MINUTES
BREVARD PLANNING BOARD
SEPTEMBER 23, 2025
COUNCIL CHAMBERS CITY HALL

The Brevard Planning Board met for a regular meeting Tuesday, September 23rd, 2025 at 5:30 PM in the Council Chambers at City Hall.

Members Present:	Reid Wood, Vice Chair Karen Darity Peter Chaveas
Members Absent:	Greg Hunter, Chair Alan Mercaldo
Staff Present:	Madalin Baker, Board Clerk Stephanie Holland, Planner Emily Brewer, Senior Planner Aaron Bland, Assistant Planning Director
Guests:	Dr. Bradley Andrews, President, Brevard College

I. Welcome

At 5:28 PM, Reid Wood, Vice Chair, called the meeting to order.

II. Introduction of Planning Board Members

The Board introduced themselves.

III. Certification of Quorum

R. Wood confirmed with the Board Clerk that a quorum from the Board was present.

IV. Approval of Agenda

P. Chaveas made a motion to approve the agenda. K. Darity seconded, unanimously carried.

V. Approval of Minutes

P. Chaveas motioned to approve the July minutes. K. Darity seconded, passed unanimously.

VI. Public Comments – None

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VII. New Business

a. Consideration of REZ-25-0002 – Pisgah Drive

Aaron Bland, Assistant Planning Director, presented his staff report, a portion of which follows:

Background: The Planning Department has received an application from First Victory Inc. for a rezoning of 5 properties located in the Pisgah Drive neighborhood, identified by PINs 8596-29-4552-000, 8596-29-5562-000, 8596-29-6501-000, 8596-29-749-000, and 8596-29-7468-000. The properties are located adjacent to the Transylvania Regional Hospital and are currently a part of the hospital's conditional zoning district. The request is to remove them from the CZD and zone them General Residential 8 (GR8). The properties abut the hospital CZD to the south, Institutional Campus (The Oaks) to the west, and GR8 to the north and east.

Discussion: The General Residential zoning district is described by the Unified Development Ordinance as follows: *General Residential (GR-4 and GR-8). The General Residential District is intended for the city's existing predominately-residential neighborhoods as well as provide for new primarily-residential development in accordance with this pattern. These districts are differentiated only by the density of the overall development relative to the planning goals of the city as set forth in the Comprehensive Land Use Plan.* The requested rezoning would remove these parcels from the hospital's CZD and allow them to be developed in accordance with the standards of GR8 as a part of the greater Pisgah Drive/Temple Church Road neighborhood, which is largely built out. Four of the five parcels are within the Manufactured Home Overlay District and no changes are proposed regarding the overlay.

Following his staff report, A. Bland opened to the Board for questions. P. Chaveas asked what the future plans are for the property, and if it would be used for affordable housing. A. Bland said the hospital is looking to sell the land, and G. Nolan of First Victory shared they plan to move around the lot lines slightly to allow for construction of 7 to 8 single-family homes. The homes would not be “affordable housing” but would be priced reasonably, numbers TBD. R. Wood asked about total acreage of the site, and A. Bland shared it is about 1.4 acres.

P. Chaveas motioned to recommend approval with reference to the consistency statement. R. Wood seconded, and the motion passed unanimously.

b. Consideration of TXT-25-0001 – Temporary Uses

Emily Brewer, Senior Planner, presented her staff report, a portion of which follows:

Background: This is a Staff-initiated text amendment to revise the standards for temporary uses and clarify when an applicant needs to secure a temporary use permit and when the applicant needs a special event permit. Temporary uses are land uses that are established only for a fixed, limited period of time with the intent of discontinuing it once that time expires, which may or may not have temporary structures (tents, associated with them. The current ordinance conflates temporary uses with special events, which are temporary events held on public rights-of-ways.

The proposed standards include the following types of temporary uses: General temporary uses; Agricultural / Produce Stand; Construction Office; Dwelling – Temporary; Mobile Classroom; Mobile Vendor; Outdoor Seasonal Sale; One-Day Event; Outdoor Event; and Outdoor Storage Container.

Staff is not seeking a recommendation at this time. We are looking for input as we continue to refine these amendments.

Following her staff report, E. Brewer asked for guidance from the Board. P. Chaveas asked if the temporary uses chapter pertains to dumpsters for construction debris or portable restrooms, and E. Brewer noted neither are named in the ordinance. R. Wood asked how a project might be considered abandoned, and P. Ray shared the building department uses the last date of inspection to decide. E. Brewer thanked the Board for their comments and said the text amendment would be brought for a vote at the next meeting.

c. Consideration of TXT-25-0002 – Clean-Up Items

E. Brewer presented her staff report, a portion of which follows:

This is a Staff-initiated text amendment to make smaller revisions to the Unified Development Ordinance that do not necessitate an individual text amendment. The proposed changes are included in Attachment 1 and described below.

•Aviation Facilities (Sections 2.2, 3.12.3, and 19.3): There has been a recent uptick in the use of ultralight aircrafts in Transylvania County. Facilities for training, takeoff and landing, for airborne activities can have significant land use implications, requiring extra space, buffers, and other conditions that protect the public. As such, the new land use category of "aviation facilities" is added to the use matrix as only permitted with a Special Use Permit in General Industrial zoning district.

•Home Occupation (Section 2.2 and 3.13.1): The current additional standards for home occupations are complex and require a permit. The proposed changes simplify the standards to ensure the business is truly incidental and residential in nature. If that is the case, a permit is not required.

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•Taprooms / Tasting Rooms (Section 3.13.2 and 19.3): The revision clarifies that in taprooms / tasting rooms that are ancillary to the production of beer or other types of alcohol are permitted to serve alcoholic beverages produced off-site in addition to those produced on-site.

•Accessory Structures (Section 2.5 and 5.7.14): The revisions to these sections ensure the standards are in Section 2.5 and direct to the architectural standards in Section 5.7.14.

•Portico (Section 5.10.5): Item B.4 was erroneously included in the previous adoption of Chapter 5.

•Tree Protection (Section 8.3): Changes to this section clarify that all properties subject to the NC Residential Code (single-family homes, duplexes, triplexes, and quadraplexes) do not need to secure a tree removal permit unless that property is in the steep slope area or the moderately steep slope area. These land uses are not required to plant trees or landscaping.

•Awning Signs and Canopy Signs (12.6, 12.9.2, 12.9.3, and 19.3): These changes align with the new awning and canopy standards in Chapter 5, which state that text cannot be printed directly onto an awning. Additionally, the definitions are updated to reflect their new usage in Chapter 5. Page 42 of 135

•Encroachments (Section 2.7): This adds canopies into the permitted encroachments in the same way as awnings. The last bullet of this section is also clarified.

•Construction signage (12.8.7): This new section allows for construction signs as part of the development permit, but they must meet ordinance requirements.

•Technical Review Committee (15.1): Revisions clarify the TRC process and allow for all department directors to have a designee.

•Incomplete Applications (Section 16.5): The current ordinance gives an applicant only 14 days to revise an application or they have to resubmit. The revisions give the applicant 30 days.

•Professional Services (16.6): This codifies the administrator's ability to secure the services of a qualified professional in reviewing applications. This provision has historically only been included in the fee schedule.

•Permit Expiration (16.13 and 19.3): These changes revise the definition of "start of construction", which is used to determine when a project has commenced and when the permit expires. The language now reflects NCGS 160D-403.

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Policy Analysis: Though these revisions are not explicitly mentioned in the City's plans, the Building Brevard 2030 Comprehensive Land Use Plan charges staff with continuing to improve the City's Unified Development Ordinance. This includes LUH-19: Enhance communication of land use planning efforts, policy development, approvals, and processes. These changes are consistent with the Comprehensive Land Use Plan.

Following the staff report, E. Brewer took questions from the Board.

P. Chaveas asked about the aviation item, wondering if "manned aircraft" are regulated differently than drones. E. Brewer said they are regulated differently as the State level as far as she was aware. E. Brewer offered additional clarification on home occupations, saying that home occupations are meant to be incidental in nature, and the code provides a framework by which to take enforcement measures if a home occupation appears to outgrow that framework.

After a bit more conversation, P. Chaveas motioned to approve the amendment as written, with reference to the consistency statement. R. Wood seconded, and the motion passed unanimously.

d. Consideration of Approval of Final Masterplan: Brevard College, Myers Dining Hall

Stephanie Holland, Planner, gave her staff report, a portion of which follows:

Background: Brevard College owns the property at 1 Brevard College Drive (PIN 8586-62-8087-000) within the City of Brevard's corporate limits. The site lies in a Conditional District established by Ordinance No. 2014-07, which created the Brevard College Planned Development District and approved a Preliminary Master Plan. Under that ordinance, the Planning Board is designated to review development applications for areas shown as "Future Development Zones" on the Preliminary Master Plan.
Brevard College has a base zoning district of Institutional Campus (IC). The Institutional Campus District is coded to allow for the continued and future use, expansion, and new development of academic and religious campuses, as well as government and health-care facilities. Unlike regular buildings which are oriented towards public streets, campus buildings are introverted towards spaces within the campus such as quadrangles.
Discussion: Under North Carolina General Statutes and the City of Brevard Unified Development Ordinance (UDO), the Planning Board is tasked with Final Master Plan approval. This approval confirms Staff's review and determination

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that the proposed development complies with the conditions of the previously approved Planned Development District (PDD) or CZD, the UDO, and the Preliminary Master Plan adopted by City Council. This is a step in the legislative process but does not constitute a zoning permit. Staff will issue permits only after all conditions and technical details are satisfied.
The submitted plans are consistent with the requirements of the Brevard College Planned Development District ordinance and its approved Preliminary Master Plan, and they are substantially compliant with the City's Unified Development Ordinance. Final zoning and building permits will be issued only after the applicant demonstrates to the Zoning Administrator that all technical provisions of the UDO have been fully satisfied.

Following the staff report, the Board discussed. K. Darity noted the inviting design of the proposed new space. P. Chaveas asked about current enrollment at the institution, as well as the motivation for updating the dining hall. Dr. Bradley Andrews, President at Brevard College, noted the current enrollment is 821 students, and explained that the expansion is to accommodate for recent growth, providing better services for the currently enrolled student population. B. Andrews noted the space will remain open to the public and bookable for events, as it is currently.

P. Chaveas motioned to approve the masterplan, R. Wood seconded, and the motion passed unanimously.

VIII. Remarks

None.

IX. Adjournment

There being no further business, R. Wood made a motion to adjourn seconded by K. Darity, the motion carried unanimously, and the meeting adjourned at 6:27 PM.

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Reid Wood, Vice Chair

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Madalin Baker, Board Clerk

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