



## MEETING MINUTES

### Board Members Present

Mayor Jerry VeHaun  
Commissioner Ronnie Lunsford  
Commissioner Theresa Stoker

Commissioner Eric Edgerton  
Mayor Pro-Tem Jim McAllister

### Board Members Absent

Commissioner Hazel Thornton

### Town Staff Present

Sheri Powers, Interim Town Administrator  
Adrienne Isenhower, Planning Director  
Ryan Vinson, Town Clerk / HR Analyst

Michael Dykes, Chief of Police  
Penny Sams, Planner / Zoning Administrator  
Luke Williams, Project & Facilities Manager

Mayor VeHaun called the meeting to order at 6:34 p.m. Mayor VeHaun asked for everyone to take a moment of silence to remember those lost since our last meeting.

- A. **Mayors Recitation** - *In accordance with the Code of Ethics adopted by the Board, all town commissioners have a duty to obey all applicable laws regarding official actions; to uphold the integrity and independence of the office; to avoid impropriety in the exercise of official duties; to faithfully perform the duties of the office; and to conduct the affairs of the governing board in an open and public manner.*

*Is there any item on the agenda the outcome of which will have a direct, substantial, and readily identifiable financial impact for any Board member? Also, does any Board member have a financial interest in any public contract coming before this Board today?*

*There being none all Board members have a duty and obligation to vote.*

### B. **Approval of the Agenda**

Commissioner Lunsford made a motion to approve the agenda. Mayor Pro-Tem McAllister seconded the motion, which passed unanimously, 4-0.

### C. **Consent Agenda**

1. **Approval of the December 21, 2021, Regular Meeting Minutes and January 4, 2022, Special Meeting Minutes**
2. **Reimbursement Resolution**

Mayor Pro-Tem McAllister made a motion to approve the consent agenda. Commissioner Stoker seconded the motion, which passed unanimously 4-0.

- D. **Public Comment** – The public is invited to attend this meeting in person or view this meeting on Facebook Live: <https://www.facebook.com/townofwoodfin>. All documents related to agenda items not published on

the website may be viewed in advance of the meetings in person at Town Hall, 90 Elk Mountain Rd, Woodfin.

*Citizens may address the Board concerning various topics after being recognized by the Mayor and are limited to 3 (three) minutes speaking time.*

**E. New Business:**

**1. ~~ABC Board Monthly Report~~ (Presenter: Tager)**

No update from the ABC Board as their meeting on 01/17/2022 was cancelled due to inclement weather.

**2. Public Hearing: Preliminary Plat – 99999 Serenity Summit Circle (Presenter: Isenhower)**

Planning Director Isenhower: The applicant is requesting a seven-lot subdivision for property located on Serenity Ridge Trail at the top of the current “treehouse” subdivision known as Serenity. The property has transferred ownership and the new developer is requesting an amendment to a previous plat which was approved administratively after the original preliminary plat. The current owner is requesting an amendment to the current recorded plat for this parcel to create slightly larger lots. The current applicant has provided a site plan showing the proposed greenspace for the property, the proposed lot sizes, and ingress/egress to the development and each individual lot.

Jeremiah Wiggins: I acquired property from Mike Parrish and wanted to subdivide the property. The plan originally had 8 homes, we have reduced it to 7, so the homes and lots are a bit larger.

Mayor Pro-Tem McAllister: Will the units all look alike?

Jeremiah Wiggins: Yes and no. We are going for a homogeneous look, but there will be some difference with rooflines and finishes.

Mayor Pro-Tem McAllister: Will the units be for sale?

Jeremiah Wiggins: Yes.

Commissioner Edgerton: Will there be a potential future request for the Town to accept any streets?

Mike Parrish: There is currently no planned request for the Town to accept any roads, HOA [Homeowner’s Association] currently maintains.

Mayor VeHaun opened the Public Hearing at 6:45 pm.

There being nobody to speak, the Mayor closed the Public Hearing at 6:46 pm.

Commissioner Edgerton made a motion to approve the play as presented. Commissioner Lunsford seconded the motion, which passed unanimously, 4-0.

**3. Public Hearing: Rezoning – 810 Elk Mountain Scenic Highway (Presenter: Isenhower)**

Planning Director Isenhower: Some historical background about the annexation request several years ago with no Board action taken and the request was reintroduced in January 2021. The property was previously located in Buncombe County and under a zoning designation in that jurisdiction. Now that the property is within the Town of Woodfin’s jurisdiction, we need to designate the proper zoning for our jurisdiction. The general zoning designations listed in the ordinance do not totally fit the current use of the site. In addition,

the owner is interested in potentially adding single-family homes on the site in the future or selling part of it. These concerns prompted the request for a zoning designation of R43-CZ. This designation allows the hotel use to remain and requires a comprehensive review of future development on the site.

Commissioner Edgerton: There currently is not a site plan for remainder of property. Typically, we would see that first and then address needs for development and site-specific conditions.

Commissioner Lunsford: That's quite an expense for a site plan that might not even get approved? Why spend money without guarantee of approval?

Commissioner Edgerton: Our new ordinances require it.

Mayor VeHaun opened the Public Hearing at 6:50 pm.

Rob Dull: The comment of the new conditions of approval were never mentioned or discussed previously so, we've been thrown for a curveball unexpectedly last minute. Adrienne, can you explain? We already have a site plan submitted and approved by the Fire Marshall. The Town has a copy of it.

Commissioner Edgerton: If you already have a site plan, please go ahead and submit it. This is a new process for the Town with our new ordinances.

Rob Dull: If we had known this, it would have all been submitted together, now we have to waste more time and money than we already have.

There was discussion amongst Board, Staff, and Applicant about the conditional zoning process and the new Town processes and communication of new requirements.

With there being nobody else to speak, Mayor VeHaun closed the Public Hearing at 7:03 pm.

Commissioner Edgerton made a motion to approve the rezoning request with the following conditions:

- (1) that the existing Inn/Hotel use on the site shall be allowed to continue at its present rate and scale; and
- (2) that any future development or redevelopment of the site shall be required to go through a full conditional rezoning under Section 54-156 of the Town Code, including the submission of a proposed site plan in accordance with Section 54-157 of the Town Code.

Commissioner Stoker seconded the motion, which passed unanimously, 4-0.

#### **4. Update on Commissioner Appointment Process and Timeline (Presenter: Powers)**

Interim Town Administrator Powers gave an update on the timeline and informed the Board that 2 applications have been turned in.

##### Timeline / Process

- Friday, January 7th – Announcement distributed via press release, posted to Town website and social media
- Friday, February 4th – Application period closes, and applications distributed to Board of Commissioners
- Tuesday, February 8th – Board Members notify Town Clerk by 12 noon of top three applicants to interview
- Wednesday, February 9th – Special called Board meeting to interview selected applicants

- Tuesday, February 15th – Selected applicant will be sworn in at scheduled Board of Commissioners meeting

**5. Update on Town Administrator Applications, Process, & Timeline (Presenter: Powers)**

Interim Town Administrator Powers gave an update on the timeline and informed the Board that 2 applications have been turned in. And it is up to the Board how to proceed with the interview and selection process.

Timeline / Process

- Wednesday, December 22nd – Announcement posted to Town website, NC City and County Managers Listserv and NC League of Municipalities Job Board
- To date the Town Clerk reports 9 applicants
- Friday, January 21st – Application period closes
- January 24 -February 9th – Interviews and conditional offer to selected candidate
- February 15th – Town Administrator recommended for appointment at Board Meeting

Mayor Pro-Tem McAllister: I suggest a subcommittee headed by the Mayor and also including myself and Eric [Edgerton].

Commissioner Lunsford: I agree with a subcommittee, the whole group might intimidate some

Commissioner Edgerton: I agree with a subcommittee of Mayor + 2 and I'm happy to serve on the committee.

Commissioner Lunsford: I can fill in if necessary.

**6. COVID-19 Update and Town Meetings (Presenter: Powers)**

Interim Town Administrator Powers: Public Works & the Police Department have both really stepped up with each having almost half of their employees out with COVID. Recommending that the Town moves back to virtual meetings for all Boards and other public meetings through March and the mask mandate remains in effect for that period.

There was discussion amongst board about how to do interviews for Board of Commissioner and Town Administrator job and how it would work in person on virtual.

Mayor Pro-Tem McAllister: Maybe we keep the Board of Commissioners in person and move everything else in virtual?

The rest of the Board was in agreeance with this plan, and this is how Town staff will proceed.

**7. Charter Amendment (Presenter: Powers)**

Interim Town Administrator Powers: As the request of the Board, staff have looked at the process involved to move from a Council-Mayor to Council-Manager form of go0vernment. It is a 3-step process, can be accommodated at the following regularly scheduled Board Meetings:

1. First Meeting: Commissioners Approve Resolution of Intent to Change the Charter – January 18th
2. Second Meeting: Public Hearing on Charter Amendment – February 15th
3. Third Meeting: Commissioners Consider Ordinance to Amend the Charter – March 15th

**Mayor Pro-Tem McAllister made a motion to approve the resolution of intent. Commissioner Edgerton seconded the motion, which passes unanimously, 4-0.**

**F. Departmental and Administrator's Reports:**

**1. Police (Presenter: Dykes)**

- a. 472 events for December 2021
- b. Working on 2020 wrap up numbers, 6819 events in 2021, down about 300 from 2020
- c. Better tracking overdose response, only have 5 in 2020, 23 in 2021 with changed protocol, not necessarily a rise, but better tracked
- d. Community paramedics are a big help
- e. 25% increase in arrests from 2020 to 2021
- f. Lieutenant Chris Ammons completed leadership development program
- g. 2 officers: WNC LELA law enforcement leadership academy
- h. Lexipol – Working on updating policies and procedures and it is about a 9-month process
- i. Mayor Pro-Tem McAllister: What about our K-9?
  - i. Chief Dykes: The handler had been out (light duty) due to injury, has since been released to patrol work and restrictions for K-9 duty
- j. Commissioner Stoker: Do the officers receive certificate for courses completed?
  - i. Chief Dykes: Yes,

**2. Planning and Zoning (Presenter: Isenhower)**

- a. iWorkQ Reports 12/17/21-01/12/22:
  - i. Zoning Permits: 21
  - ii. Variances Applications: 4
  - iii. Special Use Applications: 2
  - iv. Rezoning: 1
  - v. Sign Permit: 1
  - vi. Violations Issued: 7
- b. Public portal next rollout in the works to submit apps and complaints
- c. Planning Board received a draft of the steep slope and homework to review and bring back any questions, comments, concerns, edits, etc. at February meeting. Hope to bring to Board of Commissioners next month [February].
- d. Comprehensive Plan
  - i. Steering Committee met and discussed steps in the process and has scheduled some public outreach meetings in February.
  - ii. Commissioner Edgerton: How many responses have been received from the survey?
  - iii. Planning Director Isenhower: So far about 280, we would like more.

**3. Finance (Presenter: Powers)**

- a. General Fund Revenue – Amended Budget: \$6,516,949 | Collected: \$3,045,751 | Revenue to be Received: \$3,471,197
- b. General Fund Expenditures – Amended Budget: \$6,516,949 | Expenditures: \$2,497,668 | Encumbered: \$449,568 | Total: \$2,947,236 | Available: \$3,569,713
- c. ARPA: Final rule released on January 6, 2022, and created 4 expenditure categories
  - i. Addressing the COVID-19 public health emergency and its negative economic impacts
  - ii. Premium pay for eligible workers performing essential work during the pandemic
  - iii. Necessary water, wastewater, and broadband infrastructure
  - iv. Revenue replacement for lost revenue growth - using ARPA funds to provide government services to the extent of the reduction in revenue experienced due to the

pandemic plus a new \$10 million standard allowance allowing local governments to spend ARP monies for general government purposes.

**4. Greenway & Blueway (Presenter: Williams)**

- a. Silver-Line Park
  - i. Pirate Ship
    - 1. Finalize pirate ship, mast, and play surface
    - 2. Final grading / seeding after
    - 3. Signage in production
    - 4. Finish with surface course of pavement for parking lot and greenway
    - 5. Target completion February 2022
    - 6. Grand opening April 2022
  - ii. Construction
    - 1. Finish paving
    - 2. Completed boulder wall
    - 3. Target Completion Feb22
  - iii. Change orders:
    - 1. \$52k – Judd
    - 2. \$50k contingency remain
  - iv. Pending decisions:
    - 1. Silver-Line Park Building - Reviewing conceptual ideas for development options
- b. Riverside Park + Wave
  - i. Project milestone: 30% design complete
    - 1. Reviewing cost estimate with PM Sub Comm. then PGAC
    - 2. Floodplain admin required CLOMR, add \$51.7k
  - ii. Ongoing discussions:
    - 1. Boat ramp a Riverside
  - iii. Parking
  - iv. Silver Property (South of Riverside Park)
- c. Greenway
  - i. Hwy 251, Riverside Dr GW Draft Design Recommendation Plan Set (25% plans) ongoing
  - ii. Task Order 3 Beaverdam Creek GW in progress
  - iii. Revised project schedule to let construction contract November 2023
- d. Funding strategies

Met with Asheville Parks & Recreation Director, Grand Rapids Parks & Recreation team, got some information on lessons learned, finding streamline way of doing project

Commissioner Lunsford: Can you explain portable bathrooms you mentioned at the Parks & Greenways Advisory Committee meeting?

Project Manager Williams: Yes, the flood plain is 7-ft high, so instead of finding a way to have ADA accessible bathrooms above the flood plain, we can bring in portable bathrooms, not a porta-potty, but a modular building.

Project Manager Williams: There was also talk about a plaque on the ship for former Administrator Jason Young.

Mayor VeHaun: The Board has already approved that.

Commissioner Edgerton: Is his family on board with the plaque? If so, I agree to proceed.

**5. Administration and Public Works (Presenter: Powers)**

a. Contract: Appalachian site work

Commissioner Lunsford made a motion that the Town enter into closed session per NCGS 143-318.11 to discuss the following:

1. (a) (3): The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure.

Commissioner Edgerton seconded the motion, which passed unanimously, 4-0.

Mayor VeHaun adjourned regular session at 8:07 pm and the Board entered into closed session.

**G. Executive Session- The Board of Commissioners may adjourn to private chambers to discuss legal, personnel, contractual or similar matters protected by the NCGS § 143-318.11.**


1. (a) (3): The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure.

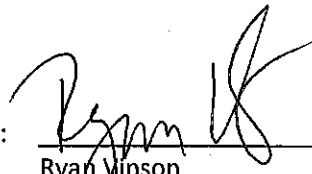
**H. Adjournment**

Mayor VeHaun called the regular meeting back to order at 9:17 pm.

Commissioner Lunsford motioned to adjourn regular meeting. Mayor Pro-Tem McAllister seconded the motion, which passed unanimously, 4-0.

Mayor VeHaun adjourned the meeting at 9:18 pm.

  
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M. Jerry VeHaun  
Mayor

Attest:   
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Ryan Vinson  
Town Clerk

