



**Town of Sedalia
Planning Board Meeting**
7pm - September 18th, 2025
Sedalia Town Hall
6121 Burlington Road

Minutes

CALL TO ORDER: The regularly scheduled Planning Board meeting was called to order at 7:10pm at the Sedalia Town Hall by Planning Board Chair Jay Riehle.

PRAYER & MEDITATION: Time was allotted for silent prayer and meditation.

PLEDGE OF ALLEGIANCE: Time was allotted for pledge to the U.S. flag.

ROLL CALL: Roll taken by Vice-Chair Marian Jeffries. All present; Chair Jay Riehle, Alfred Walker, Tyler Thomas, and Vice-Chair Marian Jeffries.

A. MOTION to approve the agenda was made by Vice-Chair Jeffries. Motion carried.

B. MOTION to approve the minutes from the August 21st, 2025 Planning Board meeting was made by Chair Riehle and seconded by Member Thomas. Motion carried.

C. VOTE on application to the Planning Board by Regina Williams-Davis. Chair Riehle motioned for the vote, seconded by Member Thomas. Motion carried; the Board voted unanimously to recommend Williams-Davis addition to the board to the Town Council.

D. CITIZENS COMMENTS

- No comments

E. Guests / Reports / Discussions

I. Review & Discussion of DCCs and Possible Amendments

Chair Riehle summarizes that Sedalia will be discussing its contract with Guilford County that has Guilford County's Permitting and Planning offices handling permitting for Sedalia. The town was made aware of permits that went through the county without a DCC from Sedalia. As long as the town will be discussing that with the county, it would be a convenient opportunity to discuss other wanted changes to the DCC and handle all requests at once.

Member Thomas expressed that this could be an opportunity to modernize the DCC system for Sedalia. He referenced his recent experience with applying for a DCC as he built his house. In discussing ways to potentially streamline overall DCC processes, he asked whether the town could submit the DCC to the county on behalf of the applicant.

Additionally, the county can process Debit and Credit card payments, unlike Sedalia. Thomas asked if it would be possible to implement online payments through the town website. Overall, he would like to see the Sedalia DCC process match the Guilford permitting process.

Vice-Chair Jeffries asked about improvements to the website and how that could be used to make some of their requested changes.

All board members had questions about how the process is handled in Sedalia with DCCs and with permits sent to Avery Tew and the County.

Regarding items requested on the Sedalia DCC, Chair Riehle wanted to specify what “re-constructions” required DCCs. Member Thomas liked the Whitsett DCC simply stating that everything needs a DCC unless it requires a trade permit. There were also questions as to what is and when does a “Flood Plain” permit apply. A DCC for signage was also proposed.

All four members questioned the fee totals on Sedalia’s DCC as opposed to the higher and lower amounts seen in example DCCs from other Guilford County municipalities (Jamestown, Oak Ridge, Summerfield, and Whitsett). Member Walker brought up that the fees for Sedalia’s DCCs had been examined and adjusted in 2023. It was noticed that Whitsett had higher fees than Sedalia.

Specific fees addressed and where changes were recommended were:

- “Single-Family Site Built,” “Modular,” and “Double-Wide Mobile Home,” raise them from **\$75 to \$250 + \$50 per 1,000 sq ft.**
- “Subdivision,” raise from **\$500 + \$100 per additional lot** to 5 or less lots at **\$1,000 + \$150 per lot** and 6 or more lots at **\$2,000 + \$300 per lot.**
- “Rezoning,” raise from **\$750** and divide in to categories of “Simple” at **\$750**, “Special Use” at **\$1,000**, and “Conditional” at **\$1,500.**
- “BOA Case,” raise from **\$100 to \$350.**

These fee changes would also be recommended to be changed on the Sedalia Business DCC as well, where “Rezoning,” “BOA Case,” and “Home Occupation” appear, as well. Additionally, it was noted that Whitsett has a category of “Signs, Events, Misc.” that Sedalia could add. Similarly, Jamestown has a “Floodplain Development Permit” fee of **\$100** that is on top of other DCC fees that Sedalia could adopt.

The board resolved to try and get a presentation or meeting from Avery Tew for more information.

II. Review of Educational Video

The video “Municipal Planning & Zoning Fundamentals Webinar” by Heritage Ohio on the agenda to be partially viewed and discussed by the Board, was moved as an agenda item to the next Planning Board meeting on October 16th, at the direction of Chair Riehle.

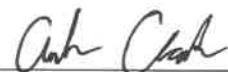
F. ANNOUNCEMENTS

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

- Municipal elections will be held November 4th, 2025.
- The next Agenda Meeting will be held on September 29th, 2025.
- The next Town Council meeting will be held on October 6th, 2025.
- The Fall Litter Sweep will be 9am, October 11th at Town Hall.
- The next Planning Board meeting will be held on October 16th, 2025.

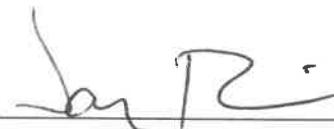
Meeting adjourned at 8:15pm

Submitted By:



Drew Clark, Town Clerk

Approved By:



Jay Riehle, Planning Board Chair

10/27/2025

Date



