Town Council

MAY 20, 2025

Consent Agenda

Public Comment

Presentations & Reports

Tropical Storm Helene Recovery & Next Steps

RACHAEL SAWYER, BUNCOMBE COUNTY RECOVERY LEAD & STRATEGIC PARTNERSHIPS DIRECTOR

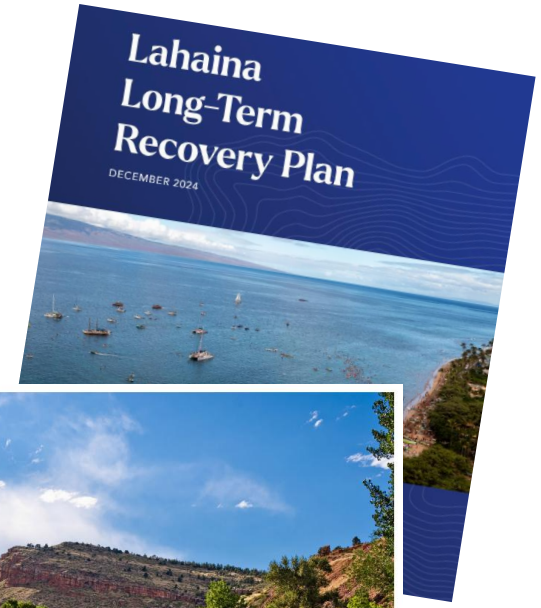
Tropical Storm Helene Recovery Planning

What is recovery planning, and why do it?

A long term recovery plan…	**A good plan helps…**
• Guides to help a community rebuild and recover after a major disaster • Assesses impacts & needs • Names what is important to accomplish for recovery • Is project-specific • Reflects community voice yet is tailored to organizational scope • Aligns to existing plans where possible	• Secure funding/resources from state & federal agencies • Coordinate efforts between different organizations & government agencies • Prioritize needs so the most critical issues get addressed first • Support businesses and residents in rebuilding their lives • Build back stronger to reduce damage from future disasters

Our local approach to recovery planning

- Aligned to state & federal recovery frameworks
- Informed by other communities recovering from disasters
- Created with support from FEMA Community Assistance
- Unified plan reflective of all jurisdictions within Buncombe County while retaining independent authorities for each to approve, establish, fund & carry out projects -
  - Buncombe County
  - City of Asheville
  - Town of Biltmore Forest
  - Town of Black Mountain
  - Town of Montreat
  - Town of Weaverville
  - Town of Woodfin





What to expect next

- Spring & Summer 2025:
  - Envision Buncombe Survey
  - Community engagement
  - Project development & evaluation by each jurisdiction
- Fall 2025
  - Review draft plans with elected officials
  - Community input on draft plans
  - Plan adoptions
  - Begin implementation of near-term recovery projects

ENVISION BUNCOMBE

VISUALIZA BUNCOMBE

Planning Recovery, Building Resilience, Creating a Better Buncombe.

Planificando la Recuperación, Fortaleciendo la Resiliencia, Construyendo un Buncombe Mejor.



Envision Buncombe Survey

engage.buncombecounty.org/envisionbuncombe

Buncombe County Government is working to develop a community-driven plan for strategic recovery and resilience — and we need your voice to make it real. From post-disaster needs to recovery priorities to resiliency ideas, this survey is your chance to shape the future of Buncombe County.

Questions?

engage.buncombecounty.org/buncomberecovers

- Helene Recovery Resource Guide
- Updates on recovery activities

Helene Resource Center - 94 Coxe Ave, downtown Asheville
8:00 am-5:00 pm, Monday-Friday

- FEMA Individual Assistance
- State Disaster Case Management
- Small Business Administration (SBA) disaster loans
- Hazard Mitigation Grant Program
- Additional survivor-focused services and referrals

Envision Buncombe Survey

English

https://publicinput.com/envisionbuncombesurvey

Spanish

https://publicinput.com/encuestaenvisionbuncombe

Town Manager Report

SHANNON TUCH, TOWN MANAGER

Tropical Storm Helene - Recovery

FEMA Public Assistance

- Roads & Culverts engineering services kickoff meeting completed
- Estimates and invoices from contractor in process
- FEMA PA appeal denied for repair to the coffer dam
- Working with FEMA on mitigation at both parks
- SLP – Permit set & bid documents in development

Tropical Storm Helene - Recovery

Debris Removal

- ROW debris collection completed
- Small waterway debris collection is complete
- Waterway debris collection in the French Broad River is on hold
- PPDR on hold pending hand-off to the state
- SMART Program Coordination meeting with debris contractors and state officials this Thursday (5/22)

Tropical Storm Helene - Recovery

Long-Term Recovery Plan (LTRP)

- Admin staff met w/ FEMA Plan Coordinator on development of Woodfin project list
- List to be shared with council and other stakeholders

Administration

- Contracts: April - May

None

- (Town Hall) Beautification Day – July 1st
- Helene Recovery Planning – Woodfin project development
- FY 2026 Budget + early prep for annual audit

Planning & PW/Facilities

- Code update kickoff delayed (mid-late May)
- Landscape & Open Space Ordinance draft wrapping up – expected to Council in June
- Altura CZ – expected to Council in July
- HOME Consortium reconvenes
- Woodfin to Weaverville Greenway Feasibility on hold due to FHA funding

- Pay Study for PW – included in FY2026 Budget
- Brush removal re-starting

Stormwater & Parks

- Stormwater fee study – 21.8% reduction overall proposed in FY2026 Budget

- RSP Expansion – Coffer dam dewatered and drilling has begun
- SLP – No update (Permit set & bid documents in development)
- Geneva Maney Community Garden – workday is scheduled for Saturday, May 24th
- Roy Pope Park – working on replacement parts for play structure

Police

- Welcome to Erika Holden – WOPD's new SRO!
- Recruitment efforts continue

- Special recognition for Officer Logan Banks for "Exceptional heroism, life-saving, or other exceptional work"

Presentation of Proposed FY 2026 Budget

SHANNON TUCH, TOWN MANAGER

SHERI POWERS, FINANCE & BUDGET DIRECTOR

Recommended General Fund FY2026 Budget

General Fund	FY2025 Budget (as Amended)	FY2025 Projection	Recommended FY2026 Budget
Revenue	$15,692,269	*$7,990,721	$8,214,932
Expenditures	$15,692,269	7,766,201	8,214,932
Revenue over/under Exp		(224,520)	-0-

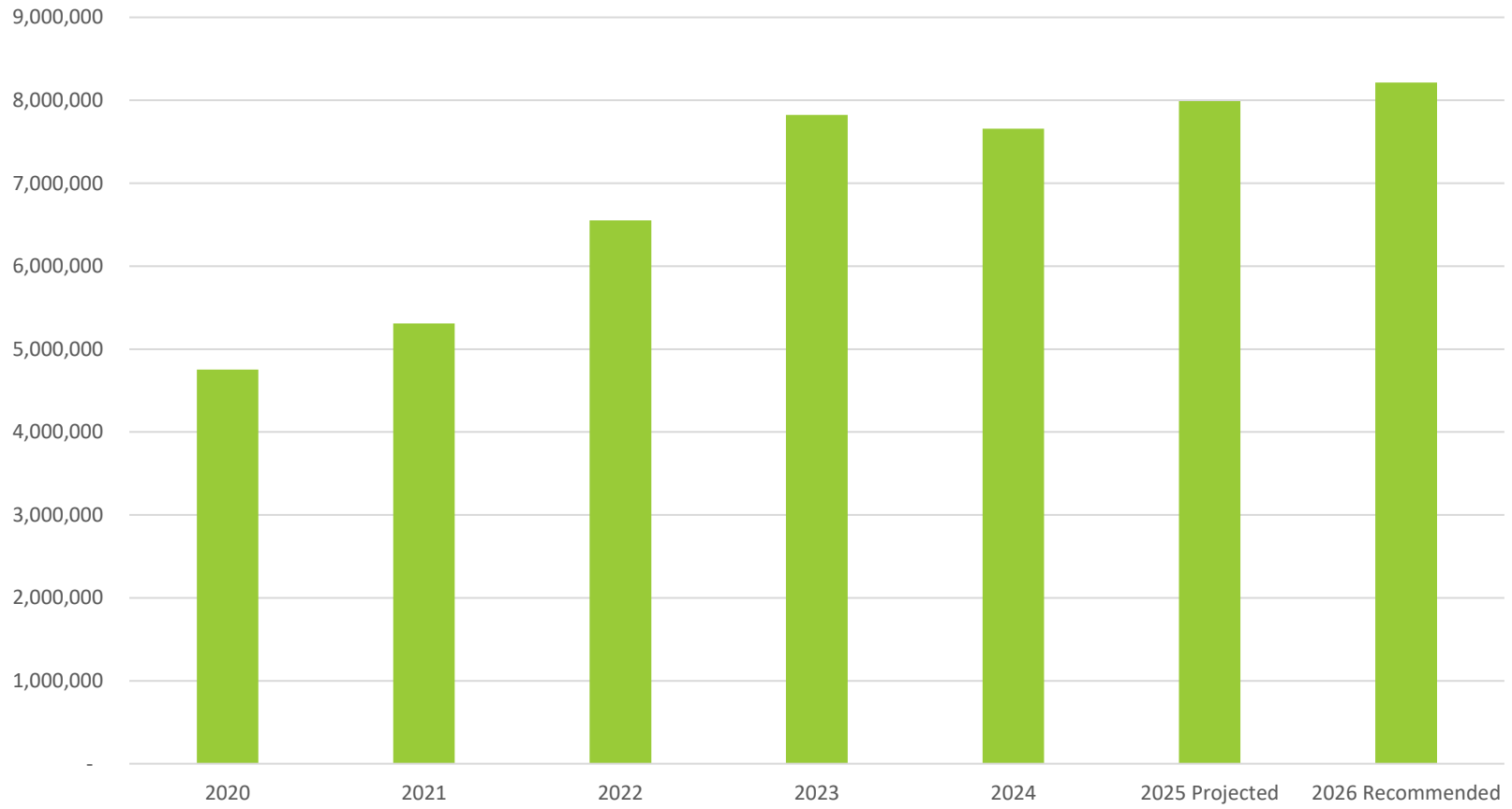
* FY2025 Projection does not include approximately $7million in FEMA grant revenue and related expenditures.

Accomplishments

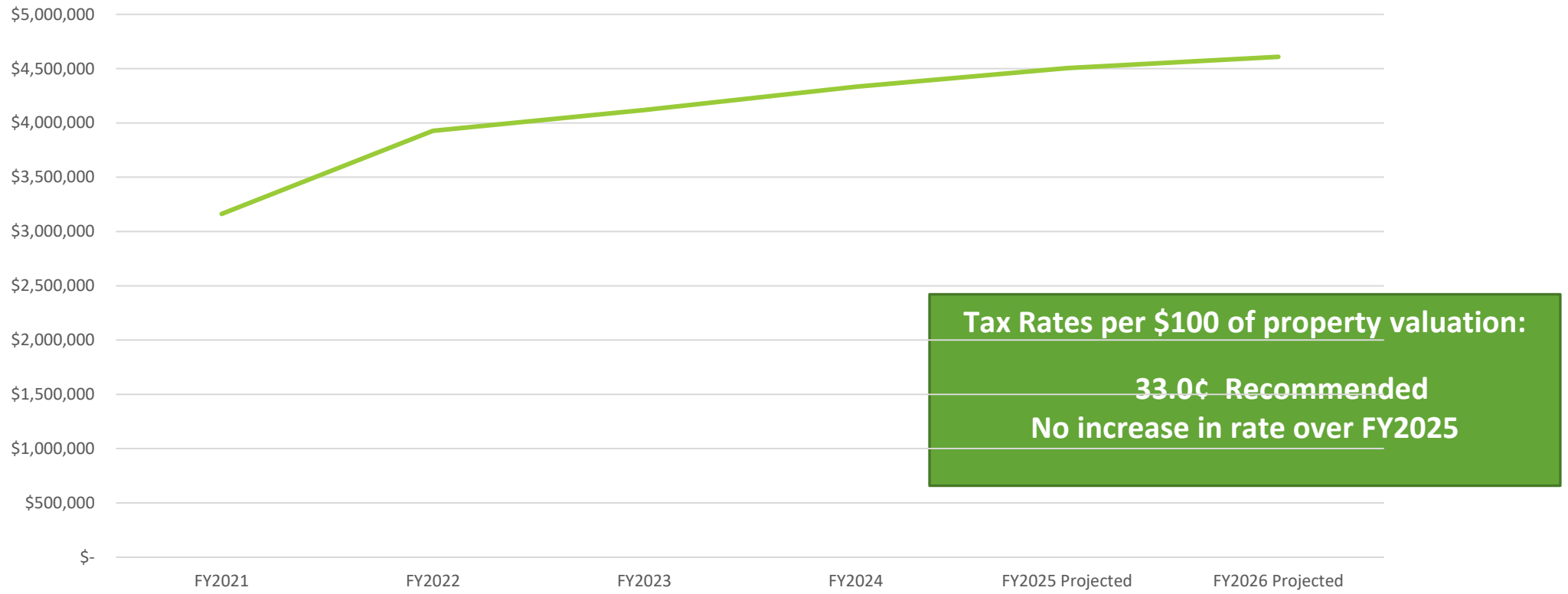
FY2024-2025 Accomplishments

- Implemented a Police Department Career Ladder & Incentive Plan, helping fill key positions including Police Chief
- Increased town revenues through property sales and a lease agreement for the community center
- Upgraded facilities at the community center and Town Hall
- Began construction on the Riverside Park Expansion & Taylor's Wave
- Secured a $2.2M grant recommendation for Riverside Park renovations through the Buncombe County Passive Recreation Fund
- Launched transportation studies for the Woodfin-Weaverville Greenway Feasibility Study and the Walk Bike Woodfin bike-ped plan
- Expanded the Community Partners Grant Program with a new Emergency Home Repair grant
- Partnered with residents to establish a community garden on town-owned property
- Reduced stormwater fees to residents while enhancing our stormwater management program
- Led a coordinated response during the critical weeks following Tropical Storm Helene
- Filed six FEMA Public Assistance applications to support recovery from the storm

General Fund Revenue – All Sources



Major Revenue –Ad Valorem Tax / Property Tax



Tax Rates per $100 of property valuation:

33.0¢ Recommended
No increase in rate over FY2025

Note: One penny increase in the tax rate generates an estimated $131,356 in net revenue

Ad Valorem Tax in Woodfin…Example



$300,000 Assessed Value

=

Combined Tax Rate .9861

Buncombe County Tax *.5502 = $1,651

Town of Woodfin Tax .3300 = $990

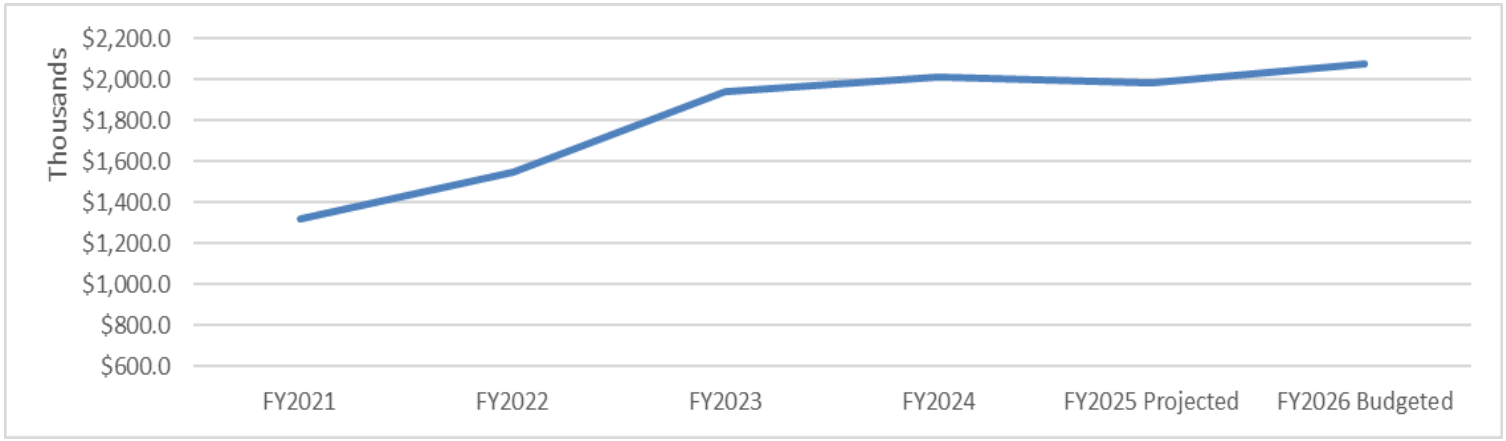
Woodfin Fire Tax .1059 = $317.70

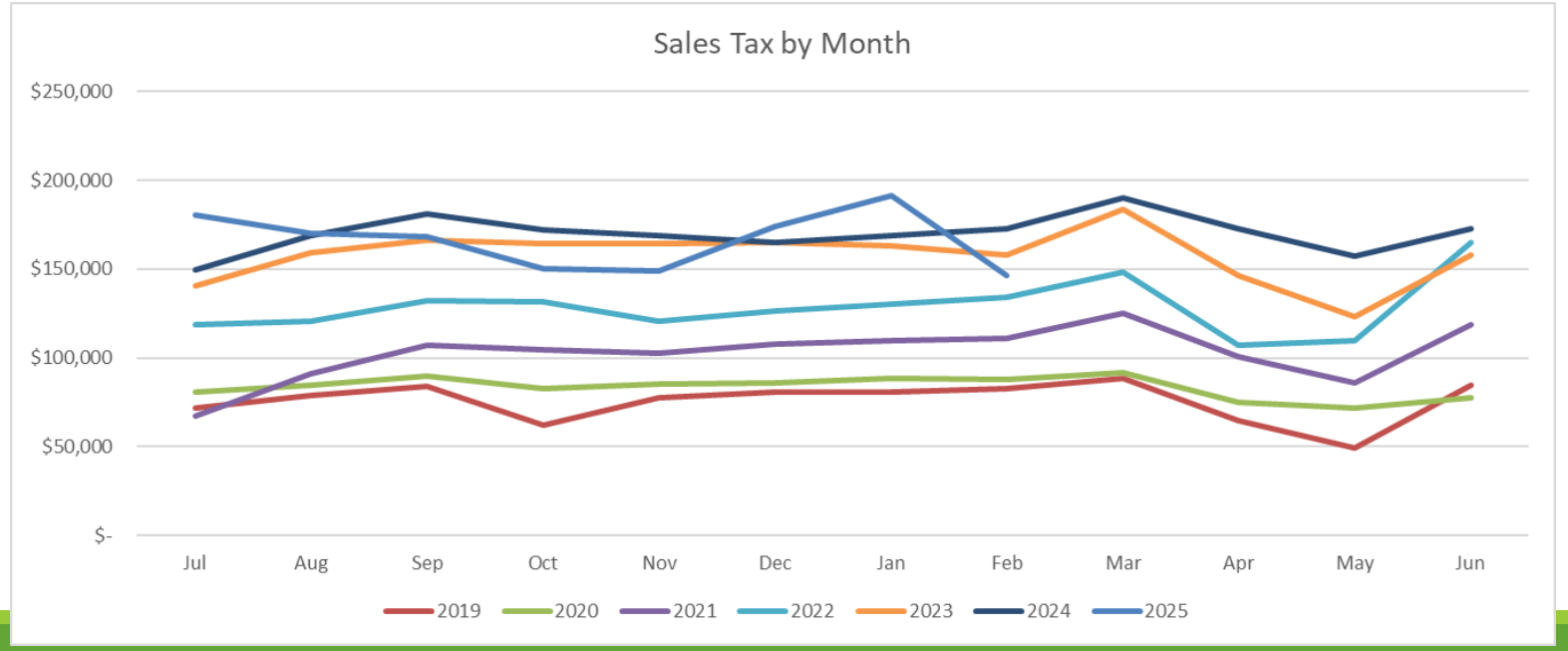
Total Ad Valorem Tax paid = $2,958.30

Total Ad Valorem Tax paid last Fiscal Year = $2,801.70

*Buncombe County's recommended FY26 tax rate increases from 51.76 cents to 55.02 cents per $100 in tax value.

Major Revenue – Sales & Use Tax

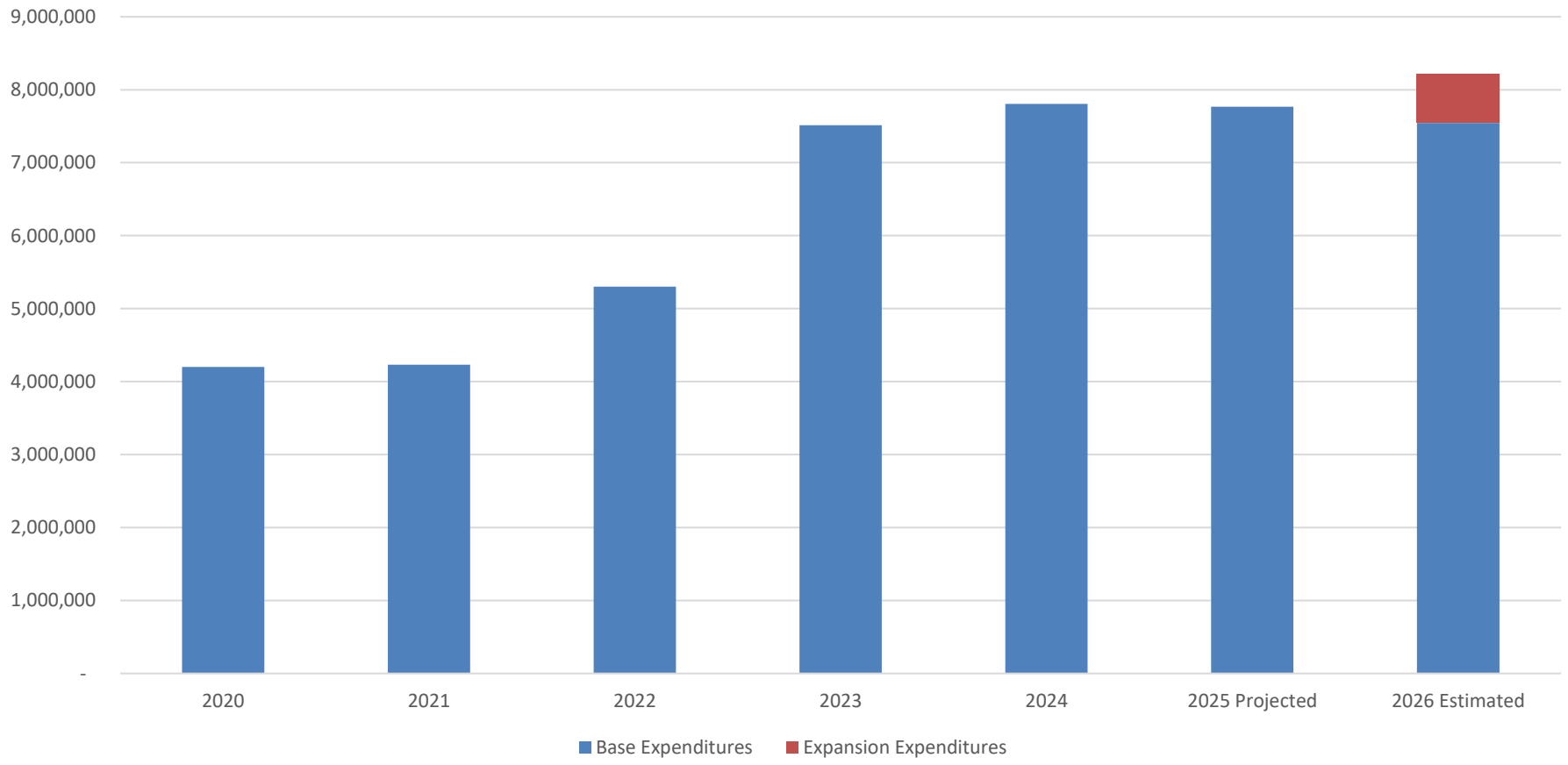




General Fund Revenue

FY2025-2026 General Fund Revenue	FY2025 Budget (As Amended)	FY2025 Projections	FY2026 Base Budget	FY2026 Expansion	FY2026 Recommended
Taxes	$ 4,408,558	$ 4,504,343	$ 4,608,899		**$ 4,608,899**
Other Taxes	2,444,311	2,404,021	2,531,895		**2,531,894**
Unrestricted Intergovernmental	106,619.00	86,581	86,553		**86,553**
Restricted intergovernmental	292,822.00	320,782	321,843		**321,843**
Permits and Fees	47,545.00	43,995	45,447		**45,447**
Sales, Services, and Rental Income	25,376.00	38,807	30,609		**30,609**
Interest on Investments	241,768.00	357,831	316,000		**316,000**
Miscellaneous	34,965.00	46,284	29,654		**29,654**
Grant	7,143,724.00	188,078	36,000		**36,000**
Fund Balance Appropriation	281,597.06	0	0	208,034	**208,034**
Other Financing Sources	664983.59				**-**
Total Budgeted Revenue	**$ 15,692,269**	**$ 7,990,722**	**$ 8,006,899**	**208,034**	**$ 8,214,932**

General Fund Expenditures



EXPANSION BUDGET

Summary

$669,623

Roy Pope Park - $15,000

Public Works Facility Paving - $176,000

Police Department Leased Vehicles – Three Additional Vehicles and Upfitting - $92,673

TextMYGov Community Messaging Platform - $6,500

3% Cost of Living Salary Adjustment - $102,421

Move Evidence Room Technician to PD Full Time and Hire PT Front Desk Position - $24,960

Police Department Career Development Elements of New Pay Plan - $35,000

Public Works Salary Adjustments to Bring Pay inline with Market - $24,497

Silverline Park Restrooms - $192,572

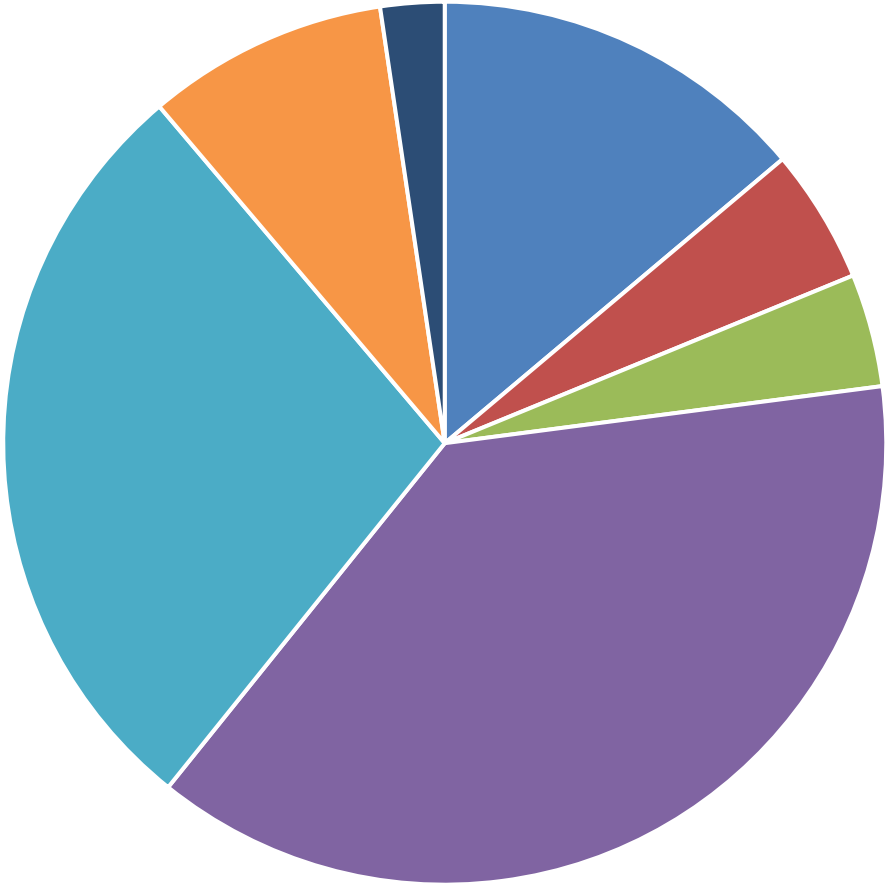
Total: $669,623

General Fund Expenditures

FY2025-2026 General Fund Expenditures	FY2025 Budget (As Amended)	FY2025 Projections	FY2026 Base Budget	FY2026 Expansion	FY2026 Recommended W/Expansion
Administration	$ 1,660,759	$ 1,570,650	$ 1,030,706	$ 108,921	$ 1,139,627
Tax Collections	394,546	397,866	$ 404,641	-	404,641
Planning and Zoning	567,921	513,312	$ 339,785	-	339,785
Police	2,993,748	2,608,412	$ 2,956,147	152,633	3,108,780
Public Works	9,259,069	3,144,590	$ 2,102,374	200,497	2,302,871
Parks and Recreation	816,225	803,618	$ 711,656	15,000	726,656
Transfers to Capital Proj. Fund	-	-	-	192,572	192,572
Total General Fund Expenditures	**15,692,268**	**7,766,201**	**7,545,309**	**669,623**	**8,214,932**
General Fund Revenue	**15,692,269**	**7,990,722**	**8,214,932**	**-**	**8,214,932**
Revenue Over/Under Expenditure	**0**	**224,521**	**669,623**		**0**

The proposed budget includes funding for 39 full time and 2 part time positions.

FY2026 Recommended Expenditure Budget



- Administration
- Tax Collections
- Planning and Zoning
- Police
- Public Works
- Parks and Recreation
- Transfers to Capital Proj. Fund

Fees – Proposed Changes

Parks and Recreation

Picnic Shelter Rental $45 Resident/$75 Non-resident per three-hour block

Police Department

Off Duty Police Officer $55/Hour, Holiday Rate $82.50/Hour, Last Minute - With in 72 hours $71.50

Public Works

Bulky Items/White Goods Pickup $20 per item

Planning & Zoning

Subdivision Review:

Exempt $79.00

~~Exempt~~/Minor $79.00 Plus $53/lot

Major-Preliminary $525.00 Plus $53 per lot or dwelling

Major-Final $105.00

Flood Permit:

Utility change out $25.00

Renovations/Site work in flood plain $200.00

Residenttial (addition or new) $200.00

Commercial (addition or new) $300.00

Fees – Proposed Changes

Stormwater Utility

Residential Rates

Feet of Impervious Surface

0-3,350	$2.93
3,351-6,000	$6.25
6,001-21,000	$12.21
21,000+	$5.44 per ERU (Equivalent Residential Unit)

Commercial Rate

$5.44 Per ERU of Impervious Surface

ERU = 3,891 SF of Impervious Surface

Recommended General Fund FY2026 Budget

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Revenue over/under Exp		(224,520)	-0-

*** FY2025 Projection does not include approximately $7million in FEMA grant revenue and related expenditures.**

FY 2026
Parks Capital Project Fund Budget



Parks Capital Project Fund 41				
Revenue				
370013	Other Financing Sources	370013	Proceeds from general obligation bonds	$ 4,500,000
370025	Miscellaneous	370025	Public Grants	9,111,599
380015	Miscellaneous	380015	Individual & Corporate Donations	449,864
388000	Other Financing Sources	388000	Lease Liabilities Issued	201,085
390000	Transfers To/From Other Funds	390000	Transfers To/From Other Funds	2,058,679
			Total Revenue	$ 16,321,227
Expenditures				
620001	Greenway Project	305	Professional Services	$ 24,949
620001	Greenway Project	502	Acquisition	1,645
620002	Silver-Line Park	305	Professional Services	152,747
620002	Silver-Line Park	501	Design	330,311
620002	Silver-Line Park	503	Construction	3,111,585
620003	Whitewater Wave	305	Professional Services	269,954
620003	Whitewater Wave	501	Design	386,460
620003	Whitewater Wave	503	Construction	3,867,077
620003	Whitewater Wave	520	Contingency	307,667
620004	Riverside Park	305	Professional Services	470,647
620004	Riverside Park	416	Lease Payments	96,000
620004	Riverside Park	501	Design	656,054
620004	Riverside Park	502	Acquisition	607,694
620004	Riverside Park	503	Construction	5,384,503
620004	Riverside Park	520	Contingency	452,849
620004	Riverside Park	740	Capital Outlay	201,085
			Total Expenditures	$ 16,321,227

Stormwater Enterprise Fund Budget

Storm Water Utility Fund 25				
Revenue				
354000	Permits and Fees	354000	Stormwater Utility Fees	415,312
355000	Permits and Fees	355000	Stormwater Plan Review fee	4,000
			Total Revenue	**419,312**
Expenditures				
543000	Stormwater Management	100	Salaries And Wages	84,282
543000	Stormwater Management	105	Overtime	2,000
543000	Stormwater Management	220	F.I.C.A. Tax	6,601
543000	Stormwater Management	230	Group Health Insurance	8,215
543000	Stormwater Management	240	Retirement - Local Government	10,215
543000	Stormwater Management	250	Workman'S Compensation Insur.	1,117
543000	Stormwater Management	260	401(K) Contributions	5,695
543000	Stormwater Management	305	Professional Services	90,000
543000	Stormwater Management	311	Postage	2,000
543000	Stormwater Management	312	Printing	2,000
543000	Stormwater Management	333	Departmental Supplies	3,500
543000	Stormwater Management	338	Website and Computers	7,500
543000	Stormwater Management	340	Travel and Training	3,000
543000	Stormwater Management	445	Maintenance and Repairs Stormdrains	153,809
543000	Stormwater Management	530	Dues & Subscriptions	2,000
543000	Stormwater Management	575	Collection Fees - Buncombe County	8,306
543000	Stormwater Management	749	Bad Dept Expense	29,072
			Total Expenditures	**419,312**

Public Hearing for FY2025-2026 Budget

The Public is invited to attend Woodfin's Town Council meeting on June 17, 2025, at 5:00pm. A Public Hearing will be held on the FY2025-2026 fiscal budget and anyone that wishes to speak regarding the proposed budget will be allowed to do so at that time.

New Business

Discussion on Council Role & Authority Regarding Board Appointments

JOHN HENNING, TOWN ATTORNEY

Town Council's Role in Appointments to Other Boards

A CIVIL DISCUSSION

Town Council Rules of Procedure

Rule 30. Appointments

The council may consider and make appointments to other bodies, including its own committees, if any, only in open session. The council may not consider or fill a vacancy among its own membership except in open session.

Rule 31. Committees and Boards

(a) **Establishment and Appointment.** The council or the mayor, if the mayor is delegated that power by the council, may establish and appoint members for such temporary and standing town committees and boards as are needed to help carry on the work of town government. Any specific provisions of law relating to particular committees and boards shall be followed.

(b) **Open Meetings Law.** The requirements of the open meetings law shall apply to all elected or appointed authorities, boards, commissions, councils or other bodies of the town that are composed of two or more members and that exercise or are authorized to exercise legislative, policymaking, quasi-judicial, administrative or advisory functions. However, the law's requirement shall not apply to a meeting solely among the town's professional staff.

Two Basic Categories: Required by Law or Discretionary

- Discretionary
  - General Authority (G.S. § 160A-146): Council "may create, change, abolish, and consolidate…boards, commissions, and agencies" except as otherwise provided by law.

- Other Examples
  - Personnel Board (G.S. § 160A-165)
  - Cemetery Board of Trustees (G.S. § 160A-349.1)
  - Parks & Recreation Commission (G.S. § 160A-354)

Term of Service

- For discretionary boards, generally up to Town Council:
  - General Authority (G.S. § 160A-146): No stated requirement.
  - Personnel Board (G.S. § 160A-165): Same.
  - Cemetery Board of Trustees (G.S. § 160A-349.1): Same.*
    - (*Term not longer than 5 years).
  - Parks & Recreation Commission (G.S. § 160A-354): Same.

  - Case law: expiration of term does not automatically “vacate” the office – appointee “holds over” until successor is appointed/sworn in.

Removal From Office

- For discretionary boards, generally up to Town Council:
  - General Authority (G.S. §160A-146): broad authority to change, abolish, etc.
  - Common law rule generally applies: “authority to appoint implies authority to remove.”

Two Basic Categories: Required by Law or Discretionary

- Required by Law
  - Board of Adjustment (G.S. § 160D-302)
    - May also be appointed as Planning Board.
  - ABC Board (G.S. Ch. 18B, Art. 7)

Term of Service

- For legally required boards, generally set by statute:
  - Board of Adjustment (160D-302): 3 years.
    - Qualifications: Town resident (must have proportional representation of ETJ members if exercising that authority).
  - ABC Board (G.S. § 18B-700): 3 years.
    - Qualification: appointment "on the basis of the appointee's interest in public affairs, good judgment, knowledge, ability, and good moral character."

  - Case law: expiration of term does not automatically "vacate" the office – appointee "holds over" until successor is appointed/sworn in.

Removal From Office

- For legally require boards, the common law rule does not apply, and generally removal during the term is only “for cause.”

Selection Process

Statutory Guidance for taking applications, conducting interviews, limiting terms, reappointing members:



Discussion Regarding New Town Policy

SHANNON TUCH, TOWN MANAGER

Board/Commission/Committee Appointment & Reappointment Process

- Best practice to establish a clear and transparent process for volunteer board appointments and reappointments
- Applies to formally established boards including:
  - Planning Board of Adjustment (PBOA)
  - Parks and Community Enrichment (PACE) Committee, and
  - Alcoholic Beverage Control (ABC) Board
- Different process options are available for consideration

Board/Commission/Committee Appointment & Reappointment Process

Proposed Process for New Appointments

- Post announcement 60 days prior to term expiration
- Share applications with council as they are received
- Determine if an interview process is desired (i.e. multiple qualified candidates)
- Schedule interviews during council meeting (New Business)
- Appoint based on majority vote of council

Board/Commission/Committee Appointment & Reappointment Process

Proposed Process for Reappointments

- Members in good standing may serve one additional term
- Reappointments will be placed on Consent Agenda with a positive recommendation from the respective board/commission/committee

- Council may choose to remove this item from the Consent Agenda by majority vote

Board/Commission/Committee Appointment & Reappointment Process

Staff Analysis:

- Primary goal is to establish a clear and transparent process
- The proposed policy most closely reflects recent approaches exercised by the town council
- Alternatives to the proposed policy may be considered (i.e. establishing a Boards & Commissions Council Subcommittee who would interview and vet candidates before making a final recommendation to the full council

Board/Commission/Committee Appointment & Reappointment Process

Staff Recommendation:

Staff recommends the proposed policy as it most closely resembles historic practices; however, a different process may be considered.

Suggested Motion:

I move to approve the proposed policy establishing a defined process for board appointments and reappointments.

[Alternative Motion] I move to ask the Town Manager to return next month with a revised policy . . .

Vacant Council Seat Discussion

COUNCIL MEMBERS KAHN & THORNTON

Discussion Regarding Request by Community Center Lessee

SHANNON TUCH, TOWN MANAGER

Community Center Lease Extension

History

- In May 2024, the Town of Woodfin entered into a 2-year Lease Agreement with Friends Montessori School (FMS)
- Lease includes an option for a one-year extension, for a total of 3 years
- FMS is requesting that the Town of Woodfin agree to the third year now, allowing FMS to recoup their financial investment in upfitting the building and to search for a more permanent home

Community Center Lease Extension

Analysis

- TOWO & FMS agreed to cost-share certain improvements required for the change of use
- Extending the lease a third year allows both entities to recoup their investment
- Potential town use of the community center building as a temporary town hall has been delayed a minimum of one-year due to TS Helene

Community Center Lease Extension

Staff Recommendation:

- Staff recommends acknowledging the one-year lease extension included in the lease agreement

Suggested Motion:

- I move to direct the town manager to return with a Resolution acknowledging the one additional year option extending the lease to June 30, 2027

-Public Hearing- Text Amendment

RICKY HURLEY, PLANNING DIRECTOR

Summary of Request:

A request to remove Section 54. - 213 Floodway District regulations in its entirety to eliminate conflicts with the Town’s recently updated Flood Damage Prevention Ordinance.

Considerations:

- The Town currently regulates construction and development activities within mapped regulatory floodplains by Chapter 14-Flood Damage Prevention – a separate flood zoning district is not necessary and redundant.
- Applying the district would require rezoning properties and is recognized as a downzoning and may not be possible along commercial corridors without property owner permission under current state law.
- Most of the existing developed areas within a regulated floodplain are currently zoned as Community Shopping or Heavy Industrial districts.
- Watercourses outside of the mapped regulatory floodplains are extremely small with respect to length, width, and flow, resulting in extremely narrow corridors requiring independent modeling.

Review by other bodies

The Woodfin Planning Board of Adjustment reviewed the request at their May 6, 2025, regular meeting and unanimously voted to recommend approval of the proposed text amendment (6:0).

Staff Recommendation

Staff concurs with the Planning Board of Adjustment and recommends approval of the text amendment, as proposed.

Suggested Motion:

I move to approve the proposed amendment and find that it is reasonable, is in the public interest, is consistent with the Woodfin Together comprehensive plan, and meets the development needs of the community in that the request:

1. Makes government decision-making accessible and transparent to all residents while updating development standards to minimize risk from new development. (4.4.3, 5.4.2)

Closed Session

Adjournment