



Mayor

M. Andy Moore

Mayor Pro-Tem

Travis Scott

Council Members

Marlon Lee

David Stevens

David Barbour

Emery Ashley

John A. Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Greg Siler

Town Clerk

Shannan Parrish

# Town Council Agenda Packet

Meeting Date: Tuesday, January 2, 2018

Meeting Time: 7:00 p.m.

Meeting Place: Town Hall Council Chambers

350 East Market Street

Smithfield, NC 27577





**TOWN OF SMITHFIELD  
TOWN COUNCIL AGENDA  
REGULAR MEETING JANUARY 2, 2018  
7:00 PM**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Approval of Agenda**

**Page**

**Presentations**

- 1. Recognition of Police Officer Ricky Parker for obtaining the Advanced Law Enforcement Certification from the North Carolina Education and Training Standards Commission**  
(Mayor – M. Andy Moore & Chief of Police R. Keith Powell) See attached information.....1
  
- 2. Recognition of Police Officer Joey Wheeler for obtaining the Advanced Law Enforcement Certification from the North Carolina Education and Training Standards Commission**  
(Mayor – M. Andy Moore & Chief of Police R. Keith Powell) See attached information.....3

**Public Hearings**

- 1. Special Use Permit Request – Boykin Investments, LLC (SUP-17-11):**  
The applicant is requesting a special use permit to operate a motor vehicle reconditioning facility with outdoor storage of motor vehicles on property located within a B-2 (Business) zoning district. The property considered for approval is located on south side of Rose Street approximately 50 feet southeast of its intersection with South Brightleaf Boulevard and further identified as Johnston  
(Planning Director – Stephen Wensman) See attached information.....5
  
- 2. Ordinance Text Amendments to the Unified Development Ordinance (UDO) ZA-17-05 Town of Smithfield:** The Planning Department is requesting an amendment to Town of Smithfield Unified Development Ordinance (UDO), Article 5 that will allow for administrative approval of site plans and final plats when found to meet or exceed minimum development standards of the UDO.  
(Planning Director – Stephen Wensman) See attached information.....33

**Citizens Comments**

**Consent Agenda Items**

- 1. Approval of Minutes:**
  - a. December 5, 2017 – Regular Meeting.....45
  
- 2. Consideration and approval to authorize the Fire Department to submit an Assistance to Firefighters Grant (AFG) Application to replace aging Air-Packs (SCBA’s) and the aging Air compressor.**  
(Fire Chief – John Blanton) See attached information.....55
  
- 3. Bid award to Outer Banks Tennis Contractors to resurface the tennis courts at Smithfield Community Park and the tennis court and basketball court at Smith-Collins Park in the amount of \$35,564.10**  
(Parks and Recreation Director – Gary Johnson) See attached information.....57
  
- 4. Consideration and approval of various Budget Amendments**  
(Finance Director – Greg Siler) See attached information.....67
  
- 5. Advisory Board Appointment**
  - a. J. Perry Harris has submitted an application for consideration to be appointed to a first term on the Appearance Commission.  
(Town Clerk – Shannan Parrish) See attached information.....71
  
- 6. New Hire Report**  
(Human Resources Director/ PIO – Tim Kerigan) See attached information.....75

**Business Items**

- 1. Consideration to Approve an Encroachment Agreement with Boykin Motors.**  
(Planning Director – Stephen Wensman) See attached information.....77
  
- 2. Consideration and Approval to enter into a contract with Jewell Engineering to prepare the Stormwater Program Action plan for the Town of Smithfield**  
(Planning Director – Stephen Wensman) See attached information.....87
  
- 3. Consideration and Approval to Update the Public Utilities Capital Improvement Project**  
(Public Utilities Director – Ted Credle) See attached information.....97
  
- 4. Discussion concerning the proposed Water Plant Expansion**  
(Public Utilities Director – Ted Credle) See attached information.....123
  
- 5. Consideration and Approval to update to the Parks and Recreation Master Plan**  
(Parks and Recreation Director – Gary Johnson) See attached information.....125

**Councilmember's Comments**

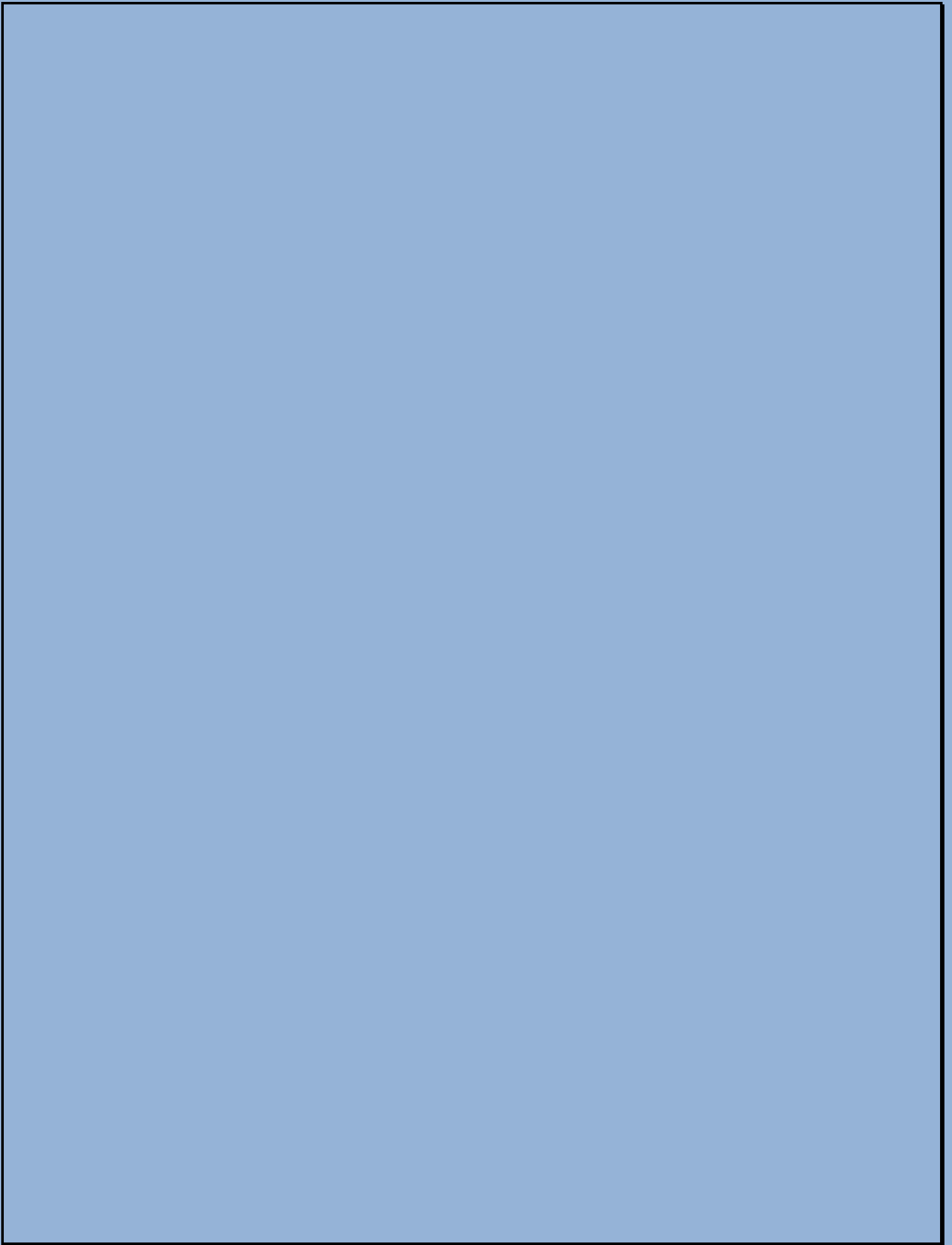
**Town Manager's Report**

- Financial Report (See attached information).....145
- Department Reports (See attached information).....149
- Manager's Report (Will be provided at the meeting)

**Adjourn**



# Presentations







# Request for City Council Action

**Presentations:** Police  
Dept.  
**Advance  
Certificate**  
Date: 01/02/2018

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**Subject:** Advance Certificate Presentation  
**Department:** Police Department  
**Presented by:** Captain J. Grady  
**Presentation:** Yes

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## Issue Statement

Patrol Officer II Rickey Parker has received his Advanced Law Enforcement Certificate from the North Carolina Education and Training Standards Commission. Officer Parker Joins sixteen (16) other members of the Smithfield Police Department that have received this specific recognition. Officer Parker has been with the department for over 4 years. Officer Parker has worked for a patrol team and is currently working as a School Resource Officer.

## Financial Impact

None

## Action Needed

Presentation of Advanced Certification

## Recommendation

Captain to present Officer Rickey Parker with his Advanced Law Enforcement Certificate

Approved:  City Manager  City Attorney

Attachments:

1. Staff Report



# Staff Report

**Presentations**  
**Police**  
**Dept.**  
**Advance**  
**Certificate**

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Officer Parker has received his Advanced Law Enforcement Certificate from the North Carolina Education and Training Commission. Officer Parker joins sixteen (16) other members of the Smithfield Police Department that have received this specific recognition. Applications have to be submitted to Training and Standards then are approved by the Board of Commissioners. This certificate program allows dedicated officers to receive statewide recognition for education, professional training and on the job experience.

Officer Parker holds a Bachelors Degree in Religious Studies from San Jose State. Officer Parker with his degree needed an additional 24 training points (480 hours of training) as well as 6 years continuous law enforcement service to obtain this certificate. Officer Parker has been with the Smithfield Police Department over 4 years. Before working in Smithfield he worked for the Raleigh Police Department. He has worked in the Patrol Division and is currently assigned to Johnston Community College as a School Resource Officer. Please join me at this time in congratulating Officer Parker on his achievement.

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# Request for City Council Action

**Presentations:** Police  
Dept.  
**Advance  
Certificate**  
Date: 01/02/2018

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**Subject:** Advance Certificate Presentation  
**Department:** Police Department  
**Presented by:** Captain J. Grady  
**Presentation:** Yes

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## Issue Statement

Master Patrol Officer Joey Wheeler has received his Advanced Law Enforcement Certificate from the North Carolina Education and Training Standards Commission. Officer Wheeler Joins seventeen (17) other members of the Smithfield Police Department that have received this specific recognition. Officer Wheeler has been with the department for 8 years. Officer Wheeler has worked for the Patrol Division and is currently working with the Support Services Division.

## Financial Impact

None

## Action Needed

Presentation of Advanced Certification

## Recommendation

Captain to present Officer Joey Wheeler with his Advanced Law Enforcement Certificate

Approved:  City Manager  City Attorney

Attachments:

1. Staff Report



# Staff Report

**Presentations**  
**Police**  
**Dept.**  
**Advance**  
**Certificate**

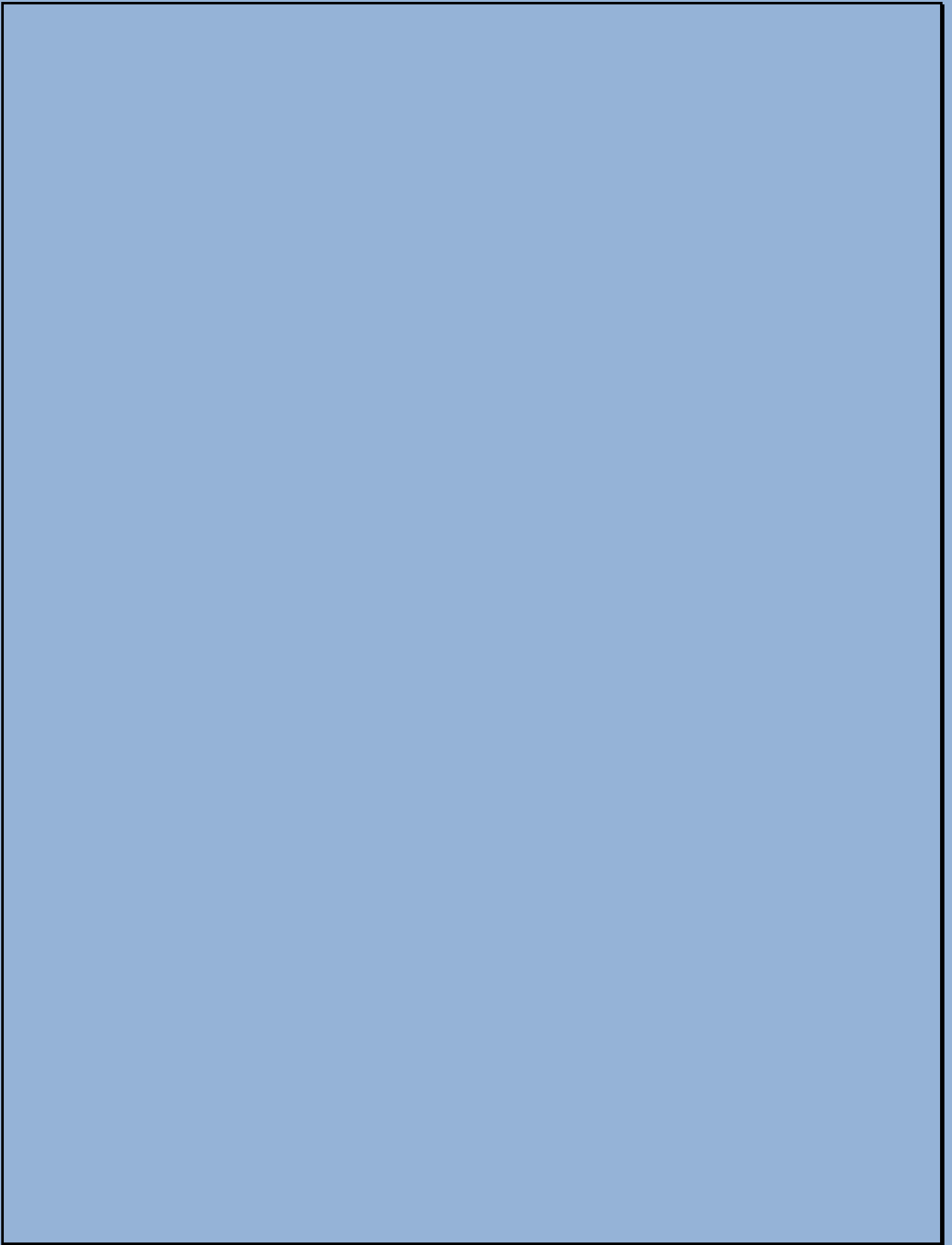
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Officer Wheeler has received his Advanced Law Enforcement Certificate from the North Carolina Education and Training Commission. Officer Wheeler joins seventeen (17) other members of the Smithfield Police Department that have received this specific recognition. Applications have to be submitted to Training and Standards then are approved by the Board of Commissioners. This certificate program allows dedicated officers to receive statewide recognition for education, professional training and on the job experience.

Officer Wheeler holds a Bachelors Degree in Criminal Justice Studies from Mount Olive College. Officer Wheeler with his degree needed an additional 24 training points (480 hours of training) as well as 6 years continuous law enforcement service to obtain this certificate. Officer Wheeler has been with the Smithfield Police Department for 8 years. He has worked in the Patrol Division and is currently assigned to the Support Services Division. Please join me at this time in congratulating Officer Wheeler on his achievement.

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# Public Hearings





# Request for City Council Action

Application for  
Special Use  
Permit  
SUP-17-11  
Date: 01/02/2018

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Subject: Special Use Permit  
Department: Planning  
Presented by: Stephen Wensman, Planning Director  
Presentation: Public Hearing

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## Issue Statement

**Boykin Investments, LLC is requesting a special use permit to operate a vehicle storage facility in conjunction with repair on property located within a B-2 (Business) zoning district.**

## Financial Impact

There will be no financial impact to the Town.

## Action Needed

To review the application for a special use permit, hold a public hearing and make a decision on the special use permit request.

## Recommendation

The Planning Department recommends approval of special use permit request; and recommends that the Town Council approve a consistency statement declaring the request is consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Approved:  City Manager  City Attorney

## Attachments:

1. Staff Report
2. Application for a SUP
3. Site Plan







Town of Smithfield  
Planning Department  
350 East Market Street  
P.O. Box 761  
Smithfield, NC 27577  
Phone: 919-934-2116  
Fax: 919-934-1134

## STAFF REPORT

**Application Number:** SUP-17-11  
**Project Name:** Boykin Investments, LLC  
**TAX ID number:** 15041018  
**Town Limits/ETJ:** Town Limits  
**Applicant:** Boykin Investments, LLC  
**Property Owner:** Shallcross Investment Realty Company  
**Agents:** N/A

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**PROJECT LOCATION:** South side of Rose Street approximately 50 feet southeast of its intersection with South Brightleaf Boulevard.

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**REQUEST:** The applicant is requesting a special use permit for vehicle storage in conjunction with repair on property located within a B-2 (Business) zoning district.

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### SITE DATA:

**Address:** N/A  
**Tax ID:** 15041018  
**Acreage:** 2.28 acres  
**Present Zoning:** B-2 (Business)  
**Proposed Zoning:** N/A  
**Existing Use / Previous:** Warehousing / Storage

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### DEVELOPMENT DATA:

**Proposed Use:** Vehicle storage in conjunction with repair (auto reconditioning), storage  
**Fire Protection:** Town of Smithfield  
**School Impacts:** NA  
**Parks and Recreation:** NA  
**Site Access:** East Rose Street and proposed access from East Holt Street unimproved right-of-way  
**Water/Sewer Provider:** Town of Smithfield  
**Electric Provider:** Town of Smithfield

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**ADJACENT ZONING AND LAND USES:**

North:	Zoning:	B-2 (Business)
	Existing Use:	Warehousing
South:	Zoning:	B-3 (High Entrance Business)
	Existing Use:	Undeveloped
East:	Zoning:	R-8 (Residential)
	Existing Use:	CSX Railway and undeveloped residential
West:	Zoning:	B-2 (Business)
	Existing Use:	Boykin Automotive Sales and Artistry In Motion Dance Academy

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**STAFF ANALYSIS AND COMMENTARY:**

Boykin Investments, LLC is proposing an automotive reconditioning facility on property located within a B-2 (Business) zoning district and within the EC (Entry Corridor) zoning overlay district. The proposed automotive reconditioning facility will occupy a portion of the historic Farmers Cotton Warehouse Company site. This warehouse and the adjacent warehouse to the north represent two of only a few remaining early 20<sup>th</sup> century brick warehouses left within the Town of Smithfield.

**Utilities:**

Utilities are provided to the site through existing water and sewer mains within the right of way of East Rose Street. An existing fire hydrant is located on the northeastern side of the intersection of South Bright Boulevard and East Rose Street. An existing fire loop around the building perimeter is shown on the plan. Electrical service is being provided by the Town of Smithfield.

**Parking:**

The applicant is proposing a paved parking area with 18 parking spaces that will serve the proposed use, its employees and customer parking. In accordance with Town of Smithfield Unified Development Ordinance (UDO), Article 10.5.5 all proposed automobile storage facilities with more than four (4) spaces are required to be paved. The plan currently shows a graveled area designated for future paving. The UDO does not allow this graveled area to be used for automobiles storage and should be removed from the plan or paved with bituminous. No other outdoor storage is permitted at this time.

**Landscaping:**

Landscape buffering on the western property line is shown on the plan in accordance with UDO Article 10.14. The site plan as drawn does not meet the requirements of UDO Article 10.13.1, which states that no parking space shall be further than 75 feet from a trunk of a tree. The site plan as drawn does not meet UDO Article 7.2.1, which requires parking, access, and circulation lanes between the principal building and street be separated from required yards or open areas by continuous curbing or some other acceptable method of separation.

**Site Access:**

Access to the site is provided by the existing unpaved right-of-way of East Rose Street. A new secondary access is being requested in the form of a gravel driveway to be constructed within the unimproved right-of-way of East Holt Street. The NCDOT has been consulted and they have no objections to the location of the driveway because there is an existing driveway curb cut in that location. The use of the right-of-way for a private driveway will require Council approval of a Comprehensive

Declaration of Easements Agreement. The UDO Article 10.6.1 requires all driveway access to and from the property be paved with asphalt or concrete or other robust material such as brick pavers.

**Comprehensive Declaration of Easements Agreement:**

The Town Attorney has prepared this Agreement that will:

- Re-affirms the right-of-way dedication by adjacent property owners.
- Defines uses for the Street as for public travel including driving and walking, parking, surface water drainage and piping systems, underground and above ground utilities, and such other development as is consistent with the use of the Street as a public right of way when developed into the town system and as a private right of way by an adjacent property owner.
- Affirms that the Town will have no maintenance obligations unless the right-of-way is improved to Town street standards and is opened by the Town Council.

The consideration of this Agreement will be a separate business item later on the Council’s agenda.

**Cross Access:**

A cross access for Boykin Automotive Sales lot and the subject site is provided on the plan but not labeled and no cross access agreement has been recorded. An Access Agreement recorded against the two properties will provide for legal cross access.

**Environmental:**

The existing flood maps show the property considered for approval is within a 100 year flood plain. The proposed flood maps yet to be adopted show all but the northeast corner of the subject property being removed from the 100 year flood plain. The current site plan does not propose new structures that would require elevating above the 100 year floodplain.

**Signs:**

The applicant has not proposed any new signs at this time. Any new signs shall be permitted in accordance with the Town of Smithfield Unified Development Ordinance and shall be located within the boundaries of the subject property.

**Stormwater Management:**

The stormwater from the proposed paving is shown to sheet flow to the existing ditch located along the E. Holt right-of-way. There are several catch basins located on the north side of the warehouse building which carry some stormwater toward Rose St.

It appears that the proposed paving is less than ½ acre and is therefore exempt from on-site detention. The Town Engineer has requested pre and post stormwater calculations to confirm that the project is exempt. If not exempt, detention of stormwater will be required.

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**CONSISTENCY WITH PLANS AND POLICIES:**

○ **Consistency with the Strategic Growth Plan**

The proposed automobile reconditioning facility is inconsistent with the recommendations of the Comprehensive Growth Management Plan Future Land Use Map which recommends industrial uses at this location.

○ **Consistency with the Unified Development Code**

An automobile reconditioning facility is a permitted use within the B-2 (Business) zoning district with a valid special use permit issued by Town Council. Article 10 of the Town of Smithfield Unified Development Ordinance requires all vehicle storage areas with more than 4 spaces be paved. The applicant has submitted a site plan that shows 18 paved parking spaces. This would limit the site to 18 vehicles on the site at any given time. Gravel parking lots are not permitted and should be removed from the plan.

- **Compatibility with Surrounding Land Uses**

An automobile reconditioning facility at this location should not pose a compatibility issue with surrounding land uses to include an automotive sales lot to the west and the undeveloped property to the south.

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**PLANNING DEPARTMENT RECOMMENDATIONS:**

The Planning Department recommends approval of the proposed automobile reconditioning facility provided that the site plan be revised in accordance Town of Smithfield Unified Development Ordinance.

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**TOWN COUNCIL ACTION REQUESTED:**

The Town Council is requested to review the petition and make a decision in accordance with the finding of fact for vehicle storage in conjunction with repair on the property located within the B-2 (Business) zoning district.



Town of Smithfield  
 Planning Department  
 350 E. Market St Smithfield, NC 27577  
 P.O. Box 761, Smithfield, NC 27577  
 Phone: 919-934-2116  
 Fax: 919-934-1134

## SPECIAL USE PERMIT APPLICATION

*Pursuant to Article 4, of the Town of Smithfield Unified Development Ordinance, an owner of land within the jurisdiction of the Town (or a duly authorized agent) may petition the Town Council to allow a Special Use. Special Uses are uses that may be appropriate in a particular district, but has the potential to create incompatibilities with adjacent uses.*

*Special Use Permit applications must be accompanied by nine (9) sets of the application, nine (9) sets of required plans and one (1) digital copy of all required documents, an Owner's Consent Form (attached) and the application fee. The application fee is \$300.00. All fees are due when the application is submitted.*

### SITE INFORMATION:

Name of Project: Conditioning & Storage Facility      Acreage of Property: 2.8 ac  
 Parcel ID Number: 169306-48-9019      Tax ID: 15041018  
 Deed Book: 00776      Deed Page(s): 0365  
 Address: 711 Rose Street, Smithfield NC 27577  
 Location: Southwest quadrant of US 301 and Rose St. adjacent to CSX railroad

Existing Use: Storage      Proposed Use: Storage & vehicle conditioning  
 Existing Zoning District: B-2 Commercial

Is project within a Planned Development:      Yes      No  
 Planned Development District (if applicable): n/a  
 Is project within an Overlay District:      Yes      No  
 Overlay District (if applicable): partially located in Entry Corridor overlay district

### FOR OFFICE USE ONLY

File Number: <u>SUP-17-11</u>	Date Submitted: <u>12/01/17</u>	Date Received: <u>12/01/17</u>	Amount Paid: <u>\$300.00</u>
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**REQUIRED FINDING OF FACT**

*Article 4 of the Town of Smithfield Unified Development Ordinance requires applications for a Special Use Permit to address the following findings. The applicant has the burden of producing competent, substantial evidence tending to establish the facts and conditions which this section requires. The Town Council shall issue a special use permit if it has evaluated an application through a quasi-judicial process and determined that:*

- 1) The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.  
See attachment B  
\_\_\_\_\_  
\_\_\_\_\_
- 2) The special use will be in harmony with the existing development and uses within the area in which it is to be located.  
See attachment B  
\_\_\_\_\_  
\_\_\_\_\_
- 3) The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.  
See attachment B  
\_\_\_\_\_  
\_\_\_\_\_
- 4) Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.  
See attachment B  
\_\_\_\_\_  
\_\_\_\_\_
- 5) Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.  
See attachment B  
\_\_\_\_\_  
\_\_\_\_\_
- 6) The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.  
See attachment B  
\_\_\_\_\_  
\_\_\_\_\_
- 7) Public access shall be provided in accordance with the recommendations of the Town’s land use plan and access plan or the present amount of public access and public parking as exists within the Town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.  
See attachment B  
\_\_\_\_\_  
\_\_\_\_\_
- 8) The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council.  
See attachment B  
\_\_\_\_\_  
\_\_\_\_\_

## REQUIRED SITE PLAN INFORMATION

*Article 5 of the Town of Smithfield Unified Development Ordinance requires a site plan be prepared by a professional engineer, registered land surveyor, or licensed architect and shall be drawn to scale of not less than one inch equals 30 feet. The site plan shall be based on the latest tax map information and shall be of a size as required by each individual site plan. The site plan shall contain the following information, if applicable as determined by the UDO Administrator:*

- 1) A key map of the site with reference to surrounding areas and existing street locations.
- 2) The name and address of the owner and site plan applicant, together with the names of the owners of all contiguous land and of property directly across the street as shown by the most recent tax records.
- 3) Parcel Identification Numbers (PIN) for site and adjacent properties.
- 4) Deed book and page reference demonstrating ownership of property.
- 5) Location of all existing and proposed structures, including their outside dimensions and elevations, streets, entrances, and exits on the site, on contiguous property, and on property directly across the street.
- 6) Building setback, side line, and rear yard distances.
- 7) Location of watercourses, ponds, flood zones, water supply watershed areas, and riparian buffers.
- 8) All existing physical features, including existing trees greater than eight (8) inches in diameter measured four and one-half (4.5) feet above ground level, and significant soil conditions.
- 9) Topography showing existing and proposed contours at no greater than ten (10) foot intervals. All reference benchmarks shall be clearly designated.
- 10) The zoning of the property, including zoning district lines where applicable.
- 11) Lot line dimensions and property lines of the tract to be developed (with dimensions identified), adjacent property lines (including corporate limits, Town boundaries, and county lines).
- 12) Parking, loading, and unloading areas shall be indicated with dimensions, traffic patterns, access aisles, and curb radii per the requirements of Article 10, Part I.
- 13) Types of surfaces for drives, sidewalks, and parking areas.
- 14) Location and design of existing and proposed sanitary waste disposal systems, water mains and appurtenances (including fire hydrants) on or adjacent to the parcel.
- 15) Other utility lines both under- and above-ground, including electric power, telephone, gas, cable television.
- 16) Location of all US Clean Water Act Section 404 wetland areas, located of detention/retention ponds (Best Management Practices), riparian buffers and impervious surface areas with area dimensions, and ratios of impervious surface to the total size of the lot.
- 17) The location of all common areas.
- 18) The location and dimensions of all areas intended as usable open space, including all recreational areas. The plans shall clearly indicate whether such open space areas are intended to be offered for dedication to public use or to remain privately owned.
- 19) Landscaping and buffering plan showing what will remain and what will be planted, indicating names of plants, trees, and dimensions, approximate time of planting, and maintenance plans per the requirements of Article 10, Part II. The plan shall include the tree line of wooded areas and individual trees eight (8) inches in diameter or more, identified by common or scientific name.
- 20) Proposed site lighting.



**APPLICANT AFFIDAVIT**

*I/We, the undersigned, do hereby make application and petition to the Town Council of the Town of Smithfield to approve the subject Special Use Permit. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Smithfield, North Carolina, and will not be returned.*

**Joey Boykin**

*Print Name*



*Signature of Applicant*

12/1/2017

*Date*

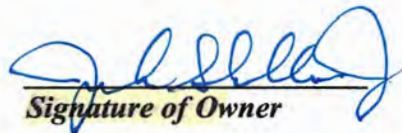
# OWNER'S CONSENT FORM

Name of Project: Conditioning & Storage Facility Submittal Date: December 1, 2017

## OWNERS AUTHORIZATION

I hereby give CONSENT to Joey Boykin, Boykin Investments, LLC (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in the subject of this application. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Smithfield to publish, copy or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

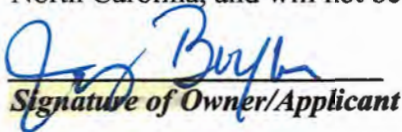
  
*Signature of Owner*

John Shallcross Jr.  
*Print Name*

December 1, 2017  
*Date*

## CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Smithfield, North Carolina, and will not be returned.

  
*Signature of Owner/Applicant*

Joey Boykin  
*Print Name*

December 1, 2017  
*Date*

## FOR OFFICE USE ONLY

File Number: SUP-17-11 Date submitted: 12/01/17 Date received: 12/01/17

Attachment A

**Vehicle Conditioning and Storage Facility**

**Statement of Justification**

Special Use Permit request: Indoor storage/warehousing outdoor storage of vehicles and establishing of a vehicle conditioning facility.

**Narrative:**

The existing use of the property is warehousing and storage. There is a primary structure 140' x 250' constructed of brick and timber and two accessory structures (40' x 100' and 60' x 75') that are engineered metal buildings. All three structures appear to have been constructed prior to zoning and therefore they do not necessarily meet the zoning district criteria and therefore qualify as legal non-conforming structures and uses. The property is served by Town water, sewer and electric. Approximately 80 to 90% of the property is presently either paved or has crusher run stone placed for vehicle traffic. Primary access to the property is from E. Rose Street which is a Town un-improved dirt and gravel street. Secondary access to the property is from an un-open, un-improved Town Street (E. Holt Street) along an existing gravel drive.

The purpose of this Special Use request is to allow for a vehicle conditioning facility and associated outdoor storage of vehicles. The conditioning facility will be located in the southern most bay of the primary structure. The conditioning of the vehicles will involve the washing, cleaning and cosmetic repair needed to ready the vehicles for sale. The storage of the vehicles will occur on paved and gravel lots on the southern end of the property bound by Holt Street and the CSX Railroad. Pavement will be an asphalt overlay over existing stone base or existing gravel areas will be topped with new stone so as to minimize dust and mud. Once the vehicles have been conditioned it is proposed to store the vehicles in the lean-to shed of the primary structure while waiting to be moved to the sales lot or to the auction. The remaining four bays of the primary structure and the two accessory structures will be utilized for indoor storage and warehousing. Additional employee parking will also be provided for the conditioning facility. The parking will also be shared with the adjacent Boykin Motors sales lot. Primary access to the property will be from Rose Street with a secondary access using the existing gravel drive in the Holt Street right of way. It is proposed that the secondary access be accomplished through an encroachment agreement with the Town since the right of way has not been opened.

The requested outdoor vehicle storage and conditioning facility are similar to and compatible with the existing use of the property which is warehousing and storage. On adjacent properties warehousing and auto sales are ongoing businesses that are compatible with the proposed special use request. No residential properties will be impacted due to the separation created by the CSX Railroad. The property will be landscaped in accordance with the Town's ordinances, allowing for the non-conforming structures.

## **Vehicle Conditioning and Storage Facility**

### **Finding of Fact**

1. The current use of the property (warehousing/storage) has not proven to be detrimental to the public health, safety or general welfare of the public. Therefore, it would be logical to say that a continuation of the same uses combined with out door storage of vehicles awaiting conditioning (washing, cleaning and cosmetic repairs) to prepare for sale would also not be detrimental. Most of the conditioning of vehicles will occur inside of the large brick warehouse in the last bay closest to E. Holt Street thus further minimizing the possibility of any outside activities being detrimental to the public health, safety and general welfare. No hazardous waste or air pollutants will be generated during the conditioning of the vehicles.
2. Warehousing and storage has been the use of the property for approximately the last 20 years. Manufacturing of outdoor furniture at one time was undertaken in the primary structure. The property to the north presently has a light manufacturing/storage use and would be in harmony with the special use request. The land to the east is the CSX Railroad and definitely would not be in conflict with the proposed use. To the south across Holt Street there is a parcel of vacant land and a car sales lot. The car sales lot definitely would not be in conflict because the business has outdoor sales and storage of vehicles and also conditions vehicles outside. To the west between the property and Brightleaf Blvd. there is a dance studio and another car sales lot. Harmony with the dance study should be maintained since all access and egress to the studio is via Brightleaf Blvd. and the actual studio building provides separation and concealment of the storage facilities. The special use request is an extension of the car sales lot (Boykin Motors) and will be in harmony with the activities already on-going on the car sales lot.
3. The special use request if granted will not impede development of the surrounding property. The property will be cleaned up, repairs made, on-site access drives paved and landscape provided. In-fact the adjacent properties should benefit by the upgrades proposed by improving the neighborhood's visual appearance and well as making it safer by removing dangerous material presently stored outside (scrape metal, wood, etc.).
4. Adequate existing infrastructure is already serving the property. Water, sewer, electrical and storm water collection systems are already on site and functioning. Paved employee parking will be provided onsite for the conditioning facility as well as subsidizes the employee parking associated with the adjacent Boykin Motors. The existing access and egress points on Rose Street and Holt Street will be used to serve the site. Internal to the property the existing gravel, drive and associate parking will be paved connecting Rose and Holt Street.
5. Access and egress will be as they exist currently. The site has two full movement access/egress points at Holt Street and Rose Street. In addition there will be an internal private access/egress through Boykin Motors to Brightleaf Blvd.

6. The proposed special use request is in compliance with the applicable zoning regulations, in that warehousing, outdoor storage, auto service, vehicle storage and parking are all allowable uses within the B-2 district. Landscaping will be installed to the extent possible given that the existing buildings are non-conforming structures and do not necessarily meet the current setback requirements and development standards. No new structures are proposed, therefore the Entry Corridor overlay district, the flood prevention ordinance do not apply to the site. The proposed areas to receive paving are presently gravel and are considered as existing impervious therefore the storm water management ordinance does not come into play because there will be no net increase in impervious area.
7. Since the special use request is locate on a property that has existing warehousing facilities, public access to property was long ago established by accessing Rose and Holt Streets. Parking already exists on site but will be formalized with and additional 12 spaces being provided.
8. The future land use plan identifies the property as being industrial in the future. The future industrial use justifies this proposed special use request because industrial zoning allows for vehicle storage, outdoor sales and storage as well as warehousing as allowable uses by right. The remainder of the property is shown as a conservation district to compensate for the FEMA flood zones. Any new structures proposed in the future will need to comply with the flood prevention ordinance, thus establishing the district. The property will be impacted positively by implementation of the County Transportation Plan implementation because US 301 will be upgraded to a "Super Street" which will have four movement lanes, a landscaped median, turn lanes, bicycle lanes and sidewalks. As part of the "Super Street" construction the intersections at Holt and Rose Streets will be upgraded.



**Town of Smithfield**  
**Special Use Permit Application**  
**Finding of Fact / Approval Criteria**

**Application Number:** SUP-17-11    **Name:** Conditioning and Storage Facility

**Request:** Applicant seeks a SUP for outdoor storage of automobiles on property located within a B-2 (Business) zoning district.

In approving an application for a special use permit in accordance with the principles, conditions, safeguards, and procedures specified herein, the Town Council may impose reasonable and appropriate conditions and safeguards upon the approval. The petitioner will have a reasonable opportunity to consider and respond to any additional requirements prior to approval or denial by the Town Council. The Town Council shall include in its comments a statement as to the consistency of the application with the Town's currently adopted Comprehensive Plan. The applicant has the burden of producing competent, substantial evidence tending to establish the facts and conditions which the below requires.

The Town Council shall issue a special use permit if it has evaluated an application through a quasi-judicial process and determined that:

1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
2. The special use will be in harmony with the existing development and uses within the area in which it is to be located.
3. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.
5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
6. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.
7. Public access shall be provided in accordance with the recommendations of the Town's land use plan and access plan or the present amount of public access and public parking as exists within the Town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.
8. The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council.

**Once all findings have been decided one of the two following motions must be made:**

**Motion to Approve:** *Based upon satisfactory compliance with the above stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant's representative I move to approve Special Use Permit Application # SUP-17-11*

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**Motion to Deny:** *Based upon failure to meet all of the above stated findings and for reasons stated therein, I move to deny Special Use Permit Application # SUP-17-11 for the following stated reason:*

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**Record of Decision:**

**Based on a motion and majority vote of the Town of Smithfield Town Council for the Special Use Permit Application Number SUP-17-11 is hereby:**

\_\_\_\_\_ approved upon acceptance and conformity with the following conditions; or,

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\_\_\_\_\_ denied for the noted reasons.

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**Decision made this \_\_\_ day of \_\_\_\_\_, 20\_\_ while in regular session.**

\_\_\_\_\_  
**M. Andy Moore, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Shannan L. Parrish, Town Clerk**



**DRAFT**  
**Smithfield Planning Board Minutes**  
**Thursday, December 7, 2017**  
**6:00 P.M., Town Hall, Council Chambers**

**Members Present:**

Chairman Stephen Upton  
Oliver Johnson  
Michael Taylor  
Eddie Foy

**Members Absent:**

Daniel Sanders  
Teresa Daughtry  
Mark Lane  
Ashley Spain

**Staff Present:**

Mark Helmer, Senior Planner  
Julie Edmonds, Administrative Assistant  
Stephen Wensman, Planning Director

**Staff Absent:**

**CALL TO ORDER**

Mr. Upton identified the members of the board. He asked that each board member please pull microphones down and speak loudly and clearly into them. Mr. Upton also reminded the board that the next Town Council Meeting would be held on January 2, 2018 at 7pm and the next Planning Department Meeting would be held January 4, 2018 at 6pm.

**AMENDMENTS TO THE AGENDA**

Planning Board member Mark Lane requested the minutes from November 2, 2017; case RZ-17-04 Thomas Concrete be corrected. The record states the motion to approve was unanimous. This is incorrect as he voted no. The correct changes have been made.

**APPROVAL OF MINUTES FROM November 2, 2017**

Eddie Foy made a motion, seconded by Oliver Johnson to approve the minutes as written.  
Unanimous

**INTRODUCTION OF STEPHEN WENSMAN, AICP, ALA, PLANNING DIRECTOR**

**APPROVAL TO OPEN THE PUBLIC HEARING ZA-17-05**

Eddie Foy made a motion, seconded by Michael Taylor to open the Public Hearing.  
Unanimous

**ZA-17-05 Town of Smithfield:**

Mr. Helmer stated the applicant is requesting an amendment to the Town of Smithfield Unified Development Ordinance Article 5, which will allow for administrative approval of site plans and final plats when found to meet or exceed minimum development standards of the UDO. The proposed ordinance amendment will be a return to the process that was in place prior to UDO updates that were adopted on August 2, 2017. The proposed zoning ordinance amendment will serve to create:

- A time and cost saving development friendly process
- Simplified review process that is allowed by State statute
- Opportunities for express review of existing development expansions
- A reduction in City Council's work load
- A reduction in required paper work for both applicant and staff

Major preliminary subdivisions and planned unit developments will still require Planning Board review and Town Council approval. Special Use permits will still require Town Council approval with no Planning Board review and recommendation required.

A multi-disciplinary technical review committee as described in Article 5.5.4, that may include but is not necessarily limited to, the City Manager, Planning Department, Public Utilities Department, Fire Department, Johnston County Building Inspections and the North Carolina Department of Transportation will continue to review major site plans for compliance with published standards. Upon site plan approval, the UDO Administrator will issue a certificate of zoning compliance in accordance with Article 5.5.5 of the Town of Smithfield UDO.

Mr. Foy asked who the UDO Administrator was.

Mr. Wensman stated that he was the UDO Administrator.

Mr. Foy asked if the Planning Board was deciding to accept the amendment to the UDO or were they recommending it to Town Council.

Mr. Helmer stated the board would review and recommend the amendment of the UDO.

Mr. Foy requested that the board be notified when changes take place such as this text amendment and any approvals approved by Town Council.

Mr. Wensman said it was his intention to give regular updates to the Planning Board about what staff has been doing. We typically give reports to the administrator every week; we can condense that down and give those same reports to you all for what we've done in terms of approvals.

Mr. Upton asked what was considered a major subdivision.

Mr. Helmer said a major subdivision is one that creates more than three lots or requires an extension of public infrastructure.

Eddie Foy made a motion to close the Public Hearing for ZA-17-05, seconded by Michael Taylor Unanimous

Oliver Johnson made a motion to approve ZA-17-05, seconded by Eddie Foy.

**Old Business:**

No Report

**New Business:**

A presentation and discussion on upcoming text amendments that will include development standards for flag lots and cul-de-sac street lengths.

Mr. Wensman said as you all know we have a new UDO. We're supposed to review the UDO on a quarterly basis for needed changes. I have a growing list of items that need clarification and possible changes. The changes are typographical errors, definitions that don't align with the use table which can cause confusion and questions for both staff and applicants. There are uses that should be defined that aren't; which again can leave a lot of questions. There are parts of the code that are in conflict with each other. Standards are different in different parts of the code which contradict one another. Tonight, staff would like to begin to initiate that process. We would like to begin doing so as time allots on agendas, not necessarily waiting to make changes once per quarter. We have quite a few things we want to get through, throughout the New Year. You'll see this process where we're going to introduce the topic, hopefully deal with it at the next meeting for recommendation to the Town Council. I recently have dealt with a subdivision of a flag lot that led to some questions.

Mr. Upton asked where the subdivision was located.

Mr. Wensman said his geography of the city was weak but it is located in the ETJ, in South Smithfield off Mallard Rd. In this case we were trying to determine if the flag lot had the appropriate width on the street. As you'll see in my presentation it wasn't entirely clear, my mandate as Planning Director is to go with the least of standards according to the code, that's what I followed. We would like to clarify what those standards are. Everyone should have a copy of this presentation; I've tweaked it a little since it was submitted in your packet. I have an existing definition of a flag lot, it basically says flag lots have non-conforming frontage. The design standards in the code say flag lots are conforming.

Mr. Upton and Mr. Taylor spoke up and said they didn't see a copy of the presentation. Mr. Wensman said it was emailed to each board member. Mr. Upton asked that emails be handed to him instead of emailed. Mr. Johnson asked that the email be resent to him, he can't locate it.

Mr. Wensman stated this section of the code 10.108.147, is saying that flag lots have to meet all standards. However the definition states it doesn't have to meet standards. So they're in conflict with each other. I didn't have a lot of other parts of the code to go on, there's no definition of what street frontage actually is. When you look at the code, it has three or four different standards attached to it depending on the situation. In one case it is ten foot, in another twenty five and forty in another. It's hard to know which to go with, so in this particular situation we went with the least. We can talk about it tonight or at the next meeting, should we change the flag lot definition or should flag lots even be allowed? Some cities don't allow them, some do. If we're going to have a minimum street frontage, should it be ten feet, twenty five,

forty or some other width? Does it apply in all cases or should it be standard when it can be reduced.

Mr. Foy said he thought a flag lot was in a pie shape.

Mr. Wensman said no, it's a lot behind another lot with a small skinny handle to get to it. Essentially you'll have someone's front yard is someone's back yard.

So these are some of the questions we need to answer, we're going to make suggestions for an ordinance next month, at that point we would be looking for a recommendation.

Mr. Upton asked if Mr. Wensman is going to continue on or are we going to stop and continue later.

Mr. Wensman said following this meeting he will resend the presentation so you'll have the questions.

Mr. Wensman said the second text amendment we want to consider is for design standards for cul-de-sacs. Cul-de-sacs shall not exceed 750 feet according to 10.108.18. In the Engineering Design Standards it is 500 feet. In the Supplemental Regulations for Manufactured Home Parks it is 600 feet. That dimension is usually tied to, if the street is blocked, how far a firetruck can fight fire. I spoke with the Fire Chief John Blanton; he said anything fewer than 900 feet would be doable. It comes down to what length the Town prefers. 750 feet is probably more conservative to ensure the fire hose can reach there. Some towns like their cul-de-sacs to be shorter.

Mr. Foy asked if the cul-de-sac starts from when you turn in to the center point of the end.

Mr. Wensman said yes.

Mr. Upton asked if there was any need for the Planning Board to receive this when it was a safety issue.

Mr. Foy spoke up and said yes, I would like to take care of this at the next meeting.

Mr. Foy asked Mr. Wensman what length he personally would suggest and he said 750 feet is what's in our code, it's the minimum standard where others are more restrictive making them shorter.

Mr. Foy asked if there was a difference between a cul-de-sac and a dead-end.

Mr. Wensman said no, except in some cases dead-ends predate the current code where you put a cul-de-sac on it where you can turn around. There are dead-ends that don't have turn arounds on them.

We hope at our next meeting if our agenda allows we will bring text amendments forward on these two items and introduce other items. I'll give examples of what we will cover during the next meeting. We have something in our code that says street trees are required. It gives you a size of the street tree but then they can be substituted for under story trees. Under story trees are half the cost of a street tree. I imagine by default we're going to end up with under story trees instead of street trees throughout our city. We need to clarify what we want, ask for it and if there's an alternative, that it be the right alternative. We still have places in our code that mention conditional use permits instead of special use permits, so those are text errors. There are problems with the non-conforming use code. Minimum acreage for a PUD, is it 5 acres in one section and 25 acres in another, which is it? This is something I am taking seriously and we would like to get through the most important ones before they cause problems for all of us.

Oliver Johnson made a motion to adjourn, seconded by Eddie Foy. Unanimous.

**Next Planning Board Meeting:**

Our next Planning Board Meeting is scheduled for January 4, 2018 at 6:00 pm.

Oliver Johnson made a motion to adjourn the meeting, seconded by Eddie Foy.

Submitted this 8th day of December, 2017

Julie Edmonds  
Administrative Assistant  
Planning Department



**PLANNING DEPARTMENT**

Mark E. Helmer, Senior Planner

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**Notice Of Public Hearings**

Notice is hereby given that the Town Council of the Town of Smithfield will conduct public hearings during the course of their open meeting which starts at 7:00 P.M. on Tuesday, January 2, 2018 in the Town Hall Council Chambers located at 350 East Market Street to consider the following requests:

**SUP-17-11 Boykin Investments, LLC:** The applicant is requesting a special use permit to operate a motor vehicle reconditioning facility with outdoor storage of motor vehicles on property located within a B-2 (Business) zoning district. The property considered for approval is located on south side of Rose Street approximately 50 feet southeast of its intersection with South Brightleaf Boulevard and further identified as Johnston County Tax ID# 15041018.

**ZA-17-05 Town of Smithfield:** The Planning Department is requesting an amendment to Town of Smithfield Unified Development Ordinance (UDO), Article 5 that will allow for administrative approval of site plans and final plats when found to meet or exceed minimum development standards of the UDO.

You have been identified as a property owner in the area specified above and are being advised of this meeting as you may have interest in this matter. You are welcome to attend; however, you are not required to in order for the Board to act on this request. Additional information may be obtained by contacting the Town of Smithfield Planning Department at 919-934-2116.

TAX ID#	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
15041020C	169306-47-3726	CAMEEN INVESTMENTS LLC	816 PARKRIDGE DR	CLAYTON	NC	27527-5312
15041020A	169306-47-6832	E & F PROPERTIES INC	PO BOX 1352	SMITHFIELD	NC	27577-0000
15046012	169310-47-1464	SMITHFIELD HOUSING AUTHORITY	801 S FIFTH ST	SMITHFIELD	NC	27577-0000
15041018	169306-48-9019	SHALLCROSS INVESTMENT REALTY C	P O BOX 1089	SMITHFIELD	NC	27577-0000
15041018A	169306-48-6087	LEE, DAVID EDWARD	304 N SECOND ST	SMITHFIELD	NC	27577-0000
		BOYKIN INVESTMENTS, LLC	605 S BRIGHTLEAF BLVD	SMITHFIELD	NC	27577-0000

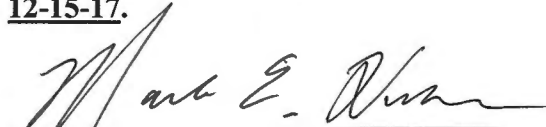


**PLANNING DEPARTMENT**  
Mark E. Helmer, AICP, Senior Planner

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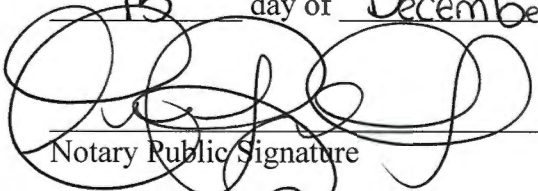
**ADJOINING PROPERTY OWNERS CERTIFICATION**

I, **Mark E. Helmer**, hereby certify that the property owner and adjacent property owners of the following petition, **SUP-17-11**, were notified by First Class Mail on **12-15-17**.

  
\_\_\_\_\_  
Signature

Johnston County, North Carolina

I, Melissa Rodriguez, Notary Public for Johnston County and State of North Carolina do hereby certify that Mark E. Helmer personally appeared before me on this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the

15 day of December, 2017  
  
\_\_\_\_\_  
Notary Public Signature  
Melissa Rodriguez  
\_\_\_\_\_  
Notary Public Name



My Commission expires on 12/19/2020.  
(Seal)



**OWNER:**  
 SHALLCROSS INVESTMENT REALTY COMPANY  
 PO BOX 1089  
 SMITHFIELD, NORTH CAROLINA 27577  
 919.934.3852  
 jhallcross@scir@aol.com

**APPLICANT:**  
 JOEY BOYKIN  
 BOYKIN MOTORS, INC.  
 605 S. BRIGHTLEAF BLVD.  
 SMITHFIELD, NORTH CAROLINA 27577  
 919.868.5834  
 jboey@boymotors.com

**SITE DATA:**  
 NCPIN: 169306-48-9019  
 TAX ID #: 15041018  
 BOOK: 00776 PAGE: 0965  
 ZONING: B-2 COMMERCIAL  
 OVERLAY DISTRICT: ENTRY CORRIDOR OVERLAY DISTRICT  
 BUILDING SETBACKS:  
 FRONT 20.0'  
 SIDE 8.0'  
 REAR 15.0'

**NOTES:**

- THE THREE EXISTING STRUCTURES WERE BUILT PRIOR TO ZONING AND ARE ASSUMED TO BE LEGAL NON-CONFORMING STRUCTURES
- SITE DATA HAS BEEN OBTAINED FROM THE JOHNSTON COUNTY GIS AND THE UTILITY LOCATIONS WERE OBTAINED FROM THE TOWN OF SMITHFIELD UTILITY MAPPING AND FIELD TRUTHING.
- THERE ARE NO TREES PRESENTLY LOCATED ON THE PROPERTY THAT ARE 8" OR LARGER IN DIAMETER.
- DUE TO THE NON-CONFORMING STRUCTURES AND EXISTING SITE DEVELOPMENT THE PROPERTY CANNOT BE BROUGHT TOTALLY INTO COMPLIANCE WITH THE LANDSCAPE REQUIREMENTS ARTICLE 10, PART II. IT IS PROPOSED THAT THE HOLT STREET LANDSCAPE YARD BE LANDSCAPED PER CODE, THE REAR YARD ADJACENT TO THE RAILROAD IS PROPOSED TO REMAIN IN ITS PRESENT CONDITION (GRASS). THE ROSE STREET LANDSCAPE YARD CANNOT BE LANDSCAPED DUE TO EXISTING PAVEMENTS SO IT IS PROPOSED TO PROVIDE FOUNDATION LANDSCAPE PLANTINGS WHERE SPACE ALLOWS. THE PROPERTY LINE ADJACENT TO AIM DANCE STUDIOS WILL BE LANDSCAPED ACCORDING TO CODE. THE REMAINDER OF THE WESTERN PROPERTY LINE WHICH IS ADJACENT TO BOYKIN MOTORS WILL NOT REQUIRE LANDSCAPING BECAUSE THE PROPOSED SPECIAL USE IS AN EXTENSION OF BOYKIN MOTORS.
- IT IS PROPOSED THAT ACCESS TO THE PROPERTY FROM E. HOLT STREET WILL BY ACCOMPLISHED BY UTILIZING AN ENCRoACHMENT AGREEMENT WITH THE TOWN AND BY IMPROVING THE EXISTING 12' GRAVEL DRIVE BY REPLENISHING THE EXISTING GRAVEL SURFACE.

**LANDSCAPE CALCULATIONS:**

DESCRIPTION	REQUIRED	PROVIDED
<b>HOLT STREET LANDSCAPE YARD (205.54')</b>		
UNDERSTORY TREE	4	5
SHRUBS	41	44
<b>AIM DANCE STUDIO PROPERTY LINE (284' TYPE A BUFFER):</b>		
CANOPY TREES	6	3*
SHRUBS	34	18*

\*NOTE: RESPONSIBLE FOR PROVIDING 50% MIN. OF THE REQUIRED BUFFER LANDSCAPING BECAUSE THERE IS AN ADJACENT COMMERCIAL USE (ARTICLE 10, SECTION 10.14, NOTE 2 ON BUFFER TABLE).

PLANS/APPLICATION PREPARED BY:  
**PAUL C. EMBLER, JR ASIA**  
 LANDSCAPE ARCHITECT/PLANNER  
 SMITHFIELD, NORTH CAROLINA  
 919.219.3410

C.A. BYRD, JR., INC.  
 NCPIN: 169307-58-0411

TWIN STATES FARMING INC.  
 NCPIN: 169307-58-1321

CSX RAILROAD  
 NCPIN: N/A

DAVID EDWARD LEE  
 JOYCE F. LEE  
 NCPIN: 169306-48-6087

E. HOLT STREET

E&F PROPERTIES, INC.  
 NCPIN: 169306-47-6832

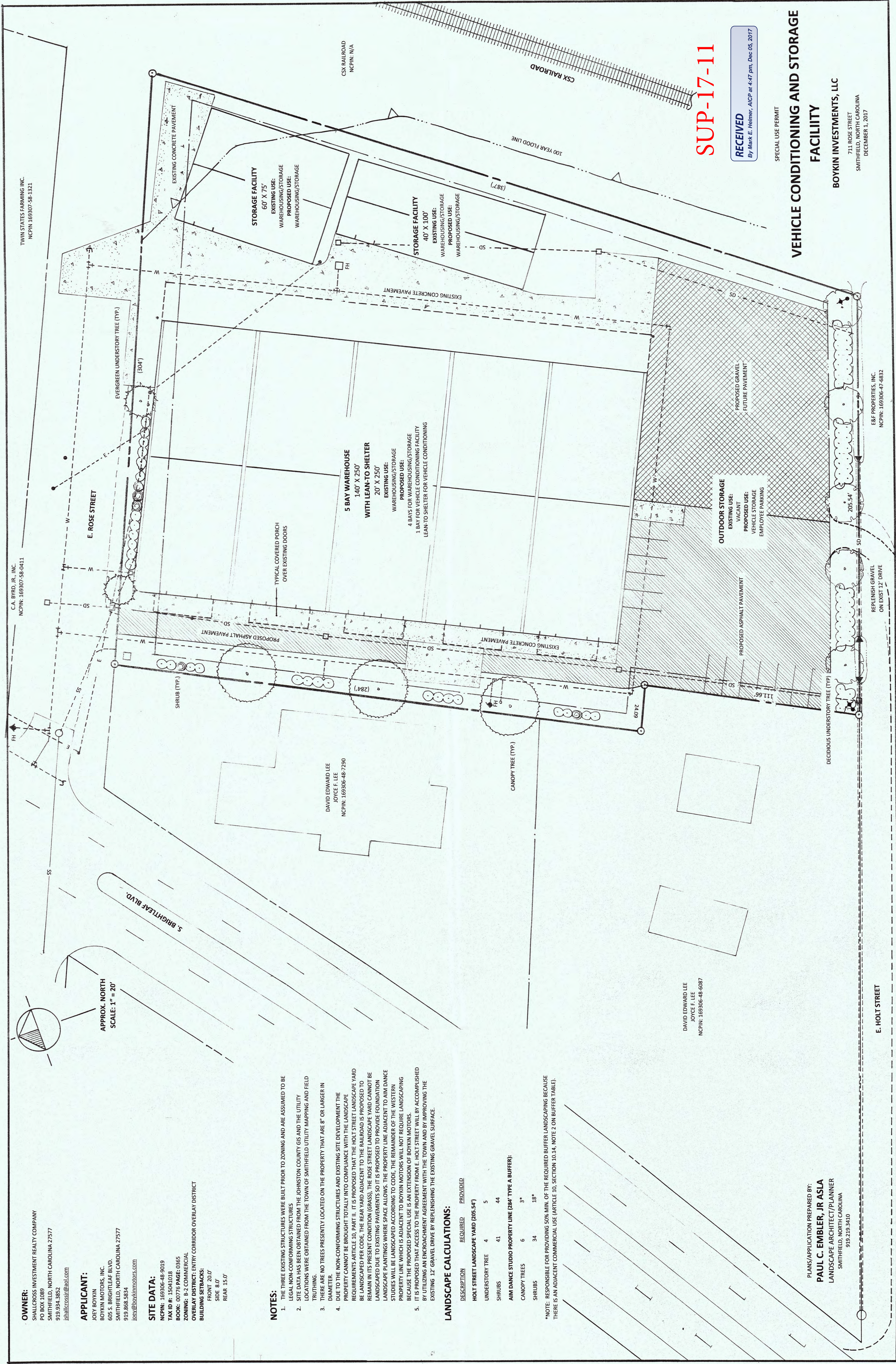
**SUP-17-11**

**RECEIVED**  
 By Mark E. Heimer, AICP at 4:47 pm, Dec 05, 2017

SPECIAL USE PERMIT

**VEHICLE CONDITIONING AND STORAGE FACILITY**

**BOYKIN INVESTMENTS, LLC**  
 711 ROSE STREET  
 SMITHFIELD, NORTH CAROLINA  
 DECEMBER 1, 2017



# 700 Block of East Rose Street



**Project Name:**  
Conditioning &  
Storage Facility

**Proposed Use:**  
Automotive  
Reconditioning

**File Number:**  
SUP-17-11

**Property Owner:**  
Shallcross Investments  
Realty Company

**Applicant:**  
Boykin  
Investments, LLC

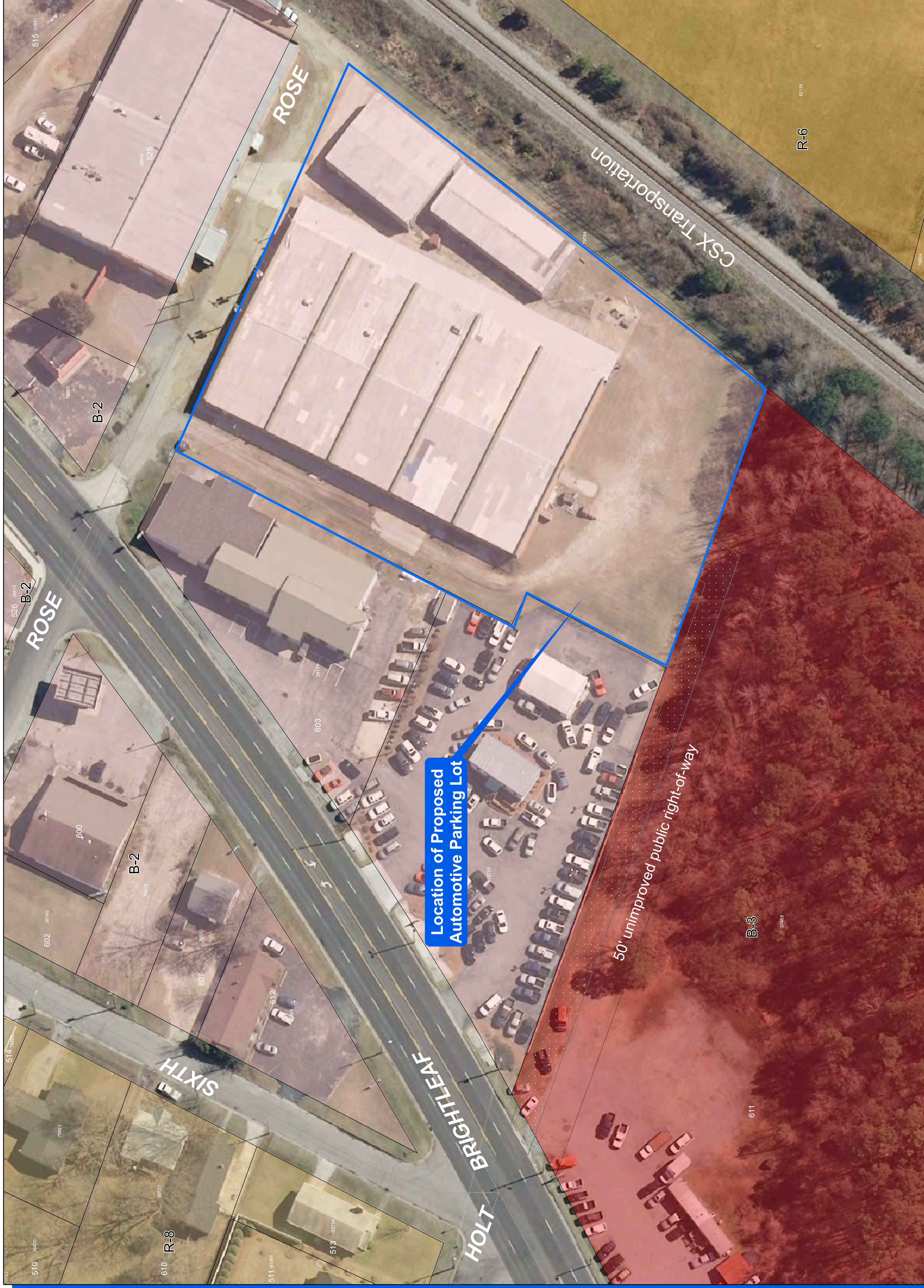
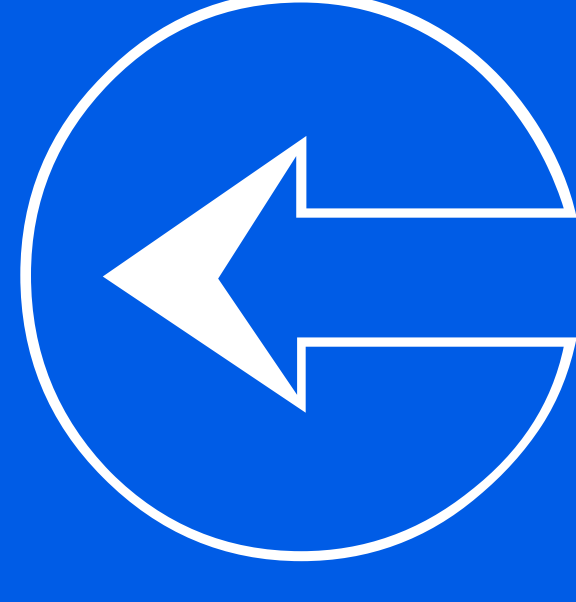
**Location:**  
711 East Rose Street

**Tax ID#**  
15041018

**Zoning District:**  
B-2

Map created by the  
Mark E. Helmer, AICP  
Senior Planner,  
GIS Specialist  
on 12/18/2017

1 inch = 30 feet



Location of Proposed  
Automotive Parking Lot

50' unimproved public right-of-way



# Request for Town Council Action

Application  
for Unified  
Development  
Ordinance  
Text  
Amendment  
ZA-17-05  
Date: 01/02/2018

Subject: Unified Development Ordinance Text Amendments  
Department: Planning  
Presented by: Stephen Wensman ALA, AICP, Planning Director  
Presentation: Public Hearing

### Issue Statement

A Unified Development Ordinance (UDO) amendment is requested to that would allow for administrative approval by the UDO Administrator when major site plans and final plats are found to meet or exceed minimum development standards.

### Financial Impact

There will be no financial impact to the Town.

### Action Needed

To review the document, hold a public hearing and make a decision for the proposed Unified Development Ordinance text amendment.

### Recommendations

The Planning Board and the Planning Department recommends approval of the proposed amendments to Article 5 of the UDO and recommend that the Town Council approve a the Zoning Text Amendment with a statement declaring the request is consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Approved:  City Manager  City Attorney

### Attachments:

1. Staff Report
2. Ordinance



# Staff Report

Public  
Hearing:

Application  
for Unified  
Development  
Ordinance  
Text  
Amendment  
ZA-17-05

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The proposed text amendment to Article 5 of the Town of Smithfield Unified Development Ordinance (UDO) will authorize the UDO Administrator or his designated representative approving authority on all site plans provided that minimum developments standards of UDO are met. The proposed ordinance amendment will be a return to the process that was in place prior to UDO updates that were adopted on August 2, 2017.

The proposed zoning ordinance amendment will serve to create:

- A time and cost saving development friendly process
- Simplified review process that is allowed by State statute
- Opportunities for express review of existing development expansions
- **A reduction in City Council's work load**
- A reduction in required paper work for both applicant and staff

Major preliminary subdivisions and planned unit developments will still require Planning Board review and Town Council approval. Special Use permits will still require Town Council approval with no Planning Board review and recommendation required.

A multi-disciplinary technical review committee as described in Article 5.5.4, that may include but is not necessarily limited to, the City Manager, Planning Department, Public Utilities Department, Fire Department, Johnston County Building Inspections and the North Carolina Department of Transportation will continue to review major site plans for compliance with published standards. Upon site plan approval, the UDO Administrator will issue a certificate of zoning compliance in accordance with Article 5.5.5 of the Town of Smithfield UDO.

## Planning Board Recommendation

The Planning Board held a public hearing and reviewed the zoning text amendment on December 7, 2017 and recommended approval by a unanimous vote of 7-0. No residents were in attendance or during the public hearing and the Planning Department received no comments for or against.

**THE TOWN OF SMITHFIELD  
UNIFIED DEVELOPMENT ORDINANCE  
TEXT AMENDMENT CONSISTENCY STATEMENT  
BY THE SMITHFIELD TOWN COUNCIL  
ZA-17-05**

**Whereas** the Smithfield Town Council, upon acting on a text amendment to the *Unified Development Ordinance* and pursuant to NCGS §160A-383, is required to approve a statement describing how the action is consistent with the Town of Smithfield *Comprehensive Growth Management Plan*; and

**Whereas** the Smithfield Town Council, upon acting on a text amendment to the *Unified Development Ordinance* and pursuant to NCGS §160A-383, is required to provide a brief statement indicating how the action is reasonable and in the public interest.

**NOW THEREFORE, BE IT ADOPTED BY THE SMITHFIELD TOWN COUNCIL AS APPROPRIATE:**

**IN THE EVENT THAT THE MOTION TO APPROVE THE ORDINANCE IS ADOPTED,**

That the final action regarding text amendment ZA-17-05 is based upon review of and consistency with, the Town of Smithfield *Comprehensive Growth Management Plan* and any other officially adopted plan that is applicable, along with additional agenda information provided to the Town Council and information provided at the public hearing; and

It is the objective of the Town of Smithfield Town Council to have the *Unified Development Ordinance* promote regulatory efficiency and consistency and the health, safety, and general welfare of the community. The text amendment promotes this by offering fair and reasonable regulations for the citizens and business community of the Town of Smithfield as supported by the staff report and attachments provided to the Town Council and information provided at the public hearing. Therefore, the amendment is reasonable and in the public interest.

**IN THE EVENT THAT THE MOTION TO APPROVE THE ORDINANCE FAILS,**

That the final action regarding text amendment ZA-17-05 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

It is the objective of the Town Council to have the *Unified Development Ordinance* promote regulatory efficiency and consistency and the health, safety, and general welfare of the community. The text amendment does not promote this and therefore is neither reasonable nor in the public interest.

**DRAFT ORDINANCE # ZA-17-05**

**AN ORDINANCE TO AMEND ARTICLE 5 OF THE TOWN OF SMITHFIELD UNIFIED DEVELOPMENT ORDINANCE TO ALLOW THE ADMINISTRATIVE APPROVAL OF SITE PLANS AND FINAL PLATS.**

**WHEREAS**, the Smithfield Town Council wishes to amend certain provisions in the Unified Development Ordinance by making changes to Article 5 to allow administrative approval of site plans; and

**WHEREAS**, it is the objective of the Smithfield Town Council to have the UDO promote regulatory efficiency and consistency and the health, safety, and general welfare of the community;

**NOW, THEREFORE**, be it ordained that the following Articles are amended to make the following changes set forth in the deletions (strikethroughs) and additions (double underlining) below:

**Part 1**

[Revise Article 5 table of contents as it pertains to minor and major site plans]

Section 5.1	Applicability .....	5-2
Section 5.2	Application Not Required; Waiver .....	5-2
Section 5.3	Zoning Verification .....	5-2
Section 5.4	Pre-Application Meeting and Sketch Plan .....	5-2
Section 5.5	Administrative Approval - <del>Minor</del> Site Plan, Minor Subdivision, or Major Subdivision Final Plat.....	5-4
Section 5.6	Town Council Approval Upon Planning Board Review and Recommendation - <del>Major Site Plan or Major Subdivision Preliminary Plat</del> .....	5-8
Section 5.7	Site Plan Requirements .....	5-10
Section 5.8	Subdivision Procedures .....	5-12
Section 5.9	Construction Drawing Review Requirements .....	5-18

**And**

[Strike" major" and "minor" as it pertains to site plans in Section 5.1]

## **SECTION 5.1 APPLICABILITY.**

The purpose of this Article is to establish an orderly process to develop land within the Town of Smithfield. It is also the intent of this Article to provide a clear and comprehensible development process that is fair and equitable to all interests, including the petitioners, affected neighbors, Town staff, related agencies, the Planning Board, and the Town Council. Approved plans shall be the guiding documents for final approval and permitting.

The development review process applies to all development actions within the planning jurisdiction except for existing individual lots for single-family detached residential and two-family residential (duplex) development. The provisions of this Article shall be applicable for all Minor and Major Subdivisions, and ~~Minor and Major~~ Site Plans, except as provided in Section 5.2.

**And**

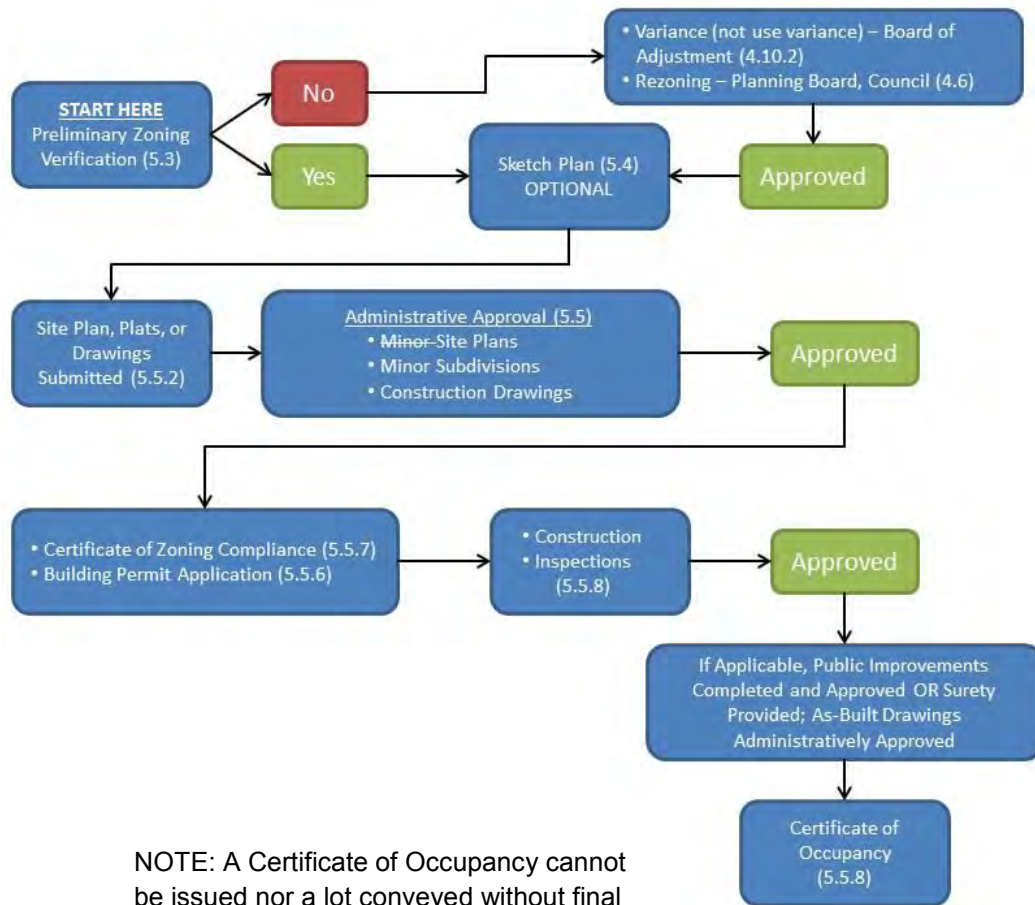
[Strike "minor" as it pertains to site plans and requirements in Section 5.5, and amend 5.5.1. Administrative Approval Flowchart]

## **SECTION 5.5 ADMINISTRATIVE APPROVAL – SITE PLAN AND MINOR SUBDIVISION.**

Administrative approval includes the following types of development and permits:

- ~~Minor Site Plans. Include the following:~~
  - ~~Site plans which do not require: (i) Buildings or additions with an aggregate enclosed square footage of less than 2,000 square feet; (ii) a variance or modification of the requirements of this Ordinance, and otherwise comply with this Ordinance; or (iii) property, rights-of-way, or easement dedications to the town.~~
  - ~~Multi-family development involving fewer than ten (10) dwelling units.~~
  - ~~Parking lot expansions which comply with this Ordinance with no increase in enclosed floor area.~~
  - ~~Revision to landscaping, signage, or lighting which comply with the requirements of this Ordinance.~~
  - ~~Accessory uses which comply with the requirements of this Ordinance.~~

**5.5.1. Administrative Approval Flowchart.**



NOTE: A Certificate of Occupancy cannot be issued nor a lot conveyed without final plat approval and recordation.

And

[Strike “minor” as it pertains to site plans, add new section 5.5.5 Approval]

**5.5.2. *Minor Site Plan, Minor Subdivision Plat, or Construction Drawings Submitted for Review.***

A plan of the proposed development shall be submitted in accordance with Sections 5.7 through 5.9, as applicable, and shall be accompanied by the completed application and payment of a fee as adopted by the Town Council (see Section 2.7).

**5.5.5 Approval**

All required local, state and/or federal permits must be obtained prior to the approval of the site plan or minor subdivision. If the site plan is found to meet all applicable regulations of this Ordinance, then the UDO Administrator shall issue a certificate of zoning compliance.



### **5.5.5. Appeal of Administrative Denial.**

Administrative denial of an application for approval of a ~~minor~~ site plan, minor subdivision plat, or construction drawings may be appealed by the applicant to the Board of Adjustment within thirty (30) days following written notification of denial by the UDO Administrator.

**And**

[Strike “minor” as it pertains to site plans in 5.5.8]

### **5.5.8. Inspections and Certificates of Occupancy.**

No new building, or part thereof, shall be occupied, and no addition or enlargement of any existing building shall be occupied, and no existing building after being altered or moved shall be occupied, and no change of use shall be made in any existing building or part thereof, until the Building Inspector has issued a Certificate of Occupancy.

A certificate of occupancy shall be applied for subsequent to or concurrent with the application for a certificate of zoning compliance, and shall be issued within five (5) business days after the erection or structural alteration of such building or part shall have been completed in conformance with the provisions of this Ordinance. A temporary certificate of occupancy for a portion of a structure may be issued for a portion or portions of a building which may safely be occupied prior to final completion and occupancy of the entire building or for other temporary uses. A certificate of occupancy shall not be issued unless the proposed use of a building or land conforms to the applicable provisions of this Ordinance. If the certificate of occupancy is denied, the Building Inspector shall state in writing the reasons for refusal and the applicant shall be notified of the refusal.

For all developments, excluding single-family residential uses, prior to the issuance of a certificate of occupancy by the Building Inspector, a final zoning inspection shall be conducted to ensure that the approved plan has been followed and all required improvements have been installed to Town standards.

The Town Council must have accepted the offer of dedication for all publicly dedicated improvements, including roadways, contingent upon the recordation of the final plat or provision of performance guarantees approved by the Town Council as specified in Section 5.8.2.6.

For ~~Minor~~ Site Plans and Minor Subdivision Final Plats, an as-built survey and as-built construction drawings shall be submitted to the UDO Administrator by the developer upon completion of the building foundation(s) to ensure that setbacks and building orientation match the approved site plan. If the survey shows that the placement of the building is incorrect, then the UDO Administrator shall issue a stop-work order and all construction shall be halted until the problem is remedied (see Section 1.8).

And

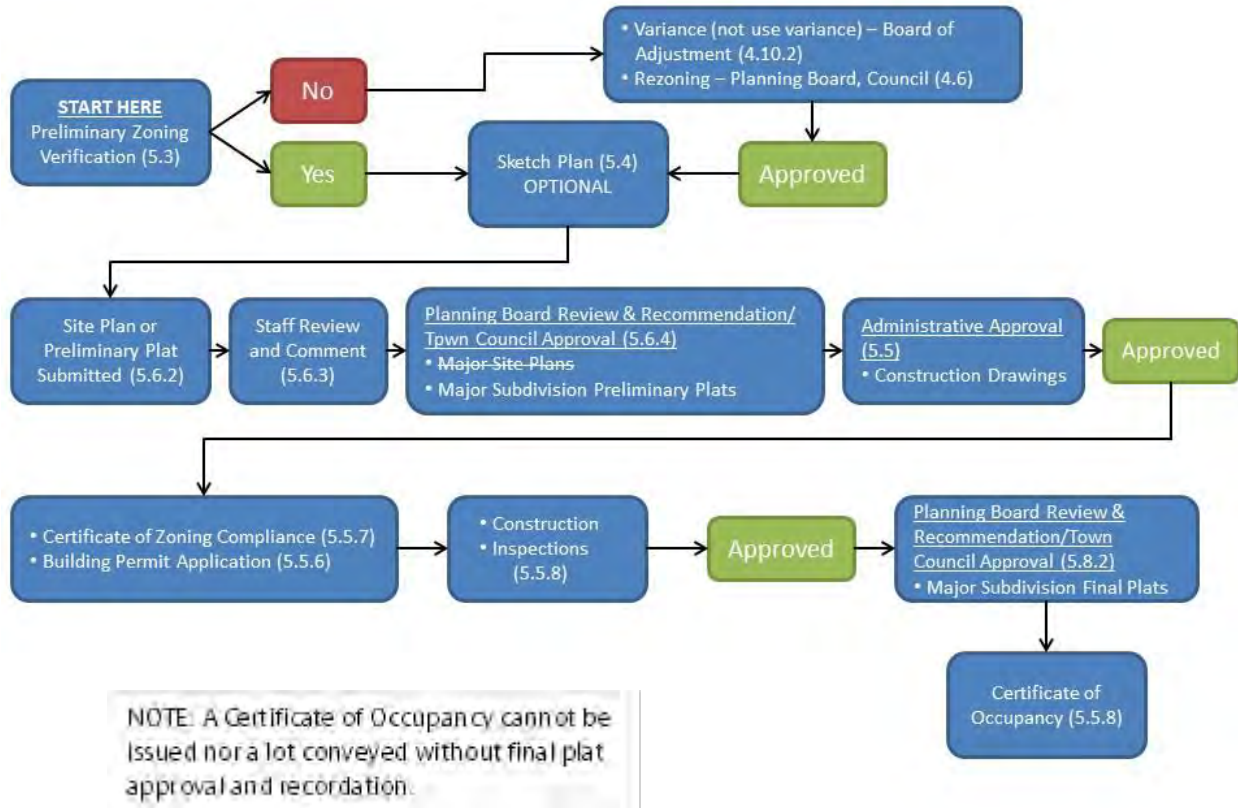
[Strike “ major site plan” as it pertains to Planning Board and Town Council approvals of Major Subdivision Preliminary Plats in 5.6 and amend flow chart in section 5.6.1]

**SECTION 5.6 TOWN COUNCIL APPROVAL UPON PLANNING BOARD REVIEW AND RECOMMENDATION - MAJOR SITE PLAN OR MAJOR SUBDIVISION PRELIMINARY AND FINAL PLATS.**

Town Council Approval Upon Planning Board Review and Recommendation applies to the following:

- Major Site Plans. Includes all site plans for projects not meeting the requirements for a minor site plan.
- Major Subdivision Preliminary and Final Plats. Includes all subdivisions not meeting the requirements for a minor subdivision.

**5.6.1. Town Council Review and Approval Flowchart.**



**And**

[Strike “major site plans” and as they pertain to Planning Board and Town council review in sections 5.6.2, and strike “minor” and “major” as it pertains to site plans with construction plan submittals for site plans in section 5.9.1]

**5.6.2. ~~Major Site Plan, Major Subdivision Preliminary Plat, or Construction Drawings Submitted for Review.~~**

All ~~major site plans~~ and major subdivision preliminary plats shall be submitted in accordance with Sections 5.7 through 5.9, as applicable, and shall be accompanied by the completed application and payment of a fee as adopted by the Town Council (see Section 2.7). All ~~major site plans~~ and major subdivision preliminary plats shall be submitted twenty-one (21) days in advance of the Planning Board meeting at which they are to be reviewed.

**5.6.5. Approval.**

All required local, state, and/or federal permits must be obtained prior to the approval of the site plan or final plat. If the ~~site plan or~~ final plat is found to meet all of the applicable regulations of this Ordinance, then the UDO Administrator shall issue a certificate of zoning compliance for site plans or submit final subdivision plats to the Planning Board/Town Council for approval.

**5.9.1. Applicability and Process.**

The Construction Drawings for ~~Minor Site Plans, Major Site Plans,~~ and Major Subdivision Preliminary Plats shall be submitted with the site plan or preliminary plat. The construction drawings shall be reviewed concurrent with the ~~major~~ site plan or major subdivision preliminary plat. Construction drawings shall be approved administratively prior to the issuance of a zoning permit.

**PART 2**

That the Unified Development Ordinance shall be renumbered as necessary to accommodate these changes.

**PART 3**

That these amendments of the Unified Development Ordinance shall become effective upon adoption.

Duly adopted this the 2nd day of January 2018.

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M. Andy Moore, Mayor

ATTEST

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Shannan L. Parrish





**PLANNING DEPARTMENT**

Mark E. Helmer, Senior Planner

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**Notice Of Public Hearings**

Notice is hereby given that the Town Council of the Town of Smithfield will conduct public hearings during the course of their open meeting which starts at 7:00 P.M. on Tuesday, January 2, 2018 in the Town Hall Council Chambers located at 350 East Market Street to consider the following requests:

**SUP-17-11 Boykin Investments, LLC:** The applicant is requesting a special use permit to operate a motor vehicle reconditioning facility with outdoor storage of motor vehicles on property located within a B-2 (Business) zoning district. The property considered for approval is located on south side of Rose Street approximately 50 feet southeast of its intersection with South Brightleaf Boulevard and further identified as Johnston County Tax ID# 15041018.

**ZA-17-05 Town of Smithfield:** The Planning Department is requesting an amendment to Town of Smithfield Unified Development Ordinance (UDO), Article 5 that will allow for administrative approval of site plans and final plats when found to meet or exceed minimum development standards of the UDO.

All interested persons are encouraged to attend. To accommodate disabilities and to comply with ADA regulations, please contact the town office if you need assistance. Further inquiries regarding this matter may be directed to the Smithfield Planning Department at (919) 934-2116 or online at [www.smithfield-nc.com](http://www.smithfield-nc.com).

**Run "Legal Ad" in the Smithfield Herald on 12/20/17**



**PLANNING DEPARTMENT**

Mark E. Helmer, Senior Planner

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**Notice Of Public Hearing**

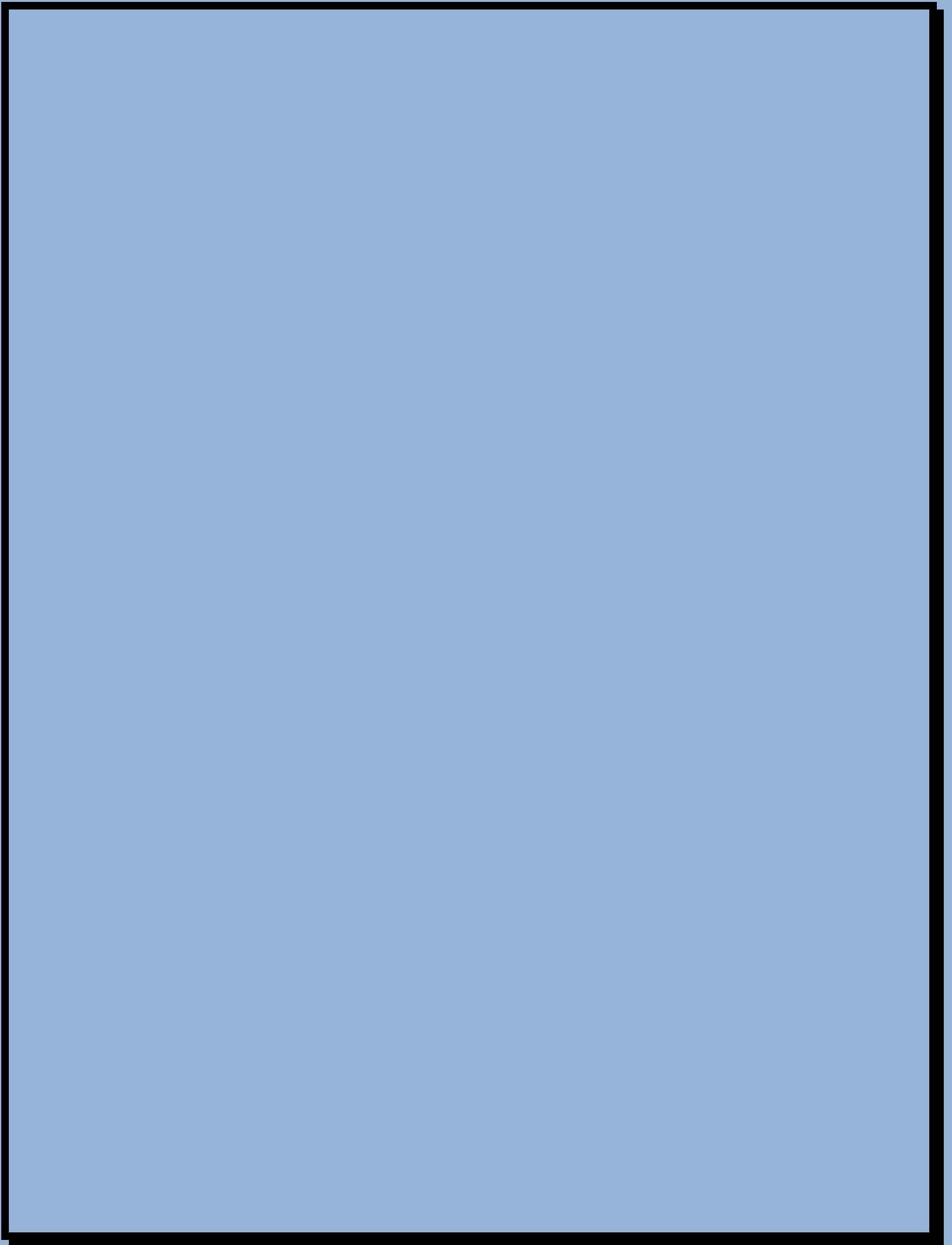
Notice is hereby given that the Town Council of the Town of Smithfield will conduct a public hearing during the course of their open meeting which starts at 7:00 P.M. on Tuesday, January 2, 2018 in the Town Hall Council Chambers located at 350 East Market Street to consider the following request:

**ZA-17-05 Town of Smithfield:** The Planning Department is requesting an amendment to Town of Smithfield Unified Development Ordinance (UDO), Article 5 that will allow for administrative approval of site plans and final plats when found to meet or exceed minimum development standards of the UDO.

All interested persons are encouraged to attend. To accommodate disabilities and to comply with ADA regulations, please contact the town office if you need assistance. Further inquiries regarding this matter may be directed to the Smithfield Planning Department at (919) 934-2116 or online at [www.smithfield-nc.com](http://www.smithfield-nc.com).

**Run "Legal Ad" in the Smithfield Herald on 12/27/17**

# Consent Agenda Items





The Smithfield Town Council met in regular session on Tuesday, December 5, 2017 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Emery Ashley, Mayor Pro-Tem  
Marlon Lee, District 1  
J. Perry Harris, District 2  
Travis Scott, District 3  
Roger A. Wood, District 4  
John A. Dunn, At-Large  
Stephen Rabil, At-Large

Councilmen Absent

Administrative Staff Present

Michael Scott, Town Manager  
John Blanton, Fire Chief  
Lenny Branch, Public Works Director  
Ted Credle, Public Utilities Director  
Gary Johnson, Parks & Rec Director  
Tim Kerigan, Human Resources/PIO  
Shannan Parrish, Town Clerk  
R. Keith Powell, Chief of Police  
Greg Siler, Finance Director  
Stephen Wensman, Planning Director

Councilman Elect

David Stevens, District 2  
Dr. David Barbour, District 4

Present:

Bob Spence, Town Attorney

Administrative Staff Absent

Mayor Moore called the meeting to order at 7:00.

The invocation was given by Councilman Scott followed by the Pledge of Allegiance led by Griffin Moore.

**APPROVAL OF AGENDA:**

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Harris, to approve the agenda as submitted. Unanimously approved.

**OLD BUSINESS:**

**PRESENTATIONS:**

**1. 2017 North Carolina American Water Works Association & Water Environment Federation Award for Potable Water Distribution System of the Year**

Public Utilities Director Ted Credle & Mayor M. Andy Moore presented the award to Public Utilities staff: Pat Butler, Bryan Baker and Michael Carpenter. Mr. Credle explained the purpose of the NC AWWA-WEA North Carolina Collection System of The Year Award was to identify and recognize the municipality that protects the public health and the natural beauty of the environment through proactive practices of management, operations and maintenance beyond what is required of its NC DEQ collection system permit. The purpose of the North Carolina Water Distribution System of The Year Award is to identify and recognize the municipality that protects the public health through proactive practices of management, operations and maintenance of their water distribution system beyond minimum standards. To assist in these efforts the Water Distribution System committee shall annually recognize up to four water distribution systems in North Carolina based on the size of their system. In 2017, only two systems in North Carolina were selected for this honor. Recipients of the award will have demonstrated that they perform quality water system maintenance procedures through the efficient use of labor, materials, equipment, and innovative methods to keep their distribution system in good working condition to minimize health hazards. The award honors the system personnel that serve their community with a high level of professionalism and diligent work in the operation and maintenance of their water distribution system facilities. The recipient's staffs make the most of their available resources, no matter how great or small.

**2. 2017 North Carolina American Water Works Association & Water Environment Federation Award for Sanitary Sewer Collection System of the year**

Public Utilities Director Ted Credle & Mayor M. Andy Moore presented the award to Public Utilities staff: Pat Butler, Bryan Baker and Michael Carpenter. Mr. Credle explained the purpose of the NC AWWA-WEA North Carolina Collection System of The Year Award was to identify and recognize the municipality that protects the public health and the natural beauty of the environment through proactive practices of management, operations and maintenance beyond what is required of its NC DEQ collection system permit. To assist in these efforts, the committee annually recognizes three wastewater collection systems in our state based on the size of their collection system (small, medium & large systems). Recipients of the award will have demonstrated that they perform quality collection system maintenance procedures through the efficient use of labor, materials, equipment, and innovative methods to keep their collection system in good working condition to minimize health hazards and property damage that occur due to sanitary sewer over flows during both wet weather and dry weather conditions. The award honors the collection system personnel that serve their community with a high level of professionalism and diligent work in the operation and maintenance of their wastewater collection system facilities. The recipient's staff prove themselves to make the most of their available resources, no matter how great or small.

**PUBLIC HEARINGS:**

**1. Thomas Concrete**

**a. Rezoning Request By Thomas Concrete: (RZ-17-04)**

Councilman Wood made a motion, seconded by Mayor Pro-Tem Ashley, to open the Public Hearing. Unanimously approved.

Planning Director Stephen Wensman addressed the Council on a request by Thomas Concrete. The applicant was requesting approval of a zoning map amendment to rezone approximately 5.6 acres of land from the LI (light Industrial) to HI (Heavy Industrial) zoning district and site plan approval for a concrete plant. The property is located on Citation Lane approximately 980 feet northeast of its intersection with US Hwy Bus 70 West.

Mr. Wensman reviewed the site plan with the Council. He explained that the plant will include four trucks a day with four trips per day, but ultimately there would be up to 8 trucks per day. Hours of operation would be sunrise and sunset and there would be two direct access points on Citation Lane. There were no environmental issues and it was consistent with strategic growth plan, the UDO and compatible with surrounding land uses. They also provided a landscape plan that exceeds the Town's requirements.

Planning Director Stephen Wensman has incorporated his entire record and provided it to Council in written form in the December 5, 2017 agenda packet.

The Planning Department and the Planning Board determined that the application was consistent with applicable adopted plans, policies and ordinances and recommends approval of the rezoning request. Mr. Wensman explained the minutes were inaccurate as one member voted against approval of this project.

Mayor Moore asked if there were any questions from Council.

Mayor Pro-Tem Ashley questioned the amount of trucks and trips. Mr. Wensman explained there would ultimately be eight trucks making four trips per day.

Councilman Scott questioned the visual impact the concrete plant would have on the entrance to the Town. Mr. Wensman responded that Thomas Concrete has provided robust screening for the property which included buffer around the property which is not required in an industrial park.

Mayor Moore asked if there were any comments/questions from those that wished to speak on this matter.

Keith Branch of 65 Powell Drive, Smithfield expressed his concerns about the project siting dust, noise, lighting and commercial traffic at an already dangerous intersection.

Justin Hartley Operations Manager for Thomas Concrete Raleigh Division stated that it was very important for their operation to be located in Smithfield and Johnston County due to the potential for increased growth.

Councilman Wood questioned the amount of employees at this location. Mr. Hartley responded that the maximum employees at this site would be ten people.

Mayor Pro-Tem Ashley questioned if Thomas Concrete had any contact with NCDOT concerning the Swift Creek and HWY 70 intersection. Mr. Hartley responded that the lighted intersection was actually more safe than some of the other concrete plant locations.

Councilman Harris questioned the company's safety record. Mr. Hartley responded that the Raleigh division is very safe with only four on road accidents and four personal property accidents since the beginning of the year.

Councilman Wood questioned if Thomas Concrete's driver followed the NCDOT's driving regulations. Mr. Hartley responded in the affirmative.

Councilman Scott questioned the potential noise and dust issue. Mr. Hartley responded that there would be some noise and very little dust.

Steven Yauch owner of Carolina Electronic Assemblers as well as the whole airport part in question stated that there have been no commercial vehicles involved in accidents at the Swift Creek and HWY 70 intersection. It was Mr. Yauch's opinion that Thomas Concrete would be a good neighbor and an asset to the Industrial park.

Councilman Scott stated for the record that the proposed business would bring about 8-10 jobs to the area while a manufacturing plant would bring more to the area. Mr. Hartley responded that while Thomas Concrete would provide a maximum of 10 jobs to the Town, many other's would benefit from a concrete plant being located so closely to their operation that would in turn bring more jobs and growth to the Town.

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Wood to close the Public Hearing. Unanimously approved.

### **Consistency Statement**

#### **THE TOWN OF SMITHFIELD UNIFIED DEVELOPMENT ORDINANCE ZONING MAP AMENDMENT CONSISTENCY STATEMENT BY THE SMITHFIELD TOWN COUNCIL RZ-17-04**

Whereas the Smithfield Town Council, upon acting on a zoning map amendment to the Unified Development Ordinance and pursuant to NCGS §160A-383, is required to approve a statement describing how the action is consistent with the Town of Smithfield Comprehensive Growth Management Plan; and

Whereas the Smithfield Town Council, upon acting on a zoning map amendment to the Unified Development Ordinance and pursuant to NCGS §160A-383, is required to provide a brief statement indicating how the action is reasonable and in the public interest.

NOW THEREFORE, BE IT ADOPTED BY THE SMITHFIELD TOWN COUNCIL AS APPROPRIATE:

That the Town Council's recommendation regarding text amendment RZ-17-04 is based upon review of and consistency with, the Town of Smithfield Comprehensive Growth Management Plan and any other officially adopted plan that is applicable, along with additional agenda information provided to the Town Council and information provided at the public hearing; and

It is the objective of the Town of Smithfield Town Council to have the Unified Development Ordinance promote regulatory efficiency and consistency and the health, safety, and general welfare of the community. The zoning map amendment promotes this by offering fair and reasonable regulations for the citizens and business community of the Town of Smithfield as supported by the staff report and attachments provided to the Planning Board and information provided at the public hearing. Therefore, the amendment is reasonable and in the public interest.

### **Record of Decision: Approval of Rezoning Request (RZ-17-04)**

Mayor Pro-Tem Ashley made a motion, seconded by Councilman Rabil to approve the rezoning petition by Thomas Concrete RZ-17-04 and consistency statement. Mayor Pro-Tem Ashley, Councilman Harris, Councilman Dunn, Councilman Lee and Councilman Rabil voted in favor of the motion. Councilman Scott and Councilman Wood voted against the motion. Motion passed 5 to 2.

#### **b. Site Plan Approval**

Planning Director Stephen Wensman addressed the Council on a request by Thomas Concrete. The applicant was requesting site plan approval for a concrete batch plant on a six (6) acre tract of land located within Aviation Industrial Park. The site plan indicates 3 conveyors, hoppers and silos that will be used in the production on concrete to be mixed on site and delivered to various construction site within the surrounding area. Raw material will be stored in bins and there locations are identified on the plan. The applicant has indicated that as many as eight (8) cement trucks will be used in support of the operation. On-site truck parking is identified on the plan and is adequate for the proposed use.

A 1,200 square foot office building with six (6) parking spaces and a 3,600 square foot maintenance building are proposed. Landscaping is provided in the form of a standard 15 foot street yard planted at a rate of one (2) tree and 20 shrubs per 100 feet of road frontage. An oversized type A landscape buffer is proposed for all other perimeter yards.

Planning staff has reviewed the site plan for compliance with the minimum development standards of the Unified Development Ordinance (UDO) and finds the plan meets or exceeds published standards and recommends approval of the site plan with the following conditions of approval.

1. The submitted storm water management plan is found to meet minimum development standards of the UDO prior to staff issuing a valid zoning permit.

The Planning Board, at its November 2, 2017 meeting, unanimously voted to recommend approval of the site plan with the following conditions of approval.

1. The submitted storm water management plan is found to meet minimum development standards of the UDO prior to staff issuing a valid zoning permit.

Mayor Pro- Tem Ashley made a motion, seconded by Councilman Harris to approve Site Plan with any conditions outline by the Planning Department for Thomas Concrete SP-17-15. Mayor Pro-Tem Ashley, Councilman Harris, Councilman Dunn, Councilman Lee and Councilman Rabil voted in favor of the motion. Councilman Scott and Councilman Wood voted against the motion. Motion passed 5 to 2.

**CITIZENS' COMMENTS: There were none**

**CONSENT AGENDA:**

Councilman Wood made a motion, seconded by Councilman Scott, to approve the following items as listed on the Consent Agenda:

1. Approved the following Minutes: November 14, 2017 – Regular Meeting  
November 14, 2017 – Closed Session
2. Approved the career ladder promotion of a Police Officer I to the rank of Police Officer II
3. Approved the career ladder promotion of a Water Plant Operator II to a Water Plant Operator III
4. Authorized the Police Department to purchase six Dodge Chargers from Performance Chevrolet. Bids were received as follows:
  - Performance Chevrolet: \$21,939.00 (1) Vehicle
  - Deacon Jones: \$22,048.00 (1) Vehicle
  - Capital Chrysler Jeep Dodge: \$22,647.00 (1) Vehicle
5. Authorized the Police Department to purchase a Dodge Ram Truck from Performance Chevrolet in the amount of \$19,270. Bids were received as follows:
  - Performance Chevrolet: \$19,270.00 (1) Vehicle
  - Deacon Jones: No Quote Submitted
  - Capital Chrysler Jeep Dodge: \$20,265.00 (1) Vehicle
6. A contract with JP Edwards in the amount of \$75,917 for the Neuse River Greenway Bank Repairs was approved
7. Approval was granted to amend the 2018 Employee Holiday Schedule as it related to the Christmas Holiday. Town Office will be closed Friday, December 21<sup>st</sup>, Monday, December 24<sup>th</sup> and Tuesday the 25<sup>th</sup>
8. The following budget amendments were approved by the Town Council

**GENERAL FUND**

**1. Expenditures**

10-61-4110-5300-5711 Non-Departmental/Public Library	\$ 250,000		\$ 5,375		\$ 255,375
10-00-9990-5300-0000 General Fund Contingency	<u>217,756</u>		<u>(5,375)</u>		<u>212,381</u>
	<u>\$ 467,756</u>	#	<u>\$ -</u>	#	<u>\$ 467,756</u>

To fund boiler repair at Johnston Co. Public Library (Town's Portion) as approved at the November 14, 2017 Council Meeting.

**2. Expenditures**

10-20-5300-5300-3305 Fire Department - Miscellaneous	\$ 24,864		\$(24,864)		\$ -
10-20-5300-5100-0200 Fire Department - Salaries	<u>831,967</u>		<u>24,864</u>		<u>856,831</u>
	<u>\$ 856,831</u>	#	<u>\$ -</u>	#	<u>\$ 856,831</u>

To move Town's match on AFG Safer Grant for three new firefighters from miscellaneous line to salary line

**3. Expenditures**

10-20-5300-5700-7400 Fire Department - Capital Outlay	\$ 54,717	\$(20,997)	\$ 33,720
10-20-5300-5100-0200 Fire Department - Salaries	<u>856,831</u>	<u>20,997</u>	<u>877,828</u>
	<u>\$ 911,548</u>	# \$ -	# \$ 911,548

To help fund same three new firefighters early start date with Town's match of FEMA AFG Grant for Air Packs which was denied.

**4. Revenue**

10-10-3300-3307-0100 GRANT - Golden Leaf (Storm Water )	\$ -	\$ 70,000	\$ 70,000
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**Expenditures**

10-10-4900-5300-4500 Planning - Storm Water Plan Engineering	\$ -	\$ 70,000	\$ 70,000
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To establish and fund the Gold Leaf Grant for storm water plan engineering as approved at the Nov. 14, 2017 Council meeting

**5. Revenue**

10-60-3300-3315-0000 GRANT - NC Agriculture (Stream Restoration)	\$ -	\$148,890	\$ 148,890
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**Expenditures**

10-60-5500-5300-4502 Public Works - Storm Water Plan Engineering	\$ -	\$148,890	\$ 148,890
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To establish and fund NC Agricultural and Consumer Services Grant for stream restoration as approved at the Nov. 14, 2017 Council meeting

**6. Expenditures**

30-71-7220-5300-7400 Water/Sewer - Capital Outlay	\$ 318,593	\$(45,833)	\$ 272,760
30-76-7200-5970-9101 Water - Transfer to Water Fund Capital Projects	<u>585,000</u>	<u>45,833</u>	<u>630,833</u>
	<u>\$ 903,593</u>	# \$ -	# \$ 903,593

To move new financial software cost to the water capital project fund

**WATER CAPITAL PROJECT FUND**

**7. Revenue**

45-75-3870-3870-0301 Transfer From W/S Fund	<u>\$1,918,400</u>	<u>\$ 45,833</u>	<u>\$ 1,964,233</u>
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**Expenditures**

45-71-7220-5700-7400 Financial Software	\$ -	\$ 45,833	\$ 45,833
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To move new financial software cost to the water capital project fund

**ELECTRIC FUND**

**8. Expenditures**

31-72-7230-5700-7400 Electric - Capital Outlay	\$ 103,672	\$(51,582)	\$ 52,090
31-76-7230-5970-9102 Electric - Transfer to Electric Cap. Proj. Fund	<u>750,000</u>	<u>51,582</u>	<u>801,582</u>

\$ 853,672    #    \$ -    #    \$ 853,672

To move remaining or unused Nexgrid AMI funds from FY17 to AMI in Capital Project Fund

**9. Expenditures**

31-72-7230-5700-7400 Electric - Capital Outlay	\$ 52,090	\$(45,833)	\$ 6,257
31-76-7230-5970-9102 Electric - Transfer to Electric			
Cap. Proj. Fund	<u>801,582</u>	<u>45,833</u>	<u>847,415</u>
	<u>\$ 853,672</u>	# <u>\$ -</u>	# <u>\$ 853,672</u>

To move new financial software cost to the electric capital project fund

**ELECTRIC CAPITAL PROJECT FUND**

**10. Revenue**

47-75-3870-3870-0000 Transfer From Electric Fund	<u>\$2,656,515</u>	<u>\$ 51,582</u>	<u>\$ 2,708,097</u>
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**Expenditures**

47-72-7230-5700-7420 AMI	<u>\$ 500,000</u>	<u>\$ 51,582</u>	<u>\$ 551,582</u>
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To move leftover Nexgrid AMI funds from FY17 to AMI in Capital Project Fund

**11. Revenue**

47-75-3870-3870-0000 Transfer From Electric Fund	<u>\$2,708,097</u>	<u>\$ 45,833</u>	<u>\$ 2,753,930</u>
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**Expenditures**

47-72-7230-5700-7400 Financial Software	<u>\$ -</u>	<u>\$ 45,833</u>	<u>\$ 45,833</u>
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To move new financial software cost to the electric capital project fund

9. Jeremy Pearce was appointed to serve a first term on the Appearance Commission.

10. New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Admin Support Specialist	Police	10-20-5100-5100-0200	\$14.31/hr. (\$29,764.80/yr.)
Firefighter I	Fire	10-20-5300-5100-0200	\$15.18/hr. (\$33,153.12/yr.)
P/T SRAC Staff	P & R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.

**Current vacancies:**

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200
Sanitation Worker	PW – Sanitation	10-40-5800-5100-0200

**NEW BUSINESS ITEMS:**

**ORGANIZATIONAL MEETING**

Pursuant to NCGS 160A-68, the Smithfield Governing Body is scheduled to conduct an organizational meeting.

**1. Presentations**

**a. To outgoing Councilman J. Perry Harris and relinquishment of Council seat.**

Mayor Moore presented to Councilman J. Perry Harris with a proclamation in honor of his service to the Town of Smithfield.

**PROCLAMATION  
In Honor of Councilman J. Perry Harris'  
Service to the Town of Smithfield**

WHEREAS, the Town Council of the Town of Smithfield wishes to acknowledge and express its appreciation to J. Perry Harris for his dedicated service to the citizens of Smithfield as a member of the Town Council representing District 2 since December 2009; and

WHEREAS, J. Perry Harris devoted his time, energy and talents to the Town of Smithfield and provided experience and sound judgment while serving on numerous committees; and

WHEREAS, during his tenure, J. Perry Harris, was a champion for economic development, fiscal policy and the overall appearance of the Town; and

WHEREAS, the Town of Smithfield has been fortunate to have had the services of J. Perry Harris who has provided leadership and rendered good judgment for the betterment of all the citizens of the Town; and

WHEREAS, the Town of Smithfield extends sincere gratitude to J. Perry Harris for the countless hours he dedicated to the Town as a member of the Town Council.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council, express our sincere appreciation to J. Perry Harris for his leadership and service to the Town of Smithfield.

Councilman Harris responded with some brief remarks.

**b. To outgoing Councilman Roger Wood and relinquishment of Council seat**

Mayor Moore presented to Councilman Roger Wood a proclamation in honor of his service to the Town of Smithfield.

**PROCLAMATION  
In Honor of Councilman Roger Wood's  
Service to the Town of Smithfield**

WHEREAS, the Town Council of the Town of Smithfield wishes to acknowledge and express its appreciation to Roger Wood for his dedicated service to the citizens of Smithfield as a member of the Town Council representing District 4 since December 2014; and

WHEREAS, during his tenure, Roger Wood devoted his time and interests to matters not only affecting West Smithfield, but also to the entire Town; and



WHEREAS, Roger Wood has served for the good of the Town of Smithfield to improve the quality for life for generations to come by supporting Parks and Recreation, Public Safety and all Town employees; and

WHEREAS, through the performance of his duties and responsibilities as a member of the Town Council, Roger Wood has made excellent and constructive contributions for the betterment of the community; and

WHEREAS, the Town of Smithfield extends sincere gratitude to Roger Wood for the countless hours he dedicated to the Town as a member of the Town Council.

NOW, THEREFORE, I, *M. Andy Moore*, Mayor of the Town of Smithfield along with the members of the Town Council, express our sincere appreciation to Roger Wood for his service to the Town of Smithfield.

Councilman Wood responded with some brief remarks.

## **2. Oaths of Office**

- a. The Honorable Clerk of Court, Michelle C. Ball administered the Oath of Office to returning Mayor M. Andy Moore
- b. The Honorable District Court Judge, Addie Harris Rawls administered the Oath of Office to returning Councilman representing District 1, Marlon Lee.
- c. The Honorable Clerk of Court, Michelle C. Ball administered the Oath of Office to newly elected Councilman representing District 2, David Stevens.
- d. The Honorable District Court Judge, Joy A. Jones administered the Oath of Office to returning Councilman representing District 3, Travis Scott.
- e. The Honorable Clerk of Court, Michelle C. Ball administered the Oath of Office to newly elected Councilman representing District 4, David Barbour.

## **3. Election Of Mayor Pro-Tempore**

Pursuant to NCGS 160A-70, the new Board is to elect a Mayor Pro-Tem amongst its members.

Councilman Rabil made a motion, seconded by Councilman Lee, to elect Councilman Travis Scott to serve a two-year term as Mayor Pro-Tem. Unanimously approved.

## **4. 2018 Meeting Schedule**

Pursuant to NCGS 160A-71 and Town of Smithfield Code of Ordinances Article II Section 2-46, the governing body is to adopt a meeting schedule.

2018 Meeting Schedule: (First Tuesday of every month) January 2<sup>nd</sup>, February 6<sup>th</sup>, March 6<sup>th</sup>, April 3<sup>rd</sup>, May 1<sup>st</sup>, June 5<sup>th</sup>, July 3<sup>rd</sup>, August 7<sup>th</sup>, September 4<sup>th</sup>, October 2<sup>nd</sup>, November 6<sup>th</sup>, December 4<sup>th</sup>

Mayor Pro-Tem Scott suggested that the July 3<sup>rd</sup> meeting be moved to July 10<sup>th</sup> and all other dates remain unchanged.

Councilman Ashley made a motion, seconded by Councilman Lee, to approve the 2018 Town Council Meeting Schedule with the July 3<sup>rd</sup> meeting being moved to July 10<sup>th</sup>. Unanimously approved.

## **Councilmembers Comments**

- Councilman Lee welcomed new Councilmen David Stevens and David Barbour
- Mayor Moore stated he was looking forward to working with the new Council. He informed the public that a lot of great things are happening in Smithfield.
- Councilman David Barbour informed the public that it was his objective to work hard for the citizens.
- Councilman Ashley stated that this meeting was a special meeting and he was proud to serve on the Town Council.
- Councilman Scott expressed his appreciation to Councilman Harris and Councilman Wood for their service on the Town Council. He further stated that he would like to donate two months of his Council salary to help a family that Town employees had offered to help during the holiday season.
- Councilman Dunn expressed his appreciation to Councilman Harris and Councilman Wood and welcomed Councilman Barbour and Councilman Stevens.

### **Town Manager's Report:**

Town Manager Michael Scott gave a brief update to the Council on the following items:

- Congratulated the newly elected Council and stated he was looking forward to working with the entire Council.
- Town Holiday Events:
  - December 7<sup>th</sup> Christmas Tree Lighting
  - December 14<sup>th</sup> Christmas Parade
  - December 15 Children's Christmas Party at the Sarah Yard Community Center.
  - January 12<sup>th</sup> Martin Luther King, Jr, Parade.

### **Department Reports**

A highlight of each department's monthly activities was given to the Council

### **Adjourn**

Councilman Ashley made a motion, seconded by Councilman Rabil, to adjourn the meeting. The meeting adjourned at approximately 8:31 pm.

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M. Andy Moore, Mayor

ATTEST:

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Shannan L. Parrish, Town Clerk



# Request for City Council Action

**Consent**   **Application**  
**Agenda**   **for the AFG**  
**Item:**   **Grant**  
Date: 01/02/2018

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**Subject:** FEMA AFG Grant for Equipment (Air Pack Replacement)

**Department:** Fire Department

**Presented by:** John Blanton

**Presentation:** Consent Agenda

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## Issue Statement

Authorization to apply for an AFG (Assistance to Firefighters Grant) to replace aging Air-Packs (SCBA's) and the aging Air compressor that are currently being used by the Fire Department.

## Financial Impact

\$20,997.00, this would be the Town's 5% match to the grant if awarded.

## Action Needed

To approve the participation and application to the AFG (Assistance to Firefighters Grant) in the amount of \$419,953.00 with a 5% Town of Smithfield match of 20,997.00

## Recommendation

Staff recommends approval of this application for the potential savings of needed equipment that will have to be purchased otherwise by the town at full cost of \$440,950.00 in the future.

Approved:  City Manager  City Attorney

Attachments:

1. Staff Report



# Staff Report

**Consent Agenda Item: Application for the AFG Grant**

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The AFG grant process opens in January 2018 and closes in February of 2018. This grant allows Fire Departments to apply for equipment; we would be applying for replacement of our aging Air Packs that are now over 14 years old, and also our aging Air Compressor. This grant is a **95%-5% purchase; meaning the Town's responsibility would be 5%** and the grant would cover 95% of the awarded amount. The amount for the grant application would be \$419,953.00. **The Town's responsibility if awarded would be \$20,997.00.** The process could take between 6-10 months before the notification of awarded grants. This would put the purchase, if awarded in the 2018-2019 budget year.

This equipment will have to be purchased in the upcoming budget years due to being noncompliant in the very near future. At the end of 2018, one half of our Air-packs will fall non-compliant and must be purchased. At the end of 2019, the remainder of our department air packs will be non-compliant. This equipment will be at full retail price, it is the Fire Departments goal to seek any ways possible to save the tax dollars used to make these purchases.



# Request for City Council Action

Consent Agenda Item: Tennis Courts Resurfacing  
Date: 01/02/2018

Subject: Resurfacing of Tennis Courts  
Department: Parks and Recreation  
Presented by: Gary Johnson  
Presentation: Consent Agenda Item

### Issue Statement

The Parks and Recreation Department is requesting approval to contract with Outer Banks Tennis Contractors to resurface (4) tennis courts at Smithfield Community Park, (1) tennis court and (1) basketball court at Smith-Collins Park for the amount of \$35564.10

### Financial Impact

Funds (\$25,000) were allocated in the FY 17/18 Budget to resurface tennis courts at Smithfield Community Park. **The Town has since been awarded a grant from the Johnston County Visitor's Bureau** Capital Improvement grant to help offset the cost of resurfacing the courts (up to \$12,500). Staff would like to reallocate part of the funds originally allocate for Smithfield Community Park to also resurface the courts at Smith-Collins Park. No additional fund other than the amount already allocated will be requested.

### Action Needed

Approve and Allow the Parks and Recreation Department to enter into an agreement with Outer Banks Tennis Contractors to resurface the tennis courts at Smithfield Community Park and the tennis court and basketball court at Smith-Collins Park for the amount of \$35564.10

### Recommendation

Approve and Allow the Parks and Recreation Department to enter into an agreement with Outer Banks Tennis Contractors to resurface the tennis courts at Smithfield Community Park and the tennis court and basketball court at Smith-Collins Park for the amount of \$ 35564.10

Approved:  City Manager  City Attorney

### Attachments:

1. Staff Report
2. Bids from North State Resurfacing and Outer Banks Tennis Contractors



# Staff Report

Consent Tennis  
Agenda Courts  
Item: Resurfacing

In the Fiscal Year 17/18, the Parks and Recreation Department was allocated \$25,000 to resurface tennis courts at Smithfield Community Park. After the budget was adopted, the Town was awarded a grant for up to \$12,500 (\$1 for \$1 match) from the Johnston County **Visitor's Bureau to assist with the resurfacing** project. Staff would like to take the unused funds allocated by the town and reallocate them to resurface the courts at Smith-Collins Park. Total possible funds available for the project would then be \$ 37,500.00

Requests for quotes were sent to several reputable contractors and two submitted proposals:

North State Resurfacing	Total Bid	\$ 33,150.00
Outer Banks Tennis Contractors	Total Bid	\$ 35,564.10

Even though the Outer Banks bid is higher by \$ 2,414.10, their proposal provides for a more economical solution to repairing the structural cracks within the courts and is included in their bid. Their method is to heat the cracks for the cracked asphalt to adhere from the stone base up and patch and level.

**North State's bid included an additional \$ 6750.00 option to repair** the cracks within the courts with Guardian Crack Repair.

Both **contractors carry 2 year warranties on workmanship plus manufacturer's** warranty on materials.

**OUTER BANKS TENNIS CONTRACTORS**

P.O. Box 363  
Enfield, N.C. 27823  
PROPOSAL  
September 20, 2017

SRAC Smithfield Parks and Rec  
Tennis Facility  
600 Booker Dairy Rd.  
Smithfield N.C.  
C/O Mr. Gary Johnson

Proposal for The Smithfield Parks and Recreation Tennis Facility improvements, by Outer Banks Tennis Contractors, hereinafter called OBTC, incident to the resurfacing of two batteries of (two) hard tennis courts (108'X120') (4) total; at the above mentioned site, respectively in accordance with the following terms:

- I. OBTC will
  - a) Clean courts surface (Inside fence perimeter) of all foreign materials and debris.
  - b) Power wash all mildewed areas to insure proper adhesion of new materials.
  - c) Clean all existing structural and surface cracks
  - d) Torch existing structural cracks in order for voids(cracked asphalt) to adhere from the stone base up. The torched cracks are the patched and leveled,ready for surfacing.
  - e) Remove all existing wood particles from court surface and patch all voids caused by wood in the existing asphalt.
  - f) Clean, fill and level all depressions on courts.
  - g) Supply and apply one (1) acrylic resurfacer and (2) sand filled color coats(U.S. Open Blue on the playing surface and Light Green around the perimeter)
  - h) Layout, mask and hand paint 2" white lines as to U.S.T.A. specifications.
  - i) Guarantee workmanship for two years, materials for one year (manufacturer warranty) after completion.

a) Total Base Bid           \$ 21,408.35

Date;\_\_\_\_\_

Outer Banks Tennis Contractors LLC.

Signed \_\_\_\_\_

John J. McCann Jr.  
N.C. General Contractors License # 67990

**OUTER BANKS TENNIS CONTRACTORS**

P.O. Box 363  
Enfield, N.C. 27823  
PROPOSAL  
December 5, 2017

Smithfield Parks and Rec  
Smith Collins Park  
909 E. Lee Street.  
Smithfield N.C. 27577  
C/O Mr. Gary Johnson

Proposal for The Smithfield Parks and Recreation Smith/ Collins Park improvements, by Outer Banks Tennis Contractors, hereinafter called OBTC, incident to the resurfacing of one battery of (1) hard tennis court (60'X120') and one battery of (1) hard Basketball court (50x85') (2) total; at the above mentioned site, respectively in accordance with the following terms:

- I. OBTC will
  - a) Clean courts surface (Inside fence perimeter) of all foreign materials and debris.
  - b) Power wash all mildewed areas to insure proper adhesion of new materials.
  - c) Clean and fill all existing surface cracks
  - d) Torch existing structural cracks in order for voids (cracked asphalt) to adhere from the stone base up. The torched cracks are the patched and leveled, ready for surfacing.
  - e) Level all depressions in excess of 1/4"
  - f) Supply and apply one (1) acrylic resurfacer and (2) sand filled color coats(U.S. Open Blue on the playing surface and Light Green around the perimeter)
  - g) Layout, mask and hand paint 2" white lines as to U.S.T.A. and N.C.A.A. specifications.
  - h) Guarantee workmanship for one year, materials for (manufacturer warranty) after completion.

a)

Total Base Bid	\$ 6,895.00	Basketball Court
	\$ 7,260.75	Tennis Court

Date; \_\_\_\_\_

Outer Banks Tennis Contractors LLC.

Signed \_\_\_\_\_

John J. McCann Jr.  
N.C. General Contractors License # 67990



**NORTH STATE RESURFACING, CO.**  
Post Office Box 387  
Wendell, NC 27591  
Phone: (919) 365-7500  
www.northstateresurfacing.com  
NCGCL#: 73842 VAQL #2705157542



**PROPOSAL**  
Proposal number: 18588

October 02, 2017

600 E Booker Dairy Rd  
Smithfield, NC 27577  
Attn: Gary Johnson

Thank you for allowing us to provide a price for resurfacing your courts. Since 1990, North State Resurfacing has been constructing and resurfacing tennis courts, basketball courts and other recreational facilities across the state of North Carolina, South Carolina and Virginia.

Our clients include country clubs, homeowners, municipalities, schools, universities, military bases and government installations. References can be furnished upon request.

The base price on page one of our proposal is for a standard resurfacing which reflects the work required to refurbish your facility.

Page two of our proposal contains various options which allows you to customize the resurfacing project to meet your needs. For example; your court has structural cracks in the asphalt, you may choose to have our guaranteed crack repair system installed, which helps the reappearance of the existing cracks (Option #1). This is the option that will be required to insure that the cracks will not reappear after a harsh winter.

There are many other options available that are not listed.

Once again, thank you for the opportunity and please contact me with any questions that you may have.

Sincerely,

*Drew Alford*

\_\_\_\_\_  
Drew Alford  
Estimator

**NORTH STATE RESURFACING, CO.**  
 Post Office Box 387  
 Wendell, NC 27591  
 Phone: (919) 365-7500  
 www.northstateresurfacing.com  
 NCGCL#: 73842 VACL #2705157542



**PROPOSAL**  
 Proposal number: 18588  
 Page number: 1 of 4  
 Date: 11-01-2017

**PROPOSAL SUBMITTED TO:**

Name: Gary Johnson  
 Address: 600 E Booker Dairy Rd  
 Smithfield, NC 27577  
 Phone: 919-628-5454

**WORK TO BE PERFORMED AT:**

Name: Smithfield Aquatic Center  
 Address: 600 E Booker Dairy Rd  
 Smithfield, NC 27577  
 Job Site: Tennis Courts

We hereby propose to furnish the materials and perform the labor necessary for the completion of: The repair and resurfacing of four (4) all-weather tennis courts with overall dimensions of 110' x 120' x 2. North State Resurfacing uses only the finest materials available, manufactured by DECOTURF, surface of the US Open since 1978.

**Surface Preparation:**

1. Clean and scrape courts of all loose material, dirt, foreign matter and debris.
2. Remove vegetation from cracks and the inside perimeter of the courts.
3. After vegetation has been removed, burn root growth with a propane burner then treat with an herbicide.
4. Patch any depressions holding more than 1/8" of water after being allowed to drain for one hour using an acrylic patch material.  
 Note: Only one attempt will be made to patch depressions. Any additional patching will be an extra charge of time and materials.
5. Patch any structural cracks, dings, etc. in the asphalt surface using an acrylic patching material and/or concrete.

**Acrylic Surfacing:**

6. Apply one (1) coat of DECO 920-29, sand filled acrylic resurfacer, to the entire court surface, as a filler coat, following the manufacturer's directions and application rates.
7. Apply one (1) coat of DecoBase I 920-05, sand filled acrylic latex compound, tinted with DecoColor MP 920-27 to the entire court surface as a texture coat following the manufacturer's directions and application rates.
8. Apply one (1) coat of DECO 920-27, acrylic color concentrate, to the entire court surface, as a finish coat, following the manufacturer's directions and application rates.

**Playing Lines:**

9. Layout, tape and hand paint 2" wide playing lines using DECO 920-22, textured acrylic white line paint. Dimensions of the playing lines are to conform to USTA specifications.

**Completion:**

10. Clean net posts of all rust, then spray paint using RUSTOLEUM rust preventative paint.
11. Hang net to correct height and tension.
12. Clean job site, dispose of all debris and leave court ready for play.

**Note-** Owner shall provide potable water and electricity to within 200' of courts.

**Color-** As desired from the "Colorizer" page, found at www.northstateresurfacing.com. Additional charges may apply to certain colors.

**Guarantee-** Two (2) years against defective materials and labor. The repair of cracks is not guaranteed. Cracks may reappear within a short period of time. Standing water may only be minimized due to inadequate slope/drainage.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

<i>Twenty-one thousand two hundred fifty and 00/100-----</i>	DOLLARS (\$21,250.00)
with payments to be made as follows: Due upon completion Unpaid balances after 30 days are subject to finance charges of 1.5% per month.	

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

RESPECTFULLY SUBMITTED BY: North State Resurfacing, Co.

Drew Alford

*Drew Alford*

NOTE- This proposal may be withdrawn by us if not accepted within 30 days.

**NORTH STATE RESURFACING, CO.**  
 Post Office Box 387  
 Wendell, NC 27591  
 Phone: (919) 365-7500  
 www.northstateresurfacing.com  
 NCGCL#: 73842 VACL #2705157542



**PROPOSAL**  
 Proposal number: 18588  
 Page number: 2 of 4  
 Date: 11-01-2017

**PROPOSAL SUBMITTED TO:**

Name: Gary Johnson  
 Address: 600 E Booker Dairy Rd  
 Smithfield, NC 27577  
 Phone: 919-628-5454

**WORK TO BE PERFORMED AT:**

Name: Smithfield Aquatic Center  
 Address: 600 E Booker Dairy Rd  
 Smithfield, NC 27577  
 Job Site: Tennis Courts

We hereby propose to furnish the materials and perform the labor necessary for the completion of: The repair and resurfacing of four (4) all-weather tennis courts with overall dimensions of 110' x 120' x 2'. North State Resurfacing uses only the finest materials available, manufactured by DECOTURF, surface of the US Open since 1978.

**Options: All Options are intended to be an addition to the base price on page #1.**

OPTIONS	DESCRIPTION	ADDITIONAL PRICE
<b>Option #1</b>	Install approximately <b>450</b> linear feet of Guardian crack repair to all major structural cracks. Cracks treated with Guardian are guaranteed not to reappear for two (2) years. All other areas of the court are not guaranteed. New cracks may form within a short period of time. Occasionally this type of repair may cause dead spots or buckling of the surface, this should be considered normal. <i>**Price based on measurements taken September 28, 2017. Any additional cracks that may form can be treated with Guardian system at a rate of \$15.00 per linear foot.</i>	\$6,750.00
<b>Option #2</b>	Prior to painting lines, provide one (1) coat of line primer to seal tapes for a crisp/sharp line edge	\$ 1,000.00
<b>Option #3</b>	Layout, tape and hand paint Pickleball lines	\$ 300.00 per court
<b>Option #4</b>	Provide and install Douglas TN-30DH nets including center straps. (Four year warranty) <a href="http://www.douglas-sports.com">www.douglas-sports.com</a> Item #30029	\$ 271.00 per net
<b>Option #5</b>	Provide and install Douglas E-Z net posts with external wind reel and removable handle <a href="http://www.douglas-sports.com">www.douglas-sports.com</a> Item #63021 <i>*Note: Price good only if existing net posts are set in sleeve and can be easily removed.</i>	\$ 330.00* per set

Other accessories are available. Please contact us for pricing.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

**RESPECTFULLY SUBMITTED BY:** North State Resurfacing, Co.

Drew Alford

*Drew Alford*

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 NCGCL#: 73842 VACL #2705157542



**PROPOSAL**  
 Proposal number: 18588  
 Page number: 3 of 4  
 Date: 11-01-2017

**PROPOSAL SUBMITTED TO:**

Name: Gary Johnson  
 Address: 909 E Lee St  
 Smithfield, NC 27577

Phone: 919-628-5454

**WORK TO BE PERFORMED AT:**

Name: Smith-Collins Park  
 Address: 909 E Lee St  
 Smithfield, NC 27577

Job Site: Courts

We hereby propose to furnish the materials and perform the labor necessary for the completion of: The repair and resurfacing of two (2) all-weather courts. One (1) tennis court with overall deminsions of 50' x 112' and one (1) basketball court with overall dimensions of 40' x 74'.  
 North State Resurfacing uses only the finest materials available, manufactured by DECOTURF, surface of the US Open since 1978.

**Surface Preparation:**

1. Clean and scrape courts of all loose material, dirt, foreign matter and debris.
2. Remove vegetation from cracks and the inside perimeter of the courts.
3. After vegetation has been removed, burn root growth with a propane burner then treat with an herbicide.
4. Patch any depressions holding more than 1/8" of water after being allowed to drain for one hour using an acrylic patch material.

Note: Only one attempt will be made to patch depressions. Any additional patching will be an extra charge of time and materials.

5. Patch any structural cracks, dings, etc. in the asphalt surface using an acrylic patching material and/or concrete.

**Acrylic Surfacing:**

6. Apply one (1) coat of DECO 920-29, sand filled acrylic resurfacer, to the entire court surface, as a filler coat, following the manufacturer's directions and application rates.
7. Apply one (1) coat of DecoBase I 920-05, sand filled acrylic latex compound, tinted with DecoColor MP 920-27 to the entire court surface as a texture coat following the manufacturer's directions and application rates.
8. Apply one (1) coat of DECO 920-27, acrylic color concentrate, to the entire court surface, as a finish coat, following the manufacturer's directions and application rates

**Playing Lines:**

9. Layout, tape and hand paint 2" wide playing lines using DECO 920-22, textured acrylic white line paint. Dimensions of the playing lines are to conform to USTA specifications.

**Completion:**

10. Clean net posts of all rust, then spray paint using RUSTOLEUM rust preventative paint.
11. Hang net to correct height and tension.
12. Clean job site, dispose of all debris and leave court ready for play.

**Note-** Owner shall provide potable water and electricity to within 200' of courts.

**Color-** As desired from the "Colorizer" page, found at www.northstateresurfacing.com. Additional charges may apply to certain colors.

**Guarantee-** Two (2) years against defective materials and labor. The repair of cracks is not guaranteed. Cracks may reappear within a short period of time. Standing water may only be minimized due to inadequate slope/drainage.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

<i>Eleven thousand nine hundred and 00/100-----</i>	DOLLARS (\$11,900.00)
with payments to be made as follows: Due upon completion Unpaid balances after 30 days are subject to finance charges of 1.5% per month.	

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

**RESPECTFULLY SUBMITTED BY:** North State Resurfacing, Co.

Drew Alford

*Drew Alford*

NOTE- This proposal may be withdrawn by us if not accepted within 30 days.

**NORTH STATE RESURFACING, CO.**

Post Office Box 387  
Wendell, NC 27591  
Phone: (919) 365-7500  
www.northstateresurfacing.com  
NCGCL#: 73842 VA CL #2705157542



**PROPOSAL**

Proposal number: 18588  
Page number: 4 of 4  
Date: 11-01-2017

**PROPOSAL SUBMITTED TO:**

Name: Gary Johnson  
Address: 909 E Lee St  
Smithfield, NC 27577  
Phone: 919-628-5454

**WORK TO BE PERFORMED AT:**

Name: Smith-Collins Park  
Address: 909 E Lee St  
Smithfield, NC 27577  
Job Site: Courts

We hereby propose to furnish the materials and perform the labor necessary for the completion of: The repair and resurfacing of two (2) all-weather courts. One (1) tennis court with overall dimensions of 50' x 112' and one (1) basketball court with overall dimensions of 40' x 74'.

North State Resurfacing uses only the finest materials available, manufactured by DECOTURF, surface of the US Open since 1978.

**Options:** All Options are intended to be an addition to the base price on page #1.

OPTIONS	DESCRIPTION	ADDITIONAL PRICE
Option #1	Prior to painting lines, provide one (1) coat of line primer to seal tapes for a crisp/sharp line edge	\$ 500.00
Option #2	Layout, tape and hand paint Pickleball lines	\$ 300.00 per court
Option #3	Provide and install Douglas TN-30DH nets including center straps. (Four year warranty) <a href="http://www.douglas-sports.com">www.douglas-sports.com</a> Item #30029	\$ 271.00 per net
Option #4	Provide and install Douglas E-Z net posts with external wind reel and removable handle <a href="http://www.douglas-sports.com">www.douglas-sports.com</a> Item #63021 *Note: Price good only if existing net posts are set in sleeve and can be easily removed.	\$ 330.00* per set

Other accessories are available. Please contact us for pricing.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

RESPECTFULLY SUBMITTED BY: North State Resurfacing, Co.

Drew Alford

*Drew Alford*





# Request for City Council Action

**Consent  
Agenda  
Item:**  
Date: 01/02/2018

**Budget  
Amendments**

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**Subject:** Budget Amendments For Sidewalks along Kellie Drive and Buffalo Road

**Department:** Finance

**Presented by:** Greg Siler

**Presentation:** Consent Agenda

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**Issue Statement** – Kellie Drive and Buffalo Road sidewalk projects were previously approved at the November 14, 2017 Council Meeting.

**Financial Impact** – 30 percent of the cost for each project for a total of \$103,906. See detail description for each project below.

**Action Needed** – Approve as presented

**Recommendation** – Approve Amendments

Approved:  City Manager  City Attorney

Attachments:

1. Staff Report
2. Budget Amendments



# Staff Report

**Consent  
Agenda  
Item:** **Budget  
Amendments**

---

## Project Descriptions

**Kellie Drive:** To fund 30% of sidewalk construction on both sides of Kellie Drive, between Buffalo Road and Neuse Charter School Access, as approved at the November 14, 2017 Council Meeting. Total project cost estimated at \$159,554 with NCDOT contributing \$111,688 (70%) and the Town \$47,866 (30%). The Town's 30% will come from contingency funds.

**Buffalo Road:** To fund 30% of sidewalk construction on both sides of Booker Dairy Road, between Buffalo Road and Bradford Street, as approved at the November 14, 2017 Council Meeting. Total project cost estimated at \$186,800, with NCDOT contributing \$130,760 (70%) and The Town \$56,040 (30%). The Town's 30% will come from contingency funds.



**BUDGET AMENDMENTS**  
**January, 2018**

**GENERAL FUND**

**1. Expenditures**

10-30-5600-5300-7300 Streets - Sidewalks	\$ -	\$ 47,866	\$ 47,866
10-00-9990-5300-0000 General Fund Contingency	212,381	(47,866)	164,515
	<u>\$ 212,381</u>	<u>-</u>	<u>\$ 212,381</u>

To fund 30% of sidewalk construction on both sides of Kellie Drive, between Buffalo Road and Neuse Charter School Access, as approved at the November 14, 2017 Council Meeting. Total project cost estimated at \$159,554 with NCDOT contributing \$111,688 (70%) and The Town \$47,866 (30%) using contingency funds

**2. Expenditures**

10-30-5600-5300-7300 Streets - Sidewalks	\$ 47,866	\$ 56,040	\$ 103,906
10-00-9990-5300-0000 General Fund Contingency	164,515	(56,040)	108,475
	<u>\$ 212,381</u>	<u>-</u>	<u>\$ 212,381</u>

To fund 30% of sidewalk construction on both sides of Booker Dairy Road, between Buffalo Road and Bradford Street, as approved at the November 14, 2017 Council Meeting. Total project cost estimated at \$186,800, with NCDOT contributing \$130,760 (70%) and The Town \$56,040 (30%) using contingency funds

APPROVED: \_\_\_\_\_  
Andy Moore

VERIFIED: \_\_\_\_\_

Shannan Parrish, Town Clerk





# Request for City Council Action

**Consent  
Agenda  
Item:** **Advisory  
Board  
Appointments**

Date: 01/02/20218

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**Subject:** Advisory Board Appointments  
**Department:** General Government  
**Presented by:** Town Clerk, Shannan Parrish  
**Presentation:** Consent Agenda

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## Issue Statement

The Town Council is asked to consider the new appointment to the Appearance Commission.

## Financial Impact

N/A

## Action Needed

The Town Council is asked to consider and approve the new appointment of J. Perry Harris to the Appearance Commission

## Recommendation

Staff recommends approval of this appointment.

Approved:  City Manager  City Attorney

Attachments:

1. Staff Report
2. J. Perry Harris – Board Application



# Staff Report

**Consent  
Agenda  
Item** **Advisory  
Board  
Appointments**

---

## **Current Board vacancies are as follows:**

**Appearance Commission** – 2 positions

**Historic Properties** – 3 positions

**Parks and Recreation Advisory Commission**

- 1 In-Town Member
- 2 High School student positions (2 year term)

**Planning Board** – 1 ETJ Alternate

## **Board Appointments/Reappointment**

1. J. Perry Harris has submitted an application for consideration to be appointed to a first term on the Appearance Commission.



Town of Smithfield
Board, Commission, or Committee
Application

Name: HARRIS JOSEPH PERRY
Home Address: 1205 BAKER ST. SMITHFIELD, NC 27577
Business Name & Address: WAREHOUSE PROPERTIES, LLC SMITHFIELD, NC
Telephone Numbers: 919-795-4596 (Home) perny@jwmoxley.com (Email)

Please check the Board(s) that you wish to serve on:

- Appearance Commission
Board of Adjustment In Town Resident
Board of Adjustment ETJ Member
Historic Properties Commission
Library Board of Directors
Parks/Recreation Advisory Commission
Planning Board In-Town Resident
Planning Board ETJ Resident
Other:

Interests & Skills: HUNTING, FAMILY, SPORTS

Circle highest level of education completed: (High School) 10 11 12 GED College 1 2 3 4 5 6

Recent Job Experiences: SELF EMPLOYED

Civic or Service Organization Experience: TOWN COUNCIL COUNTY ECONOMIC COMM.

Town Boards previously served on and year(s) served: TOWN COUNCIL - 8 YRS

Please list any other Boards/Commissions/Committees on which you currently serve: COUNTY ECONOMIC COMM.

Why are you interested in serving on this Board/Commission/Committee? Appearance is important to me.

**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Printed Name: JOSEPH P. HARRIS

Signature: *Joseph P. Harris*

Date: 12-17-17

Return completed for to:  
Shannan Parrish  
Town Clerk  
P. O. Box 761  
Smithfield, North Carolina 27577  
Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: [shannan.parrish@smithfield-nc.com](mailto:shannan.parrish@smithfield-nc.com)

**Applicants are required to be a resident of the Town of Smithfield for In-Town positions and within the Town's ETJ for ETJ positions**



# Staff Report

Consent  
Agenda  
Item: New  
Hire /  
Vacancy  
Report

Date of Meeting: January 02, 2018                      Date Prepared: December 16, 2017

Staff Work By: Tim Kerigan, HR Director

## Background

Per Policy, upon the hiring of a new or replacement employee, the Town Manger or Department Head shall report the new/replacement hire to the Council on the Consent Agenda at the next scheduled monthly Town Council meeting.

In addition, please find the following current vacancies:

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Electric Line Technician	PU – Electric	31-72-7230-5100-0200
Equipment Mechanic	PW – Garage	10-30-5650-5100-0200
Equipment Operator	PW – Sanitation	10-40-5800-5100-0200
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220

## Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 17-18 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
P/T Instructor	P & R – Recreation	10-60-6200-5100-0210	\$10.00/hr.
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220	\$7.50/hr.
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220	\$7.50/hr.
P/T SRAC Staff	P & R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.
P/T SRAC Staff	P & R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.
Sanitation Worker	PW – Sanitation	10-40-5800-5100-0200	\$10.75/hr. (\$22,360.00/yr.)





# Business Items





# Request for Town Council Action

Business  
Agenda  
Item: Request for  
Encroachment  
into Right-of-  
Way  
Date: 01/02/2018

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Subject: Comprehensive Declaration of Easements  
Department: Planning  
Presented by: Stephen Wensman ALA, AICP, Planning Director  
Presentation: Business Item

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## Issue Statement

Boykin Motors has requested use of the unopened East Holt Street right-of-way to provide a secondary access to a property associated with the application for SUP 17-11 and Staff is requesting the Town Council approve the request and approve the Declaration of Easements Agreement.

## Financial Impact

There will be no financial impact to the Town. The Agreement assumes no responsibility for any maintenance.

## Action Needed

To review the document, and make a decision whether to allow the encroachment into the right-of-way and to approve the Agreement.

## Recommendations

The Planning Department recommends approval of encroachment and the Agreement.

Approved:  City Manager  City Attorney

## Attachments:

1. Staff Report
2. Agreement document



# Staff Report

Business Agenda Item: Request for Encroachment into Right-of-Way

Boykin Motors has requested use of the unopened Holt Street right-of-way to provide a secondary access to a property associated with the application for SUP 17-11 and Staff is requesting the Town Council approve the request and approve the Declaration of Easements Agreement.

## Analysis:

The Holt Street right-of-way between Brightleaf Boulevard and the railroad tracks is unimproved and unopened right-of-way. There is a curb cut at that location and the right-of-way has been used in the past for access and most recently has been encroached upon by Jackson Automotive, an auto sales lot. The right-of-way is unimproved, however, much of it is hardpacked with old gravel and grass. Boykin Motors is proposing a gravel driveway in the right-of-way to the old warehouse building adjacent the railroad tracks with their application for SUP 17-11.

NCDOT has no objections to the access because there is an existing driveway access at that location. The UDO requires a concrete driveway apron be installed and the UDO requires commercial driveways providing access to a property be paved.

## The Agreement:

The Holt right-of-way has been identified on maps for decades; however, there is little documentation as to its public acceptance. The attached Agreement:

- Re-affirms the right-of-way dedication by adjacent property owners.
- Defines uses for the Street as for public travel including driving and walking, parking, surface water drainage and piping systems, underground and above ground utilities, and such other development as is consistent with the use of the Street as a public right of way *when* developed into the town system and as a private right of way by an adjacent property owner.
- Affirms that the Town will have no maintenance obligations unless the right-of-way is improved to Town street standards and is opened by the Town Council.

Recommendation:

Planning Staff recommends approval of the encroachment into the right-of-way and approval of the Comprehensive Declaration of Easements and Conveyance of Right of Way and Fee Title to East Holt Street Agreement.



**NORTH CAROLINA**  
**COUNTY OF JOHNSTON**

**COMPREHENSIVE DECLARATION OF  
EASEMENTS & CONVEYANCE OF  
RIGHT OF WAY & FEE TITLE TO  
EAST HOLT STREET**

THIS COMPREHENSIVE DECLARATION OF EASEMENTS, entered into this \_\_\_\_\_ day of December, 2017, by and between the undersigned Owners of land adjacent to East Holt Street in Smithfield, NC, (hereinafter referred to as "First Parties") and the Town of Smithfield, (hereinafter referred to as "Second Party").

**WITNESSETH:**

WHEREAS, First Parties are the owners of tracts of land adjacent to a largely uncut and undeveloped public street known as East Holt Street, hereinafter referenced as “ the Street”, in the Town of Smithfield extending from Seaboard Coastline Railroad west to US Highway 301; and

WHEREAS, a survey of said undeveloped public street by Jimmy Barbour Surveying, PA appears of record in Plat Book 81, page 467 of the Johnston Registry in a revised survey for E&F Properties, Inc. and Carson Holding Brice dated 3-27-2015;

WHEREAS, prior plats appear of record showing said street in less detail extending back at least to 1908 as shown in the following recorded plats in the Johnston County Registry: Book X-8, pages 192-193 (1904), Book F-10, pages 170-171 (1908) and Book F-10, pages 248-249 (1908);

WHEREAS, none of said plats specifically show the acceptance by the Town of Smithfield of the Street as a public right of way of the Town, but all of said plats show some apparent intent and expectation that said undeveloped street exists as shown and constitute an implicit dedication if not dedication by plat;

WHEREAS, the parties hereto wish to more expressly dedicate said Street as a public right of way of the Town of Smithfield understanding that the Town will have no obligation to exercise control over said Street until the adjacent owners improve the same to meet the public street requirements of the Town of Smithfield;

WHEREAS, the parties hereto further desire to enter into this Comprehensive Declaration of the Street to define some uses for the Street as for public travel including driving and walking, parking, surface water drainage and piping systems, underground and above ground utilities, and such other development as is consistent with the use of the Street as a public right of way *when* developed into the town system and as a private right of way for the abutters and their invitees in the meantime;

WHEREAS, thereby the undersigned also hereby intend to expressly dedicate said Street as a private Street for the use of the abutters and their tenants and invitees with each abutter

having the right to develop and improve all or portions of the Street for access purposes subject to restriction, prohibition or removal by the Town.

WHEREAS, it is understood that this dedication is accepted by the Town as a public dedication of said Street though the Town shall have no obligations of maintenance and control until the abutters have improved the Street to meet the engineering and design specifications of the Town at the time of improvement as a publically dedicated street, which will occur at the time the Town accepts the improvement of the Street the right of way specifications of the Town at the time of improvement.

NOW THEREFORE, in consideration of the mutual benefits to be realized by such joint use and public dedication, the mutual agreements set forth herein, and other good and valuable considerations, the receipt and sufficiency of which are hereby acknowledged, the parties hereto do hereby agree as follows:

1. Though there is a recorded plat dedicating the Street in 1908, the First Parties hereto do rededicate, to the extent they have the right to do so, the Street as a public street of the Town of Smithfield to be used as a public street for public walking, parking, surface water drainage and piping systems, underground and above ground utilities technologies beneficial to the Town and public and not inconsistent with use as a Street, and such other development as is consistent with the use of the Street as a public right of way when developed into the town system and as a private right of way for the abutters, the First Parties and their assigns and their invitees in the meantime.

2. In connection with this Comprehensive Declaration of Easements, and in order to make Street effective for the purposes contained herein, First Parties and Second Party do further agree as follows:

(a) No party hereto shall, at any time prior to the termination of the easements herein granted, erect or construct, or cause to be erected or constructed, any fence, wall, curb, or other barrier between parcel A, and Parcel B, or in any manner interfere with or restrict the full and complete use and enjoyment by any party of the easements herein granted.

(b) In connection with the installation, maintenance, or repair of utilities (including fiber optics and other communication lines) as provided herein, the owner of the parcel to which such utilities are being installed shall insure that such installations, maintenance, or repair is undertaken in a manner so as to minimize the effect of ease of access by customers and other business invitees to other business located on the balance of the Parcels. All such work shall be done promptly and in a good workmanlike manner. Any portion of the Parcels which is affected by such installation, maintenance, and or repair shall be restored to the same condition as existed prior to such work.

(c) The recitals above are incorporated herein by reference.

3. The parking lot, sidewalks, driveways, and lighting located on the Street and extending to abutting properties shall be maintained in good order and repair by the owners



of such Parcels at all times during the term of this Agreement until the Street is improved to meet the standards for streets of the Second Party as said standards exist at the time of improvement.

4. The easement, dedications and restrictions and provisions provided for herein shall run with the land and shall constitute a use with reciprocal benefits to and burdens upon the Street as herein specified. The easements provided for herein shall inure to the benefit of and be binding upon the public and the respective successors, assigns, heirs, and tenants of each party hereto and the customers, employees, and invitees of such parties, and shall remain in full force and effect and shall be unaffected by any change in ownership of the abutting parcels or any of them, or by any change of use, demolition, reconstruction, expansion, or other circumstances, except as specified herein. The agreement and undertakings by each party hereto shall be enforceable by any action in law or equity and the Town of Smithfield shall immediately have the right to condition, restrict, or prohibit any use or improvement or maintenance of the Street.

5. The parties hereto have not been conveyed title to the Street but are all the abutters of record at this time and for that reason make the following conveyance of the fee of the street without warranty of title, except that they have not impaired the same, so that the Town may own the fee title to the Street and be better able to control the Street for unanticipated future needs of the Town and abutters subject to the easements, dedications and restrictions herein set forth. Thus the First Parties, for a valuable consideration by the Second Party due to the terms herein, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Second Party in fee simple, all that certain lot or parcel of land situated in the Street as the same appears of record on the plats referenced above. Said Second Party is TO HAVE AND TO HOLD the aforesaid lot or parcel of land, namely the Street, and all privileges and appurtenances thereto belonging to the Grantee in fee simple. The Second Parties have done nothing to impair such title as Second Party receives, and each of the First Parties will warrant and defend the title they conveyed against the lawful claims of all persons claiming by, under or through First Parties but only as encumbrances alleged made through the respective First Party in the Street itself.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the date first above written.

*[SIGNATURE PAGES TO FOLLOW]*

**COMPREHENSIVE DECLARATION OF EASEMENTS & CONVEYANCE OF  
RIGHT OF WAY FEE TITLE TO EAST HOLT STREET**

**SIGNATURE PAGE**

\_\_\_\_\_  
David Edward Lee

\_\_\_\_\_  
Joyce F. Lee

**NORTH CAROLINA  
JOHNSTON COUNTY**

I, \_\_\_\_\_, a Notary Public in and for said County and State,  
do hereby certify that David Edward Lee and Joyce F. Lee personally appeared before me and  
executed the foregoing instrument.

Witness my hand and official Notarial Seal, this \_\_\_\_ day of December, 2017.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires: \_\_\_\_\_

**COMPREHENSIVE DECLARATION OF EASEMENTS & CONVEYANCE OF  
RIGHT OF WAY FEE TITLE TO EAST HOLT STREET**

**SIGNATURE PAGE**

**E & F PROPERTIES, INC.**

\_\_\_\_\_  
Olivia B. Holding, President

**NORTH CAROLINA  
JOHNSTON COUNTY**

I, \_\_\_\_\_, a Notary Public in and for said County and State, do hereby certify that Olivia B. Holding personally appeared before me and acknowledged that she is the President of E & F PROPERTIES, INC., a North Carolina corporation, and that she, as President, being authorized to do so, executed the foregoing instrument on behalf of the corporation.

Witness my hand and official Notarial Seal, this \_\_\_ day of December, 2017.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires: \_\_\_\_\_

**COMPREHENSIVE DECLARATION OF EASEMENTS & CONVEYANCE OF  
RIGHT OF WAY FEE TITLE TO EAST HOLT STREET**

**SIGNATURE PAGE**

**SHALLCROSS INVESTMENT  
REALTY COMPANY**

\_\_\_\_\_  
Joan M. Belnap, President

**NORTH CAROLINA  
JOHNSTON COUNTY**

I, \_\_\_\_\_, a Notary Public in and for said County and State, do hereby certify that Joan M. Belnap personally appeared before me and acknowledged that she is the President of SHALLCROSS INVESTMENT REALTY COMPANY, a North Carolina corporation, and that she, as President, being authorized to do so, executed the foregoing instrument on behalf of the corporation.

Witness my hand and official Notarial Seal, this \_\_\_\_ day of December, 2017.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires: \_\_\_\_\_

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# Request for Town Council Action

Stormwater  
Business Program  
Agenda Action Plan  
Item: Contract for  
Services  
Date: 01/02/2018

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Subject: Stormwater Program Action Plan Contract for Services  
Department: Planning  
Presented by: Stephen Wensman ALA, AICP, Planning Director  
Presentation: Business Items

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## Issue Statement

Staff has selected Jewell Engineering to prepare the Stormwater Program Action plan for the Town of Smithfield and is requesting approval of the Contract for Services.

## Financial Impact

The Town has budgeted \$30,000 for the project.

## Action Needed

To review the Contract, and make a decision whether to approve the Contract for Services by Jewell Engineering.

## Recommendations

Staff recommends approval of the Jewell Engineering Contract for Services.

Approved:  City Manager  City Attorney

## Attachments:

1. Staff Report
2. Contract for Services (Scope of Services, Fees and Schedule to be provided in email)



# Staff Report

Stormwater  
Business Program  
Agenda Action Plan  
Item: Contract  
for Services

---

Earlier in 2017, the Town Council budgeted \$30,000 to have a Stormwater Program Action Plan prepared and directed Staff to prepare a Request for Proposals. Two firms submitted proposals and both were interviewed. Staff unanimously selected Jewell Engineering to prepare the Town of Smithfield Stormwater Program Action Plan.

Contact for Services:

The Contract for Services has been prepared and attached to this report, however, the Scope of Services, Fees and Schedule will be provided to Council prior to the January 2<sup>nd</sup> meeting.

## **Contract for Services**

### **Town of Smithfield – Stormwater Program Action Plan**

This contract is dated, made, and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the Town of Smithfield (“Town”), a N. C. municipal corporation, and JEWELL Engineering Consultants, PC (“Contractor”), a professional corporation organized and existing under the laws of North Carolina.

#### **A. BACKGROUND AND PURPOSE.**

The purpose of this contract is for professional services to develop the Town of Smithfield Stormwater Program Action Plan. Review will be coordinated with the Smithfield Planning Department.

#### **B. SERVICES AND SCOPE TO BE PERFORMED. PRESUMPTION THAT DUTY IS CONTRACTOR’S.**

The Contractor shall prepare a Stormwater Program Action Plan in accordance with the Scope, Budget, and Schedule in the attached Exhibit A. In this contract, “Work” means the services that the Contractor is required to perform pursuant to this contract and all of the Contractor’s duties to the Town that arise out of this contract. Unless the context requires otherwise, if this contract states that a task is to be performed or that a duty is owed, it shall be presumed that the task or duty is the obligation of the Contractor. The Contractor’s Work shall be performed in a manner consistent with that degree of skill and care ordinarily exercised by practicing design professionals performing similar Work, in the same locality, at the same time and under the same or similar circumstances and conditions. The Contractor makes no other representations or warranties, whether expressed or implied, with respect to the Work rendered hereunder.

#### **C. COMPLETE WORK WITHOUT EXTRA COST.**

Except to the extent otherwise specifically stated in this contract, the Contractor shall obtain and provide, without additional cost to the Town, all labor, materials, equipment, transportation, facilities, services, permits, and licenses necessary to perform the Work.

#### **D. CONTRACTOR’S BILLINGS TO TOWN. COMPENSATION.**

The Contractor shall send invoices to the Town on a monthly basis for the amounts to be paid pursuant to this contract. Each invoice shall document, to the reasonable satisfaction of the Town: such information as may be reasonably requested by the Town. Within twenty days after the Town receives an invoice, the Town shall send the Contractor a check in payment for all undisputed amounts contained in the invoice.

The Town shall pay the Contractor for the Work as follows: Contractor will bill monthly for a percentage of the Lump Sum contract representative of the percent of work completed through the end of the previous month or other timeframe agreeable to the Town. The Town shall not be obligated to pay the Contractor any payments, fees, expenses, or compensation other than those authorized by this section.

**E. PROMPT PAYMENT TO SUB-CONTRACTORS.**

1. Within 7 days of receipt by the Contractor of each payment from the Town under this contract, the Contractor shall pay all Sub-Contractors based on work completed or service provided under the subcontract. Should any payment to the Sub-Contractor be delayed by more than 7 days after receipt of payment by the Contractor from the Town under this contract, the Contractor shall pay the Sub-Contractor interest, beginning on the 8th day, at the rate of 1% per month or fraction thereof on such unpaid balance as may be due. By appropriate litigation, Sub-Contractors shall have the right to enforce this subsection (1) directly against the Contractor, but not against the Town of Smithfield.
2. If the individual assigned to administer this contract for the Town (in this section, titled "Prompt Payment to Subcontractors," he or she will be referred to as the "Project Manager") determines that it is appropriate to enforce subsection (1) in this manner, the Town may withhold from progress or final payments to the Contractor the sums estimated by the Project Manager to be a. the amount of interest due to the Subcontractor under subsection (1), and/or b. the amounts past-due under subsection (1) to the Subcontractor but not exceeding 5% of the payment(s) due from the Town to the Contractor. This subsection (2) does not limit any other rights to withhold payments that the Town may have.
3. Nothing in this section (titled "Prompt Payment to Sub-Contractors") shall prevent the Contractor at the time of invoicing, application, and certification to the Town from withholding invoicing, application, and certification to the Town for payment to the Sub-Contractor for unsatisfactory job progress; defective goods, services, or construction not remedied; disputed work; third-party claims filed or reasonable evidence that such a claim will be filed; failure of the sub-Contractor to make timely payments for labor, equipment, and materials; damage to the Contractor or another sub-Contractors; reasonable evidence that the subcontract cannot be completed for the unpaid balance of the subcontract sum; or a reasonable amount for retainage not to exceed 10%.
4. The Project Manager may require, as a prerequisite to making progress or final payments, that the Contractor provide statements from any Sub-Contractors designated by the Project Manager regarding the status of their accounts with the Contractor. The statements shall be in such format as the Project Manager reasonably requires, including notarization if so specified.

**F. INSURANCE.** Contractors shall purchase and maintain insurance coverage for not less than the following:

1. Commercial Auto Liability, covering:
  - a. All vehicles
  - b. Combined single limit not less than \$1,000,000 per occurrence
  - c. Town of Smithfield must be named additional insured
2. Professional Liability, covering:



- a. Covering claims arising out of professional advisement / consultation services performed in connection with this contract
  - b. Combined single limit not less than \$1,000,000 per occurrence; if coverage is only available on claims made basis, then additional coverage requirements may apply, subject to review of Town Risk Manager
3. Workers' Compensation Insurance, covering:
- a. Statutory benefits
  - b. Covering employees; covering owners partners, officers, and relatives (who work on this contract) (this must be stated on the certificate)
  - c. Employers' liability, \$1,000,000
  - d. Waiver of subrogation in favor of the Town of Smithfield

**G. PERFORMANCE OF WORK BY THE TOWN.**

If the Contractor fails to perform the Work in accordance with the schedule referred to in Exhibit A, the Town may, in its discretion, in order to bring the project closer to the schedule, perform or cause to be performed some or all of the Work, and doing so shall not waive any of the Town's rights and remedies. Before doing so, the Town shall give the Contractor notice of its intention. The Contractor shall reimburse the Town for additional costs incurred by the Town in exercising its right to perform or cause to be performed some or all of the Work pursuant to this section.

**H. EXHIBITS.**

Exhibit A includes Scope of Work, Lump Sum Fee, and Schedule.

**I. TERMINATION BY TOWN OF CONTRACT FOR CAUSE.**

If the Contractor fails to fulfill in a timely and proper manner his/her obligations under this Contract, or if the Contractor violates any provisions of this Contract, the Town shall have the right to terminate the Contract for cause by giving written notice to the Contractor specifying the reasons for and effective date of termination. In such event, the Contractor shall cease work immediately upon receipt of such notice. The Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed prior to termination.

**J. NOTICE.**

1. All notices and other communications required or permitted by this contract shall be in writing and shall be given either by personal delivery, UPS, Federal Express, or certified United States mail, return receipt requested, addressed as follows. The parties are requested to send a copy by email.

To the Town:  
 Michael Scott, Town Manager  
 Smithfield Planning Department  
 350 East Market Street  
 P.O. Box 761  
 Smithfield, NC 27577

Email: [michael.scott@smithfield-nc.com](mailto:michael.scott@smithfield-nc.com)

To the Contractor:  
C. Douglas Jewell, President  
JEWELL Engineering Consultants, PC  
311 S. Main St., Ste. A  
Kernersville, NC 27284  
PO Box 2294  
Kernersville, NC 27285  
Email: [djewell@jewellengr.com](mailto:djewell@jewellengr.com)

**2. CHANGE OF ADDRESS. DATE NOTICE DEEMED GIVEN.**

A change of address, fax number, or person to receive notice may be made by either party by notice given to the other party. Any notice or other communication under this contract shall be deemed given and sent at the time of actual delivery, if it is personally delivered or sent by fax. If the notice or other communication is sent by United States mail, it shall be deemed given upon the third calendar day following the day on which such notice or other communication is deposited with the United States Postal Service or upon actual delivery, whichever first occurs.

**K. INDEMNIFICATION.**

1. To the maximum extent allowed by law, the Contractor shall defend, indemnify, and save harmless Indemnitees from and against all Charges to the extent caused by the negligent acts or omissions of the Contractor or subcontractors or anyone directly employed by any of them or anyone for whose acts any of them may be legally liable.
2. Definitions. "Charges" means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, and expenses (included without limitation within "Charges" are (1) interest and reasonable attorneys' fees assessed as part of any such item, and (2) amounts for alleged violations of sedimentation pollution, erosion control, pollution, or other environmental laws, regulations, ordinances, rules, or orders -- including but not limited to any such alleged violation that arises out of the handling, transportation, deposit, or delivery of the items that are the subject of this contract). "Indemnitees" means Town and its officers, officials, independent contractors, agents, and employees, excluding the Contractor.
3. Other Provisions Separate. Nothing in this section shall affect any warranties in favor of the Town that are otherwise provided in or arise out of this contract. This section is in addition to and shall be construed separately from any other indemnification provisions that may be in this contract.
4. Survival. This section shall remain in force despite termination of this contract (whether by expiration of the term or otherwise) and termination of the services of the Contractor under this contract.

5. Limitations of the Contractor's Obligation. If this section is in, or is in connection with, a contract relative to the design, planning, construction, alteration, repair or maintenance of a building, structure, highway, road, appurtenance or appliance, including moving, demolition and excavating connected therewith, then subsection "1" above shall not require the Contractor to indemnify or hold harmless Indemnitees against liability for damages arising out of bodily injury to persons or damage to property proximately caused by or resulting from the negligence, in whole or in part, of Indemnitees.

**L. RESERVED.**

**M. TERMINATION FOR CONVENIENCE ("TFC").**

1. Procedure. Without limiting any party's right to terminate for breach, the parties agree that the Town may, without cause, and in its discretion, terminate this contract for convenience by giving the Contractor written notice that refers to this section. TFC shall be effective at the time indicated in the notice.
2. Obligations. Upon TFC, all obligations that are still executory on both sides are discharged except that any right based on prior breach or performance survives, and the indemnification provisions and the section of this contract titled Trade Secrets and Confidentiality, if any, shall remain in force. At the time of TFC or as soon afterwards as is practical, the Contractor shall give the Town all Work, including partly completed Work. In case of TFC, the Contractor shall follow the Town's instructions as to which subcontracts to terminate.
3. Payment. The Town shall pay the Contractor an equitable amount for the costs and charges that accrue because of the Town's decisions with respect to the subcontracts, but excluding profit for the Contractor. Within 20 days after TFC, the Town shall pay the Contractor one hundred dollars as a TFC fee and shall pay the Contractor for all Work performed except to the extent previously paid for. Work shall be paid for in accordance with the method (unit prices, hourly fees, etc.) to be used for payment had the Work been completed except to the extent it would be inequitable to either party, and if Work was to be paid for on a lump sum basis, the Town shall pay the part of the lump sum that reflects the percentage of completion attained for that Work. The Contractor shall not be entitled to any payment because of TFC except as stated in this section, whether on the basis of overhead, profit, damages, other economic loss, or otherwise.

**N. E-VERIFY REQUIREMENTS.**

1. If this contract is awarded pursuant to North Carolina General Statutes (NCGS) 143-129 – (i) the contractor represents and covenants that the contractor and its subcontractors comply with the requirements of Article 2 of Chapter 64 of the NCGS; (ii) the words "contractor," "contractor's subcontractors," and "comply" as used in this subsection (a) shall have the meanings intended by NCGS 143-129(j); and (iii) the Town is relying on this subsection (a) in entering into this contract.

2. If this contract is subject to NCGS 143-133.3, the contractor and its subcontractors shall comply with the requirements of Article 2 of Chapter 64 of the NCGS.

#### **O. MISCELLANIOUS**

1. Merger and Modification. This instrument constitutes the entire agreement between the parties and supersedes any and all prior agreements, arrangements and understandings, whether oral or written, between the parties. All negotiations, correspondence and memorandums passed between the parties hereto are merged herein and this agreement cancels and supersedes all prior agreements between the parties with reference thereto. No modification of this instrument shall be binding unless in writing, attached hereto, and signed by the party against whom or which it is sought to be enforced.
2. Waiver. No waiver of any right or remedy shall be effective unless in writing and nevertheless shall not operate as a waiver of any other right or remedy or of the same right or remedy on a future occasion.
3. Caption and Words. The captions and headings contained herein are solely for convenience and reference and do not constitute a part of this instrument. All words and phrases in this instrument shall be construed to include the singular and plural number, and the masculine, feminine or neuter gender, as the context requires.
4. Binding Effect. This instrument shall be binding upon and shall insure to the benefit of the parties and their heirs, successors and permitted assigns.
5. North Carolina Law. This instrument shall be construed in accordance with the laws of North Carolina without giving effect to its conflict of laws principles.
6. Forum Selection. In any action arising from or to enforce this agreement, the parties agree (a) to the jurisdiction and venue exclusively of the state courts in Johnston County, North Carolina.
7. Limitation of Liability. No party will be liable to another party, or to the extent this agreement may limit the same to any third party, for any special, indirect, incidental, exemplary, consequential or punitive damages arising out of or relating to this agreement including lost profits, whether the claims alleges tortious conduct (including negligence) or any other legal theory.
8. Two Originals. This instrument may be executed in two (2) or more counterparts as the parties may desire, and each counterpart shall constitute an original.
9. Follow Through. Each party will execute and deliver all additional documents and do all such other acts as may be reasonably necessary to carry out the provisions and intent of this instrument.
10. Authority. Any corporate party or business entities and its designated partners, venturer, or officers have full and complete authority to sell, assign and convey the contracts and assume the obligations referred to herein; said corporations or entities are in good standing under North Carolina law.
11. Severability. If any one or more of the terms, provisions, covenants or restrictions of this agreement shall be determined by a Court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the terms, provisions, covenants and restrictions of this

Contract shall remain in full force and effect and shall in no way be affected, impaired or invalidated. If, moreover, any one or more of the provisions contained in this Contract shall for any reason be determined by a Court of competent jurisdiction to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed, by limiting or reducing it, so as to be enforceable to the extent compatible with the then applicable law.

12. Town’s Manager’s Authority. To the extent, if any, the Town has the power to suspend or terminate this contract or the Contractor’s services under this contract, that power may be exercised by Town Manager or a deputy or assistant Town Manager without Town Council action.

13. This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Town of Smithfield Chief Financial Officer

\*\*\*\*\*

This Agreement is entered into as of the day and year first written above and is executed in at least three original copies of which one is to be delivered to the Contractor, one to the Designer for use in the administration of the Contract, and the remainder to the Owner.

TOWN OF SMITHFIELD

By  
Michael Scott, Town Manager

CONTRACTOR

ATTEST:

By: \_\_\_\_\_

\_\_\_\_\_

Print Name/Title: \_\_\_\_\_

Secretary

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

I, a Notary Public in and for the aforesaid County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged that he is of \_\_\_\_\_, a North Carolina corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its \_\_\_\_\_, sealed with its corporate seal and attested by \_\_\_\_\_ as its \_\_\_\_\_.

Witness my hand and notarial seal this \_\_\_\_\_ day January, 2018.

\_\_\_\_\_  
Notary Public (SEAL)  
My commission expires: \_\_\_\_\_

STATE OF NORTH CAROLINA  
COUNTY OF JOHNSTON

I, a Notary Public of the County and State aforesaid, certify that Michael Scott personally came before me this day and acknowledged that he is the Town Manager of the Town of Smithfield., and that by authority duly given and as the act of such entity, he signed the foregoing instrument on behalf of the municipal corporation as Tenant.

WITNESS my hand and Notarial seal, this the \_\_\_\_\_ day of January, 2018.

Notary Public  
My commission expires: \_\_\_\_\_



# Request for City Council Action

**Business  
Agenda  
Item:** Update the  
Capital  
Improvement  
Plan  
Date: 01/02/2018

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**Subject:** Update the Capital Improvement Plan  
**Department:** Public Utilities  
**Presented by:** Ted Credle  
**Presentation:** Business Item

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## Issue Statement

The Public Utilities Department has updated the proposed Capital Improvement Plan and is requesting the Council to approve this plan

## Financial Impact

None

## Action Needed

Approve the Capital Improvement Plan (CIP) for the Public Utilities Department

## Recommendation

Staff recommends the approval of the updated CIP

Approved:  City Manager  City Attorney (not required)

Attachments:

1. Staff Report
2. Existing Capital Improvement Plan
3. Proposed Capital Improvement Plan



# Staff Report

**Business  
Agenda  
Item:** **Update the  
Capital  
Improvement  
Plan**

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In order to stay competitive for future grants and loans through the State's various programs, each applying governing body needs to have a current Capital Improvement Plan (CIP) that outlines the future direction of the utility. The current 5-year CIP was approved in January of 2017.

This "updated version" is a longer version – a 10-year plan. The state adjusted its scoring for financing to award municipalities for a 10 year plan. This plan addresses the long-term direction of the Department; as well as, addresses future Town needs in the areas of growth management and stability of water supply. The updated CIP also furthers the long running issues of electric voltage conversion, I&I in the sewer collection system, and the upgrade of the Town utility infrastructure.

The Public Utilities Department recognizes that any funding for a capital improvement project must be approved by Town Council **as part of the fiscal year's budget process** and that the 10-year CIP is a projected road map of where the Department believes future capital expenditures will be needed.





**TOWN OF  
SMITHFIELD**

**PUBLIC UTILITIES**

**5 YEAR  
CAPITAL PLAN**

**January 3, 2017**

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- Town-wide Voltage Conversion
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- New Tractor for Grass Cutting on Power Lines

## ***WATER PLANT***

- Clear Track Vacuum System for Filter Basins
- Plant Enlargement – Construct 4<sup>th</sup> Train
- Elevated 500,000-gallon Water Tank at Wilson’s Mills Road
- 1,000,000-gallon Water Tank at Water Plant
- Sludge Process Upgrades

## ***WATER & SEWER***

- Reduction of I/I into Sanitary Sewer System
- Lift Station Repair & Replacement
- Smart Meter Deployment
- Water Line Upgrades
- Digitized Mapping of Water & Sewer System
- 16” Water Line Along Durwood Stephenson Highway
- Vector Truck
- Manhole Rehabilitation
- Workforce Mobility

## Public Utilities 5-Year Capital Improvement Plan

### Electric Division

**Project:** Smart Meter Deployment  
**Description:** The Town proposes to acquire and install Smart Grid metering infrastructure for the electric utility and residential & commercial customers. The project will be “phased in” over the course of five (5) years to accommodate the large capital expenditure.  
**Justification:** The benefits of Smart Grid technology are widely known (accuracy in metering, alerts to incidents, customer self-management, etc.). Building upon the success of the pilot program will enable all Town customers to reap the benefits.

Fiscal Year Estimated Expenditure:	2017-2018	\$500,000
	2018-2019	\$500,000
	2019-2020	\$350,000
	2020-2021	\$50,000
	2021-2022	\$10,000

**Project:** Voltage Conversion & Circuit from Brogden Road  
**Description:** Replacement of distribution transformers in service areas fed by the Brogden Road transformer. Coincidentally, the Town will begin to design a new circuit to service the north end of Smithfield, in preparation for increased demand that is anticipated with town growth.  
**Justification:** The Brogden Road station was constructed without permanent distribution transformers. To save cost, step down transformers were installed in that service area. The replacement of the transformers with higher voltage units, provides a more stable supply that is less susceptible to demand outages. This project has been on-going for multiple years and will continue for many years to come. The design of the circuit will allow the Town to begin using the second transformer as it was originally intended.

Fiscal Year Estimated Expenditure:	2017-2018	\$250,000
	2018-2019	\$300,000
	2019-2020	\$400,000
	2020-2021	\$500,000
	2021-2022	\$500,000

**Project:** Generator for Load Management at Town Lift Stations  
**Description:** Four (4) of the Town lift stations will need a generator to participate in the Town’s load management program. These stations are identified as #4, #5, #11, & #16.  
**Justification:** By installing a generator at each of these four (4) stations, the stations will have the ability to participate in load management; which would result in power savings for the Town. A secondary effect of the installation is to provide backup power at each of these stations, in the event of an emergency.

Fiscal Year Estimated Expenditure:	2017-2018	\$0
	2018-2019	\$0
	2019-2020	\$50,000
	2020-2021	\$50,000
	2021-2022	\$0

Project: Replace Electric Bucket Truck

Description: The bucket truck will be used to replace an aged vehicle in the fleet. This truck is used in the repair and replacement of electric transmission and service lines throughout the Town. This particular truck allows for access to the wires which are suspended 30'-40' in the air.

Justification: One (1) of the two (2) bucket trucks in the fleet is aged (~20 years old) and is in ever-escalating need of repair. This expenditure will be used to replace a vital vehicle in the Electric Division fleet. It is proposed to spread the cost of this truck over two years.

Fiscal Year Estimated Expenditure:	2017-2018	\$115,000
	2018-2019	\$115,000
	2019-2020	\$0
	2020-2021	\$0
	2021-2022	\$0

Project: New Tractor

Description: The tractor will be used to haul a grass cutter behind so the Electric Division will be able to maintain the electric easements in the Town.

Justification: The need to maintain the electric easements is obvious. Often the trucks cannot access the necessary pole, where the repair is specified, due to small trees and thick underbrush. This acquisition is intended to remedy the situation by enabling the Electric Division to clear the easements and access the work site.

Fiscal Year Estimated Expenditure:	2017-2018	\$0
	2018-2019	\$0
	2019-2020	\$75,0000
	2020-2021	\$75,000
	2021-2022	\$0

Water Plant Division

Project: Clear Track Vacuum System  
Description: The Water Plant will install a cleaning system to remove sediment from the filter basins.  
Justification: The reduction of sediment form the treatment process will reduce wear and tear on the filters. This reduction of wear will extend filter life and provide a reduction in sediment throughout the distribution system, which is a major cause of main breaks and infrastructure deterioration.

Fiscal Year Estimated Expenditure:	2017-2018	\$40,000
	2018-2019	\$40,000
	2019-2020	\$0
	2020-2021	\$0
	2021-2022	\$0

Project: Water Plant Enlargement  
Description: The Water Plant will be enlarged by constructing he 4<sup>th</sup> process train, per the original design plans of the plant  
Justification: To meet the increasing demand from both the County and anticipated growth in the Town, the Water plant will need to be able to draw, treat, and distribute wore water in the coming years. This enlargement will enable the Town to meet the need and ensure adequate supply for the Town, as we move forward. Although the plan includes a proposed budget, it is anticipated this will cost many millions of dollars and will require State Revolving Fund assistance.

Fiscal Year Estimated Expenditure:	2017-2018	\$60,000
	2018-2019	\$150,000
	2019-2020	\$500,000
	2020-2021	\$500,000
	2021-2022	\$500,000

Project: 500,000 Gallon Elevated Storage Tank  
Description: The Town will construct a 500,000 gallon elevated storage tank near the corner of Wilson’s Mills Road and Durwood Stephenson Road.  
Justification: The expected growth of the Town, in the northern end will pose a challenge to the Town to maintain appropriate quantity and pressure for this growing area, A new, elevated tank will provide a solution to both issues and provides the Town with much needed storage, which complies with regulatory requirements.

Fiscal Year Estimated Expenditure:	2017-2018	\$0
	2018-2019	\$75,000
	2019-2020	\$0
	2020-2021	\$800,000
	2021-2022	\$500,000

Project: 1,000,000 Gallon Finished Water Storage Tank

Description: The water plant will construct a new 1,000,000 gallon tank in the grassy area across from the existing water plant.

Justification: The water plant will need increased storage for finished water going into the system, per state regulations, once the water plant is enlarged. This new tank will not only allow the Town to meet this requirement, but will allow for greater storage of finished water, when natural disasters and/or emergencies occur. This tank will also require State Revolving fund assistance.

Fiscal Year Estimated Expenditure:	2017-2018	\$90,000
	2018-2019	\$800,000
	2019-2020	\$800,000
	2020-2021	\$0
	2021-2022	\$0

Project: Sludge Process Upgrades

Description: The water plant will make upgrades to the sludge processing system

Justification: The water plant will need upgrades to the sludge processing system to accommodate increased sludge from the enlarged plant, as well as, provide the possibility to process sludge from outside sources as a potential revenue stream.

Fiscal Year Estimated Expenditure:	2017-2018	\$0
	2018-2019	\$0
	2019-2020	\$0
	2020-2021	\$70,000
	2021-2022	\$50,000

Water & Sewer Division

Project: Reduction of Inflow & Infiltration (I&I) into Sanitary Sewer Collection System  
Description: The reduction of I&I into the collection system will be a continuous issue that will need funding on a continuous basis  
Justification: The reduction of I&I will reduce wear and tear on the collection system, extend the useful life of the collection system and help reduce the payments the town makes to the County, as there will be less water in the system flowing through the County WWTP meter.

Fiscal Year Estimated Expenditure:	2017-2018	\$100,000
	2018-2019	\$100,000
	2019-2020	\$100,000
	2020-2021	\$100,000
	2021-2022	\$150,000

Project: Lift Station Repair  
Description: The Town will establish a program to rehabilitate each of the 16 lift stations in the collections system, in need of repair & refurbishment.  
Justification: The lift stations in the sanitary sewer system have suffered from a bit of neglect and as a result, are operation at less than top efficiency. The Town will begin to update control panels, refurbish and replace pumps, and repair dilapidated fencing. Such a program will lead to less malfunctions, less repair calls and reduce the risk of sanitary sewer spills.

Fiscal Year Estimated Expenditure:	2017-2018	\$100,000
	2018-2019	\$100,000
	2019-2020	\$100,000
	2020-2021	\$100,000
	2021-2022	\$150,000

Project: Smart Meter Deployment  
Description: The Town proposes to acquire and install Smart Grid metering infrastructure for the water utility and residential & commercial customers. The project will be “phased in” over the course of five (5) years to accommodate the large capital expenditure.  
Justification: The benefits of Smart Grid technology are widely known. Building upon the success of the pilot program will enable all Town customers to reap the benefits.

Fiscal Year Estimated Expenditure:	2017-2018	\$500,000
	2018-2019	\$500,000
	2019-2020	\$400,000
	2020-2021	\$250,000
	2021-2022	\$10,000

Project: Water Line Upgrades Around Town  
 Description: The Town will establish a program to rehabilitate water mains in the distribution system throughout the Town.  
 Justification: The water mains in the water distribution system are aged and have suffered from a bit of neglect. As a result, these water mains are operating at less than top efficiency. The Town will begin to update these lines by rehabilitation and replacement. Such a program will lead to more stable water pressure, less repair calls, and reduce the risk of water main breakage.

Fiscal Year Estimated Expenditure:	2017-2018	\$50,000
	2018-2019	\$50,000
	2019-2020	\$50,000
	2020-2021	\$50,000
	2021-2022	\$50,000

Project: Digitized Mapping of Water & Sewer System  
 Description: The Town will keep the service map updated by hiring a surveyor to collect data on new Town infrastructure, as it gets built.  
 Justification: The Town will have a surveyor “on-call” to collect data when Town infrastructure is expanded. The new infrastructure can be accurately added to the published service maps and kept updated. The provision of accurate information will benefit the service crews, as well as, provide an accurate assessment for potential businesses looking to locate in the Town service areas.

Fiscal Year Estimated Expenditure:	2017-2018	\$10,000
	2018-2019	\$10,000
	2019-2020	\$10,000
	2020-2021	\$10,000
	2021-2022	\$10,000

Project: 16” Water Line along Durwood Stephenson Highway  
 Description: The Town will design and construct a 16” water line along Durwood Stephenson highway, which will connect US-70 Highway to the 16” water line at the intersection of Buffalo Road and Booker Dairy Road.  
 Justification: The connection of this water line will create a “loop” in the Town water transmission line. This “loop” will leave the Town less susceptible to fluctuation in water supply, water quality and water pressure.

Fiscal Year Estimated Expenditure:	2017-2018	\$85,000
	2018-2019	\$200,000
	2019-2020	\$250,000
	2020-2021	\$250,000
	2021-2022	\$200,000



Project: Workforce Mobility  
 Description: The Town will establish a program to provide service crews with electronic means to interact with the work order system.  
 Justification: The Town will acquire electronic devices and appropriate software to integrate the work order system so that service crews can respond with greater accuracy and speed. Upon completion of their assigned tasks, the crews can “log-in” the repair and the system can be kept updated.

Fiscal Year Estimated Expenditure:	2017-2018	\$5,000
	2018-2019	\$0
	2019-2020	\$5,000
	2020-2021	\$0
	2021-2022	\$5,000

Project: Manhole Rehabilitation  
 Description: The Town will establish a program to rehabilitate manholes in need of repair, in conjunction with those manholes identified by annual infrastructure assessments .  
 Justification: The Town sanitary sewer collection system is aged and certain sections have suffered from a bit of neglect. As a result, these lines are operating at less than top efficiency. The Town will begin to rehabilitate the worst manholes identified by annual assessments, refurbishing the interiors by cementitious re-build and epoxy coating. Such repair and rehabilitation will result in extended infrastructure life and further reduce I&I into the Town sanitary sewer collection system.

Fiscal Year Estimated Expenditure:	2017-2018	\$30,000
	2018-2019	\$30,000
	2019-2020	\$50,000
	2020-2021	\$50,000
	2021-2022	\$50,000

Project: Vactor Truck  
 Description: The Town will split the cost of a replacement Vactor truck over the course of two years, making the purchase in the second fiscal year.  
 Justification: The Town will need a new, or newer, Vactor truck to replace an aged vehicle. The wear and tear on such vehicles is great and repair costs will be high due to the nature of the work such vehicles endure. The timing of this replacement can be put off for a few years as the current need exists, but is not pressing.

Fiscal Year Estimated Expenditure:	2017-2018	\$0
	2018-2019	\$0
	2019-2020	\$0
	2020-2021	\$150,000
	2021-2022	\$150,000





**TOWN OF  
SMITHFIELD**

**PUBLIC UTILITIES**

**10 YEAR  
CAPITAL PLAN**

**January 2, 2018**

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- Reduction of I/I into Sanitary Sewer System
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- 16" Water Line Along Durwood Stephenson Highway
- Workforce Mobility
- Manhole Rehabilitation
- Vactor Truck
- Service Truck Vehicles

## Public Utilities 10-Year Capital Improvement Plan

### Electric Division

**Project:** Smart Meter Deployment

**Description:** The Town proposes to acquire and install Smart Grid metering infrastructure for the electric utility and residential & commercial customers. The project will be “phased in” over the course of five (5) years to accommodate the large capital expenditure.

**Justification:** The benefits of Smart Grid technology are widely known (accuracy in metering, alerts to incidents, customer self-management, etc.). Building upon the success of the pilot program will enable all Town customers to reap the benefits.

Fiscal Year Estimated Expenditure:	2017-2018	\$500,000
	2018-2019	\$500,000
	2019-2020	\$500,000
	2020-2021	\$150,000
	2021-2022	\$50,000
	2022-2023	\$50,000
	2023-2024	\$0
	2024-2025	\$10,000
	2025-2026	\$0
	2026-2027	\$0

**Project:** Town-wide Voltage Conversion

**Description:** Replacement of distribution transformers in service areas fed by the Brogden Road transformer.

**Justification:** The Brogden Road station was constructed without permanent distribution transformers. To save cost, step down transformers were installed in that service area. The replacement of the transformers with higher voltage units, provides a more stable supply that is less susceptible to demand outages. This project has been on-going for multiple years and will continue for many years to come. The design of the circuit will allow the Town to begin using the second transformer as it was originally intended.

Fiscal Year Estimated Expenditure:	2017-2018	\$250,000
	2018-2019	\$300,000
	2019-2020	\$300,000
	2020-2021	\$300,000
	2021-2022	\$250,000
	2022-2023	\$500,000
	2023-2024	\$500,000
	2024-2025	\$500,000
	2025-2026	\$400,000
	2026-2027	\$250,000

Project: Generator for Load Management at Town Lift Stations

Description: Four (4) of the Town lift stations will need a generator to participate in the Town’s load management program. These stations are identified as #4, #5, #11, & #16.

Justification: By installing a generator at each of these four (4) stations, the stations will have the ability to participate in load management; which would result in power savings for the Town. A secondary effect of the installation is to provide backup power at each of these stations, in the event of an emergency.

Fiscal Year Estimated Expenditure:	2017-2018	\$0
	2018-2019	\$0
	2019-2020	\$0
	2020-2021	\$50,000
	2021-2022	\$50,000
	2022-2023	\$50,000
	2023-2024	\$50,000
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0

Project: Replace Electric Bucket Truck

Description: The bucket truck will be used to replace an aged vehicle in the fleet. This truck is used in the repair and replacement of electric transmission and service lines throughout the Town. This particular truck allows for access to the wires which are suspended 30’-40’ in the air.

Justification: One (1) of the two (2) bucket trucks in the fleet is aged (~20 years old) and is in ever-escalating need of repair. This expenditure will be used to replace a vital vehicle in the Electric Division fleet. It is proposed to spread the cost of this truck over two years.

Fiscal Year Estimated Expenditure:	2017-2018	\$115,000
	2018-2019	\$115,000
	2019-2020	\$0
	2020-2021	\$0
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$140,000
	2026-2027	\$140,000

Project: New Tractor

Description: The tractor will be used to haul a grass cutter behind so the Electric Division will be able to maintain the electric easements in the Town.

Justification: The need to maintain the electric easements is obvious. Often the trucks cannot access the necessary pole, where the repair is specified, due to small trees and thick underbrush. This acquisition is intended to remedy the situation by enabling the Electric Division to clear the easements and access the work site.

Fiscal Year Estimated Expenditure:	2017-2018	\$0
	2018-2019	\$0
	2019-2020	\$75,0000
	2020-2021	\$75,000
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0

Project: Delivery Point #3

Description: The Town will design & construct a third delivery point in the north end of Town to replace the substation on Hospital Road.

Justification: The need to update the aged electric infrastructure grows ever more pressing each year. The “lower” supply-side voltage lines (115 kVa) are being phased out by Duke Energy, so all new stations will be on the “higher” supply-side voltage (230kVa). This is the more stable supply of power that the Town is converting our infrastructure to, and this updated delivery point will dovetail into the Town conversion project. Once constructed the entire Town could have the ability to be run from either station, which would reduce the probability of outages.

Fiscal Year Estimated Expenditure:	2017-2018	\$0
	2018-2019	\$75,000
	2019-2020	\$575,0000
	2020-2021	\$500,000
	2021-2022	\$1,000,000
	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0

Project: Design & Construct “North” Circuit

Description: The Town will design a new circuit to service the north end of Smithfield, in preparation for increased demand that is anticipated with Town growth.

Justification: The Brogden Road station was constructed with enough capacity to carry about twice as much load than the station currently is burdened. A big advantage of having excess capacity is the ability to support growth. The Town will need a circuit along the Booker Dairy Road corridor to support growth in that area of Town, as it develops and grows..

Fiscal Year Estimated Expenditure:	2017-2018	\$0
	2018-2019	\$50,000
	2019-2020	\$50,000
	2020-2021	\$500,000
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0

Water Plant Division

Project: River Bank Refurbishment

Description: The Water Plant will rehabilitate the river bank in the area of the River intake to restore the river bank to its original dimensions, design, and purpose.

Justification: Through the years natural water course erosion has washed away the river bank to a point that the water intake for the Water plant is more susceptible to sand infiltration. Also, the river bank has eroded to the point that the controls for the gates, valves and intake are being physically undermined by the river.

Fiscal Year Estimated Expenditure:	2017-2018	\$60,000
	2018-2019	\$200,000
	2019-2020	\$0
	2020-2021	\$0
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$75,000
	2024-2025	\$0
	2025-2026	\$75,000
	2026-2027	\$0



Project: Clear Track Vacuum System  
 Description: The Water Plant will install a cleaning system to remove sediment from the filter basins.  
 Justification: The reduction of sediment form the treatment process will reduce wear and tear on the filters. This reduction of wear will extend filter life and provide a reduction in sediment throughout the distribution system, which is a major cause of main breaks and infrastructure deterioration.

Fiscal Year Estimated Expenditure:	2017-2018	\$0
	2018-2019	\$400,000
	2019-2020	\$400,000
	2020-2021	\$0
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0

Project: Water Plant Enlargement  
 Description: The Water Plant will be enlarged by constructing he 4<sup>th</sup> process train, per the original design plans of the plant  
 Justification: To meet the increasing demand from both the County and anticipated growth in the Town, the Water plant will need to be able to draw, treat, and distribute wore water in the coming years. This enlargement will enable the Town to meet the need and ensure adequate supply for the Town, as we move forward. Although the plan includes a proposed budget, it is anticipated this will cost many millions of dollars and will require State Revolving Fund assistance.

Fiscal Year Estimated Expenditure:	2017-2018	\$0
	2018-2019	\$150,000
	2019-2020	\$4,000,000
	2020-2021	\$2,000,000
	2021-2022	\$1,500,000
	2022-2023	\$250,000
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0

Project: 1,000,000 Gallon Finished Water Storage Tank  
 Description: The water plant will construct a new 1,000,000 gallon tank in the grassy area across from the existing water plant.  
 Justification: The water plant will need increased storage for finished water going into the system, per state regulations, once the water plant is enlarged. This new tank will not only allow the Town to meet this requirement, but will allow for greater storage of finished water, when natural disasters and/or emergencies occur. This tank will also require State Revolving fund assistance.

Fiscal Year Estimated Expenditure:	2017-2018	\$0
	2018-2019	\$120,000
	2019-2020	\$800,000
	2020-2021	\$0
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0

Project: Sludge Process Upgrades  
 Description: The water plant will make upgrades to the sludge processing system  
 Justification: The water plant will need upgrades to the sludge processing system to accommodate increased sludge from the enlarged plant, as well as, provide the possibility to process sludge from outside sources as a potential revenue stream.

Fiscal Year Estimated Expenditure:	2017-2018	\$0
	2018-2019	\$0
	2019-2020	\$0
	2020-2021	\$0
	2021-2022	\$50,000
	2022-2023	\$75,000
	2023-2024	\$75,000
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0

Project: SCADA Upgrade

Description: The Town will institute SCADA system upgrades at all lift stations and at the water meters at the delivery points for the County.

Justification: The evolving technologies used in modern communications will out-date itself within 3-5 years. The Town will undertake an upgrade to keep the communication devices at its remote sites modern and efficient. This will take place over the course of multiple years to help offset the high cost.

Fiscal Year Estimated Expenditure:	2017-2018	\$0
	2018-2019	\$50,000
	2019-2020	\$75,000
	2020-2021	\$0
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$50,000
	2024-2025	\$50,000
	2025-2026	\$50,000
	2026-2027	\$50,000

Project: South Smithfield Elevated Storage Tank/System improvements

Description: The Town will construct a 500,000 gallon elevated storage tank in the south end of Town.

Justification: The expected growth of the Town, in the northern end will pose a challenge to the Town to maintain appropriate quantity and pressure for the whole of the Town. A new, elevated tank will provide a solution to water pressure issues and provide added storage.

Fiscal Year Estimated Expenditure:	2017-2018	\$0
	2018-2019	\$100,000
	2019-2020	\$500,000
	2020-2021	\$1,500,000
	2021-2022	\$800,000
	2022-2023	\$75,000
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0

Water & Sewer Division

Project: Reduction of Inflow & Infiltration (I&I) into Sanitary Sewer Collection System  
Description: The reduction of I&I into the collection system will be a continuous issue that will need funding on a continuous basis  
Justification: The reduction of I&I will reduce wear and tear on the collection system, extend the useful life of the collection system and help reduce the payments the town makes to the County, as there will be less water in the system flowing through the County WWTP meter.

Fiscal Year Estimated Expenditure:	2017-2018	\$100,000
	2018-2019	\$100,000
	2019-2020	\$100,000
	2020-2021	\$100,000
	2021-2022	\$100,000
	2022-2023	\$100,000
	2023-2024	\$100,000
	2024-2025	\$100,000
	2025-2026	\$100,000
	2026-2027	\$100,000

Project: Lift Station Repair  
Description: The Town will establish a program to rehabilitate each of the 16 lift stations in the collections system, in need of repair & refurbishment.  
Justification: The lift stations in the sanitary sewer system have suffered from a bit of neglect and as a result, are operation at less than top efficiency. The Town will begin to update control panels, refurbish and replace pumps, and repair dilapidated fencing. Such a program will lead to less malfunctions, less repair calls and reduce the risk of sanitary sewer spills.

Fiscal Year Estimated Expenditure:	2017-2018	\$100,000
	2018-2019	\$150,000
	2019-2020	\$150,000
	2020-2021	\$150,000
	2021-2022	\$100,000
	2022-2023	\$100,000
	2023-2024	\$150,000
	2024-2025	\$150,000
	2025-2026	\$25,000
	2026-2027	\$25,000

Project: Smart Meter Deployment

Description: The Town proposes to acquire and install Smart Grid metering infrastructure for the water utility and residential & commercial customers. The project will be “phased in” over the course of five (5) years to accommodate the large capital expenditure.

Justification: The benefits of Smart Grid technology are widely known. Building upon the success of the pilot program will enable all Town customers to reap the benefits.

Fiscal Year Estimated Expenditure:	2017-2018	\$210,000
	2018-2019	\$150,000
	2019-2020	\$250,000
	2020-2021	\$250,000
	2021-2022	\$250,000
	2022-2023	\$250,000
	2023-2024	\$250,000
	2024-2025	\$250,000
	2025-2026	\$0
	2026-2027	\$0

Project: Water Line Upgrades Around Town

Description: The Town will establish a program to rehabilitate water mains in the distribution system throughout the Town.

Justification: The water mains in the water distribution system are aged and have suffered from a bit of neglect. As a result, these water mains are operating at less than top efficiency. The Town will begin to update these lines by rehabilitation and replacement. Such a program will lead to more stable water pressure, less repair calls, and reduce the risk of water main breakage.

Fiscal Year Estimated Expenditure:	2017-2018	\$50,000
	2018-2019	\$50,000
	2019-2020	\$50,000
	2020-2021	\$50,000
	2021-2022	\$50,000
	2022-2023	\$50,000
	2023-2024	\$50,000
	2024-2025	\$50,000
	2025-2026	\$50,000
	2026-2027	\$50,000

Project: Digitized Mapping of Water & Sewer System

Description: The Town will keep the service map updated by hiring a surveyor to collect data on new Town infrastructure, as it gets built.

Justification: The Town will have a surveyor “on-call” to collect data when Town infrastructure is expanded. The new infrastructure can be accurately added to the published service maps and kept updated. The provision of accurate information will benefit the service crews, as well as, provide an accurate assessment for potential businesses looking to locate in the Town service areas.

Fiscal Year Estimated Expenditure:	2017-2018	\$10,000
	2018-2019	\$10,000
	2019-2020	\$30,000
	2020-2021	\$30,000
	2021-2022	\$30,000
	2022-2023	\$30,000
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0

Project: 16” Water Line along Durwood Stephenson Highway

Description: The Town will design and construct a 16” water line along Durwood Stephenson highway, which will connect US-70 Highway to the 16” water line at the intersection of Buffalo Road and Booker Dairy Road.

Justification: The connection of this water line will create a “loop” in the Town water transmission line. This “loop” will leave the Town less susceptible to fluctuation in water supply, water quality and water pressure.

Fiscal Year Estimated Expenditure:	2017-2018	\$85,000
	2018-2019	\$600,000
	2019-2020	\$600,000
	2020-2021	\$85,000
	2021-2022	\$800,000
	2022-2023	\$800,000
	2023-2024	\$0
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0

Project: Workforce Mobility

Description: The Town will establish a program to provide service crews with electronic means to interact with the work order system.

Justification: The Town will acquire electronic devices and appropriate software to integrate the work order system so that service crews can respond with greater accuracy and speed. Upon completion of their assigned tasks, the crews can “log-in” the repair and the system can be kept updated.

Fiscal Year Estimated Expenditure:	2017-2018	\$5,000
	2018-2019	\$0
	2019-2020	\$5,000
	2020-2021	\$0
	2021-2022	\$5,000
	2022-2023	\$0
	2023-2024	\$5,000
	2024-2025	\$0
	2025-2026	\$5,000
	2026-2027	\$0

Project: Manhole Rehabilitation

Description: The Town will establish a program to rehabilitate manholes in need of repair, in conjunction with those manholes identified by annual infrastructure assessments .

Justification: The Town sanitary sewer collection system is aged and certain sections have suffered from a bit of neglect. As a result, these lines are operating at less than top efficiency. The Town will begin to rehabilitate the worst manholes identified by annual assessments, refurbishing the interiors by cementitious re-build and epoxy coating. Such repair and rehabilitation will result in extended infrastructure life and further reduce I&I into the Town sanitary sewer collection system.

Fiscal Year Estimated Expenditure:	2017-2018	\$30,000
	2018-2019	\$50,000
	2019-2020	\$50,000
	2020-2021	\$50,000
	2021-2022	\$50,000
	2022-2023	\$50,000
	2023-2024	\$50,000
	2024-2025	\$50,000
	2025-2026	\$50,000
	2026-2027	\$50,000

Project: Vactor Truck

Description: The Town will split the cost of a replacement Vactor truck over the course of two years, making the purchase in the second fiscal year.

Justification: The Town will need a new, or newer, Vactor truck to replace an aged vehicle. The wear and tear on such vehicles is great and repair costs will be high due to the nature of the work such vehicles endure. The timing of this replacement can be put off for a few years as the current need exists, but is not pressing.

Fiscal Year Estimated Expenditure:	2017-2018	\$0
	2018-2019	\$0
	2019-2020	\$0
	2020-2021	\$0
	2021-2022	\$0
	2022-2023	\$175,000
	2023-2024	\$175,000
	2024-2025	\$0
	2025-2026	\$0
	2026-2027	\$0

Project: Work Vehicles

Description: The Town will need to replace aged work vehicles so the crews can perform their work.

Justification: The Town will need new, or newer, work vehicles to replace the aged vehicles in the work fleet. The wear and tear on such vehicles is great and repair costs will be high due to the nature of the work such vehicles endure.

Fiscal Year Estimated Expenditure:	2017-2018	\$0
	2018-2019	\$0
	2019-2020	\$0
	2020-2021	\$50,000
	2021-2022	\$0
	2022-2023	\$0
	2023-2024	\$0
	2024-2025	\$50,000
	2025-2026	\$0
	2026-2027	\$50,000





# Request for City Council Action

**Business  
Agenda  
Item:**

**Update on  
the Water  
Plant  
Expansion**

Date: 1/02/2018

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**Subject:** Discuss the Scope of the Proposed Water Plant Expansion  
**Department:** Public Utilities  
**Presented by:** Ted Credle  
**Presentation:** Business Item

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## Issue Statement

The Public Utilities Department will be proposing to undertake an Expansion of the Water Treatment plant. The Department wishes to explain all that this expansion entails.

## Financial Impact

None

## Action Needed

Listen & provide feedback concerning the Water Treatment Plant expansion

## Recommendation

None at this time

Approved:  City Manager  City Attorney (not required)

Attachments:

1. Staff Report



# Staff Report

**Business  
Agenda  
Item:** **Update on  
the Water  
Plant  
Expansion**

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It is widely accepted that the Town of Smithfield will be undergoing growth in the coming years. The growth is already being felt in the northern end of the County. In order to meet the coming water supply needs, the Town will need to expand the Water Treatment Plant **so more potable water will be available for the Town's customers, as we grow.**

This will be the first presentation explaining the impact of the plant expansion. The purpose is to make the Council aware of what the next few years will entail and how the expansion will affect the citizens.



# Request for City Council Action

Business  
Agenda  
Item: Master Plan  
Date: Update  
01/02/2018

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Subject: Adoption of Parks and Recreation Master Plan Update  
Department: Parks and Recreation  
Presented by: Gary Johnson, Director of Parks and Recreation  
Presentation: Pete Armstrong, Director of Recreation Resource Services

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## Issue Statement

**The Town of Smithfield's Parks and Recreation Department is requesting the Town Council to approve and adopt the Smithfield Parks and Recreation Department Master Plan Update as conducted and provided by Recreation Resource Services**

## Financial Impact

There is no financial impact upon adoption.

## Action Needed

Discuss, approve and adopt the Smithfield Parks and Recreation Department Master Plan Update.

## Recommendation

Adopt the Smithfield Parks and Recreation Department Master Plan Update.

Approved:  City Manager  City Attorney

## Attachments:

1. Staff Report
2. Parks and Recreation Master Plan Update



# Staff Report

Business Master  
Agenda Plan  
Item: Update

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At the Regular Scheduled Meeting of the Smithfield Town Council for September, 2016, the Council approved for the Recreation Resource Service and the Department of Parks, Recreation and Tourism at North Carolina State University to conduct and Master Plan Update for the Parks and Recreation Department. The Purpose of the Master Plan is to help plan and provide the optimum recreational opportunities as it serves as a guide for the future development of parks, facilities, amenities and programs. The Parks and Recreation Department Master Plan was last updated in 2009 and is recognized as current for five years. As well as a guide into the future, the Master Plan is also an integral part for grant applications and current plan is usually required.

As part of the Master Plan Update, stakeholders were engaged, existing parks were inventoried for current and future updates and suggestions made for existing conditions and future growth development of recreation facilities, greenways and parks.

The Parks and Recreation Department was presented to Staff, the Manager and the Advisory Council with positive reviews. Staff recommends adoption of the Parks and Recreation Department Master Plan Update as provided by Recreation Resource Services.

# **Smithfield Parks and Recreation Plan**

**2017 Update**

The Town of Smithfield requested that Recreation Resources Service (RRS) review the Smithfield Parks and Recreation Comprehensive Plan and update the plan to reflect the current interests and concerns of the citizens of Smithfield and the condition of parks in the town. The revised plan includes recommendations regarding existing facilities and a determination of future park and facility needs. These recommendations were to be based on input from the City Council district meetings, the stakeholders meetings, the parks and recreation advisory committee, the parks and recreation staff, and the professional experience of Recreation Resources Service.

To begin our site analysis, we reviewed the Town's 2009 Parks and Recreation Master Plan. The 2009 plan serves as a foundation for the current, 2017 plan. A review of the 2009 plan is provided below.

## **Town of Smithfield Parks and Recreation Master Plan 2009**

The firm HadenStanziale created the 2009 plan, along with assistance from the University of North Carolina Greensboro Department of Recreation, Tourism and Hospitality Management. The plan consists of three components, an inventory analysis, needs assessment, and parks and recreation action plan.

In order to put the current 2017 plan into context, it is important to review the 2009 plan and comment on what has changed in terms of town demographics as well as park and recreation resources. Additionally, the public involvement section of the current plan will discuss how citizens' recreation preferences have evolved over the past eight years.

### **Demographics**

The 2009 plan was published prior to the 2010 census. As such, that plan contained population data from the 2000 Census, which indicated a total town population of 11,510. The 2010 Census indicated a total population of 10,966, a nearly 5% decrease. However, the most recent (2015) Census population estimate indicates that the population has recovered since 2010, increasing by over 1,000 residents during that time.

Although overall population numbers have not increased per se, park and program needs have. The key to understanding residents' needs is by breaking down these numbers by age, accompanied, of course, by a public survey. The Town of Smithfield has a relatively "young" median age of 42 years. Roughly one-third of the population is over the age of 55, children under the age of 15 make up 20 percent of the population, and the remaining 48 percent is made up of people over the age of 14 and under the age of 55. Smithfield's age demographic is diverse, making it crucial to ensure each of these respective brackets are being served. This information, however, should not be interpreted as portraying recreation preferences strictly based on age.

It is important to remember that the Town of Smithfield provides parks and recreation programs to individuals and families living outside town limits, like those that live in Johnston County or other surrounding incorporated municipalities such as Selma, Wilson's Mills, Pine Level, and Four Oaks.

### **I. Public Input Process**

Community input for the updated Smithfield Master Plan encompassed five (5) planned community forums, one (1) meeting with town administration, three (3) stakeholder meetings, and one (1) advisory board meeting. A brief summary of the aforementioned meetings are provided here. The notes and abbreviated minutes from those meetings are attached with this summary.

#### **Meeting With Town Administration:**

Town administration, including the Recreation Director and Town Manager, believe an updated master plan is necessary to assess the current conditions of Smithfield's parks and facilities, while providing a guideline for future recreation and leisure development and programming. Addressing parks and

recreation (P&R) needs of all Smithfield communities is a priority of town administration. It is understood there is a need for increased communication and input between the City Council, the Smithfield Parks and Recreation Advisory Board, the Parks and Recreation Department, and the Smithfield Recreation and Aquatics Center Management. Record keeping is also a priority, enabling the Smithfield P&R to maximize utilization of resources.

Town administration understands that while most Smithfield citizens support P&R, there is work to be done in lower income areas that may feel their recreation needs have been displaced. Development and updated recreation facilities may be beneficial to areas outside the Smithfield Recreation and Aquatic Center (SRAC). Proposed updates/facilities include: bringing all parks up to standards, splash pads, skate-parks, a dog-park, and City Hall green space. In conjunction with the possibility of updated and new facilities, town administration puts an emphasis on a structured revenue plan in which a percentage of expenditures to be recouped by P&R are firmly established. It is the goal of Smithfield town administration to have a strong P&R reputation, acting as an exemplar for other municipalities in Johnson County and throughout the state.

#### **Recreation Staff Meeting:**

Smithfield P&R staff identify many positive aspects of their operations, including: the SRAC, aquatics, open pottery studio, baseball/softball fields, various tournaments, and collaborations with local schools. Staff identify negative aspects of P&R operations including communication, documentation, and the need for additional space for programming and facilities. Staff highlighted adult and teen activities as the top need in new parks and recreation programming. Various means for accruing additional P&R funds were proposed including: occupancy tax, user fees, property tax, grants, and visitor bureau assistance.

#### **Master Plan Public Forums:**

Public input varied from each forum, but common themes emerged. Participants of the public forums were asked these reoccurring questions to facilitate discussion:

1. What Smithfield P&R parks and facilities do you utilize?
2. Does Smithfield have adequate P&R facilities?
3. What does Smithfield P&R do well?
4. What are areas of improvement for Smithfield P&R?
5. What new P&R facilities would you like to see?
6. Who should pay for improving facilities and programs of Smithfield P&R?

#### ***What Smithfield P&R parks and facilities do you utilize?***

Smithfield citizens in attendance primarily utilize the Smithfield Recreation and Aquatic Center (SRAC). Other utilized parks and facilities iterated include the local greenway and JC Kiddy Park. Other local parks did not have a strong response from citizens in regards to utilization.

#### ***Does Smithfield have adequate P&R facilities?***

There was mixed perceptions amongst citizens at the public forums that Smithfield P&R has adequate facilities. Many citizens that utilize the Smithfield Community Park and the SRAC found facilities to be adequate, while other citizens expressed a need for P&R resources to be spread more evenly across town. The need for accessible P&R facilities was heightened with regards to limited transportation options. P&R facilities specifically highlighted as adequate include the Smithfield Community Park and baseball/softball fields.

#### ***What Does Smithfield P&R Do Well?***

Citizens highlighted a number of aspects of operation that Smithfield P&R performs well, including: programming, marketing, staff, special events, coordination with outside entities, coaching, and sport fields.

#### ***What are areas of improvement for Smithfield P&R?***

Citizens highlighted a number of aspects of operation that Smithfield P&R can improve upon, including: marketing/communication, park/facility accessibility and inclusivity, restroom facilities, proactive

maintenance, partnerships with schools, connectivity with greenways, staff programming throughout the

park system, and Kiddie Park.

***What new P&R facilities would you like to see?***

Citizens highlighted the following park improvements and new facilities as their top priorities:

1. Spray Park
2. Swimming Pool
3. Greenway Expansion/Additional Walking Trails
4. Dog Park

***Who should pay for improving facilities and programs of Smithfield P&R?***

Citizens discussed various revenue streams to supplement the existing government allocations to Smithfield P&R. Reoccurring trends and discussion on this topic included: grants, user fees, and tax increases to support municipal recreation.

**Stakeholder Meetings**

Stakeholder meetings were held with the Smithfield Visitor’s Bureau, Downtown Smithfield Development Corporation, and public school representatives. Communication and marketing were highlighted as an area of improvement for Smithfield P&R, with an emphasis on utilizing a variety of mediums for citizens receiving pertinent information. Stakeholders identified the greenway and downtown amphitheater as Smithfield P&R facilities that visitors utilize. Proposed new P&R facilities include a spray park, dog park, expanded access to the Neuse River, disc golf, and a rope course. A potential need for a county wide Recreation Director was discussed, with little opposition to joint operations. In addressing how to pay for expanding P&R offerings, stakeholders proposed a county-wide bond referendum in 2018.

**Advisory Board Meeting**

A meeting was held with the Smithfield Parks and Recreation Advisory Board to garner opinions and recommendations for the future of Smithfield P&R. There was a general consensus among board members that the number of parks and facilities is appropriate for serving citizens, but the condition of those parks and facilities is not. Board members stressed the importance of providing usable parks and facilities which are convenient for everyone. Board members agree that Smithfield P&R has a higher level of programming than the rest of the county, and that Smithfield often serves citizens from throughout the county, not just the town. Areas for improvement that the advisory board highlighted include community pools, potential splash pad, and easily accessible programming information. Proposed new facilities included a dog park, additional gym space, and additional facilities to maximize sports and programming. The Advisory Board posits that alternative funding streams for Smithfield P&R may exist in the form of user fees, county assistance (bonds) and grants. It is also noted that an increase in local tax to support P&R would need to be met with transparency about exactly what the garnered funds would be used for.

**Summary of Comments Received:**

Since comments collected from all the meetings were varied, numerous, and sometimes repetitive, it was decided to divide the responses into four different categories.

The categories used in this report are as follows: Maintenance, Management, Improvements to Existing Facilities, and New Facilities. NOTE: Items listed are not in priority order!

**Maintenance:**

The comments related to maintenance issues are: (1) timely equipment repairs, (2) improved restrooms maintenance, (3) improved litter removal, (4) improved landscaping (weed control, grass mowing and more flowers).

**Management**

Meeting participants made comments that related to managing parks and community centers.



Comments focused on:

- (1) Planning more activities in the parks
- (2) Posting specific opening and closing times at all parks
- (3) Increasing security in all parks
- (4) Developing a master plan for each park
- (5) Relocating some facilities at some parks
- (6) Closing some facilities that are not being used at various parks
- (7) Developing a marketing plan for the parks and recreation programs and facilities
- (8) Marketing to more family reunions to generate revenue.

### **Improvements to Existing Facilities**

Comments relating to improvement to existing facilities are varied for all of the park facilities. Many of the improvements are needed at all parks. Therefore, the following improvements are recommended throughout the park system:

- (1) Increase the lighting in parks
- (2) Increase the number of working water fountains
- (3) Renovate restroom buildings
- (4) Increase the number of picnic shelters
- (5) Increase and improve signage inside and outside the parks
- (6) Improve landscaping and plant new trees
- (7) Improve all playgrounds
- (8) Make all parks accessible for our disabled users

### **New Facilities recommendations**

Suggestions for new facilities for the Smithfield Parks and Recreation Department included:

- (1) Spraygrounds
- (2) Sand volleyball courts
- (3) Additional disc golf
- (4) Walking trails
- (5) Skateboard park
- (6) Baseball/softball fields
- (7) Lighted soccer fields
- (8) Additional access points to the Neuse River

Several items came up in every public meeting. The first was the quality of programs, the quality of the Smithfield Recreation and the Aquatics Center and the responsiveness of the staff to citizens' requests. Even though there are some concerns, the overall response to the Department and staff was positive.

Another frequent comment was the need to create some type of water feature in Smith-Collins Park to replace Eva Ennis Pool. This would meet a need that has been expressed in that part of town. The facility should provide spray features, seating and shade canopies.

Another topic that came out during the meetings was the development of partnerships that would benefit both the department and community organizations. The two most mentioned were the Johnston County School and the Johnston County Visitors Bureau. The town and the school worked together to create the Smithfield Aquatics Center but there is evidence to suggest there has not been much communication past that point. It is recommended that the department pursue a "joint use agreement" for use of school facilities. A good example would be making the Smithfield Elementary School playground available for public use after school hours. Also, there should be more dialogue with the staff at the high school regarding the services of the Smithfield Recreation and Aquatics Center. There is also a lot to be gained for both the department and the Johnston County Visitors Bureau in a more formal relationship.

The goals of both organizations are very similar in that they focus on "quality of life". The department can provide visitors with another experience that would support their decision to visit Smithfield and the bureau can promote the department as another good reason to visit. It is a "win-win" for both groups

Other possible partners include the Johnston County Community College, Smithfield Housing Authority and the Johnston County Health Department.

## PROPOSED RENOVATIONS TO PARKS:

The proposed renovations that are needed at many of Smithfield's parks provide a unique challenge in that many of the parks are actually not owned by the Town but are actually on leased land. The Town should attempt to renegotiate leases for at least 25 years which would make it more feasible to make the facilities ADA accessible for park users. If the accessibility of parks was ever challenged in court, it is unclear if the lease issue would be an acceptable reason for the park being inaccessible. Another general issue was signage. Efforts should be made to create uniform signage to identify all parks and facilities.

### Mini Parks (less than 4 acres)

A facility designed to provide recreational opportunities for a small area within a neighborhood. Generally, a mini-park is designed for young children, however in some cases it may be designed for aesthetic purposes. 1/2 acre is the recommended minimum size to provide adequate buffer space and diversity of uses; however, in some cases smaller sites may be developed. Mini parks have a service radius of up to .5 miles

### Bob Wallace Jaycee Kiddie Park

.82 Acres

Amenities: Playground, Picnic Area, Trailhead, Girl Scout Hut



### Park Improvements

- Remove concrete from around trees
- Provide handicapped parking
- Provide accessible route from parking area to playground
- Replenish surfacing around playground
- Repair/replace fencing

# Burlington Park

## Playground

.53 Acres



### **Parks Improvements**

Accessible route to play area and equipment

Replace surfacing with accessible materials (engineered wood fiber, rubber, asphalt, etc)

Update playground equipment (current equipment presents safety issues and non-CPSI compliance)

Consider additional facilities such as shaded benches, game court, yard games, fitness equipment

## Neighborhood Parks (4 to 12 acres)

The neighborhood park is designed to serve the recreational needs of children 6-15 years of age, as well as adults, preschoolers, and seniors. It would typically include family picnic areas, open turf areas for informal sports and play equipment. Lighted athletic fields would not be included. At least one neighborhood park should be provided in each neighborhood planning area. Neighborhood Parks have a service radius of .5 to .75 miles.

## Civitan Field

5 Acres

Baseball Field, Practice Field, Concession Building, Restrooms



### **Park Improvements**

Designated Parking area

Handicapped Parking

Accessible route to field

Accessible seating

Accessible restrooms

Accessible dugouts

Add Bathrooms

Consider additional facilities: volleyball, basketball, game courts, yard games, walking trails, picnic areas, dog park, water feature, etc.

## Gertrude Johnson Park

4.9 Acres

Playground, Picnic Shelter, Soccer Field



### Park Improvements

Designated Parking area

Handicapped Parking

Accessible route to playground and shelter

Provide route to park from surrounding neighborhood

Consider additional facilities: Shelter upgrade (pre-fab with attached restroom), dog park, yard games, volleyball, water feature, walking trails, fitness equipment

## Town Commons

5.4 Acres

Paved trail, boat launch, Amphitheater, Legion hut, Boy Scout hut, picnic area, gazebo



### Park Improvements

Provide ADA accessible route to all facilities

Address boat ramp and erosion issues

Repairs to gazebo

Add handicapped parking space

# Talton Field

2.7 Acres

Regulation Soccer Field, Picnic Shelter



## Park Improvements

Designated parking lots

Handicapped Parking

Accessible Restrooms

Accessible route to restrooms and other park amenities

Consider additional facilities: Shelter upgrade (pre-fab with attached restroom), dog park, yard games, volleyball, water feature, walking trails, fitness equipment

# Smith-Collins Park

10 Acres

Baseball/Softball, Tennis Court w/Backboard, Basketball, 4 Square Court, Playground, Restrooms/Concession Stand, Shelter



### **Park Improvements**

Designated parking lots

Handicapped Parking

Accessible Restrooms

Accessible route to playground and shelter and other park amenities

Restore tennis court

Shelter upgrade (pre-fab with attached restroom), yard games, volleyball, water feature, walking trails, fitness equipment

### **Community Parks (13-50 acres)**

This Park is designed to serve a wide variety of needs for youths and adults in both active and passive recreation. Facilities for sports fields, open turf areas, playgrounds, picnic areas, and off-street parking could include restrooms and related facilities. The park should also include facilities for preschoolers, young children, senior citizens and families. Components of neighborhood parks and mini-parks should be included in the Community Park. Lighted athletic fields for active sports are included. The Community Park includes facilities which serve neighborhoods and/or the City of Smithfield. Community Parks have a service radius of 1 to 2 miles.

## **Smithfield Community Park**

43.5 Acres.

Smithfield's flagship park. Baseball - 3 adult fields, 3 softball fields, 1 little league. Football/Soccer - 1 football/soccer, 1 adult soccer, 4 youth soccer. Tennis - 4 courts. Basketball - 2 outdoor courts, Playgrounds – 2, Picnic Shelters – 3, Disc Golf, Walking Trails, Buffalo Creek Greenway Trailhead, Bocce, Shuffleboard, Restrooms, Concessions







*No Improvement recommendations*

**SPECIAL FACILITIES:**

**Smithfield Recreation and Aquatics Center**

70,000 Square Feet

8 Lane Competition Pool, Indoor Sprayground, Double Gym, Indoor Walking track, Racquetball Courts – 2, Multipurpose Rooms – 2, Fitness Room, Weight Room, Meeting/Event Room, Parks and Recreation Department Offices





**No improvement recommendations**

## **Eva Ennis Park**

**Decommissioned swimming pool –Recommend demolition  
Replace with Sprayground at site to be determined**

### **III Recommended Future Park Facilities**

In order to determine recommended future park facilities, maps were drawn showing the service areas of current parks. In addition, participants in the public meetings were asked what new facilities that they would like to see in Smithfield. An analysis of these maps and public input indicate a need for one special facility, a downtown park, two additional neighborhood parks and one community park. In addition to new park facilities, efforts should be made to introduce new amenities, identified during the public input process, to existing parks.

As the City works to redevelop its parks it is very important to have an organized plan for each park as work is begun. The first would involve the mapping and the development of a site specific masterplan for each park. The process will also include gathering further citizen input into each plan. This process is very important given the breadth and cost of needs for redevelopment of the park system.

#### **New Park Recommendations**

##### **Downtown Park**

As efforts continue to revitalize downtown Smithfield, consideration should be given to developing a Downtown Park. This park can be relatively small but could include a water feature, shaded structures, benches, and small play structure. Such spaces are inviting to parents with children and with seniors particularly when in close proximity to shopping and restaurants. Accessibility to the Buffalo Creek Greenway and the Town Common would draw more attention to those areas that are close to Downtown but readily visible.

##### **Trails and Greenways**

According to Greenways, Inc., "Greenways are corridors of land recognized for their ability to connect people and places together. These ribbons of open space are located within linear corridors that are either natural, such as rivers and streams, or manmade, such as abandoned railroad beds and utility corridors. Greenways, as vegetated buffers protect natural habitats, improve water quality and reduce the impacts of flooding in floodplain areas. Most greenways contain trails, which enhance existing recreational opportunities, provide routes for alternative transportation, and improve the overall quality of life in an area."

The following information is from the Johnson County Transportation Plan: Mountains to Sea Trail (NC Bicycle Route 2), Local ID JOHN0001-M: The existing Mountains to Sea Trail (NC Bicycle Route 2) leaves northern Wake County and traverses Franklin, Nash, Wilson, and Wayne Counties as it heads east, avoiding Johnston County. The CTP project proposal reflects the new proposed route for the Mountains to Sea Trail (NC Bicycle Route 2), which is a combination of multi-use paths in both rural and downtown settings. The proposed route enters Johnston County from eastern Wake County following the Neuse River. It splits into two paths at the Park Greenway (JOHN0007-M) in Clayton, with one path continuing along the Neuse River. The other path splits off the Park Greenway (JOHN0007-M) and into downtown Clayton, following Barnes Street, Kildee Street, Whitaker Street, Church Street, Main Street (SR 1004), Central Street, Front Street, NC 42 Business Connector (U-3605), NC 42 across the Neuse River, and turning south to join the original path on the Neuse River again. The proposed route then follows the Neuse River to Smithfield, where it meets an existing section of the path known as the Buffalo Creek Greenway. The existing section ends in downtown Smithfield at 2nd Street, with the proposed route following 2nd Street, Sanders Street, and the Neuse River into Wayne County.

Efforts should be made to connect the Buffalo Creek Greenway from the Smithfield Community Park to the Neuse River on the north end and towards Wayne County on the southern end of the greenway.

### **Mini-parks/Neighborhood Parks**

As Smithfield continues to grow, particularly towards the north and west, the town should identify areas of potential development and attempt to acquire open space in those areas. The availability of open space will continue to lessen and by being proactive the town will be able to meet the future open space needs of its citizens. The town should work in conjunction with the county to identify these lands and help to preserve portions of it for future generations. Some of this land may be within the flood plain of the Neuse River. This land, while not suitable for development can serve as good park land with some restrictions. Some of the new facilities proposed such as dog parks and disc golf courses are ideal for flood prone lands.

## **Proposed Location of New Amenities in New and Existing Parks**

The public meetings, the stakeholders meetings, and the meeting with governmental agencies produced some suggestions for new facilities for the Smithfield Parks and Recreation Department. The recommended new facilities included: dog park, river access, lighted soccer fields, sprayground, sand volleyball courts, disc golf, more walking trails, and skateboard park. Many of these new amenities can be located in existing parks, but due to limited open space, new parks should be considered for some. These amenities are not listed in any particular order.

Dog Park- **Gertrude Johnson Park**

Lighted Soccer Field- **Smithfield Community Park**

Sprayground- Site to be determined

Sand Volleyball Courts- **Smithfield Community Park** and **Civitan Park**

Disc Golf- Site to be determined

Walking Trails- **Smith-Collins, Civitan Field, Gertrude Johnson Park**

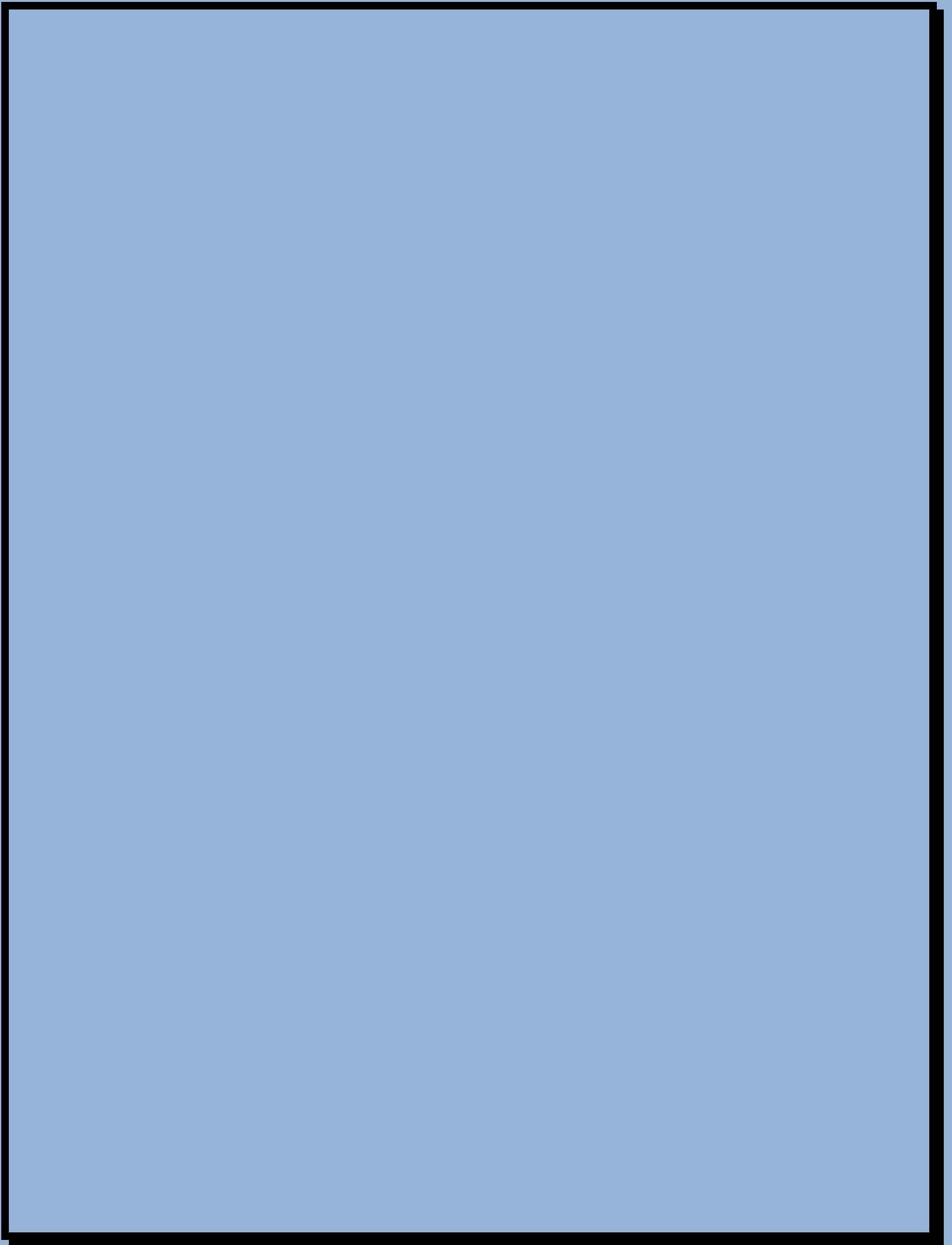
Skateboard Park- Site to be determined

## **Funding Recommendations**

1. Health and Safety Issues
  - a. ADA Accessibility
  - b. Playground surfacing
  - c. Water Fountains
  - d. Security/visibility
2. Upgrade of Parks
  - a. Smith-Collins Park
  - b. Bob Wallace Jaycee Kiddie Park
3. Development of Downtown Park
4. Trail Development
  - a. Mountains to Sea Trail
5. Land Acquisition for Future Parks

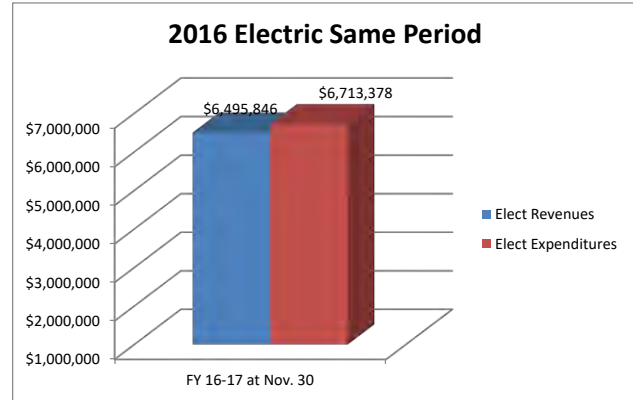
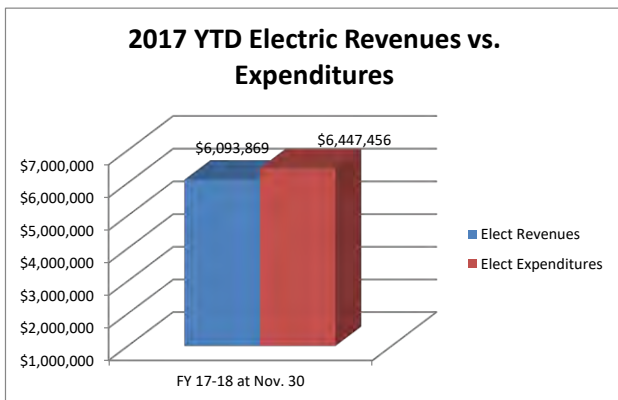
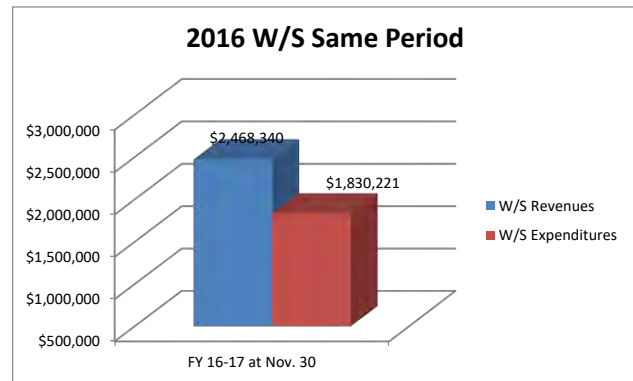
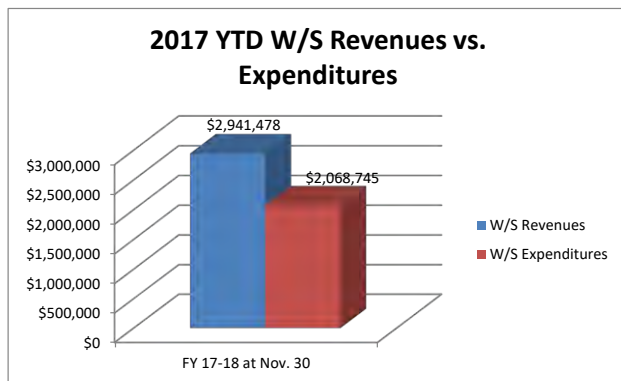
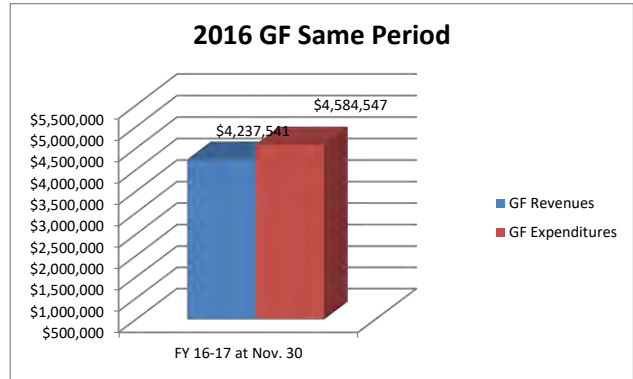
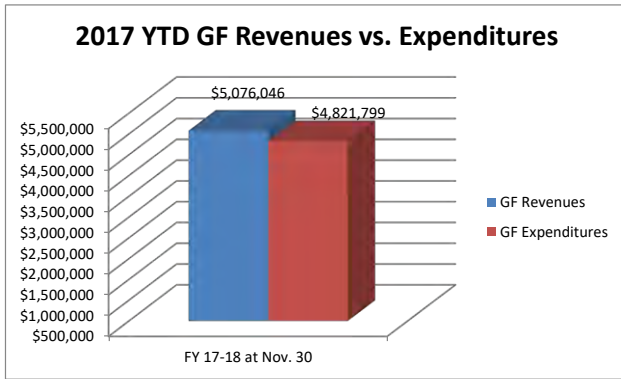
Additional money should be set aside to develop site specific masterplans for parks and greenways/trails

# Financial Report





## Town of Smithfield Revenues vs. Expenditures



**TOWN OF SMITHFIELD**  
**MAJOR FUNDS FINANCIAL SUMMARY REPORT**  
**November, 2017**  
**Gauge:5/12 or 41.7 Percent**

**41.70%**

<b>GENERAL FUND</b>						
	Frequency	Actual	Budget	Actual to Date	YTD %	
<b>Revenues</b>		<b>FY '16-17</b>	<b>FY '17-18</b>	<b>FY '17-18</b>	<b>Collected</b>	
Current & Prior Year Property Taxes	Monthly	\$ -	\$ 5,559,000	\$ 1,925,467	34.64%	
Motor Vehicle Taxes	Monthly	-	500,000	231,524	46.30%	
Utility Franchise Taxes	Quarterly	-	975,000	222,948	22.87%	
Local Option Sales Taxes	Monthly	-	2,065,019	624,659	30.25%	
Aquatic and Other Recreation	Monthly	-	765,100	332,811	43.50%	
Sanitation	Monthly	-	1,305,500	468,893	35.92%	
All Other Revenues		-	1,350,981	1,269,744	93.99%	
Loan Proceeds		-	25,400	-	0.00%	
Transfers (Electric and Fire Dist.)		-	261,614	-	0.00%	
Fund Balance Appropriated		-	238,083	-	0.00%	
<b>Total</b>		<b>\$ -</b>	<b>\$ 13,045,697</b>	<b>\$ 5,076,046</b>	<b>38.91%</b>	

	Actual	Budget	Actual to Date	YTD %
<b>Expenditures</b>	<b>FY '16-17</b>	<b>FY '17-18</b>	<b>FY '17-18</b>	<b>Spent</b>
General Gov.-Governing Body	\$ -	\$ 382,278	\$ 156,331	40.89%
Non Departmental	-	851,299	353,884	41.57%
Debt Service	-	1,342,760	741,259	55.20%
Finance	-	143,501	36,558	25.48%
Planning	-	383,138	113,926	29.73%
Police	-	3,745,925	1,333,655	35.60%
Fire	-	1,651,559	634,547	38.42%
EMS	-	-	-	#DIV/0!
General Services/Public Works	-	489,874	176,354	36.00%
Streets	-	466,482	174,708	37.45%
Motor Pool/Garage	-	91,391	27,253	29.82%
Powell Bill	-	322,725	20,430	6.33%
Sanitation	-	1,097,678	405,547	36.95%
Parks and Rec	-	927,002	283,339	30.57%
SRAC	-	932,329	364,008	39.04%
Contingency	-	217,756	-	0.00%
Appropriations/Contributions	-	-	-	0.00%
<b>Total</b>	<b>\$ -</b>	<b>\$ 13,045,697</b>	<b>\$ 4,821,799</b>	<b>36.96%</b>

YTD Fund Balance Increase (Decrease)

-

-

41.70%

**WATER AND SEWER FUND**

Revenues	Actual	Budget	Actual to Date	YTD %
	FY '16-17	FY '17-18	FY '17-18	Collected
Water Charges	\$ -	\$ 2,560,000	\$ 919,987	35.94%
Water Sales (Wholesale)	-	\$ 955,000	\$ 469,520	49.16%
Sewer Charges	-	3,350,000	1,279,432	38.19%
Tap Fees	-	15,500	7,200	46.45%
All Other Revenues	-	121,000	265,339	219.29%
Loan Proceeds	-	-	-	#DIV/0!
Fund Balance Appropriated	-	99,017	-	0.00%
Total	\$ -	\$ 7,100,517	\$ 2,941,478	41.43%

Expenditures	Actual	Budget	Actual to Date	YTD %
	FY '16-17	FY '17-18	FY '17-18	Spent
Water Plant (Less Transfers)	\$ -	\$ 1,751,006	\$ 634,183	36.22%
Water Distribution/Sewer Coll (Less Transfers)	-	3,906,658	1,086,250	27.81%
Transfer to General Fund	-	-	-	#DIV/0!
Transfer to W/S Capital Proj. Fund	-	585,000	-	0.00%
Debt Service	-	717,038	348,312	48.58%
Contingency	-	140,815	-	0.00%
Total	\$ -	\$ 7,100,517	\$ 2,068,745	29.14%

**ELECTRIC FUND**

Revenues	Actual	Budget	Actual to Date	YTD %
	FY '16-17	FY '17-18	FY '17-18	Collected
Electric Sales	\$ -	\$ 16,400,000	\$ 5,882,445	35.87%
Penalties	-	315,000	183,578	58.28%
All Other Revenues	-	46,000	27,846	60.53%
Loan Proceeds	-	-	-	
Fund Balance Appropriated	-	111,566	-	
Total	\$ -	\$ 16,872,566	\$ 6,093,869	36.12%

Expenditures	Actual	Budget	Actual to Date	YTD %
	FY '16-17	FY '17-18	FY '17-18	Spent
Administration/Operations	\$ -	\$ 2,048,433	\$ 788,759	38.51%
Purchased Power - Non Demand	-	12,800,000	2,447,276	19.12%
Purchased Power - Demand	-	-	2,375,126	#DIV/0!
Purchased Power - Debt	-	-	481,740	#DIV/0!
Debt Service	-	359,972	351,278	97.58%
Capital Outlay	-	103,672	3,277	
Contingency	-	609,275	-	
Transfers to Electric Capital Proj Fund	-	750,000	-	
Transfer to Electric Capital Reserve	-	115,000	-	
Transfers to General Fund	-	86,214	-	0.00%
Total	\$ -	\$ 16,872,566	\$ 6,447,456	38.21%

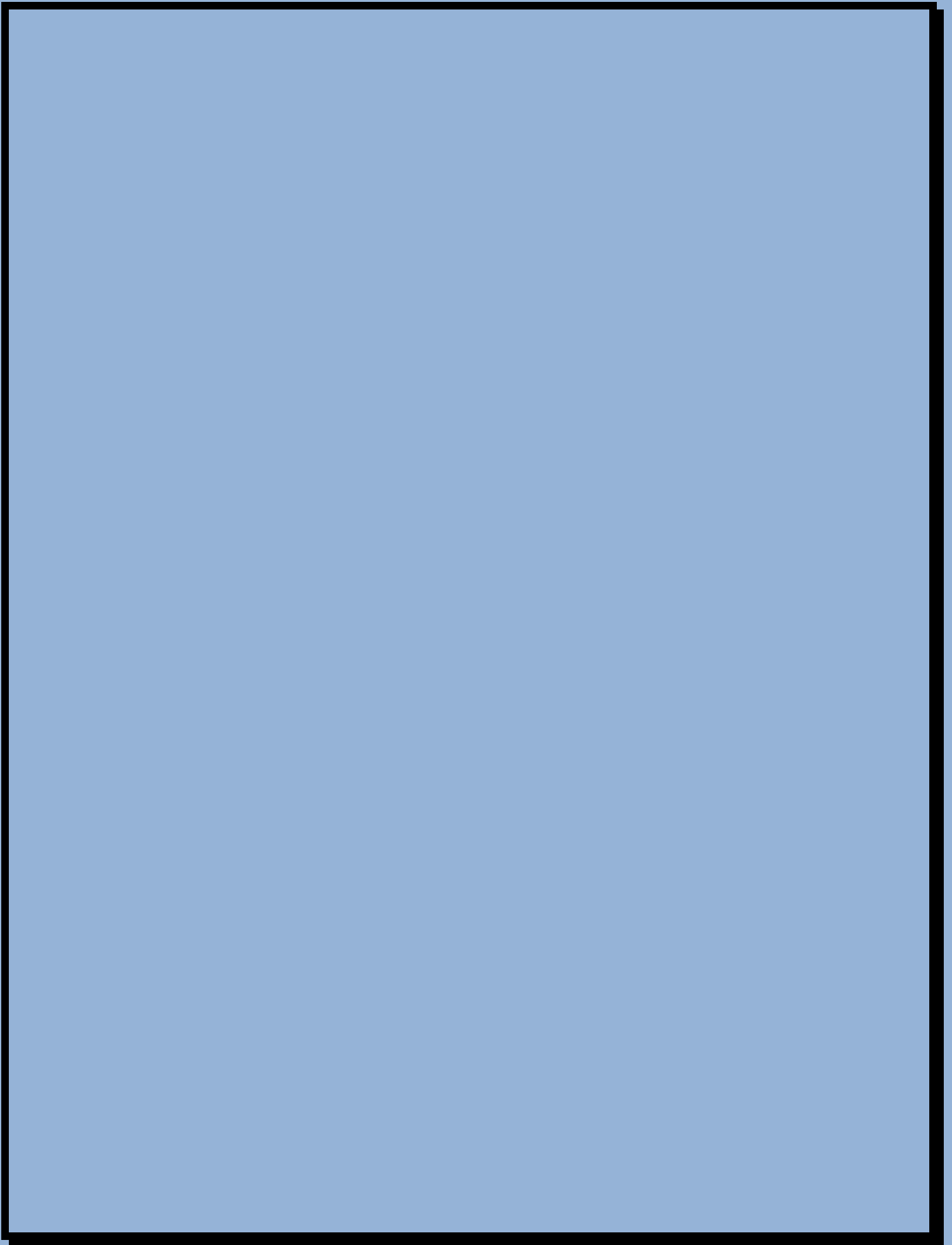
**CASH AND INVESTMENTS**

General Fund (Includes P. Bill)	9,297,105			
Water and Sewer Fund	5,582,368			Interest Rate
Electric Fund*	9,628,416			
Booker Dairy Road Fund (44)	(145,063)			
Capital Project Fund: Wtr/Sewer (45)	151,156	1st CITIZENS	17,230,730	0.20%
Capital Project Fund: General (46)	(588,055)	NCCMT	2,271,954	0.500%
Capital Project Fund: Electric (47)	283,421	STIFEL	-	Market
Firemen Relief Fund (50)	153,546	KS BANK	3,740,158	.2, .65, &.7
Fire District Fund (51)	39,621	FOUR OAKS	1,290,135	0.60%
JB George Endowment (40)	130,462	PNC BANK	-	0.00%
Total	\$24,532,977		\$ 24,532,977	

\*Plug

**Account Balances Confirmed By Finance Director on 11/27/2017**

# Department Reports



## Smithfield Economic Development Implementation Activities NOV/DEC 2017

1. The report by the UNC SOG graduate class was presented on 30NOV17. The report is being reviewed and strategies are being developed to leverage the report and its findings.
2. Met with Chris Johnson to discuss the potential expansion of an existing business and the best strategies to encourage that expansion.
3. Tim, Rocky, and SEDAC Chair Mike Fleming presented an update on the town's economic development activities at the group's November meeting.
4. Met with Brenda Daniels to discuss the status of the Strategic Communications Plan. It was agreed that the best course of action to resolve the misunderstanding as to what Smithfield has requested and what has been delivered, was to schedule a meeting with Brenda and Michele Vaught, the VP of Communications for ElectriCities. Note: The meeting originally scheduled for December was rescheduled to January.
5. The team to support efforts on a recruitment strategy has been formed and a meeting is being planned for January. As noted previously, a grant from ElectriCities has been targeted to support this strategy.
6. A list of concerns of the East Smithfield community, previous submitted to the former town manager by the East Smithfield Improvement Organization was received. It will provide guidance for further discussion and action.
7. A listing of incentives practices commonly used by communities in the attraction of new jobs and capital investment, as well as, encouraging expansions of existing businesses and industries was compiled. The list will be a reference for future discussions on incentive proposals to new or expanding industries.
8. A conference call was conducted with Ernie Pearson, an attorney with the Nexsen Pruet Law Firm and a partner with SHEDC, to discuss incentives for new and expanding companies. Pearson has a wealth of experience developing and negotiating incentive packages, from both the community and the industrial prospect's perspective. As such, he understands what incentives are typically used, those that are most effective, and what meets legal requirements. The call included Tim, Mike Scott, and Bob Spence
9. Tim and Rocky discussed the progress of the program and updated the Performance Matrix and the associated To Do list. Actions related to these areas are contained in the most current Strategic Plan Implementation Progress Matrix.

# SMITHFIELD STRATEGIC PLAN IMPLEMENTATION-18DEC17

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
Develop overall support for the Economic Development Program					
	Develop and increase support for the Town's economic development efforts	Smithfield-Selma Chamber of Commerce		Good contact and support established with the organization. Tim attends Chamber meetings regularly	
		Commercial Realtors		Maintaining on-going contact with realtors.	
		SEDAC		Maintaining on-going contact with SEDAC.	made an update presentation of economic development activities to the SEDAC at their November meeting.
		East Smithfield		Meeting with Anthony Nixon to discuss needs, challenges, and opportunities in the community.	Received a listing of East Smithfield concerns submitted to the former town manager by the East Smithfield Improvement Organization.
		Business Community		Meeting with business community via BRE program.	Additional meetings with the business community are being scheduled via BRE activities.
Existing Business & Industry Support					
	Reestablish the Existing Industry Outreach Program				
	Develop a contact directory of Existing Industries			Initial Directory completed and will be updated regularly.	





ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	Identify areas for improvement	SEDAC		Meetings to be scheduled in conjunction with Visioning/Branding and the development of the Strategic Communication Plan (SCP) to more fully discuss the issue.	
		East Smithfield - Tony Nixon		Tony Nixon of the East Smithfield Improvement organization was identified as the best person to contact re: to East Smithfield issues.	Information will be gathered on the different areas of the town, including East Smithfield, in the development of the SCP and Visioning/Branding efforts.
		Business Community			
	Conduct a Visioning/Branding process				
		ElectriCities/ Business Community/ SEDAC/East Smithfield		Town Council agreed to move forward with the development of the Strategic Communication Plan at their 07MAR17 meeting and a draft is being prepared by ElectriCities for review.	Met with Brenda Daniels to discuss the status of the Plan. A meeting with her and the VP of Communications to discuss the status of the Strategic Communications Plan and next steps, originally scheduled for December, rescheduled for January.

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	
					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	
Product Development						
	Industrial Sites and Buildings	Increase the Town's product inventory	County and SEDAC		Contacted one of the Wellons-Howell property owners to discuss recertification. Reached out to owners of other properties identified as suitable for development as industrial sites. Searching for other suitable properties for evaluations and inclusion in the town's product inventory	Enough properties have now been secured to create a workable industrial park. The next steps are to continue to add adjacent properties as they are secured and to move toward certification.

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
					Two other properties with potential to be developed for industrial uses have been identified and efforts are underway to contact their owners.	Efforts continue to contact and engage landowners of remaining key parcels.
Downtown Redevelopment						
	Renovation and redevelopment of Downtown properties	Redevelopment of the former Town Hall			The final report on the redevelopment of the Old Town Hall by the UNC SOG graduate student class was presented on 30NOV17.	The report will be reviewed and strategies to leverage the data will be developed.
Internal/External Marketing						
		Identify the Economic Development Program Spokesman			Tim Kerigan is the spokesperson for the Economic Development Program.	
		Develop a newsletter			Exploring options for newsletter.	
	External	Develop Marketing Materials			The marketing flyer has been reviewed and finalized, utilizing town staff resources.	
Johnston Community College						

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	Identify JCC needs that can be translated into economic development activities	Convene a meeting with JCC leadership to discuss opportunities for collaboration	JCC		Follow up meeting with Dr. Johnson and Dr. McGraw to continue earlier discussion and identify other areas of collaboration.	Follow-up with the college in reference to the UNC presentation is scheduled for January.
Incentives		Review the Town's Incentives to assess the Town's competitiveness			A list of typical incentive practices was developed for consideration of incentive proposals for current and future projects	A conference call with Ernie Pearson, an attorney and SHEDC partner with extensive experiences in incentives was held to discuss practices and procedures.
1 Economic Development		Determine interest in advancing this initiative				
Residential Development		Assess Housing Stock	Tax Office Planning Department Local Realtors		Working with the SEDAC Redevelopment Committee to explore options of increasing/enhancing the housing stock in the town limits, primarily near downtown.	

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
					<p>The OTH was adopted by a graduate class of the UNC School of City and Regional Planning.</p>	<p>Christy Rauilli, Associate Director of the Development Finance Initiative, UNC School of Government met with town officials and toured the community to determine if a project could be identified that would be a match for their consulting services.</p>
Retail Development		Expanding the Retail offerings of the Town	ElectriCities-Retail Strategies		Discussions were held with a retail developer that has an interest in the town for a project.	
156						Tim met with Supt. Renfro to discuss the Smithfield Economic Development program and explore areas of collaboration and support
Public Education						



**FINANCE DEPARTMENTAL REPORT FOR NOVEMBER, 2017**

**SUMMARY OF ACTIVITIES:**

Daily Collections/Property Taxes/Other .....	\$3,705,057
Franchise Tax.....	0
Sales & Use Tax.....	206,340
Powel Bill.....	0
<b>Total Revenue</b>	<b>\$3,911,397</b>

Expenditures: General, Water, Electric and Firemen’s Fund..... \$3,088,703

**FINANCE:**

- Compiled and submitted monthly retirement report on 11/30/2017
- Issued 63 purchase orders
- Processed 832 vendor invoices for payment and issued 446 accounts payable checks
- Prepared and processed 2 regular payrolls. Remitted federal and state payroll taxes on 11/3/2017 and 11/17/2017
- Issued 0 new privilege licenses (new law change in effect 7/1/2015)
- Collected \$0 on past due privilege license fees. **NOTE:** Total collected now at \$10,374. The past due collections are the result of mailing some 284 past due notices to local businesses. Approximately 40 second notices were sent
- Sent 0 past due notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$7,026
- Processed 12 NSF Checks (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$32,895 (EMS = \$10,424; SRAC = \$5,243; Utility= \$16,864; and Other = \$364).
- Invoiced zero (0) grave openings for a total of \$0
- Invoiced Smithfield Housing Authority and Johnston Community College for Police Security
- Paid \$0 to First Citizens Bank for bank fees in November
- Paid \$941.19 to PNC Bank for credit/debit card fees

**FINANCE DIRECTOR**

- Attended Town Council Meeting on November 14, 2017
- Attended Legislative Action Committee (LAC) meeting at SAS Institute on Nov. 9, 2017
- Jay Godwin, Elaine Andrews, Audrey Mitchell, Melissa Wilder and Greg Siler participated in Tyler system prerequisite training which covered cashiering, adjustments, payment arrangements, bank drafts, service orders, regular billing, disconnect billing, parcels/service addresses, contact manager and contacts on November 20-22; and November 27 and 28
- Participated in transition status call on Nov. 30, 2017
- Converted, reentered, proofed and updated the month of October and November cash receipts for entry to our new Tyler Record Management System



Town of Smithfield  
 Planning Department  
 350 E. Market St Smithfield, NC 27577  
 P.O. Box 761, Smithfield, NC 27577  
 Phone: 919-934-2116  
 Fax: 919-934-1134

**BOARD ACTIONS REPORT - 2017**

	November	Calendar Year to date
<b>Town Council</b>		
Rezoning	1	3
Conditional Use / Special Use	1	11
Ordinance Amendment	0	4
Major Subdivisions	0	0
Annexations	0	0
Special Events	3	12
Site Plan	1	2
<b>Planning Board</b>		
Rezoning	1	5
Condition Use	0	8
Ordinance Amendment	0	3
Subdivisions	0	0
Annexations	0	0
Major Site Plan	1	2
<b>Board of Adjustment</b>		
Variance	0	1
Admin Appeal	0	0
<b>Historic Properties Commission</b>		
Certificate of Appropriateness	0	0
Historic Landmarks	0	0





**Town of Smithfield**  
**Planning Department**  
**350 E. Market St Smithfield, NC 27577**  
**P.O. Box 761, Smithfield, NC 27577**  
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**Permit Issued for November 2017**

					Permit Fees	Permits Issued
Major Site Plan					\$100.00	1
Land Use					\$1,350.00	15
Sign					\$450.00	9
<b>Report Period Total:</b>					<b>\$1,900.00</b>	<b>25</b>
<b>Fiscal YTD Total:</b>					<b>\$7,775.00</b>	<b>113</b>
Z17-000207	Zoning	Land Use	Carolina Pickers	938 North Brightleaf Blvd		
Z17-000206	Zoning	Land Use	Clayton Homes of Goldsboro	1346 Barbour Rd		
Z17-000209	Zoning	Sign	The Black Bell Gallery & Lounge	329 East Market Street		
Z17-000211	Zoning	Land Use	Carolina Outreach, LLC	831 South Brightleaf Blvd		
Z17-000210	Zoning	Land Use	Automobile Sales	1803 South Brightleaf Blvd		
Z17-000212	Zoning	Sign	Auto Trader Sales & Service LLC.	1195 Brogden Road		
Z17-000214	Zoning	Land Use	Ready Set Escape	1304-E West Market Street		
Z17-000213	Zoning	Sign	Raynor Shine Auto Works, Inc.	119 Airport Industrial Drive		
Z17-000215	Zoning	Sign	United Community Bank	128 North Second Street		
Z17-000216	Zoning	Sign	United Community Bank	403 South Brightleaf Blvd		
Z17-000218	Zoning	Land Use	Wildside Clothing	1025 Outlet Center Dr Ste 740		
Z17-000217	Zoning	Land Use	McDonald's	884 West Market Street		
Z17-000219	Zoning	Sign	Wildside Clothing	1025 Outlet Center Dr Ste 740		
Z17-000220	Zoning	Land Use	Reliable Income Tax Service	506 South Seventh Street		
Z17-000221	Zoning	Land Use	Nutrition Club	1307 North Brightleaf Blvd		
Z17-000222	Zoning	Land Use	SFD Addition	456 Cloverdale Drive		
Z17-000223	Zoning	Sign	Carter's	1025 Outlet Center Dr Ste 740		
Z17-000226	Zoning	Land Use	Spanky's Christmas Trees	404 North Brightleaf Blvd		
Z17-000224	Zoning	Land Use	Uprep Outfitters/Uprimp Boutique	1304-E West Market Street		
Z17-000229	Zoning	Sign	Haines Vision Care	1319 North Brightleaf Blvd		
Z17-000228	Zoning	Land Use	enclosed carport	102 East WILSON Street		
Z17-000227	Zoning	Sign	Reliable Income Tax Service	506 South Seventh Street		
Z17-000230	Zoning	Land Use	Johnston County Liquidations	36-A East Edgerton Street		
SP17-000048	Site Plan	Major Site Plan	Classic Ford	1324 North Brightleaf Blvd		
Z17-000231	Zoning	Land Use	Hair Salon/Home Occupation	710 Wilsons Mills Road		



**TOWN OF SMITHFIELD  
POLICE DEPARTMENT  
MONTHLY REPORT  
MONTH ENDING November 30, 2017**

**I. STATISTICAL SECTION**

Month Ending Nov. 30, 2017	Nov-17	Nov-16	Total 2017	Total 2016	YTD Difference
Calls For Service	1993	1672	21010	18851	2159
Incident Reports Completed	149	146	1708	2004	-296
Cases Closed	103	102	1181	1561	-380
Accident Reports	90	81	802	805	-3
Arrest Reports	120	132	1268	1456	-188
Burglaries Reported	10	7	105	139	-34
Drug Charges	34	37	325	421	-96
DWI Charges	7	7	98	98	0
Citations Issued	223	173	2064	2186	-122
Speeding	45	14	482	427	55
No Operator License	55	38	470	463	7
Registration Violations	25	20	303	163	140

**II. PERSONNEL UPDATE**

The Department currently has all positions filled. Two officers are half way thru Field Training and one officer is still in Basic Law Enforcement training which is scheduled to graduate in December. Crystal Hodge has been hired to fill Kathy Russell's position and is currently in training.

**III. MISCELLANEOUS**

The Police Department partnered with Greater Vision Worship Center and the International Chaplains Association during Thanksgiving. We were able to provide meals for twelve (12) families in town for Thanksgiving.

The Family Life Center dedication was held in November and was renamed the Sarah Yard Community Center. The building is officially open at this time and a event for Christmas has been scheduled for December.

Downtown parking enforcement continues.

### REPORTED UCR OFFENSES FOR THE MONTH OF NOVEMBER 2017

PART I CRIMES	November	November	+/-	Percent	Year-To-Date		+/-	Percent
	2016	2017		Changed	2016	2017		Changed
MURDER	1	0	-1	-100%	1	0	-1	-100%
RAPE	0	2	2	N.C.	4	5	1	25%
ROBBERY	3	1	-2	-67%	13	20	7	54%
Commercial	1	0	-1	-100%	4	4	0	0%
Individual	2	1	-1	-50%	9	16	7	78%
ASSAULT	2	3	1	50%	51	36	-15	-29%
* VIOLENT *	6	6	0	0%	69	61	-8	-12%
BURGLARY	7	10	3	43%	134	101	-33	-25%
Residential	6	4	-2	-33%	71	63	-8	-11%
Non-Resident.	0	2	2	N.C.	23	11	-12	-52%
Commercial	1	4	3	300%	40	27	-13	-33%
LARCENY	35	36	1	3%	549	454	-95	-17%
AUTO THEFT	1	1	0	0%	23	12	-11	-48%
ARSON	0	1	1	N.C.	4	1	-3	-75%
* PROPERTY *	43	48	5	12%	710	568	-142	-20%
PART I TOTAL:	49	54	5	10%	779	629	-150	-19%
PART II CRIMES								
Drug	40	28	-12	-30%	421	299	-122	-29%
Assault Simple	11	4	-7	-64%	141	144	3	2%
Forgery/Counterfeit	2	5	3	150%	36	51	15	42%
Fraud	9	8	-1	-11%	88	87	-1	-1%
Embezzlement	1	4	3	300%	18	15	-3	-17%
Stolen Property	0	0	0	N.C.	11	9	-2	-18%
Vandalism	6	5	-1	-17%	85	66	-19	-22%
Weapons	3	2	-1	-33%	21	29	8	38%
Prostitution	0	0	0	N.C.	1	0	-1	-100%
All Other Sex Offens	0	3	3	N.C.	6	14	8	133%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	3	2	-1	-33%
D. W. I.	7	6	-1	-14%	95	93	-2	-2%
Liquor Law Violation	0	2	2	N.C.	15	8	-7	-47%
Disorderly Conduct	2	1	-1	-50%	15	11	-4	-27%
Obscenity	0	0	0	N.C.	1	0	-1	-100%
Kidnap	0	0	0	N.C.	2	0	-2	-100%
All Other Offenses	2	7	5	250%	64	83	19	30%
PART II TOTAL:	83	75	-8	-10%	1023	911	-112	-11%
=====								
GRAND TOTAL:	132	129	-3	-2%	1802	1540	-262	-15%

N.C. = Not Calculable

Parking Tickets for D

Nov-17

<b>Ticket #</b>	<b>Location</b>	<b>Violation</b>	<b>Officer</b>	<b>Paid</b>
22526	205 S Second St	Exceed Time	Sholes, D.	
22527	E Johnston St/S Third	Exceed Time	Sholes, D.	Yes
22579	326 E Market St	Exceed Time	Adams, S.	Yes
22580	314 E Market St	Exceed Time	Adams, S.	Yes
22582	127 S Third St	Exceed Time	Adams, S.	
22584	127 S Third St	Exceed Time	Adams, S.	
22286	100 S Second St	No Parking	Atkinson, J.	
22287	300 E Johnston St	Exceed Time	Atkinson, J.	



**Town of Smithfield  
Fire Department  
November, 2017**

**I. Statistical Section**

Responded to	2017 Nov.	Nov. IN	Nov. OUT	2016 Nov.	2017 IN	2017 OUT	2017 YTD	2016 YTD
<b>Total Structure Fires Dispatched</b>	<b>11</b>	<b>6</b>	<b>5</b>	<b>11</b>	<b>41</b>	<b>43</b>	<b>84</b>	<b>89</b>
*Confirmed Structure Fires (Our District)*	2	0	0	3	13	7	20	18
*Confirmed Structure Fires (Other Districts)*	1	0	0	2	0	0	24	11
<b>EMS/Rescue Calls</b>	<b>128</b>	<b>124</b>	<b>4</b>	<b>122</b>	<b>1415</b>	<b>87</b>	<b>1502</b>	<b>1541</b>
<b>Vehicle Fires</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>1</b>	<b>11</b>	<b>15</b>
<b>Motor Vehicle Accidents</b>	<b>27</b>	<b>22</b>	<b>5</b>	<b>26</b>	<b>155</b>	<b>33</b>	<b>188</b>	<b>191</b>
<b>Fire Alarms (Actual)</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>14</b>	<b>106</b>	<b>9</b>	<b>115</b>	<b>108</b>
<b>Fire Alarms (False)</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>5</b>	<b>99</b>	<b>6</b>	<b>105</b>	<b>103</b>
<b>Misc./Other Calls</b>	<b>21</b>	<b>17</b>	<b>4</b>	<b>24</b>	<b>212</b>	<b>27</b>	<b>239</b>	<b>301</b>
*Mutual Aid (Received)*	6	0	0	10	0	0	62	103
*Mutual Aid (Given)*	8	0	0	8	0	0	73	68
*Overlapping Calls (Calls at the same time)*	20	0	0	34	0	0	314	406
<b>TOTAL EMERGENCY RESPONSES</b>	<b>199</b>	<b>181</b>	<b>18</b>	<b>202</b>	<b>2038</b>	<b>206</b>	<b>2244</b>	<b>2348</b>

\* Denotes the breakdown of calls, these are not calculated into the totals \*  
**IN/OUT** denotes in and out of the Town, not outside the fire district. When we respond to another fire district (Mutual Aid), which is outside of our total fire district boundaries that is reported in (**Other Districts**).

	Nov.	YTD
Fire Inspections/Compliance Inspections	133	531
Public Fire Education Programs	1	27
Children in Attendance	25	2132
Adults in Attendance	4	669
Plans Review Construction/Renovation Projects	5	32
Fire Code Citations	0	0
Fire Lane Citations	0	0
Consultation/Walk Through	19	323
Re-Inspections	24	264

**II. Major Revenues**

	Nov.	YTD
<b>Inspections</b>	<b>\$1,150.00</b>	\$17,196.00
<b>False Alarms</b>	<b>\$650.00</b>	\$1,900.00
<b>Fire Recovery USA</b>	<b>\$792.00</b>	\$22,365.39
<b>EMS Debt Setoff</b>	<b>\$0.00</b>	\$10,740.20
<b>Haz-Mat I-95 Recovery</b>	<b>\$0.00</b>	\$54,384.77

## **Major Expenses for the Month:**

### **III. Personnel Update:**

### **IV. Narrative of monthly departmental activities:**

- We participated in a public fire education program, with the First Baptist Pre-School.
- We are working to prepare for the upcoming NC-DOI; 9/S and ISO rating inspections, the inspections are scheduled for the department. The 9/S inspection is December 18<sup>th</sup> 2017 and the ISO inspection is January 9<sup>th</sup> 2018.

**Town of Smithfield  
Public Works Department  
Nov. 30, 2017**



138 Total Work Orders completed by the Public Works Department

3 Burials, at \$700.00 each = \$2,100.00

0 Cremation Burial, \$400.00 each = \$0

\$2,000.00 Sunset Cemetery Lot Sales

\$0 Riverside Extension Cemetery Lot Sales

388.26 tons of household waste collected

162 tons of yard waste collected

7.24 tons of recycling collected

154 Gallons of used motor oil and 150 tires were recycled.

**Town of Smithfield**  
**Public Works Appearance Division**  
**Cemetery, Landscapes, and Grounds Maintenance**  
**Buildings, Facilities, and Sign Division**  
**Monthly Report**  
**Nov. 30, 2017**



**I. Statistical Section**

- 3 \_\_\_\_\_ Burials
- 4 \_\_\_\_\_ Works Orders – Buildings & Facilities Division
- 24 \_\_\_\_\_ Work Orders – Grounds Division
- 23 \_\_\_\_\_ Work Orders – Sign Division

**II. Major Revenues**

Sunset Cemetery Lot Sales:	\$2,000.00
Riverside Ext Cemetery Lot Sales:	\$0.00
Grave Opening Fees:	\$2,100.00
Total Revenue:	\$4,100.00

**III. Major Expenses for the Month:**

\$2,300 to Byrd's Tree Service for removal of Oak Tree on North Street. \$2,900 to Panther Creek for 10 Paper Bark Maple trees on Market Street right-of-ways.

**IV. Personnel Update:**

None for the month.

**V. Narrative of monthly departmental activities:**

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings and facilities. The Public Works Department safety meeting was on "Seven Steps to Cold Weather Safety".



**Town of Smithfield**  
**Public Works Drainage/Street Division**  
**Monthly Report**  
**Nov. 30, 2017**



**I. Statistical Section**

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. Street Division provided traffic control devices for several events this month such as Black Friday and Gobble Wobble run.
- c. Cut Nuisance property at 119 S 5<sup>th</sup> Street for Planning Department.
- d. Put up Flags and Banners in downtown district for Veterans Day.
- e. Staff worked on Christmas Decoration changing bulbs etc.

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

\$903.30 to NC Department of Public Safety for 25MPH signs and u-channel poles.

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

The Public Works Department safety meeting was on "Seven Steps to Cold Weather Safety".

**Town of Smithfield  
Public Works Department  
Nov. 30, 2017 Drainage Report**

Location: 703 A E Johnston Street, 1051 Outlet Center Drive, 26 Peedin Rd.  
Starting Date: 11/1/2017  
Completion Date: 11/6/1017  
Description: Repaired 5 potholes with Perma Patch asphalt.  
Man-hours: 1hr.  
Equipment: 402 pickup plus hand tools.  
Materials: 2 bags of cold patch.

Location: 200 Front Street.  
Starting Date: 11/1/2017  
Completion Date: 11/1/2017  
Description: Removed Ivy from side of Hatings House.  
Man-hours: 4hrs.  
Equipment: Hand tools.  
Materials: N/A

Location: Downtown District.  
Starting Date: 11/3/2017  
Completion Date: 11/3/2017  
Description: Put up flags for Veteran's Day.  
Man-hours: 4.5hrs.  
Equipment: 402 pickup plus ladder.  
Materials: N/A

Location: 104 Phillips Street.  
Starting Date: 11/3/2017  
Completion Date: 11/3/2017  
Description: Repaired damaged drain line at catch basin.  
Man-hours: 4.5hrs.  
Equipment: 420 Cat backhoe plus hand tools.  
Materials: Four 80lbs. bags of concrete and ½ yard of topsoil.

Location: 12 Bradford Street.  
Starting Date: 11/13/2017  
Completion Date: 11/13/2017  
Description: Repaired broken drainage pipe in curb.  
Man-hours: 3hrs.  
Equipment: 402 Pickup plus hand tools.  
Materials: 20lbs. bag of concrete, 4inch adapter plus universal adapter fitting.

Location: 406 Wilson Mills Rd.  
Starting Date: 11/14/2017  
Completion Date: 11/14/2017  
Description: Backfilled low areas around catch basin for positive drainage.  
Man-hours: 2.75hrs.  
Equipment: 420 Cat backhoe plus hand tools.  
Materials: 1 yard of topsoil, 10 gallons of ABC stone.

Location: 119 S Fifth Street.  
Starting Date: 11/17/2017  
Completion Date: 11/17/2017  
Description: Cut Nuisance Property for Planning Dept.  
Man-hours: 1.5hrs.  
Equipment: 2 scag mowers plus hand tools.  
Materials: N/A

Location: 406 Laurel Drive.  
Starting Date: 11/20/2017  
Completion Date: 11/20/2017  
Description: Cleaned 30LF of ditch bank and blew out 40LF driveway tile for positive drainage.  
Man-hours: 4hrs.  
Equipment: 420 Cat backhoe and Jet truck.  
Materials: N/A

Location: Market Street and downtown district.  
Starting Date: 11/13/2017  
Completion Date: 11/28/2017  
Description: Hung Christmas decorations.  
Man-hours: 50hrs.  
Equipment: Line trucks, 902 and 905 pickups plus utility trailers.  
Materials: 2 cases of C7 bulbs.

Location: Outlet Center.  
Starting Date: 11/22/2017  
Completion Date: 11/28/2017  
Description: Provided traffic cones and road closed signs for Black Friday event.  
Man-hours: 3hrs.  
Equipment: 402 plus cone trailer.  
Materials: 40 cones, 8 traffic barrels. 2 road closed signs with stands.

Location: Old Goldsboro Rd, Oak Street, Cedar Street, Aspen Street, Dogwood Street.  
Starting Date: 11/28/2017  
Completion Date: 11/28/2017  
Description: Installed 8 (25mph) speed limit sign in Pine Acers subdivision per Police Dept.  
Man-hours: 6hrs.  
Equipment: 402 and 420 Cat backhoe.  
Materials: 8 (25mph) signs plus hardware.

Location: Outlet Center Drive.  
Starting Date: 11/29/2017  
Completion Date: 11/29/2017  
Description: Cut right of way.  
Man-hours: 10hrs.  
Equipment: 3 scag mowers plus hand tools.  
Materials: N/A

Location: 1201 Gaston Street.  
Starting Date: 11/29/2017  
Completion Date: 11/29/2017  
Description: Dirt road was scrapped with backhoe.  
Man-hours: 2hrs.  
Equipment: 420 Cat backhoe.  
Materials: N/A

**Town of Smithfield  
Public Works Fleet Maintenance Division  
Monthly Report  
Nov. 30, 2017**



**I. Statistical Section**

- 1   Preventive Maintenances
- 0   North Carolina Inspections
- 28  Work Orders

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

None for the month

**IV. Personnel Update:**

Norman Hill shop mechanic is out on short term disability.

**V. Narrative of monthly departmental activities:**

The Public Works Department safety meeting was on "Seven Steps to Cold Weather Safety". The Public Works Dept. outsourced 26 NC Federal Vehicle Inspections because the shop mechanic is out on medical leave.

**Town of Smithfield**  
**Public Works Sanitation Division**  
**Monthly Report**  
**Nov. 30, 2017**



**I. Statistical Section**

The Division collected from approximately 4100 homes, 4 times during the month

- a. Sanitation forces completed 43 work orders
- b. Sanitation forces collected tons 388.26 of household waste
- c. Sanitation forces disposed of 81 loads of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 6.59 tons of construction debris (C&D)
- f. Town disposed of 150 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.84 tons of recyclable plastic
- h. Recycled 3020 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gals of cooking oil was collected at the Convenient Site Center
- j. Recycled 2960 lbs. of plastics & glass (co-mingle) from the Convenient Site Center
- k. Recycled 154 gallons of used motor oil from the Convenient Site Center

**II. Major Revenues**

- a. Received \$50.77 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$0
- c. Sold 5000 lbs. of shredder steel for \$200 to Omni Source

**III. Major Expenses for the Month:**

Spain Farms Nursery was paid \$2,357.00 for disposal of yard waste and debris. Paid American Tire Distributors \$1486.65 for Tires. Paid Old Dominion Brush \$640.00 for leaf Vac hose. Paid Smithfield Diesel repair \$2,237.46 for green leaf collector repairs to hydraulic pumps. Paid Smithfield Diesel Repair \$585.00 For federal inspections. Paid Southern Vac. \$3,323.13 for a pallet of brooms for street sweeper.

**IV. Personnel Update:**

Savino, Zapata Jr. was hired as Laborer on Sanitation 11/27/2017.

**V. Narrative of monthly departmental activities:**

The department worked closely with Parks & Recreation providing traffic control devices and event containers for special events held at the SRAC. The Gobble Waddle 5k run and 10k run delivered cones, Family life Center Dedication delivered cones and Cans. The Public Works Department safety meeting was on "Seven Steps to Cold Weather Safety".

Community Service Workers worked 65.5 hrs.



**PARKS AND RECREATION**

**MONTHLY REPORT FOR NOVEMBER, 2017**

**PROGRAMS STATISTICS**

NUMBER OF PROGRAMS	8
TOTAL ATHLETICS PARTICIPANTS	440
TOTAL NON/ATHLETIC PARTICIPANTS	259
NUMBER OF GAMES PLAYED	15
TOTAL NUMBER OF PLAYERS (GAMES)	360
NUMBER OF PRACTICES	4
TOTAL NUMBER OF PLAYER(S) PRACTICES	169

	<b>November, 2017</b>	<b>17/18 FY YTD</b>	<b>November, 2016</b>	<b>16/17 FY YTD</b>
PARKS RENTALS	13	115	20	120
USERS (PARKS RENTALS)	535	12929	1937	8936
<b>TOTAL UNIQUE CONTACTS</b>	<b>1,323</b>			

<b>FINANCIAL STATISTICS</b>	<b>November, 2017</b>	<b>17/18 FY YTD</b>	<b>November, 2016</b>	<b>16/17 FY YTD</b>
PARKS AND RECREATION REVENUES	\$ 5,217.00	\$ 46,973.07	\$ 6,071.00	\$ 31,701.56
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 34,079.83	\$ 280,392.05	\$ 42,841.23	\$ 258,846.71
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ 1,218.47	\$ 2,946.47	\$ -	\$ 31,259.04

NOTES: TRANSITIONING TO FROM FALL PROGRAMMING TO WINTER PROGRAMMING



**SMITHFIELD RECREATION  
AND AQUATICS CENTER**

**SRAC MONTHLY REPORT FOR NOVEMBER, 2017**

**PROGRAMS STATISTICS**

NUMBER OF PROGRAMS	26
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	1460

	<b>November, 2017</b>	<b>17/18 FY YTD</b>	<b>November, 2016</b>	<b>16/17 FY YTD</b>
SRAC MEMBER VISITS	3924	26101	4032	25682
DAY PASSES	617	4371	219	4402
RENTALS (SRAC)	50	238	97	278
USERS (SRAC RENTALS)	3225	13645	4514	16289
<b>TOTAL UNIQUE CONTACTS</b>	<b>9,226</b>			

**FINANCIAL STATISTICS**

	<b>November, 2017</b>	<b>17/18 FY YTD</b>	<b>November, 2016</b>	<b>16/17 FY YTD</b>
SRAC REVENUES	\$ 43,249.01	\$ 286,437.40	\$ 41,819.90	\$ 273,565.75
SRAC EXPENDITURES	\$ 70,151.30	\$ 364,006.81	\$ 70,840.15	\$ 358,594.72
SRAC MEMBERSHIPS	3128			

**NOTES:**

HOSTED 8 JCC BASKETBALL GAMES  
HOSTED 2 HIGH SCHOOL SWIM MEETS (3A AND 4A)





- **Statistical Section**

- Electric CP Demand 21,438 Kw relative to October's demand of 25,510 Kw.
- Electric System Reliability for was 99.634%, with four (4) recorded outages; relative to October's 99.991%.
- Raw water treated on a daily average was 3.464 MG relative to 3.374 MG for October; with maximum demand of 3.828 MG relative to October's 4.198 MG.
- Total finished water to the system was 98.616 MG relative to October's 100.061 MG. Average daily for the month was 3.181 MG relative to October's 3.228 MG. Daily maximum was 3.712 MG (November 18<sup>th</sup>) relative to October's 3.725 MG. Daily minimum was 2.495 MG (November 8<sup>th</sup>), relative to October's 2.634 MG.

- **Miscellaneous Revenues**

- Water sales were \$209,562 relative to October's \$202,543
- Sewer sales were \$300,325 relative to October's \$294,803
- Electrical sales were \$1,219,839 relative to October's sales of \$1,295,751
- Johnston County Water purchases were \$101,610 for 50.805 MG relative to October's \$106,382 for 53.191 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$925,397 relative to October's \$1,007,215
- Johnston County sewer charge was \$119,809 for 38.119 MG relative to October's \$129,799 for 41.261 MG.

- **Personnel Changes –**

- There were no changes in November



**Town of Smithfield  
Electric Department  
Monthly Report  
November, 2017**

**I. Statistical Section**

- Street Lights repaired -25
- Area Lights repaired -23
- Service calls - 49
- Underground Electric Locates -118
- Poles changed out, installed or removed 10
- Underground Services Installed/Repaired -1

**II. Major Revenues**

- N/A

**III. Major Expenses for the Month:**

- N/A

**IV. Personnel Update:**

- Utility Dept. had a Safety meeting on Hearing Conservation.

**V. Miscellaneous Activities:**

- Finished Cutting Power line Right-of-Way approximately 5.2 miles were cut.
- Helped Street Dept. put out Flags for Veterans Day.
- Done some turn on & turn offs for Meter Dept.
- Put up Christmas Decorations along Market St.
- Put up Christmas light Tree in West Smithfield.
- Helped Parks & Rec put up Christmas Tree at the Library.
- Done make ready work for DOT Signal Loop.
- Done repairs in Hospital Rd Substation.



## WATER & SEWER

### NOVEMBER 2017 MONTHLY REPORT

● DISCONNECT WATER	11
● RECONNECT WATER	6
● TEST METER	2
● TEMPORARY METER SET	0
● DISCOLORED WATER CALLS	2
● LOW PRESSURE CALLS	2
● NEW/RENEW SERVICE INSTALLS	3
● LEAK DETECTION	27
● METER CHECKS	37
● METER REPAIRS	10
● WATER MAIN/SERVICE REPAIRS	8
● STREET CUTS	7
● REPLACE EXISTING METERS	20
● INSTALL NEW METERS	1
● FIRE HYDRANTS REPAIRED	0
● FIRE HYDRANTS REPLACED	0
● SEWER REPAIRS	9

- CLEANOUTS INSTALLED 4
- SEWER MAIN CLEANED 8183LF
- SERVICE LATERALS CLEANED 460LF
- SERVICE CALLS 135
- LOCATES 166
- SERVICE AND MAINTAINED ALL 18 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY

## MAJOR EXPENSES FOR THE MONTH

- NEXGRID METERS INSTALLATION.

## UPCOMING PROJECTS FOR THE MONTH OF NOVEMBER

- BRASWELL STILL WORKING ON BOOKER DAIRY RD PROJECT.
- BRASWELL WILL BE FINISHING FLOW METER ON HWY 70.
- BRASWELL WILL BE FINISHING STATION #12 UPGRADE.
- SHOULD START INSTALLING NEXGRID METERS AGAIN.

**Smithfield Water Plant**  
Distribution Sampling Site Plan

**Hydrant Flushing**  
1,384,815

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	10/13/17	32	15	15930	10	North Street	10/04/17	2.4	15	15930	
Computer Drive	10/13/17	3.2	15	7965	10	West Street	10/04/17	2.2	15	71220	50
Castle Drive	10/13/17	3	15	7965	10	Regency Drive	10/09/17	1	45	58500	60
Parkway Drive	11/01/17	2.8	15	63720	40	Randers Court	11/14/17	1	25	26550	40
Garner Drive	11/01/17	3	15	7965	10	Noble Street	11/14/17	1	30	31680	
Hwy 210 LIFT ST.	11/01/17	2	15	7965	10	Fieldale Dr#1(L)	11/14/17	1	30	31860	40
Skyland Drive	11/01/17	1.8	15	7965	10	Fieldale Dr#2(R)	11/14/17	1	30	31860	40
Bradford Street	11/01/17	1	15	7965	10	Heather Court	11/14/17	1	30	31860	40
Kellie Drive	11/01/17	1	15	15930	10	Reeding Place	11/14/17	1	30	31860	40
Edgewater	11/01/17	1	15	7965	10	East Street	11/14/17	2.2	15	63720	40
Edgecombe	11/01/17	1	15	31860	40	Smith Street	11/01/17	2	15	7965	
Valley Wood	11/01/17	1	15	15930	40	Wellons Street	11/01/17	2.2	15	15930	40
Creek Wood	11/01/17	1	15	15930	40	Kay Drive	11/01/17	1.2	15	77970	15
White Oak Drive	11/01/17	1	15	10620	10	Huntington Place	11/01/17	1	15	31860	
Brookwood Drive	11/01/17	1	15	5310	10	N. Lakeside Drive	11/01/17	1.5	15	38985	15
Runnymede Place	11/01/17	2	15	5310	10	Cypress Point	11/01/17	1.6	15	34890	12
Nottingham Place	11/01/17	2.2	15	10620	10	Quail Run	11/01/17	1	15	31860	
Heritage Drive	11/01/17	1	15	5310	10	British Court	11/01/17	1.6	15	31860	
Noble Plaza #1	11/14/17	1	15	10620	10	Tyler Street	11/01/17	1.2	15	142440	60
Noble Plaza #2	11/14/17	1	15	10620	10	Yelverton Road	11/14/17	1	15	15930	40
Pinecrest Street	11/14/17	1	15	10620	10	Ava Gardner	11/14/17	0.5	15	47990	
S. Sussex Drive	11/14/17	1	15	7965	10	Waddell Drive	11/14/17	1	15	7965	10
Elm Drive	11/14/17	2.8	15	5310	10	Henly Place	11/14/17	1	15	34890	12
Bradford Street	11/14/17	1	15	7965	10	Birch Street	11/14/17	2	15	34890	12
Coor Farm Supply	11/14/17	2	15	10620	10	Pine Street	11/14/17	1.8	15	38985	15
Old Goldsboro Rd.	11/01/17	2	30	10620	10	Oak Drive	11/16/17	1.9	15	37695	14
Hillcrest Drive	11/01/17	3.4	15	13275	10	Cedar Drive	11/16/17	1.7	15	31860	10
Eason Street	11/01/17	1	15	26550	40	Aspen Drive	11/16/17	1.9	15	34890	12
Magnolia circle	11/01/17	1	15	7965	10	Furlonge Street	11/16/17	2.2	15	34890	12
Rainbow Drive	11/01/17	2.2	15	26000	60	Golden Corral	11/16/17	2.4	15	10080	16
Rainbow Circle	11/01/17	2	15	19500	60	Holland Drive	11/16/17	1.8	15	16250	15
Moonbeam Circle	11/01/17	1.8	15	19500	60	Davis Street	11/17/17	3.1	15	8715	12
Ray Drive	11/01/17	1.6	15	26550	40	Caroline Ave.	11/17/17	3.2	15	63720	10
Will Drive	11/01/17	1.6	15	84960	40	Johnston Street	11/17/17	3	15	38985	15
Michael Lane	11/01/17	3.4	15	106200	40	Ryans	11/17/17	0.5	15	7965	
Ward Street	11/01/17	2.6	15	15930	40						



## **MONTHLY WATER LOSS REPORT**

**November, 2017**

### **(4) Meters with slow washer leaks**

**(4)- ¾" Line, 1/8" hole – 4hrs**

**¾" Line, 1/16" hole – 5days**

**¾" Line, Full break – 2hrs**

**2" Line, full shear – 3hr**

**2"Line, 1/8" hole – 4hrs**

**1" Line, 1/16" hole – 3days**

**6" Line, 4" Split – 5hrs**

**Town of Smithfield  
Water Treatment Plant**

All figures are in MGD.

Nov-17  
Plant Totals

Date	Rate of Flow	Hrs. Operated	Raw Treated	Finish Metered	Plant Useage	Finish to Dist. System	% of RAW TREATED TO SYSTEM
1	3.75	22.5	3.535	2.896	0.0910	2.805	79.35
2	3.50	22.0	3.221	3.386	0.0860	3.300	102.45
3	3.50	24.0	3.560	3.605	0.0800	3.525	99.02
4	3.75	24.0	3.770	3.484	0.0890	3.395	90.05
5	3.75	23.0	3.607	3.591	0.0940	3.497	96.95
6	4.00	24.0	3.828	3.797	0.0850	3.712	96.97
7	3.50	19.5	3.109	2.807	0.0730	2.734	87.94
8	3.50	17.5	2.503	2.564	0.0690	2.495	99.68
9	3.75	21.0	3.246	2.940	0.0850	2.855	87.95
10	3.75	23.0	3.628	3.438	0.0770	3.361	92.64
11	3.75	23.0	3.430	3.347	0.0870	3.260	95.04
12	3.75	23.0	3.600	3.637	0.0856	3.551	98.65
13	3.75	23.5	3.639	3.285	0.0890	3.196	87.83
14	3.75	22.0	3.416	3.720	0.0820	3.638	106.50
15	3.75	22.0	3.469	3.100	0.0810	3.019	87.03
16	3.75	22.5	3.499	3.533	0.0760	3.457	98.80
17	3.75	24.0	3.727	3.412	0.0870	3.325	89.21
18	3.75	24.0	3.791	3.791	0.0790	3.712	97.92
19	3.75	17.5	2.940	2.984	0.0700	2.914	99.12
20	3.75	24.0	3.769	3.540	0.0730	3.467	91.99
21	3.75	22.0	3.462	3.636	0.0830	3.553	102.63
22	3.75	24.0	3.753	3.751	0.0840	3.667	97.71
23	3.75	22.5	3.506	3.126	0.0760	3.050	86.99
24	3.75	21.0	3.244	3.262	0.0780	3.184	98.15
25	3.75	22.0	3.446	3.270	0.0780	3.192	92.63
26	3.75	21.5	3.353	3.443	0.0800	3.363	100.30
27	3.75	23.0	3.568	3.638	0.0890	3.549	99.47
28	3.75	21.5	3.326	3.265	0.0620	3.203	96.30
29	3.75	22.5	3.513	3.291	0.0750	3.216	91.55
30	3.75	23.0	3.463	3.486	0.0650	3.421	98.79
31						0.000	#DIV/0!
Total	111.75	669.0	103.921	101.025	2.409	98.616	94.90
Avg	3.73	22.3	3.464	3.368	0.080	3.181	
Max	4.00	24.0	3.828	3.797	0.094	3.712	
Min	3.50	17.5	2.503	2.564	0.062	0.000	