



Board Members

Sean Donnelly, Chairman
Brad Mingers Vice Chairman
Angie Hamblin
Bruce Hanawalt

Town Staff

Kelly Edwards, Deputy Town Clerk
Tom Harowski, Interim Planner
David Langley, Attorney

CALL TO ORDER

Chairman Sean Donnelly called the meeting to order at **6:00 p.m.**

ROLL CALL AND CONFIRMATION OF MEETING NOTICE

A quorum was present, and proper meeting notice was confirmed.

APPROVAL OF MINUTES

November 20, 2025, Planning & Zoning Meeting Minutes and Addendum

Minor typographical corrections were noted.

Motion: Brad Mingers made a motion to approve the November 20, 2025 meeting minutes and addendum with corrections.

Second: Angie Hamblin

Vote: All in favor, motion carried 4/0.

NEW BUSINESS

A. Review and Recommendation of Five-Year Capital Improvements Plan (CIP)

Interim Planner Tom Harowski presented the staff report on the required update to the Town's Five-Year Capital Improvements Plan to maintain compliance with state law. He reviewed the plan's structure, noting that the first fiscal year reflects adopted budget items, while the remaining four years serve as a planning framework.

Tom Harowski discussed major project categories, including potable water system improvements, a new well, gateway signage, park and recreational improvements, stormwater projects, and future capital needs. Water system capacity and concurrency limitations were identified as a key issue currently being addressed by the Town.

Board discussion included paving and stormwater funding, potential curb improvements, park restroom facilities, and planned community center upgrades, including a pending grant application for hurricane hardening.

Motion: Brad Mingers made a motion to approve the Five-Year Capital Improvements Plan and recommend adoption to the Town Council.

Second: Angie Hamblin

Vote: All in favor, motion carried 4/0.

B. Volunteer Landing Subdivision – Resubmittal

Staff presented the final subdivision plan for Volunteer Landing, a proposed seven-lot subdivision located on Harrison Street at Kansas Avenue. The plan complies with zoning and subdivision requirements and includes sidewalks, streetlights, landscaping, and water service via directional boring. A late engineering revision was reviewed and approved by staff.

Board discussion included water service capacity, tree preservation requirements, sidewalk installation timing, and streetlight placement.

Motion: Brad Mingers made a motion to approve the Volunteer Landing Resubmittal, including the late engineering revision approved by the engineer.

Second: Bruce Hanawalt

Vote: All in favor, motion carried 4/0.

BOARD DISCUSSION

Chairman Donnelly requested that the **Pledge of Allegiance and Invocation** be added back to future Planning & Zoning meetings. The Board agreed by consensus.

ADJOURNMENT

There being no further business, the meeting was adjourned at **6:37 p.m.**

Respectfully submitted,

Sean Donnelly, Chairman

ATTEST:

Charles Jacien – Deputy Town Clerk