



**Town of Weaverville
Minutes**

**Joint Meeting of Town Council and Planning and Zoning Board
Tuesday, February 12, 2019 – Town Hall**

The Town Council and Planning and Zoning Board for the Town of Weaverville met for a Joint Meeting on Tuesday, February 12, 2019, at 6:00 p.m. in Council Chambers within Weaverville Town Hall at 30 South Main Street, Weaverville, North Carolina.

Council members present: Mayor Al Root, Vice Mayor/Councilman Doug Jackson, Councilwoman Dottie Sherrill, Councilman Jeff McKenna, and Councilman Patrick Fitzsimmons. Councilman Andrew Nagle was absent.

Planning and Zoning Board members present: Chairman Doug Theroux, Vice Chairman Gary Burge, Board Members: Catherine Cordell, Peter Stanz and Steve Warren, Alternate Board Members: John Chase and Tom Balestrieri

Staff present: Town Manager Selena Coffey, Town Attorney Jennifer Jackson, and Town Planner James Eller.

1. Call to Order

Mayor Root called the meeting to order on behalf of Town Council at 6:00pm.

Chairman Doug Theroux called the meeting to order on behalf of the Planning and Zoning Board at 6:00pm.

2. Comprehensive Land Use Plan Update

A. Review of Project Status and Timeline

Town Attorney Jackson mentioned that she and the Town Planner Eller have attempted to keep Town Council and the Planning and Zoning Board up to date with where they were with the Comprehensive Land Use Plan. Right now, they are right on track with the timeline and the next step is to start the drafting phase for writing the narrative, which Mr. Eller has completed. Jackson noted that, with the adoption of the FY 2019-2020 Budget Calendar by Town Council at their last meeting, it appears that Town Council has been doubled booked. So it brings up the question as to whether Town Council should push its review out until the budget is adopted. This will allow the Planning and Zoning Board more time to review the plan and will just delay the approval of Town Council until August, instead of in June. Jackson presented an amended timeline (see attached) for Town Council's consideration and by consensus of Town Council the project will proceed based on the amended timeline.

B. Process for Town Council to Review Draft Plan

Mayor Root mentioned that it might be helpful if Council members went to the Planning and Zoning Board meetings when they are reviewing the draft plan to bring themselves up to speed and to hear the board members comments.

Councilman McKenna commented that the draft materials could be passed out earlier, so that Council can have an understanding of the substance of the material and then discuss any further pressing details at the meeting.

C. Process for P&Z Board to Review Draft Plan

Chairman Theroux commented that since we aren't starting from scratch on the land use plan, he believes that the review of the comprehensive land use project can be presented all at once. If it were to be broken down into sections, it would take a lot more meetings. Board Member Steve Warren discussed how many sections each member would be responsible for if it were to be divided among the board members. It was agreed that the Planning and Zoning Board will look at this when the draft plan is presented to them for review.

D. Decisions regarding Public Input Strategy for Public Review of Draft Plan

Town Attorney Jackson mentioned that Public Input strategy is really critical for these projects and when staff was going through this process for the Table of Uses, staff tried to get as much public awareness out to the public, so they could come and comment. Unfortunately, there weren't a lot of comments or involvement received. Town Planner Eller noted that all required public notices were recorded, as well as sending out a press release, and staff even made yellow signs to grab the citizen's attention. Still only one individual came out and commented at the public hearing.

Vice Chairman Burge commented that his biggest concern is making sure that the public is aware about this draft plan, so public input can be gathered.

Board member Cordell discussed possibly adding a survey to the water bills so that more data could be collected. There could be a bar code placed on the survey, so that the outside city limit customers could be separated from the inside city limit customers.

Mayor Root mentioned that staff should reach out to the Homeowners Associations and churches to give them an abbreviated version, so that they are aware of what is going on and can schedule a meeting for any questions.

Board member Peter Stanz commented on the surveys and asked what the end goal of the survey was, is it to gather information or data, inform citizens about the land use plan, or get good participation from the community.

Alternate Board member John Chase also noted that it could be more harmful than helpful to have individuals answer a survey if they aren't educated on the land use plan. It might be more beneficial, if we researched how to inform the citizens about the land use plan.

After lengthy discussion, consensus was made between Town Council and the Planning and Zoning Board to schedule two public input/ information meetings at various times, and to reach out to Homeowners' Associations and churches about the material being presented, so that they can reach out to us to schedule a meeting with a representative for any questions they may have. Consensus was reached to not send out a community survey but instead seek some public input from citizens attending the information meetings.

3. Desired and Required Role of Planning and Zoning Board

A. Review of Statutory Duties and Code-Imposed Duties of P&Z Board

Town Attorney Jennifer Jackson gave a brief overview of the materials that were handed out to the boards on the agenda. The table on page 2, lists in general what the Planning and Zoning Board is charged with statutorily by North Carolina law and the ordinances that Town Council has put into place. The administration capacity of the Planning and Zoning Board is listed on page 3 along with the subdivision ordinances that the board does a lot with by reviewing both minor and major subdivisions. Lastly, the yellow part on the table, shows how the board has more of an advisory role in the zoning process.

B. Experience of P&Z Board During Statutory and Code-Imposed Reviews

Peter Stanz commented that after the last meeting on the subdivision, the Planning and Zoning board had been asked to consider zoning a property to be annexed as R-2, but the project was nowhere near the requirements of the Town's R-2 district. He expressed confusion as to what the value of zoning is for the Town. Mayor Root mentioned that as far as the annexation process went, Council took some steps to allow the developer to be annexed into Town. However, the land had to have an underlining zoning attached to it for annexation. Council had a 3-2 vote in January against the annexation so no further steps were taken.

Chairman Theroux mentioned that this is the same issue that came up on the Maple Trace development where they were given water allocations for annexation, and then Council found out how the plan of the development and denied the annexation. Down the road, these developments can still come back and ask to be annexed if they want too.

Gary Burge noted that he is thinking more about the next year or two into future and would like to get back to doing some planning, instead of just zoning and rezoning, so more mixed use districts and densities can be determined.

Board Member Steve Warren noted that zoning should be subordinate to planning, since it is only one tool, along with subdivisions. It can be frustrating when you're creating these entire non-conforming lots based on area regulations. He believes that we need to have more tools and resources available and would love to see a transitional district, less conditional zoning districts, and more tools to go to for development proposals. Plus, our ordinances have to support future plans.

Board member Cordell commented that they try to be like a black and white board, where they have ordinances and a land use plan, and they are supposed to try to tie together whatever is presented to them. If it doesn't fit, then they have to find a way to make it fit and they never know if it will be approved by Council.

Town Planner Eller noted that the Barkley Terrace development was the last annexation left that was combined with water allocation.

Alternate member Tom Baliesteri commented that he has only been on the board for a short period of time, but looks forward to more meetings in the future on discussing planning issues to make this a more livable Town that we're proud of.

Alternate member John Chase stated that he has been on the board for a few years now and realizing how complex these issues are and the rapid growth occurring in Weaverville, but trying to digest everything and present concise information to Town Council is very intriguing and he enjoys the work.

Chairman Theroux mentioned that establishing a Technical Review Committee for another set of eyes, instead of just Town Planner Eller might be valuable. Eller has already started reaching out to the Public Works department and Fire Department to have them review the document before it goes to the Planning and Zoning Board.

C. What information is Helpful to Town Council for Decision-Making

Councilman McKenna mentioned that it would be beneficial if there was more communication between the two boards when it came to presenting the recommendations to Town Council. Especially since Town Council usually only has a limited amount of time to look over the whole packet. Councilman Fitzsimmons commented to put more information and any concerns in the recommendation letter for Council, since sometimes the packets can be quite large and it can be difficult to cover all the material. Mayor Root mentioned that if the letter is completed before the agenda is done, then it can be circulated to Town Council before to allow more time.

D. Balance Between Planning and Administrative Review

Steve Warren asked Mr. Eller how he feels about the Planning and Zoning Board looking over his shoulder on these issues. Town Planner Eller mentioned that the planning review adds an incredible amount of time to the process, when he, together with the Fire Department and Public Works Department, can sit down and review a project in about 15 minutes. He expressed frustration that the actual process takes about three months when the work can be done in less than a day.

Town Attorney Jackson commented that there are some inefficiencies that have grown within the subdivision ordinance, especially with the way it is written now with having to be approved by Town Council. There are already two layers of review, before it gets to Council on the three different plans: concept plan, preliminary plan and final plan. Mayor Root noted that they are open to other options, but were informed by staffs predecessor's that this was the process needed for approval.

E. New and Existing Zoning Districts for Staff/P&Z to study

Consensus was made that the following districts should be looked at by staff and the Planning and Zoning Board: high-density single family residential district, office/institutional district, mixed use district, transitional district and the C-1 Central Business District.

Board member Steve Warren mentioned that the Board of Adjustments also develops the land use patterns, so it isn't completed just by these two groups. Some of their actions do affect us, especially like the Creekside development in an I-1 zoning district.

F. Geographic Areas for Staff/ P&Z to Study

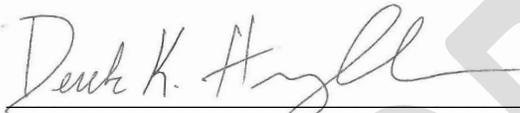
Town Attorney Jennifer Jackson mentioned some specific geographic areas that should be looked at further, which were mentioned on page 5. These areas include the central business area, the north main street/five points area, Monticello corridor, and the Reems creek road corridor. We need to be more proactive and ensure that the central business district remains thriving, enjoyable area.

Board member Peter Stanz mentioned an idea to have another professional in Economic Development and Planning look over our plans. His reasoning was that it might be beneficial since the Planning and Zoning Board members are amateurs and it might help with the time constraints that Town Planner Eller is under.

4. Adjournment.

Vice Mayor/Councilman Jackson made the motion to adjourn the Town Council meeting; Councilman Fitzsimmons seconded and all of Town Council voted to adjourn the Council's meeting at 8:00 p.m.

Board member Cordell made the motion to adjourn the meeting of the Planning and Zoning Board; Board member Stanz seconded and all Board members voted to adjourn the Board's meeting at 8:00 p.m.



DEREK K. HUNINGHAKE, Town Clerk