

Archdale Planning and Zoning Board  
Regular Meeting  
Monday, March 7, 2022

**Members Present:** Larry Thomas, Chairman; Board Members: Brent Kinney, Chris Collins, Mitch Miller, Bob Kollm, Chris Spillers, Scott Greene, and Joy Sparks.

**Members Absent:** Larry Linthicum, Vice-Chairman.

**Others Present:** Jason Miller, Planning Director; Matthew Wells, Planning Administrator; Duncan Walser, Planning Technician.

**Item 1.** Call to Order, Welcome, and Register of Attendance

Chairman Thomas welcomed everyone and explained the procedures for the Planning and Zoning Board meeting.

**Item 2.** Approval of the Minutes

Chairman Thomas stated the next order of business was the approval of the minutes from the February 7th, 2022 meeting.

Mr. Kinney pointed out a grammatical error in the minutes:

1. On page 1, under Item 3, the word “it” should be removed: *Mr. Wells reminded the Board that **it** a general rezoning was approved in 2021 [...].*

**Mr. Kinney made a motion to approve the February 7th, 2022 minutes with the correction from above. Mr. Spillers seconded the motion, and it was approved unanimously by the Board.**

**Item 3.** Public Hearing: Adoption of Minimum Standards for Nonresidential Buildings and Structures.

Matthew Wells gave the staff report for this ordinance update.

The following is a potential code of minimum standards for nonresidential buildings and structures. The City of Archdale adopted a Minimum Housing Ordinance for residential structures in 2010. Based on recent observations and complaints received by staff about several dilapidated commercial structures across the City, it was determined that the City would need to adopt standards to abate issues with nonresidential structures. If these standards are to be adopted, staff would then continue to work with Alliance Code Enforcement to enforce as well.

Chairman Thomas thanked Mr. Wells and then opened the public hearing. He asked if there was anyone in support of the request.

There was no one present for the request.

Chairman Thomas then asked if anyone was against the request.

There was no one present against the request.

Chairman Thomas then closed the public hearing and turned it over to the Planning Board for discussion and possible action.

Chairman Thomas gave a brief review of the comments made in the pre-agenda session. He then asked if Alliance Code Enforcement would be handling both residential and nonresidential cases to which Mr. Wells responded in the affirmative.

Ms. Sparks brought up a few issues that she saw:

1. On Page 5, under Subsection 1, Paragraph a, the word “writing” should be changed to “written” in this sentence: *The order shall provide **writing** findings of fact in support of the Inspector’s determination.*
2. On Page 6, under Section 4, Subsection a, Paragraph 1, there is a reference to the “office of the register of deeds in the county” In other places in the document, it is sometimes referred to as “Randolph and/or Guilford County Register of Deeds.” It was requested that all references to the Register of Deeds office be made consistent.
3. On Page 8, under Section 6, Paragraph B, there was a question of whether this clause was legal when placing a lien. Staff said they would confer with the city manager and city attorney to make sure it was legal.

Mr. Kinney echoed Ms. Sparks’ comments about the references to the Register of Deeds office and suggested “county of record” instead of referencing “Randolph and/or Guilford County.”

Chairman Thomas clarified that the motion could have the corrections noted above as well as having staff check on the legality of comment #3.

**With no further discussion, Mr. Kollm made a motion to approve the ordinance with the corrections noted above as well as to have staff check the legality of placing a lien as noted on Page 8, under Section 6, Paragraph B. Mr. Spillers seconded the motion, and it was recommended unanimously.**

**Item 4.** Request by Hafele America Co. for a High-Density Development Permit (HDDP) for property located at 3901-A Cheyenne Drive being Randolph County parcel # 7718915778.

Duncan Walser gave the staff report for this permit request.

Hafele America Co. is seeking a HDDP to construct a 94,200 ft<sup>2</sup> addition to the company’s existing building at 3901-A Cheyenne Dr. The project would also include the construction of sidewalk along Cheyenne Dr, an emergency access road, additional paved area and parking, and a new underground stormwater control device. The project will control the first 1-inch of stormwater runoff as required by high density development. The project would increase the built upon area of the property from 261,284 ft<sup>2</sup> to 397,302 ft<sup>2</sup> (59.4%) of the parcel’s 15.36 acres. The project has an estimated timetable of April 2022 to October 2022.

Chairman Thomas thanked Mr. Walser and clarified that this was just an item and not a public hearing. He then turned it over to the Planning Board for discussion and possible action.

Chairman Thomas asked about the emergency access road around the building. Mr. Walser stated that per request at the TRC by both City staff and Guil-Rand Fire Department, the road will be paved from the entrance on Comanche Road to just past the new addition, where it will then be gravel.

Mr. Spillers asked if Future Foam was directly to the north to which Mr. Miller replied in the affirmative.

Mr. Greene asked about the discrepancy in the impervious surface on the permit application to the building size. Mr. Wells answered that the higher number on the permit application comes from the applicant including the access road, additional parking (pavement), and the area disturbed for the underground stormwater system.

Chairman Thomas asked if all new buildings would be required to have the underground stormwater filtration system. Mr. Walser said that Stormwater Program Manager D.J. Señeres was in support of the system, although it is a more costly decision. Mr. Wells further explained that there is a manual of options for stormwater devices and the decision on what device to construct depends on cost, size, and how much water needs to be captured.

Chairman Thomas reminded the Board that any motion must include the seven criteria listed in the HDDP.

**With no further discussion, Mr. Kollm made a motion to approve the High Density Development Permit. Mr. Mitch Miller seconded the motion, and it was recommended unanimously.**

**Item 5.** Additional Items

Mr. Miller explained there will likely be no items for the April agenda, but reiterated future development could be coming in future months, including the English Farm residential project. He also explained that the Planning Board would be reviewing the new Zoning Ordinance starting in April or May.

Chairman Thomas asked what the Board would be reviewing for English Farm. Mr. Miller explained that the development has three components: preliminary plat for the single family portion, Special Use Permit for the townhome portion, and a development agreement (Planning Board only sees the first two items).

**Item 6.** Adjournment.

With no further discussion, Chairman Thomas adjourned the Monday, March 7th, 2022 meeting.