

**MINUTES OF THE WHITSETT PLANNING BOARD**  
**September 5, 2017**  
**Whitsett Town Hall**

The meeting of the Whitsett Planning Board was held at 6:00 p.m. on Tuesday, September 5, 2017 at the Whitsett Town Hall. Those in attendance were Planning Board Chairman Bob Maccia, Board member Tyler Harris, and Board alternate Ken Jacobs. Absent were Board Vice Chairwoman Ella Efird, Board members Joe Wheeler and Craig York, and Council Member liaison Jerry Rice.

Planning Board Chairman Bob Maccia called the meeting to order, noting that a quorum of members was not present; and readily appointed Board alternate Ken Jacobs to serve as Board member. Board member Jacobs offered 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, August 1, 2017. With none made, Chairman Maccia asked for a motion to adopt the minutes; and Board appointed member Ken Jacobs made a motion to approve the minutes as written. Board member Tyler Harris seconded the motion; and adoption of the August minutes carried by unanimous vote of those present.

**2. Any Other Old Business**

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

**NEW BUSINESS**

**1. Variance Application for Brightwood Self Storage Property 5.76 Acres**

A copy of the variance application submitted by Kevin Sasser for the above facility at 6605 Burlington Road had been provided to Board members; and Board Chairman Maccia turned to Town Administration Ken Jacobs to give some background on circumstances to Board member Tyler Harris. Jacobs explained that back in 2003 when the mini-warehouse operation was first conceived and a rezoning request was applied for to accommodate plans, ordinance conditions were developed that read the lot size shall be a minimum of two (2) acres and a maximum of five (5) acres.

It was later discovered that for the project to conform to Town-required setbacks, acquisition of ¾ acre would be necessary, but this add would then not comply with the maximum 5-acre standard. An exception, i.e., variance, therefore, should have been applied for and granted. And, although the Planning Board and the Town Council discussions concurred in the added acreage at that time, no paper trail to this effect could be found at Town Hall.

Remediation for this oversight would be to now apply for a variance to square away records, which could retroactively be approved by Council; and moving forward—notably with new ownership of the facility—files would be complete and accurate.

The Planning Board is charged with the responsibility of completing the Findings of Fact worksheet in order to justify and present recommendations to Council. Jacobs would fill out the Findings of Fact in preparation for Council members to act upon following the public hearing.

A motion was made by Board member Ken Jacobs to recommend formal approval of the variance; motion seconded by Chairman Bob Maccia. By unanimous quorum vote, the motion carried.

## **2. Discuss Future Planning Board Assignments and Projects**

The three Board members present agreed to devote time each month, as meeting time permits, to reviewing old general ordinances a section at a time with the objective to cleanup relevant sections and remove impertinent sections.

## **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 made a motion to adjourn the meeting. Motion seconded by Board member Ken Jacobs; and by unanimous vote of those present, the September 5, 2017 meeting was adjourned at approximately 6:34 p.m.

The next meeting of the Whitsett Planning Board will be held at 6:00 p.m. on Tuesday, October 3, 2017 at the Town Hall.

/s/

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Jo Hesson, Town Clerk

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Bob Maccia, Planning Board Chairman

**APPROVED:** October 3, 2017