



**TOWN OF MIDWAY
PLANNING BOARD MINUTES
TUESDAY AUGUST 26, 2025**

MINUTES OF MIDWAY PLANNING BOARD MEETING HELD ON TUESDAY, AUGUST 26, 2025, AT 6:00 P.M. AT MIDWAY TOWN HALL, 426 GUMTREE ROAD, MIDWAY, NORTH CAROLINA

CALL TO ORDER

Chair Charles Waddell called the meeting to order.

DETERMINATION OF QUORUM

Quorum was established. Planning Board members present were Chair Charles Waddell, Vice-Chair Jamie Hester, James Smith, Carl Tuttle, and Alternate Sherri Thomas. Absent: Paula Hill

Interim Town Manager Hank Perkins, Town Clerk Ree Goodson, Finance Officer Linda Hunt and Town Attorney Jim Lanik, Davidson County Planning Director Lee Crook were present. Absent: None

APPROVAL OF MINUTES

On motion by Vice Chair Jamie Hester, seconded by Board member Carl Tuttle, the Board voted unanimously to approve the July 29, 2025, Planning Board Meeting minutes as presented.

ADOPT AGENDA

On motion by Vice Chair Jamie Hester, seconded by Board member James Smith, the Board voted unanimously to adopt the agenda as presented.

PUBLIC ADDRESS

There were none.

REGULAR BUSINESS

ADOPTION OF MEETING SCHEDULE FOR 2026

TOWN OF MIDWAY PLANNING AND ZONING BOARD/BOARD OF ADJUSTMENT 2026 MEETING SCHEDULE

Meetings of the Midway Planning and Zoning Board/Board of Adjustment are generally held on the last Tuesday of each month, unless listed, at 5:00 p.m. in the Town Hall Council Chambers located at 426 Gumtree Road in Midway, North Carolina.

Tuesday, January 27, 2026	Tuesday, February 24, 2026	Tuesday, March 31, 2026
Tuesday, April 28, 2026	Tuesday, May 26, 2026	Tuesday, June 30, 2026
Tuesday, July 28, 2026	Tuesday, August 25, 2026	Tuesday, September 29, 2026
Tuesday, October 27, 2026	Tuesday, November 24, 2026	Tuesday, December 15, 2026*

*To accommodate Christmas Holidays

The Planning Board/Board of Adjustment may elect not to hold a regularly scheduled meeting if there are no business items to cover.

On motion by Board member James Smith, seconded by Board member Carl Tuttle, the Board voted unanimously to approve 2026 meeting schedule.

JESSE DAY - PIEDMONT TRIAD REGIONAL COUNCIL (PTRC)

Interim Town Manager Hank Perkins introduced Jesse Day, Planning Director for the Piedmont Triad Council of Governments (PTRC) jday@ptrc.org . Mr. Perkins explained that Mr. Day would be with the Board for approximately 30 minutes to discuss the reformatting of the Core Commercial Overlay District (CCOD) document.

Mr. Perkins noted that a previous PTRC staff member had worked on the reformatting but was no longer with the organization.

Mr. Day attended remotely and apologized for not being able to attend in person as he was in Mayodan for another meeting. He explained the following summarizes work completed on the Core Commercial Overlay District (CCOD) ordinance in the spring of 2024. Mr. Day said during the Planning Board meeting, the Board can review any of the CCOD sections to help with discussion of work to date and the work that may need to be completed prior to consideration by the Town Council.

Work Performed to Date:

- Reformatted and digitized the existing ordinance (Spring 2024)
- Received a photocopied scan of the old ordinance (January 2024)
- Digitized this copy and updated or reproduced the existing graphics
- Added some photos and cleaned up references to newer section references

Work to Enhance Draft:

Existing draft could use the following to be clearer, but would not change the content of the CCOD:

1. Description of diagrams as necessary
2. Pagination including section headers
3. Incorporate figure numbering that coincides with the rest of the Midway ordinance.

Mr. Day shared the draft on screen, showing examples of updated graphics that had been cleaned up or recreated for the ordinance.

Davidson County Planning Director Lee Crook, who had reviewed the document, identified several issues that needed correction:

- The diagrams in Section 3 (E) Site Layout and Building Orientation needed clarification regarding front and rear orientation.
- A reference in Section 5 (Integration) to "3.08 -3(F) (3) below" (3) could not be located.
- Duplicate text in Section 8 (Architectural Guidelines - (D) Customer Entrances) where items a and b contained identical language.

Alternate Board member Sherry Thomas raised two concerns about the CCOD:

- The potential for buildings to look too similar with the 70/30 brick requirement.
- The need for CCOD to address existing structures differently from new construction, noting the challenges encountered with a recent car lot application.

Mr. Perkins and Mr. Crook acknowledged these concerns but suggested addressing them in a second phase after completing the reformatting. Mr. Perkins explained that the current goal was to fix the reformatting issues first, then address content improvements afterward.

There was discussion about providing visual examples to clarify requirements, particularly:

- Examples of building signs (both compliant and non-compliant).
- Visual representation of the 70/30 brick façade requirement.
- Examples of screening.

The Board also discussed the challenges of enforcement when property owners make exterior changes without permits. Mr. Crook noted that the CCOD is triggered when structures are expanded, parking is increased, or buildings are altered. The Planning Board considered sending annual reminder letters to property owners within the CCOD boundaries to inform them about permit requirements for exterior changes.

It was agreed that the reformatted CCOD document would be reviewed again at next month's Planning Board meeting after the corrections have been made, giving Board members time to review the document thoroughly.

ADJOURNMENT

On motion by Alternate Board member Sherri Thomas, seconded by Board member James Smith, the Board voted unanimously to adjourn the meeting.

Charles Waddell, Chair

Ree Goodson, Town Clerk