

**PLANNING BOARD
REGULAR MEETING
January 14, 2026**

The Planning Board for the Town of Duck convened at the Paul F. Keller Meeting Hall on Wednesday, January 14, 2026.

Present: Chair Bob Wetzel, Vice Chair Bob Webb, James Cofield, Dan Snyder, Tom Burton, and Council Liaison Sandy Whitman.

Also present: Assistant Town Manager Connor Winstead, Planning and Permits Manager Sandy Cross, Community Planner Jim Gould, and Deputy Town Clerk Christy Hanks.

Absent: None.

CALL TO ORDER

Chair Wetzel called to order the Regular Meeting of the Planning Board for January 14, 2026 at 4:00 p.m.

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

Minutes from the December 10, 2025, Meeting

Cofield motioned to approve the minutes as presented. Webb second the motion.

Motion carried 5-0.

PLANNING AND ZONING E-MODULE LEARNING

a. Basics of Local Development Regulations

The Planning Board watched a 30-minute e-module presented by the UNC School of Government regarding the basics of local development regulations. Miriam Rollins, 149 Plover Dr, asked if the Town of Duck had conditional zoning. Cross answered no.

ZONING TEXT AMENDMENTS

a. Chapter 156: Land Use

i. General Provisions, Subsection 156.001 -156.012

Cross presented a draft of subsections 156.001 through 156.012 to the Board for review and identification of areas needing revision. Wetzel initiated discussion by guiding the Board through

the pages and inviting comments on items requiring further discussion or revision. Wetzel requested that “redevelopment” be added to Section 156.001(B), and it is likely a definition that needs to be added to 156.002. Webb proposed adding “digital transmission” under the definition of adult cabaret(3). Wetzel noted that “arcade” should be included in the definitions. Cross stated that *A Planner’s Dictionary* will be used to further revise definitions and bring updates back to the Board. The definition of bedroom equivalent will be further researched, including consultation with the Dare County Health Department. Cross added that the building setback line will be reviewed with reference to side and rear setbacks, nonconforming lots, and cul-de-sac properties. Cross also discussed expanding definitions under “development” to incorporate language from the floodplain prevention (Chapter 150) and areas of environmental concern (Chapter 154), to allow for quicker reference. Wetzel suggested combining subsections (a) and (b) under eating establishment and revising the language to include “table or counter service.” Discussion regarding electronic gaming operations were discussed. It was noted that we do not have any. Burton inquired about food trucks and whether they would be considered an eating establishment. Cross noted that lot revisions will be presented to Council next month for review.

Continued review identified several definitions that require updating and revision. Cross will work to bring back definitions relating to impervious surface, open space, parking space, retaining wall, structure, used or occupied, wall, and yard requirements. Some discussion focused particularly on open space, the intent behind coverage credits and limitations and what qualifies as open space within a yard or setback. The Board considered multiple approaches, including the use of natural and organic materials, with an emphasis on maintaining an earth-to-sky natural and organic perspective.

Gould pointed out that in the sign section sign, arcade and sign, under-canopy is the exact vocabulary and could eliminate one.

Cross will research the terms mentioned and will bring back some definition adaptations for the Board to consider.

STAFF COMMENTS

Lighting Summary Review

Gould presented to the Board a breakdown of the lighting survey results. The survey helped illuminate how the residents and non-residents viewed the positive and negative aspects of lighting. The breakdown will be presented to Town Council during the retreat and then will be posted publicly.

Summary of January 7, 2026, Town Council Meeting

Cross informed the Board that the Town Council adopted the amended resolution 18-05, a policy related to the emergency pumping of floodwater. Council approved allowing a public hearing on Ordinance 26-01 amending Chapter 91 nuisances and Ordinance 26-02 subsection 156.141 discharge of stormwater, pool water, hot tub water, and dewatering effluent. Council also

approved public hearing for Ordinance 26-03 subsection 156.051 building features exempt from setbacks or minimum yard requirements to allow for outdoor showers in the rear setback.

Project Updates

Cross stated that the Duck Trail project is currently under way with re-paving from Wood Duck to Pintail. The Teresa Court project will have a bid opening on January 28, and we are hoping to get a reasonable bid following some value engineering from VHB. If bids are still too high the Town may shelve the project and utilize the funds for other development projects.

BOARD COMMENTS

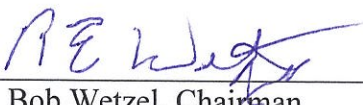
Snyder informed the Board that he will not be present at the February Planning Board meeting. Burton let the staff and Board know that due to health concerns he would be resigning from the Board immediately.

ADJOURNMENT

Cofield moved to adjourn the meeting. Wetzel seconded.

Motion carried 5-0.

The time was 6:27 p.m.

Approved: 

Bob Wetzel, Chairman