



## PLANNING BOARD

Tuesday, December 12, 2023 at 6:00 PM

Landis Board Room

### MINUTES

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**PLEASE SILENCE ALL CELL PHONES**

**1. CALL TO ORDER:**

Catherine Drumm called the meeting to order at 6:00 pm.

**2. DETERMINATION OF QUORUM:**

**Members Present:** Vice-Chair Catherine Drumm, Member Roxanne Barnes, Member Mark Brindle, Member Scott Faw, Member Beryl Alston

**Members Absent:** Chairman Ryan Nelms, Member Jade Bittle

**Staff Present:** Planning, Zoning, and Subdivision Administrator Rick Flowe, Town Manager Michael Ambrose, Deputy Town Clerk Angie Sands

**Others Present:** Nadine Cherry

**3. PLEDGE OF ALLEGIENCE:**

Vice-Chair Catherine Drumm led those in attendance in the Pledge of Allegiance

**4. RECOGNITIONS AND ACKNOWLEDGMENTS:**

Deputy Town Clerk Angie Sands presented Vice-Chair Catherine Drumm with Chairman Ryan Nelms resignation as Chairman of Planning Board. Vice-Chair Catherine Drumm read the letter to Planning Board Members and recognized what a great job Ryan has done while serving as Chairman of Planning Board.

**5. CHANGES TO (IF ANY) AND APPROVAL OF AGENDA:**

**ACTION: A MOTION WAS MADE TO APPROVE THE AGENDA AS WRITTEN.**

Moved by Scott Faw, seconded by Mark Brindle, passed by unanimous vote (4-0)

## 6. APPROVAL OF MINUTES FOR MEETING(S):

### 6.1 Consider Approval of Meeting Minutes from November 14, 2023.

Vice-Chair Catherine Drumm mentioned that Scott Faw was absent from the meeting on November 14, 2023, and asked for that to be corrected on the minutes.

**ACTION: A MOTION WAS MADE TO APPROVE THE NOVEMBER 14, 2023, MINUTES WITH THE CORRECTION OF ADDING SCOTT FAW UNDER ABSENT MEMBERS.**

Moved by Roxanne Barnes, seconded by Beryl Alston, passed by unanimous vote (4-0),

## 7. OLD BUSINESS:

### 7.1 Periodic Review and Update per NCGS 160D-501(a) to Town Plan 2040-Comprehensive Land Use Plan and Future Land Use Map: Small Area Planning for Downtown Landis Revitalization.

Planning, Zoning, and Subdivision Administrator Rick Flowe gave an update on the recent development that is likely to benefit the Town Plan process. Par 3 Insurance has asked for a permit to add more offices to the back side of their building. That triggers a parking requirement, anytime you add or expand or grow, you have certain parking standards. That requirement is cut in half because of on street parking. Par 3 Insurance are now parking in an unpaved sand and gravel area. They access that parking across the Town owned Park property and the Town owned Water Tower property. In the Towns Ordinance, the Town has a fee in Lieu of Improvement Provisions, meaning if it doesn't make sense to do paving at a particular point in time because something else is going on, they can pay a fee the Town would hold in escrow or trust until a time that makes sense to complete the parking. PZ&SA Rick Flowe has met with the Architect and marked up a sketch of the expectations that need to be met with the Town. The property owner would trade property at the back so the Town could connect all the way through with parking instead of paying the fee. PZ&SA Rick Flowe has provided the plans to the Architect to show how big the expansion will be, showing them how many parking spaces will be needed. Once that sketch comes back, it will determine where the property line is and close it out. Then the building can go ahead with construction, and the parking would follow down the road when the park phase parking lot is all completed. This plan closes a gap in the Park Master Planning process that existed of the long protrusion of the other property into the study area of the parks Master Plan.

Town Manager Michael Ambrose stated that he thinks this will be a great expansion of the Park parking lot. Additionally, the only thing that Par 3 Insurance advised is that they would like to see the two-way entrance and exit on both sides of the parking lot. So, Par 3 Insurance is willing to give up a good portion of their lot to accommodate that. Par 3 Insurance would have five spaces and a handicap spaces, which would look like one seamless parking lot.

### 7.2 Concepts and Ideas of the Planning Board Membership

A group discussion was had regarding Planning Board visions.

**8. NEW BUSINESS:**

**8.1 ZMA #2024-01-08 (Legendre Parcels on S Chapel St)**

Planning, Zoning, and Subdivision Administrator Rick Flowe provided an overview of the Memorandum for Voluntary Annexation Petition for contiguous property of Steven R. & Katelin M. Legendre of 627 S. Chapel St., Landis, NC 28088.

**ACTION: A MOTION WAS MADE TO RECOMMEND THE DRAFT FOR ZMA #2024-01-08 (LEGENDRE PARCELS ON S CHAPEL ST) to the Board of Alderman.**

Moved by Scott Faw, seconded by Beryl Alston passed by unanimous vote (4-0)

**9. ADJOURNMENT:**

Planning, Zoning, and Subdivision Administrator Rick Flowe advised that during the meeting in January 2024, the election of Officers will take place for Chairman and Vice-Chair. Additionally, Planning Board will be seeing for the third time in two years Irish Creek Phase II.

Vice-Chair Catherine Drumm adjourned the meeting at 6:33 pm

**ACTION: A MOTION WAS MADE TO ADJOURN THE MEETING.**

Moved by Scott Faw, seconded by Roxanne Barnes passed by unanimous vote (4-0).

Respectfully Submitted,

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Angie Sands, Deputy Town Clerk