

**TOWN OF WEDDINGTON
REGULAR PLANNING BOARD MEETING
WEDDINGTON TOWN HALL
AUGUST 24, 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 August 24, 2015, with Chairman Dorine Sharp presiding.

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

Absent: None

Visitors: Mayor Bill Deter, Chase Kerly, Scott Buzzard

Item No. 1. Open the Meeting. Chairman Dorine Sharp opened the meeting at 7:01pm.

Item No. 2. Oath of Office for Gerry S. Hartman – Mayor Bill Deter administered the Oath of Office for new Planning Board Member, Gerry S. Hartman.

Item No. 3. Determination of Quorum/Additions or Deletions to the Agenda. There was a quorum. Town Planner Burton asked that 5 B read Map 1, Phase 2 on the agenda,

Item No. 4. Approval of Minutes.

A. July 27, 2015 Regular Planning Board Meeting Minutes. Mrs. Jennifer Romaine moved to approve the minutes from July 27, 2015 as presented. Mr. John Giattino seconded the motion, with votes recorded as follows:

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

Item No. 5. New Business.

A. Review and Consideration of Entry Monument for the major subdivision, Highclere.

The Planning Board received the following memo from Town Planner Julian Burton along with the Entry Monumentation Entry Design Package.

Please find the architectural and landscaping plans for the entry monuments for the approved major subdivision, Highclere. The plans show entryway monuments for the entrance off Rea Rd.

- All plants are on the List of Acceptable Plant Species.
- All monument structures are outside the right-of-way and sight triangles.
- Signs are under the required maximum area of 20 square feet per sign (Section 58-152.f.)

Recommended Condition of Approval:

- Any lighting shall meet the requirements of the Town of Weddington Lighting Ordinance.

Planning Board Action:

Recommend Approval/ Approval with Conditions/Denial

It was clarified that the mailbox locations satisfy the requirements.

Vice-Chairman Rob Dow moved to send the Entry Monument for Highclere to Council with a favorable recommendation. Mr. Jim Vivian seconded the motion with votes recorded as follows:

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

NAYS: None

B. Review and Consideration of Final Plat Map 1 Phase 2 for the major subdivision,

Atherton Estates. The Planning Board received the following memo from Town Planner Burton along with the Final Record Plat of Atherton Estates Phase 2, Map 1.

Shea Homes submits a final plat application for 24 lots of the approved 130 lot Conventional Subdivision on 170.81 acres located on Cox Rd. Map 1 (12 Lots) was previously approved by the Council on August 11th, 2014, and Map 1B (13 Lots) was previously approved by the Council on February 9th, 2015.

Application Information:

Subdivision Name: Atherton Estates

Date of Application: 7/15/2015

Applicant/Developer Name: Shea Homes, Chase Kerley

Owner Name: Shea Atherton

Property Location: Weddington Road, Weddington-Matthews Road, and Cox Road

Existing Zoning: RCD and R-40

Proposed Zoning: R-40

Existing Land Use: Residential Conservation and Traditional Residential (no change required)

Existing Use: Vacant Land

Proposed Use: Single Family Residential Subdivision

Parcel Size: An assemblage of 170.81 acres (Phase 1 Map 1 is 31.07 acres).

Project Information:

The Atherton Estates Subdivision is a proposed 130 lot subdivision on 170.81 acres comprised of six parcels. The subdivision is located on and accessed by Weddington Road, Weddington-Matthews Road and Cox Road and is being developed by Shea Homes as a conventional subdivision.

A conventional subdivision is permitted by right in the R-40 and RCD zoning districts per the *Weddington Zoning Ordinance*. A conventional subdivision requires a minimum of 40,000 square foot lots and a minimum of 10% open space.

Background Information:

- A pre-sketch conference was held January 3, 2013.
- Public Involvement Meetings were held on Tuesday, November 19th on-site from 12:00pm-2:00pm and Thursday, November 21st at Town Hall from 4:30-6:30pm.

- The Zoning Administrator approved the Sketch Plan on October 30, 2013.
- The Town Council approved the Preliminary Plat on January 13th, 2014.
- The Town Council approved Final Plat Map 1 on August 11th, 2014.
- The Town Council approved Final Plat Map 1B on February 9th, 2015.

General Information:

- Phase 2 Map 1 is 24 lots on 31.07 acres.
- The applicant is required 10% or 16.53 acres of open space after dedicating 4.45 acres of right-of-way to NCDOT and one acre for the future amenity area. 1.67 acres of open space is included in Phase 2 Map 1.
- Development standards are as follows:
 - Minimum lot size - 40,000 sq. feet
 - Minimum lot width - 120 feet
 - Minimum front yard setback - 50 feet
 - Minimum rear yard setback – 40 feet
 - Minimum side yard setback – 15 feet
 - Minimum corner side yard setback – 25 feet
- The smallest lot within Phase 2 Map 1 is Lot 115 (40,185 sq. ft.)

Infrastructure and Natural Resources

- US Infrastructure provided a letter of approval for all phases of Atherton Estates on April 16th, 2015.
- Phase 2 Map 1 will be served by Union County water and sewer.

Bonds and Covenants

- Bond estimates for both water and infrastructure are currently being reviewed by USI.
- Declared Covenants, Conditions and Restrictions (CCR's) for Atherton have been reviewed and approved by the Town Attorney.

Additional Information

- The Lighting Plan for the entire subdivision was approved by the Planning Board on July 28th, 2014.

Recommended Conditions of Approval:

1. Performance and Maintenance Bonds to be approved US Infrastructure.
2. Each remaining lot to be recorded in the Atherton subdivision shall include on its Deed a statement that any roads in the subdivision that are not accepted by NCDOT are private and not the responsibility of the Town of Weddington and shall be maintained by the Atherton Homeowners Association or its Developer.
3. Vehicle control signs including but not limited to stop signs and speed limit signs shall be installed by the Developer and maintained by the Homeowners Association on any roads not accepted by NCDOT. All speed limits within the subdivision shall be no greater than 25 mph.
4. Coordinate with USPS and DOT to provide cluster mailboxes within subdivisions.
5. Individual home addresses must be clearly visible from the roadway.

Planning Board Action:

Recommend Approval/Approve with Conditions/Denyl

Mr. Gerry Hartman moved to send the Map 1, Phase 2 for Atherton Estates to Town Council with a favorable recommendation. Mrs. Romaine seconded the motion, with votes recorded as follows:

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

C. Review and Consideration of Entry Monument for the major subdivision, Atherton Estates. The Planning Board received the following memo from Town Planner Burton along with the Atherton Phase 2 – Cox Road Entryway Designs & working drawings.

Please find the entry monument site plan and architectural plans for the approved major subdivision, Atherton Estates. The plans show entryway monuments for the entrance off Cox Rd.

- All monument structures are outside the right-of-way and sight triangles.
- Sign is located on only one side of the entrance. The sign is under the required maximum area of 20 square feet per sign, and the top of the sign is less than 7 feet tall.

Recommended Condition of Approval:

- Any lighting shall meet the requirements of the Town of Weddington Lighting Ordinance.

Planning Board Action:

Approve/Approve with Conditions/Deny

Mr. Giattino moved to approve the Entry Monument for Atherton Estates. Dr. Bruce Klink seconded the motion, with votes recorded as follows:

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

D. Review and Consideration of new policy for Addressing and Cluster Mailboxes. The Planning Board received a copy of the proposed changes to Section 46-45 of the Town ordinances.

Sec. 46-45. - Final major subdivision plat submission and review.

[...]

- (e) Final plat for conservation subdivisions. Final plats shall conform to the approved preliminary plat, including any conditions placed on the preliminary plat by the town council. In addition to all other information required for final plats outlined in subsections (a)—(f) of this section and section 46-46, the final plat for a conservation subdivision shall be accompanied by the following information, and where the requirements of subsections (a)—(f) of this section and section 46-46 and this chapter conflict, the requirements of this section shall control for conservation subdivisions:
- (1) An existing resources and site analysis plan shall be submitted if it differs with that which was submitted for sketch plan approval.
 - (2) The maintenance plan and maintenance agreement that shows how all conservation lands will be owned and managed in accordance with subsection 58-58(4)i.

- (3) All conservation lands developed per section 46-44 shall be recorded at the county register of deeds in their entirety concurrent with the initial recordation of the final plat.
- (4) Prior to the issuance of any zoning permits for lots located within the subdivision, the conservation easement shall be recorded and deeded to either the homeowners' association, conservation organization, and/or other easement holders as specified in the maintenance plans and maintenance agreement, as described in subsection 58-58(4)i. Proof of such recording shall be required prior to the issuance of any zoning permits.

(f) Addresses and Cluster Mailboxes

- (1) Final plats must include the location of cluster mailbox units (CBU) to serve all the lots included on the plat. The plat must also include a note stating that all CBU locations will be approved by USPS. If the roadways on the plat are labeled as public right of ways, then the plat must also include a note stating that all CBU locations will be approved by NCDOT.
- (2) The applicant may request address assignment following final plat approval. The Zoning Administrator will assign the addresses and obtain approval from Union County Emergency Services.
- (3) Every lot shall display the distinctive house number assigned to that lot by the zoning administrator and recognized by Union County Emergency Services. The individual digits shall be no less than four (4) inches in height and shall be in a contrasting color to the background. The house number shall be displayed in one of the following fashions:
 - a. If the number is displayed on a house, the number shall be placed upon the front of the house in such a position as to be plainly visible to all traffic coming to the premises from either direction.
 - b. If a house is more than 100 feet from the roadway or is not clearly visible from the roadway, the number shall be displayed within 50 feet of the roadway, on a surface that is plainly visible to all traffic coming to the premises from either direction.

(Ord. No. 04-09-13, §§ 309, 309A, 9-13-2004; Ord. No. O-2005-05, § 1, 8-8-2005; Ord. No. O-2005-11, 12-12-2005; Ord. No. O-2006-02, 2-13-2006; Ord. No. O-2010-11, 7-12-2010; Ord. No. O-2014-15, 12-8-2014)

Town Planner Burton went over the proposed additions/changes. Chairman Sharp suggested the following change to number 3, 2nd paragraph.

- a. If the number is displayed on a house, the number shall be placed upon ~~the front of the~~ house in such a position as to ~~be~~ remain plainly visible to all traffic coming to the premises from either direction or

Vice-Chairman Dow moved to send the suggested new policy for addressing and cluster mailboxes to include the above changes to Town Council with a favorable recommendation. Mrs. Romaine seconded the motion, with votes recorded as follows:

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

E. Review and Consideration of new policy associated with annual enforcement items. The Planning Board received a copy of the draft manual along with text changes to Sections 58-13 and Section 58-131 of the Town ordinances.

Town Planner Burton planned to have this manual as a separate or supplemental document. He went over the recommended changes to the ordinance

Chairman Sharp suggested Town Planner Burton reference this annual enforcement manual in the ordinance for both gates and stormwater ponds. She also suggested number 4 of the manual to read:

Entrance and Emergency Gates

Chairman Sharp explained that items 1, 2 and 3 are actual permits. Items 4 and 5 do not require permits. The text language will be different for these two items.

Chairman Sharp wants to review the text prior to submittal to the Council therefore this item will be continued to the next Planning Board Meeting. It will be considered under Old Business.

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

- PIMs were held for the proposed major subdivision, Graham Allen, on August 18th and 19th. Staff will likely approve the Sketch Plan this week.
- PIMs will be held for a proposed 8 lot subdivision on August 31st and September 1st, at a property located off Weddington Road.
- At the September meeting, the Planning Board will likely review the following items:
 - TUP application for Drumstrong
 - Highclere Final Plat Map 2
 - Cardinal Crest Final Plat

Item No. 7. Other Business.

A. Report from the August Town Council Meeting. The Planning Board received the agenda from the August 10, 2015 Regular Town Council Meeting.

Item No. 8. Adjournment. Mrs. Romaine moved to adjourn the August 24, 2015 Regular Planning Board Meeting. Vice-Chairman Dow seconded the motion with votes recorded as follows:

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

The meeting adjourned at 8:20 p.m.

Dorine Sharp, Chairman

Attest:

Tonya M. Goodson