

**REGULAR MEETING OF  
THE VILLAGE OF CLEMMONS PLANNING BOARD  
March 16, 2021**

The Village of Clemmons Planning Board met on Tuesday, March 16, 2021 at 6:00 p.m. via Zoom as members shelter in place due to COVID-19. Members present were: Rob Cockrum, Tressa Krenzer, Martin Majorel, Tom Mekis, Carolyn Miller, and Edee Wilcox. Members Brad Hunter, Dave Orrell, and Bobby Patterson were absent.

**I. CALL TO ORDER**

The regular meeting was called to order at 6:02 p.m. by Vice Chair Martin Majorel via Zoom.

**II. APPROVAL OF MINUTES**

Carolyn Miller made a motion to approve the February 16, 2021 minutes as written. Edee Wilcox seconded the motion which was unanimously approved.

**III. ANNOUNCEMENTS**

There were no announcements.

**IV. PUBLIC COMMENTS**

There were no comments.

**V. BUSINESS**

- A. Public Hearing of Zoning Map Amendment** for real properties owned by TMP of Clemmons, LLC, known as vacant parcels used Animal Ark Veterinary Services located at 3507 Lawrence Street and described by the Forsyth County Register as PIN 5892-39-5645 and PIN 5892-39-5563 from **RS-15 (Residential, Single Family)** to **LB-S (Limited Business - Special)**. Said property contains a total of .43 acres, more or less. The site plan is on file at the Village of Clemmons website (**Zoning Docket C-239**).

Planner Rahimzadeh allowed representation for the petitioner to present the rezoning request for an overflow parking lot at Animal Ark Veterinary Services to be located on 0.43 acres at 3507 Lawrence Street. Representing the petitioner was Luke Dickey from Stimmel Associates, P.A., 201 N Trade Street, Suite 200, Winston-Salem, NC, 27101.

The petitioner is requesting rezoning from RS-15 to LB-S. The proposal is for a parking lot with one-way traffic flow and angled parking spaces. The site plan provides the necessary bufferyards and streetyards as well as sidewalks along U.S.-158 and Lawrence Street.

Planner Rahimzadeh and Code Administrator Jeff Vaughn explained that the LB-S zoning district requested would create consistency with the veterinary services use of the principal building across Lawrence Street.

Planner Rahimzadeh provided additional details about trip generation and staff concerns and recommendations. He noted that although parking is not an inherently pedestrian-friendly use that is envisioned in the Future Land Use plan for the U.S.-158 Corridor, the petitioner's addition of sidewalks and screening using streetyards would conform with the plans for that area.

There being no further questions Vice Chair Martin Majorel closed the public hearing.

Staff recommends **APPROVAL** of this proposed rezoning.

#### **B. Proposed Rules of Procedure – Draft Review**

Planner Rahimzadeh presented a preliminary draft of Planning Board Rules of Procedure for the board to consider. He advised that it is an update to existing rules of procedure that is more tailored to the role of an advisory board.

Village Attorney Elliot Fus advised members that the Planning Board would likely not operate much differently under the proposed rules.

Planner Rahimzadeh told members that the topic will be revisited at a future meeting so they would have time to review a more updated version of the draft.

#### **C. Discussion – UDO Text Amendments**

Planner Rahimzadeh noted that he will have Unified Development Ordinance text amendments ready for the board's consideration soon. The text amendments will amend the UDO to bring it into compliance with changes required by the new Chapter 160D of the North Carolina General Statutes before July 1, 2021.

#### **D. Staff Report – Next scheduled meeting on April 20, 2021.**

Planner Rahimzadeh advised that he had received no new submittals for next meeting. He also brought to the board's attention the possibility of reconvening meetings in person starting in May 2021.

At 6:28 p.m. Tom Mekis made a motion to recess the Regular Meeting of the Planning Board from Tuesday, March 16, 2021 to Thursday, March 18, 2021 at 4 p.m. Rob Cockrum seconded the motion which was unanimously approved.

#### **Thursday, March 18, 2021:**

The meeting was reconvened at 4:03 p.m. on Thursday, March 18, 2021. The following members were present: Tressa Krenzer, Tom Mekis, Carolyn Miller, Dave Orrell, and Edee Wilcox. Members Rob Cockrum, Brad Hunter, Martin Majorel, and Bobby Patterson were absent.

Tom Mekis confirmed with Planner Rahimzadeh that there were no public comments submitted since the recessed meeting on Tuesday, March 16, 2021.

There being no further questions or discussions, Edee Wilcox made a motion to adopt the consistency statement with conditions as stated in the Site Plan Review Record (attached hereto as Exhibit A and incorporated as part of the minutes) and recommend **APPROVAL** of the Zoning Map Amendment for C-239. Carolyn Miller seconded the motion which was unanimously approved.

**CONDITIONS FOR C-239 ANIMAL ARK ADDITIONAL PARKING:**

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 obtain all relevant permits and provide all relevant encroachment agreements for the installation of vegetation and sidewalk on US 158 from NCDOT.

**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 obtain a driveway permit from the Village of Clemmons Public Works.
- c. Developer shall meet the tree protection standards during construction as required in Chapter B.3- 4 Landscaping and Tree Preservation Standards of the ordinance.
- d. 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 THE ISSUANCE OF OCCUPANCY PERMITS:**

- a. Developer shall obtain a stormwater occupancy permit from the Village of Clemmons Stormwater Administrator.

**VI. ADJOURNMENT**

Carolyn Miller made a motion to adjourn at 4:07 p.m. Edee Wilcox seconded the motion which was unanimously approved.

Respectfully submitted:

Caroline Drake, Planning Technician

Bobby Patterson, Secretary