



**CITY OF CREEDMOOR  
PLANNING BOARD  
PLANNING BOARD MEETING  
APRIL 13, 2023  
7:00 PM**

CALL TO ORDER

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

[Approve Meeting Minutes](#)

4. PUBLIC COMMENT
5. OLD BUSINESS

[CZ-2023-01, Yorkshire Subdivision](#)

6. NEW BUSINESS
7. REPORT ON RECENT DEPARTMENT ACTIVITY

[March 2023 Monthly Manager's Report](#)

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:** April 13, 2023

**PREPARED BY:** Mike Frangos, Community Development Director  
Community Development

**ISSUE CONSIDERED:** Approve Meeting Minutes

**SUMMARY OF ISSUE:**

**REQUESTED MOTION:** I motion to adopt the March 9, 2023 Planning Board minutes as presented.

**ATTACHMENT(S)** [DRAFT\\_20230309\\_PB\\_Minutes.pdf](#)

**REVIEWED BY  
CITY MANAGER:**



MINUTES OF  
CITY OF CREEDMOOR  
**PLANNING BOARD MEETING**  
MARCH 9, 2023  
7 P.M.

**Present in Person at City Hall Boardroom**

Chair Debbie Rogers, Steve Faucette, Robert Gorham, Edie McDuffie, and Rick Harbit. Also present Community Development Director Michael Frangos, AICP, CZO, City Attorney Kevin Hornik, and Planning Technician Heidi Salminen.

**Absent**

Mike Allen

**Call to Order**

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

**Approval of Agenda**

Edith McDuffie made a motion to approve the agenda. Seconded by Rick Harbit.

Motion passed with a vote of 5-0.

**Approval of Minutes**

Robert Gorham made a motion to approve the minutes. Seconded by Steve Faucette.

Motion passed with a vote of 5-0.

**Comments from the Public**

No members of the public were present.

**Old Business**

No old business.

**New Business | CZ-2023-01 Yorkshire Subdivision Conditional District Application**

Community Development Director Michael Frangos provided an overview and background information on the submitted conditional zoning application.

Brian Richards with Urban Design Partners presented to the Planning Board the preliminary concept master plan for Yorkshire Subdivision including proposed entrance locations, typical facade designs, and proposed locations for development and open space. General questions between the Board and Mr. Richards ensued.

Board members asked questions related to: the number of single-family homes, the number of townhomes, where they would be located, which ones would have driveways in the front and which would have alleys in the rear. They discussed the roads, and the number of subdivision entrances and where those would be, as well as other subdivision amenities, and the location of the mail kiosk.

Motion by Debbie Rogers to table CZ-2023-01 until complete list of zoning conditions can be compiled and agreed upon by all parties. Second by Edith McDuffie. Motion passed with a vote of 5-0.

**Report on Recent Departmental Activity**

Community Development Director Michael Frangos gave update on staffing changes in the Community Development Department and ongoing projects.

**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 Rick Harbit, seconded by Robert Gorham. The motion passed with a vote of 5-0. Chairperson Rogers adjourned the meeting at 8:10 PM

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Debbie Rogers, Chair





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## PLANNING BOARD AGENDA REPORT

**MEETING DATE:** April 13, 2023

**PREPARED BY:** Mike Frangos, Community Development Director  
Community Development

**ISSUE CONSIDERED:** CZ-2023-01, Yorkshire Subdivision

**SUMMARY OF ISSUE:** Following the March 9, 2023 tabling of CZ-2023-01 the applicant has resubmitted the attached updated information.

**REQUESTED MOTION:** Motion to recommend approval of CZ-2023-01, Yorkshire Subdivision to the Board of Commissioners.

**ATTACHMENT(S)** [Yorkshire Development Conditions.pdf](#)  
[Yorkshire\\_Comment Response Letter.pdf](#)  
[Yorkshire\\_Dimensional Standards.pdf](#)  
[Yorkshire\\_Master Plan.pdf](#)  
[Yorkshire\\_Street Section.pdf](#)

**REVIEWED BY**  
**CITY MANAGER:**

## Development Conditions

1. Single-family detached homes shall have garages.
2. There will be a minimum of five (5) different detached single family home types.
3. The same detached single family home types will not be placed side by side along the same street.
4. The same color scheme will not be placed side by side along the same street.
5. Attached Single-family (Townhomes) units shall not exceed 40% of total unit count at full build out.
6. Amenities will include, but not be limited to at least: 14 acres of open space to include 3.5 acres of Active Recreation, 8.4 acres of tree preservation, one (1) playground, one (1) community garden, one mail center, one (1) dog park, 1 mile of 10 ft wide trails to include a trail head connection to the Tar River Land Conservancy property.
7. Dimensional Standards:

**DETACHED SINGLE-FAMILY**

LOT WIDTH	60' MIN
TOTAL LOT SIZE	7,200 SF MIN
SETBACKS	
FRONT	26 FT MIN
SIDE	10 FT MIN
REAR	20 FT MIN

**ATTACHED SINGLE-FAMILY (TOWNHOMES)**

LOT WIDTH	20 FT MIN
TOTAL LOT SIZE	1,400 SF MIN

SETBACKS (REAR LOAD TYPE A)	
FRONT	10 FT MIN
SIDE	0 FT MIN
SIDE (END UNIT)	10 FT MIN
REAR	26 FT MIN

SETBACKS (REAR LOAD TYPE B)	
FRONT	10 FT MIN
SIDE	0 FT MIN
SIDE (END UNIT)	10 FT MIN
REAR	10 FT MIN

SETBACKS (FRONT LOAD)	
FRONT	26 FT MIN
SIDE	0 FT MIN
SIDE (END UNIT)	10 FT MIN
REAR	10 FT MIN

Date: April 6, 2023

To: City of Creedmoor  
Michael Frangos  
Planning Board

Re: Yorkshire Subdivision  
Creedmoor, NC 27522  
Conditional Rezoning Number 2023-01  
UDP Project No: 22-RDU-052

Dear Mike and Planning Board,

Below is a summary of the comments and response of the first review for the above referenced project.

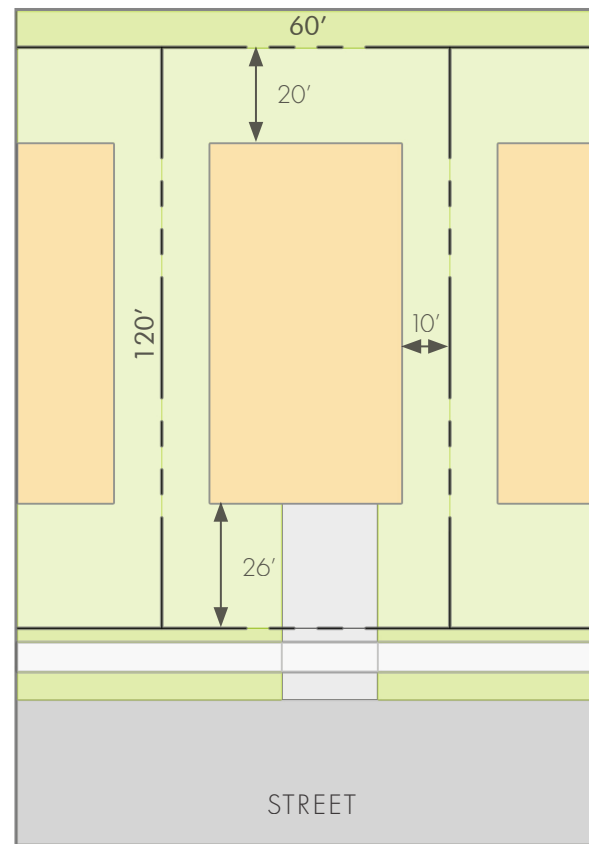
- 
- A “Concept Master plan” is not a preliminary plat. But it is important for things like roadway connection points and future stubbed streets. So the plan has to be part of the approval. See edits on attachment.
    - Please see the updated Concept Master Plan in the submittal.
  - Will there be Phases to the Yorkshire construction? How many? Where will you develop first?
    - Each phase will contain approximately 150 lots/homes per phase. The project will be 3 or 4 phases and it is early in the process to determine which portions will be developed first.
  - What is your proposed right-of-way width? (City requires 60 feet wide) – Some vehicular circulation on the plan looks wider than others. Why? What’s the difference?
    - We are planning to use the a 60’ right of way street section with an 8’ planting strip and two 5’ sidewalks. The proposed development also will utilize an alley section with a 20’ right of way. Please see the Street Section exhibit.
  - What are the proposed sidewalk widths? (City requires 5 feet wide) – both sides of all streets, except cul-de-sacs, where they are only required on one-side.
    - Proposed sidewalk widths are 5’ and are also shown on the Street Section exhibit.
  - Number of single-family detached homes proposed?

- Development condition #5 states that townhomes will not exceed more than 40% of the unit lot count. Please see the Illustrative Plan that is included in the planning board presentation for reference only.
- Number of townhomes (front loaded driveways)? Anyplace there is a driveway (front or back) we want a 26' setback on that side (more than just one car length in front of garage).
  - Development condition #5 states that townhomes will not exceed more than 40% of the unit lot count. Please see the Illustrative Plan that is included in the planning board presentation for reference only.
- Number of townhomes (rear loaded driveways or alleys)? Anyplace there is a driveway (front or back) we want a 26' setback on that side (more than just one car length in front of garage).
  - Development condition #5 states that townhomes will not exceed more than 40% of the unit lot count. Please see the Illustrative Plan that is included in the planning board presentation for reference only.
- Number of points of entry to subdivision (3)
  - Moss Hayes Road (with entry signage)
  - Moss Road (with entry signage)
  - Pitch Pine Drive (signage?)
  - We added an entry signs to the Concept Master Plan for Pitch Pine Dr. See the Concept Master Plan.
- Planned Subdivision amenities?
  - Useable open space (flat cleared area?)
  - Club house (included? How big?)
  - Walking trails (how wide? 10 feet? hard surfaced or earthen?)
  - Trailhead link to Tar Rive Land Conservancy property
  - Dog Park (where?)
  - See development condition #6 for the list of amenities.
- Mail Kiosk location (centralized?)
  - Mail kiosk will be centrally located which is referenced in the central amenity but is subject to United States Postal Service approval.
- For Planning Staff:
  - How many Gallons Per Day (GPD) of SGWASA water & wastewater allocation would your project ultimately need?
  - Illustrate a typical cross-section of right-of-way (with sidewalks, street trees, and street lighting shown).
  - Illustrate potential storm water control measure (SCM) locations.
  - Detached housing
    - minimum lot size = 7200 sq. ft. (not 11,600 sq. ft.)
    - minimum lot width = 60 feet (not 72 feet)
    - front setbacks = 20 feet (not 26 feet)
    - side setbacks = 10 feet (same)
    - rear setbacks = 25 feet (not 10 feet)
  - Attached housing (front loaded)
    - minimum lot size = ???
    - minimum lot width = ???
    - front setbacks = ???

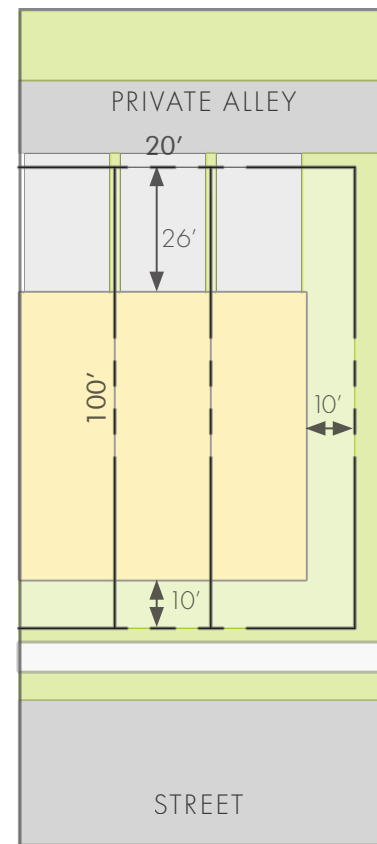
- rear setback = ???
- driveway width = ???
- Attached housing (rear loaded)
  - minimum lot size = ???
  - minimum lot width = ???
  - front setbacks = ???
  - rear setbacks = ???
  - driveway width = ???
  - alley width = ???
- This site would need an approximate 180,000 gallons per day (GPD) for water and wastewater.
- See attached Street Section sheet for the typical street cross section.
- Stormwater control measures are shown on the illustrative plan included in the planning board presentation for reference only.
- See development condition #7 for the dimensional standards.

I believe we have addressed all the comments sufficiently. If you have any further questions/comments please feel to give me a call.

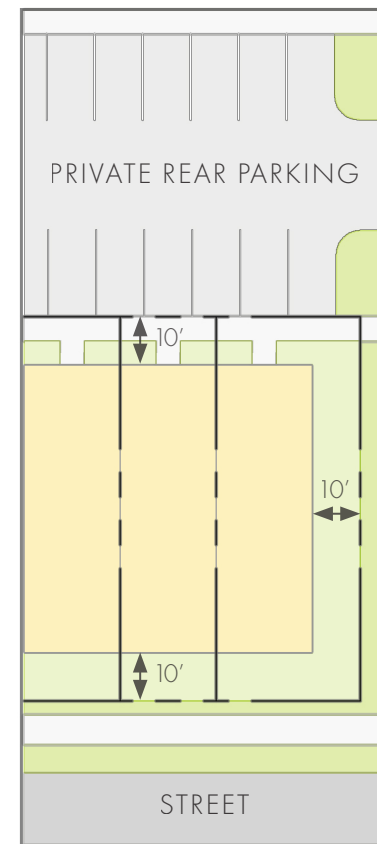
Brian A. Richards, PLA.  
Principal  
Urban Design Partners



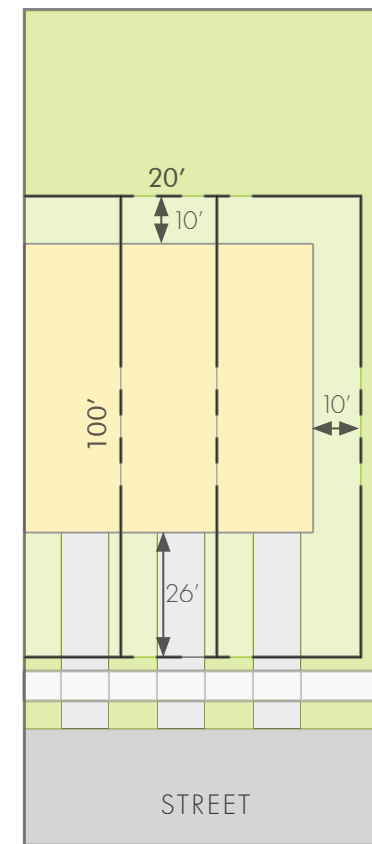
SINGLE FAMILY LOT MINIMUMS



TOWNHOME LOT MINIMUMS (REAR LOAD TYPE A)



TOWNHOME LOT MINIMUMS (REAR LOAD TYPE B)



TOWNHOME LOT MINIMUMS (FRONT LOAD)

**DIMENSIONAL STANDARDS**

**DETACHED SINGLE-FAMILY**

LOT WIDTH	60' MIN
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SETBACKS	
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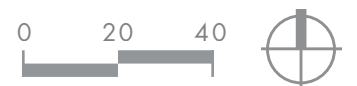
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REAR	10 FT MIN
SETBACKS (FRONT LOAD)	
FRONT	26 FT MIN
SIDE	0 FT MIN
SIDE (END UNIT)	10 FT MIN
REAR	10 FT MIN



# YORKSHIRE SUBDIVISION | DIMENSIONAL STANDARDS

CREEDMOOR, NC



APRIL 6, 2023  
22-RDU-052

150 Fayetteville St. Suite 1310 Raleigh, NC 27601 | [urbandesignpartners.com](http://urbandesignpartners.com) | 919.275.5002





### SITE DATA

ACRES: ± 140.11 AC

PIN: 89611674472

EXISTING ZONING: AG (Agricultural)

PROPOSED ZONING: SFR-CZ (Single-Family Residential)

### DEVELOPMENT SUMMARY

DENSITY PER ACRE ± 3.6 DU PER AC

SINGLE-FAMILY TOWNHOMES 60' x 120' LOTS TYP.  
20' x 90' LOTS TYP.

TREE PRESERVATION REQ. ± 8.4 AC (6% AREA)

OPEN SPACE REQ. ± 14.0 AC (10% AREA)  
ACTIVE RECREATION ± 3.5 AC (25% REQ)

CREEDMOOR DEVELOPMENT ORDINANCE [ARTICLE 21.2.9](#)

- OPEN WATER, WETLANDS, TRANSMISSION RIGHT-OF-WAYS, AND UNDISTURBED FLOODPLAINS MAY ACCOUNT FOR UP TO 20% OF OPEN SPACE REQUIREMENTS
- LAND USED FOR STORMWATER RETENTION MAY ACCOUNT FOR UP TO 10% OF OPEN SPACE REQUIREMENTS

### LEGEND

- DEVELOPMENT AREA
- PRESERVED OPEN SPACE
- ACTIVE OPEN SPACE
- VEHICULAR CIRCULATION
- PEDESTRIAN TRAIL
- TRAILHEAD TO TAR RIVER LAND CONSERVANCY
- ENTRY SIGNAGE
- MAIL KIOSK

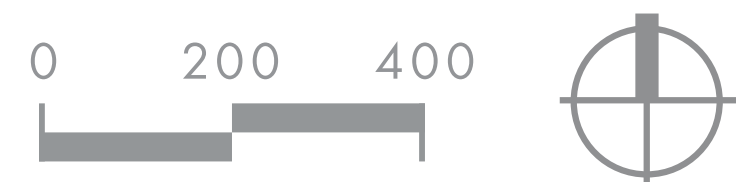
### NOTES

1. THIS PLAN IS CONCEPTUAL IN NATURE AND IS SUBJECT TO CHANGE.
2. THIS EXHIBIT WAS PREPARED USING AVAILABLE RECORD INFORMATION, GIS MAPS, RECORD PLANS, AERIAL IMAGERY, AND LAND RECORDS.
3. THIS PLAN WILL BE SUBJECT TO REVIEW AND APPROVAL BY LOCAL AND STATE PLANNING AND ENGINEERING REVIEW AGENCIES.
4. THE WORK OF THIS PRODUCT IS THE PROPERTY OF URBAN DESIGN PARTNERS, PLLC. NO USE OR REPRODUCTION OF THIS PLAN IS PERMITTED WITHOUT WRITTEN AUTHORIZATION FROM URBAN DESIGN PARTNERS, PLLC.



# YORKSHIRE SUBDIVISION | CONCEPT MASTER PLAN

CREEDMOOR, NC

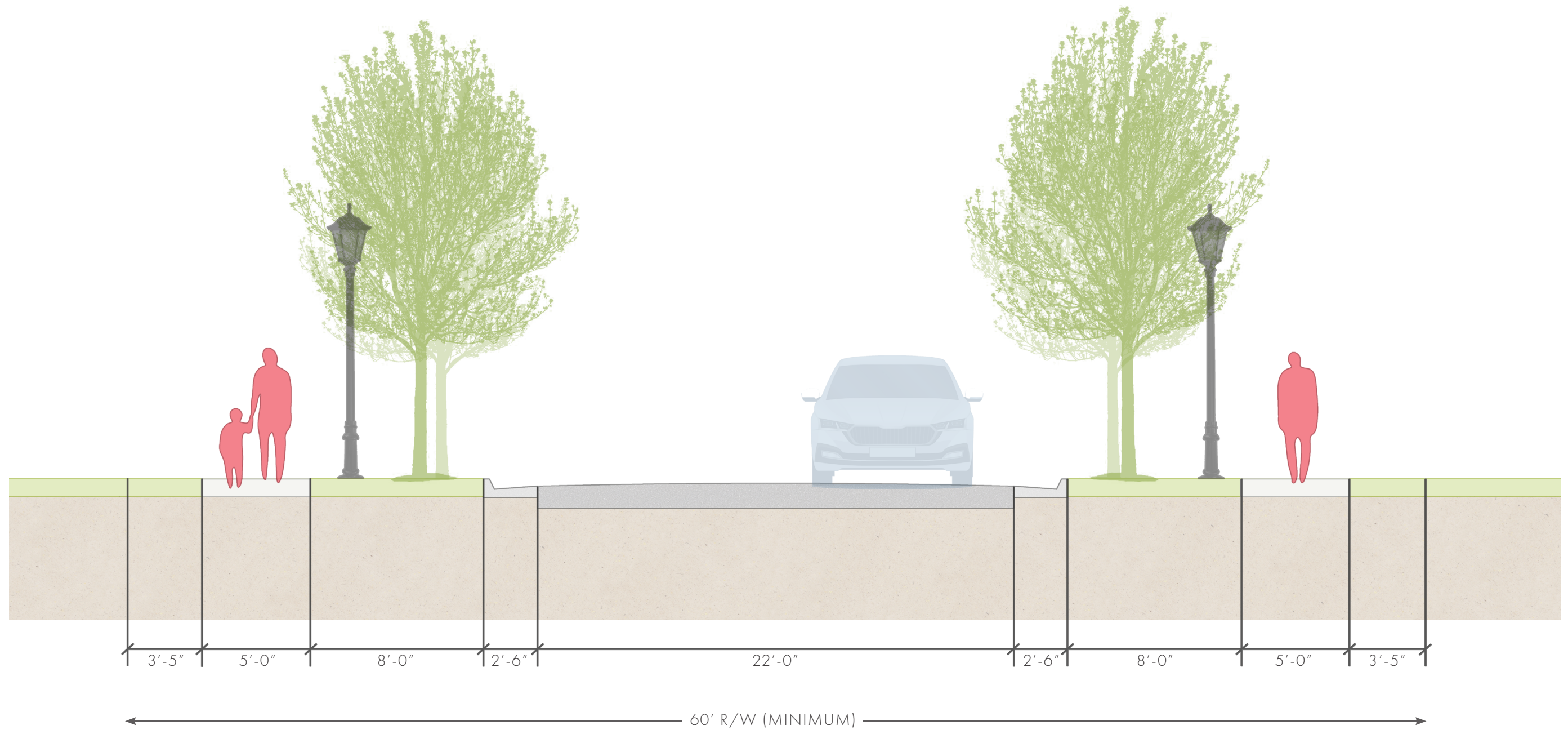


APRIL 6, 2023

22-RDU-052

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# YORKSHIRE SUBDIVISION | STREET SECTION STANDARD

CREEDMOOR, NC



APRIL 6, 2023  
22-RDU-052

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## PLANNING BOARD AGENDA REPORT

**MEETING DATE:** April 13, 2023

**PREPARED BY:** Mike Frangos, Community Development Director  
Community Development

**ISSUE CONSIDERED:** March 2023 Monthly Manager's Report

**SUMMARY OF ISSUE:**

**REQUESTED MOTION:** No action required, informational purposes only.

**ATTACHMENT(S)** [Community Development Department Managers Report\\_leaf logo\\_20230404.pdf](#)

**REVIEWED BY  
CITY MANAGER:**



## **Community Development Monthly Report March 2023**

A Planning Technician applicant has accepted the offer of employment and will start on April 3, 2023.

After some late-night, and early morning effort that went above and beyond the call of duty, Code Enforcement Officer and Notary Public Gerard Seibert secured the property owner signatures for the Ferbow Street utility relocation project. Now Wooten will proceed with informal bidding on the construction portion.

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

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 distributed to the Technical Review Committee for comments and is scheduled for the March 9, 2023 Planning Board meeting. Planning Board tabled the application to their next meeting and asked very specific questions regarding the proposal.

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 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 project is complete and the final finishing steps of seed and straw are underway with the help of Public Works and CCC volunteers.

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 five 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; leaving 768 gallons per day of residential and 5,490 gallons per day non-residential allocation unassigned.

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. No re-submittal has yet been made.

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 the BOC 4/17 work session.](#)

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 expected to follow.](#)

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.](#)

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. The fourth is scheduled for April 6, 2023.](#)

**Code Enforcement - March 2023**

Citizen complaints: 0  
Letters mailed: 18  
New Cases: 5  
Cases closed / in compliance: 5  
Fines levied: \$0  
Fines collected: \$600.00  
Snipe signs removed: 18  
SCM Inspections: 11  
Outfall Inspections: 26  
Work Order Requests: 13

- CVFD has cleaned up 102 Hillsboro St. but filled dirt and debris on to the Mule Town Depot LLC property.
- Demolition permit issued for 431 Mayview Dr. to clean up debris left over from house fire.
- Former M&H mobile home park is changing hands and CDO has been working with the new owners on compliance issues.