

**Planning Board Minutes  
Regular Meeting  
Maggie Valley Town Hall Boardroom  
Tuesday, June 18, 2024  
5:30pm**

**Planning Board Members Present:** Chairman Eric Helfers, Bill Sebastyn, Jared Lee, Chuck Cummings, Janet Banks

**Members Absent:** None

**Staff Present:** Sam Cullen, Town Planner, Noah Taylor, Assistant Town Planner, Alexis Livesey, Administration Intern

**Others Present:** Warren Sugg, CDC

**1. Call to Order**

The meeting was called to order at 5:30 pm by Chairman Helfers. The Pledge of Allegiance was said by all.

**2. Roll Call/Quorum Determination**

Five members are present. A quorum was established.

**3. Disclosure of Conflicts/Approval of Agenda**

Chairman Helfers asked if there were any conflicts of interest on the agenda for anyone. There were none.

He asked if there was any discussion on the agenda. There was none.

Chairman Helfers then asked for a motion to approve the agenda.

**Janet Banks made the motion to approve the agenda for the June 18<sup>th</sup> meeting. Chuck Cummings seconded. The Motion passed with all in favor.**

**4. Approval of Minutes**

**a. April 16, 2024**

Chairman Helfers asked if there were any corrections to the minutes. There were none.

Chairman Helfers then asked for a motion to approve the minutes.

**A motion to approve the minutes was made by Bill Sebastyn. Jared Lee seconded. The Motion passed with all in favor.**

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**5. New Business**

**a. Text Amendment to the Planning Board Rules and Procedures.**

Planner Cullen gave the report and background information. He stated that the updated language is to move the charter to the Unified Development Ordinance and remove the Extra-territorial Jurisdiction (ETJ) language as well as update the attendance requirements for members.

Planner Cullen offered to answer any questions.

Bill Sebastyn asked about section D of the Rules and Procedures and if the required monthly meeting is necessary and suggested language be added to state that the board will meet if there are actionable agenda items.

Planner Cullen stated that he will add the language about actionable agenda items to the meeting requirement section.

Janet Banks asked if the language is necessary because staff makes a decision to meet if there are actionable items.

Chairman Helfers stated that it would provide clarification to people reading the rules for the planning board.

Bill Sebastyn noticed that there were different terminologies used for the Board of Aldermen and Town Council throughout the document and stated that it could cause confusion.

Planner Cullen stated that the term Board of Aldermen (BOA) is from the old charter and will be updated to town council in the future.

Chairman Helfers asked if there was any more discussion. There was none. He then asked for a motion.

**Bill Sebastyn made the motion to recommend approval of the revised text amendment. Janet Banks seconded. The Motion passed with all in favor.**

**Jared Lee made the motion to adopt the consistency statement for the revised text amendment to the Planning Boards Rules and Procedures. Janet Banks seconded. The motion passed with all in favor.**

**b. Preliminary Plat Approval for Leatherwood Property (Valley View), PIN 8608-79-5334**

Planner Cullen gave the report and background information. He stated that this is a 155-lot subdivision. He stated that the BOA approved the conditional site plan last year and noted the conditions the BOA imposed such as buffering along 276. The developer is intending to do this project in one phase. He stated that there are certain sewer easements listed on the plat but

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they should be labeled so it's easier to decipher. These easements will allow access for infrastructure of future developments.

Planner Cullen offered to answer any questions.

Chuck Cummins asked about access to the development and ingress/egress for the entrance of the development. He asked if there is a NCDOT cut through.

Planner Cullen stated that NCDOT is updating the highway in front of the property and down Jonathan Creek. He stated that the developers have applied for their driveway permit and are working with NCDOT on the entrance.

Chuck Cummings stated issues further up the highway that have led to some accidents.

Planner Cullen asked Warren Sugg, from CDC, about the timeline on getting the driveway permit back from NCDOT.

Warren Sugg stated that he does not know the timeline on getting the permit back, but he believes the NCDOT would only allow a righthand turn out of the development.

Chairman Helfers asked about parking in this development and the average size of parking pads.

Warren Sugg stated that there are 18x18 pads in front of the houses, but most houses will have garages as well.

Planner Cullen stated that this development's parking exceeds the UDO requirements.

Bill Sebastyn asked about contractors for the infrastructure and if they will be inspected by Town staff.

Planner Cullen stated that Mike Mehaffey, the Public Works Director, will be inspecting the infrastructure and will receive the proper documentation of completion once the infrastructure is complete.

Chairman Helfers asked if there was any more discussion. There was none. He then asked for a motion.

**Bill Sebastyn made the motion to recommend approval of the preliminary plat as reviewed on June 18<sup>th</sup>, 2024, for Valley View Development for parcel known as PIN 8608-79-5334 with the condition that the sewer easements at the ends of roads B, C and E be labeled with location and width. Janet Banks seconded. The Motion passed with all in favor.**

**c. Text Amendment to the Sign Ordinance, UDO Section 157.10**

Planner Cullen gave the report and background information. He stated that current language about nonconforming signs is not enforceable by law and needs to be removed. He expressed

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the current language reads that non-conforming signs need to be removed and in a certain time period. This text amendment is to better reflect N.C. General Statutes.

He stated that this text amendment was initiated by the BOA.

There was much discussion concerning the sign ordinance and the need for revision.

Chairman Helfers asked if there was any more discussion. There was none. He then asked for a motion.

**Janet Banks made the motion to recommend approval of the text amendment to the Sign Ordinance, UDO Section 157.10. Bill Sebastyn seconded. The Motion passed with all in favor.**

**Bill Sebastyn made the motion to adopt the consistency statement for the text amendment to the Sign Ordinance, UDO Section 157.10. Jared Lee seconded. The motion passed with all in favor.**

**6. Old Business**

- a. Update on Haywood County Planning Board, Chairman Helfers (No Meeting in May due to Memorial day)

Chairman Helfers stated that the County Planning Board is trying to apply for a street safety grant program that is 5 counties large.

He stated that the board is working on a contact list to help gather support for this program and asked Jared Lee to be a part of that list and Town of Maggie Valley Staff.

He spoke of the recent pedestrian safety plan in Maggie Valley that was in partnership with NCDOT.

He stated that there are many business owners that would benefit from this program as well.

Jared Lee asked if this grant program concerned mainly bike lanes.

Chairman Helfers stated a portion does because the program is to get cyclists *and* pedestrians away from the major roadways. He stated that Land of Sky Regional Council would be involved as well.

He stated that an online survey will be created and be sent out to the contact list.

Janet Banks asked if this includes walking paths/greenways, Chairman Helfers stated yes.

Chuck Cummings asked if the paths would be behind residential developments, and that could create a privacy issue.

There was discussion on public greenways.

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Planner Cullen stated that he has two items to discuss as well.

1. Planner Cullen stated that the BOA passed a resolution allowing Haywood Water Ways to apply for a stream bank restoration grant behind Maggie Valley United Methodist Church.
2. Planner Cullen stated that planning staff met with the owner of Cool Breeze Campground and stated that the owner applied for the facade grant for screening on the east and north side of the property. He stated that she is the first applicant since the grant reopened.

**7. Adjourn**

**Janet Banks made a Motion to adjourn, seconded by Chuck Cummings. The Meeting adjourned at 6:14pm.**

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s/Eric C. Helfers  
Eric C. Helfers, Chairman

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s/Noah Taylor  
Noah Taylor, Town Planning Assistant