

**MINUTES
PLANNING BOARD MEETING
November 10, 2025
5:30 P.M.**

LOCATION:
City /County Meeting Room
905 West Avenue

MEMBERS PRESENT: Curtis Baker, Sharon Bryant, Kyle Case, Tammy Greene, Lucy McCarl, Dontrell Parson, Joseph Petrack, Edward Terry

MEMBERS ABSENT: Michael Careccia

STAFF PRESENT: Matt Duchan, Kim Staines

Chairperson McCarl called the meeting to order and determined a quorum was present.

MINUTES:
Board Member Case made a motion to approve the meeting minutes of October 13, 2025, seconded by Board Member Parson. All were in favor, none opposed.

NEW BUSINESS:

1. Planning Board Workshop

Matt Duchan gave a PowerPoint presentation on Understanding Zoning Ordinance Amendments and Consistency Statements. He discussed key steps in the review and approval process for Zoning Ordinance Amendments and Consistency Statements.

Matt Duchan answered the board's questions. During discussion, Board Member Bryant asked if there was a location that these variances and other land use approvals could be displayed publicly other than in board minutes. She inquired if there could be a location that this may be added, such as the GIS website or tax card so that the public would easily see any updates to properties. All board members expressed interest in this being reviewed by the Planning Department.

OTHER BUSINESS

1. Staff provided an updated list of issued zoning permits to the board, as general information.

ADJOURNMENT:

Having no other matters to bring before the Board, Chairperson McCarl adjourned the Planning Board meeting at 6:25 p.m.

Lucy McCarl
Chairperson

Hannah Williams
Planning Director