

## **MINUTES OF THE WHITSETT PLANNING BOARD**

**August 1, 2017**

**Whitsett Town Hall**

The meeting of the Whitsett Planning Board was held at 6:00 p.m. on Tuesday, August 1, 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 in attendance were Town Administrator Ken Jacobs and resident Tyler Harris.

Planning Board Chairman Bob Maccia called the meeting to order, noting 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, June 6, 2017. With none made, Chairman Maccia asked for a motion to adopt the June minutes; and Board member Craig York made a motion to approve the minutes as written. Board Vice Chairwoman Ella Efird seconded the motion; and adoption of the June minutes carried by unanimous vote.

#### **2. Any Other Old Business**

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

### **NEW BUSINESS**

#### **1. Applications and New Appointments to Planning Board**

Board Chairman Maccia stated that two applications to serve on the Planning Board had been received from Tyler Harris as Board member and Town Administrator Ken Jacobs as Board alternate. Both Harris and Jacobs would serve a partial three-year term, which would expire in 2019, at which time both would be reappointed to a full three-year term along with the reappointments of Chairman Maccia and Vice Chairwoman Efird.

The appointment approval for Tyler Harris had been delayed a few months until he could become a Town property owner, as required by Planning Board by-laws. The process was in the works; but, had not yet been completed. At tonight's meeting, Mr. Harris exhibited the contract for home purchase which Board members considered sufficient substantiation for becoming a property owner/permanent resident; and Board Chairman Maccia asked for acceptance of Mr. Harris' appointment to the Board.

Vice Chairwoman Ella Efird made a motion to approve the appointment of Tyler Harris to serve as Board member until the end of 2019; motion seconded by Board member Craig York. Motion carried by unanimous vote.

With the submission of Town Administrator Jacobs' request to serve the Board in alternate capacity, Chairman Maccia asked for approval; and a motion was made by Board member Joe Wheeler to appoint Ken Jacobs as Board alternate; motion seconded by Vice Chairwoman Efird. Motion passed unanimously.

## **2. Discussion of Water System Fees and Development Fees**

Town Administrator Jacobs stated that new water policies had been slated to become effective this year—those being, (1) payment term of net 20, and (2) a \$5.00 late fee if bill is not paid within 10 more days. In addition, last month, two water customers had service cut off due to two months of nonpayment in accordance with current water ordinance policy and user agreement. One of the customers experienced two disconnects within a six-month period, which prompted Town Administrator Jacobs to recommend a tiered penalty for repeat occurrences.

What was being suggested would be that if within a 365-day period, more than one disconnect were required, the reconnect fee would increase from the current \$30.00 to \$50.00 for the second cut off, and to \$100.00 for the third. The clock would start ticking day one of the first disconnect. All payments in arrears would also need to be settled before service would be restored. Board members gave a nod to these standards, which would be presented to Town Council.

Town Administrator Jacobs then explained that another fee increase should be considered, and that would be for a Development Clearance Certificate (DCC), which stood now at \$15.00, and had never been hiked. Jacobs' recommendation would be to raise the fee to \$20.00. Board members thought all fee increases to be reasonable; and Chairman Maccia asked for a motion to present all fee modifications to Council Members for consideration.

A motion to this effect was made by Planning Board member Joe Wheeler; motion seconded by Board Vice Chairwoman Ella Efird. The motion to move forward carried by unanimous vote.

**3. Start General Review of Ordinances and Policies**

Town Administrator Jacobs stated that he realized that in the past, a review of Town general ordinances had been undertaken with the intention of having them posted on the Town’s website (like the Development Ordinances). Jacobs understood that the project was never completed, and would like to see the assignment resurrected. Discussion to continue.

**4. Possible Rezoning of 900 Penn-Lo Drive**

Town Administrator Jacobs stated, as a matter of the Board’s information, that Gloria Mitchell, who resides at the above address, had called inquiring about reestablishing her real estate at her home. Since her home/business borders Burlington Road—the corridor designated for Highway Business (HB) zoning on the town-wide Land Use Plan, Jacobs suggested a rezoning of the property to HB; and discussed requirements and costs of the application with Mitchell, who said she would consider the process and make further contact.

Council Member liaison Jerry Rice suggested that watershed requirements also be emphasized to Mitchell, since environmental restrictions would apply in this situation. Jacobs would pass along the information to Mitchell.

**5. 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 Joe Wheeler; motion seconded by Board member Craig York. By unanimous vote of those present, the August 1, 2017 meeting was adjourned at approximately 6:48 p.m.

The next meeting of the Whitsett Planning Board will be held at 6:00 p.m. on Tuesday, September 5, 2017 at the Town Hall.

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Jo Hesson, Town Clerk

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Bob Maccia, Planning Board Chairman

**APPROVED:** September 5, 2017