



**TOWN OF KNIGHTDALE**  
*Planning & Engineering Committee*

**6:00 pm**

Monday, November 9, 2015  
950 Steeple Square Court, Conference Room  
Knightdale, NC 27545

## **Minutes**

### **I. CALL TO ORDER**

Councilor Tripp *called* the meeting to order at 6:04 p.m.

***The following members were present:***

***Town Council Members present:*** Councilor Swan, Councilor Tripp

***LURB Member Liaisons present:*** Pete Mangum

***Staff Members present:*** Chris Hills, Jason Brown, Joseph Turner, Matt Christian, Donna Tierney

### **II. APPROVAL OF MINUTES**

September 14, 2015

**Councilor Swan moved to accept the minutes of the September 14, 2015 meeting as presented. Mr. Mangum seconded the motion. The motion passed unanimously.**

### **III. OLD BUSINESS**

#### **A. Discussion of Parking in Front Yards (OTAC Request)**

Senior Planner Jason Brown recapped the committee's previous decision to move forward with the more flexible option for front yard parking. However, the Town Attorney was not comfortable with it being in the discussed section of the Town Code. Currently staff is researching other options and deciding whether it is best in the Town Code or UDO.

Development Services Director Chris Hills further explained that the issue is actually a land use issue, but where it was previously placed made it a traffic code violation for police to enforce.

Councilor Swan inquired if the policy had to apply to the ETJ if put in the UDO. Mr. Hills confirmed and stated that no zoning district currently exists that only applies to the Town, not ETJ.

It was decided to table the idea until more information is obtained.

### **IV. NEW BUSINESS**

#### **A. Street Lights on NCDOT Road Discussion**

Development Services Director Chris Hills communicated that this topic was addressed at Town Council where citizens weighed in on it.

Mr. Hills explained that the UDO only has general requirements for street lighting and they are not usually applicable to fronting public streets that are DOT owned. Staff is looking to include a provision for fronting public street lighting in the next text amendment.

**Mr. Mangum moved to approve adding a text amendment regarding street lights on NCDOT roads. Councilor Swan seconded the motion. The motion passed unanimously.**

#### **B. Standard Specifications Update**

Development Services Engineer Joe Turner informed the committee that updating the Standard Specifications is a Development Services departmental goal and objective.

Councilor Tripp inquired on the number of specifications that will be updated. Mr. Turner replied there are 84 details and seven chapters worth of specifications.

Mr. Hills further expanded that the goal is to reflect changes to the UDO that have not yet been updated in the corresponding standards and specifications.

Mr. Turner showed an example of an updated specification. He is hopeful that this project will be completed by March 2016. Staff is looking at the specifications of surrounding communities to see if there are any additional updates necessary.

Discussion took place on current requirements for street trees. Mr. Hills explained that roughly two years ago LURB requested the Town inventory the condition of existing street trees and what, if any, impact they have had on town owned sidewalks and curbs. Despite not seeing any true impacts to the Town owned infrastructure, a change in the standard was not pursued. Mr. Hills further clarified that the Town has limited flexibility on the location of street trees on DOT owned streets since DOT owns the infrastructure and has specific requirements. Staff recently pared down the list of acceptable street trees based on root and canopy invasiveness. If there is support from Council, staff has suggested creating separate standards for Town owned roads and DOT owned roads.

#### **C. Pedestrian Levels of Service for TIAs**

Development Services Intern Bryn Terry presented information regarding research on pedestrian and bicycle levels of service (LOS) that can be used in Traffic Impact Analyses. The UDO does not currently require LOS for pedestrian and bicycle traffic/users. Ms. Terry discussed six municipalities that have adopted pedestrian and bicycle evaluations into their TIA guidelines. She concluded that there are several positives with including these LOS, including no fiscal impact on the town, reducing the number of vehicle trips, and making Knightdale a more multi-modal and active community as described in the comprehensive plan.

Mr. Hills explained that including these LOS could oblige developers to look at and improve crosswalks or missing gaps in sidewalks. Making these improvements would also aid the developer because the Water Allocation Policy awards bonus points for offsite infrastructure.

Councilor Tripp agrees that the Town could be leaders in this initiative. Mr. Mangum would like Staff to bring back a detailed evaluation that shows projects as real world examples.

It was agreed that the item would be placed on a future agenda.

#### **D. Text Amendment for Accessory Buildings (LURB Referral)**

Development Services Director Chris Hills explained to the committee that this proposal came from the Land Use Review Board after hearing a variance case for an accessory structure. Some members felt it warranted a text amendment instead of a variance. The LURB Board of Adjustment had concerns with the language required to grant a variance. The ordinance in question limits accessory structures to 800 square feet and to 20% coverage of each lot.

Mr. Mangum commented that the UDO is a broad blanket over both the Town limits and ETJ. There is more space in the ETJ whereas Town is more crowded. He would like to see more identification between the two with the way the ordinance is written.

Mr. Hills explained that the UDO probably cannot differentiate between Town limits and ETJ due to the zoning districts.

Mr. Hills spoke on the last item of the required findings of fact that states "The Variance is consistent with the spirit, purpose, and intent of this ordinance, such that public safety is secured and substantial justice is achieved." It was suggested that Staff could provide Board Members with additional information regarding the ordinance history e.g. why it was written, in order to assist members in reaching a confident decision. Additionally, the Board should look at the context of the situation before looking at the list of requirements.

It was discussed that LURB members should be empowered to issue variances when they think it is appropriate. Further, LURB members can issue conditions for granting the variance. It was agreed that a training workshop could be beneficial.

For the time being, the committee resolved to not pursue the idea of a text amendment and see how LURB members progress after training.

#### **E. Caboose Museum Discussion**

Senior Planner Jason Brown recapped that the Caboose Museum was an idea from the Old Town Advisory Committee and had an estimated budget of \$15,700 according to former Public Works Director Fred Boone.

Councilor Tripp inquired if the caboose would have to meet ADA requirements. Mr. Brown explained that a ramp may be required and he is working with Wake County Building Inspector Tommy Scoggins.

Mr. Mangum questioned the need for the museum to be heated and cooled. While the proposed budget is based upon the full scope of work, the committee discussed possibly eliminating some items to reduce the cost.

Councilor Tripp suggested the committee table the topic for the next meeting in order to determine additional information such as how many artifacts will be included.

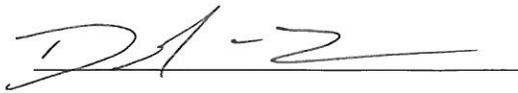
#### **F. Speed Limit Signs**

Chris Hills presented information from Police Chief Lawrence Capps regarding a new system for approving non-regulatory advisory traffic signage. Currently, Town Council must approve the placement of all street signs. Mr. Hills provided an example of Jutson and Hester Streets needing non-regulatory advisory signs. Development Services is looking for Town Council to give Staff authority to put out non-regulatory signs without going through the approval process.

**Councilor Tripp motioned to move this item to Town Council. Mr. Mangum seconded the motion. The motion passed unanimously.**

#### **V. ADJOURNMENT**

Having reached the end of the evening's agenda and hearing no further discussion, the meeting **adjourned** 7:00 p.m.

Handwritten signature of Dustin Tripp in black ink, consisting of stylized initials 'DT' followed by a horizontal line.

Chairman of the Planning and Engineering Committee, Dustin Tripp

Handwritten signature of Donna Tierney in black ink, written in a cursive style and ending with a horizontal line.

Attest, Clerk to the Planning and Engineering Committee, Donna Tierney