

CITY COUNCIL:
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LYNDESEY SIMPSON
Mayor Pro Tem
DR. JENNIFER HENSLEY
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OFFICERS:
JOHN F. CONNET
City Manager
ANGELA S. BEEKER
City Attorney
JILL MURRAY
City Clerk

25-60-CZD package

WORKSPACE INFORMATION

Application number 25-60-CZD	Category Conditional Rezoning	Workspace state Submitted
Workspace created 06/30/2025, 12:14:30 PM EDT	Application submitted 08/06/2025, 2:11:04 PM EDT	
Assignee Sam Hayes	Package generation date 09/04/2025, 2:37:07 PM EDT	

LOCATION INFORMATION

Address 913 9TH AVE W, Hendersonville, NC	Property information 10967,
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PARTIES

NAME AND COMPANY	CONTACT DETAILS	ROLES
Kathryn Thomas Compleat KiDZ	913 9the Ave W Hendersonville +1 7049156193	Applicant
Jennifer Lahn Kare Partners	54 Myrtle Street Belmont +1 7046509522	Applicant
David Lee NEW LEAF SALES LLC	2207 KANUGA RD HENDERSONVILLE NC 28739 Hendersonville +1 8286994505	Property owner
Srinivasan Manjula Compleat KiDZ	913 9th Avenue W Hendersonville +1 7049156196	Applicant



Conditional Zoning District Checklist

APPLICANT GUIDELINES

The Community Development Department accepts applications for conditional rezoning monthly on the 1st Friday of the month. Because of the multi-step application process for a conditional rezoning, a Pre-Application Conference is required for all applications. In advance of a Pre-Application Conference, applicants should prepare a concept plan containing property boundaries, building footprints, parking, driveways/streets, access points, and other such information. All pre-application conferences must be requested via the City of Hendersonville permitting software Cloudpermit. Conditional Rezoning requests can be found under the "Planning Module" in Cloudpermit. A concept plan is required to be uploaded with all pre-application conference requests.

CZD – APPLICATION COMPONENTS

Conditional Zoning District Applications consist of four required meetings and one primary application deadline. The application components are described below and include the;

- 1) Neighborhood Compatibility Meeting (NCM) – Held prior to the Preliminary Site Plan application deadline, this meeting is hosted by the applicant and involves the presentation of a "Concept Plan" in a public meeting by the applicant. The Planning Division moderates the meeting and records public feedback. Due to noticing requirements a deadline for requesting an NCM is included in the timeline on page 2 to assure that the meeting can be hosted prior to the preliminary site plan application deadline. "Concept Plan" requirements are not as strenuous as those associated with Preliminary Site Plan submissions; they are outlined on page two of this document.
- 2) Preliminary Site Plan Application Deadline – The NCM and all preliminary site plan application requirements including a TIA, if required, must be completed and submitted by this deadline. A complete application with accurate signatures and the application fee is required at this stage. Incomplete applications will not be considered for inclusion on the Planning Board agenda. Partial submissions which have not met the standards established by the City's Zoning Ordinance as outlined on page 4 of this document, will not be accepted for review until complete.
- 3) Planning Board – Held approximately 4-5 weeks after the submission of a complete Preliminary Site Plan Application. The Planning Board meets on the second Thursday of each month at 4pm. The meeting includes a Planning Division staff report and presentation on the application. There will also be an opportunity for the applicant to speak/present. It is incumbent upon the applicant to advocate for their project. Applicants are encouraged to be present and prepare a presentation for each of the required meetings. The Planning Board makes a recommendation for approval or denial of the application to City Council.
- 4) City Council – Held 3 weeks after the Planning Board meeting. The meeting includes a Planning Division staff report and presentation. There will also be an opportunity for the applicant to speak/present. It is incumbent upon the applicant to advocate for their project. Applicants are encouraged to be present and prepare a presentation for each of the required meetings. The City Council takes final action on approving or denying the Conditional Zoning District at this meeting.
- 5) Final Site Plan Review – A Final Site Plan based on the approved preliminary site plan and drafted in accordance with Chapter 7 of the Zoning Code is required after a conditional rezoning is approved and before any site disturbance or construction can begin.

CZD - APPLICATION TIMELINE			
Deadline for NCM request 4:00 pm	Preliminary Site Plan Deadline 4:00 pm	Planning Board 4:00 pm	City Council 5:45 pm
November 22nd ,2024	December 6th, 2024	January 9th, 2025	February 12th ,2025
December 20th, 2024	January 3rd, 2025	February 13th, 2025	March 6th, 2025
January 24th, 2025	February 7th, 2025	March 13th, 2025	April 3rd, 2025
February 21st, 2025	March 7th, 2025	April 10th, 2025	May 1st, 2025
March 21st, 2025	April 4th, 2025	May 8th, 2025	June 5th, 2025
April 18th, 2025	May 2nd, 2025	June 12th, 2025	July 2nd, 2025
May 23rd, 2025	June 6th, 2025	July 10th, 2025	August 7th, 2025
June 20th, 2025	July 4th, 2025	August 14th, 2025	September 4th, 2025
July 18th, 2025	August 1st, 2025	September 11th, 2025	October 2nd, 2025
August 22nd, 2025	September 5th, 2025	October 9th, 2025	November 6th, 2025
September 19th, 2025	October 3rd, 2025	November 13th, 2025	December 4th, 2025
October 24th, 2025	November 7th, 2025	December 11th, 2025	January 2nd, 2026
November 21st, 2025	December 5th, 2025	January 8th, 2026	February 5th, 2026

CZD – NCM CONCEPT PLAN REQUIREMENTS
A Neighborhood Compatibility Meeting can be held at any time prior to the submission of a Preliminary Site Plan. However, due to noticing requirements, the applicant must request an NCM no later than the deadline listed above for the meeting record to be completed by the Preliminary Site Plan deadline which follows on the chart above. The following components of a Concept Plan must be submitted in order to host a Neighborhood Compatibility Meeting. 1) A Concept Plan showing a. Location and boundaries of the property. b. How individual buildings are to be situated on the site, including distances from these buildings to property lines. c. Proposed drives & parking. d. Location of signs and outdoor lighting. e. Proposed restrictive covenants, if available, shall be presented. f. The plan need not be exactly to scale; although, all distances and dimensions shall be shown.

This information constitutes the minimum requirements for staff review, comments will follow on the schedule outlined in the Conditional Rezoning Request process timeline. Please submit two paper copies to City Hall (160 6th Ave E. Hendersonville NC 28792) and upload a digital file to Cloudpermit.

- 1) A completed application with developer/applicant and property owner signatures.
- 2) Application Fee: \$100 per acre with a \$500 minimum
- 3) Site Survey: Shall be submitted as a single to scale sheet measuring at least 24" by 36" and shall include the following site-specific information:
 - a. Site Topography: 2' Contours:
 - b. Adjacent Property Information:
 - c. North Arrow, Scale, and Landmarks Sufficient to Identify Location:
 - d. Inset Vicinity Map
- 4) Preliminary Site Plan: Intended to be the primary schematic site plan, the preliminary site plan should be developed on a single to scale sheet measuring at least 24" by 36" and shall include the following project specific information.
 - a. Basic Project Information – Please include this information in chart form:
 - i. Date with month, day, and year:
 - ii. Title of Project:
 - iii. Name of Project Designer, Developer, and Property Owner:
 - iv. Project Zoning: per City of Hendersonville Zoning Map
 - v. Parking Requirements
 1. Calculation of parking spaces required per ordinance.
 2. Notation of parking spaces provided.
 - vi. Project Square Footage/Acreage & Percentage of Total Site
 1. Total Project Area
 2. Site Coverage – Buildings
 3. Site Coverage – Open Space
 4. Site Coverage – Streets & Parking
 5. Site Coverage – Other Facilities
 6. Site Coverage – Common Open Space
 - b. North Arrow, Scale, and Landmarks Sufficient to Identify Location:
 - c. Inset Vicinity Map:
 - d. City Limits – If in City please note accordingly, if outside of City and proposed for annexation, please note nearest location of City boundary by distance in feet:
 - e. Adjacent Properties - Zoning Designations & Owner Names:
 - f. Building Layout & Pedestrian and Vehicular Infrastructure:
 - i. Building Dimensions
 - ii. Sign Data

- iii. Density (residential)
- iv. Building Height as measured from Average Finished Grade
- v. Sidewalks
- vi. Off-Street Parking
- vii. Off-Street Loading and Unloading
- g. Preliminary Access Layout:
 - i. Proposed Streets, Alleys, Driveways, etc.
 - ii. Entrance and Exit Locations:
- h. Proposed Project Phasing: (if applicable)

Preliminary Landscape & Resource Layout Plan (Zoning Ordinance Article 15 & 17; Stormwater Mngt - City Code of Ordinances Chapter 24 Article III):

This plan may be included as a separate sheet if submitting agent is concerned for the readability of the plan.

- a. Property Buffers
- b. Planting strips/beds/etc.
- c. Street Trees, Perimeter & Interior Plantings
- d. A plan showing tree line before site preparation, identifying existing tree canopy, tree canopy proposed to be preserved, and new canopy installation areas, identifying the acreage of each, as well as areas to be screened, fenced, walled and/or landscaped
- e. If Tree Credits are proposed to be utilized, the tree diameter (dbh) and species of tree shall be provided for individual trees that are proposed for preservation.
- f. Proposed limits of land disturbing activity
- g. Acreage of disturbed area
- h. Screening
- i. Floodplain
- j. Stream Buffers
- k. Site Lighting
- l. Common open space
- m. Open space maintenance arrangements

Preliminary Utility Layout Plan:

This plan shall be included as a separate plan.

- a. Stormwater Plan:
 - i. Please include a proposed area of site disturbance.
 - ii. If area of disturbance exceeds an acre, then demonstrated compliance with stormwater ordinance required.
- b. Water & Sewer
 - i. Please include utility layout and proposed connections.

Building Elevations (if applicable)
Some districts and Mixed Use projects require submittal of building elevations per district design standards and Chapter 18 of the Zoning Code.

Traffic Impact Analysis:
Applicants shall include a TIA for conditional zoning applications which, when development is completed, are expected to generate 100 or more peak-hour trips (am or pm) or 1,000 or more daily trips or when required by the Community Development Director or by Zoning District. Trip generation predictions are to be defined by the latest edition of the manual Trip Generation published by the Institute of Transportation Engineers

Statement on Comprehensive Plan Compliance:
Zoning Ordinance Article 14

Signature of Understanding and Completion	
By signing this document, you are confirming that all required documents have been submitted in accordance with the requirements of this document.  Signed by / Firmado por Kathryn Thomas 07/02/2025, 2:37:03 PM EDT / 2/7/25 14:37:03 EDT	Date 07/02/2025



Conditional Zoning District Petition (CZD)

Required Information		
Scheduled Neighborhood Compatibility Meeting - NCM Date 07/24/2025		NCM Time 2:00 PM
Transportation Impact Analysis - (if applicable) Required for complete application but not due until 24 calendar days prior to Planning Board Meeting		
Information		
Type of Development: Commercial	Current Zoning Planned Institutional Development Conditional Zoning District (PID-CZD)	
Proposed Zoning: Medical, Institutional, and Cultural Conditional Zoning District (MIC-CZD)		Total Acreage 0.95
Proposed Building Square Footage: 11680.0 sq.ft.	Number of Dwelling Units: 0	List of Requested Uses: Office



Zoning-Applicant (Developer) Company Information

Applicant (Developer) Company Information			
Authorized Representative Name: Ethan Young		Company Name (if applicable, check corresponding box below) Ryse Construction	
Company Type:		If other:	
☐ Corporation:	☒ Limited Liability Company:		☐ Trust:
☐ Partnership:	☐ Other:		
Authorized Representative Title (if applicable - i.e. Member/Manager, President, etc.) President			



Zoning-Property Owner Company Information

Property Owner Company Information (if different from Applicant)	
Authorized Representative Name: David Lee	Company Name (if applicable, check corresponding box below) New Leaf Sales, LLC
Company Type: ☐ Corporation: ☒ Limited Liability Company: ☐ Partnership: ☐ Trust: ☐ Other:	If other:
Authorized Representative Title (if applicable - i.e. Member/Manager, President, etc.)	

PRE-CONSULTATION

Application id US-NC30720-P-2025-129	Category Conditional Rezoning	Workspace status Submitted
Requested date and time 07/01/2025, 10:34:18 AM EDT	Zoning -	Pre-consultation status Completed

PARTIES

NAME AND COMPANY	CONTACT DETAILS	ROLES
Kathryn Thomas Compleat KiDZ	913 9the Ave W Hendersonville +1 7049156193	Applicant
Jennifer Lahn Kare Partners	54 Myrtle Street Belmont +1 7046509522	Applicant
David Lee NEW LEAF SALES LLC	2207 KANUGA RD HENDERSONVILLE NC 28739 Hendersonville +1 8286994505	Property owner