



**CITY OF CREEDMOOR
PLANNING BOARD
PLANNING BOARD MEETING
MAY 11, 2023
7:00 PM**

CALL TO ORDER

1. RECOGNITION OF QUORUM
2. APPROVAL OF AGENDA
3. APPROVAL OF MINUTES

[Planning Board Minutes](#)

4. PUBLIC COMMENT
5. OLD BUSINESS

[Discussion of CZ-2023-01, Yorkshire Conditions](#)

6. NEW BUSINESS
7. REPORT ON RECENT DEPARTMENT ACTIVITY

[Community Development Department Monthly Report for April 2023](#)

8. REPORTS FROM CHAIRPERSON AND MEMBERS

ADJOURN



CITY OF CREEDMOOR

P.O. BOX 765
111 MASONIC STREET
CREEDMOOR, NC 27522
WWW.CITYOFCREEDMOOR.ORG
(919) 528-3332

PLANNING BOARD AGENDA REPORT

MEETING DATE: May 11, 2023

PREPARED BY: Mike Frangos, Community Development Director
Community Development

ISSUE CONSIDERED: Planning Board Minutes

SUMMARY OF ISSUE:

REQUESTED MOTION: Motion to approve Planning Board minutes from April 13, 2023

ATTACHMENT(S) [20230413_PB_Minutes.docx](#)

**REVIEWED BY
CITY MANAGER:**



MINUTES OF
CITY OF CREEDMOOR
PLANNING BOARD MEETING
APRIL 13, 2023
7 P.M.

Present in Person at City Hall Boardroom

Chair Debbie Rogers, Steve Faucette, Robert Gorham, Edie McDuffie, Mike Allen, and Rick Harbit. Also present is Community Development Director Michael Frangos, AICP, CZO, City Attorney Kevin Hornik, and City Clerk Barbara Rouse.

Absent

None

Call to Order

Chair Debbie Rogers called the meeting to order at 7:00 P.M.

City Attorney Kevin Hornik noted for the record that there was a quorum of the Board of Commissioners (BOC) present [Mayor Pro Tem Albright, Commissioner Gleason, Commissioner Kicinski, and Commissioner Wilkins] but that they were only at this Planning Board meeting to observe and they would not be conducting City business.

Approval of Agenda

Edith McDuffie made a motion to approve the agenda. Seconded by Steve Faucette.
The motion passed with a vote of 5-0.

Approval of Minutes

Rick Harbit made a motion to approve the March 9, 2023, Planning Board minutes. Seconded by Edith McDuffie.
The motion passed with a vote of 5-0.

After the minutes were approved, Chair Debbie Rogers took the floor to clarify that the Public Comment section on this agenda was for the public to speak about any business other than the conditional zoning application for the Yorkshire Subdivision being presented to the Planning Board at this meeting. She continued that any public comments related to the proposed Yorkshire Subdivision must be held off until the Public Hearing at the BOC meeting in which it is scheduled and on the agenda.

Comments from the Public

Chad E. Abbott, PE, 2171 Sam Moss Hayes Road, Creedmoor, NC 27522

Old Business | CZ-2023-01 Yorkshire Subdivision Conditional District Application

Community Development Director Michael Frangos reminded the Board that this was a conditional zoning step, not a preliminary plat and therefore, it contained no details of lot layout.

Applicant Brian Richards with Urban Design Partners presented to the Planning Board [for the second time] a PowerPoint for the projected Yorkshire Subdivision including proposed entrance locations, facade designs, and proposed location for development and open space. He reminded the Board that this was medium-density land use and single-family zoning, and their goal was to opt for smaller lots but not more density. He furthered that the ratio of townhomes to single-family dwellings was 40% to 60% respectively [approx.. 189 townhomes and 276 single-family homes] with at least 25% active open space. There was some discussion between the Board, Mr. Richards, and Community Development Director Frangos with Frangos reminding the Board that this amendment to the Creedmoor Development Ordinance was consistent with the City Plan 2040 objectives on the Future Land Use Map for Medium Density Residential development as well as meeting transportation [TM2] and housing [HU1 and HU3] objectives.

After Mr. Richards's presentation, City Attorney added that this was the time and forum for the Planning Board members to address any issues and/or concerns they may have with the proposed Yorkshire Subdivision before it is presented to the BOC, which evoked further discussion by the Board about buffer size and possible traffic issues. A Motion was then made by Chair Debbie Rogers to approve CZ-2023-01 with conditions. Second by Rick Harbit. The motion passed with a vote of 4-2.

Chair Debbie Rogers - Approve

Rick Harbit - Approve

Mike Allen - Deny

Steve Faucett - Deny

Robert Gorham - Approve

Edith McDuffie - Approve

Report on Recent Departmental Activity

Community Development Director Michael Frangos gave an update on staffing changes in the Community Development Department: the Planning Technician Position had recently been filled by Rebecca Middleton and the Planner I position would not be filled and was frozen for FY23. The City Manager's recommendation is that it be deleted for FY24, and a final decision won't be made until the budget is actually adopted by the Board of Commissioners. Frangos added that the R5707 landscaping project at the intersection of N. Durham Ave. (US Hwy. 15) and W. Wilton Avenue (NC 56 Hwy.) had been completed.

Reports from the Chairperson and Members

There were no reports from the Planning Board Members.

Adjourn

As there was no other business to come before the Planning Board, a motion to adjourn was made by Robert Gorham, seconded by Edith McDuffie. The motion passed with a vote of 5-0. Chairperson Rogers adjourned the meeting at 8:25 PM

Debbie Rogers, Chair



CITY OF CREEDMOOR

P.O. BOX 765
111 MASONIC STREET
CREEDMOOR, NC 27522
WWW.CITYOFCREEDMOOR.ORG
(919) 528-3332

PLANNING BOARD AGENDA REPORT

MEETING DATE: May 11, 2023

PREPARED BY: Mike Frangos, Community Development Director
Community Development

ISSUE CONSIDERED: Discussion of CZ-2023-01, Yorkshire Conditions

SUMMARY OF ISSUE: Attached for discussion are the draft conditions for the proposed CZ-2023-01 Yorkshire subdivision. These conditions have not yet been agreed to. There is no action required by the Planning Board on these items as a recommendation for approval was made at the last Planning Board meeting.

REQUESTED MOTION: No action required.

ATTACHMENT(S) [Draft Yorkshire Conditions_20230502.pdf](#)

**REVIEWED BY
CITY MANAGER:**

CZ-2023-01, Yorkshire
DRAFT – Conditions of Approval

1. The Concept Master Plan, as updated and included herein, shall serve as the initial site development plan for zoning purposes and precedes the subdivision preliminary plat, construction drawings, final plat, and as-built drawings.

Illustrations: Dimensional Standards & Street Section Standard are included as part of the initial site development plan.

2. CZ-2023-01 does not grant, approve, entitle, or imply water or wastewater allocation.

3. CZ-2023-01 creates a new residential zoning district that is unique to this Board of Commissioner action and to MAPN: 89611674472. All local, state, and federal regulations apply as usual unless specifically mentioned herein.

4. Urban Design Partners (applicant) shall provide a Traffic Impact Analysis (TIA) with their future preliminary plat application submission. The TIA shall be performed by a qualified transportation engineering firm to study the potential impacts of this subdivision and recommend potential solutions to congestion on the following nearby roadways and intersections:

Sam Moss Hayes Road (from US Hwy. 15 North to Moss Hayes Road)
Intersection of Sam Moss Hayes Road and US Hwy. 15
Moss Road (from N. Main Street to Forrest Lane)
Intersection of Moss Road and N. Main Street
Pitch Pine Drive (to Forrest Lane)
Intersection of Pitch Pine Drive and Forrest Lane

5. CZ-2023-01 allows an average overall density of 2.9 dwelling units per acre or 407 dwelling units.

6. Yorkshire shall preserve at least a thirty (30') feet wide Type "C" low-density buffer screening along its entire northern property boundary. This buffer is intended to separate, buffer, and partially block visual contact of adjoining uses. If this can't be accomplished via existing natural vegetation then additional tree plantings shall be added.

7. Yorkshire shall provide a map with the approximate existing and proposed topography with at-most four (4') foot intervals. This map should include existing flood hazard areas and locate the general location of future utility and stormwater system components (i.e. storm water control measures, domestic water connection point(s), gravity sewer connection point(s), and potential new lift station location(s)).

8. Yorkshire subdivision shall be developed in three (3) phases. The last phase constructed shall connect vehicular traffic to Pitch Pine Drive and won't be opened until at least eighty (80%) percent of the houses are constructed and/or 325 Certificates of Occupancy issued.

9. Yorkshire shall be developed with sixty (60') feet wide right of way street section with an eight (8') feet planting strip and two five (5') feet wide sidewalks on all streets except cul-de-

sacs, where sidewalk on only one side is required. The proposed development also will utilize an alley section with a twenty (20') feet right of way for parking in the rear of attached housing. The most heavily travelled interior roadway shall provide a pavement width of twenty-six (26') feet minimum or twenty-nine (29') feet back-of-curb to back-of-curb. Please see the Street Section exhibit.

10. Yorkshire shall be developed with three (3) points of entry to the subdivision:
 - Moss Hayes Road (with entry signage)
 - Moss Road (with entry signage)
 - Pitch Pine Drive (with entry signage)

11. CZ-2023-01 allows: **Detached housing**
 - 60% of total housing unit count or approximately 244 units shall be detached
 - 66.66% or 163 lots minimum lot size = 9,500 sq. ft.
 - 33.33% or 81 lots minimum lot size = 11,600 sq. ft.
 - Minimum lot width = 60 feet
 - Front setbacks = 26 feet
 - Side setbacks = 15 feet
 - Rear setbacks = 20 feet
 - Maximum Driveway width = 12 feet

12. CZ-2023-01 allows **Attached Housing**
 - 40% of total housing unit count or approximately 163 units shall be attached
 - Minimum lot size = 1400 sq. ft.
 - Minimum lot width = 20 feet

 - 12.a) Attached housing (front loaded)
 - Front yard setbacks = 26 feet
 - Side yard setback (interior units) = 0 feet internal
 - Side yard setback (end units) = 20 feet
 - Rear yard setback = 10 feet
 - Maximum Driveway width = 12 feet

 - 12.b) Type A (rear loaded alley)
 - Front setbacks = 10 feet
 - Side yard setback (interior units) = 0 feet internal
 - Side yard setback (end units) = 20 feet
 - Rear setbacks = 26 feet
 - Maximum Driveway width = 12 feet

 - 12.c) Type B (rear loaded parking lot)
 - Front setbacks = 10 feet
 - Side yard setback (interior units) = 0 feet internal
 - Side yard setback (end units) = 20 feet
 - Rear setbacks = 10 feet

13. All single-family detached homes shall have garages.

14. There will be a minimum of five (5) different detached single family home types.
15. The same detached single family home types will not be placed side by side along the same street.
16. The same color scheme will not be placed side by side along the same street.
17. Subdivision amenities will include, but not be limited to, at least:
 - 14 acres of open space to include 3.5 acres of active recreation area
 - 8.4 acres of tree preservation area
 - One (1) playground
 - One (1) community garden
 - One centrally located mail center (to be approved by USPS)
 - One (1) dog park
 - One (1) mile of 10 foot wide earthen or mulched trails to include a trail head connection to the Tar River Land Conservancy property.

Concurrence

Applicant agrees with the conditions enumerated above:

Brian Richards, PLA
Urban Design Partners

Date

City of Creedmoor agrees with the conditions enumerated above:

Robert V. Wheeler
Mayor

Date



CITY OF CREEDMOOR

P.O. BOX 765
111 MASONIC STREET
CREEDMOOR, NC 27522
WWW.CITYOFCREEDMOOR.ORG
(919) 528-3332

PLANNING BOARD AGENDA REPORT

MEETING DATE: May 11, 2023

PREPARED BY: Mike Frangos, Community Development Director
Community Development

ISSUE CONSIDERED: Community Development Department Monthly Report for April 2023

SUMMARY OF ISSUE:

REQUESTED MOTION: No action required.

ATTACHMENT(S) [Community Development Department Managers Report_leaf logo_20230502.pdf](#)

**REVIEWED BY
CITY MANAGER:**



City of Creedmoor
P.O. Box 765
111 Masonic Street
Creedmoor, NC 27522
919.528.3332
www.cityofcreedmoor.org

Community Development Monthly Report April 2023

Planning Technician, Rebecca Middleton, started her tenure on April 3, 2023.

All property owner signatures for the Ferbow Street utility relocation project are secured and the easements have been recorded with the Register of Deeds. Wooten will now proceed with informal bidding on the construction portion.

A conditional zoning application was submitted by Brian Richards of Urban Design Partners on behalf of property owner LGI Homes NC LLC for the future proposed Yorkshire subdivision. The property contains 140.11 acres and connects to Sam Moss Hayes Road, Moss Road, and Pitch Pine Drive. The concept master plan could create 500 units of single-family and townhome development. CZ-2023-01 Yorkshire Subdivision has been reviewed by the Technical Review Committee and Planning Board at their March 9 and April 13, 2023 meetings. The Planning Board, after tabling the application for one month, voted to recommend approval with conditions to the Board of Commissioners. The potential conditions are in draft form between the Community Development Department and Urban Design Partners. The public hearing on the rezoning is scheduled for June 6, 2023.

The Site Group convened a pre-application neighborhood meeting regarding the proposed Creedmoor Village development on 4/13/2023. Eight interested parties attended. Presenters proposed a mixed-use pedestrian friendly development that includes commercial and residential elements. Their conceptual site plan outlines approximately 113,000 square feet of commercial space, 400 units of multi-family apartments, and 300 units of single-family attached townhomes and many new intersections with NC 56 Hwy. The next step will be for the applicant to submit its complete application package for conditional district zoning.

Creedmoor convened an NC 56 Hwy. Traffic Flow Meeting in response to the Board of Education's decision to relocate Hawley Middle School students to the current Creedmoor Elementary school building and re-distribute those students to other schools in S. Granville. The meeting was well attended by representatives of the school system, NCDOT, MSTA traffic consulting firm Davenport, and City staff. Based upon the projected enrollment of the new middle school, a behavioral modification of all right-in right-out only turning movements, and much more on-site vehicle stacking and queuing, the traffic engineers predict no significant change in the morning or afternoon peak periods. Impacts may be noticed on city-maintained Douglas Drive and Crescent Height Drive, two routes designated for U-Turn movements.

Kelly R. Boone, P.E. PMP of CDM Smith has requested a pre-application meeting with Community Development Staff. CDM Smith is SGWASA's consulting firm who is currently designing the I-85 wastewater system improvements. The meeting topic will be about the new Joe Peed Road lift station location and site plan requirements.

The Wooten Company has submitted an assessment of the cement bag retaining wall at the Creedmoor Community Center by their specialist, Min C. Hsu, P.E. of HMC Consultants. The City Engineer has consulted with Hsu on the possible solutions and will provide recommendations at the second August meeting. Retaining wall contractor Vertical Walls was awarded the contract to demolish and construct a new wall at the 10/17 BOC meeting. Following a budget amendment on 11/1, a purchase order was issued and a Notice to Proceed was given to the contractor. Their geotechnical engineering consultant was on-site to conduct soil compaction tests and design the replacement segmental block wall. The contractor has secured a building permit, and a pre-construction meeting was held on January 31, 2023. Work started on March 1, 2023 and significant progress was made with minimal disruption to on-site parking or Senior Center operations. The wall construction is complete

and the final finishing steps of seed and straw are underway with the help of Public Works and CCC volunteers. [Building code calls for safety measures at the top of the wall to prevent potential falls and injury, they include: railing, fence, or substantial landscaping that serves as a blockade. Staff is exploring the least expensive option.](#)

Amberleaf Subdivision is almost ready to propose acceptance of dedication of their public infrastructure. All streets, curbs, sidewalks, roadway signage, and stormwater drainage in the right of way have been constructed in accordance with their original approval and the City's standard. Stormwater SCM's outside of the right-of-way will be owned and maintained by the HOA. SGWASA will have to concur on the water and wastewater utilities before the BOC is asked to accept the dedication. This will result in the release of all surety bonds, the addition of roadway miles to our Powell Bill, and the transfer of street lighting expenses to the City. [The City Engineer noticed minor edits needed to the as-built drawings before they can be accepted. The surveyor is working on the corrections.](#)

Implementation of the Water and Wastewater Allocation Policy (Resolution 2022-R-14) approved by the BOC on 10/17/2022 has established a framework for reviewing and approving small-scale residential allocations. To date [six residential approvals have been given for homes to be built at: 205 W. Rogers Avenue, 815 N. Crescent Drive, 2106 Southerby Lane, 306 Park Avenue, and 2029 Hawley School Road, and 103 Beverly Court; leaving 504 gallons per day of residential and 5,490 gallons per day non-residential allocation unassigned. Two potential non-residential projects are vying to be the first to submit a site plan application. Chad Abbott intends to construct commercial flex space on a lot near US 15 Hwy. and N. Main Street intersection, and Randy Lanou's Mule Town Depot.](#)

A large site plan application (LSP-2022-01) was submitted by Cliff Rogers of Creedmoor Holding Company LLC. For a building expansion at Carolina Secure Storage, 2150 Hwy. 56 East in the Creedmoor Business Park. The site plan has been distributed for TRC review and the initial review memorandum sent on 1/27/2023. [Stocks Engineering incomplete re-submittal arrived via USPS on April 18, 2023.](#)

Representatives of Little Diversified Architecture met with M. Frangos, J. Boyer, K. King, and A. Steinbeck to kick-off the design phase of the City Hall Expansion project. Project Manager Charlotte (Charlie) Hagen-Cazes AIA, NCARB, and Will Stewart were on-site to familiarize themselves with the existing City Hall building and gravel parking lot. Staff began weekly video status updates with Charlie and Alan on 7/22. A no-cost addendum to the original agreement will appear on the 8/1 BOC agenda. Geotechnical investigation occurred on 8/26 when 6 bore holes were drilled. Soil and water samples were collected from each. The design team will be on-hand at the 9/19 BOC work session to present complete schematic drawings, perspective views. Following the 9/19 work session the design team met with Com. Kicinski to discuss the project in more detail. Additional site and design considerations, and a detailed cost estimate were presented at the 10/4 BOC meeting. Work on the site and Police Department building have progressed to design drawings stage. The City Hall renovation floor plan and office arrangement layout appeared on the 11/1 BOC agenda and was unanimously approved. A call meeting was held on 11/10 to discuss the specifics of Sanderford Street parallel parking, the orientation of the PD Building's proposed sally-port and the dumpster location within the parking lot. Little representatives were present at the 12/6 BOC meeting to review a revised floor plan for the PD Building, the results of the environmental study finalized by NV5, the revised site plan, and some discussion of finish materials, interior, and exterior appearance of both buildings. Alan Steinbeck discussed funding at the February 4, 2023 Strategic Planning Meeting. The City Hall expansion site plan package was submitted to the Community Development Department on 1/30/2023. It has been distributed for TRC review. Two staff-level meetings were held during February, one on building function, and another of interior materials and finishes. Little will present on March 7, 2023 regarding Amendment #2 regarding vapor barrier design for the Police Department Building and ADA accessible entryways to City Hall. [This project has been put on hold for budgetary concerns and will be discussed at a later date.](#)

City Engineer had been working with representatives of NCDOT to coordinate the planning and implementation of R-5707L (L = Landscaping). In addition to the installation and maintenance of roadside environmental components, the project will likely include a six (6") inch high concrete curb along the eastbound right hand turn onto E. Lake Road, as well as a new concrete driveway at 408 Lake Road that has been causing a gravel and erosion problem on the Cross City Trail. The formal agreement appeared on the 7/5/2022 BOC agenda. Then Acting City Manager Michael S. Frangos, and Finance Director Candy Bowman, signed-off on the R-5707(L) agreement with

NCDOT on 9/19. An ACH payment of \$69,336 was made to NCDOT in December based upon an engineer's estimate of the cost of the work. On January 11, 2023 NCDOT held a bid opening where pre-qualified bidder, Mott's Landscaping, submitted a low-bid of \$68,008. Concrete work, paid by NCDOT, must precede the landscaping installation. The work may begin as early as February 8, 2023. NCDOT recirculated a new DocuSign agreement for the City Manager and Finance Officer to sign. Concrete work started on March 20, 2023 and continues through 3/31. [Landscape installation is complete. See photos below.](#)



Stimmel Associates, P.A. has completed their engineering analysis of six (6) individual point source stormwater problem areas throughout Creedmoor. These are complaint-based issues that merited further research to determine the cause of the problem and likely solutions, if any. Each report is very thorough and detailed and gives an opinion on estimated cost of repair for each location if applicable. Of the locations 2063 Ferbow Street, 2766 Clifton Avenue, are still being considered for repair. Community Development Director discussed details related to cost and implementation of the Bailey Court repair in Golden Pond at the 12/6 BOC meeting. A budget amendment for stormwater engineering was adopted on February 21, 2023. Wooten Task Order #18 was issued for survey and design at 2766 Clifton Avenue. Surveying was completed and design will start in early April. [The design team consulted with Public works staff and the City Engineer about existing conditions and proposed outcomes. The project includes installation of a new yard inlet and connection to an existing curb inlet and junction box under that is under the residential driveway; followed by extensive fill, re-pouring of the entire driveway, and final grading of the property side yard. An initial design and construction estimate will be presented at a future BOC meeting.](#)

Stimmel Associates is also working with the City Engineer on the drafting, compiling, preparation, and publishing of a revised Standard Specification and Construction Details Manual for the City. This manual will serve to inform all the development community about our quality standards, review processes, construction oversight procedures, Falls Lake Rules compliant storm water controls, and an assortment of other minimum standards the BOC has authorized. The kick-off meeting for this project was held on 7/6. Emails have been exchanged during the month of August answering minor questions and stating preferences. Additional items related to addressing standards and tree-trimming requirements on public rights-of-way have been added to the document's scope. The second review meeting was held on 10/21 where staff began review and discussion of the initial draft. The third draft review meeting was held on March 9, 2023, and the fourth on April 6, 2023. [Edits are still underway.](#)

The Planner position within the CDO is frozen for the remainder of FY23.

The fence that surrounds the monopole compound is in severe disrepair, collapsing in some places, with a gate that doesn't close or lock. Please see pictures below:



Code Enforcement - April 2023

Citizen complaints: 1
Letters mailed: 359
New Cases: 1
Cases closed / in compliance: 2
Fines levied: \$0
Fines collected: \$0
Snipe signs removed: 9
SCM Inspections: 11
Outfall Inspections: 0
Work Order Requests: 14

- Code Enforcement Officer has been issuing courtesy warnings regarding the new ordinance requiring addresses and unit identification numbers to be prominently posted.
- Staff met with Staci Smith on 4/19 to complete a final walk-through inspection of SCM "B" at Amberleaf. The SCM is now in the six month plant establishment period.