



TOWN OF WAYNESVILLE Planning Board

9 South Main Street Suite 110
Waynesville, NC 28786
Phone (828) 456-8647 • Fax (828) 452-1492

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

Development Services
Director
Elizabeth Teague

MINUTES OF THE TOWN OF WAYNESVILLE PLANNING BOARD

Special Called Meeting

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

January 24, 2022`

THE WAYNESVILLE PLANNING BOARD held a Special Called Meeting January 24th, 2022, 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)
Ginger Hain (Vice Chairman)
Gregory Wheeler
Marty Prevost
Tommy Thomas
Stuart Bass
Don McGowan
Michael Blackburn
Barbara Christian Thomas

The following staff members were present:

Elizabeth Teague, Development Services Director
Olga Grooman, Planner
Esther Coulter, Administrative Assistant

Chairman Susan Teas Smith called the meeting to order at 5:31 pm and welcomed everyone. She asked Development Services Director Elizabeth Teague if there were any calendar changes. Ms. Teague stated there were no changes.

2. Adoption of Minutes

Chairman Susan Teas Smith asked the Board if they had reviewed the November 15th, 2021, meeting minutes there were 3 minor corrections made.

A Motion was made by Board Member Don McGowan and seconded by Board Member Ginger Hain to approve the minutes of the November 15th, 2021 Planning Board meeting as presented (or amended). The motion carried unanimously. Two Board Members Sustained the vote due to being absent. Ms. Smith and Ms. Prevost.

B. BUSINESS

Ms. Smith said there were five items in tonight's meeting. Ms. Teague stated this meeting will be like a working session for the Board to help staff with draft ordinances. She noted that no one from the public was present.

1. Discussion of draft Stormwater Management Ordinance, LDS 12.5, and consideration of scheduling a public hearing

The Planner Olga Grooman stated that the Town of Waynesville holds a National Pollutant Discharge Elimination System Permit (NPDES) for five years. This permit allows the Town to manage the stormwater runoff, reduce the discharge of pollutants, and protect water quality within the Town's jurisdiction. In North Carolina, it is required that the permit holders have a comprehensive Stormwater Management Plan that addresses six minimum measures to stay in compliance. One requirement is to "maintain adequate legal authorities through ordinance." Ms. Grooman said the proposed text amendments will align the Town's ordinance with the updated NCDEQ Model Ordinance, bringing the Town into compliance with our NPDES Permit.

Ms. Grooman then went through the draft revisions to the ordinance including: Definitions of stormwater map, watershed, stormwater control measures (SCMs); addition of natural resources inventory and stormwater management system concept plan; clarification of authority, penalties for violations, and remedies; Explanation of record keeping; standards for SCMs based on the NC DEQ Design Manual; clarification of as-built standards for final stormwater inspection; and additions to non-illicit discharges section.

Board Member Tommy Thomas stated that retention ponds should be required to be fenced, especially in residential developments. Board Member Barbara Thomas asked who determines the specifications of the ponds. Ms. Grooman responded that design is up to engineers and/or landscape architects. Each pond may have differing sizes, depths and design depending on the site.

Ms. Grooman presented a power point to the board of diagrams and pictures on Post-Construction Stormwater Management and Illicit Discharge Detection and Elimination Program. Ms. Grooman also shared before and after pictures of a pond the town manages and which Town staff recently improved. Board Member Tommy Thomas asked if Town requirements take precedence over the state. Ms. Grooman answered whichever one is stricter will prevail.

The Board Members asked questions as Ms. Grooman went through recommended revisions to the Ordinance which were noted in red. Board member Ginger Hain observed that the ordinance revisions represent a lot of work and commended staff. Chairman Smith asked if there were any additional comments or Board input. There was Board consensus to move forward with setting a public hearing.

2. Discussion of draft Transportation Impact Analysis Ordinance, LDS 6.10, and consideration of scheduling a public hearing.

Development Service Director Elizabeth Teague stated that concerns were raised by the public and planning board members related to traffic impacts of new development. Currently a development must generate 3,000 trips per day or greater to trigger the requirement for a transportation impact analysis or “TIA” and this threshold may be too high considering Waynesville’s local roadway system. Estimates of traffic generation are derived from the Institute of Transportation Engineers or “ITE” Manual guidance which is based upon national averages and typical roadways. However, within the Town of Waynesville, many of our roads are narrow, windy, and steep. The Town contracted with JM Teague Engineering to evaluate the Town’s standards and to recommend a more realistic threshold for when traffic creates an impact that warrants improvements to the adjacent and connecting roadway system.

The proposed text amendment lowers the TIA threshold to 500 cars per day. This would apply generally to any new residential development of 50 units or greater. This recommendation is based on engineering experience in Western North Carolina where cases have shown that an additional 500 cars per day during peak travel hours and at key intersections can impact the level of service and safety of a local roadways. After receiving the Board’s feedback, staff will seek additional review by JM Teague Engineering.

Ms. Teague provided a review of the draft ordinance changes to LDS Section 6.10 Transportation Impact Analysis. The TIA should address issues such as transportation network safety, operation, access management, and bicycle/pedestrian facilities. The TIA may show improvements being necessary not only within or adjacent to the development site, but also on the surrounding transportation network and nearby intersections. The text amendment would change require a scoping document to determine thresholds, parameters, and mitigation requirements, according to the specifics of a site plan and the adjacent roadway system. According to the NCDOT TIA Guidelines, municipal TIA requirements would take precedence over NCDOT TIA requirements, if more restrictive.

If the TIA threshold changes to 500 trips per day, or 50 trips in the peak hour, then TIA’s could be required for: 50 single-family homes; 70 apartments / townhomes; 100 room hotels, 30,000 square foot office building, or a 20,000 square foot shopping center. Ms. Teague explained that a “trip” is anytime a vehicle enters or exits a development. The suggested ordinance also would also require a TIA when one or more of the following conditions are met:

1. Site is within 1 mile of a school greater than 250 students with a school access directly or indirectly (1 turn away) on the same road of at least one of the site access points, and where there is no major intersecting road (5,000 ADT) between the site and the school;
2. Site is within ½ mile of a traffic signal that would be considered in the traffic impact study area;
3. If the site has a direct access on a major roadway (5,000 ADT).

There was Board discussion about suggested thresholds relative to other development in Town. Ms. Teague confirmed that the Plott Creek Apartments were also governed by an NCDOT driveway permit, and the Town had advocated for a traffic study because of proximity to a school.

Ms. Teague explained that the scoping document would provide the applicant and the Town concurrence with study parameters such as study area, growth rate, peak hours, pass-by trips, trip generation, trip distribution, and land use codes. The existing conditions, background conditions, buildout conditions, and horizon conditions could determine what should be included in the study. Based on the findings of the analysis, mitigation measures may be required to improve adjacent roadways such as the creation of turn lanes, bridge replacement, crosswalks, road widening, or other physical improvements.

There was Board discussion about the Queen Farm development and Sunnyside Road. Ms. Teague responded that Sunnyside Road was a State NCDOT road and subject to the NCDOT permit. The Town had asked NCDOT to look at the turning radius going into the development for larger vehicles such as a school bus or fire truck. The town staff had required the entrance to be widened but was hoping that NCDOT would require an additional turning lane or widening of Sunnyside at the entrance. Barbara Thomas asked how the ordinance could – or could not impact the NCDOT driveway permit process.

Ms. Teague continued that the Town would use the submitted TIA as a tool to determine mitigation or improvements on the street network and would share that information with NCDOT. The Town reserves the right to require less than or more than what is recommended in the TIA, based on the right of way availability, safety, community concerns, or other factors. Ms. Teague added, that the text amendments, at the suggestion of JM Teague Engineering, give the Development Services staff an opportunity to meet with the developer to develop a scope of study based on the context. It is presented as an appendix to the ordinance. Ms. Teague added that Mark Teague would be at the next Planning Board meeting to answer additional questions about TIAs and the recommendations in the draft. The Board directed staff to proceed with scheduling a public hearing with Mark Teague present.

3. Discussion of draft Ordinance for LDS corrections and updates.

Planner Olga Grooman presented the Land Development Standards text amendments regarding grammatical corrections and the addition of definitions for construction documents and preliminary plat. As written in the current ordinance, preliminary plat and construction documents are shown in the same paragraph and this could be confusing. Additionally, the explanation of a Master Plan needs to be updated to comply with “160D.” She explained that these text amendments will help eliminate confusion of application requirements. She also pointed out that there were several grammatical and typographical errors. Chair Smith stated that she thought that grammatical and spelling errors could be corrected without being considered a text amendment. Olga explained that all suggested changes are found in the ordinance draft and are shown in red. She read through the proposed revisions with the Board. The Board discussed scheduling a public hearing as follow up to fully complying with 160D.

4. Report of Subcommittee on LDS regulations relevant to major subdivisions and planning board feedback.

Ms. Teague informed the Board that the Subdivision Sub-Committee which includes Don McGowan, Susan Smith, Michael Blackburn, and Ginger Hain is looking at the subdivision regulations in relationship to the Comprehensive Land Use Plan and “160D” amendments. Ms. Hain noted that 160D changes diminished the decision-making authority that the Planning Board had in dealing with subdivisions. Additionally, the current regulations treat all subdivisions the same regardless of size. Mr. McGowen noted that the recent subdivision (at the Queens Farm) demonstrated that the ordinance did not provide enough guidance for a development of the scale of 115 lots.

Ms. Teague described the subcommittee’s approach in suggesting a tiered approach to differentiate types of subdivision by size. Committee discussion has been around developing regulations in which larger subdivisions have additional consideration for civic space and buffering. Additionally, the committee wants to put forward a conservation subdivision option which encourages clustering and the preservation of open space. Ms. Teague added that JM Teague Engineering is also assisting with roadway guidelines. Don McGowen stated that the committee is also looking at an inclusionary zoning requirement for more affordable housing to be included in higher density development as part of the Special Use process. There was Board discussion regarding affordable housing requirements being easier to manage within rental developments and for a specific time frame, such as 5 years.

The committee has met 3 times and the minutes are posted on the Town website for public knowledge.

5. 2021 Year End Summary of Planning Board and Development Services activities

Ms. Teague reviewed Planning Board accomplishments for 2021 which included data on building permits and valuations of development. Ms. Teague noted that Waynesville is seeing a lot of development.

There was Board discussion of perhaps combining ordinance text amendments together to bring forward as one ordinance to avoid confusion.

C. ADJOURN

A motion was made by Board member Michael Blackburn, to adjourn the meeting at 7:38 pm.

Susan Tea Smith, Chairman

Esther Coulter, Administrative Assistant