

February 14, 2022 (REGULAR MEETING)

Minutes of the regular meeting of the Mayor and Board of Commissioners of the Town of Elkin, February 14, 2022, 6:00 p.m. at Town Hall.

Present: Mayor Sam Bishop, Commissioners Cicely McCulloch, Robert Ball, Jeff Eidson, Will Gwyn and Tommy Wheeler.

Also present: Town Manager Brent Cornelison, Assistant Town Manager/Recreation Director Adam McComb, Town Attorney Raymond Parker and Town Clerk Cathie Tilley.

Mayor Bishop welcomed everyone and called the meeting to order. He asked Boy Scout Samuel Brown to lead our Pledge of Allegiance.

CONSENT AGENDA

The following items were presented for the consent agenda:

- Minutes of January 10, 2022 (Regular Meeting)
- Approve Tax Releases and Discoveries (copy included as Exhibit A)
- Approve a request for advertising date for liens on real property
- Approve BA#2022-15 in the amount of \$29,235 to appropriate monies from NCDEQ-Water Resources and contribution from Watershed NOW to Economic Development Department towards the Raingarden Project and Exhibits at the Heritage Center (copy included as Exhibit B)
- Approve 2021-22 Audit Contract in the amount of \$29,000 with Martin-Starnes and Associates (copy included as Exhibit C)

There were no questions regarding the consent agenda. A motion by Commissioner Eidson to approve the Consent Agenda was seconded by Commissioner McCulloch and was unanimously approved.

SPECIAL RECOGNITIONS

- Mayor Sam Bishop read and presented the following Proclamations:
 - o Recognizing February 2022 as Black History Month
 - Will present this later in the meeting to give representative time to get to our meeting
 - o Recognizing February 2022 as Boy Scouts of America Month
 - Presented to Boy Scout Troop 651 Scoutmaster David Brown

PUBLIC COMMENTS

- Mayor Bishop opened the public comments period.
- There being no public comments, Mayor Bishop closed the Public Comments period.

MAYOR AND BOARD COMMENTS FOR STAFF

- There were no comments for staff.

PUBLIC HEARING

1. Conduct a Public Hearing to consider updating the Future Land Use Map, Descriptions and Amendments to the Schedule of Fees pertaining to the Budget Ordinance (Sarah Harris)

- The Future Land Use Map (FLUM) is our primary visual guide to future planning.
 - o Planning Board and Board of Commissioners use this document for future land development.
 - o Reminded Board that the FLUM now has twelve (12) categories.
- Referenced a list of the Steering Committee:
 - o Each zoning district was represented.
 - o Helped create our new Unified Development Ordinance (UDO).
- Planning Board recommended (with amendments) approval of the Future Land Use Map and Descriptions at their last meeting on January 31, 2022.
- Public Hearing was advertised in *The Tribune* January 26, 2022, and February 2, 2022.
- The Schedule of Fees also needs to be amended.
 - o Changes pertain to penalties and violations of the ordinance and a few name changes per Chapter 160D.
- This is a legislative hearing, and anyone may speak.
 - o State your name and address for the record.
- Mayor Bishop opened the Public Hearing and asked for comments.
 - o There being no comments, Mayor Bishop closed the Public Hearing.
- Town Attorney Parker explained that what is being presented tonight is the Future Land Use Map, not the Zoning Map.
 - o This does not mean it will not change.
 - o Ms. Harris told the Board that this is just a suggestion.
- Commissioner Gwyn made a motion to approve an Ordinance Amending the Future Land Use Map and Descriptions of the Town of Elkin, North Carolina. There were no questions. Upon a second by Commissioner Wheeler, the motion was unanimously approved. (Copy may be found in Ordinance Book 5, Pages 2022-02-0095 and 2022-02-0096.) (Copy of FLUM included as Exhibit D.)
- There was additional discussion regarding the Planning and Zoning Schedule of Fees during which it was clarified that these fees applied to commercial properties only.
- Following this discussion, Commissioner McCulloch made a motion to approve the Planning and Zoning Schedule of Fees effective February 14, 2022, as presented. There were no questions. Upon a second by Commissioner Wheeler, the motion was unanimously approved (copy included as Exhibit E).

This concluded the Public Hearing.

REGULAR MEETING

1. *Consider an Ordinance Repealing the Zoning Ordinance of the Town of Elkin (Articles I-XVII) and the Subdivision Ordinance (Articles I-V, VIII) to allow the adoption of the Town of Elkin Unified Development Ordinance (Sarah Harris)*
 - Again, recognized the Steering Committee members, noted they represented each of the Town's zoning districts and they helped create the Unified Development Ordinance (UDO).
 - On November 29, 2021, the Planning Board reviewed and recommended approval of the drafted UDO, Subdivision Ordinance and updated Zoning Map with the following conditions:
 - o Churches are permitted in Highway Business District.
 - o Depending on findings regarding the Watershed Map, amend the critical watershed area as defined in an Ordinance adopted in 2017.
 - o Investigate the definition for Stormwater Control Measure to match the Ordinance last adopted in 2017.
 - o Administrative flexibility in that at the Administrator's discretion, the deadline for resubmittal may be extended if an applicant submits a request in writing to the Administrator within fifteen (15) calendar days of the application abandonment date.
 - o Planning Board membership shall be a minimum of five (5) and maximum of ten (10).
 - Eight (8) will be Elkin residents (7 members and 1 alternate member [if at the minimum, 2 members and 1 alternate member]).
 - Two (2) will be Surry County residents in the ETJ (1 member and 1 alternate member).
 - Public Hearing was held December 13, 2021.
 - o Was advertised November 24, 2021 and December 1, 2021, in *The Elkin Tribune*.
 - Commissioner McCulloch made a motion to approve An Ordinance Repealing the Zoning Ordinance of the Town of Elkin (Articles I-XVII) and the Subdivision Ordinance (Articles I-V, VIII) of the Town of Elkin, North Carolina to Allow the Adoption of the Town of Elkin Unified Development Ordinance. There were no questions. Upon a second by Commissioner Wheeler, the motion was unanimously approved. (Copy of Ordinance may be found in Ordinance Book 5, Pages 2022-02-0097 and 2022-02-0098.) (Copy of updated Zoning Map included as Exhibit F.)
2. *Consider approving to apply for an Asset Inventory and Assessment (AIA) Grant and pay WithersRavenel \$5,000 to complete the application (Town Manager Cornelison)*
 - At a meeting between WithersRavenel and our Fire Department, an assessment of our water assets became a topic of discussion when they mentioned there is a grant for this type project.
 - The grant is for \$150,000 and does not require a match from the town.

- It will pay for a complete asset list with condition assessments for our water distribution system, a complete Asset Management Plan report with a detailed Capital Improvement Plan and an updated Water Model.
 - The cost to have WithersRavenel complete the grant application is five thousand dollars (\$5,000.00).
 - The cost to do the Water Model only is sixty-five thousand dollars (\$65,000.00).
 - o The Water Model would be included in the grant funds.
 - This is a good opportunity to get us in a better position for additional grants.
 - Cost can be covered in our current budget.
 - Commissioner Wheeler made a motion to approve the resolution for this project and to engage WithersRavenel to complete the AIA Grant application at a cost of five thousand dollars (\$5,000.00). There were no questions. Upon a second by Commissioner Ball, the motion was unanimously approved. (Copy of Resolution may be found in Resolution Book 4, Pages 2022-02-0270 and 2022-02-0271.)
3. *Review the proposed 2022 Retreat Agenda (Town Manager Cornelison)*
- Retreat will be March 4th at the Heritage Center.
 - Gave a synopsis of each topic on the proposed agenda.
 - Said there are little things we could discuss if we have time.
 - The latest from ARP is that we can take up to ten million dollars as a revenue loss (which we will not be doing).
 - o Have to report what we are going to spend it on.
 - o Can be used to pay police salaries.
 - o There is reporting that must be done.
 - Will try to get you information the week before the retreat to give you an idea of what we are looking at.

COMMISSIONS AND BOARDS

- Minutes Included:
 - o Yadkin Valley ABC Board (November 2021)
 - o Recreation and Parks Advisory Board (November 19, 2021)
 - o Elkin Main Street Advisory Board (November 16, 2021)

MANAGER UPDATES

- Will be leaving after lunch next week on Tuesday and will be out through Friday.
 - o Alvin Hayes is retiring that Friday; hope to be back early enough to get by to see him.

SPECIAL RECOGNITIONS (continued)

- Mayor Sam Bishop read and presented the following Proclamation:
 - o Recognizing February 2022 as Black History Month
 - Presented to Brian Smith, President Surry County Chapter NAACP.

Mayor Bishop said the Board needed to go into closed session. Stated there would be no action taken following the closed session. Commissioner Eidson

made a motion to go into closed session in accordance with NCGS 143-318.11(a)(4), economic development. Upon a second by Commissioner Gwyn, the motion was unanimously approved and the Board went into closed session at 6:30 p.m.

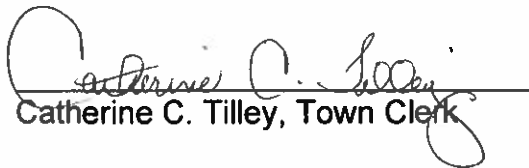
The Board returned to the regular meeting at 6:45 p.m. Mayor Bishop reconvened the meeting.

There being no further business, Commissioner Gwyn made a motion to recess until 9:00 a.m. on March 4th at the Heritage Center for the annual retreat. Upon a second by Commissioner Wheeler, the motion was unanimously approved. The meeting adjourned at 6:45 p.m.



Sam Bishop, Mayor

Attest:



Catherine C. Tilley, Town Clerk