



Town of Sedalia

Planning Board Meeting / Zoom

July 16, 2020 / 7:00 PM

Minutes

Note: The meeting was held virtually via Zoom to comply with state and local requests to reduce public gatherings due to coronavirus/COVID-19.

Call to Order: Planning Board Chair Serita Faison called the meeting to order at 7:10 pm.

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

Pledge of Allegiance: Time was allotted for the Pledge of Allegiance

Roll Call: Members present included Serita Faison (Chair), Marian Jeffries (Vice-Chair), Ed Piotrowski, Calvin Atkins, and Sandra Hamlett

Absent: Monroe Smith

Others present: Cam Dungee (Clerk)

MOTION to approve the agenda was made by Vice-Chair Jeffries and seconded by Planning Board member Atkins. Motion carried.

MOTION to approve the minutes from the previous meeting was made by Planning Board member Atkins and seconded by Vice-Chair Jeffries. Motion carried.

Business / Reports/ Discussions

I. Ch. 160D Module Report

Planning Board member Hamlett reported on the Comprehensive Plan Requirement. The definition of a Comprehensive Plan and its recommended elements was provided. Under Chapter 160D, a Comprehensive Plan is a requirement for a local government to impose zoning regulations. The Comprehensive Plan must be “reasonably maintained”; generally, it should be updated every 5 to 10 years. Local governments must have a Comprehensive Plan in place by January 2021; however, there is a grace period until July 1, 2022.

II. Planning Board Training Verification Form

Chair Faison encouraged Planning Board members to take classes and training. The training verification form is intended for each Planning Board member to document classes or training taken. The form includes a list of courses or organizations that offers courses that would be eligible.

Planning Board member Atkins asked if other meetings (e.g., BEMO, Black Alliance, Leagues) would qualify. Clerk Dungee responded it would count if the meeting or subject presentation was related to planning and development or would be of benefit to the Town. Planning Board Piotrowski asked about classes or training that have a fee. Chair Faison responded the Planning Board has a budget for classes and training and it may be possible for class or training fees to be covered. However, the member must let her know what the class or training and fee are in advance of registering.

III. Town of Sedalia Development Clearance Certificate (DCC) Procedures

The Planning Board reviewed two draft documents (Procedures for Minor and Major Subdivision and Procedures for Rezoning and Conditional Zoning) that were developed to address the procedures for the Development Clearance Certificate (DCC). Clerk Dungee explained that these are draft procedures, so some information may or may not be needed. The purpose of these documents is to inform the applicant of what to expect from the DCC process. The bulleted items for the Preliminary Plat often are provided by the engineer or surveyor. Clerk Dungee explained Conditional Zoning is a rezoning that has conditions. For example, someone that has a residential zoning and wants to convert to business zoning to build a store, but there is some opposition to the request. Conditions can be set to satisfy the concerns, so they might include a buffer around the store, or the business be open only during certain hours, etc. Chair Faison asked if there were any additions or deletions to draft procedure documents.

Planning Board Piotrowski asked if the DCC is submitted to the Town. Clerk Dungee responded the applicant must have an approved DCC from the Town to move forward to the County's review of any proposed development. Vice-Chair Jeffries asked if payment needed to be provided as a certified check. Clerk Dungee responded that a certified check is not required. Payment can be in the form of a check or a money order. If a check does not clear, then the County would be contacted to stop the process. Vice Chair Jeffries asked if the Planning Board would be involved in the process with the subdivision on Bogues Way since it would be an opportunity to gain more of an understanding of the process. Clerk Dungee responded the Town does not have an in-house planner, so the Town contracts planning services from the county. Once a DCC is submitted, then the County handles most of the project; however, there are instances where the applicant is required to attend meetings with the Planning Board and the Town Council, and the County is also present at the meeting. It was suggested that during one of the towns future retreats, to have someone act as an applicant, and go through the DCC process for training.

Chair Faison shared the updated DCC form with the changes highlighted in yellow. Clerk Dungee reminded everyone that if a development permit is needed, then a DCC must be submitted and approved by the Town prior to issuance of the development permit. Pre-filing conferences are recommended for things like Rezoning and Road Closings to determine whether the proposal will be feasible or if there are alternatives to the proposal that might be feasible. Also, the fee paid is non-refundable, so gathering as much info as possible would be helpful to the applicant.

On another subject of discussion, a new house is being built on Morgan Summers Road. It was suggested that the Planning Board and Town Council meet with the builder to learn about the process of building a house (e.g., permits, etc.). However, it was noted that no

more than two Council members may get together at the same time (due to sunshine laws) without advertising the meeting at least 14 days in advance.

Planning Board member Piotrowski asked about double-wide mobile homes and small/tiny homes. There are only three sections where mobile homes are permitted; there currently are no regulations on small/tiny houses.

It was noted that the Council received a proposal for a feasibility study for water and sewer. Also, there is a Birch Creek Business Center proposed in the vicinity of Publix. It will be a corporate park starting behind Publix and follows along the interstate up to Palmer Farm Road in Sedalia. Part of this center also includes the existing American Express building, and the rest of the property is proposed for development. The Town Council will talk in more detail about this during their next meeting.

III. Citizen Concerns

*Marian Jeffries asked how many Ch. 160D modules were remaining. Clerk Dungee responded the Comprehensive Plan Requirement module was the last one.

*Ed Piotrowski asked about bulk item pickup by Republic. Clerk Dungee responded that Republic picks up bulk items once per month at a cost of \$10 per item. A resident must contact Republic to make advanced reservations for pick-up, and the fee is paid in advance as well.

IV. Announcements

All regular scheduled meetings are held via Zoom at 7:00 pm until further notice.

- The next Town Council Agenda Meeting will be on July 20th.
- The next Town Council Meeting will be on August 3rd
- The next Planning Board Meeting will be on August 20th

Meeting adjourned

Serita Faison, Chairman

Date