



TOWN OF WAYNESVILLE Planning Board

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**Development Services
Director**
Elizabeth Teague

**Assistant Development
Services Director**
Olga Grooman

Susan Teas Smith (**Chair**)
Ginger Hain (**Vice Chair**)
Stuart Bass
John Baus
Michael Blackburn
Travis Collins
Jan Grossman
Tommy Thomas
Blake Yoder

MINUTES OF THE TOWN OF WAYNESVILLE PLANNING BOARD Regular Meeting

**Town Hall – 9 South Main St., Waynesville, NC 28786
Monday October 21st, 2024, 5:30 p.m.**

THE WAYNESVILLE PLANNING BOARD held a Regular Meeting on Monday, October 21st, 2024, at 5:30 p.m. in the Board Room of the Town Hall at 9 South Main Street, Waynesville, NC 28786.

A. CALL TO ORDER

1. Welcome/Calendar/Announcements

The following members were present:

Susan Teas Smith (Chair)
Ginger Hain (Vice Chair)
Stuart Bass
John Baus
Travis Collins
Jan Grossman
Tommy Thomas
Blake Yoder

The following board member was absent:

Michael Blackburn

The following attorney was present:

Ron Sneed, Board Attorney

The following staff members were present:

Elizabeth Teague, Development Service Director
Olga Grooman, Assistant Development Service Director

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Alexander Mumby, Land Use Administrator
Esther Coulter, Administrative Assistant
David Kelley, Senior Code Enforcement Official
Darrell Calhoun, Fire Marshall

Chair Susan Teas Smith welcomed everyone and called the meeting to order at 5:30 p.m.

Ms. Smith asked for announcements. Development Services Director Elizabeth Teague informed the board that Town Council meetings are available on YouTube. Ms. Teague also mentioned that on November 5th, 2024, there will be a quasi-judicial procedure training by attorney Ron Sneed at the Zoning Board of Adjustment meeting, and the Planning Board members are invited to attend.

Ms. Smith asked for a motion to approve the minutes.

A motion was made by Board member Jan Grossman and seconded by Board member Travis Collins to approve the minutes of the August 19th, 2024, meeting as presented. The motion passed with 8 members voting for, and Board Chair Susan Teas Smith abstaining due to being absent on August 19th, 2024.

B. BUSINESS

1. Discussion on the Fire Code Officials' request for a text amendment to include addressing on ground signs, Land Development Standards, section 11.6.

Assistant Development Services Director Olga Grooman said the proposed text amendment was requested by the Town's Fire Marshall, Darrell Calhoun, to require street addressing on new ground signs, while clarifying that the addressing would not count toward the sign's face size calculation. Ms. Grooman stated the text amendment cross-references requirements for premises identification that specify that addresses should be affixed to something on the property, be visible from the street, and help emergency vehicle personnel better locate properties. Ms. Grooman told the board that this was a discussion to gather feedback from the Planning Board.

Board member Tommy Thomas asked how this would be administered and what are the penalties if businesses do not comply with the ordinance. He also inquired about the existing buildings. Ms. Grooman said that this provision would apply to new signs and existing signs would be grandfathered in.

Senior Code Enforcement Official David Kelley stated that the residential addressing code is different, and when any remodeling is done, the Town asks owners to place the address on the structure. Mr. Kelley clarified that this text amendment will apply only to commercial properties. He further stated that during the business's annual fire inspection, the visibility of the address is a requirement.

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2. Public Hearing on text amendments related to accessory structures and manufactured housing, Land Development Standards sections 3.2.1, 3.2.6, 4.5, and 17.3.

Chair Suzan Teas Smith read through the procedures and rules of conduct for the Public Hearing.

She opened the public hearing at 6:05 p.m.

Ms. Grooman explained that at the Town Council meeting on September 10, 2024, the Council returned the text amendment on accessory dwellings and manufacturing housing to the Planning Board for further analysis of its potential impact on properties. On September 16, 2024, the Planning Board discussed potential revisions to the draft ordinance. Today, the staff presents the revised ordinance. The main provisions are:

- A. **Number:** Accessory dwelling units (ADUs) may only be located on a lot with an existing single-family dwelling. The number of accessory dwellings on a lot shall be as specified in Table 4.5.2. Accessory dwellings count toward, and may not exceed, the density of the underlying zoning district.
- B. **Other Applicable Laws:** Accessory dwellings must comply with all applicable local, state and federal laws, and building codes.
- C. **Placement on the Lot:** The placement of detached accessory dwellings on a lot shall be in accordance with Table 4.5.2.
- D. **Yard Requirements:** The accessory dwelling shall meet all yard/setback requirements as established for principal uses within the land development district in which it is located.
- E. **Compatibility:** Accessory dwellings shall be clearly subordinate in size, height, footprint, and other design elements, to the main structure. Existing accessory structures that are converted or partially converted to ADUs shall be subordinate to the main structure, as determined by the Administrator.
- F. **Campers, park models, tiny homes on wheels, travel trailers and recreational vehicles are not permitted for use as an accessory dwelling**, unless granted under a temporary housing permit for emergencies. Manufactured housing is allowed as an accessory dwelling only if it is permitted as a use in the underlying zoning district, subject to additional standards and design guidelines in Chapters 3 and 5. Manufactured housing is not allowed as accessory dwelling in Mixed-Use Overlay Districts except for the westside of the Dellwood Medium Density District and within the Railroad Overlay District

Ms. Grooman explained the more restrictive square footage limit for ADUs on smaller lots (1 acre or less), where the footprint for accessory structures, including ADUs, must be less than 10% of the lot size, with a maximum aggregate footprint. Currently, on lots under 0.5 acres, the ordinance allows 1,000 square feet for accessory structures and does not regulate the footprint of accessory dwellings. The proposed ordinance would cap all accessory structures at 10% of the lot size or 1,500 sf for lots under 0.5 acres, and 1,800 sf for lots between 0.5 and 1 acre, whichever is less. This change is much more restrictive than the current allowance.

Public Comment

Judith Gentry: Ms. Gentry expressed concern that her son and his family were unable to afford to rent or purchase a home in Haywood County. Ms. Gentry's family owns land and wants to allow her son to place a manufactured home on the property. Ms. Gentry thanked the board.

Chair Suzan Teas Smith closed the public hearing at 6:35 p.m.

A motion made by Board members Jan Grossman, seconded by Board members Travis Collins, to find the recommended text amendment as presented, to be consistent with 2035 Land Use Plan Goal 1 to promote smart growth and Goal 2 to create a range of housing opportunities and choices. The text amendment is also reasonable and in the public interest. The motion passed 8 to 1.

A motion made by Chair Susan Teas Smith, seconded by Board members Jan Grossman to recommend the text amendment as presented to the Town Council. The motion carried unanimously.

3. Discussion of the text amendment to allow use of temporary emergency housing while a home is being repaired from damage caused by a natural disaster or fire.

Development Services Director Elizabeth Teague said after the damage assessments were completed from Hurricane Helene, several single-family homes had significant damage and should not be occupied while repairs are being made. Ms. Teague told the board that the Town's Land Development Standards (LDS) prohibit campgrounds, campers, recreational vehicles, travel trailers as accessory dwellings units. Ms. Teague received guidance from the School of Government for temporary emergency housing. She asked the board to consider the draft text amendment to LDS Section 4.6.4: Temporary Uses with Specific Requirements.

The text amendment proposes to allow temporary uses of a travel trailer, FEMA trailer, or Recreational Vehicle as interim housing in any residential district in cases where the permanent home has been destroyed or damaged so that it is no longer safe as a dwelling. A land use permit for temporary housing must be obtained from the Development Services Department and will be valid for 180 days. Ms. Teague clarified that temporary housing permits may be extended while construction and repair activities take place and there is an active building permit. Ms. Teague also

added that these temporary shelters will be restricted to the private property of the person whose residence has been damaged, or they must be located in a Town-designated emergency campground area to be determined.

4. Continuation of the discussion on the draft ordinance related to short-term rentals (STRs).

Board member John Baus asked the board to clarify which direction to pursue the STR research. Mr. Baus said he has been researching rules from other municipalities and exploring how other states handle short-term rentals.

Ms. Smith and Ms. Teague suggested that the board hold a special called meeting on December 5th, 2024, at 5:30 pm to work on STRs, EVs, and emergency housing text amendments. Ms. Teague asked the board to read the staff reports and draft ordinances before the next meeting.

C. ADJOURN

Board Chair Susan Teas Smith adjourned the meeting at 7:18 p.m.

Ginger Hain, Planning Board Vice Chair

Esther Coulter, Administrative Assistant