



# Town of Sedalia

## Planning Board Meeting / Town Hall

### February 17, 2022 / 7:00 PM

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### Minutes

**Call to Order:** Meeting was called to order at 7:00 pm by Planning Board Vice-Chair Marian Jeffries.

**Moment of Silence:** Time was allotted for a moment of silence.

**Pledge of Allegiance:** Time was allotted for Pledge of Allegiance.

**Roll Call:** Members present included Marian Jeffries (Vice-Chair), Robert Jones, Ed Piotrowski, Calvin Atkins, and Monroe Smith.

**MOTION** to approve the agenda with the addition of a discussion on Robert's Rules of Order was made by Planning Board member Piotrowski and seconded by Planning Board member Atkins. Motion carried.

**MOTION** to approve the minutes from the previous meeting was made by Planning Board member Jones and seconded by Planning Board member Smith. Motion carried.

### Business / Reports/ Discussions

#### I. Signage

Vice-Chair Jeffries reported that Mayor Pro Tem Faison submitted two proposals for a Town of Sedalia sign to the Town Council. Mayor Pro Tem Faison was working with Planning Board member Atkins when she was Planning Board Chair. Planning Board Atkins stated Mayor Pro Tem Faison had taken the lead and presented the information to the Town Council. He commented he hoped action on it would be taken soon.

#### II. N.C. DOT Briefing/Grant Opportunities – Kathy Manning, Congresswoman

Vice-Chair Jeffries reported she and Clerk Dungee attended a meeting that discussed grant opportunities. She commented the meeting was very interesting and there are a lot of grants available. It was noted that often small towns have difficulty getting grants, and Congresswoman Manning has offered to help small towns identify and get grant funding. Vice-Chair Jeffries commented it was important to determine the Town's priorities so grants can be identified, and applications submitted. Planning Board member Atkins commented the town has missed out on a lot of conferences over the past two years. He noted that Senator Gladys Robinson wants to help the town and Representative Jon Hardister often shares grant opportunities with the town.

Vice-Chair Jeffries stated there are grant opportunities for infrastructure, broadband, and water and sewer and the town needs help to determine whether it qualifies and, if so, how to apply. The town recently received a \$50,000 grant that will be used to construct the walking trail. Planning Board member Piotrowski commented there are so many opportunities that it is difficult to know where to start and assistance would be welcomed.

Vice Chair Jeffries stated the meeting provided contact information on who to work with regarding getting grants; however, it is unclear if there is a cost associated. The question now is what does Sedalia need. Some suggestions included broadband, widening streets, adding sidewalks, downtown development, infrastructure, electric car stations, and water and sewer. It was noted that a roundtable discussion on the different types of projects may be needed, and it is important to have input from the citizens.

Planning Board member Jones commented the Planning Board should present ideas (e.g., broadband, widening streets, sidewalks, etc.) to the Council. Also, Planning Board members supported having sessions that involved the citizens to discuss ideas (e.g., broadband, widening streets, sidewalks, etc.) and get their input then the Council, Planning Board and citizens can work together.

### **III. Development Clearance Certificate**

#### **Article 3: Permits and Procedures 3-1 and Zoning Map Text Amendments 3-12 (Town of Sedalia Development Ordinance)**

Vice-Chair Jeffries stated the Town of Sedalia's Development Ordinance is used as a guide for development. Next month the Planning Board may need to review a development project that may require rezoning. The rezoning will take place first, then the development. The project will be reviewed by Guilford County, then it will come to the town. If the Planning Board recommends approval, then the project will be presented to the Town Council. The Planning Board needs to have a clear understanding of its role. A copy of the development project was provided to all Planning Board members.

The applicant has submitted a Development Clearance Certificate (DCC), but there was an issue that needed to be resolved – the DCC was not submitted by the property owner. The Town's Development Ordinance indicates the owner needs to fill out the DCC. Once the DCC is approved by the Town, it will go to Guilford County. After Guilford County reviews it, it will come back to the town.

Planning Board member Jones commented it was his understanding that the property was bought, but the proposed project requires additional land. Current zoning is Agricultural (AG) and Limited Business (LB). The property cannot be rezoned unless the town approves it, and it may require a hearing. Vice-Chair Jeffries commented the Planning Board needs to have a clear understanding of its responsibilities and all Planning Board members should read through the ordinance. It was noted that Guilford County reviews projects and provides recommendations. The town relies on Guilford County because it does not have a certified planner. The Town's Planning Board then reviews the project and provides recommendations to the Town Council. Depending on the project, a hearing may be held. Vice-Chair Jeffries suggested Planning Board members review the project information provided and to be prepared to discuss it at the next meeting.

Planning Board member Piotrowski commented each DCC is unique. He suggested when a DCC is submitted that the Planning Board start a discussion regarding what section of the town's development ordinance applies, does it get reviewed by Guilford County, etc.

#### **IV. CERT Update**

Planning Board member Jones reported Clerk Dungee is planning to include information regarding the Community Emergency Response Team (CERT) in the newsletter. He will move forward based on the response received. The previous Sedalia CERT team had 23 certified members. The members met every year, except for the last couple of years due to the pandemic. At the meetings, different hands-on activities were conducted (e.g., fire department class on chain saws). The CERT team helped the community to be prepared for emergencies.

#### **V. Robert's Rule of Order**

Planning Board member Piotrowski commented when attending meetings for other communities he has observed that some of the procedures being used are different. He feels that the board is very lax, maybe because the Town is so small. He thinks that just the same as we have regulations to help guide us with DCC's, the Robert's Rule of Order is one of those things to use for procedures such as when making motions. There are some procedures the Town is already doing. A summarized copy of the basic Robert's Rules of Order was provided to each Planning Board member. He suggested the Planning Board consider discussing one part at each future meeting provided there is time on the agenda.

He also provided an example from the November minutes where he believed a vote conducted by the Planning Board did not follow Robert's Rules of Order. He highlighted part of a discussion that happened during the meeting. All Planning Board members agreed to vote on a Chair, and the vote was conducted. Another discussion followed the vote, but no motion nor a second to the motion was made. He noted Planning Board Chair Faison tabled the discussion that followed the vote. He reached out to the UNC-School of Government and Robert's Rules of Order says at least two people are needed to table a discussion, and votes cannot be made without motions and seconds and a vote cannot be dissolved by one person. Vice-Chair Jeffries commented her perception was once the vote came to a tie of 3 to 3, the discussion afterwards became so heated with members going back and forth, with no resolution. She added that so much was going on at that time, Chair Faison was not going to deal with more of that. It was questioned that since during the argument, Planning Board member Jones withdrew, did that automatically award the vote to Planning Board member Piotrowski or did the Planning Board members need to vote again. Planning Board member Jones commented according to the Planning Board's by-laws he needed to submit a resignation in writing which was not done; therefore, technically he did not resign. He added it is important the Planning Board understand its own rules and by-laws and added members should address each other by their title (e.g., Planning Board member, Vice-Chair, etc.). Vice-Chair Jeffries thanked Planning Board member Piotrowski for bringing up the issue and commented it is important for the Planning Board to follow proper procedures. Planning Board member Piotrowski said he would like to be put on the agenda again next month to discuss the same subject or if it's ok

with Planning Board Member Jones, the two of them could review how Robert’s Rules of Order may be applied. Planning Board member Jones declined stating he would not have any part in discussing board matters outside of the board meetings. The subject has already been highlighted, so there is nothing more that needs to be discussed. Planning Board member Atkins commented there’s a need to get the Planning Board in shape and to vote for a chair. Vice-Chair Jeffries responded Planning Board member Jones previously recommended bringing on more members, but Mayor Morgan has stated that the Planning Board still needed to improve before adding new members. Planning Board member Atkins added that Mayor Morgan never should have been brought into the conversation. He took that like it was calling the principal into the room. He thinks they are all adults and could have handle the matter on their own. Vice-Chair stated that when things started getting out of hand, Mayor Morgan needed to explain that the Council can appoint people to the board, and they can also be taken off just as easily. She said the public should not see board members arguing and going back and forth. She thanked Planning Board Piotrowski again for bringing the information to their attention.

**VI. Citizens Comments**

None.

**VII. Announcements**

All regular scheduled meetings are held at the Town Hall at 7 pm.

- Sedalia has been awarded a grant for \$50,000
- Black History Month Presentation – Town Hall, February 28<sup>th</sup> at 6:30 pm
- The next Town Council Agenda Meeting will be on February 28<sup>th</sup>
- The next Town Council meeting will be held on March 7<sup>th</sup>
- The next Planning Board Meeting has been rescheduled for Wednesday, March 16<sup>th</sup> at 7 pm
- Sedalia needs volunteers to plan and facilitate ways of dispersing PPE
- Sedalia needs volunteers to serve on the Walking Trail Advisory Committee

Meeting adjourned.

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Marian Jeffries, Vice-Chair

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Date