

TOWN OF WAYNESVILLE

Planning Board

9 South Main Street
Waynesville, NC 28786
Phone (828) 456-8647 • Fax (828) 452-1492
www.waynesvillenc.gov

Development Services
Director
Elizabeth Teague

Planning Board Members
Susan Teas Smith (Chairman)
Ginger Hain (Vice Chair)
Stuart Bass
R. Michael Blackburn
Gregory Wheeler
Don McGowan
Marty Prevost
Tommy Thomas
Barbara Thomas

Regularly Scheduled Meeting
Town Hall, 9 South Main Street, Waynesville, NC 28786
Monday, October 18, 2021 5:30 PM

A. CALL TO ORDER

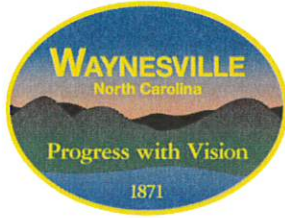
1. Welcome/Calendar/Announcements
2. Adoption of Minutes
 - September 20, 2021 Regular Meeting as presented (or as amended)
 - October 6, 2021 Special Called Meeting as presented (or as amended)

B. BUSINESS

1. Continuation of Public Hearing on a major subdivision for 115 homes on PIN: 8615-98-2217, off of Sunnyside Road, within the Town's extra-territorial jurisdiction (administrative hearing).
2. Public hearing on text amendments to the Sign Ordinance, LDS Chapter 11, to allow digital information to be included in school signs; and

C. PUBLIC COMMENT/CALL ON THE AUDIENCE

D. ADJOURN



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MINUTES OF THE TOWN OF WAYNESVILLE PLANNING BOARD

Regular Called Meeting

Town Hall – 9 South Main St., Waynesville, NC 28786

September 20th, 2021

THE WAYNESVILLE PLANNING BOARD held a Regular Called Meeting September 20th, 2021, at 5:30 p.m. in the board room of the Town Hall, 9 South Main Street, Waynesville, NC. 28786

A. CALL TO ORDER

1. Welcome/Calendar/Announcements

The following members were present:

Susan Teas Smith (Chairman)
Gregory Wheeler (Vice Chairman)
Stuart Bass
Tommy Thomas
Don McGowan
Michael Blackburn
Ginger Hain
Barbara Christian Thomas

The following Board members were absent:

Marty Prevost

The following staff members were present:

Elizabeth Teague, Development Services Director
Byron Hickox, Land Use Administrator
Olga Grooman, Planner
Esther Coulter, Administrative Assistant

The following applicants were present:

Patrick Bradshaw, PE Civil Design Concepts
Jesse Gardner, PE, Civil Design Concepts
Grey Raines, WGC Hospitality, LLC
Emily Clark, Architect at Clark Lanning

Planning Board Minutes
September 20, 2021

Chairman Susan Teas Smith called the meeting to order at 5:30 pm and welcomed everyone and asked the audience to be patient as there are multiple items on agenda.

2. Adoption of Minutes

A Motion was made by Board Member Tommy Thomas and seconded by Board Member Don McGowan to approve the minutes of the August 16th, 2021 Planning Board meeting as presented (or amended). The motion carried unanimously.

B. BUSINESS

1. Election of Chair and Vice Chair for 2021-2022

Board member Don McGowan nominated Susan Teas Smith for Chairman of the Planning Board seconded by Gregory Wheeler. The nomination carried unanimously.

Chairman Susan Teas Smith stated that the Vice Chair Gregory Wheeler wants to step aside.

Board member Gregory Wheeler nominated Ginger Hain for Vice Chairman of the Planning Board seconded by Chairman Susan Teas Smith. The nomination carried unanimously.

2. Continued discussion of revisions to sign ordinance (LDS Chapter 11) to accommodate school signs.

Land Use Administrator Byron Hickox presented his report on Electronic Changeable Face signs.

There are six schools that meet this definition within the town's jurisdiction: Hazelwood Elementary, Junaluska Elementary, Waynesville Middle, Haywood Christian Academy, and two Shining Rock Classical Academy campuses. The Shining Rock campus at 1023 Dellwood Road is located within the Dellwood/Junaluska Regional Center District and could therefore install an electronic changeable face sign under the existing sign standards.

Based on the Planning Board's discussion on August 16, 2021 meeting, staff prepared the proposed amendment to two sections of the Land Development Standards related to Electronic Changeable Face Signs at elementary and secondary schools. The amendment proposes allowing Electronic Changeable Face Signs at elementary and secondary schools, while limiting the dimensions and permitted times of operation. Mr. Hickox suggested that while the proposed amendment may not be specifically consistent with any particular goal of the 2035 Comprehensive Plan, it is not inconsistent with any of the goals. He asked for Board input. Board agreed to the structure of the suggested amendment and to hold a public hearing in October 18th, 2021 meeting.

3. Public Hearing on a conditional district zoning amendment for the portion of Haywood country Pin 8604-99-9017 within the Waynesville Country Club (legislative hearing)

Chairman Susan Teas Smith read the procedures of a Legislative hearing and rules of conduct. Ms. Smith opened the hearing at 5:49 pm.

Development Services Director Elizabeth Teague presented a staff report for a conditional district rezoning request within the Waynesville Country Club. The location is 176 Country Club Drive the PIN 8604-99-9017 and is in the Country Club Residential Low-Density District. She stated that the project proposes to carve out 2.84 acres from the Waynesville Country Club property to establish a new development of 8 single-family units that can be conveyed separately while establishing shared areas for parking, driveways, walkways and greenspace. This project is located where the Club facilities of an inn, and three condos had been demolished. The eight units will be 4 bedrooms each, reducing water and sewer demand to 32 total bedrooms. The project would re-use and redesign the existing driveway entrance and parking lot to provide an overall reduction in impervious surface. The redevelopment area is adjacent to approximately 545 linear feet of frontage on Chelsea Drive and is otherwise surrounded by the Waynesville Country Club property.

Ms. Teague reviewed the Land Development standards related to conditional district rezoning. She stated that the plan was reviewed by the Town's Technical Review committee on August 19, 2021 and revised plans and complete application were submitted September 1, 2021. Notifications of this hearing went out to adjacent properties and the paper; and the property was posted.

She reviewed the site plan for its compliance with the Land Development standards. The fundamental use of the property as single family residences remains consistent with the district's purpose and intent. Ms. Teague suggested that it is consistent with the 2035 Comprehensive Plan in that:

- Goal 1: Continue to promote smart growth principles because this is infill that re-uses and improves a site within the Country Club boundaries and provides a use that is consistent with the District's density and residential nature.
- Goal 2: Create a range of housing opportunities and choices because project will create 8 high-end residential and rental properties.
- Goal 4: Protect and enhance Waynesville's cultural resources because the development is part of an on-going plan to revitalize the Waynesville Country Club as a recreational resource and economic generator.

She added that development will improve traffic and pedestrian safety along Chelsea Road with addition of sidewalk, and that the landscaping and site plan as shown will be compatible to the neighborhood and recommended project is reasonable and in the public interest. She stated that staff suggests the following conditions based on the TRC comments:

1. Fire access be verified for lot # 8 and the driveway be extended as needed or directed by the Town's Fire Official.
2. Elevations of buildings be submitted for compliance with design guidelines provided in LOS Section 5.8.3 at the time of the building permit application.

The Applicant Patrick Bradshaw, P.E. of Civil Design Concepts introduced Grey Raines owner of WGC Hospitality, LLC. Mr. Raines gave some history of himself and the company and what the company does with properties. He indicated that they are happy to be in Waynesville and that their intent is to preserve and improve the Waynesville Country Club.

Mr. Bradshaw presented clarifying that the Inn will remain but will be renovated and the building that was demolished was known as the hotel. Mr. Bradshaw explained that the cottages will be single family homes to be sold, and the owners can choose to rent out the home for different events. Mr. Bradshaw said the project is in the 100-year floodplain and that they will be required to do some elevating and grading.

Emily Lanning spoke about the architecture of the buildings and what kind of material was going to be used. Ms. Lanning said they will use 2 or 3 style of homes. The Planning Board asked questions of the applicants.

Chairman Susan Teas Smith asked if there were any questions from the audience member and 1 said all her questions were answered. There were no further questions. Chairman Susan Teas Smith Closed the hearing at 7:00pm.

A Motion was made by Board Member Don McGowan and seconded by Board Member Michael Blackburn to find the project consistent with the 2035 Comprehensive Plan meeting goals 1 and 2 and that it is reasonable and in the public interest.

Don McGowan added to the motion that the two conditions of staff be met.

Board Member Tommy Thomas seconded. The motion carried unanimously.

4. Public Hearing on a major subdivision for 115 homes on PIN:8615-98-2217, off of Sunnyside Road, within the Town's Extra-territorial jurisdiction (administrative hearing)

Chairman Susan Teas Smith opened the hearing for the Queen major subdivision on an Unaddressed parcel on Sunnyside Road, in the Raccoon Creek Neighborhood Residential District.

Development Services Director Elizabeth Teague presented the staff report for the Queen Subdivision. This is the first major subdivision since the adoption of text amendments in the Land Development Standards related to 160D. Major subdivisions are now a procedure of administrative review on the compliance of a preliminary plat – an objective evaluation. The public hearing is provided to inform residents and to allow for public questions and input without the constraints of a quasi-judicial proceeding. This change means that the Planning Board will no longer approve a *master plan* that includes all features of the development through a procedure that may be subjective. Rather, the planning board must act as the *administrator* to evaluate the preliminary plat's compliance with the Land Development Standards.

The preliminary plat was reviewed by the Town's Technical Review Committee (Public Safety, Building Inspections, Zoning, and Public Works staff) on August 19, 2021. A water and sewer allocation request were submitted September 1, 2021 and capacity for the project confirmed. Preliminary Plat and Environmental Survey was submitted on September 3, 2021. Additional review and comments from technical review staff were provided since the submittal and are reflected in this staff report.

This project proposes 115 lots of single-family homes from 32.67 acres of undeveloped land adjacent to Sunnyside Road and along a "blue-line" tributary of Raccoon Creek. The property is within the Town's Extra Territorial Jurisdiction or "ETJ". The project must comply with the Town's zoning, development, and building regulations. Properties in the ETJ must apply for annexation to connect to the Town's sewer system, and the development must be annexed in order for the Town to provide services or to take over maintenance of the subdivision's street system. This would be achieved through a separate process that will require a public hearing before the Board of Aldermen.

Ms. Teague reviewed the subdivision plat's compliance with the Town's Land Development Standards.

The plat meets the Town's standards for density and dimensional requirements. Staff requests consideration of the following:

- Access to Sunnyside is narrow requires an NCDOT Driveway Permit. She recommends that NCDOT and developer consider widening Sunnyside adjacent to the entrance frontage to create a turning lane or additional space for turning movements. This would mean extending the culvert carrying the stream but would allow for improved traffic flow along Sunnyside during peak hours. Driveway permit should also consider the full line of site requirement which is 15' by 145'. Entrance Road was widened to three lanes internally in the plan at the recommendation of TRC to accommodate emergency vehicles.
- Lane E should be posted for no parking and fire apparatus must be within 150' of all portions of exterior walls. Hydrant locations shall be approved by the fire code official and located near intersections. For the longer streets, additional hydrants should be placed mid-block. She pointed out the stub-outs as potential future roadway connections and emergency vehicle turn-arounds. She recommends the lower stub-out to the west be eliminated.
- With only one access point into the property, a secondary entrance should be established for emergency vehicles. This could be accomplished by a second access point onto Sunnyside coming off of Street B, with a secondary driveway for emergency vehicles only, or by obtaining agreement that emergency vehicles can access through an adjacent property to connect to one of the street stubs provided. Street system shows very long un-interrupted streets when the ordinance calls for blocks of 500' in length maximum.
- Lots are generally 60' wide and driveways must be designed to be a minimum of 12' wide and be 50' apart, therefore the applicant will need the allowed administrative reduction of driveway spacing for some lots when building permits are requested.
- The stormwater retention areas are shown within civic space and the plan should distinguish how much area is specifically designated for stormwater management and how much is dedicated civic space for ordinance compliance.
- While engineering and other requirements are not part of a preliminary plat, they will be required as part of development. The following must be provided in the development process and can be noted as a condition of plat approval and prior to work commencing:
 1. A compliant landscaping plan be submitted showing the proposed location of street trees, and the use of native species.
 2. A compliant stormwater plan be provided with an operations and maintenance agreement drafted for sustainability of stormwater control measures and which will be recorded with the subdivision at the time of the final plat.
 3. A set of compliant water and sewer engineered plans that comply with the directives of the Fire Officials and Public Works Department.

Patrick Bradshaw, P.E. of Civil Design Concepts came to the podium and gave his presentation. He stated that the access to the property was done intentionally for safety purposes. He stated that the changes of 160D has challenged everyone. Mr. Bradshaw indicated that each lot must meet Town standards and that driveway location will vary with different house types. He talked about breaking up the longer streets with a greenway or path so as not to introduce more paving. Mr. Bradshaw said he understood about the need for separating civic space and stormwater designations.

The Board and Mr. Bradshaw talked about the emergency 2nd access to property in detail. He feels there is opportunity to create that secondary access and understands the concerns. Mr. Bradshaw stated that they have applied for a driveway permit from NCDOT and been in discussion with them. The NCDOT has average daily traffic counts of 350 vehicles on Sunnyside which does not warrant road improvements at this time. The introduction of 115 homes does not meet their traffic impact analysis threshold.

Chairman Susan Teas Smith asked if there were any other questions for the developer or staff and noted that it was getting late. She called for a five-minute recess before public comment.

B. PUBLIC COMMENT/CALL ON THE AUDIENCE

Kimberly Turner Mathis
Waynesville

Ms. Mathis said the property has been in her family for many generations. Ms. Mathis stated Sunnyside is a very narrow road. No one maintains the road. She said they had to beg the school for a bus stop for her grandson and that kids are standing on the bus because it's so full. The neighborhood is low to medium density and this seems to be high density. There are no indications how many cars and where they can park. There are many blind spots along the road. She lives in the country and she wants it to stay that way. She does not want to be annexed into the town. She appreciates being heard.

Mark Howell
P.O. Box Lake Junaluska

Mr. Howell thanked the board for the extension of the meeting to hear comments. He thanked Ms. Teague for her work. He said he was going to hold his comments till the next meeting. He proposed to the board to go out and look at the beautiful farm and look at the layout of the land before the next meeting.

Jason Rogers
Waynesville

Mr. Rogers started out saying he did not receive any paperwork on this development. He heard it from his neighbors. He could not find anything on the website, and he thought the project was moving very quickly and suggested to continue to have regular meetings on this project so that the neighbors could attend the meetings to express concerns.

Charlotte Rogers
Waynesville

Ms. Rogers recounted her family history of the property and surrounding land which belonged to her grandfather and grandmother. Her father worked the farm and when her father married, they had 4 children and no sons to continue farming the land. Her father was forced to sell the land to support his family. Ms. Rogers stated that this project does not suite the area at this magnitude.

Duane Moody
Waynesville

Mr. Moody's property is straight across the road. He said that the lower part of the property floods out badly. He stated that the neighbor's driveway has been fixed 3 times and they put part of the materials in the creek. Mr. Moody stated that his water line is on other side of creek and he had to get permission to do anything with the line. He also had to get permission to put in new covert when he put in his new driveway. He wants to know where all the runoff is going to go?

Kris Von Kaler
Waynesville

Mr. Kaler said he agrees with all the comments that has been presented from the citizens tonight, but wants to address the impact of traffic. He said he didn't feel the developer thought of the hundreds of cars traveling in and around that area. When turning right out of development up Sunnyside you turn onto a quiet street Medford Ave. then merge left to East St. to North Main Street. He said the plans look hastily drawn, no green space, no trees, no landscape, long boulevard looks like they packed as many houses in there as they could for a profit. He said it should not go forward as of the way it was presented.

Z Kollat
Waynesville

Mr. Kollat lived in Upper Crabtree for 36 years. He bought his property 2 months ago and the amount of traffic going up Medford to East to N. Main is going to be dangerous. He stated if you go by his house, you're going to see a track 100ft long of mud where someone ran off the road. He said he was an engineer and the road of 800ft in the development is just greed and creating a dangerous situation. Mr. Kollat stated he was sad that he bought a house in Waynesville.

Preston Jacobson
Waynesville

Mr. Jacobson stated he's across from the proposed development. Mr. Jacobson said himself and neighbors are not trying to stop the development he just wants them to use some common sense in the process. Density is his biggest issue. He said that he needs to research but this does not seem to be medium density. He stated he does not see that 300 to 400 thousand dollars is affordable. He asked anyway that the development could be lower density setup to expand this area without just dropping money to support the developer who will leave the area. These are not local people or regional people. He highly recommends travelling down that road. He said he will be watching the sedimentation of that branch on property that he owns.

Chairman Susan Teas Smith made the statement to the public that the Planning Board does their due diligence with each case. She has driven down Sunnyside prior to this hearing.

Chairman Susan Teas Smith asked if there were any other comments. There being none she closed the hearing at 8:32pm. The Board discussed how they wanted to proceed and all agreed they wanted more time to consider the plat. There was agreement to continue the hearing to the next regular meeting on October 18th, 2021.

Chairman Susan Teas Smith summarized the board's concerns with the project and asked the developer to examine the following for the next meeting:

- The Lane
- Differentiating Civic Spaces and Retention Ponds
- 2nd Access a must
- NCDOT driveway conditions and the Road not being maintained
- The length of the blocks seems overwhelming.
- Fix/eliminate the lower stub road

Board Member Don McGowen expressed concerns about the length of the roads and noted that density is the issue he heard as the most concerning of citizens.

Board Member Ginger Hain stated that on page 53 section 3 of the 2035 Comprehensive Plan that it recommends cluster development and the importance of open space.

A Motion was made by Board Member Ginger Hain and seconded by Board Member Barbara Thomas to continue the meeting till October 18th, 2021. The motion passed unanimously.

C. ADJOURN

With no further business Chairman Susan Teas Smith adjourned the meeting at 8:43pm.

Susan Teas Smith, Chairman

Esther Coulter, Administrative Assistant.

DRAFT



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MINUTES OF THE TOWN OF WAYNESVILLE PLANNING BOARD Special Called Meeting Town Hall – 9 South Main St., Waynesville, NC 28786 October 6, 2021

THE WAYNESVILLE PLANNING BOARD held a Special Called Meeting October 6th, 2021, at 5:30 p.m. in the board room of the Town Hall, 9 South Main Street, Waynesville, NC. 28786

A. CALL TO ORDER

1. Welcome/Calendar/Announcements

The following members were present:

Susan Teas Smith (Chairman)
Gregory Wheeler (Vice Chairman)
Stuart Bass
Marty Prevost
Tommy Thomas
Don McGowan
Michael Blackburn
Ginger Hain

The following Board members were absent:

Barbara Christian Thomas

The following staff members were present:

Elizabeth Teague, Development Services Director
Byron Hickox, Land Use Administrator
Olga Grooman, Planner
Esther Coulter, Administrative Assistant
Sam Cullen, Code Enforcement Official

The following others were present:

Ron Sneed, Town Attorney
Anthony Sutton, Board of Alderman
Andrew Morgan, The Mountaineer
Patrick Bradshaw

Chairman Susan Teas Smith called the meeting to order at 5:34 pm and welcomed everyone and asked Development Services Director Elizabeth Teague to start the training.

Ms. Teague thanked the Planning Board Members for coming to the special called meeting. This meeting was called at the request of Board members to better understand administrative review and associated procedural requirements as a result of 160D. Ms. Teague explained that this meeting should not discuss any specifics related to the application that is part of the continued hearing, except in providing Board members an opportunity to ask procedural questions.

Ms. Teague continued to explain how the North Carolina General Statutes updated land use planning regulations under the re-organized heading of NCGS "160D." It required that municipalities adopt, or provide an up-to-date, Comprehensive Land Use Plan to guide planning and zoning regulations, and that all local regulations had to fall into compliance with 160D. Ms. Teague pointed out that Michael Blackburn, Gregory Wheeler, and Ginger Hain were all on the committee that developed the 2035 Comprehensive Plan, and that the Planning Board spent a year reviewing the draft prior to its adoption in September of 2020. Ms. Teague pointed out the Future Land Use Map from the Plan and how it relates to the existing Land Use Map and designated zoning districts.

Planning Board Member Ginger Hain spoke up and mentioned that The Comprehensive Plan 2035 has 6 goals to refer to and recommendations to follow. (page 19-21)

1. Continue to promote smart growth principles in land use planning and zoning.
2. Create a range of housing opportunities and choices.
3. Protect and enhance Waynesville's natural resources.
4. Protect and promote Waynesville's cultural resources.
5. Create opportunities for a sustainable economy.
6. Create an attractive, safe, and multi-modal transportation system.

There was Board discussion regarding the distinctions between, and roles of, of the Comprehensive Plan as a guidance and policy document, and the Land Development Standards as the regulatory document.

Attorney Ron Sneed spoke about changes in the Town's Land Development Standards resulting from 160D. He explained updates to the conflict-of-interest rules, and explained that if Board members have a conflict of interest, then they should remove themselves from a decision making process and hearings. Mr. Sneed proceeded to discuss 160D's changes in the Land Development Standards related to Administrative decisions, and provided a handout comparing quasi-judicial and administrative decisions. Mr. Sneed let the board know with Administrative decision you can talk to each other and anyone outside of the case. He also explained that the Board would also be involved in a third type of decision which is legislative, and which involves changes to the Land Development Standards text or the zoning map. The Planning Board discussed and asked additional questions of Mr. Sneed and Ms. Teague for better understanding the procedures.

ADJOURN

With no further business Chairman Susan Teas Smith adjourned the meeting at 6:45 pm.

Susan Teas Smith, Chairman

Esther Coulter, Administrative Assistant

Planning Board Staff Report
Major Subdivision of 32.67 acres
Administrative Plat Review Continuation
October 18, 2021

Project: Queen Subdivision
Location: Unaddressed parcel Sunnyside Road, PIN 8615-98-2217
Zoning District: Raccoon Creek Neighborhood Residential (RC-NR)
Applicant: Jesse Gardner and Patrick Bradshaw, Civil Design Concepts
on behalf of Queen Development, LLC

Background:

This is the continuation of the public hearing for administrative subdivision review. In this process, the planning board acts as the *administrator* to evaluate the extent to which the information provided on the preliminary plat is sufficient, and that it “contains all the information necessary to decide whether or not the development as proposed will comply with all of the requirements of this ordinance” (LDS 15.2.4).

LDS Section 15.9.3 Preliminary Plats for Major Subdivisions, states that: “No major subdivision shall be approved unless the commission finds each of the following facts to be true:

1. The plan is consistent with the adopted plans and policies of the Town;
2. The plan complies with all applicable requirements of this ordinance; and
3. The plan has infrastructure as required by the ordinance to support the plan as proposed.

This project proposes to create of 115 lots for single-family homes from 32.67 acres of undeveloped land adjacent to Sunnyside Road, and along a “blue-line” tributary of Raccoon Creek. The property is within the Town’s Extra Territorial Jurisdiction or “ETJ.” This means that the project must comply with the Town’s zoning, development, and building regulations, and that the planning board is empowered to make administrative decisions where allowed regarding the preliminary plat.

Properties in the ETJ must apply for annexation to connect to the Town’s sewer system and to receive Town services. This would be achieved through a separate process that requires a public hearing before the Board of Aldermen. Additionally, once the street system is built to Town standards, the Town Board must decide if streets will be taken into the Town’s maintenance system by separate action.

The preliminary plat was reviewed by the Town’s Technical Review Committee (Public Safety, Building Inspections, Zoning, and Public Works staff) on August 19, 2021. A water and sewer allocation request was submitted September 1, 2021 and capacity for the project confirmed. Preliminary Plat and Environmental Survey were submitted on September 3, 2021. The public hearing was duly noticed for September 20, 2021, held, and continued until October 18, 2021. Applicant has made several revisions to the plat in response to public and board comments from the September 20, hearing, and provided a revised plat for Planning Board review.

Staff Review Comments on Revised Plat :

Consistency with the Comprehensive Plan:

The project lies within an area designated for low to medium density residential within the 2035 Comprehensive Plan’s Future Land Use Map. Low to Medium Density is, “single-family uses at average densities of 3-4 units/acre, (and) occasional small-scale attached housing types.” It also is consistent with the Plan’s Goal 2: to create a range of housing opportunities and choices.

Zoning, (RC-NR) Density, Dimensional Requirements and Permitted Uses, and Lot Standards (LDS Chapters 2-4) remain the same with lot reconfiguration:

- Plat meets the RC-NR density requirements as a medium density residential development. It shows 115 lots on 32.67 acres for an overall density of 3.5 units/acre. Maximum density for single family is 6 units/acre with minimum lot size of 1/6 acre (0.16 acre).
- Smallest lot is #9 at 7,378 square feet or 0.169 acres; largest is #75 at 17,583 square feet or 0.4 acres. Most frequent lot size = 7,500 square feet or 0.17 acres.
- Lot configuration has changed somewhat but widths still scale at 60' or more exceeding the minimum lot width of 50'.
- Building setback lines are drawn within each lot showing required building setbacks of 10' front, 10' to side lot line and 6' rear. Actual location of houses within the minimum setbacks will be confirmed with building permit and verified prior to construction. Similarly, pervious surface (10%/lot minimum), accessory structure setbacks, building height (2-3 stories) standards will be enforced for individual lots at the time of the building permit.
- Table of Permitted Uses states that single family residential is permitted out right in RC-NR.
- There are no supplemental standards for single family dwellings. Ordinance does allow for 1 accessory dwelling per lot with supplemental standards, but because this is a subdivision plat only, determinations of compliance regarding primary and accessory buildings will take place on a lot by lot level as building permit applications are reviewed.
- Plat shows that all lots front a street right-of-way to be publicly dedicated or privately maintained.

Infrastructure (LDS Chapter 6) Revisions:

- Street network of interconnected loops is provided without cul-de-sacs and meets the residential street standard. The short street previously shown as a *Lane* has been converted to a standard residential street (Street E. Note: Streets are now labeled A-F).
- Streets that were longer than 500' in length are now interrupted by a civic greenspace/greenway section that breaks up the travel length and creates blocks that are less than 500' in length.
- Revisions eliminate one of the street stubs, leaving two for possible future street connections and for emergency vehicle turn-around and are less than 150'.
- Removal of street stub allows for civic space to be relocated along Sunnyside Road. Along with the required stream buffer and designated stormwater areas, this change creates greenspace the length of the road frontage along Sunnyside.
- Compliant 5' sidewalks with 5' planting strips are provided on all streets and connect to designated civic space/parks.
- Applicant has submitted a driveway permit application to NCDOT Division 14 for review. NCDOT has asked for additional study by the developer on turning radius for larger vehicles which could result in conditions placed on the driveway permit. Site triangle at entrance will need to meet Town standard of 15'x145'.

- Intersections, grades, turning radii, pavement standards, utilities, and drainage of internal streets must meet Town standards and be approved by the Public Works Director or his designee.
- All required improvements shall be constructed by the developer at no cost to the Town and shall be approved by the Town prior to conveyance of any lots or shall be guaranteed in accordance with LDS 6.12.
- Applicant has secured a secondary emergency access through an easement agreement with the adjacent property which will be finalized if subdivision plat is approved. Design of travel surface within the easement will be subject to the approval of the Town's Fire officials. Note that, together with other road stub outs shown, this emergency access point, could create opportunity for continuing a secondary roadway network should other parts of the Queen Farm be developed which would diffuse future traffic demand along Sunnyside Road.

Civic Space (LDS Chapter 7):

LDS Section 7.3 calls for the dedication of 5% of the total development area as civic space. At least 25% of the civic space shall be dedicated to active recreation purposes and the remaining civic space may be reserved for passive recreation purposes such as walking, jogging, cycling, relaxation, etc. This means that once subdivided and dedicated, parts of the designated civic spaces must be programmed and planned prior to conveyance of any lots, including park furnishings, playground equipment, etc.

For this project, with 32.67 acres, a minimum of 1.63 acres of civic space is required, and revised plat shows 1.81 acres. Civic space is now drawn as distinct from stormwater areas. Civic space includes 3 separate areas plus a linear greenspace/greenway that intersects the property from Street A to Street F and breaks up the length of blocks. Additionally, the greenway space is designated to property's eastern boundary for future continuance or civic space connection - similar to how roadway stub-outs function.

Landscape (LDS Chapter 8):

Street trees of 1 canopy tree for every 40 feet of street frontage, with a maximum spacing of 50 feet on-center, are required to be planted in the 5' planting strip between the sidewalk and the street. A landscape plan of street trees must be submitted and reviewed for approval by staff prior to the conveyance of any lots (or guaranteed) and must now include "Street E" which was formally shown as a Lane. With the new lot configuration, civic space adjacent to Sunnyside creates more opportunity for landscaping along the road frontage.

Parking and Driveways (LDS Chapter 9):

LDS 9.2 Required Parking for single-family dwellings is a minimum of one space per unit.

LDS 9.8 Driveways must be a minimum of 12' in width but no more than 18' in width and be spaced 50' apart from each other, and 75' away from street intersections. However, the permitting administrator can reduce separation requirements by 40% in low traffic areas. A 40% reduction reduces driveway separation by 20' so that driveways could be as close as 30' apart in some cases, and reduces intersection separation by 30', so that driveways could be as close as 45' from an intersection in some cases.

Since this is just a preliminary plat, driveway locations are not shown. With lots 60' in width, there will be a need for spacing reduction in some cases as determined by the Land Development Administrator and at the time of individual lot site plan approval with the building permit.

Lighting (LDS Chapter 10):

Lighting for the subdivision shall be submitted to Town staff for approval. LDS requires that street-lights in NR be spaced a minimum of 300' apart, be placed at curves and intersections, be pedestrian scale (no taller than 18') and use cut-off features.

Environmental (LDS Chapter 12):

Project does not fall within the Floodplain regulations or the steep slope and hillside regulations. Project does have to comply with Sedimentation and erosion control requirements, and applicant will have to receive a land disturbance permit from the State. Additionally, the project will have to provide a stormwater management plan to the Town that demonstrates compliance with the Stormwater rules (LDS 12.5.7). A Maintenance and Operations agreement must be filed with the Town and recorded with plats, to ensure ongoing maintenance of stormwater control measures.

Conditions:

Staff recommends the following conditions of approval:

- The NCDOT Driveway Permit be issued and developer achieves the full line of site requirement which is 15' by 145'.
- The secondary entrance be established and recorded for emergency vehicles, with the design approved by the Town's Fire Official.
- That the following be provided prior to any work commencing in accordance with the LDS:
 1. A compliant landscaping plan showing the proposed location of street trees, chosen from the Town's recommended list of native species. Landscaping plan should include appropriate plantings within the stream buffer area, and street trees along the road frontage of Sunnyside within the designated civic space and stormwater control areas.
 2. A compliant stormwater plan with an operations and maintenance agreement drafted for sustainability of stormwater control measures to be recorded with the subdivision at the time of the final plat.
 3. Water and sewer engineered plans that comply with the directives of the Fire Officials and Public Works Department.

Planning Board Staff Report
Text Amendment for Standards for Electronic Changeable Face Signs
Legislative Hearing to make Recommendation to the Board of Aldermen
October 18, 2021

LDS Ordinance Section: Sections 11.6.2 & 11.7.4
Applicant: Staff Initiated
Zoning District: All, but limited to permitted school properties as defined

Background

The Land Development Standards Section 11.7.4, regarding electronic changeable face signs, states:

- 11.7.4 Electronic Changeable Face Signs (Permitted in RC Only).**
Electronic changeable face signs are permitted as a component of otherwise permitted signage subject to the following standards.
- A. No electronic changeable face sign may change its message or copy, or any pictures or images that are part of the message, more frequently than once every minute.
 - B. When the message of an electronic changeable face sign is changed mechanically, it shall be accomplished in three (3) seconds or less. When the message of an electronic changeable face sign is changed in an electronic manner, through the use of light emitting diodes, back lighting or other light source, the transition shall occur within two (2) seconds.
 - C. The portion of the sign face of an electronic changeable face sign which accommodates multiple messages shall not exceed 50 percent (50%) of the total sign face area and may not change its message or copy, or any pictures or images that are part of the message, more frequently than once every minute; the remaining portion shall be static.
 - D. Electronic changeable face signs which are illuminated, or which use electronic lighting to display message shall be subject to the restrictions and limitation applicable to illumination in this ordinance.
 - E. There shall be located no more than one electronic changeable face sign per lot, and such sign shall be permitted only on a ground sign and not on any attached sign or window sign.

The rules related to electronic changeable face signs are straightforward and are designed to limit this type of signage to the Town's most commercial areas. However, these types of signs would be particularly useful for schools to disseminate information to parents, students, and staff regarding quickly-changing circumstances, especially involving weather-related closures and delays, public health, and last-minute event cancellations. The Land Development Standards defines Schools, Elementary and Secondary as:

A public or private institution for education or learning including athletic or recreational facilities, which does not include lodging. This institution includes any school licensed by the state and that meets the state requirements for elementary and secondary education.

The Haywood County School Board would like to activate one at the Waynesville Middle School which is in the Hazelwood Urban Residential District, and other schools may want to follow suit. The Shining Rock campus at 1023 Dellwood Road is located within the Dellwood/Junaluska Regional Center District and could therefore install an electronic changeable face sign under the existing sign standards. Other schools that meet this definition are Hazelwood Elementary in the Plott Creek NR District; Junaluska

Elementary in the Raccoon Creek-NR District, Haywood Christian Academy in the Dellwood Residential Medium Density, and the new Shining Rock Classical Academy campus within the Dellwood Residential Medium Density Mixed Overlay District.

Based on the Planning Board's discussion at its August 16, 2021 meeting, town staff has prepared a proposed amendment to two sections of the Land Development Standards specifically related to the use of Electronic Changeable Face Signs at elementary and secondary schools. The amendment proposes allowing Electronic Changeable Face Signs at elementary and secondary schools, while limiting the dimensions and permitted times of operation.

At its September 20, 2021 meeting, the Planning Board reviewed this proposed text amendment and requested that a public hearing be held at the next regular Planning Board meeting on October 18, 2021.

Consistency with the 2035 Comprehensive Land Development Plan

Staff submits that while the proposed amendment may not be specifically consistent with any particular goal of the 2035 Comprehensive Plan, it is not inconsistent with any of the goals and is designed to support our school institutions while still being protective of existing neighborhoods and limiting light pollution.

Attachments

1. Draft text amendment for Land Development Standards Section 11.6.2 and Section 11.7.4

D R A F T

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE TEXT OF THE
TOWN OF WAYNESVILLE LAND DEVELOPMENT STANDARDS**

WHEREAS, the Town of Waynesville has the authority, pursuant to Section III of Chapter 1 of 160D, of the North Carolina General Statutes, to adopt land development regulations, clarify such regulations, and may amend said regulations from time to time in the interest of the public health, safety and welfare; and

WHEREAS, the Town of Waynesville Planning Board has reviewed the proposed amendment to the text of the ordinance and recommends that it is consistent with the 2035 Comprehensive Plan and that it is reasonable and in the public interest, and recommends the text amendment for its enactment by the Board of Aldermen; and

WHEREAS, after notice duly given, a public hearing was held on _____ at the regularly scheduled meeting of the Waynesville Planning Board, and on _____ at the regularly scheduled meeting of the Board of Aldermen;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF WAYNESVILLE, MEETING IN REGULAR SESSION ON _____ AND WITH A MAJORITY OF THE BOARD MEMBERS VOTING IN THE AFFIRMATIVE, THE FOLLOWING:

1. That the Land Development Standards Section 11.6.2 – Other Permitted Signage be amended as follows (*in red italics*):

11.6.2 Other Permitted Signage

Development Type	Standard
Home Occupations (All Residential Districts)	8 sq. ft.
Master Development Sign (For Development 5 acres or greater) within RC and CI districts	160 sq. ft.—25 ft. tall—1 permitted per major road frontage
Master Development Sign (For Development 2 acres or greater) within NC and BD districts	48 sq. ft.—8 ft. tall—1 permitted per major road frontage
Neighborhood Entrance Signs	Subject to Planning Board design approval

Development Type	Standard
<i>Elementary and Secondary Schools</i>	<i>32 sq. ft. – 8 ft. tall – May be Electronic Changeable Face Sign (See Section 11.7.4) – Must be static between one hour after dusk and one hour before dawn except during special events</i>

2. That the Land Development Standards Section 11.7.4 – Electronic Changeable Face Signs, be amended as follows (*in red italics*):

11.7.4 Electronic Changeable Face Signs (Permitted in RC *and at Elementary and Secondary Schools Only*)

ADOPTED this _____ Day of _____, 2021.

TOWN OF WAYNESVILLE

J. Gary Caldwell, Mayor

ATTEST:

Eddie Ward, Town Clerk

APPROVED AS TO FORM:

Martha Bradley, Town Attorney