

MINUTES OF THE WHITSETT PLANNING BOARD

May 2, 2017

Whitsett Town Hall

The meeting of the Whitsett Planning Board was held at 7:00 p.m. on Tuesday, May 2, 2017 at the Whitsett Town Hall. Those in attendance were Planning Board Chairman Bob Maccia, Board Vice Chairwoman Ella Efird, Board members Joe Wheeler and Craig York, and Council Member liaison Jerry Rice. Also present were Town Administrator Ken Jacobs and Board member prospect Tyler Harris.

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, April 11, 2017. With none made, Chairman Maccia asked for a motion to approve the minutes. Board member Craig York made a motion to accept the minutes as written; motion seconded by Board Vice Chairwoman Ella Efird. Adoption of the April minutes carried by unanimous vote.

2. Update on Process for Lodging a Complaint

Chairman Maccia looked to Town Administrator Ken Jacobs for progress on a complaint procedure, who stated that he had consulted the Town attorney, who verified that if a complaint is filed in writing and signed, it then becomes public record. If, however, a complainant wants to remain anonymous, he may lodge a complaint by a phone call or in person to the Enforcement Officer; but, contact information (name, address, phone, etc.) must be provided to confirm residency and the effect of the alleged violation on the complainant.

Jacobs explained that while researching other matters, the office came upon the Jamestown website, which described a succinct, clear method by which its citizens may lodge complaints, including a prescribed basic form. Board members were provided copies of the Jamestown policy, and expressed favor with it, so much so that a similar procedure could be drawn up for Whitsett implementation. The Town requirement of who may file a complaint would, of course, be incorporated—that being an adjacent property owner or owner who is directly affected by the violation.

Town Administrator Jacobs contacted Jamestown to inquire about the success of its complaint procedure, and the Town Planner who receives such submissions stated that it is system that has been working well. Jacobs asked the staffer if Whitsett could use some of its language or form; and the response was feel free to use anything that would help out.

Jacobs would draft up a procedure to propose to the Town Council at its meeting next week in order to get the item on the docket for the June public hearing. If placed on the docket, the document would be finalized, as part of the ordinance on Enforcement, for a final pass by the Planning Board before formal presentation to Council Members in June for intended adoption.

Board Chairman Maccia asked for a yea or nay from the Board to proceed with plans; and a motion was made by Board member Joe Wheeler to formulate a complaint procedure for Whitsett using Jamestown documentation as the basis. Motion seconded by Board Vice Chairwoman Ella Efird; and the motion carried by unanimous vote.

Following the vote and while on the subject of complaints, the Board asked for an update on the junked-cars condition in Dow Acres. Enforcement Officer Ken Jacobs stated that no contact had yet been made by the violator, and that two weeks remained before the 60-day May 16 deadline, whereby if no clean-up action had been taken, the case would be turned over to Guilford County for enforcement; and the Town would notify the owner that a \$25-a-day fine would initiate and continue for each day that the property remained non-compliant.

In addition, Jacobs reported that meanwhile, another similar case had appeared on Hwy 100, and a letter had been sent to the property owner asking for attention to the matter. If no action in response to the first letter is realized, another letter, (this time “certified”) would be sent to the owner informing that conditions are subject to the same first-violation fine as above.

3. Progress on Development of Land Use Plan

Town Administrator Jacobs commended all attendees on 100% participation in their contributions towards a Town-wide Land Use Plan. All information from individual submissions would be overlaid on a master zoning map for aggregate depiction and ease of reference.

Lively discussions and dialogue exchanges took place on such topics as the proposed development of a 25-acres tract at 7232 Burlington Road for “empty nester” units, and, therefore, the introduction of sewer capacity in Town; the widening of U.S. Hwy 70—a project slowly making its way to the forefront of funded NCDOT projects; the overall zoning of tracts vs. parcels; the impact of watershed tiers and environmental restrictions; the initial use of “industrial” zoning; the creative use of Conditional Zoning, etc.

When all had been said and done, the Town map would illustrate four primary zoning designations: Highway Business (HB), AG, RS-40, and [new] Industrial. (Existing P&I zoning would remain intact.) As addressed years ago by the Planning Board and the Town Council, the U.S. Hwy 70 corridor would be open to HB zoning with a 400-foot strip on either side of Hwy 70 being earmarked for commercial development. A tract at the edge of Town nearly bordering the interstate would lend itself to “industrial” zoning. And, with the exception of AG land, a blanket RS-40 would apply for remaining areas.

Conditional Zoning would pertain to all areas, and its use would be encouraged and to benefit the Town in controlling what goes where.

4. Any Other Old Business

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

NEW BUSINESS

1. General Late Fees and Fines

Town Administrator Ken Jacobs made a general statement that the Town was planning to institute late fees and penalties for water bill payments and for the few roll-cart rentals to reduce the amount of administrative time spent now on following up on delinquent accounts.

2. 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 member Joe Wheeler. By unanimous vote of Board members, the May 2, 2017 meeting was adjourned at approximately 7:04 p.m.

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

/s/

/s/

Jo Hesson, Town Clerk

Bob Maccia, Planning Board Chairman

APPROVED: June 6, 2017