



MEMORANDUM

Date: April 16, 2026

To: Luke Winchester, Chairman
and Planning Commission

From: Jon Baughman, City Planner
Jill Johnson, Planner I

Re: 260 Clemmons Rd. – New Tribe Church
Site Plan
Map - 72
Parcel(s) – 74

Request: Submitted by Para Design, on behalf of New Tribe Church, the applicant requests site plan approval for a 750 seat, 29,795sf religious facility located at 260 Clemmons Road in District 3.

History & Overview: The subject property is approximately 12 acres, on one parcel, on the east side of Clemmons Road, immediately south of the new Public Works facility. The property was annexed into the City in 2023 in anticipation of this development. A mass grading plan was approved in 2024. The property is zoned RS-40, religious facilities being a conditional use in this district, a conditional use permit was granted via the Board of Zoning Appeals in 2024 for up to 750 seats.

5-103 Bulk Regulations: Building setbacks are drawn at 60'f, 35's and 50'r. This is correct for non-residential buildings in RS-40 zoning. Building coverage is within spec. at 4.7% (15% max.). Impervious surface data is not provided, but not likely to be an issue. Building height is acceptable at 38' overall and habitable area at 35'.

Vehicular & Pedestrian Access: Vehicular access is via a single connection to Clemmons Road at the south side of the property. A sidewalk is shown across most of the parcel frontage along Clemmons Road. Sidewalk is provided from the ROW to the parking lot but it does not extend further to the building. Sidewalk is widened to at least 7' where adjacent to vehicle overhang.

Article IX Parking: Parking for religious facilities is required at 1 space per every 3 seats. $750/3 = 250$. Provided are 302 spaces (10 ADA, 7 bike) exceeding minimum code requirements. Parking spaces are adequately sized at 9'x17.5' and two-way drive aisles are adequately sized at 26' wide. The main driveway access to the site is 30' wide. Landscape islands are provided to prevent more than 15 uninterrupted parking spaces.

Article X Landscaping: The landscape plans are under review by the City's consultant and comments will be via separate cover. All landscape plan comments received shall be addressed

before submitting construction drawings to Public Works. The site is subject to landscape buffers, none are provided, the applicant is requesting a waiver from this requirement.

5-104.4 Design Standards: The building includes 750 seats and is 29,795sf in area. The maximum height is 38', habitable area is maximum of 35'. Color elevations are not provided, though a color rendering of half the building is included. The elevations are black and white. The applicant is seeking a design waiver for the primarily metal siding façade of the structure as detailed in the waiver and variance section below. HVAC equipment shall be screened via the parapet wall.

The dumpster enclosure is compliant with code requirements, having metal gates, a pedestrian door and a bricked enclosure. Parking lot lighting includes a decorative fixture atop a black pole. Light poles are placed outside of vehicular use areas. The photometric plan indicates compliance with code.

Other: Retaining walls are proposed and a detail is provided indicating segmental block construction. Parking lot lighting is not located in pavement, rather in grass or landscape beds. Decorative trash cans are provided at building entrances. Bicycle parking is provided.

Variances & Waivers: The following are requested:

1. 5-104.4 Design Standards: 100% masonry façade – The applicant requests a waiver from the façade requirements as follows:
 - a. West – 24.4% masonry, 6.5% wood, 50.7% metal siding, 18.3% glazing
 - b. East – 86.7% metal siding, 13.3% glazing
 - c. North – 91% metal siding, 9% glazing
 - d. South – 86% metal siding, 2.5% concrete, 9% glazing, 2.5% HM/OH doors

STAFF DOES NOT SUPPORT

2. Article X: Landscape buffers: The applicant request relief from buffer requirements. A buffer is required adjacent to residentially zoned property via supplemental provisions for religious facilities found in 3-104.

STAFF DOES NOT SUPPORT

Summary: This proposal is for a 750 seat, 29,795sf religious facility on Clemmons Road. A conditional use permit has already been granted, and mass grading has already occurred on the site via previous approval for such. All supplemental religious facility code items have been addressed except any minor items found in the conditions of approval below.

Recommendation: Staff recommends approval of the site plan for New Tribe Church at 260 Clemmons Road, subject to the following conditions:

Planning and Zoning:

1. Provide impervious surface data.
2. Provide sidewalk along the entire Clemmons Road frontage.
3. Provide a pedestrian path the entire distance to the building via sidewalk and/or striping.
4. Signage shall be mounted to black tubular or square poles, revise details on sheet C-4.1.
5. Provide details of any fencing proposed. Low maintenance, decorative type required.

6. Flammable groundcover is not permitted within 3' of the building.
7. Bollards shall be painted or sleeved a neutral color to match the building.
8. Wall mounted utility and meter equipment shall be painted to match the façade it is attached to.
9. Wheel stops are not permitted.
10. Signage to be reviewed and approved via a separate application to the Planning Department.
11. Landscape plans shall receive approval before submittal of construction plans to Public Works.
12. Rooftop HVAC and other equipment shall be screened from horizontal view via the parapet wall.
13. Ground mounted utility and HVAC equipment, if proposed, shall be screened entirely from horizontal view. Provide screening details.
14. Should guardrails be used they shall be painted black.
15. Provide landscaping around the entire detention area.

Engineering:

1. Landscaping plans shall be approved prior to the issuance of the Land Disturbance Permit.
2. A letter from West Wilson Utility District shall be provided prior to the issuance of the Land Disturbance Permit.
3. Sewer availability has been requested and granted.
4. A force main likely will be serving this site. Revise utility plan accordingly.
5. Plan sheet page for callout of enlarged utility plan is incorrect.
6. Drainage report under preliminary review. A comprehensive review of the drainage report will take place at construction plan review.
7. Coordinate pump station purchase with Utilities Director Tim Forkum.
8. Stripe a painted sidewalk along the access drive from the ROW. The driveway may not exceed a 2% cross slope.
9. The running slope of the driveway may not exceed 2% across the sidewalk.
10. The driveway shall match the City's standard commercial driveway standard to the greatest extent possible.

WWUD:

1. No Comments.

Wilson County Schools:

1. No Comments Received.