Town Council

NOVEMBER 18, 2025

Consent Agenda

Public Comment

Presentations & Reports

Annual Audit Report

NANCY LUX, CPA WITH RAY, BUMGARNER, KINGSHILL & ASSOCIATES, P.A.

Town Manager Report

SHANNON TUCH, TOWN MANAGER

Tropical Storm Helene - Recovery

FEMA Public Assistance

- Follow-up meeting w/ FEMA + Engineers re: stormwater & roads
- Re-inspection scheduled for Wednesday, 11/19
- Silver-Line Park invitation for bids (IFB) is posted – deadline is Dec. 22
- Riverside Park FEMA funding is obligated
- All debris invoices have been submitted but reimbursement is paused due to questions around tipping fees and how they are tracked.

Tropical Storm Helene - Recovery

- Ball fields slow to recover.
- 3 attempts have been made to re-seed the fields.
- Most recent attempt included fine screening, bringing in new fill dirt and hydro-seeding.

Currently exploring next steps.



Tropical Storm Helene - Recovery

Long-Term Recovery Planning

- BC full plan adoption planned for tonight (Nov. 18th)
- Woodfin full plan adoption planned for December 16th

- HMGP & DRMF grants submitted to fund an engineering study to address flash flooding on Weaverville Rd.
- OSBM grant submitted for costs related to repair of the coffer dam
- 2 more OSBM grants considered for 1) slides, and 2) guardrails
- Studying Project Blueprint funding for flood mitigation for RSP

Administration

- Contracts: October - November

NeoGov	RAC	TSA	AGW
$7166	$17,260	$1005	$12,500
Power DMS Softw.	PW Bath & Kitchen	Internet Access Pts.	River Clean-up

- TextMyGov launch – approx. 2500 subscribers + media interest
- Helene anniversary newsletter mailed
- Grant writing
- New council member orientation + Retreat planning

Planning & Stormwater

- Code Update – Policy focus areas ⇨ Code diagnosis
  Consultant visit planned for Dec. 2nd & 3rd (PBOA + staff + SC)

- SW permit close-out & annual inspection follow-ups continue
- SW informational letters sent

- Flood Permit review & tracking continues

Public Works & Facilities

- Bulky item collection completed
  Leaf pickup deadline is Dec. 8th
- Paving work complete at PW yard
- Renovation of Taylor St. facility bathroom & kitchen planned





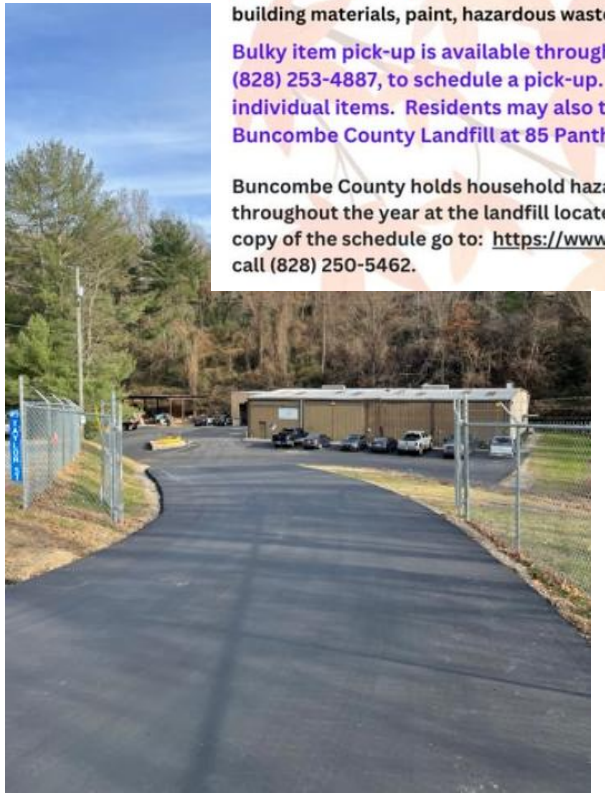
Woodfin Fall Clean Up Week
November 3-7, 2025

Town of Woodfin residents may dispose of bulky items free of charge. Please bring items to the curb on your regular trash day during the designated week and the town will collect the items for disposal. Eligible items include: furniture, appliances, large household items, etc.

Items that can NOT be collected include:
building materials, paint, hazardous waste & tires, questions call 828-645-7063.

Bulky item pick-up is available through the rest of the year by calling (828) 253-4887, to schedule a pick-up. A $20 fee is applied to the individual items. Residents may also transport bulky items to the Buncombe County Landfill at 85 Panther Town Rd.

Buncombe County holds household hazardous waste collection days throughout the year at the landfill located at 85 Panther Branch Road, for a copy of the schedule go to: https://www.buncombenc.gov/545/Landfill or call (828) 250-5462.



Police

- Shop w/ a Cop
  - $1,500 in donations collected
- NCLM Public Safety grant awarded
- Officer training completed
  - Hazmat instructor
  - Officer survival
  - Tracking persons
  - Grant training

New Business

Calibre Engineering Inc. (S2O) Contract

CHANGE ORDER REQUEST IN THE AMOUNT OF $118,488.50

Calibre Engineering Change Order

- Change order request for construction oversight for Taylor's Wave project in amount of $118,488
- Original contract based on 17-week construction timeline and estimated 9 site visits
- Response to Tropical Storm Helene and an alternative construction approach necessitates additional site inspections (8 total estimated)
- Change order request is more than adequate to complete project
- Hope to adjust timeline and construction approach to reduce overall costs

Suggested Motion:

I move to approve the change order request in the amount of $188,488 for Calibre Engineering, Inc. (S2O) to cover expenses related to Hurricane Helene and alternative construction methods.

Budget Amendment Ordinance 2025-021

PARKS CAPITAL PROJECTS FUND 41

Town of Woodfin
90 Elk Mountain Road
Woodfin, NC 28804
PH: (828) 253-4887
FX: (828) 253-4700

AMENDMENT TO THE GENERAL FUND FY2025-2026 BUDGET ORDINANCE

Ordinance: 2025-021
Date: Tuesday, November 18, 2025

Be it ordained by the Governing Board of the Town of Woodfin that the following amendment(s) be made to the budget ordinance for the fiscal year ending June 30, 2026.

Section 1: To amend the Parks Capital Projects Fund budget ; the appropriations are to be changed as follows:

Account	Department	Object	Description	Decrease	Increase
Parks Capital Projects Fund 41					
Expenditures					
620003	Taylors Wave	**305**	**Professional Services**		**8,082.00**
620003	Taylors Wave	**501**	**Design**	**19,000.00**	
620003	Taylors Wave	**503**	**Construction**		**79,500.00**
620004	RS Park	**503**	**Construction**	**68,582.00**	
			Total Expenditures		**-**

This will result in a net increase of $ - in the appropriations of the Parks Capital Projects Fund Fund.

1. This budget amendment is to realign budget apportions as we approach the final stages of the Taylor's Wave Project and to allocate funds for additional engineering fees to support a necessary change order for the Calibre (S20) contract due to Hurricane Helene. The Calibre (S20) contract change is on the Council's agenda as a separate item for consideration.

The budget officer has reviewed the accounting records for this budget amendment and certifies that the expenditure reduction and/or revenue source are appropriate and available.

Sheri D. Powers — 18-Nov-25

Finance Officer — Date

Suggested Motion:

I move to approve Ordinance 2025-021 to amend the Town of Woodfin's Fiscal Year 2025-2026 Budget for the Parks Capital Projects Fund 41, and find that it is reasonable, is in the public interest, is consistent with the Woodfin Together comprehensive plan and the financial needs of the Town.

-Public Hearing-

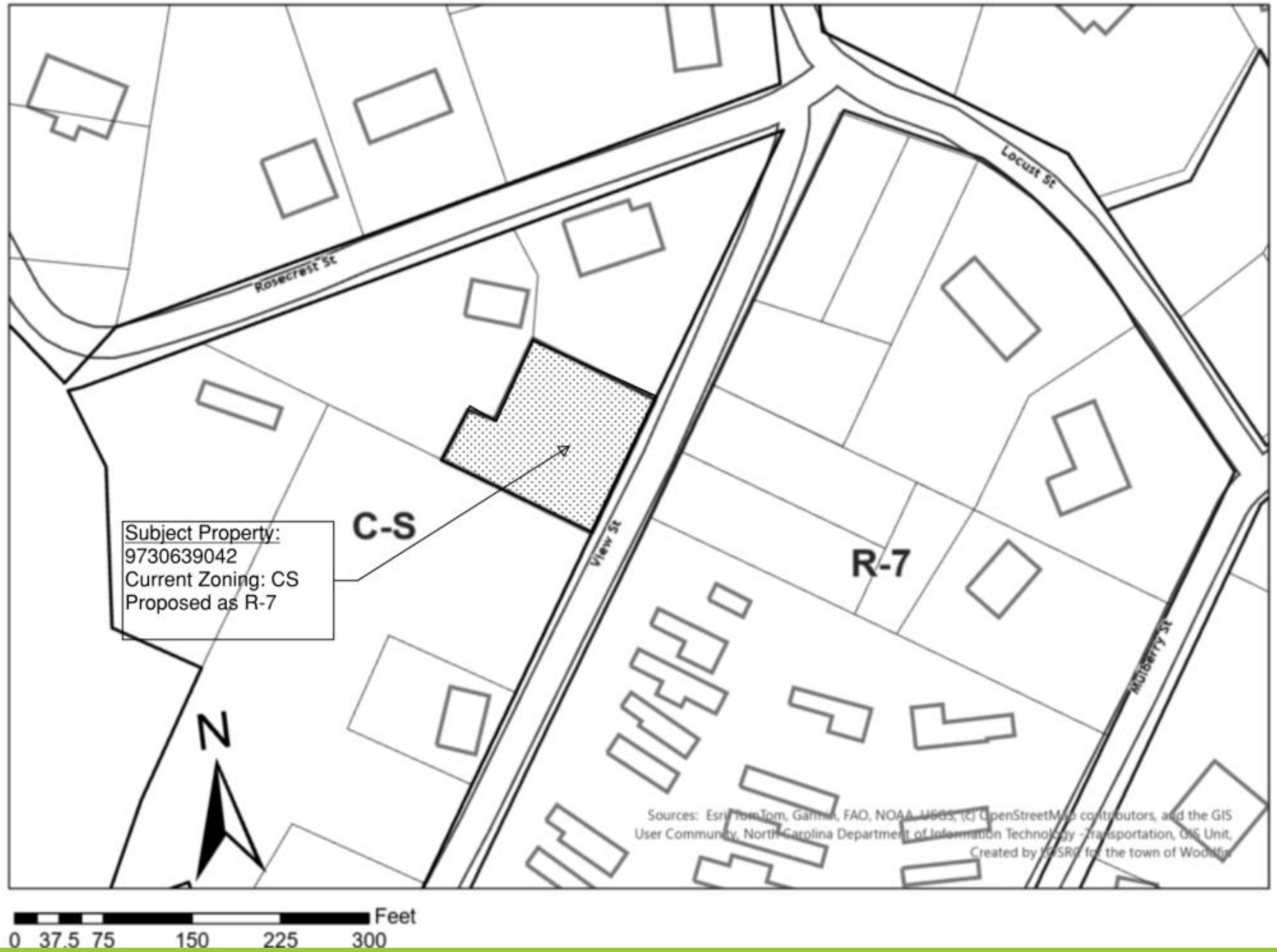
Consideration of Ordinance #2025-23 General Rezoning

RICKY HURLEY, PLANNING DIRECTOR

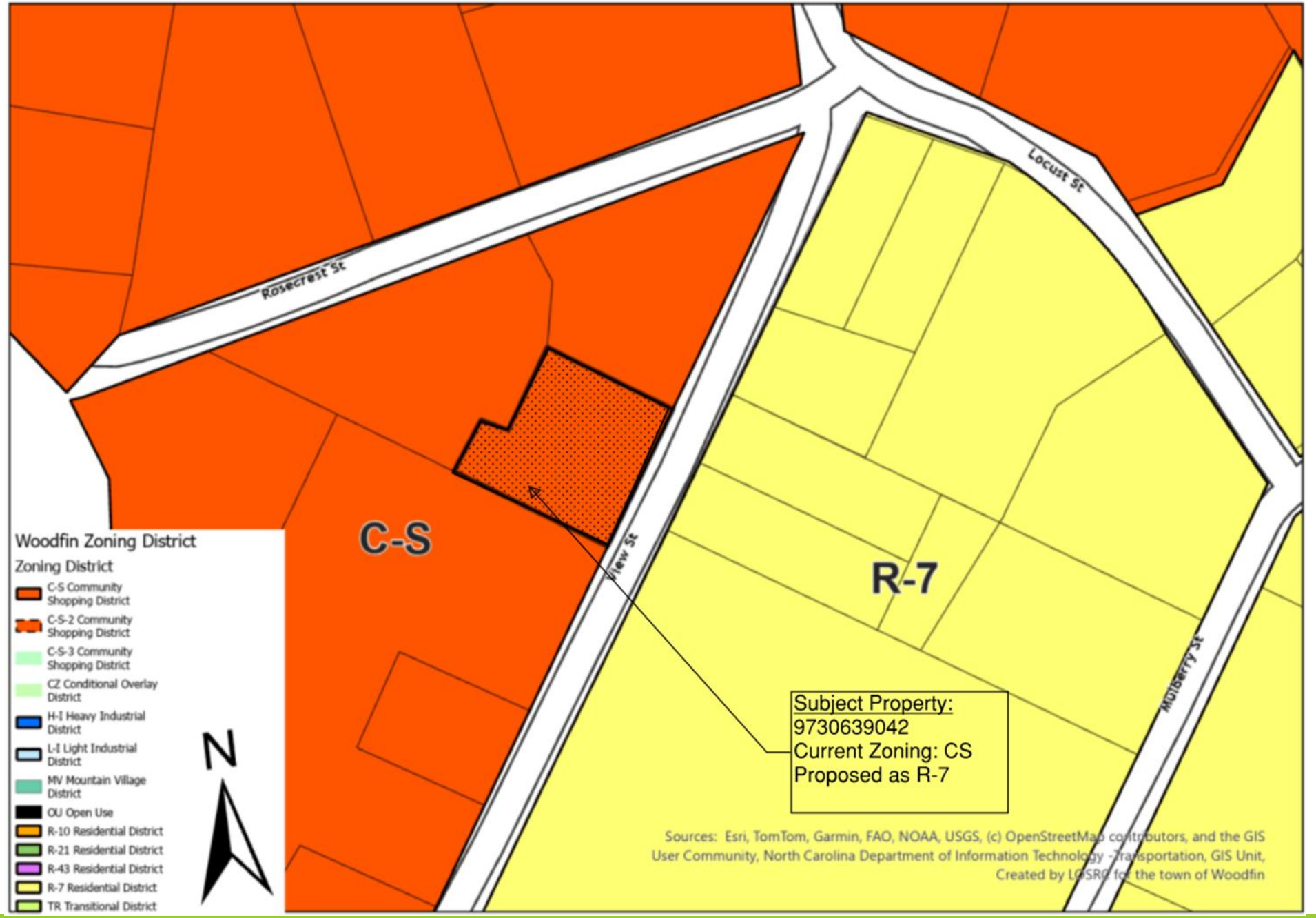
Summary of Request

A proposed rezoning of a 0.23-acre property located at 1 View Street from Community Shopping (CS) to R-7 Residential District (R-7). The subject property is currently vacant and identified in the Buncombe County tax record as PIN 9730-63-9042.

Exhibit A- Zoning Map

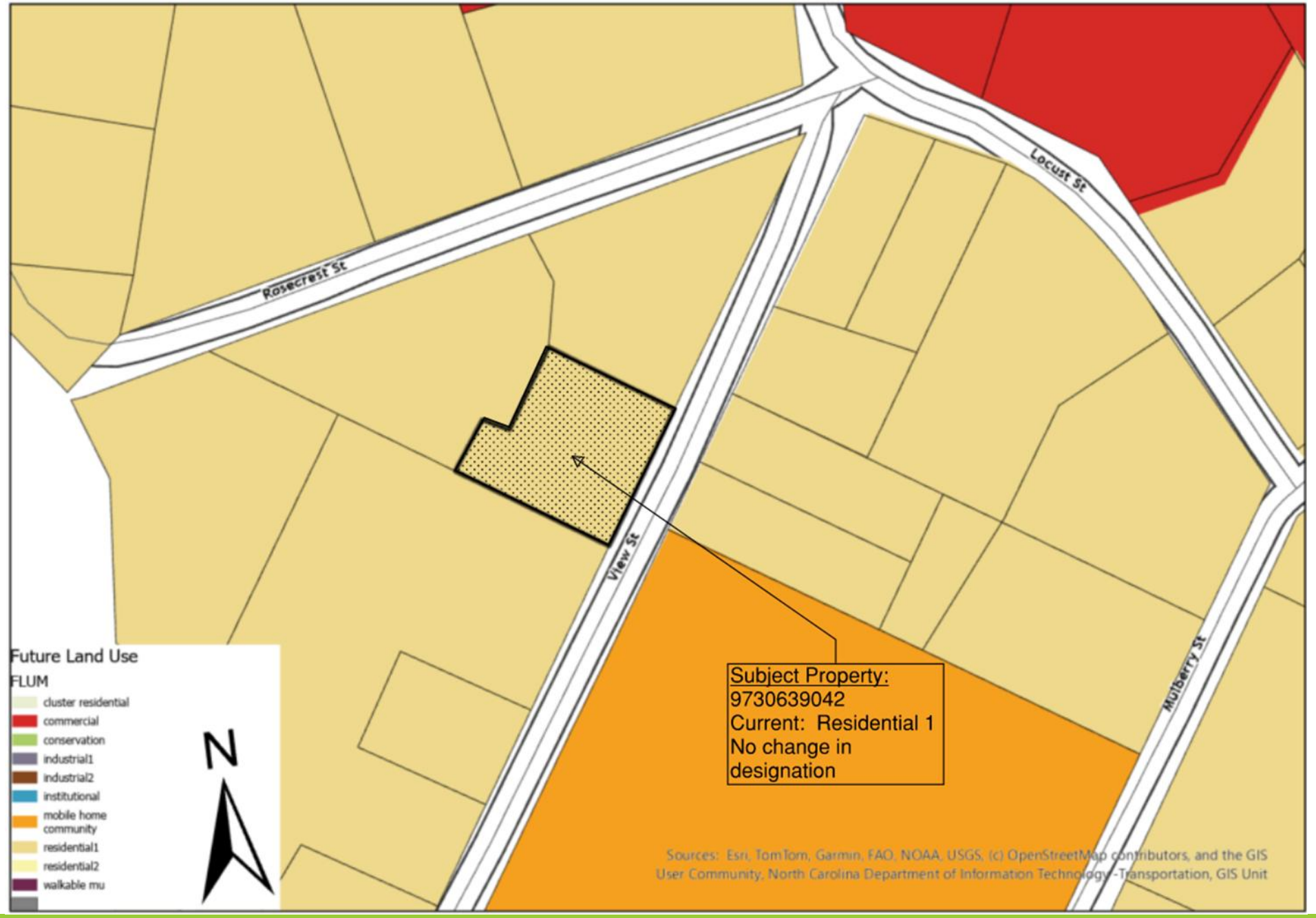


Zoning Map


Rosecrest St
Locust St
View St
Mulberry St
C-S
R-7
Subject Property:
9730639042
Current Zoning: CS
Proposed as R-7
Woodfin Zoning District
Zoning District
C-S Community Shopping District
C-S-2 Community Shopping District
C-S-3 Community Shopping District
CZ Conditional Overlay District
H-I Heavy Industrial District
L-I Light Industrial District
MV Mountain Village District
OU Open Use
R-10 Residential District
R-21 Residential District
R-43 Residential District
R-7 Residential District
TR Transitional District
N
Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, North Carolina Department of Information Technology - Transportation, GIS Unit,
Created by LGSRC for the town of Woodfin

FLUM

(No change required)



Residential 1

Residential 1

DESCRIPTION

Residential 1 properties are generally, older, historic, in-town neighborhoods with a variety of modest single-family housing types. Most neighborhood streets and street rights-of-way are relatively narrow and do not have sidewalks. Steps should be taken to minimize gentrification and displacement, while also offering opportunities for infill housing.







OPPORTUNITIES

- Protect existing and encourage new affordable housing
- Add sidewalks, bike facilities, and other pedestrian safety facilities where feasible
- Consider future permission of tri- and quad-plex units
- Encourage historic preservation of manufacturing era homes
- Encourage infill development where utility and road infrastructure already exist

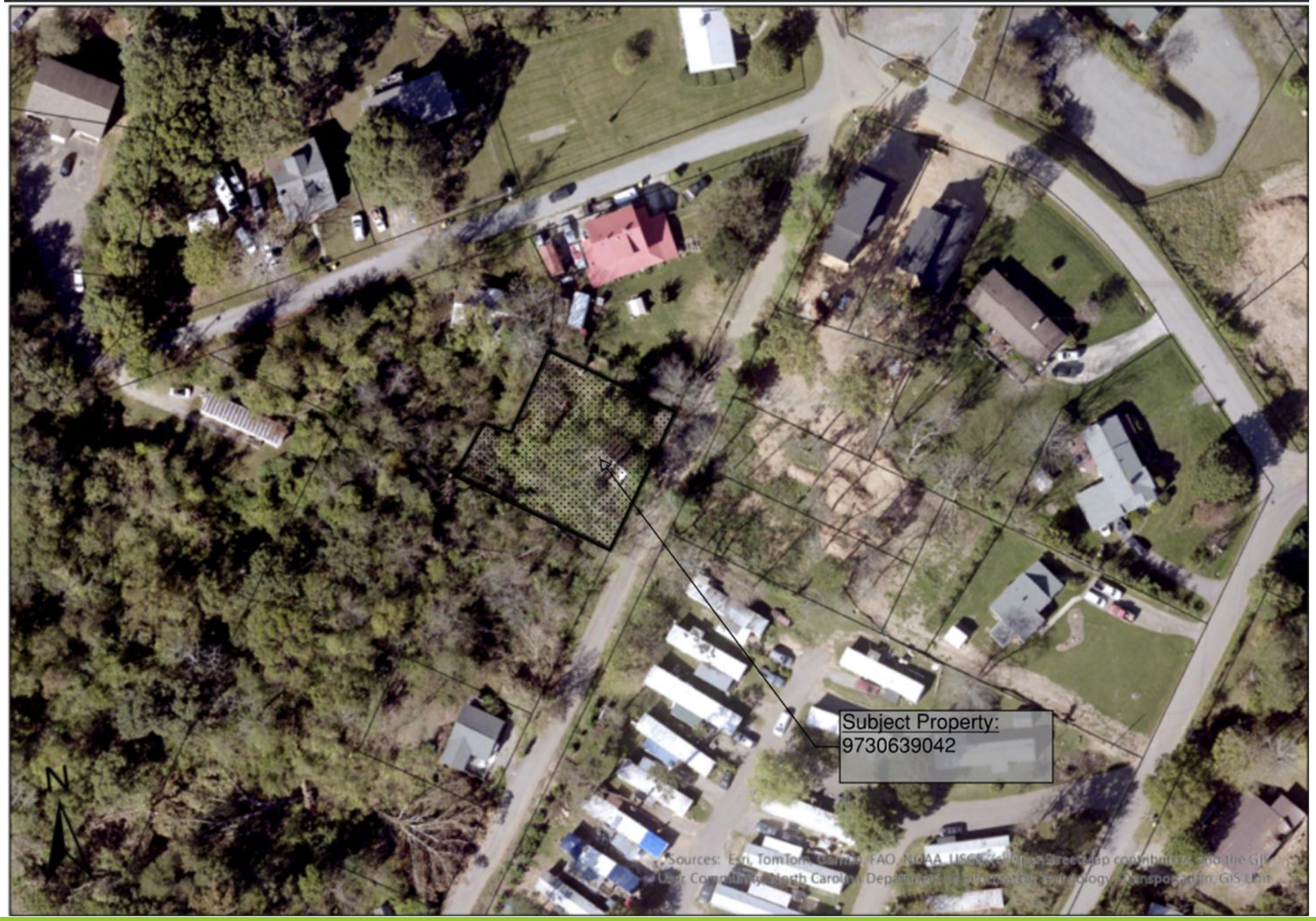
PRIMARY USES

- Small-scale single family and duplexes
- Manufactured homes
- Existing multifamily

SECONDARY USES

- Institutional uses
- Neighborhood-oriented commercial
- Accessory dwelling units

Aerial



Considerations:

- Rezoning the property to R-7 will more closely match the existing development pattern for this portion of View Street, which is generally detached single family residences.
- The current zoning classification for the area is inconsistent with the FLUM which identifies this area Residential 1. Rezoning to R-7 will align with the comprehensive plan future land use map.
- The proposed rezoning will preclude the introduction of commercial uses typically considered incompatible with residential neighborhoods.

Review by Other Bodies

The Woodfin Planning Board of Adjustment reviewed the request at their October 7, 2025, regular meeting and unanimously voted to recommend approval of the proposed rezoning (6:0).

Staff Recommendation

Staff concurs with the Planning Board of Adjustment and supports approval of the proposed zoning of the subject property from Community Shopping (CS) to R-7 Residential District (R-7) as shown in Exhibit A.

Questions from Council

&

Open Public Hearing

Closing of Public Hearing
&
Discussion by Council

Suggested Motion:

I move to approve the rezoning of 0.23 acres from Community Shopping to R-7 Residential District as shown on Exhibit A and find that the request is reasonable, is in the public interest, is consistent with the Town of Woodfin Comprehensive Plan, and meets the development needs of the community in that the request:

1. Uses the Future Land Use Map to guide development decisions (1.1.1).
2. Promotes fiscal responsibility by encouraging growth in areas with existing services over other areas (1.2.6) and balances the supply of land for housing (3.1.5).

-Public Hearing-

Consideration of Ordinance #2025-24 Conditional Zoning

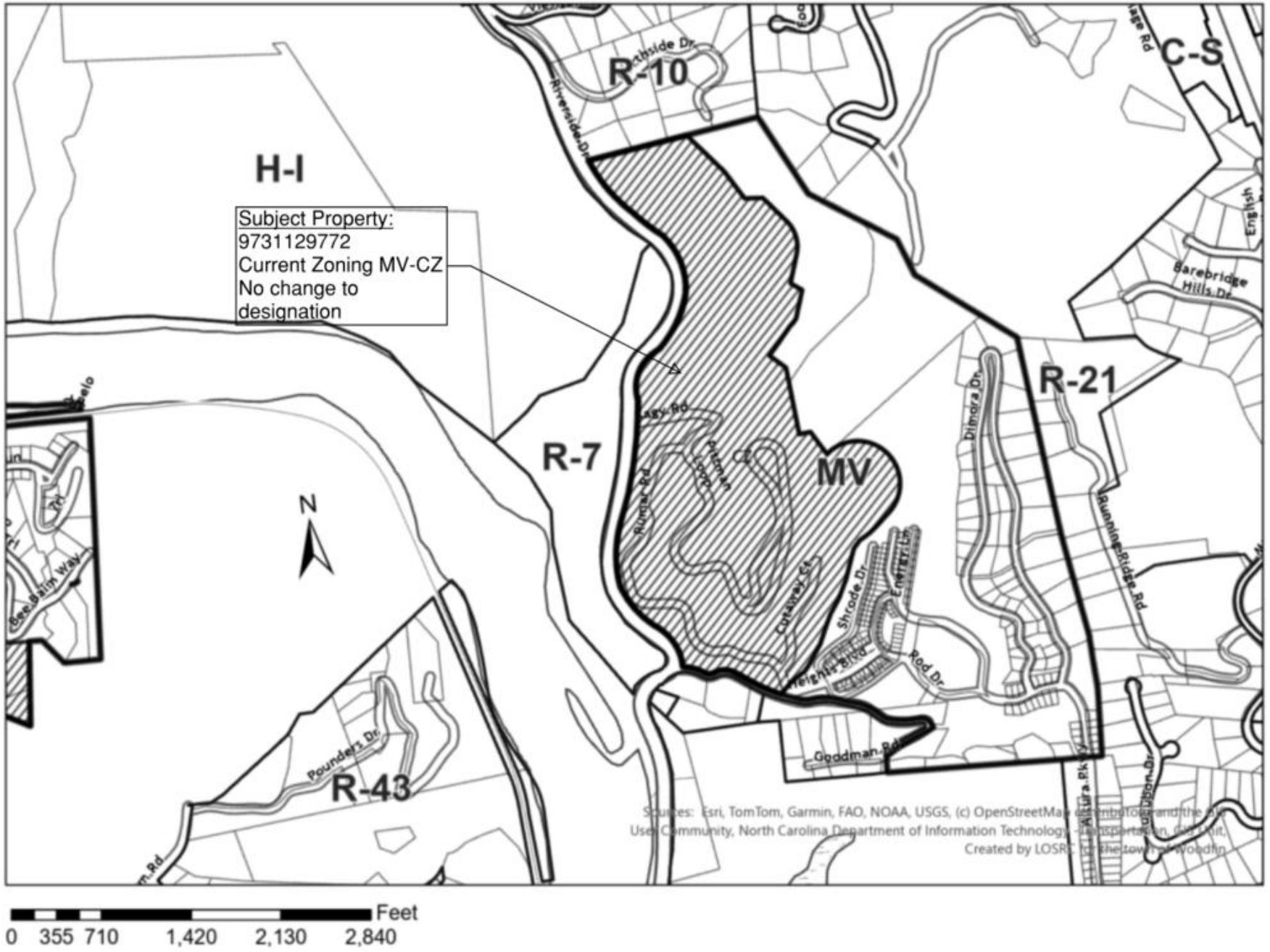
RICKY HURLEY, PLANNING DIRECTOR

Summary of Request

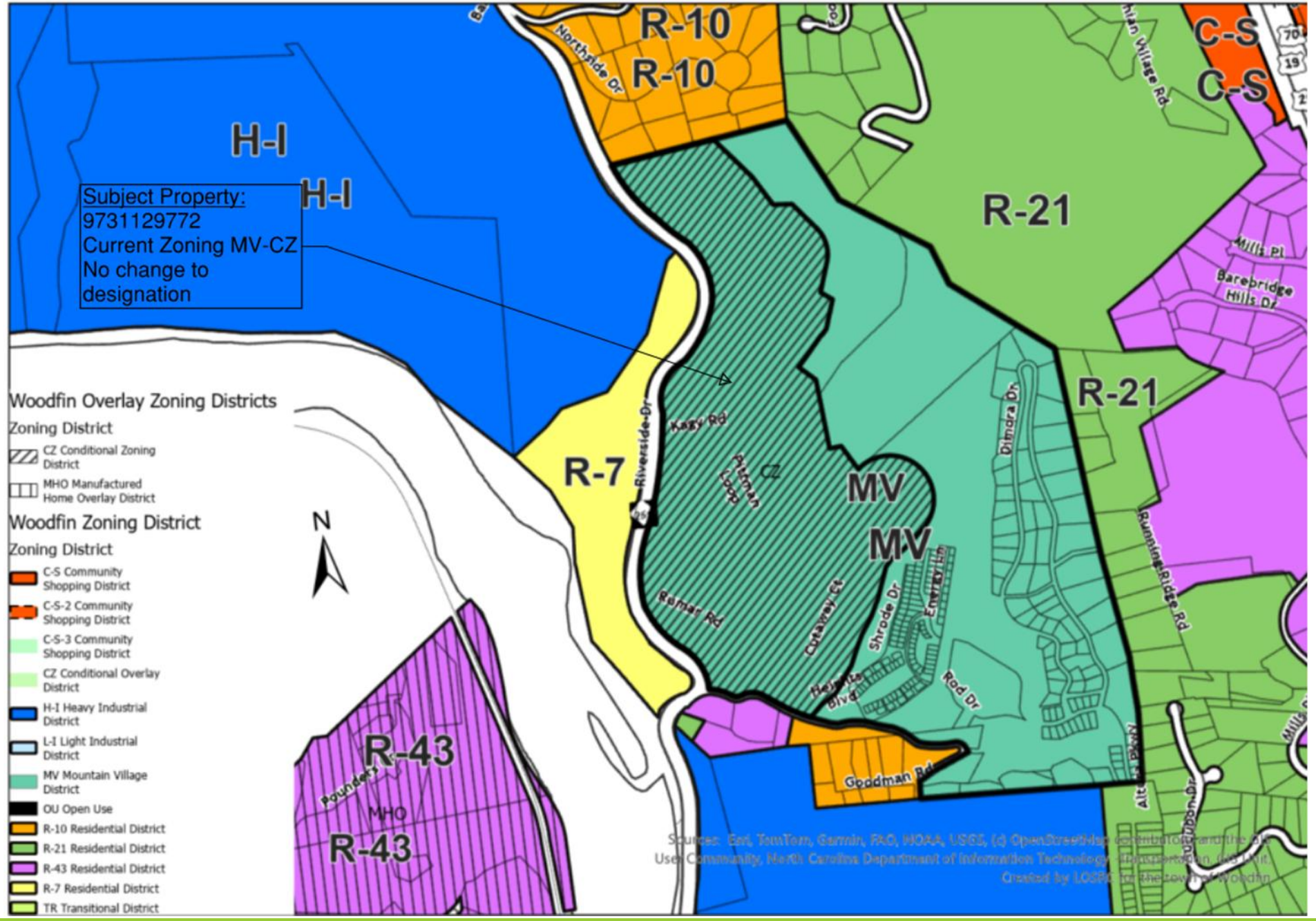
Conditional zoning review for 89.7 acres located at 99999 Goodman Rd. currently zoned Mountain Village-Conditional Zone (MV-CZ) for the purpose of amending a previously approved master plan and associated project conditions associated with a 300-unit major subdivision.

The applicant seeks to reduce the front setback from 25 feet to 10 feet.

Exhibit A- Zoning Map

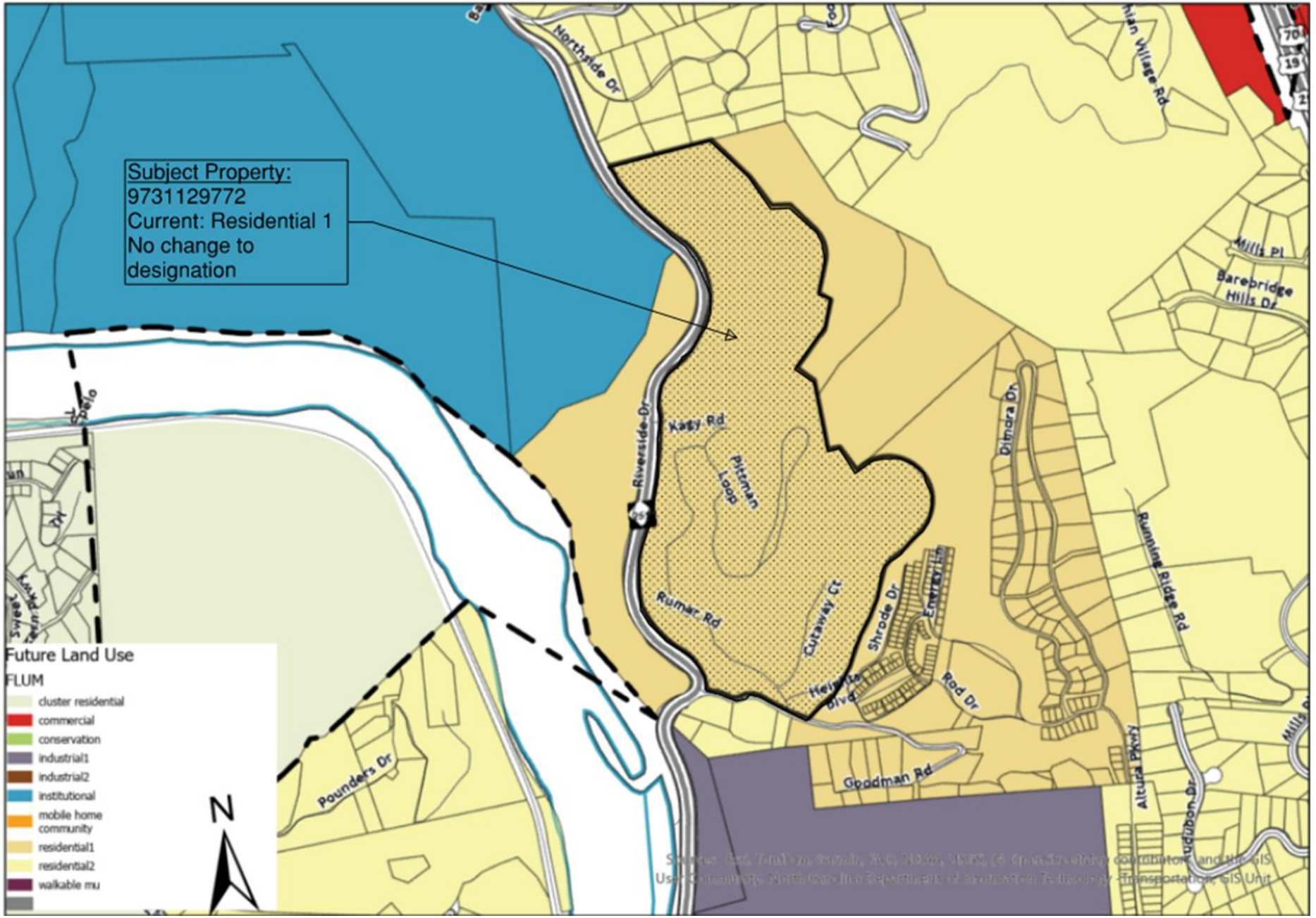


Zoning Map


Subject Property:
9731129772
Current Zoning MV-CZ
No change to designation
H-I
H-I
R-10
R-10
C-S
C-S
R-21
R-21
R-7
MV
MV
R-43
R-43
MHO
Woodfin Overlay Zoning Districts
Zoning District
CZ Conditional Zoning District
MHO Manufactured Home Overlay District
Woodfin Zoning District
Zoning District
C-S Community Shopping District
C-S-2 Community Shopping District
C-S-3 Community Shopping District
CZ Conditional Overlay District
H-I Heavy Industrial District
L-I Light Industrial District
MV Mountain Village District
OU Open Use
R-10 Residential District
R-21 Residential District
R-43 Residential District
R-7 Residential District
TR Transitional District
N
Northside Dr
Riverside Dr
Kaky Rd
Altman Loop
Reimar Rd
Dimora Dr
Mills Pl
Barebridge Hills Dr
Running Ridge Rd
Goddman Rd
Shrode Dr
Rod Dr
Poundery

FLUM

(No change required)



Residential 1

Residential 1

DESCRIPTION

Residential 1 properties are generally, older, historic, in-town neighborhoods with a variety of modest single-family housing types. Most neighborhood streets and street rights-of-way are relatively narrow and do not have sidewalks. Steps should be taken to minimize gentrification and displacement, while also offering opportunities for infill housing.







OPPORTUNITIES

- Protect existing and encourage new affordable housing
- Add sidewalks, bike facilities, and other pedestrian safety facilities where feasible
- Consider future permission of tri- and quad-plex units
- Encourage historic preservation of manufacturing era homes
- Encourage infill development where utility and road infrastructure already exist

PRIMARY USES

- Small-scale single family and duplexes
- Manufactured homes
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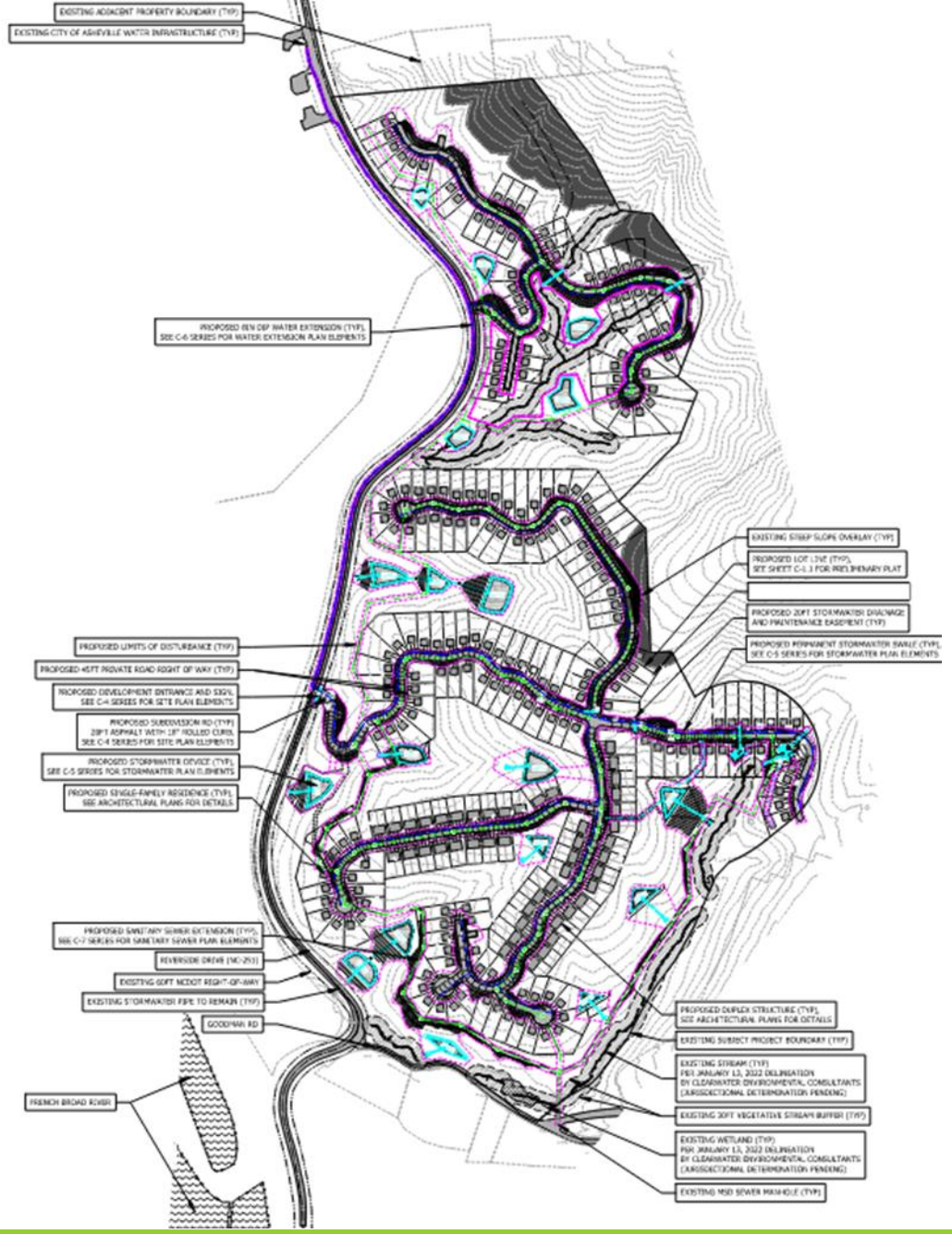
SECONDARY USES

- Institutional uses
- Neighborhood-oriented commercial
- Accessory dwelling units

Aerial



Exhibit E – Master Plan



Considerations:

- No other changes to the existing zoning designation, number of units, layout of the subdivision, or previously granted modifications.
- The proposed 10-foot front setback will continue to exceed the minimum standard of zero (0’) feet setback for the district.
- Granting the reduction would allow the developer greater flexibility in design options for the proposed homes.

Review by Other Bodies

The Woodfin Planning Board of Adjustment reviewed the request at their October 7, 2025, regular meeting and unanimously voted to recommend approval of the proposed rezoning (6:0).

Staff Recommendation

Staff supports approval for modification of the master plan for the Mountain Village-Conditional Zone (MV-CZ) subject to the conditions identified in the Exhibit D – Project Conditions; however, the Council may recommend additional conditions to mitigate the anticipated impacts.

Questions from Council

&

Open Public Hearing

Closing of Public Hearing
&
Discussion by Council

Suggested Motion:

I move to approve the modification of the conditional zoning of 89.7 acres as shown on Exhibits A & E for the Mountain Village Conditional Zone (MV-CZ), subject to the conditions identified in the Exhibit D-Project Conditions and subject to the following additional conditions:

1) (*Council to add conditions here, if applicable.)*
2) ….

and find that the request 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. Uses the Future Land Use Map for guide development decisions (1.1.1) and promotes an integrated mix of housing types and affordability options (1.1.2).
2. Improves basic infrastructure needed to support current residents and sustainable growth (1.1.8) while promoting fiscal responsibility by encouraging growth in areas with existing services over other areas (1.2.6).
3. Works with developers to incorporate income-restricted housing into new residential developments (1.2.4).
4. Dedicates public spaces within new master planned developments (4.2.1).
5. Makes government decision-making accessible and transparent to all residents (4.4.3).

A Discussion on Establishing a Unique Zip Code for the Town of Woodfin

VICE MAYOR ERVIN & COUNCIL MEMBER YOUNG

Suggested Motion:

I move to authorize members of the Communications Subcommittee to pursue establishing a unique zip code on behalf of the Town of Woodfin.

Unfinished Business

Continuation of Introduction to Municipal Code Enforcement

SHANNON TUCH, TOWN MANAGER

Municipal Code Enforcement

In the last 30 days – 18 ***potential*** violations covering 5 categories

- Noise 3
- Junked Vehicles 4
- Zoning 4
- Sanitation 2
- Min. Housing 5

18 reports total

Municipal Code Enforcement

Noise (3)

- Late night party (STR)*
- Construction outside hours of work
- Industrial noise
- 0 notices issued
- Contact made with 1 party

**complainant requests not to send contact letter*

Municipal Code Enforcement

Zoning (4)

- Unpermitted structures, camper, mobile home
- All four cases remain open
- 4 Notices issued
- 1 Citation issued
- Contact made with 2 property owners

Municipal Code Enforcement - Zoning









Municipal Code Enforcement

Junked Vehicles (4)

- All four cases remain open
- 3 notices issued
- 1 citation issued
- Contact made with 1 property owner

Municipal Code Enforcement – Junked V.









Municipal Code Enforcement

Sanitation (2)

- 1 case closed (resolved before notice), one case open
- 1 notice issued
- Contact made with 1 property owner

Municipal Code Enforcement - Sanitation





Municipal Code Enforcement

Minimum Housing (5)

- All 5 cases remain open
- 5 notices mailed
- Contact made with 2 property owners

Municipal Code Enforcement – Min. Hsng.







Municipal Code Enforcement – Min. Hsng.





Municipal Code Enforcement – Min. Hsng.



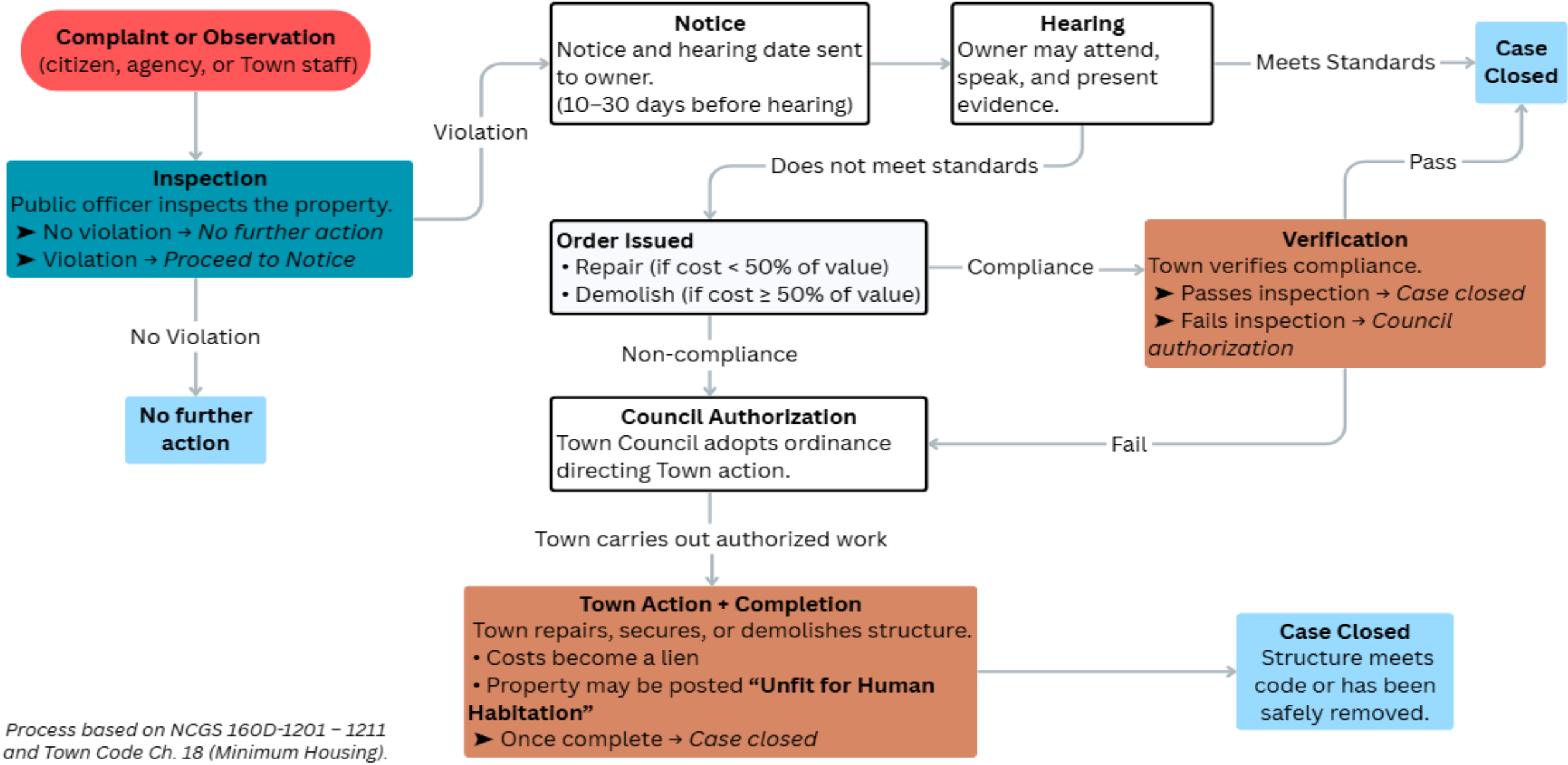




Municipal Code Enforcement

Summary

- 18 potential violations reported (13 complaints + 5 staff identified)
- All 18 violations were investigated with 15 being confirmed
- 13 notices were issued (2 properties have 2 violations each)
- 2 of the 13 cases have progressed to citations
- Contact made re: 7 of the 13 cases



Process based on NCGS 160D-1201 – 1211 and Town Code Ch. 18 (Minimum Housing).

Closed Session

Adjournment