

Town of Weaverville
Planning and Zoning Board
Minutes – Tuesday, August 4, 2020

The Planning and Zoning Board of the Town of Weaverville met for a regularly scheduled monthly meeting at 6:00pm on Thursday, August 4, 2020 via a remote electronic meeting.

Present: Chairman Gary Burge, Vice Chairman Catherine Cordell, Board Members John Chase, Peter Stanz and Steve Warren, Alternate Member Rachael Bronson, Councilmembers Patrick Fitzsimmons and Andrew Nagle, Town Manager Selena Coffey, Town Attorney Jennifer Jackson and Planning Director James Eller. Due to the request of regular member Stanz, Alternate Member Bronson participated as a full regular member during the entirety of the meeting in place of Mr. Stanz.

1. Call to Order.

Chairman Gary Burge called the meeting to order at 6:00 pm.

2. Approval of the Agenda.

Upon consensus, Mr. Burge declared the agenda approved.

3. Approval of the Minutes from the July 7, 2020 Meeting of the Board and the July 14, 2020 Joint Meeting with Town Council.

Ms. Cordell motioned to approve the minutes as presented. Mr. Chase seconded and via a roll call vote all voted unanimously.

4. Annual Review of Progress towards Accomplishment of Goals as Stated in the Comprehensive Land Use Plan.

Mr. Eller presented the Board with an action plan table with priorities in order to establish the goals of the comprehensive land use plan (CLUP) which had been addressed or accomplished and to aid the Board in their discussion related to the reprioritization of the remaining stated goals. Mr. Eller and Ms. Jackson described the particulars of each remaining stated goal of the CLUP and tabulated the average score of each item based upon the scores given by individual Board Members. After extensive discussion Ms. Cordell motioned to adopt the attached action plan table with priorities indicating the position of the Planning and Zoning Board related to the reprioritization of goals within the CLUP. Mr. Warren seconded and via a roll call vote all voted unanimously.

5. Discussion Related to the Structure of the Planning and Zoning Board.

Ms. Jackson noted that Town Council was considering a restructuring of the Board from five regular members and two alternate members to seven regular members. Consensus was achieved that the current structure of five regular members and two alternate members was the desired structure of the Board.

6. Consideration of a Motion Establishing a Recommendation to Town Council on the Structure of the Planning and Zoning Board.

Ms. Bronson made a motion to offer a recommendation to Town Council in favor of the current five regular members and two alternate members structure of the Board. Mr. Warren seconded and via a roll call vote all voted unanimously.


7. Any Other Business to Come Before the Board.

Mr. Eller presented the Board with a planning department quarterly report previously submitted to Town Council.

Ms. Jackson described that three members of the Board, Mr. Burge, Ms. Cordell and Mr. Chase, had expiring terms and described the Mayor's desire to reappoint them with their consent. Each aforementioned member of the Board expressed their wish to continue serving on the Board.

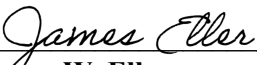
8. Adjournment.

Ms. Cordell motioned to adjourn at approximately 7:30pm. Ms. Bronson seconded and via a roll call vote all voted unanimously.



Gary Burge, Chairman
Planning and Zoning Board

ATTEST:



James W. Eller
Planning Director / Deputy Town Clerk

COMPREHENSIVE LAND USE PLAN STATED GOALS, RESPONSIBILITIES, AND PRIORITIES

(TC to work on green sections; orange items have been completed)

(1 = high priority to be accomplished in 12 months, 2 = medium priority to be accomplished in 24 months, 3 = lower priority to be accomplished in 36 months)

Proposed	Current	TC	P&Z	Staff	STATED GOAL	NOTES	Staff	P&Z	TC
PRIORITIZATION					RESPONSIBILITY				
PLAN CONSISTENCY REVIEW - LEGALLY REQUIRED									
-	-	-	-	-	Consult plan priorities if inconsistencies develop in the implementation of this Plan		✓	✓	✓
-	-	-	-	-	Consult the Future Land Use Map and use descriptions for Plan consistency review	Legally required	✓	✓	✓
-	-	-	-	-	Consult Action Plan and stated goals for Plan consistency review	Legally required	✓	✓	✓
-	-	-	-	-	Consult additional approved plans for Plan consistency review	Legally required	✓	✓	✓
MAINTENANCE OF PLAN AND REGULATIONS – LEGAL COMPLIANCE AND ACCOUNTABILITY									
-	-	-	-	-	Conduct an annual review of progress towards accomplishment of goals as stated in this Plan	Pending - August 2020	✓	✓	✓
-	-	-	-	-	Update appendix to this Plan when new plans or amendments related to land use are adopted	To keep Plan up-to-date and usable	✓		
-	-	-	-	-	Conduct an annual review of zoning regulations to ensure statutory compliance and consistency with stated goals	For legal compliance and progress towards Plan goals	✓		
-	-	-	-	-	Undertake an annual review of the Table of Uses	For legal compliance	✓		
-	-	-	-	-	Conduct an annual review of subdivision regulations to ensure statutory compliance and consistency with stated goals	For legal compliance and progress towards Plan goals	✓		
-	-	-	-	-	Consider development of or amendment to regulations consistent with law and Plan	For progress towards Plan goals	✓	✓	✓
-	-	-	-	-	Undertake a comprehensive update to the Plan in 2025 or at such time as substantial legislative or other changes are experienced within the Town	2025 is proposed in order to provide for 5 year updates that better align with Census	✓	✓	✓

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WATER									
	1		1	1	Update Plan and regulations to slow land use development if water treatment plant expansion is postponed or terminated and water usage and commitments reach 70% of available water supply		✓	✓	✓
	2		1.5	1	Continue monitoring water production, allocations, usage, and availability	In progress by staff with quarterly reports	✓		
	3		1.5	1	Continue reserving water allocation for infill development within the town	In progress by staff with quarterly reports	✓		
STREETS AND SIDEWALKS									
	2		1	1	Determine when sidewalks and other improvements are required with development approvals	Initiated July 2020	✓	✓	✓
	1		1.5	1	Continue the Street Improvement Program	Program funded	✓		✓
✓	2				Review the current policy on street standards for private streets	Private street standards adopted May 2020	✓	✓	✓
	2		1.5	2	Consider implementing a Sidewalk Improvement Program and Master Plan	Bike-Ped Study Grant Application w/ LOSRC	✓		✓
✓	3				Develop and distribute a downtown parking map		✓		
GENERAL POLICY MATTERS									
	2		2.5	2	Consider reestablishing the Town's extraterritorial jurisdiction		✓		✓
	2		2	2	Review and update economic development goals		✓		✓

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ZONING									
✓	2				Implement a staff-led Technical Review Committee for development reviews	TRC amendments adopted in May 2020	✓	✓	✓
	2		2	2	Continue to analyze ways to provide standard regulations in order to reserve use of CZDs for unique development	Areas improved: Mixed Use Development Apartments	✓	✓	✓
	2		1.5	2	Undertake a comprehensive review of zoning regulations		✓	✓	✓
✓	2				Consider land use regulation that provides for transition districts	Accomplished through mixed use amendments	✓	✓	✓
✓	1				Consider land use regulation that better provides for mixed use development	Regulations amended in May 2020	✓	✓	✓
	3		2	2	Consider Town-initiated rezonings to better align established uses with underlying zoning districts or to address long dormant properties		✓	✓	✓
	3		3	3	Initiate special area studies for the Downtown Area, North Main Street- "Five Points" Area, Monticello Road corridor, and Reems Creek Road corridor		✓	✓	✓
HOUSING									
✓	1				Consider land use regulation that provides for high density single family residential development	Studied in 2019; no new regulation desired	✓	✓	✓
	2		2	2	Define and consider ways to achieve balanced residential development		✓		✓
✓	2			2	Consider ways to address housing affordability	Workshop presentation in January 2020	✓		✓
✓	2				Consider land use regulation that better provides for mixed use development	Regulations amended in May 2020	✓	✓	✓

**COMPREHENSIVE LAND USE PLAN
STATED GOALS, RESPONSIBILITIES, AND PRIORITIES**

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SUBDIVISION									
✓	2				Implement a staff-led Technical Review Committee for development reviews	TRC amendments adopted in May 2020	✓	✓	✓
	2		1	1	Undertake a comprehensive review of subdivision regulations	Initiated June 2020	✓	✓	✓
	2		1	1	Clarify legally required exemptions to subdivision regulations and reexamine the definitions of minor subdivisions and major subdivisions	Initiated June 2020	✓	✓	✓
	2		1	1	Streamline the subdivision review process	Initiated June 2020	✓	✓	✓
PROPOSED ADDITIONS									
			1	1	Implementation of Chapter 160D Amendments	Staff is working on this	✓	✓	✓
			1	2	Consider Implementation of a Manufactured Home Overlap District		✓	✓	✓