

TOWN OF YADKINVILLE  
BOARD OF COMMISSIONERS  
*MONTHLY MEETING MINUTES*  
LOCATION: COMMISSIONERS CHAMBERS  
213 VAN BUREN STREET  
YADKINVILLE, NC  
**MONDAY, FEBRUARY 5, 2024**

**OFFICIALS PRESENT:**

Mayor Eddie Norman

Commissioners:

    Tony Hall

    Monta Davis-Oliver

    Chris Matthews

    Scott Winebarger

    Richie Parker

Town Attorney Ben Harding

**STAFF PRESENT:**

Town Manager: Mike Koser

Finance Director: Hunter Gooden

Town Clerk: Alex Potts

Planning Director: Abigaile Pittman

Event Planner: Lauren Willard

Public Works Director: Jacob Swaim

Police Chief: Randy Dimmette

Quorum requirements met – meeting proceeded.

**1. CALL TO ORDER**

The regular meeting was called to order by Mayor Norman at 6:00 p.m.

**2. INVOCATION**

Mayor Norman offered the invocation.

**3. SWEARING IN COMMISSIONER RICHIE PARKER**

Town Clerk Alex Potts swore in Mr. Richie Parker for another 4-year term as Commissioner.

**4. ADOPTION OF AGENDA (MOTION)**

Commissioner Scott Winebarger made a motion to approve the agenda as presented. Commissioner Chris Matthews seconded the motion, and the motion passed unanimously.  
Vote: 5/0

**5. PUBLIC HEARING(S)**

Mayor Norman opened Public Hearing #1 at 6:05 pm.

- **Voluntary Annexation Petition by Pro163 LLC:** A request to annex a 21.335-acre parcel identified as 132453, located on Service Road, into Corporate Town Limits.

Town Clerk Alex Potts assured the Board that all appropriate paperwork had been received and investigated. She recommended approval of the voluntary annexation of 21.335 acres on Service Road.

Mayor Norman opened Public Hearing #2.

- o **Zoning Map Amendment 2023-02:** A request by Jon Wright, Pro163, LLC, for a rezoning from Rural Residential (RR) District in Yadkinville's Extraterritorial Jurisdiction and Highway Business (HB) in Yadkin County's jurisdiction, to a Rural Residential District entirely in Yadkinville's jurisdiction, for a 21.335-acre parcel on Service Road, identified as parcel 132453.

Planning Director Abigail Pittman introduced Zoning Map Amendment 2023-02, a request by Pro163 LLC, to rezone the above annexed property on Service Road from Rural Residential in Yadkinville's Extraterritorial Jurisdiction and Highway Business in Yadkin County's jurisdiction to simply Rural Residential District in Yadkinville's jurisdiction. She stated that the property consists of 21.335 acres. The Rural Residential District status is necessary for the Major Special Use Permit for an RV Park, which is what Pro163 is developing. It is recommended to classify the land use as a Medium medium-intensity development. Ms. Pittman noted that this development is consistent with Land Use Strategy 1 of the Comprehensive Plan, Growth Management Goal of the Comprehensive Plan, and Services and Infrastructure Strategy S11.

Mayor Norman opened Public Hearing #3.

- o **Major Special Use Permit 2023-02:** A request for a Major Special Use Permit for a campground on parcel 132453, which is approximately 21.335 acres.
- Planning Director Abigail Pittman presented Major Special Use Permit 2023-02 for an RV Campground located on Service Road. The property is 21.335 acres, and requirements state that campsites should not exceed 10 sites per acre. Mr. Jon Wright presented a site map for the proposed two-phase development, which will have a total of 128 RV spaces. Ms. Pittman listed out all the requirements for the permit, including a setback of at least 50 feet from the edge of the public right-of-way, a distance of at least 10 feet between any part of the trailers, structures, or tents, and a recreation area of not less than 10% of the gross site area or 2,500 square feet, whichever is greater. Adequate off-street parking and maneuvering space, stabilized internal roadways, and an approved water supply system for each camping space are also required. An adequate and safe sewer system, a screening device at least six feet high and 90% opaque where the use adjoins residentially zoned property, a central service building containing all necessary toilets, bathhouses, and other plumbing fixtures specified in the most current edition of the North Carolina State Plumbing Code, as amended, shall be provided in all camping areas. The storage, collection, and disposal of trash and refuse in the travel trailer parking area shall comply with all applicable regulations. Finally, neither any person nor any mobile unit shall occupy a camping space or the travel trailer parking area for a period over 30 days. Planning Director Pittman recommends approval of the Major Special Use Permit based on the following findings of fact: the use does not endanger public health or safety, complies with all required standards, does not substantially injure the value of adjoining or abutting property, is developed according to the plan as submitted and approved, and is consistent with the Comprehensive Plan.
- Mr. Jon Wright introduced himself and his colleagues. He emphasized the family-oriented nature of their company, expressing a desire to develop something in Yadkin County that genuinely reflects their values.

Mayor Norman opened Public Hearing #4.

- **Zoning Text Amendment 2023-02:** A request to amend the Town of Yadkinville Code of Ordinances, Title 9, Development Ordinance, Article 6 Sign Standards, Section 6.1 Purpose and Applicability, Subsection 6.12 regarding exempt signs.

Planning Director Pittman introduced Zoning Text Amendment 2023-02 and Ordinance Number 2024-01. This is a request to amend the exempt signs standards in the Code of Ordinances. She stated that guidelines from the original ordinance for off-premises signs need to be reinstated into the new Code of Ordinances. These include historic markers and off-premise directional signs for places of worship.

## **6. PUBLIC COMMENTS**

Mr. Joshua Slow expressed his concern regarding the RV Park located on Service Road. He stated that due to the curve and trees, visibility is limited when turning off of Unifi Industrial Road onto Service Road. Mayor Norman responded by stating that the Town could contact NCDOT to ensure that any trees and brush are cleared from the right of way.

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

Commissioner Chris Matthews made a motion to approve the following minutes as presented. Commissioner Scott Winebarger seconded the motion, and the motion passed unanimously.

Vote: 5/0

- January 8, 2024 (Regular Meeting Minutes)
- January 8, 2024 (Close Session Minutes)

## **8. ACTION ON PUBLIC HEARING(S) (Motion)(Attachment #1)**

- Voluntary Annexation Petition by Pro163 LLC. (2024-ANX-01) – Ordinance No. 2024-02 to Extend Corporate Limits

*Commissioner Scott Winebarger made a motion to approve Ordinance No. 2024-02 to Extend Corporate Limits for parcel #132453, located on Service Road. Commissioner Ritchie Parker seconded the motion, and the motion passed unanimously.*

*Vote: 5/0*

- Zoning Map Amendment (ZMA 2023-02):  
*Commissioner Chris Matthews made a motion to approve Zoning Map Amendment 2023-02, to rezone a 21.335-acre parcel on Service Road, identified as parcel 132453, from Rural Residential (RR) in Yadkinville's Extraterritorial Jurisdiction (ETJ) and Highway Business (HB) in Yadkin County's Jurisdiction, to Rural Residential (RR) District entirely in the Town of Yadkinville's Jurisdiction.*

*This recommendation is based on the request being consistent with the intent of the Rural Residential (RR) District, the Land Use and Growth Management Goal of the adopted Comprehensive Plan, Land Use Strategy I of the Comprehensive Plan, the Services & Infrastructure Goal of the adopted Comprehensive Plan, and the Services & Infrastructure Strategy S 11.*

*Additionally, the approval of this recommendation would also be deemed an amendment to the adopted Land Use Map of the Comprehensive Plan, with the subject parcel being designated for Medium Intensity development.*

*Commissioner Tony Hall seconded the motion, and the motion passed unanimously.  
Vote: 5/0*

• Major Special Use Permit (MSUP 2023-02):  
Commissioner Richie Parker made a motion to approve Major Special Use Permit 2023-02 upon the following affirmative findings:

1. That the proposed RV campground development, as depicted in the final site plan, will not materially endanger the public health or safety if located where proposed according to the Special Use Site Plan submitted and approved;
2. That the proposed RV campground development complies with all required standards, conditions, and specifications of the Development Ordinance;
3. That based on the evidence submitted, the proposed RV campground development will not substantially injure the value of adjoining or abutting property; and
4. That the location and character of the proposed RV campground development, if developed according to the Special Use Site Plan as submitted and approved, will be in harmony with the area in which it is to be located; and
5. That the location and character of the proposed RV campground development, when developed according to the final Special Use Site Plan as submitted and approved, will be consistent with the specified goals and strategies of the adopted Comprehensive Plan.

*Commissioner Chris Matthews seconded the motion, and the motion passed unanimously.  
Vote: 5/0*

• Zoning Text Amendment (ZTA 2023-02) – Ordinance No. 2024-01:  
Commissioner Chris Matthews made a motion to approve Zoning Text Amendment 2023-02, Ordinance No. 2024-01, to amend the exempt signs section of the Town of Yadkinville Code of Ordinances. Commissioner Scott Winebarger seconded the motion, and the motion passed unanimously.  
*Vote: 5/0*

## **9. SET PUBLIC HEARING(S)**

Mayor Norman set the following Public Hearing:

- **March 4, 2024 at 6:05 p.m.**  
**Zoning Map Amendment 2024-01:** A request for a rezoning from Highway Business (HB) District to a Medium Density Residential (RM) District for parcels 153785 and 153786 on Unifi Industrial Road, totaling .487 acres.

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

Fire Chief Jody Doss presented his monthly report to the Board.

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

Police Chief Dimmette presented his monthly report to the Board. He stated there would be a new officer on the night shift in approximately three weeks.

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

Public Works Director Jacob Swain presented two options from NCDOT for the U-5809 601 Roundabout Betterment Project. The first option is to let DOT assume all costs related to the project and replace all water and sewer lines on Highway 601 without any upgrades. The second option is to let DOT assume all costs of labor and the Town contribute Betterment funds for the material to upgrade the water and sewer lines for future growth. To adhere to the second option, the Town would have to allocate an additional \$219,815, on top of the \$320,000 already allocated to Capital Project 73. After some discussion, the Board agreed to option two.

*Commissioner Scott Winebarger made a motion to approve funding material costs for the upgrade of water and sewer lines along U.S. Highway 601, during NCDOT's U-5809 601 Roundabout Project. Commissioner Chris Matthews seconded the motion, and the motion passed unanimously.  
Vote: 5/0*

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

During the monthly meeting, Planning Director Abigail Pittman presented her report to the Board. She mentioned that two Business Investment Grants were awarded, one for Kraken Kollectibles for \$5,000 and the other for Z Salon for \$4,633.51. Ms. Pittman informed the Board about a developer who is interested in splitting a parcel on W. Lee Avenue into two separate residential lots. Additionally, she updated them on the development of six new townhomes on Tennessee Avenue by Mr. Robert Baldwin.

Commissioner Richie Parker inquired if the Extraterritorial Jurisdiction automatically extends if a property is annexed into Town Limits. Attorney Harding stated that it does not automatically extend, the Board would have to request that it be extended. Manager Koser noted that he would research the matter.

## **14. EVENT PLANNER REPORT**

Event Planner Lauren Willard apprised the Board that the Town now has an official Facebook Page to advertise events and important information. She gave an overview of several meetings she has attended to connect with the community, as well as other communities to see what has worked for them. Ms. Willard presented a Summer Series of events that will begin on May 17<sup>th</sup>. Each one will be themed.

## **15. TOWN ATTORNEY BEN HARDING**

Town Attorney Ben Harding had nothing to report in open session.

## **16. MANAGER'S REPORT**

### **• Budget Calendar (Attachment #3):**

Manager Mike Koser presented the 2024 Budget Calendar. He mentioned that Commissioner Parker won't be able to attend the Budget Workshop scheduled for

April 19th and recommended rescheduling the workshop. After some discussion, the Board agreed to move the workshop to April 26th at noon.

- **EV Charging Station Annual Report:**  
Mr. Koser presented the Annual Report on the EV Charging Stations to the Board. However, he pointed out some discrepancies that need to be addressed. One of the issues is the electrical cost, which amounts to approximately \$1,600. Another problem is that the website that displays the map for all the surrounding EV Stations is misleading. To resolve this, Mayor Norman suggested putting the locations on the Town website instead.

### **17. COMMISSIONER COMMENTS**

**Mayor Eddie Norman:** Mayor Norman asked about the possibility of having wayfinding signage installed. In response, Manager Koser shared that any signage placed on a thoroughfare by the North Carolina Department of Transportation (NCDOT) has to be pre-approved by them. Furthermore, it is recommended to purchase signage through the Yadkin Valley Heritage Corridor. Mayor Norman then expressed interest in having signage placed on Town Streets.

### **18. CLOSE SESSION**

*Commissioner Monta Davis-Oliver made a motion to go into "Close Session" at 7:00 p.m. pursuant to N.C.G.S. § 143-318.11 (a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded. Commissioner Chris Matthews seconded the motion and the motion passed unanimously.*

*Vote: 5/0*

*Commissioner Monta Davis-Oliver made a motion to come out of "Close Session" at 7:27 p.m. Commissioner Scott Winebarger seconded the motion, and the motion passed unanimously.*

*Vote: 5/0*

*Commissioner Monta Davis-Oliver made a motion to accept a settlement from Lawyers Mutual, in the amount of \$64,250. Commissioner Chris Matthews seconded the motion and the motion passed unanimously.*

*Vote: 5/0*

**19. ADJOURNMENT**

*With no further business to discuss, Commissioner Chris Mathews moved the meeting adjourned. Commissioner Monta Davis-Oliver seconded the motion, and the motion was approved unanimously. The meeting adjourned at approximately 7:28 p.m.  
Vote: 5/0*

*Eddie Norman*

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Eddie Norman, Mayor

*Alex Potts*

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Alex Potts, Town Clerk