**Technical Review Committee (TRC)**

**April 6, 2021**

**TRC MEETING MINUTES**

The regular meeting of the Guilford County Technical Review Committee met on April 6, 2021 in the fifth floor Kenneth Greg Niles Conference Room, Guilford County Independence Building,

400 West Market Street, Greensboro, NC. Kaye Graybeal called the meeting to order at 1:30 PM.

**MEMBERS PRESENT**:

Planning Kaye Graybeal, Chair

Stormwater Management Brent Gatlin (R)

Fire Marshal Michael Townsend (R)

Fire Marshal Timothy McNeil (R)

Environmental Health John Nykamp (R)

**STAFF PRESENT:**

Planner II Matt Talbott

Planner II Oliver Bass (R)

Administrative Assistant Deborah Sandlin

**ADVISORY MEMBER PRESENT:**

NC DOT Bobby Norris (R)

**OTHERS PRESENT:**

Evans Engineering, Inc. Anthony Lester (R)

Hugh Creed & Associates Norris Clayton (R)

Fleming Engineering, Inc. Brent Nesom (R)

R = Attended meeting remotely (via Skype, Microsoft Teams, Conf. Call)

**MINUTES:**

*Kaye Graybeal motioned and Brent Gatlin seconded to accept the minutes of the March 16, 2021 TRC meeting as submitted. The motion passed by unanimous vote.*

**NEW BUSINESS:**

**MINOR SUBDIVISION CASE #21-03-GCPL-02363: Mike Cooke.** Located approximately 1.15 miles northwest from the intersection of Lake Brandt & Trosper Road being Guilford County Tax Parcel #s 138022 & 138027 in Center Grove Township. The applicant is seeking notes before they make a formal submittal. (Anthony Lester, Evans Engineering)

*Because this case was not a formal submittal, there will be an advisory review and comments provided following today’s TRC meeting.*

**MAJOR SUBDIVISION CASE #20-09-GCPL-06522: Cedar Oaks-Phase 1 Preliminary Plat Waiver Request.** Located on east side of Church Street, approximately 4075 feet south of its intersection with Burton Farm Road, Tax Parcels 129264 part (129264,129266,139425 are combined). This is a request for a waiver to Section 5-13.2(C)Lot Depth Ratio of the Guilford County Development Ordinance. The waiver would apply to Lots 23-29 as shown on the phase 1 preliminary plat. Zoned CZ-RPD. (Contact: Norris Clayton, Hugh Creed & Assoc)

**Planning Comments: (Oliver Bass, 641-3578)**

1. Note: Waiver is a condition of TRC approval.
2. If approved, add note to all subsequent submittals

**Building Comments: (Jim Lankford, 641-3321)**

1. No comments.

**Watershed Comments: (Brent Gatlin, 641-3753)**

Note, these comments on Phase 1 Prelim Plat received 3/25/21 also apply to the Master Sketch Plan and overall area as appropriate.

1. Provide copy of final wetland & streams report with supporting documentation for jurisdictional determinations made at March 2021 site meetings with NCDEQ, USACE, County and Sage.
2. Add note: *Notice - This property is located within the Water Supply Watershed for Greensboro WS-III, WCA Tiers 3 & 4.* *Development restrictions may apply.*
3. Density Calculations for Watershed Protection Compliance: Area below NHWL of existing pond must be excluded from Total Project Area in density calculations in accordance with 15A NCAC 02H.1003(c)(i). Show NHWL and associated area in acres. Adjust each density calculation accordingly to exclude pond area.
4. Revise Note 8 to: *Open space shown* ***in WCA Tier 4 and outside of conservation easements & buffers*** *may be used for off-site sewage treatment special purpose lots per Guilford County UDO.*
5. Revise Note 11 to: *A Special Flood Hazard Area (SFHA) exists on the property based on FIRM Map #s 3710786900J, 3710787900J, 3710787800J each with effective date 6/18/2007.*
6. Revise “100-year Flood” labels to “100-year Flood (SFHA)” or “1% Annual Chance SFHA”.
7. Show buffer around stream at existing pond outfall, including Zones 1 & 2.
8. Add drainage easements as described in UDO Section 9.1.H. See attached mark-up for approximate locations described below:
   1. Extend DE downstream from Lot 85 until it abuts stream buffer.
   2. Add DE to drainage feature discharging to SE corner of existing pond.
9. Water Quality Conservation Easement (WQCE) required for slopes greater than 15% lying adjacent to natural drainageways, streams, or wetlands to meet UDO Section 9.1.F.3.f. requirements for Protection of Fragile Areas in WCA.
   1. See attached mark-up for approximate WQCEs needed in Phase 1 area.
   2. Add WQCE hatch and standard notes.
10. Revise Buffer Detail to indicate buffer extents measured to:
    1. Top of Bank (streams)
    2. Normal Pool Elevation (Ponds & Lakes)
11. Provide Grading & Drainage Plan (signed/sealed) with complete Stormwater Conveyance System design including pipes sizes, slopes, materials, classification, bedding; storm structures, types, inverts & grade elevations; culverts; swales; riprap aprons; details; and existing & proposed contours.
    1. Cedar Oaks South Phase 1 Erosion Control set was received by the Watershed Section from HCA on 3/17/21 via email. The EC Plans did not show all final grading and drainage infrastructure and drainage easements.
       1. Some drainage features shown on Phase 1 Prelim Plat were not shown in EC set (example: swale & associated easement near Lots 92 & 95).
       2. Proposed pipe info missing on EC Plan 2 (sheet 2).
       3. Pipe lengths and slopes missing from plan.
       4. Inverts missing for some pipes (example: Pipes 2, 2A, 3, 5, 6, 8, 11, possibly others). Recommend providing a Pipe Table on plan with design info.
       5. Calculations were not signed/sealed. Provide drainage calculations signed/sealed by PE with Cover Page with Project Name, Owner, Phase, Date, etc.
12. [Advisory Comment]: Buffer Authorization is not required for Cedar Oaks South Phase 1 based on current EC plans and limits of disturbance provided. Buffer Authorization will be needed in future phases for roadway/stream crossing and possibly other work pending final design.
13. [Advisory Comment]: Provide copy of 401/404 permits from NCDEQ/USACE for County’s record file.
14. Provide response to each Watershed Comment with plan resubmission. Please indicate Sheet #, Note #, or Page # for revisions addressing each comment as appropriate.

**Community Services Comments: (Beth Anne Aheron, 641-3645)**

1. No Comments

**Environmental Health Comments: (John Nykamp, 641-4807)**

**ADVISORY NOTE:** If remote nitrification field areas are to be used, the specific areas must be shown on the map submitted to Environmental Health for Soil Evaluations.

**ADVISORY NOTE:** Private Sewer Line Access and Maintenance Easement must be a minimum of 15’ in width. The supply lines must be placed at least 5 feet from the edge of the easement; i.e. the middle 5 feet.  The supply lines must also have a separation from each other that is equal to the diameter of the pipe. A fee of $200 for each off-site septic area will be collected when the Improvement Permit is issued.

**Fire Marshal: (Michael Townsend, 641-6541)**

1. No Comments

**NCDOT Comments: (Bobby Norris, 487-0100)**

1. No Comments

*Kaye Graybeal motioned for Conditional Approval of the waiver seconded by Brent Gatlin to permit lots 23-29 to be more than four times longer than they are wide based on equal performance and physical hardship created by topography and the location of soils suitable for septic. The approval is conditioned on all TRC comments submitted and the plat meeting all requirements for later submittal. The vote was unanimous in favor of the motion.*

**Revised MAJOR SUBDIVISION CASE 21-02-GCPL-01023: THE COMMONS AT SUMMIT LAKE.** Located approximately 3,000 ft from the intersection of NC HWY 150 E and Brooks Lake Rd in Monroe Township. Being Guilford County Parcel # 128555 owned by Summit Lakes LLC. The request is proposed 43 lot PH 1 subdivision on 59.99 acres, zoned PD-R (Brent Nesom, Fleming Engineering)

**Planning Comments: (Matt Talbott, 641-3591)**

1. Note the waiver case from 4/6/21 TRC for street.

**Building Comments: (Jim Lankford, 641-3321)**

1. No building-related comments.

**Watershed Comments: (Brent Gatlin, 641-3753)**

1. Verification of streams must be completed by County staff or the State prior to approval of the Phase 1 preliminary plat. If applicant desires to have the County conduct the stream determination, then the applicant must complete and submit the official Request for Stream Determination to Teresa Andrews, Stormwater Program Administrator to schedule a site visit / meeting.
   1. [Advisory Comment] Final stream determination and associated buffer extents has potential to impact proposed site plan layout and required permits pending findings.
2. [Advisory Comment] See Advisory Comments issued at 2/23 TRC meeting for items that will be required prior to issuance of Grading Permit.

**Community Services Comments: (Beth Anne Aheron, 641-3645)**

1. No comments

**Environmental Health Comments: (John Nykamp, 641-4807)**

**ADVISORY NOTE:** If remote nitrification field areas are to be used, the specific areas must be shown on the map submitted to Environmental Health for Soil Evaluations.

**ADVISORY NOTE:** Private Sewer Line Access and Maintenance Easement must be a minimum of 15’ in width. The supply lines must be placed at least 5 feet from the edge of the easement; i.e. the middle 5 feet.  The supply lines must also have a separation from each other that is equal to the diameter of the pipe. A fee of $200 for each off-site septic area will be collected when the Improvement Permit is issued.

**Fire Marshal: (Michael Townsend, 641-6541)**

1. Install a certified Fire Department Dry Hydrant with a minimum water supply of 30,000 Gallons, meeting 50-year drought requirement, and able flow a minimum of 250 gallons per minute.

**NCDOT Comments: (Bobby Norris, 487-0100)**

1. No comments

**GIS Comments: (Martine Kamabu, 641-2337)**

1. No comments

*Brent Gatlin motioned for Conditional Approval (CA) seconded by Michael Townsend. The vote was unanimous in favor of the motion.*

**MAJOR SUBDIVISION CASE #21-03-GCPL-02664: NORTHERN MEADOWS REZONING SKETCH PLAN**. Located on Yanceyville Road, approximately 3200 feet north of Burton Farm Road intersection in Guilford County. Tax Parcels 129836,129841, and 129842. Owned by Ourselves, LLC. The subdivision proposes 124 lots on 192.3 acres. Proposed zoning RS-30. Greensboro WCA Tiers 3 and 4. (Norris Clayton, Hugh Creed and Associates)

**Planning Comments: (Oliver Bass, 641-3578)**

1. Second access must be designed to standards of NCDOT. Must be accessible to residents with limited restrictions.
2. Proposed CA/OS that begins behind lots on Horshock Place requires min. 10 feet access to street.
3. TRC action is not recommendation on zoning approval.

**Building Comments: (Jim Lankford, 641-3321)**

1. No comments.

**Watershed Comments: (Brent Gatlin, 641-3753)**

1. Revise Note 9 to: *Notice - This property is located within the Water Supply Watershed for Greensboro WS-III, WCA Tiers 3 & 4.* *Development restrictions may apply.*
2. Density Calculations:
   1. Lots with more than 50% in a WCA tier should be counted in that tier’s density calculation. It appears there are 11 lots in Tier 3 compared to the 9 reported. Verify and provide revised density calculations (DU/AC) as needed for each tier.
   2. Area below NHWL of existing pond must be excluded from Total Project Area in density calculations in accordance with 15A NCAC 02H .1003(c)(i). Show NHWL and associated area in acres on plan. Adjust density calculation accordingly to exclude pond area.
3. There are mapped streams on-site per USGS and/or Soil Survey Map.
   1. Mapped stream & buffer missing near parcel 129778 at SW boundary. Locate or see 3.e.
   2. Mapped stream missing buffer at NE corner of site near back of Lot 52. Locate or see 3.e.
   3. Label stream centerline, tops of stream banks, 30’ Zone 1, and 20’ Zone 2 on plan.
   4. [Advisory Comment]: If tops of stream banks are not well-defined and the stream is less than 10’ wide, then an assumed 10’ width between top of stream banks can be drawn centered on the stream, with call-out note indicating “*top of stream banks shown approximately*.”
   5. [Advisory Comment]: If it is believed that a stream does not exist or has reduced extents compared to the above referenced maps, then provide a signed Stream & Wetlands Report from a qualified professional indicating extents of perennial and intermittent streams on-site for County review. Report should include Stream ID forms / scorecards. A site meeting with County and/or NCDEQ for final stream determination maybe required pending report findings. If applicant desires to have the County conduct the stream determination, then the applicant must complete and submit the official Request for Stream Determination to Teresa Andrews, Stormwater Program Administrator to schedule a site meeting.
   6. [Advisory Comment]: Stream ID / determinations must be verified prior to Prelim Plat approval.
4. Drainage Easements must be provided for watercourses which carry concentrated drainage from a public road or have a 2 ac or larger drainage basin. Drainage easements shall be drawn as described in Guilford County Land Development Ordinance Section 7-1.8.
   1. Drainage Easement needed between Lots 30 & 31.
   2. Drainage Easement needed between Lots 46 & 47.
   3. Drainage easement needed at channels from southern boundary to stream buffer (south of Lot 101).
   4. Other drainage easements maybe required pending final storm conveyance system design.
5. Site in WCA, therefore must meet UDO Section 9.1.F.3.f. for Protection of Fragile Areas requirements. Water Quality Conservation Easement (WQCE) needed for slopes greater than 15% lying adjacent to natural drainageways or streams.
   1. WQCE needed at rear of Lots 10 – 18, 52, 53, 62, 63, portion of Common Areas and possibly elsewhere.
   2. Add WQCE hatch and standard notes.
6. [Advisory Comments]: The following items will be required prior to approval of Prelim Plat:
   1. Stormwater Conveyance System design layout including pipes, storm structures, swales, culverts, and associated drainage easements.
7. [Advisory Comments]: The following items will be required for Watershed Section review and approval prior to issuance of Grading Permit:
   1. Grading & Drainage Plan with complete Stormwater Conveyance System design.
   2. Stormwater Conveyance System Calculations Report.
   3. Buffer Authorization for impacts to riparian buffers.
   4. Provide copies of 401/404 approvals from NCDEQ & USACE.
   5. Contact NCDEQ Dam Safety to inform them of planned development at and downstream of the existing pond and associated dam. Verify if dam is on State’s dam registry and if a Jurisdictional Determination / Hazard Classification is necessary. Provide copy of correspondence & documentation submitted to NCDEQ Dam Safety for the County’s record file.

**Community Services Comments: (Beth Anne Aheron, 641-3645)**

1. No comments

**Environmental Health Comments: (John Nykamp, 641-4807)**

**ADVISORY NOTE:** If remote nitrification field areas are to be used, the specific areas must be shown on the map submitted to Environmental Health for Soil Evaluations.

**ADVISORY NOTE:** Community Wells water system must comply with the DUMT 10K gpd requirements of **Guilford County Well Rules.**

**Fire Marshal: (Michael Townsend, 641-6541)**

1. Increase cul-de-sac size to 96 feet diameter.
2. Emergency access road connecting to Beejay Road is required to meet DOT standard and maintained.

**NCDOT Comments: (Bobby Norris, 487-0100)**

1. No comments

*The members provided comments/advisory comments and determined there was sufficient information in accordance with the Unified Development Ordinance(UDO)to proceed with the request for rezoning.*

**MAJOR SUBDIVISION CASE #21-03-STPL-02832: OAK LEVEL SUBDIVISION REZONING SKETCH PLAN.** Located on Oak Level Church Road, approximately 2826 feet north of Boone Landing Drive, Stokesdale NC, Tax Parcel 167235. Owned by Ameridevelopment Pooler, LLC. The subdivision proposes 24 lots on 29.7 acres. Propose zoning CZ-RS-30. (Ethan Creed, Hugh Creed and Associates)

**Planning Comments: (Oliver Bass, 641-3578)**

1. Must connect to Stokesdale water. Community system is no longer an option
2. Provide maintenance easement for 20’ landscape buffer. HOA must maintenance.

**Building Comments: (Jim Lankford, 641-3321)**

1. No comments.

**Watershed Comments: (Brent Gatlin, 641-3753)**

1. Add note: *This property is within the Roanoke River Basin.*
2. There are mapped streams on-site and just off-site per USGS and/or Soil Survey Map. NPDES area (non-Jordan Lake non-water-supply area) buffer rules apply requiring 30’ Riparian Buffer.
   1. Locate and label stream centerline and tops of stream banks. Add riparian buffers and associated buffer zones (30’ Zone 1). Buffer extents to be measured from top of stream bank.
      1. [Advisory Comment]: Though portions of Mill Creek are just off-site, the associated buffer will extend into site and will need to be shown.
      2. [Advisory Comment]: When drainage easements required by UDO 9.1.H are wider than the riparian buffer, both the buffer and easement must be shown. This will be the case when 110’ drainage easement needed for +25 ac drainage area. Do not need to show drainage easement when the required buffer is wider than the required easement (e.g. 60’ DE).
   2. Add 30’ Riparian Buffer detail.
   3. [Advisory Comment]: If tops of stream banks are not well-defined and the stream is less than 10’ wide, then an assumed 10’ width between top of stream banks can be drawn centered on the stream, with call-out note indicating “*top of stream banks shown approximately*.”
   4. [Advisory Comment]: If it is believed that a stream does not exist or has reduced extents compared to the above referenced maps, then provide a signed Stream & Wetlands Report from a qualified professional indicating extents of perennial and intermittent streams on-site for County review. Report should include Stream ID forms / scorecards. A site meeting with County and/or NCDEQ for final stream determination maybe required pending report findings. If applicant desires to have the County conduct the stream determination, then the applicant must complete and submit the official Request for Stream Determination to Teresa Andrews, Stormwater Program Administrator to schedule a site meeting.
   5. [Advisory Comment]: Stream ID / determinations must be verified prior to Prelim Plat approval.
   6. 60’ drainage easement currently shown between Lots 21 & 22. This will need to be revised to a riparian buffer as described above, unless determined otherwise via Comment 2.d.
3. [Advisory Comment]: Roadway crossing existing mapped stream near Lot 21:
   1. 401/404 permits may be required from NCDEQ/USACE for stream impacts. Owner is responsible for obtaining appropriate approval prior to construction.
   2. Buffer Authorization required from County for buffer impacts prior to issuance of Grading Permit.

**Community Services Comments: (Beth Anne Aheron, 641-3645)**

1. No Comments

**Fire Marshal: (Michael Townsend, 641-6541)**

1.Show fire hydrants on drawings.

2.Street signs shall be installed before home construction begins.

3.Need temporary turn around on stub street.

**NCDOT Comments: (Bobby Norris, 487-0100)**

1. No Comments

*The members provided comments/advisory comments and determined there was sufficient information in accordance with the Unified Development Ordinance (UDO)to proceed with the request for rezoning.*

**Adjournment**

There being no additional business, the meeting adjourned at 2:44 pm.

Respectfully submitted,



Deborah Sandlin

Recording Secretary