



# Board of Commissioners

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MAY 17, 2022

# Consent Agenda

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# Public Comment

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# New Business

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# ABC Report

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JANE ANNE TAGER – ABC BOARD PRESIDENT

# 60% Design Development for Riverside Park Expansion

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EQUINOX ENVIRONMENTAL – PROJECT CONSULTANTS

<https://www.dropbox.com/sh/2vc6b71zui4a0v4/AACN-1IM266XaktIbGvLK7KQa?dl=0>

# Ordinance Amendments: Zoning and Subdivision

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ADRIENNE ISENHOWER – PLANNING DIRECTOR

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# PUBLIC HEARING





# Zoning Amendments

## Section 54-10: Definitions

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- Further clarification of submittal requirements for development application review
- **TEXT: *Application* means any development application submitted to the Town of Woodfin for approval of a permit, site plan, certificate or any other authorization required for development and must include all forms, site plans and building plans as required by the Town of Woodfin.**

# Zoning Amendments

## Section 54-34: Certificate of Zoning Compliance

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- Addition of language to regulate any land disturbance prior to issuance of zoning permit
- **PLANNING BOARD RECOMMENDED TEXT:**

### **54-34. - Certificate of zoning compliance.**

No building, sign or other structure shall be erected, moved, added to, or structurally altered, nor shall any land disturbing activity, including clearing and grubbing of trees and other vegetation, be initiated until an application for a zoning compliance permit is approved by the zoning administrator and a zoning compliance permit is issued. No zoning compliance permit shall be issued except in conformity with the provisions of this chapter. All applications for a zoning compliance permit shall be accompanied by two sets of plans showing the dimensions and shade of the parcel to be built upon, the exact sizes, uses, and location of the parcel or buildings already existing, if any, and the locations and dimensions of the proposed building or alterations. The application shall include such other information as may be necessary to determine conformance with and provide for the enforcement of this article. An application fee shall be charged for processing of each such application. Prior to issuance of a certificate of zoning compliance, the zoning administrator may consult with qualified personnel for assistance to determine if the application meets the requirements of this chapter. Zoning compliance permits, and all other development permits are valid for 12 months from the date of issuance.

➤ *Reorganize existing language and new for improved clarity.*

➤ **COMMISSIONER RECOMMENDED TEXT:**

**Sec. 54-34. – Certificate of zoning compliance.**

*(a) Zoning permit required.* No building, sign or other structure shall be erected, moved, added to, or structurally altered, **nor shall any land disturbing activity, including clearing and grubbing of trees and other vegetation, be initiated** until an application for a zoning compliance permit is approved by the zoning administrator and a zoning compliance permit is issued. No zoning compliance permit shall be issued except in conformity with the provisions of this chapter. All applications for a zoning compliance permit shall be accompanied by two sets of plans showing the dimensions and shade of the parcel to be built upon, the exact sizes, uses, and location of the parcel or buildings already existing, if any, and the locations and dimensions of the proposed building or alterations. The application shall include such other information as may be necessary to determine conformance with and provide for the enforcement of this article. An application fee shall be charged for processing of each such application. Prior to issuance of a certificate of zoning compliance, the zoning administrator may consult with qualified personnel for assistance to determine if the application meets the requirements of this chapter. Zoning compliance permits, and all other development permits are valid for 12 months from the date of issuance.

Reorganize

**Sec. 54-34. – Certificate of zoning compliance.**

*(a) Zoning permit required.* No building, sign or other structure shall be erected, moved, added to, or structurally altered, **nor shall any land disturbing activity, including clearing and grubbing of trees and other vegetation, be initiated** until an application for a zoning compliance permit is approved by the zoning administrator and a zoning compliance permit is issued. No zoning compliance permit shall be issued except in conformity with the provisions of this chapter.

*1. Filing of application.* An application for a zoning permit may be filed by the owner of the property or by an agent, specifically authorized by the owner to file such application. Where an agent files the application, the agent shall provide documentation that the owner of the property has authorized the filing of the application. The application for a zoning permit shall be filed with the town using the form supplied.

*2. Fees.* An application fee, as established by the adopted fee schedule, shall be due and payable when the application is submitted.

*3. Information required.* Each application for a zoning permit shall contain the information required on the application form and be accompanied by site plan(s) and other plans and documents necessary to show that the proposed development complies with the standards set forth in this chapter. A checklist of required information shall be supplied by the town.

Reorganized

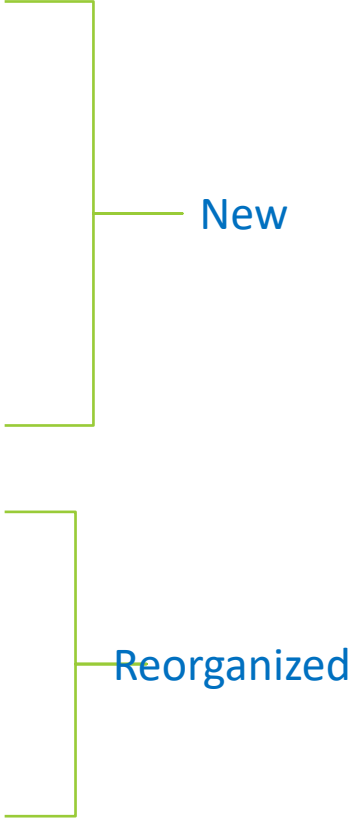
Sec. 54-34. – Certificate of zoning compliance.

(a) *Zoning permit required.* [ . . . ]

(b) *Simultaneous processing of applications.* In order to facilitate the timely completion of development projects, the simultaneous processing of applications for different permits and approvals required for the same project is encouraged, except as noted below.

1. No application for the rezoning of property shall be accepted while a zoning permit application is pending.
2. No application for a zoning permit shall be accepted while an application for a rezoning is pending.

(c) *Permit validity.* Zoning permits shall remain valid for a period of one year from date of issuance, during which other required approvals shall be obtained and site work shall commence. The zoning permit shall remain valid as long as other required permits remain valid. Failure to obtain other necessary permits within this time period, or maintain other required permits, shall render the zoning permit void. Any unapproved change in the approved plans shall render the zoning permit invalid.



# Zoning Amendments

## Section 54-317: Fences, retaining walls

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- Increase height allowances and approved locations for fences and walls
- No change to retaining wall height
- **TEXT:** In any residential district fences or walls may be erected in a required rear, ~~or~~ side, **or front** yard **setback** adjacent to a ~~side~~ lot line, provided such wall or fence does not exceed six feet in height **when located in the front yard setback, and eight feet in height when located in a side or rear yard setback.** For retaining walls, the height limitations specified herein shall apply only to the height above the top of the soil retained by such wall.

# Subdivision Amendments

## Section 46-81 Final Plat Submission and Review

- Remove requirement for board approval of final plat
- Reorganized performance guarantees section
- Remove language regarding signed certificates
- Amended submittal requirements for paper or electronic plats

# Ordinance Amendment: Business Regulations

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ADRIENNE ISENHOWER – PLANNING DIRECTOR



# Repeal of Privilege License Authority

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## **Privilege Licenses**

- Statutory authority, §160A-211, to levy privilege license tax repealed
- Repeal Chapter 10, Division 2, Subdivision 1 for compliance with state law

## **Video Gaming Machines**

- Use prohibited by NCGS §14-306.4
- Repeal Chapter 10, Division 2, Subdivision III

## **Amended Chapter 10, Division 2**

- Divided into Subdivisions I-III
- Regulation for pawnbrokers, peddlers, and mobile food vendors

# Fiscal Year 2022-2023 Budget Presentation

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SHANNON TUCH - TOWN MANAGER

SHERI POWERS - FINANCE

# Budget calendar

## Town of Woodfin Fiscal Year 2023 Budget Calendar

March						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Date	Time	Topic
March 1	5:00 PM	Dept budget requests due
March 8	3:00 PM	BOC work session:
		5-year financial forecast
		Fund Balance & Debt
		Woodfin Blueway/Greenway
March 15	6:30 PM	BOC regular meeting

April 5	11:30 AM	BOC work session
		Capital improvements
		ARPA
		Streets and Stormwater
April 19	6:30 PM	BOC regular meeting

May 3	11:30 AM	BOC work session:
		Expansion budget
		Fee schedule
	Tentative	Park Operations/Business Plan
May 17	6:30 PM	BOC regular meeting
		Recommended budget
		Schedule public hearing

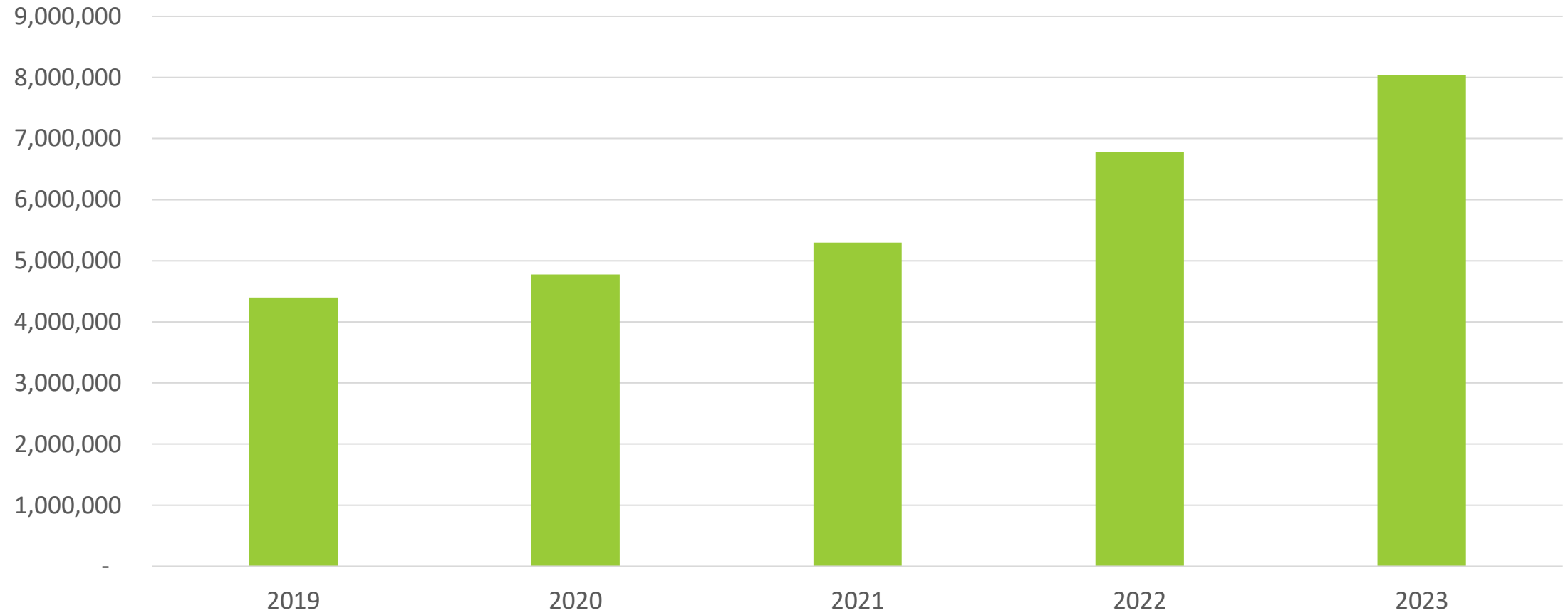
June 7	12:00 PM	BOC work session: (Tentative)
		Open discussion, as needed
June 21	6:30 PM	BOC regular meeting
		Public hearing
NLT June 30		BOC adopts FY2022 budget

FY2023  
Recommended  
budget

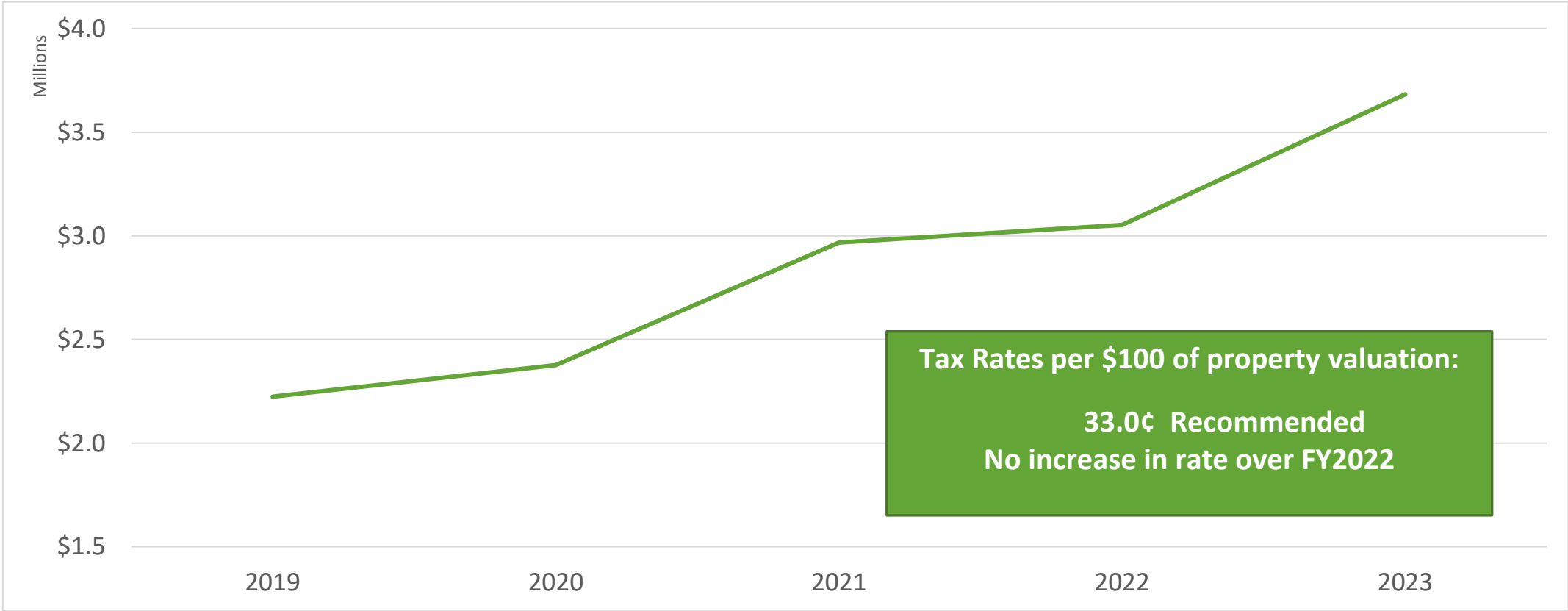
<b>General Fund</b>	<b>FY2022 as Projected</b>	<b>FY2023</b>
<b>Revenue</b>	\$ 6,784,340	\$ 8,041,572
<b>Expenditures</b>	6,220,941	8,041,572
<b>Rev Over/(Under) Exp</b>	\$ 563,399*	\$ -

\*Before considering ARPA funds

# General Fund Revenue – All Sources

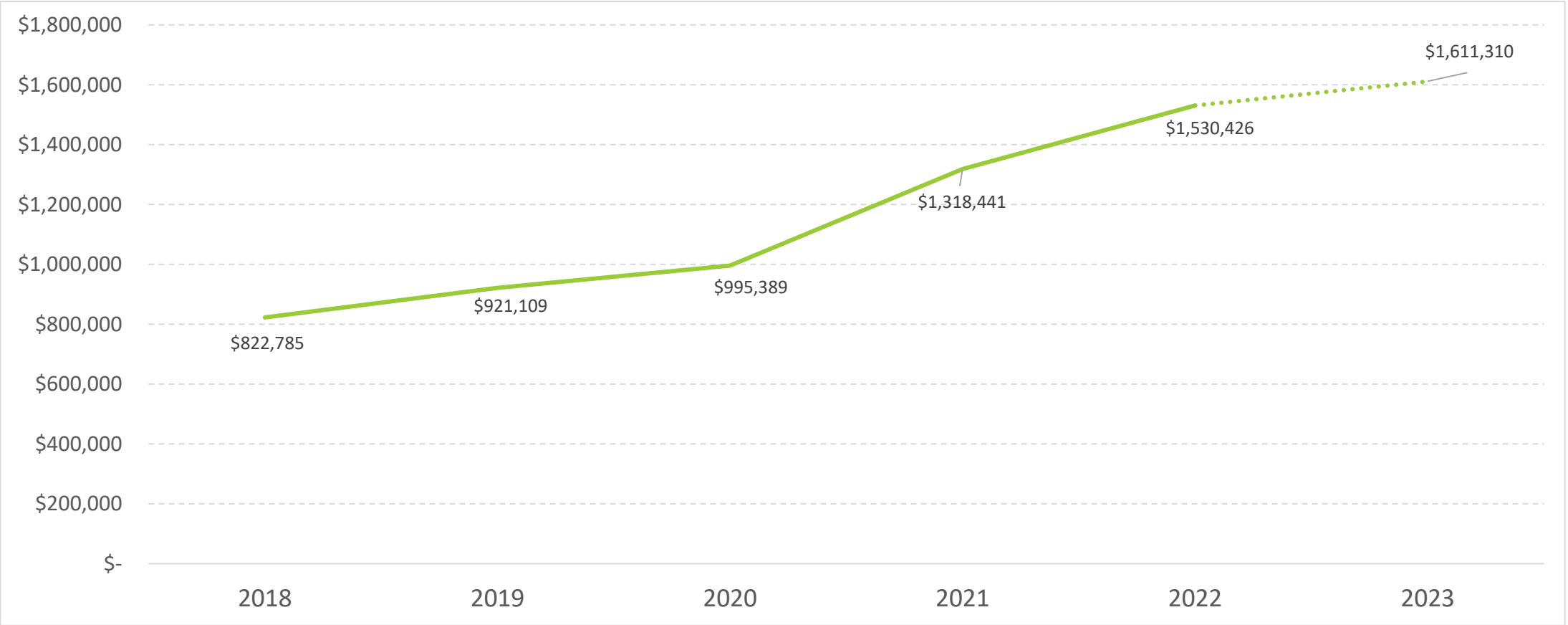


# Major Revenue – Property Tax



Note: One penny increase in the tax rate generates an estimated \$113,012 in net revenue

# Major Revenue – Sales & Use Tax



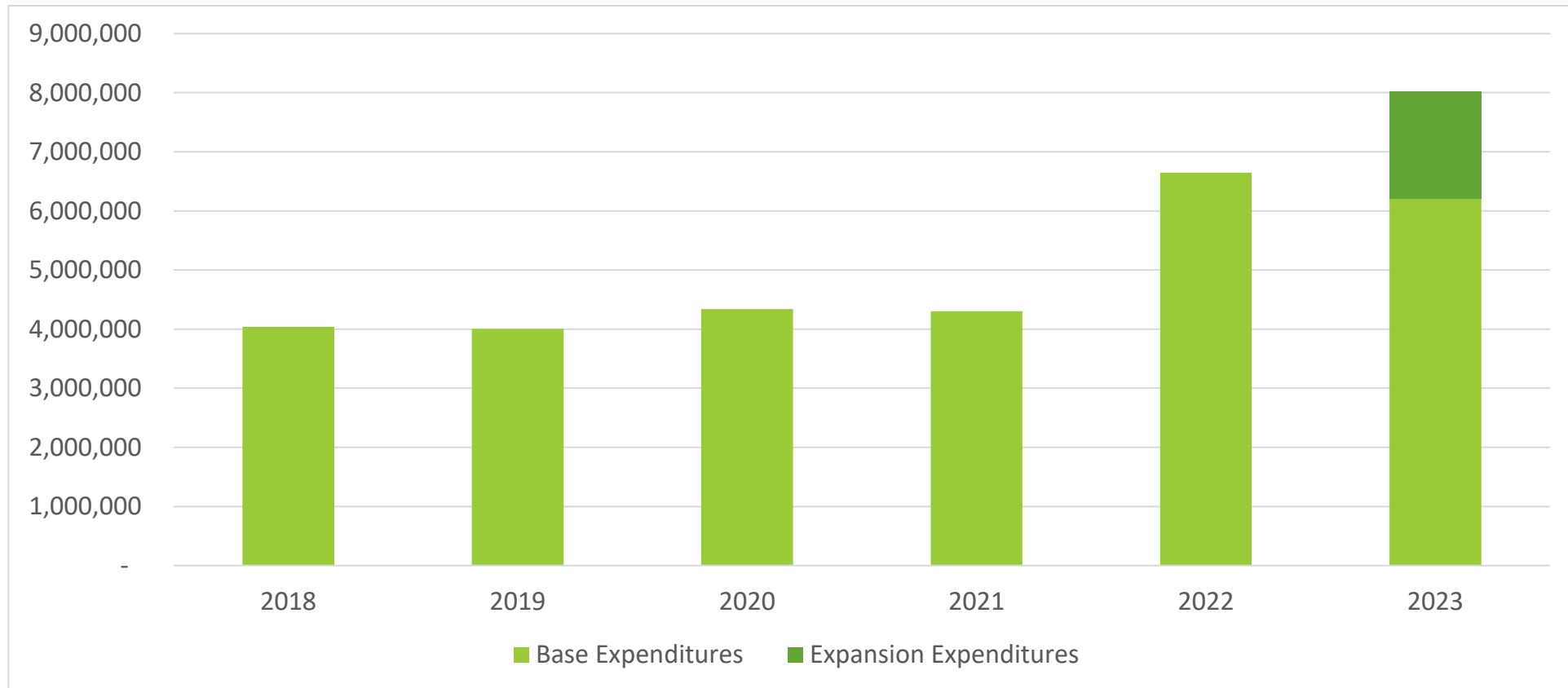
# General Fund Revenue

	2022 Budget (As Amended)	2023 Base Budget	2023 Expansion	2023 Recommended
<b>Revenue</b>				
Ad Valorem Taxes	\$ 3,741,950	\$ 3,977,375		\$ 3,977,375
Unrestricted Intergovernmental	1,693,937	1,727,373	\$ 325,403	2,052,776
Restricted intergovernmental	269,197	270,724		270,724
Permits and Fees	46,460	30,200		30,200
Sales and Services	15,680	22,500		22,500
Investment earnings	730	1,500		1,500
Miscellaneous	58,800	40,600		40,600
Grant	277,764	96,041		96,041
Fund Balance Appropriation	513,841	513,841	1,036,014	1,549,855
Transfers from other Funds	28,014			
<b>Total Estimated General Fund Revenue</b>	<b>\$ 6,646,373</b>	<b>\$ 6,680,155</b>	<b>\$ 1,361,417</b>	<b>\$ 8,041,572</b>



# General Fund Expenditures

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# EXPANSION BUDGET SUMMARY

Description	Amount
\$3 million in street improvements (debt service \$2.3m, first year interest plus financing costs)	\$ 78,512
Sanitation (converting to rollout carts for trash and recycling)	334,500
Park investments (Silverline Building \$250,000 plus storm drain infrastructure \$151,600)	401,600
Vehicles and heavy equipment (Police and public works incl. debt service)	168,000
Facilities (salt storage \$180,000 and town hall \$140,000 needs/feasibility)	320,000
Stormwater program (stormwater administrator \$60,000 plus benefits plus & \$250,000 in infrastructure)	328,465
Personnel (6% COLA \$154,297 and police officer position/benefits \$57,805)	212,102
Computers and Software	7,198
<b>Total EXPANSION</b>	<b>\$1,850,377</b>

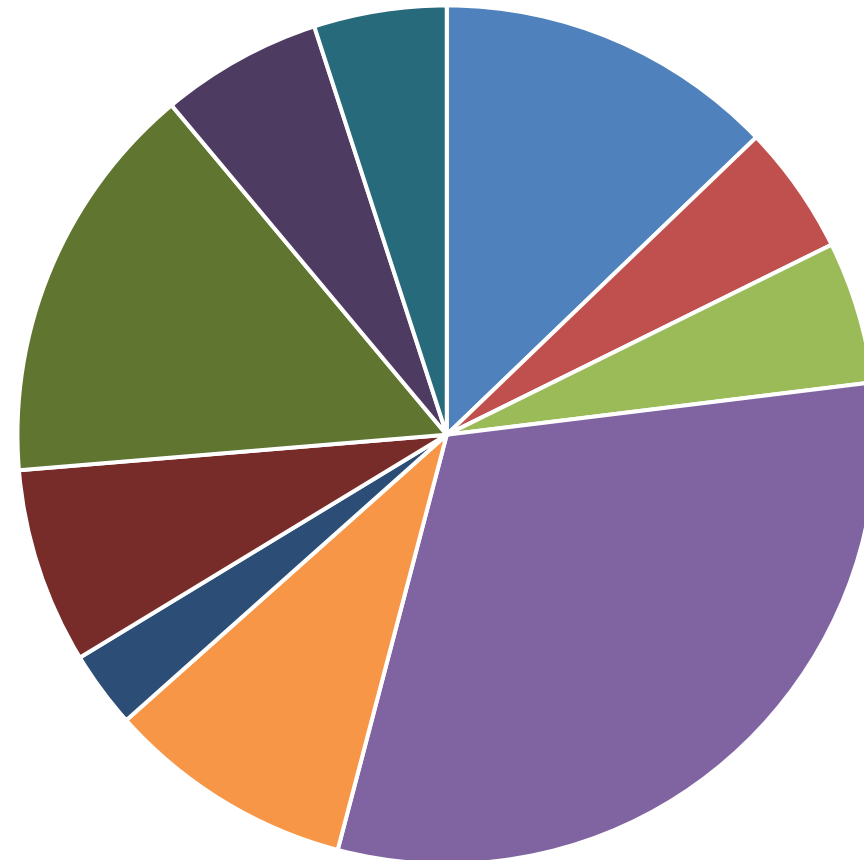
Note: Items in red would not be possible without the availability of the ARPA funds.

# General Fund Expenditures

## Expenditures

	FY2022 Budget	FY2023 Base Budget	FY2023 Expansion	FY2023 Recommended
Administration	893,727	744,387	286,138	1,030,525
Tax Collections	390,128	392,826		392,826
Planning and Zoning	411,714	357,110	73,162	430,272
Police	1,840,320	2,417,951	78,000	2,495,951
Public Works:		-		
Streets Division	532,932	581,546	348,512	750,058
Powell Bill Division	395,600	233,000		233,000
Stormwater Division	110,000	84,076	328,465	592,541
Sanitation Division	1,197,229	891,275	334,500	1,225,775
Parks and Recreation	529,347	489,024		489,024
Transfers to Capital Projects Fund	140,580	-	401,600	401,600
<b>Total Estimated General Fund Expenditures</b>	<b>6,441,576</b>	<b>6,191,195</b>	<b>1,850,377</b>	<b>8,041,572</b>

# FY2023 Recommended Expenditure Budget



- Administration
- Police
- Powell Bill Division
- Parks and Recreation

- Tax Collections
- Public Works:
- Stormwater Division
- Transfers to Capital Projects Fund

- Planning and Zoning
- Streets Division
- Sanitation Division

# Accomplishments

## Stormwater System Improvements

- Significant investment and consideration of a stormwater utility fee anticipated in FY2024

## Deferred Streets Maintenance

- Significant investment this year plus more proactive spending in future. \$3m project should be complete in early FY2023

## Greenway and Blueway Project

- Silver-Line Park complete, Riverside and Wave Park Project progressing, and funding outlook is encouraging

## Aging Town Facilities

- Town Hall needs and feasibility study
- Public Works long-term viability and equipment/vehicle replacement

## American Rescue Plan

- \$2.14 million enable town to fund an array of priorities

## Zoning Ordinances

- Ordinance updates to allow for more consistent review of development initiatives

# Recommended FY2022 Budget Summary

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General Fund	FY2022 Budget (as Amended)	FY2022 Projection	Recommended FY2023 Budget
Revenue	\$6,646,373	\$6,784,340	\$8,041,572
Expenditures	\$6,646,373	6,220,941	8,041,572
Revenue over/under Exp		563,399*	-0-

\*Before considering impact of ARPA funds

# Public Hearing for FY2022-2023 Budget

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The Public is invited to attend Woodfin's Board of Commissioners meeting on June 21, 2022, at 6:30pm. A Public Hearing will be held on the FY2022-2023 fiscal budget and anyone that wishes to speak regarding the proposed budget will be allowed to do so at that time.

# Resolution to Medically Retire Police K-9 'Chef'

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POLICE CHIEF MICHAEL DYKES

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# Departmental Reports

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# Public Works & Administration

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SHANNON TUCH

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# New Contracts

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## **Equinox Environmental (change order)**

- 60% design changes
- + \$86,971

## **GoGov**

- Citizen notifications
- \$0 until July 1
- \$3000 after July 1

## **French Broad Paving**

- Road repaving
- Total Cost \$2.7 million

# Paving Project Installment Financing

## Timeline

May 13	Met with LGC and Financial Consultant
May 17	Send Bank RFP to Banks
June 7	Bank RFP Responses Due/Bid Review
June 14	Distribute Draft of Resolution and Closing Documents
June 21	Board Vote to Consider Financing Resolution
July 12	LGC Approval
July 19	Loan Closing

# Executive Session

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