



**TOWN OF YADKINVILLE  
LONG-RANGE PLANNING COMMITTEE  
MEETING MINUTES  
MARCH 28, 2016  
12:00 P.M.  
TOWN HALL – COMMISSIONERS CHAMBERS  
213 VAN BUREN STREET, YADKINVILLE NC 27055**

**COMMITTEE MEMBERS**

**(PRESENT/ABSENT):**

Monta Davis-Oliver – Chairwoman  
Leonard Brown  
Virgil Dodson – ABSENT  
Chris Matthews  
Eddie Norman  
Scott Winebarger

**TOWN OFFICIALS**

**PRESENT:**

Perry Williams – Town Manager  
Shelia Weathers – Town Clerk  
Richard Smith – Planning Advisor  
Will Linville – Planning Advisor

A quorum was declared to conduct Long Range Planning business.

**1. MEETING CALLED TO ORDER**

Chairman Monta Davis-Oliver called the meeting to order at 12:09 p.m.

**2. INVOCATION**

**3. APPROVAL OF MINUTES**

Mrs. Chris Matthews made a motion to approve the October 26, 2015, minutes. Mr. Leonard Brown seconded the motion and passed unanimously.

Vote: 5/0

**4. PUBLIC COMMENTS**

No one signed up for public comments.

**5. NEW BUSINESS**

Planning Advisor Richard Smith gave a summary of the current projects before the Town. He further summarized that the economy is changing and picking up and becoming a different dynamic market. Mr. Smith explained that Town of Yadkinville is a smaller jurisdiction, but being the County Seat affords it more growth opportunities (Highway 601 and 421 interchange and future roundabouts). He expressed during his six months as the Town's Planning Advisor, he has assessed the need for revisions to the Comprehensive Plan and Code of Ordinance due to the ever-changing market. He recommended to the Committee

that the two projects be addressed in the coming months. Mr. Smith introduced Mr. Will Linville as he will be assisting as a Town Planning Advisor.

- **Comprehensive Plan and Ordinance Discussion:**

A presentation was given by Mr. Smith to the Long Range Planning Committee outlining the vision, plan, and ordinance process. He stated the purpose of the discussion was to:

- (1) Review and discuss the steps in the process to adopt a Comprehensive Plan
- (2) Review and discuss the steps in the process to adopt a Land Development Plan (or separate Zoning and Subdivision Ordinance)
- (3) Look at examples of some Plans and Ordinances completed in other communities
- (4) Discuss the tasks and schedules for each project
- (5) Discuss what the Town would like to see as the outcome

Mr. Smith described conditional zoning (legalized contract zoning) and encouraged the Town to add to its ordinance when revised. Conditional zoning allows the board to set specific conditions on a rezoning request.

Mr. Smith explained the steps to develop a comprehensive plan:

**Step 1: Gather Background Information:**

- Population and demographic Trends
- GIS Mapping Data
- Existing Conditions Profile
- Review of existing local and regional plans, policies, and documents

**Step 2: Formulate a Vision: Determine what is important to your community by gathering input:**

- Public Input Surey
- Public Workshops
- Steering Committee
- Focus Group and Stakeholders

**Step 3: Set Goals: Set goals that help achieve the Vision:**

- Community Character
- Land Use and Environment
- Economic Development
- Transportation
- Infrastructure Services
- Parks and Recreation and Downtown

**Step 4: Determine Strategies: Implementation strategies help your town achieve its goals:**

- What-Strategy
- When-Priority
- How long-Timeframe
- How much-Resource and expenditures
- Who-Assign responsibility

Step 5: Implement the Strategies: In most communities, the single most influential and effective implementation strategy is the revision or adoption of land development regulations:

- Zoning Ordinance
- Subdivision Ordinance
- Land Development Ordinance

Step 6: Draft the Land Development Ordinance: Basic structure of a Land Development Ordinance:

- Purpose of Applicability
- Administration, Procedures and Enforcement
- Zoning Districts and Uses (may include zoning map),
- Development Standards-Density and, Dimensional Standards, Parking, Landscaping, Building Design, Open Space, Environmental Protection, Infrastructure

Step 7: Review Draft Ordinance:

- The steering committee and/or Planning Board review the ordinance in sections.
- Revisions are made based on discussion.
- A final draft is agreed upon and discussed with the elected body.
- Make the draft Land Development Ordinance (and associated Zoning Map) available for public review.

Step 8: Adopt the Ordinance:

- Planning Board makes a recommendation to adopt.
- Advertise the public hearing.
- Town Board of Commissioners holds a public hearing.
- Town Board of Commissioners adopt the ordinance

Step 9: Administer the Ordinance:

- Ensure the adequate professional staff exists to administer and enforce the ordinance that is adopted.

Mr. Smith presented the schedule to develop the Comprehensive Plan and Code of Ordinance. Each plan will take a year to achieve. It was the recommendation of Mr. Smith to develop the Comprehensive Plan first.

After some discussion, it was the consensus of the Long-Range Planning Committee for Planning Advisor Richard Smith attend the April 4, 2016 Board of Commissioner regular meeting and give a short presentation for their approval to proceed.

**6. ADJOURNMENT**

With no further business to discuss, Mr. Leonard Brown made a motion to adjourn at 12:51 p.m. Mr. Eddie Norman seconded the motion and approved unanimously.

Vote: 5/0

  
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Monta Davis-Oliver  
Chairman

  
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Shelia B. Weathers  
Town Clerk