

MINUTES OF THE WHITSETT PLANNING BOARD
March 7, 2017
Whitsett Town Hall

The meeting of the Whitsett Planning Board was held at 7:00 p.m. on Tuesday, March 7, 2017 at the Whitsett Town Hall. Those in attendance were Planning Board Chairman Bob Maccia, Board Vice Chairwoman Ella Efird, Board member Craig York, and Council Member liaison Jerry Rice. Also present was Town Administrator Ken Jacobs. Absent was Board member Joe Wheeler.

Planning Board Chairman Bob Maccia called the meeting to order, noted that a quorum was present, and asked Council Member liaison Jerry Rice to offer the invocation.

OLD BUSINESS

1. Adoption of Minutes

Planning Board Chairman Bob Maccia asked for any changes to the minutes from the Planning Board meeting on Tuesday, February 7, 2017. With none made, Chairman Maccia asked for a motion to approve the minutes as written. Board Vice Chairwoman Ella Efird made a motion to accept the minutes as written; motion seconded by Board member Craig York. Adoption of the February minutes carried by unanimous vote of Board members present.

2. Discussion on Article VI on Subdivisions Proposed by Guilford County

Chairman Maccia asked for any questions, concerns, or changes to the ordinance on subdivisions. In the absence of Board member Joe Wheeler, his concurrence with the document was received during a telephone conversation. No additional comments were made by Board members; and a motion was made by Board Vice Chairwoman Efird to accept the county document as submitted. Motion was seconded by Board member Craig York, and the motion carried by a unanimous vote of those present.

3. Any Other Old Business

Board Chairman Maccia asked for any other old business; and a proposed draft letter to Dow Acres resident John Moore at 7010 Dow Drive was distributed to Board members for their reaction. The letter would be sent via certified mail.

NEW BUSINESS

1. Procedure for Registering a Complaint

Chairman Maccia looked to Town Administrator Ken Jacobs for background, who explained that he had researched the ordinances for a written, formal procedure for registering a complaint; and could find nothing. It was suspected that a method for submitting a complaint to Town Hall was drawn up and then approved by the Town Council during a monthly meeting, so was a matter of record via the minutes. Rather than have it exist as an approved policy or practice, however, preference would be to make it part of an adopted ordinance whereby it could be read and referenced formally.

Board member Craig York volunteered to scout other municipalities for established processes in making a complaint. Findings and discussions will continue at next month's meeting.

2. Imposing Fines for Violations

In tandem with the above agenda item, a system for assessing penalties was broached. Town Administrator Jacobs stated that a method for imposing fines for violations is in Article IX on Enforcement, whereby a violator is subject to a \$25 fine for the first offense, \$50 for second, \$100 for third, and \$200 for fourth and any succeeding violations. This section needed to be readdressed and possibly modified.

Council Member liaison Jerry Rice favored some leniency at the outset by first sending a letter to the violator, and then if ignored, the fines would begin in amounts that would cover labor and administrative costs for enforcement. Discussions will continue at next month's meeting along with what comes to the table on a "complaint" process.

3. Any Other New Business

Board Chairman Maccia asked for any other new business; and there was none.

ADJOURNMENT

With no further business before the Board, Chairman Bob Maccia invited a motion to adjourn. Motion to adjourn was made by Board member Craig York; motion seconded by Board Vice Chairwoman Ella Efird. By unanimous vote of Board members present, the March 7, 2017 meeting was adjourned at approximately 6:45 p.m.

The next meeting of the Whitsett Planning Board will be held at 6:00 p.m. on Tuesday, April 4, 2017 at the Town Hall.

/s/

/s/

Jo Hesson, Town Clerk

Bob Maccia, Planning Board Chairman

APPROVED: April 4, 2017