

TOWN OF YADKINVILLE  
BOARD OF COMMISSIONERS  
***MONTHLY MEETING MINUTES***  
LOCATION: COMMISSIONERS CHAMBERS  
213 VAN BUREN STREET  
YADKINVILLE, NC  
***MONDAY, MAY 3, 2021***

**OFFICIALS PRESENT:**

Mayor Eddie Norman

Commissioners:

Tony Hall

Monta Davis-Oliver

Chris Matthews –ABSENT

Scott Winebarger

Richie Parker –ABSENT

Town Attorney Ben Harding

**STAFF PRESENT:**

Town Manager: Mike Koser

Asst. Town Manager: Shelia Weathers

Town Clerk: Alex Potts

Planning Advisor: Abigaile Pittman

Public Services Director: Jacob Swaim

Police Chief: Dawn Pardue

Finance Director: Hunter Gooden

Quorum requirements met – meeting proceeded.

**PUBLIC HEARING(S)**

Mayor Norman opened the public hearing for:

- **Zoning Text Amendment 2021-03 (ZTA 2021-03) Ordinance No. 2021-03:** Request to amend the Town of Yadkinville Code of Ordinances, Title 9 Development Ordinance regarding state-mandated NC GS 160-D revisions, new definitions, allowable encroachments into setbacks, rules for the rounding of fractions, rules for interpreting headings, text and illustrations, special requirements for certain uses, and nonconforming use manufactured home park standards (Articles 1, 2, 3, 4, 7 and Appendix A).

Planning Director Abigaile Pittman apprised the Board of state-mandated revisions to the Town of Yadkinville’s Code of Ordinances.

- **Major Special Use Permit 2021-01 (MSUP 2021-01):** Request to approve the final site plan for condominium development located on W. Lee Avenue (PINs #5807612017 and 580719611297)

Planning Director Abigaile presented the first quasi-judicial Evidentiary Hearing for the Board of Commissioners. Assistant Town Manager Shelia Weathers swore in Planning Director Abigaile Pittman, and Mr. Mark Jarvis to speak to the Board and audience. Planning Director Pittman presented the Board with the final site plans for the W. Lee Avenue condominiums. The final construction will include eight duplex style condominiums, with a total of 16 units, and two access driveways. The setbacks will be 30 feet on the western side, 30 feet from Lee Avenues side, 10 feet on the eastern side,

and 160 feet from the back property line. Ms. Pittman stated that the stream on the backside of the property will remain unbothered.

### **1. CALL TO ORDER**

The regular meeting was called to order by Mayor Norman at 6:05 p.m.

### **2. INVOCATION**

Mayor Norman offered the invocation.

### **3. ADOPTION OF AGENDA (MOTION)**

Commissioner Monta Davis-Oliver made a motion to approve the Agenda.

Commissioner Scott Winebarger seconded the motion, and the motion passed unanimously.

Vote: 3/0

### **4. SWEARING IN OF TOWN CLERK/TAX COLLECTOR ALEX POTTS (ATTACHMENT #1)**

Assistant Town Manager Shelia Weathers swore in Ms. Alex Potts as Town Clerk/Tax Collector.

### **5. PUBLIC COMMENTS**

Kate Saldivar – Ms. Saldivar expressed her concern for the entrance road into Executive Manor Mobile Home Park, located off of Tennessee Street. She noted gravel washouts that have left huge potholes. Ms. Saldivar presented the Board with pictures. She stated that she spoke with Planning Director Pittman about the issue, in which she was informed of an amendment to the Code of Ordinances that would allow the Town to request property owners adhere to new guidelines.

### **6. APPROVAL OF MINUTES (MOTION)**

Commissioner Monta Davis-Oliver made a motion to approve the following minutes as presented. Commissioner Tony Hall seconded the motion, and the motion passed unanimously.

Vote: 3/0

- April 5, 2021 (Regular Meeting Minutes)
- April 5, 2021 (Close Session Meeting Minutes)
- April 16, 2021 (Special Meeting Minutes)

### **7. ACTION ON PUBLIC HEARING(S) (MOTION) (ATTACHMENT #2)**

- **Zoning Text Amendment (ZTA-2021-03) Ordinance No. 2021-**  
*Commissioner Scott Winebarger made a motion to approve ZTA-2021-03 based on the request's consistency with Section 1.2 of the Development Ordinance, the Land Use & Growth Management Goal of the Town's Comprehensive Plan, and Strategy LUI of the Comprehensive Plan. Commissioner Tony Hall seconded the motion and the motion passed unanimously.*

*Vote: 3/0*

- **Major Special Use Permit (MSUP-2021-01)**

*Commissioner Scott Winebarger made a motion to approve MSUP-2021-01 with the recommendations of findings of fact as follows; 1) the proposed condominium development, as depicted in the final site plan, will not materially endanger the public health or safety, if located where proposed according to the final site plan submitted and approved; 2) the proposed condominium development complies with all required standards, conditions and specifications of this Ordinance, and with the January 4, 2021 approved conditions of the CZ RH rezoning for the site; 3) the proposed condominium development will not substantially injure the value of adjoining or abutting property; 4) the location and character of the proposed condominium development, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located; and 5) the location and character of the proposed condominium development, if developed according to the final plan as submitted and approved, will be consistent with the goals and strategies of the adopted Comprehensive Plan. Commissioner Tony Hall seconded the motion and the motion passed unanimously.*

*Vote: 3/0*

## **8. REQUEST TO SET PUBLIC HEARING(S)**

- **June 7, 2021 at 5:45 PM**
  - Amendment to Minimum Housing Code pertaining to N.C.G.S. 160(D).
- **June 7, 2021 at 5:50 PM** – (Special Appropriations for FY 2021-2022 Budget)
  - YMCA Special Fund Allocation
  - Yadkin County Public Library Special Fund Allocation
  - Yadkin Arts Council Special Fund Allocation
  - Hands of Hope Special Fund Allocation
- **June 7, 2021 at 5:55 PM**
  - Approval of 2021-2022 Fiscal Year Budget.

## **9. CONSENT AGENDA ITEM(S) (Attachment #3)**

Town Manager Mike Koser presented the Consent Agenda items for the Board's consideration.

- Invoices (2) totaling at \$13,629.42.

*Commissioner Scott Winebarger made a motion to approve all items in the consent agenda. Commissioner Monta Davis-Oliver seconded the motion, and the motion passed unanimously.*

*Vote: 3/0*

## **10. FIRE CHIEF'S REPORT**

Fire Chief Jody Doss presented his monthly report to the Board. He noted Surry Community College will be in contact with the Town regarding a live training session at

633 Crescent View Drive. Commissioner Davis-Oliver inquired about the Fourth of July Parade. Chief Doss responded that the parade is scheduled for 7 p.m. on July 3<sup>rd</sup>.

#### **11. POLICE CHIEF'S REPORT**

Police Chief Dawn Pardue presented her monthly report to the Board.

#### **12. PUBLIC SERVICES DIRECTOR REPORT**

Public Services Director Jacob Swaim presented his monthly report to the Board. He stated that the parking spots at the Pocket Park have been completed. Mr. Swaim noted the Water Plant and Wastewater Treatment Plant have participated in an energy efficiency test with NCRWA.

#### **13. PLANNING ADVISOR'S REPORT**

Planning Advisor Abigaile Pittman presented the Board with information regarding tiny home/shipping container housing. She stated that North Carolina Law prohibits regulation of tiny home aesthetics due to lack of HUD Standards. The Planning Board recommends prohibiting the structures in multi-family residential areas. Planning Director Pittman recommends allowing tiny homes in campground settings and allowing them to stay longer than 30 days. Ms. Pittman noted an inquiry to build a barn-dominium, which is also a form of alternative housing covered by Moratorium Ordinance No. 2021-01. Mayor Norman expressed a need to consider alternative housing in Yadkinville due to increased interest and demand. He also asked Planning Director Pittman to revisit the topic with the Planning Board and further research.

#### **14. TOWN ATTORNEY BEN HARDING**

Town Attorney Ben Harding apologized for not being at the April 5<sup>th</sup> Board Meeting, and did not have anything to report.

#### **15. MANAGER'S REPORT**

- **Manager's Recommended Budget Fiscal Year 2021-2022:**

Town Manager Koser presented the Board with the Recommended Budget for Fiscal Year 2021-2022 for their consideration. He noted no increase in tax rates or water rates. Combined the Water/Sewer Fund and General Fund total \$5,541,130, which is a 4% increase compared to 2020-2021's budget. Mr. Koser stated that the General Fund will be balanced at a total of \$2,873,723 with a \$43,000 contribution from Fund Balance. The Water/Sewer Fund will also balance at \$2,667,408 with \$91,000 contributed from Fund Balance. Town Manager Koser listed all the Special Appropriations as follows:

- Fourth of July Fireworks: \$6,000
- YMCA: \$41,500
- Yadkin County Public Library: \$3,000
- Hands of Hope: \$10,000
- Yadkin Arts Council: \$15,000
- Highway 601 Betterment Project: \$80,000

- **Water Tank Maintenance Contract:**  
 Town Manager Koser requested the Board make a motion to terminate the Town's current contract with Suez Environmental for water tank maintenance, and approve a new contract with American Tank.  
*Commissioner Scott Winebarger made a motion to terminate current contract with Suez Environmental and approve new contract with American Tank for the maintenance of the Town water tank. Commissioner Tony Hall seconded the motion, and the motion passed unanimously.*  
*Vote: 3/0*
- **Yadkinville Park Plans:**  
 Manager Koser presented the Phase One and Phase Two Site Plans for the Yadkinville Park. He noted \$5,000 from the General Funds 2021-2022 Fiscal Year Budget is allocated for park expansion. The Board discussed ideas for the adjoining Rose Property that was recently purchased. Mr. Koser recommended turning that area into overflow parking, or adding grass to the area to make it more presentable. It was the consensus of the Board to beautify the property, and have Town Manager Koser look into ways to do that that are cost effective for the budgeted amount.
- **CARES and COVID-19 Update:**  
 Mr. Koser apprised the Board that CDC guidelines will relax starting June 1<sup>st</sup>. He recommended proceeding with events, but allowing Town Hall to conduct business with customers by appointment and the drive thru window only.
- **Police Department Surplus (Attachment #4):**  
 Manager Koser presented Police Department surplus items to the Board. These items are not of value and will be disposed of.
- **Park Use Agreement for Yadkinville Elementary School (Attachment #5):**  
 Mr. Koser presented the Board with the Park Use Agreement for Yadkinville Elementary School.  
*Commissioner Scott Winebarger made a motion to allow Yadkinville Elementary School access to the Town of Yadkinville Park. Commissioner Tony Hall seconded the motion and the motion passed unanimously.*  
*Vote: 3/0*
- **Yadkinville TDA Reappointment of Jay Martin:**  
 Manager Koser stated that Mr. Jay Martin is up for reappointment for the TDA, and will need a motion from the Board of Commissioners to reinstate him.  
*Commissioner Monta Davis-Oliver made a motion to reappointment Jay Martin for another 1 year term on the Tourism and Development Authority. Commissioner Tony Hall seconded the motion, and the motion passed unanimously.*  
*Vote: 3/0*
- **Yadkinville TDA Reappointment of Arup Patel:**  
 Manager Koser stated that Mr. Arup Patel is up for reappointment for the TDA, and will need a motion from the Board of Commissioners to reinstate him.

*Commissioner Monta Davis-Oliver made a motion to reappointment Arup Patel for another 1 year term on the Tourism and Development Authority.*

*Commissioner Tony Hall seconded the motion, and the motion passed unanimously.*

*Vote: 3/0*

- **Town Facilities Closing in Observance of Memorial Day May 31<sup>st</sup>, 2021**

#### **16. COMMISSIONER COMMENTS**

**Commissioner Scott Winebarger:** Commissioner Winebarger thanked the employees for their work preparing the 2021-2022 Fiscal Year Budget.

#### **17. CLOSE SESSION:**

*Commissioner Monta Davis-Oliver made a motion to go into "Close Session" at 6:44 p.m. pursuant to N.C.G.S. 143-318.11(a)(6)- To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee. Commissioner Scott Winebarger seconded the motion and the motion passed unanimously.*

*Vote: 3/0*

*Commissioner Tony Hall made a motion to come out of "Close Session" at 7:08 p.m.*

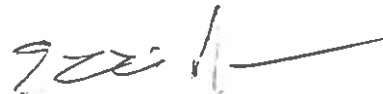
*Commissioner Scott Winebarger seconded the motion and the motion passed unanimously.*

*Vote: 3/0*

#### **18. ADJOURNMENT**

*With no further business to discuss, Commissioner Tony Hall moved the meeting adjourned. Commissioner Scott Winebarger seconded the motion, and the motion was approved unanimously. The meeting adjourned at approximately 7:09 p.m.*

*Vote: 3/0*



Eddie Norman, Mayor



Alex Potts, Town Clerk