

**Cashiers Area Community Planning Council**  
**Work Session Minutes**  
**October 25, 2021**  
**2:00 p.m.**  
**Albert Carlton Community Library, Community Room**

Members	Present	Absent	Members	Present	Absent	Members	Present	Absent
David Bond	X		Doug Homolka	X		Michael Cox	X	
Glenn Ubertino	X		Carole Stork	X		Daniel Fletcher	X	
						<i>Vacant</i>		

**Staff Present**

Michael Poston- Planning Director  
 John Jeleniewski- Senior Planner  
 Heather Baker- County Attorney  
 Anna Harkins- Planner I  
 Allison Kelley- Administrative Assistant

**Others Present**

Stephanie Edwards, Director of the Cashiers Area Chamber

**Call to Order**

Chairman Michael Cox called the meeting to order at 2:04 p.m. and a quorum was present.

**Additions to/Approval of the Agenda**

Doug Homolka made a motion to add agenda item letter a) “ULI Update” and to move down the agenda items and table agenda item “Proposed Amendment Evaluation” and replace with agenda item letter c) “Possible Near-Term Amendments” under “Work Session Discussion”. Carole Stork seconded the motion, and it carried unanimously.

**Work Session**

**a) ULI Update**

Mr. Ubertino updated the Council that the fundraising goal has been met and the County is a participating partner in the project. The current stage of the project they have signed the contract with ULI and they are in the process of coming up with potential dates to come to Cashiers. The Chamber board has had discussions regarding the questions that they would like ULI to answer. Also, the Chamber board anticipate to have a work session meeting in early November and to include the County and Planning Council members to participate in the session. The questions that are submitted to ULI will help form which experts they choose for the panel members. In addition, the board will be making a list of interviewees that is broad and ranges from a student to residents that live in Cashiers full-time or part-time, business owners, etc. The Council would have an opportunity to review the questions and it would likely take a few sessions with the Council members going in groups of three.

Mr. Fletcher stated the Chamber will put an ad in the paper to encourage people to participate by submitting questions and the Chamber will be in charge to narrow those down. Also, anyone is able to suggest or nominate individuals to be interviewed to the Chamber.

Ms. Edwards stated tentatively they are looking at the week of January 23, 2022 for ULI to come to Cashiers as they have just recently restricted in-person panels. The week that the ULI panel is in Cashiers on Monday they would likely have a public form/meet and greet and Friday

would be the public recommendations and both of those meetings would be noticed as a special public meeting held by the Planning Council.

**b) Block Length Introduction Discussion**

Mr. Poston presented the following presentation for the block length discussion as follows:

What are smaller block sizes and why do they matter?

- Small blocks are 200-500 feet in length on each side.
- Shorter block lengths encourage walkability as it creates closer intersections and slower automobile traffic.
- Smaller blocks require smaller building footprints, as the proposed building, sidewalks, landscaping, and parking would have to fit within the block.

How could this be applied to Cashiers?

- Maximum block length 300ft per side.
- Any new commercial or multiuse development that would involve the creation of new roads would have to follow this small block requirement.

The block length discussion comes from the Cashiers Small Area Plan recommendation for land use and development as follows:

- LU-2: Encourage a compact form of development in the Village Core.
  - Buffers and screening should be required only between dissimilar uses.
  - Encourage short blocks, small building footprints, and pedestrian pathways in new development.
  - Encourage multiple stories in new buildings.

Other areas that have maximum block sizes in their development standards

- Asheville Urban Village District: 500ft length maximum, any block longer than 350ft must include a mid-block pedestrian street crossing.
- Chapel Hill Blue Hill Form District: 450ft length maximum, 1,800 overall block perimeter maximum.
- Waynesville: Block lengths must be between 250-500ft.
- Black Mountain: No block face should have a length greater than 500 feet without dedicated alley or pathway providing through access.
- Catawba County Village Center District: 500ft length maximum, length may be extended to 800ft with mid-block paths.

Mr. Cox stated an area that he found that was 300 feet in Cashiers was along Burns Street to the end by the park going all the way behind to the end of the Village Walk building. He believes that would be the right size for continuing to work towards a more village feel, creating more walkability. Also, he is interested in the midblock paths and what they could do to encourage that within the Cashiers area. In addition, the 300 feet is on the smaller side and they would be recreating a pre-automotive village which has been recommended in the Cashiers Small Area Plan. He believes this would be how they would encourage the future building of a lattice of streets and inner connectivity, and that they can continue to build that network.

**c) Possible Near-Term Amendments**

Mr. Poston presented information of policy amendments for discussion and consideration amongst the Council as follows:

Special Use Permit Application Requirements

- Property to be developed, including surveyed property lines, topography, streams and other waterbodies with buffers, floodplain as shown on the official Flood Hazard Boundary maps for Jackson County, delineation of watershed boundaries, slopes of 35% or greater, and impervious calculations.
- Existing roads and utilities on and adjacent to the property, with rights of way and easements. Typical road cross sections.
- Limits of disturbed area (grading area).

- Proposed buildings with square footage, maximum height, and uses.
- Proposed typical building elevations.
- Traffic, parking, and circulation plans, showing the proposed locations and arrangements of parking spaces and access points to adjacent streets including typical parking space dimensions and locations along with typical street cross sections. This shall include all existing and proposed points of access to existing streets.
- Identification and calculation of open space.
- Location of pedestrian facilities.
- Conceptual landscaping plan with proposed plant list, all proposed setbacks, buffers and screening required by Article IX of the Ordinance or proposed by the applicant.
- Phasing Plan- timeline and identification of phases
- Location, type, and size of proposed signs.
- Traffic Impact Analysis, if required by NCDOT or Article IX of the Ordinance.
- Conceptual Utility Plan.
- Conceptual Stormwater Plan
- Location and description of outdoor lighting.

### Traffic Impact Analysis

Mr. Poston presented the language from the Cullowhee Community Planning District ordinance regarding the purpose of the Traffic Impact Analysis (TIA) as they are the only jurisdiction within the County that has a TIA requirement. The purpose is that they are considering and mitigating traffic of the development of an existing and/or proposed roadway system. The NC DOT owns and maintains all of the public maintained roads and outside of the municipalities in Jackson County there is no County road system. If a road is not maintained by the State or municipality, it is a private maintained road either by an association, board or private individuals and groups that own property along the road. The County in most cases do not have much authority when it comes to ownership or maintenance of roadways. The TIA requirement was put within the Cullowhee ordinance as they were seeing a lot of traffic generated by large scale multi-family housing that was being predominately used by students. Also, single family developments typically will not require a TIA as they will not generate enough trips to trigger a TIA based on the criteria.

- Traffic Impact Analysis Requirement:
  - All proposals for new construction, additions and/or expansions to existing structures, and/or changes of use that will result in total peak hour trips equal to or greater than 100 peak hour trips using trip generation rates from the most recent edition of the Trip Generation Manual published by the Institute of Transportation Engineers or an estimated trip generation of 3,000 vehicles per day or greater during an average weekday based on a five-day national average as defined in the ITE Trip Generation Manual shall include an analysis of the traffic to be generated.

### Community Meeting

Before an application may be submitted for a Special Use Permit, the applicant must hold at least one (1) community meeting. The community meeting shall be held after the required pre-application meeting with staff.

- Community Meeting Procedures:
  - The applicant shall be responsible to provide mailed notice to all property owners within 1,500 ft. of the project boundary two weeks prior to the scheduled community meeting. The notice shall include the time, date, place, and brief description of the project.
  - The applicant shall provide a written report about the meeting that should include the people and organizations contacted about the meeting, the manner and date,

time and location of the meeting, a roster of the people in attendance, and a summary of the issues.

Mr. Homolka asked staff if it is reasonable since they are contacting property owners within 1,500 ft., if they could add in the language a requirement for public advertisement. Mr. Poston stated they could add that requirement to the language.

#### Stormwater Management Standards

Mr. Jeleniewski presented the following standards that are currently within the ordinance as follows:

*Purpose.* The stormwater standards set forth below are provided to protect life and property and minimize nuisances by limiting destructive runoff and flooding generated by impervious surface areas; and to protect water quality and natural ecosystems by requiring the filtering of sediments and pollutants such as nitrogen, phosphorus, trace metals, and hydrocarbons.

#### *(b) General Information.*

(i) *Applicability.* The requirements set forth in this section shall apply to new and existing development as follows:

#### 1) New development.

- a) For new development where the impervious surface is between 1,000-5,000 square feet, a stormwater management system concept plan is required that follows design guidelines given in the most recent edition of the Stormwater Best Management Practices Manual published by the North Carolina Department of Environmental Quality.
- b) For new development where the amount of impervious surface being created is 5,000 square feet or more, the requirements for a stormwater management plan set forth in subsections (b)(iii-iv) of this section shall apply.

#### Stormwater management measures required

- 1) For projects meeting the thresholds identified in Section 9.3.10(b), the property owner and/or developer shall provide a stormwater management plan that accommodates the stormwater run-off generated by a ten-year, 24-hour rain event or, if the property is located within a designated Outstanding Water Resource Area, the 25-year storm. Stormwater measures shall be designed to remove, at a minimum, 85 percent of the total suspended solids (TSS) from the first inch of rainfall of any rain event. Stormwater measures shall have a drawdown of at least 48 hours, but not more than 120 hours.
- 2) Stormwater measures shall be designed by an appropriately qualified engineer, landscape architect or other appropriately qualified professional, and shall be constructed and maintained in accordance with commonly accepted best practices. Innovative designs that utilize "low impact" and nonstructural control and treatment measures are encouraged.
- 3) Stormwater measures may be located off-site provided such measures are located within a parcel of land under the same ownership as the affected property or within a common area under the management of a property owners' association or similar entity.

Staff is asking for the Council to consider removing the 1,000-5,000 square feet and to treat all new development the same. The reason for that is because they have smaller developments going on in Cashiers.

#### Possible Prohibited Uses

- Junk yard (storage of RV), salvage yard
- Mining
- Mobile homes and parks
- Crematory
- Flea market
- RV parks
- Above ground fuel storage
- Automobile dealership or repairs
- Waterpark, go-carts
- Manufacturing and industrial uses

- Private clubs
- Cemeteries
- Internet sweepstakes gaming

Possible consideration of a Floor Area Ratio (FAR) of 1.5

Next Steps (will require longer discussions)

- Open space
- Residential Density
- Conditional Zoning
- Stormwater
- Continuing New district Development

The Council directed staff to bring to the next meeting the proposed possible amendments that they discussed in a written draft.

**d) Proposed Amendment: Michael Cox**

Mr. Cox presented proposed amendments for the Council to consider that the special use permit process is triggered as follows in both the Village Center and General Commercial districts: *Buildings with a footprint of more than 8,500 square feet; three or more commercial units or buildings, whether attached or detached, which have a footprint of more than 8,500 square feet; or one or more multi-family buildings are located on a single parcel of property or on contiguous parcels owned by the same owner and are developed over a period of two years.* In addition, the proposed amendments included that the maximum height shall be 45 feet and the maximum Floor Area Ratio (FAR) is 1.5 in both the Village Center and General Commercial districts. Also, within Table 9.1: List of Permitted Uses that dwellings, multi-family would be a special use in both the Village Center and General Commercial.

Mr. Cox inquired if the Council would consider having a discussion on having a 10-foot maximum height on outdoor lighting for streetlights and parking lots. The Council unanimously agreed to having that discussion.

**e) Q & A**

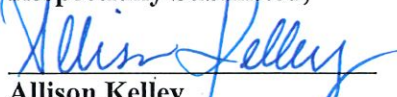
There was a question regarding the TIA and the concern that there are a lot of intersections around town that have already failed and putting any additional use on the intersection at Slabtown or Frank Allen Road would likely fail and what would they be able to do? Staff answered that the standard is based on the use not causing the congestion and they would have to balance what is generated by the use and what is already existing on the property. Also, the DOT would determine what mitigation is appropriate and that is why they would require a completed TIA with DOT's recommendation.


There was a question regarding what role would the Council have for the conditional zoning process if they got rid of the special use permit process. Staff answered that conditional zoning is a voluntary process and they would still have a special use permit process. In addition, for bigger projects they would have the option for conditional zoning and the Council would hear those cases and make recommendations before it goes to the next level.

**Adjournment**

With no further business to discuss, Doug Homolka made a motion to adjourn. Glenn Ubertino seconded the motion, and the meeting adjourned at 4:38 p.m.

Respectfully Submitted,

  
 Allison Kelley  
 Administrative Assistant

  
 Glenn Ubertino  
 Cashiers Planning Council Chairman