



City of Graham Planning Board

Meeting Agenda

August 19th, 2025, at 6:30 PM
Council Chambers, Graham
City Hall

1. Meeting called to order.
2. Roll Call and confirmation of quorum.
3. Pledge of allegiance and moment of silence or invocation.
4. Overview of board and general meeting rules.
5. Approval of the June 17, 2025, meeting minutes.
6. New Business
 - a. AM2503 - Minor Subdivision Revision
7. Public comment on non-agenda items.
8. Staff comment.
9. Adjournment.



PLANNING BOARD MINUTES

Tuesday, June 17, 2025

The Planning & Zoning Board held its regular meeting on Tuesday, June 17th, 2025. Members present were Tony Bailey, Chad Huffine, Michael Benesch, Chair Dean Ward, James Stockert, and Jim Young. Members absent were Vice Chair John Wooten. Staff members present were Planner Evan Workman and Zoning Enforcement Officer Jenni Bost

1. Meeting called to order at 6:30 p.m. by Chair Dean Ward
2. Roll Call and confirmation of quorum.
3. Pledge of allegiance and moment of silence or invocation.
4. Overview of board and general meeting rules.
5. Approval of the meeting minutes for the May 20th, 2025 meeting of the Planning Board. Michael Benesch made a motion to approve the minutes. Chair Dean Ward made the second. All voted Aye.
6. New Business
 - a. **AM2502 - Tobacco, CBD, Vapor Shop** Evan gave the staff report. This is a request for a text amendment for Tobacco, CBD and Vapor Shop. Chair Dean Ward opened the public hearing. Doug Coxon of 5423 Guida Dr, Greensboro NC 27410 came forward to speak on this subject. He has a Planning Business called Incremental Planning and Environment. No one else came forward to speak. Chair Dean Ward closed the public hearing. This issue was discussed by the Board. Chad Huffine made a motion to approve the text amendment with some changes. These changes were: these shops must be separated from the other use types listed by at least 1,500 linear feet. These shops must be separated from other tobacco, vape, and CBD shops by at least 2,640 linear feet (a half-mile). Also, the removal of the designation that these standards and requirements be applied to any retail use that uses the lesser of 5% of 500 square feet of gross floor area dedicated the display, sale, distribution, delivery, offering furnishing, or marketing of vapes, tobacco, CBD, or related products. Jim Young made the second. Board voted 5-1 with James Stockert voted nay.
 - b. **RZ2503 – Gant Road R-G** Evan gave the staff report. This is a request to rezone a 1.7 acre lot from I-1 (Light Industrial) to R-G (General Residential) for the purpose of constructing a manufactured home on the property. Chair Dean Ward opened the public hearing. Frankie King of 1658 Whites Kennel Rd, Burlington NC 27215 says the reason he is requesting the rezoning is to be able to put a home on the property. Chair Dean Ward closed the public hearing. Chad Huffine made a motion to approve – the proposed use of a zoning is consistent with the current land zoning and land use plan for the overall goal of building a structure on the lot. Rezoning the



property would be consistent with the Suburban Residential type and furthers policy 3.3.3, and strategy 4.3.1, as put forth by the Graham 2035 Comprehensive Plan. All voted Aye.

7. Public comment on no agenda items- James Stockert mentioned the Ivey Rd/ E Gilbreath St 29 Town homes project. He wanted to commend the developers for going before the Army corps of engineers and getting the permit process approved before they came to City Council, so they know that, Council has a viable project.

8. Staff comments- None.

9. Adjournment- James Stockert made a motion to adjourn. Seconded by Michael Benesch. All vote aye.

Meeting Adjourned at 7:21 p.m.

Respectfully submitted this day 23th day of June, 2025
Jenni Bost



STAFF REPORT

Prepared by Cameron West, Senior Planner

Text Amendment for:

Type of Request: Minor Subdivision Revision

Meeting Dates

Planning Board on August 19, 2025

City Council on September 9, 2025

Contact Information

On Behalf of Planning Staff from Council
Request

Summary

The City Council has requested City Staff to analyze the existing Minor Subdivision classification and update it to allow for one more additional lot and add a clearer synopsis of how the parent parcel is treated in these subdivisions. Staff also added a timeframe requirement on when previous subdivisions could be subdivided again as a minor subdivision.

Conformity to The Graham 2035 Comprehensive Plan and Other Adopted Plans

Not applicable.

Applicable Planning District Policies and Recommendations

- Not applicable; city-wide.

Project Name

Minor Subdivision Revision
(AM2503)

Location

city-wide

Current Zoning

not applicable

Proposed Zoning

not applicable

Overlay District

not applicable

Staff Recommendation

Approval

Planning District

All

Development Type

All

Staff Recommendation

Based on the comprehensive plan, staff **recommends approval** of the text amendment. The following supports this recommendation:

- The proposed amendment updates the language to provide a clearer description of how Minor Subdivision will be handled in the future.

- (5) The division of a tract into parcels in accordance with the terms of a probated will or in accordance with intestate succession under Chapter 29 of the General Statutes.
- (c) The City may require only a plat for recordation for the division of a tract or parcel of land in single ownership if all of the following criteria are met:
 - (1) The tract or parcel to be divided is not exempted under subdivision (2) of subsection (a) of this section.
 - (2) No part of the tract or parcel to be divided has been divided under this subsection in the 10 years prior to division.
 - (3) The entire area of the tract or parcel to be divided is greater than five acres.
 - (4) After division, no more than three lots result from the division.
 - (5) After division, all resultant lots comply with all of the following:
 - a. Any lot dimension size requirements of the applicable land-use regulations, if any.
 - b. The use of the lots is in conformity with the applicable zoning requirements, if any.
 - c. A permanent means of ingress and egress is recorded for each lot."

Section 10.337 Classes of Subdivisions

The following classes of subdivisions are hereby established:

- (1) Subdivision, minor. A subdivision that divides a tract or parcel of land into no more than ~~four (4)~~ **five (5)** residential lots, **including the parent parcel, and** does not involve the construction or extension of any public street or utility, **and no part of the tract or parcel to be divided has been divided as a subdivision in the 5 years prior to division.**
- (2) Subdivision, major. A subdivision that is not a minor subdivision.

Section 10.338 Procedures for Minor Subdivisions

- (a) Pre-Application. Before submitting a final plat, applicants are encouraged to contact the Planner to discuss the procedures, standards and regulations required for approval.
- (b) Review and Approval. The applicant shall submit two (2) reproducible copies and one (1) paper copy of the final plat, along with a digital copy in a format suitable to the City, prepared according to the specifications for final plats in Section 10.340, a fee fixed by the City council, and any applicable recording fees. The Planner shall review and find that the proposed minor subdivision either does or does not meet the requirements of this ordinance, the City's Code of Ordinances and State Law. If approved, the Planner shall cause the final plat to be recorded and shall file one (1) reproducible copy of the final plat with the City.

