



KNIGHTDALE TOWN COUNCIL MEETING AGENDA

950 Steeple Square Court, Knightdale, North Carolina 27545

February 19, 2020

7:00 p.m.

WELCOME by Mayor Roberson.

INVOCATION by Councilor Young

ITEM I. ADOPTION OF AGENDA

ITEM II. PRESENTATIONS, RECOGNITIONS, AWARDS

- A. Resolution Honoring Army Specialist Antonio Moore Mayor
[RES #20-02-19-001](#)
- B. [Introduction and Oath of New Police Officers](#) Police Chief
- C. Introduction of Business Analyst Finance Director

ITEM III. PUBLIC COMMENT

The Public Comment Period provides an opportunity for the public to address the Town Council. Anyone may speak on an issue other than a public hearing item during this time of Public Comment. If you anticipate speaking during tonight's meeting, please print your name and address on the form at the entry table. Before speaking, please step up to the podium and state your name and address for the record. Speaker comments are limited to three (3) minutes. 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. [January 15, 2020 Regular Meeting Minutes](#)
- B. January 15, 2020 Closed Session Minutes
- C. [February 3, 2020 Work Session Minutes](#)
- D. [February 8, 2020 Special Meeting Minutes](#)
- E. [2020 Meeting Schedule Amendment 03](#)
- F. [2020 Advisory Board Appointments](#)
- G. [Governor's Crime Commission Grant Authorization](#)
- H. [Governor's Highway Safety Program Grant Authorization](#)
- I. [UDO Update Committee Appointments](#)

- K. [Wake County Review Officer Appointments](#)
RES #20-02-19-002
- L. [FY20 Independent Audit Engagement Contract](#)
- M. [S&ME Supplemental Materials Testing Contract](#)
- N. [Resolution of Support for NC Turnpike Authority's INFRA Grant Application](#)
RES #20-02-19-003
- O. [Resolution of Support for the NCDOT's INFRA Grant Application](#)
RES #20-02-19-004

ITEM V. JOINT PUBLIC HEARINGS

If you anticipate speaking at tonight's joint public hearing, please print your name and address on the form at the entry table. You must speak from the podium to assure an accurate record of testimony. Before speaking, please state your name and address for the record. Speaker comments are limited to three (3) minutes and large groups are asked to designate a spokesperson.

ITEM VI. PUBLIC HEARINGS

If you anticipate speaking at tonight's public hearing, print your name and address on the form at the entry table. You must speak from the podium to assure an accurate record of testimony. Before speaking, please state your name and address for the record. Speaker comments are limited to three (3) minutes and large groups are asked to designate a spokesperson. If the Mayor announces that the hearing is a quasi-judicial public hearing, all speakers must be administered an oath by the Town Attorney.

[Thales Academy Educational Bond](#)
RES #20-02-19-005

Assistant Town Manager

ITEM VII. SET PUBLIC HEARINGS

ITEM VIII. OLD BUSINESS

- A. [ZMA-6-19 The Collection PUD](#) Senior Planner
ORD #20-02-19-001
- B. [ZMA-7-19 Poplar Creek Village Phase IV](#) Senior Planner
ORD #20-02-19-002
- C. [Land Dedication Request for Habitat for Humanity Subdivision](#) DS Director
- D. [ZMA-9-19 Habitat for Humanity PUD](#) Planner
ORD #20-02-19-003

ITEM IX. NEW BUSINESS

- A. [FY19 Citizen's Financial Report](#) Finance Director
- B. [FY20 Second Quarter Financial Update](#) Finance Director

ITEM X. ADMINISTRATIVE REPORTS

ITEM XI. UPCOMING EVENTS

ITEM XII. ADVISORY BOARD REPORTS

- A. Land Use Review Board Councilor Morgan

- B. Parks and Recreation Advisory Board
- C. Public Safety Advisory Board

Councilor Young
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

Closed Session pursuant to NCGS § 143-318.11(a)(3)

ITEM XV. ADJOURNMENT

FYI: [Development Services Insider](#)
[Budget Transfer](#)



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

RESOLUTION #20-02-19-001
RESOLUTION HONORING THE LIFE OF
ARMY SPECIALIST ANTONIO MOORE

WHEREAS, Army Specialist Antonio Moore was from Wilmington, North Carolina and graduated from John T. Hoggard High School in 2016; and

WHEREAS, Army Specialist Antonio Moore chose to serve his country and was assigned to the 363rd Engineer Battalion, 411th Engineer Brigade in Knightdale, North Carolina; and

WHEREAS, Army Specialist Antonio Moore was killed in a rollover accident during Operation Inherent Resolve in Syria on January 24th, 2020; and

WHEREAS, the citizens of Knightdale live in freedom because of the contributions and sacrifices made by Army Specialist Antonio Moore and others serving in the United States Armed Forces; and

WHEREAS, Army Specialist Antonio Moore's service and sacrifice will always be remembered.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Knightdale, North Carolina wishes to honor the life of Army Specialist Antonio Moore and his ultimate public service of placing country above self.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Knightdale Town Council expresses its heartfelt sympathy to the family and friends of Army Specialist Antonio Moore for the loss of this brave soldier who died a hero protecting our freedom.

This the 19th day of February, 2020.

BY: _____
James A. Roberson, Mayor

ATTEST: _____
Heather M. Smith, Town Clerk



Town of Knightdale

Staff Report Cover Sheet

Title: Oaths for New Police Officers

Staff: Chief Lawrence Capps

Date: February 19, 2020

PURPOSE

- Swearing ceremonies celebrate a new officer's appointment to public office. It also affords new officers an opportunity to publicly affirm their oath.

STRATEGIC PLAN PRIORITY AREA(S)

- Safe
- Organizational Excellence

GENERAL STATUTE REFERENCE(S), if applicable

- NCGS 11-11

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- N/A

ATTACHMENT(S)

- Staff Report
- Oath of Office – Dennis Phipps
- Oath of Office – Alyssa Lennon

STAFF RECOMMENDATION

- Formally administer the statutorily required oath of office for law enforcement personnel.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report

Title: Oath for New Police Officer

Staff: Chief Lawrence Capps

Date: February 19, 2020

Director Signature: LRC

Town Manager Signature: WRS

BACKGROUND INFORMATION

- On January 13th, Officer Dennis Phipps and Alyssa Lennon began their employment with the Town of Knightdale. Both officers recently graduated from the Basic Law Enforcement Training program at Wake Tech Community College. Ms. Lennon is a previous intern for the Police Department and Citizens Academy graduate. She is also a graduate of the University of Wisconsin where she double majored in Criminal Justice and Spanish.
- As a sponsored cadet by Knightdale PD, Dennis has earned his law enforcement certification and is continuing his commitment to public service and safety. As a member of the Wake Forest Fire Department, he brings a wealth of knowledge to his new role.

SUMMARY

- NCGS 11-11 requires all law enforcement personnel to take an oath of office. The swearing ceremony affords Officers Lennon and Phipps the opportunity to publicly affirm this oath.

RECOMMENDED ACTION

- Formally administer the statutorily required oath of office for law enforcement personnel.



**TOWN OF KNIGHTDALE
Police Department**

STATE OF NORTH CAROLINA

**OATH OF OFFICE – TOWN OF KNIGHTDALE
February 19, 2020**

Law Enforcement Officer Oath:

I, Dennis Phipps, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws on North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Police Officer, so help me, God.

**Dennis Phipps
Police Officer**

Sworn to and subscribed before me this the 19th day of February, 2020.

**James Roberson
Mayor**

Wake County

I, Heather M. Smith, a Notary Public for Wake County, North Carolina, do hereby certify that Dennis Phipps and James Roberson personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal this the 19th day of February, 2020.

Notary Public

My commission expires _____, 20____.



**TOWN OF KNIGHTDALE
Police Department**

STATE OF NORTH CAROLINA

**OATH OF OFFICE – TOWN OF KNIGHTDALE
February 19, 2020**

Law Enforcement Officer Oath:

I, Alyssa Lennon, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws on North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Police Officer, so help me, God.

**Alyssa Lennon
Police Officer**

Sworn to and subscribed before me this the 19th day of February, 2020.

**James Roberson
Mayor**

Wake County

I, Heather M. Smith, a Notary Public for Wake County, North Carolina, do hereby certify that Alyssa Lennon and James Roberson personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal this the 19th day of February, 2020.

Notary Public

My commission expires _____, 20____.



Town of Knightdale

Staff Report Cover Sheet

Title: Town Council Minutes

Staff: Heather Smith, Town Clerk

Date: February 19, 2020

PURPOSE

- Approve minutes from the January 15, 2020 Regular Meeting, January 15, 2020 Closed Session, February 3, 2020 Work Session, and February 8, 2020 Special Meeting.

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)

- January 15, 2020 Regular Meeting Minutes
- February 3, 2020 Work Session Minutes
- February 8, 2020 Special Meeting Minutes

STAFF RECOMMENDATION

- Approve the minutes from January 15, 2020 Regular Meeting, January 15, 2020 Closed Session, February 3, 2020 Work Session, and February 8, 2020 Special Meeting.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



KNIGHTDALE TOWN COUNCIL MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

January 15, 2020

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

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

ABSENT: No one.

Staff Members Present: Town Manager Bill Summers, Assistant Town Managers Dustin Tripp and Suzanne Yeatts, Interim Town Attorney Roger Knight, Development Services Director Chris Hills, Assistant Development Services Director Jason Brown, Senior Planner Kevin Lewis, Planner Donna Tierney, Planning Technician Aquila Blackwell, Fire Chief Loren Cone, Police Chief Lawrence Capps, Finance Director Tim Flora, Parks and Recreation Director Chris Wiley, Public Works Director Phillip Bunton, Code Enforcement Officer/Planner Donovan Applewhite, Town Clerk Heather Smith, and Public Information Officer Jonas Silver.

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

WELCOME
Welcome by Mayor Roberson

INVOCATION
Invocation by Councilor Swan

ITEM I. ADOPTION OF AGENDA
...Motion by Mayor Pro Tem Day to adopt the agenda. Motion seconded by Councilor Young and carried unanimously.

ITEM II. PRESENTATIONS, RECOGNITIONS, AWARDS
A. Introduction of Code Enforcement Officer/Planner
Development Services Director Chris Hills introduced Donovan Applewhite, the new Code Enforcement Officer/Planner.

- B. 2020 Knightdale Appearance Awards
Planning Technician Aquila Blackwell, Mayor James Roberson, and Land Use Review Board Chairperson Latatious Morris presented Appearance Awards to the following recipients:

Recently Renovated Building (Commercial): Burn Boot Camp
Citizen or Local Organization: John Rex Endowment

- C. Stormwater Program Update
Assistant Town Manger Dustin Tripp introduced Lars Hagen, with WithersRavenel, who provided an overview of Knightdale's Stormwater Program and answered questions from Council.

ITEM III. PUBLIC COMMENT

- A. Open to the Public
Tracey Williams, 404 Morganite Court, asked Council to consider installing speed bumps in the Emerald Pointe subdivision due to excessive speeding through the 15 MPH zone. Mr. Williams is concerned for the safety of the children in the neighborhood.

Winifred Richardson, 208 Onyx Lane, requested that Aqua Marine Lane receive speed bumps as it is the entrance to Emerald Pointe and where speeding often occurs. Ms. Richardson indicated that the neighborhood has installed speed limit tracking signs in the past, which were not effective.

- B. Report on Citizen Inquiries
No Report.

ITEM IV. CONSENT AGENDA

- A. December 18, 2019 Regular Meeting Minutes
...Approve the December 18, 2019 Regular Meeting Minutes.
- B. January 6, 2020 Work Session Minutes
...Approve the January 6, 2020 Work Session Minutes.
- C. Dissolution of Finance and Planning and Engineering Committees
RES #20-01-15-001
...Adopt Resolution #20-01-15-001 dissolving the Finance and Planning and Engineering Committees.
- D. 2020 Meeting Schedule Amendment 02
...Adopt the 2020 Meeting Schedule Amendment 02.
- E. Position Classification Plan Amendment
...Adopt amendment to the Position Classification Plans.

**...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: Chairperson Latatious Morris, Darryl Blevins, Steve Evans, Bradley Pope, Tiffanie Meyers, Rita Blackmon and Michael Blake.

Land Use Review Board Members Absent: Vice-Chairperson Gentry Lassiter.

ZMA-9-19 Habitat for Humanity PUD
Public Hearing opened at 7:31 p.m.

Planner Donna Tierney presented the project profile on ZMA-9-19 Habitat for Humanity PUD. The applicant is requesting to be rezoned from Urban Residential 12 (UR12) to Urban Residential 12 – Planned Unit Development (UR12-PUD) in order to develop a 17 lot rear-loaded single family subdivision.

Ms. Tierney shared the vicinity map, master plan, project timeline, proposed architectural standards and proposed home elevations and answered questions from Council in regards to parking pads and the location of the stormwater pond.

Bill Ahern, 2420 N. Raleigh Blvd. Raleigh, NC, CEO of Habitat for Humanity of Wake County, provided an overview of the Habitat for Humanity Program, discussed the need for affordable housing, and spoke in favor of the proposed development.

Winifred Richardson, 208 Onyx Lane, spoke in favor of the proposed development, noting that she supports Habitat for Humanity and if the project is approved, will volunteer to help build the homes.

...Motion by Councilor Swan to close the public hearing at 7:49 p.m. and to refer ZMA-9-19 to the February 10, 2020 Land Use Review Board meeting for advisory statement and recommendation. Motion seconded by Councilor McDonald and carried unanimously.

Mayor Roberson called for a brief recess at 7:50 p.m.

Mayor Roberson called the meeting to order at 7:57 p.m.

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 #20-01-15-001

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

...Motion by Councilor Young to continue ZMA-7-19 to the February 19, 2020 Town Council meeting. Motion seconded by Mayor Pro Tem Day and carried unanimously.

- B. ZMA-6-19 The Collection PUD
ORD #20-01-15-002

Senior Planner Kevin Lewis presented an update on ZMA-6-19 The Collection, indicating that the applicant has requested a continuation.

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

ITEM IX. NEW BUSINESS

- A. Knightdale Station Village Mixed Use Building Elevations
Development Services Director Chris Hills reviewed the Knightdale Station Village project and presented the proposed architectural design for the mixed-use building, indicating that staff recommends a multi-tone concept.

Mr. Hills introduced Architect Tony Johnson, who discussed the building design and concept for Knightdale Station Village.

Council inquired as to the possibility of adding a third story or the visual effect of a third story to the building design. Mr. Johnson indicated that the penthouse apartments and balconies could be pulled out to give the impression of another story. Since the developers have already committed to the square footage, it would be difficult to add more units without having to recalculate costs and need for additional parking.

...Motion by Councilor Young to approve the proposed elevations and direct KSV to proceed with final building design. Motion seconded by Mayor Pro Tem Day and carried unanimously.

- B. Town Hall Renovations
Public Works Director Phillip Bunton updated Council on the upcoming first floor renovations at Town Hall. With the relocation of the Parks and Recreation Department, the space on the first floor will be repurposed to give Human Resources additional space to conduct interviews and trainings.

Mr. Bunton indicated that the renovations will ensure Town Hall is ADA compliant and offer additional security measures.

Mayor Roberson inquired as to the impact on staff during renovations and Town Manager Bill Summers shared where staff would be relocating to during the project.

Councilor Morgan asked if a future expansion of the first floor of Town Hall was possible due to the reduction in footprint. Town Manager Bill Summers indicated that it would be possible, but that it would be another project.

...Motion by Councilor Swan to authorize the Town Manager to enter into a contract for the first floor renovations at an amount not to exceed \$260,600.00. Motion seconded by Councilor Young and carried unanimously.

ITEM X. ADMINISTRATIVE REPORTS

None at this time.

ITEM XI. UPCOMING EVENTS

Public Information Officer Jonas Silver shared that Town Hall will be closed for Martin Luther King Jr. Day and highlighted the Cupid Run, Fitness Friday Night Out, Zumba and Line Dancing at the Recreation Center.

ITEM XII. ADVISORY REPORTS

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

B. Parks & Recreation 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.

None at this time.

ITEM XIV. CLOSED SESSION

...Motion by Councilor McDonald to enter into Closed Session pursuant to NCGS 143.318-11(a)(3) and NCGS 143.318-11(a)(5) at 8:25 p.m. Motion seconded by Councilor Young and carried unanimously.

Council returned to open session at 9:02 p.m.

ITEM XV. ADJOURNMENT

...Motion by Councilor Swan to adjourn at 9:03 p.m. Motion seconded by Councilor Young and carried unanimously.

James A. Roberson, Mayor

Heather M. Smith, Town Clerk



KNIGHTDALE TOWN COUNCIL WORK SESSION MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

February 3, 2020

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

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

ABSENT: No one.

Staff Members Present: Town Manager Bill Summers, Assistant Town Manager Suzanne Yeatts, Finance Director Tim Flora, Development Services Director Chris Hills, Assistant Development Services Director Jason Brown, Police Chief Lawrence Capps, Fire Chief Loren Cone, Public Works Director Phillip Bunton, and Town Clerk Heather Smith.

Meeting called to order by Mayor Roberson at 7:03 p.m.

WELCOME
Welcome by Mayor Roberson.

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

ITEM II. DISCUSSION

A. Wake County Revaluation Presentation
Tax Administrator Marcus Kinrade reviewed the reappraisal process, county-wide historical trends, and discussed the results of the 2020 reappraisal.

Mr. Kinrade identified North Carolina Property Tax Relief Programs, highlighted the 2020 project schedule, and answered questions from Council.

B. Town of Knightdale Revaluation Discussion
Finance Director Tim Flora shared how the 2020 Wake County reappraisal results could impact the town's upcoming budget.

Mr. Flora reviewed the town's revenue sources and current property tax rate, noting the tax rate has not increased in seven years.

Mr. Flora explained the term revenue neutral and outlined Knightdale's revenue neutral rate, explaining its effect on individual properties. He noted budgetary considerations for FY21, including revenue and population trends and the use of fund balance reserves and answered questions from Council.

C. Knightdale Station Village Building Elevations

Development Services Director Chris Hills provided a historical overview of First Avenue and presented the project timeline for Knightdale Station Village.

Councilor Swan exited at 8:13 p.m.

Councilor Swan returned at 8:14 p.m.

Mr. Hills highlighted key considerations for the design concept of Knightdale Station Village and reviewed the current architectural design plan.

Mr. Hills answered questions from Council in regards to signage and construction.

Council discussed the potential of a buy-out clause in the lease agreement as well as design options and came to the consensus to keep the current architectural design standards in place allowing the developer to continue to move forward with the project.

ITEM III. ADJOURNMENT

...Motion by Councilor McDonald to adjourn at 8:48 p.m. Motion seconded by Mayor Pro Tem Day and carried unanimously.

James A. Roberson, Mayor

Heather M. Smith, Town Clerk



KNIGHTDALE TOWN COUNCIL SPECIAL MEETING MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

February 8, 2020

The Knightdale Town Council met at 8:00 a.m. at Knightdale Town Hall, 950 Steeple Square Court, Knightdale, North Carolina.

PRESENT: Mayor James Roberson, Councilors Randy Young, Stephen Morgan, and Ben McDonald

ABSENT: Mayor Pro Tem Jessica Day and Councilor Mark Swan

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

Meeting called to order by Mayor Roberson at 8:10 a.m.

WELCOME

Welcome by Mayor Roberson.

ITEM I. ADOPTION OF AGENDA

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

ITEM II. DISCUSSION

Advisory Board Interviews

Town Manager Bill Summers provided an overview of the advisory board interview process and current vacancies on the Land Use Review Board, Parks and Recreation Board, Public Safety Advisory Board, and Veterans Memorial Advisory Board.

Council interviewed the following applicants:

Carl Winstead	Sara Clark
Danielle Sly	Tom Carrigan
David Calverly	Chad Wester
Justin O'Brien	Greg Hedgepeth

Mayor Roberson called for a recess at 9:19 a.m.

Mayor Roberson called the meeting to order at 9:28 a.m.

Council interviewed the following applicants:

Joseph Olivia	Kenya Gomez
Josh Ingersoll	Kerwin Washington

Melissa Howard
Rebecca Lassiter
Robert Williams
Sinead DeRoiste

Ralph Stephenson
Steven Boe
Anna Holm

Council reviewed the candidates' credentials and will make appointments at the February 19, 2020 Town Council Meeting.

Council discussed the idea of appointing additional applicants to the UDO Update Committee as well as creating subcommittees. Council decided to continue the discussion of subcommittees to the Strategic Retreat in March.

ITEM III. ADJOURNMENT

...Motion by Councilor Young to adjourn at 10:58 a.m. Motion seconded by Councilor McDonald and carried unanimously.

James A. Roberson, Mayor

Heather M. Smith, Town Clerk



Town of Knightdale

Staff Report Cover Sheet

Title: 2020 Meeting Schedule Amendment 03

Staff: Heather Smith, Town Clerk

Date: February 19, 2020

PURPOSE

- Update the 2020 Meeting Schedule to include the Council Retreat on March 7, 2020.

STRATEGIC PLAN PRIORITY AREA(S)

- Organizational Excellence

GENERAL STATUTE REFERENCE(S), if applicable

- § 143-318.12. Public notice of official meetings.

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- N/A

ATTACHMENT(S)

- 2020 Meeting Schedule Amendment 03

STAFF RECOMMENDATION

- Adopt 2020 Meeting Schedule Amendment 03

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence

2020 Town of Knightdale Meeting Schedule
(Amendment 03)

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



Town of Knightdale

Staff Report Cover Sheet

Title: Advisory Board Appointments

Staff: Heather Smith, Town Clerk

Date: February 19, 2020

PURPOSE

- To fill vacancies on the Land Use Review Board, Parks and Recreation Advisory Board, Public Safety Advisory Board, and Veterans Memorial Advisory Board.

STRATEGIC PLAN PRIORITY AREA(S)

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

GENERAL STATUTE REFERENCE(S), if applicable

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

ATTACHMENT(S)

- Staff Report

STAFF RECOMMENDATION

- Appoint Chris Parker to the Land Use Review Board for a term expiring on 2/28/2021
- Reappoint Rita Blackmon, Latatious Morris, Darryl Blevins, and Brad Pope to the Land Use Review Board for terms expiring on 2/28/2022
- Appoint Kenya Gomez and Sinead DeRoiste to the Parks and Recreation Advisory Board for terms expiring on 2/28/2022
- Appoint Greg Hedgepeth and Ralph Stephenson to the Public Safety Advisory Board for terms expiring on 2/28/2022
- Reappoint Charlton Alexander to the Public Safety Advisory Board or a term expiring on 2/28/2022
- Appoint Pete Mangum and John Massey to the Veterans Memorial Advisory Board for terms expiring on 2/28/2023
- Appoint Anna Holm and Allison Fernstrom-Certoma to the Veterans Memorial Advisory Board for terms expiring on 2/28/2022

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report

Title: Advisory Board Appointments

Staff: Heather Smith, Town Clerk

Date: February 19, 2020

Asst. Town Manger Signature: SY

Town Manager Signature: WRS

BACKGROUND INFORMATION

- Section 20.58 of the Knightdale Code of Ordinances states that the Town Council or Mayor “*may establish and appoint members for such temporary and standing committees and boards as are needed to help carry on the work of city government.*” The Town of Knightdale currently has four advisory boards: the Land Use Review Board, Parks and Recreation Advisory Board, Public Safety Advisory Board, and Veterans Memorial Advisory Board. Each year, vacancies on these boards arise as a result of term limits expiring. Town staff advertise these vacancies and accept applications from interested candidates.

SUMMARY

- The Land Use Review Board had four members whose terms were expiring. All four members (Rita Blackmon, Latatious Morris, Darryl Blevins, Brad Pope) were eligible and interested in reappointment. In addition, the LURB has one vacancy to be filled that was created when Councilor Ben McDonald was appointed to Town Council. This vacancy/term will only be for one year.
- The Parks and Recreation Advisory Board has one vacancy to be filled. Should a member of this board be appointed to a different board, then there will be two vacancies to be filled.
- The Public Safety Advisory Board had three members whose terms were expiring. One of the members (Charlton Alexander) was eligible and interested in reappointment, leaving two vacancies to be filled.
- The Veterans Memorial Advisory Board was established by Ordinance #19-12-18-003 in December 2019 and will consist of seven members. Three members will be standing members representing the DAV, American Legion, and Two Green Thumbs Garden Club. This leaves four vacancies to be filled. Since this is a new board, terms will need to be staggered, meaning two appointees will be given 3 year terms initially and the other two appointees will be given 2 year terms.
- This year, 25 applications were received for various advisory boards. On Saturday, February 8, 2020 at a Special Meeting, Town Council interviewed 19 individuals who were interested in serving on one of the Town’s advisory boards. Council interviewed many qualified candidates and after discussion recommended the following individuals be appointed to serve.



Town of Knightdale

Staff Report

RECOMMENDED ACTION

- Reappoint Rita Blackmon, Latatious Morris, Darryl Blevins, and Brad Pope for terms expiring on February 28, 2022.
- Appoint Christopher Parker to the Land Use Review Board for a term expiring on February 28, 2021.
- Appoint Kenya Gomez and Sinead DeRoiste to the Parks and Recreation Board for terms expiring on February 28, 2022.
- Reappoint Charlton Alexander to the Public Safety Advisory Board for a term expiring on February 28, 2022.
- Appoint Greg Hedgepeth and Ralph Stephenson to the Public Safety Advisory Board for terms expiring on February 28, 2022.
- Appoint Pete Mangum and John Massey, based on the recommendation of the Veterans Memorial Recognition Committee, to the Veterans Memorial Advisory Board for terms expiring on February 28, 2023.
- Appoint Anna Holm and Allison Fernstrom-Certoma to the Veterans Memorial Advisory Board for terms expiring on February 28, 2022.



Town of Knightdale

Staff Report Cover Sheet

Title: 2021 Governor's Crime Commission Grant Application Approval

Staff: Jacqui Boykin, Police Captain

Date: February 19, 2020

PURPOSE

- The police department is seeking authorization to participate in the grant application process with the Governor's Crime Commission to obtain an ATV and 2 solar panel kits to be used for roadside message boards.

STRATEGIC PLAN PRIORITY AREA(S)

- Safe
- Active & Healthy

GENERAL STATUTE REFERENCE(S), if applicable

- NA

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- Governor's Crime Commission, Edward Byrne Grant

ATTACHMENT(S)

- Staff Report

STAFF RECOMMENDATION

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

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report

Title: 2021 Governor's Crime
Commission Grant Application
Approval

Town Manager Signature: WRS

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

Date: February 19, 2020

BACKGROUND INFORMATION

- The Governor's Crime Commission facilitates the Edward Byrne Grants offered by the Department of Justice for small law enforcement agencies to purchase equipment. This year, the Byrne grant is available for up to \$24,500. Knightdale PD meets the qualifications for submitting an application. There are equipment needs within the police department that could be met by being awarded a Byrne grant. Historically, Byrne grants require no match, meaning the equipment purchase is fully funded by the grant.

SUMMARY

- This year, GCC offered the Byrne Grant to small agencies for the purpose of purchasing necessary equipment. The police department is in need of an off road type vehicle to better patrol the park during regular park hours and especially during special events, in which thousands of people are clustered together in the park facility. Likewise, the police department requires a vehicle that can traverse the trails and greenways through town. While the police department currently operates a small electric vehicle (GEM) for such purposes, we have encountered consistent operational issues with the GEM in recent months and fear it is approaching end of life. The GEM is +7 years old. The cost of an ATV, outfitted for police use, is estimated at \$17,500. In addition to the ATV, the police department is interested in purchasing two solar panel battery kits to be used with two large roadside message boards purchased with Byrne Grant funding last year. Solar kits will provide much needed efficiency to operating the message boards, allowing them to be deployed for long periods of time without requiring battery changes. The solar kits cost \$3,480/each. Total project expense is \$24,460. The police department is seeking authorization to participate in the grant application process.

RECOMMENDED ACTION

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



Town of Knightdale

Staff Report Cover Sheet

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

Staff: Jacqui Boykin, Police Captain

Date: February 19, 2020

PURPOSE

- The police department is seeking authorization to participate in the grant application process with the Governor's Highway Safety Program to partially fund a traffic officer position.

STRATEGIC PLAN PRIORITY AREA(S)

- Safe

GENERAL STATUTE REFERENCE(S), if applicable

- NA

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- Governor's Highway Safety Program

ATTACHMENT(S)

- Staff Report

STAFF RECOMMENDATION

- Authorize the Knightdale Police Department to participate in the grant application process for the Governor's Highway Safety Program.

Knightdale Strategic Priorities



Safe



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Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report

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

Town Manager Signature: WRS

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

Date: February 19, 2020

BACKGROUND INFORMATION

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

SUMMARY

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

RECOMMENDED ACTION

- Authorize the Knightdale Police Department to participate in the grant application process for the Governor's Highway Safety Program.



Town of Knightdale

Staff Report Cover Sheet

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

Staff: Jason S. Brown, AICP, CZO

Date: February 19, 2020

PURPOSE

- To appoint an ad-hoc committee to provide guidance to the UDO update process.

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive
- Sustainable

GENERAL STATUTE REFERENCE(S), if applicable

- N/A

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- FY20 adopted budget includes the costs for the UDO Update

ATTACHMENT(S)

- N/A

STAFF RECOMMENDATION

- Appoint the former P&E Committee (Councilor Mark Swan, Councilor Stephen Morgan, LURB Chair, and LURB Vice-Chair), Carl Winstead, and David Calverley to the UDO Update Ad-Hoc Committee.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report Cover Sheet

Title: Resolution Appointing Wake County Review Officers

Staff: Chris Hills, Development Services Director

Date: February 19, 2020

PURPOSE

- Plat review is an important duty within the Development Services Department to ensure that the property subdivision and recombination maps meet all UDO and statutory requirements prior to recording with the Register of Deeds office. State Law 1997-309 transfers this responsibility from the Register of Deeds to a Town Appointed Review Officer to ensure these statutory requirements are met and that the review is completed in an expeditious manner. Senior Planner Kevin Lewis and Planner Donna Tierney are thoroughly trained and certified to be Review Officers pending Town Council approval. The attached resolution designates that Senior Planner Kevin Lewis and Planner Donna Tierney be added to the list of Review Officers for the Town of Knightdale. Staff requests that Town Council adopt a resolution approving Mr. Lewis and Ms. Tierney as additional Review Officers for the Town. The resolution will then be forwarded to the Wake County Register of Deeds for reference.

STRATEGIC PLAN PRIORITY AREA(S)

- Organizational Excellence

GENERAL STATUTE REFERENCE(S), if applicable

- G.S. 47-30.2 ; SL 1997-309

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- NA

ATTACHMENT(S)

- Resolution Appointing Town of Knightdale Review Officers – RES #20-02-19-002

STAFF RECOMMENDATION

- Adopt Resolution #20-02-19-002

Knightsdale Strategic Priorities



Safe



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Sustainable



Active & Healthy



Organizational Excellence



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

RESOLUTION #20-02-19-002 RESOLUTION APPOINTING REVIEW OFFICERS

WHEREAS, State Law 1997-309 establishes procedures for recording maps and plats; and

WHEREAS, the main purpose of the law is to transfer the responsibility for reviewing plats to determine whether they meet recording requirements from the Register of Deeds to a Review Officer; and

WHEREAS, G.S. 47-30.2 requires the Board of County Commissioners in each county, by resolution to appoint a person to serve as a Review Officer to review each plat before it is recorded and certify that it meets the statutory requirements for recording; and

WHEREAS, it is the desire of the Town of Knightdale to ensure an expeditious review of all maps and plats as required by G.S. 47-30.2 before they are presented to the Wake County Register of Deeds for recording.

NOW, THEREFORE, BE IT RESOLVED, effective February 19, 2020, that Chris Hills, Kevin Lewis and Donna Tierney in the Knightdale Development Services Department are hereby appointed to perform all responsibilities as required for Review Officers under the appropriate North Carolina General Statutes for all the plats and maps within the Town of Knightdale's jurisdiction.

BE IT FURTHER RESOLVED that a copy of this resolution designating the Review Officers be forwarded to the Wake County Register of Deeds Office.

This the 19th day of February, 2020.

BY: _____
James A. Roberson, Mayor

ATTEST: _____
Heather M. Smith, Town Clerk



Town of Knightdale

Staff Report Cover Sheet

Title: Fiscal Year 2020 Independent Audit Engagement Contract

Staff: Tim Flora, Finance Director

Date: February 19, 2020

PURPOSE

- To seek Council acceptance for the third year of a three-year contract for independent audit services for fiscal year 2020. Council originally approved a three-year extension for audit services of Joyce and Company, CPA on February 21, 2018.

STRATEGIC PLAN PRIORITY AREA(S)

- Sustainable
- Organizational Excellence

GENERAL STATUTE REFERENCE(S), if applicable

- N.C. General Statute 159-34 *Each unit of local government and public authority shall have its accounts audited as soon as possible after the close of each fiscal year by a certified public accountant or by an accountant certified by the Commission as qualified to audit local government accounts...*

ATTACHMENT(S)

- Audit Contract – To be signed by Mayor
- Engagement Letter – FYI and signed by Finance Director

STAFF RECOMMENDATION

- Approve acceptance of third year agreement for audit services and have Mayor sign where indicated

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence

The of and	Governing Board Town Council
	Primary Government Unit (or charter holder) Town of Knightdale, NC
	Discretely Presented Component Unit (DPCU) (if applicable)

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Joyce and Company, CPA
	Auditor Address 104 Brady Court, Cary, NC 27511

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/20	Audit Report Due Date 10/31/20
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Must be within four months of FYE

hereby agree as follows:

- The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
- At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

29. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

30. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

31. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

32. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	Title and Unit / Company:	Email Address:
Kim Kenny, CPA	Town of Knightdale, Finance Officer	kim.kenny@knightdalenc.gov
Tim Flora, CPA	Finance Director	tim.flora@knightdale.nc.gov

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year billings. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

Primary Government Unit	Town of Knightdale, NC
Audit Fee	\$ Not to exceed \$35,052.00
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$ Not to exceed \$3,048.00
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$ 27,975.00

DPCU FEES (if applicable)

Discretely Presented Component Unit	
Audit Fee	\$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval <i>(not applicable to hospital contracts)</i>	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Joyce and Company, CPA	
Authorized Firm Representative (typed or printed)* D. Keith Joyce	Signature* 
Date* 02/06/20	Email Address* keithjoyce@joyceandcompanycpa.com

GOVERNMENTAL UNIT

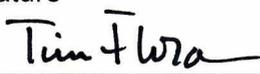
Governmental Unit* Town of Knightdale, NC	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)* James Roberson, Mayor	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

Primary Governmental Unit Finance Officer* (typed or printed) Kim Kenny Tim Flora, Finance Director	Signature* 
Date of Pre-Audit Certificate* 2-19-2020	Email Address* kim.kenny@knightdalenc.gov

tim.flora

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU* NA	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

DPCU Finance Officer (typed or printed)* NA	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all
required signatures prior to submission.

PRINT

104 Brady Court, Cary, North Carolina 27511
Phone 919-466-0946 Fax 919-466-0947

February 6, 2020

Town of Knightdale
950 Steeple Square Court
Knightdale, North Carolina 27545

We are pleased to confirm our understanding of the services we are to provide the Town of Knightdale for the year ended June 30, 2020. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Town of Knightdale as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Knightdale's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Knightdale's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Law Enforcement Officers' Special Separation Allowance Schedule of Changes in Total Pension Liability and Schedule of Total Pension Liability as a Percentage of Covered Payroll
3. Other Post-Employment Benefits Schedule of Funding Progress and Schedule of Employer Contributions
4. Local Government Employees' Retirement System's Schedules of the Proportionate Share of the Net Pension Liability (Asset) and Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Knightdale's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Combining and individual fund financial statements
2. Budgetary Schedules and other schedules (statistical tables)
3. Schedule of expenditures of federal and state awards

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements taken as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 *US Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and the governing board of the Town of Knightdale. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and state award program. However, our tests will be less in scope than would be necessary to render an opinion on those

controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Knightdale's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance, requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Town of Knightdale's major programs. The purpose of these procedures will be to express an opinion on the Town of Knightdale's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal and state awards, related notes and GASB 34 journal entries for the Town of Knightdale in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal and state awards, and related notes and preparation of GASB 34 journal entries services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including

award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on August 15, 2020.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statement with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance; (2) you believe the schedule of the expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our

report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal and state awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the Town of Knightdale and the North Carolina Local Government Commission; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Joyce and Company, CPA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Local

Government Commission or its designee, a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Joyce and Company, CPA personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Town of Knightdale. If we are aware that a federal or state awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately June 1, 2020 and to issue our reports no later than October 31, 2020. Shelton Ennis, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be at our standard hourly rates except that we agree that our gross fee, including expenses, will not exceed \$38,100. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Town of Knightdale and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Joyce and Company, CPA

RESPONSE:

This letter correctly sets forth the understanding of the Town of Knightdale.

By: Tim Fura

Title: Finance Director

Date: 2-20-2020



Town of Knightdale

Staff Report Cover Sheet

Title: S&ME Supplemental Materials Testing Contract

Staff: Chris Hills, Development Services Director

Date: February 19, 2020

PURPOSE

- To authorize the Town Manager to execute a supplemental materials testing service contract with S&ME for the Wake Stone Athletic Park Construction project, not to exceed \$24,000.
- It has become necessary to add a full-time inspector to the site while the fill material is transported to and compacted on the park property. This supplemental contract will be for a full time inspector to be on site for approximately 10 weeks while the fill is being transported, placed, and compacted. The Town previously entered into a service agreement with S&ME to conduct material testing on a part-time basis during construction for the Wake Stone Athletic Park project. The original contract for up to \$25,000 will remain open during the remainder of the project for other inspections after the fill transport aspect of the project is completed.

STRATEGIC PLAN PRIORITY AREA(S)

- Safe
- Organizational Excellence

GENERAL STATUTE REFERENCE(S), *if applicable*

- NA

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- Wake Stone Athletic Park Capital Budget Contingency

ATTACHMENT(S)

- S&ME Quote for Supplemental Service

STAFF RECOMMENDATION

- Motion to Authorize the Town Manager to execute a supplemental services agreement with S&ME in an amount not to exceed \$24,000

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



February 14, 2020

Town of Knightdale
950 Steeple Square Court
Knightdale, North Carolina 27545

Attention: Mr. Chris Hills (chris.hills@knightdalenc.gov)

Reference: **Proposal for Supplemental Testing Services**
Wake Stone Athletic Complex
Knightdale, North Carolina
S&ME Proposal No. 34-1900375 & Project No. 3405-19-132
Change Order No. 1

Dear Mr. Hills:

Pursuant to your request, S&ME is pleased to present this proposal to perform additional construction observation and testing services to supplement our testing services currently being provided in support of the referenced project. This proposal was prepared following our phone conversation with Mr. Chris Hills and Mr. Philip Bunton with the Town of Knightdale on February 13, 2020, where it was discussed that our services for soil density testing during mass grading operations on the site is requested to be on a full-time basis for a period of 2 to 3 months.

The following sections present information about the project, our proposed scope of services, unit rates, and estimate of probable costs for the services described. Our Change to Agreement for Services (Form CA-071) is attached and is part of this proposal.

◆ PROJECT INFORMATION

We understand that large volumes of soil fill will be transported and placed throughout the site that will require full-time observation and soil testing services. The following listed with the anticipated services required.

◆ SCOPE OF SERVICES

The mass grading for this project will require construction observations and materials testing on a full-time basis. Following is a list of services that are anticipated.

Soil Compaction Testing

- Evaluate the use of on-site soils for fill and backfill.
- Test proposed fill and backfill materials for moisture-density by standard Proctor test.
- Observe fill placement, evaluate lift thicknesses, perform soil compaction and moisture content tests of fill and backfill and evaluate test results.

◆ COMPENSATION

Our services will be provided on a unit fee basis for the actual quantity of services performed and invoiced in accordance with the unit rates shown on the attached Estimate of Probable Costs. As shown, we recommend establishing a budget of about **\$24,000** for our scope of services and quantities estimated. Please note that our invoice payment terms are 30-days net.

◆ EXCLUDED SERVICES

Unless the scope of work outlined in this proposal is modified in writing, the following items are specifically excluded from our scope of services:

- Directing of any contractor's or subcontractor's work.
- Any aspect of site safety other than safety of S&ME employees.

◆ AUTHORIZATION

Our Change to Agreement for Services, Form Number CA-071, is attached and is incorporated as a part of this proposal. Please indicate your acceptance of our proposal by signing the form and returning it to our office to serve as our formal authorization to proceed.

If you elect to accept our proposal by issuing a purchase order, then please reference the proposal number and date. Your purchase order will be an acceptance of our Agreement for Services and an authorization to proceed with our services. The terms and conditions included in any purchase order shall not apply, as our agreement is for services that are not compatible with purchase order agreements. **If this proposal is transmitted to you via email, and if you chose to accept this proposal by email, your reply email acceptance will serve as your representation to S&ME that you have reviewed the proposal and the associated Agreement for Services (AS-071) and hereby accept both as written.**

This proposal is solely intended for the Basic Services as described in the Scope of Services. The Scope of Services may not be modified or amended, unless the changes are first agreed to in writing by the Client and S&ME. Use of this proposal and resulting documents is limited to above-referenced project and client. No other use is authorized by S&ME, Inc.

◆ **CLOSURE**

S&ME appreciates the opportunity to provide these services. If you have questions concerning information presented herein or if we may be of service, please contact our office.

Sincerely,

S&ME, Inc.



Kenneth D. Fain
Construction Group Leader



David T. Cunningham, P.E.
Senior Engineer/Senior Reviewer

Attachments: Estimate of Probable Costs
Change To Agreement for Services (CA-071)



**CHANGE ORDER #1
 MATERIAL TESTING SERVICES
 Wake Stone Athletic Complex
 Knightdale, North Carolina
 S&ME Proposal No. 3405-19-132**

I. Testing and Observation of Earthwork (Assuming 10 hour days for 8 weeks).

a. Soil Technician; Grading	40	trips X	8	hrs/trip X	\$ 50.00 /hour	\$	16,000.00
b. Soil Technician; Grading (Overtime)	40	trips X	2	hrs/trip X	\$ 75.00 /hour	\$	6,000.00
c. Standard Proctor (soil);			1	sampleX	\$ 185.00 /each	\$	185.00
e. Natural Moisture Content (soil);			1	sampleX	\$ 15.00 /each	\$	15.00
f. Mileage	40	trips X	25	miles/tripsX	\$ 0.75 /mile	\$	750.00
						Subtotal :	\$ 22,950.00

II. Support Staff

a. Project Manager	4	hours X			\$ 140.00 /hour	\$	560.00
b. Senior Engineer	1	hours X			\$ 175.00 /hour	\$	175.00
c. Secretarial	2	hours X			\$ 55.00 /hour	\$	110.00
						Subtotal :	\$ 845.00

TOTAL ESTIMATED COST: \$ 23,795.00

TOTAL ESTIMATED NOT TO EXCEED COST: \$ 24,000.00



Town of Knightdale

Staff Report Cover Sheet

Title: Resolution of Support for the NC Turnpike Authority's Infrastructure for Rebuilding American (INFRA) Grant application for Complete 540

Staff: Jason S. Brown, AICP, CZO

Date: February 19, 2020

PURPOSE

- To adopt a resolution of support for the NC Turnpike Authority's INFRA Grant application for Complete 540.

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive

GENERAL STATUTE REFERENCE(S), if applicable

- N/A

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- N/A

ATTACHMENT(S)

- Resolution of support – RES#20-02-19-003

STAFF RECOMMENDATION

- Adopt RES#20-02-19-003 supporting the NC Turnpike Authority's INFRA Grant application.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

RESOLUTION #20-02-19-003
RESOLUTION IN SUPPORT OF COMPLETE 540 AND THE NC TURNPIKE
AUTHORITY'S APPLICATION FOR AN INFRASTRUCTURE FOR REBUILDING
AMERICA GRANT

WHEREAS, economic development, travel, and highway safety are matters that are important to the citizens of Knightdale, North Carolina; and

WHEREAS, Complete 540 is the number one transportation initiative for the region; and

WHEREAS, the completion of 540 will aid in the reduction of traffic on existing highways and support the continuing growth of Knightdale; and

WHEREAS, the southeast Raleigh metropolitan area, including Knightdale, Garner, and Clayton are planned as growth area. The Complete 540 project will serve that growth upon construction and for years to come as the area continues to develop; and

WHEREAS, the Town of Knightdale actively pursues economic development opportunities to support new development, new investment, and expansion of the employment base; and

WHEREAS, Complete 540 will assist the Town of Knightdale in its economic development initiatives and provide opportunity for businesses and residents.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Knightdale, North Carolina hereby gives its full and complete support for the North Carolina Turnpike Authority's application for an Infrastructure for Rebuilding America Grant and support any efforts to complete 540 as soon as possible for the benefit of the citizens of Knightdale and the region.

This the 19th day of February, 2020

BY: _____

James A. Roberson, Mayor

ATTEST: _____

Heather M. Smith, Town Clerk



Town of Knightdale

Staff Report Cover Sheet

Title: Resolution of support for the NC Department of Transportation Infrastructure for Rebuilding American (INFRA) Grant application

Staff: Jason S. Brown, AICP, CZO

Date: February 19, 2020

PURPOSE

- To adopt a resolution of support for the NC Department of Transportation's INFRA Grant application for the I-87 Resiliency project.

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive
- Sustainable

GENERAL STATUTE REFERENCE(S), if applicable

- N/A

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- N/A

ATTACHMENT(S)

- Resolution of support – RES#20-02-19-004

STAFF RECOMMENDATION

- Adopt RES#20-02-19-004 supporting the NC Department of Transportation INFRA Grant application.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

RESOLUTION #20-02-19-004

RESOLUTION IN SUPPORT OF THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION'S APPLICATION FOR AN INFRASTRUCTURE FOR REBUILDING AMERICA GRANT FOR THE FUTURE I-87 RISE PROJECT

WHEREAS, I-87 provides a vital link to Knightdale, Raleigh, and eastern North Carolina;
and

WHEREAS, Future I-87 will provide an important economic link to Knightdale and the Port of Virginia; and

WHEREAS, Resiliency, Innovation, Safety and the Economy are all important criteria for new transportation infrastructure; and

WHEREAS, providing an interstate from Raleigh to eastern North Carolina will offer rural residents a safer and faster travel option to access the triangle job market; and

WHEREAS, the Town of Knightdale actively pursues economic development opportunities to support new development, new investment, and expansion of the employment base; and

WHEREAS, Future I-87 will assist the Town of Knightdale in its economic development initiatives and provide opportunity for businesses and residents.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of Knightdale, North Carolina hereby gives its full and complete support for the North Carolina Department of Transportation's application for an Infrastructure for Rebuilding America Grant for the Future I-87 Resiliency, Innovation, Safety, and Economy Project.

This the 19th day of February, 2020

BY: _____
James A. Roberson, Mayor

ATTEST: _____
Heather M. Smith, Town Clerk



Town of Knightdale

Staff Report Cover Sheet

Title: Thales Educational Bonds – Resolution #20-02-19-005

Staff: Dustin Tripp, Assistant Town Manager

Date: February 19, 2020

PURPOSE

- To conduct a public hearing regarding, and approve in principal, the issuance of Public Finance Authority Educational Facilities Revenue Bonds to Thales Academy.

GENERAL STATUTE REFERENCE(S), *if applicable*

- Internal Revenue Code of 1986, Section 147(f)

TYPE OF PUBLIC HEARING, *if applicable*

- Legislative

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- Staff Report
- Resolution #20-02-19-005

STAFF RECOMMENDATION

- Conduct Public Hearing then adopt Resolution #20-02-19-005

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report

Title: Thales Educational Bonds

Asst. Town Manger Signature: DMT

Staff : Dustin Tripp, Asst Town Manager

Town Manager Signature: WRS

Date: February 19, 2020

BACKGROUND INFORMATION

- Thales Academy is a private school located in the Knightdale Station neighborhood.

SUMMARY

- Thales Academy, a 501(c)(3) organization, needs the approval of each municipality they are located within, to request and be issued a portion of a 2020 Bond. The money from this bond will be used to refinance the outstanding amount of the North Carolina Capital Facilities Finance Agency Educational Facilities Revenue Bonds (Thales Academy Project), Series 2014. Approval of Resolution #20-02-19-005 does not constitute an endorsement of the 2020 Bonds, the Project, or the creditworthiness of the Borrower (Thales Academy) nor obligate the Town of Knightdale for payment of the principal, premium, interest or any fees associated.

RECOMMENDED ACTION

- Conduct public hearing and then adopt Resolution #20-02-19-005



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

RESOLUTION #20-02-19-005
RESOLUTION APPROVING IN PRINCIPLE THE ISSUANCE OF PUBLIC FINANCE
AUTHORITY EDUCATIONAL FACILITIES REVENUE BONDS
(THALES ACADEMY PROJECT)

WHEREAS, the Town Council (the “Town Council”) of the Town of Knightdale, North Carolina (the “Town”) met in Knightdale, North Carolina, at 7:00 p.m. on the 19th day of February, 2020; and

WHEREAS, Thales Academy, a North Carolina nonprofit corporation and an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the “Borrower”), has requested that the Public Finance Authority (the “Authority”), a public authority existing under Sections 66.0301, 66.0303 and 66.0304 of the Wisconsin Statutes, as amended (the “Act”), issue its Educational Facilities Revenue Bonds (Thales Academy Project), Series 2020, in one or more series (the “2020 Bonds”), in an aggregate principal amount not to exceed \$40,000,000, and loan the proceeds thereof to the Borrower to finance or refinance various educational facilities owned and operated by the Borrower; and

WHEREAS, a portion of the proceeds of the 2020 Bonds in the amount of approximately \$17,355,000 will be loaned to the Borrower and used to refinance the outstanding amount of the North Carolina Capital Facilities Finance Agency Educational Facilities Revenue Bonds (Thales Academy Project), Series 2014 (the “2014 Bonds”), the proceeds of which were used to finance or refinance, among other things, (i) the acquisition, construction and equipping of an elementary school located at 525 Carolinian Avenue, Knightdale, North Carolina (the “Knightdale Campus”), (ii) the acquisition, construction and equipping of a middle and high school located at 1201 Granite Falls Boulevard, Rolesville, North Carolina, and (iii) the acquisition, construction and equipping of a high school located at 1300 N. Salem Street, Apex, North Carolina, which are owned and operated by the Borrower; and

WHEREAS, Section 147(f) of the Internal Revenue Code of 1986, as amended (the “Code”), and the Act, each requires that any bonds issued by the Authority to finance or refinance a project located in the Town may only be issued after approval of the plan of financing by the Town Council of the Town following a public hearing with respect to such plan; and

WHEREAS, the Town Council has today held a public hearing with respect to the issuance of the 2020 Bonds, a portion of which will be used to refinance the Knightdale Campus, as evidenced by the Certificate and Summary of Public Hearing attached hereto as Exhibit A; and

WHEREAS, the Borrower will agree to repay the principal, premium, if any, and interest on the 2020 Bonds and the Town will have no liability whatsoever for the payment of principal of, premium, if any, or interest on the 2020 Bonds, and the 2020 Bonds will not affect the Town's debt ratios or legal debt limit and the Town will not incur any liability for repayment of the 2020 Bonds by approving the 2020 Bonds for purposes of Section 147(f) of the Code and the Act; and

WHEREAS, the 2020 Bonds shall not be deemed to constitute a debt of the Town or a pledge of the faith and credit of the Town, but shall be limited obligations of the Authority payable solely from the loan repayments to be made by the Borrower to the Authority, and shall contain on the face thereof a statement to the effect that neither the faith and credit nor the taxing power of the Town is pledged to the payment of the principal of or interest on the 2020 Bonds; and

WHEREAS, the Town Council has determined that approval of the issuance of the 2020 Bonds is solely to satisfy the requirements of Section 147(f) of the Code and the Act and shall in no event constitute an endorsement of the 2020 Bonds or the Project or the creditworthiness of the Borrower, nor shall such approval in any event be construed to obligate the Town for the payment of the principal of or premium or interest on the 2020 Bonds or for the performance of any pledge, mortgage or obligation or agreement of any kind whatsoever which may be undertaken by the Authority, or to constitute the 2020 Bonds or any of the agreements or obligations of the Authority an indebtedness of the Town, within the meaning of any constitutional or statutory provision whatsoever;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF KNIGHTDALE, NORTH CAROLINA:

1. The proposed issuance of the Authority's Educational Facilities Revenue Bonds (Thales Academy Project), Series 2020 in one or more series, in an amount not to exceed \$40,000,000, a portion of which will be used to refinance the Knightdale Campus is hereby approved for purposes of Section 147(f) of the Code and the Act.
2. The Town has no responsibility for the payment of the principal of or interest on the 2020 Bonds or for any costs incurred by the Borrower with respect to the 2020 Bonds or the Knightdale Campus.
3. This resolution shall take effect immediately.

This the 19th day of February, 2020

BY: _____
James A. Roberson, Mayor

ATTEST: _____
Heather M. Smith, Town Clerk

Exhibit A

Certificate and Summary

The undersigned Town Clerk of the Town of Knightdale, North Carolina, hereby certifies:

1. Notice of a public hearing (the “Hearing”) to be held on February 19, 2020, with respect to the issuance of bonds by the Public Finance Authority (the “Authority”) for the benefit of Thales Academy, or an affiliate thereof (the “Borrower”) was published on February 11, 2020, in the *News & Observer*.
2. The presiding officer of the Hearing was Mayor James Roberson.
3. The following is a list of the names and addresses of all persons who spoke at the Hearing:
4. The following is a summary of the oral comments made at the Hearing:

IN WITNESS WHEREOF, my hand and the seal of Knightdale, North Carolina, this 19th day of February, 2020.

Town Clerk, Town of
Knightdale, North Carolina

(SEAL)



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: February 19, 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)

- Staff Report
- 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 made significant improvements to the application and supporting materials. The applicant has agreed to the conditions recommended by Staff and LURB, however additional site design changes are now under consideration. Therefore, Staff recommends continuing this case (ZMA-6-19) to the April 15, 2020 Town Council meeting to allow the applicant time to further amend their application.

Knightdale 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: February 19, 2020

Director Signature: CH

Asst. Town Manger Signature: DT

Town Manager Signature: WRS

I. REQUEST:

Mr. Brad Rhinehalt, PE of McAdams Company has submitted an application on behalf of property developer Michael Foley of MF Development LLC, to rezone and develop the vacant parcels between Keith and Robertson Streets, identified by the Wake County PINs 1754-63-5524, 1754-53-9404, 1754-53-7747, 1754-53-9814, and 1754-63-0926, from Rural Transition (RT) to General Residential-8 (GR-8) with a PUD. The applicant has proposed to develop the 28.13 acre collection of parcels into a 92-lot single-family and townhome residential subdivision.

II. PROJECT PROFILE:

PROPERTY LOCATION:	Five parcels between Keith and Robertson Streets
WAKE COUNTY PINs:	1754-63-5524, 1754-53-9404, 1754-53-7747, 1754-53-9814, and 1754-63-0926
CURRENT ZONING DISTRICT	Rural Transition (RT)
PROPOSED ZONING DISTRICT:	General Residential-8 (GR-8) Planned Unit Development (PUD)
NAME OF PROJECT:	The Collection
APPLICANT:	Brad Rhinehalt, PE of McAdams Company
PROPERTY OWNER:	Eugene and Wayne Harper
PROPERTY SIZE:	28.13 acres
PROPOSED DENSITY:	3.27 units per acre
CURRENT LAND USE:	Vacant/Formerly Agricultural
PROPOSED LAND USE:	Single Family Residential
PROPOSED OPEN SPACE:	456,946 ft ² /10.48 acres (74,620 ft ² /1.71 acres)

III. BACKGROUND INFORMATION:

The Planned Unit Development District (PUD) is a re-zoning process which is designed to encourage master planning of development and to coordinate such development so as to manage the impacts of the development on the provision of Town Services and infrastructure. The PUD encourages creativity and innovation in the design of developments, but in return for this flexibility the expectation is for communities to provide exceptional design, character, and quality; provide high quality community amenities; incorporate creative design in the layout of buildings; ensure compatibility with surrounding land uses and neighborhood character; encourage the creation of mixed density neighborhoods, neighborhood nodes, and mixed use centers; further the goals of the KnightdaleNext 2035 Comprehensive Plan including the Growth Framework and Growth & Conservation maps; and provide greater



Town of Knightdale

Staff Report

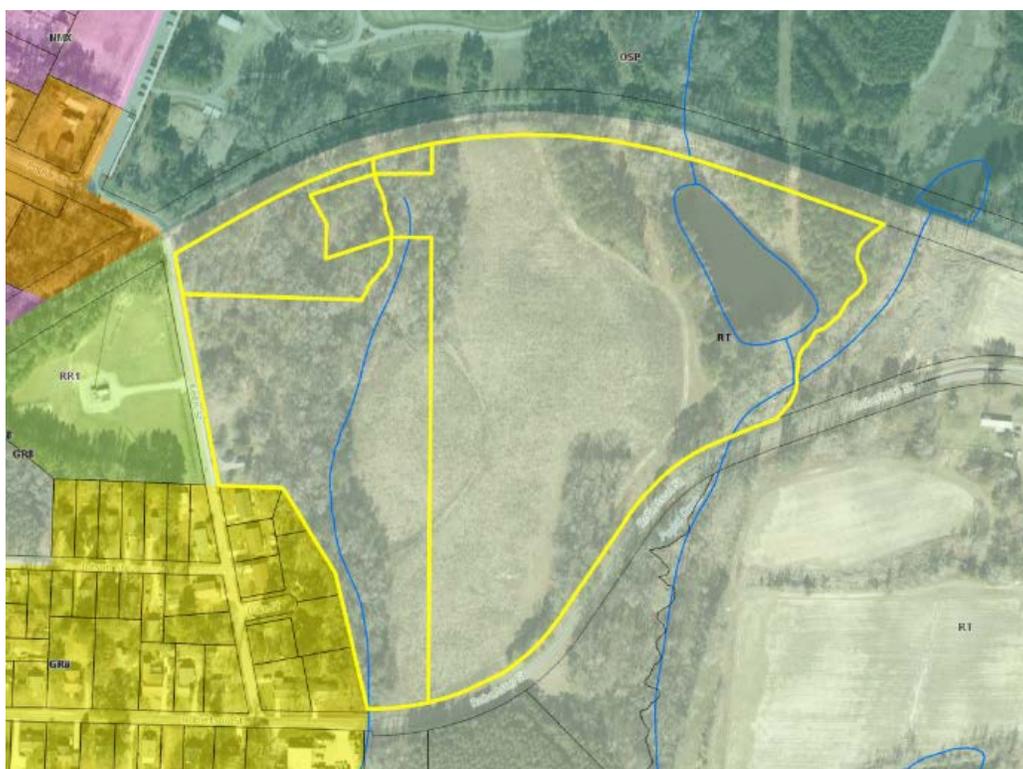
efficiency in the layout and provision of roads, utilities, and other infrastructure.

There are several provisions which are required to be addressed by the applicant, including, but not limited to design guidelines and dimensional standards, public facilities, recreational open space, and Comprehensive Plan consistency. The applicant's specific exceptions are detailed in **Section VII** of this staff report.

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

The proposed rezoning includes five (5) parcels, located at the east of Keith Road and northwest of Robertson Road. The parcels are located within the Town's Extra Territorial Jurisdiction and require annexation.

DIRECTION	LAND USE	ZONING
North	Knightdale Station Park	OSP
South	Vacant	RT
East	Vacant	RT
West	Single Family Residential	RR-1 & GR-8





Town of Knightdale

Staff Report





Town of Knightdale

Staff Report



View from Keith Street looking south.

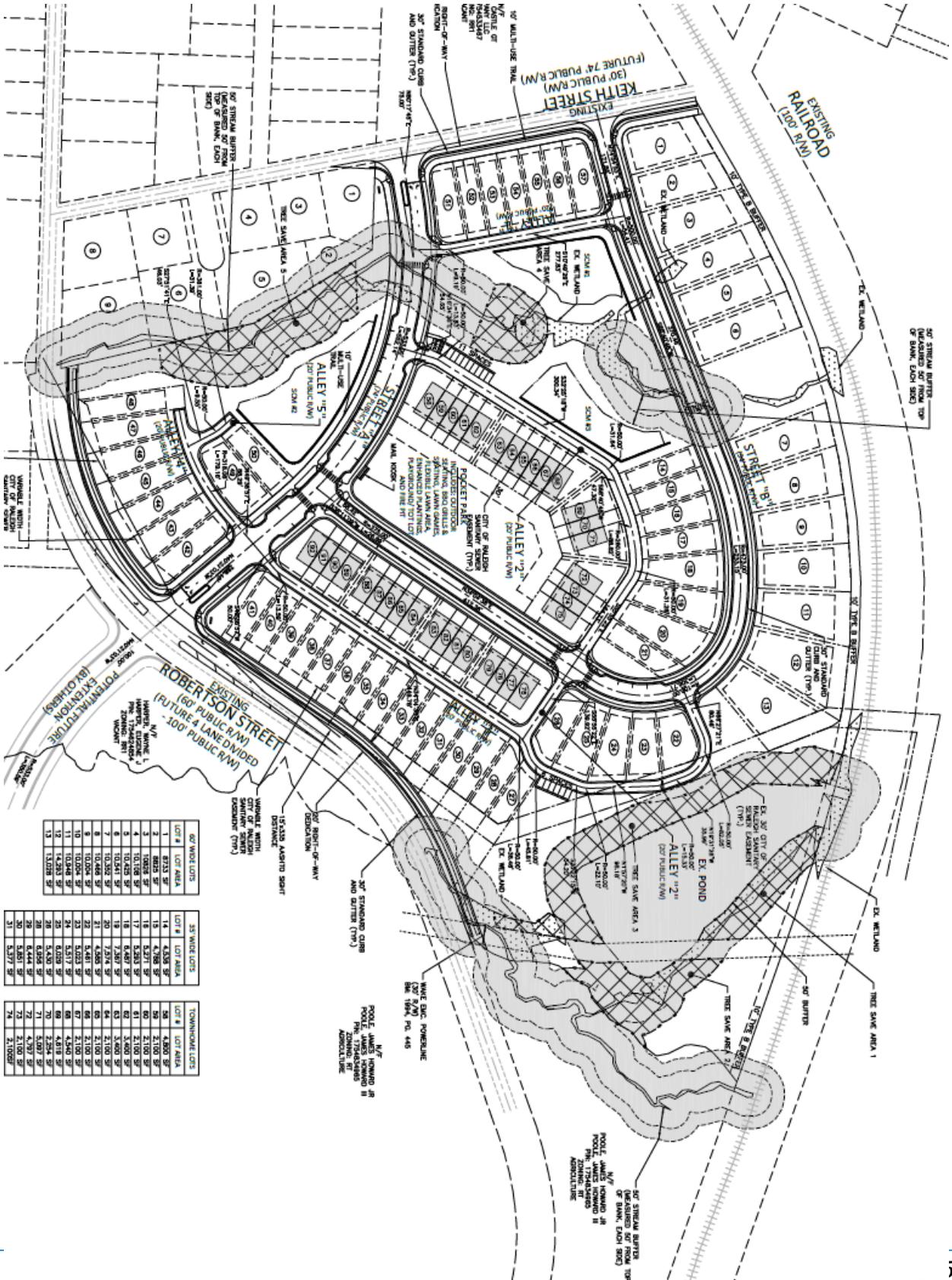
V. PROPOSED MASTER PLAN:

The applicant has submitted a full Master Plan and PUD Document in accordance Section 16.6 of the UDO. The applicant is proposing a new 92 lot subdivision consisting of 13 front-loaded single-family dwellings measuring 60' wide, 44 rear-loaded single-family units with a 35' width, and 35 townhouses. As shown on the following site plan, Street "A" will be built by the developer as a Town Maintained Collector, and important connection required by the KnightdaleNext Street Network map. Additional amenities include a multi-use path to be incorporated into the Town's greenway system and shown on the KnightdaleNext Trails & Greenway map, a centrally located pocket park with active and passive components, sidewalks throughout, and ample on- and off-street parking.



Town of Knightdale

Staff Report





Town of Knightdale

Staff Report

VI. LEGISLATIVE CASE PROCEDURES:

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

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

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

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

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

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

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

VII. PROPOSED PLANNED UNIT DEVELOPMENT:

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

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



Town of Knightdale

Staff Report

- 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

Staff Report

- 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

Staff Report

- 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'.

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.



Town of Knightdale

Staff Report

D. Architectural Variations:

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

VIII. PUD DOCUMENT ANALYSIS

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

IX. TRANSPORTATION ANALYSIS

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

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

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

X: COMPREHENSIVE PLAN:

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



Town of Knightdale

Staff Report

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-Density Neighborhood placetype is defined as follows:

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

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



Town of Knightdale

Staff Report

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

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



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





Town of Knightdale

Staff Report

CONSISTENCY WITH THE COMPREHENSIVE PLAN:

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

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



INFILL DEVELOPMENT AND REDEVELOPMENT

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

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



NATURAL ENVIRONMENT

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

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



COMPACT DEVELOPMENT PATTERNS

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



Town of Knightdale

Staff Report

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

GREAT NEIGHBORHOODS AND EXPANDED HOME CHOICES



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

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

PARKS AND RECREATION



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

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

XI. JOINT PUBLIC HEARING SUMMARY:

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



Town of Knightdale

Staff Report

XII. LAND USE REVIEW BOARD SUMMARY:

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

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

Staff Recommended Conditions:

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

XIII. STAFF RECOMMENDATION:

Since the previous Town Council meeting, the applicant has made significant improvements to the application and supporting materials. The applicant has agreed to the conditions recommended by Staff and LURB, however additional site design changes are now under consideration. Therefore, Staff recommends continuing this case (ZMA-6-19) to the April 15, 2020 Town Council meeting to allow the applicant time to further amend their application.

XIV. ATTACHMENTS:

Application Packet, PUD Document (including Neighborhood Meeting Information), Neighborhood Meeting Mailing Notification, and Ordinance #20-02-19-001.

RECOMMENDED ACTION

1. Motion to continue ZMA-6-19 to the April 15, 2020 Town Council meeting.



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 Ferril Street, 0 Knightdale Eagle Rock Road		
WAKE COUNTY PIN(s):	1754537747, 1754539404, 1754539814, 1754630926, 1754635524		
PROPOSED USE:	Single-Family and Townhome Residential		
PROPOSED SQ. FT.:	PROPOSED LOTS:	90	DENSITY (DWELLING/ACRE): 3.19
ZONING DISTRICT:	GR8 (PUD)	SITE ACRES: 28.13	INSIDE CORPORATE LIMITS: Partially
CONTACT INFORMATION			
APPLICANT:	Brad Rhinehalt, PE - McAdams	PHONE: 919-361-5000	FAX:
ADDRESS:	2905 Meridian Parkway Durham NC 27713		
	EMAIL:	rhinehalt@mcadamsco.com	
SIGNATURE:	_____		
PROPERTY OWNER:	Eugene Harper	PHONE:	FAX:
ADDRESS:	4113 Brewster Drive Raleigh NC 27606		
	EMAIL:	_____	
SIGNATURE:	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> DocuSigned by: <i>Eugene Jutson Harper</i> FAF805AFE6C497 </div> 10/7/2019 07:16 AM EDT		
DEVELOPER:	Michael Foley	PHONE: (919) 251-5501	FAX: (877) 530-1919
ADDRESS:	5448 Apex Parkway #196 Apex, NC 27502		
	EMAIL:	mike@humabuilt.com	
SIGNATURE:	_____		
THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY			
CASE NUMBER:	ZMA- _____ -19	SUBMITTAL DATE:	10/14/19 X-REFERENCE(s):
FILING FEE:	\$2,521.35 Receipt #153564	SKETCH PLAN MEETING DATE:	



TOWN OF KNIGHTDALE

DEVELOPMENT SERVICES DEPARTMENT

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

SUBMITTAL REQUIREMENTS

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

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

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

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

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

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

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

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



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- The location of proposed buildings, parking and loading areas, streets, alleys, easements, lots, parks or other open spaces, site reservations (i.e. school sites), property lines and building setback lines with street dimensions, tentative lot dimensions and the location of any building restriction areas (i.e. flood hazard areas, buffer locations, watershed protection districts, and/or jurisdictional wetlands). Site calculations shall include total acreage of tract, acreage in parks and other non-residential uses, total number and acreage of parcels and the total number of housing units.
- Calculations for required and proposed Recreational Open Space.
- The proposed name of the development; street names; the owner's name and address; the names of adjoining subdivisions or property owners; the name of the Township, county, and state in which the development is located; the date of plan preparation and the zoning classification of the tract to be developed along with those of adjoining properties.
- Corporate limits and extra-territorial jurisdiction boundaries (where applicable).
- Typical cross-sections of proposed streets. Where a proposed street is an extension of an existing street, the profile of the street shall include 300 feet of the existing roadway with a cross-section of the existing street. Where a proposed street within the development abuts a tract of land that adjoins the development and where said street may be expected to extend into said adjoining tract of land, the profile shall be extended to include 300 feet of the said adjoining tract.
- The proposed limits of construction for all proposed development activity.
- A timetable for estimated project completion for each phase proposed.
- Original contours at intervals of not greater than two (2) feet for the entire area to be subdivided and extending into adjoining property for a distance of 300 feet at all points where street rights-of-way connect to the adjoining property and 50 feet at all other points of common project boundaries. Wake County or Town of Knightdale digital topography may be used to satisfy this requirement but should be field-verified to ensure accuracy. This requirement may be waived for developments smaller than one (1) acre or where insufficient topographic changes warrant such information.
- 2-D utility plan showing location of sanitary sewer lines, water distribution lines, storm sewer lines, manholes, clean-outs, fire hydrants, fire lines, valves, underground private utilities, backflow prevention devices showing make and model, meters and pipe sizes. If applicable, also well and septic locations, force mains, and pump stations.
- Supplemental Plans as applicable:
 - **Landscape Plan** in accordance with Section 16.8(A)
 - **Lighting Plan** in accordance with Section 16.8(B)
 - **Traffic Signs & Markings Plan** in accordance with Section 16.8(C)
 - **Architectural Plans** in accordance with Section 16.8(D)
 - **Stormwater Management Plan** in accordance with Section 16.8(E)
 - **Traffic Impact Analysis (if required)** in accordance with Section 16.9
 - **Wake County Public Schools - Residential Development Notification Submission** <https://arccg.is/CKbv5>

In addition to the above required information, the following additional information may be required by the Administrator, the Land Use Review Board or the Town Council on a discretionary site-specific basis:

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



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

PLANNED UNIT DEVELOPMENT APPLICATION

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

<u>PROJECT INFORMATION</u>			
TYPE OF APPLICATION:	PLANNED UNIT DEVELOPMENT		
PROJECT ADDRESS:	o, 610 & 614 Keith Street, o Ferrell Street, o Knightdale Eagle Rock Road		
WAKE COUNTY PIN(s):	1754537747, 1754539404, 1754539814, 1754630926, 1754635524		
PROPOSED PROJECT NAME:	The Collection		
PROPOSED USE:	Single-Family and Townhome Residential		
PROPOSED SQ. FT.:	N/A	TOWN LIMITS/ETJ:	Both
CURRENT ZONING DISTRICT:	RT	PROPOSED ZONING DISTRICT:	GR8 (PUD)
PROPOSED LOTS:	55 SF, 35 TH	DENSITY (DWELLING/ACRE):	3.19
<u>CONTACT INFORMATION</u>			
APPLICANT:	Charlie Yokley, AICP – McAdams		
ADDRESS:	2905 Meridian Parkway Durham NC 27713		
PHONE:	919-361-5000	EMAIL:	yokley@mcadamsco.com
SIGNATURE:	_____		
PROPERTY OWNER:	Eugene Harper		
ADDRESS:	4113 Brewster Drive Raleigh NC 27606		
PHONE:	_____	EMAIL:	_____
SIGNATURE:	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DocuSigned by:</small> Eugene Jason Harper <small>F AFC805AFE6C497</small> </div>		10/7/2019 07:16 AM EDT
DEVELOPER:	Michael Foley		
ADDRESS:	5416 Apex Parkway, #196 Apex, NC 27502		
PHONE:	(919) 951-5561	EMAIL:	mike@kumahealth.com
SIGNATURE:	_____		
THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY			
CASE NUMBER:	PUD - ____ - ____	SUBMITTAL DATE:	10/14/19
FILING FEE:	Receipt #153564 \$2,521.35	SKETCH PLAN MEETING DATE:	
		X-REFERENCE(s):	



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

SUBMITTAL REQUIREMENTS

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

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

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

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

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



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

**PLANNED UNIT DEVELOPMENT
APPLICATION CHECKLIST**

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



Town of Knightdale 950 Steeple Square Ct.
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10. Site Data: Calculations must Include total acreage, acreage in parks and other non-residential uses, total number and acreage of parcels, and the total number of housing units	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. General Layout Map: A map delineating the boundaries of proposed uses and building types. This map should include descriptive conditions indicating the use, density, and building type of each distinct area of the proposed district.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Dimensional Standards: Description of dimensional standards and any modifications to the general use regulations (reference UDO Ch. 2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. Transportation: Show all major streets and any collector/arterials required, as well as connectivity to adjacent parcels. Any modifications to street sections or request for modified street sections shall be included (reference: UDO Ch. 9 and Ch. 17)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Recreational Open Space: All open space shall be provided as required in UDO Ch. 7. Any variation shall provide the same area of open space and must be consistent with the general spirit and intent of the UDO.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Landscaping: Tree protection and landscaping shall meet the criteria of UDO Ch. 8, except in cases where variations would meet the general spirit and intent of the UDO.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16. Signs: Signs shall meet the criteria of UDO Ch. 12, except in cases where variations would meet the general spirit and intent of the UDO.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Public Facilities: PUDs require all necessary infrastructure improvements to provide adequate transportation, water, sewer, and all other infrastructure improvements required by UDO Ch. 17.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18. Phasing Plan: This is required if more than one phase is proposed. In mixed-use proposals the non-residential component shall be phased in association with a percentage of the total residential units not to exceed 75%. Phasing must be consistent with the installation of public infrastructure improvements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Stormwater Management: A generalized stormwater management plan (reference UDO Ch. 6)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL REQUIREMENTS		
1. Water Allocation Policy Compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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



THE COLLECTION

Planned Unit Development

Town of Knightdale

Draft Plan I Case #ZMA-6-19

October 14th, 2019

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THE COLLECTION

Planned Unit Development
Prepared for The Town of Knightdale

Submittal Dates

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

Developer

MF Development, LLC
5448 Apex Peakway
Apex NC 27502

McAdams Company, Design Lead

2905 Meridian Parkway
Durham NC 27113



MCADAMS





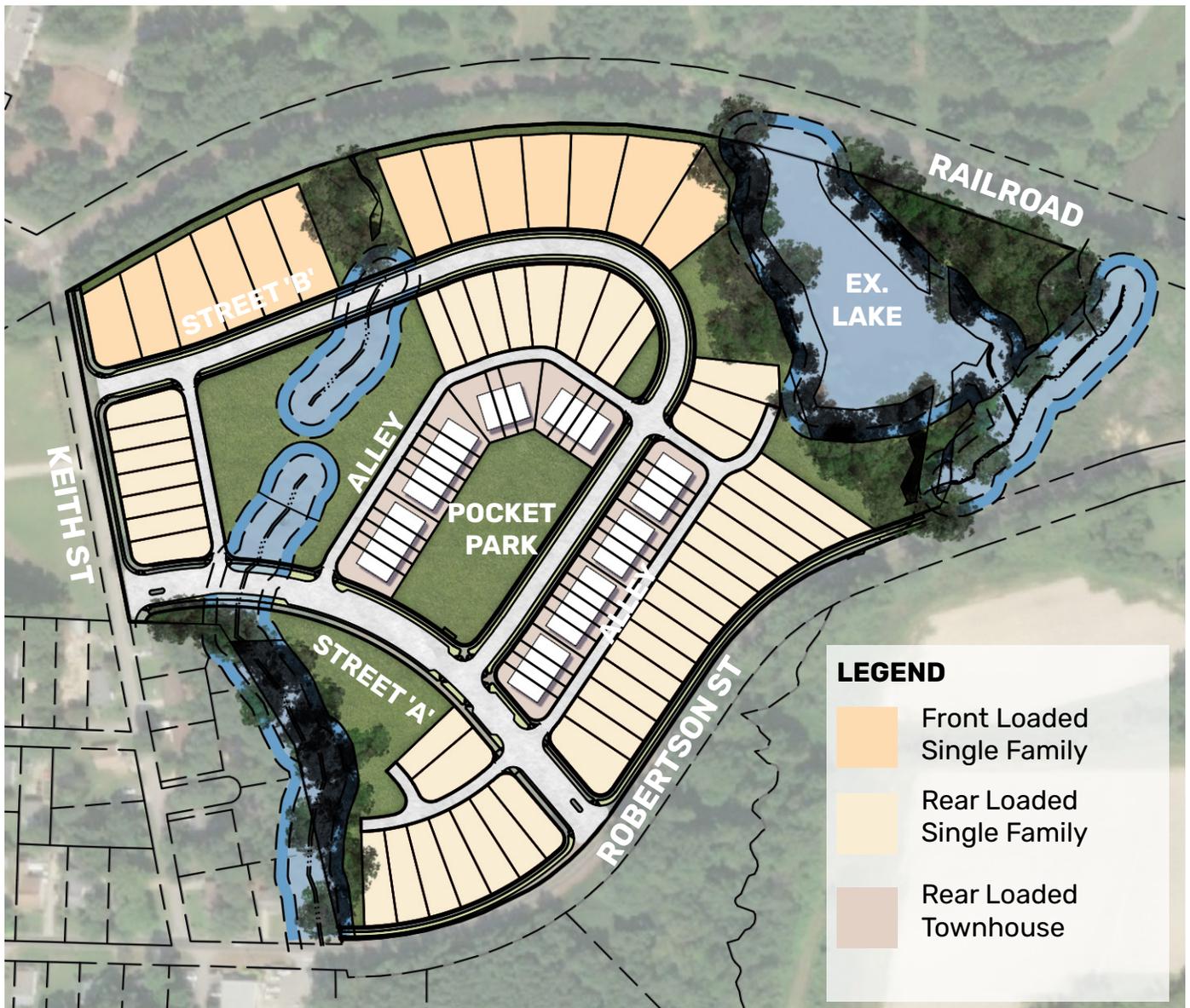
1

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

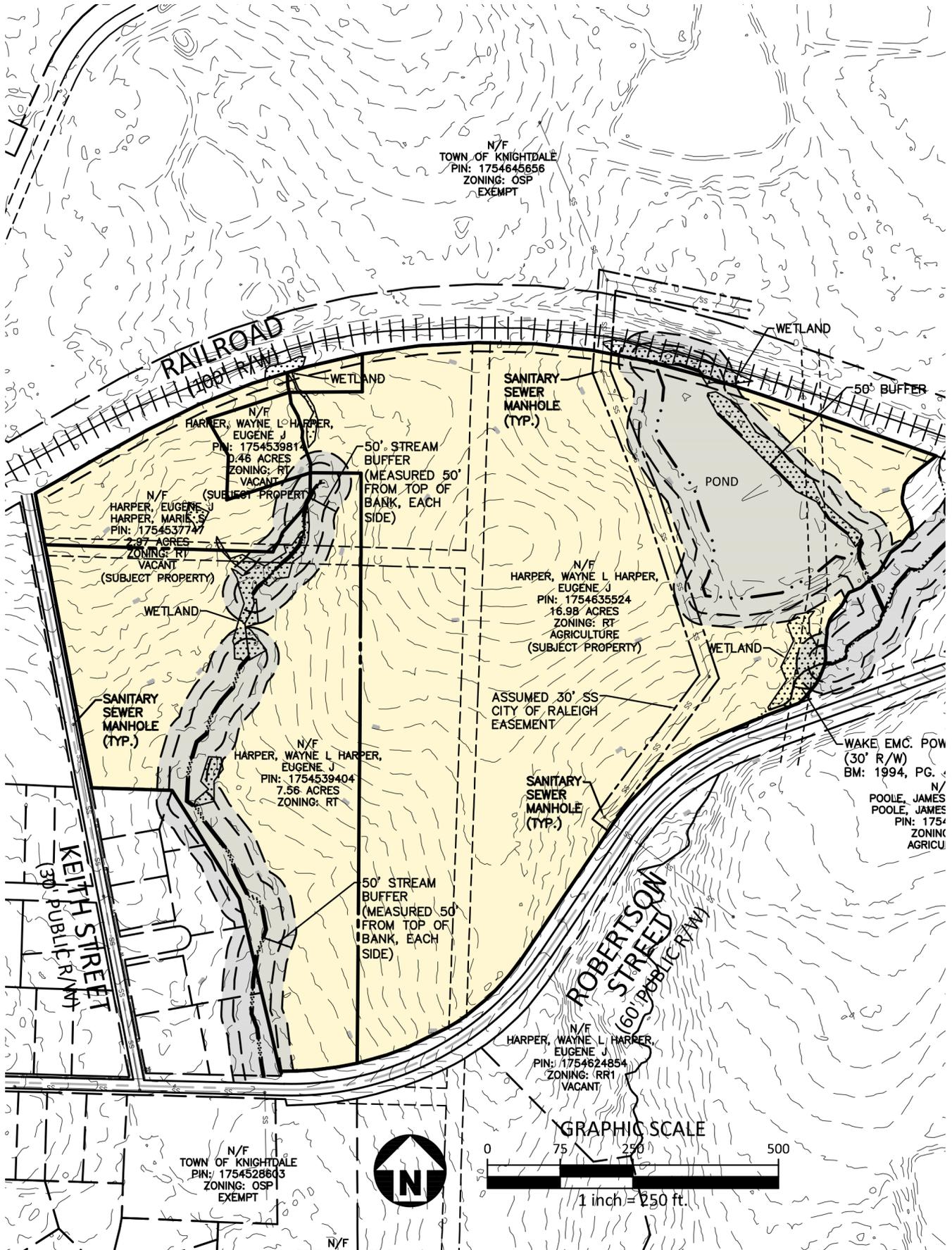
EXISTING CONDITIONS

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.

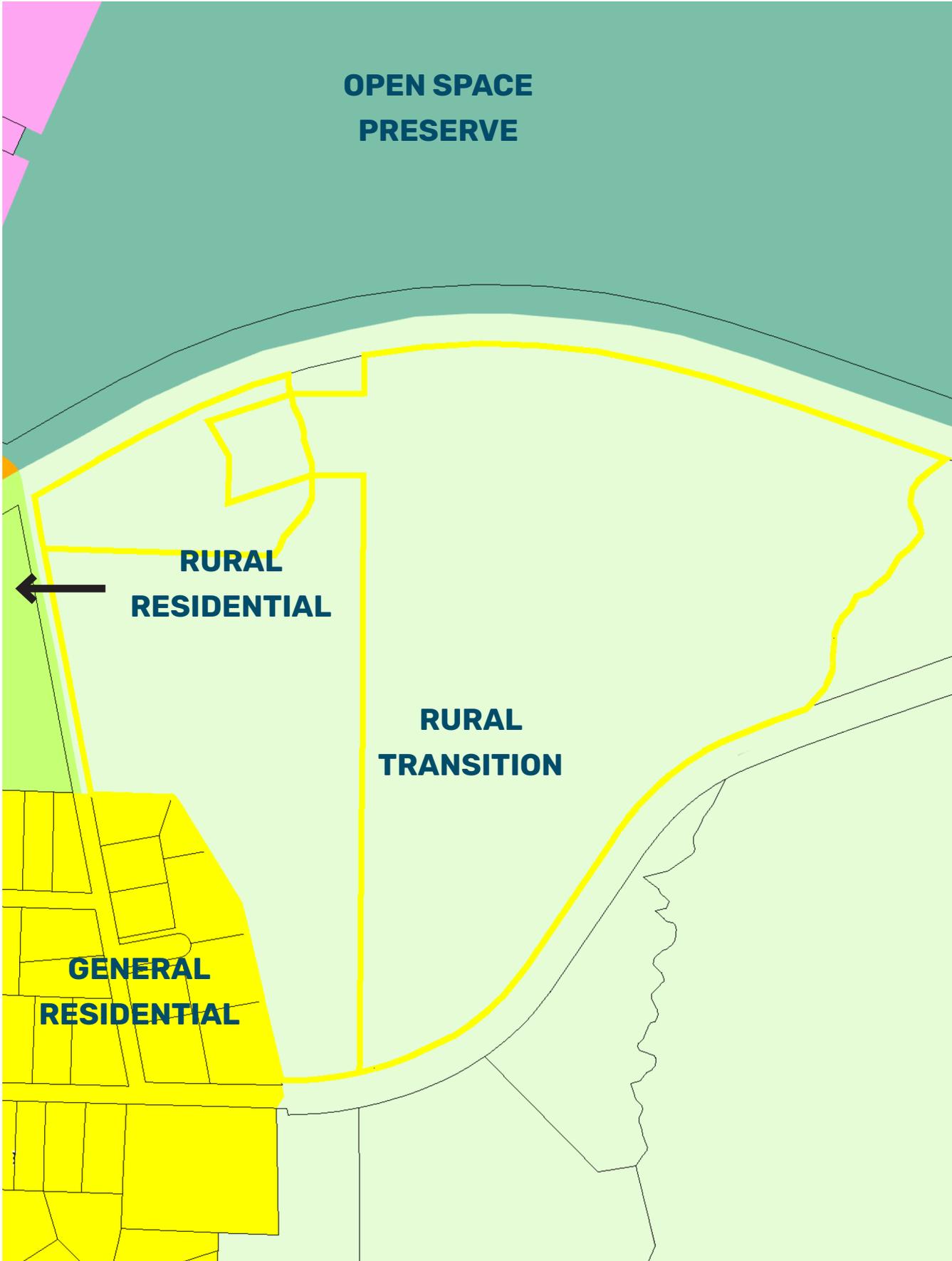
EXISTING CONDITIONS

EXISTING
CONDITIONS



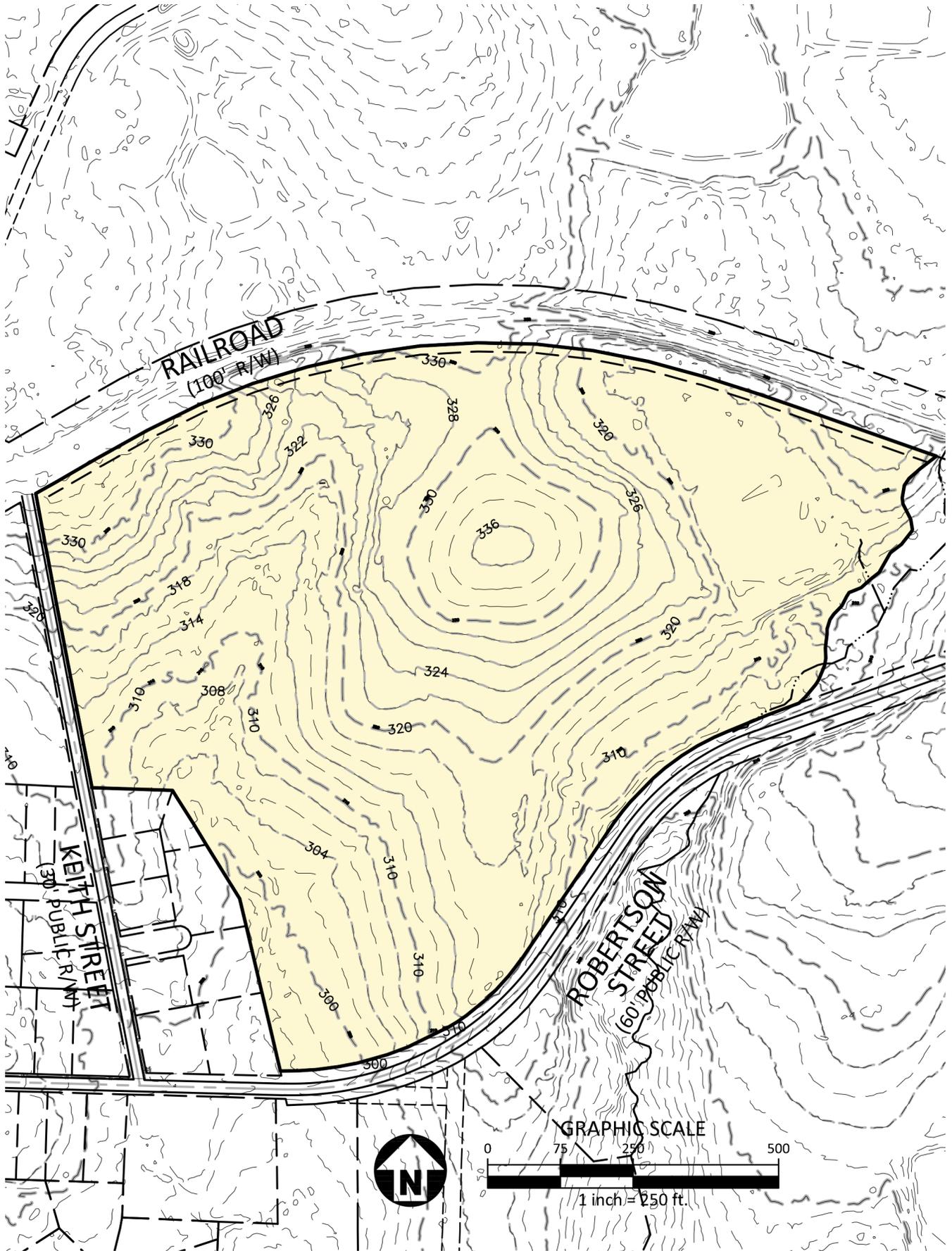
CURRENT ZONING MAP

EXISTING
CONDITIONS



TOPOGRAPHY + BOUNDARY

EXISTING
CONDITIONS



HYDROLOGY

 **STREAM**

 **WETLAND**

EXISTING
CONDITIONS



VEGETATION

EXISTING
CONDITIONS





3

PUD MASTER PLAN

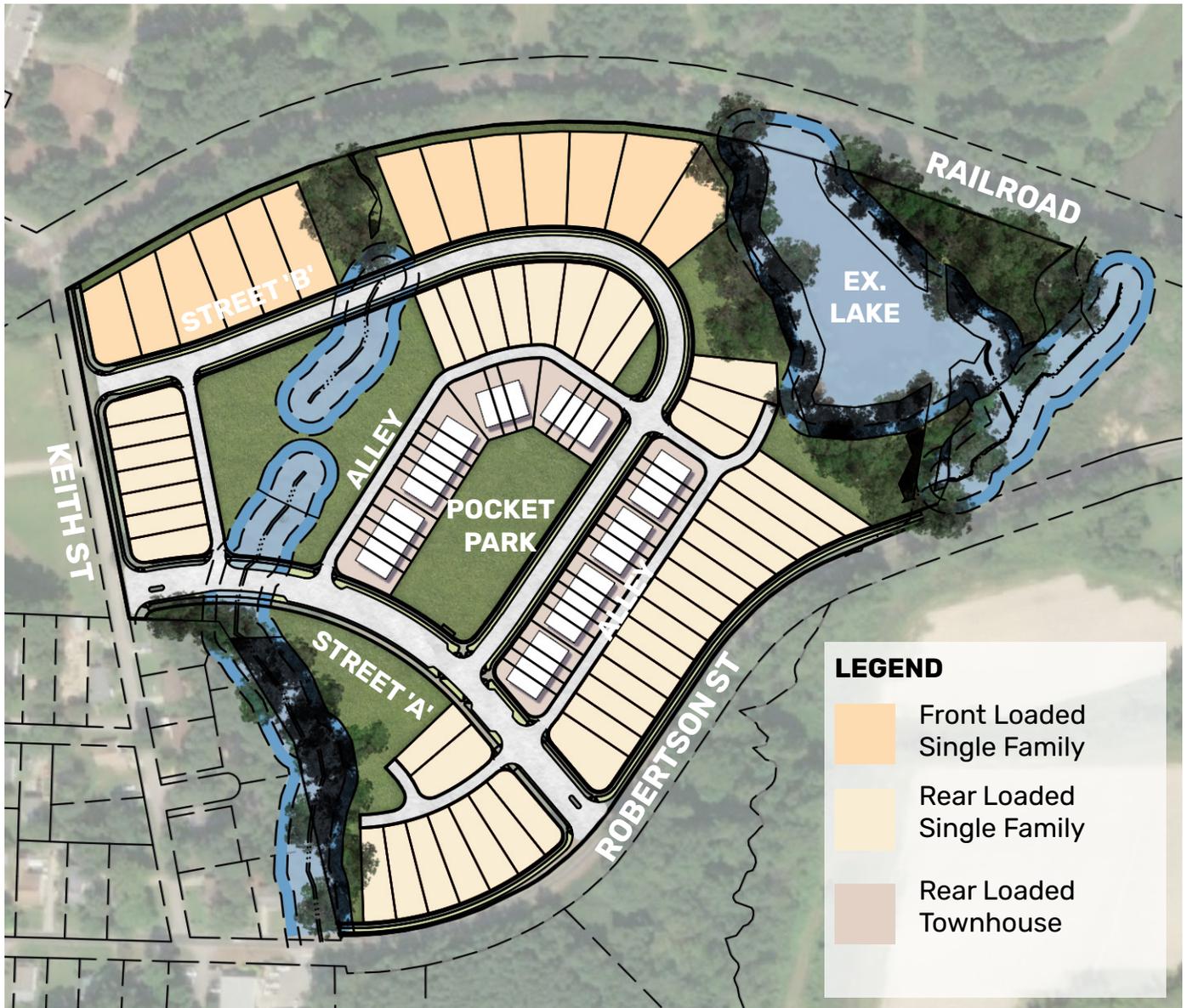
PLANNED UNIT DEVELOPMENT MASTER PLAN

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

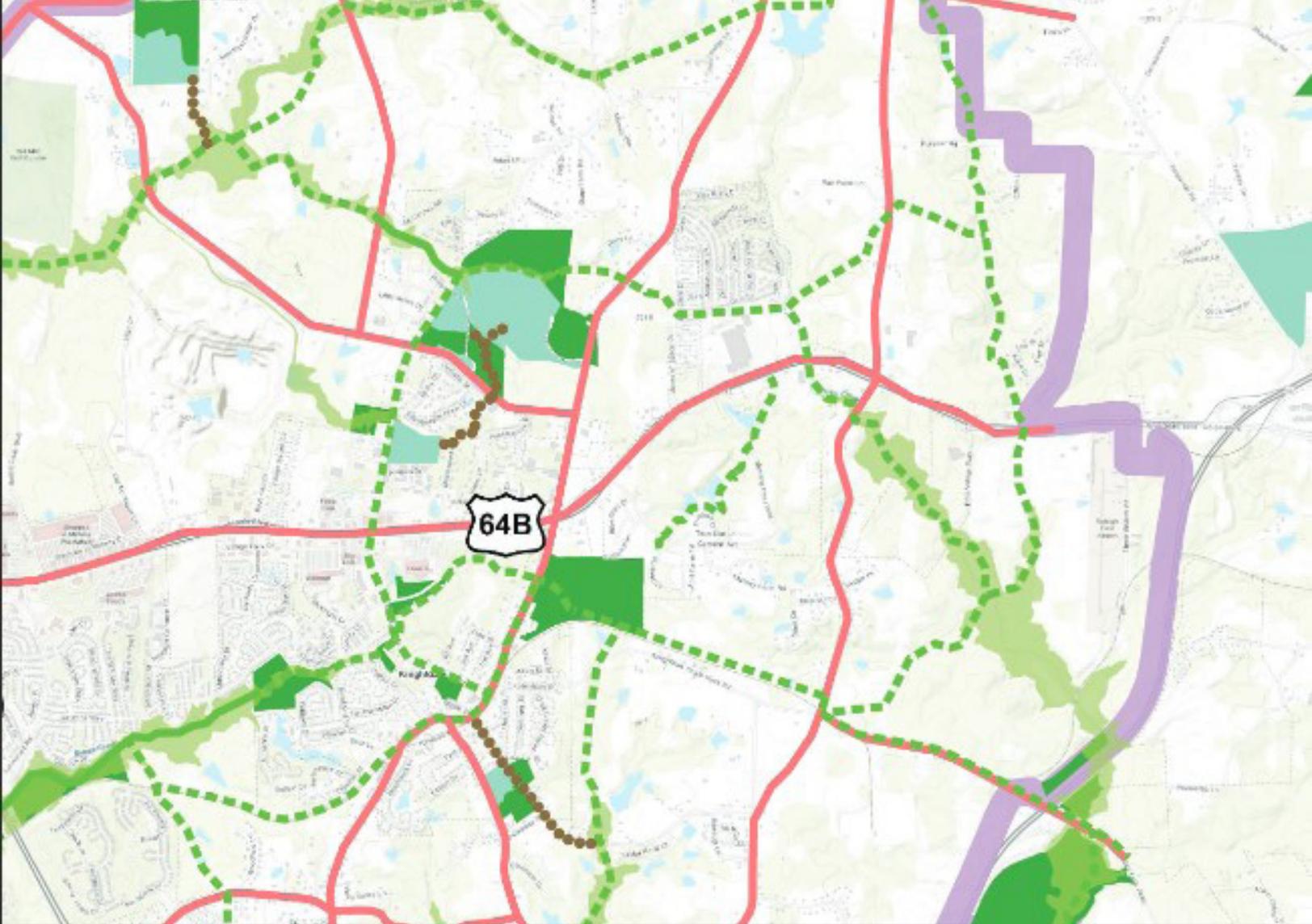
§2.7.B of the Knightdale Unified Development Ordinance limits the maximum number of townhouse units in GR districts to 30% of the total number of dwelling units. Townhouses within The Collection will comprise 38.8% of the total number of dwelling units. To ensure that townhouses are high-quality construction, 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

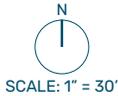
Public Art will be integrated into The Collection, subject to approval by the Town of Knightdale Technical Review Committee. Public Art will be located within the collection to add visual interest to open spaces, recreation areas, or entrances.

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.
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- 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:

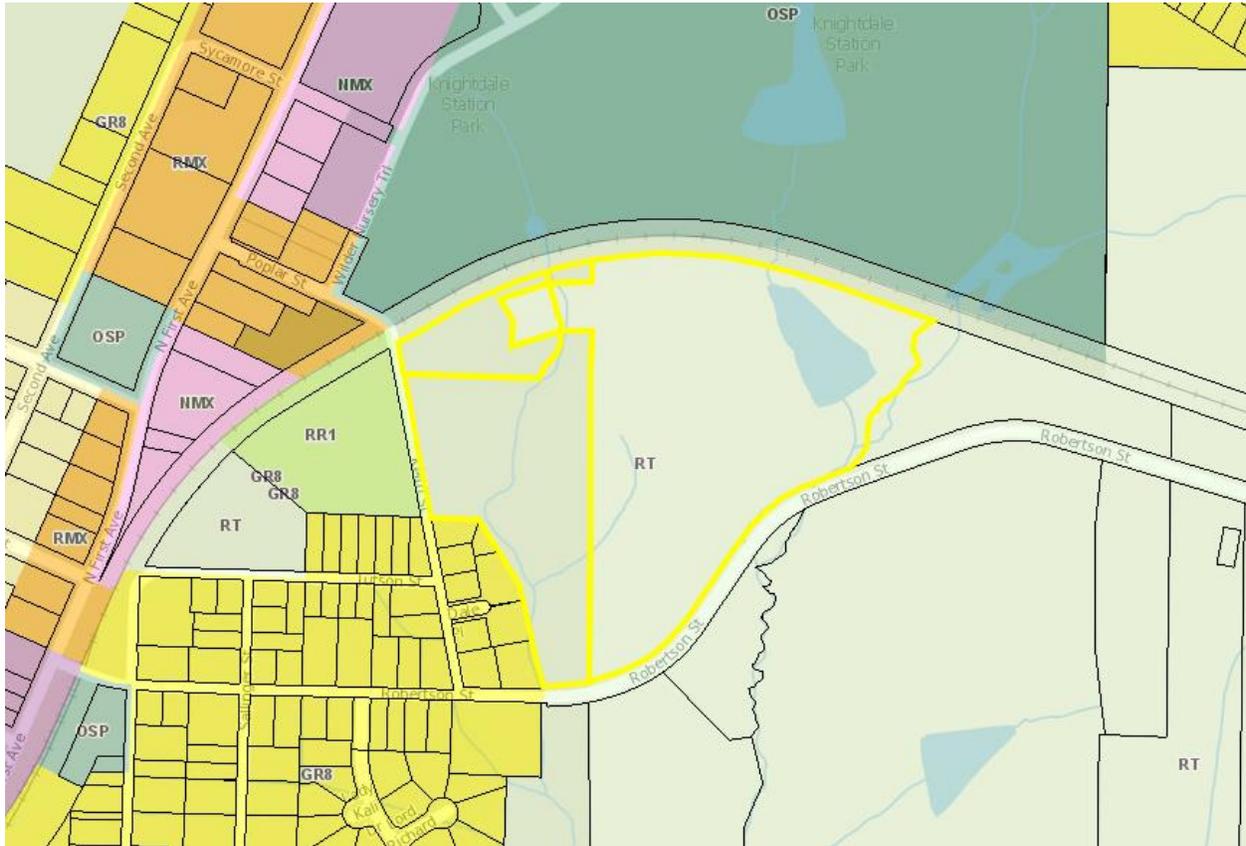
A neighborhood meeting will be held at 6:30pm p.m. on Tuesday, August 27, 2019 in rooms 404 and 406 of the Knightdale Recreation Center located at 102 Lawson Ridge Rd, Knightdale, NC 27545. The purpose of the meeting is to discuss an upcoming application to rezone property made up of five parcels, located 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 #20-02-19-001

AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE OF THE TOWN OF KNIGHTDALE WHICH INCLUDES THE ZONING DISTRICT MAP

ZMA-6-19 The Collection Planned Unit Development

WHEREAS, the Town of Knightdale has received a petition to amend the zoning of the property from Rural Transition (RT) to General 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 over window inserts and hardware.
 - k. For every linear 30 feet (or fraction) of continuous side elevation, there shall be one window or door added to the side elevation. Any siding break on the side of the home such as a fireplace, porch, wall offset can be used as an alternative to a window or door.
 - l. Garages will not exceed 45% of the front façade width or will be split into two bays.
6. Townhouse Architectural Standards: In addition to the elevations, the applicant agrees to the Townhouse Architectural Standards found in UDO Ch. 5.8 and the additional conditions listed below:
 - a. All townhouse units will have alley-loaded two car garages.
 - b. All townhouse units shall be raised from the finished grade a minimum of 18” and have stem wall or raised slab foundations that shall be covered on all sides with brick, stone, or stucco. Areas under porches may be enclosed with lattice.

- c. All townhouse units will have a combination of two or more of the following materials on the front façade (not counting the foundation): stone, brick, lap siding, fiber cement siding, shake or board and batten. All siding will be fiber cement. Vinyl may be used for soffits, fascias, and corner boards.
- d. Usable front porches shall be at least five (5) feet deep and extend more than 30% of the primary façade.
- e. All townhouse units shall provide detailed design elements using at least one (1) of the features from each of the four categories below:
 - Entrance:
 - Recessed entry with 6” minimum width door trim
 - Covered porch with 6” minimum width pillars/posts/columns
 - Building Offset:
 - Façade offset
 - Roofline offset
 - Roof:
 - Dormer
 - Gable
 - Cupola/Tower/Chimney
 - Decorative cornice of roof line (flat roof only)

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

- Front Façade:
 - Bay window
 - Balcony
 - Porch
 - Shutters
 - Window trim with 4” minimum width
 - Patterned finish (scales, shakes, wainscoting, brick, or stone)
- f. There shall be a 12” overhang on every gable roof end.
- g. Townhouse building walls shall be wood clapboard, cement fiber board or shingle, wood board and batten, brick, or stone.
- h. Main roofs on townhouse buildings shall have a pitch between 6:12 and 12:12. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building. Monopitch roofs shall have a pitch of at least 3:12.
- i. For every second and third story of the side elevations, there shall be a minimum of three windows added to the side elevation. Any siding break on the side of the home such as a fireplace or wall offset can be used as an alternate to a window. On the ground floor there shall be at minimum of one window on the side elevations.
- j. The second and third stories of the rear elevation shall have either a balcony and door(s) or windows making up a minimum of 25% of the length of the rear elevation. The percentage is measured as the horizontal plane (lineal feet) containing a balcony and door(s) or windows divided by the total horizontal plane length.

- k. No two townhome units in a building shall have the same exterior paint color scheme.
- l. All townhomes shall be three (3) stories.
- 7. The submitted site plan (Exhibit 2) and home elevations will serve as the site-specific development plan. However, the applicant must submit Construction Drawings to the Town for approval that are in conformance with the approved conditions of the GR-8 PUD zoning district, master plan comments, Unified Development Ordinance, and comments from the October 31, 2019 DRC meeting.

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

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

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

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

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

Adopted this 19th day of February, 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-7-19: Poplar Creek Village Phase 4 Planned Unit Development Rezoning

Staff: Kevin Lewis, AICP, Senior Planner – Current

Date: February 19, 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)

- Staff Report
- Application Packet
- PUD Document with Architectural Elevations
- Neighborhood Meeting Information
- Ordinance #20-02-19-002

STAFF RECOMMENDATION

- Since the previous Town Council meeting, the applicant has made significant improvements to the application and supporting materials. The applicant has agreed to the condition recommended by Staff and LURB, however additional site design changes are now under consideration. Therefore, Staff recommends continuing this case (ZMA-7-19) to the April 15, 2020 Town Council meeting to allow the applicant time to further amend their application.

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: February 19, 2020

Director Signature: CH

Asst. Town Manger Signature: DT

Town Manager Signature: WRS

I. REQUEST:

Mr. Stuart Poulsen of Blackridge Properties, LLC has submitted an application to rezone and develop the vacant parcels west of Clifton Road, identified by the Wake County PIN 1743-82-2816, from Rural Transition (RT) to General Residential-3 (GR-3) with a PUD. The applicant has proposed to develop the 17.49 acre parcel into a 50-lot single-family residential subdivision.

II. PROJECT PROFILE:

PROPERTY LOCATION:	0 Clifton Road, between existing phase 3 of Poplar Creek and Clifton Road.
WAKE COUNTY PINs:	1743-82-2816
CURRENT ZONING DISTRICT	Rural Transition (RT)
PROPOSED ZONING DISTRICT:	General Residential-3 (GR-3) Planned Unit Development (PUD)
NAME OF PROJECT:	Poplar Creek Village Phase 4
APPLICANT:	Stuart Poulsen of Blackridge Properties
PROPERTY OWNER:	Billy Royce Liles
PROPERTY SIZE:	17.49 acres
PROPOSED DENSITY:	2.8 units per acre
CURRENT LAND USE:	Vacant/Formerly Agricultural
PROPOSED LAND USE:	50 Single-Family Residential Units
PROPOSED OPEN SPACE:	108,029 ft ² /2.59 acres (50,586 ft ² /1.16 acre required)

III. BACKGROUND INFORMATION:

The Planned Unit Development District (PUD), is a re-zoning process which is designed to encourage master planning of development and to coordinate such development so as to manage the impacts of the development on the provision of Town Services and infrastructure. The PUD encourages creativity and innovation in the design of developments, but in return for this flexibility the expectation is for communities to provide exceptional design, character, and quality; provide high quality community amenities; incorporate creative design in the layout of buildings; ensure compatibility with surrounding land uses and neighborhood character; encourage the creation of mixed density neighborhoods, neighborhood nodes, and mixed use centers; further the goals of the KnightdaleNext 2035 Comprehensive Plan including the Growth Framework and Growth & Conservation maps; and provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure.



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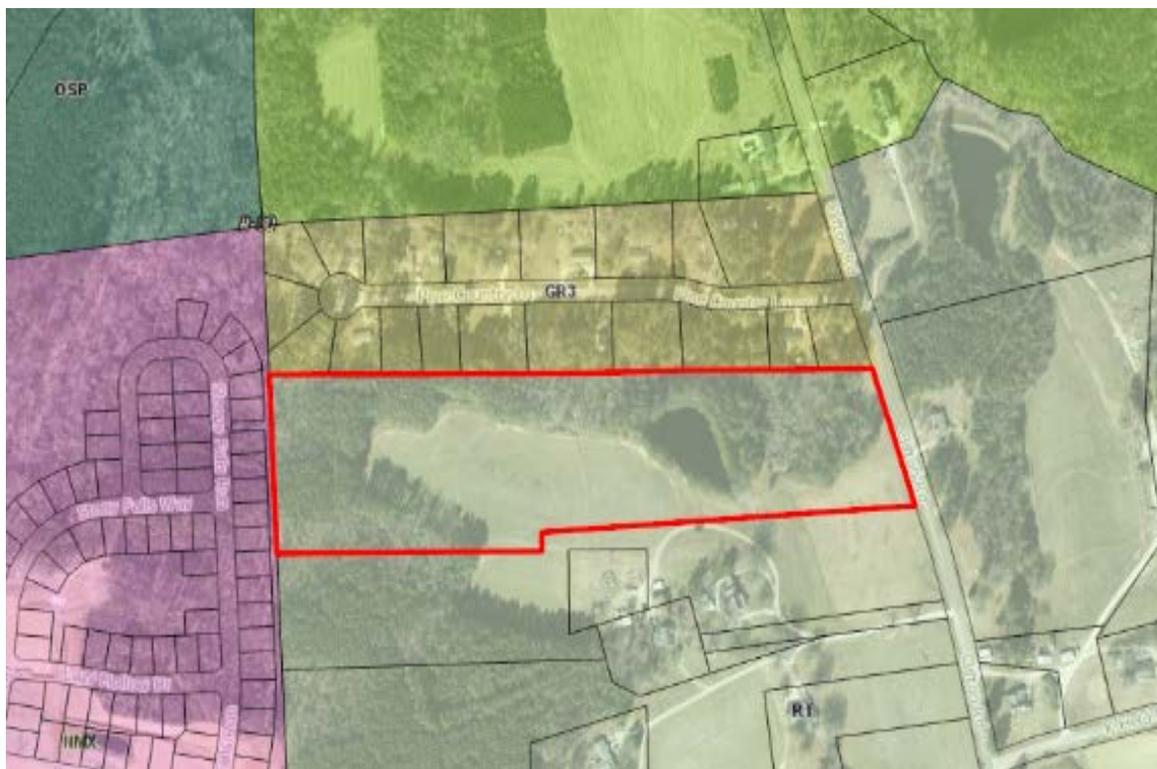
Staff Report

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.

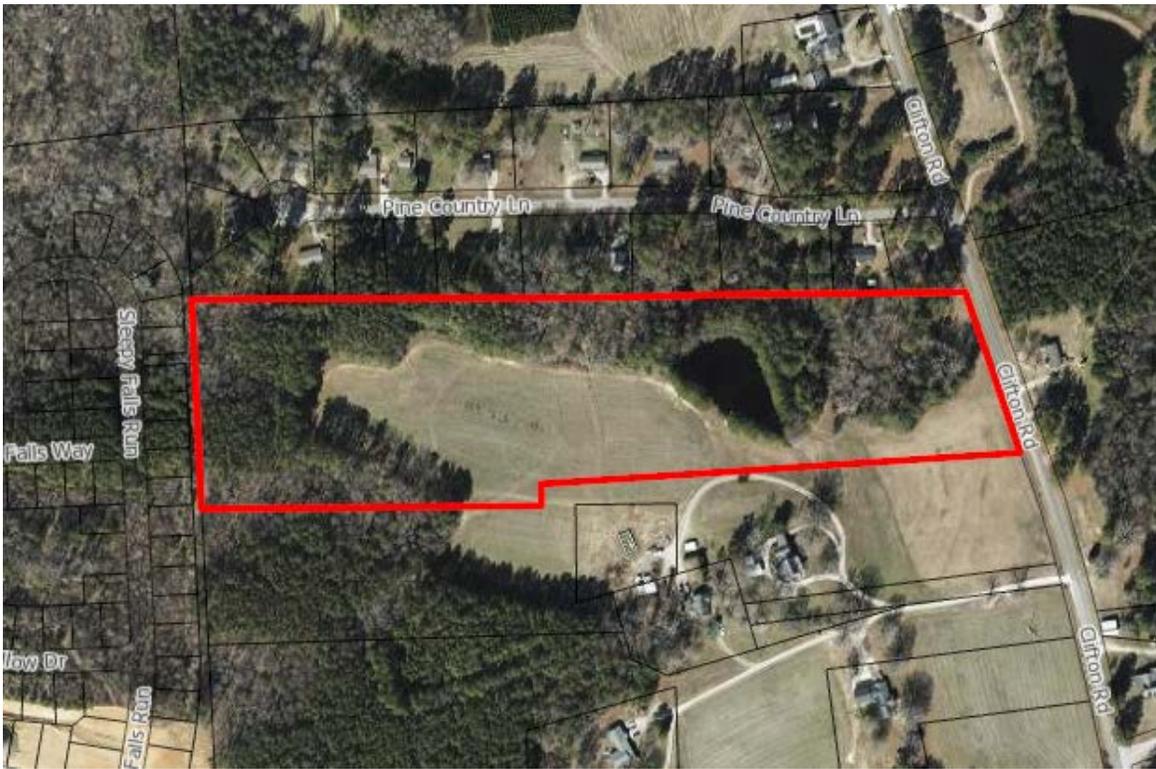
DIRECTION	LAND USE	ZONING
North	Pine Country Estates Subdivision	GR-8
South	Residential	RT
East	Residential	RT
West	Poplar Creek Ph 1-3	NMX





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 50 single-family residential lots, of which 26 will be rear-loaded units 30' in width to be served by a private alley. The remaining 23 are front-loaded units 60' in width. The plan shows the extension of Stony Falls Way eastward to Clifton Road, which will provide residents within Poplar Creek Village with an alternative entry and exit to the neighborhood, in addition to easier access to Old Town and point of interest along Knightdale Blvd. Also included are five-foot wide sidewalks on both sides of each public road, walking trails, street trees, and seven on-street parking spaces. Please see the next page for a copy of the site plan.

LURB Recommended Condition:

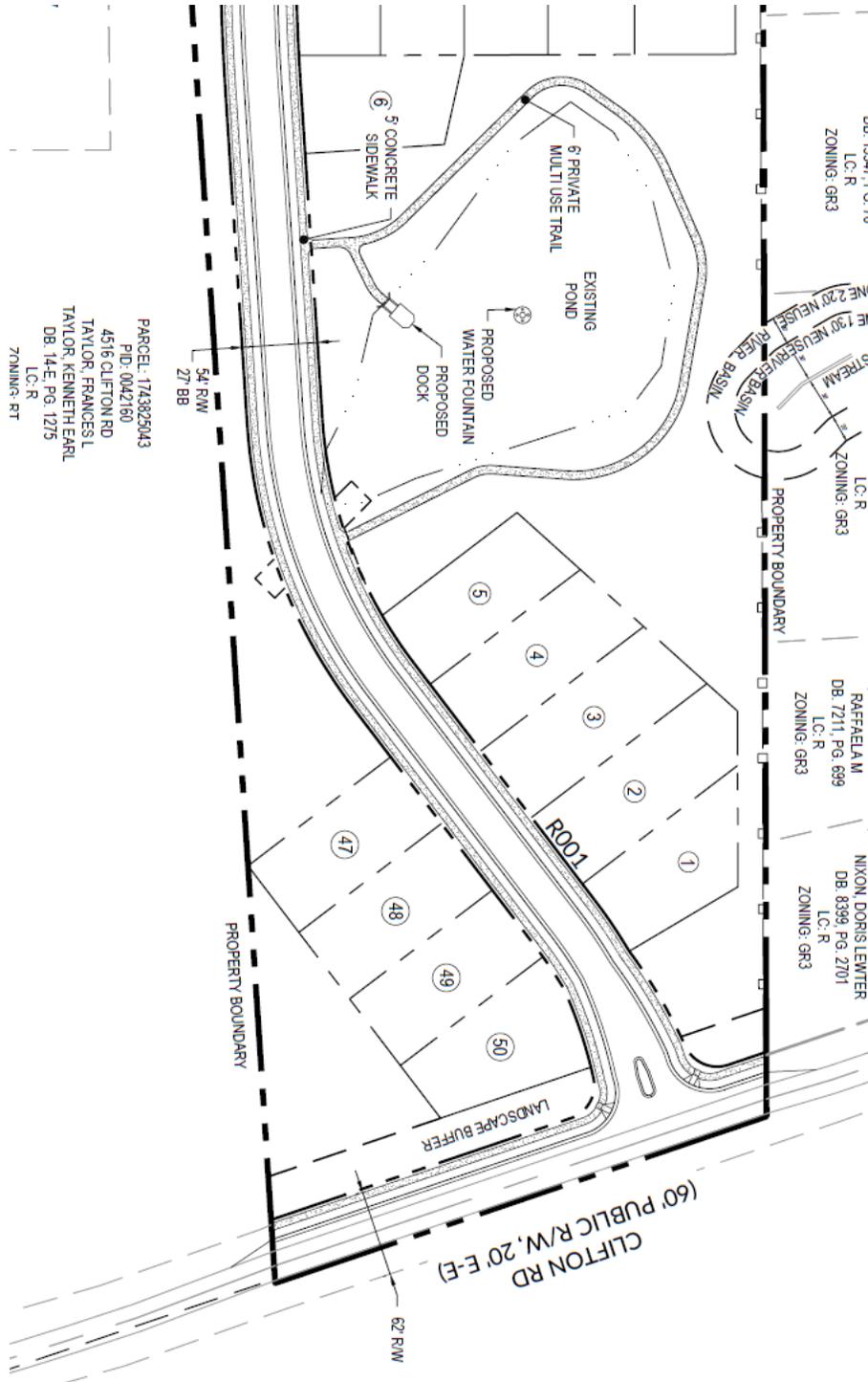
Consolidate on-street parking along "R001" across from lots 12-25.

The applicant has agreed to this condition and will be amending their application to reflect the change.



Town of Knightdale

Staff Report





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 applicant is proposing to connect to public water and sewer. In accordance with Section 16.6.P of the UDO, the applicant is proposing to obtain the required 50 points with the following features:

	Points
Base Points - Major Residential Subdivision	15
Options to Obtain additional 35 points:	
Residential Architectural Standards	15
Natural Habitat/Active Open Space > 3 acre	3
Fountain within Existing Pond	4
Dock within Existing Pond	4
10' wide multi-use path > 1,000 LF	2
Provision of On-Street Public Parking	4
Private 6' Trail > 1,000 LF	1
Pool – Existing within Poplar Creek	1
Clubhouse – Existing within Poplar Creek	3
Total Proposed:	52
(50 Points Required)	

- C. **Residential Architectural Standards:** The proposed alternative architectural standards are listed below. In addition to the proposed standards, the applicant is agreeing to adhere to the architectural standards in Sections 5.4 and 5.7 of the UDO by including it in their WAP bonus point breakdown. The applicant has also included architectural elevations, found in the attached PUD document.
1. The front elevation of all residential dwellings shall have at least one (1) of the following features: Board and Batten, Shake Siding, or Second Story Porch and at least one (1) of the following features: Gable Window, Dormer(s), Decorative Window Cap/Pediment, Front Door Transom or Sidelight Window. Having two (2) items from the first list in lieu of one from each list will meet this architectural requirement.
 2. Vinyl siding is permitted and shall be a minimum of .045 in in thickness.
 3. Side and rear elevations are not required to have additional materials, and can be 100% vinyl materials.
 4. All pitched roofs shall be profiled by eaves projecting a minimum of 10 inches from the building face which may include gutters.
 5. Front-loaded garage doors shall utilize a carriage style or similarly stylistic garage door that is architecturally compatible with the housing style (paneled garage doors are not permitted).
 6. The crawlspace of buildings shall be enclosed with brick, stone, or stucco. Slabs shall be covered on all sides with brick, stone or stucco no less than the height equivalent of three (3) courses of brick (eight [8] inches) visible above grade. Areas under porches may be enclosed with lattice.



Town of Knightdale

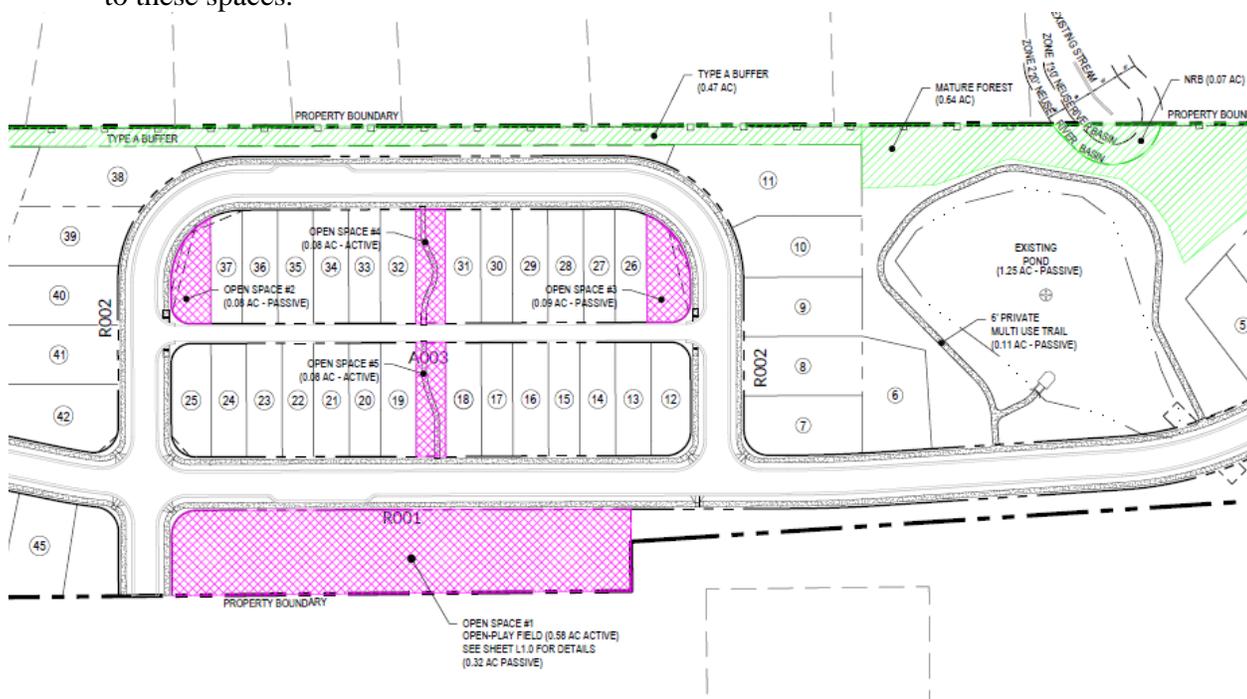
Staff Report

7. Porches and stoops should be used as a primary architectural element of the building design and be located on the primary façade or other elevation fronting a public right-of-way. Front porches shall be a minimum of 6' in depth on at least 50% of the elevations, but in no case shall the front porch be less than a 5' average with the narrowest portion being 4'.

Staff Analysis

The proposed architectural standards are generally in line with other standard which have been approved by Town Council. In addition, the elevations provided in the PUD document adhere to those approved in phases 1-3 of Poplar Creek Village. Staff believes that this proposal is consistent with the established phases of Poplar Creek Village.

- D. **Open Space:** A number of proposed WAP bonus point items are addressed in the applicants Open Space plan. According to the applicant's PUD document, passive Open Space will include a multi-use trail and dock surrounding the existing pond, as well as. Active Open Space amenities include a large half acre-plus open-play field and gathering space. Pedestrian pathways through the site allow for resident use and access to these spaces.



- E. **Stormwater Management:** The applicant is not proposing any deviation from the UDO requirements, found in Chapter 6, related to stormwater management of the site, which shall meet town standards.
- F. **Lighting:** The applicant is not proposing any deviations from the lighting standards as found in Section 11.4 of the UDO.
- G. **Signage:** All site signage will be reviewed under a separate zoning review; however, the applicant is not proposing any deviations from the standards as found in UDO Chapter 12 for the GR-3 Zoning District.



Town of Knightdale

Staff Report

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 and 3’ for rear-loaded units instead of 20% of lot width. Additionally, front- and rear-loaded single-family dwellings will be served by driveways that are a minimum length of 25’ and 20’, respectively, rather than the UDO requirement of 35’.

B. **Mass Grading** (Section 6.2.B):

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

C. **Connectivity Index:**

- **Required:** In accordance with Section 9.5.G of the UDO, the minimum index of links to nodes for proposals in the GR zoning district is 1.4
- **Requested:** Due to the small size of this proposed development, its lack of cul-de-sacs, and few nodes, the applicant requests an index of 1.14.

D. **General Roadway Design Criteria:**

- **Required:** Section 17.3.B of the UDO requires roadways classified as “Street” maintain a minimum horizontal centerline radius of 150’ with a design speed of 25 mph.
- **Requested:** Road “R002” serves 10 residences directly and 15 additional residences indirectly via the alley right-of-way. It is proposed to maintain a design speed of 15 mph with a minimum centerline radius of 100’.



Town of Knightdale

Staff Report

VIII. PUD DOCUMENT ANALYSIS

The applicant submitted a PUD document to support their Master Plan. The attached document gives the applicant an opportunity to describe the proposed development in more detail. The applicant included a description of their proposed architectural standards, conditions, and detailed open space programming, as seen above. Additionally, the applicant included proposed elevations for both types of housing. The elevations for the front-loaded units are consistent with what has been approved previously, while the elevations for the rear-loaded units meet the spirit and intent of the UDO and Comprehensive Plan, while also continuing the character of phases 1-3. It is staff's opinion that the document is well written, descriptive, and achieves the goal of promoting the overall vision of their proposed development.

IX. TRANSPORTATION ANALYSIS

As required by the UDO, a Traffic Impact Analysis (TIA) is required for any "proposed rezoning or Master Plan...if the nature of the proposed rezoning or development is such that the number of trips it can be expected to generate equals or exceeds 150 new peak hour trips (Sec 9.4.B.1)". Staff requested the applicant conduct an initial Trip Generation report to determine the number of peak hour trips this proposal is expected to generate. That report indicated the weekday AM peak hour trips to be 44 and PM trips to be 58. Based on these numbers, staff did not request any further analysis.

The applicant is also required to conform to the Connectivity Index (9.5.G), which is used "to determine the adequacy of street layout design", and compares the links (road sections between intersections) and nodes (intersections) of the proposed development. A perfect grid has a Connectivity Index of 2.00. Proposed developments in the GR zoning district are required to have a minimum index of 1.40; Poplar Creek Village Phase 4 has an index of 1.14. As previously noted, due to the small size of this proposed development, its lack of cul-de-sacs, and few nodes, the applicant requests a reduced index of 1.14.

Staff review of the proposed development and supplemental information find a number of transportation improvements which have the potential to improve conditions off-site and provide for safe movement within the neighborhood. The construction of this development provides an alternative ingress and egress point for phases 1-3, which should allow for easier access towards major points of interest in Knightdale, including Old Town and retail along Knightdale Blvd. Pedestrian improvements on-site include sidewalks or multi-use paths on both sides of the proposed roads, with high-visibility crosswalks at all intersections, and connections to the greenway in phases 1-3. On-street parking is provided in tow locations, and staff will work with the developer to add additional spaces.

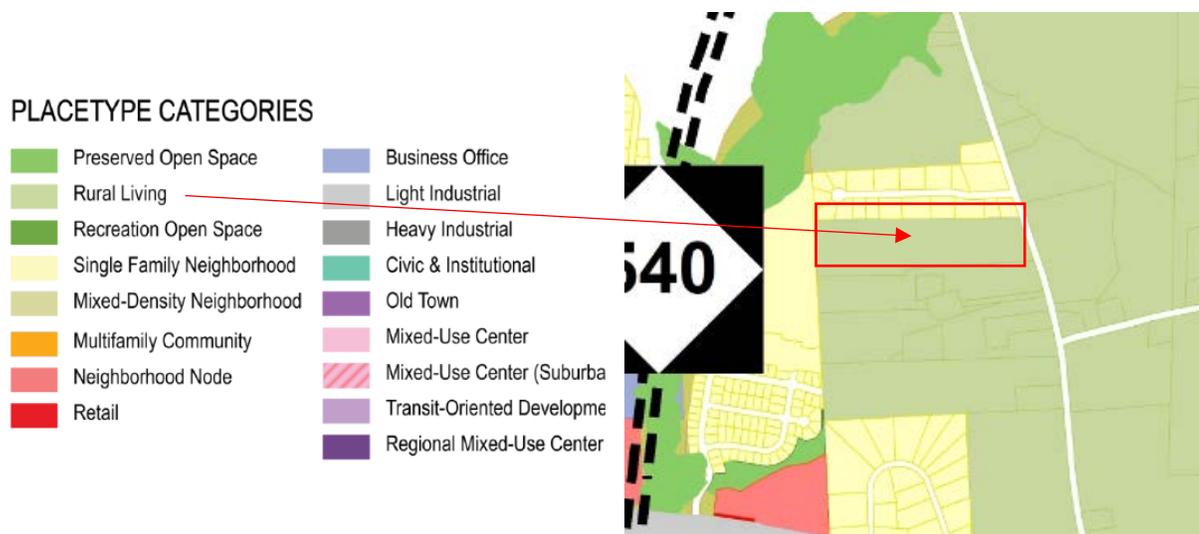
X: COMPREHENSIVE PLAN:

When the 2035 Comprehensive Plan was being drafted, it was determined that the document should take a playbook approach that would be based on existing conditions that might change over time. As such, the categories as part of the Growth and Conservation Map were based on particular characteristics that would be likely in 2035, however those items may evolve over time as conditions change that were not contemplated at the time of adoption. Those changes should be evaluated against the community vision, guiding principles, and Growth Framework Map to determine if they are in the best long-term interests of the Town and all those involved in the process. The subject property is designated to be "Rural Living" as a placetype.



Town of Knightdale

Staff Report



The Rural Living placetype is defined as follows:

“Rural living areas are characterized by large lots, abundant open space, and a high degree of separation between buildings. Homes are scattered throughout the countryside and often integrated into the rural landscape. The lot size and distance between dwelling units decreases with greater development densities. Buildings are generally oriented toward the road and have direct access from private driveways. One or more out-buildings on a property may support farm activities.”

It is staff’s opinion that the proposed Master Plan and PUD is not consistent with the KnightdaleNext 2035 Comprehensive Plan, however it is reasonable based on the previously described playbook approach. Staff believes the continuation of the existing Poplar Creek Village neighborhood, transportation improvements including a secondary access point for residents, and water & sewer infrastructure improvements made by the developer to an unserved portion of the ETJ meets the intent of the Comprehensive Plan’s playbook approach.

The applicant acknowledges that the request is not consistent and therefore is requesting an update to the Growth and Conservation map to modify this area from Rural Living to Single Family Neighborhood, which is consistent as a continuation of the existing Poplar Creek Village neighborhood.

CONSISTENCY WITH THE COMPREHENSIVE PLAN:

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

As previously mentioned, it is staff’s opinion that the proposed Master Plan and PUD is not consistent with the KnightdaleNext 2035 Comprehensive Plan; however, staff finds the applicant’s request to amend the map consistent with the Comprehensive Plan guiding principles and believe it is reasonable and in the public interest. The following guiding principle categories would be applicable to this request.



Town of Knightdale

Staff Report

COMPACT DEVELOPMENT PATTERNS



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

Compact Development Patterns – The proposal offers narrow lot sizes and introduces a new product to the Poplar Creek Village neighborhood in 35’ wide single-family dwellings.

COMMUNITY DESIGN



Celebrate a distinct brand and sense of place that is uniquely Knightdale, while still tapping into the talent and creativity of the people that shape its residents, business owners, property owners, developers, planning and design professionals, etc. to keep things relevant and authentic. Prioritize Town investments in the spaces around, between, and within buildings (the “public realm”) that create a certain vibe, identity, and reputation for Knightdale as a place for pedestrians and active public spaces. Use investments in the public realm—street improvements, public spaces, lighting, landscaping, artwork, etc.—to leverage greater private investment in terms of building use, scale, placement, materials and interactions with the public realm.

Community Design – This phase continues the general design guidelines approved for previous phases, as well as providing amenities and enhanced landscaping.



Town of Knightdale

Staff Report

GREAT NEIGHBORHOODS AND EXPANDED HOME CHOICES



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

Great Neighborhoods and Expanded Home Choices – The proposed development will include 23 front-loaded single-family dwellings at 60’ wide, and 27 rear-loaded single-family dwellings at 35’ wide. It will be a continuation of the existing Poplar Creek Village neighborhood, which is nearing full buildout.

COMMUNITY FACILITIES AND SERVICES



Continue to improve quality-of-life for all residents of Knightdale by maintaining and expanding community facilities and services (infrastructure) while ensuring that elected officials are good stewards of Town finances. Plan for, finance, and develop efficient infrastructure capacity to accommodate future growth and stimulate economic development. This includes focusing infrastructure investment in identified growth activity centers and maintaining a strong partnership with Wake County, the Wake County School District, NCDOT, CAMPO, the City of Raleigh Public Utilities 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: encouraging compact development patterns, continuing community design, creating great neighborhoods and expanding home choices, and enhancing community facilities and services. It is inconsistent with the General Growth Framework and Growth & Conservation Map, however reasonable when applying the playbook approach. The request is also reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people desire to live, work and visit.”



Town of Knightdale

Staff Report

XI. JOINT PUBLIC HEARING SUMMARY:

A Joint Public Hearing was held at the December 18, 2019 Town Council meeting, where staff introduced the case. A representative from the development team also gave a short presentation, however no one from the general public spoke in favor or against the project.

XII. LAND USE REVIEW BOARD SUMMARY:

The LURB considered this item at their January 13, 2020 meeting. After staff presented an overview of the proposed rezoning request, LURB members asked questions regarding siding materials, architectural standards, elevations, on-street parking, buffer maintenance, street curve radii and speed limits, and mass grading. The LURB then voted unanimously, 6-0, to recommend approval of ZMA-7-19 with staff recommended condition (see below) and forwarded the following advisory statement.

“The proposed Zoning Map Amendment is not consistent with the KnightdaleNext 2035 Comprehensive Plan, however it is reasonable as it addresses several of the guiding principles including: encouraging compact development patterns, continuing community design, creating great neighborhoods and expanding home choices, and enhancing community facilities and services. It is inconsistent with the General Growth Framework and Growth & Conservation Map, however reasonable when applying the playbook approach. The request is also reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people desire to live, work and visit.”

LURB Recommended Condition:

Consolidate on-street parking along “R001” across from lots 12-25.

The applicant has agreed to this condition and will be amending their application to reflect the change.

XIII. STAFF RECOMMENDATION:

Since the previous Town Council meeting, the applicant has made significant improvements to the application and supporting materials. The applicant has agreed to the conditions recommended by Staff and LURB, however additional site design changes are now under consideration. Therefore, Staff recommends continuing this case (ZMA-7-19) to the April 15, 2020 Town Council meeting to allow the applicant time to further amend their application.

XIV. ATTACHMENTS:

Application Packet, PUD Document with Architectural Elevations, Neighborhood Meeting Information, and Ordinance #20-02-19-002.

RECOMMENDED ACTION

1. Motion to continue ZMA-7-19 to the April 15, 2020 Town Council meeting.

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 Strayhorn 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:

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SIGNATURE:

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stuartpoulsen@gmail.com

SIGNATURE:

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SUBMITTAL DATE:

X-REFERENCE(S):

FILING FEE:

SKETCH PLAN MEETING DATE:



Poplar Creek Village Phase 4 PUD APPLICATION

12/12/19

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Poplar Creek Village Phase IV Planned Unit Development

Second Submittal: 12/12/2019

Developer

Blackridge Properties, LLC
414 Forsyth Street
Raleigh, NC 27609

Consultant

WithersRavenel
115 MacKenan Drive
Cary, NC 27511

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 a 6' wide multi-use trail circumnavigating the existing 1.25-acre pond on the site. Additionally, a large dock is proposed overlooking the pond, for residents and guests to enjoy. An open playfield is also provided for more active recreational uses. Additional open spaces are designated as community gathering spots.

Incorporate creative design in the layout of buildings:

While strongly influenced by the desire to create east-west connections from Poplar Creek Village Phase III to Clifton Road, the site still maintains a unique layout of buildings. The desire for preservation of natural resources has clustered some small-lot, rear-loaded single-family homes towards the western portion of the parcel, allowing for the use of a shared alley and the reduction of on-street parking. This design maintains the existing pond that will create a natural, larger-lot appearance of the subdivision at Clifton Road, that will closer resemble the existing subdivision to the north.

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 at Poplar Creek Village, and with the larger lots towards the entrance to the neighborhood, it is in keeping with the character of the area.

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

Poplar Creek Village Phase IV is at its core an extension of the previous phases of the project. The overall project design is intended to provide a residential option with a focus on shared community amenities. This design results in a higher density housing product unique to the surrounding area, but still maintains open space, neighborhood amenities, and larger lots at the entrance on Clifton Road.

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

The subject site strays slightly from the Growth Framework and Growth Conservation Map due to the presence of available water/sewer tie-ins that were not present at the time of the Comprehensive Plan adoption. It presently is designed to follow the intentions of both “Rural Living” through its dedication of open space and preservation of natural resources while also being designed more akin to “Single-Family Neighborhood” similar to the adjacent developments, with gathering spaces, uniform housing, and an interior-oriented design.

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

The extension of the current Poplar Creek Village subdivision to the east provides a much-needed connection to Clifton Road, alleviating the limited thoroughfare connections currently within Poplar Creek Village. Two currently platted lots in Poplar Creek Village Phase III are being reserved for road right-of-way to provide connection to Poplar Creek Village Phase IV. The addition of Phase IV also helps manage the Town Services and infrastructure by providing a network of water, sewer, and roadways to Clifton Road and providing availability to adjacent properties.

VEGETATION

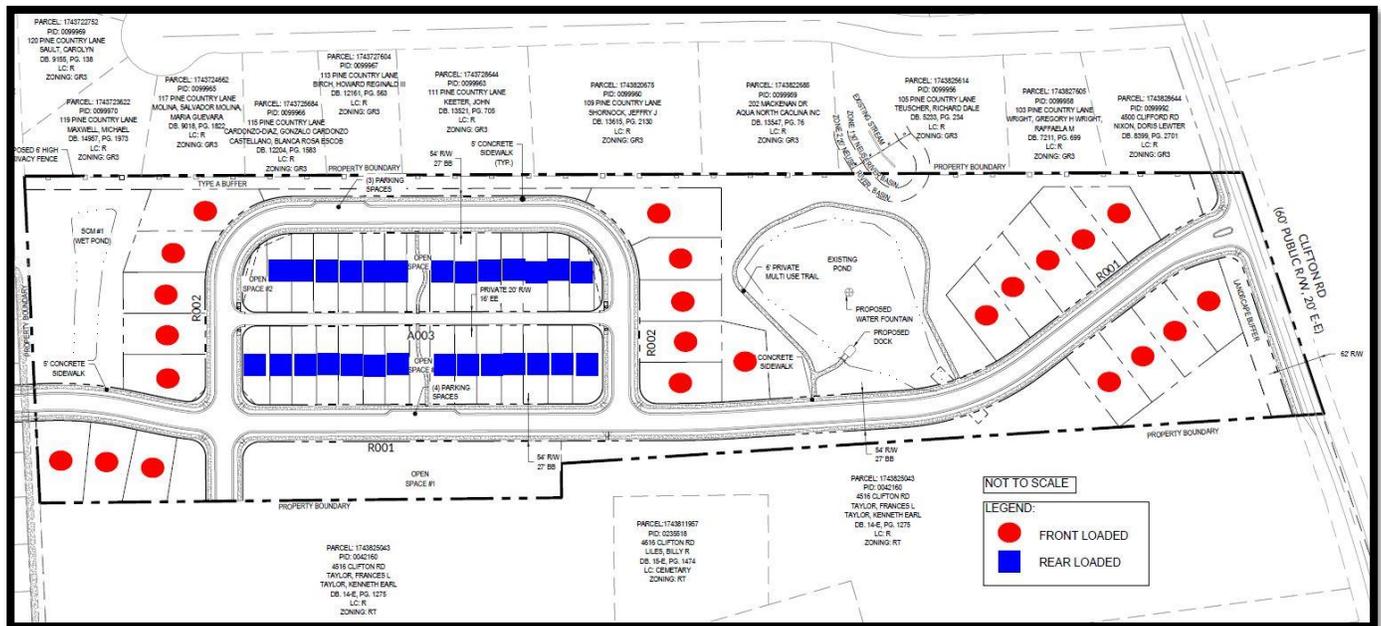


PLANNED UNIT DEVELOPMENT MASTER PLAN

DETAILS

Poplar Creek Village Phase IV is a 50-lot residential subdivision designed to the GR3 and Planned Unit Development standards of the Town of Knightdale Unified Development Ordinance. The site will provide single-family residential options at a density that will also allow for design of varied and flexible public amenity spaces. Poplar Creek Village Phase IV is located adjacent to Clifton Road, and is designed to be an extension of the current Poplar Creek Village to the west.

DEVELOPMENT MIX	Number	Percentage
Front-Loaded Single-Family Dwellings	23	47%
Rear-Loaded Single-Family Dwellings	27	54%



FRONT LOADED SINGLE-FAMILY DWELLINGS

Section 2.6 of the Knightdale Unified Development Ordinance requires that any lot less than 80' in width be accessed via an alley or rear lane. Due to site constraints and the allowance to vary UDO standards through a PUD, it is proposed that the minimum standard be reduced to 60' in order to maintain consistency with the existing phases of Poplar Creek Village. The driveway length is a variation from the UDO at 25' minimum length rather than 35'. Minimum side setbacks have been varied to a minimum of 6' instead of 20% of lot width. As mentioned, these variations are a product of site constraints, as well as the developer's goal of preserving the existing pond and allowing for right-of-way connection through the property.

FRONT LOADED SINGLE-FAMILY DWELLING STANDARDS

- Minimum Lot Size 6,000 sf
- Minimum Lot Width 60'
- Minimum Front Setback 10'
- Minimum Driveway Length 25' from R/W
- Minimum Side Setback 6'
- Minimum Rear Setback 25'
- Maximum Building Height 3 Stories

REAR LOADED SINGLE-FAMILY DWELLINGS

Section 2.6 of the Knightdale Unified Development Ordinance requires that the minimum driveway length for houses be 35'. A deviation is proposed for this requirement in order to establish appropriate standards for rear-loaded driveways. The new requirement would be a minimum standard of 12' from the edge of alley to garage, and 18' from the edge of alley for parking pads. Minimum side setbacks have been varied to a minimum of 3' instead of 20% of lot width. Similarly, minimum rear setbacks have been varied to 10' instead of the UDO standard of 25'. Again, much of the requested variations are to support a product with a functional rear-loaded driveway, as well as the constraints and goals listed for front loaded dwellings.

REAR LOADED SINGLE-FAMILY DWELLING STANDARDS

- Minimum Lot Size 3,500 sf
- Minimum Lot Width 30'
- Front Setback 10'
- Minimum Driveway Length 12' from Edge of Alley to Garage
18' from Edge of Alley for Parking Pad
- Minimum Side Setback 3'
- Minimum Rear Setback 10'
- Maximum Building Height 3 Stories

GENERAL SITE DESIGN MODIFICATIONS

Section 6.2 of the Knightdale Unified Development Ordinance states that lots less than 60' are exempt from the Residential Clearing and Grading Requirements of the section. Per the prior modification request for front loaded single family minimum lot widths to be 60', the proposed subdivision would be considered to have lots less than 60' and thus be exempt from the clearing and grading requirements of Section 6.2.

Section 9.5 of the Knightdale Unified Development Ordinance requires that the minimum Connectivity Index a GR-3 site be 1.4. The intention of this requirement is to provide good interconnectivity of a site and reduce the number of cul-de-sacs. However, smaller projects such as this one are often overburdened by this index due to the external connections counting as "nodes" in the index equation. Based on the intent of the UDO section, the site is performing as it should, establishing no cul-de-sacs and providing interconnectivity through the site, connecting to existing connections, and providing future connection options. The proposed modification would be that the required minimum connectivity index be lowered to 1.14 for this site.

Section 17.3 of the Knightdale Unified Development Ordinance requires that the minimum horizontal centerline radius for a "Street" be 150' with a design speed of 25mph. Due to the nature of Road "R002" being a short loop street that is only designed to support the vehicular access of 10 residences and alley right-of-way frontage for rear-loaded residences, it is proposed that the minimum standards be reduced to a minimum centerline radius of 100' with a design speed of 15mph. This is intended to better serve the character of the development while still maintaining adequate infrastructure for resident safety.

GENERAL SITE DESIGN MODIFIED STANDARDS

- | | |
|-------------------------------------|-------------------------|
| • Clearing and Grading Requirements | Exempt per Section 6.2. |
| • Connectivity Index Ratio (Min.) | 1.14 |
| • Centerline Radius (Road R002) | 100' |
| • Design Speed (Road R002) | 15 mph |

UNIFIED DEVELOPMENT ORDINANCE CONSISTENCY

UNIFIED DEVELOPMENT ORDINANCE CONSISTENCY

The Poplar Creek Village Phase IV has been designed to be consistent with the Knightdale Unified Development Ordinance to the extent practical. Requested modifications to the Unified Development Ordinance have been detailed in the Planned Unit Development Master Plan section, but shall be summarized below. The proposed variations are intended to follow the spirit and intent of the UDO.

FRONT LOADED SINGLE-FAMILY DWELLINGS

Section 2.6 of the Knightdale Unified Development Ordinance requires that any lot less than 80' in width be accessed via an alley or rear lane access. Additionally, the UDO requires that side setbacks be a minimum of 20% of the lot width (to a minimum of 6 feet). Due to site constraints, it is proposed that the minimum lot width standard be reduced to 60' and side setbacks be reduced to a minimum of 6 feet in order to maintain consistency with the existing phases of Poplar Creek Village.

REAR LOADED SINGLE-FAMILY DWELLINGS

Section 2.6 of the Knightdale Unified Development Ordinance requires that the minimum driveway length for houses be 35'. A deviation is proposed for this requirement in order to establish appropriate standards for rear-loaded driveways. The new requirement would be a minimum standard of 12' from the edge of alley to garage, and 18' from the edge of ally for parking pads. Similarly, side and rear setbacks are required by the UDO at 20% of the lot width (to a minimum of 3 feet) and 25 feet respectively. It is proposed that side setbacks be a minimum of 3 feet and rear setbacks be a minimum of 10 feet due to the constraints of the site.

GENERAL SITE DESIGN MODIFICATIONS

Section 6.2 of the Knightdale Unified Development Ordinance states that lots less than 60' are exempt from the Residential Clearing and Grading Requirements of the section. Per the prior modification request for front loaded single, the proposed subdivision would be considered to have lots less than 60' and thus be exempt from the clearing and grading requirements of Section 6.2.

Section 9.5 of the Knightdale Unified Development Ordinance requires that the minimum Connectivity Index a GR-3 site be 1.4. The intention of this requirement is to provide good interconnectivity of a site and reduce the number of cul-de-sacs. However, smaller projects such as this one are often overburdened by this index due to the external connections counting as "nodes" in the index equation. Based on the intent of the UDO section, the site is performing as it should, establishing no cul-de-sacs and providing interconnectivity through the site. The proposed modification would be that the required minimum connectivity index be lowered to 1.14 for this site.

Section 17.3 of the Knightdale Unified Development Ordinance requires that the minimum horizontal centerline radius for a "Street" be 150' with a design speed of 25mph. Due to the nature of Road "R002" being a short loop street that is only designed to support the vehicular access of 10 residences and alley right-of-way frontage for rear-loaded residences, it is proposed that the minimum standards be reduced to a minimum centerline radius of 100' with a design

speed of 15mph. This is intended to better serve the character of the development while still maintaining adequate infrastructure for resident safety.

COMPREHENSIVE PLAN CONSISTENCY

The KnightdaleNext 2035 Comprehensive Plan, provides guidance for future growth of the Town. According to the Growth and Conservation Map found within the KnightdaleNext Comprehensive Plan, the proposed Poplar Creek Village Phase IV is designated as Rural Living. As described in the Comprehensive Plan, Rural Living areas are characterized by large lots, abundant open space, and a high degree of separation between buildings.

The KnightdaleNext *Playbook Approach* gives guidance to when a parcel may be considered for revisions to the Growth & Conservation Map. The approach describes new realities that may support an amendment. Per KnightdaleNext, “Any changes considered to the Map should be evaluated against the community vision, guiding principles, and the Growth Framework Map to determine if they are in the best long-term interests of the Town and its residents, businesses, and property owners.”

COMMUNITY VISION

The vision for Knightdale includes neighborhoods that will feel a sense of connection by traditions, family, roads, greenways, bicycle routes and walkways, and the shared history of Knightdale’s uniqueness. The Poplar Creek Village Phase IV Plan includes the continuation of Poplar Creek Village, which provides a connection to the east by connecting the neighborhood to Clifton Road. The addition of a stub to the south, will ensure that in the future the connected streets, neighborhoods, and pedestrian facilities will continue as growth occurs.

GUIDING PRINCIPLES

The guiding principles for the Town of Knightdale are supported by the extension of Poplar Creek Village Phase IV. The plan proposed encourages:

- *Compact Development Patterns* are achieved by clustering the smaller single-family lots, extending utilities to the east from Poplar Creek Village, it creates an efficient use of Town resources.
- *Community Design* is maintained by the addition of architectural design guidelines that provide a consistent, high-quality design. In addition, the pedestrian facilities, landscaping, and public gathering spaces are incorporated into the community layout.
- *Community Facilities and Services* are expanded with public water, sewer, roads, and pedestrian facilities connecting Poplar Creek Village to the east and providing connections from Clifton Road which improves service time and increases the capacity of future growth.
- *Great Neighborhoods and Expanded Choices* is a guiding principle that this neighborhood embodies. The high-quality of the homes in Poplar Creek Village Phase IV provide two different housing types on two different lot sizes. A rear-

loaded product on small lots, gives residents the urban feel of homes up on the street with porches. The larger lots provide for those who still want to have a yard for their families. Both products mixed into one community provide for expanded choices in a great neighborhood.

GROWTH FRAMEWORK MAP

Poplar Creek Village Phase IV is adjoined on two sides by Single Family Neighborhood uses. The parcel is also adjacent to Target Investment Area for Parks and Open Space according to the Comprehensive Plan.

As previously mentioned in the Vision & Intent section of this document, the site is located between Rural Living and Single-Family Neighborhood land uses. While Rural Living focuses on large, street-facing lots with direct access driveways, the proposed site design for Poplar Creek Village Phase IV is focused more on its compatibility with existing and planned adjacent development. Instead of facing outward, proposed units focus inwards and are interspersed with community amenities more compatible with previous stages of Poplar Creek Village. Despite these differences, the site still strives to achieve the spirit of the comprehensive plan by functioning as a key link to the overall connectivity of the area while preserving what is important to a more rural character of the Town of Knightdale.

While the parcel is currently designated for Rural Living, the requested change to a Mixed-Density Neighborhood is reasonable and in the public interest as it continues to meet the community vision, guiding principles, growth framework map of the KnightdaleNext 2035 Comprehensive Plan.

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 115% greater than what the Town of Knightdale Unified Development requires. Passive recreational opportunities will include a multi-use trail and a dock programmed at the preserved pond, as well as two open spaces that can serve as flexible gathering spots for neighborhood events.

OPEN SPACE STANDARDS

Total Recreation Open Space Required	50,530 sf	1.16 ac	
Active Recreation Space Required	25,265 sf	0.58 ac	(50% of Required Min.)
Active Recreation Space Provided	32,234 sf	0.74 ac	
Passive Recreation Space Required	25,265 sf	0.58 ac	(Remaining %)
Passive Recreation Space Provided	76,666 sf	1.76 ac	
Total Recreation Open Space Provided	108,900 sf	2.50 ac	

Additionally, a large open-play field is located at the southern portion of the site. This field, comprised of over one-half acre of land, will serve as multi-purpose venue for activities such as frisbee, soccer, tag, etc. It is intended to be minimally programmed in order to meet the flexible needs of future residents and guests. Additional pedestrian pathways through the center of the site will provide enjoyable greenspace for residents.

INFRASTRUCTURE

STREETS & SIDEWALKS

Streets and alleys within Poplar Creek Village Phase IV are designed to meet the standards of the Town of Knightdale, with exception to the variation requests made previously in this document.

Road "001" is classified as a Local Street and has a 25-mph speed limit. It is designed to connect Poplar Creek Village Phase III through the site and towards Clifton Road. It contains 4 parking spaces parallel to the road and 5' sidewalks on each side.

Road "002" is classified as a Local Street and has a 15-mph speed limit per the requested variation from the UDO. It is designed to allow for the vehicular access of 10 residences as well as the alley right-of-way frontage for the rear-loaded residences. It contains 3 parking spaces parallel to the road and includes 5' sidewalk on each side.

Alley "003" is classified as a Private Alley and has a 10-mph speed limit. It is designed to provide access for the 27-rear loaded single-family dwellings proposed for the site.

STORMWATER

Poplar Creek Village Phase IV is located within the Neuse River basin with the site's stormwater runoff draining into the Neuse River. The proposed development shall be subject to stormwater management requirements found in Chapter 6: Environmental Protection of the Town of Knightdale's Unified Development Ordinance. Per regulations established in Chapter 6 of the UDO, stormwater runoff provisions shall address peak flow mitigation and water quality management.

Above ground stormwater control measures (SCMs) are proposed to meet regulations established Chapter 6 of the Town of Knightdale's UDO by providing peak flow mitigation and water quality management for the site.

WATER & SEWER

Water and sewer within Poplar Creek Village Phase IV are designed to meet the standards of the City of Raleigh.

All water mains within the development will have an 8" diameter minimum.

All sewer mains within the development will have an 8" diameter minimum.

MASS GRADING

Per the previously mentioned development variance, we request exception to the Clearing and Grading requirements of Section 6.2 based on the design variance of lots less than 60' wide. In any case where a lot width is greater than 60' because of an irregular lot configuration, a variation to the mass grading ordinance is requested.

ZONING CONDITIONS:

ZONING DESIGNATION

Base Zoning: General Residential 3 (GR3)

Permitted Uses:

- Dwelling-Single Family

ZONING CONDITIONS

- A privacy fence will be provided along the northern property line where there is no conflict with environmental features as shown on the plan for Poplar Creek Village Phase IV.
- For lots less than 60 feet wide, alley/rear lane access to all off-street parking areas is required. For lots 60 feet wide or greater, access to off-street parking is permitted from the fronting street or rear lane/alley.

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>	
Alexandria II	A, C	
Covington II	A, B, C	
Downey	B, C	
Hopewell II	A, C	
Jamison	A*, B, C	*with brick or stone
Langford	C	
Palmer	A, B, C	
Richardson	B, C	
Roland	A, C	
Victor	A, B, C	
Warwick	B, C, D, E, F	with enclosed 3 rd bay garage
Webster	C, F	
Worthing	A, B, C	
Yates	A, B, C	



Alexandria II A



Alexandria II C



Covington II A



Covington II B



Covington II C



Downey B



Downey C



Hopewell II A



Hopewell II C



Jamison A (with
brick or stone)



Jamison B



Jamison C



Langford C



Palmer A



Palmer B



Palmer C



Richardson B



Richardson C



Roland A



Roland C



Victor A



Victor B



Victor C



Warwick B (enclosed
3rd bay garage)



Warwick C (enclosed
3rd bay garage)



Warwick D (enclosed 3rd bay garage)



Warwick E (enclosed 3rd bay garage)



Warwick F (enclosed
3rd bay garage)



Webster C



Webster F



Worthing A



Worthing B



Worthing C



Yates A



Yates B



Yates C



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.

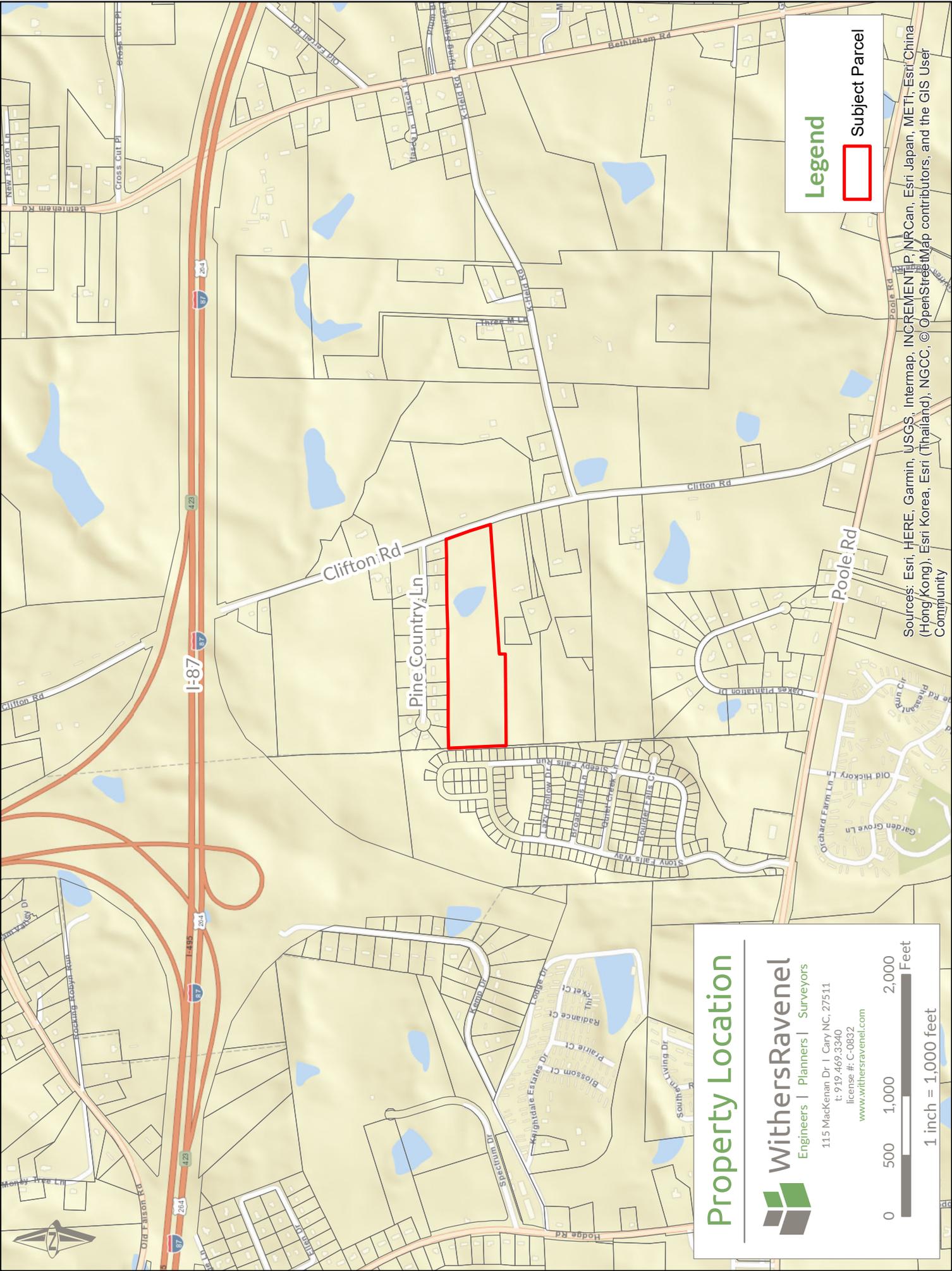
A map is enclosed with this letter showing the location of the property that is subject to this application for rezoning.

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

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.



WithersRavenel

Our People. Your Success.

- 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.

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



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #20-02-19-002

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, and for rear-loaded units a minimum of 3 feet. Additionally, front- and rear-loaded single-family dwellings will be served by driveways that are a minimum length of 25 feet and 20 feet, respectively.
2. Allowance of mass grading the entire site, including lots exceeding the UDO required prohibition on mass grading.
3. Reduction of the Connectivity Index to 1.14.

4. Reduction of design speed of 15 mph with a minimum centerline radius of 100' for road labeled "R002".
5. Consolidate on-street parking along "R001" across from lots 12-25.
6. 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'.
7. The submitted site plan (Exhibit 2) and home elevations will serve as the site-specific development plan. However, the applicant must submit Construction Drawings to the Town for approval that are in conformance with the approved conditions of the GR-3 PUD zoning district, master plan comments, Unified Development Ordinance, and comments from the October 31, 2019 DRC meeting.

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

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

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

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

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

Adopted this 19th day of February, 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: Land Dedication Request for Habitat for Humanity Subdivision

Staff: Chris Hills, DS Director

Date: February 19, 2020

PURPOSE

- To provide information regarding a formal request by Habitat for Humanity of Wake County that the Town dedicate or convey Town owned property to serve as the location of the stormwater pond for a proposed 17-lot single family subdivision (reference case # ZMA-9-19).

STRATEGIC PLAN PRIORITY AREA(S)

- Sustainable

GENERAL STATUTE REFERENCE(S), if applicable

- N.C.G.S. 160A-278

TYPE OF PUBLIC HEARING, if applicable

- N/A

FUNDING SOURCE(S), if applicable

- N/A

ATTACHMENT(S)

- Staff Report
- Formal Request from Habitat for Humanity

STAFF RECOMMENDATION

- Motion to authorize the Town Manager to proceed with the dedication of Town owned land to Habitat for Humanity for the use of a stormwater pond.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report

Title: Land Dedication Request for Habitat for Humanity Subdivision

Staff: Chris Hills, DS Director

Date: February 19, 2020

Director Signature: CH

Asst. Town Manger Signature: DT

Town Manager Signature: WRS

I. REQUEST:

The Town received a formal request (see attached) from Habitat for Humanity of Wake County to utilize a Town owned parcel for their stormwater pond for a proposed 17-lot single family subdivision (case # ZMA-9-19).

II. PROJECT PROFILE:

PROPERTY LOCATION:	Sallinger St. & Flowers St.
WAKE COUNTY PIN:	1754-51-1400
CURRENT ZONING DISTRICT	Urban Residential 12
NAME OF PROJECT:	Flowers Place (proposed)
APPLICANT:	Habitat for Humanity of Wake County (Bass, Nixon & Kennedy Inc.)
PROPERTY OWNER:	Town of Knightdale
PROPERTY SIZE:	0.9 acres
CURRENT LAND USE:	Vacant/Undeveloped
PROPOSED LAND USE:	Stormwater pond

III. BACKGROUND INFORMATION:

Habitat for Humanity is currently seeking a rezoning in the form of a Planned Unit Development (PUD) for a 17-lot single family subdivision on the parcel identified by Wake County PIN 1754-51-5410 and addressed 0 Kelley Meadows Rd. and 201 Flowers St.

As part of the development process, Habitat for Humanity has requested that the Town dedicate land for the use of their stormwater pond. Due to the topography and drainage of the proposed subdivision site, there is not room on the site to accommodate a stormwater pond on their property, and as such, has requested that the Town allow the stormwater device to be placed on the former pump station parcel located on Flower's Street.

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

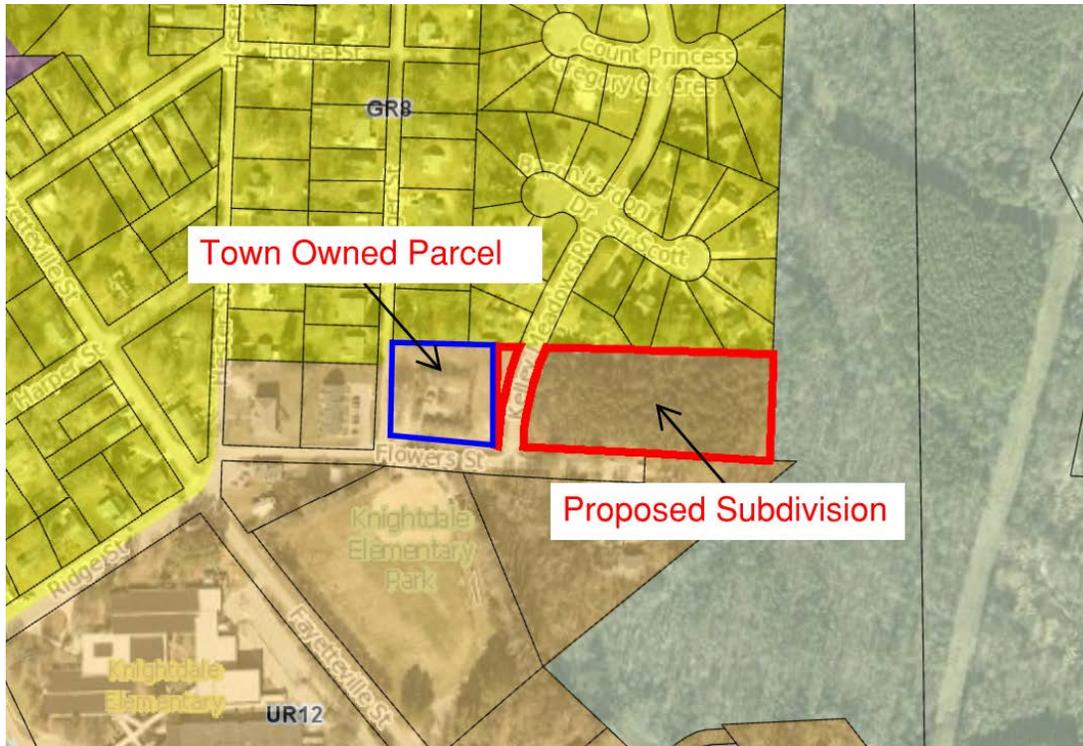
The parcel in question is located east of Sallinger St. and north of Flowers Street.

DIRECTION	LAND USE	ZONING
North	Wil Ros Meadows Subdivision	GR8
South	Multi-Family	UR12
East	Proposed Single Family	UR12
West	Townhomes	UR12

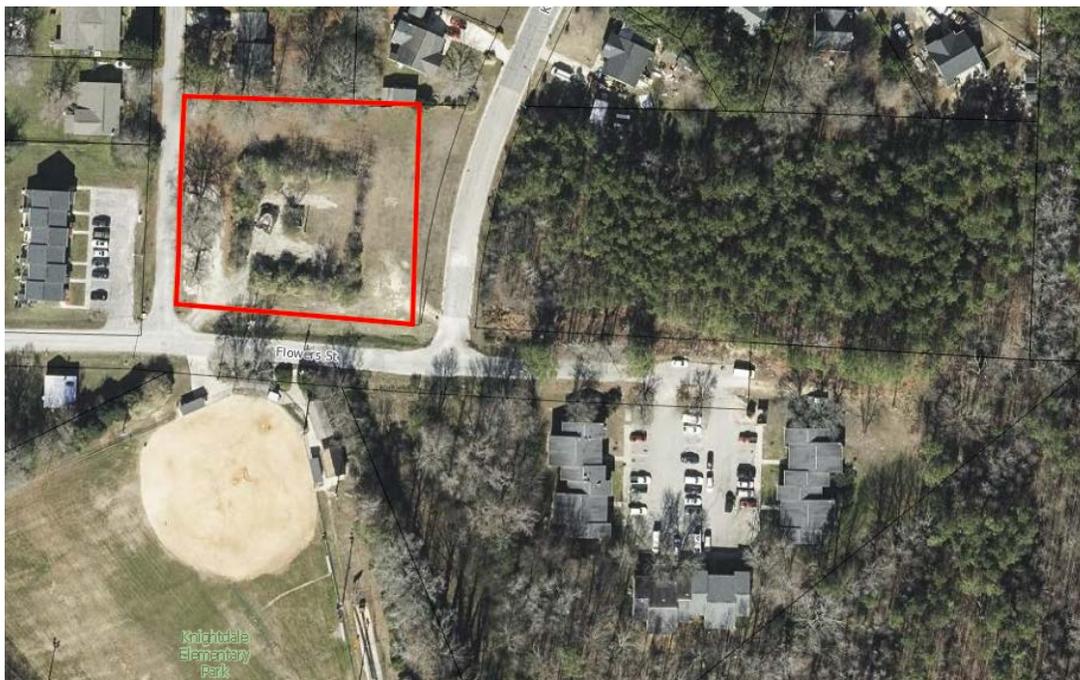


Town of Knightdale

Staff Report



Zoning map of the subject property and adjacent properties



Aerial view of the subject property and surrounding area

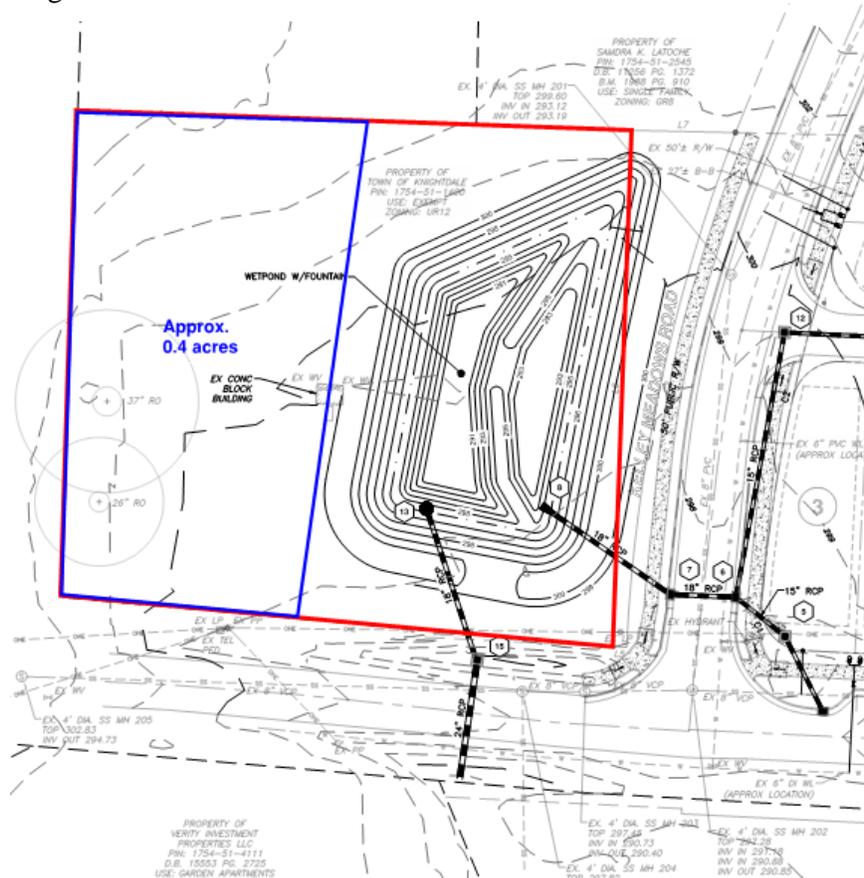


Town of Knightdale

Staff Report

V. STAFF ANALYSIS:

The parcel is currently used for overflow parking for sporting events at Knightdale Elementary Park. The parcel is 0.9 acres in size, and after accounting for the stormwater pond, there will be approximately 0.4 acres left that can still be utilized for parking if needed.



Development Services has confirmed with other Town Departments that there are no planned future uses for the Town owned parcel.

Per NCGS Section 160A-278, municipalities are permitted to lease land upon such terms and conditions as it deems wise to any person, firm or corporation who will use the land to construct housing for the benefit of persons of low income, or moderate income, or low and moderate income. Conveying an interest in the property by granting an easement is also included in this provision.

VI. STAFF RECOMMENDATION:

It is staff's recommendation that Town Council authorizes the Town Manager to proceed with the dedication of Town owned land to Habitat for Humanity for the use of a stormwater pond.



Habitat for Humanity®

of Wake County

Serving Wake and Johnston Counties

December 9, 2019

Honorable James Roberson, Mayor
Mr. Bill Summers, Town Manager
Town of Knightdale

RE: ~~Kelley Meadows Subdivision~~ **Flowers Place Subdivision**

Dear Sirs,

Habitat for Humanity of Wake County has applied to develop a seventeen-lot single-family subdivision in Knightdale. The location is at the northeast corner of the intersection of Kelley Meadows Drive and Flowers Street.

The proposed engineering for the project provides for a stormwater management pond to be located on a small vacant parcel of land owned by the Town adjacent to the subdivision. Due to the topography and current drainage in the area, this location on Town property is the most favorable area for the stormwater device. The pond will be owned and managed by the Home Owners Association created for the subdivision.

In addition, engineering plans require major improvements to existing Flowers Street that provides access and frontage for most of the homes to be built. There are no public streets to be constructed within the subdivision.

In our efforts to provide new affordable houses for homeowners in Knightdale, Habitat is requesting the following financial support from the Town of Knightdale.

1. Town of Knightdale transfers the small parcel of land for the stormwater device to the Home Owners Association to be created to own and manage the common areas of the subdivision.
2. Town of Knightdale provide funding for the improvement to Flowers Street in the amount of \$124,306.00 per the attached estimate provided and reviewed by the Town Engineering staff.

Habitat greatly appreciates the support the Town of Knightdale has provided in the past and hopes you will favorably consider our requests for the current project.

Sincerely

Bill Ahern
President/CEO



Town of Knightdale

Staff Report Cover Sheet

Title: ZMA-9-19: Habitat for Humanity (Flowers Place) Planned Unit Development Rezoning

Staff: Donna Tierney, Planner

Date: February 19, 2020

PURPOSE

- To provide an overview of a Zoning Map Amendment request for a Planned Unit Development (PUD) to allow for a 17-lot single family subdivision on a 2.29 acre vacant parcel located at the intersection of Kelley Meadows Road and Flowers Street and identified by the Wake County PIN 1754-51-5410. The request is to rezone the property from Urban Residential 12 (UR12) to Urban Residential-12 with a Planned Unit Development (PUD).
- Items updated in this staff report since the original version include the Joint Public Hearing Summary (Section XI), 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 #20-02-19-003

STAFF RECOMMENDATION

- Motion to approve ZMA-9-19 and adopt the recommended advisory statement describing plan consistency and reasonableness of action
- Adopt ORD # 20-02-19-003

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence



Town of Knightdale

Staff Report

Title: ZMA-9-19: Habitat for Humanity
(Flowers Place) Planned Unit Development
Rezoning

Staff: Donna Tierney, Planner

Date: February 19, 2020

Director Signature: CH

Asst. Town Manger Signature: DT

Town Manager Signature: WRS

I. REQUEST:

Mr. Tom Harrell of Bass, Nixon & Kennedy Inc. submitted an application on behalf of property owner Habitat for Humanity of Wake County, to rezone and develop the vacant parcel at the intersection of Kelley Meadows Road and Flowers Street, identified by the Wake County PIN 1754-51-5410, from Urban Residential 12 (UR12) to Urban Residential-12 with a Planned Unit Development (PUD). The applicant proposes to develop the 2.29 acre site into a 17-lot single-family residential subdivision.

In addition to traditional development approval, Habitat for Humanity has requested financial support in the amount of \$124,306.00 to assist with road infrastructure costs and for land dedication from the Town to build the required stormwater pond. The proposed parcel for the stormwater pond is on the Town owned property to the west of Kelley Meadows Rd. A map of the Town owned parcel can be seen under the Project Setting information in **Section IV**.

II. PROJECT PROFILE:

PROPERTY LOCATION:	Kelley Meadows Rd. & Flowers St.
WAKE COUNTY PINs:	1754-51-5410
CURRENT ZONING DISTRICT	Urban Residential 12
PROPOSED ZONING DISTRICT:	Urban Residential-12 (UR-12) Planned Unit Development (PUD)
NAME OF PROJECT:	Flowers Place (proposed)
APPLICANT:	Bass, Nixon & Kennedy Inc.
PROPERTY OWNER:	Habitat for Humanity of Wake County
PROPERTY SIZE:	2.29 acres
PROPOSED DENSITY:	7.502 units per acre
CURRENT LAND USE:	Vacant/Undeveloped
PROPOSED LAND USE:	Single Family Residential
PROPOSED OPEN SPACE:	28,283 SF (0.65 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



Town of Knightdale

Staff Report

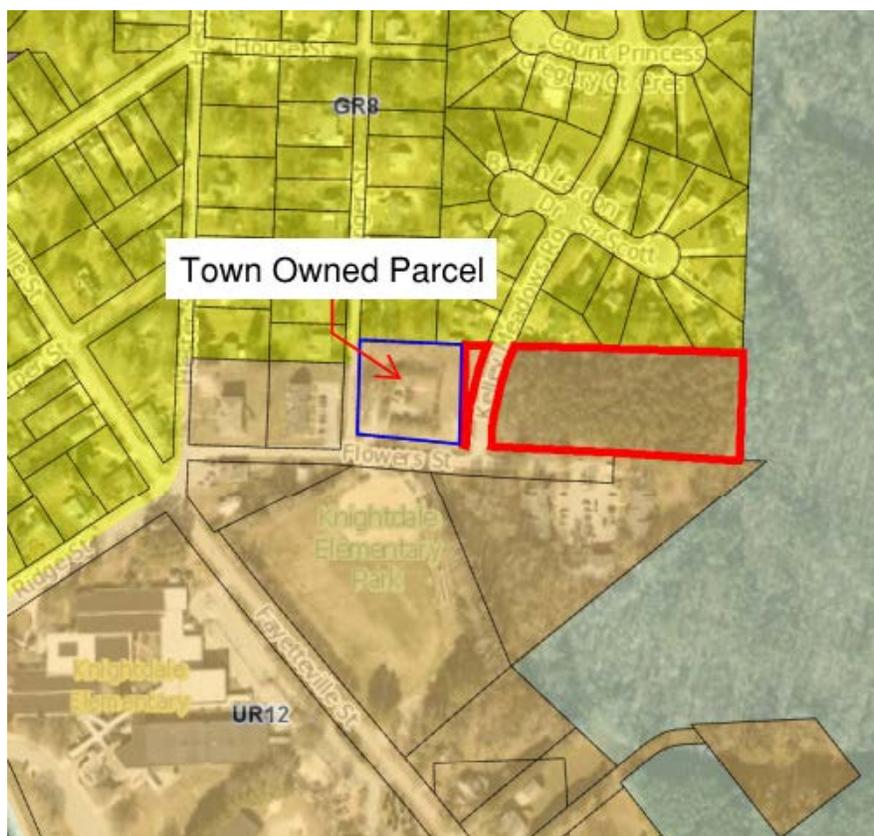
mixed density neighborhoods, neighborhood nodes, and mixed use centers; further the goals of the KnightdaleNext 2035 Comprehensive Plan including the Growth Framework and Growth & Conservation maps; and provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure.

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 request exceptions to certain UDO standards. The applicant's specific alternative compliance requests are detailed in **Section VII** of this staff report.

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

The proposed rezoning include one (1) parcel, located east of Kelley Meadows Road and north of Flowers Street. The parcel is located within the Town Limits and will not require annexation.

DIRECTION	LAND USE	ZONING
North	Wil Ros Meadows Subdivision	GR8
South	Multi-Family	UR12
East	Vacant	RT
West	Undeveloped	UR12



Zoning map of the subject property and adjacent properties



Town of Knightdale

Staff Report



Aerial view of the subject property and surrounding area



On Flowers Street looking east



Town of Knightdale

Staff Report



On Flowers Street looking north at Kelley Meadows Road

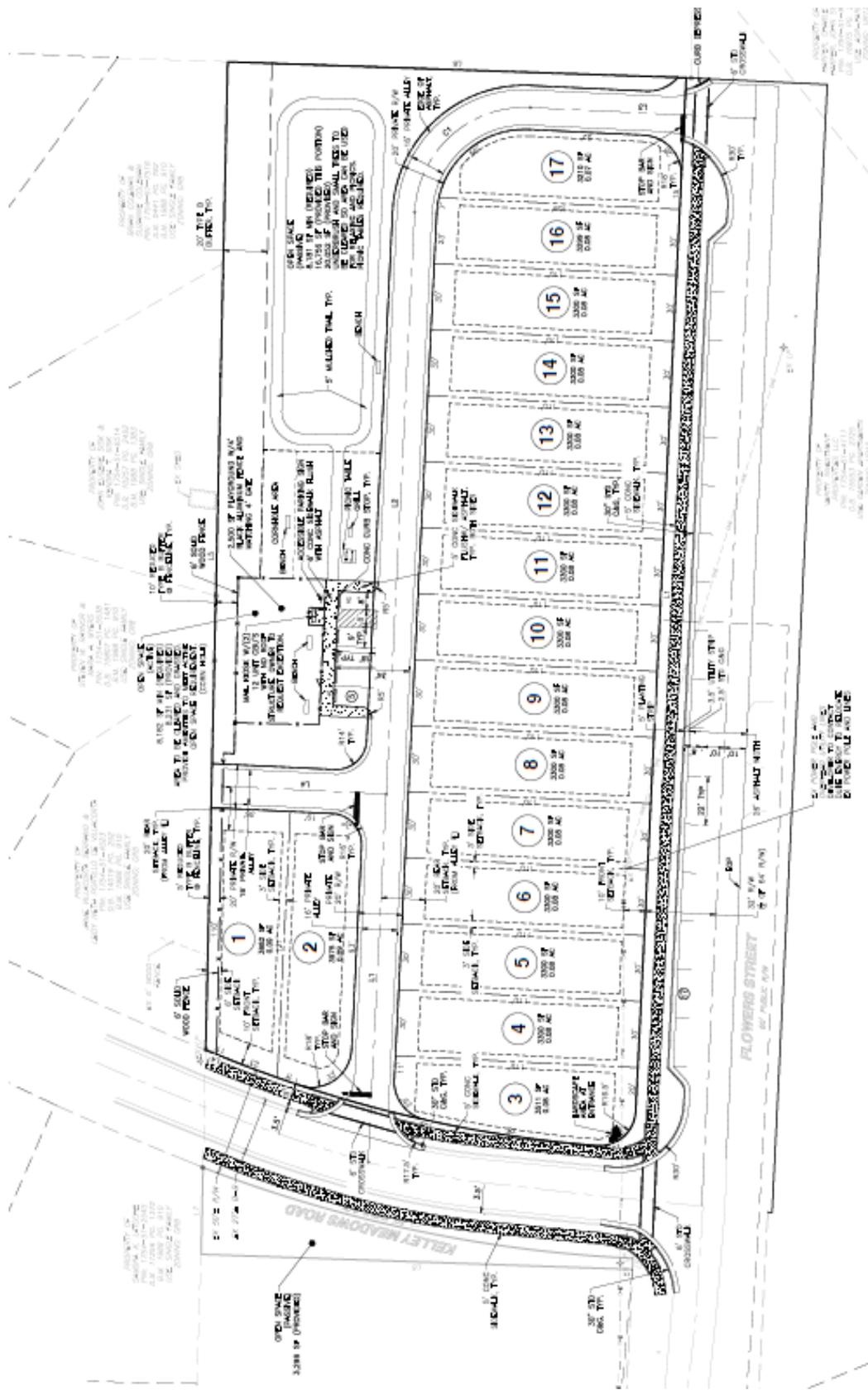
V. PROPOSED MASTER PLAN:

The applicant submitted a full Master Plan and PUD document in accordance with UDO Section 16.6. As shown on the following site plan, the plan consists of 17 rear loaded 30 ft. wide lots, a privately owned and maintained alley, extension of Flowers Street with sidewalk and on-street parallel parking, and addition of sidewalk along Kelley Meadows Road. Additional amenities include a playground area, visitor parking, and passive open space.



Town of Knightdale

Staff Report





Town of Knightdale

Staff Report

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 April 2018; 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: November 5, 2019
- Neighborhood Meeting Notices Mailed: November 7, 2019
- Neighborhood Meeting: November 19, 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, yard maintenance, buffers and fencing. 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: December 30, 2019
- Sign Posted On Property: January 3, 2020
- Legal Ad Published in N&O: January 3 & 10, 2020

Following the formal submittal and review of the proposed master plan, the applicant met with the Development Review Committee (DRC) on January 9, 2020 to discuss the technical comments and details associated with the proposed subdivision plan. There were several comments associated with the proposed plan, including the following:

- Location of on-street parking along Flowers Street
- Relocation of water and sewer services out of the private alley
- Landscaping changes including the buffer between the development and existing subdivision to the north
- Activation and improvements of required Open Space

As part of the DRC's approval process, the applicant will need to provide a revised and updated copy of the Master Plan and PUD document. The DRC voted unanimously to **continue** ZMA-9-19 pending the applicant addressing the review comments and Town Council taking action on the PUD rezoning request.

VII. PROPOSED PLANNED UNIT DEVELOPMENT:

In accordance with UDO Section 15.6.C, 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 Urban Residential 12 zoning district and UDO. Major site elements and their compliance statements are listed below.

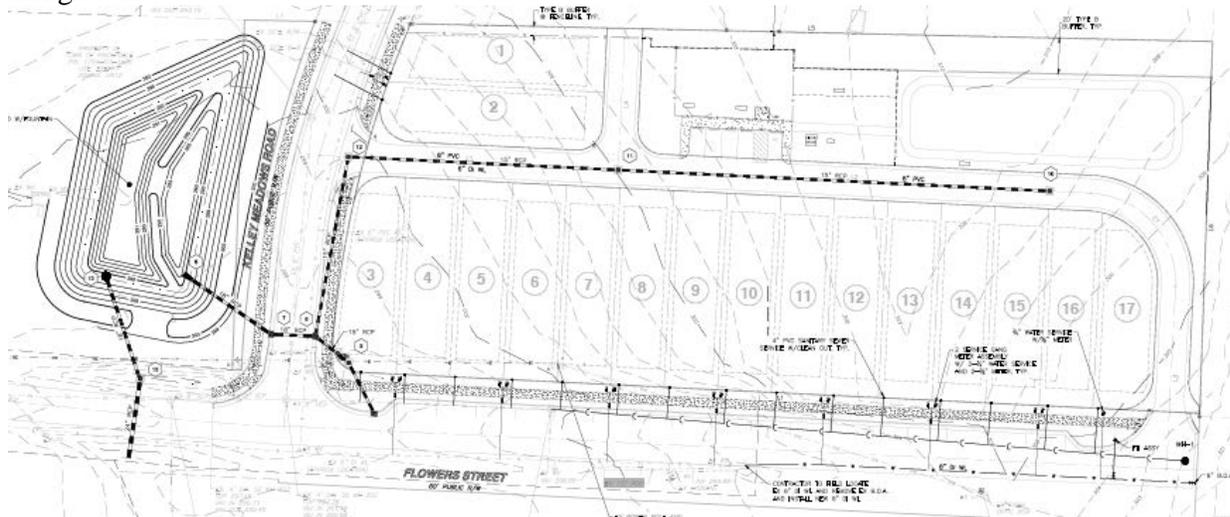
- A. Parking:** The applicant is not proposing any deviations from the parking requirements as found in Section 10.3 of the UDO. There will be a two-car driveway for each home with no garage. Additionally, the applicant is proposing 17 on street parking spaces and a parking lot with five spaces to accommodate guest parking.
- B. Signage:** All site signage will be reviewed under a separate zoning review; however, the applicant is not proposing any deviations from the standards as found in UDO Section 12 for the UR-12 Zoning District.



Town of Knightdale

Staff Report

- C. **Stormwater** – The applicant is not proposing any deviations from the stormwater management of the site as required in UDO Chapter 6. Stormwater will be addressed with a Stormwater Control Measure (SCM) in the form of a wet detention basin, located to the west of Kelley Meadows Rd. on the parcel owned by Town of Knightdale.



- D. **Lighting:** The applicant is not proposing any deviations from the lighting standards as found in UDO Section 11.4.
- E. **Public Utilities/Water Allocation Policy:** The applicant is proposing to connect to public water and sewer. In accordance with UDO Section 16.6.P, the applicant will meet the Town of Knightdale Water Allocation Policy (WAP) requirement of 50 points with the following features:

	Points
Base Points - Major Residential Subdivision	15
Options to Obtain additional 35 points:	
Residential Architectural Standards	15
Development within Old Town District	4
IPEMA Certified Playground Equipment	4
Stormwater – Wet Pond w/ Fountain	4
Provision of On-Street Public Parking	4
Outdoor Display of Public Art	4
<i>Total Proposed Bonus Points:</i>	<i>36</i>
Total Points (50 Points Required)	50

- F. **Programmed Open Space:** In accordance with UDO Section 7.3.A, the development is within ¼ mile of existing publicly dedicated recreational open space (Knightdale Elementary Park) and is therefore granted a 50% reduction in the amount of required open space.



Town of Knightdale

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The applicant is meeting the remaining open space requirements by providing benches, picnic tables, and grills for passive open space, and a large playground and corn hole area for active open space. According to the applicant's PUD document, approximately 20% of the property will remain undeveloped and set aside for open space. Staff will continue to work with the applicant on the actual configuration of the open space amenities.

Additionally, the proposed development is within ¼ mile of Knightdale Elementary Park, just over ¼ mile from Harper Park, and within 1 mile of Knightdale Station Park.

- G. **Residential Architectural Standards:** The applicant has proposed the architectural standards listed below. In addition to the proposed standards, the applicant is agreeing to adhere to the architectural standards in UDO Section 5.7 by including it in their WAP bonus points. The applicant has provided proposed building elevations, which can be found in the attached PUD document at the end of this staff report.

Single-Family Dwelling Architectural Standards

1. All dwellings are 2-story homes built on 30 ft. wide lots and will have a minimum size of 1,150 square feet.
2. All driveways will be paved surface accessed from a rear alley with space to accommodate two vehicles. Garages are not proposed for this development.
3. At a minimum, all homes shall be raised a minimum of 18" from the finished grade 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. The applicant has proposed crawl spaces with masonry wrapped foundations for all lots.
4. All homes shall have a combination of two or more of the following materials on the front façade above the foundation: stone, brick, lap siding, shake, or board and batten. All siding shall be fiber cement. Vinyl may be used for soffits, fascia, and corner boards.
5. All single-family homes will have a front porch with a minimum depth of six (6) feet. Front porch posts will be at least 6"x6" and extend more than 50% of the façade.
6. Main roof pitches (excluding porches) for 2-story homes shall be at least 7:12. Some dwellings may have hip roof design. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building and shall have a pitch of at least 3:12.
7. There shall be a 12" overhang on every gable roof end and hip roof end.
8. 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.

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 General District (Urban 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:



Town of Knightdale

Staff Report

A. **Dimensional Requirements:** The applicant is proposing deviations from the dimensional standards as found in UDO Section 2.8.B for the UR-12 zoning district. Proposed deviations are listed below:

- **Required:** Lots less than 80 ft. in width require alley/rear lane access and driveways are required to be at least 35 ft. in length.
- **Requested:** All lots are 30 ft. wide and will be rear-loaded and served by driveways that are a minimum length of 20 ft. rather than the UDO requirement of 35 ft.

B. **Landscaping Buffer:**

- **Required:** In accordance with UDO Section 8.6.A, a Type B 20 ft. landscape buffer is required between the UR12 (proposed) and GR8 (adjacent subdivision) zoning districts.
- **Requested:** Reduce the buffer width to 5 ft. along Lot 1 and to 10 ft. along the proposed playground area. A 6 ft. wood privacy fence along with vegetation will be provided for the reduced buffer areas. The applicant will provide the full 20 ft. Type B buffer along the remainder of the shared northern property line.

C. **Accessory Building Design:**

- **Required:** In accordance with UDO Section 4.7. E, all Cluster Mailbox Units (CBU) must include a shelter that extends a minimum of 5 ft. beyond the CBU's collective footprint.
- **Requested:** Due to the small size of the development (17 lots), the developer requests to provide uncovered CBUs.

VIII. PUD DOCUMENT ANALYSIS

In support of their Master Plan, the applicant submitted a PUD document which includes a vision for their proposed development, statements of plan consistency, architectural design standards, and open space information. Additionally, the applicant included proposed housing elevations. 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

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." Based on the limited impact of the proposed subdivision, a TIA was not required and staff did not request any further analysis.

Additionally, the proposed project involves the extension of a Town-maintained street. Flowers Street will be extended the length of the development and include on-street parking, street trees, and sidewalks. The extension of Flowers Street will aid in future connectivity to the proposed north-south Town Maintained Collector, which is included on the adopted Street Network Map.



Town of Knightdale

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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-Density Neighborhood” 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-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.”

CONSISTENCY WITH THE COMPREHENSIVE PLAN:

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

It is staff’s opinion that the proposed Master Plan and PUD request is consistent with the KnightdaleNext 2035 Comprehensive Plan. Due to the small size of the proposal, mixed density cannot be achieved on the parcel itself. However, with apartments, single family, and townhomes immediately surrounding the proposed development, the UR12 zoning designation and the proposed housing type is consistent with the principles noted in the Mixed Density Neighborhood placetype.



Town of Knightdale

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The following guiding principle categories are applicable to this request:

- **Infill Development and Redevelopment** – The proposed development is located within the Old Town area. It is also an existing vacant parcel situated between two developed parcels.
- **Natural Environment** – The applicant proposes to leave approximately 0.52 acres (20%) of the property undisturbed and set aside for open space.
- **Compact Development Patterns** – This project provides a transition to a higher density from the larger lots that exist to the north. It is an infill development that improves existing public streets and infrastructure.
- **Recreation** – The proposed development is located within walking distance of Knightdale Elementary Park. It is also within a short distance to Harper Park and Knightdale Station Park.
- **Great Neighborhoods and Expanded Home Choices** – The proposed development includes 17 rear-loaded single-family dwellings on 30 ft. wide lots. The development is a Habitat for Humanity project which will provide additional affordable housing options.

XI. JOINT PUBLIC HEARING SUMMARY:

A joint public hearing with the Land Use Review Board and Town Council was held at the January 15, 2020 Town Council meeting. A representative from the development team gave a short presentation. One citizen spoke in favor and support of the project. No one from the public spoke in opposition to the project.

XII. LAND USE REVIEW BOARD SUMMARY:

The LURB considered this item at its February 10, 2020 meeting. After staff presented an overview of the proposed rezoning request, LURB members asked a question regarding the use of the Town parcel for the stormwater pond. Staff explained that use of the Town owned parcel is imperative, and the project is not viable without its use. The LURB voted unanimously, 5:0, to recommend approval of ZMA-9-19 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 including encouraging compact development patterns, promoting infill and redevelopment, preservation of the natural environment, and creating great neighborhoods and expanded home choices, including affordable housing options. Further, it is consistent with the General Growth Framework and Growth & Conservation Map. The request is reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people desire to live, work and visit.”

XIII. STAFF RECOMMENDATION:

It is staff’s recommendation that Town Council approves the request to rezone the parcel identified by Wake County PIN 1754-51-5410 from Urban Residential 12 (UR12) to Urban Residential 12 Planned Unit Development (UR12-



Town of Knightdale

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PUD), adopts the forwarded advisory statement seen below from LURB and staff regarding Comprehensive Plan consistency, and adopts Ordinance # 20-02-19-003

“The proposed Zoning Map Amendment is consistent with the KnightdaleNext 2035 Comprehensive Plan as it addresses several of the guiding principles including encouraging compact development patterns, promoting infill and redevelopment, preservation of the natural environment, and creating great neighborhoods and expanded home choices, including affordable housing options. Further, it is consistent with the General Growth Framework and Growth & Conservation Map. The request is reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people desire to live, work and visit.”



TOWN OF KNIGHTDALE

DEVELOPMENT SERVICES DEPARTMENT

www.knightdalenc.gov

950 Steeple Square Court
Knightdale, NC 27545
(v) 919.217.2241
(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:	Meadowview Subdivision				
PROJECT ADDRESS:	0 Kelley Meadows Road				
WAKE COUNTY PIN(s):	1754-51-5410				
PROPOSED USE:	Single Family Residential				
PROPOSED SQ. FT.:	N/A	PROPOSED LOTS:	17	DENSITY (DWELLING/ACRE):	7.42
ZONING DISTRICT:	UR12	SITE ACRES:	2.29	INSIDE CORPORATE LIMITS:	Yes

CONTACT INFORMATION

APPLICANT:	Bass, Nixon & Kennedy			
ADDRESS:	6310 Chapel Hill Rd., Ste. 250 Raleigh, NC 27607			
PHONE:	919-851-4422	FAX:	919-851-8968	

EMAIL: david.dunn@bnkinc.com

SIGNATURE:

PROPERTY OWNER:	Habitat For Humanity of Wake County, Inc.			
ADDRESS:	2940 North Raleigh Blvd. Raleigh, NC 27604			
PHONE:	919-833-1999	FAX:	N/A	

EMAIL: jim.middleton@habitatwake.org

SIGNATURE:

DEVELOPER:	Habitat For Humanity of Wake County, Inc.			
ADDRESS:	2940 North Raleigh Blvd. Raleigh, NC 27604			
PHONE:	919-833-1999	FAX:	N/A	

EMAIL: jim.middleton@habitatwake.org

SIGNATURE:

THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY

CASE NUMBER:

SUBMITTAL DATE:

X-REFERENCE(s):

FILING FEE:

SKETCH PLAN MEETING DATE:



TOWN OF KNIGHTDALE

DEVELOPMENT SERVICES DEPARTMENT

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(f) 919.217.2249

SUBMITTAL REQUIREMENTS

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

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

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

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

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

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

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

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



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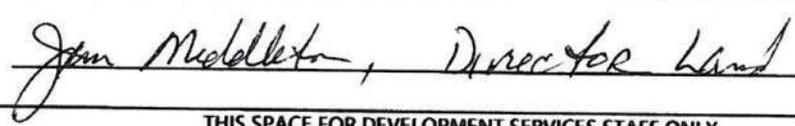
- The location of proposed buildings, parking and loading areas, streets, alleys, easements, lots, parks or other open spaces, site reservations (i.e. school sites), property lines and building setback lines with street dimensions, tentative lot dimensions and the location of any building restriction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

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:	0 Kelly Meadows Road, Knightdale, NC		
WAKE COUNTY PIN(s):	1754515410		
PROPOSED PROJECT NAME:	Meadowview Subdivision		
PROPOSED USE:	Single Family Residential		
PROPOSED SQ. FT.:	1,300 SF each	TOWN LIMITS/ETJ:	Town Limits
CURRENT ZONING DISTRICT:	UR 12	PROPOSED ZONING DISTRICT:	UR 12
PROPOSED LOTS:	17	DENSITY (DWELLING/ACRE):	7.502
<u>CONTACT INFORMATION</u>			
APPLICANT:	Bass, Nixon & Kennedy, Inc.		
ADDRESS:	6310 Chapel Hill Road - Suite 250, Raleigh, NC 27607		
PHONE:	919-851-4422	EMAIL:	david.dunn@bnkinc.com
SIGNATURE:			
PROPERTY OWNER:	Habitat for Humanity of Wake County		
ADDRESS:	2940 North Raleigh Boulevard, Raleigh, NC 27604		
PHONE:	919-833-1999	EMAIL:	jim.middleton@habitatwake.org
SIGNATURE:	 Director Land Acquisition		
DEVELOPER:	Habitat for Humanity of Wake County		
ADDRESS:	2940 North Raleigh Boulevard, Raleigh, NC 27604		
PHONE:	919-833-1999	EMAIL:	jim.middleton@habitatwake.org
SIGNATURE:	 Director Land		
THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY			
CASE NUMBER:	PUD - ____ - ____	SUBMITTAL DATE:	X-REFERENCE(s):
FILING FEE:	SKETCH PLAN MEETING DATE:		

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.

**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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Traffic Impact Analysis, if applicable	<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"/>
10. Site Data: Calculations must include total acreage, acreage in parks and other non-residential uses,	<input checked="" type="checkbox"/>	<input type="checkbox"/>

total number and acreage of parcels, and the total number of housing units		
11. General Layout Map: A map delineating the boundaries of proposed uses and building types. This map should include descriptive conditions indicating the use, density, and building type of each distinct area of the proposed district.	<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 type="checkbox"/>	<input checked="" 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



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

FLOWERS PLACE SUBDIVISION
PLANNED UNIT DEVELOPMENT

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

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

FLOWERS PLACE SUBDIVISION

Planned Unit Development

Prepared for the Town of Knightdale

Submittal Dates

First Submittal: December 9, 2019

Second Submittal: January 13, 2020

Third Submittal: February 3, 2020

Developer

Habitat for Humanity of Wake County

2420 North Raleigh Blvd.

Raleigh, NC 27604

Bass, Nixon & Kennedy, Inc., Consulting Engineers

6310 Chapel Hill Road, Suite 250

Raleigh, NC 27607

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1. VISION AND INTENT

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

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

Provide high quality community amenities:

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

Incorporate creative design in the layout of buildings:

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

Ensure compatibility with surrounding land uses and neighborhood character:

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

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

With the development of Flowers Place, the neighborhood will become a mixed density area as it is located adjacent to existing residential uses that include a medium lot size single family development on one side and a denser apartment development on the opposite side. Existing streets serve all the developments.

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

Flowers Place is located on an existing vacant parcel situated between two developed parcels and a vacant parcel to the east. It will be a natural progression of development in the area as the future development will occur to the east.

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

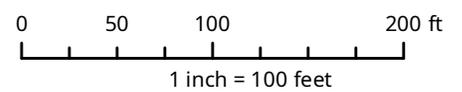
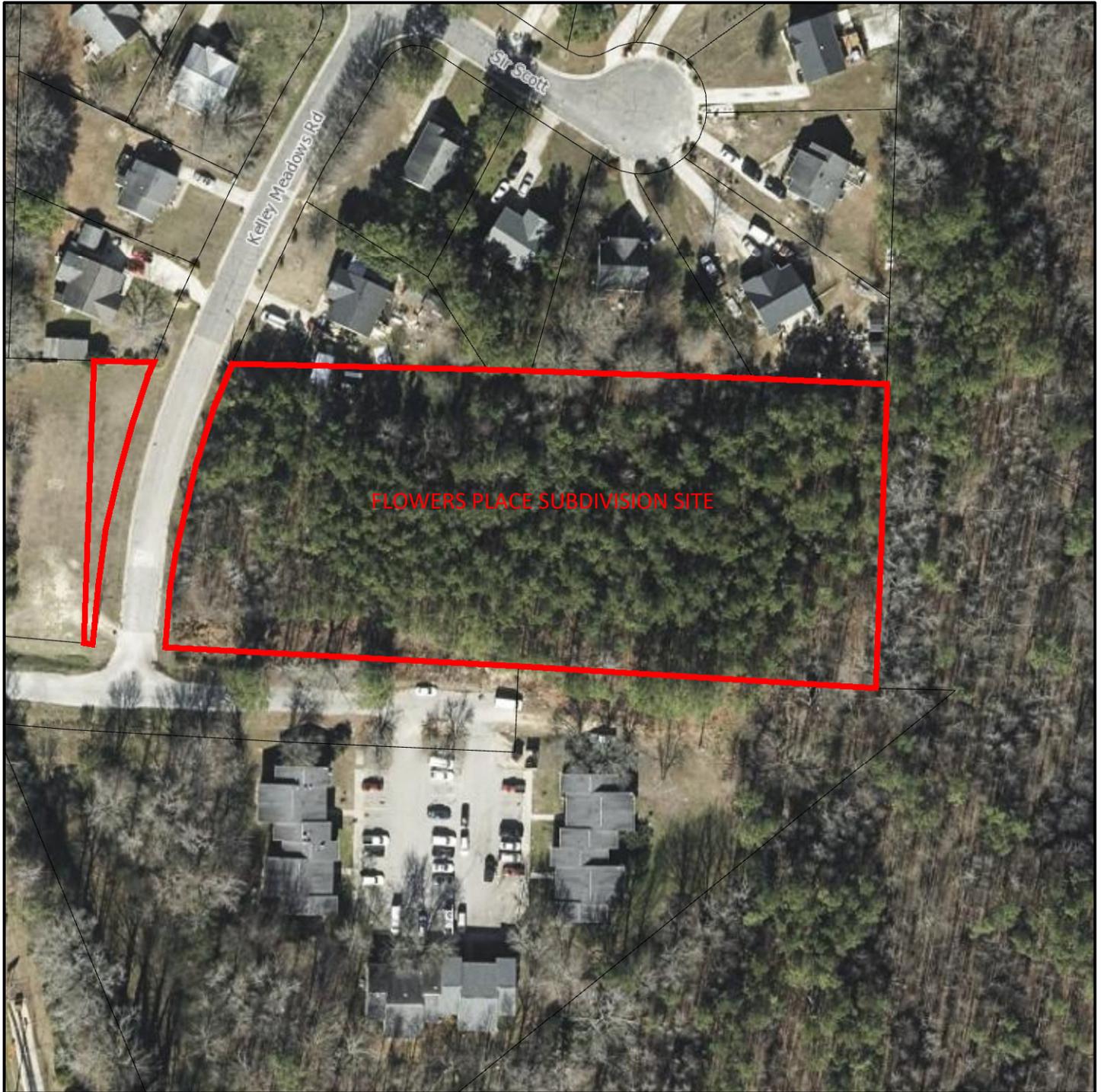
The development of Flowers Place will provide for improvements to existing public street and utilities without the necessity of creating new public streets.

2. EXISTING CONDITIONS

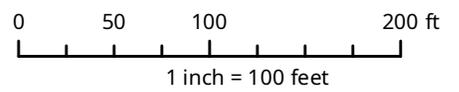
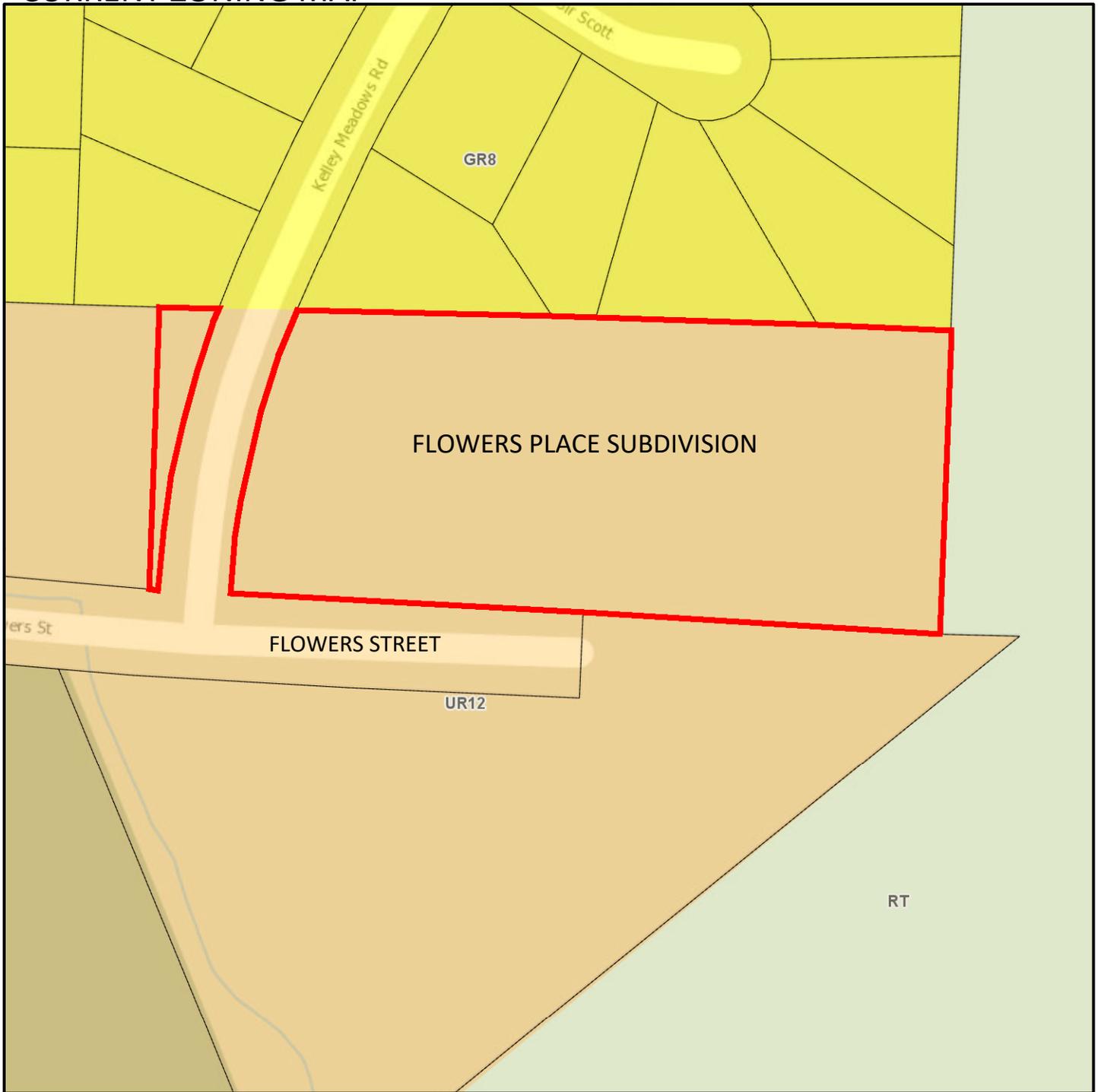
EXISTING CONDITIONS SUMMARY

The Flowers Place subdivision is located on the northeast corner of the intersection of Kelly Meadows Road and Flowers Street. The Wake County Property Identification Number (PIN) is 1754-51-5410. The property area is 2.29 acres. Roughly two-thirds of the property slopes to the west and the remaining portion of the property slopes to the east. There are no streams or wetlands located on the property. The site is wooded with small new growth trees.

AERIAL VIEW OF FLOWERS PLACE SITE



CURRENT ZONING MAP



3. PUD MASTER PLAN

PLANNED UNIT DEVELOPMENT MASTER PLAN

FLOWERS PLACE is a 17 lot single family subdivision designed to the UR-12 and Planned Unit Development standards of the Town of Knightdale Unified Development Ordinance. It is located at the intersection of Kelley Meadows Street and Flowers Street. The 2-story dwelling units will front along existing Flowers Street and Kelley Meadows. Street improvements will be made to Flowers Street. Parking access will be by an alley along the rear of the units. The developed site will include a small fenced playground with active and passive open space. Flowers Place will serve to complement and provide an alternative housing option for the existing neighborhood.

REAR LOADED SINGLE FAMILY DWELLING STANDARDS

Modifications to UDO Standards

In order to reduce the amount of impervious surface on the lots and to increase the developable area, rear loaded single family dwellings will be served by driveways that are a minimum length of 20' rather than the UDO requirement of 35'.

- Minimum lot size 3,210 sq.ft.
- Lot width 30'
- Front setback (min) 10'
- Side set back (min) 3'
- Side setback aggregate (min) 6'
- Rear setback (min) 20' (Measured from centerline of alley)
- Maximum building Height 3 stories
- Minimum driveway length 20'

Proposed exceptions

- Rear loaded driveway minimum length to be 20'.
- Exception for 20-foot Type B Buffer along northern property line. A reduced buffer width of 5-feet along lot 1 and a reduced buffer width of 10-feet along the proposed playground area. A 6-foot height solid wood fence along with vegetation are proposed for the reduced buffer areas.
- Exception for the mail kiosk covered structure. Since this is a small subdivision with only 17 lots the developer feels the size of the required mail kiosk would not warrant the expense of building a covered structure. Therefore, the developer feels this is a reasonable request.



Rick Thompson
Architect



www.thompsonplans.com

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P O Box 160
Lake Junaluska, NC
28745

828-734-2553

plan #

1114A

5/6/2003

Size fl 1 600

Size fl 2 567

Size Total 1167

Width 20'-0"

Depth 30'-0"

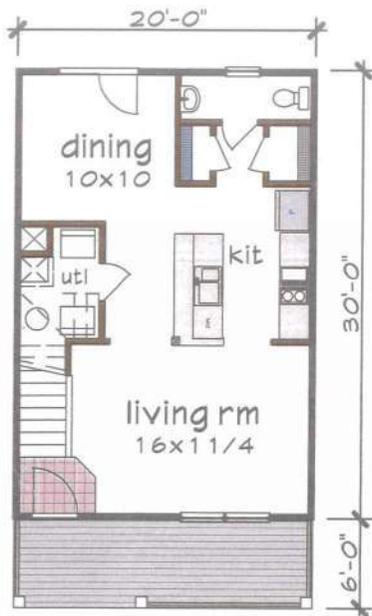
Porch 6'

Fl 1 ceiling 8'

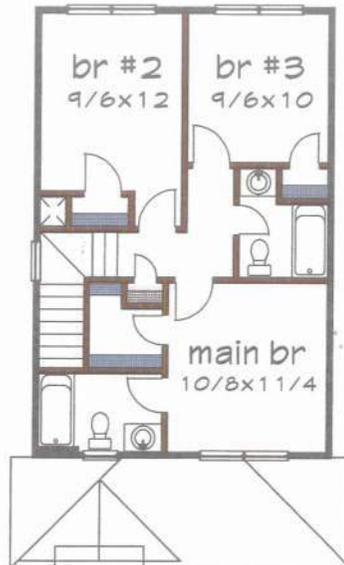
Fl 2 ceiling 8'

Roof pitch 9/12

Height 25'-6"



Floor 1 plan



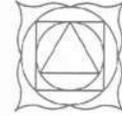
Floor 2 plan

Please see
PDF single use web site for
PDF unlimited current
Material list pricing
CAD thank you

Please specify foundation type (crawl standard) Available types - Crawl, Slab or Basement



Rick Thompson
Architect



www.thompsonplans.com

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P O Box 160
Lake Junaluska, NC
28745

828-734-2553

plan #

1209A

9/3/2008

Size fl 1 660

Size fl 2 617

Size Total 1277

Width 22'-0"

Depth 30'-0"

Porch 8'-0"

Fl 1 ceiling 9'

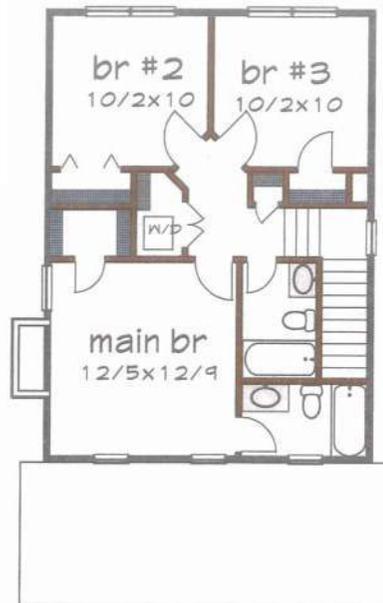
Fl 2 ceiling 8'

Roof pitch 9/12

Height 27'-0"



Floor 1 plan



Floor 2 plan

Please see
PDF single use web site for
PDF unlimited current
Material list pricing
CAD thank you

Please specify foundation type (crawl standard) Available types - Crawl, Slab or Basement

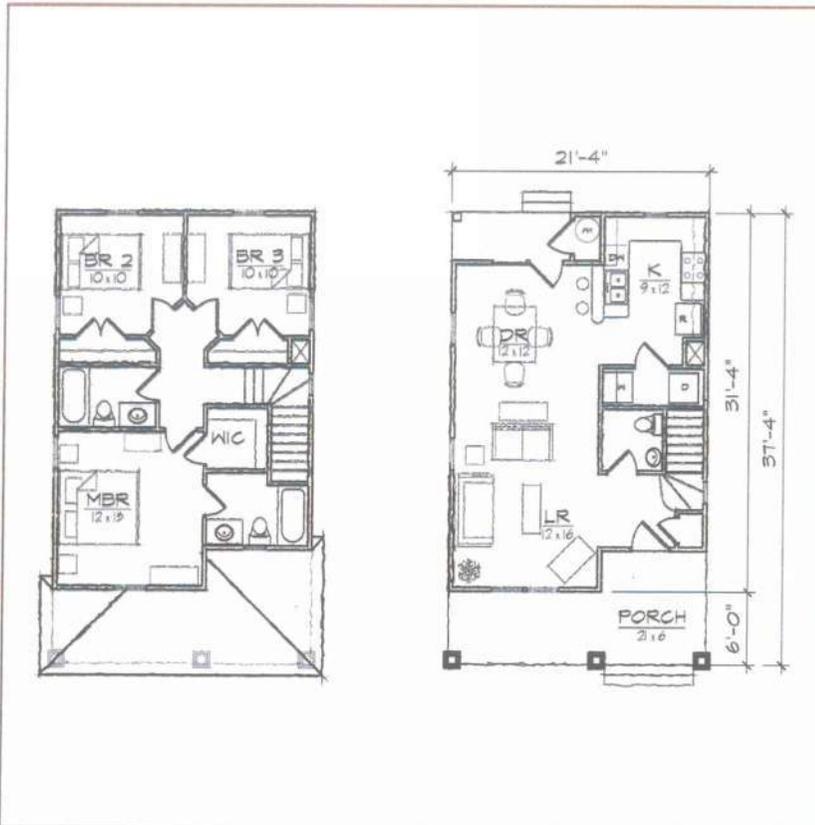
TightLines Designs

creating great places to live



Monique I

square footage.	1190 sq ft
bedrooms.	3
bathrooms.	2.5
stories.	2
width.	21' 4"
depth.	37' 4"
1st floor ceiling height.	9' 0"
2nd floor ceiling height.	8' 0"
roof pitch.	8/12



This two story Queen Anne style house of 1190 square feet features a spacious living and dining room area and a private master bedroom suite with a walk-in closet. This open floor plan includes a total of three bedrooms, two full bathrooms and a powder room, a laundry room and U-shaped kitchen with a breakfast bar and opens to the dining room. The historically inspired exterior offers a main hip roof with a shingle accented front gable, a covered front and rear porch, and exterior storage room. At 21'-4" in width it is ideally suited for a narrow lot.

*Contact us for more information on handicap, basement, garage, foundation, or framing modifications.

4. UDO AND COMPREHENSIVE PLAN CONSISTENCY

UNIFIED DEVELOPMENT ORDINANCE CONSISTENCY

The Flowers Place subdivision will consist of 17 single family homes of exceptional design and quality. A community playground will be provided along with an undisturbed open space area of 0.52 acres. The open space area is 22.7% of the development land area. The development is located within an area bordered by existing single-family homes and an apartment complex. The development will be compatible with the surrounding land uses. Each home will be rear loaded single-family dwellings with driveways to accommodate 2 cars for each dwelling. An existing public street will be extended along the length of the development along with a public water main to serve the new development. Parallel street parking will be added along the length of the development to provide additional parking for residence of the Habitat development.

COMPREHENSIVE PLAN CONSISTENCY

The Flowers Place subdivision is consistent with the Town's Growth Framework, Growth and Conservation Map and the Guiding Principles in the 2035 Comprehensive Plan.

1. The Flowers Place subdivision will provide affordable housing in an existing residential area of the Town. Meadowview will be walking distance to the Old Town district of Knightdale.
2. The Flowers Place subdivision will provide a stormwater management facility for the additional stormwater runoff. This will help this area of Town that has had previous issues with stormwater runoff.
3. The Flowers Place subdivision is an infill development on a previously undeveloped property. The development is within walking distance to an existing elementary school and recreation facilities.
4. The Flowers Place subdivision is a compact development with consistent architectural designs to be visually attractive. All site maintenance for each home will be cared for by the Homeowners Association.
5. The Growth and Conservation Map calls for the area to be "Mixed Density Neighborhood". Because of the limited size of the property a mixed density development is not the most effective use of the property. The proposed Flowers Place subdivision site is located between existing single family residential and an existing apartment complex. The proposed Flowers Place subdivision homes will be oriented to the interior of the site with rear loaded driveways. An open space area will be provided. Some of the existing trees within the open space will be preserved. Stormwater detention will be provided for this new development. These are the Guiding Principles that are applicable to this development.

5. DESIGN GUIDELINES

SINGLE FAMILY DWELLING ARCHITECTURAL STANDARDS

1. All dwellings are 2-story homes built on lots 30 feet wide with a minimum house size containing 1,150 sq ft.
2. All driveways will be paved surface accessed from rear alley with space for 2 vehicles.
3. All homes shall be raised a minimum of 18" from the finished grade and shall have stem wall and foundations with crawl space. All foundations shall be covered on all sides with brick or stone. Areas under porches may be enclosed with lattice.
4. All homes shall have a combination of two or more of the following material on the front façade above the foundation: stone, brick, lap siding, shake or board and batten. All siding shall be fiber cement. Vinyl may be used for soffits, fascia, and corner boards.
5. All homes will have usable porches and stoops that are at least six (6) feet deep and extend more than 50% of the façade. Front porch posts will be a least 6"x6".
6. Main roof pitches (excluding porches) shall be at least 7:12. Some dwelling may have hip roof design. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building and shall have a pitch of at least 3:12.
7. There shall be 12" overhang on every gable roof end and hip roof end.
8. For every 30 linear feet (or fraction) of continuous side elevation, there shall be one window or door added to the side elevation.

6. RECREATIONAL OPEN SPACE AND AMENITIES

Flowers Place subdivision will provide both active and passive recreation areas within the development. Approximately 20% of the property area will remain undeveloped and set aside as open space.

Recreational Open Space Calculations:

(Entire site is within ¼ mile of a public park)

Density: 17 units/2.24 acres = 7.5 units/acre

Bedroom Estimate: Total bedrooms = 17 x 3.5 = 59.5 bedrooms

Open Space Required: 59.5 bedrooms x 275 square feet = 16,363 s.f. (16.9%)

50% Active: 16,363 x 0.50 = 8,182 s.f.

50% Passive: 16,363 x 0.50 = 8,181 s.f.

The active open space area will include a 2,500 SF ground space with play equipment. The remaining active open space will have amenities that meet the criteria for active open space. Such as an area for cornhole game setup as show on the plan. The developer to have concrete cornhole boards.

The passive open space will have amenities that meet the criteria for passive open space. Such as picnic tables and benches for relaxing.

Playground Equipment for Knightdale

Swing Set*



Classic Standard- 6 seats, ages 2-12
Space required: 32' 2" x 48' 8"

Seesaw



Slide



Free Standing Glide Slide (48-in deck)
Space Required: 15'2" x 24'6"

These images are for illustrative purposes only. Staff will work with the applicant through the Construction Drawing process to determine particular specifications of the open space, include playground equipment.

Bench



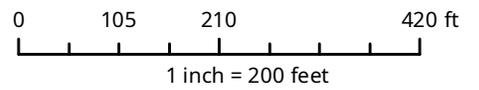
48-inch Steel Bench- Manufacturer: Global Industrial

Park Grills



*All playground equipment manufactured by Playworld.

FLOWERS PLACE SUBDIVISION PROPERTY - PROXIMITY TO EXISTING PARKS



7. INFRASTRUCTURE

STREETS & SIDEWALKS

Streets and alleys within the Flowers Place subdivision are designed to meet the standards of the Town of Knightdale.

- Flowers Street will be extended along the entire frontage of the Flowers Place development along with a 5' wide sidewalk. Flowers Street will be widened to provide parallel parking along the frontage of the Flowers Place Property.
- Flowers Place development will provide a 5' sidewalk on both sides of Kelley Meadows Road along the frontage of the Flowers Place development.

STORMWATER

The Flowers Place subdivision is located within the Neuse River basin with the site's stormwater runoff draining to Poplar Creek. The proposed development shall be subject to stormwater management requirements found in Chapter 6: Environmental Protection of the Town of Knightdale's Unified Development Ordinance (UDO). Per the regulations of Chapter 6 of the Town of Knightdale's UDO, stormwater runoff provision shall address peak flow mitigation and water quality management. The Developer to make a formal request to the Town of Knightdale to use the Town property for the proposed SCM device.

One above ground stormwater control measure (SCM) is proposed to meet the regulations established in Chapter 6 of the Town of Knightdale's UDO by providing peak flow mitigation and water quality management for the site.

WATER & SEWER

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

8. NEIGHBORHOOD MEETING REPORT

FLOWERS PLACE (HABITAT FOR HUMANITY) NEIGHBORHOOD MEETING

November 19, 2019, 6:30PM

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

A neighborhood meeting was held on November 19, 2019 at 6:30PM at the Knight Recreation Center at 102 Lawson Ridge Road, Knightdale, NC 27545. There were three neighbors in attendance: A neighbor that lives at 102 Sir Scott and a couple that lives at 106 Sir Scott. The neighbors liked the idea of this project being a buffer between them and the existing apartments and asked the following questions about the development:

- **Buffer or Fence:** The neighbors asked if a privacy fence could be installed along the common property line. The applicant indicated they would be willing to install a wooden privacy fence along the developed portion of the property but would prefer to add plants along the portion of the property not being disturbed.
- **Stormwater:** The neighbors asked if their property would be impacted by the development. The applicant indicated the stormwater would be collected and routed to a stormwater pond on the property across Kelly Meadows Drive. The stormwater would not affect their property.
- **Yard Maintenance:** The neighbors asked if each individual owner would be responsible to maintain their yards. The applicant indicated the Homeowners Association would be responsible for all maintenance of the grounds including the private lots

**FLOWERS PLACE
KNIGHTDALE HABITAT FOR HUMANITY SUBDIVISION
NEIGHBORHOOD INFORMATIONAL MEETING**

**Tuesday, November 19, 2019
6:30 P.M.**

Sign-In Sheet

	<u>Name</u>	<u>Address</u>
1.	JIM MIDDLETON	Habitat
2.	David Dunn	BNK
3.	Tom Harrell	BNK
4.	Steve Roper	102 8th Scott
5.	Scott & Suzanne Coleman	106 8th Scott
6.		
7.		
8.		
9.		
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18.		
19.		
20.		

9. ZONING CONDITIONS

SINGLE FAMILY DWELLING ARCHITECTURAL STANDARDS

1. All dwellings are 2-story homes built on lots 30 feet wide with a minimum house size containing 1,150 sq ft.
2. All driveways will be paved surface accessed from rear alley with space for 2 vehicles.
3. All homes shall be raised a minimum of 18" from the finished grade and shall have stem wall and foundations with crawl space. All foundations shall be covered on all sides with brick or stone. Areas under porches may be enclosed with lattice.
4. All homes shall have a combination of two or more of the following material on the front façade above the foundation: stone, brick, lap siding, shake or board and batten. All siding shall be fiber cement. Vinyl may be used for soffits, fascia, and corner boards.
5. All homes will have a front porch with a minimum depth of six (6) feet. Front porch posts will be a least 6"x6".
6. Main roof pitches (excluding porches) shall be at least 7:12. Some dwelling may have hip roof design. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building and shall have a pitch of at least 3:12.
7. There shall be 12" overhang on every gable roof end and hip roof end.
8. For every 30 linear feet (or fraction) of continuous side elevation, there shall be one window or door added to the side elevation.

10.

FLOWERS PLACE SUBDIVISION – KNIGHTDALE, NC

WATER ALLOCATION POLICY WORKSHEET 02-03-2020

This project is a land use of Major Subdivision
Any subdivision of land of five (5) or more lots.
This is worth 15 base points.

Bonus Points

Bonus Point Categories for items over and above the UDO or Standard Specification Requirements.

Category 2B – Stormwater Wet Pond with Fountain – 4 Points

Category 2B – Provision of on-street public parking – 4 Points

Category 2C – Building/Site Design – House – 15 Points

Category 2C – Development or Redevelopment within Old Town District – 4 Points

Category 3A – Outdoor Display of Public Art (Hardscape at entrance) – 4 Points

Category 4F – IPEMA Certified Playground Equipment – 4 Points

WATER ALLOCATION POINTS

Base Points = 15

Bonus Points = 35

TOTAL WATER ALLOCATION POINTS = 50



Habitat for Humanity®

of Wake County

Serving Wake and Johnston Counties

December 9, 2019

Honorable James Roberson, Mayor
Mr. Bill Summers, Town Manager
Town of Knightdale

RE: ~~Kelley Meadows Subdivision~~ **Flowers Place Subdivision**

Dear Sirs,

Habitat for Humanity of Wake County has applied to develop a seventeen-lot single-family subdivision in Knightdale. The location is at the northeast corner of the intersection of Kelley Meadows Drive and Flowers Street.

The proposed engineering for the project provides for a stormwater management pond to be located on a small vacant parcel of land owned by the Town adjacent to the subdivision. Due to the topography and current drainage in the area, this location on Town property is the most favorable area for the stormwater device. The pond will be owned and managed by the Home Owners Association created for the subdivision.

In addition, engineering plans require major improvements to existing Flowers Street that provides access and frontage for most of the homes to be built. There are no public streets to be constructed within the subdivision.

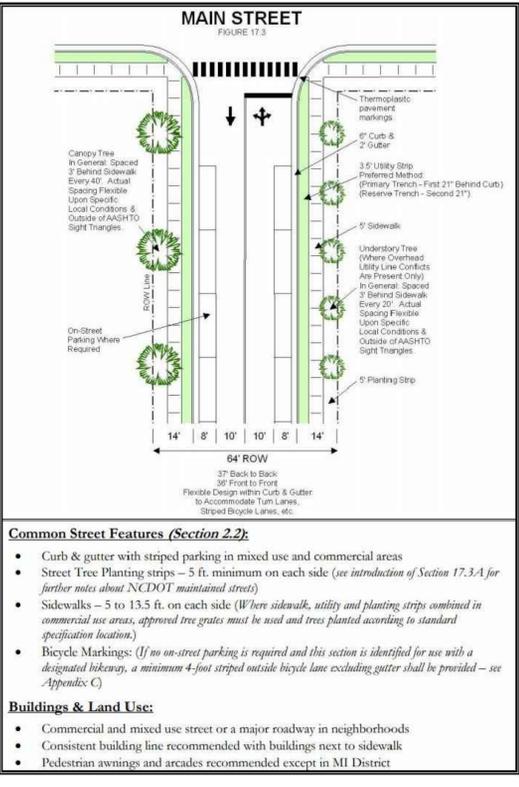
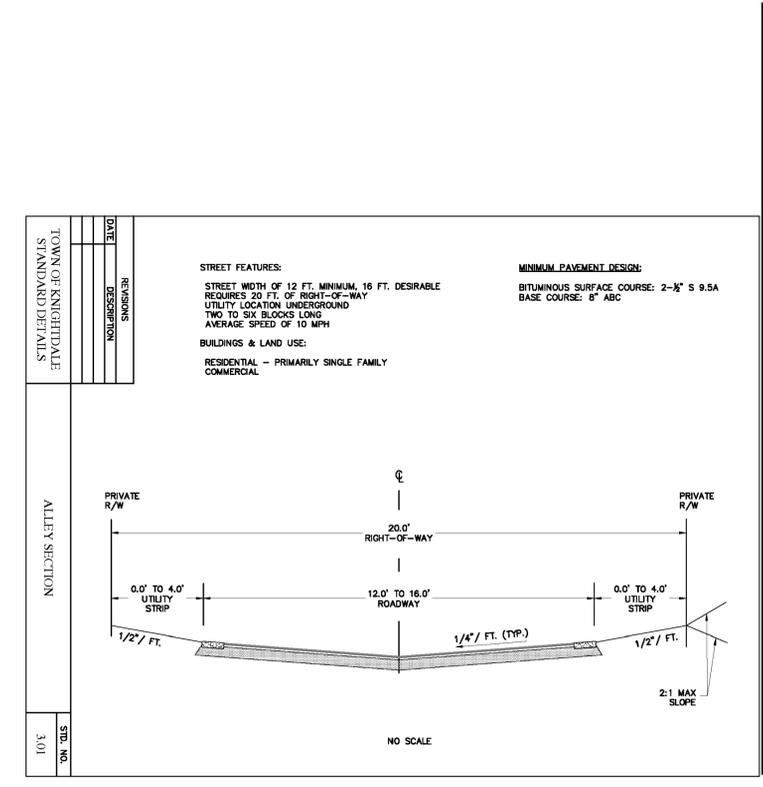
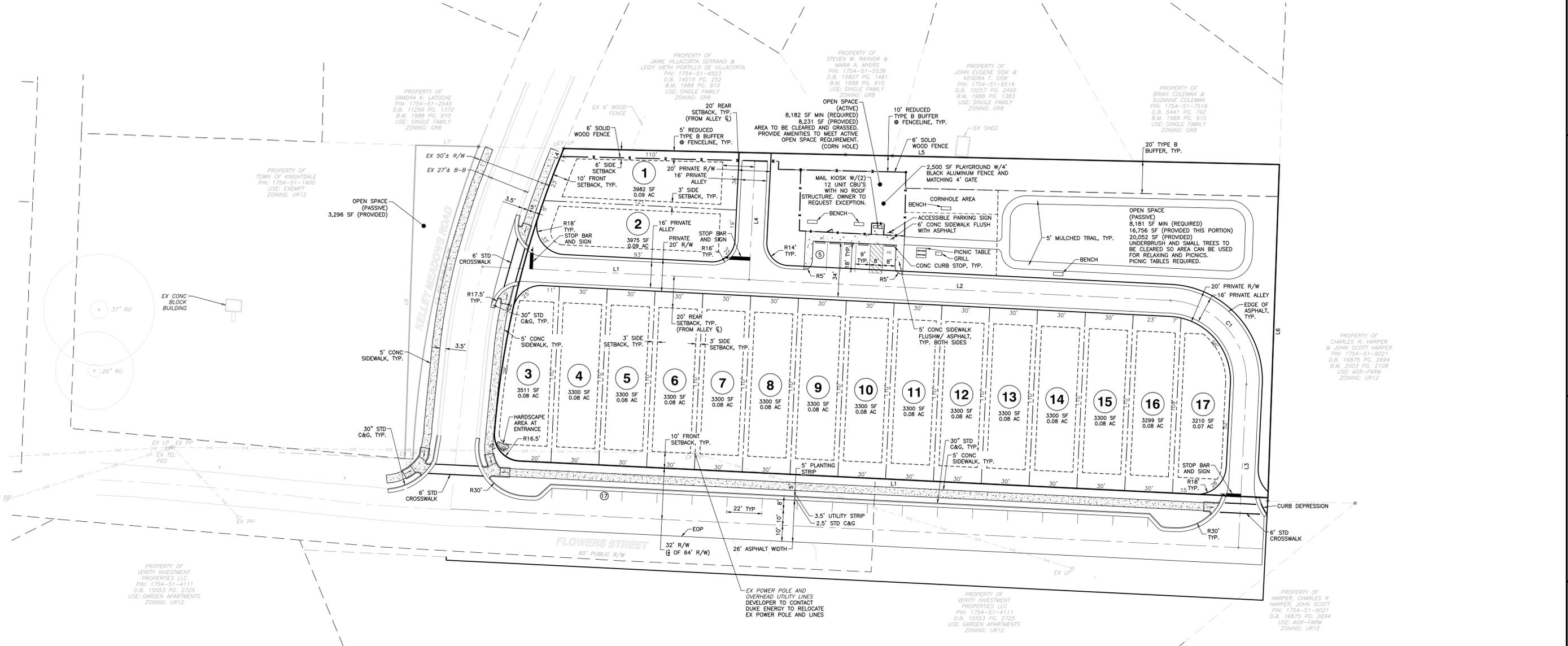
In our efforts to provide new affordable houses for homeowners in Knightdale, Habitat is requesting the following financial support from the Town of Knightdale.

1. Town of Knightdale transfers the small parcel of land for the stormwater device to the Home Owners Association to be created to own and manage the common areas of the subdivision.
2. Town of Knightdale provide funding for the improvement to Flowers Street in the amount of \$124,306.00 per the attached estimate provided and reviewed by the Town Engineering staff.

Habitat greatly appreciates the support the Town of Knightdale has provided in the past and hopes you will favorably consider our requests for the current project.

Sincerely

Bill Ahern
President/CEO



Line #	Length	Direction
L1	469.70'	N87°12'13.41"W
L4	11.35'	N22°02'02.96"E
L5	448.66'	S88°43'22.02"E
L6	207.97'	S1°58'59.11"W

Curve #	Length	Radius
C1	26.46'	16.50'
C2	171.77'	575.10'

Line #	Length	Direction
L1	167.31'	S87°12'13.41"E
L2	264.46'	S87°12'13.41"E
L3	102.00'	S2°47'46.59"W
L4	74.02'	S2°47'46.59"W

Curve #	Length	Radius
C1	78.54'	50.00'

NO WETLANDS EXIST ON-SITE

NO FLOODPLAINS EXIST ON-SITE

NOTE: ALL CONSTRUCTION ACTIVITY MUST BE IN ACCORDANCE WITH THE ACCEPTED POLICIES OF THE TOWN OF KNIGHTDALE AND NCDOT

DAVID L. DUNN
REGISTERED PROFESSIONAL ENGINEER
SCALE IN FEET
0 15 30 60 90 120

BANK

BASS, NIXON & KENNEDY, INC.
CONSULTING ENGINEERS
6310 CHAREL HILL ROAD, SUITE 250, RALEIGH, NC 27607
TELEPHONE: (919) 851-4422 FAX: (919) 851-8866
CERTIFICATION NUMBERS: NCBELS (C-0110); NCBOLA (C-0267)

NO.	DATE	DESCRIPTION	BY
1	01-13-2020	TOWN OF KNIGHTDALE COMMENTS	RAB

SITE PLAN

DATE: 12-08-19
DRAWN BY: _____
JOB NO.: 03-18882

SCALE: 1" = 30'

CHK BY: MDB

FLOWERS PLACE SUBDIVISION
0 KELLEY MEADOWS ROAD
TOWN OF KNIGHTDALE, WAKE COUNTY, NORTH CAROLINA

SHEET C1.1

NOT RELEASED FOR CONSTRUCTION OR BID SOLICITATION

R:\2019\18882 - Knightdale Habitat 5D\CV\103 Preliminary\02 - 18882_Site.dwg, SITE, 2/3/2020 4:06:27 PM, robert burgson



TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #20-02-19-003
AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE OF
THE TOWN OF KNIGHTDALE
WHICH INCLUDES THE ZONING DISTRICT MAP

ZMA-9-19 Habitat for Humanity Planned Unit Development

WHEREAS, the Town of Knightdale has received a petition to amend the zoning of property from Urban Residential 12 (UR12) to Urban Residential-12 with a Planned Unit Development (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 including encouraging compact development patterns, promoting infill and redevelopment, preservation of the natural environment, and creating great neighborhoods and expanded home choices, including affordable housing options. Further, it is consistent with the General Growth Framework and Growth & Conservation Map. The request is reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people desire to live, work and visit

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 2.29 ± acres located within the Town of Knightdale's Corporate Limits located east of Kelley Meadows Road and north of Flowers Street, addressed 201 Flowers Street, and identified as Wake County PIN 1754-51-5410 from Urban Residential 12 (UR12) to Urban Residential-12 Planned Unit Development (UR12-PUD) as indicated.

SECTION 2. That the additional conditions contained within the application identified as ZMA-9-19 and PUD Document (Exhibit 1), and listed below apply as additional zoning conditions to the parcel of land identified as PIN 1754-51-5410:

1. All lots will be 30 feet in width, rear loaded on a private alley, and served by driveways that are a minimum length of 20 ft. rather than the UDO requirement of 35 ft.
2. The 20 foot Type B landscape buffer yard required between the proposed subdivision and existing Wil-Ros Meadows subdivision to the north will be reduced accordingly: the buffer will be reduced to a width of 5 ft. along Lot 1 and the alley; and to a width of 10 ft. along the proposed playground area. A 6 ft. wood privacy fence along with vegetation will be provided

for the reduced buffer areas. The applicant will provide the full 20 ft. Type B buffer along the remainder of the shared northern property line.

3. The applicant will provide an uncovered Cluster Mailbox Unit (CBU) instead of a CBU covered by a shelter as required by UDO Ch. 4.7.E.
4. The applicant has provided actual home elevations that will be built in the subdivision (included in PUD document). In addition to the elevations, the applicant agrees to the Single-Family Dwelling Architectural Standards found in UDO Ch. 5.7 and the additional conditions listed below:
 - a. All dwellings will be 2-story single family homes built on 30 ft. wide lots and will have a minimum of 1,150 heated square feet.
 - b. All driveways will be a paved surface accessed from a rear alley with space to accommodate two vehicles. Garages will not be provided for this development. A paved or hard surface walking path will be provided from the driveway to the rear of the home.
 - c. All single-family homes shall be raised from the finished grade a minimum of 18" and shall have crawlspace foundations that shall be covered on all sides with brick or stone. Areas under porches may be enclosed with lattice.
 - d. All homes shall have a combination of two or more of the following materials on the front façade above the foundation: stone, brick, lap siding, shake, or board and batten. All siding shall be fiber cement. Vinyl may be used for soffits, fascia, and corner boards.
 - e. All single-family homes will have a front porch with a minimum depth of six (6) feet. Front porch posts will be at least 6"x6" and extend at least 50% of the façade.
 - f. Main roof pitches (excluding porches) for 2-story homes shall be at least 7:12. Some dwellings may have hip roof design. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building and shall have a pitch of at least 3:12.
 - g. There shall be a 12" overhang on every gable roof end and hip roof end.
 - h. For every linear 30 feet (or fraction) of continuous side elevation, there shall be one window or door added to the side elevation. Any siding break on the side of the home such as a fireplace, porch, wall offset can be used as an alternative to a window or door.
5. The submitted site plan (Exhibit 2) and home elevations will serve as the site-specific development plan. However, the applicant must submit Construction Drawings to the Town for approval that are in conformance with the approved conditions of the UR12PUD zoning district, master plan comments, Unified Development Ordinance, and comments from the January 9, 2020 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 19th day of February, 2020

James A. Roberson, Mayor

ATTEST:

Heather M. Smith, Town Clerk

APPROVED AS TO FORM:

Roger Knight, Town Attorney



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

FLOWERS PLACE SUBDIVISION
PLANNED UNIT DEVELOPMENT

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

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

FLOWERS PLACE SUBDIVISION

Planned Unit Development

Prepared for the Town of Knightdale

Submittal Dates

First Submittal: December 9, 2019

Second Submittal: January 13, 2020

Third Submittal: February 3, 2020

Developer

Habitat for Humanity of Wake County

2420 North Raleigh Blvd.

Raleigh, NC 27604

Bass, Nixon & Kennedy, Inc., Consulting Engineers

6310 Chapel Hill Road, Suite 250

Raleigh, NC 27607

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Request for Road Improvement Allocation Funds and

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

1. VISION AND INTENT

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

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

Provide high quality community amenities:

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

Incorporate creative design in the layout of buildings:

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

Ensure compatibility with surrounding land uses and neighborhood character:

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

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

With the development of Flowers Place, the neighborhood will become a mixed density area as it is located adjacent to existing residential uses that include a medium lot size single family development on one side and a denser apartment development on the opposite side. Existing streets serve all the developments.

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

Flowers Place is located on an existing vacant parcel situated between two developed parcels and a vacant parcel to the east. It will be a natural progression of development in the area as the future development will occur to the east.

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

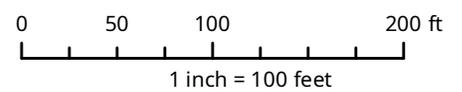
The development of Flowers Place will provide for improvements to existing public street and utilities without the necessity of creating new public streets.

2. EXISTING CONDITIONS

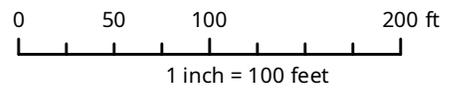
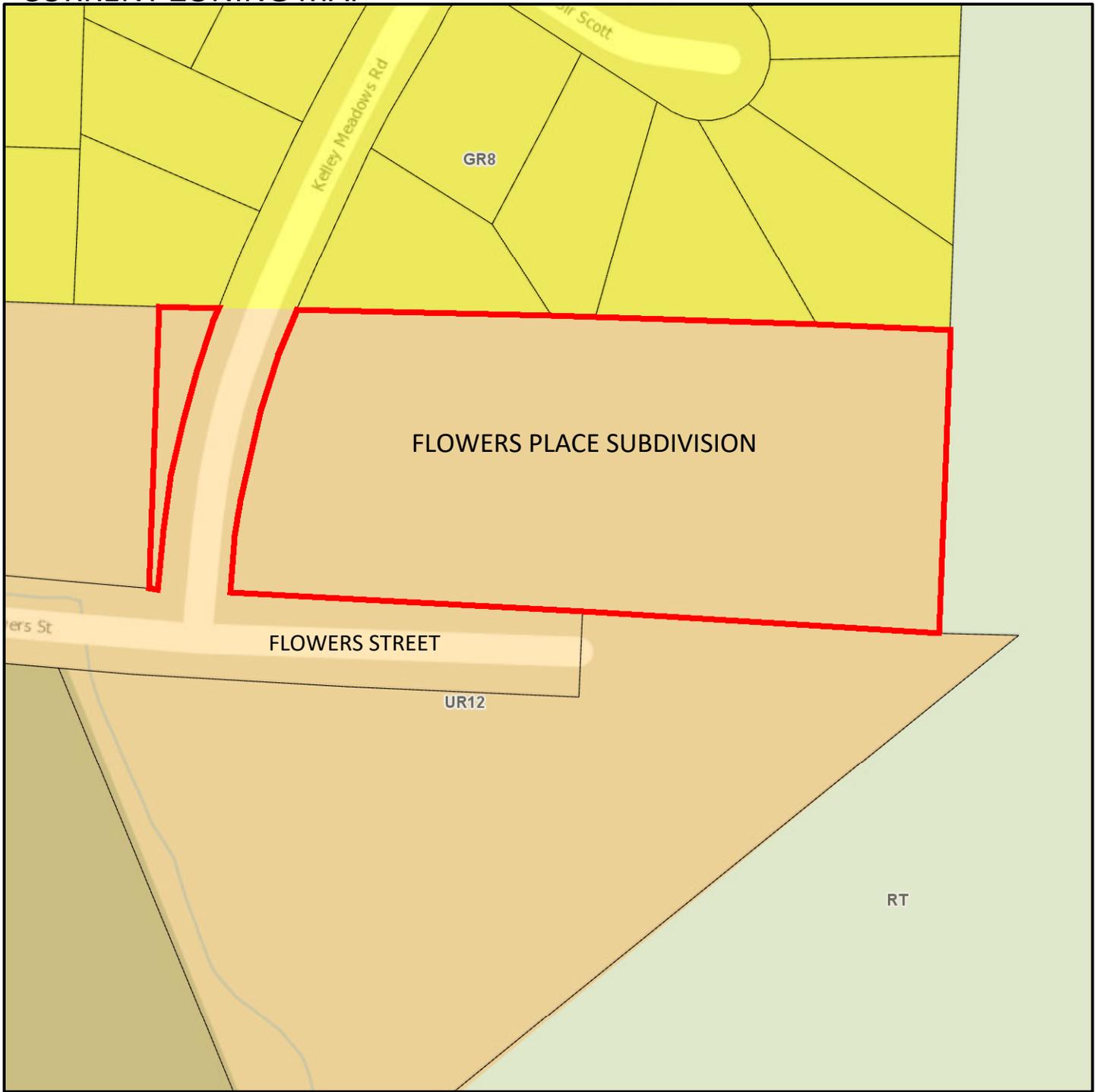
EXISTING CONDITIONS SUMMARY

The Flowers Place subdivision is located on the northeast corner of the intersection of Kelly Meadows Road and Flowers Street. The Wake County Property Identification Number (PIN) is 1754-51-5410. The property area is 2.29 acres. Roughly two-thirds of the property slopes to the west and the remaining portion of the property slopes to the east. There are no streams or wetlands located on the property. The site is wooded with small new growth trees.

AERIAL VIEW OF FLOWERS PLACE SITE



CURRENT ZONING MAP



3. PUD MASTER PLAN

PLANNED UNIT DEVELOPMENT MASTER PLAN

FLOWERS PLACE is a 17 lot single family subdivision designed to the UR-12 and Planned Unit Development standards of the Town of Knightdale Unified Development Ordinance. It is located at the intersection of Kelley Meadows Street and Flowers Street. The 2-story dwelling units will front along existing Flowers Street and Kelley Meadows. Street improvements will be made to Flowers Street. Parking access will be by an alley along the rear of the units. The developed site will include a small fenced playground with active and passive open space. Flowers Place will serve to complement and provide an alternative housing option for the existing neighborhood.

REAR LOADED SINGLE FAMILY DWELLING STANDARDS

Modifications to UDO Standards

In order to reduce the amount of impervious surface on the lots and to increase the developable area, rear loaded single family dwellings will be served by driveways that are a minimum length of 20' rather than the UDO requirement of 35'.

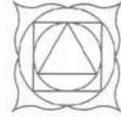
- Minimum lot size 3,210 sq.ft.
- Lot width 30'
- Front setback (min) 10'
- Side set back (min) 3'
- Side setback aggregate (min) 6'
- Rear setback (min) 20' (Measured from centerline of alley)
- Maximum building Height 3 stories
- Minimum driveway length 20'

Proposed exceptions

- Rear loaded driveway minimum length to be 20'.
- Exception for 20-foot Type B Buffer along northern property line. A reduced buffer width of 5-feet along lot 1 and a reduced buffer width of 10-feet along the proposed playground area. A 6-foot height solid wood fence along with vegetation are proposed for the reduced buffer areas.
- Exception for the mail kiosk covered structure. Since this is a small subdivision with only 17 lots the developer feels the size of the required mail kiosk would not warrant the expense of building a covered structure. Therefore, the developer feels this is a reasonable request.



Rick Thompson
Architect



www.thompsonplans.com

© Rick Thompson Architect 2003

P O Box 160
Lake Junaluska, NC
28745

828-734-2553

plan #

1114A

5/6/2003

Size fl 1 600

Size fl 2 567

Size Total 1167

Width 20'-0"

Depth 30'-0"

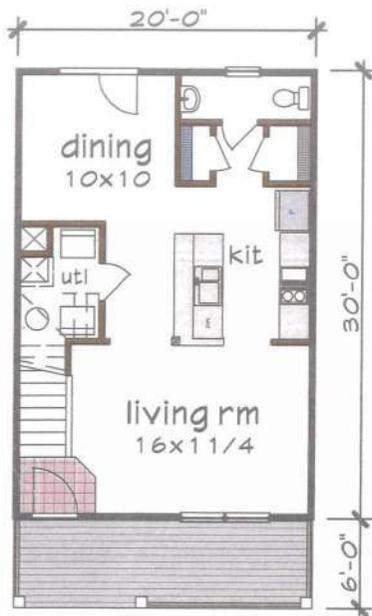
Porch 6'

Fl 1 ceiling 8'

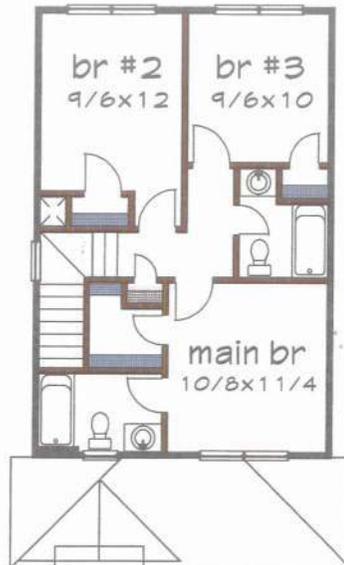
Fl 2 ceiling 8'

Roof pitch 9/12

Height 25'-6"



Floor 1 plan



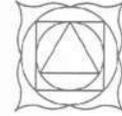
Floor 2 plan

Please see
PDF single use web site for
PDF unlimited current
Material list pricing
CAD thank you

Please specify foundation type (crawl standard) Available types - Crawl, Slab or Basement



Rick Thompson
Architect



www.thompsonplans.com

© Rick Thompson Architect 2008

P O Box 160
Lake Junaluska, NC
28745

828-734-2553

plan #

1209A

9/3/2008

Size fl 1 660

Size fl 2 617

Size Total 1277

Width 22'-0"

Depth 30'-0"

Porch 8'-0"

Fl 1 ceiling 9'

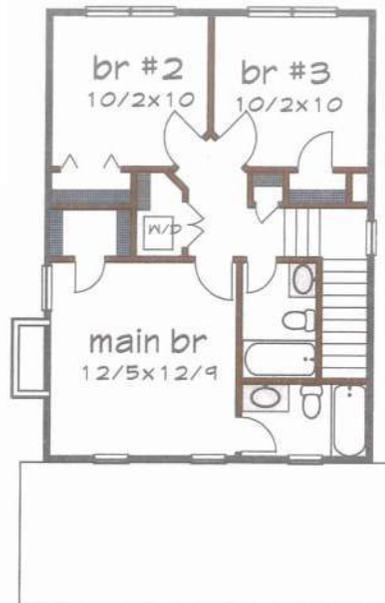
Fl 2 ceiling 8'

Roof pitch 9/12

Height 27'-0"



Floor 1 plan



Floor 2 plan

Please see
PDF single use web site for
PDF unlimited current
Material list pricing
CAD thank you

Please specify foundation type (crawl standard) Available types - Crawl, Slab or Basement

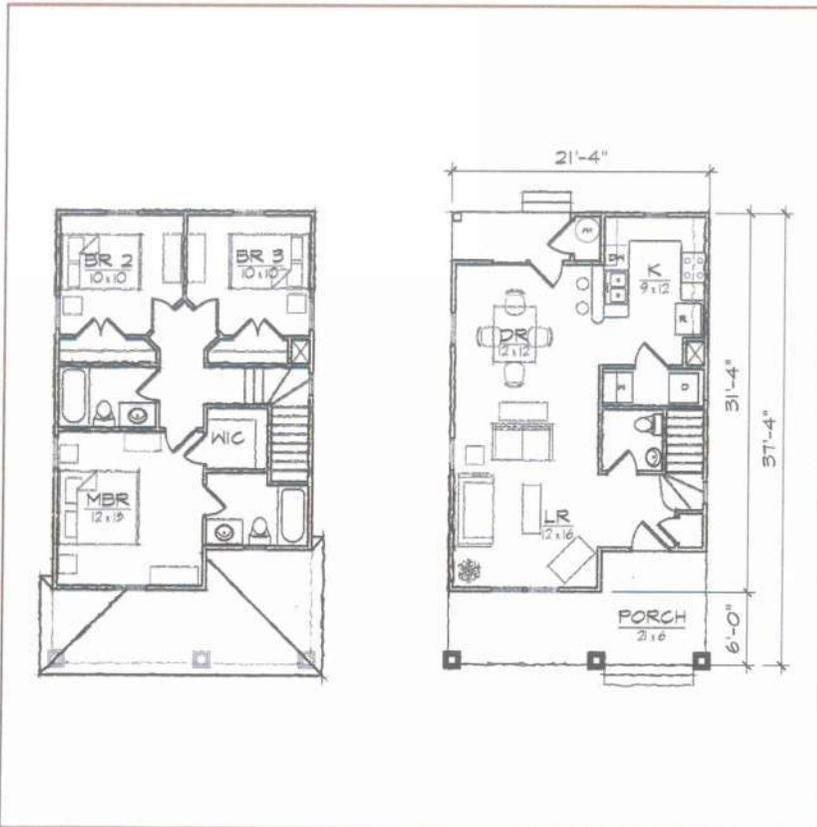
TightLines Designs

creating great places to live



Monique I

square footage.	1190 sq ft
bedrooms.	3
bathrooms.	2.5
stories.	2
width.	21' 4"
depth.	37' 4"
1st floor ceiling height.	9' 0"
2nd floor ceiling height.	8' 0"
roof pitch.	8/12



This two story Queen Anne style house of 1190 square feet features a spacious living and dining room area and a private master bedroom suite with a walk-in closet. This open floor plan includes a total of three bedrooms, two full bathrooms and a powder room, a laundry room and U-shaped kitchen with a breakfast bar and opens to the dining room. The historically inspired exterior offers a main hip roof with a shingle accented front gable, a covered front and rear porch, and exterior storage room. At 21'-4" in width it is ideally suited for a narrow lot.

*Contact us for more information on handicap, basement, garage, foundation, or framing modifications.

4. UDO AND COMPREHENSIVE PLAN CONSISTENCY

UNIFIED DEVELOPMENT ORDINANCE CONSISTENCY

The Flowers Place subdivision will consist of 17 single family homes of exceptional design and quality. A community playground will be provided along with an undisturbed open space area of 0.52 acres. The open space area is 22.7% of the development land area. The development is located within an area bordered by existing single-family homes and an apartment complex. The development will be compatible with the surrounding land uses. Each home will be rear loaded single-family dwellings with driveways to accommodate 2 cars for each dwelling. An existing public street will be extended along the length of the development along with a public water main to serve the new development. Parallel street parking will be added along the length of the development to provide additional parking for residence of the Habitat development.

COMPREHENSIVE PLAN CONSISTENCY

The Flowers Place subdivision is consistent with the Town's Growth Framework, Growth and Conservation Map and the Guiding Principles in the 2035 Comprehensive Plan.

1. The Flowers Place subdivision will provide affordable housing in an existing residential area of the Town. Meadowview will be walking distance to the Old Town district of Knightdale.
2. The Flowers Place subdivision will provide a stormwater management facility for the additional stormwater runoff. This will help this area of Town that has had previous issues with stormwater runoff.
3. The Flowers Place subdivision is an infill development on a previously undeveloped property. The development is within walking distance to an existing elementary school and recreation facilities.
4. The Flowers Place subdivision is a compact development with consistent architectural designs to be visually attractive. All site maintenance for each home will be cared for by the Homeowners Association.
5. The Growth and Conservation Map calls for the area to be "Mixed Density Neighborhood". Because of the limited size of the property a mixed density development is not the most effective use of the property. The proposed Flowers Place subdivision site is located between existing single family residential and an existing apartment complex. The proposed Flowers Place subdivision homes will be oriented to the interior of the site with rear loaded driveways. An open space area will be provided. Some of the existing trees within the open space will be preserved. Stormwater detention will be provided for this new development. These are the Guiding Principles that are applicable to this development.

5. DESIGN GUIDELINES

SINGLE FAMILY DWELLING ARCHITECTURAL STANDARDS

1. All dwellings are 2-story homes built on lots 30 feet wide with a minimum house size containing 1,150 sq ft.
2. All driveways will be paved surface accessed from rear alley with space for 2 vehicles.
3. All homes shall be raised a minimum of 18" from the finished grade and shall have stem wall and foundations with crawl space. All foundations shall be covered on all sides with brick or stone. Areas under porches may be enclosed with lattice.
4. All homes shall have a combination of two or more of the following material on the front façade above the foundation: stone, brick, lap siding, shake or board and batten. All siding shall be fiber cement. Vinyl may be used for soffits, fascia, and corner boards.
5. All homes will have usable porches and stoops that are at least six (6) feet deep and extend more than 50% of the façade. Front porch posts will be a least 6"x6".
6. Main roof pitches (excluding porches) shall be at least 7:12. Some dwelling may have hip roof design. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building and shall have a pitch of at least 3:12.
7. There shall be 12" overhang on every gable roof end and hip roof end.
8. For every 30 linear feet (or fraction) of continuous side elevation, there shall be one window or door added to the side elevation.

6. RECREATIONAL OPEN SPACE AND AMENITIES

Flowers Place subdivision will provide both active and passive recreation areas within the development. Approximately 20% of the property area will remain undeveloped and set aside as open space.

Recreational Open Space Calculations:

(Entire site is within ¼ mile of a public park)

Density: 17 units/2.24 acres = 7.5 units/acre

Bedroom Estimate: Total bedrooms = 17 x 3.5 = 59.5 bedrooms

Open Space Required: 59.5 bedrooms x 275 square feet = 16,363 s.f. (16.9%)

50% Active: 16,363 x 0.50 = 8,182 s.f.

50% Passive: 16,363 x 0.50 = 8,181 s.f.

The active open space area will include a 2,500 SF ground space with play equipment. The remaining active open space will have amenities that meet the criteria for active open space. Such as an area for cornhole game setup as show on the plan. The developer to have concrete cornhole boards.

The passive open space will have amenities that meet the criteria for passive open space. Such as picnic tables and benches for relaxing.

Playground Equipment for Knightdale

Swing Set*



Classic Standard- 6 seats, ages 2-12
Space required: 32' 2" x 48' 8"

Seesaw



Slide



Free Standing Glide Slide (48-in deck)
Space Required: 15'2" x 24'6"

These images are for illustrative purposes only. Staff will work with the applicant through the Construction Drawing approval process to determine particular specifications of the open space, including playground equipment.

Bench



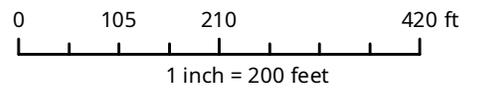
48-inch Steel Bench- Manufacturer: Global Industrial

Park Grills



*All playground equipment manufactured by Playworld.

FLOWERS PLACE SUBDIVISION PROPERTY - PROXIMITY TO EXISTING PARKS



7. INFRASTRUCTURE

STREETS & SIDEWALKS

Streets and alleys within the Flowers Place subdivision are designed to meet the standards of the Town of Knightdale.

- Flowers Street will be extended along the entire frontage of the Flowers Place development along with a 5' wide sidewalk. Flowers Street will be widened to provide parallel parking along the frontage of the Flowers Place Property.
- Flowers Place development will provide a 5' sidewalk on both sides of Kelley Meadows Road along the frontage of the Flowers Place development.

STORMWATER

The Flowers Place subdivision is located within the Neuse River basin with the site's stormwater runoff draining to Poplar Creek. The proposed development shall be subject to stormwater management requirements found in Chapter 6: Environmental Protection of the Town of Knightdale's Unified Development Ordinance (UDO). Per the regulations of Chapter 6 of the Town of Knightdale's UDO, stormwater runoff provision shall address peak flow mitigation and water quality management. The Developer to make a formal request to the Town of Knightdale to use the Town property for the proposed SCM device.

One above ground stormwater control measure (SCM) is proposed to meet the regulations established in Chapter 6 of the Town of Knightdale's UDO by providing peak flow mitigation and water quality management for the site.

WATER & SEWER

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

8. NEIGHBORHOOD MEETING REPORT

FLOWERS PLACE (HABITAT FOR HUMANITY) NEIGHBORHOOD MEETING

November 19, 2019, 6:30PM

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

A neighborhood meeting was held on November 19, 2019 at 6:30PM at the Knight Recreation Center at 102 Lawson Ridge Road, Knightdale, NC 27545. There were three neighbors in attendance: A neighbor that lives at 102 Sir Scott and a couple that lives at 106 Sir Scott. The neighbors liked the idea of this project being a buffer between them and the existing apartments and asked the following questions about the development:

- **Buffer or Fence:** The neighbors asked if a privacy fence could be installed along the common property line. The applicant indicated they would be willing to install a wooden privacy fence along the developed portion of the property but would prefer to add plants along the portion of the property not being disturbed.
- **Stormwater:** The neighbors asked if their property would be impacted by the development. The applicant indicated the stormwater would be collected and routed to a stormwater pond on the property across Kelly Meadows Drive. The stormwater would not affect their property.
- **Yard Maintenance:** The neighbors asked if each individual owner would be responsible to maintain their yards. The applicant indicated the Homeowners Association would be responsible for all maintenance of the grounds including the private lots

**FLOWERS PLACE
KNIGHTDALE HABITAT FOR HUMANITY SUBDIVISION
NEIGHBORHOOD INFORMATIONAL MEETING**

**Tuesday, November 19, 2019
6:30 P.M.**

Sign-In Sheet

	<u>Name</u>	<u>Address</u>
1.	JIM MIDDLETON	Habitat
2.	David Dunn	BNK
3.	Tom Harrell	BNK
4.	Steve Roper	102 SN SCOTT
5.	Scott & Suzanne Coleman	106 SIK SCOTT
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

9. ZONING CONDITIONS

SINGLE FAMILY DWELLING ARCHITECTURAL STANDARDS

1. All dwellings are 2-story homes built on lots 30 feet wide with a minimum house size containing 1,150 sq ft.
2. All driveways will be paved surface accessed from rear alley with space for 2 vehicles.
3. All homes shall be raised a minimum of 18" from the finished grade and shall have stem wall and foundations with crawl space. All foundations shall be covered on all sides with brick or stone. Areas under porches may be enclosed with lattice.
4. All homes shall have a combination of two or more of the following material on the front façade above the foundation: stone, brick, lap siding, shake or board and batten. All siding shall be fiber cement. Vinyl may be used for soffits, fascia, and corner boards.
5. All homes will have a front porch with a minimum depth of six (6) feet. Front porch posts will be a least 6"x6".
6. Main roof pitches (excluding porches) shall be at least 7:12. Some dwelling may have hip roof design. Monopitch (shed) roofs are allowed only if they are attached to the wall of the main building and shall have a pitch of at least 3:12.
7. There shall be 12" overhang on every gable roof end and hip roof end.
8. For every 30 linear feet (or fraction) of continuous side elevation, there shall be one window or door added to the side elevation.

10.

FLOWERS PLACE SUBDIVISION – KNIGHTDALE, NC

WATER ALLOCATION POLICY WORKSHEET 02-03-2020

This project is a land use of Major Subdivision
Any subdivision of land of five (5) or more lots.
This is worth 15 base points.

Bonus Points

Bonus Point Categories for items over and above the UDO or Standard Specification Requirements.

Category 2B – Stormwater Wet Pond with Fountain – 4 Points

Category 2B – Provision of on-street public parking – 4 Points

Category 2C – Building/Site Design – House – 15 Points

Category 2C – Development or Redevelopment within Old Town District – 4 Points

Category 3A – Outdoor Display of Public Art (Hardscape at entrance) – 4 Points

Category 4F – IPEMA Certified Playground Equipment – 4 Points

WATER ALLOCATION POINTS

Base Points = 15

Bonus Points = 35

TOTAL WATER ALLOCATION POINTS = 50



Habitat for Humanity[®]

of Wake County

Serving Wake and Johnston Counties

December 9, 2019

Honorable James Roberson, Mayor
Mr. Bill Summers, Town Manager
Town of Knightdale

RE: ~~Kelley Meadows Subdivision~~ **Flowers Place Subdivision**

Dear Sirs,

Habitat for Humanity of Wake County has applied to develop a seventeen-lot single-family subdivision in Knightdale. The location is at the northeast corner of the intersection of Kelley Meadows Drive and Flowers Street.

The proposed engineering for the project provides for a stormwater management pond to be located on a small vacant parcel of land owned by the Town adjacent to the subdivision. Due to the topography and current drainage in the area, this location on Town property is the most favorable area for the stormwater device. The pond will be owned and managed by the Home Owners Association created for the subdivision.

In addition, engineering plans require major improvements to existing Flowers Street that provides access and frontage for most of the homes to be built. There are no public streets to be constructed within the subdivision.

In our efforts to provide new affordable houses for homeowners in Knightdale, Habitat is requesting the following financial support from the Town of Knightdale.

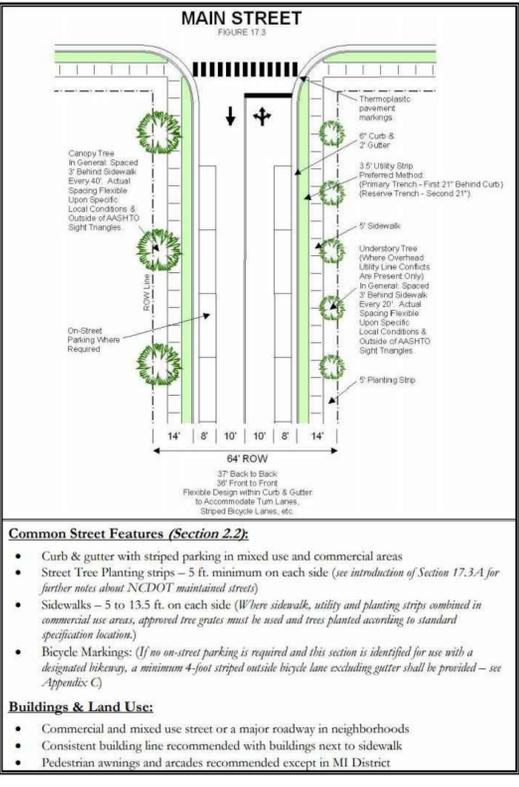
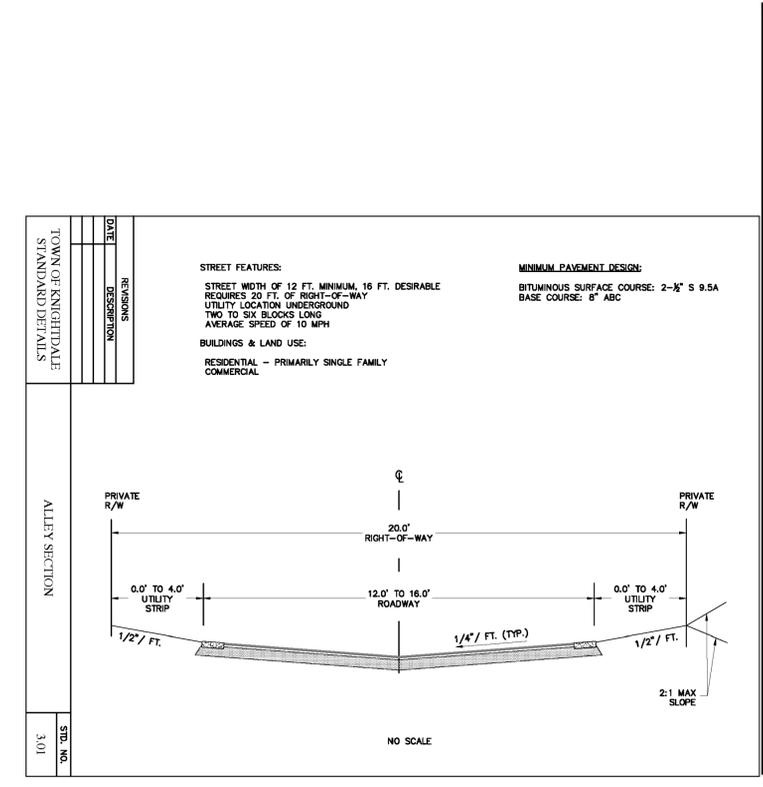
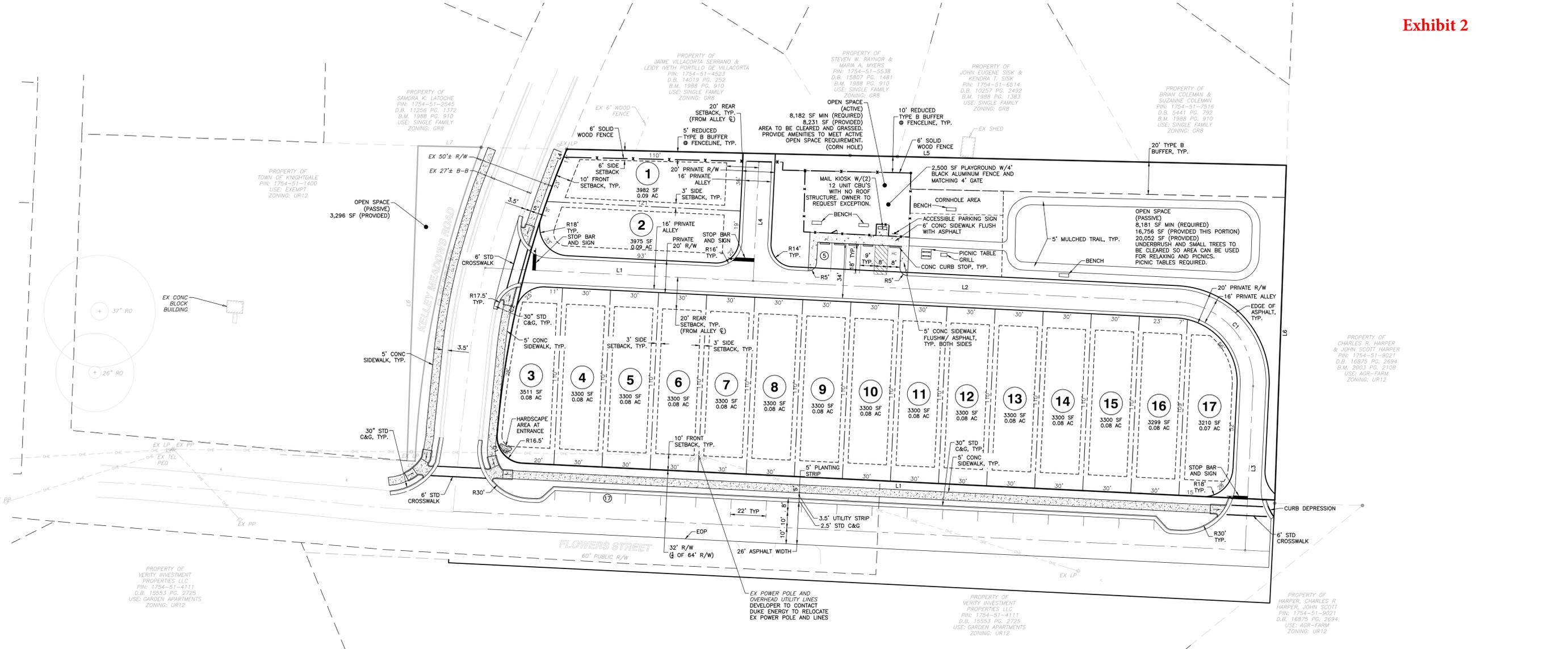
1. Town of Knightdale transfers the small parcel of land for the stormwater device to the Home Owners Association to be created to own and manage the common areas of the subdivision.
2. Town of Knightdale provide funding for the improvement to Flowers Street in the amount of \$124,306.00 per the attached estimate provided and reviewed by the Town Engineering staff.

Habitat greatly appreciates the support the Town of Knightdale has provided in the past and hopes you will favorably consider our requests for the current project.

Sincerely

Bill Ahern
President/CEO

R/2018110002 - Knightdale Habitat 5D/CV/IL/03 Preliminary/02 - 10082_Site-dwg, SITE, 2/3/2020 4:06:27 PM, robert.burgson



Proposed Boundary Line Table

Line #	Length	Direction
L1	469.70'	N87°12'13.41"W
L4	11.35'	N22°02'02.96"E
L5	448.66'	S88°43'22.02"E
L6	207.97'	S1°58'59.11"W

Proposed Boundary Curve Table

Curve #	Length	Radius
C1	26.46'	16.50'
C2	171.77'	575.10'

Road CL Line Table

Line #	Length	Direction
L1	167.31'	S87°12'13.41"E
L2	264.46'	S87°12'13.41"E
L3	102.00'	S2°47'46.59"W
L4	74.02'	S2°47'46.59"W

Road CL Curve Table

Curve #	Length	Radius
C1	78.54'	50.00'

NO WETLANDS EXIST ON-SITE

NO FLOODPLAINS EXIST ON-SITE

NOTE: ALL CONSTRUCTION ACTIVITY MUST BE IN ACCORDANCE WITH THE ACCEPTED POLICIES OF THE TOWN OF KNIGHTDALE AND NCDOT

Proposed Boundary Line Table

Line #	Length	Direction
L1	469.70'	N87°12'13.41"W
L4	11.35'	N22°02'02.96"E
L5	448.66'	S88°43'22.02"E
L6	207.97'	S1°58'59.11"W

Proposed Boundary Curve Table

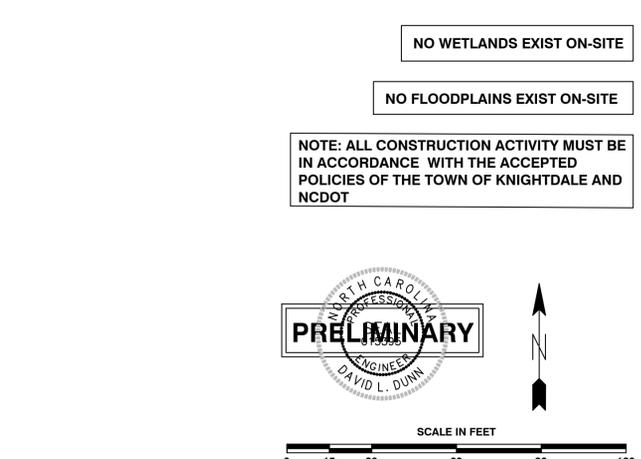
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L4	74.02'	S2°47'46.59"W

Road CL Curve Table

Curve #	Length	Radius
C1	78.54'	50.00'



REVISIONS

NO.	DATE	DESCRIPTION	BY
1	01-13-2020	TOWN OF KNIGHTDALE COMMENTS	RAB

SITE PLAN

DATE: 12-08-19
 DRAWN BY: RAB
 CHECK BY: MDB

SCALE: 1" = 30'



Town of Knightdale

Staff Report Cover Sheet

Title: Fiscal Year 2019 Citizen's Financial Report

Staff: Tim Flora, Finance Director

Date: February 19, 2020

PURPOSE

- To present Council with a new financial report designed to help citizens better understand where their tax dollars are being spent as well as highlight services, programs, and accomplishments of the Town. This type of reporting is an industry best practice from the Government Finance Officers Association (GFOA)

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive
- Sustainable
- Organizational Excellence

ATTACHMENT(S)

- FY19 Citizens' Financial Report

STAFF RECOMMENDATION

- No Council action required

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence

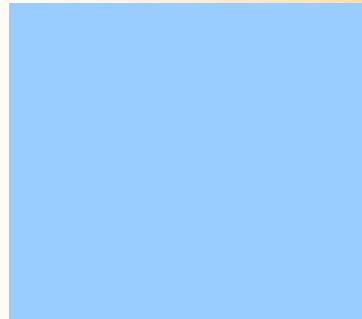


Town of Knightdale



CITIZENS' FINANCIAL REPORT

FOR THE FISCAL YEAR ENDING JUNE 30, 2019





KNIGHTDALE
start something

2019

CITIZENS' FINANCIAL REPORT

CONTENTS

This report is not an audited document and does not include all details of the audit report; rather, this report is intended to increase awareness of the financial operations of Knightdale. For more in-depth financial information, the Comprehensive Annual Financial Report (CAFR) is available online at the Town's website: www.KnightdaleNC.gov

If you have questions concerning the financial reports or would like additional information, you may call **Customer Service** at **919.217.2200**.

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TOWN COUNCIL

The Town of Knightdale has a Council-Manager form of government. Under this system the citizens elect a mayor and five council members as the Town's governing body. The Council then appoints the Town Manager who serves at the discretion of the Council. Council members are elected to four-year terms. The Mayor, as the principal elected official of the town, provides leadership to the governing body and the community, and presides over council meetings.



Mayor James Roberson
Term 2015-2019



Mayor Pro Tem Randy Young
Term 2017-2021



Councilor Pete Mangum
Term 2015-2019



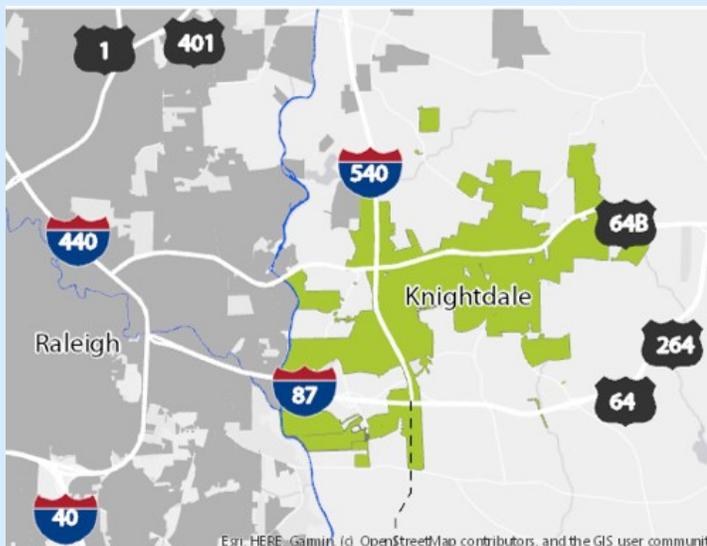
Councilor Russell Killen
Term 2018-2019



Councilor Mark Swan
Term 2017-2021



Councilor Jessica Day
Term 2017-2021



KNIGHTDALE NORTH CAROLINA

The Town of Knightdale is one of 12 municipalities located in Wake County. It is located on the eastern side of the county and shares portions of its western boundary contiguous to the City of Raleigh, the capital and second largest city in North Carolina. Other neighboring municipalities include:

- Town of Rolesville
- Town of Wake Forest
- Town of Wendell
- Town of Zebulon

MANAGER'S MESSAGE

Dear Town of Knightdale Residents,

One of our most important responsibilities to you, as a taxpayer, is to ensure transparency and accountability in our financial operations. This report, what we call the Citizens' Financial Report, is designed to make our financials open and accessible, allowing you to understand how your tax dollars are being used to run Town services and programs.

At its core, municipal government is designed to provide the infrastructure for a sound, safe, and thriving community. Our financial stewardship requires us to invest in ways that address both the short-term needs of the community while responsibly investing in our community's future. By way of this report, we hope to make you an educated partner in our Town's investments and the return on those investments to you, our citizens.

The financial information in this report is derived in large part from the financial statements contained in the Town's Comprehensive Annual Financial Report (CAFR) which is prepared in accordance with Generally Accepted Accounting Principles (GAAP) and is audited by an independent certified public accounting firm. The CAFR contains more detailed and extensive information, such as the audited financial statements, notes, schedules, and other relevant information. The data reflects the fiscal year ending June 30, 2019.

Thank you for taking the time to be a partner with us in this process. We hope that this report increases your confidence in the way your Town is operated. We invite you to continue the conversation with us and welcome your feedback.

Sincerely,



WILLIAM SUMMERS
ICMA-CM





ABOUT **KNIGHTDALE**

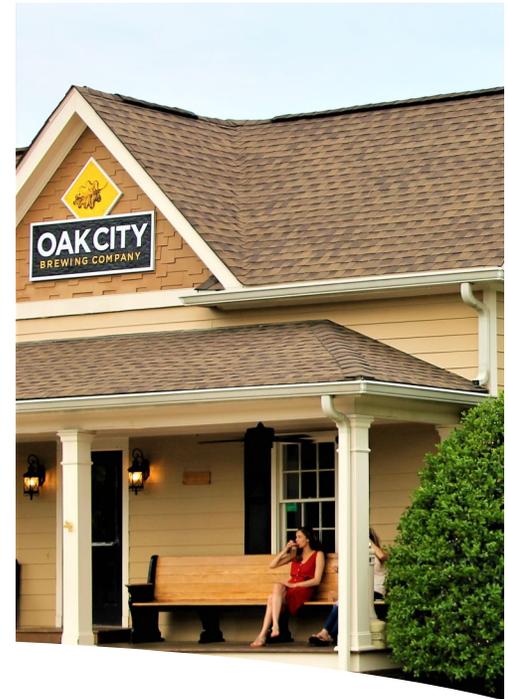
Knightdale is a dynamic, fast-growing community full of opportunity, welcoming those who want something different. It is a place citizens can call their own, where the culture is decided by the people, and a place that encourages its citizens to make the Town what they want and gives them the freedom to be themselves.

Knightdale's history dates back to the American colonial era where in 1700, Englishman John Lawson was among the first to explore and document the region, meeting and negotiating peace with the local, native American people. Over two centuries later in 1927, Knightdale would be officially incorporated during the railroad boom, named after Henry H. Knight, who donated property to found a railroad depot.

With a population of only 243 in the 1930 Census, the Town incrementally grew over the next several decades. With major growth starting in the 1990s, Knightdale became one of the fastest growing municipalities in the State. Today, the Town is recognized as the fastest growing municipality in Wake County, the State of North Carolina's second largest county. The Town expects to continue its unprecedented growth anticipating to double in size over the next decade.

Knightdale is a surprising, small community with big ideas; it's the perfect place to *start something*.





VIBRANT ECONOMY

The Town of Knightdale’s vibrant and diverse economy is supported by businesses of all shapes and sizes from locally-owned shops to nationally recognized corporations. Knightdale is in a prime position for growth resulting from Wake County’s position as home to the Research Triangle Park, State Capital Region, Raleigh-Durham International Airport and major transportation networks and roadways that have aided economic activity throughout the country. The Triangle area, which includes Raleigh, Durham, Chapel Hill and surrounding communities is considered one of the best places to live and work in the United States.

Town of Knightdale Expands Raleigh Transportation Services With New Bus Route

Knightdale has worked with GoRaleigh to expand bus service to residents of the Town. In 2019, a revamped route now connects Knightdale to the New Hope Commons Shopping Center that allows for transfer opportunities to multiple routes. For more information on this route and others in the surrounding area visit:

www.goraleigh.org

Email: goraleigh@raleighnc.gov

Phone: 919-485-RIDE





- Top 10 Employers**
- Wake County Public Schools*
 - Schneider Electric*
 - Wal-Mart*
 - Target*
 - Wake Stone*
 - Lowe's Home Improvement*
 - Lowe's Foods*
 - Best Buy*
 - Wellington Nursing Center*
 - Home Depot*



ECONOMIC SUMMARY

While vibrant, Knightdale’s solid economic condition has experienced disproportional growth in recent years. Retail trade, restaurants and accommodations have dominated growth. As a result, workers are making less than workers in the rest of the county and state. However, with focused efforts, the Town is expected to continue to experience strong employment growth among well-paying industry sectors, and Knightdale has a lot to offer potential employers—the Town has a relatively young and well-educated population; labor force participation is high among residents with low unemployment rates; and the Town has a housing market that is strong and affordable.

HOUSING MARKET

\$250,000
2018 Median Home Sales Price

\$247,474
2018 Average Home Sales Price

Knightdale has quality housing and immediate access to amenities. While the median price of housing has increased by 39% in the last five years, it is still lower than most communities in Wake County.

EDUCATION RESOURCES

The Town is served by Wake County public schools, the State’s largest school system and 15th largest in the country. Knightdale is home to six Wake County public schools: four elementary schools and one each middle and high school.

Institutions of higher education within 20 miles include: Wake Tech, NC State, Shaw, William Peace, Saint Augustine’s, and Meredith.

TOWN ACCOLADES

- Top 100 Places to Live in America*
-Money 2017
- Safest Cities in North Carolina*
-Safewise 2017 & 2018
- 10 Fastest Growing Towns in North Carolina*
-US Census Bureau
- Sixth Happiest City in North Carolina*
-HomeSnacks 2015

GENERAL FUND

The General Fund is the Town's primary operating fund. It accounts for all financial resources of the general government, except for those required to be accounted for in a different fund. These other, smaller funds are used for specific purposes with more Information being found in the Comprehensive Annual Financial Report (CAFR) on the Town's website.



FUND BALANCE QUICK FACTS FOR FY2019

Fund Balance is the difference between assets and liabilities in a governmental fund. Generally Accepted Accounting Principles (GAAP) provide the hierarchy of constraints placed on how fund balance can be spent. Information on fund balance classifications can be found in the notes of the CAFR.

- At the end of the fiscal year, unassigned fund balance for the General Fund was **\$5,099,076**.
- Town Council policy says the Town should maintain an unassigned fund balance of 25%—four months of general fund expenditures—in cases of unforeseen needs or opportunities in addition to meeting cash flow needs of the Town. The Town has exceeded this with an unassigned fund balance of 32.4%.
- Any unassigned fund balance over 40% gets transferred to the Town's Capital Reserve Fund to offset costs of future capital projects.

What kinds of services are accounted for in the General Fund?

GENERAL GOVERNMENT

- Legislative Body
- Administration
- Finance
- Human Resources
- Information Technology

PUBLIC SAFETY

- Police
- Fire

TRANSPORTATION

- Streets
- Public Buildings
- Grounds
- Public Works

ENVIRONMENTAL PROTECTION

- Sanitation

ECONOMIC & PHYSICAL DEV

- Development Services
- Code Enforcement

CULTURAL & RECREATION

- Parks
- Recreation
- Cultural/Education Events

DEBT SERVICE

- Principal
- Interest



89

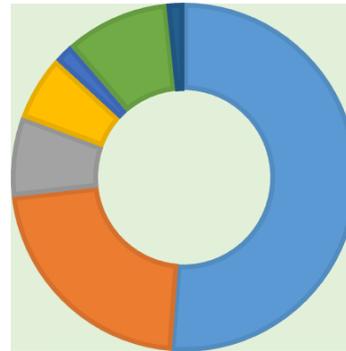
**Full-Time
Town Employees**

WHERE DOES THE FUNDING COME FROM?

REVENUES

\$14,970,712

Property taxes are the single largest source of revenue for the Town of Knightdale consistent with all other municipalities and counties in North Carolina. The Town also shares in a portion of sales taxes collected and remitted to the NC Department of Revenue by retailers and others. While the State retains the majority of collected sales taxes, portions are allocated back to local governments according to state statutes. To mitigate the overall impact on citizens, where possible the Town charges specific end users for the costs of services. These amounts are reflected in the Sales & Services and Permits & Fees categories. Recreational programming, trash pickup, and building permit fees are examples of these types of revenues.



GENERAL FUND REVENUES

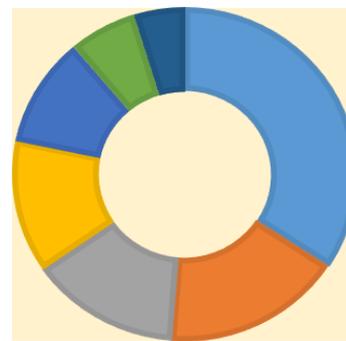
Property Taxes	\$7,661,793	51%
Sales Taxes	\$3,301,091	22%
Sales & Services	\$1,464,921	10%
Other Taxes	\$1,104,608	7%
Grants/Aid	\$916,528	6%
Permits & Fees	\$278,468	2%
Other	\$243,303	2%

WHERE DOES THE MONEY GO?

EXPENDITURES

\$15,012,730

While expenditures can be broken out by function as seen on the right, amounts can also be viewed by type. Of the total General Fund amount expended in fiscal year 2019, **\$6,939,918** or 46% of the total was spent on personnel services. This includes salary and benefits for full-time employees and limited service staff. Operating costs totaling **\$4,572,753** or 31% was the next largest amount. These costs include utilities, fuel, general maintenance, and any other expense necessary for providing routine services to residents. The Town spent **\$2,784,586** or 18% of total on capital items, which includes vehicles and large equipment. Debt service of **\$715,473** or 5% accounts for the remaining amount.



GENERAL FUND EXPENDITURES

Public Safety	\$5,137,912	34%
Cultural & Recreation	\$2,552,307	17%
General Government	\$2,119,274	14%
Transportation	\$1,941,508	13%
Econ & Phys Development	\$1,590,366	11%
Environmental Protection	\$955,890	6%
Debt Service	\$715,473	5%



Top 10 Taxpayers

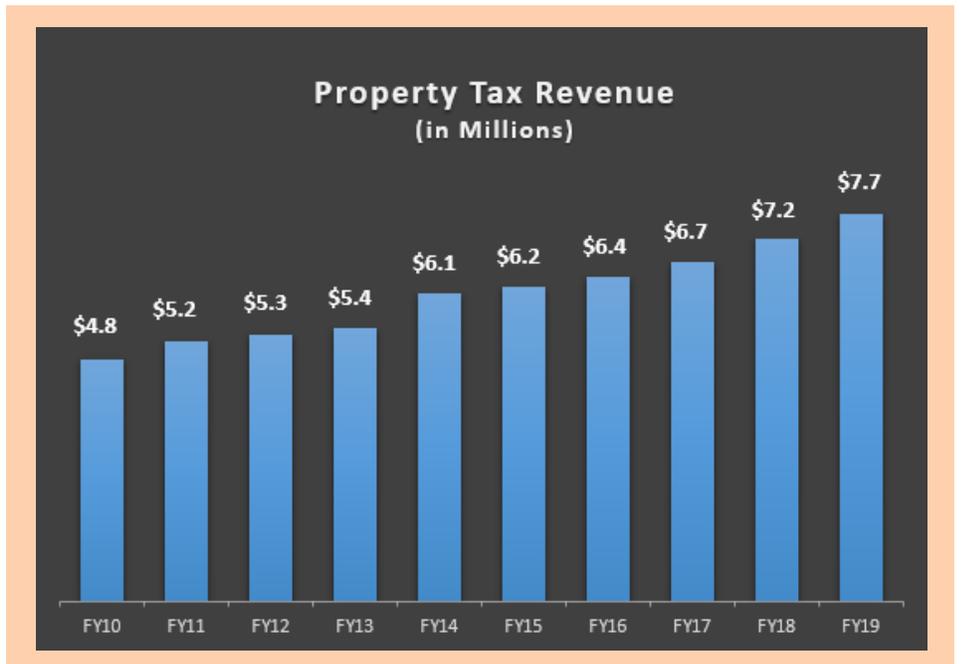
- Knightdale Centers LLC*
- East Raleigh Multifamily DST*
- Greystone WW Co LLC*
- BRC Knightdale LLC*
- Triangle Palisades at Legacy Oaks*
- Laurens Way Co LP*
- Rex Hospital*
- WW Knightdale Property LLC*
- Widewaters Knightdale Co LLC*
- Lowes Home Center*



PROPERTY TAXES

For the Town to provide the many types of services for citizens, it needs to generate revenue. The main source of revenue is Ad Valorem (property) tax. Property taxes make up **51%** of the General Fund revenues of the Town and are assessed and collected for things such as real estate, business and personal property, and motor vehicles. To equitably tax citizens, the Town relies on the Wake County Tax Department to review ownership and condition of taxable property as of January 1st of each year. A tax rate is set per \$100 assessed value. The total assessed value of property for Knightdale in 2019 was **\$1,776,839,070**. The Town's **property tax collection rate** is **99.73%**.

TAX RATE	TOWN	COUNTY
2019	0.43	0.6544
2018	0.43	0.6150
2017	0.43	0.6005
2016	0.43	0.6145
2015	0.43	0.5780
2014	0.43	0.5340
2013	0.41	0.5340
2012	0.41	0.5340
2011	0.41	0.5340
2010	0.40	0.5340



GOVERNMENT-WIDE STATEMENTS

The government-wide financial statements look at the Town of Knightdale as a single, integrated unit and use the full-accrual basis of accounting. These statements are designed to provide readers with a broad overview of the Town's finances in a manner similar to a private sector business (balance sheet and income statement). They provide short and long-term information about the Town's financial status as a whole and can be found on Exhibits 1 and 2 of the CAFR.

STATEMENT OF NET POSITION

	FY2019	FY2018	DIFFERENCE
Total Assets & Deferred Outflows	\$111,132,481	\$96,575,206	\$14,557,275
Total Liabilities & Deferred Inflows	24,519,820	18,858,528	(5,661,292)
Total Net Position	\$86,612,661	\$77,716,678	\$8,895,983

Balance Sheet

This information provides a snapshot of what the Town owns (its assets) and owes (its liabilities). Net Position represents the Town's investment in the assets it uses in providing services to its citizens.

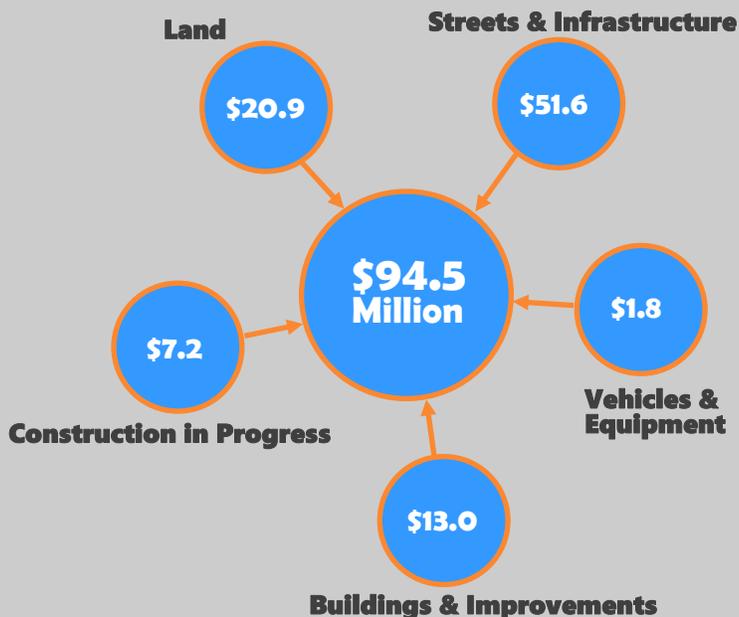
STATEMENT OF ACTIVITIES

	FY2019	FY2018	DIFFERENCE
Revenues	\$23,954,142	\$33,358,616	(\$9,404,474)
(Expenses)	(15,926,396)	(13,978,130)	(1,948,266)
Change in Net Position	\$8,027,746	\$19,380,486	(\$11,352,740)

Income Statement

This report provides a summary of amounts received (revenues) and amounts spent (expenses). The difference between revenue and expenses shows in the Town's net position. A positive change indicates the Town had enough revenues to cover its obligations and has the ability to save for the future.

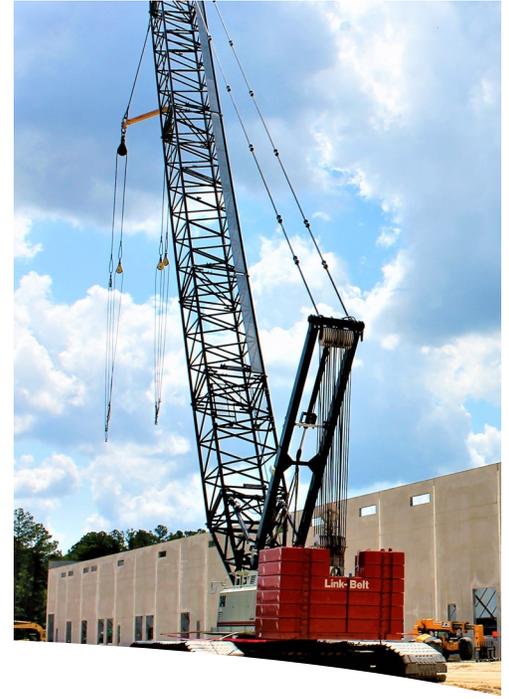
CAPITAL ASSETS—NET OF DEPRECIATION (in millions)



Over time increases and decreases in net position may serve as a useful indicator of whether the financial position is improving or weakening. For the fiscal year ending June 30, 2019, the net position increased **\$8,895,983**.

Over 97% of the Town's net position is capital infrastructure representing land, streets, buildings, vehicles and other major equipment that the Town uses to provide services to its citizen.





OUTSTANDING DEBT

The Town of Knightdale sometimes issues debt to fund its general governmental and business-type capital needs. The total outstanding debt as of June 30, 2019 totals **\$11,467,835**. This is an increase of 44.3% from the prior year. The Town has a formal policy which provides guidance and direction when considering the impact of debt and actively monitors and manages its debt capacity and affordability. The Town is operating within the parameters of its policy.

The total amount expended—principal and interest—on debt service in FY2019 was **\$715,473**.

BREAKDOWN OF DEBT

General Obligation Bonds
\$2,598,000

Installment Purchase
Agreements
\$8,869,835

General Obligation Bonds are backed by the full faith, credit and taxing power of Knightdale. The collateral for installment purchase agreements are the assets purchased or constructed.

ISSUANCE OF DEBT

The Town's total debt increased by **\$4,266,800** during the 2019 fiscal year. Along with retiring a significant amount of debt during the year, the Town issued the following installment debt:

\$1,875,000—Construction of Knightdale Station Park Phase III, August 2018, 10-year term, 3.08%

\$91,800—Athletic field lighting, February 2019, 4-year term, February 2019, 10-year term, 0.00%

\$2,300,000—Construction of Public Works Building, April 2019, 10-year term, 3.58%



GENERAL GOVERNMENT

General Government is the administrative function of the Town of Knightdale. These departments provide the necessary financial and human capital infrastructure to ensure Town services are carried out. Primary is the Administration Department led by the Town Manager, who is responsible for all municipal functions and ensures the Town operates in compliance with federal, state, and local regulations. General Government expenditures represented 11% of the General Fund budget in FY2019 or **\$2,119,274**, of which **\$1,253,361** was for personnel costs. The balance of **\$865,913** was spent on operations and maintenance costs.

STRATEGIC PLANNING

The Town started a major initiative in 2019 to develop a strategic plan to serve as Council’s overall guiding framework for activities and operations moving forward. The strategic plan will provide clarity, direction and focus, identifying organizational priorities and subsequent objectives to successfully meet these goals. The process is

intended to update the Town’s mission and vision and to encapsulate the Town’s Core Values: Accountability, Respect, and Customer Service. The Town plans to implement this strategic plan in 2020.





PUBLIC SAFETY FIRE

The Knightdale Fire Department is responsible for protecting the lives, property, and the environment of the citizens and visitors to the Town of Knightdale. The department responds to calls of service out of two stations with 52 active members: 10 full-time and 42 limited service employees. It currently has four engines, a ladder truck, and a utility truck. For the fiscal year ending June 30, 2019, the Fire Department spent **\$1,353,685**, of which **\$1,030,841** was for personnel services and **\$322,844** for operations and maintenance. The Department is currently evaluating its capital needs to ensure sufficient services to the Town's growing needs.

QUICK FACTS

TOTAL CALLS
1,661

AVERAGE RESPONSE TIME
5 minutes, 6 seconds

FIRE LOSS FOR THE YEAR
\$628,050

VALUE OF PROPERTY SAVED
\$8,453,728

PERCENTAGE OF PROPERTY LOSS
6.92%

TOTAL TRAINING HOURS
10,004

Low ISO Rating May Lead to Lower Premiums

The Town of Knightdale currently enjoys a Class 3 ISO rating, which is considered good and may help with lower insurance premiums. What is an ISO rating? It is a rating developed by a company called Insurance Services Office that gauges how well-equipped fire departments are at putting out fires in the community. It is a score from 1 to 10 with 1 being the best possible score and a 10 meaning a fire department did not meet the ISO's minimum requirement. Knightdale's last rating was in 2017.

Recent studies have shown that because of its growth, station locations, and fire staffing levels, the Town is facing challenges at maintaining its low rating. Significant investment in fire safety resources is anticipated in coming years to continue to meet citizen needs.



PUBLIC SAFETY POLICE

The Police Department seeks to serve by ensuring the safety and security of all who live, work and visit the Town of Knightdale. It does this through its professional policing and community partnerships and an adherence to its Core Values known as PRIDE: Professionalism, Respect, Integrity, Dedication and Ethical Conduct. This is the largest department of the Town with two Police Stations, 35 Patrol units and a K-9 unit. In fiscal year 2019, the Town spent **\$3,784,227** for police services, of which **\$2,850,449** was for personnel services, **\$607,527** was for operations and maintenance, and **\$326,251** was for capital items like vehicles and equipment.

Police Maintains Prestigious Accreditation

Fiscal year 2019 saw the reaccreditation process begin for the Town's Police Department. Since 2013, the department has worked diligently to evaluate and revise its policies, procedures, and practices to comply with nationally-recognized professional standards from the Commission on Accreditation for Law Enforcement Agencies (CALEA). Accreditation helps limit an agency's liability and risk exposure because it demonstrates that internationally-recognized standards for law enforcement have been met. It also strengthens an agency's accountability through a continuum of standards that clearly defines authority, performance, and responsibility.



Accreditation helps limit an agency's liability and risk exposure because it demonstrates that internationally-recognized standards for law enforcement have been met. It also strengthens an agency's accountability through a continuum of standards that clearly defines authority, performance, and responsibility.

QUICKFACTS

AVERAGE RESPONSE TIME
5 minutes, 44 seconds

PART 1 CRIMES
365

REPORTS TAKEN
1,109

ARRESTS MADE
441

INVESTIGATION COMPLIANCE
100%

INVESTIGATION CLEARANCE RATE
46%

QUICKFACTS OF DS

RESIDENTIAL DEVELOPMENT

Permits Issued: 156
Value: \$33.7 million

COMMERCIAL DEVELOPMENT

Permits Issued: 84
Value: \$20.4 million

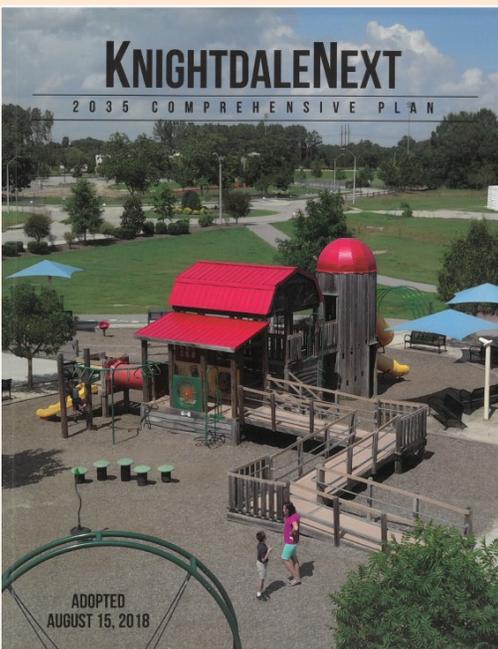
PERMIT FEE REVENUE

\$247,908



DEVELOPMENT SERVICES

The Development Services Department facilitates sustainable growth through regulations that promote a balance of the built and natural environments. It is the central point of contact for the Town of Knightdale for all development-related needs and oversees the entire development process from permit application submittals through the issuance of certificates of occupancy (CO). This department ensures that all development activities are conducted in accordance with the Knightdale Unified Development Ordinance (UDO) and North Carolina Building Code. Annual expenditures were **\$633,410**, split **\$524,751** for personnel and **\$108,659** for operations.



KNIGHTDALENEXT 2035 COMPREHENSIVE PLAN

After much community engagement, the Town adopted its 2035 Comprehensive Plan in fiscal year 2019. This Plan is the official adopted statement for future development and conservation in the Town. It establishes a vision and guiding principles, analyzes existing conditions and emerging trends for future development and supporting infrastructure. It will serve as the foundation for effective public policy and for making land use decisions for the future that will provide an ongoing framework for informed and directed public investment and private development. The complete Plan can be found on the Town's website at:

www.KnightdaleNC.gov



QUICKFACTS OF PW

HOUSEHOLDS SERVED
5,249

TOWN STREETS
MAINTAINED
57 Miles

SOLID WASTE MATERIAL
COLLECTED
3,752 Tons

RECYCLED MATERIAL
807 Tons

PUBLICWORKS

The Public Works Department operates and maintains existing public infrastructure, plans and constructs capital improvements, and protects public health and safety and natural resources. In fiscal year 2019, it had **\$2,897,398** in annual operating costs. A new public works facility was a major capital project during the year. The new facility located at 1102 Great Falls Court was designed to meet the future expanding needs of the Town of Knightdale. Total budgeted project costs are **\$2,850,000** including land with **\$1,772,829** spent through the end of the fiscal year. The building was dedicated and officially occupied in October 2019.

MERGER RESULTS IN WATER SERVICE PROVIDED BY CITY OF RALEIGH

Knightdale's Water and Sewer Utility System was transferred to the City of Raleigh in May 2006 with Raleigh assuming full responsibility for the provision of water and sewer services in Knightdale. The Town transferred ownership of all facilities, property, land, equipment, financial assets, information and data as part of this agreement.

The Town's statement of net position shows total notes receivable of \$440,632 due from the City of Raleigh related to this merger. The City pays interest on this balance based on the Town's interest rates on associated debt it still maintains related to this utility.

Town Hall continues as a collections point for water utility bills.





PARKS RECREATION & CULTURE

The mission of the Town’s Parks, Recreation and Cultural Programs Department is to enhance the quality of life for citizens of all ages by providing an experienced staff to plan, implement, and manage a wide variety of passive, active and cultural opportunities. Department expenditures for fiscal year 2019 were **\$2,552,307**. Of this amount, **\$1,252,857** was spent on capital outlay to include facility upgrades to Harper Park, where the Department relocated to from Town Hall in February 2019. Total operating costs of the Department was **\$1,299,450**, of which programming costs were offset by **\$526,464** in recreation and service fees.

RECREATION FACILITIES

Parks	5
<i>Total Acreage</i>	<i>157</i>
Playgrounds	4
Ball Diamonds	9
Soccer/Football Fields	4
Community Centers	1
Pool	1
Tennis Courts	4
Pickleball Courts	2
Basketball Courts	2
Greenway Miles	3.3
Splash Pad	1

MAJOR CAPITAL INITIATIVES

Harper Park Upgrades—\$1.2 million for renovated office space, two resurfaced tennis courts, two new tennis courts, pickleball courts, court lighting, and a convenience building (restrooms).

Splash Pad—\$800 thousand for a water play feature at Knightdale Station Park offset by \$330 thousand federal CDBG funding.

Wake Stone Athletic Park—Council-approved project ordinance of \$3.5 million for Phase I soccer complex partially funded by \$1.0 million Wake County Hospitality Grant.

Mingo Creek Greenway Extension—Council-approved \$2.6 million project ordinance with \$2.1 million coming from a Capital Area Metropolitan Planning Organization (CAMPO) grant.

TOWN OF KNIGHTDALE

SERVICE DIRECTORY

knightdalenc.gov

Customer Service	919-217-2200
Development Services	919-217-2244
Building Permits	
Code Enforcement	
Finance	919-217-2212
Fire (Non-Emergency)	919-217-2271
Human Resources	919-217-2221
Parks, Recreation &	
Cultural Programs	919-217-2232
Police (Non-Emergency)	919-217-2261
Public Information Officer	919-217-2205
Public Works	919-217-2250
Town Clerk	919-217-2225
Town Manager	919-217-2200
Solid Waste	
Town Residents	919-217-2200
Non residents should call	
Waste Industries direct	919-662-7100



USEFUL NUMBERS

Animal Control	919-212-7387
Dead Animal Removal (County)	919-733-4768
Dead Animal Removal (Town)	919-217-2212
City of Raleigh	919-996-3245

raleighnc.gov

GORaleigh Bus Service	919-485-RIDE
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goraleigh.org

East Wake Television Studio	919-868-5598
East Wake Regional Library	919-217-5300
Knightdale Chamber Of Commerce	919-266-4603
NC Dept of Transportation	877-368-4968

ncdot.gov

Wake County Government

wakegov.com

Board of Elections	919-856-6240
Clerk of Court	919-792-4000
Environmental Controls	919-856-7400
Register of Deeds	919-856-5460
Sheriff's Office	919-856-6900
Tax Administration	919-856-5400

taxhelp@wakegov.com

Tax Reappraisal Questions	919-857-3800
---------------------------	--------------

reappraisal@wakegov.com

Wake County Public Schools	919-431-7400
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wcpss.net

NC License Plate Agencies

2431 Spring Forest Road, Unit 101
Raleigh NC 27615

1100 New Bern Avenue
Raleigh NC 27697

520 West Gannon Avenue
Zebulon NC 27597

DMV LOCATIONS

(Driver's License)

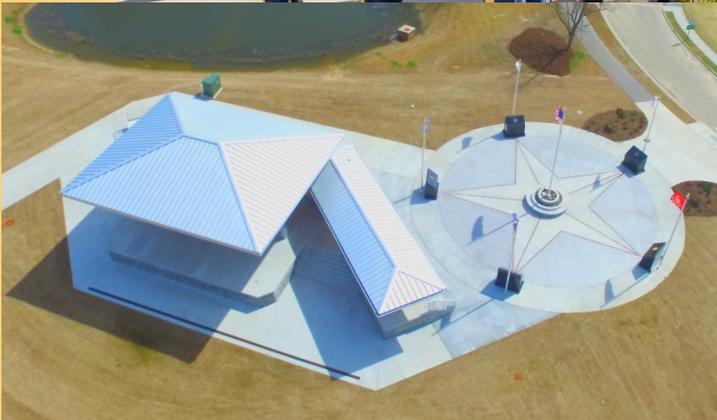
2431 Spring Forest Road, Unit 101
Raleigh NC 27615

3231 Avent Ferry Road
Raleigh NC 27606

2851 Wendell Blvd
Wendell NC 27591

VETERANS MEMORIAL

Honoring its heroes, the Town incorporated a veterans memorial into Phase III of Knightdale Station Park. The memorial was dedicated on November 11, 2018.



TOWN OF KNIGHTDALE
FINANCE DEPARTMENT

919.217.2200

www.knightdalenc.gov



Town of Knightdale

Staff Report Cover Sheet

Title: Fiscal Year 2020 Second Quarter Financial Update

Staff: Tim Flora, Finance Director

Date: February 19, 2020

PURPOSE

- To provide mid-year financial results

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive
- Sustainable

ATTACHMENT(S)

- Quarterly Financial Report for the Quarter Ending December 31, 2019

STAFF RECOMMENDATION

- None required. For informational purposes.

Knightsdale Strategic Priorities



Safe



Connected & Inclusive



Sustainable



Active & Healthy



Organizational Excellence

KNIGHTDALE, NORTH CAROLINA

Quarterly Financial Report

FOR THE QUARTER ENDING
DECEMBER 31, 2019

MAYOR

James Roberson

TOWN COUNCIL

Jessica Day, Mayor Pro Tem

Randy Young

Mark Swan

Stephen Morgan

Ben McDonald

TOWN MANAGER

Bill Summers, ICMA-CM

PREPARED BY

Tim Flora, CPA
Finance Director

Kim Kenny, CPA
Finance Officer





Financial Performance
General Fund - Budget and Projection
 Through December 31, 2019

	General Fund			
	Original Budget	Amended Budget	Actual as of 12/31/2019	Yearend Projected
REVENUES				
Ad valorem taxes	\$ 8,041,782	\$ 8,041,782	\$ 5,626,346	\$ 8,045,000
Local option sales taxes	3,360,000	3,360,000	906,106	3,550,000
Other taxes and licenses	118,000	118,000	51,542	123,000
Unrestricted Intergovernmental	939,000	939,000	282,880	990,000
Restricted intergovernmental	743,616	841,956	500,575	752,956
Permits and fees	309,500	309,500	153,461	300,000
Sales and services	1,534,612	1,534,612	467,201	1,400,000
Investment earnings	142,000	142,000	59,918	120,000
Miscellaneous	220,919	220,919	162,690	213,000
Total Revenues	15,409,429	15,507,769	8,210,719	15,493,956
EXPENDITURES				
Administration	833,104	887,349	441,674	870,000
Legislative	161,969	162,074	86,181	205,000
Human Resource	541,563	539,878	168,680	525,000
Finance	802,322	802,322	369,881	817,000
Development Services	843,313	937,399	311,951	915,000
Public Works:				
Information Technology	431,926	447,056	163,498	425,000
Grounds	742,223	763,109	317,499	745,000
Streets	553,600	712,100	298,595	705,000
Operations	1,029,024	1,140,151	646,288	1,130,000
Sanitation	1,007,984	1,021,684	442,091	1,061,000
Police	4,261,480	4,365,809	1,823,780	4,000,000
Fire	1,743,660	1,745,967	780,847	1,740,000
Parks & Recreation	1,449,696	1,542,450	711,663	1,525,000
Debt Service - Principal	1,237,176	1,237,176	874,202	1,237,176
Debt Service - Interest	281,402	281,402	199,946	281,402
Total Expenditures	15,920,442	16,585,926	7,636,776	16,181,578
Revenues over/(under) expenditures	(511,013)	(1,078,157)	573,943	(687,622)
OTHER FINANCING SOURCES				
Transfers from other funds	240,000	293,040	293,040	293,040
Transfers to other funds	(458,987)	(458,987)	(458,897)	(458,987)
Sales of capital assets	30,000	30,000	7,982	70,000
Appropriated fund balance	700,000	1,214,104	-	-
Total Other Financing Sources (Uses)	511,013	1,078,157	(157,875)	(95,947)
Net changes in fund balance	\$ -	\$ -	\$ 416,068	\$ (783,569)

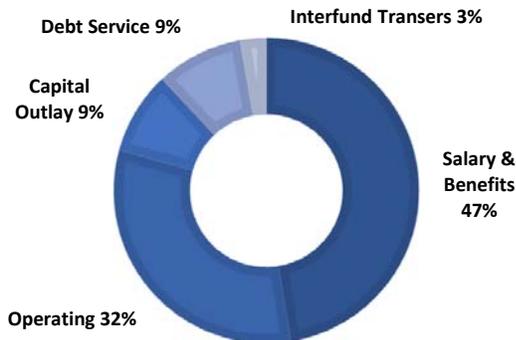


Financial Performance
Remaining Budget with Encumbrances
 Through December 31, 2019

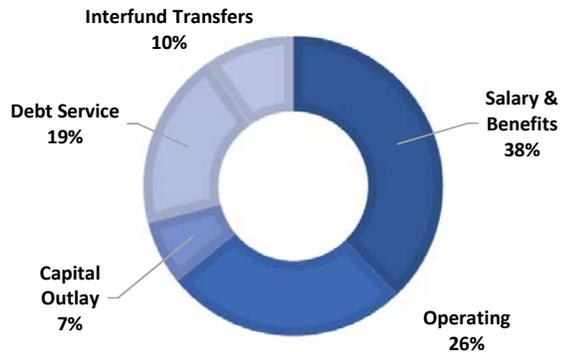
General Fund

	Amended Budget	Actual as of 12/31/2019	Encumbered	Actual and Encumbered	Budget Remaining	% Budget Remaining
EXPENDITURES						
Current:						
Administration	887,349	441,674	61,716	503,390	383,959	43.27%
Legislative	162,074	86,181	44,912	131,093	30,981	19.12%
Human Resource	529,878	168,680	14,457	183,137	346,741	65.44%
Finance	823,322	369,881	5,740	375,621	447,701	54.38%
Development Services	937,399	311,951	252,035	563,986	373,413	39.84%
Public Works						
Information Technology	436,056	163,498	213,312	376,810	59,246	13.59%
Grounds	763,109	317,499	115,800	433,299	329,810	43.22%
Streets	712,100	298,595	2,120	300,715	411,385	57.77%
Operations	1,140,151	646,288	107,228	753,516	386,635	33.91%
Sanitation	1,021,684	442,091	5,700	447,791	573,893	56.17%
Police	4,365,809	1,823,780	372,154	2,195,934	2,169,875	49.70%
Fire	1,745,967	780,847	94,021	874,868	871,099	49.89%
Parks & Recreation	1,542,450	711,663	140,030	851,693	690,757	44.78%
Total Current Expenditures	15,067,348	6,562,628	1,429,225	7,991,853	7,075,495	46.96%
Debt Service:						
Principal retirement	1,237,176	874,202		874,202	362,974	29.34%
Interest	281,402	199,946		199,946	81,456	28.95%
Total Debt Service	1,518,578	1,074,148	-	1,074,148	444,430	29.27%
TOTAL EXPENDITURES	16,585,926	7,636,776	1,429,225	9,066,001	7,519,925	45.34%

BUDGET BY TYPE



EXPENDITURE BY TYPE





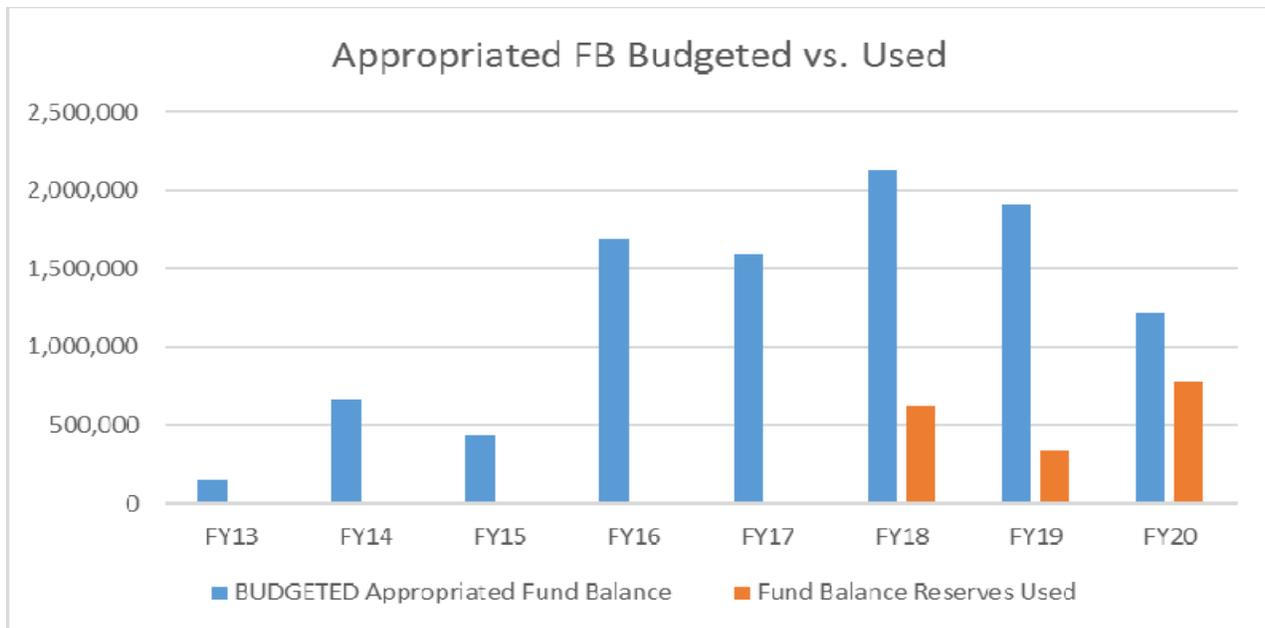
Financial Performance
Fund Balance Projection - General Fund
 Through December 31, 2019

Fund Balance Projection	
GENERAL FUND	
Fund Balance as of July 1, 2019	7,837,967
Less:	
Appropriated fund balance used to balance FY20 budget	(700,000)
Appropriated fund balance for carryforward encumbrances	(514,104)
Development bonds/bid deposit payables	(386,411)
Restricted for Powell Bill	(857,260)
Restricted for Firemen's Relief Fund	(58,234)
Prefunding of Wake Stone Athletic Park pending grant reimbursement	(1,000,000)
Council minimum reserve policy to retain 25% of expenditures	(4,160,141)
Net projected unassigned Fund Balance at 12/31/2019 - General Fund	<u>161,817</u>

Appropriated Fund Balance Budget v. Used

Fiscal Year	BUDGETED		Yearend	
	Appropriated Fund Balance	Fund Balance Reserves Used	Unassigned Fund Balance	Percent of Expenditures
FY13	144,700	0	3,430,429	29%
FY14	657,800	0	4,029,715	38%
FY15	434,100	0	5,438,398	49%
FY16	1,694,028	0	5,561,886	45%
FY17	1,587,933	0	5,015,838	35%
FY18	2,125,540	625,432	4,073,919	25%
FY19	1,913,527	338,000	5,099,076	32%
FY20	1,214,104	783,569*	4,321,958*	26%*

*Projected as of 12/31/2019





Financial Performance
Storm Water Fund - Budget and Projection
 Through December 31, 2019

Storm Water Fund				
	Original Budget	Amended Budget	Actual as of 12/31/2019	Yearend Projected
REVENUES				
Storm water fees	\$ 613,000	\$ 613,000	\$ 211,043	\$ 620,000
Investment earnings	10,600	10,600	3,957	8,000
Sinking fund revenues	-	-	22,903	-
Total Revenues	623,600	623,600	237,903	628,000
EXPENDITURES				
Storm water salaries and benefits	171,658	171,658	42,417	120,000
Storm water operating	218,492	218,492	79,026	215,000
Storm water capital	379,748	379,748	45,626	220,000
Total Expenditures	769,898	769,898	167,069	555,000
Revenues over expenditures	(146,298)	(146,298)	70,834	73,000
OTHER FINANCING SOURCES				
Transfers from other funds	-	-	-	-
Transfers to other funds	(200,000)	(200,000)	(200,000)	(200,000)
Debt proceeds	146,298	146,298	146,298	146,298
Appropriated fund balance	200,000	200,000	-	-
Total Other Financing Sources (Uses)	146,298	146,298	(53,702)	(53,702)
Net changes in fund balance	\$ -	\$ -	\$ 17,132	\$ 19,298

Fund Balance

Balance on 7/1/2019	895,031
Projected gain in Fund Balance	19,298
Restricted/Developer Bonds	(321,893)
Projected Available Balance	\$ 592,436

Encumbrances Outstanding at 12/31/2019	Budget Category	Description
Withers & Revenal	4,655	Operating Engineering Services
Wake Stone	5,535	Operating Repairs/maintenance
American Road Conservation	37,727	Operating Street sweeping
Foster Lake and Pond Management	6,060	Operating Annual storm water maintenance
Transource, Inc	146,298	Capital Outlay Dump truck
Withers & Revenal	18,040	Capital Outlay Environmental pond
Total encumbrances	\$ 218,315	



Financial Performance
Outstanding Capital Projects
 Through December 31, 2019

Project Name	Budget Amount	Funds Expended	Budget Remaining	% Budget Expended
Fiscal Year 2020	\$ 13,956,973	\$ 7,258,409	\$ 6,698,564	52%
Knightdale Station Park (Phase III)	\$ 4,034,973	3,966,923	68,050	98%
Public Works Building	2,850,000	2,793,969	56,031	98%
Wake Stone Athletic Park	4,500,000	497,517	4,002,483	11%
Mingo Creek Greenway Extension	2,572,000	-	2,572,000	0%
Grand Total	\$ 13,956,973	\$ 7,258,409	\$ 6,698,564	52%

Funding Source	Budget Amount	Revenue Received	Budget Remaining	% Budget Received
Fiscal Year 2020	\$ 13,956,973	\$ 8,401,396	\$ 5,580,234	60%
Debt Proceeds	6,175,000	4,175,000	2,000,000	68%
Capital Reserve Fund	3,505,159	2,982,925	522,234	85%
Grant Proceeds	3,098,000	40,000	3,058,000	1%
General Fund	579,000	579,000	-	100%
Utility Capital Projects Fund*	389,814	389,814	-	100%
Storm Water Fund	200,000	200,000.00	-	100%
Investment Earnings	10,000	34,657	-	347%
Grand Total	\$ 13,956,973	\$ 8,401,396	\$ 5,580,234	60%

*No Longer in Existence

Capital Reserve Fund Status and Projection

	Fund Balance as of 12/31/2019	\$ 2,124,962
Funds Committed but not moved for Mingo Creek Greenway Extension		(514,000)
Restricted Funds (Payments in lieu from Developers)		(504,071)
Council Committed for Future Maintenance of Parks & Greenways		(339,109)
Council Reserve Policy (goal to maintain minimum of \$500,000)		(500,000)
Anticipated Net Unassigned Funds for FY20	\$	267,782



UPCOMING EVENTS & MEETINGS

MARCH 9

Land Use Review Board

7:00 pm

MARCH 18

Town Council

7:00 pm

APPEARANCE AWARD WINNERS

Town Council recently presented awards for the 7th annual Community Appearance Awards winners. Burn Boot Camp won in the Recently Renovated Building (Commercial) category for their renovations completed at 706 Money Court.



The John Rex Endowment won in the Citizen of Local Organization category for creating a variety of pedestrian improvements across Town through grants.



Representatives from both parties were present at the January 15th Town Council Meeting to receive their awards.



Most Affordable Place to Live in NC

-SmartAsset.com 2015-2017

Top 10 Fastest Growing Community in NC

-US Census Bureau

COMMERCIAL UPDATES

- Building 1 at the Eastgate 540 Industrial Park is now at full occupancy. All American Relocation is close to receiving a certificate of occupancy for their upfit in Suite 100. A building permit application was submitted by TP Triangle Construction for Phase 1 of an interior upfit of Suite 110 for Chep USA, which will be the last tenant in the building.



- PRIME Barbecue is finalizing construction for the 6,000 SF restaurant located at the corner of Knightdale Station Run and Wilder Nursery Trail. PRIME Barbecue is anticipating to open early this spring.

<i>BUILDING PERMITS (TOWN LIMITS)</i>	Jan.	YTD
Single Family Dwellings (SFD)	7	7 -\$1,282,145
Average Construction Value	\$183,164	\$183,164
Residential Additions	6	6 - \$119,591
Commercial	5	5 \$16,345
Certificates of Occupancy (SFD)	9	9
Mechanical Permits	19	19
<i>DEVELOPMENT REVIEW</i>	Jan.	YTD
Zoning Compliance		
Without Site Plan	2	5
With Site Plan	0	0
Misc. Map Recording (Minor Sub-division, Recombination, etc.)	0	0
Major Subdivision Lots Recorded (Town Limits)		
Lots	0	0
Fees	\$0	\$0
<i>QUASI-JUDICIAL PROCEEDINGS</i>	Jan.	YTD
Variances	0	0
Appeals	0	0
<i>LEGISLATIVE CASES</i>	Jan.	YTD
Zoning Text Amendment	0	0
Zoning Map Amendment	0	0

Building Briefs

- A Certificate of Occupancy was issued for CosmoProf, a professional retail store for beauty supplies located at 1001 Widewaters Parkway Suite C.
- Vortex Construction received a building permit and has begun site work for the children's wing addition at Northside Community Church.

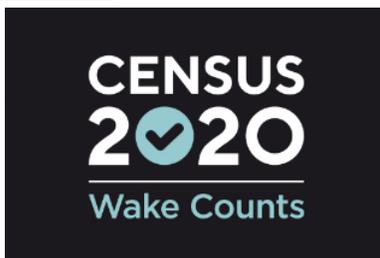


- Williams Realty & Building Co recently submitted an interior renovations building permit for Wake Vet Animal Hospital, located at 1007 Tandal Place.
- A building permit application was recently submitted for interior and exterior renovations of the Wendy's, located at 7020 Knightdale Blvd.



CENSUS 2020

Census Day is April 1, 2020 and it is important that you are counted! By April 2020, households will receive an invitation to participate in the census to help shape the



Town and County. Census results help determine funding, Congress seats, and legislative boundaries.

If you have any questions, please visit the census [website](#).

NEW CODE ENFORCEMENT OFFICER

Donovan Applewhite recently joined our department as the new Code Enforcement Officer/Planner. He served four years in the United States Navy, stationed in Yokosuka, Japan. After military service, he graduated from Elizabeth City State University with a degree in Criminal Justice.

After receiving his diploma, he worked for the United States District Court and for the North Carolina Public Safety. Please join us in welcoming him to our team!

Staff

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Planner
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Donovan Applewhite, 919.217.2248
Code Enforcement Officer/Planner
donovan.applewhite@knightdalenc.gov

Aquila Blackwell, 919.217.2244
Planning Technician
aquila.blackwell@knightdalenc.gov



Town of Knightdale

Staff Report Cover Sheet

Title: Budget Transfer FYI

Staff: Tim Flora, Finance Director

Date: February 19, 2020

PURPOSE

- To provide recent budget transfer information allowable per the FY20 Budget Ordinance

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive
- Sustainable

ATTACHMENT(S)

- Budget Transfer FYI

STAFF RECOMMENDATION

- None required. For informational purposes.

Knightsdale Strategic Priorities



Safe



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Organizational Excellence

Town of Knightdale

Report to Council - Budget Transfers

Approved by Town Manager:

February 19, 2020

Account Name	Account Number	Increase (Decrease)
1 Special Events July 4th (Parks & Recreation)	10-6200-6883	\$ (3,200.00)
Contracted Services (PW Operations)	10-4600-6700	\$ 3,200.00
2 Professional Fees (Administration)	10-1000-6000	\$ (11,200.00)
Election Costs (Legislative)	10-1050-6005	\$ 11,200.00
3 Contracted Services (Administration)	10-1000-6700	\$ (3,000.00)
Training (Administration)	10-1000-6600	\$ 3,000.00
4 Supplies & Materials (Legislative)	10-1050-6200	\$ (1,117.00)
Equipment less than \$10,000 (Legislative)	10-1050-7200	\$ 1,117.00

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

- 1 Transferring funds from Parks and Recreation special events to PW Grounds to fund additional janitorial services at Knightdale Recreation Center.
- 2 Transferring funds from Administration to Legislative to fund higher than anticipated municipal election costs.
- 3 Transferring funds within Administration to provide funds for additional training.
- 4 Transferring funds within Legislative to fund the purchase of a timer for Council Chambers.

Kimberly Kenny
(Finance Officer)

2/19/2020
(Date)

Bill Summers
(Town Manager)

2/19/2020
(Date)