

TOWN OF WEAVERVILLE
Weaverville Community Room at Town Hall
30 South Main Street, Weaverville, NC 28787

Remote Access Option for General Public via Zoom (unless technical difficulties):
<https://us02web.zoom.us/j/85948891960> ; Meeting ID: 859 4889 1960

TOWN COUNCIL AGENDA
Tuesday, December 12, 2023
Regular Workshop at 6:00 pm

	<i>Pg #</i>	<i>Presenter</i>
1. Call to Order	--	Mayor Fitzsimmons
2. Oaths of Office and Welcome	--	Town Clerk Mercer Mayor Fitzsimmons
3. Selection of Vice Mayor	--	Mayor Fitzsimmons
4. Approval of 2024 Town Council Meeting Schedule	2	Town Manager Coffey
5. Rules of Procedure – Brief Review and Proposed Revisions	4	Town Attorney Jackson
6. Code of Ethics – Review and Proposed Adoption	29	Town Attorney Jackson
7. Boards & Committees Review	--	Town Attorney Jackson Town Manager Coffey
A. Land of Sky Regional Council (LOSRC)		
B. French Broad Metropolitan Planning Organization (MPO) Board		
C. Metropolitan Sewerage District of Buncombe County (MSD) Board		
D. ABC Board		
E. Board of Adjustment		
F. Planning Board		
G. Economic Development Advisory Committee		
H. Patriotic Committee		
I. Tree Board		
8. Homework for Strategic Planning Retreat	37	Town Manager Coffey
9. Adjournment	--	Mayor Fitzsimmons

General public comments may be submitted during the meeting or in writing in advance on any meeting topic or any other item of interest related to the Town of Weaverville. Normal rules of decorum apply to all comments and duplicate comments are discouraged. The general public comments section of the meeting will be limited to 20 minutes. Comments during the meeting are generally limited to 3 minutes. You must be recognized before giving your comment. Written comments timely received will be provided to Town Council and read 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 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, (2) by emailing to public-comment@weavervillenc.org at least 6 hours prior to the meeting, (3) by mailing your written comment (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.

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

Date of Meeting: Tuesday, December 12, 2023
Subject: 2024 Town Council Meeting Schedule
Presenter: Town Manager Selena Coffey
Attachments: 2024 Town Council Meeting & Holiday Schedule

Description:

Annually, the Town Manager is directed to present a schedule for Town Council meetings and workshops, as well as presentation of the Town's holiday schedule, which is based on the State of North Carolina's holiday schedule. The attached holiday schedule mirrors the State's holiday schedule. The proposed meeting schedule does the following:

1. Schedules workshops on the 3rd Tuesday monthly and regular meetings on the 4th Monday monthly except for the following:
 - a. Due to Memorial Day holidays and office closures, the Town Manager recommends that the May workshop be held on **Tuesday, May 14** (2nd Tuesday) and the regular May meeting be held on **Monday, May 20** (3rd Monday).
 - b. Due to the 2024 Thanksgiving holidays and office closures, the Town Manager recommends that the 2024 November workshop be held on **Tuesday, November 12** (2nd Tuesday) and the regular November meeting be held on **Monday, November 18** (3rd Monday).
 - c. Due to the 2024 Christmas holidays and office closures, the Town Manager recommends that the December workshop be held on **Tuesday, December 10** (2nd Tuesday) and the regular December meeting be held on **Monday, December 16** (3rd Monday).
2. Designates workshops from March - June 2024 as budget workshops and accomplishes the following:
 - a. Adds an **additional workshop on Tuesday, June 4, 2024** to be held as a budget workshop.
 - b. Designates **all regularly scheduled workshops from March – June as budget workshops**. This will total 5 budget workshops (with one for the public hearing on the budget and another for budget adoption during a workshop; and
 - c. Recommends that **budget adoption be scheduled for the June 18, 2024** budget workshop, which is approximately a week earlier than has been customary for the Town.

Council Action Requested:

The Town Manager recommends Town Council's approval of the attached 2024 Town Council Meeting and ratification of the Holiday Schedule, which follows the State's holiday schedule.

Proposed Motion:

I make a motion to approve the attached Town Council Meeting Schedule and ratification of the holiday schedule, which follows the State's holiday schedule.

2024 Town Council Meeting and Holiday Schedule

Town Council Meetings held in Council Chambers at Town Hall (30 South Main Street, Weaverville) unless otherwise noticed.

In accordance with the Town of Weaverville Personnel Policy, Article VII, Section 2(a), The Town provides paid holidays consistent with the State's holiday schedule, and includes any personal observance leave or floating holiday provide to State employees.

Monday, January 1, 2024	New Year's Holiday – Town Offices Closed
Monday, January 15, 2024	Martin Luther King Jr. Holiday – Town Offices Closed
Tuesday, January 16, 2024	Town Council Workshop at 6:00pm
Saturday, January 20, 2024	Town Council Strategic Planning Retreat at 9am
Monday, January 22, 2024	Regular Town Council Meeting at 6:00pm
Tuesday, February 20, 2024	Town Council Workshop at 6:00pm
Monday, February 26, 2024	Regular Town Council Meeting at 6:00pm
Tuesday, March 19, 2024	Town Council Workshop at 6:00pm – Budget Workshop #1
Monday, March 25, 2024	Regular Town Council Meeting at 6:00pm
Friday, March 29, 2024	Good Friday Holiday - Town Offices Closed
Tuesday, April 16, 2024	Town Council Workshop at 6:00pm – Budget Workshop #2
Monday, April 22, 2024	Regular Town Council Meeting at 6:00pm
Tuesday, May 14, 2024	Town Council Budget Workshop #3 at 6pm – Budget Public Hearing
Monday, May 20, 2024	Regular Town Council Meeting at 6:00pm
Monday, May 27, 2024	Memorial Day Holiday – Town Offices Closed
Tuesday, June 4, 2024	Town Council Workshop at 6pm – Budget Workshop #4
Tuesday, June 18, 2024	Town Council Workshop #5 at 6pm – Budget Adoption
Monday, June 24, 2024	Regular Town Council Meeting at 6:00pm
Thursday, July 4, 2024	Independence Day Holiday – Town Offices Closed
Tuesday, July 16, 2024	Town Council Workshop at 6:00pm
Monday, July 22, 2024	Regular Town Council Meeting at 6:00pm
Tuesday, August 20, 2024	Town Council Workshop at 6:00pm
Monday, August 26, 2024	Regular Town Council Meeting at 6:00pm
Monday, September 2, 2024	Labor Day Holiday – Town Offices Closed
Tuesday, September 17, 2024	Town Council Workshop at 6:00pm
Monday, September 23, 2024	Regular Town Council Meeting at 6:00pm
Tuesday, October 15, 2024	Town Council Workshop at 6:00pm
Monday, October 28, 2024	Regular Town Council Meeting at 6:00pm
Monday, November 11, 2024	Veterans Day Holiday – Town Offices Closed
Tuesday, November 12, 2024	Town Council Workshop at 6:00pm
Monday, November 18, 2024	Regular Town Council Meeting at 6:00pm
Thursday-Friday, November 28-29, 2024	Thanksgiving Holidays – Town Offices Closed
Tuesday, December 10, 2024	Town Council Workshop at 6:00pm
Monday, December 16, 2024	Regular Town Council Meeting at 6:00pm
Tues-Wed-Thurs, December 24-25-26, 2024	Christmas Holidays – Town Offices Closed
Wednesday, January 1, 2025	2025 New Year's Holiday – Town Offices Closed

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

MEETING DATE: December 12, 2023
SUBJECT: Rules of Procedure – Brief Review and Proposed Revisions
PRESENTER: Town Attorney Jackson
ATTACHMENTS: Rules of Procedure with Proposed Revisions

DESCRIPTION/SUMMARY OF REQUEST:

Town Council adopted a set of Rules of Procedure in 2022 which governs the conduct of their meetings.

The Town Attorney will be at tonight's meeting to briefly review these Rules and discuss a few proposed revisions.

The current Rules and historical practice have the organizational meeting of Town Council, at which new members are sworn in, being held at the November regular meeting. Outgoing Town Council members have suggested that the organizational meeting is best held at the first regular meeting in December (like tonight) in order to give adequate time after election results are certified to get new members oriented and reasonably up to speed on matters coming before Council for action. That change to the timing of the organizational meeting is proposed to Rule 8 (see p. 6 of the Rules of Procedure).

There are also a couple of revisions that are requested to Appendix B involving public comment and public hearings. The changes are to acknowledge that technological difficulties may prevent the video and live streaming of the meetings and to eliminate the need for citizens to state their addresses prior to making public comments (see pp. 23 and 24 of the Rules of Procedure).

COUNCIL ACTION REQUESTED:

Review of the Rules of Procedure and discussion of the proposed revisions. A suggested motion should Town Council wish to adopt the minor revisions proposed:

I move that the Rules of Procedure be amended to include the revisions proposed to Rule 8 regarding the date of organizational meetings and Appendix B concerning Rules for Public Comment and Public Hearings as presented

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PART I. APPLICABILITY

Rule 1. Applicability of Rules

These rules shall apply to all meeting of the Weaverville Town Council. For purposes of these rules, a meeting of the council occurs whenever a majority of the council's members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the Town's real or apparent jurisdiction of. The term "majority" as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.

PART II. QUORUM

Rule 2. Quorum

The presence of a quorum is necessary for the council to conduct business. A majority of council's actual membership plus the mayor, excluding vacant seats, shall constitute a quorum. A member who withdraws from a meeting without being excused by majority vote of the remaining members in attendance is deemed present for quorum purposes.

Any member or members of Town Council, including the mayor, participating remotely in accordance with [Rule 3 \(a\) or \(b\)](#) shall be counted as present for quorum purposes. Any member or members of Town Council, including the mayor, joining remotely in accordance with [Rule 3\(c\)](#) shall not be counted as present for quorum purposes.

A quorum of the council shall be required at all public hearings required by state law. If a quorum is not present at such a hearing, the hearing shall be continued until the next regular council meeting without further advertisement.

PART III. OPEN MEETINGS

Rule 3. Remote Participation in Council Meetings

Remote participation in a council meeting is attendance and participation in an official meeting of the council by a council member or mayor who is not physically able to attend but who can attend and participate by phone, video or other type communication.

No member who is not physically present for a council meeting may participate in the meeting by electronic means except in accordance with the policy adopted by the council.

Remote participation by a member is allowed as follows:

- (a) Remote participation during a state of emergency as allowed by and in accordance with G.S. § 166A-19.24 and town council's resolution adopted 28 February 2022.
- (b) Remote participation during non-emergency times as allowed by and in accordance with North Carolina law.
- (c) In the absence of authority to participate remotely in a council meeting pursuant to subsection (a) or (b) above, a member may join a council meeting that is being

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conducted in such a manner as to allow the general public to participate remotely. Any member who joins the meeting remotely may offer comment and take part in the debate, but may not be counted as present for quorum purposes, may not preside over the council meeting, and may not vote on any matter before the council.

Rule 4. Meetings Open to the Public

Except as permitted by [Rule 5](#), all meetings of the council shall be open to the public and any person may attend its meetings.

Rule 5. Closed Sessions

- (a) **Motion to Enter Closed Session.** The council may enter a closed session from the public is excluded only upon a motion duly made and adopted in open session. The motion to enter closed session must cite one or more of the permissible bases for closed session authorized by G.S. § 143-318.11(a) and restated in subparagraph (b) below.
- (b) **Bases for Closed Session.** A closed session is permissible under the following circumstances and no others:
 - (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of North Carolina or of the United States or that does not constitute a public record within the meaning of Chapter 132 of the General Statutes. The motion to enter closed session must name or cite the law that renders the information confidential or privileged;
 - (2) To consult with the town attorney or another attorney employed or retained by the Town in order to preserve the attorney-client privilege. If the council expects to discuss a pending lawsuit with its attorney, the motion to enter closed session must include the names of the parties to the lawsuit;
 - (3) To discuss matters relating to (a) the location or expansion of industries or other businesses in the area served the town or (b) the closure or realignment of a military installation. The council may reach agreement in closed session on a tentative list of economic development incentives to be offered in negotiations, but the approval of the signing of any economic development contract or commitment and the authorization of the payment of economic development expenditures must take place in open session;
 - (4) To establish or instruct staff or agents concerning the Town's position in negotiating the price or other material terms of an agreement for the acquisition of real property by purchase, exchange, or lease;
 - (5) To establish or instruct staff or agents concerning the amount of compensation or other material terms of an employment contract;
 - (6) To consider the qualifications, competence, performance, character, fitness, or conditions of appointment or employment of a public officer or employee or prospective public officer or employee, except when the individual in question

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- is a member of the town council or other public body or is being considered to fill a vacancy on the town council or other public body. Final action to appoint or employ a public officer or employee must take place in open session;
- (7) To hear or investigate a charge or complaint by or against a public officer or employee. Final action discharging an employee or removing an officer must occur in open session;
 - (8) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct;
 - (9) To review a law enforcement recording released pursuant to G.S. § 132-1.4A;
 - (10) On any other basis permitted by law.
- (c) **Closed Session Participants.** Unless the council directs otherwise, the town manager and town attorney may attend closed sessions of the council. No other person may attend a closed session unless invited by majority vote of council.
 - (d) **Action During Closed Session.** Only those actions authorized by statute may be taken in closed session. A motion to adjourn or recess the meeting shall not be in order during a closed session.
 - (e) **Motion to Return to Open Session.** Upon completing its closed session business, the council shall end the closed session by adopting a duly made motion to return to open session.

Rule 6. Meeting Minutes

- (a) **Minutes Required for All Meetings.** The council must keep full and accurate minutes of all of its meetings, including closed session. To be “full and accurate,” minutes must record all actions taken by council. They should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion. The minutes need not record discussions of the council, though the council in its discretion may decide to incorporate such details into the minutes.
- (b) **Record of “Ayes” and “Nays.”** At the request of any member of council, the minutes shall list each member by name and record how each member voted on a particular matter.
- (c) **General Accounts of Closed Sessions.** In addition to minutes, the council must keep a general account of each closed session. The general account must be sufficiently detailed to provide a person not in attendance with a reasonable understanding of what transpired. The council may combine the minutes and general account of a closed session into one document, so long as the document contains both a complete record of actions taken and the level of detail required for a general account.
- (d) **Sealing Closed Session Records.** Minutes and general accounts of closed session shall be sealed until unsealed by order of the council or, if the council delegates the authority to unseal to one or more staff members, in accordance with guidelines

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adopted by the council. The sealed minutes and general account of any closed session may be withheld from public inspection so long as public inspection would frustrate the purpose(s) of the closed session.

Rule 7. Broadcasting and Recording Meetings

- (a) **Right to Broadcast and Record.** Any person may photograph, film, tape-record, or otherwise reproduce any part of a council meeting that must take place in open session. Except as provided in paragraph (c) of this rule, any radio or television station may broadcast any such part of a council meeting.
- (b) **Advance Notice.** Any radio or television station that plans to broadcast any portion of a council meeting shall so notify the town manager no later than 12 hours before the meeting. The failure to provide notice is not, by itself, grounds for preventing the broadcast of a council meeting.
- (c) **Equipment Placement.** The town manager may regulate the placement and use of camera or recording equipment in order to prevent the undue interference with a council meeting, so long as they allow the equipment to be placed where it can carry out its intended function. If the town manager determines in good faith that the equipment and personnel necessary to broadcast, photograph, or record the meeting cannot be accommodated without undue interference to the meeting, and an adequate alternative meeting room is not readily available, the town manager may require the pooling of the equipment and the personnel operating it.
- (d) **Alternative Meeting Site.** If the news media request an alternative meeting site to accommodate news coverage, and the council grants the request, the news media making the request shall pay the costs incurred by the town in securing the alternative meeting site.

PART IV. ORGANIZATION OF THE COUNCIL

Rule 8. Organizational Meeting, Oath of Office, Selection of Vice Mayor

The council will hold its organizational meeting on the date and at the time of council's ~~regular meeting in November~~ first regular meeting in December following each general election in which council members are elected. The organizational meeting may not, however, be held before municipal election results are officially determined, certified, and published as required by law.

As the first order of business at the organizational meeting, all newly elected members of council must take and subscribe the oath of office set out in Article VI, Section 7, of the North Carolina Constitution. Each member's oath must be filed with the town clerk. Although a member who is not present for the organizational meeting may take the oath of office at another time, every member must take, subscribe, and file the oath before they begin performing any of the duties of the member's office.

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As the second order of business at the organizational meeting, the council shall elect from among its members a vice mayor, who shall serve at the council's pleasure. The vice mayor shall be elected by motion and majority vote of council, with the mayor and all council members being eligible to vote.

PART V. TYPES OF MEETINGS

Rule 9. Regular Meetings

- (a) **Regular Meeting Schedule.** The Council shall hold a regular meeting on the 4th Monday of each month and a regular workshop meeting on the 3rd Tuesday of each month. These meetings shall be held in the Council Chambers and Community Room of Town Hall, located at 30 South Main Street, Weaverville, NC, and shall begin at 6:00 pm. The council shall adopt a meeting schedule each year consistent with this rule. A copy of the council's current meeting schedule shall be filed with the town clerk and posted on the town's website.
- (b) **Change to Meeting Schedule.** Notwithstanding paragraph (a) of this rule, the council may amend its regular meeting schedule to add or delete meetings or to change the date, time, or location of one or meetings on the schedule. The amended schedule shall be filed with the town clerk at least 7 calendar days before the day of the first meeting held pursuant to the revised schedule and posted on the town's website.

Rule 10. Special Meetings

- (a) **Calling Special Meetings.** A special meeting of council may be called by the mayor, the vice mayor, or any 2 council members. A special meeting may also be called by vote of the council in open session during a regular meeting or another duly called special meeting.
- (b) **Notice to the Public.** At least 48 hours before a special meeting of the council, notice of the date, time, place, and purpose of the meeting shall be:
 - (1) Posted on the council's principal bulletin board;
 - (2) Posted on the town's website; and
 - (3) Delivered, emailed, or mailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the town clerk.
- (c) **Notice to Members.**

For special meetings called by the mayor, vice mayor, or by 2 council members, at least 48 hours before a special meeting of the council, written notice of the meeting stating its date, time, and place, as well as the subjects to be considered, shall be delivered to the mayor and each council member or left at their usual dwelling place.

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For special meetings called by vote of council in open session, written notice of the special meeting's date, time, place and purpose shall be mailed or delivered at least 48 hours before the meeting to each council member not present for the meeting at which the special meeting was called and to the mayor if they were not present at the meeting.

- (d) **Transacting Other Business.** Only those items of business specified in the notice may be taken up at a special meeting, unless (1) all members are present, and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on the item immediately.

Rule 11. Emergency Meetings

- (a) **Grounds for Emergency Meeting.** Emergency meetings of the town council may be called only to address generally unexpected circumstances demanding the council's immediate attention.
- (b) **Calling Emergency Meetings.** The mayor, vice mayor, or any 2 council members may at any time call an emergency meeting of the council by signing a written notice stating the time and place of the meeting and the subjects to be considered. The notice shall be delivered to the mayor and each council member or left at their usual dwelling place at least 6 hours before the meeting.

An emergency meeting may be held when the mayor and all members of the council are present and consent thereto, or when any absent member has signed a written waiver of notice.

- (c) **Notice to Media of Emergency Meetings.** Notice of an emergency meeting shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request with the town clerk for notice of emergency meetings. To be valid, the request must include the newspaper's, wire service's, or station's telephone.
- (d) **Transaction of Other Business Prohibited.** Only business connected with the emergency may be considered at an emergency meeting.

Rule 12. Recessed Meetings

When conducting a properly called regular, special, or emergency meeting, the council may recess the meeting to another date, time or place by a procedural motion made and adopted, as provided in [Motion 3](#) of Appendix A, in open session. The motion must state the time (including the date if the meeting will resume on a different day) and place at which the meeting will reconvene. Notice of the recessed meeting's date, time, and place must appear on the town's website prior to the meeting. No further notice of a properly called recessed meeting is required.

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PART VI. AGENDA

Rule 13. Agenda

(a) Draft Agenda.

- (1) *Preparation.* The Mayor and Town Manager shall prepare a draft agenda in advance of each meeting of the town council.
- (2) *Requesting placement of items on draft agenda.* For a regular meeting, a request to have an item of business placed on the draft agenda must be received by the town manager at least 7 days before the meeting. The town manager must place an item on the draft agenda in response to a council member's timely request.
- (3) *Supplemental information/materials.* An agenda package shall be prepared that includes, for each item of business listed on the draft agenda, as much background information on the topic as is available and feasible to provide including, but not limited to, a copy of all proposed orders, ordinances, policies, regulations, and resolutions.
- (4) *Delivery to council members.* Each Council member shall receive a hard or electronic copy of the draft agenda and the agenda package.
- (5) *Public inspection.* The draft agenda and agenda package shall be available to the public when the documents are ready to be, or have been, circulated to council.

(b) **Adoption of the Agenda.** As its first order of business at each meeting, the council shall review the draft agenda, make whatever revisions it deems appropriate, and adopt a formal agenda for the meeting. Both before and after it adopts the agenda, the council may add or subtract agenda items by majority vote of the members present and voting, except that: (1) the council may not add to the items stated in the notice of a special meeting unless the requirements in [Rule 10\(d\)](#) are satisfied, and (2) only business connected with an emergency may be considered at an emergency meeting. The council may designate an agenda item for "*discussion and possible action*". This designation signifies that the council intends to discuss the item and may, if it so chooses, take action on the item following the discussion.

(c) **Consent Agenda.** The council may designate part of an agenda for a regular meeting as the *consent agenda*. Items may be placed on the consent agenda by the town manager if the items are judged to be noncontroversial and routine. Prior to the council's adoption of the meeting agenda under subparagraph (b) of this rule, the request of any member to have an item moved from the consent agenda to the discussion and action items must be honored by the council. All items on the consent agenda must be voted on and adopted by a single motion, with the minutes reflecting the motion and vote for each item.

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- (d) **Informal Discussion of Agenda Items.** The council may informally discuss an agenda item even when no motion regarding the item is pending.

Rule 14. Acting by Reference to Agenda or Other Document

The council shall not deliberate, vote, or otherwise take action on any matter by reference to the agenda or any other document with the intention of preventing persons in attendance from understanding what action is being considered or undertaken. The council may deliberate and vote by reference to the agenda or any item on the agenda, including the consent agenda, provided copies of the agenda are available for public inspection at the meeting and are sufficiently worded to enable the public to understand what is being deliberated or acted upon.

Rule 15. Agenda Items from Members of the Public

If a member of the public wishes to request that the council include an item on its regular meeting agenda, they must submit the request to the town manager or mayor by the deadline specified in [Rule 13\(a\)\(2\)](#). The council is not obligated to place an item on the agenda merely because such a request has been received.

Rule 16. Order of Business

In preparing the agenda, the mayor shall determine the order of business, subject to Council action to adjust the agenda pursuant to [Rule 13\(b\)](#).

Without objection, the mayor may call agenda items in any order most convenient for the dispatch of business.

PART VII. ROLE OF THE PRESIDING OFFICER

Rule 17. The Mayor

When present, the mayor shall preside at meetings of the council. The mayor votes on the same basis as other council members, though in no event may the mayor break a tie on a motion on which he or she has already voted. A member must be recognized by the mayor in order to address the council, but recognition is not necessary for an appeal pursuant to [Motion 1](#) of Appendix A. As presiding officer, the mayor is to enforce these rules and maintain order and decorum during council meetings. To that end, the mayor may:

- (1) rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;
- (2) determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and entertain and rule on objections from other members on this ground;
- (3) entertain and answer questions of parliamentary procedure;
- (4) call a brief recess at any time; and
- (5) adjourn in an emergency.

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A member may appeal the decision made or answer given by the mayor under subparagraph (1), (2), or (3) in accordance with [Motion 1](#) of Appendix A.

Rule 18. The Vice Mayor

When present, the vice mayor shall preside over council meetings in the mayor's absence with all the powers specified in [Rule 17](#). Even when presiding over a council meeting, the vice mayor has the same duty as other members to vote on all questions unless they have been excused from voting on a matter in accordance with [Rule 28](#).

In the mayor's absence, the council may confer on the vice mayor any of the mayor's powers and duties. Likewise, if the mayor becomes physically or mentally unable to perform the duties of their office, the council may by unanimous vote declare the mayor incapacitated and confer any of the mayor's powers and duties on the vice mayor. When the mayor announces that he or she is no longer incapacitated, and a majority of the council concurs, the mayor shall resume the exercise of their powers and duties.

Rule 19. Other Presiding Officer

If both the mayor and vice mayor are absent, the council may elect from among its members a temporary presiding officer to chair the meeting. While serving as temporary presiding officer, a member has the powers listed in [Rule 17](#). Service as a temporary presiding officer does not relieve the member of the duty to vote on all questions unless excused from voting pursuant to [Rule 28](#).

Rule 20. When the Presiding Officer Is Active in Debate

If the mayor becomes active in debate on a particular proposal, they may have the vice mayor preside during the council's consideration of the matter. If the vice mayor is absent or is also actively debating the matter, the mayor may designate another member to preside until the matter is concluded. Similarly, if the vice mayor or a temporary presiding officer is presiding and takes an active part in debating a topic, they may designate another council member to preside temporarily.

PART VIII. MOTIONS AND VOTING

Rule 21. Action by the Council

Except as otherwise provided in these rules, the council shall act by motion. Any member, including the mayor, may make a motion.

Rule 22. Second Not Required

No second is required on any motion, but is not out of order if provided.

Rule 23. One Motion at a Time

A member may make only one motion at a time.

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Rule 24. Withdrawal of Motion

The member who introduces a motion may withdraw the motion unless the motion has been amended or the presiding officer has put the motion to a vote.

Rule 25. Debate

The presiding officer shall state the motion and then open the floor to debate, presiding over the debate according to the following general principles:

- The maker of the motion is entitled to speak first;
- A member who has not spoken on the issue shall be recognized before someone who has already spoken;
- To the extent possible, the debate shall alternate between proponent and opponents of the measure.

Rule 26. Adoption by Majority Vote

If a quorum, as defined by [Rule 2](#), is present, a motion is adopted if supported by a simple majority of the votes cast, except when a larger majority is required by these rules or North Carolina. A simple majority is more than half.

All votes of members of Council participating remotely in accordance with [Rule 3 \(a\) or \(b\)](#) shall be counted as if the member were physically present in the place of the official meeting, unless otherwise prohibited by law.

Rule 27. Changing a Vote

A member may change their vote on a motion at any time before the presiding officer announces whether the motion has passed or failed. Once the presiding officer announces the result, a member may not change their vote without the unanimous consent of the remaining members present. A member's request for unanimous consent to change a vote is not in order unless made immediately following the presiding officer's announcement of the result.

Rule 28. Duty to Vote

- Duty to Vote.** The mayor and every council member must vote except when excused from voting as provided by this rule.
- Grounds for Excusal.** A member may be excused from voting on a matter involving the member's own financial interest or official conduct, though not if the proposal in question one to alter the compensation or allowances paid to council members. Members may also be excused from voting when prohibited from voting under G.S. § 14-234 (contract providing benefit to member), G.S. § 160D-109(a) (legislative zoning decision likely to have a direct, substantial, and readily identifiable financial impact

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on member; zoning decision where member is the landowner of the subject property or has a close familial, business, or other associational relationship with the landowner), or G.S. § 160D-109(d) (member's participation in quasi-judicial decision would violate affected person's right to an impartial decision maker). Questions about whether a basis for excusal exists should be directed to the town attorney.

(c) **Procedure for Excusal.**

(1) *At member's request.* Upon being recognized at a duly called meeting of the council, a member who wishes to be excused from voting shall so inform the presiding officer, who must then submit the matter to a vote of the remaining members present. If a majority of the remaining members present vote to excuse the member, the member is excused from voting on the matter.

(2) *On council's initiative.* Even when a member has not asked to be excused from voting on a matter, a majority of the remaining council members present may be motion and vote excuse the member from voting if grounds for doing so exist under paragraph (b).

(d) **Consequence of Non-Excused Failure to Vote.** Except as specified in paragraph (e), if a member who has not been excused from voting fails to vote on a matter, the member's failure to vote shall be recorded as an affirmative vote, provided: (1) the member is physically present in the council chamber, or (2) the member has physically withdrawn from the meeting without being excused by majority vote of the remaining members present.

(e) **Failure to Vote on Certain Zoning Matters.** A member's unexcused failure to vote shall not be recorded as an affirmative vote if the motion concerns a proposal to amend, supplement, or repeal a zoning ordinance. Instead, the member's unexcused failure to vote shall be recorded as an abstention.

Rule 29. Voting by Written Ballot

The council may not vote by secret ballot. The council may decide by majority vote or unanimous consent to vote on a motion by written ballot. Each member must sign their ballot, and the minutes must record how each member voted by name. The ballots must be made available for public inspection in the town clerk's office immediately following the meeting at which the vote took place and remain there until the minutes of that meeting are approved, at which time the ballots may be destroyed.

Rule 30. Substantive Motions

A substantive motion is not in order if made while another motion is pending. Once the council disposes of a substantive motion, it may not take up a motion that presents essentially the same issue at the same meeting, unless it first adopts a motion to reconsider pursuant to [Motion 14](#) of [Appendix A](#).

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Rule 31. Procedural Motions

The council may consider only those procedural motions list in the Appendix A to these rules. Unless otherwise noted, each procedural motion may be debated and amended and requires a majority of votes cast, a quorum being present, for adoption.

The procedural motions set out in the [Appendix A](#) are listed in order of priority. A procedural motion is not in order so long as another procedural motion of higher priority is pending, except that: (1) any procedural motion other than an appeal under [Motion 1](#) is subject to amendment as provided in [Motion 12](#), and (2) a motion to call the question and end debate may be made with regard to any procedural motion in accordance with [Motion 9](#).

When several procedural motions are pending, voting must begin with the procedural motion highest in priority, provided that a motion to amend or end debate on the highest priority motion must be voted on first.

For questions regarding parliamentary procedures see also [Rule 42](#) and consult the town attorney.

Rule 32. Ratification of Actions

To the extent permitted by law, the council may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

PART IX. ORDINANCES AND CONTRACTS

Rule 33. Introduction of Ordinances

For purposes of these rules, the “date of introduction” for a proposed ordinance is the date at which the council first votes on the proposed ordinance’s subject matter. The council votes on the subject matter of a proposed ordinance when it votes on whether to adopt or make changes to the proposed ordinance.

Rule 34. Adoption, Amendment, and Repeal of Ordinances

(a) Adoption of Ordinances.

- (1) *Proposed ordinances to be in writing.* No proposed ordinance shall be adopted unless it has been reduced to writing and distributed to members before a vote on adoption is taken.
- (2) *Adoption on date of introduction.* To be approved on the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least two-thirds of the council’s actual member, including the mayor but excluding any vacancies.
- (3) *Adoption after date of introduction.* To be approved after the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least a majority of all

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council members, including the mayor, not excused from voting on the matter.

- (b) **Amendments to Ordinances.** Any amendment to a proposed ordinance shall be reduced to writing before the vote on the amendment.
- (c) **Amendment and Repeal of Ordinances.** The same voting requirements that govern the adoption of proposed ordinances also apply to the amendment or repeal of an ordinance.

Rule 35. Adoption of the Budget Ordinance

Notwithstanding the provisions of the Town charter, general law, or local act:

- (a) Any action with respect to the adoption or amendment of the budget ordinance may be taken at any regular or special meeting of the council by a simple majority of those present and voting, a quorum being present;
- (b) No action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the council; and
- (c) The adoption and amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of any Town charter or local act concerning initiative or referendum.

During the period beginning with the submission of the budget to the council and ending with the adoption of the budget ordinance, the council may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as: (a) each member of the board has actual notice of each special meeting called for the purpose of considering the budget, and (b) no business other than consideration of the budget is taken up.

This rule shall not be construed to authorize the council to hold closed sessions on any basis other than the grounds set out in [Rule 5](#).

Rule 36. Approval of Contracts and Authorization of Expenditures

No contract shall be approved or ratified by the town council unless it has been reduced to writing at the time of the council's vote. To be approved or ratified, a contract must receive affirmative votes equal to at least a majority of all council members, including the mayor, not excused from voting on the contract. The same vote necessary to approve or ratify a contract is required for the council to authorize the expenditure of public funds, except when the expenditure is authorized pursuant to a duly adopted budget ordinance (see [Rule 35](#)).

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PART X. PUBLIC HEARINGS AND COMMENT PERIODS

Rule 37. Public Hearings

- (a) **Calling Public Hearings.** In addition to holding public hearing required by law, the council may hold any public hearings it deems advisable. The council may schedule hearings by majority vote of council.
- (b) **Public Hearing Locations.** Public hearing may be held anywhere within the town or within Buncombe County.
- (a) **Rules for Public Hearings.** The council hereby adopts the rules for public hearings that are set out in [Appendix B](#). These rules are deemed reasonable and, among other things:
 - (1) fix the maximum time allotted to each speaker;
 - (2) provide for the designation of spokespersons for groups of persons supporting or opposing the same positions; and
 - (3) provide for the maintenance of order and decorum in the conduct of the hearing.
- (c) **Notice of Public Hearings.** Any public hearing at which a majority of the council is present shall be considered part of a regular or special meeting. Consequently, the relevant and related requirements of the open meetings law (as set out in [Rule 9](#), [Rule 10](#), [Rule 11](#), and [Rule 12](#)), apply to such hearings. Some statutes mandate additional notice for particular types of hearings, and such notice must be provided together with notice of the meeting during which the hearing will take place.
- (d) **Continuing Public Hearings.** The council may continue any public hearing without further advertisement to a time and place certain, provided the time (including the date, if the hearing will resume on a different day) and place of the continued hearing are announced in open session. Except for hearings conducted pursuant to paragraph (g), if a quorum of the council is not present for a properly scheduled public hearing, the hearing must be continued until the council's next regular meeting without further advertisement.
- (e) **Conduct of Public Hearings.** At the time appointed for the hearing, the mayor shall call the hearing to order and proceed to allow public input in accordance with the rules adopted by the council for public hearings [see [Appendix B](#)]. Unless the council extends the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the mayor shall declare the hearing closed and the council shall resume the regular order of business.
- (f) **Public Hearings by Less Than a Majority of Council Members.** Nothing in this rule prevents the council from appointing a member or members to hold a public hearing on the council's behalf, except when state law requires that the council itself hold the hearing.

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Rule 38. Public Comment Periods

- (a) **Frequency of Public Comment Periods.** The council must provide at least one opportunity for public comment each month at a regular meeting, except that the council need not offer a public comment period during any month in which it does not hold a regular meeting. During any meeting the council, in its discretion, may allow public comment on certain agenda items during the course of the meeting, but the rules for public comment shall apply. The council in its discretion may also allow public comment from individuals joining the meeting remotely and the rules for public comment shall also apply to those comments.
- (b) **Rules for Public Comment Periods.** The council hereby adopts the rules for public comment period that are set out in [Appendix B](#), which are deemed reasonable and, among other things:
 - (1) fix the maximum time allotted to each speaker;
 - (2) provide for the designation of spokespersons for groups of persons supporting or opposing the same positions; and
 - (3) provide for the maintenance of order and decorum in the conduct of the hearing.
- (c) **Content-Based Restrictions Generally Prohibited.** The council may not restrict speakers based on subject matter, as long as their comments pertain to subjects within the council's real or apparent jurisdiction.

PART XI. APPOINTMENTS AND APPOINTED BODIES

Rule 39. Appointments

- (a) **Consideration and Appointment in Open Session.** The council must consider and make any appointment to another body or, in the event of a vacancy on the council, to its own membership in open session. The mayor may make recommendations, motions, and nominations and vote on appointments made under this rule.
- (b) **Procedure for Appointment to Town Council.** The council shall use the following procedure to fill a vacancy or open seat on town council:
 - a. *Public Notification of Vacancy.* The council shall in a regular council meeting provide notice that there is or will be a vacancy occurring on town council and shall, at that meeting, establish any procedures and deadlines relative to receiving applications and filling such vacancy. After such meeting, a notice with any established procedures and deadlines for application submittals, shall also be posted on the town's website and principal bulletin board.
 - b. *Application Submittal.* Anyone wishing to be considered for appointment to fill a vacancy on town council shall submit an application using the form provided for

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that purpose and any supplemental or supporting materials requested or deemed advisable for full consideration. Application deadlines may be established by council. All applications received by the submittal deadline shall be provided to all council members in advance of any council meeting at which action on such appointments is expected to be taken.

- c. *Mayor or Nominating Committee Recommendation.* The mayor may make recommendations as to individuals that council might wish to consider to fill any open seat on council. If a nominating committee has been appointed by council, it shall be called upon to make its report and recommendations.
 - d. *Action by Council.* Appointments shall not be made at the same meeting at which the public is first notified of the vacancy. Appointments shall be made by motion with a member making a motion that the council appoint an individual and, following debate, the council voting on the motion. If the motion passes, the seat is filled. If it fails, the floor is then open to a new motion.
- (c) **Procedure for Appointment to Boards and Committees.** The council shall use the following procedure to fill a vacancy or open seat on any board, committee, or other body to which it has the power of appointment, except for a vacancy on town council (see subparagraph (b) above):
- a. *Application Submittal.* Anyone wishing to be considered for appointment to any board, committee or other body shall submit an application using the form provided for that purpose and any supplemental or supporting materials requested or deemed advisable for full consideration.
 - b. *Mayor Recommendation.* The mayor may make recommendations as to individuals that council might wish to consider to fill any open seat on any board, committee, or other body. Applications for all individuals that the mayor is recommending for appointment shall be provided to all council members in advance of any council meeting at which action on such appointments is expected to be taken.
 - c. *Action by Council.* Appointments shall be made by motion with a member making a motion that the council appoint an individual and, following debate, the council voting on the motion. If the motion passes, the seat is filled. If it fails, the floor is then open to a new motion.

Rule 40. Committees and Boards

- (a) **Establishment and Appointment.** The council may establish temporary and standing committees, boards, and other bodies to help carry on the work of town government. Unless otherwise provided by law or by council, the power of appointment to such bodies lies with the council.

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- (b) **Open Meetings Law.** The requirements of the open meetings law shall apply whenever a majority of an appointed body's members gather in person or simultaneously by electronic means to discuss or conduct official business. They do not apply to meetings solely among the town's professional staff.
- (c) **Procedural Rules.** The council may prescribe the procedures by which the town's appointed boards operate, subject to any statutory provisions applicable to particular bodies. In the absence of rules adopted by the council, an appointed body may promulgate its own procedural rules, so long as they are in keeping with any relevant statutory provisions and generally accepted principles of parliamentary procedure.

PART XII. MISCELLANEOUS

Rule 41. Amendment of the Rules

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, so long as the amendment is consistent with the town charter, general law, and generally accepted principles of parliamentary procedure. To be adopted, a motion to amend these rules must be approved by a majority of the council's members, including the mayor and excluding any vacant seats.

Rule 42. Reference to Robert's Rules of Order Newly Revised

The council shall refer to *Robert's Rules of Order Newly Revised* (RRONR) for guidance when confronted with a procedural issue not covered by these rules or state law and may consult with the town attorney. Having consulted RRONR and the town attorney, the mayor shall make a ruling on the issues subject to appeal to the council under [Motion 1](#) of the Appendix.

These **RULES OF PROCEDURES FOR THE WEAVERVILLE TOWN COUNCIL** were **ADOPTED** on the 24th day of October, 2022, and are hereby **AMENDED** by a vote of ___ in favor and ___ against, this the 12th day of December, 2023.

PATRICK FITZSIMMONS, Mayor

TAMARA MERCER, Town Clerk

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Appendix A – Procedural Motions

The following procedural motions are listed in order of highest priority to lowest priority:

Motion 1. To Appeal a Procedural Ruling of the Presiding Officer. Any member may appeal the presiding officer's ruling on whether a motion is in order or on whether a speaker has violated reasonable standards of courtesy. The presiding officer's response to a question of parliamentary procedure may also be appealed by any member. An appeal is in order immediately after the disputed ruling or parliamentary response and at no other time. The member who moves to appeal need not be recognized by the presiding officer, and if timely made, the motion may not be ruled out of order.

Motion 2. To Adjourn. This motion may be used to close a meeting. It is not in order if the council is in closed session

Motion 3. To Recess to a Time and Place Certain. This motion may be used to call a recessed meeting as permitted under [Rule 12](#). The motion must state the time (including the date, if the meeting will reconvene on a different date) and place at which the meeting will resume. The motion is not in order if the council is in closed session.

Motion 4. To Take a Brief Recess. This motion allows the council to pause a meeting for a few minutes. It should not be confused with a motion to recess to a time and place certain under [Motion 3](#). In contrast to *Roberts Rules of Order Newly Revised* (RONR), these rules allow debate on a motion to take a brief recess. If debate on the motion becomes prolonged, the mayor may render both the motion and the debate superfluous by unilaterally recessing the meeting for a short time pursuant to [Rule 17](#).

Motion 5. Call to Follow the Agenda. This motion must be made at the first reasonable opportunity, or the right to make it is waived for the out-of-order item in question.

Motion 6. To Suspend the Rules. To be adopted, a motion to suspend the rules must receive affirmative votes equal to at least two-thirds of the council's actual membership, including the mayor but excluding any vacant seats. The council may not suspend provisions in these rules that are required under state law.

Motion 7. To Divide a Complex Motion. This motion is in order whenever a member wishes to consider and vote on parts of a complex motion separately. The member who makes this motion must specify how the complex motion will be divided.

Motion 8. To Defer Consideration. The council may defer its consideration of a substantive motion, and any proposed amendments thereto, to an unspecified time. A motion that has been deferred expires unless the council votes to revive it pursuant to [Motion 13](#) within 100 days of deferral. A new motion having the same effect as a deferred motion may not be introduced until the latter has expired.

Motion 9. Motion to End Debate (Call the Previous Question). If adopted, this motion terminates debate on any motion, thereby bringing it to an immediate vote. This motion is

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not in order until every member has had an opportunity to speak once on the pending motion. Under these rules the words “I call the question” amount to a motion to end debate on a pending matter.

Motion 10. To Postpone to a Certain Time. This motion may be employed to delay the council’s consideration of a substantive motion, and any proposed amendments thereto, until a designated day, meeting, or hour. During the period of postponement, the council may not take up a new motion raising essentially the same issue without first suspending the rules pursuant to [Motion 6](#).

Motion 11. To Refer a Motion to a Committee. The council may vote to refer a substantive motion to a committee for study and recommendations. While the substantive motion is pending before the committee, the council may not take up a new motion raising essentially the same issue without first suspending the rules pursuant to [Motion 6](#). If the committee fails to report on the motion within 60 days of the referral date, the council must take up the motion if asked to do so by the member for introduced it.

Motion 12. To Amend.

(a) **Germaneness.** A motion to amend must concern the same subject matter as the motion it seeks to alter.

(b) **Limit on Number of Motions to Amend.** When a motion to amend is under consideration a motion to amend the amendment may be made; however, no more than one motion to amend (primary amendment) and one motion to amend the amendment (secondary amendment) may be pending at the same time. Such amendments are voted on in reverse order; that is, the secondary amendment is vote on first.

(c) **Amendments to Ordinances.** Any amendment to a proposed ordinance shall be reduced to writing before the vote on the amendment.

Motion 13. To Revive Consideration. The council may vote to revive consideration of any substantive motion that has been deferred pursuant to [Motion 8](#), provided it does so within 100 days of its vote to defer consideration.

Motion 14. To Reconsider. The council may vote to reconsider its action on a matter, provided the motion to reconsider is made (a) at the same meeting during which the action to be reconsidered was taken and (b) by a member who voted with the prevailing side. For purposes of this motion, “the same meeting” including any continuation of a meeting through a motion to recess to a certain time and place [[Motion 3](#)]. The motion is not in order if it interrupts the council’s deliberation on a pending matter, but is in order at any time before final adjournment of the meeting.

Motion 15. To Rescind or Repeal. The council may vote to rescind an action taken or to repeal items that it has previously adopted at a prior meeting, providing rescission or repeal of the action is not forbidden by law.

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Motion 16. To Prevent Reintroduction for Six Months. This motion may be used to prevent the reintroduction of a failed substantive motion for a time, but it is in order only when made immediately following the substantive motion's defeat. To be adopted, this motion must receive votes equal to two-thirds of the council's actual membership, including the mayor but excluding vacant seats. If this motion is adopted, the ban on reintroduction remain in effect for six months or until the council's next organizational meeting, whichever occurs first.

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Appendix B – Rules for Public Comment and Public Hearings

A general public comment period is provided at the regular meeting of the Weaverville Town Council which is held on the 4th Monday at 6:00 pm in the Council Chambers and Community Room at Town Hall, 30 South Main Street, Weaverville (subject to adjustments reflected in council's adopted regular meeting schedule). Public hearings are scheduled by action of Town Council.

It should be noted that all meetings of the Town Council are recorded and available for public viewing and listening and most are streamed live via Zoom, unless technological issues are experienced.

The following rules of decorum and procedures are expected of all speakers during public comment and public hearings that occur before the Weaverville Town Council in order to ensure meetings are conducted in a civil and orderly manner:

1. Persons who wish to speak must sign up on the appropriate sign-up sheet located at the podium inside the meeting room.
2. The mayor, or other presiding officer, or a majority of the council, may allow comments from citizens joining a meeting remotely.
3. The Council will allocate up to 20 minutes during each of its regular monthly meetings to hear general public comments.
4. Each public hearing that is scheduled is generally limited to 20 minutes, but may be extended.
5. The mayor, or other presiding officer, reserves the right to adjust the time limitation for individual speakers or the overall time period as necessary for the efficient and effective conduct of business, and to allow the presentation of multiple viewpoints.
6. Each speaker is allocated up to three (3) minutes to speak.
7. Speaker substitutions at the meeting are not allowed and citizens may not yield their comments to another speaker present.
8. It is recommended that groups or delegations of three (3) or more select a spokesperson in advance of the meeting. If three (3) or more members of a group are present and identified, the group's spokesperson shall be allocated up to 10 minutes.
9. A speaker may not share or relinquish any remaining time they have not used to another speaker.
10. Speakers are only allowed to speak once during the public comment period.
11. Speakers must be recognized by the mayor, or other presiding officer, before speaking. The mayor will recognize speakers in the order of which they signed up.
12. Speakers must make their comments from the podium and not from the audience.

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13. Once at the podium and before making their comments, a speaker must state their name ~~and address~~. If serving as a spokesperson, the speaker must identify the group they are speaking on behalf of and the members present that they represent.
14. Speakers who have prepared remarks or supporting documents are encouraged to leave a copy of such remarks or documents with the town clerk. Written materials will be provided to town council but will not be made part of the minutes of the meeting.
15. Speakers shall refrain from personal attacks and/or threats directed towards town staff, elected officials, or members of the public.
16. Speakers shall be civil and courteous in their language and presentation. Insults, profanity, vulgar language or gestures, or other inappropriate behavior are not allowed.
17. Speakers should limit their comments to matters that are germane to, or within the Town's jurisdiction or apparent jurisdiction. Comments during public hearings are limited to the subject matter of the hearing.
18. Campaigning for political office shall be disallowed by the presiding officer.
19. Comments are to be directed to the entire council and not to individuals or to members of the audience.
20. The audience must maintain order and decorum in their conduct. Comments, applause, questions, jeering, or other interruptions from the audience are not allowed. Speakers shall, likewise, not address or respond to members of the audience.
21. Speakers should not expect the council to comment on or respond to their comments directly during the meeting. The mayor, or other presiding officer, may, however, request that the town manager or other town staff follow up with the speaker after the meeting or provide additional information to the council or speaker at a later time.
22. Speakers may not use the audio-visual equipment located in the meeting room or otherwise make audio-visual presentations. Other visual aids, including but not limited to signs, banners, flags, and other props are not allowed.
23. The mayor, or other presiding officer, has the authority to enforce these rules.
24. The mayor, or other presiding officer, or a majority of the council may suspend the rules at their discretion.
25. Failure to obey these rules may result in forfeiture of the remaining speaking time, removal from the meeting, and possible criminal charges.
26. Speakers and members of the audience should note the following legal provision:

N.C.G.S. § 143-318.17 – Disruptions of official meetings. *A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.*

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

MEETING DATE: December 12, 2023
SUBJECT: Code of Ethics – Review and Proposed Adoption
PRESENTER: Town Attorney Jackson
ATTACHMENTS: Proposed Resolution and Proposed Code of Ethics

DESCRIPTION/SUMMARY OF REQUEST:

Town Council is legally obligated to adopt and follow a code of ethics. The Town's current Code of Ethics was put in place by Town Council in 1998 with a substantial supplement being adopted in 2010. Since that time model codes have been developed, including one that was published by the North Carolina Local Government Commission (LGC) in 2022.

The Town Attorney recommends that Town Council consider repealing the current versions and adopting a new and updated Code of Ethics. She has prepared a proposed Code of Ethics based largely on the LGC's model document and will be at tonight's meeting to review it with Town Council.

COUNCIL ACTION REQUESTED:

Review and discussion of the proposed Code of Ethics and action to adopt such Code if Town Council deems that appropriate. A suggested motion:

I move the Resolution Adopting a Code of Ethics for Town of Weaverville's Mayor and Town Council with the Code of Ethics as presented/as amended

**RESOLUTION ADOPTING A CODE OF ETHICS
FOR TOWN OF WEAVERVILLE'S MAYOR AND TOWN COUNCIL**

WHEREAS, N.C. Gen. Stat. § 160A-86 requires local governing boards to adopt a code of ethics; and

WHEREAS, Weaverville's Town Council adopted a code of ethics on 21 December 1998, and supplemented that code by resolution adopted on 18 October 2010;

WHEREAS, the Town Council of the Town of Weaverville finds that a more comprehensive and updated code of ethics is desirable and in the best interest of the Town;

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF WEAVERVILLE HEREBY RESOLVES, with a vote of ____ in favor and ____ against, that the previously adopted Code of Ethics is hereby repealed and the attached Code of Ethics is hereby adopted with an immediate effective date.

ADOPTED this the ____ day of December, 2023.

PATRICK FITZSIMMONS, Mayor

ATTESTED BY:

TAMARA MERCER, Town Clerk

CODE OF ETHICS FOR THE TOWN OF WEAVERVILLE, NORTH CAROLINA

Section 1. Preamble

The stability and proper operation of a democratic representative government depends on the continuing consent of the governed, upon the public confidence in the integrity of the government, and upon responsible exercise of the trust conferred by the people. Government decisions and policy must be made and implemented through proper channels and processes of the governmental structure.

The purpose of this Code is to establish guidelines for ethical standards of conduct for the Mayor and Town Council. It should not be considered a substitute for the law or the Mayor's or Town Councilmembers' best judgment.

For the purposes of this Code the term "Town Council" includes the Mayor unless the specific context indicates otherwise.

Section 2. Support and Adherence to Constitutions and Laws

All members of Town Council shall obey the law. All members of Town Council shall support the Constitution of the United States, the Constitution of North Carolina, and the laws enacted by the United States Congress and the North Carolina General Assembly.

Section 3. Integrity and Independence

All members of Town Council should uphold the integrity and independence of their offices. All members of Town Council should demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all their activities in order to inspire public confidence and trust in local government. All members of Town Council should participate in establishing, maintaining, and enforcing high standards of conduct, and should themselves observe the same, so that the integrity and independence of their offices may be preserved. The provisions of this Code should be construed and applied to further these objectives.

All members of Town Council should avoid impropriety and the appearance of impropriety in all of their activities.

- A. It is essential that local government attract those citizens best qualified and willing to serve. All members of Town Council have legitimate interests of a private nature, including economic, professional, and vocational interests. No member of Town Council should be denied, and should not deny the other members of Town Council or citizens, the opportunity to acquire, retain, and pursue private interest, economic or otherwise, except when conflicts with their responsibility to the public cannot be avoided. All members of Town Council must exercise their best judgment to determine when this is the case.

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- B. All members of Town Council should respect and comply with the law and should conduct themselves at all times in a manner that promotes public confidence in the integrity of their offices and of local government.
- C. No member of Town Council should allow family, social, or other relationships to unduly influence their conduct or judgment and should not lend the prestige of their offices to advance the private interest of others, nor should elected officials convey or permit others to convey the impression of being in a special position to influence these private interests.

Section 5. Specific Standards of Conduct

All members of Town Council should perform the duties of their offices diligently. While performing the duties of their offices as prescribed by law, all members of Town Council should give preference to these duties over other activities. In the performance of these duties, the following standards shall apply:

- 1. All members of Town Council should actively pursue policy goals they believe to be in the best interests of their constituents within the parameters of orderly decision-making rules of the Town Council and open government.
- 2. All members of Town Council should respect the legitimacy of the goals and interests of other Town Council members and should respect the rights of others to pursue goals and policies different from their own.
- 3. All members of Town Council should be faithful to the general and local laws pertaining to their offices and strive for professional competence in them. They should be unaffected by partisan interests, public clamor, or fear of criticism.
- 4. All members of Town Council should demand and contribute to the maintenance of order and decorum in proceedings before the Town Council.
- 5. All members of Town Council should be honest, patient, dignified, and courteous to those with whom they deal and should require similar conduct of the Town Manager, the Town Attorney, and others subject to their direction and control.
- 6. All members of Town Council should accord every person who is legally interested in a proceeding before Town Council a full right to be heard according to the law.
- 7. All members of Town Council should dispose promptly of the business of the Town for which they are responsible.
- 8. All members of Town Council should refrain from inappropriate interference in the administration of Town affairs by the Town Manager and other Town

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employees as specified for the council-manager form of government.

9. All members of Town Council should diligently discharge their duties and responsibilities, should maintain professional competence in the administration of those duties, and should facilitate professional competence in the responsibilities of fellow Town Council members and other local government officials.
10. All members of Town Council should conserve the resources of the Town in their charge. They should use Town equipment, property, funds, and personnel only in legally permissible pursuits and in a manner that exemplifies excellent stewardship.
11. All members of Town Council should require the Town Manager, Town Attorney, and appointed advisory board members to observe the standards of fidelity and diligence that apply to the Town Council.
12. No member of Town Council should involve themselves in the recruitment, selection, promotion, and discipline of Town employees under the charge of the Town Manager.

Section 6. Transparency

All members of Town Council should conduct the affairs of the Town in an open and public manner. All members of Town Council should be aware of the letter and intent of North Carolina's Open Meetings Law. They should conduct the affairs of the Town consistent with the letter and spirit of that law and consistent with the need to inspire and maintain public confidence in the integrity and fairness of local government and their respective offices. Consistent with this goal of public trust, all members of Town Council should be aware of the need for discretion in deliberations when the lack of discretion would pose a threat to the resources of the Town, to the reputation of current or potential Town employees, to orderly and responsible decision making, to the integrity of other governmental processes, or other legitimate interests of the Town.

Section 7. Personal Activities

All members of Town Council should carefully evaluate their extra-governmental activities to minimize the risk of conflict with their official duties.

- A. All members of Town Council should inform themselves concerning campaign finance, conflict of interest, and other appropriate laws and should scrupulously comply with the provisions of such laws.
- B. All members of Town Council should refrain from financial and business dealings that tend to reflect adversely on the Town Council or on local government or to

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interfere with the proper performance of official duties.

- C. All members of Town Council should manage their personal financial interests to minimize the number of cases in which they must abstain from voting on matters coming before the Town Council.
- D. Information acquired by members of Town Council in their official capacities should not be used or disclosed in financial dealings or for any other purpose not related to official duties.

Section 6. Civic Responsibilities and Political Activities

All members of Town Council should refrain from political activity inappropriate to their offices. All members of Town Council have a civic responsibility to support good government by every available means, to continue to inform and educate the citizenry about the affairs and processes of local government, and to make themselves available to citizens of the Town so that they may ascertain and respond to the needs of the community.

In doing so, the Mayor and Town Council members may and should join or affiliate with civic organizations whether partisan or non-partisan, may and should attend political meetings, may and should advocate and support the principles or policies of civic and political organizations consistent with the Constitution and laws of the United States and North Carolina.

Candidates for the office of Mayor or Town Council, including incumbents, should:

- 1. Inform themselves concerning the laws of North Carolina with regard to campaigns and relevant disclosure requirements and should scrupulously comply with the provisions of such laws;
- 2. Maintain the dignity appropriate to the office and should encourage members of their families to adhere to the same standards of political conduct that apply to candidates;
- 3. Not make pledges or promises of conduct in office that they will not or cannot perform or would be illegal or unethical if performed, other than the faithful and impartial performance of official duties;
- 4. Not misrepresent their identity, qualifications, present position, or other facts.

Section 9. Violations and Hearing Procedures

If a majority of Town Council has reason to believe that one of its members has violated a provision of this Code, it shall **open an investigation into the matter to determine whether probable cause exists to initiate censure proceedings against the member.**

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All information compiled, including the grounds for any finding of probable cause, shall be shared with the member in question when it is received. All information pertaining to the case shall be open to public inspection and copying pursuant to North Carolina law. If upon investigation Town Council concludes that a violation of criminal law may have occurred, it shall refer the matter to the District Attorney.

Should Town Council determine that it wishes to proceed further with censure proceedings, it shall call for a hearing, which shall be held at a regular meeting or at a special called meeting convened for that purpose. Notice of the hearing stating its time, place, and purpose, shall be given once a week for two successive calendar weeks in a newspaper having general circulation in the Weaverville area. The notice shall be published for the first time not less than 10 days nor more than 25 days before the date fixed for the hearing. In computing such period, the day of publication is not to be included but the day of the hearing shall be included. Alternatively, the hearing shall be advertised on the Town of Weaverville's website for the same period of time, up to and including the date of the hearing. The notice shall state that a detailed list of allegations against the member is available for public inspection and copying in the office of the Town Clerk.

The hearing shall be convened at the time and place specified. The hearing and any deliberations shall be conducted in open session in accordance with North Carolina law.

The accused member shall have the right to have counsel present, to present and cross-examine expert and other witnesses, and to offer evidence, including evidence of bias of any other member. An audio or video tape of the proceeding shall be prepared. Any and all votes during the hearing shall be taken by the ayes and nays and recorded in the meeting minutes.

Once the hearing is concluded, it shall be closed by vote of Town Council.

The presiding officer shall next entertain a motion to adopt a non-binding resolution censuring the member based on specified violations of the Code. Any motion made must be an affirmative one in favor of adopting the non-binding resolution of censure. If the motion or resolution does not state particular grounds for censure under the Code, the presiding officer shall rule it out of order.

If a motion to adopt a non-binding resolution of censure stating particular grounds under the Code has been made, Town Council shall debate the motion. The accused member shall be allowed to participate in the debate and shall also be allowed to vote on the motion to adopt the resolution.

At the conclusion of debate, Town Council shall vote on the resolution. If the motion to adopt the non-binding resolution of censure is approved by a majority vote of those present and voting, a quorum being present, the motion passes and the non-binding resolution of censure is adopted.

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The text of the non-binding resolution of censure shall be made a part of the minutes of meeting. Any recording of the Town Council's proceedings shall be approved by the Board as a permanent part of the minutes. The proceedings shall then be considered concluded, Town Council having done all it legally can with respect to the matter in question.

ADOPTED by resolution on this the ____ day of December, 2023.

PATRICK FITZSIMMONS, Mayor

**TOWN OF WEAVERVILLE
TOWN COUNCIL AGENDA ITEM**

Date of Meeting: Tuesday, December 12, 2023

Subject: Strategic Planning Retreat Homework

Presenter: Town Manager Selena Coffey

Attachments:

1. 2018-2021 Strategic Plan
2. Assessment Checklist
3. Book: *Strategic Planning for Elected Officials: Setting Priorities* (To be distributed at the meeting)

Description:

In preparation for Town Council's January 20, 2024, strategic planning retreat, staff is providing the Town's last Strategic Plan (2018-2021) and a book from the University of North Carolina School of Government, *Strategic Planning for Elected Officials*. The book will be distributed during the meeting. Please review this book and the 2018-2021 Strategic Plan **prior** to the January 20 retreat.

In addition, and of significance, you are being asked to complete the attached Assessment Checklist as homework **prior** to the January 20 retreat. Please return your completed checklist to the Town Manager by **Monday, January 1, 2024**. Your input will serve as a foundation for the strategic planning process.

Please note that we are also providing a .pdf and .docx version of the Assessment Checklist for your convenience should you wish to complete these electronically. These are attached to the agenda packet distribution email.

Council Action Requested:

No action requested at this meeting.

2018 - 2021 Strategic Plan

Town of Weaverville *North Carolina*

Goals:

Quality services

Regional collaboration

Beneficial land use planning efforts

Successful downtown

Legislative outreach

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Introduction

The Town of Weaverville is a community in rapid transition, with challenges and opportunities presented by our continued growth. To be successful as a governmental entity, we must respond strategically to the needs of our citizens in an ever-changing environment. Town Council wishes to take steps to meet these challenges by engaging in a planning process that provides a map for the upcoming years.



Some of the issues and many of the strategies from the earlier 2014 Strategic Plan have been brought forward and included within this Strategic Plan draft.

What is a Strategic Plan?

A strategic plan is an action-oriented set of strategies and action steps developed to accomplish a mission that is responsive to a dynamic, changing environment. Typically, a Town's strategic plan addresses the following:

- Identifies the Town's mission or purpose;
- Identifies the Town's issues, including strengths, weaknesses, opportunities, and threats;
- Develops a vision for the Town's future;
- Develops strategies designed to realize the shared vision;
- Formulates an action plan and timeline;
- Identifies persons or groups responsible for initiating the action(s); and
- Establishes methods to measure progress and success in achieving the desired outcomes.

Goals, Strategies, and Action Planning

In order to ensure that the critical issues are addressed, the Town has identified several goals. The goals are general ends toward which the Town intends to direct its efforts. Goals are broad statements of policy that are ambitious, clear, concise, and easily understood. The Town will be working to meet these goals over the next four years.



In order to make sure that we make progress toward meeting our goals, Town Council has identified a number of strategies and action steps to keep us on track. Strategies describe *a plan* of attack – a description of the programs, approaches, and projects to be undertaken. Goals, strategies, and objectives are revisited and revised annually.

Identification of Strategic Issues

In February 2018, Town Council began its 2018-2020 Strategic Planning process with a retreat facilitated by the Executive Director of the Land of Sky Regional Council. The retreat began with the Mayor and each member of Town Council providing input to the following set questions:

How do you envision the “perfect” Weaverville in the short term? In the long term?

What are the Town’s challenges in achieving the aforementioned “perfect” scenario?

Based on the previous comments, what are the priorities?

Where do we go from here with the strategic planning process?

The following section reflects raw input for each of the aforementioned questions:

1. How do you envision the “perfect” Weaverville in the short term? In the long term?

3 – 5 Year Visioning:

- Successful businesses on North and South Main Street
- Thriving businesses downtown
- Recreational opportunities
- More walkable town – greenways, sidewalks
- Affordable housing – mixed income housing, additional housing opportunities
- Not much different than it is today, i.e. preserve and protect the town the way it is now
- Underground utility lines



- Cooperation/coordination in terms of land use issues
- No more fast food
- Balance of different land uses, i.e. residential, commercial, industrial
- ETJ authority restored (and expanded)
- Lake Louise Community Center construction
- Access to I-240 resolved
- Town will have an idea of where and how much we want to grow



15 – 20 Year Visioning

- Strive for a balanced community; Balance of different land uses, i.e. residential, commercial and industrial
- Give serious consideration to traffic ‘choke’ points; Local transportation planning
- Maintain our ‘gem’ of a downtown area
- Community with diverse public facilities; Walkability, Physical landscape fills the needs of a more diverse community
- Vibrant parks and connected greenways
- Self-sustaining, vibrant community with a mix of young, old, long-term and new residents with a common bond of living in a safe space that meets their needs
- Annexation of surrounding areas
- Vibrant entrepreneurial atmosphere
- Adequate infrastructure/services
- To be the town where people want to live in or open businesses in

2. *What do you perceive as the Town’s challenges in achieving the “perfect Weaverville? How could the Town address these challenges?*

Note: The second question was posed for the purpose of establishing goals. These are noted as sub-bullets below.

- State legislature actions have negative impacts on municipalities:
 - Outreach to legislators on significant issues, particularly the Town’s need for ability to annex
- The Town has a small land area:

- Need local legislation for extra-territorial jurisdiction
- Voluntary annexation
- Utility extension policy improvements
- Encourage involvement by young residents
 - Advertising towards younger population
 - Educate newcomers about Weaverville
 - Popup tents at events by Town of Weaverville
 - Make announcements about involvement by young people at events (i.e. Music on Main)
 - Childcare during meetings
- Water as an obstacle; Sewer may also pose an obstacle
- Unifying North Buncombe County
- Demand for services; Infrastructure limitations (do we have enough resources, i.e. firefighters, equipment, etc.)
- Hostility to planning at the County level
 - Relationship development
- Apathy/NIMBY; Young people are too busy; Different mindset
 - Find ways to connect with young people
 - Make use of technology, social media (i.e. Facebook, Twitter, Instagram, e-newsletter, etc.)
- Developing and maintaining our own identity

3. *Based on the comments from the first two questions, what are the priorities?*

- Building legislative relationships
- Maintaining the Town's small-town character as best as possible
- Come to consensus on water and annexation growth so that Council is consistent with the public; Develop that strategy and stay consistent with it
- Identify our best assets and determine how best to capitalize on those assets
Example: intersection of Marshal Hwy/Weaver Blvd and I-26; Identify what the assets are to help us achieve our goals
- Focus on legislative relationships to re-establish ETJ and review zoning map and identify areas consistent or inconsistent with the zoning ordinance
- Review/update Comprehensive Land Use Plan
- Continued efforts on expansion of water plant
- Continued dialogue with MSD regarding potential future expansion of sewer lines

- Building on collaboration with North Buncombe County to work to mutual advantages - “Welcoming of conversation among equals” with North Buncombe, as opposed to Weaverville looking like it is trying to take over
- Ensuring good staff relationships and make sure that they are being taken care of financially; Sound financial planning; Dialogue with staff on risks, infrastructure

4. Where do we go from here with the strategic planning process?

- Engaging the public on this planning process
- Allow department heads and key staff the opportunity to have input on the priorities addressed today - Allow department heads the opportunity to have input on regional issues
- Calendaring goals, objectives and action steps
- Determining who is responsible for goals, objectives and action steps
- Development of final strategic plan
- Budget for the action steps

Development of the Strategic Plan

Goals

The theme of responses from question one resulted in the following goals for the 2018-2021 Strategic Plan:

1. To provide town services to meet the needs of the community.
2. To improve regional collaboration.
3. To maximize benefit to the Town in land use planning efforts.
4. To promote a successful downtown.
5. To increase legislative outreach.

Objectives

The second question during the Town Council Retreat served as an opportunity for Council to voice input towards the development of goals. Some objectives, action steps, were also gleaned from this step in the planning process. Town Council directed the Town Manager

to meet with Town staff to further develop achievable action steps to be presented for their final review, comment and approval.

Goal 1: To provide town services to meet the needs of the community.

Objectives & Action Steps:

A. Develop consensus on water and annexation growth and develop policies consistent with that consensus.

1. Develop policy and procedures to guide Town Council in approving water allocations outside of Town limits.
2. Consider the development of a formal voluntary annexation program.

B. Revisit the relationship with *Asheville Redefines Transit* to consider re-establishment of bus route given new residential development within the Town.

C. Enhance the Town's outreach to educate the public about the Town's services.

1. Continue the Citizens Academy.
2. Continue fire prevention programs and participation in school events such as field days and career days.
3. Continue community oriented policing programs, Cops for Kids, school programs, crime prevention programs, etc.
4. Continue public education regarding services provided by the Public Works Department.

D. Recognize the needs of each Town department in serving an ever-changing and growing population.

1. Budget adequately to meet service demands (i.e. personnel, equipment, etc.)
2. Maintain and update the capital improvements plan.
3. Address performance objectives as they correlate to the Town vision and mission.
4. Maintain Town facilities and equipment.

Goal 2: To improve regional collaboration.

Objectives & Action Steps:

- A. Strengthen relationship with the Asheville-Buncombe Economic Development Coalition and other economic development organizations.**
- B. Recognize water as a regional resource and identify regional jurisdictions that wish to partner in water production, sale and distribution.**
- C. Consistent involvement and collaboration with neighboring and regional jurisdictions in functional areas, such as police, fire, water resources, etc.**
 - 1. Updates from department heads quarterly regarding regional efforts impacting the Town.
 - 2. Updates from the manager subsequent to manager meetings regarding regional efforts with potential impacts on the Town.
 - 3. Updates from the Mayor regarding regional efforts.
- D. Distribute information regarding regional programs, services and resources available to Town citizens.**

Goal 3: To maximize benefit to the Town in land use planning efforts.

Objectives & Action Steps:

- A. Development of tools to encourage balanced residential economic development.**
 - 1. Revise Subdivision Ordinance to establish criteria and streamline subdivision approval process.
 - 2. Update economic development goals for the Town.
- B. Update the Town's Comprehensive Land Use Plan**
 - 1. Determine whether plan will be updated internally or externally.
 - 2. Complete update of the plan.
 - 3. Implement plan.

C. Investigate options for a geographic information system.

1. Coordinate with Buncombe County to add the Town layer to County GIS.
2. Assess previous mapping efforts, software and equipment.

Goal 4: To promote a successful downtown.

Objectives & Action Steps:

A. Consider a zoning district to serve as a transition between residential and commercial districts.

B. Develop a mechanism to expand business opportunities along the central business district.

C. Consider mixed-use development regulation as a means of expanding development in areas with geographic limitations.

D. Provide information resources marketing downtown and its walkability.

1. Development of and distribution of Town walkability (sidewalks) and parks map.
2. Collaborate with the Weaverville Business Association (WBA) in marketing downtown restaurants, retail businesses, art studios, breweries and recreation amenities.

E. Research grant opportunities for all Town operations and projects, as well as for downtown efforts.

F. Act as a liaison between downtown churches and businesses to identify available parking downtown.

1. Work with leaders from downtown churches to identify potential parking for business employees and visitors.
2. Recognize downtown churches as community collaborators.
3. Create and distribute maps showing parking options in downtown Weaverville.

Goal 5: To increase legislative outreach.

Objectives & Action Steps:

A. Engage legislative representatives regarding the Town's needs.

1. Host meetings with legislative representatives periodically (especially before legislative sessions) to learn legislative priorities and to educate legislators on Town needs.
2. Discuss need for collaborative development along the Town's corporate limits to ease land use conflicts and encourage regional use of resources.

B. Consider opportunities for potential special legislation as Town needs dictate.

Implementation of the Strategic Plan

The strategic plan will be used by the Mayor and Town Council and staff to provide direction for the governing body's leadership role in our community and as a guide for the allocation of resources and prioritization of services provided by the Town. In planning for the future, the Town of Weaverville will be better prepared to respond to challenges and opportunities as they arise.

As noted earlier, the strategic plan is only a document. Its real value is centered in the planning process and, more importantly, its implementation. While the Town may accomplish some of its action steps in the near term, the goals will likely guide our actions for the next several years. Goals, strategies and objectives should be reviewed annually. This review examines the extent to which the strategic issues have been addressed and goals achieved.

Appendix A: Implementation Plan

<i>Goal 1: To provide town services to meet the needs of the community.</i>		
Objectives (followed by Action Steps)	Responsibility	Timeframe
A. Develop consensus on water and annexation growth and develop policies consistent with that consensus.	<i>Town Council Planning Director</i>	<i>Jan. 2019</i>
Action Steps:		
1) <i>Develop policy or procedures to guide Town Council in approving water allocations outside of Town limits.</i>	<i>Town Council Public Works Director</i>	<i>Nov. 2018</i>
2) <i>Consider the development of a formal voluntary annexation program.</i>	<i>Planning Director Town Council</i>	<i>Nov. 2018</i>
B. Reexamine Asheville Redefines Transit to consider re-establishment of bus route given new residential development within the Town.	<i>Councilman McKenna Town Council</i>	<i>Year 2021</i>
C. Enhance the Town's outreach to educate the public about the Town's services.	<i>Town Staff</i>	<i>Ongoing</i>
Action Steps:		
1) <i>Continue the Citizens Academy.</i>	<i>Town Manager Department Heads</i>	<i>Ongoing</i>
2) <i>Continue fire prevention programs and participation in school events such as field days and career days.</i>	<i>Fire Chief Fire Department</i>	<i>Ongoing</i>
3) <i>Continue community oriented policing programs, Cops for Kids, school programs, crime prevention program, etc.</i>	<i>Police Chief Police Department</i>	<i>Ongoing</i>
4) <i>Continue public education regarding services provided by the Public Works Department.</i>	<i>Public Works Director Public Works Department Water Superintendent</i>	<i>Ongoing</i>

Objectives (followed by Action Steps)	Responsibility	Timeframe
<p>D. Recognize the needs of each Town department in serving an ever-changing and growing population.</p> <p>Action Steps:</p> <p>1) <i>Budget adequately to meet service demands (i.e. personnel, equipment, etc.)</i></p> <p>2) <i>Maintain and update the capital improvements plan.</i></p> <p>3) <i>Address performance objectives as they correlate to the Town vision and mission.</i></p> <p>4) <i>Maintain Town facilities and equipment.</i></p>	<p><i>Town Council Town Manager Department Heads</i></p> <p><i>Town Manager Department Heads Town Council</i></p> <p><i>Town Manager Department Heads</i></p> <p><i>Town Manager Department Heads</i></p> <p><i>Town Manager Department Heads</i></p>	<p><i>FY 2019; Ongoing</i></p> <p><i>Annually</i></p> <p><i>Annually</i></p> <p><i>Annually</i></p> <p><i>Ongoing</i></p>

Goal 2: To improve regional collaboration.

Objectives (followed by Action Steps)	Responsibility	Timeframe
A. Strengthen relationship with the Asheville-Buncombe Economic Development Coalition and other economic development organizations.	<i>Town Manager Town Council</i>	<i>Ongoing</i>
B. Recognize water as a regional resource and identify regional jurisdictions that wish to partner in water production, sale and distribution.	<i>Town Council Town Manager Public Works Director Water Superintendent</i>	<i>Ongoing</i>
C. Consistent involvement and collaboration with neighboring and regional jurisdictions in functional areas, such as police, fire, water resources, etc.	<i>Town Council Town Manager Department Heads</i>	<i>Ongoing</i>
Action Steps:		
1) Updates from department heads quarterly regarding regional efforts impacting the Town.	<i>Department Heads</i>	<i>Quarterly</i>
2) Updates from the manager subsequent to manager meetings regarding regional efforts with potential impacts on the Town.	<i>Town Manager</i>	<i>Quarterly</i>
3) Updates from the Mayor regarding regional efforts.	<i>Mayor</i>	<i>Monthly</i>
D. Distribute information regarding regional programs, services and resources available to Town citizens.	<i>Town's MSD Representative Town's MPO Representative Mayor Town Manager</i>	<i>Ongoing</i>

Goal 3: To maximize benefit to the Town in land use planning efforts.

Objectives (followed by Action Steps)	Responsibility	Timeframe
<p>A. Development of tools to encourage balanced residential economic development.</p> <p>Action Steps:</p> <p>1) <i>Revise Subdivision Ordinance to establish criteria and streamline subdivision approval process.</i></p> <p>2) <i>Update economic development goals for the Town.</i></p>	<p><i>Town Council Planning Director</i></p> <p><i>Planning Director Planning & Zoning Board</i></p> <p><i>Mayor Root Vice-Mayor Jackson Economic Development Advisory Committee</i></p>	<p><i>Year 2019</i></p> <p><i>Jan. 2019</i></p> <p><i>Feb. 2019</i></p>
<p>B. Update the Town's Comprehensive Land Use Plan (CLUP).</p> <p>Action Steps:</p> <p>1) <i>Determine whether plan will be updated internally or externally.</i></p> <p>2) <i>Complete update of the plan.</i></p> <p>3) <i>Implement plan.</i></p>	<p><i>Planning Director Town Council</i></p> <p><i>Town Council</i></p> <p><i>Planning Director</i></p> <p><i>Town Council Planning Director Town Manager</i></p>	<p><i>June 2019</i></p> <p><i>Sept. 2018</i></p> <p><i>June 2019</i></p> <p><i>July 2019</i></p>
<p>C. Investigate options for a geographic information system.</p> <p>Action Steps:</p> <p>1) <i>Coordinate with Buncombe County to add the Town layer to County GIS.</i></p> <p>2) <i>Assess previous mapping efforts, software and equipment.</i></p>	<p><i>Town Manager Planning Director</i></p> <p><i>Planning Director</i></p> <p><i>Planning Director Town Manager</i></p>	<p><i>March 2019</i></p> <p><i>Feb. 2019</i></p> <p><i>Feb. 2019</i></p>

Goal 4: To promote a successful downtown.

Objectives (followed by Action Steps)	Responsibility	Timeframe
A. Consider a zoning district to serve as a transition between residential and commercial districts.	Town Council Planning Director Planning & Zoning Board	June 2019 (CLUP)
B. Develop a mechanism to expand business opportunities along the central business district.	Planning Director Town Council	June 2019 (CLUP)
C. Consider mixed-use development regulation as a means of expanding development in areas with geographic limitations.	Town Council Planning Director	
D. Provide information resources marketing downtown and its walkability.	Town Manager Town Staff	April 2019
Action Steps: 1) Development of and distribution of Town walkability (sidewalks) and parks map.	Public Works Director Town Manager	April 2019
2) Collaborate with the Weaverville Business Association (WBA) in marketing downtown restaurants, retail businesses, art studios, breweries and recreation amenities.	Town Manager	April 2019
E. Research grant opportunities for all Town operations and projects, as well as for downtown efforts.	Town Manager Department Heads	Ongoing
F. Act as a liaison between downtown churches and businesses to identify available parking downtown.	Town Manager Public Works Director	Ongoing
Action Steps: 1) Work with leaders from downtown churches to identify potential parking for business employees and visitors.	Town Manager Public Works Director	Feb. 2018
2) Create and distribute maps showing parking options in downtown Weaverville.	Public Works Director	Apr. 2019

Goal 5: To increase legislative outreach.		
Objectives (followed by Action Steps)	Responsibility	Timeframe
<p>A. Engage legislative representatives regarding the Town's needs.</p> <p>Action Steps:</p> <p>1) Host meetings with legislative representatives periodically (especially before legislative sessions) to learn legislative priorities and to educate legislators on Town needs.</p> <p>2) Discuss need for collaborative development along the Town's corporate limits to ease land use conflicts and encourage regional use of resources.</p>	<p>Town Council Town Manager</p> <p>Mayor Town Manager</p> <p>Planning Director Town Council Town Manager</p>	<p>Jan. 2019</p> <p>Ongoing</p> <p>Ongoing</p>
<p>B. Consider opportunities for potential special legislation as Town needs dictate.</p>	<p>Town Attorney</p>	<p>Ongoing</p>

2018-2021 STRATEGIC PLAN IN BRIEF

TOWN OF WEAVERVILLE

Approved 11/19/2018

Goal 1: Provide town services to meet the needs of the community.



- Objective A: Develop consensus on water and annexation growth and develop policies consistent with that consensus.
- Objective B: Revisit the relationship with *Asheville Redefines Transit* to consider re-establishment of bus route given new residential development within the Town.
- Objective C: Enhance the Town's outreach to educate the public about the Town's services.
- Objective D: Recognize the needs of each Town department in serving an ever-changing and growing population.

Goal 2: Improve regional collaboration.



- Objective A: Strengthen relationship with the Asheville-Buncombe Economic Development Coalition and other economic development organizations.
- Objective B: Recognize water as a regional resource and identify regional jurisdictions that wish to partner in water production, sale and distribution.
- Objective C: Consistent involvement and collaboration with neighboring and regional jurisdictions in functional areas, such as police, fire, water resources, etc.
- Objective D: Distribute information regarding regional programs, services and resources available to town citizens.

Goal 3: Maintain balance in land use planning efforts.



- Objective A: Development of tools to encourage balanced residential economic development.
- Objective B: Update economic development goals for the Town.
- Objective C: Update the Town's Comprehensive Land Use Plan.
- Objective D: Investigate options for geographic information systems.

Goal 4: Promote a successful downtown.



- Objective A: Consider a zoning district to serve as a transition between residential and commercial districts.
- Objective B: Develop a mechanism to expand business opportunities along the central business district.
- Objective C: Consider mixed-use development regulation as a means of expanding development in areas with geographic limitations.
- Objective D: Provide information resources marketing downtown and its walkability.
- Objective E: Research grant opportunities for all Town operations and projects, as well as for downtown efforts.
- Objective F: Act as a liaison between downtown churches and businesses to identify available parking downtown.

Goal 5: Increase legislative outreach.



- Objective A: Engage legislative representatives regarding the Town's needs.
- Objective B: Consider opportunities for potential special legislation as Town needs dictate.

Weaverville Assessment

Please complete and return to Town Manager by January 1, 2024

This is a basic framework for an analysis of the Town from the perspective of Council members and Staff.

What are the **top 5-10 priorities** of the Town?

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

What are the **top 3-5 strengths** of the Town?

1	
2	
3	
4	
5	

What are the top **3-5 challenges** facing the Town?

1	
2	
3	
4	
5	

Please complete back/2nd page as well.

What are the **top opportunities** for the Town?

1	
2	
3	
4	
5	

Has the Town developed any specific strategies to **take advantage of these opportunities**?

1	
2	
3	
4	
5	