



MINUTES

**Town of Weaverville
State of North Carolina**

**Town Council Regular Meeting
Monday, April 24, 2023**

The Town Council for the Town of Weaverville met for its regular monthly meeting on Monday, April 24, 2023, at 6:00 p.m. in Council Chambers within Town Hall at 30 South Main Street, Weaverville, NC, with remote electronic access by the general public via zoom.

Councilmembers present were: Mayor Patrick Fitzsimmons, Vice Mayor Jeff McKenna, and Councilmembers Doug Jackson, Andrew Nagle, John Chase, Catherine Cordell, and Michele Wood.

Staff members present were: Town Manager Selena Coffey, Town Attorney Jennifer Jackson, Clerk/Planning Director James Eller, Finance Officer Tonya Dozier, Deputy Clerk/Communications Coordinator Grace Keith, Police Chief Ron Davis, Fire Chief Scottie Harris, Public Works Director Dale Pennell, and Water Treatment Plant Supervisor Randall Wilson.

1. Call to Order

Mayor Patrick Fitzsimmons called the meeting to order at 6:00 p.m.

2. Approval/Adjustments to the Agenda

Councilmember Jackson motioned to approve the agenda as presented. All voted in favor of the motion. Motion passed 7-0.

3. Conflicts of Interest Statement

Mayor Fitzsimmons noted that it is the duty of the Mayor and every Town Council Member to avoid both conflicts of interest and appearances of conflicts.

No member had any known conflict of interest or appearance of conflict with respect to any matters presented before Town Council.

4. Public Hearing – Water System Development Fees

Mayor Fitzsimmons declared the public hearing open.

Town Attorney Jennifer Jackson noted that the public hearing had been properly noticed in accordance with NC law and then presented Council with information regarding proposed updates to the Town's water system development fees which were originally implemented on July 1, 2018.

Ms. Jackson indicated that no written comments were received. No one was present at the meeting or via Zoom that wished to provide any comment, so Mayor Fitzsimmons closed the public hearing without objection.

5. Public Hearing – Annexation Agreement between Woodfin and Weaverville

Mayor Fitzsimmons declared the public hearing open.

Town Attorney Jennifer Jackson noted that the public hearing had been properly noticed and presented Council with information on a proposed annexation agreement with the Town of Woodfin which would allow Woodfin to annex the Sourwood Inn property and an adjoining property, both of which combine to total approximately 192 acres.

Ms. Jackson indicated that no written comments were received. No one was present at the meeting or via Zoom that wished to provide any comment, so Mayor Fitzsimmons closed the public hearing without objection.

6. Public Hearing – Code Amendments – Nonconforming Lots, Table of Dimensional Requirements, and Mapping Standards

Mayor Fitzsimmons declared the public hearing open.

Planning Director James Eller noted that the public hearing had been properly noticed in accordance with Town Code and NC law and then presented Council with information regarding proposed text amendments to Code Chapter 20 pertaining to regulations of Nonconforming Lots, the Table of Dimensional Standards as it pertains to the calculation of density, and the applicability of Mapping Standards.

Planning Director James Eller informed Council that upon review, the Planning Board unanimously found that the proposed text amendments are consistent with the Town’s Comprehensive Plan and reasonable and recommended adoption of same.

Mr. Eller indicated that no comments received. No one was present at the meeting or via Zoom that wished to provide any comment, so Mayor Fitzsimmons closed the public hearing without objection.

7. Consent Agenda

Councilmember Jackson motioned for the approval of the Consent Agenda. All voted in favor of the motion to approve all action requested in the Consent Agenda listed below. Motion passed 7-0.

- A. **March 21, 2023 Town Council Workshop Minutes**– *Minutes approved as presented*
- B. **March 27, 2023 Town Council Regular Meeting Minutes**– *Minutes approved as presented*
- C. **Monthly Tax Report** – *Information only*
- D. **Annual Presentation of Town Manager Delegated Policies** – *Information only*
- E. **Adoption of Records Retention and Disposition Schedule** – *Schedule adopted*
- F. **American Rescue Plan Act (ARPA) Award – Approval of Required Policies** – *Approved as presented*
- G. **Approval of Updated ABC Law Enforcement Agreement** – *Agreement approved as presented*
- H. **Water Commitment Renewal – 60 Ollie Weaver Road** – *Commitment renewed*
- I. **Board Appointments – Planning Board** – *Board appointments approved*

8. Town Manager’s Report

Town Manager Coffey presented her Manager’s report to Council which included information regarding the Bike Helmet Initiative, the new District Manager for Duke Energy, the Town’s Arbor Day program, as well as an update on linking the greenways between Weaverville and Woodfin.

9. General Public Comment

General public comments may be submitted either during the meeting or in writing in advance of the meeting. Normal rules of decorum apply to all comments. The general public comments section of the meeting will be limited to 20 minutes and priority will be given to those commenters in attendance. Individuals presenting comments during the meeting are generally limited to 3 minutes. Written comments that are timely received will be provided to Town Council and read into the record during the 20-minute general public comment period as time allows. Written comments are limited to no more than 450 words and can be submitted as follows: (1) by emailing to public-comment@weaverville.org at least 6 hours prior to the meeting, (2) by putting your written comment in a drop box at Town Hall (located at front entrance and back parking lot) at least 6 hours prior to the meeting, (3) by mailing your written comment (must be received not later than Monday's mail delivery) to: Town of Weaverville, PO Box 338, Weaverville, NC, 28787, Attn: Public Comments. For more information please call (828) 645-7116.

No public comment was received.

10. Discussion & Action Items

A. Weaverville Economic Development Advisory Committee Update and Review of Economic Development Goals

Phil Barnett presented a list of members and an update on the activities of the Weaverville Economic Development Advisory Committee. The WEDAC will be requesting some funding from Town Council and agreed to work on an update to economic development goals for presentation to Town Council at a future meeting.

B. Water System Capital Projects – Update and Next Steps

Town Manger Selena Coffey presented Town Council with an update on water system capital projects. She noted that the Resiliency and WTP Expansion projects have been separated and an engineering agreement is already in place for the Resiliency project. The engineering agreement with WithersRavel on the WTP Expansion Project has been revised based on the changes in scope (removing work already accomplished or under separate contract and adding the water rate study). This new engineering proposal was presented to Town Council for consideration and approval. Town Council was also encouraged to adopt a new reimbursement resolution for the WTP Expansion Project and to consider adopting an Amended and Restated Capital Project Ordinance that separates the Resiliency Project from the WTP Expansion Project into two projects.

Mayor Fitzsimmons made a motion to approve the engineering proposal for the WTP Expansion Project and authorize the Mayor and Town staff to execute the EJCDC E-500 Agreement between Owner and Engineer for Professional Services consistent with the attached engineering proposal. Motion passed 6-1 with Councilmember Nagle voting no.

Councilmember Jackson made a motion to adopt the Reimbursement Resolution on the WTP Expansion Project. Motion passed 6-1 with Councilmember Nagle voting no.

Councilmember Chase made a motion to adopt the Amended and Restated Capital Project Ordinance for the Water System Capital Projects. Motion passed 6-1 with Councilmember Nagle voting no.

C. Annexation Agreement with Woodfin – Sourwood Inn Area

Town Attorney Jennifer Jackson noted that since the public hearing occurred, Town Council is eligible to take action on the proposed annexation agreement between Weaverville and Woodfin

pertaining to the Sourwood Inn property and an adjoining property, comprising a total of approximately 192 acres.

Councilmember Jackson motioned to adopt the annexation agreement between Weaverville and Woodfin. Motion passed unanimously.

D. Code Amendments – Nonconforming Lots, Table of Dimensional Requirements, and Mapping Standards

Mr. Eller noted that since the public hearing occurred and the Planning Board findings and recommendation in hand, Town Council is eligible to take action on Town Code Chapter 20 Concerning Nonconforming Lots, Table of Dimensional Requirements as it relates to the calculation of density, and the applicability of Mapping Standards

Councilmember Nagle motioned to adopt the Ordinance Amending Weaverville Town Code Chapter 20 Concerning Nonconforming Lots, Table of Dimensional Requirements as it Relates to Calculation Of Density, and the Applicability of Mapping Standards. Motion passed unanimously.

E. Presentation of Town Manager Recommended FY2024 Budget

Town Manager Selena Coffey presented to Town Council the proposed FY 2023-2024 and asked that Town Council formally set the public hearing on the budget for Monday, May 22, 2023 at 6pm.

Vice Mayor McKenna made a motion to set the public hearing on the budget for Monday, May 22, 2023 at 6pm, Town Hall Council Chambers. Motion passed unanimously.

F. Quarterly Report – Planning

Planning Director James Eller presented Town Council with the quarterly report for the Planning Department.

G. Quarterly Report – Finance

Finance Director Tonya Dozier presented Town Council with the quarterly report for the Finance Department.

11. Adjournment

Without objection, Mayor Fitzsimmons declared the meeting adjourned. Meeting adjourned at approximately 7:41 pm.



James Eller, Town Clerk