

**TOWN OF WEDDINGTON
REGULAR PLANNING BOARD MEETING
WEDDINGTON TOWN HALL
MARCH 23, 2015 – 7:00 p.m.
MINUTES**

The Planning Board of the Town of Weddington, North Carolina, met in a Regular Session in the Town Hall Council Chambers, 1924 Weddington Road, Weddington, NC 28104 on March 23, 2015, with Chairman Dorine Sharp presiding.

Present: Chairman Dorine Sharp, Vice-Chairman Rob Dow, Jennifer Romaine, Bruce Klink, John Giattino, and Jim Vivian, Town Planner Julian Burton and Administrative Assistant Tonya Goodson

Absent: Jeff Perryman

Visitors: Michael Clark, Mike McLeod, Chase Kerley, Maggie Bower, Steve Bower, Mike Treske

Item No. 1. Open the Meeting. Chairman Dorine Sharp opened the meeting at 7:00pm

Item No. 2. Determination of Quorum/Additions or Deletions to the Agenda. There was a quorum. Town Planner Julian Burton asked that an addition be made to New Business A. It should read Review and Consideration of Conditional Zoning Major Amendment and Construction Documents – Church of Latter Day Saints. The Planning Board will do a separate recommendation on each item.

Chairman Dorine Sharp suggested that New Business be moved before Old Business.

Vice Chairman Rob Dow moved to approve the amended agenda as suggested. Mrs. Jennifer Romaine seconded the motion, with votes recorded as follows:

AYES: Vice-Chairman Dow, Romaine, Klink, Giattino, and Vivian
NAYS: None

Item No. 3. Approval of Minutes.

A. February 23, 2015 Regular Planning Board Meeting Minutes. Dr. Bruce Klink moved to approve the minutes from February 23, 2015 as presented. Vice Chairman Dow seconded the motion, with votes recorded as follows:

AYES: Vice-Chairman Dow, Romaine, Klink, Giattino, and Vivian
NAYS: None

Item No. 4 New Business.

A. Review and Consideration of Conditional Zoning Major Amendment – Church of Latter Day Saints. The Planning Board received the following memo from Town Planner Burton along with the Site Plan.

The Church of Latter Day Saints recently discovered that a portion of their parking and their stormwater management facilities were encroaching on an adjoining property. In order to correct the issue, the Church is proposing to remove all encroaching development, and replace them with new parking and stormwater facilities on church-owned property. The Church purchased an adjacent property (.65 acres) to the west of the existing property to contain the new development. The new stormwater management facility will be located under the new portion of the parking lot, and will meet the requirements found in the new Stormwater Ordinance. The applicant is also applying for Construction Document approval and the Construction Documents are included in your packet.

Application Information

Date of Application: February 27th, 2015

Applicant/Owner Name: Weddington Ward of the Church of Latter Day Saints

Parcel ID#: 06147004C

Property Location: 5897 Hemby Road

Existing Zoning: CZ - Church

Proposed Zoning: CZ- Church

General Information

- The required Public Involvement Meetings for this project were held on March 16th and March 17th. All questions and concerns were general in nature, and related to the overall site plan.
- The *Weddington Zoning Ordinance* requires that all CZ Applications go through the Construction Document process per *Section 58-271*. Construction Documents are also included in your packet.
- Lighting proposed on the new parking lot will match the lighting on the existing parking lot.
- No new signs will be constructed.

Access and Parking:

- The applicant is required to submit a Traffic Impact Analysis (TIA) as part of this application. This requirement was waived because the amendment does not impact access, and only minimally affects the number of parking spaces on the property.
- The net parking total will increase by 13 spaces as a result of the improvements.

Screening and Landscaping:

- The applicant is required to provide a 38 foot landscaped buffer around the property, as required in Section 58-8.
- All trees included in screening and landscaping are listed in the Town of Weddington Approved Plant Species List.
- A supplementary landscaping plan is included in the Construction Documents.

Recommended Conditions of Approval:

1. All engineering must be approved by Town Engineer, Bonnie Fisher with USI;
2. Prior to commencement of construction, Construction Documents shall be approved by the Weddington Town Council in accordance with Section 58-271 of the *Weddington Code of Ordinances*.
3. The .646 Acre lot to be combined with existing Church property and lot lines on NE and NW to be removed.

Planning Board Action:

Recommend Approval/Recommend Approval with Conditions/Recommend Denial

Vice Chairman Dow suggested a 3rd Condition of Approval be added as stated above.

Chairman Dow moved to send the above with a favorable recommendation to the Council with the stated 3 conditions. Mr. Jim Vivian seconded the motion, with votes recorded as follows:

AYES: Vice-Chairman Dow, Romaine, Klink, Giattino, and Vivian

NAYS: None

Review and Consideration of Conditional Zoning Major Amendment – Construction Documents - Church of Latter Day Saints. The Planning Board received the following memo from Town Planner Burton along with the Construction Documents.

The *Weddington Zoning Ordinance* requires that all CZ Applications go through the Construction Document process per *Section 58-271*. Construction documents are included in your packet.

Packet Information

- Dumpster
- Storage Building
- Lighting
- Parking
- Landscaping Plan

Screening and Landscaping:

- The applicant is required to provide a 38 foot landscaped buffer around the property, as required in Section 58-8. The existing trees would meet our landscape buffer requirement, but the church has also proposed supplemental landscaping as shown on Page L101.
- All plants included in screening and landscaping are listed in the Town of Weddington Approved Plant Species List.

Recommended Conditions of Approval:

1. All engineering must be approved by Town Engineer, Bonnie Fisher with USI.
2. All lighting must meet the requirements of the Town Lighting Ordinance.

Planning Board Action:

Recommend Approval/Recommend Approval with Conditions/Recommend Denial

Vice Chairman Dow suggested a 2nd Condition of Approval be added as stated above.

Vice Chairman Dow moved to send to Council with a favorable recommendation with the two noted conditions. Dr. Klink seconded the motion, with votes recorded as follows:

AYES: Vice-Chairman Dow, Romaine, Klink, Giattino, and Vivian

NAYS: None

B. Review and Consideration of Entry Monument Sign for Atherton Estates. The Planning Board received the following memo from Town Planner Julian Burton along with the Project Entryway Designs and Working Drawings.

Please find attached an application from Shea Homes for Atherton Estates Subdivision entrance signage. Section 58-152.f. of the Weddington Zoning Ordinance permits 2 signs per subdivision entrance, behind the right-of-way line, with a maximum area of 20 sq. ft. per sign.

Chairman Sharp made sure the Planning Board was aware that the drawings were for the entrance off of Highway 84 only.

The following Conditions of Approval were added:

1. No construction to occur within the sight triangles
2. Corrected documents to be submitted to the zoning administrator
3. No lighting is approved

Vice Chairman Dow moved to approve the Atherton Estates Entrance Monument and Sign with the three conditions. Mr. John Giattino seconded the motion, with votes recorded as follows:

AYES: Vice-Chairman Dow, Romaine, Klink, Giattino, and Vivian
NAYS: None

C. Review and Consideration of Downtown Overlay District Ordinance. The Planning Board received the following memo from Town Planner Julian Burton along with the draft Section 58-X Downtown Overlay District.

Town Staff wanted to obtain feedback from the Town Attorney before sending a draft of the Downtown Overlay Ordinance to the Planning Board. In order to expedite the process, Staff drafted the Ordinance and sent it off to the Attorney, and his comments have been incorporated into the draft included in your packet. After Planning Board discussion, the Town Center Committee will be available to make any necessary changes to the ordinance and they can then send the document back to the Planning Board for additional review, or they can send the document directly to the Council.

Section 58-X Downtown Overlay District
(a) Downtown Overlay Boundary

The Downtown Overlay shall apply to those parcels designated as future business in the Town of Weddington 2013 Land Use Plan. The Downtown Overlay shall include the northern edge of Parcels 06150059A and 06150059, the northern boundary; Weddington-Matthews Road, the eastern boundary; Weddington Road (Highway 84), the southern boundary; and Providence Road, the western boundary. All commercial development proposed within any parcels included within this Downtown Overlay shall also be subject to the requirements of the MX zoning district (Section 58-60), and the Conditional Zoning application process described in Section 58-271. The Downtown Overlay District will supersede any requirements defined in Section 58-60 (MX Zoning District) when there is a conflict in the requirements between the two sections.

(b) Maintenance of shared facilities within the Downtown Overlay:

The Council may require that the owners, or applicants, create, participate in, or be a signatory to a Maintenance Agreement with any or all other property owners located within the Downtown Overlay's jurisdiction. The Maintenance Agreement shall provide for the maintenance of any shared facilities or spaces within the Downtown Overlay, potentially including but not limited to shared open space, pathways, roadways, shared entrances, entryway monuments, decorative street lighting, stormwater facilities, and sewer/septic facilities. Existing property owners shall be allowed to join in any maintenance agreements.

(c) Access from Thoroughfares

1. Access to parcels within the Overlay District from Providence Road shall be limited to the existing number of access points. Any existing access point may be shifted or modified to accommodate new development and/or parking, subject to Council approval and provided the total number of access points is not increased.
2. Access to parcels within the Overlay District from Weddington-Matthews Road shall be limited to the one existing shared access point.
3. The Town Council may require all applicants proposing new commercial development within the Downtown Overlay to coordinate with NCDOT and contribute to the cost of construction for the east-west collector road as shown in the Local Area Regional Transportation Plan. The cost of the contribution will be approved by both the Town Council and NCDOT and may be placed into an escrow account, or a similar account, until sufficient funds are in place for construction of the road.
 - a. The Town Council may require that maintenance of the collector road to be the responsibility of any or all of the owners within the Downtown Overlay, until the point that NCDOT takes over maintenance of the road.
 - b. If and when the collector road is constructed, it shall be limited to one shared access point to parcels within the Downtown Overlay.

(d) Connectivity within the Town Center

1. Any proposed development site plan must create roadway stubs to connect with any or all adjacent parcels also located within the Downtown Overlay District.
2. Any proposed development site plan must create pedestrian pathway stubs to connect with any or all adjacent parcels also located within the Downtown Overlay District.
3. Any proposed development site plan must include clearly identifiable crosswalks to allow pedestrians to safely cross parking lots and interior streets.
4. Any proposed development site plan must coordinate with NCDOT and include sidewalks along the thoroughfare. Maintenance of the sidewalks must be the responsibility of the property owner, or included within a maintenance agreement including several property owners.
5. Any proposed development must include street trees and decorative street lighting to encourage pedestrian activity

(e) Open Space

1. Any proposed development within the Town Center shall be required to provide 10% open space. The development shall also be required to dedicate an additional 10% of open space to create shared open spaces. The Council will approve the location of any shared open space, and may require that the shared open space be located on the boundary of the parcel so that it can be combined with the shared open space of an adjoining parcel.

(f) Design and Parking

1. New construction should align facades with those of any adjacent structures. Exceptions may be granted if the setback is pedestrian-oriented and contributes to the quality and character of the streetscape. An example would be for outdoor dining.
2. All roof equipment must be screened from public view and shall not be visible from the street.
3. All exterior trash and storage areas, service yards, loading areas, transformers and air conditioning units must be screened from view. Camouflaging air conditioning units is an acceptable screening method. The screening must use the same materials, color and/or style as the primary building in order to be architecturally compatible with the adjacent building.
4. Shared entry monuments located at shared access points shall be designed and installed by the Town of Weddington. The Council may require that maintenance of the entry monument structures or any landscaping associated with the monuments be the responsibility of property owners within the Downtown Overlay District and signatories to the Maintenance Agreement.
5. Decorative street lighting shall be designed by the Town of Weddington, and must be installed within any new development proposed within the Downtown Overlay at the sole cost of the developer. The decorative street lighting should be placed at an appropriate and uniform distance along the roadways or pathways, and shall coordinate with the spacing and locations of the lighting on adjoining parcels within the Downtown Overlay District.
6. Proposed structures within the Downtown Overlay must be designed so that multiple different uses can reasonably utilize the structure.
7. Proposed structures within the Downtown Overlay should be located towards the exterior of the parcels (along the thoroughfares), and contain interior parking. The Town Council may approve structures located towards the interior of the parcels if more than one structure is proposed on the same parcel.
8. The Town Council may reduce parking requirements by up to 50% if proposed development provides shared parking between more than one use or property owner.

(g) Infrastructure

1. Any new development within the Downtown Overlay must connect to a sewer system, whether private or public, unless it is shown to be unreasonable to make the connection, or unless the applicant provides a suitable alternative.

(h) Planned Unit Development

1. The Overlay District is designed to create a unified town center out of separate development projects. However, a large area could be developed simultaneously by one developer. One major project could allow for development to meet the intent of the Overlay District, while not meeting every specific requirement as stated in this ordinance. Therefore, the Town Council may provide exceptions to any requirements within this ordinance if the overall intent of the Ordinance is being met by a proposed development of 9 acres or more.

Town Planner Burton said Town Attorney Fox is comfortable with everything. He wants the Planning Board to address stormwater in the stormwater ordinance and make a mention regarding properties within the overlay district. There will need to be another text amendment to go along with this.

Town Planner Burton drafted this ordinance without the committee.

Chairman Sharp asked for a Special Town Center Committee Meeting for Thursday, March 26 at 2:00 pm for the Committee to discuss the ordinance and language.

Chairman Sharp asked that all Planning Board Members go through the ordinance and email comments to Town Planner Burton, Chairman Sharp, Mr. Jim Vivian or Mrs. Romaine.

This item will be on the next Planning Board agenda.

Item No. 5. Old Business:

A. Review and Consideration of Traffic Impact Analysis Ordinance and Process and Procedures Manual. The Planning Board received the following memo from Town Planner Julian Burton along with a copy of the Process and Procedures Manual, Appendix C – Traffic Impact Analysis Ordinance.

Town Staff has held several conversations with Justin Carroll (Traffic Engineering Consultant) since the February Planning Board meeting and the documents included in your packet incorporate all of his latest comments and changes. After discussion, the Planning Board can decide whether or not they need additional time to consider the documents, or if they would rather send the documents to the Town Council.

Vice Chairman Dow moved to send to Town Council with favorable recommendation including any minor changes that the Town Attorney might suggest. Mrs. Jennifer Romaine seconded the motion with votes recorded as follows:

AYES:	Vice-Chairman Dow, Romaine, Klink, Giattino, and Vivian
NAYS:	None

Item No. 6 Update from Town Planner. The Planning Board received the following update memo from Town Planner Burton:

- All Saints Anglican Church is working with USI to try and come up with a suitable stormwater management plan. The public hearing was delayed at least one month, but they will likely be on the April Council agenda.
- Weddington Preserve has submitted a final plat application, but still has to finalize some plans for UC Public Works. It may be on the April Planning Board agenda.

Item No. 7. Other Business

A. Report from the February Town Council Meeting. The Planning Board received a copy of the February Town Council Meeting agenda as information. .

Item No. 8. Adjournment. Mr. Giattino moved to adjourn the March 23, 2015 Regular Planning Board Meeting. Mrs. Romaine seconded the motion with votes recorded as follows:

AYES:	Vice-Chairman Dow, Romaine, Klink, Giattino, and Vivian
NAYS:	None

The meeting adjourned at 8:18 p.m.

Dorine Sharp, Chairman

Attest:

Minutes transcribed by Tonya Goodson