

TOWN OF GRANITE QUARRY PLANNING BOARD REGULAR MEETING AGENDA January 5, 2026 6:00 p.m.

Call to Order Determination of Quorum Pledge of Allegiance

1. Approval of Agenda

ACTION REQUESTED: Motion to (approve agenda as presented <u>OR</u> with amendments).

2. Approval of Minutes

December 1, 2025

ACTION REQUESTED: Motion to (approve minutes as presented <u>OR</u> with amendments).

New Business

3. Elections

Annual Election of Officers

- A. Election of Chair
- **B.** Election of Vice-Chair

Old Business

4. Annual Review

Rules of Procedure

5. Monthly Review

Planning and Code Enforcement Reports

Adjourn



TOWN OF GRANITE QUARRY PLANNING BOARD MEETING REGULAR MEETING MINUTES Monday, December 1, 2025

Present: Vice-Chair Fred Krusemark, Jerry Holshouser, Greg Summitt, Jerry Gomez

Not Present: Chair Joe Hudson, Tamara Alston

Staff: Planning, Zoning, and Subdivision Administrator Richard Flowe; Town Clerk Aubrey Smith

Call to Order: Vice-Chairman Krusemark called the Planning Board meeting to order at 6:10 p.m. **Determination of Quorum:** Vice-Chairman Krusemark verified there was a quorum present. **Pledge of Allegiance:** The Pledge of Allegiance was led by Vice-Chairman Krusemark.

1. Approval of Agenda

ACTION: Mr. Summitt made a motion to approve the agenda. Mr. Gomez seconded the motion. The motion passed with all in favor.

2. Approval of Minutes

November 3, 2025

ACTION: Mr. Gomez made a motion to approve the minutes (*from the November 3*, 2025 meeting). Mr. Summitt seconded the motion. The motion passed with all in favor.

New Business

3. Review

Planning and Code Enforcement Reports

Mr. Flowe presented the October Planning and Code Enforcement reports to the Board. He stated it was the same information provided to the Town Council to keep everyone informed of Planning Department and Code Enforcement activities in the town. Board members asked questions and received responses regarding specific items on the reports. The reports will be included in the Planning Board agenda packet every month going forward.

Old Business None

Adjournment

ACTION: Mr. Holshouser made a motion to adjourn. Mr. Gomez seconded the motion. Vice-Chairman Krusemark closed the meeting at 6:31 p.m.

Respectfully Submitted, Aubrey Smith Town Clerk

RULES OF PROCEDURE GRANITE QUARRY PLANNING BOARD

PART I PLANNING BOARD

1-1 The official name of the Planning Board shall be the "Granite Quarry Planning Board", hereafter referred to as the "Planning Board".

PART II OBJECTIVE AND PURPOSE

- 2-1 The primary objective of the Planning Board is to develop and maintain a continuing, cooperative planning program to benefit the people of the Town of Granite Quarry.
- 2-2 The purposes of the Planning Board are:
 - (a) To make studies of the Town and its surrounding area;
 - (b) To determine objectives to be sought in the development of the areas under study;
 - (c) To prepare and recommend plans for adoption by the Board of Aldermen achieving these objectives;
 - (d) To develop and recommend policies, ordinances, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner;
 - (e) To keep the Board of Aldermen and the general public informed and advised as to these matters; and
 - (f) To perform any other related duties that the Board of Aldermen may direct.

PART III MEMBERSHIP

- 3-1 Members of the Planning Board shall be appointed by the Board of Aldermen for designated terms in accordance with Article 4 of the Granite Quarry Development Ordinance (GQDO).
- 3-2 If a vacancy occurs on the Planning Board by reason of death, resignation, change of residence, or any other cause, it shall be filled by Board of Aldermen appointment for the duration of the unexpired term.
- 3-3 Each Board member shall be sworn by the Mayor or their designee before assuming any position on the Board in accordance with Section 4.2-3 of the GQDO.

PART IV ELECTION OF OFFICERS

- 4.1 Annually, at the regular meeting of the Planning Board held in the month of January, a Chairman and Vice-Chairman shall be elected. These officers shall be elected for a term of one (1) year and may be re-elected for successive terms to the same office. Members shall be notified of the date, time and place of the election of officers, at least seven (7) days prior to the regular January meeting. Each officer shall serve until relieved of their duties as herein provided.
- 4-2 The Chairman or Vice-Chairman shall preside at all meetings and hearings of the Planning Board, appoint all standing and temporary committees, and have the duties normally conferred on such office. The Chairman or Vice-Chairman shall have the privilege of discussing all matters before the Planning Board.
- 4-3 In the event of the absence of both the Chairman and Vice-Chairman from a meeting of the Planning Board, the remaining members present may elect a temporary Chairman for that meeting and proceed with the order of business.
- 4-4 The Planning board may appoint from its membership or recommend that the Board of Aldermen appoint or hire a person(s) to serve as a secretary for the Planning Board. Said person (s) (hereinafter referred to as the "Secretary") shall keep minutes and records of the Planning Board, prepare with the Chairman the agenda for regular and special meetings, attend to correspondence of the Planning Board and perform such other duties normally carried out by a Secretary.

PART V MEETINGS

- 5-1 Regular meetings of the Planning Board shall be held on the first Monday of each month at 6:00 p.m. in the Granite Quarry Town Hall. Each member shall be notified of each regular meeting by the Secretary to the Planning Board. The Secretary shall also notify each Planning Board member of all joint Board of Aldermen/Planning Board meetings. Said meetings shall be considered Board of Aldermen meetings for purposes of determining the rules of conduct and procedure.
- 5-2 Special meetings may be called only by the Chairman, provided that at least forty-eight (48) hours written or oral notice of time of such meeting shall be given each member by the Secretary.
- 5-3 Four (4) members of the Planning Board shall constitute a quorum. A quorum shall be present before any business is transacted.
- 5-4 The Chairman shall decide all points of procedure unless otherwise directed by a majority of the Planning Board in session at the time.
- 5-5 All regular and special meetings of the Planning Board shall be open to the public.

5-6 The Planning Board shall adjourn by 7:45 p.m. during any regular, continuation, or special meeting unless extended by majority vote of the members present for a specified period of time.

PART VI ATTENDANCE

6-1 In order for the Planning Board to carry out its duties and responsibilities, it is necessary for all members to attend meetings. If any member is absent for three (3) consecutive regular meetings, the Chairman may direct the Secretary to notify such member in writing of their absences and if such member fails to attend the next regular meeting, the Planning Board, by a majority vote of the remaining members, may request that the position be vacated and that a replacement be made by the Board of Aldermen.

PARTVII ORDER OF BUSINESS

- 7-1 The order of business shall be as follows:
 - (a) Call to Order
 - (b) Determination of Quorum
 - (c) Pledge of Allegiance
 - (d) Changes to and Approval of Agenda
 - (e) Approval of Previous Meeting Minutes
 - (f) Old Business
 - (g) New Business
 - (h) Adjournment/Continuation
- 7-2 Items of business at the regular meeting shall appear on the agenda. Business which is not identified on the agenda may be considered only after approval by a majority of the Planning Board in session at the time.

PART VIII CONFLICT OF INTEREST & CONDUCT

8-1 No member of the Planning Board shall seek to influence a decision, participate in any action or cast a vote involving any matter that is before the Board which may result in a private benefit to themselves, their immediate relatives or their business interest in accordance with Article 4, Section 4.2-6 of the GQDO. In applying this rule, the following procedure shall govern.

A Planning Board member who believes there may exist a conflict of interest shall declare their possible conflict, the nature of the conflict, and ask for a determination by the Board. A majority vote of the remaining Board members present shall determine whether or not a conflict of interest exists. If determined that a conflict of interest does exist said member shall be excused from voting on that matter, but may voice their opinion, as a local citizen, on the matter.

- 8-2 A challenge of the existence of a conflict of interest or a challenge of an undisclosed conflict of interest may be filed by any interested party with the Board. Such a challenge may be an appeal for review of the finding of the Board or may be for the purpose of alleging an undeclared conflict of interest. Any challenge made to the Board shall be supported by competent evidence and shall be submitted to a properly convened meeting of the Board. If an objection is raised to a member's participation and that member does not recuse themself, the remaining members shall by majority vote rule on the objection as required by G.S. 160D-109(e). The Board shall hear all evidence and shall, by majority vote, make the final determination as to the existence of any conflict of interest.
- 8-3 Withdrawal from participation in any matter is necessary only in those specific cases in which a conflict arises. There shall be no attempt to exclude entire categories of considerations because of the business or profession with which a member is associated.
- 8-4 Any person who abstains from voting without having first been excused by the Board as herein prescribed shall be deemed to have voted on the matter in an affirmative manner.
- 8-5 Upon receipt by the Secretary of a written allegation of unethical conduct by a member, or the initiation by the Board of an inquiry into unethical conduct, the Board shall immediately notify the member of the allegation and inquiry, if any. In addition, the Board may decline to accept, refer, or conduct an inquiry into a complaint if it determines that any of the following apply: a. The complaint is frivolous or brought in bad faith. b. The member and conduct complained of have already been the subject of a prior complaint. c. The conduct complained of is primarily a matter more appropriately and adequately addressed and handled by other federal, State, or local agencies or authorities, including law enforcement authorities. If other agencies or authorities are conducting an investigation of the same actions or conduct involved in a complaint filed under this section, the Board may stay its inquiry.
- 8-6 After inquiry, the Board shall dispose of the matter in one or more of the following ways: (1) If the Board finds substantial evidence of an alleged violation of a criminal statute, the Board shall refer the matter to the Town Manager and Town Attorney for investigation and referral to the district attorney for possible prosecution. (2) If the Board finds that the alleged violation is not established by clear and convincing evidence, the Board shall dismiss the complaint. (3) If the Board finds that the alleged violation of this rule is established by clear and

convincing evidence, the Board shall do one or more of the following: a. Issue a private admonishment to the member, if applicable. Such notification shall be treated as part of the record of the member. b. Refer the matter for appropriate action to the Board of Aldermen and Town Attorney. In making recommendations under this subsection, if the Board determines, after proper review and investigation, that sanctions are appropriate, the Board may recommend any action it deems necessary to properly address and rectify any violation of these rules by a member, including removal of the member from the Board.

PART IX RECORDS

9-1 The Secretary shall keep a record of the Planning Board's recommendations, transactions, findings and determinations. Said records shall be public and filed in the office of the Town Clerk in Granite Quarry Town Hall.

PART X ACTION BY BOARD

- 10.1 All actions of the Planning Board shall have been put before the Planning Board members in the form of a motion, duly seconded, and voted upon by all unexcused members present for a quorum except as provided in Section 8-4.
- 10-2 Voting shall be done by voice or hand. Only members present at the time a vote is taken shall be eligible to vote. If an issue before the Planning Board is carried over from one meeting to another, a member may be able to vote on the issue if they did not attend the previous meeting at which item was discussed.
- 10-3 All members of the Planning Board have the right to vote on all matters except as specified in Section 8-1.
- 10-4 The Board shall refer to <u>Suggested Rules of Procedure for Small Local</u>
 <u>Government Boards</u>; Second edition; A. Fleming Bell, II. The Board shall refer to the current edition of <u>Suggested Rules of Procedure for a City Council</u>; Trey Allen, to answer procedural questions not resolved by the <u>Rules of Procedure for Small Local Government Boards</u>, so long as <u>Suggested Rules of Procedure for a City Council</u> does not conflict with North Carolina law or with the spirit of these rules.

PART XI ADOPTION AND AMENDMENT

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of a majority of the voting members of the Board, provided that such amendment be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

Adopted this 5th day of September, 2023.

Richard Luhrs, Chair

OFFICAL SEAL SEAL

Ratified by Board of Aldermen:

ADOPTED on this the 9th day of October, 2023.

tany H. Barnhardt, Mayor Aubrey Smith, Town Clerk

Planning Monthly Report



Permits

Permits & Applications

Date	Address	Permit Type	Status
11/3/2025	175 Trantham In	Zoning Permit- New SFR	Issued
11/10/2025	855 Whiterock Ave	Zoning Permit- New pole barn	Issued
11/10/2025	870 Whiterock Ave	Demolition Permit	Issued

Planning/Zoning Reviews

Inquiry	Zoning	Comments
Stoneglen Final Plat		Signed by planning director

Planning Board: At its meeting on November 3, 2025 the Planning Board:

- Reviewed and recommended for approval ZMA 2025-12-08 for the Osterhus parcel 609 135;
- reviewed and recommended for approval the Development Agreement for Kind Estates on Troutman Street; and
- was updated on changes to development regulations made by SL 2025-94.

Zoning Board of Adjustment: At its meeting on November 3, 2025 the Board of Adjustment:

- Approved the minutes from the October meeting.
- The Variance Request VAR 2025-11-03 was withdrawn by the applicant.

Case Number	Violation Address	Owner or Occupant	Status or Conditions
		PUBLIC NUISANCES	
PN-25-03	344 Brookwood Drive	Phyllis J Bookhart	fallen and dilapidated fence along with one or more junked/nuisance vehicles. Notice issued and no action by owner. Follow up notice issued and spoke with owner. She was hospitalized for a while, is disabled and her brother is coming down in October to help her with it all. CLOSED 10-22-25
PN-25-10	720 South Main Street	Clinton & Lois McGraw	dilapidated fence. Notice issued with no response and no results. Second notice issued with no response. Second notice issued with no response. Civil penalties initiated 11-12-25.
PN-25-16	519 South Main Street	Frank Troy Cook Jr & Amy Cook	Trash and clutter on front porch. Observations do not support nuisance violation. Will continue to monitor. CLOSED 11-12-25.
PN-25-17	605 South Main Street	Lauren Byrd	Trash can placement violation. Notice issued with deadline of 10-15-25. CLOSED 10-16-25
PN-25-18	1218 Stonewyck Drive	Granite DC LLC	overgrowth. Notice issued with deadline of 10-13-25. CLOSED 10-16-25
PN-25-19	1219 Stonewyck Drive	Granite DC LLC	overgrowth. Notice issued with deadline of 10-13-25. CLOSED 10-16-25
PN-25-20	1222 Stonewyck Drive	Granite DC LLC	overgrowth. Notice issued with deadline of 10-13-25. CLOSED 10-16-25

PN-25-21	5730 US 52 Hwy	Francis K Seiscio Jr & Shana L Seiscio	indoor furniture piled outdoors, trash, debris and animal feces ordors. Attempted contact at the door with no response from the occupant over loud dog barking, Notice issued and abated by owners. CLOSED 11-12-25.
	A	BANDONED/JUNKED/NUISANCE VEI	HICLES
MVO-25-03	403 Lake Drive	Ronnie D Hatley Rev Trust	one or more junked/nuisance vehicles. Notice issued with deadline of 06-15-25. In communication with the property owner and the vehicle owner working to brng the vehicles into compliance. Will continue to monitor.
MVO-25-04	415 Lake Drive	Shawn A Blackwood Jr (06-02-2025	junked/nuisance vehicles. Notice issued with no response. Second notice issued with deadline of 10-15-25. Met with the owner and determined the vehicles belong to the adjoining property owner and are not on this property. CLOSED 10-16-25
MVO-25-05	411 Lake Drive	Ronnie D Hatley Rev Trust	possible junked/nuisance vehicles. Notice issued with deadline of 10-13-25. CLOSED 10-16-25.

MVO-25-06	1206 Edgewater Court	Elizabeth S Burton	possible junked/nuisance vehicles. Notice issued and met on site with owner. Camper has been moved to back yard. Jeep remains in driveway. Owner is in process of renewing the license plates and will find keys to demonstrate operational status soon. Pending.
MVO-25-07	303 Phillips Drive	Robert Lewis Whitaker	possible junked/nuisance vehicles. Notice issued and abated by owner. CLOSED 11-12-25.
	N	INIMUM HOUSING STANDARDS	
HC-24-07	810 North Salisbury Avenue	Michael & Faith Phillips	Residential use of a camper or RV. Construction of a deck to camper without permits. Request to inspect on 09-26-24. Have spoken to the owner. The camper is occupied by his son and they are making arrangements to remove it and house him at another location. Working on repairs to the camper to be able to close the slide outs. Camper remains. Inspection to be rescheduled.

HC-25-01	725 North Salisbury Avenue	Questin J & Lashonda S Holmes	Substandard housing conditions. Inspection completed. Owners working on the renovations. Hearing scheduled for 12-02-25 @ 10:00.
HC-25-02	106 East Church Street	Stevie Andrew LLC	possible abandoned house, substandard housing conditions. Met onsite with the owners on 07-10-25 and they are arranging for the Fire Dept to burn it and have arranged to have the ACM removed. No action. Notice issued with deadline of 11-11-25. Owners report the asbestos should be removed by the end of November. Fire Dept to burn soon after. Pending.
HC 25 06	411 Laka Driva	Donnie D. Hetley Day Toyat	report of substandard housing conditions and an addition without permits. Cannot confirm as addition to house or shed positioned closely. Inspection scheduled for 10-16-25 and revealed it was an old shed pushed againt the house. Evidence that someone had been living in it but not now. Owner to remove the dilapidate shed and complete clean up of the immediate area. CLOSED 10-16-25 Will monitor nuisance issues being abated. Nuisance issues abated. CLOSED 11-12-25.
HC-25-06	411 Lake Drive	Ronnie D Hatley Rev Trust	CLOSED 11-12-25.

NON-RESIDENTIAL BUILDINGS AND STRUCTURES			
		DEVELOPMENT ORDINANCE	E
			possible junk yard existing after termination of operations. Inspection conducted with owner on 07-18-24. Determined that the auto repair business is in operation but at a much smaller scale. Owner continues to remove vehicles almost on a weekly basis with many removed so far. Recent observations up to 10-31-25 show they are now down to 2 remaining in the front. Will continue to monitor and will schedule a full site inspection again soon to determine the situation on the back of the property.
Z-24-04	2360 Heilig Road	Gerald W Hutchinson	
Z-25-10	6245 US 52 Hwy	ER Real Estate Holdings LLC	operating a business and use of a property without proper permits. Signs installed without permits. Notice issued, pending confirmation with Planning Department.

Z-25-11	6730 US Hwy 52	Rosalva Salinas Ahumada	reports of possible operation of an airbnb in accessory buildings. Conducting investigation and inspection is scheduled for 10-22-25. Determined they have not been operating airbnb. Used to use for health rehabilitation program but have ceased such operation over 1 year ago. CLOSED 10-22-25
Z-25-12	6740 US Hwy 52	Silva Barreto Salinas & Antioni Hernandez Vargus	reports of possible operation of an airbnb in accessory buildings. Conducting investigation and inspection is scheduled for 10-22-25 and determined they have not been operating airbnb. Used to use for health rehabilitation program but have ceased such operation over 1 year ago. CLOSED 10-22-25
Z-25-13	6750 US Hwy 52	Alehandro Hernandez	reports of possible operation of an airbnb in accessory buildings. Conducting investigation and inspection is scheduled for 10-22-25 and determined they have not been operating airbnb. Used to use for health rehabilitation program but have ceased such operation over 1 year ago. CLOSED 10-22-25

Z-25-16	Vacant wooded lot on Aggrey Avenue	Christa C Duncan	report of possible fence being constructed on the property without permits. Initial observations did not confirm complaint. Further investigation and meeting with the complainant revealed welded framework for a potential fence with scrap metal parts and other nuisance violtions, Nuisance notice issued with deadline of 10-19-25. Owners obtained zoning permit for fence on 10-14-25. CLOSED