



**OAK RIDGE PLANNING & ZONING BOARD MEETING**  
**June 22, 2023 - 7:00 P.M.**  
**OAK RIDGE TOWN HALL**

**MINUTES**

**Board Members Present**

Jason Streck, Chair  
Nancy Stoudemire, Vice Chair  
Patrick Fiorentino  
Larry Stafford  
Tara Tillman, Alternate (Sitting)

**Staff Present**

Sean Taylor, Planning Director  
Sandra Smith, Asst. Mgr./Town  
Clerk

**Board Members Absent**

Patti Paslaru  
Ron Simpson  
Craig Rosenfeld, Alternate  
Megan Dyson, Alternate

**1. CALL TO ORDER**

The meeting was called to order by Chair Jason Streck at 7:00 p.m.

**2. APPROVE AGENDA**

*Nancy Stoudemire moved to approve the agenda, and Patrick Fiorentino seconded. The motion was passed unanimously (5-0).*

**3. APPROVE MINUTES**

*Tara Tillman moved to approve the minutes of the May 25, 2023, regular meeting, and Fiorentino seconded. The motion was passed unanimously (5-0).*

**4. NEW BUSINESS**

- A. SITE PLAN #SP-2023-03: Confident Kids Pediatric Dentistry:** Neal Smith, Neal Smith Engineering, Inc. (Representative) submitted a site plan for approval of a 4,317 square foot professional building located on NC 68 North, 600 feet south of the intersection of Oak Ridge Road and NC Highway 68. The property address is 1696 NC 68 N, Guilford County Tax Parcel #0235451, consisting of 1.0-acre, zoned CZ-LB (Commercial Zoning – Limited Business), and is in the Greensboro (GW-III) Overlay, Scenic Corridor Overlay and owned by PC Twilight Outparcel Three, LLC.

Planning Director Sean Taylor read the property description into the records, and presented the staff report, which is hereby incorporated by reference and made a part of the record.

In his presentation of the staff report, Taylor pointed out that under Staff Comments, number 1, the designation of the business should be changed from “veterinary” to “pediatric dentistry.” He said that the proposed development would not create another entrance onto NC Highway 68, but that it would instead use the existing entrance for access to the development. He noted that a driveway permit would be required for site plan approval and the driveway must meet applicable NCDOT and Town of Oak Ridge Ordinance requirements. He indicated that a lighting plan had not been submitted with the application, but he believed that the development would not have exterior lighting. Taylor mentioned that the landscape plan had been included in the application, and that all parking lot requirements in the LB zone and Scenic Corridor Overlay had been met. For these reasons, Taylor recommended approval of the site plan.

Stoudemire referred to the General Notes on the site plan and asked what “not in accordance with GS 47-30, as amended” meant. Neil Smith, Neil Smith Engineering in Southern Pines, answered that GS 47-30 meant that this was not the actual survey but that the layout was taken off a previously existing survey.

Stoudemire alluded to the discussion about parking lot shade that was brought up during a review of the proposed parking lot for the Farmhouse Community Center. She said that the Village Core Guidelines require 75 percent of the parking lot to be shaded. Stoudemire did not believe that the proposed site plan met this requirement. Taylor responded that he would check into this, but pointed out that the Village Core Guidelines had not yet been codified and therefore would not be a requirement. He clarified that only the current ordinances would be relevant to structures in the Scenic Corridor. Stoudemire expressed that this was a relevant concern with the Farmhouse parking lot and that she would prefer to ask for additional shading. She suggested the possibility of installing tree islands among the eight extra parking spaces designed in the plan.

Fiorentino noted that the proposed dentist office would be adjacent to the existing animal hospital and asked if the two parking lots would be connected. Taylor answered that they would not be connected. Streck pointed out the tree line which divided the two lots. Smith added that the four-foot drop between the two properties would likely be buttressed by an earth reinforced retaining wall behind the tree line, making any connection between the two lots unlikely. He noted that the property sloped considerably making the proposed parking lot four feet higher than the parking lot of the animal hospital. He added that a one-to-two-foot small wall may be installed at the bottom of the slope making connection improbable.

Fiorentino followed up by asking if another exit would be added at the other end of the parking lot onto Quiet Place. Taylor responded that another exit could not be added as that area was designated for exclusive use for residents of the Village Woods development.

Tillman asked if a traffic study would be conducted to ascertain the impact on traffic. Taylor replied that a traffic study could only be conducted by the North Carolina Department of Transportation (NCDOT) as the Town did not own or maintain the roads. He explained that the Town could require a traffic study only as part of a rezoning application.

Streck pointed out that the primary entrance onto Quiet Place forks off at the driveway to the parking lot. Taylor confirmed his observation.

Stoudemire asked to verify if the reason for allowing parking in the front of the building, although it is in the Scenic Corridor, was because the property was setback along the second row of buildings. Taylor confirmed that parking in the front rather than in the back was allowed because the property did not front directly onto the road.

Tillman asked if anything more could be done about providing more shade in the parking lot. Streck explained that requiring more shade could be accomplished in future projects once the ordinance requiring 75 percent shade be provided in a parking lot is adopted. Taylor added that a request could be made of the applicant to provide more shade in the plan, but it could not be enforced as a requirement. Streck again emphasized that the requirement could be made on future projects once the ordinance is adopted. Taylor noted that the engineering firm had previously considered additional shading. Smith followed up with a description of the locations where additional plantings for shade had been considered. These locations included the area beside the handicap parking space, across the front of the building, and in the corner of the lot by the front line of trees. He added that he would apprise the applicants of the request for additional shade.

Stoudemire asked why there were so many extra parking spaces. Smith replied that the pediatric dental office had about 10 chairs for patients. He added that the applicants requested as many parking spaces as would be permitted beyond what was required by ordinance to accommodate both staff and patients. Stoudemire inquired into Smith's willingness to ask for more trees if the site plan were approved. Smith commented that he believed the applicants already had plans to add more trees but that he would broach the request with them.

Prior to ending the discussion, Taylor reminded the Board that inquiries could also be made into the architectural elements of the plan. Streck did not believe there were any further questions.

*Fiorentino made a motion to approve Site Plan SP-2023-03. Stoudemire seconded the motion, and it was passed unanimously (5-0).*

- B. SITE PLAN #SP-2023-04: Park Entrance Master Plan.** Town of Oak Ridge submitted a site plan for approval of the park entrance master plan for Oak Ridge Town Park, located at 8300 Linville Road, Guilford County Tax Parcel #0165094, in Oak Ridge Township, consisting of approximately 1.23 acres, zoned PI

(Public/Institutional), Scenic Corridor Overlay, Historic District Overlay and owned by Town of Oak Ridge.

Planning Director Taylor explained that a staff report was not submitted as the Town was the applicant. He said that only the hardscape features in the plan would be reviewed as these details required approval for construction on the Farmhouse to commence, and for application of permits for the entrance to be made to NCDOT. He specified that parking and sidewalks were the focus for review and consideration by the board. In addition, Taylor requested that the Board make a conditional approval of the plan pending the Historic Preservation Commission's (HPC) approval of the site's landscape plan. He explained that HPC had approved the hardscape plan at their last meeting, however the landscape plan was not included for their consideration. As the property is in the Historic District, a separate application for a Certificate of Appropriateness for the landscape plan would need to be submitted and reviewed by HPC at their next meeting. Town Clerk/Assistant Town Manager Sandra Smith added that because HPC had generally more stringent requirements to approve a COA, the approval of the hardscape plan by this board would need to be conditional based on HPC's approval of the landscape plan.

Fiorentino asked about the capacity of the building when in operation. Taylor replied that the capacity would be 40 to 50 people. Fiorentino then pointed out that there were 17 parking spaces on the drawing along with four more parking spaces in the front of the farmhouse, two of which were handicap parking spaces. He asked if there were enough parking spaces to manage the capacity. Taylor answered that additional parking would be available at the park itself, to which Fiorentino lamented that this was a long distance away from the farmhouse to park. Taylor indicated that the intent to put in as much parking while minimizing its impact was a consensus arrived at by the various committees who reviewed the plan. Fiorentino expressed concern over there being only two spaces designated for handicap parking. Taylor answered that the placement of a minimal number of parking spaces in the front of the building was intentional to comply with the Americans with Disabilities Act (ADA) requirements as well as to allow event personnel or caterers a space to park and unload materials without forcing parking to overflow onto Linville Road. He added that the gravel area in front of the building could not be used for parking.

Fiorentino asked if any consideration was made to providing shade in the parking lot. Taylor replied that shade was not discussed in the hardscape review, however, it would be included in the landscape plan. He elaborated that there would be an additional tree directly north of the entrance to the larger parking lot, and that another large tree would replace the sweetgum tree slated for removal. He added that a tree would be placed in the southern point by the first and second spaces at the bottom of the lot, and that the existing row of hedges would also provide additional shade.

Fiorentino asked if the existing crosswalk across Linville Road in front of Town Hall would be the only crosswalk onto the Farmhouse property. Taylor answered yes. Fiorentino asked if a crosswalk could be located across Lisa Drive. Taylor explained that a crosswalk will be planned across Lisa Drive once the Town is granted

ownership of the triangle of property opposite the Farmhouse from property owner Sam Anders. He explained that the crosswalk across Lisa Drive is not on the Park Entrance Master Plan because it is not yet known where that crosswalk would be placed. Taylor said that the crosswalk could possibly be in the area where the road dips down to Lisa Drive. He pointed out that the crosswalk would be intentionally located away from the intersection of Lisa Drive and Linville Road for pedestrian safety.

Streck asked if the Board would be given the opportunity to review the sidewalk and crosswalk installation plan. Taylor answered that the sidewalks and crosswalk would be included in the park's site plan for the Board to review when they are ready to be installed. Taylor also noted that building a bridge over the creek on the opposite side of Lisa Drive could be an Eagle Scout project in the future. Streck asked for verification that the only reason the crosswalk across Lisa Drive was not in the plan to review was because the Town had not yet taken ownership of the property from Sam Anders. Taylor confirmed this to be correct.

Tillman asked about how to restrict people from parking in the grass if additional parking was needed. Taylor responded that it would be difficult to keep people from parking in the grass, but that overflow parking would be made available if needed, like the overflow parking space that was provided at a recent Music in the Park event.

Fiorentino asked how the Farmhouse would be used. He said that he thought there might be opportunities for activities involving senior citizens, in which case he questioned the adequacy of having only two handicap parking spaces available. Taylor emphasized the efforts taken to make the plan as compliant as possible with the ADA requirements. Streck asked if the two regular parking spaces in the front of the Farmhouse could be reassigned as handicap spaces, to which Taylor responded affirmatively. Fiorentino stressed that four handicap spaces would be more sensible.

*Tillman made a motion for conditional approval of Site Plan #SP-2023-04 based on the approval of the landscape plan by the Historic Preservation Commission. Fiorentino seconded the motion, and it was passed unanimously (5-0).*

## 5. PUBLIC COMMENTS

Planning Director Sean Taylor mentioned that the Town would be entering into a contract with the Piedmont Triad Regional Council (PTRC) to perform a total revision of the Town's Land Use Development Code. He stressed that the code would not be rewritten, but rather updated to be more user friendly and less redundant. He said that the current code dated back to the 1960's and the revision would involve updating the language to modern standards. He added that the Village Core guidelines would also be incorporated into the Land Use Development Code. Streck asked if this would only involve aspects concerning commercial and peripheral areas. Taylor answered that the entire code would be updated and streamlined so that details would be more organized and easily discernible. He pointed out that the P&Z Board would be regularly updated through the process and that a

subcommittee would not be necessary to manage the process. He emphasized that substantive changes would not be made outside of including currently approved plans. As an example, he pointed out that there was currently no accommodation made for brew houses or distilleries in the Town. Tillman noted that the Town received a sizeable check from ABC Board last fiscal year emphasizing the lucrative nature of alcohol sales in the Town. Taylor indicated that the Land Use Development Code needed to be updated.

**6. ADJOURNMENT**

*Tillman moved to adjourn the meeting at 7:34 p.m., and Fiorentino seconded. The motion was passed unanimously (5-0).*

Respectfully Submitted:

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Sandra B. Smith, NCCMC, CMC  
Asst. Town Manager/Town Clerk

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Jason Streck  
Chair