Blueprint WOODFIN

# CODE DIAGNOSIS

April 2026 (finalized Sept 2026)

Code Wright

## 01 MAKE THE LDO EASY-TO-USE

A. Consolidate regulations into a single document
B. Create a more intuitive document structure
C. Include navigational aids for the reader
D. Create a new page layout
E. Replace prose with numbered statements
F. Standardize document voice
G. Consolidate information into summary tables
H. Use illustrations to explain concepts
I. Add more definitions
J. Self-codify the LDO

## 02 IMPLEMENT WOODFIN'S ADOPTED POLICY GUIDANCE

A. Review zoning districts for consistency with the Future Land Use Map
B. Increase walkability and pedestrian orientation
C. Promote affordability and greater housing choice
D. Foster sustainability and increased resilience
E. Protect sensitive environmental resources

## 03 INCREASE PROCEDURAL PREDICTABILITY

A. Add missing review procedures
B. Clarify application review authorities
C. Standardize procedural format
D. Clarify rules for partial or incomplete developments
E. Supplement with intent statements
F. Modernize the conditional rezoning procedure
G. Clarify signage rules
H. Include detail on application completeness
I. Address state-mandated downzoning limitations

## 04 RAISE THE BAR FOR DEVELOPMENT QUALITY

A. Include new basic design standards for multi-family, mixed-use, and retail development
B. Incorporate greenway, sidewalk, and 'sidepath' standards
C. Address street continuation and traffic congestion
D. Add new hillside/hilltop development standards
E. Manage the impacts of off-street parking
F. Supplement landscaping standards
G. Add optional single-family design guidelines

## 05 ADD INCENTIVES AND FLEXIBILITY

A. Enhance Administrative Adjustment procedure
B. Incorporate Development Agreements
C. Introduce menu-based design standards
D. Incentivize affordable and workforce housing
E. Include a conservation subdivision option
F. Allow murals to include some “signage”
G. Ease use-mixing in most districts

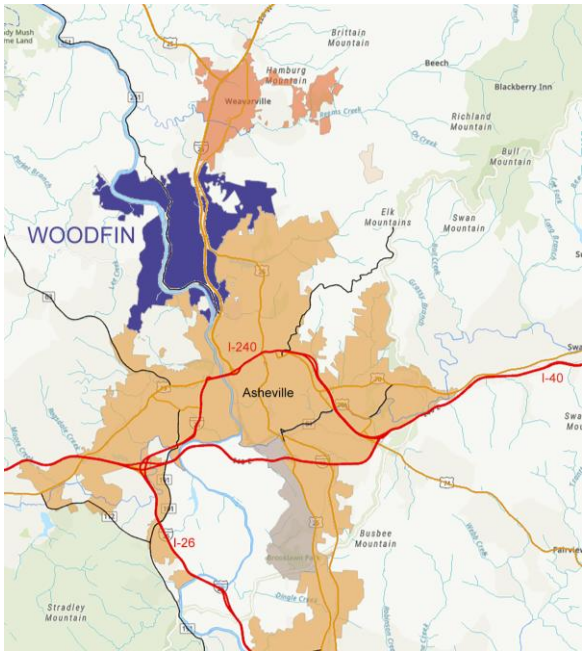
## 06 PROMOTE SUSTAINABILITY AND RESILIENCE

A. Increase dimensional requirements on sloped lots
B. Add options for “green” stormwater infrastructure
C. Include minor density bonuses for ‘flat’ sites
D. Incorporate voluntary sustainable development incentives
E. Add native plant requirements
F. Require increased vehicular access to subdivisions
G. Promote bicycle use
H. Include new development requirements in flood-prone areas

## 07 BROADEN HOUSING OPTIONS

A. Allow a wider array of “by-right” housing types
B. Allow more small lot/small size single-family homes
C. Require variable lot sizes or housing mix in larger subdivisions
D. Add retention requirements for existing affordable housing units
E. Expand allowances for accessory dwelling units
F. Exempt affordable and workforce housing from density

# PART 1. INTRODUCTION



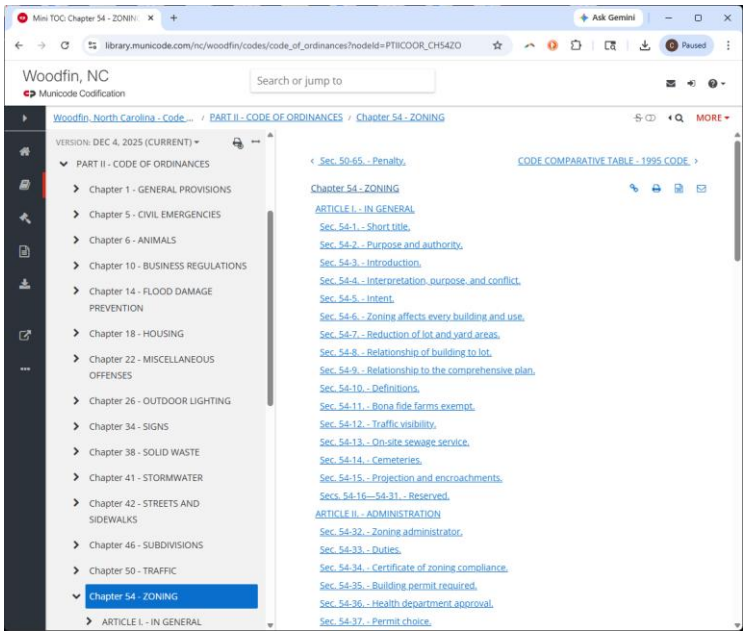

Woodfin is a mountain town of around 8,000 people on the banks of the French Broad River just north of Asheville. Woodfin occupies around 9 square miles of river valley and the surrounding hillsides. Incorporated in 1971, the Town has a long history as a manufacturing community but suffered the same fate as many North Carolina communities with the passage of trade policies in the early 1990s. While the Town's manufacturing base has not returned, its beautiful natural setting and proximity to Asheville have led to a renaissance of new residential growth and housing demand. This new residential growth has also brought challenges in terms of infrastructure – the "flat" portions of Town are largely in the river valley (much of which is in the floodplain or is prone to flooding). The hillsides may be developed, though the provision of streets, water, sewer, sidewalks, and similar infrastructure is complicated and expensive, making housing costs out of reach for many Town residents. The natural environment is a cherished part of the Town, attracts many new residents to the Town, but can also limit the available supply of land for housing driving process up. It is within this context that the Town embarked on preparation of its new comprehensive Plan, *Woodfin Together*, in 2022. The challenges from Hurricane Helene in 2024 further highlight the importance of thoughtful development standards that balance economic, social, and environmental needs.

Woodfin Together was adopted in February of 2024. The Plan identifies four key conditions facing Woodfin, including: strong growth pressures, a disproportionate number of low-wealth households, physical constraints to growth, and transportation constraints. The Plan suggests a series of goals and policies organized into five main themes:

1. A livable built pattern;
2. Transportation options;
3. Opportunities to thrive;
4. Great government; and
5. A sustainable town.

Each theme includes goals and policies intended to help the Town reach its desired vision of being a safe, livable, and welcoming mountain town with a great quality of life for everyone. A town where residents equal access to civic opportunities, nature, jobs, goods and services. In addition to its 18 goals and 79 policies, the Plan also includes a Future Land Use Map that demonstrates how the Town plans to evolve over the next 15 years. Central to the success of Woodfin Together is changes to the Town's development regulations (its zoning and subdivision rules).

# PART 1. INTRODUCTION

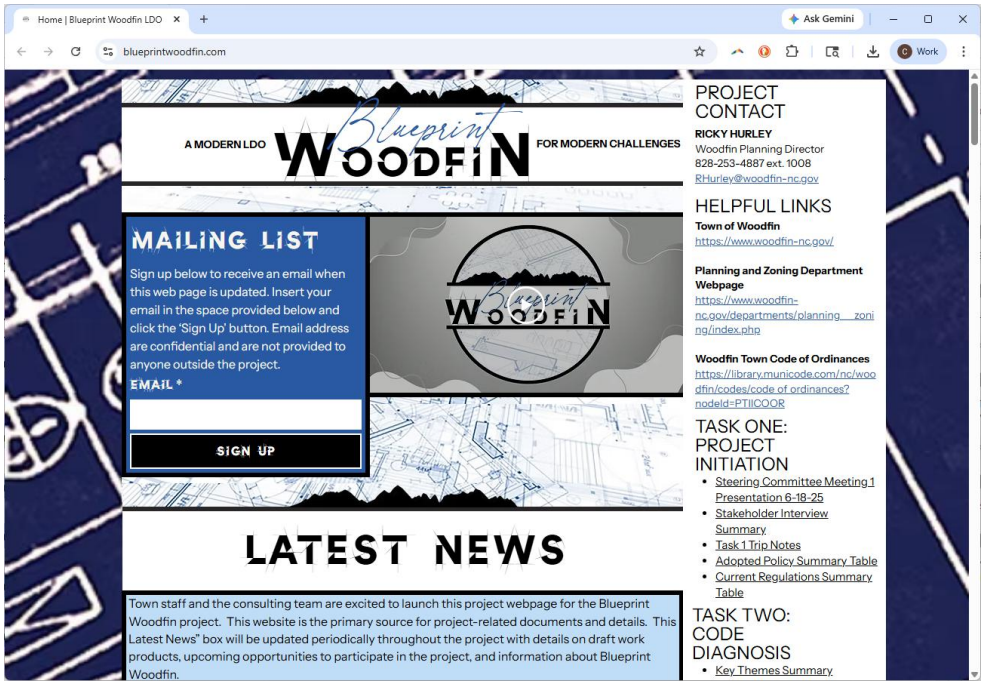



Woodfin's development regulations are currently located across ten different chapters of the Town's Code of Ordinances. Taken as a group, these provisions are the set of regulations that control where land uses may locate and how they must configured (in terms of parking, signage, landscaping, building size, etc.), the process for establishment of new land uses, and how land uses must be operated once established (minimum maintenance requirements, etc.). These provisions are the Town's main regulatory tool for implementing the 2024 Woodfin Together Comprehensive Plan and other adopted land use policy (like Walk Bike Woodfin). The current zoning ordinance was adopted in 1973 (the subdivision regulations were adopted in 1988), and while it has been continuously updated and improved over the years (including a major overhaul in 2021), it is time for another major update with the adoption of Woodfin Together.

In late 2024 the Town issued an Request for Proposals (or "RFP") for assistance from a planning consultant to aid in the development of the Town's first unified development ordinance (a consolidated document that blends the zoning, subdivision, and development-related provisions together into a single document). The project summary portion of the RFP identified the following ten objectives for the new regulatory document:

1. Incorporation of recommendations and goals from the Woodfin Together Comprehensive Plan, implementing the community vision through consistency between the UDO and the plan.
2. Compliance with North Carolina General Statutes, case law and other applicable state and federal regulations.
3. An easy-to-use format accessible and understandable by a wide variety of audiences centered around "plain language" text.
4. Inclusion of user-friendly diagrams, graphics, photographs, schematics, tables and flow-charts to give examples of and clarify code language.
5. Replacement of antiquated or ambiguous language with modern, clear and defensible language.
6. Recommendations that reflect contemporary understanding and best practices.
7. Clearly defined procedures for development application reviews, including administrative and Board processes and enforcement actions.
8. Evaluation of the recent updates for consistency with new, or emerging schools of thought not already contemplated.
9. Review of all existing zoning classifications with recommendations for additions, deletions and modifications.
10. Consistency of text, terms and procedures within the new UDO, the Comprehensive Plan, and any other supporting documents.

# PART 1. INTRODUCTION




Woodfin ultimately selected CodeWright Planners to assist in the preparation of a new Land Development Ordinance (or "LDO"). The LDO is identical to a unified development ordinance (or "UDO") except for its different name. Blueprint Woodfin is the project name for the LDO creation effort. Details on the project, including draft work products, are available on the project website at www.blueprintwoodfin.com.

This document, the Code Diagnosis, is Task 2 in the Blueprint Woodfin work program and contains a review of the Town's current development rules and a series of recommendations for the establishment of a new LDO. These recommendations are developed based on a series of stakeholder interviews, input from Town staff, discussions with the project Steering Committee and elected officials, and the consulting team's review of the current regulations and policy guidance. This Code Diagnosis document describes the key recommendations for the new LDO and provides a framework for discussion about how Woodfin's development regulations could evolve.

The Code Diagnosis contains three main parts: this Introduction, a set of seven Key Themes for Improvement, and a detailed set of Appendices that other supporting elements. Recommendations for improvements to the LDO have been organized into a series of seven themes for improvement, with each theme addressing a group of related topics like ease of use, implementing policy guidance, or addressing incentives and flexibility. In many cases, the recommendations included in these themes are proposed as a means of bringing the Town's development requirements into closer conformity with modern best practices in land use regulation. The seven key themes for improvement include:

1. **Make the LDO easy to use**
2. **Implement Woodfin's Adopted Policy Guidance**
3. **Increase procedural predictability**
4. **Raise the bar for development quality**
5. **Add incentives and flexibility**
6. **Promote sustainability and resilience**
7. **Broaden housing options**

Each key theme is discussed in greater detail in Part 2 of this Code Diagnosis.

## PART 2. KEY THEME ONE – Make the LDO Easy to Use

1

The most important element in a modern, effective development code is the ease of use for applicants, landowners, Town staff, and Town officials. Land development ordinances that are easy to use and understand include intuitive numbering systems, illustrations and graphics, avoid jargon in favor of plain English, and rely on consistent terminology. They have an intuitive structure and avoid lengthy prose paragraphs to help users understand concepts and regulations quickly and easily. The new Land Development Ordinance ("LDO") for Woodfin will include all these aspects, along with new procedural flow charts that depict the primary steps in each application procedure. Each zoning district will include images of preferred forms of development (as examples) as well as line art depicting how dimensional standards are applied. The LDO will include images of certain kinds of uses and varieties of configurations. Development and design standards will be heavily illustrated to show how to comply with aesthetic requirements, and how parking lot, landscaping, screening, signs, or exterior lighting features could be designed. The LDO will also include detailed diagrams showing lot types, lot line determination, how setbacks are applied, and other rules of measurement like height, sign face area, parking stall dimensions, minimum landscaping size requirements, slope, and similar features.

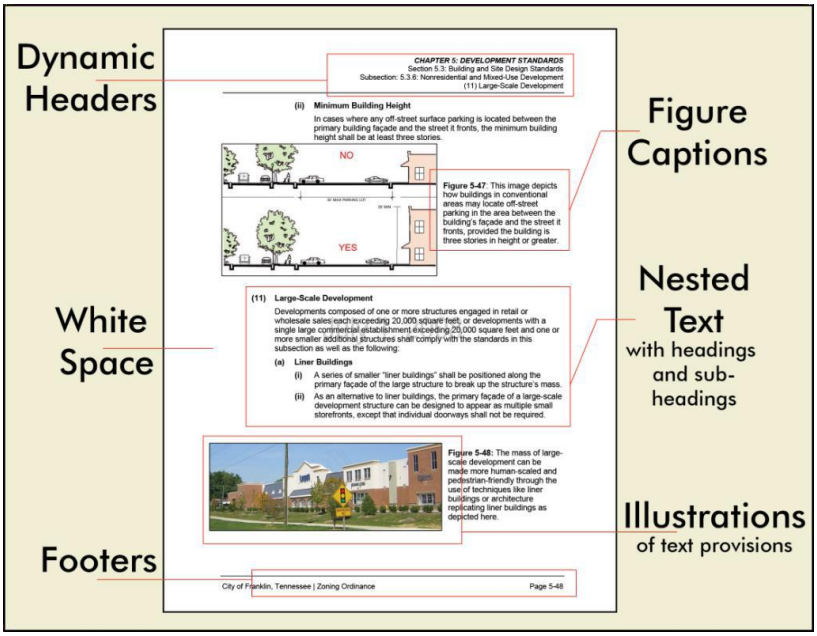
Ten additional user-friendly recommendations for Woodfin's new LDO are listed in the table below. Example illustrations from similar development ordinances are provided after the table.

| | | |
|---|---|---|
| **1.A** | **Consolidate Regulations into a Single Document** | The Town's current development regulations span several chapters of the Town's Code of Ordinances (e.g., Ch. 14, Flood Damage Prevention, Ch. 26, Outdoor Lighting, Ch. 34, Signs, Ch. 54, Zoning, etc.). This kind of approach can lead to repetition as it relies on a series of "stand-alone" ordinances that must repeat definitions, procedures, and enforcement provisions. Repetition adds bulk to documents and may result in conflicting provisions over time when changes are made in one section, but not in others. Integration into a unified land development ordinance (or "LDO") is proposed for Woodfin to help avoid repetition, prevent inconsistency creeping into Town standards over time, and to help manage document size. |
| **1.B** | **Create an More Intuitive Document Structure** | An intuitive document structure is one that places "like" or similar topics (like all the procedural-related material) together in their own chapter. In Woodfin, we suggest that the chapters be listed in alphabetical order and that they follow a structure where the most frequently used chapters are at every beginning or the very end of the document. In addition to using an alphabetical structure to organize document chapters, major sections within each chapter may also be organized alphabetically in order to simplify searching the document. Based on these principals, the following is a potential nine-chapter organization proposed for the new Woodfin LDO:<br>1. Administration<br>2. Applications<br>3. Districts<br>4. Land Uses<br>5. Nonconformities<br>6. Standards<br>7. Violations<br>8. Word Usage<br>9. Appendix |

| | | |
|---|---|---|
| **1.C** | **Include Navigational Aids for the Reader** | Navigational aids help readers move through the document quickly while at the same time helping them to keep track of where they are. One example is page headers that identify the main sections and sub-sections on each page of the LDO. Other navigational aids include a series of hyper-linked chapter-based tables of contents, a hyper-linked index (at the back or front of the code), a glossary of abbreviations, and inclusion of hyper-linked cross references to other sections throughout the document. Hyper-linking text allows a user of the digital version of the code to simply click on hyper-linked text and be transported to the link's location automatically. The document footer also includes a hyperlink that allows a user to instantly return to the main table of contents. The combination of cross reference links and a master link back to the main table of contents helps limit the need for excessive scrolling. |
| **1.D** | **Create a New Page Layout** | A document's page layout can have a profound effect on a reader's ability to quickly find and absorb desired information. Each code section, table, and illustration should be numbered to allow easy navigation and easy identification during conversation. The page's typeface should blend colors, capitalization, and other attributes to better demonstrate relationships between headings, lists, and body text. The indentation of text (also called "nesting") provides a quick visual framework of the relationship between text (text indented below text above it provides an intuitive indication text dependencies. Text located below and to the right of a heading belongs to that heading. Finally, having ample white space on pages is important to allow the reader's eyes to rest and provide room for annotation on the paper version. It is important to note that use of indentation, text leading, and white space can add bulk to a document, but this extra bulk is offset by the ease of navigation, and is irrelevant in digital formats. |
| **1.E** | **Replace Prose with Numbered Statements** | Paragraphs comprised of multiple sentences in a development code can make it difficult to interpret requirements and alternatives. User-friendly codes are typically organized in short, numbered sentences or statements that allow the reader to quickly grasp the standards without having to "unwind" multiple ideas included in a single paragraph. The Woodfin LDO will use short numbered statements wherever possible to convey meaning quickly without requiring the reader to "unravel" sentences. |
| **1.F** | **Standardize Document Voice** | A document's "voice" consists of many different aspects, including: consistent terminology, uniform tone and language formality, use of common phrases and uniform phrasing patterns, parallel sentence construction, standard punctuation and capitalization, use of present tense, and "active" (not passive) voice wherever possible. When these features are held constant throughout a document, the document maintains a "standard voice". Documents with a standard voice help limit confusion or misinterpretation by readers. Standard voice also results from uniform section and syntax structure – for example all application review procedures should include the same or very similar sections (purpose and intent, applicability, exemptions, decider, the criteria, how the applicant is notified, effect of approval, amendment, expiration, and how appeals are initiated). |

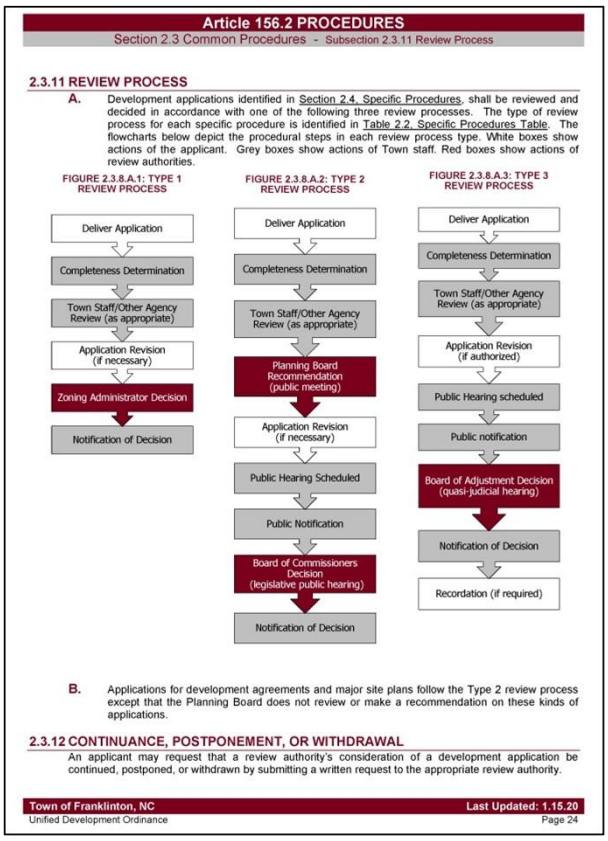
| | | |
|---|---|---|
| **1.G** | **Consolidate Information Into Summary Tables** | Summary tables are an excellent way to organize and present volumes of information. Many development ordinances use summary tables to show the zoning districts where particular uses are allowed, or the off-street parking requirements for particular use types. Tables are also an excellent way to organize zoning district dimensional information, landscaping requirements, screening options, and definitions. The new LDO should use summary tables wherever possible. Flowcharts can supplement tables and are a powerful way to explain the full breadth of procedural steps involved and are provided for each of the main application review procedures. |
| **1.H** | **Use Illustrations to Explain Concepts** | Illustrations are an important part of any development code. They provide detail on the purpose and intent behind the standards, examples of preferred forms of development, demonstrate how standards (like measurement) work in practice, and can even provide examples of how not to configure development. While the text always controls, illustrations are vital to helping convey detailed and complex regulatory concepts. User-friendly codes use illustrations to show review processes, design standards, development standards (like landscaping) and how measurements are determined. The LDO is expected to include over 300 new illustrations. |
| **1.I** | **Add More Definitions** | We suggest all definitions be consolidated into a single chapter, that any standards or requirements be removed from a definition (so they are not missed by a reader), and that the definitions be supplemented with a glossary of acronyms. All principal, accessory, and temporary use types should be defined. All application procedures should be defined. All dimensional standards and concepts should be defined. The definitions should include cross references to alternative spellings or phrasing to help readers find the terms they are seeking. In cases where the same word or phrase has different meanings (like the term "development" from a zoning standpoint versus a stormwater standpoint) each definition or meaning should be included and should indicate the context for the definition (this is very typical for flood damage prevention and stormwater provisions). We note that most modern development code definition chapters that include around 100 pages of defined terms. |
| **1.J** | **Self-Codify the LDO** | The Town Code of Ordinances is codified by an outside codification company. This approach means that the development rules must maintain the same numbering and page layout as the balance of the Town Code, which can be limited by aspects such as the auto-flow function of .html documents. These limitations are highly visible in how multi-page tables or large illustrations are addressed in html environments. The Town must also wait several days or weeks for amendments to be inserted into the Town Code. Self codification, by Town staff, enables the Town to maintain a more dynamic and custom page layout, allows illustrations to be full size, permits more than one illustration to be included on the same page or in a table cell, and helps ensure timely posting of amendment language. The new LDO will be built in Microsoft Word, which allows seamless conversion to the .pdf format using software the Town already owns and that Town staff already knows how to use. |

## Example Page Layout Elements




## Example Illustration Types

## Example Procedural Flowcharts



## Example Zoning District Summary Pages

Chapter 3 Districts | Section 3.2 Conventional Zoning Districts | Sub-section 3.2.4 (DTNN) Downtown Neighborhood

### 3.2.4 (DTNN) DOWNTOWN NEIGHBORHOOD[76]

**A. DOWNTOWN NEIGHBORHOOD (DTNN) SUBDISTRICT PURPOSE STATEMENT**

The Downtown Neighborhood (DTNN) Sub-district includes three groups of neighborhood blocks located to the north and south of Main Street and surrounded on most sides by the Downtown Transitional (DTNT) Sub-district. The Downtown Neighborhood Transitional (DTNT) Subdistrict is comprised of neighborhoods with mid-century and older single-family residential dwellings on contiguous lots around the downtown area. The sub-district standards are configured to protect and maintain the established residential character of the neighborhoods with allowance for limited amounts of neighborhood-serving non-residential and institutional development, all on public water and sewer utilities. In addition to single-family detached dwellings, the sub-district permits a range of moderate-density housing options like duplexes, bungalow courts, and single-family attached residential. Buildings maintain a residential character and are commonly between one and two stories in height. Privacy fences and landscaping are common methods of maintaining land use compatibility between different lots. As with the other downtown sub-districts, sidewalks, parks, and recreation features are distributed throughout the sub-district. The transportation network continues the well-established rectilinear street grid network of uniform block sizes, through streets, and alleys found in the downtown core and transitional area.

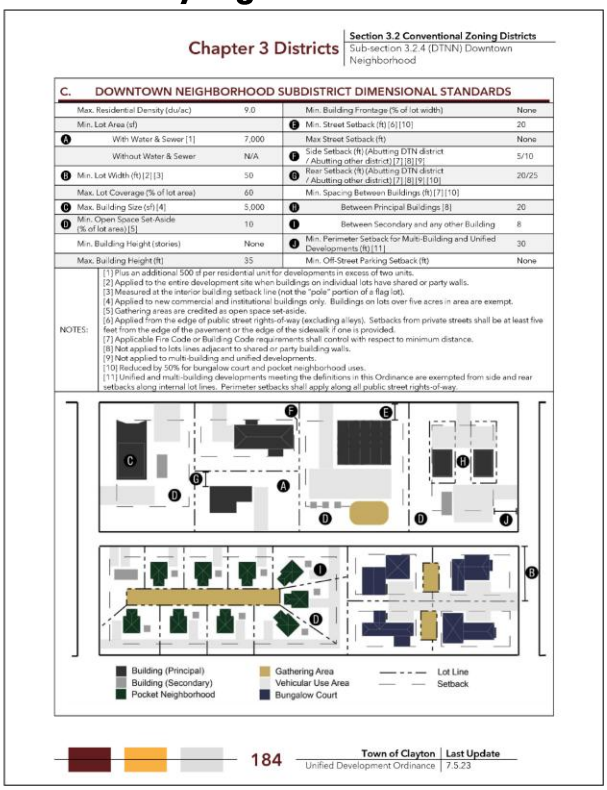
**B. DTNN SUBDISTRICT PREFERRED DEVELOPMENT FORMS**

The following images are provided as example forms of allowable development and site configuration. These are provided for informational purposes only, and do not constitute a standard or requirement under this Ordinance. Conflicts between images and the text of this Ordinance are addressed in accordance with Section <>, Conflict.

Quadplex Building | Bungalow Court | Pocket Neighborhood | Live/Work Building

[76] The DTNN district includes the existing residential neighborhoods surrounding the central business district portion of downtown, as envisioned by the updated Downtown Master Plan. The Comprehensive Plan identifies this area as Downtown Neighborhood. It is envisioned as a primarily single-family detached area with small-scale multi-family and single-family attached uses in close proximity to the central business district. It seeks to retain the historic character of the area, with connected streets that include pedestrian circulation features. While not envisioned in the plan, the area could permit very low intensity non-residential uses like offices, home occupations, and personal services operating out of homes or formerly residential structures. Densities are envisioned at around 9 units per acre, though lot sizes for single-family residential are likely to be larger than 5,000 square feet each. The Plan suggests sites set aside 10% of their area as open space with a blend of active and passive and formal recreation features.

183 | Town of Clayton | Last Update | Unified Development Ordinance | 7.5.23



Chapter 3 Districts | Section 3.2 Conventional Zoning Districts | Sub-section 3.2.4 (DTNN) Downtown Neighborhood

**C. DOWNTOWN NEIGHBORHOOD SUBDISTRICT DIMENSIONAL STANDARDS**

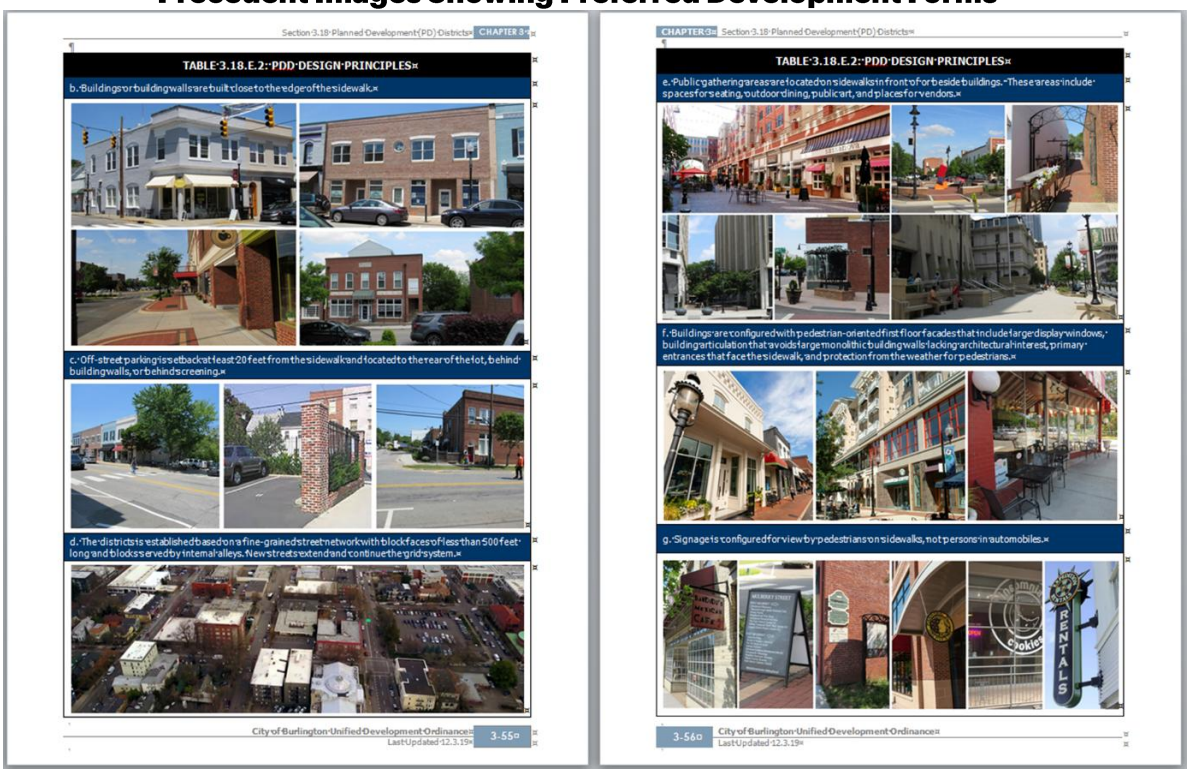
| | | | |
|---|---|---|---|
| | Max. Residential Density (du/ac) 9.0 | | Min. Building Frontage (% of lot width) None |
| | Min. Lot Area (sf) | I | Min. Street Setback (ft) [6] [10] 20 |
| A | With Water & Sewer [1] 7,000 | | Max Street Setback (ft) None |
| | Without Water & Sewer N/A | F | Side Setback (ft) (Abutting DTN district / Abutting other district) [7] [8] [9] 5/10 |
| B | Min. Lot Width (ft) [2] [3] 50 | G | Rear Setback (ft) (Abutting DTN district / Abutting other district) [7] [8] [9] [10] 20/25 |
| | Max. Lot Coverage (% of lot area) 60 | | Min. Spacing Between Buildings (ft) [7] [10] |
| C | Max. Building Size (sf) [4] 5,000 | E | Between Principal Buildings [8] 20 |
| D | Min. Open Space Set-Aside (% of lot area) [5] 10 | I | Between Secondary and any other Building 8 |
| | Min. Building Height (stories) None | J | Min. Perimeter Setback for Multi-Building and Unified Developments (ft) [11] 30 |
| | Max. Building Height (ft) 35 | | Min. Off-Street Parking Setback (ft) None |

NOTES:
[1] Plus an additional 500 sf per residential unit for developments in excess of two units.
[2] Applied to the entire development site when buildings on individual lots have shared or party walls.
[3] Measured at the interior building setback line (not the "pole" portion of a flag lot).
[4] Applied to new commercial and institutional buildings only. Buildings on lots over five acres in area are exempt.
[5] Gathering areas are credited as open space set-aside.
[6] Applied from the edge of public street rights-of-way (excluding alleys). Setbacks from private streets shall be at least five feet from the edge of the pavement or the edge of the sidewalk if one is provided.
[7] Applicable Fire Code or Building Code requirements shall control with respect to minimum distance.
[8] Not applied to lots lines adjacent to shared or party building walls.
[9] Not applied to multi-building and unified developments.
[10] Reduced by 50% for bungalow court and pocket neighborhood uses.
[11] Unified and multi-building developments meeting the definitions in this Ordinance are exempted from side and rear setbacks along internal lot lines. Perimeter setbacks shall apply along all public street rights-of-way.

Building (Principal) | Building (Secondary) | Pocket Neighborhood | Gathering Area | Vehicular Use Area | Bungalow Court | Lot Line | Setback

184 | Town of Clayton | Last Update | Unified Development Ordinance | 7.5.23

## Precedent Images Showing Preferred Development Forms



Section 3.18 Planned Development (PD) Districts | CHAPTER 3

**TABLE 3.18.E.2: PDD DESIGN PRINCIPLES**

b. Buildings or building walls are built close to the edge of the sidewalk.

c. Off-street parking is setback at least 20 feet from the sidewalk and located to the rear of the lot, behind building walls, or behind screening.

d. The district is established based on a fine-grained street network with block faces of less than 500 feet long and blocks served by internal alleys. New streets extend and continue the grid system.

City of Burlington Unified Development Ordinance | Last Updated 12.3.19 | 3-55

CHAPTER 3 | Section 3.18 Planned Development (PD) Districts

**TABLE 3.18.E.2: PDD DESIGN PRINCIPLES**

e. Public gathering areas are located on sidewalks in front of or beside buildings. These areas include spaces for seating, outdoor dining, public art, and places for vendors.

f. Buildings are configured with pedestrian-oriented first floor facades that include large display windows, building articulation that avoids large monolithic building walls lacking architectural interest, primary entrances that face the sidewalk, and protection from the weather for pedestrians.

g. Signage is configured for view by pedestrians on sidewalks, not persons in automobiles.

3-56 | City of Burlington Unified Development Ordinance | Last Updated 12.3.19

## Annotated Photos Illustrating Design Standards

CHAPTER 7: STANDARDS
SECTION 7.1: DESIGN STANDARDS AND GUIDELINES

9: PRIMARY ENTRANCE

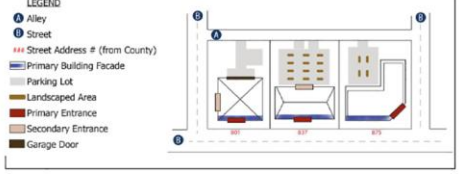
a: The primary building façade and primary building entrance of a single-building development shall face the right-of-way from which the building derives its street address (see Figure 7.1.2:E:4: Primary Entrance Characteristics).

b: Corner entries are permitted on buildings on corner lots.

c: Nothing shall prohibit a secondary building entrance from facing a parking lot or other portion of the site.

d: A primary entrance shall either project from or be recessed into the primary façade wall plane.

FIGURE 7.1.2:E:4: PRIMARY ENTRANCE CHARACTERISTICS




10: GARAGES

Garage doors in non-residential buildings shall not face any existing or proposed street but may face an alley.

11: FAÇADE DESIGN

Building facades on lots in the TC or MM districts that face streets (except alleys) shall be configured in accordance with Table 7.1.2:E:6: Façade Design, and Figure 7.1.2:E:6: Façade Design:

TABLE 7.1.2:E:6: FAÇADE DESIGN

| Required Architectural Feature | Town Center (TC) District | Mountainside Mixed Use (MM) District |
|---|---|---|
| Building Offsets, Alcoves, or Niches [1] | Provided every 40 feet of façade length | Provided every 30 feet of façade length |
| Permanent Awnings or Canopies | Required above at least 75% of doors along façade, including the primary entrance | Required above at least 75% of doors and windows along façade, including the primary entrance |
| Minimum Number of Required Exterior Building Materials | Three | Three |
| Pilasters, Arbors, and Timber Framing | Optional, but encouraged | Optional, but encouraged |

NOTES:

Town of Laurel Park | PAGE 219 | Unified Development Ordinance
Effective Date: 8.18.21 | Last Amended: 12.15.22

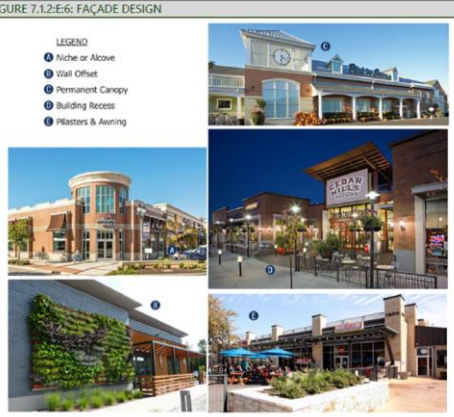
CHAPTER 7: STANDARDS
SECTION 7.1: DESIGN STANDARDS AND GUIDELINES

TABLE 7.1.2:E:6: FAÇADE DESIGN

| Required Architectural Feature | Town Center (TC) District | Mountainside Mixed Use (MM) District |
|---|---|---|

[1] Buildings with facades of 100 linear feet or more shall be configured to appear as a series of three or more individual storefronts, each with a minimum width of 20 linear feet. Nothing shall require the inclusion of a doorway within each storefront, though one may be provided.

FIGURE 7.1.2:E:6: FAÇADE DESIGN



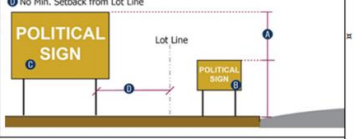

Town of Laurel Park | PAGE 220 | Unified Development Ordinance
Effective Date: 8.18.21 | Last Amended: 12.15.22

## Sign Standards (for 2 kinds of signs) Organized in Table Form

Section 5.6:Signage | CHAPTER 5

TABLE 5.6.1: SIGN STANDARDS BY SIGN TYPE

7. Political Signs




| | | | | | | | |
|---|---|---|---|---|---|---|---|
| a. Definition | Any sign that advocates for a particular political candidate, party, position, or political action that is made available for view by the public before and during the portion of a calendar year when elections are underway as described in Section 136-32 of the North Carolina General Statutes. Political signs are also referred to as "campaign" signs or "election" signs. Signs of a political nature that are placed on private property outside the period of time when elections are underway shall be considered as an incidental sign. | | | | | | |
| b. Zoning Districts Where Permitted | Residential & CR | MX & PD | OI & COI | NB | GB & CB | CBD & PDD | Industrial & CI |
| | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| c. Dimensional Standards | | | | | | | |
| Maximum Number of Political Signs Per Lot | 6 [1] | | | | | | |
| Maximum Height | In right-of-way | 42 inches above the edge of the pavement of the adjacent roadway | | | | | |
| | On an individual lot | 60 inches above adjacent grade | | | | | |
| Maximum Sign Face Area | In right-of-way | 6 square feet per sign | | | | | |
| | On an individual lot | 32 square feet per sign | | | | | |
| Minimum Setback from any Lot Line | None | | | | | | |
| Minimum Separation between Political Signs | [2] | | | | | | |

NOTES:
[1] There is no limit on the number of political signs that may be placed within the right-of-way in front of a lot during the portion of the year when elections are underway provided the owner of the sign obtains the consent of the lot's owner to place the sign in front of the lot.
[2] No political sign may be placed in any manner that obscures another sign from view.

d. Additional Standards

i. Political signs shall not be placed within required sight distance triangles or in locations that obstruct the safe movement of vehicles and pedestrians.
ii. Political signs may not be placed on utility poles or traffic control signal poles.
iii. Political signs may be placed in the right-of-way only during the period of time when elections are underway as identified in Section 136-32 of the North Carolina General Statutes.
iv. Political signs may not be illuminated.
v. Political signs found to be in violation of these standards or the applicable standards in Section 136-32 of the North Carolina General Statutes may be removed by the Zoning/Subdivision Administrator.

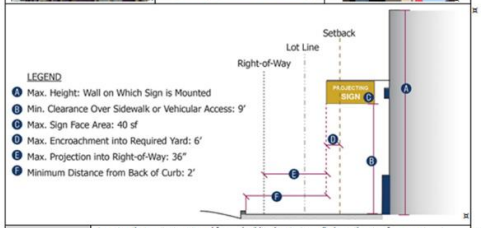
Page Break

City of Burlington Unified Development Ordinance | 5-101
Last Updated 12.3.19

CHAPTER 5 | Section 5.6:Signage

TABLE 5.6.1: SIGN STANDARDS BY SIGN TYPE

8. Projecting Signs




| | | | | | | | |
|---|---|---|---|---|---|---|---|
| a. Definition | Any sign that projects outward from a building's exterior wall where the sign face area is not parallel to the building wall upon which is mounted. Projecting signs are also referred to as "marquee" signs. Signs mounted to a building wall with sign face areas that are parallel to the building wall are considered "wall" signs. A sign comprised of fabric or similar material is a "flag" or a "banner" sign. | | | | | | |
| b. Zoning Districts Where Permitted | Residential & CR | MX & PD | OI & COI | NB | GB & CB | CBD & PDD | Industrial & CI |
| | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| c. Dimensional Standards | | | | | | | |
| Maximum Number of Projecting Signs Per Lot | One per building façade | | | | | | |
| Maximum Height | A projecting sign shall not project above the height of the wall it is mounted to [1] | | | | | | |
| Maximum Sign Face Area | 40 square feet [2] | | | | | | |
| Minimum Setback from any Lot Line | A projecting sign shall not encroach into a required yard by more than 6 feet [3] | | | | | | |

NOTES:
[1] Any projecting sign that projects into a right-of-way or that projects over a sidewalk or vehicular accessway shall maintain a minimum clearance of at least 9 feet above grade.
[2] Projecting signs with 3 sides may have up to 80 square feet of sign area.
[3] A projecting sign shall not project into a right-of-way by more than 36 inches, and shall maintain a minimum of two feet of horizontal distance from the back of the curb.

d. Additional Standards

i. Projecting signs of 1½ square feet in total sign area or less shall be considered incidental signs.
ii. Any electrical wiring shall be located within the sign or the wall it is affixed to.
iii. Signage may be subject to additional standards identified in Section 3.13.D, Gateway Corridor Overlay (GCO) District.

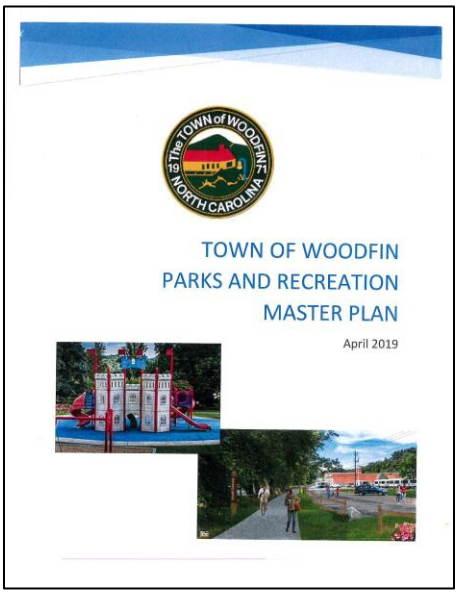
Page Break

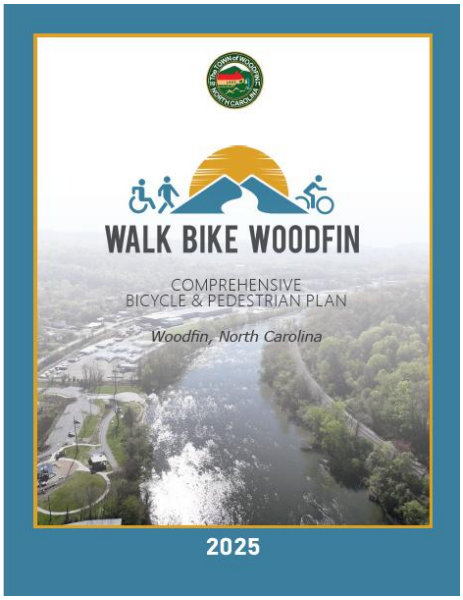
5-102 | City of Burlington Unified Development Ordinance
Last Updated 12.3.19

## Part 2. KEY THEME TWO – Implement Woodfin's Adopted Policy Guidance

The Town's Adopted Policy Guidance pertains to the adopted plans, studies, and policy statements that direct and inform day-to-day decision making on land use matters (like rezoning applications) and capital improvement projects. The adopted policy guidance establishes and promotes the Town's vision for its future and how that vision can best be realized. It describes the Town's desired development patterns and its future configuration. The primary land use policy guidance documents to be addressed by the new LDO are shown below:

- Woodfin Together;
- The Parks and Recreation Master Plan; and
- Walk Bike Woodfin.



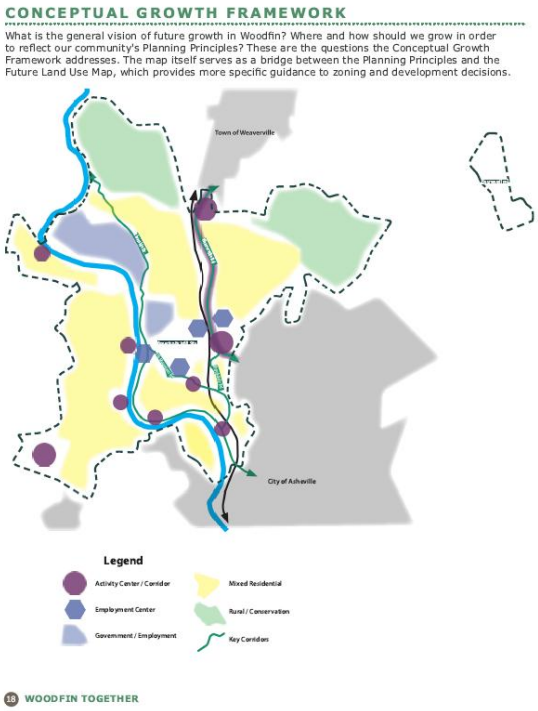

Woodfin Together was adopted in February 2024 and is the Town's policy tool for guiding community decisions about land use and development. It identifies the community's vision for the future, a conceptual growth framework, a proposed future land use map, and a series of 18 goals and associated policies for development, transportation, economic prosperity, good governance, and sustainability. The Parks and Recreation Master Plan was adopted in 2019 and calls for continued development of the Woodfin Greenway and Blueway system, as well as continued pursuit of lands for additional public recreation facilities. Walk Bike Woodfin is a Comprehensive Bicycle and Pedestrian Plan, adopted in August 2025. The Town's first bike-ped plan provides an extensive community analysis and identifies a series of recommendations including priority projects. Program and policy considerations are included, many which relate specifically to the proposed land use ordinance updates. The plan concludes with an implementation strategy and action plan to ensure the recommendations of the plan are completed.

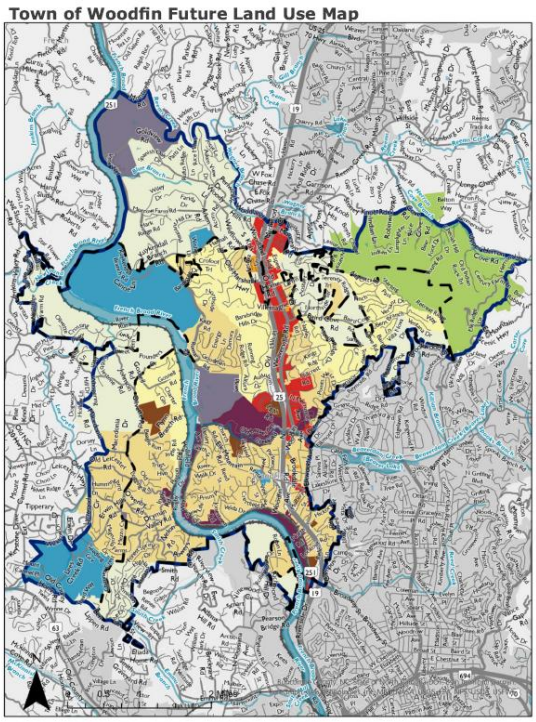
The following table identifies five central concepts pertaining to growth and development in Woodfin addressed in various ways by the Town's adopted policy guidance. This table summarizes the

information in the Summary of Adopted Land Use Policy Guidance in the Appendix to this Code Diagnosis. This summary identifies every policy statement, strategy, recommendation, and action step relevant to the LDO from various sources of adopted policy guidance. In addition to describing each aspect of policy guidance, the summary table also list the "potential disposition in the LDO" or methods of how the respective policy guidance could be implemented by the LDO. Reader are strongly encouraged to review the summary table for more detailed discussion of policy implementation.

The table below provides a very general summary of the patterns in policy guidance and generalized discussion about recommended changes in the LDO to address this guidance. Additional detail on these topics is included in the Appendix.

| | | |
|---|---|---|
| **2.A** | **Review zoning districts for consistency with the Future Land Use Map** | - Replace Transitional Residential district with a new Institutional District<br>- Revise Mountain Village District to be a legacy district (that may not be further expanded)<br>- Consolidate all the current 'Shopping' districts into a single new Community Commercial District<br>- Add a new Neighborhood Commercial district<br>- Add three varieties of conditional zoning districts with an option for a limited or unlimited version (unlimited districts may seek deviations from some standards, with mitigation)<br>- Maintain the Manufactured Home Community district, but remove the overlay and permit manufactured homes more broadly |




| | | |
|---|---|---|
| **2.B** | **Increase walkability and pedestrian orientation** | - Add more clarity and increased requirements for provision of sidewalks, greenways, and sidepaths (sidewalk/bike land combinations)<br>- Review and enhance Transportation Impact Analysis requirements to require these studies more often and incorporate outside peer review (at applicant's expense)<br>- Add new bicycle parking standards<br>- Include new maximum parking standards for some uses<br>- Include more development access points, street connectivity, and street continuation standards |
| **2.C** | **Promote affordability and greater housing choice** | - Include new language describing affordability targets for conditional rezoning projects<br>- Require maintenance or replacement of affordable housing as part of substantial redevelopment<br>- Exempt qualifying affordable/workforce units from density counts<br>- Ease the establishment of small lot/small size homes and other so-called "gentle density" options to help limit the need for large multi-family development<br>- Require housing type diversity in larger subdivisions |

| | | |
|---|---|---|
| **2.D** | **Foster sustainability and increased resilience** | - Explore minor by-right density increases on "flat" river valley sites outside the floodplain<br>- Require overflow parking areas to be pervious<br>- Add incentives for green stormwater infrastructure (like increasing the current three-acre maximum area-per-measure)<br>- Allow food security-related uses by right<br>- Require sprinklers for any residential buildings over three stories in height |
| **2.E** | **Protect sensitive environmental resources** | - Review and update flood damage prevention rules<br>- Include new hillside/hilltop standards that require larger lots and lower lot coverages<br>- Add native species requirements to landscaping standards<br>- Add a conservation subdivision development option that retains 50% open space (but allows smaller lots) |

## PART 2. KEY THEME THREE – Increase Procedural Predictability

3

A common refrain from many involved in or affected by the regulatory process is that complying with the standards is not the problem – rather, its knowing what the standards actually *are* that is the problem. Many applicants, landowners, and residents alike need to know what the standards are in advance. Ensuring that there is sufficient clarity and predictability built into the review process helps applicants understand what is in the standards. Making the development review process more efficient is one of the most beneficial economic development activities available, and clear and predictable review processes are hallmarks of a modern development code. Another hallmark of increased predictability is the delegation of an appropriate amount of decision-making authority to the Town's professional-level staff (such as allowing staff to decide subdivision applications). In addition, ensuring the LDO includes clearly codified requirements helps avoid heavy reliance on legislative discretion (like that associated with special use permits) to yield desired development outcomes.

The current development regulations already include some best practices like detailed regulations or conditional rezoning. City staff has also accomplished most of the recent 160D updates like conflict-of interest-standards, or provisions for vested rights. All these changes are important steps toward greater procedural predictability, but there is more that can be done. The table below sets out nine key recommended changes to the current regulations to make the new LDO procedures more predictable.

| | | |
|---|---|---|
| **3.A** | **Add Missing Procedures** | The Town's development rules already include several basic review procedures that comprise the most typical types (zoning permit, special use permit, site plan, subdivision, amendments, etc.). There are a handful of other modern development review procedures that could be incorporated, including: administrative adjustments, annexations, certificates of compliance (issued by the Town prior to CO issuance by Buncombe County), conservation subdivisions, construction drawings (associated with infrastructure development in subdivisions and as part of site plans), determinations, development agreements, exempt subdivisions, driveway permits, limited (expedited) subdivisions, and performance guarantees. There needs to be more distinction between text and map amendments as well as more detail generally about the site plan process, sign permits, tree protection provisions, and the rules pertaining to land disturbance and stormwater. In addition, the new LDO needs to provide additional detail about the process for determining unlisted uses and the steps undertaken by the Town in application processing. |
| **3.B** | **Clarify Application Review Authorities** | One modern trend missing from the Town's current development regulations is a summary table detailing the full range of different development application types, and the review authorities who review and/or decide them. The images on the following page shows an example of this kind of table from another mountain community. As mentioned earlier, the LDO should be reviewed and updated to permit the appropriate amount of Town staff discretion for review of development applications like subdivisions or performance guarantees. |

**TABLE <>: APPLICATION TYPES TABLE**

Type of Action: C=Comment; R=Recommendation; D=Decision; •= Not Applicable
Pre-Application Conference: M=Mandatory; O=Optional; •= Not Applicable
Type of Hearing: L=Legislative; E=Evidentiary; •= Not Applicable
Appeal Authority: BOA=Board of Adjustment; SC=Superior Court for Henderson County
[#] = Table Note (see end of table)

| APPLICATION TYPE | PRE-APPLICATION CONFERENCE | REQUIRED PUBLIC HEARING TYPE | REVIEW AUTHORITY: TECHNICAL REVIEW COMMITTEE | REVIEW AUTHORITY: PLANNING DIRECTOR | REVIEW AUTHORITY: PLANNING BOARD | REVIEW AUTHORITY: TOWN COUNCIL | REVIEW AUTHORITY: BOARD OF ADJUSTMENT | APPEAL AUTHORITY | UDO REFERENCE |
|---|---|---|---|---|---|---|---|---|---|
| Administrative Adjustment | O | • | • | D | • | • | • | BOA | <> |
| Alternative Plan | O | • | C | D | • | • | • | BOA | <> |
| Annexation | O | L | • | C | • | D | • | SC | <> |
| Appeal | • | E | • | • | • | • | D | SC | <> |
| Building Permit | Decided by Henderson County Permits and Inspections Department | | | | | | | | |
| Certificate of Compliance [1] | O | • | • | D | • | • | • | BOA | <> |
| Certificate of Occupancy [2] | Decided by Henderson County Permits and Inspections Department | | | | | | | | |
| Conditional Rezoning [3] | M | L | C | • | R | D | • | SC | <> |
| Conservation Subdivision [4] | M | • | C | D | • | • | • | BOA | <> |
| Construction Drawings | O | • | D | • | • | • | • | BOA | <> |
| Conventional Rezoning | O | L | • | C | R | D | • | SC | <> |
| Determination | • | • | C | D | • | • | • | BOA | <> |
| Development Agreement | M | L | C | R | • | D | • | SC | <> |
| Driveway Permit [5] | • | • | • | D | • | • | • | BOA | <> |
| Exempt Subdivision | • | • | • | D | • | • | • | BOA | <> |
| Family Subdivision | O | • | • | D | • | • | • | BOA | <> |
| Fee-in-Lieu | O | • | C | D | • | • | • | BOA | <> |
| Final Plat | • | • | • | D | • | • | • | BOA | <> |
| Flood Hazard Permit | M | • | • | D | • | • | • | BOA | <> |
| Limited Subdivision | • | • | • | D | • | • | • | BOA | <> |
| Minor Subdivision | M | • | • | D | • | • | • | BOA | <> |
| Nonconforming Authorization | O | L | • | C | R | D | • | SC | <> |
| Performance Guarantee | O | • | • | D | • | • | • | BOA | <> |
| Preliminary Plat | M | • | R | D | • | • | • | BOA | <> |

imagine MILLS RIVER
Unified Development Ordinance – MODULE 2
Revised Draft March 2026
(Return to Table of Contents)
27

**TABLE <>: APPLICATION TYPES TABLE**

Type of Action: C=Comment; R=Recommendation; D=Decision; •= Not Applicable
Pre-Application Conference: M=Mandatory; O=Optional; •= Not Applicable
Type of Hearing: L=Legislative; E=Evidentiary; •= Not Applicable
Appeal Authority: BOA=Board of Adjustment; SC=Superior Court for Henderson County
[#] = Table Note (see end of table)

| APPLICATION TYPE | PRE-APPLICATION CONFERENCE | REQUIRED PUBLIC HEARING TYPE | REVIEW AUTHORITY: TECHNICAL REVIEW COMMITTEE | REVIEW AUTHORITY: PLANNING DIRECTOR | REVIEW AUTHORITY: PLANNING BOARD | REVIEW AUTHORITY: TOWN COUNCIL | REVIEW AUTHORITY: BOARD OF ADJUSTMENT | APPEAL AUTHORITY | UDO REFERENCE |
|---|---|---|---|---|---|---|---|---|---|
| Sign Permit | O | • | • | D | • | • | • | BOA | <> |
| Site Plan | O | • | C | D | • | • | • | BOA | <> |
| Special Use Permit [3] | M | E | C | • | • | • | D | BOA | <> |
| Temporary Use Permit | • | • | • | D | • | • | • | BOA | <> |
| Text Amendment | • | L | • | C | R | D | • | SC | <> |
| Traffic Impact Analysis [6] | M | • | • | D | • | • | • | BOA | <> |
| Variance, Water-Related [7] | O | E | • | • | • | • | D | SC | <> |
| Variance, Zoning Related | O | E | • | • | • | • | D | SC | <> |
| Vested Rights Certificate | O | E | • | • | • | D | • | SC | <> |
| Watershed Permit | O | • | • | D | • | • | • | BOA | <> |
| Zoning Compliance Permit | • | • | • | D | • | • | • | BOA | <> |

NOTES:
[1] This is required before the County may issue a Certificate of Occupancy.
[2] This includes temporary Certificates of Occupancy.
[3] Required Concept Plans must first be reviewed by TRC prior to consideration by another review authority.
[4] Approval of a Conservation Subdivision entitles the applicant to submit a Preliminary Plat application.
[5] The Planning Director shall review and comment on Driveway Permits associated with NCDOT streets.
[6] The Planning Director either accepts or does not accept a Traffic Impact Analysis (it is not decided).
[7] For Water-Related Variances, the BOA serves as the Watershed Review Board or Flood Hazard Review Board.

## § 2.3 REVIEW AUTHORITIES

### 2.3.1. AUTHORITIES ESTABLISHED

The following review authorities have powers and responsibilities for administering this Ordinance:

**A.** The Town Council;
**B.** The Planning Board;
**C.** The Board of Adjustment, who shall also serve as the Watershed Review Board and the Flood Hazard Review Board;
**D.** The Technical Review Committee; and

imagine MILLS RIVER
Unified Development Ordinance – MODULE 2
Revised Draft March 2026
(Return to Table of Contents)
28

**3.C Standardize Procedural Format**

One way to help ensure clear understanding and procedural efficiency is to use a standardized format for each ad every application type. This includes a clear description of the procedure's purpose and intent, the kinds of development proposals subject to the application type, and the kinds of development that are exempt. The procedure should include a process flowchart that explains the steps in the review process along with who is responsible for which step (see below). The procedure must include the criteria used to make a decision, which should be quantifiable wherever possible. Application procedures should also indicate if and how the approval may be amended, if and how it expires, and the process for appeal of the decision.

CHAPTER 2 PROCEDURES
Section 2.4 Specific Procedures

### B. ADMINISTRATIVE ADJUSTMENT

(AMENDED 10.20.20 UDOTA-03-20)

1. **Purpose**
The purpose for the administrative adjustment procedure is to establish a clear procedure and measurable review criteria for the consideration of requests for minor deviations to certain numeric standards in this Ordinance (like district dimensional standards). The intent of the procedure is to provide relief where application of a standard creates practical difficulties in allowing development that otherwise advances the purposes served by this Ordinance, only in cases where the adjustment does not interfere with a proposed development's compatibility with its surroundings.

2. **Applicability**
a. Except where otherwise prohibited, an administrative adjustment may be requested for a modification or deviation to any of the following:
i. A zoning district dimensional standard in CHAPTER 3. ZONING DISTRICTS;
ii. A numeric use-specific standard in CHAPTER 4. USE STANDARDS;
iii. A numeric requirement in CHAPTER 5. DEVELOPMENT STANDARDS.
iv. A numeric requirement in CHAPTER 6. SUBDIVISIONS; or
v. A numeric requirement in Section 8.3, Rules of Measurement.
b. In no instance shall an administrative adjustment application seek to reduce any of the following:
i. The required minimum lot area in a zoning district;
ii. Increases in the maximum allowable residential density on a lot;
iii. The minimum required separation distance between two use types;
iv. The requirements specified in a transportation impact analysis;
v. Reductions to the standards pertaining to flood protection; or
vi. A numeric standard in CHAPTER 7. ENVIRONMENT.

3. **Administrative Adjustment Amount**
(AMENDED 06.21.22 UDOTA-03-22)
An administrative adjustment may allow a deviation from a numeric standard in this Ordinance in accordance with Table 2.4.B, Maximum Adjustment Amount:

**TABLE 2.4.B: MAXIMUM ADJUSTMENT AMOUNT**

| LOCATION OR SITUATION | MAXIMUM ADMINISTRATIVE ADJUSTMENT AMOUNT PERMITTED |
|---|---|
| New development or redevelopment within the CBD zoning district | 20% |
| New development or redevelopment within all other zoning districts except CBD | 15% |

**FIGURE 2.4.B: ADMINISTRATIVE ADJUSTMENT PROCEDURE**

| STEP | ACTION |
|---|---|
| 1 | **PRE-APPLICATION CONFERENCE** Optional. See Section 2.3.D, Pre-Application Conference |
| 2 | **FILE APPLICATION** Filed with Planning Director. May be filed as a stand-alone application or as part of another application (like a site plan) for the same site |
| 3 | **COMPLETENESS DETERMINATION** See Section 2.3.F.6, Completeness Determination |
| 4 | **STAFF REVIEW** The Planning Director may consult with other review authorities or City departments |
| 5 | **PLANNING DIRECTOR DECISION** If submitted as part of another application, a decision on the administrative adjustment shall be rendered first |
| 6 | **NOTIFICATION OF DECISION** Delivered via personal service, electronic mail, or 1st class mail |

City of Burlington
North Carolina
2-18
Unified Development Ordinance
Last Updated 3.17.26

CHAPTER 2 PROCEDURES
Section 2.4 Specific Procedures

4. **Administrative Adjustment Procedure**
The administrative adjustment procedure is described in Figure 2.4.B, Administrative Adjustment Procedure, as supplemented by the Procedures Manual.

5. **Decision by Planning Director**
The decision on an administrative adjustment shall be made by the Planning Director based on the standards in Section 2.4.B.6, Administrative Adjustment Review Standards.

6. **Administrative Adjustment Review Standards**
(AMENDED 05.16.23 UDOTA-01-23)
An administrative adjustment may be approved if the applicant demonstrates the following:
a. The administrative adjustment is consistent with the type and maximum thresholds for an administrative adjustment established in this section;
b. The administrative adjustment:
i. Is required to compensate for some unusual aspect of the site or the proposed development that is not shared by landowners in general; or
ii. Is necessary to allow for proper functioning of on-site private or public infrastructure; or
iii. Saves healthy existing trees; or
iv. Avoids significant revision to existing drainage patterns; or
v. Preserves environmentally sensitive lands; or
vi. Is being requested in order to accommodate sustainable development incentives in accordance with Section 7.6, Sustainability Incentives.
c. The administrative adjustment will not pose a danger to the public health or safety;
d. The administrative adjustment will not negatively impact the function or performance of on-site wastewater or stormwater control mechanisms;
e. Adverse impacts resulting from the administrative adjustment will be fully mitigated; and
f. The development standard being adjusted is not the subject of a previously approved administrative adjustment or condition of approval on the same site.

7. **Amendment**
Amendment of an administrative adjustment may only be reviewed and considered in accordance with the procedures and standards established for its original approval.

8. **Expiration**
If an administrative adjustment is associated with another permit or development approval, the expiration of the administrative adjustment shall be the same as the permit or development approval with which it is associated.

9. **Appeal**
Appeal of a decision on an administrative adjustment shall be reviewed and decided by the Board of Adjustment in the nature of certiorari and in accordance with Section 160D-405 of the North Carolina General Statutes, and Section 2.4.C, Appeal.

City of Burlington
North Carolina
2-19
Unified Development Ordinance
Last Updated 3.17.26

| | | |
|---|---|---|
| **3.D** | **Clarify Rules for Partial or Incomplete Developments** | One of the topics mentioned frequently during initial discussions in task 1 was concern over how to handle partially-completed developments that may or may not have an approved concept plan or that may or may no longer be vested. We suggest that development existing upon the effective date be permitted to be carried forward as is, but if changes are proposed to vacant or under-developed portions of the site and there is no record of a Town-approved concept plan or master plan, then the development on the vacant or under-developed portions may only take place in accordance with the standards in place at the time of application. In the case of master-planned development, the only procedural option to address further change will be a rezoning to an appropriate conditional rezoning district. |
| **3.E** | **Supplement with Intent Statements** | Purpose and intent statements are invaluable in helping applicants, Town staff, residents, and elected officials discern what a particular procedure is intended to do, and the desired outcomes. These statements provide direction to applicants about what kinds of information are required and how to best achieve application approval. All procedures, districts, and development standards should include their own intent statements, along with an over-arching set of statements for the LDO as a whole. |
| **3.F** | **Modernize the Conditional Rezoning Procedure** | Conditional rezoning is a process where proposed development can become subject to negotiation between the applicant and the Town in order to craft a development proposal that better responds to site conditions. The new LDO should allow developments in the Mountain Village district to remain as approved, but establish them as legacy districts that can not be revised without undergoing re-review as a conditional rezoning. We also suggest that the conditional rezoning procedure be re-imagined as a series of three generic conditional districts – a residential, a commercial, and a mixed-use district. The conditional rezoning process should recognize two different types of applications: limited and unlimited conditional rezonings. The limited ones are intended for applications seeking to apply conditions that surpass current requirements, and that seek to establish one or a very limited number of uses. There is no concept plan with a limited conditional rezoning. An unlimited conditional rezoning is one where an applicant can request deviations to or reductions in standards, subject to an approved concept plan, and based on the degree to which the applicant can prove that the resulting development is "better" than what would result from a strict application of the standards. Generally speaking, a better development is one that is in closer alignment with the Town's adopted policy guidance. Concept plans do not run with the land, and are treated as site-specific vesting plans or multi-phase development plans. Only those aspects specifically conditioned by the applicant in the application materials are permitted to deviate from standards. Aspects of a proposed conditional development that are specifically designated as conditions will be subject to the standards in place at the time of application submittal. In light of recently mandated downzoning limitations, the Town should include "boilerplate" reversion conditions that permit the Town to initiate reversion procedures to abolish the conditional rezoning if development is not commenced within two years of approval. |

| | | |
|---|---|---|
| **3.G** | **Clarify Signage Rules** | The Town's current Zoning provisions include details on signs and signage, but many of these sign rules are content-based. Content-based sign standards must be able to withstand the legal construct of "strict scrutiny" which, almost no sign regulations are able to withstand. As a result, the sign provisions should be overhauled to remove content-based standards, replace street-based applicability standards with zoning district based-applicability, include sign exemptions authorized under the NC General Statutes, clarify rules for signs not requiring sign permits, include new sign types not already included, better address murals, and perhaps include new political sign provisions. |
| **3.H** | **Include Detail on Application Completeness** | The current regulations include some rudimentary provisions for application completeness that should be supplemented with additional detail include conduct of required pre-application conferences or neighborhood meetings (when required), payment of fees, submittal of the required number or amount of details, and inclusion of sufficient detail for the Town staff to determine if the proposed development does or does not comply with applicable standards. Applications are not considered "submitted" until they are determined to be complete, and permit choice options are not triggered until an application is submitted. |
| **3.I** | **Recognize New Downzoning Limitations in State Law** | The "downzoning bill" (SL2024-57) was passed in December of 2024 and amends NCGS Section 160D-601(d) by barring a local government from initiating, adopting, and enforcing a text or map amendment that lowers allowable densities, reduces the range of allowable uses, or creates nonconforming situations on lots in nonresidential districts without first obtaining consent from all affected landowners. This limits legislative discretion and will require local governments to track if and how new development regulations do or do not apply to any individual lot or development. The strategy we recommend as part of adopting a new communitywide regulation (like a new LDO) is to, as part of adoption, not lower densities, not reduce the range of allowable uses, and to grant amnesty to all existing nonconformities. In addition, the new code must permit all existing development to be maintained or replaced in kind or as it was on the effective date in perpetuity. Proposed changes to any existing development after the effective date will require the entire development to reach full compliance with the regulations in place at the time of the application. If full compliance can not be attained, then the applicant must obtain a variance, obtain a conditional rezoning approval that allows the less-than-compliant development, or grant consent for the development to become nonconforming as part of an authorization to become nonconforming. Consent, when granted, may not be rescinded, is in place in perpetuity, and must be recorded. The standards require new limits st be placed on any resident-proposed text amendment as these may not be initiated if they result in a downzoning.<br><br>More detail on the ramifications and proposed solutions to SL2024-57 are available here: www.codewrightplanners.com/_files/ugd/cd8718_71ee825ed35847d58340a5dfd4b463f8.pdf |

## PART 2. KEY THEME FOUR – Raise the Bar for Development Quality

# 4

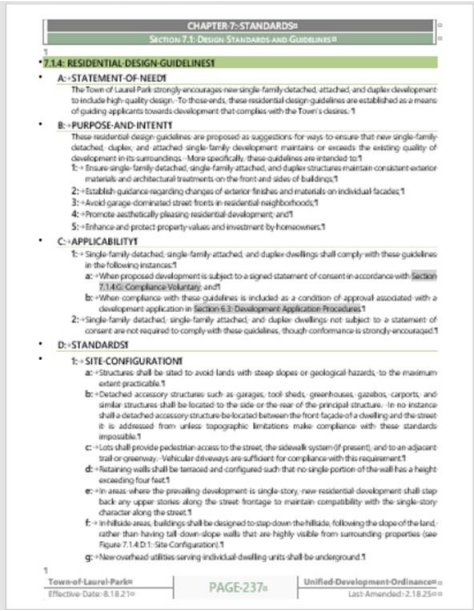
Rasing the bar for development quality is a "shorthand" way of saying that the basic parameters of building design, building features, site features, and general development quality should be held to higher expectations or should be improved in some ways as desired by the community. Improvements could include aspects such as additional open space set-aside from new development, higher quality exterior building materials, better screening of refuse collection devices, improved pedestrian circulation, a more-interconnected roadway system, additional landscaping standards, and many other aspects.

There are many techniques and methods for improving development quality, and the Town's land development regulations need to be reviewed for consistency with these methods. The following is a summary of seven key recommendations and strategies for incorporation into the Town's new LDO to promote development quality. There is a more-detailed summary matrix included in the Appendix of this Report that provides a review of all the sections of the Town's current rules, including areas where promoting quality development is indicated.

| | | |
|---|---|---|
| **4.A** | **New Basic Design Standards for Multi-family, Mixed-use, and Retail** | Modern development ordinances address site and building design for multi-family, commercial, and mixed-use development in comprehensive ways. The new LDO is expected to include updated design standards for multi-family, mixed-use, commercial (including standards for large format retail), and mixed-use development. These basic design standards are focused primarily on building appearance, placement, and entrance orientation and will include a menu-based approach, where possible, to allow applicants to retain flexibility. Standards are expected to address primary entrance location, ground-floor glazing (except multi-family), prohibited exterior materials, parking location standards, and building articulation standards for buildings beyond 5,000 square feet in floor area. There may be some additional design incentives incorporated into the sustainable development incentives material. |
| **4.B** | **Incorporate Greenway, Sidewalk, and 'Sidepath' Standards** | The new LDO includes requirements for dedication and construction of greenways where they abut or cross lots in accordance with the Town's Adopted Policy Guidance. Greenways are credited toward open space standards, and may be credited towards sidewalk requirements in some cases. The Town may wish to permit setback reductions from greenway boundaries as well. The sidewalk standards will be reviewed and overhauled for consistency and clarity. Larger developments and developments located on major roadways will be required to dedicate and install sidewalks or sidepaths. All new non-residential development located on lots where inclusion of a sidewalk will connect to existing sidewalk on an adjacent lot will be expected to provide sidewalk along the relevant lot frontage. Redevelopment of an existing building will be encouraged to provide sidewalk when such provisions extends the existing sidewalk network. The standards will include a new sidepath option that provides a single, wider, multi-use path within or a public right-of-way that serves as both a bicycle land and a sidewalk. Fee-in-lieu options are not anticipated for inclusion in the LDO. |

| | | |
|---|---|---|
| **4.C** | **Address Street Continuation and Traffic Congestion** | Roadway limitations and traffic congestion are commonly identified as key concerns in Woodfin. This issue is worsened by the limited supply of land area and the difficult terrain. Despite these issues, the new LDO is expected to clarify that existing streets are to be continued through new development sites to lot lines, and street stubs are to be required to abutting vacant lots where extension of future street is feasible (in the opinion of the Town). The new LDO may include a new street connectivity index metric that is designed to foster increased roadway connections within neighborhoods and larger development while still accommodating cul-de-sacs where roadway connection is impractical. These standards will be supplemented with new limitations on the number of lots that may be served by a cul-de-sac (or a branching cul-de-sac). The standards will include new standards specifying a minimum number of entry points for new residential developments that access different roads where possible. Private streets are required to be built to public street standards. Instead of including technical street standards (like ROW widths), the LDO will reference applicable Adopted Policy Guidance. |
| **4.D** | **Add New Hillside/Hilltop Development Standards** | Much of Woodfin's remaining available land is along or atop hillsides. Hillside development is highly desirable and commands a premium, but can also have negative visual impacts from the Town's lower elevations and can contribute to stormwater runoff and subsidence concerns. We suggest the LDO supplement the Town's current slope and ridgetop protection standards with new provisions designed to address hillside development visibility and impervious surface. The standards would apply new larger lot size and lower impervious surface thresholds to lots with average slopes over 25%, and subdivisions with these lots would be subject to increased open space set-aside provisions. In addition, hillside and hilltop above 2,200 feet AMSL lots would be subject to new setback limitations that require a lateral setback from the hilltop elevation of at least 50 feet. Homes on these lots are subject to maximum above grade height limits of 18 feet or less as well as new stormwater dispersal standards (applied regardless of lot size) that help limit runoff concentration and velocity leaving a site. The Town may also wish to consider applying tree protection standards to individual residential lots in these areas. |

| | | |
|---|---|---|
| **4.E** | **Manage the Impacts of Off-street Parking** | In most communities, off-street parking provision is one of the primary drivers or limitations of new development. It is not uncommon to see instances where space for vehicular accommodation areas exceeds the amount of land are used for buildings and pedestrian circulation. While some jurisdictions have sought to remove all minimum parking requirements, this approach is best suited in areas with highly functional transit. In Woodfin, we suggest the LDO overhaul the current parking provisions by establishing a minimum standard for all listed use types, and that the minimum standard be reduced wherever possible. In addition, we suggest that many new retail and commercial use types over a certain building size become subject to maximum parking standards that place limits on the amount of off-street parking provided. In addition the LDO should include new bicycle parking and EV charging station standards. Some commercial and mixed-use areas should become subject to new parking setbacks that prevent parking spaces within 20 feet of a lot line and require at least some of the provided parking to be located to the side or rear of the building it serves. Finally, we suggest that developments that provide more than the minimum number of parking spaces configure the portions of parking lots that exceed the minimum number of spaces to include pervious parking to help address stormwater runoff. |
| **4.F** | **Supplement Landscaping Standards** | Woodfin recently supplemented its development regulations with new landscaping and tree protection standards in Ordinance 2025-010. We suggest these standards be carried forward but supplemented in a variety of important ways. Landscaping standards should include provisions for plant material specifications, species diversity, planting best practice, and ongoing maintenance. Standards should be organized to address parking lot planting (perimeter and interior), perimeter buffers along zoning district edges, some form of streetscape or street tree landscaping, and screening of site features (like refuse collection, service areas, or outdoor storage. Tree protection provisions should incentivize retention of existing tree stands for use as open space set-aside, required landscaping, or both. Perimeter and streetscape buffers need to incorporate flexibility to address difficult sites and allow grouping of plants, where necessary. The landscaping standards should be illustrated to show how measurements are determined, and how screening objectives may be maintained in cases where planting flexibility mechanisms are utilized. |
| **4.G** | **Add Optional Single-family Design Guidelines** | The current development regulations offer no design guidance for single-family detached and attached dwellings. The LDO could include a detailed set of voluntary design guidelines for single family detached and single-family attached development that will address materials, porches, garages, variability, and other features. Since State law doesn't allow architectural standards for single-family or townhouse residential development, these are voluntary guidelines and are not required unless agreed to by an applicant or made part of a conditional rezoning request. The LDO could also include a density bonus of an additional unit/units per acre for developments voluntarily complying with the design guidelines. The following page shows examples of these kinds of standards from another mountain community. |



CHAPTER 7: STANDARDS
SECTION 7.1: DESIGN STANDARDS AND GUIDELINES

7.1.4: RESIDENTIAL DESIGN GUIDELINES

A: STATEMENT OF NEED

The Town of Laurel Park strongly encourages new single-family detached, attached, and duplex development to include high-quality design. To those ends, these residential design guidelines are established as a means of guiding applicants towards development that complies with the Town's desires.

B: PURPOSE AND INTENT

These residential design guidelines are proposed as suggestions for ways to ensure that new single-family detached, duplex, and attached single-family development maintains or exceeds the existing quality of development in its surroundings. More specifically, these guidelines are intended to:

1: Ensure single-family detached, single-family attached, and duplex structures maintain consistent exterior materials and architectural treatments on the front and sides of buildings;
2: Establish guidance regarding changes of exterior finishes and materials on individual facades;
3: Avoid garage-dominated street fronts in residential neighborhoods;
4: Promote aesthetically pleasing residential development; and
5: Enhance and protect property values and investment by homeowners.

C: APPLICABILITY

1: Single-family detached, single-family attached, and duplex dwellings shall comply with these guidelines in the following instances:
a: When proposed development is subject to a signed statement of consent in accordance with Section 7.1.4.G: Compliance Voluntary; and
b: When compliance with these guidelines is included as a condition of approval associated with a development application in Section 6.3: Development Application Procedures.
2: Single-family detached, single-family attached, and duplex dwellings not subject to a statement of consent are not required to comply with these guidelines, though conformance is strongly encouraged.

D: STANDARDS

1: SITE CONFIGURATION
a: Structures shall be sited to avoid lands with steep slopes or geological hazards, to the maximum extent practicable.
b: Detached accessory structures such as garages, tool sheds, greenhouses, gazebos, carports, and similar structures shall be located to the side or the rear of the principal structure. In no instance shall a detached accessory structure be located between the front facade of a dwelling and the street it is addressed from unless topographic limitations make compliance with these standards impossible.
c: Lots shall provide pedestrian access to the street, the sidewalk system (if present), and to an adjacent trail or greenway. Vehicular driveways are sufficient for compliance with this requirement.
d: Retaining walls shall be terraced and configured such that no single portion of the wall has a height exceeding four feet.
e: In areas where the prevailing development is single-story, new residential development shall step back any upper stories along the street frontage to maintain compatibility with the single-story character along the street.
f: In hillside areas, buildings shall be designed to step down the hillside, following the slope of the land, rather than having tall down-slope walls that are highly visible from surrounding properties (see Figure 7.1.4.D.1: Site Configuration).
g: New overhead utilities serving individual dwelling units shall be underground.

Town of Laurel Park | PAGE 237 | Unified Development Ordinance
Effective Date: 8.18.21 | Last Amended: 2.18.25

CHAPTER 7: STANDARDS
SECTION 7.1: DESIGN STANDARDS AND GUIDELINES

FIGURE 7.1.4.D.1: SITE CONFIGURATION

2: BUILDING ORIENTATION

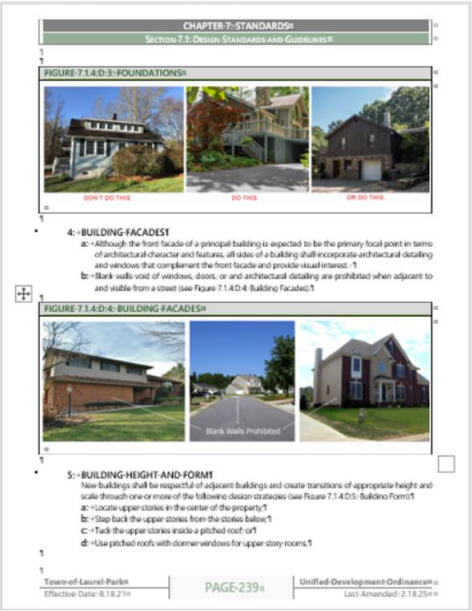
Buildings shall be oriented so that the primary entrance faces and is visible from the street that provides the dwelling its street address (see Figure 7.1.4.D.2: Building Orientation). This requirement may be waived on lots where topographic conditions, existing vegetation, or physical distance obscures the primary entrance.

FIGURE 7.1.4.D.2: BUILDING ORIENTATION

3: FOUNDATIONS

a: Poured concrete foundations, concrete block foundations, or smooth-faced concrete masonry unit foundations shall be covered by decks, porches, or be clad in face brick, stone, stucco, or some other masonry material accurately imitating these materials (see Figure 7.1.4.D.3: Foundations). In no instance shall poured concrete, concrete block, or smooth-faced concrete masonry unit foundations be visible on a street-facing facade.
b: In cases where a dwelling includes a finished or unfinished basement, the exterior basement walls on the rear or on sides not visible from streets are exempted from these standards.

Town of Laurel Park | PAGE 238 | Unified Development Ordinance
Effective Date: 8.18.21 | Last Amended: 2.18.25



CHAPTER 7: STANDARDS
SECTION 7.1: DESIGN STANDARDS AND GUIDELINES

FIGURE 7.1.4.D.3: FOUNDATIONS
DON'T DO THIS | DO THIS | OR DO THIS

4: BUILDING FACADES

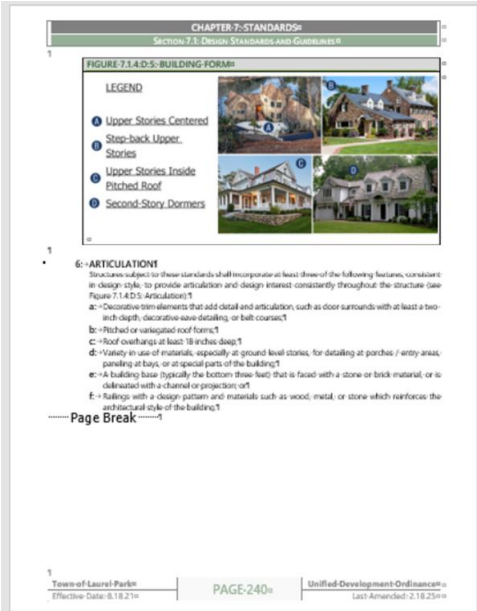
a: Although the front facade of a principal building is expected to be the primary focal point in terms of architectural character and features, all sides of a building shall incorporate architectural detailing and windows that complement the front facade and provide visual interest.
b: Blank walls void of windows, doors, or and architectural detailing are prohibited when adjacent to and visible from a street (see Figure 7.1.4.D.4: Building Facades).

FIGURE 7.1.4.D.4: BUILDING FACADES
Blank Walls Prohibited

5: BUILDING HEIGHT AND FORM

New buildings shall be respectful of adjacent buildings and create transitions of appropriate height and scale through one or more of the following design strategies (see Figure 7.1.4.D.5: Building Form):
a: Locate upper stories in the center of the property;
b: Step back the upper stories from the stories below;
c: Tuck the upper stories inside a pitched roof; or
d: Use pitched roofs with dormer windows for upper story rooms.

Town of Laurel Park | PAGE 239 | Unified Development Ordinance
Effective Date: 8.18.21 | Last Amended: 2.18.25



CHAPTER 7: STANDARDS
SECTION 7.1: DESIGN STANDARDS AND GUIDELINES

FIGURE 7.1.4.D.5: BUILDING FORM

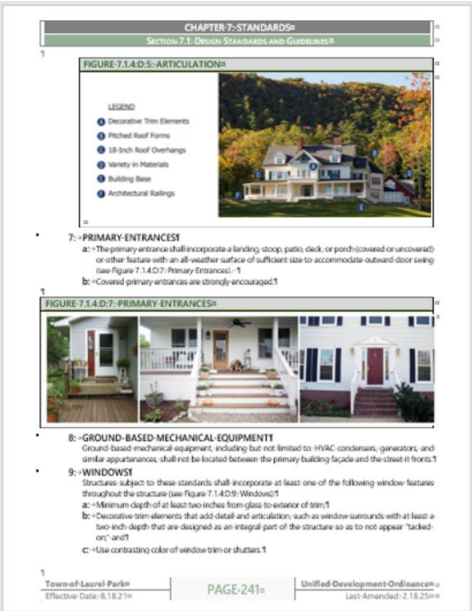
LEGEND
A Upper Stories Centered
B Step-back Upper Stories
C Upper Stories Inside Pitched Roof
D Second-Story Dormers

6: ARTICULATION

Structures subject to these standards shall incorporate at least three of the following features, consistent in design style, to provide articulation and design interest consistently throughout the structure (see Figure 7.1.4.D.5: Articulation):
a: Decorative trim elements that add detail and articulation, such as door surrounds with at least a two-inch depth, decorative eave detailing, or belt courses;
b: Pitched or variegated roof forms;
c: Roof overhangs at least 18 inches deep;
d: Variety in use of materials, especially at ground level stories, for detailing at porches / entry areas, paneling at bays, or at special parts of the building;
e: A building base (typically the bottom three feet) that is faced with a stone or brick material, or is delineated with a channel or projection; or
f: Railings with a design pattern and materials such as wood, metal, or stone which reinforces the architectural style of the building.

Page Break

Town of Laurel Park | PAGE 240 | Unified Development Ordinance
Effective Date: 8.18.21 | Last Amended: 2.18.25



CHAPTER 7: STANDARDS
SECTION 7.1: DESIGN STANDARDS AND GUIDELINES

FIGURE 7.1.4.D.5: ARTICULATION

LEGEND
A Decorative Trim Elements
B Pitched Roof Forms
C 18-Inch Roof Overhangs
D Variety in Materials
E Building Base
F Architectural Railings

7: PRIMARY ENTRANCES

a: The primary entrance shall incorporate a landing, stoop, patio, deck, or porch (covered or uncovered) or other feature with an all-weather surface of sufficient size to accommodate outward door swing (see Figure 7.1.4.D.7: Primary Entrances).
b: Covered primary entrances are strongly encouraged.

FIGURE 7.1.4.D.7: PRIMARY ENTRANCES

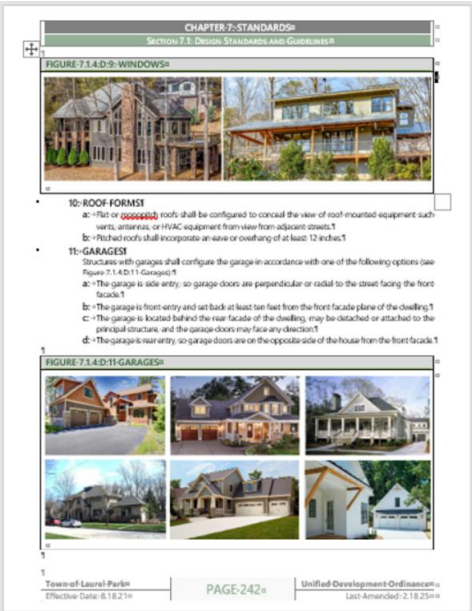
8: GROUND-BASED MECHANICAL EQUIPMENT

Ground-based mechanical equipment, including but not limited to: HVAC condensers, generators, and similar appurtenances, shall not be located between the primary building facade and the street it fronts.

9: WINDOWS

Structures subject to these standards shall incorporate at least one of the following window features throughout the structure (see Figure 7.1.4.D.9: Windows):
a: Minimum depth of at least two inches from glass to exterior of trim;
b: Decorative trim elements that add detail and articulation, such as window surrounds with at least a two-inch depth that are designed as an integral part of the structure so as to not appear "tacked-on"; and
c: Use contrasting color of window trim or shutters.

Town of Laurel Park | PAGE 241 | Unified Development Ordinance
Effective Date: 8.18.21 | Last Amended: 2.18.25



CHAPTER 7: STANDARDS
SECTION 7.1: DESIGN STANDARDS AND GUIDELINES

FIGURE 7.1.4.D.9: WINDOWS

10: ROOF FORMS

a: Flat or ~~pyramidal~~ roofs shall be configured to conceal the view of roof-mounted equipment such vents, antennas, or HVAC equipment from view from adjacent streets.
b: Pitched roofs shall incorporate an eave or overhang of at least 12 inches.

11: GARAGES

Structures with garages shall configure the garage in accordance with one of the following options (see Figure 7.1.4.D.11: Garages):
a: The garage is side entry; so garage doors are perpendicular or radial to the street facing the front facade.
b: The garage is front entry and set back at least ten feet from the front facade plane of the dwelling.
c: The garage is located behind the rear facade of the dwelling, may be detached or attached to the principal structure, and the garage doors may face any direction.
d: The garage is rear entry; so garage doors are on the opposite side of the house from the front facade.

FIGURE 7.1.4.D.11: GARAGES

Town of Laurel Park | PAGE 242 | Unified Development Ordinance
Effective Date: 8.18.21 | Last Amended: 2.18.25

## PART 2. KEY THEME FIVE – Add Incentives and Flexibility

5

Flexibility is an important component to any modern development code. Not all potential development sites are created equally – some may have special challenges associated with topography, access, size, shape, or environmental conditions. Often, the sites in the community that make the most sense to develop (those located close to the community core, already served by infrastructure, and easy to reach with existing utilities) can be the hardest to develop because of site conditions, ownership patterns, or lack of sufficient access. As a result, many modern development codes incorporate a variety of flexibility mechanisms to help address unintended consequences and deal with difficult-to-develop sites. Many modern development codes offer a more flexible alternative means of reaching compliance that requires a more intensive review process, or has additional requirements to ensure compatibility protection.

Like flexibility, incentives can play an important part in attracting the kinds of development desired by the Town or identified in the Town's adopted policy guidance. Incentives can be a "win/win" proposition where a potential developer exceeds minimum requirements and is rewarded with additional development potential or the ability to deviate from some otherwise-required standard. Incentives help the Town provide examples of preferred forms of development. The table below describes seven incentives and elements of flexibility suggested for inclusion in the LDO.

| | | |
|---|---|---|
| **5.A** | **Enhance Administrative Adjustment Procedure** | The Administrative Adjustment procedure is a "safety valve" provision that allows Town staff to administratively adjust or reduce some numerical standards (like setback distances, lot widths, design standard requirements, and similar numerical provisions) in response to a codified set of conditions (like an usual or difficult site, the need to save existing trees, changes necessary for the purposes of properly functioning infrastructure, and similar aspects). The amount of deviation that may be administratively approved is low – typically a maximum of 10 percent. Development in need of adjustment beyond 10 percent must rely on other procedures like a variance or a Type 2 Conditional Rezoning. An administrative adjustment is flexible can be requested at the outset of an application review process or after application approval in response to unforeseen site conditions. |
| **5.B** | **Incorporate Development Agreements** | Development Agreements are voluntary agreements established between a town and a development applicant – typically for large or multi-year buildout development (though development agreements can be applied to any size development). The interesting aspect of development agreements is that they can be used to negotiate and agree upon certain aspects of development not addressed by the General Statutes. Some local governments make development agreements mandatory for conditional rezoning applications and use them for aspects like long-term maintenance, utility oversizing, or even the application of development standards to development that can not be annexed due to satellite annexation limitations. We suggest these flexible tools be included in the Woodfin LDO for the Town's use in negotiating with new larger or multi-phase developments. |

| | | |
|---|---|---|
| **5.C** | **Introduce Menu-Based Design Standards** | Design standards typically address the exterior appearance of multi-family, commercial, and mixed-use buildings, including aspects like exterior materials, massing, orientation, roof form, fenestration, and placement of fixtures like mechanical equipment. Design preference can be highly subjective, and as a result, some modern development codes are structured to offer a menu of options for complying with a particular design standard, and then allow the applicant to pick from the menu of available techniques or configurations in order to achieve compliance. Often, the approach establishes the range of applicable design standards and provides a series of five to eight options and asks an applicant to select some subset of the number of available options. This approach allows some flexibility and allows developments to differentiate themselves from one another without having to undergo a design review process. Typically, alternative forms of compliance with design standards are done via a conditional rezoning application. |
| **5.D** | **Incentivize Affordable and Workforce Housing** | The combination of development pressure and lack of land supply combine to make housing in Woodfin largely unobtainable for many potential residents. The Town has embraced and has success with manufactured home retention as one strategy to address these challenges. The new LDO should permit manufactured housing on individual lots by-right in all residential districts. We suggest the Town go even further by establishing a target or goal of a certain number of new residential units to be configured and priced as workforce or affordable (with sales and rental prices typically between 60% to 80% of the area's AMI) for every new development over a certain size (like 11 or more lots). Such units are often subject to deed restriction requirements that bar them from being rented or re-sold at market rates (Woodfin currently relies on a 30-year duration, though some local governments use a 99-year term). These kinds of goal could be included as an incentive or identified as a typical condition of approval associated with a conditional rezoning. Other incentives including discounting these kinds of units from the total allowable density so that they do not negatively impact an applicant's proforma. Some development regulations allow these kinds of units to be allowed by-right in most districts and even waive some (but not all applicable development standards like parking, landscaping, or open space). Other local governments have had success by allowing these kinds of dwellings as accessory uses to a religious institution, school, or social service use. |

| | | |
|---|---|---|
| **5.E** | **Include a Conservation Subdivision Option** | Conservation subdivisions are similar in some ways to the Mountain Village district in the current development regulations. However, conservation subdivisions do not require a rezoning, allow smaller lot sizes in trade for conservation of at least 50 percent of the total development site, and rely on an iterative process between the applicant and staff where potential development areas are determined based on several criteria before the preliminary plat process starts. Typically, the maximum residential density may be modestly increased from that allowed in the zoning district (as an incentive). This approach allows for compact development that reduces infrastructure costs and permits the retention of environmentally sensitive or prime agricultural land. Because lots are smaller and homes tend to be closer to one another, it is common to require year-round significant screening or home placement requirements that obscure the development from view from adjacent roadways and existing residential neighborhoods. This approach helps retain established character while also allowing higher yields and protection of resource land (which could also be used for urban agricultural purposes). Conservation subdivisions typically have owners' associations in order to ensure maintenance of the reserved area. This development style does not work well in areas where individual well and septic systems are required, and are best used in areas served by public sewer or community wastewater systems. "Farmhouse clusters" are another name for small conservation subdivisions of up to 12 lots that rely on individual on-site wastewater treatment systems, and such developments often permit these kinds of systems in off-site areas, subject to a development agreement. |
| **5.F** | **Allow Murals to Include some "Signage"** | Woodfin has several murals on building sides and that is a part of community character perceived as a positive. At the same time, regulation of murals can sometimes be complicated by the configuration of a mural as a sign that vastly exceeds the allowable parameters for typical wall signage. To address this issue, we suggest the LDO permit "wall signage" to be included on walls that are configured with a mural, provided the wall sign is integrated into the mural and that the portion of the mural containing the wall signage be configured to comply with the limitations on height and face area applied to other forms of wall signage not located within a mural. This approach does allow some commercial message to be included in a mural, but no more than would otherwise be allowed on the building wall were no mural to be included. |
| **5.G** | **Ease Use-Mixing in Most Districts** | We suggest the table of principal uses be reviewed and revised to permit more use-mixing without need of rezoning. This means that residential uses would be allowed in more non-residential districts (except industrial) and that some forms of commercial use also be allowed in residential districts. There is also a possibility to allow ADUs and upper-story residential in non-residential districts as well as micro-manufacturing or micro-commercial as accessory uses in residential districts (as a home occupation). In cases where a mixed-use district is established we strongly suggest avoiding mandatory use-mixing mandates as these can interfere with market dynamics. |

## PART 2. KEY THEME SIX - Promote Sustainability and Resilience

# 6

Mountain communities in North Carolina are experiencing development pressures as more people move to the area. The changing environment is complicating conventional development systems like storm drainage and flood protection, and it is only a matter of time before the next big storm or weather event. The Town's adopted plans repeatedly mention the impact on resources, stormwater runoff, the potential for flood damage, and appropriately located development.

The table below provides eight suggestions for promoting more sustainable and resilient development, whether through mandates, incentives, or a blend of the two.

| | | |
|---|---|---|
| **6.A** | **Increase Dimensional Requirements on Sloped Lots** | As mentioned elsewhere in this Code Diagnosis, we suggest the LDO establish some new standards for lots at or above 2,200 feet AMSL that have slopes of 25% or more. Generally speaking, these lots should have minimum lot sizes that are at least 25% larger than lots on flat sites in the same zoning district. These lots should also have decreased impervious surface cover standards (of no more than 25% of the site's area) to help ensure stormwater infiltration and limit runoff. In return for these additional requirements, such lots should permit, by-right, narrower lot widths and reduced setbacks that permit a structure to be constructed on the "flattest" part of the site. |
| **6.B** | **Add Options for Green Stormwater Infrastructure** | The Town currently requires stormwater management and stormwater control measures of all forms of development that disturb over an acre of land surface. We suggest the LDO be revised to require some or provide incentives for all stormwater control measures on a site to be configured in accordance with a new set of green stormwater infrastructure features like disconnected downspouts, level spreaders, rain gardens, bio-retention pits, bioswales, green roofs, pervious paving, and rainwater harvesting devices. For example, hillside sides would maintain disconnected downspouts. Off-street parking areas that provide more than the minimum number of parking spaces should configure overflow parking areas with pervious pavers. Developments that seek to utilize green stormwater control measure should be exempted from the Town's current three-acre maximum drainage area per stormwater control measure. |
| **6.C** | **Include Minor Density Bonuses for 'Flat' Sites** | Woodfin has a challenging terrain comprised of river valley surrounded by hillsides. In many cases, "flat" sites in the valleys are located in or near area prone to flooding. In the interest of avoiding hillside development that is difficult to serve with infrastructure or that increases subsidence risk, the Town could consider offering de minimus density bonuses (of up to five additional units per acre) on flat sites outside of floodplains. This helps manage infrastructure costs and direct development to areas where it is less expensive to serve. These site should also be permitted to have more than three stories of height (but the LDO should require any building over three stories in height to include sprinklers given the Town's limited firefighting capacity. |

| | | |
|---|---|---|
| **6.D** | **Incorporate Voluntary Sustainable Development Incentives** | A sustainable development incentive system creates a series of incentives such as: additional residential density, increased maximum building height, increased lot coverage thresholds, reduced off-street parking requirements, increased maximum sign area, allowable deviations from design standards, and potentially other incentives that are provided in return for the inclusion of identified sustainable development features. Sustainable development features often include: daylighting buried streams, increasing flood capacity, providing affordable housing, using green stormwater infrastructure, compliance with LEED, BREEAM, Energy Star, Green Globes, or National Green Building Standard's requirements, use of green roofs, use of site-generated electricity, rainwater harvesting, oversizing stormwater control mechanisms, use of reflective paving or roof material, and many other features. The approach sets out a menu of sustainable development features along with a point value for each, and then establishes the minimum number of points required to take advantage of one or more of the sustainable development incentives. The system is voluntary for the applicant but helps to provide more sustainable development in the Town. |
| **6.E** | **Add Native Plant Requirements** | We suggest the new LDO add requirements for all required landscaping material (other than existing trees credited towards landscaping requirements) to be a native species. The plant list prepared with Ordinance 2025-010 should be reviewed and revised to include only native or endemic species. Another option for consideration as part of a conditional rezoning is a standard condition of approval that any existing invasive species found within an area of current or future land disturbance be removed as part of the initial site development work. |
| **6.F** | **Require Increased Vehicular Access to Subdivisions** | Many modern development codes include requirements for major residential and non-residential subdivisions to be served by more than one point of vehicular entry. We suggest the LDO include new requirements for two access points for development over 50 units or 50,000 square feet of floor area, and three entry points for developments over 100 units or 100,000 square feet of floor area. In some case, emergency-only access should be credited towards entry point requirements though street stubs should not be credited except in cases where subsequent development gains access to a collector or arterial street through a pre-existing neighborhood or development. Where possible, entry points should gain access from separate off-site roadways, but when such separate access is impossible, access point roadways should be located as far apart as is possible |
| **6.G** | **Promote Bicycle Use** | The LDO should support the policy guidance in Walk Bike Woodfin be establishing new requirements for bicycle lanes along street alignments so-designated in the plan. In those cases, development applicants should dedicate and construct bicycle lane facilities. In addition, all land uses should include new bicycle parking standards. Sidepaths should be required where bike lanes and sidewalks can not both be accommodated though both are required. |

| | | |
|---|---|---|
| **6.H** | **Include new Development Requirements in Flood-prone Areas** | While the Town has recently updated its flood damage prevention ordinance, the State has just provided the 2026 model floodplain ordinance. The LDO will integrate the Town's flood standards and conform them to the State's most recent model ordinance, where appropriate. In addition to these changes, we suggest the new LDO bar the placement of off-street parking in excess of the minimum number of required spaces in the floodplain. Open space set-aside standards should prioritize set-aside of floodplain and flood-prone areas. Development located in the floodplain with outdoor storage of buoyant materials should be required to outdoor storage areas to retain their contents even when the waterbody is at flood stage. |

## PART 2. KEY THEME SEVEN – Broaden Housing Options

7

Addressing housing is one of the most challenging and complex issues facing the Town and the State as a whole. There are an insufficient number of residential units in place and with the constrained supply, prices have become largely unmanageable. Layered on top of these issues are changing consumer preferences for smaller lots with lower maintenance, the ability to work remotely (and thus pursue housing in less expensive areas of the country), and aging in place. When considered as a group, these factors contribute in profound ways to the area's housing shortage.

Because of these trends, the Town's desire for maintaining rural character, and the desire to ensure housing remains affordable, it is important for the new LDO to address housing concerns in innovative ways. The table below provides six suggestions for consideration that focus on encouraging a wider supply of housing options.

| | | |
|---|---|---|
| **7.A** | **Allow a Wider Array of "By-Right" Housing** | One of the key challenges to the successful deployment of housing options are unpredictable approval processes. Development regulations that require rezonings or special use permits for smaller, more dense, or more diverse housing styles often inadvertently prevent these kinds of dwellings from being constructed. The LDO should allow two-family dwellings by right in every zoning district (except the industrial districts), and tri- and quadplex developments be permitted in the mixed residential districts by-right. Upper story residential should also be available by-right in non-residential structures in all districts (except industrial). Legislative or discretionary procedures make the ability to establish housing unpredictable, and can interfere with housing supply. |
| **7.B** | **Allow More Small Lot/Small Size and Single-Family Homes** | The LDO should create opportunities for more diverse forms of single-family detached housing. For example, pocket neighborhood developments of 3-to-12 single-family detached homes on small lots are becoming more popular and are an excellent infill technique. Bungalow courts, or groups of around 4-to-5 detached homes served by a single, shared access/parking area are also a popular way to develop with increased densities while minimizing impervious surface. Conservation subdivisions create opportunities for these kinds of developments on larger parcels where a portion of the land may be set aside, and the proposed residential development may be fully screened from adjacent roads and neighborhoods. The LDO should allow these kinds of uses where issues of design and compatibility with surroundings can be addressed prior to development. |

| | | |
|---|---|---|
| **7.C** | **Require Variable Lot Sizes or Housing Mix in Larger Subdivisions** | We suggest the new LDO contribute to housing diversity by including new requirements for subdivisions over 50 units to include at least two types of housing style. Subdivisions of 100 or more lots should include at least three types of housing. Additional discussion is necessary regarding the minimum number of units in each type. As an alternative, subdivisions can be configured so that at least 30 percent of the lot sizes differ from the average size by at least 20% and that differently-sized lots be dispersed throughout the subdivision in ways that create a blend of housing sizes rather different pods of housing types. |
| **7.D** | **Add Retention Requirements for Existing Affordable Housing Uses** | Conditional rezoning applications should be supplemented with a basic condition that requires replacement of any affordable or workforce housing unit that is removed as part of initial development or redevelopment within the conditional zoning district. Affordable or workforce housing should meet the minimum definitions for these use types. |
| **7.E** | **Expand Allowances for Accessory Dwelling Units** | The LDO should be broadened to allow any single-family detached dwelling to have an internal accessory dwelling unit by right and a detached accessory dwelling unit in cases where such structures comply with the dimensional requirements applied to principal dwellings. The standards should also include some basic size limitations, placement in side and rear yards, and design requirements to maintain compatibility. |
| **7.F** | **Exempt Affordable and Workforce Housing from Density** | The need for attainable or "workforce" housing is acute in Woodfin. To address this need, the LDO could allow deed-restricted affordable units to be excluded from density calculations when included with market-rate dwelling units. The standards could also permit reduced parking, landscaping, and design standard compliance requirements (or a blend of these incentives) for developments that include a percentage of deed-restricted workforce housing units. Increasing the ability to accommodate smaller detached dwelling units should also help with housing supply issues. |

# PART 3. APPENDIX

Part 3 of the Code Diagnosis includes a series of four supplemental work products prepared as a part of developing the recommendations in the Key Themes. These four supplemental work products include:

**The Summary of Adopted Land Use Policy Guidance – April 2026**

An 11-page summary of the relevant land use- and development-related policy guidance from the Town's comprehensive plan and related policy documents along with ideas about how these strategies could be implemented in the new LDO.

**The Summary of Existing Land Development Ordinances – April 2026**

An 34-page detailed review of each section in the current Town Code of Ordinance chapters that address land development, including suggestions for how to revise this material in the new LDO (we note that the Town recently adopted a new ordinance pertaining to landscaping and tree protection that is not yet codified, but is nonetheless addressed in this table).

**Stakeholder Interview Summary – December 2025**

A summary of the input received during interviews with 34 Town-identified interested parties (organized into ten group interviews) related to the current development review process and potential revisions to the new LDO.

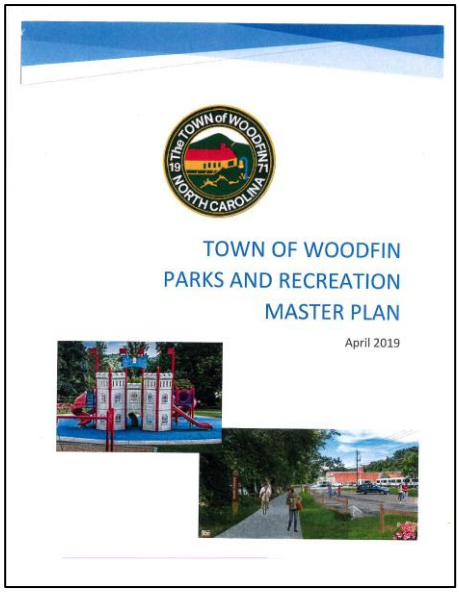
**Comments on Code Diagnosis – April 2026**

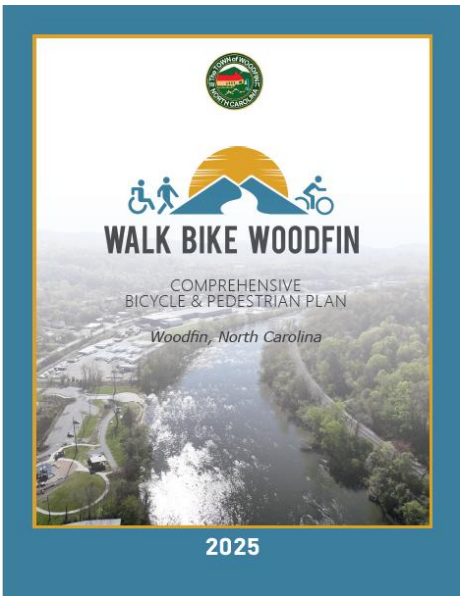
Two sets of comments on the Code Diagnosis from Steering Committee members.

Each of these work products is provided on the following pages.

# PART 3. APPENDIX – Summary of Adopted Land Use Policy Guidance

The Blueprint Woodfin Land Development Ordinance ("LDO") project is an update of the Town's current development regulations into a new consolidated LDO and associated zoning map. The new LDO is a single document that integrates the current zoning, subdivision, flood protection, signs, stormwater, and development application review procedures into a modern, easy-to-use document that implements the Town's adopted land use policy guidance (like Woodfin Together, the Parks and Recreation Master Plan, and Walk Bike Woodfin).




Woodfin Together was adopted in February 2024 and is the Town's policy tool for guiding community decisions about land use and development. It identifies the community's vision for the future, a conceptual growth framework, a proposed future land use map, and a series of 18 goals and associated policies for development, transportation, economic prosperity, good governance, and sustainability. The Parks and Recreation Master Plan was adopted in 2019 and calls for continued development of the Woodfin Greenway and Blueway system, as well as continued pursuit of lands for additional public recreation facilities. Walk Bike Woodfin is a Comprehensive Bicycle and Pedestrian Plan, adopted in August 2025. The Town's first bike-ped plan provides an extensive community analysis and identifies a series of recommendations including priority projects. Program and policy considerations are included, many of which call for or depend on land use ordinance updates. The plan concludes with an implementation strategy and action plan to ensure the recommendations of the plan are completed.

This document summarizes the Town's relevant adopted land use policies from these documents and explores how these policies might best be implemented by the new LDO. Each relevant land use policy is identified in the table below and is supplemented with a recommendation about how that particular policy could be implemented. This information is used to inform the recommendations for update to the current development rules and procedures included in the forthcoming Code Diagnosis in Task 2 of the Blueprint Woodfin project.

| WOODFIN TOGETHER- THE TOWN OF WOODFIN COMPREHENSIVE PLAN | | |
|---|---|---|
| **Policy or Action #** | Statement / Strategy | Potential Disposition in the LDO |
| **Chapter 1. A Livable Built Pattern (Goals 1.1 & 1.2)** | | |
| **1.1.1** | Use the Future Land Use Map to guide development decisions | - Compare the Town's current zoning districts to the 9 future land use categories and identify if there are necessary consolidations or additions of new zoning districts necessary<br>- Ensure new zoning district purpose statements address the applicable land use category description<br>- Conform zoning district dimensional standards with the FLUM guidance (at least for new development), including the objectives for off-street parking configuration |
| **1.1.2** | Promote an integrated mix of housing types and affordability options. Design with people in mind and around human interaction | - Revise residential use types to include a wider variety of housing units and configurations (e.g., conservation subdivisions, pocket neighborhoods, cottage courts, farmhouse clusters, mansion apartments, etc.)<br>- Require subdivisions in excess of a certain threshold to provide a mix of housing types (e.g., 100 units require two housing types, 200 units require three unit types, etc.)<br>- Implement parking requirements to the rear and side of commercial and mixed-use development.<br>- Enhance the compatibility of small multi-family projects in existing SF detached neighborhoods through the use of infill standards |
| **1.1.3** | Connect existing and future town activity centers with well designed multi-modal transportation connections comfortable for all users | Update the Town's sidewalk and greenway standards in two important ways: 1) Ensure that new development or redevelopment that contains or abuts designated pedestrian improvements (identified in adopted policy guidance) dedicates land for and constructs the designated pedestrian infrastructure; and 2) Other forms of "larger" development (20,000 sf, 20+ units, over 100 daily trips, etc.) contribute to pedestrian infrastructure generally and along designated corridors like Weaverville Road |
| **1.1.4** | New developments should be human-scale, inspiring, and designed to align with Woodfin's values of affordability and sustainability | Include sustainable development incentives in the LDO that encourage provision of affordable housing units, LEED building features, low-impact development features, daylighting buried streams, increasing floodwater carrying capacity, green stormwater infrastructure, carbon-neutral development, and enhanced design standards |

| WOODFIN TOGETHER- THE TOWN OF WOODFIN COMPREHENSIVE PLAN | | |
|---|---|---|
| **Policy or Action #** | Statement / Strategy | Potential Disposition in the LDO |
| **1.1.5** | Identify and protect cherished mountain views. Establish and enhance identifiable gateways into and through the Town | - Explore the opportunity for hillside / hilltop protection standards that keep buildings away from highly visible areas and that lots at or above 2,200 feet AMSL elevations are configured to minimize building visibility from lower elevations or valley floors<br>- Review current steep slope standards for efficacy, but continue 2,200 AMSL elevation threshold and maintain minimum building envelope (carry forward current ridgetop protections)<br>- Explore new, simple method for determining average site slope<br>- Explore new dimensional requirements for residential sites with average slopes over 25% that provide more flexible setbacks and lot widths, but that also result in larger lots and more pervious land area |
| **1.1.6** | Use the Utility Service and Annexations Criteria for intentional growth | Incorporate these criteria into the review standards for new voluntary annexations in the LDO, where appropriate |
| **1.1.7** | Preserve Woodfin's valuable historic buildings and encourage new development that reflects Woodfin's unique sense of place | - Institute new multi-family, mixed-use, and retail design standards<br>- Include voluntary design guidelines for new single-family residential development that can be used as sustainable development incentives or applied as rezoning conditions |
| **1.1.8** | Extend or improve basic infrastructure needed to support current residents and sustainable growth | - Provide incentives for the extension of utilities (water, sewer, streets) in areas where growth is appropriate and identified on the FLUM, even though the Town does not control the provision of some utilities<br>- Discuss mechanics of new density incentives (without need for zoning map amendments) for provision of housing where infrastructure already exists |
| **1.2.2** | Protect existing affordable housing through regulatory and other tools | - Discuss the inclusion of an affordable housing goal (e.g., 10%) for each new residential or mixed-use conditional development) |
| **1.2.4** | Work with developers, nonprofits, and community land trusts to incorporate income-restricted housing into new residential and mixed-use developments | - Ensure housing can not be considered affordable unless it meets current local AMI guidelines and includes 30+-year deed restrictions<br>- Add requirements for redevelopment proposed as a conditional rezoning to maintain existing on-site deed-restricted affordable housing or contribute to a fee-in-lieu if such units are removed and not replaced |

| WOODFIN TOGETHER- THE TOWN OF WOODFIN COMPREHENSIVE PLAN | | |
|---|---|---|
| **Policy or Action #** | Statement / Strategy | Potential Disposition in the LDO |
| **1.2.5** | Protect land and buildings designated for small and large-scale employment use | Limit the range of residential use types permitted by-right within conventional industrial zoning districts to ensure this land area is not absorbed by non-employment uses, and only allow multi-family residential use types in conventional commercial districts |
| **1.2.6** | Promote long-term fiscal responsibility in new development by encouraging growth in areas with existing services over other areas | Discuss the desire to incentivize projects that locate in infill areas or areas already provided with utilities |
| **Chapter 2: Transportation Options (Goals 2.1, 2.2, & 2.3)** | | |
| **2.1.1** | Continue to design, engineer fund, construct, and maintain greenways throughout town | - Ensure new development on land that contains a designated greenway (as shown on the greenways masterplan) dedicates the land and constructs the greenway<br>- Allow greenways instead of sidewalks when a connection to an existing greenway can be made |
| **2.1.2** | Identify locations for new public parking lots along the river to improve access to the future greenway system... | Allow for parking lots as principal uses in institutional and other non-residential zoning districts |
| **2.1.3** | Utilize multi-use side paths as an alternative when planning future roadway improvements in lieu of having both sidewalks and bike lanes. | Ensure that the street infrastructure provisions indicate that some rights-of-way may need to accommodate multi-use paths instead of sidewalks and that new development subject to providing sidewalks may be required to provide multi-use paths instead |
| **2.2.1**<br>**2.2.3**<br>**2.2.8** | Identify locations for accessible pedestrian crossing along major corridors so people can access parks and trails<br>Identify streets suitable for road diets and explore potential improvements<br>Promote and prioritize multiple high-quality multimodal connections over I-26 | - Ensure the LDO clarifies that new development abutting major roadways is responsible for contributing land and constructing required vehicular and pedestrian circulation features (where appropriate) in accordance with State and Town law and as designated in Walk Bike Woodfin<br>- Supplement the street standards with new minimum number of entry points requirements |
| **2.3.3** | Look for opportunities to enhance existing, and expand new, bus stop opportunities | Identify provision of bus stop facilities as a sustainable development incentive |
| **Chapter 3. Opportunities to Thrive (Goals 3.1, 3.2, 3.3, & 3.5)** | | |
| **3.1.2** | Support home offices as a workspace for small businesses and start up firms | Allow home offices and home occupations as permitted secondary uses to any residential dwelling (with limitations on detached or outdoor home occupation uses in multi-family or townhouse developments) |
| **3.1.3** | ...Consider use of development agreements | Include a Development Agreement procedure in the LDO |

| WOODFIN TOGETHER- THE TOWN OF WOODFIN COMPREHENSIVE PLAN | | |
|---|---|---|
| **Policy or Action #** | Statement / Strategy | Potential Disposition in the LDO |
| **3.1.4** | Support walkable employment centers such as those identified on the Future Land Use Map | - Require the provision of Town policy-designated greenways, along with right-of-way requirements for sidewalks and bicycle lanes, where appropriate<br>- Continue to require new development (or redevelopment) to dedicate and construct sidewalks based on development size/intensity or in designated locations |
| **3.1.5** | Balance the supply of land for housing and employment and protect land for economic development | Limit new residential development within commercial and industrial zoning districts; multi-family is allowable in commercial zoning districts |
| **3.2.5** | Support local small businesses and ensure an adequate supply of appropriately-located and sized employment space for a variety of industries | Create a use table that includes a variety of small industrial uses, flex-space, micro-retail, maker space, business incubators, co-working uses, and similar use types in non-residential zoning districts |
| **3.3.2** | Encourage green and healthy working spaces by facilitating the design and construction of developments that use renewable energy, walkable design, and green infrastructure that reduces pollution and energy costs | - Incentivize the provision of green stormwater infrastructure with sustainable development incentives<br>- Explore adding new mixed-use design standards that foster pedestrian orientation<br>- Allow renewable energy secondary uses by-right |
| **3.3.3** | Support the local food economy through farmers markets, local restaurants, food incubators, community gardens, and other initiatives | - Credit community gardens as open space<br>- Add small agricultural uses as a permitted secondary use in commercial districts subject to specific use standards |
| **3.5.1** | Support efforts to improve food security including home gardens, community gardens, food banks, and related activities | - Allow food banks and community kitchens by-right in most zoning districts |
| **3.5.3** | Support accessible and affordable child care and in-home care services throughout Town. | Allow child care and home care as a by right use in a variety of zoning districts. Check NCDHHS rules and consider the creation of use standards to address issues related to outdoor play space and pick-up/drop-off |
| **Chapter 4. Great Government (Goals 4.1 & 4.2)** | | |
| **4.1.4** | Incorporate climate resilience and green building practices into town facilities and operations | - Ensure the LDO standards are applied to governmental uses (unless specifically exempted by Statute)<br>- Consider a policy (not in the LDO) that Town-owned facilities meet higher standards |

| WOODFIN TOGETHER- THE TOWN OF WOODFIN COMPREHENSIVE PLAN | | |
|---|---|---|
| **Policy or Action #** | Statement / Strategy | Potential Disposition in the LDO |
| **4.2.1** | Encourage or require dedication of public spaces, such as parks, playgrounds, and squares within new master planned developments | - Institute new passive open space set-aside requirements on most or all new development applications<br>- Ensure open space set-aside areas are primarily intended as conservation of land; active recreation and gathering areas are permitted but should not count toward minimums<br>- Allow green stormwater infrastructure and community gardens to be credited towards open space |
| **4.2.4** | Where possible, seek to create outdoor rooms by centralizing parks, squares, and plazas. Front buildings toward them and use high quality design, public art, and green building. | - Consider allowing public gathering spaces/public art to count towards open space in certain districts like downtown or in a mixed-use district |
| **Chapter 5. A Sustainable Town (Goals 5.1, 5.2, & 5.3)** | | |
| **5.1.1** | Protect floodplains, steep slopes, wetlands, wildlife habitat, and other environmentally valuable and sensitive areas | - Review flood hazard protection standards for consistency with State model ordinance<br>- Discuss desire to bar new development in the SFHA<br>- Review and update standards for steep slopes and dimensional requirements for residential lots with average slopes over 25% |
| **5.1.2** | Encourage public accessibility to green space, where possible | - Add configuration standards to open space set-aside provisions<br>- Add greenway dedication and construction standards |
| **5.1.4** | Plan for and manage the coexistence of nature and wildlife habitat through development standards that integrate habitat and wildlife migration throughout the town | Discuss if and how wildlife corridors should be credited towards open space set-aside or if these areas should be reserved as a part of new development |
| **5.2.2** | Use low impact development practices that mimic natural processes, such as bioretention, vegetated swales, green roofs, and permeable pavement | Include sustainable development incentives (like green stormwater infrastructure) as a method to conserve resources and be better equipped to withstand potential hazards |
| **5.2.3** | Promote use of local plant species and limit or eliminate harmful invasive plants | - Include a prohibited invasive species list as a portion of an overall suggested/required plant list<br>- Add new standards that only credit native plantings towards landscaping requirements<br>- Add species diversity requirements for larger developments |

## WOODFIN TOGETHER- THE TOWN OF WOODFIN COMPREHENSIVE PLAN

| Policy or Action # | Statement / Strategy | Potential Disposition in the LDO |
|---|---|---|
| **5.3.3** | Promote energy efficiency and green building in private development and redevelopment projects through development regulations, incentives, and dialogue | - Provide sustainable development incentives with bonuses such as reduced parking, increased building height, or increased density for the provision of energy conservation, building certifications, or water quality protection<br>- Review and update sign standards (where permissible in light of downzoning limitations) to apply maximum sign height, size, and setback standards based on roadway design speed<br>- Review and revise mural standards to allow wall signs within the mural (subject to typical size limits and calculation methods) |
| **5.4.2** | Analyze and update development standards to minimize risk from new development | Review and update development standards to reduce landslide and flooding risks |

## WOODFIN 2019 PARKS AND RECREATION MASTER PLAN

| # | Recommendation / Implementation | Potential Disposition in the LDO |
|---|---|---|
| **A.** | **Parks and Greenways**<br>Evaluate current policies for new developments and consider requesting or requiring a percentage of the total development be dedicated for recreation/park use. Look for opportunities to connect neighborhoods to greenways, parks and sidewalks when new development is proposed | - Add open space-set aside use requirements to most forms of new development<br>- Add new greenway dedication and construction requirements to all new development (and redevelopment) on land that contains or abuts a designated greenway identified in adopted policy guidance<br>- Review and update pedestrian circulation standards inside development sites<br>- Add incentives for development on riverfront lots to provide either physical or visual access to the River |
| **E.** | **General Design Considerations**<br>Parks, greenways and recreational facilities are public amenities and need to be designed with all potential users in mind. They should accommodate people of all ages and abilities, offer recreational opportunities for everyone to enjoy. People need to feel safe and comfortable while using the facilities and design and layout, lighting, security and location are important factors that contribute to safety as well as accessibility. | - Cross reference adopted policy guidance for greenway configuration<br>- Open space set-aside will focus on passive (undisturbed) open space retention, community gardens, and green stormwater infrastructure, not active recreation land or resources |

## 2025 WOODFIN STRATEGIC PRIORITIES

| Strategic Goal | Objective / Action Step | Potential Disposition in the LDO |
|---|---|---|
| **I.** | Provide Excellent Town Services. Update Existing and Identify New Key Policies.<br>• Update Floodplain / CRS<br>• Move forward with comprehensive development code update | - Update LDO to be user-friendly and easy to understand with intuitive structure, formatting, graphics, and summary tables<br>- Include updated floodplain regulations within the revised LDO as an overlay zoning district |
| **II.** | Promote Affordable Living, Equity, and Inclusion. Increase supply of new affordable units and protect existing affordable units<br>• Using zoning and other land use tools to increase affordable housing opportunities | - Discuss adoption of affordable housing targets (as policy goals) and differential review procedures or incentives for developments that meet them<br>- Utilize a number of housing types, permitted by-right, which allow for a variety of price points and lifestyles along with lot size differential requirements for subdivisions over 100 lots<br>- Permit accessory dwelling units in all residential zoning districts by-right |
| **II.** | Promote Affordable Living, Equity, and Inclusion. Prioritize engagement of Woodfin's economically disadvantaged households in the Town's housing strategy<br>• Provide focused, strategic engagement opportunities | Implement clear, predictable development processes and procedures, including neighborhood meetings for conditional rezonings, citizen comments on rezoning cases, and clear public hearing testimony parameters |
| **V.** | Foster Woodfin's sense of place through quality government facilities. Reduce the Town's carbon footprint.<br>• Explore or support the introduction of public EV charging stations.<br>• Assess public facilities for energy savings opportunities.<br>• Explore ways to preserve, restore, or enhance tree canopy and stream/river banks in Woodfin. | - Provide a menu of sustainability incentives to encourage the installation of carbon neutral facilities in new development<br>- Provide secondary use standards for EV charging stations<br>- Carry forward tree preservation incentives and review credit system for retention of existing trees<br>- Structure open space set-aside standards to encourage physical or visual access along riverfronts |

## 2025 WALK BIKE WOODFIN: COMPREHENSIVE BICYCLE AND PEDESTRIAN PLAN

| Recommendation | Potential Disposition in the LDO |
|---|---|
| Pg. 118. Streetscape Treatments.<br>Streetscape elements aid in traffic calming and making outdoor spaces inviting. Streetscape elements not only improve aesthetics - they also create a sense of place and encourage slower vehicle speeds on streets shared with pedestrians | - Include standards for streetscape buffers adjacent to street rights-of-way outside of downtown or identified commercial corridors and street tree requirements (inside the right-of-way) within downtown or select commercial corridors |
| Page 120. Roadway Crossing Treatments.<br>To create a truly accessible community for all transportation modes, designers must design facilities to maximize comfort, convenience, and safety – not only along corridors but at locations where people walking interact with street crossings, trails and driveways | - Rely on NCDOT or Town specification documents for intersection improvements (if there is a unique or specialized intersection design, it should be located and described in adopted policy guidance)<br>- Discuss inclusion of special intersection or pedestrian crosswalk treatments within private street rights-of-way |
| Page 127.<br>Update the Town's Zoning Ordinance to Support Active Transportation Goals | -Expand bicycle parking requirements to include multi-family developments. Specify minimum quantities and design standards to ensure bicycle racks are secure, accessible, and conveniently located<br>- Establish maximum parking space counts in mixed-use areas or designated transit areas to help limit unnecessary surface parking<br>- Review and reduce the Town's current minimum off-street parking standards<br>- Establish new 20' parking setbacks from streets or require new parking lots at the side or rear of buildings to create more walkable environments in certain areas<br>- Discuss new maximum building setbacks for infill and maximum setback incentives for redevelopment along designated roadway corridors<br>- Discuss the Town's street standards and the degree to which this should be altered (via a different project) to implement policy guidance – the LDO should only reference street standards in outside policy documents, not include street standards |
| Page 127.<br>Create Traffic Impact Analysis (TIA) Standards | - Establish a new TIA review procedure for site plans, subdivisions, special use permits, and conditional rezonings<br>- The TIA should consider bicycle and pedestrian facilities in addition to vehicles |
| Page 128.<br>Adopt Standard Design Guidelines for Active Transportation Facilities | Cross-reference design standards for greenways, sidewalks, multi-purpose trails and other similar features that are included in policy guidance rather than embedding standards within the LDO |

| 2025 WALK BIKE WOODFIN: COMPREHENSIVE BICYCLE AND PEDESTRIAN PLAN | |
|---|---|
| Recommendation | Potential Disposition in the LDO |
| Page 129.<br>Integrate Traffic Calming into Development Review | - Discuss the desire and ability to incorporate traffic calming devices into public streets<br>- Add requirements for these features on private streets serving residential neighborhoods |
| Page 129.<br>Encourage Context-Sensitive Street Design | Discuss inclusion of references to street standards found in policy documents rather than embedding standards in the LDO |

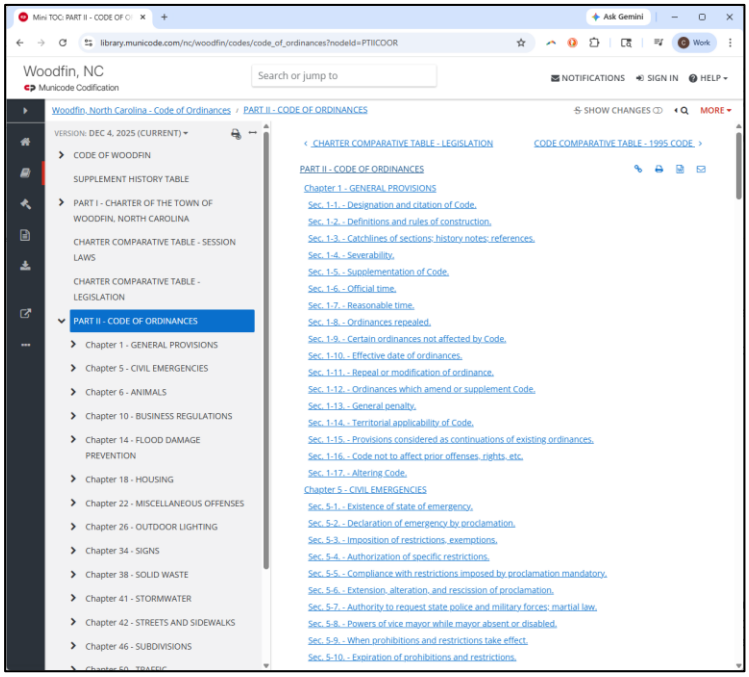
**END OF TABLE**

# PART 3. APPENDIX – Summary of Existing Land Development Ordinances

The Blueprint Woodfin Land Development Ordinance ("LDO") project is an update of the Town's current development regulations into a new consolidated LDO and associated zoning map. The new LDO is a single document that integrates the current zoning, subdivision, flood damage prevention, signs, stormwater, and development application review procedures into a modern, easy-to-use document that implements Woodfin Together and other adopted land use policy guidance. It also integrates recent legislative changes with judicial precedent and best practices in development regulation.

The Town's development regulations are currently housed in numerous Chapters of the Town's Code of Ordinances, including:

- Chapter 6, Animals;
- Chapter 10, Business Regulations;
- Chapter 14, Flood Damage Prevention;
- Chapter 18, Housing;
- Chapter 26, Outdoor Lighting;
- Chapter 34, Signs;
- Chapter 41 Stormwater;
- Chapter 42, Streets and Sidewalks;
- Chapter 46, Subdivisions; and
- Chapter 54, Zoning.




Blueprint Woodfin will integrate the relevant standards from these 10 chapters into a single document with a common voice and intuitive structure. It will update and revise these standards, where appropriate, to align with the Town's adopted policy guidance and be supplement the current provisions as necessary to address new legislation and best practices.

The Town has expressed a strong desire to modernize the current standards in an easy-to-use and consolidated Land Development Ordinance (LDO). The tables on the following pages summarize the current standards indicated for relocation to the new LDO and provide suggestions for how these current regulations can best be integrated with other provisions.

These tables, along with the Policy Document Review, the summary report from the stakeholder interviews conducted during Task 1 of Blueprint Woodfin, and the  and the Key Themes for Improvement comprise the Code Diagnosis (prepared in Task 2). The Code Diagnosis provides a series of summary recommendations for alterations to the Town's current development regulations in pursuit of a modern, user-friendly unified document that implements the Town's policy guidance in ways that are consistent with State law and recent court precedent. The summary tables follow:

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 6: ANIMALS

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **6-1 through 6-26**<br>Non-applicable sections | Sections to remain in the Town Code of Ordinances |
| **6.27 Keeping of Livestock**<br>Bars the keeping of livestock on lots in the City of less than 1 acre in area; lots larger than 1 acre may have maintain up to two animals per acre | - Carry forward in Secondary Uses portion of new Ch. 4, Land Uses<br>- Clarify requirements (if any) for fencing/containment |
| **6.28 Wild Animals or Dangerous Insects**<br>Bars keeping live reptiles, wild animals, or insects "likely to be dangerous to humans" | Remove and replace with new prohibitions (in the Prohibited Uses portion of new Ch. 4, Land Uses) on the keeping of exotic or dangerous fauna or flora within the corporate limits and ETJ |
| **6-29. Keeping Fowl**<br>Permit required to keep domestic fowl; annual inspection, sanitation, confinement, acreage limits, and nuisance prevention mandated; revocable for violations or health, safety, and welfare concerns | - Relocate to Secondary uses portion of new Ch. 4, Land Uses<br>- Remove requirement for annual permit removal, but clarify that any such use must be permitted whether in the corporate limits or the ETJ<br>- Clarify that fowl may be maintained in a run, and must be in the coop between sunset and sunrise<br>- Clarify that setbacks also apply to runs |
| **6-30. Special Permission to Keep Animals**<br>Allows the Town Administrator to grant exceptions to 6.28 with no criteria | Delete |
| **6.31. Sale or Giving of Baby Fowl or Rabbits**<br>Appears to limit private individuals from selling or giving away certain animals, but does not permit their commercial sale | Suggest deletion – difficult to enforce |
| **6-32. Bees**<br>Beekeeping allowed only in movable-frame hives, 75 feet from neighboring homes; limits based on lot size; no hive manipulation between sunset and sunrise unless relocating. | - Relocate these standards to Secondary Uses portion of Ch. 4, Land Uses<br>- Suggest applying these standards in the ETJ as well<br>- Revise max hive count from 4 to 5 to comply with NCGS§106-645, continue with lot size provisions, but apply to 6+ hives<br>- Carry forward 75-foot setback, and feral bee limitations<br>- Clarify hives must be ground level or attached to securely-mounted frame<br>- Not sure the manipulation standard is practical unless code enforcement works at night |
| **6-33. Penalty**<br>Non-applicable sections | Address violations of animal control provisions in LDO (including criminal penalties) in new Ch. 7, Violations |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 10: BUSINESS REGULATIONS

| Subdivision II. Mobile Food Vendors | |
|---|---|
| **Section # / Description** | **Potential Disposition in the LDO** |
| **10-119. Mobile food vendor regulation**<br>Mobile food vendors require permits, must meet location, sanitation, and display standards, follow zoning, health, signage, and operational rules, and face revocation or penalties for violations | - Carry these regulations forward in various portions of new Ch. 4 Land Uses<br>- Suggest mobile food vendor uses be considered a principal use in some contexts (food truck court, commissary), a secondary use in some contexts (as part of a 'brick & mortar' restaurant, an area on an existing developed site occupied by an unrelated principal use), or a temporary use in other areas<br>- The new LDO should clarify the districts where these uses are permitted, whether as a principal, secondary, or temporary<br>- Relocate definitions to Definitions portion of new Ch. 8, Word Usage<br>- Clarify that these uses must maintain a health department certification and zoning approval<br>- Clarify that mobile food vending may take place within the right-of-way as part of a permitted special event<br>- Clarify if mobile food vending may take place on a vacant lot<br>- Clarify rules for vehicle mounted signage<br>- Discuss spacing requirements for uses with generators – is this enforced? |
| **Subdivision III. Peddlers** | |
| **10-169 - 171**<br>Sets out definitions, registration, limitations on door-to-door solicitation | - Supplement with new secondary use provisions for Outdoor Seasonal Sales (e.g., Christmas trees, pumpkins, fireworks, etc.) that address placement, circulation, limitations on duration/frequency<br>- Include cross references to Code of Ordinance requirements |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 14: FLOOD DAMAGE PREVENTION

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **14-1 through 14-94**<br>This chapter governs flood damage prevention in all special flood hazard areas within the Town of Woodfin's jurisdiction. It requires a floodplain development permit for all development activities | - Carry this chapter forward and incorporate into the LDO<br>- Review for consistency with the 2026 State model ordinance<br>- Reorganize to locate definitions to Definitions portion of new Ch. 8, Word Usage<br>- Relocate procedures (flood permit, elevation certificate, variance) and review authority provisions with other procedures in new Ch. 2, Applications<br>- Relocate violation-related provisions with other enforcement material in new Ch. 7 Violations<br>- Relocate standards to Special Flood Hazard Area section of new Ch. 6, Standards |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 18: HOUSING

| Section / Description | Potential Disposition in the LDO |
|---|---|
| **18-1 through 18-17**<br>Empowers the town to identify and address unsafe or unfit dwellings through enforcement and minimum habitability standards. It applies to all residential structures | Suggest retaining in Town Code of Ordinances rather than the LDO |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 26: OUTDOOR LIGHTING

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **26-1. Intent and Purpose**<br>The intent is to encourage lighting practices that minimize light pollution, glare, and trespass, conserve energy, and maintain nighttime safety, utility, comfort, and security. | - Carry forward in new Exterior Lighting portion of new Ch. 6, Standards<br>- Carry forward and update Intent and purpose material<br>- Suggest exterior lighting be applied to development sites and street lighting be applied as part of infrastructure standards<br>- Ensure standards avoid overly technical terminology<br>- Revise applicability provisions where necessary in light of downzoning provisions- standards in new LDO should only be applied to new development (to avoid potential for creating nonconformities)<br>- Suggest current approach of limiting compliance to threshold amounts of increase and then only requiring the new lighting to comply with the standards be revised – both in terms of the thresholds for what constitutes changes that must comply, and the requirement that only the new lighting fixtures must meet the standards. Consider: A reliance on percentage increases to present (assessed) value presupposes that all site improvements impact assessed value – is that true? Could significant changes to a site be made without reaching the 25% threshold? |
| **26-2. Applicability**<br>Applies to new land uses, buildings, and lighting expansions. Single-family/duplex lighting, except security lights, is exempt. Changes of use or intensity requiring a ≥25% increase in parking must upgrade all lighting. | - We suggest that to keep things simple and avoid downzoning claims, full compliance with all standards be applied at time of change in use, time of site reconfiguration, or at time of building expansion. The administrative adjustment, variance, conditional rezoning, and nonconforming authorization processes establish a uniform means of dealing with current site conditions or variable compliance regimens<br>- Additional discussion about the maintenance standards is needed – these provisions pre-date the downzoning provisions – so they can be carried forward<br>- Suggest removal of the language related to compliance by 2013 be removed<br>- Some terminology, like security lighting, or dusk-to-dawn lighting, or pole lighting would benefit from definition<br>- Add a section on exemptions to include things beyond single-family and duplex uses, like emergency lighting, government activity, special events, etc. |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 26: OUTDOOR LIGHTING

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **26-3. Materials and methods of installation/operation**<br>High pressure sodium (HPS) lamps are the preferred source for outdoor illumination. Alternate designs, materials, or methods require town administrator approval for equivalence and intent compliance. | - Remove preference for high pressure sodium and consider allowing LED with a color temperature below 3,000K<br>- Delegate Planning Director (or designee) as review authority |
| **26-4. Definitions**<br>Defines terms like Footcandle, Fully-shielded fixture (full cutoff), Partially-shielded fixture (semi-cutoff), and Shielded fixture (cutoff). | - Definitions should be updated and carried over and included in the new Ch. 8 Word Usage<br>- As needed, the images used should be revised and include in the Measurements section or included with the appropriate definitions<br>- Suggest removal of partial shielding options |
| **26-5. General requirements**<br>Covers floodlight aiming/location, shielding effectiveness, light trespass limits (0.5 FC at residential property lines), maximum height limits for pole-mounted lights, and total outdoor light output limits per acre. | - Reconfigure as general standards applicable to all exterior lighting, prohibited lighting, lighting height, etc. in Exterior Lighting section of new Ch. 6, Standards<br>- Add new limitations to LED lighting around the exterior of buildings windows, doors, and corners<br>- Relocate sign-related lighting standards to Signage section of new Ch. 6, Standards<br>- Suggest review of and update to maximum lighting heights to reduce these to 16 feet in non-residential pedestrian areas + clarify maximum wall-mounted lighting heights<br>- Relocate maximum light level standards to a new section on maximum illumination, apply as maximum footcandles measured at lot lines that varies based on the district where measured (suggest moving away from maximum lumens per acre; but maintaining minimum footcandle uniformity ratios with parking areas)<br>- Discuss limits on floodlights in residential districts; is this enforceable?<br>- Eliminate lighting zones, town administrator references, lighting classes, etc. as these are dated and no longer utilized<br>- Add a new section for recreation facilities<br>- Discuss 9:00 PM activity limit |
| **26-6. Infrared security lighting**<br>Infrared security lighting is exempt from filtration rules but fixed lights must be fully-shielded. Movable lights must be mounted to prevent directing the beam higher than 20∘ below the horizon. | Suggest removal of these standards |
| **26-7. Application requirements**<br>Applicants requiring various town permits must submit information demonstrating compliance with this chapter. | - Retain a lighting plan standard, and clarify that it is to be submitted along with site plan and construction drawing applications<br>- Suggest requiring photometric or illuminance contour lighting plan requirement for non-residential and multi-family development abutting residential zoning districts |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 26: OUTDOOR LIGHTING

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **26-8. Temporary lighting permits**<br>The town administrator may grant a 30-day temporary lighting permit (with one renewal) if the purpose is public interest and the design minimizes light pollution/trespass. | Suggest temporary lighting provisions be addressed with other temporary use standards, as subject to a temporary use permit |
| **26-9. Nonconforming lighting**<br>Nonconforming fixtures need removal or modification to conform if abandoned, ≥50% damaged, or when a permit triggers certificate of occupancy requirements. Security lights must be fully shielded or removed by the contract end or December 31, 2013. | The downzoning strategy proposed to deal with SL2024-57 means that all lighting standards are applied solely to "new" development, that all lighting existing on effective date may remain as-is, except that, any change of principal use type, increase in impervious surface, expansion of an existing building floor area or footprint, or renovation exceeding 50% of current assessed value is considered "new" development that requires the entire site to comply with the standards in place at the time of the application (there are three "safety valve" options for sites that cannot reach full compliance: a variance, a conditional rezoning, or approval of a nonconforming authorization) |
| **26-10. Variances**<br>Any person desiring non-compliant outdoor lighting may apply to the board of adjustment for a variance from the regulation. | Remove. Address variance provisions in the Variance procedure in new Ch. 2, Applications |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 34: SIGNS

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **34-1. Title**<br>This chapter is officially known as the "Town of Woodfin Sign Ordinance". | Remove as this is no longer a stand-alone chapter |
| **34-2. Definitions**<br>Provides the meanings for various terms related to signs, structures, messages (commercial/noncommercial), measurements, and types of signs. | - Relocate sign-related definitions to Terms Defined section of new Ch. 8, Word Usage, but do not carry forward terms already addressed in other sections<br>- Update and refine definitions and remove content-based sign terminology that relates to commercial/non-commercial distinctions or use/activity types (e.g., garage sale sign, land for sale sign, residential real estate sign, etc.)<br>- Retain specific sign-type definitions to be located with tabular information related to individual sign type standards |
| **34-3. Purpose and intent**<br>Creates a legal framework for a balanced sign system to ensure clear communication, enhance safety, protect economic viability, and improve community aesthetics. | Carry forward and supplement with language pertaining to protection of 1st Amendment rights, avoiding content-based regulations except where absolutely necessary, and discuss the balance between promotion of beneficial commercial activity and limiting negative impacts of over-signage |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 34: SIGNS

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **34-4. Common standards**<br>Sign regulations are based on street type; all signs must meet codes, lighting ordinance, and visibility guidelines; limited to three business identification signs, only one permanent ground sign. | - Carry forward a section of general sign standards and address: signs in public street rights-of-way, changeable copy, illumination, structural configuration, maintenance, and portions of murals as signage<br>- Suggest departing from street-based sign standards in favor of a zoning district-based approach with utilization of street type as a means to include incentives for adjustments to maximum sign height and face area for ground or pole signs<br>- Address individual sign-type standards in the appropriate section of standards associated with each individual sign type<br>- Remove any standards pertaining to a sign's message<br>- Address sign measurement in its own section (height, face area, # of signs, wall size, etc.)<br>- Suggest abolishing exemptions based on letter size (but maintaining exemptions of property address numbers)<br>- Discuss current limitation on the max. number of signs for a business (3 signs)are applied to multi-tenant buildings with more than three tenants<br>- Add cross reference to nonconforming signage standards, which are located in new Ch. 5, Nonconformities |
| **34-5. Sign permit requirement**<br>A duly approved sign permit from the town is required to erect, display, or alter any sign unless specifically exempted. Permits are conditional on a Certificate of Occupancy. | - Carry forward sign permit in new Ch. 2, Applications<br>- Remove Master Sign Plan provisions (Sec 34-10) but clarify that addition of more lots can authorize more signage in some cases<br>- Discuss if temporary signage requires issuance of a sign permit or a temporary use permit, or no permit at all |
| **34-6. Exemptions**<br>Lists signs exempt from the chapter or from permit requirements, including warning signs, government signs, holiday decorations, and certain temporary signs. | - Split this section into two sections: exempted signs that do not need to comply with the LDO, and signs permitted without a sign permit (but that remain subject to LDO requirements))<br>- Remove content-based standards (e.g., warning & security signs, no dumping, – these should be treated as incidental signage instead)<br>- Discuss governmental flag exemptions – this is content-based, suggest exempting all flags on lots owner/operated by governmental entities instead<br>- Add statutory sign exemptions – fence wraps, farm signs, etc.<br>- Strongly suggest dropping exemption for signs under a certain size or home occupation signs (if exempt, I could have an unlimited number of these signs on my lot)<br>- Revisit current list of signs that are exempt from permit requirements – almost all of these sign rules are content-based; suggest maintaining tabular approach, but need revisions to sign types. Standards the differ based on land use type, sale or rent, type of activity (yard sale), or commercial status are content-based; address as temporary, incidental, ideological instead<br>- Discuss the Town's desire to carry forward political sign standards (the Town may apply NCDOT rules, its own rules, or no rules at all) |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 34: SIGNS

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **34-7. Temporary signs requiring a permit**<br>Specific temporary signs like event and grand opening banners, sandwich boards, and utility pole banners require a permit and must meet specific standards. | - Carry forward standards for temporary signs in tabular format; most sign types are for banners – what about other kinds of signs?<br>- Supplement with details regarding which districts permit temporary signs and images showing examples and how dimensions are determined<br>- Discuss the permit type to be used (sign permit vs temporary permit)<br>- Suggest 'sandwich board' signs be renamed sidewalk signs and addressed with other permanent signs since these signs are often used every day<br>- Special purpose signs for nonprofit civic organizations is a content-based standard and should not be continued<br>- Do residential uses get temporary signs? Isn't a for lease or for sale sign temporary?<br>- Remove utility pole signs |
| **34-8. Permanent sign requirements**<br>Permanent signs must comply with the NC Building Code. Regulations vary based on street type, number of tenants, sign face area, and height, detailed in four tables. | - Suggest regulations be revised to no longer distinguished between "attached" vs "ground/monument" and just set out the standards for permanent sign types: awning, directory, electronic message board, incidental, ideological, monument, menu board, political, projecting, sidewalk, subdivision, suspended, wall, window<br>- Discuss the ability to have "pole" signs<br>- Supplement with imagery and zoning districts where permitted<br>- Suggest utilizing street type to address max face area and height for monument signs; address multi-tenant aspects in wall sign standards<br>- Clarify how rules apply to internal driveways, type 3 zones, industrial zones<br>- Suggest removal of the ability to permit roof signs on new development<br>- Murals that are not copyrighted are not signs, though they may include a wall sign within them, provided the "wall sign" portion of the mural may not exceed the maximum standards for wall signs in the district where located<br>- Gasoline pricing is a content-based standard – address as incidental<br>- Incorporate minimum letter size standards in directory signs |
| **34-9. Offsite directional signs**<br>A special class of signs for businesses not on main streets, installed and maintained by the town, are only permitted on primary or secondary arterial streets on a space available basis. | Consider removing. Offsite directional signage should be a function of the Town as part of a wayfinding signage program. Offsite directional signage should not otherwise be permitted by individual businesses |
| **34-10. Master sign plans**<br>Allows applicants to propose unique sign elements for a development to promote site consistency and architectural compatibility, subject to review and approval by the Planning and Zoning Board of Adjustment. | Suggest deletion of these standards (variances remain authorized and standards may be revised as part of a conditional rezoning or development agreement) |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 34: SIGNS

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **34-11. Amortization of nonconforming signs**<br>Legal nonconforming signs are allowed a period to remain based on initial cost before compliance or removal is required, with some exceptions and immediate loss conditions. | Remove this – this is no longer authorized under NCGS§160D-912.1, and is inconsistent with the strategy for dealing with nonconformities under SL2024-57 |
| **34-12. Prohibited signs**<br>Prohibits signs like billboards, those on public property or traffic controls, moving/flashing signs, signs creating a hazard, and those not specifically permitted. | - Carry forward this section with some adjustments; suggest removing (9) as this is a value judgment- is ok to limit obscenities, profanity, or "fighting words"<br>- Clarify air-powered signs – why not just prohibit all moving signs and be done with it?<br>- Clarify vehicle signs are prohibited when the vehicle sign is parked in one location for more than a 24-hour period<br>- Clarify (20) – what is this?<br>- Suggest prohibiting feather flags, bow signs, pennants, and streamers as well as other signs that move<br>- Consider supplementing with images |
| **34-13. Administration**<br>Details the Town Administrator's role, permit application process, fees, consistent interpretation, permit expiration, appeals, variances, enforcement, and penalties for violations. | - Relocate this material to appropriate sections in new Ch. 2, Applications<br>- Reference Planning Director (or a designee) instead of Town Administrator<br>- Maintain a section on obsolete signs and unsafe signage<br>- Relocate enforcement-related material to new Ch. 7, Violations, and clarify penalties are civil penalties, not criminal penalties |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 41: STORMWATER

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **41-1 through 41-48**<br>This establishes requirements for controlling post-development stormwater runoff, nonpoint source pollution, and illicit discharges. It sets forth standards, design criteria, and procedures for structural stormwater control measures (SCMs) , long-term maintenance , enforcement , and a stormwater management utility | - Carry forward in a new section on Stormwater in new Ch.6, Standards<br>- Relocate definitions to Terms Defined section of new Ch. 8, Word Usage<br>- Clarify when stormwater control measures must be installed – is that for every development requiring a permit or some subset?<br>- Discuss adding standards clarifying the range of allowable SCMs and how this relates to use of green stormwater infrastructure or low impact development features (like pervious pavers)<br>- Remove material like severability, transitional provisions, etc. since this will no longer be a stand-alone ordinance<br>- Relocate Stormwater Administrator material, Stormwater Permit material, and Variances to new Ch. 2, Applications<br>- Conform performance security to recent statutory changes regarding maintenance warranty amounts and holding<br>- Relocate enforcement-related material to new Ch. 7, Violations<br>- Carry forward illicit discharges material with other stormwater provisions<br>- Discuss stormwater utility material -does this belong in a policy document?<br>- Discuss potential edits to how Town approaches stormwater retention pond "sheds" on larger sites over 3 acres in area |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 42: STREETS AND SIDEWALKS

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **Article I. General Provisions** | |
| **42-1. Council approval of new streets**<br>The board must approve any new street dedicated to the town; must comply with engineering standards and serve the town | - Suggest this material remain in the Town Code<br>- The LDO should include a sub-section on Streets within the Infrastructure portion of new Ch. 6, standards, that deals with street standards, extensions, rules for private streets, and other requirements applied to new development<br>- Sidewalk requirements should be added to a new section on Pedestrian Facilities in new Ch. 6, Standards that addresses sidewalks, multi-use paths, greenways, and on-site pedestrian circulation requirements for new development |
| **Article II. Excavation and Repair** | |
| 42-21 through 42-29 | To remain in the Code of Ordinances. The Town may want to consider adding a Right-of-way Encroachment Permit and a Street Cut Permit |
| **Article III. Public Sidewalk Administration** | |
| **42-47. Public sidewalks**<br>Public sidewalks are those within the right-of-way or dedicated to public use, including public parks and walkways. | |
| **42-48. Structures, merchandise, equipment or other objects on sidewalks**<br>No objects are allowed on public sidewalks unless covered by a written encroachment agreement. Exclusions apply. | |
| **42-49. Community events and festivals**<br>The Town may permit events on public streets/sidewalks. Sponsors may be responsible for town costs, e.g., cleaning | This ordinance should remain in the Code of Ordinances (suggest removal of language pertaining to central business district) |
| **42-50. Awnings, overhangs, signage**<br>Awnings, overhangs, or signage in right-of-way, attached to building with encroachment agreement and minimum clearance | |
| **42-51. Bicycles, skateboards and similar apparatus on sidewalks**<br>No person shall ride or operate a bicycle, skateboard, scooter, skates, or similar apparatus upon the sidewalks. | |
| **42-52. Central business district**<br>A minimum passage for pedestrians must be maintained for merchandise displays. | |
| **42-53. Spaces under sidewalks**<br>Use of space under a sidewalk requires a permit from the Town Council. | This ordinance should remain in the Code of Ordinances |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 46: SUBDIVISIONS

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **Article I. In General** | |
| **46-1. Title**<br>This chapter is known and may be cited as the "Subdivision Regulations of the Town of Woodfin, North Carolina," or "Subdivision Regulations". | Remove this as it will be incorporated into the new LDO and new title will be "Land Development Ordinance of Woodfin, North Carolina" |
| **46-2. Purpose**<br>Establishes purpose for land to ensure orderly growth, coordinate streets/public facilities, reserve recreation areas/rights-of-way, manage population/traffic for public health, safety, and welfare, and facilitate adequate services.<br><br>**46-3. Authority**<br>This chapter is adopted under the authority and provisions of G.S. 160D, Art. 8.<br><br>**46-4. Jurisdiction**<br>These regulations govern every subdivision within the town official boundary map, as provided in G.S. 160D-201. | These sections will be addressed in the new Ch 1, Administration |
| **46-5. Definitions**<br>Provides the meanings ascribed to specific words, terms, and phrases, such as lot, buffer strip, dedication, easement, minor subdivision, plat, private street, street, and subdivision. | Relocate to the Terms Defined portion of new Ch. 8, Word Usage, except for terms related to lot types, which should be relocated to Rules of Language Construction |
| **46-6. Prerequisite to plat recordation**<br>Subdivision plats must be approved by the planning board before recordation. | Suggest subdivision review be delegated to Town staff since it is ministerial |
| **46-7. Acceptance of streets**<br>No street in a required plat subdivision will be maintained or its dedication accepted by the town unless the final plat is approved and the board of commissioners accepts the dedication by resolution. | - Suggest relocating this standard to the streets sub-section of the Infrastructure portion of new Ch. 6, Standards<br>- Change Board of Commissioners to Town Council |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 46: SUBDIVISIONS

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **46-8. Thoroughfare plans**<br>Subdivisions including an officially adopted thoroughfare must plat it per the plan's location and this chapter's specified width. School sites determined jointly by the board of commissioners and county board of education may be reserved for 18 months. | - Carry forward in streets sub-section of infrastructure portion on new Ch. 6, Standards<br>- Identify applicable comprehensive transportation plans as source for street alignment and specifications<br>- Require new development that abuts a thoroughfare street to continue the street through the property in accordance with its alignment, including dedication and construction (regardless of whether the development is a subdivision or a site plan) |
| **46-9. Zoning and other plans**<br>Proposed subdivisions must comply in all respects with the requirements of chapter 54 (Zoning Code) and any other officially adopted plans. | Remove, unnecessary |
| **Article II. Legal Provisions** | |
| **46-37. Plat Approval**<br>After February 15, 1988, no subdivision plat will be filed or recorded until it is submitted and approved by the planning board per Section 46-81 and has written approval from the board of commissioners. | - Remove provisions related to review and approval of plats by Planning Board or signature by Town Clerk<br>- Carry forward language pertaining to Register of Deeds recordation in limited, minor, and major subdivision application procedures in new Ch. 2, Applications<br>- Clarify that the Town may not require a plat for an exempt subdivision, though review is provided as a courtesy, and that any new lots are subject to the minimum dimensional standards for the district where located and no Building Permit or Zoning Permit may be issued for a use that would be in violation of the Ordinance |
| **46-38. Statement by owner**<br>The landowner or agent shall sign a statement on the plat indicating whether the land is within the town's subdivision regulation jurisdiction. | Suggest removal; unnecessary |
| **46-39. Dedications**<br>Plat approval does not constitute acceptance of dedication by the town. The board of commissioners may accept dedication of lands for public purposes by resolution within its jurisdiction. | - Carry forward and incorporate into the major subdivision preliminary plat and final plat application procedures in new Ch. 2, Applications<br>- Remove references to Board of Commissioners |
| **46-40. Variances**<br>The board of adjustment may authorize a variance from these regulations for undue hardship if specific findings are made after a public hearing. | Carry forward with the other Variance procedure material in new Ch. 2, Applications |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 46: SUBDIVISIONS

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **46-41. Amendments**<br>The board of commissioners may amend this article after submission to the planning board for review and recommendation, and after holding a public hearing | Remove since the text amendment procedure will address changes to the LDO, including changes to subdivision requirements |
| **46-42. Abrogation**<br>This article does not intend to repeal existing easements, covenants, or restrictions; where this article imposes greater restrictions, its provisions govern. | Remove. This is included in new Ch. 1, Administration |
| **46-43. Administrator**<br>The holder of the office of zoning administrator is appointed to serve as the subdivision administrator. | The Planning Director will be delegated as the review authority for subdivisions in Review authority portion of new Ch. 2, Applications |
| **Article III. Subdivision Plats** | |
| **46-75. Plat required on subdivision**<br>A final plat must be prepared, approved, and recorded pursuant to this article whenever any subdivision of land takes place, per G.S. 160D-804. | Carry forward with the clarification that plats are not required for the subdivision of land that are exempt from local regulations (though such subdivisions may be submitted for a plat review at applicant's request)<br>Clarify that Preliminary Plats are subject to the requirement for a Final Plat, approvals of other subdivisions, like Minor Subdivisions or Limited Subdivisions do not require "final plats" just Subdivision approvals |
| **Sec. 46-76. Approval prerequisite**<br>No final plat of a subdivision within the town's jurisdiction can be recorded by the register of deeds until it is approved by the town planning board. | Planning Director delegated as review authority for subdivisions, not Planning Board |
| **46-77. Procedures for review of subdivisions**<br>All subdivisions are considered major unless defined as minor. Major subdivisions follow sections 46-79 through 46-81 procedures; minor subdivisions follow section 46-78. Abbreviated minor procedure has restrictions based on adjacent property interest or prior use. | - Remove this provision, the new LDO will include a variety of different subdivision procedures, including: Exempt, Limited, Minor, Major, and Conservation<br>- Discuss the "abbreviated" procedure language – is this the Minor Subdivision process, the Limited Subdivision process or some other procedure?<br>- Suggest removal of proximate land ownership standards |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 46: SUBDIVISIONS

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **46-78. Minor subdivisions**<br>The subdivider submits a preliminary plat to the administrator, which must be approved before preparation of the final plat, followed by final plat preparation, submission, review, approval, and recording. | - Carry forward Minor Subdivision procedure in new Ch. 2, Applications, but remove requirements for both a preliminary and final plat in favor of a single minor subdivision plat requirement<br>- Clarify that minor subdivisions include more than ten lots with no extension of public utilities<br>- Suggest the Minor Subdivision procedure include a pre-application conference to inform applicants of the requirement to submit a preliminary soils suitability analysis to ensure the land can be served by an on-site wastewater treatment system<br>- Suggest the Minor Subdivision procedure include a new limitation on successive minor plats that requires any subsequent subdivision of land subject to a Minor Subdivision that is not an Exempt or Limited subdivision to be treated as a Major Subdivision<br>- Ensure certificates are current and reflect those as required by NCGS 47-30 |
| **46-79. Major subdivisions**<br>The subdivider must submit a sketch plan (concept plan) to the planning board at least 21 days before the meeting, and the board advises on regulations and procedures. | - Carry forward Major Subdivision procedure in new Ch. 2, Applications<br>- Suggest the sketch plan process be revised to be a pre-application conference instead of having to do a sketch plan |
| **46-80. Preliminary plat submission and review**<br>Upon concept plan approval, the subdivider prepares and submits a preliminary plat to the administrator for review by other agencies and the planning board. The planning board recommends approval or disapproval to the board of commissioners. | - Organize the Major Subdivision procedure into a Preliminary Plat and a Final Plat, with a requirement for Construction Drawings (for public infrastructure) between the two as a separate procedure<br>- Clarify that a Major Subdivision is two or more lots with extension of public infrastructure (streets, water, or sewer) or more than ten lots without public infrastructure extension<br>- Require a preliminary soils suitability analysis if the site will not include public or community sewer<br>- Suggest the Preliminary Plat be decided by the Planning Director (or a designee) rather than the Planning Board<br>- Include requirements for TIA if subdivision generates sufficient traffic |
| **46-81. Final plat submission and review**<br>After board of commissioners' preliminary plat approval, the subdivider prepares the final plat and installs or guarantees improvements. Final plat submission, review by the administrator, and recording within 30 days are required. | - Establish as its own procedure following approval of Construction Drawing or Preliminary Plat approval, as appropriate in new Ch. 2, Applications<br>- Separate Performance Guarantee provisions into a separate procedure in Ch. 2, Administration and conform to recent statutory changes<br>- Address timing of recordation (after acceptance of public improvements)<br>- Add clarity regarding acceptance of public improvements |
| **46-82. Information to be contained or depicted**<br>Preliminary and final plats must depict or contain specific information, such as the title block, surveyor information, boundaries, street details, easements, utilities, and acreage, as indicated in a table. | - Carry forward chart of plat requirements for different kinds of plats and supplement with details on site plans and concept plans (for conditional rezonings and special use permits)<br>- Relocate plat/plan requirements to summary table to new Ch. 9, Appendix<br>- Supplement with a summary table of required certifications and declarations for different kinds of subdivisions or infrastructure features |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 46: SUBDIVISIONS

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **46-83. Recombination of land**<br>An owner may vacate a plat before selling any lots, with the same approval and recording as the final plat, which divests public rights; with lots sold, all owners must join to vacate. | Suggest addressing these provisions with the Exempt Subdivision material in new Ch. 2, Applications |
| **46-84. Resubdivision procedures**<br>Any replatting or resubdivision of land must follow the same procedures, rules, and regulations prescribed for an original subdivision. | - Suggest removal since any subsequent subdivision must follow appropriate procedure as though it were a new subdivision<br>- Consider limitations on the use of Minor Subdivisions to circumvent the major subdivision requirements for infrastructure and other improvements |
| **46-85. Zoning vested right**<br>Implements G.S. 160D-108.1 by establishing a zoning vested right upon board of commissioners' approval of a site-specific vesting plan, lasting five years unless terminated under specific conditions. | - Integrate with new section on Vested Rights in new Ch. 1 , Administration<br>- Conform for consistency with General Statutes on types of vesting and vesting terms, and add details on common law vesting |
| **Article IV. Requirements** | |
| **46-114. Minimum standards**<br>Each subdivision must contain the specified improvements, installed per requirements and paid for by the subdivider, dedicate/reserve land, and adhere to minimum design standards. | Remove; unnecessary – new Ch. 1, Administration includes broad language for all new development to comply with applicable minimum standards |
| **46-115. Suitability of land**<br>Land determined unsuitable for the proposed use due to danger to life or property, or former solid waste disposal, shall not be platted unless conditions are corrected or tests prove suitability. | Carry forward in new section on Subdivision Design in new Ch. 6, Standards |
| **46-116. Name duplication**<br>A subdivision's name shall not duplicate or closely approximate the name of an existing subdivision within the county. | Carry forward in Subdivision Design section of new Ch. 6, Standards |
| **46-117. Subdivision design**<br>Addresses block design (lengths, widths, crosswalks), lot standards (zoning compliance, street abutment, flag lots), and utility/other easements that must be provided and delineated on the plat. | - Carry forward in Subdivision Design section of new Ch. 6, Standards<br>- Address flag lots in new General Dimensional Standards in new Ch. 3, Districts; and add standards for Special Purpose Lots<br>- Relocate and supplement easements material in new section on Infrastructure in new Ch. 6, Standards |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 46: SUBDIVISIONS

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **46-118. Streets**<br>All newly constructed streets must meet NCDOT standards and specific town standards for pavement and right-of-way width, require a driveway permit, and include rules for pole offset, disclosure, and street names. | - Carry forward in the Streets portion of the Infrastructure section of new Ch. 6, Standards<br>- Ensure streets standards are in alignment with adopted policy guidance and emergency services requirements, and cross-reference Walk Bike Woodfin with respect to technical street standards<br>- Require private streets to meet public street standards<br>- Address sidewalks and access ramps in Pedestrian Facilities section of new Ch. 6, Standards |
| **46-119. Utilities**<br>Planning board approval depends on a written agreement with the water and sewer district board. Subdividers must provide a stormwater drainage system built to state standards and install street lights and underground wiring in some subdivisions. | - Relocate to the appropriate sub-section of the Infrastructure portion of new Ch. 6, Standards<br>- Discuss the degree to which the Town wants to address street lights in the Exterior Lighting section or in the Infrastructure section<br>- Review and update underground utilities requirements for consistency with state statute – all new utilities must be underground (except when crossing a body of water); existing overhead utilities are encouraged to be placed underground as well<br>- Suggest new standard requiring new water and sewer lines to be in the public right-of-way, and limitations of an individual potable water sewer service lateral to cross lot lines |
| **46-120. Other requirements**<br>Surveys and monument placement must comply with the Manual of Practice for Land Surveying. Construction cannot start until the preliminary plat and plans are approved, and the town may pay the cost for required oversized utilities. | Carry forward in the Subdivision Design section of new Ch. 6, Standards |
| **46-121. Penalty**<br>Violations subject the offender to a written notice and a civil penalty of $500.00, due in ten days, with each day being a separate offense, and equitable remedies are also available to the town. | Relocate to new Ch. 7, Violations |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 54: ZONING

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| | **Article 1. In General** |
| **54-1. Short Title**<br>Establishes this chapter as "The Zoning Ordinance for the Town of Woodfin, North Carolina," and identifies "The Official Zoning Map" as the zoning map. | - Revise to refer to the new LDO as the "Land Development Ordinance of Woodfin, North Carolina"<br>- Supplement with references to the Official Zoning Map |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 54: ZONING

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **54-2. Purpose and Authority**<br>States the purpose to promote public welfare and references authority under North Carolina General Statutes Chapters 160D and 160A, Article 8. | - Remove "morals" from the purpose, and join with intent statements<br>- Carry forward with new references to various NCGS statutes and any special legislation<br>- Incorporate key concepts from the adopted policy guidance |
| **54-3. Introduction**<br>Applies zoning regulations and additional restrictions to all land, structures, waters, and air within the town's jurisdiction. | Suggest removal, unnecessary |
| **54-4. Interpretation, purpose, and conflict**<br>Sets minimum standards for public welfare; ordinance prevails where stricter than other laws, covenants, or agreements. | - Split into new subsections in new Ch. 1, Administration, clarifying that these are minimum requirements, and that new development may surpass these minimum requirements, unless subject to an incentive or allowable alternative<br>- Supplement with a new comprehensive conflict section that explains how conflicting standards are interpreted<br>- Carry forward an Abrogation section in new Ch. 1, Administration |
| **54-5. Intent**<br>Lists zoning goals including safety, health, open space, light, air, reduced congestion, and adequate public facilities. | Join with purpose statements, add language from adopted policy guidance |
| **54-6. Zoning affects every building and use**<br>Requires all land and buildings to conform to district regulations unless otherwise provided. | - Relocate to new Applicability section in new Ch. 1, Administration<br>- Enhance with more discussion about how there may be no grading, tree removal, transfer of land, or construction of buildings, except in compliance with the LDO<br>- Clarify that there is no double counting and subdivision rules apply to division of land everywhere in Town (except for subdivisions exempted by State law)<br>- Discuss the Town's desire to exempt land used for bona fide farm purposes within the corporate limits |
| **54-7. Reduction of lot and yard areas**<br>Prohibits reducing existing lots or yards below minimum requirements, except for street widening; new lots must meet standards. | - Carry forward in new Applicability section in new Ch. 1, Administration with additional clarity regarding governmental acquisition of land<br>- Clarify that no lot or yard may be shared by two different lots<br>- Recognize that some development approvals like Variances, Administrative Adjustments, or Conditional Rezonings may authorize reductions in lot or required yard dimensions |
| **54-8. Relationship of building to lot**<br>Limits one principal building per lot except in approved group developments such as campuses, clusters, or industrial parks. | - Carry forward with other basic applicability provisions in new Ch. 1, Administration<br>- Remove the "group development" concept |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 54: ZONING

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **54-9. Relationship to the comprehensive plan**<br>Requires zoning actions to consider adopted plans and consistency statements from boards; cannot be legally challenged for plan nonconformity. | - Relocate to new section on Consistency with Adopted Policy Guidance in new Chapter 1, Administration<br>- Enumerate adopted policy guidance documents (Woodfin Together, Walk Bike Woodfin)<br>- Clarify that policy guidance is advisory in nature, and that a failure to comply with policy guidance does not invalidate the LDO or an action undertaken by the Town<br>- Clarify that in cases where a text or map amendment that is inconsistent with adopted policy guidance is adopted, the relevant policy guidance shall be considered amended |
| **54-10. Definitions**<br>Provides detailed definitions for terms used in the ordinance, including land use, structure types, measurements, and administrative terms. | - Relocate these to a new Terms Defined section of new Ch. 8, Word Usage<br>- Ensure consistency with 160D terminology (e.g., Building, Dwelling, Development, etc.)<br>- Ensure all use types (principal, accessory, temporary) are defined<br>- Removal of any standards from definitions<br>- If terms are defined in-line in portions of the LDO text, use cross-references in Terms Defined sections instead of duplication definitions<br>- Recognize instances where a particular term is defined in different ways under different sections o the LDO<br>- Remove obsolete terms<br>- Remove definitions of terms that are not used in the ordinance text<br>- Identify and add definitions for terms used but not already defined |
| **54-11. Bona fide farms exempt**<br>Exempts bona fide farms and related agricultural buildings from zoning control; non-farm residences and uses remain regulated. | - Relocate to the Applicability section of new Ch. 1, Administration<br>- Review and update for consistency with NCGS, including exemptions for forestry and agritourism<br>- Clarify that subdivision, flood damage prevention, and stormwater standards still apply to bona fide farms |
| **54-12. Traffic visibility**<br>Prohibits obstructions over three feet within 50-foot sight triangles at intersecting streets or alleys. | - Relocate to a section on required sight distance triangles in new Access and Driveways section of new Ch. 6, Standards<br>- Clarify if and how the visibility standards are applied to locations where driveways access a roadway<br>- Supplement with an illustration |
| **54-13. On-site sewage service**<br>Requires lot width and area sufficient for approved on-site sewage systems where public sewer is unavailable. | - Relocate to Subdivision Design section of new Ch. 6, Standards<br>- Clarify these standards do not apply to special purpose lots |
| **54-14. Cemeteries**<br>Allows cemetery establishment or expansion by special use permit, with site considerations including topography, health, and groundwater. | - Relocate to Use-Specific Standards section of new Ch. 4, Land Uses<br>- Discuss if and how these standards apply to family cemeteries<br>- Discuss if the LDO should include standards for interment of an individual as a secondary use |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 54: ZONING

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **54-15. Projection and encroachments**<br>Specifies allowable yard encroachments for projections like eaves, porches, steps, and windows within defined limits. | - Relocate to the Rules of Measurement section of new Ch. 8, Word Usage<br>- Supplement with additional provisions for a wider array of allowable encroachments<br>- Separate height exemption provisions<br>- Supplement with illustrations |
| **Article 2. Administration** | |
| **54-32. Zoning administrator**<br>The town manager appoints a zoning administrator to enforce zoning and land use regulations, with assistance as directed. | Relocate to the Review Authority section of new Ch. 2, Applications |
| **54-33. Duties**<br>The zoning administrator issues written notices of violations, orders corrections, and enforces compliance or discontinues illegal land or structure uses. | - Carry forward in new subsection on Town Staff in Review Authorities section of new Ch. 2, Applications<br>- Address powers and duties through cross references to Application Review Summary Table portion of new Ch. 2, Applications<br>- Include basic responsibilities, powers and duties, including but not limited to: Conduct pre-application conferences, enforce the LDO, maintain the Official Zoning Map, process development applications and prepare staff reports, and maintain public records pertaining to the LDO |
| **54-34. Certificate of zoning compliance**<br>Requires zoning compliance permit before construction, alteration, land disturbance, or new use; sets application, fee, validity, and simultaneous processing rules. | - Carry forward as a Zoning Compliance Permit new Ch. 2 Applications<br>- Ensure procedure follows standardized structure (purpose, applicability, exemption, application filing, criteria, amendment, effect, expiration, vesting, and appeal)<br>- Supplement with procedural flow chart<br>- Suggest adding a Certificate of Compliance procedure for new development that must be issued by the Town prior to issuance of a CO by the County<br>- Relocate concurrent processing provisions to new section on Common Review Procedures in new Ch. 2, Applications |
| **54-35. Building permit required**<br>Requires county building permit after zoning compliance approval; permits expire if work isn't started or resumed within set timeframes. | - Replace with additional details about the Building Permit procedure, including issuance by the County in new Ch. 2 Applications<br>- Add clear applicability provisions, including fences over six feet, retaining walls over four feet, sign-supporting structures, anything with new electrical service, etc.<br>- Include details on permit types issued prior to Building Permit, and effect of permit issuance<br>- Clarify that things exempt from Building Permit review still require issuance of a Zoning Compliance Permit |
| **54-36. Health department approval**<br>Zoning compliance permits need written approval for water and sewer facilities from appropriate agencies before issuance. | - Delete Health Department approval since no longer issuing prior approvals for on-site wastewater compatibility (rely on preliminary soil suitability analysis filed by applicant)<br>- Local governments may not hold approvals on pending State or federal permits, but may condition permit issuance and close out on these approvals |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 54: ZONING

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **54-37. Permit choice**<br>Applicants may choose which version of a development regulation applies if rules change before a decision, per state law. | - Carry forward in the Permit Choice portions of the common review procedures section of new Ch. 2, Applications<br>- Clarify the applicant must make a choice in writing, and once a choice has been submitted, it may not be changed (but may be withdrawn) |
| **54-38. Site plans**<br>Lists site plan content requirements including dimensions, utilities, parcel ID, and structure locations for zoning compliance. | - Carry forward Site Plan procedure in new Ch. 2, Applications<br>- Clarify that site plans that include extension of public infrastructure allow require approval of Construction Drawings prior to issuance of Building Permit<br>- Suggest Planning Director (or a designee) decide site plans<br>- Suggest Special use Permits and Conditional rezoning applications include Concept Plans, and that a Concept Plan is not a Site Plan (though a Site Plan) can be submitted concurrently with a Concept Plan)<br>- Relocate Site Plan submittal requirements to summary tables in new Ch. 9, Appendix |
| **54-39. Completeness review**<br>Application completeness must be determined within five working days; incomplete applications receive written notice and are withdrawn after 20 days if uncorrected. | - Relocate to Common Review Procedures section of new Ch. 2, Applications<br>- Supplement this with additional details, such as conducting pre-application conference or neighborhood meetings, if required<br>- Discuss five-day review period, suggest "reasonable" time language be used instead since five-day period does not account for deficiencies<br>- Clarify that permit choice and any review timing provisions do not commence until after an application is declared complete<br>- Supplement Comon Review Procedures section with new section detailing application withdrawal, continuance, and abandonment (plus what happens to application fees) |
| **54-40. Site specific vesting plan**<br>Establishes vested rights for approved site-specific plans for up to two years, extendable to three, limiting zoning changes during that period. | - Relocate this material to vested Rights section in new Ch. 1, Administration<br>- Clarify that two-year vesting terms is established automatically for site plans, subdivisions, and concept plan other than multi-phase development plans (which have a seven-year vesting term)<br>- Clarify that other permit approvals that are not site specific vesting plans or multi-phase vesting plans have statutory vesting for a period of one year<br>- Clarify that concept plans associated with a conditional rezoning are considered site-specific vesting plans or multi-phase development plans subject to vesting durations |
| **54-41. Notice(s) of violation**<br>Defines procedures for written violation notices, appeals, fines, and restoration requirements for unlawful land disturbance or tree removal. | - Relocate this to a new section on Enforcement Procedure in new Ch. 7, Violations<br>- Clarify the full range of responsible parties<br>- Describe the violation process from compliant through remedy/appeal<br>Clarify the provisions for inspection<br>- Relocate remedy provisions to new Remedies section in new Ch.7, Violations and supplement with other suite of remedies |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 54: ZONING

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **54-42. Remedies available**<br>Authorizes injunctions, mandamus, or legal actions to prevent or remedy zoning violations. | - Relocate remedy provisions to new Remedies section in new Ch.7, Violations and supplement with other suite of remedies<br>- Address remedies for violation of flood damage prevention, stormwater, and related provisions in their respective sub-sections in new Ch. 7, Violations |
| **54-43. Performance guarantees**<br>Allows agreements requiring developers to complete improvements for group, mixed-use, or cottage cluster developments per section 46-81(b). | - Relocate these standards to a new procedure on Performance Guarantees in new Ch. 2, Applications<br>- Broaden the standards to apply to any instance of performance guarantee<br>- Clarify those things not available for performance guarantees (like functional fire protection)<br>- Conform the performance guarantee provisions to recent statutory changes<br>- Clarify the processes for forfeit and return |
| **54-44. Conflicts of interest**<br>Prohibits staff from decisions where financial or personal interests exist; reassigns such cases to other authorized staff. | - Relocate these provisions to the section on Review Authorities in new Ch. 2, Applications<br>- Include conflict provisions for all review authorities (even staff) that recognize distinctions between interest conflicts in legislative, evidentiary, and ministerial decision-making |
| **Article 3. Boards** | |
| **54-69. Planning board of adjustment**<br>One body acts as both a Planning Board (7 members) for legislative review and a Board of Adjustment (5 regular, 2 alternate) for quasi-judicial decisions like variances and special use permits. | - Split this material up into its constituent parts: relocate review authority-related material (including powers and duties) to Review Authorities section of new Ch. 2, Applications; relocate procedural material (including separate text and map amendment application procedures) to appropriate procedural sections in new Chapter 2<br>- Ensure the Planning Board makes no final decisions (as there is no appropriate appeal authority)<br>- Establish new sections describing the procedures for public meetings versus evidentiary or legislative public hearings in the Common Review Procedures section of new Ch. 2, Applications<br>- Supplement Variance procedure material with new Reasonable Accommodation provisions<br>- Discuss additions/revisions to Variance and Special Use Permit criteria (like deviations are the minimum necessary)<br>- Establish a separate section for required public notice in the Common Review Procedures portion of new Ch. 2, Applications (strongly suggest simply providing required public notice to adjacent landowners in accordance with State statute rather than a notice radius – additional notice to those beyond adjacent lots can be provided via Town policy rather than via ordinance to limit legal exposure for notice failures)<br>- Add a new section on Conditions of Approval in the Common Review Procedures section of new Ch. 2, Applications, that includes federal limitations, proportional relationship tests, and the various procedures for ensuring enforceable conditions<br>- Carry forward no temporal limits on refiling a denied application<br>- Discuss the Town's desire to record Variance final orders |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 54: ZONING

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **Article 4. Establishment of Districts** | |
| **54-119. Districts**<br>The town is divided into 14 use districts, including residential (R-43, R-21, R-10, R-7), transitional, village, commercial (C-S, C-S-2, C-S-3), industrial (L-I, H-I), manufactured home, and conditional zoning. | - Suggest the way conventional zoning districts are presented be revised to a tabular format that includes a detailed purpose and intent statement, a set of dimensional standards (organized by type of use), and a series of images of potential development forms (particularly development types that are not common)<br>- Suggest the residential districts organize a set of minimum dimensional standards that require increased open space, larger lot area, and reduced maximum impervious surface thresholds for lots with an average slope exceeding 25%. These same lots would also have reduced lot widths and reduced setbacks to encourage a greater ability to build on the "flattest" part of the lot<br>- Suggest revisions to zoning district names and abbreviations to provide more intuitive clues to the types of allowable uses/district intent: |

| Current District Name | Proposed District Name |
|---|---|
| R-43 | LDR Low Density Residential |
| R-21 | |
| R-10 | MDR Mixed Density Residential |
| R-7 | |
| MHC | MHC Manufactured Home Community |
| TR | INS Institutional |
| N/A | NHC Neighborhood Commercial |
| C-S, C-S-1, C-S-2 | CMC Community Commercial |
| MV | MV Mountain Village (legacy district) |
| L-I | LTI Light Industrial |
| H-I | HVI Heavy Industrial |
| CZ | CZR Conditional Residential |
| | CZN Conditional Non-Residential |
| | CZM Conditional Mixed-Use |

| | |
|---|---|
| | - Suggest consolidating the residential districts in accordance with the FLUM recommendations<br>- Suggest converting transitional Residential to a new Institutional district for governmental uses, schools, churches, and similar uses<br>- Suggest adding a new Neighborhood Commercial (corresponds to walkable commercial)<br>- Suggest the Mountainside Village district be converted to a legacy district that is carried forward, but may not be expanded (and any revisions require a conditional rezoning to the appropriate conditional zoning district)<br>- Suggest adding three new more specific conditional rezoning districts |
| **54-120. District boundaries**<br>District boundaries are shown on "The Official Zoning Map, Town of Woodfin, North Carolina", filed in the town administrator's office and posted at town hall and online. | - Carry forward this material in the Official Zoning Map section of new Ch. 3, Districts<br>- Supplement with additional detail about how a copy of the map may be obtained |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 54: ZONING

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **54-121. Due consideration**<br>Districts were created with consideration to each area's suitability for particular uses and regulations, aligning with a comprehensive plan for town physical development. | Remove; unnecessary |
| **54-122. Rules governing interpretation**<br>Rules interpret ambiguous boundaries: generally follow street/alley/highway lines or lot lines. The Board of Adjustment interprets features at variance with the map. | - Carry forward in Rules of Measurement section of new Ch. 8, Word Usage<br>- Suggest the Planning Director be delegated to interpret the Official Zoning Map boundaries (via the Determination procedure) |
| **Article V. Uses, District Regulations, and Considerations** | |
| **54-143. Designation of districts and uses allowed**<br>Zoning districts categorize land based on public facilities and hazards. Uses are designated as Permitted (P), Limited (L), or Special (S) in the Table of Uses. General regulations for all districts cover building height, parking, lot coverage, and accessory structures. | - Carry forward a consolidated table of common principal uses in new Ch. 4, Land Uses<br>- Suggest the basic table structure be carried forward, but supplemented with use categories in addition to use classifications and land use types<br>- Discuss the difference between “P” vs “L”<br>- Add the three conditional districts as columns and include a “CZ” where a use type could be permitted<br>- Remove “EXP” in favor of dots “•” to indicate prohibited uses<br>- The current table is not RLUIPA-compliant<br>- Suggest missing residential use types be added<br>- Relocate secondary (accessory uses) to another table<br>- Abolish “Other” Use Classification<br>- Ensure heading rows appear on each page<br>- Supplement the table with a new column that provides a cross reference to the applicable use standard<br>- Clarify the (S) is a use permitted with a Special Use Permit rather than referring to it as a Special Use<br>- Include Conservation Subdivision as a use type and permit in residential and conditional districts- What is a Public Transportation use type?<br>- Remove language pertaining to unlisted uses being prohibited – instead list prohibited uses and clarify the procedure for determining how to address unlisted uses<br>- Relocate general regulations for all districts to the dimensional standards for each district or to the Secondary Use section of new Ch. 4, Land Uses |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 54: ZONING

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **54-144. Limited uses**<br>Limited uses are allowed after Planning Director review if specific standards are met, ensuring compatibility. Examples include accessory dwelling units, day care homes, and outdoor storage. | - Carry forward as use-specific standards in the Use-Specific Standards portion of new Ch. 4, Land Uses<br>- Clarify that a use-specific standard applies to a particular use in every zoning district where it is proposed (including conditional districts)<br>- Relocate secondary uses to Secondary Use section of new Ch. 4, Land Uses<br>- Update use standards for Wireless Telecommunication Facilities in accordance with State law (small wireless, eligible facilities, etc.)<br>- Consider creating new and expanded use standards for particular uses when they require a Special Use Permit<br>- Consolidate Special Use Permit use standards with other use-specific standards into one basic section |
| **54-145. R-43 Residential District**<br>This district intends to be a quiet, low-density neighborhood on steep slopes, primarily for single-family homes. Dimensional requirements are a 43,000 sq. ft. minimum lot size and a 30-foot front setback. | - Join with R-21 district in a new consolidated district called Low Density Residential (LDR)<br>- Supplement purpose statement<br>- Include precedent imagery<br>- Enhance with additional dimensional standard provisions (density, lot coverage, open space amount, height, setbacks for secondary structures, spacing between building on the same lot, perimeter setbacks for unified developments, etc.)<br>- Suggest use of street setback rather than front setback<br>- Supplement with differential dimensional standards for lots with average slopes over 25%<br>- Add dimensional standards for attached residential and allowable non-residential uses<br>- Suggest removal or simplification of mean lot depth for rear setbacks |
| **54-146. R-21 Residential District**<br>This is a quiet, low-density district for single-family residences, expecting public water and sewer. Dimensional requirements are a 21,000 sq. ft. minimum lot size and a 30-foot front setback. | - Join with R-43 district in a new consolidated district called Low Density Residential (LDR)<br>- Similar revisions as proposed for Section 54-145 |
| **54-147. R-10 Residential District**<br>This is a quiet medium-density residential district with public water/sewer expected. The minimum lot size for the first unit is 10,000 sq. ft. with a 25-foot front setback. | - Join with R-7 district in a new consolidated district called Mixed Density Residential (MDR)<br>- Similar revisions as proposed for Section 54-145<br>- Suggest adding a broader range of housing types, including duplex, triplex, quadplex, cottage courts, pocket neighborhoods, etc. along with corresponding dimensional standards for these use types |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 54: ZONING

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **54-148. R-7 Residential District**<br>This district allows two-family and multi-family dwellings along with single-family. The minimum lot size for the first unit is 7,000 sq. ft. with a 20-foot front setback. | - Join with R-10 district in a new consolidated district called Mixed Density Residential (MDR)<br>- Similar revisions as proposed for Section 54-147<br>- Suggest adding a broader range of housing types, including duplex, triplex, quadplex, cottage courts, pocket neighborhoods, etc. along with corresponding dimensional standards for these use types<br>- Review and update home occupation standards to recognize slightly more intense "Type 2" home occupations that could include low-intensity, neighborhood-serving commercial activity |
| **54-149. Transitional District**<br>The purpose is a transition between residential and commercial uses, encouraging coexistence. Drive-throughs and outside storage are prohibited. Maximum residential density is eight dwelling units per acre. | - Revise this district to become a new Institutional (INS) district and translate current TR lots to the new designation (but only those lots under Town ownership) |
| **54-150. Mountain Village District (MV)**<br>This district permits a range of mixed, high-density housing, office, and retail uses near urban infrastructure. A minimum of 15 percent of land area should be nonresidential uses. | - Suggest this district be carried forward as a legacy conventional district; it is allowed to remain and development established in the district may continue. However, the district boundaries can not be expanded after the LDO effective date and any applicant-driven changes will require rezoning to an appropriate conditional or conventional rezoning district (this approach avoids downzoning since landowner must "opt-in" to rezoning)<br>- Existing and approved development may continue under its prior master plan<br>- Discuss the degree to which the Town would permit vacant land with a MV district designation that is not subject to an approved master plan to be developed in accordance with MV district standards- these areas may require rezoning in order to be developed<br>- If all lands zoned MV are subject to a master plan, it may be possible to reduce the breadth of current standards since existing development may only proceed under its approved master plan and vacant land would have to include a new master plan that is structured more like a conditional zoning district |
| **54-151. C-S Community Shopping Districts**<br>This district accommodates the expansion of retail trade and consumer services. No yards are required except a 15-foot side/rear clearance when abutting a residential district. | - Suggest this district be consolidated with C-S-2 and C-S-3, or that these two districts be removed from the LDO since they do not appear to be mapped; the consolidated district would be called "Community Commercial" (CMC)<br>- This district is intended for the Town's traditional retail corridors and existing retail/commercial areas<br>- Current district requirements and dimensional standards will be carried forward, provided that development potential and dimensional standards are maintained so as to avoid any downzoning<br>- This district is supplemented with a new Neighborhood Commercial NHC) district that is new, and is simply made available for request (so as to avoid any creation of nonconformities)<br>- The NHC district is intended to promote small-scale, pedestrian-oriented commercial and mixed-use development contemplated as "walkable commercial" in Woodfin Together |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 54: ZONING

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **54-152. Community Shopping Type 2 Zone**<br>The purpose is to accommodate small-scale mixed-use development along secondary transit, reducing travel. Yard requirements are similar to C-S, with a 15-foot buffer near residential.<br><br>**54-153. Community Shopping Type 3 Zone**<br>This zone is for high-density commercial and related uses adjacent to primary arterial roads, permitting high-value, large-scale commercial investment. Yard requirements are similar to C-S. | See suggestions for Section 54-151 |
| **54-154. L-I Light Industrial District**<br>This district is for light industrial and warehousing uses on large tracts, with limited off-site impacts. Dimensional requirements include a one-acre lot minimum and 50-foot front setback. | - Carry forward this district with no substantive changes<br>- Continue to limit any residential land use types |
| **54-155. H-I Heavy Industrial Districts**<br>This district accommodates all but the most noxious industries, with an expectation to minimize emissions. Dimensional requirements include a one-acre lot minimum and a 50-foot setback from residential areas. | - Carry forward this district with no substantive changes<br>- Continue to limit any residential land use types |
| **54-155.1. Manufactured Home Community District**<br>This section provides standards for the safe and compatible location of manufactured home communities (MHC). Minimum lot size is two acres with a density of up to eight homes per acre. | - Carry forward this district with no substantive changes<br>- Permit individual manufactured homes on their own lots in this district |
| **54-155.2. Manufactured Home Overlay District**<br>The MHO is an overlay to accommodate manufactured homes in all residential districts to provide affordable housing opportunities consistent with surrounding land uses. | Suggest this district be abolished and that any manufactured homes on their own individual lots be continued as a permitted principal use in the zoning districts where this overlay is currently established |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 54: ZONING

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **Sec. 54-156. Conditional Districts**<br>This section creates parallel Conditional Zoning (CZ) districts for projects with one or more site-specific conditions. Major developments (20+ units/30,000+ sq. ft.) require CZ rezoning. | - Suggest the mandatory conditional rezoning thresholds be increased to developments of 50 or more units or 50,000 square feet (carry forward the requirement for any development of 20 or more units on steep slopes to be completed as a conditional rezoning)<br>- Suggest the current voluntary conditional rezoning approach be modified by increasing the number of conditional districts from one to three, one district for primarily residential, one for primarily non-residential, and one for mixed-use development<br>- Relocate the procedure for establishment to new Ch. 2, Applications<br>- Discuss the possibility of two different types of conditional rezoning procedure: a "limited " procedure for applications seeking to meet or exceed all current development requirements, and an "unlimited" procedure for any developments seeking a reduction or deviation from current development standards – unlimited applications must include a concept plan and mitigation / justification to demonstrate how the development is in closer alignment with the adopted policy guidance than would a development that strictly complied with all minimum requirements<br>- Reduce the applicable TIA thresholds downward to 1,000 trips per day or 100 during a peak hour<br>- Require a neighborhood meeting prior to application submittal<br>- Supplement the principal and secondary use tables with columns depicting the three conditional zoning districts |
| **54-157. Site plan**<br>All conditional zoning applications must include a detailed site plan and site analysis, prepared to scale, showing proposed conditions, utilities, and environmental features. | - Suggest this section be renamed to "concept plan" and be broadened to apply to special use permit applications as well<br>- Relocate submittal requirements and plan content standards to a summary table in new Ch. 9, Appendix<br>- Clarify that a concept plan is reviewed by the Planning Director (but not decided) prior to consideration of the application by the Planning Board or BOA<br>- Clarify that development that is the subject of a conditional rezoning or SUP must still undergo Site Plan and Subdivision review, as appropriate |
| **54-158. Development agreements**<br>This section allows the town to enter into development agreements for long-term, large-scale projects, providing vested rights for up to five years or as specified in the agreement. | - Carry forward this material in a new procedure in new Ch. 2, Applications<br>- Discuss the vested rights term – it may be longer than five years, if appropriate<br>- Discuss the Town's desire to require a Development Agreement in some cases (some local governments require them with conditional rezonings or annexations – mandatory requirements could be used as a mechanism to ensure provision of affordable housing) |
| **Article VI. Special Uses** | |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 54: ZONING

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **54-159. Special Uses**<br>Special uses are unique and require approval from the Board of Adjustment with specific conditions, ensuring no detriment to public welfare or injury to neighboring properties. Additional standards apply to certain uses. | - Relocate the Special Use Permit procedure to new Ch. 2, Applications<br>- Revise the design plan requirement to instead include a concept plan requirement to be reviewed by TRC prior to consideration by the BOA<br>- Clarify that developments with an approved SUP must still undergo subsequent review of site plans and subdivisions after SUP approval (could allow concurrent submittal, but the SUP should be decided prior to review of a site plan or plat)<br>- Relocate the Special Use Permit use-specific standards to the primary section on use standards in new Ch. 4, Land Uses (unless the aspect of the development triggering SUP review is a secondary use or structure, in which case the use-specific provisions should be relocated to the section on Secondary Uses and Structures in new Ch.4, Land Uses)<br>- Review and update decision criteria<br>- Suggest concealed wireless telecommunication facilities not require a SUP |
| **Article VII. Parking Requirements** | |
| **54-176. Off-street parking, storage and access**<br>Off-street parking or storage space is required for new construction, enlargement, increased capacity, or conversion to another use. This space can be a garage or properly graded open space. | - Relocate the parking and loading standards to new Ch. 6, Standards<br>- Supplement with new purpose and intent standards, applicability, and exemption provisions<br>- Discuss the current requirement for parking to be provided on every lot – some lots don't require parking, and parking flexibility provisions often allow off-site parking (subject to standards) |
| **54-177. Certification**<br>Applications for a zoning compliance permit must include location, dimension, and ingress/egress information for off-street parking and loading space. | Incorporate this criterion into the application procedures for Zoning Compliance Permits, Site Plans, and Subdivisions |
| **54-178. Combination of required parking space**<br>Required parking for separate uses can be combined in one lot, but assigned space cannot be reassigned, except that half of church/theater parking can be shared.<br><br>**54-179. Remote parking space**<br>If required parking cannot be provided on the same lot, it may be provided within 500 feet of the main entrance, provided the land is in the same ownership. | - Address shared parking within the parking flexibility section, and add additional criteria regarding recorded shared parking plans<br>- Add additional criteria for the provision of off-site parking, including clarity regarding safe pedestrian access within the specified distance<br>- Suggest abolition of the requirement for common ownership if an off-site parking agreement is recorded<br>- Address parking flexibility through new standards for shared parking, off-site parking, parking lot surfacing<br>- Provision of spaces under the minimum or over the maximum will require a an Administrative Adjustment or a Variance or a Conditional Rezoning |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 54: ZONING

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **54-180. Requirements in residential districts**<br>Parking lots for more than five automobiles in residential districts must be for parking only, with approved entrances, and require a buffer strip adjacent to a residential area. | - Apply limitations to use of required parking spaces uniformly to all use types<br>- Add new standards for parking lot landscaping to all parking lots of five spaces or more in a new section on Landscaping and Screening in new Ch. 6, Standards<br>- Address parking lot signage as incidental signage<br>- Add new parking lot configuration standards that address space sizes, vehicular accessways, surfacing, and incentives for configuration in accordance with low impact development concepts<br>- Add standards for bicycle parking and stacking space requirements<br>- Discuss limitations on front yard parking<br>- Discuss requirements for guest parking spaces in new residential subdivisions |
| **54-181. Minimum parking requirements**<br>This section specifies the minimum number of off-street parking spaces required for various uses, such as one space per four seats in a church or per 200 sq. ft. of a retail business. | - Carry forward minimum parking standards in a new summary table that lists a standard for every principal use (and some secondary uses)<br>- Review and update the table to reduce minimum parking requirements wherever possible, in accordance with national standards<br>- Add new maximum parking space standards that limit the maximum number of spaces for certain uses like retail<br>- Where possible, utilize minimum parking standards based on building square footage rather than variable aspects like the number of seats or employees |
| **54-182. Off-street loading and unloading**<br>Buildings used for business, trade, or industry must provide off-street loading space. The minimum size for a loading space is 12 feet by 40 feet with a 14-foot overhead clearance. | - Suggest a different approach where an applicant can decide if off-street loading facilities are needed, and if so, require them to comply with provided standards<br>- Clarify that uses without formal loading facilities ensure delivery practices are operated in ways that do not encroach into public rights-of-way, interrupt access, circulation, or block required parking during operating hours |
| **Article VIII. Sidewalks** | |
| **54-191. Sidewalks**<br>Sidewalks are required for major subdivisions (20+ lots), large construction (30,000+ sq. ft./20+ units), or projects with high traffic volume (100 peak/1,000 daily trips). Design standards are specified. | - Relocate this material and consolidate with provisions related to greenways and multi-use paths in a new Pedestrian Facilities section of new Ch. 6, Standards<br>- Continue to require larger developments to provide sidewalks<br>- Require development of vacant land (regardless of lot size) along arterial and collector streets to provide sidewalks<br>- Require new development to provide sidewalks where installation of sidewalk will connect with an existing sidewalk segment<br>- Do not apply mandates for sidewalk provision to redevelopment of an existing building (but consider offering an incentive)<br>- Carry forward sidewalk configuration standards<br>- Maintain requirements for provision of sidewalks along one side of the street and supplement with standards about how that standard is applied in areas where the existing sidewalk system is fragmented<br>- Clarify that multi-use paths may be an authorized alternative to provisions of sidewalks and bike lanes<br>- Clarify that greenways can be proposed as an alternative to sidewalks in cases where a new greenway can connect to and extend an existing greenway |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 54: ZONING

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **Article IX. Manufactured Homes** | |
| **54-203. Manufactured homes**<br>Regulates Class A, B, and C Manufactured Homes and indicates the zoning districts in which they are permitted | - Relocate definitions to Terms Defined section of new Ch. 8, Word Usage<br>- Discuss the Town's desire to continue to allow Type C homes in the MHC district<br>- Suggest new standards that encourage conversion of Class C units to Class B or Class A units |
| **54-204. General requirements for all manufactured homes.**<br>All manufactured homes must be set up to NC Department of Insurance standards. Running gear must be removed. They must have required utilities and appropriate entrance/exit structures. | - Relocate to use-specific standards in new Ch. 4, Land Uses<br>- Discuss potential new limited design standards for manufactured homes on individual lots (since the LDO may propose allowing such uses outside of the current overlay district in some or all of the residential districts) |
| **Article X. Environmental Standards** | |
| **54-213. Floodway District regulations** | - Carry forward newly-adopted flood damage prevention language as an overlay district in new Ch. 3, Districts<br>- Re-organize standards to follow LDO structure regarding definitions, procedures, review authorities, and enforcement<br>- Consider a range of new standards in the Special Flood Hazard Area, like prohibition of outdoor storage of buoyant materials<br>- Requiring anchoring or floodproofing of secondary structures and site features<br>- Limitations on the placement of off-street parking spaces that exceed the minimum requirements for the use type<br>- Utilization of a "meander" setback from the edge of the floodplain |
| **54-214. Steep slopes**<br>This section regulates development on steep slopes to protect property and environment. It sets standards for lot size, building height, and limits on land disturbance and impervious surface. | - Carry forward the Town's steep slope development requirements in a new Environmental Protection section of new Ch. 6, Standards<br>- Suggest moving to a simpler approach to determining which slopes are steep through a new average slope determination process (AMSL differential divided by distance between highest and lowest elevation points yields average slope)<br>- Clarify that steep slope rules are applied in pursuit of larger macro outcomes like larger lots, and better runoff management and slope stability<br>- Discuss if the steep slope criteria will remain at 20 percent or climb to 25%<br>- Suggest applying larger lot size and lower impervious surface standards to lots in residential districts with slopes in excess of 25%<br>- Relocate definitions to the Terms Defined section of new Ch. 8, Word Usage<br>- Discuss the potential for relocating the screening of buildings standards to new standards for hilltop/hillside protection<br>- Clarify relocation of tree protection standards to new Landscaping and Screening section of new Ch. 6, Standards |
| **Article XI. Exceptions and Modifications** | |

## TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 54: ZONING

| Section # / Description | Potential Disposition in the LDO |
|---|---|
| **54-315. Front yard setback**<br>Front yard setbacks for dwellings may be less than the minimum, but not less than the average setback of existing buildings within 100 feet on the same block, or ten feet from the right-of-way. | New LDO is likely to apply a street setback rather than a front setback |
| **54-317. Fences, retaining walls**<br>Fences or walls in residential front yards are limited to six feet in height and eight feet in side or rear yards. They must be safe, upright, and on the inside of property lines. | - Relocate fence and wall standards to Secondary Uses and Structures section of new Ch. 4, Land Uses<br>- Add new limitations on allowable facing materials on fences or walls associated with non-residential development<br>- Clarify when Building Permits are required<br>- Clarify locations where fences and walls are prohibited (sight distance triangle, drainage easements, public utility easements, etc.) |
| **54-319. Administrative minor modifications**<br>The Planning Director can approve minor modifications to approved plans for conditional zoning or special use permits, with limits on density and impact changes. | - Expand this material into a new section that sets out provisions for Alterations and Incentives in new Ch. 1, Administration<br>- Continue use of Administrative Adjustment procedure in new Ch. 2, Applications, but expand to allow deviation from any numeric standards (except density or slope) of up to 10%<br>- Recognize the ability of the Unlimited conditional rezoning procedure to authorize deviations from minimum standards, subject to applicant-sponsored mitigation<br>- Clarify that a Development Agreement may authorize deviations from minimum LDO requirements<br>- Include a new set of Sustainability Incentives (likely located in Ch. 6, Standards) that permits applicants to exceed densities, maximum building heights, or obtain relief from some development standards like sidewalks, open space, signage, or parking for the provision of sustainable development features – likely sustainable features include: compliance with single-family design guidelines, provision of affordable housing, uncovering piped streams, increasing floodwater carrying capacity on-site or in a different location, provision of green stormwater infrastructure or low-impact development techniques, LEED/Energy Star compliance, carbon neutrality, and various energy efficiency requirements, provision of outdoor gathering spaces in commercial areas, and similar features |
| **Article XII. Nonconformities** | |
| **54-340. Purpose and application**<br>This article applies to lawful nonconformities, permitting their continuation but prohibiting expansion or enlargement in a way that increases the degree of nonconformity. | - Review and overhaul these standards in light of recent downzoning prohibitions<br>- Suggest new approach to applicability of development standards that requires any "new" development to fully comply with all development standards in place at the time of application submittal – along with |

| TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 54: ZONING | |
|---|---|
| **Section # / Description** | **Potential Disposition in the LDO** |
| **54-341. Dimensional nonconformities**<br>Nonconforming lots may be developed for permitted uses if new construction meets current standards. Nonconforming structures can be expanded if the nonconformity isn't increased.<br><br>**54-342. Nonconforming sites**<br>A site that no longer complies with current standards (e.g., parking, landscaping) is a nonconforming site. Substantial improvements (50% or more of value) require full compliance.<br><br>**54-344. Nonconforming uses**<br>A nonconforming use that is discontinued for more than 180 days or changed to a conforming use may not revert to the nonconforming use<br><br>**54-346. Other nonconformities**<br>Nonconforming mobile home parks may continue but not expand. Nonconforming mobile homes on individual lots must be replaced within 180 days or comply with current standards. | treatment of changes in existing principal uses, increases in impervious surface, and expansion to existing buildings as "new" development<br>- New development (that includes changes to existing development that rises to the level of "new") must fully comply with all provisions or obtain a Variance, a Conditional Rezoning approval, or a Nonconforming Authorization<br>- The relaxation of standards for allowable nonconforming development should be reduced; for example, subsequent subdivision of nonconforming lots of record should only be authorized when the subdivision renders the lot conforming; or, the casualty damage thresholds should be set at 51% of pre-damage assed value; or, the cessation/abandonment standard should be set at 180 days; or, the ability to expand a nonconforming structure is limited to changes that render full compliance; or, nonconforming uses may not be expanded or changed to another nonconforming use<br>- Standards must continue to allow development of nonconforming lots without requiring full compliance<br>- Revise nonconforming signage standards to permit relocation and replacement in accordance with NCGS§160D-912.1<br>- Discuss an amnesty program for existing development (including existing nonconformities) so that the Town does not have to track nonconformities established prior to SL2024-57 and to allow the Town to strengthen the current nonconforming provisions without fear of triggering downzoning claims by currently nonconforming development<br>- Establish a new Nonconforming Authorization procedure (decided after a legislative public hearing by Town Council) that permits existing development to become nonconforming based upon basic criteria including provision of landowner consent |
| **54-347. Maintenance, repair and replacement**<br>Routine maintenance and repairs are permitted. Nonconforming structures damaged by casualty can be restored to original dimensions if a permit is issued within 12 months. | - Carry forward in new Ch. 5, Nonconformities<br>- Clarify that strengthening of an existing nonconformity is allowable and required in cases where there is a danger to public safety |
| **Ordinance 2025-10** | |

| TOWN OF WOODFIN CODE OF ORDINANCES - CHAPTER 54: ZONING | |
|---|---|
| **Section # / Description** | **Potential Disposition in the LDO** |
| **Recent text amendment amending the Town's open space and landscaping standards** | - Carry forward and enhance the landscaping standards proposed for Section 46-120 to include perimeter buffers, streetscape buffers/street trees, parking lot landscaping, and screening standards<br>- Carry forward tree protection standards and incentives to retain areas of existing trees via credit towards landscaping and open space standards<br>- Relocate definitions to terms Defined section of new Ch. 8, Word Usage<br>- Incorporate new native plant materials requirements and species diversity standards<br>- Relocate recommended plant list to new Ch. 9, Appendix<br>- Supplement standards with limitations on listed invasive species<br>- Establish a new section on Open Space in new Ch. 6, Standards and establish provisions for allowable forms of open space and incorporate minimum open space amounts (as a percentage of development size) for all new development in the zoning district dimensional standards of new Ch. 3, Districts<br>- Credit green stormwater infrastructure towards open space requirements |

**END OF TABLE**

## PART 3. APPENDIX – Stakeholder Interview Summary

Blueprint Woodfin is an effort to update the Town's current development regulations into a new consolidated Land Development Ordinance (or "LDO") and prepare an updated zoning map. The new LDO is a single document that integrates the current zoning, subdivision, floodway, signs, stormwater, and related standards into a modern, easy-to-use document that implements Woodfin Together and other adopted policy guidance.

Task 1, Project Initiation, included a series of ten stakeholder interviews conducted with 34 people virtually and in-person in July and August of 2025. Interviewees were selected by Town staff and chosen to represent a variety of perspectives, including Town board members, utility agencies, design professionals (architects/engineers), housing experts, Town residents, and members of the development community.

Stakeholders shared their views on what is or is not working with the Town's current development rules and review procedures. This document summarizes the input collected, but does not attribute any information to any one individual. Thoughts and ideas from discussions are paraphrased, grouped by topic, and consolidated in cases where multiple people expressed the same or similar sentiments. The input is not prioritized or listed in any particular order.

Interviewees were encouraged to share their thoughts freely, but were asked the following three questions:

1. What aspects of the Town's current regulations are problematic?
2. What parts of the Town's current application review process are in need of improvement?
3. What parts of the Town's current regulations or review process should not be changed?

The table below identifies the 34 project stakeholders interviewed.

| BLUEPRINT WOODFIN PROJECT STAKEHOLDER INTERVIEWEES | |
|---|---|
| Stakeholder | Affiliation |
| Larry Hopkins | Woodfin PBOA, Water District trustee |
| Gerald Green | Retired Planner (Brevard, Jackson Co., Asheville, Knoxville) |
| Chris DeRonne | Woodfin PBOA |
| Jay McMullen | Duke Energy |
| Jennifer ___ | Duke Energy |
| Mike Parrish | Earth & Sky Dwellings |
| Chris Day | Civil Design Concepts |
| Jason Gillian | Site Design Studio |
| Mike Anderson | Carolina Civil Engineering |
| Eric Upston | 3-Notch Engineering |
| Brian Brown | Vision Design Collaborative |
| Alvin Fuller | Summit Engineering |

## BLUEPRINT WOODFIN PROJECT STAKEHOLDER INTERVIEWEES

| Stakeholder | Affiliation |
|---|---|
| Carlton Collins | Design professional |
| Mark Meyers | Commercial property owner |
| Kevin Frank | Silverline Plastics |
| Ann Santangelo | Palmer Wahl Instruments |
| Jim Thompson | Orthopedic surgeon |
| Emily Santo | Osteo-strong |
| John Kerr | Quench Wine Bistro |
| Haylee Hirsch | Dog Hotel/Day Care |
| Ryan Appleton | Lazy Tiger |
| Susan Bean | Mountain True (housing) |
| Andrea Golden | Manufactured housing advocate |
| Reggie Jones | Ashville Habitat for Humanity |
| Jake ____ | Housing professional |
| Andrea Gonzalez | Affordable housing developer |
| Teresa Stoker | Long-term resident/neighbor |
| Glenda Overbeck | Long-term resident/neighbor |
| Jeff Angel | Long-term resident/neighbor, Fire Chief |
| Walt Brewer | Long-term resident/neighbor |
| Chip Parton | Interested party |
| Reese Lasher | Real estate agent |
| Teresa Carroll | Developer |
| Charlie Carroll | Developer |

The following pages provide a summary of the input collected from the stakeholders listed in the table above. Individual responses have been summarized into six topic areas. Similar thoughts or ideas are consolidated for the sake of brevity. These comments are summarized from the opinions of stakeholders and may or may not properly characterize current requirements or represent broad community sentiment. This information is used by the consulting team to identify trends and areas of focus for more discussion as the LDO project progresses.

Prior to the listing of individual interviewee comments, there are a series of general observations about the project, drawn from the input collected thus far.

## GENERAL OBSERVATIONS BASED ON INPUT RECEIVED

The following are some preliminary observations about Woodfin and the LDO project based on the input received and the consulting teams basic understanding of conditions in Town. These observations are likely to evolve and become more refined as the project progresses.

1. Woodfin is a mature community that was damaged by the departure of manufacturing. As the Asheville region has been "discovered" there has been a rapid increase in demand and land prices in Woodfin. This rapid price increase has been exacerbated by the lower level of affluence that existed in Woodfin generally, and the lack of land supply. The result is an acute lack of housing, gentrification, displacement, and social stratification as new more wealthy residents move into the hillsides surrounding the older parts of Town.

2. The topography and terrain of Woodfin are at the same time its best feature and biggest challenge. The Town has very little 'flat' land, and the flat land that does exist is in or near the floodplain. That puts a damper on land supply, which drives up land costs. A related issue is infrastructure, which is difficult to deploy in mountainous areas, and further contributes to land and development costs. It also means existing infrastructure often lacks capacity to accommodate growth.

3. In the past, the Town had a reputation as an easy place to do development, and there may or may not have been some abuses of the process. Certainly, there are several larger partially-completed developments in the MV district where approved master plans cannot be located or do not depict what was built. That is changing, and the Town is striving to implement and follow more formal application review processes. This has upset some applicants, and the challenge of how to address these large partially-completed but untrackable developments in the MV district.

4. Climate change is also adding some complexity and challenges. The Town is already constrained in terms of land supply, has difficult topographic conditions to deal with, has under-sized or difficult-to-right-size infrastructure to address existing and new development needs, and now has added concerns about changing floodways, loss of soil continuity on slopes, ever-increasing stormwater runoff loads to accommodate, and a general public perception that the area is already over-developed given the growing natural constraints.

5. All these factors combine to paint a somewhat difficult picture. Woodfin is a beautiful, desirable place, that used to be a place for a wider range of people to live. Land supply and the various other constraints are making it more difficult to live in Woodfin without significant disposable income. This changes the social make-up of the community in ways that could ultimately affect its community character.

## INPUT SUMMARY

Stakeholder input statements are summarized into the following six categories:

**A. Development Review Process**
**B. Transportation and Infrastructure**
**C. Housing**
**D. Land Uses**
**E. Environment**
**F. Town Policy**

Comments are not attributed to any particular individual, and are in no particular order or priority. Statements are numbered for ease of reference. Readers are reminded that these are individual opinions, and are not asserted as facts.

### A. Development Review Process

1. The LDO should streamline the development review process so that it could be faster as a means of reducing costs

2. 90% of the services provided to residents and businesses in Woodfin are not provided by the Town (water, inspections, fire, etc.)

3. Some interviewees expressed support for more clearly codified standards and associated increased delegation to Town staff

4. There is a suggestion that minor subdivisions should include up to 5 lots, but more than 5 lots should require a major subdivision

5. Creation of flag lots during a subdivision should be limited to a maximum of three lots, and at least 40% of each lot should be comprised of road frontage

6. New developers are not paying attention to the challenges facing Woodfin

7. The Town should attempt to retrofit sidewalks into older parts of Town

8. There is confusion among business owners regarding the application of sign rules and the applicable standards

9. Some have mentioned a desire for a different procedure (other than the conditional rezoning process) that is more accessible to the public

10. In the past, applicants walked in, got a permit…but now, there is now a more detailed process to follow, and applicants need to be better informed about that

11. Development applications come to the Woodfin Water District Corporation as a last step in the process, and that is too late; should be done sooner

12. Some feel that conditional rezoning applications lack sufficient mitigation to address requested deviations from the standards

13. Some feel the Town staff does not push conditional rezoning applicants enough when there needs to be mitigation

14. Recent development review processes are more streamlined than in the past

15. In the past, Woodfin was seen as an easy place to do development, but that is changing

16. The terrain of the area means that the flexibility from conditional zoning is necessary

17. Recently, there has been a conscious effort by Town staff and elected officials to improve planning processes, have better organization, and better community input – the Town is trying to be more progressive and professional

18. The administrative review process in Woodfin has worked well

19. The public thinks that developers are putting the cart before the horse

20. The Planning Board is new and can be adversarial sometimes

21. Prior Town staff would support a proposed development up until the last minute and then call and say there was no Town support just before the hearing

22. The development review process in Woodfin is too long

23. There is a lack of predictability

24. Elected officials are reviewing preliminary plats

25. There should be more checklists to help applicants follow the process

26. There is a perception about a lack of willingness to take ownership or make a decision on the point of the Town- When asked about delays, the Town staff seems to blame the County

27. Stormwater review has delayed construction

28. Some feel the special use permit review process in Woodfin was easy

29. The Town's grandfathering rules are overly complicated

30. The development review process needs more transparency – who is holding something up – there needs to be more detail for applicant

31. The Town should consider one source (perhaps an ombudsman) to help people navigate the development process

32. Many feel like the permitting process takes too long

33. The sign rules are hard to understand, especially for multi-tenant buildings, and are "stingy" in terms of the amount of allowable signage area

34. It can be difficult to deal with Woodfin issuing development approvals, but Buncombe County doing inspections

35. The new LDO should be clear and include flexibility

36. It can be difficult, as a business, to work with so many different agencies. It is difficult to go to so many places for different permits

## B. Transportation & Infrastructure

1. Residential neighborhoods don't always need sidewalks, trails can be a good alternative, especially when larger sidewalk connections are not available

2. There is a desire for bike paths or bicycle access into Asheville (like the River Arts District)

3. Streets are difficult to build in Woodfin. Grades are steep, and its hard to accommodate turns

4. The stormwater ordinance has added a stormwater utility fee which has increased development costs

5. There is a substantial amount of confusion over roadway maintenance requirements – for example, the Town approves a development that requires heavy equipment to use a road to access their site. The equipment damages the street, and decreases safety for bicyclists and pedestrians

6. No "decent" roads exist that allow traffic to move around Woodfin easily

7. New developments are bringing increased density, but the existing roadways can not seem to handle the traffic well

8. The Town needs more trails and paths as alternatives to sidewalks

9. Some question if the Town has an adequate water supply to permit this much new development

10. Infrastructure of any kind is a problem in Woodfin; the roads are too narrow, and the terrain is difficult to work with

11. Need to maximize density in flatlands as a means of avoiding steep slopes and floodplains

12. The Town should strive for increased pedestrian orientation, like Reynolds Mountain – there may be a need to retrofit sidewalks and pedestrian features on commercial corridors

13. Sidewalks and pedestrian infrastructure have been an afterthought

14. Transportation is an issue – the Town is hemmed in by the hills and mountains

15. There is a concern about TIA accuracy, and perhaps a third party engineer working for the Town may help allay public concerns about traffic engineering

16. The Town should be more walkable

## C. Housing

1. Infrastructure costs in Woodfin are high, and that can make new development (homes) more expensive

2. A property tax abatement (to the resident or a purchaser) would help with the provision of workforce or affordable housing

3. Some stakeholders suggested the Collier County Habitat for Humanity Land Trust as a model way to help provide affordable housing in Woodfin. It provides zero-interest loans to purchasers. There is an income limitation deed restriction in place, and Habitat gets a percentage of the profit from home sales for re-investment

4. There is a general perception from some that there are numerous homes that have been recently built, but that are not selling
5. Some respondents express concerns over housing units like apartments or condos that are only rented – people should buy their homes

6. There is support for the idea of "middle" housing (duplex, triplex, quadplex, small-scale attached single-family) despite concerns over rental, not ownership

7. Some interviewees expressed concerns about long periods of time between development of new subdivision and sale of homes or lots

8. Public/private partnerships would be helpful in establishing more affordable and workforce housing

9. The Town should get rid of overly-restrictive rules related to affordable housing

10. Today's affordable housing is not subsidized housing. In many cases, it is privately owned and not supported

11. The Town needs to understand the number of different players involved in the financing packages associated with affordable housing, and the challenges of securing financing

12. More flexibility in the establishment of affordable and workforce housing is needed
13. Incentives to market-rate builders to provide affordable housing do help

14. Even when amenities are included in affordable development, NIMBYism still exists

15. The Town should requiring easing, not waiving, open space and sidewalk requirements as a part of affordable housing development

16. The new LDO should have more housing types and ADUs, along with reducing fees, and easing design standards

17. There should be density waivers or inducements for providing affordable housing

18. The Town should consider governmental acquisition of land for affordable housing purposes

19. Multi-family development is a no-go from a political standpoint

20. Some say there is room for more density in Woodfin

## D. Land Uses

1. Some expressed a desire to develop a portion of proposed residential developments as short term rentals

2. Short term rental developments should maintain an on-site manager

3. Having an option for AirBNB or other short term rental can create a revenue stream for homeowners and that could help with affordability

4. Accessory dwelling units should not be allowed to be conveyed separately from the principal dwelling on the same lot

5. Some feel that the Town should require mobile home owners to improve their structures and the appearance of their lots, but enforcement in the Town is compliant-driven, and thus there is concern this kind of issue will never be addressed

6. Short term rentals (of the entire home or unit) need to be limited, but "home stays" where the owner remains present are okay

7. Some note that the Shopping Center District allows short term rentals, which is a source of concern

8. Some existing developments are not well-maintained, and are causing rodent and wind-blown trash problems. Should the Town be more proactive on enforcement?

9. The Town's mill building has cotton dust and other problems making it difficult and expensive to redevelop

10. The Town's manufactured home sanctuary should be continued, and the stance that such uses should be saved and protected is appropriate

11. Not sure what to do about gentrification or displacement

12. The Town has a building height limit because it does not have a ladder truck that can reach a five-story building, and is if did, the engine could not get around on the roads that exist

13. Residential and non-residential uses are intertwined today, and there is not a lot of use segregation in the older parts of Town

14. The new code needs more clarity about which uses are permitted (i.e., energy storage, which are new uses without a lot of context or experience)

15. The Town lacks parcels of an acceptable size to accommodate 3-story multifamily, and ironically, this results in a need to do higher multi-family buildings in the 4-5 story range

16. There are few-to-no by-right uses in Woodfin, and that should change

17. The Town should encourage more small businesses

18. The current Town rules do not deal well with manufacturing uses

## E. Environment

1. Steep slope rules have caused some difficulties in subdivision of minor plats in mountain-side areas (steep slop rules require ½ acre of land for lots, which may not be available or buildable given terrain)

2. There needs to be some additional flexibility in the steep slope rules for existing lots of record or for partially-developed (but unfinished) developments

3. The recent stormwater assessment alienated a lot of people on the west side of the River, but there are significant stormwater problems

4. The Town should be moving towards more urban development in areas most capable of accommodating development

5. Woodfin residents want a community that 'fits better' with the landscape/surroundings

6. The stormwater rules have a three-acre maximum drainage area provision, which is a problem since large sites must have multiple facilities

## F. Town Policy

1. There has been a lot of change in Woodfin lately

2. Current staff is very good

3. Given the challenges facing Woodfin, the Town should maintain a pro-development stance

4. Landslides from Helene have blocked access or complicated development of vacant lands, and the Town has not gotten the federal funding to address the storm-related problems

5. Some interviewees would like for the Town to provide more services rather than relying on outside agencies or the County (like for inspections). Woodfin should be more like Black Mountain, NC and have its own building inspectors

6. Woodfin is a community where people believe strongly in individual property rights, and do not want the government telling them what to do with their property

7. There is no discernible "center" to Woodfin

8. The Town should give some thought to the development configuration along Weaverville Road – strip shopping buildings, parking in front, few sidewalks, lack of landscaping, etc. There should be new requirements for reconfiguration when an existing building along Weaverville Road is redeveloped. The road corridor should have sidewalks, street trees, and be more pedestrian-oriented

9. The permitting fees in Woodfin are too high

10. The Town of Woodfin is a good partner in the development of affordable housing

11. The Town needs a broader definition of "vulnerable" land – sometimes, land is vulnerable because of income of its owners, not for environmental reasons

12. The Town's affordability strategy needs to address retention of existing affordable housing in addition to creation of new affordable units

13. The Town's policy guidance may be flawed in that it seeks to encourage more transit-friendly development, but also wants to maintain one- and two-story development

14. The Town wants to be sure that the Town's infrastructure does not get 'out-stripped' by new development

15. The elected and appointed boards are good at thinking about community needs

16. Woodfin staff is easy to work with

17. Some feel the Woodfin community wants a new identity different from its past, but it does not want to be like Asheville

18. There is no official downtown

Outlook

**Fw: Office Hours with Consultant Team**

**From** Ricky Hurley <rhurley@woodfin-nc.gov>
**Date** Wed 4/22/2026 12:17 PM
**To** Chad Meadows <chad@codewrightplanners.com>; Karen Mallo <karen@codewrightplanners.com>

Sharing....

Ricky Hurley,
Planning Director

Town of Woodfin
90 Elk Mountain Road
Woodfin, NC 28804
rhurley@woodfin-nc.gov

828-253-4887 x1008

Woodfin NC Planning Dept Resources

---

**From:** Jessica Auge <jess@likewisecommercial.com>
**Sent:** Wednesday, April 22, 2026 12:00 PM
**To:** Ricky Hurley <rhurley@woodfin-nc.gov>
**Subject:** Re: Office Hours with Consultant Team

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. Contact TSAChoice if you are unsure.
Hi Ricky,

I have reviewed the Code Diagnosis and I will share my comments below since I am out of town and unable to attend the meeting this afternoon. Please let me know if you will be sending out any updates after the meeting on next steps. I hope to be present for all future meetings.

Thank you for your help!

**Sidewalks:** While sidewalks are important to improve access for the community, it is very costly for small businesses to pay for sidewalks when developing or redeveloping a site.

Suggestions:

- **Consider adding flexibility on timing of sidewalk completion for smaller projects.** If required to complete it before receiving CO, this can delay projects and business openings (especially in weather that is not conducive to pouring cement. If completion does not limit site access for businesses to open, then perhaps they can receive Temporary CO and have 6 months to complete.

- **Consider a compromise or other standards for smaller developments** if the location does not and will not likely have sidewalk connectivity in the future. I have seen developments where the owner is required to build costly sidewalks that do not connect to other sidewalks, nor will they ever. Not every location makes sense for this.

**Parking Standards:** Most municipalities want or see a future where people will rely less on cars. This is idealistic, however not realistic, especially in the Town of Woodfin. We do not have a "town center" and businesses are spread out. The primary corridor (Merrimon Avenue) is high traffic and other modes of transport are not safe for pedestrians or cyclists. Bottom line, people will be using cars to navigate our Town, for the foreseeable future.

Suggestions:

- **Imposing parking *maximums* is a barrier to development** and potentially damaging to businesses or housing developments that are unable to provide ample parking for their residents or customers and staff.
- **Consider a mix of pervious and impervious surface parking** options as a compromise to parking maximums.
- If a property owner has the room to provide ample parking and access for their development, **why limit that**? Other requirements can come into play, such as landscaping to improve the attractiveness of the site, without limiting the parking that can be developed.
- **Fee-in-lieu options should be considered** for small and some medium-sized developments, depending on the location.
- Regarding the statement in the code diagnosis: *While some jurisdictions have sought to remove all minimum parking requirements,* ***this approach is best suited in areas with highly functional transit.***
  - Where is this "highly functional transit" that is noted here? This statement does not seem to be in alignment with the reality of our town infrastructure.

**Downzoning or policy changes:** If a project is underway and policy changes take place during a development, then the project should be "grandfathered" to continue under the compliance measures at the time of project application.

Suggestions:

- Perhaps there can be a deadline for developers to complete projects (providing reasonable accommodations for delays when communicating with Town staff about the delay). We can **incentivize developers to get their project completed within a certain timeframe.** This way, if projects are stalled for extended periods (without communicating with Town Staff about the delay and reason), then it would be more reasonable to require full compliance under the new regulations. If developers are diligently working on completing a project, but have to face new regulations mid-project, this can cause extreme delays and abandoned projects due to lack of feasibility or funding available.

**Ease of use-mixing:** I agree with this statement in Part 2, section 5.G: .. *we strongly suggest avoiding mandatory use-mixing mandates as these can interfere with market dynamics.* Requiring mixed-use development can be cost prohibitive, limit site activation in key corridors, and reduce feasibility for small businesses wanting to develop properties for uses that serve the community.

**Part 3 Appendix, Policy/Action # 1.1.7:** *Regarding this statement: Preserve Woodfin's valuable historic buildings and encourage new development that reflects Woodfin's unique sense of place.*

Suggestion:

- Ino order to achieve this goal, small and *some* mid-sized developments or adaptive reuse projects should have greater flexibility with development standards.
- Small businesses are at the heart of our community and we want to encourage their growth and movement into our community. We can be more attractive than Asheville as a place to locate a business by making a lower barrier to entry for smaller projects. Consider options for projects to avoid full site compliance, where reasonable and cost prohibitive.

**To summarize:** Improving feasibility and affordability for all projects in the Town will be critical to encourage developments that benefit the community. Small and mid-sized projects should have greater flexibility when it comes to site compliance and development standards.

Warmest Regards,
Jessica

On Mon, Apr 20, 2026 at 11:43 AM Ricky Hurley <rhurley@woodfin-nc.gov> wrote:

> Jessica & Mark,
>
> Our consultant team will have open office hours for anyone that may be interested in update to zoning and other development regulations. The hours will be from 12 noon to 3pm this Wednesday. Feel free to share with WBA membership; an appointment is not absolutely required but to minimize waiting they can email me.
>
> Ricky Hurley,
> Planning Director
>
> Town of Woodfin
> 90 Elk Mountain Road
> Woodfin, NC 28804
> rhurley@woodfin-nc.gov
>
> 828-253-4887 x1008
>
> Woodfin NC Planning Dept Resources

--

# Gerald Green Code Diagnosis Review Comments

This appendix lists all 35 review annotations from Gerlad Green in document order. It identifies each of the comments (in red) and a response (in *italics*).

### C-01 | Report p. 3 | PDF p. 6

**Reference:** Introductory list of seven key themes

**Comment:** Great!

***Response / disposition: Noted***

### C-02 | Report p. 4 | PDF p. 7

**Reference:** Part 2, Theme One, intuitive document structure

**Comment:** Where will definitions be located?

***Response / disposition: In new Section 8.3 Terms defined in new Ch 8, Word Usage***

### C-03 | Report p. 6 | PDF p. 9

**Reference:** Part 2, Theme One, recommendation to consolidate definitions

**Comment:** Good!

***Response / disposition: Noted***

### C-04 | Report p. 10 | PDF p. 13

**Reference:** Part 2, Theme Two, bottom of opening page; strikeout over draft placeholder material

**Comment:** [No written comment; strikeout mark in source PDF]

***Response / disposition: Disregard***

### C-05 | Report p. 10 | PDF p. 13

**Reference:** Part 2, Theme Two, incomplete sentence after the policy guidance table introduction

**Comment:** Sentence cut off

***Response / disposition: No, but attempted to clarify***

### C-06 | Report p. 12 | PDF p. 15

**Reference:** Part 2, Theme Two, recommendation for pervious overflow parking

**Comment:** Can a maximum # of parking spaces be specified and not exceeded?

***Response / disposition: Suggest large retail uses include maximum parking standards***

### C-07 | Report p. 13 | PDF p. 16

**Reference:** Part 2, Theme Three, reference to a table of nine recommended changes

**Comment:** Number tables and refer to them by number to make them easier to find. Where is the table referred to here?

***Response / disposition: All tables in the LDO will be numbered***

### C-08 | Report p. 13 | PDF p. 16

**Reference:** Part 2, Theme Three, additional highlight in the same introductory paragraph

**Comment:** [No written comment; highlight mark in source PDF]

***Response / disposition: Disregard***

### C-09 | Report p. 13 | PDF p. 16

**Reference:** Part 2, Theme Three, ink mark whose coordinates fall outside the visible page

**Comment:** [No written comment; ink mark in source PDF]

***Response / disposition: Disregard***

### C-10 | Report p. 13 | PDF p. 16

**Reference:** Part 2, Theme Three, discussion of subdivision review authority

**Comment:** Good. Making subdivision reveiw and approval an administrative act has been one of my objectives for 30+ years!

***Response / disposition: Agree***

### C-11 | Report p. 17 | PDF p. 20

**Reference:** Part 2, Theme Four, sidewalk and sidepath standards

**Comment:** Need to consider "sidewalks to nowhere" as these are tomorrow's important pedestrian connections

***Response / disposition: The LDO will require sidewalks in strategic areas, will credit greenways and sidepaths towards sidewalks, but likely will not include a fee-in-lieu option***

### C-12 | Report p. 18 | PDF p. 21

**Reference:** Part 2, Theme Four, hillside and hilltop development

**Comment:** Base density of hillside land should be low

***Response / disposition: Land with average slopes over a percentage or above a certain height AMSL will have a larger lot size, lower impervious surface, and a higher open space set-aside requirements***

### C-13 | Report p. 19 | PDF p. 22

**Reference:** Part 2, Theme Four, parking areas exceeding the minimum requirement

**Comment:** Require additional landscaping

***Response / disposition: Good suggestion***

### C-14 | Report p. 19 | PDF p. 22

**Reference:** Part 2, Theme Four, supplemental landscaping standards

**Comment:** Buffer parking areas from sidewalks on property frontage

***Response / disposition: Parking lots have interior and perimeter landscaping requirements***

### C-15 | Report p. 25 | PDF p. 28

**Reference:** Part 2, Theme Six, voluntary sustainable development incentives

**Comment:** Landscaping should be identified as a sustainable development tool

***Response / disposition: We can suggest developments that provide landscaping that exceed minimum standards can be eligible for sustainable development bonuses***

### C-16 | Report p. 25 | PDF p. 28

**Reference:** Part 2, Theme Six, bicycle facility recommendations; highlighted word "by"

**Comment:** by

***Response / disposition: Disregard***

### C-17 | Report p. 28 | PDF p. 31

**Reference:** Part 2, Theme Seven, accessory dwelling unit standards

**Comment:** Located in side or rear yard

***Response / disposition: Added***

### C-18 | Report p. 32 | PDF p. 35

**Reference:** Policy disposition table, dimensional standards for slopes over 25 percent

**Comment:** Assign lowest density zoning to steep slopes

***Response / disposition: See response to comment C-12***

### C-19 | Report p. 32 | PDF p. 35

**Reference:** Policy disposition table, 30-plus-year affordable housing deed restrictions

**Comment:** Will the town enforce the deed restrictions?

***Response / disposition: Yes, the agreement to provide affordable housing is essentially between an applicant and the Town***

### C-20 | Report p. 33 | PDF p. 36

**Reference:** Policy disposition table, residential uses in industrial districts

**Comment:** Residential uses should not be permitted in industrial zoning districts

***Response / disposition: Agree, except for live/work units and security guard quarters as secondary uses***

### C-21 | Report p. 38 | PDF p. 41

**Reference:** Policy disposition table, maximum parking in mixed-use or transit areas

**Comment:** Establish maximum parking for all uses

***Response / disposition: Disagree – heavy handed, but yes for some commercial uses***

### C-22 | Report p. 42 | PDF p. 45

**Reference:** Existing ordinance summary, moving definitions to Chapter 8

**Comment:** Definitions should be at beginning of ordinance not end

***Response / disposition: Noted – will leave up to staff***

### C-23 | Report p. 48 | PDF p. 51

**Reference:** Existing ordinance summary, prohibition on moving signs

**Comment:** Yes!

***Response / disposition: Noted***

### C-24 | Report p. 52 | PDF p. 55

**Reference:** Existing ordinance summary, Planning Director review of subdivisions

**Comment:** Good

***Response / disposition: Noted***

### C-25 | Report p. 57 | PDF p. 60

**Reference:** Existing ordinance summary, moving terms defined to Chapter 8

**Comment:** Place definitions at front of ordinance

***Response / disposition: See response to C-22***

### C-26 | Report p. 61 | PDF p. 64

**Reference:** Existing ordinance summary, proposed Neighborhood Commercial district

**Comment:** Yes!

**Response / disposition: Noted**

### C-27 | Report p. 68 | PDF p. 71

**Reference:** Existing ordinance summary, maximum parking for certain uses

**Comment:** Apply to all districts

***Response / disposition: Maximum parking standards apply to specific uses, but are not district based***

**C-28 | Report p. 68 | PDF p. 71**

**Reference:** Existing ordinance summary, review of minimum parking requirements

**Comment:** Permit reduction in minimum number of parking spaces in community commercial district (encourage pedestrian traffic)

**Response / disposition: Statutes no longer allow minimum required parking spaces**

**C-29 | Report p. 68 | PDF p. 71**

**Reference:** Existing ordinance summary, sidewalk requirements for new development

**Comment:** All new development should provide sidewalks

**Response / disposition: See comment C-11**

**C-30 | Report p. 69 | PDF p. 72**

**Reference:** Existing ordinance summary, steep slope rules

**Comment:** Assign lowest density zoning possible given statutory limitations to steep slopes

**Response / disposition: We can not lower densities based on the downzoning bill- conditional zoning applications can include lower densities than conventional districts**

**C-31 | Report p. 73 | PDF p. 76**

**Reference:** Stakeholder interview list, name "Gerald Greene"

**Comment:** Green

**Response / disposition: Fixed**

**C-32 | Report p. 80 | PDF p. 83**

**Reference:** Stakeholder interview summary, proposed residential short-term rentals

**Comment:** I strongly disagree with this

**Response / disposition: Noted**

**C-33 | Report p. 80 | PDF p. 83**

**Reference:** Stakeholder interview summary, short-term rental income and affordability

**Comment**: Disagree with this comment

**Response / disposition: Noted**

**C-34 | Report p. 82 | PDF p. 85**

**Reference:** Stakeholder interview summary, individual property rights

**Comment:** Living in a community means that you abide by the rules of the community. If you want individualism and no community rules move to Wyoming

***Response / disposition: Noted***

**C-35 | Report p. 83 | PDF p. 86**

**Reference:** Stakeholder interview summary, transit-friendly development and building height

**Comment:** Agree strongly with this. Successful transit requires density

***Response / disposition: Noted***

Woodfin Code Diagnosis | Gerald Green comments | 4

**END OF REPORT**