

**GUILFORD COUNTY PLANNING AND DEVELOPMENT
PLANNING BOARD REGULAR MEETING MINUTES**

Old County Courthouse – Carolyn Q. Coleman Conference Room
301 W. Market Street, Greensboro, NC 27401

**March 12, 2025
6:00 PM**

Call to Order

Chair Donnelly called the meeting to order at 6:00 p.m.

I. Roll Call

The following members were in attendance in person for this meeting:

James Donnelly, Chair; David Craft, Vice Chair; Dr. Nho Thi Bui; Ryan Alston; Jason Little; Cara Buchanan; Rev. Gregory Drumwright; and Sam Stalder

The following members were absent from this meeting:

Guy Gullick

The following Guilford County staff members were in attendance in person for this meeting:

J. Leslie Bell, Planning & Development Director; Oliver Bass, Planning and Zoning Manager; Troy Moss, Planning Technician; Robert Carmon, Fire Marshal; Marlena Isley, GIS Manager; and Matthew Mason, Chief Deputy County Attorney; Leslie Andrea-Fite

II. Agenda Amendments

Chair Donnelly stated that at the end of this meeting, the members would go into Closed Session to consult with Legal Counsel.

Mr. Bass asked the Board to reschedule Road Renaming Case #25-01-PLBD-00106, Baynes Forest Lane to Little Miss Muffen Lane. Some technical corrections need to be made to the petition, and they will be brought back before the Board at the next meeting.

Mr. Craft moved to accept the discussed agenda amendments, seconded by Ms. Buchanan. The Board voted unanimously in favor of the motion. (Ayes: Donnelly, Craft, Little, Bui, Buchanan, Drumwright, Alston and Stalder. Nays: None.)

Mr. Bass noted that the rescheduled road renaming case would need to be re-noticed ahead of the following month's meeting.

III. Approval of Minutes: February 12, 2025

Chair Donnelly stated that he had sent a few minor corrections to Mr. Bass. He noted that one of the cases heard in February has been appealed and will be going to the Board of Commissioners, so these minutes will be part of the record. He looked at the minutes with that in mind. He asked if anyone else had any corrections and no one pointed out anything.

Mr. Craft moved to approve the February 12, 2025, minutes as corrected, seconded by Mr. Little. The Board voted unanimously in favor of the motion. (Ayes: Donnelly, Bui, Alston, Craft, Little, Buchanan, Drumwright, Stalder. Nays: None.)

Mr. Craft thanked Chair Donnelly for his diligence in reviewing the minutes.

IV. Rules and Procedures

Chair Donnelly provided information to everyone present regarding the Rules of Procedure followed by the Guilford County Planning Board.

V. Continuance Requests

VI. Old Business

None

VII. New Business

Non-Legislative Hearing Item(s)

A. RESOLUTION OF INTENT TO CLOSE A PUBLIC ROAD CASE #25-02-PLBD-00109

Request adoption of Resolution of Intent and to schedule a public hearing for April 9, 2025, as presented herein, to close an unnamed road (old extension of Bethel Church Road) which fronts Guilford County Tax Parcels #117327 and #117329 in Jefferson Township and runs approximately 175 feet northwest from the intersection of Knox Road and Bethel Church Road. **(RESCHEDULED)**

Mr. Bass presented the details of the request.

In response to a question from Mr. Craft, Counsel Mason explained that, in order for the Board to have jurisdiction to close a road, NCDOT cannot have any supervision or control over the road; he spoke with NCDOT and confirmed that they do not. He is comfortable that NCDOT has abandoned any rights that they formerly had in what used to be a road.

Rev. Drumwright moved to adopt the Resolution of Intent and the request to hear the matter at the April 9, 2025, meeting, seconded by Dr. Bui. The Board voted unanimously in favor of the motion. (Ayes: Donnelly, Bui, Alston, Craft, Little, Buchanan, Drumwright, Stalder. Nays: None.)

Legislative Hearing Item(s)

A. ROAD RENAMING CASE #25-01-PLBD-00106: BAYNES FOREST LANE (PRIVATE ROAD)

Presently known as Baynes Forest Lane, this private road is located in Fentress Township, running south of Wiley Lewis Road, along Guilford County Tax Parcels #134099, #131107, #131104, #131094, #131098 and terminating at Guilford County Tax Parcel #131078, and recorded in Plat Book 208, Page 49. This request to rename the road to Little Miss Muffen Lane is in response to a voluntary petition filed and signed by more than 51% of the property owners along the road. **(RESCHEDULED)**

B. UNIFIED DEVELOPMENT ORDINANCE (UDO) TEXT AMENDMENT CASE #25-02-PLBD-00111: AN AMENDMENT TO APPENDIX 1 (STREET NAME AND ADDRESS ASSIGNMENT STANDARDS) TO REFINE THE PROCEDURE FOR ASSIGNING SECONDARY ADDRESSES, REDEFINE THE TECHNICAL REVIEW COMMITTEE (TRC) ROLE IN ASSIGNING ADDRESSES FOR INTERNAL STREETS, EXPAND REASONS FOR RE-ASSIGNING ADDRESSES, AND ADD REQUIREMENTS FOR NAMING PRIVATE STREETS AND ADDRESSING STRUCTURES OFF PRIVATE STREETS. (RECOMMENDED TO BOARD OF COMMISSIONERS)

Chair Donnelly opened the hearing and asked staff to present the case. Marlena Isley, GIS Manager for Guilford County, explained that this text amendment would apply to all new addresses going forward. In 2023, the USPS asked that all addressing authorities no longer assign new addresses that contained hybrid alphanumeric unit numbers. This text amendment is intended to address the USPS request. She reiterated that this is just for new addresses going forward and does not apply to any address already in use. Another component of the text amendment is to name private roads for public safety purposes. It would apply to roads that are over 250' long or that have more than 3 houses. She said these roads need to be named accordingly so they can be addressed accordingly for public safety purposes.

Rev. Drumwright asked if Ms. Isley could give an example of an alphanumeric unit number. Ms. Isley responded that they were moving away from "1621-1A, 1B, 1C." It would just be "1621-1" or a completely separate number. This just eliminates confusion and clutter for USPS and anyone else that uses addresses, like first responders or delivery drivers.

Chair Donnelly asked how the new policy would be implemented. Ms. Isley stated that addressing staff is assigned to review plats, site plans and other types of development approvals, and they would follow the new policy when assigning addresses. Chair Donnelly asked if a property owner would be able to request an updated address that conforms to the new policy. Ms. Isley said that would be possible, but, for example, if the unit were part of an apartment complex, then the entire complex would need to be re-addressed. Mr. Donnelly asked who bears the cost of such a change. Ms. Isley explained that the property owner would be responsible for posting the new address. In a rental unit, the renter would need to update their driver's license, passport and other materials. But addressing staff sends address updates to a distribution list containing, among others, the Tax Department, Emergency Services and utility providers. But the resident would need to use the new address and update their personal documents. Chair Donnelly asked whether Guilford County could request a new address assignment for an existing address. Ms. Isley clarified that the intent was not to undertake a large-scale update of existing addresses, but rather to conform to USPS guidance for new address assignments.

Oliver Bass stated that another component of the text amendment was to update the role of the Technical Review Committee with respect to address assignments. Consistent with recent practices, this text amendment would reflect that the TRC's role is as an advisory committee rather than a decision-making authority.

Chair Donnelly asked if there was anyone wishing to speak on this matter. When no one came forward, Chair Donnelly closed the Public Hearing.

Chair Donnelly asked when the effective date of the text amendment would be, if adopted by the Board of Commissioners? Counsel Mason suggested that this Board could certainly recommend a delayed effective date or it could be left entirely up to the Board of Commissioners.

Mr. Craft moved to recommend approval of the text amendment as presented by staff with an effective date 30 days after adoption by the Board of Commissioners. The proposed text amendment is consistent with Governmental Coordination Element Goal #1 of the Guilford County Comprehensive Plan, effective October 1st, 2006, which states, "Guilford County shall seek to maximize the effective and efficient provision of governmental programs and services by coordinating implementation and delivery efforts internally and with external partners." Furthermore, it is consistent with Objective 1.1 of said goal, which states, "Enhance intra-agency relationships within Guilford County government to improve the coordination of policies and programs, minimize the duplication of services, and to provide superior customer service to citizens and businesses." The motion was seconded by Rev. Drumwright. The Board voted unanimously in favor of the motion. (Ayes: Donnelly, Bui, Alston, Craft, Little, Buchanan, Drumwright, Stalder. Nays: None.)

VIII. Other Business**A. Comprehensive Plan Update**

Mr. Bell stated that the public comment period for the draft comprehensive plan had closed, and the draft document was sent to representatives of the steering committee. After the steering committee's review, the Planning Board would be tasked to review the document and make a recommendation to the Board of Commissioners. Staff anticipates that, based on the tentative items on the April agenda, they will potentially need a special meeting to accommodate this. After some discussion, it was determined that the potential date for that Special Meeting would be April 23, 2025.

Mr. Craft moved the Board go into Closed Session pursuant to NC General Statute 143-318.11(a)(3) to consult with the Board's attorney in order to preserve attorney-client privilege. The motion was seconded by Dr. Bui and the Board voted unanimously in favor of the motion (Ayes: Donnelly, Bui, Alston, Craft, Little, Buchanan, Drumwright, Stalder. Nays: None)

B. Closed Session

Minutes of the closed session are documented separately to maintain confidentiality.

IX. Adjourn

There being no further business before the Board, the meeting adjourned at 7:35 PM.

The next regular meeting will take place April 9, 2025.