

TOWN OF JAMESVILLE
ZONING BOARD REGULAR MEETING
MINUTES 05/20/24

The following is an account of the minutes taken at the Zoning Board Regular Meeting held May 20, 2024 between 7:03 p.m. and 7:57 p.m. in the Jamesville Town Hall Board Room, 1211 Water Street, Jamesville, NC 27846.

Attendees

- Delsie Williams – Chairperson/Board Member
- Sandra Davenport – Board Member
- Eddie Hines – Board Member

Absent

- Pam Evans –Board Member
- William Moore – Board Member

Minutes Recorder – Kimberly Cockrell, Secretary/Town Clerk

I. Call to Order

Chairperson Delsie Williams called the meeting to order at 7:03 p.m. Commissioner Willis Williams offered the prayer. Also in attendance was Town Clerk/Zoning Board Secretary Kimberly Cockrell, and Joshua Hollis/Planner with Mid-East Commission.

II. Adoption of Agenda

Board Member Sandra Davenport moved to adopt the agenda as presented, with a second by Board Member Eddie Hines. The motion unanimously passed. 3 Ayes - 0 Nays.

III. Approval of Minutes - None

IV. Public Comment - None

V. Old Business

A. Zoning Fee Schedule Update – Mid-East Commission. Joshua Hollis presented an updated proposed Development and Zoning Inquiry Fee Schedule. The new fees are intended to cover consultation costs currently borne by taxpayers, including employee time, Mid-East Commission fees, and Zoning Board meeting costs. The proposal includes a \$25.00 per meeting stipend for Zoning Board Members in future budgets.

Commissioner Willis Williams emphasized the need for a fee schedule to avoid burdening the General Fund and potentially increasing tax rates.

Board Member Sandra Davenport moved to recommend the proposed Development and Zoning Inquiry Fee Schedules to the Jamesville Town Board. Seconded by Board Member Eddie Hines. 3 Ayes – 0 Nays. Motion carried.

TOWN OF JAMESVILLE DEVELOPMENT FEE SCHEDULE

	<u>Residential</u>	<u>Commercial</u>	
<u>Board of Adjustment</u>			
Conditional Use Permit	\$300.00	\$350.00	
Appeal of Interpretation	\$300.00	\$500.00	
Variance application	\$300.00	\$350.00	
<u>Planning Board / Town Commission</u>			
Rezoning first 10 acres	150 \$300	150 \$500	
Ordinance Text Amendment	\$300.00	\$500.00	
Mobile Home Park Plan	150 \$300		
Per Lot Charge	15 \$50		
Major Subdivision Plat	150 \$300		
Per Lot Charge	15 \$50		
Minor Subdivision Plat	75 \$100		
Per Lot Charge	15 \$50		
Annexation - per parcel	\$500.00	\$500.00	
Sketch Plan Review (Subdivision)	\$150.00	\$150.00	
Preliminary Plat Review (Subdivision)	\$250.00 plus \$25 per lot	-	
Final Plat Review (Subdivision)	\$150.00	\$150.00	
Site Plan Review (Commercial Only)	-	\$500.00	
Request for Planning Board Meeting	\$100.00	\$200.00	PROPOSED ADDITION
<u>Permits</u>			
Land Use Permit	\$50.00	\$75.00	
Mobile Home Occupancy Permit	\$30.00	-	

* Red indicates current fee

* Green indicates the proposed fee

Zoning Inquiry Fee Schedule

1. **Initial Inquiry (up to 30 minutes):**
No Charge - Brief questions and clarifications - Basic information requests
2. **Basic Zoning Consultation (30 minutes to 1 hour): \$50**
More in-depth questions - Review of basic zoning requirements for specific properties
3. **Detailed Zoning Analysis (1-2 hours): \$100**
Detailed property analysis - Assessment of zoning possibilities and constraints
4. **Extended Zoning Consultation (2-4 hours): \$200 + \$50 per additional hour**
Comprehensive review of complex zoning issues - Pre-application meeting for potential developments or major modifications. Ongoing support for complex development projects or zoning change applications - Includes multiple meetings, extensive research, and detailed documentation.

B. Zoning Violation – Lee Williams Property

Chairperson Delsie Williams reported that a Notice of Violation was sent to Mr. Lee Williams on May 9, 2024, with a 30-day compliance window. Confirmation of receipt was received.

The board discussed recommending that no Certificate of Occupancy be issued until all fees are paid and zoning compliance is achieved.

The board also discussed renaming the “Mobile Home Occupancy Certificate” to “Home Occupancy Certificate” to apply to all dwellings.

Board Member Sandra Davenport moved to change the certificate name as discussed. Seconded by Board Member Eddie Hines. 3 Ayes – 0 Nays. Motion carried.

VI. New Business - None

VII. Board Comments - None.

VIII. Adjourn

At 7:57 p.m., Board Member Hines made the motion to adjourn. Board Member Sandra Davenport seconded. Motion carried with 3 Ayes - 0 Nays.

Respectfully submitted by:

Kimberly Cockrell – Secretary/Town Clerk