

Town of Weaverville
Planning and Zoning Board
Minutes – Tuesday, October 6, 2020

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

Present: Chairman Gary Burge, Vice Chairman Catherine Cordell, Board Members John Chase and Steve Warren, Alternate Members Suzanne Devane and Bob Pace, Town Manager Selena Coffey, Town Attorney Jennifer Jackson and Planning Director James Eller. Board Member Racheal Bronson was absent.

1. Call to Order.

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

New alternate members Devane and Pace introduced themselves to the Board.

A new roster reflective of alternate member Bronson transitioning from an alternate member to a regular member and the appointments of alternate members Devane and Pace was presented to the Board.

It was noted that alternate member Pace would be serving as a voting member of the Board in the absence of regular member Bronson.

2. Approval of the Agenda.

Upon consensus, Mr. Burge declared the agenda approved.

3. Approval of the Minutes from the August 4, 2020 Meeting of the Board.

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

4. Greenwood Park Phase 1 Requested Partial Release of an Improvement Guarantee.

Mr. Eller described to the Board that the Town had received a request to release a portion of an improvement guarantee for sewer line construction within Greenwood Park phase 1 as per Section 25-83(e)(1)(B) which allows such a release following the advice of the Planning and Zoning Board and the Town's engineer.

Ms. Cordell motioned to follow the advice of the Town's engineer on the matter. Mr. Pace seconded and via a roll call vote all voted unanimously.

5. Discussion Related to the Comprehensive Review of the Subdivision Ordinance and 160D.

Mr. Eller and Ms. Jackson described several policy questions with the Board including the definition of a minor subdivision, improvement guarantees, exactions, sidewalks, minor modifications and the incorporation of language found in statute. Following extensive conversation the following points of consensus were reached.


- Language found in state statute should be incorporated in ordinance rather than referenced in ordinance in order to allow for ease of use.
- Consolidation of administrative language currently found in both Chapters 25 & 36 such as general provisions, administration and enforcement and appeals should be moved to Chapter 20 for ease of use and consistency across both Subdivision and Zoning Chapters.
- Sidewalks should be required for all major subdivisions. Sidewalks should also be required of minor subdivisions with the option for the property owner to apply for a sidewalk waiver through the Zoning Board of Adjustment under current ordinance Section 36-24(d) sidewalk requirements exceptions.
- The Board finds that the option of improvement guarantees should no longer be offered. As an alternative, it is desired for all improvements be approved, constructed and accepted (if desired) prior to final plat approval.
- The Board has no desire to incorporate subdivision exactions are currently allowed under North Carolina law.
- Minor modifications of duly approved plats and plans should be allowed by staff once said minor modifications are tightly defined.
- Minor subdivisions should be tightly defined and regulated to prevent the abuse of the minor subdivision process and circumvention of the major subdivision process. Also, the threshold to be eligible for a minor subdivision should remain at four lots or less.

6. Any Other Business to Come Before the Board.

Mr. Eller noted the next two meeting of the Board would be held on Thursday, November 5 (due to election day) and Tuesday, November 10 which would be a joint meeting with Town Council.


7. Adjournment.

Mr. Warren motioned to adjourn. Mr. Burge 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