

# JACKSON COUNTY PLANNING BOARD

## MINUTES

<b>Date:</b> February 21, 2019								
<b>Time Begin:</b> 6:09 p.m.								
<b>Time End:</b> 7:06 p.m.								
<b>Location:</b> Jackson County Department on Aging, Heritage Room								
Members	Present	Absent		Present	Absent		Present	Absent
Bonnie Claxton	X		Tamera Crisp	X		Scott Ogle		X
Sandy Davis		X	Ken Brown	X		Steven Johannessen	X (BY PHONE)	
Jeremy Hyatt		X	Mark Letson	X		Tommy White	X	
Kirk Shufelt	X		Mary Sue Casey		X			

**Staff Present:**

Michael Poston- Planning Director  
 John Jeleniewski- Senior Planner  
 Caroline LaFrienier- Planner  
 Heather Baker- County Attorney  
 Allison Kelley- Administrative Assistant

**Others Present:**

Jeff Sikes, Owner of The Village at Whiteside Cliffs, LLC  
 Don Jehle, Jehle Engineering

**Call to Order and Quorum Check**

Vice Chair Bonnie Claxton called the meeting to order at 6:09 p.m. and a quorum was present.

**Public Comment**

There were no public comments.

**Approval of the Agenda**

Mark Letson made a motion to approve the agenda as written. Tommy White seconded the motion, and it passed unanimously.

**Approval of the Minutes**

Mark Letson made a motion to approve the minutes from December 13<sup>th</sup>, 2018. Tommy seconded the motion, and it passed unanimously.

Mark Letson made a motion to approve the minutes from January 10<sup>th</sup>, 2019. Tommy seconded the motion, and it passed unanimously.

## New Business

### **a. UDO Discussion**

Mike Poston informed the Board within their agenda packets include the Executive Summary of the highlights staff accomplished within the Unified Development Ordinance (UDO).

In addition, he informed the Board the existing maps to be adopted with the Unified Development Ordinance (UDO) are as follows:

- Cashiers Area Zoning Map
- Cullowhee Community Planning Area Map
- US 441 Gateway Corridor Map
- Mountain and Hillside Development Map
- State Protected Ridges Map
- Proposed Protected Ridges Map
- Jackson County Airport Zoning Map
- Jackson County Watershed

Mr. Poston stated on Monday, February 25<sup>th</sup>, 2019 staff would hold a Public Hearing with the Cashiers Planning Council to begin the UDO process. He stated there would be five Public Hearings (three Planning Councils, Planning Board, and Board of Commissioners) to consider recommendation of the UDO adoption. He believes this process will be completed by May/April timeframe.

Mr. Poston stated the state of North Carolina gave staff new model language and suggested changes to the Soil & Erosion Control Ordinance which is a part of the UDO. He stated staff is in the process of completing those modifications. In addition, in Article X, Enforcement Section staff plans to separate the Erosion Control enforcement procedures from the reserved section. He stated there are state statutes that are specific to that particular act, and staff would remove those procedures from the general enforcement section, and apply the new state model language. He informed the Board that the only major change to the document is the enforcement of state guidelines.

### **b. Major Subdivision Review: The Village at Whiteside Cliffs**

John Jeleniewski presented the staff report for the proposed modification of The Village at Whiteside Cliffs. He stated the applicant is Jeff Sikes, owner of The Village at Whiteside Cliffs, LLC. The applicant is requesting a modification to the existing Minor Subdivision (10 existing lots total) to a Major Subdivision (34 lots total). He stated the overall property is approximately 25.20 total acres.

Mr. Jeleniewski stated the proposed Whiteside neighborhood would consist of 30 “tiny home” sites ranging from 0.088 to 0.137 acres each (3.11 acres total); 2 existing, undeveloped lots of record (4.47 acres, and 1.35 acres) and three existing “open space” lots of 1.81 total acres. The remaining 14.46 acres will be moved into “open space” for the modified Whiteside Cliff neighborhood.

The neighborhood is accessed from Garnet Hill Lane (SR 1109), which is an NCDOT maintained roadway and has a pavement width of approximately 20'. Mr. Jeleniewski stated the interior paved roadway for the neighborhood exists and averages

14' in width and is approximately 790' in length. He stated to serve a portion of the proposed lots it is required approximately 1,180' of new roadway that complies with the ordinance standards.

The community amenities include a pavilion with fire pits, approximately 3,750 linear feet of nature trails and 16.27 acres of "open space" (with the exception to areas required for wells and septic drain fields). Site grading (cut and fill) will be minimal as it is assumed that future home site construction will be built to the existing contour of the land. The submitted plans indicate existing, responsible storm water measures. Water service for these proposed lots will be from wells; wastewater will be a professionally designed septic collection system. Fire service will be provided by the Cashiers/Glenville Fire Department. This property is located within a designated 100-year flood zone along Norton Mill Creek, however, proposed construction activities will not encroach into this area. The average slope of this section of the Whiteside Cliffs property is 22% and compliance with the Mountain and Hillside Development Ordinance will not be required. This proposed neighborhood will add approximately 3.90 acres of developed area (excluding roads and easements) after this proposed modification, 20% open space will be required (recreation and conservation) due to the additional lots created. The existing total land area for Whiteside Cliffs is calculated to be approximately 25.20 acres meaning that 5.04 acres of open space would be required; 16.27 acres overall are provided.

Mr. Jeleniewski stated the minimum design criteria for the modified subdivision would consist of 34 subdivided lots. The access to the newly created lots would meet the ordinance standards for a Minor Residential road type, 14' pavement width, 2' shoulders serving 12 lots. Two lots (1 and 2) will be served directly off of Garnet Hill Land (SR 1109). The existing, main roadway system that serves 18 lots (proposed/existing) is 14' wide with 2' shoulders and the applicant is seeking an alternate/modification to the standards as set forth in Section 28-192.f.18 of this ordinance. The required roadway section in the ordinance to serve 18 lots/units is set forth as 16' wide with 2' shoulders. The applicant is proposing an alternate design of adding an 8' wide "turn-out" that is 50' in length and located at approximately the half-way point on the main roadway. The applicant is seeking this alternate/modification to the ordinance standards to avoid additional grading/erosion/impervious impacts to the establish neighborhood.

Mr. Jeleniewski stated staff's recommendation is to approve the Village at Whiteside Cliffs modified subdivision and modification request under the condition that all proposed site construction be in accordance to the Jackson County Subdivision and all other appropriate County ordinances as well as the submitted, engineered plans.

Tommy White inquired from the applicant how many existing homes were located on the property. Jeff Sikes stated there were no current existing homes.

Ken Brown inquired from the applicant the intended market for the "tiny home" neighborhood. Mr. Sikes stated the margin for "tiny homes" are individuals that are searching for a second home, and a demographic of 60 years or older.

*Tommy White made a motion to approve the proposed modification request of the Village at Whiteside Cliffs subdivision under the condition that all proposed site construction be in accordance with the Jackson County Subdivision and all other*

*appropriate County ordinances as well the submitted, engineered plans. Tamera Crisp seconded the motion, and it passed unanimously.*

**c. Cashiers Small Area Plan**

Caroline LaFrienier presented a brief overview of the Cashiers Small Area Plan to the Board. The plan will help guide development in a way that promotes positive growth while maintaining the natural environment. The plan includes an analysis of current development conditions in and around the Cashiers area. The plan includes goals and objectives for Land Use and Transportation, Economic Development and Tourism, Public Utilities and Infrastructure, Natural and Cultural Resources, and Parks and Recreation. The process began in January 2018 with a Kick-Off, and Stakeholder meeting. The Cashiers Planning Council then held a three day design charrette meeting to gather public input. The planning staff worked with the consultants to develop a draft document to present to the Council. The Council recommended changes to be made to the document and recommended the Planning Board to consider approval to be presented to the Board of Commissioners. Ms. LaFrienier asked the Board if they had any questions regarding the process or the plan itself.

Mike Poston stated on March 7<sup>th</sup>, 2019 at 5:00 p.m. at the Cashiers Albert Library the Board of Commissioners would hold a Public Hearing to consider adoption of the Cashiers Small Area Plan.

*Mark Letson made a motion to recommend adoption of the Cashiers Small Area Plan to the Board of Commissioners. Steven Johannessen seconded the motion, and it passed unanimously.*

**d. Planning Board Chair and Vice Chair Nominations**

Vice Chair Bonnie Claxton stated the Board of Commissioners had been waiting for the Board's recommendation for Chair and Vice Chair nominations. She stated the Board of Commissioners appoints those positions, but consider the Planning Boards recommendation for those positions.

*Ken Brown made a motion to nominate Bonnie Claxton as Chair and Mark Letson for Vice Chair for the next term. Tommy White seconded the motion, and it passed unanimously.*

Mike Poston informed the Board the Cullowhee Small Area Plan kick-off would commence on March 4<sup>th</sup>, 2019 at 5:30 p.m. in the Hospitality Room at the Ramsey Center at Western Carolina University. He stated the meeting will commence following the Public Hearing for the UDO Adoption and Quasi-Judicial Hearing for a Special Use Request on Speedwell Road.

**Adjournment**

With no further business, Tommy White made a motion to adjourn. Mark Letson seconded the motion, and the meeting adjourned at 7:06 p.m.

**Submitted by:**



**Allison Kelley**  
**Administrative Assistant – Planning**

**Approved by:**



**Planning Board Chairman**