



PLANNING BOARD

Tuesday, September 16, 2025 at 6:00 PM
Landis Board Room

MINUTES

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, Member Deborah Cox, Vice-Chair Scott Faw, Member Jade Bittle, Member Glenn Corriher Alternate Beryl Alston, Alternate Mark Bringle

Staff Present: Planning Director Phil Collins, Planning Technician/Deputy Clerk Angie Sands, Assistant Chief of Police Kevin Young

1.3 Pledge of Allegiance

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

1.4 Recognitions and Acknowledgements

1.5 Adoption of Agenda

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

2. APPROVAL OF MINUTES FOR MEETING(S):

2.1 Consider Approval of August 19, 2025, Meeting Minutes

A MOTION WAS MADE BY MEMBER DEBORAH COX, SECONDED BY JADE BITTLE TO APPROVE THE MINUTES, PASSED BY UNANIMOUS VOTE (5-0).

3. NEW BUSINESS:

3.1 Consider Discussion of Civic Zoning Definition and Allowed Uses

Madam Chair Catherine Drumm gave a brief overview of what she thinks Civic Zoning means to her. She believes that civic zoning should be churches, schools, government or other institutional uses.

Those types of places say nonprofit. I personally would like to see the word nonprofit added to the definition of civic zoning. However, if you look at the number of listed uses those would have to be moved into another zoning district. I would also like to see something saying that if the property is sold if the buyer were not a nonprofit organization, they would have to have the property rezoned.

Vice-Chair Faw asked if this is something that we could give to the planning staff to come back with something in writing for the Planning Board to consider.

A MOTION WAS MADE BY VICE-CHAIR SCOTT FAW TO HAVE THE PLANNING STAFF TO MAKE THE CHANGES THAT THE PLANNING BOARD HAVE DISCUSSED TONIGHT AND BRING IT BACK TO THE PLANNING BOARD BEFORE RECOMMENDING TO THE BOARD OF ALDERMEN. MOTION DIED DUE TO LACK OF SUPPORT.

Madam Chair Catherine Drumm suggested that we strike out multi-family and sending it back for further revision by the staff.

Member Jade Bittle stated she has issues with business being in the Civic zoning.

Member Deborah Cox suggested that we have the planning staff to work on it and see the broad picture and then we can discuss it and decide on what they bring to us.

A MOTION WAS MADE BY MEMBER JADE BITTLE TO STRIKE MULTI-FAMILY FROM CIVIC ZONING AND REQUEST THE PLANNING STAFF GO THROUGH THE DEFINITION AND LISTED USES TO AMEND THOSE TO BETTER FIT FOR NONPROFIT ORGANIZATIONS, SECONDED BY VICE-CHAIR SCOTT FAW, MOTION PASSED BY UNANIMOUS VOTE (5-0).

3.2 Consider Discussion to Update LDO to Include a TIA for Any Development that has 30 or More Front Doors

Planning Director Phil Collins gave a brief overview of what TIA means. TIA stands for traffic impact analysis. And I am looking into the process of how it works.

Madam Chair Drumm stated that she thought that if it is one hundred doors or more the town must pay for the traffic impact analysis, and we would like to have it be thirty doors and have the developer pay for the traffic impact analysis.

Director Collins stated that he was not positive and that he wanted to further investigate this issue.

A MOTION WAS MADE BY MEMBER JADE BITTLE TO RECOMMEND THAT WE DROP THE FRONT DOORS FROM ONE HUNDRED TO THIRTY OR MORE FRONT DOORS FOR TRAFFIC IMPACT ANALYSIS TO BE DONE, SECONDED BY VICE-CHAIR SCOTT FAW, MOTION PASSED BY UNANIMOUS VOTE (5-0).

3.3 Consider Zoning Map Amendment 0 W. Hoke Street Parcel # 106 115 From SFR-3 to RMST

Planning Director Phil Collins gave a brief overview of the property and its current zoning of SFR-3. The developer requested the zoning amendment due to wanting to split the lot, and it would need to be a little narrower, and RMST is the next step. In my mind it is a little bit of a concern for spot zoning due to the property not being connected to any other RMST districts, however it is two residential districts.

Madam Drumm stated that she did not see where this would fit that zoning due to no other RMST properties.

Planning Technician/Deputy Clerk Angie Sands stated that only two lots over that whole section is zoned RMST. The developer wants to build 2 Charleston-style houses on this property, and the property is four feet short with the SFR-3 zoning. Changing the zoning to RMST will allow him to build both houses.

A MOTION WAS MADE BY MEMBER JADE BITTLE, SECONDED BY VICE-CHAIR SCOTT FAW, TO RECOMMEND TO THE BOARD OF ALDERMEN THE ZONING MAP AMENDMENT OF PARCEL # 106 115 FROM SFR-3 TO RMST, MOTION PASSED BY UNANIMOUS VOTE (5-0).

3.4 Consider Discussion of Pinnacle Lot 9 TRC Review

Planning Director Phil Collins gave a brief overview of the plans for Pinnacle Lot 9. These plans are under site plan review currently. This is a parking lot that is being added for extra storage for trucks. This has been going on for four years from what we understand and was approved. Pinnacle wanted to add some storm water features. The plans had to go back through plan review, and some issues were caught concerning the storm water. Town Manager Ambrose wanted Planning Board to review the plans to see if they had anything to add. The perennial stream is what is causing the issue. This requires a buffer that is very extensive, and the property is in the watershed. Four years ago, they did what's called a low arm. I'm not sure if the stormwater regulations were different back then, but coming back to review, our stormwater engineer wants to see the buffer here. This will make them have to make some changes that will cost more money. The engineer did mention that they could do a minor variance. This is what we have currently for you to look at to see if you have any suggestions.

REPORTS:

Planning & Zoning Reports (Included in Packet)

Code Enforcement Monthly Report

CLOSING:

Adjournment

A MOTION TO ADJOURN AT 6:42 PM WAS MADE BY VICE-CHAIR SCOTT FAW, SECONDED BY MEMBER DEBORAH COX, PASSED BY UNANIMOUS VOTE (5-0).

Respectfully Submitted,

Angie Sands, Deputy Clerk