



**LDO STEERING COMMITTEE**  
**Meeting 2 – Code Diagnosis**  
12.3.25



# OVERVIEW

1. Background
2. Stakeholder Interview Summary
3. Policy Guidance Summary
4. Ordinance Summary
5. Key Themes for Improvement
6. Next Steps

Home | Blueprint Woodfin LDO x + Gemini - □ ×

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A MODERN LDO **BLUEPRINT WOODFIN** FOR MODERN CHALLENGES

### MAILING LIST

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### PROJECT CONTACT

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### HELPFUL LINKS

**Town of Woodfin**  
<https://www.woodfin-nc.gov/>

**Planning and Zoning Department Webpage**  
[https://www.woodfin-nc.gov/departments/planning\\_zoning/index.php](https://www.woodfin-nc.gov/departments/planning_zoning/index.php)

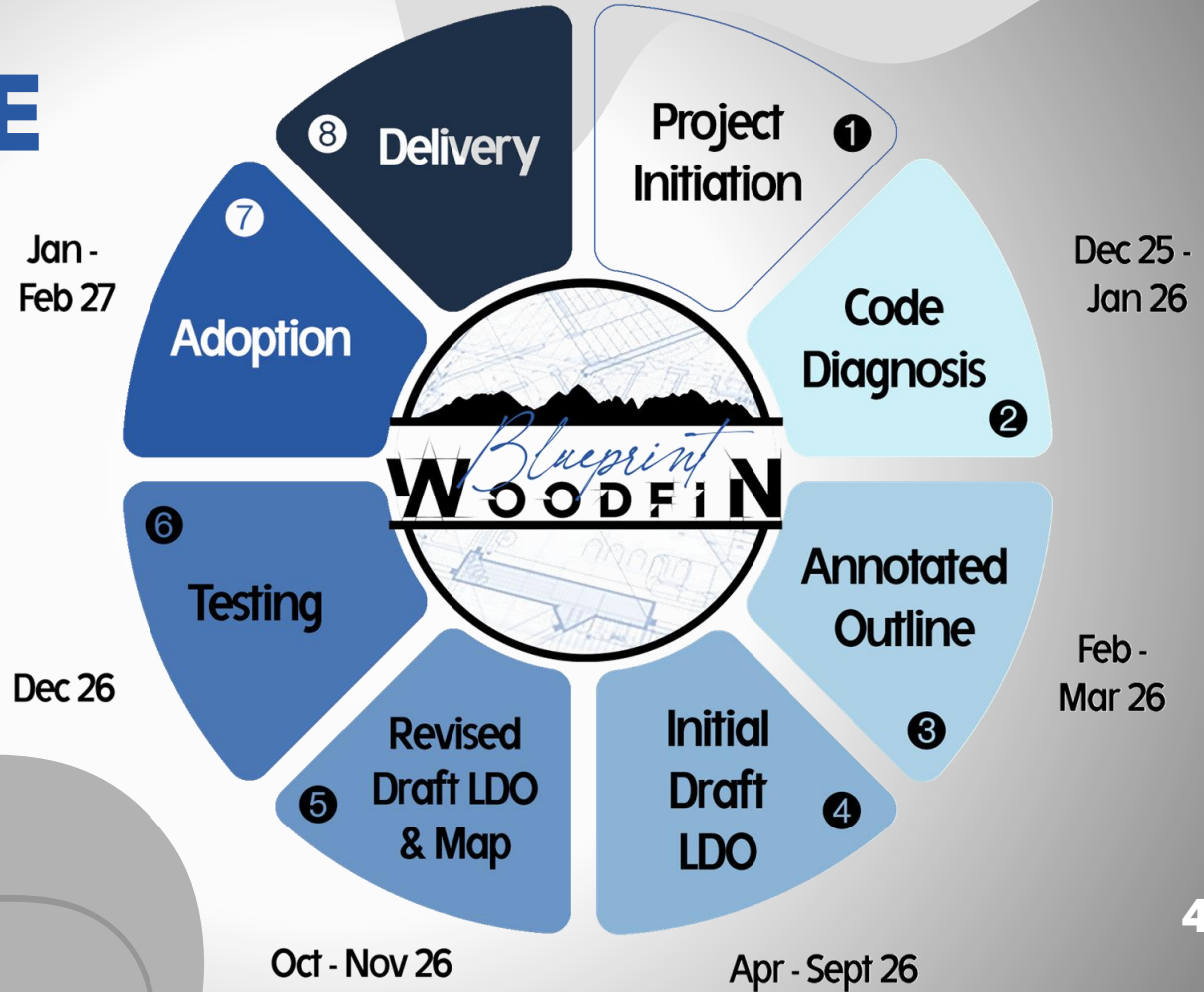
**Woodfin Town Code of Ordinances**  
[https://library.municode.com/nc/woodfin/codes/code\\_of\\_ordinances?nodet=PTIICOR](https://library.municode.com/nc/woodfin/codes/code_of_ordinances?nodet=PTIICOR)

### TASK ONE: PROJECT INITIATION

- [Steering Committee Meeting 1 Presentation 6-18-25](#)
- [Stakeholder Interview Summary](#)
- [Task 1 Trip Notes](#)

### LATEST NEWS

# SCHEDULE



# 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 Greene	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

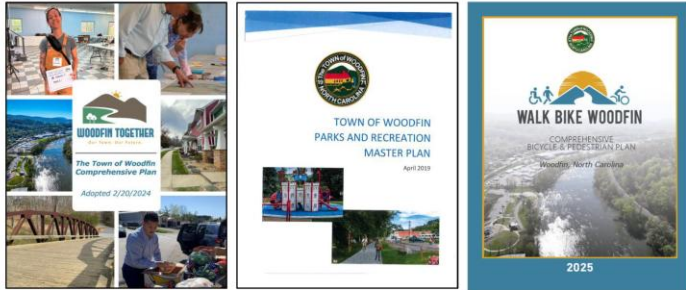




## BLUEPRINT WOODFIN – LAND DEVELOPMENT ORDINANCE PROJECT

Summary of Adopted Land Use Policy Guidance October 2025

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, floodway, signs, stormwater, as well as all development application review procedures into a modern, easy-to-use document that implements Woodfin Together and other adopted land use policy guidance like 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 was adopted in 2025 and is the Town’s first Comprehensive Bicycle and Pedestrian Plan. It 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.

This document summarizes the Town’s relevant adopted land use policies 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 might best 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.

# POLICY GUIDANCE SUMMARY



# ORDINANCE SUMMARY



## BLUEPRINT WOODFIN – LAND DEVELOPMENT ORDINANCE PROJECT

Summary of Existing Land Development Ordinances - November 2025

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, floodway, signs, stormwater, as well as all development application review procedures into a modern, easy-to-use document that implements Woodfin Together and other adopted land use policy guidance.

The Town’s development regulations are currently housed in numerous Chapters of the Town’s Code of Ordinances, Part II. Chapters that are included in the tables on the following pages include: 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.

The Town has expressed a strong desire to modernize the current standards in an easy-to-use and consolidated Land Development Ordinance (LDO), as mentioned above. The tables on the following pages provide an analysis of the current status of the development process and the Town’s current land development regulations and explores how these regulations might be integrated into the new LDO. Each applicable chapter and section in the current Code is identified in the tables and is supplemented with a recommendation about how that particular regulation might be carried over, revised, updated, deleted, or combined with another provision.

These tables, along with the previously completed Policy Document Review and the Key Themes for Improvement will inclusively make up the Code Diagnosis, Task 2, in the Blueprint Woodfin project. This information in the Code Diagnosis is used to create the Annotated Outline in Task 3 of the Blueprint Woodfin project, considered the “dress rehearsal” for the actual LDO rewrite. The summary table follows.



## BLUEPRINT WOODFIN – LAND DEVELOPMENT ORDINANCE PROJECT

Summary of Existing Land Development Ordinances - November 2025

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

Section # / Description	Potential Disposition in the LDO
<p><b>46-43. Administrator</b> The holder of the office of zoning administrator is appointed to serve as the subdivision administrator.</p>	Remove. Authority for administration of the LDO will be designated to the Planning Director and/or their designee in the Administration Chapter of the LDO
<b>Article III. Subdivision Plats</b>	
<p><b>46-75. Plat required on subdivision</b> 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.</p>	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
<p><b>Sec. 46-76. Approval prerequisite</b> 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.</p>	Remove. Planning Board will not be responsible for the approval of subdivision plats
<p><b>46-77. Procedures for review of subdivisions</b> 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.</p>	<ul style="list-style-type: none"> <li>Remove. Subdivision procedures will be outlined in the Applications section of the LDO and will be subject to new section numbers</li> <li>Exempt, Limited, and Minor Subdivisions will have staff review and approval (final plat only)</li> <li>Discuss the Town’s desire to review subdivisions in excess of 100 units or subdivisions on steep slopes in excess of 20 units subject to conditional zoning and therefore have staff review, PB recommendation, and approval by Town Council</li> </ul>
<p><b>46-78. Minor subdivisions</b> 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.</p>	<ul style="list-style-type: none"> <li>Revise and carry forward into the Applications chapter</li> <li>Eliminate procedure for a preliminary plat for minor subdivisions. Minor subdivisions can simply submit a final plat</li> <li>Ensure certificates are current and reflect those as required by NCGS 47-30</li> </ul>
<p><b>46-79. Major subdivisions</b> 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.</p>	<ul style="list-style-type: none"> <li>Revise and carry forward to the Application chapter</li> <li>Planning Board could review concept plans. However, staff and TRC should also be providing technical review and guidance of the application process</li> </ul>



# KEY THEMES FOR IMPROVEMENT

## KEY THEMES FOR IMPROVEMENT

01

### MAKE THE LDO EASY-TO-USE

Consolidate material into a single document; Create a more intuitive document structure; Use more Purpose and Intent statements; Include navigational aids for the reader; Create a new page layout; Replace prose with numbered statements; Standardize document voice; Consolidate information into summary tables; Use illustrations to explain concepts; Add more definitions; Self-codify the LDO

02

### IMPLEMENT WOODFIN'S ADOPTED POLICY GUIDANCE

Revise zoning districts in accordance with FLUM; Reform utility connection requirements; Include a workforce housing target for new development; Protect non-residential zoning; Allow more 'micro' non-residential uses; Add new pedestrian circulation requirements; Address food security

03

### INCREASE PROCEDURAL PREDICTABILITY

Add missing procedures; Use a standardized procedural format and flowcharts; Address application completeness; Supplement with intent statements; Provide more clarity on exemptions; Clarify approval expiration and vesting rules; Reduce reliance on special use permits; Modernize the conditional rezoning procedure (reset to 100 units or 100,000 sf); Address unbuilt/partial master-planned communities; Recognize new downzoning limitations in State law

04

### RAISE THE BAR FOR DEVELOPMENT QUALITY

Update commercial and multi-family design standards; Add active open space standards; Overhaul sign rules for clarity & context; Require parking to side or rear; Reduce visibility of ridgetop development; Add a blend of tree preservation mandates/incentives; Add single-family design guidelines

05

### ADD INCENTIVES AND FLEXIBILITY

Add an administrative adjustment; Include an alternative plan process for development standards; Include development agreements; Add incentives to convert 'pole' signs; Add a vested rights certificate; Use a two-tiered conditional rezoning procedure; Incorporate menu-based design standards; Add sustainable development incentives; Include a conservation subdivision option

06

### PROMOTE SUSTAINABILITY AND RESILIENCE

Increase dimensional requirements on sloped lots; Add blend of options/mandates for Green Stormwater Infrastructure; Automatic density bonus for 'flat' sites near existing infrastructure; Add native plant requirements; Require emergency accessways; Identify and promote a town center

07

### BROADEN HOUSING OPTIONS

Allow a wider array of "by-right" housing; Allow small lot/small size and detached multifamily housing options; Require variable lot sizes or housing type mix in larger subdivisions; Encourage live/work uses; Expand allowances for ADUs; Add density exemptions for affordable housing



# 1. Make the LDO Easy-to-Use

- Consolidate
  - Intuitive document structure
  - Purpose and Intent statements
  - Navigational aids
  - New page layout
  - Replace prose
- Standardize document voice
  - Summary tables
  - Use illustrations
  - More definitions
  - Self-codify the LDO

## 2. Implement Woodfin's Adopted Policy Guidance

- Revise zoning districts in accordance with FLUM
- Reform utility connection requirements
- Include a workforce housing target
- Protect non-residential zoning
- Allow more 'micro' non-residential uses
- Add new pedestrian circulation requirements
- Address food security

### 3. Increase Procedural Predictability

- Add missing procedures
- Use a standardized procedural format/flowcharts
- Address application completeness
- Add intent statements
- More clarity on exemptions, expiration, vesting
- Reduce reliance on special use permits
- Modernize the conditional rezoning procedure
- Address unbuilt/partial master-planned communities
- Recognize new downzoning limitations

## 4. Raise the Bar for Development Quality

- Update commercial and multi-family design standards
- Add active open space standards
- Overhaul sign rules for clarity & context
- Require parking to side or rear
- Reduce visibility of ridgetop development
- Add a blend of tree preservation mandates/incentives
- Add single-family design guidelines

## 5. Add Incentives and Flexibility

- Add an administrative adjustment
- Include an alternative plan process
- Include development agreements
- Add incentives to convert 'pole' signs
- Add a vested rights certificate
- Use a two-tiered conditional rezoning procedure
- Incorporate menu-based design standards
- Add sustainable development incentives
- Include a conservation subdivision option

## 6. Promote Sustainability and Resilience

- Increase dimensional requirements on sloped lots
- Add blend of options/mandates for Green Stormwater Infrastructure
- Automatic density bonus for 'flat' sites near existing infrastructure
- Add native plant requirements
- Require emergency accessways
- Identify and promote a town center

## 7. Broaden Housing Options

- Allow a wider array of “by-right” housing
- Allow small lot/small size and detached multifamily housing options
- Require variable lot sizes or housing type mix in larger subdivisions
- Encourage live/work uses
- Expand allowances for ADUs
- Add density exemptions for affordable housing

# NEXT STEPS

1. Complete Initial Draft of Code Diagnosis
2. Staff Review and Comment
3. Revise and Post
4. Discuss (via Teams / Webinar)
5. Prepare Annotated Outline