

## Regular Meeting Minutes

The meeting of the Pocomoke Planning Commission was held in Council Chambers on Thursday January 22, 2026. The meeting was called to order at 6:30 pm.

### Present:

Commissioners: Jessmin Duryea, Harold White, Nola Tullar,  
City Manager: Brandy Matthews  
Attorney: Erica Wiltz  
City Clerk: Melinda Stafford

### Call to Order

Motion was made to move Item 3 to item 2 to be addressed first made by Ms. Tullar, seconded by Mr. White. Motion passes.

### Discussion of Rules and Procedures

Erica, Planning and Zoning Attorney, explained that the board implemented rules of procedure in summer 2024. The rules cover handling of public hearings, presentation of evidence, tie vote procedures, and rehearing processes. The City will resend the rules to all members for review and reference during meetings.

### Appointment of Chair and Vice Chair

Motion was made to appoint Harold White as Chair made by Ms. Tullar, seconded by Mr. Duryea. Motion to appoint Jessmin Duryea as Vice Chair made by Ms. Tullar, seconded by Mr. White

### Discussion of Planning and Zoning Training Course

Brandy Matthews reported that a mandatory planning and zoning training course was sent to all members. New members have 6 months to complete the course. Members who have completed the course must email their certification to staff, Melinda, and Erica. Harold indicated he completed the course in 2021 and will forward his certification.

### Discussion of Open Meetings Act Training Requirements and Designation of Member

The Open Meetings Act training requirement. Ms. Tullar has already completed this course. Erica explained the importance of having members trained on open meetings compliance, particularly for closed session procedures, agenda requirements, and public notification. The training covers what constitutes a quorum, restrictions on email communications between members, and proper agenda procedures. Members cannot add voting items to agendas during meetings, though discussion items under existing agenda topics are permissible.

### Public Comment

None

### Commission Comment

Questions were asked about upcoming projects. City Manager Brandy Matthews provided an update. Wawa projects: Staff has begun receiving plans for multiple Wawa locations. Previous applicants from October meetings need to resubmit information immediately for GMB review. GMB will provide staff reports and attend meetings to answer technical questions. Visions International LLC (4 lots on Cedar): This is the legal name for the development previously discussed. Solar farm proposal on Ocean Highway using existing farmland. There is potential development off 6th Street with additional projects in pipeline with applicants waiting patiently.

There was an additional member waiting to be sworn in. The next meeting scheduled for 4th

Thursday in February at 6:30 PM and the regular meeting schedule will be 4th Thursday of each month at 6:30 PM.

Motion to adjourn at 6:53pm by Ms. Tullar, seconded by Mr. Duryea.  
Motion Passes

Approved: , City Clerk

*Agenda items may or may not be considered in sequence. This agenda is subject to change to include the addition or deletion of items, including executive/closed session.*