

TOWN OF WEAVERVILLE

AGENDA

**Town Hall Council Chambers
30 South Main Street
Weaverville, NC 28787**

**February 12, 2019 at 6:00 pm
Town Council Regular Workshop
Joint Meeting with Planning & Zoning Board**

- | | <i>Presenter</i> |
|---|--------------------------------|
| 1. Call to Order | Mayor Root
Chairman Theroux |
| | |
| 2. Comprehensive Land Use Plan Project | |
| A. Review of Project Status and Timeline..... | Planner/Attorney |
| B. Process for Town Council to Review Draft Plan..... | Town Council |
| C. Process for P&Z Board to Review Draft Plan..... | Town Council/P&Z |
| D. Decisions regarding Public Input Strategy for Public Review of Draft Plan..... | Town Council |
| | |
| 3. Desired and Required Role of Planning and Zoning Board | |
| A. Review of Statutory Duties and Code-Imposed Duties of P&Z Board..... | Planner/Attorney |
| B. Experience of P&Z Board During Statutory and Code-Imposed Reviews..... | P&Z |
| C. What Information is Helpful to Town Council for Decision-Making..... | Town Council |
| D. Balance Between Planning and Administrative Review | Town Council/P&Z |
| E. New and Existing Zoning Districts for Staff/P&Z to Study..... | Town Council |
| F. Geographic Areas for Staff/P&Z to Study..... | Town Council |
| G. Implementation of Annual Table of Uses Review | Town Council/P&Z |
| | |
| 4. Adjournment | Mayor Root
Chairman Theroux |

COMPREHENSIVE LAND USE PLAN UPDATE

REVIEW OF PROJECT STATUS AND TIMELINE

PROCESS FOR TOWN COUNCIL TO REVIEW DRAFT PLAN

PROCESS FOR PLANNING AND ZONING BOARD TO REVIEW DRAFT PLAN

DECISIONS REGARDING PUBLIC INPUT STRATEGY FOR PUBLIC REVIEW OF DRAFT PLAN

REVIEW OF PROJECT STATUS AND TIMELINE

Staff is on track with the project timeline (see next page) that has previously been presented to and reviewed by Town Council. **With the adoption of the 2019-2020 budget calendar at last month's meeting, it appears that the current timeline has Town Council double-booked.** There are statutory deadlines for budget so those conversations must take precedence. While staff is planning on keeping pace with the current timeline, the question should be asked:

DOES TOWN COUNCIL WISH TO PUSH ITS REVIEW OF THE PLAN DRAFT BY TWO OR THREE MONTHS TO GET PAST BUDGET REVIEW AND ADOPTION?

PROCESS FOR TOWN COUNCIL TO REVIEW DRAFT PLAN

PROCESS FOR PLANNING AND ZONING BOARD TO REVIEW DRAFT PLAN

DECISIONS REGARDING PUBLIC INPUT STRATEGY FOR PUBLIC REVIEW OF DRAFT PLAN

DOES TOWN COUNCIL WANT STAFF TO CONDUCT A COMMUNITY SURVEY?

DOES TOWN COUNCIL PREFER ONE "OPEN HOUSE" STYLE MEETING WITH PRESENTATIONS AT SET TIMES (LIKE 12PM, 3 PM, AND 6 PM)? OR PRESENTATIONS ON MULTIPLE DAYS? WHEN?

IS THE FOLLOWING ADVERTISEMENT OF PUBLIC INPUT SUFFICIENT?

Press Release and Paid Advertisement in Weaverville Tribune

Website News and Calendar

FaceBook Posts

e-Focus Newsletters

Bulletin Board Posting

Offer to conduct staff presentations to WBA and other known groups

Develop and distribute flyers

**TOWN OF WEAVERVILLE
COMPREHENSIVE LAND USE PLAN PROJECT**

PROJECT OVERVIEW

PHASE	DESCRIPTION	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
	Launch – Authorization to Proceed	✓									
Phase I	Information/Data Gathering and Analysis		✓	✓							
	Governing Body Policy Discussions			✓		✓					
Phase II	Staff Preliminary Draft of Plan						✓				
Phase III	Community Review and Input										
Phase IV	Planning Board Review and Input										
	Governing Board Review and Input										
	Joint Meetings with Planning Board										
Phase V	Final Draft of Plan										
	Governing Body Review										
	Adoption										★

PROJECT STAFF: James Eller, Planning Director
Jennifer Jackson, Town Attorney

PLAN DOCUMENTS CONSULTED: Weaverville Strategic Plan (2014-2017), Weaverville Strategic Plan (2018-2021), Weaverville Comprehensive Land Use Plan (2008, 2012), Weaverville Parks and Recreation Master Plan (2018), Reems Creek Greenway Feasibility Study (2014), Weaverville Water System Plans, Metropolitan Sewerage District Plans, NC Statewide Transportation Improvement Plan (2018-2027)

RESOURCE AGENCIES: US Census Bureau, State of North Carolina, NCDOT Division 13, Buncombe County, Town of Weaverville, Land of Sky Regional Council, Metropolitan Sewerage District of Buncombe County, Asheville Redefines Transit, Mountain Mobility, Connect Buncombe

GOVERNING BOARD (TOWN COUNCIL): Al Root, Doug Jackson, Dottie Sherrill, Andrew Nagle, Patrick Fitzsimmons, Jeff McKenna
REVIEWING BOARD (P&Z BOARD): Doug Theroux, Gary Burge, Catherine Cordell, Peter Stanz, Steve Warren, John Chase, Tom Balestrieri

ANTICIPATED BUDGET: < \$3,000

DESIRED AND REQUIRED ROLE OF PLANNING AND ZONING BOARD

The following topics are suggested to facilitate good discussions between Town Council and its Planning and Zoning Board.

- REVIEW OF STATUTORY DUTIES AND CODE-IMPOSED DUTIES OF THE P&Z BOARD*
- REVIEW OF P&Z BOARD’S EXPERIENCE IN CARRYING OUT ITS STATED DUTIES*
- DISCUSSION OF WHAT INFORMATION IS HELPFUL TO TOWN COUNCIL FOR DECISION-MAKING*
- DISCUSSION REGARDING PROPER BALANCE BETWEEN PLANNING AND ADMINISTRATIVE REVIEW*
- SUGGESTIONS FOR NEW AND EXISTING ZONING DISTRICTS FOR STAFF/P&Z TO STUDY*
- SUGGESTIONS FOR GEOGRAPHIC AREAS FOR STAFF/P&Z TO STUDY*
- IMPLEMENTATION OF ANNUAL TABLE OF USES REVIEW*

REVIEW OF STATUTORY DUTIES AND CODE-IMPOSED DUTIES OF THE AND ZONING BOARD

PLANNING

PLANNING AND ZONING BOARD		
Established under Code § 2-151		
5 voting members and up to 2 alternates appointed for 3-year staggered terms		
Regularly meets on the 1 st Tuesday of the month from 6pm – 8pm		
Duties and Responsibilities:		
Planning – Generally	NCGS § 160A-361 Code § 2-154	<ul style="list-style-type: none"> • Make studies of the area within Town’s jurisdiction and surrounding areas • Determine objectives to be sought in development of the study area • Prepare and adopt plans for achieving these objectives • Develop and recommend policies, ordinances, administrative procedures and other means for carrying out plans in a coordinated and efficient manner • Advise TC concerning use and amendment of means for carrying out plans • Exercise any function in administration and enforcement of various means for carrying out plan that TC may direct • Perform any other duties as TC may direct • Assist in the interpretation, administration and enforcement of the Town’s land use ordinances, in accordance with the provisions thereof

*Materials for Town Council Workshop
 Joint Meeting with Planning and Zoning Board
 February 12, 2019*

Administrative – Generally	NCGS § 160A-361 Code § 2-154	<ul style="list-style-type: none"> • Exercise any function in administration and enforcement of various means for carrying out plan that TC may direct • Assist in the interpretation, administration and enforcement of the Town’s land use ordinances, in accordance with the provisions thereof • Perform any other duties as TC may direct
Subdivision – Generally	Code § 2-154 Code § 25-51 Code § 25-54	<ul style="list-style-type: none"> • Review and make recommendations on all text amendments to subdivision ordinance • Assist in interpretation, administration and enforcement of the subdivision ordinance in accordance with the provisions thereof • Responsible, with the subdivision administrator, for administering the provisions of Code Chapter 25 – Subdivisions
Subdivisions – Major Subdivisions	Code § 25-82	<ul style="list-style-type: none"> • Review and make recommendations to TC on major subdivisions (concept plan, preliminary plat, final plat)
Subdivisions – Minor Subdivisions	Code § 25-79	<ul style="list-style-type: none"> • Review and make recommendations to subdivision administrator on all minor subdivisions
Subdivisions – Subdivision Names	Code § 25-108	<ul style="list-style-type: none"> • Approval of subdivision names
Zoning	Code § 2-154	<ul style="list-style-type: none"> • Assist in interpretation, administration and enforcement of the zoning ordinance, in accordance with the provisions thereof
Initial Zonings, Re-zonings and Zoning Text Amendments	NCGS § 160A-383 NCGS § 160A-387	<ul style="list-style-type: none"> • Adopt written comments on the consistency of any zoning text or map amendments with the Town’s comprehensive land use plan or any other relevant plan adopted by Town Council • Review and make recommendations on all text amendments to land use ordinances and all zoning map amendments
Conditional Zoning Districts	Code § 36-84(k)	<ul style="list-style-type: none"> • Review all CZD applications for compliance with CLUP, strategic plans, etc.; adoption of a statement of reasonableness and recommendation for conditional zoning districts

As this table shows, the Planning and Zoning Board is asked to do a great deal of work on behalf of the Town – some detailed in nature, some with a more global scope.

REVIEW OF PLANNING AND ZONING BOARD'S EXPERIENCE IN CARRYING OUT ITS STATED DUTIES

The Town of Weaverville relies on a dedicated group of citizen volunteers in carrying out certain functions of municipal government. The Planning and Zoning Board certainly represents one of the hardest working of those groups. It is, therefore, important for Town Council to periodically hear from the members of the Planning and Zoning Board on the work that they are doing on behalf of the Town.

This could be an opportunity for board members to provide Town Council with comments on such things as priorities, planning goals, workload, challenges, and any concerns that individual board members might wish to voice.

DISCUSSION OF WHAT INFORMATION IS HELPFUL TO TOWN COUNCIL FOR DECISION-MAKING

To aid in efficient and effective communications between the Planning and Zoning Board and Town Council it would be helpful if Town Council could give the Planning and Zoning Board some guidance on what information Town Council finds most helpful to receive from the Planning and Zoning Board. Town Council requested information could then be specifically addressed in the Planning and Zoning Board's consideration of a matter and included in its recommendations to Town Council. The following topics could be considered:

SUBDIVISION REVIEW

CONDITIONAL ZONING DISTRICT REVIEW

MAP AMENDMENTS – TRADITIONAL RE-ZONINGS

TEXT AMENDMENTS – ZONING AND SUBDIVISION ORDINANCES

DISCUSSION REGARDING PROPER BALANCE BETWEEN PLANNING AND ADMINISTRATIVE REVIEW

With all of the administrative review that the Planning and Zoning Board does on subdivisions, sometimes their role as a "planning agency" gets overshadowed. Tonight might be a good time for Town Council and the Planning and Zoning Board to discuss the current balance between planning and administrative review and whether there is a need to shift priorities and workload.

SUGGESTIONS FOR NEW AND EXISTING ZONING DISTRICTS FOR STAFF/PLANNING & ZONING BOARD TO STUDY

Several potential new zoning districts have been mentioned over the last few months by either staff, the Planning and Zoning Board, or Town Council. There has also been discussion centered around protecting the C-1 Central Business District. The following districts might benefit from review and study by staff and the Planning and Zoning Board:

*C-1 CENTRAL BUSINESS DISTRICT
HIGH DENSITY SINGLE FAMILY RESIDENTIAL DISTRICT
MIXED USE DISTRICT
TRANSITIONAL DISTRICT
OFFICE/INSTITUTIONAL DISTRICT*

SUGGESTIONS FOR GEOGRAPHIC AREAS FOR STAFF/PLANNING & ZONING BOARD TO STUDY

There has been some recent discussion concerning how to protect the Town's central business district in order to ensure that it remains a thriving and well-frequented, enjoyable area. In contrast, there are several properties within the Town that have remained idle and undeveloped for several years. Other areas have a lot of growth potential or growth pressures.

A staff/planning board study might provide some helpful information to Town Council in order to make sure the zoning and other regulations are working as Town Council wishes in certain areas. The following areas could be considered:

*CENTRAL BUSINESS DISTRICT AREA
NORTH MAIN STREET/FIVE POINTS AREA
MONTICELLO CORRIDOR
REEMS CREEK ROAD CORRIDOR*

IMPLEMENTATION OF AN ANNUAL TABLE OF USES REVIEW

Staff would suggest that an annual review of the table of uses within the Town's zoning regulations would be beneficial in order to keep the zoning regulations current. Compliance with the law and changes based on growth pressures, current issues, and difficulties being experienced in the Town could (and should) be considered at least annually.