

Staff Report Cover Sheet

Title: ZMA-10-20: Eastgate 540 Industrial Park Building #7

Staff: Kevin Lewis, Senior Planner

Date: June 16, 2021

PURPOSE

• The purpose of this staff report is to provide an overview of a Zoning Map Amendment request for the 20.21 acres at the end of Spectrum Drive and south of Interstate-87. The parcels are identified by the Wake County PINs 1743-34-4527, 1743-44-1236, 1743-44-4263, 1743-34-7185, 1743-44-6261, and 1743-34-4527. The Conditional District Zoning Map Amendment request is to rezone the property from Rural Transition (RT) to Manufacturing & Industrial Conditional District (MI-CD) to allow for the construction of a 204,000 +/- square foot warehouse.

STRATEGIC PLAN PRIORITY AREA(S)

Sustainable

GENERAL STATUTE REFERENCE(S), if applicable

• N.C.G.S. 160A-381

TYPE OF PUBLIC HEARING, if applicable

Legislative

FUNDING SOURCE(S), if applicable

N/A

ATTACHMENT(S)

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

STAFF RECOMMENDATION

- Motion to approve ZMA-10-20 and adopt the recommended advisory statement describing plan consistency and reasonableness of action
- Adopt ORD #21-06-16-001















Staff Report

Title: Eastgate 540 Industrial Park Building #7 Conditional District Zoning

Map Amendment

Staff: Kevin Lewis, Senior Planner

Date: June 16, 2021

Director Signature: CH

Asst. Town Manger Signature:

Town Manager Signature:

I. REQUEST:

ParkerPoe LLP, on behalf of Trinity Capital Advisors, has submitted an application requesting a Zoning Map Amendment to rezone approximately 20 acres at the end of Spectrum Drive and south of Interstate-87, identified by Wake County PINs 1743-34-4527, 1743-44-1236, 1743-44-4263, 1743-34-7185, and 1743-44-6261, from Rural Transition (RT) to Manufacturing & Industrial Conditional District (MI-CD) to allow for the construction of a 204,000 +/- square foot warehouse.

II. PROJECT PROFILE:

PROPERTY LOCATION:	Spectrum Drive			
WAKE COUNTY PIN:	1743-34-4527, 1743-44-1236, 1743-44-4263, 1743-34-7185, and			
William Cool(IIII)	1743-44-6261			
CURRENT ZONING DISTRICT	Rural Transition (RT)			
PROPOSED ZONING DISTRICT:	Manufacturing & Industrial Conditional District (MI-CD)			
NAME OF PROJECT:	Eastgate 540 Industrial Park Building #7			
APPLICANT:	ParkerPoe LLP			
PROPERTY OWNER:	Deborah Jane Tart, Melton E Tart Jr, Joyce C Liles, James Earl			
TROLEKTI OWNER.	Richardson, Graham Edward Richardson			
DEVELOPER:	Trinity Capital Advisors			
PROPERTY SIZE:	20.21 acres			
CURRENT LAND USE:	Vacant/Undeveloped			
PROPOSED LAND USE:	204,000 +/- square foot warehouse			
PROPOSED PARKING:	209 spaces			

III. BACKGROUND INFORMATION:

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

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

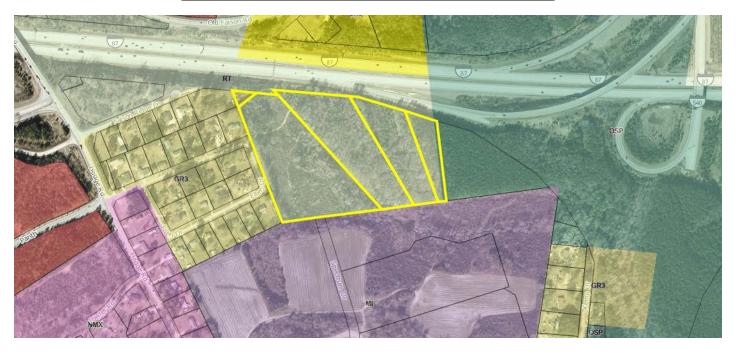


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IV. PROJECT SETTING – SURROUNDING ZONING DISTRICTS AND LAND USES:

The proposed rezoning includes four (4) parcels, located directly at the end of Spectrum Drive and south of Interstate-87. The parcels are located within the Town's Extra Territorial Jurisdiction and requires annexation into Corporate Limits, if approved.

DIRECTION	LAND USE	ZONING
North	Interstate-87	RT
South	Eastgate 540 Industrial Park	MI
East	Vacant, future I-540 ROW	OSP
West	Residential	GR3





Staff Report



V. CONDITIONAL DISTRICTS:

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

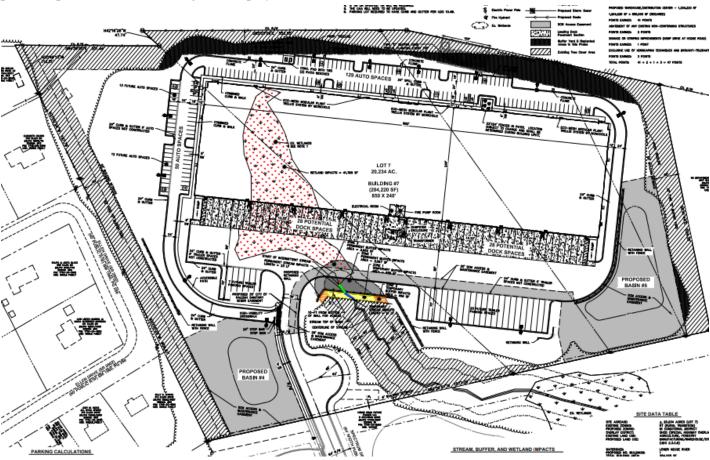
All standards and requirements of the corresponding General District shall be met, except to the extent that the conditions imposed are more restrictive than those standards. Within an approved Conditional District, no use shall be permitted except pursuant to the conditions imposed on the Conditional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

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



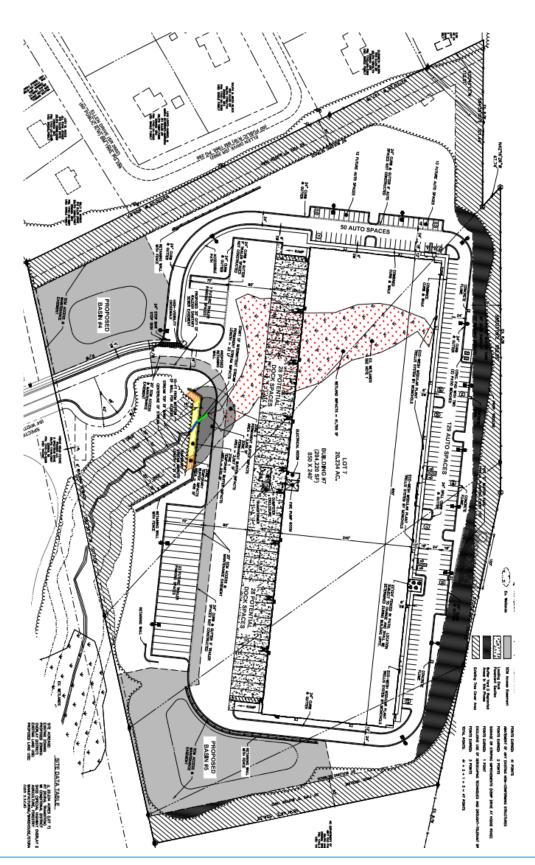
VI. PROPOSED MASTER PLAN:

The applicant has submitted a full Master Plan in accordance Section 16.6 of the UDO. The applicant is proposing a 204,00 +/- square foot warehouse with 209 parking spaces. These parking spaces include parking for tractor trailers and other large vehicles on-site. The plan shows a 50-foot wide Type D buffer along the northern, eastern, and western borders of the property, as required by the UDO. Additional elements required include the extension of Spectrum Drive onto the site, sidewalks providing pedestrian connection to the existing industrial park, parking lot landscaping and pedestrian plazas to provide shade and refuge for employees and visitors.





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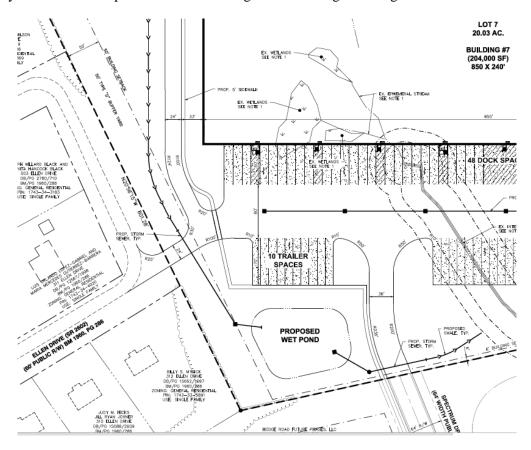
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STAFF SITE PLAN ANALYSIS:

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

Site Access

Early iterations of the plan showed access not only from Spectrum Drive, but also Ellen Drive to the west, through the existing residential neighborhood. After conferring with Police and Fire, staff suggested removing the western driveway to eliminate the potential for cut-through traffic through the neighborhood.

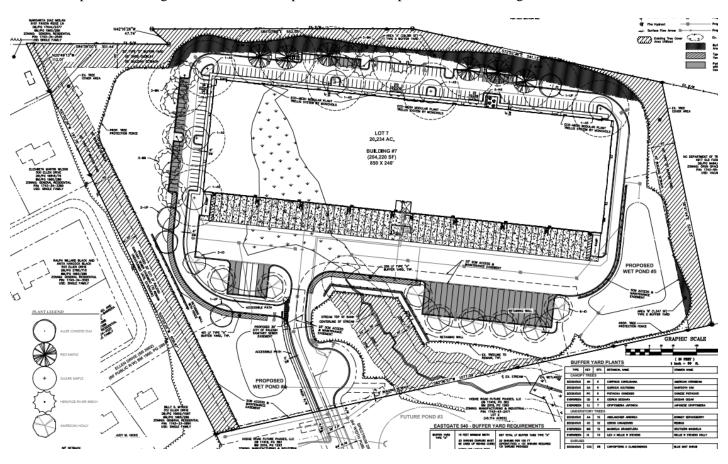




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Landscape Plan/Additional Landscaping

Due to the proposed zoning and that of the adjacent parcels, a 50-foot Type D Buffer along the northern, eastern, and western property lines is required. On the landscape plan below, the buffer is shaded in gray. Additional screening is provided along the parking lot and drive aisles in accordance with UDO Section 8.7. Canopy trees are provided along the western drive to provide shade for pedestrians accessing the site.

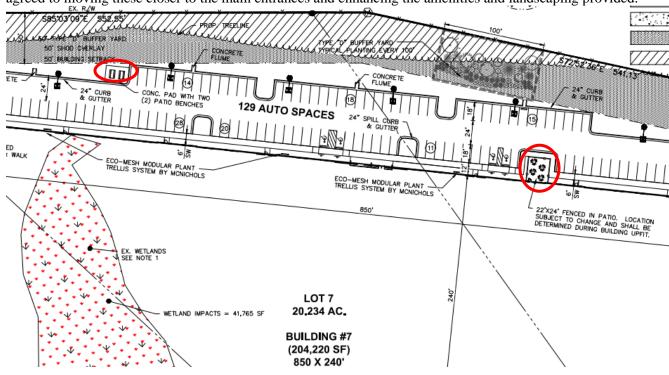




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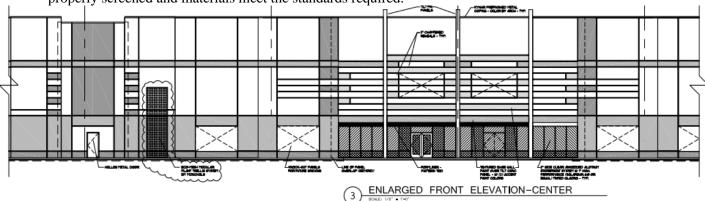
Pedestrian Plazas

Staff request the addition of pedestrian plazas near each building entrance for use by employees and visitors. The applicant has provided remote a pedestrian plaza and outdoor break area, highlighted below. The applicant has agreed to moving these closer to the main entrances and enhancing the amenities and landscaping provided.



Elevations

The proposed elevations and materials are generally compliant with UDO standards found in Chapter 5, as well as the existing character of the industrial park. Trellis' are proposed to provide green walls once vegetation reaches maturity. Additional information is needed to help clarify concerns regarding roof top HVAC units will be properly screened and materials meet the standards required.





VII. LEGISLATIVE CASE PROCEDURES:

Staff met with the development team in July 2020 to discuss the potential of a project at this location and worked with them through several preliminary sketch plan details. A Conditional District rezoning is a legislative public hearing, which requires certain application procedures including having a pre-application meeting with staff and holding a neighborhood meeting with any property owners within 200 feet of the outer boundaries of the subject development. Below is a timeline of the required elements.

Pre-application meeting: July 21, 2020

• Neighborhood Meeting Notices Mailed: December 29, 2020

• Neighborhood Meeting: January 14, 2021

The virtual neighborhood meeting was held via Zoom on January 14, 2021. One interested neighbor attended the meeting and inquired about traffic impacts, future development potential, buffers, and timeline. No one spoke in opposition to the project. A copy of the mailed notice, list of recipients, and summary of the meeting are attached as part of the application packet.

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

• First Class Letters Mailed: May 4, 2021

• Sign Posted on Property: May 4, 2021

• Legal Ad Published in the Wake Weekly: May 7 & 14, 2021

Following the formal submittal and review of the proposed master plan, the applicant met with the Development Review Committee (DRC) on April 8, 2021 to discuss the technical comments and details associated with the proposed subdivision plan. Staff disused with the applicant concerns involving parking, buffers, landscaping, pedestrian plazas, and elevations. 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 Eastgate 540 Industrial Park Building #7 proposal pending the applicant addressing the review comments and Town Council approving the Rezoning request.

VIII. PROPOSED CONDITIONAL DISTRCT REZONING:

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

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

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

- Storage-Warehouse, indoor storage
- Wholesaling and Distribution
- Agribusiness



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- Laboratory medical, analytical, research & development
- Manufacturing, Light
- Manufacturing, Neighborhood
- Media Production
- Research and Development

All other uses otherwise permitted in the MI Zoning District shall be prohibited.

- B. **Dimensional Standards**: The applicant is not proposing any deviations from the dimensional standards as found in Section 2.13 of the UDO for the MI Zoning District.
- C. **Parking**: The applicant is not proposing any deviations from the parking requirements as found in Section 10.3 of the UDO. Specifically, the applicant is proposing 209 car spaces, which include 55 future spaces for personal automobiles and tractor trailers, should they be warranted. While the UDO generally permits a maximum of 143 spaces, the applicant is providing additional tree canopy coverage in the parking lot and has designed the SCMs on site to reduce nitrogen in stormwater runoff. The UDO allows these providing for exceeding the parking space maximum to encourage better site design.
- D. **Public Utilities/Water Allocation Policy:** The applicant is proposing to connect to public water and sewer. The proposal is an extension of an existing development which has already met the requirements of the Water Allocation Policy.
- E. **Stormwater Management:** The applicant is proposing to construct two stormwater ponds, both shown on the southern portion of the site. The design of the stormwater management system will ensure that stormwater is treated in accordance with all UDO requirements.
- F. **Lighting**: The applicant is not proposing any deviations from the lighting standards as found in Section 11.4 of the UDO.
- G. **Signage**: All site signage will be reviewed under a separate zoning review; however, the applicant is not proposing any deviations from the standards as found in Section 12 of the UDO for the MI Zoning District.

IX. TRANSPORTATION ANALYSIS

As required by the UDO, a Traffic Impact Analysis (TIA) is necessary for any development proposal, as determined by the number of trips generated by the proposed use.

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 proposal anticipates adding roughly 50 peak hour trips during the morning and evening rush hour times. While the current and anticipated Level of Service (LOS) for intersections along Hodge Road falls below the minimum threshold required by the UDO, this proposal will be contributing to less than 2% of new trips. Future intersection improvements by adjacent developments will improve the LOS along Hodge Road in the coming years. Additionally, recent transportation improvements made by the Eastgate 540 Industrial Park include the signalization of Spectrum Drive and Hodge Road, widening of Hodge Road, and extending the turn lane to access the westbound on-ramp onto Interstate-87. Therefore, the TIA does not recommend or require additional improvements to existing roadways or intersections.



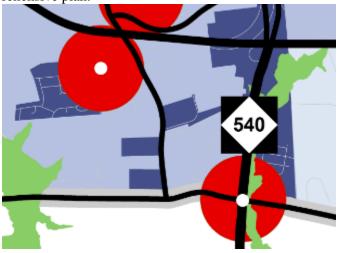
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X. COMPREHENSIVE PLAN:

A. Growth Framework Map

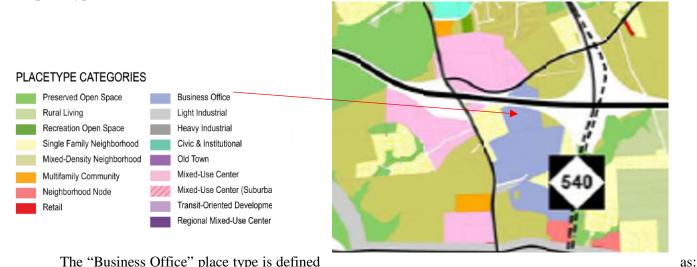
The Comprehensive Plan features the Growth Framework Map, a high-level tool for assisting in the decision-making process for development proposals. The intent is to prioritize development proposals based how well it fits within the existing conditions of the surrounding area. The map designates this area as a Target Investment Area, which defines areas more suitable for new development due to existing, nearby public infrastructure. This proposal is consistent

with this element of the comprehensive plan.



B. Growth & Conversation Map

The Growth & Conservation Map designates parcels in Knightdale into different place type categories based on their current state and the anticipated pattern of development. The subject property is designated as "Business Office" as a place type.



The "Business Office" place type is defined

Business office districts provide opportunities to concentrate employment in the Town on normal workdays. They include both largescale buildings with employees for one business and areas with one or more buildings for multiple businesses that support and serve one another. They are buffered from



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surrounding development by transitional uses or landscaped areas and are often located in close proximity to major highways or thoroughfares.

The parcel, combined with the surrounding areas, meet the definition of a Business Office place type. The Eastgate 540 Industrial Park currently comprises of just under one million square feet of industrial, manufacturing, distribution, and storage uses. This is the final phase of the park which features six other warehouse type buildings.

The Place Type Transect, seen below, builds off the Growth & Conservation Map and helps to illustrate how developments should blend as Knightdale grows. The "Business Office" Place Type falls into the Districts category.

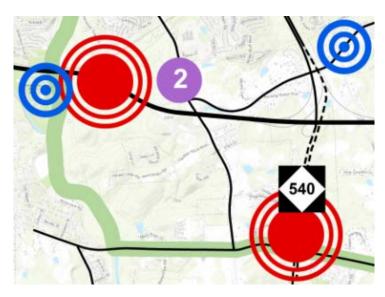




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A. Gateway Entrances Map

Gateways help those traveling into Knightdale easily identify their entrance into Town. There are no proposed gateways along the section of Hodge Road where the Eastgate 540 Industrial Park is located.



B. Trails and Greenways Map

The Trials & Greenway Map provides the general alignment of greenways in Knightdale. These trails should connect to the existing Town infrastructure or provide new recreational opportunities for residents. There are no greenway connections in the vicinity of the Eastgate 540 Industrial Park.





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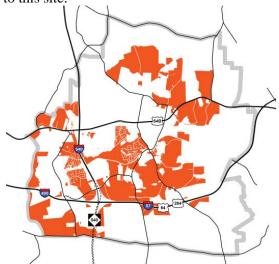
C. Street Network Map

The Street Network Map provides the general alignment of future road connections to help build a connected transportation network. The proposed site plan includes the extension of Spectrum Drive, however no new street connections are called for in this area.



D. Focus Area Studies

The Comprehensive Plan developed conceptual plans with the intent to guide development proposals in certain areas of Knightdale and build off the place type categories defined by the Growth & Conservation Map. There are no Focus Areas which apply to this site.





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 category would be applicable to this request.

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.

PROPOSED WRITTEN ADVISORY STATEMENT REGARDING PLAN CONSISTENCY:

"The proposed Zoning Map Amendment is consistent with the KnightdaleNext 2035 Comprehensive Plan as it supports the economic vitality of Knightdale. Further, it is consistent with the General Growth Framework Map as a Target Investment Area. The proposal is consistent with the Growth & Conservation Map's designation as a "Business Office" Place Type and falls within the "Districts" transect. 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:

A joint public hearing with the Land Use Review Board and Town Council was held at the May 20, 2021 Town Council meeting. The Town did not receive any comments during the public comment period. Council discussed permitted uses, pedestrian plazas, ways to protect the natural habitat on site, and opportunities to utilize the roof for renewable energy or stormwater management purposes. Staff will continue to work with the applicant on these items moving forward.

XII. LAND USE REVIEW BOARD SUMMARY

The Land Use Review Board is scheduled to consider this case at their meeting Monday evening, June 14. This staff report will be updated prior to the Town Council meeting on June 16 with their recommendation.

XII. STAFF RECOMMENDATION:

It is staff's recommendation that Town Council approves the request to rezone 20.23 acres of property identified by Wake County PINs 1743-44-1236, 1743-44-4263, 1743-34-7185, and 1743-44-6261, from Rural Transition (RT) to Manufacturing & Industrial Conditional District (MI-CD) to allow for the construction of a 204,000 +/- square foot warehouse, adopts the advisory statement seen below from staff regarding Comprehensive Plan consistency, and adopts Ordinance #21-06-16-001.

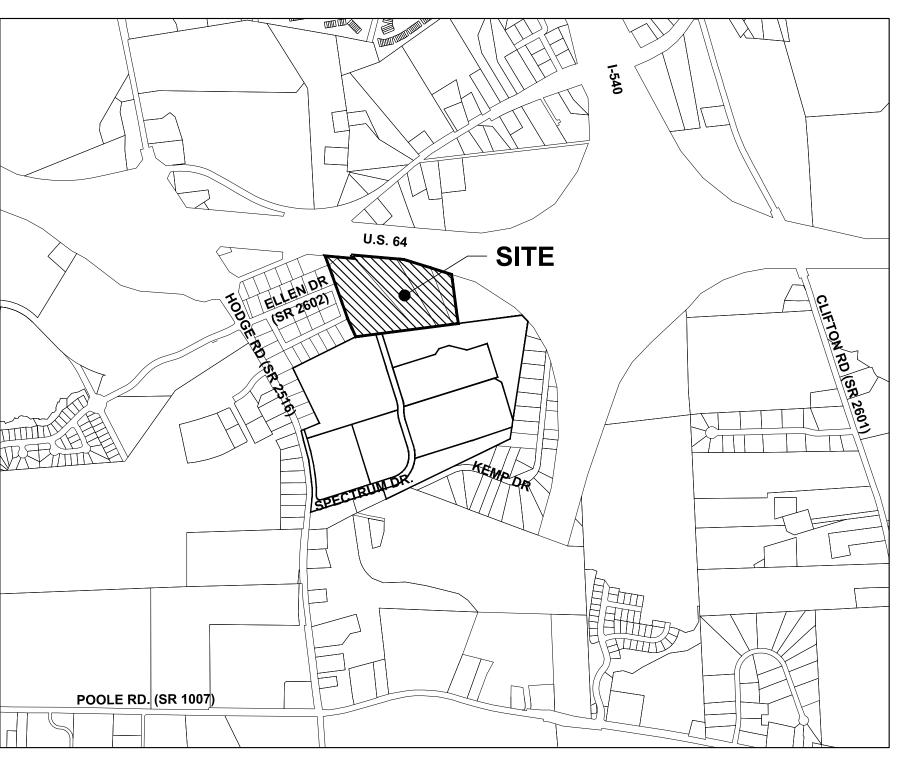


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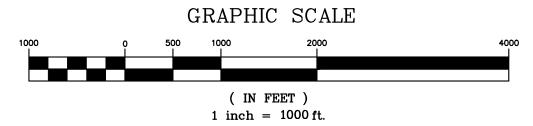
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MASTER PLAN EASTGATE 540

SPECTRUM DRIVE KNIGHTDALE, NORTH CAROLINA **ZMA-10-20**



VICINITY MAP SCALE: 1"=1,000'



DEVELOPER

HODGE ROAD FUTURE PHASES, LLC

440 S. CHURCH STREET SUITE 800 CHARLOTTE, NC 28202 PHONE (704) 295-0455

OWNER

DEBORAH JANE TART & MELTON E. TART JR. 4325 OLD FAISON ROAD KNIGHTDALE, NC 27545 PHONE (919) 266-2237

OWNER

GRAHAM EDWARD RICHARDSON 5829 COFFEY STREET RALEIGH, NC 27604

ENGINEER/SURVEYOR

ADVANCED CIVIL DESIGN, INC.

51 KILMAYNE DRIVE, SUITE 105

CARY, NC 27511 PHONE (919) 481-6290

FAX (919) 336-5127

OWNER

DEBORA T KEITH & PO BOX 1358 KNIGHTDALE, NC 27545

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GENERAL NOTES

- 1. THIS PROJECT IS AN ADDENDUM TO THE PREVIOUSLY APPROVED MASTER PLANS TITLED "MASTER PLAN HODGE ROAD BUSINESS PARK" (ZCP-15-15) WHICH WAS APPROVED BY TOWN COUNCIL ON OCTOBER 15, 2015.
- 2. THIS PROJECT WILL AMEND THE EXISTING UTILITY ALLOCATION AGREEMENT (DB 16530, PG 1938) TO INCLUDE THIS SITE.
- 3. THE FOLLOWING MODIFICATIONS MADE DURING PREPARATION OF THE CONSTRUCTION AND/OR BUILDING PERMIT PLANS THAT DO DIFFER FROM THE APPROVED MASTER PLAN SHALL NOT REQUIRE THE MASTER PLAN TO BE AMENDED BY SUBMITTED TO THE TOWN
- NUMBER AND LOCATION OF DOCK DOORS
 NUMBER AND LOCATION OF PARKING SPACES
 NUMBER AND LOCATION OF TRAILER PARKING SPACES LOCATION OF SITE AND BUILDING INGRESS AND EGRESS



HODGE

Date: 04/15/2021

Scale: 1" = 1,000' Drawn By: | Checked By

JLB **Project Number:**

19-0001-988 **Drawing Number:**

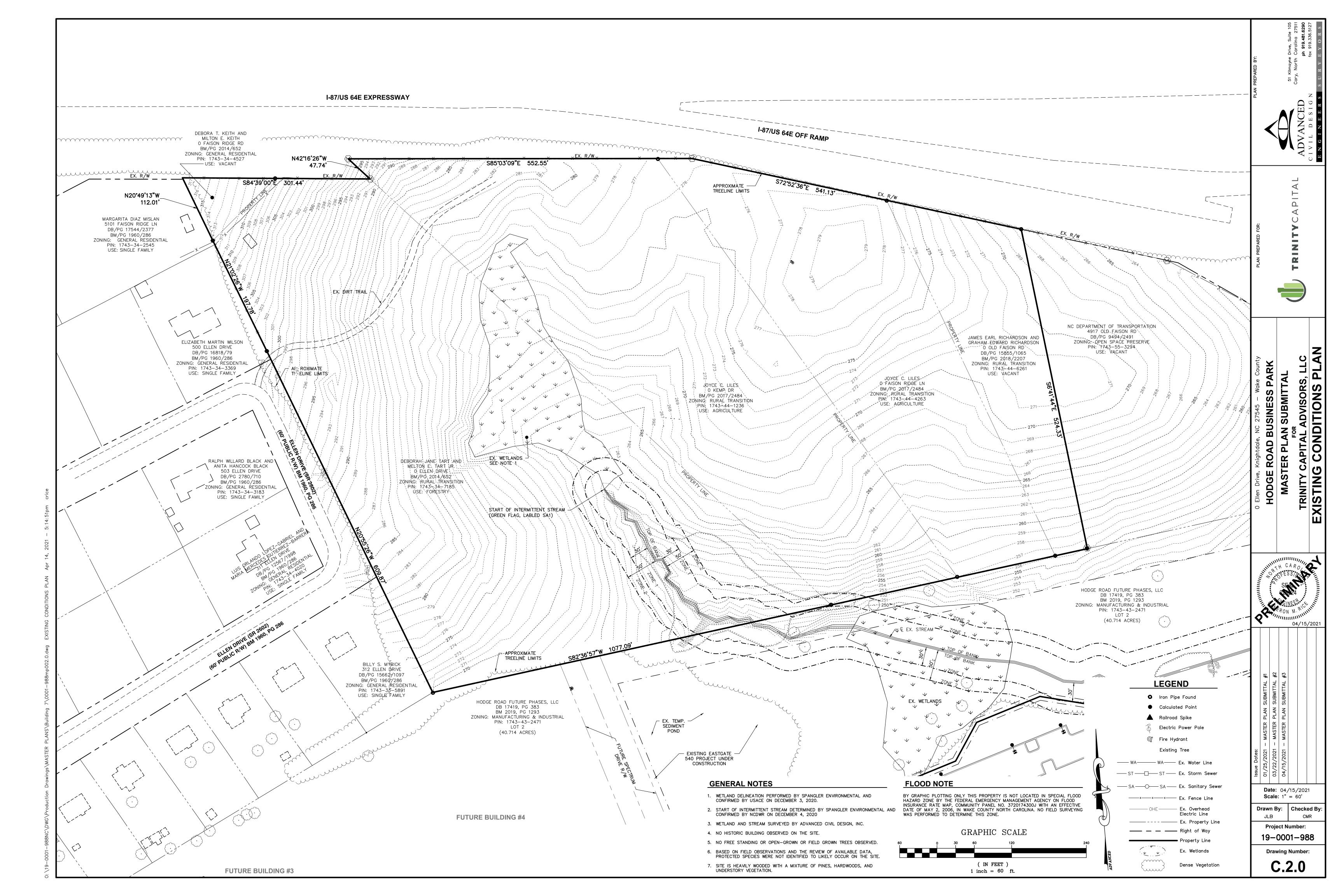
OWNER **JOYCE C. LILES**

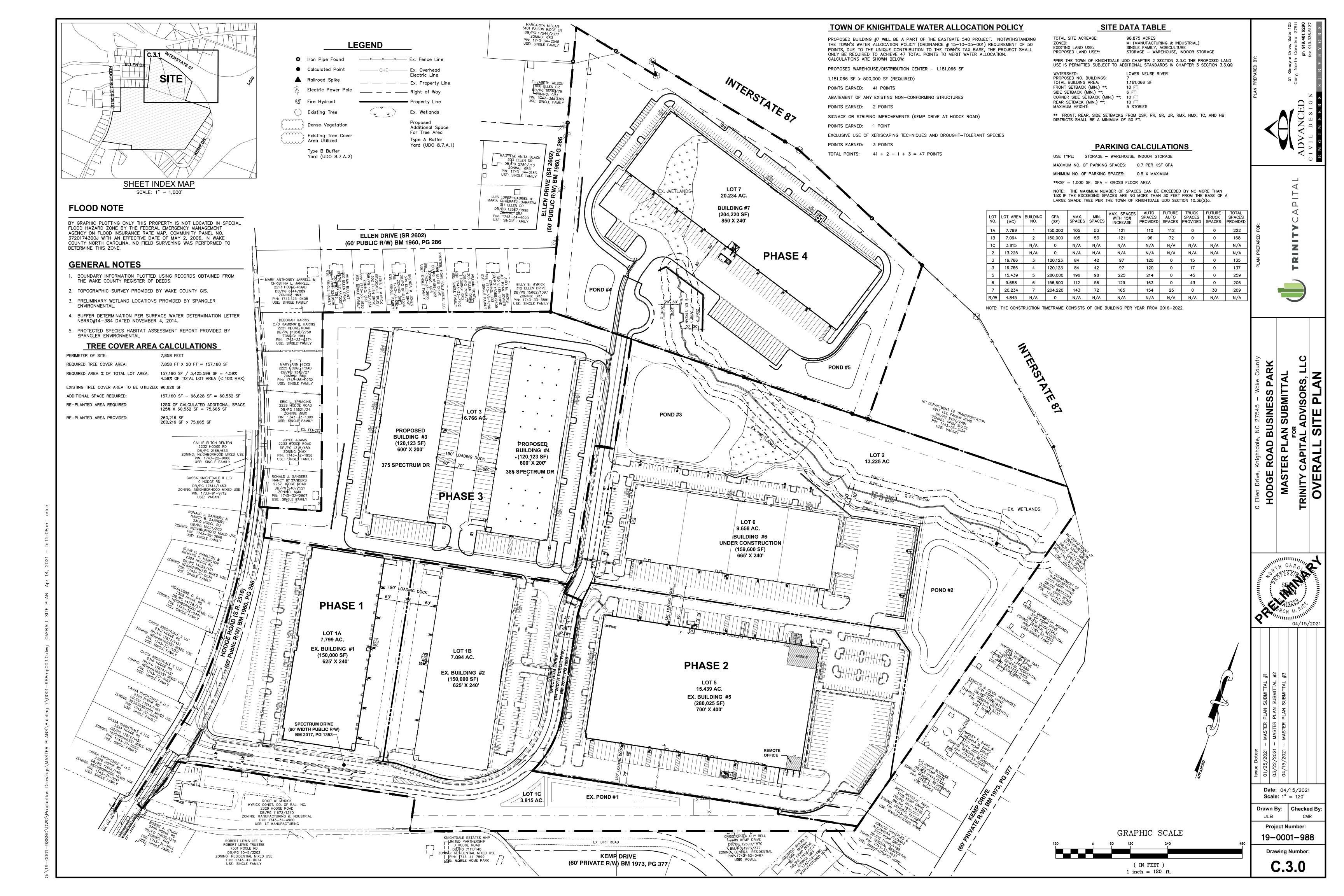
4040 CLIFTON ROAD KNIGHTDALE, NC 27545

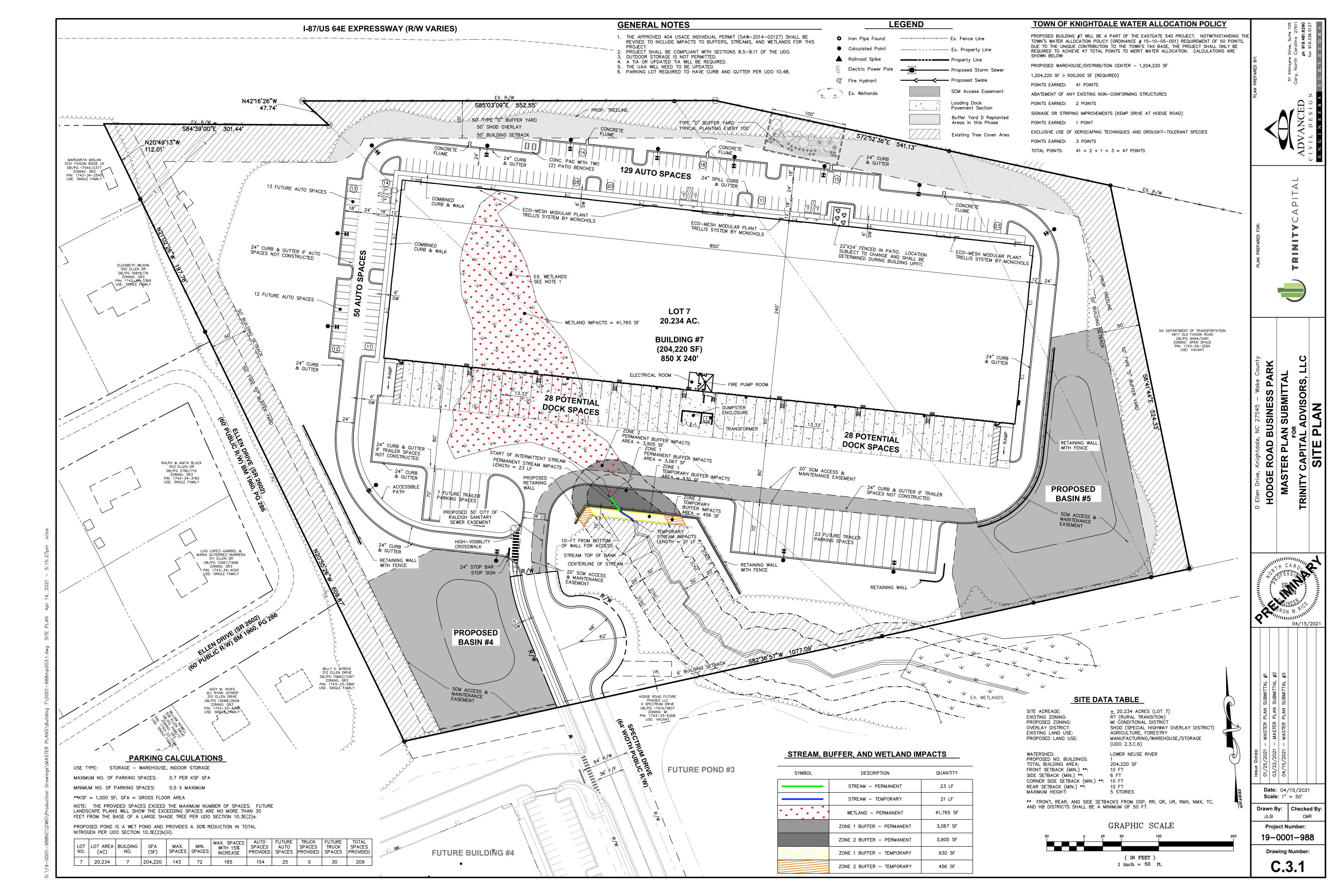
PHONE (919) 266-0303

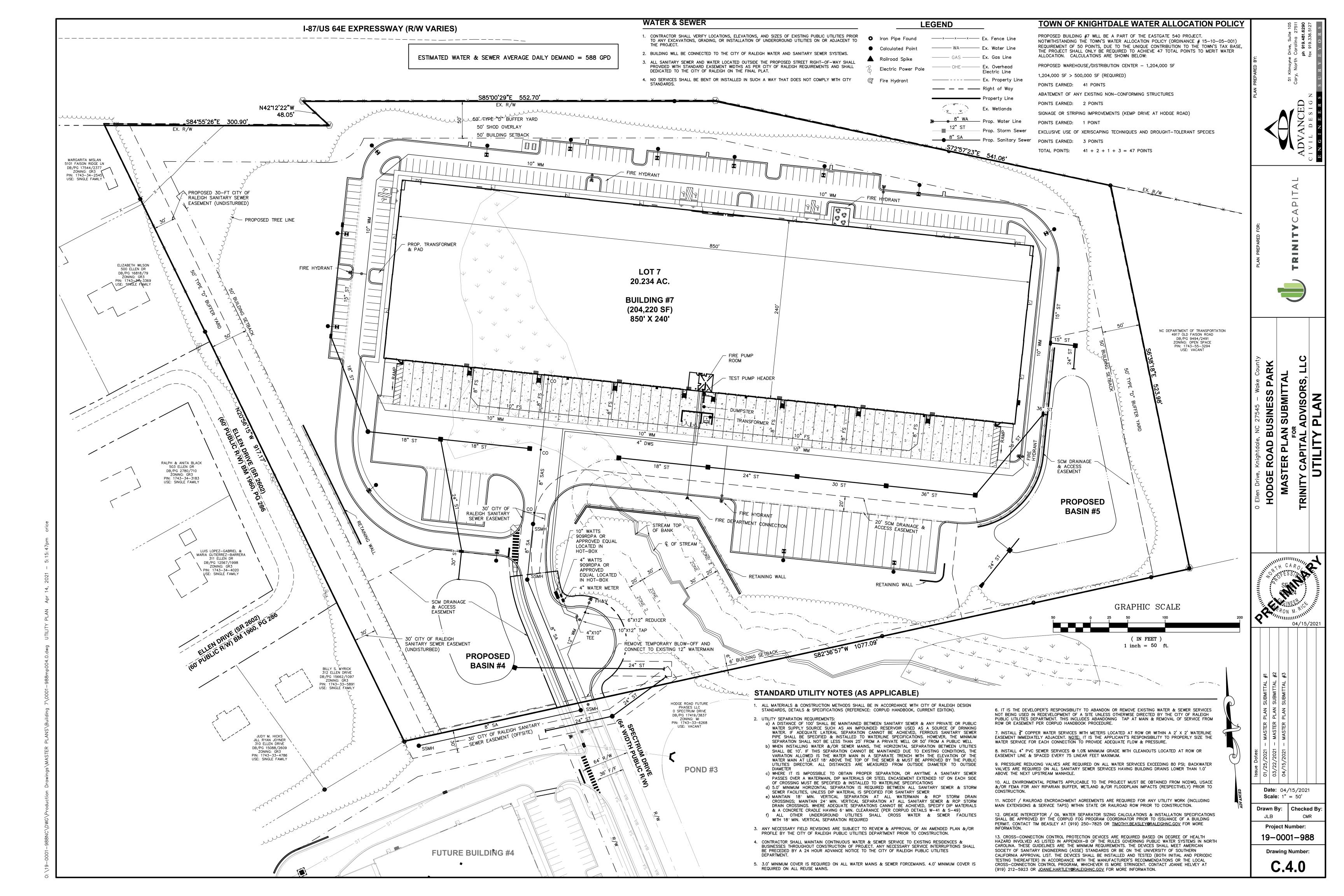
JAMES EARL RICHARDSON &

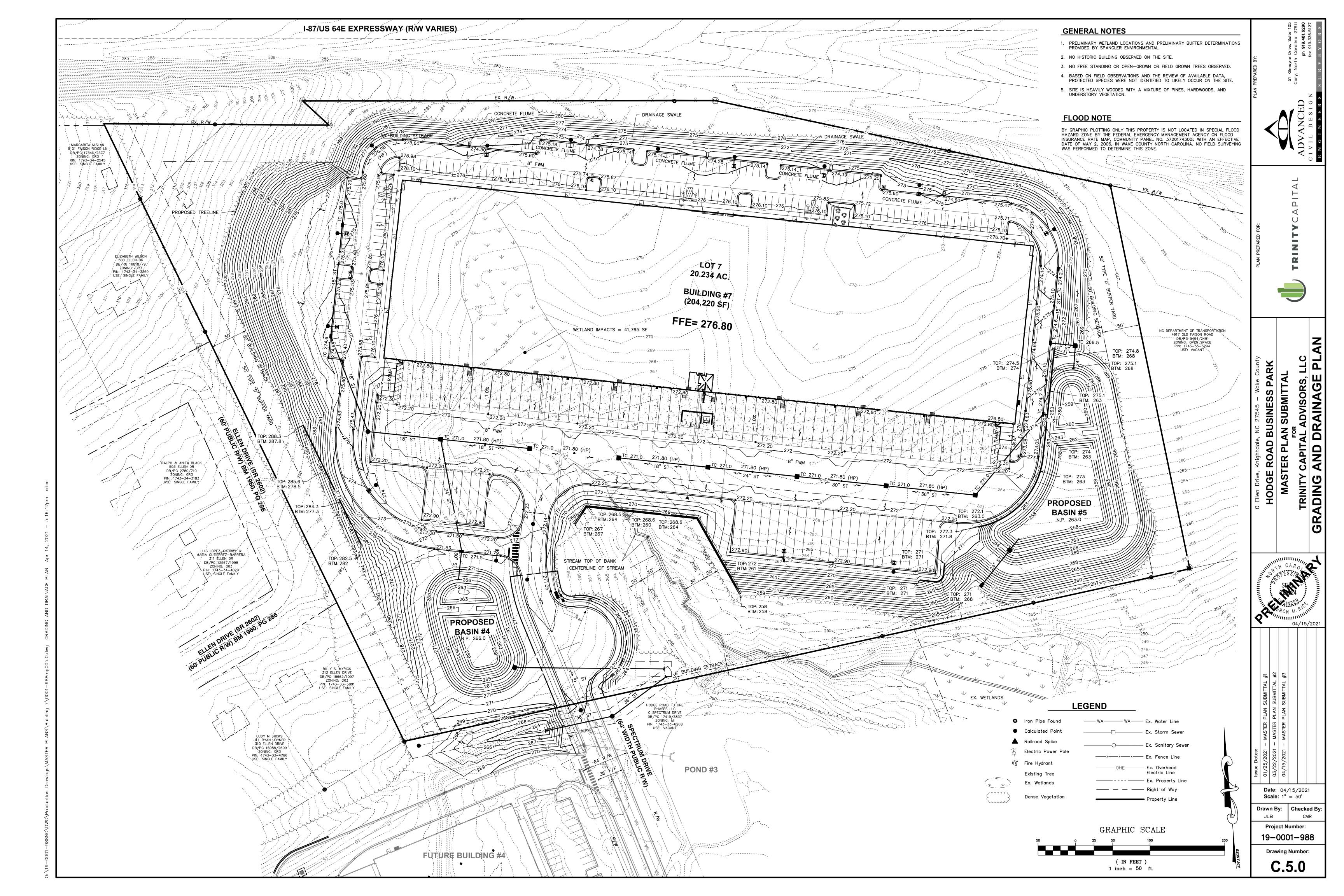
MILTON E KEITH

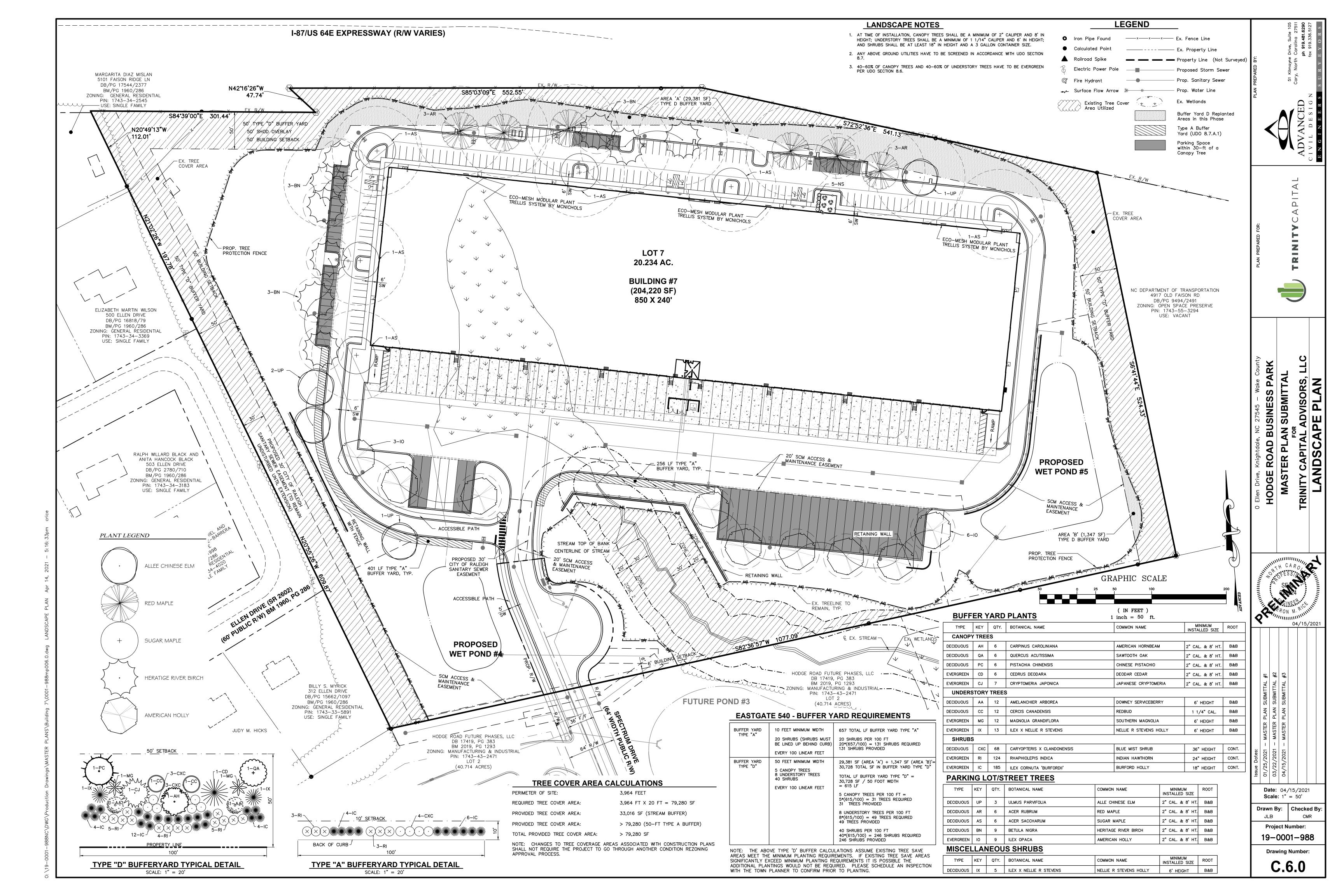


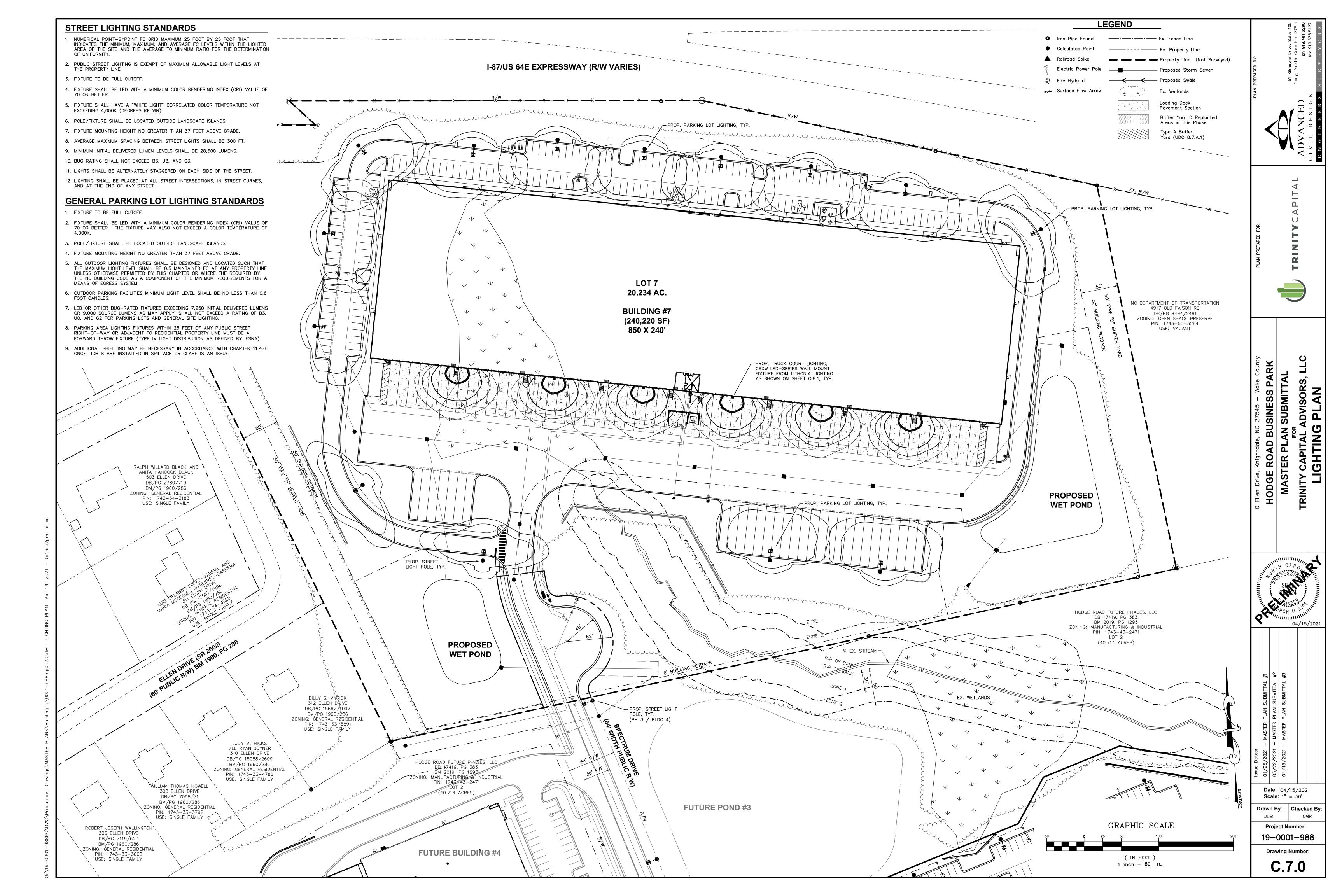


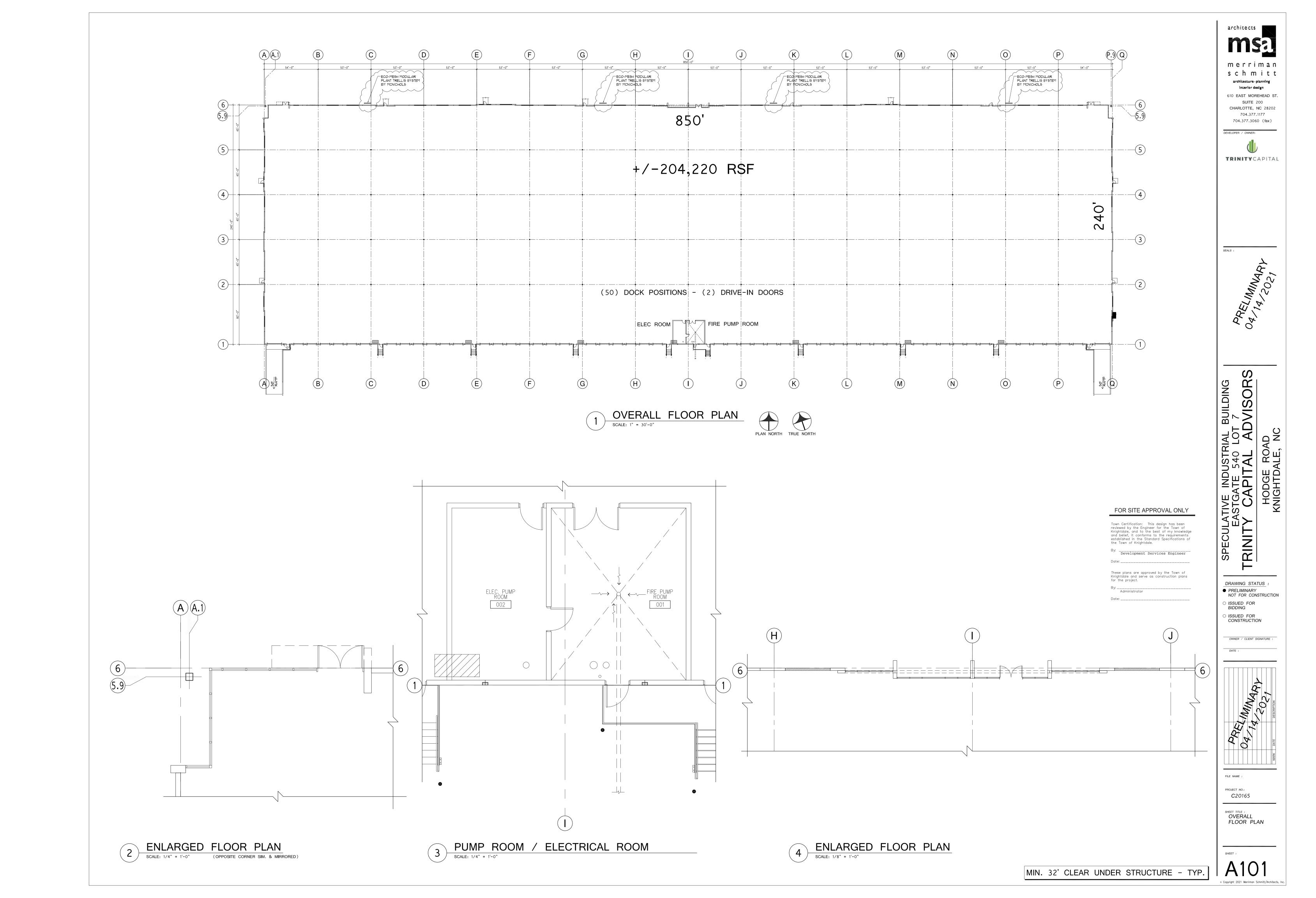


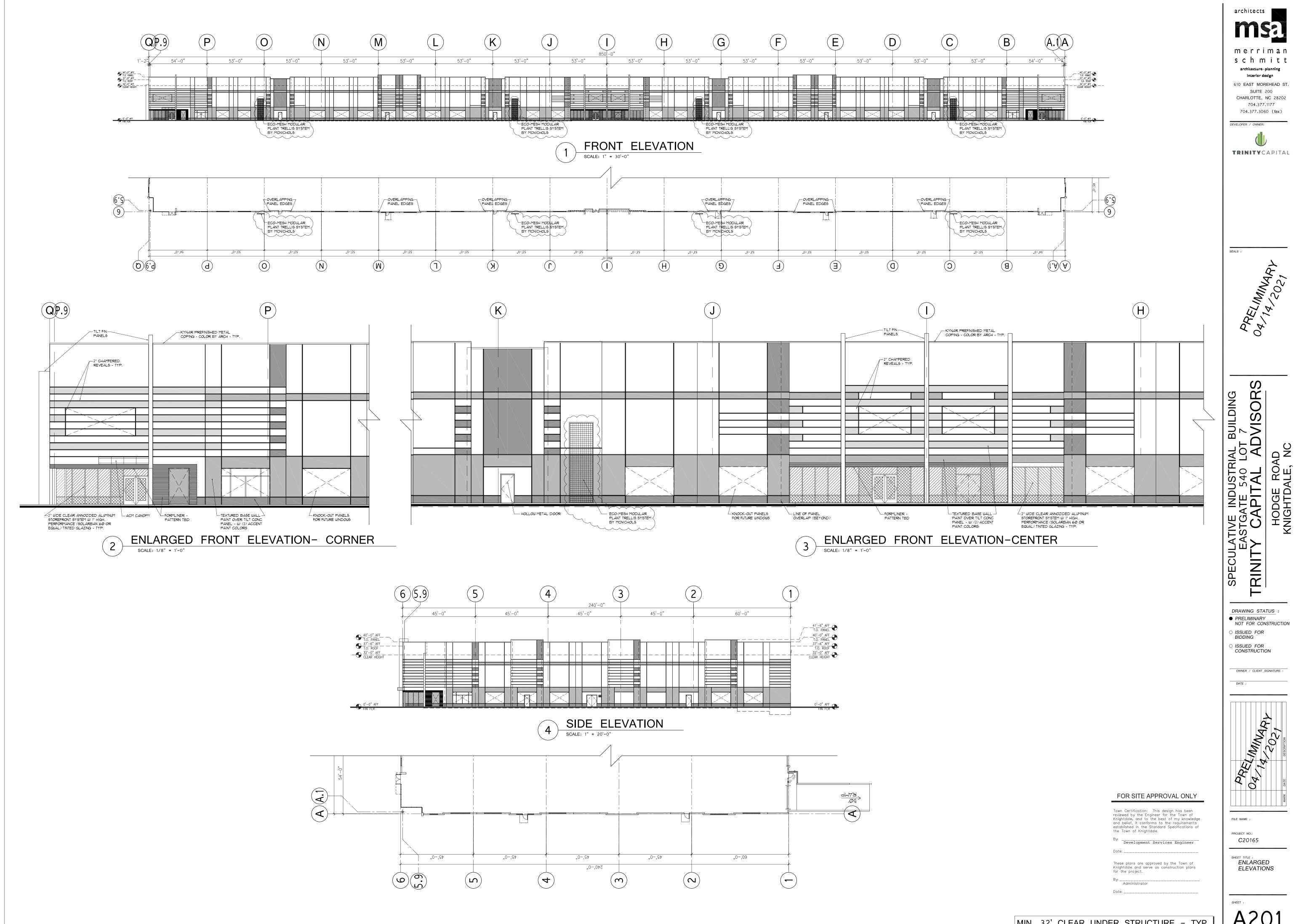












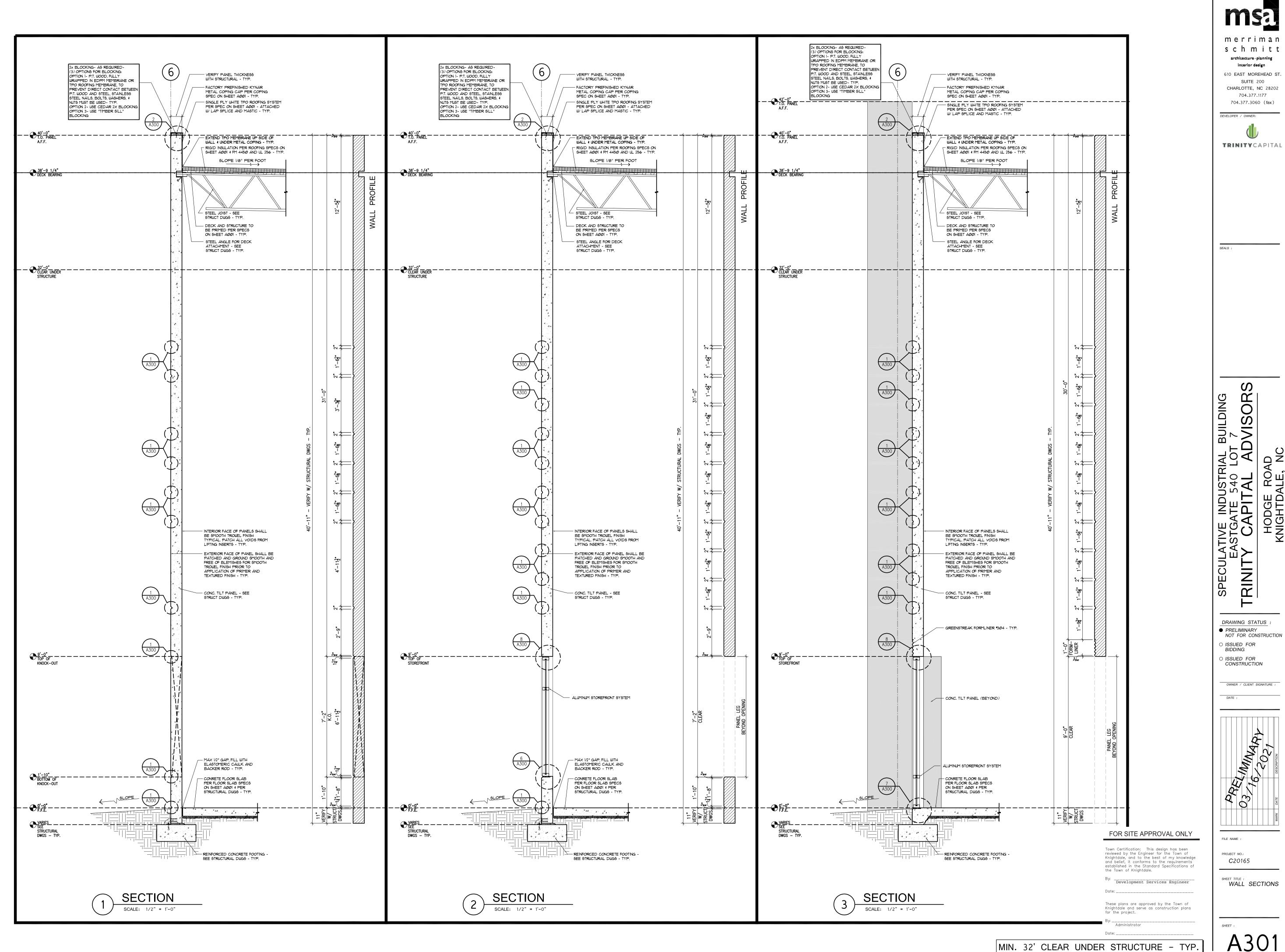
architects merriman schmitt

interior design

SUITE 200

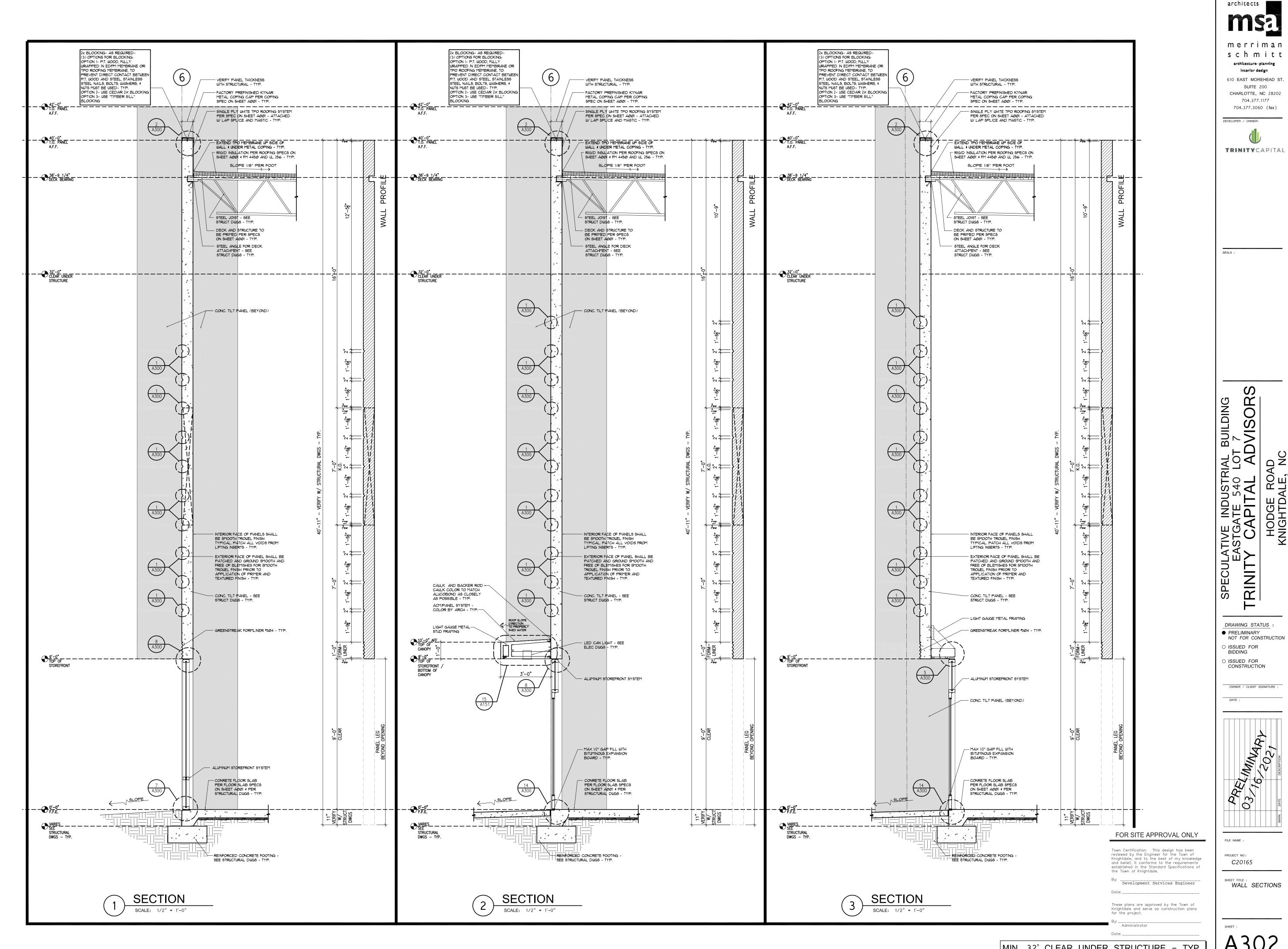
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MIN. 32' CLEAR UNDER STRUCTURE - TYP.

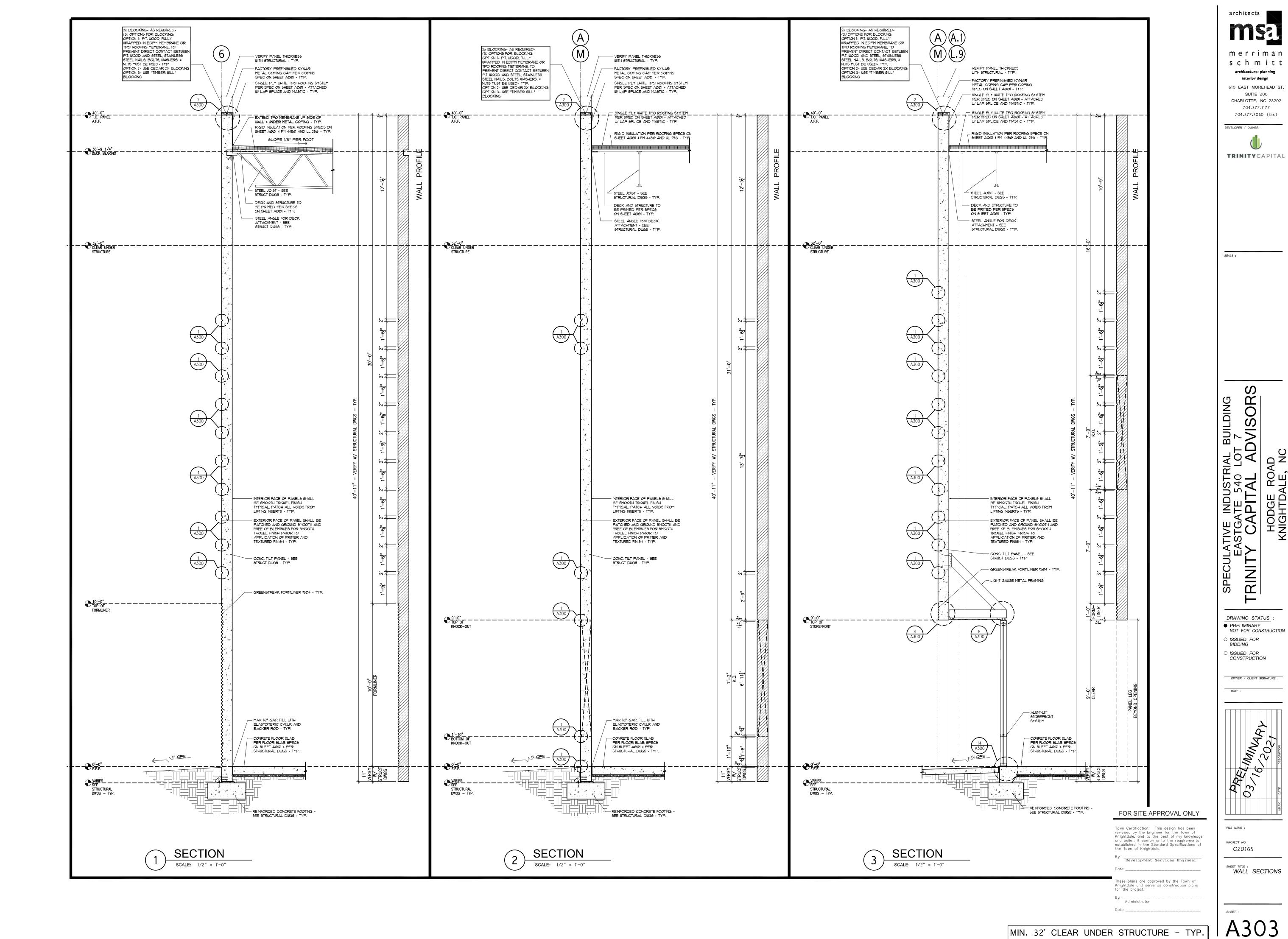


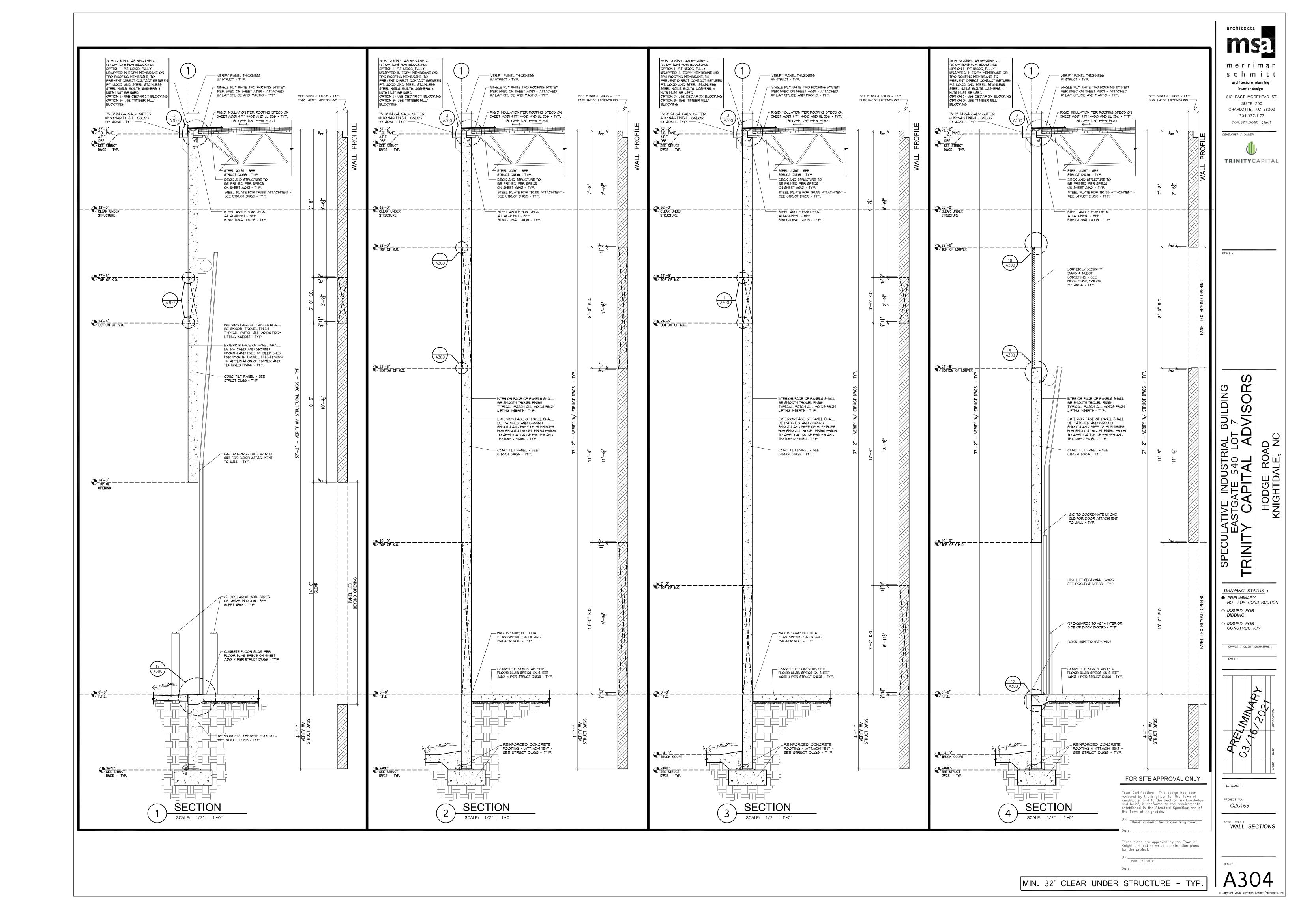
architects merriman schmitt

HODGE KNIGHTDA

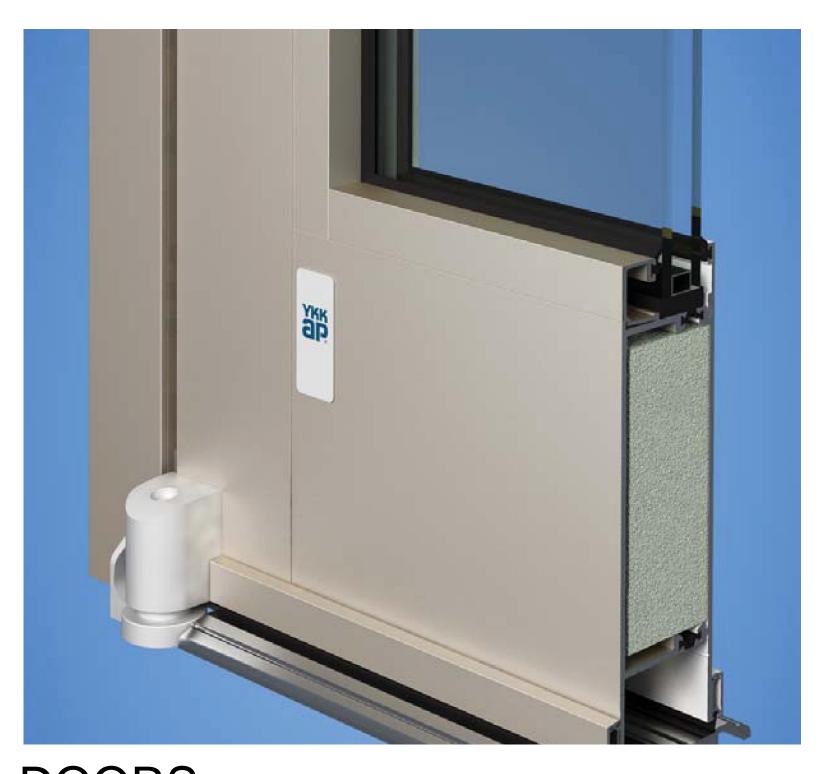


MIN. 32' CLEAR UNDER STRUCTURE - TYP.





SW 7666 FLEUR DE SEL



*YS1N Clear

SW 7668 MARCH WIND

DOORS
NOTE:
SHALL BE CLEAR ANODIZED ALUMINUM



SW 7673 PEWTER CAST



SW 7674 PEPPERCORN



WINDOW FRAMES

NOTE:

SHALL BE CLEAR ANODIZED ALUMINUM





December 29, 2020

Dear Knightdale Area Property Owner:

You are invited to a neighborhood meeting to learn more about a proposed project adjacent to or near your property. A Neighborhood Meeting is required by the Town of Knightdale Unified Development Ordinance and all property owners within 200 feet of the proposed development must receive notification of the meeting. The meeting will be an opportunity for residents and property owners to learn more about the project and provide feedback. This is the very beginning of the rezoning process prior to submitting an application to the Town. Following this meeting, the next steps include possible revisions to the plan based on comments received, application submittal, a Town Council Joint Public Hearing, a Land Use Review Board meeting, and finally the Town Council decision.

Meeting Date: January 14, 2021 Meeting Time: 6:00 – 8:00 pm

<u>Meeting Location</u>: The meeting will be held virtually. You can participate online via Zoom or by telephone.

To participate in the Zoom online meeting:

Visit: https://zoom.us/join

Enter the following meeting ID: 852 0087 1098

Enter the following passcode: 860052

To participate by telephone:

Dial: 1 929 436 2866 Enter the following meeting ID: 852 0087 1098 #

Enter the Participant ID: #

Enter the following passcode: 110431 #

Application Type: Conditional district rezoning

Approving Authority: Town Council Legislative Approval

Address/PIN: 0 Ellen Rd (PIN 1743347185)

0 Kemp Dr (PIN 1743441236)

0 Faison Ridge Ln (PIN 1743444263)0 Old Faison Rd (PIN 1743446261)

<u>Description of Proposal</u>: The applicant is requesting to rezone four parcels of land in order to build an addition to the Eastgate 540 warehouse development located directly to the south. The land is currently zoned Rural Transition (RT) and is proposed to be rezoned to Manufacturing and Industrial Conditional District (MICD), with the Special Highway Overlay District (SHOD) along the northern property line bordering Interstate 87. The proposed use is storage (warehouse, indoor storage) with one building approximately 200,000 square feet.

Estimated Submittal Date: January 25, 2021

Enclosed is a map showing the location of the properties being considered for this proposal. Additional materials and information may be available at the meeting. Please see the Development Services 2021 Meeting and Submittal Schedule for future public meetings dates (https://www.knightdalenc.gov/sites/default/files/uploads/DevelopmentServices/submittal_and_meeting_schedule_2020_2.pdf).

If you have any questions, comments, or concerns about the proposal prior to the meeting you may contact me at (919) 835-4023 or via email at markfrederick@parkerpoe.com. These will be recorded as part of the meeting summary, which is submitted to Town staff and elected officials. You may also contact the Town of Knightdale Development Services Department at (919) 217-224X.

Thank you,

Mark Frederick

Cc: Town of Knightdale Development Services Department

Meeting Agenda

- 1. Applicant presentation: applicant will describe the nature of this rezoning request.
- 2. Public questions: applicant will field any questions from the public.

Vicinity Map w/ Current Knightdale Zoning



3

PPAB 6018405v1



Project Contact Information

Project Name: Eastgate 540 Lot 7		_ Proposed Zoni	ng: Manufacturing and Industria	
			Conditional District	
Location <u>:</u> 0 Ellen Rd, 0 Kemp Dr, 0 Faison Ric	dge Ln,	0 Old Faison Ro	<u> </u>	
Property PIN(s): <u>1743347185, 1743441236,</u> 1743444263, 1743446261		_ Acreage/Square Feet: 20.03 acres total		
Property Owner: Trinity Capital Aquisitions, L	LC (und	ler contract)		
Address: 3020 Carrington Mill Boulevard, Suite				
City: Morrisville	_State:_	NC	_Zip:_27560	
Phone: 704-295-0455		_Email:_sls@tri	nitycapitaladvisors.com	
Developer: Trinity Capital Advisors, LLC				
Address: 440 S. Church Street, Suite 800				
City: Charlotte	_State:_	NC	_Zip:28202	
Phone: 704-295-0455		_Email:_sls@tri	nitycapitaladvisors.com	
Engineer: Advanced Civil Design				
Address: 51 Kilmayne Drive, Suite 105				
City: <u>Cary</u>	_State:_	NC	_Zip: <u>27511</u>	
Phone:		_Email:		
Builder (if known): Frampton Construction				
Address: 4500 Cameron Valley Parkway, Suit	e 220			
City: Charlotte	_State:_	NC	Zip: 28211	
Phone:		_Email:		



Electronic Neighborhood Meeting Guidelines

In response to the COVID-19 pandemic, the Town of Knightdale Development Services Department has established this set of guidelines for compliance with <u>UDO Section 15.3.C</u> regarding Neighborhood Meetings. An Electronic Neighborhood Meeting is only permitted during times of limited group gatherings, as a means of compliance with UDO regulations, and to ensure proposals remain on a relatively normal timeline.

Why are Neighborhood Meetings required?

UDO Section 15.3.C requires a Neighborhood meeting prior to the submittal of any Zoning Map Amendment or Special Use Permit. The goal is to solicit feedback from neighboring residents to assist in bettering the proposal prior to the required public hearing. Applications for proposals must be submitted within six (6) months of the meeting (Sec 15.3.C.1); failure to submit within this time will require a subsequent meeting.

Roles and Responsibilities

All stakeholders will be given the opportunity to speak and provide constructive comments, ask clarifying questions, and make realistic suggestions to contribute to the development of Knightdale. The conversation should remain respectful; disruptive behavior will not be allowed. The roles of all participants are defined below.

- ☐ Facilitator Assistant Town Manager
 - Ensures meeting efficiency and maintains order
 - Ensures accurate description of proposal
 - Allows for constructive comments/questions
 - Receives and documents questions for staff and/or developer
- ☐ Staff Liaison Development Services Staff Member
 - Listens to and records comments/questions
 - Answers process and ordinance related question
- ☐ Developer Applicant and Development Team
 - Presents the project accurately
 - Listens to and records comments/questions
 - Answers general questions
- ☐ Community Residents, Property Owners, Business Owners
 - Receives project details
 - Asks productive questions
 - Provides practical comments



Instructions for Applicants

Applicants shall coordinate the scheduling of meetings with Town staff prior to sending notifications. The applicant will select an electronic meeting platform (Zoom, Microsoft Teams, WebEx, GoToWebinar, etc.) which is accessible to and intuitive for the general public. The meeting shall be scheduled Tuesdays or Thursdays, between 5:00 p.m. to 7:00 p.m., and accessible during that entire window of time. The meeting cannot be held on Town observed holidays.

The following guidelines are required for the applicant to be considered in compliance. Failure to adhere to these guidelines will require the applicant to hold a new neighborhood meeting.

	Mailed Notice Requirements:
	According to UDO Section 15.3.C.1, the applicant shall send written notices of the meeting via
	first-class mail at least 10 days prior to the meeting to property owners within 200 feet of the
	proposed project. See attached template.
	The applicant will be required to include in the attached mailed notice (on applicant
	letterhead), a vicinity map which contains the existing zoning and a map of the proposed
	development and zoning.
	The attached "Project Contact Information" sheet (on applicant letterhead).
	An agenda for the meeting shall be included with the mailed notice, including an explanation
	of the process for which the meeting is being held, an explanation of next steps (possible
	revisions to the plan based on comments received, Town Council Joint Public Hearing, Land
	Use Review Board meeting, Town Council decision), and an overview of development
	proposal.
	Include these guidelines (pages 1 and 2) with the mailed notices to property owners.
_	Submittal Document Requirements:
	The attached "Summary of Electronic Neighborhood Meeting Discussion" sheet filled out,
	consisting of questions or concerns by attendees, responses from the applicant, any questions
	or concerns received prior to the meeting, and a description of how the applicant proposes to
	respond to neighborhood concerns or changes made as a result of the meeting.
	The attached "Electronic Neighborhood Meeting Attendance" sheet.
	The attached "Affidavit of Conducting an Electronic Neighborhood Meeting and
	Issues/Responses Submittal".
	All the above items listed under "Mailed Notice Requirements" sent to applicable property
	owners.
	Additional requirements:
	Auditional requirements.

☐ Should any attendee request follow up information, the applicant will be required to maintain

communication and inform town staff.

NEIGHBORHOOD MEETING JANUARY 14, 2021

Eastgate 540, Lot 7 Rezoning

OVERVIEW

- I. Purpose
- II. Roles
- III. Introductions
- IV. Project
- V. Timeline
- VI. Q&A

PURPOSE

- Who received notification?
 - Property owners within 200 feet of the proposal
- Why we're holding the meeting?
 - Unified Development Ordinance requirement to meet with property owners & residents
 - To have an opportunity before the Town Council Public Hearing to receive feedback
 - To improve the proposal with that feedback
- How will we do that?
 - Following tonight's meeting, the applicant & Town staff will discuss your comments
 - Look for ways to improve the proposal using your comments

ROLES

- Property Owner/Resident:
 - Learn about the proposal
 - Provide feedback
 - Engage in improving Knightdale
- Developer:
 - Share the proposal
 - Hear concern
 - Improve the plan
- Town Staff
 - Moderate the conversation
 - Document concern
 - Answer process related questions

PROJECT DEVELOPMENT TIMELINE

Neighborhood Meeting

Special Use Permit/Master Plan & ZMA Application Submitted

DRC Review

Town Council Joint Public Hearing

LURB Recommendation

Town Council Decision

INTRODUCTION

Developer/Development

Team

- Town Staff
- Residents/PropertyOwners



PROJECT DETAILS

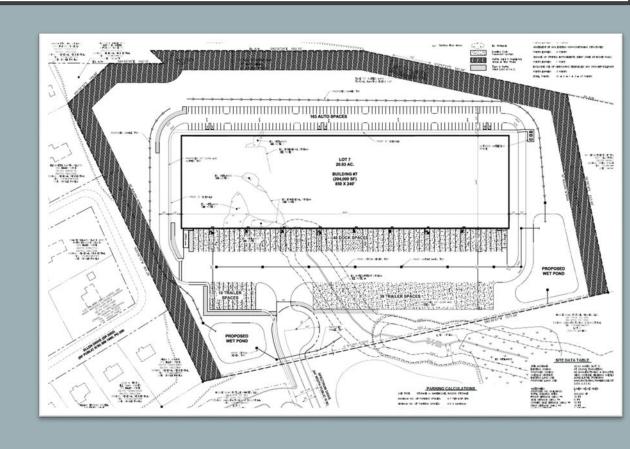
Current Zoning/Use





Knightdale Growth and Conservation Map

PROJECT DETAILS/SITE PLAN



PROJECT DEVELOPMENT TIMELINE

- Neighborhood Meeting Date: January 14, 2021
- Anticipated Application Submittal Date: January 25, 2021
- Anticipated Town Council Joint Public Hearing: March 17, 2021
- Anticipated Land Use Review Board Recommendation: April 12, 2021
- Anticipated Town Council Decision: April 21, 2021

Q&A

- Developer Representative: Mark Frederick (Parker Poe)
 - 919-835-4023
 - markfrederick@parkerpoe.com
- Development Case Manager (Town): Kevin Lewis
 - 919-217-2243
 - Kevin.lewis@knightdalenc.gov



Neighborhood Meeting Summary

For ZMA-10-20 Eastgate 540 Building 7

1. Date: 1/14/21

2. Location: Zoom

3. Applicants Present: Sherrie Chaffin, Trinity Capital Partners; Mark Fredricks, ParkerPoe; Russell Killen, ParkerPoe; Cameron Rice, Advanced Civil Design

4. Staff Present: Chris Hills, Development Services Director; Kevin Lewis, Senior Planner

5. Number of Citizens in Attendance: 1

6. Start time: 6:00 pm

7. End time: 7:00 pm

8. Process Guide

a. Public Hearing Meeting: May 19, 2021

b. LURB Meeting: June 14, 2021

c. Town Council Action: June 16, 2021

- 9. Summary of Questions and Concerns by Citizens:
 - a. Will there be any buffers or existing vegetation maintained on the site? A 50' wide Type D buffer is required, with existing vegetation to remain in as many placed as possible.
 - b. What will the impacts to traffic along Hodge Road look like? At the time of the neighborhood meeting, the TIA is still under development. The applicant anticipates minimal impact due to the limited scope of the proposal.
 - c. Are there any future plans for additional development in Eastgate? This is the last logical phase of the industrial park, much of the surrounding land is either residential in nature and already developed, or future ROW for the extension of I-540.

Owner	Mail Address 1	Mail Address 2	Mail Address 3
BLACK, RALPH WILLARD BLACK, ANITA H	503 ELLEN DR	KNIGHTDALE NC 27545-9745	
HICKS, JUDY M JOYNER, JILL RYAN	2725 HODGE RD	KNIGHTDALE NC 27545-9393	
HODGE ROAD FUTURE PHASES LLC	TRINITY CAPITAL ADVISORS LLC	440 S CHURCH ST STE 800	CHARLOTTE NC 28202-2075
KEITH, DEBORA T KEITH, MILTON E	PO BOX 1358	KNIGHTDALE NC 27545-1358	
LILES, JOYCE C	4040 CLIFTON RD	KNIGHTDALE NC 27545-9120	
LOPEZ-GABRIEL, LUIS ORLANDO GUTIERREZ-BARRERA, MARIA MERCEDES	311 ELLEN DR	KNIGHTDALE NC 27545-9743	
MISLAN, MARGARITA DIAZ	5101 FAISON RIDGE LN	KNIGHTDALE NC 27545-9195	
MYRICK, BILLY S	3120 HODGE RD	KNIGHTDALE NC 27545-8700	
NC DEPARTMENT OF TRANSPORATION	815 STADIUM DR	DURHAM NC 27704-2713	
PEREZ, JOSE SALOMON MELO MORALES, TERESA LARA	1121 OAKGROVE DR	KNIGHTDALE NC 27545-9299	
RICHARDSON, JAMES EARL RICHARDSON, GRAHAM EDWARD	5829 COFFET ST	RALEIGH NC 27604	
TART, DEBORAH JANE TART, MELTON E JR	4325 OLD FAISON RD	KNIGHTDALE NC 27545-9179	
WILSON, ELIZABETH MARTIN	8420 POOLE RD	KNIGHTDALE NC 27545-9154	