Town of Woodfin
Town Council Meeting

Tuesday, November 18, 2025
5:00 pm

ACTION MEETING MINUTES

Council Members Present
Mayor Jim McAllister
Council Member Philip Cohen
Council Member Hazel Thornton
Vice Mayor Elisabeth Ervin
Council Member Ken Kahn
Council Member Johanna Young

Council Members Absent

Town Staff Present
Shannon Tuch, Town Manager
John Henning, Town Attorney
Ricky Hurley, Planning Director
Sheri Powers, Finance & Budget Director
Jacqui Boykin, Police Chief
Gena Powers, Town Clerk / PIO

The meeting video can be seen in its entirety at:
https://www.youtube.com/live/XC8SgIVyWyg?si=pUx58wLc_ZC_7GfT

Mayor McAllister called the meeting to order at 5:00 pm.

A. Approval of the Agenda
Vice Mayor Ervin made a motion to approve the agenda. Council Member Kahn seconded the motion which passed unanimously, 5-0.

B. Consent Agenda (1:10)
1. Approval of October 21, 2025, regular session meeting minutes.
2. Approval of the tax collection report for the period ending September 2025.
3. Approval of Ordinance No. 2025-22 concurring with the NCDOT on a speed limit reduction for segments of Riverside Drive (NC251) and Old Leicester Road.
4. Approval of Resolution No. 2025-11 supporting the issuance of bond financing by the Asheville Housing Authority for the Rocky River Apartments project.

Vice Mayor Ervin made a motion to approve the Consent Agenda. Council Member Cohen seconded the motion, which passed unanimously, 5-0.

C. Public Comment (1:20)– The public is invited to attend this meeting in person or view this meeting on YouTube Live: https://www.youtube.com/live/mW1GYyGFBFc?si=CSgchOZx28g4XwQW . All documents related to agenda items not published on the website may be viewed in advance of the meetings in person at Town Hall, 90 Elk Mountain Rd, Woodfin.

There was no public comment.

Citizens may address the Board concerning various topics after being recognized by the mayor and are limited to 3 (three) minutes speaking time.

D. Presentations & Reports (1:35)
1. Annual Audit Report – Nancy Lux, CPA with Ray, Bumgarner, Kingshill & Associates, P.A.
2. Repurposing Buildings and Uniform Codes – Chris Mansfield, Mansfield Commercial Real Estate

Presentation #2 did not take place

3. Town Manager Report – Shannon Tuch, Town Manager

E. New Business (44:01)

1. Approval of a contract amendment approving a change order in the amount of $118,488.50, for S20-Calibre Engineering and the associated budget amendment, Ordinance No. 2025-21. – Shannon Tuch Town Manager, Sheri Powers, Finance Director.

Vice Mayor Ervin made a motion 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. Council Member Kahn seconded the motion, which passed unanimously,5-0.

Council Member Kahn made a motion to approve Ordinance 2025-21 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. Council Member Cohen seconded the motion, which passed unanimously,5-0.

2. Public Hearing-Consideration of Ordinance No. 2025-23, a request to rezone a 0.23-acre property from Community Shopping (CS) to R-7 Residential (R-7) for property located at 1 View Street, identified in the Buncombe County tax record as PIN 9730-63-9042. The applicant is Rob Weed on behalf of property owner RHW Investments LLC. -Ricky Hurley, Planning Director.

Mayor McAllister opened the public hearing at 6:04 pm.

No one spoke at the public hearing.

Mayor McAllister closed the public hearing at 6:05 pm.

Council Member Cohen made a motion to approve Ordinance 2025-23 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). Council Member Kahn seconded the motion, which passed unanimously,5-0.

3. Public Hearing-Consideration of Ordinance No. 2025-24, a request to revise the approved Exhibits C-Site Plan and Exhibit D-Project Conditions associated with the 89.7-acre parcel conditionally zoned Mountain Village (MV-CZ) located at 99999 Goodman Road and identified in the Buncombe County tax record as PIN 9731-12-9772. The applicant is Teresa Carroll, on behalf of property owner Charter Mountain Properties LLC. - Ricky Hurley, Planning Director.

Applicant Teresa Carroll and project engineer answered questions by Council Member Young concerning tree planting requirements and green space.

Mayor McAllister opened the public hearing at 6:29 pm.

No one spoke at the public hearing.

Mayor McAllister closed the public hearing at 6:30 pm.

Council Member Kahn made a motion to approve Ordinance 2025-24 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 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). Council Member Cohen seconded the motion, which passed unanimously,4-1, with Council Members Cohen, Ervin, Kahn, and Thornton voting for, and Council Member Young voting against the motion.

4. A discussion on establishing a unique zip code for the Town of Woodfin – Vice-mayor Ervin and Council member Young.

Council Member Kahn made a motion to authorize members of the Communications Subcommittee to pursue establishing a unique zip code on behalf of the Town of Woodfin. Council Member Cohen seconded the motion, which passed unanimously,5-0.

F. Unfinished Business (1:35)

1. Continuation of Introduction to Municipal Code Enforcement from October 21, 2025. – Shannon Tuch, Town Manager

Manager Tuch and the Town Council thanked Council Member Thornton for her service on the Woodfin Town Council, this being her last meeting presiding on the council. Manager Tuch presented her with a gift to show appreciation for her service.

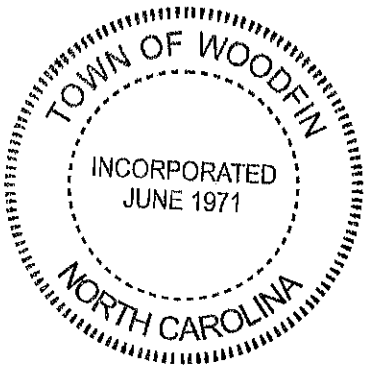
Vice Mayor Ervin made a motion to adjourn into closed session consistent with North Carolina General Statute. Council Member Cohen seconded the motion, which passed unanimously, 5-0.

G. Executive Session - The Town Council may adjourn to private chambers to discuss legal, personnel, contractual or similar matters protected by the NCGS §143-318.11(a) including subsections: 1. (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and **NCGS** § 160A-168. Privacy of employee personnel records. (a) Notwithstanding the provisions of G.S. 132-6 or any other general law or local act concerning access to public records, personnel files of employees, former employees, or applicants for employment maintained by a city are subject to inspection and may be disclosed only as provided by this section. (c) All information contained in a city employee's personnel file, other than the information made public by subsection (b) of this section, is confidential and shall be open to inspection only in the following instances: (5) An official of an agency of the State or federal government, or any political subdivision of the State, may inspect any portion of a personnel file when such inspection is deemed by the official having custody of such records to be inspected to be necessary and essential to the pursuance of a proper function of the inspecting agency, but no information shall be divulged for the purpose of assisting in a criminal prosecution (of the employee), or for the purpose of assisting in an investigation of (the employee's) tax liability. However, the official having custody of such records may release the name, address, and telephone number from a personnel file for the purpose of assisting in a criminal investigation, as stated by Attorney Henning.

H. Adjournment-

Council Member Thornton made a motion to adjourn the meeting. Vice Mayor Ervin seconded the motion, which passed unanimously,5-0.

Mayor McAllister adjourned the meeting at 7:41 pm.



James C. McAllister/Mayor

Attest: Gena Powers
Gena Powers/Town Clerk