

**Town of Smithfield  
Planning Board Minutes  
Thursday, May 4th, 2023  
Town Hall Council Chambers  
6:00 PM**

Members Present:

Chairman Mark Lane  
Vice-Chairman Debbie Howard  
Alisa Bizzell  
Doris Wallace  
Wiley Narron  
Ashley Spain

Members Absent:

Bryan Stanley

Staff Present:

Stephen Wensman, Planning Director  
Mark Helmer, Senior Planner  
Julie Edmonds, Administrative Support Specialist

Staff Absent:

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA** Debbie Howard made a motion to approve the agenda; seconded by Doris Wallace. Unanimously approved

**APPROVAL OF MINUTES for April 6<sup>th</sup>, 2023**

Doris Wallace made a motion to approve the minutes, seconded by Debbie Howard. Unanimously approved.

**NEW BUSINESS**

**ZA-23-06 Town of Smithfield:** The applicant is requesting an amendment to the Unified Development Ordinances, Article 10, Performance Standards and Article 2, General Regulations.

Stephen Wensman stated in 2018 the Planning Board had reviewed the proposed amendments to Article 10 for feedback. It has been finetuned since then and the engineering standards have been developed but not yet adopted. As part of the Article 10 updates, Staff “performance items” from Article 2 are being moved to Article 10. Appendix A is being amended for 160D and to better reflect terms in the table of uses and activities and performance standards.

The following summarizes the changes to each section:

Article 2 - General Regulations

- Moves performance standards to Article 10.
- Section 2.21, references the Town’s Standard Detail and Specifications Manual.
- Updates 2.22 to provide clarifications.

## Article 10- Performance Standards - Part I. Off-Street Parking

- 10.2 - Clarifying, updating and breaking up this section to be more readable.
- 10.2.1.1 – Requiring paved parking (no gravel parking).
- 10.2.3.1 – Requires new residential driveways to be paved, except in R20A, and aligns junk vehicle exception with administrative code.
- 10.2.4.6 – Adds a standard for semi-tractor and trailer parking.
- 10.2.5 – Updates parking lot requirement.
- 10.2.5.5 – Clarifies curb requirements.
- 10.2.5.7 – Updates bumper requirement.
- 10.2.5.9 – Updated and adds a reference.
- 10.2.8 – Adds proof of parking section to minimize paving where it may not be necessary for the particular land use.
- 10.2.8 – Adds curbing requirement to protect pedestrian ways.
- 10.2.10 – Adds UDO administrator’s ability to waive lateral access if it provides no public benefit or if no feasible. The BOA does not make adjustments, rather it handles appeals and variances.
- 10.2.13.1 – Struck section on BOA. Appeals are already codified elsewhere.
- 10.2.13.2 – Appeals of the UDO Administrator’s decision are already codified elsewhere.
- 10.3 – The UDO Administrator will determine parking requirements when the 10.3 does not provide clear requirements.
- 10.5.1.3 – Unnecessary section stricken.
- 10.5.2 – Strengthened off-street loading section.
- 10.5.3 – Text stricken - the BOA hears variances and appeals.
- 10.6 – Updates section. Requires paving for driveways including residential driveways, except within the R-20A.
  - Broke up the section for readability.
  - 10.6.4 – Updated to be aligned with Engineering Standards.
  - 10.6.6 – Delete’s brick driveway section. Brick driveways are not permitted within the public right of way, but are permitted on private property with a standard concrete driveway apron.

## Article 10- Performance Standards - Part II. Landscape Requirements

- 10.8 Applicability – Clarifies applicability.
- 10.9 – Clarified Tree Resource Management and requires a zoning permit for forestry activities to ensure compliance with State and local ordinances.
- 10.9.1.8 – Clarifies SF exemption from Tree Resource Management and removes the misplaced section car dealerships. Prior to final plat, the lots do not exist.
- 10.10.2 – The planting details are moved from Appendix B of the UDO to the Standard Specification and Details Manual
- 10.13.1.8 – Fixes a typo in the Street yard requirements.
- 10.14 – Adds dimensions to Type C and D buffer yards and removes the reference to PRD (no longer exists in UDO)
- 10.15.3 – Dumpster regulations moved from Section 2.27 and updated
- 10.15.4 - Clarified section.
- 10.15.5 – Creates buffer requirements for double fronted lots

- 10.16 – Added requirement that landscape plans identify planting bed edges, bed material, sod and seeded areas, identify irrigation if applicable, and landscape notes or planting instructions.

**Article 10- Performance Standards - Part IV. Lighting Ordinance**

- 10.34.3 – Appeals and variances are by BOA. Site Plans are administrative and do not get reviewed by the Town Council.
- 10.34.3.6 – Stricken because it's in conflict with 10.34.3.4 which requires cutoff fixtures.
- 10.34.4 – Updated lighting in parking lots and outdoor areas – PB and Town Council do not review site plans. Appeals and variances are by the BOA.
- 10.34.5 - Update to require recessed lighting for vehicular canopies
- 10.34.7 – Section updated to prohibit flood lights and removes references to PB and TC review and approval. Site plan approvals are administrative.
- 10.34.10 – Clarified section.

**Article 10- Performance Standards - Part V. Traffic Impact Study**

- 10.41.1 Struck reference to BOA as they have no involvement in Traffic Studies.
- 10.54 - Add reference to buffer requirements in Watersheds.

**Article 10- Performance Standards - Part VIX. Overlay Districts**

- 90.93 - Updated ECO District regulations per the Town Plan recommendations. These standards should be reviewed carefully. The PB and TC should consider the intent and purpose of the overlay and decide whether the regulations are relevant as currently drafted and whether the draft amendment is appropriate.
- 10.94 – Struck this section because rowhouses can be better achieved through the conditional zoning process.

**Article 10- Performance Standards - Part X. Subdivision Regulations**

- 10.96 – Added applicability incorporating Section 1.3.4.3 and updating to conform with 160D.
- 10.100 – Update code references in table.
- 10.107 – Update reference from NCDENR to NCDEQ.
- 10.xxx – Add Cluster Mailbox standards.
- 10.110 Streets – added references to Standard Detail and Specifications Manual and updated section.
  - Updated to current terminology.
  - Incorporated Section 2.15.
  - Updated lot area requirements with reference to Article 8.
  - Increased the minimum lot area for septic lots to 1 acre based on a recommendation from Johnston County.
  - Added a minimum depth for double-fronted lots.
- 10.110.1.5 – Updated easement requirements.
- 10.110.2 – Updated private street requirements to reference the Standard Detail and Specifications Manual and HOA documents to be reviewed and approved by the Town Attorney.
- 10.110.3. Updated Marginal Street Access section with updated terminology.

- 10.110.5 – Updated section on half-streets.
- 10.110.9 - 10.110.17- street standards are contained in the Town’s Standard Detail and Specifications Manual referenced herein.
- 10.110.14 – Alley’s section updated.
- 10.110.19 – PUD Streets updated requiring sidewalks on both sides of PUD streets.
- 10.110.20 – Updated to reference Manual.
- 10.111.2. – Updated to match Fire Code.
- 10.111.6 - Updated temporary turnaround requirements to meet Fire Code.
- 10.112 – Updated sidewalk requirements.
- 10.112.3 – Updated and add reference to the Pedestrian Plan.
- 10.113.1. Water and Sewerage Systems.
  
- 10.116.2 – Updated acceptance of dedications. Acceptance of dedications by resolution has been removed. According to 160D-806. Effect of plat approval on dedications. The approval of a plat shall not be deemed to constitute the acceptance by the local government or public of the dedication of any street or other ground, public utility line, or other public facility shown on the plat. However, any governing board may by resolution accept any dedication made to the public of lands or facilities for streets, parks, public utility lines, or other public purposes, when the lands or facilities are located within its planning and development regulation jurisdiction.
- 10.117 BOA approves variances per Section 4.10.
- 10.119 Added section on exempt plats and updated certificates.

Appendix A- Definitions

- Added definitions per 160D.
- Added or modified definitions to reflect land use terminology in Section 6.6.

Note: The UDO is a living document that will require continual refinement to address new situations that exist.

Debbie Howard had a question about the required off-street parking. She wanted to know if a house has four or five parking places on a brick surface, would it be allowed?

Stephen Wensman said yes it would be allowed.

Stephen Wensman suggested that the Planning Board make a recommendation to the Town Council. He plans to take it in 3 or 4 steps to help the council digest it better.

Debbie Howard made a motion to recommend approval of zoning text amendment, ZA-23-06, finding the amendment consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest, seconded by Ashley Spain. Unanimously approved.

**Adjournment**

Being no further business, Ashley Spain made a motion to adjourn; seconded by Debbie Howard.

Unanimously approved

Respectfully Submitted,

A handwritten signature in black ink that reads "Julie Edmonds". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Julie Edmonds

Administrative Support Specialist