PLANNING BOARD

Tuesday, September 15, 2026 at 6:00 PM

Landis Board Room

AGENDA

PLEASE SILENCE ALL CELL PHONES

1. INTRODUCTION:

1.1 Call Meeting to Order

1.2 Determination of Quorum

1.3 Pledge of Allegiance

1.4 Adoption of Agenda

2. APPROVAL OF MINUTES FOR MEETING(S):

2.1 Consider Approval of August 18, 2026, Meeting Minutes

3. OLD BUSINESS:

3.1 **Consider Recommendation of Rules of Procedure for Landis Planning Board and Board of Adjustment**

Submitted by: Phil Collins, Planning Director

Details: Consider Recommendation of the Updated Rules of Procedure for Landis Planning Board and Board of Adjustment.

Recommended Action: Review the Proposed Rules of Procedure for Planning Board and Board of Adjustment, Discuss any Recommended Revisions or Additions, Recommendation to the Board of Aldermen.

4. NEW BUSINESS:

4.1 **Consider Recommendation to Board of Aldermen for a Voluntary Annexation Petition for Non-Contiguous Property - 801 N. Chapel Street - (Rowan County Parcel ID: 163 064)**

Submitted by: Phil Collins, Planning Director

Details: Consider Voluntary Annexation for Non-Contiguous Property - 801 N. Chapel Street - (Rowan County Parcel ID: 163 064)

Recommended Action: Motion to Recommend Ordinance # ANNEX-2026-11-09-01 for the Annexation of Property - 801 N. Chapel Street - (Rowan County Parcel ID: 163 064) and Corresponding Ordinance #ZMA-2026-11-09-01 to Amend the Official Zoning Map of the Landis Development Ordinance.

4.2 **Consider Discussion of Major Subdivision of S. Beaver Street - Parcel 108 045 and 108 189**

Submitted by: Phil Collins, Planning Director

Details: The applicant is requesting to subdivide two existing parcels within the Residential Main Street Transition (RMST) zoning district into a total of four residential lots. The proposed subdivision will utilize the existing street network, and no new roads will be constructed as part of this project.

Recommended Action: No Action Needed

4.3 **Consider Recommendation to Update the Landis Development Ordinance**

Submitted by: Phil Collins, Planning Director

Details: Full Review and Rewrite of the existing ULDO, engagement with stakeholders and the public, and coordination with the Planning Board, which will serve as the project steering committee. The Project Objectives Include: Improve Clarity, Organization, and Usability of the Ordinance. Ensure Consistency with the Towns Adopted Land Use Plan and Policy Framework. Address issues and barriers in the current Ordinance Identified by staff and decision-makers. Modernize standards and Procedures to reflect best practices. Enhance transparency and usability for residents, applicants, and the development community. Provide implementation tools that support efficient and consistent decision making.

Recommended Action: Motion to Recommend Full Review and Rewrite of the existing ULDO

5. REPORTS:

5.1 Planning & Zoning Reports (Included in Packet)

5.2 Code Enforcement Reports (Included in Packet)

6. CLOSING:

6.1 Adjournment

Active Permit Report

08/01/2026 - 08/27/2026

City Permit #	Permit Date	Permit Type	Site Address	Main Status	Project Name	Owner	Stage of Construction
ZN-27-237	8/4/2026	Residential	326 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNR PROPERTY GROUP, LLC	Building Construction
ZN-27-238	8/4/2026	Residential	340 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNRPROPERTY GROUP, LLC	Building Construction
ZN-27-239	8/4/2026	Residential	342 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNR PROPERTY GROUP, LLC	Building Construction
ZN-27-240	8/5/2026	Residential	601 HILLSIDE STREET	09. CONSTRUCTION ADMINISTRATION	N/A	WATTS, PACEY	Building Construction
ZN-27-241	8/17/2026	Sign	1365 MT. MORIAH CHURCH RD	09. CONSTRUCTION ADMINISTRATION	THE DEPOT AT LANDIS	DYNAMIC DEVELOPERS	Building Construction
ZN-27-242	8/17/2026	Sign	1365 MT. MORIAH CH. RD	09. CONSTRUCTION ADMINISTRATION	THE DEPOT AT LANDIS	DYNAMIC DEVELOPERS	Building Construction
ZN-27-245	8/26/2026	Fence	415 W. RYDER AVE.	09. CONSTRUCTION ADMINISTRATION	N/A	GUIMOND, RACHELLE	Building Construction
ZN-27-246	8/19/2026	Residential	205 KIMBALL ROAD	09. CONSTRUCTION ADMINISTRATION	N/A	BYRNE PROPERTIES INC	Building Construction
ZN-27-247	8/21/2026	Accessory Building	306 E RIDGE AVE	09. CONSTRUCTION ADMINISTRATION	N/A	OEHLER, JARET	Building Construction
ZN-27-248	8/26/2026	Driveway	304 E. GARDEN ST.	09. CONSTRUCTION ADMINISTRATION	N/A	KANNAPOLIS PROPERTIES LLC	Building Construction

Total Records: 10

Permits Issued Report

01/01/2026 - 08/27/2026

City Permit #	Permit Date	Permit Type	Site Address	Main Status	Project Name	Owner	Stage of Construction
ZN-26-130	1/6/2026	Residential	205 S. CHAPEL ST	09. CONSTRUCTION ADMINISTRATION	N/A	PRESPRO LLC	Building Construction
ZN-26-131	1/6/2026	Residential	209 S. CHAPEL ST	09. CONSTRUCTION ADMINISTRATION	N/A	PRESPRO LLC	Building Construction
ZN-26-133	1/6/2026	Residential	207 S CHAPEL ST	09. CONSTRUCTION ADMINISTRATION	N/A	J2 LAND INVESTMENTS LLC	Building Construction
ZN-26-134	1/6/2026	Residential	211 S CHAPEL ST	09. CONSTRUCTION ADMINISTRATION	N/A	J2 LAND INVESTMENTS, LLC	Building Construction
ZN-26-142	1/7/2026	Temporary Use	632 KIMBALL RD	09. CONSTRUCTION ADMINISTRATION	LANDIS MULTI-FAMILY	DYNAMIC DEVELOPERS	Building Construction
ZN-26-146	1/23/2026	Residential	125 COLDWATER ST	09. CONSTRUCTION ADMINISTRATION	N/A	JDL HOMES INC	Building Construction
ZN-26-147	1/23/2026	Residential	135 COLDWATER ST	09. CONSTRUCTION ADMINISTRATION	N/A	JDL HOMES INC	Building Construction
ZN-26-150	1/28/2026	Non-Residential	1600 PINNACLE WAY DR.	09. CONSTRUCTION ADMINISTRATION	PINNACLE LOT 9	PHC, LLC	Building Construction
ZN-26-160	6/8/2026	Residential	304 E. GARDEN ST	09. CONSTRUCTION ADMINISTRATION	N/A	KANNAPOLIS PROPERTIES LLC	Building Construction
ZN-26-165	4/10/2026	Deck	250 TRANQUIL LAKE DRIVE	09. CONSTRUCTION ADMINISTRATION	N/A	CHRIS HOLMES	Building Construction
ZN-26-169	4/13/2026	Accessory Building	503 W. 5TH STREET	09. CONSTRUCTION ADMINISTRATION	N/A	HUMBLE, PAM	Building Construction
ZN-26-170	4/16/2026	Residential Addition	509 W. RYDER AVENUE	09. CONSTRUCTION ADMINISTRATION	N/A	NICKELSON, JEREMIAH	Building Construction

ZN-26-173	4/16/2026	Temporary Use	0 E Ridge, E Rice, S Central, E Rice, Hillside	09. CONSTRUCTION ADMINISTRATION	KINETIC FIBER INSTALL	KINETIC	Building Construction
ZN-26-174	4/16/2026	Temporary Use	Dogwood Dr, Colonial Dr, N Meriah St, Gallant Cir, Lake Dr	09. CONSTRUCTION ADMINISTRATION	KINETIC FIBER INSTALL	KINETIC	Building Construction
ZN-26-175	5/27/2026	Temporary Use	0 AVIATION DR/CANNON BLVD	09. CONSTRUCTION ADMINISTRATION	KINETIC FIBER LINES	Kinetic	Building Construction
ZN-26-176	4/24/2026	Fence	430 TRANQUIL LAKE DR	09. CONSTRUCTION ADMINISTRATION	N/A	SWARTHOUT, CONSTANCE	Building Construction
ZN-26-177	5/6/2026	Accessory Building	414 E. RICE STREET	09. CONSTRUCTION ADMINISTRATION	N/A	KATIE CHEN	Building Construction
ZN-26-178	5/6/2026	Accessory Building	414 E RICE STREET	09. CONSTRUCTION ADMINISTRATION	N/A	CHEN, KATIE	Building Construction
ZN-26-179	4/24/2026	Sign	124 W. RYDER AVE	02. WAITING ON PAYMENT/CONTRACTOR	N/A	SOUTHROWAN COMMUNITY CHURCH	Planning Director Review
ZN-26-186	5/14/2026	Sign	1425 MT. MORIAH CHURCH RD	09. CONSTRUCTION ADMINISTRATION	N/A	SANDY RIDGE METHODIST CHURCH	Building Construction
ZN-26-197	6/12/2026	Driveway	203 ENGLISH OAK LANE	09. CONSTRUCTION ADMINISTRATION	N/A	COGGINS, LARRY	Building Construction
ZN-26-206	6/17/2026	Accessory Building	130 PIN OAK CT	09. CONSTRUCTION ADMINISTRATION	THE OAKS OF LANDIS	VENABLE, STEVEN	Building Construction
ZN-26-207	6/17/2026	Temporary Use	0 GEORGIA OAK LN, LANDIS OAK WAY, SAWTOOTH	09. CONSTRUCTION ADMINISTRATION	WINDSTREAM	WINDSTREAM	Building Construction
ZN-26-208	6/22/2026	Non-Residential	2410 US HWY 29 S	09. CONSTRUCTION ADMINISTRATION	OCAMPO	OCAMPO, TRIXI	Building Construction
ZN-26-221	6/30/2026	Residential Addition	702 W MILL STREET	09. CONSTRUCTION ADMINISTRATION	N/A	HERNANDEZ, KATHERINE	Building Construction
ZN-26-223	6/29/2026	Residential	0 W ROUND STREET	09. CONSTRUCTION ADMINISTRATION	NA	DAVE BROWN	Clearing/Grubbing
ZN-26-224	6/30/2026	Pool	702 W MILL ST	09. CONSTRUCTION ADMINISTRATION	N/A	HERNANDEZ, KATHERINE	Building Construction
ZN-26-88	1/6/2026	Residential	632 Kimball Rd.	09. CONSTRUCTION ADMINISTRATION	LANDIS MULTIFAMILY	DYNAMIC DEVELOPERS	Building Construction

ZN-27-226	7/9/2026	Non-Residential	205 RICHWATER ST	09. CONSTRUCTION ADMINISTRATION	N/A	JSC-CCI LANDIS I LLC	Building Construction
ZN-27-227	7/10/2026	Demolition	209 W TAYLOR ST	09. CONSTRUCTION ADMINISTRATION	N/A	JOHN AUSTIN BUILDERS	Demolition
ZN-27-229	7/13/2026	Residential	123 S BEAVER ST	09. CONSTRUCTION ADMINISTRATION	N/A	MARK PANEPINTO	Building Construction
ZN-27-230	7/27/2026	Residential	1308 JEFFERSON ST	09. CONSTRUCTION ADMINISTRATION	N/A	FAGGART, JOHNNY RAY	Building Construction
ZN-27-231	7/22/2026	Pool	1040 IRISH CREEK DR	09. CONSTRUCTION ADMINISTRATION	N/A	FEDELE, GREGORY	Clearing/Grubbing
ZN-27-232	7/27/2026	Demolition	602 N. CHAPEL ST	09. CONSTRUCTION ADMINISTRATION	N/Z	GRANADOS, FRANCISCO	Demolition
ZN-27-233	7/23/2026	Fence	1040 IRISH CREEK DR	09. CONSTRUCTION ADMINISTRATION	N/A	FEDELE, GREGORY	Building Construction
ZN-27-234	7/28/2026	Accessory Building	405 S. CORRELL ST.	09. CONSTRUCTION ADMINISTRATION	N/A	SMITH, JOSHUA	Building Construction
ZN-27-235	7/30/2026	Deck	202 GALLANT CIR	09. CONSTRUCTION ADMINISTRATION	N/A	JACKSON, COCHOAN	Building Construction
ZN-27-236	8/4/2026	Residential	324 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNR PROPERTY GROUP, LLC	Building Construction
ZN-27-237	8/4/2026	Residential	326 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNR PROPERTY GROUP, LLC	Building Construction
ZN-27-238	8/4/2026	Residential	340 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNRPROPERTY GROUP, LLC	Building Construction
ZN-27-239	8/4/2026	Residential	342 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNR PROPERTY GROUP, LLC	Building Construction
ZN-27-240	8/5/2026	Residential	601 HILLSIDE STREET	09. CONSTRUCTION ADMINISTRATION	N/A	WATTS, PACEY	Building Construction
ZN-27-241	8/17/2026	Sign	1365 MT. MORIAH CHURCH RD	09. CONSTRUCTION ADMINISTRATION	THE DEPOT AT LANDIS	DYNAMIC DEVELOPERS	Building Construction
ZN-27-242	8/17/2026	Sign	1365 MT. MORIAH CH. RD	09. CONSTRUCTION ADMINISTRATION	THE DEPOT AT LANDIS	DYNAMIC DEVELOPERS	Building Construction
ZN-27-245	8/26/2026	Fence	415 W. RYDER AVE.	09. CONSTRUCTION ADMINISTRATION	N/A	GUIMOND, RACHELLE	Building Construction
ZN-27-246	8/19/2026	Residential	205 KIMBALL ROAD	09. CONSTRUCTION ADMINISTRATION	N/A	BYRNE PROPERTIES INC	Building Construction

ZN-27-247	8/21/2026	Accessory Building	306 E RIDGE AVE	09. CONSTRUCTION ADMINISTRATION	N/A	OEHLER, JARET	Building Construction
ZN-27-248	8/26/2026	Driveway	304 E. GARDEN ST.	09. CONSTRUCTION ADMINISTRATION	N/A	KANNAPOLIS PROPERTIES LLC	Building Construction

Total Records: 48 **8/27/2026**

Permits Issued Report

07/27/2026 - 08/27/2026

City Permit #	Permit Date	Permit Type	Site Address	Main Status	Project Name	Owner	Stage of Construction
ZN-27-232	7/27/2026	Demolition	602 N. CHAPEL ST	09. CONSTRUCTION ADMINISTRATION	N/Z	GRANADOS, FRANCISCO	Demolition
ZN-27-230	7/27/2026	Residential	1308 JEFFERSON ST	09. CONSTRUCTION ADMINISTRATION	N/A	FAGGART, JOHNNY RAY	Building Construction
ZN-27-234	7/28/2026	Accessory Building	405 S. CORRELL ST.	09. CONSTRUCTION ADMINISTRATION	N/A	SMITH, JOSHUA	Building Construction
ZN-27-235	7/30/2026	Deck	202 GALLANT CIR	09. CONSTRUCTION ADMINISTRATION	N/A	JACKSON, COCHOAN	Building Construction
ZN-27-239	8/4/2026	Residential	342 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNR PROPERTY GROUP, LLC	Building Construction
ZN-27-238	8/4/2026	Residential	340 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNRPROPERTY GROUP, LLC	Building Construction
ZN-27-237	8/4/2026	Residential	326 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNR PROPERTY GROUP, LLC	Building Construction
ZN-27-236	8/4/2026	Residential	324 TURNER ST	01. NEW	N/A	SNR PROPERTY GROUP, LLC	Building Construction
ZN-27-240	8/5/2026	Residential	601 HILLSIDE STREET	09. CONSTRUCTION ADMINISTRATION	N/A	WATTS, PACEY	Building Construction
ZN-27-243	8/17/2026	Driveway	839 TAMARY WAY	11. COMPLETE	IRISH CREEK	GIBBONS, MATTHEW	Complete
PF-27-244	8/17/2026	Pool Fill	1190 WOODFIELD DR	11. COMPLETE	N/A	MENCONI, PAUL	Complete
ZN-27-242	8/17/2026	Sign	1365 MT. MORIAH CH. RD	09. CONSTRUCTION ADMINISTRATION	THE DEPOT AT LANDIS	DYNAMIC DEVELOPERS	Building Construction

ZN-27-241	8/17/2026	Sign	1365 MT. MORIAH CHURCH RD	09. CONSTRUCTION ADMINISTRATION	THE DEPOT AT LANDIS	DYNAMIC DEVELOPERS	Building Construction
ZN-27-246	8/19/2026	Residential	205 KIMBALL ROAD	09. CONSTRUCTION ADMINISTRATION	N/A	BYRNE PROPERTIES INC	Building Construction
ZN-27-247	8/21/2026	Accessory Building	306 E RIDGE AVE	09. CONSTRUCTION ADMINISTRATION	N/A	OEHLER, JARET	Building Construction
ZN-27-248	8/26/2026	Driveway	304 E. GARDEN ST.	09. CONSTRUCTION ADMINISTRATION	N/A	KANNAPOLIS PROPERTIES LLC	Building Construction
ZN-27-245	8/26/2026	Fence	415 W. RYDER AVE.	09. CONSTRUCTION ADMINISTRATION	N/A	GUIMOND, RACHELLE	Building Construction

Total Records: 17 **8/27/2026**

PLANNING BOARD

Tuesday, August 18, 2026 at 6:00 PM

Landis Board Room

MINUTES

PLEASE SILENCE ALL CELL PHONES

1. INTRODUCTION:

1.1 Call Meeting to Order

Vice-Chair Scott Faw called the Meeting to Order at 6:00 PM.

1.2 Determination of Quorum

Members Present: Vice – Chair Scott Faw, Member Glenn Corriher, Member Michell Gray
Staff Present: Town Manager Michael Ambrose, Planning Director Phil Collins, Staff Planner/Deputy Town Clerk Angie Sands

1.3 Pledge of Allegiance

Vice – Chair Scott Faw led those in Attendance to the Pledge of Allegiance

1.4 Recognitions and Acknowledgements

1.5 Adoption of Agenda

ACTION: A MOTION WAS MADE BY MEMBER GLENN CORRIHER, SECONDED BY MEMBER MICHELLE GRAY TO ADOPT THE AGENDA AS PRESENTED, MOTION PASSED BY UNANIMOUS VOTE (3-0).

2. APPROVAL OF MINUTES FOR MEETING(S):

2.1 Consider Approval of July 21, 2026, Meeting Minutes

ACTION: A MOTION WAS MADE BY MEMBER GLENN CORRIHER, SECONDED BY MEMBER MICHELLE GRAY TO APPROVE THE JULY 21, 2026, MEETING MINUTES, MOTION PASSED BY UNANIMOUS VOTE (3-0).

DRAFT

3. OLD BUSINESS:

3.1 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, Recommendation to the Board of Aldermen.
ACTION: A MOTION WAS MADE BY MEMBER MICHELLE GRAY, SECONDED BY MEMBER GLENN CORRIHER TO DEFER TO THE SEPTEMBER 15, 2026, PLANNING BOARD MEETING, MOTION PASSED BY UNANIMOUS VOTE (3-0).

4. NEW BUSINESS:

4.1 Consider Recommendation to Board of Aldermen for a Voluntary Annexation Petition for Non-Contiguous Property - (Rowan County Parcel ID: 133A095) and Corresponding Ordinances #ANNEX-2026-10-12 and #ZMA-2026-10-12

Submitted by: Phil Collins, Planning Director

Details: Consider Voluntary Annexation for Contiguous Property - (Rowan County Parcel ID: 133A095)

Recommended Action: Motion to Recommend Ordinance # ANNEX-2026-10-12 for the Annexation of Property - (Rowan County Parcel ID: 133A095) and Corresponding Ordinance #ZMA-2026-10-12 to Amend the Official Zoning Map of the Landis Development Ordinance.

Staff Planner Angie Sands gave a brief overview of the property and proposed zoning to the board. The applicant purchased the property and plans to put a modular home there. They will need town services for water and power and have asked to be annexed into the town to acquire those services. The proposed zoning is Single Family Residential-2 (SFR-2). This zoning is what the other properties in that area are zoned and we want to stay with that zoning.
ACTION: A MOTION WAS MADE BY MEMBER GLENN CORRIHER, SECONDED BY MEMBER MICHELL GRAY TO RECOMMEND TO THE BOARD OF ALDERMEN, MOTION PASSED BY UNANIMOUS VOTE (3-0).

DRAFT

4.2 Consider Recommendation to Board of Aldermen for Voluntary Annexation Petition for Non-Contiguous Property - 1265 Dial Street (Rowan County Parcel ID: 133A197) and Corresponding Ordinances #ANNEX-2026-10-12-01 and #ZMA-2026-10-12-01

Submitted by: Phil Collins, Planning Director

Details: Consider Voluntary Annexation for Contiguous Property - 1265 Dial Street (Rowan County Parcel ID: 133A197)

Recommended Action: Motion to Recommend Ordinance # ANNEX-2026-10-12-01 for the Annexation of Property - 1265 Dial Street (Rowan County Parcel ID: 133A197) and Corresponding Ordinance #ZMA-2026-10-12-01 to Amend the Official Zoning Map of the Landis Development Ordinance

Staff Planner Angie Sands gave a brief overview of the property. The applicant is planning on building single family residential on this lot and will need water and power. They have petitioned to be annexed into Landis to acquire those services. We are asking for Single – Family Residential – 2 for this property as well to stay with the same zoning that is currently in that area.
ACTION: A MOTION WAS MADE BY MEMBER MICHELLE GRAY, SECONDED BY MEMBER GLENN CORRIHER TO RECOMMEND TO THE BOARD OF ALDERMEN, MOTION PASSED BY UNANIMOUS VOTE (3-0).

4.3 Consider Recommendation to Board of Aldermen for Voluntary Annexation for Non-Contiguous Property at 1160 Coldwater Street (Rowan County Parcel ID: 133A209) and Corresponding Ordinances #ANNEX-2026-10-12-02 and #ZMA-2026-10-12-02

Submitted by: Phil Collins, Planning Director

Details: Consider Voluntary Annexation for Non - Contiguous Property - 1160 Coldwater Street (Rowan County Parcel ID: 133A209) and Corresponding Ordinance #ZMA-10-12-02

Recommended Action: Motion to Recommend Ordinance # ANNEX-2026-10-12-02 for the Annexation of Property - 1160 Coldwater Street (Rowan County Parcel ID: 133A209) and Corresponding Ordinance #ZMA-2026-10-12-02 to Amend the Official Zoning Map of the Landis Development Ordinance

DRAFT

Staff Planner Angie Sands gave a brief overview of the property. The applicant is planning on building single family residential on this lot and will need water and power. They have petitioned to be annexed into Landis to acquire those services. We are asking for Single – Family Residential – 2 for this property as well to stay with the same zoning that is currently in that area.
ACTION: A MOTION WAS MADE BY MEMBER MICHELLE GRAY, SECONDED BY MEMBER GLENN CORRIHER, TO RECOMMEND TO THE BOARD OF ALDERMEN, MOTION PASSED BY UNANIMOUS VOTE (3-0).

4.4 Consider Discussion of Amending Article 4 Planning Board and Board of Adjustment

Submitted by: Phil Collins, Planning Director

Details: Consider Discussion of Amending Article 4 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 Amended Article 4, Discuss any Recommended Revisions or Additions, Recommendation to the Board of Aldermen.

Planning Director Phil Collins gave a brief overview of Article 4 in the Ordinance. We went through and condensed this down to go along with the Rules and Procedures for Planning Board and Board of Adjustment. The Rules and Procedures make reference to this Article. This needs to be in place before we adopt the Rules and Procedures.
ACTION: A MOTION WAS MADE TO RECOMMEND THE AMMENDMENT TO THE BOARD OF ALDERMEN BY MEMBER MICHELLE GRAY, SECONDED BY MEMBER GLENN CORRIHER, MOTION PASSED BY UNANIMOUS VOTE (3-0).

REPORTS:

Planning & Zoning Reports (Included in Packet)

Code Enforcement Report (Included in Packet)

DRAFT

CLOSING:

Adjournment

ACTION: A MOTION WAS MADE BY MEMBER MICHELLE GRAY, SECONDED BY MEMBER GLENN CORRIHER TO ADJOURN THE MEETING AT 6:22 PM, PASSED BY UNANIMOUS VOTE (3-0).

Respectfully Submitted,

_____

Angie Sands, Deputy Town Clerk

DRAFT

RULES OF PROCEDURE
LANDIS PLANNING BOARD

~~PART I~~
~~PLANNING BOARD~~

~~1. The official name of the Planning Board shall be the "Landis Planning Board", hereafter referred to as the "Planning Board".~~
~~2. The Planning Board, when needed, shall act as a Board of Adjustment:~~

PART II
OBJECTIVE AND PURPOSE

1. The primary objective of the Planning Board is to develop and maintain a continuing, cooperative planning program to benefit the people of the Town of Landis.

2. The purposes of the Planning Board are:
   (a) To make studies of the Town and its surrounding area;
   (b) To determine objectives to be sought in the development of the areas under study;
   (c) To prepare and recommend plans for adoption by the Board of Aldermen achieving these objectives;
   (d) To develop and recommend policies, ordinances, administrative procedures and other means for carrying out plans in a coordinated and efficient manner;
   (e) To keep the Board of Aldermen and the general public informed and advised as to these matters; and
   (f) To perform any other related duties that the Board of Aldermen may direct.

PART III
MEMBERSHIP

1. Members of the Planning Board shall be appointed by the Board of Aldermen for designated terms in accordance with Article 4 of the Landis Development Ordinance (LDO).

2. If a vacancy occurs on the Planning Board by reason of death, resignation, change of residence, or any other cause, it shall be filled by Board of Aldermen appointment for the duration of the unexpired term.

~~3. Each Board member shall be sworn by the Mayor or their designee before assuming any position on the Board in accordance with Section 4.2-3 of the LDO.~~

PART IV
ELECTION OF OFFICERS

1. Annually, at the regular meeting of the Planning Board held in the month of June, a Chairman and Vice-Chairman shall be elected. These officers shall be elected for a term of one (1) year and may be re-elected for successive terms to the same office. Members shall be notified of the date, time and place of the election of officers, at least seven (7) days prior to the regular June meeting. Each officer shall serve until relieved of their duties as herein provided.

2. The Chairman or Vice-Chairman shall preside at all meetings and hearings of the Planning Board, appoint all standing and temporary committees and have the duties normally conferred on such office. The Chairman or Vice-Chairman shall have the privilege of discussing all matters before the Planning Board.

3. In the event of the absence of both the Chair and Vice Chairman from a meeting of the Planning Board, the remaining members present may elect a temporary Chairman for that meeting and proceed with the order of business.

4. The Planning board may appoint from its membership or recommend that the Board of Aldermen appoint or hire a person(s) to serve as a secretary for the Planning Board. Said person(s) (hereinafter referred to as the "Secretary") shall keep minutes and records of the Planning Board, prepare with the Chairman the agenda for regular and special meetings, attend to correspondence of the Planning Board and perform such other duties normally carried out by a Secretary.

PART V
MEETINGS

1. Regular meetings of the Planning Board shall be held on the third Tuesday of Each month at 6:00 p.m. in the Landis Town Hall. Each member shall be notified of each regular meeting by the Secretary to the Planning Board. The Secretary Shall also notify each Planning Board member of all joint Board of Aldermen/Planning Board meetings. Said meetings shall be considered Board of Aldermen meetings for purposes of determining the rules of conduct and procedure.

2. Special meetings may be called only by the Chairman, provided that at least forty-eight (48) hours written or oral notice of time of such meeting shall be given each member by the Secretary.

3. Three (3) members of the Planning Board shall constitute a quorum. A quorum shall be present before any business is transacted.

4. The Chairman shall decide all points of procedure unless otherwise directed by a majority of the Planning Board in session at the time.

5. All regular and special meetings of the Planning Board shall be open to the public.

PART VI
ATTENDANCE

1. In order for the Planning Board to carry out its duties and responsibilities, it is necessary for all members to attend meetings. If any member is absent for three (3) consecutive regular meetings, the Chairman may direct the Secretary to notify such member in writing of their absences and if such member fails to attend the next regular meeting, the Planning Board, by a majority vote of the remaining members, may request that the position be vacated and that a replacement be made by the Board of Aldermen.

PART VII
ORDER OF BUSINESS

1. The order of business shall be as follows:

   (a) Call to Order
   (b) Determination of Quorum
   (c) Pledge of Allegiance
   (d) Changes to and Approval of Agenda
   (e) Approval of Previous Meeting Minutes
   (f) Old Business
   (g) New Business
   (h) Adjournment/Continuation

2. Items of business at the regular meeting shall appear on the agenda. Business which is not identified on the agenda may be considered only after approval by a majority of the Planning Board in session at the time.

PART VIII
CONFLICT OF INTEREST

1. No member of the Planning Board shall seek to influence a decision, participate in any action or cast a vote involving any matter that is before the Board which may result in a private benefit to themselves, their immediate relatives or their business interest in accordance with Article 4~~, Section 4.2-6~~ of the LDO. In applying this rule, the following procedure shall govern. A Planning Board member who believes there may exist a conflict of interest shall declare their possible conflict, the nature of the conflict, and ask for determination by the Board. A majority vote of the remaining Board members present shall determine whether or not a conflict of interest exists. If determined that a conflict

of interest does exist said member shall be excused from voting on that matter, but may voice their opinion, as a local citizen, on the matter.

2. A challenge of the existence of a conflict of interest or a challenge of an undisclosed conflict of interest may be filed by any interested party with the Board. Such a challenge may be an appeal for review of the finding of the Board or may be for the purpose of alleging an undeclared conflict of interest. Any challenge made to the Board shall be supported by competent evidence and shall be submitted to a properly convened meeting of the Board. If an objection is raised to a member's participation and that member does not recuse themself, the remaining members shall by majority vote rule on the objection as required by G.S. 160D-109(e). The Board shall hear all evidence and shall, by majority vote, make the final determination as to the existence of any conflict of interest.

3. Withdrawal from participation in any matter is necessary only in those specific cases in which a conflict arises. There shall be no attempt to exclude entire categories of considerations because of the business or profession with which a member is associated.

4. Any person who abstains from voting without having first been excused by the Board as herein prescribed shall be deemed to have voted on the matter in an affirmative manner.

PART IX
RECORDS

1. The Secretary shall keep a record of the Planning Board's recommendations, Transitions, findings and determinations. Said records shall be public and filed in the office of the Town Clerk in Landis Town Hall.

PART X
ACTION BY BOARD

1. All actions of the Planning Board shall have been put before the Planning Board members in the form of a motion, duly seconded, and voted upon by all unexcused members present for a quorum except as provided in Section VIII-4.

2. Voting shall be done by voice or hand. Only members present at the time a vote is taken shall be eligible to vote. If an issue before the Planning Board is carried over from one meeting to another, a member may be able to vote on the issue if they did not attend the previous meeting at which item was discussed.

3. All members of the Planning Board have the right to vote on all matters except as specified in Section VIII-1.

4. The Board shall refer to Rules of Procedure for Small Local Government Boards; Second edition; A. Fleming Bell. The Board shall refer to the current edition of Robert's Rules of Order Newly Revised, to answer procedural questions not resolved by the Rules of Procedure for Small Local Government Boards, so long as Robert's Rules of Order does not conflict with North Carolina law or with the spirit of these rules.

PART XI
ADOPTION AND AMENDMENT

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of a majority of the voting members of the Board, provided that such amendment be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

Adopted on this the __ day of _____ , 2026~~5~~.

_____
Catherine Drumm Chairperson

Ratified by Board of Aldermen:

ADOPTED on this the _____ day of _____ , 2025

_____ _____
Meredith Bare Smith, Mayor Madison Stegall, Town Clerk

RULES OF PROCEDURE
LANDIS PLANNING BOARD/BOARD OF ADJUSTMENT

PART I
GENERAL RULES

1. Should any conflict between documents be found, the order of precedence shall be (1) the General Statutes, (2) the Landis Development Ordinance, and (3) these Rules.

2. All members of the Board shall thoroughly familiarize themselves with these documents. The Board, being a public body, shall at all times conduct meetings in conformity with the applicable Open Meetings Law Statutes.

PART II
OBJECTIVE AND PURPOSE

1. The primary objective of the Board is to develop and maintain a continuing, cooperative planning program to benefit the people of the Town of Landis.

2. The purposes of the Board are:
   (a) To make studies of the Town and its surrounding area;
   (b) To determine objectives to be sought in the development of the areas under study;
   (c) To prepare and recommend plans for adoption by the Board of Aldermen achieving these objectives;
   (d) To develop and recommend policies, ordinances, administrative procedures and other means for carrying out plans in a coordinated and efficient manner;
   (e) To keep the Board of Aldermen and the general public informed and advised as to these matters; and
   (f) To perform any other related duties that the Board of Aldermen may direct.

PART III
MEMBERSHIP

1. Members of the Board shall be appointed by the Board of Aldermen for designated terms in accordance with Article 4 of the Landis Development Ordinance (LDO).

2. If a vacancy occurs on the Board by reason of death, resignation, change of residence, or any other cause, it shall be filled by Board of Aldermen appointment for the duration of the unexpired term.

DRAFT

PART IV
ELECTION OF OFFICERS

1. Annually, at the regular meeting of the Board held in the month of June, a Chairman and Vice-Chairman shall be elected by majority vote of the regular and alternate Board membership. These officers shall be elected for a term of one (1) year and may be re-elected for successive terms to the same office. Members shall be notified of the date, time and place of the election of officers, at least seven (7) days prior to the regular June meeting. Each officer shall serve until relieved of their duties as herein provided.

2. The Chairman or Vice-Chairman shall preside at all meetings and hearings of the Board, appoint all standing and temporary committees and have the duties normally conferred on such office. The Chairman or Vice-Chairman shall have the privilege of discussing all matters before the Board. The Chairman shall decide upon all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Board in session at the time. The Chairman shall appoint any committees found necessary to investigate any matters before the Board. The Vice Chairman shall serve as acting Chairman in the absence of the Chairman, and at such times they shall have the same powers and duties as the Chairman.

3. In the event of the absence of both the Chair and Vice Chairman from a meeting of the Board, the remaining members present may elect a temporary Chairman for that meeting and proceed with the order of business.

4. The board may appoint from its membership or recommend that the Board of Aldermen appoint or hire a person(s) to serve as a secretary for the Board. Said person(s) (hereinafter referred to as the "Secretary") shall keep minutes and records of the Board, prepare with the Chairman the agenda for regular and special meetings, attend to correspondence of the Board and perform such other duties normally carried out by a Secretary. The Secretary shall keep in a permanent volume the minutes of every meeting of the Board. These minutes shall accurately reflect the record of all important facts pertaining to each meeting and hearing, the names of all members in attendance, alternates seated, if any, every resolution acted upon by the Board, and all votes of the seated members of the Board upon any resolution or upon the final determination of any question, including the names of any regular members present, but excused from voting per Sub-sections 4.3-5 and/or 4.3-6, and the names of any sitting members abstaining to vote. The minutes and records of the Board shall be kept at the Town Clerk's office.

5. The Planning, Zoning and Subdivision Administrator shall generally serve as staff to the Board and shall provide (or cause to be provided) such technical assistance as requested. In particular, the Planning, Zoning and Subdivision Administrator shall conduct all correspondence for the Board, arrange for all public notices required to be given, notify members of pending meetings and provide agendas for same in advance, notify interested parties of Board decisions on cases, and generally supervise the clerical work of the Board

DRAFT

PART V
MEETINGS

1. Regular meetings of the Board shall be held on the third Tuesday of Each month at 6:00 p.m. in the Landis Town Hall. Each member shall be notified of each regular meeting and provided an agenda for each meeting by the Secretary to the Board and public notices shall be posted as prescribed by law. The Secretary Shall also notify each Board member of all joint Board of Aldermen/Planning Board meetings. Said meetings shall be considered Board of Aldermen meetings for purposes of determining the rules of conduct and procedure.

2. Special meetings may be called only by the Chairman, provided that at least forty-eight (48) hours written or oral notice of time of such meeting shall be given each member by the Secretary. Public notices to the effect shall also be posted.

3. Three (3) members of the Board shall constitute a quorum. A quorum shall be present before any business is transacted.

4. The Chairman shall decide all points of procedure unless otherwise directed by a majority of the Board in session at the time.

5. All regular and special meetings of the Board shall be open to the public.

6. Whenever there are no appeals, interpretations, applications for variances, or other business for the Board, or whenever so many regular and alternate members notify the Clerk to the Board or Chairman of their inability to attend that a quorum cannot be established, the Chairman may dispense with a meeting. In such instance, the Clerk to the Board shall give written or oral notice to all Board members as much in advance of the scheduled meeting date as possible, and post suitable public notice.

PART VI.
APPEAL, APPLICATION, EVIDENTIARY HEARINGS

1. Types of Appeals - The Board shall hear and decide all appeals from and review any order, requirement, decision, or determination made by the Planning, Zoning & Subdivision Administrator, hear and decide any appeals that require an interpretation of the Zoning Ordinance, and hear and grant variances to certain provisions of the Zoning Ordinance.

2. Procedure for Filing Applications - No appeal shall be heard by the Board unless a completed application for an appeal is filed within thirty-six (36) calendar days of the date a decision was made by the Planning, Zoning & Subdivision Administrator, or in accordance with rules of Constructive Notice as established by the State of North Carolina. Applications for variances shall be submitted no less than fourteen (14) calendar days

DRAFT

prior to the regular or special meeting at which the case is to be heard. All such applications shall be filed with the Planning, Zoning & Subdivision Administrator. The Planning, Zoning & Subdivision Administrator may file an application for an interpretation of the Zoning Ordinance at any time. All applications shall be made upon the form furnished by the Town for that purpose, and all information required thereon shall be complete before an appeal shall be considered as having been filed.

The Planning, Zoning & Subdivision Administrator shall determine if an application is complete. If any application is found to be incomplete, the Planning, Zoning & Subdivision Administrator shall notify the applicant and assist in completion of the application before placing same before the Board.

3. Fees - A fee, in accordance with a fee schedule adopted by the Board of Aldermen of Landis shall accompany an application for any appeal or variance. This fee shall be waived for any application initiated by the Planning, Zoning & Subdivision Administrator, the Board or the Board of Aldermen. No application shall be considered complete unless accompanied by the fee as herein prescribed.

4. Hearing Mandate - A hearing conducted by the Board shall be required to decide all appeals, interpretations, and to grant any variances to the provisions of the Zoning Ordinance.

5. Evidentiary Hearing Date and Notice - Notice of such a hearing shall be posted at or near the subject property at least ten (10) calendar days before the hearing date. Written notice shall be provided to the applicant, any owners of record whose property is immediately adjacent to any property identified in the application, and any other person who makes a written request for such notice at least ten (10) days before the hearing.

6. Conduct of Hearing - All Board hearings shall be conducted in a quasi-judicial manner. The Chairman may limit discussion among parties present or ask unruly members of the public to leave the meeting.

   Any party may appear in person or be represented by agent or by attorney at any hearing. All persons desiring to present evidence before the Board shall first be placed under oath by the Chairman. Presentation of evidence carries with it the obligation to submit to cross-examination by any opposing party.

   The order of business for each case presented at a Board hearing shall be as follows:

   a. All persons desiring to give testimony, and having signed up beforehand with the Clerk to the Board to present evidence or arguments, shall be sworn in. In the event any individual(s) declines to be sworn, they may still be heard, but shall be advised by the Chairman that the Board will consider their statements merely as information, not as evidence.

DRAFT

b. The Chairman shall request that any sitting Board member, or any other person present, advise of the existence of any potential conflict of interest regarding the case about to be heard. Any such indication in the affirmative shall be disposed of in accordance with Rule III.C before proceeding further.

c. The Planning, Zoning & Subdivision Administrator such other person as the Chairman may direct, shall give a preliminary statement of the case.

d. The applicant shall present evidence and arguments in support of their application.

e. Other persons in favor of granting the application shall present arguments for the application.

f. Persons opposed to granting the application shall present arguments against the application.

g. Both sides will be permitted to present rebuttals to opposing testimony, and cross-examine the opposing party(s), the Chairman shall ensure that cross-examinations are conducted with brevity and decorum and limited to matters directly relevant to the case at hand.

h. The Chairman or their designee, shall summarize the evidence, which has been presented, giving all interested parties the opportunity to make objections or offer corrections.

i. The Chairman shall close this case for public discussion, and shall proceed to the next case, if any, and thereafter to the next item of business on the meeting agenda. The Board shall subsequently and publicly discuss the case, calling upon the Planning, Zoning & Subdivision Administrator for input, clarification, etc. as deemed desirable, but without further input from the public. Board members, however, may seek further input, clarification, etc. from persons previously sworn and eligible to give evidence who are seated in the audience on any piece of evidence heretofore presented. Cross-examination of any rebuttals by opposing parties at that time shall only be permitted on any such new evidence presented.

The Board shall render a decision on the matter in the manner prescribed in Rule IV.E, or, as it so chooses, the Board may continue the hearing to a publicly stated date, time, and location. No further notice of a continued hearing need be published unless a period of six weeks or more elapses between hearing dates.

7. Decision - Time - Decisions by the Board shall be made within thirty (30) calendar days after the date of the hearing, or any continuation thereof, was concluded, or at the next

DRAFT

regularly scheduled meeting of the Board following the hearing conclusion, whichever occurs later.

Form - Written notice of the decision in each case shall be sent by first class mail or hand-delivered to the applicant and to every aggrieved party who has filed a written request for such notice with the Planning, Zoning & Subdivision Administrator. The final decision shown in the record of the case shall be entered in the minutes of the Board. Such record shall show the reasons for the determination, with a summary of the evidence introduced and the findings of fact made by the Board. The decision may reverse or affirm, wholly or partly, or modify the order, requirement, decision, or determination which was the cause for an appeal or interpretation.

Voting At Hearings - Voting on any issue placed before the Board shall be conducted in accordance with Rule IV.E.

8. Board Decision Appeals - Any person or persons, jointly or severally, aggrieved party who has filed a written request for such copy at the time of its hearing of the case, whichever is later, present to a court of competent jurisdiction a petition duly verified, setting forth that such decision is illegal, in whole or in part, specifying the grounds of alleged illegality, whereupon such decision of said Board shall be subject to review by the Superior Court of Rowan County by proceedings in the nature of certiorari as provided by Article 14 of G.S. 160D.

PART VII
RULES OF CONDUCT FOR MEMBERS

1. In order for the Board to carry out its duties and responsibilities, it is necessary for all members to attend meetings. If any member is absent for three (3) consecutive regular meetings, the Chairman may direct the Secretary to notify such member in writing of their absences and if such member fails to attend the next regular meeting, the Board, by a majority vote of the remaining members, may request that the position be vacated and that a replacement be made by the Board of Aldermen.

2. Members of the Board may be removed for cause, including violation of any of the rules provided herein

PART VIII
ORDER OF BUSINESS

1. The order of business for Planning Board/Legislative matters shall be as follows:
    a. Call to Order
    b. Determination of Quorum
    c. Pledge of Allegiance
    d. Changes to and Approval of Agenda

DRAFT

e. Approval of Previous Meeting Minutes
f. Old Business
g. New Business
h. Adjournment/Continuation

2. The order of business for the Board of Adjustment/Quasi-Judicial matters shall be as follows:
   a. Call to Order
   b. Determination of Quorum; Recording of Seated (Voting) Members
   c. Approval of Minutes of Previous Meetings
   d. Hearing of Cases
   e. Other Business
   f. Consideration and Determination of Cases
   g. Adjournment/Continuation

3. Voting

   The concurring vote of at least three-fifths (3/5) of the sitting members of the Board shall be necessary to reverse any order, requirement, decision, or determination of the Planning, Zoning and Subdivision Administrator, or to decide in favor of the applicant on any other matter upon which the Board is required to pass; however, a concurring vote of at least four-fifths (4/5) of the sitting members of the Board shall be necessary to grant a variance from the provisions of the Zoning Ordinance.

   The Chairman shall be able to vote on any matter, including making and seconding a motion. An unauthorized abstention from voting by a sitting member shall be considered as a "yes" vote. No sitting Board member shall vote on any matter deciding an application or appeal unless they shall have attended the evidentiary hearing(s) on that application.

   Unless otherwise specified in these Rules, all regular and alternate members may vote on procedural matters, which do not necessitate an evidentiary hearing.

4. Items of business at the regular meeting shall appear on the agenda. Business which is not identified on the agenda may be considered only after approval by a majority of the Board in session at the time.
5. Meetings may be continued from one date to another at a publicly stated date, time, and location. No further notice of a continued hearing need be published unless a period of six weeks or more elapses between hearing dates.

PART IX
CONFLICT OF INTEREST

1. No member of the Board shall seek to influence a decision, participate in any action or cast a vote involving any matter that is before the Board which may result in a private

DRAFT

benefit to themselves, their immediate relatives or their business interest in accordance with Article 4 of the LDO. In applying this rule, the following procedure shall govern. A Board member who believes there may exist a conflict of interest shall declare their possible conflict, the nature of the conflict, and ask for determination by the Board. A majority vote of the remaining Board members present shall determine whether or not a conflict of interest exists. If determined that a conflict of interest does exist said member shall be excused from voting on that matter, but may voice their opinion, as a local citizen, on the matter.

For Board of Adjustment matters, a sitting member may be excused from voting on a particular issue under the following circumstances:

a. if the member has a direct financial interest in the outcome of the issue; or
b. if the matter at issue involves the member's own official conduct; or
c. if a member has such familial, business, or other associational relationship with an affected person that the member cannot reasonably be expected to exercise sound judgement in the public interest; or
d. if a member has affixed opinion prior to hearing the matter that is not susceptible to change; or
e. if a member has undisclosed ex parte communications.

2. If a sitting Board member declares that they may have a conflict of interest on a particular issue, they shall declare the nature of such conflict and ask to be excused from voting on the issue related to such conflict. The remaining sitting members, by majority vote as required by G.S. 160D-109(e), shall determine whether such conflict exists and whether said member may excuse themself from further deliberations on said matter. If a member is excused from voting, they shall not participate in any further discussion on said matter or (at their discretion) they shall remove themself from the meeting room during all deliberations pertaining to such matter. In no instance may a sitting member be excused from voting merely due to unwillingness to vote on the issue at hand and where no conflict of interest is found to exist by their fellow Board members.

3. A challenge of the existence of a conflict of interest or a challenge of an undisclosed conflict of interest may be filed by any interested party with the Board. Such a challenge may be an appeal for review of the finding of the Board or may be for the purpose of alleging an undeclared conflict of interest. Any challenge made to the Board shall be supported by competent evidence and shall be submitted to a properly convened meeting of the Board. If an objection is raised to a member's participation and that member does not recuse themself, the remaining members shall by majority vote rule on the objection as required by G.S. 160D-109(e). The Board shall hear all evidence and shall, by majority vote, make the final determination as to the existence of any conflict of interest.

4. In the event a sitting Board member is found to have a conflict of interest and is excused from voting on particular issue by the Board; they shall be replaced by an alternate

DRAFT

member for that business associated with the conflict of interest, as provided for in Rule II.A.

5. Withdrawal from participation in any matter is necessary only in those specific cases in which a conflict arises. There shall be no attempt to exclude entire categories of considerations because of the business or profession with which a member is associated.

6. Any person who abstains from voting without having first been excused by the Board as herein prescribed shall be deemed to have voted on the matter in an affirmative manner.

7. For Board of Adjustment matters, Board members shall refrain from discussing forthcoming or anticipated matters of business with any parties, including other Board members, prior to the meeting at which such items are to be publicly discussed.

   Members may receive and/or seek general technical information pertaining to a case from the Clerk to the Board or Zoning Administrator prior to the Board meeting at which the case is to be heard. Such requested information shall be provided to all members in writing, and shall also be entered into the case record by the Clerk to the Board.

   Members of the Board shall not express individual opinions on the proper judgment of any case with any parties thereto, or one another, before or during the hearing for that case.

PART X
RECORDS

1. The Secretary shall keep a record of the Board's recommendations, Transitions, findings and determinations. Said records shall be public and filed in the office of the Town Clerk in Landis Town Hall.

PART XI
ACTION BY BOARD

1. All actions of the Board shall have been put before the Board members in the form of a motion, duly seconded, and voted upon by all unexcused members present for a quorum except as provided in Section VIII-4.

2. Voting shall be done by voice or hand. Only members present at the time a vote is taken shall be eligible to vote. If an issue before the Board is carried over from one meeting to

DRAFT

another, a member may be able to vote on the issue if they did not attend the previous meeting at which item was discussed.

3. All members of the Board have the right to vote on all matters except as specified in Section VIII-1.

4. The Board shall refer to Rules of Procedure for Small Local Government Boards; Second edition; A. Fleming Bell. The Board shall refer to the current edition of Robert's Rules of Order Newly Revised, to answer procedural questions not resolved by the Rules of Procedure for Small Local Government Boards, so long as Robert's Rules of Order does not conflict with North Carolina law or with the spirit of these rules.

PART XII
ADOPTION AND AMENDMENT

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of a majority of the voting members of the Board, provided that such amendment be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

Adopted on this the __ day of _____ , 2026.

_____
Catherine Drumm Chairperson

Ratified by Board of Aldermen:

ADOPTED on this the _____ day of _____ , 2026

_____ _____
Meredith Bare Smith, Mayor Victoria Martin, Town Clerk

DRAFT

RULES OF PROCEDURE
LANDIS PLANNING BOARD/BOARD OF ADJUSTMENT

PART I
GENERAL RULES

1. Should any conflict between documents be found, the order of precedence shall be (1) the General Statutes, (2) the Landis Development Ordinance, and (3) these Rules.

2. All members of the Board shall thoroughly familiarize themselves with these documents. The Board, being a public body, shall at all times conduct meetings in conformity with the applicable Open Meetings Law Statutes.

PART II
OBJECTIVE AND PURPOSE

1. The primary objective of the Board is to develop and maintain a continuing, cooperative planning program to benefit the people of the Town of Landis.

2. The purposes of the Board are:
   (a) To make studies of the Town and its surrounding area;
   (b) To determine objectives to be sought in the development of the areas under study;
   (c) To prepare and recommend plans for adoption by the Board of Aldermen achieving these objectives;
   (d) To develop and recommend policies, ordinances, administrative procedures and other means for carrying out plans in a coordinated and efficient manner;
   (e) To keep the Board of Aldermen and the general public informed and advised as to these matters; and
   (f) To perform any other related duties that the Board of Aldermen may direct.

PART III
MEMBERSHIP

1. Members of the Board shall be appointed by the Board of Aldermen for designated terms in accordance with Article 4 of the Landis Development Ordinance (LDO).

2. If a vacancy occurs on the Board by reason of death, resignation, change of residence, or any other cause, it shall be filled by Board of Aldermen appointment for the duration of the unexpired term.

DRAFT

PART IV
ELECTION OF OFFICERS

1. Annually, at the regular meeting of the Board held in the month of June, a Chairman and Vice-Chairman shall be elected by majority vote of the regular and alternate Board membership. These officers shall be elected for a term of one (1) year and may be re-elected for successive terms to the same office. Members shall be notified of the date, time and place of the election of officers, at least seven (7) days prior to the regular June meeting. Each officer shall serve until relieved of their duties as herein provided.

2. The Chairman or Vice-Chairman shall preside at all meetings and hearings of the Board, appoint all standing and temporary committees and have the duties normally conferred on such office. The Chairman or Vice-Chairman shall have the privilege of discussing all matters before the Board. The Chairman shall decide upon all points of order and procedure, subject to these rules, unless directed otherwise by a majority of the Board in session at the time. The Chairman shall appoint any committees found necessary to investigate any matters before the Board. The Vice Chairman shall serve as acting Chairman in the absence of the Chairman, and at such times they shall have the same powers and duties as the Chairman.

3. In the event of the absence of both the Chair and Vice Chairman from a meeting of the Board, the remaining members present may elect a temporary Chairman for that meeting and proceed with the order of business.

4. The board may appoint from its membership or recommend that the Board of Aldermen appoint or hire a person(s) to serve as a secretary for the Board. Said person(s) (hereinafter referred to as the "Secretary") shall keep minutes and records of the Board, prepare with the Chairman the agenda for regular and special meetings, attend to correspondence of the Board and perform such other duties normally carried out by a Secretary. The Secretary shall keep in a permanent volume the minutes of every meeting of the Board. These minutes shall accurately reflect the record of all important facts pertaining to each meeting and hearing, the names of all members in attendance, alternates seated, if any, every resolution acted upon by the Board, and all votes of the seated members of the Board upon any resolution or upon the final determination of any question, including the names of any regular members present, but excused from voting per Sub-sections 4.3-5 and/or 4.3-6, and the names of any sitting members abstaining to vote. The minutes and records of the Board shall be kept at the Town Clerk's office.

5. The Planning, Zoning and Subdivision Administrator shall generally serve as staff to the Board and shall provide (or cause to be provided) such technical assistance as requested. In particular, the Planning, Zoning and Subdivision Administrator shall conduct all correspondence for the Board, arrange for all public notices required to be given, notify members of pending meetings and provide agendas for same in advance, notify interested parties of Board decisions on cases, and generally supervise the clerical work of the Board

DRAFT

PART V
MEETINGS

1. Regular meetings of the Board shall be held on the third Tuesday of Each month at 6:00 p.m. in the Landis Town Hall. Each member shall be notified of each regular meeting and provided an agenda for each meeting by the Secretary to the Board and public notices shall be posted as prescribed by law. The Secretary Shall also notify each Board member of all joint Board of Aldermen/Planning Board meetings. Said meetings shall be considered Board of Aldermen meetings for purposes of determining the rules of conduct and procedure.

2. Special meetings may be called only by the Chairman, provided that at least forty-eight (48) hours written or oral notice of time of such meeting shall be given each member by the Secretary. Public notices to the effect shall also be posted.

3. Three (3) members of the Board shall constitute a quorum. A quorum shall be present before any business is transacted.

4. The Chairman shall decide all points of procedure unless otherwise directed by a majority of the Board in session at the time.

5. All regular and special meetings of the Board shall be open to the public.

6. Whenever there are no appeals, interpretations, applications for variances, or other business for the Board, or whenever so many regular and alternate members notify the Clerk to the Board or Chairman of their inability to attend that a quorum cannot be established, the Chairman may dispense with a meeting. In such instance, the Clerk to the Board shall give written or oral notice to all Board members as much in advance of the scheduled meeting date as possible, and post suitable public notice.

PART VI.
APPEAL, APPLICATION, EVIDENTIARY HEARINGS

1. Types of Appeals - The Board shall hear and decide all appeals from and review any order, requirement, decision, or determination made by the Planning, Zoning & Subdivision Administrator, hear and decide any appeals that require an interpretation of the Zoning Ordinance, and hear and grant variances to certain provisions of the Zoning Ordinance.

2. Procedure for Filing Applications - No appeal shall be heard by the Board unless a completed application for an appeal is filed within thirty-six (36) calendar days of the date a decision was made by the Planning, Zoning & Subdivision Administrator, or in accordance with rules of Constructive Notice as established by the State of North Carolina. Applications for variances shall be submitted no less than fourteen (14) calendar days

DRAFT

prior to the regular or special meeting at which the case is to be heard. All such applications shall be filed with the Planning, Zoning & Subdivision Administrator. The Planning, Zoning & Subdivision Administrator may file an application for an interpretation of the Zoning Ordinance at any time. All applications shall be made upon the form furnished by the Town for that purpose, and all information required thereon shall be complete before an appeal shall be considered as having been filed.

The Planning, Zoning & Subdivision Administrator shall determine if an application is complete. If any application is found to be incomplete, the Planning, Zoning & Subdivision Administrator shall notify the applicant and assist in completion of the application before placing same before the Board.

3. Fees - A fee, in accordance with a fee schedule adopted by the Board of Aldermen of Landis shall accompany an application for any appeal or variance. This fee shall be waived for any application initiated by the Planning, Zoning & Subdivision Administrator, the Board or the Board of Aldermen. No application shall be considered complete unless accompanied by the fee as herein prescribed.

4. Hearing Mandate - A hearing conducted by the Board shall be required to decide all appeals, interpretations, and to grant any variances to the provisions of the Zoning Ordinance.

5. Evidentiary Hearing Date and Notice - Notice of such a hearing shall be posted at or near the subject property at least ten (10) calendar days before the hearing date. Written notice shall be provided to the applicant, any owners of record whose property is immediately adjacent to any property identified in the application, and any other person who makes a written request for such notice at least ten (10) days before the hearing.

6. Conduct of Hearing - All Board hearings shall be conducted in a quasi-judicial manner. The Chairman may limit discussion among parties present or ask unruly members of the public to leave the meeting.

   Any party may appear in person or be represented by agent or by attorney at any hearing. All persons desiring to present evidence before the Board shall first be placed under oath by the Chairman. Presentation of evidence carries with it the obligation to submit to cross-examination by any opposing party.

   The order of business for each case presented at a Board hearing shall be as follows:

   a. All persons desiring to give testimony, and having signed up beforehand with the Clerk to the Board to present evidence or arguments, shall be sworn in. In the event any individual(s) declines to be sworn, they may still be heard, but shall be advised by the Chairman that the Board will consider their statements merely as information, not as evidence.

DRAFT

b. The Chairman shall request that any sitting Board member, or any other person present, advise of the existence of any potential conflict of interest regarding the case about to be heard. Any such indication in the affirmative shall be disposed of in accordance with Rule III.C before proceeding further.

c. The Planning, Zoning & Subdivision Administrator such other person as the Chairman may direct, shall give a preliminary statement of the case.

d. The applicant shall present evidence and arguments in support of their application.

e. Other persons in favor of granting the application shall present arguments for the application.

f. Persons opposed to granting the application shall present arguments against the application.

g. Both sides will be permitted to present rebuttals to opposing testimony, and cross-examine the opposing party(s), the Chairman shall ensure that cross-examinations are conducted with brevity and decorum and limited to matters directly relevant to the case at hand.

h. The Chairman or their designee, shall summarize the evidence, which has been presented, giving all interested parties the opportunity to make objections or offer corrections.

i. The Chairman shall close this case for public discussion, and shall proceed to the next case, if any, and thereafter to the next item of business on the meeting agenda. The Board shall subsequently and publicly discuss the case, calling upon the Planning, Zoning & Subdivision Administrator for input, clarification, etc. as deemed desirable, but without further input from the public. Board members, however, may seek further input, clarification, etc. from persons previously sworn and eligible to give evidence who are seated in the audience on any piece of evidence heretofore presented. Cross-examination of any rebuttals by opposing parties at that time shall only be permitted on any such new evidence presented.

The Board shall render a decision on the matter in the manner prescribed in Rule IV.E, or, as it so chooses, the Board may continue the hearing to a publicly stated date, time, and location. No further notice of a continued hearing need be published unless a period of six weeks or more elapses between hearing dates.

7. Decision - Time - Decisions by the Board shall be made within thirty (30) calendar days after the date of the hearing, or any continuation thereof, was concluded, or at the next

DRAFT

regularly scheduled meeting of the Board following the hearing conclusion, whichever occurs later.

Form - Written notice of the decision in each case shall be sent by first class mail or hand-delivered to the applicant and to every aggrieved party who has filed a written request for such notice with the Planning, Zoning & Subdivision Administrator. The final decision shown in the record of the case shall be entered in the minutes of the Board. Such record shall show the reasons for the determination, with a summary of the evidence introduced and the findings of fact made by the Board. The decision may reverse or affirm, wholly or partly, or modify the order, requirement, decision, or determination which was the cause for an appeal or interpretation.

Voting At Hearings - Voting on any issue placed before the Board shall be conducted in accordance with Rule IV.E.

8. Board Decision Appeals - Any person or persons, jointly or severally, aggrieved party who has filed a written request for such copy at the time of its hearing of the case, whichever is later, present to a court of competent jurisdiction a petition duly verified, setting forth that such decision is illegal, in whole or in part, specifying the grounds of alleged illegality, whereupon such decision of said Board shall be subject to review by the Superior Court of Rowan County by proceedings in the nature of certiorari as provided by Article 14 of G.S. 160D.

PART VII
RULES OF CONDUCT FOR MEMBERS

1. In order for the Board to carry out its duties and responsibilities, it is necessary for all members to attend meetings. If any member is absent for three (3) consecutive regular meetings, the Chairman may direct the Secretary to notify such member in writing of their absences and if such member fails to attend the next regular meeting, the Board, by a majority vote of the remaining members, may request that the position be vacated and that a replacement be made by the Board of Aldermen.

2. Members of the Board may be removed for cause, including violation of any of the rules provided herein

PART VIII
ORDER OF BUSINESS

1. The order of business for Planning Board/Legislative matters shall be as follows:
    a. Call to Order
    b. Determination of Quorum
    c. Pledge of Allegiance
    d. Changes to and Approval of Agenda

DRAFT

e. Approval of Previous Meeting Minutes
f. Old Business
g. New Business
h. Adjournment/Continuation

2. The order of business for the Board of Adjustment/Quasi-Judicial matters shall be as follows:
   a. Call to Order
   b. Determination of Quorum; Recording of Seated (Voting) Members
   c. Approval of Minutes of Previous Meetings
   d. Hearing of Cases
   e. Other Business
   f. Consideration and Determination of Cases
   g. Adjournment/Continuation

3. Voting

   The concurring vote of at least three-fifths (3/5) of the sitting members of the Board shall be necessary to reverse any order, requirement, decision, or determination of the Planning, Zoning and Subdivision Administrator, or to decide in favor of the applicant on any other matter upon which the Board is required to pass; however, a concurring vote of at least four-fifths (4/5) of the sitting members of the Board shall be necessary to grant a variance from the provisions of the Zoning Ordinance.

   The Chairman shall be able to vote on any matter, including making and seconding a motion. An unauthorized abstention from voting by a sitting member shall be considered as a "yes" vote. No sitting Board member shall vote on any matter deciding an application or appeal unless they shall have attended the evidentiary hearing(s) on that application.

   Unless otherwise specified in these Rules, all regular and alternate members may vote on procedural matters, which do not necessitate an evidentiary hearing.

4. Items of business at the regular meeting shall appear on the agenda. Business which is not identified on the agenda may be considered only after approval by a majority of the Board in session at the time.
5. Meetings may be continued from one date to another at a publicly stated date, time, and location. No further notice of a continued hearing need be published unless a period of six weeks or more elapses between hearing dates.

PART IX
CONFLICT OF INTEREST

1. No member of the Board shall seek to influence a decision, participate in any action or cast a vote involving any matter that is before the Board which may result in a private

DRAFT

benefit to themselves, their immediate relatives or their business interest in accordance with Article 4 of the LDO. In applying this rule, the following procedure shall govern. A Board member who believes there may exist a conflict of interest shall declare their possible conflict, the nature of the conflict, and ask for determination by the Board. A majority vote of the remaining Board members present shall determine whether or not a conflict of interest exists. If determined that a conflict of interest does exist said member shall be excused from voting on that matter, but may voice their opinion, as a local citizen, on the matter.

For Board of Adjustment matters, a sitting member may be excused from voting on a particular issue under the following circumstances:

a. if the member has a direct financial interest in the outcome of the issue; or
b. if the matter at issue involves the member's own official conduct; or
c. if a member has such familial, business, or other associational relationship with an affected person that the member cannot reasonably be expected to exercise sound judgement in the public interest; or
d. if a member has affixed opinion prior to hearing the matter that is not susceptible to change; or
e. if a member has undisclosed ex parte communications.

2. If a sitting Board member declares that they may have a conflict of interest on a particular issue, they shall declare the nature of such conflict and ask to be excused from voting on the issue related to such conflict. The remaining sitting members, by majority vote as required by G.S. 160D-109(e), shall determine whether such conflict exists and whether said member may excuse themself from further deliberations on said matter. If a member is excused from voting, they shall not participate in any further discussion on said matter or (at their discretion) they shall remove themself from the meeting room during all deliberations pertaining to such matter. In no instance may a sitting member be excused from voting merely due to unwillingness to vote on the issue at hand and where no conflict of interest is found to exist by their fellow Board members.

3. A challenge of the existence of a conflict of interest or a challenge of an undisclosed conflict of interest may be filed by any interested party with the Board. Such a challenge may be an appeal for review of the finding of the Board or may be for the purpose of alleging an undeclared conflict of interest. Any challenge made to the Board shall be supported by competent evidence and shall be submitted to a properly convened meeting of the Board. If an objection is raised to a member's participation and that member does not recuse themself, the remaining members shall by majority vote rule on the objection as required by G.S. 160D-109(e). The Board shall hear all evidence and shall, by majority vote, make the final determination as to the existence of any conflict of interest.

4. In the event a sitting Board member is found to have a conflict of interest and is excused from voting on particular issue by the Board; they shall be replaced by an alternate

DRAFT

member for that business associated with the conflict of interest, as provided for in Rule II.A.

5. Withdrawal from participation in any matter is necessary only in those specific cases in which a conflict arises. There shall be no attempt to exclude entire categories of considerations because of the business or profession with which a member is associated.

6. Any person who abstains from voting without having first been excused by the Board as herein prescribed shall be deemed to have voted on the matter in an affirmative manner.

7. For Board of Adjustment matters, Board members shall refrain from discussing forthcoming or anticipated matters of business with any parties, including other Board members, prior to the meeting at which such items are to be publicly discussed.

   Members may receive and/or seek general technical information pertaining to a case from the Clerk to the Board or Zoning Administrator prior to the Board meeting at which the case is to be heard. Such requested information shall be provided to all members in writing, and shall also be entered into the case record by the Clerk to the Board.

   Members of the Board shall not express individual opinions on the proper judgment of any case with any parties thereto, or one another, before or during the hearing for that case.

PART X
RECORDS

1. The Secretary shall keep a record of the Board's recommendations, Transitions, findings and determinations. Said records shall be public and filed in the office of the Town Clerk in Landis Town Hall.

PART XI
ACTION BY BOARD

1. All actions of the Board shall have been put before the Board members in the form of a motion, duly seconded, and voted upon by all unexcused members present for a quorum except as provided in Section VIII-4.

2. Voting shall be done by voice or hand. Only members present at the time a vote is taken shall be eligible to vote. If an issue before the Board is carried over from one meeting to

DRAFT

another, a member may be able to vote on the issue if they did not attend the previous meeting at which item was discussed.

3. All members of the Board have the right to vote on all matters except as specified in Section VIII-1.

4. The Board shall refer to Rules of Procedure for Small Local Government Boards; Second edition; A. Fleming Bell. The Board shall refer to the current edition of Robert's Rules of Order Newly Revised, to answer procedural questions not resolved by the Rules of Procedure for Small Local Government Boards, so long as Robert's Rules of Order does not conflict with North Carolina law or with the spirit of these rules.

PART XII
ADOPTION AND AMENDMENT

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of a majority of the voting members of the Board, provided that such amendment be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

Adopted on this the __ day of _____ , 2026.

_____
Catherine Drumm Chairperson

Ratified by Board of Aldermen:

ADOPTED on this the _____ day of _____ , 2026

_____ _____
Meredith Bare Smith, Mayor Madison Stegall, Town Clerk

DRAFT

CERTIFICATE OF SUFFICIENCY

To the Board of Aldermen of the Town of Landis, North Carolina:

I, Victoria Martin, Town Clerk, do hereby certify that I have investigated the attached petition and hereby make the following findings:

I further find that the area meets the standards for a noncontiguous area as specified in G.S. 160A-58.1(b), in that:

a. The petition includes a metes and bounds description of the area proposed for annexation and has attached a map showing the proposed satellite area in relation to the primary corporate limits.
b. The petition includes the names and addresses of all owners of real property lying in the area described therein.
c. The petition includes the signatures of all owners of real property lying in the area described therein, except those not required to sign by G.S. 160A-58.1(a).
d. The nearest point of the proposed satellite corporate limits is no more than (3) miles from the primary corporate limits of the Town;
e. No point on the proposed satellite corporate limits is closer to the primary corporate limits of any municipality other than the Town;
f. The satellite area is so situated that the Town will be able to provide the same services as are provided within its primary corporate limits;
g. To the extent that the proposed satellite area contains any portion of a subdivision, the entire subdivision is included;
h. The area within the proposed satellite corporate limits, when added to the area within all other satellite corporate limits of the Town, does not exceed ten percent (10%) of the area within the primary corporate limits of the Town (this subdivision does not apply to the Town of Landis).

In Witness whereof, I have hereunto set my hand and affixed the seal of the Town of Landis, this 12th day of October 2026.

_____

Victoria Martin, Town Clerk

Resolution #2026-10-12-01

RESOLUTION DIRECTING THE CLERK TO INVESTIGATE
A PETITION RECEIVED UNDER G.S. 160A-58.1

WHEREAS, a petition requesting annexation of an area described in said petition was received on September 1, 2026, by the Board of Aldermen; and

WHEREAS, G.S. 160A-58.2 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Board of Aldermen of the Town of deems it advisable to proceed m response to this request for annexation:

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Landis that:

The Town Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify as soon as possible to the Board of Aldermen the result of (his/her) investigation.

ADOPTED this 12th day of October 2026.

ATTEST:

_____ _____

Victoria Martin, Town Clerk **Meredith Bare Smith, Mayor**

Resolution #2026-10-12-02

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO G.S. 160A-58.2

WHEREAS, a petition requesting annexation of the not-contiguous area described herein has been received; and

WHEREAS, the Board of Aldermen has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Aldermen of the Town of Landis, North Carolina that:

Section 1. A public hearing on the question of annexation of the non-contiguous area described herein will be held at Landis Town Hall at 6:00 PM on November 9, 2026.

Section 2. The area proposed for annexation is described as follows:

Lying and being in the City of China Grove, Rowan County, State of North Carolina and being known as Rowan County GIS parcel number 163 064 and addressed as 801 N. Chapel Street, China Grove, NC 28023, and more particularly described as follows:

Lots 58D and 59A and described as follows:

BEGINNING at an iron stake on the Northwest side of Chapel Street, R.D. Corriher's corner, and running thence with Chapel Street, R.D. Corriher's corner, and running with Chapel Street, N. 60-45E. 187 feet to an iron stake, corner of Lot 59D; thence with dividing line of Lots 59A and 59D, N. 29-15 W. 189.5 feet to an iron stake, corner of Lots 59A and 59B; thence with the dividing line of Lots 59B, 58C, 58D and 59A, S. 60-45 W. 185 feet to an iron stake in Corriher's line; thence with Corriher's line S. 28-38 e. 189.5 feet to the **BEGINNING.**
LESS AND EXCEPTING that portion of Lot 59A conveyed to Charles Alis Ritchie by deed dated September 13, 2001, and recorded in Book 918, page 715.

Section 3. Notice of the public hearing shall be published twice in the Salisbury Post, a newspaper having general circulation in the Town of Landis, at least ten (10) days prior to the date of the public hearing.

_____
Meredith Bare Smith, Mayor

ATTEST:

_____
Victoria Martin, Town Clerk

Resolution #2026-10-09

Attachment "A"
Location Map from Rowan County GIS Showing Parcel 163 064

Ordinance #ANNEX-2026-11-09-01

AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF LANDIS, NORTH CAROLINA

WHEREAS, the Board of Aldermen has been petitioned under G.S. 160A-58.1 to annex the area described below; and

WHEREAS, the Board of Aldermen has by resolution directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing The question of this annexation was held at 312 S. Main Street, Landis, NC at 6:00 PM on November 9, 2026, after due notice by Salisbury Post on October 27, 2026, and November 3, 2026.

WHEREAS, the Board of Aldermen finds that the area described therein meets the standards of G.S. 160A-58.1(b), to wit:

a. The nearest point on the proposed satellite corporate limits is not more than three (3) miles from the corporate limits of the Town;

b. No point on the proposed satellite corporate limits is closer to another municipality than to the Town.

c. The area described is so situated that the Town will be able to provide the same services within the proposed satellite corporate limits that it provides within the primary corporate limits;

d. No subdivision, as defined in G.S. 160A-376, will be fragmented by this proposed annexation;

e. The area within the proposed satellite corporate limits, when added to the area within all other satellite corporate limits, does not exceed ten percent (10%) of the area within the primary corporate limits of the Town; and

WHEREAS, the Board of Aldermen further finds that the petition has been signed by all the owners of real property in the area who are required by law to sign; and

WHEREAS, the Board of Aldermen further finds that the petition is otherwise valid, and that the public health, safety and welfare of the Town and of the area proposed for annexation will be best served by annexing the area described;

DRAFT

NOW, THEREFORE, BE IT ORDAINED by the Board of Aldermen of the Town of Landis North Carolina that;

Section 1. By virtue of the authority granted by G.S. 160A-58.2, the following described non-contiguous territory is hereby annexed and made part of the Town of Landis, as of November 9, 2026.

Lots 58D and 59A and described as follows:
Beginning iron stake on the Northwest side of Chapel Street, R.D. Corriher's corner, and running thence with Chapel Street, R. D. Corriher's corner, and running with Chapel Street, N. 60-45 E. 187 feet to an iron stake, corner of Lot 59D; thence with dividing line of Lots 59A and 59D, N. 29-15 W. 189.5 feet to an iron stake, corner of Lots 59A and 59B; thence with the dividing line of Lots 59B, 58C, 58D, and 59A, S. 60-45 W. 185 feet to an iron stake in Corriher's line: thence with Corriher's line S. 28-38 E. 189.5 feet to the **BEGINNING**.
LESS AND EXCEPTING that portion of Lot 59A conveyed to Charles Alis Ritchie by deed dated September 13, 2001, and recorded in Book 918, page 715.

Section 2. Upon and after November 9, 2026, the above-described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Landis and shall be entitled to the same privileges and benefits as other parts of the Town of Landis. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Landis shall cause to be recorded in the office of the Register of Deeds of Rowan County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections, as required by G.S. 163-288.1.

Adopted on this 9th day of November 2026

***S/*_____**
Victoria Martin, Town Clerk

***S/*_____**
Meredith Bare Smith, Mayor

DRAFT

Attachment "A"
Rowan County GIS Parcel
163 064 801 N. Chapel Street

Ordinance #ZMA-2026-11-09-01

BE IT ORDAINED by the Mayor and Board of Aldermen of the Town of Landis, North Carolina that the Official Zoning Map of the Landis Development Ordinance be amended in accordance with Article 5 of G.S. 160D as follows:

PART 1. Consistency with Adopted Comprehensive Plan.
The Board of Aldermen finds that a zoning map amendment to the property of Town of Landis, being the owner(s) of the certain land areas hereinafter described as Rowan County Tax Parcel ID 163 064 and further described in Attachment "A" hereto, establishing a zoning designation in accordance with G.S. 160D-604(b) of "Residential Main Street Transition" (RMST) is consistent with the Town's 2040 Comprehensive Land Use Plan (the Plan) Future Land Use Map, as required by G.S. 160D-605(a) in that it lies within an area surrounded by residential neighborhood homes designation of both the adopted Future Land Use Map contained within the Plan and the current Official Zoning Map.

PART 2. Statement of Reasonableness.
This amendment is reasonable because the subject property allows for the growth and expansion of residential uses supporting the local economic base and work-force needs of the Town of Landis, as required by G.S. 160D-605(b).

PART 3. Designation of Zoning Designation.
That Rowan County Tax Parcel ID 163 064 described in Attachment "A" attached hereto shall be designated "Residential Main Street Transition" (RMST) on the Official Zoning Map.

PART 4. Designation of Future Land Use Categories to Subject Properties.
The Board of Aldermen further ordains the property consisting of Rowan County Parcel ID 163 064 described in Attachment "A" attached hereto shall be designated in the "Neighborhood" future land use category, in accordance with G.S. 160D-605(a) upon the Future Land Use Map in the Plan.

PART 5. Effective Date.
The Ordinance shall be effective immediately upon its adoption.

Adopted on this 9th day of November 2026.

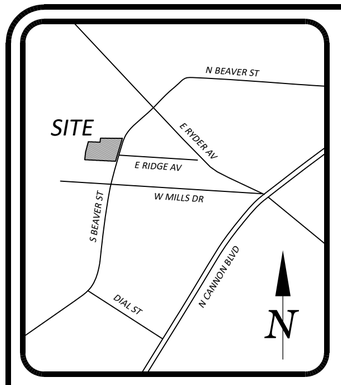
S/_____
S/_____

Victoria Martin, Town Clerk **Meredith Bare Smith, Mayor**

DRAFT

Attachment "A"
Rowan County GIS Parcel ID: 163 064

DRAFT



VICINITY MAP
(Not to Scale)

LEGEND

RF	REBAR FOUND
RS	REBAR SET
IPF	IRON PIPE FOUND
CP	COMPUTED POINT
SMRF	SMOOTH METAL ROD FOUND
CNF	CONCRETE NAIL FOUND
MNF	MAG NAIL FOUND
R/W	RIGHT-OF-WAY
SF	SQUARE FOOT
PB	PLAT BOOK
DB	DEED BOOK
PG	PAGE
FS	FRONT SETBACK
RY	REAR YARD SETBACK
SY	SIDE YARD SETBACK
	LINES SURVEYED
	LINES NOT SURVEYED
	BUILDING SETBACKS
	RIGHT-OF-WAY
	EASEMENT
	PROPOSED LARGE MATURING STREET TREE

NOTES

1. AREA CALCULATED BY COORDINATE COMPUTATION.
2. ADJOINING PROPERTY OWNERS NAMES WERE TAKEN FROM ROWAN COUNTY TAX OFFICE RECORDS, AND ARE CONSIDERED AS NOW OR FORMERLY.
3. IRON RODS AT ALL CORNERS UNLESS NOTED.
4. THIS MAP IS SUBJECT TO ANY AND ALL APPLICABLE DEED RESTRICTIONS, EASEMENTS, RIGHT-OF-WAY, UTILITIES AND RESTRICTIVE COVENANTS AND PRELIMINARY PLAN WHICH MAY BE OF RECORD.
5. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES, MEASURED WITH ELECTRONIC MEASURING DEVICES.
6. LOT SUBJECT TO ALL ZONING ORDINANCES OF TOWN OF LANDIS. BUILDER/OWNER MUST VERIFY THAT LOT IS IN COMPLIANCE WITH ALL COUNTY AND HOMEOWNERS ASSOCIATION ZONING ORDINANCES PRIOR TO ANY LAND DISTURBANCE OR CONSTRUCTION.
7. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE SEARCH.
8. NO NCGS MONUMENT FOUND WITHIN 2000 FEET.
9. PROPERTY LOCATED IN THE CENTRAL CATAWBA POST CONSTRUCTION DISTRICT.
10. METROLINA LAND SURVEYING DOES NOT CLAIM THAT ALL MATTER OF RECORDS ARE SHOWN HEREON.
11. SUBJECT PROPERTY LOCATED WITHIN THE (LAKE FISHER) COLDWATER WS-IV WATERSHED.
12. **TOTAL AREA: 2.373 ACRES / 103,363 SF**
13. **PROPOSED BUILDING HEIGHTS 20' 9-3/4"**

GRAPHIC SCALE

40 0 20 40 80

(IN FEET)
1 inch = 40 ft.

I, Christopher D. Faulk, Professional Land Surveyor No. L-5013, certify to one or more of the following as indicated thus, ☒ or ■:

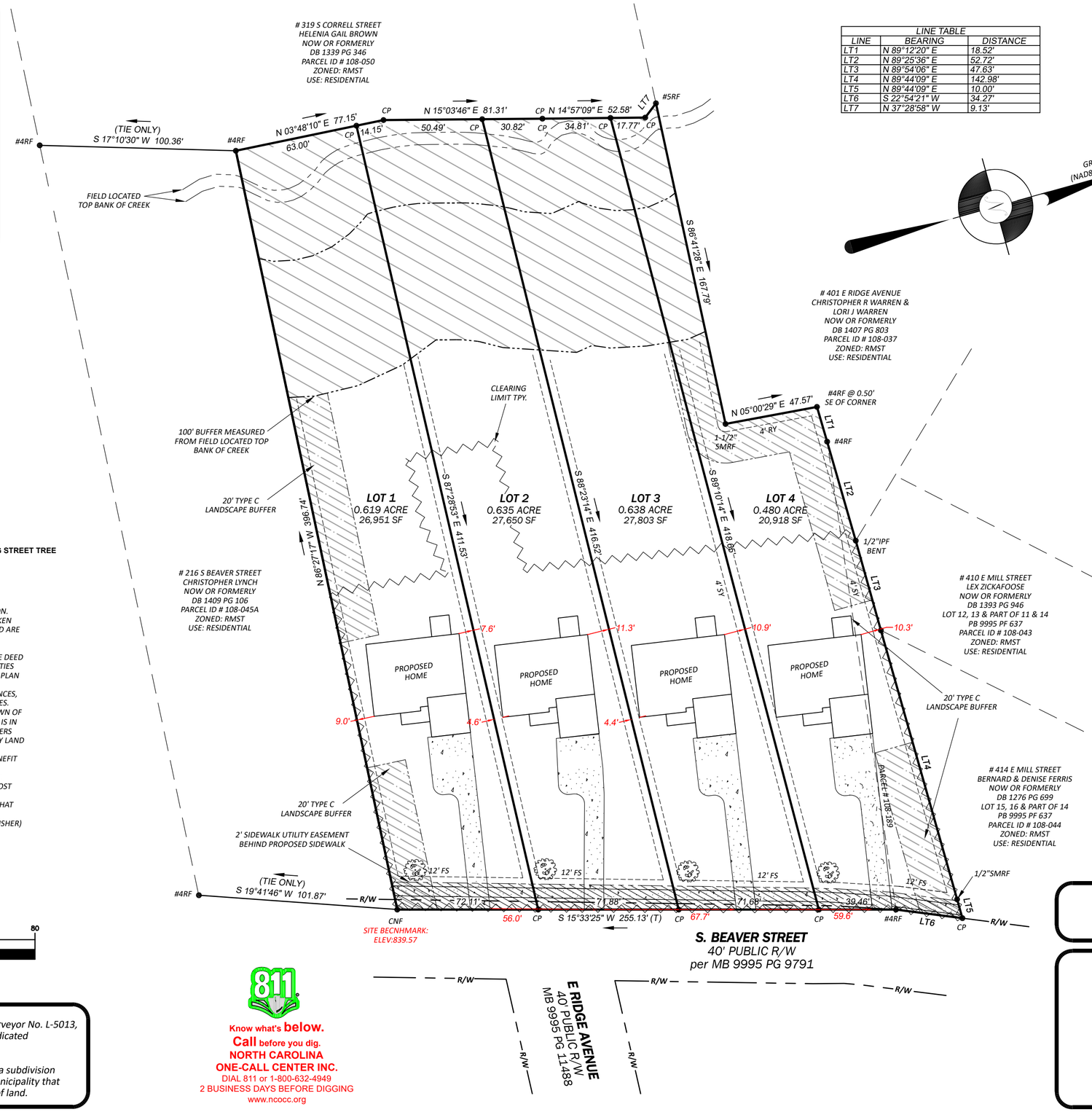
■ A. That this plat is of a survey that creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.

"I, CHRISTOPHER D. FAULK, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 1291, PAGE 487; THAT THE RATIO OF PRECISION AS CALCULATED IS 1: 10,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 2nd DAY OF APRIL, A.D., 2026.

"PRELIMINARY PLAT NOT FOR RECORDATION, CONVEYANCES, OR SALES"

PROFESSIONAL LAND SURVEYOR L-5013

NORTH CAROLINA PROFESSIONAL SEAL L-5013 LAND SURVEYOR CHRISTOPHER D. FAULK



LINE TABLE		
LINE	BEARING	DISTANCE
LT1	N 89°12'20" E	18.52'
LT2	N 89°25'36" E	52.72'
LT3	N 89°54'06" E	47.63'
LT4	N 89°44'09" E	142.98'
LT5	N 89°44'09" E	10.00'
LT6	S 22°54'21" W	34.27'
LT7	N 37°28'58" W	9.13'

GRID (NAD83/2011)

TOWN OF LANDIS CERTIFICATE OF APPROVAL

This plat of minor/major (select one) subdivision meets the requirements of the Town of Landis Development Ordinance as of this ____ day of _____, 20____ and is hereby approved conditioned upon the plat being registered in the Office of the Rowan County Register of Deeds within sixty (60) days of such approval and receipt of record accompanied by a plat presented to the Town of Landis Planning Services Department.

_____
Planning, Zoning & Subdivision Administrator

CERTIFICATE OF REVIEW OFFICER

State of North Carolina
County of Rowan

I, _____, Review Officer for Rowan County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording as of this ____ day of _____, 20____.

_____
Rowan County Review Officer

CERTIFICATE OF OWNERSHIP:

I (We) hereby certify that I am (we are) the owner(s) of the property shown and described hereon, that I (we) hereby adopt this plan of subdivision with my (our) free consent as of this ____ day of _____, 20____.

_____
_____
Property Owner Name (typed or printed)
Property Owner Signature

Certification for Land Within A Designated Watershed

All lots within the South Beaver Street Subdivision, to the best of my knowledge, lie within the (WS-IV 40,000) of the (Cold Water Creek, Lake FIsher), as designated by the NCDEM/NCDEQ.

_____ _____
Date Planning, Zoning & Subdivision Administrator, Town of Landis

IMPERVIOUS BREAKDOWN

SITE SIDEWALK: 1,247 SF

LOT 1:	LOT 2:	LOT 3:
HOUSE: 1,755 SF	HOUSE: 1,755 SF	HOUSE: 1,755 SF
DRIVE: 1,213 SF	DRIVE: 1,224 SF	DRIVE: 1,234 SF
HVAC: 9 SF	HVAC: 9 SF	HVAC: 9 SF
TOTAL: 2,977 SF	TOTAL: 2,988 SF	TOTAL: 2,998 SF

LOT 4:
HOUSE: 1,755 SF
DRIVE: 1,225 SF
HVAC: 9 SF
TOTAL: 2,989 SF

TOTAL SITE PROPOSED IMPERVIOUS
LOT 1 = 2,977 SF
LOT 2 = 2,988 SF
LOT 3 = 2,998 SF
LOT 4 = 2,989 SF
SITE SIDEWALK = 1,247 SF
TOTAL SITE = 13,199 SF IMPERVIOUS

PRELIMINARY PLAT

AT PROPERTY KNOWN AS
 # 208 S. BEAVER STREET
TAX PARCELS 108-045 & 108-189
MB 9995 PG 9791, DB 1291 PG 487
TOWN OF LANDIS, ROWAN COUNTY, NC
FOR: CLAY STANLEY

811 Know what's **below.** **Call** before you dig.
NORTH CAROLINA ONE-CALL CENTER INC.
DIAL 811 or 1-800-632-4949
2 BUSINESS DAYS BEFORE DIGGING
www.ncocc.org

GPS SURVEY

"I, CHRISTOPHER D. FAULK, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FORM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

1. CLASS OF SURVEY: CLASS A
2. POSITIONAL ACCURACY: <0.07+50PPM
3. TYPE OF GPS FIELD PROCEDURE: GNSS RTK NETWORK (NCVRS)
4. DATES OF SURVEY: 03/31/2026
5. DATUM/EPOCH: NAD 83 (2011)
6. PUBLISHED/FIXED CONTROL USE: RTK NETWORK
7. GELID MODEL USED: GEOID 18
8. COMBINED GRID FACTORS: 0.99984925
9. UNITS: US SURVEY FEET

SITE NOTES:

BUILDING SETBACK REQUIREMENTS (MINIMUM) ZONED RMST

FRONT:	12' FEET
SIDE YARD:	4' FEET
REAR YARD:	4' FEET
MINIMUM LOT WIDTH:	42' FEET
MINIMUM LOT AREA:	5,000 SF

FLOOD NOTE:
NO PORTION OF THE SUBJECT PROPERTY SHOWN HEREON LIES WITHIN A SPECIAL FLOOD HAZARD AREA PER F.E.M.A. FLOOD INSURANCE RATE MAP. COMMUNITY PANEL 3710562500K, DATED: JUNE 16, 2009.

METROLINA
LAND SURVEYING, INC.
SURVEYING • MAPPING • PLANNING
8521 CROWN CRESCENT CT.
CHARLOTTE, NC 28227
P (704) 741-1700
C (980) 721-2353
NC #C-4584 & SC #C-6106

Job No.	099-26-042
Date	06/30/2026
Proj. Mgr.	CDF
Drawn	TRL
Checked	CDF
Sheet	1

M:_2026\099- MISC\099-26-042 S BEAVER ST\Drawings\BEAVER STREET.dwg

Copyright © 2025 Metrolina Land Surveying, Inc. *This plat or drawing and any accompanying documents are the property of Metrolina Land Surveying, Inc.; and are intended solely for the use of the recipient noted. Third party use or modification is not permitted without written authorization.*

Draft Scope of Work

Town of Landis, North Carolina
Unified Land Development Ordinance (ULDO) Update

1. Project Overview

The Town of Landis seeks to comprehensively update its Unified Land Development Ordinance (ULDO) to create a document that is clear, user-friendly, and easily administered by Town staff, elected officials, and residents. The updated ordinance will align with the Town's adopted land use policies, respond to current development challenges, and support the community's long-term vision.

This project will include a full review and rewrite of the existing ULDO, engagement with stakeholders and the public, and coordination with the Planning Board, which will serve as the project steering committee.

---

2. Project Objectives

The primary objectives of the ULDO update include:

- Improve clarity, organization, and usability of the ordinance
- Ensure consistency with the Town's adopted land use plan and policy framework
- Address issues and barriers in the current ordinance identified by staff and decision-makers
- Modernize standards and procedures to reflect best practices
- Enhance transparency and usability for residents, applicants, and the development community
- Provide implementation tools that support efficient and consistent decision-making

---

3. Scope of Services

Task 1: Project Initiation & Management

- Conduct kickoff meeting with Town staff and leadership
- Finalize project schedule, communication protocols, and engagement plan
- Establish Planning Board as Steering Committee
- Provide ongoing project management, coordination, and progress reporting

Deliverables:

- Finalized project work plan and schedule
- Monthly progress updates

Task 2: Existing Conditions & Ordinance Review

- Conduct a comprehensive audit of the current ULDO

- Review the Town's adopted land use plan and supporting policy documents
- Evaluate consistency between the ordinance and adopted plans
- Identify regulatory gaps, redundancies, and conflicts
- Assess ordinance usability, structure, and clarity

Deliverables:

- Existing Conditions & Diagnostic Report
- Annotated outline of key issues and recommended focus areas

---

Task 3: Stakeholder Input & Issue Identification

- Conduct interviews and/or small group meetings with:
    - Town staff
    - Planning Board members
    - Elected officials
- Facilitate work sessions to identify:
    - Challenges with the current ordinance
    - Development review bottlenecks
    - Desired policy changes or clarifications

Deliverables:

- Summary of stakeholder feedback
- Key issues and priorities memo

Task 4: Public Engagement

- Develop and implement a public engagement strategy
- Utilize a mix of engagement methods, such as:
    - Public workshops or open houses
    - Online engagement tools or surveys
    - Informational materials explaining the ULDO update

- Ensure materials are accessible and easy to understand

Deliverables:

- Public engagement plan
- Summary of community input

Task 5: ULDO Framework & Drafting

- Develop a revised ULDO structure and outline prioritizing usability

- Prepare updated zoning districts, definitions, procedures, and development standards
- Incorporate best practices for organization and format (graphics, tables, flowcharts where appropriate)
- Ensure internal consistency and legal soundness
- Coordinate iterative reviews with staff and Steering Committee

Deliverables:

- ULDO Annotated Outline
- Administrative Draft ULDO

Task 6: Review & Refinement

- Facilitate work sessions with Planning Board (Steering Committee) and elected officials
- Present draft ordinance and obtain feedback
- Revise draft based on input from leadership, staff, and public
- Conduct consistency and implementation review

Deliverables:

- Public Review Draft ULDO

- Summary of revisions

Task 7: Adoption Support

- Prepare final draft ordinance and adoption-ready materials
- Assist with Planning Board recommendation process
- Support public hearings and governing board adoption meetings
- Provide presentation materials and staff support

Deliverables:

- Final ULDO document
- Adoption package and presentation materials

---

4. Project Schedule

The anticipated project timeline is **12 to 15 months**, organized as follows:

Phase	Duration
Project Initiation	1 month
Existing Conditions & Review	2–3 months
Stakeholder Engagement	2 months
Public Engagement	Ongoing (4–6 months)
Drafting ULDO	4–6 months
Review & Refinement	2–3 months
Adoption	1 month

Note: Timeline may adjust based on meeting schedules, public engagement needs, and Town review processes.

---

5. Project Governance

- **Project Lead:** Town Staff
- **Steering Committee:** Planning Board
- **Key Decision-Makers:** Town Board of Aldermen (or governing body)

The Planning Board will play a central role in guiding the ordinance update, reviewing drafts, and making recommendations to elected officials.

6. Anticipated Outcomes

Upon completion of this project, the Town will have:

- A modern, easy-to-navigate Unified Land Development Ordinance
- Clear, predictable development review processes
- Regulations aligned with the Town's vision and policies
- Improved usability for staff, applicants, and residents
- Ensure compliance with NCGS 160D and other applicable state requirements

Permits Issued Report

01/01/2026 - 08/27/2026

City Permit #	Permit Date	Permit Type	Site Address	Main Status	Project Name	Owner	Stage of Construction
ZN-26-130	1/6/2026	Residential	205 S. CHAPEL ST	09. CONSTRUCTION ADMINISTRATION	N/A	PRESPRO LLC	Building Construction
ZN-26-131	1/6/2026	Residential	209 S. CHAPEL ST	09. CONSTRUCTION ADMINISTRATION	N/A	PRESPRO LLC	Building Construction
ZN-26-133	1/6/2026	Residential	207 S CHAPEL ST	09. CONSTRUCTION ADMINISTRATION	N/A	J2 LAND INVESTMENTS LLC	Building Construction
ZN-26-134	1/6/2026	Residential	211 S CHAPEL ST	09. CONSTRUCTION ADMINISTRATION	N/A	J2 LAND INVESTMENTS, LLC	Building Construction
ZN-26-142	1/7/2026	Temporary Use	632 KIMBALL RD	09. CONSTRUCTION ADMINISTRATION	LANDIS MULTI-FAMILY	DYNAMIC DEVELOPERS	Building Construction
ZN-26-146	1/23/2026	Residential	125 COLDWATER ST	09. CONSTRUCTION ADMINISTRATION	N/A	JDL HOMES INC	Building Construction
ZN-26-147	1/23/2026	Residential	135 COLDWATER ST	09. CONSTRUCTION ADMINISTRATION	N/A	JDL HOMES INC	Building Construction
ZN-26-150	1/28/2026	Non-Residential	1600 PINNACLE WAY DR.	09. CONSTRUCTION ADMINISTRATION	PINNACLE LOT 9	PHC, LLC	Building Construction
ZN-26-160	6/8/2026	Residential	304 E. GARDEN ST	09. CONSTRUCTION ADMINISTRATION	N/A	KANNAPOLIS PROPERTIES LLC	Building Construction
ZN-26-165	4/10/2026	Deck	250 TRANQUIL LAKE DRIVE	09. CONSTRUCTION ADMINISTRATION	N/A	CHRIS HOLMES	Building Construction
ZN-26-169	4/13/2026	Accessory Building	503 W. 5TH STREET	09. CONSTRUCTION ADMINISTRATION	N/A	HUMBLE, PAM	Building Construction
ZN-26-170	4/16/2026	Residential Addition	509 W. RYDER AVENUE	09. CONSTRUCTION ADMINISTRATION	N/A	NICKELSON, JEREMIAH	Building Construction

ZN-26-173	4/16/2026	Temporary Use	0 E Ridge, E Rice, S Central, E Rice, Hillside	09. CONSTRUCTION ADMINISTRATION	KINETIC FIBER INSTALL	KINETIC	Building Construction
ZN-26-174	4/16/2026	Temporary Use	Dogwood Dr, Colonial Dr, N Meriah St, Gallant Cir, Lake Dr	09. CONSTRUCTION ADMINISTRATION	KINETIC FIBER INSTALL	KINETIC	Building Construction
ZN-26-175	5/27/2026	Temporary Use	0 AVIATION DR/CANNON BLVD	09. CONSTRUCTION ADMINISTRATION	KINETIC FIBER LINES	Kinetic	Building Construction
ZN-26-176	4/24/2026	Fence	430 TRANQUIL LAKE DR	09. CONSTRUCTION ADMINISTRATION	N/A	SWARTHOUT, CONSTANCE	Building Construction
ZN-26-177	5/6/2026	Accessory Building	414 E. RICE STREET	09. CONSTRUCTION ADMINISTRATION	N/A	KATIE CHEN	Building Construction
ZN-26-178	5/6/2026	Accessory Building	414 E RICE STREET	09. CONSTRUCTION ADMINISTRATION	N/A	CHEN, KATIE	Building Construction
ZN-26-179	4/24/2026	Sign	124 W. RYDER AVE	02. WAITING ON PAYMENT/CONTRACTOR	N/A	SOUTHROWAN COMMUNITY CHURCH	Planning Director Review
ZN-26-186	5/14/2026	Sign	1425 MT. MORIAH CHURCH RD	09. CONSTRUCTION ADMINISTRATION	N/A	SANDY RIDGE METHODIST CHURCH	Building Construction
ZN-26-197	6/12/2026	Driveway	203 ENGLISH OAK LANE	09. CONSTRUCTION ADMINISTRATION	N/A	COGGINS, LARRY	Building Construction
ZN-26-206	6/17/2026	Accessory Building	130 PIN OAK CT	09. CONSTRUCTION ADMINISTRATION	THE OAKS OF LANDIS	VENABLE, STEVEN	Building Construction
ZN-26-207	6/17/2026	Temporary Use	0 GEORGIA OAK LN, LANDIS OAK WAY, SAWTOOTH	09. CONSTRUCTION ADMINISTRATION	WINDSTREAM	WINDSTREAM	Building Construction
ZN-26-208	6/22/2026	Non-Residential	2410 US HWY 29 S	09. CONSTRUCTION ADMINISTRATION	OCAMPO	OCAMPO, TRIXI	Building Construction
ZN-26-221	6/30/2026	Residential Addition	702 W MILL STREET	09. CONSTRUCTION ADMINISTRATION	N/A	HERNANDEZ, KATHERINE	Building Construction
ZN-26-223	6/29/2026	Residential	0 W ROUND STREET	09. CONSTRUCTION ADMINISTRATION	NA	DAVE BROWN	Clearing/Grubbing
ZN-26-224	6/30/2026	Pool	702 W MILL ST	09. CONSTRUCTION ADMINISTRATION	N/A	HERNANDEZ, KATHERINE	Building Construction
ZN-26-88	1/6/2026	Residential	632 Kimball Rd.	09. CONSTRUCTION ADMINISTRATION	LANDIS MULTIFAMILY	DYNAMIC DEVELOPERS	Building Construction

ZN-27-226	7/9/2026	Non-Residential	205 RICHWATER ST	09. CONSTRUCTION ADMINISTRATION	N/A	JSC-CCI LANDIS I LLC	Building Construction
ZN-27-227	7/10/2026	Demolition	209 W TAYLOR ST	09. CONSTRUCTION ADMINISTRATION	N/A	JOHN AUSTIN BUILDERS	Demolition
ZN-27-229	7/13/2026	Residential	123 S BEAVER ST	09. CONSTRUCTION ADMINISTRATION	N/A	MARK PANEPINTO	Building Construction
ZN-27-230	7/27/2026	Residential	1308 JEFFERSON ST	09. CONSTRUCTION ADMINISTRATION	N/A	FAGGART, JOHNNY RAY	Building Construction
ZN-27-231	7/22/2026	Pool	1040 IRISH CREEK DR	09. CONSTRUCTION ADMINISTRATION	N/A	FEDELE, GREGORY	Clearing/Grubbing
ZN-27-232	7/27/2026	Demolition	602 N. CHAPEL ST	09. CONSTRUCTION ADMINISTRATION	N/Z	GRANADOS, FRANCISCO	Demolition
ZN-27-233	7/23/2026	Fence	1040 IRISH CREEK DR	09. CONSTRUCTION ADMINISTRATION	N/A	FEDELE, GREGORY	Building Construction
ZN-27-234	7/28/2026	Accessory Building	405 S. CORRELL ST.	09. CONSTRUCTION ADMINISTRATION	N/A	SMITH, JOSHUA	Building Construction
ZN-27-235	7/30/2026	Deck	202 GALLANT CIR	09. CONSTRUCTION ADMINISTRATION	N/A	JACKSON, COCHOAN	Building Construction
ZN-27-236	8/4/2026	Residential	324 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNR PROPERTY GROUP, LLC	Building Construction
ZN-27-237	8/4/2026	Residential	326 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNR PROPERTY GROUP, LLC	Building Construction
ZN-27-238	8/4/2026	Residential	340 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNRPROPERTY GROUP, LLC	Building Construction
ZN-27-239	8/4/2026	Residential	342 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNR PROPERTY GROUP, LLC	Building Construction
ZN-27-240	8/5/2026	Residential	601 HILLSIDE STREET	09. CONSTRUCTION ADMINISTRATION	N/A	WATTS, PACEY	Building Construction
ZN-27-241	8/17/2026	Sign	1365 MT. MORIAH CHURCH RD	09. CONSTRUCTION ADMINISTRATION	THE DEPOT AT LANDIS	DYNAMIC DEVELOPERS	Building Construction
ZN-27-242	8/17/2026	Sign	1365 MT. MORIAH CH. RD	09. CONSTRUCTION ADMINISTRATION	THE DEPOT AT LANDIS	DYNAMIC DEVELOPERS	Building Construction
ZN-27-245	8/26/2026	Fence	415 W. RYDER AVE.	09. CONSTRUCTION ADMINISTRATION	N/A	GUIMOND, RACHELLE	Building Construction
ZN-27-246	8/19/2026	Residential	205 KIMBALL ROAD	09. CONSTRUCTION ADMINISTRATION	N/A	BYRNE PROPERTIES INC	Building Construction

ZN-27-247	8/21/2026	Accessory Building	306 E RIDGE AVE	09. CONSTRUCTION ADMINISTRATION	N/A	OEHLER, JARET	Building Construction
ZN-27-248	8/26/2026	Driveway	304 E. GARDEN ST.	09. CONSTRUCTION ADMINISTRATION	N/A	KANNAPOLIS PROPERTIES LLC	Building Construction

Total Records: 48 **8/27/2026**

Permits Issued Report

07/27/2026 - 08/27/2026

City Permit #	Permit Date	Permit Type	Site Address	Main Status	Project Name	Owner	Stage of Construction
ZN-27-232	7/27/2026	Demolition	602 N. CHAPEL ST	09. CONSTRUCTION ADMINISTRATION	N/Z	GRANADOS, FRANCISCO	Demolition
ZN-27-230	7/27/2026	Residential	1308 JEFFERSON ST	09. CONSTRUCTION ADMINISTRATION	N/A	FAGGART, JOHNNY RAY	Building Construction
ZN-27-234	7/28/2026	Accessory Building	405 S. CORRELL ST.	09. CONSTRUCTION ADMINISTRATION	N/A	SMITH, JOSHUA	Building Construction
ZN-27-235	7/30/2026	Deck	202 GALLANT CIR	09. CONSTRUCTION ADMINISTRATION	N/A	JACKSON, COCHOAN	Building Construction
ZN-27-239	8/4/2026	Residential	342 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNR PROPERTY GROUP, LLC	Building Construction
ZN-27-238	8/4/2026	Residential	340 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNRPROPERTY GROUP, LLC	Building Construction
ZN-27-237	8/4/2026	Residential	326 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNR PROPERTY GROUP, LLC	Building Construction
ZN-27-236	8/4/2026	Residential	324 TURNER ST	01. NEW	N/A	SNR PROPERTY GROUP, LLC	Building Construction
ZN-27-240	8/5/2026	Residential	601 HILLSIDE STREET	09. CONSTRUCTION ADMINISTRATION	N/A	WATTS, PACEY	Building Construction
ZN-27-243	8/17/2026	Driveway	839 TAMARY WAY	11. COMPLETE	IRISH CREEK	GIBBONS, MATTHEW	Complete
PF-27-244	8/17/2026	Pool Fill	1190 WOODFIELD DR	11. COMPLETE	N/A	MENCONI, PAUL	Complete
ZN-27-242	8/17/2026	Sign	1365 MT. MORIAH CH. RD	09. CONSTRUCTION ADMINISTRATION	THE DEPOT AT LANDIS	DYNAMIC DEVELOPERS	Building Construction

ZN-27-241	8/17/2026	Sign	1365 MT. MORIAH CHURCH RD	09. CONSTRUCTION ADMINISTRATION	THE DEPOT AT LANDIS	DYNAMIC DEVELOPERS	Building Construction
ZN-27-246	8/19/2026	Residential	205 KIMBALL ROAD	09. CONSTRUCTION ADMINISTRATION	N/A	BYRNE PROPERTIES INC	Building Construction
ZN-27-247	8/21/2026	Accessory Building	306 E RIDGE AVE	09. CONSTRUCTION ADMINISTRATION	N/A	OEHLER, JARET	Building Construction
ZN-27-248	8/26/2026	Driveway	304 E. GARDEN ST.	09. CONSTRUCTION ADMINISTRATION	N/A	KANNAPOLIS PROPERTIES LLC	Building Construction
ZN-27-245	8/26/2026	Fence	415 W. RYDER AVE.	09. CONSTRUCTION ADMINISTRATION	N/A	GUIMOND, RACHELLE	Building Construction

Total Records: 17 **8/27/2026**

Active Permit Report

08/01/2026 - 08/27/2026

City Permit #	Permit Date	Permit Type	Site Address	Main Status	Project Name	Owner	Stage of Construction
ZN-27-237	8/4/2026	Residential	326 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNR PROPERTY GROUP, LLC	Building Construction
ZN-27-238	8/4/2026	Residential	340 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNRPROPERTY GROUP, LLC	Building Construction
ZN-27-239	8/4/2026	Residential	342 TURNER ST	09. CONSTRUCTION ADMINISTRATION	N/A	SNR PROPERTY GROUP, LLC	Building Construction
ZN-27-240	8/5/2026	Residential	601 HILLSIDE STREET	09. CONSTRUCTION ADMINISTRATION	N/A	WATTS, PACEY	Building Construction
ZN-27-241	8/17/2026	Sign	1365 MT. MORIAH CHURCH RD	09. CONSTRUCTION ADMINISTRATION	THE DEPOT AT LANDIS	DYNAMIC DEVELOPERS	Building Construction
ZN-27-242	8/17/2026	Sign	1365 MT. MORIAH CH. RD	09. CONSTRUCTION ADMINISTRATION	THE DEPOT AT LANDIS	DYNAMIC DEVELOPERS	Building Construction
ZN-27-245	8/26/2026	Fence	415 W. RYDER AVE.	09. CONSTRUCTION ADMINISTRATION	N/A	GUIMOND, RACHELLE	Building Construction
ZN-27-246	8/19/2026	Residential	205 KIMBALL ROAD	09. CONSTRUCTION ADMINISTRATION	N/A	BYRNE PROPERTIES INC	Building Construction
ZN-27-247	8/21/2026	Accessory Building	306 E RIDGE AVE	09. CONSTRUCTION ADMINISTRATION	N/A	OEHLER, JARET	Building Construction
ZN-27-248	8/26/2026	Driveway	304 E. GARDEN ST.	09. CONSTRUCTION ADMINISTRATION	N/A	KANNAPOLIS PROPERTIES LLC	Building Construction

Total Records: 10

Code Enforcement Report

01/01/2025 - 09/01/2026

Work Order #	Work Date	Work Type	Location of Issue	Business Name	Request Type	Notes/Comments
4016	12/17/2025	Code Enforcement - Other Violation	107 N MERIAH ST	N/A	2. Citizen	TRASH, JUNK, DEBRIS AND OPEN STORAGE ALL OVER THE PROPERRTY. NOTICE OF HEARING PREPARED. SOME PROGRESS BEING MADE. REINSPECTION, PROGRESS CONTINUES. REINSPECTION, CLEANUP IS ALMOST COMPLETE. MORE JUNK HAS BEEN REMOVED. PROGRESS CONTINUES. REINSPECTION, APPEARS MORE JUNK HAS BEEN BROUGHT IN. REINSPECTION, NO VISIBLE SIGNS O CHANGE

						CHANGE. D N, MORE JUNK HAS BEEN MOVED TO THE STREET.
4151	1/2/2026	Code Enforcement - Other Violation	401 W RICE ST	N/A	1. Internal	MINIMUM HOUSING, SOFIT FALLING DOWN, FASCIA AND GARAGE DOOR DETERIORATED. NEEDS NOTICE OF VIOLATION. NOTICE OF VIOLATION PREPARED. REINSPECTION, NO VISIBLE SIGNS OF CHANGE. HEARING SCHEDULED. REINSPECTION, PROGRESS CONTINUES. REINSPECTION, NO VISIBLE SIGNS OF CHANGE. REINSPECTION, APPEARS NO PROGRESS HAS HAPPENED.
		Code				SOFIT FALLING OFF LEFT SIDE OF STRUCTURE; FASCIA DETERIORATED; GARAGE DOOR DETERIORATED

4173	1/7/2026	Enforcement - Other Violation	525 KIMBALL RD	N/A	1. Internal	ED. HAS BEEN BUSH HOGGED. HEARING SCHEDULED. REINSPECTION, NO VISIBLE SIGNS OF CHANGE.
4376	1/7/2026	Code Enforcement - Other Violation	702 DIAL ST	N/A	1. Internal	MINIMUM HOUSING, TRAILER APPAEARS ABANDONED. MISSING STEPS, TRAILER SKIRT AND ISULATION FALLING DOWN. REINSPECTION, NO VISIBLE SIGNS OF CHANGE. HEARING SCHEDULED. REINSPECTION, NO VISIBLE SIGNS OF CHANGE. REINSPECTION, NO VISIBLE SIGNS OF CHANGE. PREPARED ORDINANCE.
						ZONING VIOLATION, WATER TOWER HAS SEVERE AMOUNTS OF RUST. REINSPECTION, NO

4722	2/25/2026	Code Enforcement - Other Violation	100 S MAIN ST	N/A	1. Internal	SIGNS OF CHANGE. HEARING SCHEDULED. REINSPECTION, NO VISIBLE SIGNS OF CHANGE. PROPERTY HAS BEEN PUT UP FOR SALE BY ANOTHER COMPANY. REINSPECTION, NO VISIBLE SIGNS OF CHANGE, WILL REACH OUT TO THE ATTORNEY AGAIN. REINSPECTION, APPEARS NO PROGRESS HAS HAPPENED. NO RESPONSE FROM THE ATTORNEY.
5438	4/27/2026	Code Enforcement - Other Violation	602 NORTH CHAPEL ST	N/A	1. Internal	TWO SINK HOLES ON PROPERTY. REINSPECTION, NO VISIBLE SIGNS OF CHANGE. HEARING HELD, NO ONE PRESENT. TOWN IS SUPPOSED TO BE REPAIRI SINK HOLE.

5439	4/27/2026	Code Enforcement - Other Violation	316 EAST CORRIHER ST	N/A	1. Internal	HOLES ON PROPERTY. SPOKE WITH SURVEYOR WHO IS TRYING TO CREATE AN EASMENT FOR THE TOWN, REFERRED HIM TO THE ZONING DEPT. HEARING HELD, NO ONE PRESENT. OWNER STATED TOWN IS SUPPOSED TO BE REPAIRING SINK HOLE.
5663	5/13/2026	Code Enforcement - Minimum Housing Code Violation	311 E GARDEN ST	N/A	1. Internal	MINIMUM HOUSING, STRUCTURE IS UNSECURED, FASCIA AND SOFFIT DETERIORATED. SPOKE WITH OWNER WHO ADVISED IT IS IN PROBATE AND SHOULD BE OUT IN JULY. ADVISED SHE WOULD MAKE THE MINIMUM REPAIRS WHEN IT IS OUT OF PROBATE AND WILL BE

						MARKET. HEARING SCHEDULED. REINSPECTION, NO VISIBLE SIGNS OF CHANGE. REINSPECTION, PROGRESS CONTINUES. REINSPECTION, THE LEFT SIDE OF STRUCTURE IS BEING PAINTED.
6042	6/9/2026	Code Enforcement - High Grass Complaint	805 Coldwater St Ext	Dollar General	1. Internal	NEEDS NOTICE OF VIOLATION. REINSPECTION, NO VISIBLE SIGNS OF CHANGE. PREPARED WORK ORDER. REINSPECTION, NO VISIBLE SIGNS OF CHANGE.
6315	6/23/2026	Code Enforcement - High Grass Complaint	PID 133 165 EAST RYDER AVE	N/A	1. Internal	HIGH GRASS. REINSPECTION, NO CHANGE. PREPARED WORK ORDER.
						CASE WAS PREVIOUSLY OWNED AND THEN SOLD. OLD CASE CLOSED AND NEW CASE OPNED FOR NEW OW[illegible]. MINIMUM

6318	6/23/2026	Code Enforcement - Minimum Housing Code Violation	209 WEST TAYLOR ST	N/A	1. Internal	HOUSING, PREVIOUSLY BURNED. WINDOWS BOARDED UP, DOOR OPEN AND UNSECURED. SEVERE OVERGROWTH AROUND STRUCTURE. TRASH, DEBRIS, JUNK IN CARPORT AND AROUND PROPERTY. NEW OWNER NOTICE OF VIOLATION COMPLETED. REINSPECTION, APPEARS MORE OVERGROWTH HAS BEEN CUT. MORE JUNK HAS BEEN REMOVED. SPOKE WITH THE NEW OWNER, HE IS WAITING ON THE ASBESTOS CHECKE TO BEGIN DEMO. REINSPECTION, PROGRESS CONTINUES. REINSECTION, NO VISIBLE SIGNS OF CHANGE. REINSPECTION, MORE PROGRESS. NEEDS NOTICE HEARING

						HEARING.
6949	7/30/2026	Code Enforcement - Junk In Yard	111 RANKIN RD	N/A	2. Citizen	YARD. NEEDS NOTICE OF VIOLATION. REINSPECTION, SOME PROGRESS HAS BEEN MADE.
6962	7/31/2026	Code Enforcement - High Grass Complaint	2270 WEST A ST	N/A	1. Internal	HIGH GRASS. NEEDS NOTICE OF VIOLATION PREPARED. REINSPECTION, APPEARS NO PROGRESS HAS HAPPENED. CREATED WORK ORDER.
6963	7/31/2026	Code Enforcement - Minimum Housing Code Violation	309 EAST RIDGE AVE	N/A	1. Internal	STRUCTURE APPEARS TO BE ABANDONED WITH SEVERE OVERGROWTH ON THE STRUCTURE. NEEDS NOTICE OF VIOLATION. REINSPECTION, APPEARS NO PROGRESS HAS HAPPENED. NEEDS NOTICE OF VIOLATION FOR MINIMUM HOUSING. REINSPECTION, NO VISIBLE SIGNS OF CHANGE.

6965	7/31/2026	Code Enforcement - Junk In Yard	416 EAST RICE ST	N/A	1. Internal	STORAGE OF TRASH, JUNK AND DEBRIS IN THE BACKYARD AND CARPORT AND ALSO HIGH GRASS. NOTICE OF VIOLATION PREPARED. REINSECTION, APPEARS NO PROGRESS HAS HAPPENED. GRASS HAS BEEN CUT, JUNK STILL PRESENT. REINSPECTION, NO VISIBLE SIGNS OF CHANGE. HEARING SCHEDULED. REINSPECTION, A LOT OF PROGRESS HAS BEEN MADE. HEARING HELD, GAVE 30 MORE DAYS TO GET TREE STUMP CUT.
6968	7/31/2026	Code Enforcement - High Grass Complaint	705 EAST MILLS DR	N/A	1. Internal	HIGH GRASS. NEEDS NOTICE OF VIOLATION. REINSPECTION, NO VISIBLE SIGNS OF CHANGE. PREPAR WORK

						ORDER.
7152	8/13/2026	Code Enforcement - Minimum Housing Code Violation	1075 LAKE DR	N/A	2. Citizen	HOUSEING, SIDING ON RIGHT SIDE OF STRUCTURE COMING OFF NEAR THE ROOF AND HIGH GRASS. NEEDS NOTICE OF VIOLATION. REINSPECTION, MOST OF THE YARD HAS BEEN MOWED. REINSPECTION, NO VISIBLE SIGNS OF CHANGE.
7153	8/13/2026	Code Enforcement - Junk Vehicles	1040 LAKE DR	N/A	1. Internal	VAN ON PROPERTY THAT HASN'T BEEN MOVED AND TIRES APPEARS FLAT. NEEDS NOTICE OF VIOLATION. REINSPECTION, NO VISIBLE SIGNS OF CHANGE.
7251	8/20/2026	Water - Blue Slip - Account Service Change Read Only	505 E MILLS DR	N/A	2. Citizen	
7359	8/27/2026	Code Enforcement - High Grass Complaint	PID 133 289 CANNON BLVD	N/A	2. Citizen	HIGH GRASS AROUND THE BILLBOARD. NEEDS NOTICE OF VIOLATION
		Code Enforcement -	309 TURNER			HIGH GR . NEEDS

7360	8/27/2026	Enforcement - High Grass Complaint	309 TURNER ST	N/A	2. Citizen	NEEDS VIOLATION.
7361	8/27/2026	Code Enforcement - High Grass Complaint	308 EAST RYDER AVE	N/A	1. Internal	HIGH GRASS. NEEDS NOTICE OF VIOLATION.
7375	8/27/2026	Code Enforcement - High Grass Complaint	705 EAST MILLS	N/A	2. Citizen	

Showing 1 to 23 of 23 entries

09/01/2026