



## PLANNING BOARD

Tuesday, December 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 Drumm called the Meeting to Order at 6:00 PM.

##### 1.2 Determination of Quorum

**Members Present:** Madam Chair Catherine Drumm, Member Glenn Corriher, Member Jade Bittle

**Members Absent:** Member Deborah Cox, Member Beryl Alston

**Staff Present:** Planning Director Phil Collins, Town Manager Michael Ambrose, Deputy Clerk/Assistant to Town Manager Jessica McPherson, Planning Technician/Deputy Clerk Angie Sands

**Others Present:** Alderman Tony Corriher

##### 1.3 Pledge of Allegiance

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

##### 1.4 Recognitions and Acknowledgements

Town Manager Ambrose introduced Deputy Clerk/Assistant to Town Manager Jessica McPherson and welcomed her to Landis.

##### 1.5 Adoption of Agenda

Madam Drumm Recommended to add item 3.3 Consider Discussion of LDO Changes.

**A MOTION WAS MADE TO ADD ITEM 3.3 CONSIDER DISCUSSION OF LDO CHANGES BY MEMBER JADE BITTLE, SECONDED BY MEMBER GLENN CORRIHER, MOTION PASSED (3-0).**

**A MOTION WAS MADE BY MEMBER JADE BITTLE, SECONDED BY MEMBER GLENN CORRIHER TO ADOPT THE AGENDA AS PRESENTED, MOTION PASSED (3-0).**

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

##### 2.1 Consider Approval of November 18, 2025, Meeting Minutes

**A MOTION WAS MADE BY MEMBER GLENN CORRIHER, SECONDED BY MEMBER JADE BITTLE TO APPROVE THE NOVEMBER 18, 2025, MEETING MINUTES. MOTION PASSED (3-0).**

**3. NEW BUSINESS:**

**3.1 Consider Discussion of Planning Board Members Expiring Terms**

Deputy Town Clerk Angie Sands gave a brief overview of the Planning Board Members whose oaths will be expiring, those members are Scott Faw, Beryl Alston, and Jade Bittle. If those members want to remain on the Planning Board, a motion will be needed to recommend to the Board of Alderman for reappointment.

**3.2 Consider Discussion of Adding a New Alternate Member**

Town Manager Ambrose gave a brief overview of the process of adding an Alternate Member. We have had some interest in that position.

Member Jade Bittle asked if she could step down to Alternate Member due to her children and sports activities.

**A MOTION WAS MADE TO ACCEPT MEMBER JADE BITTLES REQUEST TO STEP DOWN TO ALTERNATE BY MEMBER GLENN CORRIHER SECONDED BY MEMBER JADE BITTLE. MOTION PASSED (3-0).**

**3.3 Consider Discussion of LDO Changes**

Madam Chair Drumm would like to have the LDO be reviewed. She asked that the other Planning Board Members review the LDO so that we can discuss anything that may need to be amended.

Town Manager Ambrose stated that it was prudent to have a review done. His recommendation would be to recommend to the Board of Alderman to have a full review of the LDO by an outside firm.

**A MOTION WAS MADE TO RECOMMEND TO THE BOARD OF ALDERMAN, THAT AN OUTSIDE FIRM REVIEW THE LANDIS DEVELOPMENT ORDINANCE BY MEMBER JADE BITTLE, SECONDED BY MEMBER GLENN CORRIHER, MOTIONS PASSED (3-0).**

**REPORTS:**

**Planning & Zoning Reports (Included in Packet)**

**Code Enforcement Board Report**

**CLOSING:**

**Adjournment**

**A MOTION WAS MADE TO ADJOURN MEETING AT 6:12 PM, BY MEMBER GLENN CORRIHER, SECONDED BY MEMBER JADE BITTLE, MOTION PASSED (3-0).**

**Respectfully Submitted,**

---

**Deputy Town Clerk Angie Sands**