

Planning & Zoning Minutes
July 8, 2026
6:30pm

Chairmen Scott Thornton called the meeting to order at 6:30pm and in attendance were the following:

Planning and Zoning Commissioners: Chairman Scott Thornton, Zeus Tecson and Randal Beers

Staff: Town Manager, Amy Thomas.

Citizens: Councilmember Marquise Broom, Josh Smith and Jeff Minner (Selective Real Estate Solutions, LLC).

COMPLIANCE LETTER REQUEST

Selective Real Estate Solutions, LLC - Repair and Remodel Interior/Exterior of Home
305 E Railroad Avenue (Tax Map ID # 8-07-128.20-01-14.00/000)

Each Commissioner reviewed the paperwork for the request. The request is to remodel and repair the interior/exterior of the home.

Commissioner Thornton asked if he was replacing the shingles and Mr. Minner stated no but they will be replacing the porch roof, he is waiting to see what the contractor recommends. Commissioner Thornton asked if he was changing the foot print and Mr. Minner stated there will be no additions to the home and they will be repairing the siding. Commissioner Thornton let Mr. Minner know the lot is non-conforming so the footprint cannot change.

RECOMMENDATION: The Planning Commission recommends the Council approve the remodel at 305 E Railroad Avenue. The request meets all requirements of the Planning and Zoning Ordinance.

COMPLIANCE LETTER REQUEST

Jerry Sapp – Install a 3’ by 20’ Handicap Ramp
21 E Jefferson Street (Tax Map ID # 8-07-138.08-02-23.00/000)

Each Commissioner reviewed the paperwork for the request. The request is to construct a 3’ by 20’ handicap ramp off the front of the home.

Commissioner Thornton asked Josh what type of materials they will be using, is the ramp permanent and will there be railings and Josh stated they are using salt treated wood, it will be permanent with concrete footers and yes there will be railings.

RECOMMENDATION: The Planning Commission recommends the Council approve the Handicap Ramp at 21 E Jefferson Street. The request meets all requirements of the Planning and Zoning Ordinance.

ORDINANCE REVIEW

An Ordinance amending the Planning and Zoning Ordinance to update Appendix 1- Approved Trees

Each Commissioner reviewed the Ordinance. This Ordinance updates Appendix 1- Approved Trees of the Planning and Zoning Ordinance of the Town of Felton to include those trees best suited for planting in the Town of Felton.

RECOMMENDATION: The Planning Commission recommends Council move forward to approve the Ordinance to update Appendix 1 – Approved Trees.

The meeting was adjourned at 7pm. These minutes were prepared by Amy Thomas.

Amy Thomas, Town Manager Date