

**Town of Smithfield  
Planning Board Minutes  
Thursday, January 2nd, 2025  
Town Hall  
Council Chambers  
6:00 PM**

Members Present:

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

Members Absent:

Bryan Stanley  
Tara Meyer

Staff Present:

Chloe Allen, Planner I  
Julie Edmonds, Administrative Support Specialist

Staff Absent:

Stephen Wensman, Planning Director

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**IDENTIFY VOTING MEMBERS**

**APPROVAL OF AGENDA** Debbie Howard made a motion to approve the agenda; seconded by Ashley Spain. Unanimously approved by all.

**APPROVAL OF MINUTES December 5th, 2024**

Doris Wallace made a motion to approve the minutes, seconded by Alisa Bizzell. Unanimously approved.

**NEW BUSINESS**

**ZA-24-03 Multi-Family Regulations (revised):** The Planning Board is respectfully requested to hold a public meeting to review the proposed UDO amendments, ZA-24-03, amending Article 6, Section 6.2 and 6.6; Article 7, Section 7.35; Article 8, Section 8.13.1; Article 10, Section 10.110.2 Private Streets; and Appendix A Definitions as they pertain to multi-family regulations.

Chloe Allen stated the Planning Board has reviewed ZA-24-03 and it was tabled. There's been significant changes to it since then by the legislature and those need to be addressed. The legislature would limit local government from passing amendments that would downzone a property. Their definition of downzoning means it would prevent local government from passing any amendments that would create any nonconformity on land that's not in a residential zoning district. With all of the multi-family that has come to the Town, areas in the ordinance have been highlighted. The inconsistencies such as private streets, setbacks, buffers and some of the definitions weren't lining up in the ordinance and that opens the Town up to lawsuits.

Chloe reviewed the draft amendment out loud explaining part 1 through part 5. She explained what would be amended in each part.

Mark Lane stated he was ok with the private streets as long as there's an HOA to relieve the Town of any liability.

Planning Board reviewed the amendments and they wanted to require a fence or a berm maintained by an HOA at an administrative decision to maintain privacy. They want the ability to create new private streets with the developer or HOA to maintain.

Debbie Howard made a motion to approve zoning text amendment ZA-24-03, with the additions that have been noted and striking out Part 1 to remove conditional zoning; seconded by Ashley Spain. Unanimously approved.

**Old Business**

**Adjournment**

Alisa Bizzell made a motion to adjourn, seconded by Ashley Spain. Unanimously approved.

Chloe Allen announced that tonight was her last meeting, she has accepted another position in Charlotte.

Next Planning Board meeting is February 6th, 2025, at 6pm.

Respectfully Submitted,

A handwritten signature in black ink that reads "Julie Edmonds". The signature is written in a cursive, flowing style.

Julie Edmonds  
Administrative Support Specialist