



**Planning Board Meeting Minutes
Special Meeting Land Use Plan Review
August 20, 2026
City Hall – 6:30 PM.**

1. Call to Order

The meeting was called to order by Chair Launderville at 6:30 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

Attendance

Lucille Launderville
Stephanie Hanson
Sharon Zakszeski
Carrie Moffett
David Van der Vossen

Absent:

Chris Sekula (excused)

Nicole Morgan, Development Services Director
Tanya Shannon, City Clerk
Commissioner Sherwood, Board Liaison

Anchorpoint Planning, Wes MacLeod

3. Approval of Agenda

Chair Launderville requested a motion to approve the agenda, with an amendment to provide information and discussion by Ms. Hanson on Tree Mitigation. So moved by Mr. Van Der Vossen and seconded by Ms. Moffett. **Vote 5-0; Motion Carried.**

4. Potential Conflict of Interest/Association Disclosure

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

5. Public Comments- None

6. Final Review of the Imagine 2040 Comprehensive Plan.

Mr. MacLeod from Anchorpoint Planning greeted the Board and initiated the review of the revised final draft of the Comprehensive Land Use Plan. Mr. MacLeod stated that the process began nearly a year ago, starting with the development of the survey and followed by the drafting of each chapter, which was subsequently reviewed by the Board. All comments and discussions from these reviews have been incorporated into the current proposed draft, which is now presented for consideration. The next steps may include advancing the plan to the commissioners, at the Board's discretion. After leaving the planning board, the plan will also be submitted to the Division of Coastal Management for compliance review. This process typically takes 90 days but may require additional time. The Division will then report its findings. If the plan is deemed compliant, the process may proceed to local adoption. Before local adoption, a public hearing will be held to allow citizens to provide further comments. Ultimately, the commissioners may choose to adopt or revise the plan at their discretion.

The plan reflects updates based on Board and public input, with particular attention to maps, survey results, and terminology changes (e.g., replacing assistant city manager" with "development services director" and adding the city manager's name and noting that the Planning Board has a vacant alternate seat.

Discussion focused on including and labeling various maps, especially flood hazard and wetlands maps, with debate over what should be included or referenced based on adoption status.

There was not a consensus at this time to add references to state advisory maps (such as the NCEM flood map) for informational purposes, while clarifying which maps are regulatory.

Language around environmental policies, especially regarding tree mitigation and woodpecker habitat, was refined for accuracy and clarity, changing certain requirements from "shall" to "may."

Updates were made to reflect the current status of public facilities like the library/ senior center and parks, ensuring accurate map placement and descriptions.

The Board discussed including recreational facilities and the need to clarify their names and functions.

The Board clarified procedures for tree mitigation, including ratios for replacing removed trees and the use of a tree management fund.

The Board discussed the importance of consulting experts on environmental policies, setting fair mitigation fees, and ensuring recommendations reflect expert guidance.

The Board reviewed the plan for formatting, clarity, and completeness, including correcting tense, ensuring accurate references, and removing irrelevant text from templates.

Mr. MacLeod turned to Chairman Launderville and asked whether the Board felt ready to take the next step and send the proposal to the Board of Commissioners for approval. Mr. MacLeod added that once today's changes are made, the Planning Board will receive an updated draft, along with a memo explaining that some adoption timelines are outside of the Board's control.

Ms. Hanson moved to approve the proposed Imagine 2040 Comprehensive Plan Draft and recommend approval to the Board of Commissioners, subject to the amendments discussed. Seconded by Ms. Moffett. **Vote 5-0; Motion Carried.**

7. Discussion on Tree Mitigation

Ms. Hanson provided information previously submitted to the City Manager and Ms. Morgan. She summarized discussions with two local biologists, Jay Carter and Jane Goodson, who recommended adding pond pines to the significant tree list. While pond pines typically do not require mitigation due to their wetland habitat, they should be included in case sewer installation changes site conditions. The biologists noted that Dogwood and American Holly trees with a diameter at breast height (DBH) greater than 12 inches are unlikely, as larger trees were lost to fire before 1962.

Ms. Morgan clarified that mitigation is currently required for live oaks, dogwood, American holly, and the added pine trees with a DBH of 8 inches or larger, and other native trees with a DBH over 12 inches. Ms. Hanson added that loblolly pines should remain on the list, but their short lifespan and shallow roots make them vulnerable to storms; if mitigation is needed, it is preferable to transplant them with live oaks because of the live oak's deeper root system. The recommendation is to use a 5:1 seedling replacement ratio for longleaf pine, loblolly, or pond pine, which is also cost-effective for property owners, and a 3:1 ratio for all other significant trees. Historically, the area was a pine savannah with few hardwoods.

Ms. Hanson suggested that, with grant funding, the city could hire a tree supervisor to oversee proper mitigation. She expressed gratitude for the no-cost information provided by Southern Pines, which she found helpful.

Further discussion focused on ensuring that mitigation strategies are both efficient and effective, with recommendations to consult professionals for best practices.

There being no further discussion, comments, or announcements. Motion to adjourn by Ms. Hanson and seconded by Ms. Zakszeski. **Vote 5-0; Motion carried.**

Adjourned –8:15 p.m.