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**CITY OF KANNAPOLIS, NC  
PLANNING AND ZONING COMMISSION**

**Minutes of Meeting  
December 17, 2024**

The Kannapolis Planning and Zoning Commission met on Tuesday, December 17, 2024, at 6:00 PM in the Laureate Center of City Hall. This meeting was held in accordance with required public notice, as well as announced on the City's website.

**Commission Members Present:** Chris Puckett, Chair  
James Litaker, Vice-Chair  
Daisy Malit  
Jamie Richardson  
Larry Ensley  
Scott Trott  
Shelly Stein  
Ryan French  
Mike McClain, ETJ Representative

**Commission Members Absent:** None

**Visitors:** None

**Staff Present:** Richard Smith, Planning Director  
Elizabeth McCarty, Assistant Planning Director  
Ben Barcroft, Senior Planner  
Kathryn Stapleton, Planner  
Pam Scaggs, Recording Secretary

**CALL TO ORDER**

Chair Puckett called the meeting to order at 6:00 P.M.

**ROLL CALL AND RECOGNITION OF QUORUM**

Recording Secretary Pam Scaggs called the roll. The presence of a quorum was recognized.

**APPROVAL OF AGENDA**

Vice-Chair Litaker made the motion to approve the agenda, second by Mr. French, and the motion was unanimously approved.

**APPROVAL OF MINUTES**

Chair Puckett asked for a motion regarding the August 20, 2024, minutes. Mr. Ensley made the motion to approve, second by Vice-Chair Litaker, and the motion was unanimously approved.

**PLANNING DIRECTOR UPDATE**

**Kannapolis Development Ordinance (KDO) Text Amendments**

1 Planning Director Richard Smith mentioned that staff will be reviewing several text amendments to  
2 the Kannapolis Development Ordinance (KDO) and asked that the Commission contemplate which  
3 amendments they want to present to City Council. Mr. Smith stated that staff will formalize the  
4 amendments and present those at the Commissions' January or February meeting.

5  
6 Assistant Planning Director Elizabeth McCarty mentioned previous amendments to the KDO  
7 beginning in September 2022 through November 2024 and stated that staff has identified twenty-  
8 two proposed amendments which mainly include "clean-up" items, clarifications and standards for  
9 specific uses. She reiterated that staff would present the proposed amendments at either the January  
10 or February Commission meeting and introduced Planner Kathryn Stapleton who discussed the  
11 below proposed amendments:

- 12  
13 1. Amend Article 2.5.B(2)d.1(c)3 and 2.5.B.(3)e.1(c)3 to remove the requirement for  
14 developers to provide a reproducible mylar copy of a recorded plat.
- 15  
16 2. Amend Article 2.5.A(5)b.6(b) to extend the expiration date of an SUP past 2 years if there  
17 are sewer allocation delays. She noted that currently a SUP expires after 2 years if the  
18 authorized use has not obtained building permits or construction has not started.
- 19  
20 3. Amend the Principal Use Table 4.2.B(5) to allow single-family attached dwelling units in  
21 the Mixed-Use Neighborhood (MU-N) zoning district. (Mrs. Stapleton noted that townhomes  
22 are already permitted by right.)
- 23  
24 4. Amend the Dimensional and Intensity Standards to include a decreased lot width requirement  
25 for single-family attached and townhome units. The proposal includes varying lot widths for  
26 townhouses, duplexes, and triplexes, with the addition of side yard setbacks. The proposed lot  
27 widths of 18 feet for townhomes and 90 feet for duplexes/triplexes follows the standards of the  
28 Residential 18 (R18) zoning district.
- 29

30 Mrs. Stein asked about the current width requirements for a duplex or triplex. Mrs. Stapleton clarified  
31 that it is currently 90 feet, and that in the MU-N district it also would be 90 feet. She further explained  
32 the differences between a duplex, triplex, single-family attached dwelling, and a townhome, noting  
33 that lot width requirements vary depending on the type of unit.

34  
35 Vice-Chair Litaker then asked if there is a height limit for the structures. Mrs. Stapleton confirmed  
36 that the current height restriction is 35 feet and staff is not proposing any changes to this restriction.  
37 She continued with the proposed amendments:

- 38  
39 5. Amend Article 3.8.H(3)a regarding buffer requirements for the River/Stream Overlay (RSO)  
40 District to remove redundancy and provide clarity.
- 41

42 Mrs. Stapleton added that staff recognize the need for an update to the Watershed Protection Overlay  
43 District and are working with the City's consulting engineer Wes Webb with Alley Williams Carmen  
44 & King to update those requirements. Mr. Smith added that the KDO currently has two variations  
45 of watershed provisions, which may be overly stringent and that the goal is to simplify the standards.

46  
47 Mrs. Stapleton continued with the proposed amendments:

- 1  
2 6. Amend the Principal Use Table 4.2.B(5) to regulate the proximity of tobacco and vape shops  
3 to both schools, churches and other similar stores as well as to address signage and lighting  
4 for the same use.  
5

6 Dr. Litaker noted that the waste generated by tobacco and vape shops is toxic and stated that staff  
7 should look at adding regulations for disposing of that waste. Mrs. Stapleton responded that staff  
8 would reach out to the Cabarrus Health Alliance and talk to the Fire Department regarding standards  
9 for disposing of toxic waste. She then introduced Senior Planner Ben Barcroft to discuss additional  
10 amendments.  
11

12 Mr. Barcroft talked about the following proposed amendments:  
13

- 14 7. Amend the Principal Use Table 4.2.B(5):

- 15 a. Allow Commercial vehicle sales and rentals in the Light Industrial (LI) zoning  
16 district; and  
17 b. Allow a single-family attached dwelling as a permitted use in the MU-N zoning  
18 district.  
19

- 20 8. Amend Specific Use Standards (4.2.D)

- 21 a. Correct the reference to the standards for Commercial Vehicle Service and Repair in  
22 the General Commercial (GC) zoning district when it is not a permitted use in the GC  
23 District; and  
24 b. Update references to First Street, which is now Martin Luther King Jr. Avenue.  
25

- 26 9. Amend Accessory Use/Structure Table 4.3.B3:

- 27 a. Allow accessory dwelling unit (ADU) in the MU-N zoning district;  
28 b. Correct the MU-N label in the head of the table; and  
29 c. Change the "L" to a "P" for storage buildings in the Planned Development (PD)  
30 zoning district  
31

- 32 10. Amend the Temporary Use/Structure Table 4.4.B:

- 33 a. Add mobile/modular classrooms and use-specific standards related to location and  
34 materials; and  
35 b. Add camping as a temporary use in zoning districts that allow or have residential uses  
36 but disallowing in commercial zoning districts.  
37

38 Mr. McClain asked how staff will prevent homeowners from allowing others to camp on their  
39 property. Mr. Smith stated that staff will add language to allow the use by the homeowner only. He  
40 added that City Council is aware of the homelessness issue and is addressing the use on public  
41 property and asked that staff address the use on private property.  
42

43 Mr. Barcroft continued with the proposed amendments:  
44

- 45 11. Amend Table 5.3.B regarding upfits and change of use applications for businesses that are  
46 non-conforming regarding landscaping and buffering.

1  
2 12. Amend Article 5.9 regarding sign standards:

- 3 a. Allow A-frame (sandwich) board signs downtown; and  
4 b. Add a maximum sign area requirement for curbside pickup signs.  
5

6 Mrs. McCarty wrapped up the proposed amendments with the following:  
7

8 13. Amend Table 5.2.E(1)a Minimum Number of Off-street Parking Spaces:

- 9 a. Add parking standard for Event Center use;  
10 b. Require guest parking for townhome developments; and  
11 c. Clarify single-family attached parking requirements  
12

13 Several Commission members expressed concern regarding the width of streets and parking issues  
14 in current developments and agreed that standards need to be added and/or increased. Mrs. McCarty  
15 continued:

16  
17 14. Correct Table 5.1.C(6)b.2: Minimum Subdivision access Points to align with state  
18 requirements.  
19

20 Mrs. McCarty added that the current standard does not require a second access point until a  
21 development has 100 or more units but that this was not captured in the current table and that the  
22 table generally needs to be "cleaned-up." Mr. Trott asked the purpose of lowering the standard. Mr.  
23 Smith responded that the state changed the requirement and that it will match fire code for  
24 consistency. Mrs. McCarty continued:  
25

26 15. Amend Multifamily Design standards 5.7.D. to remove the application of certain design  
27 standards to townhomes and triplexes including:

- 28 a. Style type of exterior cladding material;  
29 b. Style or materials of roof structures or porches;  
30 c. Exterior nonstructural architectural ornamentation;  
31 d. Location or architectural styling of windows and doors, including garage doors;  
32 e. Number and types of rooms; and  
33 f. Interior layout of rooms.  
34

35 Chair Puckett asked if overlays addressing design standards could be added like Kannapolis Parkway  
36 or Center City. Mrs. McCarty responded that there was another state statute change that will impact  
37 overlays but deferred discussion on that because the law may likely be repealed. She concluded with  
38 the proposed amendments:  
39

40 16. Review the definition of Electronic Gaming Operation.  
41

42 17. Correct headings of Table A-2 Landscaping requirements to remove subtitles.  
43

44 There was additional discussion regarding the proposed state statute changes mentioned earlier and  
45 how that could impact the City of Kannapolis. Chair Puckett expressed concern regarding future  
46 development of the remaining downtown properties.

1  
2 **Cannon Boulevard Update**

3 Mrs. McCarty provided an update regarding the Cannon Boulevard Plan and gave a comprehensive  
4 review of the process and information that will be included in the final report. She talked about the  
5 challenges of implementing the changes but that initial changes could include pedestrian and  
6 landscaping improvements as well as facade improvements. She concluded by stating that a final  
7 report should be available for the Commission's review at their February, or soon after, meeting and  
8 will include a plan to begin the work.  
9

10 Mr. Ensley asked if Assistant City Manager Wilmer Melton is still looking into micro-transit options  
11 for the City. Mr. Smith responded that Mr. Melton is reviewing the possibility and is talking with  
12 surrounding municipalities.  
13

14 **Development Map**

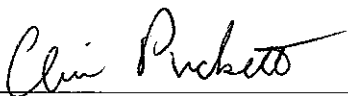
15 Mr. Smith provided updates on the 4<sup>th</sup> quarter Permit Report stating that there was a slight decrease  
16 in residential permits due to it being a major election year and the year end. He noted that the online  
17 development map has been updated to make it easier to navigate. Mr. Smith stated that state statute  
18 changes will not allow sewer allocation scoring for residential projects and that Exhibit A for the  
19 Allocation Policy will be updated. He talked about development areas within Kannapolis which  
20 included the downtown area, northeast Kannapolis (Overlook 85), the Concord Lake Road area  
21 (Coldwater Ridge, Loop Yard, Emerson Hills and Hedgecliff Townhomes), Afton Ridge (85  
22 Exchange, Gateway Business Park) and Kannapolis Parkway (Panda Express, the new library and  
23 Redwood Living).  
24

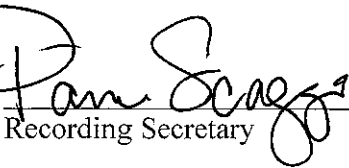
25 **OTHER BUSINESS**

26 Mr. Smith responded to Commission members' questions regarding various citywide development  
27 projects and sewer allocation.  
28

29 **ADJOURN**

30 There being no further business, questions, or comments, Chair Puckett made the motion to adjourn,  
31 second by Mr. Ensley and the meeting adjourned at 7:15 PM on Tuesday, December 17, 2024.  
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Chris Puckett, Chair  
Planning and Zoning Commission

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39 Recording Secretary