



# Board of Commissioners

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FEBRUARY 15, 2022

# New Commissioner Appointment

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## Timeline

Friday, January 7<sup>th</sup> – Announcement distributed via press release, posted to Town website and social media

Friday, February 4<sup>th</sup> – Application period closes, and applications distributed to Board of Commissioners

Tuesday, February 8<sup>th</sup> – Board Members notify Town Clerk by 12 noon of top three applicants to interview

Wednesday, February 9<sup>th</sup> – Special called Board meeting to interview selected applicants

**Tuesday, February 15<sup>th</sup> – Board consideration of and vote on Candidates and swearing in of new Commissioners.**

**Welcome  
New Commissioners!**

# New Business

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ABC Board Monthly Report – Presenter: Tager

# Public Hearing

Preliminary Plat 99999 Goodman Road

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ADRIENNE ISENHOWER

# Riverside Community

Woodfin, North Carolina

## Master Plan

March 21, 2016

DEVELOPMENT DATA BLOCK	
PROJECT OWNER	Clark & Thomas Corp.
CONTACT PERSON	Thomas Clark 405 North Main, Unit 107 Raleigh, NC 27601 (919) 250-0100
PLANNING	STUDIOS/ARCHITECTS
PROJECT TYPE	RESIDENTIAL
DESIGN OBJECTIVE	Master Plan



**BROOKS**  
ENGINEERING ASSOCIATES  
10000 Brook Street / Suite 100 / Raleigh, NC 27601 / www.brooksassoc.com / 919.250.0100



**Cloos Landscape Architecture, P.A.**  
47 MILLBROOK LANE / WOODFIN, NC 28174  
PHONE: 919.255.1210 / FAX: 919.255.1211

Residential Unit Type	Total Units
Single Family Homes on Lots	182
Cottage Units	24
Live / Work Units	10
Apartments / Flats	4
	220



0 100 200 400 600  
SCALE: 1"=100'-0"



# LOT TYPE

- ESTATE LOT
- STANDARD LOT
- COTTAGE LOT

# PHASING

- PHASE 1
- PHASE 2
- PHASE 3



# STREET TREE

# RECOMMENDED STREET TREE SPECIES

Key	Large Deciduous Trees
AS	Acer saccharum Sugar Maple
SN	Betula nigra River Birch
LT	Liriodendron tulipifera Tulip Tree
PA	Platanus acerifolia London Plane Tree
QP	Quercus phellos Willow Oak



# Riverside Community Rendered Master Plan

- PRELIMINARY PLAT LEGEND**
- EXIST. BOUNDARY
  - EXIST. ADJOURNER
  - MONUMENT FOUND
  - REBAR FOUND
  - IRON PIPE FOUND
  - NAIL FOUND
  - CALCULATED POINT
  - POSSIBLE POST FOUND
  - EXIST. STREAM
  - EXIST. STREAM BUFFER
  - EXIST. WETLAND
  - EXIST. FEMA NON-ENCROACHMENT
  - EXIST. FEMA FLOOD HAZARD AREA (1%)
  - EXIST. FEMA FLOOD HAZARD AREA (0.2%)
  - EXIST. RIGHT OF WAY
  - EXIST. BUILDING SETBACK
  - EXIST. SEWER EASEMENT
  - EXIST. WATER EASEMENT
  - EXIST. BUILDING
  - NEW PROPERTY LINES
  - NEW RIGHT OF WAY
  - NEW EASEMENT
  - BUILDING SETBACK LINE
  - NEW LANDSCAPE BUFFER
  - NEW SEWER EASEMENT
  - NEW WATER EASEMENT
  - NEW COMMON OPEN SPACE

**DEVELOPMENT DATA**

PROPERTY ADDRESS: 8888 GOODMAN ROAD  
WOODFIN, NC

FIN NUMBER: 8731 12.8722

PROPERTY SIZE: 80.5 AC

ZONING REVIEW: BUNCOMBE COUNTY

EROSION CONTROL REVIEW: BUNCOMBE COUNTY

STORMWATER REVIEW: BUNCOMBE COUNTY

ZONING CLASSIFICATION: R-3

PROPOSED NUMBER OF UNITS: 37

PROPOSED DENSITY: 2.84 UNITS/AC

OWNER: QUARTER MOUNTAIN PROPERTIES LLC

CONTACT: TERESA CARROLL

ADDRESS: 4011 LASSIP DRIVE UNIT 1202  
DARTMOUTH, NC

EMAIL: TCARROLL@QUARTERMOUNTAINPROPERTIES.COM

PHONE: 252.896.7314

DEVELOPER: QUARTER MOUNTAIN PROPERTIES LLC

CONTACT: TERESA CARROLL

ADDRESS: 4011 LASSIP DRIVE UNIT 1202  
DARTMOUTH, NC

EMAIL: TCARROLL@QUARTERMOUNTAINPROPERTIES.COM

PHONE: 252.896.7314

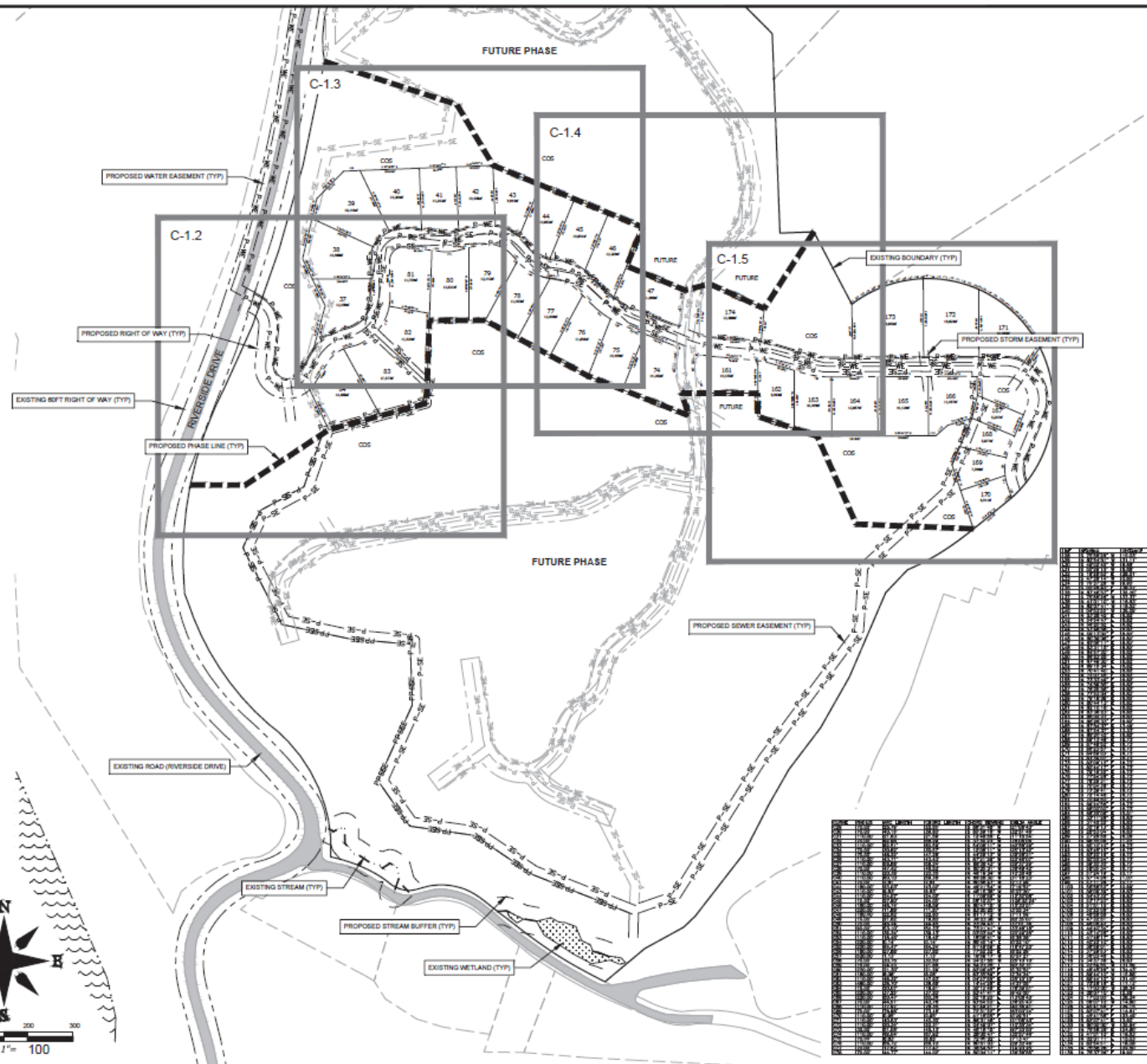
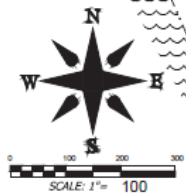
ENGINEER: BROOKS ENGINEERING

CONTACT: JOHN KENNARD PE

ADDRESS: 1740 WINDYBUSH  
ASHEVILLE, NC 28801

EMAIL: JKENNARD@BROOKS-ENG.COM

PHONE: 828.255.4292



Project No: 470318		Drawing Title: OVERALL PRELIMINARY PLAT	
RIVERSIDE DRIVE RESIDENTIAL SUBDIVISION BUNCOMBE COUNTY NORTH CAROLINA		 	
Date: 2024.11.28 REVISIONS/SUBMISSIONS: INITIAL SUBMISSION No. 1		PRELIMINARY - NOT FOR CONSTRUCTION 15 Arlington Street Asheville, NC 28801 Phone: 1-828-252-4709 Fax: 1-828-252-1331 www.brooks-eng.com	

PL 100-10-1, 12/21/19; PL 100-10-2, 12/21/19; PL 100-10-3, 12/21/19; PL 100-10-4, 12/21/19; PL 100-10-5, 12/21/19; PL 100-10-6, 12/21/19; PL 100-10-7, 12/21/19; PL 100-10-8, 12/21/19; PL 100-10-9, 12/21/19; PL 100-10-10, 12/21/19; PL 100-10-11, 12/21/19; PL 100-10-12, 12/21/19; PL 100-10-13, 12/21/19; PL 100-10-14, 12/21/19; PL 100-10-15, 12/21/19; PL 100-10-16, 12/21/19; PL 100-10-17, 12/21/19; PL 100-10-18, 12/21/19; PL 100-10-19, 12/21/19; PL 100-10-20, 12/21/19; PL 100-10-21, 12/21/19; PL 100-10-22, 12/21/19; PL 100-10-23, 12/21/19; PL 100-10-24, 12/21/19; PL 100-10-25, 12/21/19; PL 100-10-26, 12/21/19; PL 100-10-27, 12/21/19; PL 100-10-28, 12/21/19; PL 100-10-29, 12/21/19; PL 100-10-30, 12/21/19; PL 100-10-31, 12/21/19; PL 100-10-32, 12/21/19; PL 100-10-33, 12/21/19; PL 100-10-34, 12/21/19; PL 100-10-35, 12/21/19; PL 100-10-36, 12/21/19; PL 100-10-37, 12/21/19; PL 100-10-38, 12/21/19; PL 100-10-39, 12/21/19; PL 100-10-40, 12/21/19; PL 100-10-41, 12/21/19; PL 100-10-42, 12/21/19; PL 100-10-43, 12/21/19; 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# Charter Amendment

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SHERI POWERS



# Council-Mayor to Council-Manager

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3 step process, can be accommodated at the following regularly scheduled Board Meetings:

1. First Meeting: Commissioners Approve Resolution of Intent to Change the Charter – January 18th
2. Second Meeting: Public Hearing on Charter Amendment – February 15th
3. Third Meeting: Commissioners Consider Ordinance to Amend the Charter – March 15th

# Public Hearing Ordinance 2022-150201

ORDINANCE TO AMEND THE CHARTER OF THE TOWN OF WOODFIN  
TO ADOPT THE COUNCIL-MANAGER FORM OF GOVERNMENT

# Steep Slope Ordinance

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ADRIENNE ISENHOWER

# Section 1. Purpose

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To protect life and property from all potentially hazardous conditions particular to steep slopes, e.g., rock falls, flash flooding, debris flows, mud slides and increased wildfire hazard.

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To preserve and enhance the scenic and environmental resources of the landscape by encouraging the maximum retention of prominent natural topographic features.

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To encourage innovative site and architectural design and planning in order for the development to adapt to the natural terrain and be harmonious with the character of the area.

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To minimize grading and cut and fill operations inconsistent with the retention of the natural character of the hillside.

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To preserve where possible, natural streams, ponds and associated riparian vegetation.

---

To require the retention of trees and other vegetation to stabilize steep hillsides, retain moisture, prevent erosion and enhance the natural scenic beauty.

---

To encourage the retention of trees and other vegetation throughout the site instead of just the periphery of the development.

---

To encourage minimal grading which relates to the natural contour of the land, thus rounding off sharp angles at the top and bottom of cut and fill slopes in a natural manner.

---

To provide land use densities to promote the best possible development of hillside areas in order to retain significant natural features and to preserve slope stability.

---

To encourage road design that follows the natural topography wherever possible in order to minimize grading.

---

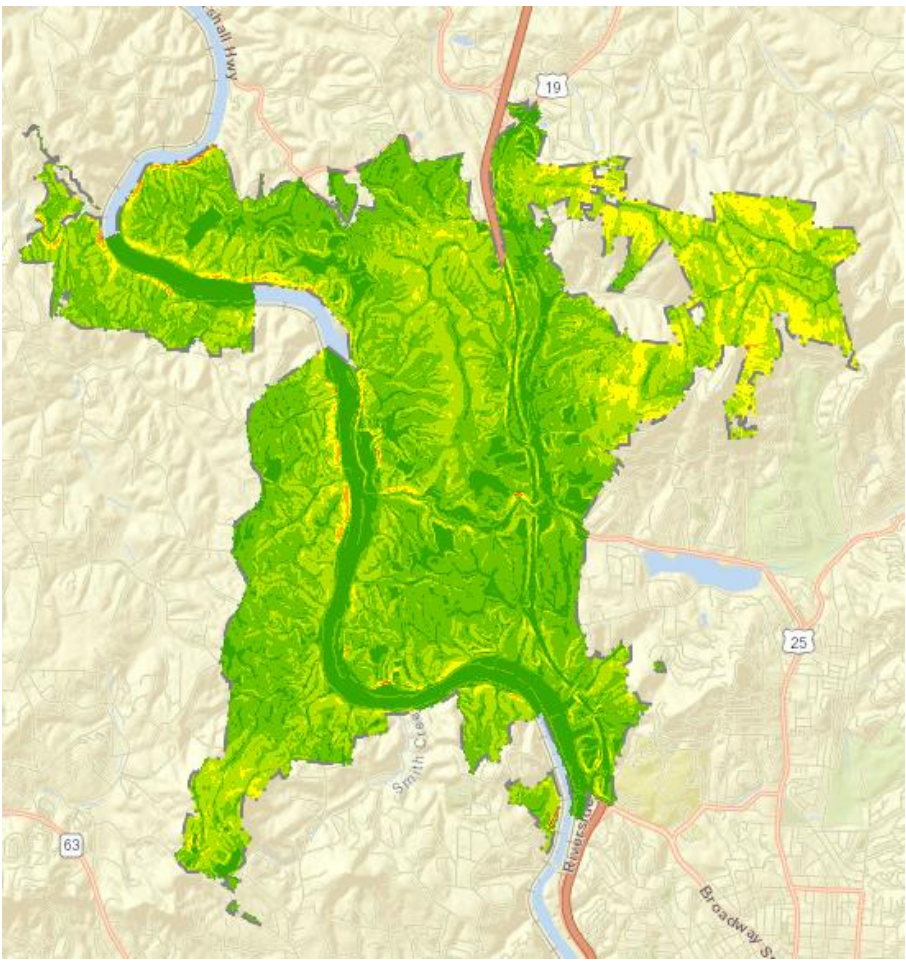
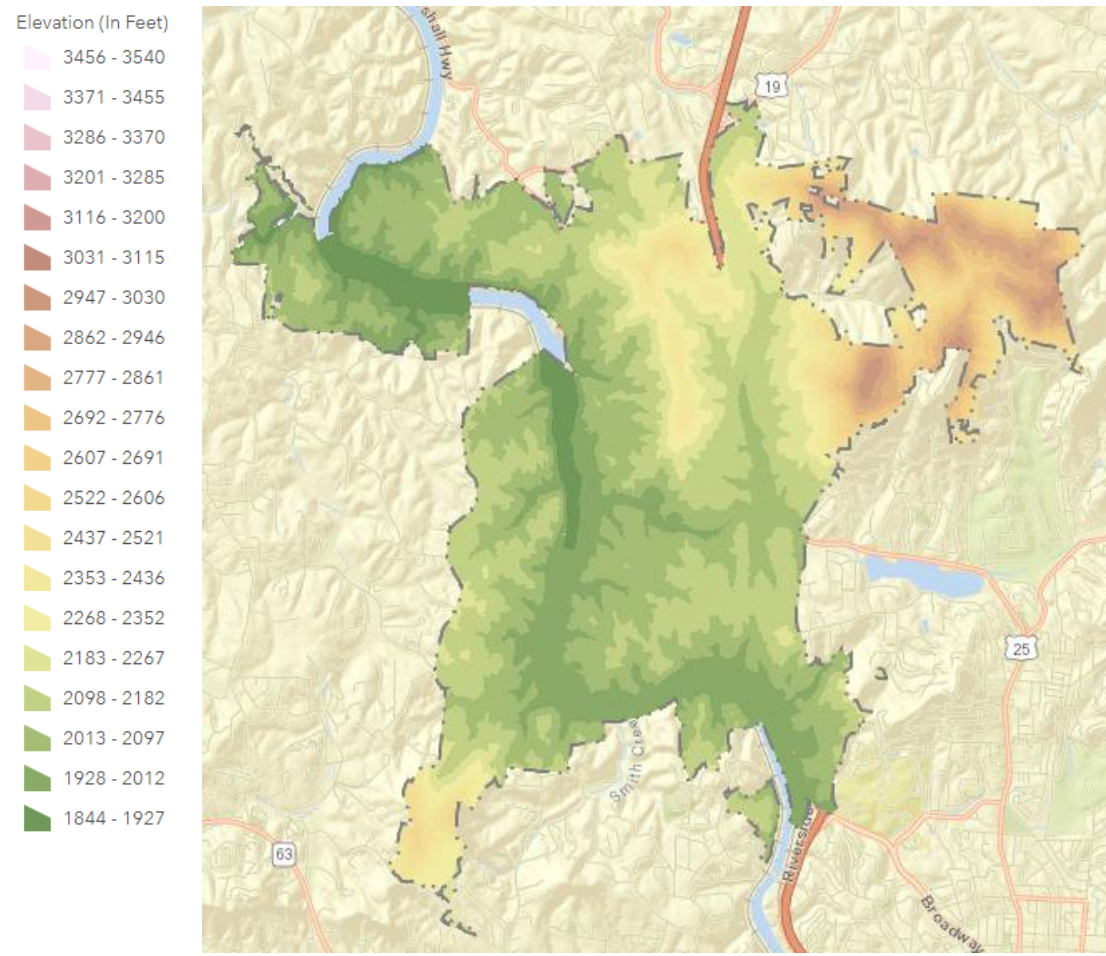
To preserve predominant views from and of the hillside areas in order to retain the sense of identity and imagery that the hills and mountains now impart to the Town of Woodfin.

---



# Section 2. Applicability

Natural elevation of 2,200 feet, and natural slope of 30%



# Comparison to Neighbors

## Montreat

- 40% natural slope

## Asheville

- 2,200 feet elevation above mean sea level
- 15% natural slope

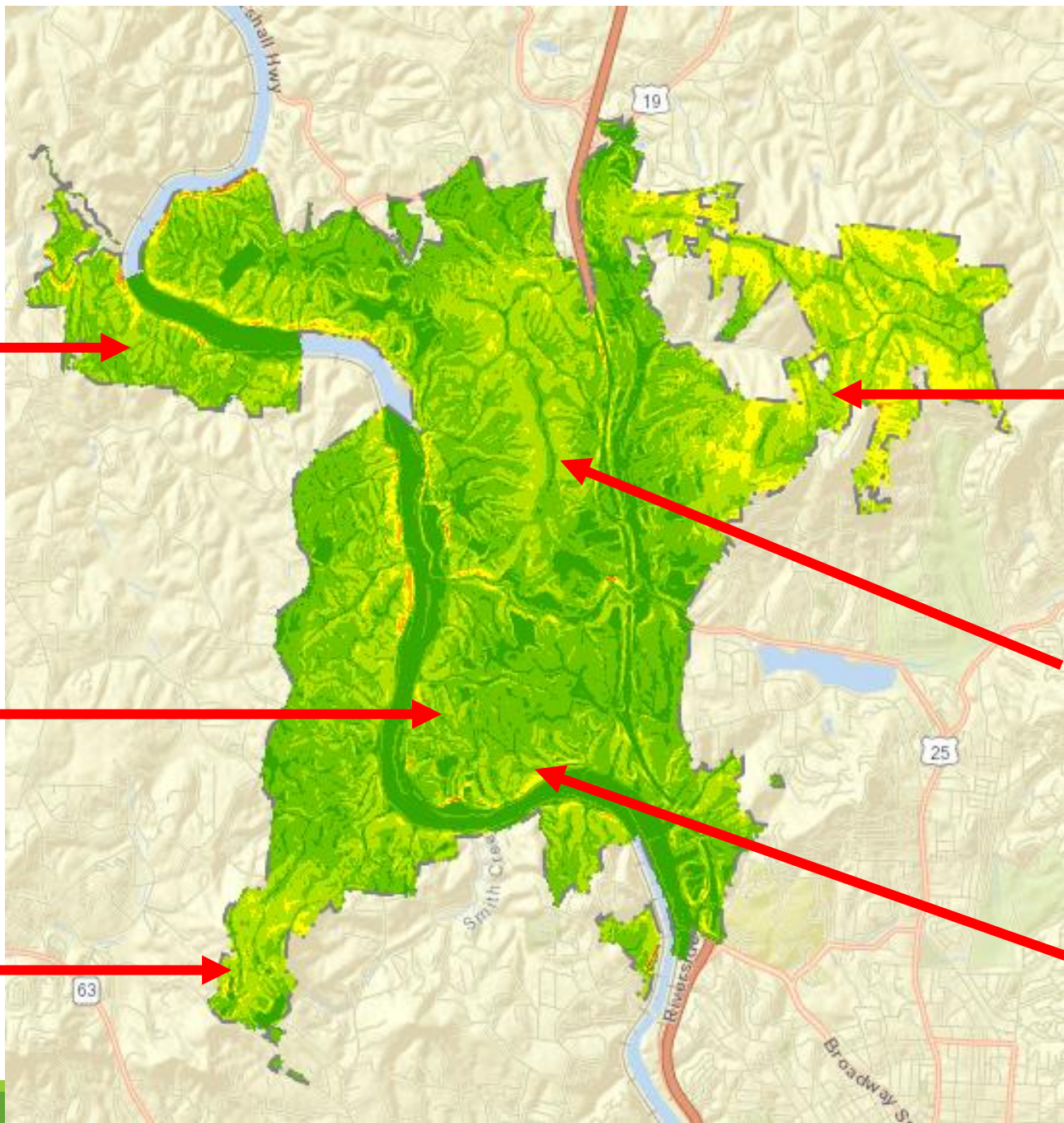
## Buncombe County

- 2,500 feet elevation above mean sea level
- 35% natural slope

## Waynesville

- 2,900 feet elevation above mean sea level
  - 25% natural slope
-





Olivette  
Avg. Slope = 30%  
Avg. Elevation = 1,996  
0/10 parcels

Elk Mountain Road  
Avg. Slope = 14%  
Avg. Elevation = 2,110  
0/12 parcels

Crest Mountain  
Avg. Slope = 37%  
Avg. Elevation = 2,483  
8/10 parcels

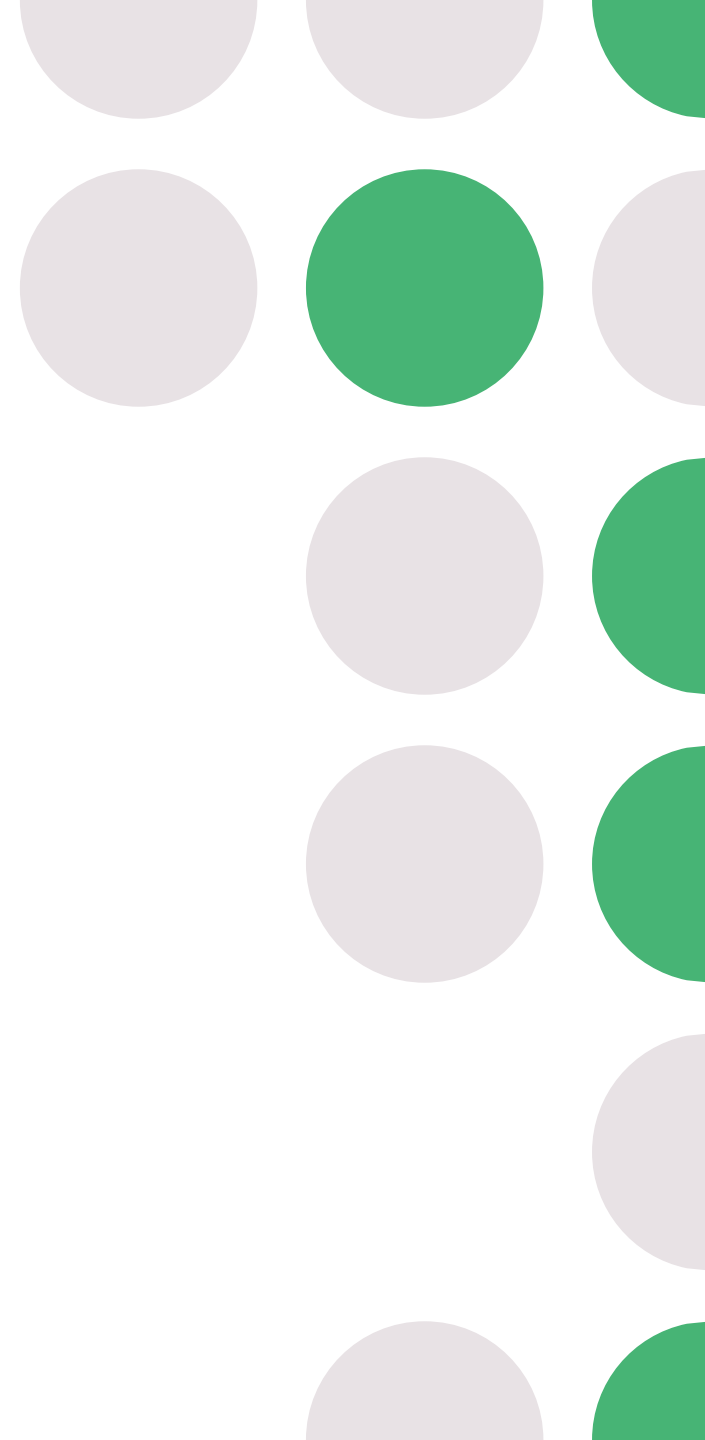
Summit Tower/Ventana  
Avg. Slope = 41%  
Avg. Elevation = 2,884  
13/14 parcels

Audubon Drive  
Avg. Slope = 31%  
Avg. Elevation = 2,369  
12/19 parcels

Riverside Drive  
Avg. Slope = 30%  
Avg. Elevation = 2015  
0/10 parcels

## Section 2. Applicability

- Regulations apply to lot improvements, driveways, utilities, and stormwater controls
  - Excludes installation of individual septic tanks
  - Maximum 15% disturbed area and 10% impervious area for communal infrastructure for more than 3 lots
  - Approval of subdivision plat does not constitute approval of individual lots
- 



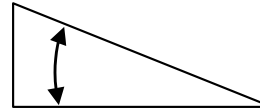


# Section 3. Definitions

- Slope

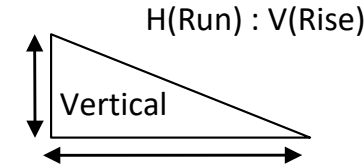
- Artificial Slope
- Best Management Practices (BMPs)
- Cut slope
- Development
- Disturbed area
- Existing Grade
- Fill Slope
- Forested areas
- Geotechnical Assessment
- Impervious Surface
- Land-Disturbing Activity
- Lot
- Revegetation

Degrees



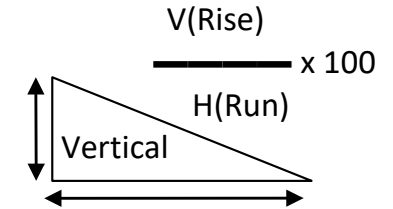
Degrees  
Horizontal

Ratio



1H:1V  
1.25H:1V  
1.5H:1V  
1.75H:1V  
2H:1V  
2.5H:1V  
3H:1V  
4H:1V  
6.7H:1V

Percent



Horizontal

100%  
80%  
67%  
57%  
50%  
40%  
33%  
25%  
15%

# Section 4. Development Standards

## 1. Lot Size

- Maximum with 10% or greater considered steep slope – 1.5 acres minimum

## 2. Density

- Maximum two dwelling units/principal buildings per lot

## 3. Height

- Maximum 35 feet
  - Average of shortest and tallest sides of structure
-

# Section 4. Development Standards

## 4. Disturbed Area

Lots less than 2  
acres  
0.3 percent

Lots larger than  
2 acres  
15 percent

## 4. Impervious Surface

Lots less than 2  
acres  
.16 acres

Lots 2 acres and  
larger  
8 percent

**Intensity Bonus-** Up to 60 percent allowable intensity



Clustered development on less steep portions of lot



Limited grading



Screening



Grading for access or structure outside of sloped area



Substantial stormwater BMPs

# Section 4. Development Standards

## 5. Geotechnical Assessment and Slope Determination

Recommendations of an NC Registered Geotechnical Engineer

Required for lots with existing grade of 40% natural grade or greater

$$S = \frac{.0023(I)(L)}{A}$$

Where:

S = Existing grade of parcel in percent

I = Contour interval of map in feet, with said contour intervals to be five feet or less

L= Total length of the contour lines within the parcel in feet

A= Area of the parcel in acres

0.0023=Product of two constants, one of which converts feet into acres and one of which converts a decimal into a percentage

---



USDA United States Department of Agriculture  
Natural Resources Conservation Service

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Basic Search  
virginia pine  
Common Name Go


Characteristics Search  
Duration Search  
Fact Sheets/Plant Guides  
Group Search  
Growth Habit Search  
Image Search  
Invasive/Noxious Search  
Rarity Search  
State Search  
Wetland Search

You are here: Home

## PLANTS Database

Plant List of Accepted Nomenclature, Taxonomy, and Symbols

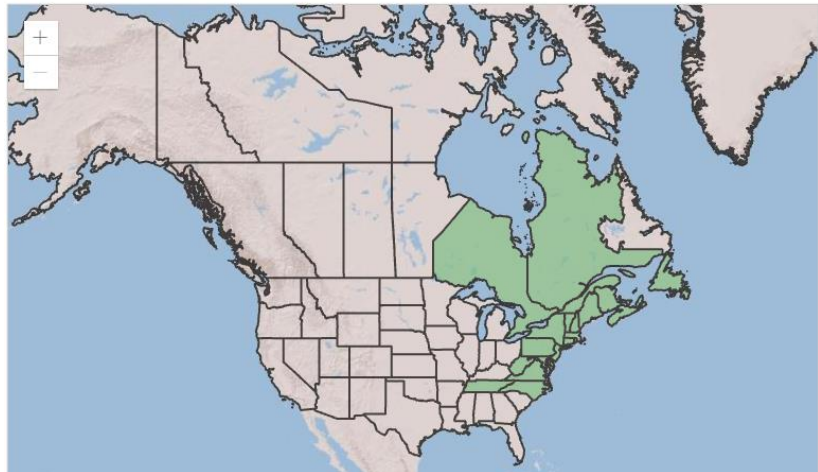
The PLANTS Database provides standardized information about the vascular plants, mosses, liverworts, hornworts, and lichens of the U.S. and its territories.

Plant Spotlight  
 American elm  
*Ulmus americana*  
[View Profile](#)

News  
*Picea rubens* Sarg.  
red spruce



General Information	
Symbol:	PIRU
Group:	Gymnosperm
Duration:	Perennial
Growth Habit:	Tree
Native Status:	CAN N L48 N SPM N
Fact Sheet ( <a href="#">doc</a> ) ( <a href="#">pdf</a> )	



# Section 4. Development Standards

## 6. Screening

- Areas of the property which drop 25 feet or more within 100 feet of the structure
- Must be screened at a ratio of one tree every 200 square feet of planar surface
- Trees planted no greater than 50 feet from structure
- Trees must be native, as defined by the Natural Resource Conservation Service of the United States
- Credit for existing trees

# Section 4. Development Standards

## 7. Artificial Slopes

- Artificial slopes shall be reforested, revegetated, naturescaped or otherwise remediated to visually integrate disturbed areas into surrounding terrain with the purpose of maintaining a natural appearance. Artificial slopes shall not exceed a 1.5:1 cut and 2:1 fill. Artificial slopes may increase to 1:1 cut and 1.5:1 fill with submittal of a geotechnical certification from a North Carolina registered professional engineer.

## 8. Preservation of Vegetation

- All trees and other natural vegetation shall be preserved in steep slope areas except within the allowed grading area. Non-native invasive species may be removed.

# Section 5. Plan Requirements

A site plan drawn to scale showing:

Project boundaries	Topography with contour lines	Existing structures, utilities and access
Setbacks	Location and height of retaining walls	Proposed structures, utilities, and access
Proposed disturbance and impervious surface	Existing and proposed forested areas	Streams
Architectural plans	Statement of approval for wells and septic tanks	

Any person who violates any of the provisions of this article, or rules or orders adopted or issued pursuant to this article, or who initiates or continues improvement to property for which a steep slope development permit is required, except in accordance with terms, conditions and provisions of an approved plan shall, upon conviction, be subject to a fine not to exceed five hundred dollars (\$500) as provided in N.C.G.S. §14.4. Each day such violation continues shall constitute a separate offense pursuant to N.C.G.S. §160A-175(g).

## **Section 6. Penalties**

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## Section 7. Fees

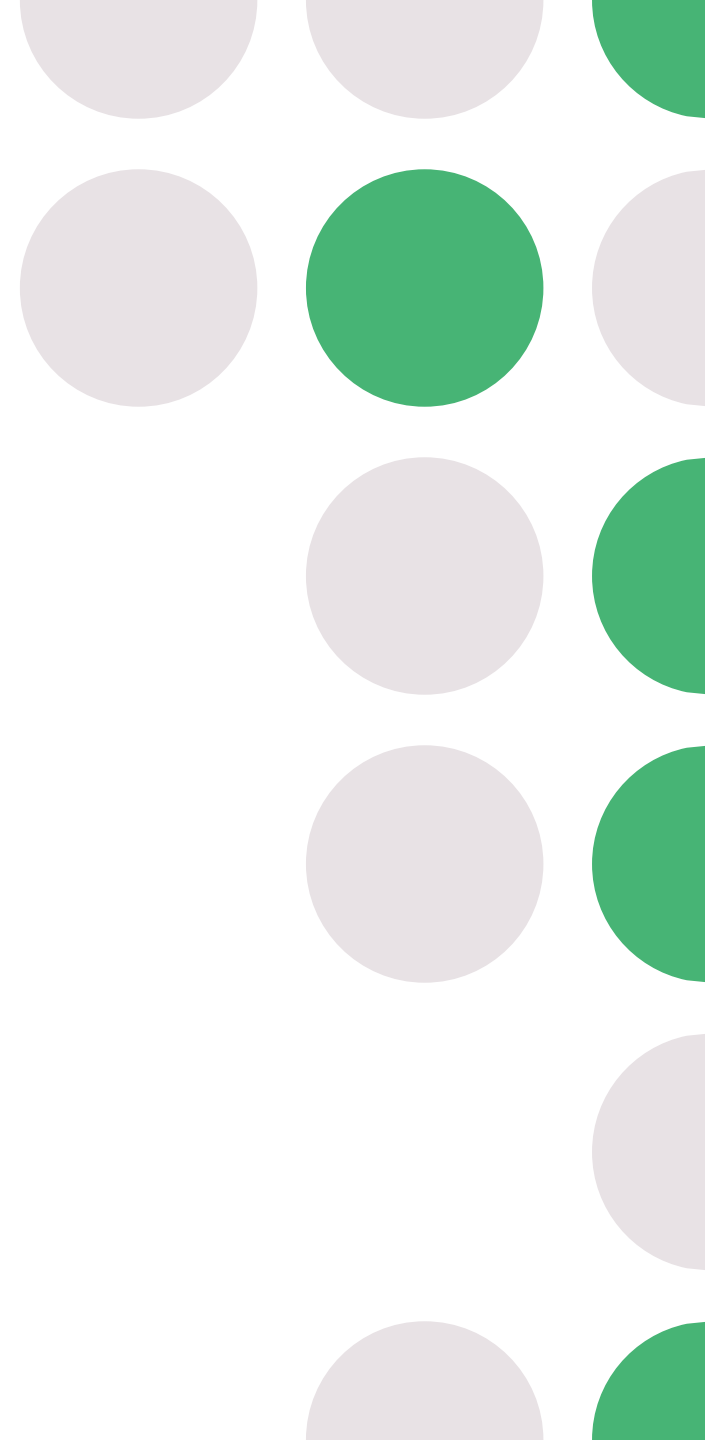
Application and permit review fees shall be established by the Woodfin Board of Commissioners and posted in the fee schedule for Town services. Plan review fees shall be double the posted amount when land disturbing activity begins before a Steep Slope Development Permit has been issued.

---



# Section 8. Completeness Review and Appeal

- The Planning Department shall review the submittal for completeness and for compliance with the requirements of this ordinance. An incomplete or nonconforming permit application will be returned to the applicant prior to review with an explanation of issues requiring resolution before plan review can be initiated.
  - Within thirty (30) days of receipt of complete application for steep slope development approval, the Planning Department shall take action on the plan.
  - Approval, approval with modifications, or denial of the proposed hillside development project shall be in writing. In the case of denial, the reasons for denial shall be clearly stated. The applicant may appeal the decision of the Planning Department to the Board of Adjustment.
- 

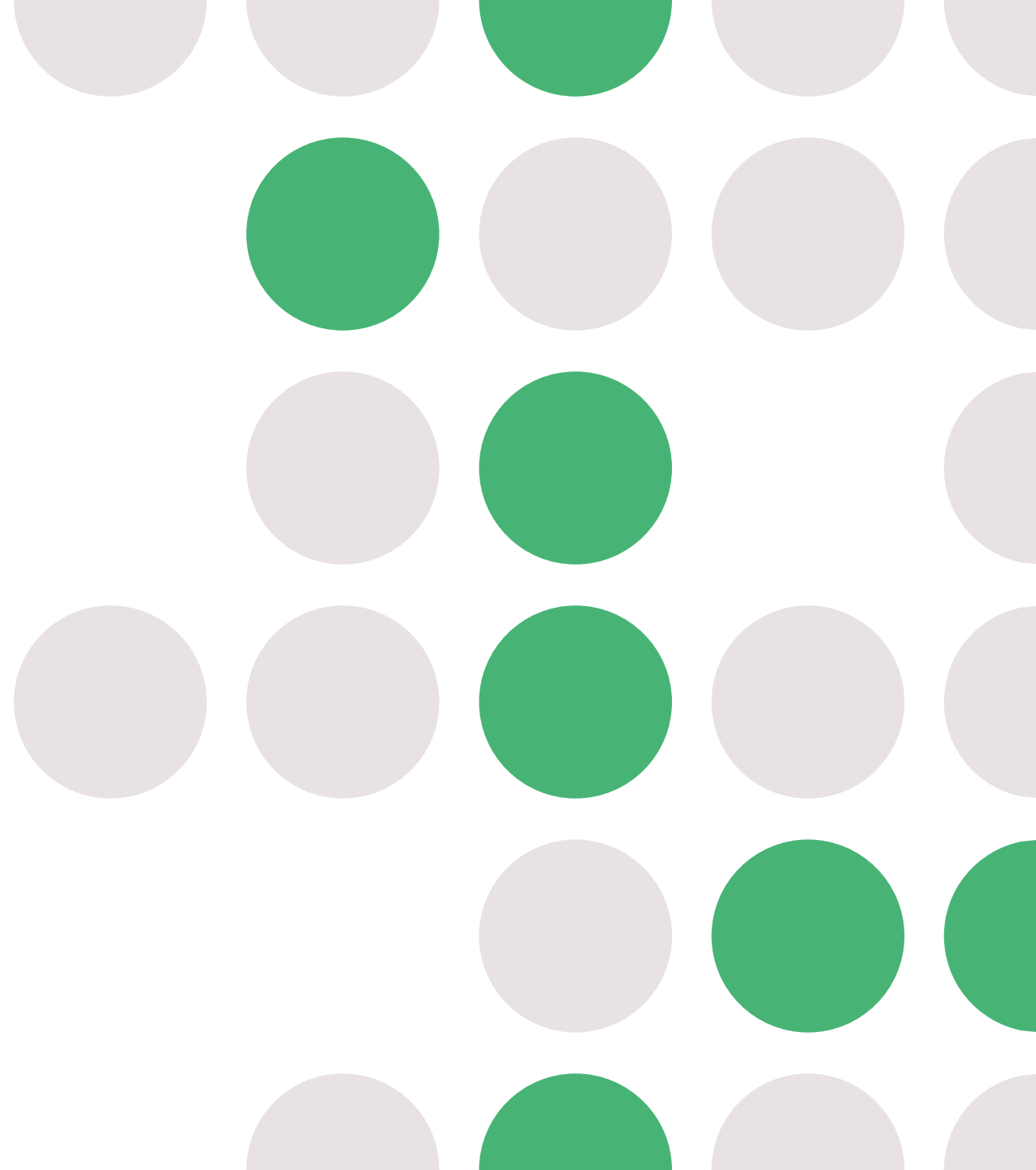


# Section 9. Permit Expiration

## Section 9. Permit Expiration

A steep slope development permit shall become null and void if the applicant has failed to make significant progress on the site within six (6) months after the date of approval. The Planning Department may grant a single, six-month extension of this time limit, for good cause shown, upon receiving a written request from the applicant before expiration of the approved plan.

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# Questions?



# Conditional District Text Amendment

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ADRIENNE ISENHOWER



Conditional district rezoning process required for Mountain Village District development



Amendment for addition of Major Development trigger



Residential development or Common Plan of Development containing twenty or more dwelling units



Commercial or industrial development, or Common Plan of Development, containing more than 30,000 square feet of interior floor space

# Amendment for Additional Triggers



# Definition Added to Section 54-10

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**Common plan of development** means a construction or land disturbing activity is part of a larger common plan of development if it is completed in one or more of the following ways: in separate stages; in separate phases; or in combination with other construction activities. It is identified by the documentation (including, but not limited to, a sign, public notice or hearing, sales pitch, advertisement, loan application, drawing, plats, blueprints, marketing plans, contracts, permit application, zoning request, or computer design) or physical demarcation (including, but not limited to, boundary signs, lot stakes, or surveyor markings) indicating that construction activities may occur on a specific plot; it can include one operator or many operators.

# Follow Up Discussion:

## Rezoning of 99999 Blueberry Hill Rd.

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ADRIENNE ISENHOWER



# Staff Reports

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# Police

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CHIEF MICHAEL DYKES



# Planning & Zoning

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ADRIENNE ISENHOWER

## Comprehensive Plan Progress

Public input sessions February 10<sup>th</sup>

- Zoom
- French Broad River Academy
- Around 20 participants

- Steering Committee meeting postponed until March 9th

- Stakeholder interviews in progress

- Development of guiding principles, mission and vision statement

## Planning Board/Board of Adjustment

Board of Adjustment meets February 24<sup>th</sup> at 6:30 in person

Setback variances for two properties on Apple Lane

Planning Board meets March 1<sup>st</sup> at 6:00 via Zoom or in person

- Protected Ridge Ordinance
- Rezoning request on Elk Mountain Road

## Permits/Enforcement

### Existing Permits

Use this link to view [EXISTING PERMITS](#)

### Zoning Compliance Application

Use this link to submit a [ZONING COMPLIANCE PERMIT](#)

#### Application

- Zoning Compliance Permit
- Application Fee is dependent on application
- Incomplete applications will not be accepted

#### Supplemental Documentation

- Completed Zoning Compliance Permit
- A site plan drawn to scale of your intended project site plan standards can be found [here](#)
- Please include two sets of plans showing the dimensions and shade of the parcel to be built upon, the exact sizes, uses and location of the parcel or buildings already existing, if any, and the proposed building or alterations.

#### Additional Information

- The Zoning Administrator will review each permit as it is submitted
- Each submittal must meet the requirements of our zoning ordinance

Search

DATE ↕	PARCEL ADDRESS ↕	STATUS ↕
02/10/2022	89 GREEN OAK RD	NOV Mailed
02/10/2022	57 WELLINGTON DR	NOV Mailed
02/10/2022	15 GARDEN RD	Pending
02/10/2022	2 WEAVERVILLE RD #301	Pending
02/10/2022	84 OWENBY RD	Pending

# Planning and Zoning Update

# Finance

---

SHERI POWERS

# FY2022 YTD General Fund Revenue

---

Amended Budget	\$ 6,516,949	
Collected to Date	<u>4,203,112</u>	64 % of Budget
Revenue to be Received	\$ 3,471,197	

Note: As of this date last year \$3,684,224 had been collected.

# FY2022 YTD General Fund Expenditures

---

Amended Budget                      \$ 6,516,949

Expenditures to date              \$ 3,039,063

Encumbered/Committed              335,495

Total Committed                      \$ 3,374,558

Available Budget                      \$ 3,142,391



52%  
Expended



# Administration: Finance

## FY2022 YTD and Projected General Fund Revenue & Expenditures

---

<b>FY 2021 General Fund</b>	<b>FY2021 Budget</b>	<b>FYTD Actuals</b>	<b>FY2021 Projection</b>
Revenue collected	\$ 6,516,949	\$ 4,203,112	\$ 6,976,101
Expenditures spent	\$ 6,516,949	<u>3,374,558</u>	<u>6,534,928</u>
Revenue over/(under) expenditures		<u>\$ 828,554</u>	<u>\$ 441,173</u>

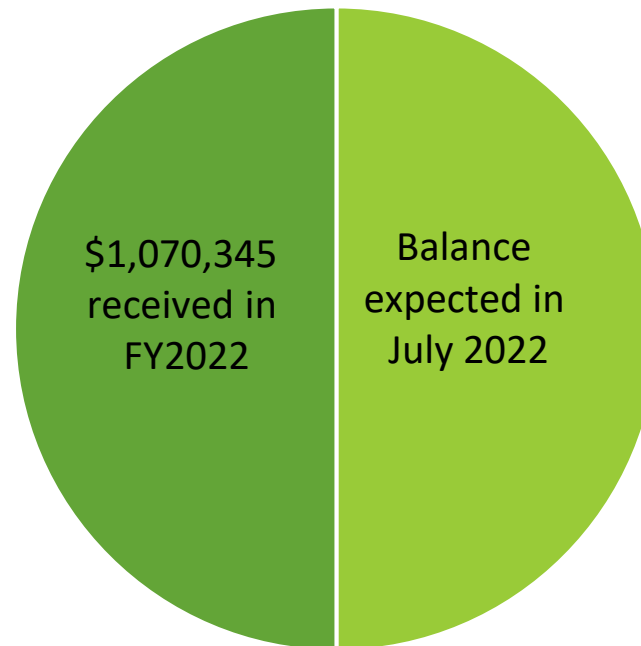
# ARP Funding Update

# ARPA Grant Activity

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Revenue

Total \$2,140,690



# American Rescue Plan Act (ARP)

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US Treasury released the Final Rule on January 6<sup>th</sup>, 2022

## Created four main expenditure categories

1. Addressing the COVID-19 public health emergency and its negative economic impacts
2. Premium pay for eligible workers performing essential work during the pandemic
3. Necessary water, wastewater, and broadband infrastructure
4. **Revenue replacement for lost revenue growth** – using ARP funds to provide government services to the extent of the reduction in revenue experienced due to the pandemic plus a **new \$10 million standard allowance allowing local governments to spend ARP monies for general government purposes.**

# Planned ARPA Spending

As of January 31, 2022

	Estimated Cost	Expenditures to Date
Sign - Town Hall	\$ 23,528.00	\$ -
2022 Comprehensive Plan	\$ 54,074.00	\$ 14,595.50
Stormwater Management Program		
Professional Services	\$ 52,870.57	\$ 6,656.57
Police		
Professional Services	\$ 35,000.00	\$ 33,824.90
Parks and Recreation	\$ 280,000.00	\$ 280,000.00
Silver-Line Park Coffey Dam Capital Outlay		
Project Manager (25% Salary and Benefits)	\$ 28,014.00	\$ 5,183.00
	<u>\$ 473,486.97</u>	<u>\$ 335,076.97</u>

# Public Works & Administration

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SHERI POWERS

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Newsworthy

Public Works stats (in packets)

Reynolds Blvd. Storm drain Proj.

Surplus Equipment



# Contracts

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## **Consulting Agreement**

- Contract with Eric Hardy
- Scope of work to include Parks and Greenway and Policy
- Not to exceed \$22,000

## **Contract with People Ready, LLC**

- Temporary Labor for Waste Collection

# Greenway & Blueway

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LUKE WILLIAMS

# Greenway & Blueway

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LUKE WILLIAMS



# Greenway & Blueway

## General project update

### Adv Committee focus:

- Continue work developing framework for park business plan and startup
- Investigating Historian

### Communication Plan

- Q1 & Q2 schedule
- Promoting new logo and opening of park
- Planning ribbon cutting, target 4/1/22

### Fundraising Team

- Engaging and building funding strategy plan

## Silver-Line Park

### Construction

- Finish paving
- Complete playground
- Target Completion Mar22

### Pending decisions:

- Silver-Line Park Bldg - Reviewing conceptual ideas for development options
- Stand alone bathroom
- Developing estimates
- Meeting with community
- Flood plain concerns

## Riverside Park + Whitewater Wave

### Project milestone: 60% design on track

- Riverside Park / Wave cost estimates and funding strategy
- Prep for regulatory permits
- Physical model in Prague Jul/Aug
- Wave model
- Additional survey

### Ongoing discussions:

- Boat ramp @ RS
- Parking
- Silver Property (South of RS Park)

## Greenways

Hwy 251, Riverside Dr  
GW Draft Design  
Recommendation Plan  
Set (25% plans) on  
track

P&R Dir – Mar/Apr

Task Order 3 Beaverdam  
Creek GW in progress,  
NCDOT requires RFQ  
process to be followed

Revised project schedule  
to let construction  
contract November  
2023



# 2022 Woodfin Streets Paving Project

---

## Completed:

- Review pavement assessment & field verify levels of prior determination, prepare cost estimate for priority roadways, recommend additional roadways to be resurfaced with the remainder of funds.
- Nov 17: Meeting with Woodfin staff to discuss proposed scope of plan preparation, estimated costs, additional street recommendations, and address any necessary adjustments or comments.
- Dec 10: Complete field work and roadway marking in preparation for plan production
- Dec. 21: Council Meeting to present scope of rehab plans and address any questions or concerns, received approval to move forward
- Jan 11: completed street coring

## Upcoming:

- Feb. 16: Evaluate coring, revise scope, complete Plans and contract documents, Advertise for Bidding
- Mar 14: Review Bids, Tabulation and recommendation to Award Contract
- Mar 15: Council meeting for approval of Award
- TBD: Issue Notice to Proceed to contractor

# End of reports

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