



TOWN OF WAYNESVILLE Planning Board

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

Development Services
Director
Elizabeth Teague

MINUTES OF THE TOWN OF WAYNESVILLE PLANNING BOARD Regular Meeting Town Hall – 9 South Main St., Waynesville, NC 28786 March 15, 2021

THE WAYNESVILLE PLANNING BOARD held a Regular Meeting March 15, 2021, at 5:30 p.m. in person and via Zoom, 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
- Michael Blackburn
- Ginger Hain
- Don McGowan (Via Zoom)
- Marty Prevost
- Tommy Thomas

The following Board members were absent:

- Bucky Dykes

The following staff members were present:

- Elizabeth Teague, Development Services Director
- Byron Hickox, Land Use Administrator
- Olga Grooman, Planner
- Esther Coulter, Administrative Assistant
- Eddie Ward, Town Clerk
- Kathy Johnson, Deputy Clerk
- Ron Sneed, Attorney

The following media were present:

Becky Johnson

The following representatives for the application were present:

Adeline Wolfe, Mountain Housing Opportunities, Inc.

Wyatt Stevens, Attorney

Warren Sugg, P.E. Civil Design Concepts

Chad Askew, AIA, Housing Studio

B. BUSINESS

1. Major site plan application by Mountain Housing Opportunities for and 84-unit, multi-family development involving multiple properties at Howell Mill and Calhoun Road: PINs 8616-42-3466, 8616-42-6671, 8616-42-6329, 8616-42-5167, 8616-42-4173, 8616-43-3089.

Chairman Susan Teas Smith called the meeting to order at 5:30 p.m. and welcomed everyone. She read the protocols for the Quasi-Judicial hearing and asked if anyone had any questions. Ms. Smith asked if there was anyone who would like to be recognized as having standing in the hearing and no one came forward. She opened the public hearing at 5:31pm, and asked for anyone that would like to testify to come forward to be sworn in.

Development Services Director Elizabeth Teague explained that this is the first time the planning board has used Zoom as part of a public hearing and that there were several people joining the meeting online via Zoom. Ms. Teague introduced Olga Grooman as the new Planner for Development Services and introduced the clerk team Kathy Johnson as Deputy Clerk, Esther Coulter with Development Services and Town Clerk Eddie Ward.

Ms. Teague explained that this public hearing is for a major site plan review located on Howell Mill Road and Calhoun Road. She referred the board to the board packet containing detailed explanation and pictures of the area. She said the property is just outside the town boundary but is within the extra territorial jurisdiction. This means development at this location has to comply with all of the Town's planning, zoning, and building permitting rules. She presented the staff report to the Planning Board as follows:

The applicant is Mountain Housing Opportunity and is represented by Adeline Wolff, Civil Design Concepts Engineer Warren Sugg, Chad Askew with Housing Studio Architect. Attorney Wyatt Steven representing MHO is also in attendance.

The property is 5.29 acres owned by Timothy and Patricia Shook. This property along with the property across the street was zoned Howell Mill Road Urban Residential District (HM-UR). It is more residential in nature and was meant as a transitional buffer between the Russ Avenue Rugional Center District and the Medium Density Residential District that is along Howell Mill Road.

She said that each zoning district is assigned a purpose and need statement, and this one states that this district is a transitional neighborhood that buffers rural and medium density residential areas from

intense commercial uses found within the Russ Avenue Regional Center District. It is convenient to town and the Recreation Center and served by the multi-modal Howell Mill Road, yet valued for its green spaces, vistas, and peaceful character. Future development should build on, and connect to, this transportation infrastructure and accommodate vehicles, pedestrians and cyclists and be of a residential scale and design. (LDS 2.3.4 C)

Ms. Teague stated this application is for an 84-unit multi-family development on 5.29 acres, assembled from 7 lots at the corner of Calhoun Road and Howell Mill Road. MHO has included an authorization form to make application on behalf of property owners. It proposes three multi-family buildings, a clubhouse, playground, and open spaces for passive recreation.

The project will be bordered on one side by Calhoun Road and the back of the Ingles Shopping Center. It will be bordered on two sides by residential property off of Calhoun Road and Howell Mill Road. The property in question is across the street from the Sonoco warehouse.

Ms. Teague entered into evidence the staff report (Exhibit A), application materials that have been provided by MHO (Exhibit B), meeting notice documents that went out to adjacent property owners, the Mountaineer newspaper (3/3/21 and 3/10/21)) and was posted on site (3-1-21) (Exhibit C). Adopted by reference the town Land Development Standards referred to as LDS. Also entered into public record is the 2035 comprehensive land use plan (Exhibit D).

This report follows the Land Development Standards (LDS) to assist the Board with its findings, and is based on staff review provided at a February 24, 2021 Technical Review committee meeting by Public Services Department, Fire Department, Building Inspectors, and Planning Staff, and subsequent discussion with the applicants in terms of getting them to meet the requests of various town staff. The completed application was initially received on February 17 including the environmental survey (15.4.1) a master plan with preliminary civil engineering construction drawings (15.4.3), and building elevations (15.4.7). Revisions based the TRC and on staff comments were resubmitted March 5, 2021.

The property in the 2035 Land Use Plan that is part of this zoning district is designated for Medium to High Density Residential. Staff also submits that affordable housing development at this location is compatible with the Land Use Plan Goal #2 of “creating a range of housing opportunities and choices” by encouraging new housing and promoting a diverse housing stock that includes workforce housing and affordable options that appeal to a variety of households. It also is development within Waynesville’s urban service boundary and extra-territorial jurisdiction.

In terms of zoning compliance, staff submits that multi-family development is permitted outright without supplement standards in the Urban Residential Districts. (LDS 2.5.3). The HM-UR District allows for up to 16 units per acre, with a minimum setback of 10’ from the front and side by adjacent lots, and 5’ from the secondary road frontage and the proposed development is with the allowable setbacks. (LDS 2.4.1.)

The 16 units per acre density threshold for the district is also met without requiring a special use permit application. This includes the new 84 units plus the single-family house in the corner of the development which shall remain. The three apartment buildings are three stories, with a partial understory, and is less than 60’ from the peak of the roof to the highest adjacent grade per our height standards LDS 2.4.1 and 4.4.2.

The Clubhouse is single story and available for use by the residents. Additionally, five percent civic space is provided in two separate areas to be programmed, plus a playground area adjacent to the clubhouse. 3.03 acres of the total site will be pervious, or 58%, exceeding the 10% minimum per the ordinance. The project meets the Town's general standards of Chapter 4 as the lot fronts Howell Mill Road with an access road provided, and the buildings primary facades face the shared driveway and parking areas. (LDS 4.3)

In terms of zoning compliance, this project meets the House/Township/Apartment Residential design guidelines. The buildings have sloped roofs with eaves. Per section 5.8.5 façade design, the clubhouse includes a covered porch with pillars, window trim, and a decorative pattern on the exterior finish of stone and wood, meeting the design guidelines. Each apartment building's primary elevations and rear elevations facing the public street or common parking areas have met required architectural features for apartment buildings. These include, dormers, gables, recessed entries, off-sets in building face and roof, window trim, and balconies. Per section 5.8.6, building walls are variable materials of stone veneer, fiber cement lap siding, and cement shakes. The roof is clad in architectural shingles on a sloped roof.

Infrastructure has been designed to meet the requirements of the Town of Waynesville Specifications Manual to connect to Town Water and Sewer. MHO has also made application to the Town for an incentive grant to assist with infrastructure construction. The Town has the capacity to serve the project with water, sewer, and power. Staff has also asked for McGill and Associates to evaluate projected future sewer service demand as part of on-going improvements to the Town's sewer plant. Connection to the Town's sewer system will require an annexation petition to the Town.

Evidence from Public Services Director Jeff Stines (Exhibit F), indicates the Town has the capacity to provide power, water and sewer to the development. Two fire hydrants and water and sewer lines and connections have been located with Public Works staff approval.

The Project will connect to Howell Mill Road with a 20' travel surface. Driveway design is subject to NCDOT driveway permit and design approval since Howell Mill Road is NCDOT maintained. Sidewalk connection to the apartments is provided to Howell Mill Road.

Parking lot design has been adjusted to provide greater radii for access road as it enters the parking lot at the request of the fire chief. Parking lot shall be required to meet the curb, gutter, and pavement standards of the Town's Specifications Manual.

Drainage is directed to storm drains which connect to open space and a stormwater control measure at the lower end of property. Development must comply with the town's Stormwater Management Regulations (LDS 12.5) and must be approved by the Town Engineer or his designee. Stream is to remain undisturbed, meeting the stream buffer requirement and built-upon area requirement, maintaining a 30' buffer landward of the stream. An approved stormwater management plan must be submitted prior to building permit approval.

Project will disturb 5 acres requiring a land disturbance permit from the North Carolina Department of Environmental Quality (NCDEQ) for soil and erosion control. This Property is not subject to floodplain or steep slope regulations.

Development will not generate 3,000 trips per day and so does not require a traffic impact analysis. The Institute of Traffic Engineers (ITE) Manual estimates an average 6-10 trips per day per unit in multi-family development, or 850 trips.

Civic space is provided to “ensure convenience to all residents of the development” and are “centrally and internally located to serve the needs of the residents of the neighborhood.” (7.2.2-3). Civic space will have to meet design detail standards of 7.2.5.

Applicant has provided a preliminary landscape plan for compliance; this includes a Type C buffer where development is proximate to existing residential structures. This would be at the north part of the property along Calhoun Road and to the eastern edge of the property toward the Recreation Center. Street trees are provided along Howell Mill Road as required for new development at 1 canopy tree for every 40’ radius requirement of the ordinance. The parking lot edge facing Howell Mill Road is 120’ from the road frontage with a slope and a sidewalk in between and has two shade trees plus an evergreen.

Applicant has provided compliant parking. Parking spaces meet the town dimensional requirement of 9 x 18. ADA spaces are subject to building code. Parking lot drive aisles exceed 20’ in width. The parking provided exceeds the Town standard of 1.5 spaces per unit, by providing 144-148 parking spaces of surface parking, which 14 are ADA designated. Interior pedestrian connectivity provided along with sidewalk serving each building along the perimeter and a sidewalk connection to required sidewalk along Howell Mill Road. Line of sight and design regarding the intersection with Howell Mill Road is subject to the requirements of the NCDOT Driveway permit requirements. Also, bicycle parking accommodating at least 7 bicycles is required and must be shown on the Master Plan.

Other requirements to be addressed as part of building inspections and permitting at a later time, includes a lighting plan which will be required for approval by the Town Engineer. Lighting plan must comply with the Town’s design standards for the UR District (Chapter 10). This will require cut-off lighting that is under 25’ for parking areas and directed architectural lighting for buildings and walkways. The Town’s dark sky ordinance has the goal of preventing light trespass off of the site. Also, if there is to be identification signage for the development along Howell Mill Road, it shall be of a monument style sign and will require a sign permit from the Town.

Staff feels the Board could approve this application with the following findings of facts and contingencies based on the zoning ordinance. The plan is consistent with the adopted plans and policies of the Town because the plan is compliant with the Zoning District in which it is located. It is consistent with the use and density of the 2035 plan Future Land Use Map. It is within the Town’s ETJ and urban services boundary. It is adjacent to a State maintained thoroughfare and supplements pedestrian infrastructure and supports the 2035 plan goals of creating housing opportunities and choices

Staff also submits that the plan complies with all applicable requirements of the Land Development ordinance.

- The plan has met the requirements of the Land Development Standards with the caveat that the applicant must locate bicycle parking on the master plan, verify the number and location of additional shade trees at a rate of 12 per parking space, provide a complete engineered stormwater plan that is approved by the Town engineer or his designee, provide completed construction

documents that are approved by the Town building inspections division and is subject to NCDOT driveway permit requirements.

- There exists adequate infrastructure (transportation and utilities) to support the plan as proposed. The applicant has provided plans which meet the Town's specifications. Applicant must apply for annexation to the Town for sewer connection. The applicant has also applied for Town assistance with water and sewer connection as part of the Affordable Housing Insensitive Program and will be going before the Board of Alderman to make that request.
- The proposed plan conforms to the character of the neighborhood, considering the location, type and height of buildings or structures and the type and extent of landscaping on the site, this development is of a residential architectural character and complies with the Town's design guidelines and zoning. The most visible portion of the lot at the corner of Howell Mill Road and Calhoun Road shall remain un-disturbed and the existing single-family home will be preserved. A Type C buffer is provided where the development is facing other residential properties.
- The application will not substantially injure the value of adjoining or abutting property, and will not be detrimental to the use or development of adjacent properties or other neighborhood uses. The development will replace empty, dilapidated buildings with new development and will supplement sidewalk and landscaping along Howell Mill Road. Development will not impede the development of other allowable uses within this district.

Ms. Teague asked if there were any question for her from the Board.

The Board had several questions for Ms. Teague including discussion concerning the house located on the property, parking and density, setbacks, the NCDOT driveway permit, and buffering for the property. She said the property would have to be annexed into the Town to receive Town Water and Sewer and asked that other questions on the site plan be addressed directly to the applicant.

Adeline Wolf with MHO introduced herself and her applicant team to the Board. She stated MHO is a nonprofit organization and have been operating out of Buncombe County since 1988. They have a long-term goal of bringing affordable housing to the entire Western North Carolina region. Ms. Wolf and her team are introducing the development plan for Balsam Edge, which would service 40% to 80% of Haywood County area median income. She stated they will be utilizing the Low-Income Housing Tax Credit to help fund the project.

Ms. Wolf introduced Civil Engineer Warren Sugg. Mr. Sugg gave a brief overview of the site plan and location of the project. He explained the project falls within the 2035 Land Use Plan, and is under the 60' district height limit and it exceeds the 5% civic space requirement. He went over the designation of civic spaces. He explained the location of the entrance and stated that it was chosen based on previous project recommendations. He also mentioned that the DOT driveway permit has not been acquired yet.

Board Member Ginger Hain had several questions for Mr. Sugg including limits of disturbance, and building elevation. Mr. Sugg referred to C301 of the site plan and discussed the grading and sloping of the project and which areas would remain un-disturbed. He pointed out the limitation of disturbance for the 5 acres would be disturbed.

Mr. Sugg presented a Cross Section Plan Exhibit handout for the Board (Exhibit E). He described the existing grade of the property in Cross Section A to A going from Ingles to the Left and the elevation on this section is roughly 27.10. Cross Section B to B goes from Calhoun Road to the North to Howell Mill and the elevation is around 26.5. He said the existing knoll would be lowered to have a flat space for the apartments, so that the buildings would appear from the road at about be the same height as what is currently there.

Mr. Sugg described the low area along Calhoun Drive that is not part of the project, and the proposed storm by-pass pipe under the parking lot to an existing permanent ditch. The storm run-off will be channeled to run along the same ditch as it does currently.

Ms. Hain inquired about which of the existing trees could be saved. Mr. Sugg indicated that the trees at the very top would need to be removed for the project.

Ms. Hain asked if more sidewalks could be added to join with Ingles. Ms. Teague explained that that area is not part of this property and is within the NCDOT right-of-way of Howell Mill Road. She stated that the Town's Public Services Department could see if this section of sidewalk could work within their schedule of sidewalk projects or use of Powell Bill funds. Ms. Teague said it could be forwarded to the Board of Alderman as a sidewalk request. Ms. Hain expressed concern of pedestrians crossing the street to get to the Recreation center. Ms. Teague said they would have to work with DOT on designating a crosswalk.

Board Member Tommy Thomas asked about the environmental survey, demolition process of the existing house, stormwater, control measures, required fencing, and existing driveways. Mr. Sugg introduced Chad Askew with Housing Studio. Mr. Askew said regarding to the existing house, MHO's intent is to bring the house up to renovated standard and make it fully functional and inhabitable. They are unsure if they will sell or rent it. Mr. Askew gave update on tax credit application and stated it was first submitted in January and hopefully in May they will be asked to submit the second round of applications. We will find out in August if the project has been selected for the tax credit. The tax credit comes with construction completion deadline. He stated if we receive the tax credit the construction would begin early summer 2022. He said if they did not get the tax credits then they will apply for them again next year. He added that those tax credits are distributed across the state.

Mr. Askew referred the Board to pictures of an existing project in order to show their quality of work and how their attention to detail will benefit this project. He went through the layout of the site and how it will be viewed from Howell Mill Road and gave a description of the buildings.

Board Member Don McGowan asked if there is a way to access the site from Calhoun Road instead of Howell Mill Road. Mr. Askew responded by saying that it would be possible, but it is not financially feasible for the project. He talked about the house that will need to be removed from the project and how it influenced the design on the Clubhouse. He went into detail on the porch structures, one in which includes the covered picnic and grilling area that are included in the permit requirements. He described the architecture elements in detail and the functions of each room in the Clubhouse. For the tax credit application requirement, they have also included a laundry room in the Clubhouse and each unit will have washer and dryer hook up as well.

Chairman Smith opened the meeting up to anyone that feels they have standing and wants to be sworn in and give testimony.

Jean Palmer
90 Palmer Hill Drive
Waynesville, NC 28786

Mr. David Palmer came forward to speak for his mother, Jean Palmer who owns an adjacent property. He expressed concerns in the run-off water that would possibly affect his mother's property. Mr. Sugg answered by saying the project will not be creating any new run-off toward the Palmer property.

Joe Bob Rogers
263 Calhoun Road
Waynesville, NC 28786

Mr. Rogers voiced concerns about the height of the buildings in the plan. Ms. Teague explained there was a 60' height limit and that limit does not include the understory, which is permitted in Waynesville due to the hills. Mr. Askew clarified that in the plan buildings are 57" tall from the peak of the roof to the ground at the highest building.

Dawn Jones Marshall
11 Palmer Hill Drive
Waynesville, NC 28786

Ms. Marshall joined the meeting via Zoom. She asked several questions concerning zoning, water run-off and drainage, and if property values would be diminished. She had several questions about what is considered having "standing" in a meeting of this type. Attorney Ron Sneed explained the rules and regulations for being counted as standing during the meeting. Ms. Marshall asked if she would have continued opportunity to review site plans. Staff member Byron Hickox informed her that she needed to ask questions regarding the site plan at this time during the public hearing.

Chairman Smith asked if the Board members had any additional questions, and, there being none, she closed the hearing at 7:33 pm. Board discussed the issue of Don McGowen being able to vote watched the meeting via zoom. The consensus of the Board was that Board Member McGowen would be able to vote because he has followed the rules for attendance and was present via zoom for the entire meeting. Mr. McGowen stated that he supported the project and felt that it was the type of project that Waynesville needed and for what was envisioned in the Comprehensive Plan.

Board Member Michael Blackburn shared his approval for the project. He stated that he would like to pursue the additional sidewalk and crosswalk for pedestrian safety along Howell Mill Road.

Ms. Hain spoke on the 2035 plan and talked about how they would like to keep the rolling land on Howell Mill Road and how the project takes this into consideration. She approves of the safe walking access to the shopping center and Waynesville Recreation Center.

Board member Marty Prevost voiced concern on the visibility of the buildings from Calhoun Road and the lack of canopy trees for screening of the site and asked about the buffer requirements. Ms. Teague stated the type C buffer would provide a mix of trees and shrubs.

Ms. Smith asked if the Board had any other comments or if someone would like to make a motion.

A Motion was made by Chairman Susan Teas Smith and seconded by Ginger Hain to approve the application with the following findings: that the application will not substantially injure the value of adjoining or abutting property, that it will not be detrimental to the use or development of any adjacent properties in that construction will not need to access any other property, and that it conforms to the neighborhood and the LDS, and that there is adequate roadway and utilities to support it.

The motion passed unanimously.

Attorney Ron announced that due to this being a meeting with some remote participation there needs to be a Roll Call.

<i>Don McGowan (Via Zoom)</i>	<i>Aye</i>
<i>Tommy Thomas</i>	<i>Aye</i>
<i>Stuart Bass</i>	<i>Aye</i>
<i>Michael Blackburn</i>	<i>Aye</i>
<i>Gregory Wheeler (Vice Chairman)</i>	<i>Aye</i>
<i>Marty Prevost</i>	<i>Aye</i>
<i>Ginger Hain</i>	<i>Aye</i>
<i>Susan Smith (Chairman)</i>	<i>Aye</i>

A motion was made by Board Member Michael Blackburn and seconded by Board Member Tommy Thomas to approve the site plan. The motion passed unanimously.

<i>Don McGowan (Via Zoom)</i>	<i>Aye</i>
<i>Tommy Thomas</i>	<i>Aye</i>
<i>Stuart Bass</i>	<i>Aye</i>
<i>Michael Blackburn</i>	<i>Aye</i>
<i>Gregory Wheeler (Vice Chairman)</i>	<i>Aye</i>
<i>Marty Prevost</i>	<i>Aye (with Amendment)</i>
<i>Ginger Hain</i>	<i>Aye</i>
<i>Susan Smith (Chairman)</i>	<i>Aye</i>

Amendment to the motion was made by Board Member Marty Prevost and seconded by Board Member Ginger Hain to include contingencies on page 6 in the Staff Report which included the requirement for bicycle parking on the Master Plan, verify the number and location of additional shade trees at 12/parking space, provide a complete engineered stormwater plan that is approved by the Town Engineer or his designee, provide completed construction documents that are approved by the Town Building Inspections Division. All of this is subject to NCDOT approval. The motion passed unanimously.

<i>Tommy Thomas</i>	<i>Aye</i>
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<i>Stuart Bass</i>	<i>Aye</i>
<i>Michael Blackburn</i>	<i>Aye</i>
<i>Gregory Wheeler (Vice Chairman)</i>	<i>Aye</i>
<i>Marty Prevost</i>	<i>Aye</i>
<i>Ginger Hain</i>	<i>Aye</i>
<i>Susan Smith (Chairman)</i>	<i>Aye</i>

The Planning Board took a 5-minute recess at 7:55 pm, and reconvened at 8:00 pm.

2. Adoption of Minutes

A Motion was made by Board Member Chairman Susan Smith and seconded by Vice Chairman Gregory Wheeler to approve the minutes of the November 16, 2020 board meeting as presented (or amended). The Motion passed unanimously.

<i>Don McGowan (Via Zoom)</i>	<i>Aye</i>
<i>Tommy Thomas</i>	<i>Aye</i>
<i>Stuart Bass</i>	<i>Aye</i>
<i>Michael Blackburn</i>	<i>Aye</i>
<i>Gregory Wheeler (Vice Chairman)</i>	<i>Aye</i>
<i>Marty Prevost</i>	<i>Aye</i>
<i>Ginger Hain</i>	<i>Aye</i>
<i>Susan Smith (Chairman)</i>	<i>Aye</i>

It was the consensus of the Board to defer the meeting on the draft definitions and zoning relative to halfway houses and other congregate care facilities and get the input of the Alderman before holding the Special Called meeting on April 12th at 5:30 pm.

C. ADJOURN

With no further business a motion was made by Board Member Marty Prevost and seconded by Board Member Ginger Hain, to adjourn the meeting at 8:10 pm. The motion carried unanimously.

Susan Teas Smith, Chairman

Kathy Johnson, Deputy Clerk