



## PLANNING BOARD

Tuesday, December 10, 2024 at 6:00 PM

Landis Board Room

## MINUTES

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**PLEASE SILENCE ALL CELL PHONES**

### 1. INTRODUCTION:

#### 1.1 Call Meeting to Order

Madam Chair Catherine 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 Beryl Alston, Member Glenn Corriher, Member Jade Bittle, Member Deborah Cox

**Members Absent:** Mark Bringle

**Employees Present:** Town Manager Michael Ambrose, Planning Technician/Deputy Town Clerk Angie Sands, Public Works Director Blake Abernathy, Officer Watts, and Officer Spencer.

#### 1.3 Pledge of Allegiance

Madam Chair Catherine Drumm led those in attendance to the Pledge of Allegiance

#### 1.4 Recognitions and Acknowledgements

Town Manager Michael Ambrose acknowledged Angie Sands is the new Planning Technician, and she will move forward with all development plans and anything that comes into Town Hall for zoning compliance.

#### 1.5 Adoption of Agenda

Madam Chair Catherine Drumm added two items to the agenda.

3.2 Technical Reviews

3.3 Discussion of New Zoning Amendment of Main Street District

**A MOTION WAS MADE BY SCOTT FAW TO ADOPT THE AGENDA, SECONDED BY JADE BITTLE, MOTION PASSED UNANIMOUSLY (6-0).**

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

#### 2.1 Consider Approval of November 19, 2024, Meeting Minutes

**A MOTION WAS MADE BY JADE BITTLE, SECONDED BY GLENN CORRIHER TO APPROVE NOVEMBER 19, 2024, MEETING MINUTES, MOTION PASSED UNANIMOUSLY (6-0).**

### **3. NEW BUSINESS:**

#### **3.1 Consider Zoning Map Amendment - Town of Landis - W Taylor Street**

Town Manager Michael Ambrose gave a brief overview of the property on W Taylor Street. The property is owned by the Town and has been approved by the governing board to sell the property. We are asking to change the zoning from Civic to SFR-1 prior to selling the property. The neighborhood is zoned SFR-1, and we would like to have this property match that zoning. The recommendation of staff is to change it to SFR-1.

Member Deborah Cox asked what SFR-1 is exactly

Town Manager Michael Ambrose stated that SFR-1 is the most restrictive single family resident zoning that we have. Only 1 house per acre can be built on this property which is 1.99 acres.

Member Deborah Cox asked if there were plans for this land.

Town Manager stated that the property was D.C and Frances Linn property and the proceeds will go to Passive Park Fund.

**A MOTION WAS MADE BY SCOTT FAW TO APPROVE ZONING CHANGE FROM CIVIC TO SFR-1, SECONDED BY GLENN CORRIHER, MOTION PASSED UNANIMOUSLY (6-0).**

#### **3.2 Consider Technical Review Process**

Madam Chair Catherine Drumm explained to the Planning Board that in the past when a Technical Review was done, the meeting was closed, the members would go down to the table and review the plans. In the future, we would like to move that up before we adopt the agenda so that we don't have to close and reopen the meeting.

Town Manager Ambrose added that we can have the plans out in Town Hall and the members can come in a few at a time and view the plans so that you will have an idea before the meeting what is going on.

#### **3.3 Consider Discussion of New Zoning Amendment for Main Street District**

Madam Chair gave a brief overview of when Ryan Nelms was Chair of the Planning Board, the discussion of zoning of the Main Street District. Mr. Nelms had proposed a change to the zoning and a vote was taken. Since that time, it has been held, and not gone to the governing board to be voted on and be changed. I am asking that we look at that again.

Town Manager Michael Ambrose stated that some of the discussion back then was just concerning the town's commercial space downtown, and we want to preserve that, at least the first level of the downtown residents. This is to just bring back up to see if the board wants to move forward with this.

Member Deborah Cox asked why it was left in that status.

Town Manager Ambrose stated he did not know.

Madam Chair Catherine Drumm asked if she was correct in stating that in her remembrance that it was preserve the downstairs would be store fronts only.

Member Jade Bittle added that she believed this was discussed about the same time Ryan Nelms was leaving to go to the Board of Alderman.

Member Jade Bittle asked if the town had a current law in place for overnight parking.

Town Manager Ambrose stated that he would have to research that.

Town Manager Ambrose stated that parking is always a concern when we are discussion downtown area. We definitely want to take a look at that a look at that and insure we are doing that. We just need to be cognoscente as we move forward with parking. In the main street district, we do have some interest, and we have some folks potentially looking at some new restaurants and things like that. We do have some interest in the land and are accessing those, and hopefully may bring those before the planning board before long if they take root. We have a lot of talk; it just depends on if they want to move forward.

**A MOTION WAS MADE BY DEBORAH COX TO TABLE NEW ZONING AMENDMENT FOR MAIN STREET DISTRICT, SECONDED BY JADE BITTLE, MOTION PASSED UNANIMOUSLY (6-0).**

Member Jade Bittle asked with the change of Mr. Flowe not being here, where does that leave us with that conversation with Parkdale.

Town Manager Ambrose stated that it still leaves it with the town, who has always been the leader in that, we are moving forward with discussing with the developer. I have spoken with them twice.

**REPORTS:**

Planning & Zoning Reports (Included in Packet)

Town Manager Ambrose brought it to the Boards attention that 107 N. Meriah Street case had been reopened to make sure that it is cleaned again, and make sure that we file the correct liens.

Member Faw asked if the Police Officers are the ones who address these matters.

Town Manager Ambrose answered that the town has a Code Enforcement Officer, and Police Officers who assist with Code Enforcement. A violation letter is sent first, once that comes back, the property owners are given ample time to fix the situation. If the citizen does not fix the violation, the town can move forward to have the property cleaned up and allows us to file a lien against the property. Placing a lien will ensure that the town gets their money back for cleaning up the property and the man hours for that. If the property was to go to a sell after a lien was placed, it would go to a civil judgment.

Member Deborah Cox stated that she is very pleased that the property had been cleaned up.

Madam Chair Catherine Drumm asked how long it takes for the multiple properties listed in the report that are abandoned to get taken care of. These properties are listed on pages 1-9 of the Code Enforcement services report.

Town Manager Ambrose stated that could take some time, possibly 6 months or so. As soon as we get to an end date the very next day, we are sending out the next deadline. Our Police Chief, Officers and Code Enforcement stay on task with that. We're trying to make sure the town stays clean.

Member Deborah Cox asked if that is a more positive move than it's been in the past.

Mr. Ambrose stated in the past the town had 17 hours a month from our Code Enforcement Officer and that's just not enough time. We have tasked some of the Police Officers to ensure Code Enforcement is kept up with. We use Iworq system, and all Code Enforcement is kept track in that system, and it tracks our days.

Member Deborah Cox asked if the same person in charge of that.

Mr. Ambrose stated the third-party vendor is closing on January 31<sup>st</sup>. The Police Department will continue to move forward with the cases, there will not be a slow down on cases.

Member Deborah Cox stated she would like to know why there has been a change in personal, is there anything that we need to know being on this board and being citizens. All the responsibilities are going to be ongoing.

Mr. Ambrose all the responsibilities are going to move forward. The Nfocus contract is ending January 31<sup>st</sup> I believe. That was a mutual decision to be made.

Member Jade Bittle asked if Mr. Ambrose would be taking over what Mr. Flowe did.

Mr. Ambrose answered yes. My job is to make sure that all contracts are in compliance that's my job, and that people are not overpaying for things. The items that we are paying for are within our budget or the contracts that we have there were some concerns that they were extremely high, and some were, and I have slashed a lot of those.

**CLOSING:**

Adjournment

**A MOTION WAS MADE BY DEBORAH COX, SECONDED BY SCOTT FAW TO ADJOURN AT 6:21 PM, MOTION PASSED UNANIMOUSLY (6-0).**

**A MOTION TO REOPEN WAS MADE BY DEBORAH COX AT 6:23 PM, SECONDED BY SCOTT FAW, MOTION PASSED UNANIMOUSLY (6-0).**

Michael Ambrose needed to discuss the change in meeting dates that the Board of Alderman voted to change the Planning Boards meeting date to the third Tuesday of each month instead of the second Tuesday of each month. That just fits better with the schedule of staff.

Deborah Cox asked if there was a chance we could change it to a Monday night.

Mr. Ambrose stated not at this time, but we can look at that.

**A MOTION WAS MADE TO ADJOURN THE MEETING AT 6:25 PM BY SCOTT FAW, SECONDED BY DEBORAH COX, MOTION PASSED UNANIMOUSLY (6-0).**

DRAFT

Respectfully Submitted,

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Deputy Clerk Angie Sands