

**Town of Smithfield
Planning Board Minutes
Thursday, April 3rd, 2025
Town Hall
Council Chambers
6:00 PM**

Members Present:

Chairman Mark Lane
Vice-Chairman Debbie Howard
Doris Wallace
Alisa Bizzell
Bryan Stanley
Wiley Narron

Members Absent:

Tara Meyer
Ashley Spain

Staff Present:

Micah Woodard
Julie Edmonds, Administrative Support Specialist

Staff Absent:

Stephen Wensman, Planning Director

CALL TO ORDER

PLEDGE OF ALLEGIANCE

IDENTIFY VOTING MEMBERS

APPROVAL OF AGENDA Doris Wallace made a motion to approve the agenda; seconded by Alisa Bizzell. Unanimously approved.

APPROVAL OF MINUTES March 6th, 2025

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

NEW BUSINESS

S-25-03 Heritage Townes Preliminary Plat:

***This agenda item was quasi-judicial so the minutes aren't available. ***

CZ-25-02 Johnston Hotel Multi-Family Renovation: Noviomagus, LLC is requesting a conditional rezoning of .063 acres of land from O/I (Office-Institutional) to O/I CZ (Office-Institutional Conditional Zone) with a plan to reuse the old Gabriel Johnston Hotel for multi-family residential (9-apartments). The property is located at the corner of S. Fourth Street and East Johnston Street.

Micah Woodard stated the applicant has plans to renovate the old Gabriel Johnston Hotel into (9) 2-bedroom apartments with improvements to the parking lot, including curb and gutter, sidewalks, landscaping and lighting. In the Office-Institutional District, multi-family residential requires a special use permit or can be approved by conditional zoning. Micah also stated The Historic Preservation Commission is scheduled to review a request for Certificate of Appropriateness for the exterior improvements to the building including windows, doors, awnings, and the stairwell addition.

Staff recommended the planning board recommend approval of the rezoning, CZ-25-02, with the following conditions:

1. The two properties be combined into a single tax parcel.
2. Dilapidated public sidewalk, curb and gutter and driveway aprons be replaced with new in accordance with Town standards.
3. The existing/future disused driveway apron be removed and replaced with new curb and gutter.

Debbie Howard recommended approval of CZ-25-02 with 3 conditions declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans and that the request is reasonable and in the public interest; seconded by Doris Wallace. Unanimously approved.

Old Business

None

Adjournment

Alisa Bizzell made a motion to adjourn; seconded by Debbie Howard. Unanimously approved.

Next Planning Board meeting is May 1st, 2025, at 6pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Julie Edmonds".

Julie Edmonds
Administrative Support Specialist