



**TOWN OF YADKINVILLE
LONG-RANGE PLANNING COMMITTEE
MEETING MINUTES
MARCH 20, 2018
12:00 P.M.
TOWN HALL – COMMISSIONERS CHAMBERS
213 VAN BUREN STREET, YADKINVILLE NC 27055**

COMMITTEE MEMBERS

(PRESENT/ABSENT):

Monta Davis-Oliver – Chair
Virgil Dodson
R.J. Speaks
Chip Thomas
Scott Winebarger- ABSENT

TOWN OFFICIALS

PRESENT:

Perry Williams – Town Manager
Shelia Weathers- Town Clerk
Richard Smith- Town Planning Advisor
Erin Burris – Benchmark Planning

A quorum was declared to conduct Long Range Planning business.

1. MEETING CALLED TO ORDER

Chair Monta Davis-Oliver called the meeting to order at 12:06 p.m.

2. APPROVAL OF MINUTES

Mr. RJ Speaks made a motion to approve the February 20, 2018 minutes. Mr. Chip Thomas seconded the motion and the motion passed unanimously.

Vote: 4/0

3. PUBLIC COMMENTS

No one signed up for public comments.

4. NEW BUSINESS

Chair Monta Davis-Oliver asked Mr. Smith and Ms. Burris to continue this portion of the meeting.

• **Review of Draft Development Ordinance: (Discussion)**

Ms. Erin Burris, from Benchmark Planning, gave an overview of Articles one (1) and two (2) of Yadkinville's Draft Development Ordinance. Ms. Burris noted that she extended on

Yadkinville's existing requirements for development. Article one (1), *Purpose and Authority*, states the logistics of the development process. Discussions on Article one (1) included:

- The title of the ordinance: "Development Ordinance of the Town of Yadkinville, North Carolina"
- The purpose of the ordinance:
 - Promoting the public health, safety, morals and general welfare;
 - Promoting the orderly development of the community;
 - Lessening congestion in the roads and streets;
 - Securing safety from fire, panic, and other dangers;
 - Providing adequate light and air, preventing the overcrowding of the land;
 - Avoiding undue concentration of population; and
 - Facilitating the adequate provision of transportation, public utilities, schools, parks, and other public facilities and requirements, all in accordance with adopted plans and policies.
- Authority: North Carolina General Statutes (NCGS) 160A, Article 19
- Zoning Map, which is adopted by reference.
- Applicability: No developments are allowed without approval first, except land or structures built prior to the effective date, bona fide farms located within the ETJ, or property owners that have requested a map amendment.
- Abrogation and Separability: If any part of the ordinance is found to be illegal, that section will be exempt, but the rest of the ordinance will stay in effect.
- Plan Conformity and Right-of-Way Dedication: All regulations within the ordinance should be consistent with the Town's Comprehensive Plan.
- Vested Rights and Development Agreements
- Effective Date: When Yadkinville adopts the ordinance.

Ms. Burris went on to explain Article two (2), Administration, Procedures and Enforcement. Discussion included:

- Administration: The duties of each role involved in the ordinance.
 - Administrator: Person who enforces zoning ordinance on a daily basis. (Employees from Benchmark Planning)
 - Technical Review Committee (TRC): Group of people that review development proposals.
 - Planning Board: Yadkinville's Planning Board consist of nine (9) members. Ms. Burris suggested seven (7) members with two (2) alternates. Rules of procedures.
 - Long Range Planning Committee: Has the same duties as the Planning Board, including:
 1. To make studies of the Town and surrounding area;
 2. To determine objectives to be sought in the development of the town;
 3. To propose and recommend plans for achieving these objectives;
 4. To develop and recommend to the Town Board of Commissioners policies, ordinances, administrative procedures and other means for carrying out plans in a coordinated and efficient matter;

5. To advise the Town Board of Commissioners concerning the use and amendment of means for carrying out plans; and
6. To designate redevelopment areas.

There was discussion on whether or not to keep the Long Range Planning Committee. The Committee agreed to table the decision until a later date.

- Board of Adjustment: Yadkinville's Board of Adjustment consists of seven (7) members. Members are able to serve unlimited amount of terms. The Board should consist of at least one (1) regular ETJ member.
- Town Board of Commissioners shall hold the following powers and duties related to this ordinance:
 1. To review, hold public hearings and make decisions for Text Amendments and Map Amendments;
 2. To make decisions on all issues related to the Development Ordinance, Zoning Map, Comprehensive Plan and other land use plans which may be adopted from time to time;
 3. To decide upon alternate design proposals forth in Section 2.2.9; and
 4. To enter into development agreements per NCGS 160A-400.2-32.
- Procedures: Process of getting developments approved.
 - Applicability: Who approves the development; For example, zoning permit with a plot plan for single-family or two-family residential, is approved by the administrator. Conditional use permits are approved by the Board of Adjustment, etc.
 - Zoning Permits: General provisions, and procedure for obtaining.
 1. Pre-Application Discussion with Sketch Plan: Could be optional or required depending on the development.
 2. Application and Plot Plan Submittal: All materials that need to be submitted with the application.
 3. Administrator Review and Approval: In some cases may include the Technical Review Committee.
 4. Additional Approvals
 - Subdivisions: Major and Minor subdivision procedures and regulations.
 1. Pre-Application Discussion with Sketch Plan
 2. Applicant Submits Application, Preliminary Plat, & Associated Construction Drawings
 3. Administrator/Technical Review Committee Review of Preliminary Plat
 4. Approval of Preliminary Plat & Construction Drawings
 5. Improvements Installed and Inspected or Guaranteed
 6. Final Plat Submittal
 7. Administrator/Technical Review Committee Review of Final Plat
 8. Approval of Final Plat
 9. Record Plat
 10. Zoning Permits
 - For dedication of improvements within street right-of-way in a residential subdivision, a minimum of seventy-five (75) percent

of the units shall be complete for a year prior to acceptance of dedication and maintenance by the Town.

- Conditional Use Permits:
 1. Pre-Application Discussion with Administrator
 2. Application and Site Plan Submittal
 3. Administrator/ Technical Review Committee Review
 4. Notice of Public Hearing
 5. Board of Adjustment Public Hearing and Decision
 6. Additional Approvals (As Required)
- Variances:
 1. Pre-Application Discussion with Administrators
 2. Applicant Submits Application and Site Plan Submittal
 3. Notice of Public Hearing
 4. Board of Adjustment Public Hearing and Decision
 5. Additional Approvals (As Required)
- Appeals:
- Certificate of Nonconformity Adjustment:
 1. Pre-Application Discussion
 2. Application and Site Plan (If Applicable) Submittal
 3. Notice of Public Hearing
 4. Board of Adjustment Public Hearing and Decision:
 7. The request will not increase the intensity of an existing nonconforming use by substantially increasing noise, traffic, or other measurable physical effects.
 8. The Certificate of Nonconformity Adjustment is necessary to continue the use of the property in the same manner that it has been used for in the past.
 9. The nonconforming situation is being presented in a way that does not detract from the property values or aesthetics of the surrounding area.
 10. The requested Certificate of Nonconformity Adjustment is consistent with the spirit, purpose, and intent of ordinance, such that public safety is secured, and substantial justice is achieved.
 5. Additional Approvals (As Required)
- Alternative Design Proposal: Includes everything, but setbacks. Parking, landscaping, etc.
- Map Amendments (Rezoning's):
- Text Amendments:
- Enforcement: Introduces what violations are, how they are enforced, and roles of the Administrator.
 - Enforcement Procedures
 - Inspection and Investigation
 - Notice of Violation
 - Appeal

- Failure to Comply with Notice
- Penalties

- **Downtown Façade Improvement Program Grant Request:**

Planning Advisor Richard Smith presented Collide Church's application for the Downtown Façade Improvement Program. They have requested a tier one grant for \$10,000. Mr. Smith stated that Collide Church plans to upgrade the awning, windows, doors, and the masonry on the front of the building. Town Manager Perry Williams gave an overview of the sidewalk project in front of the Collide Church building. He noted that the support post for the awning had to be reinstalled due to instability. Mr. Williams explained that the posts would be black, to match the handrails that will be installed. He stated that the posts would be funded by the Town. Mr. Smith apprised the Committee of three other applications for the Façade Improvement Program. After a lot of discussion, it was the consensus of the Committee to approve the Collide Church application.

Mr. RJ Speaks made a motion to approve the Collide Church Application for the Downtown Façade Improvement Grant. Mr. Virgil Dodson seconded the motion and the motion passed unanimously.

Vote: 4/0

5. OTHER BUSINESS


Planning Advisor Richard Smith introduced Planner Ben Barcroft.

6. ADJOURNMENT

With no further business to discuss, Mr. RJ Speaks made a motion to adjourn at 1:35 p.m. Mr. Chip Thomas seconded the motion and the motion passed unanimously.

Vote: 4/0


Monta Davis-Oliver
Chair


Shelia B. Weathers
Town Clerk