

**VILLAGE OF CLEMMONS PLANNING BOARD DRAFT
STAFF REPORT**

PETITION INFORMATION			
Docket #	C-221		
Staff	Megan Ledbetter		
Petitioner(s)	Sharon West		
Owner(s)	Citadel/Westlawn Gardens of Memory		
Subject Property	4420 Kinnamon Road		
Type of Request	Institutional and Public Special Use IP-S		
Proposal	<p>The petitioner is requesting to amend the Official Zoning Maps for the subject property from IP to IP-S:</p> <ul style="list-style-type: none"> • Licensed Cemetery <p>NOTE: Both general and special use district zoning were discussed with the petitioner(s) who decided to pursue the rezoning as presented. With a General use, all uses in the District must be considered.</p>		
Zoning District Purpose Statement	The IP District is intended to accommodate public and institutional uses which have a limited land use impact or traffic generation potential upon surrounding uses. The district is intended to accommodate smaller, less intensive public and institutional uses which have concentrated service areas and are located in or near residential areas, or larger, less intensive recreational or institutional facilities in rural areas.		
Applicable Rezoning Consideration from Chapter B, Article VI, Section 6-2.1(S)	(S)(1) - Is the proposal consistent with the purpose statement(s) of the requested zoning district(s)?		
	Yes.		
GENERAL SITE INFORMATION			
Location	4420 Kinnamon Road		
Jurisdiction	Village of Clemmons		
Site Acreage	31.04 acres acres		
Current Land Use	Existing cemetery		
Surrounding Property Zoning and Use	Direction	Zoning District	Use
	E	SFR	Single Family Residential
	W	SFR	Single Family Residential
	S	NSB-S	Shopping Center
			Single Family

	N	SFR	Residential	
Applicable Rezoning Consideration from Chapter B, Article VI, Section 6-2.1(S)	(S)(2) - Is/are the use(s) permitted under the proposed classification/request compatible with uses permitted on other properties in the vicinity?			
	YES.			
Physical Characteristics	The site has relatively flat topography sloping slightly to the north.			
Proximity to Water and Sewer	Public water and sewer are available.			
Stormwater/ Drainage	The site will require stormwater management and occupancy permit			
Watershed and Overlay Districts	N/A			
Historic, Natural Heritage and/or Farmland Inventories	n/a			
Analysis of General Site Information	The site requires stormwater management and occupancy permits.			
Generalized Recommended Conditions	<u>BRIEF DESCRIPTION OF CONDITION(S):</u> <ul style="list-style-type: none"> • OBTAIN A STORMWATER MANAGEMENT PERMIT • STORMWATER MANAGEMENT PERMIT 			
SITE ACCESS AND TRANSPORTATION INFORMATION				
Street Name	Classification	Frontage	ADT Count	Capacity/LOS
Ridgecrest	Local street	1,080 linear feet	N/A	N/A
Kinnamon	Minor Thoroughfare	1040 linear feet	5900	A
Proposed Access Point(s)	Two points of access off Ridgecrest Drive and a secondary access off Kinnamon(all access is existing)			
Planned Road Improvements	There is not any current proposed improvements funded for this geographic area at this time.			
Trip Generation - Existing/Proposed	N/A, existing cemetery			
Sidewalks	Sidewalks are existing on Ridgecrest			
Transit	N/A			

Traffic Impact Study (TIS)	N/A				
Analysis of Site Access and Transportation Information	The site's main access is located off Ridgecrest Drive.				
Generalized Recommended Conditions	<u>BRIEF DESCRIPTION OF CONDITION(S):</u> <ul style="list-style-type: none"> • DRIVEWAY PERMIT FROM THE VILLAGE OF CLEMMONS 				
SCHOOL DISTRICT INFORMATION					
Schools Serving Zoning Site	Project Students From Project	2016-2017 Enrolled Students	2016-2017 Projected Students w/ Accumulated Totals	School Capacity	Number of Mobile Classrooms on Site
Clemmons Elementary	0		n/a	n/a	n/a
Clemmons Middle	0	n/a	n/a	n/a	n/a
West Forsyth High School	0	n/a	n/a	n/a	n/a
School System Remarks and Analysis	N/A				
CONFORMITY TO PLANS AND PLANNING ISSUES					
Legacy GMA	Suburban Neighborhoods (GMA 3)				
Relevant Legacy Recommendations	<ul style="list-style-type: none"> • Creating more “compact development” will necessitate increasing the overall intensity and density of residential and commercial development in areas with public sewer, good roads and other urban services. • Consider rezoning land where public facilities become available when this promotes urban standards of development, contributes to the reduction of sprawl and maximizes the use of costly infrastructure • To promote a sense of community and to reduce dependence on the automobile, neighborhoods with sidewalks, street trees and houses close to the street and to each other should be created. Creating more “compact development” will necessitate increasing the overall intensity and density of residential and commercial development in areas with public sewer, good roads and other urban services. 				
Clemmons Community Compass(2010)	The Community Compass (2010) denotes this area as a passive park land based on the existing cemetery onsite.				
Thoroughfare Plan Information	N/A				
Greenway Plan	The subject site is not a designated greenway site.				

Information						
Applicable Rezoning Consideration from Chapter B, Article VI, Section 6-2.1(S)	(S)(3) - Have changing conditions substantially affected the area in the petition?					
	No					
	(S)(4) - Is the requested action in conformance with <i>Legacy</i>?					
Yes, the site is existing and provides passive open space.						
Analysis of Conformity to Plans and Planning Issues	Westlawn Cemetery approached the Village to construct a new mausoleum for the existing cemetery. In review of proposal, it was determined the cemetery was never appropriately platted and the Village requested the owner to complete a survey and site plan for the entire site. With the completion of the survey, some nonconforming setbacks were discovered and due to the site use the nonconformance cannot be removed. In order to contain the existing site non-conformance the Village requested the petitioner to rezone the property to condition any future encroachment into the bufferyard and to have a current site plan on filed at the Forsyth County Register of Deeds.					
RELEVANT ZONING HISTORIES						
Case	Request	Decision & Date	Direction from Site	Acreage	Recommendation	
					Staff	PB
C-86	LB-S to SPA	11-23-98	East of site		Approval	Approval
C06002	Subdivision Review	04-23-07	North of site		Approval	Approval
SITE PLAN COMPLIANCE WITH UDO REQUIREMENTS						
Building Square Footage	Square Footage		Placement on Site			
	1300 sf office building plus mausoleums		Placed throughout the site			
Parking	Required	Proposed		Layout		
	3	4		Adjacent to the office		
Building Height	Maximum			Proposed		
	60'			N/A		
Impervious Coverage	Maximum			Proposed		
	60%			6.39%		
UDO Sections Relevant to Subject Request	2-1.5 (A) Institutional and Public District 2.5.11 Cemetery, Licensed					
Complies with Chapter B, Article VII, Section 7-5.3	(A) Legacy policies:		Yes			
	(B) Environmental Ord.		Yes			
	(C) Subdivision Regulations		N/A, meets platting requirements for cemeteries			

Analysis of Site Plan Compliance with UDO Requirements	The site meets all UDO standards.
CONCLUSIONS TO ASSIST WITH RECOMMENDATION	
Positive Aspects of Proposal	Negative Aspects of Proposal
Provides a mechanism to correct a non-conforming issue	

SITE-SPECIFIC RECOMMENDED CONDITIONS OF APPROVAL
<p>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.</p> <p>PRIOR TO THE ISSUANCE OF ANY PERMITS:</p> <ul style="list-style-type: none"> a. The Developer shall obtain a stormwater management permit from the Village of Clemmons Stormwater Administrator. b. The Developer shall obtain a grading permit if 10,000 square feet or more is disturbed. <p>PRIOR TO THE ISSUANCE OF BUILDING PERMITS</p> <ul style="list-style-type: none"> a. The Village of Clemmons Planning Department shall review and approve building elevations. <p>PRIOR TO THE ISSUANCE OF OCCUPANCY PERMITS:</p> <ul style="list-style-type: none"> a. Developer shall obtain a stormwater occupancy permit from the Village of Clemmons Stormwater Administrator b. Developer shall record a plat at the Forsyth Register of Deeds as required by the Clemmons Unified Development Ordinance <p>OTHER CONDITIONS:</p> <ul style="list-style-type: none"> a. Developer shall not encroach in the required setbacks any further than shown on the site proposal

STAFF RECOMMENDATION: APPROVAL.

NOTE: These are **staff comments** only; final recommendations on projects are made by the Village of Clemmons Planning Board, with final decisions being made by the appropriate Elected Body, who may approve, deny, table or request modification for any project. **THE APPLICANT OR REPRESENTATIVE IS STRONGLY ENCOURAGED TO ATTEND THE PUBLIC HEARINGS WHERE THE CASE WILL BE CONSIDERED BY THE PLANNING BOARD AND THE ELECTED BODY.**