**TOWN OF MIDWAY**
**PLANNING BOARD MINUTES**
**TUESDAY SEPTEMBER 30, 2025**

**MINUTES OF MIDWAY PLANNING BOARD MEETING HELD ON TUESDAY, SEPTEMBER 30, 2025, AT 5:00 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, Paula Hill, and Alternate Sherri Thomas. Absent: Carl Tuttle

Interim Town Manager Hank Perkins, Town Clerk Ree Goodson, Finance Officer Linda Hunt and Town Attorney Jim Lanik were present. Absent: None

**APPROVAL OF MINUTES**
On motion by Vice Chair Jamie Hester, seconded by Board member James Smith, the Board voted unanimously to approve the August 26, 2025, Planning Board minutes as presented.

**ADOPT AGENDA**
On motion by Board member Paula Hill, seconded by Alternate Board member Sherri Thomas, the Board voted unanimously to adopt the agenda as presented.

**PUBLIC ADDRESS**
There were none.

**REGULAR BUSINESS**
Town Attorney Jim Lanik had a discussion on reformatting of the Commercial Corridor Overlay District (CCOD) document. Mr. Lanik explained that the Board members had received three versions of the document. Mr. Lanik encouraged the Board to focus on two of them: the clean version and the red-line version prepared by Mr. Jesse Day.

Mr. Lanik explained that the first version contained his initial attempt to incorporate changes discussed at the previous month's meeting. He stated Mr. Day then took that draft and addressed the graphical concerns that were raised by the Planning Board. Mr. Lanik emphasized that the current effort was solely focused on addressing formatting, numbering, pagination, and internal inconsistencies, rather than making substantive changes to the text.

Mr. Lanik said the proposed changes would require a rescission and reenactment of section 3.08, keeping it in its current location within the ordinance since everyone is accustomed to finding it there. Mr. Lanik suggested it would be helpful to retain the table of contents because of the section's length and complexity. He also proposed potentially adding one more level of sub-subsections to make the document even clearer and easier to navigate.

Mr. Lanik stated to the Board that he was going to go through the document page by page, highlighting key formatting changes:

- Page 2: Minor wording changes for clarity.
- Page 3: Added "21 business days" specification.
- Page 7: Highlighted boxes with unintelligible symbols that need to be replaced with clearer graphics.
- Page 8: Corrected a citation error (changed 3f to 3g).
- Pages 10-18: Consistent formatting of section and subsection numbering.
- Pages 20-21: Added captions and figure numbering to images for better reference.

Vice Chair Jamie Hester suggested moving all images to an appendix at the end of the document rather than embedding them within the text. This would allow for larger, more detailed images while avoiding formatting issues in the Word document. The board agreed this was a good suggestion. Mr. Lanik noted they would need to add captions and figure numbers to all images for clear reference.

Davidson County Planning and Zoning Officer Josh Tussey, expressed appreciation for the formatting changes, noting that the document has been a "pain point" for Davidson County staff when interpreting and explaining it to applicants, builders, and developers. He stated the clearer formatting, and diagrams would make their jobs significantly easier with CCOD approvals.

Alternate Board member Sherri Thomas raised concerns about making the document user-friendly and readable for business owners who may not understand all the requirements.

Board members also discussed ensuring the language was at an appropriate reading level for the audience while still maintaining legal precision.

Vice Chair Jamie Hester discussed a substantive change on page 2 regarding the alteration of appearance or footprint of structures. Mr. Lanik noted this change exceeded the scope of the current reformatting effort and should be removed for now. Mr. Tussey mentioned this particular change would likely increase the number of applications coming before the planning board by approximately half a dozen per year.

Mr. Lanik concluded that the focus should remain on creating a clean, well-formatted document first, after which substantive changes could be considered in future iterations.

The Board agreed to review another version at the next Planning Board meeting.

**ADJOURNMENT**

On motion by Board member James Wayne Smith, seconded by Board member Paula Hill, the Board voted unanimously to adjourn the meeting.

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Charles Waddell, Chair

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Ree Goodson, Town Clerk