

**Town of Woodfin**  
**Planning Board Meeting**  
**Town Hall**  
July 6, 2021  
**6:00 P.M.**

- A. Call to Order
  - Meeting Call to Order
- B. Approval of the Agenda
- C. Approval of Minutes from June 1, 2021
- D. Public Forum
- E. New Business
  - 1. Rezoning Application – Request to zone property located at **810 Elk Mountain Scenic Highway** from Buncombe County zoning designation to R-43(CZ)
  - 2. Review of Action Plan
  - 3. Discussion and Review of Community Shopping District
  - 4. Adjournment

**Town of Woodfin**  
**Planning Board Meeting Minutes**  
**Town Hall (via Zoom)**  
<https://bit.ly/3hVCUKK>  
June 1, 2021  
**6:30 P.M.**

**Board Members Present**

Chairperson Theresa Stoker  
Member Jay Grimmatt  
Member Ellen Brown (alternate)

Member Dylan Dechant  
Member Barbara Lamb

**Board Members Absent**

Jeff Angel

**Town Staff Present**

Adrienne Isenhower, Planning Director  
Ryan Vinson, Town Clerk / HR Analyst

Michael Saunders, Code Enforcement

Chairperson Theresa Stoker called the meeting to order at 6:30 pm and lead the invocation.

**A. Approval of the Agenda**

Two items were added to the agenda: election of a Vice Chair and a hybrid in person and online meeting format and meeting time.

Member Lamb motioned to approve the agenda. Member Grimmatt seconded the motion, which passed unanimously, 4-0.

**B. Public Forum – none**

**C. Public Comment – none**

**D. New Business**

Chairperson Stoker welcomed the committee members to the meeting and thanked them for their service to the committee and residents.

**a. Review of By-Laws**

Planning Director Isenhower asked for committee members to look over the by-laws and bring back any feedback, changes, or suggestions at the next meeting in July for a vote. The intent would be to review the by-laws every 2 years.

Planning Director Isenhower mentioned one edit of correcting the official board name. She also went over the following highlights of the by-laws:

- The Board was comprised of 5 members and 2 alternate members. Since this is a new board, appointments would need to be staggered, meaning 3 members would have 3-year terms and 2 members would have 2-year terms. Planning Director Isenhower and Town Clerk Vinson drew names out of a hat for term lengths.
  - 3-year terms: Barbara Lamb, Jeff Angel, Theresa Stoker
  - 2-year terms: Dylan Dechant, Jay Grimmatt

- Election of Vice Chair
  - Chairperson Stoker voted for Member Lamb. Member Grimmiett seconded the motion, which passed unanimously, 4-0. Member Lamb accepted the nomination to be the Vice Chair.
  - Side note: Board of Commissioners appoints the initial Chairperson and thereafter it goes to the Planning Board
- Attendance Policy
  - 3 consecutive missed meeting in a row result in immediate vacancy

Chairperson Stoker: The by-laws say we can adjourn for an executive session during the middle of the meeting?

Planning Director Isenhower: Yes, so long as we're following what's allowed to discuss during an executive session per state statutes.

- Quorum is 3 members

#### b. Training Session

##### i. Introductory Presentation from Staff

1. Governing Board – Board of Commissioners
2. Planning Board – advisory board, makes recommendations on policies, advises Governing Board.
3. Board of Adjustment: quasi-judicial, appeals, variances.
4. Staff: administrative functions
5. Major responsibilities of Board Members: Public engagement, rezoning, comprehensive plans, subdivision proposals, amendment to ordinances
6. Comprehensive plan is necessary to be able to enforce zoning. Planning Director Isenhower found one from 2008, but not sure if it was officially adopted.
7. Immediate projects for Board: Zoning ordinance review, development of landscaping / tree ordinance, address short-term rentals (may have assistance from state legislature), develop a stormwater management plan, discuss possibilities for regulation of steep slope development.

Chairperson Stoker: This is a good list with lots to be tackled.

Vice Chair Lamb: Reading through the stormwater rules and they seem to have caught Woodfin and Weaverville off guard.

Chairwomen Stoker: Should the stormwater management plan be moved to the top of the list?

Planning Director Isenhower: We have a draft submitted that we are working through. Also, please share any thoughts or ideas you have or bring to our next meeting.

##### ii. School of Government modules

1. Planning Director Isenhower asked the Board Members to watch the 2 videos that were sent via email covering adopting/amending the ordinance and subdivisions.

#### c. Meeting Format & Time

Planning Director Isenhower asked the Board on their thoughts of doing a hybrid online / in-person meeting format starting for the July meeting. Planning Director Isenhower also asked about possibly moving the meeting time to 5:30 or 6:00 pm.

- Chairperson Stoker mentioned concerns about being able to get to the meeting on time from work by 5:30 pm.
- After a hand raise vote, it was voted 4-0 to move to a hybrid meeting format starting in July and move the meeting time to 6:00 pm.

#### E. Adjournment

Member Grimmiett motioned to adjourn the meeting. Vice Chair Lamb seconded the motion, which passed unanimously, 4-0.

Chairperson Stoker adjourned the meeting at 6:54 pm.

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Chairperson

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Town Clerk



## STAFF REPORT

Agenda Title: Rezoning of property at 810 Elk Mountain Scenic Highway

Presenter: Adrienne Isenhower

Meeting Date: July 6, 2021

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**Summary:** The property is located at 810 Elk Mountain Scenic Highway, which houses the Sourwood Inn. An application for a voluntary non-continuous annexation was submitted a few years ago and a public hearing was scheduled, but no decision was made. The request was reintroduced in January. The Board of Commissioners voted to accept the petition in March. The property was previously located in Buncombe County and under a zoning designation in that jurisdiction. Now that the property is within the Town of Woodfin's jurisdiction, we need to designate the proper zoning for our jurisdiction.

The general zoning designations listed in the ordinance do not totally fit the current use of the site. In addition, the owner is interested in adding a few single-family homes on the site in the future. These concerns prompted the request for a zoning designation of R43-CZ. This designation allows the hotel use to remain and requires a comprehensive review of future development on the site.

**Process and Timeline:** The planning board needs to review this request and provide a written recommendation to the Board of Commissioners. A draft written statement is included with this packet for your review. The recommendation you make will be sent to the Board of Commissioners for review at their upcoming July meeting.

**Recommendation:**

Staff recommends approval of the rezoning of 810 Elk Mountain Scenic Highway from Buncombe County designation to R43-CZ.



## REZONING APPLICATION

Complete the following application. All requested information must be provided, and supplemental information submitted for the application to be complete. Please submit the application to Planning Department staff at least 21 days prior to the Planning Board meeting at which the request will be heard.

### TYPE OF REQUEST

☐ General Rezoning

☒ Conditional Rezoning

### PETITIONER INFORMATION

Petitioner Name: Rob Dull, PLA  
Address: 82 Patton Ave, Ste 700  
State: North Carolina  
Phone: 828 674 5592

Date: 6/21/2021  
City: Asheville  
Zip Code: 28801  
Email: rdull@siteworkstudios.com

### PROPERTY OWNER INFORMATION:

Property Owner Name: Sourwood Land  
Holding, LLC (Proal and Connie Perry)  
Address: 810 Elk Mountain Scenic Highway  
State: North Carolina  
Phone: 828 255 0690

Date: 6/21/2021  
City: Asheville  
Zip Code: 28804  
Email: Proal@sourwoodinn.com

### PARCEL INFORMATION: Please include a legal description or most recent plat with application.

Address: 810 Elk Mtn Scenic Highway

NCPIN#: 976106454300000

Acreage: 100.37

Current Zoning District: Buncombe County OU  
Choose an item.

Proposed Zoning District: R43-CZ Choose an  
item

**Statement of Reasonableness:** Please explain why the proposed zoning is reasonable for the area. Possible reasons could be the rezoning is consistent with the character of the area, the rezoning will match the surrounding zoning, or the rezoning is consistent with the Comprehensive Plan.

The proposed conditional zoning (R43-CZ) is appropriate for the subject property as it would allow the "Hotel" use in a predominately low-density residential area. The commercial use on the property would be limited to 50 room total. This would ensure that the low-density residential character of the surrounding areas would be retained.

### APPLICANT/OWNER SIGNATURE

I certify that I understand that my rezoning request must be consistent with the Comprehensive Plan. I further certify that I am authorized to submit this application and that all the information presented is accurate to the best of my knowledge. I also understand that incomplete applications will delay the application process.

Applicant Signature:

Date: 6/21/2021

Owner Signature:

Date: 6/21/2021



**WRITTEN STATEMENT OF THE  
TOWN OF WOODFIN PLANNING BOARD  
TO  
TOWN OF WOODFIN BOARD OF COMMISSIONERS**

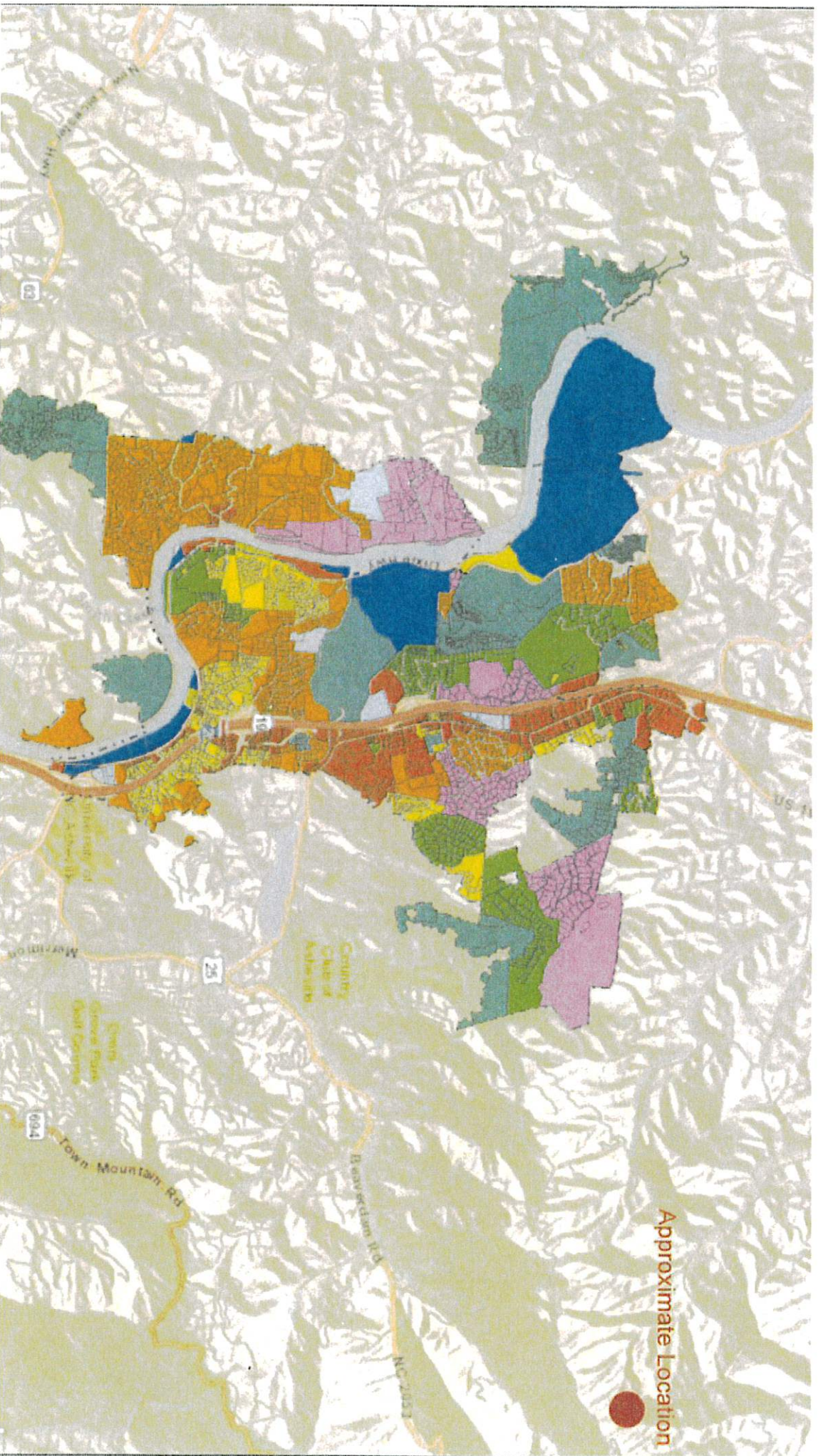
Having reviewed the **Map Amendment** to rezone property at 810 Elk Mountain Scenic Highway from Buncombe County zoning designation to R-43(CZ) on **July 6, 2021** and having considered information from the planning staff of the Town of Woodfin and comments from the applicant and other persons, pursuant to 160D-604(d), the Town of Woodfin Planning Board hereby adopts one of the following motions, effective July 6, 2021:

- (A) \_\_\_\_\_ Motion to adopt the following resolution: RESOLVED, that the Town of Woodfin Planning Board hereby advises and comments to the Town of Woodfin Board of Commissioners that the proposed map amendment is consistent with the Town of Woodfin comprehensive plan. The proposed zoning map amendment can be considered consistent with the Town of Woodfin Comprehensive Plan and the Town of Woodfin Zoning Ordinance and is reasonable and in the public interest because:
- a. The plan recommends allowing commercial development in various areas to be in scale with surrounding uses because when appropriately scaled, their surroundings are generally more acceptable to adjacent residents.
  - b. The plan recommends promotion of voluntary annexation of developed areas.
  - c. All development of the parcel would be subject to conditional zoning requirements of Sec. 54-156 of the Zoning Ordinance. This would include detailed site plan requirements and community input on future development.
- (B) \_\_\_\_\_ Motion to adopt the following resolution: RESOLVED, that the Town of Woodfin Planning Board hereby advises and comments to the Board of Commissioners that the proposed map amendment is not consistent with the Town of Woodfin comprehensive plan.

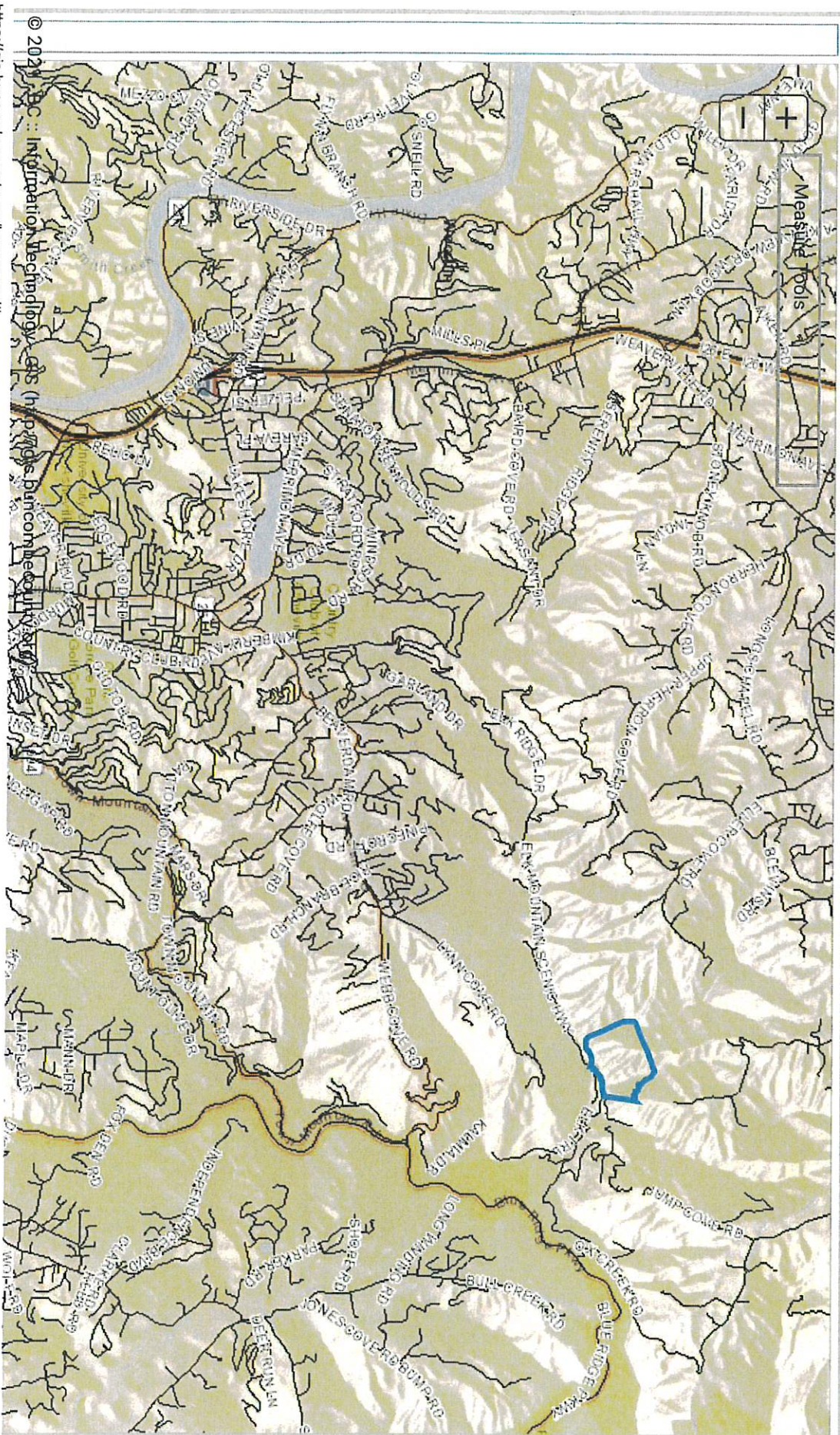
\_\_\_\_\_  
Planning Board Chair

\_\_\_\_\_  
Date













## STAFF REPORT

Agenda Title: Review of Action Plan

Presenter: Adrienne Isenhower

Meeting Date: July 6, 2021

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At the last meeting, we briefly discussed upcoming projects for the planning board. I spent some time brainstorming how to prioritize those tasks and next steps. I have developed a draft action plan covering these items to provide a direction for our efforts. As a reminder, the items mentioned were:

- Zoning Ordinance Review
- Develop Landscaping Ordinance
- Address Short-Term Rentals
- Develop a Stormwater Management Plan
- Steep Slope Regulations
- Comprehensive Plan

It has also become apparent to me that development of a comprehensive plan is a top priority.

The plan must include certain topics by statute, including, among other topics:

- Issues and opportunities facing the local government, including consideration of trends, values expressed by citizens, community vision, and guiding principles for growth and development
- The pattern of desired growth and development and civic design, including the location, distribution, and characteristics of future land uses, urban form, utilities, and transportation networks
- Employment opportunities, economic development, and community development.
- Acceptable levels of public services and infrastructure to support development, including water, waste disposal, utilities, emergency services, transportation, education, recreation, community facilities, and other public services, including plans and policies for provision of and financing for public infrastructure.
- Housing with a range of types and affordability to accommodate persons and households of all types and income levels.
- Recreation and open spaces.
- Mitigation of natural hazards such as flooding, winds, wildfires, and unstable lands.
- Protection of the environment and natural resources, including agricultural resources, mineral resources, and water and air quality.
- Protection of significant architectural, scenic, cultural, historical, or archaeological resources.
- Analysis and evaluation of implementation measures, including regulations, public investments, and educational programs.

I would like for us to discuss the action plan and the direction we should take for development of a comprehensive plan.

## PLANNING BOARD ACTION PLAN – SUMMER 2021

Goal	Timeline	Key Action Steps	Expected Outcome	Progress Made
Review and Amend Zoning Ordinance	Begin August 2021 (Partially)	1. Residential Districts 2. <b>Commercial Districts</b> 3. Industrial Districts 4. Parking Requirements 5. Landscaping Requirements	1. Review and recommend amendments to dimensional requirements, setbacks and uses for all districts 2. Review permitted uses table and identify necessary changes 3. Compare parking standards to listed used in permitted uses table and recommend changes and additions to address all uses 4. Review and recommend possibly landscaping, tree, vegetation standards to add to ordinance requirements	<input type="checkbox"/> _____ _____ _____ <input type="checkbox"/> _____ _____ _____ <input type="checkbox"/> _____ _____ <input type="checkbox"/> _____ _____
Short Term Rentals	December 2021	1. Review current ordinance and compare to legislation/case law 2. Decide on scope of regulation 3. Recommend amendments	1. Amendments to current ordinance, repeal of current ordinance, or incorporation into zoning standards	<input type="checkbox"/> _____ _____ _____ <input type="checkbox"/> _____ _____ _____ <input type="checkbox"/> _____ _____ <input type="checkbox"/> _____ _____ <input type="checkbox"/> _____ _____



Goal	Timeline	Key Action Steps	Expected Outcome	Progress Made
Stormwater Management Plan	October 2021	1.Understand requirements necessary for MS4 permit; planning director provide an overview of program 2.Work with Land of Sky Regional Council on updating current draft plan 3.Presentation by planning director of draft plan for recommendation to board of commissioners	1.Adoption of SWMP to provide to DEQ.	<div><input type="checkbox"/> _____ _____ _____ _____ <input type="checkbox"/> _____ _____ _____ _____ <input type="checkbox"/> _____ _____ _____ _____ <input type="checkbox"/> _____ _____ _____ _____ <input type="checkbox"/> _____ _____ _____ _____</div>
Steep Slope Review	January 2022	1.Compare requirements from neighboring jurisdictions 2.Draft recommended ordinance for review by Board of Commissioners		<div><input type="checkbox"/> _____ _____ _____ _____ <input type="checkbox"/> _____ _____ _____ _____ <input type="checkbox"/> _____ _____ _____ _____ <input type="checkbox"/> _____ _____ _____ _____ <input type="checkbox"/> _____ _____ _____ _____</div>



Goal	Timeline	Key Action Steps	Expected Outcome	Progress Made
Comprehensive Plan	January 2022	1. Break up current draft plan into segments for review 2. Draft survey to Woodfin residents regarding direction of Town 3. Work with facilitator to coordinate discussions with board/public 4. Hold public informational session to gather feedback	1. Comprehensive Plan adopted by July 2022	<input type="checkbox"/> _____ _____ _____ <input type="checkbox"/> _____ _____ _____ <input type="checkbox"/> _____ _____ _____ <input type="checkbox"/> _____ _____ _____



## STAFF REPORT

Agenda Title: Discussion and Review of Community Shopping District

Presenter: Adrienne Isenhower

Meeting Date: July 6, 2021

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While the comprehensive plan is top priority and should likely take place prior to additional major changes to the zoning ordinance, there are a few provisions of the zoning ordinance that need to be clarified. The first section we need to review is the zoning designation for Community Shopping. The ordinance currently includes three districts with the Community Shopping designation: Community Shopping, Community Shopping Type 2, and Community Shopping Type 3, described in more detail below.

- Community Shopping – a district for retail sales and other business type uses
- Community Shopping Type 2 – A district that allows for less invasive commercial and office type uses for locations along secondary transit facilities with limited high density residential uses allowed only by special use permit.
- Community Shopping Type 3 – A district for high density, commercial, and some industrial uses along primary transportation corridors.

The separate designations is helpful and we need to include the office/institutional type districts separate from the higher density business districts. However, the different districts types have not been differentiated between on the zoning map. All Community Shopping districts are labeled only as the base district.

Staff recommends review of the current Community Shopping district language, uses, and dimensional requirements for all three types and development of a recommendation for a better way to separate them. A document is included with examples from other jurisdictions in North Carolina and the different designations they utilize for similar districts. I look forward to brainstorming this issue and creating a better approach to zoning of business districts.

### TOWN OF WOODFIN COMMUNITY SHOPPING DISTRICTS

	<i>Community Shopping District</i>	<i>Community Shopping Type 2</i>	<i>Community Shopping Type 3</i>
<i>Purpose</i>	Retail trade and consumer services	Mixed-use district. Non-invasive commercial, medical, educational, public uses, secondary transit routes	High-density commercial and residential developments, with complementary public uses for parcels adjacent to major (primary) transportation corridors
<i>Uses</i>	Commercial uses, no residential	Commercial, medical and educational uses; residential allowed by special use permit	Commercial, Light Industry and High Density Residential
<i>Dimensional Requirements</i>		Side and rear yard abutting residential: 15 feet	
<i>Landscaping/Buffering</i>		Densely planted buffer strip (10 feet wide) planted on side or rear yard abutting residential area. Trees: no more than 20 feet apart, Shrubs: no more than 5 feet apart	

### EXAMPLES FROM OTHER JURISDICTIONS FOR COMMUNITY SHOPPING 3

<i>District Name</i>	<i>General Business (B-2)</i>	<i>Highway Business (B-7)</i>	<i>High Intensity</i>
<i>Purpose</i>	Designed to accommodate a moderate to high intensity of development along key commercial corridors and promote a multi-modal future with support for transit, bike, and pedestrian infrastructure	Areas less conducive accommodation of pedestrian infrastructure; maintaining affordability of development in areas that are located further away from the main economic core	along major arterials within the City and to ensure these uses are attractive, functional, and do not have a harmful effect on adjacent neighborhoods or other commercial areas of the City.
<i>Uses</i>	Retail, Service and Other Activities	retail and service establishments	high density residential and wide variety of civic, institutional, <u>retail</u> , service, and <u>office</u> uses
<i>Dimensional Requirements</i>	Street Frontage 25'; Front Yard 10'; Side Yard 0'; Rear Yard 20'. When property abuts a residential district, and is being developed with non-residential uses, the setback shall be 30ft.	Street Frontage 25'; Front Yard 50'; Side Yard 10'; Rear Yard 10'. When property abuts a residential district, and is being developed with non-residential uses, the setback shall be 30ft.	¼ acre lots; Front Setback 20'; Side 10'; Rear 20'

EXAMPLES FROM OTHER JURISDICTIONS FOR COMMUNITY SHOPPING 2			
<i>District Name</i>	<i>Community Commercial</i>	<i>Office-Institutional</i>	<i>Medium Intensity</i>
<i>Purpose</i>	to provide for commercial activity along major thoroughfares that attract both local and regional consumers of goods and services	to provide areas for employment and community service activities. Some facilities may also include a residential land use component	intended for a variety of medium to high density designed to keep the impact on adjacent residential areas at a minimum
<i>Uses</i>	Land use is predominately goods and services oriented serving a regional population	health and medical, education, government, corporate business, and similar uses	residential and low to medium intensity civic, institutional, <u>office</u> , service, and <u>retail</u>
<i>Dimensional Requirements</i>	One acre and larger lots with one or more commercial buildings greater than 2,000 square feet in size	Large acreage tracts and with large buildings in a multi-building campus configuration	½ acre lots, Front Setback 20'; Side 10'; Rear 20'