CITY OF HENDERSONVILLE PLANNING BOARD - REGULARLY SCHEDULED

Operations Center - Assembly Room | 305 Williams St. | Hendersonville NC 28792 Monday, November 14, 2022 – 4:00 PM

AGENDA

- 1. CALL TO ORDER
- 2. APPROVAL OF AGENDA
- 3. APPROVAL OF MINUTES
 - A. Minutes of October 10, 2022
- 4. OLD BUSINESS
- 5. **NEW BUSINESS**
 - A. Administrative Review: Preliminary Site Plan and Preliminary Plat—Townes at Martha Kate (A22-76-SPR) (A22-89-MAJ SUB) *Tyler Morrow Planner II*
- 6. OTHER BUSINESS
 - A. Comprehensive Plan Update Matthew Manley
- 7. ADJOURNMENT

The City of Hendersonville is committed to providing accessible facilities, programs and services for all people in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or an accommodation for this meeting please contact the Community Development Department no later than 24 hours prior to the meeting at 828-697-3010.

Minutes of the Planning Board Regular Meeting - Electronic October 10, 2022

Members Present: Neil Brown, Frederick Nace, Jim Robertson (Chair), Peter Hanley, Laura Flores,

Andrea Martin, Barbara Cromar, Jon Blatt, (Vice-Chair)

Members Absent: Stuart Glassman, Tamara Peacock

Staff Present: Matthew Manley, Planning Manager, Lew Holloway, Community Development

Director and Tyler Morrow, Planner

Call to Order. The Chair called the meeting to order at 4:00 pm. A quorum was established.

- II Approval of Agenda. Chair stated he would like to add a discussion on amending the Rules of Procedure to allow committees of this board to meet virtually to the agenda. Mr. Brown moved to approve the agenda as amended. The motion was seconded by Mr. Blatt and passed unanimously.
- III Approval of Minutes for the meeting of September 12, 2022. *Mr. Brown moved to approve the Planning Board minutes of the meeting of September 12, 2022. The motion was seconded by Mr. Hanley and passed unanimously.*
- IV Old Business
- V New Business
- V(A) Conditional Zoning District Lakewood Apartment (P22-54-CZD). Mr. Manley explained this application was deemed incomplete for several reasons and therefore has been deferred to next month.
- VI Other Business
- Recommendation for 2045 Comprehensive Plan Consultant. Mr. Manley stated staff has been going VI(A) through the process of issuing an RFP, receiving proposals and reviewing proposals for the 2045 Comprehensive Plan. The RFP was released at the beginning of August and the deadline was August 31st. They have received five proposals which were listed in the presentation. He explained the review process with staff and a rating sheet used to determine if they were a right fit or not. The scores and grades were compiled. City staff that reviewed these firms were Tyler Morrow, Matthew Manley, Jamie Carpenter, Mark Stierwalt from Public Works and Brent Detwiler from Engineering. They were all competent teams with great experience. Mr. Manley explained the interview process which included three firms. Staff shared the three proposals with the Long Range Planning Committee and they had time to review those as well. The internal staff team along with a representative from the Long Range Planning Committee (Planning Board Chair) conducted the interviews. After that the internal Planning staff and Long Range Committee had a final discussion. Mr. Manley explained the thoughts staff had on each of the firms. At the conclusion of this selection process, there was a clear consensus that the Bolton & Menk team presented an optimal combination of experience, skills and approach to achieve the stated outcomes of the 2045 Comprehensive Plan. He explained staff's reasoning behind the choice of Bolton & Menk. He received references for the firm and one reply was very favorable. He is expecting to hear from others. Chair stated the Long Range Committee met twice and they were shown the scoring sheets for the firms. He explained the interview process. The folks at Bolton & Menk seemed very enthusiastic about working with the city. They stood out

Planning Board 10.10.2022

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above the others. This firm was also local and that makes a difference as well. Ms. Cromar asked about community engagement and input. Mr. Manley explained having meetings and community input. Chair explained having surveys and online surveys. Mr. Manley explained the process and moving forward to City Council in November for approval. He explained the timeline and that being 18 to 24 months. Mr. Holloway stated this firm has proposed a timeframe of 12 months for completion. It could possibly take longer. Mr. Holloway stated they are looking to have a final Comprehensive Plan in front of Planning Board for approval in roughly 12 to 18 months. Other discussion was made about the process to get to this point. Mr. Blatt asked about Henderson County's process and who they picked and how they compared. Mr. Manley stated he was not involved with any of that, and he could not compare. Mr. Holloway stated they are using a firm that did not apply to the city.

Mr. Hanley moved the Planning Board recommend City Council award Bolton Menk, Inc., along with their team of subcontractors, a contract for services to conduct the 2045 Comprehensive Plan for the City of Hendersonville. Mr. Brown seconded the motion which passed unanimously.

Discussion concerning virtual meetings for committees. Chair stated when the state removed the VI(B) emergency declaration because of the pandemic, they could no longer meet virtually in committees. He wasn't talking about regular board meetings but committee meetings, which he is a member of all of them. If he was vacationing, he could easily jump on and attend a committee meeting, however when the emergency declaration ended those virtual meetings went away. This would be just adding the ability for committees to meet virtually if needed. It would be verbiage in the Rules of Procedure that state committees may conduct in person or through virtual participation. Chair stated this would be an amendment to the Rules of Procedure and would need to be voted on. Mr. Blatt asked if the Planning Board committees had any virtual meetings back when it was permitted to have them. Chair stated yes, he attended several of them. Mr. Manley discussed the convenience of being able to attend the committee meetings virtually. The meetings would still be open to the public. Mr. Manley stated it needs to be considered for an amount of time and what they can do is take a consensus or direct staff to seek the Legal Department's review on this and that would get the ball rolling and then come back next month with an actual motion. Mr. Manley stated this body can amend their Rules of Procedure and it does not have to get City Council's approval.

Mr. Blatt made a motion to direct staff to change their Rules of Procedure and take it to the City Attorney or whatever is necessary to allow committee meetings to be conducted in person or through electronic or virtual participation. Electronic virtual meetings shall require sufficient, appropriate public notice. Mr. Brown seconded the motion which passed unanimously.

Mr. Holloway discussed the issue of committee meetings being virtual being brought up at the last Council meeting and the City Attorney wanted to draft some language concerning this. Council directed staff to continue to have the primary boards meet in person but to look into subcommittee meetings being virtual. Once the attorney looks at this and drafts the language it will come back to the Planning Board for approval.

I	Adjournment – The meeting was adjourned at 4:37 pm
	Jim Robertson, Chair



CITY OF HENDERSONVILLE AGENDA ITEM SUMMARY PLANNING DIVISION

SUBMITTER: Tyler Morrow **MEETING DATE:** November 14th,

2022

AGENDA SECTION: New Business **DEPARTMENT:** Community

Development

TITLE OF ITEM: Administrative Review: Preliminary Site Plan and Preliminary Plat– Townes at

Martha Kate (A22-76-SPR) (A22-89-MAJ SUB) – Tyler Morrow – Planner II

SUGGESTED MOTION(S):

For Approval:

I move that the Planning Board grant preliminary site plan approval, based on the requirements of the City of Hendersonville Zoning Ordinance (with primary consideration of sections 5-14 Planned Residential Development and 7-3-3 Review of Preliminary Site Plans) for the Townes at Martha Kate project subject to the following conditions:

- Development shall provide a 12' x 40' loading/unloading space for the development at a location approved by staff.
- Sidewalks or fee-in-lieu of sidewalks shall be provided along the property frontage to the southwest of Queen Street on N. Main Street.

[DISCUSS & VOTE]

I move that the Planning Board grant preliminary plat approval based on the requirements of the City of Hendersonville Subdivision Ordinance (with primary consideration of section 2.04 h Major Subdivision), for the Townes at Martha Kate project subject to the following condition:

 The of configuration of utility easements is subject to change. Final configuration will be reviewed and approved by City staff prior to recordation of the final plat.

[DISCUSS & VOTE]

For Denial:

I move that the Planning Board deny the application for preliminary site plan approval for the Townes at Martha Kate project because the applicant has failed to demonstrate compliance with the following provisions of the Zoning Ordinance

• Please list noncompliant sections

[DISCUSS & VOTE]

I move that the Planning Board deny the application for preliminary plat approval for the Townes at Martha Kate project because the applicant has failed to demonstrate compliance with the following provisions Subdivision Ordinance:

• Please list noncompliant sections.

[DISCUSS & VOTE]

SUMMARY:

The City of Hendersonville is in receipt of an application for preliminary site plan review from Rick Moore and Mitch Gaither. The applicant is proposing to construct 26 detached townhome units on the subject property at 153 Queen Street (PIN 9569-75-0342).

The proposed site plan shows 26 detached townhome units. 16 of the units will we approximately 1,485 square feet. The remaining 10 units will be approximately 884 square feet.

The proposed density of the development is approximately 1.96 units per acre.

PROJECT/PETITIONER NUMBER:	(A22-76-SPR) (A22-89-MAJ SUB)
PETITIONER NAME:	- Rick Moore [Applicant]- Rick Moore and Mitch Gaither [Owner]
ATTACHMENTS:	 Staff Report Preliminary Site Plan and Plat Packet Application / Owner Signature Addendum Public Noticing Proof

PRELIMINARY SITE PLAN AND PRELIMINARY PLAT REVIEW-THE TOWNES AT MARTHA KATE (A22-76-SPR) (A22-89-MAJ SUB)

CITY OF HENDERSONVILLE - COMMUNITY DEVELOPMENT STAFF REPORT

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- Project Name & Case #:
 - o The Townes at Martha Kate
 - o A22-76-SPR
 - o A22-89-MAJ SUB
- Applicant & Property Owner:
 - Rick Moore [Applicant]
 - Rick Moore and Mitch Gaither [Owners]
- Property Address:
 - o 153 Queen Street
- Project Acreage:
 - o 13.26 Acres
- Parcel Identification (PIN):
 - 0 9569-75-0342
- Parcel Zoning:
 - o R-20, Medium Density Residential
- Future Land Use Designation:
 - Medium Intensity Neighborhood
 - Natural Resource / Agricultural
- Requested Uses:
 - Planned residential developments (minor)
- Type of Review:
 - Administrative- Decisions made in the implementation, administration, or enforcement of the Zoning and Subdivision Ordinances that involve the determination of facts and the application of objective standards set forth in the Zoning and Subdivision Ordinances.



SITE VICINITY MAP

The City of Hendersonville is in receipt of an application for preliminary site plan review from Rick Moore and Mitch Gaither. The applicant is proposing to construct 26 detached townhome units on the subject property at 153 Queen Street (PIN 9569-75-0342).

The proposed site plan shows 26 detached townhome units. 16 of the units will we approximately 1,485 square feet. The remaining 10 units will be approximately 884 square feet.

The proposed density of the development is approximately 1.96 units per acre. An R-20 Minor Planned Residential Development allows a density of 2.5 units an acre or 33 units. More information concerning the requirements and process for Minor Planned Residential Developments can be found below.

Since this development is proposed detached townhome units, the land must be subdivided in order to be built and sold. Due to this, this project must also go through the City's subdivision process. Since the project involves 8 or more lots and the dedication of a new street the project meets the criteria of a major subdivision and therefore will be reviewed according to the standards of section 2.04 H of the subdivision ordinance.

PRELIMINARY SITE PLAN AND MINOR PRD REVIEW GUIDELINES

Review of Preliminary Site Plans

Review of preliminary site plans applies to larger projects where the costs of developing detailed final plans can be substantial. It is designed to provide the applicant an opportunity to obtain authorization for a site specific development while incurring reduced expense. Review of preliminary plans is a function of the Planning Board.

Preliminary plan review is required of all development undergoing Site Plan Review for the following:

- Any commercial, industrial or institutional development consisting of more than 20,000 square feet of floor area.
- Addition of more than 30 parking spaces.
- Any Minor Planned Residential Development consisting of 9 or more dwelling units.

Approval of a preliminary site plan shall **not** entitle the applicant to the issuance of a zoning compliance permit. Upon approval of the preliminary site plan by the Planning Board the applicant must then submit an application and final site plans meeting the requirements of of the zoning ordinance, in addition to any other approval including but not limited to stormwater approval, utility approval, driveway permits, land disturbance approval, etc. The applicant shall have two years from the date of such approval to obtain final site plan approval.

5-14-7. Minor Planned Residential Developments

The maximum number of dwelling units which may be constructed in a Minor Planned Residential Development shall be 50 or a number computed on the basis of the following table, whichever is less:

Use District	Dwelling Units Per Acre
R-40	1.0
R-20	2.5
R-15	3.75
R-10	5.5
R-6	8.5
MIC	5.5
RCT	5.5
C-2	8.5
C-3	8.5
ы	8.5

Minor Planned Residential Developments (Minor PRD) shall be governed by the development standards for Planned Residential Developments (PRD). Unlike Major PRDS, there is no minimum site requirement for a Minor Planned Residential Development, nor is there a requirement that access be by means of a designated thoroughfare. Unlike Major PRDs which undergo a rezoning to a Conditional Zoning District, Minor PRDs undergo site plan review only and do <u>not</u> require a rezoning. In cases, where the Minor Planned Residential Development contains 9 or more units, the development must go through preliminary site plan review by the Planning Board. If approved, the subject property would retain its R-20 zoning.

PRELIMINARY PLAT AND MAIOR SUBDIVISION GUIDELINES

Preliminary Plat Standards of review

An application for a Major Subdivision shall be approved, if it complies with the following:

- The Major Subdivision is prepared and sealed by a licensed professional authorized by the state to prepare such documents.
- The Major Subdivision complies with the applicable standards in G.S. 47-30.
- The Major Subdivision includes all required certifications and other pertinent information as required by the city;
- All lots shall be served by a NCDOT-maintained roadway or a right-of-way constructed to and maintained in accordance with NCDOT or city standards, as appropriate.
- The name of the subdivision shall not duplicate or be similar to the name of an existing subdivision in Hendersonville or Henderson County.
- Street names used in the subdivision shall not duplicate or be similar to the names of streets in an existing subdivision in Hendersonville or Henderson County.
- All standards or conditions of any prior applicable permits and development approvals.
- The Major Subdivision complies with all other applicable requirements in this ordinance and the City Code of Ordinances.

Major Subdivision

Major Subdivisions include all divisions of land involving 8 or more lots; and/or involve the dedication of a new street or change in existing streets. Major Subdivisions must be reviewed by staff and must undergo an administrative review hearing by the Planning Board.

The Planning Board shall make an administrative decision after the conclusion of a public meeting. The procedure for a public meeting is as follows:

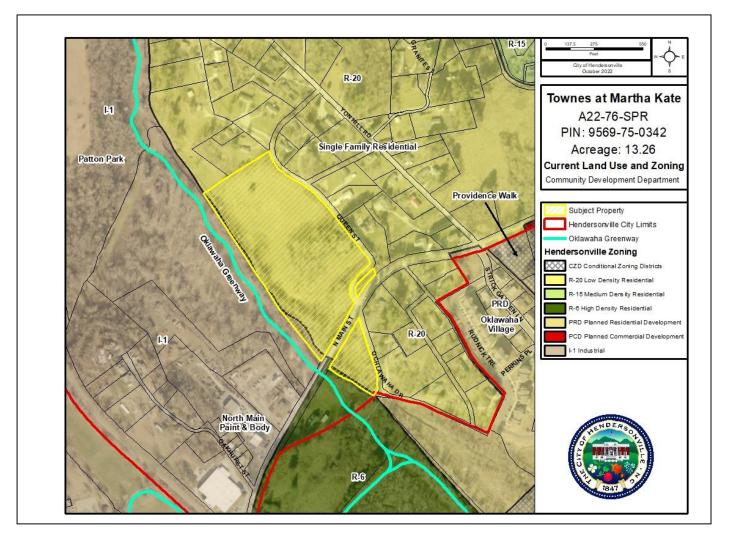
- Public meetings shall comply with the notice requirements of section 2.03.F.
- A public meeting shall be open to the public and shall be conducted in accordance with the planning board's adopted rules of procedure for administrative hearings.
- There is no requirement to allow general public comments during a public meeting, though it may be
 allowed by the chair or other presiding officer. However public input and comment shall be allowed as
 required by applicable laws, the standards of this ordinance, and the Planning Board's adopted rules of
 procedure.

The Planning Board's decision shall be one of the following. All the following decisions are administrative in nature:

- Approval of the Major Subdivision as proposed.
- Approval of a revised Major Subdivision.
- Denial of the Major Subdivision.

The Planning Board shall render a decision on an application for a Major Subdivision within 32 days of the date of the first public meeting to consider the application unless a different review schedule is agreed to by the Planning Board, the City, and the Applicant.

Approval of a required Major Subdivision shall not constitute the approval for recording a subdivision with the Register of Deeds, or approval for the conveyance of lots. Approval of a required Major Subdivision authorizes the submittal of street and utility construction plans, and soil erosion and sedimentation control plans.



City of Hendersonville Current Zoning & Land Use Map

The subject property is zoned R-20 low density residential and is a part of the transition from high density residential and industrial zoning to low density residential zoning that continues towards Berkely Road. The property fronts on Queen Street which is currently a gravel road that is maintained by NCDOT. The R-20 zoning in this area appears to be exclusively made up of single-family homes.

The Oklawaha Greenway is on the opposite side of Mud Creek from this parcel. The developers have proposed a private trail that runs along the southwest side of their property that is planned to tie into the Oklawaha Greenway. The abutting parcels to the southwest are zoned I-I and these parcels are made up of floodplain/ flood way properties, some of which contain commercial uses.

There are two Planned Residential Development Conditional Zoning Districts to the northeast. These developments include Oklawaha village, which has a mix of single-family homes and multi-family and Providence walk which is has begun grading for 93 single family homes.



View of where previous homestead was located prior to removal.



View of wetland area on property adjacent to Queen Street.

(Area highlighted on site plan snip)

SITE IMAGES



View of Queen Street's existing conditions from North Main Street.



View of the flood plain/floodway area on the lower portion of the property. High transmission power lines running along this area also visible.



View of the grade change as the property ascends towards Queen Street. This area would be the approximate location of homes I-I0



View of the grove of large mature trees to be removed surrounding the previous homestead. (Tree survey included in packet)

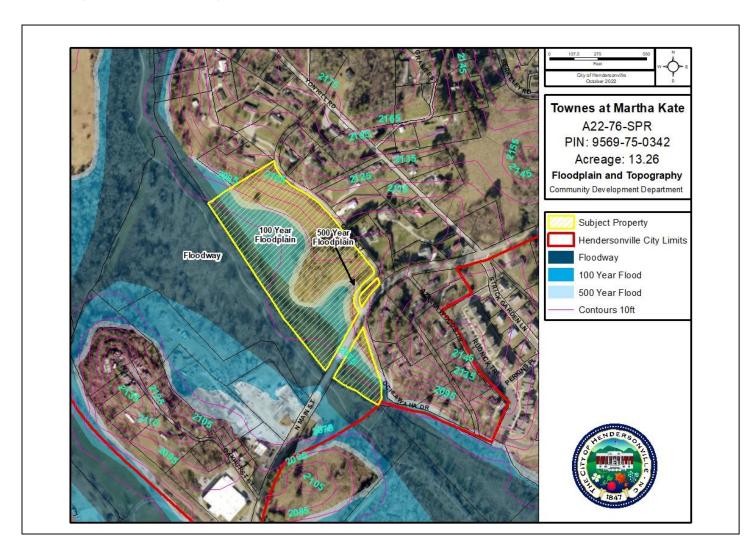
VARIANCE APPROVAL (FLOODPLAIN AND TOPOGRAPHIC HARDSHIP)

On October 11^{th,} 2022, the Board of Adjustment granted this development a variance from the requirement that "dwellings and accessory structures abutting a street intended to serve more than 32 dwelling units or intended to be dedicated as a public street must be set back a minimum of 35 feet from the center line of such street."

Due to floodplain and topographic constraints on the site, the Board of Adjustment granted this variance which allowed a 27' setback from the center line for units I-I0 instead of the required 35'. The 27' variance approved setback for lots I-I0 is shown on the preliminary site plan.

As you will see in the map below. The lower portion of the property is covered in floodplain and as the property moves towards Queen Street it goes up a slope. The development as shown on the plan puts homes I-I0 between the floodplain and the steep slopes near Queen Street.

By allowing the reduction in the required setback, the development does not include filling the floodplain for homes and does not propose any structures within the floodplain. They are proposing to fill a portion of the floodplain for their stormwater control measures.



Units

- o 26 Detached Townhomes units
- 884 Square Foot Units 26x34 (1-10)
- 1,485 Square foot units- 27x55 (11-26)
- Proposed Height-30'

Proposed Use:

 R-20, Low Density Residential Minor Planned Residential Development (R-20, Minor PRD)

Acres/Density

- o 13.26 Acres
- o Proposed density-1.96 units per acre or 26 units.
- o Allowed density- 2.5 units an acre or 33 units.

Natural Resource

- The property contains floodway, 100-year floodplain, and 500-year floodplain according to the 2007 FEMA maps for Henderson County. The property has a wetland that has been delineated by Atlas Environmental Inc.
- The developer is allowed to fill 0.70 acres in accordance with the City's Zoning Ordinance.
- The developer is proposing to fill 0.45 acres.
- O No structures will be placed in the floodplain or filled area.
- O The development will be required to have a Stormwater Control Measure (SCM). The SCM is primarily located within the portion of the 100-year floodplain area which is proposed to be filled. This is permitted by our Zoning Ordinance. Additionally, the City's Stormwater Administrator and Floodplain Administrator confirmed that the proposed placement meets City Standards.
- The 30' stream buffer and 20' transitional zone will be protected in accordance with the Zoning Ordinance. A private trail is proposed to be constructed outside of those areas near the stream.
- The steepest degree slope on the property is 14.3%.

Streets

- All internal streets to the site (including the alley) will be built to public street standards and dedicated to the City.
- The site plan includes the upgrading of Queen Street from North Main Street just beyond the main entrance of the development.
- NCDOT has requested that the developer dedicate additional Right-of-Way in order to accommodate potential upgrades to Queen Street in the future.

Parking

o PRD requires -I parking space per unit for I-2-bedroom units and I.5 parking spaces for 3+ bedroom units. The proposed development shows I driveway space and I garage space for all units.

Sidewalks

• The development shows sidewalks along all internal streets and provides sidewalks out to the intersection of Queen Street and N. Main Street.

Public Utilities

- o The site will be served by City of Hendersonville Water and Sewer.
- o Provision of City Utilities requires that the property be annexed.

OUTSTANDING PRELIMINARY SITE PLAN AND PRELIMINARY PLAT COMMENTS

COMMUNITY DEVELOPMENT

Site Plan Comments:

The preliminary site plan and preliminary plat accompanying this petition meets the standards established by the Zoning and Subdivision Ordinances for Planned Residential Development (5-14), Preliminary Site Plan (7-3-3), and Preliminary Plat (2.04.H) with the following exceptions:

- (Preliminary Site Plan) The development is required to have a 12x40 loading/unloading space. Potentially in front of the cluster mailbox. Final design can be addressed during final site plan review.
- o (Preliminary Site Plan) Proposed phasing lines (if proposed to be phased).
- (Preliminary Plat) Cluster mailbox location- Do you plan to add any parking here or do you envision residents walking along the sidewalks to get their mail? If no parking spaces are provided, then pedestrian infrastructure must be present to allow residents to walk and get their mail. Sidewalks are provided throughout the development, so no parking at the cluster mailbox is required. However, final design could include the provision of parking spaces at final site plan.
- (Preliminary Plat) The easements on the plat are not finalized and have not been reviewed by the City's Engineering or Water and Sewer Department. The City can require other easement configurations than what is shown on the preliminary plat. The finalized easements will be recorded on a separate easement plat. The applicant will work with our Legal, Engineering, and Water and Sewer departments to ensure that the easements are correct and in accordance with City requirements.
- (Preliminary Site Plan) Sidewalks are required along the property frontage to the southwest on N. Main Street (towards the bridge). The applicant advised that sidewalks in this area cannot be accomplished due to existing NCDOT guardrails in this area. City staff prefers that sidewalks be constructed in this area and could coordinate with NCDOT about the reconfiguration of the guardrail (in front of the sidewalk). However, the applicant has the ability to request a fee-in-lieu of the sidewalk or agree to build the required length of sidewalk off-site at a location determined by the City Manager. The fee-in-lieu request must be approved by the City Manager. The details for sidewalks need not be finalized at this stage and can be worked through with staff during the Final Site Plan review.

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Preliminary Site Plan Comments:

o None

WATER / SEWER

Preliminary Site Plan Comments:

None

FIRE MARSHAL

Preliminary Site Plan Comments:

None

STORMWATER ADMINISTRATOR

Preliminary Site Plan Comments:

o None

FLOODPLAIN ADMINISTRATOR

Preliminary Site Plan Comments:

None

PUBLIC WORKS

Preliminary Site Plan Comments:

None

NCDOT

Preliminary Site Plan Comments:

None

TRANSPORTATION CONSULTANT

Preliminary Site Plan Comments:

None (the proposed use and unit count did not trigger a TIA)

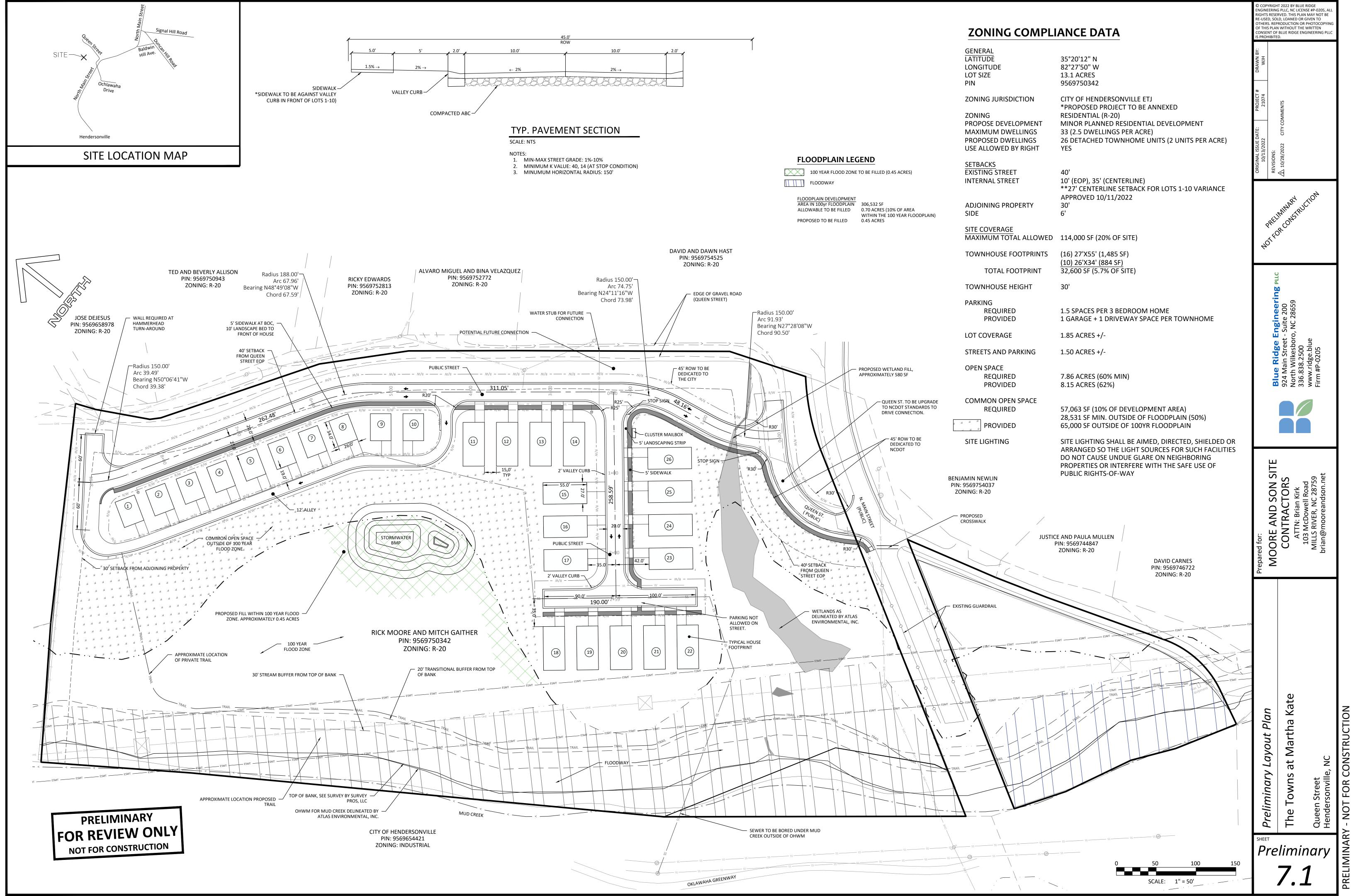
STAFF ANALYSIS

Zoning Compliance:

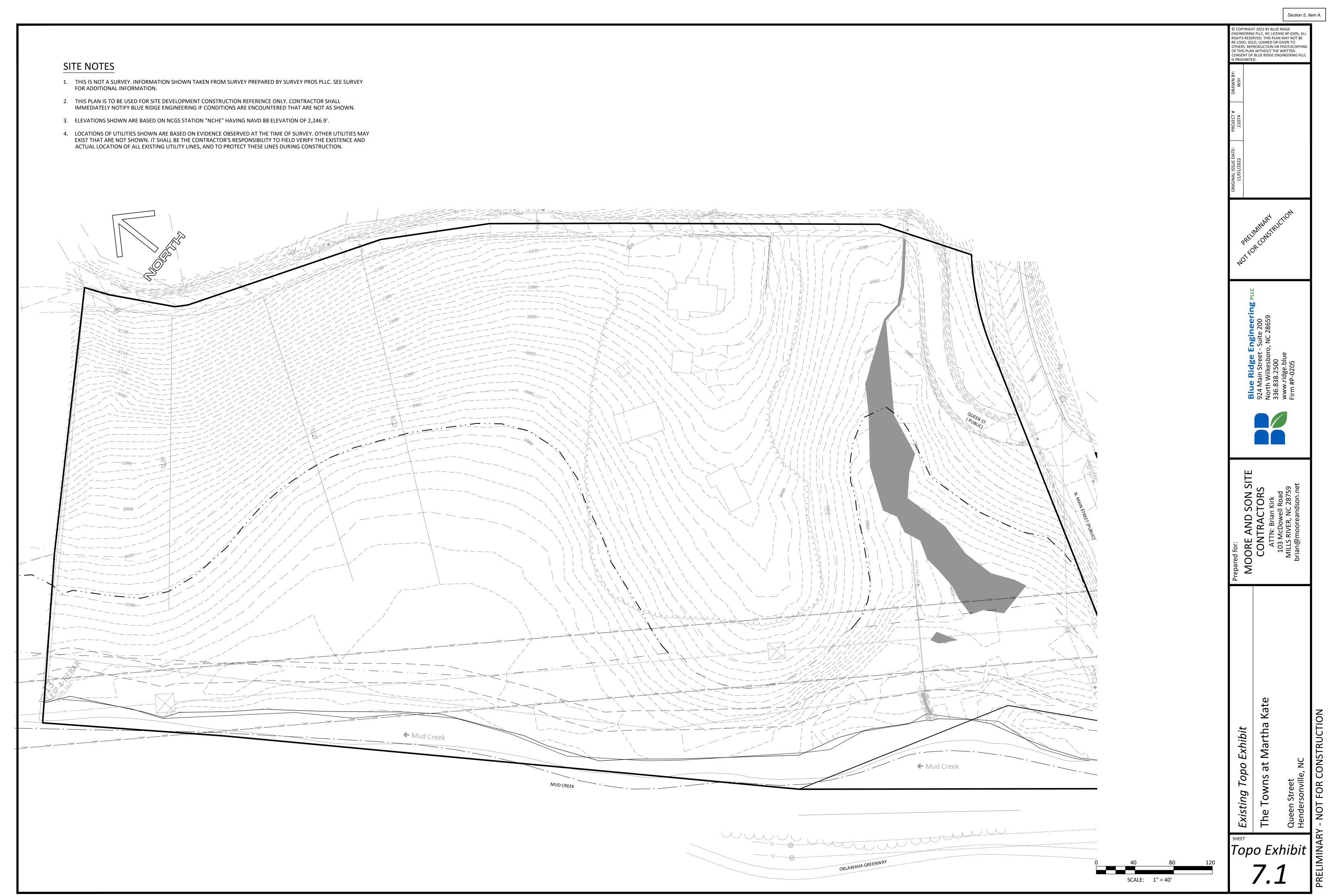
Based on the review by staff, the submitted preliminary site plan for the Townes at Martha Kate Project meets the Zoning Ordinance standards established for Minor Planned Residential Developments (Section 5-14) and Preliminary Site Plan Review (Section 7-3-3.2).

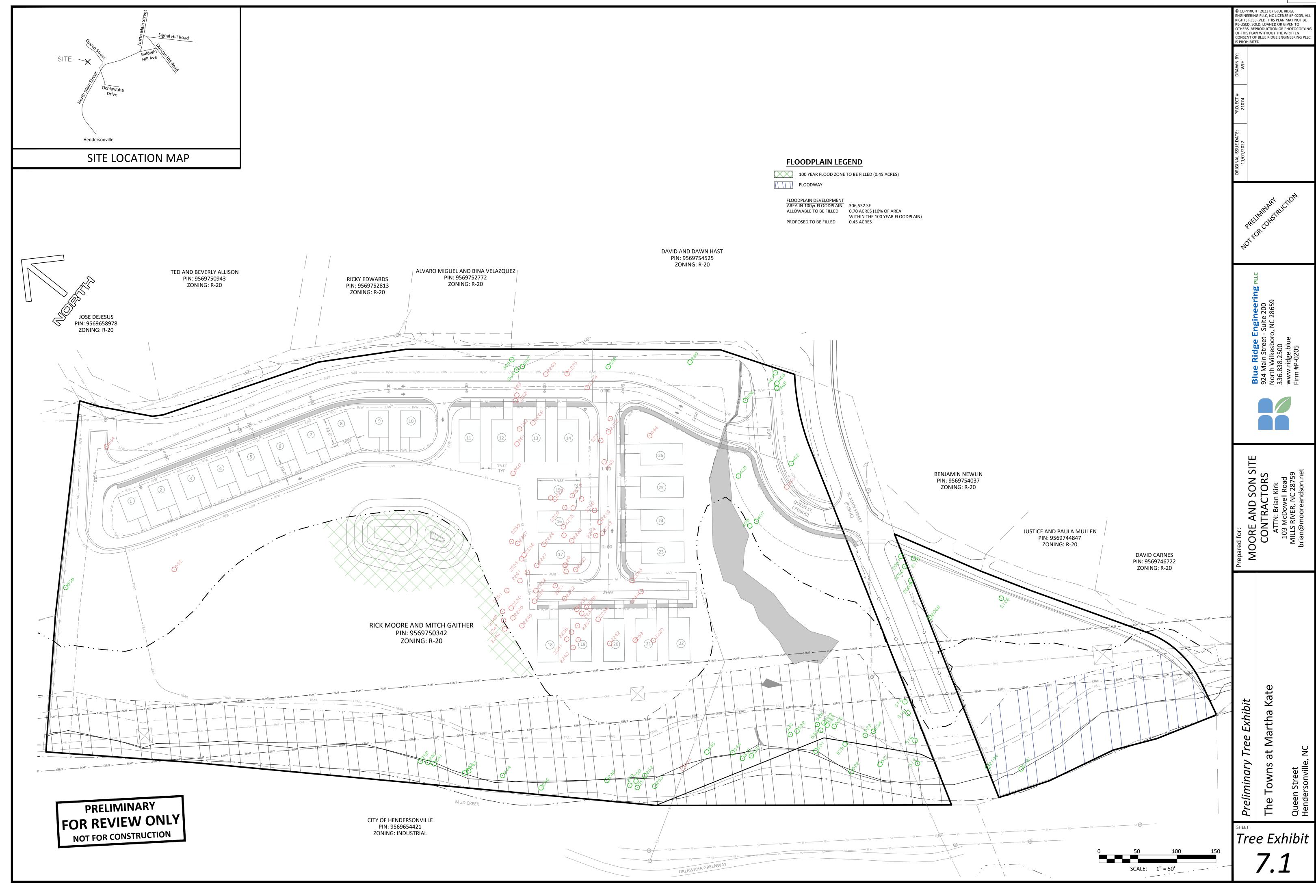
Subdivision Compliance:

Based on the review by staff, the submitted preliminary plat for the Townes at Martha Kate Project meets the Subdivision Ordinance standards established for Major Subdivisions (Section 2.04 H).

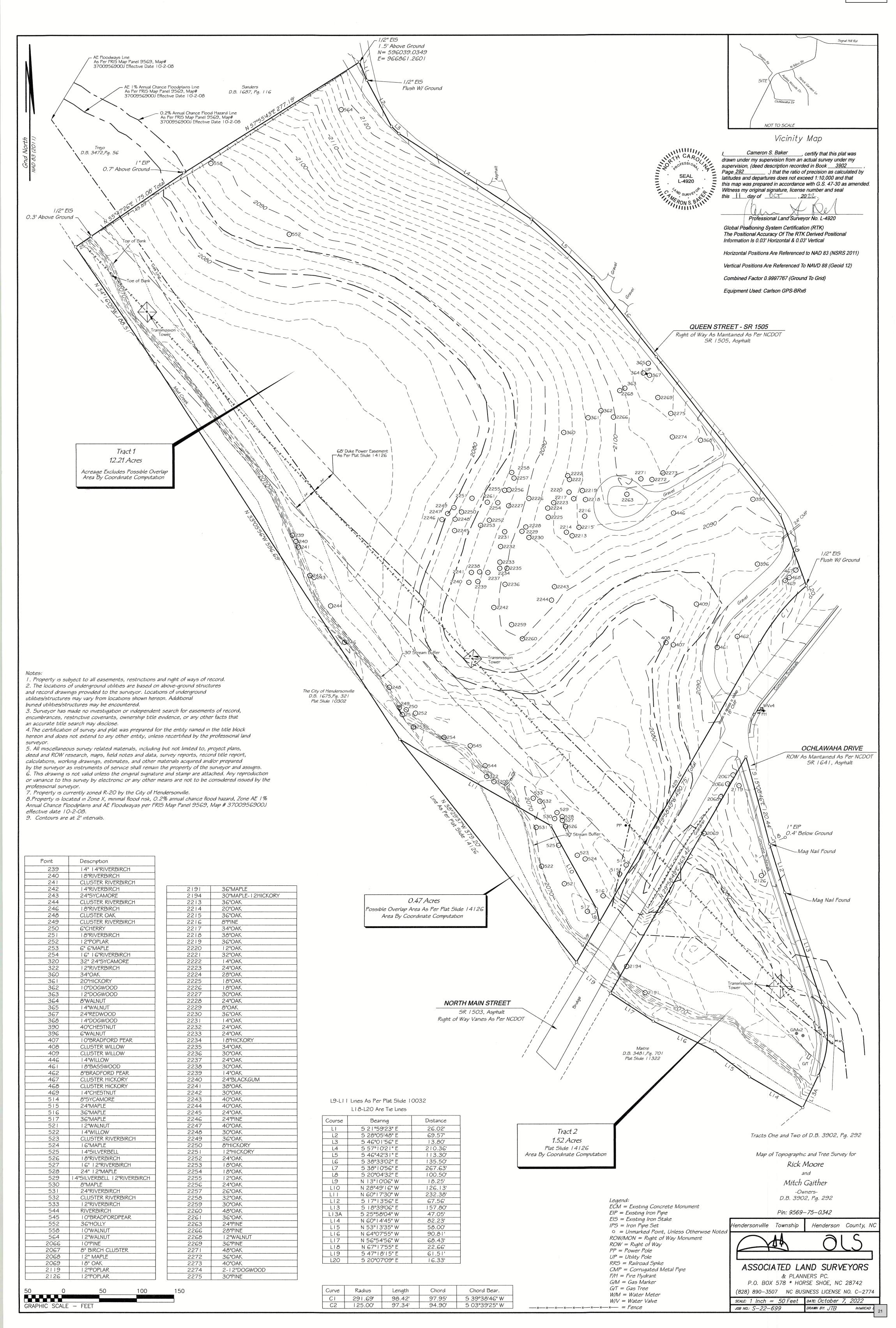


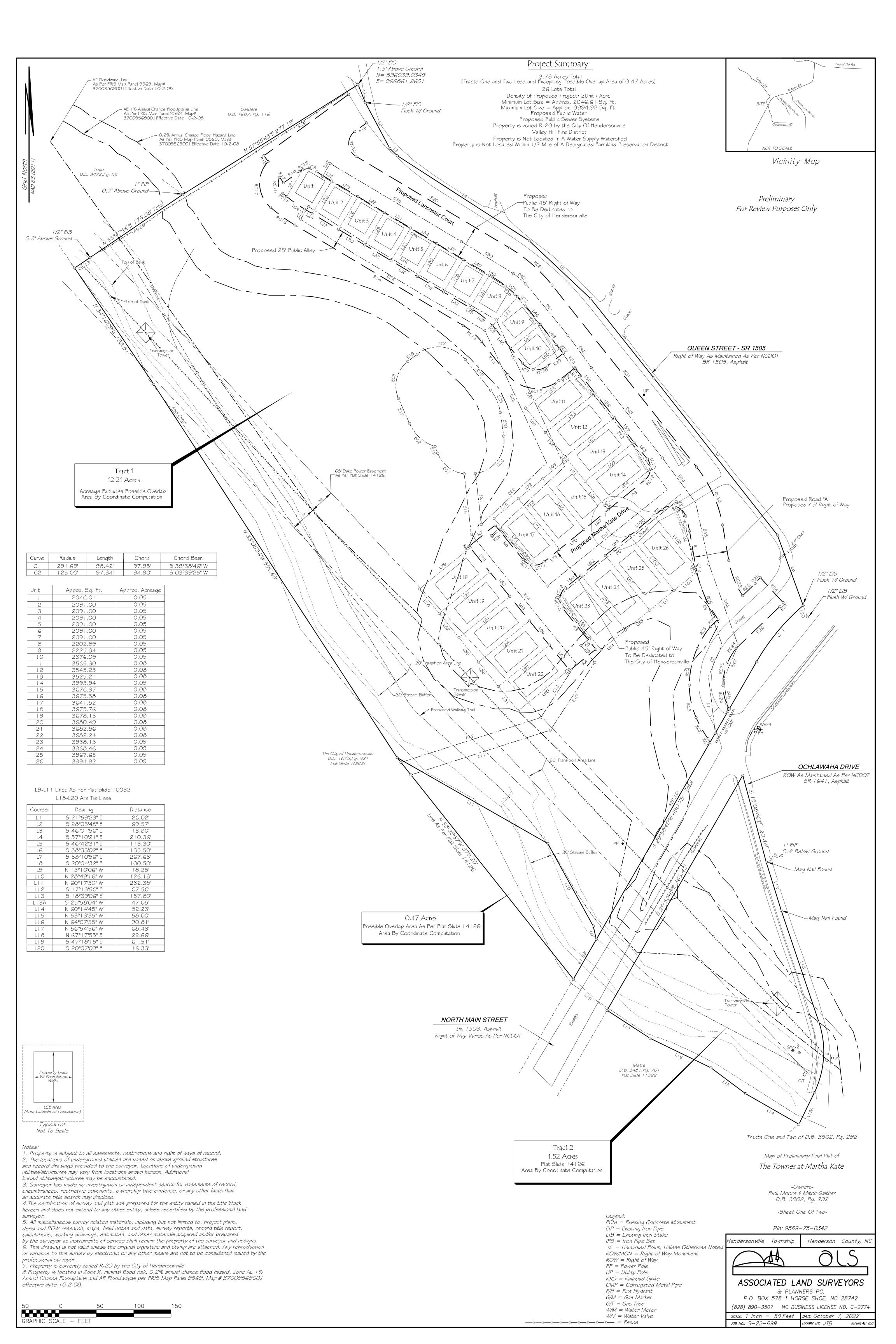
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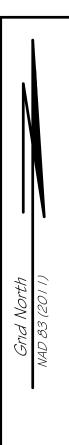




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Unit	Appox. Sq. Ft.	Approx. Acreage
	2046.01	0.05
2	2091.00	0.05
3	2091.00	0.05
4	2091.00	0.05
5	2091.00	0.05
6	2091.00	0.05
7	2091.00	0.05
8	2202.89	0.05
9	2225.34	0.05
10	2376.09	0.05
1.1	3565.30	0.08
12	3545.25	0.08
13	3525.21	0.08
14 15	3993.94	0.09
15	3676.37	0.08
16	3675.58	0.08
17	3641.52	0.08
18	3675.76	0.08
19	3678.13	0.08
20	3680.49	0.08
21	3682.86	0.08
22	3682.24	0.08
23	3938.13	0.09
24	3968.46	0.09
25	3967.65	0.09
26	3994.92	0.09

L9-L1 | Lines As Per Plat Slide | 10032 118120 Are Tielin

	L18-L20 Are Tie Lines	
Course	Bearing	Distance
LI	S 21°59'23" E	26.02'
L2	S 28°05'48" E	69.57'
L3	S 46°01'56" E	13.80'
L4	S 57°10'21" E	210.36'
L5	S 46°42'31" E	113.30'
L6	S 38°33'02" E	135.50'
L7	S 38°10'56" E	267.63'
L8	S 20°04'32" E	100.50'
L9	N 13°10'06" W	18.25'
LIO	N 28°49'16" W	126.13'
LII	N 60°17'30" W	232.38'
LI2	S 17°13'56" E	67.56'
LI3	5 8°39'06" E	157.80'
LI3A	5 25°58'04" W	47.05'
LI4	N 60°14'45" W	82.23'
LI5	N 53°13'35" W	58.00'
LI6	N 64°07'55" W	90.81'
LI7	N 56°54'56" W	68.43'
LI8	N 67°17'55" E	22.66'
L19	S 47°18'15" E	61.51'

S 20°07'09" E

GRAPHIC SCALE — FEET

Curve	Radius	Length	Chord	Chord Bear.
СТ	291.69'	98.42'	97.95'	5 39°38'46" W
C2	125.00'	97.34'	94.90'	5 03°39'25" W

16.33'

L2 I - L I O4 Are Calls Along Proposed Unit LCE Lines

LZI-LI	04 Are Calls Along Propos	sed Unit LCE Lines
Course	Bearing	Distance
L21	N 30°49'33" E	41.82'
L22	S 58°02'29" E	23.73'
L23	S 30°49'33" W	51.00'
L24	N 59°10'27" W	11.97'
L25	5 59°10'27" E	41.00'
L26 L27	5 30°49'33" W N 59°10'27" W	51.00' 41.00'
L28	5 59°10'27" E	41.00'
L29	5 30°49'33" W	51.00'
L30	N 59°10'27" W	41.00'
L31	S 59°10'27" E	41.00'
L32	5 30°49'33" W	51.00'
L33 L34	N 59°10'27" W S 59°10'27" E	41.00'
L34	5 30°49'33" W	51.00'
L36	N 59°10'27" W	41.00'
L37	S 59°10'27" E	41.00'
L38	5 30°49'33" W	51.00'
L39	N 59°10'27" W	41.00'
L40	5 59°10'27" E	41.00'
L41 L42	5 30°49'33" W N 59°10'27" W	51.00' 41.00'
L42 L43	5 59°10'27" E	4.51'
L44	5 41°10'52" W	51.24'
L45	N 59°10'27" W	4.51'
L46	5 38°27'49" E	31.75'
L47	5 51°32'11" W	51.00'
L48 L49	N 38°27'49" W S 38°27'49" E	31.75' 41.00'
L50	5 51°32'11" W	45.14'
L5 I	N 38°27'49" W	25.47'
L52	5 38°27'49" E	42.00'
L53	5 51°32'11" W	84.65'
L54 L55	N 39°06'53" W N 51°32'11" E	42.00' 85.13'
L56	5 38°27'49" E	42.00'
L57	5 51°32'11" W	84.17'
L58	N 39°06'53" W	42.00'
L59	5 38°27'49" E 5 51°32'11" W	42.00'
L60 L61	S 51°32'11" W N 39°06'53" W	83.69' 38.20'
L62	N 39°06'53" W	3.80'
L63	S 38°27'49" E	28.64'
L64	5 51°32'11" W	78.11'
L65	N 39°06'53" W	42.00' 7.34'
L66 L67	5 39°06'53" E 5 50°54'31" W	42.00'
L68	N 39°06'53" W	87.52'
L69	N 50°52'58" E	42.00'
L70	S 50°54'31" W	42.00'
L71 L72	N 39°06'53" W N 50°52'58" E	87.50'
L72	S 50°54'31" W	42.00' 26.70'
L74	N 39°06'53" W	80.36'
L75	N 50°52'58" E	42.00'
L76	S 39°05'29" E	42.00'
L77	5 50°54'31" W	87.55'
L78 L79	N 39°00'53" W N 50°54'31" E	42.00' 87.49'
L80	5 39°05'29" E	42.00'
L81	S 50°54'31" W	87.60'
L82	N 39°00'53" W	42.00'
L83	5 39°05'29" E	42.00'
L84 L85	5 50°54'31" W N 39°00'53" W	87.66' 42.00'
L86	5 39°05'29" E	42.00'
L87	S 50°54'31" W	87.72'
L88	N 39°00'53" W	42.00'
L89	5 39°05'29" E	42.00'
L90 L91	S 50°54'31" W N 39°00'53" W	87.77' 42.00'
L92	N 50°54'31" E	27.00'
L93	5 39°07'03" E	94.50'
L94	S 50°52'57" W	42.00'
L95	N 39°07'03" W	87.75'
L96 L97	N 50°54'31" E S 39°07'03" E	42.00' 94.48'

C3-C13 Are Calls Along Proposed Unit LCE Lines

S 39°07'03" E

S 50°52'57" W

N 50°54'31" E

S 39°07'03" E

S 50°52'57" W

N 50°54'31" E

S 39°07'03" E

S 50°52'57" W

L103

L104

94.48'

42.00'

42.00'

94.46'

42.00'

42.00'

88.90'

39.10'

Curve	Radius	Length	Chord	Chord Bear.
LC3	20.00'	19.61'	18.84'	S 82°41'54" E
LC4	198.50'	29.13'	29.11'	N 54°58'11" W
LC5	165.50'	43.33'	43.20'	S 51°40'28" E
LC6	165.50'	16.50'	16.49'	S 41°19'09" E
LC7	23.50'	16.96'	16.59'	N 59°08'23" W
LC8	114.50'	7.26'	7.26'	N 40°16'52" W
LC9	114.50'	34.12'	34.00'	N 50°38'11" W
LCIO	20.00'	14.62'	14.30'	S 17°30'58" E
LCII	20.00'	17.43'	16.88'	S 75°52'23" W
LC12	20.00'	16.95'	16.45'	N 26°37'50" E
LC13	172.50'	6.25'	6.25'	S 11°30'35" E

RI-R26 Are Calls Along Proposed Right of Ways

	0 1	
Course	Bearing	Distance
RI	N 09°54'43" W	48.16'
R2	5 50°54'31" W	14.03'
R3	S 39°05'29" E	69.50'
R4	S 50°54'31" W	45.00'
R5	N 39°05'29" W	1.60'
R6	N 39°05'29" W	2.40'
R7	N 50°54'31" E	45.00'
R8	S 39°05'29" E	59.50'
R9	N 50°54'31" E	63.36'
RIO	N 32°00'06" W	175.76'
RII	N 38°27'49" W	1.29'
RI2	5 51°32'11" W	27.50'
RI3	N 38°27'49" W	57.23'
RI4	N 59°10'27" W	262.48'
RI5	N 35°53'19" W	9.66'
RI6	N 54°06'41" E	140.03'
RI7	S 35°53'19" E	9.11'
R18	N 54°06'41" E	25.85'
R19	S 54°06'41" W	19.39'
R20	S 59°10'27" E	239.48'
R21	S 38°27'49" E	311.05'
R22	N 46°08'07" E	23.43'
R23	N 40°03'43" E	10.55'
R24	S 42°17'46" E	45.40'
R25	5 40°03'43" W	6.95'
R26	S 46°15′19" W	81.02'
R27	S 38°27'49" E	7.97'
R28	5 51°32'11" W	27.50'
R29	N 46°08'07" E	13.82'

Curve	Radius	Length	Chord	Chord Bear.
RCI	17.50'	5.76'	5.74'	N 25°11'19" W
RC2	174.07'	32.71'	32.67'	N 29°14'20" W
RC3	105.93'	44.55'	44.22'	N 11°48'22" W
RC4	123.43'	50.33'	49.98'	N 11°55'30" E
RC5	129.12'	34.98'	34.88'	N 31°22'09" E
RC6	172.50'	69.96'	69.48'	N 24°10'02" W
RC7	172.50'	1.68'	1.68'	N 10°11'30" W
RC8	127.50'	20.40'	20.38'	N 14°29'45" W
RC9	20.00'	38.40'	32.77'	N 74°05'09" W
RCIO	20.00'	14.47'	14.15'	5 18°22'10" E
RCII	20.00'	13.99'	13.70'	S 59°07'37" E
RC12	20.00'	16.57'	16.10'	N 27°10'12" E
RC13	48.50'	76.18'	68.59'	N 83°27'49" W
RC14	89.50'	32.35'	32.18'	N 48°49'08" W
RC15	223.50'	40.59'	40.53'	N 53°58'19" W
RC16	42.71'	68.39'	61.31'	N 02°54'01" W
RC17	198.50'	6.91'	6.91'	N 49°46'03" W
RC18	17.71'	23.22'	21.59'	N 11°13'04" W
RC19	20.00'	5.27'	5.25'	N 61°39'31" E
RC20	20.00'	39.54'	33.41'	S 02°31'53" E
RC21	210.50'	76.09'	75.68'	5 48°49'08" E
RC22	172.50'	85.96'	85.07'	S 24°11'16" E
RC23	127.50'	51.16'	50.82'	S 21°24'29" E
RC24	84.12'	21.47'	21.42'	5 30°55'13" W
RC25	78.43'	31.98'	31.76'	5 °55'30" W
RC26	60.93'	25.63'	25.44'	5 °48'22" E
RC27	129.07'	803.40'	7.54'	S 25°31'46" E
RC28	23.50'	19.95'	19.36'	S 75°51'37" W

Calls Along Proposed Utility Easement

Course	Bearing	Distance
EI	N 06°50'44" W	76.55'
E2	N 23°10'40" E	46.15'
E3	N 19°48'47" W	108.96'
E4	N 12°04'00" W	80.78'
E5	N 36°35'53" W	12.68'
E6	5 51°13'37" W	205.44'
E7	S 38°44'03" E	70.37'
E8	S 51°15'57" W	14.79'
E9	S 39°02'50" E	29.20'
EIO	5 33°12'50" W	108.32'
EII	5 72°12'17" W	196.11'
EI2	N 72°12'17" E	196.58'
EI3	N 33°12'50" E	86.64'
EI4	N 39°02'50" W	223.04'
EI5	N 06°41'07" W	81.27'
E16	N 21°28'46" W	9.53'
EI7	N 23°51'58" W	36.61'
E18	N 51°59'54" E	15.90'
E19	5 39°27'46" E	53.17'
E20	5 08°07'07" E	31.90'
E21	5 06°47'24" E	68.84'
E22	N 46°39'31" E	1 20.05'
F23	N 25°O1'40" W	195.80'
E23 E24	N 58°51'14" W	288.19'
E25	N 32°46'06" E	20.00'
	5 58°52'52" E	293.51'
E26 E27	5 25°01'40" E	216.57'
E28	5 46°01'41" W	134.76'
E29	N 51°15'57" E	14.74'
E30	5 39°18'20" E	98.03'
E31	N 51°13'37" E	206.28'
E32	N 37°51'51" W	191.97'
E33	N 35°57'27" W	53.07
E34	N 39°22'09" W	87.01'
E35	N 49°58'34" W	16.95'
E36	N 59°01'06" W	285.28'
E37	N 30°45'40" E	20.00'
E38	5 59°14'20" E	204.50'
E39	S 58°27'42" E	81.98'
E40	5 49°54'57" E	21.40'
E41	5 39°22'09" E	88.89'
E42	S 35°57'27" E	53.28'
E43	5 38°10'27" E	154.11'
E44	S 36°35'53" E	75.08'
E45	5 2°04'00" E	83.77'
E46	5 19°48'47" E	115.48'
E47	5 23°10'40" W	48.66'
E48	S 06°50'44" E	44.47'

_				
Curve	Radius	Length	Chord	Chord Bear.
ECI	44.20'	47.18'	44.97'	N 52°03'42" W
EC2	56.50'	47.49'	46.10'	N 47°56'44" W
EC3	41.50'	54.95'	51.02'	N 14°03'58" E
EC4	46.50'	71.86'	64.92'	S 83°43'56" E
EC5	60.50'	33.10'	32.69'	S 23°47'26" E
EC6	44.19'	69.93'	62.86'	5 37° 2'47" W

Signal Hill Rd NOT TO SCALE

Vicinity Map

Preliminary For Review Purposes Only

Tracts One and Two of D.B. 3902, Pg. 292

Map of Preliminary Final Plat of The Townes at Martha Kate

> -Owners-Rick Moore & Mitch Gaither D.B. 3902, Pg. 292

> > -Sheet Two Of Two-

Pin: 9569-75-0342

Hendersonville Township Henderson County, NC

ASSOCIATED LAND SURVEYORS & PLANNERS PC. P.O. BOX 578 * HORSE SHOE, NC 28742 (828) 890-3507 NC BUSINESS LICENSE NO. C-2774

1. Property is subject to all easements, restrictions and right of ways of record.
2. The locations of underground utilities are based on above-ground structures and record drawings provided to the surveyor. Locations of underground utilities/structures may vary from locations shown hereon. Additional

buried utilities/structures may be encountered. 3. Surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that

an accurate title search may disclose. 4. The certification of survey and plat was prepared for the entity named in the title block hereon and does not extend to any other entity, unless recertified by the professional land surveyor.

5. All miscellaneous survey related materials, including but not limited to, project plans, deed and ROW research, maps, field notes and data, survey reports, record title report, calculations, working drawings, estimates, and other materials acquired and/or prepared by the surveyor as instruments of service shall remain the property of the surveyor and assigns. 6. This drawing is not valid unless the original signature and stamp are attached. Any reproduction or variance to this survey by electronic or any other means are not to be considered issued by the

professional surveyor. 7. Property is currently zoned R-20 by the City of Hendersonville.
8. Property is located in Zone X, minimal flood risk, 0.2% annual chance flood hazard, Zone AE 1% Annual Chance Floodplains and AE Floodwayas per FRIS Map Panel 9569, Map # 3700956900J

effective date 10-2-08. 9. Contours are at 2' intervals.

W/M = Water Meter W/V = Water Valve

UP = Utility Pole

RRS = Railroad Spike

CMP = Corrugated Metal Pipe F/H = Fire Hydrant G/M = Gas Marker

G/T = Gas Tree

O = Unmarked Point, Unless Otherwise Noted

Legend:

ECM = Existing Concrete Monument

EIP = Existing Iron Pipe

EIS = Existing Iron Stake

IPS = Iron Pipe Set

ROW/MON = Right of Way Monument ROW = Right of Way PP = Power Pole

SCALE: 1 Inch = 50 Feet DATE: October 7, 2022 JOB NO.: S-22-699

DRAWN BY: JTB



CITY OF HENDERSONVILLE COMMUNITY DEVELOPMENT DEPARTMENT

100 N. King St. ~ Hendersonville, NC ~ 28792 Phone (828)697-3010 ~ Fax (828) 697-6185 https://www.hendersonvillenc.gov/



APPLICATION FOR SITE PLAN REVIEW

Section 7-3 City Zoning Ordinance

The following are required to constitute a complete application for preliminary site plan review:

- ~ This form including the property owner(s) signature(s).
- ~ Appropriate fee.
- ~ 2 copies and a digital file of the site plan containing items in Section 7.3-3.2 of the City Zoning Ordinance.

Projects proposing any of the following must submit a complete application at least 32 days prior to any Planning Board meeting.

- Any commercial, industrial or institutional development consisting of 20,000 or more square feet of floor
- Addition of more than 30 parking spaces.
- Any minor planned residential development consisting of nine or more dwelling units.

The following are required for final site plan review:

- ~ This form including the property owner(s) signature(s)

~ 2 copies of the site plan containing items in Section 7-3-4.3 of the City Zoning Ordinance				
Date 9/7/22	Type of Plan Review	Preliminary Final		
Name of Project The Towns at Ma	artha Kate			
Location/Address of Property 153 Q	ueen Street Hendersonvill	e, NC		
List 10 digit PIN or 7 digit PID number f	or each property 95697503	942		
Contact Information Rick Moore				
Address 103 McDowell Rd Mills F	River, NC			
Phone 828-891-8900	Fax 828-891-8011	Email Rick@mooreandson.net		
CHECK TYPE OF DEVELOPMENT	Residential	Commercial Other		
Current Zoning R-20		Total Acreage 13.1		
Proposed Building Sq.ft. 1200		# of Dwelling Units 27		
Official Use: DATERECEIVED:	ву	FEE RECEIVED\$		

Applicant Name Rick Moore	Section 5, Iten			
Address 103 McDowell Rd Mills River, NC				
Phone 828-891-8900 Fax 828-891-8011 Email Rick@mooreands	son.net			
Designated Agent Rick Moore				
Address 102 McDowell Rd Mills River, NC				
PID or PIN# 9569750342 Signature Printed Name Rick Moore				
Property Owner: Name Rick Moore				
Address 103 McDowell Rd Mills River, NC				
PID or PIN# 9569750342 Signature Printed Name Rick Moore				
Property Owner: Name Mitch Gaither				
Address 60 Banner Farm Rd Mills River, NC				
PID or PIN# 9569750342 Signature Mitch Gaither Printed Name				
Printed Name IVIIICH Gaither				
Property Owner: Name				
Address				
PID or PIN Signature				

Printed Name_

Section 5, Item A.



CITY OF HENDERSONVILLE COMMUNITY DEVELOPMENT DEPARTMENT

100 N. King Street ~ Hendersonville, NC ~ 28792 Phone (828) 697-3010 ~ Fax (828) 697-6185 www.hendersonvillenc.gov

APPLICATION FOR SUBDIVISION PLAT APPROVAL

The following are required to constitute a complete application for subdivision plat review: ~ This form including the property owner(s) signature(s). ~ Appropriate fee. ~ Subdivision plat meeting the requirements outlined in the subdivision ordinance.					
Date 9/7/22					
Type of Subdivision	Minor	✓ Major			Conservation
Address / Location of Pro	perty 153 Queen S	St Hendersonville	e, NC		
List 10 digit PIN or 7 digit	PID number for each p	property 9569750	0342		
Current Zoning R-20			Acreage 1:	3.1	Lots 27
Applicant Name Rick I	Moore / Mitch Gaith	ner			
Address 103 McDowe	ell Rd Mills River, N	IC 28795			
Phone 828-891-8900	Fax 82	28-891-8011	Email	Rick@m	nooreandson.net
Designated Agent:Name	Rick Moore				
Address 103 McDowe	ell rd Mills River, N	C	grade State State Control of the State Sta		
	Designated Agent's	Signature	Un.	NOTION OF THE PARTY OF THE PART	
Official Use: DATE RECEIVED:	BY		FEE F	RECEIVED \$	
Subdivision Plat Application Rev. 8-2022		Page 1 of 1			

Section 5, Item A.

City of Hendersonville General Application Property Owner Signature Addendum

Application Information
Date of Application 9/7/22 Application Number
Name of Project The Towns at Martha Kate Phase # (if subdivision) 1
Parcel Identification Number(s) (PIN) 9569750342
Property Owners: (Signature indicates intent that this page be affixed to Application.)
* ^ Printed Name_Rick Moore
□ Corporation □Limited Liability Company □ Trust ■ Partnership □ Other:
Signature
Title ownerRick@mooreandson.net
Address of Property Owner 103 McDowell Rd Mills River NC
* ^ Printed Name Mitch Gaither
□ Corporation □Limited Liability Company □ Trust ■ Partnership □ Other:
Signature M. J. M. J.
Title owner Email Mitch@flavor1st.com
Address of Property Owner 60 Banner Farm Rd Mills River, NC
* ^ Printed Name Corporation
Signature
TitleEmail
Address of Property Owner

^{*} Property owner hereby grants permission to the City of Hendersonville personnel to enter the subject property for any purpose required in processing this application.

[^] If signed by an agent on behalf of the Owner, this petition MUST be accompanied by a Limited Power of Attorney signed by the property owner (s) and notarized, specifically authorizing the agent to act on the owner (s) behalf in signing this application. Failure of each owner, or their duly authorized agent, to sign, or failure to include the authority of the agent signed by the property owner, will result in an INVALID APPLICATION.



Print

Order Confirmat		
	Not an Invoice	Section 5, Item A.

Account Number:	488558
Customer Name:	City Of Hendersonville
Customer Address:	City Of Hendersonville 160 6Th AVE E City Clerk Hendersonville NC 28792-3775
Contact Name:	Angela Reece
Contact Phone:	828-697-3005
Contact Email:	areece@hvInc.gov
PO Number:	

Date:	10/27/2022
Order Number:	7975697
Prepayment Amount:	\$ 0.00

Column Count:	1.0000
Line Count:	100.0000
Height in Inches:	0.0000

Product	#Insertions	Start - End	Category
HEN Times-News	1	10/30/2022 - 10/30/2022	Govt Public Notices
HEN blueridgenow.com	1	10/30/2022 - 10/30/2022	Govt Public Notices

Ad Preview

Section 5, Item A.

PUBLIC NOTICE

Notice is hereby given that the City of Hendersonville Planning Board will hold their regular monthly meeting on Monday, November 14, 2022, at 4:00 p.m., in the City Operations Assembly Room located at 305 Williams Street, Hendersonville NC to consider the Did Milliams Street, Hendersonville NC to consider the Did Milliams Street, Hendersonville NC to consider the Did Milliams Street (A22-89-MAJSUB) – Application from Rick Moore and Mitch Gaither for the major subdivision of PIN 89569-55-0342 and located on 153 Queen Street. The subdivision is to construct 26 detached single-family units. The subdivision of PIN 89569-50-342 and located on 153 Queen Street. The subdivision is to construct 26 detached single-family units. Power of the Construct of the Construct Street on the Street Construct of the Construct Street on the Street Construct Street on the Construction of the Construction of 322 multi-family units on approximately 60.56 acres.

family units on approximately 60.56 acres.

III. Zoning Text Amendment — Multi-Family and Dimensional/Design Standards in MIC Zoning District (P22-64-ZTA) — Staff initiated Zoning Text Amendment proposing to amend the Dimensional Standards in the MIC Medical.

Amendment proposing to comend the Dimensional Standards in the MIC, Medical, Institutional, Cultural zoning district and to include Multi-Family Residential on the list of Permitted Uses in conjunction with the provision of Design Standards in Planning Board Members will attent the meeting in person at the designated time at this meeting. The public comments will be accepted from those attending in person at the designated time at this meeting. The public may also view and verbally comment during this public meeting live via ZOOM. For security reasons screen sharing will not be allowed. The meeting instructions to join by Zoom will be available on the City's website by wistling https://www.hendersonvillenc.go ordevents-calendar. Comment period instructions will also be displayed at the cappropriate displayed at the appropriate times during the meeting.
Anyone wishing to submit writ-

Innes during the meeting.
Anyone wishing to submit written public comment for this proble comment for the meeting may wish this wish the work of the meeting may wish the work of the work

Development Department at 697-3010 no later than 24 hours in advance of the meeting.

October 30, 2022 7975697



)	der Confirmat		
	Not an Invoice	Section 5, Item	A.

Account Number:	488558
Customer Name:	City Of Hendersonville
Customer Address:	City Of Hendersonville 160 6Th AVE E City Clerk Hendersonville NC 28792-3775
Contact Name:	Angela Reece
Contact Phone:	828-697-3005
Contact Email:	areece@hvInc.gov
PO Number:	

Date:	10/27/2022
Order Number:	7975783
Prepayment Amount:	\$ 0.00

Column Count:	1.0000
Line Count:	80.0000
Height in Inches:	0.0000

Print			
Product	#Insertions	Start - End	Category
HEN Times-News	1	11/06/2022 - 11/06/2022	Govt Public Notices
HEN blueridgenow.com	1	11/06/2022 - 11/06/2022	Govt Public Notices

Ad Preview

Section 5, Item A.

PUBLIC NOTICE
Notice is hereby given that the
City of Hendersonville Planning Board will hold their regular monthly meeting on Monday, November 14, 2022, at 4:00 p.m., in the City Opera-tions Assembly Room located at 305 Williams Street, Hender-sonville NC to consider the following:

following:

1. Major Subdivision – Queen Street (A22-89-MAJSUB) – Application from Rick Moore and Mitch Gaither for the major subdivision of PIN #9569-75-0342 and located on 153 Queen Street. The subdivision is to construct 26 detached

single-family units.

II. Site Plan Review- Queen
Street Townhomes (A22-76SPR) – Application from Rick
Moore and Mitch Gaither for the development of a minor planned residential development (minor PRD) consisting of 26 single family detached units on approximately 13.26 acres. The project is located on PIN #9569-75-0342 and located at 153 Queen Street.

Planning Board Members will attend the meeting in person. In person attendance by the public is permitted. Public comments will be accepted from those attending in person at the designated time at this meeting. The public may also view and verbally comment during this public meeting live during this public meeting live via ZOOM. For security reasons screen sharing will not be allowed. The meeting instructions to ioin by Zoom will be available on the City's website by visiting website by visiting https://www.hendersonvillenc.g ov/events-calendar. Comment period instructions will also be displayed at the appropriate

times during the meeting.

Anyone wishing to submit written public comment for this public meeting prior to the meeting may visit https://www.hendersonvillenc.g ov/comment to submit their comment. Written comments must be submitted by noon on November 14th, 2022, to be considered by the Planning Board. If comments include photo(s) or video they must be submitted by 8:00 a.m. on November 13th, 2022.

The City of Hendersonville is committed to providing accessible facilities, programs, and services for all people in compliance with the Americans with Disabilities Act (ADA). Should you need assistance or a particular accommodation for this meeting please contact the Community Development Department at 697-3010 no later than 24 hours in advance of the meeting. November 6, 2022 7975783