Planning Board Meeting Minutes
May 14, 2026
City Hall – 6:30 PM.

1. **Call to Order**

   Chair Lucille Launderville called the meeting to order at 6:30 PM.

2. **Pledge of Allegiance**

   The Pledge of Allegiance was recited.

3. Roll Call
   Attendance:
   Lucille Launderville
   Sharon Zakszeski
   Carrie Moffett
   David Van der Vossen
   Chris Sekula
   Hazel La Coste
   City Clerk Tanya Shannon
   Wes MacLeod, Anchorpoint Planning
   Absent:
   Stephanie Hanson
   Nicole Morgan, Development Services Director

   BOC Liaison: Commissioner Sherwood

   Chair Launderville welcomed Hazel La Coste as the new second alternate member.

4. **Approval of Agenda**

   Ms. Sekula moved to approve the agenda and seconded by Mr. Van der Vossen. ***Vote 5-0; Motion Carried.***

5. **Approval of the Minutes**

   A motion was made by Mr. Van der Vossen to approve the April 16, 2026, minutes, seconded by Ms. Moffett. (Ms. Sekula and Ms. Zakszeski recused themselves as they were absent from the

April 16 meeting. Aye: Ms. Moffett, Mr. Van der Vossen and Ms. Launderville. ***Vote 3-0; Motion Carried.***

6. **Potential Conflict of Interest/Association Disclosure**

No Planning Board member indicated any conflict or association with any item on this evening's agenda.

7. **Public Comment** —None

8. **Old Business**

Land Use Plan (LUP) Draft Chapter 5- Land Use Growth Management

Mr. MacLeod outlined the statutory requirement for local governments to regularly maintain zoning and update land-use plans every 5 to 10 years, emphasizing the importance of proactive planning. He highlighted significant changes within the community and underscored the value of public input in shaping perspectives on growth and development. Having worked with the city for over a decade, Mr. MacLeod now contributes in a private consulting capacity.

Project Status and Timeline

While the initial project schedule was accelerated, it has since been extended to span two fiscal years. The last meeting was in February; the current meeting is in May to review Chapter 5 of the land use plan. No meeting is planned for June. The goal is to provide a clean copy for review in July, incorporating the discussed revisions and the finalized Chapter 6. The plan must undergo review by the Division of Coastal Management before being submitted to the Board of Commissioners for adoption, a public hearing, and final certification.

Public Engagement and Input

A total of 467 survey responses were received, with 92% of respondents being residents or property owners. Forty individuals attended a public meeting to provide input. Board members also serve as public advisors throughout the process. Public input priorities were identified as:

- Stormwater management and flood prevention
- Road maintenance and transportation
- Environmental protection and conservation
- Managed growth and development controls
- Strategic commercial and economic development

These priorities are closely related and have been ordered based on public input, though the differences in ranking are not substantial.

Draft Vision Statement

A draft vision statement was presented, synthesizing survey feedback with forward-looking goals for land use and growth management.

Review of Chapter 5 Materials

Both the existing and future land use maps were reviewed. The city retains significant undeveloped land, though many of these lots have already been platted. A build-out analysis indicates that fewer than 6,000 new housing units could be accommodated.

The future land use map expands the number of categories from six in the 2017 plan to nine, introducing new categories such as mixed residential and commercial. The plan serves as advisory guidance rather than a regulatory document; any zoning changes would occur through a separate process.

Discussion of Land Use Categories

New categories include mixed residential (for planned developments such as Audubon), dedicated commercial zones, and commercial service areas. There was discussion regarding the distinctions between commercial and commercial mixed-use categories, as well as the intent to reserve select areas for commercial activity.

The Board discussed the balance between specificity and complexity in adding new categories, ultimately reaching a consensus that greater specificity better reflects community feedback.

Land Use Percentages and Map Clarifications

Questions were raised regarding land use percentages in Chapter 5, with clarifications provided on the calculation methods for recreation/open space, vacant, and residential land. Minor rounding discrepancies were noted for accuracy in documentation and charts.

Policy Language and Recommendations

Multiple policies were discussed, particularly the use of terms such as “shall” versus “may” or “will” in recommendations—for example, in the context of manufactured housing and commercial development.

Suggestions were made to relax language concerning manufactured housing and to clarify policies regarding incentives for commercial development.

The Board reached a consensus to favor more flexible language where appropriate.

Visuals and Representation

There was discussion about the use of photographs in documentation, with suggestions to include more local images and realistic representations of mixed residential or commercial areas.

Sewer and Infrastructure Planning

There was discussion regarding the city’s sewer master plan, associated funding limitations, and the implications for future development.

It was noted that grant funding and state mandates could influence future sewer expansion.

Map Adjustments

Suggestions were made to adjust the colors used in the land use map for greater clarity and to reclassify certain parcels, such as changing some city center parcels to commercial and distinguishing non-participating or jurisdictional areas.

Next Steps

Board members were invited to submit additional comments to staff for further revisions.

A clean draft of the plan, including Chapter 6, will be provided ahead of the July meeting for review and potential advancement to the Board of Commissioners.

Chapter 6 will compile recommended actions from previous chapters for ease of reference.

9. <u>New Business</u>

None

10. Announcements:

None

11. There were no further comments. Chair Launderville requested a motion to adjourn. So moved by Ms. Sekula and seconded by Ms. Zakszeski. ***Vote 5-0; Motion Carried.***

Adjourned –**8:03 pm**

Respectfully submitted by Tanya Shannon, City Clerk.