

**Town of Smithfield Planning Board
Meeting Minutes
May 7, 2026
6:00 P.M., Town Hall, Council Chambers**

Members Present:

Chairman Mark Lane
Alisa Bizzell
Luke Stancil
John Keeley

Members Absent:

Jaime Beasley
Nariman Jaminia
Vice-Chairman Ashley Spain

Staff Present:

Brent Reck, Planning Director
Micah Woodard, Planner I
Julie Edmonds, Administrative Support Specialist

Staff Absent:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

IDENTIFY VOTING MEMBERS

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

APPROVAL OF MINUTES April 2nd, 2026

Luke Stancil made a motion to approve the minutes, seconded by Alisa Bizzell. Unanimously approved.

New Business

ZA-25-05 Text Amendment: Public meeting for a revised request by the Town of Smithfield Planning Department to amend Articles 3 and 4 of the Unified Development Ordinance in matters pertaining to quorum definitions, as well as other minor updates.

Planner Micah Woodard stated Town Staff has been directed by the Town Council to amend the Unified Development Ordinance Article(s) 3 and 4, in matters pertaining to quorum definition as well as other minor updates.

The proposed text amendment consists of six (6) total amended sections broken into three (3) parts;

1. Revise Sections 3.3.3.3. and 3.3.3.5.4. – To redefine quorum.
2. Revise Sections 3.4.2.6.1. and 3.4.2.6.3. – To define the ‘secretary role’, and correct some general language.
3. Revised Sections 4.6.4.1. and 4.10.4. – To amend language for Town Council notice requirements and Board of Adjustments Voting.

PROPOSED AMENDED SECTIONS SUMMARY:

Section 3.3.3.3. This section has minor amendments such as allowing the UDO Administrator to

assign other staff members to serve as Secretary and advisor to the board. Also, the Town has no Building Inspector on staff. This text is being amended because the current ordinance requires a quorum of 4 members to conduct business, whereas a quorum is the majority of the members, excluding vacant seats, which in some instances, could be less than 4 members.

Section 3.3.3.5.4. This section is being updated to reflect that a quorum shall consist of a majority of Commission members, excluding vacant seats.

Section 3.4.2.6.1. This section is being updated to replace gender-specific language with gender neutral terminology.

Section 3.4.2.6.3. This section is being amended to clarify that the UDO Administrator can assign other staff members to serve as Secretary and advisor to the board.

Section 4.6.4.1. This section is being updated to reflect current practices for receiving the Planning Board recommendations.

Section 4.10.4. Amended BOA voting to exactly reflect NCGS 160 406.

Mark Lane asked if contracting out the building inspector job would remain in place indefinitely?

Micah Woodard said yes, he felt like it had been in place for so long that will would remain the way it is.

Luke Stancil made a motion to approve zoning text amendment, ZA-25-05, 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 Alisa Bizzell. Unanimously approved.

UDO Discussion: At the Feb. 5th Planning Board meeting interest was expressed from board members to discuss the UDO and potential future amendments. At the April 2nd meeting it was proposed that the board research specific UDO sections/items they want discussed. Staff is prepared to research any inquiry.

This agenda has been postponed until the June 4th, 2026 Planning Board meeting.

Adjournment

Luke Stancil made a motion to adjourn; seconded by Alisa Bizzell. Unanimously approved

Next Planning Board meeting is on June 4th 2026, at 6pm.

Respectfully Submitted,



Julie Edmonds
Administrative Support Specialist