



Agenda
Village of Clemmons Planning Board
Regular Meeting

June 15, 2021

**REGULAR MEETING OF
THE VILLAGE OF CLEMMONS PLANNING BOARD
June 15, 2021 AGENDA**

The Meeting will begin at 6:00 pm.

I. CALL TO ORDER

II. APPROVAL OF MINUTES for May 18, 2021 meeting

III. ANNOUNCEMENTS

IV. PUBLIC COMMENTS

V. BUSINESS

A. Preliminary Major Subdivision Review for Griffendell Subdivision by Greg Garrett located on 9.78± acres zoned RS-9 to include 18 lots at 6773 Idols Road and shown as PIN 5892-12-6348 on a site plan map located in the Village of Clemmons Planning Department (**Zoning Docket C-21-001**).

B. Staff Report – Next scheduled meeting on July 20, 2021.

VI. ADJOURNMENT

**REGULAR MEETING OF
THE VILLAGE OF CLEMMONS PLANNING BOARD
May 18, 2021**

The Village of Clemmons Planning Board met on Tuesday, May 18, 2021 at 6:00 p.m. The meeting was held at the Village Hall, Clemmons, North Carolina. The following members were present: Rob Cockrum, Brad Hunter, Tressa Krenzer, Martin Majorel, Tom Mekis, Dave Orrell, and Bobby Patterson. Members Carolyn Miller and Edee Wilcox. Attorney Bowen Houff was also present in the place of Village Attorney Elliot Fus.

CALL TO ORDER

Chairman Brad Hunter called the meeting to order at 6:01 p.m.

APPROVAL OF MINUTES

Tom Mekis made a motion to approve the April 20, 2021 minutes as written. Martin Majorel seconded the motion which was unanimously approved.

ANNOUNCEMENTS

There were no announcements.

PUBLIC COMMENTS

There were no comments.

BUSINESS

A. Proposed Rules of Procedure

Dave Orrell made a motion to approve the Planning Board Rules of Procedures as presented. Bobby Patterson seconded the motion which was unanimously approved.

- B. Text Amendment Request:** Changes to multiple sections in Chapter A Definition Ordinance, Chapter B Zoning Ordinance, and Chapter D Subdivision Ordinance of the *Unified Development Ordinances* per changes to North Carolina General Statutes. **(Text Amendment C-UDO-83)**

Chairman Hunter opened the public hearing. There were no proponents or opponents. Chairman Hunter closed the public hearing.

- C. Text Amendment Request:** Changes to multiple sections in Chapter C Environmental Ordinance of the *Unified Development Ordinances* to strengthen

stormwater requirements for public health, welfare, and safety. (**Text Amendment C-UDO-84**)

Chairman Hunter opened the public hearing. There were no proponents or opponents. Chairman Hunter closed the public hearing.

Planner Nasser Rahimzadeh presented text amendment C-UDO-83 to the board. He gave an overview of the proposed changes to the *Unified Development Ordinances* required by North Carolina General Statutes Chapter 160D. He noted existing clerical errors that the amendment corrects as well as clarification of differences between advisory, legislative, administrative, and quasi-judicial decisions and authorities. He also advised of a change in organizational flow to Chapter B.6 to distinguish the processes from the entities.

Stormwater Engineer Wes Kimbrell presented text amendment C-UDO-84 to the board. Bobby Patterson inquired whether the proposed changes to bufferyards had been reviewed by developers for their feedback. Engineer Kimbrell confirmed that he had discussions with professionals in the development community and advised that the bufferyards can be used for tree save area and common area requirements.

Tom Mekis asked Planner Rahimzadeh whether text amendment C-UDO-83 required legal review. Planner Rahimzadeh replied that both the Village Attorney Elliot Fus and the University of North Carolina School of Government staff had reviewed the amendment. Chairman Hunter also noted that he had spoken with Village Manager Scott Buffkin to confirm that the text amendment had undergone proper legal review.

Dave Orrell made a motion to **APPROVE** text amendment **C-UDO-83**. Tressa Krenzer seconded the motion which was unanimously approved. Due to file size, the text amendment can be viewed on the Clemmons website at <https://www.clemmons.org/186/Text-Amendments>.

Bobby Patterson made a motion to **APPROVE** text amendment **C-UDO-84**. Rob Cockrum seconded the motion which was unanimously approved. Due to file size, the text amendment can be viewed on the Clemmons website at <https://www.clemmons.org/186/Text-Amendments>.

D. Land Use Binder Topics

Planner Rahimzadeh presented a project idea for a Land Use Binder that would act as an informational resource for Planning Board, Village Council, and Board of Adjustment. He said staff is open to feedback about what topics to include to make it the most useful for board members. Martin Majorel suggested occasional site visits to help with understanding as well. Chairman Hunter confirmed with Planner Rahimzadeh that information regarding public notices, hearings, and comments would be included in the binder.

E. Planning and Community Development: Work Program

Planner Rahimzadeh presented a six-month work plan for the Planning Department to the board to update them about current and future projects.

F. Staff Report

Planner Rahimzadeh advised that the next scheduled Planning Board meeting is on June 15, 2021.

Chairman Hunter noted that there are two Planning Board positions that will need to be filled and that the deadline to apply for the Board is June 15, 2021.

Bobby Patterson commended Planner Rahimzadeh for all of his work regarding the text amendments for 160D.

ADJOURNMENT

Martin Majorel made a motion to adjourn at 6:40 p.m. Tom Mekis seconded the motion which was unanimously approved.

Respectfully submitted:

Caroline Drake, Planning Technician

Bobby Patterson, Secretary

- 1) SITE PLAN TITLE AND NUMBER: C-21-001
- 2) TYPE OF DEVELOPMENT: Preliminary Major Subdivision site plan review
- 3) ACREAGE: 9.78±
- 4) ZONING: Existing: RS9 Proposed: RS9
- 5) # UNITS/LOTS: 18 lots
- 6) DENSITY, IF RESIDENTIAL: 1.84 lots per acre
- 7) LOCATION OF DEVELOPMENT: Located Right off of Idols Road with proposed access from Bluestone Park Drive.
- 8) SITE PLAN PREPARER: Green Mountain Engineering, PLLC
7A Wendy Court
Greensboro, NC 27409
PHONE: 336.294.9394 FAX: ---
E-mail: jordan@greemountainengineers.com
- 9) OWNER AND/OR AGENT: Thomas Allen Griffith, Wesley Van Griffith, and Jack Warren Griffith
6773 Idols Road
Clemmons, NC 27012
- 10) CONDITIONS: (These conditions are additional requirements for development. All other city or county code regulations still apply.)

PRIOR TO THE ISSUANCE OF ANY PERMITS

- a. Developer shall submit a letter indicating payment in lieu of the dedication of land along with preliminary plat.

PRIOR TO THE ISSUANCE OF GRADING PERMITS:

- a. Developer shall obtain a stormwater management permit from the Village of Clemmons Stormwater Administrator.
- b. The Developer shall submit a professionally designed Erosion and Sedimentation Control Plan along with an original signed/notarized Financial Responsibility/Ownership (FRO) form for review and approval, if the proposed project creates more than 10,000 square feet of land disturbance.

PRIOR TO RECORDING FINAL PLAT:

- a) Developer shall bond or provide some other acceptable performance guarantee for the required sidewalks. 100% of the sidewalks shall be installed within 2 years after the date of the first house building permit.
- b) Developer shall build roads to public street standards.
- c) Developer shall record a final plat in the office of the Register of Deeds. Final plat shall include, among other requirements, proposed public streets rights-of-way, negative access easement for pertinent lots, property lines, approved addresses for each lot, tentative building locations, and public access and maintenance easements for any sidewalks located along public streets which are outside of the public right- of-way as well as all required payment in lieu calculations.

PRIOR TO THE ISSUANCE OF BUILDING PERMITS:

- a. The Developer shall submit water/sewer extensions plans to Utilities Plan Review for permitting/approval. Water meters purchased through City of Winston-Salem. Utility system development fees to be paid at the time of meter purchase.

- b. Village of Clemmons Driveway permits for the driveways.

PRIOR TO THE ISSUANCE OF OCCUPANCY PERMITS:

- a. Developer shall obtain a stormwater occupancy permit from the Village of Clemmons Stormwater Administrator
- b. Developer/Homeowners Association shall be created and be responsible for maintenance post-development of all common areas, including the grassed/landscaped island adjacent to the mail kiosk, the stormwater management controls, and the tree save areas. A note shall be added to the final plat.



To: Planning Board and Village Council

From: Nasser Rahimzadeh, Village of Clemmons Planning Director

Date: June 7, 2021

Re: C-21-001 Griffindell Subdivision Staff Memorandum

C-21-001 Griffindell Subdivision is a proposed 18 lot single-family detached development connected on Idols Road. During the Technical Review Committee review process, two items of concern were noted:

- The development's only point of access will be from the adjoining eastern (Idolwood) subdivision.
- The development will not be using curb and gutter even though all other subdivisions leading into it will

After discussions with the engineering firm, the resubmittal still fails to address the access to Idols Road and has no curb and gutter. In addition to the aforementioned items, the subdivision still has the following minor issues:

- Sidewalk fails to connect with the cul-de-sac and Quail Forest Drive.
- No bufferyards are not provided fronting Idols Road (partial is achievable)
- Missing site distance triangles
- Failed to include Watershed notes onto the plat
- Mail Kiosk is not encapsuled by an easement
- Fails to show drainage easement
- Current schematic does not show adequate shoulder width per NCDOT Subdivision design manual
- Failed to add note indicating that signage shall comply with Manual on Uniform Traffic Control Devices

At this time, staff recommends denial.

**TECHNICAL REVIEW COMMITTEE
PRELIMINARY COMMENTS AND/OR RECOMMENDED CONDITIONS**

Note: Village Planning staff is responsible for coordinating the Technical Review of Special Use Rezoning Requests; please contact the appropriate Department at the phone # indicated below if you have any questions about the comments or recommendations listed. Further, please note that additional information may be forthcoming from Departments that indicate “See Emailed Comments” or another similar phrase. A list of recommended conditions from this Technical Review Committee will be sent to you via fax generally by the end of the business day on Friday the week prior to the Planning Board Public Hearing.

PROJECT CASE #: C-21-001 **PARCEL PIN:** 5892-12-6348, 5892-12-6348
PROJECT TITLE/DESCRIPTION: Griffendell Preliminary Major Subdivision 9.78 ± acres

NCDOT District 2: Sr. Assistant District Engineer, Randy Ogburn (336-747-7900)

- No Comments

Winston-Salem/Forsyth County Inspections (Zoning), Elizabeth Colyer (336-727-2626) elizabethrc@cityofws.org

- None provided

Winston-Salem (Erosion Control/Floodplain Program Manager) Matthew Osborne (336-747-7453) matthewo@cityofws.org

- If the proposed project creates more than 10,000 sq. feet of land disturbance, an Erosion Control/Grading Permit will be required prior to the start of work. In order to obtain this permit you must submit a professionally designed Erosion and Sedimentation Control Plan along with an original signed/notarized Financial Responsibility/Ownership (FRO) form for review and approval. Please submit the plan through the electronic plan review portal at the following link: <https://winston-salem.idtplans.com/secure/>

Clemmons Public Works/Stormwater, Michael Gunnell (336-766-9170) mgunnell@clemmons.org

- See Public Works PDF (page 4 - 5)

Clemmons Fire Jerry Brooks (336-766-4114)

- No comment

Forsyth County Fire Scott Routh (336-703-2550) routhcs@forsyth.cc

- Make sure that the hydrants are capable of producing 1000 gallons for a period of one hour.

Winston-Salem/Forsyth County Utilities, Chris Jones (336-747-7499) charlesj@cityofws.org

- Submit water/sewer extension plans to Utilities Plan Review for permitting/approval. Water meters purchased through COWS. System development fees due at the time of meter purchase. This project will not be allowed to have a construction final till all the downstream sewer and water lines in the Idolwood subdivision have been accepted and tested by the COWS. Hydrant leg and water line in cul-de-sac will have to be redesigned during the plan review phase.

Clemmons Planning, Nasser Rahimzadeh (336-766-7511) nasser@clemmons.org

- Lot 10 has insufficient square footage
- Any signage?
- Provide evidence showing 2 off-street parking spaces per dwelling unit per B.3-3 Off-Street Parking, Stacking, and Loading Areas
- Use 9.78 acres instead of 8.97 acres for Tree Save Area calculations. Amount required TSA will change to 41,609.00
- Provide type III bufferyard on lot 18 per B.3-5.2(B)(E) Subdivisions...In residential districts, the subdivider of property shall provide a type III bufferyard within the required yard adjacent to all thoroughfares and collector streets, except collector streets interior to the subdivision, and all railroad rights-of-way. Use of earthen berms as described in Section B.3-5.2(B)(4) is encouraged. The bufferyard shall be shown on the plat with the following statement: "This area is reserved for the planting of trees or shrubs by the owner; the building of structures hereon is prohibited."
- Doublecheck circular cul-de-sac and off-set cul-de-sac with standards per B.4(B)(1)(h) Except in unusual circumstances, culs-de-sac or other dead-end streets, designed to be so permanently, shall not be longer than one thousand two hundred (1,200) feet and shall have either a cul-de-sac or a T-shaped turnaround installed at the end. Culs-de-sac shall have an improved circular turnaround with a minimum radius of forty (40) feet with a minimum public right-of-way radius of fifty (50) feet centered on the improved street area. T-shaped turnarounds shall have an improved street area of twenty-six (26) feet by sixty (60) feet with twenty-five (25) foot radii perpendicular and symmetrically located at the end of the street. The public right-of-way for these turnarounds shall be a minimum of forty-five (45) feet by seventy-five (75) feet centered on the improved street area. In cases where streets are built to adjoining property lines and are to be extended in the future, the board may grant a temporary T-shaped turnaround having a paved roadway area of not less than forty (40) feet in width and forty-eight (48) feet in length perpendicular to the main roadway with curve radii of not less than ten (10) feet. Said temporary T-shaped turnaround shall have a right-of-way of not less than fifty (50) feet as an extension of the main roadway with the paved roadway area centered in the right-of-way. There shall be a ten (10) foot by sixty (60) foot temporary construction and maintenance easement at the end and on both sides of the temporary T-shaped turnaround. Said easements shall be removed when the street is extended and the temporary T-shaped turnaround removed.
- Show sight distance easements per B.5(B)(1)(n) All new subdivisions will have triangular sight distance easements shown in dashed lines

at all street intersections and so noted on the final plat map. These easements will remain free of all structures, trees, shrubbery, driveways, and signs, except utility poles, fire hydrants, and traffic control signs. Sight easements shall be ten (10) feet by seventy (70) feet running from the intersection along the right-of-way of the pertinent street.

- Show negative access easements on lot 14 and 17.
- Note the following per D.4(B)(3)(d) Electricity, Telephone, Cable Television and Natural Gas...All distribution lines and lines providing direct service to individual properties for electricity, telephone and cable television shall be installed underground, unless required by the utility provider to be placed aboveground.
- Provide letter indicating payment of fee in lieu of land dedication per D.4(B)(4)(c)(i) If the subdivider desires to make a payment in lieu of the dedication of land, a letter to that effect shall be submitted with the preliminary plat.
- Indicate that sidewalks shall be a minimum of five foot in width, five inches in thickness, conform to ADA requirements, and Village of Clemmons installation and maintenance requirements per D.4(B)(6) For subdivisions with fifty (50) percent or more of the lots one acre or smaller in size five (5) foot minimum sidewalks, five inches in thickness shall be required along one side of all residential streets. Sidewalks shall conform to ADA requirements and the Village of Clemmons installation and maintenance requirements.
- Please show tree location on the plat in addition to on the typical street section.
- Note and provide B.4(B)(10)(d) The boundary of the land to be subdivided shall be determined by an accurate survey in accordance with surveying laws of North Carolina or by the bearings and distances contained in the recorded deed.
- Planning staff requests connection to Idols Road or Middlebrook Drive.
- Strongly recommend Cluster Box Unit design per Durham County [UDO 5.4.13](#)

Clemmons Planning, Jeff Vaughn (336-766-7511) jvaughn@clemmons.org

- Lot 10 is not 9000 sq. ft.
- Connect sidewalk to Quail Forest Dr, around lot 1 and the cul-de-sac
- Provide metes and bounds description of overall subdivision on plan
- Show required mail kiosk
- Signage?
- Show required street trees
- On the Southern portion of the site, there is a lot owned by Kimberly Barker that is not shown on the plan. Include PIN number, ownership, and zoning
- Provide access to Idols Rd. rather than subdividing this lot off
- There may be additional comments as plan progresses

Winston-Salem/Forsyth County GIS Mapping and Design, Carly Everhart (336) 747-7012 carlye@cityofws.org

- None provided

Forsyth County Addressing, Gloria Alford (336-703-2337) alfordgd@forsyth.cc

- Please contact MapForsyth Addressing team in regards to street names to be reviewed. After street names have been approved, addresses will be issued during subdivision process.



PUBLIC WORKS

4/7/2021

Subject: Griffindell Subdivision TRC Comments

Below are the TRC comments provided by the Public Works, Engineering, and Stormwater Department:

1. Stormwater permit & fees are required
2. Add Note to Watershed Notes "The stormwater SCM/BMP for this subdivision has been designed for a specific impervious and drainage area. Any alterations to this subdivision must be approved and permitted by Village of Clemmons staff prior to any alterations occurring. Failure to obtain a Village of Clemmons permit will result in the issuance of penalties to the maximum extent possible."
3. Add a Note that this site is located within a WS-IV watershed and shall be subject to all watershed regulations set forth by the Village of Clemmons and the NC Department of Environmental Quality.
4. Show site distance triangles at the intersection(s).
5. Show a negative access easement along the West side of lot 17 and South side of lot 14.
6. Extend sidewalk from Qual Forest into the site and provide a crosswalk, or wrap around the cul-de-sac and connect to the currently shown proposed sidewalk. If a cross walk is provided, all striping shall be thermoplastic with signage to meet NCDOT and ADA standards.
7. Show mail kiosk location(s) and encapsulate them within an easement. Must be handicap accessible.
8. Stop and street signs are required at the intersections. Add a note that signs are to be purchased by the developer and delivered to Village of Clemmons Staff for installation.
9. Show all private utility/drainage easements. May need to include a 3' permanent diversion berm along the entire southern property line to ensure drainage from the backs of the lots will reach the SCM/BMP.
10. Add a note to your typical lot layout that all drainage inlets outside of the right of way must be drop/throat inlets with a 4" (min) throat depth and a 4" slab top lid. All inlet tops must have an accessible 2' manhole lid within them.
11. Add a note that all utilities shall be encased underneath of road crossings per CoWS standards. All new utilities shall be jack and bored underneath of existing roads.
12. All utilities, including storm drainage, shall cross the roadway in the shortest distance possible.
13. Water and sewer should be installed a minimum of 3' behind the curb and gutter.
14. Per VOC UDO Chapter C Section 3-3.6.3, high density buffers in WS-IV watersheds are 30' undisturbed and 100' no built upon area. Please adjust buffers and show both zones.

15. However, if you are intending for this site to be considered as low density (15'/30' buffers) then you must maintain no more than 24% impervious area, 2 dwelling units/acre, and convey all runoff through vegetative conveyances to the maximum extent practical. Meaning no curb and gutter, no drainage systems other than driveway pipes, and no piped roof drains. However, this site connects to a subdivision with curb & gutter, therefore it will be required for this development.
16. This addition to the Idolwood Subdivision will likely require a secondary connection, either to Idols or Middlebrook. The site shall be subject to Fire Department requirements based on the number of usable access points.
17. Must obtain a driveway permit for the construction entrance and connection to Quail Forest Dr. and then a driveway permit for all residential driveways.
18. Must obtain a grading permit.
19. Teardrop paving in front of lot 11 is not desirable, possible stub street to the south for Idols Road connection.
20. All proposed roads shall meet the minimum design requirements as specified in the NCDOT Subdivision Roads Minimum Construction Standards based on the Design Speed and Terrain Classification.
21. Remove the reference to Winston-Salem in General Construction Notes section.
22. Add a note that all signage shall be to MUTCD standards.
23. Tree save area calculations do not depict appropriate acreage. All acreage calculations shall be consistent throughout watershed calculations, site notes, and tree save calcs. It appears that with the addition of the .81 acres, the total site area should be 9.78 ac.
24. Note 6 in the typical lot layout should reference the Village Engineer instead of Public Works Director.
25. All driveways shall be designed for a 24' max. All calculations, regarding of actual condition, shall be based on a 24' driveway.
26. Removal of the concrete turn around area shown at the end of the existing stub streets shall be removed at the developer's expense and shown to be included within the construction documents. Sidewalk shall be extended as well as the disturbed area graded and seeded where the turn-around areas were removed.

Please do not hesitate to call if you have any questions or need any assistance with the submittal.

Sincerely,

Wes Kimbrell, PE
Stormwater Engineer
The Village of Clemmons