



**Town of Weaverville
Planning and Zoning Board
Remote Electronic Meeting
Tuesday, August 4, 2020, 6:00pm**

Public Meeting via Zoom Meeting:

<https://us02web.zoom.us/j/89273366843> - Meeting ID: 892 7336 6843

Dial +1 301 715 8592 or +1 253 215 8782 - Meeting ID: 892 7336 6843

(see attached notice for more information on how to join meeting)

Agenda

1. Call to Order – Chairman Gary Burge.
2. Approval of the Agenda.
3. Approval of the Minutes from the July 7, 2020 Meeting of the Board and July 14, 2020 Joint Meeting with Town Council.
4. Annual Review of Progress towards Accomplishment of Goals as Stated in the Comprehensive Land Use Plan:
 - Review of Goals Accomplished or Addressed One Year After Adoption of the Plan
 - Reprioritization of Stated Goals
5. Discussion Related to the Structure of the Planning And Zoning Board.
6. Consideration of a Motion Establishing a Recommendation to Town Council on the Structure of the Planning and Zoning Board.
7. Any other Business to Come Before the Board:
 - Planning Department Quarterly Report Presented to Town Council on July 27, 2020
 - Discussion Related to the Possible Reappointment of Board Members with Expiring Terms
8. Adjournment.

**WEAVERVILLE PLANNING AND ZONING BOARD
REMOTE ELECTRONIC MEETING ON August 4, 2020**

The State of North Carolina, Buncombe County and the Town of Weaverville have all declared States of Emergency in response to the COVID-19 public health crisis. Because of the risks to the public that would arise from in-person meetings, the Town’s Planning and Zoning Board regular monthly meeting for July will be conducted via remote electronic format.

This NOTICE OF REMOTE ELECTRONIC MEETING is to inform the public that the Weaverville Planning and Zoning Board will hold its regularly scheduled meeting on Tuesday, August 4, 2020, at 6:00 p.m. as an electronic video/audio meeting via Zoom Meeting. Access to the meeting will begin at 5:45 p.m. and the meeting will start at 6:00 p.m. The instructions to access this public meeting are:

To join the meeting by computer, go to this link:

<https://us02web.zoom.us/j/89273366843> You may be asked for permission to access your computer’s video and audio. If so, click “allow.” You will then be asked for the Meeting ID which is: 892 7336 6843

To join the meeting by phone, call: (253)215-8782 or (301)715-8592. You will then be asked for the Meeting ID which is: 892 7336 6843

For questions or additional assistance in how to participate in this meeting, please contact Planning Director and Deputy Town Clerk James Eller at 828-484-7002 or jeller@weavervillenc.org.

Gary Burge, Chair
Posted: 7/29/2020

TOWN OF WEAVERVILLE
PLANNING AND ZONING BOARD AGENDA ITEM

Date of Meeting: Tuesday, August 4, 2020

Subject: Minutes

Presenter: Planning Director

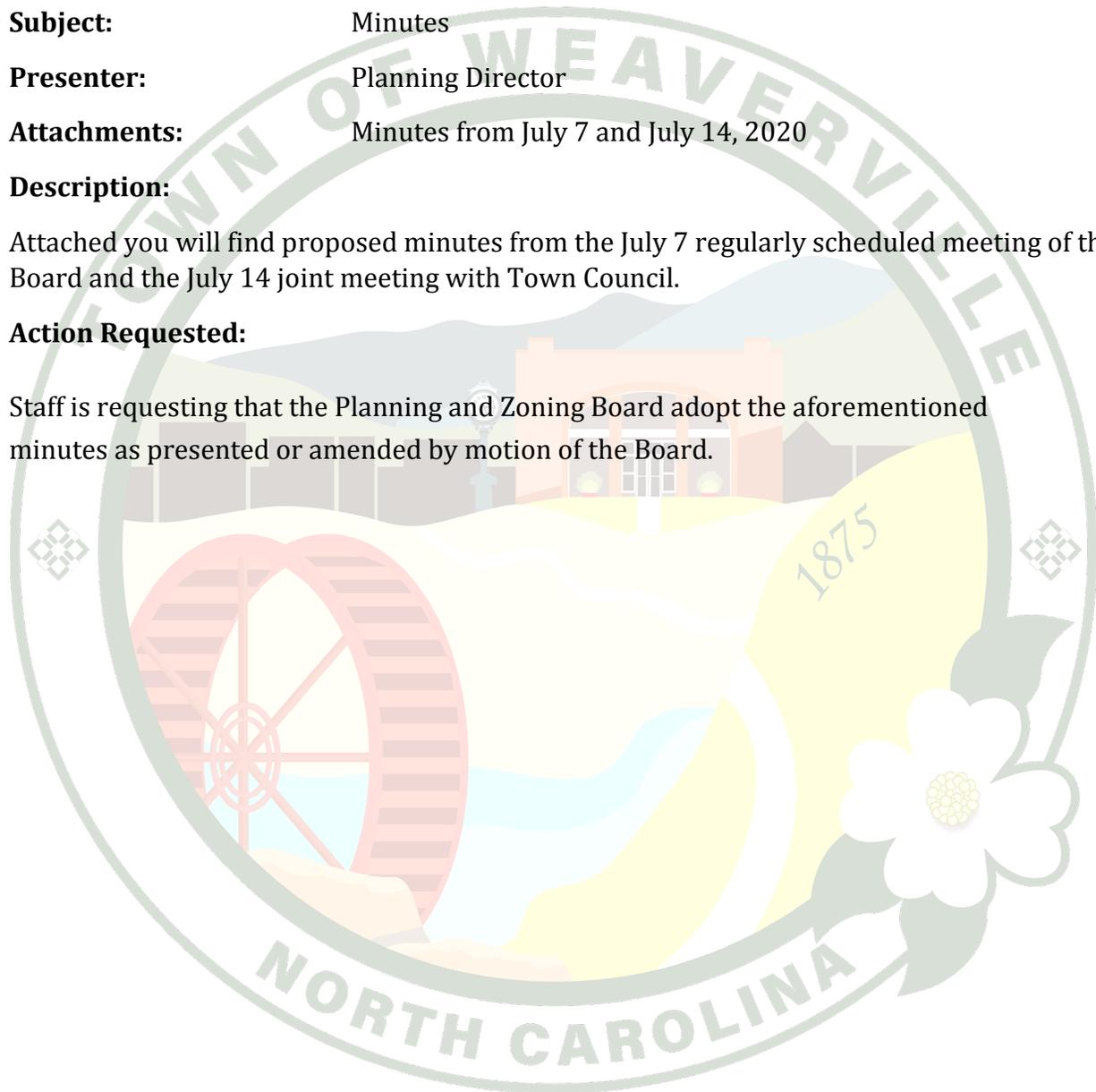
Attachments: Minutes from July 7 and July 14, 2020

Description:

Attached you will find proposed minutes from the July 7 regularly scheduled meeting of the Board and the July 14 joint meeting with Town Council.

Action Requested:

Staff is requesting that the Planning and Zoning Board adopt the aforementioned minutes as presented or amended by motion of the Board.



Town of Weaverville
Planning and Zoning Board
Minutes – Tuesday, July 7, 2020

The Planning and Zoning Board of the Town of Weaverville met for a regularly scheduled monthly meeting at 6:00pm on Thursday, July 7, 2020 via a remote electronic meeting.

Present: Chairman Gary Burge, Vice Chairman Catherine Cordell, Board Members John Chase and Peter Stanz, Alternate Members Tom Balestrieri and Rachael Bronson, Council Member Andrew Nagle, Town Manager Selena Coffey, Town Attorney Jennifer Jackson and Planning Director James Eller. Absent: Board Member Peter Stanz. Due to the absence of a regular member, Alternate Member Balestrieri participated as a full regular member during the entirety of the meeting.

1. Call to Order.

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

Upon calling the meeting to order, Chair Burge recognized Alternate Member Balestrieri who was attending his last meeting of the Board having tendered his resignation and thanked him for his service to the Town.

2. Approval of the Agenda.

Mr. Stanz motioned to approve the agenda as presented. Mr. Chase seconded and all voted unanimously.

3. Approval of the Minutes from the June 2, 2020 Meeting of the Board.

Ms. Cordell motioned to approve the minutes as presented. Mr. Chase seconded and all voted unanimously.

4. Discussion Related to the Stated Goals of the Comprehensive Land Use Plan Specific to Subdivisions.

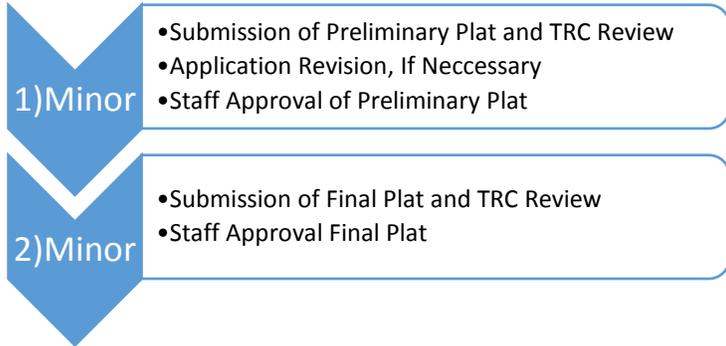
Mr. Eller presented the Board with a staff report related to the stated goals of the comprehensive land use plan related to subdivisions. Said staff report contained information related to administrative subdivision review, decision makers in subdivision review, the current approval process for minor and major subdivisions, and the assignment of decision makers in the subdivision review process for the jurisdictions of Buncombe County, the Town of Black Mountain and the Town of Woodfin.

Following an extensive conversation the Board reached consensus on the following items for staff to craft language related to a comprehensive review of the subdivision ordinance.

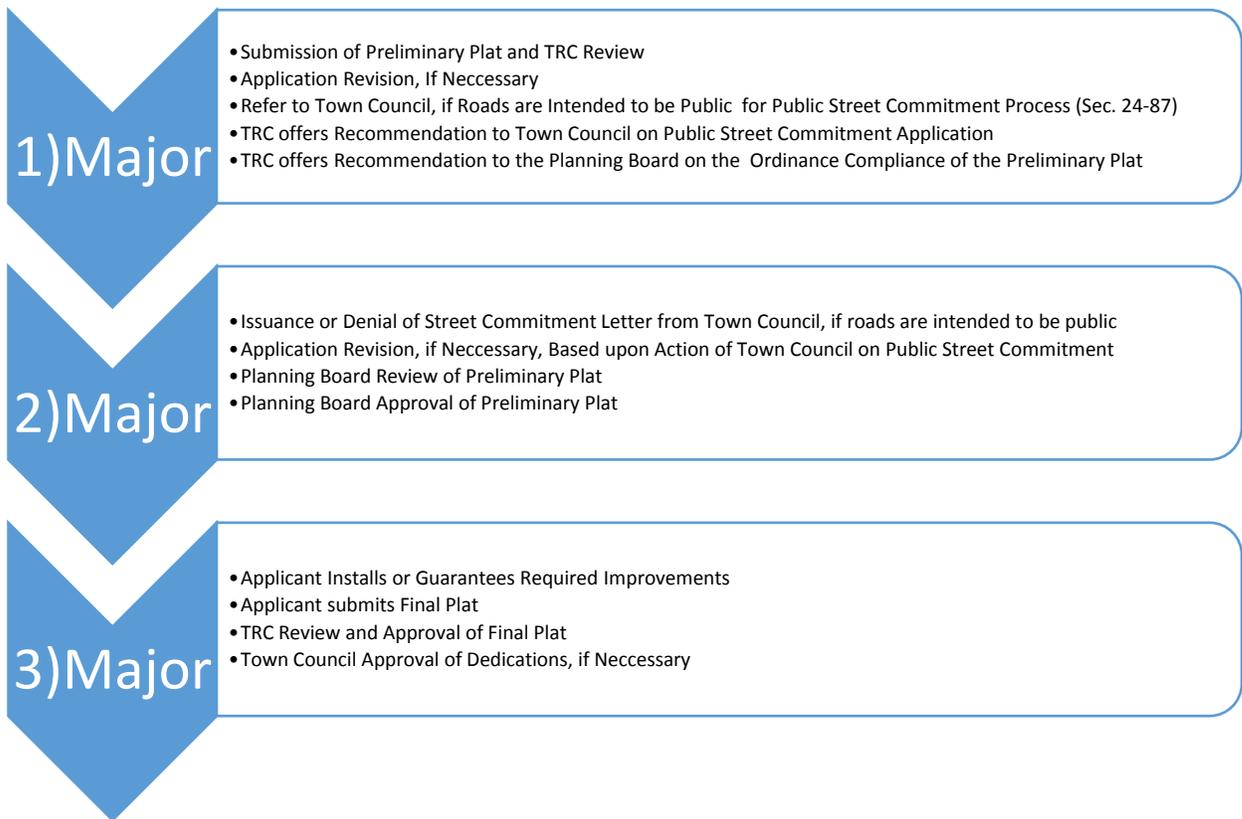
- The Board is willing to serve as the ruling authority for major subdivisions upon receiving an opinion from the technical review committee (TRC).
- The Board supports delegating the approval of minor subdivisions to staff.
- The Board supports the deletion of subparagraph d (requiring only subdivisions for single family residential uses to be considered minor subdivisions) of the minor subdivision definition.
- The Board supports deleting the concept plan phase from the subdivision ordinance.

- The Board supports the following assignments of decisions to streamline the subdivision review process for minor and major subdivisions

MINOR SUBDIVISIONS



MAJOR SUBDIVISIONS



5. Any Other Business to Come Before the Board.

Mr. Stanz noted that the Board should discuss the proposition of a member of Town Council serving on the Planning and Zoning Board. Difficulties related to the quorum of a seven member Board were discussed. Consensus was achieved that a member of Council would be welcome on the Board as a non-voting member.

6. Adjournment.

Ms. Cordell motioned to adjourn. Mr. Chase seconded and all voted unanimously.

**Gary Burge, Chairman
Planning and Zoning Board**

ATTEST:

**James W. Eller
Planning Director / Deputy Town Clerk**



MINUTES

**Town of Weaverville
State of North Carolina**

**Joint Meeting of Town Council and Planning and Zoning Board
Tuesday, July 14, 2020**

Remote Electronic Meeting

Zoom: <https://us02web.zoom.us/j/83012730588>

The Town Council for the Town of Weaverville met for a joint meeting with the Planning and Zoning Board meeting on Tuesday, July 14, 2020, at 7:00 p.m. as an electronic video meeting via Zoom Meeting.

Councilmembers remotely present were: Mayor Al Root, Vice Mayor Doug Jackson, and Councilmembers Andrew Nagle, Dottie Sherrill, Jeffrey McKenna and Patrick Fitzsimmons.

Planning and Zoning Board Members present were: Chairman Gary Burge, Vice Chairman Catherine Cordell and Member John Chase.

Staff members remotely present were: Town Manager Selena Coffey, Town Attorney Jennifer Jackson, Planning Director James Eller, Public Works Director Dale Pennell, and Water Treatment Supervisor Trent Duncan.

1. Call to Order

Mayor Al Root called the meeting to order on behalf of Town Council at 6:04 p.m.

Chairman Burge called the meeting to order on behalf of the Planning and Zoning Board at 6:04 p.m.

2. Open Discussion Between Town Council and the Planning and Zoning Board

Mayor Root noted that he wished for the meeting to be an open discussion between Town Council and the Planning and Zoning Board, then recognized Public Works Director Dale Pennell and Water Treatment Supervisor Trent Duncan who were appearing to discuss particulars related to the expansion of the Town's water system. Mr. Pennell described the progress of the waterline expansion project along Ollie Weaver Road and Clarks Chapel Road and the schedule for the proposed water plant expansion. Mr. Duncan spoke regarding the discrepancy between the amount of water the current plant can withdraw from the river and the amount of water the plant can produce. Ms. Coffey and Mr. Pennell spoke regarding conversations between the town and the Town of Mars Hill related to an expired agreement between the two jurisdictions for Weaverville to provide water to Mars Hill in the event of an emergency.

Mr. Burge spoke regarding the recent work by the Planning and Zoning Board concerning the Town's subdivision ordinance. Mr. Eller and Ms. Jackson also spoke to the proposed structuring of the subdivision ordinance specific to the aim of streamlining the review process. Council reached consensus on allowing staff to approve minor subdivisions and the Planning and Zoning Board approving major subdivisions.

Ms. Jackson spoke to the new effective date of 160D.

Ms. Cordell noted her desire to require sidewalks for new single family developments. Council reached consensus to include sidewalk requirements of new single family residential development within the subdivision ordinance.

Mr. Burge noted his desire to incorporate additional design standards within the sign ordinance.

Mayor Root spoke regarding his desire to have a member of Council serve as a liaison between Council and the Board. Mayor Root also requested the Board offer a recommendation to Council on the make-up of the Board including an opinion on a non-voting member of Council to be included on the Board and the possibility of moving the makeup of the Board from 5 members and two alternates to 7 regular members. The Board agreed to discuss at the next regularly scheduled meeting of the Board.

3. Adjournment

Mayor Root declared the meeting adjourned on behalf of Town Council at 7:35p.m.

Chairman Burge declared the meeting adjourned on behalf of the Planning and Zoning Board at 7:35 p.m.



James Eller, Town Clerk

TOWN OF WEAVERVILLE
PLANNING AND ZONING BOARD AGENDA ITEM

Date of Meeting: Tuesday, August 4, 2020

Subject: Annual Review of Progress towards Accomplishment of Goals as Stated in the Comprehensive Land Use Plan (CLUP)

Presenter: Planning Director / Town Attorney

Attachments: Action Plan Table with Priorities

Description:

One year after the adoption of the CLUP staff wishes to conduct a conversation with the Planning and Zoning Board related to the accomplishment of the goals as stated in the CLUP. Staff reported to Town Council on Monday, July 27 that each stated goal which had received the highest priority had been accomplished or addressed. It is my belief that the reprioritization of remaining stated goals will provide valuable guidance on the progress toward remaining goals of the CLUP moving forward.

Action Requested:

Staff is requesting that the Planning and Zoning Board complete the attached action plan table with priorities in order to facilitate an update to the CLUP.

In the Planning and Zoning Board column, labeled P&Z, please score the associated goal so staff may relay to Town Council the position of the Board based upon an average of the aggregated totals. Scores are:

- 1: High Priority
- 2: Medium Priority
- 3: Low Priority

At the end of the action plan table there are spaces for proposed additions to the stated goals.

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

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	✓	✓	✓

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

Proposed	Current	TC	P&Z	Staff	STATED GOAL	NOTES	Staff	P&Z	TC
WATER									
	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	Continue monitoring water production, allocations, usage, and availability	In progress by staff with quarterly reports	✓		
	3			1	Continue reserving water allocation for infill development within the town	In progress by staff with quarterly reports	✓		
STREETS AND SIDEWALKS									
	2			1	Determine when sidewalks and other improvements are required with development approvals	Initiated July 2020	✓	✓	✓
	1			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			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	Consider reestablishing the Town's extraterritorial jurisdiction		✓		✓
	2			2	Review and update economic development goals		✓		✓

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

Proposed	Current	TC	P&Z	Staff	STATED GOAL	NOTES	Staff	P&Z	TC
ZONING									
✓	2				Implement a staff-led Technical Review Committee for development reviews	TRC amendments adopted in May 2020	✓	✓	✓
	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			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	Consider Town-initiated rezonings to better align established uses with underlying zoning districts or to address long dormant properties		✓	✓	✓
	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 developmt	Studied in 2019; no new regulation desired	✓	✓	✓
	2			2	Define and consider ways to achieve balanced residential development		✓		✓
✓	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**

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

TOWN OF WEAVERVILLE
PLANNING AND ZONING BOARD AGENDA ITEM

Date of Meeting: Tuesday, August 4, 2020
Subject: Structure of the Planning and Zoning Board
Presenter: Planning Director / Town Attorney
Attachments: Article IV, Division 2: Planning and Zoning Board

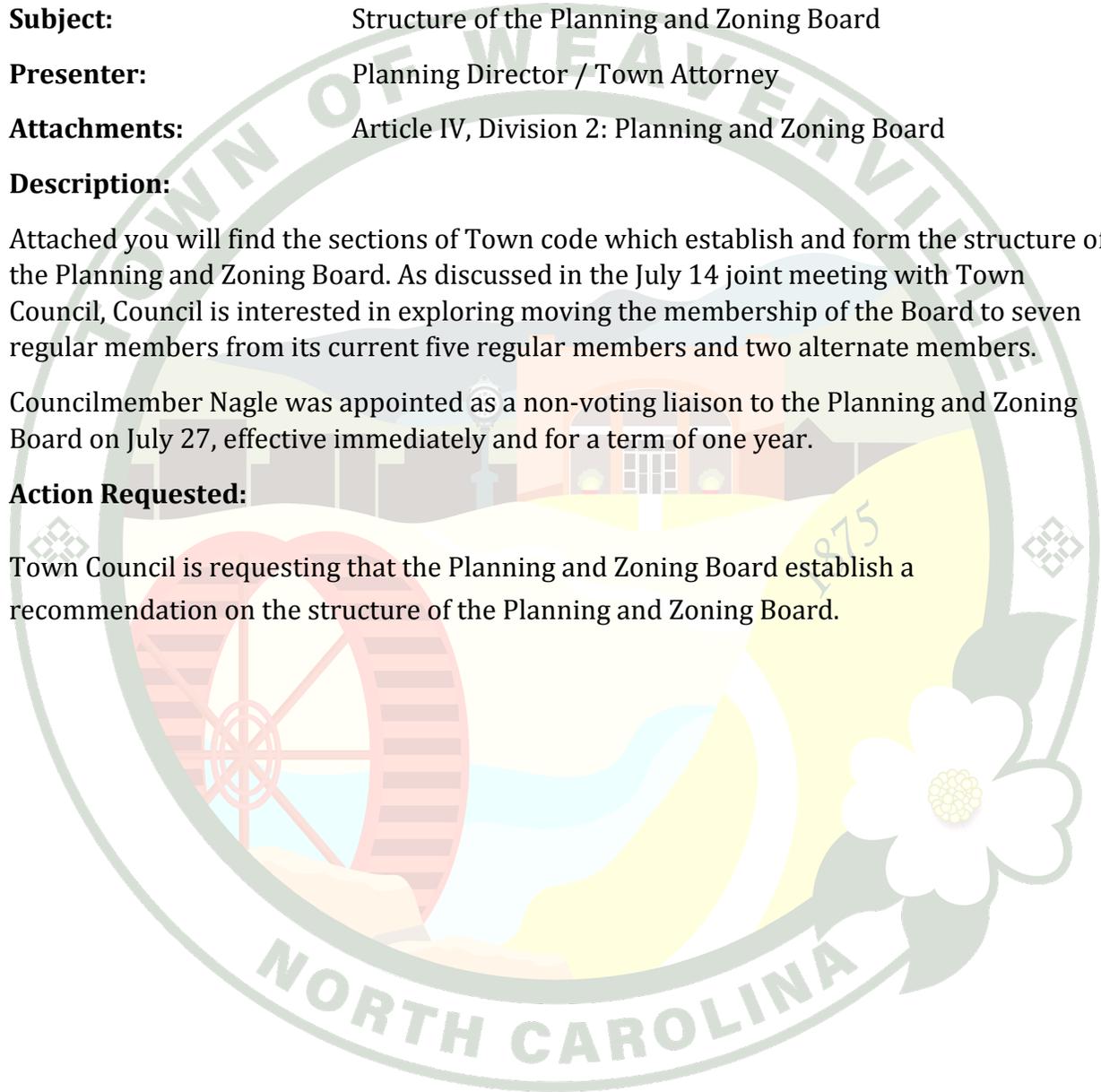
Description:

Attached you will find the sections of Town code which establish and form the structure of the Planning and Zoning Board. As discussed in the July 14 joint meeting with Town Council, Council is interested in exploring moving the membership of the Board to seven regular members from its current five regular members and two alternate members.

Councilmember Nagle was appointed as a non-voting liaison to the Planning and Zoning Board on July 27, effective immediately and for a term of one year.

Action Requested:

Town Council is requesting that the Planning and Zoning Board establish a recommendation on the structure of the Planning and Zoning Board.



DIVISION 2. - PLANNING AND ZONING BOARD

Sec. 2-151. - Establishment.

Pursuant to the authority granted in G.S. 160A-361, the town council establishes a planning and zoning board of the town, which board shall consist of five regular members and up to two alternate members who shall all serve at the pleasure of town council. Only residents of the Town of Weaverville are eligible to serve on the planning and zoning board. Members shall be appointed by the mayor with the approval of the town council. An alternate member may serve on the planning and zoning board in the absence of a regular member and when so serving has all of the powers and duties of a regular member.

The term of office of each member and alternate member of the planning and zoning board shall be for three years. In appointing original members or in filling vacancies caused by the expiration of the terms of existing members, the mayor and town council may appoint certain members for less than three years so that the terms of all members do not expire at the same time. Vacancies occurring on the planning and zoning board shall be filled for the unexpired term only.

Members of the planning and zoning board shall receive no compensation for their services.

Any member of the planning and zoning board who is absent without good cause from three consecutive meetings of the board shall be reported to the mayor and may be removed from the board and replaced in the manner prescribed for appointments.

Sec. 2-152. - Records.

The planning and zoning board shall keep records of its meetings and proceedings and may certify attendance of board members to the town council.

Sec. 2-153. - Officers; rules of procedure.

The planning and zoning board shall elect a chairman and a vice-chairman from its membership, who shall each serve for one year or until reelected or until their successors are elected. The planning and zoning board shall appoint a secretary, who may be a municipal officer, an employee of the town, or a member of the planning and zoning board. The planning and zoning board shall adopt appropriate rules of procedure, which rules shall be subject to the approval of the town council. The rules of procedure shall, among other things, provide for regular monthly meetings of the planning and zoning board and may provide that the planning and zoning board may conduct public hearings for the gathering of information to enable the board to more fully assist the town council in an advisory and administrative capacity.

Sec. 2-154. - Duties.

The planning and zoning board shall primarily act in an advisory or administrative capacities and shall perform the following duties:

- (1) Assist in the interpretation, administration and enforcement of the town's land use ordinances, in accordance with the provisions thereof.
- (2) Make studies of the area within its jurisdiction and surrounding areas.
- (3) Determine objectives to be sought in the development of study areas.
- (4) Prepare and adopt plans for achieving objectives.
- (5) Develop and recommend policies, ordinances, administrative procedures and other means for carrying out plans in a coordinated and efficient manner.
- (6) Advise the council concerning the use and amendment of means for carrying out plans.
- (7) Exercise any functions in the administration and enforcement of various means for carrying out plans the council may direct.

(8) Perform any other related duties the council may direct.

Secs. 2-155—2-180. - Reserved.

TOWN OF WEAVERVILLE
PLANNING AND ZONING BOARD AGENDA ITEM

Date of Meeting: Tuesday, August 4, 2020

Subject: Other Business

Presenter: Planning Director

Attachments: Planning Department Quarterly Report; Roster of the Planning and Zoning Board

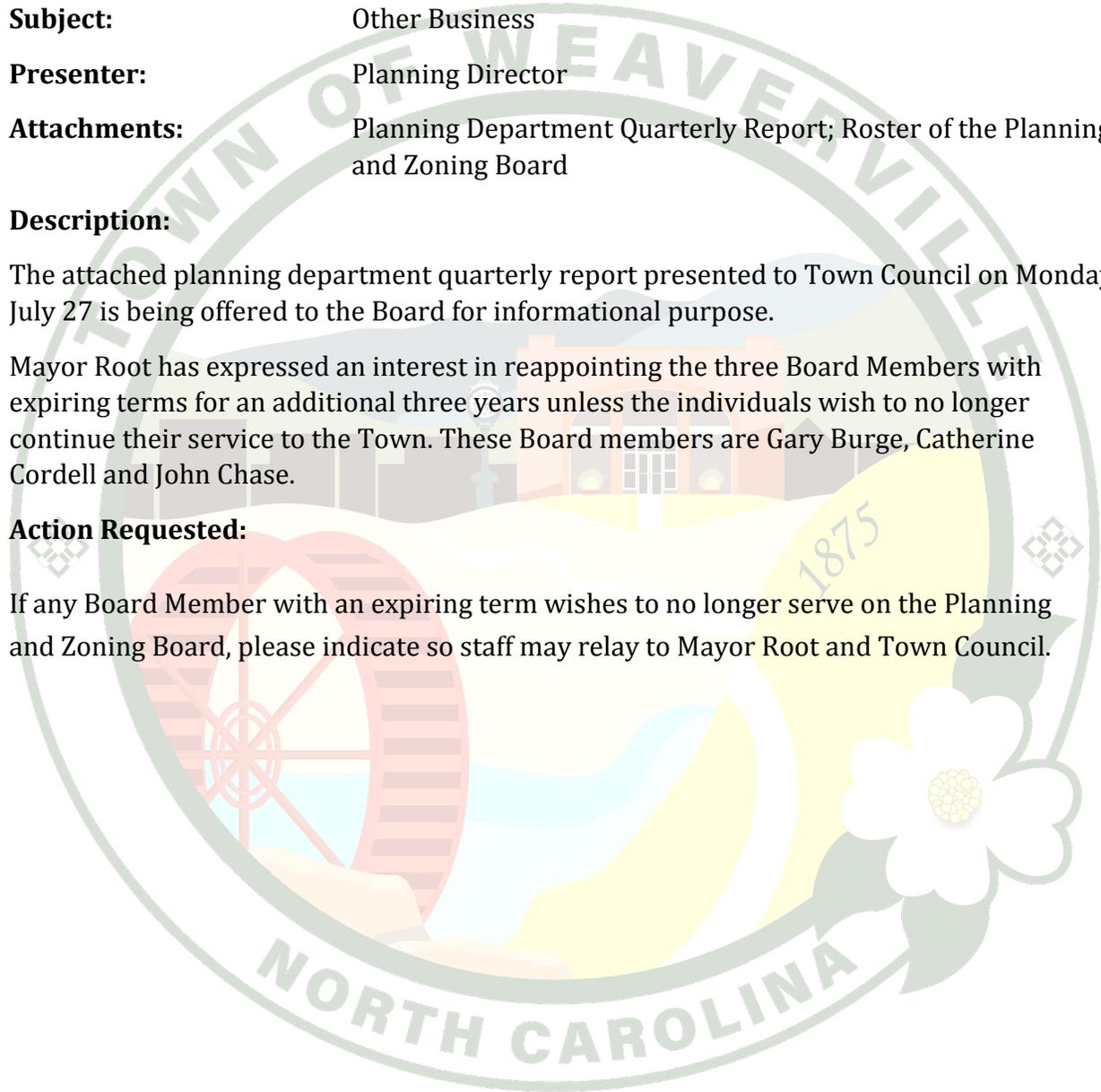
Description:

The attached planning department quarterly report presented to Town Council on Monday, July 27 is being offered to the Board for informational purpose.

Mayor Root has expressed an interest in reappointing the three Board Members with expiring terms for an additional three years unless the individuals wish to no longer continue their service to the Town. These Board members are Gary Burge, Catherine Cordell and John Chase.

Action Requested:

If any Board Member with an expiring term wishes to no longer serve on the Planning and Zoning Board, please indicate so staff may relay to Mayor Root and Town Council.





Planning Department Report – Q2, 2020

Total Zoning Permits Issued: 19

Residential:

Single family dwellings: 7 Internal upfit or accessory structure: 7

Commercial:

New Commercial: 0 Internal upfit or accessory structure: 5

Sign Permits: 4

Planning and Zoning Board Activity:

April: The April meeting of the Board was cancelled in the early days of COVID-19 response.

May: The Board offered a positive recommendation to Town Council on a major subdivision final plat for phase one of Greenwood Park.

June: The Board held discussions with staff related to the effect of certain development approvals on town resources such as water and residential development approvals.

Zoning Board of Adjustment Activity:

With no actionable applications, the Zoning Board of Adjustment did not meet during this time.

Comprehensive Land Use Plan Update:

At one year since the adoption of the comprehensive land use plan, each stated goal given the highest priority has been accomplished or addressed. Staff will begin conversations with the Planning and Zoning Board in August to begin the reprioritization of the remaining goals which were given medium priority upon implementation last July.

WEAVERVILLE PLANNING AND ZONING BOARDRegularly meets 1st Tuesday of the month at 6 pm
in Council Chambers at Town Hall

NAME AND POSITION	CONTACT INFORMATION	DATE OF APPOINTMENT	TERM (3 YEARS)
Chairman, Gary Burge Regular Member	3 High Bluff Drive Weaverville, NC 28787 (cell) 423-0150 garyburge@garyburge.com	August 2018	September 2018 - 2020
Vice-Chairman Catherine Cordell Regular Member	13 Hamburg Drive Weaverville, NC 28787 (cell) 776-7380 cat.cordell7@gmail.com	August 2018	September 2018 - 2020
Peter Stanz Regular Member	49 Brown Street Weaverville, NC 28787 (cell) 828-768-4202 stanzbus@gmail.com	August 2019	September 2019 - 2022
Steve Warren Regular Member	3 Duncannon Street Weaverville, NC 28787 704-682-5801/704-807-9899 warren.smw.steve@gmail.com	August 2018	September 2018 - 2021
John Chase Regular Member	151 South Main Street Weaverville, NC 28787 (cell) 828-337-3366 jchase@medlockengr.com	August 2018	September 2018 - 2020
(Vacant)			December 2018 - 2021
Rachael Bronson Alternate Member	31 Reynolds Lane Weaverville, NC 28787 843-327-6709/828-229-1838 rachael.bronson@gmail.com	August 2019	September 2019 - 2022
James Eller Town Planner	828-484-7002 jeller@weavervillenc.org		
Jennifer Jackson Town Attorney	828-442-1858 jjackson@weavervillenc.org		