



**Guilford County  
Technical Review Committee Meeting  
Oct 1, 2013**

**MEETING MINUTES**

The Guilford County Technical Review Committee met on Oct 1, 2013 at 1:30 p.m. in the Third Floor Conference Room, Guilford County Independence Building, 400 West Market Street, Greensboro, NC.

**MEMBERS PRESENT:**

Planning Department	Les Eger
Building Construction Plan Review	Frank Park (for Jim Lankford)
Stormwater Management	Frank Park
Community Services	Beth Anne Aheron
Fire Marshal	Chris Kearns
Environmental Health Division	John Nykamp

**EX-OFFICIO MEMBERS PRESENT:**

None present

**RECORDING SECRETARY:**

Carrie Spencer

**STAFF PRESENT:**

Leslie Bell	Bill Bruce
Michael Albert	Tonya Hodgin

**ALSO PRESENT:**

Keith Broderick, Civil Designs	Chris Rohrer, Land Solutions
Bill Mitchell, WEM Associates	Darrell Metcalf, Hagen Engineering
Bruce Nooe, CPT Engineering	

**MINUTES:**

Mr. Leslie Bell and visitors introduced themselves.

**1. NEW BUSINESS:**

**A) MAJOR SITE PLAN CASE #13-09-GCCP-04250: Fast Track Products.** Located on the south side of US Highway 158, at the intersection with Walter Combs Way in Bruce Township. Guilford County Parcel #0151642. This site plan consists of a new 12,000 S.F. building with 2,500 S.F. of retail space, a gravel storage area, and associated site improvements on approximately 4.462 acres. The size of the proposed storage area meets and exceeds the threshold for open use of land for a Major Site Plan. Zoned: CU-LI, Scenic Corridor. (William E. Mitchell, Assoc.: Bill Mitchell).

Case opened at 1:34

The Committee gave the following comments for this site plan:

Planning Comments: Michael Albert

1. An approved Landscape Plan is required for this site within 90 days of issuance of a building permit.
2. Site lighting must be identified and should be directed away from the residences on Walter Combs Way.
3. The driveway permit has been approved.
4. Any exterior lighting proposed for the yard and/or building must be directed away from adjacent residences and included on a lighting plan.

Watershed Comments: Frank Park

1. PROVIDE SEASONAL HIGH WATER TABLE ELEVATION (SHWT) OR STATEMENT THAT THE SWHT IS NOT WITHIN 1" OF THE BOTTOM OF THE SAND FILTER UNDERDRAIN.
2. PROVIDE A SIGNED AND NOTARIZED OPERATIONAL AGREEMENT.
3. NO APPEARANCE OF REGULATED STREAM ON-SITE.

Building Inspections Comments: Frank Park

THE VAN HC SPACE IS LOCATED AT THE WRONG SIDE OF AISLE. THE VAN HC AISL SHALL BE LOCATED AT THE RIGHT PASSANGER SIDE.

Fire Marshal Comments: no comment

Community Services Comments: no comment

Environmental Health Comments: John Nykamp

1. How many employees/customers will be using building? The applicant said there will be 5 employees and retail space. Show on plan.
2. Will water be used to suppress dust? The applicant said the space will be covered with storage.
3. There is no septic check on record. Tonya Hodgkin will look for alternate addresses assigned to the property. Show well and septic connections

NCDOT Comment: no comments

Discussion ended at 1:45.

The following action was taken:

Motion by Frank Park, second by John Nykamp. The case was conditionally approved, subject to above revisions.

**B) MAJOR SITE PLAN CASE #13-09-GCCP-04376: Shady Grove Wesleyan Methodist Church.**

Located on the west side of N Bunker Hill Rd near the intersection with W Market St, in Colfax. Guilford County Tax Parcel # 0168697 This site plan consists of a new 40,000 S.F. parking lot. (Keith Broderick)

Case opened at 1:45

The Committee gave the following comments for this subdivision:

Planning Comments: Les Eger

1. This case is the first electronic site plan review for the County.
2. Show internal parking lot trees at 1 per 12 spaces.
3. An approved Landscape Plan is required for this site within 90 days of issuance of a building permit.

Watershed Comments: no comment

Building Inspections Comments: Frank Park

Add one van HC parking and one regular HC parking space, based on the total number of spaces.

Fire Marshal Comments: no comment

Community Services Comments: no comment

Environmental Health Comments: John Nykamp

Relocate the existing septic system.

NCDOT Comment: not present (no driveway permit required)

Discussion ended at 1:51.

The following action was taken:

Motion by Frank Park, second by John Nykamp. The case was conditionally approved subject to above revisions.

**C) DISCUSSION OF ELECTRONIC SITE PLAN REVIEW 1:51-2:05**

Keith would like to see the work flow status combined with the Sharepoint system instead of having to check with Accela. Michael said a later project could incorporate Accela work flow into Sharepoint but we would all have to use both for now.

Michael: we will create a .pdf as a result of the TRC and send it to the applicant. Reviewer comments must go into Accela as well as the TRC comment sheets. Reviewers can change text box outlines to match their distinctive colors. Designers need to know who's comments are who's.

Michael: the .pdf is not finalized until all reviewers have marked it up. Sharepoint will automatically send comments to the designer once all reviewers have commented.

Keith will ask the church for permission for the County to use the site plan as a published example for future cases.

Designers at the meeting were asked to notify staff of any new plans that could be reviewed digitally. Designers were asked for a fair price for the county to charge to convert paper copies to digital once digital review is fully implemented and mandatory.

### **3. OLD BUSINESS:**

**A) MAJOR SITE PLAN CASE# 13-08-GCCP-03837: Dean Green.** (Continued from 9.17.13 TRC). The Lola Emaline Andrews Green Revocable Trust requests approval for a paved area for 111 parking spaces on approximately 3.46 acres. Parking would be used for the existing cemetery-mausoleum across the street. Located on the east side of Old Reidsville Rd., north of the intersection with Benaja Rd and to the east of Hwy 29 in Madison Township. Zoned RS-30. Not located within a Water Supply Watershed. (CPT Engineering & Surveying, Inc.: B. Bruce Nooe)

Case opened at 2:06

The Committee gave the following comments for this site plan:

Planning Comments: Carrie Spencer

1. Submit separate case for subdivision.
2. Site Plan is for Lot 1 only: BUA, notes, acreages.
3. See Development Ordinance Map Standards:
  - scale bar all sheets
  - label C/L site layout sheet
  - vicinity map 1:2000' all sheets
  - boundary source, ties, controls site layout sheet
  - topo all sheets
4. An approved Landscape Plan is required for this site within 90 days of issuance of a building permit.

Watershed Comments: Frank Park

1. The revised site plan coversheet indicated that amount of proposed built-upon area is 1.07AC(.17AC existing BUA plus .895AC proposed parking lot) and the total acreage of "lot 1" is 4.78AC;thus,the computed percentage of built-upon area is 22% which is less than the 24% low density allowable ;therefore, BMP, permanent runoff control structure is not required.
2. Provide a 50' wide Riparian Buffer Directly Adjacent to the existing pond. Provide a 50' Riparian Buffer detail on the plan.

Building Inspections Comments: Frank Park

Revise the approved site layout sheet for the property across the street to include the handicapped spaces required by this new overflow lot. No handicapped parking or sidewalks are needed for the new lot itself.

Fire Marshal Comments: no comment

Community Services Comments: no comment

Environmental Health Comments: John Nykamp

Remove the water line shown on Lots 2 & 3 from the plat.

NCDOT Comment: not present

Discussion ended at 2:15.

The following action was taken:

Motion by Frank Park, second by John Nykamp. The case was conditionally approved subject to above revisions.

**(NEW BUSINESS con't)****D) SUBDIVISION WAIVER CASE # 13-09-GCPL-04414: Nelsa A. Cox.**

Located along the county line adjacent to the terminus of Deer Glenn Ct. in Clay Township. This plat consists of 2 lots and an access easement for a total of approximately 62.62 acres. Zoned AG. Sandy Creek Watershed. Land Solutions, Chris Rohrer, PLS. Applicant is requesting a waiver to Section 5-13.2 Lot Dimensions and Standards (G) Access Requirements 2)a) to access more than one lot with an exclusive access easement.

Case opened at 2:15

The Committee gave the following comments for this site plan:

Planning Comments: Bill Bruce

1. This is an approximately 60 acre property served by deeded access starting at Hwy 62, crossing the Southern RR tracks, then running along the boundary of a property to the north.
2. All property owners along the access should be signatories on the plat.
3. Designer must get in touch with the railroad for necessary permissions. Chris said the railroad requires a "driveway permit" to cross and could provide a letter granting it.
4. Bill recommends TRC approve the request conditioned upon a letter from the railroad. The waiver preserves the Deer Glenn Ct street stub and leaves open the possibility of a future cul-de-sac there. Open and passable access from the Deer Glenn Ct stub is impeded by a creek.

The following action was taken:

Motion by Les Eger, second by Beth Anne Aheron. Conditionally approve the waiver based on equal or better performance in that sharing the Southern railroad ROW easement reduces the number of railroad crossings and driveway cuts on a major thoroughfare, subject to the receipt of a crossing approval letter from the railroad and the addition of a note on the plat stating the waiver is approved only for the 2 lots and any future subdivision would have to meet access requirements of the ordinance.

Case closed at 2:28

**E) MAJOR SITE PLAN CASE #13-09-GCCP-04364: AAA Self-Storage.**

Located on the east side of Brown Summit Road near the intersection with Highway 150, in Monroe Township. Guilford County Tax Parcel # 0128138 This site plan consists of a 20,025 S.F. addition to the existing 16,345 S.F. self-storage warehouse on approximately 2.33 acres. Zoned GB. (Barrett Hagen, P.E.)

Case opened at 2:28

The Committee gave the following comments for this site plan:

Planning Comments: Michael Albert

1. Label cross-hatched area on southeast and northeast corner of site, adjacent to proposed buildings.

2. Parking spaces (5) must be paved with concrete or asphalt
3. This site plan was conditionally approved several months ago but significant changes resulted in a new plan.
4. All comments from the previous TRC have been addressed.

Watershed Comments: Frank Park

1. Due to the proposed BUA amount is .78AC which is less than 1AC, it qualified for the onetime NPDES-Phase II Post construction exemption, thereby, new BMP is not required.
2. Provide sealed Engineering drawings.
3. The gravel was already calculated as impervious surface to paving over it doesn't change the BUA for that area.
4. Add a note to the site plan stating that any lighting must comply with the ordinance.

Building Inspections Comments: Frank Park

Frank wondered why no office is proposed and it was noted that the site was originally approved without an office or restrooms. It is assumed that the site will be unmanned and therefore no office or restrooms are provided.

Fire Marshal Comments: Chris Kearns

Designer has the option to maintain less than 20 ft between buildings with 2 hour fire rated exterior walls, or move the buildings over 20ft apart. The buildings can be theoretically combined to create spaces greater than the 12,000 sq ft required for a sprinkler system; by adding a firewall inside the 1,640 sq ft building. This would also eliminate the need for the buildings to be spaced over 20 ft apart.

Community Services Comments: no comment

Environmental Health Comments: no comment

NCDOT Comment: not present

Discussion ended at 2:47.

The following action was taken:

Motion by Chris Kearns, second by John Nykamp. The case was conditionally approved subject to above revisions.

ADJOURNMENT:

The meeting was adjourned at 2:48.

Respectfully submitted,

Carrie Spencer  
Recording Secretary