



**PLANNING AND ZONING BOARD MEETING
MEETING MINUTES
MONDAY, AUGUST 17, 2026, 7:00 PM
2571 RAILROAD STREET, WINTERVILLE, NC 28590**

I. CALL TO ORDER.

Chairman Monroe called the Planning and Zoning Board meeting to order on Monday, August 17, 2026, at 7:00 PM at 2571 Railroad Street, Winterville, NC 28590. The following were present:

Gregory Monroe, Chairman
Douglas R. Kilian, Vice Chairman
Anthony Bell, Member
Domini Cunningham, Alternate Member
Brandy Daniels, Member
Darlene Gardner, Member
James Godfrey Jones, Member
Morris Luton, Member
Stephen Penn, Planning and Economic Development Director
Tristyn Daughtry, Economic Development Planner
Donald Harvey, Town Clerk

II. WELCOME.

Chair Monroe welcomed the Board members and thanked staff for not calling a meeting when there were no agenda items. He noted the agenda had been shared with members.

III. EXCUSED ABSENCES.

Chair Monroe stated there were no excused absences.

IV. APPROVAL OF AGENDA.

The agenda (amended including the Election of Officers and the Removal of Overflow Parking Proposal) was before the Board.

**Motion by Member Jones and second by Member Luton to approve the Agenda as presented.
Motion carried unanimously, 8-0.**

V. APPROVAL OF MINUTES.

The Board considered the minutes of the April 20, 2026, and May 18, 2026, meetings, which staff had circulated by email.

Motion by Member Luton and second by Vice Chair Kilian to approve April 20, 2026, and May 18, 2026, minutes as presented. Motion carried unanimously, 8-0.

VI. ELECTION OF OFFICERS.

Planning and Economic Development Director Penn explained that the Board elects a chairperson and vice chairperson once a year, after a mid-year review of Board membership.

1. Chairperson.

Vice Chair Kilian nominated Gregory Monroe for Chairman. No other nominations were offered, and the nominations were closed.

Motion by Vice Chair Kilian and second by Member Luton to nominate Gregory Monroe for Chairman. Motion carried unanimously, 8-0.

Chair Monroe thanked the Board for their vote of confidence.

2. Vice Chairperson.

Member Jones nominated Douglas Kilian for Vice Chair. No other nominations were offered, and the nominations were closed.

Motion by Member Jones and second by Member Gardner to nominate Douglas Kilian for Vice Chairman. Motion carried unanimously, 8-0.

Vice Chair Kilian thanked the Board.

VII. NEW BUSINESS.

1. Blackstone Section 3 Final Plat

Planning and Economic Development Director Penn presented the final plat for Blackstone Section 3. The site is south of Vernon White Road in the existing Blackstone subdivision, near the Old Tar Road intersection and adjacent to the Jehovah's Witnesses church. The applicant is ARK Consulting Group. The plat shows 12 single-family detached lots on 4.83 acres in the R-12.5 district. Access is provided through Blackstone Drive, and a gated fire/emergency access lane through the church property provides a second means of emergency ingress and egress. Phase 2 of the original plan was sold and built as the church, so Section 3 is the last portion of the Blackstone subdivision.

Staff recommended approval because the final plat matches the approved preliminary plat and has received Technical Review Committee (TRC) approval. Planning and Economic Development Director Penn stated that the site itself was not complete. Inspections for items such as sewer were outstanding, and all improvements must be installed, inspected, and approved before the plat can go to Town Council.

A Board member asked whether it is typical to review a plat before the site is complete. Planning and Economic Development Director Penn replied that the Town's practice is to let plats come to Planning and Zoning while work continues, but nothing goes to Town Council until it is fully approved. Chair Monroe clarified that the Board was reviewing the designer's lot layout, lot sizes, and access. Planning and Economic Development Director Penn confirmed this and added that Town Council would see both the plat and the completed site. There were no questions for the developer.

Motion by Vice Chair Kilian and second by Member Jones to approve the Blackstone Section 3 Final Plat. Motion carried unanimously, 8-0.

2. Southbrook Phase 1 Tract A Final Plat.

Planning and Economic Development Director Penn presented the final plat for Southbrook Phase 1 Tract A. The applicant is Southbrook NC LLC (the owners). Tract A lies on the Church Street Extension side of the Southbrook development, just south of the Holly Grove subdivision. The plat includes 57 single-family detached lots and 56 single-family attached (townhome) lots on 23.69 acres of the 245-acre site. The property is zoned Southbrook Planned Unit Development (R-6 and multi-family residential conditional districts). Access is from Church Street Extension, with a connection to the existing Holly Grove subdivision at Cassena Drive. The plat also includes 22 guest/overflow parking spaces, a mail kiosk, a 15,409-square-foot pocket park, and stubs for future phases.

Staff recommended approval because the plat matches the approved preliminary plat and has received TRC approval. All final site work must be finished and approved before the plat goes to Town Council.

Chair Monroe asked for a definition of a pocket park. Planning and Economic Development Director Penn described it as a small park, with playground equipment and a play field with benches and open space, according to the developer. Member Luton asked about its size. Vice Chair Kilian asked whether the park satisfies the developer's recreation obligation. Planning and Economic Development Director Penn said it satisfies a portion of that requirement.

Member Jones asked whether a second fire station was planned given the amount of growth. Planning and Economic Development Director Penn said the Fire Department is updating its facilities plans and studying future station locations, but he was not aware of the selected site and offered to connect the Board with the Fire Department.

Motion by Member Jones and second by Vice Chair Kilian to approve the Southbrook Phase 1 Tract A Final Plat. Motion carried unanimously, 8-0.

3. Zoning and Subdivision Ordinance Amendments:

Planning and Economic Development Director Penn presented two proposed amendments and asked for the Board's recommendation of support to Town Council.

a. Stationary Sanitary Container Requirement for Single-Family Attached (Townhomes).

Planning and Economic Development Director Penn stated that roll-out cart service for townhomes has been problematic. Residents had difficulty storing carts, which often ended up in front of windows, in yards, or in front of garages and doors. The 11 at Main developer eliminated roll-out service for this reason. Staff proposed requiring stationary sanitary containers (dumpsters) on concrete pads for single-family attached developments of more than two units. Duplexes would keep roll-out service, and multi-family developments already require stationary containers.

In response to Chair Monroe, Planning and Economic Development Director Penn confirmed the requirement would apply going forward and would not be retroactive to 11 at Main. He said staff would request compliance from pending projects such as Southbrook, subject to the legal limits on doing so. Vice Chair Kilian asked who would manage collection at Southbrook if the amendment passed. Planning and Economic Development Director Penn replied that the Town would serve the detached homes and the homeowners' association would be responsible for the attached units' dumpsters. Member Luton asked how many dumpsters a large site like 11 at Main would need. Planning and Economic Development Director Penn said the number and placement are governed by existing standards and by Public Works design guidelines. Regarding recycling, he said the planning amendment only prohibits roll-out service for these developments, and Public Works would determine the number and location of dumpsters during construction drawing review. Vice Chair Kilian raised a concern about Public Works' role in the service, and Planning and Economic Development Director Penn said he would relay the information.

b. Sidewalk Addition to Zoning Ordinance for Non-Residential, Multi-Family, Single-Family Attached or Two-Family Residential Developments.

Planning and Economic Development Director Penn explained that sidewalk requirements currently sit in the Subdivision Ordinance, so developments that do not go through subdivision review can escape them. He cited Aces for Autism and Christ Covenant as examples of schools on long-ago subdivided lots that were not subject to the requirement, and Beacon Drive as an area that would have benefited. The proposal would add sidewalk requirements to the Zoning Ordinance (new Section 3.26) for subdivisions, new multi-family, two-family, and single-family attached residential, new non-residential development, and non-residential expansions exceeding the 60 percent threshold. An ADA-accessible path from the street sidewalk to building entrances and other publicly accessible areas of a site would also be required.

The Subdivision Ordinance (Section 154.35) would be amended to require sidewalks on both sides of all streets for non-residential, multi-family, two-family, and single-family attached developments. Single-family detached neighborhoods would keep a sidewalk on one side of local streets. Sidewalks would also have to continue around the full perimeter of cul-de-sac bulbs, rather than ending where the turnaround begins.

Alternate Member Cunningham asked how the cul-de-sac requirement would affect streets without sidewalks on the opposite side, and how sidewalks would connect to internal site circulation, including mid-block entrances on commercial sites. Planning and Economic Development Director Penn replied that the change does not require sidewalks on both sides of single-family detached streets, and that a site design might in some cases need sidewalks on both sides to meet the requirements. He said commercial sites must provide an ADA-accessible route from the sidewalk into the site, with the design varying by site. Vice Chair Kilian asked for confirmation of his reading of Section 154.35(4): single-family detached gets one sidewalk, and everything else gets two. Planning and Economic Development Director Penn confirmed this.

Motion by Vice Chair Kilian and second by Member Luton to approve the Stationary Sanitary Container Requirement for Single-Family Attached (Townhomes) and Sidewalk Addition to Zoning Ordinance for Non-Residential, Multi-Family, or Single-Family Attached or Two-Family Residential Developments. Motion carried unanimously, 8-0.

VIII. REPORTS FROM STAFF.

Planning and Economic Development Director Penn thanked Vice Chair Kilian for pointing out the agenda corrections. The Removal of Overflow Parking Proposal was taken into consideration because of a state statute signed last month that may significantly change how the Town may require off-street parking. Staff will study the law and may bring a parking proposal back at a future date.

Planning and Economic Development Director Penn reported that the market is highly active and that the Town is running low on residential lots. He listed subdivisions currently building, including Copper Creek, Villa Grande, 11 at Main, Eli's Ridge, Cornerstone, and Brookfield. He listed Southbrook Phase 1, Quail Trace, and Carroll Crossing Section 4 as moving forward, and noted that Farmstead, the remainder of Southbrook, and Rucker Farm are under TRC review. In commercial development, the Ange Plaza/Beacon Drive area is drawing strong interest, including Beacon Dental and a proposed office/flex building of over 52,000 square feet now under TRC review. The building is designed for businesses such as HVAC and flooring contractors that need storage more than office space.

Vice Chair Kilian asked for an update on a project involving added parking. Planning and Economic Development Director Penn relayed from Economic Development Planner Daughtry that the project would add 37 parking spaces and rework its drive-through window.

IX. COMMENTS FROM BOARD MEMBERS.

Town Clerk Harvey announced that several streets would be closed this week and directed attendees to the Town website for details.

Chair Monroe asked whether Member Weldin, who had missed several meetings, was well. Planning and Economic Development Director Penn said Member Weldin was at work on Friday and that he would follow up the next day.

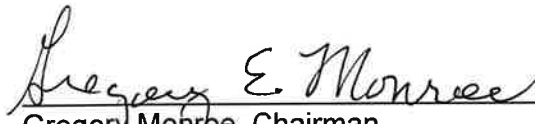
Vice Chair Kilian asked whether any Board members were up for re-election this year. Planning and Economic Development Director Penn replied that none were, but that they would be next year.

X. ADJOURN.

Motion by Vice Chair Kilian and second by Member Luton to adjourn the meeting. Motion carried unanimously, 8-0. Meeting adjourned at 7:40 pm.

Adopted the 19th day of October 2026.





Gregory Monroe, Chairman

ATTEST:



Donald Harvey, Town Clerk