

To: Ricky Hurley, Planning Director
From: Chad Meadows, CodeWright 
Date: 9.11.26
CC: File, Karen Mallo
RE: Blueprint Woodfin
Task 2, Code Diagnosis Trip 1 (Dec. 2025) Trip Notes



MESSAGE

These are the meeting notes from the Blueprint Woodfin LDO project Task 2, Code Diagnosis trip conducted in Woodfin on December 2 and 3, 2025. These notes document the activities conducted during the trip and summarize the discussion. Copies of presentation slides are also included.

Blueprint Woodfin is an effort being undertaken by the Town and CodeWright Planners to update the Town's current development regulations into a new consolidated Land Development Ordinance ("LDO") and associated 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.

Some of the goals for the new LDO include:

- Increased procedural clarity, particularly in dealing with prior master plan development approvals;
- Better address transportation (including pedestrian access) in light of the challenging terrain;
- Coordination with the wide variety of service providers and agencies operating in the area;
- Place-making to help establish a recognizable town center or village center;
- Protecting and interfacing with environmentally sensitive resources like steep slopes and riverfront; and
- Increasing housing choices and options for residents.

This Code Diagnosis trip was an opportunity for the consulting team to travel to Woodfin, meet with the Town staff, introduce the project to the Planning Board of Adjustment, conduct the second meeting with the project Steering Committee, and conduct office hours meetings with interested individuals.

The trip included the following four main activities:

1. Planning Board of Adjustment Meeting 1 (project introduction);
2. Office Hours 1;
3. Status update meeting with Town staff; and
4. Steering Committee Meeting 2 (Code Diagnosis process, structure, purpose).

The following pages provide additional details on these activities. This information and other project-related information is available for inspection on the project webpage at www.blueprintwoodfin.com.





Blueprint Woodfin (new Land Development Ordinance) Trip 2 (12/2 – 12/3/26), Code Diagnosis Trip Notes 9-18-26

1. Planning Board of Adjustment Meeting 1

Around 4:15PM on 12/2/25 CodeWright introduced the Blueprint Woodfin project to the Planning Board of Adjustment. The purpose for the meeting was to introduce Town officials to the proposed project scope and schedule, with a focus on the efforts completed to date and the aspects to be included in the forthcoming Code Diagnosis. Members of the project team were also available to answer questions. Copies of the presentation slides are included below:



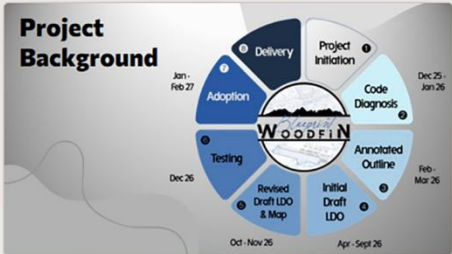
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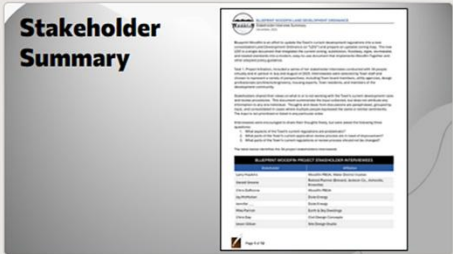
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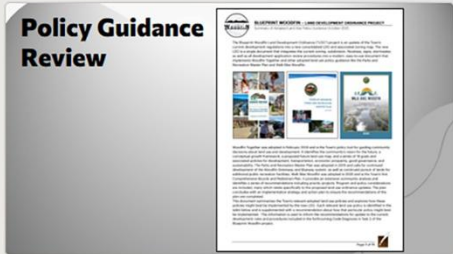
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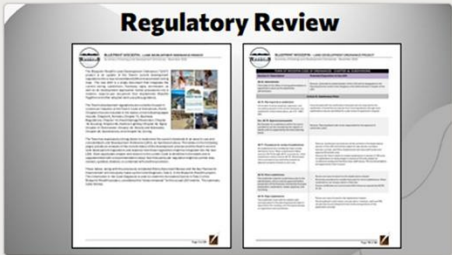
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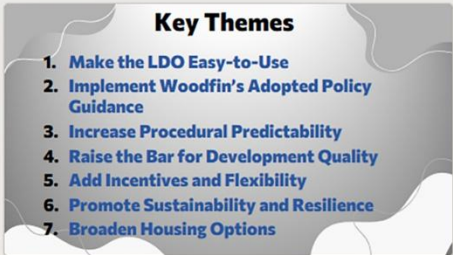
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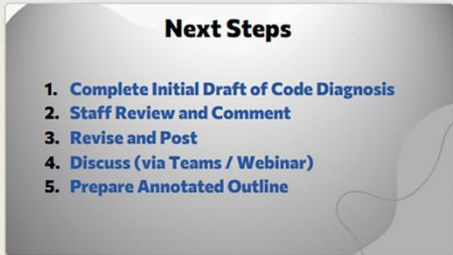
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2. Office Hours 1

On 12/3/25 members of the consulting team conducted a series of office hours meetings. Office Hours are an opportunity for anyone to schedule one-on-one time for discussion with the consulting team about the Blueprint Woodfin project. Meetings run for 45 minutes and are scheduled by Town staff following contact by a person requesting a meeting.

On 12/3/25, office hours meetings were conducted with Chip Parton (a Woodfin Town Council member) who was interested in hearing more about the project scope and how recent and pending legislation from the North Carolina





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General Assembly (such as then current Senate Bill 205) would affect the Blueprint Woodfin project. An office hours meeting was also conducted with Ken Kahn (a Woodfin town Council member), who was interested in talking about the aftermath of Hurricane Helene and how the Blueprint Woodfin project will address flooding and stormwater management, as well as comments about potential residential densities.

Office hours are scheduled for every consultant visit to Woodfin and additional detail about how to request an Office Hours meeting are available under the Participate tab of the www.blueprintwoodfin.com project website.

3. Status Update Meeting with Town Staff

Shortly before the second Steering Committee meeting was conducted, Town staff and the consulting team conducted a project status update meeting. Topics include discussion of the Town's September 2024 effort to develop a summary use table for the Zoning Ordinance. This information will be reviewed and addressed as part of the preliminary work for the Annotated Outline (Task 3). Because Session Law 2024-57 (the "Downzoning Bill") was made retroactive to June 14, 2024, the consulting team reminded staff that this effort needed to be reviewed for consistency with the limitations on reductions to the range of allowable use types described in Session Law 2024-57.

There were also discussions about Woodfin Ordinance 2025-10, which was adopted in June of 2025 that amended the Town's prior open space and landscaping standards. This text amendment will be summarized in the Code Diagnosis (Task 2) and these changes will be carried forward (and revised as appropriate) in the new LDO. Upon addition, these provisions are only applied to new development so there is no issue with the creation of nonconformities as limited by Session Law 2024-57.

The team discussed the need for a follow-up conversation with the Town Attorney to go over the proposed strategy for approaching downzoning based on the changes in Session Law 2024-57. This meeting is expected to take place during the consulting team's next visit.

The team also discussed several concerns regarding the existence or absence of master plans associated with several of the Town's master-planned development approvals from the past. The Code Diagnosis and Annotated Outline need to outline a strategy for if and how the Town will recognize issues of vesting for some master-planned developments that do not appear to include master plans in the Town's approval or do not have master plans on file with the Town.

There was also discussion about the Town's desire to include "firewise" design aspects in the anticipated Sustainability Incentives provisions to be included with the new LDO. Sustainability incentives are a means for an applicant to receive some form of development bonus or relief from some LDO standards in trade for the provision of sustainable development features like energy conservation, provision of affordable housing, or some other form on natural resource protection not required by the LDO. Firewise design standards are building, site-design, and landscaping practices intended to reduce the risk that a wildfire will ignite or spread to homes and other structures. They call for the establishment of development that is less likely to catch fire and easier for firefighters to protect.

There was also discussion regarding the timing of the delivery of the Code Diagnosis.





4. Steering Committee Meeting # 2

Around 4P on 12/3/26 the consulting team conducted the second meeting with the Steering Committee. The purpose for this presentation was to review the work completed to date and to introduce the Code Diagnosis document (Task 2 work product). Seven of the eight Steering Committee members were present. The consulting team went over the project website (www.blueprintwoodfin.com), the revised project schedule (which had been delayed as the consulting team sought to allow the General Assembly time to repeal or revise Session law 2024-57 (the “Downzoning Bill”), and further details regarding the new limitations of the downzoning bill as well as the potential issues with then current Senate Bill 205.

Consulting team members spent a significant amount of time overviewing and discussing the Summary of Existing Land Development Ordinances – a summary table of all relevant sections included in 10 chapters of the Town Code that pertain to land use and development regulation (Chapters 6, 10, 14, 18, 26, 34, 41, 42, 46, 54) as well as recent ordinance 2025-10 pertaining to landscaping and open space.

The consulting team also reviewed each of the seven Key Themes for Improvement for the Town’s current development rules. The Key Themes for Improvement are an organizing principal for the 90 or so specific recommendations for changes to the Town’s current development regulations identified in the Code Diagnosis. These recommendations are based upon the input received from project stakeholder interviews conducted during Task 1 (July & August 2025), the consulting team’s review of the current standards, and our assessment of necessary changes based on recent legislation (like the Downzoning Bill) or court precedent.

The Steering Committee posed numerous questions about the proposed recommendations, including:

- New mandatory utility connection requirements for water, sewer, streets, and other public infrastructure;
- Distinctions between the proposed ‘limited’ and unlimited’ conditional zoning options described in the Code Diagnosis;
- Avoidance of side or rear off-street parking location standards due to topographical issues in Woodfin;
- The need for greater building placement flexibility options given the area’s topography; and
- The need for increased discussion and contemplation regarding a “town center” given the area’s corridor-based character and topographic considerations.

The following pages include copies of the slide presentation given to the Steering Committee.





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END OF TRIP NOTES

