

Town of Waynesville Planning Board
Procedural Work Group
Meeting #2 Summary
May 28, 2026

Present: Tommy Rose, Alex McKay, John Baus, Alex Mumby, Elizabeth Teague, Olga Grooman

Group asked to expand summary notes to reflect concern with the change from quasi-judicial proceedings to administrative as recommended in the 160D updates. Staff shared the role of the School of Government and their recommendations that for projects that can meet full compliance with the ordinance, governments should eliminate subjective criteria that lead to spurious lawsuits.

Group reviewed areas of recommendations to identify next steps.

1. Handout of public information at or before hearings
 - Create a poster for each type of procedure (administrative, quasi-judicial , legislative) to have at the hearing so that public has some guidance.
 - Chair to reference the guidance in introductory remarks.
 - Provide Board members with checklists - the one used for the SUP was very helpful.
 - Try at June 15 Planning Board Meeting.

2. Developer present before staff report
 - Put onus on developer to make their case
 - Makes it more interesting for the developer to explain their project and to take questions from the Board.
 - Staff can answer questions afterwards and provide report in part or in full depending on what the planning board asks for.
 - Try at June 15 Planning Board Meeting.

3. Staff reports
 - Should cover both sides of consistency – for example if a project could be viewed as being consistent with one goal but inconsistent with another, it should be pointed out.
 - Ask for Ron to speak with any legal considerations or to prepare an explanation on cases where the Board might need guidance.
 - Move motions to the front of the report and place in a box so that they stand out. (Sometimes it is hard to find the staff report.) By having motion at the beginning, the board understands what they are being asked to decide at the beginning.

4. Providing general information to the public.
 - Continue to improve Chair introductory remarks. It is helpful when the Chair more fully explains the process before each hearing.
 - Can we place additional information on the website or in the notices for the hearings?
 - Ask Clerk Candace Poolton if we could do a general information piece.

Group determined to try recommendations at the June 15th meeting to see how it goes and then determine if /when they want to meet again.

Group also discussed Council's decision to not grant the Chick Fil-A request to amend their site plan, ND Council's request to remove the density reduction threshold and building height limitations from the RCON ordinance. Council was in favor of the RCON, but felt that the other associated recommendations should be handled separately.

Group then discussed the resistance to change the density by-right threshold for quasi-judicial proceedings. If elected officials have concerns then, should the planning board still pursue it? This can be discussed by the Planning Board at a future meeting. Next meeting will have a full agenda.