

**REGULAR MEETING OF
THE VILLAGE OF CLEMMONS COUNCIL
January 11, 2016**

The Village of Clemmons Council met on Monday, January 11, 2016, at 7 p.m. The meeting was held at the Village Hall, Clemmons, North Carolina. The following members were present: Mayor Nelson, Council Members Cameron, Combest, Farmer, Rogers and Wrights. Attorney David Kasper was also present. Attorney Warren Kasper was absent.

Call to Order & Pledge of Allegiance

Mayor Nelson called the meeting to order at 7 p.m. and led the Pledge of Allegiance.

Public Comments

There were approximately 35 citizens in attendance. There was one individual signed in to speak.

C. Robin Dean, 3525 Lawrence Street, Clemmons, NC – expressed concerns over Idols Road extension.

Approval of the Minutes

Council Member Rogers moved to approve the minutes of the December 14, 2015 regular meeting as presented. The motion was seconded by Council Member Cameron and unanimously approved.

Approval of the Agenda

Council Member Cameron moved to approve the agenda as presented. The motion was seconded by Council Member Farmer and unanimously approved.

Announcements

Manager Kirby advised that the water tower is in the process of being drained for its five year annual inspection and will be refilled Friday, January 15, 2016.

Business

- A. *Festival of Lights Traffic Discussion* – Manager Kirby along with Forsyth County Chief Deputy Brad Stanley, Mayor Nelson and Council discussed traffic issues which stem from Tanglewood Park's Festival of Lights. Manager Kirby advised that in speaking with Assistant County Manager Ronda Tatum, she stated that the County spends approximately \$70-\$78k a year in traffic control for the event. The County has not received the report from the traffic engineer with this year's statistics but they are estimating there were approximately 46,800 vehicles throughout the event with 2,400 fewer vehicles this year from last. Chief Deputy Stanley advised that the County has limited resources to handle traffic and on a voluntary basis through the Sheriff's Department. He stated that there may have been a couple of factors contributing to the traffic backups: weather (sometimes unable to direct vehicles through fields if too wet) and credit card payments with the chip readers (slower process due to one transaction to every 3-4 cash transactions). He stated there will be an after-action meeting taking place which

will bring all agencies involved together to brainstorm on possible improvement ideas including a pre-sale ticketing. Council Member Farmer mentioned the possibility of a placarding system to identify residents to enable their travel to their homes without the delay of sitting in the traffic. Manager Kirby advised that when it comes to managing the traffic/travel lanes, NCDOT is the authority as they own the streets.

B. Public Hearings

1. *Zoning Map Amendment of Morgan Property Group (Peace Haven Village) (Zoning Docket C-207)* - Planner Ledbetter explained the zoning request and reviewed the site plan. The petitioner is requesting to rezone from RS-15, RS-20 and IP-S (outdoor and indoor recreation) to GB-S (General Business-Special Use) (ABC Store (liquor), Arts and Crafts Studio, Food or Drug Store, Furniture and Home, General Merchandise, Hardware Store Nursery, Lawn and Garden Supply Store, Retail, Restaurant (without drive-through service), Restaurant (with drive-through service), Retail Store, Specialty or Miscellaneous, Shopping Center Wholesale Trade A. Business and Personal Services, Banking and Financial Services Funeral Home, Health Services, Miscellaneous, Hotel or Motel, Medical or Dental Laboratory, Medical and Surgical Offices, Non-Store Retailer, Offices, Miscellaneous, Professional Office, Business and Personal Services, Continued Service, Business A, Services. Business B Services, Personal Testing and Research lab, Veterinary Services, Institutional and Public Uses, Adult Day Care Center, Child Care (Drop-in), Child Care Institution, Child Care (Sick Children), Child Day Care Center, Club or Lodge, Institutional Vocational Training Facility, Library, Public Museum or Art Gallery, Neighborhood Organization, Nursing Care Institution, Police or Fire Station, Post Office Transportation and Utilities, Access Easement, Private Off-Site Utilities as described from the point beginning; Thence N 88° 14' 44" W for a distance of 263.33 feet to a point on a line. Thence, 04° 10' 44" W for a distance of 951.67 feet to a point on a line. Thence, N 86° 14' 26" E for a distance of 375.96 feet to a point on a line. Thence, N 86° 14' 17" E for a distance of 183.97 feet to a point on a line. Thence, N 78° 10' 00" E for a distance of 287.03 feet to a point on a line. Thence, S 02° 59' 28" E for a distance of 10.15 feet to a point on a line. Thence, N 78° 08' 19.7" E for a distance of 149.0945 feet to a point on a line. Thence 52° 45' 15.8" E for a distance of 90.1061 feet to a point on a line. Thence, S 04° 14' 16.2" E for a distance of 113.2055 feet to a point on a line. Thence, S 06° 31' 26.4" for a distance of 49.1502 feet to point on a line. Thence, S 08° 56' 19.9" for a distance of 62.9986 feet to the beginning of a nontangential curve, Said curve turning to the left through an angle of 02° 59' 22.5", having a radius of 1185.9600 feet, and whose long chord bears S 12° 00' 25.7" E for a distance of 61.8742 feet to a point of intersection with a nontangential line. Thence, S 13° 56' 13.5" E for a distance 27.3632 feet to a point on a line. Thence, S 16° 19' 59.7" E for a distance of 83.7774 feet to a point on a line. Thence, S 18° 54' 52.2" E for a distance of 83.7082 feet to a point on a line. Thence, S 20° 36' 33.6" E for a distance of 111.0904 feet to a point on a line. Thence, S 20° 50' 29.3" E for a distance of 69.0413 feet to a point on a line. Thence, S 27° 21' 11.7" W for a distance of 49.7011 feet to a point on a line. Thence N 89° 40'

20.5" W for a distance of 167.3907 feet to a point on a line. Thence N 89° 42' 00.1" W for a distance of 153.8380 feet to a point on a line. Thence, N 89° 40' 21.0" W for a distance of 28.4936 feet to a point on a line. Thence, N 89° 41' 38.2" W for a distance of 106.0960 feet to a point on a line. Thence N 89° 38' 45.6" W for a distance for a distance of 50.1240 feet to a point on a line. Thence N 89° 40' 59.4" W for a distance of 384.9932 feet to a point on a line. Thence S 04° 56' 09.5" W for a distance of 117.5400 feet to a point on a line. Thence S 01° 50' 27.2" W a distance of 98.4174 to the POINT BEGINNING. Planner Ledbetter stated the usage for the site includes a 49,000 square foot food store, 27,000 square feet of retail, approximately 3,100 square feet of restaurant and 6,100 square foot bank. As it relates to traffic, the estimated trips per day is 9,000 which would be reduced by "pass-by trips" (which are trips going by the site anyway but are in the transportation network). Based on peak times, in the morning, there would be approximately 250 vehicles entering and 169 vehicles leaving the site. In the evening, there would be approximately 294 vehicles entering and 297 vehicles leaving the site. The offsite improvements are: a left turn lane off of Peace Haven Road, relocation of the YMCA's overflow entrance, a traffic signal at the newly created intersection of Jessie Lane and the Village Club subdivision and the YMCA will modify their existing entrance to a right-in, right-out which will provide a newly created entrance for full access movement into the YMCA. The developer will also put crosswalks and pedestrian signalization at the intersection of Jessie Lane/Village Club Drive and Peace Haven Road and the intersection of Peace Haven and Lewisville-Clemmons Roads as well as dual left lanes heading North on Peace Haven Road onto Lewisville-Clemmons Road. Medians will also be installed on Peace Haven Road. Jessie Lane will be extended to a newly created public street. The developer will also be providing linear pedestrian accommodations in terms of sidewalks as well as crosswalk connections and a designated open space area. She advised that the site meets the general intent of the Village Point area, the land use recommendation related to the Community Compass and also the GMA of three suburban neighborhoods of LEGACY. Planning Board unanimously recommended approval and that is Staff's recommendation as well (attached hereto as Exhibit A and incorporated as part of the minutes).

Mayor Nelson opened the public hearing. There were three Proponents signed up to speak:

- Doug Stimmel, President of Stimmel & Associates, 3845 Tangle Oak Drive, Clemmons, NC noted this site has evolved over 16 months with the collaborative efforts with Village Club HOA, Village staff, NCDOT, YMCA and the developer. He stated this property has been earmarked since 2003 in the Community Plan and consists of 22 acres which will include an 86k square foot center with similar materials and design features throughout. He also reviewed the site plan and stated that Jessie Lane and Village Point Drive will be connected to the project and added that there will be approximately 6,400 linear feet of sidewalks.

- Casey Matuszak, President of Village Club Homeowners Association, 210 Village Haven Circle, Clemmons, NC advised that at the beginning of the process the neighborhood concerns were traffic, safety and home values. After the collaboration of the parties involved, the Village Club HOA supports this project.
- Jim Fox, Treasurer of Village Club Homeowners Association, 460 Craver Point Drive, Clemmons, NC read a letter that he had written and read at the Planning Board meeting which stated that after reviewing the proposed development and having numerous discussions with the Village Planner as well as the Executive Vice President of Morgan Properties regarding the safety and welfare of the members pertaining to traffic, safety and home values the developer agreed to put a traffic light with pedestrian control at the intersection of Village Club Road and Jessie Lane and to place a retaining wall along Peace Haven Road frontage. With these additions, the Board of Directors voted their approval of the development.

Council discussion and questions followed. Council Member Cameron inquired about signage. Planner Ledbetter advised as to the allowances and stated that there would be one center sign on both Peace Haven and Lewisville Clemmons Roads. Council Member Wrights inquired about the stormwater pond and whether it could be connected to with another pond on an adjoining property. Doug Stimmel advised that would be a major challenge as there are two different property owners and re-permitting as well as an agreement would need to be created and could be a lengthy process. Council Member Wrights advised he would like to see the stub from Jessie Lane eventually make a straight connection. Doug Stimmel advised they would take a look at tweaking the positioning of the stormwater pond prior to final engineering.

There being no one wishing to speak, Mayor Nelson closed the public hearing.

Council Member Rogers made a motion to adopt the statement of conformity to approve Zoning Map Amendment for Morgan Property Group (Peace Haven Village) - Zoning Docket C-207. The motion was seconded by Council Member Cameron and unanimously approved. Council Members Cameron and Rogers stated their appreciation for how all parties worked together on this plan.

2. *Zoning Text Amendment (C-UDO-73) to amend Chapter B, 2-1.3 Commercial Zoning Districts – Purpose Statements and Regulations and 2-1.5 Institutional and Mixed Use Zoning Districts – Purpose Statements and Regulations to the Clemmons Unified Development Ordinance - Planner Ledbetter described the intent of Zoning Text Amendment C-UDO-73 would be to go along with the overlay text amendment C-UDO-72. The purpose of the C-UDO-73 is for general design requirements as it relates to all commercial, institutional and mixed use zoning districts. Additions to the text amendment include language as it relates to: Façade and Building Elevations, Multi-building or Mixed Use projects, Lighting and Trees (attached hereto as Exhibit B and incorporated as part of the minutes).*

Mayor Nelson opened the public hearing. There being no one wishing to speak, Mayor Nelson closed the public hearing.

Council Member Cameron made a motion to approve Zoning Text Amendment C-UDO-73 to amend Chapter B, 2-1.3 Commercial Zoning Districts – Purpose Statements and Regulations and 2-1.5 Institutional and Mixed Use Zoning Districts – Purpose Statements and Regulations to the Clemmons Unified Development Ordinance. The motion was seconded by Council Member Wrights and unanimously approved.

C. Appointments to Various Village Boards

1. Planning Board. The following applicants applied for positions on the Planning Board: James Davis, Andrew Diakos, C. Wayne Dodson, Michael Gautreaux, Philip Grande, Harry Howell, Martin Majorel, Casey Matuszak, Daniel Parks, Robert Perkins, Terry Phipps and Lee Reynolds. By ballot, Council appointed Michael Gautreaux and Martin Majorel to the Planning Board. Their terms expire June 30, 2018. (Tally Sheet and Ballots are attached hereto as Exhibit C and incorporated as a part of the minutes.) By ballot, Council appointed Casey Matuszak to the Planning Board. His term expires June 30, 2017. (Tally Sheet and Ballots are attached hereto as Exhibit D and incorporated as a part of the minutes.) By ballot, Council appointed Lee Reynolds to the Planning Board. Her term expires June 30, 2016. (Tally Sheet and Ballots are attached hereto as Exhibit E and incorporated as a part of the minutes.)

2. Zoning Board of Adjustment. The following applicants applied for an alternate position on the Zoning Board of Adjustment: C. Wayne Dodson, Michael Gautreaux, Harry Howell and Casey Matuszak. By ballot, Council appointed C. Wayne Dodson to the Zoning Board of Adjustment as Alternate. His term expires June 30, 2018. (Tally Sheet and Ballots are attached hereto as Exhibit F and incorporated as a part of the minutes.)

D. Agenda Preparation – Manager Kirby reviewed a revised Agenda Preparation/Revision Policy that was presented to Council. The revision allows for any Council Member to add an item to the agenda based upon a set timeline and then the agenda would be voted on at the Council meeting (attached hereto as Exhibit G and incorporated as a part of the minutes).

Council Member Rogers made a motion to approve the revised Agenda Preparation/Revision Policy as presented. The motion was seconded by Council Member Farmer and unanimously approved.

E. Attorney's Report – Attorney David Kasper provided an update stating that Attorney Warren Kasper had prepared a response regarding The Retreat at Clemmons and that they had worked with the property owner of the two homes on Highway 158 to secure the liens and have the homes demolished.

- F. Planner's Report – Planner Ledbetter advised that the Planning Board is hard at work on the Comprehensive Plan and also reminded of the upcoming Town Hall meeting on Tuesday, January 26, 2016.
- G. Marketing/Communications Director's Report
1. 2016 Village Events & Sponsorships – Marketing/Communications Director Ford provided an update along with a listing of scheduled events and sponsorships for 2016. She thanked the organizations who have committed to sponsor events this upcoming year which include: Waste Management, Golding Farms, Forsyth Family Magazine, Hayward Pools and Novant Health.
- H. Manager's Report
1. Sheriff's Reports for October & November 2015 – reports were presented.
2. 2016 Retreat Date Considerations (March 21 & 22 or April 4 & 5) – Council consensus was to hold the 2016 Retreat on Monday, April 4 and Tuesday, April 5, 2016 at Village Hall.
- I. Council Comments – Council Member Cameron advised she will email the minutes of the Piedmont Triad Regional Council (PTRC) to Council and the two days spent at the Essential of Municipal Government class was informative and worthwhile. Council Member Rogers introduced a new resident to Clemmons, Dan Mastro, who recently relocated from Los Angeles (retired from LAPD) and is looking forward to becoming involved in the community.
- J. Closed Session to Discuss Property Acquisition in accordance with NCGS 143-318.11(a)(5) - Council Member Farmer moved to go into closed session to discuss property acquisition in accordance with NCGS 143-18.11(a)(5) at 8:32 p.m. The motion was seconded by Council Member Rogers and unanimously approved.

At 9:11 p.m., Mayor Nelson stated that by unanimous vote Council chose to reconvene the open session. No action was taken.

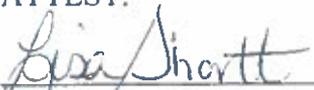
Adjournment

Council Member Farmer moved to adjourn the meeting at 9:12 p.m. The motion was seconded by Council Member Rogers and unanimously approved.



Nickolas B. Nelson
Mayor

ATTEST:



Lisa Shortt, Village Clerk

**ORDINANCE AMENDING THE VILLAGE OF CLEMMONS ZONING ORDINANCE
OF THE UNIFIED DEVELOPMENT ORDINANCES (UDO) AND
ZONING MAP OF THE VILLAGE OF CLEMMONS, NORTH CAROLINA**

Zoning Petition of Morgan Property Group (Peace Haven Village)

Ordinance Number 2016-01

BE IT ORDAINED by the Village of Clemmons Council as follows:

Section 1. The Village of Clemmons Ordinance of the Unified Development Ordinance (UDO) and the Official Map of the Village of Clemmons are hereby amended by changing the zoning classification **from IP-S; RS-15, and RS-20 to GB-S** (ABC Store (liquor), Arts and Crafts Studio, Food or Drug Store, Furniture and Home, General Merchandise, Hardware Store Nursery, Lawn and Garden Supply Store, Retail, Restaurant (without drive-through service), Restaurant (with drive-through service), Retail Store, Specialty or Miscellaneous, Shopping Center Wholesale Trade A, Business and Personal Services, Banking and Financial Services Funeral Home, Health Services, Miscellaneous, Hotel or Motel, Medical or Dental Laboratory, Medical and Surgical Offices, Non-Store Retailer, Offices, Miscellaneous, Professional Office, Business and Personal Services, Continued Service, Business A, Services, Business B Services, Personal Testing and Research lab, Veterinary Services, Institutional and Public Uses, Adult Day Care Center, Child Care (Drop-in), Child Care Institution, Child Care (Sick Children), Child Day Care Center, Club or Lodge, Institutional Vocational Training Facility, Library, Public Museum or Art Gallery, Neighborhood Organization, Nursing Care Institution, Police or Fire Station, Post Office Transportation and Utilities, Access Easement, Private Off-Site Utilities. **(Zoning Docket C-207)**

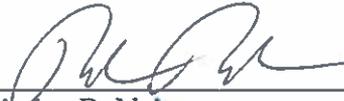
Legal Description for Morgan Property Group (Peace Haven Village)

The property is described as as described from the point beginning; Thence N 88° 14' 44" W for a distance of 263.33 feet to a point on a line. Thence, 04° 10' 44" W for a distance of 951.67 feet to a point on a line. Thence, N 86° 14' 26" E for a distance of 375.96 feet to a point on a line. Thence, N 86° 14' 17" E for a distance of 183.97 feet to a point on a line. Thence, N 78° 10' 00" E for a distance of 287.03 feet to a point on a line. Thence, S 02° 59' 28" E for a distance of 10.15 feet to a point on a line. Thence, N 78° 08' 19.7" E for a distance of 149.0945 feet to a point on a line. Thence 52° 45' 15.8" E for a distance of 90.1061 feet to a point on a line. Thence, S 04° 14' 16.2" E for a distance of 113.2055 feet to a point on a line. Thence, S 06° 31' 26.4" for a distance of 49.1502 feet to point on a line. Thence, S 08° 56' 19.9" for a distance of 62.9986 feet to the beginning of a nontangential curve, Said curve turning to the left through an angle of 02° 59' 22.5", having a radius of 1185.9600 feet, and whose long chord bears S 12° 00' 25.7" E for a distance of 61.8742 feet to a point of intersection with a nontangential line. Thence, S 13° 56' 13.5" E for a distance 27.3632 feet to a point on a line. Thence, S 16° 19' 59.7" E for a distance of 83.7774 feet to a point on a line. Thence, S 18° 54' 52.2" E for a distance of 83.7082 feet to a point on a line. Thence, S 20° 36' 33.6" E for a distance of 111.0904 feet to a point on a line. Thence, S 20° 50' 29.3" E for a distance of 69.0413 feet to a point on a line. Thence, S 27° 21' 11.7" W for a distance of 49.7011 feet to a point on a line. Thence N 89° 40' 20.5" W for a distance of 167.3907 feet to a point on a line. Thence N 89° 42' 00.1" W for a distance of 153.8380 feet to a point on a line. Thence, N 89° 40' 21.0" W for a distance of 28.4936 feet to a

point on a line. Thence, N 89° 41' 38.2" W for a distance of 106.0960 feet to a point on a line. Thence N 89° 38' 45.6" W for a distance for a distance of 50.1240 feet to a point on a line. Thence N 89° 40' 59.4" W for a distance of 384.9932 feet to a point on a line. Thence S 04° 56' 09.5" W for a distance of 117.5400 feet to a point on a line. Thence S 01°50'27.2" W a distance of 98.4174 to the POINT BEGINNING.

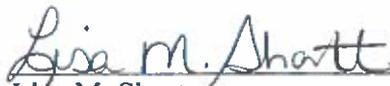
Section 2. This ordinance shall be effective from and after its adoption.

Adopted this the 11th day of January, 2016.

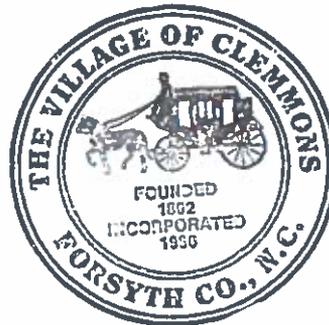


Nickolas B. Nelson
Mayor

ATTEST:



Lisa M. Shortt
Village Clerk



**AN ORDINANCE AMENDING
THE UNIFIED DEVELOPMENT ORDINANCE FOR
THE VILLAGE OF CLEMMONS**

Preamble

Pursuant to the authority conferred by G.S. 160A-381, as amended and for the purpose of promoting the health, safety, morals, or general welfare of the inhabitants of the village.

BE IT ORDAINED BY THE VILLAGE COUNCIL OF THE VILLAGE OF CLEMMONS THAT THE UNIFIED DEVELOPMENT ORDINANCE BE AMENDED AS FOLLOWS:

Text Amendment

Section 1. Chapter B, Article II of the Unified Development Ordinance is amended as follows:

**Chapter B – Zoning Ordinance
Article II – Zoning Districts, Official Zoning Maps and
Uses**

2-1 ZONING DISTRICTS

2-1.3 Commercial Zoning Districts- Purpose Statements and Regulations

The following commercial districts are established:

Table B.2.2

Commercial Zoning Districts

TABLE INSET:

Symbol	District Name
NO NO-S	Neighborhood Office Neighborhood Office - Special
LO LO-S	Limited Office Limited Office - Special
CPO CPO-S	Corporate Park Office Corporate Park Office - Special
GO GO-S	General Office General Office - Special

NB NB-S	Neighborhood Business Neighborhood Business - Special
PB PB-S	Pedestrian Business Pedestrian Business - Special
LB LB-S	Limited Business Limited Business - Special
NSB NSB-S	Neighborhood Shopping Center Business Neighborhood Shopping Center Business - Special
HB HB-S	Highway Business Highway Business -- Special
GB GB-S	General Business General Business -- Special
CB CB-S	Central Business Central Business -- Special
MRB-S	Major Retail and Business - Special

The purposes of establishing these commercial districts are to provide areas which accommodate the establishment and operation of business and office uses and to assist the community in meeting the growth management goals of *Legacy*. When a commercial rezoning proposal is considered, the *Growth Management Plan* and the commercial, office, and industrial land use goals and recommendations contained in *Legacy*, and the *Clemmons Area Development Guide* shall be used as guides, in conjunction with other factors, in determining the appropriateness of the proposed district.

2-1.3.1 General Design Requirements for Commercial Zoning Districts

General Design Requirements. All general design requirements shall be reviewed and approved by the Village of Clemmons Planning Staff prior to City/County inspections approval of zoning permits. The Village of Clemmons Planning Staff shall provide written notification of approval or denial to the inspections division of approval within five days of plan receipt.

- A. **Façade and Building Elevations.** All new and redeveloped sites/structures as defined in by Chapter B, Article 1-5.5 shall provide windows and doors arranged so that 40% of the length of the first floor building elevation facing the street meet this requirement. Multi-story structures shall provide windows arranged so that 20% of the length of the secondary stories has the said treatment. Windows shall not be constructed of a reflective material. **Blank walls shall not be greater than 20' feet on any elevation.**

1. **Architectural Features.** Building design shall incorporate material to convey permanence, substance, timelessness with low maintenance. Each building shall be constructed of one or more of

the following materials consisting of at least fifty percent (50%) of the exterior materials. Any exterior building wall visible from the corridor shall be constructed of one or more of the following (min 50%):

- a. Clay or masonry brick
 - b. Customized concrete masonry with striated, scored or broken faced brick type units (sealed) with color consistent with design theme
 - c. Poured in place, tilt-up, or precast concrete. Poured in place and tilt-up walls shall have a finish of stone, a texture or coating
 - d. Architectural flat metal panels or glass curtain walls.
 - e. Stucco or EIFS
 - f. Natural and Synthetic Stone
 - g. Vinyl siding provided that buildings are enhanced by the application or brick, decorative masonry or decorative stucco surface in combinations with decorative fascia, overhangs and trim.
 - h. Additional materials may be approved by the Village of Clemmons Planning Staff provided that the substituted or additional material meets the purpose and intent of this chapter and is similar in nature to those specified above
2. Non-decorative exposed concrete block buildings are prohibited
 3. Building entrances, excluding emergency exits, shall be designed as focal points and shall be enhanced through the use of elements such as canopies, peaked roofs, paving materials, planters, landscaping features and outdoor seating areas
 4. To assist with interpretation the Village of Clemmons Planning Department will catalog all approved building designs and materials as well as provide sketches as a reference.
 5. Roofs. All roofs shall be pitched or provide a parapet wall to hide all equipment from the ground level of the building.
- B. Sidewalk. All new and redeveloped site/structures as defined by Chapter B, Article 1-5.5 shall provide a minimum of a 5' sidewalk along the entirety of the property frontage.
- C. Species of Trees. The developer shall not select a species of tree that will interfere with sidewalks or site distance at driveway locations.
- D. Planting Strip. In place of the required streetyard tree planting requirements set forth in Chapter B, 3-4.3 (B) all new and redeveloped sites/structures as defined by Chapter B, Article 1-5.5 shall provide a minimum of an 8' planting strip from the back of curb to the sidewalk frontage. All other applicable streetyard requirements apply.
- (1)Number and Spacing of Trees. The planting strip shall contain 4 large variety deciduous or evergreen trees per fifty (50) linear feet, excluding points of motor vehicle ingress or egress. In no case shall any planting

strip contain less than one tree. Required trees must be a minimum of eight (8) feet in height at the installation and shall be at least two (2) inches in diameter measured six (6) inches above ground level.

E. Multi-building or Mixed Use projects

1. Prior to the issuance of a building permit on a multi-building development, the applicant shall submit plans that demonstrate the use of consistent design elements throughout the project. Subsequent building permits shall conform to the design elements presented
2. Multi-building developments shall include prominent focal points, which shall include, but not be limited to architectural structures, art, historical and/or landscape features. These features shall be located at or visible from, vehicular and pedestrian entrances to the site.

F. Lighting

1. Pedestrian scaled lighting fixtures shall be provided in areas designed for pedestrian activity (walkways, plazas, outdoor seating areas)
2. Lighting fixtures shall coordinate and complement the general architectural style of development
3. All lighting fixtures shall be cut-off or shoebox style that only disperses ½ candle determined by a photometric lighting plan

2-1.5 Institutional and Mixed Use Zoning Districts-Purpose Statements and Regulations

The following institutional and mixed use districts are established: Table B.2.4

Table B.2.4
Institutional and Mixed Use Zoning Districts

Symbol	District Name
IP	Institutional and Public
IP-S	Institutional and Public - Special
C	Campus
C-S	Campus - Special
MX-S	Mixed Use - Special

2-1.5.1 General Design Requirements for Institutional and Mixed Use Zoning Districts

General Design Requirements. All general design requirements shall be reviewed and approved by the Village of Clemmons Planning Staff prior to City/County inspections approval of zoning permits. The Village of Clemmons Planning Staff shall provide written notification of approval or denial to the inspections division of approval within five days of plan receipt.

- A. Façade and Building Elevations. All new and redeveloped sites/structures as defined in by Chapter B, Article 1-5.5 shall provide windows and doors arranged so that 40% of the length of the first floor building elevation facing the street meet this requirement. Multi-story structures shall provide windows arranged so that 20% of the length of the secondary stories has the said treatment. Windows shall not be constructed of a reflective material. Blank walls shall not be greater than 20' feet on any elevation.
1. Architectural Features. Building design shall incorporate material to convey permanence, substance, timelessness with low maintenance. Each building shall be constructed of one or more of the following materials consisting of at least fifty percent (50%) of the exterior materials. Any exterior building wall visible from the corridor shall be constructed of one or more of the following (min 50%):
 - i. Clay or masonry brick
 - j. Customized concrete masonry with striated, scored or broken faced brick type units (sealed) with color consistent with design theme
 - k. Poured in place, tilt-up, or precast concrete. Poured in place and tilt-up walls shall have a finish of stone, a texture or coating
 - l. Architectural flat metal panels or glass curtain walls.
 - m. Stucco or EIFS
 - n. Natural and Synthetic Stone
 - o. Vinyl siding provided that buildings are enhanced by the application or brick, decorative masonry or decorative stucco surface in combinations with decorative fascia, overhangs and trim.
 - p. Additional materials may be approved by the Village of Clemmons Planning Staff provided that the substituted or additional material meets the purpose and intent of this chapter and is similar in nature to those specified above
 2. Non-decorative exposed concrete block buildings are prohibited
 3. Building entrances, excluding emergency exits, shall be designed as focal points and shall be enhanced through the use of elements such as canopies, peaked roofs, paving materials, planters, landscaping features and outdoor seating areas
 4. To assist with interpretation the Village of Clemmons Planning Department will catalog all approved building designs and materials as well as provide sketches as a reference.
 5. Roofs. All roofs shall be pitched or provide a parapet wall to hide all equipment from the ground level of the building.

- B. Sidewalk. All new and redeveloped site/structures as defined by Chapter B, Article 1-5.5 shall provide a minimum of a 5' sidewalk along the entirety of the property frontage.
- C. Species of Trees. The developer shall not select a species of tree that will interfere with sidewalks or site distance at driveway locations.
- D. Planting Strip. In place of the required streetyard tree planting requirements set forth in Chapter B, 3-4.3 (B) all new and redeveloped sites/structures as defined by Chapter B, Article 1-5.5 shall provide a minimum of an 8' planting strip from the back of curb to the sidewalk frontage. All other applicable streetyard requirements apply.
 - (1)Number and Spacing of Trees. The planting strip shall contain 4 large variety deciduous or evergreen trees per fifty (50) linear feet, excluding points of motor vehicle ingress or egress. In no case shall any planting strip contain less than one tree. Required trees must be a minimum of eight (8) feet in height at the installation and shall be at least two (2) inches in diameter measured six (6) inches above ground level.
- E. Multi-building or Mixed Use projects
 - 1. Prior to the issuance of a building permit on a multi-building development, the applicant shall submit plans that demonstrate the use of consistent design elements throughout the project. Subsequent building permits shall conform to the design elements presented
 - 2. Multi-building developments shall include prominent focal points, which shall include, but not be limited to architectural structures, art, historical and/or landscape features. These features shall be located at or visible from, vehicular and pedestrian entrances to the site.
- F. Lighting
 - 1. Pedestrian scaled lighting fixtures shall be provided in areas designed for pedestrian activity (walkways, plazas, outdoor seating areas)
 - 2. Lighting fixtures shall coordinate and complement the general architectural style of development
 - 3. All lighting fixtures shall be cut-off or shoebox style that only disperses ½ candle determined by a photometric lighting plan

Section 2. This ordinance shall become effective on the date of its adoption.

Adopted this 11th day of January, 2016.


 Nickolas B. Nelson, Mayor

Attest:



Lisa Shortt, Village Clerk



**TALLY SHEET FOR
PLANNING BOARD APPOINTMENTS
January 11, 2016**

EXHIBIT C

Two (2) appointments – terms end 6/30/2018.

		Council Members					Totals
		Mary Cameron	Mike Combest	Lanny Farmer	Mike Rogers	Chris Wrights	
Applicants	James Davis						
	Andrew Diakos						
	C. Wayne Dodson						
	Michael Gautreaux	*	*		*	*	4
	Philip Grande						
	Harry Howell			*			1
	Martin Majorel	*	*		*	*	4
	Casey Matuszak			*			1
	Daniel Parks						
	Robert Perkins						
	Terry Phipps						
	Lee Reynolds						

* Appointed – terms end 6/30/2018

BALLOT FOR PLANNING BOARD APPOINTMENTS
January 11, 2016

Need two (2) appointments for vacancies – terms expire 6/30/2018.
Choose 2:

Place an "x" at your choice	Applicants
	James Davis
	Andrew Diakos
	C. Wayne Dodson (also applied for Zoning Board of Adjustment)
X	Michael Gautreaux (also applied for Zoning Board of Adjustment)
	Philip Grande
	Harry Howell (also applied for Zoning Board of Adjustment)
X	Martin Majorel
	Casey Matuszak (also applied for Zoning Board of Adjustment)
	Daniel Parks (currently serves on Zoning Board of Adjustment)
	Robert Perkins (currently serves on Zoning Board of Adjustment)
	Terry Phipps
	Lee Reynolds

Mary L. Cameron

Signature of Council Member

BALLOT FOR PLANNING BOARD APPOINTMENTS

January 11, 2016

Need two (2) appointments for vacancies – terms expire 6/30/2018.

Choose 2:

Place an "x" at your choice	Applicants
	James Davis
	Andrew Diakos
	C. Wayne Dodson (also applied for Zoning Board of Adjustment)
X	Michael Gautreaux (also applied for Zoning Board of Adjustment)
	Philip Grande
	Harry Howell (also applied for Zoning Board of Adjustment)
X	Martin Majorel
	Casey Matuszak (also applied for Zoning Board of Adjustment)
	Daniel Parks (currently serves on Zoning Board of Adjustment)
	Robert Perkins (currently serves on Zoning Board of Adjustment)
	Terry Phipps
	Lee Reynolds


Signature of Council Member
Michael L. Conquest

BALLOT FOR PLANNING BOARD APPOINTMENTS
January 11, 2016

Need two (2) appointments for vacancies – terms expire 6/30/2018.
Choose 2:

Place an "x" at your choice	Applicants
	James Davis
	Andrew Diakos
	C. Wayne Dodson (also applied for Zoning Board of Adjustment)
	Michael Gautreaux (also applied for Zoning Board of Adjustment)
	Philip Grande
X	Harry Howell (also applied for Zoning Board of Adjustment)
	Martin Majorel
X	Casey Matuszak (also applied for Zoning Board of Adjustment)
	Daniel Parks (currently serves on Zoning Board of Adjustment)
	Robert Perkins (currently serves on Zoning Board of Adjustment)
	Terry Phipps
	Lee Reynolds



Signature of Council Member

BALLOT FOR PLANNING BOARD APPOINTMENTS

January 11, 2016

Need two (2) appointments for vacancies – terms expire 6/30/2018.

Choose 2:

Place an "x" at your choice	Applicants
	James Davis
	Andrew Diakos
	C. Wayne Dodson (also applied for Zoning Board of Adjustment)
X	Michael Gautreaux (also applied for Zoning Board of Adjustment)
	Philip Grande
	Harry Howell (also applied for Zoning Board of Adjustment)
X	Martin Majorel
	Casey Matuszak (also applied for Zoning Board of Adjustment)
	Daniel Parks (currently serves on Zoning Board of Adjustment)
	Robert Perkins (currently serves on Zoning Board of Adjustment)
	Terry Phipps
	Lee Reynolds


Signature of Council Member

BALLOT FOR PLANNING BOARD APPOINTMENTS

January 11, 2016

Need two (2) appointments for vacancies – terms expire 6/30/2018.

Choose 2:

Place an "x" at your choice	Applicants
	James Davis
	Andrew Diakos
	C. Wayne Dodson (also applied for Zoning Board of Adjustment)
X	Michael Gautreaux (also applied for Zoning Board of Adjustment)
	Philip Grande
	Harry Howell (also applied for Zoning Board of Adjustment)
X	Martin Majorel
	Casey Matuszak (also applied for Zoning Board of Adjustment)
	Daniel Parks (currently serves on Zoning Board of Adjustment)
	Robert Perkins (currently serves on Zoning Board of Adjustment)
	Terry Phipps
	Lee Reynolds



Signature of Council Member

**TALLY SHEET FOR
PLANNING BOARD APPOINTMENTS
January 11, 2016**

EXHIBIT D

One (1) appointment – term ends 6/30/2017.

		Council Members					Totals
		Mary Cameron	Mike Combest	Lanny Farmer	Mike Rogers	Chris Wrights	
Applicants	James Davis						
	Andrew Diakos						
	C. Wayne Dodson						
	Michael Gautreaux						
	Philip Grande						
	Harry Howell			*			1
	Martin Majerel						
	Casey Matuszak	*	*		*	*	4
	Daniel Parks						
	Robert Perkins						
	Terry Phipps						
	Lee Reynolds						

* Appointed – terms end 6/30/2017

BALLOT FOR PLANNING BOARD APPOINTMENTS
January 11, 2016

Need one (1) appointment for vacancy – term expires 6/30/2017.
Choose 1:

Place an "x" at your choice	Applicants
	James Davis
	Andrew Diakos
	C. Wayne Dodson (also applied for Zoning Board of Adjustment)
	Michael Gaunreux (also applied for Zoning Board of Adjustment)
	Philip Grande
	Harry Howell (also applied for Zoning Board of Adjustment)
	Martin Majorol
	Casey Matuszak (also applied for Zoning Board of Adjustment)
	Daniel Parks (currently serves on Zoning Board of Adjustment)
	Robert Perkins (currently serves on Zoning Board of Adjustment)
	Terry Phipps
	Lee Reynolds



Signature of Council Member

BALLOT FOR PLANNING BOARD APPOINTMENTS

January 11, 2016

Need one (1) appointment for vacancy – term expires 6/30/2017.

Choose 1:

Place an "x" at your choice	Applicants
	James Davis
	Andrew Diakos
	C. Wayne Dodson (also applied for Zoning Board of Adjustment)
	Michael Gauthreaux (also applied for Zoning Board of Adjustment)
	Philip Grande
	Harry Howell (also applied for Zoning Board of Adjustment)
	Martin Majoral
X	Casey Matuszak (also applied for Zoning Board of Adjustment)
	Daniel Parks (currently serves on Zoning Board of Adjustment)
	Robert Perkins (currently serves on Zoning Board of Adjustment)
	Terry Phipps
	Lee Reynolds


Signature of Council Member
Michael L. Combest

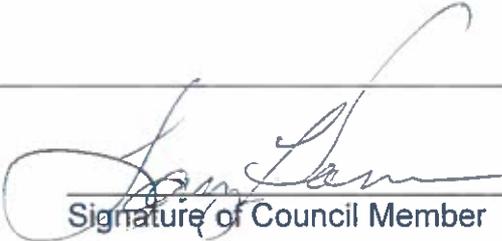
BALLOT FOR PLANNING BOARD APPOINTMENTS

January 11, 2016

Need one (1) appointment for vacancy – term expires 6/30/2017.

Choose 1:

Place an "x" at your choice	Applicants
	James Davis
	Andrew Diakos
	C. Wayne Dodson (also applied for Zoning Board of Adjustment)
	Michael Coutreux (also applied for Zoning Board of Adjustment)
	Philip Grande
X	Harry Howell (also applied for Zoning Board of Adjustment)
	Martin Majerel
	Casey Matuszak (also applied for Zoning Board of Adjustment)
	Daniel Parks (currently serves on Zoning Board of Adjustment)
	Robert Perkins (currently serves on Zoning Board of Adjustment)
	Terry Phipps
	Lee Reynolds



Signature of Council Member

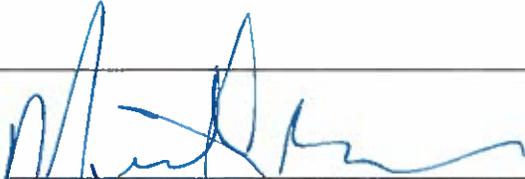
BALLOT FOR PLANNING BOARD APPOINTMENTS

January 11, 2016

Need one (1) appointment for vacancy – term expires 6/30/2017.

Choose 1:

Place an "x" at your choice	Applicants
	James Davis
	Andrew Diakos
	C. Wayne Dodson (also applied for Zoning Board of Adjustment)
	Michael Gautreaux (also applied for Zoning Board of Adjustment)
	Philip Grande
	Harry Howell (also applied for Zoning Board of Adjustment)
	Martin Majorel
X	Casey Matuszak (also applied for Zoning Board of Adjustment)
	Daniel Parks (currently serves on Zoning Board of Adjustment)
	Robert Perkins (currently serves on Zoning Board of Adjustment)
	Terry Phipps
	Lee Reynolds



Signature of Council Member

BALLOT FOR PLANNING BOARD APPOINTMENTS
January 11, 2016

Need one (1) appointment for vacancy – term expires 6/30/2017.
Choose 1:

Place an "x" at your choice	Applicants
	James Davis
	Andrew Diakos
	C. Wayne Dodson (also applied for Zoning Board of Adjustment)
	Michael Gauthreaux (also applied for Zoning Board of Adjustment)
	Philip Grande
	Harry Howell (also applied for Zoning Board of Adjustment)
	Martin Majerol
X	Casey Matuszak (also applied for Zoning Board of Adjustment)
	Daniel Parks (currently serves on Zoning Board of Adjustment)
	Robert Perkins (currently serves on Zoning Board of Adjustment)
	Terry Phipps
	Lee Reynolds



Signature of Council Member

**TALLY SHEET FOR
PLANNING BOARD APPOINTMENTS**
January 11, 2016

EXHIBIT E

One (1) appointment – term ends 6/30/2016.

		Council Members					Totals
		Mary Cameron	Mike Combest	Lanny Farmer	Mike Rogers	Chris Wrights	
Applicants	James Davis						
	Andrew Diakos						
	C. Wayne Dodson						
	Michael Gautreaux						
	Philip Grande						
	Harry Howell			*		*	2
	Martin Majorel						
	Casey Matuszak						
	Daniel Parks						
	Robert Perkins						
	Terry Phipps						
	Lee Reynolds	*	*		*		3

* Appointed – terms end 6/30/2016

BALLOT FOR PLANNING BOARD APPOINTMENTS
January 11, 2016

Need one (1) appointment for vacancy – term expires 6/30/2016.
Choose 1:

Place an "x" at your choice	Applicants
	James Davis
	Andrew Diakos
	C. Wayne Dodson (also applied for Zoning Board of Adjustment)
	Michael Gautreaux (also applied for Zoning Board of Adjustment)
	Philip Grande
	Harry Howell (also applied for Zoning Board of Adjustment)
	Martin Majorel
	Casey Matuszak (also applied for Zoning Board of Adjustment)
	Daniel Parks (currently serves on Zoning Board of Adjustment)
	Robert Perkins (currently serves on Zoning Board of Adjustment)
	Terry Phipps
X	Lee Reynolds

Mary L. Conover

Signature of Council Member

BALLOT FOR PLANNING BOARD APPOINTMENTS

January 11, 2016

Need one (1) appointment for vacancy – term expires 6/30/2016.

Choose 1:

Place an "x" at your choice	Applicants
	James Davis
	Andrew Diakos
	C. Wayne Dodson (also applied for Zoning Board of Adjustment)
	Michael Gantman (also applied for Zoning Board of Adjustment)
	Philip Grande
	Harry Howell (also applied for Zoning Board of Adjustment)
	Martin Majorel
	Cassy Matuzak (also applied for Zoning Board of Adjustment)
	Daniel Parks (currently serves on Zoning Board of Adjustment)
	Robert Perkins (currently serves on Zoning Board of Adjustment)
	Terry Phipps
X	Lee Reynolds


Signature of Council Member
Michael L. Combest

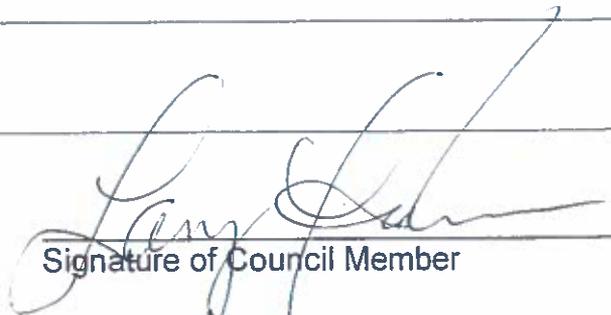
BALLOT FOR PLANNING BOARD APPOINTMENTS

January 11, 2016

Need one (1) appointment for vacancy – term expires 6/30/2016.

Choose 1:

Place an "x" at your choice	Applicants
	James Davis
	Andrew Diakos
	C. Wayne Dodson (also applied for Zoning Board of Adjustment)
	Michael Coutreux (also applied for Zoning Board of Adjustment)
	Philip Grande
x	Harry Howell (also applied for Zoning Board of Adjustment)
	Martin Mojerski
	Casey Matuzak (also applied for Zoning Board of Adjustment)
	Daniel Parks (currently serves on Zoning Board of Adjustment)
	Robert Perkins (currently serves on Zoning Board of Adjustment)
	Terry Phipps
	Lee Reynolds


Signature of Council Member

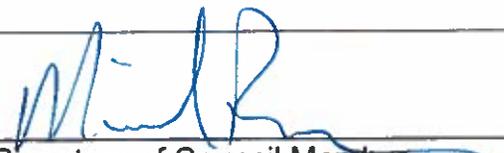
BALLOT FOR PLANNING BOARD APPOINTMENTS

January 11, 2016

Need one (1) appointment for vacancy – term expires 6/30/2016.

Choose 1:

Place an "x" at your choice	Applicants
	James Davis
	Andrew Diakos
	C. Wayne Dodson (also applied for Zoning Board of Adjustment)
	Michael Gautreaux (also applied for Zoning Board of Adjustment)
	Philip Grande
	Harry Howell (also applied for Zoning Board of Adjustment)
	Martin Mojarel
	Cassy Matuszak (also applied for Zoning Board of Adjustment)
	Daniel Parks (currently serves on Zoning Board of Adjustment)
	Robert Perkins (currently serves on Zoning Board of Adjustment)
	Terry Phipps
X	Lee Reynolds


Signature of Council Member

BALLOT FOR PLANNING BOARD APPOINTMENTS
January 11, 2016

Need one (1) appointment for vacancy – term expires 6/30/2016.
Choose 1:

Place an "x" at your choice	Applicants
	James Davis
	Andrew Diakos
	C. Wayne Dodson (also applied for Zoning Board of Adjustment)
	Michael Coutoux (also applied for Zoning Board of Adjustment)
	Philip Grande
X	Harry Howell (also applied for Zoning Board of Adjustment)
	Martin Majorel
	Casey Matuszak (also applied for Zoning Board of Adjustment)
	Daniel Parks (currently serves on Zoning Board of Adjustment)
	Robert Perkins (currently serves on Zoning Board of Adjustment)
	Terry Phipps
	Lee Reynolds



 Signature of Council Member

**TALLY SHEET FOR
ZONING BOARD OF ADJUSTMENT
APPOINTMENTS
January 11, 2016**

One (1) appointment for **Alternate** seat – term ends 6/30/2018.

		COUNCIL MEMBERS					TOTALS
		Mary Cameron	Mike Combest	Lanny Farmer	Mike Rogers	Chris Wrights	
APPLICANTS	C. Wayne Dodson	*	*		*		3
	Michael Gautreaux						
	Harry Howell			*		*	2
	Gasey Matuszak						

* Appointed term ends 6/30/2018

BALLOT FOR ZONING BOARD OF ADJUSTMENT APPOINTMENT
January 11, 2016

Need one (1) appointment for vacancy, which is **Alternate** – term expires 6/30/2018.

Choose 1:

Place an "x" at your choice	Applicants
	C. Wayne Dodson (also applied for Planning Board)
	Michael Gautreaux (also applied for Planning Board)
	Harry Howell (also applied for Planning Board)
	Casey Matuszak (also applied for Planning Board)

Mary L. Cameron

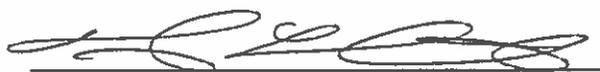
Signature of Council Member

BALLOT FOR ZONING BOARD OF ADJUSTMENT APPOINTMENT
January 11, 2016

Need one (1) appointment for vacancy, which is **Alternate** – term expires 6/30/2018.

Choose 1:

Place an "x" at your choice	Applicants
X	C. Wayne Dodson (also applied for Planning Board)
	Michael Castreux (also applied for Planning Board)
	Harry Howell (also applied for Planning Board)
	Casey Mataozak (also applied for Planning Board)



Signature of Council Member

Michael H Conbest

BALLOT FOR ZONING BOARD OF ADJUSTMENT APPOINTMENT
January 11, 2016

Need one (1) appointment for vacancy, which is **Alternate** – term expires 6/30/2018.

Choose 1:

Place an "x" at your choice	Applicants
	C. Wayne Dodson (also applied for Planning Board)
	Michael Cautreaux (also applied for Planning Board)
X	Harry Howell (also applied for Planning Board)
	Casey Metzozak (also applied for Planning Board)



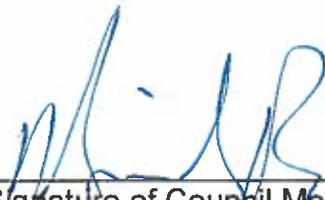
Signature of Council Member

BALLOT FOR ZONING BOARD OF ADJUSTMENT APPOINTMENT
January 11, 2016

Need one (1) appointment for vacancy, which is **Alternate** – term expires 6/30/2018.

Choose 1:

Place an "x" at your choice	Applicants
X	C. Wayne Dodson (also applied for Planning Board)
	Michael Gautreaux (also applied for Planning Board)
	Harry Howell (also applied for Planning Board)
	Casey Matuszak (also applied for Planning Board)



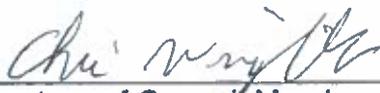
Signature of Council Member

BALLOT FOR ZONING BOARD OF ADJUSTMENT APPOINTMENT
January 11, 2016

Need one (1) appointment for vacancy, which is **Alternate** – term expires 6/30/2018.

Choose 1:

Place an "x" at your choice	Applicants
	C. Wayne Dodson (also applied for Planning Board)
	Michael Gautreaux (also applied for Planning Board)
X	Harry Howell (also applied for Planning Board)
	Cesey Matuszak (also applied for Planning Board)



Signature of Council Member



Standard Policy/Procedure

Title: Agenda Preparation/Revision

Department: Council

Location/File: V:\clemdocs\VOC Policies\Council\Agenda Preparation_Revision

Originated: 3/28/2015 Clerk

Reviewed: 4/13/2015

Council Approved: 4/13/2015; 1/11/2016

Revised: 1/11/2016

Purpose

It is the policy of the Village of Clemmons to establish expectations to allow consistency in the handling of agenda preparation/revisions for Council meetings which encourages communication between Council, Attorney and Staff members in a timely manner.

Responsibilities

Village Council and Attorney: A Council Member can add any item to the draft agenda they wish to be discussed and Council will then vote on the agenda as presented or amended during Council meeting.

Village Clerk: Prepare agenda packets and deliver for the upcoming Council meeting which is held on the second and fourth Monday of each month (or Tuesday if Monday is a holiday) as presented from Council, Attorney and Staff.

Timeline for Agenda

Day	Date	Time	Communication
MONDAY	Week prior to meeting	Before 4:30 pm	Draft agenda will be sent electronically to Council, Attorney & Staff for review.
WEDNESDAY	Week prior to meeting	By 10:00 am	Any agenda items for additions, deletions or revisions are due so Clerk can prepare revised draft agenda to be reviewed by Village Manager for final copy approval.
Thursday	Week prior to meeting	Before 5:00 pm (Goal: After Noon)	Clerk compiles all agenda items for printing, scanning and archiving, and prepares agenda packets for distribution to Council, Attorney, and Staff. Distribution is completed by in-person or email delivery as requested by Council Member. Agenda is sent via email to Sunshine List and posted on board outside of Town Hall and on website.
MONDAY (or Tuesday if Monday is holiday)		7:00 PM	Council Meeting