



**TOWN OF HARRISBURG, NORTH CAROLINA  
HARRISBURG TOWN HALL  
PLANNING AND ZONING BOARD MEETING**

**July 15, 2025  
6:00 PM**

**AGENDA**

**1. CALL TO ORDER**

**A. PUBLIC ACCESS TO LIVE MEETING VIA YOUTUBE**

Harrisburg Town Hall's Council Chambers will be open for the public to attend the meeting in person. The public has the option to watch the meeting virtually via the YouTube platform using the link below or attend in person.

**All persons wishing to address the Board for public comment or speak to a specific agenda item must be present in person.**

<https://www.youtube.com/@HarrisburgNC/streams>

**B. SPECIAL PRESENTATIONS**

**C. AGENDA ADOPTION**

**D. PUBLIC COMMENT -** Anyone wishing to address the Board may do so during the Public Comment section. Please state your name and address for the record, be courteous and do not repeat what has already been said. Please keep your comments about the subject and not personal in nature.

**2. CONSENT AGENDA**

**A.** Approve draft minutes from the May 20, 2025 public meeting.

**3. OLD BUSINESS**

**4. NEW BUSINESS**

**A.** Swear in New and Reappointed Board Members

**B.** Elect Chairman and Vice Chairman

**C.** Planning staff will provide the Board with an overview of the Planning & Zoning Board Rules of Procedure and Board member duties.

**5. STAFF UPDATES/INFORMATION**

**6. ADJOURNMENT**

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**Vision Statement**

Harrisburg will be a distinctive, family-focused community where memories are made.

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**Mission Statement**

Together, we enhance our quality of life by collaborating, planning, and investing to create our community of choice.

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## TOWN OF HARRISBURG

### Agenda Item Details

**Title:**

Approve draft minutes from the May 20, 2025 public meeting.

**Presenting Personnel:**

Carly Bedgood, Planning Support Specialist

**Suggested Motion or Action:**

Motion to approve minutes of May 20, 2025 as presented.

**Description/Background:**

Attached are the minutes from the May 20, 2025 Planning Board Meeting

**Recommendation:**

Approve as presented

**Fiscal Impact:**

None

**Attachments:**

1. DRAFT PZ MINS MAY 20 25

**TOWN OF HARRISBURG, NORTH CAROLINA  
PLANNING & ZONING BOARD MEETING  
TUESDAY, MAY 20, 2025  
6:00 PM**

**MINUTES**

**PRESENT:** Chair, Monica Long, Vice-Chairman, Bill Leake, Jessica Fava, Faith Silva, Keziah Hubler

**ABSENT:** Steven Larson, Jeremiah Norberg, Suzi Schoonmaker

**STAFF:** Zac Gordon, Planning Director, Shelley DeHart, Assistant Planning Director, Carly Bedgood, Planning Technician

**1. CALL TO ORDER**

**B. AGENDA ADOPTION**

Jessica Fava made a motion to adopt the agenda as presented. Faith Silva seconded the motion.  
**The motion passed 4-0.**

**C. SPECIAL PRESENTATIONS**

**1. Presentation by Code Wright Planners, LLC, on UDO Update**

Chad Meadows with Code Wright gave a presentation to the board regarding the upcoming UDO update. Their focus was to share information regarding five topics: the project team, project objectives, work program, steering committee role, and their observations and discussions regarding our current UDO.

**Project Team:**

1. Experience spans 10 years and three
2. Code drafting is their core expertise.
3. Firm is led by Chad Meadows who will serve as project lead for this project.
4. Andrew Ausel will support this project.

**Project Objectives:**

1. More public engagement
2. Options for reorganizing and reformatting
3. Review and diagnosis of current code provisions
4. Recommendations for improvement of UDO

**Work Program:** four tasks, six months.

1. Project Initiation
2. Engagement
3. Code assessment drafting.
4. Code assessment consideration.

**Steering Committee:**

1. The roster is yet to be determined but should be comprised of: Town officials, Staff, Developers, Public or Advocates.

**Observations and Discussion:** A few observations we noticed in our initial review.

1. Unclear relationship between development types and parallel conditional zoning districts
2. There are lots of distinctions that can cause confusion for staff and developers.
3. Development type standards in Sec 142.03 are separated from the zoning district standards which are confusing to read and understand.
4. The use of two different use tables for non-residential and residential can lead to problems.
5. How the UDO addresses unlisted uses may be a violation of the NC Appeals Court ruling in Byrd v. Franklin
6. The subdivision provisions do not address limited or expedited subdivisions.
7. Performance guarantee standards are inconsistent with 160D.
8. Land uses and dimensional standards could benefit from separation in the code.

Board members then had a brief discussion focused on public engagement asking that the process include various ways to solicit input on the survey. Extending the public engagement time was also a suggestion from the Board. Mr. Meadows did make it clear to the board that their main goal is to get the public involved as much as possible, and they spend a lot of time on that aspect.

**D. PUBLIC COMMENT- None**

**2. CONSENT AGENDA**

**Consideration of Approval of minutes from April 1, 2025, and April 15, 2025, meetings.**

Bill Leake made a motion to approve both sets of minutes with a second from Faith Silva.

**The motion passed 4-0.**

**3. OLD BUSINESS – None**

**4. NEW BUSIENSS- None**

**5. STAFF UPDATES/INFORMATION**

Planning Director Gordon reminded the board of its next meeting on June 17th; however, there are no business items on the agenda. He also informed the Board that terms will end soon, and staff currently have interviews scheduled for this upcoming week. The new members' terms will start on July 1<sup>st</sup>.

**TOWN OF HARRISBURG, NORTH CAROLINA  
PLANNING & ZONING BOARD MEETING MINUTES  
May 20, 2025**

**6. ADJOURNMENT**

**MOTION:** There being no further business; Faith Silva made a motion to adjourn, with a second from Bill Leake. **The motion passed 4-0.**

Adopted on the 15<sup>th</sup> of July 2025

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Monica Long, Chairperson

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Carly Bedgood, Secretary



## TOWN OF HARRISBURG

### Agenda Item Details

**Title:**

Swear in New and Reappointed Board Members

**Presenting Personnel:**

Carly Bedgood, Planning Support Specialist

**Suggested Motion or Action:**

Oath of office be administered to the following individuals, for the terms as noted:

Reappointments

- Bill Leake: (2-year term; July 1, 2025, to June 30, 2027)
- Faith Silva: (2-year term; July 1, 2025, to June 30, 2027)
- Jessica Fava: (2-year term; July 1, 2025, to June 30, 2027)

New Appointments

- Robbie Furr (Regular): 2-year term (July 1, 2025, to June 30, 2027)
- Eeswar Chamarthi (ETJ): 1-year term to complete the term of Steven Larson (July 1, 2025, to June 30, 2026)
- O'Hentrice Love (Ex Officio): 2-year term (July 1, 2025, to June 30, 2027)

**Description/Background:**

At its June 9, 2025 meeting, the Town Council voted to appoint the following individuals to the Planning & Zoning Board for the terms noted:

Reappointments

- Bill Leake: (2-year term; July 1, 2025, to June 30, 2027)
- Faith Silva: (2-year term; July 1, 2025, to June 30, 2027)
- Jessica Fava: (2-year term; July 1, 2025, to June 30, 2027)

New Appointments

- Robbie Furr (Regular): 2-year term (July 1, 2025, to June 30, 2027)
- Eeswar Chamarthi (ETJ): 1-year term to complete the term of Steven Larson (July 1, 2025, to June 30, 2026)
- O'Hentrice Love (Ex Officio): 2-year term (July 1, 2025, to June 30, 2027)

New and reappointed Board members will be sworn in by the Board Secretary.

**Recommendation:**

Staff recommends that the oath of office be administered to the following individuals for the terms noted:

- Bill Leake: (2-year term; July 1, 2025, to June 30, 2027)
- Faith Silva: (2-year term; July 1, 2025, to June 30, 2027)
- Jessica Fava: (2-year term; July 1, 2025, to June 30, 2027)

- Robbie Furr: (2-year term; July 1, 2025, to June 30, 2027)
- Eeswar Chamarthi (ETJ): 1-year term to complete the term of Steven Larson (July 1, 2025, to June 30, 2026)
- O'Hentrice Love (Ex Officio): 2-year term (July 1, 2025, to June 30, 2027)

**Fiscal Impact:**

None

**Attachments:**

None



## TOWN OF HARRISBURG

### Agenda Item Details

**Title:**

Elect Chairman and Vice Chairman

**Presenting Personnel:**

Zac Gordon, Planning Director

**Suggested Motion or Action:**

After a call for nominations from the Board, the Chairman shall entertain motions to elect a Chairman and Vice Chairman, as follows:

Chair - Motion and second to elect a Chairman, for the period of July 1, 2025 to June 30, 2026

Vice chair - Motion and second to elect a Vice Chair, for the period of July 1, 2025 to June 30, 2026

**Description/Background:**

In accordance with the Rules of Procedure for the Planning & Zoning Board, at the regular meeting in July, upon receiving the report of the nominating committee (if any) of the Planning & Zoning Board, the Board shall elect from its members a Chairman and Vice Chairman for a term of one year. The chair and vice chair shall be eligible for reelection.

The Chairman shall preside at all meetings of the Planning & Zoning Board. In the Chairman's absence, the Vice Chairman shall preside, and when presiding, shall have the right to vote upon all questions.

**Recommendation:**

The Chair call for nominations and entertain motions to elect a Board Chair and Vice-chair for the term July 1, 2025 to June 30, 2026.

**Fiscal Impact:**

None

**Attachments:**

None



## TOWN OF HARRISBURG

### Agenda Item Details

**Title:**

Planning staff will provide the Board with an overview of the Planning & Zoning Board Rules of Procedure and Board member duties.

**Presenting Personnel:**

Zac Gordon, Planning Director

**Suggested Motion or Action:**

Receive presentation by Planning Staff of an overview of the Planning & Zoning Board Rules of Procedure and Board member duties.

**Description/Background:**

Planning staff will provide the Board with an overview of the Planning & Zoning Board Rules of Procedure and Board member duties.

**Recommendation:**

Receive presentation by Planning Staff of an overview of Planning & Zoning Board Rules of Procedure and Board member duties.

**Fiscal Impact:**

None

**Attachments:**

1. P&Z Rules of Procedure - FINAL\_9-2023



## **RULES OF PROCEDURE HARRISBURG PLANNING & ZONING BOARD**

### **Section 1. Membership of the Board**

The Town Council shall appoint each member of the Board as hereinafter set forth. Members of the Board shall be broadly representative of all areas in and around the Town with an interest in and a willingness to be supportive of the goals of the Board and the Planning Department in all forms.

The Harrisburg Planning & Zoning Advisory Board shall be composed of seven (7) area residents with no less than six (6) of these members to be residents of the Town of Harrisburg and one (1) who shall reside in the Town's extraterritorial jurisdiction (ETJ), which shall be appointed by Cabarrus County. After notification to the County of an ETJ member vacancy, they shall have 90 days to appoint an ETJ member to the Board. If the County is not able to do so within 90 days, the Town may then appoint a member to that vacancy from anywhere within the Planning Area, including Town limits. One (1) additional ex-officio, non-voting member shall be on the Board, with a focus and expertise in sustainability. There will be one (1) staff liaison from the Planning Department (either the Planning Director and/or their designee) and one (1) liaison from Town Council, assigned by Mayor in January of each year. There will further be one (1) alternate liaison from Town Council to be assigned by the Mayor in the event the primary Council liaison is not available.

### **Section 2. Terms**

Board members shall have two (2) year staggered terms. Terms will begin on July 1. Board members may serve two (2) consecutive two (2) year terms, (four (4) years total), and then may be reappointed after an absence of four (4) years.

Town Council may appoint a replacement Board member to fill any uncompleted term. Appointment processes for these partial terms will follow those described in Section 6. Appointment to an uncompleted term only lasts until the term expires.

### **Section 3. Regular Meetings**

Regular meetings of the Board shall be held on the third Tuesday of each month at 6:00 p.m. in the Council Chambers of Town Hall. The regular meeting schedule may be changed by the Board at any time upon compliance with the notice provisions of the open meetings law as provided in NCGS § 160A-364, and 160A-384. The secretary of the Board shall make the schedule of regular meetings available to the public and shall post a copy of the schedule on the Town website.

**Section 4. Special Meetings**

Upon compliance with the notice provisions of the open meetings law, the Chairman, or, in the absence of the Chairman, the Vice Chairman, or four or more members of the Planning & Zoning Board may call a special meeting by causing a written notice stating the business to be transacted and the time and place of such meeting, and signed by the person or persons calling the same, to be delivered in hand to each member or to be left at his usual dwelling or place of business at least 24 hours before the time of such meeting. Only the business stated in the written notice may be transacted at the special meeting so called.

**Section 5. Organizational Meeting**

At the regular meeting in July, upon receiving the report of the nominating committee (if any) of the Planning & Zoning Board, the Board shall elect from its members a Chairman and Vice Chairman for a term of one year. The chair and vice chair shall be eligible for reelection.

**Section 6. New Appointments: Procedures**

A call for applications shall be posted on Town’s website 90 days prior to the vacancy. Applications shall be accepted for 30 days from the posting on the Town website. A committee comprising at least one of the Council liaisons and the staff liaison shall review the applications received for the vacant positions. All incumbents wanting to continue serving on the Board shall submit applications. The Town Council may decide to have a committee interview all qualified applicants, including the incumbents, before making the recommendations to Town Council. If held, interviews should be held within 30 days from the last day applications were accepted. The committee recommendations shall be presented to the Town Council no later than the June Council meeting each year, for normal appointments.

Example of Normal Appointment Timeline

- April 1 – April 30 – Open period to receive applications for vacancy
- May 1 – May 31 – Interview period, if needed
- June Council meeting – Recommendations to Town Council

**Section 7. Agenda: Procedures**

1. The Planning & Zoning staff shall prepare the agenda packet for the meeting and distribute a copy of the agenda packet to the Planning & Zoning Board 7 days in advance. The agenda packet shall be available for public inspection when it is distributed to Board members.
2. During its consideration of the agenda, Board members shall confine their discussion and comments to those items that appear on the agenda.
3. Any matter which is not on the agenda may be discussed upon the completion of the agenda. The Board may not take formal action on any non-agenda matter unless all Board members vote to add the matter to the agenda. A motion to suspend the rules shall not be in order if the purpose of the motion is to suspend the requirement of unanimity necessary to add a non-agenda matter to the agenda.
4. The Chairman or any member of the Board may request the staff to place an item on a future agenda by making such a request at a Planning & Zoning Board meeting. Unless a Board member objects, the requested

item shall be included. If a Board member has an objection, the item in question shall not be included on a future agenda unless a majority of the Board votes in favor of including the item.

5. The Planning & Zoning Board may periodically hold policy agenda meetings and workshops to discuss issues of a policy nature and to determine the necessity for further action. Policy agenda meetings and workshops will be considered informal sessions of the Planning & Zoning Board and no formal decisions shall be made at these meetings but a quorum is needed. The Planning & Zoning staff shall prepare an agenda for the meeting and the recorder shall provide minutes of the meeting.

### **Section 8. Addressing the Planning & Zoning Board**

1. Persons desiring to speak on a non-agenda matter that falls within the purview of the Board may be recognized by the Chairman to speak during the Public Comment section. Persons desiring to speak on an agenda matter may be recognized by the Chairman to speak when the item comes up on the agenda. Each speaker shall identify himself by name and address and limit their comments to fifteen (15) minutes.
2. For each agenda item, proponents shall be heard first and shall be provided fifteen (15) minutes each. Opponents shall be heard after the proponents for that particular agenda item and shall be provided fifteen (15) minutes each. The Chairman may limit time for each speaker proportionate to the number of persons who signed up to comment, if more than 30 minutes will be required for both proponents and opponents.

### **Section 9. Office of the Chairman**

The Chairman shall preside at all meetings of the Planning & Zoning Board. In order to address the Board, a member must be recognized by the Chairman. The Chairman is entitled to vote on all matters and shall be considered a member for all purposes, including the determination of whether a quorum is present. In addition to participating as a member, the Chairman shall have the following duties:

1. To rule motions in or out of order, including any motion patently offered for obstruction or dilatory purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this ground;
3. To call a brief recess at any time;
4. To adjourn in an emergency, and
5. To appoint, as needed, special committees from among the members.

### **Section 10. Office of Vice Chairman**

At the organizational meeting, the Planning & Zoning Board shall elect from among its members a Vice Chairman. A Board member who serves as Vice Chairman shall be entitled to vote on all matters and shall be considered a member for all purposes, including the determination of whether a quorum is present. In the Chairman's absence, the Vice Chairman shall preside, and when presiding, shall have the right to vote upon all questions.

**Section 11. Quorum**

A quorum shall be defined as a minimum of four of the seven appointed members **attending in person**. This requirement is in place regardless of whether there are any vacancies on the Board. A member, who leaves a meeting, whether excused or unexcused, shall not be counted as present for purposes of determining whether a quorum is present. If this happens, the only action the Board may take is to adjourn the meeting.

If an appointed member attends a public meeting remotely, whether part of a full remote meeting or simply attending remote themselves, there are two provisions that must followed. First, the member that is attending remote cannot be counted as part of the meeting quorum. Only members attending in person can be counted for this purpose. The second provision is that while a member attending remotely can fully participate in the meeting, they are not allowed to cast a valid vote. Only members attending in person can have their votes counted.

**Section 12. Attendance**

In order for the Board to carry out its duties and responsibilities it is necessary for all members to attend the regular meetings. The Town Council may remove members who do not attend seventy-five percent (75%) of the Regular meetings in a twelve (12) consecutive month period or miss three (3) consecutive regular meetings.

**Section 13. Action by the Planning & Zoning Board**

The Planning & Zoning Board shall proceed by motion, although limited discussion of a matter may be had prior to a motion being made. Any member may make a motion. All motions shall require a second in order to be considered by the Board.

**Section 14. One Motion at a Time**

A member may make only one motion at a time.

**Section 15. Substantive Motion**

A substantive motion is out of order while another substantive motion is pending.

**Section 16. Adoption by Majority Vote**

A motion shall be adopted if it receives affirmative votes from a simple majority of members present.

It is the duty of each member to vote, unless excused by a majority vote of the Board as in the instance of conflict of interest or other legitimate reason. A member wishing to be excused from voting shall so inform the Chair who shall take a vote of the remaining members. A member who fails to vote, whether excused or unexcused, shall not be able to record a vote. This section in no way mitigates the quorum requirement for any official action.

When any board member(s) has a direct or indirect affiliation on matters coming before the Planning & Zoning Board, the board member(s) will not be able to cast a vote in the affirmative or negative on said matters or participate in any communications (verbally, written or electronically). In order to prevent any perceived influence, board member will be required to leave the room until the discussion on said matter has been completed or voted upon by the remaining board members. Any such board member excused for this purpose shall still count for the purposes of establishing a quorum. A direct or indirect affiliation is considered to be but not limited to an employer, developer, builder, business partner, real estate broker, loan company or immediate family member.

**Section 17. Debate**

The chairman shall state the motion and then open the floor to debate on it. The Chairman shall preside over the debate according to the following general principles:

1. The introducer (the member who makes the motion) is entitled to speak first, and
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken.

**Section 18. Procedural Motions**

In addition to substantive motions, the following procedural motions, and no others, shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote for adoption.

1. To adjourn.
  - a) The motion may be made only at the conclusion of action on a pending matter; it may not interrupt deliberation of a pending matter.
2. To take a recess.
3. To suspend the rules.
  - a) The motion requires a vote equal to the number required for a quorum.
4. To divide a complex motion and consider it by paragraph.
5. To defer consideration.
  - a) A substantive motion whose consideration has been deferred expires one hundred (100) days thereafter unless a motion to revive consideration is adopted.
6. Call of the previous question.
  - a) The motion is not in order until all members who have indicated a desire to be recognized have had an opportunity to speak once.
7. To postpone to a certain time or day.
8. To refer to a committee.
  - a) Sixty (60) days after a motion has been referred to a committee, the introducer may compel consideration of the measure by the entire Board, whether or not the committee has reported to matter to the Planning & Zoning Board.
9. To amend.
  - a) An amendment to a motion must be pertinent to the subject matter of the motion, but it may achieve the opposite of the intent of the motion. The amending of a motion is effective only with the consent of the maker and seconder of the original motion. A motion may be amended, and that amendment may be amended, but no further amendments may be made.
10. To revive consideration.
  - a) The motion is in order any time within one hundred (100) days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires one hundred (100) days after the deferral unless a motion to revive consideration is adopted.

11. To reconsider.

- a) The motion must be made by a member who voted with the prevailing side, and only at the meeting during which the original vote was taken. The motion cannot interrupt deliberation on a pending matter but is in order at any time before actual adjournment.

12. To rescind or repeal.

13. To ratify

14. To prevent reconsideration for three (3) months.

- a) The motion shall be in order immediately following the defeat of a substantive motion and at no other time. To be adopted, the motion requires a vote equal to the number required for a quorum; it is valid for three (3) months.

15. To substitute.

- a) A motion to substitute may seek the opposite result of the original motion, but it must be pertinent to the subject matter of the original motion. A substitute motion is voted on prior to taking a vote on the original motion. It shall not be necessary for the Board to vote a second time on the same subject matter if a motion to substitute is approved.

#### **Section 19. Renewal of Motion**

A motion that is defeated may be renewed at any later meeting unless a motion to prevent reconsideration has been adopted.

#### **Section 20. Withdrawal of Motion**

A motion may be withdrawn by the introducer at any time before a vote. Permission of the members seconding the motion is not required.

#### **Section 21. Duty to Vote**

Every member must vote unless excused by the remaining members. A member who wishes to be excused from voting shall so inform the Chairman, who shall take a vote of the remaining members. No member shall be excused from voting except upon matters involving the consideration of his own financial interest or official conduct. In all other cases, a failure to vote by a member who is physically present at the meeting, or who has withdrawn without being excused by a majority vote of the remaining members present shall be recorded as an affirmative vote.

#### **Section 22. Adoption of Motions and Resolutions**

The affirmative votes of a simple majority of members present shall be required for the passage of any motion.

#### **Section 23. Amendment**

The Planning & Zoning Board may amend the Rules of Procedures at any time provided that the amendment is presented at one meeting and action is taken at the next scheduled meeting.

#### **Section 24. Minutes**

Minutes of the Planning & Zoning Board meetings shall be kept and shall be opened to the inspection of the public. The results of each vote shall be recorded in the Minutes.

**Section 25. Committees of the Planning & Zoning Board**

The following rules shall be applicable to the meetings of any standing or ad hoc committee, which may be formed by the Planning & Zoning Board from among its own members:

1. A quorum shall be required consisting of a majority of the members of the committee.
2. The chairman of the committee shall have a vote on all matters coming before the committee.
3. Minutes of committee meetings shall be kept and open to the inspection of the public. The results of each vote shall be recorded in the minutes.

Approved and adopted this 11th day of September 2023.

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Jennifer Teague, Mayor

ATTEST:

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Janet Rackley, Town Clerk

**ACKNOWLEDGEMENT**

I have received a copy of the Planning & Zoning Advisory Board Bylaws and Rules of Procedure and agree to abide by such.

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Committee Member Signature

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Date

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Print Name