



PLANNING BOARD

Tuesday, July 21, 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 Recognition of Angie Sands for Successfully Obtaining her NCAZO Certification, and for her Promotion to Staff Planner, Effective July 1, 2026.
- 1.5 Adoption of Agenda

2. APPROVAL OF MINUTES FOR MEETING(S):

- [2.1](#) Consider Approval of June 16, 2026, Meeting Minutes

3. OLD BUSINESS:

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

4. NEW BUSINESS:

- [4.1](#) **Consider Discussion of Rules of Procedure for Landis Planning Board and Board of Adjustment**

Submitted by: Phil Collins, Planning Director

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

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

5. REPORTS:

[5.1](#) Planning & Zoning Reports (Included in Packet)

[5.2](#) Code Enforcement Report (Included in Packet)

6. CLOSING:

6.1 Adjournment



PLANNING BOARD

Tuesday, June 16, 2026 at 6:00 PM

Landis Board Room

MINUTES

PLEASE SILENCE ALL CELL PHONES

1. INTRODUCTION:

1.1 Call Meeting to Order

Madam Chair Drumm called the Meeting to Order at 6:00 PM.

1.2 Determination of Quorum

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

Members Absent: Alternate Member Jade Bittle, Alternate Member Beryl Alston

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

1.3 Pledge of Allegiance

Madam Chair Drumm 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 VICE – CHAIR SCOTT FAW TO ADOPT THE AGENDA AS PRESENTED, SECONDED BY MEMBER DEBORAH COX, MOTION PASSED BY UNANIMOUS VOTE (5-0).

2. APPROVAL OF MINUTES FOR MEETING(S):

2.1 Consider Approval of May 19, 2026, Meeting Minutes

ACTION: A MOTION WAS MADE BY MEMBER GLENN CORRIHER, SECONDED BY MEMBER MICHELLE GRAY TO APPROVE THE MAY 19, 2026, MEETING MINUTES AS WRITTEN, MOTION PASSED BY UNANIMOUS VOTE (5-0).

3. NEW BUSINESS:

3.1 Consider Recommendation to accept the Road Dedication of Armstrong Street in Landis Ridge

Submitted by: Phil Collins, Planning Director

Details: Consider Recommendation to accept the Road Dedication of Armstrong Street in Landis Ridge

Recommended Action: Motion for Recommendation to accept the Road Dedication of Armstrong Street in Landis Ridge

ACTION: A MOTION WAS MADE BY VICE – CHAIR SCOTT FAW, SECONDED BY MEMBER DEBORAH COX, TO RECOMMEND TO THE BOARD OF ALDERMEN TO ACCEPT THE ROAD DEDICATION OF ARMSTRONG STREET, MOTIONS PASSED BY UNANIMOUS VOTE (5-0).

4. OLD BUSINESS:

4.1 Consider Discussion of Public Hearing Decision from Board of Aldermen - 220 Church Street Annexation - ANNEX-2026-06-08 and ZMA-2026-06-08

Planning Director Collins gave a brief overview of the Board of Aldermen's decision to approve ANNEX-2026-06-08 and ZMA-2026-06-08 at 220 Church Street.

4.2 Consider Discussion of Public Hearing Decision from Board of Aldermen - Zoning Map Amendment - 2879 N. Cannon Blvd. - ZMA-2026-06-08 - VSR - C-29

Planning Director Collins gave a brief overview of the Board of Aldermen's decision to approve ZMA-2026-06-08 from VSR to C-29

REPORTS:

Planning & Zoning Reports (Included in Packet)

Code Enforcement Report (Included in Packet)

CLOSING:

Adjournment

ACTION: A MOTION WAS MADE BY VICE – CHAIR SCOTT FAW, SECONDED BY MEMBER GLENN CORRIHER TO ADJOUR THE MEETING AT 6:07 PM, MOTION PASSED BY UNANIMOUS VOTE (5-0).

Respectfully Submitted,

Angie Sands, Deputy Town Clerk

RULES OF PROCEDURE LANDIS PLANNING BOARD

PART I PLANNING BOARD

- 1-1 The official name of the Planning Board shall be the “Landis Planning Board”, hereafter referred to as the “Planning Board”.

PART II OBJECTIVE AND PURPOSE

- 2-1 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.
- 2-2 The purposes of the Planning Board are:
- (a) To make studies of the Town and it’s 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

- 3-1 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).
- 3-2 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.

- 3-3 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

- 4.1 Annually, at the regular meeting of the Planning Board held in the month of _____, 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 _____ meeting. Each officer shall serve until relieved of their duties as herein provided.
- 4-2 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.
- 4-3 In the event of the absence of both the Chairman 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.
- 4-4 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

- 5-1 Regular meetings of the Planning Board shall be held on the second 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.
- 5-2 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.
- 5-3 Four (4) members of the Planning Board shall constitute a quorum. A quorum shall be present before any business is transacted.
- 5-4 The Chairman shall decide all points of procedure unless otherwise directed by a majority of the Planning Board in session at the time.

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

PART VI ATTENDANCE

- 6-1 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

- 7-1 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
- 7-2 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

- 8-1 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 Landis Development Ordinance. 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 a 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.

- 8-2 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 themselves, 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.
- 8-3 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.
- 8-4 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

- 9-1 The Secretary shall keep a record of the Planning Board's recommendations, transactions, 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

- 10.1 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 8-4.
- 10-2 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.
- 10-3 All members of the Planning Board have the right to vote on all matters except as specified in Section 8-1.
 - 10-4 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 this ____ day of _____, 20__.

Ronald Fite, Chair

Ratified by Board of Aldermen:

ADOPTED on this the ____ day of _____, 20__

Meredith Bare Smith, Mayor

Amber Levi, Town Clerk

RULES OF PROCEDURE
LANDIS BOARD OF ADJUSTMENT

TOWN OF LANDIS
NORTH CAROLINA

PART I. General Rules

The Board of Adjustment (hereinafter referred to as the “Board”) shall have all the powers and duties as authorized and prescribed by Section 160D-302 of the General Statutes of North Carolina and by Article 4 of the Town of Landis Development Ordinance.

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.

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. Officers and Duties

A. Appointments

The Board of Adjustment shall consist of five (5) regular members and three (3) alternate members (hereinafter, collectively, the “members”). All Board members shall be residents of the Town of Landis; and shall be appointed by the Board of Aldermen for the designated terms set forth in Section 4.3-2(A) of the Landis Development Ordinance (LDO), unless repealed, or Section 4.3-2 of the LDO from and after the effective date of the LDO.

Each Board member shall be sworn by the Mayor or their designee before assuming any position on the Board in accordance with Section 4.3-3 of the LDO.

The alternate members of the Board shall attend all regular and special meetings, and shall be permitted to fully participate in Board business whenever a regular member of the Board is absent, or if any Board member is determined to have a conflict of interest.

B. Elections

A Chairman and Vice-Chairman shall be elected by majority vote of the regular and alternate Board membership at the first called meeting following initial establishment of the Board. Each officer shall serve for two(2) year terms but may be elected by the Board membership for successive terms to the same office. **Biannually** thereafter at the regular meeting of the Board held in , a Chairman and Vice Chairman shall be elected. Each officer shall serve until relieved of their duties as herein provided.

C. Duties

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.

D. Clerk to the Board

The Board of Aldermen shall arrange to have clerical duties performed for the Board. Said person(s) (hereinafter referred to as the “Clerk to the Board”), shall take minutes and keep all records. The Clerk to the Board 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 of Adjustment shall be kept at Town Clerk’s office.

E. Staff Assistance

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.

PART III. Rules of Conduct for Members

A. Removal

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

B. Attendance

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

C. Conflict of Interest

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 benefit to themselves, their immediate relatives or their business interests. A sitting member may be excused from voting on a particular issue under the following circumstances:

1. If the member has a direct financial interest in the outcome of the issue; or
2. If the matter at issue involves the member's own official conduct; or
3. 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 judgment in the public interest; or
4. If a member has a fixed opinion prior to hearing the matter that is not susceptible to change; or
5. If a member has undisclosed ex parte communications.

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 themselves 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 themselves 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.

A challenge to 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 a review of the findings 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 at a properly convened meeting of the Board. The Board shall hear all such evidence. In order to find that a sitting member does have a previously undisclosed conflict of interest, a majority vote to such effect of the remaining members shall be required.

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

D. Discussion of Board Cases

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 IV. Meetings

A. Regular Meetings

Regular meetings of the Board shall be held on the second Tuesday of each calendar month at 6:00 p.m. in the Landis Facilities Building. All Board members shall be notified of and provided an agenda for each meeting by the Planning, Zoning and Subdivision Administrator, and public notices shall be posted by the Clerk to the Board as prescribed by law.

B. Special Meetings

Special meetings of the Board may be called at any time by the Chairman, provided that at least forty-eight (48) hours advance notice of the time, place and purpose of such special meetings are provided by the Clerk to the Board to all members of the Board. Public notices to this effect shall also be posted.

C. Quorum

A quorum shall consist of at least four (4) sitting members, entitled to vote on matters brought before the Board, including any alternates seated, as set forth in Rule III.A. A quorum shall be in attendance in order to open any meeting of the Board.

D. Cancellation of Meetings

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 can not 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.

E. 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 a evidentiary hearing.

F. Conduct of Meetings

All meetings shall be open to the public. The order of business at regular meetings shall be as follows:

1. Call to Order
2. Determination of Quorum; Recording of Seated (Voting) Members
3. Approval of Minutes of Previous Meetings
4. Hearing of Cases
5. Other Business
6. Consideration and Determination of Cases
7. Adjournment/Continuation

G. Continuation of Meetings

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 V. Appeal, Applications, Evidentiary hearings

A. 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.

B. 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 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.

C. 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 Planning Board or the Board of Aldermen. No application shall be considered complete unless accompanied by the fee as herein prescribed.

D. 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.

E. 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.

F. 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:

1. 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.
2. 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.
3. The Planning, Zoning & Subdivision Administrator, or such other person as the Chairman may direct, shall give a preliminary statement of the case.
4. The applicant shall present evidence and arguments in support of their application.
5. Other persons in favor of granting the application shall present arguments for the application.
6. Persons opposed to granting the application shall present arguments against the application.
7. 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.
8. 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.
9. 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.

G. Decision

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

2. 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.

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

H. 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 VI. Amendments

These rules within the limits allowed by law, may be amended at any time by an affirmative vote of a majority of the entire membership of the Board in attendance at such time, but consisting of not less than three (3) regular members; provided that such amendment be presented in writing at a regular meeting preceding the meeting at which the vote is taken.

Adopted this ____ day of _____, 2021.

Ronald Fite, Chair

Ratified by Board of Aldermen:

ADOPTED on this the ____ day of _____, 2021

Meredith Bare Smith, Mayor

Amber Levi, Town Clerk



Active Permit Report

01/01/2026 - 06/26/2026

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-26-136	1/20/2026	Residential Addition	904 S MAIN ST	09. CONSTRUCTION ADMINISTRATION	N/A	MORENO, RAFAEL	Building Construction
ZN-26-141	1/5/2026	Accessory Building	321 E TAYLOR ST	09. CONSTRUCTION ADMINISTRATION	N/A	BROOKS, RANDY	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-26-151	1/28/2026	Driveway	1600 PINNACLE WAY DR.	09. CONSTRUCTION ADMINISTRATION	PINNACLE LOT 9	PHC, LLC	Building Construction
ZN-26-159	4/21/2026	Residential	601 HILLSIDE STREET	02. WAITING ON PAYMENT/CONTRACTOR	N/A	WATTS, PACEY	Waiting on Payment
ZN-26-160	6/8/2026	Residential	304 E. GARDEN ST	09. CONSTRUCTION ADMINISTRATION	N/A	KANNAPOLIS PROPERTIES LLC	Building Construction
ZN-26-162	4/21/2026	Fence	Old Beatty Ford Rd.	13 - PROJECT NOT APPROVED BY STAFF	N/A	HATLEY, MICHAEL	
ZN-26-165	4/10/2026	Deck	250 TRANQUIL LAKE DRIVE	09. CONSTRUCTION ADMINISTRATION	N/A	CHRIS HOLMES	Building Construction

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ZN-26-169	4/13/2026	Accessory Building	503 W. 5TH STREET	09. CONSTRUCTION ADMINISTRATION	N/A	HUMBLE, PAM	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-26-181	5/7/2026	Pool	2400 CALLAGHAN CT	09. CONSTRUCTION ADMINISTRATION	IRISH CREEK	NIBLOCK HOMES	Building Construction	
ZN-26-182	5/4/2026	Pool	2379 FERNDALE CT.	09. CONSTRUCTION ADMINISTRATION	N/A	FRYE, CHAD	Building Construction	
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	LAST NAME, FIRST NAME	Building Construction	
ZN-26-208	6/22/2026	Non-Residential	2410 US HWY 29 S	09. CONSTRUCTION ADMINISTRATION	OCAMPO	OCAMPO, TRIXI	Building Construction	
ZN-26-88	1/6/2026	Residential	632 Kimball Rd.	09. CONSTRUCTION ADMINISTRATION	LANDIS MULTIFAMILY	DYNAMIC DEVELOPERS	Building Construction	

Total Records: 32



Permits Issued Report

05/26/2026 - 06/26/2026

City Permit #	Permit Date	Permit Type	Site Address	Main Status	Project Name	Owner	Stage of Construction
ANNEX-26-219	6/8/2026	Annexation	220 CHURCH ST.	11. COMPLETE	N/A	SANTOS, ANGELICA	Complete
PF-26-193	5/27/2026	Pool Fill	513 W. Hoke St	11. COMPLETE		Owens, Scott	Complete
PF-26-202	6/3/2026	Pool Fill	302 S. CHAPEL ST.	11. COMPLETE	N/A	WINGLER, TERRY	Complete
PF-26-205	6/8/2026	Pool Fill	327 EDGEWOOD PARK CT	11. COMPLETE		HUERTA, JOSE ALBERTO	Pool Fill
ZMA-26-117	6/8/2026	Zoning Map Amendment	2879 N. CANNON BLVD.	11. COMPLETE	N/A	MAC & POPS LLC	Complete
ZN-26-160	6/8/2026	Residential	304 E. GARDEN ST	09. CONSTRUCTION ADMINISTRATION	N/A	KANNAPOLIS PROPERTIES LLC	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-26-184	6/2/2026	Demolition	603 HILLSIDE ST	11. COMPLETE	N/A	HARDIN, RICKY	Complete
ZN-26-190	5/26/2026	Driveway	201 E RICE ST	11. COMPLETE	N/A	RMB PROPERTY INVESTMENTS	Complete
ZN-26-191	5/26/2026	Driveway	205 E RICE ST	11. COMPLETE	N/A	RMB PROPERTY INVESTMENTS	Complete
ZN-26-192	6/2/2026	Driveway	121 S. BEAVER ST.	11. COMPLETE	N/A	PANEPINTO, MARK	Complete
ZN-26-195	6/4/2026	Demolition	327 N. KIMMONS ST	11. COMPLETE	N/A	THOMAS, PATRICIA	Complete
ZN-26-197	6/12/2026	Driveway	203 ENGLISH OAK LANE	09. CONSTRUCTION ADMINISTRATION	N/A	COGGINS, LARRY	Building Construction

ZN-26-199	6/2/2026	Accessory Building	314 N. CENTRAL AVE	11. COMPLETE	N/A	PROPST , MARK	Complete
ZN-26-200	6/2/2026	Fence	314 N. CENTRAL AVE	11. COMPLETE	N/A	PROPST, MARK	Complete
ZN-26-201	6/4/2026	Residential	471 KIMBALL LOOP	01. NEW	N/A	KIMBALL, BEN	Building Construction
ZN-26-204	6/5/2026	Driveway	220 CHURCH ST	11. COMPLETE	N/A	RAMOS, ANGELICA	Complete
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	LAST NAME, FIRST NAME	Building Construction
ZN-26-208	6/22/2026	Non-Residential	2410 US HWY 29 S	09. CONSTRUCTION ADMINISTRATION	OCAMPO	OCAMPO, TRIXI	Building Construction
ZN-26-218	6/8/2026	Zoning Map Amendment	220 CHURCH ST	11. COMPLETE	N/A	RAMOS, ANGELICA	Complete

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Total Records: 21

6/29/2026



Active Permit Report

06/01/2026 - 06/26/2026

City Permit #	Permit Date	Permit Type	Site Address	Main Status	Project Name	Owner	Stage of Construction
ZN-26-160	6/8/2026	Residential	304 E. GARDEN ST	09. CONSTRUCTION ADMINISTRATION	N/A	KANNAPOLIS PROPERTIES LLC	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	LAST NAME, FIRST NAME	Building Construction
ZN-26-208	6/22/2026	Non-Residential	2410 US HWY 29 S	09. CONSTRUCTION ADMINISTRATION	OCAMPO	OCAMPO, TRIXI	Building Construction

Total Records: 5



Code Enforcement Report

01/01/2025 - 06/25/2026

Work Order #	Work Date	Work Type	Location of Issue	Business Name	Request Type	Notes/Comments
6318	6/23/2026	Code Enforcement - Minimum Housing Code Violation	209 WEST TAYLOR ST	N/A	1. Internal	CASE WAS PREVIOUSLY OWNED AND THEN SOLD. OLD CASE CLOSED AND NEW CASE OPEND FOR NEW OWNER. MINIMUM HOUSING, HAD PREVIOUSLY BURNED. WINDOWS BOARDED UP, DOOR OPEN AND UNSECURED. SEVERE OVERGROWTH AROUND STRUCTURE. TRASH, DEBRIS, JUNK IN CARPORT AND AROUND PROPERTY.
6317	6/23/2026	Code Enforcement - High Grass Complaint	411 TOWN ST	N/A	1. Internal	HIGH GRASS
6316	6/23/2026	Code Enforcement - High Grass Complaint	106 SOUTH CHAPEL ST	N/A	1. Internal	HIGH GRASS
6315	6/23/2026	Code Enforcement - High Grass Complaint	PID 133 165 EAST RYDER AVE	N/A	1. Internal	HIGH GRASS
6042	6/9/2026	Code Enforcement - High Grass	805 Coldwater St Ext	Dollar General	1. Internal	

		Complaint				
5855	5/27/2026	Code Enforcement - High Grass Complaint	417 TOWN ST	N/A	1. Internal	HIGH GRASS
5854	5/27/2026	Code Enforcement - High Grass Complaint	418 TOWN ST	N/A	1. Internal	HIGH GRASS
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 PUT ON THE MARKET. HEARING SCHEDULED. REINSPECTION, NO VISIBLE SIGNS OF CHANGE.
5439	4/27/2026	Code Enforcement - Other Violation	316 EAST CORRIHER ST	N/A	1. Internal	TWO SINK 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.
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

						IN IT. REINSPECTION, NO VISIBLE SIGNS OF CHANGE. NEEDS NEW NOTICE OF HEARING DUE TO WRONG ADDRESS ON LETTER. NEW NOTICE OF VIOLATION PREPARED. REINSPECTION, NO VISIBLE SIGNS OF CHANGE. SPOKE WITH THE OWNER WHO STATED THE CAMPER IS BEING TOWED TO THE SCRAP YARD THIS WEEKEND. HEARING HELD, NO ONE PRESENT. SPOKE WITH THE OWNER, WHO STATED HE WAS UNABLE TO GET THE CAMPER MOVED DUE TO THE RAIN.
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.
4173	1/7/2026	Code Enforcement - Other Violation	525 KIMBALL RD	N/A	1. Internal	SOFIT FALLING OFF LEFT SIDE OF STRUCTURE; FASCIA

						DETERIORATED. GARAGE DOOR DETERIORATED. PROPERTY HAS BEEN BUSH HOGGED. HEARING SCHEDULED. REINSPECTION, NO VISIBLE SIGNS OF CHANGE.
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.
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 PROPERTY. 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 MO JUNK HAS BEEN BROUGHT IN. REINSPECTION, NO VISIBLE SIGNS OF CHANGE.
1479	4/15/2025	Code Enforcement - Minimum Housing Code Violation	217 S BEAVER ST	N/A	2. Citizen	REINSPECTION, NO VISIBLE SIGNS OF CHANGE. SCHEDULE A NEW NOTICE OF HEARING FINDING OF FACT PREPARED. PROGRESS BEING MADE. REACHED OUT TO OWNER AND LEFT VOICEMAIL. SENT NOTICE OF PENALTY. TRUCK ONSITE WITH JUNK LOADED IN IT. FINDING OF FACT BEING COMPLETED. JUNK HAS BEEN MOVED TO THE STREET AGAIN.

Total Records: 18

7/2/2026