

**REGULAR MEETING OF
THE VILLAGE OF CLEMMONS PLANNING BOARD
February 18, 2020 Minutes**

The Village of Clemmons Planning Board met on Tuesday, February 18, 2020 at 6:00 p.m. at Village Hall, Clemmons, North Carolina. Members present were: Rob Cockrum, Gregory Conlon, Brad Hunter, Martin Majorel, Thomas Mekis, David Orrell, Bobby Patterson and Edee Wilcox. Carolyn Miller was absent.

I. CALL TO ORDER

The regular meeting was called to order at 6:00 p.m. by Chair Brad Hunter.

II. APPROVAL OF MINUTES

Greg Conlon made a motion to approve the November 19, 2019 minutes as written. Rob Cockrum seconded the motion which was unanimously approved.

III. ANNOUNCEMENTS

There were no announcements.

IV. PUBLIC COMMENTS

There were several residents signed in for public comments and twenty citizens in attendance.

Matthew Ragan, 4723 Greenfield Way Drive, Winston-Salem, NC, is very concerned about the entrance to the proposed development, the tree buffer between the neighborhoods and the necessity for streetlights.

Bob Semanco, 4735 Greenfield Way Drive, Winston-Salem, NC, is very concerned about his driveway at the entrance to the proposed development and also wants to make sure the drainage is angled away from his property.

Penny Sekado, 101 Chestnut Street, Winston-Salem, NC, is the petitioner for Zoning Docket C-19-005. Ms. Sekado advised the hammerhead will be removed, drainage downhill will not affect any property owners and they are asking for approval of the preliminary site plan as presented as they have met all the requirements of the Unified Development Ordinance.

Wayne VonSeggen, 4550 Greenfield Way Drive, Winston-Salem, NC, president of the home owners association for Greenfield Way, is concerned about the removal of the hammerhead apron, the tree save area and the swales being used for drainage must be positioned correctly so as not to cause water issues for existing neighbors.

BUSINESS

- A. Major Subdivision Preliminary Site Plan Review request for Greenfield Park** by Penny Engineering for property located at 6191 Parkfield Lane, PIN 5893-33-5641, consisting of approximately 4.1 +/- acres and zoned RS-15 (residential single-family) as shown on a site plan located in the Village of Clemmons Planning Department. **(Zoning Docket C-19-005).**

Planner Rahimzadeh presented Zoning Docket C-19-005. The site plan meets all requirements set forth by the Unified Development Ordinances.

Staff recommends approval of the preliminary site plan as submitted.

The Board held a brief discussion regarding:

- Entrance road to the development. The Planner explained that t-turnarounds or hammerheads are built as temporary access until further development demands the road extension. The turnaround will be removed and the road into the proposed development will be properly aligned per the standards in the Unified Development Ordinance.
- Streetlights. Developer stated the development would have streetlights. Village of Clemmons Public Works will be responsible for streetlights at intersections only and the home owners association will be responsible for any others.
- Stormwater pond responsibility. Mike Gunnell, Director of Public Works for the Village of Clemmons advised it would be the responsibility of the home owners association to maintain to standard.

Bobby Patterson made a motion to adopt the statement of conformity as stated in the Site Plan Review Record (Attached hereto as Exhibit A and incorporated as a part of the minutes) and recommend APPROVAL of the preliminary site plan review as presented for the proposed major subdivision consistent with the statement for Zoning Docket C-19-005. Thomas Mekis seconded the motion which was unanimously approved.

CONDITIONS FOR C-19-005:

The following proposed conditions are from interdepartmental review comments and are proposed in order to meet codes or established standards, or to reduce negative off-site impacts.

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.

PRIOR TO THE ISSUANCE OF BUILDING PERMITS:

- a. The Developer shall submit water/sewer extensions plans to Utilities Plan Review for permitting/approval. System development fees are now in effect.

- 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.
- c. Village of Clemmons Driveway permits for the driveways.
- d. Developer shall build roads to public street standards.
- e. 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.
- f. 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.

PRIOR TO THE ISSUANCE OF OCCUPANCY PERMITS:

- a. Developer shall meet the tree planting standards as required in Chapter B.3-4 Landscaping and Tree Preservation Standards for the new large variety trees indicated on the plan.
- b. Developer shall obtain a stormwater occupancy permit from the Village of Clemmons Stormwater Administrator
- c. 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. Preliminary Site Plan Review for Whiteheart Construction for property located at 3843 Clemmons Road, PIN 5882-88-8656, consisting of 0.739 acres and zoned LO-S (office) as shown on a site plan located in the Village of Clemmons Planning Department. **(Zoning Docket C-001b).**

Planner Rahimzadeh gave a brief presentation of the proposed addition to the existing property. The property was rezoned to Limited Office – Special Use in 1991. The petitioner is requesting to amend the existing site plan to expand the building footprint. Village has secured right-of-way and payment-in-lieu from the petitioner for the Clemmons Road sidewalk project. The Planner advised all requirements of the Unified Development Ordinances have been met.

Staff recommends approval for Zoning Docket C-001b.

There being no questions or discussion of the proposed site plan amendment Greg Conlon made a motion to adopt the statement of conformity as stated in the Site Plan Review Record (Attached hereto as Exhibit B and incorporated as a part of the minutes) and recommend APPROVAL of the preliminary site plan amendment as presented for the proposed site plan amendment for Zoning Docket C-001b. David Orrell seconded the motion which was unanimously approved.

CONDITIONS FOR C-001b: The following proposed conditions are from interdepartmental review comments and are proposed in order to meet codes or established standards, or to reduce negative off-site impacts.

PRIOR TO THE ISSUANCE OF ANY PERMITS:

- a. The Developer shall obtain a grading permit if 10,000 square feet or more of land is disturbed.
- b. The Developer shall obtain a stormwater management permit.

PRIOR TO THE ISSUANCE OF GRADING PERMITS:

- a. The Developer shall obtain a driveway permit from the Village of Clemmons and the North Carolina Department of Transportation if existing driveway access point needs widening.

PRIOR TO THE ISSUANCE OF BUILDING PERMITS:

- a. The developer shall submit a utility plan.

PRIOR TO THE ISSUANCE OF OCCUPANCY PERMITS:

- a. The Developer shall obtain a stormwater occupancy permit.
- b. The Developer shall provide a dedication of right-of-way for the sidewalk per Village of Clemmons Public Works specifications and shall provide a payment in lieu for the sidewalk.
- c. The Developer shall seed areas where removal of impervious surface material was specified.

OTHER CONDITIONS:

- a. N/A

C. Staff Report – Next scheduled meeting on March 17, 2020.

The Planner advised there is one case to be heard but petitioner has been asked to review their site plan and make several revisions requested by the Technical Review Committee. Meeting date to be heard will depend on when the revised site plan is submitted.

V. ADJOURNMENT

Martin Majorel made a motion to adjourn the meeting at 7:00 p.m. David Orrell seconded the motion which was unanimously approved.

Respectfully submitted:

Patricia A. Fife, Sr. Admin. Assistant

Bobby Patterson, Secretary