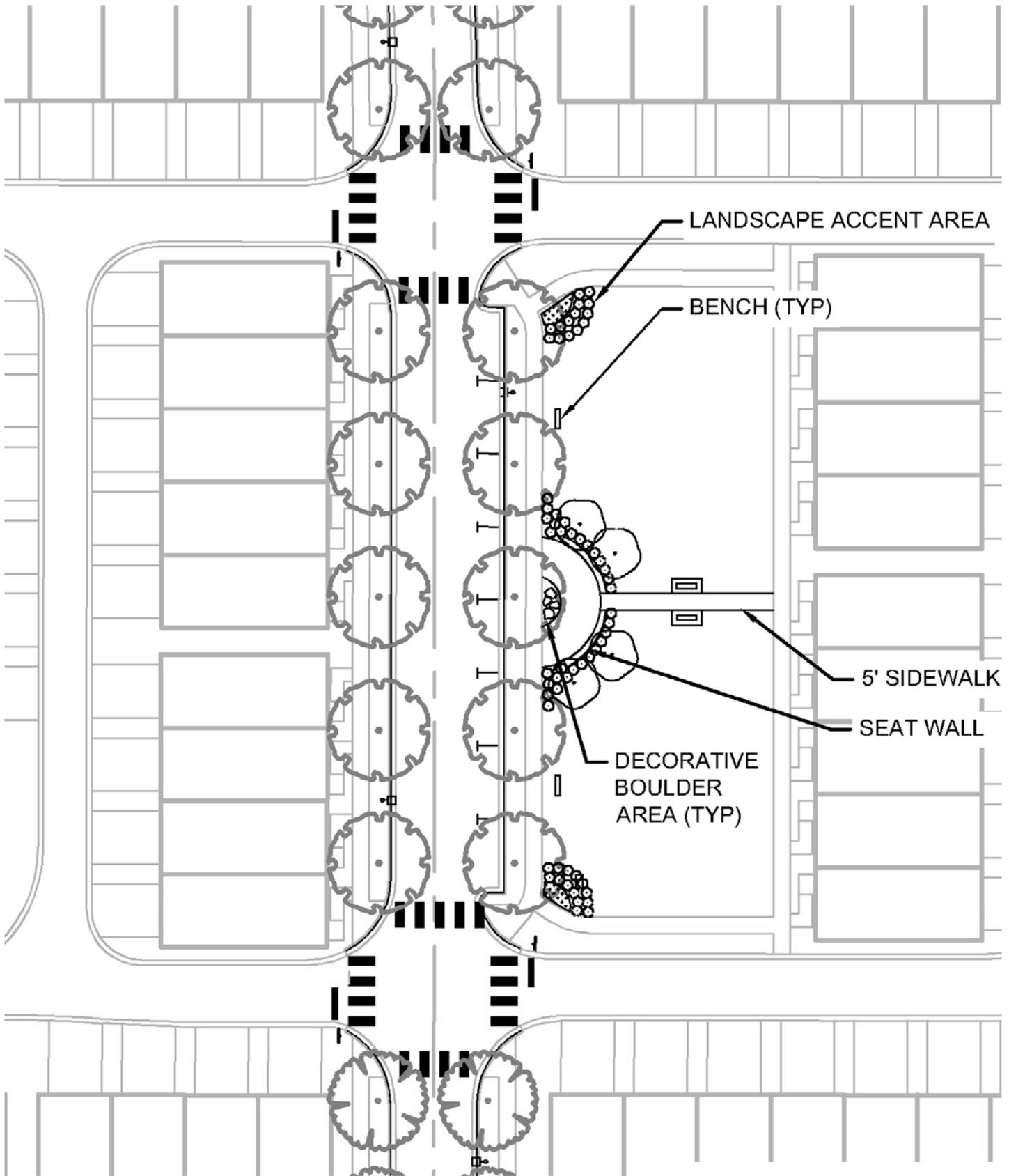




OPEN SPACE PLAN
ENARGEMENT 2

JUNE 2020





OPEN SPACE PLAN
ENARGEMENT 3

JUNE 2020



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
<i>Internal Capture</i>											
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
<i>Pass-By Traffic (ITE)</i>											
		<u>AM</u> <u>PM</u>									
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

Chris Bostic

Wes Hall

Stacey Crute

Craig Stepney

Jason Brown

Widewaters

Kimley-Horn

Kimley-Horn

Neighbor (staceycrute7@gmail.com)

Neighbor (castepney@gmail.com)

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

cstepney@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

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

EXHIBIT B
ZMA-7-16
Conditions

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. Pedestrian Orientation

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.



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%)



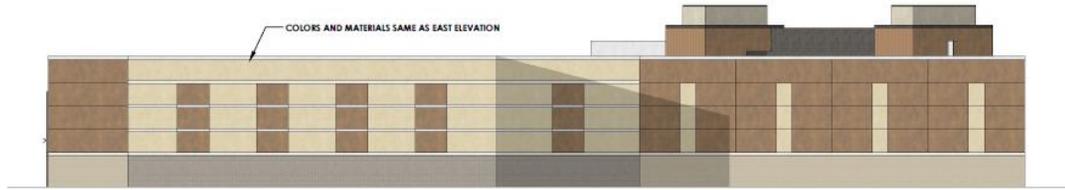
7 NORTH ELEVATION - BUILDING C
 1/16" = 1'-0"
 GLAZING CALCULATIONS:
 60'L X 14'H = 840 SF X 0.4 = 336 SF REQUIRED (40%)
 ACTUAL GLAZING PROVIDED: 390 SF (46%)



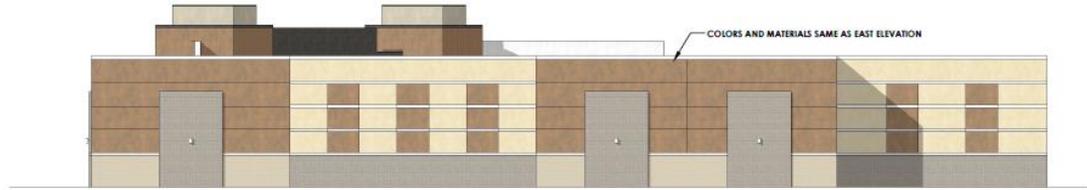
6 SOUTH ELEVATION - BUILDING C
 1/16" = 1'-0"
 GLAZING CALCULATIONS:
 58'L X 14'H = 812 SF X 0.4 = 325 SF REQUIRED (40%)
 ACTUAL GLAZING PROVIDED: 310 SF (38%)



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%)



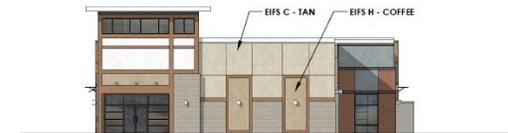
6 WEST ELEVATION - BUILDING A
 1/16" = 1'-0" GLAZING CALCULATIONS:
 59'L X 14'H = 826 SF X 0.4 = 330 SF REQUIRED (40%)
 ACTUAL GLAZING PROVIDED: 124 SF (15%)



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%)



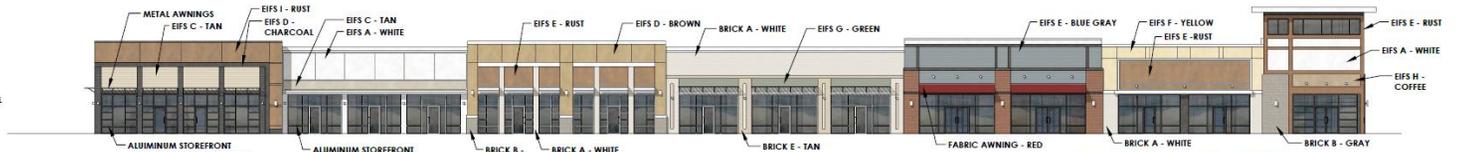
4 WEST ELEVATION - BUILDING B
 1/16" = 1'-0" GLAZING CALCULATIONS:
 312'L X 14'H = 4,368 SF X 0.4 = 1,747 SF REQUIRED (40%)
 ACTUAL GLAZING PROVIDED: 1,412 SF (32%)



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:
 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%)



Town of Knightdale

Staff Report Cover Sheet

Title: Town Reopening Plan

Staff: Suzanne Yeatts, Assistant Town Manager

Date: June 17, 2020

PURPOSE

- The purpose of the Reopening Plan is to communicate expectations for reopening Town of Knightdale municipal offices.

STRATEGIC PLAN PRIORITY AREA(S)

- Safe
- Connected & Inclusive
- Sustainable
- Active & Healthy
- Organizational Excellence

GENERAL STATUTE REFERENCE(S), if applicable

- N/A

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- Federal CARES Act Coronavirus Relief Fund (CRF)

ATTACHMENT(S)

- Reopening Knightdale Local Government Plan

STAFF RECOMMENDATION

- Receive information and provide any additional guidance to staff.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence

REOPENING KNIGHTDALE LOCAL GOVERNMENT PLAN

Purpose

The purpose of the Reopening Plan is to communicate expectations for reopening Town of Knightdale municipal offices. The Town's Mission Statement and Core Values provide guiding principles for the Reopening Plan which is aligned with the Town's Strategic Plan as well as Federal, State, and Local Guidelines.

The Town of Knightdale Mission Statement includes providing a healthy and safe environment. Core Values of the Town consist of Accountability, Respect, and Customer Service. The Reopening Plan includes background information, plan alignment, considerations, and implementation.

The Town will continue to monitor trends in public health, changes in guidelines and best practices, as well as the availability of personal protective equipment for staff. As circumstances change, adjustments to the Reopening Plan are expected and will be communicated as needed.

Background

Due to the COVID-19 Pandemic, Knightdale Mayor James Roberson declared a State of Emergency March 17, 2020 ordering all town facilities closed to the public with the exception of Public Safety facilities until modified or rescinded. This order was modified May 28, 2020 to reopen the Recreation Center for camp purposes on June 8, 2020 and the Pool and Clubhouse on June 13, 2020. Town Council meetings scheduled for March 18, April 6, and April 15 were canceled. Virtual meetings have been held during the month of May and are planned moving forward. Advisory Board meetings scheduled for the months of March, April, and May were canceled and virtual meetings are planned moving forward.

Town operations have continued despite the circumstances which include 36 full-time staff members working remotely with teleworking agreements in place. The only area of service experiencing reduced operations is Parks and Recreation activities. Employees who have continued to report to their normal work locations have been operating under the safety guidelines of their respective departments in addition to the following communication and direction provided from management:

- February 27: General coronavirus information provided with CDC and NCDHHS fact sheets.
-

- March 12: Notification of the following items effective immediately until further notice:
 - Workplace Health Precautions
 - Teleworking Mandate
 - Travel Restrictions & Technology Use for Meetings
 - Returning to Work After Personal Travel
 - Healthcare Notes
- March 18: Introduction of Administrative Leave and requirement for supervisors to ask employees about their health at the start of each workday/shift.
- April 1: Notification of new Federal leave regulations and repeal of Administrative Leave.
- May 12: Notification of removing restriction regarding return to work after personal travel and reminding employees of their responsibility to notify supervisor if they become symptomatic.

Plan Alignment

The Reopening Plan is aligned with the Town’s Strategic Plan as well as Federal, State and Local Guidelines.

Town of Knightdale Strategic Plan

The Town’s Strategic Plan outlines 5 focus areas that serve as the primary decision-making priorities for the Reopening Plan. Examples of alignment are outlined below.

	<p>SAFE</p> <p>Social Distancing Workspace Alterations Enhanced Cleaning Measures</p>
CONNECTED & INCLUSIVE	<p>Respect for Others Embracing Technology Virtual Meetings</p>
SUSTAINABLE	<p>Teleworking Staggered Work Schedules Reduced Energy Consumption</p>
ACTIVE & HEALTHY	<p>Self-Assessments & Supervisor Inquiry Respiratory Etiquette Stay at Home when Sick</p>
ORGANIZATIONAL EXCELLENCE	<p>Open Communication Setting Expectations Education & Guidelines</p>

Federal, State, and County Guidelines

Guidelines and recommendations from Federal, State, and County agencies have been incorporated into the Reopening Plan to ensure alignment of health recommendations and best practices.

- Centers for Disease Control & Prevention (CDC)
- Occupational Safety and Health Administration (OSHA)
- North Carolina Department of Health and Human Services (NCDHHS)
- Wake County Government

Plan Considerations & Implementation

Five categories were considered in developing the plan to reopen:

- Social Distancing & Physical Barriers
- Clean Environment
- Health
- Education & Guidelines
- Timeline

Each category of consideration is outlined below with details of implementation.

Social Distancing & Physical Barriers

Workspace Alterations

A decision filter was used to decrease exposure risk and determine when it is safe for employees to return to the office from teleworking as well as opening facilities to the public. Social distancing must be able to be maintained between employees and customers. The following alterations and barriers should be completed before returning staff and opening to the public.

- **Parks and Recreation Facilities**
 - Harper Park Office
 - Plexiglass guard to be installed at customer service window
 - Limit lobby area to 1 customer at a time
 - Signage to be installed at entry door limiting 1 customer entry
 - Recreation Center
 - Any alterations to allow opening at June 8, 2020 assessed and completed by department director
 - Pool and Clubhouse
 - Plexiglass guard to be installed at gate entry window
 - Any alterations to allow opening at June 13, 2020 assessed and completed by department director

- **Town Hall**
 - Development Services Department
 - Plexiglass or cubicle wall to be installed to enclose interior Planning Technician workspace
 - Plexiglass guard to be installed at customer service window
 - Limit 2nd floor waiting area to 1 customer at a time
 - Signage to be installed limiting 1 customer on 2nd floor
 - Finance Department
 - Plexiglass guard to be installed at customer service window
 - Limit lobby area to 7 customers at a time
 - Stanchions, rugs, and signage to be installed to ensure social distancing
 - Signage to be installed for limiting customer entry and routing
 - Administration and Human Resources Departments –No alterations necessary
- **Public Safety Facilities** – No alterations necessary
 - Future Eastern Wake Fire Facilities to be assessed
- **Public Works Facilities** – No alterations necessary

Shared Space & Common Area Guidelines

Employees should adhere to social distancing of 6 feet and/or to wearing face coverings while in shared spaces and common areas throughout all Town facilities.

- Lobbies and hallways
- Common Areas Within Departments
- Conference Rooms
- Break Rooms
- Restrooms
- Stairways
- Elevator
- Council Chamber
- Vehicles

Whenever possible, stairways and hallways should be limited to 1 person at a time or if multiple, moving in the same direction; elevator and vehicles should be limited to 1 person at a time or using face coverings when social distancing is not possible.

Signage will be displayed throughout Town facilities as a reminder of social distancing measures.

Teleworking & Staggered Work Schedules

A decision filter was used to decrease exposure risk and determine when it is safe for employees to return to the office from teleworking. Adequate staffing must be in office to assist customers when Town offices reopen. Employees who are not fully functional teleworking should be scheduled to return to work based on a staggered plan with 1 employee returning per week in each work area. Employees who are fully functional working remotely may continue teleworking until all partially functional staff members have returned. Further continued teleworking is an option for those who are able to perform all aspects of their job remotely. Directors are responsible for developing a staggered return to work schedule and for requesting approval of any position for continued teleworking beyond December 31, 2020.

Virtual Meetings

Continuing to use technology for virtual meetings is encouraged indefinitely. The safest type of meeting is a virtual one. The Town has invested in platforms such as Zoom and Microsoft Teams in order to continue to communicate, operate, and provide services for our citizens. When deciding whether to conduct virtual or in person meetings moving forward, staff should consider the risk and how Town operations would be affected if the group of individuals meeting in person were to become infected with COVID-19. For any in person meetings, social distancing of 6 feet must be maintained and/or face coverings should be worn.

Online Transactions & Use of Drop Box

Online transactions and use of the town hall drop box will continue to be encouraged through signage, website, and social media postings.

Adequate Air Filtering & Ventilation

Public Works staff will determine and make recommendations for any alterations needed for adequate air filtering and ventilation.

Clean Environment

Increased cleaning measures and new protocols will be required throughout Town facilities and include the following:

- Cleaning Contractor
 - Increased frequency
 - Use of checklist verifying work completed
 - List of sanitizing chemicals used
 - Increased “White Glove Testing” by Public Works staff
 - Employees are encouraged to notify Public Works staff of any concerns regarding cleaning contractor performance through use of the work order system.
- Hands-free sanitizing stations are being installed throughout Town facilities for use by employees and customers.
- Shared Space/Common Area Guidelines:
 - Employees should not share equipment whenever possible.

- Sanitization supplies will be available in shared spaces (copiers, break rooms):
 - Employees are expected to sanitize shared equipment and spaces after each use (copy machines, appliances, counter tops)
 - Employees are expected to sanitize high touch surfaces frequently (door handles, light switches, desks, counters, handles, etc.)
- An adequate inventory of CDC approved cleaning supplies will be maintained for replenishment at employee request.

Health

In order to provide a safe and healthy environment for all employees and customers, the following guidelines will be followed:

- Employees must continue to self-assess their health before reporting to work and report any symptoms that may start to display while at work.
 - Common symptoms of COVID-19 include:
 - Fever
 - Chills
 - Dry Cough
 - Shortness of Breath
 - Other less common symptoms of COVID-19 may include:
 - Loss of Taste/Smell
 - Headaches
 - Aches & Pains
 - Sore Throat
 - Fatigue
- Employees who are sick should not report to work and should leave work when necessary
 - An employee displaying symptoms who cannot leave the workplace immediately should be isolated and provided with a face covering.
 - Federal leave act continues through December 31, 2020 allowing enhanced leave options.
- Supervisors must continue to ask employees if they are experiencing any symptoms at the start of each day/shift.
- An adequate inventory of gloves, face coverings, hand sanitizer, tissues will be provided by the Town.
- Respiratory Etiquette/Personal hygiene will be expected and promoted:
 - Sneeze or cough into tissue or inside of elbow
 - Avoid touching face
 - Frequently wash hands with soap and warm water for at least 20 seconds or use hand sanitizer with at least 60% alcohol content.
 - Respect the space of others and wear a face covering if social distancing of 6 feet is not possible.
 - Avoid shaking hands

Signage will be displayed throughout Town facilities as a reminder of health measures.

Education & Guidelines

Guidelines for staff will be provided within this plan and posted in the Power DMS system with a required acknowledgement deadline prior to reopening.

Virtual training will be provided including reference to the following:

- Behavioral Guidelines
- Safety Measures
- Sanitizing Protocols
- Proper use of Face Covering, Gloves

Consistent signage will be placed throughout Town facilities and will include:

- Routing and limit of customers entering Town facilities where necessary
- Social Distancing
- Personal Hygiene & Respiratory Etiquette

Timeline

Town Facilities will remain closed through July 31, 2020.

- Exceptions: Considerations prior to plan implementation were made by individual department directors.
 - Public Safety
 - Parks & Recreation Rec Center for Camp reopens June 8, 2020
 - Parks & Recreation Pool & Clubhouse reopens June 13, 2020
- Reopening August 3, 2020 is contingent upon the following:
 - Town hall renovations
 - Furniture installation
 - Return of displaced staff
 - Plan implementation complete
 - Availability of personal protective equipment and sanitization supplies
 - Adjustments to Federal, State, or County guidelines and best practices
 - Trends in public health as observed through county and state health departments

Town Council and Advisory Board meetings will continue virtually through July 2020. Social distancing will be required with limited capacity when in person meetings resume and may require hybrid meetings.

Behavioral Guidelines

All Town employees are expected to adhere to the following behavioral guidelines. Any employee with concerns related to expectations should seek guidance from their supervisor, department director, or human resources staff.

COVID-19 is primarily spread via respiratory droplets (coughing, sneezing, talking, etc.). There are people around you who may be at high risk. Even if you show no symptoms, you can spread the virus so please be respectful of others by adhering to the following guidelines.

- Review and acknowledge behavioral guidelines (within the Power DMS system).
- Perform self-health assessments every day.
- Do not report to work if you are sick or displaying symptoms of illness.
- Notify your supervisor immediately if you begin displaying symptoms while you are at work and make arrangements to return home.
- If you supervise others:
 - Ask employees about their health daily at the start of the workday/shift.
 - Send employees home if they are displaying symptoms at work.
 - Be understanding of employee needs related to the pandemic including sickness, childcare, fears and emotions, and their desire to wear a face covering and/or gloves while working.
- Maintain social distancing of at least 6 feet from others at all times whenever possible.
- Wear a face covering if social distancing cannot be maintained.
- Avoid shaking hands with others.
- Clean and disinfect shared equipment after you use it (copiers, printers, telephones, computers, appliances).
- Clean and disinfect high touch surfaces frequently (countertops, door handles, light switches).
- Follow personal hygiene/respiratory etiquette:
 - Wash your hands frequently with warm soapy water for at least 20 seconds each time or use hand sanitizer with at least 60% alcohol content and rub hands together until they are dry.
 - Avoid touching your face.
 - Avoid close contact with people who are ill.
 - Cover your mouth and nose with a tissue when you cough and sneeze; or use the inside of your elbow.
 - Do not reuse tissues after coughing, sneezing, or blowing your nose.
 - Do not come to work if you are sick.
- Avoid and limit close contact as much as possible:
 - Schedule virtual meetings.
 - Communicate through telephone and email.
- Report concerns of social distancing, cleanliness, or health immediately.



Town of Knightdale

Staff Report

Title: Facial Covering Discussion

Asst. Town Manger Signature: SMY

Staff: Suzanne Yeatts, Asst. Town Manager

Town Manager Signature: WRS

Date: June 17, 2020

BACKGROUND INFORMATION

- The North Carolina Department of Health and Human Services provides daily updates on the effects of the COVID-19 pandemic in our state. To date, there are over 46,000 confirmed cases; over 1,200 deaths; and 850 currently hospitalized. The state continues to urge the citizens of North Carolina to “Know Your Ws” if you leave home:
 - WEAR a cloth face covering.
 - WAIT 6 feet apart. Avoid close contact.
 - WASH your hands often or use hand sanitizer.

SUMMARY

- North Carolina transitioned to “Safer at Home” Phase 2 of a three-phased approach on May 22, 2020. Phasing is based on data from testing, tracing, and trends to lift restrictions in place to slow the spread of the COVID-19 pandemic and save lives. The following chart illustrates the latest key metrics and status in measuring progress toward continuing to lift restrictions:

METRIC	STATUS
Sustained leveling or decreased trajectory:	
In COVID-like illness surveillance over 14 days	Increasing Slightly
Of lab-confirmed cases over 14 days	Increasing
In percent of tests returning positive over 14 days	Increasing Slightly
In hospitalizations over 14 days	Trending Up

- Recent scientific studies prove that face coverings are effective at preventing the spread of the virus and this is the only tool we know of as there is no vaccine or treatment.
- Southeast Raleigh and Knightdale have the highest rates of cases throughout the county to date.

RECOMMENDED ACTION

- Discuss consideration of recommending or requiring face coverings in public when social distancing cannot be maintained by expanding the current State of Emergency Proclamation by the Mayor or by Resolution of the Council.



UPCOMING EVENTS & MEETINGS

JULY 13

Land Use Review Board

7:00 pm

JULY 15

Town Council

7:00 pm



Most Affordable Place to Live in NC

-SmartAsset.com 2015-2017

Top 10 Fastest Growing Community in NC

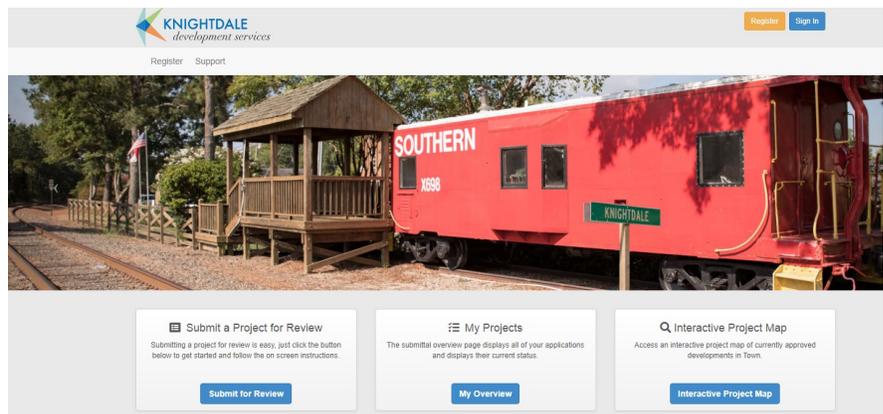
-US Census Bureau

ELECTRONIC PLAN REVIEW

The Development Services Department is excited to announce that the Town's new Digital Application and Plan Review Portal is now accepting applications! This new plan review will streamline the submittal process for applicants. Residents, contractors, and business owners can now apply for Zoning Compliance Permits, Home Occupation Permits, Livestock/Fowl Permits, Sign Permits, and Temporary Banner Permits online.

Please access the new portal by clicking [here](#). If you have any questions while using our new portal, please either visit our [support page](#) for user guides and tutorial videos. If you need additional assistance, please reach out directly to the Town's Planner, Donna Tierney, at donna.tierney@knightdalenc.gov.

Please stay tuned as additional application types will go live in the coming months!



QUESTIONS ABOUT SUBMITTING BUILDING PERMITS?

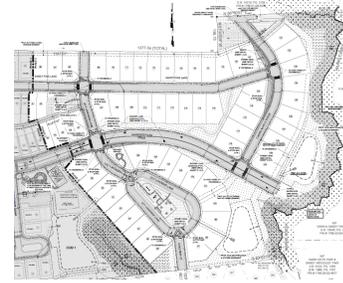
As a reminder, all residential and commercial building permit applications are still submitted on the [Wake County Permit Portal](#).

If you have questions about submitting residential and commercial building permit applications, please watch the [How-To-Video Tutorials](#). If you have any additional questions, please reach out to the Town's Planning Technician, Aquila Blackwell, at aquila.blackwell@knightdalenc.gov.

BUILDING PERMITS (TOWN LIMITS)	May	YTD
Single Family Dwellings (SFD)	8	62 - \$11,693,547
Average Construction Value	\$233,334	\$188,606
Residential Additions	10	40 - \$682,219
Commercial	7	39 - \$8,845,307
Certificates of Occupancy (SFD)	11	64
Mechanical Permits	27	112
DEVELOPMENT REVIEW	May	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	May	YTD
Variances	0	0
Appeals	0	0
LEGISLATIVE CASES	May	YTD
Zoning Text Amendment	0	0
Zoning Map Amendment	2	2

Building Briefs

- Construction drawings are nearing completion for Phase 2 of the Haywood Glen subdivision. Phase 2 is 25 acres and will consist of 64 lots.



- A temporary Certificate of Occupancy was issued for the new Great Falls Medical Center located at 1101 Great Falls Court.



- Elevate Building Company submitted a building permit for interior renovations for Northpoint Community Church located at 1001 Steeple Square Court.

CENSUS 2020



It is not too late, please complete the 2020 Census today! All households received an invitation to participate in the census to help shape the Town and County. Census results help determine funding, Congress seats, and legislative boundaries. You can respond online, by phone, or by mail. If you have any questions, please visit the census [website](#).

NEW STAFF CERTIFICATION

Kevin Lewis, the Town's Current Senior Planner, and Aquila Blackwell, the Town's Planning Technician, recently earned their [Certified Zoning Official Certification](#), a professional certification offered by The North Carolina Association of Zoning Officials and the UNC-School of Government. This certification consists of virtual classes and final examination. Their new knowledge and certification will assist with inspecting sites, dealing with conflict, reviewing plans, and enforcing the Town's ordinance. Congratulations to them on their accomplishment!

Staff

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Aquila Blackwell, 919.217.2244
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Town of Knightdale

Report to Council - Budget Transfers (Continued)

Approved by Town Manager:

June 17, 2020

Account Name	Account Number	Increase (Decrease)
5 Contract Services - Adult (Parks & Rec)	10-6700-6702	\$ (3,000.00)
Contract Services (Parks & Rec)	10-6700-6700	\$ 3,000.00
6 Personnel Welfare (Human Resources)	10-2050-6820	\$ 2,908.00
Wellness (Human Resources)	10-2050-6825	\$ (2,908.00)
7 PPE Supplies (Human Resources)	10-2050-6825	\$ 20,000.00
Health Insurance (Police)	10-5100-5070	\$ (5,000.00)
Health Insurance (Fire)	10-5110-5070	\$ (5,000.00)
Daddy-Daughter Dance (Parks & Rec)	10-6200-6879	\$ (5,000.00)
Easter (Parks & Rec)	10-6200-6880	\$ (5,000.00)
8 Salaries - Fulltime (Police)	10-5100-5000	\$ (45,000.00)
Salaries - Fulltime (Administration)	10-1000-5000	\$ 20,000.00
Professional Services (Legislative)	10-1050-6000	\$ 25,000.00
Salaries - Fulltime (Fire)	10-5110-5000	\$ (5,000.00)
Contract Services (Legislative)	10-5110-6700	\$ 5,000.00
9 Salaries - Fulltime (Finance)	10-3000-5000	\$ (5,000.00)
Salaries - Merit (Finance)	10-3000-5040	\$ (5,000.00)
Capital Outlay (Finance)	10-3000-7100	\$ 10,000.00

JUSTIFICATION: State reason(s) for the change(s) with full justification for both the increases and decreases.

5 To transfer funds within Parks and Recreation for power washing and repainting pool surface.

6 To transfer funds budgeted in Human Resources from Wellness to Personnel Welfare in effect combining the two accounts into one.

7 Changing the account from Wellness to PPE supplies to combine and track the purchase of PPE supplies and materials with funding transferred from available funds in Police, Fire, and Parks & Recreation.

8 To provide additional funding for Administration Salaries and Legislative Professional Services from vacant position salaries in Police.

Additionally, to transfer funds within Fire to contracted services to fund the cost of land evaluation services.

9 To transfer funds within Finance to provide additional funding for the purchase of office furniture as part of the first floor renovations.

Kimberly Kenny
(Finance Officer)

6/17/2020
(Date)

Bill Summers
(Town Manager)

6/17/2020
(Date)