KNIGHTDALE TOWN COUNCIL MEETING AGENDA

950 Steeple Square Court, Knightdale, North Carolina 27545

September 16, 2020
7:00 p.m.

WELCOME by Mayor Roberson
INVOCATION by Councilor Young

ITEM I. ADOPTION OF AGENDA

ITEM II. PRESENTATIONS, RECOGNITIONS, AWARDS

Police Department Spatial Needs Assessment — Police Chief

ITEM III. PUBLIC COMMENT

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

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

ITEM IV. CONSENT AGENDA

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

A. August 19, 2020 Regular Meeting Minutes
B. September 8, 2020 Work Session Minutes
C. Veterans Memorial Advisory Board Appointment
D. Parkstone Utility Allocation Agreement Amendment
   ORD #20-09-16-001
E. Easement Assignment to COR Public Utilities Department
F. Budget Amendment FY20 Encumbrances

ITEM V. JOINT PUBLIC HEARINGS

Due to the COVID-19 pandemic, the Knightdale Town Council meeting will be held electronically. Comments may be submitted online (Knightdale Public Comment Form), at the drop box at Town Hall (950 Steeple Square Ct), or by calling (919) 217-2291 and leaving a message. Speaker comments are limited to three (3) minutes and large groups are asked to designate a spokesperson. All comments will be shared with the Town Council, posted online, and included in the minutes of the meeting. Comments received 24 hours prior to the meeting will be summarized during the live electronic meeting. Public comments will be accepted up to 24 hours after the hearing.

ITEM VI. PUBLIC HEARINGS

Due to the COVID-19 pandemic, the Knightdale Town Council meeting will be held electronically. Comments may be submitted online (Knightdale Public Comment Form), at the drop box at Town Hall (950 Steeple Square Ct), or by calling (919) 217-2291 and leaving a message. Speaker comments are limited to three (3) minutes and large groups are asked to designate a spokesperson. All comments will be shared with the Town Council, posted online, and included in the minutes of the meeting. Comments received 24 hours prior to the meeting will be summarized during the live electronic meeting. Public comments will be accepted up to 24 hours after the hearing.

ITEM VII. SET PUBLIC HEARINGS

AN-1-20 Poplar Creek Village Phase IV RES #20-09-16-001	DS Director

ITEM VIII. OLD BUSINESS

ZMA-1-20 7630 Knightdale Blvd. Mixed Use ORD #20-09-16-002	DS Director

ITEM IX. NEW BUSINESS

A. Golf Cart Ordinance ORD #20-09-16-003	Police Chief
B. Adoption of Fire Protection Services Advisory Board ORD #20-09-16-004	Town Manager

ITEM X. ADMINISTRATIVE REPORTS

ITEM XI. UPCOMING EVENTS

ITEM XII. ADVISORY BOARD REPORTS

A. Land Use Review Board	Councilor Morgan
B. Parks and Recreation Advisory Board	Councilor Young
C. Public Safety Advisory Board	Councilor McDonald

ITEM XIII. CLOSED SESSION

ITEM XIV. ADJOURNMENT

FYI:

Budget Transfer
FY20 Fourth Quarter Financial Update
FY21 Monthly Financial Update
September Development Services Insider

Town of Knightdale

Staff Report Cover Sheet

Title: Final Report on Police Department Spatial Needs Assessment

Staff: Police Chief Lawrence Capps

Date: September 16, 2020

PURPOSE

- In FY2020, the Town Council allocated funds to allow for a comprehensive spatial need's analysis. The Town entered in an agreement with Stewart Cooper Newell – an architectural firm specializing in public safety facilities – to conduct the analysis. The firm has since completed their assessment and is now prepared to present its findings and recommendations for consideration.

STRATEGIC PLAN PRIORITY AREA(S)

- Safe
- Sustainable
- Organizational Excellence

GENERAL STATUTE REFERENCE(S), *if applicable*

- N/A

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- Not yet determined

ATTACHMENT(S)

- None

STAFF RECOMMENDATION

- No recommendation for action at this time. Findings and recommendations from architectural firm, Stewart Copper Newell, to be taken under advisement by the Town Council.

Town of Knightdale

Staff Report

Title: Final Report on Police Department Spatial Needs Assessment

Staff: Police Chief Lawrence Capps

Date: September 16, 2020

Director Signature: LRC

Town Manager Signature: WRS

BACKGROUND INFORMATION

In FY2020, the Town Council allocated funds to allow for a comprehensive spatial need's analysis. The Town entered in an agreement with Stewart Cooper Newell (SCN) – an architectural firm specializing in public safety facilities – to conduct the analysis. The firm has since completed their assessment and is now prepared to present its findings and recommendations for consideration.

SUMMARY

This multi-phased, collaborative project began in November 2019 and was officially completed in April 2020. The overarching goal of this project was to conduct a comprehensive assessment of the agency's current facilities, with a goal of highlighting strengths and deficiencies and projecting for future needs. A copy of the firm's final report has been included for your review. SCN's approach to the assessment has been holistic and their report includes the following:

- A written analysis of the current and future needs for the Police Department based on staffing levels and reasonable growth projections;
- An assessment of the condition of the existing Police Department facility to ascertain the suitability and cost implications for continued use and renovation;
- An evaluation of the feasibility, suitability, and cost implications of expansion at the current site;
- An evaluation of the feasibility, suitability, and cost implications of constructing a new facility at a yet to be determined site;
- Planning diagrams which show design options that meet the current and long-term space and functional needs of the Police Department; and
- Cost projections for the various design options.

As the Town of Knightdale continues to grow, the task of prioritizing a growing number of capital improvement projects requires detailed information. Ideally, the content of this report will aid staff and Council in making informed decisions concerning the timeframe and appropriate funding model for a project of this magnitude.

RECOMMENDED ACTION

- No recommendation for action at this time. The findings and recommendations of the architectural firm should be taken under advisement by the Town Council.

Spatial Needs Assessment

And

CIP Recommendations

for the

Town of Knightdale Police Department

July 13, 2020

Stewart · Cooper · Newell
Architects

1 – INTRODUCTION

The Town of Knightdale tasked the consultant with a Spatial Needs Assessment for the Knightdale Police Department. This study has three purposes:

1. Understand current staffing levels and gather input from the Town for their vision of future staffing levels at different times in the future. Staffing levels would generate a space programming document to be used in the development of a suitably sized site for existing and future needs.

2. Evaluate the current facility for fitness of purpose for the existing staffing needs and the ability to accommodate growth in the future.

3. Review options for meeting the current and future needs of the department.

Building size, functionality, public building access, security, building systems performance, and building condition were all major criteria for determining the functionality of the existing building structures.

The space needs assessment was initiated with an on-site meeting to set the study process and establish the major goals and objectives. In consultation with the Police Chief and key staff, the consultant compiled a program of spaces identifying all of the required spaces and areas for a community the size of Knightdale. The goal of the program is twofold. First, the established needs of the department provide a baseline for evaluating the adequacy of the current facility. Second, the program of spaces serves as a basis for forecasting future space needs of the department as the Town grows.

After completing a tour of the department, ascertaining the facility condition and compiling the program of spaces, the consultant evaluated the existing facility in light of the current and future needs to determine its adequacy. Project options were identified to provide different paths to meet these needs.

This report documents the results of the study effort.

The following summarizes the organization of this report:

- **SECTION 1-** Introduction
- **SECTION 2-** Executive Summary
- **SECTION 3-** Methodology
- **SECTION 4 -** Demographics - Presents population, staffing and call data for the Police Department.
- **SECTION 5 -** Space Requirements – Presents the current and future space needs for the Police Department.
- **SECTION 6 -** Existing Facility – Briefly reviews the conditions of the existing facility.
- **SECTION 7 -** Options – Presents several recommendations for meeting the needs along with the associated cost.

2 – EXECUTUVE SUMMARY

The Town of Knightdale tasked Stewart-Cooper-Newell Architects to perform a spatial needs assessment for the Knightdale Police Department. The scope of this assessment was as follows:

- Create a written analysis of current and future needs for the Police Department based on staffing levels recommended and reasonable growth projections.
- Review the condition of the existing Police Department facility to ascertain the suitability and cost implications for continued use and renovation.
- Evaluate feasibility, suitability, and cost implications of continuing at the current site or of constructing new at a yet to be determined site..
- Prepare planning diagrams showing design options that meet the current and long-term space and functional needs of the Police Department.
- Provide cost projections for the various design options

The final goal is to provide the Town with the information required to make an informed decision on how to best meet the long-term space requirements of the Police Department.

The existing Police Department facility is located at 979 Steeple Square Ct. in Knightdale. The facility was built in approximately 2001, is 19 years old, the structure is brick masonry veneer construction over insulation and metal studs with shallow spread footings, steel bar joist roof structure, and a low sloped single-ply membrane roof. The rear wall of the building appears to be a single wythe CMU wall. The existing building is approximately 20,400 total square feet of building area. The building is well maintained and in very good condition.

Data received from the police department dating back to 2006 shows that the sworn staff was 17 officers. The department staff has grown over the last 14 years from a staff of 17 Sworn officers and 0 Non-Sworn (17 total) in 2006 to today's staffing of 34 Sworn and 3 Non-Sworn (37 total).

Stewart-Cooper-Newell Architects recommends that the Town proceed with a CIP that includes the planning and construction of one of the following four options:

- Renovations to the existing facility with the police department as the sole occupant of the facility at the current site
- Renovations and additions to the existing facility with the Police, Fire and EMS departments all remaining as residents of the facility at the current site
- Renovations and additions to the existing facility with the police department as the sole occupant of the facility at the current site
- New construction on a yet to be identified site

The costs for a project of the magnitude needed to meet the needs of the department ranges from $5 million to $11.7 on the low end to $5.4 million to $13.3 million on the high end. This is dependent upon if the Town chooses to build to meet the current (2020) police department needs only or to meet the projected long-term growth of the agency. Additional factors include if the facility is a totally new structure or a combination of renovations and/or additions of existing structures. Below is a summary of each option along with the associated staffing, building size and estimated costs from 2020 through 2040.

The following complete report contains detailed information concerning growth, costs, assumptions and unknowns for the different approaches evaluated.

Projected Project Costs						
Summary of Staffing and Options		2020	2025	2030	2035	2040
Staffing Needs		39	51	64	66	68
Total Building Size (sf)		21,424	23,180	24,824	24,945	25,066
Option #1 (Low)	Renovation of the Existing facility for current PD space needs	$4,794,000	$4,794,000	$4,794,000	$4,794,000	$4,794,000
Option #1 (High)	Renovation of the Existing facility for current PD space needs	$5,431,500	$5,431,500	$5,431,500	$5,431,500	$5,431,500
Option #2 (Low)	Addition/Renovation of existing building for PD	$8,838,688	$9,661,813	$10,432,438	$10,489,156	$10,545,875
Option #2 (High)	Addition/Renovation of existing building for PD	$10,016,750	$10,949,625	$11,823,000	$11,887,281	$11,951,563
Option #3 (Low)	Additions/Renovations of existing facility for PD with PD addition	$5,274,000	$6,097,125	$6,867,750	$6,924,469	$6,981,188
Option #3 (High)	Additions/Renovations of existing facility for PD with PD addition	$5,975,500	$6,908,375	$7,781,750	$7,846,031	$7,910,313
Option #4 (Low)	Build New Facility on Newly Acquired Site	$10,042,500	$10,865,625	$11,636,250	$11,692,969	$11,749,688
Option #4 (High)	Build New Facility on Newly Acquired Site	$11,381,500	$12,314,375	$13,187,750	$13,252,031	$13,316,313

*Please refer to section 7-Options for additional information for construction cost estimates.

3 - METHODOLOGY

The process of developing a Spatial Needs Assessment begins with understanding the operational demands which will be placed upon the facility, and the ways in which those demands are likely to evolve over time.

No organization or process is entirely static. The Town sees an increased need for policing due to population growth, increased complexity in laws and regulations, and changes in process and procedures. As best as can be done, these factors were considered as growth was projected for this study.

The study process was initiated with the distribution of a survey questionnaire to the Knightdale Police Department. The questionnaire was used to gather preliminary information about:

- The department's mission and function
- Historic and projected staff by type and number
- Factors impacting personnel growth
- Use of part-time and volunteer employees
- Current space allocations and unmet space needs
- Spaces and equipment shared with other departments
- Active and inactive file requirements; caseload, call volume, and other department specific data
- Relationship between general public access, visitation and staff areas
- Special security requirements

A kick-off meeting was held onsite with the Police Chief and command staff to review the project scope, approach, survey data, and staffing requirements.

In consultation with the Chief, the consultant identified standard size spaces for the various personnel levels, which are based on national norms, for example recommendations from the NACP - National Association of Chiefs of Police, the IAPE – the International Association for Property and Evidence and CALEA - the Commission on Accreditation for Law Enforcement Agencies, Inc, along with information obtained through the interview process, input from the police department's various divisions, and the experience of Stewart – Cooper – Newell Architects.

The need to standardize the spaces to the greatest extent possible is important to provide consistency and uniformity throughout the department for the offices, conference rooms and many other room types. These, along with the other required rooms; including training rooms, evidence storage spaces, locker rooms and support areas serve as the basis for forecasting the entire department's needs.

The sum of these required spaces forms the total net area required for the department. To this net total, a grossing factor was applied to account for the corridors that connect

functional areas, the structure's wall thicknesses, and the mechanical and electrical areas specific to the facility. This final result is the recommended building size.

In conjunction with developing the future space requirements for the department, the existing facility was assessed. The condition of the facility was documented and used to evaluate the potential for renovation or expansion to meet the future operational requirements.

And lastly, the information gathered was used as the basis for the options and costs that have been developed to meet the department's needs.

4 – DEMOGRAPHIC ANALYSIS

The demographics presented in the next several pages use available information to give the reader a historical snap shot of the department history and growth (figure 1). The study team was not tasked with an in-depth analysis to forecast future staffing. Rather the information is used to help the consultant as well as the reader see trends as we look at the current and future needs of the department.

POPULATION DATA

Population growth for the Town of Knightdale has shown a numerical increase of 9,621 persons between the 1990 and the 2010 census (figure 2). This translates into an annualized growth of 9.5% over the previous two decades. The NC Census Bureau provides projections through 2018 which indicates a 7.8% revised growth over a 28 year period to a population total of approximately 15,305. This equates to an average growth per year of 1.19%.

POLICE DEPARTMENT STAFFING / CALL DATA

The cumulative data for the Police Department presents a department whose staffing growth has not met the increase in policing needs. While the staffing growth has been in the 6% range (figure 3) the number of Calls for Service has increased roughly 16% (figure 5). The number of Reports has seen an approximate 3.4% growth (figure 6). These can be seen in the graphs on the following pages. The final graph combines all the data sets for comparison of the growth slopes (figure 7).

The amount of work is growing due to the population increase but the staff growth has not increased at the same rate. The growth in the Calls for Service compared to the staff growth results in a growing deficiency of service capability.

A major driving force in determining the facility needs of a police department is the safety and security of the three primary users; the employees, the visiting public, and also any persons of interest. All three of these users need differing access to the facility, differing levels of security within the facility, and differing levels of supervision. Beyond these concerns, there is also the simple need of adequate work spaces and privacy for the staff, adequate general storage, and the appropriate security and chain of custody requirements of evidence submission, recording, and storage.

Due to the space constraints of the existing facility, each of the above are compromised. The existing facility has little to no separation between the different users and cannot begin to address the differing safety and security risk that each carry.

The increased space requirements are driven largely on providing the needed space to adequately house the existing staff in a safe, secure, and efficient manner. Secondary is the projection of future needs and providing space for a growing workforce.

Knightdale Police Department Demographic Data										
		Staff			Staff Growth Rate (YTY)	Ratio of Staff to Population	Services			
Year	Population	Sworn	Non-Sworn	Total			# Calls	Reports without accidents	Accident Reports	Total Reports
1990	**1,884**									
1991	2,291									
1992	2,699									
1993	3,106									
1994	3,514									
1995	3,921									
1996	4,328									
1997	4,736									
1998	5,143									
1999	5,551									
2000	**5,958**									
2001	6,513									
2002	7,067									
2003	7,622									
2004	8,177									
2005	8,732						8,324	735		
2006	9,286	17	0	17		1: 546	9,628	924		
2007	9,841	21	1	22	29.41%	1: 447	10,810	991		
2008	10,396	23	1	24	9.09%	1: 433	11,252	1,098		
2009	10,950	23	1	24	0.00%	1: 456	10,863	1,031		
2010	**11,505**	23	1	24	0.00%	1: 479	18,740	1,031		
2011	11,855	27	1	28	16.67%	1: 423	32,099	1,162		
2012	12,284	27	1	28	0.00%	1: 439	36,125	1,018	401	1419
2013	12,617	27	1	28	0.00%	1: 451	61,044	1,086	547	1633
2014	13,024	27	2	29	3.57%	1: 449	59,795	1,063	590	1653
2015	13,411	27	2	29	0.00%	1: 462	58,845	1,030	617	1647
2016	13,793	27	2	29	0.00%	1: 476	52,916	944	697	1641
2017	14,392	30	2	32	10.34%	1: 450	49,367	1,052	730	1782
2018	15,305	31	2	33	0.00%	1: 464	57,137	991	728	1719
2019	15,780	33	2	35	20.69%	1: 451	80,429	1,101	749	1850
2020	16,255	34	3	37	15.63%	1: 439	80,429	1,101	749	1850

Population Data: **Black** represents NC Census Data*
Red represents straight linear interpolation (NC Census Data Missing)
Blue represents NC Census forecasting*

*http://data.osbm.state.nc.us/pls/linc/dyn_linc_main.show

Figure 1 – Available Demographic Data

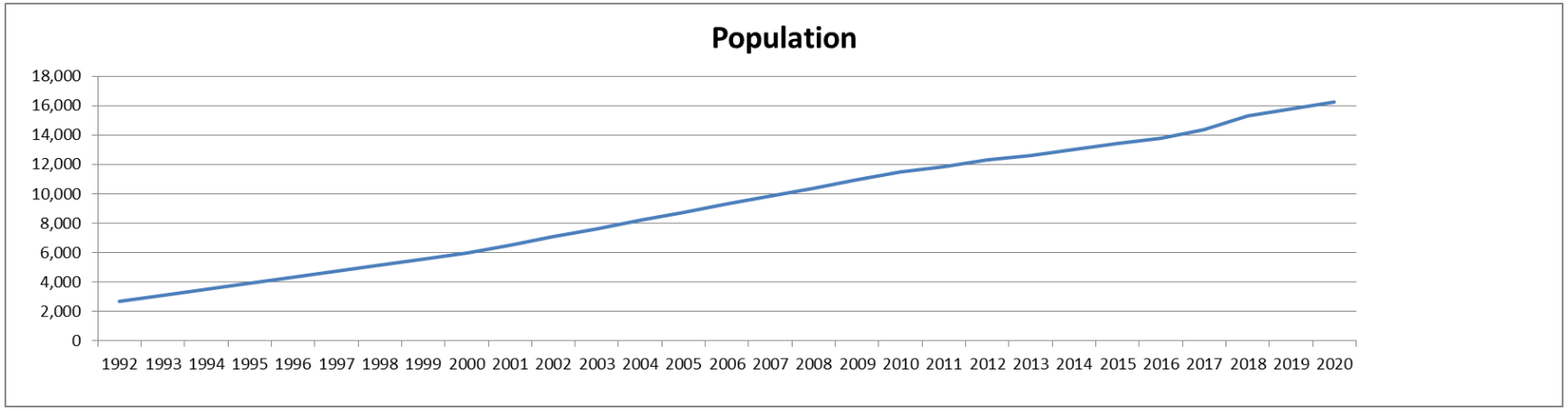

Figure 2

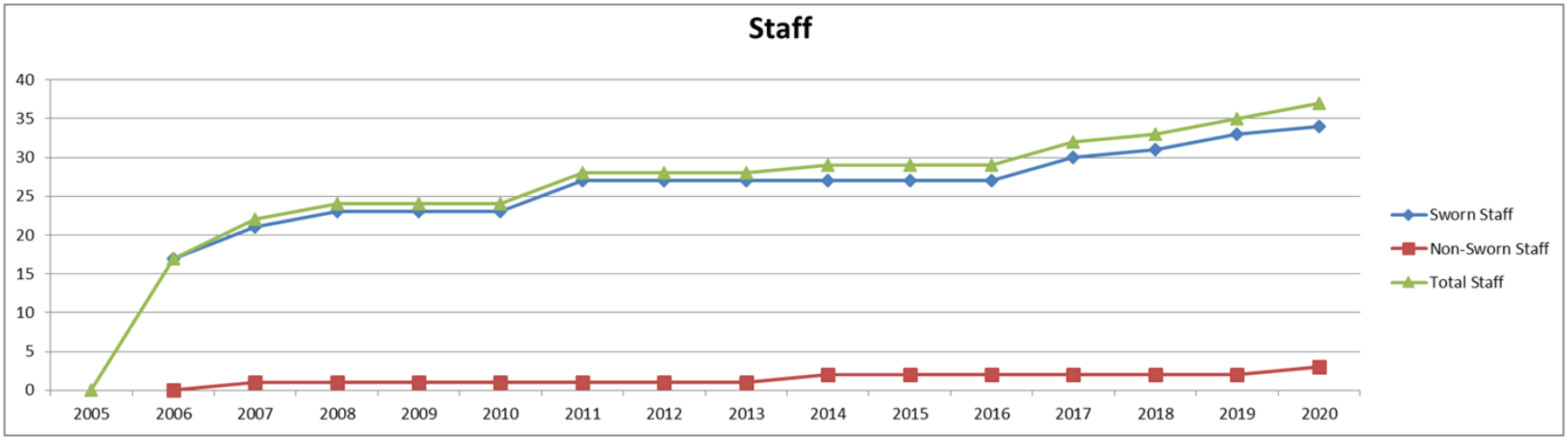

Figure 3

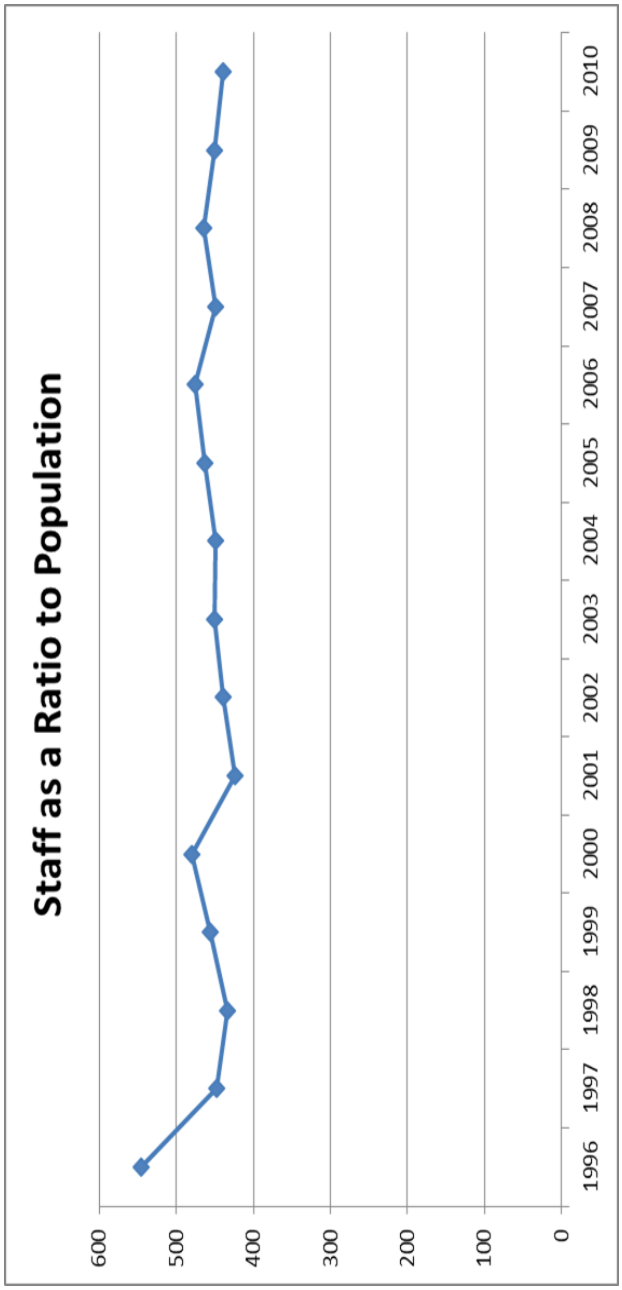

Figure 4

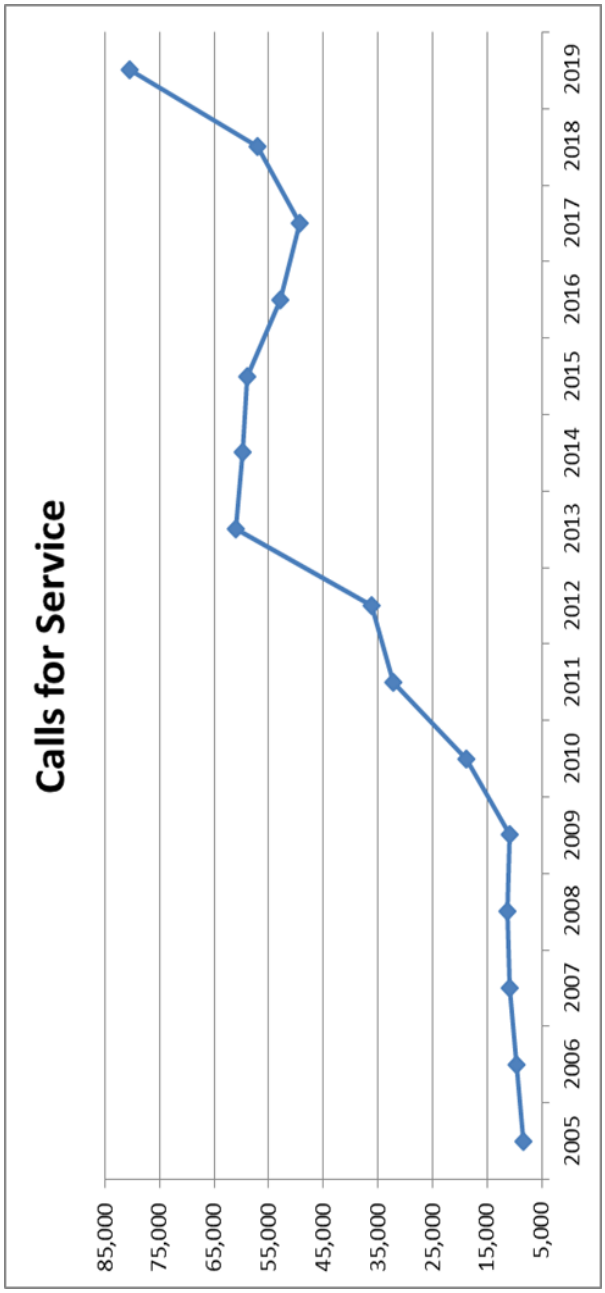

Figure 5

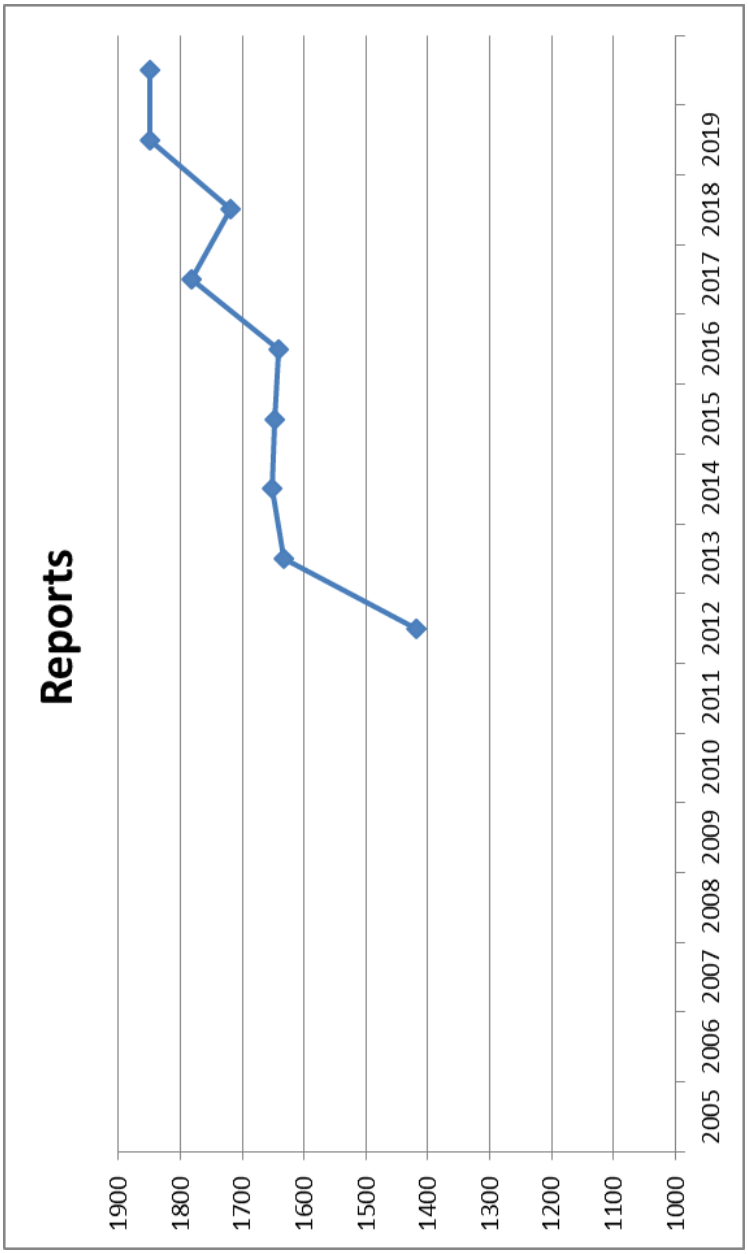
Reports
1900
1800
1700
1600
1500
1400
1300
1200
1100
1000
2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019

Figure 6

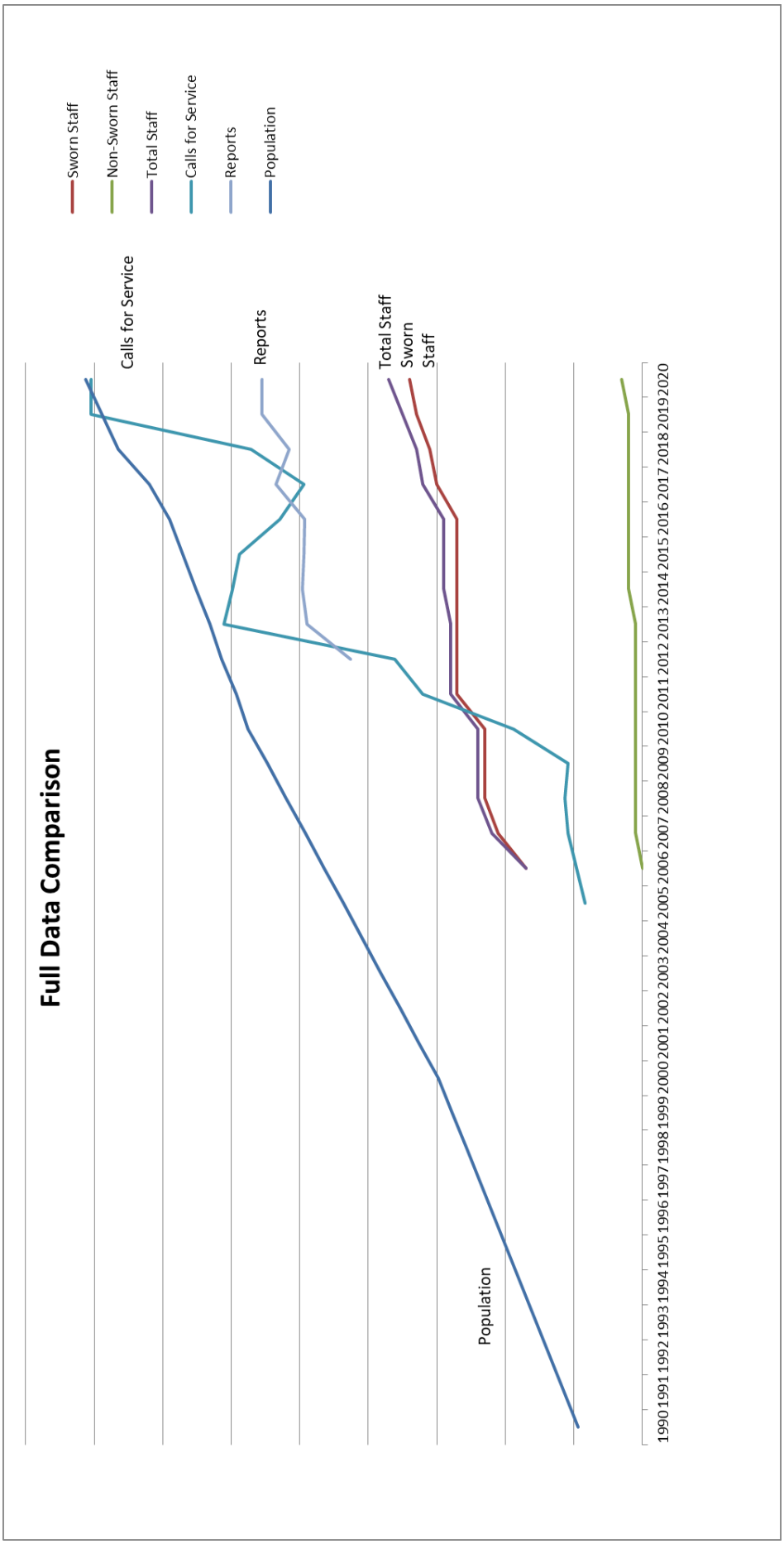
Full Data Comparison
Sworn Staff
Non-Sworn Staff
Total Staff
Calls for Service
Reports
Population
Calls for Service
Reports
Total Staff
Sworn Staff
Population
1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020

Figure 7

5 – SPACE REQUIREMENTS

The following pages represent a compilation of all the required spaces for the Police Department.

Each space required by each division is listed with the Standard Space size and is then extrapolated through the forecast. The forecast year column indicates the number required for each of the specific spaces to meet the needs projected at the given year.

The spaces, each in their net form, are tabulated to the bottom of the program; and then a grossing factor is applied to provide a resultant total required space needs for each forecast year. The grossing factor accounts for the corridors that connect functional areas, the facility wall thicknesses as well as the mechanical and electrical areas specific to the facility.

The Department is organized into logical sub-divisions for ease of understanding the complexity of the department and to help in organizing the different components for each sub-division.

The final total at the end of the program of spaces indicates a growing facility need for the foreseeable future that is significantly larger than the existing facility of 20,400 sf. The table below shows the total needs per year for the next 20 years, pages 5-2 through 5-4 contain the full detailed needs.

Summary of Space Needs	
Year	Gross Sq. Ft.
2020 (Current Need)	21,424
2025	23,180
2030	24,824
2035	24,945
2040	25,066

Knightdale, NC Police Department

PUBLIC ENTRY		2020				2025				2030				2035				2040			
Space Description	Size	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total
Vestibule	70	1			70	1			70	1			70	1			70	1			70
Lobby - 10 Seats	300	1			300	1			300	1			300	1			300	1			300
Pass-thru window to Records																					
Media / Report Room / Walk in Reports	100	1			100	1			100	1			100	1			100	1			100
Public Restrooms	114	2			228	2			228	2			228	2			228	2			228
Memoribillia/Display area	20	1			20	1			20	1			20	1			20	1			20
Subtotal					**718**				**718**				**718**				**718**				**718**

ADMINISTRATIVE		2020				2025				2030				2035				2040			
Space Description	Size	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total
Police Chief with closet and shower/rest room	320	1	1	1	320	1	1	1	320	1	1	1	320	1	1	1	320	1	1	1	320
Administrative Assistant with 2' x 4' closet (Future)	144									1	1	1	144	1	1	1	144	1	1	1	144
Deputy Chief with closet with 2' x 4' closet (Future)	192					1	1	1	192	1	1	1	192	1	1	1	192	1	1	1	192
Crime Analyst with 2' x 4' closet (Future)	144					1	1	1	144	1	1	1	144	1	1	1	144	1	1	1	144
Professional Standards with closet (Future)	144									1	1	1	144	1	1	1	144	1	1	1	144
Patrol Captain with 2' x 4' closet	168	1	1	1	168	1	1	1	168	1	1	1	168	1	1	1	168	1	1	1	168
Investigations Captain with 2' x 4' closet (Future)	168					1	1	1	168	1	1	1	168	1	1	1	168	1	1	1	168
Support Services Captain with 2' x 4' closet	168	1	1	1	168	1	1	1	168	1	1	1	168	1	1	1	168	1	1	1	168
Conference Room - 8 persons	168	1			168	1			168	1			168	1			168	1			168
Secure Storage	80	1			80	1			80	1			80	1			80	1			80
Waiting Area-adjacent to Administration	64	1			64	1			64	1			64	1			64	1			64
Work Area Alcove - Copier / Printer, Layout Counter, Storage	24	1			24	1			24	1			24	1			24	1			24
Break/Coffee Area	31	1			31	1			31	1			31	1			31	1			31
Staff Restrooms	64	1			64	1			64	1			64	1			64	1			64
General Storage	64	1			64	1			64	1			64	1			64	1			64
Subtotal			**3**	**3**	**1151**		**6**	**6**	**1655**		**8**	**8**	**1943**		**8**	**8**	**1943**		**8**	**8**	**1943**

RECORDS		2020				2025				2030				2035				2040			
Space Description	Size	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total
Administrative Manager	144	1	1	1	144	1	1	1	144	1	1	1	144	1	1	1	144	1	1	1	144
Administrative Assistant/Receptionist	120	1	1	1	120	1	1	1	120	1	1	1	120	1	1	1	120	1	1	1	120
Pass-thru window to Lobby																					
Window into Lobby																					
Records Clerk - Full Time	64	1	1	1	64	1	1	1	64	1	1	1	64	1	1	1	64	1	1	1	64
Records Clerk - (Future)	64									1	1	1	64	1	1	1	64	1	1	1	64
Current Records Storage - High Volume Mobile Files	200	1			200	1			200	1			200	1			200	1			200
Officer Counter	9	1			9	1			9	1			9	1			9	1			9
Mail Boxes (40) - Pass-thru to Report room	30	1			30	1			30	1			30	1			30	1			30
Work Room	120	1			120	1			120	1			120	1			120	1			120
Office Supply Storage	80	1			80	1			80	1			80	1			80	1			80
General Storage	64	1			64	1			64	1			64	1			64	1			64
Subtotal			**3**	**3**	**831**		**3**	**3**	**831**		**4**	**4**	**895**		**4**	**4**	**895**		**4**	**4**	**895**

INVESTIGATIONS		2020				2025				2030				2035				2040			
Space Description	Size	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total
Lieutenant Office - Investigations	144	1	1	1	144	1	1	1	144	1	1	1	144	1	1	1	144	1	1	1	144
Sergeant (Future)	120					1	1	1	120	1	1	1	120	1	1	1	120	1	1	1	120
Detective's Workspace (2-current/2-future)	64	2	2	2	128	4	4	4	256	4	4	4	256	4	4	4	256	4	4	4	256
Bull Pen area -Table with copier/scanner/printer work area at perimeter	224	1			224	1			224	1			224	1			224	1			224
Resource Officer's Workspace (2-current)	64	2	2	2	128	2	2	2	128	4	4	4	256	4	4	4	256	4	4	4	256
Lieutenant Office-Special Ops (Future)	144					1	1	1	144	1	1	1	144	1	1	1	144	1	1	1	144
Traffic - Sergeant	120	1	1	1	120	1	1	1	120	1	1	1	120	1	1	1	120	1	1	1	120
Traffic Workspace (3-current/2-future)	64	3	3	3	192	4	4	4	256	5	5	5	320	5	5	5	320	5	5	5	320
Special Ops - Sergeant (Future)	120									1	1	1	120	1	1	1	120	1	1	1	120
Special Ops Workspace (2-Future)	64					1	1	1	64	2	2	2	128	2	2	2	128	2	2	2	128
Bull Pen / WR (Shared Traffic & Special Ops)	224	1			224	1			224	1			224	1			224	1			224
Victim / Witness Advocate	120									1	1	1	120	1	1	1	120	1	1	1	120
PT and Volunteer Workstations	64	3			192	3			192	3			192	3			192	3			192
CID Conference / War Room-15 persons (Dry Erase Board Walls)	420	1			420	1			420	1			420	1			420	1			420
General Storage	64	2			128	2			128	2			128	2			128	2			128
Secure Records Storage	80	1			80	1			80	1			80	1			80	1			80
Hard Interview w/ AV	64	1			64	1			64	1			64	1			64	1			64
Soft Interview Room w/ AV	120	1			120	1			120	1			120	1			120	1			120
Restroom	64	1			64	1			64	1			64	1			64	1			64
Break/Coffee Area	31	1			31	1			31	1			31	1			31	1			31
Subtotal			**9**	**9**	**2259**		**15**	**15**	**2779**		**21**	**21**	**3275**		**21**	**21**	**3275**		**21**	**21**	**3275**

INTAKE		2020				2025				2030				2035				2040			
Space Description	Size	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total
Sally Port (CMU)																					
(3) Pull-In Space w/ Eyewash, Gun Lockers	420	3			1260	3			1260	3			1260	3			1260	3			1260
Bay-1 Sally port																					
Bay-2 GEMS/Golf Cart/Motorcycles/Bike Patrol & Repair																					
Bay-3 Evidence/Car Search																					
Detention Toilet / Shower - Remote Flush	64	1			64	1			64	1			64	1			64	1			64
Hard Interview (CMU)	64	1			64	1			64	1			64	1			64	1			64
Intoxilizer Room - 1 Machine	100	1			100	1			100	1			100	1			100	1			100
Storage	64	1			64	1			64	1			64	1			64	1			64
Vehicle Equipment Storage - Tires/Jack	64	1			64	1			64	1			64	1			64	1			64
Vehicle Equipment Storage - Car parts	120	1			120	1			120	1			120	1			120	1			120
Riot/Crowd Control Storage	80	1			80	1			80	1			80	1			80	1			80
Survellance Equipment Storage	48	1			48	1			48	1			48	1			48	1			48
Subtotal					**1864**				**1864**				**1864**				**1864**				**1864**

PATROL		2020				2025				2030				2035				2040			
Space Description	Size	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total
Lieutenant Office	100	4	4	1	400	4	4	1	400	4	4	1	400	4	4	1	400	4	4	1	400
Sergeant's Workstations	84	4	4	1	336	4	4	1	336	4	4	1	336	4	4	1	336	4	4	1	336
Bullpen area within Lt's and Sgt's Workroom	240	1			240	1			240	1			240	1			240	1			240
Patrol (4-current per shift/6-future per shift)			16	4			18	5			20	5			22	6			24	6	
Briefing/Roll Call Room - 20 Person	400	1			400	1			400	1			400	1			400	1			400
Report Room (4) Work Stations - back of Briefing/Roll Call Room	140	1			140	1			140	1			140	1			140	1			140
Battery Charging Area	10	1			10	1			10	1			10	1			10	1			10
Patrol Storage - General	80	1			80	1			80	1			80	1			80	1			80
Patrol Storage- Specialized	100	1			100	1			100	1			100	1			100	1			100
Community Support Storage	80	1			80	1			80	1			80	1			80	1			80
Break/Coffee Area	31	1			31	1			31	1			31	1			31	1			31
Animal Control Work Room / Storage	128	1			128	1			128	1			128	1			128	1			128
(3) Kennels (interior/exterior)	200	1			200	1			200	1			200	1			200	1			200
Subtotal			**24**	**6**	**2145**		**26**	**7**	**2145**		**28**	**7**	**2145**		**30**	**8**	**2145**		**32**	**8**	**2145**

EVIDENCE		2020				2025				2030				2035				2040			
Space Description	Size	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total
Evidence Tech (Future)	144					1	1	1	144	1	1	1	144	1	1	1	144	1	1	1	144
Evidence Bag & Tag	140	1			140	1			140	1			140	1			140	1			140
Large Evidence Pass Through Room	36	2			72	2			72	2			72	2			72	2			72
Evidence Processing	140	1			140	1			140	1			140	1			140	1			140
Evidence Custodian Computer Work Counter																					
Communication Window/Buzzer																					
Evidence Lockers (Match exisitng lockers-15)																					
with 2 return property lockers																					
with 1 refrigerated locker																					
Evidence Storage - General (refrigerator & freezer) with safe for valuables	320	1			320	1			320	1			320	1			320	1			320
Evidence Storage - Narcotics (separate HVAC to outside air)	64	1			64	1			64	1			64	1			64	1			64
Evidence Storage - Fire Arms	80	1			80	1			80	1			80	1			80	1			80
Subtotal					**816**		**1**	**1**	**960**		**1**	**1**	**960**		**1**	**1**	**960**		**1**	**1**	**960**

TRAINING		2020				2025				2030				2035				2040			
Space Description	Size	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total
Training Officer Office (Future)	120									1	1	1	120	1	1	1	120	1	1	1	120
Training/Community Room (50-60 persons - Subdivide into 1/2's)	1420	1			1420	1			1420	1			1420	1			1420	1			1420
Table & Chair Storage	100	1			100	1			100	1			100	1			100	1			100
Training Storage	100	1			100	1			100	1			100	1			100	1			100
Mat Training	100	1			100	1			100	1			100	1			100	1			100
EOC Storage	120	1			120	1			120	1			120	1			120	1			120
Locker Rooms																					
Men's Lockers																					
Large Lockers	14.5	20			290	23			326	25			363	28			399	30			435
Small Lockers	8	5			40	6			50	8			60	9			70	10			80
Women's Lockers																					
Large Lockers	14.5	5			73	8			109	10			145	13			181	15			218
Small Lockers	8	3			24	4			28	4			32	5			36	5			40
Men's Toilets & Showers	240	1			240	1			240	1			240	1			240	1			240
Women's Toilets & Showers	170	1			170	1			170	1			170	1			170	1			170
Weight Training/Wellness	864	1			864	1			864	1			864	1			864	1			864
Subtotal					**3541**				**3627**		**1**	**1**	**3834**		**1**	**1**	**3920**		**1**	**1**	**4007**

SUPPORT SPACES		2020				2025				2030				2035				2040			
Space Description	Size	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total	Qty	Staff (Total)	Staff (Shift)	Total
Quartermaster / Armorer Office (Future)	120									1	1	1	120	1	1	1	120	1	1	1	120
Quartermaster Storage	400	1			400	1			400	1			400	1			400	1			400
Armory Gun Cleaning	80	1			80	1			80	1			80	1			80	1			80
Armory Service & Storage	200	1			200	1			200	1			200	1			200	1			200
Server room (2 racks)	80	1			80	1			80	1			80	1			80	1			80
IT Storage	80	1			80	1			80	1			80	1			80	1			80
IT Workroom/Office	100	1			100	1			100	1			100	1			100	1			100
Wiring Closet	48	2			96	2			96	2			96	2			96	2			96
Telephone Closet	100	1			100	1			100	1			100	1			100	1			100
Janitor and Main Storage	100	1			100	1			100	1			100	1			100	1			100
Janitor	64	1			64	1			64	1			64	1			64	1			64
Main Electrical Room	180	1			180	1			180	1			180	1			180	1			180
Mechanical	200	1			200	1			200	1			200	1			200	1			200
Kitchen/Breakroom (Range, 1 ref, MW, 2 four person tables, ice maker)	280	1			280	1			280	1			280	1			280	1			280
Vending	18	1			18	1			18	1			18	1			18	1			18
Subtotal					**1978**				**1978**		**1**	**1**	**2098**		**1**	**1**	**2098**		**1**	**1**	**2098**
Sub Total			39	21	15,303		51	32	16,557		64	43	17,732		66	44	17,818		68	44	17,905
Grossing Factor	40%				6,121				6,623				7,093				7,127				7,162
Total Building Size					21,424				23,180				24,824				24,945				25,066
Size per FTE					549				455				388				378				369

* Note Staff Numbers indicated are Full time Equivalents (FTE's) and not necessarily number of personnel

Site Information:

- Full Building Generator(s)
- Safe Exchange Parking - Lighting and Cameras
- Public Parking - 21 at building 45 available for training room use
- Bicycle / Found Property Storage
- Secured Covered Parking for 5 Trailers - Light Trailer, LPR Trailer + Future+Traffic Storage

6 – EXISTING FACILITY

The existing facility was briefly reviewed to ascertain the appropriateness of the physical structure for continued use by the city. The consultant was not tasked with an in-depth evaluation of the facility; therefore, some statements are meant as observations and not statements of analysis.

The Police Department resides in a building with the Fire Department and EMS on Steeple Square Court near the intersection of N. Smithfield Road and Steeple Square Court.

Figure 1 – Exterior Front of Facility

The total space occupied by the department comprises approximately 5,150 total square feet located on one level. This site is very tight for the proper space to meet the needs of the Police Department and the other shared departments. The area for the Police Department is inadequate. The site does not provide secure parking for the Police Department. The police department requires secure staff parking in addition to secure parking for department vehicles and outdoor equipment storage. The existing offices are adequate in size but there are not enough offices available in the facility for staff.

GENERAL FACILITY CONDITION

In general, the condition of the facility is very good. Built in 2001, the front and side walls of the facility appear to be of brick masonry veneer construction over insulation and metal studs with shallow spread footings, steel bar joist roof structure, and a low single slope roof. The rear wall of the building appears to be a single wythe CMU wall. The consultant did not observe any external signs of structural problems that should raise undue concern.

The facility is well maintained, it appears to the consultant that any maintenance items that have arisen in the past have been addressed and resolved. Some carpet areas are showing signs of wear (figure 2) and areas were noted where previous roof or HVAC leaks have occurred and been resolved but the damaged ceiling tiles have not been replaced (figure 3). The staff informed the inspector that there were no active roof or HVAC leaks at the time of the site visit.

Figure 2 – Typical carpet wear.

Figure 3 – Evidence of previous roof or HVAC leak.

POLICE DEPARTMENT

Although the facility has over the years served the department and therefore the community well, the department has outgrown the available space.

The Police Department has stretched the use of the available space to the maximum extent possible while striving to maintain a high level of service.

Because of the overcrowded conditions at the existing facility there are problems of inefficiencies, poor work environments, and lack of privacy. The inadequate existing facilities also introduce serious security and safety issues for the sworn and civilian police staff, persons of interest being held or interviewed, and perhaps most importantly the public. Besides the safety and security issues, there are also very serious hurdles that have to be overcome daily to meet chain of custody and evidence handling requirements to which the department must comply.

The following series of photographs outline many of the problems in the existing facility.

The evidence area lacks:

- the proper officer evidence preparation and tagging area (figure 4 & 5)
- the proper secure setup to receive and process evidence (figure 6)
- the proper separation of storage for narcotics, guns and high value items (figure 6)
- the evidence room is full with no room for growth (figure 6)
- the proper ventilation for evidence storage and narcotics storage (figure 7)
- the proper level of security at the walls between the evidence storage room and the Fire Department Storage/IT closet and the apparatus bays. The current layout does not meet the state requirements that dictate security (figure 8)
- the refrigerated evidence storage and secure storage are located outside the evidence room (figure 9)

The facility does not provide a department break room for the staff. The staff utilizes a kitchenette area in the Sally Port next to the evidence storage and processing area (figure 5). The staff utilizes the only department conference room for a shared break room and conference room (figure 11).

The only secure Sally Port provided in the existing building is not used for its intended purpose. It is currently being used for evidence preparation and tagging, is filled with storage of miscellaneous items including dog kennel area, janitor storage, riot gear storage and a kitchenette (figures 10, 12 & 13). This is an unsafe situation for both the officer and the persons of interest. There is also no available bay for vehicle searches and seizures. The kennel area located in the Sally Port is inadequate for the K-9, a proper kennel area with a dog walk is recommended. The lack of storage in the department is evident in the Sally Port area.

The patrol division does not have the proper facilities for workstations, roll call, locker storage and a mailroom (figure 14). The lockers and mailboxes are located in an open corridor in the only interior access between Apparatus Bays and the Police Department (figures 15 & 16). In addition to privacy issues the amount of lockers and mailboxes are undersized for the current staff needs and provides no room for future growth. The patrol workspace is also located in an open corridor which creates privacy issues as well as distractions.

The IT room for the building serves all departments in the facility (figure 17) as well as serving as an equipment/general storage room for the Fire Department because of the miscellaneous storage, the room is open to all Fire, EMS and Police staff. The Police Department requires its own secure IT/server room.

The site parking lot is not fenced to provide a secure parking area for the Police Department (figure 18).

The Police Department has access to workout equipment shared with the other departments (figure 20). The workout equipment is located in the Apparatus Bays of the Fire Department which is by definition a “Hot Zone” or contaminated area. This area is not advised to be used as a workout area due to the contaminated equipment regularly brought into this area. The Police Department conducts regular POPAT tests in the Apparatus Bays. The Police Department needs to have a dedicated clean space to conduct their testing. The current layout is not an appropriate space for this testing and does not meet state or national standards.

The lobby is very narrow which does not allow a citizen to securely and privately speak to an officer. The front entry does not provide protection from the front parking lot (figure 1). Neither the wall nor glazing provides bullet resistant protection as well as not providing protection from a vehicular assault (figure 21).

Currently the Armory and Quartermaster are housed in the same space along with miscellaneous department storage (figures 22 & 23). The Armory and Quartermaster should be housed in separate rooms from one another as well as other department storage as each storage type requires different levels of security. In addition, the Armory and Quartermaster should each have an area for receiving or distribution. General storage in the department is inadequate resulting in items other than those associated with the Armory and Quartermaster stored in this space. Additionally the Armory should have a work area for gun clearing, cleaning and repairs.

Staff share the copier work space with the Records Storage. This area is located across from the reception area and open to a corridor (figures 24 & 25). Records Storage should be in a secure separate room with an area for distribution of records. There is currently no Dedicated Work / Copy Rooms in the department.

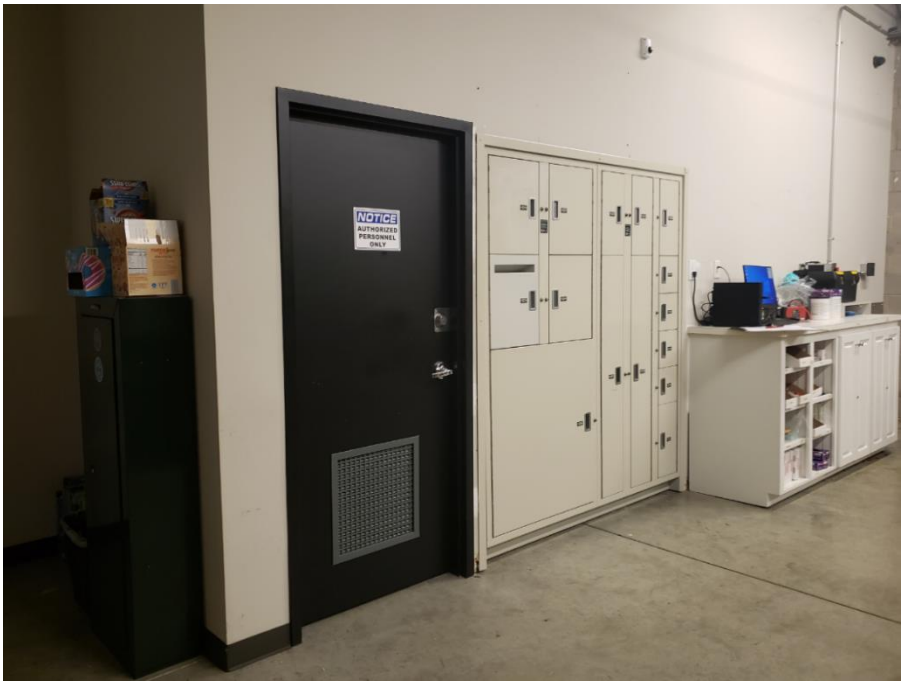

Figure 4 – The evidence preparation and tagging area is under sized and located in the Sally Port.

Figure 5 – The kitchenette is located in the Sally Port next to evidence processing and the department's cleaning supplies.

Figure 6 – This photo shows the evidence room is full with no room for future growth and an inadequate evidence processing area.

Figure 7 – The evidence room should have dedicated HVAC with non-circulated return air for evidence storage in addition to narcotics storage.

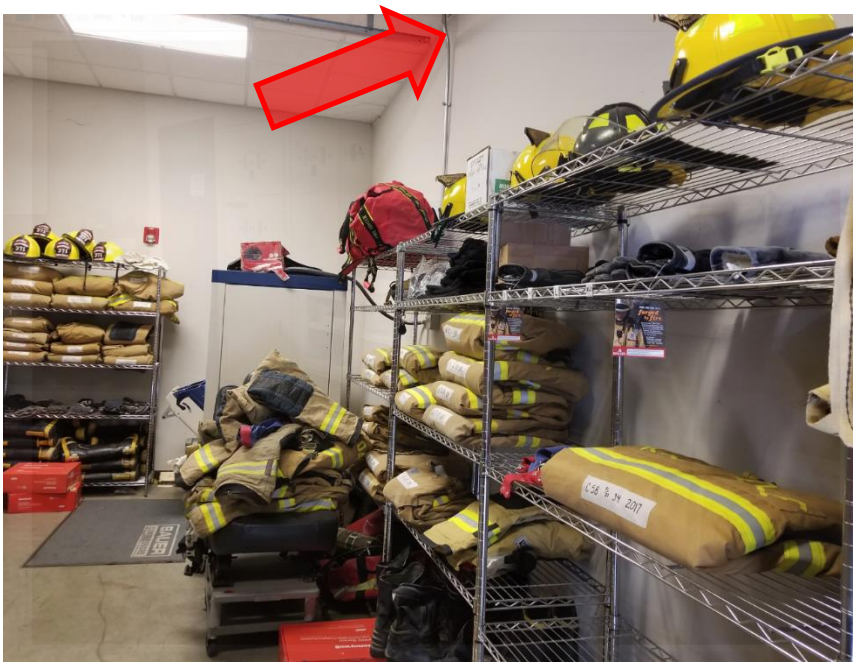

Figure 8 – The wall between the evidence room and the adjacent Fire Department storage/IT room does not provide the proper level of security.

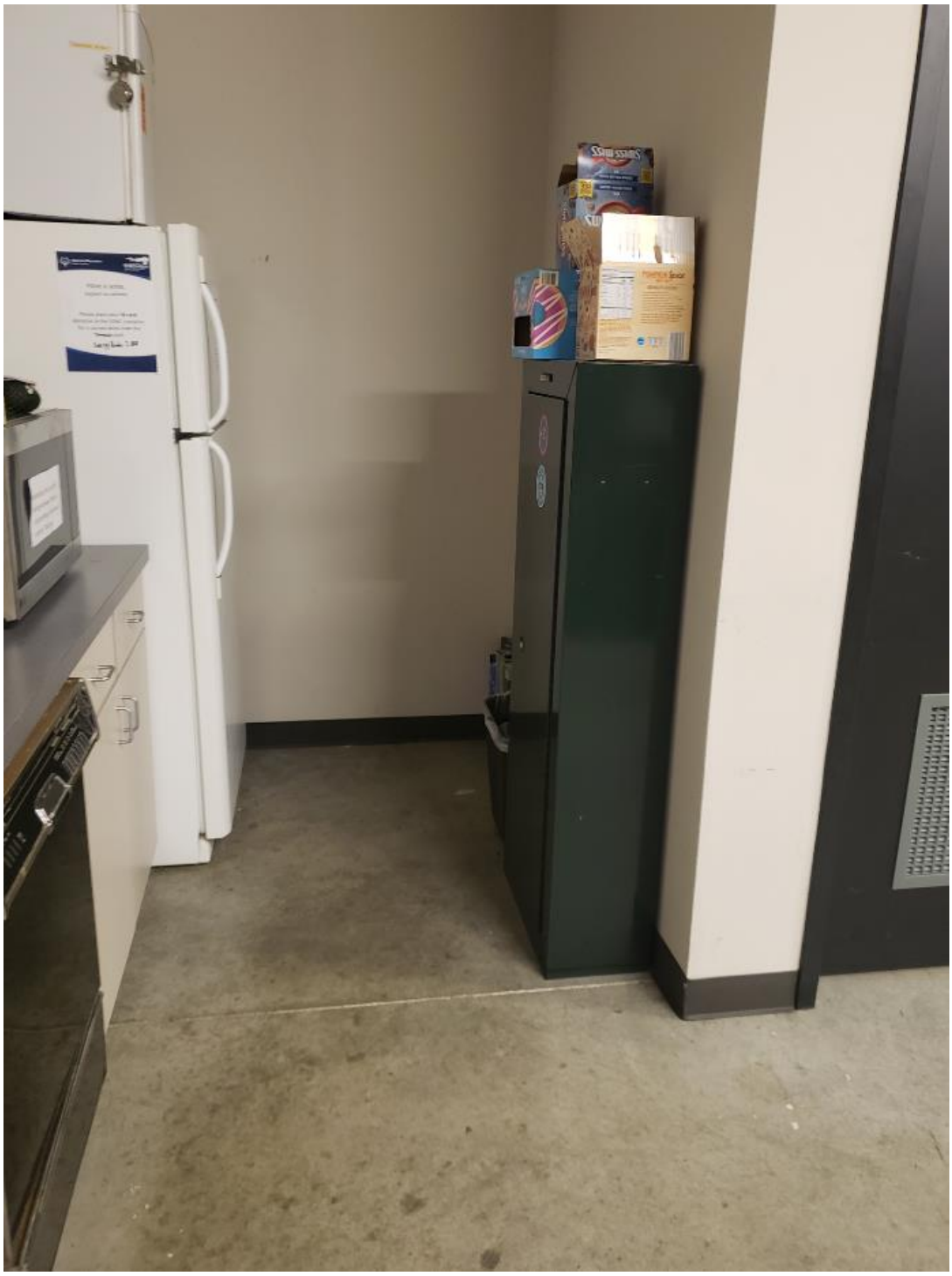

Figure 9 – Refrigerated evidence storage and secure storage is located outside the evidence room in the kitchenette area.

Figure 10 – Kennel area in the Sally Port.

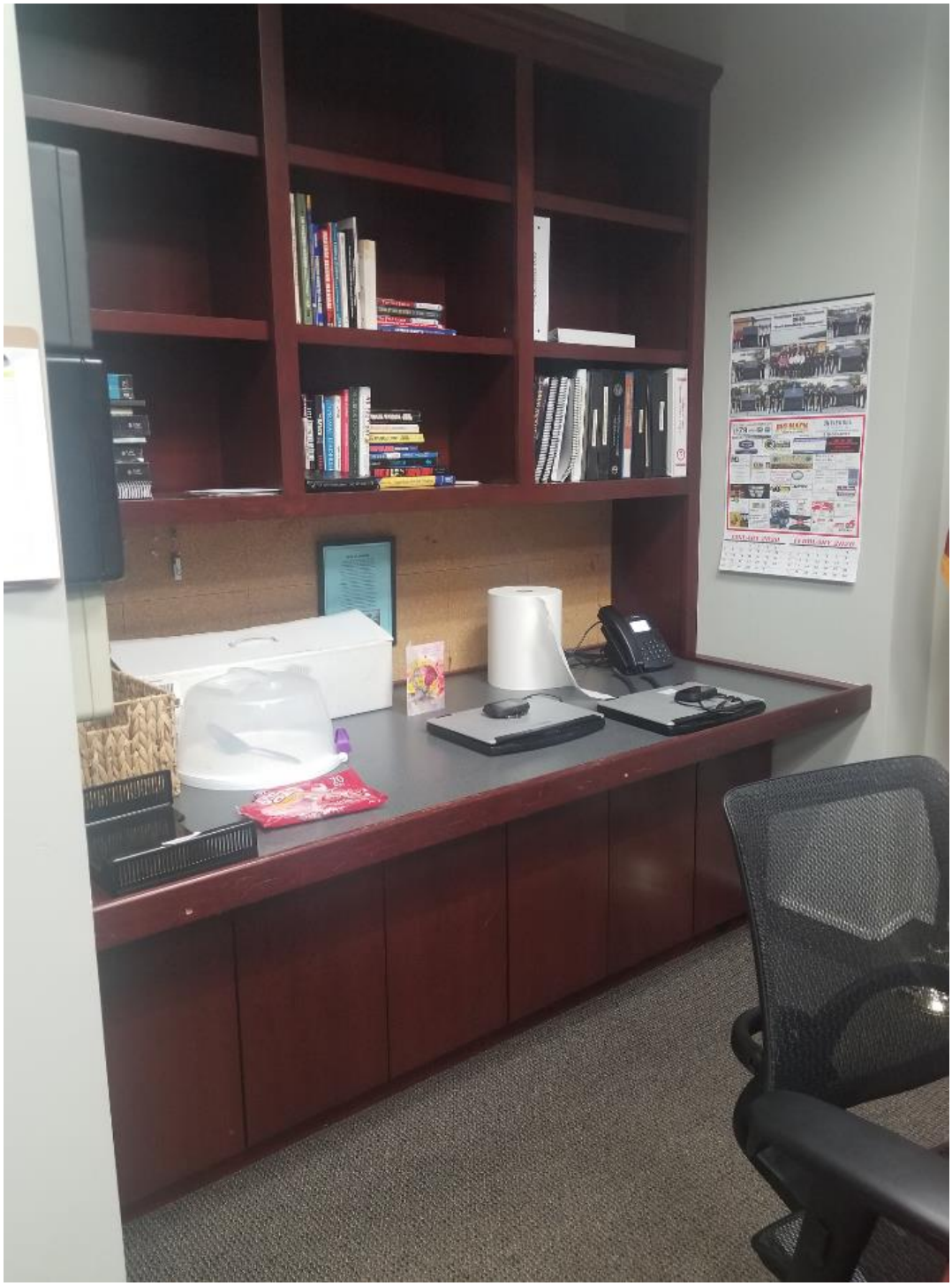

Figure 11 – The department conference room serves a dual purpose as a break room and a conference room.

Figure 12 – Storage is inadequate in the facility. This photo shows the cleaning supplies stored in the Sally Port.

Figure 13 – This photo shows the riot gear storage above the Intoxilyzer Room in the Sally Port.

Figure 14 – Patrol division does not have its own dedicated roll call room and workspace. The patrol workspace is located in an open corridor.

Figure 15 – The lockers are located in an open corridor with access to the Apparatus Bays.

Figure 16 – The mailboxes are located next to the lockers in an open corridor with access to the Apparatus Bays.

Figure 17 – The IT room for the building is shared with the Fire Department Storage Room and is not secure.

Figure 18 – The parking lot is not fenced to provide a secure parking area for the Police Department.

Figure 19 – The rear entrance to the Police Department.

Figure 20 – Workout equipment shared with the other departments in the Apparatus Bays.

Figure 21 – Photo of the front lobby.

Figure 22 – Armory area of the Armory/Quartermaster/Department Storage Room

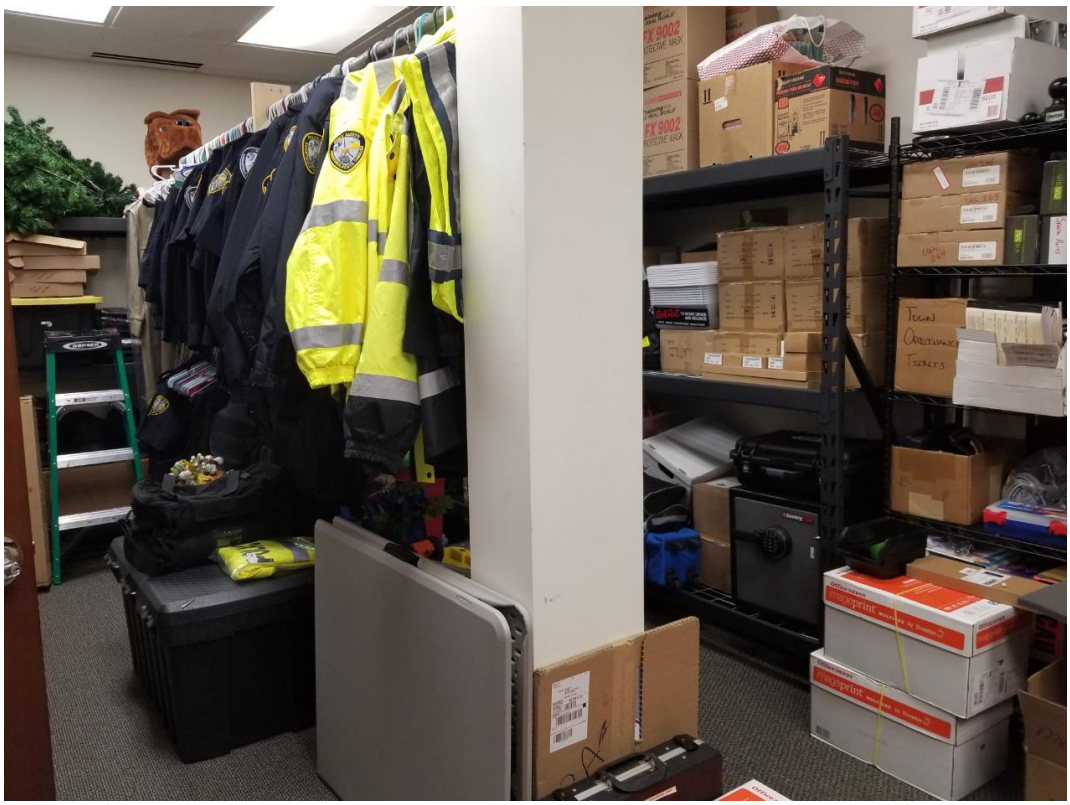

Figure 23 – Quartermaster area of the Armory/Quartermaster/Department Storage Room

Figure 24 – Records Storage should be in a secure separate room with an area for distribution of records.

Figure 25 – No Dedicated Work / Copy Rooms. Staff share the copier work space with the Records Storage area that is located across from the reception area in an open corridor.

7 - Options

The intent of this section is to outline the basic options that are available to the Town to address the needs for the Police Department.

Simply put, the Police Department is in need of space, not just for future operations but to meet the current policing needs.

The consultant has reviewed several different options to meet the current and long-term needs. These include:

1) Renovate the existing 20,400 sf facility for sole use by the Police Department (the Fire Department and EMS would be relocated)
2) Renovate the existing 5,510 sf Police Department portion of the existing building and add a 19,916 sf addition to the facility for continued use by the Police Department in this building (Police, EMS and Fire Departments remain in the existing building).
3) Renovate the existing 20,400 sf facility for sole use by the Police Department and add a 4,666 sf addition to provide the total long term (2040) need (the Fire Department and EMS would be relocated)
4) Construct a new facility at a new location for the Police Department

Each of the above options was reviewed as to its practicality and cost to help determine viability and guide the town's discussion of the options.

Option #1

As was discussed under Section 6 – Existing Facility, the current building is in very good condition and would be suitable for renovations and additions. A very thorough inspection of the facility would need to occur and any items identified would need to be addressed prior to moving forward with this option. The most challenging item that would need to be addressed for this option would be how to handle the actual site construction while keeping the Police Department operational.

For the site construction on the existing site to occur, the project would have to be planned in a minimum of two phases where the first phase would be to renovate the space that the Fire Department and EMS now occupy. The department would then temporarily move into the renovated area while renovations were performed on the existing department. Because the renovations would be so extensive, we do not foresee the department occupying the police portions of the existing structure during the renovation phase. Another option would be to displace the Police Department into a different facility while the entire building is remodeled. If this option is preferred, there would be both leasing and moving costs.

The physical construction can be handled with careful planning. The more difficult challenge may not be the physical building but the constraints of the site during construction.

As can be seen in Figure 1, the size of the renovation is only within the original footprint of the existing building. This option would leave the department 1,024 sf short of their current needs and 4,666 sf short of the 2040 long term needs. A future addition would be required as the department grows to meet the needs of the community.

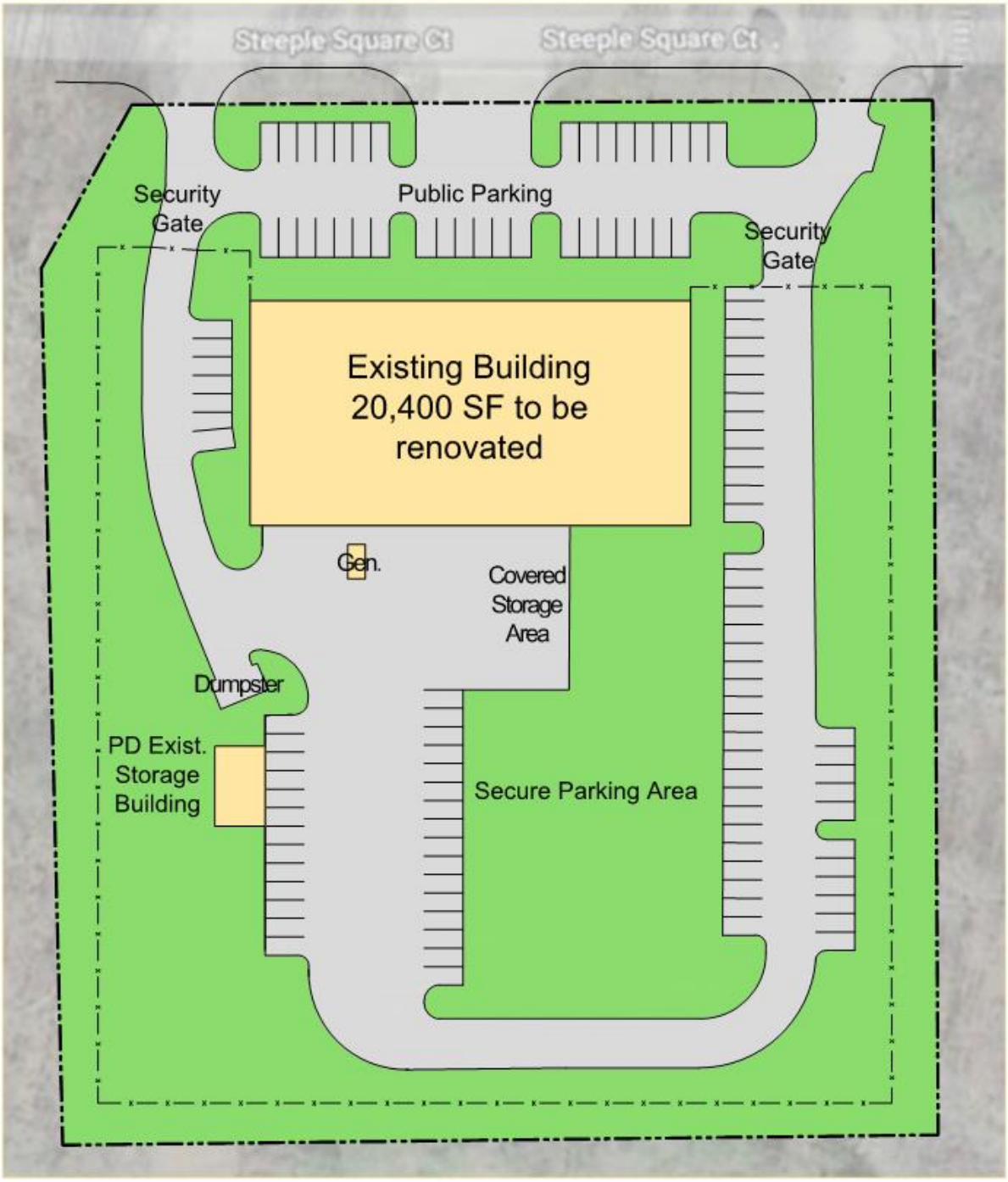

Figure 1 – Option #1 – Existing entire building renovation

The estimated cost for the renovation proposed as Option 1 includes the cost for renovation of the entire existing facility. Several items that would need to be considered that cannot be estimated at this time are a hazardous materials survey and any required abatement. We would assume that no hazardous materials would be found during the survey due to the building being built in 2001; however, the evaluation will still be required.

The planning level cost estimates for the work is as follows:

Option #1 - Renovation of Entire Exist Building (Low)		2020	2025	2030	2035	2040
Building Area		20,400	20,400	20,400	20,400	20,400
Cost per Square Foot - Renovation (Low)	188	$3,835,200	$3,835,200	$3,835,200	$3,835,200	$3,835,200
Building Cost		**$3,835,200**	**$3,835,200**	**$3,835,200**	**$3,835,200**	**$3,835,200**
Soft Cost		**$958,800**	**$958,800**	**$958,800**	**$958,800**	**$958,800**
Total Project Costs		**$4,794,000**	**$4,794,000**	**$4,794,000**	**$4,794,000**	**$4,794,000**

Option #1 - Renovation of Entire Exist Building (High)		2020	2025	2030	2035	2040
Building Area		20,400	20,400	20,400	20,400	20,400
Cost per Square Foot - Renovation (Low)	213	$4,345,200	$4,345,200	$4,345,200	$4,345,200	$4,345,200
Building Cost		**$4,345,200**	**$4,345,200**	**$4,345,200**	**$4,345,200**	**$4,345,200**
Soft Cost		**$1,086,300**	**$1,086,300**	**$1,086,300**	**$1,086,300**	**$1,086,300**
Total Project Costs		**$5,431,500**	**$5,431,500**	**$5,431,500**	**$5,431,500**	**$5,431,500**

*The table above indicates both construction costs and project costs. The construction costs are the consultants best estimate based on economic conditions for the first quarter of 2020. The construction cost generally accounts for approximately 80% of the full project costs. The full project costs indicated is estimated based upon the approximate 80/20 split. A full list of generic project costs is included at the end of this section. Please note that construction pricing over the last several years has been very volatile due to building and infrastructure demand and currently the pandemic.

The project costs as indicated above for the option #1 is $4.8 million on the low end and $5.4 million on the high end.

Option #1 Pro's:

- Continued use of existing valuable facility and the associated cost savings.
- No costs for land purchasing as property already owned by the city.
- Minimal risk of costs due to hazardous materials.
- Minimal risk of costs due to storm water requirements.

Option #1 Con's:

- Significant disruption to the department during construction.
- Some functional challenges will arise as the operations and flow of the new spaces will be somewhat dictated by the existing structure.

- This option does not provide the space required for the future growth of the department to the projected year 2040 as laid out in this report.
- Costs will be incurred for relocating the Fire & EMS Departments

It is our opinion that Option #1 is a viable solution but does not fully meet the current needs of the department as well as the future needs without an addition to the building.

Option #2

Option #2 would include the Police, EMS and Fire Departments remaining in the existing building. In order to accommodate the future needs of the Police Department a 19,916 sf addition to their department would need to be added as well as renovations to the existing 5,510 sf of the existing department.

As was discussed in option #1 the current building is in very good condition and would be suitable for renovations and additions. A very thorough inspection of the facility would need to occur. Consideration for this option would be required as to how to handle the actual site construction while keeping the Police, Fire and EMS departments operational.

For the site construction on the existing site to occur, the project would have to be planned in a minimum of two phases, where the first phase would be to construct the new addition. The second phase would include the Police Department temporarily moving into the new addition while renovations were performed on the existing department space. Because the renovations would be so extensive, we do not foresee the department occupying portions of the existing structure during the renovation phase.

The physical construction can be handled with careful planning. The more difficult challenge may not be the physical building but the constraints of the site during construction.

As can be seen in Figure 2, a new 19,916 sf addition for the Police Department would be added and the existing 5,510 sf of the department would be renovated. Fire and EMS would remain undisturbed and operational throughout the project. The new addition would block one of the site entrances to the rear of the building which is not ideal for the Police Department. The Police Department should have two access points to the secure parking area.

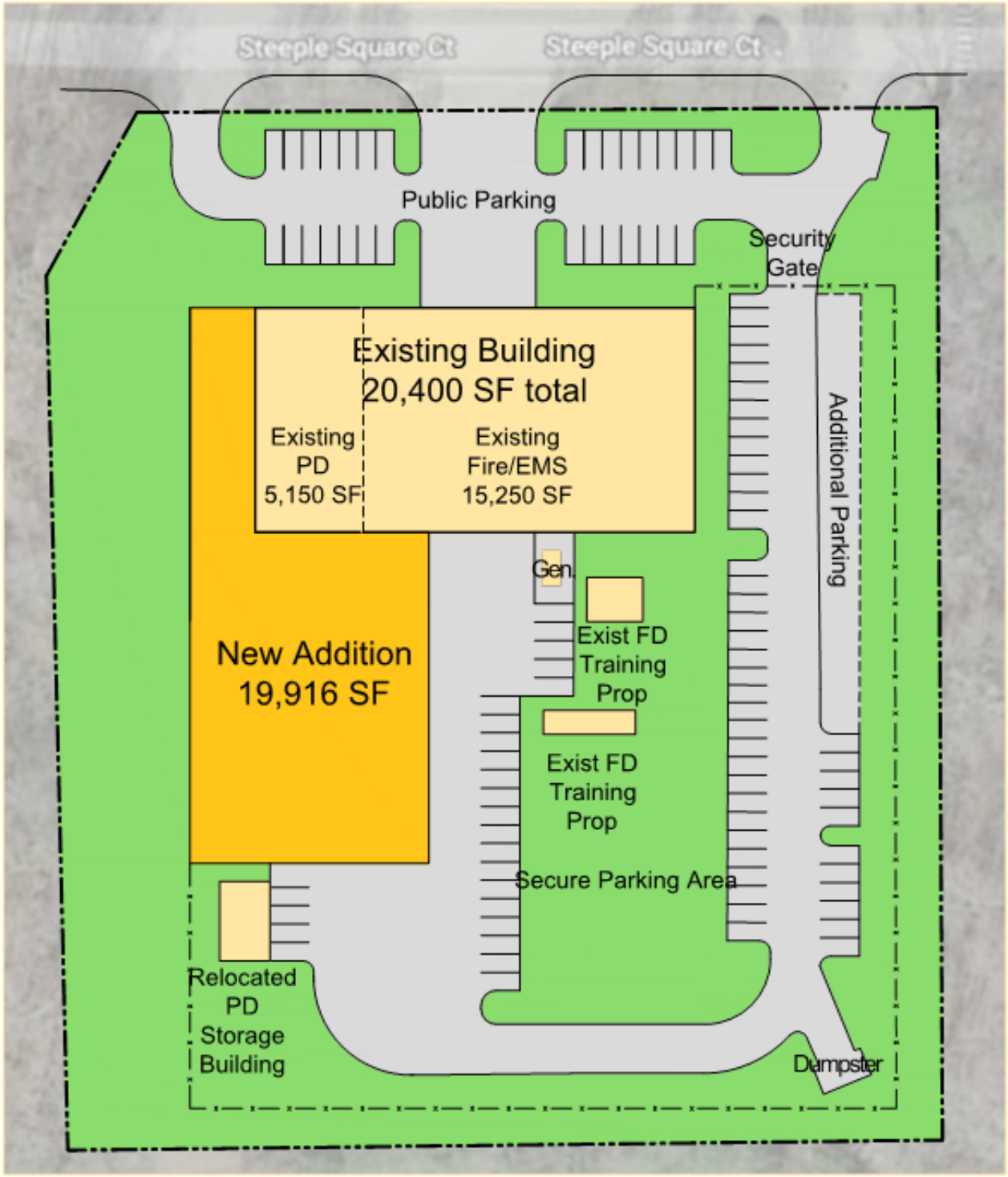

Figure 2 – Option #2 – New addition with existing Police Department renovation

The estimated cost for the renovation proposed as Option 2 includes the cost for the new addition and for the renovation of the existing Police Department. Several items that would need to be considered that cannot be estimated at this time are a hazardous materials survey and any required abatement along with storm water treatment and retention. We would assume that no hazardous materials would be found during the survey due to the building being built in 2001; however, the evaluation will still be required. Storm water treatment and retention depends wholly on the available site and the impervious area.

The estimated cost for the work is as follows:

Option #2 - Addition/Renovation of existing building for PD (Low)		2020	2025	2030	2035	2040
New Addition Area		16,274	18,030	19,674	19,795	19,916
Cost per Square Foot - Renovation (Low)	375	$6,102,750	$6,761,250	$7,377,750	$7,423,125	$7,468,500
Renovation Area		5,150	5,150	5,150	5,150	5,150
Cost per Square Foot - Renovation (Low)	188	$968,200	$968,200	$968,200	$968,200	$968,200
New Addition /Renovation		21,424	23,180	24,824	24,945	25,066
Building Cost		**$7,070,950**	**$7,729,450**	**$8,345,950**	**$8,391,325**	**$8,436,700**
Soft Cost		**$1,767,738**	**$1,932,363**	**$2,086,488**	**$2,097,831**	**$2,109,175**
Total Project Costs		**$8,838,688**	**$9,661,813**	**$10,432,438**	**$10,489,156**	**$10,545,875**

Option #2 - Addition/Renovation of existing building for PD (High)		2020	2025	2030	2035	2040
New Addition Area		16,274	18,030	19,674	19,795	19,916
Cost per Square Foot - Renovation (Low)	425	$6,916,450	$7,662,750	$8,361,450	$8,412,875	$8,464,300
Renovation Area		5,150	5,150	5,150	5,150	5,150
Cost per Square Foot - Renovation (Low)	213	$1,096,950	$1,096,950	$1,096,950	$1,096,950	$1,096,950
New Addition /Renovation		21,424	23,180	24,824	24,945	25,066
Building Cost		**$8,013,400**	**$8,759,700**	**$9,458,400**	**$9,509,825**	**$9,561,250**
Soft Cost		**$2,003,350**	**$2,189,925**	**$2,364,600**	**$2,377,456**	**$2,390,313**
Total Project Costs		**$10,016,750**	**$10,949,625**	**$11,823,000**	**$11,887,281**	**$11,951,563**

*The table above indicates both construction costs and project costs. The construction costs are the consultant's best estimate based on economic conditions for the first quarter of 2020. The construction cost generally accounts for approximately 80% of the full project costs. The full project costs indicated is estimated based upon the approximate 80/20 split. A full list of generic project costs is included at the end of this section. Please note that construction pricing over the last several years has been very volatile due to building and infrastructure demand and currently the pandemic.

The project costs as indicated above range from $8.8 million on the low end to $10 million on the high end for the current need (2020) and $10.5 million on the low end to $12 million on the high end for the long range needs (2040).

Option #2 Pro's:

- No costs for land purchasing as property already owned by the city.

Option #2 Con's:

- Significant parking challenges during construction
- Significant disruption to all departments during construction.
- The location of the new addition would block the second access point to the rear secure parking area.
- The new addition would take up a substantial portion of the rear parking and training area.
- Risk of costs due to storm water requirements due to the large addition placed on the existing site and limited available site.

It is our opinion that option #2 provides the Police Department the square footage required to meet their current and future needs. This options does not provide the building occupants adequate site area for parking and training, additionally it does not provide two access points to the rear secure parking area.

Option #3

Option #3 is similar to option #1 where the Police Department would be the sole occupant of the existing facility. This option outlines a renovation of the entire existing facility as does Option #1; however, it also includes a proposed 4,666 sf addition to meet the 2040 long term needs of the Police Department.

As was discussed previously the current building is in very good condition and would be suitable for renovations and additions. A very thorough inspection of the facility would need to occur. Consideration for this option would be required as to how to handle the actual site construction while keeping the Police Department operational.

For the site construction on the existing site to occur, the project would have to be planned in a minimum of two phases, where the first phase would be to renovate the space the Fire Department and EMS now occupy and the construction of the new addition.

In the second phase, the department would then temporarily move into the newly renovated area and constructed new addition while renovations were performed on the existing department. Because the renovations would be so extensive, we do not foresee the department occupying portions of the existing structure during the renovation phase.

The physical construction can be handled with careful planning. The more difficult challenge may not be the physical building but the constraints of the site during construction.

As can be seen in Figure 3, the size of the renovation is within the original footprint of the existing building plus a new 4,666 sf addition.

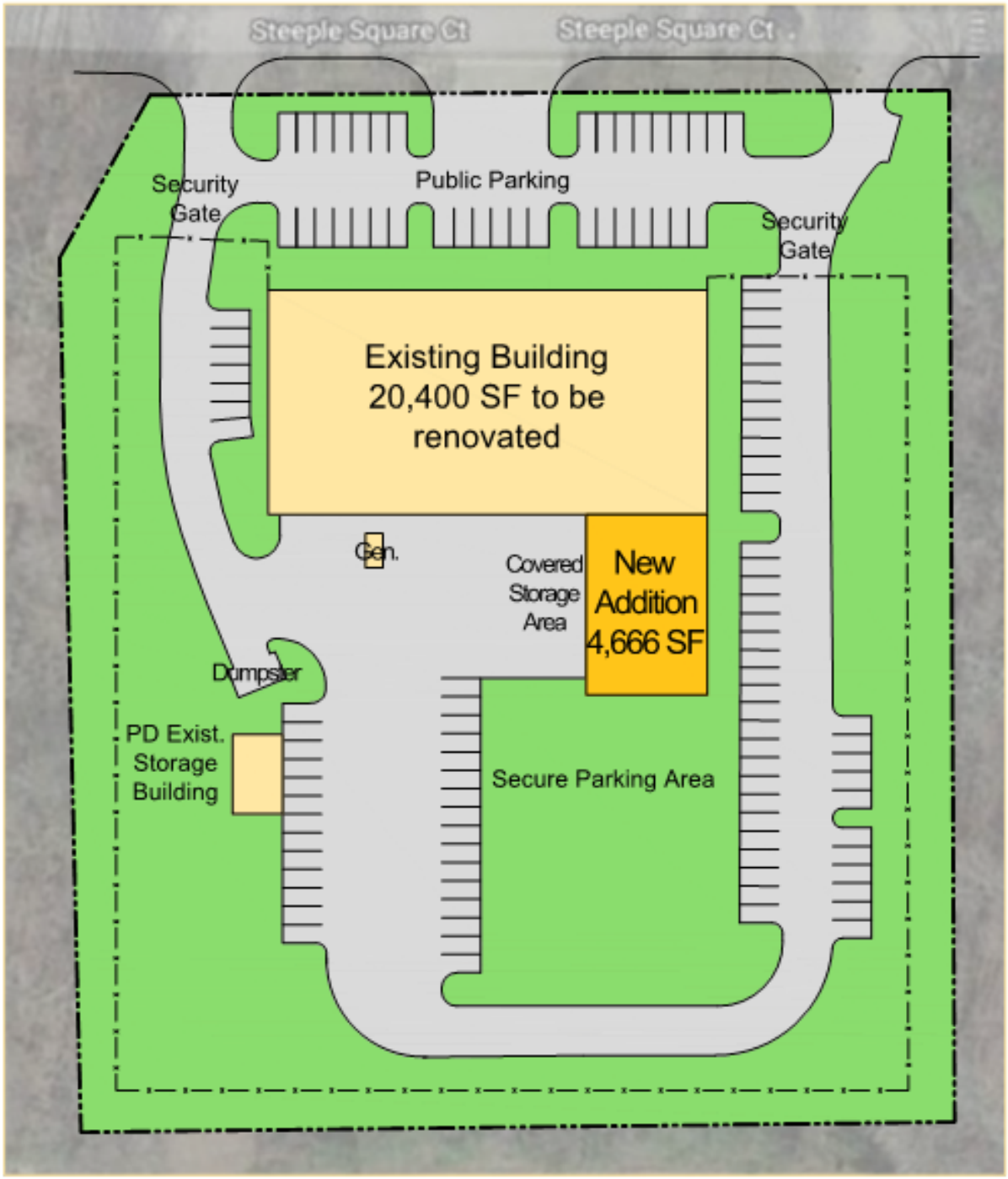

Figure 3– Option #3 – Existing entire building renovation and new addition

The estimated costs for this option are as follows:

Option #3 - Addition/Renovation of existing building for PD (Low)		2020	2025	2030	2035	2040
New Addition Area		1,024	2,780	4,424	4,545	4,666
Cost per Square Foot - Renovation (Low)	375	$384,000	$1,042,500	$1,659,000	$1,704,375	$1,749,750
Renovation Area		20,400	20,400	20,400	20,400	20,400
Cost per Square Foot - Renovation (Low)	188	$3,835,200	$3,835,200	$3,835,200	$3,835,200	$3,835,200
New Addition /Renovation		21,424	23,180	24,824	24,945	25,066
Building Cost		**$4,219,200**	**$4,877,700**	**$5,494,200**	**$5,539,575**	**$5,584,950**
Soft Cost		**$1,054,800**	**$1,219,425**	**$1,373,550**	**$1,384,894**	**$1,396,238**
Total Project Costs		**$5,274,000**	**$6,097,125**	**$6,867,750**	**$6,924,469**	**$6,981,188**

Option #3 - Addition/Renovation of existing building for PD (High)		2020	2025	2030	2035	2040
New Addition Area		1,024	2,780	4,424	4,545	4,666
Cost per Square Foot - Renovation (Low)	425	$435,200	$1,181,500	$1,880,200	$1,931,625	$1,983,050
Renovation Area		20,400	20,400	20,400	20,400	20,400
Cost per Square Foot - Renovation (Low)	213	$4,345,200	$4,345,200	$4,345,200	$4,345,200	$4,345,200
New Addition /Renovation		21,424	23,180	24,824	24,945	25,066
Building Cost		**$4,780,400**	**$5,526,700**	**$6,225,400**	**$6,276,825**	**$6,328,250**
Soft Cost		**$1,195,100**	**$1,381,675**	**$1,556,350**	**$1,569,206**	**$1,582,063**
Total Project Costs		**$5,975,500**	**$6,908,375**	**$7,781,750**	**$7,846,031**	**$7,910,313**

*The table above indicates both construction costs and project costs. The construction costs are the consultant's best estimate based on economic conditions for the first quarter of 2020. The construction cost generally accounts for approximately 80% of the full project costs. The full project costs indicated is estimated based upon the approximate 80/20 split. A full list of generic project costs is included at the end of this section. Please note that construction pricing over the last several years has been very volatile due to building and infrastructure demand and currently the pandemic.

The project costs as indicated above range from $5.3 million on the low end to $6 million on the high end for the current need (2020) and $7 million on the low end to $8 million on the high end for the long range (2040).

Option #3 Pro's:

- Continued use of existing valuable facility and the associated cost savings.
- No costs for land purchasing as property already owned by the city.
- Minimal risk of costs due to hazardous materials.
- Minimal risk of costs due to storm water requirements.

Option #3 Con's:

- Disruption to the department during construction.

- Some functional challenges will arise as the operations and flow of the new spaces will be somewhat dictated by the existing structure and the forced direction of additions.
- Costs will be incurred for relocating the Fire & EMS Departments

It is our opinion that Option #3 provides the Police Department the square footage to meets their current and future needs while providing adequate site space with secure parking and two access points.

Option #4

Option #4 entails the City acquiring a new piece of property in the range of 4 acres and constructing a completely new facility on the site. Please note that the lot size requirements are approximate; some sites may require more or less acreage depending upon the site topography, surrounding structures, water shed areas, specific zoning, wetlands, and flood area(s).

The advantage of building completely new on a new site is that the site and building layout do not have to react or adapt to an existing facility or site limitations allowing the building to be designed in the most functional manner, along with the Police Department not having the cost and disruption of relocating multiple times internally or to an off-site temporary location for renovations.

The Police Department needs to be located such that their accessibility to the general public is both convenient and easy, with good site visibility, centrality to the city citizens and good physical access.

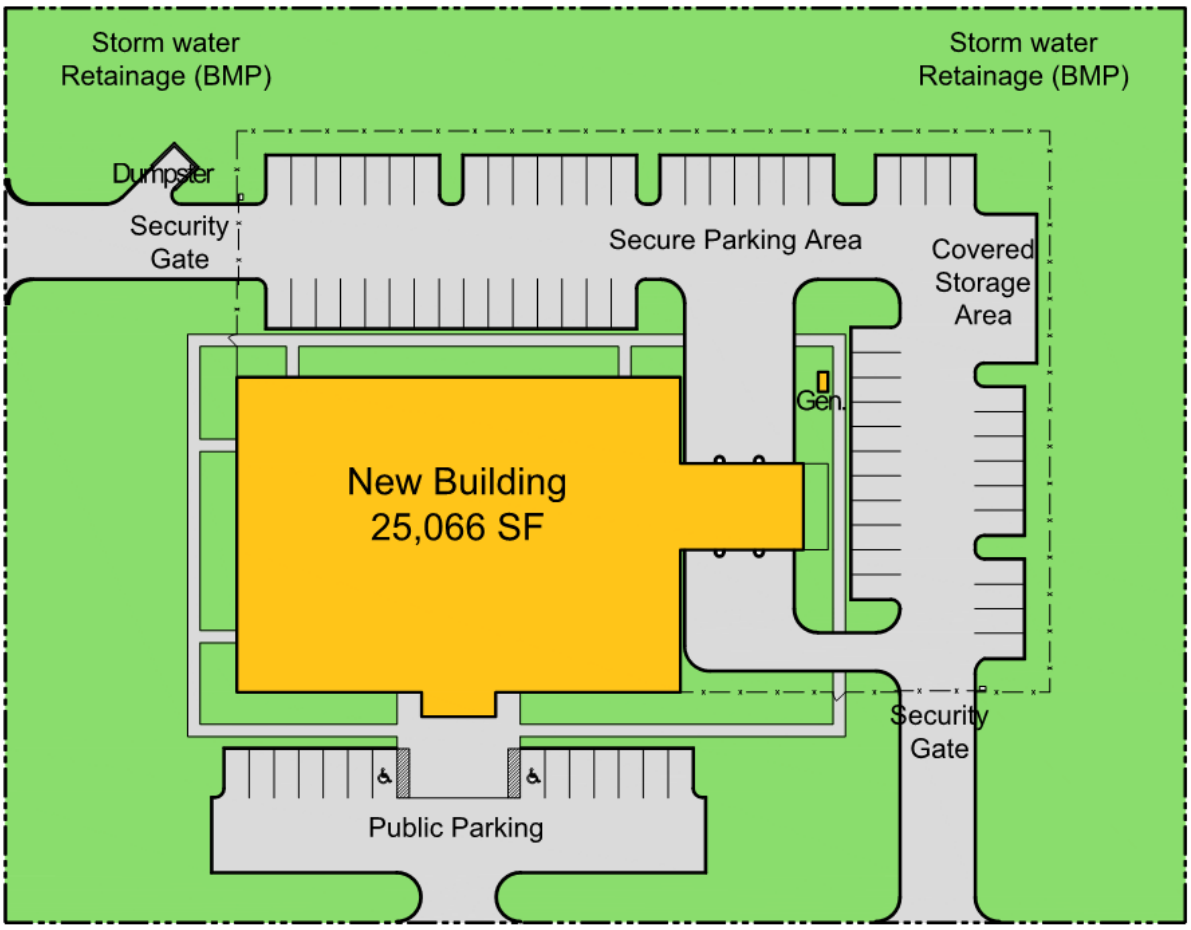

Figure 4– Option #4 – New building on a new site

The estimated costs for this option are as follows:

Option #4 - New Facility on a New Site (Low)		2020	2025	2030	2035	2040
Building Area		21,424	23,180	24,824	24,945	25,066
Cost per Square Foot - Renovation (Low)	375	$8,034,000	$8,692,500	$9,309,000	$9,354,375	$9,399,750
Building Cost		**$8,034,000**	**$8,692,500**	**$9,309,000**	**$9,354,375**	**$9,399,750**
Soft Cost		**$2,008,500**	**$2,173,125**	**$2,327,250**	**$2,338,594**	**$2,349,938**
Total Project Costs		**$10,042,500**	**$10,865,625**	**$11,636,250**	**$11,692,969**	**$11,749,688**

Option #4 - New Facility on a New Site (High)		2020	2025	2030	2035	2040
Building Area		21,424	23,180	24,824	24,945	25,066
Cost per Square Foot - Renovation (Low)	425	$9,105,200	$9,851,500	$10,550,200	$10,601,625	$10,653,050
Building Cost		**$9,105,200**	**$9,851,500**	**$10,550,200**	**$10,601,625**	**$10,653,050**
Soft Cost		**$2,276,300**	**$2,462,875**	**$2,637,550**	**$2,650,406**	**$2,663,263**
Total Project Costs		**$11,381,500**	**$12,314,375**	**$13,187,750**	**$13,252,031**	**$13,316,313**

*The table above indicates both construction costs and project costs. The construction costs are the consultant's best estimate based on economic conditions for the first quarter of 2020. The construction cost generally accounts for approximately 80% of the full project costs. The full project costs indicated is estimated based upon the approximate 80/20 split. A full list of generic project costs is included at the end of this section. Please note that construction pricing over the last several years has been very volatile due to building and infrastructure demand and currently the pandemic.

The project costs as indicated above range from $10 million on the low end to $11.4 million on the high end for the current need (2020) and $11.8 million on the low end to $13.3 million on the high end for the long range (2040).

Option #4 Pro's:

- No functional layout challenges as building layout is not dictated by existing structures.
- Location can be selected to best suit the Police and Town needs

Option #4 Con's:

- Unknown cost for property acquisition
- Unknown challenges acquiring land where preferred

Generic Capital Improvement Costs

Site Cost

1) Property or Land Acquisition
2) Level I Environmental Assessment
3) Level II Environmental Assessment - If Reqd.
4) Property Survey and Topography
5) Geotechnical Exploration and Testing
6) Demolition of Existing Structures – If Reqd,

Building Cost

1) Site Improvements
2) Off Site Utilities
3) On Site Utilities
4) Storm Water Treatment and Retention
5) Physical Building Construction Cost
6) Construction Testing
7) Permits and Fees
8) Grading
9) Landscaping
10) Irrigation
11) Building Signage
12) Site Signage
13) Built-In Audio-Visual Systems

Owner Budget Items

1) Legal Fees – Property, Contracts, etc.
2) Bond Council Fees
3) Financing
4) Architectural / Engineering Fees
   Includes:
   - Civil Engineering
   - Structural Engineering
   - Fire Protection Engineering
   - Plumbing Engineering
   - Mechanical Engineering
   - Electrical Engineering
5) Technology Design – 911 Consoles and Equipment, Communications Tower
6) Third Party Special Inspections
7) Insurance (Builders Risk, Property, etc – Typ carried by the Contractor)
8) Telecommunications Systems
9) Computer Network Cabling and Infrastructure
10) Security, Multi-Media, A/V Systems, Data Infrastructure, CCTV
11) Interview Room monitoring and recording Equipment
12) Evidence Storage Software and computers
13) Interior Design / F.F. & E Fees
14) Move Management & Moving Cost
15) Temporary Facilities and/or Storage During Construction
16) Project Contingency
17) Building Groundbreaking & Dedication

Town of Knightdale

Staff Report Cover Sheet

Title: Town Council Minutes

Staff: Heather Smith, Town Clerk

Date: September 16, 2020

PURPOSE

- To provide meeting minutes for Council review and approval

STRATEGIC PLAN PRIORITY AREA(S)

- Organizational Excellence

GENERAL STATUTE REFERENCE(S), *if applicable*

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

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- August 19, 2020 Regular Meeting Minutes
- September 8, 2020 Work Session Minutes

STAFF RECOMMENDATION

- Approve minutes from the August 19, 2020 Regular Meeting and September 8, 2020 Work Session

KNIGHTDALE
TOWN COUNCIL MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

August 19, 2020

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

PRESENT (*remotely*):	Mayor James Roberson, Mayor Pro Tem Jessica Day, Councilors Stephen Morgan, Ben McDonald, Mark Swan and Randy Young.
ABSENT:	No one.
Staff Members Present (*remotely*):	Town Manager Bill Summers, Assistant Town Managers Dustin Tripp and Suzanne Yeatts, Interim Town Attorney Roger Knight, Development Services Director Chris Hills, Public Information Officer Jonas Silver, and Town Clerk Heather Smith.

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

WELCOME
Welcome by Mayor Roberson

INVOCATION
Invocation by Councilor Swan

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

ITEM II. PRESENTATIONS, RECOGNITIONS, AWARDS
Proclamation Recognizing the 100th Anniversary of the League of Women Voters
Mayor Roberson shared a Proclamation recognizing the Centennial of the 19th Amendment and the 100th Anniversary of the League of Women Voters. Mayor Roberson thanked Elaine Okal and Dianna Wynn with the Wake County League of Women Voters for their efforts in the community.

ITEM III. PUBLIC COMMENT
A. Open to the Public
Town Clerk Heather Smith summarized public comments received from the following individuals:

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Joseph Olivia - 611 Sunland Drive
Randy Jones – 607 Second Avenue

The full comments are attached as Exhibit A.

B. Report on Citizen Inquiries
No Report.

ITEM IV. CONSENT AGENDA
Councilor McDonald requested clarification on a street name proposed in Item D and staff confirmed that George Pine Way is the correct, proposed name.

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

B. August 3, 2020 Work Session Minutes
…Approve the August 3, 2020 Work Session Minutes.

C. Council Meeting Policy
…Adopt the Council Meeting Policy.

D. Parkstone Subdivision and Street Name Approval
RES #20-08-19-001
…Adopt Resolution #20-08-19-001 approving the proposed subdivision and street names.

E. Flowers Place Utility Allocation Agreement
ORD #20-08-19-001
…Approve the Flowers Place Utility Allocation Agreement and adopt Ordinance #20-08-19-001.

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

ITEM V. JOINT PUBLIC HEARING

Land Use Review Board Members Present (remotely): Vice-Chair Gentry Lassiter, Rita Blackmon, Bradley Pope, Darryl Blevins, and Chris Parker.

Land Use Review Board Members Absent: Chair Latatious Morris, Tiffanie Meyers, and Steve Evans.

ZMA-1-20 7630 Knightdale Blvd Mixed Use
Public Hearing opened at 7:10 p.m.

Development Services Director Chris Hills presented ZMA-1-20, a request to rezone 7.4 acres at 7630 Knightdale Boulevard from Highway Business (HB) to Neighborhood Mixed Use Planned Unit Development (NMX-PUD) in order to develop two four-story

DRAFT

apartment buildings with 195 dwelling units, a two-story 12,000 square foot retail and commercial building, and 316 parking spaces.

Mr. Hills reviewed the project profile, vicinity map, surrounding area land uses, project timeline, and presented a site plan analysis. In addition, Mr. Hills summarized the applicant's proposed architectural standards, zoning conditions, and alternative provisions.

Mr. Hills presented the applicant's proposed transportation improvements and traffic impact analysis, indicating that all Unified Development Ordinance standards for level of service are being met and that NCDOT will continue to monitor the need for signalization improvements.

Mr. Hills reviewed the proposal's consistency with the town's Comprehensive Plan and Strategic Plan and answered questions from Council related to powerline easements, environmental surveys on endangered species, parking, building height and setbacks, and tree placement.

Town Clerk Heather Smith summarized public comments received for ZMA-1-20 from the following individuals:

Cynthia Friedman – 631 Heartland Flyer Drive
Luke Basile – 545 Silverliner Drive
Sara Boyd – 306 Banner Blue Court
Sean Donahue – 529 Silverliner Drive
Joseph Olivia – 611 Sunland Drive
Alan Smith – 626 Sunland Drive
Colin Watkins – 626 Noon Flyer Way
Christopher Basile – 545 Silverliner Drive
Deborah Ryan – 545 Silverliner Drive

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

Toby Coleman, 150 Fayetteville Street Raleigh, NC, representing Brown Investment Properties, highlighted project changes that have been implemented in response to town comments and neighbor concerns, such as the installation of a new public road with large sidewalks, a reduced number of apartments, reconfigured parking, the addition of ground-floor retail and office space, numerous and varied open spaces, and a stamped concrete crosswalk on Knightdale Station Run.

Mr. Coleman reviewed the buffers and distance between the 4-story building and the property line shared with the Knightdale Station subdivision.

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Mr. Coleman shared that a parking study was completed by Kimley-Horn and Associates which found that the project, as proposed, exceeds the Unified Development Ordinance requirement to meet peak parking demand.

Mr. Coleman referenced studies relating to the impacts of multi-family housing developments on property values of single-family detached houses.

Dionne Brown, representing Davenport, highlighted the different intersections that were studied in the traffic impact analysis, discussed peak times, indicated the study found the majority of trips will use Knightdale Boulevard to access the site, and noted that a right turn lane on Knightdale Boulevard into the site has been suggested.

Ms. Brown answered questions from the Land Use Review Board about traffic on Knightdale Boulevard relating to U-turns and Mr. Coleman answered questions from Council about tenant selection and raised stamped asphalt.

…Motion by Councilor Young to close the public hearing at 8:04 p.m. and refer ZMA-1-20 to the September 14, 2020 Land Use Review Board Meeting for advisory statement and recommendation. Motion seconded by Councilor McDonald and carried unanimously.

ITEM VI. PUBLIC HEARINGS
Parkstone Utility Allocation Agreement Amendment
Public Hearing opened at 8:05 p.m.

Development Services Director Chris Hills presented the Utility Allocation Agreement Amendment for ZMA-7-16 and ZMA-8-19 and highlighted the amendment elements, which included updating the site plan to reflect the reduced commercial and retail space, updating phasing and completion dates, and incorporating the zoning conditions granted under the recently approved ZMA-8-19.

Mr. Hills answered question from Council regarding phasing of the construction process.

Town Clerk Heather Smith stated that no public comments were received for this item and indicated the comment period would remain open for 24 hours.

…Motion by Councilor Swan to close the public hearing at 8:14 p.m. and refer the Parkstone Utility Allocation Agreement Amendment to the September 16, 2020 Town Council Meeting. Motion seconded by Councilor Young and carried unanimously.

ITEM VII. SET PUBLIC HEARINGS
None at this time.

ITEM VIII. OLD BUSINESS
A. ZMA-6-19 The Collection PUD
ORD #20-08-19-002

DRAFT

Development Services Director Chris Hills presented ZMA-6-19, a request to rezone 28.13 acres from Rural Transition (RT) to General Residential 8 – Planned Unit Development (GR-8 PUD) in order to develop 57 single-family dwellings and 40 townhomes.

Mr. Hills presented the project profile, timeline, master plan, vicinity map, surrounding area uses, proposed building elevations, and proposed alternative provisions, noting that staff supports the applicant's Planned Use Development and proposed alternative standards.

The Land Use Review Board voted unanimously to recommend approval of ZMA-6-19 with the recommended condition that all driveways shall be a minimum of 20-feet in length and shared 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.

…Motion by Councilor Young to approve ZMA-6-19 and the recommended condition, adopt the advisory statement from the Land Use Review Board and staff regarding Comprehensive Plan consistency and reasonableness of action, and adopt Ordinance # 20-08-19-002. Motion seconded by Mayor Pro Tem Day and carried unanimously.

B. ZMA-3-20 Merritt Hinton Oaks Blvd
ORD #20-08-19-003
Development Services Director Chris Hills presented ZMA-3-20, a request to rezone 46.21 acres from Highway Business (HB) and Manufacturing & Industrial (MI) to Manufacturing & Industrial Conditional District (MI-CD) in order to develop a flex office of 271,450 square feet across five buildings.

Mr. Hills reviewed the project profile, timeline, vicinity map, surrounding area uses, site plan, public hearing revisions, and traffic impact analysis, noting that staff finds the project to be consistent with the town's Comprehensive Plan and Strategic Plan.

The Land Use Review Board voted unanimously to recommend approval of ZMA-3-20 under the condition that the applicant continue to partner with the Town and affected parties towards a solution to pedestrian crossings on Hinton Oaks and Knightdale Boulevard. The Land Use Review Board shared the following statement:

The proposed Zoning Map Amendment is consistent with the KnightdaleNext 2035 Comprehensive Plan as it addresses several of the guiding principles such as

achieving infill development of under-utilized land and promoting economic vitality by adding new and unique non-residential development for small and locally owned businesses. Further, it is consistent with the General Growth Framework and Growth & Conservation Map's designation as a "Light Industrial" placetype. The request is reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people not only desire to visit, but to also live, work, and play.

…Motion by Councilor Swan to approve ZMA-3-20 and the staff recommended condition, adopt the recommended advisory statement describing plan consistency and reasonableness of action, and adopt Ordinance #20-08-19-003. Motion seconded by Councilor McDonald and carried unanimously.

ITEM IX. NEW BUSINESS

A. Strategic Priority Implementation and Performance Management Plans

Town Manager Bill Summers discussed the annual Performance Management Report which demonstrates the town's service delivery effectiveness and efficiency, identified key metrics for each of the town's five focus areas, and reviewed program goals.

Council suggested adding the maintenance of public assets as a key metric in the Performance Management Report.

B. Traffic Concerns Along First Avenue

Assistant Town Manager Dustin Tripp discussed traffic concerns along First Avenue, a locally owned street, and presented Speed Sentry data that was collected over a span of one month. After reviewing data, staff concluded that while speeding may not be a major issue, the volume of traffic is concerning.

Mr. Tripp provided staff recommendations for short-term and long-term solutions and indicated that a Traffic Planning Engineer should review the area and offer suggestions.

Council discussed solutions, costs, data, long-term vision, grant opportunities, and possible locations for stop signs.

Mr. Tripp answered questions from Council related to CAMPO opportunities, location of stop signs, and the possibility of signage indicating no thru trucks.

Councilor Swan stated his opposition to installing a stop sign at the intersection of First Avenue and Pine Street because of cyclists and encouraged the consideration of alternate locations.

Councilor Young advocated for more awareness in the community that this area is heavily populated by cyclists and pedestrians and that speed and volume are a concern.

DRAFT

…Motion by Councilor Swan to install stop signs at the intersections of Main Street and Poplar Street.

Motion dies for lack of a second

…Motion by Councilor Swan to install stop signs at Main Street and Poplar Street and engage a traffic engineer.

Motion dies for lack of a second

…Motion by Councilor Young to install stop signs at Pine Street and Sycamore Street per staff's recommendation.

Motion dies for lack of a second

…Motion by Councilor Young to install stop signs at Pine Street and Sycamore Street per staff's recommendation and upgrade the crosswalk at Poplar Street with pedestrian signage and white lines.

Motion dies for lack of a second

…Motion by Councilor Young to install stop signs at Pine Street and Sycamore Street per staff's recommendation, upgrade and enhance the crosswalk at Poplar Street with pedestrian signage and white lines, and for staff to analyze speed sentry data in this area over the course of 12 months. Motion seconded by Councilor Morgan and passed by a 4-1 vote with Councilor Swan voting in opposition.

ITEM X. ADMINISTRATIVE REPORTS
None at this time.

ITEM XI. UPCOMING EVENTS
None at this time.

ITEM XII. ADVISORY REPORTS

A. Land Use Review Board
Councilor Morgan provided an update on the recent Land Use Review Board meeting in which the Board received information on the progress of the UDO Update and unanimously voted to recommend approval of ZMA-3-20.

B. Parks & Recreation Advisory Board
Councilor Young highlighted programs that the Parks and Recreation Department will begin to offer such as youth basketball, youth baseball clinics, and youth soccer and indicated that all programs will follow the Governor's Executive Order for Phase II. In addition, Councilor Young shared that the Parks and Recreation Summer Day Camp has now ended and there were no COVID-19 issues to report.

DRAFT

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

ITEM XIII. OTHER ITEMS

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

Mayor Roberson recognized Faith Baptist Church for providing cases of vegetables to members of the community and expressed condolences to Town Attorney Roger Knight on the loss of his mother.

ITEM XIV. CLOSED SESSION

None at this time.

ITEM XV. ADJOURNMENT

...Motion by Councilor McDonald to adjourn at 9:42 p.m. Motion seconded by Councilor Morgan and carried unanimously.

_____
James A. Roberson, Mayor

_____
Heather M. Smith, Town Clerk

DRAFT

Exhibit A

General Public Comment

(August 19, 2020)

Knightdale Public Comment

For Public Hearing or General Public Comment

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

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Thank you for your cooperation and participation.

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Name

Joseph Olivia

Address

611 Sunland Dr, Knightdale, North Carolina 27545

Phone Number

[redacted]

Email

[redacted]

Public Comment Subject

General Public Comment

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

In opposition

Permission to use phone number or email for contact

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

Written Public Comment

Logged on a bit late and watched the discussion about Open Meetings afterwords. It is your obligation, yes you don't legally have to make much effort, but does the Town deserve your best when it comes to important issues that change lives. Thank you Mr. Summers for at least suggesting some accountable way to listen to people. We have attended ZOOM many times without trouble and come away with a sense of inclusion. How about taking written comments live, limit the characters used, and then have a discussion about the topic. This way you make choices that include public comment and reflect real concerns. People may feel like their voices are heard. Thanks for your time.

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

Knightdale Public Comment

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Name

Randy Jones

Address

607 Second Ave, Knightdale, North Carolina 27545

Phone Number

[redacted]

Email

[redacted]

Public Comment Subject

General Public Comment

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

No position stated - Concerned or Neutral

Permission to use phone number or email for contact

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

Written Public Comment

I see First Avenue speed/traffic is on the agenda for the Aug 19 Town Council meeting. Speed, with the volume of traffic, is a MAJOR problem along First Avenue as this areas popularity has blossomed as the interest in Knightdale Station Park and Oak City Brewery has evolved. I am all for establishing STOP signs along First Ave. We need to slow these cars and trucks down and let them enjoy the scenery before there's an accident no one wants to happen.

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

Exhibit B

Joint Public Hearing for ZMA-1-20 7630 Knightdale Blvd. Mixed Use

(August 19, 2020)

Knightdale Public Comment

For Public Hearing or General Public Comment

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Name

Cynthia Friedman

Address

631 Heartland Flyer Dr, Knightda, North Carolina 27545

Phone Number

[redacted]

Email

[redacted]

Public Comment Subject

ZMA-1-20 7630 Knightdale Blvd. Mixed Use

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

In opposition

Permission to use phone number or email for contact

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

Written Public Comment

If you have too many rental properties in a neighborhood of single-family homes, it can cause property prices to stagnate or even drop. Also have strong concerns of parking and the increase of vehicles coming in and out of knightdale station. Lastly I am Worried that the added number appartments and people will not be good for the neighborhood or safety of the many families and children here in KNIGHTDALE station . We already have one set of Appartments and that is enough.

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

Voicemails Received for ZMA-1-20

- Luke Basile, 545 Silverliner Dr.
  "I am against Chester Brown's apartments for all the reasons discussed in the meeting with Mr. Brown and his attorney Mr. Coleman. I've talked to a lot of people in the area and pretty much everyone here that has invested in this community is actually talking about moving because it's going to drop property value down amongst other problems, so just some thoughts for you all. Take care."

Knightdale Public Comment

For Public Hearing or General Public Comment

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Name

Sara Boyd

Address

306 Banner Blue Ct, Knightdale, North Carolina 27545

Phone Number

[redacted]

Email

[redacted]

Public Comment Subject

ZMA-1-20 7630 Knightdale Blvd. Mixed Use

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

In opposition

Permission to use phone number or email for contact

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

Written Public Comment

Is it at all possible to have this lot maintained? It has never been this tall or looked this bad, not to mention it is a breeding ground for snakes that backs up to our fence. In the past, this was always periodically cut. It looks very trashy and junky.

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

Knightdale Public Comment

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Name

Sean Donahue

Address

529 Silverliner Dr, Knightdale, North Carolina 27545

Phone Number

[redacted]

Email

[redacted]

Public Comment Subject

ZMA-1-20 7630 Knightdale Blvd. Mixed Use

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

In opposition

Permission to use phone number or email for contact

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

Written Public Comment

Honorable Town Council and Land Use Members,

My name is Sean Donahue and I am a constituent residing at 529 Silverliner Dr. I appreciate your taking this time and devoting your efforts during such a challenging time as we now face.

I would like to share my concerns about the proposed re-zoning of the land at 7630 Knightdale Blvd. First and foremost I am very disquieted about the proposed process and public meetings taking place during a time of quarantine where citizens do not fully have the ability to be heard as they would during "normal times". I understand the town is doing the best that they can to adapt and stay agile to meet the public forum requirements using the latest technology. However, we must agree that there is a significant hindrance inherent in the available technologies in creating an equal opportunity for all citizens to make their voices heard. Whether in favor of or opposed to any initiative, the mere fact that we cannot guarantee all members of our community have access to internet connections of sufficient speed and reliability brings into question the validity of such

meetings. Speaking as an industry veteran of over 20 years, I can say with confidence that not all internet connections are created equal. Nor are all of our citizens able to afford or technical astute enough for such access from their homes.

I would encourage this committee to consider postponing any zoning issues, or other such publicly imperative subjects until such time that free and open meetings can safely take place once again.

I am also writing to let you know of a new "development" in the activity on this land. I have reason to believe that a family of Bald Eagles is either using this lot for feeding or even nesting purposes. I am submitting to you a video I recently captured of what appears to be One adult and Two juvenile Bald Eagles circling above the land in question. Pursuant to the Bald Eagle Protection act of 1940 (16 U.S.C. 668 – 668d) if these birds are in fact using this parcel as part of their natural habitat then we need to investigate this before doing anything that could disturb these birds without permit from the Secretary of Interior.

Ink to video: https://www.youtube.com/watch?v=tVGU2__m3CI

I am also very alarmed that this proposed development is being considered with such impunity. On its own merits the plan as stated lacks sufficient parking and tree placement as is minimally required by the town's own planning. My understanding is that these would need to be waived by the land use board in order for the proposed plan to move forward. I deplore you to hold this developer, and any developer who wishes to do business in this town, be held to this very basic, pre-defined requirement. By allowing this exemption "we" as a town are opening our community and future development to a very dangerous precedence. A precedence that may have short term immediate gains but whose long term net negative impact could be irreversible.

Additionally, while I do not claim to be a traffic engineer I have conducted a basic calculation of the potential impact of such a dense development with an equally condensed populace. According to these calculations, taking only 20% of the proposed added vehicles this development puts forward, and using a median car length of only ten feet, the impact on traffic on Knightdale Station Run could cause vehicle congestion extending as far back as the rotary at Thales Academy. I think we can all agree that forecasting only 20% of occupants exiting in the same time period such as "rush hour" would easily be possible.

In summary, I want to be clear, I am not diametrically opposed to an apartment style development on the aforementioned land. My concerns are all rooted in the high density being proposed on what is already a populated and busy crown jewel of this beautiful town. I welcome the opportunity to speak on this subject at your discretion.

I thank you in advance for your time, consideration and service to Knightdale. Stay safe.

Yours,

Sean Donahue
781.626.0582

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

Knightdale Public Comment

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Name

Joseph Olivia

Address

611 Sunland Dr, Knightdale, North Carolina 27545

Phone Number

[redacted]

Email

[redacted]

Public Comment Subject

ZMA-1-20 7630 Knightdale Blvd. Mixed Use

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

No position stated - Concerned or Neutral

Permission to use phone number or email for contact

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

Written Public Comment

Our group of engaged residents have clearly expressed concerns over street congestion and intersection safety as we petitioned and surveyed on social media. We also expressed our interest in having retail establishments that the Citizens will be able to enjoy with their families on a daily basis. Let's hear from the Councilors and Board Members. The last time this project was mentioned at a meeting not a sound was heard, or was an encouraging word uttered. Negotiations take two sides that are willing to enter into dialog. Let's make this project work for the entire Town of Knightdale.

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Name

Alan Smith

Address

626 Sunland Dr., Knightdale, North Carolina 27545

Phone Number

[redacted]

Email

[redacted]

Public Comment Subject

ZMA-1-20 7630 Knightdale Blvd. Mixed Use

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

In opposition

Permission to use phone number or email for contact

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

Written Public Comment

To the Mayor, Town Council, and Land Use Review Board:

As a Knightdale Station resident, I agree with many of the opinions expressed by my neighbors. I too would love to see the subject property developed but not with a 4-story housing project. We can do so much better than that. It simply creates too many negatives, most of which you are well aware.

When Chris Hills was speaking at the Planning Academy about managing development in Knightdale, he said something I have always remembered, "We have got only one chance to get it right". All of the developments in the past few years are a testament to those words, the splash pad, the amphitheater, the veteran's memorial, and the Harper Park tennis and pickleball courts. All are examples of first class projects where "Knightdale Got It Right"!

As representatives of the citizens of Knightdale, you have a critical decision to make on a controversial project. In making that decision, I would ask for each member of the Council and LURB to picture themselves standing on the amphitheater stage some years from now. When you look out across the park and see those towering high-density apartment buildings, will you be able to say, "I am proud to have voted for that"? On the other hand, will you have to admit that this project is one of the few examples where Knightdale did NOT get it right?

If you do vote to allow this project, please consider the following items:

Safety - Add a "No Left Turn 7-9am" sign on Knightdale Station Run.

Each morning a substantial number of commuters will need to travel westbound on Knightdale Blvd. First Avenue only has a single left turn lane and will be backed up well passed Knightdale Station Run.
The path of least resistance will be to turn left on Knightdale Station Run and go through the roundabout to access the two left turn lanes at Carolinian. This area is already congested with subdivision commuters and parents dropping of children at Knightdale Station Daycare and Thales Academy. Other apartment commuters will try to avoid the roundabout traffic and use Silverliner to cut through Knightdale Station subdivision. This is a typical narrow residential street where children walk to school daily. This is no place for rush hour thru traffic.
Add a "No Left Turn 7-9am" sign on Knightdale Station Run to prevent this from happening.

Privacy – Increase the height of the buffer wall to 10 feet and require dense noise abating shrubs and trees.

A 3-story apartment complex will severely diminish the privacy and quietness for adjacent Knightdale Station homeowners. The proposed 4-story complex will make privacy non-extent. The noise generated by the residents of 195 apartments will be substantial. Neither issue can be resolved. However, increasing the height of the proposed masonry fence to 10 feet and requiring dense shrubs and trees will certainly mitigate the issue.

Amenities – Increase the size of the patio area west of the retail/commercial building.

New projects usually have pros and cons. For the residents of Knightdale Station, this project is almost all cons. They include congested streets, safety issues, loss of privacy, added noise, etc. The only positive is the potential for a walkable destination to get something to eat or drink. This could be the crown jewel of the entire project from a resident's view point.
BIP has added a small patio with tables on the west side of the retail building. This is the space that the town requested be left open. Please consider expanding the retail area and/or the size of the patio. This is a small ask and would go a long way in gaining support from the community.

Naming – Do not allow the proposed apartments to be named "Knightdale Station".

When the name of the apartment complex was first proposed as "Knightdale Station", residents of the subdivision immediately questioned if they would have access to the apartment's pool and fitness center. Why not, it is Knightdale Station? This is a bad idea on several levels.
Having a subdivision and an apartment complex with the same name is confusing at best. "Knightdale Station" is a subdivision of single-family homes adjacent to our open spaced Knightdale Station Park. The proposed high-density apartment complex has absolutely nothing in common with the Knightdale Station subdivision or the park. There are currently apartments in Knightdale Station that are appropriately named "The Cottages AT Knightdale Station".
Do not allow the proposed apartments to be named "Knightdale Station".

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Knightdale Public Comment

For Public Hearing or General Public Comment

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Name

Colin Watkins

Address

626 Noon Flyer Way, Knightdale, North Carolina 27545

Phone Number

[redacted]

Email

[redacted]

Public Comment Subject

ZMA-1-20 7630 Knightdale Blvd. Mixed Use

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

In opposition

Permission to use phone number or email for contact

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

Written Public Comment

I'm concerned that the proposed apartment complex intends to use Knightdale Station Run for overflow parking when it is already an incredibly congested street thanks to those enjoying the park and/or patronizing Heather's Dance Studio and Prime BBQ. I believe an extra ~30 cars (not counting guests or people with multiple vehicles) along there at any given time will make it even more of a hazard. If an apartment complex must go on this land, then please advocate they scale it down to have minimal or no impact on Knightdale Station Run and the park. Thank you

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

August 17, 2020

Town of Knightdale

Re: Proposed mixed development plan by Chester Brown-specifically the apartments

Hello,

This is a public comment in strong opposition to the above plan. I am opposed for all the clearly articulated reasons that were brought up in the virtual meeting with Mr. Brown and his attorney.

In addition, there was no discussion of how to accommodate for drainage as a result of this plan. Every time we get heavy rain, which is frequent, our backyard is flooded. Our builder made modifications to the yard prior to moving in, but the issue persists. This happens to others also. Geotech foundations are one of my specialities.

It would be helpful to have current vacancy rates for the Park Stone apartments and the apartments already in Knightdale Station. It would speak to whether there is a need for another apartment complex in Knightdale Station.

Sincerely,

Christopher Basile

545 Silverliner Drive

Knightdale, NC 27545

August 17, 2020

Knightdale Town Hall

RE: Public Comment on Mixed Use rezoning/Chester Brown apartments

To Whom It May Concern,

This is to inform you that my family is strongly against the Chester Brown apartment scheme for **all** of the reasons that were raised by the residents of Knightdale Station Park during a virtual meeting with Mr. Brown and his attorney, Mr. Coleman.

During that same meeting, Mr. Coleman informed us that he would send a study on how apartments do not adversely affect property values. I never received it, and sent an email directly to Mr. Coleman, but did not receive a reply.

Additionally, the noise along Knightdale Blvd. has been getting exponentially worse every month. There are many sirens from emergency vehicles, large truck noises, and motorcycles all hours of the day. This is not what we envisioned happening when we invested in Knightdale Station Park.

Thank you.

Deborah Ryan Deborah Ryan

545 Silverliner Drive

Knightdale NC 27545

Knightdale Public Comment

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Name

Joseph Olivia

Address

611 Sunland Dr, Knightdale, North Carolina 27545

Phone Number

[redacted]

Email

[redacted]

Public Comment Subject

ZMA-1-20 7630 Knightdale Blvd. Mixed Use

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

In opposition

Permission to use phone number or email for contact

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

Written Public Comment

This is a sub standard TIA and parking analysis. This is also what we get when virtually no council members speak to the concerns of the residents of this neighborhood . No questions asked or answered. We will end up with a sub standard product. The Town had a chance to get this right on behalf of the park community, and we are left unsure of many issues. You should have held the developer accountable for intersection and safety concerns.

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

Knightdale Public Comment

For Public Hearing or General Public Comment

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

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

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

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

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

Thank you for your cooperation and participation.

PLEASE NOTE: Comments MUST include name and address and be received 24 hours in advance to be summarized during the meeting. Any comments received up to 24 hours after the meeting will be included in the official record.

Name

Thomas Chambers

Address

517 Silverliner Dr, Knightdale, North Carolina 27545

Phone Number

[redacted]

Email

[redacted]

Public Comment Subject

ZMA-1-20 7630 Knightdale Blvd. Mixed Use

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

In opposition

Permission to use phone number or email for contact

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

Written Public Comment

Hi,

My concerns in relation to ZMA-1-20 has nothing to do with developing the property but the type of development being proposed. With eight apartment complexes in the Knightdale area and further development of the Parkstone property townhomes, I question the need for additional rental property. I don't feel the developer has adequately justified the need for this development and has no idea of the current apartment occupancy rate. Their belief is that the area is growing and warrants these apartments. If I was making this type of investment, this would be one of the first things I would want to find out. I know this question was asked multiple times in our public forum and each time they side stepped the question. I also have questions about the retail space. In our first meeting, they listed the property as commercial, although the information we initially received indicated retail/commercial. When pressed about it, they indicated that retail was not in their normal business plans. They have since relented to having commercial space albeit a little soft, in my opinion, just to appease the community.

Lastly, one of the wants I had when moving into the neighborhood, knowing there was commercial space available, was having the convenience of walking to a coffee shop, restaurant, or to do some shopping. This has begun to develop in the area with Oak City Brewing and Prime BBQ. I feel this is something that people in the eastern part of the community are lacking. I feel like Knightdale Station has provided people with a wonderful space for to congregate, enjoy a walk around the neighborhood, and just have that community feel. What better way to promote that further, keeping people in Knightdale, by having more options close by. We are seeing more of those options available in other communities, such as Wendell with the revitalized downtown area, the community of Wendell Falls that continues to bring in additional businesses, and places like Wake Forest, Cary, and Raleigh with the pedestrian friendly

communities. I, for one, would have no problem if a drive-thru establishment, i.e. Sonic, came onto the property. Just another choice that is with walking distance. I ask that you please reconsider the proposal for rezoning of the property and look to make Knightdale Station the type of area that all people of Knightdale and the surrounding areas can enjoy.

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

KNIGHTDALE TOWN COUNCIL
WORK SESSION MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

September 8, 2020

Due to the State of Emergency issued for the COVID-19 pandemic, the Knightdale Town Council met electronically at 6:00 p.m. via Zoom.

PRESENT (remotely):	Mayor James Roberson, Mayor Pro Tem Jessica Day, Councilors Mark Swan, Ben McDonald, Randy Young, and Stephen Morgan.
ABSENT:	No one.
Staff Members Present (remotely):	Town Manager Bill Summers, Assistant Town Managers Dustin Tripp and Suzanne Yeatts, Development Services Director Chris Hills, Assistant Development Services Director Jason Brown, Public Works Director Phillip Bunton, Fire Chief Loren Cone, Public Information Officer Jonas Silver, Town Clerk Heather Smith, and Interim Town Attorney Roger Knight.

Meeting called to order by Mayor Roberson at 6:06 p.m.

WELCOME
Welcome by Mayor Roberson.

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

ITEM II. CONSENT AGENDA

A. Sale of Surplus Self-Contained Breathing Apparatus (SCBA)
RES #20-09-08-001
…Adopt Resolution #20-09-08-001 authorizing the private sale of surplus Self-Contained Breathing Apparatus to the Centerville Rural Volunteer Fire Department.

B. Sale of Surplus Ladder Truck
RES #20-09-08-002
…Adopt Resolution #20-09-08-002 declaring Ladder 135 as surplus and authorizing the Finance Department to dispose of the property via online auction.

C. Approval of Revised Wake County Fire Protection Agreement
…Approve the Wake County Fire Protection Agreement Amendment between

DRAFT

the Town of Knightdale and Wake County.

D. Consideration of FY21 Local Paving Project
…Award the FY21 Fall Resurfacing Project to Barnhill Contracting Company, authorize the Town Manager to execute the contract pending legal review by the Town Attorney, and authorize the Town Manager to sign potential change orders on this project up to $10,000, for any abnormalities found during road reconstruction.

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

ITEM III. DISCUSSION

A. Review of Wake County Comprehensive Plan Update
Assistant Development Services Director Jason Brown summarized the status of the Wake County Comprehensive Plan Update, noting the County is in the public outreach phase and will be meeting with municipalities for feedback.

Mr. Brown shared the County's development framework map and potential policy changes related to municipal transition standards and ETJ expansion criteria.

Mr. Brown answered questions from Council and indicated the County has been receptive to staff's feedback and the principals of the KnightdaleNext Comprehensive Plan thus far.

B. Future Knightdale ETJ Expansion
Assistant Development Services Director Jason Brown reviewed current ETJ policies dictated by the N.C. General Assembly and identified the Town's two potential ETJ expansion areas, noting these areas represent important gateways to the Town.

Mr. Brown discussed scenarios for ETJ expansion such as annexations and population growth and answered questions from Council.

C. Review of Raleigh Special Area Study
Assistant Development Services Director Jason Brown provided an overview of the City of Raleigh Special Area Study, highlighted survey results collected during Phase Two, and indicated that Phase Three will include municipality engagement and policy recommendations.

Mr. Brown reviewed potential changes to the City of Raleigh Comprehensive Plan, identified areas that may or may not align with the KnightdaleNext Comprehensive Plan, discussed opportunities for collaboration, and answered questions from Council.

DRAFT

Council discussed ETJ expansion, collaboration ideas, and areas of concern such as the proposed commercial development centers at the intersection of Poole Road and Bethlehem Road.

Development Services Director Chris Hills provided an overview of the following development projects, received feedback, and answered questions from Council.

- Forestville Village
- Wil-Mar/Allen Park
- Legacy Oaks
- Old Milburnie Village
- Rivers Edge Apartments
- Mixed Use Multi-Family Development at 7630 Knightdale Blvd
- 608 N. First Ave Restaurant

D. Appointment of Water Allocation Policy Revisions Sub-Committee
Town Manager Bill Summers discussed the importance of the Water Allocation Policy, noted that it should be reviewed annually, and proposed creating a subcommittee to review and make recommendations on necessary revisions.

…Motion by Councilor Swan to approve the Water Allocation Policy Revisions Sub-Committee as recommended by the Town Manager with the addition of Councilor Morgan, Councilor McDonald, Councilor Swan, and Mayor Pro Tem Day. Motion seconded by Mayor Pro Tem Day and carried unanimously.

ITEM IV. NON-AGENDA ITEMS

Councilor Swan suggested that if a Council Member's audio is difficult to hear, that the meeting be paused to allow time for the technical issue to be corrected.

Councilor Morgan shared that funds may be available from the United Arts Council of Wake County and encouraged the consideration of locations for a potential mural.

Mayor Roberson supported the exploration of art and suggested inviting the United Arts Council Executive Director to a future Work Session for a discussion on opportunities.

ITEM V. ADJOURNMENT

…Motion by Councilor Swan to adjourn at 7:39 p.m. Motion seconded by Councilor Young and carried unanimously.

_____
James A. Roberson, Mayor

_____
Heather M. Smith, Town Clerk

DRAFT

Town of Knightdale

Staff Report Cover Sheet

Title: Advisory Board Appointment

Staff: Heather Smith, Town Clerk

Date: September 16, 2020

PURPOSE

- To review the applications received for the Veterans Memorial Advisory Board and make an appointment to fill the current vacancy.

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive

GENERAL STATUTE REFERENCE(S), *if applicable*

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

ATTACHMENT(S)

- N/A

RECOMMENDATION

- Appoint Tammy Richards to the Veterans Memorial Advisory Board with a term expiring on February 28, 2023.

Town of Knightdale

Staff Report Cover Sheet

Title: Parkstone Utility Allocation Agreement Amendment

Staff: Donna Tierney, Planner

Date: September 16, 2020

PURPOSE

- To provide an overview of a Utility Allocation Agreement amendment request for the recently approved Parkstone Phase 2 development
- Items updated in this staff report since the August 19, 2020 Town Council meeting include the Public Hearing Summary (Section VI) and Staff Recommendation (Section VII)

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*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- Staff Report
- Ordinance #20-09-16-001
- Utility Allocation Agreement document & Exhibits

STAFF RECOMMENDATION

- Approve the Parkstone Utility Allocation and Infrastructure Agreement Amendment
- Adopt ORD #20-19-16-001

Town of Knightdale

Staff Report

Title: Parkstone Utility Allocation Agreement Amendment

Staff: Donna Tierney, Planner

Date: September 16, 2020

Director Signature: CH

Asst. Town Manger Signature: DT

Town Manager Signature: WRS

I. REQUEST:

Mike King, K&L Gates LLP, on behalf of Knightdale Development Ownership LLC, has requested that the Town Council consider approving an amendment to the existing Utility Allocation and Infrastructure Agreement (UAA) for the Parkstone development. The details of the amendment mainly reflect the zoning conditions approved in the recent rezoning case, ZMA-8-19, and also to propose a method for extending the final completion date up to three years for the commercial portion of the project. The UAA amendment has been reviewed by the developer, Town Attorney, and staff.

II. PROJECT PROFILE:

PROPERTY LOCATION:	Village Park Drive and Parkstone Towne Blvd.
WAKE COUNTY PINs:	1744833775, 1744843799, 1744856629, 1744852568, 1744850425
ZONING DISTRICTS:	HB-CD, RMX-PUD, RMX-CD
NAME OF PROJECT:	Parkstone
APPLICANT:	Mike King, K&L Gates LLP
PROPERTY OWNER:	Knightdale Development Ownership LLC
PROPERTY SIZE:	52.55 acres (5 parcels)
APPROVED LAND USE:	Commercial/Retail, Townhomes, Multi-Family

III. PROJECT HISTORY:

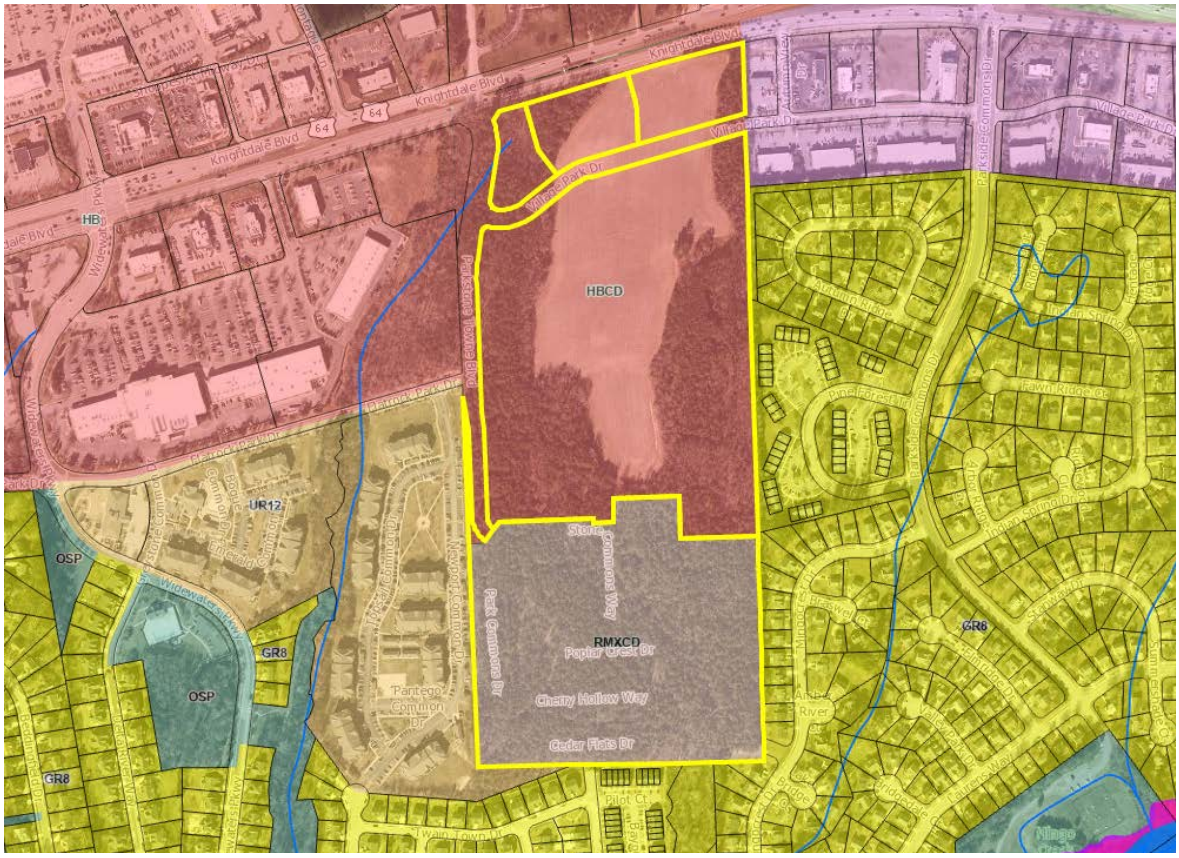
In 2016, Town Council approved ZMA-7-16 which rezoned the entire subject property to Highway Business Conditional District. The original Utility Allocation Agreement was approved by Town Council on September 21, 2016 and outlined the phasing schedule, architectural conditions, and other details of the development.

On June 17, 2020, the Town Council approved a request (ZMA-8-19; ORD#20-06-17-006) to rezone 15.68 acres of the 26.68 acre undeveloped parcel identified by Wake County PIN 1744-84-3799 from Highway Business Conditional District (HB-CD) to Residential Mixed Use Planned Unit Development (RMX-PUD) for a 148 unit townhome development. The approval also amended the original Parkstone Master Plan, resulting in a net reduction of the current commercial area (HB-CD) from 26.68 to 11.0 acres and reducing the commercial retail space from approximately 260,000 square feet to 102,200 square feet.

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

The Parkstone development is located south of Knightdale Blvd., east of Parkstone Towne Blvd., and west of Parkside Commons Drive.

DIRECTION	LAND USE	ZONING
North	Retail/Commercial	HB
South	Single Family Homes	GR-8
East	Retail/Office Single Family Homes	NMX GR-8
West	Shopping Center/Retail Multi-Family	HB UR-12



Zoning map of the subject properties and adjacent properties

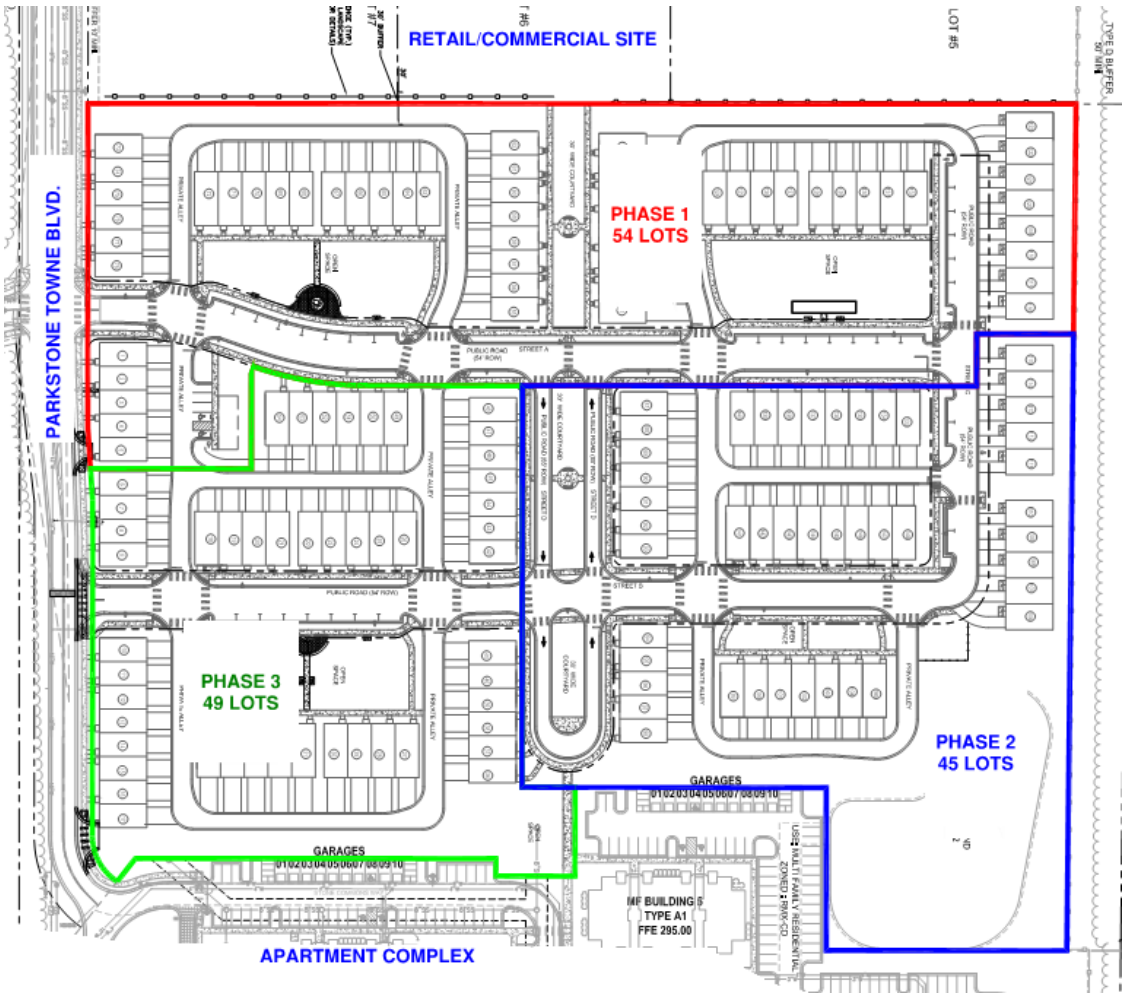
V. PROPOSED ELEMENTS OF UTILITY ALLOCATION AGREEMENT AMENDMENT:

With the exception of the proposed changes prompted by the recent rezoning case, the existing Parkstone UAA remains unchanged and in full force and effect. The following elements and terms are proposed for the Parkstone Utility Allocation Agreement Amendment. Full details of each item can be found in the attached draft document of the UAA Amendment.

A. **Phasing & Completion:**

The original Parkstone UAA contained a Phase 2 completion date of August 17, 2023, six (6) years after the date the developer acquired the property. However, due to the revision of the site plan, the applicant is seeking a conditional extension that could be up to three years, for the final completion date for the commercial portion. This request for extension is dependent on the developer meeting the terms of the phasing schedule for the residential portion. As the amendment is currently proposed, for each residential phase that is recorded by a certain deadline, the developer will receive a one-year extension on the commercial portion. There are three residential phases, so the potential extension is for up to three years, resulting in a final commercial completion date on or before August 17, 2026.

As shown below, the residential townhome project is planned for development in three phases. If the first phase (54 lots) is recorded on or before August 17, 2021, then the final commercial completion date will be automatically extended for one year until August 17, 2024. If the second phase (45 lots) is recorded on or before August 17, 2022, then the final commercial completion date will be automatically extended for an additional year until August 17, 2025. If the third phase (49 lots) is recorded on or before August 17, 2023, then the final commercial completion date will be automatically extended for an additional year until August 17, 2026.



B. **Master Plan & PUD:**
Under ZMA-8-19, the original Parkstone Master Plan was amended to reflect a net reduction in the commercial/retail on 11 acres of the site and to allow for a 148 townhome development on the 15.68 acre balance. Approval of the townhome development was via a Planned Unit Development and the approved document can be viewed in the "RMX-PUD Document" exhibit in the attached UAA Amendment.

C. **Recreational Open Space:**
The applicant has inserted the new Open Space plan approved under ZMA-8-19. Amenities include central gathering plazas with stamped concrete, benches, seat walls, and enhancing landscaping, playground equipment, bocce court, a north-south green corridor with benches, and an outdoor dining area in the commercial tract (Exhibit E).

D. **Community Design Exceptions:**
Several zoning conditions were granted with the approved PUD and Master Plan. Those exceptions are listed below and are contained in the attached UAA Amendment.

i. 18 townhouse units will have front driveway access, not rear alley
ii. Front setbacks may be greater than the UDO maximum of 25 ft.
iii. Spacing between townhomes can be as close as six feet
iv. The required Type C landscape buffer between the commercial and residential parcels will be variable width rather than the UDO required 50 ft. width. A vinyl privacy fence will be installed in addition to the variable buffer.
v. The required recreational open space was reduced by 4%

E. **Architectural Standards:**
The developer submitted actual townhome elevations that will be built in the development. In addition to the elevations, the applicant offered and agreed to the additional conditions found in attached UAA Amendment (Exhibit F).

F. **Miscellaneous Edits:**
The applicant has revised specific references and descriptions based on the changes to the approved Master Plan (site plan). Due to the reduction in commercial space, building and lot labels needed to be changed.

VI. PUBLIC HEARING SUMMARY:

A public hearing was held at the August 19, 2020 Town Council meeting. No one from the public spoke in favor or opposition to the proposed UAA Amendment. Due to statutory requirements for electronic meetings, the Public Comment Period had to remain open for 24 hours after the meeting, and the Town Council was not able to take action on the item. No public comments were received after the meeting. The proposed UAA is being brought back to the Town Council for recommended approval and adoption.

VII. STAFF RECOMMENDATION:

It is staff's recommendation that Town Council approves the Parkstone Utility Allocation and Infrastructure Agreement Amendment and adopt Ordinance #20-09-16-001.

TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #20-09-16-001
AN ORDINANCE TO ADOPT THE PARKSTONE DEVELOPMENT UTILITY ALLOCATION AGREEMENT AMENDMENT

WHEREAS, the Town of Knightdale has received a request to consider approving the Parkstone Development Utility Allocation and Development Agreement Amendment; and

WHEREAS, the proposed development will add to the Town's tax base, diversify housing options, and contribute to the quality of life for Town of Knightdale residents; and

WHEREAS, the Town Council finds that the proposed agreement is consistent with the requirements in NCGS Sections 160A-400.20 through 160A-400.32.

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

Section 1. That the Parkstone Development Utility Allocation Agreement Amendment be adopted as proposed.

Section 2. That all laws and clauses of law in conflict herewith are hereby repealed to the extent of said conflict.

Section 3. 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 4. That this ordinance has been adopted following a duly advertised public hearing of the Town Council.

Section 5. That this ordinance shall be enforced as provided in NCGS §160A-175 or as provided for in the Knightdale Town Code.

Section 6. That this ordinance shall become effective upon its adoption by Town Council.

Adopted this 16th day of September, 2020

(SIGNATURE PAGE TO FOLLOW)

(SIGNATURE PAGE FOR ORDINANCE #20-09-16-001)

_____
James A. Roberson, Mayor

ATTEST:

_____
Heather M. Smith, Town Clerk

APPROVED AS TO FORM:

_____
Roger Knight, Town Attorney

Prepared by and after recording return to:
Michael F. King
K&L Gates LLP
4350 Lassiter at North Hills Avenue, Suite 300
Raleigh, NC 27609

NORTH CAROLINA

WAKE COUNTY

PARKSTONE SUBDIVISION
AMENDMENT TO UTILITY ALLOCATION AGREEMENT

THIS AMENDMENT TO UTILITY ALLOCATION AGREEMENT (the "Amendment") is made effective as of the ___ day of _____, 2020, by and between the TOWN OF KNIGHTDALE, a municipal corporation existing under the laws of the State of North Carolina ("Town") and Knightdale Development Ownership, LLC, a Delaware limited liability company ("Developer").

WITNESSETH:

WHEREAS, Town, Owner, and Developer entered into that certain Utility Allocation Agreement December 21, 2016 and recorded at Book 16667, Page 2285, Wake County Register of Deeds (the "UAA");

WHEREAS, any capitalized terms not otherwise defined in this Amendment shall have the meanings ascribed to such terms in the UAA;

WHEREAS, the Master Plan has been amended by that certain Town of Knightdale Ordinance #20-06-17-006 approving zoning application ZMA-8-19 ("Zoning Action") in which a portion of the Property consisting of 26.68 acres was rezoned from Highway Business Conditional District (HB-CD) to Residential Mixed Use with a Planned Unit Development (RMX-PUD) to permit a 148-unit townhome development on approximately 15.68 acres of the Property ("RMX-PUD Property") and to amend the Master Plan on the remaining 11 acre portion of the Property subject to the Zoning Action that remains zoned HB-CD to reduce the

commercial retail space from approximately 260,000 square feet to 102,200 square feet and to approve a new site plan for such portion of the Property ("HB-CD Property");

WHEREAS, the parties desire to modify the UAA to reflect the changes to the Master Plan effected by the Zoning Action and to update certain terms of the UAA; and

WHEREAS, this Amendment is entered into by the parties as required by Section 13.I. of the UAA.

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by this reference, the mutual promises, covenants and obligations contained in the UAA and contained herein, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

Section 1. UAA Otherwise Unmodified. Except as herein amended, the UAA shall remain unchanged and in full force and effect, and the parties hereto hereby ratify and affirm their respective rights and obligations under the UAA. In the event of any conflict between this Amendment and the Agreement, this Amendment shall govern.

Section 2. Owner No Longer Necessary Party. The parties hereto acknowledge that the Property formerly owned by Jane P Suggs and Norwood O & Nancy H Hargrove Properties LP (collectively, "Former Owner") was conveyed to Developer by that certain General Warranty Deed recorded at Book 16734, Page 1222, Wake County Registry. Furthermore, the parties hereto hereby affirm that all obligations and rights of Former Owner under the UAA were transferred to Developer upon Developer's acquisition of the Property and that Former Owner is therefore no longer a necessary party to the UAA.

Section 3. Modifications and Updates.

A. Section 3.B. of the UAA is hereby amended by deleting the first sentence of such section and replacing it with the following sentence: "Developer has received Town approval of a Master Plan, with case number ZMA-7-16, as amended by Town of Knightdale Ordinance #20-06-17-006, with case number ZMA-8-19."

B. Exhibit B attached to the UAA is hereby amended to delete Sheet C2.0 and replace it with Sheet L2.0 attached to this Amendment on Exhibit B. All references in the UAA to Sheet C2.0 of the Master Plan shall refer to Sheet L2.0 of Exhibit B attached to this Amendment.

C. Exhibit C attached to the UAA is hereby amended by adding the townhome development to Phase 2 of the Development. In addition, Section 3.b. of the Phasing Schedule attached as Exhibit C to the UAA is hereby deleted and replaced with the following: "Completion of construction for the commercial project within the HB-CD Property and for the residential townhome project within the RMX-PUD Property shall occur no later than August 17, 2023 ("Completion Date"), unless the Completion Date is extended as hereinafter set forth. The residential townhome project within the RMX-PUD Property is planned for development in three phases as shown on the phasing plan attached as Schedule 1 to Exhibit C. If the first phase of lots within the townhome project is recorded on or before August 17, 2021, then the Completion

Date shall be automatically extended for one year until August 17, 2024. If the second phase of lots within the townhome project is recorded on or before August 17, 2022, then the Completion Date shall be automatically extended for an additional year until August 17, 2025. If the third phase of lots within the townhome project is recorded on or before August 17, 2023, then the Completion Date shall be automatically extended for an additional year until August 17, 2026." Lastly, the Town hereby acknowledges that the requirements in Section 1, Section 2 and Section 3.a. of the Phasing Schedule have been completed by Developer.

D. Exhibit E attached to the UAA and labelled Open Space Plan is hereby amended to delete Sheet L2.0 and replace it with Sheet L2.0 attached to this Amendment on Exhibit E. All references in the UAA to Sheet L2.0 of the Master Plan shall refer to Sheet L2.0 of Exhibit E attached to this Amendment.

E. The Planned Unit Development document entitled Parkstone Townhomes approved in connection with the adoption of Town of Knightdale Ordinance #20-06-17-006 (approving zoning application ZMA-8-19 with certain conditions) is attached to this Amendment as Exhibit F and such Exhibit F is hereby added as a new exhibit to the UAA ("RMX-PUD Document").

F. All references in the UAA to "North-South Street" are hereby deleted and replaced with "Parkstone Towne Boulevard."

G. Section 7.A of the UAA is hereby amended by deleting the phrase "water and sewer allocation from the Town shall be reserved in an amount appropriate to serve 258,933 square feet of commercial space for the shopping center, 350 residential dwellings and the commercial uses on the outparcels" and replacing it with the following phrase: "water and sewer allocation from the Town shall be reserved in an amount appropriate to serve 102,200 square feet of commercial space for the shopping center, 148 townhome units, 350 multi-family residential dwellings and the commercial uses on the outparcels."

H. Section 8.C.1. of the UAA is hereby amended by deleting the references to buildings "G through J" and replacing them with building "A through C."

I. Section 8.E.1. of the UAA is hereby amended by deleting the reference to "Building K" and replacing it with "Building B."

J. Section 8.F.2. of the UAA is hereby amended by deleting the phrase "Parking areas on Lots #2 through #9" and replacing it with "parking areas on Lots #3 through #8."

K. Section 8.J.1. and Section 8.J.2. of the UAA is hereby amended by deleting the phrases "Lots #1 through #9" and replacing them with "Lots #1 through #8."

L. A new section 8.R. is hereby added to the UAA as follows: "Within the RMX-PUD and notwithstanding Section 2.9.B.2 of the UDO, the eighteen (18) townhouse units on the eastern property line, proposed lots 106-123 as shown on Sheet 2.0 of the Master Plan, will have driveway access from the public street rather than alley or rear lane access."

M. A new section 8.S. is hereby added to the UAA as follows: "Within the RMX-PUD and notwithstanding Section 2.9.B.2 of the UDO, the maximum allowed front setbacks may be larger than the maximum of 25 feet as depicted on Sheet 2.0 of the Master Plan."

N. A new section 8.T. is hereby added to the UAA as follows: "Within the RMX-PUD and notwithstanding Section 2.9.B.2 of the UDO, the spacing of the townhome units may be as close a six (6) feet so long as the spacing meets all building and fire code requirements."

O. A new section 8.U. is hereby added to the UAA as follows: "Within the RMX-PUD and notwithstanding Section 8.6.A of the UDO, a variable width Type C Buffer will be provided between the townhome development and the retail parcel to the north of the townhome development and a vinyl fence will be installed within such Type C Buffer along the common northern property line as shown on Sheet L2.0 of the Master Plan." Sheet L2.0 is attached to this Amendment as Exhibit E.

P. A new section 8.V. is hereby added to the UAA as follows: "Within the RMX-PUD and notwithstanding Section 7.3 of the UDO, the open space requirement is reduced by 4% resulting in 4.73 acres of open space rather than 4.93 acres as shown on Sheet L2.0 of the Master Plan." Sheet L2.0 is attached to this Amendment as Exhibit E.

Q. A new section 8.W. is hereby added to the UAA as follows: "Within the RMX-PUD, the townhome units shall be constructed in accordance with the design guidelines and architectural elevations in the RMX-PUD Document."

R. A new section 8.X. is hereby added to the UAA as follows: "Within the RMX-PUD, the Developer shall provide an easement to the Town for a future transit stop or bus shelter along Village Park Drive in a location mutually acceptable to Developer and Town."

Section 4. Miscellaneous.

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

B. Consideration; Authority to Enter Amendment. The parties hereto agree that this Amendment is mutually beneficial in that it provides for orderly urban growth and systematic extension of municipal improvements while at the same time relieving Town of the expense of constructing additional infrastructure and providing for a predictable increase in the real property tax base with development of the Property as provided herein. The parties acknowledge that these mutual benefits are sufficient to constitute good and valuable consideration in support of this contractual agreement. This Amendment was ratified by the Town Council at an open meeting on _____ __, 2020, following any notice required by applicable law, if any. Such ratification shall be deemed to satisfy any requirements for Town Council approval of any item contained herein whether or not specifically stated in such ratification.

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

ATTEST:

By: _____
Heather Smith, Town Clerk

TOWN OF KNIGHTDALE

By: _____
James A. Roberson, Mayor

NORTH CAROLINA

WAKE COUNTY

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

Today's Date_____, 2020.

_____
[Notary's signature as name appears on seal]

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

My commission expires:_____

[Affix Notary Seal in Space Above]

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

_____
Finance Officer

DEVELOPER

Knightdale Development Ownership, LLC,
a Delaware limited liability company

BY: _____

NAME: Joseph R. Scuderi

TITLE: Manager

STATE OF NEW YORK

ONONDAGA COUNTY

I certify that Joseph R. Scuderi personally appeared before me this day and acknowledged that (s)he is Manager of Knightdale Development Ownership, LLC, a Delaware limited liability company, and that (s)he, in such capacity and being authorized to do so, executed the foregoing on behalf of said limited liability company for the purposes stated therein.

Today's Date_____, 2020.

_____
[Notary's signature as name appears on seal]

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

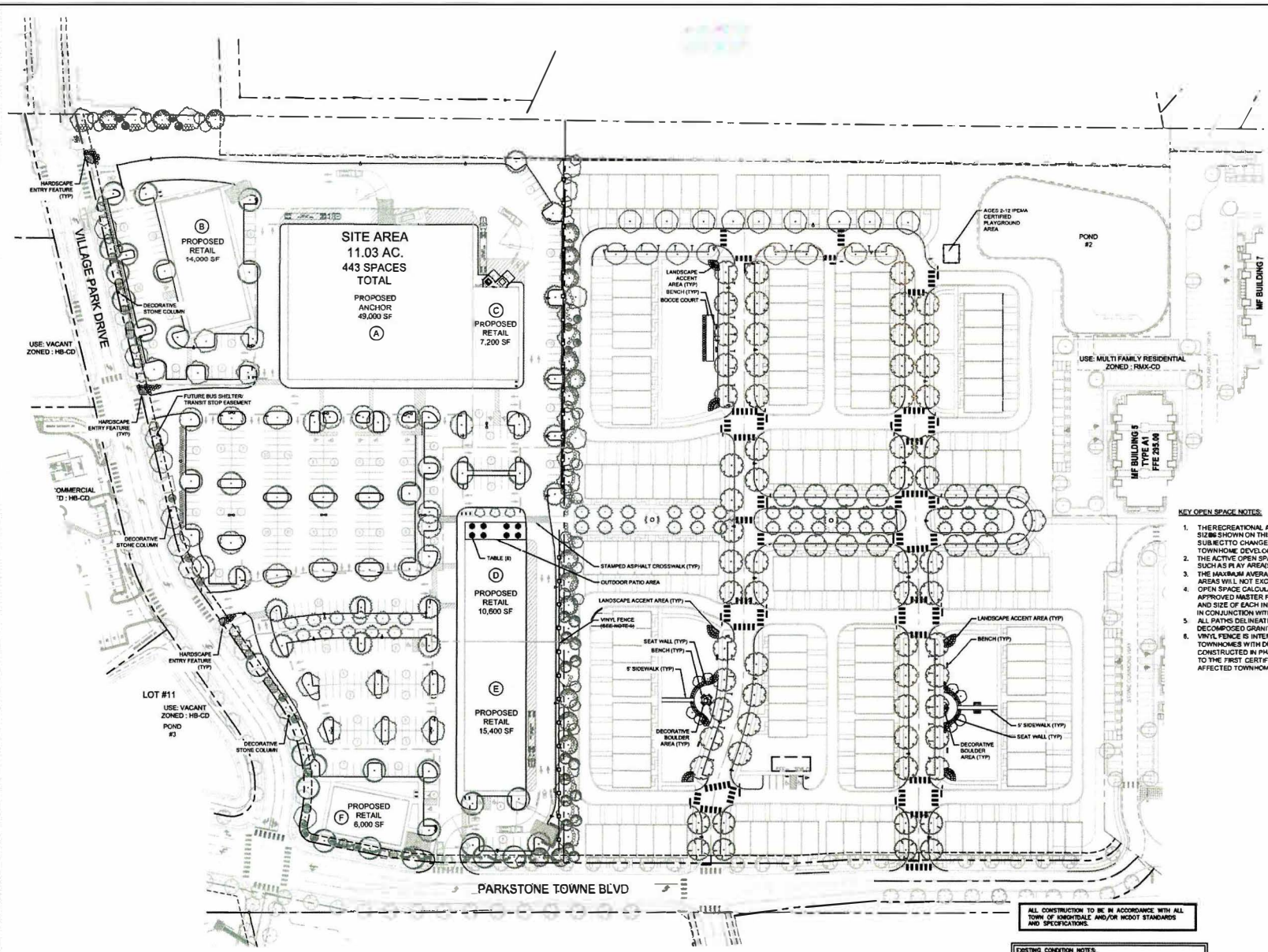
My commission expires:_____

[Affix Notary Seal in Space Above]

EXHIBIT B

Master Plan

The Master Plan adopted as part of Town of Knightdale Ordinance #16-08-17-001 (approving zoning application ZMA-7-16 with certain conditions), as modified by Town of Knightdale Ordinance #20-06-17-006 (approving zoning application ZMA-8-19 with certain conditions), as modified from time to time by specific site plans approved by the Town. A specimen of Sheet L2.0 of the Master Plan is attached.



SITE FURNITURE LEGEND:

- TABLE WITH UMBRELLA
- BENCH
- BOCCE COURT
- DECORATIVE BOULDERS

KEY OPEN SPACE NOTES:

1. THE RECREATIONAL AND ACTIVE OPEN SPACE AREAS, LOCATIONS AND SIZES SHOWN ON THIS PLAN ARE PRELIMINARY IN NATURE AND ARE SUBJECT TO CHANGE PENDING THE FINAL SITE PLAN LAYOUT FOR THE TOWNHOME DEVELOPMENT.
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3. THE MAXIMUM AVERAGE GRADIENT WITHIN THE ACTIVE OPEN SPACE AREAS WILL NOT EXCEED 7.5%.
4. OPEN SPACE CALCULATIONS AND PERCENTAGES WILL COMPLY WITH THE APPROVED MASTER PLAN. ALTHOUGH EXACT CONFIGURATIONS, LOCATION AND SIZE OF EACH INDIVIDUAL AREA WILL BE CONFIRMED AND APPROVED IN CONJUNCTION WITH THE FINAL SITE PLAN APPLICATION.
5. ALL PATHS DELINEATED WITHIN ACTIVE OPEN SPACE AREAS ARE TO BE DECOMPOSED GRANITE OR SIMILAR MATERIAL.
6. VINYL FENCE IS INTENDED TO SCREEN THE DRIVEWAYS OF ALLEY LOADED TOWNHOMES WITH DRIVEWAYS FACING THE FENCE. THE FENCE CAN BE CONSTRUCTED IN PHASES WITH EACH FENCE SECTION COMPLETE PRIOR TO THE FIRST CERTIFICATE OF OCCUPANCY FOR THAT GROUPING OF AFFECTED TOWNHOMES.

ALL CONSTRUCTION TO BE IN ACCORDANCE WITH ALL TOWN OF KNIGHTDALE AND/OR NCDOT STANDARDS AND SPECIFICATIONS.

EXISTING CONDITION NOTES:

1. EXISTING INFORMATION SHOWN FROM AN ALTA/ACSM LAND TITLE SURVEY PROVIDED BY CHANDLER LAND SURVEYING, INC., 83 ADAMS POINT DRIVE, GARNER, N.C. 27529, PHONE: 919-291-9163 AND DATED NOVEMBER 21, 2017 AND TAKEN FROM TOWN OF KNIGHTDALE APPROVED CONSTRUCTION PLANS FOR PARKSTONE AT KNIGHTDALE (KHA #017254001) DATED NOVEMBER 15, 2016 AND PROVIDED BY KIMLEY-HORN AND ASSOCIATES, 421 FAYETTEVILLE STREET, SUITE 600, RALEIGH, NC 27601, PHONE: 919-677-2000.
2. THE SUBJECT PROPERTY IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA. IT IS LOCATED IN ZONE X BASED ON THE FLOOD INSURANCE RATE MAP COMMUNITY MAP NUMBER 3720174400J DATED MAY 2, 2006.

No.	REVISIONS	DATE	BY
2	OWNER UPDATES	03-19-20	WMB
1	TOWN OF KNIGHTDALE COMMENTS	12-05-19	WMB

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PHONE: 919-677-2000 FAX: 919-677-2050
WWW.KIMLEY-HORN.COM
#F-0102

KHA PROJECT 017254007
DATE 11/08/2019
SCALE AS SHOWN
DESIGNED BY JCB
DRAWN BY JCB
CHECKED BY BCB

OPEN SPACE PLAN

PARKSTONE PHASE 2 MIXED USE

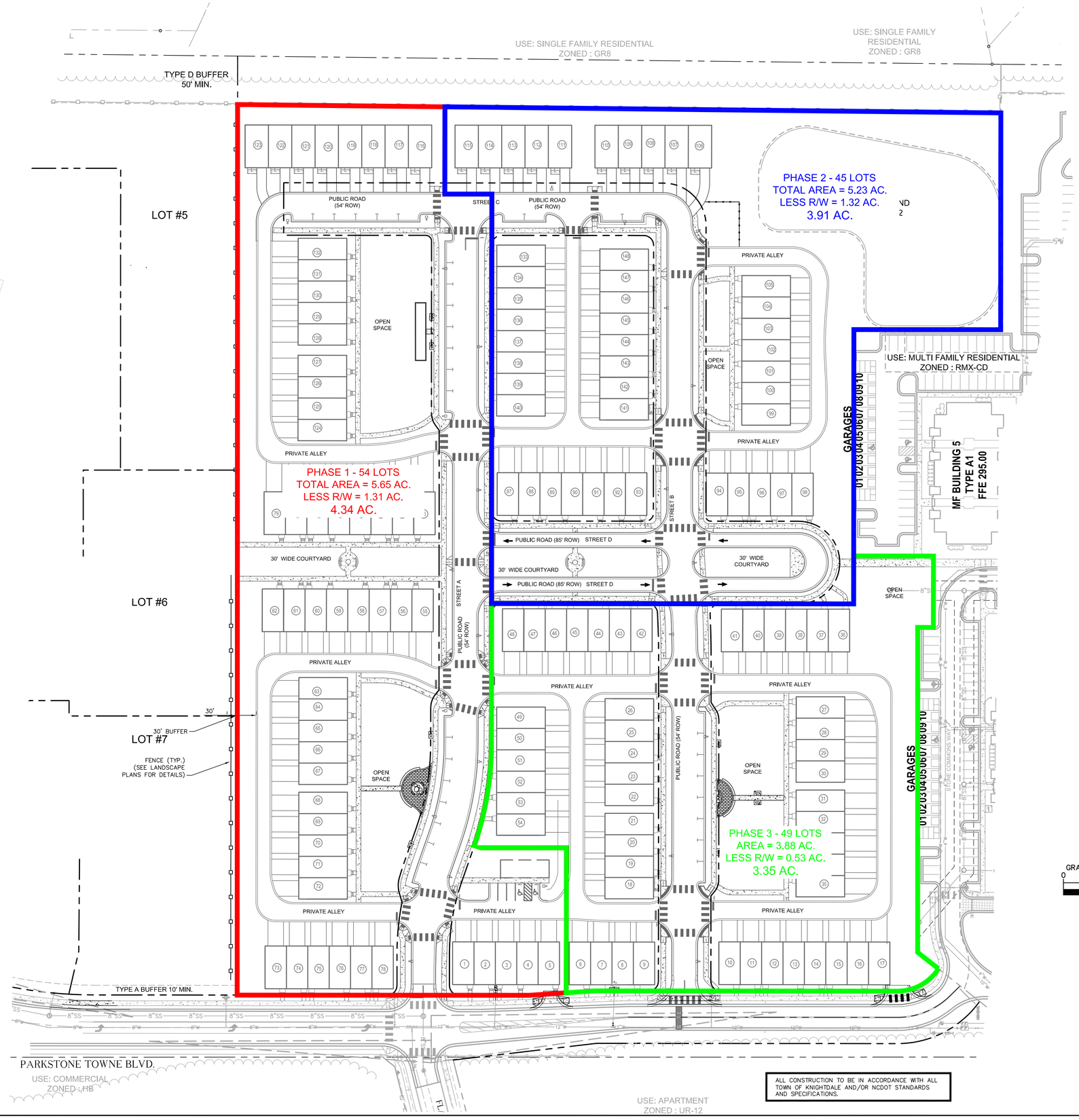
PREPARED FOR
KNIGHTDALE DEVELOPMENT OWNERSHIP, LLC.
KNIGHTDALE NORTH CAROLINA

SHEET NUMBER
L2.0

EXHIBIT C--Schedule 1

Phasing Plan Townhome Project

[see attached]



ALL CONSTRUCTION TO BE IN ACCORDANCE WITH ALL TOWN OF KNIGHTDALE AND/OR NCDOT STANDARDS AND SPECIFICATIONS.

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#F-0102

PRELIMINARY NOT FOR CONSTRUCTION

KHA PROJECT 017254007
DATE 11/08/2019
SCALE AS SHOWN
DESIGNED BY JCB
DRAWN BY JCB
CHECKED BY COB

PHASING MAP

PARKSTONE PHASE 2
MIXED USE

PREPARED FOR
KNIGHTDALE DEVELOPMENT OWNERSHIP, LLC.

KNIGHTDALE NORTH CAROLINA

SHEET NUMBER
C2.3

Plotted By:Bell JJ Sheet Set:PARKSTONE PHASE 2 MIXED USED Layout:C2.3 PHASING MAP July 23, 2020 04:03:24pm K:\RAL_LDEV\017254007_Parkstone Phase 2\Planning Phase\15-CAD Files\Exhibits\2020-07-22_PhasingMap\C2.3 PHASING MAP.dwg
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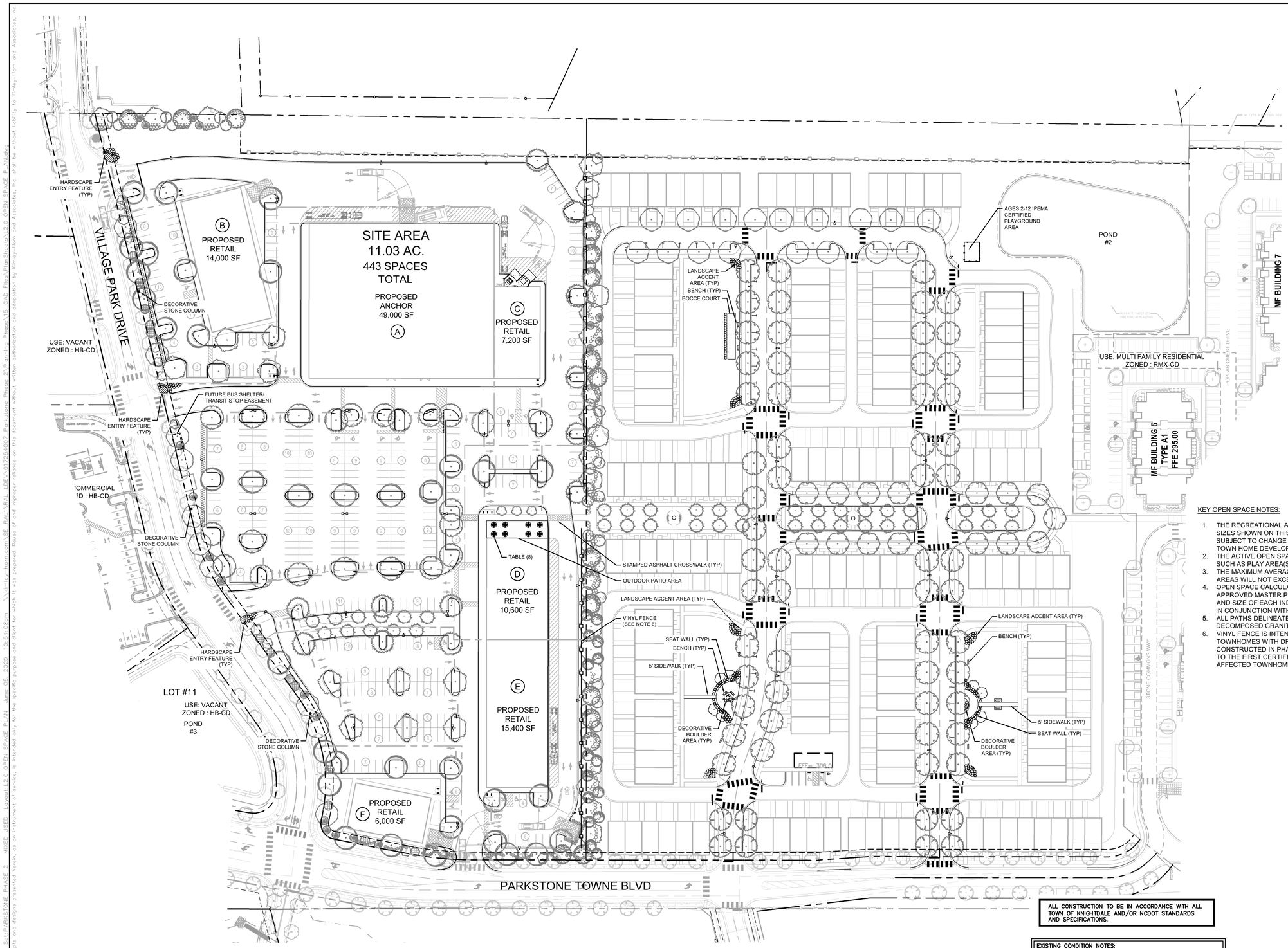
EXHIBIT E

Open Space Plan

The Open Space Plan adopted as part of Town of Knightdale Ordinance #16-08-17-001 (approving zoning application ZMA-7-16 with certain conditions), as modified by Town of Knightdale Ordinance #20-06-17-006 (approving zoning application ZMA-8-19 with certain conditions), as modified from time to time by specific site plans approved by the Town. A specimen of Sheet L2.0 of the Open Space Plan is attached.



SITE FURNITURE LEGEND:

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GRAPHIC SCALE IN FEET
0 30 60 120

NORTH

No.	REVISIONS	DATE	BY
2	OWNER UPDATES	03-19-20	WWH
1	TOWN OF KNIGHTDALE COMMENTS	12-05-19	WWH

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#F-0102

KHA PROJECT 017254007
DATE 11/08/2019
SCALE AS SHOWN
DESIGNED BY JCB
DRAWN BY JCB
CHECKED BY COB

OPEN SPACE PLAN

PARKSTONE PHASE 2 MIXED USE

PREPARED FOR
KNIGHTDALE DEVELOPMENT OWNERSHIP, LLC.

KNIGHTDALE NORTH CAROLINA

SHEET NUMBER
L2.0

Plotted By:Pelosoro, Christy Sheet Set:PARKSTONE PHASE 2 - MIXED USED Layout:L2.0 OPEN SPACE PLAN June 05, 2020 10:54:06am \\kimley-horn.com\SE RALI\RAL LDEV\017254007 Parkstone Phase 2\Planning Phase\16 CAD Files\Plan Sheets\L2.0 OPEN SPACE PLAN.dwg
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EXHIBIT F

RMX-PUD Document

[see attached]

Planned Unit Development

Town of Knightdale Project #ZMA-8-19

Parkstone Townhomes
901 Parkstone Towne Boulevard

Knightdale, North Carolina
KHA Project ID No. 017254007

Prepared for:
Widewaters
Knightdale Development Ownership, LLC
Submitted: October 17, 2019
Resubmitted: February 14, 2020
Revised: March 6, 2020
Revised: April 30, 2020
Revised: June 11, 2020

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PLANNED UNIT DEVELOPMENT

PARKSTONE TOWNHOMES
901 PARKSTONE TOWNE BOULEVARD
KNIGHTDALE, NORTH CAROLINA

PREPARED FOR:

WIDEWATERS
KNIGHTDALE DEVELOPMENT OWNERSHIP, LLC
PO BOX 3
DEWITT, NY 13214

PREPARED BY:

KIMLEY-HORN AND ASSOCIATES, INC.
421 FAYETTEVILLE ST. SUITE 600
RALEIGH, NORTH CAROLINA 27601
NC CERT. OF AUTH: F-0102

SUBMITTED: OCTOBER 17, 2019
RESUBMITTED: FEBRUARY 14, 2020
REVISED: MARCH 6, 2020
REVISED: APRIL 30, 2020
REVISED: JUNE 11, 2020

KHA #017254007

Disclosure Statement:

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TABLE OF CONTENTS

1. **VISIONING STATEMENT**
2. **EXISTING CONDITIONS**
3. **MASTER PLAN**
4. **2035 COMPREHENSIVE PLAN CONSISTENCY**
5. **DESIGN GUIDELINES**
6. **LANDSCAPING AND OPEN SPACE**
7. **ROADS AND UTILITIES**
8. **NEIGHBORHOOD MEETING REPORT**

1. VISIONING STATEMENT

The Parkstone Master Plan incorporates a mix of retail and residential uses. Widewaters is proposing 148 townhomes adjacent to the recently constructed apartment community. The proposed townhomes will be within a Planned Unit Development District. This district is designed to encourage master planning of the development so as to manage the impacts of the development on the provision of Town Services and infrastructure. The Planned Unit Development encourages creativity and innovation in the design of development. The subject project addresses the following goals as stated below:

- Provide exceptional design, character, and quality;
    - The stated architectural building elements located proximately to other residential communities and retail will provide a high-quality work-play experience.
- Provide high quality community amenities;
    - Open space amenities in extreme proximity to the Townhomes will provide opportunities for relaxation, congregation, and exercise. Additionally, the adjacency of retail will provide for walkable shopping and eating.
- Incorporate creative design in the layout of buildings;
    - The Townhomes front walkable streets and expansive green areas at the heart of the Parkstone development.
- Ensure compatibility with surrounding land uses and neighborhood character;
    - The Townhomes are an excellent transition from the apartments to the south and retail to the north while providing an avenue for pedestrian connection to each. An existing undisturbed buffer and fence is already providing for the adjacent lower density residential to the east.
- Ensure the creation of mixed density neighborhood nodes, and mixed-use centers;
    - The Townhomes are the nucleus of the Parkstone Mixed Use development ensuring the connection of the southern residential areas to the northern retail.
- Further the goals of the Comprehensive Plan including the growth framework and growth and conservation map;
    - The Townhomes are an infill project in a priority investment and activity center. The residential area contributes to the mix of uses and is appropriately located in the Mixed-Use area of the Growth and Conservation map.
- Provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure.
    - Major infrastructure already exists at the property limits. The looped street network provides for good circulation and an excellent grid network providing all residents convenient opportunities to the open spaces and other residents.

PARKSTONE MASTER PLAN

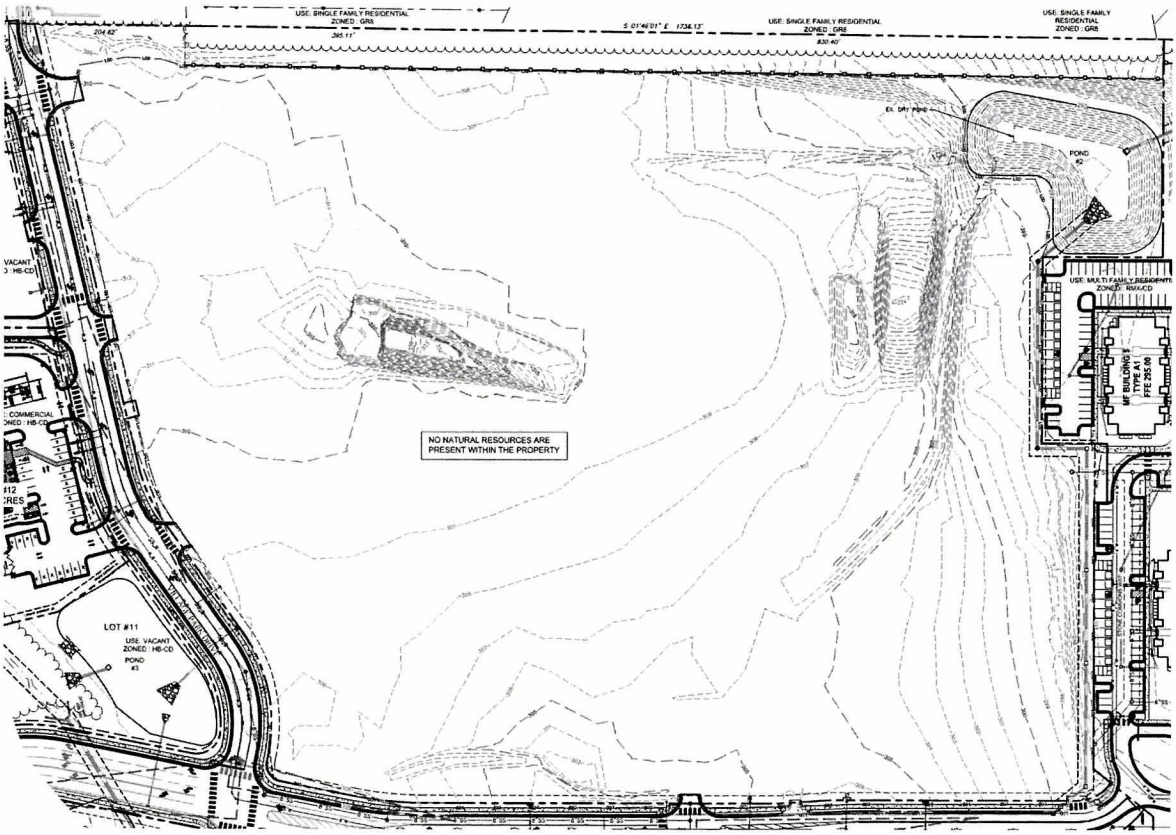
2. EXISTING CONDITIONS

EXISTING CONDITIONS SUMMARY

Parkstone Townhomes is located on a parcel to the south of the intersection of Parkstone Towne Blvd. and Village Park Dr. The parcel is identified with the Wake County Property Identification Number: 1744843799. The parcel comprising Parkstone Townhomes slopes to the south and west from the north east. There is an existing dry detention pond on site and no other natural resources present. The land was previously cleared.

EXISTING AERIAL PHOTO

EXISTING TOPOGRAPHY



3. PARKSTONE TOWNHOMES MASTER PLAN

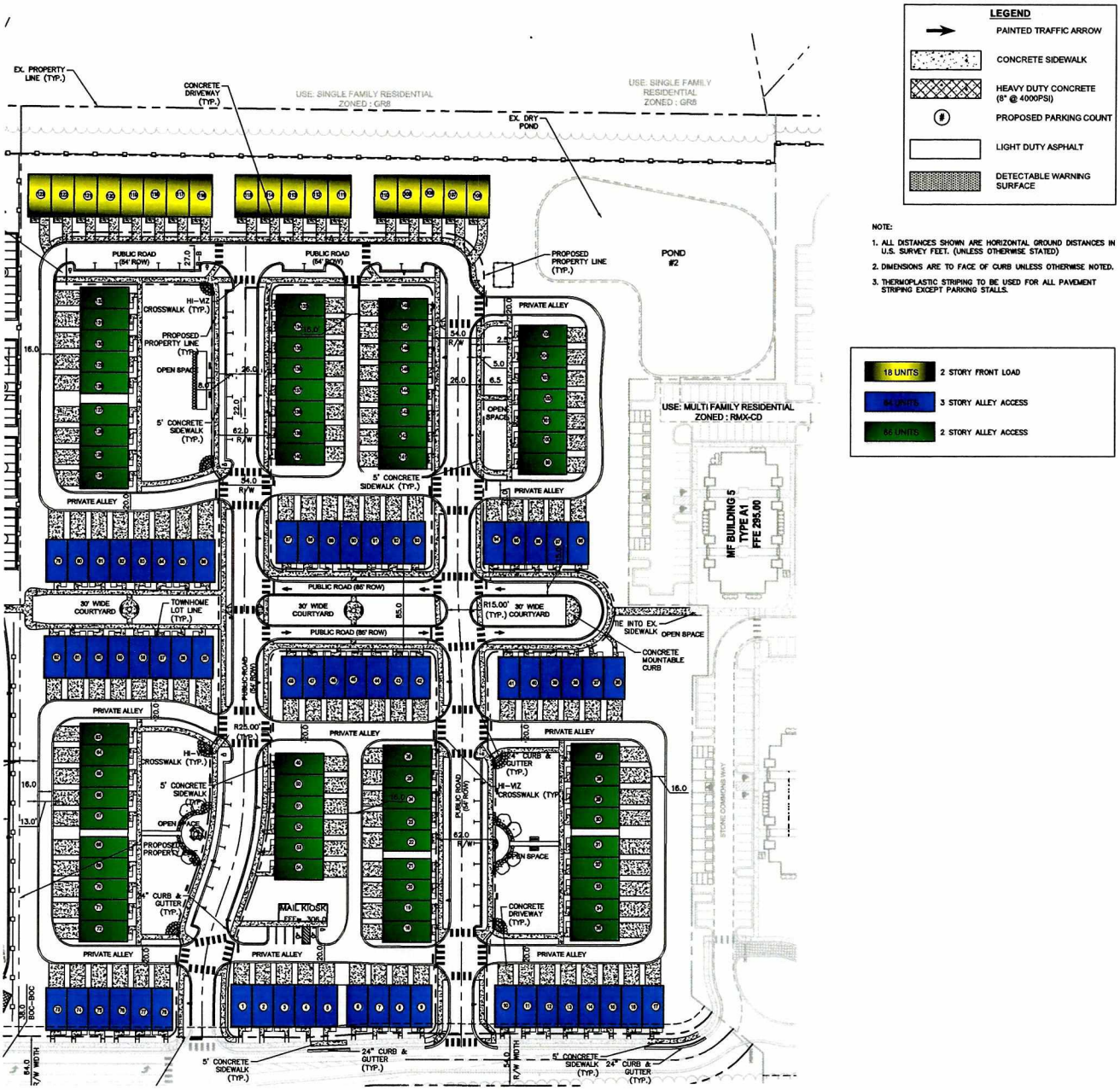
DEVELOPMENT DETAILS

Parkstone Townhomes will consist of 148 units on 15.68 acres designed to the RMX and Planned Unit Development standards of the Town of Knightdale Unified Development Ordinance. Parkstone Townhomes will provide a unique housing choice conveniently located to existing retailers and immediately adjacent to future retail. The community is also located on the periphery of an existing residential node. Parkstone Townhomes will have convenient outdoor space with a central pedestrian connection to both existing residential and future retail.

DEVELOPMENT MIX

	Number of units	Percentage of Development
• Front-loaded Townhouses	18	12.2%
• Rear-loaded Townhouses	130	87.8%
o 3-Story	64	43.2%
o 2-Story	66	44.6%

TOWNHOME MAP



REAR-LOADED TOWNHOMES

Modifications to UDO Standards

Rear-Loaded Townhouses within Parkstone Townhomes will comprise 87.8% of the total number of dwelling units. Elevations and architectural standards are proposed as part of this PUD document. All townhouses will have garages and are located in close vicinity to site amenities. The proposed density will not exceed RMX standards.

Townhouse Dwelling Standards

• Front setback (min)	0'
• Front setback (max)	25'
• Minimum building separation	6'
• Rear setback from rear lane/alley(min)	15' (exclusive of optional decks)
• Maximum building height	3 stories
• Minimum driveway length	20'

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

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P:571.830.1800 | F: 571.830.1801 | LESSARDDESIGN.COM

3ST/2CAR -22X44 TOWNHOME ELEVATION

22' PRODUCT DEV.

12.06.2019
MUN.002A

22EF

SCHEMATIC DESIGN

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Mungo Homes

0 2' 4' 8'
SCALE: 3/16" = 1'-0"

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Mungo Homes

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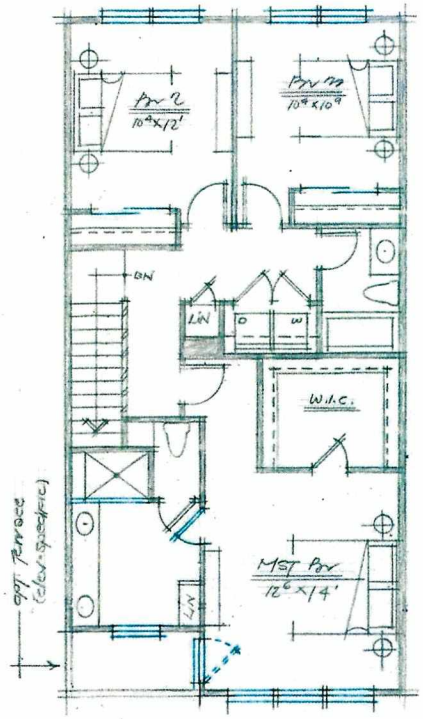
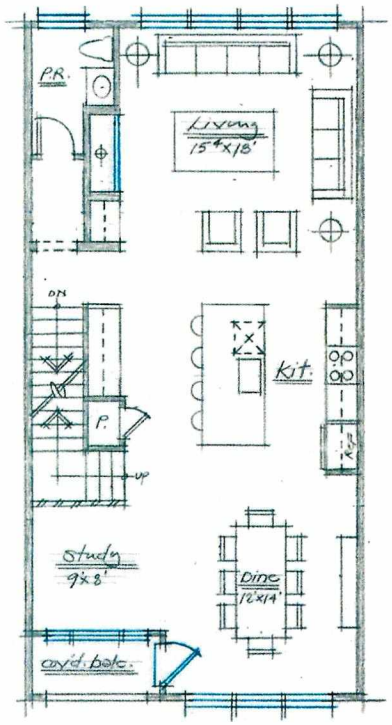
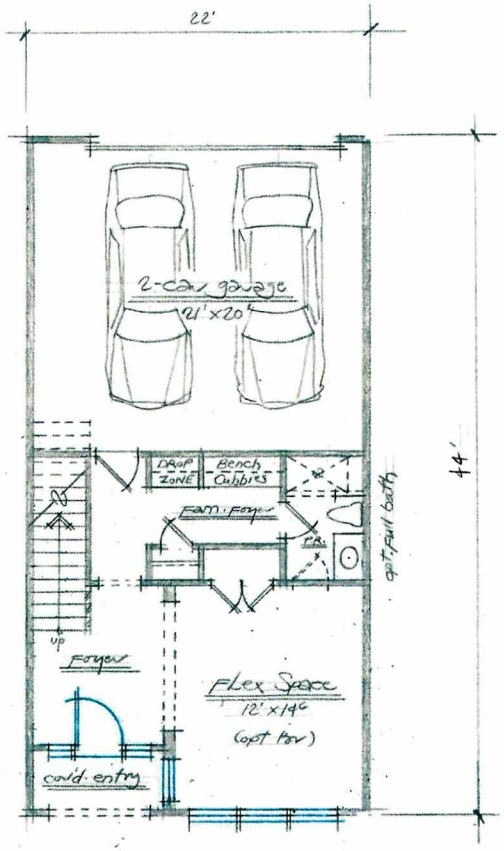


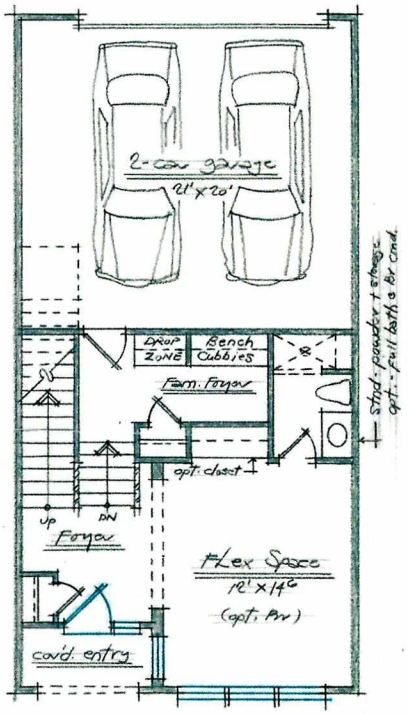
THIRD FLOOR PLAN
930 ☐' 9'clg



SECOND FLOOR PLAN
930 ☐' 9'clg



FIRST FLOOR PLAN
480 ☐' TOT = 2340 ☐' 9'clg



ALT. FIRST FLOOR PLAN W/ DROPPED GARAGE

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3ST / 2CAR -22X44 TOWNHOME FLOOR PLANS

22' PRODUCT DEV

12.06.2019
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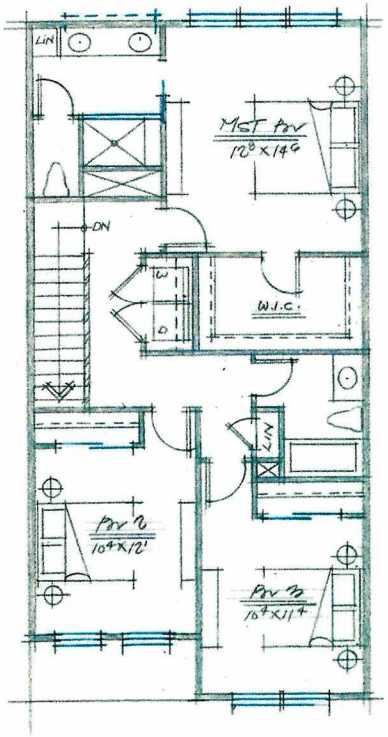
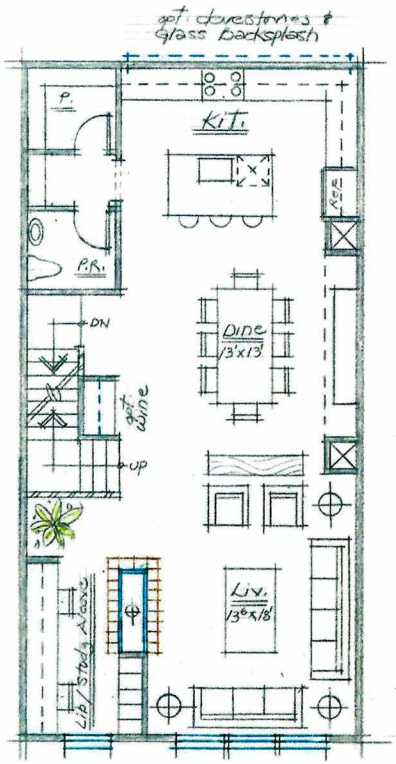
Mungo Homes

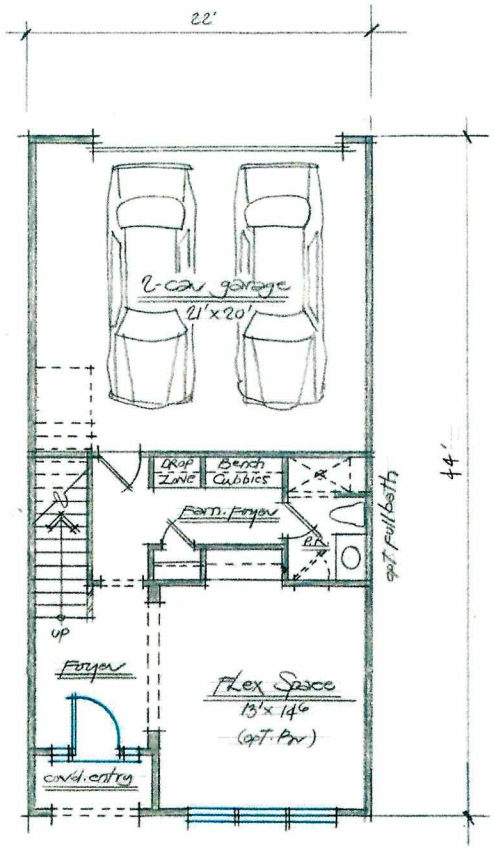
0 2' 4' 8'
SCALE: 1/4" = 1'-0"



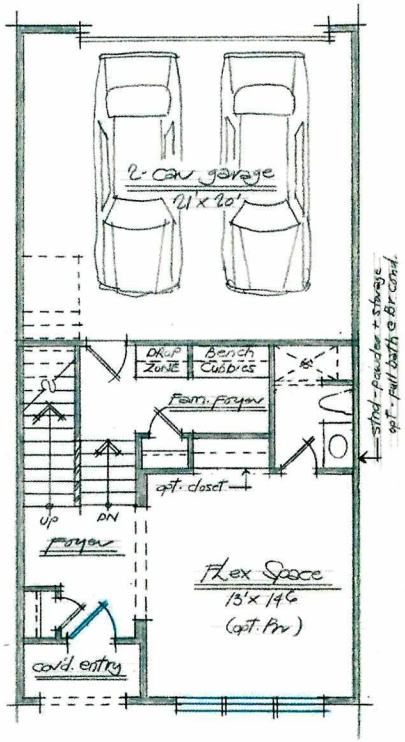
THIRD FLOOR PLAN
925 ft² 9'clg



SECOND FLOOR PLAN
990 ft² 9'clg



FIRST FLOOR PLAN
485 ft² TOT = 2400 ft² 9'clg



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W/ DROPPED GARAGE

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22' PRODUCT DEV

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Mungo Homes

0 2' 4' 8'
SCALE: 1/4" = 1'-0"

UNIT C ELEV 2 | UNIT C ELEV 3 | UNIT D ELEV 1 | UNIT C ELEV 1 | UNIT D ELEV 3 | UNIT D ELEV 2

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2ST/2CAR -22X50 TOWNHOME ELEVATION

22' PRODUCT DEV.

12.06.2019
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Mungo Homes

0 2' 4' 8'
SCALE: 3/16" = 1'-0"

UNIT C ELEV 2 | UNIT C ELEV 3 | UNIT D ELEV 1 | UNIT C ELEV 1 | UNIT D ELEV 3 | UNIT D ELEV 2

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Mungo Homes

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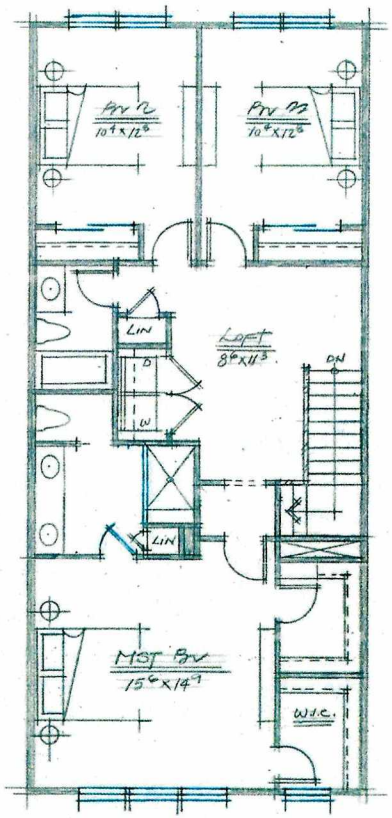
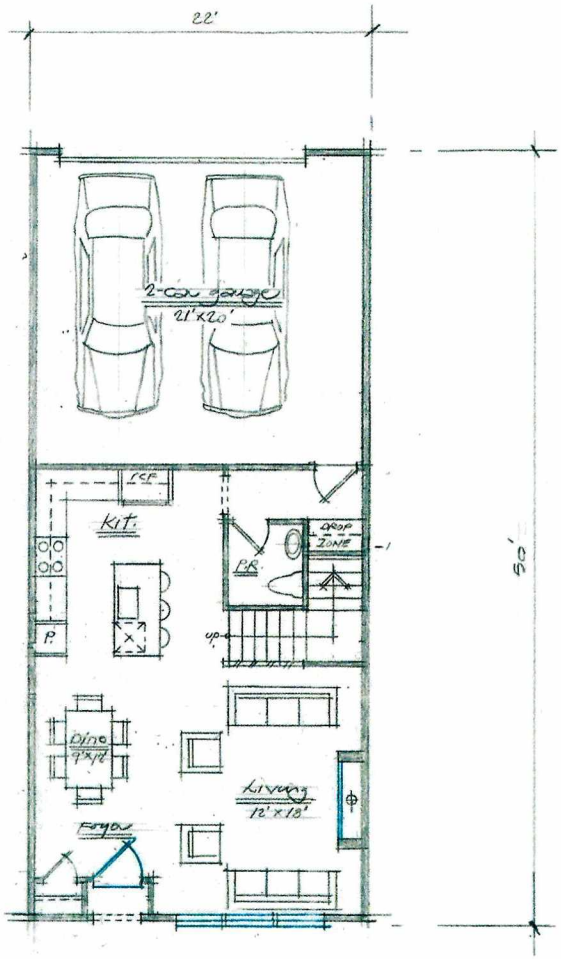
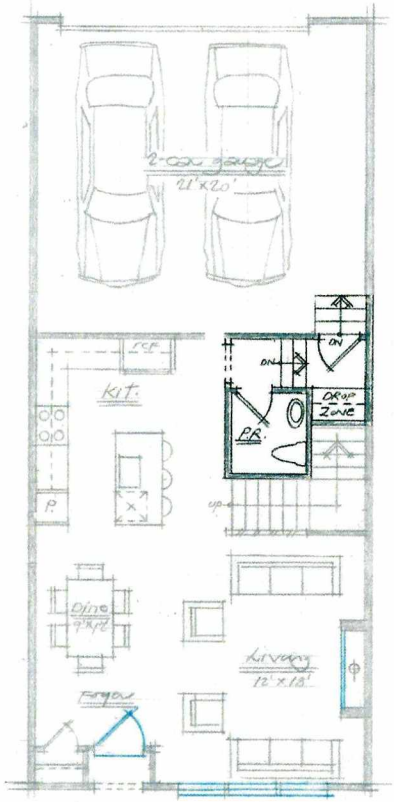
SCALE: 3/16" = 1'-0"



SECOND FLOOR PLAN
1100 ft² 9'clg



FIRST FLOOR PLAN
650 ft² TOT = 1750 ft² 9'clg



ALT. FIRST FLOOR PLAN
W/ DROPPED GARAGE

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2ST / 2CAR -22X50 TOWNHOME FLOOR PLANS

22' PRODUCT DEV

12.06.2019
MUN.002A

22C

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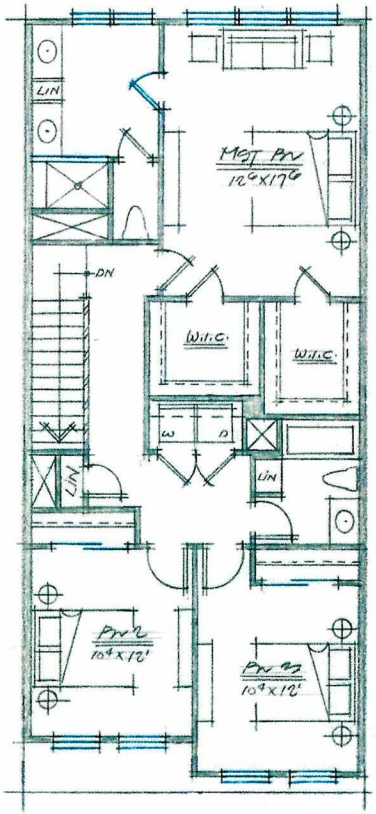
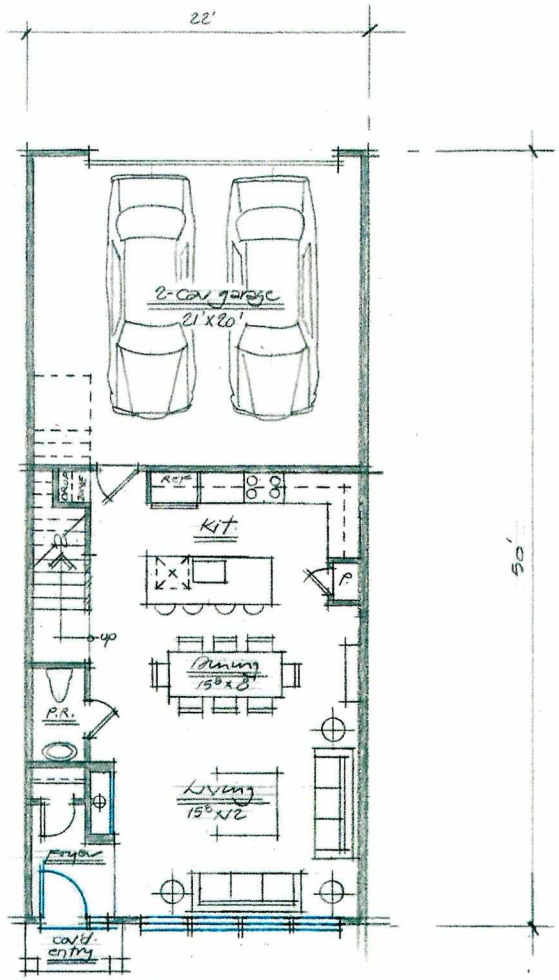
Mungo Homes

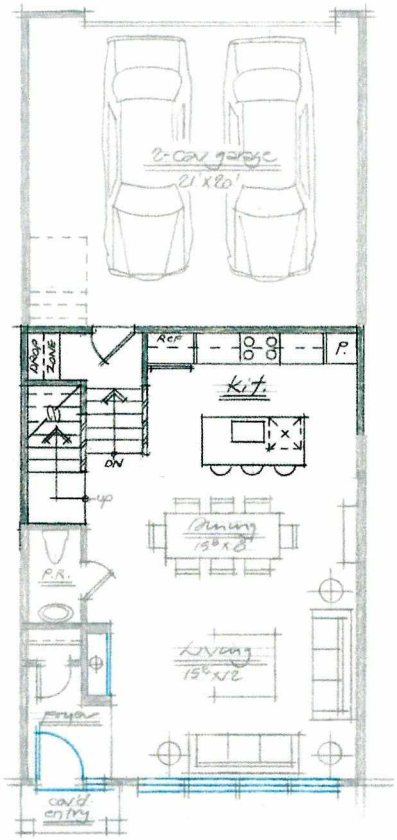
0 2' 4' 8'
SCALE: 1/4" = 1'-0"



SECOND FLOOR PLAN
1051 ft 9'ceiling



FIRST FLOOR PLAN
604 ft TOT = 1700 ft 9'ceiling



ALT. FIRST FLOOR PLAN
W. DROPPED GARAGE

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2ST / 2CAR -22X50 TOWNHOME FLOOR PLANS

22' PRODUCT DEV

12.06.2019
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22D

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Mungo Homes

0 2' 4' 8'
SCALE: 1/4" = 1'-0"

FRONT-LOADED TOWNHOMES

Modifications to UDO Standards

Front-Loaded Townhouses within Parkstone Townhomes will comprise 12.2% of the total number of dwelling units. Elevations and architectural standards are proposed as part of this PUD document. All townhouses will have garages and are located in close vicinity to site amenities. The proposed density will not exceed RMX standards.

Townhouse Dwelling Standards

• Front setback (min)	0'
• Front setback (max)	Per master plan
• Minimum building separation	6'
• Rear setback from rear lane/alley(min)	N/A
• Maximum building height	3 stories
• Minimum driveway length	20'

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

UNIT B ELEV 3 | UNIT A ELEV 1 | UNIT B ELEV 2 | UNIT A ELEV 2 | UNIT B ELEV 1 | UNIT A ELEV 3

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STRIP ELEVATION

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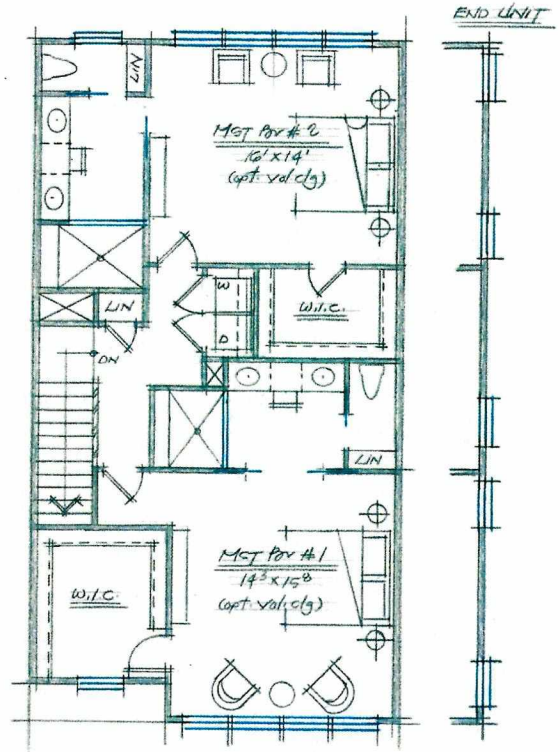
24' PRODUCT DEV.

12.06.2019
MUN.001A

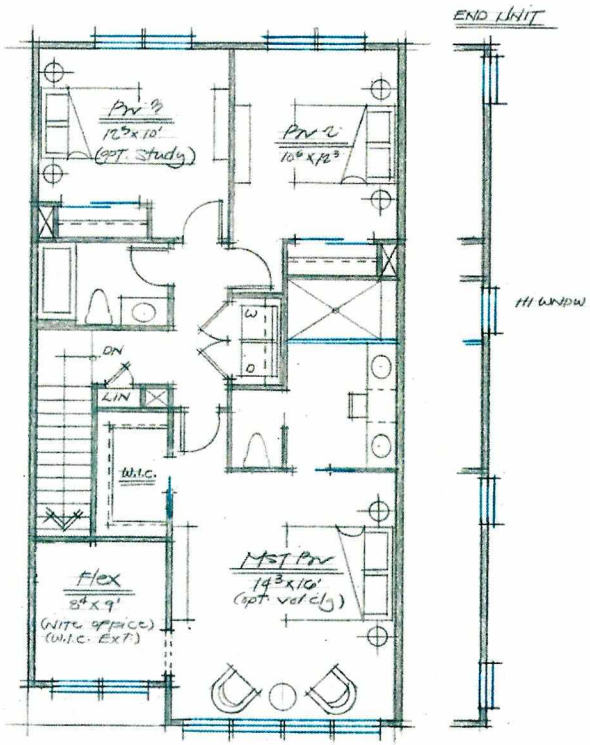
24AB

Mungo Homes

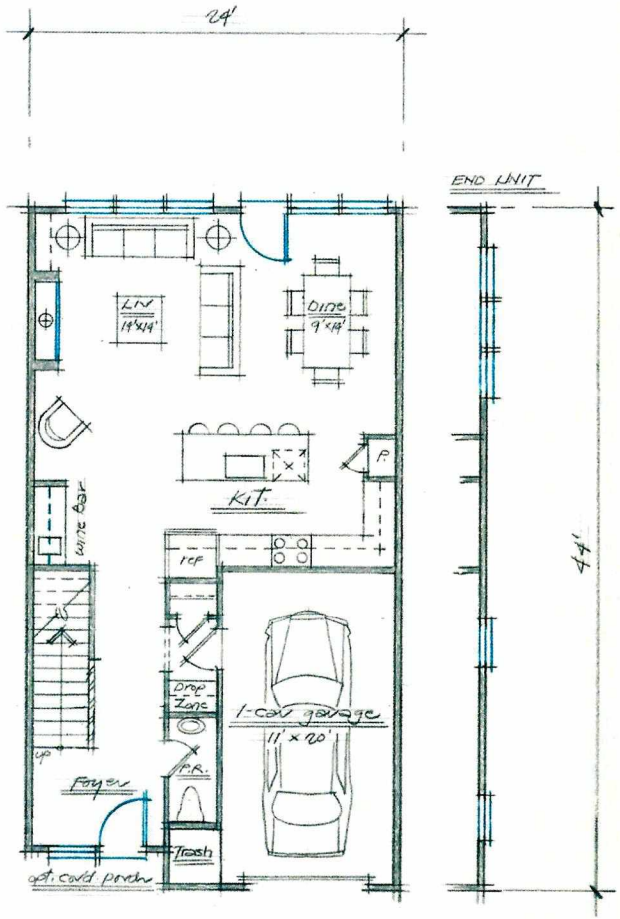
0 2' 4' 8'
SCALE: 3/16" = 1'-0"



OPT. DUAL MST BRMS
SECOND FLOOR PLAN
1056 ☐'±



SECOND FLOOR PLAN
1056 ☐'±



GROUND FLOOR PLAN
789 ☐'± TOTAL = 1845 ☐'± 9'clg

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2 ST / 1 CAR - 24X44 TOWNHOME FLOOR PLANS

24' PRODUCT DEVELOPMENT

10.09.2019
MUN.001A

24A

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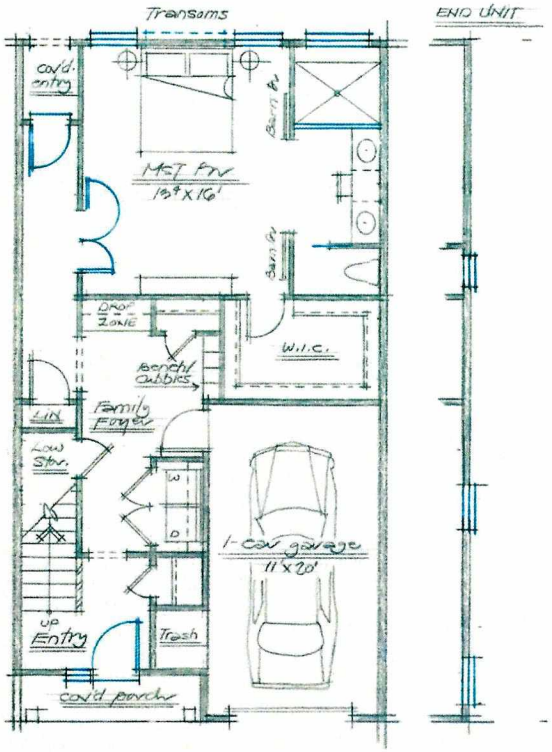
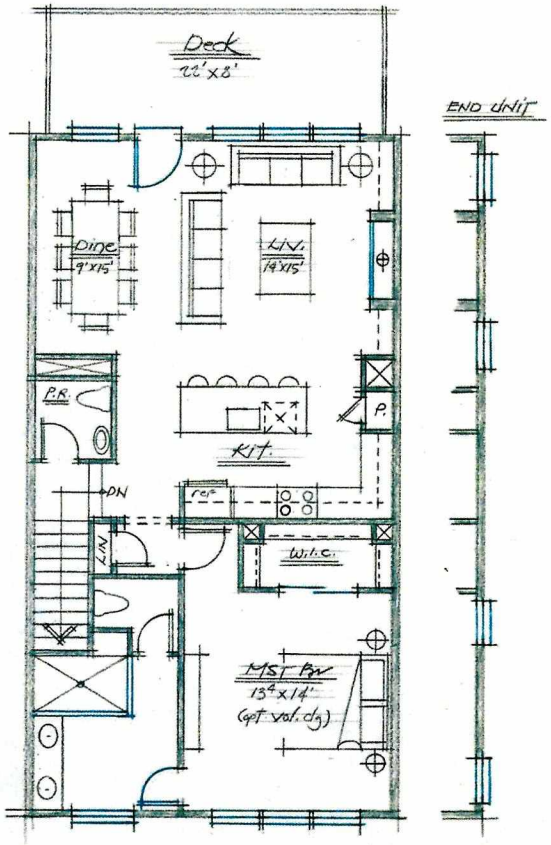
Mungo Homes

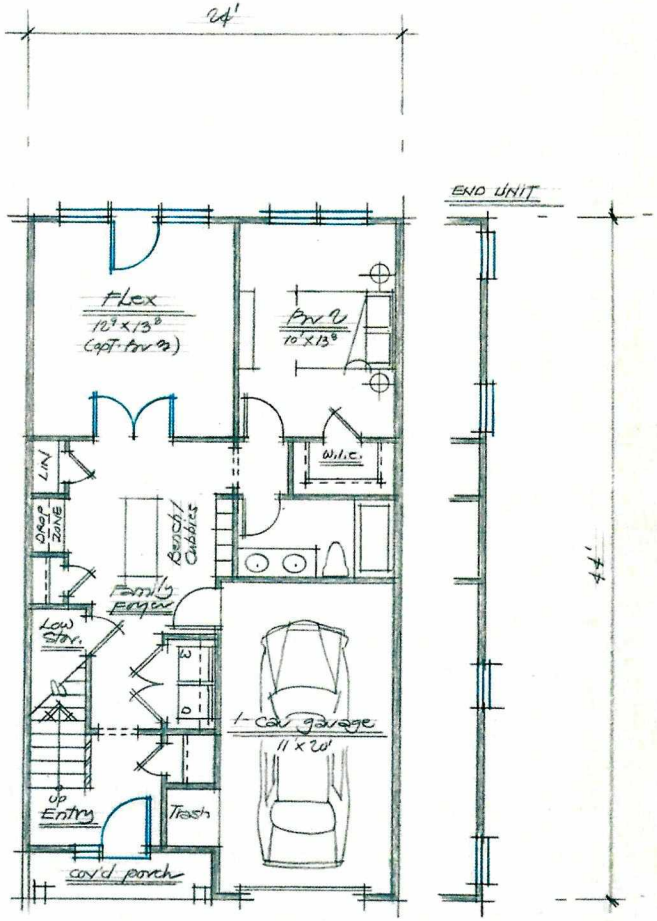
0 2' 4' 8'
SCALE: 1/4" = 1'-0"



OPT DUAL MST BRS
GROUND FLOOR PLAN
750 ft² TOTAL = 1800 ft² 9'clg



SECOND FLOOR PLAN
1050 ft²



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

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2 ST / 1 CAR - 24X44 TOWNHOME FLOOR PLANS

24' PRODUCT DEVELOPMENT

10.09.2019
MUN.001A

24B

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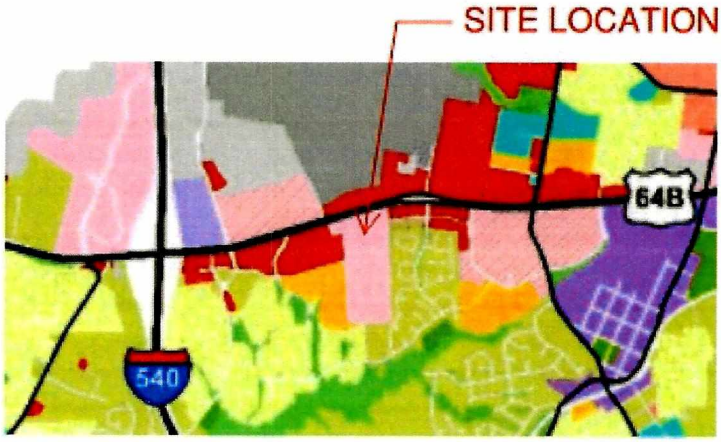
Mungo Homes

0 2' 4' 8'
SCALE: 1/4" = 1'-0"

4. 2035 COMPREHENSIVE PLAN CONSISTENCY

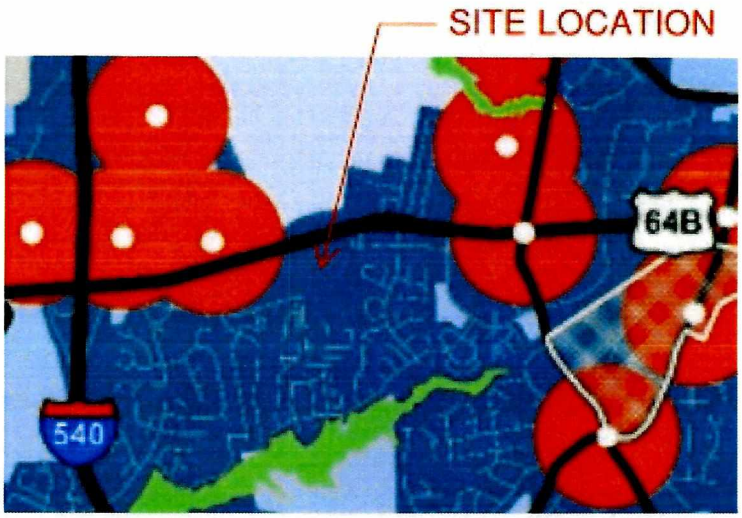
The Growth and Conservation Map designates this site as being a Mixed-Use Center (p49). The single family residential proposed in tandem with the existing and proposed retail in the immediate vicinity will address the goals of the mixed-use center. In conjunction with the apartments, the Townhomes form a mixed density neighborhood, are oriented to the interior of the site and are buffered from surrounding development. Consistent with this concept, Parkstone Townhomes has housing units and gathering spaces oriented to the center and a street grid to form a compact community.

GROWTH AND CONSERVATION MAP



The site is located in a Priority Investment area per the Growth Framework map (p40) and provides for infill development (p15). The Townhome type development is a higher density development based on anticipated Town growth. The site is also part of a unique activity center providing easy access to retail and restaurants (p14).

GROWTH FRAMEWORK MAP



The development provides minimal impact to the natural environment. The entire portion of the Townhome development is located in an upland area with no impacts to streams or wetlands (p14).

The development incorporates guiding principles associated with Parks and Recreation. The open spaces provide numerous opportunities for outdoor congregation and recreation. The development also is connected via sidewalk to the greenway to the south and is within walking distance to other Wellness opportunities. (p15)

Compact development patterns are also incorporated (p16). The Townhomes are single family residential type that provide density and proximity to retail and restaurants, but at the same time provide ample open space.

CONSISTENCY WITH THE UNIFIED DEVELOPMENT ORDINANCE

Parkstone Townhomes meet the majority of the UDO guidelines. A very limited amount of exceptions are noted in this document and are listed below:

- UDO Section 2.9.B.2.a for RMX requires that lots 80' wide or greater gain access from an alley. 18 Townhome lots less than 80' wide will have driveway access from the front street.

- Per UDO Section 8.6.A, a 50-foot Type C buffer is required between RMX and HB zoning districts. The required Type C Buffer materials are proposed in the variable width buffer (19' in width on the PUD property) provided on the north side of the PUD as depicted on Master Plan.

- Open space is required per section 7.3 of the UDO. 96% of the required open space will be provided as shown on sheet L2.0 of the Master Plan

- UDO Section 2.9.B.2 for RMX requires a maximum front setback of 25'. Front maximum building setbacks shall be in general accordance with the Master Plan.

- UDO Section 2.9.B.2 for RMX lists side setbacks as 10'. Minimum distance between buildings shall be 6'.

5. DESIGN GUIDELINES

TOWNHOUSE ARCHITECTURAL STANDARDS

1. Townhomes will be on monoslab foundations.

2. All front entries will be covered (either recessed or with a roof overhead)

3. All buildings will have front façade or roofline offsets.

4. Front facades of each unit will include at least one of the following: masonry, metal roof accents, shakes or board and batten. Each grouping of attached townhomes will include at least two of these items.

5. All front windows will either be set in brick, include 4" window trim, shutters or decorative pediments.

6. All units will have changes in rooflines with either gables, dormers or shed bump outs.

7. All building end gables and front and rear gables will have 12" overhangs.

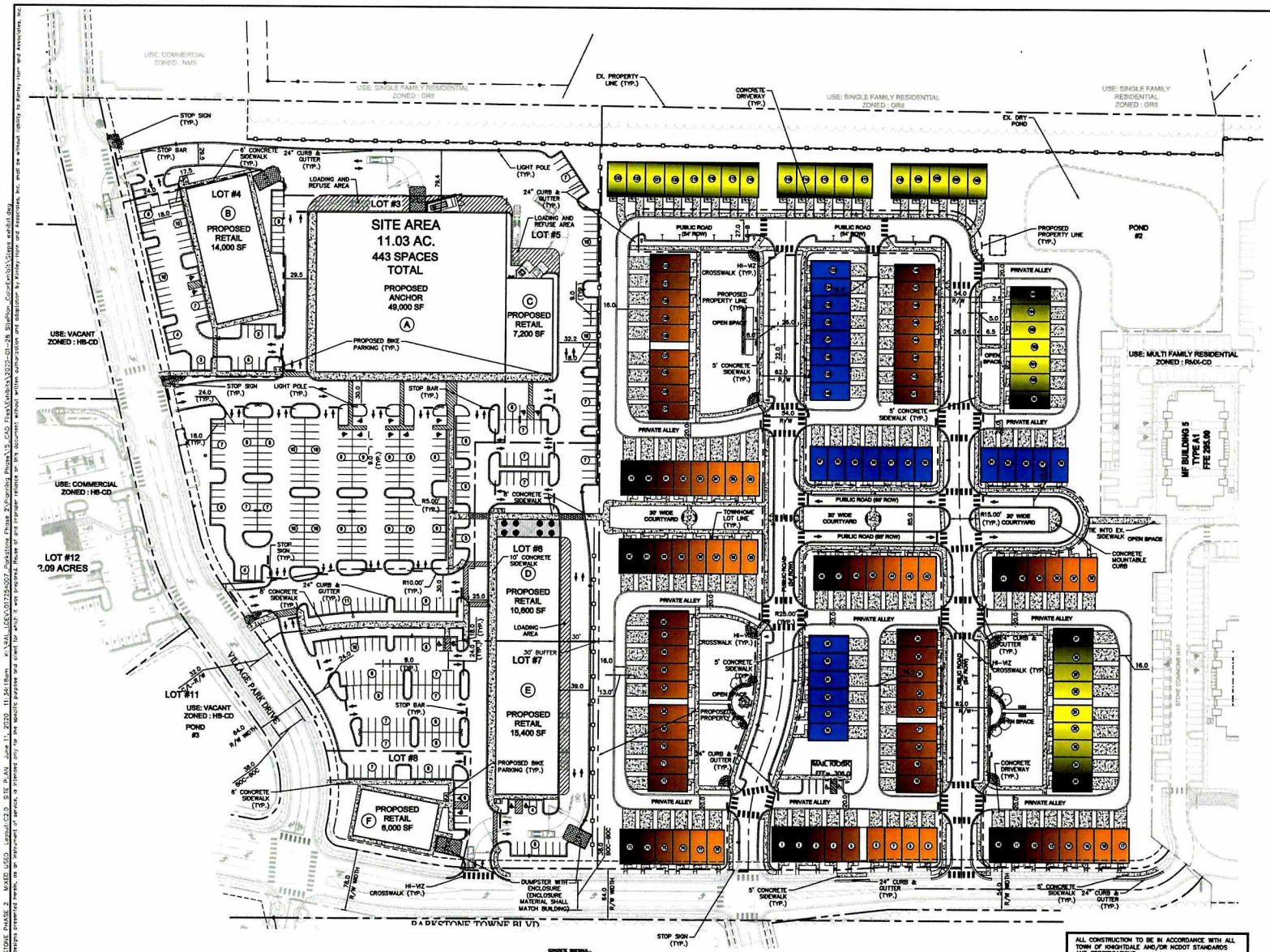
8. All plank siding shall be cementitious.

9. Garage doors on front loaded units will be decorative with decorative carriage style hardware with glass.

10. Patios or decks will be provided on a minimum of 15% of the 2-story rear loaded units.

11. For 3-Story townhome types, a minimum of one balcony will be provided for attached townhomes that are 4 units or less. Townhomes with more than 4 units will provided a minimum of 2 balconies.

12. Steps will be provided at the front entry to the units in accordance with the Steps Exhibit on the following page.



No.	REVISIONS	DATE	BY
1	TOWN OF KNIGHTDALE COMMENTS	12-05-19	WWH
2	OWNER UPDATES	03-19-20	WWH

Kimley»Horn

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421 FAYETTEVILLE STREET, SUITE 600 RALEIGH, NC 27601
PHONE: 919-677-2000 FAX: 919-677-2050
WWW.KIMLEY-HORN.COM
#F-0102

KHA PROJECT 017254007
DATE 4/30/2020
SCALE AS SHOWN
DESIGNED BY JCB
DRAWN BY JCB
CHECKED BY COB

STEPS EXHIBIT

PARKSTONE PHASE 2 MIXED USE

PREPARED FOR
KNIGHTDALE DEVELOPMENT OWNERSHIP, LLC.
KNIGHTDALE NORTH CAROLINA

SHEET NUMBER
C2.0

Plotted By:Mark, Crouse Sheet Set:PARKSTONE PHASE 2 MIXED USE Layout:C2.0 STEPS EXHIBIT June 11, 2020 11:34:18am K:\RAL_LDEV\017254007 Parkstone Phase 2\Planning Phase\1-5 CAD Files\Exhibits\2020-01-28 Stepping_Color\Exhibit\Steps exhibit.dwg
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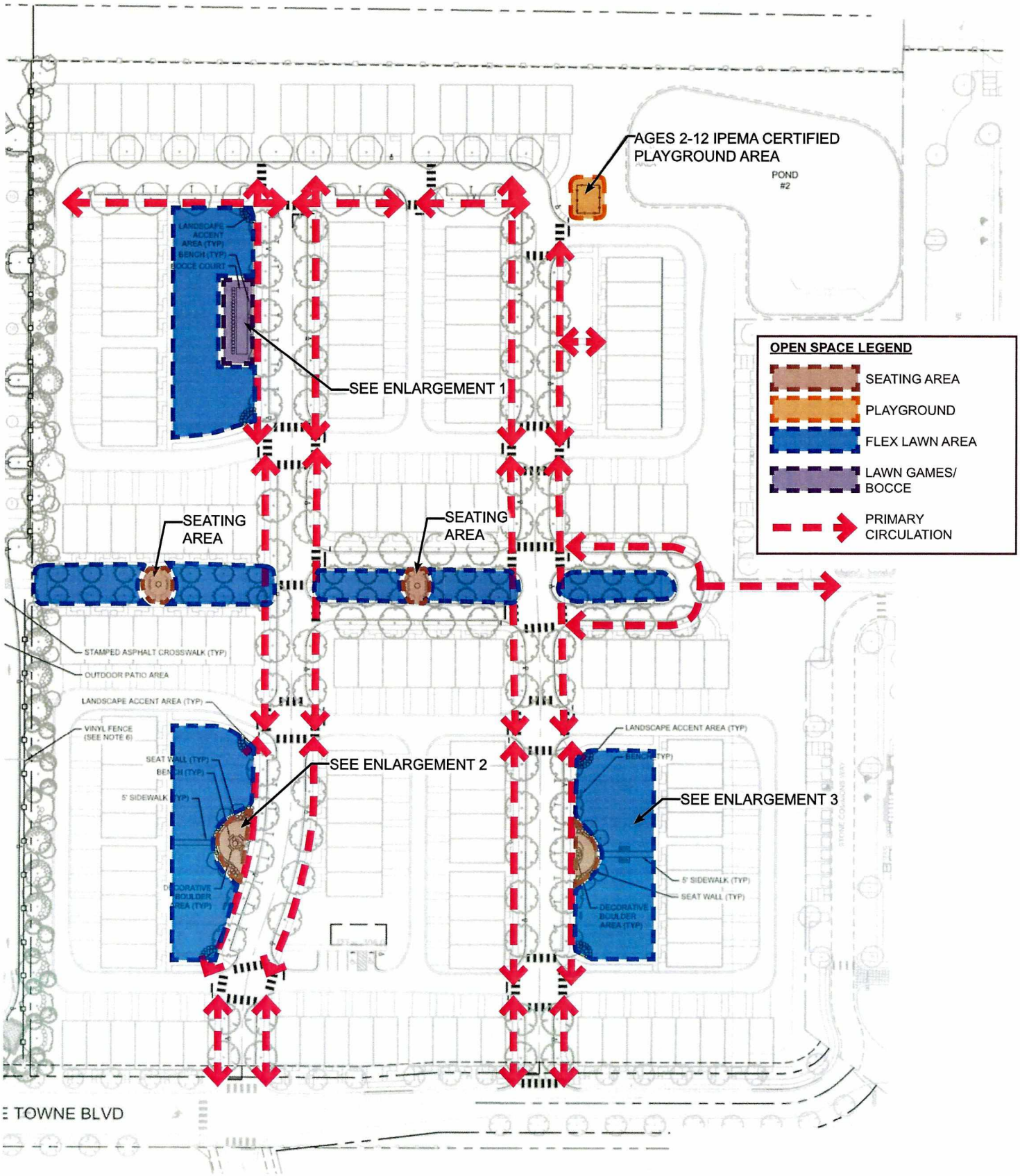
6. LANDSCAPING AND OPEN SPACE

Parkstone Townhomes will provide both active and passive recreation areas within the development. Additionally, a natural buffer was previously reserved on the east side of the property in conjunction with the Parkstone master plan approval.

Open spaces include multiple outdoor seating areas, a bocce ball court, playground and generous flexible lawn spaces that all border a significant north-south pedestrian corridor bisecting the property.

OPEN SPACE STANDARDS

• Total recreation open space required:	214,600 SF	4.93 AC
• Active recreation space required:	107,300 SF	2.46 AC
• Active recreation space provided:	89,375 SF	2.05 AC
• Passive recreation space required:	107,300 SF	2.46 AC
• Passive recreation space provided:	116,450 SF	2.67 AC
• Total open space provided:	205,825 SF	4.73 AC



OVERALL OPEN SPACE PLAN

JUNE 2020

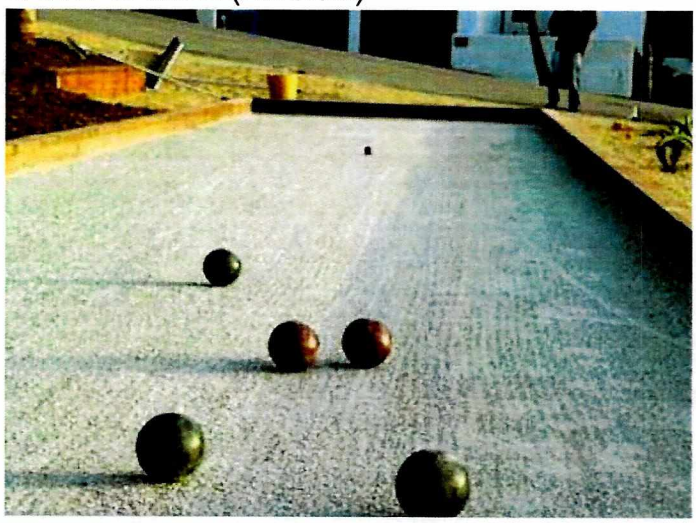
0 30 60 120

AGES 2-12 IPEMA CERTIFIED PLAYGROUND

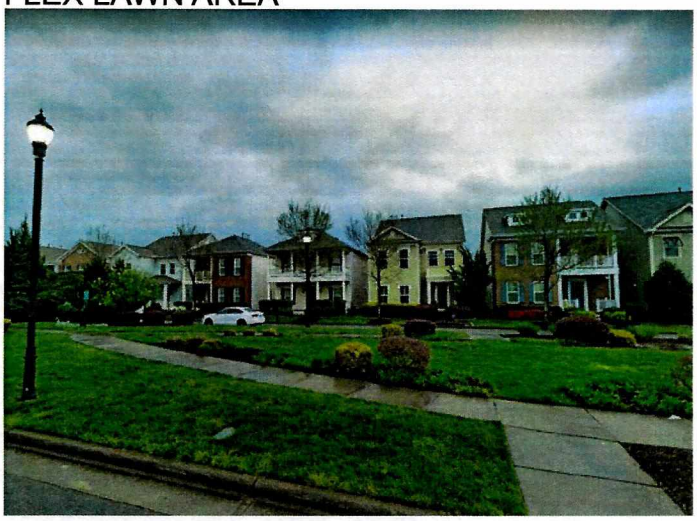
BENCH

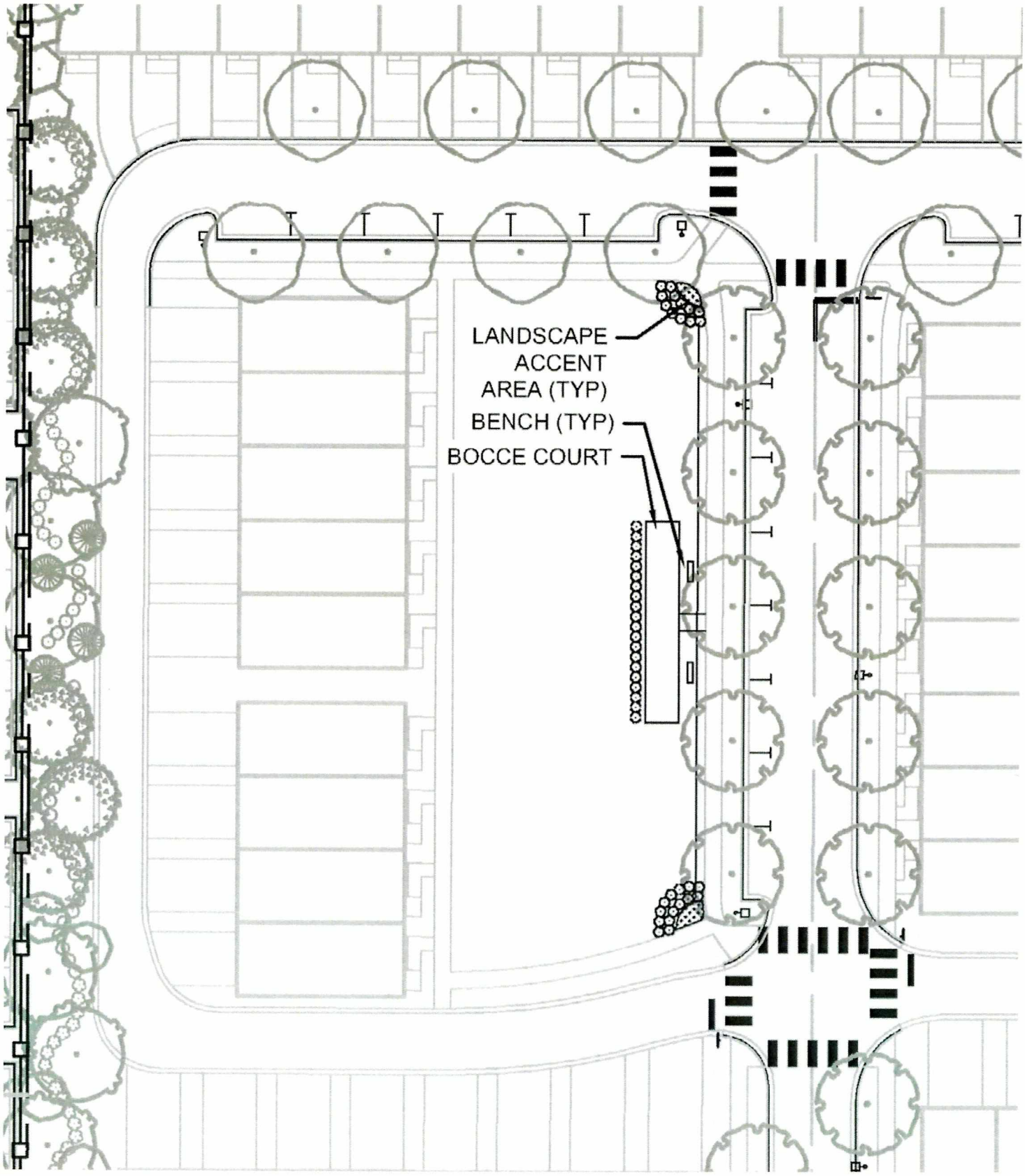
SEAT WALL

LAWN GAMES (BOCCE)



FLEX LAWN AREA

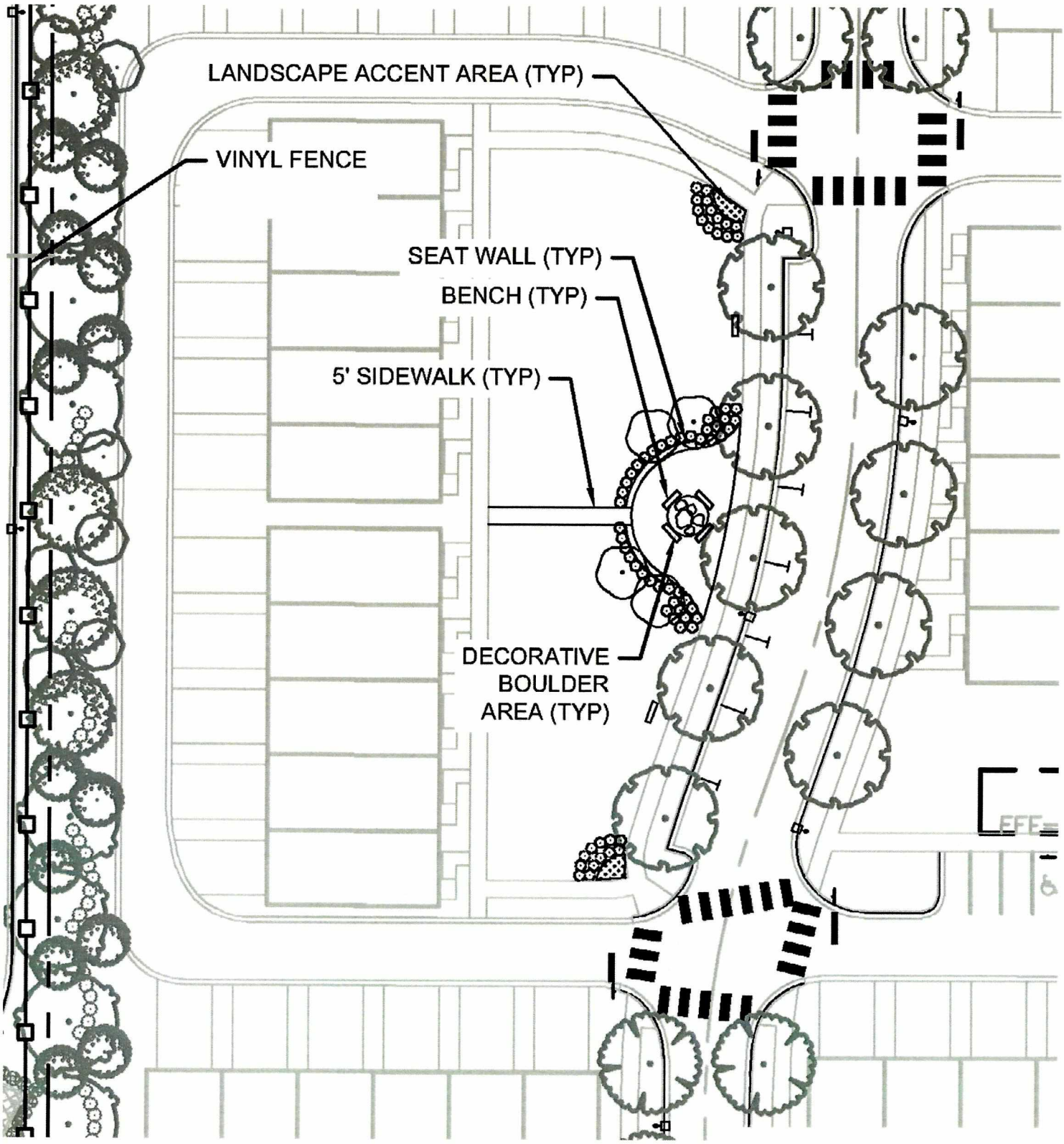




OPEN SPACE PLAN
ENARGEMENT 1

JUNE 2020

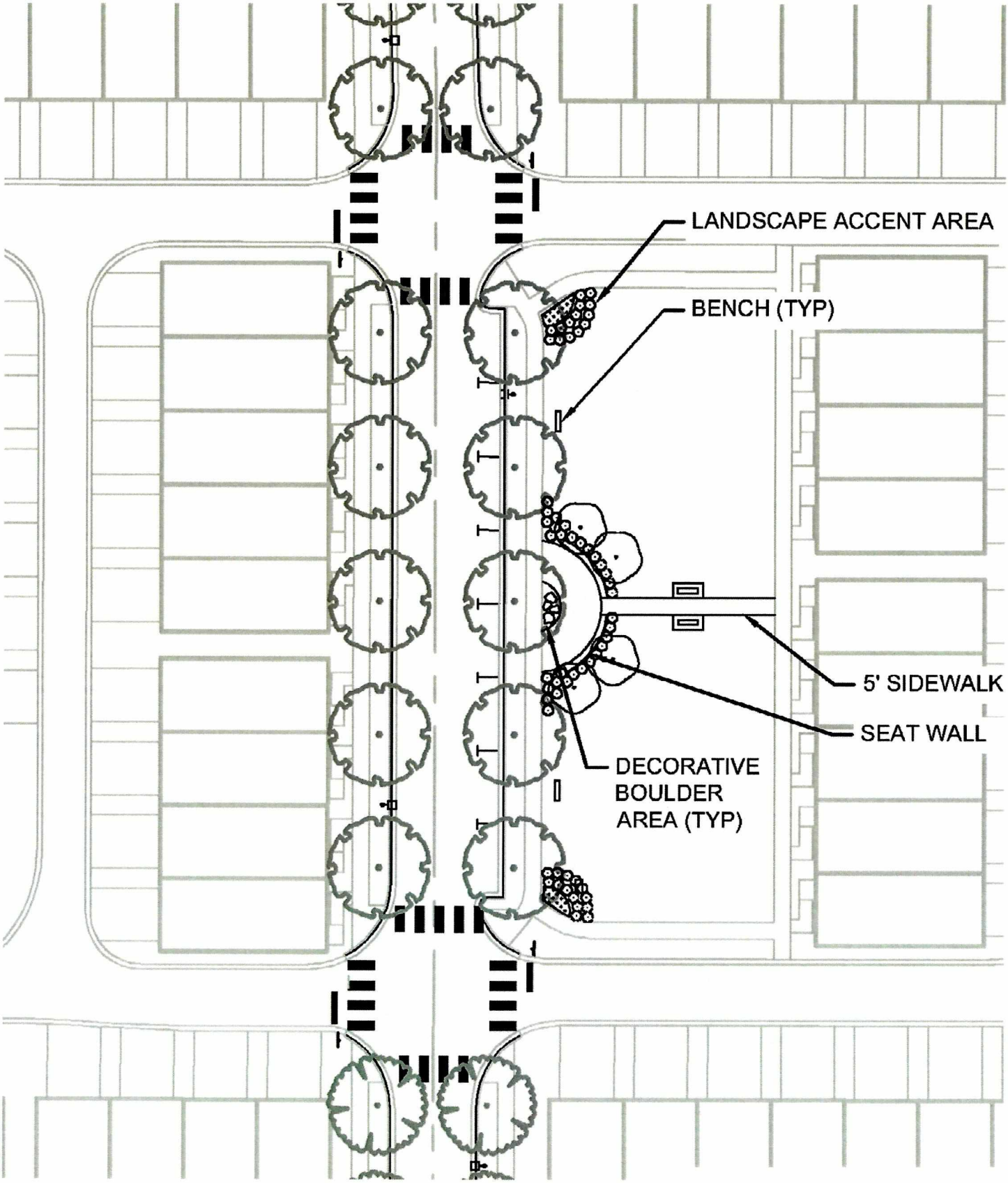
0 10 20 40



OPEN SPACE PLAN
ENARGEMENT 2

JUNE 2020

0 10 20 40



OPEN SPACE PLAN
ENARGEMENT 3

JUNE 2020

0 10 20 40

7. ROADS AND UTILITIES

STORMWATER

The approved Parkstone Master plan allocates 22.28 acres of impervious area to the Townhomes and future retail at full build-out. The proposed retail and townhome program proposes 18.38 acres of impervious area. Less impervious area than was allocated than during the approved Parkstone Master plan. As a result, the existing stormwater detention/treatment is more than sufficient.

STREETS

Streets and alleys within Parkstone Townhomes are designed to meet the standards of the Town of Knightdale. The subject development will utilize street infrastructure constructed during Phase 1 of project.

EXISTING STREETS

The trips generated by the subject development are less than were anticipated with the original Traffic Impact Analysis for Parkstone.

TRIP GENERATION ANALYSIS

ParkStone

Table 1 - Trip Generation

Land Use	Intensity		Daily			AM Peak Hour			PM Peak Hour		
			Total	In	Out	Total	In	Out	Total	In	Out
220 Apartment	350	d.u.	2,246	1,123	1,123	175	35	140	210	137	73
230 Residential Condominium/Townhouse	148	d.u.	906	453	453	71	12	59	83	56	27
310 Hotel	130	rooms	1,062	531	531	69	41	28	78	40	38
820 Shopping Center	102,200	s.f.	6,888	3,444	3,444	158	98	60	608	292	316
843 Automobile Parts Sales	8,000	s.f.	498	249	249	18	9	9	48	24	24
934 Fast-Food Restaurant with Drive-Through Window	3,500	s.f.	1,736	868	868	159	81	78	114	59	55
945 Gasoline/Service Station with Convenience Market	12	f.p.	1,954	977	977	122	61	61	162	81	81
Subtotal			**15,290**	**7,645**	**7,645**	**772**	**337**	**435**	**1,303**	**689**	**614**
Internal Capture											
Apartment			701	337	364	15	2	13	107	70	37
Residential Condominium/Townhouse			283	136	147	6	1	5	43	29	14
Hotel			240	112	128	9	2	7	23	14	9
Shopping Center			1,050	485	565	18	10	8	136	51	85
Automobile Parts Sales			76	35	41	2	1	1	11	4	6
Fast-Food Restaurant with Drive-Through Window			916	539	377	51	36	15	65	28	37
Gasoline/Service Station with Convenience Market			298	138	160	15	6	8	36	14	22
Internal Capture Total	**32.23%**		3,564	1,782	1,782	116	58	58	420	210	210
Total External Trips			**11,726**	**5,863**	**5,863**	**656**	**279**	**377**	**883**	**479**	**404**
Pass-By Traffic (ITE)	AM	PM									
820 Shopping Center	0%	34%	1,610	805	805	0	0	0	161	82	79
934 Fast-Food Restaurant with Drive-Through Window	49%	50%	250	125	125	53	22	31	25	16	9
945 Gasoline/Service Station with Convenience Market	62%	56%	700	350	350	67	34	33	70	37	33
Pass-By Total:	**19.65%**		**2,560**	**1,280**	**1,280**	**120**	**56**	**64**	**256**	**135**	**121**
Total Net New External Trips - Proposed			**9,166**	**4,583**	**4,583**	**536**	**223**	**313**	**627**	**344**	**283**
Total Net New External Trips - From TIA			**12,712**	**6,356**	**6,356**	**549**	**264**	**285**	**939**	**475**	**464**
Difference - Proposed vs. TIA			**-3,546**	**-1,773**	**-1,773**	**-13**	**-41**	**28**	**-312**	**-131**	**-181**

UTILITIES

- Water and sewer within Parkstone Phase 2 are designed to meet the standards of the City of Raleigh and will tie into infrastructure constructed in the first phase of Parkstone.
- A water system analysis will be provided at the of construction drawing submittal.

8. NEIGHBORHOOD MEETING REPORT

Subject: **Minutes from Neighborhood Meeting – Site Plan Rezoning**

To: Donna Tierney (Town of Knightdale Planning)
CC: Chris Hills
Date: October 14, 2019
Completed by: Chris Bostic
Attendees:

Brian Long	Widewaters
Chris Bostic	Kimley-Horn
Wes Hall	Kimley-Horn
Stacey Crute	Neighbor (staceycrute7@gmail.com)
Craig Stepney	Neighbor (castepney@gmail.com)
Jason Brown	Town of Knightdale

This memorandum summarizes the author's understanding of the discussions from the above referenced meeting.

General: The purpose of the neighborhood meeting was to discuss the proposed rezoning application for Parkstone Phase 2 Mixed Use in Knightdale, NC with adjacent property owners. All property owners within 200 feet of the property were mailed the attached notification letter. The neighborhood meeting was held at the Knightdale Recreation Center (Room 404) at 6:30 PM on October 1, 2019. The neighbors who attended the meeting were Stacey Crute, owner of 119 Autumn Ridge Drive and Craig Stepney, owner of 121 Autumn Ridge Drive. The following is a summary of key discussion points resulting from this meeting:

- Kimley-Horn presented the residents with a copy of the current site and landscape plan for discussion.
- The group reviewed building and driveway locations and oriented the neighbors to those locations on the property.
- Ms. Crute inquired about the type of retail and was interested in a movie theater. She also asked about the process moving forward. Mr. Long indicated that a lease had not been secured with a theater. Mr. Long and Mr. Bostic explained the retail would be a mix of restaurants and service and that the next step was working with the townhome developer and taking the new retail layout back to retailers to secure leases.
- Ms. Crute also asked about the pricing of the townhomes and Mr. Long told her that, although its not set in stone, they should be mid to upper $200's.
- Ms. Crute asked about the buffers and Mr. Bostic explained that those would not change between the proposed site and her residence. He also explained that the increase in residential units would help bring retailers, but that the rezoning we are seeking will generate less traffic overall than the previous plan.
- Mr. Stepney shared that the fence at the edge of the buffer stopped at a point where he can see Sheetz from his house. This causes pedestrians to cut between his house and his neighbors house to walk directly through.
- Mr Long informed Mr. Stepney that the requested zoning change to add townhomes and the change to the retail master plan layout does have any adverse impact as it relates to orientation of buildings and fence near his home

End of Meeting

Parkstone Neighborhood Meeting 10/1/19

Name	Email
Stacey Crute	staceycrute1@gmail.com
Craig Stepney	castepney@gmail.com

Owner	Mail Address 1	Mail Address 2	Mail Address 3	PIN
GREYSTONE WW CO LLC	4805 DORSET AVE	CHEVY CHASE MD 20815-5443		1744736807
WW KNIGHTDALE PROPERTY LLC	PO BOX 3	DE WITT NY 13214-0003		1744744952
WIDEWATERS KNIGHTDALE II COMPANY	PO BOX 3	DE WITT NY 13214-0003		1744756480
KNIGHTDALE MULTIFAMILY OWNERSHIP, LLC	ATTN: LEGAL DEPARTMENT	PO BOX 3	DE WITT NY 13214-1865	1744833775
KEATING, JOHN & JULIANNE M	13176 KENSINGTON DR	GRAFTON OH 44044-1075		1744839819
DOLL, JANET M	118 MINGOCREST DR	KNIGHTDALE NC 27545-7667		1744839926
KNIGHTDALE DEVELOPMENT OWNERSHIP LLC	THE WIDEWATERS GROUP INC	PO BOX 3	DE WITT NY 13214-0003	1744843799
NEWSON, TIMMY	604 PINE FOREST TRL	KNIGHTDALE NC 27545-9278		1744848790
FORTIN, DIANNE C	603 PINE FOREST TRL	KNIGHTDALE NC 27545-9278		1744848793
BULLOCK, KENNICE J	602 PINE FOREST TRL	KNIGHTDALE NC 27545-9278		1744848795
WHONDER-GENUS, HILLARY GENUS, DEVON	601 PINE FOREST TRL	KNIGHTDALE NC 27545-9278		1744848798
KEARNEY, ANNA KATHRYN	116 MINGOCREST DR	KNIGHTDALE NC 27545-7667		1744849024
FORBES, PARRILL D & BETTY MARIE	902 PINE FOREST TRL	KNIGHTDALE NC 27545-7928		1744849217
PEOPLES, MAURINE	904 PINE FOREST TRL	KNIGHTDALE NC 27545-7928		1744849222
JOHNSON, JERMAINE	903 PINE FOREST TRL	KNIGHTDALE NC 27545-7928		1744849225
MCDANIEL, KENT D	5909 SANDPIPER FARM LN	WENDELL NC 27591-9724		1744849290
CONREAL LLC	9032 CONCORD HILL CT	RALEIGH NC 27613-5480		1744849310
PRUETT, SCOTT & ROBERTA A	7368 CIRCLEBANK DR	RALEIGH NC 27615-5646		1744849316
TELLECHEA, STEWART & NEREIDA	5766 SPRINGFISH PL	WALDORF MD 20603-4234		1744849329
BROWN, LOUIS C & VIRGINIA G	803 PINE FOREST TRL	KNIGHTDALE NC 27545-9279		1744849441
HANDON, CLARETTA	802 PINE FOREST TRL	KNIGHTDALE NC 27545-9279		1744849444
RUCKOLDT, BARBARA	801 PINE FOREST TRL	KNIGHTDALE NC 27545-9279		1744849467
LENTZEN, ROSEMARY	303 S DOGWOOD AVE	SILER CITY NC 27344-3819		1744849527
ROGERS, SHELBY L	703 PINE FOREST TRL	KNIGHTDALE NC 27545-7931		1744849545
WOODS OF PARKSIDE HOMEOWNERS ASSOC	4112 BLUE RIDGE RD STE 100	RALEIGH NC 27612-4652		1744849582
SEPULVEDA, LYNDA R	701 PINE FOREST TRL	KNIGHTDALE NC 27545-7931		1744849600
VAUGHAN, CRYSTAL MARY & MICHAEL GORDON	605 PINE FOREST TRL	KNIGHTDALE NC 27545-9278		1744849607
VEREEN, MICHAEL	PO BOX 1194	ZEBULON NC 27597-1194		1744849844
CAPPS, KATHREN ANN	503 PINE FOREST TRL	KNIGHTDALE NC 27545-7930		1744849874
OHNESORGE, LAUREN K	115 AUTUMN RIDGE DR	KNIGHTDALE NC 27545-9203		1744849936
KNIGHTDALE DEVELOPMENT OWNERSHIP LLC	THE WIDEWATERS GROUP INC	PO BOX 3	DE WITT NY 13214-0003	1744850425
KNIGHTDALE DEVELOPMENT OWNERSHIP LLC	THE WIDEWATERS GROUP INC	PO BOX 3	DE WITT NY 13214-0003	1744852568
KNIGHTDALE DEVELOPMENT OWNERSHIP LLC	THE WIDEWATERS GROUP INC	PO BOX 3	DE WITT NY 13214-0003	1744856629
RCP INVESTMENTS IV LLC	11415 ROSE BOWL DR	GLEN ALLEN VA 23059-4838		1744858784
KING, CHARLENE	117 AUTUMN RIDGE DR	KNIGHTDALE NC 27545-9203		1744859017
CRUTE, STACEY L	119 AUTUMN RIDGE DR	KNIGHTDALE NC 27545-9203		1744859114
STEPNEY, CRAIG A & YVONNE C	121 AUTUMN RIDGE DR	KNIGHTDALE NC 27545-9203		1744859211
ELKINTON, RICHARD E & RACHEL W	123 AUTUMN RIDGE DR	KNIGHTDALE NC 27545-9203		1744859248
SALKHADI, MAMOUN KHEZZAR, ANWAR	114 MINGOCREST DR	KNIGHTDALE NC 27545-7667		1744940008
ROBERSON, SAMUEL, TAKEISHA	112 MINGOCREST DR	KNIGHTDALE NC 27545-7667		1744940161
WRIGHT, LORETTA N	1002 PINE FOREST TRL	KNIGHTDALE NC 27545-7929		1744940220
SAGADA, QUIRINO SANCHEZ DE SANCHEZ, REINA ISABEL AYALA	1003 PINE FOREST TRL	KNIGHTDALE NC 27545-7929		1744940251
LOGAN, TERESA A	1004 PINE FOREST TRL	KNIGHTDALE NC 27545-7929		1744940282
YERKE, FRANKLIN A, THELMA R	502 PINE FOREST TRL	KNIGHTDALE NC 27545-7930		1744940804
HUGHES, MATILDA W	501 PINE FOREST TRL	KNIGHTDALE NC 27545-7930		1744940833
MITCHELL, JON B MITCHELL, REBECCA L	113 AUTUMN RIDGE DR	KNIGHTDALE NC 27545-9203		1744940915
BROOKS, DONALD J JR, MILLICENT H	111 AUTUMN RIDGE DR	KNIGHTDALE NC 27545-9203		1744940983
STELMACH, NICHOLAS E	112 AUTUMN RIDGE DR	KNIGHTDALE NC 27545-9203		1744950088
BLEVINS, RICKY A LUI, YU CHI	110 KENNETH RIDGE CT	APEX NC 27523-9370		1744950175
JONES, WALTER RICHARD II , MICHELLE F	125 AUTUMN RIDGE DR	KNIGHTDALE NC 27545-9203		1744950320
PARKSIDE COMMONS CONDOMINIUMS	1003 DRESSER CT	RALEIGH NC 27609-7323		1744950427
G A T T LLC	PO BOX 80084	RALEIGH NC 27623-0084		1744950427
RENAISSANCE VENTURES LLC	112 HIGHCLERE LN	CARY NC 27518-8723		1744950427
CAH HOLDINGS LLC	1521 E 3RD ST	CHARLOTTE NC 28204-3231		1744950756
PARKSIDE HOMEOWNERS ASSOCIATION INC	4112 BLUE RIDGE RD STE 100	RALEIGH NC 27612-4652		1744952338

Kimley»Horn

September 20, 2019

Kimley-Horn & Associates, Inc.
421 Fayetteville Street, Suite 600
Raleigh, NC 27601

Subject: Neighborhood Meeting Notification Letter – Rezoning
901 Parkstone Towne Boulevard
Knightdale, NC 27545

Dear Neighbor:

On **Tuesday, October 1, 2019**, a neighborhood meeting will be held regarding a proposed rezoning application for the property identified by the following address and property identification number: 901 Parkstone Towne Boulevard, Knightdale, NC 27545; PIN# 1744843799 near property that you own.

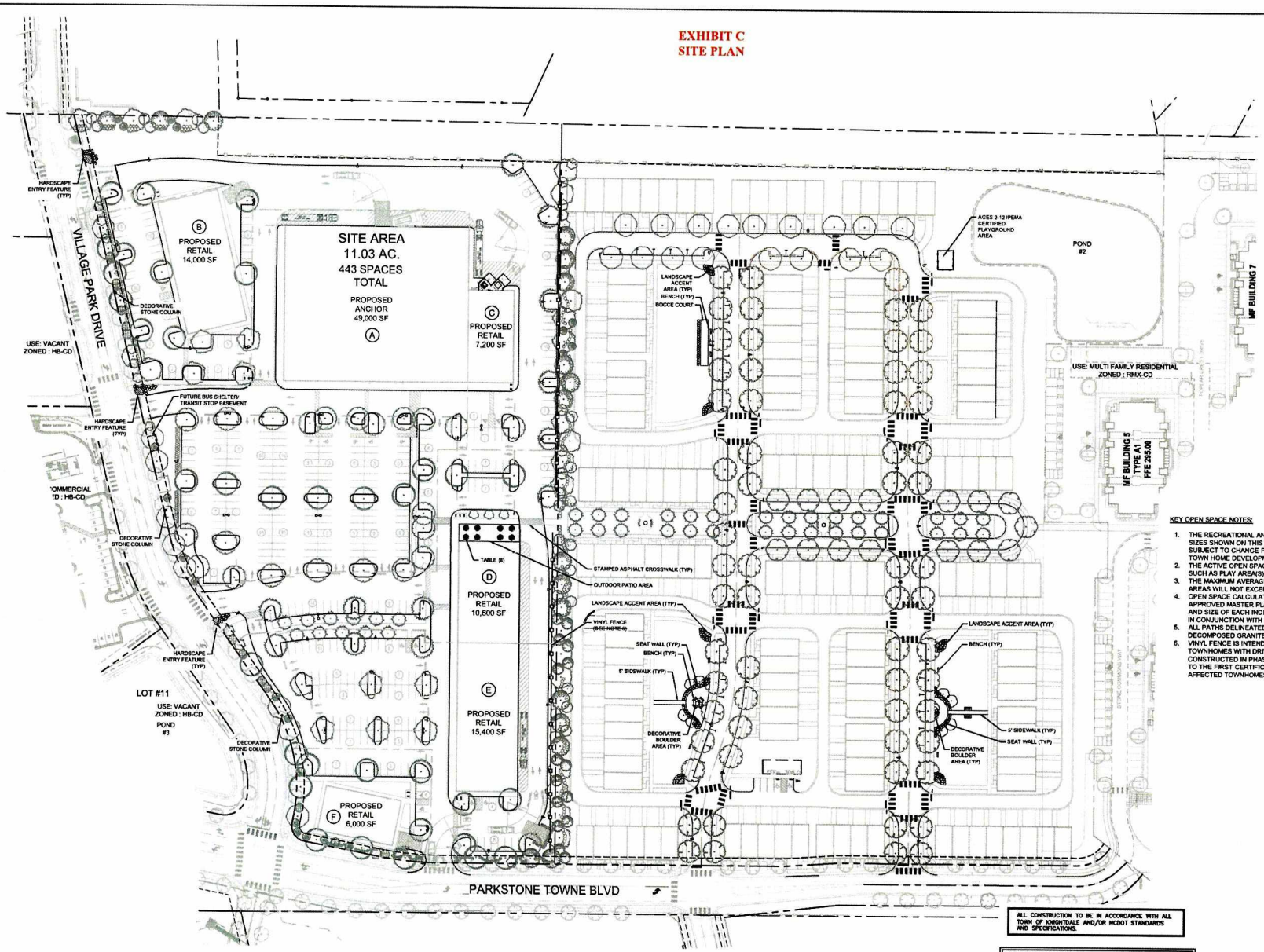
The meeting will be held at the Knightdale Recreation Center (Room 404) located at 102 Lawson Ridge Road, Knightdale, NC 27545 at **6:30 P.M. on October 1, 2019**. This is a public meeting and all are invited to attend.

If you wish to contact us, please call (919) 653-2927 and ask for Chris Bostic. You may also email me at the following address: Chris.Bostic@kimley-horn.com. The purpose of the meeting is to ensure that adjacent property owners are aware of the proposal and have an opportunity to provide input prior to the Town of Knightdale public hearing.

Sincerely,

Chris Bostic, P.E.
Project Manager

EXHIBIT C
SITE PLAN



SITE FURNITURE LEGEND:

- TABLE WITH UMBRELLA
- BENCH
- BOCCE COURT
- DECORATIVE BOULDERS

KEY OPEN SPACE NOTES:

1. THE RECREATIONAL AND ACTIVE OPEN SPACE AREAS, LOCATIONS AND SIZES SHOWN ON THIS PLAN ARE PRELIMINARY IN NATURE AND ARE SUBJECT TO CHANGE PENDING THE FINAL SITE PLAN LAYOUT FOR THE TOWN HOME DEVELOPMENT.
2. THE ACTIVE OPEN SPACE AREAS MAY INCLUDE PROGRAM ELEMENTS SUCH AS PLAY AREA(S), PICNIC AREA(S), AND FLEX LAWN SPACE.
3. THE MAXIMUM AVERAGE GRADIENT WITHIN THE ACTIVE OPEN SPACE AREAS WILL NOT EXCEED 7.5%.
4. OPEN SPACE CALCULATIONS AND PERCENTAGES WILL COMPLY WITH THE APPROVED MASTER PLAN, ALTHOUGH EXACT CONFIGURATIONS, LOCATION AND SIZE OF EACH INDIVIDUAL AREA WILL BE CONFIRMED AND APPROVED IN CONJUNCTION WITH THE FINAL SITE PLAN APPLICATION.
5. ALL PATHS DELINEATED WITHIN ACTIVE OPEN SPACE AREAS ARE TO BE DECOMPOSED GRANITE OR SIMILAR MATERIAL.
6. VINYL FENCE IS INTENDED TO SCREEN THE DRIVEWAYS OF ALLEY LOADED TOWNHOMES WITH DRIVEWAYS FACING THE FENCE. THE FENCE CAN BE CONSTRUCTED IN PHASES WITH EACH FENCE SECTION COMPLETE PRIOR TO THE FIRST CERTIFICATE OF OCCUPANCY FOR THAT GROUPING OF AFFECTED TOWNHOMES.

ALL CONSTRUCTION TO BE IN ACCORDANCE WITH ALL TOWN OF KNIGHTDALE AND/OR NCDOT STANDARDS AND SPECIFICATIONS.

EXISTING CONDITION NOTES:

1. EXISTING INFORMATION SHOWN FROM AN ALTA/ACSM LAND TITLE SURVEY PROVIDED BY CHANDLER LAND SURVEYING, INC., 83 ADAMS POINT DRIVE, GARNER, N.C. 27529, PHONE: 919-291-9143 AND DATED NOVEMBER 21, 2017 AND TAKEN FROM TOWN OF KNIGHTDALE APPROVED CONSTRUCTION PLANS FOR PARKSTONE AT KNIGHTDALE (KHA #017254001) DATED NOVEMBER 15, 2016 AND PROVIDED BY KIMLEY-HORN AND ASSOCIATES, 421 FAYETTEVILLE STREET, SUITE 600, RALEIGH, NC 27601, PHONE: 919-677-2000.
2. THE SUBJECT PROPERTY IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA. IT IS LOCATED IN ZONE X BASED ON THE FLOOD INSURANCE RATE MAP COMMUNITY MAP NUMBER 3720174400J DATED MAY 2, 2006.

GRAPHIC SCALE IN FEET
0 30 60 120

NORTH

No.	REVISIONS	DATE	BY
2	OWNER UPDATES	03-19-20	WWH
1	TOWN OF KNIGHTDALE COMMENTS	12-05-19	WWH

Kimley»Horn

© 2019 KIMLEY-HORN AND ASSOCIATES, INC.
421 FAYETTEVILLE STREET, SUITE 600, RALEIGH, NC 27601
PHONE: 919-677-2000 FAX: 919-677-2050
WWW.KIMLEY-HORN.COM
#F-0102

KHA PROJECT 017254007
DATE 11/08/2019
SCALE AS SHOWN
DESIGNED BY JCB
DRAWN BY JCB
CHECKED BY CGB

OPEN SPACE PLAN

PARKSTONE PHASE 2
MIXED USE
PREPARED FOR
KNIGHTDALE DEVELOPMENT OWNERSHIP, LLC.
KNIGHTDALE NORTH CAROLINA

SHEET NUMBER
L2.0

Town of Knightdale

Staff Report Cover Sheet

Title: Easement Assignment to City of Raleigh Public Utilities Department

Staff: Chris Hills, Development Services Director

Date: September 16, 2020

PURPOSE

- The City of Raleigh Public Utilities Department (CORPUD) is planning to construct a new major sewer collector on the east side of the Neuse River that will serve residents of Knightdale and points north and east. In order to construct this new line, CORPUD requires access to the former pump station site located on the parcel identified as PIN# 1733-74-1637. Although the Town already transferred all ownership rights and interests in all easements and property associated with water and sewer utilities to CORPUD via the utility merger in 2006, they have requested specific assignment of this easement. Staff and the Town Attorney have reviewed this request and the assignment document and find it acceptable.

STRATEGIC PLAN PRIORITY AREA(S)

- Sustainable
- Organizational Excellence

GENERAL STATUTE REFERENCE(S), *if applicable*

- NA

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- NA

ATTACHMENT(S)

- Easement Assignment Document

STAFF RECOMMENDATION

- Staff recommends that Council Approve the Assignment of the Easement to the City of Raleigh.

Instrument Prepared by:	Raleigh City Attorney's Office
Brief Description for Index	Easements BM 1985 PG 386-387, BM 1985 PG 1467
Parcel Identifier	REID 0143494 & 0448337
Mail after Recording to:	City Real Estate Office (SG)
	P.O. Box 590
	Raleigh, NC 27602

NORTH CAROLINA

ASSIGNMENT AND ASSUMPTION OF EASEMENTS

WAKE COUNTY

This **ASSIGNMENT AND ASSUMPTION OF EASEMENTS** (the "Assignment") is made on the 16th day of September, 2020, by and between the **Town of Knightdale**, a municipal corporation of the State of North Carolina ("Assignor"), with a mailing address of 950 Steeple Square Ct., Knightdale NC 27545, and the **City of Raleigh,** a municipal corporation of the State of North Carolina ("Assignee"), its successors and assigns, with a mailing address of P.O. Box 590, Raleigh, NC 27602.

W I T N E S S E T H

WHEREAS, the Assignor acquired a pipeline easement, a power line easement and an ingress/egress easement associated therewith by deed recorded in Book 3629, Page 805, Wake County Registry (collectively, the "Easements"); and

WHEREAS, pursuant to that agreement between the Assignor and the Assignee entitled "Merger Agreement Merging The Water and Sewer Utility Systems of Knightdale, North Carolina and Raleigh, North Carolina" dated April 28, 2006 (the "Merger Agreement"), Assignor has agreed, among things, to assign and convey the Easements to the Assignee; and

WHEREAS, in accordance with the Merger Agreement, Assignor desires to assign, transfer and convey to Assignee all its rights, title, and interest in and to the Easements; and

WHEREAS, in accordance with the Merger Agreement, Assignee desires to assume all of Assignee's rights, title, and interest in and to the Easements.

NOW, THEREFORE, in consideration of the foregoing recitals and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Assignor and the Assignee agree as follows:

1. Recitals. The recitals are incorporated herein as if fully set forth.

2. Assignment. The Assignor hereby assigns, transfers, conveys and delivers to the Assignee all of the Assignor's rights, title, and interest in and to the Easements.

3. Assumption. The Assignee hereby accepts the foregoing assignment of all of the Assignor's rights, title, and interest in and to the Easements.

4. Miscellaneous. This Assignment shall be governed by and construed in accordance with the laws of the State of North Carolina and the proper, sole, and exclusive venue for any civil action arising out of or in any way related to this Assignment shall be the federal or state courts sitting in Wake County, North Carolina. This Assignment shall not be modified or amended in any manner other than by a written agreement signed by the parties and recorded in the Wake County Registry.

[REST OF THE PAGE LEFT BLANK INTENTIONALLY]

IN WITNESS WHEREOF, Assignor has caused this instrument to be executed by its duly authorized official.

TOWN OF KNIGHTDALE

By:_____ (SEAL)
James A. Roberson, Mayor

ATTEST:

_____(SEAL)
Heather Smith, Town Clerk

NORTH CAROLINA
COUNTY OF WAKE

I certify that **Heather Smith,** Town Clerk of the Town of Knightdale, personally appeared before me this day and certified to me under oath or by affirmation that she is not grantee or beneficiary of the transaction, signed the foregoing document as a subscribing witness, and either: (i) witnessed **James Roberson**, Mayor of the Town of Knightdale, sign the foregoing document or (ii) witnessed **James Roberson**, Mayor of the Town of Knightdale, acknowledge his signature on the already-signed document.

Witness my hand and official seal this the _____ day of _____, 20___.

_____

_____Notary Public (SEAL)
(Print Name)

My Commission Expires: _____

CITY OF RALEIGH

By: _____
Ruffin L. Hall, City Manager

ATTEST:

_____ (SEAL)
Gail G. Smith, City Clerk

STATE OF NORTH CAROLINA
COUNTY OF WAKE

This is to certify that on the _____ day of _____, 2020, before me personally came Gail G. Smith with whom I am personally acquainted, who, being by me duly sworn, says that she is the City Clerk and Ruffin L. Hall is the City Manager of the municipal corporation described herein and which duly executed the foregoing instrument; that she knows the common seal of said municipal corporation; that the seal affixed to the foregoing instrument is said common seal, and the name of the municipal corporation was subscribed thereto by the said City Clerk and that the said City Manager and Clerk subscribed their names thereto, and said common seal was affixed, all by order of the City Council of said municipal corporation, and that the said instrument is the act of said municipal corporation.

Witness my hand and official seal this the _____ day of _____, 2020.

_____

_____Notary Public (SEAL)
(Print Name)

My Commission Expires: _____

Town of Knightdale

Staff Report Cover Sheet

Title: Budget Amendment FY20 Encumbrances

Staff: Tim Flora, Finance Director

Date: September 16, 2020

PURPOSE

Amend General Fund and Storm Water Fund budgets consistent with Budget Ordinance #20-06-17-001, Section 10, Re-Appropriation of Funds Encumbered in Fiscal Year 2020.

STRATEGIC PLAN PRIORITY AREA(S)

- Sustainable
- Organizational Excellence

GENERAL STATUTE REFERENCE(S), *if applicable*

N.C.G.S. 159-15: *Except as otherwise restricted by law, the governing board may amend the budget ordinance at any time after the ordinance's adoption in any manner, so long as the ordinance, as amended, continues to satisfy the requirements of G.S. 159-8 and 159-13….*

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- Unappropriated Fund Balance

ATTACHMENT(S)

- Staff Report
- Budget Amendment #2021-01

STAFF RECOMMENDATION

- Adopt Budget Amendment #2021-01 to amend Budget Ordinance #20-06-17-001 for encumbrances open at June 30, 2020 and needing to be carried forward into fiscal year 2021.

Town of Knightdale

Staff Report

Title: Budget Amendment FY20 Encumbrances

Staff : Tim Flora, Finance Director

Date: September 16, 2020

Asst. Town Manger Signature: SMY

Town Manager Signature: WRS

BACKGROUND INFORMATION

There are circumstances where adopted budgets need to be amended. The attached budget amendment for fiscal year 2021 is compliant with State law and Budget Ordinance #20-06-17-001, Section 10, Re-Appropriation of Funds Encumbered in Fiscal Year 2020. It includes obligations of the Town budgeted and encumbered in fiscal year 2020 but not completed by June 30, 2020. The below summary shows the full amount encumbered and being carried forward into FY21 for both the General Fund and Storm Water Fund.

This budget amendment happens every year and is expected and planned for. For comparative purposes, the carry forward from the prior year was $559,551.

SUMMARY

Purpose of Encumbrance		Amount
Town Hall Renovation Design	$	7,750
COVID-19 Supplies		11,227
First Floor Renovations		61,770
Mingo Creek Greenway Extension		17,474
UDO Update		118,082
IT Services		6,509
Soccer Field Rejuvenation Materials		8,852
Police Department Spatial Study		1,675
CAD Maintenance - Wake County		4,314
Harper Park Drainage Project		10,625
Total	**$**	**248,278**

RECOMMENDED ACTION

Adopt Budget Amendment #2021-01 to amend Budget Ordinance #20-06-17-001 for encumbrances open at June 30, 2020 and needing to be carried forward into fiscal year 2021.

The Town of Knightdale

BUDGET AMENDMENT
#2021-01

General Fund		Credit	Debit
#1	**Increase Revenues**		
	Appropriated Fund Balance	$ 237,653	$ -
	Increase Expenditures		
	Administration	-	7,750
	Human Resources	-	52,750
	Finance	-	20,247
	Development Services	-	135,556
	Information Technology	-	5,612
	Public Works Grounds	-	8,852
	Police	-	5,982
	Fire	-	904
	General Fund	**237,653**	**237,653**

Storm Water Fund			
#2	**Increase Revenues**		
	Appropriated Fund Balance	10,625	-
	Increase Expenditures		
	Storm Water Capital Outlay	-	10,625
	Storm Water Fund	**10,625**	**10,625**

Total	**$ 248,278**	**$ 248,278**

Per Budget Ordinance #20-06-17-001, Section 10, Re-Appropriation of Funds Encumbered in Fiscal Year 2020. Amounts reflect the operating funds encumbered as of June 30, 2019 to be carried forward.

Adopted this 16th day of September, 2020

Mayor James A. Roberson

Town Manager William R. Summers

Town of Knightdale

Staff Report Cover Sheet

Title: AN-1-20 Poplar Creek Village Phase IV

Staff: Jason Brown, Assistant Development Services Director

Date: September 16, 2020

PURPOSE

- Adopt resolution to set the public hearing date for AN-1-20 – Poplar Creek Village for October 21, 2020 and direct the Town Clerk to investigate the sufficiency of the petition.

STRATEGIC PLAN PRIORITY AREA(S)

- Connected & Inclusive
- Sustainable

GENERAL STATUTE REFERENCE(S), *if applicable*

- NCGS 160A-31 "Annexation by petition"

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- Staff Report
- Vicinity Map
- Map of Annexed Area
- Proposed Poplar Creek Phase IV
- Statement of Sufficiency
- RES# 20-09-16-001

STAFF RECOMMENDATION

- Direct Town Clerk to Investigate the Sufficiency of the Petition.
- Adopt RES# 20-09-16-001
- Set the Public Hearing for October 21, 2020

Town of Knightdale

Staff Report

Title: AN-1-20 – Poplar Creek Village Phase IV

Staff: Jason Brown, Assistant Development Services Director

Date: September 16, 2020

Director Signature: CH

Asst. Town Manger Signature: DT

Town Manager Signature: WRS

BACKGROUND INFORMATION

- Staff received an annexation petition for the proposed Poplar Creek Village Phase IV. The annexation consists of approximately 17.835 acres located east of Poplar Creek Village and west of Clifton Road. The proposed Poplar Creek Village Phase IV consists of 55 single-family lots. The owner and petitioner is Billy Royce Liles.

SUMMARY

- NCGS §160A-31 permits the annexation of contiguous areas upon receipt of a valid petition signed by all the owners. The Town Clerk will investigate the sufficiency of the petition and provide the statement of sufficiency. The below recommended actions will set a public hearing date for October 21, 2020. Staff will procure a legal ad to advertise the public hearing as required by the statute.

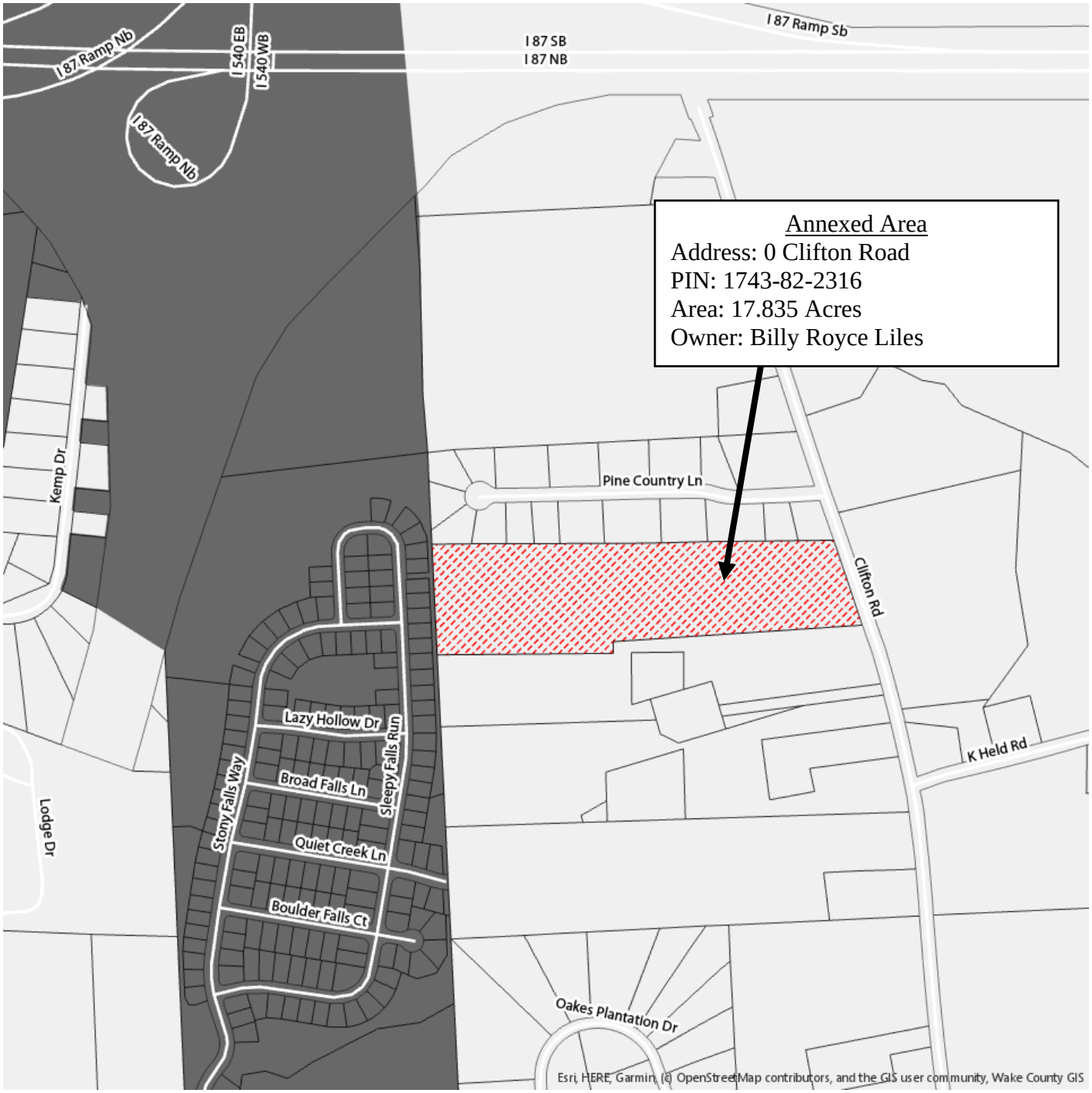
ATTACHMENTS:

- Vicinity Map
- Map of Annexed Area
- Proposed Poplar Creek Phase IV
- Statement of Sufficiency
- RES# 20-09-16-001

RECOMMENDED ACTION

- Direct Town Clerk to Investigate the Sufficiency of the Petition.
- Adopt RES# 20-09-16-001
- Set the Public Hearing for October 21, 2020

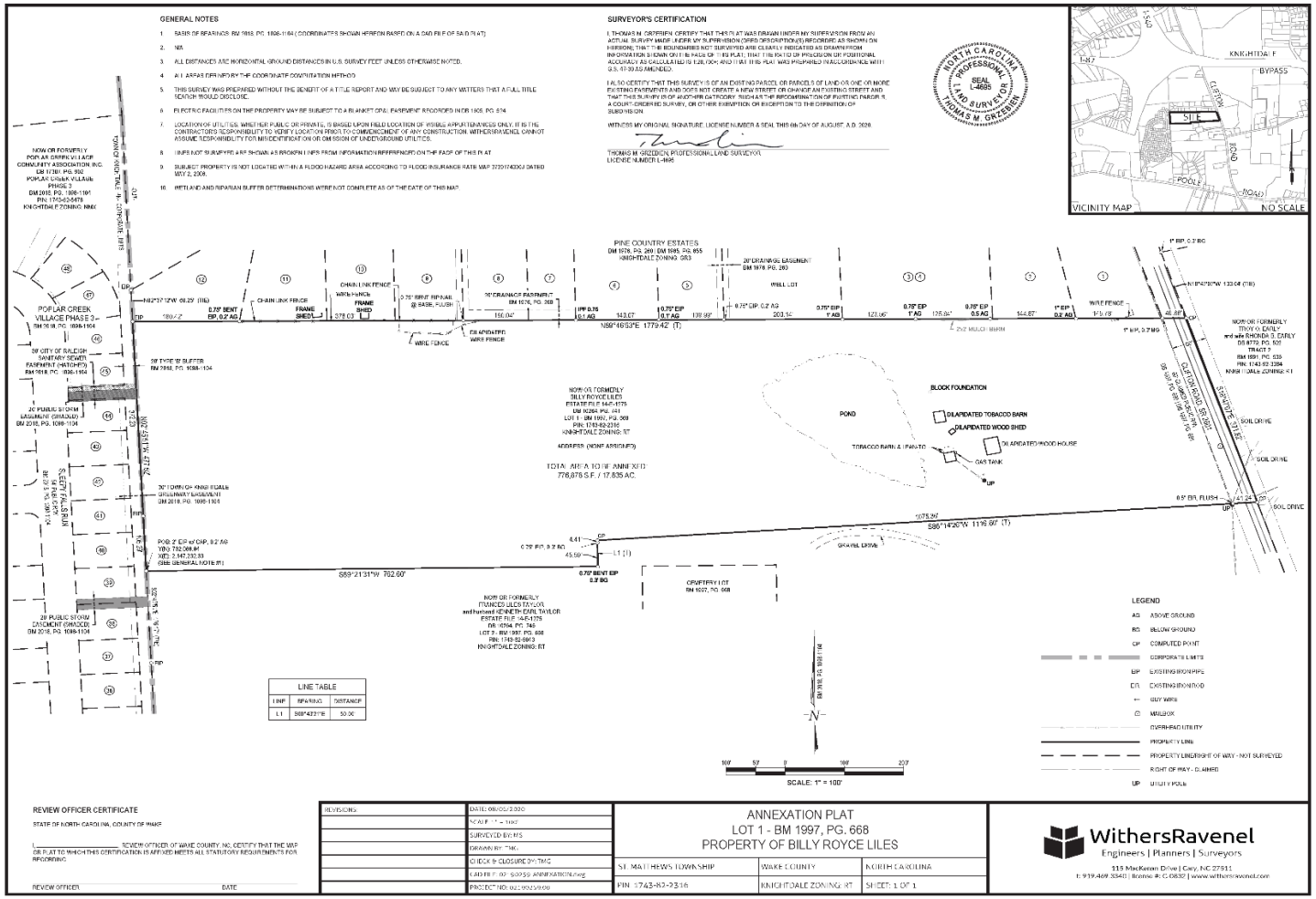
Vicinity Map



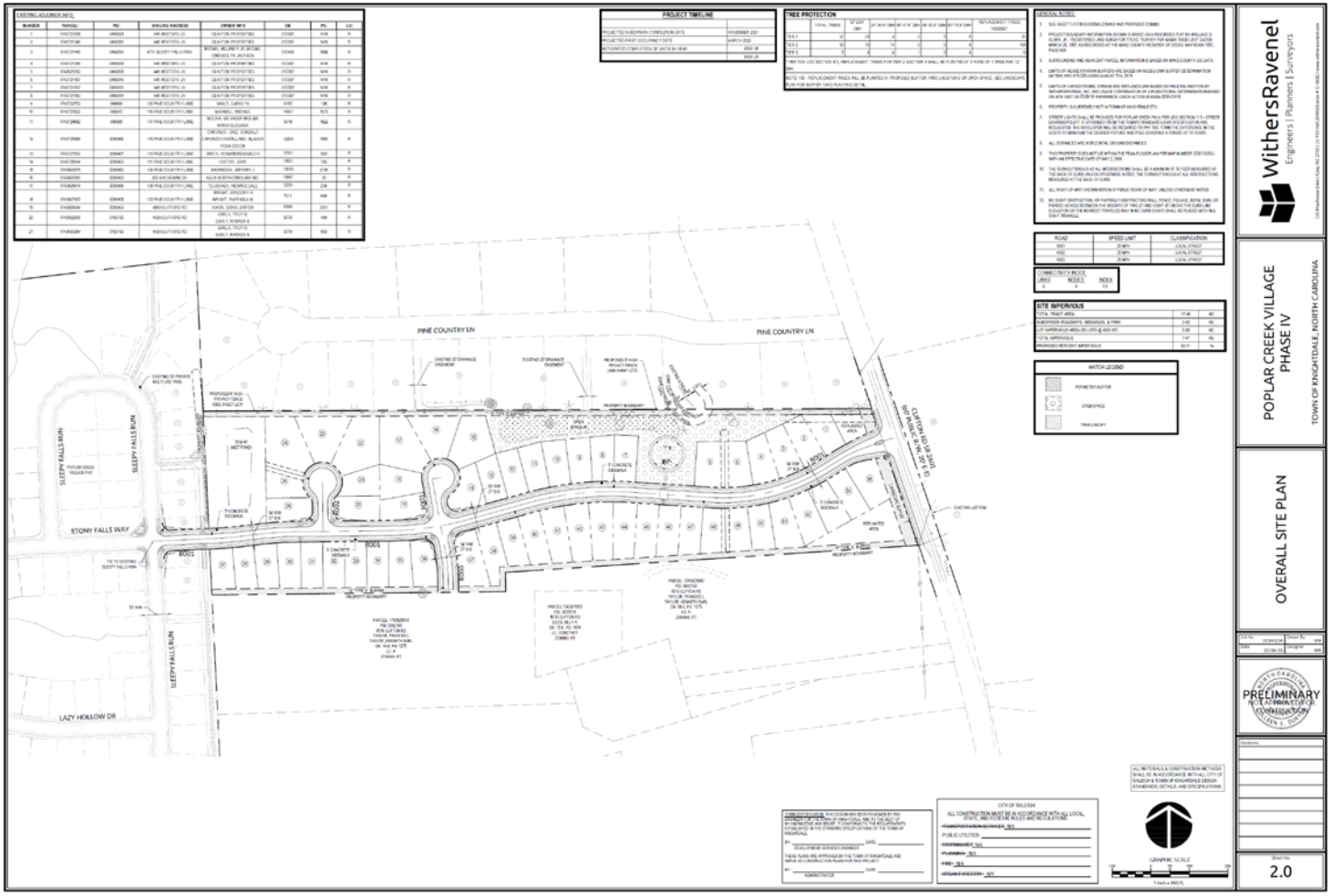
Town of Knightdale

Staff Report

Annexation Map – Poplar Creek Village Phase IV



Proposed Poplar Creek Village Phase IV



CERTIFICATE OF SUFFICIENCY

Poplar Creek Village Phase IV
17.835 ± Acres

To the Town Council of the Town of Knightdale, North Carolina,

I, _____, Town Clerk, do hereby certify that I have investigated the petition attached and have found as a fact that said petition is signed by all owners of real property lying in the area described therein, in accordance with NCGS § 160A-31 as amended.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Knightdale, this _____ day of _____, 2020.

(SEAL)

_____
Heather M. Smith, Town Clerk

TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

RESOLUTION #20-09-16-001
RESOLUTION FIXING A DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO NCGS §160A-31

WHEREAS, a petition requesting annexation of the area described herein has been received, and

WHEREAS, certification by the Town Clerk as to the sufficiency of said petition has been made;

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

Section 1. A public hearing on the question of annexation of the area described herein will be held electronically pursuant to the Town's Electronic Meeting's Policy at 7:00 pm on the 21st day of October 2020.

Section 2. The area proposed for annexation is described as follows:

Legal Description

Annexation Area
Lot 1 – BM 1997, Pg. 668
Property of Billy Royce Liles

Beginning at an existing iron pipe on the common line with (now or formerly) Poplar Creek Village Community Association (DB 17307, Pg. 902), a common corner with (now or formerly) Frances Liles Taylor and Kenneth Earl Taylor (Estate File 14-E-1275), said iron pipe having NC Grid, NAD 83 coordinates of Y(N): 732,066.94 and X(E): 2,147,232.33 and being the TRUE POINT OF BEGINNING for Annexation Area herein described:

Thence along the common line with Poplar Creek Village Community Association N02°45'51"W, 477.52 feet to an existing iron pipe, a common corner with Pine Country Estates Lot 12;

Thence along the common line with Pine Country Estates Lots 1 through 12 N89°46'53"E, 1,779.42 feet to a computed point in the right of way of Clifton Road (SR 2601, 60' claimed R/W) on the east side of the paved road;

Thence S18°47'07"E, 371.82 feet to a computed point in the right of way of Clifton Road on the east side of the paved road, a common corner with Taylor;

Thence along common lines with Taylor the following courses and distances:

S86°14'26"W, 1,116.60 feet to a computed point;

S00°43'21"E, 50.00 feet to an existing iron pipe; and

S89°21'31"W, 762.60 feet to the point and place of beginning, containing 776,878 square feet or 17.835 acres for Annexation Area herein described according to a map entitled "Annexation Plat, Lot 1 – BM

1997, Pg. 668, Property of Billy Royce Liles" by WithersRavenel, signed and sealed by Thomas M. Grzebien, NCPLS # 4695 on August 6, 2020.

Section 3. Notice of said public hearing shall be published in the News and Observer, a newspaper having general circulation in the Town of Knightdale, at least ten (10) days prior to the date of said public hearing.

This the 16th day September, of 2020

BY: _____
James A. Roberson, Mayor

ATTEST: _____
Heather M. Smith, Town Clerk

Town of Knightdale

Staff Report Cover Sheet

Title: ZMA-1-20 – 7630 Knightdale Blvd. Mixed-Use

Staff: Kevin Lewis, Senior Planner

Date: September 16, 2020

PURPOSE

- The purpose of this staff report is to provide an overview of a Zoning Map Amendment request for the 7.4 acres at 7630 Knightdale Blvd., north of Knightdale Station Park. The parcel is identified by the Wake County PIN 1754-65-5899. The Zoning Map Amendment request is to rezone the property from Highway Business (HB) to Neighborhood Mixed Use Planned Unit Development (NMX-PUD) to allow for the development of two four-story multi-family apartment buildings with 195 total units and a two-story 12,000 square foot office/retail building.

STRATEGIC PLAN PRIORITY AREA(S)

- Sustainable
- Connected & Inclusive

GENERAL STATUTE REFERENCE(S), *if applicable*

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

TYPE OF PUBLIC HEARING, *if applicable*

- Legislative

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- Staff Report
- Application Packet
- PUD Document
- Neighborhood Meeting Information
- Master Plan with Elevations
- Ordinance #20-09-16-002

STAFF RECOMMENDATION

- Motion to approve ZMA-1-20 and adopt the recommended advisory statement describing plan consistency and reasonableness of action
- Adopt ORD #20-09-16-002

Town of Knightdale

Staff Report

Title: 7630 Knightdale Blvd Mixed Use

Staff : Kevin Lewis, Senior Planner

Date: September 16, 2020

Director Signature: CH

Asst. Town Manger Signature: DT

Town Manager Signature: WRS

I. REQUEST:

Brown Investment Properties submitted an application to rezone and develop 7.4 acres at 7630 Knightdale Blvd, north of Knightdale Station Park and Knightdale Station Run. The parcel is identified by the Wake County PIN 1754-65-5899. The Zoning Map Amendment request is to rezone the property from Highway Business (HB) to Neighborhood Mixed Use Planned Unit Development (NMX-PUD) to allow for the development of two four-story multi-family apartment buildings with 195 total units and a two-story 12,000 square foot office/retail building.

II. PROJECT PROFILE:

PROPERTY LOCATION:	7630 Knightdale Blvd
WAKE COUNTY PIN:	1754-65-5899
CURRENT ZONING DISTRICT	Highway Business (HB)
PROPOSED ZONING DISTRICT:	Neighborhood Mixed Use Planned Unit Development (NMX-PUD)
NAME OF PROJECT:	7630 Knightdale Blvd. Mixed Use
APPLICANT:	Tobias Coleman, SmithAnderson
PROPERTY OWNER:	G&F Properties LLC
DEVELOPER:	Brown Investment Properties
PROPERTY SIZE:	7.4 acres
CURRENT LAND USE:	Vacant/Undeveloped
PROPOSED LAND USE:	Two four-story apartment buildings with 195 units A two-story 12,000 square foot office/retail building
PROPOSED PARKING:	316 spaces
PROPOSED OPEN SPACE:	34,444 square feet (.79 acres)

III. BACKGROUND INFORMATION:

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

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

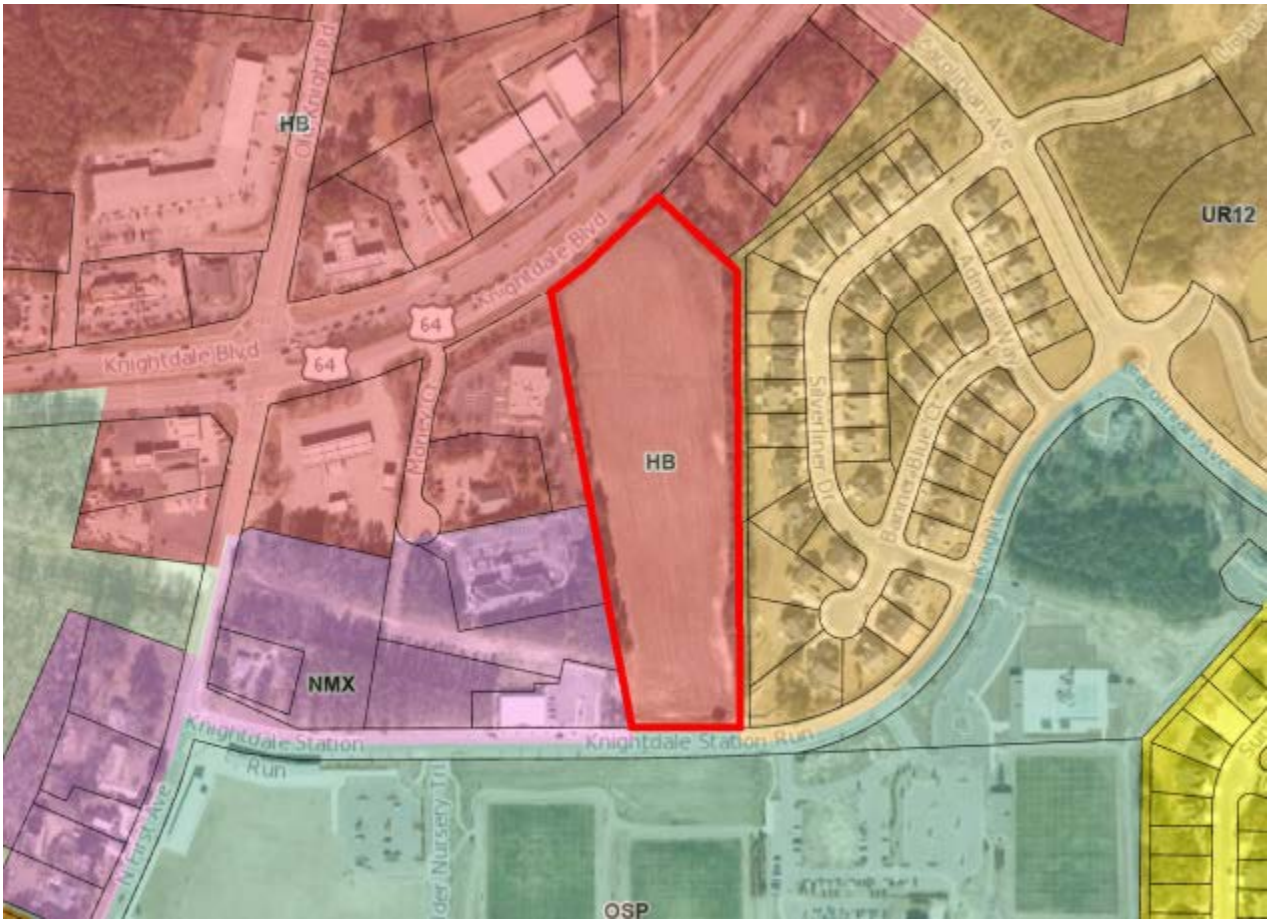
A joint public hearing with the Land Use Review Board and Town Council was held at the August 19, 2020 Town Council meeting. The following items were discussed by Council and LURB members at the meeting, and the applicant has provided additional information since.

1. **Parking**
    a. **Public Hearing Concern**: Will there be signage or markings directing residents and visitors where to park?
    b. **Applicant Response**: A shared parking study was conducted by the applicant and found that the use of the parking lot areas for the overall site will peak overnight as residents are at home. During the day, most residents of the apartments will be at their place of employment and more parking spaces will be available visitors to the office/retail building.
    c. **Staff Analysis**: That is a topic typically handled by the developer. Public parking is not restricted on Knightdale Station Run and the site meets all parking requirements found in the UDO.
2. **Knightdale Station Run and Traffic**
    a. **Public Hearing Concern**: The safety of pedestrians on Knightdale Station Run is important for Council. Will the proposed improvements allow for the safe crossing of this street while maintaining a free flow of traffic? Can raised crosswalks or other traffic calming measures be utilized?
    b. **Applicant Response**: The applicant can consider additional traffic calming measures with staff
    c. **Staff Analysis**: Development Services discussed options with Public Safety and Public Works staff. Raised crosswalks present problems for maintenance and response times.
3. **Building and Lot Dimensions**
    a. **Public Hearing Concern**: Council asked whether the current zoning would allow for a similar building.
    b. **Applicant Response**: The proposed development is consistent with the Comprehensive Plan and UDO.
    c. **Staff Analysis**: The lot is currently zoned Highway Business, which allows for a variety of uses and buildings up to five stories tall. The new zoning district limits buildings to four stories, and the applicant has proposed a limited number of commercial and office uses.

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

The proposed rezoning features a single parcel, located directly north of Knightdale Station Run and Knightdale Station Park, and south of Knightdale Blvd. The parcel is located within the Town's Extra Territorial Jurisdiction and requires annexation into Corporate Limits, if approved.

DIRECTION	LAND USE	ZONING
North	Little Village retail center	HB
South	Knightdale Station Park	OSP
East	Knightdale Station neighborhood	UR12
West	Burn Bootcamp, Heather's Dance, Prime BBQ, etc.	HB & NMX

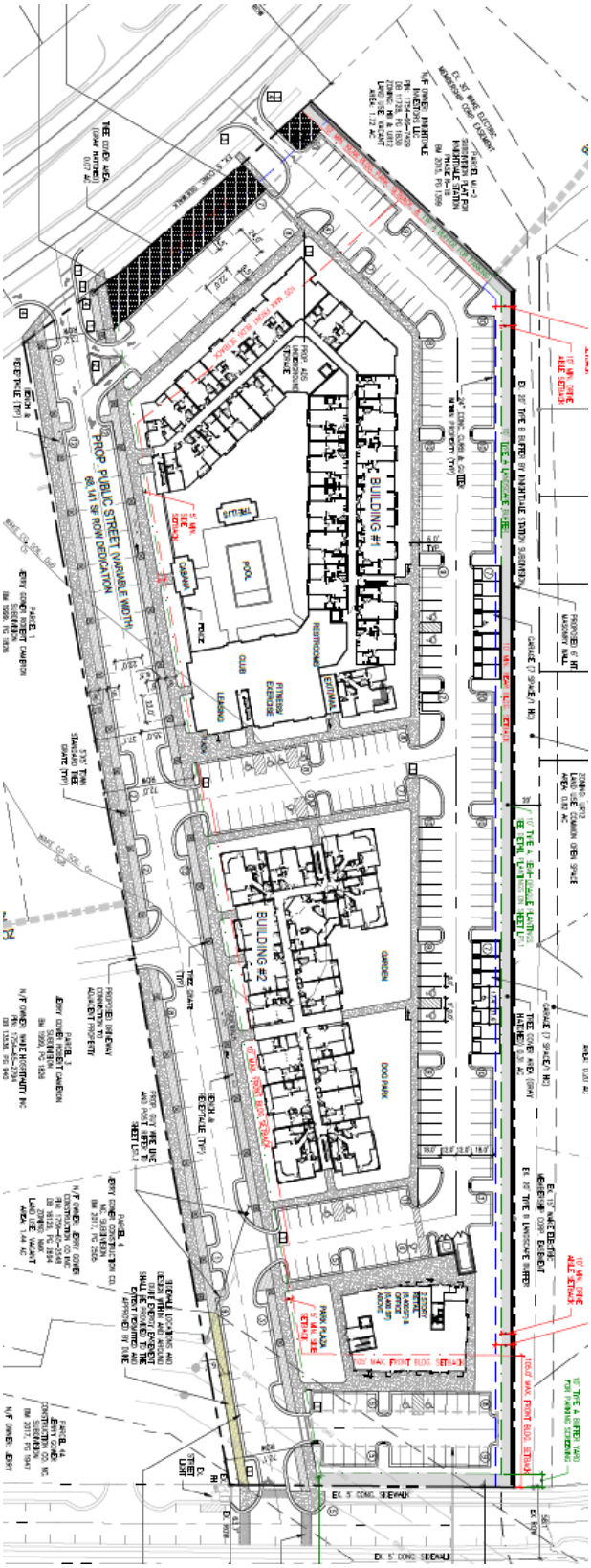


V. PROPOSED MASTER PLAN:

The applicant has submitted a full Master Plan in accordance Section 16.6 of the UDO. The applicant is proposing two four-story multi-family apartment buildings at four stories in height with a total of 195 units. The plan shows a two-story office/retail mixed use building with 12,000 square feet of space. The site contains 316 parking spaces, 60 of which are located on the new public street bisecting the site.

A 10-foot Type A buffer is provided along the eastern boundary of the property adjacent to the Knightdale Station neighborhood. In addition to the buffer, a six-foot masonry wall is shown. Over 34,000 square feet of open space is provided throughout the site containing amenities for residents and visitors. Street trees, parking lot buffers, and pedestrian plazas are provided throughout.

The applicant is proposing an underground cistern for the treatment of stormwater runoff. The new public street will connect Knightdale Blvd and Knightdale Station Run, and a new driveway will provide right-in/right-out access to Knightdale Blvd on the northeast corner of the site.

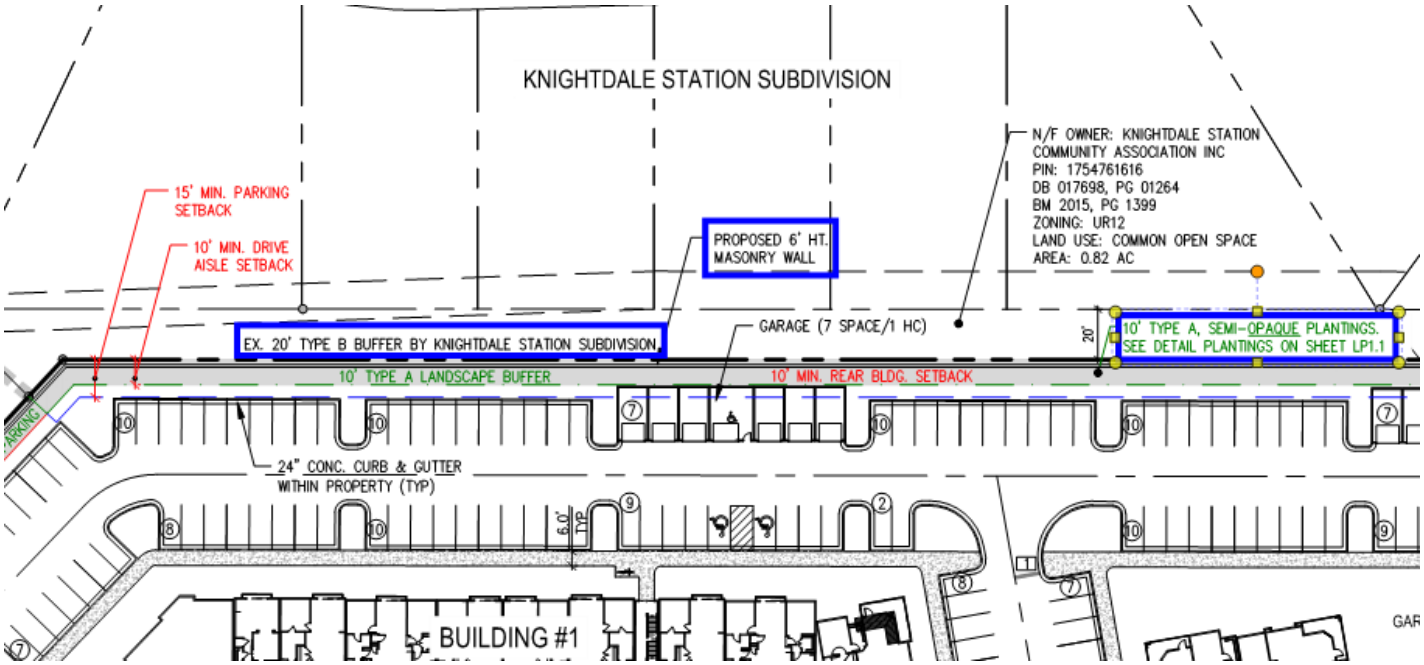

BUILDING #1
BUILDING #2
POOL
PROP. PUBLIC STREET (VARIABLE WIDTH)
DOG PARK
GARDEN
EX. 5' CONC. SIDEWALK

STAFF SITE PLAN ANALYSIS:

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

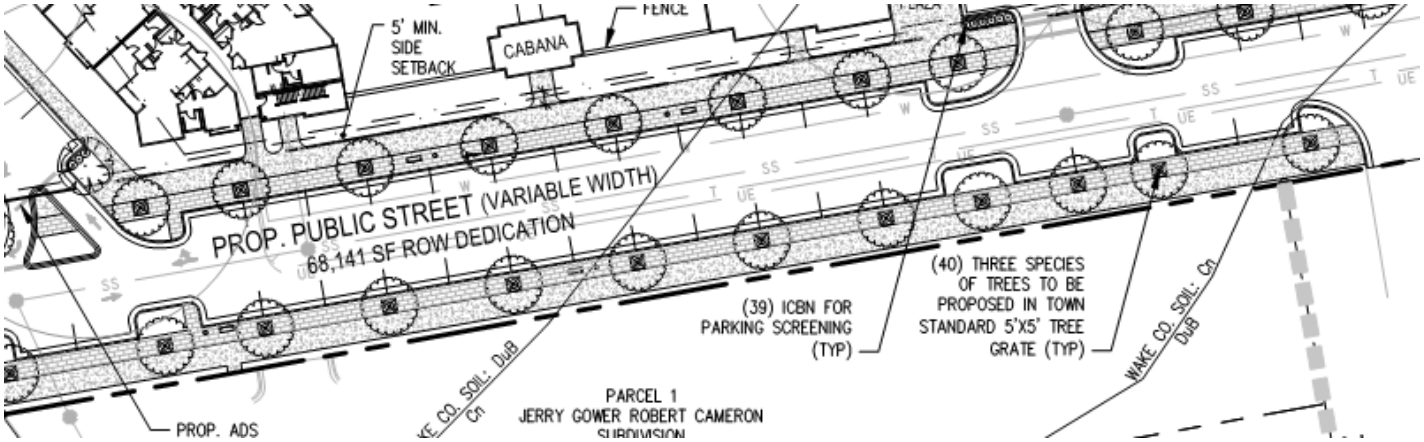
Buffers

UDO Section 8.6.A requires a 10-foot Type A buffer between the NMX and UR12 zoning districts. The Master Plan includes this required buffer along the eastern boundary adjacent to the Knightdale Station neighborhood. Additionally, to provide further screening and buffering, the applicant has agreed to install a 6-foot masonry wall in the buffer for additional screening after discussions with neighbors. As seen below, there is an existing 20-foot Type B buffer owned and maintained by the Knightdale Station HOA in place.



New Public Road

Initial iterations of this proposal depicted angled parking along the western boundary of the property similar to a typical multi-family parking lot. After discussions with Public Works, the parking lot configuration was changed to a new public road running north-south, providing a connection between Knightdale Blvd. and Knightdale Station Run. This new road features parallel parking, sidewalks, street trees, trash receptables, benches and streetlights on both sides. This design and cross section match that of First Ave. and Knightdale Station Run, extending the feel of Old Town and the Park further out and bringing additional character to the proposal.



Open Space

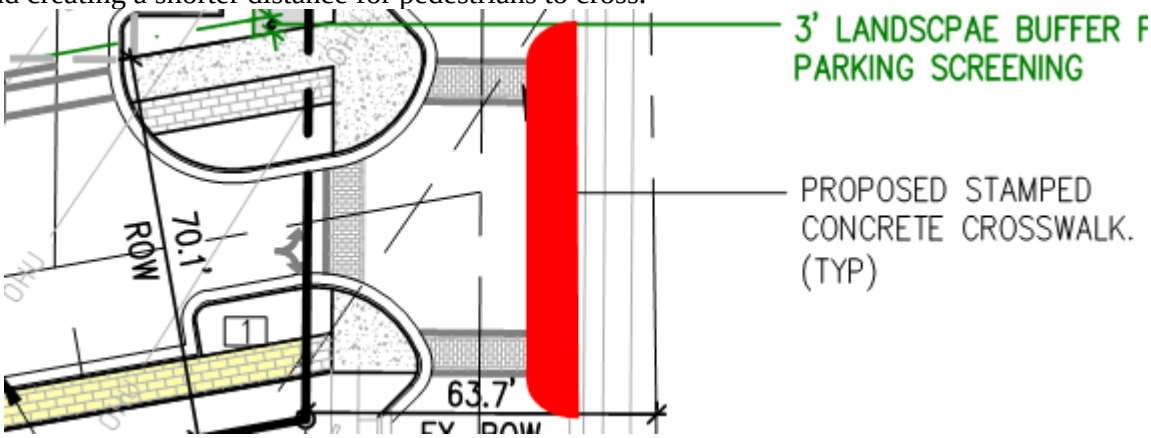
In addition to the typical amenities found at other multi-family developments, this proposal includes a "Sky Lounge" for residents, which overlooks the pool area, facing west away from the neighboring properties. Additional open space amenities include a garden, dog park, and enhanced landscaped area along Knightdale Blvd. A park plaza is also shown adjacent to the retail/office, fronting the new public street.

US HWY 64/KNIGHTDALE BOULEVARD FRONTAGE EXHIBIT

PARK PLAZA EXHIBIT AT OFFICE/RETAIL BUILDING

Knightdale Station Run

To assist in establishing pedestrian safety while creating a direct connection to Knightdale Station Park, the site plan shows a stamped concrete crosswalk at the site driveway and Knightdale Station Run, similar to what is seen along First Ave. Also shown in an extension of the curb, gutter, and sidewalk to help frame the on-street parking while reducing the distance required for pedestrians to safely cross. It was suggested at the Joint Public Hearing that the crosswalks here be raised to assist with safety concerns. Following the hearing, Development Services staff examined the request with members of the Public Safety and Public Works staff. The general consensus was that raised crosswalks cause damage to emergency response vehicles and present maintenance problems for Public Works staff. A proposed solution would be to add curb bulb-outs to the south side of Knightdale Station Run to match what is shown on the north side, thus narrowing the travel lane and creating a shorter distance for pedestrians to cross.



Elevations

Multiple sections of the UDO require the design of multi-family and mixed-use buildings to incorporate certain architectural elements. Section 3.3.U requires all multi-family structures to have flat roofs, helping to achieve a more urban style building. Sections 5.9 and 5.10 require buildings to be designed to the pedestrian level featuring large windows and doors, orientation towards the street, and buildings with lots of articulation and contrast. Design of the office/retail building matches that of the multi0family buildings.

VII. LEGISLATIVE CASE PROCEDURES:

Staff met with the development team in September 2019 to discuss the potential of a project at this location and worked with them through several preliminary sketch plan details. A 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: September 3, 2019
- Neighborhood Meeting Notices Mailed: April 29, 2020
- Neighborhood Meeting: May 12, 2020

The virtual neighborhood meeting was held via WebEx on May 19, 2020. Approximately 56 interested neighbors attended the meeting and inquired about traffic impacts, pedestrian safety, buffers, building height and intensity of proposal, and timeline. A number of attendees spoke in opposition of the proposal and have provided comments since the meeting as well. 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: August 7, 2020
- Sign Posted On Property: August 7, 2020
- Legal Ad Published in N&O: August 7 & 14, 2020

Following the formal submittal and review of the proposed master plan, the applicant met with the Development Review Committee (DRC) on July 9, 2020 to discuss the technical comments and details associated with the proposed subdivision plan. Staff disused with the applicant concerns involving buffers, landscaping, parking, and elevations/design. The DRC requested that the applicant provide a revised copy of the Master Plan, which is shown above.

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

VI. PROPOSED PLANNED UNIT DEVELOPMENT:

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

Staff has reviewed the submittal in accordance with UDO Sections 2.15.C and 16.5 and found that all submittal requirements have been met. Staff also reviewed the plans for conformance with the Neighborhood Mixed Use zoning district and other applicable UDO sections. The applicant's requested alternative standards are listed in the section below.

A. **Parking**: The applicant is proposing to provide 316 parking spaces, less than the 349 required by UDO Section 10.3. However, the applicant is developing a shared parking agreement to meet the needs of future residents and visitors to the site, in accordance with Section 10.3.G.3

B. **Public Utilities/Water Allocation Policy:** The applicant is proposing to connect to public water and sewer The proposed use meets the Water Allocation Policy with no further investment needed.

C. **Architectural Standards**: The proposed architectural standards are listed below. In addition to the proposed standards, the applicant generally adheres to the architectural standards in Sections 5.4, 5.9, and 5.10 of the UDO. Attached you will find the applicants PUD Document, containing building elevations.

   1. All stairwells in multistory buildings shall be located within the interior of the building.
   2. All exterior facades of buildings constructed upon the Property shall be constructed from one or more of the following materials: brick, stone, concrete masonry, wood, metal, and/or cementitious siding. This limitation shall not apply to soffits, fascia, corner boards, doors, and windows.
   3. Buildings constructed on the Property will have a roof with the following slope: no more than one (1) inch of vertical rise for every one (1) foot of horizontal run. Each building's roof with have raised parapets around the perimeter.
   4. Mechanical equipment for the buildings constructed on the Property will be located on the roof and will be screened by parapets at the edge of the roof.
   5. The exteriors of any apartment building constructed upon the Property shall be articulated with balconies. The balconies shall have a minimum depth of one and a half (1.5) feet in order to provide articulation to the façade.

D. **Stormwater – Underground Cisterns:** To maximize the amount of developable land on-site, the applicant is proposing to install two underground cisterns for the treatment of stormwater. 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.

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

F. **Signage**: All site signage will be reviewed under a separate zoning review; however, the applicant is not proposing any deviations from the standards as found in UDO Section 12 for the RMX Zoning District.

G. **Zoning Conditions**: The following zoning conditions have been proposed by the applicant.

1. The following principal uses, if otherwise allowed in the NMX district, shall be prohibited uses on the Property:
    a. Cremation Facilities
    b. Drive-Thru Service
    c. Vehicle Services— Maintenance/Body Work/Repair
    d. Outdoor Amusements
    e. Outdoor Recreation Facilities
    f. Neighborhood Manufacturing
    g. Public Safety Facility establishments that serve primarily as jails, prisons, or other types of incarceration facilities are prohibited. All other Public Safety Facility uses otherwise allowed in the NMX district are permitted.
2. Beginning at the right-of-way of Knightdale Station Run as established at the time of site plan approval (or as close thereto as allowed by NCDOT and the Town's Transportation Services Staff) and extending along the boundary of the Property with parcel PINs 1754-76-1616 and 1754-65-7653 (Owner: Knightdale Station Community Association Inc.; deed recorded at Book 17698, Page 1264 of the Wake County Registry), there shall be constructed and maintained a masonry wall at least six (6) feet in height.
3. All stairwells in multistory buildings shall be located in the interior of the building.
4. All exterior facades of buildings constructed upon the Property shall be constructed from one or more of the following materials: brick, stone, concrete masonry, wood, metal, and/or cementitious siding. This limitation shall not apply to soffits, fascia, corner boards, doors, and windows.

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. **Dimensional Requirements** (Section 2.9.B):

- **Required:** In accordance with UDO section 2.9.B, apartment and mixed-use buildings are required to have a maximum 25 foot and 10 foot front setback, respectively; and a minimum 10 foot side setback.
- **Requested**: Due to site constraints, the need to provide a drive isle around the front of the building, and an overhead powerline easement, the proposed front setback for Building #1 is 105 feet along Knightdale Blvd., while the side setback along the new public street is 5 feet. The front setback for Building #3 is 105 feet along Knightdale Station Run. Additionally, parking is provided in the front yard, where otherwise it is required in the rear.

B. **Open Space** (Section 7.3)**:**

- **Required:** In accordance with UDO Section 7.3, a minimum of 43,645 square feet of open space is required for this proposal.
- **Requested**: The applicant is providing 34,444 square feet of open space, which includes innovate designs that promote an urban style feel.

C. **Vehicle Accommodation Area Screening** (Section 8.7.A)**:**

- **Required:** Vehicle accommodation areas, including parking lots, are required to be screened from the public right-of-way with a minimum 10 foot Type A buffer.
- **Requested:** Where the parking areas abut the new public road being constructed with this project, the applicant is proposing a 3 foot wide plating strip to maintain a connection to the public space while providing separation and landscaping.

D. **Type A Buffer Yard Requirement** (Section 8.6.B.1):

- **Required**: A 10-foot Type A buffer is required on-site to screen the parking lot adjacent to Knightdale Station Run. That buffer has required performance standards including semi-opacity and while creating visual obstruction, and must contain certain required plantings.
- **Requested**: Due to the presence of an overhead powerline easement, certain plantings are not permitted. The applicant is proposing a 10-wide buffer consisting of understory trees and shrubs.

E. **Type B Buffer Yard Requirement** (Section 8.6.B.2):

- **Required**: A 20-foot Type B buffer is required to screen the parking area along Knightdale Blvd. That buffer has required performance standards including semi-opacity and while creating visual obstruction, and must contain certain required plantings.
- **Requested**: To assist with creating an urban, walkable community, the applicant is proposing a landscaped area with paved walking areas and a water feature.

F. **Tree Cover Area Requirement** (Section 8.11)

- **Required**: All proposals must retain a minimum amount of existing trees on site to ensure adequate tree coverage is maintained and to protect important environmental features.
- **Requested**: The site was formerly used for agricultural purposes and maintains few large trees. Of the .56 acres required, the applicant is showing 0.38 acres of tree cover area, while creating a compact, walkable development.

VII. 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.

VIII. TRANSPORTATION ANALYSIS

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

The TIA was reviewed by Town Staff and the Town's consulting engineer AMT and it meets all Town standards for level of service at all intersections. The TIA studied the following intersections:

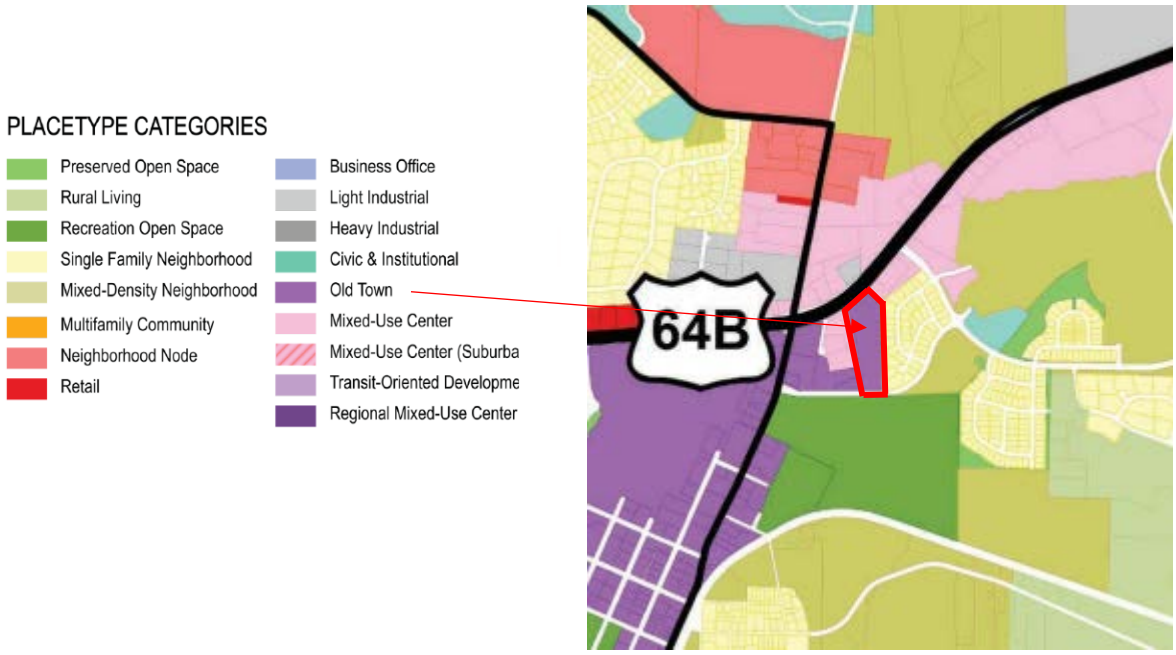
- Knightdale Station Run at First Ave.
- First Ave./Old Knight Rd. at Knightdale Blvd.
- Carolinian Ave. at Knightdale Blvd.
- Carolinian Ave. at Knightdale Station Run
- Site Driveways at Knightdale Blvd. and Knightdale Station Run

Due to existing queuing at **First Ave./Old Knight Rd. and Knightdale Blvd**., particular attention was paid to how future trips would affect that the intersection. Staff analysis found that, with future signal timing optimization planned by NCDOT, the added trips would not negatively affect the LOS.

As previously mentioned, the Master Plan shows the addition of sidewalks along the new public street connecting to existing sidewalk on Knightdale Blvd. and Knightdale Station Run. A driveway connection is being made to the commercial development to the west, which will serve as an additional access point for residents and guests. The improvements proposed are in line with those typically seen in urban, walkable neighborhoods and build upon previous efforts by the Town in this area.

IX. COMPREHENSIVE PLAN:

The proposed use of this property is consistent with the KnightdaleNext 2035 Comprehensive Plan. The subject property is designated as "Old Town" as a place type.



The "Old Town" place type is defined as:

> The Old Town center supports mixed use development, architectural continuity, civic spaces and social interaction at a scale that celebrates community and the beginnings of Knightdale. Uses and buildings are located on small blocks with streets designed to extend the grid network and encourage pedestrian activity. Buildings in the core typically stand one to three stories tall with residential units or office space above some storefronts. The compact, walkable environment and mix of residential and non-residential uses in Old Town support multiple modes of transportation.

CONSISTENCY WITH THE COMPREHENSIVE PLAN:
North Carolina General Statute 160A-383 requires that **prior to** adoption or rejecting any zoning amendment, the governing board shall adopt a statement describing whether its action is consistent with an adopted comprehensive plan and explaining why the board considers the action to be reasonable and in the public interest. It is staff's opinion that the proposed development is consistent with the KnightdaleNext 2035 Comprehensive Plan, and the following guiding principle categories would be applicable to this request.

UNIQUE ACTIVITY CENTERS

Encourage the development of unique activity centers that include a mix of uses and activities located close together, providing people with new options for places to live, work, shop, and participate in civic life. Centers should vary in scale, use, and intensity, represented by a hierarchy of rural hamlets, neighborhood activity nodes, mixed-use activity centers, transit-focused activity centers, and Old Town. The presence of activity centers should further the economic vitality and sustainability of the Town, while also promoting social interaction and community building.

The look and vibe of activity centers in the Town should communicate a distinct sense of place and identify what is uniquely Knightdale, creating places that are interesting, beautiful, useful, and likely to provide longstanding value.

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.

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).

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.

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.

ECONOMIC VITALITY

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

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.

PROPOSED WRITTEN ADVISORY STATEMENT REGARDING PLAN CONSISTENCY:

> *"The proposed Zoning Map Amendment is consistent with the KnightdaleNext 2035 Comprehensive Plan as it addresses several of the guiding principles such as providing unique mixed-use activity centers; offering new residents nearby recreational activities; achieving compact, infill development of under-utilized land; celebrating community design through the enhanced public investiture being built; promoting economic vitality by adding new and unique non-residential development for small and locally owned businesses; and expanding housing choices to serve more families. Further, it is consistent with the General Growth Framework and Growth & Conservation Map's designation as a "Old Town" placetype. The request is reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people not only desire to visit, but to also live, work, and play."*

XI. JOINT PUBLIC HEARING SUMMARY:

As previously mentioned, a joint public hearing with the Land Use Review Board and Town Council was held at the August 19, 2020 Town Council meeting. On behalf of the developer, Toby Coleman provided a short presentation and spoke in favor of the project. The developer's transportation engineer, Dionne Brown, detailed the process for developing the Transportation Impact Analysis as well. The Town received 11 electronic comments from Knightdale residents and nearby property owners opposing the proposal citing concerns over property values, parking, traffic, and safety.

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

1. **Parking:** Many comments received during the public hearing concerned the number of parking spaces provided on site. Residents shared concerns that the site lacks parking and will cause strain on adjacent streets. Council members asked if there were plans to provide signage or markings to direct future residents to designated parking. The applicant conducted a shared parking analysis which determined that the peak use of parking spaces on site would happen overnight as residents are at home. Additionally, the majority of

parking for the office/retail building will happen during business hours when most residents will be at work. The site is adequately parked according to the study.

Staff reviewed the site plan and found that the number of parking spaces provided meet the UDO requirements for this type of use. Generally, the UDO and Comprehensive Plan aim to make sure sites are not over-parked, where parking lots are designed to provide too many spaces which largely remain unused. Public parking on Knightdale Station Run is not restricted.

2. **Knightdale Station Run and Traffic:** Another topic stressed by residents was the concern over how this proposal would affect traffic in the area and specifically along Knightdale Station Run. The TIA found that the current infrastructure and Level of Service would not be negatively impacted to the degree which would require additional improvements. Council shared the concern that pedestrian safety should be paramount. The applicant has shown stamped concrete crosswalks on Knightdale Station Run, similar to those along First Ave. Council asked whether raised crosswalks or other traffic calming devices could be used as well.

   Development Services Staff consulted with staff from Public Safety and Public Works to determine the best solution. Raised crosswalks present problems to the response times of emergency response vehicles. Additionally, the maintenance of public infrastructure and emergency response vehicles associated with these crosswalks can be costly. It was determined that adding a bulb-out on the south side of Knightdale Station Run to match those proposed on the north side would help to reduce the crossing length for pedestrians and help slow down motorists.

3. **Building and Lot Dimensions:** Council asked if the current zoning (Highway Business) would allow for buildings in similar sizes. The current zoning allows for buildings up to five stories, while the proposed zoning limits it to four. Additionally, the applicant has provided a six-foot masonry wall adjacent to the UDO required buffer. Proposed zoning conditions will limit the uses allowed in the office/retail building to help restrict impacts as well.

XII. LAND USE REVIEW BOARD SUMMARY:

The LURB considered this item at its September 14, 2020 meeting. After staff presented an overview of the proposed rezoning request, LURB members inquired about the number of comments received by staff in support of the proposal, the purpose of the proposed buffer and masonry wall, the current zoning and what can be built by-right, the TIA and traffic impacts, and how it applies to the Comprehensive Plan. Following these questions, a motion was made to recommend denial of ZMA-1-20 with the following advisory statement:

> *"The proposed Zoning Map Amendment is not consistent with the KnightdaleNext 2035 Comprehensive Plan as it is not compatible with the surrounding neighborhood character, and the scale is not aligned with the Old Town center placetype. Further, this development does not maintain the character of this placetype as it does not sensitively integrate comparably scaled buildings or support architectural continuity of the surrounding neighborhoods."*

That motion failed to receive a second by LURB members, and as such, the motion died and did not move forward to a vote by the Board.

After further discussion and consideration, a motion was made to recommend approval of the case, and this motion did receive a second. The LURB then voted 4-3 to **RECOMMEND APPROVAL** of ZMA-1-20 and forwarded the following advisory statement as recommended by staff.

> *"The proposed Zoning Map Amendment is consistent with the KnightdaleNext 2035 Comprehensive Plan as it addresses several of the guiding principles such as providing unique mixed-use activity centers; offering new residents nearby recreational activities; achieving compact, infill development of under-utilized land; celebrating community design through the enhanced public investiture being built; promoting economic vitality by adding new and unique non-residential development for small and locally owned businesses; and expanding housing choices to serve more families. Further, it is consistent with the General Growth Framework and Growth & Conservation Map's designation as a "Old Town" placetype. The request is reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people not only desire to visit, but to also live, work, and play."*

X. STAFF RECOMMENDATION:

It is staff's recommendation that Town Council approves the request to rezone 7.4 acres of property identified by Wake County PIN 1754-65-5899 from Highway Business (HB) to Neighborhood Mixed Use Planned Unit Development (NMX-PUD), adopts the advisory statement seen below from staff regarding Comprehensive Plan consistency, and adopts Ordinance # 20-09-16-002.

> *"The proposed Zoning Map Amendment is consistent with the KnightdaleNext 2035 Comprehensive Plan as it addresses several of the guiding principles such as providing unique mixed-use activity centers; offering new residents nearby recreational activities; achieving compact, infill development of under-utilized land; celebrating community design through the enhanced public investiture being built; promoting economic vitality by adding new and unique non-residential development for small and locally owned businesses; and expanding housing choices to serve more families. Further, it is consistent with the General Growth Framework and Growth & Conservation Map's designation as a "Old Town" placetype. The request is reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people not only desire to visit, but to also live, work, and play."*

TOWN OF KNIGHTDALE

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: Knightdale Station Apartments

PROJECT ADDRESS: 7630 Knighdale Blvd.

WAKE COUNTY PIN(s): 1754-65-5899

PROPOSED USE: Mixed Use

PROPOSED SQ. FT.: 278,360 PROPOSED LOTS: 1 DENSITY (DWELLING/ACRE): 33.61

ZONING DISTRICT: Current: HB Proposed: NMX SITE ACRES: 7.4 INSIDE CORPORATE LIMITS: No

CONTACT INFORMATION

APPLICANT: Tobias R. Coleman PHONE: (919)821-6778 FAX: (919) 821-6800

ADDRESS: 150 Fayetteville St., Suite 2300
Raleigh, NC 27601

EMAIL: tcoleman@smithlaw.com

SIGNATURE:

PROPERTY OWNER: G&F PROPERTIES LLC PHONE: (919) 632-0607 FAX:

ADDRESS: Edward J. Gehrke III, Manager
PO Box 767
Wendell, NC 27591-0767 EMAIL: gehrkee@nationwide.com

SIGNATURE: Edward J. Gehrke, II

DEVELOPER: Brown Investment Properties PHONE: 336-379-8771 FAX:

ADDRESS: 440 West Market Street
Greensboro, NC 27401

EMAIL: chefbrown@bipinc.com

SIGNATURE:

THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY

CASE NUMBER: SUBMITTAL DATE: X-REFERENCE(s):

FILING FEE: SKETCH PLAN MEETING DATE:

KNIGHTDALE
development services

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

PLANNED UNIT DEVELOPMENT APPLICATION

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

PROJECT INFORMATION

TYPE OF APPLICATION:	PLANNED UNIT DEVELOPMENT		
PROJECT ADDRESS:	7630 Knightdale Blvd.		
WAKE COUNTY PIN(s):	1754-65-5899		
PROPOSED PROJECT NAME:			
PROPOSED USE:	Mixed Use		
PROPOSED SQ. FT.:	278,360	TOWN LIMITS/ETJ:	ETJ
CURRENT ZONING DISTRICT:	HB	PROPOSED ZONING DISTRICT:	NMX
PROPOSED LOTS:	1	DENSITY (DWELLING/ACRE):	33.61

CONTACT INFORMATION

APPLICANT:	Tobias R. Coleman		
ADDRESS:	150 Fayetteville St., Ste. 2300, Raleigh, NC 27601		
PHONE:	(919)821-6778	EMAIL:	tcoleman@smithlaw.com
SIGNATURE:			
PROPERTY OWNER:	G&F PROPERTIES LLC		
ADDRESS:	Edward J. Gehrke III, Manager, PO Box 767, Wendell, NC 27591-0767		
PHONE:	(919) 632-0607	EMAIL:	GEHRKEE@nationwide.com
SIGNATURE:			
DEVELOPER:	Brown Investment Properties		
ADDRESS:	440 West Market St., Greensboro, NC 27401		
PHONE:	336-379-8771	EMAIL:	chetbrown@bipinc.com
SIGNATURE:			

THIS SPACE FOR DEVELOPMENT SERVICES STAFF ONLY

CASE NUMBER: PUD - _____ - _____ SUBMITTAL DATE: X-REFERENCE(s):

FILING FEE: SKETCH PLAN MEETING DATE:

THE LOFTS AT KNIGHTDALE STATION PLANNED UNIT DEVELOPMENT

7630 Knightdale Blvd.
Town of Knightdale
Case # ZMA-1-20
Second Submittal July 31, 2020

TABLE OF CONTENTS

PART 1 | Vision and Intent

PART 2 | Existing Conditions

PART 3 | Planned Unit Development Master Plan

PART 4 | UDO and Comprehensive Plan Consistency

PART 5 | Design Guidelines

PART 6 | Recreational Open Space and Amenities

PART 7 | Public Facilities

PART 8 | Landscaping

PART 9 | Neighborhood Meeting Report

PART 10 | Zoning Conditions

THE LOFTS AT KNIGHTDALE STATION

Planned Unit Development
7630 Knightdale Blvd.

Submittal Dates
First Submittal: June 22, 2020
Second Submittal: July 31, 2020

Developer
Brown Investment Properties
440 West Market St.
Greensboro, NC 27401

PART 1 | Vision and Intent

The Lofts at Knightdale Station is a mixed-use, walkable development adjacent to Knightdale Station Park. The Lofts at Knightdale Station will redevelop of vacant property located in the Old Town center into a place where people can live, shop, work and play in one community. The Lofts at Knightdale Station will:

Provide exceptional design, character, and quality

The Lofts at Knightdale Station is an infill development adjacent to Knightdale Station Park that uses its location next to the town's central park as an organizing element and inspiration. Appreciating the area's suburban past and urbanizing future, The Lofts at Knightdale Station is a mixed-use infill development that creates a pedestrian-scale, walkable neighborhood that de-emphasizes the car while still providing adequate on-site parking. Two- and four-story buildings with a mix of office, retail, and apartments are located on small blocks to encourage pedestrian movement and active public spaces. Two of the three buildings will line the edge of a new public street that will run through the development, screening parking lots from view and creating a pedestrian-scale, walkable neighborhood. The streetscape of the new street is designed to include wide sidewalks with brick pavers and parallel on-street parking consistent with the streetscape seen in other parts of Old Town center.

Provide high quality community amenities

The Lofts at Knightdale Station's best community amenity is Knightdale Station Park, which is located directly south of the property. Knightdale's proximity and accessibility to the town's central park will be of great value and benefit to those who work, live, and play in the development. On site, Knightdale will have landscaped courtyards and a plaza/green space. A pool, cabana, club and fitness area will be available for residents of the apartments.

Incorporate creative design in the layout of the buildings

The buildings will be located along the new public street on small blocks, a pedestrian-focused layout that will encourage walking, screen parking, and create a cohesive development consistent with other parts of the Old Town center.

Ensure compatibility with surrounding land uses and neighborhood character

The Lofts at Knightdale Station is a mixed-use development located in an area that is part of the Old Town center, an area designated for mixed-use development. The property is located on Knightdale

Boulevard, a major highway, and is between commercial uses to the west and residential uses to the east. The mixed-use development provides an appropriate transition between these uses.

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

The Lofts at Knightdale Station is a mixed use center with residential, office, and retail uses, and will contribute to the continuing transformation of the town center into a pedestrian-friendly area with spaces to live, work, shop, and play.

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

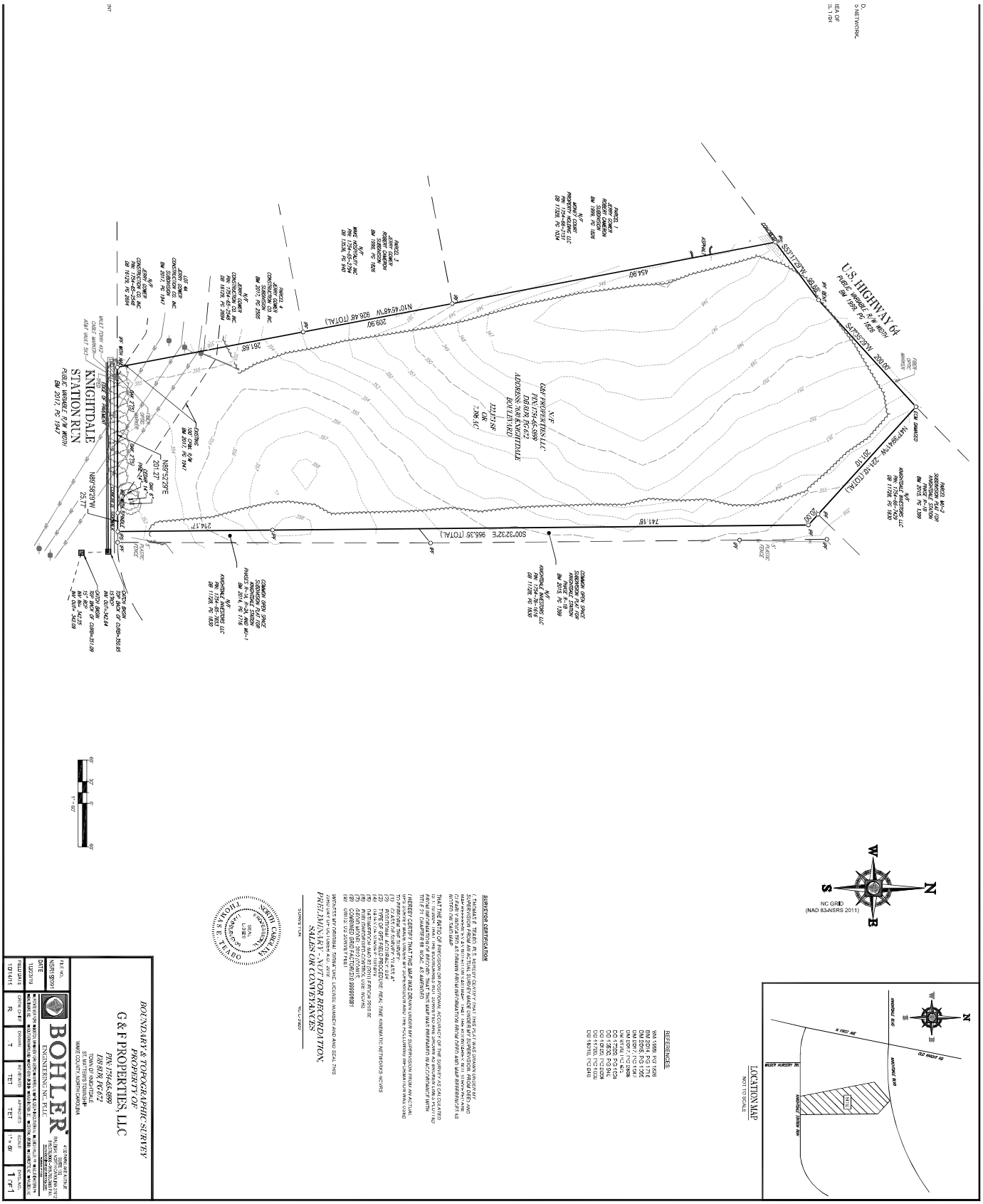
Provide greater efficiency in the layout and provision of roads, utilities, and other infrastructure.

The Lofts at Knightdale Station is designed to be compact and efficient, and by necessity is laid out so that no space is wasted or underutilized.

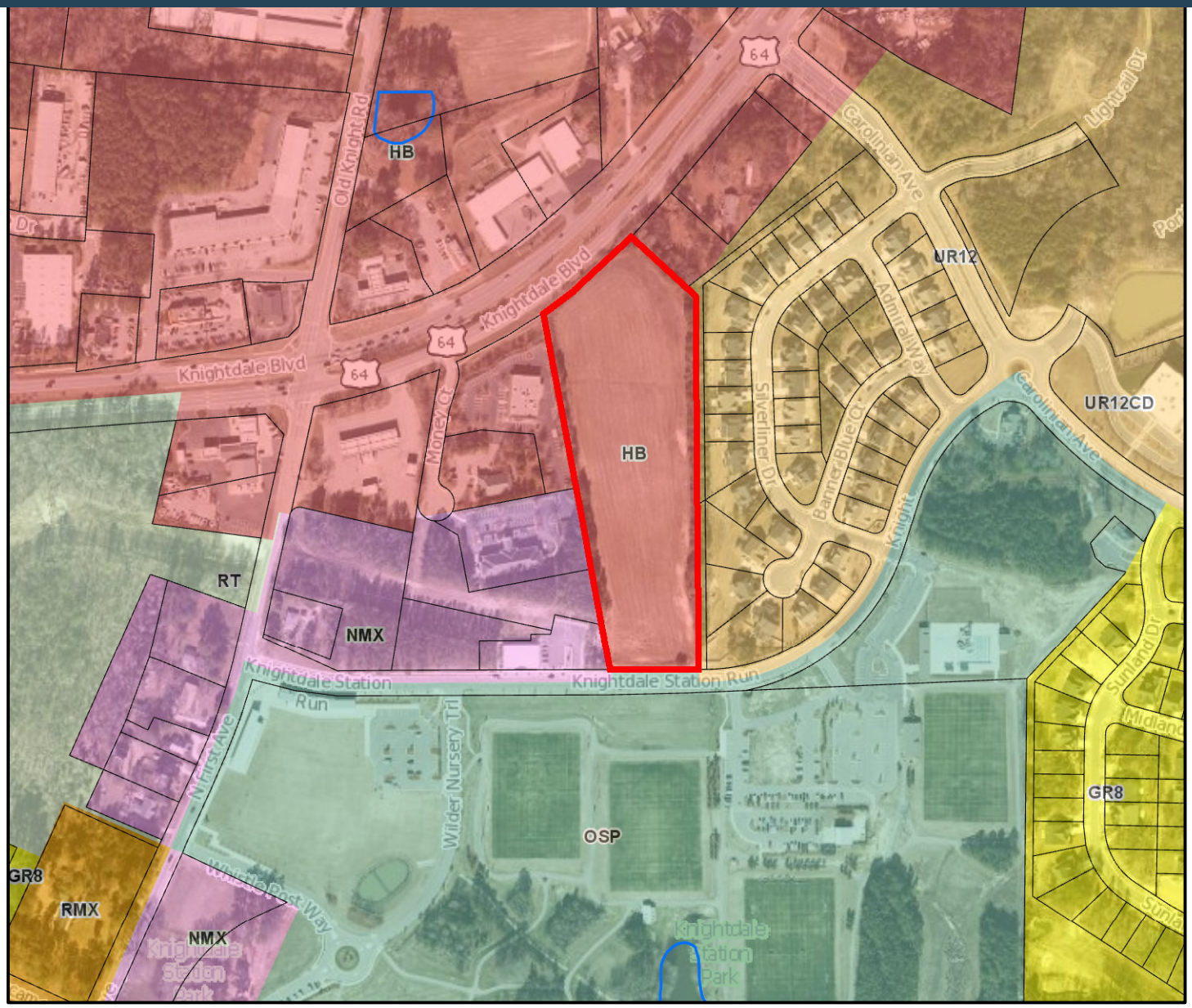
PART 2 | Existing Conditions

The Lofts at Knightdale Station is located on a parcel with a street address of 7630 Knightdale Boulevard with a Wake County Property Identification Number as 1754655899. The parcel slopes down west and north from the southeast, which is the high point of the parcel. There are no streams, ponds, or wetlands on the parcel. The existing site is fallow agricultural field occupying nearly 100% of the study site. The agricultural field is surrounded by a narrow hedgerow comprised of trees and shrubs.

Boundary & Topographic Survey



Current Zoning Map / Vicinity Map



N

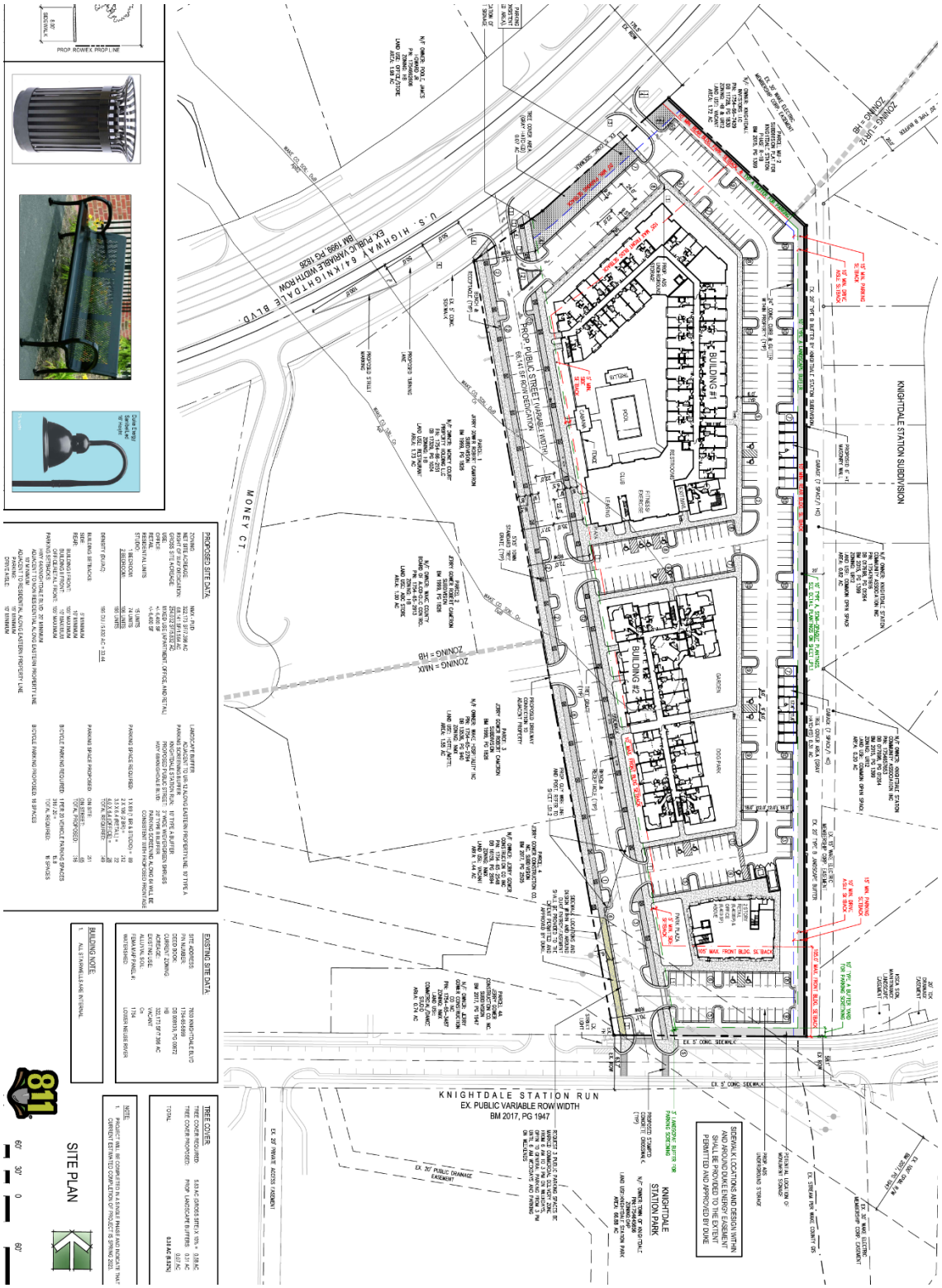
0 215 430 860 ft

1 inch = 400 feet

Disclaimer

*iMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are **NOT** surveys. No warranties, expressed or implied ,are provided for the data therein, its use,or its interpretation.*

Site Improvements & Dimensions



PART 3 | Planned Unit Development Master Plan

Development Details

The Lofts at Knightdale Station is a mixed-use development with 195 apartment units, 6,200 sf of retail and 6,200 sf of office space designed to the NMX and Planned Unit Development standards of the Knightdale UDO. The Lofts at Knightdale Station will provide quality housing choices and office spaces for current and future residents as well as a number of amenities for residents in the development, including a pool, club, and fitness center. The development is located across Knightdale Station Run from the Knightdale Station Park. The Lofts at Knightdale Station's proximity to Knightdale Station Park is an organizing principal of the design of the development. The Lofts at Knightdale Station will complement the town's central park and increase the amount of pedestrian-oriented development in the Old Town center.

Overall Development Mix

The development will have three buildings—two mixed-use buildings and an apartment building. Building #1 will have a mix of apartments, office, and amenity uses. Building #2 will be an apartment building. Building #3 will be a mixed-use building with ground-floor retail with office above.

In sum, the total amount of each use is as follows:

	Units/Sq. Feet
Residential Units (total)	195 Units
Office	+/- 6,400 SF
Retail	+/- 6,400 SF

The apartments on the development will be a mix of studio, 1 bedroom, and 2 bedroom units. The current anticipated mix is as follows:

	Units
Studio Units	+/- 15 Units
1 Bedroom	+/- 74 Units
2 Bedroom	+/- 106 Units

PART 4 | UDO and Comprehensive Plan Consistency

UDO Consistency

The Lofts at Knightdale Station is designed to meet the requirements of the UDO where practical and achievable.

Consistent with § 10.3(G)(2) and (3) of the UDO, the Project will utilize Combined/Shared Parking to satisfy parking requirements.

The applicant is seeking eight modifications to provisions of the UDO as part of this PUD. The requested modifications are listed below:

Modification to NMX Dimensional Requirements for Apartment Building Types

Section 2.9 of the UDO requires that apartment buildings have a front setback of no more than 25' and a minimum side setback of 10' between buildings.

The property fronts U.S. 64 and for site access purposes there needs to be a drive aisle between U.S. 64 and Building #1, making it impractical to place Building #1 within 25' of U.S. 64. To accommodate a drive aisle and parallel parking spaces along both sides of the drive aisle, Building #1 will have a maximum front setback of 105'.

To foster a pedestrian-scale, walkable development, Building #1 will have a minimum side setback of 5' along the new public street.

These proposed modifications to the UDO are consistent with the spirit and intent of the UDO in that they permit a walkable, Mixed-Use Development where the on-site parking on private roads is consistent with the parallel parking being provided on the new public street.

Accordingly, where the proposed master plan reflects an Apartment Building with a front setback greater than 25' or a side setback less than 10' between buildings, the maximum front setback and minimum side setback set out in § 2.9(B)(3) shall not be applicable.

Modification to NMX Dimensional Requirements for Mixed-Use and Commercial Building Types

Section 2.9 of the UDO requires that mixed use and commercial buildings have a front setback of no more than 10'. A transmission line and associated utility easement run across the southern portion of the property, making it impossible to place Building #3 within 10' of Knightdale Station Run. Building #3 will have a maximum front setback of 105 feet.

The proposed modification is consistent with the purpose and intent of the UDO in that it will permit the development of a walkable, mixed use development with active retail uses facing Knightdale Station Run and parking in front of the building.

Accordingly, where the proposed master plan reflects a Mixed-Use Building or Commercial Building with a front setback greater than 10', the maximum front setback requirement set out in § 2.9(B)(3) shall not be applicable.

Modification to Recreational Open Space Criteria

Strict compliance with this requirement would result in approximately 17.5% of the property (1.03 acres) being set aside for open space. A compact and walkable development cannot be achieved on the property if nearly a fifth of the land area has to be preserved as open space. Such a requirement is unnecessary in this context, where the development is located across the street from the 76-acre Knightdale Station Park.

The Lofts at Knightdale Station will have 0.79 acres (34,444 square feet) of open space containing a mix of active uses and passive uses. The active open space provided will exceed the amount required under the UDO.

Therefore, the open space dedication requirement set out in § 7.3 of the UDO shall not be applicable.

The proposed modification is consistent with the UDO in that it facilitates a compact development pattern and walkable mixed use development.

Modification to Vehicle Accommodation Area Screening Requirement

Section 8.7(A)(1) of the UDO requires that the sides of parking areas fronting a public right-of-way be screened with a 10' Type A Buffer Yard.

The proposed master plan for the Lofts at Knightdale Station provides for the new public street to be accessed by private drives with urban, single-bay parking. A 10' wide landscaped buffer yard would be inconsistent with the compact development pattern and walkable aesthetic of The Lofts at Knightdale Station. A 3' landscaped buffer shall be provided to screen planned parking from the new public road. Accordingly, the buffer yard requirements set out in § 8.7 of the UDO shall not be applicable to those portions of parking lots fronting the new public right-of-way.

The proposed modification is consistent with the UDO in that it facilitates a compact development pattern and walkable mixed use development.

Modification to Type A Buffer Yard Requirement

Section 8.6(B)(1) of the UDO requires all Type A Buffer Yards meet a "performance standard" for semi-opacity and visual obstruction and contain certain required plantings. Portions of the Type A Buffer Yard that will be provided along Knightdale Station Run and the new public right-of-way will be beneath a transmission line and within an associated utility easement that authorizes Duke Energy Progress to clear trees and other landscaping from the easement and surrounding area.

In addition, the landscaped buffer yards screening the parking areas fronting on the new public right-of-way will only be 3' wide. As a result of their size, those areas cannot meet the performance standards or planting requirements for Type A Buffers.

Accordingly, the Type A Buffer Yard performance standards and required plantings set out in § 8.6(B)(1) of the UDO shall not be applicable to those portions of the Type A Buffer yards located (i) within and around the transmission line easement and (ii) along the new public right-of-way.

The proposed modification is consistent with the UDO in that it facilitates development of the property along Knightdale Station Run and permits interconnectivity via the development of a new public right-of-way.

Modification to Type B Buffer Yard Requirement

Section 8.7(A)(2) and Section 8.6(B)(2) of the UDO requires a 20' wide Type B Buffer Yard along the Property's frontage with U.S. 64. As part of the development of this property as a compact and walkable mixed-use development, the master plan calls for a landscaped open space area containing paved walkways and a water feature. Therefore, the Type B Buffer Yard performance standards and required plantings set out in § 8.6(B)(s) of the UDO shall not be applicable to the Property's frontage along U.S. 64.

The proposed modification is consistent with the UDO in that it allows for a landscaped open space area along the Property's frontage with U.S. 64 and permits interconnectivity via the development of a new public right-of-way.

Modification to Overall Tree Cover Area Requirement

Section 8.11 of the UDO requires 10% of the existing site (0.52 acres) to be dedicated tree cover area. The existing property is almost entirely a fallow agricultural field. As a result, tree cover provided on the Property will consist primarily of entirely of newly-planted trees that add to the

Town's tree canopy. The master plan calls for 6.52% of the site (0.38 acres) to be dedicated tree cover area. A compact and walkable development cannot be achieved on the property if 10% of the Property has to be preserved as open space. Therefore, the tree cover area requirement shall not be applicable.

The proposed modification is consistent with the UDO in that it permits the development of the property in a manner consistent with the UDO and the KnightdaleNext 2035 Comprehensive Plan.

KnightdaleNext 2035 Comprehensive Plan Consistency

The Lofts at Knightdale Station is consistent with the Grown Framework Map, Growth and Conservation Map, and the following Guiding Principles in the KnightdaleNext 2035 Comprehensive Plan ("KCP"):

1. Unique Activity Areas: This principle encourages the development of unique activity centers that include a mix of uses and activities close together, providing people with new options for places to live, work, shop, and participate in civic life. The Lofts at Knightdale Station provides a mix of residential and office/retail uses, providing Knightdale with a new place to live, work, and shop right across the street from Knightdale Station Park in the Old Town center.

2. Infill development and redevelopment: This guiding principle aims to promote infill development for vacant areas of Knightdale. The Growth Framework Map designates this site as within a Target Investment Area, in which infill development, including increased residential density are encouraged. The Lofts at Knightdale Station is consistent with this guideline by developing a mixed use development with apartments on property that is currently vacant.

3. Park and recreation: This principle aims to promote and expand opportunities where people can be more involved in an active lifestyle represented by the presences of high quality parks located near where people live. The Lofts at Knightdale Station's location across the street from Knightdale Station Park will directly achieve the goals of this principle.

4. Compact Development Patterns: The principal aims to guide future growth into more compact and efficient development patterns, encouraging infill development and identified activity center. The principal acknowledges that increased densities with a mix of residential and nonresidential uses are needed to accommodate Town growth. The Lofts at Knightdale Station provides compact and efficient mixed use development across the street from Knightdale Station Park, one of the Town's most prominent public infrastructure investments.

5. Community Investment: The Lofts at Knightdale Station will include street improvements, walkable sidewalks, landscaping, and other investments in the public realm that will create active public spaces with a prominent place for pedestrians.

6. Economic Vitality: This guideline seeks to promote a healthy and sustainable business environment. The Lofts at Knightdale Station is a mixed-use development that will include office/retail space and apartments, creating a vibrant place and building an attractive community that will improve the tax base and increase access to employment opportunities in the Town.

7. Great neighborhoods and expanded home choices: This principle aims to promote vibrant neighborhoods that provide greater access to a range of housing choices that people need at various stages of life. The Lofts at Knightdale Station will provide apartments within a mixed-use development that will make the Town a more livable community.

1. All stairwells in multistory buildings shall be located in the interior of the building.

2. All exterior facades of buildings constructed upon the Property shall be constructed from one or more of the following materials: brick, stone, concrete masonry, wood, metal, and/or cementitious siding. This limitation shall not apply to soffits, fascia, corner boards, doors, and windows.

3. The roof of all three buildings will be a "low slope roof" (no more than one (1) inch of vertical rise for every one (1) foot of horizontal run) with raised parapets around the perimeter.

4. Mechanical equipment for the buildings will be located on the roof and will be screened by parapets at the edge of the roof.

5. The exteriors of any apartment building constructed upon the Property shall be articulated with balconies. The balconies shall have a minimum depth of one-and-a-half (1.5) feet in order to provide articulation to the façade.

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

PART 6 | Recreational Open Space and Amenities

The Lofts at Knightdale Station will provide both active and passive recreation areas within the development.

Within the Lofts at Knightdale Station, more than 13% of the total land area will be open space. A total of +/- 34,444 square feet (0.79 acres) of the Property will be dedicated as recreational open space. This constitutes the maximum amount of space available of the Property that can be dedicated to open space.

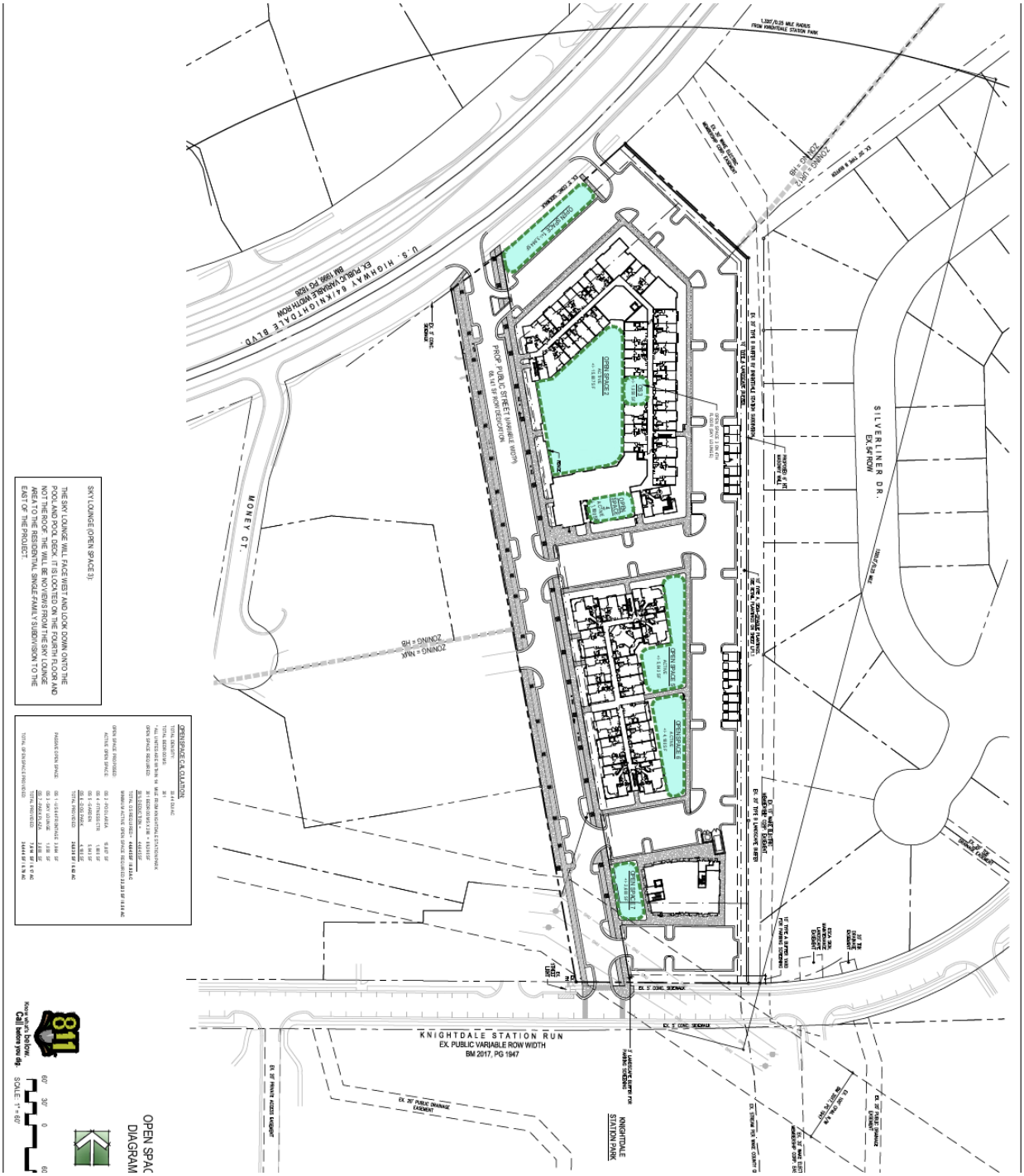
Open Space Standards

- Total recreation open space required: 44,645 SF (1.02 AC)
- Total recreation open space provided: +/- 34,444 SF (0.79 AC)

- Active recreation space required: 22,323 SF (0.50 AC)
- Active recreation space provided: 26,830 SF (0.62 AC)

- Passive recreation space required: 22,322 SF (0.50 AC)
- Passive recreation space provided: 7,614 SF (0.17 AC)

Open Space Map



PART 7 | Public Facilities

New Public Street

The Lofts at Knightdale Station will feature a new, pedestrian-friendly public street running north to south along the western side of the Property. The new street will meet the standards of the Town of Knightdale. Among other things, the street will be designed as a mixed use street and includes on-street parallel parking, a 14' wide pedestrian area with street tree grates, a brick-paved portion, and benches.

Stormwater

The Lofts at Knightdale Station is located within the Neuse River basin. The proposed development shall have underground stormwater storage facilities. The proposed development shall be subject to stormwater management requirements found in Chapter 6 of the UDO.

Water and Sewer

Water and sewer within the Lofts at Knightdale Station are designed to meet the standards required by the UDO.

Water Allocation Policy Compliance

The Lofts at Knightdale Station qualifies for at least 66 total points under the Town of Knightdale's Water Allocation Policy. The proposed development is a mixed use development, and therefore qualifies for 50 base points. In addition, the proposed development qualifies for at least 16 bonus points, including:

- Four bonus points for the provision of on-street parking on the new public street;
- Two bonus points for a resort-style pool;
- Two bonus points for a deck/patio that is more than 2,000 sf; and
- Eight bonus points for a clubhouse meeting space without a kitchen that is more than 3,500 sf.

Annexation

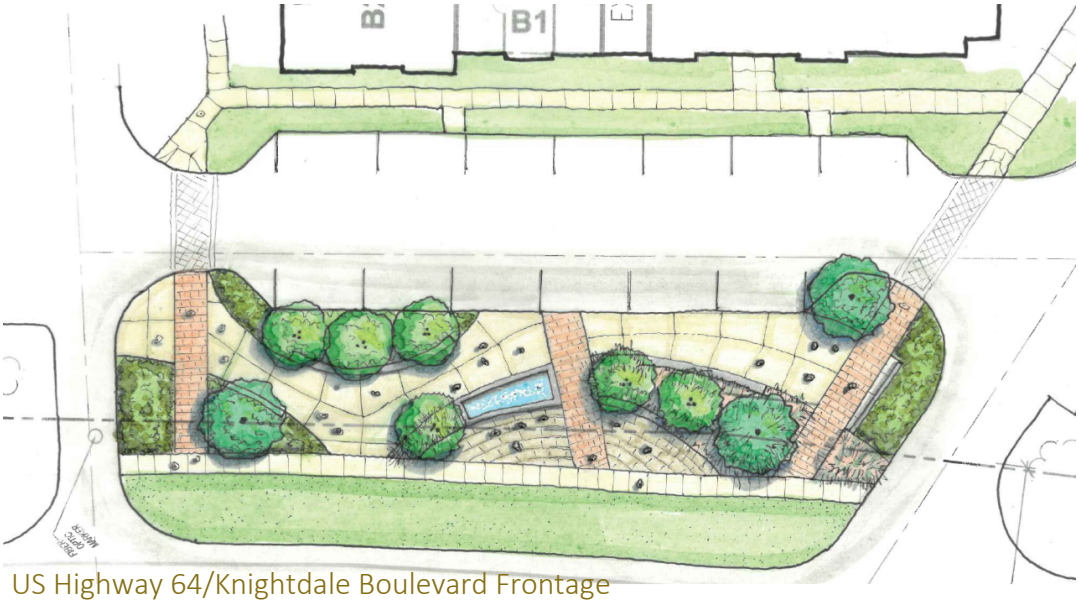
An Annexation Petition will be submitted for the property prior to development.

PART 8 | Landscaping

A 10’ Type A Buffer Yard will be provided along the eastern side of the lot abutting the adjoining Knightdale Station subdivision (zoned UR12). The Buffer Yard will satisfy or exceed the requirements of Section 8.6 of the UDO.

In addition, a masonry wall of a minimum 6’ in height will be placed along the eastern property line of the lot abutting the adjoining Knightdale Station subdivision.

The property frontage adjoining Knightdale Boulevard will be landscaped and developed for active open space with a water feature and pedestrian spaces.



US Highway 64/Knightdale Boulevard Frontage

A park plaza will be provided on the western side of Building #3 that will include landscaped area, a lawn, pedestrian walkways, and a seating court.

Park Plaza Adjacent to Building # 33

As feasible, planters will be added to paved areas between windows and entrances adjacent to Building #3.

PART 9 | Neighborhood Meeting Report

7630 Knightdale Blvd. Electronic Neighborhood Meeting
May 15, 2020, 5p.m., GoToWebinar

An electronic neighborhood meeting was held on May 15, 2020 at 5p.m. via GoToWebinar. Sixty people who attended the Electronic Neighborhood Meeting provided their name and/or contact information. Of those 60 people, approximately 10 people in attendance were Town staff or associated with the applicant. Approximately 50 people were interested citizens. A summary of discussions follows:

Summary of Discussions

Question/Concern #1:
Neighbors feel they would benefit from the inclusion of retail uses in the development.

Applicant Response:
Proposed plans have been revised to include ground-floor retail in Building #3 on the south side of the Property fronting Knightdale Station Run.

Question/Concern #2:
Questions and concerns regarding the size and nature of the buffer between development and adjoining single-family homes to the east to mitigate noise, light, and potential foot traffic.

Applicant Response:
A 10' Type A Buffer Yard meeting the Town's landscaping requirements will be located along the property's eastern property line. Along with the existing 20'wide Type B Buffer Yard owned by the Knightdale Station Community Association Inc. located immediately east to the property, a total of 30' of landscaped Buffer Yard will separate the proposed development and the rear lot lines of the adjoining single-family homes. In addition to the Buffer Yards, a masonry wall of at least 6' in height will be constructed and maintained along the portion of the Property's eastern property line with the property owned by Knightdale Station Community Association Inc.

Question/Concern #3:
Questions about whether residences built on property could be owner-occupied instead of for-rent product and expected rents for apartments.

Applicant Response:
Developer Brown Investment Properties has experience with development and operation of developments with apartments for rent, and does not have experience with construction of owner-occupied condominiums. The planned apartments will have high-quality construction and finishes, and target market will be individuals who rent by choice. Expected rents will start at $1000 and go up to $1500-$1600, which is equivalent to monthly mortgage payments for single-family homes in the area.

Question/Concern #4:
Concern about number of apartments proposed and height of apartment buildings.

Applicant Response:
Plan proposes 195 apartments in two four-story buildings. The four-story buildings will be set back a minimum of 90' feet from the Property's eastern property line with the Knightdale Station Community Association Inc., a minimum of 110' from the rear property lines of the adjoining single-family homes, and a minimum of 140' from the rear of the nearest single-family home. All adjoining single family homes will be buffered from the development by landscaped buffer yards totaling 30' in width and a masonry wall on the eastern property line that is 6' in height.

Question/Concern #5:
Question about number of bedrooms in apartments.

Applicant Response:
Current plan is for there to be a mix of studio, 1 bedroom, and 2 bedroom apartments. Actual unit mix is somewhat fluid, and could ultimately include some 3 bedroom apartments.

Question/Concern #6:
Will brick and stone be included in building exteriors in this development?

Applicant Response:
Yes, brick and/or masonry is anticipated to be one of the building materials included as part of the building exteriors.

Question/Concern #7:
Question about development timeline, phasing plan, and anticipated move-in date for apartments?

Applicant Response:
Current plan is to start construction spring of 2021, with buildings ready for occupancy in 2023. Development will be done in a single phase.

Question/Concern #8:
Question regarding mitigation of construction noise, traffic, and pollution.

Applicant Response:
Stormwater controls will be in place during construction. Development and construction of the Property will be in accord with all rules and relations from the Town.

Question/Concern #9:
Identify location of proposed stormwater retention facility?

Applicant Response:
Plan calls for underground stormwater retention facilities.

Question/Concern #10:
Questions about proposed sky lounge open space on fourth floor of Building #1.

Applicant Response:
Sky lounge is a common area for use by residents of apartments on a reservation basis. It is an enclosed area inside of Building #1, and will look over the pool to the west. There are no rooftop amenities on the Property.

Question/Concern #11:
Question regarding sufficiency of onsite parking.

Applicant Response:
Proposed development will provide sufficient onsite parking that will be shared by the proposed mixture of uses. As outlined in the Master Plan for the Proposed Unit Development, there will be approximately 316 spaces of onsite parking provided as part of the development.

Question/Concern #12:
Concerns about offsite parking impacts.

Applicant Response:
Project will provide adequate onsite parking. In addition to onsite parking, there is available onstreet parking on Knightdale Station Run, as well as public parking in Knightdale Station Park. There is more than sufficient onsite and public parking on Knightdale Station Run and Knightdale Station Park to ensure that there is little to no risk of users of the development parking on the streets of the adjoining Knightdale Station subdivision.

Question/Concern #13:
Concerns about proposed new public road connecting U.S. 64 to Knightdale Station Run.

Applicant Response:
The proposed public road has been requested by the Town as part of the development. Developer Brown Investment Properties reasonably believes that new public road will increase connectivity.

Question/Concern #14:
Concerns about traffic and safety impacts of development on Knightdale Station Run.

Applicant Response:
Developer Brown Investment Properties has completed a traffic impact analysis of the Project, including impacts on Knightdale Station Run, which includes estimated traffic impacts on Knightdale Station Run. The traffic impact analysis does not identify any improvements on Knightdale Station Run that are required to maintain the current levels of service.

Question/Concern #15:
Will drivers exiting from Property onto U.S. 64 be able to turn left onto westbound U.S. 64?

Applicant Response:
There is not currently a cut in the median separating westbound and eastbound lanes of U.S. 64 that would permit a left turn from the Property onto westbound U.S. 64. U.S. 64 is a NCDOT-maintained highway. Applicant does not currently anticipate that NCDOT will permit a cut in the median to facilitate a left turn from the Property onto westbound U.S. 64.

Question/Concern #16:
Concern about proposed development's impact on values of adjoining single-family homes.

Applicant Response:
Experience throughout the country has shown that mixed-use developments that include multifamily housing do not negatively impact values of nearby single-family homes, as evidenced

by various studies by the Urban Land Institute and others. The proposed development will be a high-quality project that will be an asset to the Town and the neighborhood.

Question/Concern #17:
Concern about demand for apartments and associated question about occupancy rates at other apartment developments in Knightdale.

Applicant Response:
Applicant believes there is significant demand for the proposed apartments in the area.

Question/Concern #18:
Question about proposed retail and office spaces and desire to have retail uses that serve nearby neighborhood.

Applicant Response:
Development will have approximately 6,200 sf of office space and approximately 6,200 sf of retail. Likely office and retail uses will serve Town residents.

Question/Concern #19:
Concern that proposed development's name, Knightdale Station, is similar to the name of the adjoining subdivision.

Applicant Response:
Applicant has revised the proposed development's name to the Lofts at Knightdale Station to distinguish it from the neighboring subdivision.

Question/Concern #20:
Question regarding Applicant's experience as a developer.

Applicant Response:
Applicant Brown Investment Properties has developed projects throughout North Carolina and the southeast. Brown Investment Properties owns and manages multifamily properties as well as office and retail properties.

Question/Concern #21:
Request for summary of Town's comments on proposed development prior to neighborhood meeting.

Applicant Response:

Brown Investment Properties went through an extensive Sketch Plan review process with the Town prior to the pre-application neighborhood meeting and formal submittal of rezoning request. Brown Investment Properties made various changes, including reducing the number of apartments, building design, and size and design of new public street.

Sign In Sheet

Registration Report

GoToWebinar

General Information

Webinar Name
Electronic Neighborhood Meeting: 7630 Knightdale Boulevard Rezoning

Webinar ID
457-927-947

Scheduled Start Date
05/12/2020

Registered
60

Scheduled Start Time
05:00:00 PM EDT

Opened Invitation
27

Scheduled Duration (minutes)
120

Clicked Registration Link
126

Registrants

First Name	Last Name	Email	Address	City	Follow up requested?
Ben	McDonald	bsmcdonald0513@gmail.com	1222 Sunday Silence Dr	Knightdale	No
Jordan	Wolfe	jordan.einstruction@gmail.com	426 Banner Blue Ct	Knightdale	Yes
COREY	GILLILAND	coreyn.gilliland@gmail.com	632 Twin Star Lane	Knightdale	Yes
Christopher	Basile	christopherbasile@yahoo.com	545 Silverliner Dr	Knightdale	
Robert	Quinn	paulquinn@alumni.ecu.edu	714 Sunland Dr	Knightdale	Yes
Tory	Cox	toryvcox@gmail.com	312 Banner Blue	Knightdale	
Marie	Olson Lounsbery	olsonlounsbery@yahoo.com	620 Twin Star Ln	Knightdale	No
Vincent	Parisi	vparisi77@gmail.com	622 Sunland dr	Knightdale	Yes
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Will	Swaringen	wswaringen@mac.com	4130 Parklake Ave, STE 130	Raleigh	No
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Chris	Boyd	Rchris.boyd@gmail.com	306 Banner Blue Court	Knightdale	No
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Sue	LaDow	sladow@twc.com	622 Noon Flyer Way	Knightdale	No
Timothy	Figgins	sirfig@gmail.com	617 Gold Coast Drive	Knightdale	
maria	lindo	redeemed05@me.com	silverliner drive	knightdale	
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Vincent	Certoma	certomav@gmail.com			
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Kevin	Lewis	kevin.lewis@knightdalenc.gov			
Toby	Coleman	tcoleman@smithlaw.com	150 Fayetteville St., Ste. 2300	Raleigh	No

PART 10 | Zoning Conditions

1. The following principal uses, if otherwise allowed in the NMX district, shall be prohibited uses on the Property: Cremation Facilities, Drive-Thru Service, Vehicle Services—Maintenance/Body Work/Repair, Outdoor Amusements, Outdoor Recreation Facilities and Neighborhood Manufacturing. Public Safety Facility establishments that serve primarily as jails, prisons, or other types of incarceration facilities are prohibited. All other Public Safety Facility uses otherwise allowed in the NMX district are permitted.

2. Beginning at the right-of-way of Knightdale Station Run as established at the time of site plan approval (or as close thereto as allowed by NCDOT and the Town's Transportation Services Staff) and extending along the boundary of the Property with parcel PINs 1754-76-1616 and 1754-65-7653 (Owner: Knightdale Station Community Association Inc.; deed recorded at Book 17698, Page 1264 of the Wake County Registry), there shall be constructed and maintained a masonry wall at least six (6) feet in height.

3. All stairwells in multistory buildings shall be located in the interior of the building.

4. All exterior facades of buildings constructed upon the Property shall be constructed from one or more of the following materials: brick, stone, concrete masonry, wood, metal, and/or cementitious siding. This limitation shall not apply to soffits, fascia, corner boards, doors, and windows.

5. Consistent with the Design Guidelines for this project:

    a. All stairwells in multistory buildings shall be located in the interior of the building.

    b. All exterior facades of buildings constructed upon the Property shall be constructed from one or more of the following materials: brick, stone, concrete masonry, wood, metal, and/or cementitious siding. This limitation shall not apply to soffits, fascia, corner boards, doors, and windows.

    c. Buildings constructed on the Property will have a roof with the following slope: no more than one (1) inch of vertical rise for every one (1) foot of horizontal run. Each building's roof with have raised parapets around the perimeter.

d. Mechanical equipment for the buildings constructed on the Property will be located on the roof and will be screened by parapets at the edge of the roof.

e. The exteriors of any apartment building constructed upon the Property shall be articulated with balconies. The balconies shall have a minimum depth of one-and-a-half (1.5) feet in order to provide articulation to the façade.

Neighborhood Meeting Summary

for ZMA-##-20 7630 Knightdale Blvd Mixed Use

1. Date: 5/12/20

2. Location: WebEx (electronic meeting)

3. Applicants Present: Chester Brown, Brown Investments; Toby Coleman, Smith Anderson

4. Staff Present: Kevin Lewis, Senior Planner - Current

5. Number of Citizens in Attendance: 56

6. Start time: 5:00 pm

7. End time: 8:30 pm

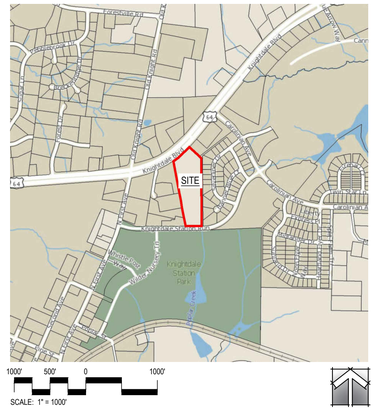
8. Process Guide

    a. Public Hearing Meeting: TBD
    b. LURB Meeting: TBD
    c. Town Council Action: TBD

9. Summary of Questions and Concerns by Citizens:

- What is the required buffer and what is being proposed? Can the applicant provide an increased buffer with a fence?
- Why apartments and not condos? Many residents felt that condos would be a better fit.
- What is the timeline for development? As of now, construction to begin in Spring of 2021 and move in starts in Spring of 2023.
- Where will the stormwater device be located? Proposed to be underground units in the parking lot, along the north and west sides of the project.
- Knightdale does not need more apartments.
- Many residents were concerned that the office building would end up not being built. The applicant indicated that the office building would be pashed to be built at the same time as the apartment buildings.
- Would the applicant consider more retail and commercial buildings? Many residents complained that there is a lack of commercial in this area. Some commented that this is not mixed use enough and more square footage should be dedicated to commercial uses.

- Is the 195 apartment unit a Town maximum or developer maximum? Based on town regulations for building height, parking, and landscaping, 195 units is the maximum number which can be built.
- Residents suggested off-site transportation improvements, citing concerns for safety, congestion, and the impact of this new proposal. A TIA has yet to be developed.
- The applicant gave some examples of potential office users. Tenants would be selected based off their business plan, use, and longevity. It was suggested that the applicant reach out to the Knightdale Chamber of Commerce to receive local suggestions. The design of the building has not yet been determined, however it will be similar in materials to the apartment buildings.
- Some commenters were concerned about the height. Suggestions included lowering the building height or moving it further back.
- Comments regarding the number of parking spaces indicated a concern about future residents parking at the park or along Knightdale Station Run.
- Rental rates expected to begin around $1,000 for the one-bedroom units. Most of the units would be two-bedrooms. The anticipated resident would be young professionals, empty-nesters, older adults, etc.
- Many residents felt that it does not add to the walkability of the area as it does not give them anything to walk to.
- One resident asked about lighting within the parking lot. UDO requires that lighting cannot spill over onto neighboring properties.
- Residents are concerned that this proposal would negatively affect the value of their homes.
- A “sky lounge” is shown on the plans. Concern over the orientation of it and how residents could see into neighboring properties.
- Is this proposed to be a part of the Knightdale Station neighborhood? The name suggests so.
- Residents were concerned about the timeline with the COVID-19 pandemic on-going.
- Has the applicant ever withdrawn a project which is met with a lot of pushback from neighbors? What are some other examples of development projects by this applicant? What input has the Town provided?
- Tree cover is below what is required by the UDO. What are the other proposed UDO expectations to be requested?
- Is there a plan to mitigate the impacts of construction?



ZMA-1-20

PUD MASTER PLAN

1st Submittal: 06.22.2020
2nd Submittal: 07.30.2020

The Lofts at Knightdale Station

Knightdale, North Carolina 27545

- FINAL SITE / LANDSCAPE DESIGN WITHIN/AROUND DUKE ENERGY EASEMENT TO BE APPROVED BY DUKE.
- FINAL STREET TREE PLANTINGS ALONG U.S. HIGHWAY/KNIGHTDALE BLVD. TO BE APPROVED BY NCDOT.

PROPOSED SITE DATA:

ZONING:	NMX - PUD
NET SITE ACREAGE:	322,173 SF/7.396 AC
RIGHT OF WAY DEDICATION:	68,141 SF/1.564 AC
GROSS SITE ACREAGE:	254,032 SF/5.832 AC
USE:	MIXED USE (APARTMENT, OFFICE, AND RETAIL)
OFFICE:	+/- 6,400 SF
RETAIL:	+/- 6,400 SF
RESIDENTIAL UNITS	
STUDIO:	15 UNITS
1 BEDROOM:	74 UNITS
2 BEDROOM:	106 UNITS
	195 UNITS
DENSITY (DU/AC):	195 DU / 5.832 AC = 33.44
BUILDING SETBACKS:	
SIDE:	5' MINIMUM
REAR:	10' MINIMUM
BUILDING I FRONT:	105' MAXIMUM
BUILDING II FRONT:	10' MAXIMUM
OFFICE/RETAIL FRONT:	105' MAXIMUM
PARKING SETBACKS:	
HWY 64/KNIGHTDALE BLVD:	20' MINIMUM
ADJACENT TO NON RESIDENTIAL ALONG EASTERN PROPERTY LINE	10' MINIMUM
ADJACENT TO RESIDENTIAL ALONG EASTERN PROPERTY LINE	
PARKING:	15' MINIMUM
DRIVE AISLE:	10' MINIMUM

LANDSCAPE BUFFER	
ADJACENT TO UR-12 ALONG EASTERN PROPERTY LINE:	10' TYPE A
PARKING SCREENING BUFFER	
KNIGHTDALE STATION RUN:	10' TYPE A BUFFER
PROPOSED PUBLIC STREET:	3' WIDE WIEVERGREEN SHRUBS
HWY 64/KNIGHDALE BLVD:	20' TYPE B BUFFER REQUIRED ALTERNATE IS PROPOSED PARKING SCREENING ALONG 64 WILL BE CONSISTENT WITH PROPOSED FRONTAGE
PARKING SPACE REQUIRED:	1 X 89 (1 BR & STUDIO) = 89 2 X 106 (2 BR) = 212 3.5 X 6.4 (RETAIL) = 22 4.0 X 6.4 (OFFICE) = 26 TOTAL REQUIRED: 349
PARKING SPACE PROPOSED:	ON SITE: 251 ON STREET: 65 TOTAL PROPOSED: 316
BICYCLE PARKING REQUIRED:	1 PER 20 VEHICLE PARKING SPACES 316 / 20 = 15.8 TOTAL REQUIRED: 16 SPACES
BICYCLE PARKING PROPOSED:	16 SPACES

OPEN SPACE CALCULATION:

TOTAL DENSITY:	33.44 DU/AC	
TOTAL BEDROOMS:	301	
* ALL UNITES ARE WITHIN 1/4 MILE FROM KNIGHTDALE STATION PARK		
OPEN SPACE REQUIRED:	301 BEDROOMS X 290 =	89,290 SF
	50% DEDUCTION =	44,645 SF
	TOTAL OS REQUIRED =	**44,645 SF / 0.92 AC**
	MINIMUM ACTIVE OPEN SPACE REQUIRED:	**22,323 SF / 0.50 AC**
OPEN SPACE PROPOSED:		
ACTIVE OPEN SPACE:	OS 2 - POOL AREA	15,807 SF
	OS 4 - FITNESS CTR	1,800 SF
	OS 5 - GARDEN	5,043 SF
	OS 6 - DOG PARK	4,180 SF
	TOTAL PROVIDED:	**26,830 SF / 0.62 AC**
PASSIVE OPEN SPACE:	OS 1 - US 64 FRONTAGE	3,964 SF
	OS 3 - SKY LOUNGE	1,050 SF
	OS 7 - PARK PLAZA	2,600 SF
	TOTAL PROVIDED:	**7,614 SF / 0.17 AC**
TOTAL OPEN SPACE PROVIDED:		**34,444 SF / 0.79 AC**

TREE COVER:

TREE COVER REQUIRED:	5.83 AC (GROSS SITE) X 10% =	0.58 AC
TREE COVER PROPOSED:	PROP. LANDSCAPE BUFFERS:	0.31 AC
		0.07 AC
TOTAL:		**0.38 AC (6.52%)**

ADDITIONAL USE STANDARDS FOR MULTIFAMILY DWELLINGS (UDO § 3.3.U)

- THE DEVELOPMENT SHALL MEET THE FOLLOWING STANDARDS.

U. DWELLING- MULTIFAMILY - 4 UNIT/BLDG. OR LESS & DWELLING - MULTIFAMILY MORE THAN 4 UNITS/BLDG. (UR*, RMX*, TC*, MHD*, TND*, & PUD*)

1. MUST BE LOCATED IN A GROWTH ACTIVITY CENTER OR PRIORITY INVESTMENT AREA AROUND ACTIVITY CENTERS AS D "DESIGNATED IN THE KNIGHTDALENEXT 2035 COMPREHENSIVE PLAN.
2. MUST CONTAIN A MIXTURE OF USES, INCLUDING BUT NOT LIMITED TO OFFICE, RETAIL, OR SERVICES WITH RETAIL AND SERVICES ON THE GROUND LEVEL AND OFFICES AND RESIDENCES ABOVE.
3. THE ROOF OR ROOF STRUCTURES ARE FLAT, OR HAVE A COMBINATION OF ROOF TYPES WHICH GIVE A PREDOMINANTLY FLAT APPEARANCE.

EXISTING SITE DATA:

SITE ADDRESS:	7630 KNIGHTDALE BLVD
PIN NUMBER:	1754-65-5899
DEED BOOK:	DB 008139, PG 00672
CURRENT ZONING:	HB
ACREAGE:	322,173 SF/7.396 AC
EXISTING USE:	VACANT
ALLUVIAL SOIL:	Cn
FEMA MAP PANEL #:	1754
WATERSHED:	LOWER NEUSE RIVER

811 Know what's **below.** **Call** before you dig.

Notes

GENERAL NOTES:

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH TOWN OF KNIGHTDALE AND/OR NCDOT STANDARDS.
2. THE CONTRACTOR SHALL CONDUCT THE WORK IN A SAFE MANNER AND WITH A MINIMUM AMOUNT OF INCONVENIENCE TO TRAFFIC.
3. PRIOR TO CONSTRUCTION BEGINNING, ALL SIGNAGE AND TRAFFIC CONTROL SHALL BE IN PLACE.
4. THE CONTRACTOR SHALL REPAIR ALL DAMAGED INFRASTRUCTURE IN THE RIGHT-OF-WAY AND RESTORE IT TO PREVIOUS OR BETTER CONDITION.
5. THE CONTRACTOR SHALL REPAIR ANY DAMAGES TO ADJACENT PROPERTIES AND RESTORE IT TO PREVIOUS OR BETTER CONDITION.
6. IF UNFORESEEN CONDITIONS DEVELOP DURING CONSTRUCTION, CONTACT THE TOWN OF KNIGHTDALE.
7. ALL SURVEY INFORMATION PROVIDED TO JDAVIS ARCHITECTS BY BOHLER ENGINEERING NC, PLLC IN RALEIGH, NORTH CAROLINA IN DIGITAL FORMAT IN OCTOBER 2019, AND SUPPLEMENTAL INFORMATION WAS OBTAINED FROM WAKE COUNTY GIS IN OCTOBER 2019.
8. WITHIN THE SIGHT TRIANGLES, NO OBSTRUCTION BETWEEN 2 FEET AND 8 FEET IN HEIGHT ABOVE THE CURB LINE ELEVATION SHALL BE LOCATED IN WHOLE OR PART. OBSTRUCTIONS INCLUDE BUT ARE NOT LIMITED TO ANY BERM, FOLIAGE, FENCE, WALL, SIGN, OR PARKED VEHICLE.
9. UNLESS NOTED, ACCESS ROUTE FOR EMERGENCY VEHICLES SHALL PROVIDE AN INSIDE TURNING RADIUS OF 28' MINIMUM.
10. UNLESS NOTED, ALL DIMENSIONS SHOWN ARE TO BACK OF CURB.
11. TRASH AND CARDBOARD DUMPSTER(S) ENCLOSURE SHALL COMPATIBLE WITH MATERIAL AND/OR COLOR OF THE PRINCIPAL BUILDING.
10. ALL ABOVE-GROUND HVAC EQUIPMENT AND UTILITY DEVICES (TO INCLUDE, BUT NOT LIMITED TO TELEPHONE AND CABLE PEDESTALS; ELECTRICAL TRANSFORMERS; BACKFLOW-DEVICE HOTBOX; ETC) SHALL BE SCREENED FROM OFF-SITE VIEW BY EVERGREEN SHRUBS, FENCE OR WALL. HVAC AND OTHER EQUIPMENT PLACED ON ROOF DOES NOT NEED TO BE SCREENED BY LANDSCAPING.
11. CONTRACTOR TO FIELD LOCATE AND VERIFY ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION AND REPORT ANY DISCREPANCIES TO LANDSCAPE ARCHITECT PRIOR TO ANY CONSTRUCTION ACTIVITIES. CONTACT NC ONE AT 811 FOR FIELD LOCATION OF UNDERGROUND UTILITIES.
12. HANDICAP PARKING SPACE(S) AND HC ACCESS AISLE(S) SHALL BE NO GREATER THAN TWO PERCENT (2%) PITCH IN ANY DIRECTION(S) AS PER ADA STANDARDS.
13. PROVIDE SIGNAGE AND STRIPING OF HANDICAP SPACES AS PER ADA STANDARDS.
14. ALL RETAINING WALLS GREATER THAN 30" IN HEIGHT TO INCLUDE SAFETY RAIL OR FENCE.
15. WC ACCESS RAMPS WILL BE PROVIDED IN ACCORDANCE WITH TOWN OF KNIGHTDALE PUBLIC WORKS DEPARTMENT STANDARDS, PROWAG STANDARDS AND ADAAG SPECIFICATIONS
16. ALL RAMPS AND HANDRAILS SHALL BE CONFORM TO ANSI, NCSBC, AND ICC STANDARDS AND SPECIFICATIONS.

Sheet Index

COVER	0
BOUNDARY & TOPOGRAPHIC SURVEY	1
SITE PLAN	LS1.1
EXHIBIT FOR DUKE ENERGY RIGHT OF WAY RESTRICTIONS	LS1.2
OPEN SPACE DIAGRAM	LS2.1
WALL DETAILS & US HWY 64/KNIGHTDALE BLVD FRONTAGE EXHIBIT	LS3.1
SCM & UTILITY PLAN	C-401
LANDSCAPE PLAN	LS1.1
LIGHTING PLAN	1 OF 2
LIGHTING PLAN	2 OF 2
BUILDING ELEVATIONS	A3.01
BUILDING ELEVATIONS	A3.02
BUILDING ELEVATIONS	A3.03
BUILDING ELEVATIONS	A3.04
BUILDING ELEVATIONS	A3.05

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ZMA-1-20

Brown Investment Properties
The Lofts at Knightdale Station
Knightdale, North Carolina 27545

PUD-MASTER PLAN

PUD - MASTER PLAN

NORTH CAROLINA LICENSED LANDSCAPE ARCHITECT KENNETH D. THOMPSON
FOR REVIEW ONLY
NOT FOR CONSTRUCTION

PROJECT:	BIP-19048	DATE
ISSUE:	Sketch Plan	12.04.2019
	PUD Master Plan	06.22.2020
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REVISIONS:	1st Review Comments	07.30.2020
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CHECKED BY:	KT	
CONTENT:	COVER	

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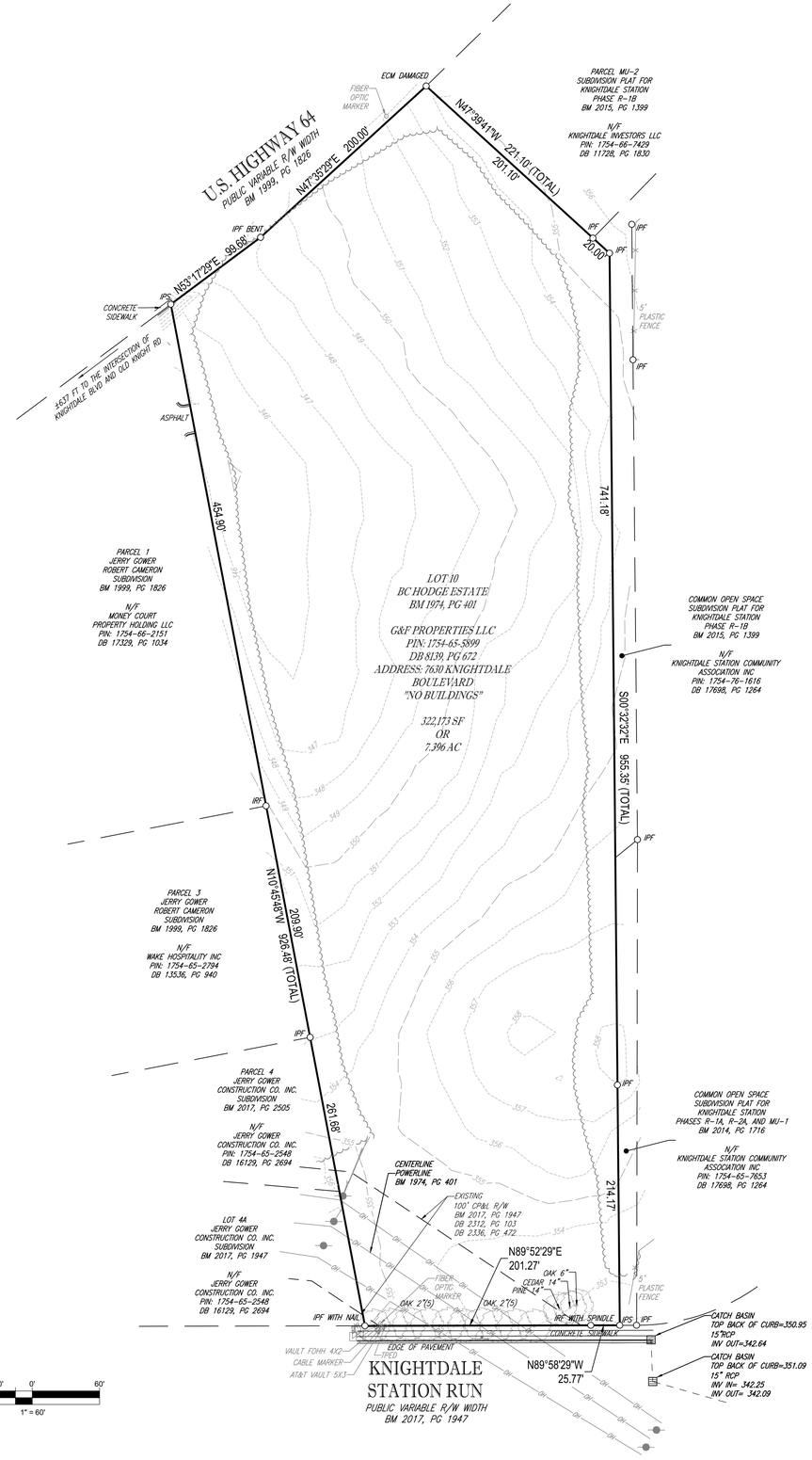
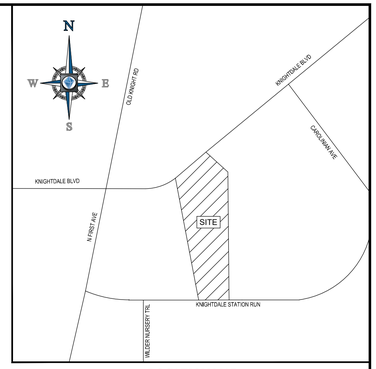
NOTES:

1) THE FIRM HAS RELIED UPON TITLE COMMITMENT BY METRO TITLE COMPANY DATED DECEMBER 2ND, 2019 AT 8:00AM, COMMITMENT NO.: MET2019-01768, WHILE AND IN PREPARING THIS SURVEY. THE SURVEYOR IS NOT RESPONSIBLE FOR ANY TITLE EXCEPTIONS NOT DISCLOSED BY THE REFERENCED TITLE COMMITMENT.
2) AREAS COMPUTED BY COORDINATE METHOD.
3) PROPERTY SHOWN HEREON IS SUBJECT TO ALL RIGHTS-OF-WAY, EASEMENTS AND RESTRICTIONS OF RECORD.
4) ALL DISTANCES SHOWN ON SURVEY ARE HORIZONTAL GROUND DISTANCES UNLESS OTHERWISE NOTED.
5) RIGHTS-OF-WAY INFORMATION IS BASED ON DEEDS AND MAPS OF RECORD.
6) NC GRID COORDINATES (NAD83) OBTAINED BY USING GPS, PRE THE NCVRS NETWORK.
7) BASIS OF BEARING SHOWN HEREON IS NC GRID (NAD 83 NSRS 2011).
8) VERTICAL DATUM SHOWN HEREON IS NAVD88.
9) THE PROPERTY SHOWN HEREON IS LOCATED IN FLOODZONE "ZONE X", AREA OF MINIMAL FLOODING, PER FLOOD INSURANCE RATE MAP 3720175400J, PANEL 1754 EFFECTIVE DATE MARCH 2, 2006.
10) NO OBSERVED ENCROACHMENTS ARE THE TIME OF SURVEY.
11) THE PROPERTY SHOWN HEREON IS LOCATED OUTSIDE OF TOWN OF KNIGHTDALE LIMITS, PER WAKE COUNTY GIS.
12) THE ADJACENT PROPERTIES ARE LOCATED INSIDE OF TOWN OF KNIGHTDALE LIMITS, PER WAKE COUNTY GIS.
13) ENVIRONMENTAL SURVEY PRODUCED BY NOVA ENGINEERING AND ENVIRONMENTAL, INC., DATED NOVEMBER 13, 2019.
14) NO WETLANDS, BUFFERS, OR WATERSHED PROTECTION DISTRICTS WERE OBSERVED AT THE TIME OF THE SURVEY.

TITLE COMMITMENT
METRO TITLE COMPANY
COMMITMENT NUMBER: MET2019-01768
COMMITMENT DATE: DECEMBER 2, 2019 AT 8:00AM
SCHEDULE B - SECTION II - EXCEPTIONS

1. ANY DEFECT, LIEN, ENCUMBRANCE, ADVERSE CLAIM, OR OTHER MATTER THAT APPEARS FOR THE FIRST TIME IN THE PUBLIC RECORDS OR IS CREATED, ATTACHES, OR IS DISCLOSED BETWEEN THE COMMITMENT DATE AND THE DATE ON WHICH ALL OF THE SCHEDULE B, PART I-REQUIREMENTS ARE MET.
   NOT A SURVEY MATTER.
2. TAXES AND ASSESSMENTS FOR THE YEAR 2020 AND SUBSEQUENT YEARS, NOT YET DUE AND PAYABLE.
   NOT A SURVEY MATTER.
3. EASEMENTS, SETBACK LINES AND ANY OTHER MATTERS SHOWN ON PLAT RECORDED IN PLAT BOOK 1974, PAGE 401, WAKE COUNTY REGISTRY.
   AFFECTS SUBJECT PROPERTY. PLOTTED AND SHOWN ON THE SURVEY.
4. ELECTRIC POWER LINE RIGHT OF WAY EASEMENT TO WAKE ELECTRIC MEMBERSHIP CORPORATION RECORDED IN BOOK 2312, PAGE 103, WAKE COUNTY REGISTRY.
   AFFECTS SUBJECT PROPERTY. PLOTTED AND SHOWN ON THE SURVEY.
5. CONSENT JUDGMENT FILED BY CAROLINA POWER & LIGHT COMPANY RECORDED IN BOOK 2278, PAGE 621, WAKE COUNTY REGISTRY.
   AFFECTS SUBJECT PROPERTY. NOT A PLOTTABLE MATTER.
6. EASEMENT(S) IN FAVOR OF CAROLINA POWER & LIGHT COMPANY AS RECORDED IN BOOK 2336, PAGE 472, WAKE COUNTY REGISTRY.
   AFFECTS SUBJECT PROPERTY. PLOTTED AND SHOWN ON THE SURVEY.
7. CONSENT JUDGMENT FILED BY CAROLINA POWER & LIGHT COMPANY RECORDED IN BOOK 2383, PAGE 29, WAKE COUNTY REGISTRY.
   AFFECTS SUBJECT PROPERTY NOT A PLOTTABLE MATTER.
8. CONSENT JUDGMENT FILED BY CAROLINA POWER & LIGHT COMPANY RECORDED IN BOOK 2299, PAGE 674, WAKE COUNTY REGISTRY.
   AFFECTS SUBJECT PROPERTY NOT A PLOTTABLE MATTER.
9. NO COVERAGE IS PROVIDED AS TO THE AMOUNT OF ACREAGE OR SQUARE FOOTAGE OF THE LAND.
   BOUNDARY, SQUARE FOOTAGE, AND ACREAGE ARE SHOWN ON THE SURVEY.
10. ENCROACHMENTS, OVERLAPS, OVERHANGS, UNRECORDED EASEMENTS, VIOLATED RESTRICTIVE COVENANTS, DEFICIENCY IN QUANTITY OF GROUNDS, LACK OF ACCESS, VIOLATED BUILDING LOT LINES, OR ANY MATTERS WHICH WOULD BE DISCLOSED BY AN ACCURATE SURVEY AND INSPECTION OF THE LAND.
    THE ABOVE INFORMATION IS PLOTTED AND SHOWN ON THE SURVEY, AS PLOTTABLE AND APPLICABLE.
11. THIS POLICY SPECIFICALLY EXCLUDES ANY CLOSING PROTECTION SERVICES (COVERAGE OR INSURANCE) AS THEY APPLY TO THIS TRANSACTION.
    NOT A SURVEY MATTER.





LOCATION MAP
NOT TO SCALE

REFERENCES:

BM 1974, PG 401
BM 1999, PG 1826
BM 2014, PG 1716
BM 2015, PG 1399
BM 2017, PG 1947
BM 2017, PG 2505
DB 8139, PG 672
DB 2312, PG 103
DB 2336, PG 472
DB 17329, PG 1034
DB 13536, PG 940
DB 16129, PG 2694
DB 11728, PG 1830
DB 15318, PG 648

LEGEND

123	EXISTING CONTOUR
	LINE SURVEYED
	LINE NOT SURVEYED
WV	WATER VALVE
OH	OVERHEAD WIRES
	GRATE TOP INLET
	UTILITY POLE
IPS	IRON PIPE SET
IPF	IRON PIPE FOUND
IRF	IRON REBAR FOUND
ECM	EXISTING CONCRETE MONUMENT
	SIGN
	FENCE
	AREA LIGHT
	GUY WIRE

60' 30' 0' 60'
1" = 60'

SURVEYOR CERTIFICATION

I, THOMAS E. TEABO, PLS, HEREBY CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, FROM DEED AND MAP REFERENCES AS NOTED ON SAID MAP; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FROM DEED AND MAP REFERENCES AS NOTED ON SAID MAP.

THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY OF THE SURVEY AS CALCULATED IS 1: 10,000+. THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION OF RECORD; THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH TITLE 21, CHAPTER 56, NCAC, AS AMENDED.

I HEREBY CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:
(1) CLASS OF SURVEY: "CLASS A"
(2) POSITIONAL ACCURACY: 0.04'
(3) TYPE OF GPS FIELD PROCEDURE: REAL-TIME KINEMATIC NETWORKS-NCVRS
(4) DATES OF SURVEY: 10/14/19
(5) DATUM/EPOCH: NAD 83 (2011) EPOCH 2010.00
(6) PUBLISHED/FIXED-CONTROL USE: NCVRS
(7) GEOID MODEL: 2012 (CONUS)
(8) COMBINED GRID FACTOR(S): 0.999906081
(9) UNITS: US SURVEY FEET

WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND AND SEAL THIS 29TH DAY OF JULY A.D., 2020.

PRELIMINARY - NOT FOR RECORDATION, SALES OR CONVEYANCES

SURVEYOR NC L-3920

NORTH CAROLINA PROFESSIONAL SEAL L-3920 LAND SURVEYOR THOMAS E. TEABO

TO: G&F PROPERTIES, LLC, METRO TITLE COMPANY, COMMONWEALTH LAND TITLE INSURANCE COMPANY, BROWN INVESTMENT PROPERTIES, INC.

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 8, 13 & 14, OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON OCTOBER 14, 2019.

THOMAS E. TEABO, PLS
NORTH CAROLINA PROFESSIONAL LAND SURVEYOR NO. L-3920

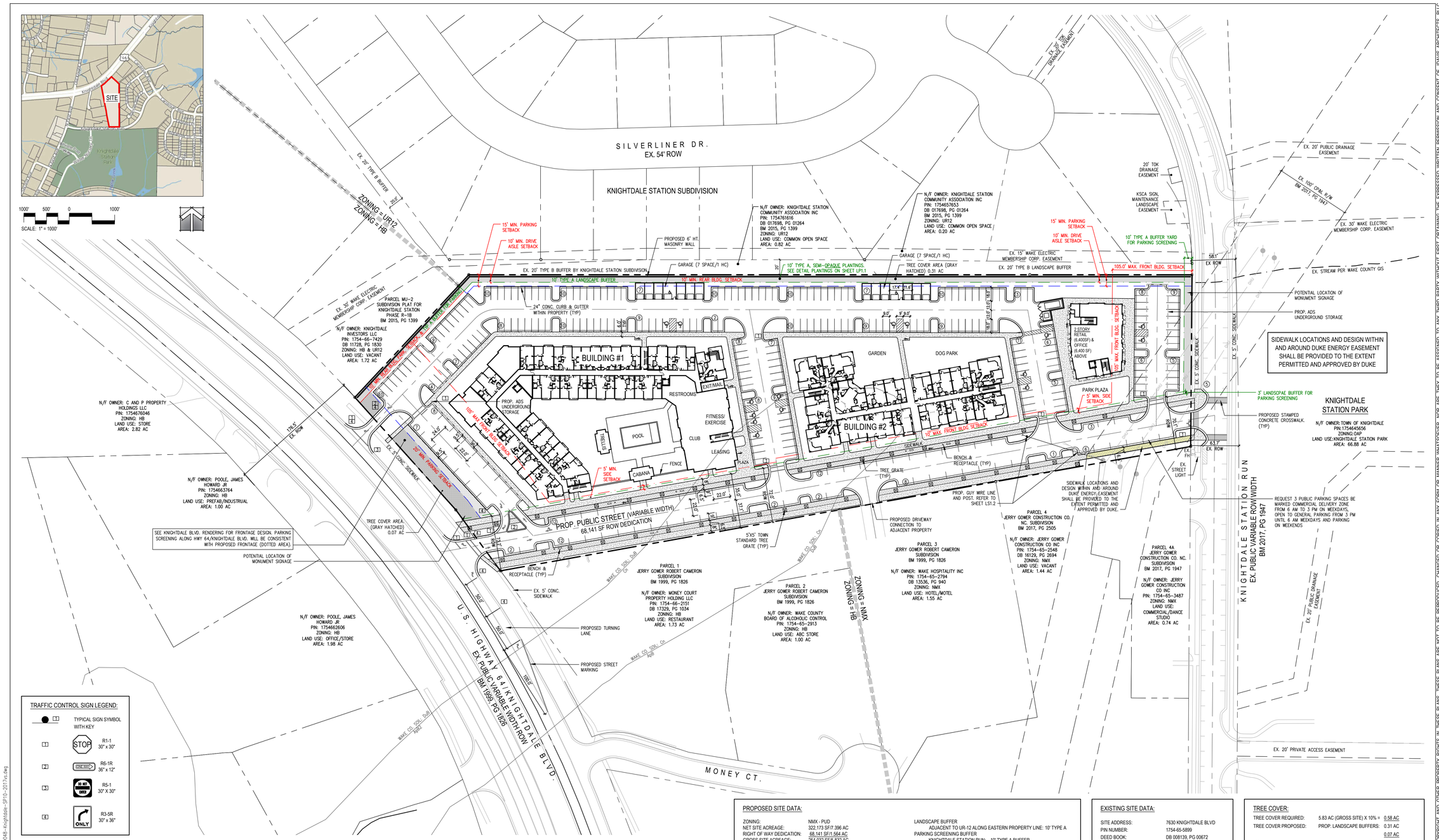
THIS CERTIFICATION IS MADE TO ONLY NAMED PARTIES FOR PURCHASE AND/OR MORTGAGE OF HEREIN DELINEATED PROPERTY BY THE NAMED PURCHASER. NO RESPONSIBILITY OR LIABILITY IS ASSUMED BY SURVEYOR FOR THE USE OF SURVEY FOR ANY OTHER PURPOSE INCLUDING, BUT NOT LIMITED TO, USE OF SURVEY AFFIDAVIT, RESALE OF PROPERTY, OR TO ANY OTHER PERSON NOT LISTED IN CERTIFICATION, EITHER DIRECTLY OR INDIRECTLY.

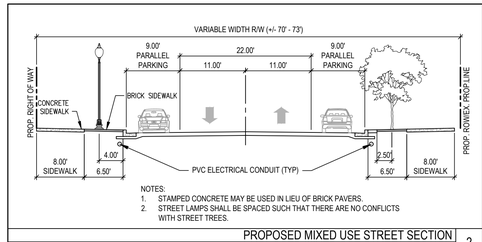
ALTA/NSPS LAND TITLE SURVEY
PROPERTY OF
G & F PROPERTIES, LLC
PIN: 1754-65-5899
DB 8139, PG 672
TOWN OF KNIGHTDALE
ST. MATTHEWS TOWNSHIP
WAKE COUNTY, NORTH CAROLINA

BOHLER™ ENGINEERING NC, PLLC
4130 PARKLAKE AVENUE
SUITE 130
RALEIGH, NORTH CAROLINA 27612
919.578.9000 - 919.703.2665 FAX
www.bohlerengineering.com
NCBELS: P-1152
■ UPSTATE NEW YORK ■ BOSTON, MA ■ NEW YORK METRO ■ WARREN, NJ ■ PHILADELPHIA/SOUTHERN NJ ■ LEHIGH VALLEY, PA ■ SOUTHEASTERN PA
■ BALTIMORE, MD ■ SOUTHERN MARYLAND ■ NORTHERN VIRGINIA ■ WASHINGTON, DC ■ CENTRAL VIRGINIA ■ CHARLOTTE, NC ■ RALEIGH, NC

FILE NO.	DATE	FIELD DATE	CREW CHIEF	DRAWN	REVIEWED	APPROVED	SCALE	DWG. NO.
NSR192091	07/29/2020	10/14/19	RJ	JT	TET	TET	1" = 60'	1 OF 1

BOHLER ENGINEERING, ALL RIGHTS RESERVED.
THE CONTENTS OF THIS DOCUMENT, OR ANY PORTIONS THEREOF, FOR OTHER THAN THE ORIGINAL PROJECT OR THE PURPOSE ORIGINALLY INTENDED, WITHOUT THE WRITTEN PERMISSION OF BOHLER ENGINEERING, IS PROHIBITED.





NOTES:
1. STAMPED CONCRETE MAY BE USED IN LIEU OF BRICK PAVERS.
2. STREET LAMPS SHALL BE SPACED SUCH THAT THERE ARE NO CONFLICTS WITH STREET TREES.

PROPOSED MIXED USE STREET SECTION 2
SCALE: NTS

PROPOSED MIXED USE AREA FURNISHING 1
SCALE: NTS

PROPOSED SITE DATA:

ZONING:	NMX - PUD
NET SITE ACREAGE:	322,173 SF/7.396 AC
RIGHT OF WAY DEDICATION:	68,141 SF/1.564 AC
GROSS SITE ACREAGE:	254,032 SF/5.832 AC
USE:	MIXED USE (APARTMENT, OFFICE, AND RETAIL)
OFFICE:	+/- 6,400 SF
RETAIL:	+/- 6,400 SF
RESIDENTIAL UNITS	
STUDIO:	15 UNITS
1 BEDROOM:	74 UNITS
2 BEDROOM:	106 UNITS
	195 UNITS
DENSITY (DU/AC):	195 DU / 5.832 AC = 33.44
BUILDING SETBACKS:	
SIDE:	5' MINIMUM
REAR:	10' MINIMUM
BUILDING I FRONT:	105' MAXIMUM
BUILDING II FRONT:	10' MAXIMUM
OFFICE/RETAIL FRONT:	105' MAXIMUM
PARKING SETBACKS:	
HWY 64/KNIGHTDALE BLVD:	20' MINIMUM
ADJACENT TO NON RESIDENTIAL ALONG EASTERN PROPERTY LINE	10' MINIMUM
ADJACENT TO RESIDENTIAL ALONG EASTERN PROPERTY LINE	
PARKING:	15' MINIMUM
DRIVE AISLE:	10' MINIMUM

LANDSCAPE BUFFER	
ADJACENT TO UR-12 ALONG EASTERN PROPERTY LINE:	10' TYPE A
PARKING SCREENING BUFFER	
KNIGHTDALE STATION RUN:	10' TYPE A BUFFER
PROPOSED PUBLIC STREET:	3' WIDE W/EVERGREEN SHRUBS
HWY 68/KNIGHDALE BLVD:	20' TYPE B BUFFER
	PARKING SCREENING ALONG 64 WILL BE CONSISTENT WITH PROPOSED FRONTAGE
PARKING SPACE REQUIRED:	1 X 89 (1 BR & STUDIO) = 89
	2 X 106 (2 BR) = 212
	3.5 X 6.4 (RETAIL) = 22
	4.0 X 6.4 (OFFICE) = 26
	TOTAL REQUIRED: 349
PARKING SPACE PROPOSED:	ON SITE: 251
	ON STREET: 65
	TOTAL PROPOSED: 316
BICYCLE PARKING REQUIRED:	1 PER 20 VEHICLE PARKING SPACES
	316 / 20 = 15.8
	TOTAL REQUIRED: 16 SPACES
BICYCLE PARKING PROPOSED:	16 SPACES

EXISTING SITE DATA:

SITE ADDRESS:	7630 KNIGHTDALE BLVD
PIN NUMBER:	1754-65-5899
DEED BOOK:	DB 008139, PG 00672
CURRENT ZONING:	HB
ACREAGE:	322,173 SF/7.396 AC
EXISTING USE:	VACANT
ALLUVIAL SOIL:	Cn
FEMA MAP PANEL #:	1754
WATERSHED:	LOWER NEUSE RIVER

BUILDING NOTE:

1. ALL STAIRWELLS ARE INTERNAL.

TREE COVER:

TREE COVER REQUIRED:	5.83 AC (GROSS SITE) X 10% =	0.58 AC
TREE COVER PROPOSED:	PROP. LANDSCAPE BUFFERS:	0.31 AC
		0.07 AC
TOTAL:		**0.38 AC (6.52%)**

NOTE:
1. PROJECT WILL BE COMPLETED IN A SINGLE PHASE AND INDICATE THAT CURRENT ESTIMATED COMPLETION OF PROJECT IS SPRING 2023.

SITE PLAN

Know what's **below.** **Call** before you dig.

60' 30' 0 60' 120'
SCALE: 1" = 60'

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ZMA-1-20

Brown Investment Properties
The Lofts at Knightdale Station
Knightdale, North Carolina 27545

PUD-MASTER PLAN

FOR REVIEW ONLY NOT FOR CONSTRUCTION

PUD - MASTER PLAN

PROJECT:	BIP-19048	DATE
ISSUE:	Sketch Plan	12.04.2019
	PUD - Master Plan	06.22.2020
REVISIONS:	1st Review Comments	07.30.2020
DRAWN BY:	MA, SB	
CHECKED BY:	KT	
CONTENT:	SITE PLAN	

LS1.1

7/30/2020 5:47 PM P:\1Bproj\19048_7630 Knightdale-BIP\4c_LAND\dwg-LP\19048-Knightdale-SP10-2017xc.dwg

DUKE ENERGY.

BUILDING A SMARTER ENERGY FUTURE™

DUKE ENERGY ELECTRIC TRANSMISSION RIGHT-OF-WAY GUIDELINES/RESTRICTIONS VALID FOR NORTH CAROLINA AND SOUTH CAROLINA (Revised 11/20/2014)

This list of right-of-way restrictions has been developed to answer the most frequently asked questions about property owner use of Duke Energy's electric transmission rights of way. This list does not cover all restrictions or all possible situations. You should contact the Asset Protection right-of-way specialist if you have additional concerns about the rights of way. This list of restrictions is subject to change at any time and without notice. Duke Energy reserves all rights conveyed to it by the right-of-way agreement applicable to the subject property. All activity within the rights of way shall be reviewed by an Asset Protection right-of-way specialist to obtain prior written approval. Engineering plans may be required. Compliance with the Duke Energy Right-of-Way Guidelines/Restrictions or approval of any plans by Duke Energy does not mean that the requirements of any local, county, state or federal government or other applicable agency with governing authority have been satisfied.

1. **Structures, buildings, manufactured/mobile homes, satellite systems, swimming pools (any associated equipment and decking), graves, billboards, dumpsters, signs, wells, deer stands, retaining walls, septic systems or tanks (whether above or below ground), debris of any type, flammable material, building material, wrecked or disabled vehicles and all other objects (whether above or below ground) which in Duke Energy's opinion interfere with the electric transmission right of way are not allowed within the right-of-way limits. Transformers, telephone/cable pedestals (and associated equipment) and fire hydrants are not allowed. Manholes, water valves, water meters, backflow preventers and irrigation heads are not permitted. Attachments to Duke Energy structures are prohibited.**
2. **Fences and gates shall not exceed 10 feet in height and shall be installed greater than 25 feet from poles, towers and guy anchors. Fences shall not parallel the centerline within the rights of way but may cross from one side to the other at any angle not less than 30 degrees with the centerline. If a fence crosses the right of way, a gate (16 feet wide at each crossing) shall be installed by the property owner, per Duke Energy's specifications. The property owner is required to install a Duke Energy lock on the gate to ensure access. Duke Energy will supply a lock.**
3. **Grading (cuts or fill) shall be no closer than 25 feet from poles, towers, guys and anchors (except for parking areas; see paragraph 7) and the slope shall not exceed 4:1. Grading or filling near Duke Energy facilities which will prevent free equipment access or create ground-to-conductor clearance violations will not be permitted. Storage or stockpiling of dirt or any other material is prohibited. Sedimentation control, including re-vegetation, is required per state regulations.**
4. **Streets, roads, driveways, sewer/water lines, other utility lines or any underground facilities shall not parallel the centerline within the right of way but may cross, from one side to the other, at any angle not less than 30 degrees with the centerline. No portion of such facility or corresponding easement shall be located within 25 feet of Duke Energy's facilities. Roundabouts, cul-de-sacs and intersections (such as roads, driveways and alleyways) are not permitted.**
5. **Any drainage feature that allows water to pond, causes erosion, directs stormwater toward the right of way or limits access to or around Duke Energy facilities is prohibited.**
6. **Contact Duke Energy prior to the construction of lakes, ponds, retention or detention facilities, etc.**
7. **Parking may be permitted within the right of way, provided that:**
   a. **Prior to grading, concrete barriers shall be installed at a minimum of 9 feet from the Duke Energy facilities. During construction, grading shall be no closer than 10 feet to any Duke Energy facility.**
   b. **After grading/paving activity is complete, a Duke Energy-approved barrier sufficient to withstand a 15mph vehicular impact shall be erected 9 feet from any Duke Energy facility.**
   c. **Any access areas, entrances or exits shall cross (from one side to the other) the right of way at any angle not less than 30 degrees with the centerline and shall not pass within 25 feet of any structure. Parking lot entrances/exits cannot create an intersection within the right of way.**
   d. **Lighting within the right-of-way limits must be approved by Duke Energy before installing. Due to engineering design standards, lighting <u>is not</u> allowed in the "Wire Zone." Where lighting is approved ("Border Zone"), the total height may not exceed 15 feet in Area A and 12 feet in Area B. See map on back of this page for Areas. Contact your Asset Protection right-of-way specialist as the "Wire Zone" varies for the different voltage lines.**
8. **Duke Energy will not object to certain vegetation plantings as long as:**
   a. **They do not interfere with the access to or the safe, reliable operation and maintenance of Duke Energy facilities.**
   b. **Duke Energy does not object to low-growing shrubs and grasses within the "Wire Zone." Tree species <u>are not</u> allowed within the "Wire Zone." Trees that are approved in the "Border Zone" may not exceed, at maturity, 15 feet in Area A and 12 feet in Area B. See map on back of page for areas. Contact the Asset Protection right-of-way specialist for "Wire Zone"/"Border Zone" definitions.**
   c. **For compliant mature height species, refer to <u>plants.ces.ncsu.edu/</u> for reference.**
   d. **Engineering drawings must indicate the <u>outermost</u> conductor.**
   e. **Vegetation that is not in compliance is subject to removal without notice.**
   f. **Duke Energy may exercise the right to cut "danger trees" outside the right-of-way limits as required to properly maintain and operate the transmission line.**

We hope this is useful information. If you have additional questions or plan any activity not mentioned above, please contact the Asset Protection right-of-way specialist for your area (see map).

Keywords: form; customer services; transmission - asset management; 02191
Applies to: Transmission - Carolinas (East and West)

FRM-TRMX-01047
Rev. 0 11/14
Page 1 of 1

AUTHORIZED COPY
Duke Energy Proprietary Business Information

SIDEWALK LOCATIONS AND DESIGN WITHIN AND AROUND DUKE ENERGY EASEMENT SHALL BE PROVIDED TO THE EXTENT PERMITTED AND APPROVED BY DUKE

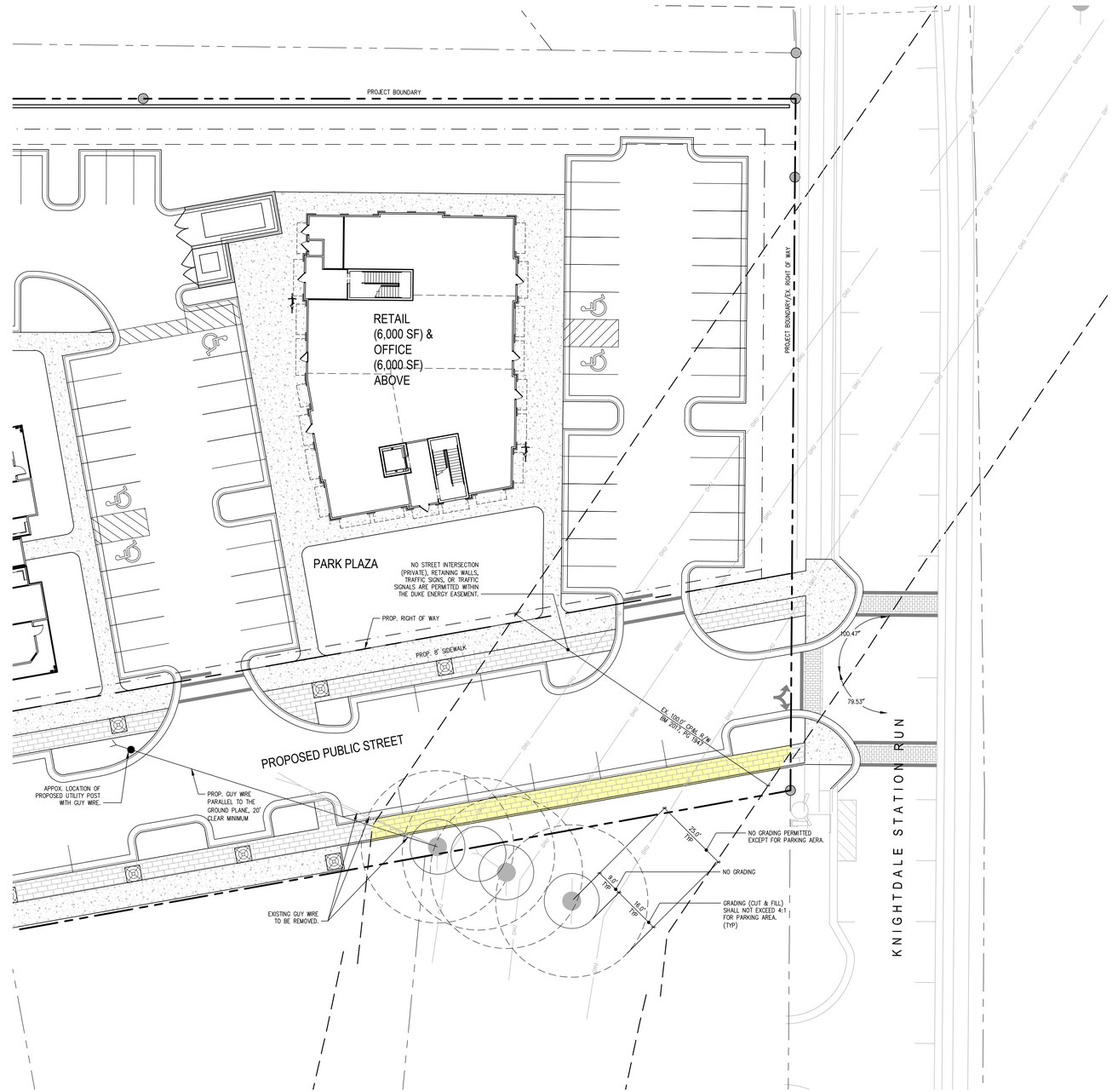

EXHIBIT FOR DUKE ENERGY RIGHT OF WAY RESTRICTIONS

811 Know what's **below.** **Call** before you dig.

20' 10' 0 20' 40'
SCALE: 1" = 20'

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ZMA-1-20

Brown Investment Properties
The Lofts at Knightdale Station
Knightdale, North Carolina 27545

PUD-MASTER PLAN

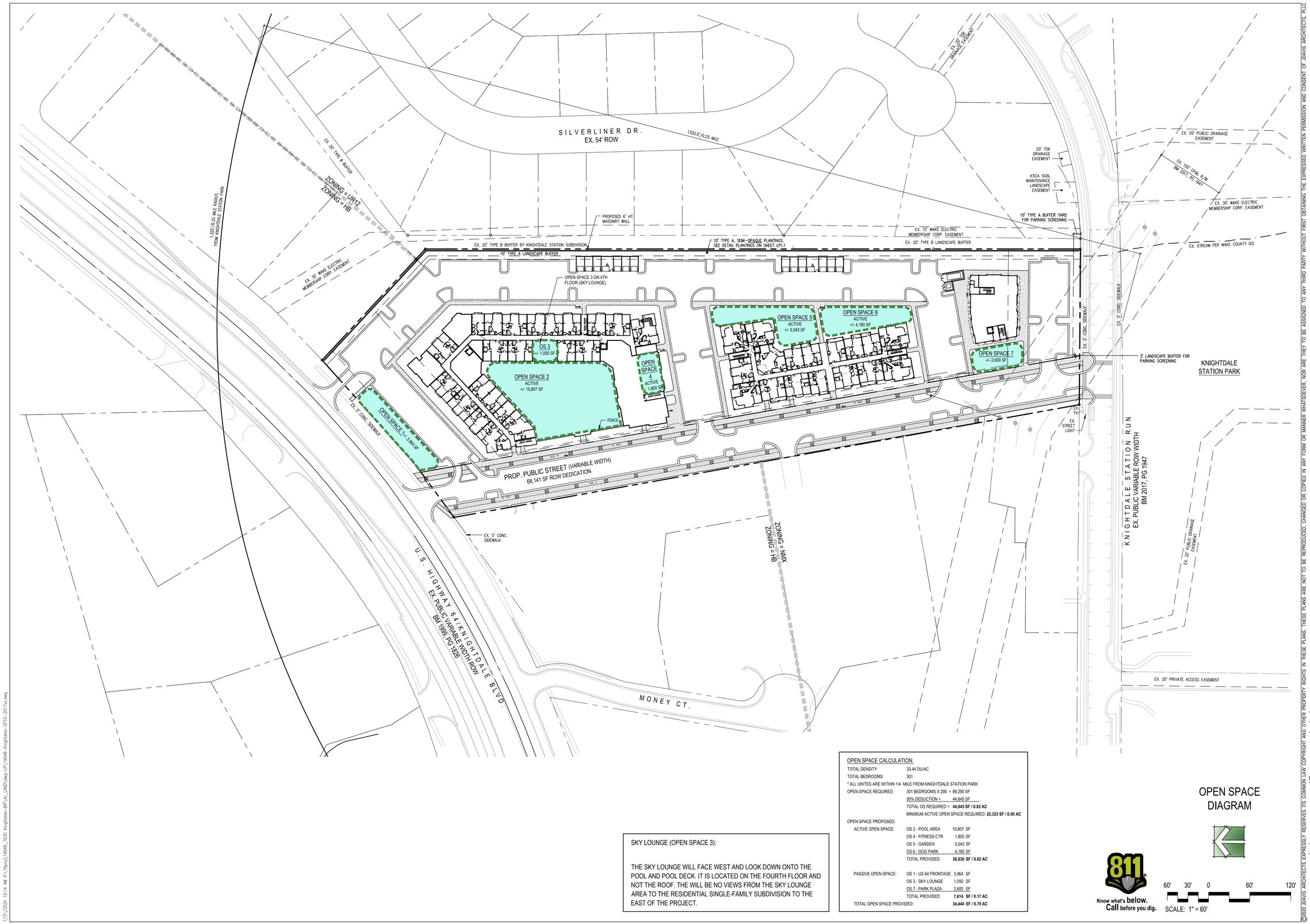
PUD - MASTER PLAN

NORTH CAROLINA PROFESSIONAL SEAL 019650 ENGINEER KENNETH D. THOMPSON
FOR REVIEW ONLY
NOT FOR CONSTRUCTION

PROJECT:	BIP-19048	DATE
ISSUE:	Sketch Plan	12.04.2019
	PUD - Master Plan	06.22.2020
REVISIONS:	1st Review Comments	07.30.2020
DRAWN BY:	SB	
CHECKED BY:	KT	
CONTENT:	EXIHIBIT FOR DUKE ENERGY RIGHT OF WAY RESTRICTIONS	

LS1.2

7/31/2020 6:22 AM P:\19proj\19048_7630 Knightdale-BIP\4-_LAND\dwg-LP\19048-Knightdale-SP1D-2017rc.dwg



OPEN SPACE CALCULATION:

TOTAL DENSITY:	33.44 DU/AC	
TOTAL BEDROOMS:	301	
* ALL UNITES ARE WITHIN 1/4 MILE FROM KNIGHTDALE STATION PARK		
OPEN SPACE REQUIRED:	301 BEDROOMS X 290 =	89,290 SF
	50% DEDUCTION =	44,645 SF
	TOTAL OS REQUIRED =	**44,645 SF / 0.92 AC**
	MINIMUM ACTIVE OPEN SPACE REQUIRED:	**22,323 SF / 0.50 AC**
OPEN SPACE PROPOSED:		
ACTIVE OPEN SPACE:	OS 2 - POOL AREA	15,807 SF
	OS 4 - FITNESS CTR	1,800 SF
	OS 5 - GARDEN	5,043 SF
	OS 6 - DOG PARK	4,180 SF
	TOTAL PROVIDED:	**26,830 SF / 0.62 AC**
PASSIVE OPEN SPACE:	OS 1 - US 64 FRONTAGE	3,964 SF
	OS 3 - SKY LOUNGE	1,050 SF
	OS 7 - PARK PLAZA	2,600 SF
	TOTAL PROVIDED:	**7,614 SF / 0.17 AC**
TOTAL OPEN SPACE PROVIDED:		**34,444 SF / 0.79 AC**

SKY LOUNGE (OPEN SPACE 3):

THE SKY LOUNGE WILL FACE WEST AND LOOK DOWN ONTO THE POOL AND POOL DECK. IT IS LOCATED ON THE FOURTH FLOOR AND NOT THE ROOF. THE WILL BE NO VIEWS FROM THE SKY LOUNGE AREA TO THE RESIDENTIAL SINGLE-FAMILY SUBDIVISION TO THE EAST OF THE PROJECT.

OPEN SPACE DIAGRAM

Know what's **below.** **Call** before you dig.

60' 30' 0 60' 120'

SCALE: 1" = 60'

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ZMA-1-20

Brown Investment Properties

The Lofts at Knightdale Station

Knightdale, North Carolina 27545

PUD-MASTER PLAN

PUD - MASTER PLAN

FOR REVIEW ONLY
NOT FOR CONSTRUCTION

PROJECT:	BIP-19048	DATE
ISSUE:	Sketch Plan	12.04.2019
	PUD - Master Plan	06.22.2020
REVISIONS:	1st Review Comments	07.30.2020
DRAWN BY:	SB	
CHECKED BY:	KT	
CONTENT:	OPEN SPACE DIAGRAM	

LS2.1

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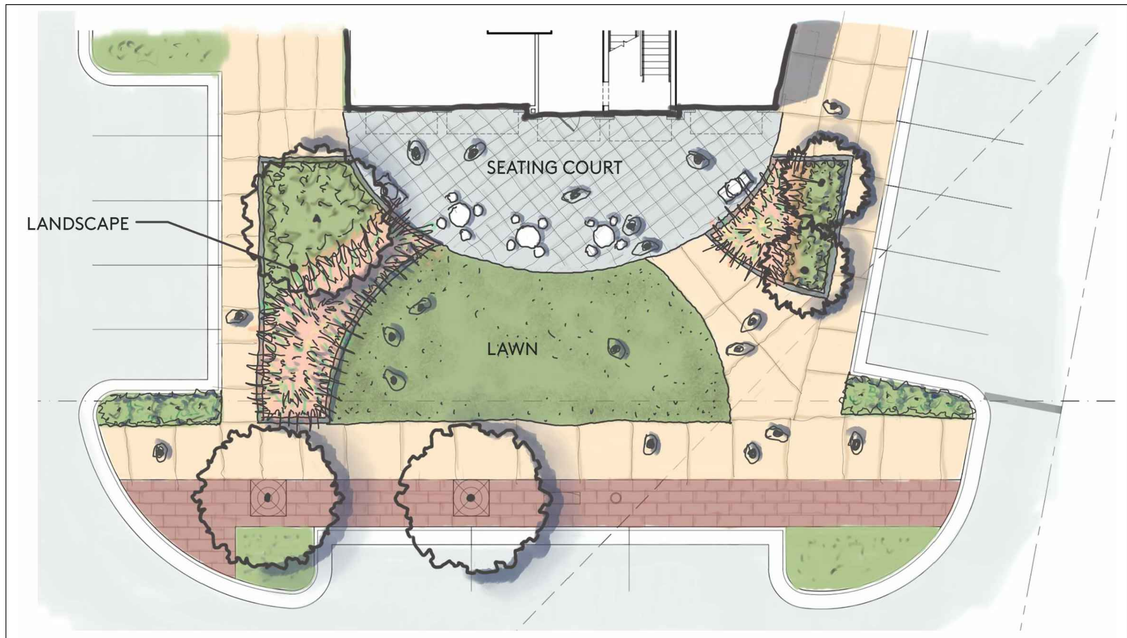
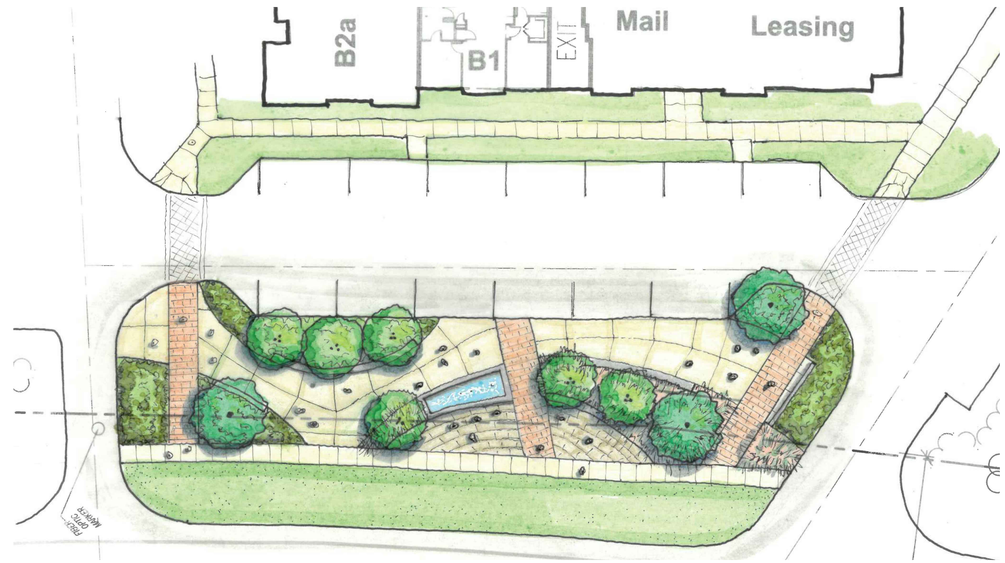


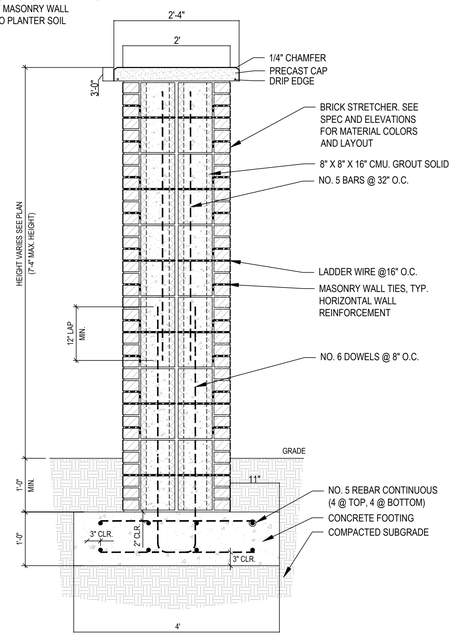
PARK PLAZA EXHIBIT AT OFFICE/RETAIL BUILDING | 3
SCALE: NTS



US HWY 64/KNIGHTDALE BOULEVARD FRONTAGE EXHIBIT | 2
SCALE: NTS

NOTES:

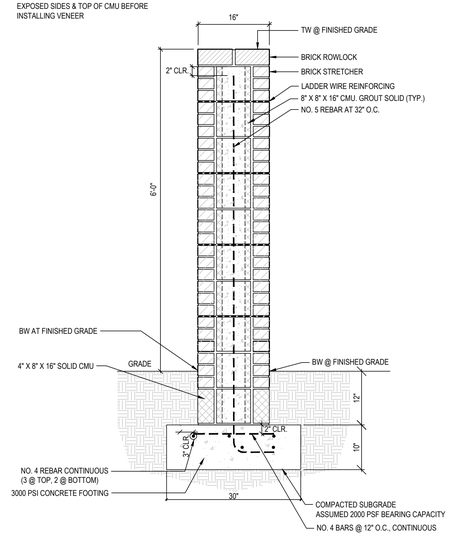
1. DAMP PROOFING TO BE APPLIED TO ALL EXPOSED SIDES & TOP OF CMU BEFORE INSTALLING VENEER. ADDITIONAL DAMP PROOFING TO BE APPLIED TO TOP OF BRICK WALL PRIOR TO INSTALLING BRICK CAP.
2. WATER PROOFING TO BE APPLIED TO SURFACE OF MASONRY WALL ADJACENT TO PLANTER SOIL



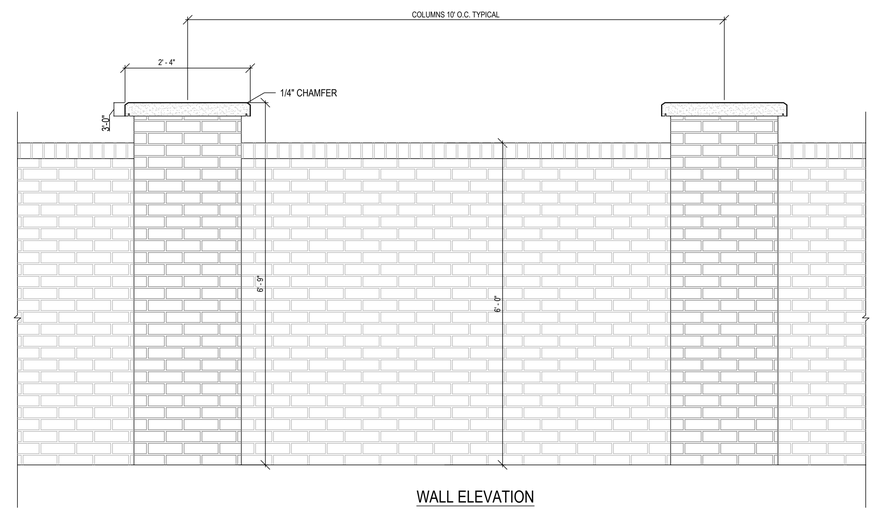
BRICK COLUMN SECTION

NOTES:

1. DAMP PROOFING TO BE APPLIED TO ALL EXPOSED SIDES & TOP OF CMU BEFORE INSTALLING VENEER



BRICK WALL SECTION



WALL ELEVATION

* THE WALL DETAILS & EXHIBIT ARE SCHEMATIC ONLY.

WALL DETAILS | 1
SCALE: 3/4"=1'-0"

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JDAVIS
510 South Wilmington Street | Raleigh, NC 27601 | tel 919.835.1500
1216 Chestnut Street, 7th Floor | Philadelphia, PA 19107 | tel 215.545.0721

ZMA-1-20

Brown Investment Properties
The Lofts at Knightdale Station
Knightdale, North Carolina 27545

PUD-MASTER PLAN

PUD - MASTER PLAN

FOR REVIEW ONLY
NOT FOR CONSTRUCTION

PROJECT:	BIP-19048	DATE
ISSUE:	Sketch Plan	12.04.2019
	PUD - Master Plan	06.22.2020
REVISIONS:	1st Review Comments	07.30.2020
DRAWN BY:	YM, SB	
CHECKED BY:	KT	
CONTENT:	WALL DETAILS, US HWY 64/KNIGHTDALE BLVD. FRONTAGE EXHIBIT & PARK PLAZA EXHIBIT	

LS3.1

7/31/2020 10:17 AM P:\19proj\19048_7630 Knightdale-BIP\4-LAND\dwg-LP\19048-Knightdale-DTL01-2017-rc.dwg

STANDARD UTILITY NOTES (AS APPLICABLE):

1. ALL MATERIALS & CONSTRUCTION METHODS SHALL BE IN ACCORDANCE WITH CITY OF RALEIGH DESIGN STANDARDS, DETAILS & SPECIFICATIONS (REFERENCE: CORPUD HANDBOOK, CURRENT EDITION)
2. UTILITY SEPARATION REQUIREMENTS:
a) A DISTANCE OF 100' SHALL BE MAINTAINED BETWEEN SANITARY SEWER & ANY PRIVATE OR PUBLIC WATER SUPPLY SOURCE SUCH AS AN IMPOUNDED RESERVOIR USED AS A SOURCE OF DRINKING WATER. IF ADEQUATE LATERAL SEPARATION CANNOT BE ACHIEVED, FERROUS SANITARY SEWER PIPE SHALL BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS. HOWEVER, THE MINIMUM SEPARATION SHALL NOT BE LESS THAN 25' FROM A PRIVATE WELL OR 50' FROM A PUBLIC WELL
b) WHEN INSTALLING WATER &/OR SEWER MAINS, THE HORIZONTAL SEPARATION BETWEEN UTILITIES SHALL BE 10'. IF THIS SEPARATION CANNOT BE MAINTAINED DUE TO EXISTING CONDITIONS, THE VARIATION ALLOWED IS THE WATER MAIN IN A SEPARATE TRENCH WITH THE ELEVATION OF THE WATER MAIN AT LEAST 18" ABOVE THE TOP OF THE SEWER & MUST BE APPROVED BY THE PUBLIC UTILITIES DIRECTOR. ALL DISTANCES ARE MEASURED FROM OUTSIDE DIAMETER TO OUTSIDE DIAMETER
c) WHERE IT IS IMPOSSIBLE TO OBTAIN PROPER SEPARATION, OR ANYTIME A SANITARY SEWER PASSES OVER A WATERMAIN, DIP MATERIALS OR STEEL ENCASEMENT EXTENDED 10' ON EACH SIDE OF CROSSING MUST BE SPECIFIED & INSTALLED TO WATERLINE SPECIFICATIONS
d) 5.0' MINIMUM HORIZONTAL SEPARATION IS REQUIRED BETWEEN ALL SANITARY SEWER & STORM SEWER FACILITIES, UNLESS DIP MATERIAL IS SPECIFIED FOR SANITARY SEWER
e) MAINTAIN 18" MIN. VERTICAL SEPARATION AT ALL WATERMAIN & RCP STORM DRAIN CROSSINGS; MAINTAIN 24" MIN. VERTICAL SEPARATION AT ALL SANITARY SEWER & RCP STORM DRAIN CROSSINGS. WHERE ADEQUATE SEPARATIONS CANNOT BE ACHIEVED, SPECIFY DIP MATERIALS & A CONCRETE CRADLE HAVING 6" MIN. CLEARANCE (PER CORPUD DETAILS W-41 & S-49)
f) ALL OTHER UNDERGROUND UTILITIES SHALL CROSS WATER & SEWER FACILITIES WITH 18" MIN. VERTICAL SEPARATION REQUIRED
3. ANY NECESSARY FIELD REVISIONS ARE SUBJECT TO REVIEW & APPROVAL OF AN AMENDED PLAN &/OR PROFILE BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT PRIOR TO CONSTRUCTION
4. CONTRACTOR SHALL MAINTAIN CONTINUOUS WATER & SEWER SERVICE TO EXISTING RESIDENCES & BUSINESSES THROUGHOUT CONSTRUCTION OF PROJECT. ANY NECESSARY SERVICE INTERRUPTIONS SHALL BE PRECEDED BY A 24 HOUR ADVANCE NOTICE TO THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT
5. 3.0' MINIMUM COVER IS REQUIRED ON ALL WATER MAINS & SEWER FORCEMAINS. 4.0' MINIMUM COVER IS REQUIRED ON ALL REUSE MAINS
6. IT IS THE DEVELOPER'S RESPONSIBILITY TO ABANDON OR REMOVE EXISTING WATER & SEWER SERVICES NOT BEING USED IN REDEVELOPMENT OF A SITE UNLESS OTHERWISE DIRECTED BY THE CITY OF RALEIGH PUBLIC UTILITIES DEPARTMENT. THIS INCLUDES ABANDONING TAP AT MAIN & REMOVAL OF SERVICE FROM ROW OR EASEMENT PER CORPUD HANDBOOK PROCEDURE
7. INSTALL COPPER* WATER SERVICES WITH METERS LOCATED AT ROW OR WITHIN A 2'X2' WATERLINE EASEMENT IMMEDIATELY ADJACENT. NOTE: IT IS THE APPLICANT'S RESPONSIBILITY TO PROPERLY SIZE THE WATER SERVICE FOR EACH CONNECTION TO PROVIDE ADEQUATE FLOW & PRESSURE
8. INSTALL PVC* SEWER SERVICES @ 1.0% MINIMUM GRADE WITH CLEANOUTS LOCATED AT ROW OR EASEMENT LINE & SPACED EVERY 75 LINEAR FEET MAXIMUM
9. PRESSURE REDUCING VALVES ARE REQUIRED ON ALL WATER SERVICES EXCEEDING 80 PSI; BACKWATER VALVES ARE REQUIRED ON ALL SANITARY SEWER SERVICES HAVING BUILDING DRAINS LOWER THAN 1.0' ABOVE THE NEXT UPSTREAM MANHOLE
10. ALL ENVIRONMENTAL PERMITS APPLICABLE TO THE PROJECT MUST BE OBTAINED FROM NCDWQ, USACE &/OR FEMA FOR ANY RIPARIAN BUFFER, WETLAND &/OR FLOODPLAIN IMPACTS (RESPECTIVELY) PRIOR TO CONSTRUCTION.
11. NCDOT / RAILROAD ENCROACHMENT AGREEMENTS ARE REQUIRED FOR ANY UTILITY WORK (INCLUDING MAIN EXTENSIONS & SERVICE TAPS) WITHIN STATE OR RAILROAD ROW PRIOR TO CONSTRUCTION
12. GREASE INTERCEPTOR / OIL WATER SEPARATOR SIZING CALCULATIONS & INSTALLATION SPECIFICATIONS SHALL BE APPROVED BY THE CORPUD FOG PROGRAM COORDINATOR PRIOR TO ISSUANCE OF A BUILDING PERMIT. CONTACT TIM BEASLEY AT (919) 996-2334 OR TIMOTHY.BEASLEY@RALEIGHNC.GOV FOR MORE INFORMATION
13. CROSS-CONNECTION CONTROL PROTECTION DEVICES ARE REQUIRED BASED ON DEGREE OF HEALTH HAZARD INVOLVED AS LISTED IN APPENDIX-B OF THE RULES GOVERNING PUBLIC WATER SYSTEMS IN NORTH CAROLINA. THESE GUIDELINES ARE THE MINIMUM REQUIREMENTS. THE DEVICES SHALL MEET AMERICAN SOCIETY OF SANITARY ENGINEERING (ASSE) STANDARDS OR BE ON THE UNIVERSITY OF SOUTHERN CALIFORNIA APPROVAL list. THE DEVICES SHALL BE INSTALLED AND TESTED (BOTH INITIAL AND PERIODIC TESTING THEREAFTER) IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS OR THE LOCAL CROSS-CONNECTION CONTROL PROGRAM, WHICHEVER IS MORE STRINGENT. CONTACT JOANIE HARTLEY AT (919) 996-5923 OR JOANIE.HARTLEY@RALEIGHNC.GOV FOR MORE INFORMATION

*SERVICE SIZES CALLED OUT ON PLAN

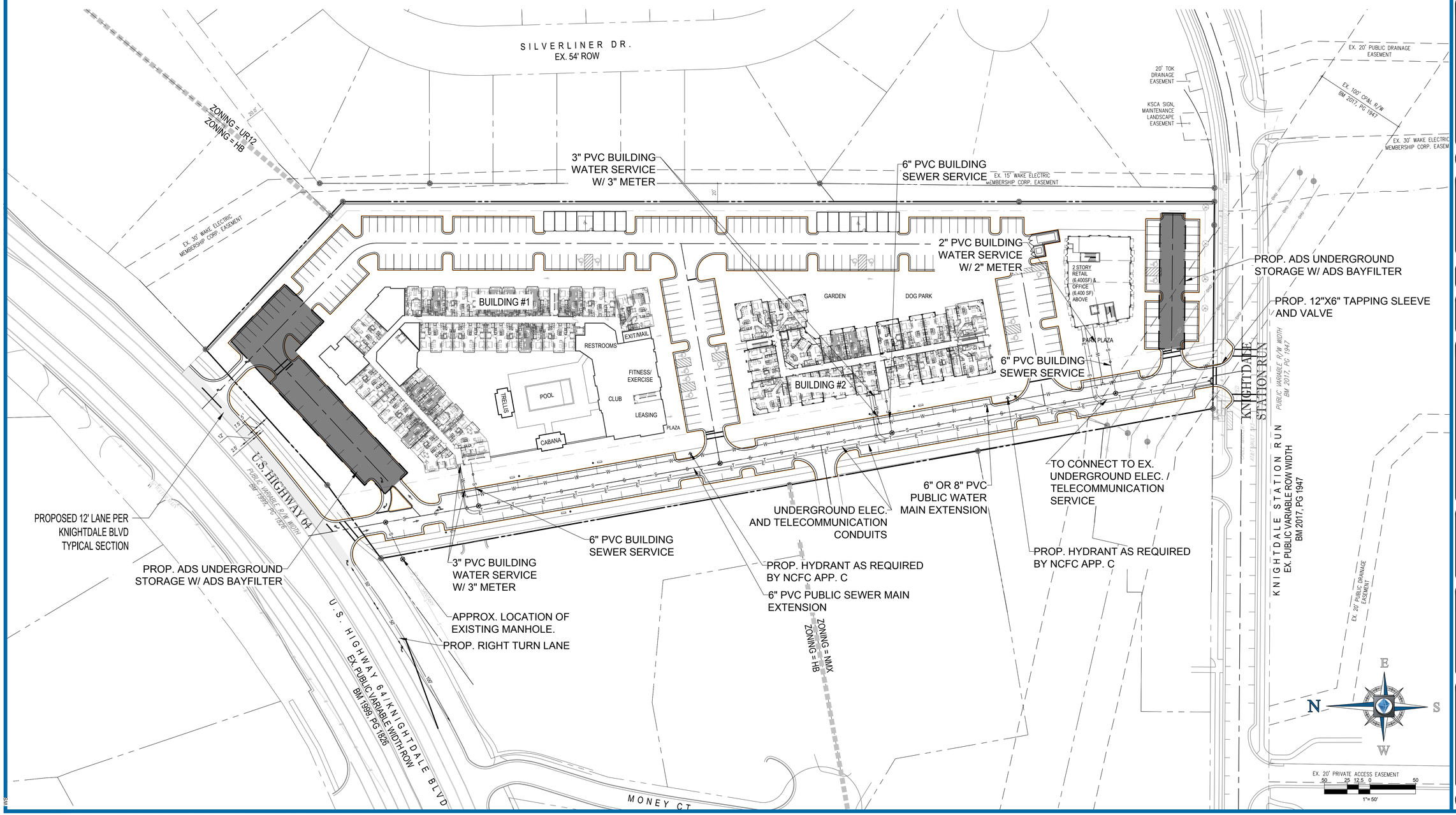
A FIRE FLOW TEST WAS CONDUCTED ON 7/21/20. AN ANALYSIS WAS COMPLETED BASED ON THOSE TEST RESULTS, AND SUFFICIENT FLOW IS AVAILABLE FOR HYDRANTS.

SITE INFORMATION

RESIDENTIAL (HEATED AREA)	254,146 SF
RETAIL (HEATED AREA)	6,200 SF
OFFICE (HEATED AREA)	6,200 SF
TOTAL PROJECT (HEATED AREA)	266,546 SF

WATER ALLOCATION POLICY

BASE POINTS	
MIXED USE DEVELOPMENT (GREENFIELD)	50
BONUS POINTS	
SECTION 2B - PARKING LOTS AND STORMWATER BMPS: PROVISIONS OF ON-STREET PUBLIC PARKING (1 POINT PER STALL UP TO 4 MAX)	4
SECTION 4B - POOL: RESORT STYLE POOL	2
SECTION 4C - OUTDOOR DECK/PATIO: DECK/PATIO - MORE THAN 2000 SF	2
SECTION 4E - CLUBHOUSE: MEETING SPACE WITHOUT KITCHEN MORE THAN 3500 SQUARE FEET	8
TOTAL POINTS:	**66**



BOHLER™ ENGINEERING NC, PLLC
SITE CIVIL AND CONSULTING ENGINEERING
LAND SURVEYING
PROGRAM MANAGEMENT
LANDSCAPE ARCHITECTURE
SUSTAINABLE DESIGN
PERMITTING SERVICES
TRANSPORTATION SERVICES

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REVISIONS

REV	DATE	COMMENT	DRAWN BY / CHECKED BY
1	6/22/20	PUD - MASTER PLAN	CB / WB

THIS DRAWING IS INTENDED FOR MUNICIPAL AND/OR AGENCY REVIEW AND APPROVAL. IT IS NOT INTENDED AS A CONSTRUCTION DOCUMENT UNLESS INDICATED OTHERWISE

811 Know what's below. Call before you dig.
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FOR CONCEPT PURPOSES ONLY

PROJECT No.:	NCR192091
DRAWN BY:	WES
CHECKED BY:	WLB
DATE:	6/22/20
CAD I.D.:	PUD - MASTER PLAN

PROJECT:
PUD - MASTER PLAN
FOR
JDAVIS ARCHITECTS
JDAVIS
7630 KNIGHTDALE BLVD.
KNIGHTDALE, NC 27545

BOHLER ENGINEERING NC, PLLC
NCBELS P-1132
4130 PARKLAKE AVENUE, SUITE 130
RALEIGH, NC 27612
Phone: (919) 578-9000
NC@BohlerEng.com

SHEET TITLE:
SCM & UTILITY PLAN

SHEET NUMBER:
C-401

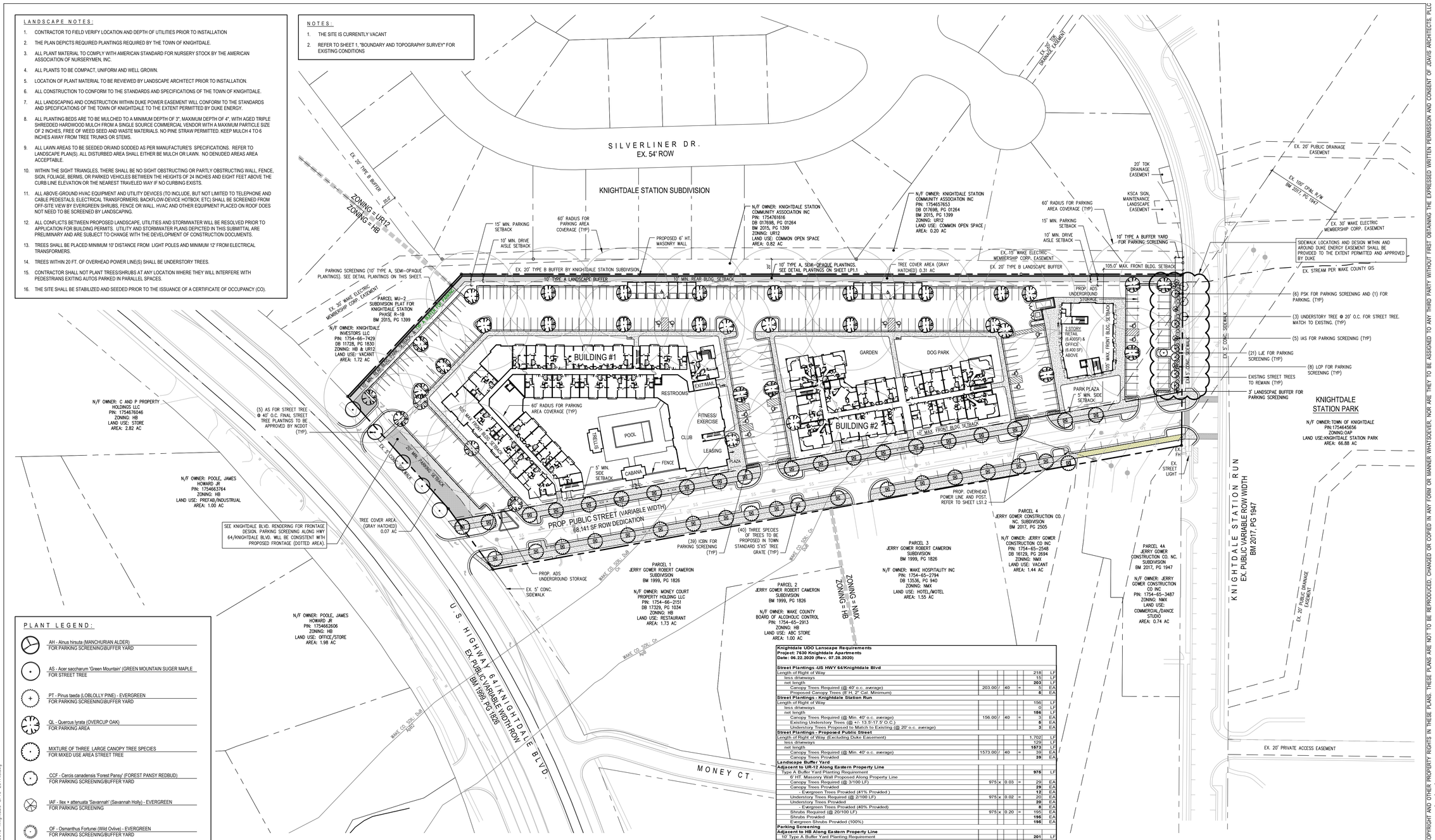
REVISION 1 - 6/22/20

LANDSCAPE NOTES:

1. CONTRACTOR TO FIELD VERIFY LOCATION AND DEPTH OF UTILITIES PRIOR TO INSTALLATION
2. THE PLAN DEPICTS REQUIRED PLANTINGS REQUIRED BY THE TOWN OF KNIGHTDALE.
3. ALL PLANT MATERIAL TO COMPLY WITH AMERICAN STANDARD FOR NURSERY STOCK BY THE AMERICAN ASSOCIATION OF NURSERYMEN, INC.
4. ALL PLANTS TO BE COMPACT, UNIFORM AND WELL GROWN.
5. LOCATION OF PLANT MATERIAL TO BE REVIEWED BY LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
6. ALL CONSTRUCTION TO CONFORM TO THE STANDARDS AND SPECIFICATIONS OF THE TOWN OF KNIGHTDALE.
7. ALL LANDSCAPING AND CONSTRUCTION WITHIN DUKE POWER EASEMENT WILL CONFORM TO THE STANDARDS AND SPECIFICATIONS OF THE TOWN OF KNIGHTDALE TO THE EXTENT PERMITTED BY DUKE ENERGY.
8. ALL PLANTING BEDS ARE TO BE MULCHED TO A MINIMUM DEPTH OF 3". MAXIMUM DEPTH OF 4", WITH AGED TRIPLE SHREDDED HARDWOOD MULCH FROM A SINGLE SOURCE COMMERCIAL VENDOR WITH A MAXIMUM PARTICLE SIZE OF 2 INCHES, FREE OF WEED SEED AND WASTE MATERIALS. NO PINE STRAW PERMITTED. KEEP MULCH 4 TO 6 INCHES AWAY FROM TREE TRUNKS OR STEMS.
9. ALL LAWN AREAS TO BE SEEDED OR/AND SODDED AS PER MANUFACTURE'S SPECIFICATIONS. REFER TO LANDSCAPE PLAN(S). ALL DISTURBED AREA SHALL EITHER BE MULCH OR LAWN. NO DENUDED AREAS AREA ACCEPTABLE.
10. WITHIN THE SIGHT TRIANGLES, THERE SHALL BE NO SIGHT OBSTRUCTING OR PARTLY OBSTRUCTING WALL, FENCE, SIGN, FOLIAGE, BERMS, OR PARKED VEHICLES BETWEEN THE HEIGHTS OF 24 INCHES AND EIGHT FEET ABOVE THE CURB LINE ELEVATION OR THE NEAREST TRAVELED WAY IF NO CURBING EXISTS.
11. ALL ABOVE-GROUND HVAC EQUIPMENT AND UTILITY DEVICES (TO INCLUDE, BUT NOT LIMITED TO TELEPHONE AND CABLE PEDESTALS; ELECTRICAL TRANSFORMERS; BACKFLOW-DEVICE HOTBOX; ETC) SHALL BE SCREENED FROM OFF-SITE VIEW BY EVERGREEN SHRUBS, FENCE OR WALL. HVAC AND OTHER EQUIPMENT PLACED ON ROOF DOES NOT NEED TO BE SCREENED BY LANDSCAPING.
12. ALL CONFLICTS BETWEEN PROPOSED LANDSCAPE, UTILITIES AND STORMWATER WILL BE RESOLVED PRIOR TO APPLICATION FOR BUILDING PERMITS. UTILITY AND STORMWATER PLANS DEPICTED IN THIS SUBMITTAL ARE PRELIMINARY AND ARE SUBJECT TO CHANGE WITH THE DEVELOPMENT OF CONSTRUCTION DOCUMENTS.
13. TREES SHALL BE PLACED MINIMUM 10' DISTANCE FROM LIGHT POLES AND MINIMUM 12' FROM ELECTRICAL TRANSFORMERS.
14. TREES WITHIN 20 FT. OF OVERHEAD POWER LINE(S) SHALL BE UNDERSTORY TREES.
15. CONTRACTOR SHALL NOT PLANT TREES/SHRUBS AT ANY LOCATION WHERE THEY WILL INTERFERE WITH PEDESTRIANS EXITING AUTOS PARKED IN PARALLEL SPACES.
16. THE SITE SHALL BE STABILIZED AND SEEDED PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY (CO).

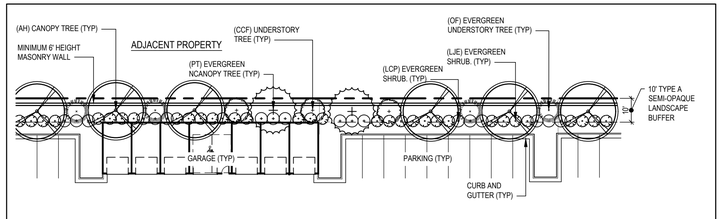
NOTES:

1. THE SITE IS CURRENTLY VACANT
2. REFER TO SHEET 1, "BOUNDARY AND TOPOGRAPHY SURVEY" FOR EXISTING CONDITIONS



PLANT LEGEND:

- AH - Alnus hirsuta (MANCHURIAN ALDER) FOR PARKING SCREENING/BUFFER YARD
- AS - Acer saccharum 'Green Mountain' (GREEN MOUNTAIN SUGER MAPLE FOR STREET TREE
- PT - Pinus taeda (LOBLOLLY PINE) - EVERGREEN FOR PARKING SCREENING/BUFFER YARD
- QL - Quercus lyrata (OVERCUP OAK) FOR PARKING AREA
- MIXTURE OF THREE LARGE CANOPY TREE SPECIES FOR MIXED USE AREA STREET TREE
- CCF - Cercis canadensis 'Forest Pansy' (FOREST PANSY REDBUD) FOR PARKING SCREENING/BUFFER YARD
- IAF - Ilex × attenuata 'Savannah' (Savannah Holly) - EVERGREEN FOR PARKING SCREENING
- OF - Osmanthus Fortunei (Wild Ovlive) - EVERGREEN FOR PARKING SCREENING/BUFFER YARD
- PSK - Prunus serrulata 'Kwanzan' (KWANZAN CHERRY) FOR PARKING AREA/PARKING SCREENING
- EXISTING STREET TREE FOR STREET TREE
- MATCH TO EXISTING TREE FOR STREET TREE
- LJE - Ligustrum japonicum 'East Bay' (EAST BAY LIGUSTRUM) - EVERGREEN FOR PARKING SCREENING/BUFFER YARD
- LCP - Loropetalum chinense 'Purple Diamond' (LOROPETALUM) - EVERGREEN FOR PARKING SCREENING/BUFFER YARD
- ICBN - Ilex cornuta 'Burfordii Nana' (DWARF BURFORD HOLLY) - EVERGREEN FOR PARKING SCREENING



PROPOSED 10' TYPE A SEMI-OPAQUE LANDSCAPE BUFFER
SCALE: NTS
1

Knightdale UDO Lanscape Requirements Project: 7630 Knightdale Apartments Date: 06.22.2020 (Rev. 07.28.2020)					
Street Plantings -US HWY 64/Knightdale Blvd					
Length of Right of Way				218	LF
less driveways				15	LF
net length				**203**	LF
Canopy Trees Required (@ 40' o.c. average)	203.00 /	40	=	5	EA
Proposed Canopy Trees (8' H, 2" Cal. Minimum)				**8**	EA
Street Plantings - Knightdale Station Run					
Length of Right of Way				156	LF
less driveways				0	LF
net length				**156**	LF
Canopy Trees Required (@ Min. 40' o.c. average)	156.00 /	40	=	3	EA
Existing Understory Trees (@ +/- 13.5'-17.5' O.C.)				**6**	EA
Understory Trees Proposed to Match to Existing (@ 20' o.c. average)				**3**	EA
Street Plantings - Proposed Public Street					
Length of Right of Way (Excluding Duke Easement)				1,702	LF
less driveways				129	LF
net length				**1573**	LF
Canopy Trees Required (@ Min. 40' o.c. average)	1573.00 /	40	=	39	EA
Canopy Trees Provided				**39**	EA
Landscape Buffer Yard					
Adjacent to UR-12 Along Eastern Property Line					
Type A Buffer Yard Planting Requirement				**978**	LF
6' HT. Masonry Wall Proposed Along Property Line					
Canopy Trees Required (@ 3/100 LF)	975 x	0.03	=	29	EA
Canopy Trees Provided				**29**	EA
- Evergreen Trees Provided (41% Provided)				**12**	EA
Understory Trees Required (@ 2/100 LF)	975 x	0.02	=	20	EA
Understory Trees Provided				**20**	EA
- Evergreen Trees Provided (40% Provided)				**8**	EA
Shrubs Required (@ 20/100 LF)	975 x	0.20	=	195	EA
Shrubs Provided				**195**	EA
Evergreen Shrubs Provided (100%)				**195**	EA
Parking Screening					
Adjacent to HB Along Eastern Property Line					
10' Type A Buffer Yard Planting Requirement				**201**	LF
6' HT. Masonry Wall Proposed Along Property Line					
Canopy Trees Required (@ 3/100 LF)	201 x	0.03	=	6	EA
Canopy Trees Provided				**6**	EA
- Evergreen Canopy Trees Provided (50%)				**3**	EA
Understory Trees Required (@ 2/100 LF)	201 x	0.02	=	4	EA
Understory Trees Provided				**4**	EA
- Evergreen UnderstoryTrees Provided (50% Provided)				**2**	EA
Shrubs Required (@ 20/100 LF)	201 x	0.20	=	40	EA
Evergreen Shrubs Provided (100%)				**40**	EA
Parking Screening					
Knightdale Station Run					
10' Type A Buffer Yard Planting Requirement				146	LF
Canopy Trees Required (@ 3/100 LF)	146 x	0.03	=	4	EA
Unenstory Trees Provided wtin/near Duke Easement				**8**	EA
Understory Trees Required (@ 2/100 LF)	146 x	0.02	=	3	EA
Understory Trees Provided				**3**	EA
- Evergreen UnderstoryTrees Provided for Canopy and Understory requirement (45%)				**6**	EA
Shrubs Required (@ 20/100 LF)	146 x	0.20	=	29	EA
Evergreen Shrubs Provided (100%)				**29**	EA
Parking Screening					
HWY 64/Knightdale Blvd					
20' Type B Buffer Yard Planting Requirement					
Alternate Frontage Proposed - See LS3.1 Exhibit					
Parking Screening					
Proposed Public Street Parking					
10' Type A Buffer Yard Planting Requirement					
3' Buffer Yard w/Evergreen Shrubs @ 3' O.C. Provided				**39**	EA
Plant Size at Time of Installation (Minimum Size)					
All Deciduous Canopy Trees	8' H, 2" Cal.				
All Evergreen Canopy Trees	6' H, 2" Cal.				
All Deciduous Understory Trees	6' H, 1-1/2" Cal.				
All Evergreen Understory Trees	6' H, 2" Cal.				
All Shrubs	3 Gal, 18" H, 12"-15" W				

SIDEWALK LOCATIONS AND DESIGN WITHIN AND AROUND DUKE ENERGY EASEMENT SHALL BE PROVIDED TO THE EXTENT PERMITTED AND APPROVED BY DUKE

LANDSCAPE PLAN

Know what's **below.** **Call** before you dig.

60' 30' 0 60' 120'
SCALE: 1" = 60'

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ZMA-1-20

Brown Investment Properties
The Lofts at Knightdale Station
Knightdale, North Carolina 27545

PUD-MASTER PLAN

FOR REVIEW ONLY NOT FOR CONSTRUCTION
KENNETH D. THOMPSON

PUD - MASTER PLAN

PROJECT:	BIP-19048	DATE
ISSUE:	Sketch Plan	12.04.2019
	PUD - Master Plan	06.22.2020
REVISIONS:	1st Review Comments	07.30.2020
DRAWN BY:	MA, SB	
CHECKED BY:	KT	
CONTENT:	SKETCH PLAN	

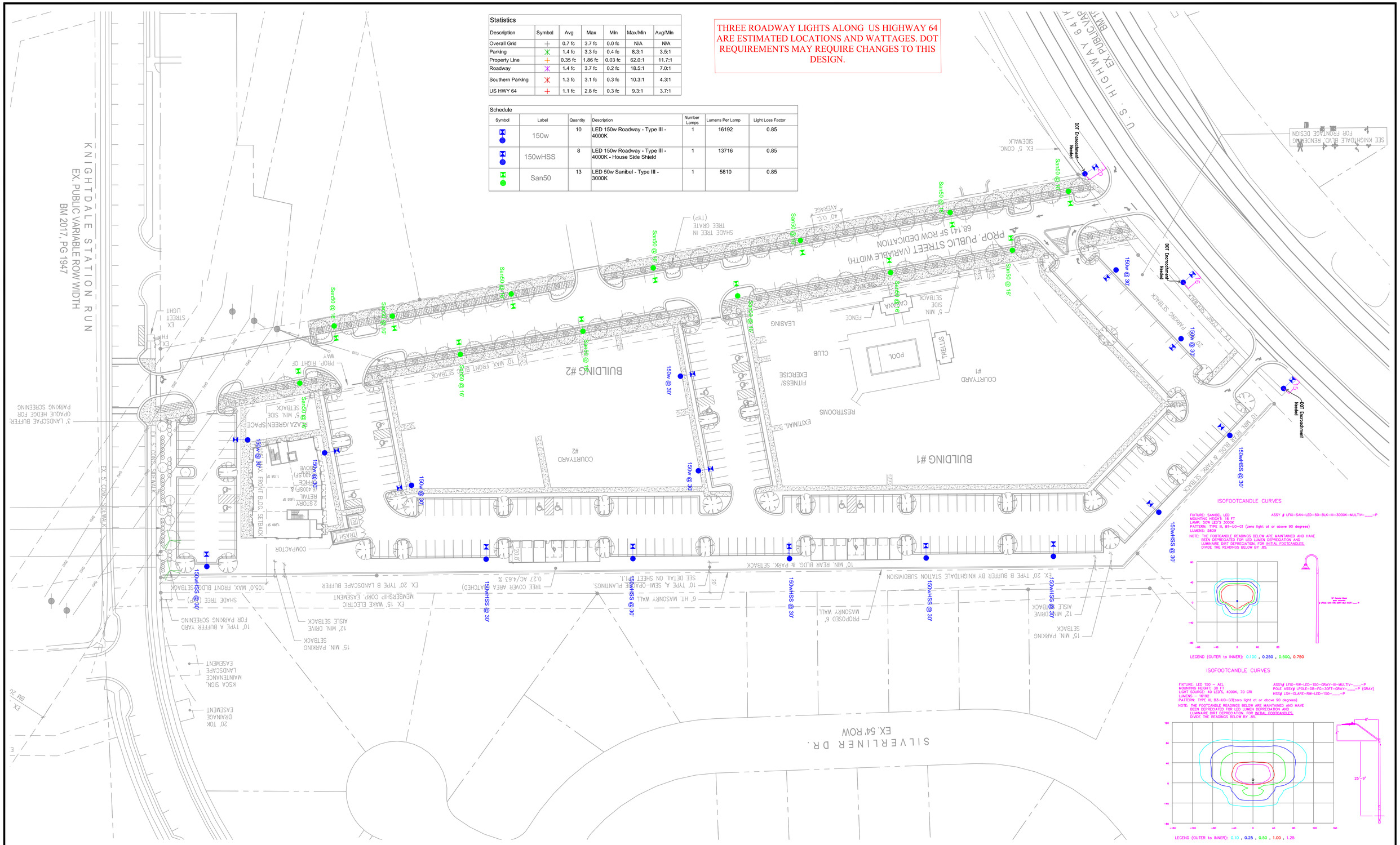
LP1.1

7/30/2020 5:45 PM P:\1Bproj\19048_7630 Knightdale-BIP\4c_LAND\dwg-LP\19048-Knightdale-SP10-2017xc.dwg

Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Overall Grid	+	0.7 fc	3.7 fc	0.0 fc	N/A	N/A
Parking	×	1.4 fc	3.3 fc	0.4 fc	8.3:1	3.5:1
Property Line	+	0.35 fc	1.86 fc	0.03 fc	62.0:1	11.7:1
Roadway	×	1.4 fc	3.7 fc	0.2 fc	18.5:1	7.0:1
Southern Parking	×	1.3 fc	3.1 fc	0.3 fc	10.3:1	4.3:1
US HWY 64	+	1.1 fc	2.8 fc	0.3 fc	9.3:1	3.7:1

THREE ROADWAY LIGHTS ALONG US HIGHWAY 64 ARE ESTIMATED LOCATIONS AND WATTAGES. DOT REQUIREMENTS MAY REQUIRE CHANGES TO THIS DESIGN.

Schedule						
Symbol	Label	Quantity	Description	Number Lamps	Lumens Per Lamp	Light Loss Factor
	150w	10	LED 150w Roadway - Type III - 4000K	1	16192	0.85
	150wHSS	8	LED 150w Roadway - Type III - 4000K - House Side Shield	1	13716	0.85
	San50	13	LED 50w Sanibel - Type III - 3000K	1	5810	0.85



LIGHTING DESIGN TOLERANCE

The calculated footcandle light levels in this lighting design are predicted values and are based on specific information that has been supplied to Duke Energy Progress. Any inaccuracies in the supplied information, differences in luminaire installation, lighted area geometry including elevation differences, reflective properties of surrounding surfaces, obstructions (foliage or otherwise) in the lighted area, or lighting from sources other than listed in this design may produce different results from the predicted values. Normal tolerances of voltage, lamp output, and ballast and luminaire manufacture will also affect results.

Customer approval_____ Date_____

DISTANCE CALIBRATION (INCHES)

0 0.5 1.0 2.0 3.0 4.0

DUKE ENERGY® PROGRESS

PROPRIETARY & CONFIDENTIAL

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7630 KNIGHTDALE BLVD

KNIGHTDALE, NC

SITE LIGHTING PLAN

Designed by DEP LIGHTING SOLUTIONS

Reviewed by N. Johnson Scale 1" = 40'

Date 07/27/2020 Size "Arch D"

Description LED 50w Sanibel & 150w Roadway

Drawing No. 20-0177C Sht. 1 OF 1

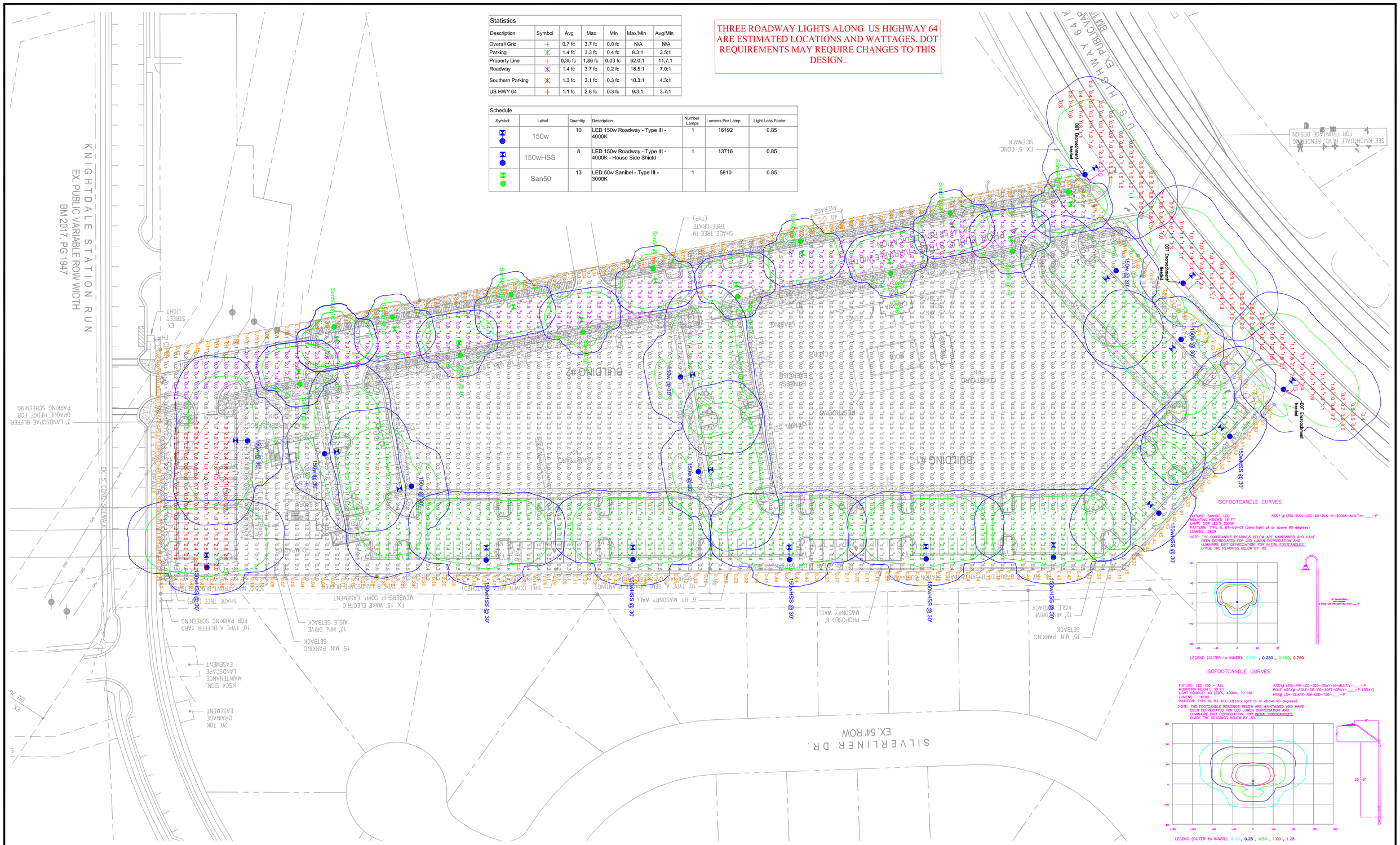
THREE ROADWAY LIGHTS ALONG US HIGHWAY 64 ARE ESTIMATED LOCATIONS AND WATTAGES. DOT REQUIREMENTS MAY REQUIRE CHANGES TO THIS DESIGN.

Statistics

Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Overall Grid	+	0.7 fc	3.7 fc	0.0 fc	N/A	N/A
Parking	×	1.4 fc	3.3 fc	0.4 fc	8.3:1	3.5:1
Property Line	+	0.35 fc	1.86 fc	0.03 fc	62.0:1	11.7:1
Roadway	×	1.4 fc	3.7 fc	0.2 fc	18.5:1	7.0:1
Southern Parking	×	1.3 fc	3.1 fc	0.3 fc	10.3:1	4.3:1
US HWY 64	+	1.1 fc	2.8 fc	0.3 fc	9.3:1	3.7:1

Schedule

Symbol	Label	Quantity	Description	Number Lamps	Lumens Per Lamp	Light Loss Factor
	150w	10	LED 150w Roadway - Type III - 4000K	1	16192	0.85
	150wHSS	8	LED 150w Roadway - Type III - 4000K - House Side Shield	1	13716	0.85
	San50	13	LED 50w Sanibel - Type III - 3000K	1	5810	0.85



LIGHTING DESIGN TOLERANCE

The calculated footcandle light levels in this lighting design are predicted values and are based on specific information that has been supplied to Duke Energy Progress. Any inaccuracies in the supplied information, differences in luminaire installation, lighted area geometry including elevation differences, reflective properties of surrounding surfaces, obstructions (foliage or otherwise) in the lighted area, or lighting from sources other than listed in this design may produce different results from the predicted values. Normal tolerances of voltage, lamp output, and ballast and luminaire manufacture will also affect results.

Customer approval_____ Date_____

DISTANCE CALIBRATION (INCHES)

0 0.5 1.0 2.0 3.0 4.0

DUKE ENERGY® PROGRESS

PROPRIETARY & CONFIDENTIAL

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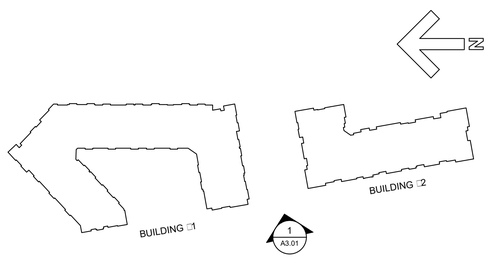
7630 KNIGHTDALE BLVD
KNIGHTDALE, NC
SITE LIGHTING PLAN

Designed by DEP LIGHTING SOLUTIONS
Reviewed by N. Johnson Scale 1" = 40'
Date 07/27/2020 Size "Arch D"
Description LED 50w Sanibel & 150w Roadway
Drawing No. 20-0177C Sht. 1 OF 1

TYPICAL FRONT ELEVATION
SCALE: N.T.S. | 5



BUILDINGS #1 & #2: KEY PLAN
SCALE: N.T.S. | 4

BUILDING #2 ELEVATION
SCALE: 1/16" = 1'-0" | 3

BUILDING # 1 ELEVATION
SCALE: 1/16" = 1'-0" | 2

ALL ELEVATIONS ARE SCHEMATIC ONLY

STREETSCAPE ELEVATION
SCALE: 1/30" = 1'-0" | 1

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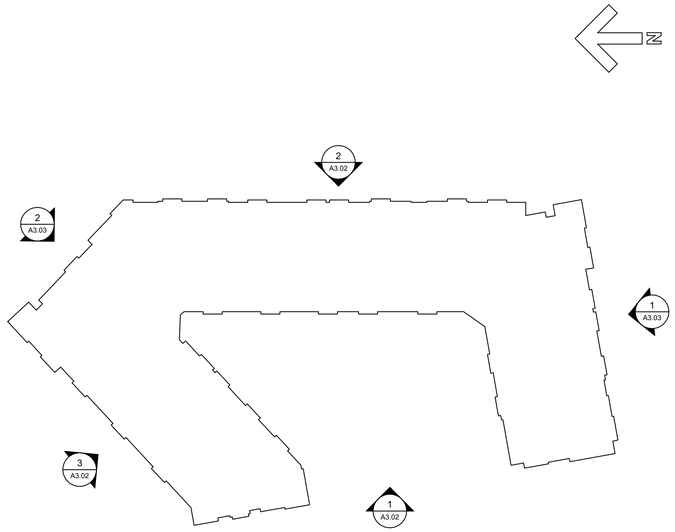
JDAVIS
510 South Wilmington St. | Raleigh, NC 27601 | tel 919.835.1500
1518 Walnut St. Suite 1306 | Philadelphia, PA 19102 | tel 215.545.0721

Brown Investment Properties
The Lofts at Knightdale Station
7630 Knightdale Boulevard
Knightdale, North Carolina 27545

J. DAVIS ARCHITECTS, PLLC
REGISTERED ARCHITECTURAL COMPANY
CERT. NO. 51206
NORTH CAROLINA
RALEIGH, N.C.

		DATE
PROJECT:	2019125-Knightdale	
ISSUE:	SKETCH PLAN	12.04.2019
REVISIONS:	2nd Review Comments	02.12.2020
	PUD Submittal	06.22.2020
	1st Review Comments	07.30.2020
DRAWN BY:	-	
CHECKED BY:	-	
CONTENT:	-	
	BUILDING ELEVATIONS	

A3.01



BUILDING 1: KEY PLAN
SCALE: N.T.S.
4

BUILDING 1: SIDE ELEVATION
SCALE: 3/32" = 1'-0"
3

BUILDING 1: REAR ELEVATION
SCALE: 3/32" = 1'-0"
2

ALL ELEVATIONS ARE SCHEMATIC ONLY

BUILDING 1: STREETSCAPE ELEVATION
SCALE: 3/32" = 1'-0"
1

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J. DAVIS ARCHITECTS, PLLC
REGISTERED ARCHITECTURAL COMPANY
CERT. NO. 51208
NORTH CAROLINA
RALEIGH, N.C.

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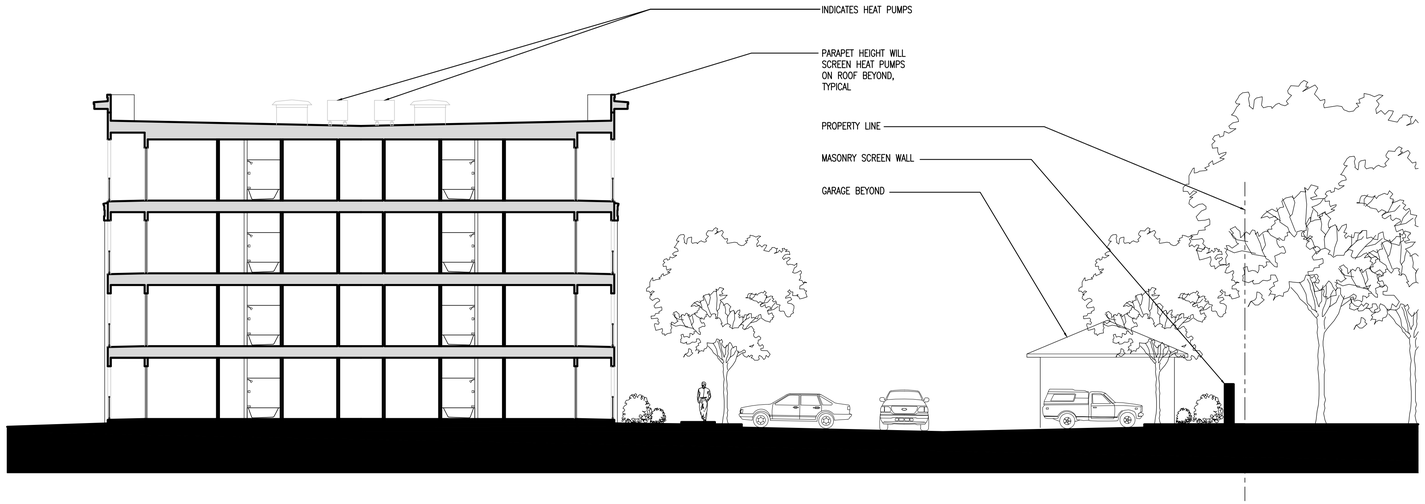
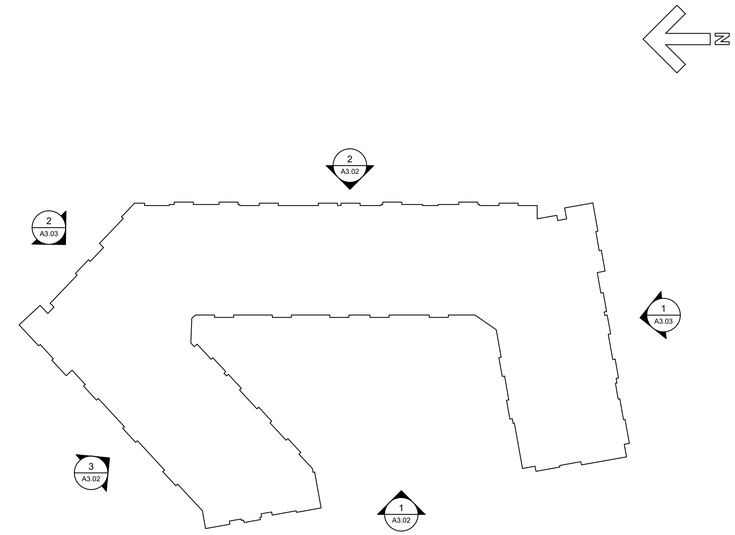
PROJECT:	2019125-Knightdale	
ISSUE:	SKETCH PLAN	12.04.2019
REVISIONS:	2nd Review Comments	02.12.2020
	PUD Submittal	06.22.2020
	1st Review Comments	07.30.2020
DRAWN BY:	-	
CHECKED BY:	-	
CONTENT:	-	
	BUILDING ELEVATIONS	

A3.02



SITE SECTION
SCALE: 3/32" = 1'-0"
4



BUILDING 1: KEY PLAN
SCALE: N.T.S.
3

BUILDING 1: SIDE ELEVATION
SCALE: 3/32" = 1'-0"
2

ALL ELEVATIONS ARE SCHEMATIC ONLY

BUILDING 1: SIDE ELEVATION
SCALE: 3/32" = 1'-0"
1

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	-	-
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CHECKED BY:	-	
CONTENT:	-	
	BUILDING ELEVATIONS	
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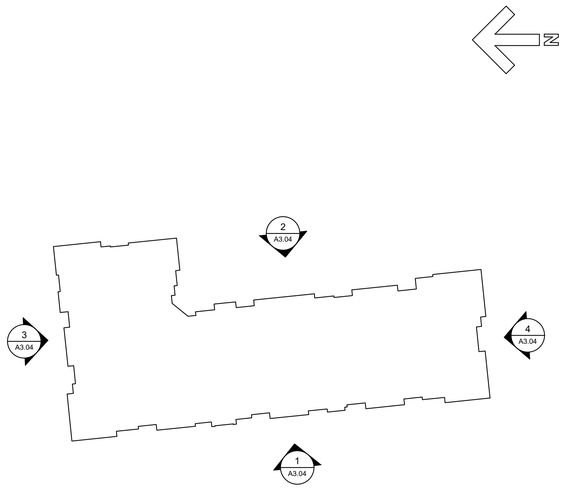
A3.03



BUILDING 2: KEY PLAN | 5
SCALE: N.T.S.

BUILDING 2: SIDE ELEVATION | 4
SCALE: 3/32" = 1'-0"

BUILDING 2: SIDE ELEVATION | 3
SCALE: 3/32" = 1'-0"

BUILDING 2: REAR ELEVATION | 2
SCALE: 3/32" = 1'-0"

ALL ELEVATIONS ARE SCHEMATIC ONLY

BUILDING 2: STREETSCAPE ELEVATION | 1
SCALE: 3/32" = 1'-0"

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CHECKED BY:	-	
CONTENT:	-	
	BUILDING ELEVATIONS	
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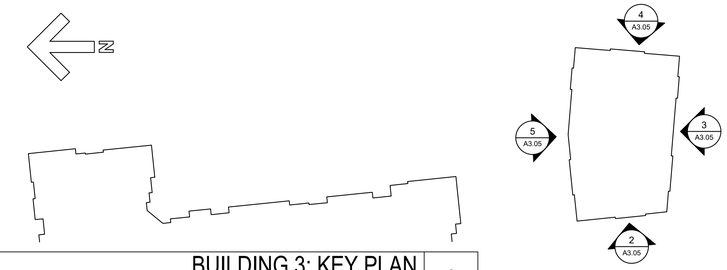
	-	

A3.04

ALL ELEVATIONS
ARE SCHEMATIC
ONLY



BUILDING 3: KEY PLAN 6
SCALE: N.T.S.

BUILDING 3: NORTH ELEVATION 5
SCALE: 1/8" = 1'-0"

BUILDING 3: EAST ELEVATION 4
SCALE: 1/8" = 1'-0"

BUILDING 3: SOUTH ELEVATION 3
SCALE: 1/8" = 1'-0"

BUILDING 2: WEST ELEVATION 2
SCALE: 1/8" = 1'-0"

NEW PUBLIC STREETSCAPE VIEW 1
SCALE: N.T.S.

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	1st Review Comments	07.30.2020
DRAWN BY:	-	
CHECKED BY:	-	
CONTENT:	BUILDING ELEVATIONS	

A3.05

TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #20-09-16-002
AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE OF THE TOWN OF KNIGHTDALE WHICH INCLUDES THE ZONING DISTRICT MAP

ZMA-1-20 7630 Knightdale Boulevard Mixed Use Planned Unit Development

WHEREAS, the Town of Knightdale has received a petition to amend the zoning of property from Highway Business (HB) to Neighborhood Mixed Use Planned Unit Development (NMX-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 such as providing unique mixed-use activity centers; offering new residents nearby recreational activities; achieving compact, infill development of under-utilized land; celebrating community design through the enhanced public investiture being built; promoting economic vitality by adding new and unique non-residential development for small and locally owned businesses; and expanding housing choices to serve more families. Further, it is consistent with the General Growth Framework and Growth & Conservation Map's designation as a "Old Town" placetype. The request is reasonable and in the public interest as it aids in developing a vibrant, sustainable, and safe community design in which people not only desire to visit, but to also live, work, and play.

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

SECTION 1: That the Unified Development Ordinance of the Town of Knightdale Code, which includes the Zoning District Map, be amended to rezone approximately 7.4 ± acres located the Town of Knightdale's Extraterritorial Jurisdiction, north of Knightdale Station Run and south of Knightdale Boulevard and identified as Wake County PIN 1754-65-5899 from Highway Business (HB) to Neighborhood Mixed Use Planned Unit Development (NMX-PUD) as indicated.

SECTION 2. That the additional conditions contained within the application identified as ZMA-1-20 and PUD Document (Exhibit A), and listed below apply as additional zoning conditions to the parcel of land identified as PIN 1754-65-5899:

1. The following principal uses, if otherwise allowed in the NMX district, shall be prohibited uses on the Property:
    a. Cremation Facilities
    b. Drive-Thru Service
    c. Vehicle Services— Maintenance/Body Work/Repair
    d. Outdoor Amusements
    e. Outdoor Recreation Facilities
    f. Neighborhood Manufacturing

g. Public Safety Facility establishments that serve primarily as jails, prisons, or other types of incarceration facilities are prohibited. All other Public Safety Facility uses otherwise allowed in the NMX district are permitted.

2. Beginning at the right-of-way of Knightdale Station Run as established at the time of site plan approval (or as close thereto as allowed by NCDOT and the Town's Transportation Services Staff) and extending along the boundary of the Property with parcel PINs 1754-76-1616 and 1754-65-7653 (Owner: Knightdale Station Community Association Inc.; deed recorded at Book 17698, Page 1264 of the Wake County Registry), there shall be constructed and maintained a masonry wall at least six (6) feet in height.
3. All stairwells in multistory buildings shall be located in the interior of the building.
4. All exterior facades of buildings constructed upon the Property shall be constructed from one or more of the following materials: brick, stone, concrete masonry, wood, metal, and/or cementitious siding. This limitation shall not apply to soffits, fascia, corner boards, doors, and windows.
5. Due to site constraints, the need to provide a drive isle around the front of the building, and an overhead powerline easement, the proposed front setback for Building #1 is 105 feet along Knightdale Blvd., while the side setback along the new public street is 5 feet. The front setback for Building #3 is 105 feet along Knightdale Station Run. Additionally, parking is provided in the front yard, where otherwise it is required in the rear.
6. The applicant is providing approximately 34,444 square feet of open space, less than the required 43,645 square feet. The proposal includes innovative open space amenities and is located within walking distance to Knightdale Station Park.
7. Where the parking areas abut the new public road being constructed with this project, the applicant is proposing a 3 foot wide plating strip to maintain a connection to the public space while providing separation and landscaping.
8. Due to the presence of an overhead powerline easement, certain plantings are not permitted along Knightdale Station Run. The applicant is proposing a 10-wide buffer consisting of understory trees and shrubs.
9. To assist with creating an urban, walkable community, the applicant is proposing a landscaped area with paved walking areas and a water feature along Knightdale Blvd.
10. The site was formerly used for agricultural purposes and maintains few large trees. Of the 0.56 acres required, the applicant is showing 0.38 acres of tree cover area, while creating a compact, walkable development.
11. The applicant has provided actual elevations that will be built in the development (included in PUD document). In addition to the elevations, the applicant agrees to the Apartment Building Architectural Standards found in UDO Ch. 5.9 and the additional conditions listed below:
    a. All stairwells in multistory buildings shall be located within the interior of the building.
    b. All exterior facades of buildings constructed upon the Property shall be constructed from one or more of the following materials: brick, stone, concrete masonry, wood, metal, and/or cementitious siding. This limitation shall not apply to soffits, fascia, corner boards, doors, and windows.

c. Buildings constructed on the Property will have a roof with the following slope: no more than one (1) inch of vertical rise for every one (1) foot of horizontal run. Each building's roof with have raised parapets around the perimeter.

d. Mechanical equipment for the buildings constructed on the Property will be located on the roof and will be screened by parapets at the edge of the roof.

e. The exteriors of any apartment building constructed upon the Property shall be articulated with balconies. The balconies shall have a minimum depth of one and a half (1.5) feet in order to provide articulation to the façade.

12. The submitted Master Plan (Exhibit B) and building elevations (Exhibit C) will serve as the site-specific development plan. However, the applicant must submit Construction Drawings to the Town for approval that are in conformance with the approved conditions of the NMZ-PUD zoning district, Master Plan comments, Unified Development Ordinance, and comments from the July 9, 2020 DRC meeting.

SECTION 3. That the Master Plan attached as ZMA-1-20 7630 Knightdale Blvd Mixed Use be adopted in its entirety to be included in this Ordinance and to have the same effect in law.

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

SECTION 5. That if this ordinance or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions of this ordinance which can be given separate effect and to the end the provisions of this ordinance are declared to be severable.

SECTION 6. That this ordinance has been adopted following a duly advertised public hearing of the Town Council and following review and recommendation by the Land Use Review Board.

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

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

Adopted this 16th day of September, 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: Golf Cart Ordinance (Ordinance #20-09-16-003)

Staff: Police Chief Lawrence Capps

Date: September 16, 2020

PURPOSE

- The Police Department was asked to explore the feasibility of adopting a local golf cart ordinance in late 2019. An ordinance draft has since been developed using information and input gleaned by the Police Department. A statement of support was issued by the Public Safety Advisory recommending the adoption of the ordinance.

STRATEGIC PLAN PRIORITY AREA(S)

- Safe
- Connected & Inclusive
- Active & Healthy

GENERAL STATUTE REFERENCE(S), *if applicable*

- NCGS 20-4.01; NCGS 20-7; NCGS 20-121.1; NCGS 20-279.21(b); NCGS 160A-300; NCGS 160A-300.6

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- Staff report
- Copy of proposed ordinance and administrative rules
- Proposed registration packet with liability waivers

STAFF RECOMMENDATION

- Adopt Ordinance #20-09-16-003

Town of Knightdale

Staff Report

Title: Golf Cart Ordinance
ORD #20-09-16-003

Staff: Police Chief Lawrence Capps

Date: September 16, 2020

Director Signature: LRC

Town Manager Signature: WRS

BACKGROUND INFORMATION

- The Police Department was asked to explore the feasibility of adopting a local golf cart ordinance in late 2019. The agency conducted extensive research into the NC General Statutes governing such ordinances, reviewed the legislation of other local governments, assessed the Town's ability to effectively administer and police the ordinance, and solicited input from various stakeholders. A proposal for a local ordinance has since been drafted using the information and input gleaned by the Police Department.

SUMMARY

- NCGS 160A-300.6 grants local governments the authority to regulate the operation of golf carts on any public street, road, or highway where the speed limit is 35 miles per hour or less within its municipal limits or on any property owned or leased by the municipality. Statute also allows the municipality to enact ordinances that require the registration of golf carts, charge a fee for the registration, specify who is authorized to operate golf carts, and dictate the required equipment, load limits, and the hours and methods of operation of golf carts.

- The proposed golf cart ordinance for the Town of Knightdale contains provisions addressing each of the areas of oversight. The ordinance was drafted to align with all applicable NCGSs and incorporates recommendations from NCDOT's model golf cart ordinance. The proposed legislation specifies which violations are enforced through civil penalties and those which shall be enforced as violations of the State's motor vehicle laws.

- The attached GOLF CART MASTER PACKET includes the recommended ordinance language, information pertaining to golf cart registration and inspection, a listing of local streets and highways where golf cart operation is prohibited, applicable forms and liability waivers, and a list of recommended Administrative Rules and Procedures.

- This ordinance has been reviewed by the Town Attorney and approved for Council consideration. A statement of support for the adoption of the proposed ordinance was issued by the Public Safety Advisory Board during their meeting on July 9, 2020.

- NOTE: NCGS 160A-75 mandates that no ordinance can be finally adopted on the same date it is introduced "except by an affirmative vote equal to or greater than two thirds of all the actual membership of the council."

RECOMMENDED ACTION

- Adopt Ordinance #20-09-16-003 regulating the operation of golf carts in the Town of Knightdale.

TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #20-09-16-003
AN ORDINANCE REGULATING THE OPERATION OF GOLF CARTS IN THE TOWN OF KNIGHTDALE

State Law Reference: NCGS 160A-300.6. Regulation of golf carts on streets, roads, and highways.

(a) Notwithstanding the provisions of G.S. 20-50 and G.S. 20-54, a city may, by ordinance, regulate the operation of golf carts, as defined in G.S. 20-4.01(12b), on any public street, road, or highway where the speed limit is 35 miles per hour or less within its municipal limits or on any property owned or leased by the city.

(b) By ordinance, a city may require the registration of golf carts, charge a fee for the registration, specify who is authorized to operate golf carts, and specify the required equipment, load limits, and the hours and methods of operation of golf carts. No person less than 16 years of age may operate a golf cart on a public street, road, or highway. (2009-459, s. 3.)

Definitions

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

GOLF CART means a motor vehicle having not less than four wheels in contact with the ground and unmanned weight less than 1,300 pounds which is designed and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding speeds of 20 miles per hour. Golf carts may be gas-powered or electric. This *does not* include vehicles known as all-terrain vehicles (ATVs), Utility Task Vehicles (UTVS), go-carts, scooters or unmanned robotic vehicles.

LOW SPEED VEHICLE as defined by NCGS means a four-wheeled electric vehicle whose top speed is greater than 20 miles per hour but less than 25 miles per hour.

OPERATOR means a person having a valid North Carolina non-provisional driver's license (or a recognized similar valid license from another state) who is driving the golf cart and has full control of its operation and passengers.

State Law reference — § 20-4.01. Definitions.

Low Speed Vehicle

Low Speed Vehicles, as defined under North Carolina General Statute 20-4.01 and as equipped and regulated under North Carolina General Statute 20-121.1 shall be operated under the applicable state statutes and shall not be subject to this ordinance.

State Law reference — § 20-4.01. Definitions and 20-121.1.

Golf Cart Equipment

Golf Carts approved for operation under this ordinance must be the size and shape that conforms to industry standards for manufactured golf carts. Additionally, the golf cart must be equipped with the following:

1. Identification or serial number;
2. An unobstructed rear-view mirror and left side mirror, or a wide-angle cross bar rearview mirror;
3. Operating headlight(s) on the front of the golf cart and operating taillight(s) on the back of the golf cart. All lights must be visible from 500 feet, and
4. Golf carts may have "lift kits" but no golf cart may be more than 22" high measured from the ground to the floorboard of the cart.

State Law reference — § 160A-300.6

Insurance Requirements

Every golf cart operated under this ordinance shall have in full force and effect, valid liability insurance sufficient to cover the risk involved in using a golf cart on the public streets and roadways. Valid liability coverage is that which is defined in North Carolina General Statute 20-279.21(b) as the minimum required.

State Law reference — § 160A-300.6

Liability

Golf carts are not designed or manufactured to be used on public streets and the town in no way advocates or endorses their operation on public streets and roadways. The town, by regulating such operation, is trying to address safety issues, and adoption of this section is not to be relied upon as a determination that operating on public streets and roadways is safe or advisable if done in accordance with this section.

All persons who operate or ride upon golf carts on public streets do so at their own risk and peril and must be observant of and attentive to the safety of themselves and others, including their passengers, other motorists, bicyclists and pedestrians

The town has no liability under any theory of liability and the town assumes no liability for permitting golf carts to be operated on public streets and roadways.

State Law reference — § 160A-300.6

Registration

Operators of golf carts operated under this ordinance must have a valid registration decal issued by the Town of Knightdale prior to operating on the roads. This registration decal must be obtained by the owner through submittal of a golf cart registration, a valid North Carolina Driver's License, proof of ownership and liability insurance and a waiver of liability to the Knightdale Police department who will then schedule an inspection of the golf cart.

The cost for the registration shall be $100.00 and will be payable to the Town at the time of registration. The registration shall be valid for no more than one year and is to be renewed annually at which time the owner shall submit the above documents and shall schedule the vehicle for a subsequent inspection. Registration fees shall not be prorated.

The registration decal must be displayed on the lower left corner of the windshield (driver's side) or, in the absence of the windshield, the left front fender to be easily visible by law enforcement personnel.

Lost or Stolen Registration decals are the responsibility of the owner and must be replaced before the golf cart is operated on a public road. The cost of a replacement shall be $20.00.

State Law reference — § 160A-300.

Inspection

No golf cart may be operated on any street or highway in the town without first passing an inspection which will be conducted prior to the issuance of a Town registration decal.

Furthermore, no registration decal will be issued until the operator presents proof that the golf cart is fully insured, and the operator has a valid North Carolina driver's license or recognized valid driver's license from another state

To pass the inspection for the town and to obtain a golf cart permit, the golf cart must have the following:

1. Operational headlight(s) and taillight(s);
2. Rubber or equivalent tires;
3. Operational steering gear, brakes, emergency or parking brake, rear-view mirror, adequately affixed driver seat(s); and
4. Other requirements as set forth in Article V of this Section must be complied with.

State Law reference — § 160A-300.

Operation.

The following restrictions limiting the operation of golf carts in the town shall apply:

1. Golf carts shall not be operated between the hours of 10pm and 6am.
2. Golf Cart transportation is limited to those streets and highways within the town limits which have a posted speed limit of 35 miles per hour or less:
3. Golf carts may not be operated on the following streets or roadways regardless of the speed limit:

    a. Any portion of Knightdale Boulevard
    b. Any portion of Smithfield Road
    c. Any portion of S. First Avenue
    d. Any Portion of Old Knight Road
    e. Any portion of Forestville Road
    f. Any portion of Horton Road
    g. Any portion of Hodge Road
    h. Any portion of Old Ferrell Road
    i. Any portion of Crosspoint Place

j. Any portion of Bethlehem Road
k. Any portion of Old Faison Road
l. Any portion of Old Crews Road

Golf carts *may not* cross a road with a posted speed limit greater than 35 mph or any of the streets or roadways listed above. Other roadway crossings must cross in a manner that is the most direct route in order to decrease crossing distance, i.e. no riding along a road or crossing at an angle.

Golf carts must be operated at the right edge of the roadway unless lane usage is necessary to make turns or travel through intersections.

Golf Carts must yield to all vehicular and pedestrian traffic.

Golf carts must be parked in accordance with the laws and ordinances which apply to any parked vehicle in the town.

Golf carts are prohibited from traveling upon or parking on any sidewalk, multi-purpose path, or greenway trail within the town.

Any person who operates a golf cart on public streets and roads must adhere to all applicable State and local laws, regulations and ordinances, including but not limited to those banning the possession and use of alcoholic beverages, and all other illegal drugs. In addition, no golf cart containing any open container of alcohol shall be operated on public roads.

The operator of the golf cart shall comply with all traffic rules and regulations adopted by the State of North Carolina and the Town which governs the operation of motor vehicles.

At no time shall a golf cart be operated at a speed greater than 20 miles per hour. No golf cart may be operated at a speed greater than reasonable and prudent for the existing conditions.

Golf carts are required to follow the rules and regulations of any other vehicle during special events and are not permitted to enter special event areas unless the golf cart is a part of the event and approved by the Chief of Police.

No person shall operate a golf cart on a public street or highway in the town unless said person has a valid non-provisional North Carolina driver's license or a valid similar recognized, out-of-state license in accordance with North Carolina General Statute § 20-7. Golf cart operators must always carry their driver's license while operating a golf cart on public roads.

Only the number of people the golf cart is designed to seat may ride on a golf cart. Additionally, passengers shall not be carried on the part of a golf cart designed to carry golf bags. No person shall ride or travel in a golf cart standing up or sitting on anything other than a standard seat designed and included as a part of the golf cart.

Operators of Golf Carts are required to ensure that all occupants under the age of 18 are secured within the golf cart using an appropriate passenger restraint system.

Each golf cart owner must have proof of ownership, liability insurance and a completed waiver of liability releasing the Town from liability that may arise as a result of operation of a golf cart inside the Town. These documents must always be in the golf cart while in operation on public roads.

If mechanical front and rear turn signal indicators are not installed on the golf cart, then hand signals are required for turns and stops.

The operator of the golf cart is mandated to use the headlight(s) and taillight(s), as defined in Section 152 of this article whenever the vehicle is operated during the period from dusk until dawn to maximize its visibility.

Golf carts shall not be operated during inclement weather or when visibility is impaired by weather, smoke, fog or other conditions;

State Law reference — § 160A-300.6

Violations

Any operator of a golf cart in violation of either this Section or the motor vehicle laws of the State of North Carolina shall be charged the same as any other driver of any registered vehicle in the state. Unpaid penalties or fines may result in the loss of the operator's driver's license or other penalty.

Penalties

Violations of this Section or the motor vehicle laws of the State of North Carolina shall result in fines and penalties as described in this section for similar violations made with registered vehicles or in the case of violations of the motor vehicle laws of the State of North Carolina, the penalties shall be the same as those set by applicable state statute.

Additionally, violation of either this Section or the motor vehicle laws of the State of North Carolina through a registered golf cart may be grounds for the inability to renew the registration which shall be at the discretion of the Chief of Police. Failure to pay imposed civil penalties may result in the issuance of a Criminal Summons to appear in court, and instant revocation of the owner's registration.

Disclaimer: This ordinance, upon approval by the Town Council, shall be applicable to all persons who register and operate golf carts within the corporate limits of the Town of Knightdale, until such time that the ordinance is altered, modified, or rescinded by the Town Council.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Knightdale, North Carolina that the Knightdale Code of Ordinances provides clear definition and guidance to ensure the safe operation of golf carts within the Town.

This the 16th day of September 2020.

BY: _____
James A. Roberson, Mayor

ATTEST: _____
Heather Smith, Town Clerk

Golf Cart Registration Packet

This packet provides golf cart owners with the information needed to understand and complete the registration process. This packet includes the checklist and associated forms needed to properly register your golf cart with the Town of Knightdale. Enclosed is a copy of the ordinance governing the use of golf carts within Town limits. Proper and valid registration will allow operation of the golf cart on certain streets and roadways within the Town.

NOTE: Low Speed Vehicles as defined by and registered with the North Carolina Department of Motor Vehicles are <u>NOT</u> subject to this process. These vehicles can operate on the streets and roadways pursuant to North Carolina General Statute 20-121.1

Checklist:

- ☐ Download application packet containing Registration Form, Liability Waiver, Inspection Form and Ordinance.
- ☐ Review and Complete Forms
- ☐ Assemble a packet that contains proof of ownership, liability insurance, and a completed waiver of liability. This packet must be presented for inspection during the initial registration process and must be in the golf cart while in operation on public roads.
- ☐ Contact the Knightdale Police Department's Traffic Safety Unit to *<u>schedule</u>* an inspection. If cart is not yet registered, it cannot be driven to the Police Department.
- ☐ Inspector reviews documentation and conducts inspection.

  NOTE: A recurring date and timeframe have been set aside for inspection appointments at the Police Department. Currently, these inspections will occur on the 1st Monday of every month between the hours of 8am and 5pm. The only exception will be observed holidays.

- ☐ Present the completed inspection checklist at Town Hall, pay the corresponding fee, and obtain copy of receipt.
- ☐ Obtain permit after inspection. If the cart does not pass inspection, one re-inspection may occur within 30 days. Otherwise, the application is voided with no refund of fees.

Insert a footer indicating effective date

Golf Cart Registration Packet

(Please Print in Blue or Black Ink)

Owner's Full Name: _____

Owner DL Number: _____ State: _____

Owner's Physical Address: _____

City:_____State:_____Zip: _____

Owner's Mailing Address: _____

City_____State:_____Zip: _____

Telephone Number: Daytime: (_____)_____Nighttime :(_____) _____

Make of Golf Cart:_____Year Made_____

Color of Golf Cart: _____

Serial Number/VIN of Golf Cart: _____

Insurance Certification

Under penalties of perjury, I declare this vehicle is insured with the company named below and I will maintain liability insurance throughout the registration period.

_____

Name of Insurance Company and Policy Number
(Attach Proof of Insurance for Golf Cart)

By signing this application below, the applicant acknowledges that he/she has read and understands the provisions of the Town of Knightdale Code of Ordinances as it pertains to operation of golf carts and agrees to abide by all rules and regulations governing the operation of his/her golf cart. The applicant furthermore acknowledges and accepts that registration of the golf cart is non-transferable between owners. If an individual owning a golf cart currently registered by the Town of Knightdale disposes of that cart and purchases a new one during the registration period, the new golf cart registration shall be subject to all requirements of the ordinance, completion of all forms contained in the packet, and payment of a transfer fee of $20.00. New registration stickers shall be issued in these circumstances.

_____ _____

Owner's Signature Date

. . . . . .

For Town's Use Only

Police Officer: _____ Permit Number: _____ Date: _____

Golf Cart Liability Waiver

I acknowledge that I have read, understand and agree to abide by the Knightdale Code of Ordinances as it pertains to Golf Cart registration and operation in the Town of Knightdale. I agree that I will obey all the rules and regulations set forth by the Town of Knightdale concerning the operation of a golf cart within town limits. Furthermore, I have paid the registration fee for the cart and agree to additional assessments as may be required in support of this ordinance.

I acknowledge that I will assume all liability and am fully responsible for the operation of the golf cart on the streets and roads in the Town of Knightdale. I also acknowledge that the Town of Knightdale, in providing this privilege, is in no way endorsing the operation of this cart on the streets and roads and does not and will not assume any liability associated with the operation of the cart. I agree to indemnify and hold harmless the Town of Knightdale for any and all liability arising from the use of this golf car/cart.

I also understand that the Town of Knightdale's interpretation and enforcement of all the rules and regulations associated with the use of Golf Carts on its streets and roadways are final.

Finally, I agree to ensure that the permit sticker will always remain attached to the driver's side of the cart unless and until the cart is sold or otherwise permanently inoperable. If either of the two issues arise, the sticker will be removed and destroyed. I acknowledge and accept that registration of the golf cart is non-transferable between owners. If an individual owning a golf cart currently registered by the Town of Knightdale disposes of that cart and purchases a new one during the registration period, the new golf cart registration shall be subject to all requirements of the ordinance, completion of all forms contained in the packet, and payment of a transfer fee of $20.00. New registration stickers shall be issued in these circumstances.

_____

Owner's Printed Full Name as it appears on the Registration Form

Permit Number: _____ (To be provided by issuing official)

_____ _____

Owner's Signature Date

NOW, THEREFORE BE IT ORDAINED by the Town Council of the Town of Knightdale, North Carolina that the Knightdale Code of Ordinances provides clear definition and guidance to ensure the safe operation of golf carts within the Town and to more specifically read as follows:

Definitions

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

GOLF CART means a motor vehicle having not less than four wheels in contact with the ground and unmanned weight less than 1,300 pounds which is designed and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding speeds of 20 miles per hour. Golf carts may be gas-powered or electric. This *does not* include vehicles known as all-terrain vehicles (ATVs), Utility Task Vehicles (UTVS), go-carts, scooters or unmanned robotic vehicles.

LOW SPEED VEHICLE as defined by NCGS means a four-wheeled electric vehicle whose top speed is greater than 20 miles per hour but less than 25 miles per hour.

OPERATOR means a person having a valid North Carolina non-provisional driver's license (or a recognized similar valid license from another state) who is driving the golf cart and has full control of its operation and passengers.

State Law reference — § 20-4.01. Definitions.

Low Speed Vehicle

Low Speed Vehicles, as defined under North Carolina General Statute 20-4.01 and as equipped and regulated under North Carolina General Statute 20-121.1 shall be operated under the applicable state statutes and shall not be subject to this ordinance.

State Law reference — § 20-4.01. Definitions and 20-121.1.

Golf Cart Equipment

Golf Carts approved for operation under this ordinance must be the size and shape that conforms to industry standards for manufactured golf carts. Additionally, the golf cart must be equipped with the following:

(a) Identification or serial number,

(b) An unobstructed rear-view mirror and left side mirror, or a wide-angle cross bar rear-view mirror,

(c) Operating headlight(s) on the front of the golf cart and operating taillight(s) on the back of the golf cart. All lights must be visible from 500 feet, and

(d) Golf carts may have "lift kits" but no golf cart may be more than 22" high measured

from the ground to the floorboard of the cart.

State Law reference — § 160A-300.6

Insurance Requirements

Every golf cart operated under this ordinance shall have in full force and effect, valid liability insurance sufficient to cover the risk involved in using a golf cart on the public streets and roadways. Valid liability coverage is that which is defined in North Carolina General Statute 20-279.21(b) as the minimum required.

State Law reference — § 160A-300.6

Liability

Golf carts are not designed or manufactured to be used on public streets and the town in no way advocates or endorses their operation on public streets and roadways. The town, by regulating such operation, is trying to address safety issues, and adoption of this section is not to be relied upon as a determination that operating on public streets and roadways is safe or advisable if done in accordance with this section.

All persons who operate or ride upon golf carts on public streets do so at their own risk and peril and must be observant of and attentive to the safety of themselves and others, including their passengers, other motorists, bicyclists and pedestrians

The town has no liability under any theory of liability and the town assumes no liability for permitting golf carts to be operated on public streets and roadways.

State Law reference — § 160A-300.6

Registration

Operators of golf carts operated under this ordinance must have a valid registration decal issued by the Town of Knightdale prior to operating on the roads. This registration decal must be obtained by the owner through submittal of a golf cart registration, a valid North Carolina Driver's License, proof of ownership and liability insurance and a waiver of liability to the Knightdale Police department who will then schedule an inspection of the golf cart.

The cost for the registration shall be $100.00 and will be payable to the Town at the time of registration. The registration shall be valid for no more than one year and is to be renewed annually at which time the owner shall submit the above documents and shall schedule the vehicle for a subsequent inspection. Registration fees shall not be prorated.

(a) The registration decal must be displayed on the lower left corner of the windshield (driver's side) or, in the absence of the windshield, the left front fender to be easily visible by law enforcement personnel.

(b) Lost or Stolen Registration decals are the responsibility of the owner and must be

replaced before the golf cart is operated on a public road. The cost of a replacement shall be $20.00.

State Law reference — § 160A-300.

Inspection.

No golf cart may be operated on any street or highway in the town without first passing an inspection which will be conducted prior to the issuance of a Town registration decal.

Furthermore, no registration decal will be issued until the operator presents proof that the golf cart is fully insured, and the operator has a valid North Carolina driver's license or recognized valid driver's license from another state

To pass the inspection for the town and to obtain a golf cart permit, the golf cart must have the following:

(a) Operational headlight(s) and taillight(s);

(b) Rubber or equivalent tires;

(c) Operational steering gear, brakes, emergency or parking brake, rear-view mirror, adequately affixed driver seat(s);

(d) Other requirements as set forth in Article V of this Section must be complied with.

State Law reference — § 160A-300.

Operation.

The following restrictions limiting the operation of golf carts in the town shall apply:

(1) Golf carts shall not be operated between the hours of 10pm and 6am.

(2) Golf Cart transportation is limited to those streets and highways within the town limits which have a posted speed limit of 35 miles per hour or less:

(a) Golf carts may not be operated on the following streets or roadways regardless of the speed limit:

(1) Any portion of Knightdale Boulevard

(2) Any portion of Smithfield Road

(3) Any portion of S. First Avenue

(4) Any Portion of Old Knight Road

(5) Any portion of Forestville Road

(6) Any portion of Horton Road

(7) Any portion of Hodge Road

(8) Any portion of Old Ferrell Road

(9) Any portion of Crosspoint Place

(10) Any portion of Bethlehem Road

(11) Any portion of Old Faison Road

(12) Any portion of Old Crews Road

(b) Golf carts *may not* cross a road with a posted speed limit greater than 35 mph or any of the streets or roadways listed above. Other roadway crossings must cross in a manner that is the most direct route in order to decrease crossing distance, i.e. no riding along a road or crossing at an angle.

(3) Golf carts must be operated at the right edge of the roadway unless lane usage is necessary to make turns or travel through intersections.

(4) Golf Carts must yield to all vehicular and pedestrian traffic.

(5) Golf carts must be parked in accordance with the laws and ordinances which apply to any parked vehicle in the town.

(6) Golf carts are prohibited from traveling upon or parking on any sidewalk, multi-purpose path, or greenway trail within the town.

(7) Any person who operates a golf cart on public streets and roads must adhere to all applicable State and local laws, regulations and ordinances, including but not limited to those banning the possession and use of alcoholic beverages, and all other illegal drugs. In addition, no golf cart containing any open container of alcohol shall be operated on public roads.

(8) The operator of the golf cart shall comply with all traffic rules and regulations adopted by the State of North Carolina and the Town which governs the operation of motor vehicles.

(9) At no time shall a golf cart be operated at a speed greater than 20 miles per hour. No golf cart may be operated at a speed greater than reasonable and prudent for the existing conditions.

(10) Golf carts are required to follow the rules and regulations of any other vehicle during special events and are not permitted to enter special event areas unless the golf cart is a part of the event and approved by the Chief of Police.

No person shall operate a golf cart on a public street or highway in the town unless said person has a valid non-provisional North Carolina driver's license or a valid similar recognized, out-of-state license in accordance with North Carolina General Statute § 20-7. Golf cart operators must always carry their driver's license while operating a golf cart on public roads.

(11) Only the number of people the golf cart is designed to seat may ride on a golf cart. Additionally, passengers shall not be carried on the part of a golf cart designed to carry golf bags. No person shall ride or travel in a golf cart standing up or sitting on anything other than a standard seat designed and included as a part of the golf cart.

(12) Operators of Golf Carts are required to ensure that all occupants under the age of 18 are secured within the golf cart using an appropriate passenger restraint system.

(13) Each golf cart owner must have proof of ownership, liability insurance and a completed waiver of liability releasing the Town from liability that may arise as a result of operation of a golf cart inside the Town. These documents must always be in the golf cart while in operation on public roads.

(14) If mechanical front and rear turn signal indicators are not installed on the golf cart, then hand signals are required for turns and stops.

(15) The operator of the golf cart is mandated to use the headlight(s) and taillight(s), as defined in Section 152 of this article whenever the vehicle is operated during the period from dusk until dawn to maximize its visibility.

(16) Golf carts shall not be operated during inclement weather or when visibility is impaired by weather, smoke, fog or other conditions;

State Law reference — § 160A-300.6

Violations

Any operator of a golf cart in violation of either this Section or the motor vehicle laws of the State of North Carolina shall be charged the same as any other driver of any registered vehicle in the state. Unpaid penalties or fines may result in the loss of the operator's driver's license or other penalty.

Penalties

Violations of this Section or the motor vehicle laws of the State of North Carolina shall result in fines and penalties as described in this section for similar violations made with registered vehicles or in the case of violations of the motor vehicle laws of the State of North Carolina, the penalties shall be the same as those set by applicable state statute.

Additionally, violation of either this Section or the motor vehicle laws of the State of North Carolina through a registered golf cart may be grounds for the inability to renew the registration which shall be at the discretion of the Chief of Police. Failure to pay imposed civil penalties may result in the issuance of a Criminal Summons to appear in court, and instant revocation of the owner's registration.

Disclaimer: This ordinance, upon approval by the Town Council, shall be applicable to all persons who register and operate golf carts within the corporate limits of the Town of Knightdale, until such time that the ordinance is altered, modified, or rescinded by the Town Council.

Golf Cart Inspection Form

Owner Name: _____Owner Phone #: _____

Owner Address: _____

Golf Cart Make:_____Golf Cart Serial/VIN#: _____

Inspection Item	Pass	Fail	Comments
Registration Paid Receipt			☐ New/Renewal ($100.00) ☐ Lost/Stolen/Same Owner Transfer ($20.00) Receipt# _____
Valid Driver's License for Registered Owner			
Liability Insurance			
Signed Waiver Form			
Headlight(s) visible from 500 feet, all operational.			
Taillight(s) visible from 500 feet, all operational			
Rear view mirror and left side mirror/ or wide-angle cross bar rearview mirror			
No more than 22 inches high to the floor			
Rubber/equivalent tires			
Steering			
Brakes			
Emergency/Parking Brake			
Affixed Seat(s)			
Passenger Restraint System (if applicable)			

I certify that I have conducted an inspection of the above referenced vehicle and that the conditions of the inspection items are accurately reported:

Inspector's Name: _____ Inspection Date: _____

Inspector's Signature: _____ Permit Number: _____

Explanation of Administrative Procedures

The purpose of this document is to outline the administrative procedures associated with golf cart registration and renewal in the Town of Knightdale. Upon adoption of the ordinance by Town Council, the Police Department assumes responsibility for the administration and oversight of this program.

1. Following the adoption of the ordinance, the agency shall work with the Town's Public Information Officer to educate citizens on the existence of the new ordinance. Public education may include social media posts, videos, newsletters and other mediums aimed at achieving the following objectives:

    - Ensure citizens' understanding of the ordinance;
    - Explain the registration and renewal process to owners;
    - Advertise dates, times and locations for initial inspection; and
    - Establish a grace period (30 days) and providing proper notice before enforcement.

2. The Police Department will identify a local vendor to design an identifiable and serialized registration permit for golf carts. Permit stickers will be designed so that expiration dates and the issuance year are easily discernable. Permits shall be valid for a 12-month period. Such a method eliminates confusion for the registered owner and for the officers responsible for enforcement.

3. The Golf Cart Registration Packet forms will be made available on the Town's website for public download. The packet will contain all necessary forms, checklists, and waivers. The Police Department will be responsible for creating and maintaining a database of all registered owners, authorized golf carts, and assigned permits stickers. Renewal notices will be mailed to registered owners on an annual basis by the Police Department.

4. Registration, renewal and transfer fees must be paid at Town Hall or through the Town's online payment portal, if available. The Police Department will not accept payment from registered owners for any associated fees. Completed forms and proof of payment must be provided before an officer can conduct the inspection or issue a permit.

5. Members of the Police Department's Traffic Safety Unit are the only personnel delegated authority to conduct inspections and issue new registration permits or renewals. As inspections and registrations are completed, members of the TSU will update the agency's database accordingly. The Traffic Safety Unit Sergeant shall maintain an internal file of all inspection forms and liability waivers. The members of the TSU will ensure that all registration, renewal, or transfer fees have been paid prior to issuing a permit sticker. TSU members will personally affix the permit sticker to the lower, driver-side corner of the golf cart's windshield or left front fender.

6. Set inspection dates are scheduled for the first Monday of every calendar month, except observed holidays. Any additional inspection dates, times, and locations will be determined and advertised by the TSU in a manner that gives deference to their workload and primary job duties. No other members of the Police Department will inspect golf carts or issue registration permits without prior approval from the Chief of Police.

7. Violations of any associated motor vehicle laws shall be enforced by officers through the issuance of a NC Uniform Citation. Applicable fees and court cost will apply. Examples of violations include but are not limited to speeding, failing to maintain proper liability insurance, impaired driving, and no operator's license. A person charged with violation of the golf cart ordinance or applicable motor vehicle offenses is subject to the immediate revocation of their golf cart registration and may be ineligible to renew for a 12-month period. When charged on a NC Uniform Citation, violator's will be issued a Disposition/District Court Date. As such, the court proceeding shall serve as violator's appeals mechanism. Decisions of the court are final.

8. Violations of the local ordinance laws shall be enforced by officers through the issuance of a civil citation. Examples of ordinance violations include but are not limited to failing to display the permit sticker, failing to register golf cart, expired permit sticker, improper transfer of permit sticker and driving in unauthorized areas. Failure to pay imposed civil penalties may result in the issuance of a Criminal Summons to appear in court. Failure to pay the civil penalty will also result in an immediate revocation of the golf cart registration and be ineligible to renew for a 12-month period. If a person charged with a violation(s) on a civil citation wishes to appeal, they must do so in writing to the Chief of Police within 10 days of the violation. The written appeal must include an explanation of the violation and justifications warranting the dismissal of the violation. The Police Chief will respond to all appeals within 5 business days. Decisions of the Chief of Police are final.

9. Copies of all violations (civil or criminal) will be kept on file by the TSU. The information will be used to create a record of revocations and helps prevent individuals from circumventing the revocation by seeking a permit as a member of the same household or other subversive means.

10. The Police Department reserves the right to amend these administrator procedures without prior notice to ensure better service delivery and effective prioritize its workload. Any revisions will be reflected in the materials available to the general public.

Town of Knightdale

Staff Report Cover Sheet

Title: Consideration of an Ordinance Creating a Fire Protection Services Advisory Board

Staff: Bill Summers, Town Manager

Date: September 16, 2020

PURPOSE

- To consider adoption of Fire Protection Services Advisory Board for the Town of Knightdale

STRATEGIC PLAN PRIORITY AREA(S)

- Safe
- Organizational Excellence

GENERAL STATUTE REFERENCE(S), *if applicable*

- **§ 160A-146. Council to organize city government.**

  "The council may create, change, abolish, and consolidate offices, positions, departments, boards, commissions, and agencies of the city government and generally organize and reorganize the city government in order to promote orderly and efficient administration of city affairs. . . . "

- **§ 160A-75. (Effective until January 1, 2021) Voting.**

  "In addition, no ordinance nor any action having the effect of any ordinance may be finally adopted on the date on which it is introduced except by an affirmative vote equal to or greater than two thirds of all the actual membership of the council. . . ."

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- Staff Report
- Enabling Ordinance

STAFF RECOMMENDATION

- Approve local ordinance authorizing the creation of a Fire Protection Services Advisory Board

Town of Knightdale

Staff Report

Title: Adoption of Fire Protection Services Advisory Board

Staff : Bill Summers, Town Manager

Date: September 16, 2020

Town Manager Signature: WRS

BACKGROUND INFORMATION

The Eastern Wake Fire Department was merged into the Town of Knightdale with an effective service delivery date of July 1, 2020. As a result, the Town of Knightdale assumed responsibility for the provision of fire protection services in the Alert Fire District through a service contract with Wake County.

SUMMARY

The creation of an advisory board was a key consideration in the negotiation of the merger. It was readily apparent that the residents of the Alert Fire District needed an advisory vehicle to ensure an adequate voice with the Knightdale Town Council on issues relating to service delivery. Further, given the expanded departmental size and multi-jurisdictional responsibilities of the Knightdale Fire Department, the future advisory board would need to balance equal representation from in-town and Alert District representatives to ensure a holistic view of service realities.

Section 11 of the Merger Agreement between the Knightdale Fire Department and Eastern Wake Fire-Rescue Department, Inc. states:

> **11. Fire Protection Services Advisory Board:** The parties commit to establishing a Fire Protection Services Advisory Board after the merger which will be made up of members of the two entities' current governing Boards and would be responsible for providing advice and counsel on issues pertaining to governance of the consolidated department. This Advisory Board will be a separate entity from the Relief Fund Boards which already exist and which will continue to administer the parties' relief funds after the merger in accordance with guidance provided by the State Firefighters Association.

The attached Fire Protection Services Advisory Board ordinance is created using the same template that serves as the enabling legislation basis for the Town's other advisory bodies.

RECOMMENDED ACTION

Approve the Ordinance #20-09-16-004 Creating a Fire Protection Services Advisory Board as recommend by the Town Manager.

TOWN OF KNIGHTDALE

950 Steeple Square Court
Knightdale, NC 27545
KnightdaleNC.gov

ORDINANCE #20-09-16-004
ORDINANCE CREATING A FIRE PROTECTION SERVICES ADVISORY BOARD

SECTION 1. Creation
There is hereby created a Fire Protection Services Advisory Board for the Town of Knightdale.

SECTION 2. Purpose
The Knightdale Fire Protection Services Advisory Board (hereafter, the Board) serves in an advisory capacity to the Knightdale Town Council to ensure that adequate personnel, revenue, and equipment are dedicated to the protection of life and property for the Town and Alert District. This Board serves as a liaison between the Fire Department, Fire Chief, Town Manager, Town Council, and citizens of the community.

SECTION 3. Roles and Responsibilities
The Board shall assume the following roles and responsibilities:

1. Maintain effective communication between the Town, its citizens, and residents of the Alert District.
2. Recommend fire protection and risk management policies for the Knightdale Fire Department;
3. Provide recommendations on the development, planning, maintenance, and operation of existing and future facilities that are owned, operated or planned by the Town of Knightdale;
4. Promote educational, outreach activities to increase fire prevention and safety awareness;
5. Provide insight on policies and practices that aim to promote the Fire Departments' goal of creating lasting community partnerships;
6. Offer recommendations to the Fire Chief and Town Manager with regard to services and practices that impact the community;
7. Serve as liaisons to enhance community relations with all stakeholders.

SECTION 4. Membership
The Board shall be composed as follows:

A. *Voting* - The Board shall be composed of eight (8) voting members appointed by the Town Council.

1) Membership shall be comprised of four (4) residents of the Alert Fire District and four (4) in-town residents.

B. *Ex-Officio* - The Mayor shall appoint two (2) ex-officio representatives from the Town Council to serve on the Board.
   1) The ex officio members will not have a vote on items coming before the Board.
   2) The Mayor shall make ex-officio appointments annually at the January Regular Meeting of the Town Council.

C. *Staff Support* - The Fire Chief and Town Manager will serve as staff support to the Board. Town staff will prepare and distribute the agenda, take minutes, and record attendance.

SECTION 5. Terms of Office

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

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

SECTION 6. Compensation

Members of the Board shall serve without compensation.

SECTION 7. Officers

The Board shall annually elect from its membership a Chair and Vice Chair at its first regularly scheduled meeting for a term of one (1) year. The Chair shall ensure the orderly conduct of business. The Chair and Vice Chair shall hold his/her position until a successor is elected.

SECTION 8. Meetings, Establishment of a Quorum

The Board shall meet bi-monthly on a regularly scheduled basis.

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

SECTION 9. Acceptance of Grants, Gifts, Etc.

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

SECTION 10. Code of Ethics

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

SECTION 11. Authorized Spokesperson

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

SECTION 12. Conflict of Interest

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

SECTION 13. Limitations of Power, Removal

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

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

This the 16th day of September, 2020.

BY: _____
James A. Roberson, Mayor

ATTEST: _____
Heather Smith, Town Clerk

Town of Knightdale

Staff Report Cover Sheet

Title: Budget Transfer

Staff: Tim Flora, Finance Director

Date: September 16, 2020

PURPOSE

- To provide budget transfer information allowable per the FY21 Budget Ordinance.

STRATEGIC PLAN PRIORITY AREA(S)

- Sustainable
- Organizational Excellence

GENERAL STATUTE REFERENCE(S), *if applicable*

- N/A

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- Budget FYI

STAFF RECOMMENDATION

- No action required

Town of Knightdale

Report to Council - Budget Transfers

Approved by Town Manager: **September 16, 2020**

	Account Name	Account Number	Increase (Decrease)
1	Salaries (Police)	10-5100-5000	$ (11,439.00)
	FICA (Police)	10-5100-5050	$ (876.00)
	401K (Police)	10-5100-5080	$ (573.00)
	State Retirement (Police)	10-5100-5060	$ (1,260.00)
	Life, ADD&D (Police)	10-5100-5055	$ (90.00)
	Health Insurance (Police)	10-5100-5070	$ (2,301.00)
	Annual Maintenance (Police)	10-5100-6210	$ 16,539.00

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

1 To transfer funds within Police Department budget for cloud-based camera system annual maintenance.

The funding is from salary and benefit savings resulting from position vacancies.

Kimberly Kenny 9/16/2020 *Bill Summers* 9/16/2020

(Finance Officer) (Date) (Town Manager) (Date)

Town of Knightdale

Staff Report Cover Sheet

Title: FY20 Fourth Quarter Financial Update

Staff: Tim Flora, Finance Director

Date: September 16, 2020

PURPOSE

- To provide preliminary financial information for the fiscal year ending June 30, 2020

STRATEGIC PLAN PRIORITY AREA(S)

- Sustainable
- Organizational Excellence

GENERAL STATUTE REFERENCE(S), *if applicable*

- N/A

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- FY20 Fourth Quarter Financial Report

STAFF RECOMMENDATION

- No action required

KNIGHTDALE, NORTH CAROLINA

Quarterly Financial Report

(Unaudited)

FOR THE FOURTH QUARTER ENDING
JUNE 30, 2020

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

FOURTH QUARTER FINANCIAL REPORT

For the Fiscal Year ended June 30, 2020

(Unaudited)

OVERVIEW

Attached is the Fourth Quarter Financial Report ending June 30, 2020. This unaudited report includes General Fund budget versus actual with yearend projections including a summary of major revenue sources, and a fund balance analysis. It also provides yearend information on the Storm Water Fund and capital projects. As we settle into a new fiscal year, this report is designed to give a preliminary understanding of how the Town finished the prior fiscal year. Audited financial statements for FY20 are anticipated to be presented in December 2020.

HIGHLIGHTS

- The Town collected $15,192,584 in General Fund revenues, which is $331,078 less than budgeted. This was anticipated due to the impact of COVID-19 during the third and fourth quarters of the fiscal year. Sales and Services was the hardest hit category with $372,670 being received less than budgeted. Sales tax revenue experienced a 6% increase from the prior year coming in $144,390 over budget; however, growth was stymied by the pandemic. The Town experienced a 12% increase in the prior year.

- General Fund expenditures totaled $15,345,376, which was $1,448,550, or 8.6% less than the amended budget. As a percent of the amended budget, Streets reflected the largest savings at 25.5%, or $181,811. This is due to fewer paving projects being completed. Powell Bill funds for these projects are restricted and available for future use. At yearend, $784,757 in restricted funds are available for roads and sidewalks.

- After other financing sources are considered, the projected net change in Fund Balance for the fiscal year ending June 30, 2020 is a net loss of $185,417. This is $695,000 less than originally projected during the third quarter. The change is attributed to programming cuts and savings initiatives resulting from the COVID-19 pandemic. As well, $237,653 in encumbrances resulting from unfulfilled yearend obligations are being carried forward into the fiscal year 2021 budget.

- At yearend, the Town's unassigned fund balance is estimated to be $6,176,818, which is a solid position during these uncertain times. After accounting for the Council's reserves policy and anticipated FY21 budget amendment for FY20 encumbrance carry forward items, the Town is projecting an available fund balance of $893,939. These funds may be available for future use; however, they are currently being used to prefund a $1 million Wake County grant for the Wake Stone Athletic Park. This project is anticipated to be completed during FY21 at which point reimbursement will be sought.

- The Storm Water Fund experienced a net gain in fund balance of $96,949 for FY20, providing a projected available fund balance of $670,087. Much of these available funds have been earmarked and budgeted for capital projects in fiscal year 2021.

- At the end of fiscal year 2020, the Town will be closing two major capital projects, Knightdale Station Phase III and the Public Works Building, as these projects are complete. Three other capital projects remain open and are ongoing: Wake Stone Athletic Park, Mingo Creek Greenway Extension, and Fire Capital. Much funding for these projects come from the Town's Capital Reserve Fund. This Fund currently has a fund balance at June 30, 2020 of $1,702,958. After restrictions and reserve set asides, the fund has available for projects $197,235. Note that the Town has not yet budgeted for land acquisition for a new Fire station, which has been deemed a Town high priority.

Financial Performance
General Fund - Budget and Projection
Through June 30, 2020

	General Fund				
	Original Budget	**Amended Budget**	**Actual as of 6/30/2020**	**Yearend Projected**	**Over(Under) Budget**
REVENUES					
Ad valorem taxes	$ 8,041,782	$ 8,041,782	$ 8,092,756	$ 8,092,756	$ 50,974
Local option sales taxes	3,360,000	3,360,000	3,504,390	3,504,390	144,390
Other taxes and licenses	118,000	118,000	118,587	118,587	587
Unrestricted Intergovernmental	939,000	939,000	964,988	964,988	25,988
Restricted intergovernmental	743,616	844,849	709,943	709,943	(134,906)
Permits and fees	309,500	309,500	272,623	272,623	(36,877)
Sales and services	1,534,612	1,534,612	1,161,942	1,161,942	(372,670)
Investment earnings	142,000	142,000	119,775	119,775	(22,225)
Miscellaneous	220,919	233,919	247,580	247,580	13,661
Total Revenues	**15,409,429**	**15,523,662**	**15,192,584**	**15,192,584**	**(331,078)**
EXPENDITURES					
Administration	833,104	904,649	871,216	871,216	(33,433)
Legislative	161,969	233,274	220,960	220,960	(12,314)
Human Resource	541,563	611,878	517,308	517,308	(94,570)
Finance	802,322	851,122	803,837	803,837	(47,285)
Development Services	843,313	937,299	722,821	722,821	(214,478)
Information Technology	431,926	462,056	452,709	452,709	(9,347)
Public Works:					-
Grounds	742,223	762,209	703,257	703,257	(58,952)
Streets	553,600	712,100	530,289	530,289	(181,811)
Operations	1,029,024	1,156,551	1,110,034	1,110,034	(46,517)
Sanitation	1,007,984	1,091,684	1,090,244	1,090,244	(1,440)
Police	4,261,480	4,296,409	3,885,516	3,885,516	(410,893)
Fire	1,743,660	1,734,967	1,653,121	1,653,121	(81,846)
Parks & Recreation	1,449,696	1,521,150	1,265,541	1,265,541	(255,609)
Debt Service - Principal	1,237,176	1,237,176	1,236,315	1,236,315	(861)
Debt Service - Interest	281,402	281,402	282,208	282,208	806
Total Expenditures	**15,920,442**	**16,793,926**	**15,345,376**	**15,345,376**	**(1,448,550)**
Revenues over/(under) expenditures	**(511,013)**	**(1,270,264)**	**(152,792)**	**(152,792)**	**1,117,472**
OTHER FINANCING SOURCES					
Transfers from other funds	240,000	363,040	363,040	363,040	-
Transfers to other funds	(458,987)	(458,987)	(458,897)	(458,897)	90
Sales of capital assets	30,000	85,000	63,232	63,232	(21,768)
Appropriated fund balance	700,000	1,281,211	-	-	
Total Other Financing Sources (Uses)	**511,013**	**1,270,264**	**(32,625)**	**(32,625)**	
Net changes in fund balance	**$ -**	**$ -**	**$ (185,417)**	**$ (185,417)**	

Financial Performance
Fund Balance Projection - General Fund
Through June 30, 2020

Fund Balance Projection

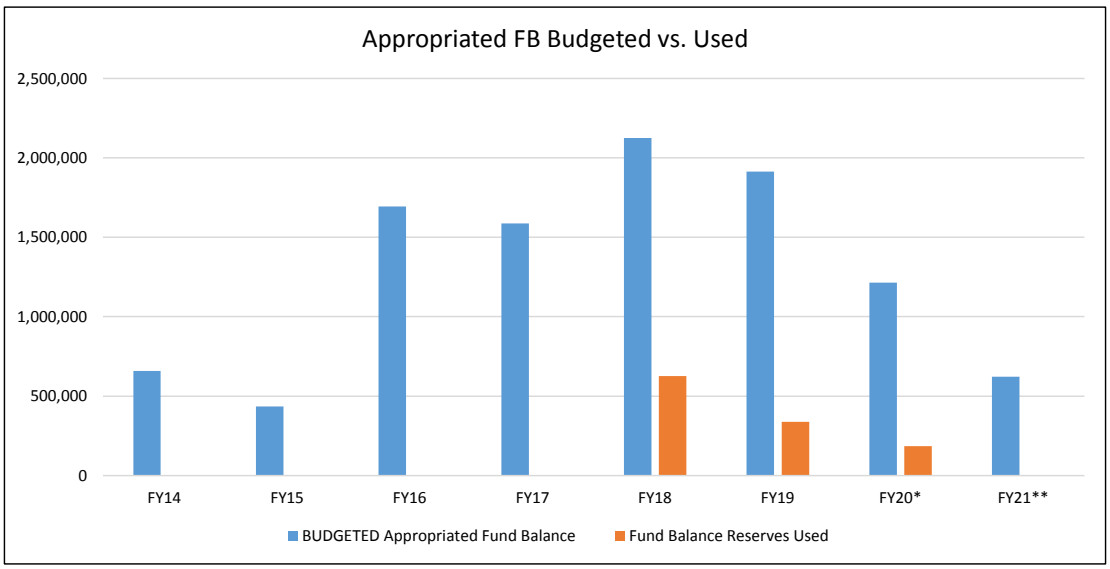
GENERAL FUND	
Fund Balance as of July 1, 2019	**7,837,967**
Less:	
Appropriated fund balance projected to be used for FY20 budget	(185,417)
Appropriated fund balance used to balance FY21 budget	(384,546)
Development bonds/bid deposit payables	(250,562)
Restricted for Powell Bill	(784,757)
Restricted for Firemen's Relief Fund	(55,867)
Projected Unassigned Fund Balance at 6/30/2020 - General Fund	**6,176,818**
Council minimum reserve policy to retain 25% of expenditures	(5,045,226)
FY20 encumbrance carry forward	(237,653)
Projected Available Fund Balance at 7/1/2020 - General fund	**893,939** *

*NOTE: $1 million of reimburseable Fund Balance needed to prefund county grant for Wake Stone Athletic Park.

Appropriated Fund Balance Budget v. Used

Fiscal Year	BUDGETED Appropriated Fund Balance	Fund Balance Reserves Used	Yearend 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	185,417	6,176,818	39%

*Projected as of 6/30/2020



*FY20 Fund Balance Used is projected
**FY21 Budgeted includes FY20 encumbrance carry forward amount of $237,653

Financial Performance

Storm Water Fund - Budget and Projection

Through June 30, 2020

	Storm Water Fund		
	Original Budget	**Actual as of 6/30/2020**	**Yearend Projected**
REVENUES			
Storm water fees	$ 613,000	$ 641,129	$ 641,129
Investment earnings	10,600	8,510	8,510
Sinking fund revenues	-	22,903	22,903
Total Revenues	**623,600**	**672,542**	**672,542**
EXPENDITURES			
Storm water salaries and benefits	171,658	103,024	103,024
Storm water operating	218,492	170,982	170,982
Storm water capital	379,748	247,885	247,885
Total Expenditures	**769,898**	**521,891**	**521,891**
Revenues over expenditures	**(146,298)**	**150,651**	**150,651**
OTHER FINANCING SOURCES			
Transfers from other funds	-	-	-
Transfers to other funds	(200,000)	(200,000)	(200,000)
Debt proceeds	146,298	146,298	146,298
Appropriated fund balance	200,000	-	-
Total Other Financing Sources (Uses)	**146,298**	**(53,702)**	**(53,702)**
Net changes in fund balance	**$ -**	**$ 96,949**	**$ 96,949**

Fund Balance	
Balance on 7/1/2019	895,031
Projected Gain	96,949
Restricted/Developer Bonds	(321,893)
Projected Available Balance	**$ 670,087**

Encumbrances Outstanding at 06/30/2020		**Budget Category**
Harper Park drainage design	10,625	Capital Outlay
Total encumbrances	**$ 10,625**	

Financial Performance
Outstanding Capital Projects
Through June 30, 2020

Project Name	Budget Amount	Funds Expended	Budget Remaining	% Budget Expended
Fiscal Year 2020	**$ 15,216,973**	**$ 10,219,377**	**$ 4,997,596**	**67%**
Knightdale Station Park (Phase III)	4,044,973	4,044,923	50	100%
Public Works Building	2,850,000	2,849,880	120	100%
Wake Stone Athletic Park	4,500,000	3,285,862	1,214,138	73%
Mingo Creek Greenway Extension	2,572,000	38,712	2,533,288	2%
Fire Capital	1,250,000	-	1,250,000	0%
Grand Total	**15,216,973**	**10,219,377**	**4,997,596**	**67%**

Funding Source	Budget Amount	Revenue Received	Budget Remaining	% Budget Received
Fiscal Year 2020	**15,216,973**	**10,955,365**	**4,285,265**	**72%**
Debt Proceeds	7,275,000	6,175,000	1,100,000	85%
Capital Reserve Fund	3,655,159	3,496,925	158,234	96%
Grant Proceeds	3,098,000	70,969	3,027,031	2%
General Fund	579,000	579,000	-	100%
Utility Capital Projects Fund*	389,814	389,814	-	100%
Storm Water Fund	200,000	200,000	-	100%
Investment Earnings	20,000	43,657	-	218%
Grand Total	**$ 15,216,973**	**$ 10,955,365**	**$ 4,285,265**	**72%**

*No Longer in Existence

Capital Reserve Fund Status and Projection

Fund Balance as of 06/30/2020	**$ 1,702,958**
Funds Committed but not moved for Fire Capital Project Fund	(150,000)
Restricted Funds (Payments in lieu from Developers)	(516,614)
Council Committed for Future Maintenance of Parks & Greenways	(339,109)
Council Reserve Policy (goal to maintain minimum of $500,000)	(500,000)
Anticipated Net Unassigned Funds for FY20	**$ 197,235**

Town of Knightdale

Staff Report Cover Sheet

Title: FY21 Monthly Financial Update

Staff: Tim Flora, Finance Director

Date: September 16, 2020

PURPOSE

- To provide monthly Budget to Actual financial information for General and Storm Water funds and benchmark against the previous fiscal year for comparative purposes.

STRATEGIC PLAN PRIORITY AREA(S)

- Sustainable
- Organizational Excellence

GENERAL STATUTE REFERENCE(S), *if applicable*

- N/A

TYPE OF PUBLIC HEARING, *if applicable*

- N/A

FUNDING SOURCE(S), *if applicable*

- N/A

ATTACHMENT(S)

- Budget to Actual comparative report with financial information through August 31, 2020.

STAFF RECOMMENDATION

- No action required

Monthly Financial Update

Budget to Actual

Through August 31, 2020

	GENERAL FUND			
	Current Year		Prior Year	
	Budget	Actual	Budget	Actual
Revenues	$ 20,180,902	$ 1,035,233	$ 16,893,533	$ 933,527
Expenditures				
Administration	1,126,945	162,193	890,804	169,738
Legislative	212,254	27,237	161,969	29,255
Human Resources	413,643	76,252	541,563	67,556
Finance	820,008	143,208	802,322	114,513
Development Services	770,697	139,665	883,697	98,050
Information Technology	515,204	42,179	447,056	38,854
Public Works:				
Grounds	812,592	84,967	758,335	96,118
Streets	645,605	37,926	712,100	199,558
Operations	940,224	145,582	1,138,688	144,472
Sanitation	1,220,273	88,888	1,021,684	86,806
Police	4,406,544	823,908	4,270,969	674,151
Fire	4,349,010	591,312	1,744,496	280,383
Parks & Recreation	1,618,012	177,060	1,542,285	314,549
Debt Service	1,729,891	870,426	1,518,578	904,021
Transfers	600,000	-	458,987	458,897
Total GF Expenditures	20,180,902	3,410,804	16,893,533	3,676,922

	STORM WATER FUND			
	Current Year		Prior Year	
	Budget	Actual	Budget	Actual
Revenues	1,029,878	635	769,898	28
Expenditures	1,029,878	89,460	769,898	32,972

	TOTAL FUNDS			
REVENUES	**21,210,780**	**1,035,868**	**17,663,431**	**933,555**
EXPENDITURES	**$ 21,210,780**	**$ 3,500,264**	**$ 17,663,431**	**$ 3,709,894**
GAIN/(LOSS)	**-**	**$ (2,464,396)**	**-**	**$ (2,776,340)**

KNIGHTDALE development services

THE KNIGHTDALE INSIDER

Development Services Monthly Updates

SEPTEMBER 2020

Upcoming Events & Meetings

October 12

Land Use Review Board

7:00 pm

October 21

Town Council

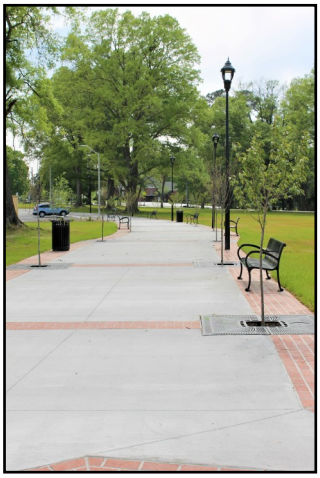
7:00 pm

First Avenue Designated as a Great Street in NC!

The Town of Knightdale is excited to announce that North First Avenue has received a Great Places in North Carolina Award from the NC Chapter of the American Planning Association in the Great Streets category. Great Places in North Carolina is an awards program created in 2012 to highlight North Carolina's Great Places and the communities and people that have created them.

With direction and efforts to strengthen Old Town and North First Avenue, plans and investments created a central gathering space at the 71-acre Knightdale Station Park. Other improvements along the corridor include a farmers market, an amphitheater, a Veteran's memorial, on-street parking, street trees, sidewalks and pedestrian cross walks along a 3/4 mile section of North First Avenue.

This award is the culmination of years of public and private investment in the North First Avenue corridor and the leadership of the Town's Council, Advisory Boards, Staff, and Citizens. Congratulations Knightdale!



SAFEST CITIES NORTH CAROLINA 2018 SAFEWISE

BEST PLACES TO LIVE 2017 Money

Most Affordable Place to Live in NC

-SmartAsset.com 2015-2017

Top 10 Fastest Growing Community in NC

-US Census Bureau

Building Permits (Town Limits)	August	YTD
Single Family Dwellings (SFD)	13	87 -$16,120,534
Average Construction Value	$177,953	$185,293
Residential Additions	12	81 - $1,222,959
Commercial	7	59- $10,906,186
Certificates of Occupancy (SFD)	7	108
Mechanical Permits	39	239
Development Review	August	YTD
Zoning Compliance		
Without Site Plan	3	32
With Site Plan	0	5
Misc. Map Recording (Minor Sub-division, Recombination, etc.)	2	8
Major Subdivision Lots Recorded (Town Limits)		
Lots	0	0
Fees	$0	$0
Quasi-Judicial Proceedings	August	YTD
Variances	0	1
Appeals	0	0
Legislative Cases	August	YTD
Zoning Text Amendment	0	0
Zoning Map Amendment	2	6

Building Briefs

- A building permit was submitted for interior renovations to the NY Diner located at 909 Mcknight Drive.
- A master plan was received for a proposed food hall style restaurant, Craft Kitchen, located at 706 Money Court Road, directly adjacent to Burn Boot Camp.

- A Zoning Compliance permit was issued for a new restaurant, St. George Pizza & Subs, located at 7039 Knightdale Boulevard.
- Harden Hill Lane received a Construction Improvement Permit, which allows the contractor to start the first phase of the Silverstone subdivision.

Eastgate 540 Update

A Temporary Certificate of Occupancy was issued for Building 5, a 280,000 square foot shell building located at 360 Spectrum Drive.

Eby Brown received a temporary Certificate of Occupancy for 180,000 square feet of storage and distribution space.

Ernest Package received a Certificate of Occupancy and will occupy a second suite.

Census 2020 Wake Counts

CENSUS 2020 Wake Counts

It is not too late, so please complete the 2020 Census today! All households received an invitation to participate in the census to help shape the Town and County. Census results help determine funding, Congress seats, and legislative boundaries. If you have any questions, please visit the census website.

Staff

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