



City of Trinity
PLANNING & ZONING BOARD MEETING

November 24, 2025 at 6:00 PM

Trinity City Hall Annex

AGENDA

NCGS § 143-318.17 Disruption of official meetings

A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.

(1919, c. 655, s 1; 1993, c. 539, s. 1028; 1994, Ex. Sess., c. s. 14 (c).)

Action may be taken on agenda items and other issues discussed during the meeting

1. Call to Order

- a) Pledge of Allegiance
- b) Invocation
- c) Welcome Guests and Visitors
- d) Approve and/or Amend Agenda

2. Approval of Minutes

- a. Approve the September 22, 2025 Planning and Zoning Minutes

3. Public Meeting

- a. Text Amendments to the City of Trinity Land Management Ordinance (*Planning Director Jill Wood*)
- b. Planning Board 2026 Meeting Schedule
- c. Election of 2026 Chairman and Vice Chairman

4. Comments from Board

5. Adjournment



**City of Trinity
PLANNING & ZONING BOARD MEETING**

**September 22, 2025
Trinity City Hall Annex**

MINUTES

PRESENT

Board Member Keith Aikens
Board Member Pattie Housand
Vice Chairman Eddie Eaton
Alternate Board Member Brad Phillips

ABSENT

Chairman Hunter Hayworth
Board Member Josh Fish

OTHERS PRESENT

City Clerk Darien Comer
Planning Jay Dale
Attorney Bob Wilhoit

Board Vice Chairman Eaton called the meeting to order.

Board Vice Chairman Eaton led the Pledge of Allegiance and gave the invocation.

Board Vice Chairman Eaton welcomed guests and visitors.

Board Vice Chairman Eaton called for a motion to amend or approve the agenda as presented.

Motion made by Board Member Aikens to approve the agenda as presented, Seconded by Board Member Housand.

Voting Yea: Board Member Aikens, Board Member Housand, Vice Chairman Eaton, Board Member Phillips

Approval of Minutes

- a. Approve the August 25, 2025 Planning and Zoning Minutes

Motion made by Board Member Housand, Seconded by Board Member Phillips.

Voting Yea: Board Member Aikens, Board Member Housand, Vice Chairman Eaton, Board Member Phillips

Public Meeting

- a. Rezoning for Alejandro Robles Fuerte & Monica Ponce, Surrett Dr PIN#770823924

Planning Jay Dale presented to the Board a history of the property:

- The Planning Board heard a request last year to rezone this property to HC and recommended to the Council that it be denied.
- The City Council heard that request at a Public Hearing in August 2024 and approved the request for rezoning.
- The Property owners' plans have changed, and they no longer want to operate a business from this location. Their plan now is to build a site-built home and use the property for residential purposes only.

Board Member Aikens had concerns about a septic system. Mr. Dale assured him that would be looked at when the time came for permits.

Motion made by Board Member Housand to recommend that the City Council approve the rezoning of the property at 0 Surrett Dr. PIN #770832924 from HC-CZ to RR the request is consistent with the Comprehensive Land Use Plan, Seconded by Board Member Phillips.

Voting Yea: Board Member Aikens, Board Member Housand, Vice Chairman Eaton, Board Member Phillips

Adjournment

Motion made by Board Member Aikens, Seconded by Board Member Housand.

Voting Yea: Board Member Aikens, Board Member Housand, Vice Chairman Eaton, Board Member Phillips

Attest:

Hunter Hayworth, Chairman

Darien P. Comer, City Clerk



PLANNING BOARD AGENDA ITEM COVER SHEET

Meeting Date: 11/24/2025

Department: Planning

Prepared By: Jill Wood, Planning Director

Contact Information: 336-431-2841/planning@trinity-nc.gov

AGENDA ITEM TITLE

Text Amendments to the City of Trinity Land Management Ordinance to comply with recently passed North Carolina General Statutes.

SUMMARY

The General Assembly have passed SL 2024-45 and SL 2024-57 recently. Both of these Legislative Bills affect Planning and Development Regulations.

RECOMMENDED ACTION

The Staff advises that the Planning Board recommend to the City Council to adopt the proposed amendments to bring City Development Regulations into compliance with State Law.

ATTACHMENTS

- Proposed Amendments

Recommended Amendments to the City of Trinity Land Management Ordinance.

Text to be added is represented in red. Text to be deleted is represented by strike-through.

1. SL 2024-45. Revise Article 6 Sec. 6.1.K. Nonconformities as follows:

1. Nonconformities.
 1. Signs not meeting the standards of Section 6.1 that were in place prior to the incorporation of the City of Trinity in 1997 shall be considered nonconforming.
 2. Minor repairs and maintenance of nonconforming signs, sign as repainting and electrical repairs, shall be permitted.
 3. A nonconforming sign may only be replaced by a conforming sign. However, the substitution or replacement of panels used in cabinet-type signs, or the replacement of similar demountable materials on nonconforming signs shall be permitted.
 4. Lawfully erected on-premises signs may be relocated or reconstructed on the same parcel if:
 - a. The sign complies with the rules that applied when it was originally constructed;
 - b. The "total advertising surface area" of the sign does not increase; and,
 - c. Any relocation construction work begins within twenty-four months of the sign's removal. If the parties disagree as to whether a sign was lawfully erected, the local government has the burden of proving that it was not.

2. SL 2024-57. Revise Article 4 Sec. 4.3.A. Down-Zoning as follows:

- A. Down-Zoning

No amendment to zoning regulations or a zoning map that down-zones property shall be ~~initiated nor is it enforceable~~ initiated, enacted, or enforced without the written consent of all property owners whose property is the subject of the down-zoning amendment. ~~unless the down-zoning amendment is initiated by the City of Trinity.~~ For purposes of this Section, "down-zoning" means a zoning amendment that affects an area of land in one of the following ways:

1. By decreasing the development density of the land to be less dense than was allowed under its previous usage.
2. By reducing the permitted uses of the land that are specified in a zoning amendment or land development regulation to fewer uses than were allowed under its previous usage.
3. By creating any type of nonconformity on land not in a residential zoning district, including a nonconforming use, nonconforming lot, nonconforming structure, nonconforming improvement, or nonconforming site element."

3. SL 2025-94. Remove Article 4 Sec. 4.3.G. as follows:

~~G. Resubmission of Application~~

~~Should a petition for the amendment of these regulations and/or maps be denied by action of the City Council, the applicant may resubmit an application for rezoning for the same tract or parcel within the same calendar year so long as the Planning Director determines that the request for rezoning is substantially dissimilar to the original request denied by the City~~

~~Council. Should the second request be denied by the City Council, the applicant must withhold all petitions for rezoning said tract or parcel for a period of twelve (12) months from the date of the second denial~~



PLANNING BOARD AGENDA ITEM COVER SHEET

Meeting Date: 11/24/2025

Department: Planning

Prepared By: Jill Wood, Planning Director

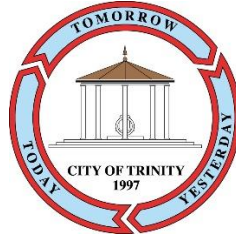
Contact Information: 336-431-2841/planning@trinity-nc.gov

AGENDA ITEM TITLE

Planning Board 2026 Meeting Schedule

ATTACHMENTS

- Proposed Schedule



City of Trinity
2026 Schedule of Meetings
Planning and Zoning Board

Planning and Zoning Board meetings are scheduled for the third Monday of every month at 6:00 PM at the Trinity City Hall Annex Building.

- January 20, 2026**
- February 16, 2026**
- March 16, 2026**
- April 20, 2026**
- May 18, 2026**
- June 15, 2026**
- July 20, 2026**
- August 17, 2026**
- September 21, 2026**
- October 19, 2026**
- November 16, 2026**
- December 21, 2026**

The Planning and Zoning Board adopted this meeting schedule on the 24th day of November 2025.

Hunter Hayworth, Chairman

Darien P. Comer, City Clerk



PLANNING BOARD AGENDA ITEM COVER SHEET

Meeting Date: 11/24/2025

Department: Planning

Prepared By: Jill Wood, Planning Director

Contact Information: 336-431-2841/planning@trinity-nc.gov

AGENDA ITEM TITLE

Election of 2026 Chairman and Vice Chairman

SUMMARY

The City Land Management Ordinance requires the Planning Board to elect officers annually.