

REGULAR MEETING
TOWN OF WAYNESVILLE
COMMUNITY APPEARANCE COMMISSION
SEPTEMBER 7, 2005
WEDNESDAY - 9:00 A. M.
TOWN HALL

The Community Appearance Commission held a regular meeting Wednesday, September 7, 2005. Members present were Don Norris, Bill Skelton, Joanna Swanson, Luis Quevedo and Mib Medford. Also present at the meeting were Planning Director Paul Benson, Land Development Administrator Byron Hickox and Deputy Town Clerk Freida Rhinehart. Chairman Luis Quevedo called the meeting to order at 9:10 a.m.

Approval of Minutes of July 6, 2005

Mib Medford pointed out that a correction to the minutes should be made on Page 3, first paragraph under HVO - Daniel Hyatt - Riverbend Street - Landscape Plan, second sentence. The sentence should read, "Zelkova trees were recommended due to their vase shape growth habit."

Luis Quevedo moved, seconded by Joanna Swanson, that the minutes of July 6, 2005 be approved as revised. The motion carried unanimously.

Powers and Duties of Community Appearance Commission

Paul Benson gave the following report from the Land Development Standards regarding the powers and duties of the Community Appearance Commission:

1. The Town of Waynesville Land Development Standards (LDS) establishes and empowers the Community Appearance Commission (CAC), (Section 154.053). There are 16 powers and duties listed in the LDS for the CAC relating to protecting and improving the appearance of the town.
2. As for plan review, the LDS establishes a formal role for the CAC in the approval process for the following types of development:
 - A. Major subdivision preliminary plans, (Section 154.081) - CAC review will be primarily for street trees, since normally each lot is developed and landscaped individually.
 - B. Conditional uses, (Section 154.083) - There are 9 higher intensity uses identified in the LDS as needing more review including recommendations from the CAC and Planning Board, with final approval by the Board of Adjustment. CAC comments may become mandatory if attached as conditions of approval by the Board of Adjustment.

3. The LDS also states that the CAC may request and review plans for the following development and redevelopment of the following types:
 - A. Commercial
 - B. Industrial
 - C. Clustered and/or Multi-Family Residential with 6 or more unitsFor these types of developments the staff recommends that the CAC review all plans for new principal buildings, and major repair or reconstruction. This would not extend to minor alterations or accessory buildings.
4. Except as noted above, CAC requests for alterations not required by the LDS are advisory only. However, the CAC's role is still important as many applicants are open to advice and suggestions on building design, materials and plant types. Members of the CAC are generally well qualified to offer valuable advice in these areas.
5. The staff will not present incomplete plans to the CAC. The LDS requires a complete submittal before a project is placed on the CAC's agenda. The staff will review the plans to identify any potential inconsistencies with the requirements of the LDS and present that information to the CAC. If significant revisions to the plan are required and not submitted prior to CAC review, the staff will recommend that the CAC postpone review until revised plans are submitted. In cases where the submitted plans meet the requirements of the LDS, the CAC may not require resubmission, even if significant changes are requested to the plans.
6. The staff recommends that the CAC continue to hold votes for approval, conditional approval or disapproval. The CAC does not have the authority to deny projects that are in compliance with the LDS, however, a vote of disapproval sends a message to all interested parties that the project needs improvement. In the case of conditional use permits, where some discretion is permitted in the approval process, a vote of disapproval by the CAC may lead to additional conditions or even denial of the conditional use permit by the Board of Adjustment.

Mr. Benson pointed out that Item 2 B requires that for conditional uses, the CAC will approve the plan as submitted, approve the plan with conditions, or disapprove the plan. Any conditions that the CAC require will become mandatory for the granting of the conditional use permit. He further pointed out that single family homes are not subject to approval by the CAC.

Mr. Benson further stated Item 3 only requires the CAC to look at the plan and make recommendations. He said that some developers might need and seek advice from the Commission. The CAC can advise but not require. Everyone is subject to the standards set by the LDS. For example, if the LDS only requires that a large maturing tree be planted, the CAC cannot require that a certain type tree be used.

Mib Medford stressed the importance of having larger trees that have a long life span. Mr. Benson replied that the CAC could request that large trees be used on a particular street. This is why having a list of recommended species is important.

In reference to Item 5, Mr. Benson said that staff will have reviewed all plans prior to submittal. The LDS requires a complete submittal prior to review by CAC. He encouraged all members to review

the Powers and Duties of the CAC on page 51 of the LDS.

Community Appearance Commission Minutes

Page 3

September 7, 2005

Recommended Street Tree List

Mr. Benson would like to have a list of recommended street trees reviewed and finalized for the next meeting.

Mib Medford suggested that some of the CAC members might wish to work with Jonathan Yates, the Town's new horticulturist, and Fred Baker to suggest what types of trees might be appropriate in various areas. Town Staff needs to be able to advise whether trees should be tall or shorter.

Chairman Luis Quevedo appointed a subcommittee of Bill Skelton, Don Norris and Mib Medford to compose a Recommended Species List in collaboration with Jonathan Yates and Fred Baker.

Paul Benson presented the following outline to guide the subcommittee:

Types of plantings required by the Land Development Standards:

1. **Street trees**
 - a. Large maturing
 - b. Small maturing (35'-40' height on maturity)
2. **Street walls**
 - a. Shrubbery
 - b. Trees
3. **Buffer yards**
 - a. Shade trees (25' height at maturity)
 - b. Evergreen trees (25' height at maturity)
4. **Parking lot buffers** (see street walls and/or buffer yards)
5. **Parking lot shade trees**

This list will be available for Mr. Benson to give to developers who seek advice regarding species to meet their requirements.

Luis Quevedo stated that the main focus for street trees should be for main arteries coming into Town.

Bill Skelton will coordinate with the subcommittee to finalize a list of recommended species for presentation at the next meeting.

Other Business

Lillian Norris has submitted her resignation as a member of the Commission due to her increased workload at her husband's business. Roger Winge and Steve King will be contacted to see if they wish to continue as members of the Commission. If Mr. Winge does not wish to serve, a new vice chair will have to be elected. When it is determined how many new members need to be appointed, a request for appointment of new members will be submitted to the Board of Aldermen.

Community Appearance Commission Minutes

Page 4

September 7, 2005

Adjournment

With no further business, the meeting was adjourned at 10:05 a.m.

Luis Quevedo
Chairman

Freida Rhinehart
Secretary