The Village of Clemmons Council met on Monday, January 9, 2023, at 6 p.m. The meeting was held at the Village Hall, Clemmons, North Carolina. The following members were present: Mayor Rogers, Council Members Barson, Cameron, Combest, Taylor and Wrights. Attorney Al Benshoff was also present.

**Call to Order & Pledge of Allegiance**
Mayor Rogers called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

**Public Comments**
There were three citizens in attendance. There were no individuals that spoke during public comments.

**Approval of the Minutes**
Council Member Cameron moved to approve the minutes of the December 12, 2022 regular meeting as presented. The motion was seconded by Council Member Taylor and unanimously approved.

**Approval of the Agenda**
Council Member Taylor moved to approve the agenda as presented. The motion was seconded by Council Member Cameron and unanimously approved.

**Announcements**
Mayor Rogers announced the Village of Clemmons will be closed for Martin Luther King, Jr. Day on Monday, January 16, 2023 (trash collection will be on normal schedule).

Mayor Rogers announced there will be a Village of Clemmons Council Special Meeting (Retreat) which will be held Monday & Tuesday, January 23 & 24, 2023.

Manager Gunnell introduced Doug Moore as the new Planning & Community Development Director for the Village of Clemmons and Assistant Manager Flyte introduced Al Benshoff as the new Attorney (Brough Law Firm) for the Village of Clemmons.

**Business – Action Items**

A. *Audit Report for FYE June 30, 2022.*
   1. **Presentation of the Audit Report** – Craig Hopkins from Gibson & Company P.A., provided a brief overview of their independent audit for the Village of Clemmons for the fiscal year ending June 30, 2022. He stated the audit was filed in a timely manner, approved and accepted. A clean opinion was issued. There were no budgetary violations or instances of non-compliance. He advised a single audit was also performed as the Village expended over a certain threshold of state and federal funds by testing compliance of grants received. There were no compliance issues...
found during the single audit. Total cash increased from the prior year by $876k and restricted cash decreased by $850k (there was a lot expended for Powell Bill). Liabilities were $708k. Total fund balance was $9.2 million and $5.4 million is unassigned. Revenues were up about $1.7 million (largely due to the increase in property taxes), expenses were $1.6 million and there was a net change in fund balance of $9k. The Stormwater Fund total assets were $5 million. Liabilities were $360. Unrestricted fund balance was $1.3 million. There were $1.4 million operating revenues. Expenditures were $716k. ARPA funds came into the Stormwater Fund in the amount of $305k. Total net position increased by a little over $1 million.

2. **Acceptance of the Audit Report.**

Council Member Cameron made a motion to accept the audit report. The motion was seconded by Council Member Taylor and unanimously approved.

B. **Preliminary Major Subdivision for Tanglewood Trace Subdivision by Doylestown Properties, LLC located on 6.06± acres zoned RS-9 to include 10 lots at 4200 Clinard Road and shown as PIN 5882-75-2777 on a site plan map located in the Village of Clemmons Planning Department and on the Village of Clemmons website (Zoning Docket C-22-001)** - Planner Moore presented to Council a major preliminary subdivision site plan for their consideration. This is not a rezoning request. He stated the proposal is 6.06± acres and it is for 10 lots (attached hereto as Exhibit A and incorporated as a part of the minutes). He stated it does meet the UDO requirements and was approved unanimously by the Planning Board.

Council Member Cameron made a motion to approve the preliminary major subdivision plat with the conditions as presented on the site plan review record for Tanglewood Trace by Doylestown Properties, LLC located on 6.06± acres zoned RS-9 to include 10 lots at 4200 Clinard Road (PIN 5882-75-2777) (Zoning Docket C-22-001). The motion was seconded by Council Member Taylor and unanimously approved.

**Business – Review and Items for Future Action**

C. **Marketing & Communications Director’s Report/Events Update.**

- Forsyth Community is on newsstands! Make sure to pick up your copy today and share with neighbors and friends.
- Coffee with a Cop will be held at Chick-fil-A Clemmons on Tuesday, January 17th from 9-10AM at Clemmons Chick-fil-A.
- Several farmers market vendors are offering off season preorders and weekend pickup at Village Hall. Please visit clemmons.org/preorders for more info.
- We are now accepting applications for the 2023 season – please visit clemmons.org/farmersmarket.
- Make sure to visit Village Point Greenway this month! Participate in the #getyourselfoutside event!
- Neighbors Helping Neighbors kicks off in February – we encourage everyone to be a part of this month-long awareness campaign regarding food insecurity
and the many ways to support those in need through the Clemmons Food Pantry

- WEATHER PERMITTING, the last leaf collection will begin on Monday, January 23, 2023.
- Weather permitting, the Village of Clemmons will pick up Christmas trees that have been placed at the edge of residents' yards beginning Monday, January 9th for areas west of Lewisville-Clemmons Road and Middlebrook Drive, and starting Tuesday, January 16th for areas east of Lewisville-Clemmons Road and Middlebrook Drive.

Details are available on the Village website and Facebook page regarding all of our events.

D. Manager’s Report.
1. Financial Summary Report for November 2022 – report was presented.

2. Drone Update – Council Member Barson provided an update on the Drone as a First Responder Program from a meeting held in December 2022 and advised additional information will be forthcoming.

3. NCLM Biennium Legislative Goals – Mayor Rogers advised of the list of 16 goals that were to be voted on by the Council (who could choose up to 10).

Council consensus was to direct Mayor Rogers to vote for the following NCLM legislative goals: 1) Create an adequate and permanent funding stream for local infrastructure; 2) Expand state transportation funding streams for construction and maintenance for municipal and state-owned secondary roads; 3) Update annexation petition thresholds to make voluntary annexations easier to initiate; 4) Provide local revenue options beyond property tax.

Council Member Cameron pointed out a list of topics that Council Member Combest recommended which were not part of the list of 16 selections. She stated these items are worth considering and inquired as to how the rest of Council would like to handle. Mayor Rogers suggested reaching out to local delegate to see if there would be any traction from other local representatives. Council agreed.

E. Stormwater Technician’s Report.
1. Stormwater Quarterly Report – Q2 (Oct 1 – Dec 31 2022) - Stormwater Tech II Harrison presented the Stormwater Quarterly Report (October – December 2022) to Council (attached hereto as Exhibit B and incorporated as a part of the minutes.

F. Council Comments – Council Member Taylor expressed his excitement moving into 2023 with new Staff members and focus. He expressed that 2022 was a team effort with a lot of accomplishments to be proud of.
Adjournment
Council Member Cameron moved to adjourn the meeting at 6:52 p.m. The motion was seconded by Council Member Taylor and unanimously approved.

__________________________
Mike Rogers
Mayor

ATTEST:

__________________________
Lisa Shortt, NCCMC
Village Clerk
### SITE PLAN REVIEW RECORD

<table>
<thead>
<tr>
<th>Site Plan Title &amp; Number</th>
<th>Tanglewood Trace Subdivision (Zoning Docket C-22-001)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Development</td>
<td>Preliminary Major Subdivision</td>
</tr>
<tr>
<td>Acreage (square feet):</td>
<td>6.06 (263,973)</td>
</tr>
<tr>
<td>Units/Lots:</td>
<td>10</td>
</tr>
<tr>
<td>Density: 1.65 lots/acre</td>
<td></td>
</tr>
<tr>
<td>Exiting Zoning:</td>
<td>Residential Single Family (RS-9)</td>
</tr>
<tr>
<td>Proposed Zoning:</td>
<td>Residential Single Family (RS-9)</td>
</tr>
<tr>
<td>Development Location</td>
<td>Located on the western side of Clinard Road, south of Hearthstone Road</td>
</tr>
<tr>
<td>Site Plan Preparer</td>
<td>Allied Design, Inc. 4720 Kester Mill Road Winston-Salem, NC 27103</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Owner/Agent</td>
<td>Doylestown Properties P.O. Box 331 Pfafftown, NC 27040</td>
</tr>
</tbody>
</table>

**STAFF COMMENTS**

Determination of the need for a mail kiosk will be made by United States Postal Service.

**CONDITIONS:** (These conditions are additional requirements for development. All other development 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.

(B) Developer shall submit a letter indicating payment in lieu of sidewalks along with preliminary plat.

(C) Developer shall confirm with the United States Postal Service whether a mail kiosk/cluster box unit (CBU) is required. If required, developer shall install the CBU prior to final plat approval.

**PRIOR TO THE ISSUANCE OF GRADING PERMITS:**

(A) Developer shall obtain a stormwater management permit from the Village of Clemmons Stormwater Administrator.

(B) Developer shall meet the tree protection standards during construction as required in Chapter B.3-4 Landscaping and Tree Preservation Standards.

(C) If the proposed project creates more than 20,000 sq. ft. of land disturbance for Single-Family Dwelling construction, a Grading/Erosion Control Permit will be required prior to the start of work. 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.

**PRIOR TO SIGNING FINAL PLAT:**

(A) Developer shall submit water/sewer extension plans to Forsyth County Utilities plan review for permitting/approval.

(B) Developer shall build roads to public street standards.

(C) 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 required payment in lieu calculations.

**PRIOR TO THE ISSUANCE OF BUILDING PERMITS:**
(A) Developer shall obtain Village of Clemmons Driveway permits.
(B) Developer shall record a final plat in the office of the Register of Deeds.

**PRIOR TO THE ISSUANCE OF OCCUPANCY PERMITS:**

(A) Developer shall obtain a stormwater occupancy permit from the Village of Clemmons Stormwater Administrator.

(B) Developer shall install street trees as shown on the preliminary plat.

(C) 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 and the tree save areas. A note shall be added to the final plat.
Good Housekeeping - Minor CIP

- Total Projects: 23
  - Structures repaired: 3
  - ROW Ditch Line Projects: 4
    - 320 'LF Ditch Lines Repaired
  - Shoulder Repair Locations: 14
    - 1134 ‘LF
  - Minor Culvert Replacements: 2
Good Housekeeping - Major CIP:
Springside Dr. (North)

- Springside Dr. (North)
  - Removed old riser and 4 - 18” CMP pipes under Springside Dr.
  - Replaced with 2 - 48” bored Steel Pipes.
  - Installed Rock Pipe Inlet Protection Ring around Riser Structure.
  - Installed Twin 48” Endwall, Outlet Channel and Rip Rap Apron down stream of the steel pipes.
  - Graded for proper drainage
  - Construction completed October 7, 2022 by Southeast Select Civil Construction.

Good Housekeeping - Minor CIP
Puritan Ln Culvert Replacement

Before

After
Good Housekeeping - Minor CIP
N Lakeshore/Overview Culvert Replacement

Before

After
Outfall Inspections

• Outfall inspections required by the NCDEQ NPDES Phase 2 permit.

• Check to make sure there is no illicit discharge running into waterways

• 39 Outfalls inspected
  • 29 Residential/commercial outfalls
  • 10 Industrial outfalls

Street Sweeping

• Commercial corridors swept weekly
  • 17.2 cubic yard of debris swept up
    • (20.81 TONS) (Oct - Dec 2022)

• Residential Streets swept quarterly
  • 0 cubic yard of debris swept up
    • (0 TONS) (Oct - Dec 2022)
Illicit Discharge/NOV’s Reported

- Sanitary Sewer Overflow (1)
- Other
  - Illicit Disconnect (1)
  - Unknown Source (1)

** All issues have been handled/resolved **

Permits Issued

- #22-125 Tractor Supply_Occupancy Permit
- #22-127 Springfield Village Townhomes SWM Permit
BMP Maintenance - Library Wet Pond

• Partnered with Blue Stream Environmental (Kernersville) to help re-establish wet pond embankment and vegetative shelf
• Pond is adjacent to library site.
  • Planted new shallow land and water plant plugs
  • Contractor Mix blend of seeding and placing erosion control matting on interior slopes
• Village Staff spread out new top soil around site to help with plant/grass stabilization within Wet Pond.

BMP Maintenance - Library Wet Pond

OCTOBER 27, 2022

BEFORE

OCTOBER 30, 2022

TOP SOIL ADDED

NOVEMBER 4, 2022

AFTER
Public Education/Outreach - Classroom

• 5th Grade Stormwater Presentation (Hybrid Presentation)
  10/18, 10/24 - 10/27
  • Clemmons Elementary

• 5 Presentations
• 136 Participants

Public Education/Outreach - Classroom

• 5th Grade Stormwater Presentation (Hybrid Presentations)
  10/20 - 10/21
  • Morgan Elementary

• 4 Presentations
• 119 Participants
Fall Festival - Clemmons Elementary School 10/14/22

- Stormwater Booth Vendor
- 322 people stopped by Booth
- Participants played the Stormwater Trivia Wheel

Clemmons Fall Cleanup 10/15/22

BACK IN PERSON AFTER 2 YEARS
INDEPENDENT CLEANUPS

- 132 participants
- 77 bags of trash collected
Fall Medicine Drop - 10/15/22

- Clemmons Event Offered
  - Operation Medicine Drop - October 15
  - Partnered with Forsyth County Sheriff Office
    - Clemmons Public Works Location
    - 85 participants
    - 65.1 pounds of medication collected

Clemmons Goblin Hop Event 10/23/22

- Stormwater Booth Vendor
- 1164 people stopped by Booth
- Photos with Lenny
Clemmons Tree Lighting Event

- Stormwater Mascot was in attendance
- Helped spread Holiday Cheer
- Took pictures with kids and residents

Clemmons Adopt A Street

- Currently 11 roadways have been adopted by 9 groups/families
  - 6 cleanups have occurred
  - 10 bags of trash collected
  - 29 participants

- In process of getting personalized signs created for two streets.
Public Education/Outreach - Media

- Facebook
  - Stormwater Related Posts
    - 10 Posts
  - Stormwater Saturday Facebook
    - 13 Posts
  - Total Posts - 23

- Clemmons Courier Advertising
  - Weekly ¼ page advertising of variety of stormwater topics
    - 13 ads placed from October 1 - December 31.
    - 5 Village Briefings
    - 7 press releases
    - 3 email blast
    - 2 wrap up stories

Education/Outreach Examples

Courier Advertising

Facebook Post