



**PLANNING AND ZONING BOARD
MONDAY, MAY 18, 2026
PLANNING AND ZONING BOARD MEETING MINUTES**

The Planning and Zoning Board met on the above date at 7:00 PM in the Town Hall Assembly Room, with Chairman Gregory Monroe presiding. The following were present:

Gregory Monroe, Chairman
Douglas R. Kilian, Vice Chairman
Anthony Bell, Member (absent)
Domini Cunningham, Alternate Member
Brandy Daniels, Member
Darlene Gardner, Member
James Godfrey Jones, Member
Henry Hostetler, ETJ Member (excused)
Morris Luton, Member
Michael Weldin, Member (absent)
Stephen Penn, Planning and Economic Development Director
Donald Harvey, Town Clerk

CALL TO ORDER: The Planning and Zoning Board Meeting was called to order on Monday, May 18, 2026, at 7:00 PM at Winterville Town Hall Assembly Room, 2571 Railroad Street, Winterville, NC 28590.

WELCOME: The Chair welcomed board members, staff, and members of the audience.

EXCUSED ABSENCES: The Chair noted one request for an excused absence from Member Hosteller.

Motion by Member Jones and second by Member Luton to excuse the absence of Member Hosteller. Motion carried unanimously, 6-0.

APPROVAL OF AGENDA:

Motion by Vice Chair Kilian and second by Member Jones to approve the Agenda as presented. Motion carried unanimously, 6-0.

NEW BUSINESS:

1. Southbrook Phase 3 Preliminary Plat

Planning and Economic Development Director Penn presented the Southbrook Phase 3 Preliminary Plat, describing it as the final preliminary plat for the Southbrook subdivision. The site is located along Church Street Extension and Laurie Ellis Road. Phase 3 encompasses 7.47 acres of the overall 245.43-acre development and proposes 45 townhomes across 10 buildings, 20 guest/overflow parking spaces, a mail kiosk, and two points of ingress and egress via Middlecrest Drive and Timbergreen

Drive. Planning and Economic Development Director Penn noted that the Winterville Technical Review Committee had reviewed the plat and that staff recommended approval, as the proposal meets town standards. He clarified, in response to the Chair's inquiry, that the Board's role is to make a recommendation to Town Council, which will render the final decision. If approved, the next step would be construction drawings prior to the final plat.

Motion by Vice Chair Kilian and second by Member Luton to approve the Southbrook Phase 3 Preliminary Plat. Motion carried unanimously, 6-0.

2. Willow Green Preliminary Plat

Planning and Economic Development Director Penn presented the Willow Green Preliminary Plat, a proposed subdivision located at the northeastern corner of Reedy Branch Road and Davenport Farm Road, adjacent to Pitt Community College and Sam's Club. The applicants are ARK Consulting Group and Lennar Corporation's Raleigh division. The 25.055-acre site proposes 74 single-family detached lots, interior sidewalks, sidewalks adjacent to Davenport Farm Road, a mail kiosk, and two points of ingress and egress—one on Reedy Branch Road and one on Davenport Farm Road. The plat also includes a 70-foot-wide dedicated right-of-way to allow for a potential future extension of Dr. Fullford Road to Reedy Branch Road. The applicant self-imposed a condition requiring a minimum of 10% open space; the plat exceeds that threshold with over eight acres of open space designated as non-buildable, which also serves as a buffer between the residential lots and adjacent commercial uses. Staff recommended approval, noting the plat had received Technical Review Committee approval. As with the prior item, this recommendation would be forwarded to Town Council for final action.

Member James Jones asked whether the open space area between the subdivision and Sam's Club would require a berm, to which Planning and Economic Development Director Penn confirmed it would not. The Chair asked whether the non-buildable open space designation carries future restrictions. Planning and Economic Development Director Penn explained that while there are no additional formal restrictions beyond the non-buildable label, any change to that designation would require the applicant to return before the appropriate board for approval.

Member Morris Luton questioned why interior streets were not given names consistent with Dr. Fullford Road to facilitate a seamless future connection. Planning and Economic Development Director Penn acknowledged this was raised during the review process, explaining that E-911 had objected to applying the Dr. Fullford Road name to a segment that currently terminates, as it could create confusion for emergency responders navigating dead-end road segments. He noted that if the road connection is built, a consistent naming convention would be applied at that time.

Motion to recommend approval of the Willow Green Preliminary Plat to Town Council was made by Member Morris Luton and seconded by Member James Jones. The motion carried.

Motion by Member Cunningham and second by Member Jones to approve the Southbrook Preliminary Plat. Motion carried unanimously, 6-0.

REPORTS FROM STAFF: Chairman Monroe ask for reports from staff.

Planning and Economic Development Director Penn reported that Vernon Square Phase 1—a commercial and office strip development—had received final approval and that site work was expected to begin shortly. He also expressed appreciation to board members who attended recent Planning and Zoning Board workshops, noting that the sessions provided a valuable overview of the rezoning review process, including analysis of consistency statements and the reasonableness of rezoning requests relative to surrounding areas. He acknowledged the difficulty of these decisions for both the Board and Town Council and thanked members for their continued service.

COMMENTS FROM BOARD MEMBERS:

The Chair expressed appreciation for the consistency and reasonableness worksheet provided by staff, noting it had been a useful tool during rezonings and underscored to Town Council that the Board had thoroughly considered those factors before forwarding a recommendation.

Member James Jones echoed the Chair's comments, describing the recent workshops as informative and valuable for guiding his continued work on the Board.

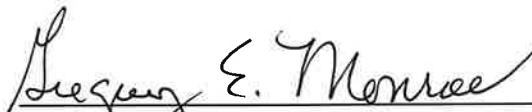
ADJOURN:

Motion to adjourn was made by Member James Jones and seconded by Member Morris Luton. The motion carried, and the meeting was adjourned.

Motion by Vice Chair Kilian and second by Member Jones to adjourn the meeting. Motion carried unanimously, 6-0. Meeting adjourned at 7:12 pm.

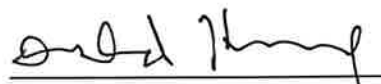
Adopted the 17th day of August 2026.





Gregory Monroe, Chairman

ATTEST:



Donald Harvey, Town Clerk