



Mayor

M. Andy Moore

Mayor Pro-Tem

John A. Dunn

Council Members

Marlon Lee

David Stevens

Travis Scott

David Barbour

Stephen Rabil

Roger A. Wood

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, August 3, 2021

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 AUGUST 3, 2021  
7:00 PM**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Approval of Agenda**

**Page**

**Presentations:**

- 1. Appearance Commission’s Annual Report**  
(Chairperson – Stuart Lee) See attached information.....1

**Citizens Comments**

**Consent Agenda Items:**

- 1. Approval of Minutes:**
  - a. July 6, 2021 – Regular Meeting
  - b. July 6, 2021 – Closed Session (Under Separate Cover).....15
- 2. Special Event –The Love Connection’s Unity in the Community:** Christina Arena is seeking approval to conduct an outdoor event on Saturday, September 6<sup>th</sup> from 12:00 pm until 5:00 pm. This request includes amplified sound and the closure of South Front Street and the 100 block of East Johnston Street.  
(Planning Director – Stephen Wensman) See attached information.....23
- 3. Consideration and request for approval to adopt revisions to the employee pay scale**  
(HR Director/PIO – Tim Kerigan) See attached information.....27
- 4. Consideration and request for approval to amend the adopted FY 2021-2022 Fee Schedule**  
(Town Manager – Michael Scott) See attached information.....39
- 5. Consideration and request for approval to promote a Police Officer I to the rank of Police Officer II**  
(Chief of Police – R. Keith Powell) See attached information.....43

**6. Consideration and request for approval to promote a Fire Lieutenant to the rank of Fire Captain**  
(Assistant Fire Chief – Jeremy Daughtry) See attached information.....59

**7. Consideration and request for approval to promote a Fire Engineer to the rank of Fire Lieutenant**  
(Assistant Fire Chief – Jeremy Daughtry) See attached information.....69

**8. Consideration and request for approval to promote 2 Firefighter II positions to the rank of Fire Engineers**  
(Assistant Fire Chief – Jeremy Daughtry) See attached information.....71

**9. Bid award in the amount of \$34,783 to Deacon Jones Ford for the purchase of a F-250 truck for the Public Utilities – Water/Sewer Department.**  
(Public Utilities Director – Ted Credle) See attached information.....73

**10. Consideration and request for approval of a budget amendment**  
(Finance Director – Greg Siler) See attached information.....79

**11. Consideration and request for approval to appoint Blake Gotliffe to the Downtown Smithfield Development Corporation’s Board of Directors**  
(Town Clerk – Shannan Parrish) See attached information.....83

**12. Board Appointments**

- a. Mary Nell Ferguson has submitted an application for consideration to be reappointed to a third term on the Historic Properties Commission
- b. Monique Austin has submitted an application for consideration to be appointed to a three-year term to the Board of Adjustment as an In-Town representative.

(Town Clerk – Shannan Parrish) See attached information.....89

**13. New Hire Report**  
(HR Director/ PIO – Tim Kerigan) See attached information.....97

**Business Items:**

**1. Bid Award in the amount of \$37,500 to Honeywell to upgrade the control boxes for the load management project**  
(Public Utilities Director – Ted Credle) See attached information.....99

**2. Consideration and request for approval to accept the sufficiency of the annexation petition submitted by ASP Smithfield LLC/SST Properties (Samet Properties) and FNLI Agouti JNX LLC (Amazon) and adoption of Resolution No. 685 (13-2021) setting the date for the public hearing**  
(Town Clerk – Shannan Parrish) See attached information.....105

**3. Discussion concerning storm drainage on Cedar Drive**  
(Town Manager – Michael Scott) See attached information.....123

**Public Hearings:**

- 1. CZ-21-03 Floyd’s Landing:** The CE Group is requesting conditional rezoning of a portion of five parcels of land totaling approximately 199.8 acres from the R-20A (Residential-Agricultural) and B-3 (Highway Entrance Business) zoning districts to the R-8 CZ (Residential Conditional Zoning) district for the construction of a 598-unit residential development. The properties considered for approval are located on the west side of US Highway 70 Business West approximately 300 feet northwest of its intersection with South Rodgers Drive. The properties are further identified as Johnston County Tax ID# 15079014 15078012B and a portion of Johnston County Tax ID#15078012, 15077035C and 15077035H.  
(Planning Director – Stephen Wensman) See attached information.....127
- 2. CZ-21-04 American Leadership Academy (ALA) Johnston Charter School:** The applicant is requesting conditional rezoning of a 47.78-acre parcel of land from the LI (Light Industrial) zoning district to the OI CZ (Office Institutional Conditional Zoning) district for the construction of a charter school. The property considered for approval is located on the east side of US Highway 70 Business West approximately 230 feet north of Cloverdale Drive and further identified Johnston County Tax ID# 17J08004  
(Planning Director – Stephen Wensman) See attached information.....191
- 3. RZ-21-01 Ronda Miller:** The applicant is requesting to rezone a portion of two parcels of land totaling approximately .64 acres from the B-3 (Highway Entrance Business) zoning district to the R-20A (Residential-Agricultural) zoning district. The properties considered for approval are located on the southwest side of the Hill Road approximately 230 feet southeast of its intersection with US Highway 70 Business East. The properties are further identified as a portion of Johnston County Tax ID#15L11051and15L11051D.  
(Planning Director – Stephen Wensman) See attached information.....207
- 4. S-21-02 Spring Branch Commons:** The applicant is seeking approval of a 10-lot residential subdivision on property located within an R-8 CZ (Residential Conditional Zoning) district. The property considered for approval is located on the southeast side of the intersection of South Sixth Street and East Johnston Street. The property is further identified as Johnston County Tax ID#15026060.  
(Planning Director – Stephen Wensman) See attached information.....221

**Councilmember’s Comments**

**Town Manager’s Report**

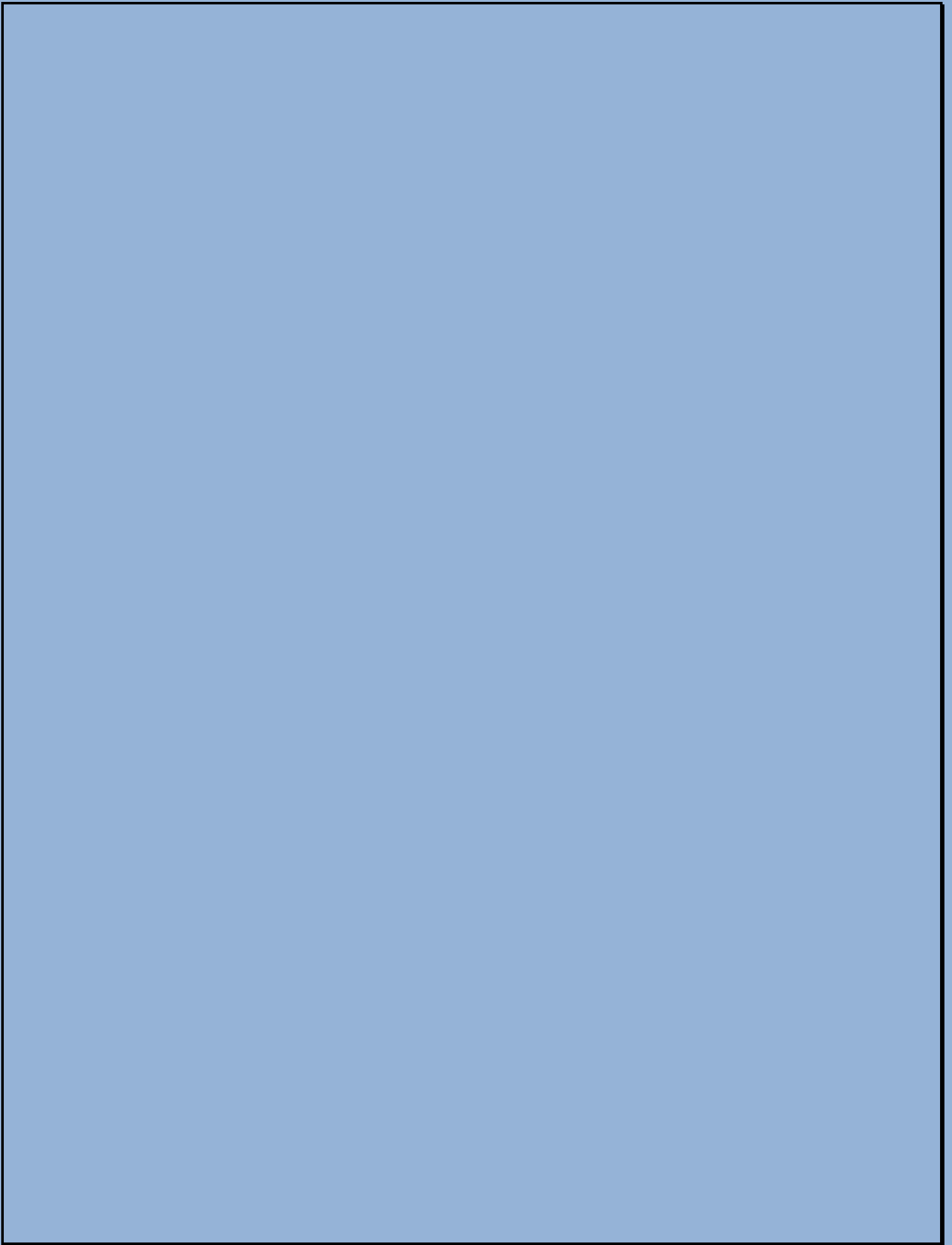
- Financial Report (See attached information).....237
- Department Reports (See attached information).....239
- Manager’s Report (Will be provided at the meeting)

**Closed Session Pursuant to NCGS 143-318.11 (a) (6)** – To Discuss a personnel matter.

**Reconvene in Open Session**

**Adjourn**

# Presentations







# Smithfield Appearance Commission



## 2020—2021 Annual Report



# Smithfield Appearance Commission

To: Town Council and the Town Manager  
From: Stuart Lee Chairperson; Peggy Scott, member  
Subject: Annual Report and Detailed Summary of the J.B. & J.P. George Endowment  
Date: August 3, 2021

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1. Comprehensive report of activities of the Town of Smithfield Appearance Commission for the year ending June 30, 2021.
2. Our Plan of work for the 2021-2022 year
3. The J.B. & J.P. George Endowment Annual- Financial Reports

Date:

To: Mr. Andy Moore, Mayor  
Mr. Michael Scott, Town Manager  
Ms. Shannan Parrish, Town Clerk  
Mr. Stephen Wensman, Planning Director

Councilman Dr. David Barbour	Councilman Travis Scott
Councilman John A. Dunn	Councilman David Stevens
Councilman Marlon Lee	Councilman Roger Wood
Councilman Stephen Rabil	

JB & JP George Endowment Reports will be delivered to Mr. George.

## Sec. 2-237.

Enactment and mission. For the purposes cited above, and for promoting the general welfare of the town and its citizens, the town council does hereby ordain, adopt and enact this article in its entirety, which shall be known as the Smithfield Appearance Ordinance. The mission of the Town of Smithfield Appearance Commission shall be to enhance the visual quality and aesthetic characteristics of the town by advising and assisting the town council in:

- Fostering neighborhood pride;
- Promoting and disseminating "best management practices" that are good examples of enhancing community appearance for residential, commercial and public sites;
- Acknowledging achievement and excellence of citizens in fulfilling the purposes of this article;
- Showcasing natural and architectural beauty;
- Encouraging appealing community entrances; seasonal or holiday decorations; and signage;
- Encouraging well planned, coordinated tree planting, preservation and maintenance throughout the town;
- Reviewing and advising the town council, or the town department designated by the council, as to the appearance of publicly owned or maintained property and spaces;
- Reviewing and advising the planning department as to compliance with the town's ordinances regarding sanitation, public works, housing, and other regulations affecting the community appearance, and
- Discouraging littering and blight.

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## Board Members

Stuart Lee, Chairperson

Robin Cook, Vice-Chairperson

Connie Barbour, Board Member

Julia Narron, Board Member

MaryFoy Ragsdale, Board Member

Peggy Scott, Board Member

Tim Depp, Board Member

***2 Vacant Positions***

Lawrence Davis, Public Works Director

Shannan Parrish, Town Clerk

David Stevens, Council Representative

**This Annual Report will be posted on the Appearance Commission page of the Town of Smithfield Website. For questions, please contact.**

**Stuart Lee, Chairperson or Peggy Scott, Member**

## J.B. & J.P. George Beautification Endowment Fund - Annual Reports 2021

*JB and JP Endowment agreements can be viewed thru Town Hall.*

### J.B. George Beautification Fund Annual Report

The Town has advertised in the Johnstonian once during the month of May 2021, about the availability of the beautification funds. We also advertised on the front page of the towns Web site and in our Town Newsletter. There were no applications submitted to the Appearance Commission for fund requests.

**Beginning Endowment Balance** on June 30, 2020 = \$105,000.00

**Annual Earned Income**

Interest	\$1019.53
From last year	\$2381.00
<b>Total</b>	<b>\$3400.53</b>

**Expenditures**

Advertising Johnstonian	\$14.10 (5/26/2021)
Front Page of the Towns Web Site	

We will carry over the Balance of \$3386.43 to next year's projects

**Ending Endowment Balance** on June 30, 2020 was \$105,000

### J.P. George Beautification Fund Annual Report

**Beginning Endowment Balance** on June 30, 2019 = \$25,330.

**Annual Earned Income**

Interest	\$211.25
From Last year	\$298.00
<b>Total</b>	<b>\$509.25</b>

**Expenditures**

None

We will carry over the Balance of \$509.25 to next year's projects

**Ending Endowment Balance** on June 30, 2020 was \$25,330

## Appearance Commission - General Fund Expenditures

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A total of \$16,003.60 was spent this year for projects completed, planned or in progress for 2020-2021. The Commission carried over \$8,625.00 funds left from 2019-2020, and with the Travel & Tourism reimbursement Grant of \$15,000 our Balance to end this year will be \$28,121.00 , which will be used for 2021-2021 projects such as the completion of the re-vegetation, landscaping and beautification of the Boat Ramp and walking path and the Art Walk proposal.

## Projects completed or working on 2020-2021

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### ***Beautification along the walking Path between the African American Monument and the Boat Ramp Shelter***

The project is a joint effort with Johnston County Visitor’s Bureau, and supported through a grant of \$15,000.

The Project details: \$15,965.39 has been spent so far, we expect the landscaping to be around \$25,000 complete.

Total Renovation Estimate: \$41,000

Sheltered picnic area: Two new sets of steps, flag pole, cement work, fencing, removal of old plants, all new landscaping.

Comments: The Commission would like to thank Clayton Narron Landscape Architecture for supporting the project.

Planned for 2021-2022: The Commission has planned for a comprehensive landscaping project to complete the refurbishment and beautification of the Boat Ramp

Shelter and Walking Path, *refer to 2021-2021 projects in this report.*



***Before Images (Left)***

## ***Beautification along the walking Path between the African American Monument and the Boat Ramp Shelter (Continued)***



Top: Flag Pole, to be lighted



Top Right: New Steps and fencing

Middle Right: Removed old steps, replaces with wider.

Bottom Right: Interactive public information box.



## ***Beautification along the walking Path between the African American Monument and the Boat Ramp Shelter (Continued)***

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Right: Sail Shade Picnic Area at the Boat Ramp New Fencing and concrete sidewalk and pad



## **Donate a Tree Program**

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This year the Commission received one donation of \$100, and ordered two name plates for a total of \$38.21.





## 2021—2021 Plans

### Boat ramp and Walking Trail Beautification Phase Two (continued)

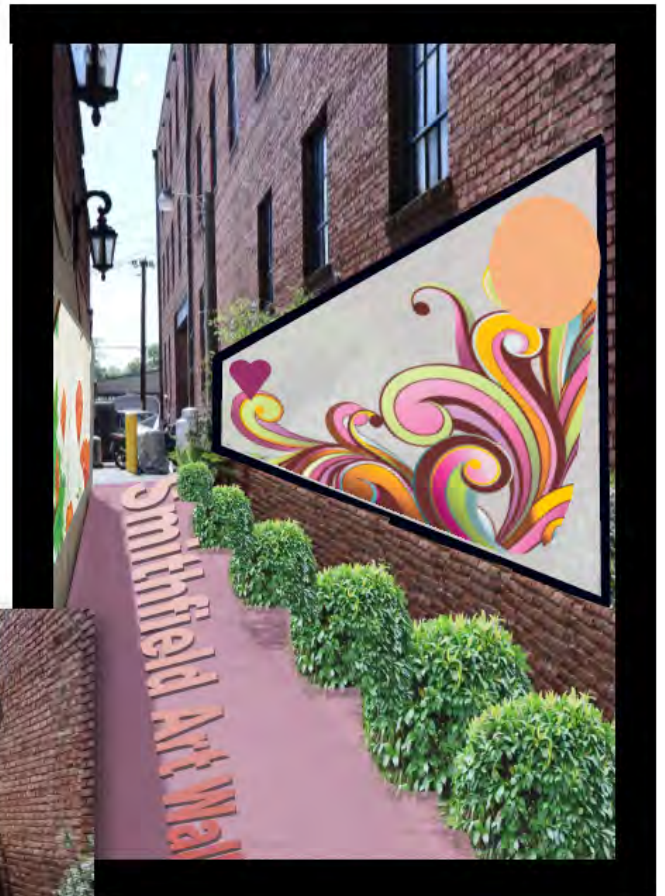


## 2021—2021 Plans

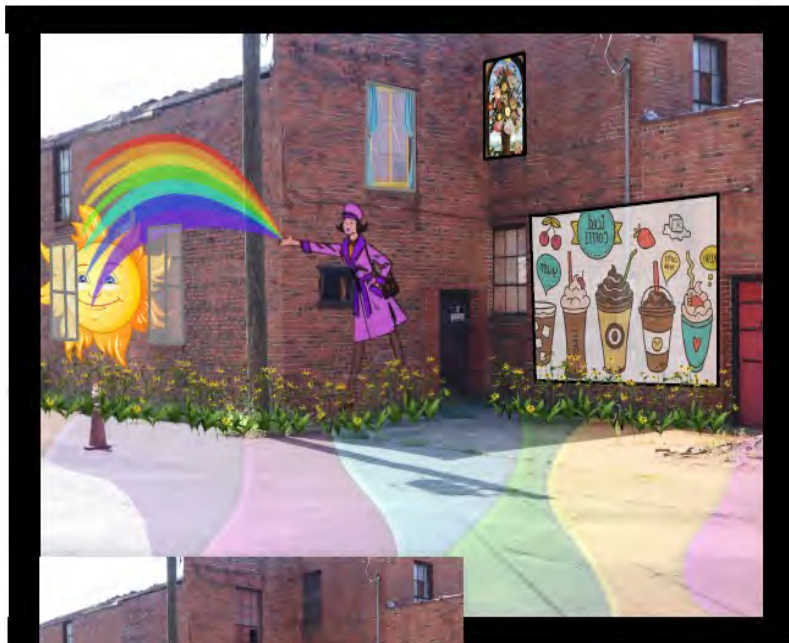
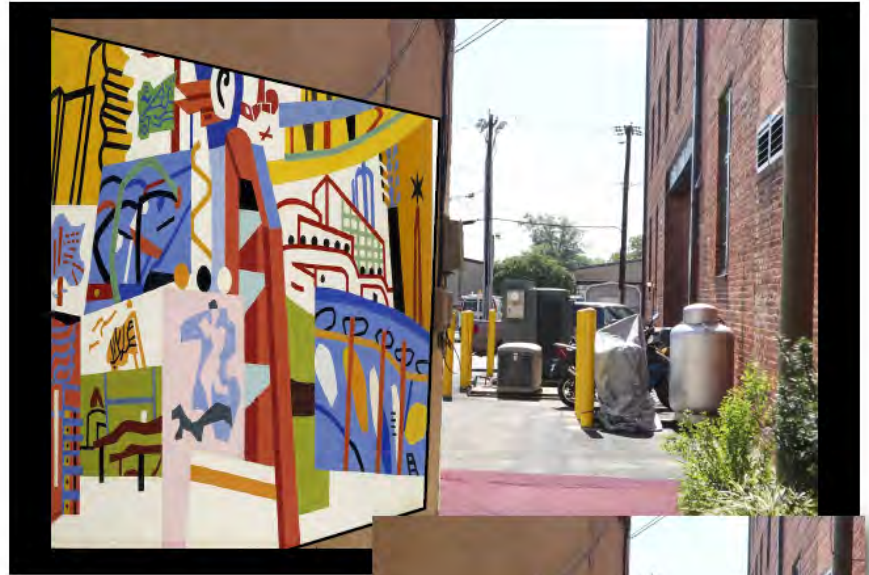
### **Art Walk Project - 2021—2023 Phase 1**

Overview: While public art isn't a major job creator and its merits can't be evaluated with traditional performance metrics, advocates argue that it contributes to economic development, revitalization, and community pride and beatification in multiple ways. It highlights a community's cultural assets, builds community pride, draws people together from inside and outside the city and enhances the natural and urban landscape. The Smithfield NC Art Walk seeks to build an environment for residents and visitors to find news ways to see the assets in the unseen beauty of the towns less traveled paths. Through a planned urban path, that meanders through our downtown district, structural canvases will be mapped out and provided to county artist (individuals, groups, organizations, schools) to design murals to accentuate our downtown. The Smithfield Art Walk, will be promoted as an opportunity for residents of the town and county, as well as visitors to spend time in our downtown and walk a planned "local artist path" through downtown. If approved, we envision this path expanding – potentially – from downtown outward to the 95 access and the along the Brightleaf Road business corridor.

Vision Statement: Promote quality of life and economic vitality with a mixed-income, urban, multi-modal community that welcomes visitors, cultivates the areas of artistic and cultural identity, uplifts unique local destinations and finds balance with the natural environment and proactive community health opportunities.



## Art Walk Project - 2021—2023 Phase 1 (continued)



## Art Walk Project - 2021—2023 Phase 1 (continued)



## Thank You

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The Appearance Commission would not be able to do the work we do without the tireless efforts of the Town Staff.

### Special Thank you to:

**Lawrence Davis and his entire Department of Public Works** - For always getting the many projects finished, installed, and looking great! Keeping our Beautiful Town clean and well maintained.

**Shannan Parrish** - For keeping us on track and taking care of our minutes and book work. Her knowledge is endless and she is always so positive and helpful.

**Stephen Wensman** - For always available to answer our questions and knowledge about areas we would like to work on.

**Councilman David Stevens** - For his Support, for the Appearance Commission.

**Mayor, Andy Moore**

**Town Manager, Michael Scott**

**Town Council** - For their support of the Appearance Commission

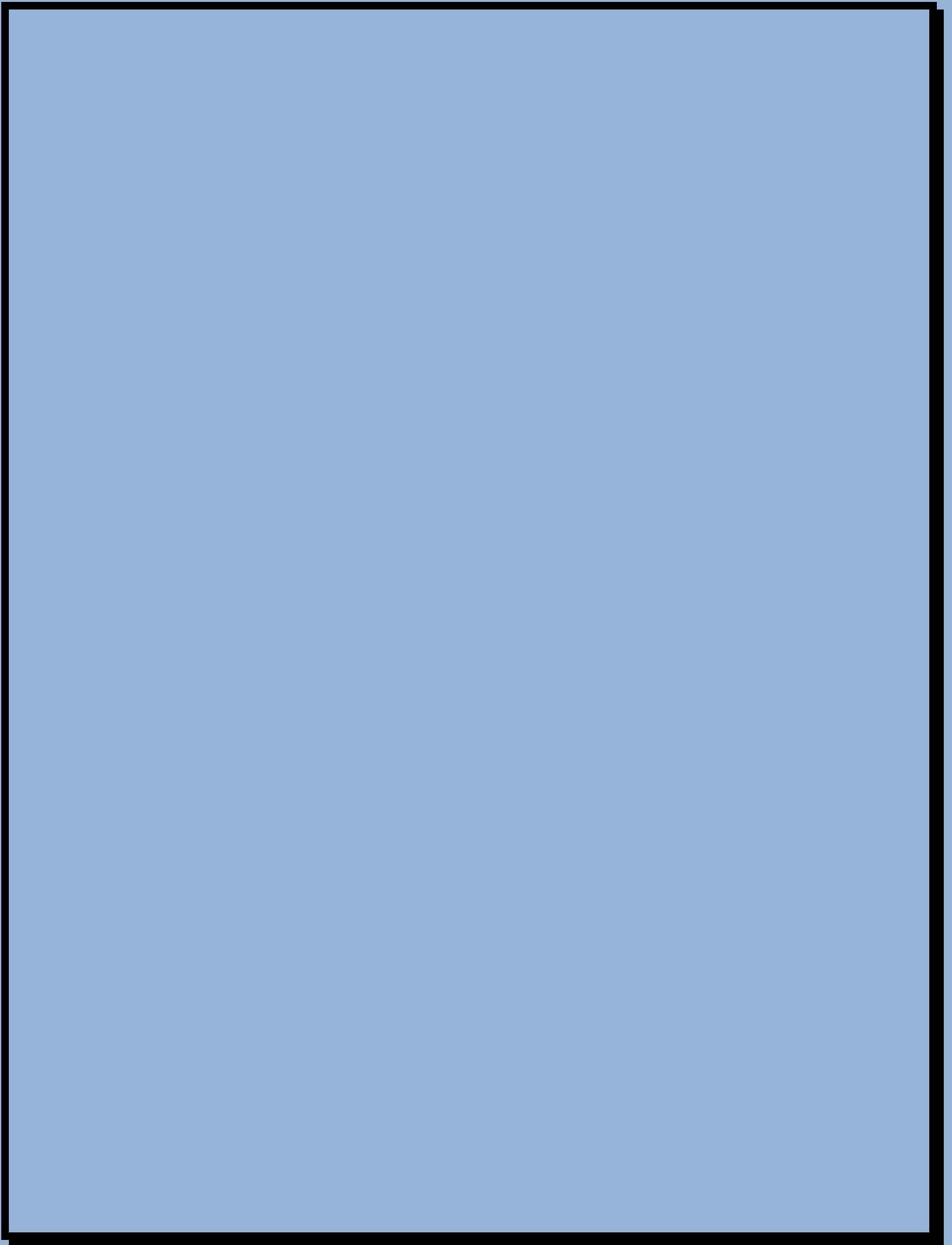
**Mr. Jim George** - For his continued support of the Appearance Commission and the beautification of our Town.

*Respectfully Submitted by - Chairperson, Stuart Lee, & Member, Peggy Scott*



# Consent

## Agenda Items





The Smithfield Town Council met in regular session on Tuesday, July 6, 2021 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

John Dunn, Mayor Pro-Tem  
Marlon Lee, District 1  
David Stevens, District 2  
Travis Scott, District 3  
Dr. David Barbour, District 4  
Stephen Rabil, At-Large  
Roger Wood, At-Large

Councilmen Absent

Administrative Staff Present

Michael Scott, Town Manager  
Ted Credle, Public Utilities Director  
Jeremy Daughtry, Assistant Fire Chief  
Lawrence Davis, Public Works Director  
Gary Johnson, Parks & Rec Director  
Shannan Parrish, Town Clerk  
R. Keith Powell, Chief of Police  
Greg Siler, Finance Director  
Stephen Wensman, Planning Director

Also Present

Bob Spence, Town Attorney

Administrative Staff Absent

Tim Kerigan, Human Resources/PIO

**CALL TO ORDER**

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

**INVOCATION**

The invocation was given by Councilman Barbour followed by the Pledge of Allegiance.

**APPROVAL OF AGENDA:**

Councilman Rabil made a motion, seconded by Councilman Scott, to add a Closed Session pursuant to NCGS 143-318.11 (a) (6) to discuss a personnel matter. Unanimously approved.

Councilman Wood made a motion, seconded by Councilman Scott, to approve the agenda as amended. Unanimously approved.

**PRESENTATIONS:**

**1. Recognition of Retiring Fire Chief John Blanton's 30+ years of service to the Town of Smithfield**

Mayor Moore presented retired Fire Chief John Blanton a proclamation and a watch honoring his service to the Town of Smithfield. Mayor Moore expressed his appreciation to Chief Blanton for his dedication to the citizens of Smithfield.

**PROCLAMATION  
In Honor of Fire Chief John M. Blanton Jr.'s  
30+ Years of Dedicated Service  
to the Town of Smithfield**

**WHEREAS**, John M. Blanton, Jr. has been a dedicated employee of the Town of Smithfield for over 30 years; and

**WHEREAS**, John M. Blanton, Jr. retired on June 1, 2021 with 30 years and 9 months of full-time service with the Smithfield Fire Department; and

**WHEREAS**, during his career, John M. Blanton, Jr. has risen through the ranks as a Fire Engineer, Lieutenant and Captain; and

**WHEREAS**, in February of 2016, John M. Blanton, Jr., was promoted to serve as the Fire Chief. A position he held until his retirement; and

**WHEREAS**, John M. Blanton, Jr.'s years of service have been marked with professionalism, dedication and service to the citizens of Smithfield; and

**WHEREAS**, John M. Blanton, Jr. has earned and deserves this public recognition for his many years of service and commitment to the Town of Smithfield.

**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 John M. Blanton, Jr. for his distinguished service to the Town of Smithfield, and urge our citizens to join with us as we extend our sincere appreciation for his work, and wish him well in his future endeavors.

**2. Recognition of Community Garden Volunteers**

Mayor Moore recognized the following missionaries from the Jesus Christ of Latter-Day Saints Church for volunteering at the Community Garden: Helena Anderson, Elder Kinlicheenie, Elder Tanner, Hermana Jensen and Hermana Ventura.

**3. 2020 Police Department Officer of the Year**

Captain James Grady informed the Council that Officer Michael Jernigan had been selected as the Smithfield Police Department's 2020 Officer of the Year. Members of the department nominate officers for this award. Once nominated, the Team Commanders vote based on the nominations on who will receive this award and it is presented to the Chief for final approval. Officer Jernigan has been with the Smithfield Police Department for 4 years. Prior to working for Smithfield, he worked as a Military Police officer for 10 years. He has worked in the Patrol Division, and now serves as a K-9 Handler. Officer Jernigan is always willing to go above and beyond in the performance of his duties. He is an asset to the Department and the Town.

**4. Administering the Oath of Office to newly promoted Sergeant Sean Cook**

Mayor Moore administered the Oath of Office to newly promoted Police Sergeant Sean Cook and congratulated him on his promotion.

**5. Administering the Oath of Office to new Police Officer Jennifer LeCrone**

Mayor Moore administered the Oath of Office to new Police Officer Jennifer LeCrone and welcomed her to the Town of Smithfield.

**PUBLIC HEARINGS: None**

**CITIZEN'S COMMENTS:**

- Alisa Bizzell of 510 South Vermont Street expressed her concerns to the Council about excessive speeding on Martin Luther King Jr. Drive. She explained there were a lot of elderly people (including her mother) who reside in the area and she was fearful for their safety. She asked the Council to consider some type of speed reduction measures for the street.

**CONSENT AGENDA:**

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

1. The following minutes were approved:
  - May 3, 2021 – Budget Session
  - May 6, 2021 – Budget Session
  - May 20, 2021 – Budget Session

- May 25, 2021 – Budget Session
  - June 1, 2021 – Regular Meeting
  - June 24, 2021 – Recessed Meeting
2. Special Event: River Rat Regatta – The Parks and Recreation Department gained approval to conduct the annual cardboard boat race at the Neuse River Boat Ramp on August 14, 2021 from 4:00 pm until 10:00 pm. The closure of Front Street and the use of amplified sound was also approved with this request. The event was also approved as an annual event.
  3. Special Event: Youth Jubilee Services – True Vine Apostolic Ministries gained approval to conduct a youth service on July 17, 2021 at 720 Second Avenue from 10:00 am until 2:00 pm. The closure of Second Avenue and the use of amplified sound was approved with this request.
  4. Promotion: Approval was granted to promote a Public Works employee to the position of Sanitation Crew Leader
  5. Promotion: Approval was granted to promote the IT Specialist to the position of Technology (IT) Director
  6. Approval was granted adopt No. 681 (09-2021) authorizing the Police Department to apply for the second year of funding from the NC Governor’s Highway Safety Program  
{Attached hereto and made a part of these official minutes is Resolution 681 (09-2021) which is on file in the office of the Town Clerk}
  7. Approval was granted to adopt Resolution No. 682 (10-2021) accepting the American Rescue Plan Funds

TOWN OF SMITHFIELD  
RESOLUTION No. 682 (10-2021)  
ACCEPTING AMERICAN RESCUE PLAN ACT OF 2021 FUNDS

WHEREAS, The American Rescue Plan Act (a/k/a American Rescue Plan) was signed into law on March 11, 2021; and

WHEREAS, the American Rescue Plan is to assist with the speeding up the recovery from the economic and health effects from the COVID-19 pandemic and ongoing recession; and

WHEREAS, part of the American Rescue Plan provides funding aid for local governments; and

WHEREAS, these funds for municipalities may be used to respond to public health emergencies with respect to COVID-19, provide premium pay to essential workers and investment in water and sewer infrastructure; and

NOW, THEREFORE, BE IT RESOLVED BY THE SMITHFIELD TOWN COUNCIL:

- That Town of Smithfield does hereby authorize the acceptance of funds through the American Rescue Plan Act and acknowledges funds will be issued via the State of North Carolina.
- That the Smithfield Town Council delegates to its Town Manager, the responsibility to execute any necessary agreements required on behalf of the Council.
- That The Town of Smithfield will substantially comply with all laws, rules, and regulations, a pertaining thereto.

8. New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Firefighter I (2)	Fire	10-20-5300-5100-0200	\$16.76/hr. (\$36,603.84/yr.)
Police Officer II	Police	10-20-5100-5100-0200	\$19.52/hr. (\$43,646.72/yr.)
P/T Camp Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$11.00/hr.

P/T Camp Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$11.00/hr.
P/T Pool Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$10.00/hr.
P/T General Staff (8)	P&R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.
P/T General Staff	PW - Sanitation	10-40-5800-5100-0200	\$9.00/hr.
P/T Pool Staff/Lifeguard (5)	P&R – Aquatics	10-60-6220-5100-0220	\$8.00/hr.
Public Works Superintendent	PW – Sanitation	10-40-5800-5100-0200	\$22.49/hr. (\$46,779.20/yr.)
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200	\$15.18/hr. (\$31,574.40/yr.)

**Current Vacancies**

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Assistant Finance Director	Finance	10-10-4200-5100-0200
Crew Leader – Sanitation	PW – Sanitation	10-40-5800-5100-0200
Customer Service Representative	Electric	31-72-7230-5100-0200
Electric Line Technician	Electric	31-72-7230-5100-0200
Fire Chief	Fire	10-20-5300-5100-0200
Fire Inspector (Part-time – 2 positions)	Fire	10-20-5300-5100-210
IT Support Specialist	General Government (3 funds)	10-10-4100-5100-0200
Water Plant Operator (2 positions)	PU – Water Plant	30-71-7200-5100-0200
Police Officer I (4 positions)	Police	10-20-5100-5100-0200
P/T Firefighter I (8 positions)	Fire	10-20-5300-5100-0200
Pump Station Mechanic	PU – Water/Sewer	30-71-7200-5100-0200
Sanitation Equipment Operator (3 positions)	Public Works	10-40-5800-5100-0200
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200

**Business Items:**

**1. Consideration and request for approval to submit an Economic Development Administration (EDA) grant application**

Public Utilities Director Ted Credle addressed the Council on a request to submit an Economic Development Administration grant application. Mr. Credle explained that the American Recovery Act passed by Congress appropriated \$3.3 billion to the Economic Development Administration. The EDA will be issuing a notice of funding opportunity and the Town can apply for the grant. This grant is used for utility infrastructure and applicants must have a 20% match of funding. The proposed project the Town would like to pursue is sanitary sewer improvements in West Smithfield. The project includes: \$400,000 for survey, model and design; \$200,000 wet well upsizing at pump station 3; \$600,000 for improvements along US-70 including boring under the highway; \$2.6 million for sewer line improvements along the outfall. The total cost of the project would be \$3.8 million with \$3,040,000 coming from grant funds and \$760,000 from Town match funds.

Councilman Scott questioned if the grant funds could be used for a sanitary sewer project on the north side of town since there are already capacity issues in that area. Mr. Credle explained that the Town does not own the line Councilman Scott was referring to. The Town Manager explained that this grant was tied to jobs and the Town can leverage this project with the jobs that Amazon will be creating.

Skip Green explained the grant was on a first come first serve basis and one of the things the EDA will look at is if the project can be linked to additional jobs and if the Town was committed to the matching funds.

Councilman Scott questioned if the Town could use Cares Act funding for the grant match. Mr. Green responded that Cares Act funding could not be used for the grant match.

Councilman Scott further questioned where staff thought the \$760,000 match could come from. The Town Manager explained that funds were budgeted for the Durwood Stephenson Water line project and since the Town received funding from the County for that project, those funds could be used for the grant match.

Councilman Scott made a motion, seconded by Councilman Rabil, to allow staff to submit and Economic Development Administration grant application. Unanimously approved.

**2. Update on the Community Development Block Grant (CDBG) Housing Revitalization Grant**

Grant Administrator Skip Green informed the Council that there have been delays in the project due to Covid. Currently, staff is having difficulties getting three qualified bids from licensed contractors to rehabilitate 5 homes. Originally, there were 22 applicants and of those, 12 have completed the application process and title searches have been completed. Once three bids have been received, construction can begin on the first five houses. Plans for the remaining seven houses will be developed once construction begins on the first group.

Councilman Lee questioned if Town staff was assisting with advertising the project. The Town Manager responded Town staff and Mr. Green were working together to advertise the project.

**3. ANX-12-01: Annexation Request ASP Smithfield LLC/SST Properties (Samet Properties) and FNLI Agouti JNX LLC (Amazon) submitted a petition to voluntarily annex 193.027 acres into the Town of Smithfield. Also included, adoption of Resolution No. 683 (11-2021)**

Town Clerk Shannan Parrish addressed the Council on a request to adopt Resolution No. 683 (11-2021) allowing her to investigate the sufficiency of the annexation petition. She explained that at the June meeting, the Council approved the Clerk to certify the annexation petition. During her investigation, it was determined that both properties owners, ASP Smithfield LLC/SST Properties (Samet Properties) and FNLI Agouti JNX LLC (Amazon) had not signed the original application. Thus, rendering the petition insufficient. The application had been amended and the Clerk is comfortable investigating the sufficiency of the annexation petition.

Councilman Barbour made a motion, seconded by Councilman Wood, to adopt Resolution No. 683 (11-2021) directing the Town Clerk to investigate the petition submitted by ASP Smithfield LLC/SST Properties (Samet Properties) and FNLI Agouti JNX LLC (Amazon). Unanimously approved.

TOWN OF SMITHFIELD  
RESOLUTION NO. 683 (11-2021)  
DIRECTING THE CLERK TO INVESTIGATE A PETITION  
RECEIVED UNDER G.S. 160A-31

WHEREAS, a petition requesting annexation of an area described in said petition was received on June 1, 2021 by the Smithfield Town Council; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

WHEREAS, the Town Council of the Town of Smithfield deems it advisable to proceed in response to this request for annexation:

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD THAT:

The Town Clerk is hereby directed to investigate the sufficiency of the attached petition and to certify as soon as possible to the Town Council the result of her investigation

Adopted this the 6th day of July 2021

**4. Consideration and request for approval to adopt Resolution No. 684 (12-2021) accepting the NCDEQ Clean Water State Revolving Fund Asset Inventory and Assessment grant**

Public Utilities Director Ted Credle addressed the Council on a request to adopt Resolution No. 684 (12-2021) accepting the NCDEQ Clean Water State Revolving Fund Asset Inventory and Assessment grant. Mr. Credle explained this grant would allow the Town to continue digitized mapping of the system and the larger I & I project, which also seeks to identify all Town infrastructure and use the data library to make repairs and improvements. To accept the funding the state requires the Town Council to accept the award by resolution and commit to providing a 15% match to the grant funds. The 15% match and grant fee will come from already budgeted capital improvement funds for digitized mapping and I & I.

Councilman Barbour made a motion, seconded by Councilman Stevens, to adopt (Resolution No. 684 (12-2021) to accept the grant and move the appropriate funds needed for the grant fee and match (not to exceed \$172,500) and authorize the Town Manager to execute the contract. Unanimously approved.

TOWN OF SMITHFIELD  
RESOLUTION NO. 684 (12-2021)  
BY THE TOWN COUNCIL TO ACCEPT THE NORTH CAROLINA DEPARTMENT OF  
ENVIRONMENTAL QUALITY ASSET INVENTORY AND ASSESSMENT GRANT

WHEREAS, the North Carolina General Statutes Chapter 159G has created Asset Inventory and Assessment grants to assist eligible units of government with meeting their water infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered a State Reserve Grant in the amount of \$150,000.00 to perform asset inventory and assessment work, and

WHEREAS, the Town of Smithfield intends to perform said project in accordance with the agreed scope of work,

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD:

That Town of Smithfield does hereby accept the State Reserve Grant offer of \$150,000.00.

That the Town Council does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Michael L. Scott, Town Manager, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the 6th day of July, 2021 at the Town Hall Council Chambers in Smithfield, North Carolina.

**5. Bid Award in the amount of \$1,573,340.00 to Sandy's Hauling and Backhoe for the construction of the Phase 2 Durwood Stephenson Water Line**

Public Utilities Director Ted Credle addressed the Council on a request to award a bid to Sandy's Hauling and Backhoe for the construction of the Phase 2 Durwood Stephenson Water Line. He explained the project was bid in March and then rebid in May because during first bid process only

two bids were received. Seeing the benefit of growth in West Smithfield, the Johnston County Board of Commissioners voted to approve total construction funding for this project. Mr. Credle stated staff was requesting that the Council approve the low bidder, Sandy's Hauling and Backhoe Service, and authorize the Town Manager to execute all related construction projects to build phase two of the project not to exceed \$1,750,000.

Councilman Barbour made a motion, seconded by Councilman Rabil, to award the bid to Sandy's Hauling and Backhoe and authorize the Manager to execute any contracts to perform the intended work not to exceed the project budget limit of \$1,750,000. Unanimously approved.

## **6. Discussion concerning the 2021 Election**

Town Manager Michael Scott explained that recent Senate Bill 722 will move the Town of Smithfield's district elections to March 8, 2022. This was due to the US Census being late because of COVID. Staff is not anticipating receiving that census data in time to review and determine if any redistricting was necessary. The Town Manager explained the issue at hand was the mayor's election. The mayor's election could be held normally in November, or it could be held in March with the Council's district seats. He further explained that since other primaries would be held in March, the cost to the Town would be minimal.

Councilman Stevens made a motion, seconded by Councilman Wood, to hold the Mayor's election on March 8, 2022 with the Smithfield Council District elections. Unanimously approved

## **Councilmembers Comments:**

- Councilman Lee expressed his appreciation to everyone who attended and participated in the Juneteenth Celebration.  
Councilman Lee made a motion, seconded by Councilman Stevens, to make the Juneteenth Celebration and annual event to be held the Saturday closest to June 19<sup>th</sup>. Unanimously approved.
- Councilman Scott expressed his appreciation to all that participated in the July 4<sup>th</sup> Celebration. He also asked for the Town Manager to provide Council with an update on the Fire Chief hiring process.
- Councilman Barbour informed the public that the FAA just passed a new recreational flier response requirement for all drone operators.
- Councilman Stevens expressed his appreciation to the Town Manager and the Public Utilities Director. He explained that they went before the Johnston County Board of Commissioners to request funding for Phase 2 of the Durwood Stephenson water line and because of their efforts, the Town received that funding.
- Mayor Moore encouraged the Council to personally contact the County Commissioners to express the Town's gratitude for funding the water line project. He encouraged everyone to attend the Third StrEATery event on Friday night.

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

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

- The 4<sup>th</sup> of July Fireworks were well received and well attended. Staff has only heard positive comments.
- District 5 Baseball Tournament begins tonight and is scheduled to run through Friday, depending

on the weather. The winners head to the State Tournament.

- The Month of July is scheduled as “Parks and Recreation Month” Each year since 1985, Americans have celebrated National Park and Recreation Month during the month of July to recognize the importance of parks and recreation in establishing and maintaining the quality of life for, and contributing to the physical, economic and environmental well-being of communities. Through efforts by the National Recreation and Park Association, the U.S. House of Representatives passed an official resolution for Park and Recreation Month in 2009.
- The Town Manager informed the Council that he had a zoom meeting with Triangle J Council of Governments and will have a follow-up phone conversation. Staff is reviewing the final candidates and once two are selected, staff will schedule a community meeting with the final candidates.
- The Town Manager informed the Council that staff was having difficulty attracting the right candidate for the Assistant Finance Director’s position. Staff is investigating possible ways to make the position more attractive to potential candidates which may include increasing the starting salary.

**Closed Session Pursuant to NCGS 143-318.11 (a) (6)**

Councilman Stevens made a motion, seconded by Councilman Barbour, to enter into Closed Session pursuant to the aforementioned statute. Unanimously approved at approximately 9:34 pm

**Reconvene in Open Session**

Councilman Scott made a motion, seconded by Councilman Wood, to reconvene in Open Session. Unanimously approved at approximately 8:56 pm.

No action was taken by the Council following the Closed Session

**Adjourn**

Being no further business, Councilman Barbour made a motion, seconded by Councilman Wood, to adjourn the meeting. Unanimously approved. The meeting adjourned at approximately 8:57 pm.

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M. Andy Moore, Mayor

ATTEST:

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Shannan L. Parrish, Town Clerk





# Request for Town Council Action

Consent  
Agenda  
Item: Application  
for  
Temporary  
Use Permit  
Date: 08/03/2021

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Subject: Temporary Use Permit  
Department: Planning Department  
Presented by: Stephen Wensman - Planning Director  
Presentation: Consent Agenda Item

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## Issue Statement

The Council is being asked to allow Christina Arena to hold Unity in the Community at the Town Commons Amphitheatre on September 6, 2021.

## Financial Impact

N/A

## Action Needed

To approve the Temporary Use Permit Application

## Recommendation

Staff recommends approval of the Temporary Use Permit

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Temporary Use Permit Application



# Staff Report

Consent  
Agenda  
Item: Application  
for  
Temporary  
Use Permit

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Christina Arena is requesting to hold The Love Connection's Unity in the Community Event at the Town Commons Amphitheatre on Saturday, September 6, 2021 from 12:00 pm to 5:00 pm. The setup would begin at 8:00 am and cleanup would end 5:30 pm. Amplified sound would be used between 1:00 pm and 4:00 pm. This event is expected to bring over 100 people. Foods or goods will be available for purchase. S. Front Street and the 100 block of E. Johnston Street have been requested to be closed. The applicant has asked for (10) trash cans. Some of the activities **planned are free haircuts, free children's clothing giveaway,** free health information, local job opportunities and a guest speaker. No police presence is needed.



Town of Smithfield  
 Planning Department  
 P.O. Box 761 or  
 350 East Market Street  
 Smithfield, NC 27577

Completed applications should be submitted at least 4 weeks prior to event by emailing Julie Edmonds at [julie.edmonds@smithfield-nc.com](mailto:julie.edmonds@smithfield-nc.com) or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

### Temporary Use Permit Application

#### TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event \_\_\_\_\_
- Over 100 people in attendance
- Live Band or Amplified Sound \_\_\_\_\_
- Requires closure or blockage of Town Street
- Involves Food Trucks
- Requires Security (potential safety, security concerns)
- Involves structures larger than 200 square feet and canopies larger than 400 square feet
- Involves Town park property
- Involves Fireworks

#### OTHER TEMP USES

- Modular Office Units
- Emergency, construction and repair residence
- Temporary storage facility (portable storage unit)
- Sale of agricultural products grown off-site
- Sale of Fireworks
- Other (please describe) \_\_\_\_\_

<u>The Love Connection Unity In The Community</u> Name of Event	<u>Front Street, Smithfield.</u> Location of Event/Use (exact street address)
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Name <u>Christina Arcena</u>	Address <u>206 E. Holt St., Smithfield.</u>
Phone number <u>919-915-1102</u>	Email address <u>arcena@yahoo.com</u>
Event date <u>9/6/21</u>	Will alcohol be sold or served? <u>NO</u>
Event start time <u>12:00 pm</u>	Event end time <u>5:00 pm</u>
Event set up time <u>8:00 am</u>	Event cleanup time <u>5:30 pm</u>
Sound amplification hours <u>1:00 pm - 4 pm</u>	Will food or goods be sold? <u>yes.</u>

# Food Trucks if applicable \_\_\_\_\_ (requires a valid permit from NC Department of Agriculture, a copy of the vehicle or trailer registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: \_\_\_\_\_

(If using Smithfield Police, applicant must contact the PD to schedule security.)

Will any town property be used (i.e., streets, parks, greenways)? yes (street amphitheatre)

If any town streets require closure, please list all street names. S. Front & 100 block of E. Johnston

Are event trash cans needed? yes How many? 10

Method of Payment: Cash \_\_\_\_\_ C Check# \_\_\_\_\_ Credit Card \_\_\_\_\_ Amount \$ \_\_\_\_\_

Payment received by: \_\_\_\_\_

**CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER**

I hereby certify that the information contained in this application is true to the best of my knowledge and I further certify that this event/use will be conducted per all applicable local laws. I certify that I have received the attached information concerning the regulations for temporary uses. If an event, I certify that I have notified all adjoining property owners of the planned event.

Christina M. Aron Christina M. Aron 6/29/21  
Applicant's Name (print)      Signature      Date

Planning Director signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OWNERS AUTHORIZATION**

I hereby give CONSENT to \_\_\_\_\_ (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.

*Property owners name (print)* Town of Smithfield  
*Address* 350 E. Market Street *Zip* 27577  
*Phone number* (919) 934-2116 *Email* \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_



# Request for Town Council Action

Consent  
Agenda  
Item:  
Date:

Proposed  
Revision to  
the Pay  
Scale  
08/03/2021

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Subject: Proposed Revision to the Employee Pay Scale

Department: General Government

Presented by: Tim Kerigan – HR Director

Presentation: Consent Agenda

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## Issue Statement

The Pay and Class Study completed by Piedmont Triad Council of Governments in 2019 recommended a 2% increase annually **to the Town's pay rate ranges beginning** in July 2020.

## Financial Impact

If approved, this revised Pay Scale would have no adverse effect to the Adopted FY 2021-2022 Budget. This revised pay scale would implement the direction Council provided to the Town Manager at the time of the Adopted Budget.

## Action Needed

Approval to adopt the proposed Pay Scale; effective date for pay period beginning 08/02/2021.

## Recommendation

Staff recommends the approval and adoption of the proposed Pay Scale.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Current Pay Scale
3. Proposed Pay Scale



# Staff Report

Consent  
Agenda  
Item: Proposed  
Revision to  
the Pay  
Scale

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The Pay and Class Study completed by Piedmont Triad Council of Governments in 2019 recommended a 2% increase annually **to the Town's pay rate ranges beginning in July 2020** and to continue until the next Pay and Class Study. They also recommended that new Pay and Class Studies occur approximately every 3 years in order to stay competitive and relevant.

This revision to Pay Scales are independent of annual salary increases that have already been implemented in accordance to the Adopted Budgets.

If approved, this revised Pay Scale would have no adverse effect to the Adopted FY 2021-2022 Budget. This revised pay scale would implement the direction Council provided to the Town Manager at the time of the Adopted Budget.

This proposed revision affects all full-time employees.

**SMITHFIELD, NC  
2020-2021 PAY RANGES  
Effective 11/09/2020**

Column1	Column2	Column3	Column4	Column42	Column5	Column6
<u>Job Class</u>	<u>Grade</u>	<u>Minlmmum</u>	<u>Hourly</u>	<u>Bi-Weekly</u>	<u>Mid-Point</u>	<u>Maximum</u>
Part-time Seasonal or Temporary			8.00		16.50	25.00
Not Assigned	8	24,648.00	11.85	948.00	31,426.20	38,204.40
Collections Assistant	9	25,916.80	12.46	996.80	33,043.92	40,171.04
Facility Maint Specialist I Parks & Rec	10	27,227.20	13.09	1,047.20	34,714.68	42,202.16
Sanitation Worker	10	27,227.20	13.09	1,047.20	34,714.68	42,202.16
Facility Maint Specialist I Public Works	10	27,227.20	13.09	1,047.20	34,714.68	42,202.16
Street Sign Specialist	11	28,620.80	13.76	1,100.80	36,491.52	44,362.24
Street Maint Worker	11	28,620.80	13.76	1,100.80	36,491.52	44,362.24
Facility Maint Specialist II Parks & Rec	12	30,056.00	14.45	1,156.00	38,321.40	46,586.80
Water Plant Operator (Trainee)	12	30,056.00	14.45	1,156.00	38,321.40	46,586.80
Customer Service Rep	13	31,574.40	15.18	1,214.40	40,257.36	48,940.32
Admin Support Specialist I Police	13	31,574.40	15.18	1,214.40	40,257.36	48,940.32
Police Records Specialist	13	31,574.40	15.18	1,214.40	40,257.36	48,940.32
Admin Support Specialist I Fire	13	31,574.40	15.18	1,214.40	40,257.36	48,940.32
Sanitation Equipment Operator	13	31,574.40	15.18	1,214.40	40,257.36	48,940.32
Admin Support Specialist I SRAC	13	31,574.40	15.18	1,214.40	40,257.36	48,940.32
Utility Line Mechanic	13	31,574.40	15.18	1,214.40	40,257.36	48,940.32
Admin Support Specialist I General	13	31,574.40	15.18	1,214.40	40,257.36	48,940.32
Water Plant Operator I	13	31,574.40	15.18	1,214.40	40,257.36	48,940.32
Sr. Customer Service Rep	14	33,176.00	15.95	1,276.00	42,299.40	51,422.80
Meter Technician	14	33,176.00	15.95	1,276.00	42,299.40	51,422.80
Admin Support Specialist II Parks & Rec	14	33,176.00	15.95	1,276.00	42,299.40	51,422.80
Admin Support Specialist II Planning	14	33,176.00	15.95	1,276.00	42,299.40	51,422.80
Admin Support Specialist II Utilities	14	33,176.00	15.95	1,276.00	42,299.40	51,422.80
Admin Support Specialist II General	14	33,176.00	15.95	1,276.00	42,299.40	51,422.80
Animal Control Officer	14	33,176.00	15.95	1,276.00	42,299.40	51,422.80
Assistant Aquatics Supervisor	14	33,176.00	15.95	1,276.00	42,299.40	51,422.80
Water Plant Operator II	14	33,176.00	15.95	1,276.00	42,299.40	51,422.80
Water Plant Mechanic	14	33,176.00	15.95	1,276.00	42,299.40	51,422.80
Wastewater System Tech	15	34,840.00	16.75	1,340.00	44,421.00	54,002.00
Pump Station Mechanic	15	34,840.00	16.75	1,340.00	44,421.00	54,002.00
Accounts Payable Tech I	16	36,608.00	17.60	1,408.00	46,675.20	56,742.40
Administrative Assistant -Public Works St	16	36,608.00	17.60	1,408.00	46,675.20	56,742.40
Equipment Mechanic Public Works	16	36,608.00	17.60	1,408.00	46,675.20	56,742.40
Zoning Enforcement Officer	16	36,608.00	17.60	1,408.00	46,675.20	56,742.40
Water Plant Operator III	16	36,608.00	17.60	1,408.00	46,675.20	56,742.40
Payroll/Accounting Technician II	17	38,459.20	18.49	1,479.20	49,035.48	59,611.76

**SMITHFIELD, NC**  
**2020-2021 PAY RANGES**  
**Effective 11/09/2020**

Human Resources Technician	17	38,459.20	18.49	1,479.20	49,035.48	59,611.76
Facility Maint Supervisor - Parks & Rec (E)	17	38,459.20	18.49	1,479.20	49,035.48	59,611.76
Public Works Crew Leader - Streets	17	38,459.20	18.49	1,479.20	49,035.48	59,611.76
Public Works Crew Leader - Sanitation	17	38,459.20	18.49	1,479.20	49,035.48	59,611.76
Equipment Operator Public Works	17	38,459.20	18.49	1,479.20	49,035.48	59,611.76
Water/Sewer Utility Line Crew Leader	17	38,459.20	18.49	1,479.20	49,035.48	59,611.76
Water/Sewer Crew Leader	17	38,459.20	18.49	1,479.20	49,035.48	59,611.76
Marketing & Communications Specialist	18	40,372.80	19.41	1,552.80	51,475.32	62,577.84
Athletic Program Supervisor	18	40,372.80	19.41	1,552.80	51,475.32	62,577.84
Recreation Program Supervisor	18	40,372.80	19.41	1,552.80	51,475.32	62,577.84
Engineering Technician	18	40,372.80	19.41	1,552.80	51,475.32	62,577.84
Not Assigned	19	42,411.20	20.39	1,631.20	54,074.28	65,737.36
IT Analyst/Billing Supervisor (E)	20	44,553.60	21.42	1,713.60	56,805.84	69,058.08
Police Accreditation Manager	20	44,553.60	21.42	1,713.60	56,805.84	69,058.08
Aquatics Center Supervisor (E)	20	44,553.60	21.42	1,713.60	56,805.84	69,058.08
Public Works Superintendent (E)	21	46,779.20	22.49	1,799.20	59,643.48	72,507.76
Recreation Center Supervisor	21	46,779.20	22.49	1,799.20	59,643.48	72,507.76
Chief Water Plant Operator	21	46,779.20	22.49	1,799.20	59,643.48	72,507.76
Water Plant Chemist	21	46,779.20	22.49	1,799.20	59,643.48	72,507.76
Sr. Planner	22	49,108.80	23.61	1,888.80	62,613.72	76,118.64
IT Specialist (E)	22	49,108.80	23.61	1,888.80	62,613.72	76,118.64
Town Clerk (E)	23	51,604.80	24.81	1,984.80	65,796.12	79,987.44
Water Plant Superintendent (E)	23	51,604.80	24.81	1,984.80	65,796.12	79,987.44
Recreation & Aquatics Center Director (E)	24	54,184.00	26.05	2,084.00	69,084.60	83,985.20
Assistant Finance Director	24	54,184.00	26.05	2,084.00	69,084.60	83,985.20
HR Dir/PIO/Econ Develop Liaison (E)	25	56,908.80	27.36	2,188.80	72,558.72	88,208.64
Water/Sewer Superintendent (E)	25	56,908.80	27.36	2,188.80	72,558.72	88,208.64
Not Assigned	26	59,737.60	28.72	2,297.60	76,165.44	92,593.28
Not Assigned	27	62,712.00	30.15	2,412.00	79,957.80	97,203.60
Not Assigned	28	65,852.80	31.66	2,532.80	83,962.32	102,071.84
Finance Director (E)	29	69,139.20	33.24	2,659.20	88,152.48	107,165.76
Parks & Recreation Director (E)	29	69,139.20	33.24	2,659.20	88,152.48	107,165.76
Public Works Director (E)	29	69,139.20	33.24	2,659.20	88,152.48	107,165.76
Planning Director (E)	29	69,139.20	33.24	2,659.20	88,152.48	107,165.76
Public Utilities Director/ORC (E)	30	72,592.00	34.90	2,792.00	92,554.80	112,517.60
Not assigned	31	76,232.00	36.65	2,932.00	97,195.80	118,159.60
Town Manager (E)	99					



**PUBLIC SAFETY  
2020-2021 PAY SCALE**

Police Effective 07/06/2020

Fire Effective 11/09/2020

<i>Column 1</i>	<i>Column2</i>	<i>Column3</i>	<i>Column4</i>	<i>Column5</i>	<i>Column6</i>
<b>FIRE Job Class</b>	<b>Range</b>	<b>Minimum</b>	<b>Hourly</b>	<b>Mid-Point</b>	<b>Maximum</b>
Fire Fighter I (ABC Shift 42 HR/W)	116	36,603.84	16.76	46,669.90	56,735.95
Fire Fighter I (Day Shift - 40 HR/W)	116A	36,608.00	17.60	46,675.20	56,742.40
Fire Fighter II (42 HR/W)	117	38,438.40	17.60	49,008.96	59,579.52
Fire Engineer (42 HR/W)	118	40,382.16	18.49	51,487.25	62,592.35
Fire Lieutenant (42 HR/W)	119	42,413.28	19.42	54,076.93	65,740.58
Not Assigned (42 HR/W)	120	44,531.76	20.39	56,777.99	69,024.23
Not Assigned (42 HR/W)	121	46,759.44	21.41	59,618.29	72,477.13
Fire Inspector I (40 HR/W)	122	49,108.80	23.61	62,613.72	76,118.64
Fire Captain (42 HR/W, ABC Shift)	122A	49,118.16	22.49	62,625.65	76,133.15
Fire Inspector II (40 HR/W)	123	51,542.40	24.78	65,716.56	79,890.72
Fire Inspector III (40 HR/W)	124	54,475.20	26.19	69,455.88	84,436.56
Not Assigned (42 HR/W)	125	51,564.24	23.61	65,744.41	79,924.57
Not Assigned (42 HR/W)	126	59,710.56	27.34	76,130.96	92,551.37
Fire Training Chief (E)	127	62,587.20	30.09	79,798.68	97,010.16
Fire Chief (E)	129	72,467.20	34.84	92,395.68	112,324.16

PUBLIC SAFETY  
2020-2021 PAY SCALE

Police Effective 07/06/2020  
Fire Effective 11/09/2020

<b>Column1</b>	<b>Column2</b>	<b>Column3</b>	<b>Column4</b>	<b>Column5</b>	<b>Column6</b>
<b>POLICE Job Class</b>	<b>Range</b>	<b>Minimum</b>	<b>Hourly</b>	<b>Mid-Point</b>	<b>Maximum</b>
Police Officer I (43 HR/WK)	218	41,589.60	18.60	53,026.74	64,463.88
Police Officer II - (43 HR/WK)	219	43,646.72	19.52	55,649.57	67,652.42
Master Police Officer - (43 HR/WK)	220	45,838.00	20.50	58,443.45	71,048.90
Police Sergeant - (43 HR/WK)	221	48,006.72	21.47	61,208.57	74,410.42
Not Assigned (43 HR/WK)	222	50,407.06	22.54	64,269.00	78,130.94
Police Lieutenant (43 HR/WK)	223	53,082.64	23.74	67,680.37	82,278.09
Not Assigned (43 HR/WK)	224	55,736.77	24.93	71,064.38	86,392.00
Not Assigned (43 HR/WK)	225	58,523.61	26.17	74,617.60	90,711.60
Police Captain (E)	226	62,088.00	29.85	79,162.20	96,236.40
Not Assigned (40 HR/W)	227	65,192.40	31.34	83,120.31	101,048.22
Not Assigned (40 HR/W)	228	68,452.02	32.91	87,276.33	106,100.63
Not Assigned (40 HR/W)	229	71,874.62	34.56	91,640.14	111,405.66
Police Chief (E)	230	74,755.00	35.94	95,312.63	115,870.25

**ELECTRIC - PAY SCALE**

Effective 11/09/2020

Column1	Column2	Column3	Column4	Column5	Column7	Column8
<i>ELECTRIC</i>	<i>Job Class</i>	Minimum	Hourly	Bi-Weekly	Mid-Point	Maximum
Electric Line Technician	318	40,705.60	19.57	1,565.60	51,899.64	63,093.68
Not Assigned	319	42,744.00	20.55	1,644.00	54,498.60	66,253.20
Journeyman Lineman	320	44,345.60	21.32	1,705.60	56,540.64	68,735.68
Not Assigned	321	46,571.20	22.39	1,791.20	59,378.28	72,185.36
Electric Line Crew Leader	322	48,859.20	23.49	1,879.20	62,295.48	75,731.76
Not Assigned	323	51,313.60	24.67	1,973.60	65,424.84	79,536.08
Not Assigned	324	53,872.00	25.90	2,072.00	68,686.80	83,501.60
Not Assigned	325	56,576.00	27.20	2,176.00	72,134.40	87,692.80
Electric Distr Superintendent (I	326	60,320.00	29.00	2,320.00	76,908.00	93,496.00

DRAFT

**SMITHFIELD, NC**  
**2020-2021 PAY RANGES**  
**Effective 08/02/2021**

Column1	Column2	Column3	Column4	Column42	Column5	Column6
<u>Job Class</u>	<u>Grade</u>	<u>Minlmmum</u>	<u>Hourly</u>	<u>Bi-Weekly</u>	<u>Mid-Point</u>	<u>Maximum</u>
Part-time Seasonal or Temporary			8.00		16.50	25.00
Not Assigned	8	25,147.20	12.09	967.20	32,062.68	38,978.16
Collections Assistant	9	26,436.80	12.71	1,016.80	33,706.92	40,977.04
Facility Maint Specialist I Parks & Rec	10	27,768.00	13.35	1,068.00	35,404.20	43,040.40
Sanitation Worker	10	27,768.00	13.35	1,068.00	35,404.20	43,040.40
Facility Maint Specialist I Public Works	10	27,768.00	13.35	1,068.00	35,404.20	43,040.40
Street Sign Specialist	11	29,203.20	14.04	1,123.20	37,234.08	45,264.96
Street Maint Worker	11	29,203.20	14.04	1,123.20	37,234.08	45,264.96
Facility Maint Specialist II Parks & Rec	12	30,638.40	14.73	1,178.40	39,063.96	47,489.52
Water Plant Operator (Trainee)	12	30,638.40	14.73	1,178.40	39,063.96	47,489.52
Customer Service Rep	13	32,198.40	15.48	1,238.40	41,052.96	49,907.52
Admin Support Specialist I Police	13	32,198.40	15.48	1,238.40	41,052.96	49,907.52
Police Records Specialist	13	32,198.40	15.48	1,238.40	41,052.96	49,907.52
Admin Support Specialist I Fire	13	32,198.40	15.48	1,238.40	41,052.96	49,907.52
Sanitation Equipment Operator	13	32,198.40	15.48	1,238.40	41,052.96	49,907.52
Admin Support Specialist I SRAC	13	32,198.40	15.48	1,238.40	41,052.96	49,907.52
Utility Line Mechanic	13	32,198.40	15.48	1,238.40	41,052.96	49,907.52
Admin Support Specialist I General	13	32,198.40	15.48	1,238.40	41,052.96	49,907.52
Water Plant Operator I	13	32,198.40	15.48	1,238.40	41,052.96	49,907.52
Sr. Customer Service Rep	14	33,841.60	16.27	1,301.60	43,148.04	52,454.48
Meter Technician	14	33,841.60	16.27	1,301.60	43,148.04	52,454.48
Admin Support Specialist II Parks & Rec	14	33,841.60	16.27	1,301.60	43,148.04	52,454.48
Admin Support Specialist II Planning	14	33,841.60	16.27	1,301.60	43,148.04	52,454.48
Admin Support Specialist II Utilities	14	33,841.60	16.27	1,301.60	43,148.04	52,454.48
Admin Support Specialist II General	14	33,841.60	16.27	1,301.60	43,148.04	52,454.48
Animal Control Officer	14	33,841.60	16.27	1,301.60	43,148.04	52,454.48
Assistant Aquatics Supervisor	14	33,841.60	16.27	1,301.60	43,148.04	52,454.48
Water Plant Operator II	14	33,841.60	16.27	1,301.60	43,148.04	52,454.48
Water Plant Mechanic	14	33,841.60	16.27	1,301.60	43,148.04	52,454.48
Wastewater System Tech	15	35,547.20	17.09	1,367.20	45,322.68	55,098.16
Pump Station Mechanic	15	35,547.20	17.09	1,367.20	45,322.68	55,098.16
Accounts Payable Tech I	16	37,336.00	17.95	1,436.00	47,603.40	57,870.80
Administrative Assistant -Public Works Street	16	37,336.00	17.95	1,436.00	47,603.40	57,870.80
Equipment Mechanic Public Works	16	37,336.00	17.95	1,436.00	47,603.40	57,870.80
Zoning Enforcement Officer	16	37,336.00	17.95	1,436.00	47,603.40	57,870.80
Water Plant Operator III	16	37,336.00	17.95	1,436.00	47,603.40	57,870.80
Payroll/Accounting Technician II	17	39,228.80	18.86	1,508.80	50,016.72	60,804.64
Human Resources Technician	17	39,228.80	18.86	1,508.80	50,016.72	60,804.64

**SMITHFIELD, NC**  
**2020-2021 PAY RANGES**  
**Effective 08/02/2021**

Facility Maint Supervisor - Parks & Rec (E)	17	39,228.80	18.86	1,508.80	50,016.72	60,804.64
Public Works Crew Leader - Streets	17	39,228.80	18.86	1,508.80	50,016.72	60,804.64
Public Works Crew Leader - Sanitation	17	39,228.80	18.86	1,508.80	50,016.72	60,804.64
Equipment Operator Public Works	17	39,228.80	18.86	1,508.80	50,016.72	60,804.64
Water/Sewer Utility Line Crew Leader	17	39,228.80	18.86	1,508.80	50,016.72	60,804.64
Water/Sewer Crew Leader	17	39,228.80	18.86	1,508.80	50,016.72	60,804.64
Marketing & Communications Specialist	18	41,184.00	19.80	1,584.00	52,509.60	63,835.20
Athletic Program Supervisor	18	41,184.00	19.80	1,584.00	52,509.60	63,835.20
Recreation Program Supervisor	18	41,184.00	19.80	1,584.00	52,509.60	63,835.20
Engineering Technician	18	41,184.00	19.80	1,584.00	52,509.60	63,835.20
Not Assigned	19	43,264.00	20.80	1,664.00	55,161.60	67,059.20
IT Analyst/Billing Supervisor (E)	20	45,427.20	21.84	1,747.20	57,919.68	70,412.16
Police Accreditation Manager	20	45,427.20	21.84	1,747.20	57,919.68	70,412.16
Aquatics Center Supervisor (E)	20	45,427.20	21.84	1,747.20	57,919.68	70,412.16
Public Works Superintendent (E)	21	47,715.20	22.94	1,835.20	60,836.88	73,958.56
Recreation Center Supervisor	21	47,715.20	22.94	1,835.20	60,836.88	73,958.56
Chief Water Plant Operator	21	47,715.20	22.94	1,835.20	60,836.88	73,958.56
Water Plant Chemist	21	47,715.20	22.94	1,835.20	60,836.88	73,958.56
Sr. Planner	22	50,086.40	24.08	1,926.40	63,860.16	77,633.92
IT Specialist (E)	22	50,086.40	24.08	1,926.40	63,860.16	77,633.92
Town Clerk (E)	23	52,644.80	25.31	2,024.80	67,122.12	81,599.44
Water Plant Superintendent (E)	23	52,644.80	25.31	2,024.80	67,122.12	81,599.44
Recreation & Aquatics Center Director (E)	24	55,265.60	26.57	2,125.60	70,463.64	85,661.68
Assistant Finance Director	24	55,265.60	26.57	2,125.60	70,463.64	85,661.68
HR Dir/PIO/Econ Develop Liaison (E)	25	58,052.80	27.91	2,232.80	74,017.32	89,981.84
Technology (IT) Director	25	58,052.80	27.91	2,232.80	74,017.32	89,981.84
Water/Sewer Superintendent (E)	25	58,052.80	27.91	2,232.80	74,017.32	89,981.84
Not Assigned	26	60,923.20	29.29	2,343.20	77,677.08	94,430.96
Not Assigned	27	63,960.00	30.75	2,460.00	81,549.00	99,138.00
Not Assigned	28	67,163.20	32.29	2,583.20	85,633.08	104,102.96
Finance Director (E)	29	70,512.00	33.90	2,712.00	89,902.80	109,293.60
Parks & Recreation Director (E)	29	70,512.00	33.90	2,712.00	89,902.80	109,293.60
Public Works Director (E)	29	70,512.00	33.90	2,712.00	89,902.80	109,293.60
Planning Director (E)	29	70,512.00	33.90	2,712.00	89,902.80	109,293.60
Public Utilities Director/ORC (E)	30	74,048.00	35.60	2,848.00	94,411.20	114,774.40
Not assigned	31	77,750.40	37.38	2,990.40	99,131.76	120,513.12
Town Manager (E)	99					

**PUBLIC SAFETY  
2020-2021 PAY SCALE**

<i>Column 1</i>	Column2	Column3	Column4	Column5	Column6
<b>FIRE Job Class</b>	<b>Range</b>	<b>Minimum</b>	<b>Hourly</b>	<b>Mid-Point</b>	<b>Maximum</b>
Fire Fighter I (ABC Shift 42 HR/W)	116	37,346.40	17.10	47,616.66	57,886.92
Fire Fighter I (Day Shift - 40 HR/W)	116A	37,336.00	17.95	47,603.40	57,870.80
Fire Fighter II (42 HR/W)	117	39,202.80	17.95	49,983.57	60,764.34
Fire Engineer (42 HR/W)	118	41,190.24	18.86	52,517.56	63,844.87
Fire Lieutenant (42 HR/W)	119	43,265.04	19.81	55,162.93	67,060.81
Not Assigned (42 HR/W)	120	45,427.20	20.80	57,919.68	70,412.16
Not Assigned (42 HR/W)	121	47,698.56	21.84	60,815.66	73,932.77
Fire Inspector I (40 HR/W)	122	50,086.40	24.08	63,860.16	77,633.92
Fire Captain (42 HR/W, ABC Shift)	122A	50,100.96	22.94	63,878.72	77,656.49
Fire Inspector II (40 HR/W)	123	52,582.40	25.28	67,042.56	81,502.72
Fire Inspector III (40 HR/W)	124	55,556.80	26.71	70,834.92	86,113.04
Not Assigned (42 HR/W)	125	52,590.72	24.08	67,053.17	81,515.62
Not Assigned (42 HR/W)	126	60,911.76	27.89	77,662.49	94,413.23
Fire Training Chief (E)	127	63,835.20	30.69	81,389.88	98,944.56
Fire Chief (E)	129	73,923.20	35.54	94,252.08	114,580.96

**PUBLIC SAFETY  
2020-2021 PAY SCALE**

<b>Column1</b>	<b>Column2</b>	<b>Column3</b>	<b>Column4</b>	<b>Column5</b>	<b>Column6</b>
<b>POLICE Job Class</b>	<b>Range</b>	<b>Minimum</b>	<b>Hourly</b>	<b>Mid-Point</b>	<b>Maximum</b>
Police Officer I (43 HR/WK)	218	42,416.92	18.97	54,081.57	65,746.23
Police Officer II - (43 HR/WK)	219	44,518.76	19.91	56,761.42	69,004.08
Master Police Officer - (43 HR/WK)	220	46,754.76	20.91	59,612.32	72,469.88
Police Sergeant - (43 HR/WK)	221	48,968.40	21.90	62,434.71	75,901.02
Not Assigned (43 HR/WK)	222	51,405.64	22.99	65,542.19	79,678.74
Police Lieutenant (43 HR/WK)	223	54,133.56	24.21	69,020.29	83,907.02
Not Assigned (43 HR/WK)	224	56,861.48	25.43	72,498.39	88,135.29
Not Assigned (43 HR/WK)	225	59,678.84	26.69	76,090.52	92,502.20
Police Captain (E)	226	63,315.20	30.44	80,726.88	98,138.56
Not Assigned (40 HR/W)	227	66,497.60	31.97	84,784.44	103,071.28
Not Assigned (40 HR/W)	228	69,825.60	33.57	89,027.64	108,229.68
Not Assigned (40 HR/W)	229	73,320.00	35.25	93,483.00	113,646.00
Police Chief (E)	230	76,252.80	36.66	97,222.32	118,191.84

**Proposed**

**ELECTRIC - PAY SCALE**

Effective 08/02/2021

Column1	Column2	Column3	Column4	Column5	Column7	Column8
<i>ELECTRIC</i>	<i>Job Class</i>	<i>Minimum</i>	<i>Hourly</i>	<i>Bi-Weekly</i>	<i>Mid-Point</i>	<i>Maximum</i>
Electric Line Technician	318	41,516.80	19.96	1,596.80	52,933.92	64,351.04
Not Assigned	319	43,596.80	20.96	1,676.80	55,585.92	67,575.04
Journeyman Lineman	320	45,240.00	21.75	1,740.00	57,681.00	70,122.00
Not Assigned	321	47,507.20	22.84	1,827.20	60,571.68	73,636.16
Electric Line Crew Leader	322	49,836.80	23.96	1,916.80	63,541.92	77,247.04
Not Assigned	323	52,332.80	25.16	2,012.80	66,724.32	81,115.84
Not Assigned	324	54,953.60	26.42	2,113.60	70,065.84	85,178.08
Not Assigned	325	57,699.20	27.74	2,219.20	73,566.48	89,433.76
Electric Distr Superintendent (E)	326	61,526.40	29.58	2,366.40	78,446.16	95,365.92

DRAFT





# Request for Town Council Action

Consent  
Agenda  
Item:  
Date: 08/03/2021

Fee Schedule  
Amendments

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Subject: Amendments to the Fee Schedule

Department: Public Utilities & Public Works

Presented by: Michael Scott – Town Manager

Presentation: Consent Agenda

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## Issue Statement

The Public Utilities Department and the Public Works Department are proposing amendments to the adopted fee schedule for sewer rates and garbage collection based on recent rate increases by Johnston County.

## Financial Impact

Revenue will have to be increased to cover the **increased cost of the County's raised** rates.

## Action Needed

Approve the proposed rate increase

## Recommendation

Staff recommends approval of the proposed rate increase

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Rate Increases adopted by Johnston County
3. Excerpt of the Adopted Fee Schedule



# Staff Report

Consent  
Agenda  
Item: Fee Schedule  
Amendments

## SEWER RATES

On June 21, 2021 the Johnston County Board of County Commissioners approved a rate increase for the County Utility Department services. The rate hike will affect all customers for Johnston County, including the Town of Smithfield.

The Board of Commissioners approved a bulk water rate increase of 5%, as well as, a sewer rate increase of over 5%. This is a cost the Town will have to pay on a monthly basis through the Town invoice for sewer service. As the Town did not budget for this increase, it is proposed to increase sewer rates by a commiserate amount to cover this increased cost. Below is a table of actual and proposed increases. It is proposed to make this increase effective on September 1, 2021, in accordance with the Town billing cycle.

### County Approved Rate Increase

	Old Rate (Budgeted)	July 1, 2021 Rate	\$ Difference
Sewer Flow	\$3.00/1,000 gallons	\$3.15/1,000 gallons	0.15
Transmission	\$0.65/1,000 gallons	\$0.69/1,000 gallons	0.04
Total	\$3.65/1,000 gallons	\$3.84/1,000 gallons	0.19

### Proposed Town of Smithfield Rate Increase

	Current Rate	Proposed Rate	\$ Difference
In-Town Residential	\$9.13/1,000 gallons	\$9.32/1,000 gallons	0.19
In-Town Non-Residential	\$11.65/1,000 gallons	\$11.84/1,000 gallons	0.19
Out-of-Town Residential	\$18.26/1,000 gallons	\$18.45/1,000 gallons	0.19
Out-of-Town Non-Residential	\$23.30/1,000 gallons	\$23.49/1,000 gallons	0.19

## Landfill Tipping Fees

At that same meeting, the Johnston County Board of Commissioners approved a rate increase of \$3.00 for municipal solid waste disposal fee. As the Town did not budget for this increase, it is proposed to increase sanitation collection rates by a commiserate amount to cover this increased cost. The increase equates to \$.41.

**Johnston County Adopted Fee Increases for Sewer and Landfill Tipping Fees**

**Table 2. Sewer Rates - Proposed Effective Date: September 1, 2021**

Item	Existing	FY 21/22 Proposed
Retail Monthly Service Base Charge		
¾" – 1" Meter	\$30.00/month	\$31.00/month
Devil's Racetrack (¾"-1")	\$35.00/month	\$36.00/month
1 ½" Meter	\$49.00/month	\$51.00/month
Devil's Racetrack (1 ½")	\$52.00/month	\$55.00/month
2" Meter	\$70.00/month	\$73.00/month
3" Meter	\$110.00/month	\$115.00/month
4" Meter	\$187.00/month	\$195.00/month
6" Meter	\$290.00/month	\$300.00/month
8" Meter	\$430.00/month	\$445.00/month
Retail Commodity Charge	\$6.55/1,000 gallons	\$6.90/1,000 gallons
<b>Bulk Commodity Charge (Transmission)</b>		
Town of Smithfield	\$0.65/1,000 gallons	\$0.69/1,000 gallons
Town of Selma	\$1.06/1,000 gallons	\$1.11/1,000 gallons
Town of Pine Level/Four Oaks/Clayton	\$1.24/1,000 gallons	\$1.30/1,000 gallons
<b>Bulk Commodity Charge (Treatment)</b>		
Smithfield/Selma/Pine Level/Four Oaks	\$3.00/1,000 gallons	\$3.15/1,000 gallons
Clayton/Aqua	\$3.00/1,000 gallons	\$3.15/1,000 gallons
Carolina Water Service	\$6.15/1,000 gallons	\$6.45/1,000 gallons
<b>High Strength Surcharge</b>		
Town of Clayton	\$2.55/1,000 gallons	\$2.68/1,000 gallons
<b>Bulk Capacity Fee</b>	\$11.00/gpd plus costs for any necessary transmission infrastructure not included in the 2019 SDF CIP	\$11.00/gpd plus costs for any necessary transmission infrastructure not included in the 2019 SDF CIP
Residential Septage Disposal	\$30.00/ton	\$32.00/ton
Biosolids Processing	\$1,035.00/dry ton	\$1,090.00/ton

**Johnston County Landfill - Tipping Fee Increase ( Effective July 1, 2021)**

SECTION IV. Landfill Tipping Fees shall be levied at a rate of \$45 per ton (including State surcharges) for asbestos waste. Landfill Tipping Fees shall be levied at a rate of \$40 per ton for municipal solid waste generated in Johnston County. The minimum fee for any vehicle shall be \$8. A rate of four times the inside rate shall be levied for all solid waste generated outside of Johnston County. Solid Waste assigned to the Sheriff's Department and Planning Department to enforce Solid Waste Laws, Rules and Regulations in Johnston County to ensure compliance with "Senate Bill 111 ". The Landfill tipping fee for non-commercial yard wastes shall be \$18 per ton or \$8 per pickup size load. An ineligible/illegal tire disposal fee of \$65 per ton shall be levied. The corrugated cardboard disposal penalty shall be four times the tipping fee surcharge to a maximum amount of \$300.

**TOWN OF SMITHFIELD**  
**FY 2021-2022**

**DEPARTMENTAL FEE SCHEDULE**

Adopted June 1, 2021

Proposed Amendments August 3, 2021

**Proposed Amendments to Solid Waste Collection & Sewer Fees**

These increases are bases on increases approved  
by the Johnston County Board of Commissioners

**Solid Waste Collection**

**Residential**

Standard Collection, Monthly Fee.....	<del>\$17.24</del> \$17.65	(one roll-out container)
Additional Roll-out Container (standard).....	<del>-\$17.24</del> \$17.65	(each container)
Backyard Collection, Monthly Fee .....	<del>\$22.24</del> \$22.65	(one roll-out container)
Additional Roll-out Container (backyard) .....	<del>\$22.24</del> \$22.65	(each container)
Backyard Collection, Disabled / Age 70 +.....	<del>\$17.24</del> \$17.65	(one roll-out container)
Yard Debris Collection, Monthly Fee.....		\$11.00(required)
Large Pile(s) of Debris Pickup.....	<del>\$90.00</del> \$94.00	(per truck load = 8 cubic yards)

**Dumpster Rental**

3 days

\$90.00 + Landfill Disposal Fees

**Churches /Non-Profit**

Standard Pickup, Monthly Fee .....	<del>\$17.24</del> \$17.65	(two roll-out containers)
Additional Solid Waste Roll-out Container (standard pickup) .....	<del>\$17.24</del> \$17.65	(each container)
Backyard Pickup, Monthly Fee .....	<del>\$21.24</del> \$21.65	(two roll-out containers)
Additional Solid Waste Roll-out Container (backyard pickup) .....	<del>\$21.24</del> \$21.65	(each container)
Yard Debris Collection, Monthly Fee .....		\$11.00(required)
Large Pile(s) of Debris Pickup .....	<del>\$90.00</del> \$94.00	(per truck load = 8 cubic yards)

**Public Utilities**

**Sewer Rates**

<b>Consumption Charges</b>	<b>Inside City</b>		<b>Outside City</b>	
	<b>Rate</b>		<b>Rate</b>	
Residential Customer	<del>\$9.13</del> \$9.32		<del>\$18.26</del> \$18.45	
Non-Residential Customer	<del>\$11.65</del> \$11.84		<del>\$23.30</del> \$23.49	



# Request for Town Council Action

Consent Agenda Item: Police Career Ladder Promotion  
Date: 08/03/2021

Subject: Promotion  
Department: Police Department  
Presented by: R.K. Powell - **Chief of Police**  
Presentation: Consent Agenda

### Issue Statement

This is a request to promote one officer from the rank of Police Officer I (POI) to Police Officer II (PO II), **moving from pay grade 17 to pay grade 18. Under the Town's Employee Handbook, all promotions to a higher pay grade will be accompanied by an increase to the next pay grade minimum salary or 5% increase, whichever is greater.**

### Financial Impact

Approved Budgeted Amount for FY 2021-2022: \$2,124.02

**This salary increase will be covered by the police department's current budget and will not require a budget amendment to the current salary line item.**

### Action Needed

The Officer has followed the attached career ladder policy previously approved by the Council and has earned the promotion. The Police Chief recommends this promotion and a 5% salary increase, moving him to the next pay grade in the current Town salary schedule.

### Recommendation

It is requested to allow this Officer to be promoted to Police Officer II (POII).

Approved:  Town Manager  Town Attorney

### Attachments:

1. Staff Report
2. Officer Request /Training
3. Career Ladder



# Staff Report

Consent  
Agenda  
Item: Police  
Career  
Ladder  
Promotion

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This is a request to promote one officer from the rank of Police Officer I (POI) to Police Officer II (PO II), **moving from pay grade 17 to pay grade 18. Under the Town's Employee Handbook, all promotions to a higher pay grade will be accompanied by an increase to the next pay grade minimum salary or 5% increase, whichever is greater.**

# Smithfield Police Department

## Interoffice Memorandum

Date: 3 July 2021

To: Chief Powell

Via: *JK 7-6-2021*  
Captain Grady, Lieutenant O'Branovich, Sergeant Lee *EW*

From:

Subject: Request for advancement to Police Officer II status

The purpose of this memorandum is to request career ladder advancement to Police Officer II status. According to Smithfield Police Department General Orders 2.15, January 2014, to be considered for advancement to Police Officer II, a candidate must:

a) Have completed the following as a Police Officer I:

\*Successfully completed one year probation and probationary requirements in as required in Police Officer I

\*Receive Radar Certification

\*Receive Standardized Field Sobriety Testing Certification

\*Receive Intoximeter Certification

b) Have been awarded the Basic Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission

c) Have received a rating of "Satisfactory" or higher on the last annual performance appraisal

d) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

As of the date of this memorandum, I have been employed by the Smithfield Police Department for at least 12 months. My date of hire was 22 January 2020. I have been awarded the Basic Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission. I have received a rating of at least "Satisfactory" on my last annual performance appraisal, and have not received any disciplinary action.

--The training courses I have completed for the minimum required training hours include:

- Radar Certification (40 hrs)
- Standardized Field Sobriety Testing Certification (28 hrs)
- Intoximeter Certification (40 hrs)

I have attached all certificates as record of course completion from above to this memorandum.

--I received a rating of "Satisfactory" on my most recent Performance Appraisal.

--I have not received any disciplinary action as of the date of this memorandum.

I am requesting my advancement to Police Officer II status take effect as soon as possible in order to begin attaining the minimum time requirements for the next level of career ladder advancement within the Smithfield Police Department.

Thank you for your time and consideration in this matter.

Attachments: Copy of RADAR Certification, Copy of Standardized Field Sobriety Testing Certification, Copy of Intoximeter Certification, and a Copy of the Personnel Policy 504: Promotions & Career Development.



# State of North Carolina



## North Carolina Criminal Justice Education and Training Standards Commission Speed-Measuring Instrument Operator Certification

Pursuant to the authority vested by Chapter 17C of the North Carolina General Statutes and Title 12 Chapter 9 of the North Carolina Administrative Code.

now comes before the Commission for evaluation of qualifications to serve as a speed-measuring instrument operator within this State. Having been provided by appropriate authorities with documentation that the requirements for certification appear to have been fulfilled, the Commission has made its evaluation in this matter.

The Commission FINDS and hereby CERTIFIES that the above-named officer has met the requirements for the operation of speed-measuring instrument(s) and feature(s) as indicated below:

Applied Concepts Stalker Dual DSR-E (M/S)	Dual Antenna	Opposite Direction Mode	Same Direction Mode
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Now therefore, the Commission serves notice that the above-named officer is awarded OPERATOR CERTIFICATION. This Certification shall remain in effect for a period of THREE (3) YEARS from the date of issuance unless suspended or revoked by the Commission for cause. Further, the Commission shall permit transfer of this Speed-Measuring Instrument Certification between law enforcement agencies within this State, subject to the provisions of applicable Rules of the Administrative Code.

Certificate No: 100228702

Date of Issuance: 12/29/2020

Date of Expiration: 12/29/2023

  
Commission Chairman

  
Director

COASTAL PLAIN LAW ENFORCEMENT TRAINING CENTER  
WILSON COMMUNITY COLLEGE

*Certificate*

awarded to

for the successful  
completion of

**Radar Operator Certification**  
32.0 hours



LAW ENFORCEMENT  
TRAINING CENTER

on the 23<sup>rd</sup> day of October, 2020

*Darlene W. Hall*

Darlene Hall  
DIRECTOR OF LAW ENFORCEMENT TRAINING

*Robert Holsten*

Robert Holsten  
VICE PRESIDENT FOR ACADEMIC AFFAIRS



# Department of Health and Human Services



State of *North Carolina*

## *Forensic Tests for Alcohol Branch*

THIS CERTIFIES THAT

*Attended and satisfactorily applied him/herself to the  
NHTSA/ Standardized Field Sobriety Testing  
(28 hour) Training Course*



**April 19-21, 2021  
Smithfield, North Carolina**

*Samuel Jones*

SFST Lead Instructor

*Timothy Hanks*

DRE/SFST State Coordinator

Department of Criminal Justice Programs

# Certificate of Completion

THIS CERTIFICATE IS AWARDED TO

FOR SUCCESSFUL COMPLETION OF

## STANDARDIZED FIELD SOBRIETY TESTING

JOHNSTON COMMUNITY COLLEGE

April 21, 2021



Mark Sullivan  
Department Chair  
Criminal Justice Programs



Sam Joxes  
Lead Instructor  
Standardized Field Sobriety Testing





NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**  
Division of Public Health

North Carolina Department of Health and Human Services  
**PERMIT TO PERFORM CHEMICAL ANALYSES OF BREATH**

APPLICATION HAVING BEEN MADE, a permit is hereby granted, or a renewal of same, to:

**PERMIT NO. 7113-9237**

to perform chemical analyses of the breath to determine alcohol concentration.

Evidence of qualifications has been examined and it has been determined that the applicant herein has met the standards prescribed by the law and regulations.

This permit is limited to the performance of chemical analyses of the breath in accordance with current Rules and Regulations of the North Carolina Department of Health and Human Services, utilizing the **INTOXIMETERS: MODEL INTOX EC/IR II AND MODEL INTOX EC/IR II (ENHANCED WITH SERIAL NUMBER 10,000 OR HIGHER)**

This permit is non-transferable, and is issued under authority of G.S. 20-139.1 (b) and Rules and Regulations of the North Carolina Department of Health and Human Services.

Authority to perform chemical analyses of the breath under this permit shall be effective for the period specified herein.



**Expiration: 06/11/2023**

In witness whereof, I set my hand and seal this

**11th day of June, 2021**

(Effective Date of Permit)

Assistant Secretary for Public Health

Mark T. Benton



**Chapter 500**  
**Personnel Policy 504: Promotions & Career Development**  
**Effective Date: January 1, 2014 Revised Date: June 15, 2020**  
**Approved by: Chief Robert K. Powell**

*R.K. Powell*

**I. POLICY STATEMENT**

It shall be the policy of the Department to select the most qualified candidates to fulfill the duties and responsibilities of each position within the agency. All aspects of this policy are in keeping with the Department's goals as an equal opportunity employer.

**II. COMMENTARY**

The purpose of this directive is to establish guidelines for the administration of the Department's promotion process.

A career ladder program will provide for the advancement of police officers who demonstrate increasing levels of knowledge, skills, and abilities. Advancement and promotional processes will be administered fairly and impartially, using testing and evaluation mechanisms that evaluate past performance as well as future potential through the use of job-related criteria.

**III. PROCEDURES**

**A. Administration**

1. The Smithfield Police Department is responsible for the administration of the promotion process. When deemed necessary, assistance may be utilized from other entities within or outside of Town government.
2. The Chief of Police has the authority and responsibility for administering the Department's promotion process. All promotional materials will be maintained and secured in the Chief's office.
3. Responsibilities of the Chief of Police include:
  - a) Maintaining authority over all phases of the process
  - b) Determining the skills, knowledge, and abilities required for each position
  - c) Initiating promotional processes on an as-needed basis
  - d) Selecting a candidate for promotion at the completion of the process

4. The Chief of Police may delegate selected duties to other Departmental employees to facilitate the promotional process.

5. When it is deemed in the best interest of the Department, the Chief of Police may waive any of the prescribes qualifications or eligibility requirements, except those established by the North Carolina Criminal Justice Education and Training Standards Commission or other legal authority.

B. Vacancy Announcements

1. Prior to the commencement of any promotional process, the Department will post written notices announcing the following information:

- a) Description of the position to be filled;
- b) Description of eligibility requirements;
- c) Closing date

2. Personnel eligible to participate in the promotional process will submit a letter of intent through the chain of command to the Chief of Police. The candidate's supervisor and each person in the chain of command will indicate approval or disapproval of the candidate's suitability to participate in the process. Disapprovals must be justified in writing and forwarded to the Chief of Police.

3. Once the application period for the given position has been officially closed, all eligible applicants who meet the minimum requirements for the position will be considered for the Department's promotional process. The Chief of Police or designee will ensure the eligibility of the applicants prior to the beginning of the promotion process.

4. When deemed necessary, the Chief of Police has the authority to order a written test for any promotional process. Written tests given will be standardized, validated, and approved by the Town Human Resources Department.

5. An officer who is not recommended for promotion by his/her supervisor will receive a written recommendation for improvement and a follow-up date for review by the supervisor. The officer has the right to appeal through the appropriate chain of command to the Chief of Police.

C. Promotional Procedures

1. Chief of Police or designee will conduct a review of applicable Human Resources and Departmental personnel records in order to evaluate the promotional potential of the candidates. This review serves to verify law enforcement credentials, certifications, and work performance history of the applicants to ensure that the minimum qualifications have been met for each applicant. Candidates are not ranked at this point of the process; however, candidates who do not meet all the preferred qualifications for the position may be eliminated at this stage of the process. Candidates are ranked according to their promotional potential only at the completion of the assessment center phase of the promotion process.

2. The promotional process will consist of an assessment designed to measure each candidate's ability to perform the specific job; The assessment will evaluate each candidate's performance in handling job-related problems and situations through specially-developed simulation exercises; Promotional assessments may include, but are not limited to, written projects, oral presentations, oral interviews, conflict role plays, and counseling role plays.

3. Prior to each promotional process, promotional procedures will be reviewed to determine current applicability. A description of the selection process will be provided to each candidate.

4. The Chief of Police will evaluate the Department's promotional process as needed. The process will be evaluated for validity and effectiveness. All components of the promotion process will be job related and non-discriminatory. Tests used in the process will be purchased from a commercial vendor that have completed validity studies for job relatedness and non-discriminatory practices.

5. For general promotional purposes, lateral entry from other agencies for supervisory positions will not be commonly practiced. However, prior experience at another law enforcement agency may be used toward meeting the requirements for a higher level position after initial entry requirements (including probationary period) are met. Prior experience with another agency will be assessed and a lateral-entry candidate's eligibility for hire above the classification of entry level officer will be evaluated by the Chief of Police on a case-by-case basis. (Exception to this is the position of Chief of Police and any other senior management positions as determined by the Town Manager).

6. Newly hired and newly promoted personnel will serve a probationary period of six months as required by the Town of Smithfield *Personnel Policy*. An evaluation of performance will be conducted after the completion of six months for newly promoted personnel. Newly hired personnel will be evaluated in accordance with Departmental standards.

#### D. Minimum Qualifications for Promotion

##### 1. Sergeant

To be eligible for promotion to the position of Sergeant, candidates must:

- a) Have served as a Master Police Officer for two years;
- b) Have completed a total of 172 training hours;
- c) Within 12 months of promotion to Sergeant, an officer must complete First Line Supervision;
- d) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- e) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- f) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.



## 2. Lieutenant

To be eligible for promotion to the position of Lieutenant, candidates must:

- a) Have served as a Sergeant for two years;
- b) Within 12 months of promotion to Lieutenant, an officer must complete a Law Enforcement management program such as AOMP, FBI National Academy, etc;
- c) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- d) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

## 3. Captain

To be eligible for promotion to the position of Captain, candidates must:

- a) Have served as a Lieutenant with the Smithfield Police Department for two years;
- b) Have completed a Law Enforcement management program such as AOMP, FBI National Academy, etc;
- c) Have been awarded the Advanced Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- d) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

7. Newly hired and newly promoted personnel will serve a probationary period of six months as required by the Town of Smithfield *Personnel Policy*. An evaluation of performance will be conducted after the completion of six months for newly promoted personnel. Newly hired personnel will be evaluated in accordance with Departmental standards.

## E. Review and Appeal

1. Within (5) working days of the conclusion of a promotional process, candidates may review their performance results in each element of the promotional process to include:

- a) Review of the answer key to any written exams administered, unless prohibited by the leaseholder of the test
- b) Review of the written results of scored elements of the selection process
- c) Review of reports/materials used in the selection process

However, in accordance with NCGS 160A-168(C1), testing or examination materials may be withheld from disclosure to the employee or other persons if the material was used solely to determine qualifications for promotion and in the opinion of the agency the disclosure of such material would compromise the objectivity or the fairness of the testing or examination process.

2. Candidates may contest any results filed by requesting a meeting with the Chief of Police or designee administering the process. The Chief of Police or designee will conduct a review of the report(s) and discuss findings with all staff in the supervisory chain of command.

3. The Chief of Police or designee will inform the contesting employee of the final decision at the completion of the review.

4. If an employee feels that fair treatment has not been received during any portion of the promotional process, he/she is urged to use the Department's grievance procedures contained in Policy 507.

F. Career Ladder

1. The career ladder program will include the following classifications.

- a) Police Officer I
- b) Police Officer II
- c) Master Police Officer

2. Each level in the career ladder will have certain minimum requirements necessary to qualify for advancement or promotion to the next level. Upon fulfilling the requirements necessary for advancement to Police Officer II and Master Police Officer the officer will submit a memorandum to the Chief of Police containing the following information:

- a) Hire date
- b) Date of last advancement, if applicable
- c) Level of education
- d) Complete list of required classes and dates attended
- e) Date awarded applicable law enforcement certificate(s)

3. This memorandum must be endorsed by the officer's Team Commander and the appropriate Division Commander. The Division Commander will forward the memorandum to the Chief of Police after having verified the information contained therein.

4. An officer who is not recommended for advancement will receive a written recommendation for improvement and a follow-up date for review by the supervisor. The officer has the right to appeal through the appropriate chain of command to the Chief of Police.

5. After consideration of all factors deemed relevant by the Chief of Police, the officer will be notified of the advancement decision within 30 days following receipt of the memorandum by the Chief of Police.

G. Minimum Qualifications for Advancement

1. Police Officer I

Entry-level candidates must:

- a) Meet the basic requirements established by the North Carolina Criminal Justice Education and Training Standards Commission
- b) Meet minimal requirements for employment with the Town of Smithfield as set forth in the Town of Smithfield Personnel Policy
- c) Appear before a Department review board made up of officers selected by the Chief of Police
- d) Pass an extensive background investigation and successfully complete a psychological evaluation, physical examination, drug test, and CVSA examination

All finalists will be interviewed by the Chief of Police. Officers are required to successfully complete the department's Field Training Program and required Solo Patrol Assignment within the first year of Probationary employment.

2. Police Officer II

To be considered for advancement to Police Officer II, candidates must:

- a) Have completed the following as a Police Officer I:
  - \* Successfully completed one year probation and probationary requirements in as required in Police Officer I
  - \* Receive Radar Certification
  - \* Receive Standardized Field Sobriety Testing Certification
  - \* Receive Intoximeter Certification
- b) Have been awarded the Basic Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- c) Have received a rating of "Satisfactory" or higher on the last annual performance appraisal
- d) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

3. Master Police Officer

To be considered for advancement to Master Police Officer, candidates must:

- a) Have served as a Police Officer II for one year
- b) Have completed training hours, including:
  - 40 hours of Management/Supervision Training
  - Field Training Officer Certification and become Field Training Officer for the Department. After completion of FTO Training, the officer can be assigned a trainee by the Chief of Police or his Designee
  - Completion of Crisis Intervention Team (CIT) Certification.

c) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal

d) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.



# Request for Town Council Action

Consent  
Agenda  
Item: Approval of  
Fire  
Captain  
Promotion  
Date: 08/03/2021

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Subject: Fire Captain Promotion  
Department: Fire Department  
Presented by: Jeremey Daughtry - Assistant Fire Chief  
Presentation: Consent Agenda

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## Issue Statement

This request is to promote an employee from Fire Lieutenant to Fire Captain. This request will be accompanied by a 10% increase per the Town of Smithfield Employee Handbook regarding Section 18 (Salary Effect of Promotions, Demotions, and Transfers)

## Financial Impact

This will result in an increase of \$6,371.24 to the annual salary. For FY 2021-2022 actual increase will be \$5,391.05.

This increase is already accounted for in the salary budget that has been approved by council.

## Action Needed

Approve the promotion of an employee from Fire Lieutenant to Fire Captain.

## Recommendation

Staff recommends approval of the promotion of an employee from Fire Lieutenant to Fire Captain.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Smithfield Fire Department Career Ladder



# Staff Report

Consent Approval of  
Agenda Fire Captain  
Item: Promotion

A vacancy exists for Fire Captain due to a recent retirement. An assessment center was held including all eligible candidates. The selected candidate is a Fire Lieutenant and has met all the requirements needed to promote to the rank of Fire Captain as listed below:

Fire Captain (This step is subject to position availability)

- Must have served twenty-four (24) months as a Fire Lieutenant with the Town of Smithfield Fire Department
- NC Fire Inspections Level II
- NC Fire and Rescue Commission Fire Instructor II Certification
- NC Fire and Rescue Commission Fire Officer II Certification
- National Incident Management ICS-300
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months

The Fire Lieutenant has successfully completed the assessment center that the Smithfield Fire Department utilizes for testing purposes to ensure the candidate is qualified to operate in this capacity. The assessment includes the following tests:

- Written Exam
- Interview
- (2) Conflict Resolution Scenarios
- (2) Tactical Scenarios

The promotion will become effective on August 2<sup>nd</sup>, 2021.



# SMITHFIELD FIRE DEPARTMENT

## General Orders

Career Ladder Requirements

GO #: 2

Revision:

Effective Date: 07/01/2018

Page 1 of 7

## PURPOSE

- The purpose of this procedure is to identify the eligibility requirements for the positions of Firefighter I, Firefighter II, and Fire Engineer, Fire Lieutenant, Fire Captain, Fire Inspector I, and Fire Inspector II, Division Chief – Fire Marshal, Assistant Fire Chief, and Fire Chief.

Positions within the Smithfield Fire Department are established to provide for the advancement of qualified, efficient, effective, skilled, and dedicated personnel. These personnel must, through initiative, loyalty, and commitment, be able to actively contribute to the efficient and harmonious operations of the department. A thorough knowledge of department operations, equipment and the department's jurisdiction must be achieved and maintained.

## POLICY

- It shall be the policy of The Town of Smithfield Fire Department to provide career advancement, subject to budget limitations, for the personnel who demonstrate an acceptable level of knowledge, skill, and ability.
- To be considered for promotion/selection to any of the above positions, a candidate must maintain annual upgrades for all certifications and requirements where applicable
- The Fire Chief may waive certain requirements to maintain a balance of job classifications.

## ELIGIBILITY REQUIREMENTS

### Firefighter I

- High School Diploma or GED
- Must have and maintain a valid NC drivers license
- NC Fire and Rescue Commission Firefighter Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Emergency Medical Technician Certification
- Must successfully complete departmental testing
- National Incident Management IS-700
- National Incident Management IS-800
- NC Class B Diver's License must be obtained within 6 months of hire date



# SMITHFIELD FIRE DEPARTMENT

## General Orders

Career Ladder Requirements

GO #: 2

Revision:

Effective Date: 07/01/2018

Page 2 of 7

### **Firefighter II**

- Must have served twenty-four (24) months as a Firefighter I with The Town of Smithfield Fire Department
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Fire and Rescue Commission Technical Rescuer Certification - Vehicle
- Completion of departmental Driving Programs for all apparatus
- Must be at least 21 years of age
- National Incident Management ICS-100
- National Incident Management ICS-200
- Must successfully complete departmental testing
- Received no disciplinary actions within the past 12 months
- Recommendation for promotion from assigned officer

### **Fire Engineer (This step is subject to position availability)**

- Must have served twenty-four (24) months as Firefighter II with the Town of Smithfield Fire Department
- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months
- Recommendation for promotion from assigned officer





# SMITHFIELD FIRE DEPARTMENT

## General Orders

Career Ladder Requirements

GO #: 2

Revision:

Effective Date: 07/01/2018

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### **Fire Lieutenant (This step is subject to position availability)**

- Must have served twenty-four (24) months as a Fire Engineer with the Town of Smithfield Fire Department
- NFA – Arson Detection for the First Responder
- NFA – Leadership in Supervision {6-day course OR (3) 2-day courses}
- NC Fire Inspections Level I
- NC Fire and Rescue Commission Fire Instructor I Certification
- NC Fire and Rescue Commission Fire Officer I Certification
- National Incident Management ICS-300
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months
- Recommendation for promotion from assigned officer

### **Fire Captain (This step is subject to position availability)**

- Must have served twenty-four (24) months as a Fire Lieutenant with the Town of Smithfield Fire Department
- NC Fire Inspections Level II
- NC Fire and Rescue Commission Fire Instructor II Certification
- NC Fire and Rescue Commission Fire Officer II Certification
- National Incident Management ICS-300
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months



# SMITHFIELD FIRE DEPARTMENT

## General Orders

Career Ladder Requirements

GO #: 2

Revision:

Effective Date: 07/01/2018

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### **Part-Time Fire Inspector I** (This step is subject to position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter II Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Emergency Medical Technician Certification
- Must successfully complete departmental testing
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- NC Class B Driver's License must be obtained within 6 months of hire date
- NC Fire Inspections Level I
- Completion of departmental Driving Programs for all apparatus
- Received no disciplinary action within the past 12 months

### **Part-Time Fire Inspector II** (This step is subject to position availability)

- Must have served twenty-four (24) months as a Fire Inspector I with the Town of Smithfield Fire Department
- National Incident Management ICS-200
- NC Fire Inspections Level II
- NC Fire and Rescue Fire & Life Safety Educator I Certification
- NC Fire and Rescue Commission Certified Fire Investigator (CFI) Certification
- Must successfully complete departmental testing
- Recommendation for promotion by the Fire Marshal
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- Received no disciplinary actions within the past 12 months



# SMITHFIELD FIRE DEPARTMENT

## General Orders

Career Ladder Requirements

GO #: 2

Revision:

Effective Date: 07/01/2018

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### **Part-Time Fire Inspector III** (This step is subject to position availability)

- Must have served twenty-four (24) months as a Fire Inspector II with the Town of Smithfield Fire Department
- National Incident Management ICS-200
- NC Fire Inspections Level III
- NC Fire and Rescue Fire & Life Safety Educator I Certification
- NC Fire and Rescue Commission Certified Fire Investigator (CFI) Certification
- Must successfully complete departmental testing
- Recommendation for promotion by the Fire Marshal
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- Received no disciplinary actions within the past 12 months

### **Division Chief – Fire Marshal** (This step is subject to position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter II Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Emergency Medical Technician Certification
- NC Fire and Rescue Commission Fire Instructor I Certification
- NC Fire and Rescue Commission Fire Officer III Certification
- NC Fire and Rescue Fire & Life Safety Educator I Certification
- NC Fire and Rescue Commission Certified Fire Investigator (CFI) Certification
- NC Fire Inspections Level III
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- National Incident Management ICS-200
- National Incident Management ICS-300
- National Incident Management ICS-400
- Must successfully complete departmental testing
- NC Class B Driver's License must be obtained within 6 months of hire date
- Completion of departmental Driving Programs for all apparatus



# SMITHFIELD FIRE DEPARTMENT

## General Orders

Career Ladder Requirements

GO #: 2

Revision:

Effective Date: 07/01/2018

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### **Assistant Fire Chief** (This step is subject to position availability)

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Emergency Medical Technician Certification
- NC Fire and Rescue Commission Fire Officer III Certification
- NC Fire and Rescue Commission Fire Instructor III Certification
- Qualified Instructor in the following areas:
  - Firefighter
  - Hazardous Materials Level 1 Responder
  - Driver/Operator
  - Technical Rescuer
  - National Fire Academy
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- National Incident Management ICS-200
- National Incident Management ICS-300
- National Incident Management ICS-400
- NFA – Incident Safety Officer Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- NFA – Arson Detection for the First Responder
- NFA – Leadership in Supervision {6-day course OR (3) 2-day courses}
- Must successfully complete departmental testing
- NC Class B Driver's License must be obtained within 6 months of hire date
- Completion of departmental Driving Programs for all apparatus



# SMITHFIELD FIRE DEPARTMENT

## General Orders

Career Ladder Requirements

GO #: 2

Revision:

Effective Date: 07/01/2018

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### **Fire Chief (This step is subject to position availability)**

- High School Diploma or GED
- Must have and maintain a valid NC Driver's License
- NC Fire and Rescue Commission Firefighter Certification
- NC Fire and Rescue Commission Hazardous Materials Level 1 Responder Certification
- NC Fire and Rescue Commission Emergency Vehicle Driver Certification
- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NC Fire and Rescue Commission Technical Rescuer Certification
- NC Emergency Medical Technician Certification
- NC Fire and Rescue Commission Fire Officer IV Certification
- NC Fire and Rescue Commission Fire Chief 101 Certification
- National Incident Management IS-700
- National Incident Management IS-800
- National Incident Management ICS-100
- National Incident Management ICS-200
- National Incident Management ICS-300
- National Incident Management ICS-400
- NFA – Incident Safety Officer Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- NFA – Arson Detection for the First Responder
- NFA – Leadership in Supervision {6-day course OR (3) 2-day courses}
- Must successfully complete departmental testing
- NC Class B Driver's License must be obtained within 6 months of hire date
- Completion of departmental Driving Programs for all apparatus





# Request for Town Council Action

Consent  
Agenda  
Item: Approval of  
Fire  
Lieutenant  
Promotion  
Date: 08/03/2021

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Subject: Fire Lieutenant Promotion  
Department: Fire Department  
Presented by: Assistant Fire Chief Jeremy Daughtry  
Presentation: Consent Agenda

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## Issue Statement

This request is to promote an employee from Fire Engineer to Fire Lieutenant. This request will be accompanied by a 10% increase per the Town of Smithfield Employee Handbook regarding Section 18 (Salary Effect of Promotions, Demotions, and Transfers)

## Financial Impact

Approval to promote an employee from Fire Engineer to Fire Lieutenant would result in a 10% increase in his salary. This will result in an increase of \$5,464.87 to his annual salary. For FY 2021-2022 actual increase will be \$4,624.12.

This increase is already accounted for in the salary budget that has been approved by council.

## Action Needed

Approve the promotion of an employee from Fire Engineer to Fire Lieutenant.

## Recommendation

Staff recommends approval of an employee from Fire Engineer to Fire Lieutenant.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report



# Staff Report

Consent  
Agenda  
Item: Approval of  
Fire  
Lieutenant  
Promotion

---

A vacancy exists for Fire Lieutenant due to a recent promotion. An assessment center was held including all eligible candidates. The selected candidate is a Fire Engineer and has met all the requirements needed to promote to the rank of Fire Lieutenant as listed below:

Fire Lieutenant (This step is subject to position availability)

- Must have served twenty-four (24) months as a Fire Engineer with the Town of Smithfield Fire Department
- NFA – Arson Detection for the First Responder
- NFA – Leadership in Supervision {6-day course OR (3) 2-day courses}
- NC Fire Inspections Level I
- NC Fire and Rescue Commission Fire Instructor I Certification
- NC Fire and Rescue Commission Fire Officer I Certification
- National Incident Management ICS-300
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months

Recommendation for promotion from assigned officer

An employee has successfully completed the assessment center that the Smithfield Fire Department utilizes for testing purposes to ensure the candidate is qualified to operate in this capacity. The assessment includes the following tests:

- Written Exam
- Interview
- (2) Conflict Resolution Scenarios
- (2) Tactical Scenarios

The promotion will become effective on August 2<sup>nd</sup>, 2021.





# Request for Town Council Action

Consent  
Agenda  
Item:  
Date: Approval of  
Fire  
Engineer  
Promotions  
08/03/2021

---

Subject: Fire Engineer Promotions  
Department: Fire Department  
Presented by: Assistant Fire Chief Jeremy Daughtry  
Presentation: Consent Agenda

---

## Issue Statement

This request is to promote (2) employees from Firefighter II to Fire Engineer. This request will be accompanied by a 10% increase per the Town of Smithfield Employee Handbook regarding Section 18 (Salary Effect of Promotions, Demotions, and Transfers)

## Financial Impact

Approval to promote (2) employees from Firefighter II to Fire Engineer would result in a 10% increase in his salary. This will result in an increase of \$4,958.37 to each of their annual salaries. For FY 2021-2022 actual budget impact will total \$8,391.08.

This increase is already accounted for in the salary budget that has been approved by council.

## Action Needed

Approve the promotion of (2) employees from Firefighter II to Fire Engineer.

## Recommendation

Staff recommends approval of (2) employees from Firefighter II to Fire Engineer.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report



# Staff Report

Consent  
Agenda  
Item: Approval of  
Fire  
Engineer  
Promotions

---

(2) employees have met all the requirements needed to promote to the rank of Fire Engineer as listed below. The two (2) vacancies were created due to one promotion to Lieutenant and one Engineer seeking a job elsewhere:

Fire Engineer (This step is subject to position availability)

- Must have served twenty-four (24) months as Firefighter II with the Town of Smithfield Fire Department
- NC Fire and Rescue Commission Driver/Operator - Pumps Certification
- NC Fire and Rescue Commission Driver/Operator – Aerials Certification
- NFA – Preparation for Initial Company Operations Certification
- NFA – Decision Making for Initial Company Operations Certification
- NFA – Strategies and Tactics for Initial Company Operations Certification
- Must successfully pass departmental written and practical testing
- Received no disciplinary action within the past 12 months
- Recommendation for promotion from assigned officer

(2) employees have successfully completed the assessment center that the Smithfield Fire Department utilizes for testing purposes to ensure the candidates are qualified to operate in this capacity. The assessment includes the following tests:

- Written Exam
- Street Test
- Aerial Practical
- Pump Practical
- Cone Course
- Road Course

The promotions will become effective on August 2<sup>nd</sup>, 2021.



# Request for Town Council Action

Consent  
Agenda  
Item:  
Date: 08/03/2021  
Award of  
Bid

---

Subject: Purchase New Vehicle for Water & Sewer Division

Department: Public Utilities

Presented by: Ted Credle – Public Utilities Director

Presentation: Consent Agenda

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## Issue Statement

The purchase of a new work truck was approved by Town Council for the current fiscal year (2021 – 2022). The desired truck was quoted for bid and the low bid has been submitted for approval.

## Financial Impact

Approved Budgeted Amount for FY 2021-2022: \$35,000

Amount of Purchase/Bid/ Contract: \$34,783

## Action Needed

Approve the purchase from the low bidder (Deacon Jones Ford - \$34,783).

## Recommendation

Staff recommends the approval of the proposed low bid to purchase the vehicle.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Proposed bid (Deacon Jones Ford)
3. Proposed Bid (Capital Ford)
4. Proposed bid (Kenly Ford)



# Staff Report

Consent  
Agenda Award of Bid  
Item:

---

As part of the approved budget for the present fiscal year (2021-2022), the Town Council approved funding to purchase a new work truck for use in the Water & Sewer division for the Public Utilities Department.

Even with the recent rise in prices, the quoted vehicle is under the approved budget (\$35,000) and will fit Town needs. Staff is asking the Council to approve the low bidder.



*"We treat people the way we would like to be treated"*  
1014 Eleventh Street • Goldsboro, NC 27534 • Phone: (919) 736-3387

**FROM: Jeff Hill, Deacon Jones Ford/Lincoln**

**BID TO: Town of Smithfield**

**Bid for 2022 F-SERIES SD**

F250 4X2 SD R/C; 142" WHEELBASE; OXFORD WHITE; VNYL 40/20/40; MEDIUM EARTH GR; XL TRIM; DUAL ZONE EATC; AMFM/MP3/CLK; 6.2L EFI V8 ENG; 6-SPD AUTOMATIC; LT245 BSW AS 17; 3.73 ELOCKING; PWR EQUIP GROUP; TRAILER TOW PKG; XL DÉCOR PKG; SPARE TIRE/WHL2; CRUISE CONTROL; TELE TT MIR-PWR; JACK; RR CAM & PREP K; 8 FT KNAPHEIDE SERVICE BODY

**BID PRICE:**

**\$34,783.00**

**\*NO TAX OR FEES INCLUDED\***

**\*LESS ANY REBATES\***

**Jeff Hill**

**Office: 919-736-3387**

**Cell: 919-222-0090**

---

# Capital Ford, Inc.

## Government Sales Division

From Jennifer Romano Gov't Sales  
Phone/Fax Office 919-790-4648 Fax 919-871-6917  
E-Mail [jromano@capitalford.com](mailto:jromano@capitalford.com)

DATE July 6th 2021  
Town of Smithfield

### FINAL QUOTE

2021 F250 4x2 Regular Cab	\$ 23,903.00
Painted White/Vinyl Interior / Delivered	Included
6.2 L V-8 Gas Engine	Included
Trailer Tow	Included
X3E 3.73 E locking Axle	\$ 363.00
90L Power Equipment Group(Power Windows & Locks)	\$ 851.00
96V XL Value package(Includes Cruise Control)	\$ 368.00
18B Platform Running Boards	\$ 298.00
52B Traller Brake Controller	\$ 251.00
512 Spare Tire & Wheel	\$ 274.00
872 Rear Camera Prep Package	\$ 390.00
66S Upfitter Switches	\$ 154.00
63R Rear Stabilizer Bar	\$ 118.00
942 Daytime Running Lights	\$ 42.00
Knapheide Service Body(Includes adding Spray Liner)	\$ 8,917.00

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CB90001 IN STOCK UNIT

\$ 35,929.00

Remit to  
[jromano@capitalford.com](mailto:jromano@capitalford.com)  
Capital ford of Raleigh  
4900 Capital Blvd  
Raleigh NC 27616

CNGP530

VEHICLE ORDER CONFIRMATION

07/08/21 14:03:22

=>

Dealer: F21608

2022 F-SERIES SD

Page: 1 of 2

Order No: S706 Priority: B1 Ord FIN: QK776 Order Type: 5B Price Level: 230

Ord PEP: 600A Cust/Flt Name: TOWN OF SMITH PO Number:

RETAIL

RETAIL

F2A	F250 4X2 SD R/C	\$34950	JOB #1 BUILD	
	142" WHEELBASE		FLEET SPCL ADJ	NC
Z1	OXFORD WHITE		10000# GVWR PKG	
A	VNYL 40/20/40		425 50 STATE EMISS	NC
S	MEDIUM EARTH GR		512 SPARE TIRE/WHL2	295
600A	PREF EQUIP PKG		52B BRAKE CONTRLLR	270
	.XL TRIM		525 CRUISE CONTROL	235
572	.DUAL ZONE EATC	NC		
	.AMFM/MP3/CLK		TOTAL BASE AND OPTIONS	39015
996	.6.2L EFI V8 ENG	NC	TOTAL	39015
44S	6-SPD AUTOMATIC	NC	*THIS IS NOT AN INVOICE*	
TD8	.LT245 BSW AS 17		*TOTAL PRICE EXCLUDES COMP PR	
X3E	3.73 ELOCKING	390	* MORE ORDER INFO NEXT PAGE *	
90L	PWR EQUIP GROUP	915	F8=Next	
66D	PU BOX DELETE	(625)		

F1=Help                      F2=Return to Order                      F3/F12=Veh Ord Menu  
 F4=Submit      F5=Add to Library                      F9=View Trailers

S006 - MORE DATA IS AVAILABLE.

QC009901

Trk      \$ 39,015.00  
 Bed      \$ 7,657.00  
 Total    \$ 46,672.00







# Request for Town Council Action

Consent  
Agenda  
Item: Budget  
Date: 08/03/2021  
Amendment

---

Subject: AIA Grant Budget Amendments  
Department: Finance  
Presented by: Greg Siler – Finance Director  
Presentation: Consent Agenda

---

Issue Statement: Town Council approved a North Carolina Division of Environmental Quality (NCDEQ) Clean Water State Revolving Fund (CWSRF) Asset Inventory and Assessment (AIA) Grant of \$150,000 at the July 6, 2021 Council Meeting. Attached are the budget amendments necessary to fund the grant revenues and expenditures.

Financial Impact: None, as monies are being shifted from the Digitized Mapping Project in Water/Sewer Fund

Action Needed: Approve as presented

Recommendation: Approve as presented

Approved:  Town Manager  Town Attorney

Attachments:

1. Staff Report
2. Budget Amendments Dated August, 2021



# Staff Report

Consent  
Agenda  
Item: Budget  
Amendment

---

Budget amendments are required with accepting the \$150,000 AIA Grant as it was not part of the original FY21-22 Budget. A 15% match is required by the Town, so the total budget needed for the AIA project, as presented by the Utilities Director, is \$172,500. The additional \$22,500 will come from monies originally budgeted for digitized mapping.

**BUDGET AMENDMENTS**  
**August 3, 2021**

**WATER/SEWER FUND**

**1. Expenditures**

30-71-7220-5700-7400 Wtr/Sewer Dist. - Capital Projects	\$ 315,000	\$ (22,500)	\$ 292,500
30-76-7220-5970-9101 Wtr/Sewer Dist. - Transfer WSCPF	<u>1,200,000</u>	<u>22,500</u>	<u>1,222,500</u>
	<u>\$ 1,515,000</u>	<u>\$ -</u>	<u>\$ 1,515,000</u>

To fund AIA Grant match of 15% or \$22,500

**Water/Sewer Fund Capital Projects Fund**

**2. Revenue**

45-71-3700-7220-0004 AIA Sewer Grant 2	\$ -	\$ 150,000	\$ 150,000
45-75-3870-3870-0311 Transfer W/S Fund - AIA Grant 2	<u>\$ -</u>	<u>\$ 22,500</u>	<u>\$ 22,500</u>
	<u>\$ -</u>	<u>\$ 172,500</u>	<u>\$ 172,500</u>

**Expenditures**

45-71-7220-5700-7425 Sewer AIA 2	<u>\$ -</u>	<u>\$ 172,500</u>	<u>\$ 172,500</u>
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To establish and fund AIA Grant

Approved by the Smithfield Town Council this the \_\_\_\_ day of August, 2021

\_\_\_\_\_  
M. Andy Moore

ATTEST:

\_\_\_\_\_  
Shannan Parrish, Town Clerk





# Request for Town Council Action

Consent  
Agenda  
Item  
Date: 08/03/2021  
DSDC Board  
Appointments

---

Subject: Appointments to the Downtown Smithfield Development  
**Corporation's Board of Directors**

Department: General Government

Presented by: Shannan Parrish - **Town Clerk**

Presentation: Consent Agenda

---

## Issue Statement

The DSDC is requesting the Town Council appoint Blake Gotliffe to its Board of Directors

## Financial Impact

There will be no impact to the budget.

## Action Needed

Council approval of the appointment

## Recommendation

Staff recommends approval of this appointment

Approved:  Town Manager  Town Attorney (not required)

## Attachments:

1. Staff Report
2. Letter from DSDC Executive Director Sarah Edwards
3. Application – Blake Gotliffe



# Staff Report

Consent DSDC Board  
Agenda: Appointment

---

The Downtown Smithfield Development Corporation's Board of Directors is recommending the appointment of Blake Gotliffe, owner of Under the Oak Restaurant and Catering, to serve on the DSDC Board of Directors.

Pursuant to the Downtown Smithfield Development Corporation by-laws, any appointment to the Board must be approved by the Town Council.



July 20, 2021

Mrs. Shannan Parrish  
Town Clerk  
Town of Smithfield  
PO Box 761  
Smithfield, NC 27577

Re: DSDC Board Appointments

Dear Mrs. Parrish and the Smithfield Town Council,

As stated in Paragraph 8 of the Downtown Smithfield Development Corporation bylaws:

**Vacancies on Board.** When a vacancy shall occur on the Board of Directors, the remaining members of the Board shall nominate and elect a person to fill the vacancy and the nominee shall become a Director upon approval by resolution of the Smithfield Town Council.

The Board of Directors of the Downtown Smithfield Development Corporation would like to recommend that Blake Gotliffe be appointed to the Downtown Smithfield Development Corporation board. I have attached his application for your review.

The Downtown Smithfield Development Corporation is formally requesting approval and asks that this be placed on the consent agenda for the Town Council's August meeting.

Thank you in advance for your consideration. Please feel free to contact me if you have any questions.

Sincerely,

Sarah Edwards  
Executive Director



**Downtown Smithfield Development Corporation  
Board of Directors Candidate Application**

Name Blake Gottliffe

Business Under the Oak Restaurant & Catering

Business Address 135 S 3rd Street Smithfield, NC 27577

Email blake@undertheoakfarm.com Cell Phone 919-824-0708

Business Phone 919-205-1018 Home Phone 919-824-0708

Home Address 1126 Ridge Drive Clayton, NC 27520

**Brief Biography**

I grew up in Raleigh, NC. Moved to Clayton  
in 2015. Worked in Raleigh at restaurants & fair  
catering companies until 2017 when I started my own  
business & leased our current space in 2018  
and have been running the business here in Smithfield  
since then.

**Specific Qualifications for DSDC Board of Directors**

Young business owner with progressive views,  
experience with bigger city operations & events, soon  
to be Downtown Smithfield property owner



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**Committee** (indicate which committee best suits your interests):

- Promotions**  
Marketing Downtown Smithfield through events and advertising to attract customers, potential investors, new businesses, residents, and visitors.
- Design & Physical Improvement**  
Enhancing Downtown Smithfield's physical appearance through building rehabilitation, compatible new construction, public improvements, and design management systems.
- Economic Development**  
Strengthening Downtown Smithfield's economic base and creating new opportunities through careful analysis and appropriate mixed-use development.

**List three results you would like to see the DSDC accomplish**

1. Farmers Market
2. First Friday Markets
3. Community fundraising / charity events

**Membership in other organizations**

Organization	Dates	Activities/Leadership
NA		

**Please submit application to:**  
 Downtown Smithfield Development Corporation  
 200 S. Front Street  
 Smithfield, NC 27577





# Request for Town Council Action

Consent Advisory  
Agenda Board  
Item: Appointment  
Date: 08/03/2021

---

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

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## Issue Statement

The Town Council is asked to consider a reappointment to the Historic Properties Commission and a new appointment to the Board of Adjustment.

## Financial Impact

Members of the Board of Adjustment are paid \$25 per meeting and are budgeted for in the Planning Department's annual budget.

## Action Needed

The Town Council is asked to consider and approve the reappointment of Mary Nell Ferguson to a third term on the Historic Properties Commission and consider and approve the appointment of Monique Austin to a first term on the Board of Adjustment

## Recommendation

Staff recommends approval of these appointments.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Mary Nell Ferguson – Board Application
3. Monique Austin – Board Application



# Staff Report

Consent    Advisory  
Agenda    Board  
Item      Appointments

---

## Board Reappointment and Appointment

Mary Nell Ferguson has submitted an application for consideration to be reappointed to a third term on the Historic Properties Commission.

Monique Austin has submitted an application for consideration to be appointed to a first term on the Board of Adjustment.

## Current Board vacancies are as follows:

- Appearance Commission – 2 positions
- Board of Adjustment – 1 In-Town position
- Historic Properties Commission – 3 positions
- Parks and Recreation Advisory Commission – 2 positions and 2 High School representative positions



Town of Smithfield  
Board, Commission, or Committee  
Application

Name: Ferguson Mary Nell L  
(Last) (First) (MI)

Home Address: 1108 Baker St, Smithfield, NC 27577

Business Name & Address: N/A

Telephone Numbers: \_\_\_\_\_ 919-210-8801 mnferguson4@gmail.com  
(Home) (Mobile) (Email)

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

<input type="checkbox"/> Appearance Commission	<input type="checkbox"/> Parks/Recreation Advisory Commission
<input type="checkbox"/> Board of Adjustment In Town Resident	<input type="checkbox"/> Planning Board In-Town Resident
<input type="checkbox"/> Board of Adjustment ETJ Member	<input type="checkbox"/> Planning Board ETJ Resident
<input checked="" type="checkbox"/> Historic Properties Commission	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Library Board of Directors	_____

Interests & Skills: Smithfield is my home town.  
Skills - Teaching + administration

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

Recent Job Experiences: Educational Consultant

Civic or Service Organization Experience: Alpha Beta, Church Personnel Committee,  
DAR, see BIO attached

Town Boards previously served on and year(s) served: N/A

Please list any other Boards/Commissions/Committees on which you currently serve: Heritage Commission

Why are you interested in serving on this Board/Commission/Committee? By serving, I hope I can help make Smithfield the best town in NC. I believe my long-time knowledge is helpful.

**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: Mary Nell Ferguson

Signature: M N Ferguson

Date: 7-16-21

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**

**Mary Nell Lee Ferguson**  
1108 Baker Street, Smithfield, NC 27577  
H: 919-989-8481 C: 919-210-8801 [mnferguson41@gmail.com](mailto:mnferguson41@gmail.com)

**Education:**

Smithfield High School Graduate		Date: 1959
Salem College	BA Degree Major: Biology / Minor: Chemistry	Date: 1963
Meredith College	Teaching Certification in Elementary Ed	Date: 1975
North Carolina State University	Masters of Education	Date: 1988

**Work Experience:**

1013-Present Principal Coach and Teacher Observer with Johnston County Schools, NC  
2010-1013: Instructional Coach, International Center for Leadership in Education  
Teacher at Johnston Community College, NC  
2005-2010: Johnston County Schools Human Resources - part-time  
June 2005: Retired with 30 years in Education  
1992-2005: Principal of Cleveland Elementary School in Johnston County  
1993-1994 – Principal of both Cleveland Elementary and Middle Schools  
1990-1992: Principal at Combs Elementary, Wake County  
1987-1990: Assistant Principal at Knightdale Elementary, Wake County  
1986-1987: Teacher Assessor with Wake County Public Schools  
1975-1986: Elementary Teacher with Wake County Public Schools – Grades K-4  
1974-1975: Teacher Assistant in Church Preschool, Raleigh, NC  
1965-1967: Librarian, Elkin, NC  
1963-1964 Research Chemist, Chatham Mills, Elkin, NC

**License Areas:**

School Administrator – Principal; Early Childhood – Elementary; Mentor

**Professional Organizations, Boards, Committees, Awards**

Phi Delta Kappa  
Delta Kappa Gamma, Alpha Beta Chapter  
Johnston County Heritage Commission: 1996-Present  
Johnston County Arts Council  
Johnston Community College Auditorium Board  
Lifetime Member of North Carolina PTA  
Principal and Assistant Principal's Association with Johnston County Schools  
Personnel Committee at First Baptist Church, Smithfield, NC  
Daughters of the American Revolution  
Women's Club of Elkin, NC  
PTA Teacher of the Year- Lynn Road Elementary. Raleigh, NC 1985-1986  
Wachovia Principal of the Year Award – 2004







**Town of Smithfield  
Board, Commission, or Committee  
Application**

Name: AUSTIN Monique C  
(Last) (First) (MI)

Home Address: 103 East Parker Street, Smithfield, NC 27577

Business Name & Address: N/A

Telephone Numbers: 919.725.7745 202.413.9621 mcaustin@hotmail.com  
(Home) (Mobile) (Email)

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

<input type="checkbox"/>		<input type="checkbox"/>	Parks/Recreation Advisory Commission
<input type="checkbox"/>	Appearance Commission	<input type="checkbox"/>	Planning Board In-Town Resident
<input checked="" type="checkbox"/>	Board of Adjustment In Town Resident	<input type="checkbox"/>	Planning Board ETJ Resident
<input type="checkbox"/>	Board of Adjustment ETJ Member	<input type="checkbox"/>	Other: _____
<input type="checkbox"/>	Historic Properties Commission		
<input type="checkbox"/>	Library Board of Directors		

Interests & Skills: Recently retired. New to the area. Seeking opportunities to serve. Previous management and administrative, planning and logistics, auditing, and research experience.

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

Recent Job Experiences: Retired Foreign Service Officer (U.S. Department of State). Served on domestic and overseas assignments managing operations at U.S. embassies and headquarters (Washington, DC).

Civic or Service Organization Experience: Evaluator for Malcolm Baldrige national quality award.

Town Boards previously served on and year(s) served: N/A

Please list any other Boards/Commissions/Committees on which you currently serve: N/A

Why are you interested in serving on this Board/Commission/Committee? I believe I have skills and abilities that would add value to the Board. This is also an opportunity for me to learn and give back to the Town.

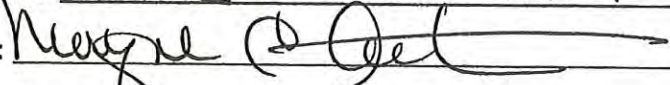
**Affirmation of Eligibility:**

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: MONIQUE C. AUSTIN  
Signature:  Date: 6/26/21  
Return completed for to: \_\_\_\_\_

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

## 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>
Assistant Finance Director	Finance	10-10-4200-5100-0200
Customer Service Representative	Finance	10-10-4200-5100-0200
Electric Line Technician (2)	PU - Electric	31-72-7230-5100-0200
Fire Chief	Fire	10-20-5300-5100-0200
P/T Fire Inspector (2)	Fire	10-20-5300-5100-0210
IT Support Specialist	General Government	10-10-4100-5100-0200
Water Plant Operator	PU – Water Plant	30-71-7200-5100-0200
Police Officer I (4 positions)	Police	10-20-5100-5100-0200
P/T Collections Assistant	PU – Electric	31-72-7230-5100-0200
P/T Firefighter I/Responders (Up to 8 positions)	Fire	10-20-5300-5100-0200
P/T Mechanic	PW – Garage	10-30-5650-5100-0200
Pump Station Mechanic	PU – Water/Sewer	30-71-7200-5100-0200
Sanitation Equipment Operator (4 positions)	Public Works	10-40-5800-5100-0200
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200

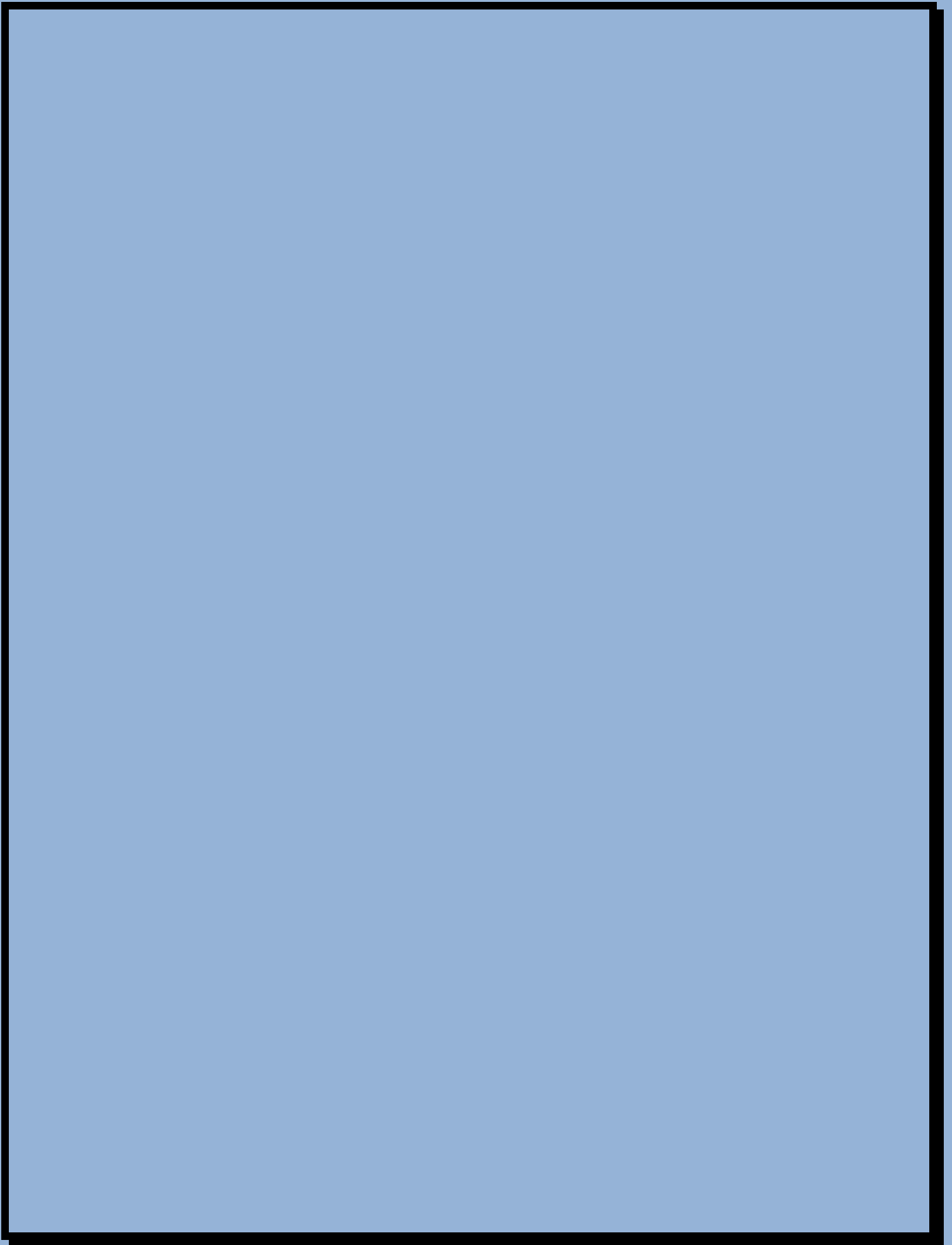
## Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 2021-2022 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Public Works Crew Leader	PW – Sanitation	10-40-5800-5100-0200	\$20.69/hr. (\$43,035.20/yr.)
Technology (IT) Director	General Government	10-10-4100-5100-0200 30-71-7220-5100-0200 31-72-7230-5100-0200	\$30.16/hr. (\$62,732.80/yr.)
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200	\$15.18/hr. (\$31,574.40/yr.)



# Business Items





# Request for Town Council Action

Business  
Agenda  
Item: Award  
Contract  
Date: 08/03/2021

Subject: Award of Contract for Load Management Switch Change Outs

Department: Public Utilities

Presented by: Ted Credle – Public Utilities Director

Presentation: Business Item

## Issue Statement

As part of the on-going effort by the Town to improve the electric distribution system, the Town wishes to upgrade the load management switches from a one-way signal to a two-way signal; which will tell us when a control box is operating normally, or if one is in need of repair. This switch out will be handled by a contractor. Bids were advertised, received and the low bidder has been submitted for approval.

## Financial Impact

Approved Budgeted Amount for FY 2021-2022: The funds to pay for this will be taken from the existing, approved funds of \$150,000 in the Electric Fund Capital Projects line item: 47-72-7230-5700-7420

Amount of Purchase/Bid/ Contract: \$37,500

## Action Needed

Approve the Award of Contract to the low bidder (Honeywell) and authorize the Town Manager to execute project related contracts

## Recommendation

Staff recommends the approval of the proposed low-bid Contractor and the authorization of the Town Manager to execute project-related contracts.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Proposed bid form from Honeywell
3. Proposed bid form from Franklin Energy
4. Proposed bid form from NexGen



# Staff Report

Business  
Agenda  
Item: Award of  
Contract

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The Town has an existing residential load management program that offers discounts to customers that participate by allowing a control box to shut off operations on water heaters and/or HVAC systems during the peak hours of the month. The current system is a one-way switch that receives a signal and initiates the shut-down. The drawback is the fact we do not know if the switch is working and if the Town is receiving the benefit of the reduced load.

The upgraded switches will work as a two-way switch and let the Town know if, in fact, the switch is operating. Frequently, due to normal maintenance, the technician servicing the HVAC or water heater, will disconnect the control box and not reconnect it when service is complete. The Town loses the benefit of the reduced load, but continues to offer the credit to the customer. This upgrade will eliminate this, or similar, issues; thereby, improving the load management program for the Town.

Bids for this control box change out were received on July 22, 2021. The low bidder was Honeywell in the amount of \$37,500.00

To execute this project, staff is asking the Council to authorize the Town Manager to execute the contract with the selected contractor, to perform the work, in the amount of \$37,500.00, per the submitted bid.





**PROPOSAL FORM**

The Town of Smithfield invites your proposal to provide Load Management Switch Installation Services for the Town of Smithfield to be received until 1100 a.m., on July 22, 2021 in the Utilities Department, Town of Smithfield Operations Center, 230 Hospital Road, Smithfield, North Carolina 27577.

In accordance with the attached instructions, terms, conditions, and Scope of Services we submit the following proposal to the Town of Smithfield.

**ITEM NO. 1**

This item shall include labor, materials, supervision, equipment, transportation, appliances, and materials to perform all operations required for meter reading services as specified.

<b>Item No.</b>	<b>Description</b>	<b>Units</b>	<b>Unit Cost</b>	<b>Quantity</b>	<b>Total Cost</b>
1	Switch Installation	per	\$ 75.00	400	\$ 37,500.00

I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

Date: 07/22/2021

Authorized Signature: Jon P. Corser

Name Jon Corser

Title General Manager -Honeywell Smart Grid Solutions

Firm Name Honeywell International



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In accordance with the attached instructions, terms, conditions, and Scope of Services we submit the following proposal to the Town of Smithfield.

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This item shall include labor, materials, supervision, equipment, transportation, appliances, and materials to perform all operations required for meter reading services as specified.

<b>Item No.</b>	<b>Description</b>	<b>Units</b>	<b>Unit Cost</b>	<b>Quantity</b>	<b>Total Cost</b>
1	Switch Installation	per	\$280.00	400	\$112,000.00

I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

Date: 07/20/202

Authorized Signature:

Name Tim Strickland

Title President

Firm NexGen Utility Solutions



**PROPOSAL FORM**

The Town of Smithfield invites your proposal to provide Load Management Switch Installation Services for the Town of Smithfield to be received until 1100 a.m., on July 22, 2021 in the Utilities Department, Town of Smithfield Operations Center, 230 Hospital Road, Smithfield, North Carolina 27577.

In accordance with the attached instructions, terms, conditions, and Scope of Services we submit the following proposal to the Town of Smithfield.

**ITEM NO. 1**

This item shall include labor, materials, supervision, equipment, transportation, appliances, and materials to perform all operations required for meter reading services as specified.


Item No.	Description	Units	Unit Cost *	Quantity	Total Cost
1	Switch Installation	per	\$193.40	400	\$77,360.00

\* Unit cost reflects an average price based the following assumptions:

- 50 CAC only installations
- 116 DHW only installations
- 234 CAC and DHW installations with a single switch
- Corresponding scheduling and trip charges for above
- Town of Smithfield to be billed for actual activity at the rates shown in the rate chart in the attached proposal

I certify that the contents of this proposal are known to no one outside the firm, and to the best of my knowledge all requirements have been complied with.

Date: July 19, 2021

Authorized Signature: 

Name: Jason LaStella

Title: Director Business Development

Firm Name: Franklin Energy Services, LLC





# Request for Town Council Action

Business  
Item: ANX-21-01  
Date: 08/032021

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Subject: Contiguous Annexation Petition  
Department: Planning & Administration  
Presented by: Shannan Parrish – Town Clerk  
Presentation: Business Agenda Item

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## Issue Statement

ASP Smithfield LLC/SST Properties (Samet Properties) and FNLI Agouti JNX LLC (Amazon) have submitted a petition to voluntarily annex 193.027 acres to the Town of Smithfield.

## Financial Impact

The annexation will encompass the Amazon development site (169.674 acres) and an additional 23.353-acre parcel. The Amazon site is expected to have a \$90 Million market value when constructed. Additional warehousing sites and the West Smithfield Business Park road are expected to be carved out of the 23.353-acre parcel.

## Action Needed

The Town Council is asked adopt Resolution No. 685 (13-2021) fixing the date of public hearing on the question of annexation

## Recommendation

Adopt Resolution No. 685 (13-2021)

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Certificate of Sufficiency
  - a. Metes and Bounds
  - b. Map depicting the property is contiguous to the corporate limits of the Town of Smithfield
  - c. Annexation petition, Johnston County GIS maps
3. Resolution No. 685 (13-2021)



# Staff Report

Business ANX-  
Item 21-01

At the July 6, 2021 Town Council meeting, the Council directed the Town Clerk to certify the sufficiency of the contiguous annexation petition made by ASP Smithfield LLC/SST Properties (Samet Properties) and FNLI Agouti JNX LLC (Amazon).

On July 15, 2021, the Town Clerk investigated the sufficiency of the petition and has provided those results to Town Council in the August 3, 2021 agenda packet.

Since the petition has been certified, in accordance with NCGS 160A-31 (see below), staff is requesting the Council adopt Resolution No. 685 (13-2021) setting the date for the public hearing on the questions of annexation. The public hearing would be held on September 7, 2021 at 7:00 pm.

*(c) Upon receipt of the petition, the municipal governing board shall cause the clerk of the municipality to investigate the sufficiency thereof and to certify the result of the investigation. For petitions received under subsection (b1) or (j) of this section, the clerk shall receive the evidence provided under subsection (l) of this section before certifying the sufficiency of the petition. Upon receipt of the certification, the municipal governing board shall fix a date for a public hearing on the question of annexation, and shall cause notice of the public hearing to be published once in a newspaper having general circulation in the municipality at least 10 days prior to the date of the public hearing; provided, if there be no such paper, the governing board shall have notices posted in three or more public places within the area to be annexed and three or more public places within the municipality.*

## Certificate of Sufficiency

### Contiguous Annexation ANX-21-01

To the Town Council of the Town of Smithfield, North Carolina:

I, Shannan L. Parrish, Town Clerk, do hereby certify that I have investigated the attached petition and hereby make the following findings:

- a. The petition contains an adequate property description of the area proposed for annexation.  
*Attached hereto are the metes and bounds for the property.*
- b. The area described in the petition is contiguous to the Town of Smithfield primary corporate limits, as defined by GS 130A-31.  
*Attached hereto is a map showing the property is contiguous to the Town of Smithfield's corporate limits.*
- c. The petition is signed by and includes addresses of all owners of real property lying in the area described therein  
*Attached hereto is the annexation petition and maps from Johnston County GIS showing the addresses on the petition and addresses of the property owners are the same.*

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Smithfield, this the 15<sup>th</sup> day of July, 2021



Shannan L. Parrish, Town Clerk





RDU2 ANNEXATION - LAND DESCRIPTION

ALL OF LOTS 1 AND 2 AS SET FORTH ON THAT CERTAIN RECOMBINATION PLAT "RDU2", FOR SAMET CORPORATION, RECORDED ON APRIL 28, 2021 IN JOHNSTON COUNTY REGISTRY IN PB 93, PAGE 241.

ALSO DESCRIBED AS:

ALL THOSE CERTAIN PARCELS OF LAND LYING IN JOHNSTON COUNTY, NORTH CAROLINA ADJOINING THE NORTH SIDE OF WEST MARKET STREET (US HWY 70 BUSINESS), AND BEING WEST OF M DURWOOD STEPHENS HIGHWAY (NCSR 1923), SAID PROPERTY BEING A PORTION OF LANDS IN THE NAME OF ASP SMITHFIELD, LLC & SST PROPERTIES LLC AS RECORDED IN THE JOHNSTON COUNTY REGISTRY IN DEED BOOK 5875, PAGE 96 AND ALL OF THE PROPERTY IN THE NAME OF ASP SMITHFIELD, LLC & SST PROPERTIES, LLC AS DESCRIBED IN DB 5875 PG 91 AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE NORTHERN RIGHT OF WAY OF US HWY 70 BUSINESS AND IN THE SOUTHERN CORNER OF THE COMMON LINE OF LAND IN THE NAME OF NELL WOOD LEE AS RECORDED IN DB 3609 PG 832 AND LAND IN THE NAME OF ASP SMITHFIELD, LLC & SST PROPERTIES LLC AS RECORDED IN DB 5875 PG 77, SAID POINT BEING IN THE CENTERLINE OF A STREAM, AND RUNS;

THENCE, WITH LEE, ALONG A CREEK FOR THE FOLLOWING COURSES, N 07°34'49" E A DISTANCE OF 38.73' TO A POINT, AND RUNS;

THENCE, N 36°14'53" E A DISTANCE OF 16.77' TO A POINT, AND RUNS;

THENCE, N 17°46'03" E A DISTANCE OF 31.95' TO A POINT, AND RUNS;

THENCE, N 11°20'00" E A DISTANCE OF 53.07' TO A POINT, AND RUNS;

THENCE, N 62°17'44" E A DISTANCE OF 35.51' TO A POINT, AND RUNS;

THENCE, N 16°18'03" E A DISTANCE OF 45.51' TO A POINT, AND RUNS;

THENCE, N 68°24'38" E A DISTANCE OF 22.13' TO A POINT, AND RUNS;

THENCE, N 24°42'16" E A DISTANCE OF 15.29' TO AN EXISTING IRON PIPE, AND RUNS;

THENCE, N 02°07'47" W A DISTANCE OF 46.26' TO A POINT, AND RUNS;

THENCE, N 47°27'41" E A DISTANCE OF 21.96' TO A POINT, AND RUNS;

THENCE, N 03°00'56" W A DISTANCE OF 14.67' TO A POINT, AND RUNS;



THENCE, N 16°28'16" E A DISTANCE OF 50.37' TO A POINT, AND RUNS;  
THENCE, N 40°39'15" E A DISTANCE OF 81.48' TO A POINT, AND RUNS;  
THENCE, N 38°40'38" E A DISTANCE OF 48.59' TO A POINT, AND RUNS;  
THENCE, N 36°24'47" E A DISTANCE OF 88.18' TO A POINT, AND RUNS;  
THENCE, N 50°15'49" E A DISTANCE OF 25.85' TO AN EXISTING IRON PIPE (DISTURBED), AND RUNS;  
THENCE, N 26°33'56" E A DISTANCE OF 43.04' TO A POINT, AND RUNS;  
THENCE, N 04°46'03" E A DISTANCE OF 16.77' TO A POINT, AND RUNS;  
THENCE, N 22°42'38" E A DISTANCE OF 42.17' TO A POINT, AND RUNS;  
THENCE, N 26°42'10" E A DISTANCE OF 83.85' TO A POINT, AND RUNS;  
THENCE, N 25°40'44" E A DISTANCE OF 94.07' TO A POINT, AND RUNS;  
THENCE, N 16°40'31" E A DISTANCE OF 68.61' TO A POINT, AND RUNS;  
THENCE, N 11°53'36" E A DISTANCE OF 43.49' TO A POINT, AND RUNS;  
THENCE, N 03°26'38" W A DISTANCE OF 66.84' TO A POINT, AND RUNS;  
THENCE, N 22°31'17" W A DISTANCE OF 14.50' TO A POINT, AND RUNS;  
THENCE, N 11°52'48" W A DISTANCE OF 42.02' TO A POINT, AND RUNS;  
THENCE, N 13°01'03" W A DISTANCE OF 56.05' TO A POINT, AND RUNS;  
THENCE, N 09°41'04" W A DISTANCE OF 66.62' TO A POINT, AND RUNS;  
THENCE, N 06°51'56" W A DISTANCE OF 63.97' TO A POINT, AND RUNS;  
THENCE, N 29°35'36" W A DISTANCE OF 3.07' TO A POINT, AND RUNS;  
THENCE, N 13°28'22" W A DISTANCE OF 62.12' TO A POINT, AND RUNS;  
THENCE, N 17°42'52" W A DISTANCE OF 42.47' TO A POINT, AND RUNS;  
THENCE, N 17°20'34" W A DISTANCE OF 38.01' TO A POINT, AND RUNS;  
THENCE, N 30°01'11" W A DISTANCE OF 56.74' TO A POINT, AND RUNS;  
THENCE, N 28°53'41" W A DISTANCE OF 22.37' TO A POINT, AND RUNS;  
THENCE, N 36°36'06" W A DISTANCE OF 49.90' TO A POINT, AND RUNS;  
THENCE, N 35°46'40" W A DISTANCE OF 72.63' TO A POINT, AND RUNS;  
THENCE, N 30°19'44" W A DISTANCE OF 67.62' TO A POINT, AND RUNS;  
THENCE, N 32°48'25" W A DISTANCE OF 48.90' TO A POINT, AND RUNS;  
THENCE, N 31°22'56" W A DISTANCE OF 61.88' TO A POINT, AND RUNS;

THENCE, N 27°10'17" W A DISTANCE OF 57.59' TO A POINT, AND RUNS;

THENCE, N 25°42'32" W A DISTANCE OF 58.85' TO A POINT, AND RUNS;

THENCE, N 19°28'35" W A DISTANCE OF 60.49' TO A POINT, AND RUNS;

THENCE, N 18°13'31" W A DISTANCE OF 37.96' TO A POINT, AND RUNS;

THENCE, N 16°18'42" W A DISTANCE OF 26.37' TO A POINT, AND RUNS;

THENCE, N 08°39'31" W A DISTANCE OF 20.45' TO AN EXISTING IRON PIPE IN THE CORNER OF LAND IN THE NAME OF KIMBERLY GOWER JOHNSON AS RECORDED IN DEED BOOK 3628, PAGE 932, AND RUNS;

THENCE, WITH JOHNSON, N 12°27'05" E A DISTANCE OF 354.96' TO AN EXISTING IRON PIPE IN THE CORNER OF LAND IN THE NAME OF ANN U WOOD et al. AS RECORDED IN DEED BOOK 5007, PAGE 850, AND RUNS;

THENCE, WITH WOOD, S 88°41'47" E A DISTANCE OF 387.09' TO AN EXISTING IRON STAKE IN THE CORNER OF LAND IN THE NAME OF EULA MAE BELL LIFE ESTATE AS RECORDED IN DEED BOOK 3661, PAGE 954, AND RUNS;

THENCE, WITH TWO PARCELS IN THE NAME OF BELL, S 88°38'00" E A DISTANCE OF 1,200.90' TO AN EXISTING IRON PIPE IN THE CORNER OF LAND IN THE NAMES OF WILLIE CAROL DAVIS HEIRS, PARCEL ID: 15078023B, DEED BOOK AND PAGE UNKNOWN, AND WILBERT EDWARD McCLAMB AS RECORDED IN DEED BOOK 1047 PAGE 73, AND RUNS;

THENCE, WITH McCLAMB, S 88°40'53" E A DISTANCE OF 503.47' TO AN EXISTING IRON PIPE IN THE CORNER OF LAND IN THE NAME OF HEATH STREET #215 LMTD PRTRSH AS RECORDED IN DEED BOOK 1897 PAGE 945, AND RUNS;

THENCE, WITH HEATH STREET, S 86°28'17" E A DISTANCE OF 499.48' TO AN EXISTING IRON PIPE IN THE CORNER OF A SECOND PARCEL OF LAND IN THE NAME HEATH STREET #215 LMTD PRTRSH AS RECORDED IN DEED BOOK 1897 PAGE 945, AND RUNS;

THENCE, WITH HEATH STREET, S 00°17'44" W A DISTANCE OF 1,824.82' TO AN EXISTING IRON PIPE IN THE CORNER OF LAND IN THE NAME OF RUTH J LEE LIVING TRUST AS RECORDED IN DEED BOOK 5793 PAGE 535, AND RUNS;

THENCE, WITH RUTH J LEE LIVING TRUST FOR THE FOLLOWING 3 COURSES, S 01°43'58" W A DISTANCE OF 883.39' TO A POINT, AND RUNS;

THENCE, N 89°00'24" W A DISTANCE OF 576.84' TO A POINT, AND RUNS;

THENCE, S 02°01'53" W A DISTANCE OF 828.46' TO AN EXISTING IRON PIPE IN THE NORTHWEST CORNER OF LOT 9 OF THE WESTVIEW SUBDIVISION RECORDED IN PLAT BOOK 14 PAGE 119, AND RUNS;

THENCE, WITH THE WESTVIEW SUBDIVISION ALONG LOTS 9, 8, 7, 6, 5, 4 AND 1, S 55°49'06" W A DISTANCE OF 844.89' TO AN IRON PIPE SET IN THE NORTHERN RIGHT OF WAY OF WEST MARKET STREET, (US HIGHWAY 70 BUSINESS), AND RUNS;

THENCE WITH THE RIGHT OF WAY N 47°09'28" W A DISTANCE OF 294.14' TO AN IRON PIPE SET, AND RUNS;

THENCE, CONTINUING WITH THE RIGHT OF WAY, WITH A CURVE TURNING TO THE RIGHT WITH AN ARC LENGTH OF 2,016.90', WITH A RADIUS OF 4,837.29', WITH A CHORD BEARING OF N 35°12'47" W, WITH A CHORD LENGTH OF 2,002.32', TO THE POINT AND PLACE OF BEGINNING AND HAVING AN AREA OF 193.027 ACRES 8,408,257 SQUARE FEET, TO BE THE SAME MORE OR LESS.



# US Highway 70 Business West Smithfield

Certificate of Sufficiency Findings for a map property is contiguous to Town limits

**Project Name:**  
Project XD  
Contiguous Annexation

**File Number:**  
ANX-21-01

**Owner:**  
ASP Smithfield LLC  
SST Properties

**Applicant:**  
ASP Smithfield LLC  
SST Properties

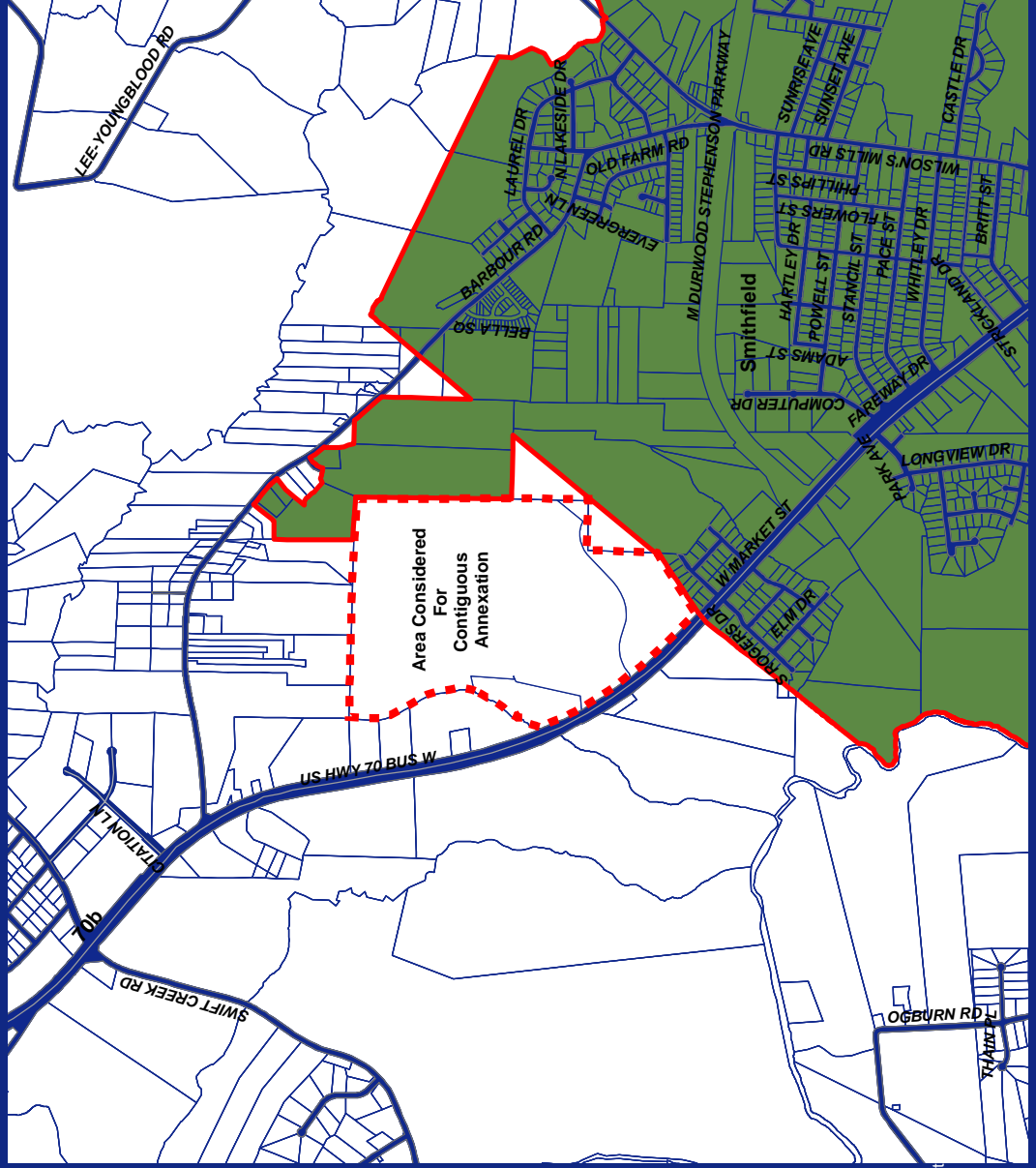
**Location:**  
2000 block of  
US Hwy 70 Business  
West Smithfield  
112

**Tax ID#**  
15078012A, 15078011  
15078011G

**Existing Zoning:**  
LI (Light Industrial)



Map created by Mark E. Helmer, AICP  
Senior Planner, GIS Specialist.





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

**Annexation Petition**  
 Submittal Checklist

Please include all of the following (check off). If any information is missing from the application package, you will be asked to complete the application and re-submit the petition, so please check the list below carefully before you submit:

<input checked="" type="checkbox"/>	<b>Electronic Word document of the written metes and bounds</b> must be e-mailed to: <a href="mailto:Stephen.Wensman@smithfield-nc.com">Stephen.Wensman@smithfield-nc.com</a> or <a href="mailto:Mark.Helmer@smithfield-nc.com">Mark.Helmer@smithfield-nc.com</a> .	
<input type="checkbox"/>	Boundary Survey to be recorded upon approval or an existing recorded plat showing the above written metes and bounds description of the property to be annexed. This document must be submitted electronically in .pdf format.	
<input type="checkbox"/>	Copy of Approved Preliminary Site Plan or Final Site Plan showing Town Permit number (Z-__-__, etc.) or	Copy of Subdivision Plat submitted for lot recording approval with Town file number (S-__-__, etc.)
<input checked="" type="checkbox"/>	Projected Market Value of Development at build-out (land and improvements).	
<input checked="" type="checkbox"/>	General Annexation Area Data: Linear feet of public streets, total annexation area acreage, number of proposed residential units or square footage of commercial space, type of utility connections involved, specific land uses proposed.	
<input checked="" type="checkbox"/>	This application form completed, <u>dated and signed</u> by the property owner(s) and attested submitted by the deadlines.	
<b>Required, but often missing information. Please make sure to include the following:</b>		
<input checked="" type="checkbox"/>	Correct Parcel Identification Number(s) (PIN). Call Johnston County Geographic Information Services at 919-989-5153, if there is any question about the parcel identifier. This is very important. Please indicate if the property being requested for annexation is only a portion of an existing parcel.	
<input checked="" type="checkbox"/>	Owner's Signatures and Date of Signatures. See page 3 of this application. All real property owners must sign the application, and the <u>date of signature MUST be filled in!</u>	
<input type="checkbox"/>	Corporate Seal for property owned by a corporation.	
<input type="checkbox"/>	<u>Rezoning Application</u> , if the property is currently outside Town of Smithfield.	

# Annexation Petition

Submittal Deadlines

Petitions for annexation are accepted by the Town of Smithfield Planning Department at any time. There is no fee required for submittal of an annexation petition. **The annexation will become effective immediately upon adoption of the annexation ordinance at the scheduled public hearing unless notified otherwise by the Town Clerk.**

(The Town of Smithfield reserves the right to make exceptions to this general processing schedule when necessary.)

## Summary Information / Metes and Bounds Descriptions

<b>Development Project Name</b> Project XD				
<b>Street Address</b> 2095 W Market St				
<b>Town of Smithfield Subdivision approval #</b> (S- _____ ) or		<b>Building Permit Transaction #</b> _____ or		<b>Site Plan approval # for multi-family</b> (SP- _____ )
<b>Johnston County Property Identification Number(s) list below</b>				
<b>P.I.N.</b> 15078011		<b>P.I.N.</b> 15078011G		<b>P.I.N.</b>
<b>P.I.N.</b>		<b>P.I.N.</b>		<b>P.I.N.</b>
<b>Acreage of Annexation Site</b> 193.027			<b>Linear Feet of Public Streets within Annexation Boundaries</b> +/- 530 lf	
<b>Annexation site is requesting Town of Smithfield</b> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Water</span> and/or <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Sewer</span>				
<b>Number of proposed dwelling units</b> 0				
<b>Type of Units:</b>	<b>Single Family</b> 0 _____	<b>Townhouse</b> 0 _____	<b>Condo</b> 0 _____	<b>Apartment</b> 0 _____
<b>Building Square Footage of Non-Residential Space</b> +/- 830,000				
<b>Specific proposed use (office, retail, warehouse, school, etc.)</b> Distribution				
<b>Projected market value at build-out (land and improvements) \$</b> \$90M				
<b>Person to contact if there are questions about the petition</b> Samet Properties				
<b>Name</b> Brian Hall				
<b>Address</b> 309 Gallimore Dairy Rd				
<b>Phone</b> 336-544-2643		<b>Fax #</b>		<b>Email</b> BHall@sametcorp.com

# Annexation Petition

**State of North Carolina, County of Johnston, Petition of Annexation of Property to the Town of Smithfield, North Carolina**

Part 1 The undersigned, being all the owners of the real property described in this application respectfully request the annexation of said property to the Town of Smithfield, North Carolina. The petitioners understand and agree that all streets and utilities within the annexed area will be constructed and installed by the developer according to the Unified Development Ordinance and any utilities that must be extended to the annexed area are the responsibility of the developers or successive property owners. The property to be annexed is:

<input checked="" type="checkbox"/>	Contiguous to the present corporate limits of the Town Of Smithfield, North Carolina, or
<input type="checkbox"/>	Not Contiguous to the municipal limits of the Town of Smithfield, North Carolina, not closer to the limits of any other municipality and is located within three miles of the municipal limits of the Town of Smithfield, North Carolina (pursuant to Chapter 989 of the Sessions Law of North Carolina, 1967)

Part 2 NC General Statutes require petitioners of both contiguous and satellite annexations to file a signed statement declaring whether vested rights have been established in accordance with G.S.160A-385.1 or 153A-344.1 for properties subject to the petition.

Do you declare such vested rights for the property subject to this petition?      Yes      **No**

If yes, please submit proof that vested rights have been granted by governing board. I hereby declare that my failure to disclose existence of a vested right terminates any vested right previously acquired for this property.

Signed this 06<sup>th</sup> 2<sup>nd</sup> day of June, 2021 by the owners of the property described in Section C.

**Owner's Signature(s)**

Signature [Signature] SST Properties Date 6/2/21

Signature [Signature] FNLI Agouti JNX LLC Date 6/15/2021

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Corporate Seal**

**Print owner name(s) and information**

Name FNLI AGOUTI JNX LLC Phone 212 798 6100

Address 1345 Avenue of the Americas, 46th Floor, New York, NY 10105

Name SST Properties Phone 336-544-2600

Address 309 Gallimore Dairy RD STE 102, Greensboro, NC 27409

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

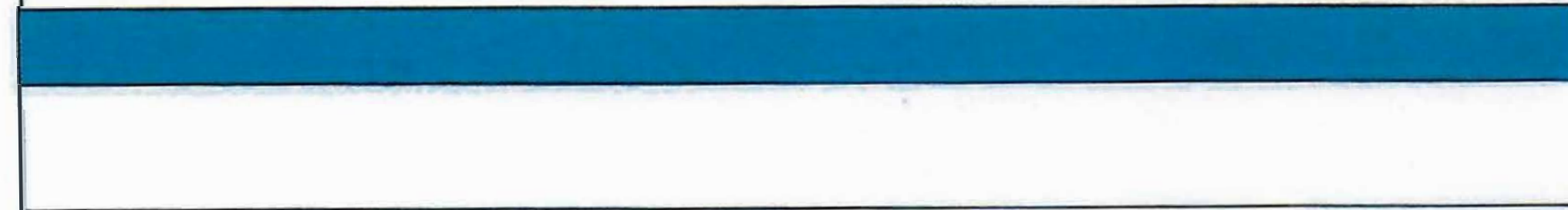
Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Above signature(s) attested by [Signature] SST Properties As to FNLI Agouti JNX LLC: [Signature]

Received by the Town of Smithfield, North Carolina, this 6th day of July, 2021, at a Council meeting duly held.

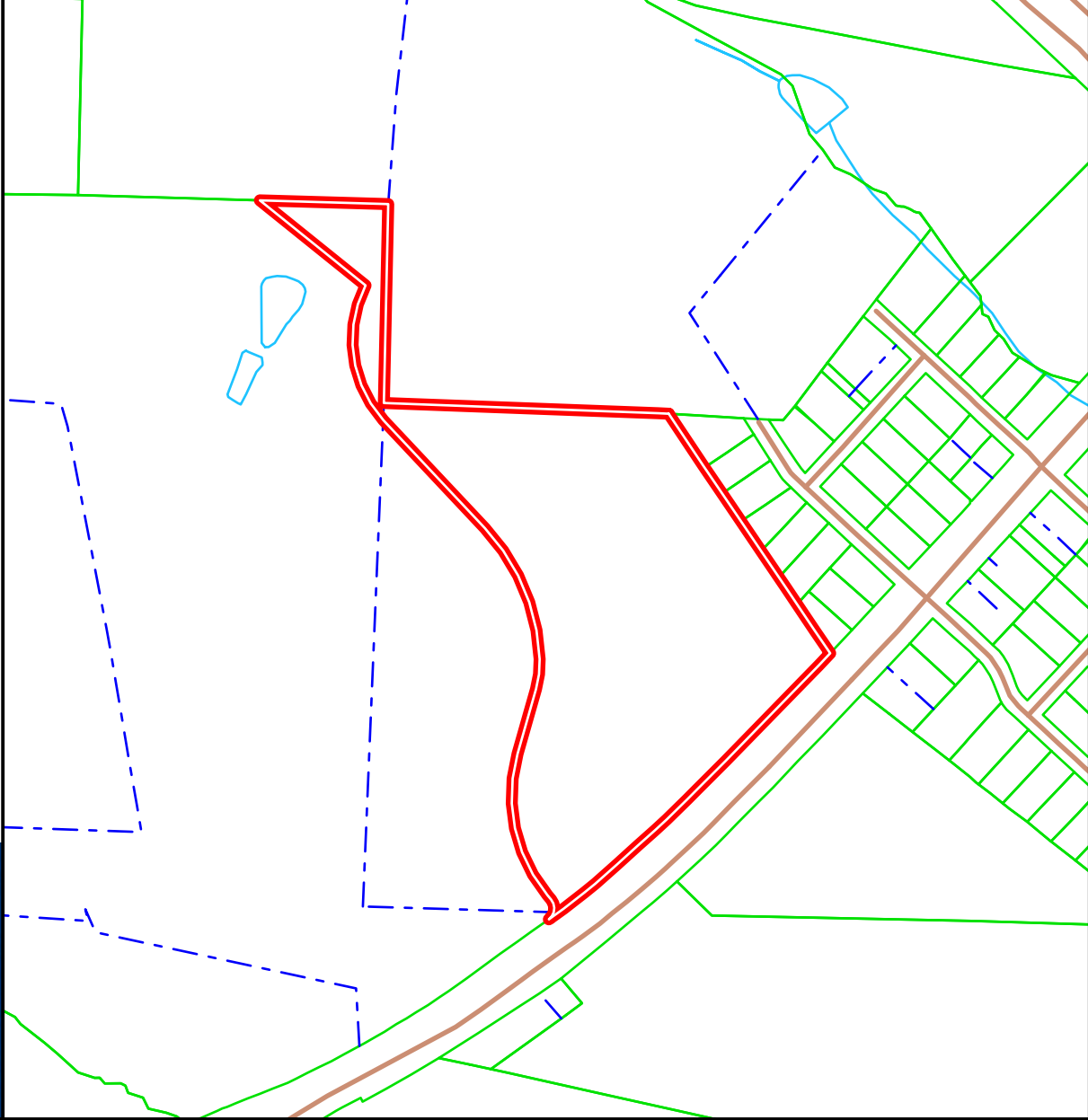
Signature of Town Clerk [Signature]





\*\*\* DISCLAIMER \*\*\*

Johnston County assumes no legal responsibility for the information represented here.



**Parcel Report**

**X Coordinate:** 2186650.2796815  
**Y Coordinate:** 651229.48820526  
**id:** 15078011G  
**Tag:** 15078011G  
**NCPin:** 168519-61-6073  
**Mapsheet No:** 168519  
**Owner Name 1:** SST PROPERTIES, LLC  
**Owner Name 2:**  
**Mail Address 1:** 309 GALLIMORE DAIRY RD  
**STE 102**  
**Mail Address 2:**  
**Mail Address 3:** GREENSBORO, NC 27409-9316  
**Site Address 1:**  
**Site Address 2:**  
**Book:** 05931  
**Page:** 0891  
**Market Value:** 0  
**Assessed Acreage:** 23.350  
**Calc. Acreage:** 23.350  
**Sales Price:** 29500  
**Sale Date:** 2021-05-14  
**Township:** Smithfield  
**Water District:** Wilsons Mills Water District  
**ETJ:** Smithfield  
**City Limits:** N/A  
**Town Zoning:** LI  
**County Zoning:** N/A  
**OverLay Zoning:** N/A



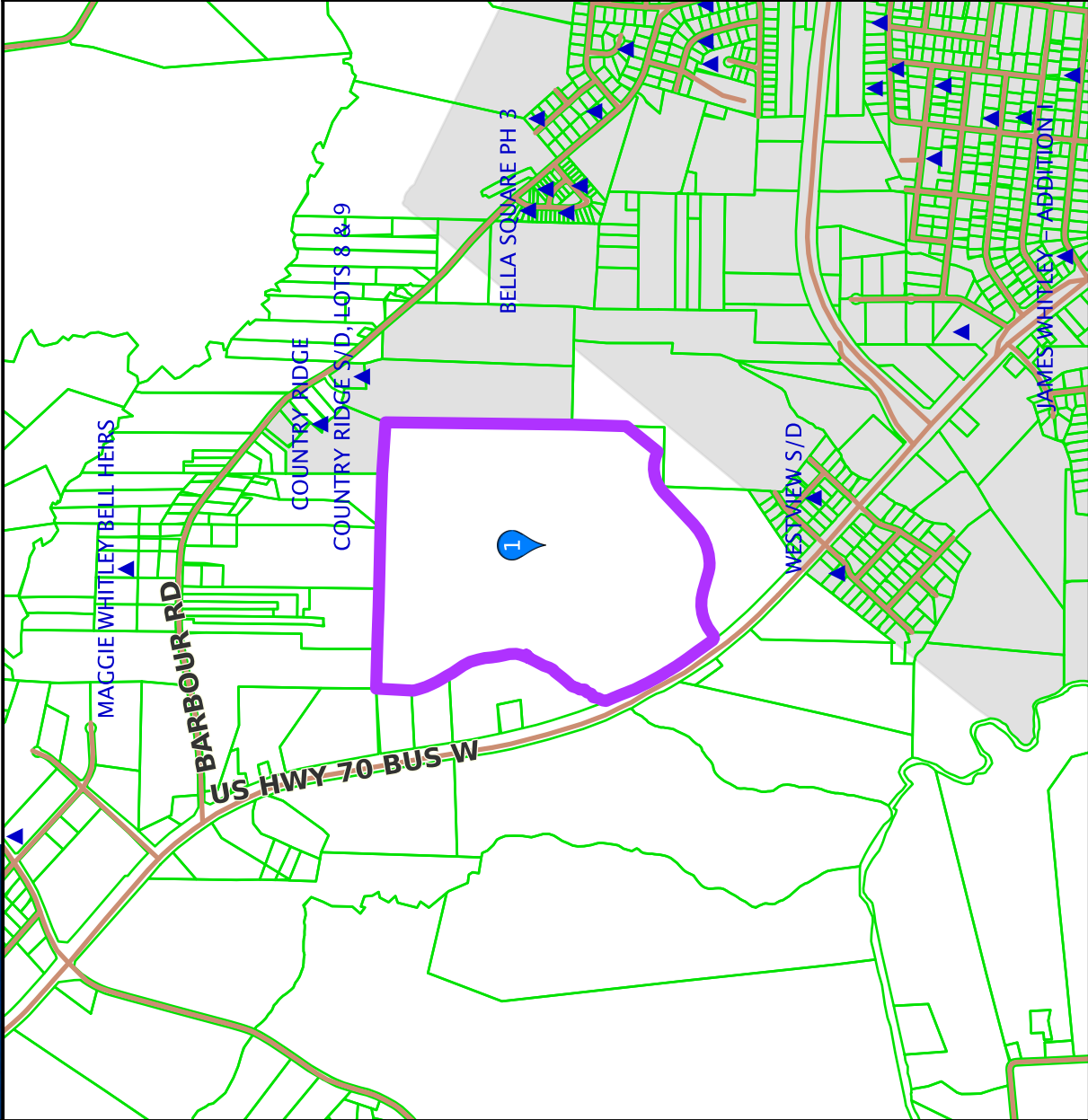
Scale: 1:6000 - 1 in. = 500 feet  
(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)





\*\*\* DISCLAIMER \*\*\*

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**Result 1**

id: 15078011  
 Tag: 15078011  
 NCPin: 168500-63-4559  
 Mapsheet No: 1685  
 Owner Name 1: FNLI AGOUTI JNX LLC  
 Owner Name 2:  
 Mail Address 1: 1345 AVENUE OF THE AMERICAS FL 46  
 Mail Address 2:  
 Mail Address 3: NEW YORK, NY 10105-4302  
 Site Address 1: 2150 US HWY 70 BUS  
 Site Address 2: SMITHFIELD, NC 27577-  
 Book: 05935  
 Page: 0163  
 Market Value: 305280  
 Assessed Acreage: 169.670  
 Calc. Acreage: 169.670  
 Sales Price: 4272000  
 Sale Date: 2021-05-18

Scale: 1:20120 - 1 in. = 1676.66 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)



**TOWN OF SMITHFIELD**  
**RESOLUTION No. 685 (13-2021)**  
**FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION**  
**PURSUANT TO G.S. 160A-31**

**WHEREAS**, a petition requesting annexation of the area described herein has been received;  
and

**WHEREAS**, the Town Council has by Resolution No. 683 (11-2021) directed the Town Clerk to investigate the sufficiency of the petition; and

WHEREAS, certification by the Town Clerk as to the sufficiency of the petition has been made;

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD THAT:**

Section 1: A public hearing on the question of annexation of the area described herein will be held in the Council Chambers of the Town Hall located at 350 East Market Street, Smithfield North Carolina at 7:00 pm on September 7, 2021.

Section 2: The area proposed for annexation is described as follows:

RDU2 ANNEXATION -LAND DESCRIPTION

ALL OF LOTS 1 AND 2 AS SET FORTH ON THAT CERTAIN RECOMBINATION PLAT "RDU2", FOR SAMET CORPORATION, RECORDED ON APRIL 28, 2021 IN JOHNSTON COUNTY REGISTRY IN PB 93, PAGE 241.

ALSO DESCRIBED AS:

ALL THOSE CERTAIN PARCELS OF LAND LYING IN JOHNSTON COUNTY, NORTH CAROLINA ADJOINING THE NORTH SIDE OF WEST MARKET STREET (US HWY 70 BUSINESS), AND BEING WEST OF M DURWOOD STEPHENS HIGHWAY (NCSR 1923), SAID PROPERTY BEING A PORTION OF LANDS IN THE NAME OF ASP SMITHFIELD, LLC & SST PROPERTIES LLC AS RECORDED IN THE JOHNSTON COUNTY REGISTRY IN DEED BOOK 5875, PAGE 96 AND ALL OF THE PROPERTY IN THE NAME OF ASP SMITHFIELD, LLC & SST PROPERTIES, LLC AS DESCRIBED IN DB 5875 PG 91 AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE NORTHERN RIGHT OF WAY OF US HWY 70 BUSINESS AND IN THE SOUTHERN CORNER OF THE COMMON LINE OF LAND IN THE NAME OF NELL

WOOD LEE AS RECORDED IN DB 3609 PG 832 AND LAND IN THE NAME OF ASP SMITHFIELD, LLC & SST PROPERTIES LLC AS RECORDED IN DB 5875 PG 77, SAID POINT BEING IN THE CENTERLINE OF A STREAM, AND RUNS;

THENCE, WITH LEE, ALONG A CREEK FOR THE FOLLOWING COURSES, N 07°34'49" EA DISTANCE OF 38.73' TO A POINT, AND RUNS;

THENCE, N 36°14'53" EA DISTANCE OF 16.77' TO A POINT, AND RUNS; THENCE, N 17°46'03" EA DISTANCE OF 31.95' TO A POINT, AND RUNS;

THENCE, N 11 °20'00" EA DISTANCE OF 53.07' TO A POINT, AND RUNS;

THENCE, N 62°17'44" EA DISTANCE OF 35.51' TO A POINT, AND RUNS;

THENCE, N 16°18'03" EA DISTANCE OF 45.51' TO A POINT, AND RUNS;

THENCE, N 68°24'38" EA DISTANCE OF 22.13' TO A POINT, AND RUNS;

THENCE, N 24°42'16" EA DISTANCE OF 15.29' TO AN EXISTING IRON PIPE, AND RUNS;

THENCE, N 02°07'47" WA DISTANCE OF 46.26' TO A POINT, AND RUNS;

THENCE, N 47°27'41" EA DISTANCE OF 21.96' TO A POINT, AND RUNS;

THENCE, N 03°00'56" WA DISTANCE OF 14.67' TO A POINT, AND RUNS;

THENCE, N 16°28'16" EA DISTANCE OF 50.37' TO A POINT, AND RUNS;

THENCE, N 40°39'15" EA DISTANCE OF 81.48' TO A POINT, AND RUNS;

THENCE, N 38°40'38" EA DISTANCE OF 48.59' TO A POINT, AND RUNS;

THENCE, N 36°24'47" EA DISTANCE OF 88.18' TO A POINT, AND RUNS;

THENCE, N 50°15'49" EA DISTANCE OF 25.85' TO AN EXISTING IRON PIPE (DISTURBED), AND RUNS;

THENCE, N 26°33'56" EA DISTANCE OF 43.04' TO A POINT, AND RUNS;

THENCE, N 04°46'03" EA DISTANCE OF 16.77' TO A POINT, AND RUNS;

THENCE, N 22°42'38" EA DISTANCE OF 42.17' TO A POINT, AND RUNS;

THENCE, N 26°42'10" EA DISTANCE OF 83.85' TO A POINT, AND RUNS;

THENCE, N 25°40'44" EA DISTANCE OF 94.07' TO A POINT, AND RUNS;  
THENCE, N 16°40'31" EA DISTANCE OF 68.61' TO A POINT, AND RUNS;  
THENCE, N 11°53'36" EA DISTANCE OF 43.49' TO A POINT, AND RUNS;  
THENCE, N 03°26'38" WA DISTANCE OF 66.84' TO A POINT, AND RUNS;  
THENCE, N 22°31'17" WA DISTANCE OF 14.50' TO A POINT, AND RUNS;  
THENCE, N 11°52'48" WA DISTANCE OF 42.02' TO A POINT, AND RUNS;  
THENCE, N 13°01'03" WA DISTANCE OF 56.05' TO A POINT, AND RUNS;  
THENCE, N 09°41'04" WA DISTANCE OF 66.62' TO A POINT, AND RUNS;  
THENCE, N 06°51'56" WA DISTANCE OF 63.97' TO A POINT, AND RUNS;  
THENCE, N 29°35'36" WA DISTANCE OF 3.07' TO A POINT, AND RUNS;  
THENCE, N 13°28'22" WA DISTANCE OF 62.12' TO A POINT, AND RUNS;  
THENCE, N 17°42'52" WA DISTANCE OF 42.47' TO A POINT, AND RUNS;  
THENCE, N 17°20'34" WA DISTANCE OF 38.01' TO A POINT, AND RUNS;  
THENCE, N 30°01'11" WA DISTANCE OF 56.74' TO A POINT, AND RUNS;  
THENCE, N 28°53'41" WA DISTANCE OF 22.37' TO A POINT, AND RUNS;  
THENCE, N 36°36'06" WA DISTANCE OF 49.90' TO A POINT, AND RUNS;  
THENCE, N 35°46'40" WA DISTANCE OF 72.63' TO A POINT, AND RUNS;  
THENCE, N 30°19'44" WA DISTANCE OF 67.62' TO A POINT, AND RUNS;  
THENCE, N 32°48'25" WA DISTANCE OF 48.90' TO A POINT, AND RUNS;  
THENCE, N 31°22'56" WA DISTANCE OF 61.88' TO A POINT, AND RUNS;  
THENCE, N 27°10'17" WA DISTANCE OF 57.59' TO A POINT, AND RUNS;  
THENCE, N 25°42'32" WA DISTANCE OF 58.85' TO A POINT, AND RUNS;

THENCE, N 19°28'35" WA DISTANCE OF 60.49' TO A POINT, AND RUNS;

THENCE, N 18°13'31" WA DISTANCE OF 37.96' TO A POINT, AND RUNS;

THENCE, N 16°18'42" WA DISTANCE OF 26.37' TO A POINT, AND RUNS;

THENCE, N 08°39'31" WA DISTANCE OF 20.45' TO AN EXISTING IRON PIPE IN THE CORNER OF LAND IN THE NAME OF KIMBERLY GOWER JOHNSON AS RECORDED IN DEED BOOK 3628, PAGE 932, AND RUNS;

THENCE, WITH JOHNSON, N 12°27'05" EA DISTANCE OF 354.96' TO AN EXISTING IRON PIPE IN THE CORNER OF LAND IN THE NAME OF ANN U WOOD et al. AS RECORDED IN DEED BOOK 5007, PAGE 850, AND RUNS;

THENCE, WITH WOOD, S 88°41'47" EA DISTANCE OF 387.09' TO AN EXISTING IRON STAKE IN THE CORNER OF LAND IN THE NAME OF EULA MAE BELL LIFE ESTATE AS RECORDED IN DEED BOOK 3661, PAGE 954, AND RUNS;

THENCE, WITH TWO PARCELS IN THE NAME OF BELL, S 88°38'00" EA DISTANCE OF 1,200.90' TO AN EXISTING IRON PIPE IN THE CORNER OF LAND IN THE NAMES OF WILLIE CAROL DAVIS HEIRS, PARCEL ID: 150780238, DEED BOOK AND PAGE UNKNOWN, AND WILBERT EDWARD McCLAMB AS RECORDED IN DEED BOOK 1047 PAGE 73, AND RUNS;

THENCE, WITH McCLAMB, S 88°40'53" EA DISTANCE OF 503.47' TO AN EXISTING IRON PIPE IN THE CORNER OF LAND IN THE NAME OF HEATH STREET #215 LMTD PRTRSHP AS RECORDED IN DEED BOOK 1897 PAGE 945, AND RUNS;

THENCE, WITH HEATH STREET, S 86°28'17"11 EA DISTANCE OF 499.48' TO AN EXISTING IRON PIPE IN THE CORNER OF A SECOND PARCEL OF LAND IN THE NAME HEATH STREET #215 LMTD PRTRSHP AS RECORDED IN DEED BOOK 1897 PAGE 945, AND RUNS;

THENCE, WITH HEATH STREET, S 00°17'44" WA DISTANCE OF 1,824.82' TO AN EXISTING IRON PIPE IN THE CORNER OF LAND IN THE NAME OF RUTH J LEE LIVING TRUST AS RECORDED IN DEED BOOK 5793 PAGE 535, AND RUNS;

THENCE, WITH RUTH J LEE LIVING TRUST FOR THE FOLLOWING 3 COURSES, S 01°43'58" WA DISTANCE OF 883.39' TO A POINT, AND RUNS;

THENCE, N 89°00'24" WA DISTANCE OF 576.84' TO A POINT, AND RUNS;

THENCE, S 02°01'53" WA DISTANCE OF 828.46' TO AN EXISTING IRON PIPE IN THE NORTHWEST CORNER OF LOT 9 OF THE WESTVIEW SUBDIVISION RECORDED IN PLAT BOOK 14 PAGE 119, AND RUNS;

THENCE, WITH THE WESTVIEW SUBDIVISION ALONG LOTS 9, 8, 7, 6, 5, 4 AND 1, S 55°49'06" WA DISTANCE OF 844.89' TO AN IRON PIPE SET IN THE NORTHERN RIGHT OF WAY OF WEST MARKET STREET, (US HIGHWAY 70 BUSINESS), AND RUNS;

THENCE WITH THE RIGHT OF WAY N 47°09'28" WA DISTANCE OF 294.14' TO AN IRON PIPE SET, AND RUNS;

THENCE, CONTINUING WITH THE RIGHT OF WAY, WITH A CURVE TURNING TO THE RIGHT WITH AN ARC LENGTH OF 2,016.90', WITH A RADIUS OF 4,837.29', WITH A CHORD BEARING OF N 35°12'47" W, WITH A CHORD LENGTH OF 2,002.32', TO THE POINT AND PLACE OF BEGINNING AND HAVING AN AREA OF 193.027 ACRES 8,408,257 SQUARE FEET, TO BE THE SAME MORE OR LESS.

Section 3: Notice of the public hearing shall be published once in the Johnstonian News, a newspaper having general circulation in the Town of Smithfield, at least ten (10) days prior to the date of the public hearing.

Adopted this the 3<sup>rd</sup> day of August 2021

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M. Andy Moore, Mayor

ATTEST:

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Shannan L. Parrish, Town Clerk



# Request for Town Council Action

Business Agenda Item:	Cedar Drive Storm Water
Date:	08/03/2021

Subject: Cedar Drive Storm Water Impacts  
Department: Storm Water  
Presented by: Michael Scott - Town Manager  
Presentation: Business **Item**

## Issue Statement

During the FY 2022 Budget Workshops, Storm Drainage on Cedar Drive was discussed. During that discussion the matter was tabled until American Rescue Plan Act (ARPA) Funds were received, and the Federal Government made decisions on funding for additional infrastructure Projects. Councilman Lee has asked this matter be revisited.

## Financial Impact

\$60,000 using ARPA Funds.

## Action Needed

Council should act upon its own advice.

## Recommendation

Include in discussions of all possible ARPA Projects.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. September 1, 2020 information



# Staff Report

Business  
Agenda  
Item: Cedar Drive  
Storm Water

---

Following the rain of July 26, 2021, Cedar Drive experienced flooding in the street where the catch basins are located in the middle of the block. This is an ongoing problem due to the street's configuration and original construction. During FY 2021, the Council discussed increasing the storm water pipe size at this location to store additional storm water underground and better facilitate drainage. Due to the bowl configuration of the street and the flatness of the area, this construction would likely improve the problem, but would not remedy the issue totally.

During budget workshops the Council agreed to wait on this issue and other storm water initiatives that were needed until ARPA Funds came available and guidance was available on how these funds could be spent. Funds are now available and the Treasury has provided some guidance regarding the expenditure of these funds. The Manager and Council should plan workshops on how best to utilize the ARPA funds.

Attached is a memorandum from September 1, 2020 explaining this issue in additional detail.



September 1, 2020

1. Possible improvements to decrease flooding on Cedar Drive

- Staff, along with the Town's Engineer, Bill Dreizler have spent a considerable amount of time reviewing possible fixes to this issue. The Public Works Director cleaned out the storm drain with the jet truck and did remove vegetative debris; however, this debris did not rise to a level where the pipe was blocked. Staff also cleaned out the ditch on the East Side of Market Street and asked Johnston Community College to evaluate their ditch that moves storm water easterly, away from Pine Acres.

Cedar Drive itself is a bowl shape with storm water running from the North and South Side, into the middle of the Street, in front of 8 Cedar Drive where catch basins exist on both sides of the street. This is the area in question. While the street is a bit of a bowl, it is flat to the point where the degree of fall for storm water pipes is minimal, and less than what is generally required for adequate flow of storm water from an area. Therefore, there is no real fix to allowing storm water to run through the existing storm water pipes faster or at a greater rate than what is occurring today. These are similar findings reported by previous engineering evaluations of this area through the last several years. Realizing this, staff evaluated if excess storm water could be stored underground in a larger pipe, moving the excess storm water from above ground, to underground, and how much water storage would be gained by installing a larger storm water pipe. While this could be a fix in most situations, it will not eliminate the possibility of flooding during high rain events, such as long-term downpours or hurricanes take place.

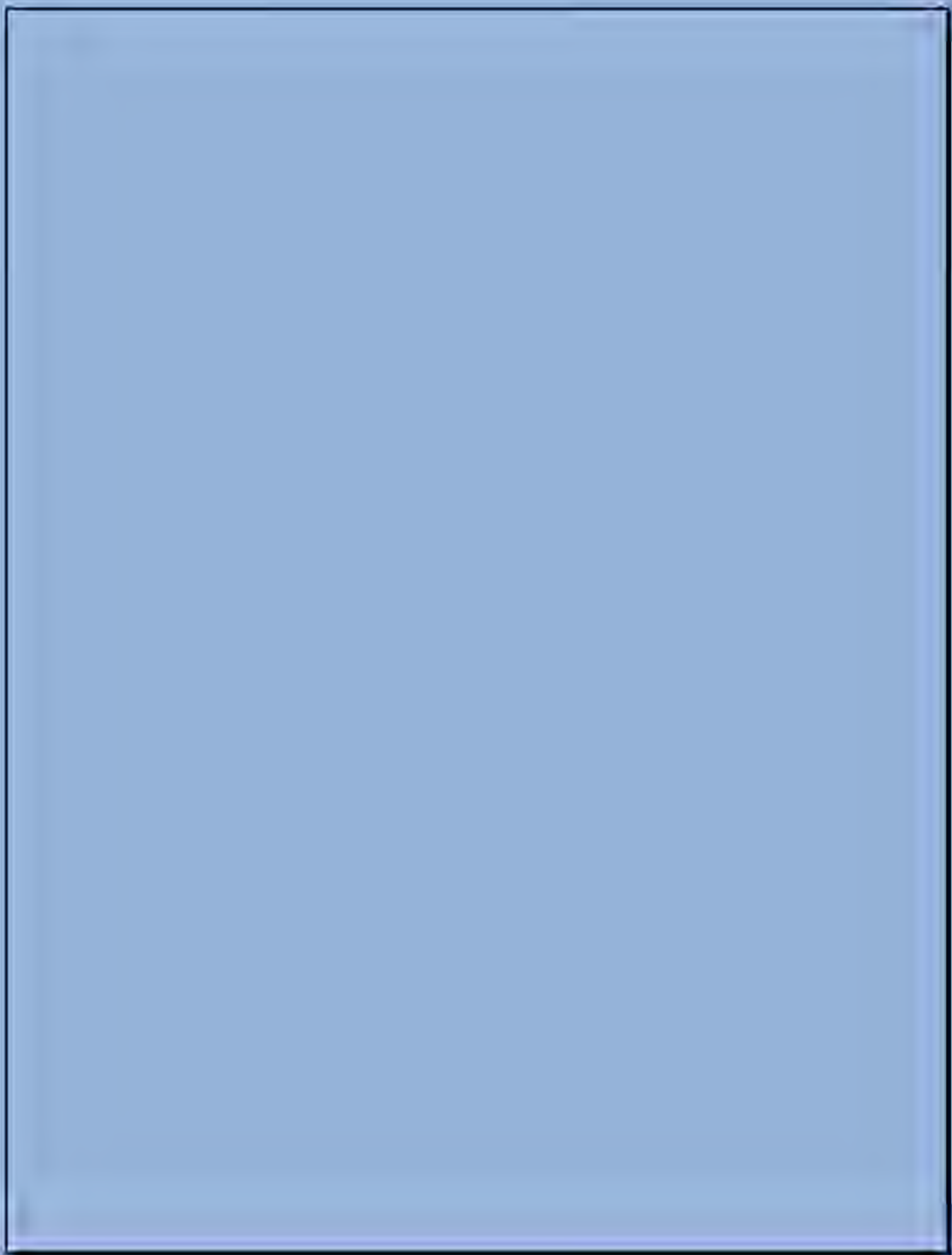
Currently the storm water pipe in question is an 18-inch pipe, 440 foot long. The 18-inch pipe will hold about 5,768 gallons of water. The current pipe will transport about 1,372 gallons per minute. If the pipe was replaced with a 24-inch pipe, the pipe would hold 10,256 gallons of water. It is uncertain at this time if a 36-inch pipe could be installed based on the available area to the curb line, but if a 36-inch pipe could be installed, it would hold 23,078 gallons of water. This could allow for the storage of additional water underground, as opposed to above ground as the pipe empties itself. (As a point of reference; 1 cubic foot of water equals 7.5 gallons of water. The 9.5 acres of property on Cedar Drive would produce a maximum of 130,000 gallons of water runoff from a one-half inch rain.)

The estimated cost of the pipe replacement is \$57,000 for a 36-inch pipe. The difference in cost of the 24-inch pipe is about \$4,400, for an estimated replacement cost of \$52,600.

During a review of precipitation from July 1, 2016 to July 1, 2020, using the US Department of Commerce National Oceanic and Atmospheric Administration Data for Smithfield, we were able to identify 5 days reporting 5-inch rains or above. During the same period, we identified 12 days with rainfall between 2 inches and 5 inches of accumulation.

What the data does not indicate for these 17 days is how fast the rain fell. The problems witnessed on Cedar Drive seems to be a direct result of how fast the rain falls and accumulates. In other words, a 2-inch rain over a one-hour period is much more of a problem than a 2-inch rain over a 24-hour period. The day the resident of 8 Cedar Drive complained of flooding the Town witnessed about a 2-inch rain in a relatively short period of time. We had a similar rainfall in mid-August and flooding was not a problem for this residence, indicating the cleaning of the pipe and ditch, did have a positive impact on this area. Yard debris left on the street and gutter areas during rain events has the largest negative impact on this issue.

# Public Hearings





# Request for Town Council Action

**Public  
Hearing: CZ-21-03**  
Date: 08/03/2021

**Subject:** Conditional Zoning Map Amendment  
**Department:** Planning Department  
**Presented by:** Stephen Wensman - Planning Director  
**Presentation:** Public Hearing

## Issue Statement

CE Group Inc. is requesting a conditional rezoning request of 5 properties, 199.8-acres, from R-20A and B-3 to R-8 CZ with a master plan for a subdivision consisting of 118 detached single-family homes, 220 Townhomes and 360 apartment units (698 total number of dwelling units).

## Financial Impact

The subdivision will add to the town's tax base.

## Action Needed

The Town Council is respectfully requested to hold a public hearing to review the conditional rezoning of properties from R-20A and B-3 to R-8 CZ and to decide whether to approve, approve with conditions, or deny the request.

## Recommendation

Planning Staff and the Planning Board recommend approval of CZ-21-03 with conditions with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan as to be amended and that the request is reasonable and in the public interest

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff report
2. Consistency Statement
3. Application & Owner Consent Forms
4. Master Plan & Maps (Separate Attachments)
5. Zoning Map
6. Adjacent Property Owner's Listing and Notification
7. Planning Board Minutes



# Staff Report

**Public CZ-  
Hearing: 21-03**

**REQUEST:**

CE Group Inc. is requesting a conditional rezoning request of 5 properties, 199.8-acres, from R-20A and B-3 to R-8 CZ with a master plan for a subdivision consisting of 118 detached single-family homes, 220 Townhomes and 360 apartment units (698 total number of dwelling units).

**PROPERTY LOCATION:**

The property is located just north of the Smithfield Corporate Limits on the south side of US Highway 70 Bus W.

**SITE DATA:**

Subdivision Name: Floyd Landing  
 Tax ID# 15078012,15077035C, 15077035H,15079014 and 15078012B  
 Acreage: 199.8 acres  
 Present Zoning: B-3 and R-20A  
 Proposed Zoning: R-8 CZ  
 Existing Use: Agriculture/Residential  
 Proposed Use: Detached single-family, Attached single-family (townhouses) and multi-family.  
 Fire District: Town of Smithfield  
 School Impacts: Potential students  
 Parks and Recreation: Park Dedication Fee In Lieu  
 Water and Sewer Provider: Town of Smithfield  
 Electric Provider: Duke

**ADJACENT ZONING AND LAND USES:**  
(See attached map)

	Zoning	Existing Land Uses
<b>North</b>	R-20A/B-3	Detached single-family residential and Agriculture
<b>South</b>	R-10	Detached single-family residential
<b>East</b>	B-3/Light Industrial	Detached single-family/ Commercial/Industrial
<b>West</b>	R-20A	Vacant

## **EXISTING CONDITIONS/ENVIRONMENTAL:**

The site is within the Neuse River Basin and drains into the Reedy Branch and Swift Creek. The site generally slopes away from US Hwy 70 Business W. From north to south, the site is broken up into 3 developable areas by blue line streams. More than half the site is within the 100-year floodplain. The land is currently used for residential and agriculture purposes. An existing commercial billboard and the Town's Wayfinding Gateway sign are located on the property identified as Tract 1. The site is a mix of open agricultural fields and wooded areas with several single-family homes. The existing homes will be removed from the site. The commercial/residential property owned by Zane and Betty Williams is not included in the rezoning and is not part of the development property.

## **CURRENT ZONING:**

The site is currently zoned R-20A except for a 500' strip along US Hwy 70 Bus W that is zoned B-3. The strip of B-3 was incorporated into the Town's zoning when the ETJ was created. All the major corridors have remnant strips of commercial along them. With the rezoning, the applicant is excluding a portion of the B-3 from rezoning to create a small commercial development.

## **ANNEXATION:**

The applicant will petition for voluntarily annexation of the development into the Town of Smithfield prior to final plat approval.

## **MASTER PLAN/ANALYSIS:**

The applicant is proposing a master plan with a mix of detached single-family residential, townhomes and apartments.

**Comprehensive Land Use Plan and Density.** The Town's land use plan guides the site for low density (north) and medium density residential (south) and conservation (west) where there is floodplain. The overall development will have an average density of 3.5 units per acre.

- The property identified as Tract 4 is guided for low density residential (corresponds with R-10 zoning) and allows a density of up to 4.36 units per acre (97.79 acres x 4.35 = 425 single family units). The developer is proposing 118 detached single-family and 155 townhomes (273 total units) About 44% of Tract 4 is within the floodplain and undevelopable. The proposed development is consistent with the low-density guidance of the comprehensive plan.
- The remainder of the development site is guided for medium density residential with a maximum allowed density of 9.68 units per acre, or 4500 sq. ft. per unit. About 50% of the remaining medium density area is within the floodplain and undevelopable.

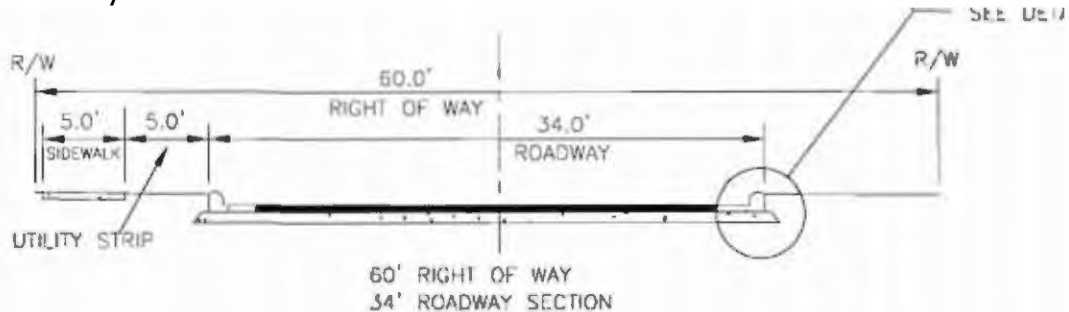
The proposed land uses and densities match the Town's comprehensive plan and are consistent with R-8 zoning. The developer has excluded portions of the affected tracts

of land from the rezoning and has chosen to retain the B-3 zoning that exists for future commercial uses along the main entrance to the development. Although the B-3 zoning is inconsistent with the Town's land use plan, the requested rezoning is consistent with the Town's land use plan.

**Highway Access.** The proposed development will access the highway in 3 locations where there are existing breaks in the median. The Amazon facility is under development across US Hwy 70 Business West and will also access the highway at the two southernmost median breaks. A Traffic Impact Analysis (TIA) is being prepared for this development and one has been prepared for the Amazon development. It is likely that the middle access will be a right-in/right-out. Other highway improvements are likely including right-turn deceleration lanes at each entrance to the development. The TIA will be available before the preliminary plat.

**Streets.** All the roads within the development will be public with 60' right-of-way. The developer is proposing three road standards. Road standard A is located at the entrances to the development and consists a 35' wide paved road back-to-back of curb with sidewalks 5' off the back of curb. Road Standard B is located in the townhouse and single-family portions of the development and consists of 27' wide paved road back-to-back of curb with sidewalks 5' off the back of curb. Road Standard C is labeled as a private road, but is actually considered a parking lot by staff and does not have to meet the Towns street standards.

The Town's Standard Street Detail calls out a 34' wide road back-to-back of curb within a 60' right-of-way and a sidewalk 5' off the back of curb on one side of the street.



The curbing is shown as B6-12 type matching the Town's Standard Detail.

The overflow parking for the townhomes will be private and maintained by the HOA.

**Open space.** Approximately 151.4 acres or 75% of the site will remain undeveloped open space. This area will be comprised of streams, wetlands, ponds, flood plain and buffers.

**Riparian Buffers.** The master plan shows 50' riparian buffers as required along blue line streams.

### **Lot Size, Unit Size and Dimensions.**

Detached Single-family Lot Size and Dimensions.



- Proposed minimum lot size is 4,829 sq. ft. for the detached single-family (R-10 (low density residential) requires 10,000 sq. ft. R-8 is 8,000 sq. ft.).
- Average lot size will be 5,150 sq. ft.
- The typical lot will be 42' wide x 115' deep (R-10 min lot width is 75/ R-8 min lot width is 60')
- Homes will be 3 bedroom and will range in size from 1,600-2,100 sq. ft.

#### Townhomes.

- The developer is proposing 4-6 unit 1400-1600 sq. ft. townhomes.
- The typical townhouse lot will be 20' wide x 100' deep. As a comparison, the approved East River Triplexes had a minimum lot width of 25' and end lots were wider.

#### Apartments.

- The property lines for the apartments are not yet defined.
- The apartments will be 1-3 bedrooms ranging from 800 sq. ft. to 1,500 sq. ft. in size:
  - 1BD/1BA – 800sf-1,000sf
  - 2BD/2BA – 1,050sf-1,250sf
  - 3BD/2BA – 1,300sf-1,500sf

#### Garages.

- 1-car garage will have a 9' wide garage door and will be 11'-6" wide x 19' deep.
- 2-car garage will have a 16' wide garage door and will be 18'-9" wide x 19'-6" deep.

#### Estimated Sales Price/Rental Price.

- Single-family Home estimated sales price is the mid \$200,000s.
- Townhouses estimated sales price is between \$180,000-low \$200,000s.
- Apartment rental price will be:
  - 1BD/1BA - \$850-\$1,050 per month
  - 2BD/2BA - \$1,100-\$1,300 per month
  - 3BD/2BA –\$1,400-\$1,600 per monthly

**Building Heights.** The proposed apartments will have a building height of 50 feet (35' max per R-8 standards).

**Setbacks.** (See proposed deviations from R-8 Zoning)

**Public Sidewalks.** 5' wide public sidewalk will be constructed in the public right-of-way along both sides of all subdivision streets.

**Public Trail.** An 8' asphalt multi-purpose trail is proposed along the US Hwy 70 Business W. (5' sidewalk is required by UDO).

**Parking.** Two parking spaces are proposed for each single-family residential unit (detached and attached) within an enclosed garage and driveway. Additional parking is provided in overflow parking areas. Multi-family parking will comply with the UDO

requirements. There will be limited on-street parking within the townhouse developments given the separation between driveways. Within the townhome areas, there are estimated to be approximately 24 on-street parking spots in the larger area and 6 in the smaller because of the narrow street width and driveway locations.

**Driveways to Intersections.** Residential driveways are prohibited from being within 20' of an intersection corner. It's unclear whether the townhouse development complies with this requirement.

**Recreational Amenities.** The projects will have several private parks with playground structures and passive lawn areas for informal use.

**Landscaping and Bufferyards.** Adjacent to US Hwy 70 Business W a 50' buffer with berm and landscaping is proposed. Adjacent to the norther boundary of the site a 50' landscaped buffer is proposed. Adjacent to the southern boundary of the site a 100' landscaped buffer is proposed. Within the public right-of-way, street trees are proposed. The Townhouse and Apartment developments will be required to meet the landscape requirements of the Unified Development Ordinance (UDO).

**Dumpster/Trash facilities.** No dumpster or trash facilities are shown but will be required with the multi-family developments.

**Stormwater Management.** The development will comply with the Town's stormwater management ordinance utilizing a combination of water quality ponds, bioretention areas and other approved measures to treat and control stormwater runoff. As much as possible, the stormwater measures will be within the open space areas and positioned and landscaped to be an amenity for the project.

**Signs.** A master sign plan will be submitted with the future preliminary plat.

**Town Wayfinding Monument Sign.** The existing monument sign located at the south end of Tract 1 is within the proposed 100' landscape buffer. There is no plan to move it with the development. With annexation the town's corporate limits will move further north. The developer is willing to allow the sign to be moved by the Town.

**HOA.** An HOA will provide common ownership and maintenance of the shared open space, stormwater SCMs and amenities.

**Conditional Rezoning.** The developer is seeking deviations from the UDO as part of the rezoning. The purpose of conditional zoning is to provide flexibility from conventional zoning and to allow creative projects to occur through a negotiated (give and take) approach to achieve the desired project that both the developer and town mutually can be satisfied with. The applicant is seeking the following deviations from the following UDO Requirements:

- Requested Deviations from UDO Requirements

Item	R-8/UDO	R-8 CZ
SF Min. lot size	10,000 sq. ft. (.23 ac.)	4,829 sq. ft. (.11 ac.)
SF Min. lot width	70 feet	42 feet
SF Min. front setback	30 feet	20 feet
SF Min. Side Setback	10 feet	5 feet
SF Min Rear Setback	25 feet	20 feet
TH Min. front setback	30 feet	20 feet
TH Min. Side Setback	10 feet	0 feet
TH Min Rear Setback	25 feet	10 feet
Max. Bldg. Height	35 feet	50 feet (3 story apartments)
Street	34' wide back-to-back with 5' utility strip at the back of curb, sidewalk on one side.	27' wide back-to-back with 5' utility strips and sidewalks on both sides of the street.
Sidewalks	1 side of each street and along US Hwy 70	2 sides of each street and an 8' trail along US Hwy 70
Multi-family storage Spaces	24 SF enclosed storage space per unit.	Storage may be included in garage units and be available for rent. Not shown on Master Plan.

- Proposed Improvements Exceeding UDO requirements:
  - 50-foot landscape buffer along north side
  - 50-foot bermed landscape buffer along east side
  - 100-foot landscaped buffer along south side
  - 8' multi-use trail along US Hwy 70 W vs. 5' sidewalk
  - Undisturbed open space within floodplain and common owned areas.

## Planning Board Analysis and Recommendations:

The Planning Board has determined that inadequate space exists on the street between driveways for cars to park. Therefore, the Planning Board recommends the Town Council declare the right-of-ways within the townhouse portions of the project be declared a no parking zone.

The Planning Board made multiple recommends that the developer was in agreement with. The developer did voice some concern that adequate space may not exist to support one tree on each townhouse lot

The Planning Board brought forth to the developer, multiple design elements that could be added to the project to increase livability and quality of life for its residents. The developer was in agreement with all proposed recommendations but requested that trees to be located within the townhouse portion of the development be understory trees due to space constraints.

## CONSISTENCY STATEMENT (Staff Opinion):

With the approval of the rezoning, the Town Council is required to adopt a statement describing whether the action is consistent with the adopted comprehensive plan and other applicable adopted plans and that the action is reasonable and in the public interest. Planning Staff considers the action to be consistent and reasonable:

- **Consistency with the Comprehensive Growth Management Plan** – *the comprehensive plan supports flexibility in zoning regulations.*
- **Consistency with the Unified Development Code** – *the property will be developed in conformance with the UDO conditional zoning provisions.*
- **Compatibility with Surrounding Land Uses** - *The property considered for rezoning will be compatible with the surrounding land uses.*

## RECOMMENDATIONS:

**Planning Staff** recommends approval of CZ-21-03 with the following conditions:

1. That the future preliminary plat and development plans for the subdivision be in accordance with the approved Master Plan, R-8 Zoning District, and UDO regulations with the following deviations:

Item	R-8 CZ
SF Min. lot size	4,829 sq. ft. (.11 ac.)
SF Min. lot width	42 feet
SF Min. front setback	20 feet

SF Min. Side Setback	5 feet
SF Min Rear Setback	20 feet
TH Min. front setback	20 feet
TH Min. Side Setback	0 feet
TH Min Rear Setback	10 feet
Max. Bldg. Height	50 feet (3 story apartments)
Street	27' wide back-to-back with 5' utility strips and sidewalks on both sides of the street.
Sidewalks	2 sides of each street and an 8' trail along US Hwy 70
Multi-family storage Spaces	Storage may be included in garage units and be available for rent. Not shown on Master Plan.

2. That the public street at the south end of the subdivision terminate with 96' diameter cul-de-sac bulbs to meet Fire Code.

**Town of Smithfield Planning Board**, at its July 1, 2021 meeting, unanimously voted to recommend approval of CZ-21-03 with staff recommendations and additional Planning Board initiated conditions of approval:

1. Decorative street lighting and decorative street signs be provided by the development throughout the site.
2. Provide an additional 10 feet of right-of-way on streets that serve as entrances into the development for the accommodation of landscaped medians to be installed by the developer and maintained by the HOA.
3. Provide subdivision signs made from robust material with landscaping equal to the area of the sign at all entrances into the development.
4. Provide a complete landscape plan showing one understory tree per residential lot to be planted adjacent to and outside of the public right-of-way.
5. Landscape buffers on the north and south ends of the development shall be 100 foot wide with planted berms.
6. All land held in common ownership that is adjacent to a public right-of-way shall be planted with a minimum of 2 shade trees per 100 feet linear feet of road frontage. These trees shall be planted adjacent to and outside of the public right-of-way and shall be maintained by the HOA.

7. Public right-of-way serving the townhouse portion of the development be declared a no parking zone.

**RECOMMENDED MOTION:**

***"Move to recommend approval of zoning map amendment, CZ-21-03, with Planning Staff and Planning Board recommendations and all other conditions of approval, the zoning amendment is consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans and the zoning amendment is reasonable and in the public interest."***

**THE TOWN OF SMITHFIELD  
UNIFIED DEVELOPMENT ORDINANCE  
ZONING MAP AMENDMENT CONSISTENCY STATEMENT  
BY THE SMITHFIELD TOWN COUNCIL  
CZ-21-03**

**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:**

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

That the final action regarding zoning map amendment CZ-21-03 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 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 zoning map amendment CZ-21-03 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 zoning map amendment does not promote this and therefore is neither reasonable nor in the public interest.



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

## REZONING APPLICATION

*Pursuant to Article 4, Section 4-1 of the Unified Development Ordinance, proposed amendments may be initiated by the Town Council, Planning Board, Board of Adjustment, members of the public, or by one or more interested parties. Rezoning applications must be accompanied by nine (9) sets of the application, nine (9) sets of required plans, an Owner's Consent Form (attached), (1) electronic submittal and the application fee.*

Name of Project: \_\_\_\_\_ Acreage of Property: \_\_\_\_\_

Parcel ID Number: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Deed Book: \_\_\_\_\_ Deed Page(s): \_\_\_\_\_

Address: \_\_\_\_\_

Location: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Existing Zoning District: \_\_\_\_\_

Requested Zoning District \_\_\_\_\_

Is project within a Planned Development:                      Yes                      No

Planned Development District (if applicable): \_\_\_\_\_

Is project within an Overlay District:                      Yes                      No

Overlay District (if applicable): \_\_\_\_\_

### FOR OFFICE USE ONLY

File Number: _____	Date Received: _____	Amount Paid: _____
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**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 zoning map amendment. 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.*

Kirby LaForce  
*Print Name*

  
*Signature of Applicant*

6/4/2021  
*Date*

## Floyd Landing, Smithfield NC

### Property Owner Information:

#### Tract 1: 15078012

ASP SMITHFIELD LLC: Attn Brian Hall  
309 GALLIMORE DAIRY RD STE 102  
GREENSBORO, NC 27409-9316

#### Tract 2: 15077035C

##### Joyce Gourley and Janice Rose

309 HARDWOOD RIDGE  
CLAYTON, NC 27520-0000

#### Tract 3: 15077035H

FAY T BARNES REVOCABLE TRUST: Attn Fay Barnes  
PO BOX 1332  
SMITHFIELD, NC 27577-1332

#### Tract 4: 15079014

##### Elizabeth Batten

87 Water Street

Aurora, NC 27806-9223

#### Tract 5: 15078012B

ASP SMITHFIELD LLC: Attn Brian Hall  
309 GALLIMORE DAIRY RD STE 102  
GREENSBORO, NC 27409-9316



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

**OWNER'S CONSENT FORM**

Name of Project: Floyd Landing

Submittal Date: 5/7/21

**OWNERS AUTHORIZATION**

I hereby give CONSENT to Carolina Land Group 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.

*B Hall*  
 Signature of Owner

Brian Hall, Smart Properties  
 Print Name Director of Development

5/10/21  
 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

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Date

**FOR OFFICE USE ONLY**

File Number:	Date Received:	Parcel ID Number:
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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

**OWNER'S CONSENT FORM**

Name of Project: 2119 US 70 Road Submittal Date: \_\_\_\_\_  
 Smithfield NC 27577

**OWNERS AUTHORIZATION**

I hereby give CONSENT <sup>to</sup> CRIMINAL LAND GROUP (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.

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Janice M. Rose Janice M Rose 05/03/2021 04/30/2021  
 Signature of Owner Print Name Date  
 Joyce M Hamley

**CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER**

I hereby certify the contents 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.

Janice M. Rose Janice M Rose 05/03/2021 04/30/2021  
 Signature of Owner/Applicant Print Name Date  
 Joyce M Hamley

**FOR OFFICIAL USE ONLY**

File Number: \_\_\_\_\_ Date Received: \_\_\_\_\_ Parcel ID Number: \_\_\_\_\_



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

OWNER'S CONSENT FORM

Name of Project: Floyd Landing Submittal Date: 5/7/21

OWNERS AUTHORIZATION

I hereby give CONSENT to Carolina Land Group (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.

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Bridgett Wilder Bonner dotloop verified 04/28/21 9:21 AM EDT SN2U-BKOM-9LP4-KTGK

Briggett Bonner

Signature of Owner

Print Name

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.

Bridgett Wilder Bonner dotloop verified 04/28/21 9:21 AM EDT MVZA-JBXN-YTMD-NNUJ

Bridgett Bonner

Signature of Owner/Applicant

Print Name

Date

FOR OFFICE USE ONLY

File Number: Date Received: Parcel ID Number:



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 Planning Department  
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**OWNER'S CONSENT FORM**

Name of Project: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

**OWNERS AUTHORIZATION**

I hereby give CONSENT to Carolina Land Group, 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.

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*Fay T. Barnes* Fay T. Barnes, Trustee of the  
*Signature of Owner* Fay T. Barnes Revocable Trust 4-28-2021  
*Print Name* 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* Print Name Date

**FOR OFFICE USE ONLY**

File Number: \_\_\_\_\_ Date Received: \_\_\_\_\_ Parcel ID Number: \_\_\_\_\_

**Floyd Landing**  
**Residential Community**  
**Smithfield, NC**

**Developer: Carolina Land Group LLC**

June 4, 2021

Updated June 11, 2021



**CE GROUP**

*301 GLENWOOD AVENUE, SUITE 220, RALEIGH, NC 27603*  
*Phone: (919) 367-8790* *License # C-1739*

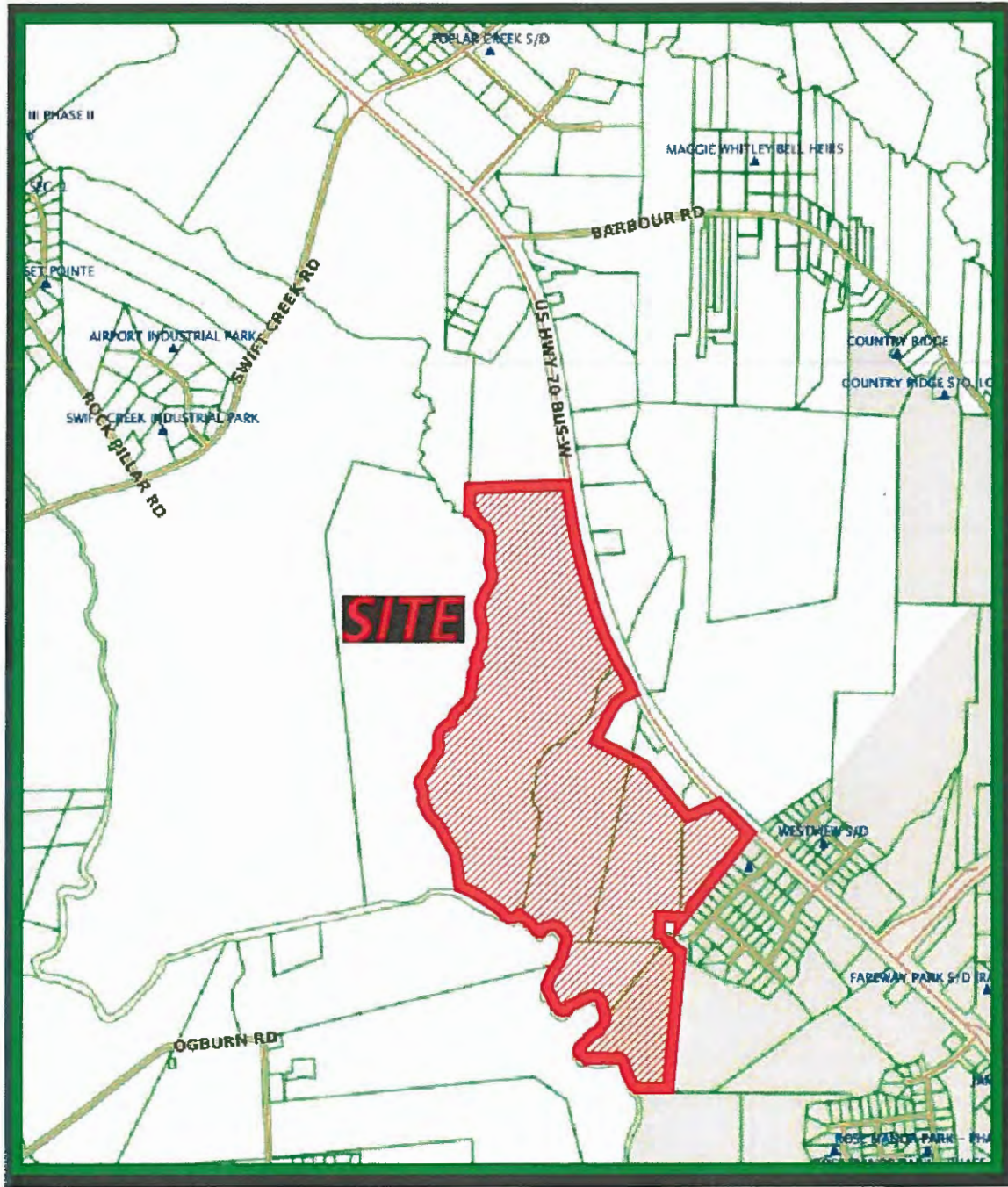


**SECTION 1: TABLE OF CONTENTS**

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**Attachment: Example Elevations**

SECTION 2: VICINITY MAP



### SECTION 3: PROJECT DATA

Project Name: Floyd Landing

Developer: Carolina Land Group, LLC  
Attn: Kirby LaForce  
PO Box 1328  
Cary, NC 27512

Prepared By: CE Group, Inc  
301 Glenwood Avenue, Suite 220  
Raleigh, NC 27603

Designated Point of Contact Mark Ashness (CE Group, Inc.)

Current and Proposed Zoning  
Current: R-20A & B-3 (Smithfield)  
Proposed: R-8 Conditional Zoning

Current and Proposed Land Use  
Current: Residential and Vacant  
Proposed: Low Density & Medium Density Residential

### SECTION 4: PURPOSE STATEMENT

Floyd Landing is a proposed residential development under the Town of Smithfield UDO Ordinance. The property is currently located within Town's Planning jurisdiction. The project is located off US 70 US Business (W. Market Street) with (3) existing direct access points.

The proposed project is in conformity with the Town's Land Use Map. The northern part of the project is designated as "Low Density Residential" which allows for primarily single family residential with up to 4 units/AC. The southern portion of the project is designated as "Medium Density Residential" which allows single family and attached residential with densities up to 8 units/AC.

The entire western side of the project is designated as Conservation and Open Space. The blended density for the entire project is 3.5 dwelling units per acre. The project will provide flexibility in lot size and residential building type. The average single family lot size will exceed 5150 SF. A 50' landscaped (or existing vegetated) perimeter buffer is planned along the north and east sides and 100' landscaped (or existing vegetated) perimeter buffer long south side of the project (where adjacent to existing neighborhood). Existing conservation open space is located to the west (which acts as a perimeter buffer).

The project will have sidewalks on both sides of the street providing for a pedestrian friendly environment. The project will be complimentary with adjoining uses providing high quality residential single-family homes, townhomes, and garden style apartments.

Given the amount of acreage set aside in active and passive open space; we are seeking (thru conditional use zoning) to reduce single family lots sizes and setbacks internally to provide a more compact pedestrian friendly community. The additional lot size typically required to meet the R-8 zoning had been left in both common and passive open space.

The R-8 Zoning also allows for townhome and multi-family development with adherence to supplemental regulations. Section 15 lists any exceptions to the UDO standards.

## SECTION 5: PERMITTED USES

The Project includes residential uses and residential support uses including:

- 1) Single Family and Townhomes
- 2) (3) Story Garden Style Apartments
- 3) Park (Active)
- 4) Park (Passive)

## SECTION 6: DESIGN CONTROLS

A. Maximum Density for the Project is 3.5 units per gross acre.

B. Minimum Building Setbacks

**All Types:** From Buffer 10'

**Single Family:**

Front Yard	20'
Side Yard	5' (No Aggregate)
Rear Yard	20'
Driveways from Sidewalk to Garage	20'
Building Height:	35'

**Townhomes:**

Front Yard	20'
Side Yard	0'
Rear Yard	10'
Driveways from Sidewalk to Garage	20'
Building Height:	35'

**Apartments:**

Front Yard	N/A
Side Yard	N/A
Rear Yard	N/A
Building from Parking Area	10'
Building Height:	50' (3 Story Max)

- C. Percentage of Impervious Area      Will not Exceed 50% for Entire Project
- D. Perimeter Buffer                      50' (100' adjacent to Lots on S. Rogers Drive)

**SECTION 7: OFF-STREET PARKING**

Each Single Family and Townhome Residence will have at least (2) paved parking spaces. The Spaces will either be within an enclosed garage, driveway, or as designated parking pad. Parking and Loading will comply with all applicable requirements of UDO

**SECTION 8: SIGNS**

The Developer will submit a master sign plan that shows the location of signage with details at master subdivision phase. Signage for this project will comply with the UDO. Each entry point from US 70 Business will have ground signs.

## SECTION 9: NATURAL RESOURCE AND ENVIRONMENTAL PROTECTION

- A. Floyd Landing is located in the Neuse River Basin and drains into Reedy Branch or Swift Creek
- B. There is FEMA mapped Floodplain within the project limits see Existing Conditions Map
- C. There are no known historic structures within the project limits.

## SECTION 10: STORMWATER MANAGEMENT

The project will meet all applicable requirements and standards of the Town of Smithfield UDO. This project will meet all stormwater quantity and quality reduction requirements. The proposed devices will include water quality ponds, bioretention areas, and other approved measures to treat and control stormwater runoff. The devices will be located within open space areas and be positioned and landscaped to be an amenity for the project. The Property Owners Association will be responsible for maintaining and operation of these features.

## SECTION 11: PARKS AND RECREATION

The project will have several internal private parks. Playground structures are planned along with passive lawns for informal play. No trails are planned beyond the Multi-Use Trail along US 70 Business and sidewalks along each side of roadway.

## SECTION 12: PUBLIC FACILITIES

**Water:** The project will connect to the Towns Water distribution system. Detailed routing to be determined prior to submission of the preliminary plat.

**Sewer:** The project will connect to the Towns Sewer collection system. Detailed routing to be determined prior to submission of the preliminary plat.

**Road Improvements:** Right-turn decel lanes will be added at each entrance on US 70 Business

### SECTION 13: PHASING

Phasing will be determined prior to submission of the preliminary plat.

### SECTION 14: CONSISTENCY

The Land Plan identifies this location as Low Density and Medium Density Residential. The project as proposed complies with the objectives of the Land Use Plan by proposing residential development. The Town of Smithfield has already identified this area for both water and sewer service. Both Water and Sewer Infrastructure are nearby.

### SECTION 15: COMPLIANCE WITH UDO & EXCEPTIONS

The proposed plans for the project are in compliance with the Town's UDO with the following exceptions:

#### **Single Family:**

- |                          |         |
|--------------------------|---------|
| 1. Minimum Lot Area:     | 4730 sf |
| 2. Minimum Lot Frontage: | 42 ft   |
| 3. Front Yard Setback:   | 20 ft   |
| 4. Side Yard Width:      | 5 ft    |
| 5. Rear Yard Depth:      | 20 ft   |

#### **Multi-Family Apartment Complexes:**

1. Individual Storage Spaces (It is likely that individual garage units might be constructed in portions of the parking field and be available for rent). The garages will not be counted as parking spaces.

**SECTION 16: LAND USE NOTES**

- A. The project will require the formation of a Property Owners Association which will handle the maintenance and ownership of common areas, buffers, recreation facilities, and stormwater quality features.
- B. The existing homesite(s) and structures on the property will either be relocated or removed from the project.





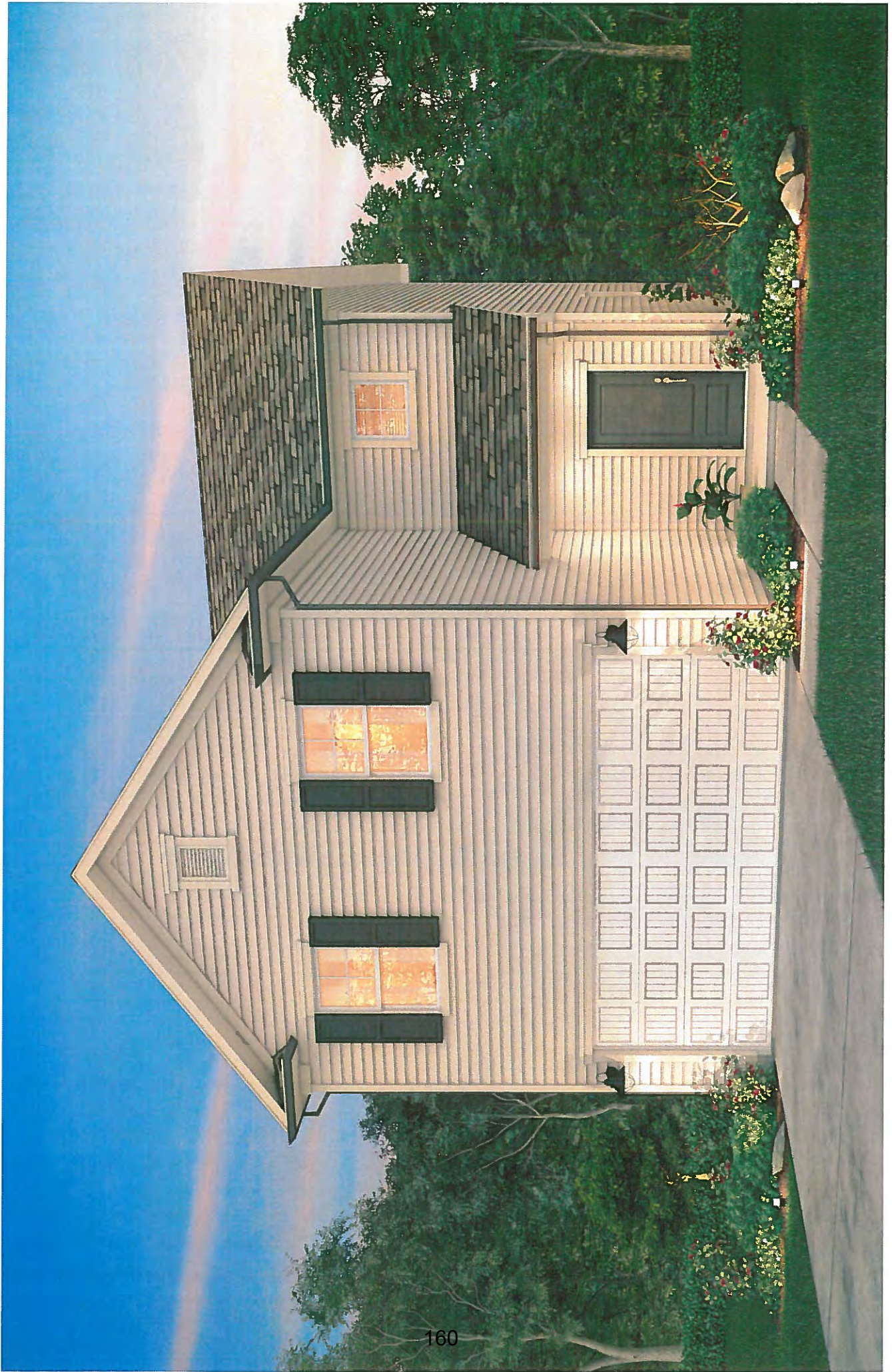








ELEVATION 2



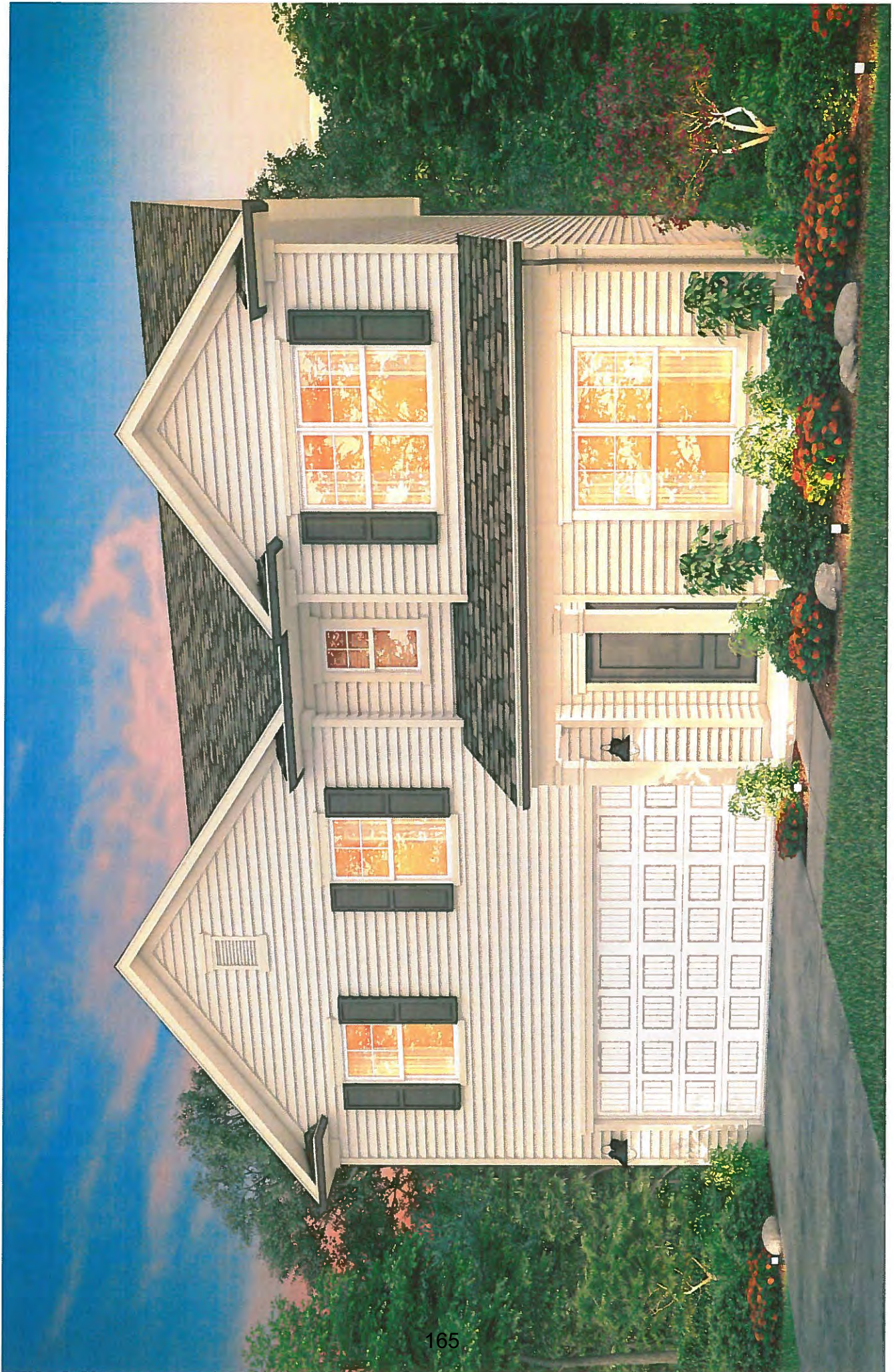


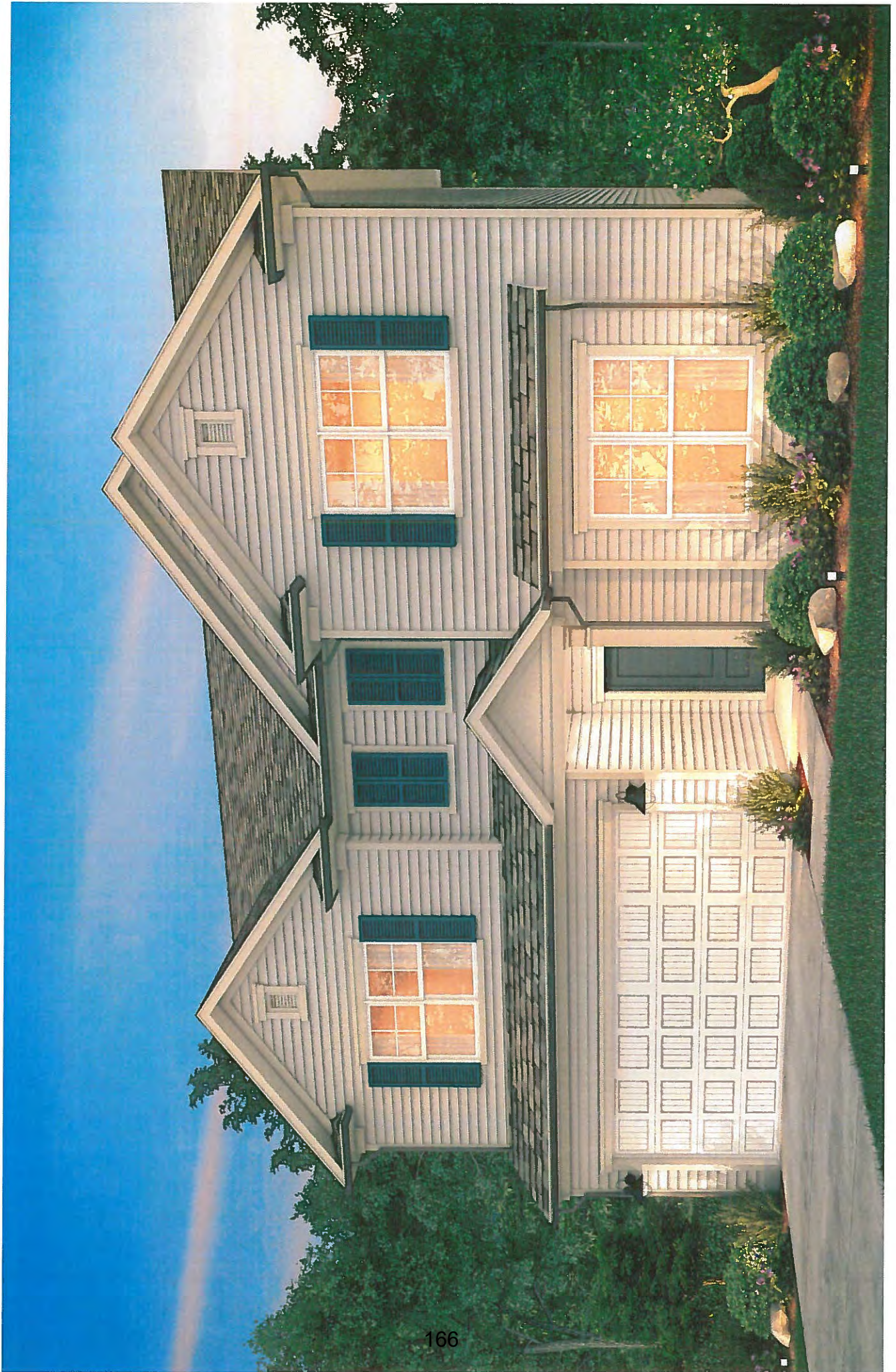


















ELEVATION 5

ELEVATION 4

ELEVATION 6

ELEVATION 2

ELEVATION 3

ELEVATION 1



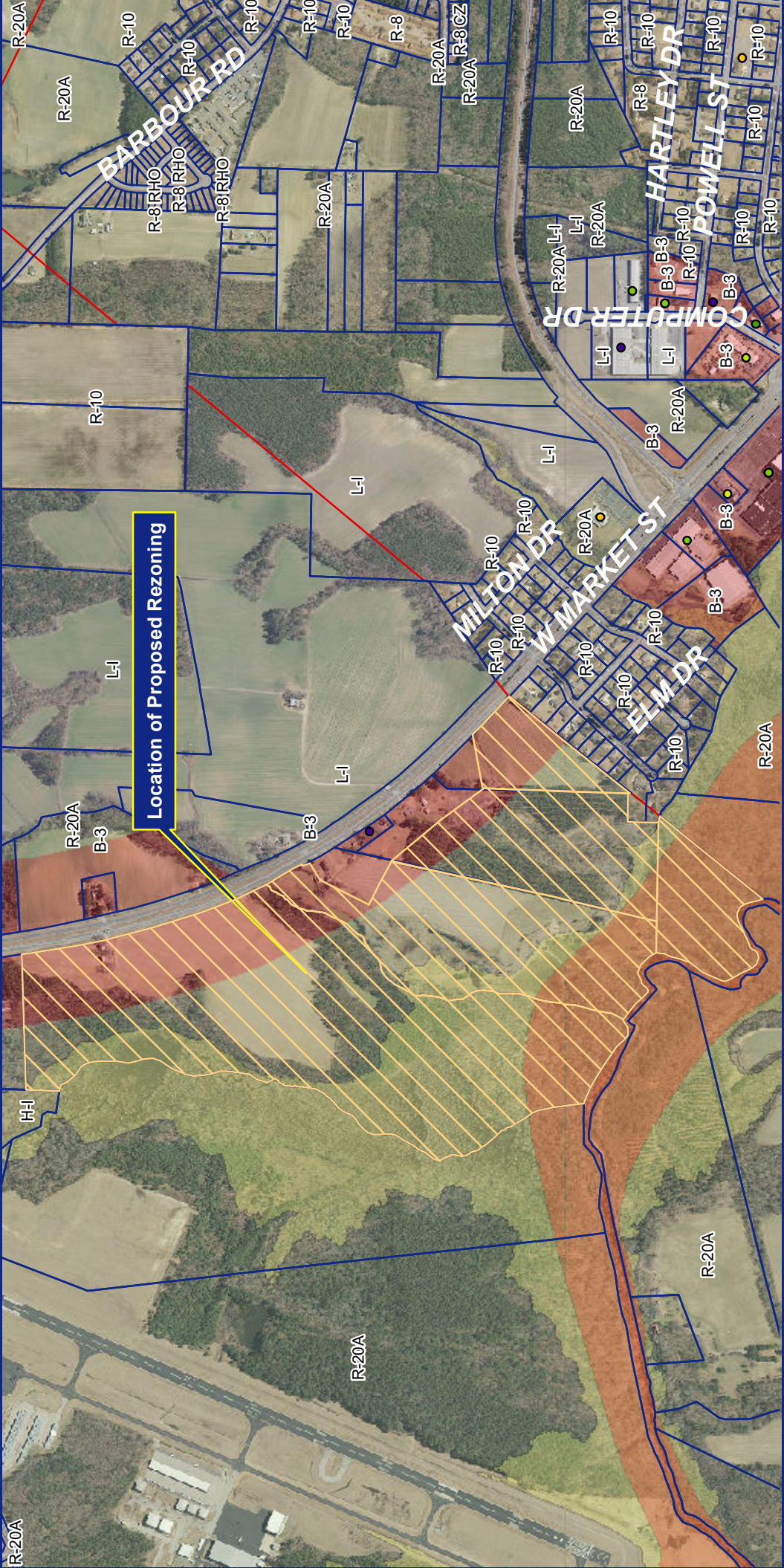








# 2200 Block of US Highway 70 Business West



Location of Proposed Rezoning

**File Number:**  
CZ-21-03

**Project Name:**  
Floyd's Landing

**Location:**  
2200 US Hwy 70  
Business West

**Tax ID#:**  
15079014, 15077035H,  
15077035C, 1507801,  
15078012C

**Proposed Zoning:**  
R-8 CZ  
(Conditional Zoning)

**Property Owner:**  
ASP, Gourley, Rose,  
Barnes, Batten

**Applicant:**  
CE Group



1 in = 1,000 ft

Map created by the Mark E. Helmer, AICP  
Senior Planner, GIS Specialist on 6/22/2021

Adjacent Property Owners of  
CZ-21-03

TAG	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
15078012B	168407-58-1487	ASP SMITHFIELD LLC	309 GALLIMORE DAIRY RD STE 102	GREENSBORO	NC	27409-9316
15078011G	168519-61-6073	Hall	309 GALLIMORE DAIRY RD STE 102	GREENSBORO	NC	27409-9316
15078012	168500-73-3381	ASP SMITHFIELD LLC	309 GALLIMORE DAIRY RD STE 102	GREENSBORO	NC	27409-9316
15078012A	168519-52-2147	ASP SMITHFIELD LLC	309 GALLIMORE DAIRY RD STE 102	GREENSBORO	NC	27409-9316
15078011	168500-63-4559	ASP SMITHFIELD LLC	309 GALLIMORE DAIRY RD STE 102	GREENSBORO	NC	27409-9316
15077035C	168519-50-2545	GOURLEY, JOYCE MARTIN	309 HARDWOOD RIDGE	CLAYTON	NC	27520-0000
15078020A	168500-43-8117	JOHNSON, KIMBERLY G	516 S FOURTH ST	SMITHFIELD	NC	27577-0000
15077035	168519-51-2249	WILLIAMS, ZANE G	PO BOX 2590	SMITHFIELD	NC	27577-0000
15109029	168400-29-8230	BEACH, ROBERT H JR	620 OGBURN ROAD	SMITHFIELD	NC	27577-0000
15094008	168519-60-1015	OSORIO, PABLO JIMENEZ	102 S ROGERS DRIVE	SMITHFIELD	NC	27577-0000
15094026	168407-59-8772	HAMILTON, JEFFERY K	204 S ROGERS DRIVE	SMITHFIELD	NC	27577-0000
15109027	168400-38-3482	ESTATE	556 OGBURN RD	SMITHFIELD	NC	27577-0000
15077035H	168500-40-6654	FAY T BARNES REVOCABLE TRUST	PO BOX 1332	SMITHFIELD	NC	27577-1332
15094061	168407-59-4432	SMITH, RALPH L	PO BOX 1463	SMITHFIELD	NC	27577-1453
15094017	168407-69-0962	BAREFOOT, ROBERT JUNIUS	104 S ROGERS DR	SMITHFIELD	NC	27577-3047
15094018	168407-59-9897	POWELL, DONNIE R	200 S RODGERS DRIVE	SMITHFIELD	NC	27577-3049
15094027	168407-59-8636	HARDEE, RONALD ALLEN	206 S ROGERS DR	SMITHFIELD	NC	27577-3049
15094025	168407-59-9830	SCOTT, HERBERT A	202 S ROGERS DRIVE	SMITHFIELD	NC	27577-3049
15094062	168407-59-4330	GREEN, PATRICIA GENTRY	308 S. ROGERS DR	SMITHFIELD	NC	27577-3050
15094037	168407-59-7660	KEMP, JOYCE A	300 S ROGERS DR	SMITHFIELD	NC	27577-3050
15093001	168519-60-4401	HOWERTON, JOSEPH D.	1946 W MARKET ST	SMITHFIELD	NC	27577-3065
15093002	168519-60-4387	KING, DIANA ELIZABETH PARKER	1930 W MARKET ST	SMITHFIELD	NC	27577-3065
15094001	168519-60-1189	PARRISH, FRANK H	1943 W MARKET ST	SMITHFIELD	NC	27577-3066
15078020	168500-43-9522	JOHNSON, KIMBERLY GOWER	516 S 4TH ST	SMITHFIELD	NC	27577-4454
15078019A	168500-34-9527	JOHNSON, KIMBERLY GOWER	516 S 4TH ST	SMITHFIELD	NC	27577-4454
15078019C	168500-43-7994	LEE, NELL WOOD	579 LEE FARM LN	SMITHFIELD	NC	27577-9318
15079001	168510-26-7218	AUTH	3146 SWIFT CREEK RD	SMITHFIELD	NC	27577-9803
15079017D	168500-12-1015	AUTH	3146 SWIFT CREEK RD	SMITHFIELD	NC	27577-9803
15079015	168500-22-7443	AUTH	3146 SWIFT CREEK RD	SMITHFIELD	NC	27577-9803
		BATTEN, ELIZABETH G	87 WATER ST	AURORA	NC	27806-9223
		Fay T Barnes	PO Box 1332	Smithfield	NC	27577

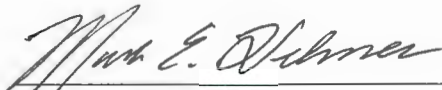


**PLANNING DEPARTMENT**  
Mark E. Helmer, AICP, Senior Planner

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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, CZ-21-03, were notified by First Class Mail on 7-16-21.

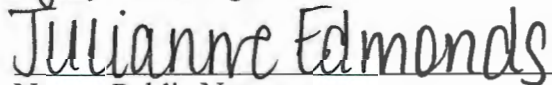
  
\_\_\_\_\_  
Signature

Johnston County, North Carolina

I, Julianne Edmonds, 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

16th day of July, 2021

  
\_\_\_\_\_  
Notary Public Signature

  
\_\_\_\_\_  
Notary Public Name

My Commission expires on January 15, 2023



**DRAFT**  
**Town of Smithfield**  
**Planning Board Minutes**  
**Thursday, July 8th, 2021**  
**Town Hall**  
**Council Chambers**  
**6:00 PM**

Members Present:

Chairman Stephen Upton  
Vice Chairman Mark Lane  
Debbie Howard  
Doris Wallace  
Sloan Stevens  
Alisa Bizzell

Members Absent:

Ashley Spain  
Michael Johnson

Staff Present:

Mark Helmer, Senior Planner  
Director  
Julie Edmonds, Administrative Assistant

Staff Absent:

Stephen Wensman, Planning

**CALL TO ORDER**

Chairman Stephen Upton suggested that the board vote to amend the agenda and hear CZ-21-04 third and move CZ-21-03 to the last item of the night. CZ-21-05 that's on the original agenda has been omitted.

**AMENDED AGENDA**

Mark Lane made a motion to approve the agenda as amended, seconded by Michael Johnson. Unanimously approved.

**APPROVAL OF MINUTES from May 6, 2021**

Debbie Howard made a motion, seconded by Sloan Stevens to approve the minutes as written. Unanimously approved

**NEW BUSINESS:**

**RZ-21-01 Rhonda Miller:** Rhonda Miller is requesting the rezoning of two properties consisting of Tract 2 (3.58 acres) and Tract 3 (6.579 acres) from B-3 to R-20A. The properties are located near the southwest corner of Hill Road and US 70 East Business. Tract 2 starts approximately 360 feet south of the intersection and Tract 3 is about 600 feet south of the intersection. The properties are not located within a floodplain. The parcels, Tract 2 and Tract 3, are split zoned between the B-3 and R 20A.

The applicant is planning to construct detached single-family homes on each lot and would like the properties to be zoned R-20A. The applicant also owns Tract 1 with a B-3 zoning and would

like to retain the existing zoning designation. She intends to use the property for an agriculture related retail business. The Comprehensive Growth Management Plan guides these properties for Rural Residential, including Tract 1 (not part of this application). The rezoning is consistent with the comprehensive plan. The tracts will be served with public water and on-site septic. Johnston County has water lines on Hill Road.

Planning Staff recommends the Planning Board approve RZ-21-01 with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest.

Debbie Howard made a motion to recommend approval of zoning map amendment, RZ-21-01, finding it consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and, in the public, interest, seconded by Doris Wallace. Unanimously approved

### **S-21-02 Spring Branch Commons:**

**CZ-21-04 ALA Charter School:** Johnston CD, LLC (Jim Way) is requesting a conditional rezoning of 48.783 acres from Light Industrial to Office/Institutional Conditional Zone to construct American Leadership Academy Johnston (ALA Johnston), a K-12 charter school. The property is located about 2500 lineal feet north of the Swift Creek and US 70 Business west intersection and north of the Whitley Heights Subdivision. The site is currently used for agriculture. The site gently slopes from US 70 Business West to the east to the Poplar Branch. The floodway and flood zones of the Poplar Branch extend about 145' from the eastern property line. The industrial property to the north is buffered from the site by existing trees. There is an existing tree line between the farm field and the Whitley Heights subdivision.

Conditional Zoning is a rezoning with a master plan. The conditional zoning process allows a give and take approach to zoning regulations. In this case, the ALA Johnston Charter School is not requesting any deviations from the underlying Office/Institutional zoning district regulations. With the approval of the rezoning and master plan, the school is the only approved land use for the site. The property falls within the WS-IV-PA (Protected Area Watershed Overlay District) which imposes some additional stormwater regulations on the property. The development as a charter school will have less impervious than most residential or other non-residential uses and the watershed regulations will not have any significant impact on the proposal. The sketch plan - diagram shows a looped driveway with two access driveways onto US 70 Business West. The plans show two school buildings, an elementary school and a high school. Each school is shown to have its own play area/greenspace area and drop off areas. The schools share a common parking lot located south of the schools, a looped drive around the site and a shared bus drop-off/service area. The plans show a large stadium area and stormwater management areas to the east of the schools.

The plans are still in a preliminary sketch plan phase and subject to change, however, the basic elements are all shown. The proposed development will have two driveway accesses onto US 70 Business West. An NCDOT driveway permit will be required for both driveways. A 5' wide public



sidewalk will be required along the US 70 Business West right-of-way. The current plan is to serve the site with town water and sewer utilities with a master meters on a county line.

With the approval of the rezoning, the Planning Board/Town Council is required to adopt a statement describing whether the action is consistent with the adopted comprehensive plan and other applicable adopted plans and that the action is reasonable and in the public interest. Planning Staff considers the action to be consistent and reasonable:

**Consistency with the Comprehensive Growth Management Plan** – schools are allowed in residential areas and the comprehensive plan guides the site for low density residential.

**Consistency with the Unified Development Code** – the property will be developed in conformance with the UDO conditional zoning provisions.

**Compatibility with Surrounding Land Uses** - The property considered for rezoning will be compatible with the surrounding land uses.

**Planning Staff recommends the Planning Board recommend approval of CZ-21-04 with 1 condition:**

The site plans/construction plans be submitted for review in accordance with the Town’s Unified Development Ordinance; and with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Mark Lane asked if in future this parcel of land is annexed into the Town of Smithfield city limits, would it affect our ETJ boundaries?

Mark Helmer said they are two different things but the applicant is in our ETJ so it’s the Town’s planning jurisdiction so we have plan approval authority on this piece of property here.

Mark Lane asked if satellite annexation had anything to do with the ETJ?

Mark Helmer said no it doesn’t. But if Town Council chose to annex this property they could do so.

David Powlen of Little Diversified Architectural Consulting came forward. He showed the Planning Board an imagine of what the school is projected to look like. He said one building would be grades K-6 and the second building would be grades 7-12. The projected student enrollment will be 1,925. Initial enrollment should be 1,425, by year 2 it should be 1,625 then by year 3 meeting the 1,925. They hope to be under construction by the end of this year. The school is expected to be open in the Fall of 2022.

Sloan Stevens asked what the American Leadership Academy was?

Dawn Carol of 902 E. Joyner Street Clayton, NC came forward on behalf of the American Leadership Academy. She is chairman of the board for Leadership Schools of Johnston County.

Dawn Carol stated as far as this board goes this is their first school opening. They are working with Charter Management Organization called Charter One. They have 12 charter schools similar to this one in Arizona. They are working with some charter schools here in North Carolina.

Mark Lane asked if the proposed charter school was a for profit school?

Dawn Carol said no it is not.

Doris Wallace asked how much tuition would be.

Dawn Carol said there is not any tuition.

Debbie Howard asked if bus transportation would be provided?

Dawn Carol said yes, within a 30-mile radius.

Mark Lane asked if lunch would be provided?

Dawn Carol said they intended to provide a cafeteria service that students could purchase meals from.

Mark Helmer asked how the admissions process worked?

Dawn Carol said it's done by using a lottery. It's an open application process that will likely start in the late Fall of this year. They have been through the full process with the State Board of Education and awarded the NC Access Grant which will give them quite a bit of funding to get started. They have received permission to open in the Fall of 2022 as long as they meet all of the requirements.

Sloan Stevens asked other than through grants, how is this project funded?

Dawn Carol said they lease the building from the development company and eventually will buy it back through a bond process. They also receive normal school state funding per student.

Doris Wallace made a motion to recommend approval of zoning map amendment, CZ-21-04, with 1 condition finding the rezoning to be consistent with the Town of Smithfield Comprehensive Growth Management Plan as to be and other adopted plans, and that the amendment is reasonable and in the public interest, seconded by Sloan Stevens. Unanimously approved.

**CZ-21-03 Floyd's Landing:** CE Group Inc. is requesting a conditional rezoning request of 5 properties, 199.8-acres, from R-20A and B-3 to R-8 CZ with a master plan for a subdivision consisting of 118 detached single-family homes, 220 Townhomes and 360 apartment units (698 total number of dwelling units).

Mr. Helmer stated the property is located just north of the Smithfield Corporate Limits on the south side of US Highway 70 Bus W. The site is currently zoned R-20A except for a 500' strip along US Hwy 70 Bus W that is zoned B-3. The strip of B-3 was incorporated into the Town's zoning when the ETJ was created. All the major corridors have remnant strips of commercial along them. With the rezoning, the applicant is excluding a portion of the B-3 from rezoning to create a small commercial development. The applicant will petition for voluntarily annexation of the development into the Town of Smithfield prior to final plat approval. The applicant is proposing a master plan with a mix of detached single-family residential, townhomes and apartments.

**Comprehensive Land Use Plan and Density.** The Town's land use plan guides the site for low density (north) and medium density residential (south) and conservation (west) where there is floodplain. The overall development will have an average density of 3.5 units per acre.

- The property identified as Tract 4 is guided for low density residential (corresponds with R-10 zoning) and allows a density of up to 4.36 units per acre (97.79 acres x 4.35 = 425 single family units). The developer is proposing 118 detached single family and 155 townhomes (273 total units) About 44% of Tract 4 is within the floodplain and undevelopable. The proposed development is consistent with the low-density guidance of the comprehensive plan.
- The remainder of the development site is guided for medium density residential with a maximum allowed density of 9.68 units per acre, or 4500 sq. ft. per unit. About 50% of the remaining medium density area is within the floodplain and undevelopable.

Mr. Helmer stated the proposed land uses and densities match the Town's comprehensive plan and are consistent with R-8 zoning. The developer has excluded portions of the affected tracts of land from the rezoning and has chosen to retain the B-3 zoning that exists for future commercial uses along the main entrance to the development. Although the B-3 zoning is inconsistent with the Town's land use plan, the requested rezoning is consistent with the Town's land use plan.

The proposed development will access the highway in 3 locations where there are existing breaks in the median. The Amazon is under development across US Hwy 70 Bus West and will also access the highway at the two southernmost median breaks. A Traffic Impact Analysis (TIA) is being prepared for this development and one has been prepared for the Amazon development. It is likely that the middle access will be a right-in/right-out. Other highway improvements are likely including right-turn deceleration lanes at each entrance to the development. The TIA will be available before the preliminary plat. All the roads within the development will be public with 60' right-of-way. The roads by the townhomes and detached single family homes are proposed as 27' wide back-to-back of curb. The entry roads and behind the commercial area are proposed as 35' back-to-back of curb. The Town's Standard Street Detail calls out a 34' wide road back-to-

back of curb within a 60' right-of-way. The parking lot for the apartments and the overflow parking for the townhomes will be private.

### **Detached Single-family Lot Size and Dimensions**

- Proposed minimum lot size is 4,829 sq. ft. for the detached single-family (R-10) Low density residential requires 10,000 sq. ft. R-8 is 8,000 sq. ft.).
- Average lot size will be 5,150 sq. ft.
- The typical lot will be 42' wide x 115' deep (R-10 min lot width is 75/ R-8 min lot width is 60')
- Homes will be 3 bedroom and will range in size from 1,600-2,100 sq. ft. townhomes.
- The developer is proposing 4–6-unit 1400-1600 sq. ft. townhomes.
- The typical townhouse lot will be 20' wide x 100' deep. As a comparison, the approved East River Triplexes had a minimum lot width of 25' and end lots were wider.

### **Apartments**

- The property lines for the apartments are not yet defined.
- The apartments will be 1-3 bedrooms ranging from 800 sq. ft. to 1,500 sq. ft. in size:
  - o 1BD/1BA – 800sf-1,000sf
  - o 2BD/2BA – 1,050sf-1,250sf
  - o 3BD/2BA – 1,300sf-1,500sf

### **Garages**

- 1-car garage will have a 9' wide garage door and will be 11'-6" wide x 19' deep.
- 2-car garage will have a 16' wide garage door and will be 18'-9" wide x 19'-6" deep.

### **Estimated Sales Price/Rental Price**

- Single-family Home estimated sales price is the mid \$200,000s.
- Townhouses estimated sales price is between \$180,000-low \$200,000s.
- Apartment rental price will be:
  - o 1BD/1BA - \$850-\$1,050 per month
  - o 2BD/2BA - \$1,100-\$1,300 per month
  - o 3BD/2BA –\$1,400-\$1,600 per monthly

**Building Heights,** the proposed apartments will have a building height of 50 feet (35' max per R-8 standards).

**Public Sidewalks.** 5' wide public sidewalk will be constructed in the public right-of-way along both sides of all subdivision streets.

**Public Trail.** An 8' asphalt multi-purpose trail is proposed along the US Hwy 70 Business W. (5' sidewalk is required by UDO).

**Parking.** Two parking spaces are proposed for each single-family residential unit (Detached and attached) within an enclosed garage and driveway. Additional parking is provided in overflow

parking areas. Multi-family parking will comply with the UDO requirements. There will be limited on-street parking within the townhouse developments given the separation between driveways. Within the townhome areas, there are estimated to be approximately 24 on-street parking spots in the larger area and 6 in the smaller because of the narrow street width and driveway locations.

**Driveways to Intersections.** Residential driveways are prohibited from being within 20' of an intersection corner. It's unclear whether the townhouse development complies with this requirement.

**Recreational Amenities.** The projects will have several private parks with playground structures and passive lawn areas for informal use.

**Landscaping and Bufferyards.** Adjacent to US Hwy 70 Business W a 50' buffer with berm and landscaping are proposed. Adjacent to the norther boundary of the site a 50' landscaped buffer is proposed. Adjacent to the southern boundary of the site a 100' landscaped buffer is proposed. Within the public right-of-way, street trees are proposed. The Townhouse and Apartment developments will be required to meet the landscape requirements of the Unified Development Ordinance (UDO).

**Dumpster/Trash facilities.** No dumpster or trash facilities are shown but will be required with the multi-family developments.

**Stormwater Management.** The development will comply with the Town's stormwater management ordinance utilizing a combination of water quality ponds, bioretention areas and other approved measures to treat and control stormwater runoff. As much as possible, the stormwater measures will be within the open space areas and positioned and landscaped to be an amenity for the project.

**Signs.** A master sign plan will be submitted with the future preliminary plat.

**Town Wayfinding Monument Sign.** The existing monument sign located at the south end of Tract is within the proposed 100' landscape buffer. There is no plan to move it with the development. With annexation the town's corporate limits will move further north. The developer is willing to allow the sign to be moved by the Town.

**HOA.** An HOA will provide common ownership and maintenance of the shared open space, stormwater SCMs and amenities.

**Conditional Rezoning.** The developer is seeking deviations from the UDO as part of the rezoning. The purpose of conditional zoning is to provide flexibility from conventional zoning and to allow creative projects to occur through a negotiated (give and take) approach to achieve the desired project that both the developer and town mutually can be satisfied with. The applicant is seeking the following deviations from the following UDO requirements:

Item	R-8/UDO	R-8 CZ
SF Min. lot size	10,000 sq. ft. (.23 ac.)	4,829 sq. ft. (.11 ac.)
SF Min. lot width	70 feet	42 feet
SF Min. front setback	30 feet	20 feet
SF Min. Side Setback	10 feet	5 feet
SF Min Rear Setback	25 feet	20 feet
TH Min. front setback	30 feet	20 feet
TH Min. Side Setback	10 feet	0 feet
TH Min Rear Setback	25 feet	10 feet
Max. Bldg. Height	35 feet	50 feet (3 story apartments)
Street	34' wide back-to-back with 5' utility strip at the back of curb, sidewalk on one side.	27' wide back-to-back with 5' utility strips and sidewalks on both sides of the street.
Sidewalks	1 side of each street and along US Hwy 70	2 sides of each street and an 8' trail along US Hwy 70
Multi-family storage Spaces	24 SF enclosed storage space per unit.	Storage may be included in garage units and be available for rent. Not shown on Master Plan.

Proposed Improvements Exceeding UDO requirements:

- 50-foot landscape buffer along north side
- 50-foot bermed landscape buffer along east side
- 100-foot landscaped buffer along south side
- 8' multi-use trail along US Hwy 70 W vs. 5' sidewalk
- Undisturbed open space within floodplain and common owned areas.

With the approval of the rezoning, the Planning Board/Town Council is required to adopt a statement describing whether the action is consistent with the adopted comprehensive plan

and other applicable adopted plans and that the action is reasonable and in the public interest. Planning Staff considers the action to be consistent and reasonable:

**Consistency with the Comprehensive Growth Management Plan** – the comprehensive plan supports flexibility in zoning regulations.

**Consistency with the Unified Development Code** – *the property will be developed in conformance with the UDO conditional zoning provisions.*

**Compatibility with Surrounding Land Uses** - *The property considered for rezoning will be compatible with the surrounding land uses.*

**RECOMMENDATION:**

Planning Staff recommends the Planning Board recommend approval of CZ-21-03 with the following conditions:

That the future preliminary plat and development plans for the subdivision be in accordance with the approved Master Plan, R-8 Zoning District, and UDO regulations with the following deviations:

Item	R-8 CZ
SF Min. lot size	4,829 sq. ft. (.11 ac.)
SF Min. lot width	42 feet
SF Min. front setback	20 feet
SF Min. Side Setback	5 feet
SF Min Rear Setback	20 feet
TH Min. front setback	20 feet
TH Min. Side Setback	0 feet
TH Min Rear Setback	10 feet
Max. Bldg. Height	50 feet (3 story apartments)
Street	27' wide back-to-back with 5' utility strips and sidewalks on both sides of the street.
Sidewalks	2 sides of each street and an 8' trail along US Hwy 70
Multi-family storage Spaces	Storage may be included in garage units and be available for rent. Not shown on Master Plan.

That the public street at the south end of the subdivision terminate with 96' diameter cul-de-sac bulbs to meet Fire Code.

Mark Ashness with the CE Group came forward. They are the planning and engineering firm for this project. He stated the earliest they would have any homes completed would be in late 2023.

Mark Lane asked when the projected timeframe would be for the project to be completed?

Mark Ashness said likely sometime 4 to 5 years after the first homes have been completed.

Sloan Stevens said he was a little concerned about the 5 feet in between homes.

Mark Lane stated that based on drawing presented that on-street parking will block driveways if permitted and recommended that no parking zones be declared.

Mark Ashness said that is becoming the standard across the board in the new developments. They do however offer a lot of open space. That's what the millennials and younger people today want. They prefer to live on a smaller lot and have parks and open space that they don't have to maintain.

Mark Helmer encouraged the board to feel free to make any recommendations on this project.

Stephen Upton asked recommended to the developer consider decorative street lighting and sign post?

Kirby LaForce of Carolina Land Group, LCC came forward to discuss the lamp post lighting. He said Duke Power offers a decorative lamp post option we can select. He said they were in agreement to work with Duke Power and Staff to meet the requested needs.

Stephen Upton asked if there was a way to provide an additional 10 feet of right-of-way on the street into the development to accommodate median landscape islands to be maintained by the HOA?

Kirby LaForce said a 10-foot decorative median on the entrance ways coming in subject to an approved entrance drive at the appropriate distance off into the commercial, could be worked in.

Stephen Upton stated the planning board is requesting landscaped subdivision signs at each entrance.

Kirby LaForce said that would not be a problem and is intended to submit a signage package with the preliminary plat.



Stephen Upton asked if they could provide landscape plans showing one tree per residential lot to be planted outside of the public right-of-way? All other areas of the development should contain 2 trees per 100 linear feet of street.

Kirby LaForce said on the single-family homes he doesn't see this as being a problem but on the townhomes it's too tight and maybe would need to use small trees.

Mark Helmer said the trees would need to be on private property and not within the public right-of-way.

Kirby LaForce said for single-family homes we'll plant street trees for every lot and for the townhomes there would be mid-size trees/shrubs between the units. All other areas of the development should contain 2 trees per 100 linear feet street.

Stephen Upton suggested an 8-foot-wide walking path adjacent to the Hwy 70 West made concrete.

Kirby LaForce said he had done numerous greenways; over time the concrete becomes bumpy and uneven.

Stephen Upton asked what he suggested be used in place of concrete?

Kirby LaForce said asphalt, it's the best material for a multi-use trail.

Debbie Howard asked if asphalt cracked as easily as concrete?

Kirby LaForce said it's more flexible and it can be resurfaced.

Stephen Upton said that concludes his questions. He would like it to be documented that each of those conditions have been accepted by the applicant.

Jeffery Hamilton of Rogers Lane came forward to speak. He has concerns about the first driveway going into the subdivision.

Kirby LaForce said per Ramey Kemp, that the main driveway will be signalized.

Jeffery Hamilton said he would like to suggest some fencing at the town homes as well as the berm that is proposed.

Mark Lane stated there was a need for a 100 foot wide planted berms on both ends of the project.

Kirby LaForce was in agreement with this condition.

Stephen Upton asked if anyone else had questions or concerns and no one did. He mentioned that he wanted any recommendations to be mentioned in the minutes and that the applicant had accepted them.

Debbie Howard made a motion to recommend approval of zoning map amendment, CZ-21-03 with the following recommended conditions from the board:

1. Decorative street lighting and decorative street signs be provided by the development throughout the site.
2. Provide an additional 10 feet of right-of-way on streets that serve as entrances into the development for the accommodation of landscaped medians to be installed by the developer and maintained by the HOA.
3. Provide subdivision signs made from robust material with landscaping equal to the area of the sign at all entrances into the development.
4. Provide a complete landscape plan showing one understory tree per residential lot to be planted adjacent to and outside of the public right-of-way.
5. Landscape buffers on the north and south ends of the development shall be 100 foot wide with planted berms.
6. All land held in common ownership that is adjacent to a public right-of-way shall be planted with a minimum of 2 shade trees per 100 feet linear feet of road frontage. These trees shall be planted adjacent to and outside of the public right-of-way and shall be maintained by the HOA.
7. Public right-of-way serving the townhouse portion of the development be declared a no parking zone.

The board finds the rezoning consistent with the Town of Smithfield Growth Management Plan and other adopted plans and that the amendment is reasonable and in the public interest, seconded by Doris Wallace. Unanimously approved.

**OLD BUSINESS:**

None

Adjournment

Being no further business, Doris Wallace made a motion seconded by Mark Lane to adjourn the meeting. Unanimously approved

Respectfully Submitted,

*Julie Edmonds*

Julie Edmonds  
Administrative Support Specialist





# Request for Town Council Action

**Public  
Hearing:** CZ-21-04  
**Date:** 08/03/2021

---

**Subject:** Conditional Zoning Map Amendment  
**Department:** Planning Department  
**Presented by:** Stephen Wensman - Planning Director  
**Presentation:** Public Hearing

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## Issue Statement

Johnston CD, LLC (Jim Way) is requesting a conditional rezoning of 48.783 acres from Light Industrial to Office/Institutional Conditional Zone to construct American Leadership Academy Johnston, a K-12 charter school.

## Financial Impact

The applicant plans to voluntarily annex the property into the town.

## Action Needed

The Town Council is respectfully requested to hold a public hearing to review the conditional rezoning of 48.783 acres from LI to O/I CZ and to decide whether to approve, approve with conditions, or deny the request.

## Recommendation

Planning Staff and the Planning Board recommend approval of CZ-21-04 with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the request is reasonable and in the public interest.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff report
2. Consistency Statement
3. Application
4. Sketch Plan
5. Site Study
6. Zoning Map
7. Adjacent Property Owners Listing and Notification



# Staff Report

**Agenda CZ-  
Item: 21-04**

## REQUEST:

Johnston CD, LLC (Jim Way) is requesting a conditional rezoning of 48.783 acres from Light Industrial to Office/Institutional Conditional Zone to construct American Leadership Academy Johnston (ALA Johnston), a K-12 charter school.

## PROPERTY LOCATION:

The property is located about 2500 lineal feet north of the Swift Creek and US 70 Business W intersection and north of the Whitley Heights Subdivision.

## SITE DATA:

Tax ID#	170J08004
Acreage:	48.783 acres
Present Zoning:	LI (Light Industrial) and WS-IV-PA (Protected Area Watershed Overlay District)
Proposed Zoning:	O/I CZ
Existing Use:	Agriculture
Proposed Use	Charter school
Fire District:	Wilson's Mills
School Impacts:	New K-12 school
Parks and Recreation:	N/A
Water and Sewer Provider:	Town of Smithfield
Electric Provider:	Duke Energy Progress

## ADJACENT ZONING AND LAND USES: (see attached map for complete listing)

	Zoning	Existing Land Uses
<b>North</b>	LI (Light Industrial)	Industrial
<b>South</b>	R-20A (Residential)	Low density single-family
<b>East</b>	R-20A (Residential)	Vacant
<b>West</b>	B-3 (Commercial)	Agriculture

## EXISTING CONDITIONS/ENVIRONMENTAL:

The site is currently used for agriculture. The site gently slopes from US 70 Business West to the east to the Poplar Branch. The floodway and flood zones of the Poplar Branch extend about 145' from the eastern property line. The industrial property to the north is buffered from the site by existing trees. There is an existing tree line between the farm field and the Whitley Heights subdivision.

## **MASTER PLAN ANALYSIS:**

Conditional Zoning is a rezoning with a master plan. The conditional zoning process allows a give and take approach to zoning regulations. In this case, the ALA Johnston charter school is not requesting any deviations from the underlying Office/Institutional zoning district regulations. With the approval of the rezoning and master plan, the school is the only approved land use for the site.

**WS-IV-PA overlay zoning.** The property falls within the WS-IV-PA (Protected Area Watershed Overlay District) which imposes some additional stormwater regulations on the property. The development as a charter school will have less impervious than most residential or other non-residential uses and the watershed regulations will not have any significant impact on the proposal.

**Site Amenities.** The sketch plan - diagram shows a looped driveway with two access driveways onto US 70 Business West. The plans show two school buildings, an elementary school and a high school. Each school is shown to have its own play area/greenspace area and drop off areas. The schools share a common parking lot located south of the schools, a looped drive around the site and a shared bus drop-off/service area. The plans show a large stadium area and stormwater management areas to the east of the schools. The plans are still in a preliminary sketch plan phase and subject to change, however, the basic elements are all shown.

**Driveway access.** The proposed development will have two driveway accesses onto US 70 Business West. An NCDOT driveway permit will be required for both driveways. The northerly drive will be for ingress and the southerly driveway will be for egress. A TIA is underway to determine required upgrades to the highway.

**Parking.** The sketch plan identifies a large parking area to the south of the future school site that will service both the Elementary School and High School. Two smaller parking lots are shown providing additional parking for the children's play/greenspace and a stadium.

**Setbacks.** All required setbacks will be complied with.

**Public sidewalks.** A 5' wide public sidewalk will be required along the US 70 Business West right-of-way.

**Landscaping/buffering.** The sketch plans conceptually identify a Type A buffer to the north and a Type B buffer to the south. A 15' street yard will be required along US 70 Business West.

**Accessory buildings.** No accessory buildings identified at this time.

**Utilities.** The current plan is to serve the site with town water and sewer utilities with a master meters on a County lines.

**Stormwater management.** Two stormwater basins are shown on the east side of the site. Stormwater management is required.

## **REQUESTED DEVIATIONS FROM UDO REQUIREMENTS:**

One of the purposes of conditional zoning is to provide flexibility from conventional zoning and to allow creative projects to occur through a negotiated (give and take) approach to achieve the desired project that both the developer and town mutually can be satisfied with. The applicant has not identified any deviations from the O/I regulations. By choosing a conditional rezoning, the use of the site can only be as shown on the plans.

## **CONSISTENCY STATEMENT (Staff Opinion):**

With the approval of the rezoning, the Planning Board/Town Council is required to adopt a statement describing whether the action is consistent with the adopted comprehensive plan and other applicable adopted plans and that the action is reasonable and in the public interest. Planning Staff considers the action to be consistent and reasonable:

- **Consistency with the Comprehensive Growth Management Plan** – *schools are allowed in residential areas and the comprehensive plan guides the site for low density residential.*
- **Consistency with the Unified Development Code** – *the property will be developed in conformance with the UDO conditional zoning provisions.*
- **Compatibility with Surrounding Land Uses** - *The property considered for rezoning will be compatible with the surrounding land uses.*

## **RECOMMENDATION:**

Planning Staff and the Planning Board recommend approval of CZ-21-04 with 1 condition:

1. That the site plans/construction plans be submitted for review in accordance with the Town's Unified Development Ordinance,

with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the request is reasonable and in the public interest.

## **RECOMMENDED MOTION:**

***"Move to approve zoning map amendment, CZ-21-04, with 1-condition finding the rezoning to be consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest."***



**THE TOWN OF SMITHFIELD  
UNIFIED DEVELOPMENT ORDINANCE  
ZONING MAP AMENDMENT CONSISTENCY STATEMENT  
BY THE SMITHFIELD TOWN COUNCIL  
CZ-21-04**

**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:**

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

That the final action regarding zoning map amendment CZ-21-04 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 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 zoning map amendment CZ-21-04 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 zoning map amendment does not promote this and therefore is neither reasonable nor in the public interest.



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

## REZONING APPLICATION

*Pursuant to Article 4, Section 4-1 of the Unified Development Ordinance, proposed amendments may be initiated by the Town Council, Planning Board, Board of Adjustment, members of the public, or by one or more interested parties. Rezoning applications must be accompanied by nine (9) sets of the application, nine (9) sets of required plans, an Owner's Consent Form (attached), (1) electronic submittal and the application fee.*

Name of Project: ALA Johnston Charter School Acreage of Property: 48.783  
 Parcel ID Number: 17J08004 Tax ID: 17J08004  
 Deed Book: 01135 Deed Page(s): 0382  
 Address: 3770 US HWY 70 BUS Clayton, NC 27520  
 Location: Smithfield ETJ, US HWY BUS 70, North of Swift Creek Rd.

Existing Use: Farm Land Proposed Use: Charter School  
 Existing Zoning District: LI: Light Industrial District  
 Requested Zoning District: O/I Office Institutional District  
 Is project within a Planned Development:  Yes  No  
 Planned Development District (if applicable): \_\_\_\_\_  
 Is project within an Overlay District:  Yes  No  
 Overlay District (if applicable): \_\_\_\_\_

### FOR OFFICE USE ONLY

File Number: _____	Date Received: _____	Amount Paid: _____
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## OWNER INFORMATION:

Name: Steven Howard Gower and Susan Alexander Gower

Mailing Address: 1707 Windsor Rd, Kinston, North Carolina 28504

Phone Number: (910)988-0617

Fax: \_\_\_\_\_

Email Address: sgower51@hotmail.com

## APPLICANT INFORMATION:

Applicant: Johnston CD, LLC (Jim Way)

Mailing Address: 3115 E Lion Lane, Suite 300 Salt lake City, Utah 84121

Phone Number: 702-528-1514

Fax: \_\_\_\_\_

Contact Person: Jim Way

Email Address: Jim@schooldev.us

## REQUIRED PLANS AND SUPPLEMENTAL INFORMATION

*The following items must accompany a rezoning application. This information is required to be present on all plans, except where otherwise noted:*

- A map with metes and bounds description of the property proposed for reclassification.
- A list of adjacent property owners.
- A statement of justification.
- Other applicable documentation: Conceptual Site Plan

## STATEMENT OF JUSTIFICATION

*Please provide detailed information concerning all requests. Attach additional sheets if necessary.*

The site is currently zoned Light Industrial and is bordered to the north by other LI zoned properties that are being utilized as industrial properties. The properties to the south are zoned B-3 or residential, but are being used as residential. The current use of this property is agriculture. The intended use under this rezoning is for a school which is a good transitional use between the industrial use and residential use. We are requesting to rezone the property to O/I (Office/Institutional) as that is one of the zoning districts that allow a school by right. We intend to plant the required buffers as spelled out in the UDO and protect and retain as many of the existing trees along the eastern portion of the property as possible. All parking and stacking requirements will be met on-site per the UDO.

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**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 zoning map amendment. 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.*

Steven Howard Gower  
*Print Name*

*Steven Howard Gower*  
*Signature of Applicant*

05-31-2021  
*Date*

Susan Alexander Gower  


*Susan Alexander Gower*  
*James (J.M) way*

05-31-2021  
6-1-2021



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

OWNER'S CONSENT FORM

Name of Project: ALA Johnston Charter School

Submittal Date: 6-1-2021

OWNERS AUTHORIZATION

I hereby give CONSENT to Johnston CD, LLC (Jim Way) (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: [Handwritten Signature] Print Name: Steven Howard Gower Date: 06/01/2021

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

Signature of Owner/Applicant: [Handwritten Signature] Print Name: Steven Howard Gower Date: 05-31-2021
Signature of Applicant: [Handwritten Signature] Print Name: Susan Alexander Gower Date: 05-31-2021

FOR OFFICE USE ONLY

File Number: Date Received: Parcel ID Number:

# Project Narrative

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TO: Town of Smithfield  
FROM: Little Diversified Architectural Consulting  
TODAY'S DATE: June 1st, 2021  
PROJECT: American Leadership Academy Johnston

The following documents address the new American Leadership Academy Johnston which includes new Elementary and High School buildings, a stadium, bus drop-off area, parent drop-off area and stacking lanes, play fields, parking, stormwater collection basins, and amenity spaces.

American Leadership Academy Johnston will provide the best educational experience, to as many students as possible, in a moral and wholesome environment. ALA Johnston infuses moral and wholesome leadership principles into academics through the R.A.I.S.E. (Respect, Accountability, Integrity, Service, and Excellence) curriculum that facilitates student achievement. This approach will prepare students to successfully graduate high school and be prepared for college and their careers. Each aspect of the instructional program promotes student ownership of the learning community, kindles a love for learning, provides cultural literacy, enhances social skills, and instills a moral and wholesome character. This will prepare students to be leaders on college campuses, in professional organizations, in their community, and in the world.

ALA Johnston will provide education services for Kindergarten - 12<sup>th</sup> grade programming. We intend to co-locate our campuses on the same property but conduct K-6 and 7-12 operations in two separate facilities.







# 3700 Block of US Highway 70 Business West



**File Number:**  
CZ-21-04

**Project Name:**  
ALA Charter School

**Location:**  
3700 US Hwy 70  
Business West

**Tax ID#:**  
17J08004

**Existing Zoning:**  
LI  
(Light Industrial)

**Proposed Zoning:**  
OI CZ  
(Office-Institutional  
Conditional Zoning)

**Property Owner:**  
Steven Gower

**Applicant:**  
Johnston CD, LLC



1 in = 422 ft

Map created by the Mark E. Helmer, AICP  
Senior Planner, GIS Specialist on 6/22/2021

Adjacent Property Owners of  
CZ-21-04

TAX ID#	PIN	NAME	ADDRESS	CITY	STATE	ZIP CODE
15J08090N	168506-39-5442	SFR XII RALEIGH OWNER 1, L.P.	4645 HAWTHORNE LN NW	WASHINGTON	DC	20016-3437
15095012	168505-29-3455	TUCKER, SUSAN H	304 CLOVERDALE DR	CLAYTON	NC	27520-0000
15095007B	168505-19-9475	GODWIN, BILLY HOWARD	204 CLOVERDALE DR	CLAYTON	NC	27520-0000
15095013	168505-29-4454	ROELOFS, BENJAMIN	308 CLOVERDALE DRIVE	CLAYTON	NC	27520-0000
15095009	168505-29-0455	THOMPSON, NATHANIEL JR	212 CLOVERDALE DRIVE	CLAYTON	NC	27520-0000
15095007	168505-19-8455	GODWIN, BILLY HOWARD	204 CLOVERDALE DR	CLAYTON	NC	27520-0000
15095007A	168505-19-9425	GODWIN, BILLY HOWARD	204 CLOVERDALE DR	CLAYTON	NC	27520-0000
17J08003A	168617-00-5191	BYRD, C A III	3777 US HIGHWAY 70 BUS W	CLAYTON	NC	27520-0000
15095017	168506-29-8454	FORD, RONALD E SR	324 CLOVERDALE DR	CLAYTON	NC	27520-0000
17J08003	168505-09-7984	BYRD, C A III	3777 US HIGHWAY 70 BUS W	CLAYTON	NC	27520-0000
15095014	168506-29-5445	GADDIS, SHEENA	312 CLOVERDALE DR	CLAYTON	NC	27520-6803
15096020	168506-39-1494	RHODES, BONNIE S	410 CLOVERDALE DR	CLAYTON	NC	27520-6805
15J08090M	168506-39-2493	CASTILLO, JOAQUIN ANTONIO CAMPOS	416 CLOVERDALE DR	CLAYTON	NC	27520-6805
15J08090A	168506-29-7444	BYRD, C A III	3777 US 70 BUS HWY W	CLAYTON	NC	27520-6826
15095002	168505-19-2581	PASSER, GREGORY ROLF	3650 US 70 BUS HWY W	CLAYTON	NC	27520-6827
15J08009G	168505-09-5521	ANN U WOOD REVOCABLE TRUST	286 LITTLE CREEK CHURCH RD	CLAYTON	NC	27520-6834
15J08090F	168505-19-4455	ABAYA, JOSE R	104 CLOVERDALE DR	CLAYTON	NC	27520-9754
15095006	168505-19-7456	BRYANT, JOY LEE	114 CLOVERDALE DR	CLAYTON	NC	27520-9754
15095004	168505-19-5456	WHITE, CHRISTOPHER	108 CLOVERDALE DR	CLAYTON	NC	27520-9754
15095010	168505-29-1445	CRUZ, ELEAZAR RAMIREZ	216 CLOVERDALE DR	CLAYTON	NC	27520-9788
15095011	168505-29-2444	BEST, KYLE SPENCER	220 CLOVERDALE DR	CLAYTON	NC	27520-9788
15096019	168506-39-0475	DICKENS, WILLARD V	3414 NC HIGHWAY 222 W	KENLY	NC	27542-0000
17J07027A	168617-00-7341	COUNTY OF JOHNSTON	PO BOX 1049	SMITHFIELD	NC	27577-0000
17J08001C	168617-10-2609	HARGIS, RUSSELL STEVE	1199 CRANTOCK RD	SMITHFIELD	NC	27577-0000
17J08001D	168618-20-5729	HARGIS, R STEVE	1199 CRANTOCK ROAD	SMITHFIELD	NC	27577-0000
17J08001	168617-10-7725	HARGIS, R STEVE	1199 CRANTOCK ROAD	SMITHFIELD	NC	27577-0000
17J07027	167600-90-2721	GIRSBERGER INDUSTRIES INC	P O BOX 1476	SMITHFIELD	NC	27577-0000
17J08007	168618-40-4084	LIVING TRUST	110 MAPLE DR	SMITHFIELD	NC	27577-3020
17J07024H	168618-30-6281	LMR RENTALS	201 S BRIGHTLEAF BLVD STE 1	SMITHFIELD	NC	27577-4077
17J07026K	168618-30-6541	JERRY GOWER CONSTRUCTION CO IN	7400 SIEMENS RD STE D	WENDELL	NC	27591-6756
15096018	168506-29-9454	SECU*RE	119 N SALISBURY ST	RALEIGH	NC	27603-1739

Adjacent Property Owners of  
CZ-21-04

15095015	168506-29-6444	CEPEDA, JAVIER	8008 BREWINGTON CT	RALEIGH	NC	27615-2901
15096025	168506-39-6473	WALLIN, CATHERINE C	PO BOX 114	KURE BEACH	NC	28449-0114
17J08004	168505-19-8748	GOWER, STEVEN HOWARD	1707 WINDSOR RD	KINSTON	NC	28504-0000
15099003J	168505-19-6456	CULPEPPER, JAMES	20 SMOKE RISE DR	MURPHY	NC	28906-7046
15096023	168506-39-4414	ORPIN, MARY LOU	PO BOX 144	MARSHALL	AR	72650-0144



PLANNING DEPARTMENT  
Mark E. Helmer, AICP, Senior Planner

ADJOINING PROPERTY OWNERS CERTIFICATION

I, Mark E. Helmer, hereby certify that the property owner and adjacent property owners of the following petition, CZ-21-04, were notified by First Class Mail on 7-16-21.

*Mark E. Helmer*  
\_\_\_\_\_  
Signature

Johnston County, North Carolina

I, Julianne Edmonds, 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

10th day of July, 2021

*Julianne Edmonds*  
\_\_\_\_\_  
Notary Public Signature

*Julianne Edmonds*  
\_\_\_\_\_  
Notary Public Name

My Commission expires on January 15, 2023  
(Seal)





# Request for Town Council Action

**Public  
Hearing:** RZ-21-01  
Date: 08/03/2021

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**Subject:** Zoning Map Amendment  
**Department:** Planning Department  
**Presented by:** Stephen Wensman - Planning Director  
**Presentation:** Public Hearing

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## Issue Statement

Ronda Miller is requesting the rezoning of two properties, 10.459 acres, from B-3 to R-20A.

## Financial Impact

None.

## Action Needed

The Town Council is respectfully requested to hold a public hearing to review the rezoning and to decide whether to approve or deny the request.

## Recommendation

Planning Staff and the Planning Board recommends approval of the rezoning RZ-21-01 with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the request is reasonable and in the public interest.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff report
2. Consistency Statement
3. Application and Statement of Justification
4. Survey
5. Zoning Map
6. Adjacent Property Owners listing and notification



# Staff Report

**Agenda RZ-  
Item: 21-01**

**REQUEST:**

Ronda Miller is requesting the rezoning of two properties consisting of Tract 2 (3.58 acres) and Tract 3 (6.579 acres) from B-3 to R-20A.

**PROPERTY LOCATION:**

The properties are located near the southwest corner of Hill Road and US 70 East Business. Tract 2 starts approximately 360 feet south of the intersection and Tract 3 is about 600 feet south of the intersection.

**SITE DATA:**

Tax ID# 15L11051 and 15L11051D  
 Acreage: 10.459 (3.58+ 6.579) acres  
 Present Zoning: Split zoned B-3 and R-20A  
 Proposed Zoning: R-20A  
 Existing Use: Agriculture  
 Proposed Use: Residential  
 Fire District: Pine Level  
 School Impacts: None  
 Parks and Recreation: None  
 Water Provider: Johnston County  
 Sewer Provider: N/A  
 Electric Provider: Duke

**ENVIRONMENTAL:**

The properties are not located within a floodplain.

**ADJACENT ZONING AND LAND USES: (see attached map for complete listing)**

	<b>Zoning</b>	<b>Existing Land Uses</b>
<b>North</b>	B-3 (Gateway Highway Business)	Agriculture/Residential
<b>South</b>	R-20A (Residential-Agriculture)	Agricultural
<b>East</b>	R-20A (Residential-Agriculture)	Agriculture
<b>West</b>	R-20A (Residential-Agriculture)	Agriculture

**ANALYSIS:**

The parcels, Tract 2 and Tract 3, are split zoned between the B-3 and R-20A. The applicant is planning to construct detached single-family homes on each lot and would like the properties to be zoned R-20A. The applicant also owns Tract 1 with a B-3 zoning and would like to retain the existing zoning designation. She intends to use the property for an agriculture related retail business.

**COMPREHENSIVE PLAN GUIDANCE:**

The Comprehensive Growth Management Plan guides these properties for Rural Residential, including Tract 1 (not part of this application). The rezoning is consistent with the comprehensive plan.

**UTILITIES:**

The tracts will be served with public water and on-site septic. Johnston County has water lines on Hill Road.

**CONSISTENCY STATEMENT (Staff Opinion):**

With approval of the rezoning, the Planning Board/Town Council is required to adopt a statement describing whether the action is consistent with adopted comprehensive plan and other applicable adopted plans and that the action is reasonable and in the public interest. Planning Staff considers the action to be consistent and reasonable:

- **Consistency with the Comprehensive Growth Management Plan** - *The Comprehensive Plan guides the area for Rural Residential.*
- **Consistency with the Unified Development Code** – *the property will be developed in conformance with the UDO.*
- **Compatibility with Surrounding Land Uses** - *The property considered for rezoning will be compatible with the rural residential and agricultural land uses surrounding the parcels.*

**RECOMMENDATION:**

Planning Staff and the Planning Board recommend approval of RZ-21-01 with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest.

**RECOMMENDED MOTION:**

Staff recommends the following motion:

***"Move to approve of zoning map amendment, RZ-21-01, finding it consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest."***

**THE TOWN OF SMITHFIELD  
UNIFIED DEVELOPMENT ORDINANCE  
ZONING MAP AMENDMENT CONSISTENCY STATEMENT  
BY THE SMITHFIELD TOWN COUNCIL  
RZ-21-01**

**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:**

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

That the final action regarding zoning map amendment RZ-21-01 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 meeting; 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 Town Council and information provided at the public meeting. 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 zoning map amendment RZ-21-01 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 zoning map amendment does not promote this and therefore is neither reasonable nor in the public interest.





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

## REZONING APPLICATION

*Pursuant to Article 4, Section 4-1 of the Unified Development Ordinance, proposed amendments may be initiated by the Town Council, Planning Board, Board of Adjustment, members of the public, or by one or more interested parties. Rezoning applications must be accompanied by nine (9) sets of the application, nine (9) sets of required plans, an Owner's Consent Form (attached), (1) electronic submittal and the application fee.*

Name of Project: Ronda S. Miller Hill Road Tracts 2 & 3 rezoning      Acreage of Property: Tract 2=3.580 & Tract 3=6.579  
 Parcel ID Number: 26/300-05-3407      Tax ID: 15211051 & 15211051D  
 Deed Book: 5778      Deed Page(s): 672  
 Address: Hill Road, Smithfield, NC  
 Location: (See map)

Existing Use: Agricultural      Proposed Use: Residential-Agricultural  
 Existing Zoning District: B-3 and R-20A  
 Requested Zoning District: R-20A (remove B-3 zoned areas on Tracts 2 & 3)  
 Is project within a Planned Development:       Yes       No  
 Planned Development District (if applicable): \_\_\_\_\_  
 Is project within an Overlay District:       Yes       No  
 Overlay District (if applicable): \_\_\_\_\_

### FOR OFFICE USE ONLY

File Number: _____	Date Received: <u>5.27.2021</u>	Amount Paid: <u>\$400.<sup>00</sup></u>
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**OWNER INFORMATION:**

**Name:** Ronda S. Miller  
**Mailing Address:** 148 Curragh Cove Fuquay-Varina NC 27526  
**Phone Number:** 919-880-1983 **Fax:** \_\_\_\_\_  
**Email Address:** happychicknc@yahoo.com

**APPLICANT INFORMATION:**

**Applicant:** Ronda S. Miller  
**Mailing Address:** 148 Curragh Cove Fuquay-Varina NC 27526  
**Phone Number:** 919-880-1983 **Fax:** \_\_\_\_\_  
**Contact Person:** (same)  
**Email Address:** happychicknc@yahoo.com

**REQUIRED PLANS AND SUPPLEMENTAL INFORMATION**

*The following items must accompany a rezoning application. This information is required to be present on all plans, except where otherwise noted:*

- A map with metes and bounds description of the property proposed for reclassification.
- A list of adjacent property owners.
- A statement of justification.
- Other applicable documentation: \_\_\_\_\_

**STATEMENT OF JUSTIFICATION**

*Please provide detailed information concerning all requests. Attach additional sheets if necessary. See attached document "Statement of Justification and Additional Information" for details. Thank you.*

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**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 zoning map amendment. 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.*

Ronda S. Miller  
Print Name

  
Signature of Applicant

5/27/21  
Date



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

**OWNER'S CONSENT FORM**

Name of Project: Ronda S. Miller Hill Road Tracts 2+3 rezoning Submittal Date: 5/27/21

**OWNERS AUTHORIZATION**

I hereby give CONSENT to Town of Smithfield Planning Dept (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] Ronda S. Miller 5/27/21  
 Signature of Owner Print Name 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] Ronda S. Miller 5/27/21  
 Signature of Owner/Applicant Print Name Date

**FOR OFFICE USE ONLY**

File Number: \_\_\_\_\_ Date Received: 5.27.2021 Parcel ID Number: \_\_\_\_\_

**Statement of Justification and Additional Information from Ronda S. Miller Hill Road  
Smithfield 5-27-2021**

- 1) Contact information including names, addresses and phone numbers of the owner of record, authorized agents or representatives, engineer, surveyor, and any other relevant associates:

Current owner of entire property; future owner of only Tracts 1 & 2:

Ronda S. Miller  
148 Curragh Cove  
Fuquay-Varina, NC 27526  
Cell: 919-880-1983  
Email: [happychicknc@yahoo.com](mailto:happychicknc@yahoo.com)

Future owners of Tract 3:

Mark D. & Jill M. Williamson (Jill is my sister)  
10 Beaconridge Drive  
Angier, NC 27501  
Mark cell: 252-363-4309; Jill cell: 252-373-1463  
Mark email: [rangerz212012@gmail.com](mailto:rangerz212012@gmail.com); Jill email: [jillmw1203@gmail.com](mailto:jillmw1203@gmail.com)

Survey company (submitted survey docs for recording on my behalf):

True Line Surveying  
205 West Main St.  
Clayton, NC 27520  
Phone: 919-359-0427  
Fax: 919-359-0428

Soil Scientist (evaluated building feasibility, soil quality, & septic system placements for me):

Stephen W. Bristow  
38 Austin Pond Road  
Clayton, NC 27520  
Cell: 919-906-4737  
Email: [Stevebristow57@gmail.com](mailto:Stevebristow57@gmail.com)  
NC License #: 1167

Current land loan holder:

Southern Bank  
116 E. Main Street  
Mount Olive, NC  
Phone: 919-658-7000

- 2) Address, current zoning, parcel size in acres and square feet, property identification number(s) (PIN), and current legal description(s):

There are no formal addresses for these tracts that have been assigned at this time. See plat map with details submitted by True Line Surveying that has been recorded by the Johnston County

Register of Deeds on 3-19-2021. The land was being used solely for farming prior to my purchase. Zoning for Tract 2 & Tract 3 on map related to this request is mixed: R-20A and B-3. (Tract 1 will remain B-3.)

3) General information regarding subdivision and lots:

This is not a formal subdivision; it would not be named. It will be family residences/home lots on Tracts 2 & 3 for two sisters and their families. Previously, the land was owned by the Garner family and was being used to grow agricultural crops. I am requesting that Tracts 2 & 3 on the map be re-zoned as R-20A in their entirety. I do not want residual B-3 zoning to remain within our two home lots.

4) Neighboring properties:

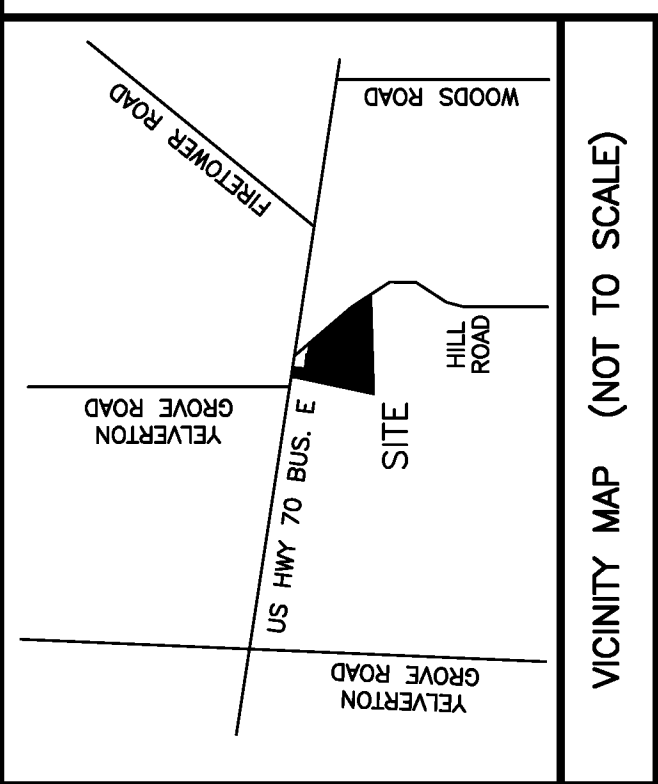
Neighbor Johnathan Mcartan, who owns the home at 3492 Hwy 70 is aware of our plans related to this property. He is also a licensed builder and is working with me on construction proposals/quotes for my home and also a barn/shop. All other properties surrounding these tracts are wooded or are being used for agriculture crops; there are no residences that adjoin these tracts.

5) Description of how conflicts with nearby land uses and/or disturbances to wetlands or natural areas are being avoided or mitigated:

This plan will enhance the area and help to increase other residential property values. There will be no disturbances to natural forested areas or any wetlands with any of the construction planned. I plan to have several hives of bees on my residential property which would benefit farm crops in the area.

6) Proposed development schedule indicating the approximate date when construction of the project, or stages of the same, can be expected to begin and be completed:

The schedule to start construction is dependent on the current COVID-19 situation and our builders' availability for working on the quotes, obtaining scarce building materials, etc. Hopefully, we could begin construction on one or both of the homes by the end of 2021.



THIS SURVEY:

- A. CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.**
- B. IS LOCATED IN A PORTION OF A COUNTY OR MUNICIPALITY THAT IS UNREGULATED AS TO AN ORDINANCE THAT REGULATES PARCELS OF LAND.
- C. IS ONE OF THE FOLLOWING:
  - 1) IS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET.
  - 2) IS OF AN EXISTING FEATURE, SUCH AS A BUILDING OR OTHER STRUCTURE, OR NATURAL FEATURE, SUCH AS A WATERCOURSE.
  - 3) IS A CONTROL SURVEY
  - 4) IS OF A PROPOSED EASEMENT FOR A PUBLIC UTILITY AS DEFINED IN G.S. 62-3.
- D. IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXEMPTION OR EXCEPTION TO THE DEFINITION OF SUBDIVISION.
- E. THE INFORMATION AVAILABLE TO THE SURVEYOR IS SUCH THAT THE SURVEYOR IS UNABLE TO MAKE A DETERMINATION TO THE BEST OF THE TO THE BEST OF THE SURVEYOR'S PROFESSIONAL ABILITY AS TO PROVISIONS CONTAINED IN (A) THROUGH (D) ABOVE.

PROPERTY SHOWN HEREON IS XXXX IS NOT LOCATED IN A FEMA DESIGNATED FLOOD ZONE FEMA FLOOD HAZARD PANEL NO. 3720260200 K EFFECTIVE DATE: JUNE 20, 2018

3-17-21 DATE \_\_\_\_\_ SURVEYOR \_\_\_\_\_

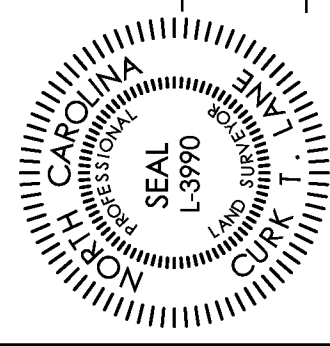
3-17-21 DATE \_\_\_\_\_ SURVEYOR \_\_\_\_\_

SURVEYOR'S DISCLAIMER: NO ATTEMPT WAS MADE TO LOCATE ANY CEMETERIES, WETLANDS, HAZARDOUS MATERIAL SITES, UNDERGROUND UTILITIES OR ANY OTHER FEATURES ABOVE OR BELOW GROUND OTHER THAN THOSE SHOWN.

STATE OF NORTH CAROLINA, JOHNSTON COUNTY  
I, CURK T. LANE, DO HEREBY CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 5778, PAGE 672, ETC.); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK 5778, PAGE 672, THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. THAT THIS PLAT MEETS THE REQUIREMENT OF G.S. 47-30 SECTION F-11 - A. WITNESS MY ORIGINAL SIGNATURE AND SEAL THIS 17TH DAY OF MARCH, A.D. 2021

REVIEW OFFICER'S CERTIFICATE  
Joni Sanderford  
REVIEW OFFICER OF JOHNSTON COUNTY,  
CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

3/19/2021 DATE \_\_\_\_\_ REVIEW OFFICER \_\_\_\_\_



CERTIFICATE OF OWNERSHIP AND DEDICATION  
I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH PROPERTY IS WITHIN THE SUBDIVISION REGULATION JURISDICTION OF THE TOWN OF SMITHFIELD, AND THAT I FREELY ADOPT THIS PLAN OF SUBDIVISION.

3/18/2021 DATE \_\_\_\_\_  
Ronda Miller OWNER

LINE	BEARING	DISTANCE
L1	N26°22'02"E	109.63'
L2	S70°37'53"E	102.07'
L3	S21°49'17"E	95.26'
L4	S19°38'29"E	98.51'
L5	S14°52'01"E	124.82'
L6	S11°40'00"E	61.10'
L7	N89°00'38"W	58.47'
L8	S89°09'53"E	62.76'

N/F  
MERLEON G. CREECH  
DB 929 PG 188  
PIN 260300-95-3760

I HEREBY CERTIFY THAT THE MINOR SUBDIVISION SHOWN ON THIS PLAT DOES NOT INVOLVE THE CREATION OF NEW PUBLIC STREETS OR ANY CHANGES IN EXISTING PUBLIC STREET THAT THE SUBDIVISION SHOWN IS IN ALL RESPECTS IN COMPLIANCE WITH THE TOWN OF SMITHFIELD UNIFIED DEVELOPMENT ORDINANCE AND THAT THEREFORE THIS PLAT HAS BEEN APPROVED BY THE UDO ADMINISTRATOR SUBJECT TO ITS BEING RECORDED IN THE JOHNSTON COUNTY REGISTRY WITHIN SIXTY DAYS OF THE DATE BELOW.

3/19/2021 DATE \_\_\_\_\_  
Stephen Neumann UDO ADMINISTRATOR



US HWY 70 BUS E VARIABLE WIDTH R/W

TRACT 1  
PORTION OF  
DB 5778 PG 672  
PN 15L11051  
88981 SF  
2.043 AC

TRACT 2  
PORTION OF  
DB 5778 PG 672  
PN 15L11051  
155947 SF  
3.580 AC

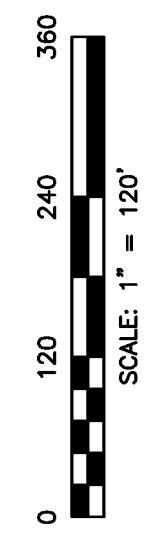
TRACT 3  
PORTION OF  
DB 5778 PG 672  
PN 15L11051  
286575 SF  
6.579 AC

HILL ROAD SR 2509 60' R/W (PUBLIC)

NOTE: L5-L8 ARE THE LINES ONLY

N/F  
ELIZABETH B. JACOBI  
DB 4470 PG 506  
PIN 261300-05-2294

- NOTES:
- 1) ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES
  - 2) AREAS COMPUTED BY COORDINATE METHOD.
  - 3) PROPERTY SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.
  - 4) NO. 5 REBAR IRON STAKES WITH CAPS SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED
  - 5) ZONING: R-20A & B-3
  - 6) NC PIN NO. 261300-05-2866
  - 7) PARCEL NO. 15L11051
  - 8) PARENT TRACT DB 5778 PG 672
  - 9) TRACT 1, 2, & 3 HAVE NOT BEEN EVALUATED BY JOHNSTON COUNTY ENVIRONMENTAL HEALTH REFERENCES:
- DB 5778 PG 672  
DB 5806 PG 287  
DB 929 PG 188  
DB 4470 PG 506



OWNER: RONDA S. MILLER  
148 CURRACH CV  
FUQUAY VARINA, NC 27526

SUBDIVISION PLAT FOR

**RONDA S. MILLER**  
SMITHFIELD TOWNSHIP, JOHNSTON COUNTY  
NORTH CAROLINA  
MARCH 17, 2021

**TRUE LINE SURVEYING, P.C.**

205 WEST MAIN STREET  
CLAYTON, N.C. 27520  
TELEPHONE: (919) 359-0427  
FAX: (919) 359-0428  
www.truelinesurveying.com

SURVEYED BY:	DYLAN
DRAWN BY:	MATT
CHECKED BY:	CURK
DRAWING NAME:	SUBD.DWG
SURVEY DATE:	01-29-2021
JOB NO.:	4142.001

- LEGEND
- IPF IRON PIPE FOUND
  - CMF CONCRETE MONUMENT FOUND
  - W/CD WOODEN CURB FOUND
  - PKR-KALON NAIL SET
  - RAILROAD SPIKE FOUND
  - COTTON SPIKE FOUND
  - CONTROL CORNER
  - COMPUTED POINT
  - POWER POLE
  - R/W RIGHT OF WAY
  - S.F. SQUARE FEET
  - S.D. DEED BOOK
  - DB DEED BOOK
  - PN PLAT NO.
  - LF LINEAR FEET
  - LOT HAS OFFSITE SEWER
  - RESUBDIVISION LOT
  - 158 STREET ADDRESS
  - 100 LINES NOT SURVEYED

# 3700 Block of US Highway 70 Business West



**File Number:**  
RZ-21-01

**Project Name:**  
Ronda Miller  
Rezoning

**Location:**  
100 Hill Road

**Tax ID#:**  
15L11051

**Existing Zoning:**  
B-3 (Highway  
Entrance Business)

**Proposed Zoning:**  
R-20A (Residential  
-Agricultural)

**Owner:**  
Ronda Miller

**Applicant:**  
Rhonda Miller



1 in = 500 ft



Adjacent Property Owners of  
RZ-21-01

TAG	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
15L11051C	261300-05-7827	JACOBI, ELIZABETH B	607 EMORY DR	CHAPEL HILL	NC	27517-2517
15L11051B	261300-05-2294	JACOBI, ELIZABETH B	607 EMORY DR	CHAPEL HILL	NC	27517-2517
15L11051	261300-05-2666	MILLER, RONDA S.	148 CURRAGH CV	FUQUAY VARINA	NC	27526-8795
15L11051D	261300-05-3407	MILLER, RONDA S.	148 CURRAGH CV	FUQUAY VARINA	NC	27526-8795
15L11051E	261300-06-2023	MILLER, RONDA S.	148 CURRAGH CV	FUQUAY VARINA	NC	27526-8795
15L11017	260300-95-3760	CREECH, MERLEON G	PO BOX 39	PINE LEVEL	NC	27568
15L11051A	261300-05-8584	BAKER, CLINTON JR	P O BOX 605	PINE LEVEL	NC	27568-0605



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

**ADJOINING PROPERTY OWNERS CERTIFICATION**

I, **Mark E. Helmer**, hereby certify that the property owner and adjacent property owners of the following petition, **RZ-21-01**, were notified by First Class Mail on **7-16-21**.

*Mark E. Helmer*  
Signature

Johnston County, North Carolina

I, Julianne Edmonds, 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

16th day of July, 2021

Julianne Edmonds  
Notary Public Signature

Julianne Edmonds  
Notary Public Name

My Commission expires on January 15, 2023





# Request for Town Council Action

**Public  
Hearing:** S-21-02  
**Date:** 08/03/2021

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**Subject:** Spring Branch Commons Preliminary Plat  
**Department:** Planning Department  
**Presented by:** Stephen Wensman - Planning Director  
**Presentation:** Public Hearing

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## Issue Statement

TerraEden Landscape and Design, LLC, is requesting 10-lot detached single-family residential preliminary plat of a 1.21-acre parcel in the R-8 CZ district.

## Financial Impact

The 10-lot subdivision will add to the town's tax base.

## Action Needed

The Town Council is respectfully requested to hold a public meeting to review the preliminary plat and to decide whether to approve, approve with conditions, or deny the request.

## Recommendation

Planning Staff recommend approval of S-21-02 with 5-conditions based on finding of fact for subdivisions.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff report
2. Finding of fact
3. Application
4. Preliminary Plat
5. Plan Set – Separate Attachment
6. Zoning Map
7. Adjacent Property owner listing and notification



# Staff Report

**Agenda Item: S-21-02**

**REQUEST:**

TerraEden Landscape and Design, LLC, is requesting 10-lot detached single-family residential preliminary plat of a 1.21-acre parcel in the R-8 CZ district.

**PROPERTY LOCATION:**

The property is located on East Johnston Street between South Seventh and South Sixth Street.

**SITE DATA:**

Tax ID# 15026060  
 Acreage: 1.21 acres  
 Present Zoning: R-8 CZ  
 Existing Use: vacant  
 Proposed Use: detached single-family residential.  
 Fire District: Town of Smithfield  
 School Impacts: Potential students  
 Parks and Recreation: Park Dedication Fee in Lieu  
 Water and Sewer Provider: Town of Smithfield  
 Electric Provider: Town of Smithfield

**ADJACENT ZONING AND LAND USES: (see attached map for complete listing)**

	Zoning	Existing Land Uses
North	R-8 (Residential)	Detached single-family residential and vacant land
South	R-8 (Residential)	Detached single-family residential
East	B-2 (General Business)	Vacant
West	R-8 (Residential)	Detached single-family residential

**EXISTING CONDITIONS:**

The site is currently vacant. Sometime before 2005, a +/- 1300 sq. ft. warehouse sat on the corner of S. Sixth and East Johnson along with 3 silo-type structures. That structure is gone, but about 290 feet of valley curb remain at the corner of S. Sixth and E Johnson Street adjacent to where the warehouse once stood. The curbing on the rest of the block is a B6-12 type. Overhead electric utilities run along the right-of-way on S. Sixth Street. Streetlights attached to the power poles are located at both street corners.

**ENVIRONMENTAL:**

There are no wetlands or other environmentally sensitive features on the property.

**R-8 CONDITIONAL ZONING MASTER PLAN:**

The applicant had the property rezoned to R8-CZ on May 4, 2021, with a master plan for a 10-detached single-family residential subdivision. The preliminary plat is consistent with the approved master plan. The masterplan and plat consist of the following:

**Driveway access.** All the lots are accessed from the rear of the property by a private driveway. The driveway is shown as being 16 feet wide.

**Parking.** There are 2 parking spaces per residence as required and 6-guest parking spaces (1 handicap accessible).

**Open space.** The applicant is proposing 0.34-acres of common open space providing driveway access to residential parking, guest/handicap parking, mail kiosk, picnic shelter, picnic tables, play structure, and 2 area lights.

**Min. lot size.** The 10-lots range from 3,444 sq. ft. (.079-aces) to 4,343 sq. ft. (.1 acres in size).

**Lot dimensions.** The minimum lot size is 41' x 84' and the largest lot is 54.50' x 86'.

**Setbacks.** The setbacks are 10' – front, 5.5' -side (11' between homes), 25'-rear.

**Single-family homes:** Min. 1,290 sq. ft. single-story homes (average approximately 3,770 sq. ft. in size), with full-width front porch, three bedrooms, and two bathrooms. A small storage area will be attached to the rear of each home.

**Public sidewalks.** A 5' wide public sidewalk will be constructed in the public right-of-way along the front property line.

**Decorative fencing.** Decorative fencing will be installed along the street frontage on each lot.

**Landscaping.** the lots and open space will be landscaped with grass, trees, and shrubs.

**Accessory buildings.** No accessory buildings will be allowed.

**HOA.** An HOA will provide common ownership and maintenance of the shared open space.

### **R-8 CZ STANDARDS:**

With the approval of the rezoning master plan, the development shall comply with the standards of the R-8 zoning district except for the following:

<b>Item</b>	<b>R-8 CZ</b>
Min. lot size	3,444 sq. ft. (.079 ac.)
Min. lot width	41 feet
Min. front setback	15 feet
Min. Side Setback	5.5 feet

Accessory Bldg. Setback	None allowed
Min. corner lot setback	12 feet
Driveway width	16 feet
Sight triangle	23 feet x 23 feet

**ANALYSIS:**

Consistent with the approved master plan, the applicant is proposing a compact urban infill development in a semi-distressed part of Smithfield near its downtown. The development supports walkability to downtown with a sidewalk along the street frontages and with attractive pedestrian scale architecture – one-story homes with porches and a fence along the public street frontage. Although the individual lots are small, the common open space provides usable amenities: playground, picnic shelter, picnic tables, trash receptacles, and landscaping that will create a mini-neighborhood within the greater downtown and Brooklyn neighborhoods.

**Stormwater Management.** The impervious surfaces that existed in 2001 are considered “grandfathered” according to stormwater regulations. As a result, the development will be exempt from stormwater retention. No stormwater SCM is required.

**Utilities.** The development will utilize existing utilities, water, and sewer, located in adjacent streets.

**FINDING OF FACT (Staff Opinion):**

To approve a preliminary plat, the Planning Board/Town Council shall make the following finding (*staff’s opinion in Bold/Italic*):

1. The plan is consistent with the adopted plans and policies of the town; ***The plan is consistent with the adopted plans and policies of the town.***
2. The plan complies with all applicable requirements of this ordinance; ***The plan complies with all applicable requirements of this ordinance and the R-8 Conditional Zoning District.***
3. There exists adequate infrastructure (transportation and utilities) to support the plan as proposed. ***There is adequate infrastructure.***
4. The plan will not be detrimental to the use or development of adjacent properties or other neighborhood uses. ***The plan will not be detrimental to the use or development of adjacent properties or other neighborhood uses.***

**RECOMMENDATION**

Staff recommends approval with the following conditions:

1. That the driveway aprons be constructed in accordance with the Town’s Standard Specifications and Details.
2. That concrete pads for trash bins be shown on the master plan and construction plans.

3. That the valley curb in the public right-of-way be replaced with B6-12 curb.
4. That the Homeowner's Association be responsible for fences and landscaping.
5. That subdivision construction plans be submitted in accordance with the standards of the Unified Development Ordinance for Town Staff approval.

**Planning Board Recommendations:** The Planning Board, at its July 1, 2021 meeting, unanimously voted to recommend approval of S-21-02 with the following conditions of approval:

Staff recommended conditions of approval:

1. That the driveway aprons be constructed in accordance with the Town's Standard Specifications and Details.
2. That concrete pads for trash bins be shown on the master plan and construction plans.
3. That the valley curb in the public right-of-way be replaced with B6-12 curb.
4. That the Homeowner's Association be responsible for fences and landscaping.
5. That subdivision construction plans be submitted in accordance with the standards of the Unified Development Ordinance for Town Staff approval.

**RECOMMENDED MOTION:**

Staff recommends the following motion:

***"Move to approve the Spring Branch Commons Preliminary Plat, S-21-02, with 5-conditions based on the finding of fact for preliminary subdivisions".***

**Town of Smithfield  
Preliminary Plat  
Finding of Fact / Approval Criteria**

**Application Number:** S-21-02 **Project Name:** Spring Branch Commons

**Request:** The applicant seeks a preliminary plat of Spring Branch Commons located within the R-8 CZ zoning district. The property considered for approval is located East Johnston Street between South Seventh and South Sixth Street, Smithfield NC 27577 further identified as Johnston County Tax ID 15026060.

In approving an application for a preliminary plat 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 preliminary plat if it has evaluated an application through a quasi-judicial process and determined that:

1. The plan is consistent with the adopted plans and policies of the town;
2. The plan complies with all applicable requirements of this ordinance;
3. There exists adequate infrastructure (transportation and utilities) to support the plan as proposed; and
4. The plan will not be detrimental to the use or development of adjacent properties or other neighborhood uses

**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 Preliminary Plat Application # S-21-02 with the following conditions:*

**Motion to Deny:** *Based upon failure to meet all of the above stated findings and for reasons stated therein, I move to deny Preliminary Plat Application # S-21-02 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 Preliminary Plat Application # S-21-02 is hereby:**

\_\_\_\_\_ approved upon acceptance and conformity with the following conditions:

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

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**Decision made this 3 day of August 2021 while in regular session.**

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

**ATTEST:**

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



**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

**Preliminary Subdivision Application  
General Information**

Development Name **Spring Branch Commons**

Proposed Use **Single family residential**

Property Address(es) **602 E Johnston Street**

Johnston County Property Identification Number(s) and Tax ID Number (s) for each parcel to which these guidelines will apply:

PIN# **169419-50-6175**

TAX ID# **15026060**

Project type?  Single Family  Townhouse  Multi-Family  Non-Residential  Planned Unit Development (PUD)

**OWNER/DEVELOPER INFORMATION**

Company Name **Twin States Farming**

Owner/Developer Name **Oliva Holding**

Address **PO Box 1352 Smithfield, NC 27577**

Phone **919 414 2515**

Email

Fax

**CONSULTANT/CONTACT PERSON FOR PLANS**

Company Name **Terraeden Landscape & Design, LLC**

Contact Name **Paul Embler**

Address **11 Kentwood Drive Smithfield, NC 27577**

Phone **919 219 3410**

Email **pcebmler@gmail.com**

Fax

**DEVELOPMENT TYPE AND SITE DATE TABLE (Applicable to all developments)**

**ZONING INFORMATION**

Zoning District(s) **CZ R-8**

If more than one district, provide the acreage of each:

Overlay District?  Yes  No

Inside City Limits?  Yes  No

**FOR OFFICE USE ONLY**

File Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

**STORMWATER INFORMATION**

Existing Impervious Surface	acres/sf	Flood Hazard Area	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Proposed Impervious Surface	acres/sf	Neuse River Buffer	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Watershed protection Area	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Wetlands	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If in a Flood Hazard Area, provide the FEMA Map Panel # and Base Flood Elevation

**NUMBER OF LOTS AND DENSITY**

Total # of Single Family Lots	10	Overall Unit(s)/Acre Densities Per Zoning Districts
Total # of Townhouse Lots	n/a	Acreage in active open space
Total # of All Lots	11	Acreage in passive open space
		n/a

**SIGNATURE BLOCK (Applicable to all developments)**

In filing this plan as the property owner(s), I/we do hereby agree and firmly bind ourselves, my/our heirs, executors, administrators, successors and assigns jointly and severally to construct all improvements and make all dedications as shown on this proposed subdivision plan as approved by the Town.

I hereby designate PAUL C. EMBLER to serve as my agent regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf, and to represent me in any public meeting regarding this application.

I/we have read, acknowledge, and affirm that this project is conforming to all application requirements applicable with the proposed development use.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**REVIEW FEES**

- Major Subdivision (Submit 7 paper copies & 1 Digital copy on CD) \$500.00 + \$5.00 a lot
- Minor Subdivision (Submit 4 paper copies & 1 Digital copy on CD) \$100.00 + \$5.00 a lot
- Recombination Plat (Submit 2 paper copies & 1 Digital copy on CD) \$50.00

**FOR OFFICE USE ONLY**

File Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_



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

## OWNER'S CONSENT FORM

Name of Project: Spring Branch Commons      Submittal Date: March 5, 2021 <sup>3/3/21</sup>

### OWNERS AUTHORIZATION

I hereby give CONSENT to TerraEden Landscape & Design, 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.

Olivia B. Holding, President      Olivia B. Holding      3/3/2021  
*Signature of Owner*      *Print Name*      *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.

Paul C. Empler, Jr.      PAUL C. EMBLER, JR.      3/3/2021  
*Signature of Owner/Applicant*      *Print Name*      *Date*

### FOR OFFICE USE ONLY

File Number:	Date Received:	Parcel ID Number:
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## **STATEMENT OF JUSTIFICATION FOR SPRING BRANCH COMMONS:**

The request for the Condition Use Zoning for Spring Branch Commons is made to facilitate the initial development of an infill project that will re-introduce affordable single-family homes within walking distance of Smithfield's Downtown Core. The project will not place much stress on Town resources since the development will be incorporating existing under-used streets, water, sewer and electrical, thus saving the tax payers money by not having to build additional capacity into the Town's utility systems. The location of Spring Branch Commons is in easy walking distance of both the Town and County governmental offices, businesses, banks, restaurants, medical facilities, churches, the greenway and Town Parks. The proposed development of Spring Branch Commons will comply with the Town's Unified Development Ordinance and construction specifications as they relate to site development roads, utilities, storm water and erosion control.

Spring Branch Commons will provide new housing stock to a neighborhood that has not seen any new home construction in approximately 15 to 20 years. The homes that are proposed will be single story 1,290 sf homes with a full width front porch, three bedrooms and two baths constructed on lots averaging approximately 3,770 sf in size. All the lots front existing public streets, parking will be to the rear of the homes and accessed by a paved private drive. Spring Branch Commons is designed to provide two and one-half vehicular spaces for each home. During holidays and other times of high use additional parking can be found on the adjacent streets.

By incorporating smaller lots with rear loaded parking Spring Branch Commons will provide approximately 53% open space that will allow space for an amenity area and landscaping. The spaced allotted for the amenity includes a large multipurpose play structure, picnic tables, litter containers and a shelter. In order to further utilize the amenity area, the mail kiosk has been incorporated along with two area lights. Visual appearance will be optimized by the vehicle parking being located to the rear of the homes and screened from view from the public streets. The entire development will be landscaped for visual appeal so as to provide shade and landscape buffer to the streetscape and adjacent properties.

In order to assure that Spring Branch Commons will be maintained, and homes are kept in good repair a home owners association (HOA) will be incorporated at the outset of the recording of the Final Plat with a written/recorded set of restrictive covenants. The developer will maintain some control of the HOA until project close-out, at that time the HOA will be turned over to the members.

Spring Branch Commons is designed to be the seed that can stop urban deterioration by re-establishing affordable homes near the core of Smithfield Downtown by utilizing existing infill lots that offer existing infrastructure and create a walkable neighborhood that is easily accessible to government services, businesses and other community facilities.



# 600 Block of East Johnston Street



**File Number:**  
S-21-02

**Project Name:**  
Spring Branch  
Commons

**Location:**  
600 Block of  
E. Johnston St.

**Tax ID#:**  
15026060

**Existing Zoning:**  
R-8 CZ  
(Conditional Zoning)

**Property Owner:**  
Twin States Farming

**Applicant:**  
Terra Eden Landscape  
& Design, LLC



1 in = 200 ft

Map created by the Mark E. Helmer, AICP  
Senior Planner, GIS Specialist on 6/22/2021

Adjacent Property Owners of  
S-21-02

TAG	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
15026063	169419-50-7003	BYRD, CARVUS ANDREW JR.	3777 US 70 BUS HWY W	CLAYTON	NC	27520-6826
15026027	169419-50-4359	ANRAN PARTNERSHIP	PO BOX 531	SMITHFIELD	NC	27577-0000
15026060	169419-50-6175	TWIN STATES FARMING INCORP	P O BOX 1352	SMITHFIELD	NC	27577-1352
15026058A	169419-50-6383	TWIN STATES FARMING INCORP	P O BOX 1352	SMITHFIELD	NC	27577-1352
15026058B	169419-50-7363	TWIN STATES FARMING INCORP	P O BOX 1352	SMITHFIELD	NC	27577-1352
15032001A	169307-59-9999	TWIN STATES FARMING INC	P O BOX 1352	SMITHFIELD	NC	27577-1352
15026059	169419-50-7271	HOMEMASTER PROPERTIES, LLC	PO BOX 1371	SMITHFIELD	NC	27577-1371
15026060B	169419-50-5014	TWIN STATES FARMING INC	P O BOX 1352	SMITHFIELD	NC	27577-1377
15027001	169419-60-0029	TRUST	216 N 2ND ST	SMITHFIELD	NC	27577-3948
15032002	169307-59-7881	JACKSON, RANDY LEO	206 S BRIGHTLEAF BLVD	SMITHFIELD	NC	27577-4069
15026011	169419-50-3164	REYES, CAROLINA SUYAPA MENDES	509 S 6TH ST	SMITHFIELD	NC	27577-4459
15026008	169419-50-2190	AUSTIN, DELMA GRAY	210 S 6TH ST	SMITHFIELD	NC	27577-4536
15026060A	169419-50-5071	PHAN, LIEM	350 BAYHILL DR	SMITHFIELD	NC	27577-9433
		TerraEden Landscape & Design, LLC	11 Kentwood Dr	SMITHFIELD	NC	27577





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

**ADJOINING PROPERTY OWNERS CERTIFICATION**

I, **Mark E. Helmer**, hereby certify that the property owner and adjacent property owners of the following petition, **S-21-02**, were notified by First Class Mail on **7-16-21**.

Mark E. Helmer  
Signature

Johnston County, North Carolina

I, Julianne Edmonds, 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

16th day of July, 2021

Julianne Edmonds  
Notary Public Signature

Julianne Edmonds  
Notary Public Name

My Commission expires on January 15, 2023





**PLANNING DEPARTMENT**

Mark E. Helmer, AICP, 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, August 3, 2021 in the Town Hall Council Chambers located at 350 East Market Street to consider the following requests:

**CZ-21-03 Floyd's Landing:** The CE Group is requesting conditional rezoning of a portion of five parcels of land totaling approximately 199.8 acres from the R-20A (Residential-Agricultural) and B-3 (Highway Entrance Business) zoning districts to the R-8 CZ (Residential Conditional Zoning) district for the construction of a 698-unit residential development. The properties considered for approval are located on the west side of US Highway 70 Business West approximately 300 feet northwest of its intersection with South Rodgers Drive. The properties are further identified as Johnston County Tax ID# 15079014 15078012B and a portion of Johnston County Tax ID#15078012, 15077035C and 15077035H.

**CZ-21-04 ALA Charter School:** The applicant is requesting conditional rezoning of a 47.78-acre parcel of land from the LI (Light Industrial) zoning district to the OI CZ (Office Institutional Conditional Zoning) district for the construction of a charter school. The property considered for approval is located on the east side of US Highway 70 Business West approximately 230 feet north of Cloverdale Drive and further identified Johnston County Tax ID# 17J08004.

**RZ-21-01 Ronda Miller:** The applicant is requesting to rezone a portion of two parcels of land totaling approximately .64 acres from the B-3 (Highway Entrance Business) zoning district to the R-20A (Residential-Agricultural) zoning district. The properties considered for approval are located on the southwest side of the Hill Road approximately 230 feet southeast of its intersection with US Highway 70 Business East. The properties are further identified as a portion of Johnston County Tax ID#15L11051 and 15L11051D.

**S-21-02 Spring Branch Commons:** The applicant is seeking approval of a 10-lot residential subdivision on property located within an R-8 CZ (Residential Conditional Zoning) district. The property considered for approval is located on the southeast side of the intersection of South Sixth Street and East Johnston Street. The property is further identified as Johnston County Tax ID#15026060.

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 Johnstonian News on July 21, 2021 and July 28, 2021.

# Financial Report



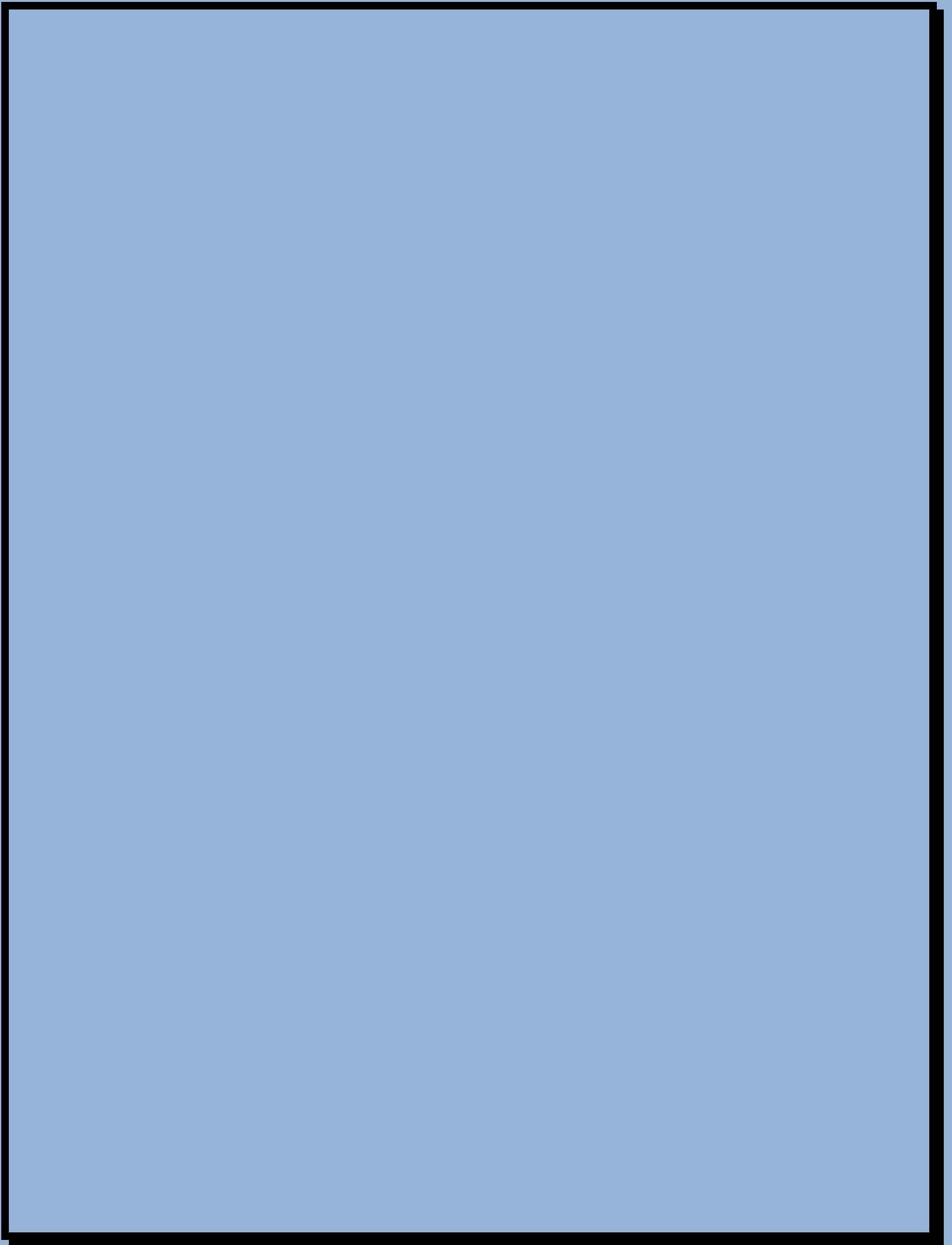
## NOTICE

Financial Summaries and Charts for year-end (June 30, 2021) are not included in this month's report. Unlike the other eleven months in the year, expenses and revenues received after June 30<sup>th</sup>, but for the prior fiscal year are continually applied back to the month of June.

Therefore, the year-end numbers at June 30, 2021, are reported in the annual audit report.



# Department Reports







# Staff Report

Agenda Item: Monthly Economic Development Update

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## Update

In July 2017, upon request of Economic Development Liaison Tim Kerigan along with Rocky Lane of Sanford Holshouser, Council approved to continue to engage the Scope of Work with Sanford Holshouser for Implementation of the Strategic Economic Development Update Action Items that originally began in August 2016.

Since August of 2016, the Town has been able to make steady progress on implementing the identified action **items from the Town's Economic Development Strategic Plan that was updated in 2014.**

Attached is a list of mentionable activities for June/July 2021. Also, included is a summary of activities for all of FY 2020-2021.

## Action Requested

No action requested.

## SUMMARY OF ACTIVITIES 2020-2021

### JULY 2020

**Downtown Development - Johnston Hotel.** Perry Harris called to discuss his involvement with the Johnston Hotel property. He has recently listed the property and is very interested in seeing the building renovated as it would be a positive development for the town. Perry stated that he had been contacted by several developers and some had the wherewithal and experience to make the project a success. He said that incentives would play a part in moving the project forward and he had discussed the matter with Tim. I told Perry that I would discuss our conversation with Tim and get him a list of potential incentives that could be offered to the encourage the project as soon as possible.

Discussed the call with Perry Harris with Tim. We reviewed the list of potential incentives memo that was prepared. Tim will get Mike Scott to review and approve and then send the memo to Perry.

**Internal/External Marketing – Promotional Booklet.** Provided the investment information for three recent expansion projects that will be highlighted in the promotional booklet. This was the last element to be completed before publication.

**New Business Recruitment – Information Technology.** Tim and Rocky discussed a strategy focused on recruiting companies in the Information Technology sector. Many such companies do not need to be located in major metropolitan areas such as the Triangle or Charlotte and can operate most anywhere so long as they have the needed infrastructure-a good, stable, electric service provider, broad band internet access, and an available, capable workforce. Smithfield has all three and there are several buildings that could house such operations. The recruitment strategy will be developed for presentation and approval.

**Product Inventory –** Tim and Rocky discussed current developments and activities with Stephen Wensman. Stephen stated that he has had several discussions with developers focused on various properties in the town or its ETJ. Some of the projects are focused on properties that have been identified as having potential for industrial development. The town places an emphasis on residential development and should, as a potential negative identified in the Economic and Demographic Profile compiled during the 2014 strategic plan update was the lack of growth in the population cohorts that make up the bulk of the workforce. The challenge was, and is to attract families, young professionals, etc. in those cohorts. Recent residential development projects should help meet that challenge, but growth is coming towards the town and new residential developments will further grow the town and its population in positive ways. But growth needs to be balanced between residential, commercial, and industrial, or else the burden of supporting municipal services via property taxes, falls more heavily on the residential sector. Tim, Stephen, and Rocky will meet regularly to review current developments and identify opportunities.

**AUGUST 2020**

**Internal/External Marketing** – Promotional Booklet. The final changes have been made and sent to the town for a final review. It is anticipated that the booklet will be printed and available in the very near future.

**Product Inventory/Partnership with JCED** – Tim, Stephen and Rocky met with Chris Johnson to discuss the town’s economic development inventory and other matters. There is interest in West Smithfield Industrial Park by a well experienced industrial developer. The developer is performing the necessary due diligence on the property, which involves more intense evaluations, in certain areas, than were done in the certification process. If the evaluations come back as expected, it is anticipated that the company will acquire a significant portion of the property and move forward with its development. According to other information, there is also a residential developer interested in parts of the property. When it was certified, West Smithfield was described by a former Department of Commerce Certified Sites Steering Committee member (the group that awards certification) as the best he had seen in the state. Further, West Smithfield is the best industrial product in the town’s inventory. It was agreed that the town needs a balance of residential and industrial growth, and we should strive to facilitate both.

Chris, Tim, Stephen, and Rocky also discussed other proposed or potential developments, including a large tract east of I-95. This is projected to be a mixed use, primarily residential, development. The group also discussed other properties that had potential for residential development and also industrial development.

Chris gave a brief update on economic development activity in the county. The group agreed that there would be great benefit to meeting on a monthly basis to discuss issues and to be proactive in economic development. The third Thursday in each month was designated for the meeting and Rocky will be sending a meeting request to get those dates on everyone’s calendar.

**Product Inventory** – Former Pontiac Dealership Building. Tim and Rocky toured the former Pontiac dealership. The property is comprised of two buildings. The smaller has what appears to be four overhead doors, with one of them having been filled with glass windows and a door. The interior is in poor shape but could be renovated for use as a restaurant or some other commercial use. The larger facility has had some renovation, but there is a great deal left to do, depending on final use. The facility has great open space with no support columns. This would be a great asset depending on the end use and should be used as a marketing tool. One of the negatives is the floor. It is concrete and has multi-levels and some sloping areas. Again, depending on the end use, it is possible that the build-out could be adapted to minimize any negatives. We will discuss our impressions with the owner and give our opinions about the path forward.

**SEPTEMBER 2020**

**Grant Funding – CDBG CV** – Rocky contacted Skip Green of Skip Green and Associates to discuss the status of the CDBG-CV process and what needs to be done to push the project forward. Skip gave an overview of the grant, its focus, and potential uses. The town has identified several potential projects. The challenge is to connect those projects to impacts of the COVID pandemic and how they would mitigate those effects and/or facilitate addressing on-going issues going forward. Skip noted that all of Smithfield qualifies for CDBG funding under the program’s income requirements. He believes that there is enough funding available for at least two rounds of grant awards, if not three.

Applying for a CDBG award requires two public hearings. The first is general in nature announcing that the town may, at some point in the fiscal year apply for CDBG funding. The second is project specific, provides details of the project for which the funding will be used, and the town’s intent to submit the application. Both public hearings, of course provide for public comment.

Skip said that a key component would be to get business input and support for the projects identified, and how they would benefit their respective companies. Skip also needs to know which projects the town wants to include in the final application. He believes they could all be funded under the maximum total grant award if they are eligible, and the letters of support and use can be obtained.

Update call with Skip: He has had several follow-up calls with the town. He is still waiting on response from the state as to eligibility, but he is optimistic about all the projects identified. We still need to finalize the project elements and the associated budgets. We discussed the need to get the letters from town businesses. Tim prepared and sent the letters to be distributed by the DSDC. The letters have been collected and included in the grant application.

**BRE**

- Tim and Rocky discussed the status of the CDBG-CV process and needed items.
- Tim and Rocky discussed the county’s efforts to have the Governor request an Economic Injury Declaration from the SBA. This is in response to the flooding that occurred overnight between August 31<sup>st</sup> and September 1<sup>st</sup>. The declaration would provide access to funding that could be used to mitigate the economic effects of business stoppage as a result of the flooding. A list of those who were potentially affected has been developed. Rocky will draft a letter to be sent to the businesses on the list with a Smithfield address. After the letters have been mailed, he will follow up with each with a phone call.

Of the follow-up calls:

- One would not qualify as it is owned by a billion-dollar company and would not meet the requirement of having no other financial resources to mitigate the effects.

- Three were going to submit a response
- Two had no losses associated with the flooding
- One had no losses but was relocating because of issues of continuing flooding
- One indicated that they had no desire nor interest of completing the form

**Product Development** – Tim, Stephen, Mike, and Rocky met with Chris to discuss the status of the West Smithfield Industrial Park (WSIP). A major construction company/developer has acquired the largest tract of the WSIP and is in negotiations to secure others as well. The company has a long, successful history of developing property across the state, and Chris sees this as a definite positive for the development of the industrial park and economic development in general for the town and county. The company has also erected shell buildings on some of their properties and the hope is that they will do so on WSIP property.

The discussion centered on various ways the town could facilitate and partner in the development of the property to the mutual benefit of all parties. Such things as the permitting process, zoning, infrastructure development, etc. were discussed. Chris cited examples of how other Johnston County communities had approached similar opportunities. Chris also recommended visiting a park developed by the company in Sanford to get first-hand knowledge of what development of the WSIP could look like.

The next step is to schedule a meeting with a representative of the company to discuss their plans and vision for the property. The meeting is projected to be scheduled in November.

## OCTOBER 2020

**Internal/External Marketing** – Rocky and Brian Eaves discussed the status of the promotional booklet. A draft version of the booklet has been reviewed by the town and several changes were suggested, that included verbiage and other content. These changes have been made by the publishers and the next draft returned to the town for final approval. As soon as the final check-off has been received the booklet will go to print.

Tim and Rocky discussed the promotional booklet and called Shanna Capps, the publisher to get a status update from her. Shanna confirmed that all changes and updates had been made from the previous draft and returned to the town for final approval. It was noted that the project had gone on so long that some of the information was in danger of being dated. Shanna stated that every effort had been made to ensure that the majority of the verbiage and photos would be “evergreen,” that is, they would not date the publication and, therefore, minimize changes needed from edition to edition. Shanna agreed to compile a list of those items that would need to be updated for each edition and forward it to Tim for review. It may be necessary to update some of these items before the booklet goes to initial print if final approval is not received in the near future.

**Product Development/New Company Recruitment** – Tim, Stephen, Mike, and Rocky met with Chris Johnson and Brian Hall from the Samet Corporation. Samet is a very large

construction and development company that is in the process of acquiring the parcels of the West Smithfield Industrial Park (WSIP). The meeting had a twofold purpose: the first was to discuss the acquisition of the WSIP properties and the company's plans for development, and secondly, to discuss a prospective end user.

Brian gave an overview of Samet and its plans for the WSIP property. The various aspects of park development were discussed including, infrastructure: availability, capacities, providers, and extension; zoning: appropriate classification, rezoning process and timeline, requirements such as landscaping, paving, height restrictions; noise ordinances; etc. The tone of the discussion was very positive and having Samet involved in the development of the WSIP will be of great benefit to the town and county.

The second purpose of the meeting was to discuss a prospective end user of a portion of the WSIP. The project is confidential and before details as to capital investment, jobs to be created, etc. could be discussed everyone must sign a Nondisclosure Agreement (NDA). Brian will provide an NDA via email and a follow-up meeting was scheduled for Wednesday 25NOV20 at 10:00.

## NOVEMBER 2020

**Product Development/New Company Recruitment** – All relevant town departments, along with Chris Johnson, Chandra Farmer, a DOT representative, and others met with Brian Hall and other representatives from the Samet Corporation to have a more in-depth discussion and get direction on next steps to move the development of the West Smithfield Industrial Park (WSIP), that was first discussed last month forward. As the first meeting, this one also had a twofold purpose: the first was to discuss the steps necessary to develop the WSIP and secondly, to discuss an active prospect that was considering locating a facility on a portion of the property.

Brian went through a list of questions regarding zoning, infrastructure availability, capacities, extensions, highway access, etc. The development of the property as an industrial park is a key element in the location of the prospect, that is, if the property is not developed as an industrial park, the project will go elsewhere. All questions were answered in such a manner that seemed positive to moving forward on the development of the WSIP. Next steps were identified and tentative dates/times for meetings with various departments and agencies were discussed.

The prospect, which is considering multiple locations, would construct a large facility on a correspondingly large tract of the property. Job creation and capital investment would be substantial. This is good news for the town, as when infrastructure is extended into the industrial park the property will be annexed into the town, providing large, impactful, benefits.

Samet was given assurances of support for both aspects that were discussed.

**Residential Development** – All relevant town departments along with Mayor Andy Moore and Councilman Travis Scott met with representatives of Keller and Keller who are proposing a multi-use development along Durwood Stephenson Parkway adjacent to US 70, north of the Walmart.

The project will include multi-, and single-family housing sections, along with commercial and, potentially light industrial areas. The property is adjacent to the former Wellons-Howell Certified Industrial Park. That property was discussed, and it was agreed that it being used for light industrial would complement the proposed development.

All aspects of the project were discussed, and the town pledged its support for moving it forward, going so far as to offer to take the lead in scheduling meetings with the county to discuss infrastructure needs. As with the meeting on the WSIP, the meeting ended positively. Town contacts were identified for follow-up and next steps.

## DECEMBER 2020

**Product Development/New Company Recruitment** – West Smithfield Industrial Park (WSIP). All information indicates that the acquisition and development of the property is still moving forward. An update will be given by Chris Johnson during the monthly meeting between Chris and Tim, Stephen, and Rocky. It was decided that Stephen would reach out to the developer via email to remind him of the timeline for zoning and to inquire as to any other assistance he may need from the town. Project XD was also discussed and according to all information, the project is moving ahead at a fast pace.

The proposed development on property east of I-95 was also discussed during the monthly meeting. At a recent meeting with the developers options for sewer service were discussed. The project appears to have changed from mixed use to strictly residential. However, there have been no plans or maps submitted so the final project configuration is still to be determined.

Other potential development projects were discussed, including potential facility needs of the county.

**Residential Development** – the Keller and Keller multi-faceted project discussed at a large meeting among the developers and town staff and leaders in early December is on hold due to a sewer issue. Various ways to overcome the problem are being explored.

**Internal/External Marketing** – Brian, Tim and Rocky reviewed the final draft of the promotional booklet. All relevant parties have reviewed the booklet and made comments and suggestions for additions, deletions, and edits. Three minor needed changes were identified that should be completed by the first week in February. After these adjustments have been made, the booklet will be sent to print.

**BRE** – the COVID 19 Pandemic has presented many different problems to the town’s existing businesses and industries. Most companies that are not typically public in nature, i.e., manufacturing, warehouse, etc. are not accepting visitors, operating in a quasi-lockdown mode. Consequently, it has been impossible to make routine BRE visits to those businesses. A schedule is being developed to schedule Zoom (or other platforms) to reach out to existing business and industries to check on their status, identify any problems they may be having for which we may be able to offer assistance, and provide them with information about resources they may tap in order to weather these unprecedented times. The information will include various federal and state sources such as USDA, NC Rural Center, etc. and some locally developed programs through the DSDC.

**Downtown Development – Brewery Recruitment.** Due to COVID 19 issues the efforts to recruit a brewery to a downtown location ground to a halt. However, as vaccines are now being administered, there is hope that we may return to some level of normalcy later this year. Discussions are being held as to how to restart the recruitment efforts. The goal is to begin reaching out to potential brewer masters/restaurateurs to make them aware of the possibilities and potential the town offers and position Smithfield to be ready to move forward with the recruitment efforts as soon as feasible.

**Residential Development** – Tim and Rocky had a conference call with Jennings Gray of ElectriCities to discuss an issue with a residential development. The discussion centered on infrastructure installation and incentives.

## JANUARY 2021

**Product Development/New Company Recruitment** – The monthly meeting with Chris Johnson to review progress on the acquisition and development of the West Smithfield Industrial Park (WSIP) had to be postponed due to a conflict that arose in Chris’s schedule. The purpose of the monthly meetings is to ensure that communications and all elements in which the town has a role in, are being handled. All information is that the acquisition and development of the property is moving forward. Project XD is also discussed at the monthly meeting, and according to all information, this project is moving ahead as well.

**Residential Development** – various ways to solve the sewer issued that forced the Keller and Keller multi-faceted project to be put on hold continue to be explored.

**Internal/External Marketing** – the final edits of the promotional booklet have been approved and sent to the printers. However, some of the materials originally proposed for the booklet are no longer available. Options are being considered and once finalized the printing will proceed.

**BRE** – the tracking matrix and outreach plans, which include virtual meetings with existing business and industries are being developed. As soon as safe and feasible, in-person visits will be scheduled. BRE is the most important activity any economic development agency can undertake.



**Downtown Development** – strategies to restart the recruitment efforts for a brewery continue to be developed. COVID 19 issues continue to slow the effort, but as vaccines are administered, it is hoped that tours can be schedule with potential brewers. Again, we will move forward with this project as soon as feasible.

Downtown WiFi – the WiFi system that covers the downtown area is up and operational, but there are a couple of issues which need to be addressed. The vendor has been contacted and made aware of the problems and efforts to correct those issues are in process.

Gabriel Johnston Hotel – town representatives met with a local real estate agent representing the owners of the Gabriel Johnston Hotel and a development group to discuss the property. Town representatives included Mike Scott, Tim, and Rocky. The discussions centered on the developers’ vision as to how the hotel could be redeveloped and what it would take to make that happened. The plan includes a partnership with the town to facilitate the acquisition and redevelopment of the property. The proposal will be discussed further along with alternatives to move forward.

## FEBRUARY 2021

**Product Development/New Company Recruitment** – Stephen Wensman, Tim and Rocky met with Chris Johnson to review progress on the acquisition and development of the West Smithfield Industrial Park (WSIP). Stephen noted that documents due from the Samet Corporation had not been received. Stephen also said that a residential developer was interested in the property and was engaged in some planning activities. Chris said that Samet had portions of the park under contract and to his knowledge they were moving forward. As far as project XD, the company has agreed to assist in seeking funding from various granting agencies. According to Chris, Project XD seems to be moving ahead positively. A key factor in the successful location of Project XD is Samet developing the property as an industrial park. Chris also provided an update on competitor parks and the competitive advantages they hold over Johnston County industrial properties.

**Internal/External Marketing** – the production and delivery of the promotional booklet were discussed. Plans as to its public debut and distribution were discussed.

**BRE** – the tracking matrix was reviewed. Plans were discussed as to how to proceed. It is believed the best course of action at this time is to begin with phone contacts and follow up later with in person visits as restrictions are eased further. which include virtual meetings with existing business and industries are being developed. As noted, BRE is the most important activity any economic development agency can undertake.

**Downtown Development** – ElectriCities Redevelopment Grant – the town received notification from ElectriCities that it was currently accepting applications for Downtown Revitalization Grant program. Total grant funding for this particular grant is \$10,000 and it can be used for various aspects of revitalization. The grant is highly competitive. ElectriCities also offers Smart Communities Grants, in the amount of \$5,000, which may be used for some

of the same purposes. Tim and Rocky discussed both grants as to which would be the better course for the town. Additional input will be solicited prior to the submission of any grant application.

WiFi – the status of the downtown WiFi system was discussed, along with how it can be promoted and used as a marketing tool.

Gabriel Johnston Hotel – in light of the discussions last month with the owner’s representative and a development group, ideas were discussed as to how to facilitate moving the renovation forward.

Brewery Recruitment – several target prospects to establish a brewery/brew house-restaurant were identified. An introductory letter will be developed and sent to the prospects to gauge their interest in such a venture. Additionally, Mickey Fanney of ABS Commercial, a brewery supply company, who provided advice on the industry and recruitment strategies previously will be recontacted to exchange information on the current status of the town’s efforts and any new prospects.

## MARCH 2021

**Product Development/New Company Recruitment** – Stephen Wensman, Tim and Rocky met with Chris Johnson to review progress on the Samet Corporation’s plans for the WSIP and Project XD. At this point Samet has purchased the Fleming tracts and has the Lee property under option. As opposed to submitting a plan for an industrial park, they have submitted a plat plan for a site. Stephen raised several questions, and it was agreed that the best course of action was to schedule a meeting with Brian Hall of the Samet Corporation.

Stephen, Tim, and Rocky met with Brian Hall to review the plat plan and address some issues that Stephen raised. Brian stated that the first issue was to meet the needs of the Project XD client. Brian shared future options for the Lee property and Stephen shared his concerns about traffic access to Project XD and future access to any projects that may locate on the Lee property. Brian agreed to make modifications to the plat plan where he could, and Stephen was comfortable with those changes and moving the plan toward approval.

**Internal/External Marketing** – the promotional booklet has been presented to town council and Brian Eaves has posted an announcement on Facebook, which received very good reception. In the announcement, it was noted that copies were available at town hall. Brian has agreed to do a follow-up post on Facebook alerting area businesses that if they would like copies to let us know and they would be delivered. Brian has also delivered copies to all motels, the CVB, and has arranged for copies to be delivered to Real Estate offices. Additionally, Tim and Rocky will deliver copies to businesses and industries when on BRE visits. Brian, Tim, and Rocky are exploring other ways to ensure the broad distribution of the booklet.

**Downtown Development** – ElectriCities Grant programs – after discussion, it was decided to recommend that the town seek a Smart Communities grant. The grant is worth \$5,000 requires a match and can be used for most any economic development purpose. A draft of the application will be prepared and submitted for authorization to move forward.

**Brewery Recruitment** – an introductory letter has been developed and the target list is being finalized and reviewed for prioritization. Prospects on the list include existing businesses who may have plans or a desire to expand or establish a second operation, as well as, ongoing establishments from outside Smithfield who may have the same ideas. Discussions also are continuing with several industry resources to broaden the prospect list.

## APRIL 2021

**Product Development/New Company Recruitment** - Tim and Rocky discussed the upcoming joint meeting between the town council and county commissioners. Incentive packages from both entities will be approved that day and the project will be formally and publicly announced. The discussion centered on issues of coordination and logistics for the meeting. As it was unclear as to what Smithfield’s responsibilities would be, it was decided to schedule a call with Chris Johnson for clarification.

Tim, Mike Scott, Chris Johnson, and Rocky had a Teams Meeting to review all elements of the May 10<sup>th</sup> meeting and ensure that everyone knew their respective responsibilities. Elements discussed included: the venue, sound system, live streaming the event, public hearing notices, gifts for the company (it was decided to present one gift from both bodies), the meal, invitation list, and other logistics items. Responsibility for each item was assigned.

At Tim’s direction, Rocky coordinated a Teams Meeting to discuss the infrastructure extensions necessary to support Project XD. The discussion included the timeline for the projected opening of the plant and the corresponding construction of the infrastructure, along with the potential grant funding to support the construction. The meeting included: Mike Scott, Tim Kerrigan, Stephen Wensman, Ted Credle, Chris Johnson, Bryan Hall of the Samet Corporation, and Skip Green, grant writer. The discussion focused on leveraging certain grants to access additional funding from different grant sources. A couple of issues regarding the use of funds and timing were identified and potential strategies to address those were discussed.

Amazon announced that it will build a facility in West Smithfield Industrial Park with a capital investment of almost \$100 million creating 500 jobs at a joint session of the Smithfield Town Council and the Johnston County Commissioners. A great day for Smithfield and Johnston County. The announcement is the culmination of the economic development efforts of the town in partnership with the Johnston County Economic development office. It is also a testament of the vision and support by the Mayor, Council, and the Manager to do the things necessary to position Smithfield to attract quality companies such as Amazon. Economic development is not the announcement itself, rather it is the culmination of all the things done to make an area more attractive and create a competitive advantage. Smithfield leadership and its economic development director did an outstanding job in recruiting and landing this

project. Further, the location of Amazon will have benefits well beyond the facility and its jobs in that the publicity from the announcement sends a clear message that Smithfield is serious about economic development and is a viable, desirable location for other projects.

**Internal/External Marketing/Ally Development** - Tim, Stephen, and Rocky met with Dr. Eric Bracy, Superintendent, Dr. David Pearce, Assistant Superintendent, and Brooks Moore Chief of Facilities and Construction of the Johnston County Public Schools. The purpose of the meeting was to establish communications and foster a working relationship between the town and the school system. Tim and Stephen also believed that it was important to ensure that JCPS was aware of the huge amount of residential development that is in various stages of planning in Smithfield. To that end, Stephen shared a planning map and discussed the residential projects and their potential construction timelines. Many of the projects were unknown to the JCPS staff and they were appreciative of the discussion.

The meeting went extremely well and had multiple benefits. It established communications with the new superintendent, demonstrated the town's efforts in residential and economic development, and its desire to establish a partnership with the schools to ensure that future needs can be addressed adequately and in a timely fashion, which in turn facilitates continuing residential and economic development.

## MAY 2021

**Product Development/New Company Recruitment** – Stephen Wensman, Tim and Rocky met with Chris Johnson to review economic development matters.

Amazon –progress on the Amazon facility was discussed. Chris informed us that Samet is assisting in the application for a Foreign Trade Zone for the facility. The process is being done through the Triangle J Council of Governments which is the grantee of the Research Triangle area's full service, multi-site Foreign Trade Zone #93.

Pharma Project – Chris noted that the project that is considering a location on the Lee tracts in the West Smithfield Industrial Park (adjacent to the Amazon site) would likely locate in the Holly Springs industrial park. That Park is fully developed with infrastructure and roads and is owned by the town. In addition, the consultant that is directing the project seems to have an affinity for Holly Springs.

West Smithfield Industrial Park – the discussion centered on the other parcels not currently involved in the Amazon project or under option by the Samet Corporation. In addition, the potential uses of properties on the south side of US 70 were discussed.

**Residential Development** – Stephen and Tim updated Chris on the large number of residential developments that were in the various stages of planning in the town and its ETJ.

**Product Development** – Chris stated that the county budget would include funding that would facilitate the construction of shell buildings. The plan would be to partner with private

developers who would construct shell buildings and the economic development office would lease the facility at a negotiated rate for up to two years. This model has been used very effectively in other areas. As the vast majority of projects seek existing facilities, this program would be very beneficial to the county, and as West Smithfield Industrial Park is such a good property in an excellent location, it should be pay dividends to the town as well.

Chris, Tim, Stephen, and Rocky discussed identifying additional properties that could be used for industrial purpose. Chris pointed out several tracts that we will research further.

## JUNE 2021

**Internal/External Marketing/Ally Development** – Tim, Stephen, and Rocky met with Mike Fleming, Chair of the Smithfield Economic Development Advisory Committee (SEDAC).

Mike stated that the committee had not met in a good while and at this point was basically inactive. We discussed the value of the committee and the potential to reform the group, possibly with a smaller number, as it was noted that the former group may have been too large. Tim, Stephen, and Rocky gave Mike an update on all the economic development projects and activities that had occurred since he met with us last. Those included the activity and status of the Johnston Hotel, West Smithfield Industrial Park, the promotional booklet, the multitude of residential projects, etc. It was agreed that the committee would be useful in terms of internal marketing, informing the public as to the efforts of, and commitment to economic development by the town; and to gain input on and support for various initiatives and projects. Mike said that he was working shorthanded at the current time, but that in a few weeks he would be able to pursue the reformation of the committee.

**Economic Development Program** – Tim and Rocky discussed the economic development program and plans for the coming year.

The elements and status of the program was discussed. It was agreed that the reformation would be beneficial, and representatives from several areas should be approached to serve. The areas included banking, public schools, community colleges, health care, real estate, etc. We will follow up with Mike Fleming to discuss these ideas as we begin to reform the committee.

As the restriction on in-person visits are being lifted, it was agreed that calls on existing businesses should be given priority over the next few months. Rocky will develop a visitation list for review.



**FINANCE DEPARTMENTAL REPORT FOR JUNE, 2021**

**SUMMARY OF ACTIVITIES FOR MAJOR FUNDS (10,30,31):**

Daily Collections/Property Taxes/Other.....	\$ 2,782,941 (Estimated)
Franchise Tax.....	257,010
Sales & Use Tax.....	292,146
Powel Bill.....	0
<b>Total Revenue</b>	<b>\$3,332,097 (Estimated)</b>

Expenditures: General, Water, and Electric.....\$3,882,272 (Estimated)

**FINANCE:**

- Compiled and submitted monthly retirement report on 6/30/2021
- Issued 36 purchase orders
- Processed 593 vendor invoices for payment and issued 336 accounts payable checks
- Prepared and processed 2 regular payrolls and remitted federal and state payroll taxes on 6/11 and 6/25/2021
- Issued 36 renewal privilege licenses for beer and wine sales.
- Sent 0 past due notices for delinquent privilege license
- Issued 0 peddler license
- Sent 1 notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$8,436
- Processed 12 NSF Checks/Fraudulent Cards (Utility and SRAC)
- Debt Setoff - Bad Debt Collection calendar year-to-date total \$22,711.20 (EMS: \$4,694.17; SRAC: \$2,408.20; Utility: \$15,608.83; and Other: \$0)
- Penn Credit - Bad Debt Collection calendar year-to-date total \$2,867.80
- Invoiced 2 grave opening FOR A TOTAL OF \$700.
- Invoiced Johnston Community College for Police Security
- Earned \$1,363.45 in interest from FCB and paid 0 in fees on the central depository account
- Paid \$11,068 in credit/debit/Tyler card fees, but earned \$7,811 (31-72-3550-3520-0002) in convenience fees (Reporting month charged/earned, not month paid)

**FINANCE DIRECTOR**

- Attended Town Council Meetings on June 2 and 24, 2021
- Attended Department Head Meetings on June 1 and 22, 2021
- Arranged for USDA to draft EMS loan early payoff of \$102,641
- Paid Utility Sales Tax for May, 2021 on June 16, 2021
- Notified Johnston County of FY22 tax rates and budget percentages by dept.
- Prepared charts and graphs for FY22 approved budget
- Attended Powell Bill training for certified statement on June 22, 2021



**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**

**Permit Issued for June 2021**

		Permit Fees	Permits Issued
Zoning	Land Use	\$1200.00	12
Site Plan	Minor Site Plan	\$200.00	5
Zoning	Sign	\$200.00	4
Report Period		\$1,600.00	21
Fiscal YTD Total:		\$19,550.00	309

SP21-000063	Site Plan	Minor Site Plan	Single Family Dwelling Addition	608 Hancock St
Z21-000077	Zoning	Sign	Cash Express	527 S Brightleaf Blvd
Z21-000068	Zoning	Land Use	Big Boy Gaming, LLC	117 N Third St Ste 118
Z21-000079	Zoning	Sign	Big Boy Gaming, LLC	117 N Third St Ste 118
SP21-000061	Site Plan	Minor Site Plan	Single Family Dwelling	406 S Seventh St
Z21-000069	Zoning	Land Use	Bonworth Clothing	721 N Brightleaf Blvd
SP21-000062	Site Plan	Minor Site Plan	14' x 42" Above Ground Pool	104 Regency Place
Z21-000071	Zoning	Land Use	Krab Kingz Seafood Food Truck	1305 S Brightleaf Blvd
Z21-000072	Zoning	Land Use	Temporary Use/ Covid Testing Site	1025 Outlet Center Dr
Z21-000073	Zoning	Land Use	The Bass Agency, LLC	1327 N Brightleaf Blvd
Z21-000081	Zoning	Sign	The Bass Agency, LLC	1327 N Brightleaf Blvd
Z21-000074	Zoning	Land Use	Coldwell Banker Advantage	1360 N Brightleaf Blvd
Z21-000075	Zoning	Land Use	Johnston County Assoc of Realtors	709 S Third St
Z21-000076	Zoning	Land Use	Bag Talk Worldwide	810 E Market St
Z21-000078	Zoning	Land Use	T-Mobile	110 S Fifth St
SP21-000064	Site Plan	Minor Site Plan	JNX Localizer	3149 Swift Creek Rd
SP21-000065	Site Plan	Minor Site Plan	Single Family Dwelling Addition	714 Chestnut Dr
Z21-000080	Zoning	Land Use	Meat Masters @ Blue Line Aviation	3149 Swift Creek Rd
Z21-000082	Zoning	Land Use	Twister's Nightclub cont. of use	1300 S Brightleaf Blvd
Z21-000083	Zoning	Land Use	Johnston County Heritage Center	329 E Market St
Z21-000084	Zoning	Sign	Aaron's	1267 N Brightleaf Blvd
Z21-000085	Zoning	Land Use	4th of July Fireworks	500 College Rd



# Planning Department Development Report

Wednesday, July 21, 2021

**Project Name: Marin Woods Subdivision**  
 Request: 143 units on 31.56 Ac.  
 Location NC210 Highway  
 Tax ID#: 15077008 PIN#: 168400-74-4498  
 Project Status In First Review  
 Notes: 90 Townhome lots, 53 SFD lots

<b>Subdivision 2021</b>	
Submittal Date:	7/2/2021
Planning Board Review:	8/5/2021
Board of Adjustment Review:	
Town Council Hearing Date:	9/7/2021
Approval Date:	

**Project Name: Marin Woods Subdivision**  
 Request: R-20A to R-8 CZ  
 Location NC 210 Highway  
 Tax ID#: 15077008 PIN#: 168400-74-4498  
 Project Status In First Review  
 Notes: 20 foot townhouse lots proposed

<b>Conditional Zoning 2021-06</b>	
Submittal Date:	7/2/2021
Planning Board Review:	8/5/2021
Board of Adjustment Review:	
Town Council Hearing Date:	9/7/2021
Approval Date:	

**Project Name: Ample Storage Expansion**  
 Request: 32K additional building area on 1.84 acres  
 Location 787 West Market Street  
 Tax ID#: 15078199K PIN#: 169413-04-3402  
 Project Status First Review Complete  
 Notes: 56,153 sq ft of additional impervious surfaces

<b>Site Plan 2021-16</b>	
Submittal Date:	6/23/2021
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

**Project Name: JNX Localizer Shelter**  
 Request: Utility Building for Airport Instrument landing system  
 Location 3149 Swift Creek Road  
 Tax ID#: 15079017D PIN#: 168500-12-1015  
 Project Status Approved  
 Notes: Staff approved

<b>Site Plan 2021-15</b>	
Submittal Date:	6/14/2021
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	



Project Name: **Ronda Miller Rezoning**  
 Request: Down zone from B-3 to R-20A  
 Location Hill Road  
 Tax ID#: 15L11051 PIN#: 261300-05-2666  
 Project Status In First Review  
 Notes: Planning Board recommends approval

<b>Map Amendment 21-01</b>	
Submittal Date:	6/4/2021
Planning Board Review:	7/8/2021
Board of Adjustment Review:	
Town Council Hearing Date:	8/3/2021
Approval Date:	

Project Name: **Spring Branch Commons**  
 Request: 10 single family dwelling units  
 Location 600 East Johnston Street  
 Tax ID#: 15026060 PIN#: 169419-50-6175  
 Project Status In First Review  
 Notes: Planning Board recommends approval

<b>Subdivision 21-03</b>	
Submittal Date:	6/4/2021
Planning Board Review:	7/8/2021
Board of Adjustment Review:	
Town Council Hearing Date:	8/3/2021
Approval Date:	

Project Name: **Scooters Coffee**  
 Request: Variance from the maximum permitted sign area  
 Location 710 North Brightleaf Boulevard  
 Tax ID#: 15004024C PIN#: 169416-93-4124  
 Project Status Scheduled for Public Hearing  
 Notes: hearing continued until July 29th, 2021

<b>BOA 21-03</b>	
Submittal Date:	6/4/2021
Planning Board Review:	
Board of Adjustment Review:	6/24/2021
Town Council Hearing Date:	
Approval Date:	

Project Name: **Floyd's Landing**  
 Request: 598 residential units on 698 acres  
 Location 2001 US Hwy 70 We  
 Tax ID#: 15078012 PIN#: 168500-73-3381  
 Project Status In First Review  
 Notes: Planning Board recommends approval with conditions

<b>Conditional Zoning 21-03</b>	
Submittal Date:	6/4/2021
Planning Board Review:	7/8/2021
Board of Adjustment Review:	
Town Council Hearing Date:	8/3/2021
Approval Date:	

Project Name: **ALA Charter School**  
 Request: Charter School  
 Location 3700 US Hwy 70 We  
 Tax ID#: 17J08004 PIN#: 168505-19-8748  
 Project Status **In First Review**  
 Notes: Planning Board recommends approval

<b>Conditional Zoning 21-04</b>	
Submittal Date:	6/4/2021
Planning Board Review:	7/8/2021
Board of Adjustment Review:	
Town Council Hearing Date:	8/3/2021
Approval Date:	

Project Name: **Smithfield's Chichen N Bar-B-Q**  
 Request: New Restaurant at the Applebees location  
 Location 1240 North Brightleaf Boulevard  
 Tax ID#: 14074013H PIN#: 260414-44-4401  
 Project Status **Approved**  
 Notes: New building, retrofit parking, maintain old growth landscaping staff approved

<b>Site Plan 2021-14</b>	
Submittal Date:	5/26/2021
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	7/20/2021

Project Name: **Airport Industrial Park lot 6**  
 Request: Contractors Office with NO outdoor storage  
 Location 228 Airport Industri Drive  
 Tax ID#: 15J08017J PIN#: 168509-05-3202  
 Project Status **Approved**  
 Notes: Staff Approved

<b>Site Plan 2021-10</b>	
Submittal Date:	4/23/2021
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	5/21/2021

Project Name: **Project XD**  
 Request: 629,215 square foot warehouse  
 Location 2110 US70 East Highway  
 Tax ID#: 15078011 PIN#: 168500-63-4559  
 Project Status **In Second Review**  
 Notes: Not yet permitted

<b>Site Plan 2021-07</b>	
Submittal Date:	4/21/2021
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **WSBP Infrastructure**  
 Request: Utility Extension  
 Location 2110 US70 East Highway  
 Tax ID#: 15078011 PIN#: 168500-63-4559  
 Project Status **In Second Review**  
 Notes: Not yet permitted

<b>Site Plan 2021-08</b>
Submittal Date: 4/21/2021
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **JNX Fuel Farm**  
 Request: All new fueling station with above ground tanks  
 Location 3149 Swift Creek Road  
 Tax ID#: 15079017D PIN#: 168500-12-1015  
 Project Status **Approved**  
 Notes: Satff Approved contruction not yet begun

<b>Site Plan 2021-12</b>
Submittal Date: 4/14/2021
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 5/11/2021

Project Name: **Airport Industrial Park lot 13**  
 Request: Contractors Office with outdoor storage  
 Location 55 Airport Industri Drive  
 Tax ID#: 15J08017P PIN#: 168500-04-5363  
 Project Status **Approved**  
 Notes: Under Construction

<b>Site Plan 2021-05</b>
Submittal Date: 4/6/2021
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 5/5/2021

Project Name: **Scooters Coffee**  
 Request: Outparcel restaurant within Pine Needles Shopping Center  
 Location 701 North Brightleaf Boulevard  
 Tax ID#: 15004024C PIN#: 169416-93-4124  
 Project Status **Approved**  
 Notes: Under Construction

<b>Site Plan 2021-08</b>
Submittal Date: 4/5/2021
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 5/21/2021

Project Name: **Spring Branch Commons**  
 Request: CZ to allow for 9 single family dwellings on 1.21 acres  
 Location 600 East Johnston Street  
 Tax ID#: 15026060 PIN#: 169419-50-6175  
 Project Status **Approved**  
 Notes: Conditional zoning approved. Preliminary sub'd plans comply

<b>Conditional Zoning 2021-02</b>	
Submittal Date:	3/5/2021
Planning Board Review:	4/1/2021
Board of Adjustment Review:	
Town Council Hearing Date:	5/4/2021
Approval Date:	5/4/2021

Project Name: **Twin Oaks Subdivision**  
 Request: 20 lot subdivision  
 Location Will Drive  
 Tax ID#: 15J11008M PIN#: 260300-46-0287  
 Project Status **Approved**  
 Notes: NCDOT approval not yet secured

<b>Subdivision 2020-02</b>	
Submittal Date:	6/5/2020
Planning Board Review:	7/9/2020
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	8/4/2020

Project Name: **Smithfield Living Facility**  
 Request: 83 Unit Assisted Living Facility  
 Location Kellie Drive  
 Tax ID#: 14075022D PIN#: 260405-09-8645  
 Project Status **Approved**  
 Notes: Under Construction

<b>Site Plan 2020-07</b>	
Submittal Date:	6/5/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	9/10/2020

Project Name: **JCC Engineering Building**  
 Request: 46,365 square foot educational facility  
 Location 245 College Road  
 Tax ID#: 15K10199F PIN#: 159308-87-5887  
 Project Status **Approved**  
 Notes: Under Construction

<b>Site Plan 2020-06</b>	
Submittal Date:	5/19/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	8/24/2020

Project Name: **Tru Hotel**  
Request: 4 Story Hotel  
Location 167 South Equity Drive  
Tax ID#: 15008046c PIN#: 260417-10-4438  
Project Status **Approved**  
Notes: Under Construction

<b>Site Plan 2020-04</b>	
Submittal Date:	4/29/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/1/2020

Project Name: **Johnston County Detention Center**  
Request: Site Plan Approval  
Location 1071 Yelverton Grov Road  
Tax ID#: 15L11011 PIN#: 260300-67-6920  
Project Status **Approved**  
Notes: Under Construction

<b>Site Plan 2020-02</b>	
Submittal Date:	2/7/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	7/14/2020

Project Name: **East River Phase II**  
Request: 32 lot division / Construction Plan Review  
Location Buffalo Road  
Tax ID#: 14075013 PIN#: 169520-80-3415  
Project Status **Approved**  
Notes: Built out

<b>Subdivision 2018-01</b>	
Submittal Date:	1/29/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	4/20/2020

Project Name: **Johnston Animal Hospital**  
Request: Free Standing Facility  
Location 826 North Brightleaf Boulevard  
Tax ID#: 15005038 PIN#: 260413-02-5950  
Project Status **Approved**  
Notes: Under Construction

<b>Site Plan 2020-01</b>	
Submittal Date:	1/7/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/24/2020

Project Name: **Johnston Regional Airport FBO**  
 Request: FBO Hanger Addition  
 Location 3149 Swift Creek Road  
 Tax ID#: 15079017D PIN#: 168500-12-1015  
 Project Status **Approved**  
 Notes: Under Construction

<b>Site Plan 2019-04</b>	
Submittal Date:	5/22/2019
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	8/22/2019

Project Name: **Twin Creeks**  
 Request: 28 Lot Subdivision  
 Location Gailee Road  
 Tax ID#: 15109011B PIN#: 167300-56-5565  
 Project Status  
 Notes: Under Construction

<b>Subdivision 2019-01</b>	
Submittal Date:	4/5/2019
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Kamdon Ranch**  
 Request: 110 Lot Division  
 Location Swift Creek Road  
 Tax ID#: 15108020 PIN#: 167400-55-9495  
 Project Status **Approved**  
 Notes: Phs 1 near build out

<b>Subdivision 2019-02</b>	
Submittal Date:	4/5/2019
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/27/2019

Project Name: **Tires and Wheels**  
 Request: Auto Repair  
 Location 2134 South Brightleaf Boulevard  
 Tax ID#: 15A61047D PIN#: 168320-91-1779  
 Project Status **Approved**  
 Notes: Still under construction, No C/O issued, site lacks dumpster screening

<b>Site Plan 2017-09</b>	
Submittal Date:	8/8/2017
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	3/8/2018



**TOWN OF SMITHFIELD  
POLICE DEPARTMENT  
MONTHLY REPORT  
MONTH ENDING June 30, 2021**

**I. STATISTICAL SECTION**

Month Ending June 30, 2021	June 2021	June 2020	Total 2021	Total 2020	YTD Difference
Calls for Service	2046	1549	10,642	8898	1744
Incident Reports Completed	140	112	770	678	92
Cases Closed	10	82	583	501	82
Accident Reports	79	59	433	317	116
Arrest Reports	81	87	497	427	70
Burglaries Reported	8	3	44	26	18
Drug Charges	27	30	143	149	-6
DWI Charges	5	8	40	39	1
Citations Issued	404	164	1802	790	1012
Speeding	194	44	656	216	440
No Operator License	82	29	404	117	287
Registration Violations	38	20	248	98	150

**II. PERSONNEL UPDATE**

The police department currently has four (4) vacant patrol officer positions. The agency has 5 background investigation under way. Department is looking at sending two applicants to Basic Law Enforcement Training School.

**III. MISCELLANEOUS**

Mandatory in-service training was continued in June, with most courses be completed on line. The department has assisted with the Juneteenth Parade which took place. Community programs are beginning to slowly increase since the Covid-19 restrictions have been lifted and things are slowly getting back to normal.

## REPORTED UCR OFFENSES FOR THE MONTH OF JUNE 2021

PART I CRIMES	June 2020	June 2021	+/-	Percent Changed	Year-To-Date		+/-	Percent Changed
					2020	2021		
MURDER	0	1	1	N.C.	0	1	1	N.C.
RAPE	0	0	0	N.C.	0	0	0	N.C.
ROBBERY	1	2	1	100%	5	4	-1	-20%
Commercial	0	2	2	N.C.	0	2	2	N.C.
Individual	1	0	-1	-100%	5	2	-3	-60%
ASSAULT	6	2	-4	-67%	24	19	-5	-21%
* VIOLENT *	7	5	-2	-29%	29	24	-5	-17%
BURGLARY	3	6	3	100%	22	39	17	77%
Residential	2	3	1	50%	14	22	8	57%
Non-Resident.	1	3	2	200%	8	17	9	113%
LARCENY	32	44	12	38%	183	199	16	9%
AUTO THEFT	1	7	6	600%	7	26	19	271%
ARSON	0	0	0	N.C.	3	2	-1	-33%
* PROPERTY *	36	57	21	58%	215	266	51	24%
PART I TOTAL:	43	62	19	44%	244	290	46	19%
PART II CRIMES								
Drug	32	22	-10	-31%	109	130	21	19%
Assault Simple	6	6	0	0%	36	49	13	36%
Forgery/Counterfeit	2	0	-2	-100%	25	10	-15	-60%
Fraud	5	4	-1	-20%	38	29	-9	-24%
Embezzlement	0	0	0	N.C.	7	5	-2	-29%
Stolen Property	0	2	2	N.C.	2	5	3	150%
Vandalism	6	6	0	0%	29	29	0	0%
Weapons	1	2	1	100%	5	5	0	0%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	2	1	-1	-50%	4	5	1	25%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	4	1	-3	-75%
D. W. I.	8	4	-4	-50%	40	37	-3	-8%
Liquor Law Violation	2	3	1	50%	7	10	3	43%
Disorderly Conduct	0	0	0	N.C.	0	2	2	N.C.
Obscenity	0	0	0	N.C.	0	0	0	N.C.
Kidnap	0	0	0	N.C.	0	0	0	N.C.
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	21	15	-6	-29%	116	107	-9	-8%
PART II TOTAL:	85	65	-20	-24%	422	424	2	0%
GRAND TOTAL:	128	127	-1	-1%	666	714	48	7%

N.C. = Not Calculable





**Town of Smithfield  
Fire Department  
June 2021**

**I. Statistical Section**

Responded to	2021 June	June IN	June OUT	2020 June	2021 IN	2021 OUT	2021 YTD	2020 YTD
<b>Total Structure Fires Dispatched</b>	<b>11</b>	3	8	5	18	43	53	45
*Confirmed Structure Fires (Our District)*	1	1	0	1	13	2	15	12
*Confirmed Structure Fires (Other Districts)*	3	0	3	2	0	15	15	14
<b>EMS/Rescue Calls</b>	<b>114</b>	109	5	87	691	35	726	478
<b>Vehicle Fires</b>	<b>0</b>	0	0	3	9	2	11	9
<b>Motor Vehicle Accidents</b>	<b>21</b>	19	2	24	91	12	103	86
<b>Fire Alarms (Actual)</b>	<b>14</b>	12	2	6	36	3	39	29
<b>Fire Alarms (False)</b>	<b>10</b>	9	1	12	48	7	55	64
<b>Misc./Other Calls</b>	<b>35</b>	32	3	31	132	32	164	134
*Mutual Aid (Received)*	2	2	0	3	7	0	29	24
*Mutual Aid (Given)*	9	0	9	2	0	16	38	24
*Overlapping Calls (Calls at the same time)*	51	0	0	26	0	0	213	152
<b>TOTAL EMERGENCY RESPONSES</b>	<b>198</b>	182	16	166	1,020	108	1,128	826

\* 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**).

	June	YTD
Fire Inspections/Compliance Inspections	14	93
Public Fire Education Programs	1	2
Children in Attendance	25	39
Adults in Attendance	9	14
Plans Review Construction/Renovation Projects	11	47
Fire Code Citations	0	0
Fire Lane Citations	0	0
Consultation/Walk Through	6	37
Re-Inspections	0	116

**II. Major Revenues**

	June	YTD
<b>Inspections</b>	<b>\$425.00</b>	\$2,175.00
<b>False Alarms</b>	<b>\$0.00</b>	\$0.00
<b>Fire Recovery USA</b>	<b>\$0.00</b>	\$1,584.00
<b>EMS Debt Setoff</b>	<b>\$2,293.80</b>	\$6,617.56

**Major Expenses for the Month:**

**III. Personnel Update:**

- Hunter Rogers – New Employee (Firefighter – A-Shift)
- Daniel Wilson – New Employee (Firefighter – B-Shift)
- Eligible personnel completed promotional processes (Captain, Lieutenant, and Engineer positions)

**IV. Narrative of monthly departmental activities:**

- June 19 – Participated in the Juneteenth Parade
- June 25 – NCDOT Training Meeting
- June 28 – Fire and Summer Safety – Sarah Yard Center

**Town of Smithfield  
Public Works Department  
June 30, 2021**



208 Total Work Orders completed by the Public Works Department

5 Burials, at \$700.00 each = \$3,500

0 Cremation Burial, \$400.00 each = \$0.00

\$3,000 Sunset Cemetery Lot Sales

\$0.00 Riverside Extension Cemetery Lot Sales

525.43 tons of household waste collected

148 tons of yard waste collected

4.26 tons of recycling collected

0 gallons of used motor oil were recycled

0 scrap tires were recycled

**Appearance Commission June 2021 Monthly Report:**

Meeting was cancelled until 7/20/2021 meeting.

Next Appearance Commission meeting will be on July 20, 2021 at 5:00 pm in Town Hall.

**Town of Smithfield**  
**Public Works Appearance Division**  
**Cemetery, Landscapes, and Grounds Maintenance**  
**Buildings, Facilities, and Sign Division**  
**Monthly Report**  
**June 30, 2021**



**I. Statistical Section**

- 5   Burials
- 4   Works Orders – Buildings & Facilities Division
- 6   Work Orders – Grounds Division
- 19  Work Orders – Sign Division

**II. Major Revenues**

Sunset Cemetery Lot Sales:	\$3000
Riverside Ext Cemetery Lot Sales:	\$0
Grave Opening Fees:	\$3,500
Total Revenue:	\$6,500

**III. Major Expenses for the Month:**

Paid ACME Stone Co. \$16,004 for Repairs to Mausoleum at Sunset Cemetery. Paid Mark Gregory Roofing Co., Inc. \$33,275 for Repairs to Recycling shelter from storm damages. Paid Mark Gregory Roofing Co., Inc. \$4,914.81 for concrete repairs to sunset cemetery mausoleum. Paid Mark Gregory Roofing Co., Inc. \$14,800 for Labor and materials to remove and replace the roof at the Sunset Cemetery Mausoleum. Paid Heat Transfer Solutions \$21,691.60 for Replaced 10-ton HVAC Gas Pack at Town Hall as a result of a motor vehicle accident.

**IV. Personnel Update:**

The vacancy of Public Works Director has been filled. Lawrence Davis was promoted to the Public Works Director position.

**V. Narrative of monthly departmental activities:**

The overall duties include daily maintenance on cemeteries, landscapes, right-of-way's, buildings and facilities. The Appearance Division safety meeting was not held this month.

**Town of Smithfield  
Public Works Drainage/Street Division  
Monthly Report  
June 30, 2021**



**I. Statistical Section**

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 0 Work Orders – 0 Tons of Asphalt was placed in 0 utility cuts, 0 gator areas and 0 overlay.
- c. 1 Work Orders - 30 Linear Feet of ditches were cleaned
- d. 12 Work Orders – 645 lbs. of Cold Patch was used for 18 Potholes.

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

Paid JSmith Civil, LLC: \$35,654.45, 7<sup>th</sup> Project Draw for Equity Dr. Improvements Project, \$10,972.50, 6<sup>th</sup> Project Draw for Equity Dr. Improvements Project, Barbour Beaver Control: \$3,250, for 4<sup>th</sup> Quarter Beaver Control, paid Core and Main \$690, for one pallet of Perma Patch (50) 60lb. bags, paid David Hinton Construction Co. \$ 3,500 for sidewalk repairs at 509 S. 3<sup>rd</sup> St. and S. 5<sup>th</sup> St. & Rose St.

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

The Public Works Department safety meeting was not held this month.

**Town of Smithfield  
Public Works Department  
June 2021 Drainage Report**

Location: Magnolia Dr.(From Peedin Rd. to Magnolia Dr.), North Ave. (From MKL Jr.Dr.to East St. intersection, Rogers Circle (From Collier St. to Rogers Circle, Moonbeam Circ. (From Rainbow Lane to Moonbeam Circ),, W. Wellons St.(600-700BLK) to intersection of Cedar Wood Dr., W. Wellons St. (From Chestnut Dr. to Baker St.), Eden Dr.(From E. Booker Dairy Rd. to Avon intersection), Eden Dr. (From Avon to intersection of Meadow), Eden Dr. (13 Meadowbrook Dr. back to E. Booker dairy Rd.) Eden Dr. (From Brookwood Dr. to Booker dairy Rd.).

Starting Date: 6/1/2021  
 Completion Date: 6/30/2021  
 Description: Crack Sealing for upcoming Street Resurfacing Project  
 Man-hours: 116 hrs.  
 Equipment: 402,412 and Crack Sealer Machine  
 Materials: 148 Blocks

Location: Edgerton St., 803 East St., Afton Ln. & Brookwood Dr., 4th St. & Lee St., Turlington Dr. (Between Vermont St. & Crescent Dr.) 214 Meadowbrook Dr. Southwood Dr. & 2nd St, Walnut St. & Holding St., First St. & Hood St., Lee St. & 7th St. Lee St. & 7th St, Wellons St. & Bright leaf Blvd.

Starting Date: 6/8/2021  
 Completion Date: 6/15/2021  
 Description: Fill 18 Potholes  
 Man-hours: 2 hrs.  
 Equipment: 402, 412  
 Materials: 10.75 Bag of Perma Patch

Location: 1084 Lakeside Dr., 309 Wilson St., 5th St. Beside Tucker Furniture, 205 Davis St., 600 Block of S. 3rd St. & 300 Block of E. Holt St., 203 Parkway Dr., and 801 S. 3<sup>rd</sup> St., Lakeside Dr.

Starting Date: 6/8/2021  
 Completion Date: 6/18/2021  
 Description: Repair Sink Holes  
 Man-hours: 3.75 man hrs.  
 Equipment: 402, 412 Trucks  
 Materials: (7) 80-lb. bags of concrete, 1.5 Bag of Perma Patch, (5) 5-gallon buckets of Topsoil, and qty (4) 5-gallon buckets of 57 stone.

Location: 3<sup>rd</sup> St. & Woodall St., Parker St. & Third St., David St. & First St., 6<sup>th</sup> St. & Rose St., Woodall St. & Brightleaf Blvd.

Starting Date: 6/10/2021  
 Completion Date: 6/25/2021  
 Description: Cut back limbs at intersections  
 Man-hours: 2.84 hrs.  
 Equipment: 402, 412, Loppers and Hedge trimmers  
 Materials: N/A

Location: Sunset Ave. Culvert (backs us to 203 Hillcrest Dr.)  
Starting Date: 6/11/2021  
Completion Date: 6/11/2021  
Description: Cleaned out Culvert  
Man-hours: 1.67 hrs.  
Equipment: 408, 412, and a Backhoe  
Materials: N/A

Location: Old Goldsboro Rd. and Dogwood St. (Pine Acres),  
Starting Date: 6/16/2021  
Completion Date: 6/18/2021  
Description: Erect torn down Sign and U-Channel Pole  
Man-hours: 3.17 hrs.  
Equipment: 402  
Materials: (2) 8 ft U-Channel Pole, (4) of each: Bolts, Washers

Location: 1208 Old Goldsboro Rd., 134 S. Third St. (Alley), Smith Collins, 600 E. Booker Dairy Rd. (SRAC), Booker Dairy Rd. & Durwood Stephenson Hwy., Kelly Dr. & Booker Dairy Rd., Kelly Dr. & Buffalo Rd., 200 Block of S. Front St. at Neuse River Amphitheater  
Starting Date: 6/10/2021  
Completion Date: 6/28/2021  
Description: Provide event containers and traffic control for Community Events  
Man-hours: 17.25 hrs.  
Equipment: 401, 402, 905 and trailer  
Materials: Traffic cones, rollout containers, 1 road closed sign, barrels, barricades

Location: Caswell St.  
Starting Date: 6/11/2021  
Completion Date: 6/11/2021  
Description: Clean out 30 feet of ditch line and removed one truck load of debris  
Man-hours: 2.5 hrs.  
Equipment: 408 and Unit #411 Backhoe  
Materials: N/A

Location: 1108 Fuller St  
Starting Date: 6/17/2021  
Completion Date: 6/17/2021  
Description: Nuisance Property  
Man-hours: 0.5hrs  
Equipment: 402 and Trailer  
Materials: 2 Scags



Location: Lee St. at CSX Railroad Tracks, Riverside Dr., 2nd St. at Spring Branch- lot behind Emery Ashley's Law Office, 3rd St. beside Travel Odyssey, 5th St. & Church St., 5th St. (2) Lots Beside of the Police Dept., Woodall St. & Bright Leaf Blvd., 307 Woodall St., College Rd. and Martin Luther King Jr. Dr., 808 Martin St., Rand St. and Brogden Rd., Blount St., 5th St. and Church St., and Wellons St., Riverside Dr., 2nd St. at Spring Branch, 3rd St. beside of Travel Odyssey, 5th St (2) lots beside of Police Dept., Woodall St., and Brightleaf Blvd., 307 Woodall St., and 115 E. Riverside Dr.

Starting Date: 6/17/2021  
Completion Date: 6/29/2021  
Description: Cut FEMA Lots  
Man-hours: 21 hrs.  
Equipment: 402, 412, Equipment Trailer, and 2 Scags  
Materials: N/A

Location: S. 5<sup>th</sup> St. & Rose St., 509 S. 3<sup>rd</sup> St.  
Starting Date: 11/10/2020  
Completion Date: 6/18/2021  
Description: Sidewalk repairs by David Hinton Construction Company  
Man-hours: N/A  
Equipment: N/A  
Materials: N/A

Location: Bridge St. and Hancock St.,  
Starting Date: 6/21/2021  
Completion Date: 6/21/2021  
Description: Trunk Trees  
Man-hours: 8 hrs  
Equipment: 402 and Loppers  
Materials: N/A

Location: Outlet Center Rd.  
Starting Date: 6/24/2021  
Completion Date: 6/24/2021  
Description: Cut the Right of way  
Man-hours: 5.5 hrs.  
Equipment: 402, Trailer and 2 scags  
Materials: N/A

Location: Martin Luther King Jr. Dr. At Innovation Academy  
Starting Date: 6/25/2021  
Completion Date: 6/25/2021  
Description: Clean out driveway pipe  
Man-hours: 0.5 hrs.  
Equipment: 412, Shovel and steel rake  
Materials: N/A



## Water/Sewer Street Cut List

Date:	Address:	Size:	Emailed to PW on:	Patched by Poole
04/01/21	205 W. Rose St.	6x6	06/22/21	06/25/21
05/25/21	402 N. 11th St.	5x10	06/22/21	06/25/21
06/03/21	410 Beechwood Dr.	5x3 and 12x5	06/22/21	06/25/21
06/10/21	101 Sunset Ave.	5x20	06/22/21	06/25/21
06/13/21	516 N. 12th St.	10x8	06/22/21	06/25/21
06/17/21	Intersection of S. 5th & Holt St.	10x17	06/22/21	06/25/21

Received W/S Street Cut List on 6/22/2021

Submitted to Poole Paving 6/22/2021

Repairs completed on 6/25/2021 by Poole Paving

**Town of Smithfield  
Public Works Fleet Maintenance Division  
Monthly Report  
June 30, 2021**



**I. Statistical Section**

  3   Preventive Maintenances

  0   North Carolina Inspections

 80  Work Orders

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

None for the month

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

The shop employee performed preventive maintenances on all Town owned generators. The Public Works Department safety meeting was not held this month.

**Town of Smithfield**  
**Public Works Sanitation Division**  
**Monthly Report**  
**June 30, 2021**



**I. Statistical Section**

The Division collected from approximately 4,010 homes, 4 times during the month

- a. Sanitation forces completed 44 work orders
- b. Sanitation forces collected tons 525.43 of household waste
- c. Sanitation forces disposed of 74 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 11.17 tons of construction debris (C&D)
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 4.26 tons of recyclable plastic
- h. Recycled 2520 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

**II. Major Revenues**

- a. Received \$0 from Sonoco Products for cardboard material
- b. Sold \$0 lbs. of aluminum cans for \$0
- c. Sold 2980 lbs. of shredder steel for \$193.70 to Omni Source

**III. Major Expenses for the Month:**

Spain Farms Nursery was paid \$2,376 for May, and \$2,442 for the month of June for disposal of yard waste and debris. Paid \$1,376.99 to Carolina Environmental Systems Inc. for repair to Steps & Joystick Assembly. Paid \$1,246.44 to Direct Communications Solutions for MiFleet tracking systems for Sanitation trucks. Paid \$2,314.20 to Smithfield Diesel Repair for Repairs to truck #310 AC Compressor. Paid \$15,697.40 to Smithfield Diesel Repair for Repairs to truck #308. Paid \$9,751.20 to Smithfield Diesel Repair for Repairs to truck #304. Paid \$2,376 to Spain Farms (Ashley Spain) for May. Paid \$2,442 to Spain Farms (Ashley Spain) for June. Paid \$788.90 to T&W Welding & Machine Co., Inc. for hydraulic cylinder repair on the trash truck.

**IV. Personnel Update:**

Timothy Fisher was hired as Sanitation Equipment Operator.  
Sarah Burnette was hired as Summer Intern helping up to 20 hrs. a week.  
Lawrence Davis was promoted to Public Works Director.

**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 Public Works Department did not have a monthly safety meeting. Worked closely with Customer Service in pulling inactive rollout containers and relocating them to active account locations.

Community Service Workers worked 18 hrs.



## MONTHLY REPORT FOR JUNE, 2021

<b>PROGRAMS STATISTICS</b>	<b>June, 2021</b>		<b>June, 2020</b>	
NUMBER OF PROGRAMS	11		0	
TOTAL ATHLETICS PARTICIPANTS	686		0	
TOTAL NON/ATHLETIC PARTICIPANTS	83		0	
NUMBER OF GAMES PLAYED	58		0	
TOTAL NUMBER OF PLAYERS (GAMES)	1442		0	
NUMBER OF PRACTICES	34		0	
TOTAL NUMBER OF PLAYER(S) PRACTICES	887		0	
SARAH YARD COMMUNITY CENTER	186		0	
	<b>June, 2021</b>	<b>20/21 FY YTD</b>	<b>June, 2020</b>	<b>19/20 FY YTD</b>
PARKS RENTALS	52	380	14	445
USERS (PARKS RENTALS)	7475	19313	389	27125
<b>TOTAL UNIQUE CONTACTS</b>	<b>10,573</b>		<b>389</b>	
	<b>June, 2021</b>	<b>20/21 FY YTD</b>	<b>June, 2020</b>	<b>19/20 FY YTD</b>
<b>FINANCIAL STATISTICS</b>				
PARKS AND RECREATION REVENUES	\$ 2,033.00	\$ 25,956.00	\$ 115.00	\$ 52,832.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 62,113.00	\$ 667,515.00	\$ 61,568.00	\$ 702,748.00
PARKS AND RECREATION EXPENDITURES (CAPITAL OUTLAY EQUIP)	\$ 27,800.00	\$ 170,968.00	-	\$ 262,870.00
SYCC EXPENDITURES	\$ 6,746.00	\$ 28,319.00	\$ 1,541.00	\$ 34,542.00
SYCC EXPENDITURES (CAPITAL OUTLAY EQUIP)	\$ -	\$ 37,869.00	-	\$ 262,870.00

**HIGHLIGHTS**      HOSTED THE SJBA INVITATIONAL BASEBALL TOURNAMENT (25 TEAMS)  
 HOSTED MOVIE NIGHT IN THE PARK  
 52 PARK RENTALS



## SRAC MONTHLY REPORT FOR JUNE, 2021

<b>PROGRAMS STATISTICS</b>	<b>June, 2021</b>		<b>June, 2020</b>	
NUMBER OF PROGRAMS	19		0	
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	6029		0	
	<b>June, 2021</b>	<b>20/21 FY YTD</b>	<b>June, 2020</b>	<b>19/20 FY YTD</b>
SRAC MEMBER VISITS	3318	23154	548	46363
DAY PASSES	1685	2749	0	11647
RENTALS (SRAC)	32	40	0	673
USERS (SRAC RENTALS)	4570	8516	0	49531
<b>TOTAL UNIQUE CONTACTS</b>	<b>15,602</b>		<b>548</b>	
	<b>June, 2021</b>	<b>20/21 FY YTD</b>	<b>June, 2020</b>	<b>19/20 FY YTD</b>
<b>FINANCIAL STATISTICS</b>				
SRAC REVENUES	\$ 93,192.00	\$ 317,706.00	\$ 1,653.23	\$ 459,042.00
SRAC EXPENDITURES	\$ 74,829.00	\$ 699,527.00	\$ 52,741.00	\$ 838,185.00
SRAC MEMBERSHIPS	2238		2192	
<b>HIGHLIGHTS</b>	SUMMER DAY CAMPS (30 CAMPERS EACH SESSION) SRAC SHARKS SWIM TEAM RESUMED COMPETITION			



**Utilities Department  
Monthly Report  
June 2021**

- **Statistical Section**

- Electric CP Demand 26,768 Kw relative to May's demand of 27,354 Kw.
- Electric System Reliability for was 99.9943%, with five (5) recorded main line outage; relative to May's 99.9945%.
- Raw water treated on a daily average was 4.409 MG relative to 4.441 MG for May; with maximum demand of 5.055 MG relative to May's 5.983 MG.
- Total finished water to the system was 116.093 MG relative to May's 122.488 MG. Average daily for the month was 3.870 MG relative to May's 3.951 MG. Daily maximum was 4.666 MG (June 19<sup>th</sup>) relative to May's 4.931 MG. Daily minimum was 2.177 MG (June 22<sup>nd</sup>), relative to May's 1.869 MG.

- **Miscellaneous Revenues**

- Water sales were \$241,000 relative to May's \$253,479
- Sewer sales were \$391,288 relative to May's \$419,166
- Electrical sales were \$1,276,620 relative to May's sales of \$1,130,946
- Johnston County Water purchases were \$140,041 for 59.592 MG relative to May's \$166,921 for 71.030 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,087,287 relative to May's \$1,059,996.
- Johnston County sewer charge was \$209,915 for 64.358 MG relative to May's \$165,647 for 50.901 MG.

- **Personnel Changes –**

- There were no changes in May





**Town of Smithfield  
Electric Department  
Monthly Report  
June, 2021**

**I. Statistical Section**

- Street Lights repaired -9
- Area Lights repaired -11
- Service calls - 37
- Underground Electric Locates -167
- Poles changed out/removed or installed -8
- Underground Services Installed -9

**II. Major Revenues**

- N/A

**III. Major Expenses for the Month:**

- N/A

**IV. Personnel Update:**

- The Utility Dept. had a Safety meeting on Flagger Training.

**V. Miscellaneous Activities:**

- The Electrical Dept. is working on installing street lights for phase 1 & 2 of East River.
- The Electrical Dept. has finished on 9<sup>th</sup> St. replacing poles.
- The Electrical Dept. removed some limbs hanging over the street for the Fire Dept. & some for the Street Dept.
- The Electrical Dept. has done inventory for the year end.



## WATER & SEWER

### June 2021 Monthly Report

● DISCONNECT WATER	4
● RECONNECT WATER	0
● TEST METER	4
● TEMPORARY METER SET	2
● DISCOLORED WATER CALLS	20
● LOW PRESSURE CALLS	20
● NEW/RENEW SERVICE INSTALLS	2
● LEAK DETECTION	27
● METER CHECKS	26
● METER REPAIRS	8
● WATER MAIN/SERVICE REPAIRS	16
● STREET CUTS	6
● REPLACE EXISTING METERS	6
● INSTALL NEW METERS	1
● FIRE HYDRANTS REPAIRED	1
● FIRE HYDRANTS REPLACED	0
● SEWER REPAIRS	3

- CLEANOUTS INSTALLED 4
- INSPECTIONS 4
- CAMERA SEWER 3
- SEWER MAIN CLEANED 11419 LF
- SERVICE LATERALS CLEANED 1110LF
- SERVICE CALLS 109
- LOCATES 177
  
- SERVICE AND MAINTAINED ALL 18 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY
- HELPING PUBLIC WORKS CLEANING STORM DRAIN ISSUES DURING EVERY RAIN FALL EVENT.

## MAJOR EXPENSES FOR THE MONTH OF JUNE

## PERSONNEL UPDATES

## UPCOMING PROJECTS FOR THE MONTH OF JULY

- WATER LINE REPLACEMENT SOUTH SMITHFIELD
- INSTALL NEW METERS ON 70 AND BUFFALO RD



## **MONTHLY WATER LOSS REPORT**

**JUNE 2021**

**(4) - Meters with slow washer leaks**

**(6) 3/4" Line, 1/8" hole – 1 Day**

**(4) 3/4" Line, 1/8" hole – 2 Day**

**1" Line, 1/8" hole – 1 Day**

**(4) 2" Line, 1/8" hole – 1 Day**

**6" Line, 1/8" hole – 1 Day**

**FH LEAKING SLOW DRIP**

**Smithfield Water Plant**  
Distribution Sampling Site Plan

May 2021

**Hydrant Flushing**

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephenson Drive	06/28/21	3.4	15	7965	10	North Street	06/28/21	2	15	17820	40
Computer Drive	06/28/21	3.2	15	31860	10	West Street	06/28/21	1.5	15	78030	50
Castle Drive	06/28/21	3.2	15	7965	10	Regency Drive	06/28/21	1	15	63720	60
Parkway Drive	06/28/21	3	15	63720	40	Randers Court	06/28/21	1.5	15	15930	40
Garner Drive	06/28/21	3.2	15	63723	40	Noble Street	06/28/21	1.5	15	15930	40
Hwy 210 LIFT ST.	06/28/21	3.2	15	15930	40	Fieldale Dr#1(L)	06/28/21	2	15	63720	40
Skyland Drive	06/28/21	3.4	15	7965	10	Fieldale Dr#2(R)	06/28/21	2	15	63720	40
Bradford Street	06/28/21	3.2	15	15930	10	Heather Court	06/28/21	2	15	15930	40
Kellie Drive	06/29/21	3.2	15	7965	10	Reeding Place	06/28/21	2	15	15930	40
Edgewater	06/29/21	3	15	7965	10	East Street	06/30/21	1	15	63720	40
Edgecombe	06/29/21	2.8	15	15930	40	Smith Street	06/30/21	2	15	63720	40
Valley Wood	06/29/21	3.2	15	63720	40	Wellons Street	06/30/21	1.5	15	63720	40
Creek Wood	06/29/21	3.2	15	63720	40	Kay Drive	06/30/21	3	15	38985	15
White Oak Drive	06/29/21	3	15	7965	10	Huntington Place	06/30/21	2	15	38985	15
Brookwood Drive	06/29/21	3.4	15	22515	5	N. Lakeside Drive	06/30/21	2.5	15	9750	15
Runnymede Place	06/29/21	2.5	15	31860	10	Cypress Point	06/30/21	2.5	15	34890	12
Nottingham Place	06/29/21	3.2	15	38985	10	Quail Run	06/30/21	2.5	15	8715	12
Heritage Drive	06/29/21	3	15	38985	10	British Court	06/30/21	2.5	15	8715	12
Noble Plaza #1	06/29/21	2.8	15	9750	10	Tyler Street	06/30/21	2	15	78030	60
Noble Plaza #2	06/29/21	2.8	15	9750	10	Yelverton Road	06/30/21	2.5	15	63720	40
Pinecrest Street	06/29/21	3	15	19500	10	Ava Gardner	06/30/21	3	15	63720	40
S. Sussex Drive	06/29/21	3.2	15	31860	10	Waddell Drive	06/30/21	3	15	7965	10
Elm Drive	06/29/21	3	15	9750	10	Henly Place	06/30/21	3	15	8715	12
						Birch Street	06/30/21	3	15	34890	12
						Pine Street	06/29/21	3	15	38985	15
Coor Farm Supply	06/29/21	2	15	7965	10	Oak Drive	06/29/21	3	15	37695	14
Old Goldsboro Rd,	06/29/21	3	15	7965	10	Cedar Drive	06/29/21	3	15	31860	10
Hillcrest Drive	06/29/21	2	15	31860	10	Aspen Drive	06/29/21	3	15	34890	12
Eason Street	06/29/21	2	15	38985	40	Furlonge Street	06/29/21	3	15	34890	12
Magnolia circle	06/29/21	1	15	78030	40	Golden Corral	06/29/21	2.5	15	40290	16
Rainbow Drive	06/29/21	2	15	19500	60	Holland Drive	06/29/21	2.5	15	9750	15
Rainbow Circle	06/29/21	3	15	19500	60	Davis Street	06/29/21	3	15	34890	12
Moonbeam Circle	06/30/21	1	15	19500	60	Caroline Ave.	06/29/21	3	15	31860	10
Ray Drive	06/30/21	1	15	15930	60	Johnston Street	06/29/21	3	15	38985	15
Will Drive	06/30/21	1	15	63720	40	Ryans	06/29/21	2.5	90	9750	15
Michael Lane	06/30/21	2	15	63720	40						
Ward Street	06/30/21	2	15	15930	40						

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