

**Planning Board Regular Meeting
October 12, 2020
6:00 pm in the Council Chambers
Minutes & General Account**

Planning Board Members Present: Sarah Glanville, Chair; Ed Stafford, Vice Chair; Dennis Sholl, Eddie Oakley, Jane Walker Payne (Alternate), Richard Newbill (ETJ), Steve Monroe (ETJ), & Sherrie Richmond (ETJ)

Planning Board Members Absent: Russ Walker & Cara Arena (ETJ)

Council Member Representative: Rebecca Mann Rayborn (watching live stream in Town Manager's office)

Staff Present: Kenny Cole, Matthew Johnson, & Katie Weiner

Visitors Present: Amanda Hodierne, Zack Tran, Jason Epley, & Shawn Rogers

Call to Order- Glanville called the meeting to order.

Roll Call- Johnson took roll call as follows:

Sarah Glanville- Present
Dennis Sholl- Present
Eddie Oakley- Present
Ed Stafford- Present
Russ Walker- Absent
Richard Newbill- Present
Steve Monroe- Present
Cara Arena- Absent
Sherrie Richmond- Present
Jane Walker Payne- Present

Rebecca Mann Rayborn- Absent (watching live stream in Town Manager's office)

Consideration of approval of the August 24th Special Meeting Minutes- Stafford made a motion to approve the minutes from the August 24th Special Meeting as presented. Monroe made a second to the motion. The motion passed by unanimous vote.

Public Hearing for Rezoning Request for the following parcels: 2221 Guilford College Road, 5300 Mackay Road, 2207 Guilford College Road, and 5303 Mackay Road from AG (Agricultural) to PUD (Planned Unit Development) - Glanville gave a brief overview of the sequence of events that would take place that night.

Glanville called the applicant forward.

Hodierne came forward. She stated that it would be very beneficial for her to hear further discussion about the Board's priorities for the update to the Castleton Village plan. She added that the

development team had discussed the feedback that they had received in previous meetings, but they had not begun redrawing or restructuring the plan. She said that the developer did plan to add more buffering which the Planning Board had requested. She also noted that there would be sidewalks along Guilford College Road and Mackay Road. Hoderne stated that she was looking forward to hearing further discussion about the Board's thoughts regarding the proposed development.

Glanville stated that the Board planned to continue the public hearing that would be opened for public comment to their next meeting to allow for additional public input.

Glanville called Jason Epley, Benchmark Planning representative, forward.

Epley stated that he hoped everyone had received the summary of their previous discussion. He added that the Board had done a lot in regard to setting their priorities. He stated that the Board could either provide more detail on those points or allow the developer some interpretation for their update to the Castleton Village plan.

The Board Members discussed the pros and cons of adding more detail to their recommendations.

Richmond stated that she would like to be more specific about the percentage of high-quality building materials used for the homes. The Board Members discussed the potential requirements for the use of brick and stone. There was a consensus that they wanted to prevent an overuse of vinyl. Glanville noted that an attention to architectural details like windows was also important. The Board discussed whether or not they should be more specific about building material or allow the developer to provide them with renderings when the plan was updated.

Hoderne stated that the developer did need direction. She encouraged the Board to continue providing insight on what they considered "quality" and then allow them to bring back renderings based on the conversation.

Epley asked if the Board had any additional information that they would like to add about the homes having slab foundations versus crawl spaces.

Richmond stated that she thought the Board had agreed that they would prefer to have crawl spaces for the single-family residential homes. The Board continued to discuss the issue. There was a consensus that detached single-family homes should have a crawl space in areas that topography would allow that option.

The Board spoke about the requirement of a porch or covering at the entrance of the homes. Monroe stated that any age-targeted housing needed a covered entrance. The Board agreed with Monroe.

Epley asked the Board if they had anything to add to their recommendation that the lot sizes be bigger within the development. Glanville stated that she believed that the lot sizes had to be bigger than what was initially proposed. The Board agreed that the lot sizes were currently too small. Glanville asked Johnson what the lot size requirements were for the rest of Town. He stated that the ordinance required that the lots be at least 10,000 square feet. However, he added that the PUD zoning was flexible. The Board spoke about the different neighborhoods throughout Town and their lot sizes. The Board determined that they would like for the lots to be between 10,000 and 12,000 square feet for detached single-family homes.

The Board discussed setback requirements. They agreed that the front yard setbacks should be large enough for a car to be parked in the driveway without blocking the sidewalks.

The Board Members also highlighted that the garages should not be the focal point of the homes. Richmond stated that she would prefer some side loading garages. Everyone encouraged the developer to include a variety of styles within the plan.

Epley asked the Planning Board Members if they had anything else to add to their recommendations regarding the townhome design.

The Planning Board agreed with the points that Epley had included in the summary of their last discussion in reference to the townhomes.

The Board discussed the number of attached townhomes that would be acceptable. They came to a consensus that there must not be more than six attached units, but they would prefer no more than four attached townhomes. The Board also agreed that they did not want the backs of the townhomes to be facing Mackay Road or Guilford College Road.

Glanville called for a 5 minute recess at 7:15 pm.

Glanville called the meeting back to order at 7:20 pm.

Glanville stated that the next topic that could be discussed was proposed location of uses. Glanville briefly discussed the corner that was proposed to be used as a "civic" use on Guilford College Road and Guilford Road. She added that she would like to hear from the Fire Department and any needs that they have for that space before it was included in their recommendation. The Board spoke about that corner and potential uses for that section of the development.

Hodierne asked the Planning Board Members to provide some clarity on their thoughts about the proposed farmers market.

Glanville said that she had heard positive and negative feedback from citizens about the farmers market. She added that her understanding of the farmers market was that it would be something on a smaller scale that could be a multi-use community space. The Board discussed the details of the ownership of the land and who would operate the market. They agreed that they needed more information about what the space would look like and who would maintain the area before they could make a recommendation on the subject.

Hodierne stated that the idea of the farmers market came from the requests the developer received after the community meeting. She added that they were happy to provide it as an amenity or remove it if the Board believed there was a better use for the space.

Epley asked the Board Members if they had anything to add in regard to the buffering and screening requirements for the development.

Glanville said that it was extremely important that the backs of homes would not be visible from the road. Richmond added that the trees that were currently on the property could be used to screen the

development. The Board discussed the details regarding the buffering and screening. They agreed that the natural buffering should be retained as much as possible, but that additional foliage be added if necessary to shield the development from the existing neighborhoods. They also briefly spoke about potential street lighting.

The Planning Board Members moved on to discuss the density of Castleton Village. The Board Members agreed that the proposed density for the development was much too high. Glanville stated that their recommendations for larger lot sizes and a variety of lot sizes may impact their thoughts on the density of the project. They also discussed the need for the density to be provided to them in terms of buildable acres instead of gross acres. Monroe stated that affordability was determined by density, and that the cost of the homes should also be considered. The Board planned to revisit the subject after the plan had been updated to reflect their other requests.

Glanville stated that the next topic for discussion was community impact. She added that she would like to hear how the developer planned to mitigate the strain that would be placed on the school system if the project were approved. The Board Members discussed the possibility of the donation of land for a new school. They agreed that they would like to have more information from the developer about how this issue could be addressed.

Glanville said that she believed that the Board had a very good discussion about the proposed project and had provided the developer with the necessary feedback to update the plan. She noted that their consideration of the Castleton Village Development would continue at their next meeting.

Glanville opened the public hearing to anyone that would like to speak regarding the rezoning.

- Shawn Rogers, 614 Candlewood Drive- Rogers stated that he was the Director of Mendenhall Homeplace and President of the Historic Jamestown Society. He said that he wanted to speak about the proposed rezoning as a community stakeholder. He spoke about his credentials. He added that he had some recommendations for the Board to consider regarding the incorporation of the historic aspects of the architecture of the Town into the proposed development. He prepared a written summary of the historical character of the Town and submitted copies to the Board for their consideration.

Glanville asked if there was anyone else that would like to speak. Nobody came forward.

Glanville stated that the public hearing would be continued to their next meeting. The Board discussed future meeting dates and times.

Newbill made a motion to continue the public hearing to the November 9th Planning Board meeting at 6:00 pm in the Civic Center without further advertisement. Monroe made a second to the motion. The motion passed by unanimous vote.

Public Comment- Nobody signed up.

Adjournment- Monroe made a motion to adjourn. Oakley made a second to the motion. The motion passed by unanimous vote.

The meeting ended at 8:30 pm.