

CITY OF HIGH POINT

AGENDA ITEM



Title: Zoning Map Amendment 17-03
(North Carolina State Employees Credit Union)

From: Lee Burnette, Planning & Development
Director

Meeting Date: May 15, 2017

Public Hearing: Yes

Advertising Date: May 4, 2017 and May 10, 2017

Advertised By: Planning & Development

Attachments: A. Planning and Zoning Commission Recommendation
B. Staff Report
C. Zoning Ordinance

PURPOSE:

A request by the North Carolina State Employees Credit Union to rezone approximately 4.2 acres from the Office Institutional (OI) District to a Conditional Zoning Limited Business (CZ-LB) District. The site is lying along the west side of Westchester Drive, approximately 430 feet south of Chestnut Drive (1638 Westchester Drive).

BACKGROUND:

Staff report and the Planning & Zoning Commission's recommendation is enclosed.

BUDGET IMPACT:

There is no budget impact.

RECOMMENDATION / ACTION REQUESTED:

- A. Staff recommended *approval* of this request, as outlined in the attached staff report.
- B. On April 25, 2017, a public hearing was held before the Planning and Zoning Commission regarding Zoning Map Amendment 17-03. The Planning & Zoning Commission recommended *approval* of this request, by a vote of 5-0, as outlined in the staff report and recommended by staff.

PLANNING AND ZONING COMMISSION RECOMMENDATION

North Carolina State Employees Credit Union

Zoning Map Amendment 17-03

At its April 25, 2017 public hearing, the Planning and Zoning Commission reviewed a request to rezone approximately 4.2 acres from the Office Institutional (OI) District to a Conditional Zoning Limited Business (CZ-LB) District. All members of the Commission were present except for members Jim Armstrong, Keith McInnis, John McKenzie and Ray Wheatley. Mr. Herbert Shannon, Senior Planner, presented the case and recommended approval of the request as outlined in the staff report.

Speaking in favor of the request:

Speaking in favor of the request was the applicant's representative, Attorney Clinton Cogburn, Tuggle Duggins, Attorneys at Law, 100 N. Greene Street, Suite 600, Greensboro, N.C. Mr. Cogburn provided an overview of the zoning request and summarized the results of his citizen's information meeting with adjacent property owners. He then made himself available for questions.

Speaking in opposition of the request:

No one spoke in opposition to this request.

Planning & Zoning Commission Action

The Planning & Zoning Commission recommended **approval** of this request, as recommended by staff, by a vote of 5-0.

Upon making its recommendation, the Planning & Zoning Commission stated that its approval of Zoning Map Amendment 17-03 would be consistent with the City's adopted plans. Additionally, the Commission concurred with the staff report and found its approval recommendation reasonable and in the public interest because:

- 1) The Land Use Map denotes the intent of having office type uses, which includes professional, personal and business service uses, on this segment of the Westchester Drive corridor. Based on allowable use conditions offered by the applicant, the requested CZ-LB District is consistent with the intended goals of the Land Use Plan for this portion of the City's planning area;
- 2) The Land Use Plan has development guidelines for evaluating zoning proposals for office and commercial development bordering residential neighborhoods. These guidelines include the evaluation of the mass, scale and height of proposed uses; topography; neighborhood compatibility; impact on the neighborhood, and the sufficiency of buffering, setback and landscaping. As outlined in the analysis section of this report the location, size and depth of the zoning site along with the vehicular access conditions and landscaping requirements of the development ordinance will collectively ensure the allowance of a Major Personal Services use type will be compatible with the adjacent residential neighborhood.
- 3) Conditions offered by the applicant and the standards of the Development Ordinance ensure that the size and intensity of development will be compatible with the area. Rezoning to a CZ-LB District to permit an approximate 8,500 square-foot credit union will not be inconsistent with the current development pattern in this area; and
- 4) Transportation related conditions offered by the applicant to restrict the manner that vehicles may access the site will ensure the safety of the motoring public.

**CITY OF HIGH POINT
PLANNING AND DEVELOPMENT DEPARTMENT**

**STAFF REPORT
ZONING MAP AMENDMENT 17-03
April 25, 2017**

Request	
Applicant: North Carolina State Employees Credit Union	Owner: Ricky H. Jackson, representing the C. Harris Jackson Family Trust
Zoning Proposal: To rezone approximately 4.2 acres to allow the Major Personal Service establishment use type.	From: OI Office Institutional District To: CZ-LB Conditional Zoning Limited Business District

Site Information	
Location:	The site is lying along the west side of Westchester Drive, approximately 430 feet south of Chestnut Drive (1638 Westchester Drive).
Tax Parcel Numbers:	Guilford County Tax Parcel 0185094
Site Acreage:	Approximately 4.2 acres
Current Land Use:	An approximately 8,900-square foot multi-tenant office building is lying along the southern boundary of the site.
Physical Characteristics:	The site has a gentle to moderately sloping terrain, with no noteworthy environmental features.
Water and Sewer Proximity:	A 12-inch City water line and an 8-inch City sewer line both lie adjacent to the site along Westchester Drive.
General Drainage and Watershed:	The site drains in a southerly direction and is within the Yadkin Pee-Dee (non-water supply) watershed. Based upon the acreage of the site and the allowable development intensity, the watershed regulations may require stormwater controls to be provided.
Overlay District:	None

Adjacent Property Zoning and Current Land Use			
North:	R-3 TO	Residential Single Family–3 District Transitional Office District	Fire station and office uses
South:	TO	Transitional Office District	Single family detached dwelling
East:	R-3	Residential Single Family–3 District	Church and undeveloped parcel (<i>opposite side of Westchester Dr.</i>)
West:	RM-5	Residential Multi-Family–5 District	Single family detached dwelling

Relevant Land Use Policies and Related Zoning History	
Community Growth Vision Statement:	This request is neither in conflict, nor does it promote, the goals and objectives of the Community Growth Vision Statement.
Land Use Plan Map Classification:	The site has a Low-Density Residential and Office land use classification. The Low-Density Residential classification is located on the southern portion of the site and is primarily intended for single family detached

	dwelling on individual lots. Development densities in these areas shall not exceed five dwelling units per gross acre. The Office land use classification is on the northern portion of the site and intended to promote professional, personal and business service uses
Land Use Plan Goals, Objectives & Policies:	This request is neither in conflict, nor does it promote, the goals and objectives of the Land Use Plan.
Relevant Area Plan:	Not applicable.
Zoning History:	Except for the rezoning of the Wesley Memorial Methodist Church property in 2016, which was part of a comprehensive zoning action, there has been no zoning activity in this general area since the 1980s.

Transportation Information				
Adjacent Streets:	Name		Classification	Approx. Frontage
	Westchester Drive		Major Thoroughfare	500 ft.
Vehicular Access:	Vehicular access will be taken from Westchester Drive.			
Traffic Counts: (Average Daily Trips)	Westchester Drive		22,000 ADT (2015 NCDOT Traffic Count)	
	Chestnut Drive		1,600 ADT (2015 NCDOT Traffic Count)	
Estimated Trip Generation:	Not applicable			
Traffic Impact Analysis:	Required		TIA Comments	
	<u>Yes</u>	<u>No</u> X	Improvements are required.	
Pedestrian Access:	Development of the site is subject to the sidewalk requirement of the Development Ordinance.			
Conditions:	<div>1. Dedicate 10 feet of Right-of-Way behind required turn lanes.</div> <div>2. The zoning site shall have one (1) full movement access point to Westchester Drive. A right turn lane shall be constructed with 100 feet of full storage and a minimum of 150 feet of taper.</div> <div>3. The zoning site shall have one (1) right-in only access point to Westchester Drive. A right turn lane shall be constructed with 100 feet of full storage and a minimum of 150 feet of taper.</div> <div>4. No access shall be allowed to Chestnut Drive.</div> <div>5. The City of High Point Transportation Director and NCDOT shall approve the exact location & design of access points and improvements.</div>			

School District Comment
Not applicable to this zoning case.

Details of Proposal
<p>The applicant is requesting to rezone approximately 4.2 acres from the OI District to a CZ-LB District to allow the development of an approximate 8,500 square foot credit union on this property. The Development Ordinance classifies financial institutions such as credit unions, banks and savings & loans as a personal service use type. Both the OI and LB Districts allow personal service establishments, which are uses that meet frequent or recurrent service needs of a personal nature. Some examples include laundromats & dry-cleaning pick-up/drop-off establishments, day spas,</p>

banks/credit unions/savings & loans, photography studios, funeral homes, mailing or packaging services, and barber & beauty shops. The ordinance divides Personal Services into two use types:

- 1) Major Personal Service establishment, a facility with more than 4,000 square feet of gross floor area; and
- 2) Minor Personal Service establishment, a facility with less than 4,000 square feet of gross floor area.

The OI District permits Minor Personal Service establishments; however, because the applicant is proposing to develop an 8,500-square foot building, the use is classified as Major; which is not permitted in the OI District. Thus, the applicant has requested rezoning to the LB District, which is the least intensive zoning district that permits Major Personal Service use types.

In conjunction with this request, the applicant has submitted a conditional zoning ordinance, in which they have offered to restrict allowable LB District uses. Except for Major Personal Service uses, only those LB District uses that are also allowed in the OI District are permitted. The applicant has also offered transportation-related conditions pertaining to the installation of turn lanes and access restrictions to eliminate turning movement conflicts.

Staff Analysis

Section 2.4.5.(C) of the Development Ordinance states that the advisability of a conditional zoning is a matter committed to the legislative discretion of the City Council and is not controlled by any one factor. Based on the applicant's submittal and proposed conditions, as they existed on the date of this report, the Planning and Development Department offers the following comments relative to these ordinance considerations.

Consistency with Adopted Policy Guidance:

Whether and the extent to which the proposed conditional zoning district is appropriate for its proposed location, and is consistent with the City's adopted policy guidance;

Staff Comments:

This request involves the re-use of an existing developed property for a similar commercial-type use. This property is currently zoned OI with a portion of the property in the Office land use classification. Based upon the use conditions offered by the applicant, the requested CZ-LB District is consistent with the City's adopted policy guidance and does not introduce any land use that is not currently allowed.

Review Factors:

Whether the applicant's proposed conditional zoning district, including the proposed use(s), written conditions, and conditional zoning plan (if applicable), will satisfactorily:

<u>Factor #1</u>	Result in a development that is compatible with surrounding development character and land uses;
	<p><u>Staff Comments:</u></p> <p>The net effect of this zoning application is the allowance of a larger Personal Service use on the property. Both the OI and LB Districts allow Personal Service establishments, the only difference is the intensity of development.</p> <p>The zoning site is suitable to handle the more intensive Major Personal Service uses in that it fronts along a major thoroughfare, is adjacent to the signalized intersection</p>

	of two major thoroughfares, and is of sufficient size (more than 4 acres) to ensure adequate buffering and separation from adjacent residential uses to the west. Therefore, the allowance of the Major Personal Service use type on this site will be compatible with the surrounding development.
<u>Factor #2</u>	<p>Minimizes or effectively mitigates any identified adverse impact on adjacent and nearby land, such as that caused by traffic, parking, noise, lighting, trash, loading areas, etc.;</p> <p><u>Staff Comments:</u></p> <ul style="list-style-type: none"> ❖ To ensure the safety of the motoring public and to eliminate turning movement conflicts, the applicant has offered conditions to restrict access to one full-movement access point (left & right turning movement) and one right-in only access (right turn-in movement for southbound traffic) to the site from Westchester Drive. ❖ To ensure safe turning movement and keeping the flow of traffic moving on Westchester Drive, the applicant has offered to install turn lanes at both access points along Westchester Drive.
<u>Factor #3</u>	<p>Minimizes or effectively mitigates any identified adverse environmental impact on water and air resources, minimizes land disturbance, preserves trees and protects habitat;</p> <p><u>Staff Comments:</u></p> <p>The site is within the Yadkin Pee-Dee (non-water supply) watershed. If development, grading and site improvements exceeds one-acre in area, the watershed regulations may require stormwater controls to be provided.</p>
<u>Factor #4</u>	<p>Minimizes or effectively mitigates any identified adverse impact on municipal facilities and services, such as streets, potable water and wastewater facilities, parks, police and fire; and;</p> <p><u>Staff Comments:</u></p> <p>The site is within an area currently served by City of High Point utilities and municipal services. The zoning submittal has no known adverse impacts on municipal services.</p>
<u>Factor #5</u>	<p>Minimizes or effectively mitigates any identified adverse effect on the use, enjoyment or value of adjacent properties.</p> <p><u>Staff Comments:</u></p> <ul style="list-style-type: none"> ❖ The Development Ordinance requires the installation of a Type B planting yard where the site abuts a residential zoning district. This planting yard will create a sense of spatial separation between the zoning site and abutting residential uses. Additionally, the depth of this parcel provides sufficient area to install this required planting yard and will assist in protecting the value and enjoyment of adjacent residential properties. ❖ The Development Ordinance includes perimeter parking lot landscaping standards that require the installation of evergreen planting materials along the perimeter of the parking lots to soften the view and to filter spillover light from vehicle headlights. The ordinance also includes free-standing lighting standards, including parking lot light poles, to minimize adverse effects on adjacent properties due to excessive light intensity and glare. The combination of the

	parking lot landscaping and free standing lighting standards will further insure the impact of development will not adversely affect adjacent property owners.
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Changes in the Area:

There have been changes in the type or nature of development in the area of the proposed Conditional Zoning District that support the application.

Staff Comments:

Since the construction of the current office complex on this site in the late 1980s, there has been no significant changes in the type of development occurring in this area.

Development Patterns:

The proposed Conditional Zoning District results in development that promotes a logical, preferred and orderly development pattern.

Staff Comments:

The property is located near the signalized intersection of two major thoroughfares, has 500 feet of street frontage on a major thoroughfare, more than 4 acres of land area and a lot depth of more than 375 feet. It's currently developed with an 8,900-square foot multi-tenant office building and abuts an 11,000-square foot fire station facility. Based on these locational and site configuration factors, the allowance of an approximate 8,500 square foot personal service use will be consistent with the existing development pattern in this portion of the city's planning area.

Reasonableness/Public Interest:

An approval of the proposed Conditional Zoning District is considered reasonable and in the public interest.

Staff Comments:

In this case, staff suggests that the approval of the applicant's request is reasonable and in the public interest because:

- 1) The Land Use Map denotes the intent of having office type uses, which includes professional, personal and business service uses, on this segment of the Westchester Drive corridor. Based on allowable use conditions offered by the applicant, the requested CZ-LB District is consistent with the intended goals of the Land Use Plan for this portion of the City's planning area;
- 2) The Land Use Plan has development guidelines for evaluating zoning proposals for office and commercial development bordering residential neighborhoods. These guidelines include the evaluation of the mass, scale and height of proposed uses; topography; neighborhood compatibility; impact on the neighborhood, and the sufficiency of buffering, setback and landscaping. As outlined in the analysis section of this report the location, size and depth of the zoning site along with the vehicular access conditions and landscaping requirements of the development ordinance will collectively ensure the allowance of a Major Personal Services use type will be compatible with the adjacent residential neighborhood.
- 3) Conditions offered by the applicant and the standards of the Development Ordinance ensure that the size and intensity of development will be compatible with the area. Rezoning to a CZ-LB District to permit an approximate 8,500 square foot credit union will not be inconsistent with the current development pattern in this area; and
- 4) Transportation related conditions offered by the applicant to restrict the manner that vehicles may access the site will ensure the safety of the motoring public.

Recommendation

Staff Recommends Approval:

As addressed in the Staff Analysis section of this report, conditions offered by the applicant address objectives of the Land Use Plan and will ensure development of the zoning site will be compatible with adjacent uses. The Planning & Development Department recommends approval of the request to rezone this 4.2-acre parcel to the CZ-LB District. As conditioned, the requested CZ-LB District will be compatible with the surrounding area and in conformance with adopted plans.

Required Action

Planning and Zoning Commission:

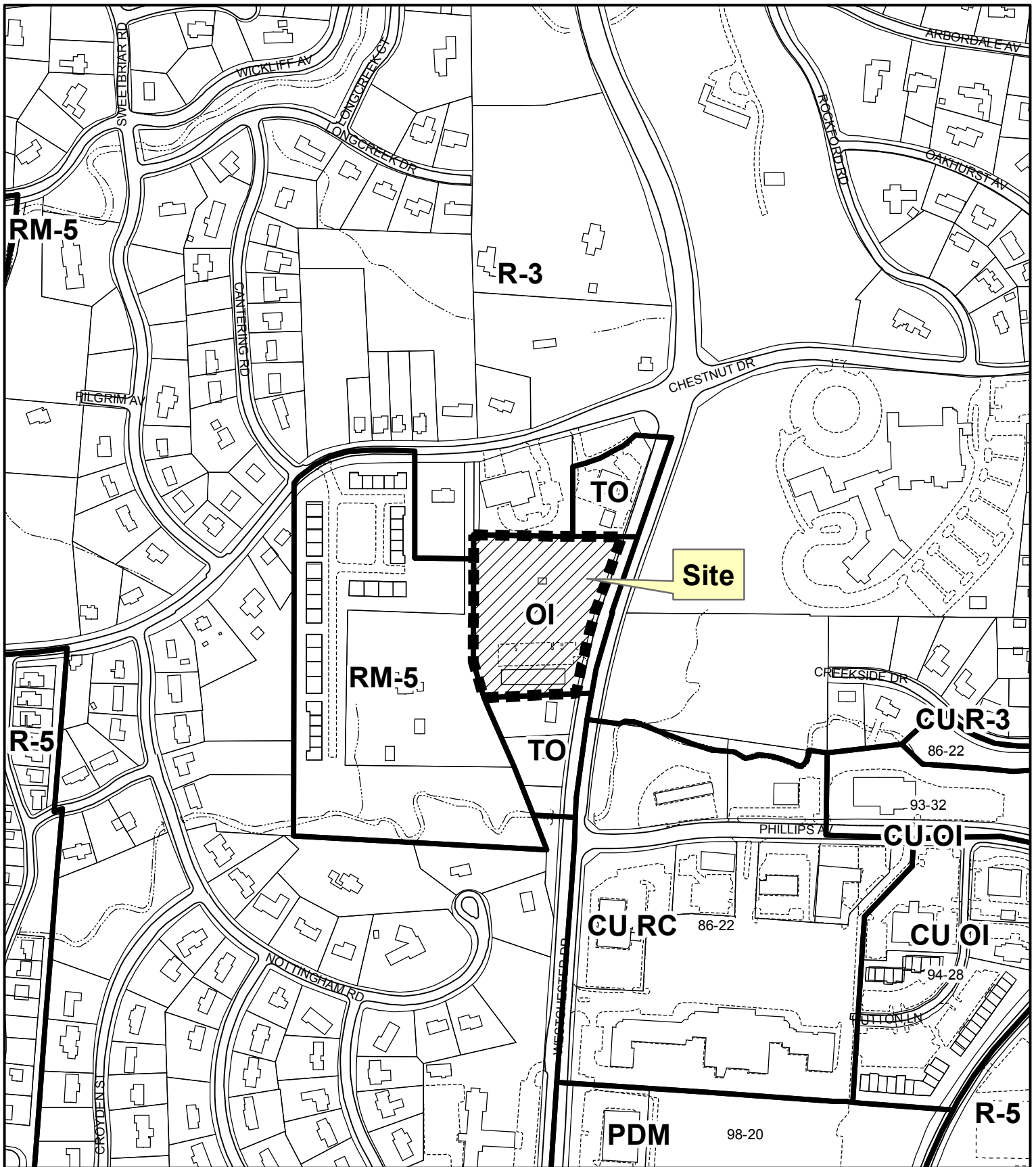
The NC General Statutes require that the Planning and Zoning Commission place in the official record a statement of consistency with the City's adopted plans when making its recommendation. This may be accomplished by adopting the statements in the Staff Analysis section of this report or by adopting its own statement.

City Council:

The NC General Statutes require that the City Council also place in the official record a statement of consistency with the City's adopted plans, and explain why the action taken is considered to be reasonable and in the public interest when rendering its decision in this case. This may be accomplished by adopting the statements in the Staff Analysis section of this report or by adopting its own statement.

Report Preparation

This report was prepared by Planning and Development Department staff member Herbert Shannon Jr. AICP, Senior Planner, and reviewed by Robert Robbins AICP, Development Services Administrator and G. Lee Burnette AICP, Director.



ZONING MAP AMENDMENT ZA-17-03

From: Office Institutional (OI)
To: Conditional Zoning Limited Business (CZ LB)

Existing Zoning Boundary **—————**
Subject Property Boundary **- - - - -**

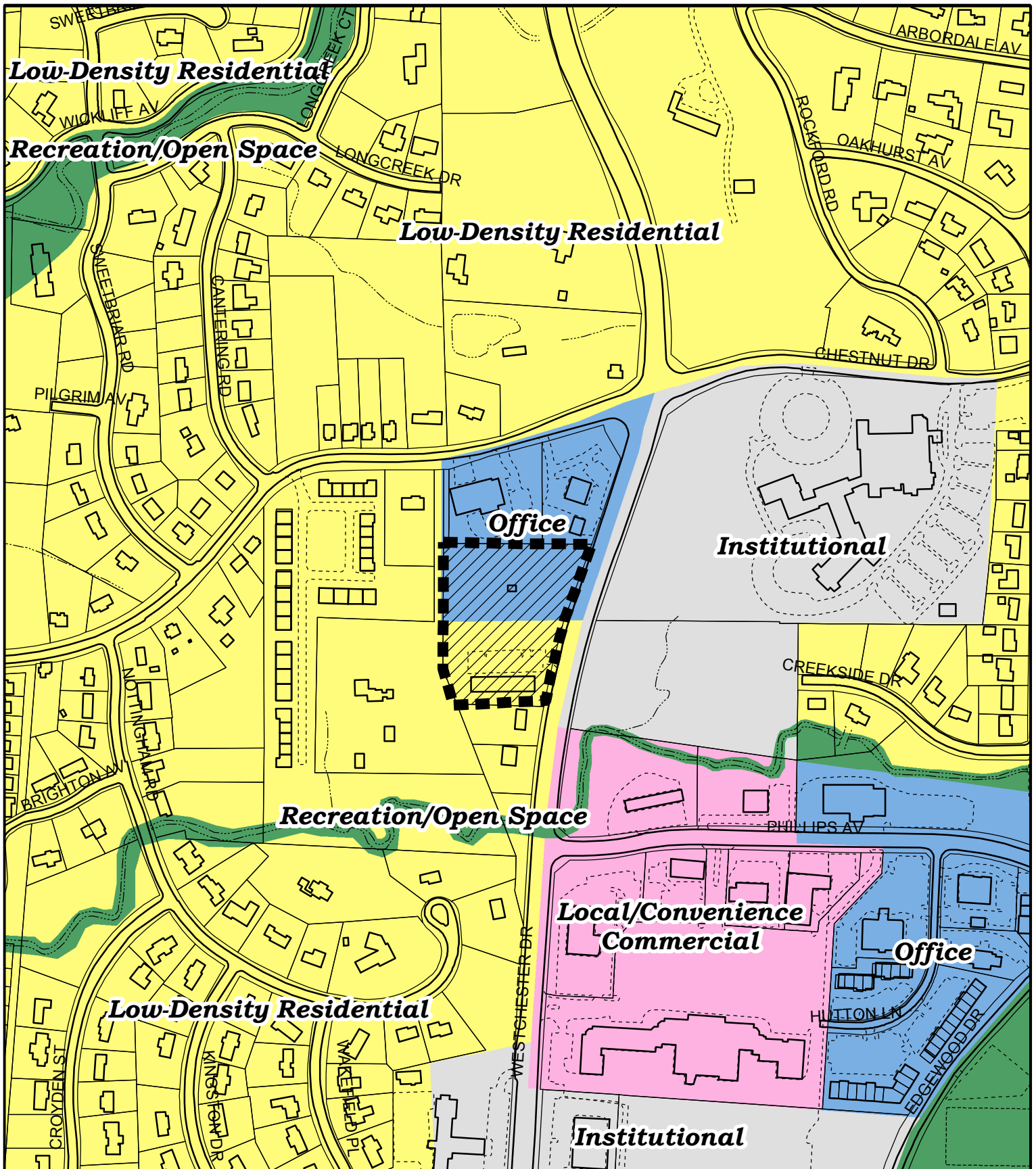
**Planning & Development
Department**

City of High Point

Date: April 7, 2017



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ZONING MAP AMENDMENT ZA-17-03

Land Use Plan

Existing Land Use Plan
Subject Property Boundary



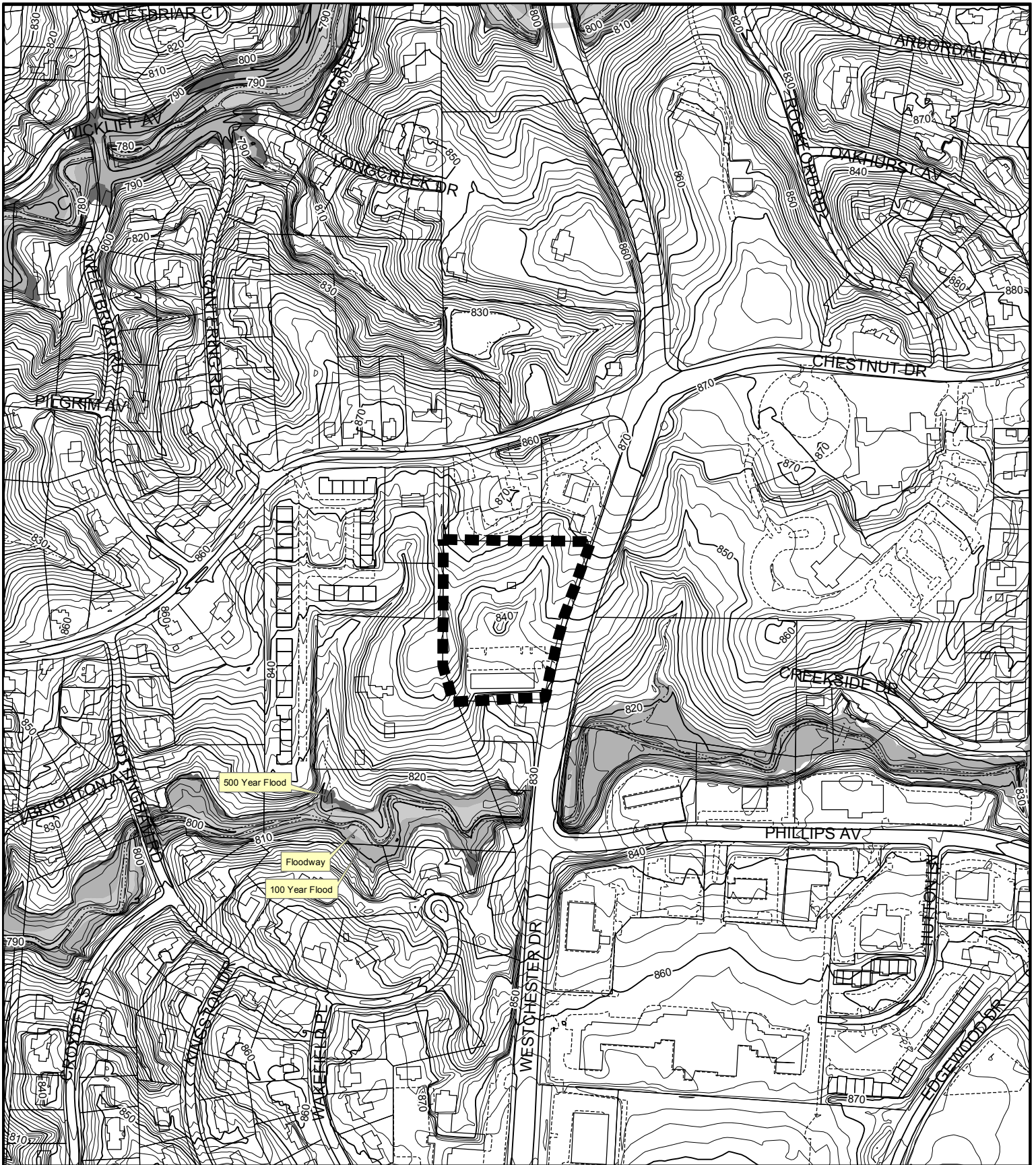
**Planning & Development
 Department**

City of High Point

Date: April 25, 2017



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ZONING MAP AMENDMENT ZA-17-03

Topography

Subject Property Boundary - - - - -

Planning & Development
Department

City of High Point

Date: April 25, 2017



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ZONING MAP AMENDMENT ZA-17-03



AN ORDINANCE AMENDING “THE CITY OF HIGH POINT, NORTH CAROLINA DEVELOPMENT ORDINANCE,” PURSUANT TO SECTION 2.4.19, ZONING MAP AMENDMENT, OF THE DEVELOPMENT ORDINANCE.

WHEREAS, the City Council of the City of High Point adopted “The City of High Point Development Ordinance” on May 16, 2016 with an effective date of January 1, 2017, and subsequently amended;

WHEREAS, public hearings were held before the Planning and Zoning Commission of the City of High Point on April 25, 2017 and before the City Council of the City of High Point on May 15, 2017 regarding **Zoning Map Amendment Case 17-03 (ZA-17-03)** a proposed amendment to the Official Zoning Map of the “City of High Point Development Ordinance”;

WHEREAS, notice of the public hearings were published in the High Point Enterprise on April 16, 2017, for the Planning and Zoning Commission public hearing and on May 3, 2017 and May 10, 2017, for the City Council public hearing pursuant to Chapter 160A-364 of the General Statutes of North Carolina; and

WHEREAS, the proposed amendment was adopted by the City Council of the City of High Point on **May xx, 2017.**

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HIGH POINT:

SECTION 1

That the Official Zoning Map of the City of High Point be amended to establish the following described area as: A **Conditional Zoning-Limited Business (CZ-LB) District**. The property is approximately 4.2 acres, lying on the west side of Westchester Drive, approximately 430 feet south of Chestnut Drive. The property is also known as Guilford County Tax Parcel 0185094 (1638 Westchester Drive).

SECTION 2

That the property herein described shall be perpetually bound by the following use(s) authorized and condition(s) imposed, unless subsequently changed or amended as provided for by the Development Ordinance.

- Part I. **USES:** Only the following principal uses, as permitted in the Limited Business (LB) District, shall be permitted, subject to the development and dimensional requirements of the LB District and the specific conditions listed in this ordinance.
- A. Any principal use of the Limited Business (LB) District, as listed in the Principal Use Table 4.1.9 of the Development Ordinance, that is also a permitted use in the Office/Institutional (OI) District (use must be permitted in both districts).
 - B. All principal uses authorized under the “Personal Service, Major” Use Type (Commercial Use Category) as listed in Principal Use Table 4.1.9 of the Development Ordinance.

Part II. CONDITIONS:

A. Transportation Conditions.

1. Right-of-way Dedication: The property owners shall dedicate a minimum of ten (10) feet of Right-of-Way as measured from behind required turn lanes.
2. Access:
 - a) Chestnut Drive: No access shall be allowed to Chestnut Drive.
 - b) Westchester Drive:
 - i. The zoning site shall have one (1) full movement access point to Westchester Drive. A right turn lane shall be constructed with one-hundred (100) feet of full storage and a minimum of one-hundred-fifty (150) feet of taper.
 - ii. The zoning site shall have one (1) right-in only access point to Westchester Drive. A right turn lane shall be constructed with one-hundred (100) feet of full storage and a minimum of one-hundred-fifty (150) feet of taper.
3. Other Transportation Conditions: The City of High Point Transportation Director and the North Carolina Department of Transportation (NCDOT) shall approve the exact location and design of all access points and improvements.

SECTION 3

That plans for any development on the property described herein shall be pursued in accordance with this conditional zoning district and shall be submitted to the City of High Point and other approval authorities for review in the same manner as other such plans that are required to be approved by the City of High Point.

SECTION 4

Should any section or provision of this ordinance be declared invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 5

That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 6.

This ordinance shall become effective upon the date of adoption.
____th day of May, 2017.

Lisa B. Vierling, City Clerk

Citizens Information Meeting Report Zoning Map Amendment Case 17-03

Submitted by: Mr. Clinton Cogburn (Tuggle Duggins P.A.) on
behalf of the North Carolina State Employees
Credit Union

CITIZEN INFORMATION MEETING REPORT FOR 1638 WESTCHESTER DRIVE

1. Meeting Date, Time, and Location

Applicant conducted a formal, in-person informational meeting with neighbors/adjacent property owners, as provided by the City of High Point Planning Department staff. As permitted under Subsection 2.3.3 ("Citizen Information Meeting") of the City of High Point Development Ordinance, applicant conducted an in-person meeting between the applicant, applicant's representative, landowners, and other interested parties. Via mailed notification (See Exhibit A), applicant informed all landowners required to be notified at the addresses provided by the City of High Point (See Exhibit B), of the following: (1) information on the proposed development, (2) the date, time, and location of the citizen information meeting; (3) contact information for applicant and applicant's counsel; and (4) applicant's availability to answer questions via telephone or electronic mail. The meeting was held on Thursday, 30, 2017, from 6:00 PM to 7:00 PM, at Wesley Memorial United Methodist, 1225 Chestnut Drive, High Point, North Carolina 27262.

2. Method and Date of Notification

Via mailed notification (See Exhibit A), applicant notified all landowners required to be notified, at the addresses provided by the City of High Point (See Exhibit B). Those notices included information on the proposed development, the date, time, and location of the citizen information meeting, contact information for applicant and applicant's counsel, and applicant's availability to answer questions via telephone or electronic mail. Notifications were sent out via mail on Thursday, March 23, 2017.

3. List of Landowners Notified

Applicant informed all landowners required to be notified at the addresses provided by the City of High Point (See Exhibit B).

4. List of Meeting Attendees

Applicant conducted a formal, in-person informational meeting. Meeting attendees are as follows:

Applicant/Applicant Representative

1. Kendra Adams, Senior Vice-President, North Carolina State Employees' Credit Union (Applicant)
2. Aaron Hutchens, Engineer/Project Manager, Summit Design and Engineering Services (Project Engineer)
3. Mike Fox, Attorney, Tuggle Duggins P.A. (Applicant Representative and Applicant Counsel)
4. Clint Cogburn, Attorney, Tuggle Duggins P.A. (Applicant Counsel)
5. Dr. Rick H. Jackson (1638 Westchester Drive Property Owner Representative)

Landowners/Interested Parties

6. Clarence and Martha Mattocks
7. Ray Bretzmann
8. Marilyn Byerly
9. Sheila Dorsett
10. Denna Kennedy

Applicant collected contact information (telephone and e-mail) from all meeting attendees and plans to stay in contact with attendees regarding any additional developments in the process.

5. Meeting Summary

Applicant conducted a formal, in-person informational meeting. The meeting was held on Thursday, 30, 2017, from 6:00 PM to 7:00 PM, at Wesley Memorial United Methodist, 1225 Chestnut Drive, High Point, North Carolina 27262. At the meeting, applicant explained the development proposal, application, the application review process and dates for public hearings, and the possibility for changes in the proposal as it proceeds through the zoning map amendment process. Additionally, applicant discussed the following:

1. Traffic impact;
2. Access to the parcel (including number of access points);
3. Estimated construction schedule (start date, daily hours of construction, estimated length of construction, etc.);
4. General construction aspects;
5. Site drainage;
6. Project configuration and size; and
7. Hours of operation

Applicant discussed the North Carolina State Employees' Credit Union business model and background, presented a design rendering of the proposed development, hours of operation, desire to serve the High Point area and existing customer base, and the intent to make this a beneficial development for the entire neighborhood. Attendees provided positive feedback on the proposed development and use of the site.

6. Description of the Development Proposal

In applicant's mailings to surrounding and nearby neighbors, applicant included a description of the development proposal (See Exhibit A) with the approved City of High Point statement regarding citizen information meetings. (See Exhibit C).

7. Summary of Comments

At the citizen information meeting, applicant answered questions from attendees and discussed specific aspect of the project. The following are topics covered during the citizen information meeting:

1. Traffic impact;
2. Access to the parcel (including number of access points);
3. Estimated construction schedule (start date, daily hours of construction, estimated length of construction, etc.);
4. General construction aspects;
5. Site drainage;
6. Project configuration and size; and
7. Hours of operation

Applicant fielded questions regarding North Carolina State Employees' Credit Union, the intent in developing the parcel, construction on the site, anticipated construction timeline, site aspects, including drainage, and the approximate design of the development. Applicant also discussed the zoning map amendment process, the public hearing schedule, and other procedural components. Attendees provided positive feedback on the proposed development and use of the site.

EXHIBIT A

North Carolina State Employees' Credit Union

**2305 Westchester Drive
High Point, North Carolina 27262**

March 23, 2017

Re: Rezoning for property at 1638 Westchester Drive

Dear Neighbor,

We are writing to you because you own property nearby or next to the property at 1638 Westchester Drive, High Point, North Carolina 27262. As you may know, North Carolina State Employees' Credit Union (NCSECU) has filed an application with the City of High Point, requesting a conditional rezoning of the property to allow for the development of a NCSECU banking branch. This development will be of high quality and fit nicely into the neighborhood.

We would like to invite you to a Citizen Information Meeting to share with you some information regarding the plans for the property. The information for the meeting is below:

DATE:	Thursday, March 30, 2017
TIME:	6:00 PM--7:00 PM
LOCATION:	Wesley Memorial United Methodist 1225 Chestnut Drive High Point, North Carolina 27262 (Meeting will be held in the Dining Hall)

Should you have any questions/concerns prior to this meeting, please feel free to contact me by phone at 336-379-8602 or by e-mail at kendra.adams@ncsecu.org. You may also contact Mike Fox of Tuggle Duggins P.A. at 336-271-5244 or mfox@tuggleduggins.com. Additionally, please find enclosed a statement from the City of High Point providing additional information about the Citizen Information Meeting and rezoning process. We look forward to seeing you on March 30, 2017.

Sincerely,

Kendra O. Adams
Senior Vice-President
North Carolina State Employees' Credit Union

EXHIBIT B

BARHAM, BROOKE MARSHALL ; BARHAM,
JONATHAN BLAIR
169 ACT DR
WINSTON SALEM NC 27107

BYERLY, MARILYNN LOIS
1313 CHESTNUT DR
HIGH POINT NC 27262

CHAMBERLAIN, LORETTA
1401 CHESTNUT DR
HIGH POINT NC 27262

CHESTNUT HILLS ESTATES HOMEOWNERS ASSN
INC
637 GREENSBORO RD
HIGH POINT NC 27260

CHESTNUT OAKS OFFICES INC
1610 WESTCHESTER DR
HIGH POINT NC 27262

CITY OF HIGH POINT
PO BOX 230
HIGH POINT NC 27261

CONDE, OSCAR ROBERTO
40 RANDALL AVE APT 223
FREEPORT NY 11520

CRAVER, JIMMIE D ; CRAVER, DORIS I ; CRAVER,
KEITH DOUGLAS
1400 CHESTNUT DR
HIGH POINT NC 27262

DORSETT, SHEILA K
1644 WESTCHESTER DR
HIGH POINT NC 27262

FLOYD, JOE DON BROWN
1500 WESTCHESTER DR
HIGH POINT NC 27262

GILMORE, CAROL ; GILMORE, LEE
1411 CHESTNUT DR #B
HIGH POINT NC 27262

GORDON, TRENT NATHANIEL
1640 WESTCHESTER DR
HIGH POINT NC 27262

HALL, DOUGLAS A
784 BALL RD
THOMASVILLE NC 27360

HUBBARD, KATHY L
1307 KENSINGTON DR
HIGH POINT NC 27262

JACKSON RICK HARRIS C HARRIS JACKSON
FAMILY TRUST
6967 COLONIAL CLUB DR
THOMASVILLE NC 27360

MCCLINTOCK, BETTY L
1411-C CHESTNUT DR
HIGH POINT NC 27262

MOWERY, SHIRLEY M
1409 CHESTNUT DR UNIT D
HIGH POINT NC 27262

RAULSTON, KEITH E ; RAULSTON, RESA D
1103 FERNDAL DR
THOMASVILLE NC 27360

SAUNDERS, VICKIE LYNN
1409 CHESTNUT DR UNIT A
HIGH POINT NC 27262

SILMAN, RUTH B
1411A CHESTNUT DR
HIGH POINT NC 27262

VICTORY LANE CAR WASH INC
3535 OLD PFAFFTOWN RD
WINSTON-SALEM NC 27106

WESLEY MEMORIAL UNITED METHODIST CHURCH
1225 CHESTNUT DR
HIGH POINT NC 27262

WIGAL, ROBERT T
1408 CHESTNUT DR
HIGH POINT NC 27262

WILLIAMS, JIMMY F
1409 B CHESTNUT DR
HIGH POINT NC 27262

YOUNTS, JULIE ANN
1406 CHESTNUT DR
HIGH POINT NC 27262

EXHIBIT C



City of High Point Conditional Zoning District Zoning Citizen Information Meetings

Anyone planning to file a zoning application for a Conditional Zoning district from the City of High Point is required to hold a citizen information meeting prior to filing the application. This requirement applies only to an application for a conditional zoning district or an application to amend a previously approved conditional zoning district. Conditional zoning is a type of zoning where property owners can impose specific conditions or restrictions on the development and use of their property, and where the conditions are enforceable by the City regardless of the property's future ownership.

The City of High Point finds that quality development is better achieved through an informed and cooperative process than an adversarial one. The purpose of the citizen information meeting is to allow the person planning to file an application, otherwise known as the applicant, the opportunity to inform citizens about the development proposal and to provide citizens the opportunity to ask questions and find out more about the proposal prior to any official public hearings.

The applicant's development proposal is officially presented to the Planning & Zoning Commission and City Council at their respective public hearings. At the public hearings, the Commission and Council hear comments and concerns from citizens regarding the proposal prior to making decisions. The public hearings are not the preferred setting for citizens to learn about a development proposal for the first time. It is difficult to gain understanding of a proposal and offer well thought out comments during the relatively short time of a public hearing. The citizen information meeting is important in that it can provide basic information and allow communication with the applicant before the public hearings, so that citizens may informatively develop their comments and any concerns, and later present them at the public hearings for consideration.

Applicants may vary the form and number of citizen information meetings they conduct; however, they are required to contact or otherwise notify owners of property located within 300 feet of the proposed zoning site. Whatever form the meeting takes, those citizens participating are provided with this written statement from the City of High Point, which describes the purpose of the citizen information meeting, the application process and where additional information may be obtained from the City. In addition, the applicant must provide a written description of the development proposal and any other available information that would help citizens to better understand it. After the zoning application is filed with the City's Planning & Development Department, the

Administration
336.883.3328

Planning Services
336.883.3328

Development Services
336.883.3328

Inspection Services
336.883.3151

City of High Point, P.O. 230, 211 South Hamilton Street, High Point, NC 27261 USA
Fax: 336.883.3056 www.highpointnc.gov/plan Permit Fax: 336.883.8518 TDD 336.883.8517

applicant submits to the City a written report of the citizen information meeting(s). At a minimum, this report records the property owners notified; date, time and location of the meeting(s); the written description of the development proposal; and any comments, ideas or suggestions from citizens that were incorporated into the development proposal.

Before the public hearings are held, the City's Planning & Development Department mails notices to all owners of property located within 300-feet of the zoning site. This notice provides information on the conditional zoning district request; the time, date and place of the Planning & Zoning Commission public hearing; and contact information. A second notice is mailed prior to the City Council's public hearing with similar information. Also, signs are placed on the zoning site giving notice of the request and the City's public hearings.

After hearing public comments and considering the development proposal, the Planning & Zoning Commission makes a recommendation to the City Council who, after holding their public hearing, decides what action should be taken on the proposal. Changes to the applicant's proposal can occur during this process in order to insure consistency with City policy and development regulations, and to minimize expected impacts that can be generated by the development or use of the zoning site.

No condition can be included in a conditional zoning district that specifies ownership status, race, religion or characteristics of the development's occupants, the minimum size of a dwelling, the minimum value of buildings or improvements, or ones that otherwise excludes specific races, religions or classes of people.

Citizens are strongly encouraged to contact the City's Planning & Development Department and visit the department's website for additional information on the City's zoning process, and for information about specific development proposals.

Contact:

Planning & Development Department 336-883-3328
www.highpointnc.gov/plan/
www.buildhighpoint.com