PLANNING BOARD

Tuesday, July 21, 2026 at 6:00 PM

Landis Board Room

MINUTES

PLEASE SILENCE ALL CELL PHONES

1. INTRODUCTION:

1.1 Call Meeting to Order

Madam Chair Drumm called the meeting to order at 6:00 PM.

1.2 Determination of Quorum

Members Present: Madam Chair Catherine Drumm, Vice-Chair Scott Faw, Member Glenn Corriher, Member Deborah Cox, Member Michell Gray

Members Absent: Alternate Beryl Alston, Alternate Jade Bittle

Staff Present: Town Manager Michael Ambrose, Planning Director Phil Collins, Staff Planner/Deputy Town Clerk Angie Sands

1.3 Pledge of Allegiance

Madam Chair Drumm led those in Attendance to the Pledge of Allegiance

1.4 Recognition of Angie Sands for Successfully Obtaining her NCAZO Certification, and for her Promotion to Staff Planner, Effective July 1, 2026.

Town Manager Ambrose Acknowledged Angie Sands for Obtaining her NCAZO Certification and Promotion to Staff Planner for the town.

1.5 Adoption of Agenda

ACTION: A MOTION WAS MADE TO ADOPT THE AGENDA AS PRESENTED BY VICE-CHAIR SCOTT FAW, SECONDED BY MEMBER MICHELLE GRAY, MOTION PASSED BY UNANIMOUS VOTE (5-0).

2. APPROVAL OF MINUTES FOR MEETING(S):

2.1 Consider Approval of June 16, 2026, Meeting Minutes

ACTION: A MOTION WAS MADE TO APPROVE JUNE 16, 2026, MEETING MINUTES AS WRITTEN BY MEMBER DEBORAH COX, SECONDED BY MEMBER MICHELL GRAY, MOTION PASSED BY UNANIMOUS VOTE (5-0).

3. OLD BUSINESS:

3.1 Consider Discussion of Public Hearing Decision from Board of Aldermen - 525 Kimball Road Zoning Change - ZMA-2026-07-13

Planning Director Collins gave a brief overview of the zoning change from SFR-2 to SFR-3. The Board did approve the zoning change from SFR-2 to SFR-3 unanimously.

4. NEW BUSINESS:

4.1 Consider Discussion of Rules of Procedure for Landis Planning Board and Board of Adjustment

Submitted by: Phil Collins, Planning Director

Details: Consider Discussion of Rules of Procedure for Landis Planning Board and Board of Adjustment and any Changes or Additions that need to be made will be Recommended to the Board of Aldermen.

Recommended Action: Review the Proposed Rules of Procedure for Planning Board and Board of Adjustment, Discuss any Recommended Revisions or Additions, Following Today's Review, this Item will be Brought back at Next Month's Meeting for Further Discussion and Recommendation to the Board of Aldermen

Planning Director Collins provided a brief overview of the purpose of the Rules of Procedure and explained that the current draft consists of two separate sets of rules, one for the Planning Board and one for the Board of Adjustment. Since the same individuals serve on both boards, staff recommend combining the two documents into a single set of Rules of Procedure to simplify the process and improve consistency. Board members were asked to review the current draft prior to the next meeting. Staff will prepare a consolidated version for review, and board members will have the opportunity to provide comments, recommendations, or suggested revisions before forwarding the document to the Board of Aldermen for consideration.

REPORTS:

Planning & Zoning Reports (Included in Packet)

Code Enforcement Report (Included in Packet)

CLOSING:

Adjournment

ACTION: A MOTION WAS MADE BY MEMBER MICHELLE GRAY TO ADJOURN AT 6:21 PM, SECONDED BY MEMBER DEBORAH COX, MOTION PASSED BY UNANIMOUS VOTE (5-0).