



MEETING MINUTES

BRUNSWICK COUNTY PLANNING BOARD REGULAR MEETING OFFICIAL MINUTES

July 14, 2025
4:00 PM

The Brunswick County Planning Board met in Regular Session on July 14, 2025 at 4:00 p.m. in the Commissioners' Chambers of the David R. Sandifer Administration Building, located at the Brunswick County Government Center, 30 Government Center Drive, Bolivia, North Carolina.

MEMBERS PRESENT

Clifton Cheek, Chair
Jason Gaver, Vice Chair
James (Jim) Board
William Bittenbender, At-Large
Richard Leary
Howard Stocks, At-Large
Cecelia Herman, Alternate (in Audience)

MEMBERS ABSENT

Ron Medlin

STAFF PRESENT

Kirstie Dixon, Director
Marc Pages, Deputy Director
Connie Marlowe, Admin. Asst. II/CAMA LPO
Tyler Connor, Planner I
Garrett Huckins, GIS Planning Analyst
Ryan King, Asst. County Attorney

OTHERS PRESENT

Jody Bland
James Paggioli
Robin Edwardsen
Allison Engebretson
Alan Greenstein
Elizabeth Nelson
Steve Parker

Savanna Tenenoff, Star News
Jim Bradshaw
Stacy Wallace
Steven Smiley
Tim Clinkscale
Ashley Wells

I. CALL TO ORDER

Chair Cheek called the meeting to order at 4:04 p.m.

II. INVOCATION/PLEDGE OF ALLEGIANCE

Chair Cheek said a prayer. He asked everyone to stand and face the U.S. Flag to say the Pledge of Allegiance.

III. ROLL CALL

Mr. Ron Medlin was absent.

IV. APPROVAL OF MINUTES

Mr. Bittenbender made a motion to approve the 09-Jun-25 minutes as presented and the motion was unanimously carried.

V. AGENDA AMENDMENTS

There were none.

VI. PUBLIC COMMENT

There were none.

VII. PRESENTATION

Mr. Pages addressed the Board. He asked that the promotional video regarding the Voluntary Agricultural District be postponed until the August 11, 2025 meeting due to technical difficulties. Mr. Leary made a motion to remove this item from the agenda until the August 11, 2025 meeting and the motion was unanimously carried.

VIII. OLD BUSINESS

A. Planned Development – PD-146

Name:	Hooper Road Tract Planned Development
Applicant:	Colliers Engineering and Design
Tax Parcel(s):	01000010, 01000021, 0100002101 and 00600011
Location:	Hooper Road NE (SR 1427)
Description:	Hooper Road Tract is a proposed planned development consisting of 1,676 single-family units on approximately 594.09 acres, creating an overall density of 2.82 dwelling units per acre.

Mr. Marc Pages said staff received a request from the applicant to table this matter until the August 11, 2025 because they are trying to make site plan amendments. Mr. Leary made a motion to table PD-146 (Hooper Road Tract Planned Development) until August 11, 2025 at 4:00 p.m. and the motion was unanimously carried.

IX. PUBLIC HEARINGS

A. Planned Development – PD-157

Name: Folly Hills Planned Development
Applicant: Norris and Bland Consulting Engineers (%Jody Bland)
Tax Parcel(s): 16900013
Location: Located off Southport-Supply Road SE (NC 211)
Description: Folly Hills is a planned development consisting of 274 single-family units on 146.09 acres, creating an overall density of 1.40 dwelling units per acre.

Mr. Marc Pages addressed the Board. Mr. Pages read the Staff Report (attached) and identified the subject property and surrounding properties on a visual map. The subject property is directly west of the Rolling Hills Planned Development, which is currently under construction. There will be interconnectivity and a stub-out is shown on the visual map as well as internal connection to Old Lennon Road SE (SR 1504). Mr. Pages said most of the development is outside the AE flood zone and the wetland areas will remain undisturbed. There is a proposed future expansion that will require further review and approval by the Board. He provided the Board with school capacity charts (attached) for the nearby schools.

Mr. Pages said staff recommends approval based on the following conditions:

- That the development shall proceed in conformity with all plans and design features submitted as part of the planned development application and kept on file by the Brunswick County Planning Department.
- That the development of the parcel(s) shall comply with all regulations as specified in the Brunswick County Unified Development Ordinance.
- Planned Development approval does not constitute an authorization to construct. All applicable Federal, State and County approvals/permits will be necessary to obtain final plat approvals and building permits. This includes Stormwater, Utilities, and Fire Marshal requirements.

Chair Cheek asked if the road will have to be widened to accommodate the east and west bound turn lanes mentioned in the Traffic Impact Analysis (TIA)? Mr. Pages said deceleration lanes will have to be installed in both directions (center lane and a right turn lane).

Vice Chair Gaver asked staff if the plan shows the buffers between back-to-back lots that was recommended by staff? Mr. Pages said it is not shown on the plan although it is a standard recommendation by staff in effort to provide open space between back-to-back lots. Vice Chair Gaver clarified that the elementary school in the area is over-capacity and Mr. Pages concurred. Mr. Pages added that the high school is around 90% capacity.

Mr. Board pointed out that the vicinity map does not have site location shown. Mr. Pages said there is faint wording that says "site" on the vicinity map and Mr. Board agreed. Mr. Board said the turning radius is tight and he was concerned about fire truck access. Mr. Pages said the main concern expressed at the Technical Review Committee (TRC) meeting was the turning radius at a cul-de-sac and the Fire Marshal's office said the project has to accommodate Appendix D of the Fire Code and the developer provided such. Mr. Pages said the Fire Marshal's office did not express any other concerns on this matter.

Vice Chair Gaver made a motion to open the Public Hearing and the motion was unanimously carried.

Mr. Jody Bland, Norris and Bland Consulting Engineers, addressed the Board. He stated the radius will be widened for fire truck access. Mr. Bland said the entrance has been set back for future widening of Southport-Supply Road SE (NC 211) and homes are away from the entrance of the development to limit driveways off the entrance road to the development. The interconnectivity is a secondary access point that has been constructed and certified, which connects to Old Lennon Road SE (SR 1504) and another connection to NC 211 in Rolling Hills Planned Development. There is a future phase that will require a TIA submittal because the project will be tripped over the threshold that warrants a TIA submittal. Mr. Bland said their goal is to coordinate with the County to share public sewer with Rolling Hills Planned Development. The project will be designed for the 100-year flood event. Mr. Bland said there is an extensive amount of open space and oversized amenity areas consisting of a clubhouse, playground, dog lot, etc.

Vice Chair Gaver asked about buffers for the back-to-back lots. Mr. Bland said there are buffers for the back-to-back lots adjacent to the Rolling Hills Planned Development. He stated that they installed an internal drainage centered on the shared property line and a buffer between that area will double the drainage area, which will create maintenance issues. Vice Chair Gaver asked staff if they are satisfied with the developer's rationale for not providing a buffer between back-to-back lots? Mr. Pages said that is a legitimate concern, but this has been a standard recommendation from staff for aesthetic purposes.

Chair Cheek asked about the future development area and Mr. Bland identified the area on a visual map. He further stated that that area excludes the open space counts on this project.

Mr. Jim Bradshaw, 600 Ashbury Drive, addressed the Board. He was concerned with controlled growth, utilities, school capacity, and safety. Mr. Bradshaw said during his tenure with the County, he established a close relationship with the University of North Carolina School of Government (School of Government) and he recently spoke with the School of Government regarding public safety, which is a major concern with all the new development on NC 211. He stated that NC 211 is currently at capacity and there have been several accidents (1,060 in the last 3 years) on NC 211. Mr. Bradshaw said emergency response time can be hampered with the excessive traffic on NC 211, which is a 2-lane road. He also expressed concern with traffic congestion and safe evacuation during major storms.

Mr. Robin Edwardsen, 1707 Wynnewood Court SE, addressed the Board. He read a handout (attached) regarding the Brunswick County Comprehensive Transportation Plan and he asked the Board to consider the Comprehensive Plan during their decision-making process.

Ms. Stacy Wallace, 767 Breezewood Drive SE, addressed the Board. She felt that the density should be decreased in Phase II (future expansion) of the project. Ms. Wallace, also, expressed concern with stormwater drainage and affordable homes for entry-level workers (teachers, government employees, first responders). She further stated that available storage is needed in the area for new residents. She felt that the traffic study does not include undeveloped lots or future homes that will be built in Rolling Hills Planned Development.

With no further comments, Mr. Board made a motion to close the public hearing and the motion was unanimously carried.

Vice Chair Gaver said this project meets the minimum requirements of the Brunswick County Unified Development Ordinance (UDO) and they have implemented additional steps to show a good faith

effort by moving the homes back off NC 211 to reduce traffic concerns and there is a lot of open space proposed. He reiterated that the project meets the minimum requirements of the UDO.

Vice Chair Gaver made a motion to approve PD-157 (Folly Hills Planned Development) with the noted conditions in the Staff Report and the motion carried 5 to 1 with Mr. Board opposing.

B. Planned Development – PD-158

Name: Sailors Haven Planned Development
Applicant: Paramounte Engineering
Tax Parcel(s): 2270000102
Location: Off Seaside Road SW (NC 904)
Description: Sailors Haven is a planned development consisting of 300 single-family units on approximately 117.42 acres and created an overall density of 2.55 dwelling units per acre.

Mr. Marc Pages addressed the Board. He stated that there is a proposed stub-out, but it has not been constructed. Mr. Pages read the Staff Report (attached) and identified the subject property and surrounding properties on a visual map. He stated that the plan has been shared with the Town of Sunset Beach, but they have not indicated if a stub-out will be required in their planning and zoning jurisdiction. This area was a previously approved planned development approximately 25 years ago under a different owner that never came to fruition. Mr. Pages said the previous plan showed a stub-out and interconnectivity to the Wyndfall development. He further stated that there is a buffer increase (80') adjacent to the Wyndfall development. He provided the Board with school capacity charts (attached) for the nearby schools.

Mr. Pages said staff recommends approval based on the following conditions:

- That the development shall proceed in conformity with all plans and design features submitted as part of the planned development application and kept on file by the Brunswick County Planning Department.
- That the development of the parcel(s) shall comply with all regulations as specified in the Brunswick County Unified Development Ordinance.
- Planned Development approval does not constitute an authorization to construct. All applicable Federal, State and County approvals/permits will be necessary to obtain final plat approvals and building permits. This includes Stormwater, Utilities, and Fire Marshal requirements.
- Add a note to the plan that a 10' wide access easement shall be included within the Seaside Road street buffer for a future pedestrian path or greenway.

Chair Cheek stated that the property is split-zoned (R-7500 and C-LD) and he clarified that the maximum number of dwelling units allowed in C-LD zone is 13.60 dwelling units per acre. Chair Cheek asked staff how this number is calculated for this project? Mr. Pages said the acreage would be estimated in the C-LD zoning district, but the developer is proposing substantially less than the maximum allowed in the C-LD zoning district.

Mr. Board asked if there were any challenges regarding the single entrance into the development? Mr. Pages said there is an emergency entrance off the cul-de-sac. Mr. Board said the emergency entrance will be gated and not for public use. Mr. Board was concerned that Seaside Road SW (NC 904) and Old Georgetown Road SW (SR 1163) are 2-lane roads with large developments on both sides

of the roads. He further stated that during an emergency situation, 300 households would be exiting the area through 1 entrance onto Seaside Road SW (NC 904). Mr. Board said he will always air on the side of caution when it comes to the safety of individuals because he do not think a single access point is sufficient for any development. Mr. Pages said the original plan did not have a stub-out to the south. Mr. Board interjected that there is only 1 entrance and exit until interconnectivity is provided and the stub-out no longer exists. Mr. Pages reiterated that there is an emergency entrance onto NC 904. Mr. Board felt that the property is hardly developable because of the limited access to NC 904. Mr. Pages said this project met with TRC and the Fire Marshal forwarded the information to the local fire chief and there were no objections to the proposed plan. Mr. Board felt that the Fire Marshal's office is not considering public safety in the event of an emergency when reviewing these projects. He went on to say that the Board has approved several projects due to State Statute requirements that have/had limited access in and out of those developments.

Vice Chair Gaver asked about Elliot Swain, Brunswick Soil and Water, note stating "Note that the development is located in a Carolina Bay with poorly drained soils. A properly designed stormwater system is vital to ensure proper drainage" and James Paggioli, Floodplain Administrator, said "Site is located in a Carolina Bay which may present some drainage issues. Additional comments forthcoming". Vice Chair Gaver asked staff if the additional comments have been received? Mr. Pages said no. Mr. Pages said floodplain standards will have to be met prior to construction. Mr. Leary asked staff where the emergency exit will be located? Mr. Pages identified the 20' wide emergency only access (siren activated gate) on the north side of the cul-de-sac on a visual map. Chair Cheek clarified that staff has not received any feedback from the Town of Sunset Beach regarding the stub-out. Mr. Pages said he spoke with the planner on staff that had to get directions from his superior on the matter, but the final decision will have to be made by the Town of Sunset. Mr. Pages said a portion of Wyndfall development to the west is undeveloped and a connection can possibly be in that location, which will be a win-win for both parties.

Vice Chair Gaver made a motion to open the Public Hearing and the motion was unanimously carried.

Ms. Allison Engebretson, Land Planner and Landscape Architect for Paramounte Engineering, addressed the Board on behalf of the applicant. She discussed a PowerPoint presentation (attached) showing 4 potential access points with the main entrance off NC 904 as well as a secondary emergency access that will be gated/knox box, existing conditions consisting of wetlands that will not be disturbed, ditches that will provide for stormwater drainage, substantial buffers from adjacent properties, project phasing (Phase 1 – 40 lots, Phase 2 – 72 lots, Phase 3 - 64 lots, Phase 4 – 68 lots, and Phase 5 – 55 lots) and a traffic study (turn lane warrant summary that requires a 75' storage northbound left turn lane and a 50' storage southbound right turn lane).

Vice Chair Gaver asked about the open space areas and Ms. Engebretson said there is a clubhouse and pool amenity to the north of the project with a parking area as well as sidewalks throughout the neighborhood with approximately 2.5 miles of interconnected trails and sidewalks, proposed nature trail, pocket parks, and pond overlook. She added that the homes will be approximately 200' off Seaside Road SW (NC 904) with landscaping as a buffer. Mr. Bittenbender asked about the road near the pool and Ms. Engebretson said it is an existing logging road (Sawmill Road SW).

Mr. Steven Smiley addressed the Board and he stated that a hydrology study was completed across the entire site. They dug 18 wells and monitored it for 12 months to see how well the soil was draining and the soils drained well except in the wetland areas. He stated that other soil tests were conducted and the soils drained well during that testing phase.

Mr. Alan Greenstein, 956 Wyndfall Drive, addressed the Board. He was concerned with the 1-way entrance and individuals not being able to leave the area in an orderly manner during an evacuation as result of a major storm. Mr. Greenstein was also concerned with current traffic congestion and the excessive traffic that will be generated by this development.

Mr. Tim Clinkscale, Professional Engineer for Paramounte Engineering, addressed the Board. Mr. Clinkscale said they have discussed traffic concerns with Benjamin Hughes of the North Carolina Department of Transportation (NCDOT) and Mr. Hughes said a TIA was not required for this project because the traffic warrant study shows a left and right turn lane to the development, which is adequate. Mr. Clinkscale said they consulted with the Fire Marshal's office about a secondary access (emergency only access point) that can be open to development traffic during emergency situations. He stated that the project has been designed to the 100-year storm event and the natural drainage will be maintained on the site. Mr. Clinkscale reiterated that they performed several tests on the site to ensure that the property is developable.

Vice Chair Gaver asked the distance between the existing drainage ditches and the proposed homes and Ms. Engbretson said the lots are approximately 30' from the ditches at the top of bank of the ditches. Chair Cheek asked if the ditch near Seaside Road SW (NC 904) connects to the stormwater pond and Mr. Clinkscale said it does not go into the stormwater pond.

With no further comments, Vice Chair Gaver made a motion to close the public hearing and the motion was unanimously carried. Vice Chair Gaver said he is not in favor of this project because no response was received from the Town of Sunset Beach, the manmade ditches are there to move stormwater and the homes adjacent to the ditches are subject to flooding.

Vice Chair Gaver made a motion to deny PD-158 (Sailors Haven Planned Development) due to concerns of stormwater drainage in close proximity to the proposed homes in the plan and the motion was unanimously carried.

C. Major Subdivision – SS-291

Name:	Oxpen Oaks Major Subdivision
Applicant:	Coastline Homes NC LLC
Tax Parcel(s):	2150009001
Location:	Off Oxpen Road SW (SR 1140)
Description:	Oxpen Oaks is a major subdivision consisting of 15 single-family units on approximately 6.67 acres, creating an overall density of 2.25 dwelling units per acre.

Mr. Phillip Coates addressed the Board. Mr. Coates read the Staff Report (attached) and identified the subject property and surrounding properties on a visual map. He provided the Board with school capacity charts (attached) for the nearby schools.

Mr. Phillips said staff recommends approval based on the following conditions:

- That the development shall proceed in conformity with all plans and design features submitted as part of the major subdivision application and kept on file by the Brunswick County Planning Department.
- That the development of the parcel(s) shall comply with all regulations as specified in the Brunswick County Unified Development Ordinance.

- Major Subdivision approval does not constitute an authorization to construct. All applicable Federal, State and County approvals/permits will be necessary to obtain final plat approvals and building permits. This includes Stormwater, Utilities, and Fire Marshal requirements.

Vice Chair Gaver asked staff about sidewalks and driveways for this project. Mr. Coates said parking will be off-street with a minimum of 2 driveway parking spaces per lot. He further stated that there was no mention of sidewalks for this project.

Vice Chair Gaver made a motion to open the Public Hearing and the motion was unanimously carried.

Ms. Elizabeth Nelson, Eli Engineering, addressed the Board. She stated that this a 15-lot major subdivision and a 16" sewer force main is available to the site, but the lots will have on-site wastewater systems (septic tanks). The lots will be served by public water supply and the project will be designed to the 100-year storm event. She stated that the TRC comment requesting the construction of an emergency access point off Seashore Hills Road SW does not adjoin the subject property, so they will be constructing a stub-out to accommodate future development. Ms. Nelson said they did not see a necessity for a stub-out, but they are crossing in the area, which is currently dry. She said they are working around the existing vegetation in an effort to preserve trees, wherever possible. She stated that Seashore Hills has some drainage issues at the current time, but they plan to intercept the water and bring the water to the natural drainageway.

Mr. Leary asked about the individual on-site wastewater systems and Ms. Nelson said an environmental specialist (Tom Gulley) made a site visit and confirmed septic suitability on the proposed 15 lot major subdivision. Mr. Leary asked if Lot 5 is in the AE Flood Zone and Ms. Nelson said it appears to be in a flood zone (base flood elevation is 11.0'), but the ground elevation (14.0') is 3' above the base flood elevation. Vice Chair Gaver asked if the site is currently wooded and Ms. Nelson replied yes.

Ms. Ashley Wells, 2292 Forest Drive, addressed the Board. She stated that the subject property floods whenever it rains. She was concerned with wildlife preservation and she did not think the proposed development will be a benefit to the area.

With no further comments, Vice Chair Gaver made a motion to close the public hearing and the motion was unanimously carried. Vice Chair Gaver was concerned with whether this development will be appropriate for the area due to the project's close proximity to the AE flood zone. Ms. Dixon reminded the Board that this is a major subdivision and the Board has to determine if it meets the minimum standards for approvals. Vice Chair Gaver said there is a difference between meeting the minimum standards and is the development safe for the surrounding residents. He expressed concern with the homeowners potentially being faced with flooding issues due to current flooding issues in the area. Chair Cheek clarified that the project is designed for the 100-year storm event and Ms. Nelson concurred.

With no further discussions, Vice Chair Gaver made a motion to deny SS-291 (Oxpen Oaks Major Subdivision) due to flooding concerns because of the topography of the site and the motion was unanimously carried.

D. Rezoning Z-917 – Bonnie McGlaughlin (%Joseph Bland).

Request rezoning of approximately 58.38 acres located at 7190 Stella Drive NE near Leland, NC from C-I (Commercial Intensive) to R-7500 (Medium Density Residential) for Tax Parcel 02100058.

Mr. Tyler Connor addressed the Board. He read the Staff Report (attached) and identified the subject property and surrounding properties on a visual map. Mr. Connor read the consistency and reasonableness determination statement (attached). He provided the Board with school capacity charts (attached) for the nearby schools.

Mr. Connor said staff recommends approval from C-I (Commercial Intensive) to R-7500 (Medium Density Residential) for Tax Parcel 02100058 located at 7190 Stella Drive NE near Leland, NC and adopt the consistency and reasonableness determination statement.

Mr. Leary made a motion to open the Public Hearing and the motion was unanimously carried.

Mr. Jody Bland, Norris and Bland Consulting Engineers, addressed the Board on behalf of the applicant. He stated that the proposed zoning is a transitional zone from the CI zoning district to accommodate residential uses. He stated that they are working with NCDOT for direct access to US 74/76 (Andrew Jackson Hwy) for a future project.

Mr. Steve Parker, 3001 Row Road, addressed the Board. He stated that there are current drainage issues because the front of the subject property is wet and the proposed development will flood his property. Vice Chair Gaver thanked Mr. Parker for his comments about flooding, but he stated that this is a rezoning request and the applicant is not submitting a plan for consideration at this time. Mr. Parker said the rezoning request is the first stage of the process before a plan can be submitted for consideration to the Board. Mr. Parker said the public should have more than 3 minutes to voice their concerns because developers have unlimited time to speak. Vice Chair Gaver said the decision to limit speakers was implemented by the Board of Commissioners. Mr. Parker said the public just wants to be treated fairly and Vice Chair Gaver said he understands Mr. Parker's concerns.

Mr. Leary asked staff what could be done on the property in the current zoning designation and Mr. Tyler explained the difference in the CI and R-7500 zoning districts and he provided examples of the permitted uses in the CI zoning district. Mr. Board was concerned with a potential development being on US 74/76 and creating a burdensome evacuation situation during a major storm.

Chair Cheek asked Mr. Bland to explain stormwater drainage and Mr. Bland said they cannot block stormwater drainage from or through their property or push stormwater drainage on adjacent property. Chair Cheek clarified that the zoning change will make stormwater drainage better and Mr. Bland said they will have to comply with stormwater issues regardless of the zoning designation.

With no further comments, Mr. Leary made a motion to close the Public Hearing and the motion was unanimously carried.

Mr. Leary made a motion to approve Tax Parcel 02100058 to R-7500 (Medium Density Residential) located at 7190 Stella Drive NE near Leland, NC and adopt the consistency and reasonableness determination statement and the motion carried 5 to 1 with Mr. Board opposing.

CONSISTENCY & REASONABLENESS DETERMINATION

Per NCGS, zoning regulations shall be made in accordance with a comprehensive plan. Prior to adopting or rejecting any zoning amendment (including map and text amendments), a statement regarding plan consistency shall be adopted.

This request is CONSISTENT with the Blueprint Brunswick 2040 Comprehensive Plan place type designation and CONSISTENT with the goals, recommendations, and policies of the plans adopted by Brunswick County (listed below). Staff also finds the request REASONABLE, appropriate, and in the public interest based upon the following findings:

- The Blueprint Brunswick 2040 Comprehensive Plan (CAMA Plan) goals and objectives support the rezoning:
 - Consistent with the goals and objectives
 - HN-1. Expand housing choices within Brunswick County to respond to changing preferences and to increase housing affordability in the County.
- The Residential Suitability Map indicates the property as suitable for residential development.

☐ <i>Agricultural Development Plan</i> ☐ <i>Brunswick County Comprehensive Transportation Plan (CTP)</i> ☐ <i>Brunswick County Trail Plan</i> ☒ <i>Blueprint Brunswick 2040 Comprehensive Plan (CAMA Plan)</i>	☒ <i>Unified Development Ordinance</i> ☐ <i>Southeastern North Carolina Hazard Mitigation Plan</i> ☐ <i>Airport Height Control Ordinance</i> ☐ <i>Other: _____</i>
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Chair Cheek stated that any person with standing may appeal the decision of the Planning Board to the Brunswick County Board of Commissioners. Notice of the appeal must be provided in writing within 15 days. If no appeal is received, then the decision of the Planning Board shall be final. If an appeal is received in the allotted time, the case will move forward to the Brunswick County Board of Commissioners for a Public Hearing and their consideration.

X. OTHER BUSINESS.

A. FY25 Administrative Adjustment Report

Ms. Dixon addressed the Board. She provided the Board with a report of the approved Administrative Adjustments (attached) for Fiscal Year 2025. She stated that there were 21 Administrative Adjustments issued for a decrease in the minimum setback requirements and an increase in fence heights.

B. New Agenda Management System

Ms. Dixon addressed the Board regarding a recently implemented system (CivicClerk) that manages agendas and minutes for the Planning Board and Board of Adjustment via a portal where agenda packets and minutes can be easily accessed by the general public. She provided a brief demonstration on how this information can be accessed. However, staff will continue to send the Board a link via email to the agenda packet for their review prior to each Board meeting. Chair Cheek noted that the Roll Call and Agenda Amendments were not listed on the agenda and Ms. Dixon said staff will make

those corrections on the agenda. She further stated that the annual Election of Officers will be on the August 11, 2025 agenda.

C. Planning Board Case Update.

Ms. Dixon addressed the Board and she stated that all previously approved cases (Z-916, Z-918, and Z-919) were not appealed, so the Board's decision stands.

D. UDO Modernization Project Update.

Ms. Dixon addressed the Board and she stated that staff is working with the consultant, but no UDO updates will be presented to the public at this time. Meetings will be scheduled with the Board of Commissioners for guidance on how to proceed with the UDO and meetings will be scheduled with the focus groups. Ms. Dixon further stated that there will be an official update next month at the Board of Commissioners' August 4, 2025 meeting and staff will also provide the updated information at the Planning Board's August 11, 2025 meeting.

XI. ADJOURNMENT.

With no further business, Vice Chair Gaver made a motion to adjourn and the motion was unanimously carried.