



Mayor

M. Andy Moore

Mayor Pro-Tem

Roger A. Wood

Council Members

Marlon Lee

Sloan Stevens

Travis Scott

David Barbour

John A. Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Andrew Harris

Town Clerk

Elaine S. Andrews

## Town Council

## Agenda

## Packet

Meeting Date: Tuesday, December 3, 2024

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  
DECEMBER 3, 2024  
7:00 PM**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Approval of Agenda**

**Citizens Comments:**

**Consent Agenda Items:**

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- 1. Approval of Meeting Minutes**
  - a. **11/12/2024 – Regular Session**.....1
  - b. **11/12/2024 – Closed Session**
  
- 2. Consideration and request for approval to promote Water Plant Operator II to Water Plant Operator III**  
(Public Utilities Director – Ted Credle) See attached information.....15
  
- 3. Consideration and request for approval to promote Water Plant Operator I to Water Plant Operator II**  
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- 4. Consideration and request for approval to promote Senior Customer Service Representative to Accounts Payable Technician**  
(Finance Director – Andrew Harris) See attached information.....23
  
- 5. Consideration and request for approval to promote Customer Service Representative to Senior Customer Service Representative**  
(Finance Director – Andrew Harris) See attached information.....25

**6. Consideration and request for approval to promote one officer from Police Officer I to Police Officer II**  
(Police Chief – Pete Hedrick) See attached information.....27

**7. Resolution No. 759 (20-2024) for CSX Grant Funds and Budget Amendment**  
(Finance Director - Andrew Harris) See attached information.....41

**8. New Hire Report**  
(Human Resources Director – Shannan Parrish) See attached information.....46

**Business Items:**

**1. Consideration and request for approval to adopt the 2025 Town Council regular Meeting Schedule**  
(Town Manager – Mike Scott) See attached information.....47

**2. Traffic Study – Highway 210**  
(Parks & Recreation Director – Gary Johnson) See attached information.....51

**Public Hearings:**

**1. CZ-24-08 Village on the Neuse:**  
To review the application to rezone 2 parcels of land (34.28 acres and 7.98 acres) from R-20A (Residential/Agriculture) to R-8 Conditional (Single, Two, and Multi-family Residential Conditional) with a master plan for 117 lot detached single-family subdivision. This is further identified by Johnston County Tax ID # 14001001 and 14075011A.  
(Planning Director – Stephen Wensman) See attached information.....65

**2. S-24-06 Local 70 Interim Preliminary Plat:** Smithfield Growth, LLC is requesting a preliminary subdivision of 86.64 acres of land in the Local 70 PUD Zoning District into 11 properties for land conveyance purposes. A subsequent subdivision will be submitted in the near future in conformance with the Local 70 PUD Plans. This is further identified by Johnston County Tax ID # 14057011Y, 14057011Z, and 14057011X.  
(Planning Director – Stephen Wensman) See attached information.....81

3. **(S-24-05) Subdivision Request - Powell Tract:** Lanny Clifton (Lan Development, LLC) is requesting approval of a preliminary plat for an 18-lot single family subdivision on 11.1 acres. The proposed development is on Swift Creek Road approximately 2300 feet north of the Cleveland Road intersection. This property is further identified by the Johnston County Tax ID# 15I08014  
(Planning Director – Stephen Wensman) See attached information.....97

**Councilmember’s Comments**

**Town Manager’s Report**

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- Department Reports.....125
- Manager’s Report

**Adjourn**



# Consent Agenda Items





The Smithfield Town Council met in regular session on Tuesday, November 12, 2024 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

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

Councilmen Absent

Sloan Stevens, District 2

Administrative Staff Present

Michael Scott, Town Manager  
Elaine Andrews, Town Clerk  
Shannan Parrish, HR Director  
Ted Credle, Public Utilities Director  
Jeremey Daughtry, Fire Chief  
Lawrence Davis, Public Works Director  
Andrew Harris, Finance Director  
Pete Hedrick, Chief of Police  
Gary Johnson, Parks & Rec Director  
Chloe Allen, Planner I

Also Present

Robert Spence, Jr., Town Attorney

Administrative Staff Absent

Stephen Wensman, Planning Director

**CALL TO ORDER**

Mayor Moore called the meeting to order at 7pm.

**INVOCATION**

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

**APPROVAL OF AGENDA:**

Mayor Pro-Tem, Roger Wood made a motion to approve the agenda, seconded by Councilman Travis Scott amended as follows:

Add Business Item 3: *Discussion of the Employee Pay and Classification Study.*  
Unanimously approved.

**PRESENTATIONS:**

**1. Administering Oath of Office to New Town Clerk Elaine Andrews**

Mayor Andy Moore administered the Oath of Office to the new Town Clerk Elaine Andrews

**2. Appearance Commission Annual Report**

Appearance Commission Chairperson Kaitlyn Tarley presented the Appearance Commission's Annual Report to the Board. She stated that the JP and JB George accounts were primarily used for tree replacements in town specifically and with the donate a tree program. There were no expenditures made to either of the accounts this year, so the only change would be the interest. She stated in terms of the General Fund, the expenditures were a little over \$14,000 for this fiscal year. The projects included new bench and shade structures out at the Community College, replacement plants for the Town's way finding signs throughout Smithfield, plants for the planters in the downtown area, as well as the replacement plants at Sunset Cemetery, which were recently put in. The last main project that had expenditures was for the Bartlett tree inventory survey. She added that the last survey was conducted in the early 1980s and that a new survey would give good insight, both into the trees throughout town, recommendations for any replacements, and treatment plans.

Chairperson Kaitlyn Tarley continued saying that other projects completed without expenditures included a spring cleanup, which was done in partnership with the DOT and other organizations in the town. She stated their team went out to Smith Collins Park for a cleanup. They also had a table at the Ham and Yam festival to raise additional awareness for the Appearance Commission and what they do here in the town. She stated they also sold T shirts that were made last fiscal year to raise money for the donate a tree program. She added that the proceeds from the

Ham and Yam, in addition to a few other donations received throughout the year added \$250 in donations. In total, they have a little over \$1,200 within the donate a tree program, which they intend to use to have the plaques and trees planted for those who donated. She stated that the Commission is currently working on I-95 projects and plans to continue community collaboration, focusing on downtown Smithfield development with local businesses and town organizations like the Garden Club and historical society. Their goal is to collectively create projects and a vision for the town until it becomes sustainable, after which they'll pursue projects outside town limits. Partnerships with public works and Parks and Rec are ongoing, and they've met with Activate Selma and other nearby towns. The Commission aims to continue these collaborations, with the library being a focus for the upcoming fiscal year.

Chairperson, Kaitlyn Tarley thanked the Commission's collaborative partners. Mayor Andy Moore thanked the Commission for all of their efforts and their leadership.

**PUBLIC HEARING:**

None

**CITIZEN'S COMMENTS:**

None

**CONSENT AGENDA:**

Mayor Pro-Tem, Roger Wood made a motion, seconded by Councilman Stephen Rabil, to approve the following items as listed on the Consent Agenda. Unanimous:

- 1. Consideration and request for approval to promote a Firefighter II to the rank of Fire Engineer**
- 2. Consideration and request for approval to promote the Accounts Payable Technician to the position of Payroll/Accounting Technician II**
- 3. Consideration and request for approval to allow employees to donate accumulated sick time to an employee in the Public Works – Streets Division**
- 4. Consideration and request for approval to adopt Resolution No. 755 (16-2024) for Grant Acceptance & Capital Project Ordinance for \$93,500**

**TOWN OF SMITHFIELD  
RESOLUTION NO. 755 (16-2024)**

**WHEREAS,** the Town of Smithfield has received a Directed Projects grant for the Caswell Street Storm Water Project (SRP-S-134-0186) from the 2023 Appropriations Act, Session Law 2023-134, administered through the Drinking Water Reserve and Wastewater Reserve to assist eligible units of government with meeting their stormwater infrastructure needs, and

**WHEREAS,** the North Carolina Department of Environmental Quality has offered 2023 Appropriations Act funding in the amount of \$93,500 to perform work detailed in the submitted application, 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 the Town of Smithfield does hereby accept the 2023 Appropriations Act Directed Projects Grant offer of

\$93,500; and

That the Town of Smithfield 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; and

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 this 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 12<sup>th</sup> day of November, 2024 in Smithfield, North Carolina.

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

ATTEST:

\_\_\_\_\_  
Elaine S. Andrews, Town Clerk

**5. Resolution No. 756 (17-2024) to execute a \$10,000,000 transfer from First Citizens Bank Central Depository to a First Citizens Trust Portfolio**

**TOWN OF SMITHFIELD RESOLUTION NO. 756  
(17-2024)**

WHEREAS, the Town of Smithfield, North Carolina (the "Town") has established financial accounts at First Citizens Bank for the management of public funds, ensuring fiscal responsibility and maximization of resources for the benefit of the Town and its residents; and

WHEREAS, the Town Council has determined that a portion of these funds should be invested through a managed portfolio to optimize returns and ensure financial growth in alignment with the Town's investment policy and objectives; and

WHEREAS, the Town's Finance Department has identified that the transfer of Ten Million Dollars (\$10,000,000) from the Central Depository account to a Trust Portfolio managed by First Citizens Bank is in the best interest of the Town to enhance investment returns while maintaining safety and liquidity; and

WHEREAS, this investment is in accordance with North Carolina General Statutes 159-30 and 31, and is deemed beneficial to the long-term financial health of the Town.

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

1. The Town Manager and Finance Officer are hereby authorized and directed to execute the transfer of Ten Million Dollars (\$10,000,000) from the Town of Smithfield's Central Depository account at First Citizens Bank to a designated Trust Portfolio account with First Citizens Bank.
2. This transfer shall be completed in accordance with all applicable laws, regulations, and guidelines to ensure proper handling and reporting of public funds.
3. The Town Manager, Finance Officer, and any other necessary Town staff are hereby authorized to take any additional actions required to complete this transfer and to monitor the investment portfolio in consultation with First Citizens Bank to maximize the Town's return on investment while maintaining the principles of safety, liquidity, and growth.
4. This Resolution shall become effective immediately upon adoption.

ATTEST:

Elaine S. Andrews, Town Clerk

- 6. **Consideration and request for approval to award a contract to Sykes Environmental Engineering, PLLC in the amount of \$ 68,340.00 for engineering design services for increased sewer capacity of the conveyance system east of I-95**
- 7. **New Hire 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>
Asst. Aquatics Supervisor	P&R – Aquatics	10-60-6220-5100-0200
Police Officers (6 positions)	Police	10-20-5100-5100-0200
Water Plant Operator	PU – Water Plant	30-71-7200-5100-0200

**Action Requested**

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 2024-2025 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Town Clerk	General Government	10-20-5100-5100-0200 30-71-7220-5100-0200 31-72-7230-5100-0200	\$ 32.00/hr. (\$66,560.00/yr.)
Police Officer (MPO)	Police	10-20-5100-5100-0200	\$ 29.59/hr. (\$66,163.24/yr.)
Police Officer	Police	10-20-5100-5100-0200	\$ 26.84/hr. (\$60,014.24/yr.)
Police Records Specialist	Police	10-20-5100-5100-0200	\$ 18.07/hr. (\$37,586.64/yr.)
Police Records Specialist	Police	10-20-5100-5100-0200	\$ 18.93/hr. (\$39,374.40/yr.)
Streets Maintenance Worker	PW – Streets	10-30-5600-5100-0200	\$ 15.79/hr. (\$32,843.20/yr.)
Facility Maintenance Worker (2)	PW – Appearance	10-20-5300-5100-0200	\$ 17.21/hr. (\$35,796.80/yr.)

## 8. Budget Amendments

Attachment C

### BUDGET AMENDMENTS Oct-24

	BEFORE	ADJUSTMENT	AFTER
<b>1. Revenue</b>			
10-00-3900-3900-0000 Fund Balance Appropriation	<u>\$562,680.00</u>	<u>\$511,969.65</u>	<u>\$1,074,649.65</u>
<b>Expenditure</b>			
10-10-4100-5300-4501 General Government - Service Contracts (Robertson Miller Mgmt)	39,310.00	5,666.68	44,976.68 P.O.
10-10-4100-5700-7400 General Government - Capital Outlay (Town Mgr Office)	50,000.00	7,565.00	57,565.00 Check these lines for bal available to encumber
10-10-4110-5300-3306 Non-Departmental - GF Salary Adjustment (Property/Liability Insur.)	300,000.00	32,871.00	332,871.00
10-10-4110-5300-5718 Non-Departmental - Approved Downtown Projects (DSDC)	0.00	10,000.00	10,000.00
10-61-4110-5300-5710 Non-Departmental - Economic Development	25,000.00	61,380.00	86,380.00
10-10-4200-5700-7400 Finance Dept. - Capital Outlay (Collection Window Chairs)	2,500.00	1,200.00	3,700.00
10-10-4300-5700-7400 IT Dept. - Capital Outlay (Phone System)	0.00	40,000.00	40,000.00
10-10-4900-5300-4502 Planning - Condemnation	0.00	31,775.00	31,775.00
10-20-5100-5700-7400 Police - Capital Outlay (Communication International)	292,500.00	12,819.96	305,319.96 P.O.
10-20-5300-5300-1700 Fire - Equipment Maintenance and Repair	44,000.00	4,091.27	48,091.27 P.O.
10-60-5500-5300-3430 General Services - Tree Trimming	15,000.00	2,150.00	17,150.00 P.O.
10-60-5500-5300-3440 General Services - Appearance Commission (Swift Creek Nursery)	15,000.00	1,005.00	16,005.00 P.O.
10-60-5500-5300-3440 General Services - Appearance Commission (Barrs Recreation LLC)	16,005.00	3,417.00	19,422.00
10-30-5600-5300-7300 Streets - Sidewalk & Curb Repair (NCDOT Sidewalk Agreement)	80,000.00	158,000.00	238,000.00
10-30-5600-5700-7400 Streets - Capital Outlay (I95 Bridge Lighting)	0.00	95,000.00	95,000.00
10-40-5900-5300-3310 Stormwater - Drainage	78,715.00	3,850.00	82,565.00 P.O.
10-60-6200-5300-1700 Parks & Rec - Equip. Repair & Maint.	71,000.00	27,917.10	98,917.10 P.O.
10-60-6200-5700-7400 Parks & Rec - Capital Outlay (Barrs Recreation LLC)	112,500.00	8,751.64	121,251.64 P.O.
10-60-6220-5300-3300 Aquatic Center - Supplies/Operations	35,000.00	4,490.00	39,490.00 P.O.
		<u>0.00</u>	<u>0.00</u>
	<u>\$1,176,530.00</u>	<u>\$511,969.65</u>	<u>\$1,688,499.65</u>

To bring forward encumbrances from the 2023-2024 General Fund Budget to FY24-25. P.O.s were brought forward through Rollover Process.

<b>2. Revenue</b>			
30-71-3900-3900-0000 Fund Balance Appropriation	<u>\$150,000.00</u>	<u>\$223,515.17</u>	<u>\$373,515.17</u>
<b>Expenditures</b>			
30-71-7220-5300-3300 Water Dist/Sewer Coll - Supplies/Operations	302,500.00	2,230.50	304,730.50 P.O.
30-71-7220-5300-4501 Water Dist/Sewer Coll - Service Contracts	265,470.00	5,666.67	261,136.67 P.O.
30-71-7220-5700-7400 Water Dist/Sewer - Capital Outlay (Phone System)	105,000.00	16,700.00	121,700.00
30-71-7220-5300-5710 Water Dist/Sewer Coll. - Economic Development	<u>30,000.00</u>	<u>198,918.00</u>	<u>228,918.00</u>
	<u>\$692,970.00</u>	<u>\$223,515.17</u>	<u>\$916,485.17</u>

To bring forward encumbrances from the 2023-2024 General Fund Budget to FY24-25. P.O.s were brought forward through Rollover Process.

<b>3. Revenue</b>			
31-72-3900-3900-0000 Fund Balance Appropriation	<u>\$1,000,000.00</u>	<u>\$122,496.16</u>	<u>\$1,122,496.16</u>
<b>Expenditures</b>			
31-72-7230-5300-3300 Electric - Supplies/Operations	\$373,350.00	\$8,577.50	\$381,927.50 P.O.
31-72-7230-5300-4501 Electric - Service Contracts	\$208,970.00	\$5,666.66	\$214,636.66 P.O.

31-72-7230-5300-5710 Electric - Economic Development	0.00	108,252.00	108,252.00
31-72-7230-5700-7400 Electric - Capital Outlay (Phone System)	<u>35,000.00</u>	<u>0.00</u>	<u>35,000.00</u>
	<u>\$617,320.00</u>	<u>\$122,496.16</u>	<u>\$739,816.16</u>

To bring forward encumbrances from the 2023-2024 General Fund Budget to FY24-25. P.O.s were brought forward through Rollover Process.

Date: \_\_\_\_\_

VERIFIED: \_\_\_\_\_  
M. Andy Moore, Mayor

VERIFIED: \_\_\_\_\_  
Elaine Andrews, Town Clerk

Attachment A

**ENCUMBRANCES FROM 2023-2024 TO 2024-2025**

**GENERAL FUND**

	<b>Amount Originally Requested</b>	<b>Amount Available</b>
10-10-4100-5700-7400 General Government - Capital Outlay (Town Mgr Office)	\$ 15,000	\$ 7,585
10-10-4110-5300-3306 Non-Departmental - GF Salary Adjustments	32,871	32,871
10-10-4110-5300-5718 Non-Departmental - Approved Downtown Projects (DSDC)	10,000	10,000
10-61-4110-5300-5710 Non-Departmental - Economic Development	61,380	61,380
10-61-4110-5300-5712 Non-Departmental - S.H.A.R.P Reimbursements	-	-
10-10-4200-5700-7400 Finance Department - Capital Outlay (Chairs/Collection Window)	1,200	1,200
10-10-4300-5700-7400 IT Department - Capital Outlay (Phone System)	40,000	40,000
10-10-4900-5300-4502 Planning - Condemnation	31,775	31,775
10-10-4900-5700-7400 Planning - Capital Outlay	-	-
10-60-5500-5300-3440 General Services - Appearance Commission	5,048	3,417
10-30-5600-5300-7300 Streets -Sidewalk & Curb Repair (NCDOT Sidewalk Agreement)	158,000	158,000
10-30-5600-5700-7400 Streets -Capital Outlay (I95 Bridge Lighting)	95,000	95,000
10-40-5900-5300-3310 Storm Water Drainage	-	-
	<u>\$ 450,274</u>	<u>\$441,228</u>

**WATER FUND**

30-71-7220-5700-7400 Water Dist/Sewer - Capital Outlay (Phone System)	\$ 16,700	\$ 16,700
30-71-7220-5300-5710 Water Dist/Sewer Coll. - Economic Development	283,252	198,918
	<u>\$ 299,952</u>	<u>\$215,618</u>

**Electric FUND**

31-72-7230-5300-5710 Electric - Economic Development	\$ 108,252	\$ 108,252
31-72-7230-5700-7400 Electric - Capital Outlay (Phone System)	16,700	-
	<u>\$ 124,952</u>	<u>\$ 108,252</u>

**J.B. GEORGE BEAUTIFICATION FUND**

40-61-4100-5300-3400 J.B. George Projects	\$ -	\$ -
40-61-4100-5300-3410 J.P. George Projects	-	-
	<u>\$ -</u>	<u>\$ -</u>

APPROVED: \_\_\_\_\_  
M Andy Moore, Mayor

VERIFIED: \_\_\_\_\_  
Elaine S. Andrews, Town Clerk



three seats standard, inclusive of outdoor seating.

She added that following a meeting with Johnston County Environmental Health, updated standards for septic lot sizes were discussed. The county now requires a minimum lot area of 30,000 square feet for lots with septic systems and no public sewer, increasing to 40,000 square feet in watershed districts or environmentally sensitive areas. For lots served by well water, the minimum area is 40,000 square feet. These larger lot sizes accommodate the required 50-foot distance between wells and drain fields, and 25-foot distance from structures. The county determines septic drain field size based on soil texture and bedroom count. A revised text implementing these changes was proposed for adoption.

Planner I, Chloe Allen further stated the Council has updated street frontage requirements to clarify that every lot must be situated on one of three types of access: a public street, a privately owned street conforming to town standards with defined maintenance responsibilities, or a private driveway within a multi-family development providing access to all internal lots with defined maintenance responsibilities. Additionally, the utilities section has been revised to comply with state statute, specifying that all utilities must be installed according to the Standard Detail Manual under the Public Utilities director's guidance. She added it removes the section that discusses off site septic in accordance with state statute. She stated that the Planning Department is recommending approval of zoning text amendment ZA-2306 and approval of the updated Standard Details Specifications Manual.

Councilman Travis Scott asked about the lot size change for the septic tank, what was the original size.

Planner I, Chloe Allen replied currently it is 20,000 square feet if they are on septic and 25,000 square feet if they are on well water.

Councilman Travis Scott clarified whether that was with having no access to other service was a factor.

Allen answered, right, you have, if you have the ability to connect to sewer, you must connect to sewer. That's how it is now, and that's not changing.

Councilman David Barbour inquired about the lighting requirements for intersections, specifically questioning the positioning and measurable light levels. He noted that some intersections in West Smithfield, managed by Duke Energy (formerly Progress Energy), are poorly lit and difficult to see. Barbour suggested that even with existing streetlights, some intersections remain too dark. He proposed considering the installation of reflectors to improve visibility, particularly for drivers approaching these intersections. He asked if the Planner could clarify whether the light had to be on the intersection or somewhere in the vicinity of the intersection because it makes a difference.

Allen replied that the specific lighting requirements are likely defined in the American National Standard. She stated that she was not familiar with the engineering details and would defer the question to our Town Engineer Bill Dreitzler, as he might know. She stated we'd need to look it up for precise information.

Councilman Barbour inquired about specifying a measurable lighting standard for intersections in the UDO. He emphasized the importance of adequate lighting at intersections for safety, regardless of light placement. Barbour suggested exploring the possibility of including a specific lighting requirement in the UDO.

Town Manager Scott confirmed that light measurement is possible and is currently done for parking lots to control light spillage. He noted that while some residents desire more lighting, others prefer less, highlighting the need to balance community preferences.

Councilman Barbour emphasized that intersection visibility is a safety issue. He stated that while some may complain about excessive lighting, safety should be the priority. Barbour stressed the importance of being able to see clearly at intersections for public safety.

Town Manager Scott explained that the planning department reviews development plans to ensure proper placement of streetlights at intersections. This process allows the department to require developers to adjust lighting as needed, rather than allowing arbitrary placement.

Councilman Barbour suggested adding a minimum light requirement for intersections, emphasizing safety for drivers, particularly in rural areas like West Smithfield. He cited an example where Duke Energy relocated a



light pole after tree removal, altering intersection lighting. Barbour stressed the importance of adequate illumination over specific light placement.

There was some discussion regarding measuring the luminance from the middle of the intersection and ensuring public safety through well-lit intersections.

Mayor Andy Moore asked Planner I, Chloe Allen about street frontage requirements to asking her to touch on the new section regarding private driveways and to give an example.

Planner I Chloe Allen explained that the increase in multifamily developments has highlighted ambiguities in street classifications. The current regulations define public streets but are unclear about privately owned streets and private driveways within multifamily developments. This lack of clarity creates a regulatory gap for private driveways, which don't fall under existing categories, making them difficult to regulate.

Mayor Andy Moore asked the Planner for a specific example of a private driveway. Allen answered currently, we don't have such a system. Recent proposals include private driveways, but the text doesn't specify how these would work or how lot access would be managed. Mayor Moore asked if we don't have one, why not just say you there cannot be a private driveway.

Councilman David Barbour stated that the Town did have one in the East River development that had to be labeled Private Driveway so that the Town would not be responsible for the maintenance of it.

Planner I Chloe Allen explained that while private driveways and private streets are defined in the town code, there were no specific regulations for private driveways in multi-family developments. This allowed developers to include private driveways but left the town without clear authority to regulate them. The proposed amendment aims to address this gap in the regulations.

Councilman Barbour is seeking clarification about privately owned streets in the ETJ - Extraterritorial Jurisdiction of Smithfield. He's questioning the town's responsibility for these roads, suggesting that if they're in the ETJ, the town shouldn't be responsible for them. He's asking if these roads are typically managed by the Department of Transportation instead.

Planner I Chloe Allen clarified that public streets, including those in the ETJ, encompass DOT roads. Privately owned streets, however, do not include DOT roads. The purpose of this definition is to ensure that there is a designated party responsible for the maintenance of these private roads, preventing them from being neglected.

Town Manager, Mike Scott stated the biggest problem that comes into play here is if we annex that area and nobody is all of a sudden responsible for that private road. This helps us to be able to say who's in charge of it, if we annex it at some point.

Councilman David Barbour made a motion, seconded by Councilman Roger Wood to approve zoning amendment ZA-23-06, finding it consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans with the addition of lumen requirements for intersections. Unanimous

Councilman David Barbour made a motion, seconded by Councilman Roger Wood to approve the Standards and Detail Specifications manual. Unanimous.

(Attached hereto and made an official part of these minutes is the approved **ZA-23-06**, which is on file in the office of the Town Clerk).

- 2. Approval of the West Smithfield Multipurpose Trail Engineering Contract CMAQ Grant TIP #BN-0001 A DOT Program:** The Town of Smithfield was awarded a CMAQ Grant from NCDOT, TIP #BN-0001. The scope of work is to design, permit and construct a multi-use path along US 70 Business from Wilson's Mills Road to the Neuse River Bridge.

Town Engineer Bill Dreitzler addressed the Council regarding this request. He stated that the Town of Smithfield received a C MAQ program grant. After executing a contract with NCDOT, the town advertised for the engineering phase. Seven submittals were received. The town independently scored the submittals based on RF LOI criteria. Kinley Horn was the highest-rated firm. A contract was negotiated with Kinley Horn and

submitted to DOT a man-day spreadsheet for review and concurrence.

Town Engineer Bill Driezler further stated that the town is ready to proceed with the engineering phase of the West Smithfield Multi-Purpose Trail project. The recommendation is to authorize the town manager to sign the contract with Kimley Horn. Key points of the contract include a lump sum portion: \$214,978.83 and right-of-way acquisition fees, for the initial acquisition of \$500 per parcel, max \$9,000. Full acquisition: \$3,000 per parcel, max \$54,000. The total contract value could reach \$277,978.83 if all maximum fees are incurred. However, the actual cost may be lower depending on the number of parcels affected. The project falls under the CMAQ program, which operates on an 80/20 cost-sharing basis. The town is responsible for 20% of the project costs. If the maximum acquisition fees are reached, the town's financial responsibility for this phase would be \$55,595.77. He asked if there were any questions from the Board.

Councilman David Barbour pointed out that he noticed that the design was on the other side of the road where the Dollar General was located.

Town Engineer Bill Driezler stated that it was discussed during a kickoff meeting with Kimley Horn. He stated they were all examining it closely as a team to make sure they were all on the same page with where they wanted the multiuse path to be. Councilman Barbour asked if he was correct in noting that the location had not been decided yet, Driezler stated that was correct.

Councilman Barbour addressed concerns with people crossing over US Hwy 70 Business, noting it was a safety hazard.

Councilman Travis Scott asked the Town Manager how the project would impact the budget now and in the future.

Town Manager Mike Scott stated that the majority of the funding comes from the grant. The town agreed to provide a 20% match, which has been allocated in the Capital Improvement Fund. The amount discussed for engineering is within the budgeted amount. As long as we stay within budget, the project should proceed without issues.

Councilman David Barbour made a motion, seconded by Mayor Pro-Tem Roger Wood to approve the contract. Unanimous.

### **3. Employee Classification and Pay Study Discussion**

Councilman Travis Scott addressed the Mayor, expressing his desire to discuss the employee pay study further. He noted that the Council had been reviewing this matter for some time, including data provided on the 17th and additional meetings with the town manager. Councilman Scott emphasized the importance of taking care of the town's employees, whom he referred to as their "number one asset."

Councilman Travis Scott made a motion, seconded by Councilman David Barbour to approve the manager's request, which included an additional 3% increase that was reportedly within the budget.

Councilman Travis Scott indicated he was open to further discussion on the matter but wanted to get the motion on the floor first.

Councilman David Barbour wanted clarification for the motion he approved and requested more information so that he could better understand the item for which he voted. Councilman Travis Scott stated they could ask the manager to review the pay study options with the Board.

Town Manager Mike Scott reported on potential salary adjustments. He had distributed a document outlining a 2% salary increase already implemented for nine months of the fiscal year. The document also proposed an additional 3% increase in December, followed by implementation of the salary study in January. Scott noted that if the 3% increase were applied first, much of it would be absorbed by the subsequent salary study adjustments. He estimated that approximately 52 employees would be affected by the 3% increase, either receiving more than the salary study would provide or moving above the minimum salary level.

Town Manager Mike Scott further provided cost estimates for the proposed salary adjustments, stating that implementing the additional 3% increase on top of the salary study would cost \$27,800 for the electric fund,

\$16,335 for the water and sewer fund, and \$31,044 for the general fund, if implemented on December 2. Looking ahead to next year, after accounting for the 2% increase, 3% increase, and salary study implementation, and subtracting currently budgeted salary increases, the town would need to find additional funds: \$51,582 for the electric fund, \$64,852 for the water and sewer fund, and \$243,004.55 for the general fund. The total additional cost would be approximately \$360,000.

There was some discussion among the Board regarding what funds would need to be available this fiscal year and budgeted for during the next budget session. It was noted that the funds are there this year, and that the Town would need to allocate at least \$75,200 more for the additional 3% next year.

Mayor Pro-Tem Roger Wood wanted to clarify with Councilman Travis Scott that the additional 3% was to alleviate pay compression. Councilman Travis Scott reported that employee pay concerns were discussed in a previous session, where it was noted that more tenured employees weren't seeing significant benefits from the initial changes. He proposed an additional 3% increase, which would bring the total to 5% when combined with the previously implemented 2%. Scott emphasized the importance of taking action on this matter during the current meeting to ensure the changes could be implemented by January. He also mentioned having discussed this issue with the manager in preparation for addressing it at this meeting. Councilman Travis Scott noted that upcoming sessions are busy and reminded the council that employees are expecting the pay increase. He mentioned that some documents were delayed due to issues with the contractor providing initial data, emphasizing the urgency of taking action. Scott clarified his motion, stating that the proposed 3% increase would be implemented in December, as recommended by the manager, to ensure it's in place before January. The cost increase would begin immediately rather than compound later. This adjustment aims to make compensation competitive for retention and recruitment. Of 51 employees listed, 41 saw no change from previous adjustments. The additional 3% is intended to address this gap.

Mayor Andy Moore asked if the 3% was going to employees not receiving anything as recommended by the pay study. Town Manager Mike Scott clarified that the proposed 3% increase would apply to employees who received no raise from the pay study after the initial 2% increase, as well as those whose raise to meet the minimum was less than 3%. He provided an example: if a 3% raise equals \$2,000 annually, but only \$800 is needed to reach the minimum salary, the employee would receive the full \$2,000 increase. This approach ensures eligible employees receive more than just the minimum adjustment.

Mayor Andy Moore asked if the pay classification study included the 3%. Town Manager Mike Scott answered no. Mayor Andy Moore expressed concerns that doing things outside the realms of the study may negate the study itself, which was comprised of data that showed whether employees' pay for their respective jobs were at market. He expressed that it may not seem fair to the other employees who were below market, stating they may feel that they should be brought to the minimum per the pay study, plus given the additional three percent others have received outside what the study dictated.

Councilman Travis Scott is addressing the issue of pay compression in the town's workforce. He explained that with the proposed salary adjustments, there's a concern that newer employees might end up earning the same hourly rate as more experienced, tenured employees who are doing the same job. Scott believes that implementing an additional 3% salary increase before the new pay study takes effect would help alleviate this problem. The extra increase would give tenured employees a slight edge in compensation, acknowledging their greater experience and time with the town. This approach aims to maintain fairness in the pay structure and prevent situations where long-time employees feel undervalued compared to newer hires. Scott is advocating for this measure to address potential morale issues and retain experienced staff by ensuring their pay reflects their tenure and expertise.

Councilman Barbour emphasized that the main challenge was addressing underpaid positions at the lower end of the pay scale. He noted that many employees would receive raises above 3% or 5% to meet the study's requirements. Barbour stressed the importance of focusing on job roles rather than individuals when implementing the pay study results, reminding the council that this approach was agreed upon in previous sessions, with the intent to not violate the purpose of the study.

Councilman Scott addressed Council's concerns about the pay study. He noted that the company responsible for the study was dismissed. Scott reminded the Council that a 5% pay increase was budgeted for employees, planned for this year. However, employees only received a 2% increase recently. The proposal aims to implement the full 5% increase along with the pay study recommendations. Scott clarified that this doesn't mean additional funds beyond the original plan. Instead, he's advocating for the allocation of funds to the 51

employees who haven't received any increase beyond the initial 2%.

There was further discussion among the Board regarding the Pay Study being for positions not specific to people.

Councilman Stephen Rabil stated the more we get into the weeds the less effective the study will be.

Councilman Scott asked if no action would be taken on the pay study, when would it be, reminding the Board that it was not on the agenda for tonight's meeting.

Mayor Andy Moore reminded the Board that there was already a motion and second on the floor to move forward with the pay study, and to include the additional 3% for the 51 employee positions for which the pay study did not recommend an increase. Unanimous.

Councilman Travis Scott wanted it to be made clear that the 3% increase did not include employees at the Police Department who just received an increase this fiscal year. Town Manager Mike Scott stated that an email was sent to Council stating that fact, with the exception of the accreditation manager and the administrative assistants, who still needed to be brought up to the minimum.

### **Council Member Comments:**

Councilman Travis Scott asked about the soccer complex on highway 210 as pertains to the easement. Town Manager Mike Scott stated that the Town does have access to the property. A developer is trying to develop a parcel on the other side of the street, and they are looking into future options that would work for everyone.

Councilman Travis Scott also stated he wanted to publicly thank all the veterans who served in the past and those who serve presently in our community and nationwide in observance of Veteran's Day. He also asked the Town Manager for updates on repairs of the Veteran's House that the Town owns.

Town Manager Mike Scott says he knows Parks and Recreation Director Gary Johnson has been working with the DAV on those repairs. He stated the cost of repairs turned out to be quite a bit more than what the DAV initially quoted. He stated before the Town invests the money, one of the points of concern to the Council was whether the property was worth it. He said that the issue will be brought back to Council, but they are not at quite at the point to do so yet, but it is slowly moving forward. Councilman Travis Scott asked if there was a grant for the project. Town Manager Mike Scott stated that he did not recall any capital funds for that project.

Councilman Travis Scott also discussed an event that happened on October 18, 2024 with the Town's law enforcement department who were involved in an altercation with a suspect at a business in Town. Councilman Travis Scott expressed concerns about an unaddressed issue involving a citizen, described as a working black man. Scott mentioned a video of the individual's mother and noted he had conducted personal research. He requested that Council staff seek answers to the concerns raised. Councilman Scott reported that the individual was initially stopped and told to leave his car. He had previously received two tickets from the police. Scott expressed concern about a subsequent impairment charge and lack of transparency. He also raised issues with an officer's conduct, noting video evidence of the individual being struck in the face during an altercation. He further stated the officer brandished a weapon, which seemed inappropriate. There's a need for more transparency regarding what happened, as the town appears non-transparent. As an elected official serving constituents, I feel I'm not fulfilling my duty without clear information. This impacts our ability to maintain integrity and handle responsibilities like budgeting and staffing. He stated he had been contacted by media about this, which I don't fear and value. Media contacts have expressed difficulty obtaining information from the town, despite having a public information officer in the police department and town hall. It's crucial that we tell the truth, regardless of the situation. The incident with this individual raises concerns, particularly about how it was handled. The person was stopped near his workplace late at night and told to leave his car. We should consider whether we could have helped him get to work instead. This situation escalated into an altercation, which could have been avoided. We need more transparency and better tools for de-escalating crises. It's concerning that a grown man felt fearful about continuing his commute on foot, as suggested by the officers. This fear led to the altercation. We should consider the personal impact of such incidents and how they affect our community members.

Councilman Travis Scott also mentioned that he attended a well-organized holiday festival downtown the past weekend. It featured a bazaar with goods, services, food, and crafts. The event was well-attended, and he

thanked the downtown staff for their efforts in organizing the event.

Councilman Marlon Lee wished M. Durwood Stephenson a happy 80<sup>th</sup> birthday. He recognized Stephenson for the personal and professional support of the community and for initiatives he has taken part in for East Smithfield.

Councilman Marlon Lee also acknowledged School Board Member Mike Wooten, a class of 1981 Triple S High school graduate, and former football player for the Washington Redskins for his retirement. Councilman Lee said he attended Wooten's very last school board meeting today. He stated that Mr. Mike Wooten served on the Johnston County School Board for 16 years.

Councilman Marlon Lee also addressed concerns with transparency regarding the Town Police officer incident on October 18<sup>th</sup>. Councilman Lee reported that he spoke with Mr. Ellis's mother about his situation. He expressed concern that a 30-year-old man feels afraid to come to Smithfield in 2024, noting the historical context of racial issues in Johnston County from the 1960s-1980s. Councilman Marlon Lee emphasized that the source of this fear is related to local law enforcement, who are meant to protect and serve the community. Councilman Lee referenced the Town Council's July 9, 2020 commitment, following the George Floyd incident, that the Smithfield Police Department would work to resist racism, increase minority hiring, and maintain best practices.

Councilman Marlon Lee also stated that the Town Council unanimously adopted a motion committing to a safe environment for all. Councilman Marlon Lee, stated that as the sole African American member of the Board, he welcomed the resolution but emphasized the need for action beyond words. He stressed the importance of genuine change, vowing to be a constant reminder of the commitments made. Lee referenced a recent incident involving a young Wilson resident coming to work in Smithfield who made a mistake, highlighting ongoing concerns four years after the initial resolution. A former police officer involved in a Selma incident was nearly rehired in Smithfield, despite warnings. Councilman Lee alerted officials on January 3<sup>rd</sup> about this officer, who was rejected by Clayton but caused issues in Selma. Councilman Marlon Lee also noted concerns about delayed implementation of body cameras, which were funded on August 15<sup>th</sup>, questioning the commitment to transparency further reiterating that urgent action is needed in Smithfield to prevent harm. Lee stated that empty resolutions aren't enough. If officials can't address these issues, they should resign. Councilman Lee demands action from the police chief, former police chief, and town manager. He stated that quality hires are needed, not just quantity, with a focus on increasing minority representation. Building relationships within the community is crucial. Community policing requires more than superficial efforts. Recent police recruitment lacked diversity. Councilman Lee emphasizes the urgency for change, even suggesting firing leadership if possible. Lee expressed personal investment in the issue, noting their perspective as a parent and family member, and highlight the difference in concerns between themselves and others present. Councilman Marlon Lee stated once more that we need action.

Councilman Stephen Rabil welcomed the new Town Clerk, Elaine Andrews to her position, and also congratulated new HR Director Shannan Parrish on her new position with the Town. He thanked them stating he appreciated all they do.

Councilman David Barbour also congratulated Mike Wooten on his retirement citing that he was also a great official who officiated at the Rose Bowl at the top of his game. He noted that the holiday bazaar was put on by the Twisted Willow and he commended them on a job well done for the planning of the event. He also commented on the importance of elections and encouraged more citizens to get involved in the process and to think about running for local, state and federal citing we need people from all backgrounds and walks of life to represent. He stated it can be rewarding. He thanked the people who ran in the past elections, stating he appreciates them regardless of party. He also appreciated the prayers for our elected leaders.

Mayor Andy Moore asked Town Manager Mike Scott what was the status of the body cameras.

Town Manager Mik Scott asked Police Chief, Pete Hedrick to address the Board with where exactly he was in the process, as funding was now available.

Police Chief Hedrick stated body camera implementation was delayed from Tuesday to Friday due to holiday scheduling. A company kickoff is set for Thursday, involving managers and staff. The system is expected to be operational within two weeks. The project faced delays waiting for federal grant funds to be released. Once funding was available, the department moved quickly, evaluating three companies and testing various cameras and systems before making a final selection.

Councilman Travis Scott asked if there was any update on the recent Police Department issue that was being discussed. Chief Hedrick replied, yes that all the information and footage it has been handed over to the district attorney. He further stated that in his personal opinion, body cameras would not have helped in this situation. There are cameras on all the police vehicles, so the whole incident was caught on police vehicle camera. Councilman Stephen Rabil asked if that included the audio. Chief Hedrick said these particular police footage did not have the audio with it because the microphone did not run, but it normally does.

**Town Manager's Report:**

Town Manager Mike Scott provided a brief update to the Council on the following items:

- The annual Christmas tree lighting was moved to the day after Thanksgiving, Black Friday
- Lead and copper testing notices that went out to the public

**Closed Session: Pursuant to NCGS 143-318.11 (a)(3)**

Councilman John Dunn made a motion, seconded by Mayor Pro-Tem Roger Wood to go into closed session. Unanimously approved at approximately 8:27pm.

**Reconvene in Open Session:**

Mayor Pro-Tem Roger Wood made a motion, seconded by Councilman David Barbour to reconvene the meeting in open session. Unanimously approved at approximately 9:05 pm.

**Adjourn**

Mayor Pro-Tem Roger Wood made a motion, seconded by Councilman David Barbour, to adjourn the meeting. Unanimously approved, and the meeting was adjourned at approximately 9:16 pm.

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M. Andy Moore, Mayor

ATTEST:

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Elaine Andrews, Town Clerk



# Request for Town Council Action

**Consent  
Agenda  
Item:  
Date:** **Career  
Ladder  
Promotion  
12/03/24**

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**Subject:** Career Ladder Promotion

**Department:** Public Utilities

**Presented by:** Public Utilities Director - Ted Credle

**Presentation:** Consent Agenda Item

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## Issue Statement

Approval of a career ladder promotion for an employee at the Water Plant. This promotion will advance this employee from a Water Plant Operator II to a Water Plant Operator III.

## Financial Impact

The funds for this career ladder advancement were included into the approved and adopted FY 2024 - FY 2025 budget.

## Action Needed

Approve the career ladder promotion for the employee at the water treatment plant

## Recommendation

Staff recommends approval of the promotion

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Copy of the Employee Certification
3. Copy of the approved career ladder



# Staff Report

**Consent Career  
Agenda Ladder  
Item: Promotion**

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In keeping with stated Town goals of retaining highly qualified employees, in 2016 the Town Council approved a career ladder within the Water Plant for employees to advance their career and become a more highly valued employee.

The employee attended training in August of 2024. By State law, took the certification test at least 30 days after the training school was completed. This employee obtained certification in October 2024. This career ladder increase will promote the employee from Water Plant Operator II to Water Plant Operator III.



*The North Carolina Water Treatment Facility Operators  
Board of Certification*

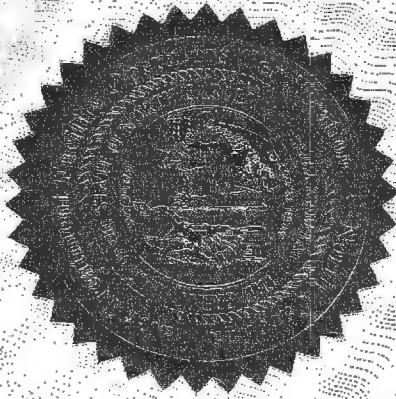
hereby certifies that

Having given satisfactory evidence of the necessary qualifications required by Chapter 90A of the General Statutes of North Carolina, is hereby authorized to practice as a grade "A-Surface" /

*Water Treatment Facility Operator*

in the State of North Carolina

IN TESTIMONY WHEREOF: THE BOARD OF CERTIFICATION ISSUES  
THIS CERTIFICATE UNDER THE SEAL OF THE BOARD AND SIGNATURE  
OF THE CHAIRMAN EFFECTIVE 31ST DAY OF OCTOBER 2024.  
THIS CERTIFICATION SUBJECT TO ANNUAL RENEWAL PROCEDURES.



*Samuel K. Call*

SAMUEL K. CALL, CHAIRMAN

CERTIFICATE NO. \_\_\_\_\_



**WATER TREATMENT PLANT CAREER LADDER**

<b>TITLE</b>	<b>PAY GRADE</b>	<b>EXPERIENCE/QUALIFICATION</b>
Water Plant Trainee	Pay Grade 701	Beginner
Water Plant Operator I	Pay Grade 703	“C” Certification & 6 months
Water Plant Operator II	Pay Grade 706	“B” Certification & 18 months
Water Plant Operator III	Pay Grade 706	“A” Certification & 30 months
Water Plant Mechanic/Operator	Pay Grade 706	(As Vacancies arise)
Chief Water Plant Operator	Pay Grade 714	(As Vacancies arise)
Water Plant Chemist	Pay Grade 712	(As Vacancies arise)
Water Plant Supervisor	Pay Grade 717	(As Vacancies arise)

**EXPLANATION OF ELIGIBILITY FOR CAREER LADDER POSITIONS:**

**Water Plant Trainee:** is the title given to a worker who is coming on board with little, or no, experience. This is granted to someone looking to begin their career in the Water Plant Division. This individual will have no certification and 0-12 months’ experience. This title has been given the pay grade of 701.

**Water Plant Operator I:** is the title given to a worker who has obtained the first level of certification, the completion of “Operator C” licensure. This certification will only be granted by the State of North Carolina after the candidate has a minimum of 6 months of work experience, has attended the appropriate training class, and has successfully passed the required, written exam. This title has been given the pay grade of 703.

**Water Plant Operator II:** is the title given to a worker who has obtained the second level of certification, the completion of “Operator B” licensure. This certification will only be granted by the State of North Carolina after the candidate has obtained the “Operator C” licensure, has a minimum of 18 months of work experience, has attended the appropriate training class, and has successfully passed the written exam. This title has been given the pay grade of 706.

**Water Plant Operator III:** is the title given to a worker who has obtained the third level of certification, the completion of “Operator A” licensure. This certification will only be granted by the State of North Carolina after the candidate has obtained the “Operator B” licensure, has a minimum of 30 months of work experience, has attended the appropriate training class, and has successfully passed the written exam. This title has been given the pay grade of 706.



# Request for Town Council Action

**Consent** **Career**  
**Agenda** **Ladder**  
**Item:** **Promotion**  
**Date:** **12/03/24**

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**Subject:** Career Ladder Promotion  
**Department:** Public Utilities Department  
**Presented by:** Public Utilities Director - Ted Credle  
**Presentation:** Consent Agenda Item

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## Issue Statement

Approval of a career ladder promotion for an employee at the Water Plant. This promotion will advance this employee from a Water Plant Operator I to a Water Plant Operator II.

## Financial Impact

The funds for this career ladder advancement were included into the approved and adopted FY 2024 - FY 2025 budget.

## Action Needed

Approve the career ladder promotion for the employee at the water treatment plant

## Recommendation

Staff recommends approval of the promotion

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Copy of the Employee Certification
3. Copy of the approved career ladder



# Staff Report

**Consent Career  
Agenda Ladder  
Item: Promotion**

---

In keeping with stated Town goals of retaining highly qualified employees, in 2016 the Town Council approved a career ladder within the Water Plant for employees to advance their career and become a more highly valued employee.

The employee attended training in September of 2024. By State law, took the certification test at least 30 days after the training school was completed. This employee obtained certification in October 2024. This career ladder increase will promote the employee from Water Plant Operator I to Water Plant Operator II.

*The North Carolina Water Treatment Facility Operators  
Board of Certification*

hereby certifies that

Having given satisfactory evidence of the necessary qualifications required by Chapter 90A of the General Statutes of North Carolina, is hereby authorized to practice as a grade "B-Surface"

*Water Treatment Facility Operator*

in the State of North Carolina

IN TESTIMONY WHEREOF: THE BOARD OF CERTIFICATION ISSUES  
THIS CERTIFICATE UNDER THE SEAL OF THE BOARD AND SIGNATURE  
OF THE CHAIRMAN EFFECTIVE THE 31ST DAY OF OCTOBER, 2024.  
THIS CERTIFICATION SUBJECT TO ANNUAL RENEWAL PROCEDURES.



JONATHAN PONS, ACTING CHAIRMAN  
CERTIFICATE NO. \_\_\_\_\_



**WATER TREATMENT PLANT CAREER LADDER**

<b>TITLE</b>	<b>PAY GRADE</b>	<b>EXPERIENCE/QUALIFICATION</b>
Water Plant Trainee	Pay Grade 701	Beginner
Water Plant Operator I	Pay Grade 703	“C” Certification & 6 months
Water Plant Operator II	Pay Grade 706	“B” Certification & 18 months
Water Plant Operator III	Pay Grade 706	“A” Certification & 30 months
Water Plant Mechanic/Operator	Pay Grade 706	(As Vacancies arise)
Chief Water Plant Operator	Pay Grade 714	(As Vacancies arise)
Water Plant Chemist	Pay Grade 712	(As Vacancies arise)
Water Plant Supervisor	Pay Grade 717	(As Vacancies arise)

**EXPLANATION OF ELIGIBILITY FOR CAREER LADDER POSITIONS:**

**Water Plant Trainee:** is the title given to a worker who is coming on board with little, or no, experience. This is granted to someone looking to begin their career in the Water Plant Division. This individual will have no certification and 0-12 months’ experience. This title has been given the pay grade of 701.

**Water Plant Operator I:** is the title given to a worker who has obtained the first level of certification, the completion of “Operator C” licensure. This certification will only be granted by the State of North Carolina after the candidate has a minimum of 6 months of work experience, has attended the appropriate training class, and has successfully passed the required, written exam. This title has been given the pay grade of 703.

**Water Plant Operator II:** is the title given to a worker who has obtained the second level of certification, the completion of “Operator B” licensure. This certification will only be granted by the State of North Carolina after the candidate has obtained the “Operator C” licensure, has a minimum of 18 months of work experience, has attended the appropriate training class, and has successfully passed the written exam. This title has been given the pay grade of 706.

**Water Plant Operator III:** is the title given to a worker who has obtained the third level of certification, the completion of “Operator A” licensure. This certification will only be granted by the State of North Carolina after the candidate has obtained the “Operator B” licensure, has a minimum of 30 months of work experience, has attended the appropriate training class, and has successfully passed the written exam. This title has been given the pay grade of 706.



# Request for Town Council Action

**Consent  
Agenda  
Item:** Personnel  
Promotion  
**Date:** 12/03/24

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**Subject:** Personnel Promotion  
**Department:** Finance Department  
**Presented by:** Finance Director – Andrew Harris  
**Presentation:** Consent Agenda Item

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## Issue Statement

This is a request to promote a Senior Customer Service Representative to the position of Accounts Payable Accounting Technician. Under the Town’s Employee Handbook, promotions to a higher pay grade will be accompanied by an increase to the next pay grade minimum, or to an increase of up to 10% at the Manager’s discretion. Recommendation is to increase the salary to the minimum pay grade wage.

## Financial Impact

This salary increase will be covered by the Finance Departments current budget and will not require a budget amendment to the current salary and benefits line items. In this case, the salary and benefits increase will be \$12,279. The proposed promotion will result in an increase from \$21.30/hr. to \$25.97/hr. based on an average of 80 hours bi-weekly. This promotion would be effective 12/09/2024.

## Action Needed

Approval of the requested promotion.

## Recommendation

Upon consultation with HR, staff recommends approval of this promotion.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report



# Staff Report

**Consent  
Agenda  
Item:** **Personnel  
Promotion**

---

In keeping with stated Town goals of attracting and retaining highly qualified employees, the Town has completed an assessment of a prospective employee for the position of Accounts Payable Accounting Technician for the Finance Department. The Department has this vacancy in accordance with approved staffing levels in the current year's budget. The prospective Accounts Payable Accounting Technician is an in-house candidate. The candidate is well-qualified for this position and is a highly regarded member of Town staff. Council is asked to approve this promotion.





# Request for Town Council Action

**Consent  
Agenda  
Item:** Personnel  
**Date:** Promotion  
12/03/24

---

**Subject:** Personnel Promotion  
**Department:** Finance Department  
**Presented by:** Finance Director – Andrew Harris  
**Presentation:** Consent Agenda Item

---

## Issue Statement

This is a request to promote a Customer Service Representative to the position of Senior Customer Service Representative. Under the Town's Employee Handbook, promotions to a higher pay grade will be accompanied by an increase to the next pay grade minimum, or to an increase of up to 10% at the Manager's discretion. Recommendation is to increase the salary to the minimum pay grade wage.

## Financial Impact

This salary increase will be covered by the Finance Departments current budget and will not require a budget amendment to the current salary and benefits line items. In this case, the salary and benefits increase will be \$15,329. The proposed promotion will result in an increase from \$18.44/hr. to \$24.27/hr. based on an average of 80 hours bi-weekly. This promotion would be effective 12/09/2024.

## Action Needed

Approval of the requested promotion.

## Recommendation

Upon consultation with HR, staff recommends approval of this promotion.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report



# Staff Report

**Consent  
Agenda  
Item: Personnel  
Promotion**

---

In keeping with stated Town goals of attracting and retaining highly qualified employees, the Town has completed an assessment of a prospective employee for the position of Senior Customer Service Representative for the Finance Department. The Department has this vacancy in accordance with approved staffing levels in the current year's budget. The prospective Senior Customer Service Representative is an in-house candidate. The candidate is well-qualified for this position and is a highly regarded member of Town staff. Council is asked to approve this promotion.



# Request for Town Council Action

**Consent  
Agenda  
Item:**  
**Date:** **Police  
Promotion  
12/03/24**

---

**Subject:** Officer Promotion  
**Department:** Police Department  
**Presented by:** Chief of Police – Pete Hedrick  
**Presentation:** Consent Agenda Item

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## Issue Statement

This is a request to promote one officer from the rank of Police Officer I (POI) to Police Officer II (POII), moving from pay grade 801 to pay grade 802. Under the Town's Employee Handbook, all career ladder promotions 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 2024-2025: Covered by the Current Budget. 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. In this case the required salary increase for the 2024/2025 Budget will cost will be \$778.44 which will be covered by budget.

## Action Needed

The Officer has followed the career ladder policy previously approved by the Council found in the support documentation and has earned the promotion. The Police Chief recommends this promotion with a five percent salary increase, moving the officer next pay grade in the current Town salary schedule

## Recommendation

It is requested to allow this Officer to be promoted to Police Officer II

Approved:  Town Manager  Town Attorney

## Attachments:

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



# Staff Report

**Consent  
Agenda  
Item:**

**Police  
Promotion**

---

This is a request to promote a Police Officer I (POI) to the rank of Police Officer II (PO II), moving from pay grade 801 to pay grade 802. 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.

# State of North Carolina

## CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION

General



Certification

In compliance with Chapter 17C of the General Statutes of the State of North Carolina and specifically with the appropriate Rules of Chapter 9 to Title 12 of the North Carolina Administrative Code, as promulgated by the Criminal Justice Education and Training Standards Commission under the authority of that statutory Chapter,

has apparently submitted all required documentation and fulfilled all requirements necessary to the determination of his/her suitability to be appointed as a Smithfield Police Department - Law Enforcement Officer within this State. Upon due consideration, the Commission finds that proper application for certification has been submitted to it on behalf of the above named. The Commission further FINDS, and hereby CERTIFIES that this applicant appears to meet the MINIMUM STANDARD REQUIREMENTS for appointment as a Smithfield Police Department - Law Enforcement Officer IN THE STATE OF NORTH CAROLINA OR ANY OF ITS POLITICAL SUBDIVISIONS.

Now therefore, the Commission serves notice that the applicant is awarded GENERAL CERTIFICATION. This Certification shall remain in effect for the duration of service in office unless suspended or revoked by the Commission for cause. Further, the Commission shall permit transfer of this officer between law enforcement agencies within this State, subject to the provisions of applicable Rules of the Administrative Code.

Approved on: **February 2, 2024**

Commission Chairman

Director,  
Criminal Justice Standards Division

# STATE OF NORTH CAROLINA



## SPEED-MEASURING INSTRUMENT OPERATOR CERTIFICATION

Pursuant to the authority invested in it by Chapter 17C of the General Statutes of North Carolina and in conformity with Rule .0308 of Subchapter 9C of the North Carolina Administrative Code, the  
NORTH CAROLINA CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION  
upon due consideration of submitted application with documentation of qualification to serve as a Speed-Measuring Instrument Operator, is satisfied that the minimum requirements for certification have been met and does hereby with duly certify that

HOLDS THE FOLLOWING CERTIFICATION(S):

CJ Speed Measuring Instrument Operator - RADAR

and shall henceforth be entitled to all the rights and privileges thereto appertaining,  
from or within the date(s) hereof, unless terminated by the Commission through suspension or revocation.

05/17/2024

CERTIFICATION DATE

Handwritten signature of Chris Blue, Chairman of the Criminal Justice Education and Training Standards Commission.

Chief Chris Blue, Chairman  
Criminal Justice Education and Training Standards Commission

05/17/2027

CERTIFICATION EXPIRATION DATE

Handwritten signature of J. Jeffrey Smythe, Director of the Criminal Justice Standards Division.

J. Jeffrey Smythe, Director  
Criminal Justice Standards Division

# 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 / DWI Detection and Standardized Field Sobriety Testing  
Training Course (24 Hours)*

Date: December 6, 2023 - December 8, 2023

Location: Johnson Community College



*Kenny Benfield*

Kenny Benfield  
SFST Program State Coordinator



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.**

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.

In witness whereof, I set my hand and seal this

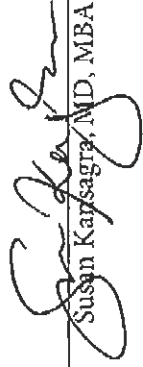
**Effective:  
09/01/2023**

**Expiration:  
09/01/2025**

**18th day of August, 2023**

Assistant Secretary for Public Health



  
Susan Kapsagra, MD, MBA





## **Chapter 500**

### **Personnel Policy 504: Promotions & Career Development**

**Effective Date: January 1, 2014 Revised Date: March 07, 2022**

#### **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
- d) Bilingual / Spanish Speaking

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.

H. Additional Incentive (Sworn and/or Civilian)

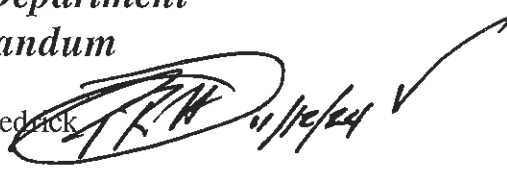
1. Bilingual / Spanish Speaking

a) Up to five percent one time incentive for proficiency in Spanish.

b) Fluent in Spanish language (oral and written as determined by testing).

c) In an effort to bridge the gap between the Smithfield Police Department and the Hispanic community, the department would offer an incentive to attract and retain Spanish speaking officers and civilian personnel.

***Smithfield Police Department  
Interoffice Memorandum***

To: Chief P. Hedrick 

From:

Date: November 11, 2024

Subject: Career Ladder Advancement to POII

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In accordance with Personnel Policy 504 (promotions and Career Development), this memorandum is a formal request for advancement to Police Officer II. The following is information required by General Orders to proceed with a request concerning the Career Ladder Program.

I have been employed with the Town of Smithfield for 2 years, 2 months. My hire date was 09/14/2022.

I successfully completed my one-year probationary requirement on 02/02/2024 and was awarded my Basic Law Enforcement Certification on 02/02/2024.

I have been involved in training courses to help further my career and abilities in law enforcement with the Smithfield Police Department. I have received multiple training hours that would help my advancement from Police Officer I to Police Officer II.

They are as follows:

- RADAR certification obtained on 05/17/2024 from JCC
- SFST certification obtained on 12/08/2023 from JCC
- Intoximeter certification obtained on 09/01/2023 from Wake County Law Enforcement Training Center

I received a rating of outstanding on my last annual performance appraisal (August 2023).

I have had no disciplinary action.

I appreciate your time and consideration in this matter.

Sincerely,

CC: Lt. J. Beyer 





# Request for Town Council Action

**Resolution  
#759 (20-  
2024)  
and Budget  
Amendment  
Date: 12/03/24**

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**Subject:** Resolution and Amendment to Budget Ordinance for CSX Culvert Improvement Project

**Department:** Finance Department

**Presented by:** Finance Director – Andrew Harris

**Presentation:** Consent Agenda Item

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## Issue Statement

A Resolution is a formal statement of a governing body's intent that is used to address a specific matter. Resolution is required to be approved by the Town Council for grant policies of the North Carolina Department of Environmental Quality. This resolution authorizes and directs the Town Manager, Michael Scott, to execute the management of the CSX Culvert Improvement Grant Project. Grant Project budget amendments are often required due to changes from the grantor agencies to balance grant project budgets. All amendments can be accomplished using additional funds from the 2023 Appropriations Act passed by the NC General Assembly.

## Financial Impact – N/A

## Action Needed

Separate Town Council approval is required for the resolution required by the grant policies of the North Carolina Department of Environmental Quality. Town Council approval is required for the CSX Culvert Improvement grant project budget amendment for the additional funds received from 2023 Appropriations Act passed by the NC General Assembly

## Recommendation

Staff recommends town council approve the attached resolution and grant project ordinance budget amendment

## Attachments

1. Staff Report
2. Resolution #759 (20-2024) CSX Culvert Improvement Project
3. Amendment to CSX Culvert Improvement Grant Project Budget Ordinance
4. Budget Amendment Attachment A



# Staff Report

**Consent  
Agenda 12/03/24  
Item:**

---

Resolutions are often required by state agencies to meet grant requirements and assign authority to a member of the management team of the Town. These resolutions also assure the granting agency that conditions and assurances will be met according to the grant requirements.

Budget amendments are often required at year end to balance grant project budgets. All budget amendments are accomplished using additional funding for the CSX Culvert Improvement Grant Project approved by the NC General Assembly with the passing of the 2023 Appropriations Act providing additional funds of \$150,000. The project budget increased from \$950,000 to \$1,100,000.

No fund balance appropriations were needed.

**TOWN OF SMITHFIELD  
RESOLUTION NO. 759 (20-2024)**

**WHEREAS,** the Town of Smithfield has received a Directed Projects grant for the CSX Culvert Improvement Project (SRP-W-134-0090) from the 2023 Appropriations Act, Session Law 2023-134, administered through the Drinking Water Reserve and Wastewater Reserve to assist eligible units of government with meeting their wastewater infrastructure needs, and

**WHEREAS,** the North Carolina Department of Environmental Quality has offered 2023 Appropriations Act funding in the amount of \$1,100,000 to perform work detailed in the submitted application, 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 the Town of Smithfield does hereby accept the 2023 Appropriations Act Directed Projects Grant offer of \$1,100,000; and

That the Town of Smithfield 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; and

That Michael L. Scott as 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 this 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 3<sup>rd</sup> day of December, 2024 in Smithfield, North Carolina.

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

ATTEST:

\_\_\_\_\_  
Elaine S. Andrews, Town Clerk

**AMENDMENT TO CSX CULVERT IMPROVEMENT GRANT PROJECT BUDGET ORDINANCE**

**TOWN OF SMITHFIELD**

**BE IT ORDAINED** by the Town Council of the Town of Smithfield, North Carolina, that the following amendment is made to the CSX Culvert Improvement Grant Project budget ordinance for the fiscal year ending June 30, 2025:

**Section 1:** To amend the General Fund Capital Project Fund, the appropriations and estimated revenues are to be changed as follows:

**See Attachment A**

The finance office has recognized that the NCSOBM has increased the budget \$150,000 for the CSX Culvert Improvement Grant Project.

**Section 3:** Copies of the budget amendment shall be furnished to the Clerk of the Town Council, and to the Budget Officer and the Finance Officer for their direction.

**Adopted** this 3rd day of December 2024 by the Smithfield Town Council.

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M. Andy Moore, Mayor

ATTEST:

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Elaine S. Andrews, Town Clerk

**Attachment A**

<u>Acct #</u>	<u>Description</u>	<u>Decrease</u>	<u>Increase</u>
<b>Revenues:</b>			
46-40-3800-3800-0000	State Grant CSX		150,000
<b>Expenditures:</b>			
46-40-5900-5700-7400	CSX Culvert Improvement		150,000
<b>Check:</b>			
<u>Revenues</u>		<u>Decrease</u>	<u>Increase</u>
Revenues		-	150,000
Expenditures		-	150,000
Totals		-	-
Check Figure			-



# Staff Report

**Consent Agenda Item:** New Hire / Vacancy Report  
**Date:** 12/03/24

## **Background**

Per Policy, upon the hiring of a new or replacement employee, the Town Manager 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:

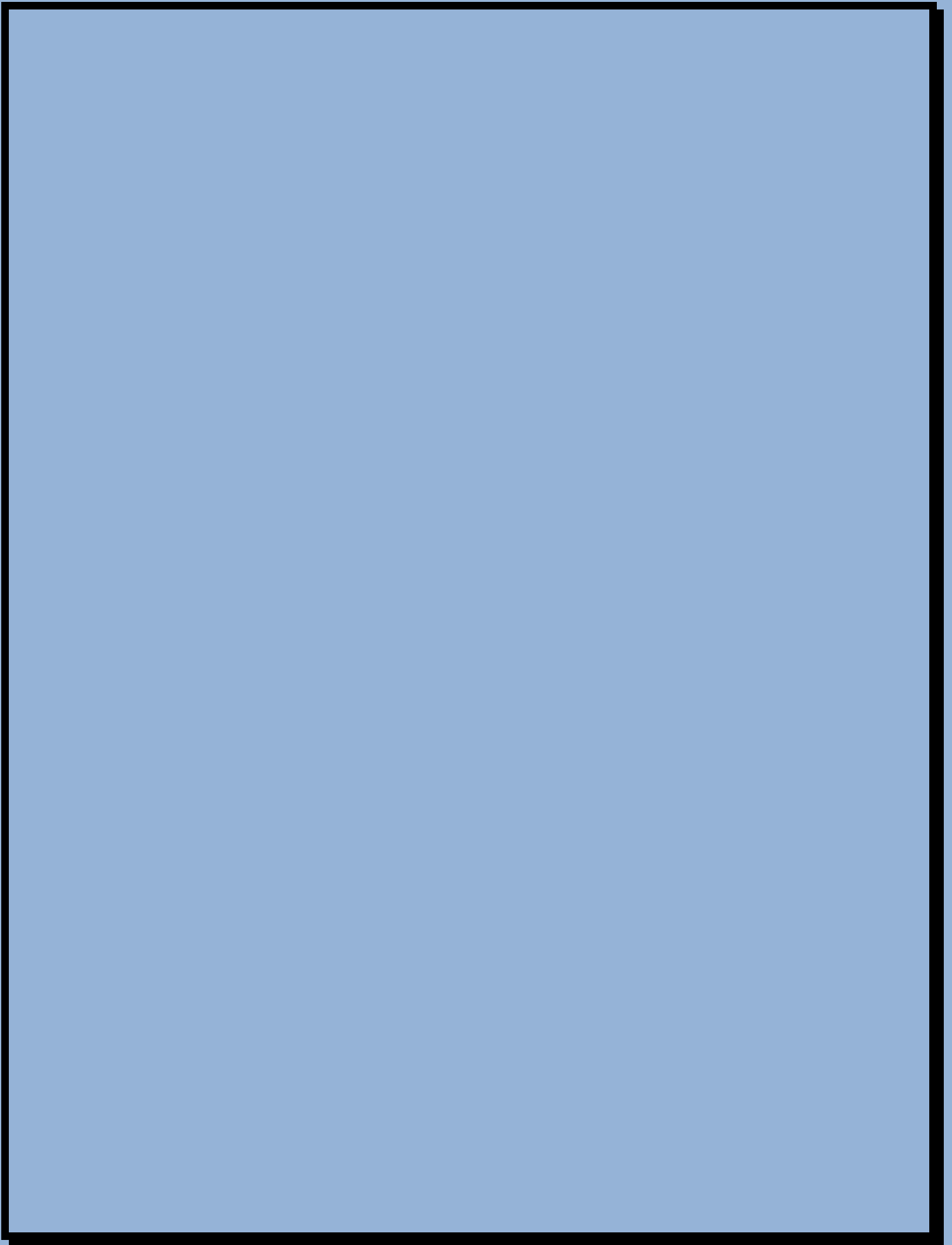
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Asst. Aquatics Supervisor	P&R – Aquatics	10-60-6220-5100-0200
Police Officers (6 positions)	Police	10-20-5100-5100-0200
Water Plant Operator	PU – Water Plant	30-71-7200-5100-0200
Utility Line Mechanic	PU-Water/Sewer	30-71-7220-5100-0200
Electric Superintendent	PU – Electric	31-72-7230-5100-0200

## **Action Requested**

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 2024-2025 Budget.

No new employees were hired from 11/12/2024 to the present.

# Business Items







# Request for Town Council Action

**Business Item:** 2025  
Town Council Meeting Schedule  
**Date:** 12/03/24

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**Subject:** 2025 Town Council Meeting Schedule  
**Department:** General Government Department  
**Presented by:** Michael Scott – Town Manager  
**Presentation:** Business Item

---

## Issue Statement

Each year the Council is asked to review the next year's Town Council meeting schedule and determine if there are any regularly scheduled meetings that conflict with either a holiday or election day.

## Financial Impact

N/A

## Action Needed

It is requested that the Council review the 2025 regular meeting schedule. Consider changing two meeting dates to one for the November meetings due to the municipal elections and the Veteran's Day holiday.

## Recommendation

Staff recommends adopting the regular meeting schedule and the Council determine a suitable date for the November meeting.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. 2025 Calendar



# Staff Report

**Business  
Item:** **2025  
Town  
Council  
Meeting  
Schedule**

---

Article II Section 2-46 of the Town of Smithfield’s Code of Ordinances states that a regular meeting of the Town Council shall be held at the Town Hall on the first Tuesday of each month unless the date conflicts with a Town observed holiday or election day, in which event, the meeting will be schedule for the following Tuesday or as such time as may be prescribed.

It is requested that Council review the 2025 regular meeting schedule and determine an alternate date for the November meeting.

## **2025 Town Council Meeting Schedule**

- January 7<sup>th</sup> and 21<sup>st</sup>
- February 4<sup>th</sup> and 18<sup>th</sup>
- March 4<sup>th</sup> and 18<sup>th</sup>
- April 1<sup>st</sup> and 15<sup>th</sup>
- May 6<sup>th</sup> and 20<sup>th</sup>
- June 3<sup>rd</sup> and 17<sup>th</sup>
- July 1<sup>st</sup> and 15<sup>th</sup>
- August 5<sup>th</sup> and 19<sup>th</sup>
- September 2<sup>nd</sup> and 16<sup>th</sup>
- October 7<sup>th</sup> and 21<sup>st</sup>
- November 4<sup>th</sup> is Election Day for Municipal elections. November 11<sup>th</sup> is Veteran’s Day. Staff suggest conducting the November meeting on November 18<sup>th</sup> only.
- December 2<sup>nd</sup> and 16<sup>th</sup>

# Town Council Schedule

# 2025

## January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## September

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## December

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			





# Request for Town Council Action

**Business Item:** Contract for Service  
**Date:** 12/03/24

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**Subject:** Contract for Transportation Services - McAdams  
**Department:** Planning Department  
**Presented by:** Planning Director - Stephen Wensman  
Parks & Recreation Director - Gary Johnson  
**Presentation:** Business item

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## Issue Statement

To review and approve a contract for services with McAdams to prepare a traffic impact analysis and intersection design for the NC210 Soccer Park.

## Financial Impact

\$25,790 (\$7500 for Traffic Impact Analysis (TIA); \$5,800 for Conceptual Design, \$12,000 for Signal Design, \$490 Traffic Counts Fee).

## Action Needed

To approve the attached contract for services with McAdams to conduct a TIA, and prepare a conceptual and final design for a signalized intersection.

## Recommendation

Staff recommend the Council approve the contract for services with McAdams.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. McAdams Proposal for Transportation Services



# Staff Report

**Business Contract  
Item: for Service**

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## **Overview:**

The Town of Smithfield purchased 20-acres of land for a soccer park off NC210 several years ago. The Parks Department recently had McAdams prepare a conceptual design for the park. The park property has no street frontage, has an access easement from NC Highway 210 that crosses a private parcel of land with the Johnston County Tax ID 15076012A owned by the Denning Family Trust #1, Larry Denning Trustee.

To develop the park, the construction of an entrance drive is needed and an NCDOT Access Permit is required. Prior to issuance of an access permit, NCDOT is requiring a traffic impact analysis (TIA) be completed. NCDOT has also indicated that given the location of the easement, any access at that location will require a signalized intersection due to the configuration of the adjacent driveway and Tulip Tree Driveway in the Marin Woods Development.

## **Request for Qualifications:**

Staff advertised a request for qualifications and received qualification submittals from 3 qualified firms and selected McAdams and the most qualified. Staff met with McAdams to discuss the project and requested a proposal. The Town Engineer reviewed the proposal and found the fees for services appropriate.

The attached contract for services does not include:

- Construction administration (anticipated \$3000)
- Agreement with NCDOT for the signal (\$6000)
- Signalized intersection construction
- Entrance driveway
- Park construction



621 Hillsborough Street  
Suite 500  
Raleigh, NC 27603  
919. 361. 5000

November 14, 2024

Gary Johnson  
Town of Smithfield, Parks & Recreation  
600 M Durwood Stephenson Parkway  
Smithfield, North Carolina 27577

**RE: Smithfield NC, TIA + Signal Design  
Smithfield, North Carolina  
TOS24002**

Dear Mr. Johnson,

We are pleased to offer this proposal for transportation services on the proposed park located on NC 210 in Smithfield, North Carolina.

## Project Understanding

### Site

The site of the proposed park is located south of NC Highway 210 at Tuliptree Drive in Smithfield, North Carolina. Access is desired via the existing access easement located just east of Tuliptree Drive.

### Assumptions

This proposal is based on the following assumptions:

- This proposal assumes a full North Carolina Department of Transportation (NCDOT) traffic impact analysis (TIA) is not triggered per initial coordination with NCDOT district staff.
- New peak hour traffic counts will be required at all existing study intersection during the weekday PM (4:00 – 6:00 PM) and Saturday Mid-day (10:00 AM - 2:00 PM) peak hours on a typical day (included as task L14.10).
- Assumed study intersections:
  - NC 210 and Tuliptree Drive / Proposed Site Driveway.
- The following analysis scenarios are assumed for the TIA:
  - Existing (2024) Conditions;
  - No-Build (Build Year) Conditions;
  - Build (Build Year) Conditions; and
  - Build (Build Year) + Improvement(s) Conditions.
- The storage for the westbound left-turn lane to be included in the conceptual design will be 100’.
- The efforts included in this proposal for the conceptual design only account for only one access location as defined below. Any additional concepts or updates to the exhibit for a varying location of the access will be considered additional services.
- The conceptual design will be based on GIS files and aerial photography and shall be considered high-level. The conceptual design will be a plan layout and will not account for vertical aspects. The access is subject to change from the conceptual design to be provided as survey data is obtained and the design progresses.

- Due to the distance between the signal installation and the closest existing traffic signal, signal communication plans to connect the proposal signal installation will not be required.

## Proposed Services + Fees

We propose the following services (Alphanumeric task numbers are for internal coding purposes):

### Transportation Services

#### A14.10 TRAFFIC IMPACT ANALYSIS:

FEE: \$7,500

This scope includes the preparation of a Memorandum of Understanding (MOU) outlining the project scope as approved during the scoping process. The analysis will grow existing traffic volumes to project buildout utilizing a background growth rate and traffic generated by approved adjacent development(s). We will calculate anticipated site traffic to be generated by the proposed development utilizing methodology contained in the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition. The proposed site traffic will be generated at all study intersections according to the approved site trip distribution for the subject park as well as other nearby developments that are anticipated. We will analyze the study intersections according to the TIA analysis scenarios assumed above. All analysis will be prepared utilizing Synchro intersection analysis software and SIDRA analysis software, as appropriate. The scope includes the preparation of a TIA report with an appendix of supporting information. The figures therein will be prepared to include summarizing the traffic volumes and calculations for each scenario above. The scope includes the submittal to the review agencies when approved by the client.

#### A14.11 PROJECT MEETINGS:

FEE: By hourly charges in accordance to the attached Rate Schedule, Not to exceed \$4,000 without prior Client authorization.

This scope includes up to three (3) virtual meetings with the client, project team and/or NCDOT to discuss site access and design limitations. Virtual preparation meetings and team coordination associated with these meetings are also included and will be billed towards this task on an hourly basis, not to exceed the budget amount shown.

#### D14.10 CONCEPTUAL DESIGN:

FEE: \$5,800

This scope includes the generation of a plan sheet exhibit reflecting the proposed shared access for the development and park site within the existing access easement along the western property line of the northern parcel offset to Tuliptree Drive. The exhibit will include the addition of a westbound left-turn lane for the proposed park access. The exhibit is intended to be used for the coordination and meetings identified above with NCDOT and with the developer team of the northern parcel.



#### D14.20 SIGNAL DESIGN

**FEE: \$12,000**

McAdams will provide the design and plan production for the signal installation at the Town of Smithfield Park Entrance off NC Hwy 210 in Smithfield, North Carolina. Based on the design of one (1) traffic signal at the subject intersection noted above, McAdams will request and coordinate execution of a traffic signal agreement between Client and the North Carolina Department of Transportation (NCDOT). The agreement will be prepared by NCDOT and will describe the signal requirements and party responsibilities based on location and installation information provided by Client. There is a typical agreement fee of \$6,000 per signal, paid directly to NCDOT. Traffic signal upgrade plans will be prepared in accordance with the latest NCDOT standards, specifications, and guidelines.

The final signal plan set shall include the following:

- Geometric Intersection Layout;
- Loop detector chart and locations;
- Signal head placement, identification, and Table of Operation;
- Phasing Diagram;
- Timing Chart;
- Sign and Symbol Legend;
- Pavement Marking and/or Pole Location diagram (if required);
- Intersection clearance diagrams and calculations; and
- Electrical Detail Plans.

Deliverables:

- Draft signal plan set to Town and NCDOT for review; and
- Final signal plan set issued for construction.

#### H14.10 SIGNAL CONSTRUCTION ADMINISTRATION ASSISTANCE

**FEE: By hourly charges in accordance with the attached Rate Schedule, Not to exceed \$3,000 without prior Client authorization.**

- Prepare traffic signal quantities and probable construction cost estimate.
- Recommend contractors for signal construction and provide cursory review of contractor's bid estimates.
- Review contractor signal equipment submittals and coordinate with Town and NCDOT for review and approval.
- Respond to project team and contractor inquiries regarding the signal construction.

#### L14.10 TRAFFIC COUNTS

**FEE: \$490**

New peak hour traffic counts will be conducted at the intersection of NC 210 at Tuliptree Drive during the weekday PM (4:00 – 6 :00 PM) and Saturday Mid-day (10:00 AM – 2:00 PM) peak hours on a typical day.

## Extra Services

### J. ADDITIONAL SERVICES:

When requested by the Client and confirmed by the Client and/or Firm in writing, the Firm shall perform services in addition to those described above in this Agreement and the Client shall compensate the Firm by hourly charges in accordance with the attached Rate Schedule.

## Project Schedule

The Firm's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the project. The following is the expected schedule for completion of work on this project:

Schedule to be mutually agreed upon between Client and Firm.

The time limits and schedule set forth above have been agreed to by the Client and Firm, but the time limits and schedule shall be extended for (1) reasonable cause, or for (2) any delays associated with the Firm's work on the project that are not the sole responsibility of the Firm.

## Client Responsibilities

Client shall be responsible for the following:

- | Notification to proceed;
- | Timely approval of sketches presented for Client approval;
- | Timely providing of information from other professional services (architect, geotechnical engineer, etc.), as described hereinabove;
- | Payment of all application and permit fees;
- | Payment of invoices in accordance with Item 1 of Terms and Conditions; and
- | Notification to Firm of any problems, in accordance with Item 2 of Terms and Conditions.

## Exclusions

The following services are not included in this Agreement:

- | Traffic signal cable routing and splicing plans;
- | Roadway widening / construction drawing plans; and
- | Survey.

## General Conditions

- | The attached "Terms and Conditions" shall apply to this Agreement.
- | This proposal is valid for 30 days from the above date.
- | Reimbursable expenses will be billed in accordance with the attached Rate Schedule.
- | Client is responsible for all application and permit fees.

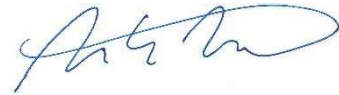
## Conclusion

We appreciate this opportunity to propose our services. We are eager to pursue this project further and thank you for your consideration.

Sincerely,  
**McAdams**



Nate Bouquin, PE, PTOE | Traffic Lead  
Bouquin@mcadamsco.com | 919. 961. 4065



Will Letchworth, PE, | Vice President, Transportation  
Letchworth@mcadamsco.com | 919. 805. 4900

NB/lm

## Acceptance

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

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## Accounting Information

Billing Contact: \_\_\_\_\_

Billing Contact Email Address: \_\_\_\_\_

Billing Contact Phone Number: \_\_\_\_\_

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

\_\_\_\_\_

# Hourly Rate Schedule / 2024

**1. SPECIFICATIONS FOR CONTRACT BY HOURLY CHARGE, THE FOLLOWING RATES APPLY**

Role	Rate
Chairman / President / Vice President	\$290 - 400 /hour
Principal	\$325 /hour
Director / Practice Lead	\$145 - 265 /hour
Technical Manager	\$135 - 240 /hour
Project Manager	\$150 - 230 /hour
Assistant Project Manager	\$120 - 175 /hour
Landscape Architect	\$140 - 230 /hour
Planner	\$110 - 190 /hour
Project Engineer	\$130 - 240 /hour
Graphics + Visualization	\$110 - 160 /hour
Designer / Analyst	\$100 - 200 /hour
Intern	\$55 - 100 /hour
Administrative Services	\$80 - 110 /hour
Construction Administration	\$100 - 155 /hour
Survey Technician	\$95 - 125 /hour
2 Man Survey Crew	\$155 - 175 /hour
3 Man Survey Crew	\$185 - 200 /hour
UAS LiDAR Crew	\$285 /hour
SUE Crew Member	\$55 - 115 /hour

Hourly services are recorded and rounded to the nearest 1/4 hour.

**2. THE FOLLOWING CHARGES APPLY ON ALL CONTRACTS, FOR COPIES OF PLANS AND SPECIFICATIONS SENT OUT OF THE ENGINEER'S OFFICE (TO CLIENT, CITY REGULATORY AGENCIES, BIDDERS, CONTRACTOR, OTHER CONSULTANTS, ETC.):**

Item	Fee	Item	Fee
Oversize + Color Rep.	\$3.60 /each	Oversize Mylar Sepia	\$24.00 /each
Paper Reproductions	\$2.40 /each	Mylar Sepia	\$18.00 /each
Specifications	\$0.12 /each	Paper Sepia	\$6.00 /each

**3. THE FOLLOWING RATES ARE CHARGED IN ADDITION TO THE ABOVE FEES:**

Item	Fee
Fees Paid for Permits and Applications	Cost Plus 10%
Outside Photocopying, Travel, Overnight Delivery, Postage for Mass Mailings	Cost Plus 10%
Subcontractor Invoices	Cost Plus 12.5%

**4. FEES ARE SUBJECT TO ADJUSTMENT AT THE BEGINNING OF EACH CALENDAR YEAR.**

**5. PROJECTS ARE BILLED ON A MONTHLY BASIS AND INVOICES ARE DUE UPON RECEIPT. INVOICES WHICH HAVE BEEN NOT BEEN PAID WITHIN 30 DAYS ARE PAST DUE AND SUBJECT TO FINANCE CHARGES OF 1.5% PER MONTH.**

Client's Initials \_\_\_\_\_ Date \_\_\_\_\_

# Collection Schedule

- | **Issuance** Client will be issued their invoice by McAdams within 30 days of the last day of the month in which the services were rendered.
  
- | **Net 30 Days** Invoices are due in full within 30 days after issuance. Exceptions to this policy must be discussed with and agreed upon by a McAdams representative **prior** to the due date of any issued invoice. Exceptions must be made in writing and acknowledged by both parties.
  
- | **Past 30 Days** Invoices that lapse 30 days without payment or notification are considered **past due**. McAdams will notify the client via email and confirm that invoices have been received, as well as advise that payment is due.
  
- | **Past 45 Days** Invoices that lapse 45 days without payment or notification are considered **overtly past due**. McAdams will notify the client via email and as well as make contact via phone.
  
- | **Past 60 Days** Invoices that lapse 60 days without payment or notification will have submittals for the project halted, and a formal letter issued to the client. This letter will:
  - Outline the services rendered and state the client's past due balance.
  - Notify a work hold for **all client projects** starting in 15-days (75 days from issuance).
  - State the procedures for payment to remove halts and ratify current account status.
  
- | **Past 75 Days** Invoices that lapse 75 days without payment or notification will result in the respective project AND all other projects placed on work hold on a case-by-case basis.
  
- | **Past 90 Days** Invoices that lapse 90 days from issuance without payment or notification will be pursued by McAdams on a case-by-case basis with the potential for a lien to be placed on the property.

Client

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

## Terms + Conditions - NC

The proposal submitted by THE JOHN R. McADAMS COMPANY (“CONSULTANT”) is subject to the following terms and conditions (collectively referred to as the “Agreement”) and, by accepting the proposal or any part thereof, CLIENT agrees and accepts the terms and conditions outlined below:

### 1. Payment:

CLIENT will pay CONSULTANT for services and expenses in accordance with periodic invoices to CLIENT and a final invoice upon completion of the services. Each invoice is due and payable in full upon presentation to CLIENT. Invoices are past due if not paid in full after 30 days. Past due amounts are subject to interest at a rate of one and one-half percent per month (18% per annum) on the outstanding balance from the date of the invoice.

In an effort to ensure prompt resolution of questions and disputes regarding CONSULTANT’s services and invoices, CLIENT agrees to notify CONSULTANT, in writing / email, of any questions or concerns CLIENT may have regarding the cost, quality or appropriateness of services provided related to an invoice within fifteen (15) days of the invoice date. If CLIENT fails to provide such notice to CONSULTANT, CLIENT waives its right to dispute the accuracy and appropriateness of any portion of such invoice for which notice was not provided.

If CLIENT fails to make payment to CONSULTANT within 30 days after the invoice date, CONSULTANT may, after giving seven (7) days written notice to CLIENT, suspend services under this Agreement until all amounts due are paid in full. If an invoice remains unpaid after sixty (60) days from invoice date, CONSULTANT may terminate the Agreement and/or initiate legal proceedings to collect the fees owed, plus other reasonable expenses of collection including attorney’s fees.

### 2. Notification of Breach or Default:

CLIENT shall provide prompt written / email documentation to CONSULTANT if CLIENT becomes aware of any breach of contract, defect, fault, error, omission or inconsistency arising out of or related to CONSULTANT’s services. The failure of CLIENT to provide such written notice within fifteen (15) days from the time CLIENT became aware of such breach of contract, defect, fault, error, omission or inconsistency, shall constitute a waiver by CLIENT of any claims against CONSULTANT arising out of such breach of contract, defect, fault, error, omission or inconsistency.

### 3. Ownership of Instruments of Service:

All reports, plans, specifications, instruments of service, field data, notes and other documents, including all documents on electronic media, prepared by CONSULTANT shall remain the property of CONSULTANT. CONSULTANT shall retain all common law, statutory and other rights, including intellectual property rights. In the event of termination of this Agreement and upon full payment of fees owed to CONSULTANT, CONSULTANT shall make available to CLIENT copies of all completed plans, specifications, and electronic files.

**4. Change Orders:**

CONSULTANT will treat as a change order request any documented or oral order (including directions, instructions, interpretations or determinations) from CLIENT which request changes in the Agreement or CONSULTANT's scope of work. If CONSULTANT is willing to proceed with such change, CONSULTANT will give CLIENT written notice within fifteen (15) days of a change order request of any resulting increase in CONSULTANT's fees and/or time of performance (a "Change Order"). Unless CLIENT objects in writing within ten (10) days, the Change Order becomes a part of this Agreement.

**5. Site Operations:**

CLIENT will arrange for right-of-entry to the property for the purpose of performing studies, tests and evaluations pursuant to the agreed services. CLIENT represents that it possesses necessary permits and licenses required for all ongoing activities at the site. If CONSULTANT is advised or given data in writing that shows the presence of underground or overground obstructions, such as utilities, CONSULTANT will give special instructions to our field personnel. However, CONSULTANT is not responsible for any damage or losses due to undisclosed or unknown surface or subsurface conditions, owned by CLIENT or third parties. CONSULTANT will take reasonable precautions to minimize damage to the property caused by our operations. CONSULTANT's fee does not include any cost of restoration due to any damage which may result and CONSULTANT is not responsible for any such repairs unless CONSULTANT fails to take reasonable precautions. If CLIENT desires CONSULTANT to repair such damage, CONSULTANT will comply and add the cost to our fee. Field tests or boring locations described in CLIENT's reports or shown on sketches prepared by CONSULTANT are based on specific information furnished by others or estimates made in the field by CONSULTANT's personnel. Such dimensions, depths or elevations should be considered as approximations unless otherwise stated in CONSULTANT's proposal or report.

**6. Project Site:**

Should CLIENT not be owner of the project site, then CLIENT agrees to notify the owner(s) of the possibility of unavoidable alteration and damage to the site and to obtain permission from the owner(s) for such alteration and damage. CLIENT further agrees to indemnify, defend and hold CONSULTANT harmless against any claims by the owner(s) or persons having possession of the site through the Owner which are related to such alteration or damage.

**7. Assignment and Third Parties:**

Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than CLIENT and CONSULTANT, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of CLIENT and CONSULTANT and not for the benefit of any other party. Neither CLIENT nor CONSULTANT shall assign, sublet, or transfer any rights under or interests in this Agreement without the written consent of the other which shall not be unreasonably withheld. However, nothing contained herein shall prevent or restrict CONSULTANT from employing independent subconsultants as CONSULTANT may deem appropriate to assist in the performance of services hereunder.

**8. Survival:**

All of CLIENT's payment obligations and liabilities, including but not limited to, its indemnification obligations and limitations, and CONSULTANT's rights and remedies with respect thereto, as well as the terms of Sections 6, 11, 12, and 14, shall survive completion of and the expiration or termination of this Agreement.

9. **Force Majeure:**

Should completion of any portion of the services or any obligation under the Agreement be delayed for causes beyond the control of or without the fault or negligence of CONSULTANT, including force majeure, the reasonable time for performance of the service or the deadline under the Agreement shall be extended for a period at least equal to the delay. Force majeure includes but is not restricted to acts of God, acts or failures of governmental authorities, acts of CLIENT's contractors or agents, fire, floods, epidemics, riots, quarantine restrictions, strikes, civil insurrections, freight embargoes, and unusually severe weather.

10. **Standard of Care:**

CONSULTANT shall perform its services under the Agreement in a professional manner, using the degree of care and skill ordinarily exercised by and consistent with the standards of professionals providing the same services in the same or a similar locality as the project. **THERE ARE NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARISING OUT OF OR RELATING TO THE SERVICES PROVIDED BY CONSULTANT UNDER THIS AGREEMENT, AND CLIENT WAIVES ITS RIGHT TO ASSERT SUCH CLAIMS AGAINST CONSULTANT.**

11. **Limitation of Liability:**

CLIENT agrees that the total collective and aggregate liability of CONSULTANT and its employees, officers, and directors for any and all claims that may be asserted by CLIENT arising out of or related to this Agreement, except for claims for willful or intentional misconduct by CONSULTANT, is limited to \$50,000 or to the fee paid to CONSULTANT under this Agreement, whichever is greater.

12. **Waiver of Consequential Damages:**

Both CLIENT and CONSULTANT hereby waive any right to pursue claims for consequential damages against one another, including any claims for lost profits.

13. **Safety:**

Except with respect to CONSULTANT's own employees, CONSULTANT is not responsible for site safety or compliance with the Occupational Safety and Health Act of 1970 ("OSHA"). Job site safety remains the sole exclusive responsibility of CLIENT or CLIENT's contractors. Likewise, CONSULTANT shall have no right to direct or stop the work of CLIENT's contractors, agents or employees.

14. **Arbitration:**

Any claim or other dispute arising out of or related to this Agreement shall be subject to Arbitration. Such claims and disputes shall first be subject to non-binding mediation, and if mediation is unsuccessful, shall be subject to Arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect. Any demand for Arbitration shall be filed in writing with the other party and with the American Arbitration Association. Nothing in this provision shall prevent CONSULTANT from acting to secure any lien rights it may have under applicable law.

15. **Independent Contractor:**

In carrying out its obligations, CONSULTANT shall be acting at all times as an independent contractor and not an employee, agent, partner or joint venturer of CLIENT. CONSULTANT's work does not include any supervision or



direction of the work of other contractors, their employees or agents, and CONSULTANT's presence shall in no way create any liability on behalf of CONSULTANT for failure of other contractors, their employees or agents to properly or correctly perform their work.

**16. Termination:**

Either party may terminate the Agreement with cause upon ten (10) days advance written notice, if the other party has not cured or taken reasonable steps to cure the breach giving rise to termination within the ten (10) day notice period. Either party may terminate the Agreement without cause upon thirty (30) days advance written notice to the other party. If CLIENT terminates without cause or if CONSULTANT terminates for cause, CLIENT will pay CONSULTANT for all services performed, costs incurred, non-cancelable commitments, and fees earned to the date of termination and through demobilization, including any cancellation charges of vendors and subcontractors, as well as reasonable demobilization costs.

**17. Severability:**

If any provision of this Agreement, or application thereof to any person or circumstance, is found to be invalid then such provision shall be modified if possible, to fulfill the intent of the parties as reflected in the original provision. The remainder of this Agreement, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Agreement shall be valid and enforced to the fullest extent permitted by the law.

**18. No Waiver:**

No waiver by either party of any default by the other party in the performance of any provision of this Agreement shall operate as or be construed as a waiver of any future default, whether like or different in character.

**19. Merger, Amendment:**

This Agreement constitutes the entire Agreement between CONSULTANT and CLIENT, and all negotiations, written and oral understandings between the parties are merged herein. This Agreement can be supplemented and/or amended only by a written document executed by both CONSULTANT and CLIENT.

**20. Choice of Law:**

The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the law of the State of North Carolina, excluding only its conflicts of laws principles.



# Public Hearings





# Request for Town Council Action

**Agenda  
Item:** CZ-24-08  
**Date:** 12/03/24

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

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## Issue Statement

To review the application to rezone 2 parcels of land (34.28 acres and 7.98 acres) from R-20A (Residential/Agriculture) to R-8 Conditional (Single, Two, and Multi-family Residential Conditional) with a master plan for 117 lot detached single-family subdivision.

## Financial Impact

None.

## Action Needed

The Town Council is respectfully requested to hold a public hearing to review the conditional zoning map amendment and to approve, approve with conditions or deny the request.

## Recommendation

Planning Staff recommend approval of the zoning map amendment, CZ-24-08, 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
3. Consistency Statement
4. Application
5. Zoning Map
6. Preliminary Lot Layout (Master plan)
7. Project Narrative
8. Adjacent Property Owners Listing



# Staff Report

**Agenda Item: CZ-24-08**

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## REQUEST:

Village on the Neuse, LLC is requesting the rezoning of 2 parcels of land (34.28 acres and 7.98 acres) from R-20A (Residential/Agriculture) to R-8 Conditional (Single, Two, and Multi-family Residential Conditional) with a master plan for 117 lot detached single-family subdivision.

## PROPERTY LOCATION:

The properties are located on the west side of Buffalo Road, South of the Smithfield Middle School and approximately 130 feet North of Holland Drive.

## SITE DATA:

Owner/Applicant:	Village on the Neuse LLC
Tax ID#	14001001 and 14075011A
Acreage:	34.28 acres and 7.98 acres
Present Zoning:	R-20A Residential/Agriculture
Proposed Zoning:	R-8 Single, Two, and Multi-family Residential.
Existing Use:	Vacant/Agriculture
Proposed Use	Detached Single-family residential
Town/ETJ:	Town
Fire District:	Smithfield
School Impacts:	Future students
Parks and Recreation:	None
Water Provider:	Smithfield
Sewer Provider:	Smithfield
Electric Provider:	Smithfield

## EXISTING CONDITIONS/ENVIRONMENTAL:

The site is located on the Neuse River and there is floodplain and required riparian buffers.

**ADJACENT ZONING AND LAND USES: (see attached map for complete listing)**

	<b>Zoning</b>	<b>Existing Land Uses</b>
<b>North</b>	O/I Office Institutional/R-20A Residential-Agriculture	Single-family residential and Smithfield Middle School
<b>South</b>	R-20A Residential-Agriculture	Agriculture and single-family residential
<b>East</b>	R-10 Single-family Residential and R-20A Residential-Agriculture	Detached single-family residential and radio station
<b>West</b>	R-20A Residential-Agriculture	Neuse River and single-family residential

**DEVELOPMENT ANALYSIS:**

**Overview.** The proposed rezoning properties abut Smithfield Middle School to the north. There is a shared unimproved driveway near the northern property line on school property that provides access to over a dozen detached single-family properties. The rezoning master plan is for a 117-lot detached single-family development that will conform to the R-8 zoning and Town subdivision standards. There are no “deviations” from the regulations proposed; therefore staff has no recommended conditions of approval.

**Comprehensive Plan.** The Town Plan (comprehensive plan) guides this property for Medium Density Residential. The proposed rezoning is appropriate.

**Environmental Considerations.** Future subdivision will be restricted by the riparian buffers along the Neuse River and restrictions to development in floodplain.

**Development Standards.** The subdivision will conform to the R-8 zoning and all other UDO requirements.

**Site Access/Streets.**

- The proposed development will access Buffalo Road with a new street approximately 250’ north of Holland Drive.
- The proposed development will utilize existing public right-of-way to construct street connections to Holland Drive at two locations.
- The proposed development will provide street stubs for future development north-west of the development site and south of the middle school.
- Buffalo Road is an NCDOT road, and a permit will be required for street access.

**Traffic Impact Study.** A traffic impact study will be required prior to preliminary plat submittal.

**Utilities.** The development will be served by Town water, sewer, and electric utilities.

**Phasing.** No phasing plan has been submitted at this time.

**CONSISTENCY STATEMENT (Staff Opinion):**

With approval of the rezoning, the 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 map amendment is consistent with the comprehensive growth management plan.*
- **Consistency with the Unified Development Code (UDO)** – *the site will be developed in accordance with the UDO.*
- **Compatibility with Surrounding Land Uses** – *the map amendment will be compatibility with surrounding land uses.*

**RECOMMENDATION:**

Planning Staff recommends approval of zoning map amendment, CZ-24-08, without conditions.

**RECOMMENDED MOTION:**

“Move to recommend approval of zoning map amendment, CZ-24-08, without conditions, 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  
CZ-24-08**

**Whereas** the Smithfield Town Council, upon acting on a zoning map amendment to the *Unified Development Ordinance* and pursuant to NCGS §160D-605, 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 §160D-605, 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-24-08 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 CZ-24-08 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  
Smithfield-NC.com 919-934-2116

**CONDITIONAL ZONING APPLICATION**

**Development Name**  
Village on the Neuse

**Proposed Use**  
Single Family Housing on 8,000 sq ft lots or larger

**Project location or address**  
1317 Buffalo Rd Smithfield NC 27577

**Property Identification Number(s) and Tax ID Number (s) for each parcel to which these guidelines will apply:**  
169411-672119 & 169407-67-8642

<b>PIN#</b>	<b>TAX ID#</b>
169411-672119 & 169407-67-8642	

**Project type?**     Single Family     Townhouse     Multi-Family     Non-Residential     PUD/Mixed Use

**PROPERTY OWNER INFORMATION**

**Name**  
Village on the Neuse LLC

**Address**  
1122 Vick Charles Dr Raleigh NC 27606

**Phone**  
919-795-0354

**Email**  
eric.villeneuve@homevestors.com

**OWNER/DEVELOPER INFORMATION**

**Company Name**  
Same

**Contact Name**  
same

**Address**  
same

**Phone**

**Email**

**CONSULTANT/ENGINEERING FIRM**

**Company Name**  
McCall Engineering Group

**Contact Name**  
Jeremy McCall

**Address**  
5867 Groometown Rd High Point NC 27263

**Phone**  
336-870-0940

**Email**  
jeremy@mccallpe@gmail.com

**ZONING INFORMATION**

**Existing Zoning District**  
R-20A

**Proposed Zoning District**  
R-8

**If more than one district, provide the acreage of each:**

**Overlay District?**     Yes     No

**Inside City Limits?**     Yes     No

**ENVIRONMENTAL QUALITY DATA INFORMATION**

Existing Impervious Surface acres/sf <b>none</b>	Flood Hazard Area <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Proposed Impervious Surface acres/sf <b>est at approx 11 ac</b>	Neuse River Buffer <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Watershed Protection Area <b>Neuse River Basin</b>	Wetlands <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
FEMA Map Panel <b>1694 panel # / 3720169400k map #</b>	Base Flood Elevation <b>127.4'</b>

**SITE DATA**

Total # of single-family lots <b>117</b>	Total densities per zoning district <b>2.7 SFR per acre</b>
Total # of townhouse lots <b>0</b>	Acreege in active open space <b>TBD, 0-1 acres</b>
Total # of all lots <b>117</b>	Acreege in passive open space <b>TBD, approx 7-8 acres</b>
Linear feet of new roadways <b>approx 5750'</b>	Linear feet of new sewer mains <b>approx 5130'</b>
Linear feet of new water mains <b>approx 5130'</b>	Linear feet of new sidewalks <b>unknown</b>
Proposed sewer allocation	Linear feet in new trails
<b>117 units serviced by Town of Smithfield</b>	<b>TBD</b>

**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 plan as approved by the Town.

I hereby designate n/a 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 <small>Signed by:</small> 	Date 10/9/2024
Signature <small>98A697606F71462...</small>	Date

**APPLICATION FEES**

Conditional Zoning (1 paper copy of the application, 3 paper copies of plan set & 1 Digital copy of all documents on USB flash drive)  
\$400.00 + \$10 per acre

*Application Date* *Application Number* *Application Fee*

**OWNER AUTHORIZATION**

I hereby give CONSENT to n/a (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**  **Printed Name of Owner** Eric Villeneuve

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(County)

I, \_\_\_\_\_, a Notary Public in and for said County and State, do hereby certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and notarial seal this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Notary Public: \_\_\_\_\_

(Printed Name)

\_\_\_\_\_  
(Signature)

(Seal)

County of Commission: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

**PROJECT NARRATIVE**

As part of a complete application, a written project narrative that provides detailed information regarding your proposal must be included. On a separate sheet of paper, please address each of the lettered items listed below (answers must be submitted in both hard copy and electronic copy using the Adobe .PDF or MS Word .DOCX file formats):

- A listing of contact information including name(s), address(es) and phone number(s) of: the owner of record, authorized agents or representatives, engineer, surveyor, and any other relevant associates;
- A listing of the following site data: Address, current zoning, parcel size in acres and square feet, property identification number(s) (PIN), and current legal description(s);
- A listing of general information including: the proposed name of the subdivision, the number of proposed lots, acreage dedicated for open space or public use, acreage dedicated within rights of way;
- A statement showing the proposed density of the project with the method of calculating said density shown;
- Discuss proposed infrastructure improvements and phasing thereof (i.e. proposed roadways, sewer systems, water systems, sidewalks/trails, parking, etc.) necessary to serve the subdivision; length of each, expected sewer allocation.
- A narrative addressing concerns/issues raised by neighboring properties (discussing your proposal with the neighboring land owners is recommended to get a sense of what issues may arise as your application is processed);
- A description of how conflicts with nearby land uses (livability, value, potential future development, etc.) and/or disturbances to wetlands or natural areas are being avoided or mitigated;
- Provide justification that the proposal will not place an excessive burden on roads (traffic), sewage, water supply, parks, schools, fire, police, or other public facilities/services (including traffic flows) in the area;
- A description of proposed parks and/or open space. Please include a brief statement on the proposed ownership and maintenance of said areas;
- A 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 (including the proposed phasing of construction of public improvements and recreational and common space areas).
- List of deviations from the town’s minimum UDO requirements. **none**
- List of improvements that exceed the town’s minimum UDO requirements. **committing to SFR's**
- Expected sales, rental prices **\$300k+ for house sales prices**
- Architectural standards if applicable.

**INFORMATION TO BE PROVIDED ON PLAN**

The Town of Smithfield Site Plan Requirements is found in Article 5 of the Unified Development Ordinance. Site plans shall contain the following information, if applicable, as determined by the UDO Administrator:

- Preferred sheet size is 24" x 36" for site plans (maximum sheet size of 30" x 42"); if more than one sheet, all sheets should be numbered; should be the same size and scale; and should show match lines, along with an index sheet.
- Submittals should also be made in digital PDF file format.
- The site plan shall be prepared by a professional engineer, registered land surveyor, or licensed architect.
- Engineer's scale – no smaller than 1" = 100' for Site Plans unless approved by staff. Larger scale showing more detail is better. Include both a graphic scale and a numeric scale. The site plan shall be based on the latest tax map information and shall be of a size as required by each individual site plan.
- North arrow or compass rose.
- Date (original and all revisions) should be shown on all sheets.
- A vicinity map of the site with reference to surrounding areas and existing street locations.
- The name and address of the owner and site plan applicant, together with the names of the owners of all contiguous land and of property directly across the street as shown by the most recent tax records
- Proof of ownership - Deed book and page reference demonstrating ownership of property.
- Parcel Identification Numbers (PIN) for site and adjacent properties.

**Existing Conditions:**

- The total area (acreage), and the exterior boundary of all land included in the request for approval (defined by metes and bounds, with the source of all boundary information referenced). All adjoining property lines should also be shown.
- Location of all existing structures, including their outside dimensions and elevations, streets, entrances, and exits on the site, on contiguous property, and on property directly across the street.
- Required setbacks, setback lines, or typical lots.
- Location, width and identification of all existing easements (public and private), defined by centerline bearings, distances and ties to property corners (with standard notes).
- Location of existing watercourses, ponds, flood zones, water supply watershed areas, and riparian buffers.
- Show all existing physical features, including existing trees greater than eight (8) inches in diameter measured four and one-half (4.5) feet above ground level include the tree line of wooded areas and individual trees eight (8) inches in diameter or more, identified by common or scientific name, and significant soil conditions.
- Topography showing existing contours at no greater than ten (10) foot intervals. All reference benchmarks shall be clearly designated.
- Existing zoning of the property, including zoning district lines where applicable.
- Location of existing sanitary waste disposal systems, water mains and appurtenances (including fire hydrants) on or adjacent to the parcel.
- Other utility lines both under- and above-ground, including electric power, telephone, gas, cable television
- Existing open space and any other common areas.
- Existing parking and loading areas.

## Proposed Conditions:

- All proposed streets, drives, parking areas, fire lanes and access, loading and unloading areas with dimensions, traffic patterns, access aisles, and curb radii per the requirements of Article 10, Part I.
- The total quantity of parking spaces required and the total quantity of parking spaces provided. Indicate uses of buildings.
- Sight distance triangles (minimum 10' by 70' for driveway intersections at ROW lines; or as per NCDOT requirements or Town of Smithfield UDO Section 2.21 at all other intersections)
- Location of all proposed structures, including their outside dimensions and elevations, streets, entrances and exits on the site.
- Sidewalks, trails and other pedestrian ways with locations, dimensions and surfacing, including handicap curb cuts. Internal sidewalks and/or other proposed means of pedestrian access (note: internal pedestrian access should connect with public ROW sidewalk).
- General location and design of proposed sanitary waste disposal systems, water mains and appurtenances (including fire hydrants) on or adjacent to the parcel, as applicable
- Proposed other utility lines both under- and above-ground, including electric power, telephone, gas, cable television.
- Location of all US Clean Water Act Section 404 wetland areas, detention/retention ponds (Best Management Practices), riparian buffers and impervious surface areas with area dimensions, and ratios of impervious surface to the total size of the lot.
- Location of all proposed common areas.
- All parcels of land proposed to be designated, dedicated and/or reserved, for public or private use, shown with total land area and boundary descriptions.
- Distance between buildings and height of buildings.
- Building locations, footprints, entrances area by floor (sq.ft.), finished floor elevation (first).
- Location, dimensions, and details of signs per the requirements of Article 10, Part III.
- Proposed building elevations and floor plans, if applicable.
- Conceptual traffic impact analysis.
- Conceptual grading plan: proposed contours with a maximum of two-foot contour intervals within 100 feet of all buildings and along all driveways, entrances, exits, private streets, parking areas, loading areas, retaining walls and a maximum of ten-foot contour intervals for the remainder of the property. Supplement with spot elevations where necessary. All topography should be referred to permanent benchmarks and referenced to accepted datum.
- Conceptual stormwater management provisions.
- Total impervious surface square footage and percentage calculations for all development.
- Conceptual site lighting plan:
- Dumpster (or any other trash handling facilities) location, proposed screening labeled with height material, dimensions of concrete pad and details of gates, including support. Any dumpster to be used for recycling should be labeled as such.
- Landscape Plan: Include the genus and species, common name, quantity, size and location of all plant material proposed to meet Article 10, Part II requirements. The plan must include a "plant list" (in chart form), which should be coded to the plan. Show all calculations used to determine the quantity of plants required. All proposed planting, should be coordinated with both the utility plan and the grading/storm drainage plan to eliminate conflicts. No landscaping allowed in water or sewer easements.
- Description of all fences, walls and/or berms used to fulfill landscaping or screening requirements with details and cross-sections as needed (all fences over 6 feet must be sealed by a licensed Engineer).

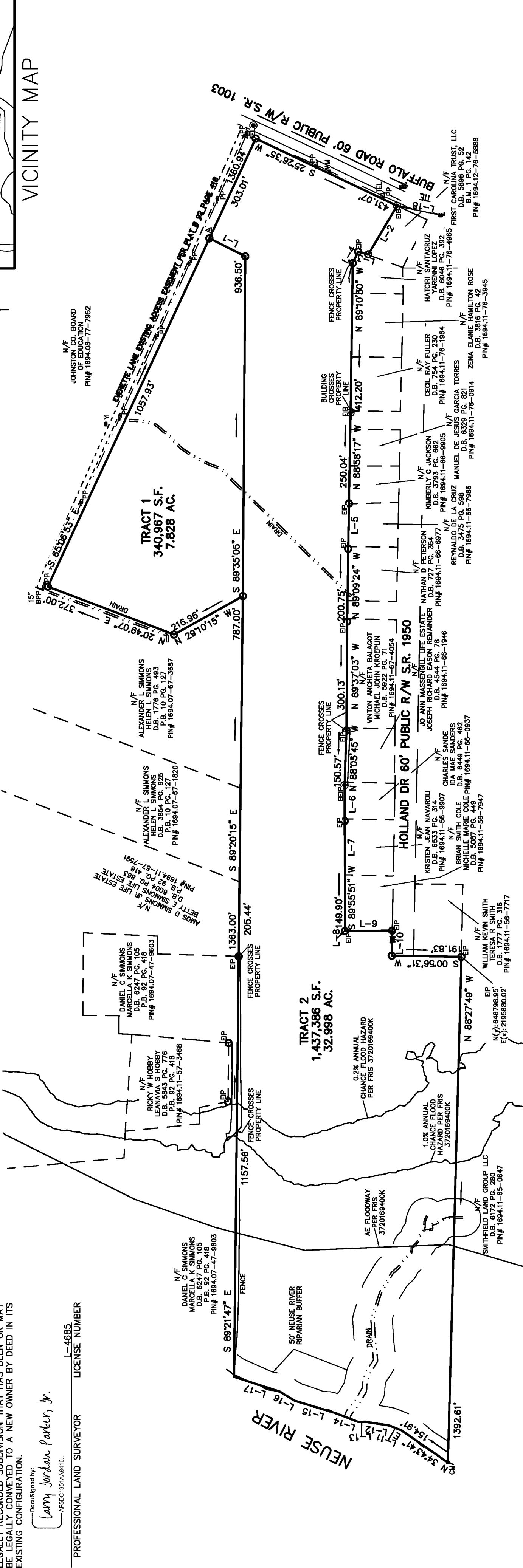
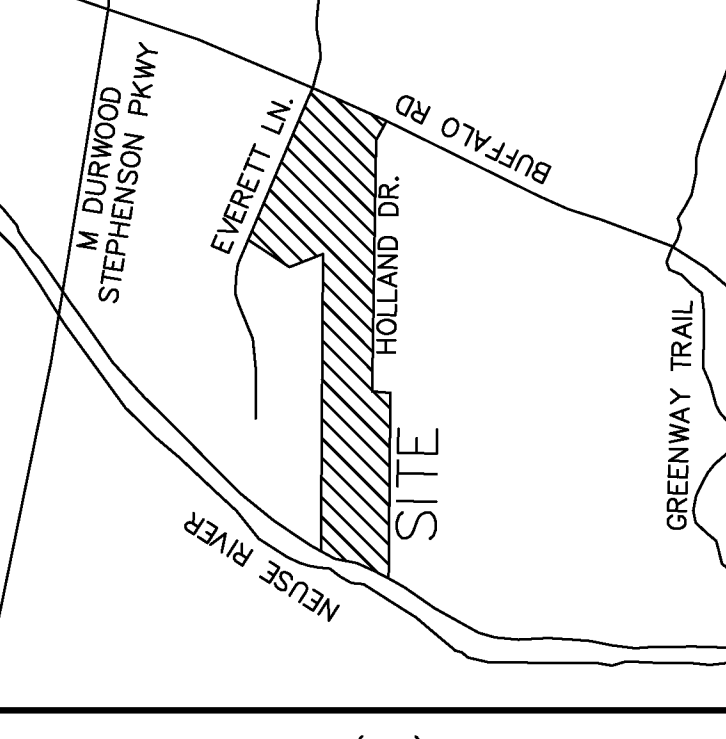
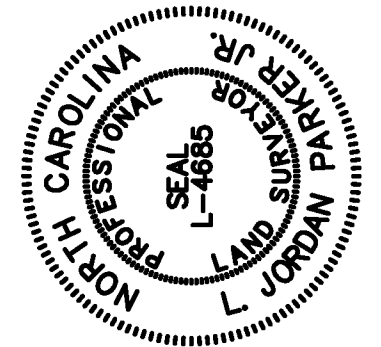
I, L. JORDAN PARKER, JR. CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY PERFORMED UNDER MY SUPERVISION FROM REFERENCES AS NOTED HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION SHOWN IN THE REFERENCES; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY AS CALCULATED IS GREATER THAN 1:10000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED, WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL

THIS 10TH DAY OF JULY A.D. 2024.

Delegated by:  
*Larry Jordan Parker, Jr.*  
 AF50C1851A68410...  
 PROFESSIONAL LAND SURVEYOR LICENSE NUMBER L-4685

THAT THE SURVEY 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. FOR THE PURPOSES OF THIS SUBSECTION, AN "EXISTING PARCEL" OR "EXISTING EASEMENT" IS AN AREA OF LAND RECORDED IN A SINGLE LEGAL DESCRIPTION OR BE LEGALLY CONVEYED TO A NEW OWNER BY DEED IN ITS EXISTING CONFIGURATION.

Delegated by:  
*Larry Jordan Parker, Jr.*  
 AF50C1851A68410...  
 PROFESSIONAL LAND SURVEYOR LICENSE NUMBER L-4685



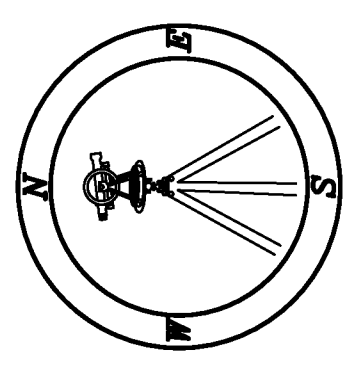
LINE TYPE LEGEND

---	PROPERTY LINE - LINE SURVEYED
---	ADJOINING LINE - LINE NOT SURVEYED
---	OVERHEAD LINE
---	BUILDING SETBACK
---	WATER
---	WATER BUFFER
---	FLOOD HAZARD SOILS

LEGEND:

LINE	BEARING	DISTANCE
L-1	S 26°42'31" W	110.56'
L-2	N 59°28'00" W	155.79'
L-3	S 15°28'30" W	28.50'
L-4	N 60°52'15" W	37.66'
L-5	N 89°05'09" W	125.00'
L-6	S 89°58'53" W	99.02'
L-7	S 89°36'07" W	150.29'
L-8	N 81°30'09" W	3.07'
L-9	S 00°39'45" E	130.49'
L-10	N 88°55'15" W	69.10'
L-11	N 21°44'47" E	36.85'
L-12	N 08°51'56" E	67.50'
L-13	N 02°17'24" W	18.52'
L-14	N 21°12'32" E	69.04'
L-15	N 16°53'26" E	115.48'
L-16	N 31°17'07" E	48.55'
L-17	N 17°51'48" E	132.33'
L-18	N 11°44'05" E	126.07'

- NOTES:
- 1) AREA COMPUTED BY COORDINATE METHOD.
  - 2) THERE IS NO NCGS MONUMENT WITHIN 2000' OF THIS PROPERTY.
  - 3) THIS PROPERTY MAY BE SUBJECT TO NEUSE RIVER RIPARIAN BUFFER RULES CALL N.C. DIVISION OF WATER QUALITY TO VERIFY (919-791-4200).
  - 4) THERE SHALL BE NO FILLING OR THE ERECTION OF PERMANENT STRUCTURES IN THE AREAS OF JOHNSTON COUNTY FLOOD HAZARD SOILS OR FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) 100 YEAR FLOOD ZONES UNTIL A FLOOD STUDY IS APPROVED BY WAKE COUNTY OR FEMA.



PROFESSIONAL LAND SURVEYORS, C-1525, 333 S. WHITE STREET, P.O. BOX 1253, WAKE FOREST N.C., 27588, (919) 556-3148

SURVEY FOR  
**NEW VILLAGE, LLC**  
 OWNER: WILLIAM M HOLLAND JR  
 REF: D.B. 3456 PAGE 594  
 REF: D.B. 755 PAGE 461  
 REF: LAND BOOK 6 PAGE 425  
 TOWN OF SMITHFIELD  
 JOHNSTON COUNTY, NORTH CAROLINA  
 SCALE 1"=200'  
 200 100 0 200 400  
 JUNE 26, 2024  
 ZONED -20A  
 PIN# 1694.11-67-2119  
 PIN# 1694.07-67-8642

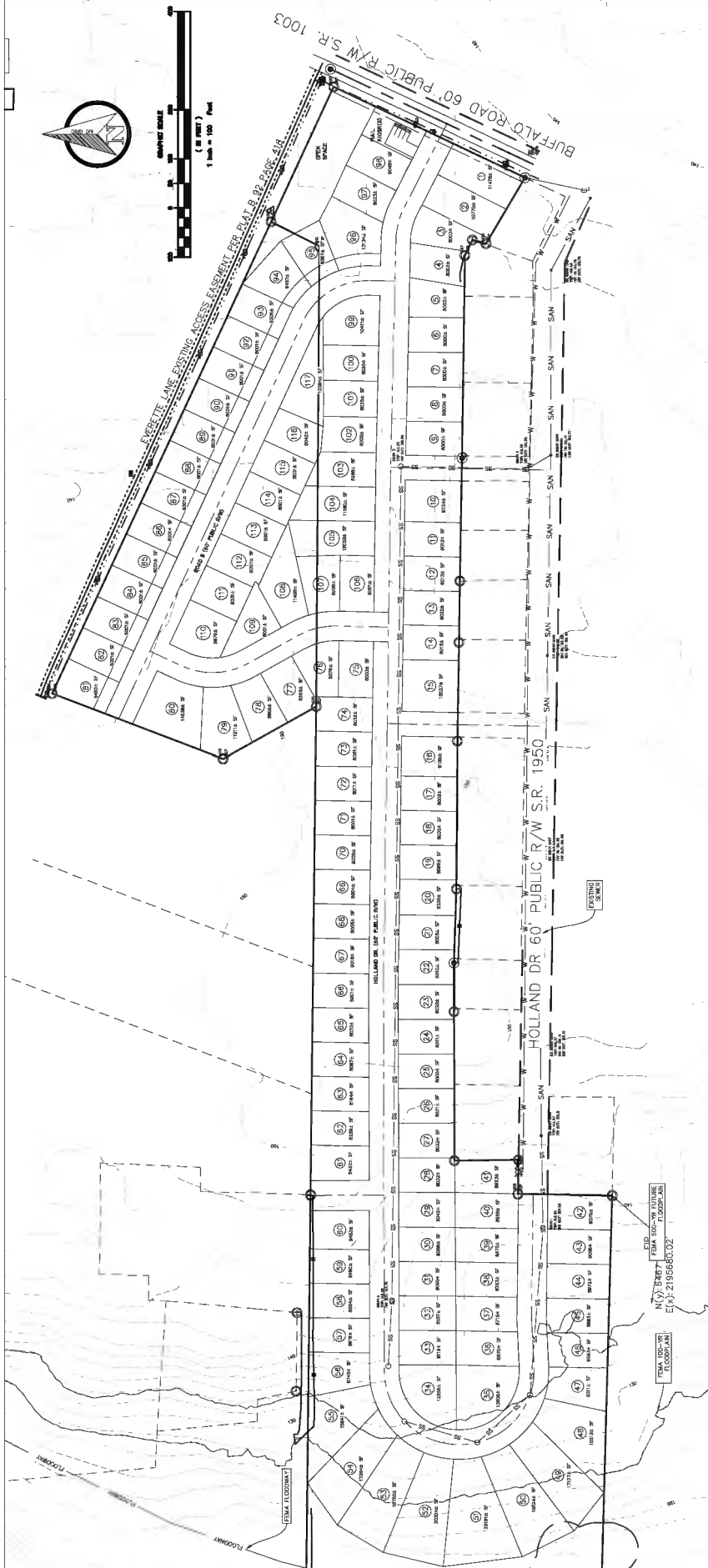


SMITHFIELD SUBDIVISION-BUFFALO ROAD  
JOHNSTON COUNTY  
NORTH CAROLINA

PRELIMINARY LOT LAYOUT-RS-8  
BY PROJECT 2102026

77

MCCALL ENGINEERING GROUP, PLLC  
6847 GROOMTOWN ROAD  
HIGH POINT, NC 27263  
(336) 870-0940  
JEREMY.MCALL.PE@GMAIL.COM



**SITE DATA:**  
 COUNTY: JOHNSTON COUNTY, TOWN OF SMITHFIELD  
 PLAT NO.: 15847/67-68/2, 19841/67/2/1/19  
 SITE AREA: 42.88 AC  
 ZONING: RS-8  
 228 W. LOWMEAD AVE. ROCKY MOUNT, NC  
 PROPERTY ADDRESS: BUFFALO ROAD  
 DEED BOOK: 00755 Pg. 0481  
 DEED DATE: 07/27/2011  
 EXISTING USE: VACANT  
 PROPOSED USE: SINGLE-FAMILY  
 INSTRUMENTATION: SEWER-PUBLIC  
 WATER-PUBLIC

**GENERAL ZONING REQUIREMENTS:**  
 1. MIN. LOT SIZE: SINGLE-FAMILY: 1/2 AC  
 2. MIN. LOT AREA: 1/2 AC  
 3. MIN. PUBLIC STREET FRONTAGE: 17' MIN.  
 4. FRONT YARD SETBACK: 10 FEET  
 5. SIDE YARD ACCESS TO PUBLIC WATER AND SEWER IS REQUIRED

**MINIMUM SETBACK REQUIREMENTS:**  
 1. ADEQUATE ACCESS SHALL BE PROVIDED FOR ALL UTILITIES.  
 2. FRONT SETBACK AND BUILT-TO LINE: THE MINIMUM FRONT SETBACK SHALL BE 10 FEET FROM THE EXISTING LINE. VACANT LOTS SHALL BE 10 FEET FROM THE EXISTING LINE.  
 3. SIDE SETBACK FOR SINGLE-FAMILY HOUSE: 10 FEET  
 4. REAR SETBACK: 20 FEET

**PROPOSED DEVELOPMENT:**  
 1. TOTAL OF 60 UNITS  
 2. TOTAL OF 117 UNITS

**WATERSHED:**  
 RIVER BASIN: NEUSE  
 FLOODPLAIN: PRODUCT SITE IS LOCATED WITHIN A FLOODPLAIN PER FEMA MAP 372019400K

**GENERAL NOTES:**  
 1. ALL UTILITIES SHALL BE PROVIDED FOR ALL LOTS.  
 2. ALL UTILITIES SHALL BE PROVIDED FOR ALL LOTS.  
 3. ALL UTILITIES SHALL BE PROVIDED FOR ALL LOTS.  
 4. ALL UTILITIES SHALL BE PROVIDED FOR ALL LOTS.  
 5. ALL UTILITIES SHALL BE PROVIDED FOR ALL LOTS.  
 6. ALL UTILITIES SHALL BE PROVIDED FOR ALL LOTS.  
 7. ALL UTILITIES SHALL BE PROVIDED FOR ALL LOTS.  
 8. ALL UTILITIES SHALL BE PROVIDED FOR ALL LOTS.  
 9. ALL UTILITIES SHALL BE PROVIDED FOR ALL LOTS.  
 10. ALL UTILITIES SHALL BE PROVIDED FOR ALL LOTS.

# Village on the Neuse

**File Number:**  
CZ-24-08

**Project Name:**  
Village on the Neuse

**Location:**  
Frontage on Buffalo Rd  
Adj. to Everett Lane  
& Holland Dr

**Tax ID#:**  
14001001  
14075011A

**Existing Zoning:**  
R-20A

**Owner/Applicant:**  
Village on the  
Neuse, LLC



1:6,945  
Map created by Chloe Allen  
Planner I on 1/17/2024



## Project Narrative for Village on the Neuse Proposed Subdivision

We are planning a subdivision of 117 single family lots across approx. 42 acres of land between Holland Drive and Everette Lane. We are proposing one new access off Buffalo Rd and 3 tie-ins to Holland Drive. We plan to meet or exceed all UDO requirements for R-8 zoning. The only purpose of our conditional zoning request is to designate this R-8 zoning to single family housing and not to be flipped to townhouses or apartments.

CZ-24-08 Village on the Neuse Adjacent Properties List

ParcelID	Name1	Name2	Address1	Address2	City/State/Zip
14001001	VILLAGE ON THE NEUSE LLC		1122 VICK CHARLES DR		RALEIGH, NC 27606-3338
14A01026	COLE, BRIAN SMITH	COLE, MICHELLE MARIE	388 HOLLAND DR		SMITHFIELD, NC 27577-7258
14A01024	SMITH, WILLIAM KEVIN	SMITH, TERESA R	389 HOLLAND DR		SMITHFIELD, NC 27577-0000
14001021	SMITHFIELD LAND GROUP, LLC		2075 JUNIPER LAKE RD		WEST END, NC 27376-8919
15082015	SIEGEL, STEPHANIE LEIGH JOINT TENANTS (WROS)	KIP, CHAD CHRISTOPHER JOINT TENANTS (WROS)	133 CASTLE DR		SMITHFIELD, NC 27577-3502
15082002F	DAUGHTRY, BARRY CLIFTON	ATKINSON, AMY DAUGHTRY	600 WILSONS MILLS RD		SMITHFIELD, NC 27577-3254
14075003	SIMMONS, DANIEL C.	SIMMONS, MARCELLA K.	1325 FOUR WINDS DR		RALEIGH, NC 27615-4424
14075003C	HOBBY, RICKY W.	HOBBY, LEANAVIA S.	302 EVERETTE LN		SMITHFIELD, NC 27577-5574
14075003A	SIMMONS, AMOS D. JR. LIFE ESTATE	SIMMONS, BETTY E. LIFE ESTATE	125 EVERETTE LN		SMITHFIELD, NC 27577-5570
14075007	SIMMONS, ALEXANDER L.		110 EVERETTE LN		SMITHFIELD, NC 27577-5570
14075006A	SIMMONS, ALEXANDER L	SIMMONS, HELEN L	110 EVERETT LANE		SMITHFIELD, NC 27577-5570
14075010	JOHNSTON CO BOARD OF EDUCATION		2320 BUS US 70 E	PO BOX 1336	SMITHFIELD, NC 27577-0000
14A01025	NAVAROLI, KRISTEN JEAN		356 HOLLAND DR		SMITHFIELD, NC 27577-7258
14A01012	SANDERS, CHARLES	SANDERS, IDA MAE	334 HOLLAND DR		SMITHFIELD, NC 27577-7258
14A01023	KINSLEY GROUP, LLC		9220 FAIRBANKS DR STE 220		RALEIGH, NC 27613-1406
14A01013	VELA, JACINTO ARCEO	AGUSTIN, MARIA D	327 HOLLAND DRIVE		SMITHFIELD, NC 27577-0000
14A01011	MASSENGILL, JO ANN LIFE ESTATE	EASON, JOSEPH RICHARD REMAINDER	306 HOLLAND DR		SMITHFIELD, NC 27577-7258
14A01009	BALAGOT, VINTON ANCHETA	KROEPLIN, MICHAEL JOHN	260 HOLLAND DR		SMITHFIELD, NC 27577-7217
14001014	SMITH, WILLIAM FREDERICK	SMITH, DEBRA CORE	301 HOLLAND DRIVE		SMITHFIELD, NC 27577-7258
14A01022	DEVERS, DARRELL		243 HOLLAND DR		SMITHFIELD, NC 27577-7217
14A01016	PIPKIN, JOAN GODWIN		239 HOLLAND DR		SMITHFIELD, NC 27577-0000
14A01007	PETERSON, NATHAN D		204 HOLLAND DR		SMITHFIELD, NC 27577-7217
14A01017A	ZAMARRIPA, KARLA ESTEFANI GAMEZ		189 HOLLAND DR		SMITHFIELD, NC 27577-7257
14A01017	MSJJ PROPERTIES LLC		1212 CHESNUT DR		SMITHFIELD, NC 27577-0000
14A01006	DE LA CRUZ, REYNALDO		180 HOLLAND DRIVE		SMITHFIELD, NC 27577-7257
14A01015	JACKSON, KIMBERLY C		140 HOLLAND DR		SMITHFIELD, NC 27577-0000
14A01018A	JAMS PROPERTIES LLC		849 PARKRIDGE DR		CLAYTON, NC 27527-5309
14A01018	TART, MARTHA LYNN MCLAMB		131 HOLLAND DR		SMITHFIELD, NC 27577-7257
14A01005	TORRES, MANUEL DE JESUS GARCIA		120 HOLLAND DR		SMITHFIELD, NC 27577-7257
14A01004	FULLER, CECIL RAY		100 HOLLAND DR		SMITHFIELD, NC 27577-7257
14A01019	COX, LARRY E. DBA	C & S PROPERTIES	110 WILSONS MILLS RD		SMITHFIELD, NC 27577-3244
14A01019A	VEYMA PROPERTIES, LLC		2121 SOARING EAGLE CT		WENDELL, NC 27591-7669
14A01019B	STEPHENSON, DOROTHY W	STEPHENSON, MICHAEL PAUL	67 HOLLAND DR		SMITHFIELD, NC 27577-7216
14N99001A	GATES GROUP OF JOHNSTON COUNTY, LLC		300 CITATION LN		SMITHFIELD, NC 27577-8738
14A01003	ROSE, ZENA ELANIE HAMILTON			PO BOX 2054	SMITHFIELD, NC 27577-0000
14004002A	SANTACRUZ, HATCIRI YARENNI LOPEZ		42 HOLLAND DR		SMITHFIELD, NC 27577-7216
14A01002	FIRST CAROLINA TRUST, LLC		2200 SHADY BIRCH LN		GARNER, NC 27529-5049
14A01020	ULLOA, ROBERTO	DE JOYA, CARMEN M	1247 BUFFALO RD		SMITHFIELD, NC 27577
14075040	BRYAN, KATHY M.		905 OCEAN PINES CT		N MYRTLE BCH, SC 29582-4498
14A03011A	LAMPE, GUY L.	LAMPE, ROSS W.		PO BOX 608	SMITHFIELD, NC 27577-0608
14075035	STEVEN, JOSE JR.	GORILLA BROADCASTING NC LLC	1270 BUFFALO RD		SMITHFIELD, NC 27577-7443
14075038A	L M R RENTALS		201 S BRIGHTLEAF BLVD #1		SMITHFIELD, NC 27577-4077
14075038	L M R RENTAL		201 S BRIGHTLEAF BLVD SUITE 1		SMITHFIELD, NC 27577-0000
14075038K	HART, STEPHEN J	HART, REBECCA A	1374 BUFFALO RD		SMITHFIELD, NC 27577-0000
14075038T	CAREY, JORDAN	CAREY, ASHLEY	105 PARKWAY DR		SMITHFIELD, NC 27577-8332



# Request for Town Council Action

**Public  
Hearing: S-24-06  
Date: 12/03/24**

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**Subject:** Local 70 Subdivision (Interim)

**Department:** Planning Department

**Presented by:** Planning Director - Stephen Wensman

**Presentation:** Public Hearing

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## Issue Statement

Smithfield Growth, LLC is requesting a preliminary subdivision of 86.64 acres of land in the Local 70 PUD Zoning District into 11 properties for land conveyance purposes.

## Financial Impact

None

## Action Needed

The Town Council is respectfully requested to hold a public hearing and approve, approve with conditions, or deny the subdivision based on the finding of fact for subdivision.

## Recommendation

Staff recommend approval of the Local 70 Subdivision with conditions based on the finding of fact for subdivisions.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff report
2. Draft Finding of Fact
3. Application and narrative
4. Preliminary Plat
5. Zoning Map



# Staff Report

**Public Hearing: S-24-06**

**REQUEST:**

Smithfield Growth LLC is requesting a preliminary subdivision of 86.64 acres of land in the Local 70 PUD Zoning District into 11 properties for land conveyance purposes.

**PROPERTY LOCATION:**

The property is located south of M. Durwood Stephenson Parkway, primarily east of Booker Dairy Road and north of the Walmart on US 301 North.

**APPLICATION DATA:**

Applicant/Owner: Smithfield Growth LLC  
 Consultant: Summey Engineering Associates (Sherri Meyers)  
 Project Name: Local 70  
 Tax ID: 14057011X and 14057011Y  
 Acreage: 86.64-acres  
 Present Zoning: Local 70 PUD District  
 Town/ETJ: ETJ (Town with Annexation)  
 Existing Use: Vacant Woods/open field  
 Proposed Use: Mixed Use PUD  
 Fire District: Smithfield  
 School Impacts: Additional households with school-age children  
 Parks and Recreation: Fee in lieu to be collected with future development plat  
 Water and Sewer Provider: Town of Smithfield  
 Electric Provider: Town of Smithfield

**ENVIRONMENTAL:**

- None.

**ADJACENT ZONING AND LAND USES: (SEE ATTACHED MAP)**

	<b>Zoning</b>	<b>Existing Land Uses</b>
<b>North</b>	B-3	Vacant
<b>South</b>	B-3	Retail Commercial
<b>West</b>	R-10 Single Family Residential	Single Family Residential
<b>East</b>	N/A	N/A

**PRELIMINARY PLAT/ANALYSIS:**

**Overview.** The proposed subdivision is an interim subdivision for the purpose of land conveyance. A subsequent subdivision will be submitted in the near future in conformance with the Local 70 PUD Plans.

The proposed preliminary plat will create 11 properties out of the existing 2 (Tax IDs 14057011X and 14057011Y) including separate properties for the future street arteries and a property on the west side of Booker Dairy Road. The new properties are:

Property No.	Lot Description	Acreage
1	Lot CD 3A	+/- 15.01 acres
2	Lot CD 4	+/- 15.34 acres
3	Lot CD 4	+/- 4.04 acres
4	Lot CD 4B	+/- 9.05 acres
5	Lot CD 3B	+/- 18.87 acres
6	Open Space Lot	+/- 16.47 acres
7	Open space Lot	+/- 0.87 acres
8	ID #14057011X	+/- 0.79 acres
9	Environmental Preservation	+/- 1.91 acres
10	Future Eden Drive Extension R/W	?
11	future N-S road R/W	?

**FINDING OF FACT (STAFF OPINION):**

To approve a preliminary plat, the Town Council shall make the following finding (staff's opinion in Bold/Italic):

1. The plat is consistent with the adopted plans and policies of the town; ***The plat is consistent with the adopted comprehensive plan.***
2. The plat complies with all applicable requirements of this ordinance; ***The plan complies with all applicable requirements of this ordinance with conditions.***
3. There exists adequate infrastructure (transportation and utilities) to support the plat as proposed. ***There is adequate infrastructure.***
4. The plat will not be detrimental to the use or development of adjacent properties or other neighborhood uses. ***The plat will not be detrimental to the use or development of adjacent properties or other neighborhood uses.***

**DRAFT TOWN COUNCIL RECOMMENDATION:**

Staff recommends approval of the Local 70 interim preliminary plat, S-24-06, without conditions.

**RECOMMENDED MOTION:**

“move to approve the Local 70 preliminary plat, S-24-06, without conditions based on the finding of fact for subdivisions.



**Town of Smithfield  
Preliminary Plat  
Finding of Fact / Approval Criteria**

**Application Number:** S-24-06 **Project Name:** Local 70 (Interim) Preliminary Plat

**Request:** Smithfield Growth, LLC is requesting approval of a preliminary plat for a 11-parcel subdivision of land for conveyance purposes. The property considered for approval is located south of M. Durwood Stephenson Parkway, primarily east of Booker Dairy Road and north of the Walmart on US 301 North, further identified as Johnston County Tax IDs 14057011X and 14057011Y.

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 another 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-24-06 without 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-24-06 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-24-06 is hereby:**

\_\_\_\_\_ approved upon acceptance and conformity with the following conditions:

1. *(none)*

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

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**Decision made this 3rd day of December 2024 while in regular session.**

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

**ATTEST:**

\_\_\_\_\_  
**Elaine S. Andrews, 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

**Final Plat Major Subdivision Application**

Development Name **Local 70 Residential Development**

Proposed Use **Land Subdivision for lot conveyance**

Property Address(es) **M. Durwood Stephenson Parkway**

Johnston County Property Identification Number(s) and Tax ID Number (s) for each parcel to which these guidelines will apply:

PIN# **260410-47-7462, 240406-38-4591** TAX ID# **14057011Y, 14057011X**

Project type?  Single Family  Townhouse  Multi-Family  Non-Residential  Planned Unit Development(PUD)

**OWNER/DEVELOPER INFORMATION**

Company Name **Smithfield Growth, LLC** Owner/Developer Name \_\_\_\_\_

Address **1600 Colon Road Sanford, NC 27330**

Phone \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

**CONSULTANT/CONTACT PERSON FOR PLANS**

Company Name **Summey Engineering Assoc** Contact Name **Sherri Myers**

Address **PO Box 968 Asheboro, NC 27204**

Phone **336-328-0902** Email **sherri@summeyengineering.com** Fax \_\_\_\_\_

**DEVELOPMENT TYPE AND SITE DATE TABLE (Applicable to all developments)**

**ZONING INFORMATION**

Zoning District(s) **COM**

If more than one district, provide the acreage of each: **86.64 +/- Acres**

Overlay District? Yes No **No**

Inside City Limits? Yes No

**FOR OFFICE USE ONLY**

File Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

## Final Plat Application

Application for final plat review shall be submitted to the Town of Smithfield Planning Department within 24 months of preliminary plat approval and infrastructure improvements for all approved preliminary subdivisions. The UDO Administrator shall determine whether or not the final plat substantially agrees with the approved preliminary plan. If substantial differences exist, the UDO Administrator may reject the final plat and require that a new preliminary plat be submitted. If the plat substantially agrees with the preliminary plat, if the Town Council has accepted the publicly dedicated improvements or approved a performance bond agreement. Only after the final plat has been approved and recorded at the Johnston County Register of Deeds office shall any lots be transferred or conveyed. The plat must be recorded within 30 days after approval.

Complete this application in compliance with Article 10, of the Unified Development Ordinance (UDO). In order to ensure that the proposed subdivision complies with Town regulations, we recommend that the applicant review the Town of Smithfield UDO; the Ordinance may be accessed at [www.smithfield-nc.com](http://www.smithfield-nc.com).

**Final Plat Application fee is \$250.00.** Assessment does not include the cost of building, zoning, sign, or use permits. All fees are charged per application, and are non-refundable and non-transferrable. Applications will not be reviewed unless fees have been paid in full.

### **Final plat review submissions shall include:**

- Annexation accepted by the Town Council if applicable.
- A completed application (including the attached checklist).
- Final plat application fee of \$250.00
- One (1) plan set for review.
- One (1) paper as-built drawings, plus PDF and ACAD copies, for all work completed.
- One PDF of Property Owners Association documents and covenants that include provisions for the ownership and maintenance of all privately-held facilities to be recorded.
- Dedication of constructed public improvements or performance guarantees in the form of a surety bond, letter of credit or other form of guarantee that provides equivalent security for any agreed upon work to be completed after final plat approval.
- Recreation payment in lieu of property dedication.
- Payment of applicable utility fees.

Submit application, fees and supporting documents to the Town of Smithfield Planning Department along with digital PDF formatted copies of all required material.

**STORMWATER INFORMATION**

Existing Impervious Surface	acres/sf	Flood Hazard Area	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Proposed Impervious Surface	acres/sf	Neuse River Buffer	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Watershed protection Area	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Wetlands	<input checked="" type="checkbox"/> Yes	<input 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	0	Overall Unit(s)/Acre Densities Per Zoning Districts
Total # of Townhouse Lots	0	Acreage in active open space
Total # of All Lots	0	Acreage in passive open space

**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 \_\_\_\_\_ 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 10/4/2024  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**REVIEW FEES**

Final Plat (Submit 1 paper copy & **Digital PDF formatted copies**) \$250.00 fee

**FOR OFFICE USE ONLY**

File Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

**INFORMATION TO BE PROVIDED ON PRELIMINARY AND FINAL PLATS.**

The preliminary and final plats shall depict or contain the information indicated in the following table. An "X" indicates that the information is required.

Information	Preliminary Plat	Final Plat
Vicinity map (6" W x 4" H) showing location of subdivision in relation to neighboring tracts, subdivision, roads, and waterways (to include streets and lots of adjacent developed or platted properties). Also include corporate limits, Town boundaries, county lines if on or near subdivision tract.	X	
Boundaries of tract and portion to be subdivided, including total acreage to be subdivided, distinctly and accurately represented with all bearings and distances shown.	X	X
Proposed street layout and right-of-way width, lot layout and size of each lot. Number lots consecutively throughout the subdivision.	X	X
Name of proposed subdivision.	X	X
Statement from the Johnston County Health Department that a copy of the sketch plan has been submitted to them, if septic tanks or other onsite water or wastewater systems are to be used in the subdivision, AND/OR statement from the County Public Utilities that application has been made for public water and/or sewer permits.	X	
Graphic scale.	X	X
North arrow and orientation.	X	X
Concurrent with submission of the Preliminary Plat to the Town, the subdivider or planner shall submit copies of the Preliminary Plat and any accompanying material to any other applicable agencies concerned with new development, including, but not limited to: District Highway Engineer, County Board of Education, U.S. Army Corps of Engineers, State Department of Natural Resources and Community Development, for review and recommendation.	X	
List the proposed construction sequence.	X	
Storm water plan – see Article 10, Part VI.	X	
Show existing contour lines with no larger than five-foot contour intervals.	X	
New contour lines resulting from earth movement (shown as solid lines) with no larger than five-foot contour intervals (existing lines should be shown as dotted lines).	X	
Survey plat, date(s) survey was conducted and plat prepared, the name, address, phone number, registration number and seal of the Registered Land Surveyor.	X	X
Names, addresses, and telephone numbers of all owners, mortgagees, land planners, architects, landscape architects and professional engineers responsible for the subdivision (include registration numbers and seals, where applicable).	X	X
Date of the drawing(s) and latest revision date(s).	X	X

<b>Information</b>	<b>Preliminary Plat</b>	<b>Final Plat</b>
The owner's name(s) of adjoining properties and Zoning District of each parcel within 100' of the proposed site.	X	
State on plans any variance request(s).	X	
Show existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining. Show wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or stream beds and any other natural features affecting the site.	X	
The exact location of the flood hazard, floodway and floodway fringe areas from the community's FHBM or FIRM maps (FEMA). State the base flood elevation data for subdivision.	X	X
Show the minimum building setback lines for each lot.	X	X
Provide grading and landscape plans. Proposed plantings or construction of other devices to comply with the screening requirements of Article 10, Part II.	X	
Show location of all proposed entrance or subdivision signage (see Section 10.23.1).	X	
Show pump station detail including any tower, if applicable.	X	
Show area which will not be disturbed of natural vegetation (percentage of total site).	X	
Label all buffer areas, if any, and provide percentage of total site.	X	X
Show all riparian buffer areas.	X	X
Show all watershed protection and management areas per Article 10, Part VI.	X	X
Soil erosion plan.	X	
Show temporary construction access pad.	X	
Outdoor illumination with lighting fixtures and name of electricity provider.	X	
<b>The following data concerning proposed streets:</b>		
Streets, labeled by classification (see Town of Smithfield construction standards) and street name showing linear feet, whether curb and gutter or shoulders and swales are to be provided and indicating street paving widths, approximate grades and typical street cross-sections. Private roads in subdivisions shall also be shown and clearly labeled as such.	X	X
Traffic signage location and detail.	X	
Design engineering data for all corners and curves.	X	X
For office review; a complete site layout, including any future expansion anticipated; horizontal alignment indicating general curve data on site layout plan; vertical alignment indicated by percent grade, PI station and vertical curve length on site plan layout; the District Engineer may require the plotting of the ground profile and grade line for roads where special conditions or problems exist; typical section indicating the pavement design and width and the slopes, widths and details for either the curb and gutter or the shoulder and ditch proposed; drainage facilities and drainage.	X	

<b>Information</b>	<b>Preliminary Plat</b>	<b>Final Plat</b>
Type of street dedication; all streets must be designated public. (Where public streets are involved which will be dedicated to the Town, the subdivider must submit all street plans to the UDO Administrator for approval prior to preliminary plat approval).	X	X
When streets have been accepted into the municipal or the state system before lots are sold, a statement explaining the status of the street in accordance with the Town of Smithfield construction standards.	X	X
If any street is proposed to intersect with a state maintained road, a copy of the application for driveway approval as required by the Department of Transportation, Division of Highways Manual on Driveway Regulations. (1) Evidence that the subdivider has applied for such approval. (2) Evidence that the subdivider has obtained such approval.	X  X X	
<b>The location and dimensions of all:</b>		
Utility and other easements.	X	X
Pedestrian and bicycle paths.	X	X
Areas to be dedicated to or reserved for public use.	X	X
The future ownership (dedication or reservation for public use to governmental body or for owners to duly constituted homeowners' association) of recreation and open space lands.	X	X
Required riparian and stream buffer per Article 10, Part VI.	X	X
<b>The site/civil plans for utility layouts including:</b>		
Sanitary sewers, invert elevations at manhole (include profiles).	X	
Storm sewers, invert elevations at manhole (include profiles).	X	
Best management practices (BMPs)	X	
Stormwater control structures	X	
Other drainage facilities, if any.	X	
Impervious surface ratios	X	
Water distribution lines, including line sizes, the location of fire hydrants, blow offs, manholes, force mains, and gate valves.	X	
Gas lines.	X	
Telephone lines.	X	
Electric lines.	X	
Plans for individual water supply and sewage disposal systems, if any.	X	
<b>Provide site calculations including:</b>		
Acreage in buffering/recreation/open space requirements.	X	X
Linear feet in streets and acreage.	X	X
The name and location of any property or buildings within the proposed subdivision or within any contiguous property that is located on the US Department of Interior's National Register of Historic Places.	X	X



<i>Information</i>	<i>Preliminary Plat</i>	<i>Final Plat</i>
Sufficient engineering data to determine readily and reproduce on the ground every straight or curved line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles and tangent distance for the center line of curved property lines that is not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.	X	X
The accurate locations and descriptions of all monuments, markers, and control points.	X	X
Proposed deed restrictions or covenants to be imposed upon newly created lots. Such restrictions are mandatory when private recreation areas are established. Must include statement of compliance with state, local, and federal regulations.	X	X
A copy of the erosion control plan submitted to the Regional Office of NC-DNRCD, when land disturbing activity amounts to one acre or more.	X	
All certifications required in Section 10.117.	X	X
Any other information considered by either the subdivider, UDO Administrator, Planning Board, or Town Council to be pertinent to the review of the plat.	X	X
Improvements guarantees (see Section 5.8.2.6).		X

<b>FOR OFFICE USE ONLY</b>			
File Number:	Date Submitted:	Date Received:	Amount Paid:

Town of Smithfield – Planning Department  
Attn: Stephen Wensman  
350 E. Market Street  
Smithfield, NC 27577

Memo: Preliminary Subdivision Plat for Local70

Dear Stephen,

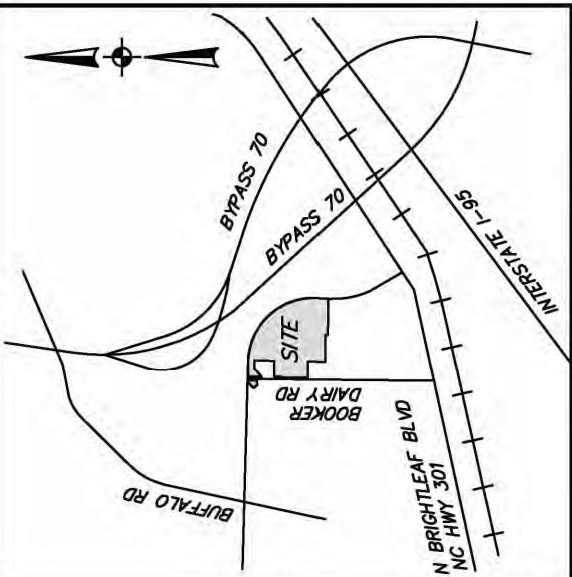
We are requesting an intermediate subdivision plat to break the parcels up and separate out the multifamily and single-family tract prior to going to preliminary plat. The reason for doing this is for tax purposes since Smithfield Growth, LLC has owned the property for greater than 2 years, and since different entities will own the multifamily and single-family tracts as they develop out.

There is no change to the proposed plan of Carolina Commercial Contractors developing the parcels. We look forward to this great development in Smithfield and working alongside the town staff in Smithfield.

If there are any questions reference this request, I can be reached at [corey@carolinacommercialnc.com](mailto:corey@carolinacommercialnc.com) or by phone at 910-728-5714.

Best Regards,

Smithfield Growth, LLC  
Corey Mabus



**VICINITY MAP**  
NOT TO SCALE

**PRELIMINARY**

I, AARON CARTER, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION FROM AN ACTUAL GPS SURVEY MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE SURVEY:

- (1) CLASS OF SURVEY: A
- (2) POSITIONAL ACCURACY: 0.10"
- (3) TYPE OF GPS FIELD PROCEDURE: RTK
- (4) DATE OF SURVEY: 06/14/24
- (5) DATUM/EPOCH: NAD 83 (2011)
- (6) PUBLISHED/PIKED-CONTROL USE: NCVRS
- (7) GEOD MODEL: 12B
- (8) COMBINED GRID FACTOR(S): 0.99988214
- (9) UNITS: U.S. FEET

**GENERAL NOTES**

- 1) THIS SURVEY IS OF AN EXISTING PARCEL(S) OF LAND AND A TOPOGRAPHICAL SURVEY.
- 2) SUBJECT PROPERTY ID NO. 14057011Y, DEED BOOK 6150, PAGE 19 AND PLAT BOOK 95, PAGES 115-116.
- 3) FLOOD CERTIFICATION: A PORTION OF THE SUBJECT PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA AS SCALED FROM MAPS FURNISHED BY NORTH CAROLINA FLOOD PLAIN MAPPING PROGRAM DATED JUNE 20, 2018, SUBJECT TO VERIFICATION BY DETAILED FLOOD MAP STUDY. SEE COMMUNITY PANEL NO. 3220260500K.
- 4) ALL DISTANCES ARE HORIZONTAL GRID DISTANCES UNLESS OTHERWISE NOTED.
- 5) 1/2" IRON RODS SET AT ALL CORNERS, UNLESS OTHERWISE SHOWN OR NOTED.
- 6) METHOD OF COMPUTATION IS BY COORDINATE CALCULATION.
- 7) THE PROPERTY IS SUBJECT TO ANY EASEMENTS, AGREEMENTS, OR RIGHTS-OF-WAY PRIOR TO THE DATE OF THIS MAP WHICH WERE NOT APPARENT AT THE TIME OF MY INSPECTION AND MIGHT OTHERWISE BE DISCLOSED BY AN ATTORNEY'S TITLE OPINION WHICH AS OF DATE SHOWN HEREON HAS NOT BEEN SUPPLIED TO SUMMEY ENGINEERING ASSOCIATES. THERE MAY BE EASEMENTS OR OTHER MATTERS OF RECORD AFFECTING THIS PROPERTY NOT SHOWN HEREON.
- 8) COORDINATES SHOWN ARE BASED ON THE NORTH CAROLINA GRID SYSTEM (NC3200), NAD 83 (2011), AND NAVD 88 (GEOID 12B), AND COORDINATES WERE OBTAINED USING THE NCVRS SYSTEM.
- 9) TOTAL AREA: 86.64± ACRES.
- 10) TOTAL NUMBER OF LOTS: 10.
- 11) TOTAL AREA IN R/W: 4.32± ACRES.

**OWNERSHIP AND DEDICATION**

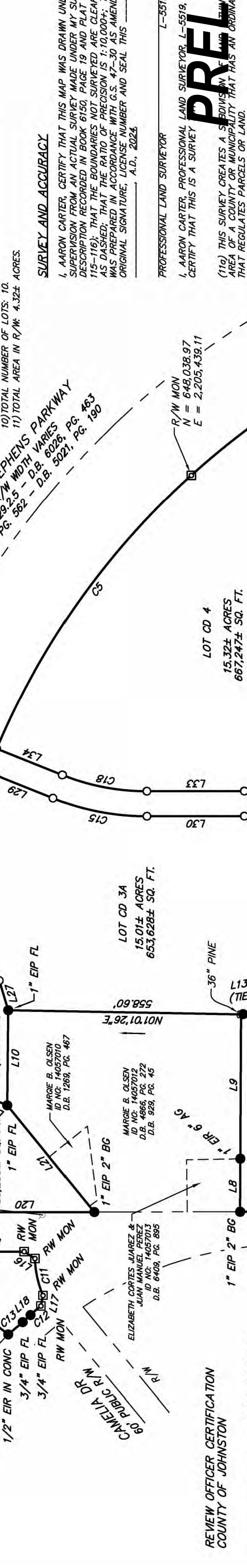
I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY DESCRIBED HEREON, WHICH IS LOCATED IN THE SUBDIVISION JURISDICTION OF THE TOWN OF SMITHFIELD, THAT I HEREBY FREELY ADOPT THIS PLAN OF SUBDIVISION AND DEDICATE TO PUBLIC USE ALL AREAS SHOWN ON THIS PLAN AS STREETS, ALLEYS, WALKS, PARKS, OPEN SPACES, AND EASEMENTS, EXCEPT THOSE SPECIFICALLY INDICATED AS PRIVATE, AND THAT I INTEND THAT ALL SUCH AREAS, UNLESS OTHERWISE NOTED, BE ACCEPTED BY THE APPROPRIATE PUBLIC AUTHORITY.

**ABBREVIATIONS**

- EIP = EXISTING IRON PIPE/PIN
- EIR = EXISTING IRON ROD
- R/W = RIGHT OF WAY
- AG = ABOVE GROUND
- BG = BELOW GROUND
- FL = FLUSH WITH GROUND
- RCP = REINFORCED CONCRETE PIPE

**SYMBOLS**

- EXISTING IRON PIPE/ROD
- NEW 1/2" IRON ROD SET
- COMPUTED POINT (NOT SET)
- UTILITY POLE
- ▨ FLOOD ZONE "AE"



**REVIEW OFFICER CERTIFICATION**  
COUNTY OF JOHNSTON

I, \_\_\_\_\_, REVIEW OFFICER OF JOHNSTON COUNTY, CERTIFY THAT THE MAP OR PLAT WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

TOWN CLERK: \_\_\_\_\_ DATE: \_\_\_\_\_

PLANNING DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

**Curve Table**

Curve #	Length	Radius	Chord Bearing	Chord Distance
C1	41.07	1850.00	S88°22'20"E	41.07
C2	105.48	1850.00	S86°06'11"E	105.46
C3	498.74	1850.00	S76°44'47"E	497.23
C4	60.00	1850.00	N88°05'39"W	60.00
C5	812.06	1850.00	N54°35'24"W	805.55
C6	302.99	1850.00	N37°26'53"W	302.65
C7	60.00	1850.00	N31°49'37"W	60.00
C8	392.98	1850.00	S24°48'34"E	392.25
C9	580.67	1850.00	S10°03'45"E	558.53
C10	91.83	1850.00	N07°3'06"E	91.82
C11	91.41	250.00	S77°39'48"W	90.90
C12	33.08	530.00	N40°34'32"W	33.07
C13	45.62	930.00	N40°08'39"W	45.61
C14	98.60	930.00	N47°43'27"W	99.56
C15	230.41	605.00	S10°52'16"W	229.02
C16	180.24	545.00	S9°57'39"W	188.28
C17	208.01	605.00	S9°48'30"W	206.99
C18	207.56	545.00	S10°52'16"W	206.30
C19	492.59	545.00	N84°04'04"E	476.00
C20	206.05	605.00	N79°47'47"W	205.06
C21	185.24	545.00	N79°46'34"W	184.35
C22	388.93	605.00	N88°27'21"W	382.27
C23	157.89	605.00	N65°39'04"E	157.44
C24	112.27	335.00	N9°38'24"W	111.75
C25	86.64	90.00	S27°37'03"E	83.33
C26	54.73	90.00	S72°37'03"E	53.89

**Line Table**

Line #	Direction	Length
L1	M45°35'05"E	69.07
L2	N00°41'34"E	63.92
L3	N89°40'00"W	19.22
L4	N00°01'45"W	60.00
L5	N00°01'45"W	129.09
L6	S89°58'21"E	19.66
L7	N00°10'53"W	216.42
L8	S89°44'14"E	127.14
L9	S89°43'49"E	347.00
L10	N89°21'39"W	229.03
L11	N89°56'03"E	95.37
L12	N01°26'48"E	28.79
L13	N07°37'00"W	5.07
L14	S35°51'36"E	84.36
L15	S00°16'37"E	164.96
L16	S32°36'31"W	30.98
L17	N79°04'08"W	26.67
L18	N42°23'44"W	25.36
L19	N37°27'44"E	245.75
L20	N00°06'50"W	332.71
L21	S00°50'08"W	328.90
L22	N22°53'12"E	40.04
L23	N47°43'59"E	108.11
L24	N59°23'13"E	42.11
L25	N70°55'01"E	32.24
L26	N67°08'39"E	50.82
L27	N73°18'28"E	74.24
L28	N08°27'50"E	143.66
L29	S21°46'53"W	168.66
L30	S00°02'21"E	234.16
L31	S19°57'39"W	207.82
L32	S19°57'39"W	211.00
L33	S00°02'21"E	234.16
L34	S21°46'53"W	168.53
L35	S70°02'21"E	126.84
L36	N70°02'21"W	60.00
L37	N70°02'21"W	31.00
L38	S70°02'21"E	217.84
L39	S89°57'39"W	120.00
L40	N00°02'21"W	9.87
L41	N55°11'46"W	205.28
L42	S89°57'39"W	191.53
L43	N00°02'21"W	249.88
L44	N19°14'27"W	70.34
L45	N83°52'41"E	155.93
L46	N44°51'17"E	107.48

**Line Table**

Line #	Direction	Length
L47	N58°10'29"E	144.04
L48	N89°57'39"E	368.86
L49	S35°50'07"E	4.53

**MAJOR SUBDIVISION PLAT FOR**  
**LOCAL 70 RESIDENTIAL DEVELOPMENT**

M. DURWOOD STEPHENS PARKWAY  
SELMA TOWNSHIP - JOHNSTON COUNTY - NORTH CAROLINA

**Summey Engineering Associates, PLLC**  
Engineering - Consulting - Surveying  
P.O. Box 268, Akeley, NC 27204  
Ph: 336-538-9242, Fx: 336-538-9242, www.summeyengineering.com  
NC ENGINEERING & SURVEYING FIRM CERTIFICATE OF AUTHORIZATION: P-0388

**OWNER:**  
SMITHFIELD GROWTH LLC  
1600 COLON ROAD  
SANFORD, NC 27330

**CERTIFICATE OF APPROVAL**

I, HEREBY CERTIFY THAT ALL STREETS AND OTHER IMPROVEMENTS SHOWN ON THIS PLAT HAVE BEEN INSTALLED OR COMPLETED OR THAT THEIR INSTALLATION OR COMPLETION HAS BEEN ENSURED BY THE PROPERTY OWNER. I HEREBY CERTIFY THAT THE SUBDIVISION IS SUBJECT TO ALL RESPECTS WITH THE SUBDIVISION REGULATIONS OF THE TOWN OF SMITHFIELD AND THEREFORE, HAS BEEN APPROVED BY THE SMITHFIELD TOWN COUNCIL, SUBJECT TO ITS BEING RECORDED WITHIN (6) MONTHS OF THE BELOW DATE.

**CERTIFICATE OF APPROVAL**

I, HEREBY CERTIFY THAT ALL STREETS AND OTHER IMPROVEMENTS SHOWN ON THIS PLAT HAVE BEEN INSTALLED OR COMPLETED OR THAT THEIR INSTALLATION OR COMPLETION HAS BEEN ENSURED BY THE PROPERTY OWNER. I HEREBY CERTIFY THAT THE SUBDIVISION IS SUBJECT TO ALL RESPECTS WITH THE SUBDIVISION REGULATIONS OF THE TOWN OF SMITHFIELD AND THEREFORE, HAS BEEN APPROVED BY THE SMITHFIELD TOWN COUNCIL, SUBJECT TO ITS BEING RECORDED WITHIN (6) MONTHS OF THE BELOW DATE.

**LEGEND**

- ADJONER LINE
- LINE SURVEYED
- RIGHT OF WAY
- OVERHEAD POWER
- FLOODWAY LINE
- EASEMENT LINE

**Scale:** 1" = 200'

**Date:** 10/02/2024

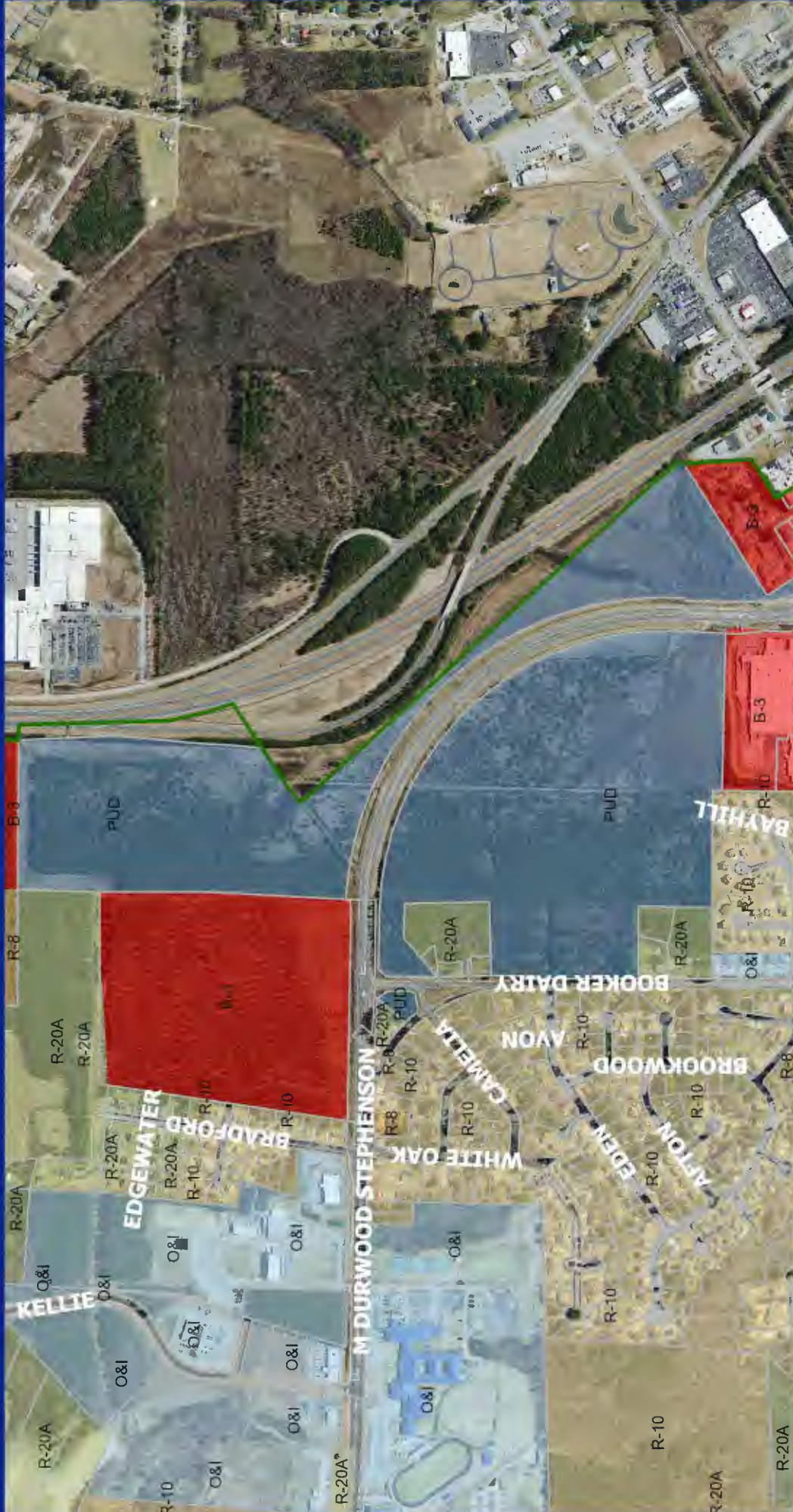
**Drawn By:** SKM

**Checked By:** AJC

**Job No.:** 2201004

**GRAPHIC SCALE**  
200 100 0 200 400  
1" = 200 FEET

# Local 70 Intermediate Plat



**File Number:**  
S-24-06

**Project Name:**  
Local 70

**Location:**  
M. Durwood  
Stephenson Pkwy

**Tax ID#:**  
14057011Y  
145057011X  
14057011Y

**Existing Zoning:**  
PUD - CZ

**Owner:**  
Smithfield  
Growth, LLC

**Applicant:**  
Smithfield  
Growth, LLC



1:11.305  
Map created by Chloe Allen  
Planner 1 on 2/12/24



# Request for Town Council Action

**Public  
Hearing: S-24-05**  
Date: 12/03/24

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**Subject:** Powell Tract Subdivision  
**Department:** Planning Department  
**Presented by:** Planning Director - Stephen Wensman  
**Presentation:** Public Hearing

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## Issue Statement

Swift Creek Road – Lan Development, LLC is requesting approval of a preliminary plat for an 18-lot single family subdivision on 11.1 acres in the R-20A Zoning District.

## 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 subdivision and to decide whether to approve, approve with conditions or deny the application based on the finding of fact for preliminary plats.

## Recommendation

Staff recommend approval of S-24-05, the Powell Tract Subdivision preliminary plat with 4 conditions based on the finding of fact for subdivisions.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff report
2. Draft Finding of Fact
3. Application
4. Project Narrative
4. Preliminary Plat



# Staff Report

**Public  
Hearing: S-24-05**

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**REQUEST:**

Swift Creek Road – Lan Development, LLC is requesting approval of a preliminary plat for an 18-lot single family subdivision on 11.1 acres in the R-20A Zoning District.

**PROPERTY LOCATION:**

The property is located on Swift Creek Road approximately 2,300 feet north of the Cleveland Road intersection.

**APPLICATION DATA:**

Applicant: Swift Creek Road- Lan Development, LLC  
Property Owners: Lanny Clifton  
Subdivision Name: Powell Tract Subdivision  
Tax IDs: 15I08014  
Acreage: 11.1 acres  
Present Zoning: R-20A  
Existing Use: Vacant Land  
Proposed Use: Single-Family Residential  
Fire District: Wilson’s Mills  
School Impacts: No Impact  
Parks and Recreation: Park Dedication Fee in Lieu  
Water/Sewer Provider: Johnston County Water/Individual Septic  
Electric Provider: Duke Energy  
New Public R/W: 750 linear feet  
Proposed Density: 1.62 D.U.A

**ENVIRONMENTAL:**

There are no environmental concerns for this development.

**PRELIMINARY PLAT/ANALYSIS:**

**Overview.** The proposed subdivision will create a new 750’ long cul-de-sac street in a 60’ wide public right-of-way to create 18 new lots with public water with private septic systems.

**R-20A District Regulations.** The development conforms to the dimensional requirements of the district.

(A) Minimum Lot Area	15,000 sq ft	<p>R20: Residential-Agricultural</p> <p>The diagram shows a rectangular lot with various setback areas labeled A through G. A legend at the bottom indicates that the light green area is the 'YARD AREA' and the dark green area is the 'BUILDABLE AREA'.</p>
(B) Minimum Lot Frontage	75 lin ft	
(C) Front Yard Setback	30 ft	
(D) Side Yard Setback	10 ft	
(E) Rear Yard Setback	25 ft	
(F) Maximum Building Height	35 ft	
(G) Accessory Buildings Setback	10 ft (see Note B.13.2)	
<p>YARD AREA</p> <p>BUILDABLE AREA</p>		

On septic lots, the street frontage requirements are 100’. On cul-de-sacs, the frontage requirement is reduced to 25’.

**Streets/right-of-way.**

- The proposed subdivision would create a new 750’ long, 27’ b/b wide street ending with a cul-de-sac in a 60-foot-wide right-of-way.
- The proposed cul-de-sac has a 96’ diameter meeting Fire Code.
- Standard curb and gutter have been provided.
- The developer has indicated that NCDOT is not going to require any turn lanes or other improvements on Swift Creek Road. An NCDOT permit is required to connect the new road to Swift Creek Road.

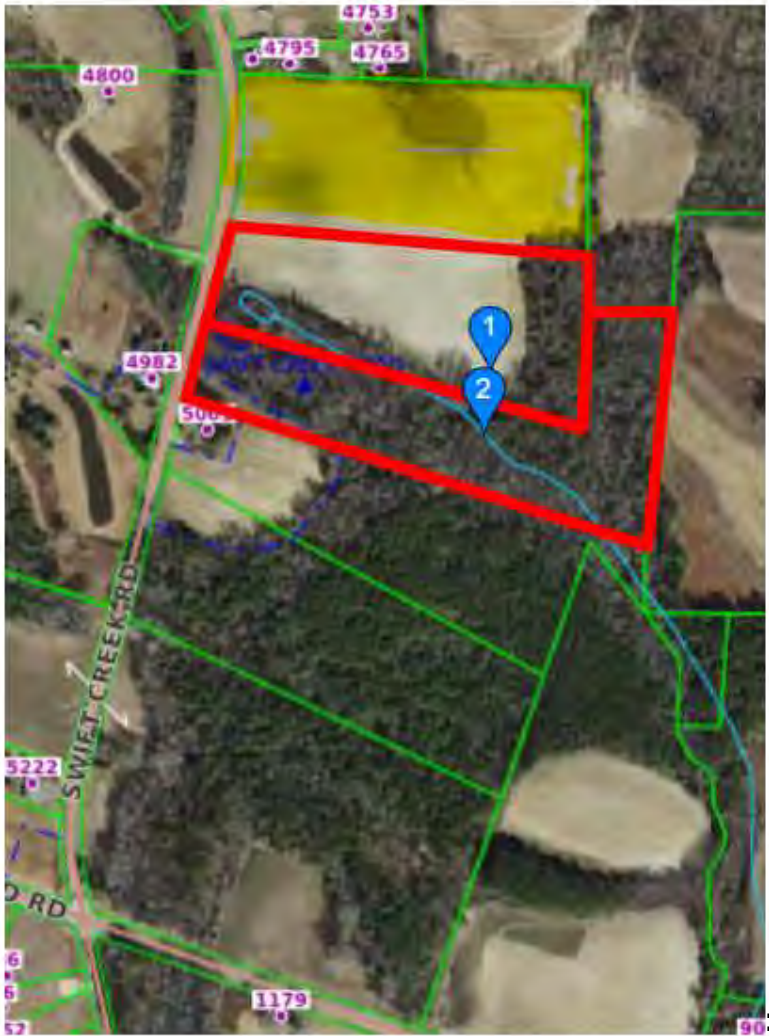
**Street Connectivity Requirements.** The UDO Section 10.11 requires connectivity to adjacent undeveloped parcels. Staff recommend no lateral access be required. There is limited potential for future development to the north and south of the planned subdivision.

- To the north MCL Properties of NC owns 3 properties (see image below), approximately 31 acres of land in total. There is developable land, however, the limited number of lots that could be creative may not be cost effective for development. The current owner is not interested in developing.



- To the south, the developer has sold the two properties, 10.13 and 10.32 acres, for single-family homes. The soils in the wooded areas are not suitable for septic, so further development of the properties is highly unlikely.





### **Sidewalks.**

- The recently adopted NCGS Bill 166 restricts the town's ability to require the construction of sidewalks unless the town coordinates with NCDOT for long-term maintenance of them.
- The preliminary plat shows a sidewalk on one side of the cul-de-sac street. As a result of the recent legislation, the staff is not recommending a sidewalk along Swift Creek Road. An HOA will be required to negotiate with NCDOT for the future maintenance of the sidewalk along the cul-de-sac street.

**Cluster mailbox.** A mailbox kiosk is proposed outside the public right-of-way in an easement with parallel parking.

**Public Utilities.** The development will be served by Johnston County water services, Duke Energy electric services will be extended to serve the lots.

**Septic systems lots.** Each lot meets the 20,000 square feet minimum lot size to accommodate septic systems.

**Stormwater Management.** The development is below the 24% impervious threshold for impoundment of stormwater. Staff has reviewed the stormwater management plan to ensure there is adequate impervious area per lot for future homeowners to construction typical amenities such as swimming pool patios and structures, sheds, additional parking or patios.

**Landscaping and Buffers.**

- A 15' streetscape yard is required along the Swift Creek Road should be protected by an easement with maintenance responsibilities identified in restrictive covenants.
- Also required is a 15' streetscape yard along the new street outside of public right-of-way consisting of 2 deciduous and one evergreen tree per lot and a requirement for 3 foundation shrubs per lot.

**Subdivision Identification.** An easement has been identified on the preliminary plat for a future subdivision identification sign

**Phasing.** The project would be developed in a single phase.

**FINDING OF FACT (STAFF OPINION):**

To approve a preliminary plat, the Council shall make the following finding (staff's opinion in Bold/Italic):

1. The plat is consistent with the adopted plans and policies of the town; ***The plat is consistent with the adopted comprehensive plan.***
2. The plat complies with all applicable requirements of this ordinance; ***The plan complies with all applicable requirements of this ordinance with conditions.***
3. There exists adequate infrastructure (transportation and utilities) to support the plat as proposed. ***There is adequate infrastructure.***
4. The plat will not be detrimental to the use or development of adjacent properties or other neighborhood uses. ***The plat will not be detrimental to the use or development of adjacent properties or other neighborhood uses.***

**TOWN COUNCIL RECOMMENDATION:**

Staff recommend approval of the Powell Tract preliminary plat, S-24-05, with the following conditions:

1. That the subdivision approval be contingent on approval of the construction drawings and meeting all UDO requirements except with no lateral stub streets.

2. There shall be a homeowners' association or affirmative restrictive covenants to maintain the development common amenities such as street yard landscaping, mailbox kiosk and sidewalk.
3. The public sidewalks be maintained by the HOA or property owners with affirmative restrictive covenants and approved by NCDOT.
4. That landscape plantings be provided in accordance with UDO Article 10, Section 10.13.1.8.2.
5. The required 15' wide street yard plantings along Swift Creek Road shall be within a 15' wide easement.

**RECOMMENDED MOTION:**

"Move to approve S-24-05, the Powell Tract Subdivision preliminary plat with 5 conditions based on the finding of fact for subdivisions."

**Town of Smithfield  
Preliminary Plat  
Finding of Fact / Approval Criteria**

**Application Number:** S-24-05 **Project Name:** Powell Tract Subdivision

**Request:** Swift Creek Road – Lan Development, LLC is requesting approval of a preliminary plat for a 19-lot single family subdivision on 11.1 acres in the R-20A Zoning District. The property considered for approval is located on Swift Creek Road approximately 2,300 feet north of the Cleveland Road intersection, Smithfield NC 27577, further identified as Johnston County Tax ID 15I08014.

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 another 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-24-05 with the following conditions:*

1. That the subdivision approval be contingent on approval of the construction drawings and meeting all UDO requirements with no lateral stub streets.
2. There shall be a homeowners' association or affirmative restrictive covenants to maintain the development common amenities such as street yard landscaping, mailbox kiosk and sidewalk.
3. The public sidewalks be maintained by the HOA or property owners with affirmative restrictive covenants and approved by NCDOT.
4. That landscape plantings be provided in accordance with UDO Article 10, Section 10.13.1.8.2.
5. The required 15' wide street yard plantings along Swift Creek Road shall be within a 15' wide easement.

**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-24-05 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-24-05 is hereby:**

\_\_\_\_\_ **approved upon acceptance and conformity with the following conditions:**

1. That the subdivision approval be contingent on approval of the construction drawings and meeting all UDO requirements with no lateral stub streets.
2. There shall be a homeowners' association or affirmative restrictive covenants to maintain the development common amenities such as street yard landscaping, mailbox kiosk and sidewalk.
3. The public sidewalks be maintained by the HOA or property owners with affirmative restrictive covenants and approved by NCDOT.
4. That landscape plantings be provided in accordance with UDO Article 10, Section 10.13.1.8.2.
5. The required 15' wide street yard plantings along Swift Creek Road shall be within a 15' wide easement.

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

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**Decision made this \_\_\_\_\_ day of \_\_\_\_\_, 2024 while in regular session.**

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

**ATTEST:**

\_\_\_\_\_  
**Elaine S. Andrews, 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 **Powell Tract Subdivision**

Proposed Use **Single Family Residential Subdivision**

Property Address(es) **4800 Block of Swift Creek Road. The property address is not listed on Johnston County G.I.S.**

Johnston County Property Identification Number(s) and Tax ID Number (s) for each parcel to which these guidelines will apply:

PIN# **167400-78-3454**

TAX ID# **15108014**

Project type?  Single Family  Townhouse  Multi-Family  Non-Residential  Planned Unit Development (PUD)

**OWNER/DEVELOPER INFORMATION**

Company Name **Swift Creek Road - Lan Development, L.L.C.**

Owner/Developer Name **Lanny Clifton**

Address **5160 NC Highway 42 West Garner, NC 27529**

Phone **( 919 ) 971 - 5353**

Email **lannycliftonbuilder@gmail.com**

Fax **( 919 ) 934 - 3100**

**CONSULTANT/CONTACT PERSON FOR PLANS**

Company Name **Dalton Engineering and Associates, P.A.**

Contact Name **Jerry Dalton**

Address **P.O. Box 426 Clayton, NC 27528**

Phone **( 919 ) 550 - 4740**

Email **jdalton@daltonengineering.com**

Fax **( 919 ) 550 - 4741**

**DEVELOPMENT TYPE AND SITE DATE TABLE (Applicable to all developments)**

**ZONING INFORMATION**

Zoning District(s) **R-20A**

If more than one district, provide the acreage of each: **N/A**

Overlay District?  Yes  No

Inside City Limits?  Yes  No

**FOR OFFICE USE ONLY**

File Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

## Project Narrative

As part of a complete application, a written project narrative that provides detailed information regarding your proposal must be included. On a separate sheet of paper, please address each of the lettered items listed below (answers must be submitted in both hard copy and electronic copy using the Adobe .PDF or MS Word .DOCX file formats):

- a) A listing of contact information including name(s), address(es) and phone number(s) of: the owner of record, authorized agents or representatives, engineer, surveyor, and any other relevant associates;
- b) A listing of the following site data: Address, current zoning, parcel size in acres and square feet, property identification number(s) (PIN), and current legal description(s);
- c) A listing of general information including: the proposed name of the subdivision, the number of proposed lots, acreage dedicated for open space or public use, acreage dedicated within rights of way;
- d) A narrative explaining the intent of the project and/or your original or revised vision for the finished product;
- e) A statement showing the proposed density of the project with the method of calculating said density shown;
- f) Discuss proposed infrastructure improvements and phasing thereof (i.e. proposed roadways, sewer systems, water systems, sidewalks/trails, parking, etc.) necessary to serve the subdivision;
- g) A narrative addressing concerns/issues raised by neighboring properties (discussing your proposal with the neighboring land owners is recommended to get a sense of what issues may arise as your application is processed);
- h) A description of how conflicts with nearby land uses (livability, value, potential future development, etc.) and/or disturbances to wetlands or natural areas are being avoided or mitigated;
- i) Provide justification that the proposal will not place an excessive burden on roads (traffic), sewage, water supply, parks, schools, fire, police, or other public facilities/services (including traffic flows) in the area;
- j) A description of proposed parks and/or open space. Please include a brief statement on the proposed ownership and maintenance of said areas;
- k) A 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 (including the proposed phasing of construction of public improvements and recreational and common space areas).

**STORMWATER INFORMATION**

Existing Impervious Surface 0.00 / 0 acres/sf

Flood Hazard Area  Yes  No

Proposed Impervious Surface 2.67 / 116,291 acres/sf

Neuse River Buffer  Yes  No

Watershed protection Area Yes  No

Wetlands  Yes  No

If in a Flood Hazard Area, provide the FEMA Map Panel # and Base Flood Elevation N/A AS PER MAP NUMBER 3720167400K

**NUMBER OF LOTS AND DENSITY**

Total # of Single Family Lots 19

Overall Unit(s)/Acre Densities Per Zoning Districts 1.7

Total # of Townhouse Lots 0

Acreage in active open space 0.00

Total # of All Lots 19

Acreage in passive open space 0.00

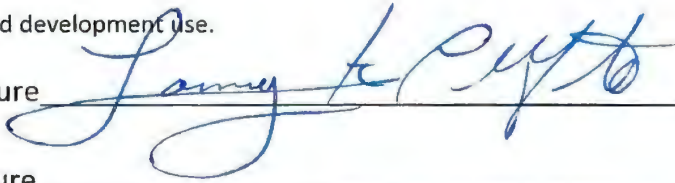
**SIGNATURE BLOCK (Applicable to all developments)**

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 Dalton Engineering and Assoc., P.A. 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

8/22/24

Signature

Date

**REVIEW FEES**

Major Subdivision (Submit 7 paper copies & 1 Digital copy on CD) \$500.00 + \$5.00 a lot

**FOR OFFICE USE ONLY**

File Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Date Received: \_\_\_\_\_ Amount Paid: \_\_\_\_\_



**INFORMATION TO BE PROVIDED ON PRELIMINARY AND FINAL PLATS.**

The preliminary plats shall depict or contain the information indicated in the following table. An "X" indicates that the information is required.

<b>Information</b>	<b>Preliminary Plat</b>
Vicinity map (6" W x 4" H) showing location of subdivision in relation to neighboring tracts, subdivision, roads, and waterways (to include streets and lots of adjacent developed or platted properties). Also include corporate limits, Town boundaries, county lines if on or near subdivision tract.	X
Boundaries of tract and portion to be subdivided, including total acreage to be subdivided, distinctly and accurately represented with all bearings and distances shown.	X
Proposed street layout and right-of-way width, lot layout and size of each lot. Number lots consecutively throughout the subdivision.	X
Name of proposed subdivision.	X
Statement from the Johnston County Health Department that a copy of the sketch plan has been submitted to them, if septic tanks or other onsite water or wastewater systems are to be used in the subdivision, AND/OR statement from the County Public Utilities that application has been made for public water and/or sewer permits.	X
Graphic scale.	X
North arrow and orientation.	X
Concurrent with submission of the Preliminary Plat to the Town, the subdivider or planner shall submit copies of the Preliminary Plat and any accompanying material to any other applicable agencies concerned with new development, including, but not limited to: District Highway Engineer, County Board of Education, U.S. Army Corps of Engineers, State Department of Natural Resources and Community Development, for review and recommendation.	X
List the proposed construction sequence.	X
Storm water plan – see Article 10, Part VI.	X
Show existing contour lines with no larger than five-foot contour intervals.	X
New contour lines resulting from earth movement (shown as solid lines) with no larger than five-foot contour intervals (existing lines should be shown as dotted lines).	X
Survey plat, date(s) survey was conducted and plat prepared, the name, address, phone number, registration number and seal of the Registered Land Surveyor.	X
Names, addresses, and telephone numbers of all owners, mortgagees, land planners, architects, landscape architects and professional engineers responsible for the subdivision (include registration numbers and seals, where applicable).	X
Date of the drawing(s) and latest revision date(s).	X

<b>Information</b>	<b>Preliminary Plat</b>
The owner's name(s) of adjoining properties and Zoning District of each parcel within 100' of the proposed site.	X
State on plans any variance request(s).	X
Show existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining. Show wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or stream beds and any other natural features affecting the site.	X
The exact location of the flood hazard, floodway and floodway fringe areas from the community's FHBM or FIRM maps (FEMA). State the base flood elevation data for subdivision.	X
Show the minimum building setback lines for each lot.	X
Provide grading and landscape plans. Proposed plantings or construction of other devices to comply with the screening requirements of Article 10, Part II.	X
Show location of all proposed entrance or subdivision signage (see Section 10.23.1).	X
Show pump station detail including any tower, if applicable	X
Show area which will not be disturbed of natural vegetation (percentage of total site).	X
Label all buffer areas, if any, and provide percentage of total site.	X
Show all riparian buffer areas.	X
Show all watershed protection and management areas per Article 10, Part VI.	X
Soil erosion plan.	X
Show temporary construction access pad.	X
Outdoor illumination with lighting fixtures and name of electricity provider.	X
<b>The following data concerning proposed streets:</b>	
Streets, labeled by classification (see Town of Smithfield construction standards) and street name showing linear feet, whether curb and gutter or shoulders and swales are to be provided and indicating street paving widths, approximate grades and typical street cross-sections. Private roads in subdivisions shall also be shown and clearly labeled as such.	X
Traffic signage location and detail.	X
Design engineering data for all corners and curves.	X
For office review; a complete site layout, including any future expansion anticipated; horizontal alignment indicating general curve data on site layout plan; vertical alignment indicated by percent grade, PI station and vertical curve length on site plan layout; the District Engineer may require the plotting of the ground profile and grade line for roads where special conditions or problems exist; typical section indicating the pavement design and width and the slopes, widths and details for either the curb and gutter or the shoulder and ditch proposed; drainage facilities and drainage.	X

<b>Information</b>	<b>Preliminary Plat</b>
Type of street dedication; all streets must be designated public. (Where public streets are involved which will be dedicated to the Town, the subdivider must submit all street plans to the UDO Administrator for approval prior to preliminary plat approval).	X
When streets have been accepted into the municipal or the state system before lots are sold, a statement explaining the status of the street in accordance with the Town of Smithfield construction standards.	X
If any street is proposed to intersect with a state maintained road, a copy of the application for driveway approval as required by the Department of Transportation, Division of Highways Manual on Driveway Regulations. (1) Evidence that the subdivider has applied for such approval. (2) Evidence that the subdivider has obtained such approval.	X X X
<b>The location and dimensions of all:</b>	
Utility and other easements.	X
Pedestrian and bicycle paths.	X
Areas to be dedicated to or reserved for public use.	X
The future ownership (dedication or reservation for public use to governmental body or for owners to duly constituted homeowners' association) of recreation and open space lands.	X
Required riparian and stream buffer per Article 10, Part VI.	X
<b>The site/civil plans for utility layouts including:</b>	
Sanitary sewers, invert elevations at manhole (include profiles).	X
Storm sewers, invert elevations at manhole (include profiles).	X
Best management practices (BMPs)	X
Stormwater control structures	X
Other drainage facilities, if any.	X
Impervious surface ratios	X
Water distribution lines, including line sizes, the location of fire hydrants, blow offs, manholes, force mains, and gate valves.	X
Gas lines.	X
Telephone lines.	X
Electric lines.	X
Plans for individual water supply and sewage disposal systems, if any.	X
<b>Provide site calculations including:</b>	
Acreage in buffering/recreation/open space requirements.	X
Linear feet in streets and acreage.	X
The name and location of any property or buildings within the proposed subdivision or within any contiguous property that is located on the US Department of Interior's National Register of Historic Places.	X

<b>Information</b>	<b>Preliminary Plat</b>
Sufficient engineering data to determine readily and reproduce on the ground every straight or curved line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles and tangent distance for the center line of curved property lines that is not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.	X
The accurate locations and descriptions of all monuments, markers, and control points.	X
Proposed deed restrictions or covenants to be imposed upon newly created lots. Such restrictions are mandatory when private recreation areas are established. Must include statement of compliance with state, local, and federal regulations.	X
A copy of the erosion control plan submitted to the Regional Office of NC- DNRCD, when land disturbing activity amounts to one acre or more.	X
All certifications required in Section 10.117.	X
Any other information considered by either the subdivider, UDO Administrator, Planning Board, or Town Council to be pertinent to the review of the plat.	X
Improvements guarantees (see Section 5.8.2.6).	

<b>FOR OFFICE USE ONLY</b>			
File Number: _____	Date Submitted: _____	Date Received: _____	Amount Paid: _____

**REQUIRED FINDING OF FACT**

*Article 4 of the Town of Smithfield Unified Development Ordinance requires applications for a preliminary subdivision plat approval to address the following findings. The applicant has the burden of producing competent, substantial evidence tending to establish the facts and conditions which this section requires. The Town Council shall grant preliminary subdivision approval 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;
 

The Preliminary Subdivision Application for the Powell Tract Subdivision is consistent with the Town of Smithfield's plans and policies for the area proposed to be developed. The proposed use of the parcel, a Single Family Residential Subdivision, is a permitted use for the current zoning district ( R-20A ). A rezoning request for the proposed use is not required or requested.
- 2) The plan complies with all applicable requirements of this ordinance;
 

The Preliminary Subdivision Application for the Powell Tract Subdivision complies with the Town's subdivision regulations, as described in the Unified Development Ordinance. The proposed use of the parcel is a permitted use for the parcel's current zoning district. The proposed use, as well as lot sizes, minimum building setbacks, landscape and buffer requirements and site improvements meet the requirements shown in the Town's UDO.
- 3) There exists adequate infrastructure (transportation and utilities) to support the plan as proposed; and
 

The proposed project would tie to an existing, paved, N.C.D.O.T. maintained roadway, Swift Creek Road. The project meets the Town's requirements for the number of ingress / egress points and a Driveway Access Permit would be submitted to both the Town and N.C.D.O.T. for review and approval prior to the commencement of construction.

The project would also utilize an extension of Johnston County's infrastructure to provide water service to the residents of the subdivision.
- 4) The plan will not be detrimental to the use or development of adjacent properties or other neighborhood uses.
 

The proposed project is consistent with the existing residential development located near the intersection of Swift Creek Road and Cleveland Road. Gin Branch Estates in an existing, single family residential subdivision located southwest of the proposed project. All of the parcels located directly adjacent to the proposed project site are currently zoned R-20A. The proposed project would not be a detriment to the development of the adjacent parcels.



**Powell Tract Subdivision -  
Project Narrative :**

A. Owner :

Swift Creek Road – Lan Development, L.L.C.  
5160 NC Highway 42 West  
Garner, NC 27529  
( 919 ) 971 - 5353

Surveyor :

True Line Surveying  
305 West Main Street  
Clayton, NC 27520  
( 919 ) 359 - 0427

Engineer :

Dalton Engineering and Associates, P.A.  
P.O. Box 426  
Clayton, NC 27528  
( 919 ) 550 – 4740

B. Address : 4800 Block of Swift Creek Road. Note : The site address for the property is not listed on Johnston County G.I.S.

Current zoning : R-20A  
Parcel size in acres : 11.11  
Parcel size in square feet : +/- 483,952  
Property identification number(s) (PIN) : 167400-78-3454

C. Proposed name of subdivision : Powell Tract Subdivision

Number of proposed lots : 18  
Acreage dedicated for open space or public use : 0.00  
Acreage dedicated within right of way : 1.05

D. Intent of project : Single family residential subdivision

E. Proposed density of project : 18 dwelling units / 11.11 acres = 1.6 units per acre.

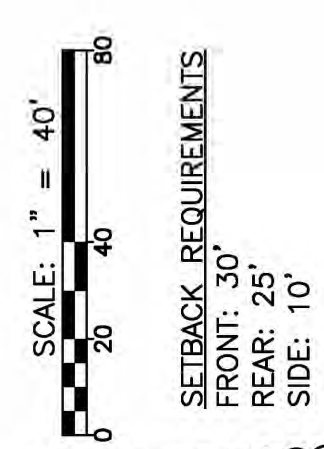
- F. Proposed infrastructure improvements and phasing thereof necessary to serve the subdivision : It is anticipated that the proposed project would be developed in a single phase. The proposed improvements include a paved subdivision street with curb and gutter, storm drainage and sidewalk. Each lot would be served with public water from Johnston County and would have individual septic systems, approved by the Johnston County Environmental Health Department. Electrical service for the lots would be provided by an extension of Duke Energy's infrastructure. A mailbox kiosk with a paved parking area is also proposed for the project.
- G. Concerns / issues raised by neighboring properties : The concerns voiced by neighboring properties include the property being developed into a single-family residential subdivision, the proposed development being expanded in the future, the stormwater runoff from the project and the speed of vehicles traveling on Swift Creek Road.
- H. Conflicts with nearby land uses and/or disturbances to wetlands or natural areas : There are no known conflicts with nearby land uses. The subject parcel, as well as the parcels located directly adjacent to the subject parcel, are all zoned R-20A. As per the Town of Smithfield's Unified Development Ordinance, the proposed land use is a permitted land use for the R-20A Zoning District. There are no wetlands or buffered streams located on the subject parcel.
- I. Justification that the proposal will not place an excessive burden on roads, sewage, water supply, parks, schools, fire, police, or other public services (including traffic flows) in the area : The proposed project has been reviewed by N.C.D.O.T. Due to the low traffic along this section of Swift Creek Road, a turn lane or other roadway improvements are not required for this project. Due to the limited amount of development that has taken place in this area of the Town's ETJ, burdens have not been placed on public services.
- J. Description of proposed parks and/or open space : There are no parks or open space being proposed within the subject project.
- K. Proposed development schedule indicating the approximate date when construction of the project can be expected to begin and be completed : It is anticipated that construction would begin in early 2025 and would be completed near the end of 2026.

N/F  
MCL PROPERTIES OF NC, INC.  
PIN#: 167400-89-1402  
DB 05663 PG 0548  
ZONING: R-20A

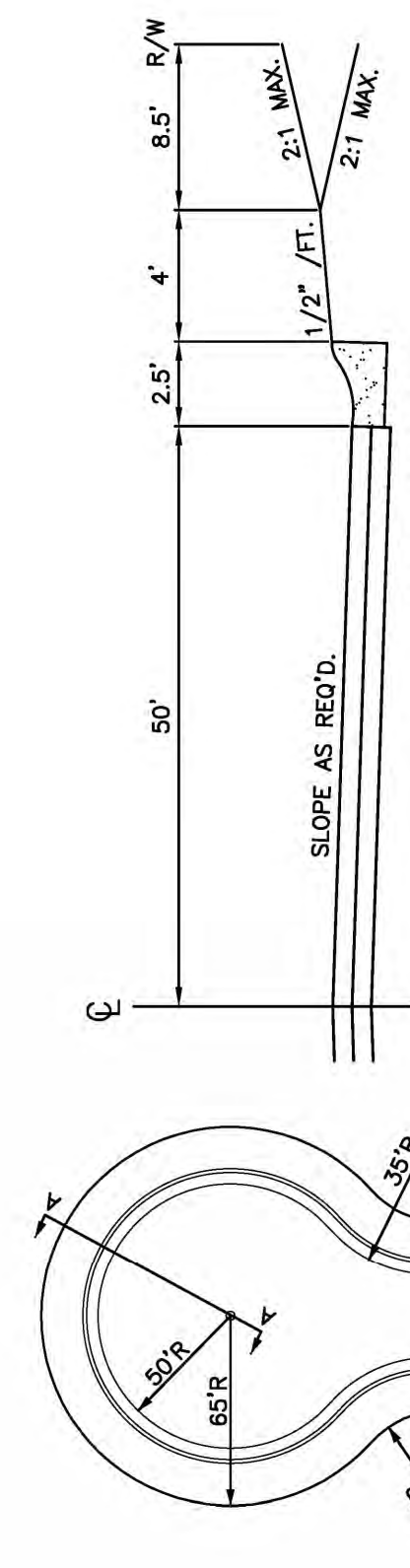
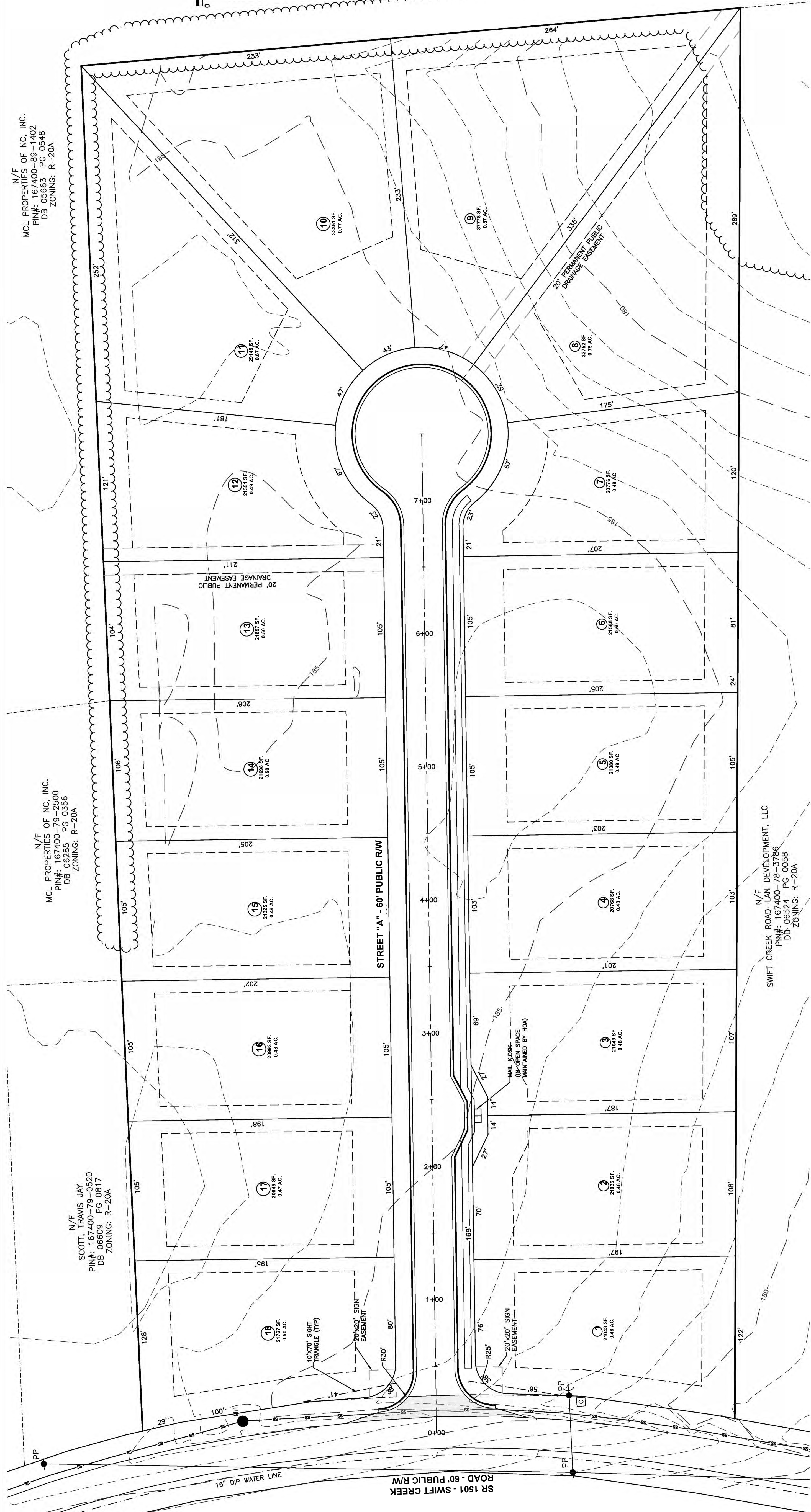
N/F  
MCL PROPERTIES OF NC, INC.  
PIN#: 167400-79-2500  
DB 06285 PG 0356  
ZONING: R-20A

N/F  
SCOTT, TRAVIS JAY  
PIN#: 167400-79-0520  
DB 06609 PG 0817  
ZONING: R-20A

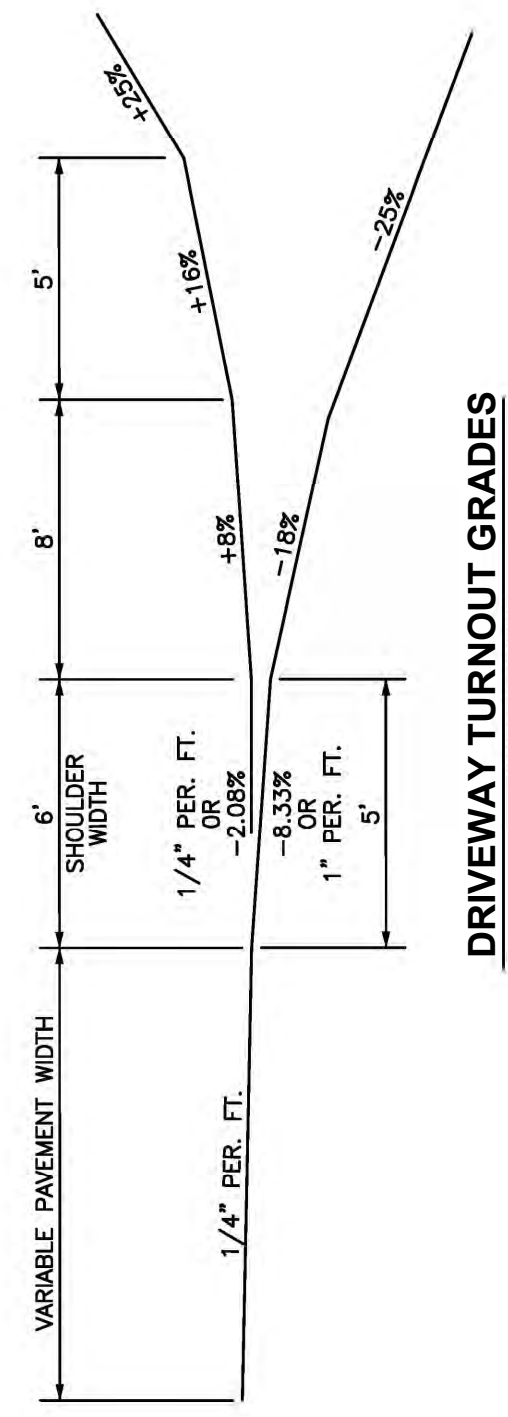
N/F  
MCL PROPERTIES OF NC, INC.  
PIN#: 167400-79-0520  
DB 06609 PG 0817  
ZONING: R-20A



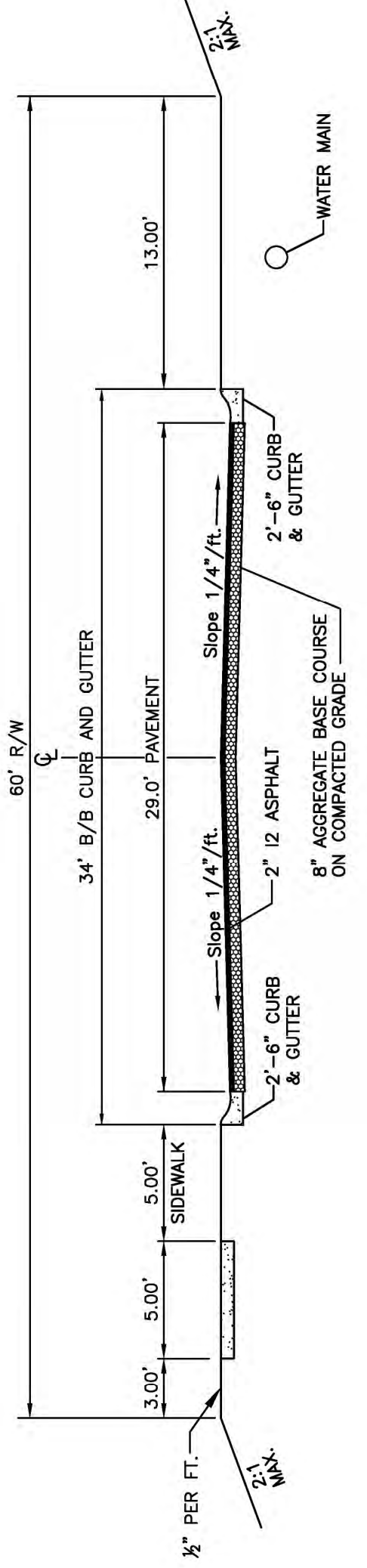
SETBACK REQUIREMENTS  
FRONT: 30'  
REAR: 25'  
SIDE: 10'



SYMMETRICAL CUL-DE-SAC WITH CURB & GUTTER (LOCAL STREET)  
NOT TO SCALE



DRIVEWAY TURNOUT GRADES  
NOT TO SCALE



LOCAL STREET SECTION  
NOT TO SCALE

PRELIMINARY PLAN  
FOR  
**POWELL TRACT SUBDIVISION**  
TOWN OF SMITHFIELD - JOHNSTON COUNTY, N.C.



**Dalton Engineering and Associates, P. A.**  
446 East Main Street  
P.O. Box 426  
Clayton, NC 27520  
Job: 23017  
Date: 6/14/24  
Drawn: WJB  
Revision: 001  
Sheet: 2 OF 11

**CALL BEFORE YOU DIG!**  
NORTH CAROLINA LAW REQUIRES NOTIFICATION OF THE UNDERGROUND FACILITY OWNER (NOT LESS THAN 14 DAYS PRIOR TO EXCAVATION OR DEMOLITION WORKING DAYS) PRIOR TO EXCAVATION OR DEMOLITION.  
**North Carolina One-Call Center, Inc.**  
www.nccoc.org  
1-800-832-4849





# Powell Tract Subdivision



**File Number:**  
S-24-05

**Project Name:**  
Powell Tract Subdivision

**Location:**  
2300+/- ft north of  
Cleveland Rd  
Intersection

**Tax ID#:**  
15108014

**Existing Zoning:**  
R-20A

**Owner:**  
Lanny Clifton

**Applicant:**  
Swift Creek Road-  
Lan Development, LLC



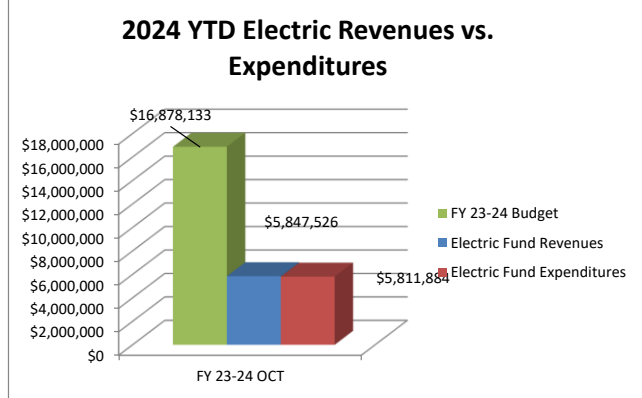
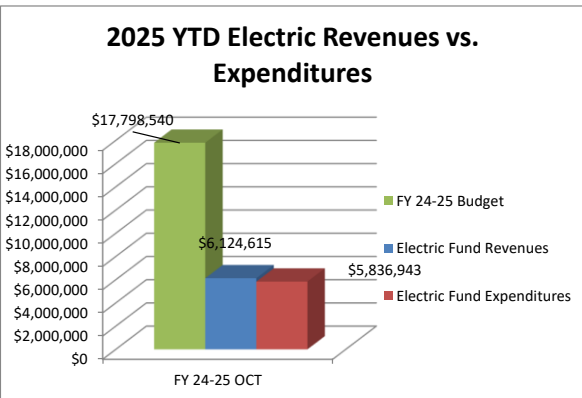
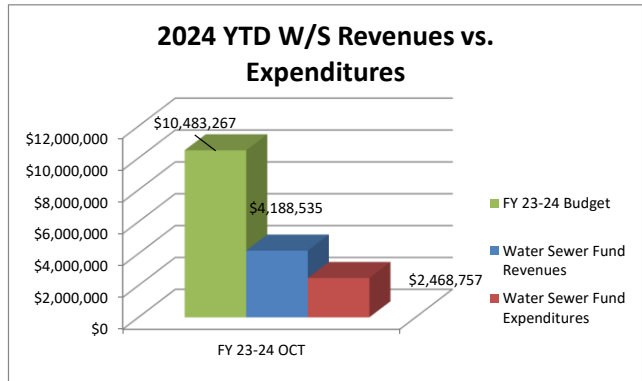
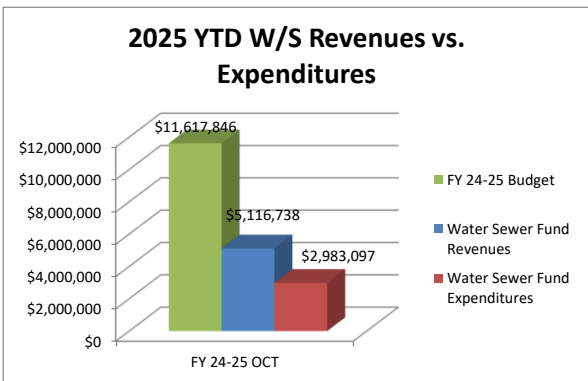
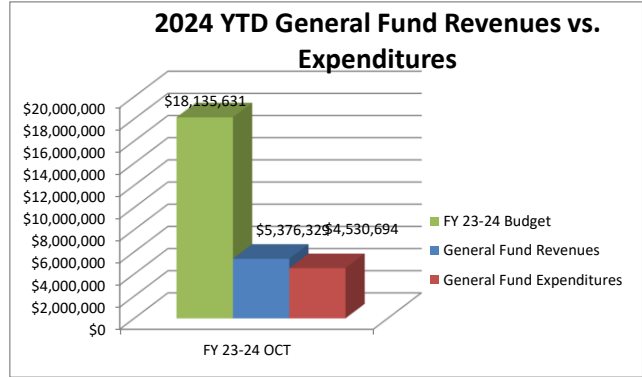
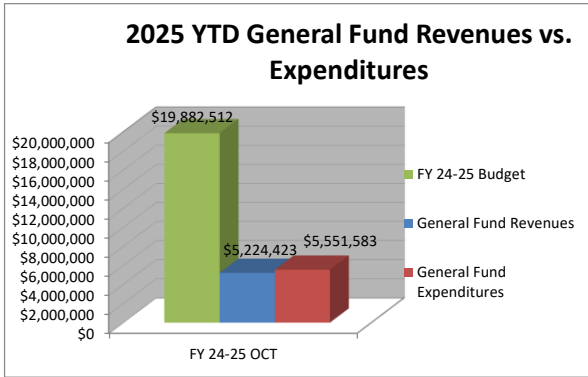
1 in = 804 ft  
Map created by Chloe Allen  
Planner 1 on 9/16/2024



# Financial Report



## Town of Smithfield Revenues vs. Expenditures



**TOWN OF SMITHFIELD**  
**MAJOR FUNDS FINANCIAL SUMMARY REPORT**  
**October 31, 2024**  
**Gauge: 4/12 or 33 Percent**

**33.33%**

GENERAL FUND						
Revenues	Frequency	Actual to Date		Budget	Actual to Date	YTD %
		FY '23-24	FY '24-25	FY '24-25	FY '24-25	Collected
Current & Prior Year Property Taxes	Monthly	\$ 2,101,219	\$ 8,070,600	\$ 2,201,075	27.27%	
Motor Vehicle Taxes	Monthly	166,853	825,000	374,584	45.40%	
Utility Franchise Taxes	Quarterly	277,394	1,000,000	-	0.00%	
Local Option Sales Taxes	Monthly	1,316,018	3,700,000	355,895	9.62%	
Aquatic and Other Recreation	Monthly	332,930	767,050	348,310	45.41%	
Sanitation (Includes Penalties)	Monthly	519,469	1,560,900	549,310	35.19%	
Grants		4,327	235,500	60,769	25.80%	
All Other Revenues		658,119	2,491,892	1,334,480	53.55%	
Transfers (Electric and Fire Dist.)		-	712,790	-	0.00%	
Fund Balance Appropriated		-	518,780	-		
<b>Total</b>		<b>\$ 5,376,329</b>	<b>\$ 19,882,512</b>	<b>\$ 5,224,423</b>	<b>26.28%</b>	

**TOWN OF SMITHFIELD**  
**MAJOR FUNDS FINANCIAL SUMMARY REPORT**  
**October 31, 2024**  
**Gauge: 4/12 or 33 Percent**

Expenditures	Actual to Date		Budget		Actual to Date		33.33%
	FY '23-24		FY '24-25		FY '24-25		YTD % Spent
General Gov.-Governing Body	\$	151,826	\$	712,507	\$	173,393	24.34%
Non Departmental		394,146		1,465,743		460,564	31.42%
Debt Service		317,926		419,096		308,326	73.57%
Finance		46,514		157,950		43,352	27.45%
IT		68,475		150,700		45,143	29.96%
Planning		115,948		413,250		121,587	29.42%
Police		1,126,978		5,908,835		1,762,812	29.83%
Fire		833,885		3,403,656		844,327	24.81%
General Services/Public Works		239,808		1,226,906		301,311	24.56%
Streets		99,595		572,027		137,574	24.05%
Motor Pool/Garage		60,301		173,700		71,227	41.01%
Powell Bill		25,397		398,195		868	0.22%
Sanitation		416,957		1,706,469		461,770	27.06%
Stormwater		12,625		286,480		85,276	29.77%
Parks and Rec		307,371		1,416,944		367,025	25.90%
SRAC		302,537		1,236,800		352,125	28.47%
Sarah Yard Center		10,405		51,300		14,903	29.05%
Contingency		-		181,954		-	
Total	\$	4,530,694	\$	19,882,512	\$	5,551,583	27.92%
YTD Fund Balance Increase (Decrease)		845,635		(0)		(327,160)	





**TOWN OF SMITHFIELD**  
**MAJOR FUNDS FINANCIAL SUMMARY REPORT**  
**October 31, 2024**  
**Gauge: 4/12 or 33 Percent**

**33.33%**

**ELECTRIC FUND**

<b>Revenues</b>	<b>Actual to Date</b>	<b>Budget</b>	<b>Actual to Date</b>	<b>YTD %</b>
	<b>FY '23-24</b>	<b>FY '24-25</b>	<b>FY '24-25</b>	<b>Collected</b>
Electric Sales	\$ 5,648,688	\$ 16,270,040	\$ 5,911,758	36.34%
Penalties	29,698	85,000	30,126	35.44%
All Other Revenues	169,140	450,375	182,731	40.57%
Fund Balance Appropriated	-	993,125	-	
<b>Total</b>	<b>\$ 5,847,526</b>	<b>\$ 17,798,540</b>	<b>\$ 6,124,615</b>	<b>34.41%</b>

<b>Expenditures</b>	<b>Actual to Date</b>	<b>Budget</b>	<b>Actual to Date</b>	<b>YTD %</b>
	<b>FY '23-24</b>	<b>FY '24-25</b>	<b>FY '24-25</b>	<b>Spent</b>
Administration/Operations	\$ 1,174,386	\$ 3,165,327	\$ 1,076,072	34.00%
Purchased Power - Non Demand	1,637,387	3,940,660	1,900,828	48.24%
Purchased Power - Demand	2,272,134	7,828,164	2,132,066	27.24%
Purchased Power - Debt	385,392	1,156,176	385,392	33.33%
Debt Service	342,585	342,586	342,585	100.00%
Capital Outlay	-	35,000	-	0.00%
Contingency	-	249,721	-	0.00%
Transfers to Electric Capital Proj Fund	-	1,000,000	-	0.00%
Transfers to General Fund	-	95,150	-	
<b>Total</b>	<b>\$ 5,811,884</b>	<b>\$ 17,798,540</b>	<b>\$ 5,836,943</b>	<b>32.79%</b>

YTD Fund Balance Increase (Decrease)	35,642	-	287,672
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**TOWN OF SMITHFIELD**  
**MAJOR FUNDS FINANCIAL SUMMARY REPORT**  
**October 31, 2024**  
**Gauge: 4/12 or 33 Percent**

**33.33%**

**CASH AND INVESTMENTS FOR OCTOBER 2024**

General Fund (Includes P. Bill)	22,806,775
Water and Sewer Fund	15,347,935
Electric Fund*	11,037,703
NCOBM Fund (21)	552,236
JB George Endowment (40)	139,463
Water Plant Expansion (43)	954,817
Capital Project Fund: Wtr/Sewer (45)	1,361,857
Capital Project Fund: General (46)	1,221,710
Capital Project Fund: Electric (47)	371,535
FEMA Acquisitions and Elevations (48)	550
Firemen Relief Fund (50)	114,957
Fire District Fund (51)	250,387
General Capital Reserve Fund (72)	182,260
Total	<u>\$ 54,342,185</u>

1st CITIZENS	36,181,710	1.75%
NCCMT	5,516,667	5.000%
KS BANK	2,443,158	3.00%
TRUIST	10,200,650	3.25%
	<u>\$ 54,342,185</u>	

\*Plug -

Account Balances Confirmed By Finance Director on

11/21/2024

# Department Reports



## **FINANCE DEPARTMENTAL REPORT FOR NOVEMBER 2024**

### **ACCOMPLISHMENTS**

- Implemented monthly financial reporting for the appearance commission
- Accounts Receivable related policies written for board approval
- Assisted with the implementation of the new employee benefit management team
- Refunded numerous utility accounts with credit balances or applied credit balances to new accounts for old utility accounts; cleaned up the inactive revenue codes on utility accounts
- Saved \$3,600 in professional fees (Finance Department) and approximately \$2,000 in bank service charges (General, Water Sewer, Electric Fund)
- Implemented invoice and pre audit approval process for accounts payable
- Updated all grant and capital project ordinances to comply with ordinance and resolution statutory requirements

### **WORK IN PROGRESS**

- In process of updating the Customer Service Policy Manual (approval delayed for new regulations) and creating a Red Flag Policy for utility billing customer information
- In process of implementing a monthly closing schedule for all finance functions for timely reporting
- In process of setting up general ledger account reconciliations and delegating those tasks to finance and customer service staff
- In process of updating internal control policies and procedures in relation to finance and customer service
- Drafting the revised employee handbook for council approval in the near future
- In process of comprehensive inventory of fixed assets for all departments
- In process of working with Town Clerk and Town Manager to properly account for capital reserve / capital project funds
- In process of working to implement online payments with PIO for various departments including planning and fire inspection fees
- Assisting with the transition of various tasks related to the exiting Human Resource Director, such as NEOGOV (delayed)
- In process of implementing a training plan for each employee in finance and customer service departments
- Assisting with the phone implementation and internet / fiber projects
- In process of implementing purchase card program with potential savings of \$85K based on historical spending patterns

### **GOALS**

- Update all policies and procedures related to finance and customer service in the near term for council approval
- Work with various departments to obtain a document management system so all departments can access documents for various town projects



# Planning Department Development Report

Monday, November 4, 2024

Project Name: **937 N Brightleaf Blvd**  
 Request: 8' variance from side yard setback  
 Location  
 Tax ID#: PIN#:  
 Project Status  
 Notes:

<b>BOA 2024-01</b>	
Submittal Date:	11/4/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	3/28/2024

Project Name: **Holly's Open Air market**  
 Request: 15' Front setback variance for gas canopy  
 Location  
 Tax ID#: PIN#:  
 Project Status  
 Notes:

<b>BOA 2024-03</b>	
Submittal Date:	11/4/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	4/25/2024

Project Name: **JCC Repaving**  
 Request: Remodel and repave parking lot  
 Location  
 Tax ID#: PIN#:  
 Project Status  
 Notes:

<b>2024-12</b>	
Submittal Date:	10/24/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **36 East Edgerton**  
 Request: rezone property from HI to B-3  
 Location  
 Tax ID#: PIN#:  
 Project Status  
 Notes:

<b>Map Amendment 2024-09</b>	
Submittal Date:	10/23/2024
Planning Board Review:	11/14/2024
Board of Adjustment Review:	
Town Council Hearing Date:	12/17/2024
Approval Date:	

Project Name: **Finley Landing Alternative Plan**  
 Request: To approve an alternative plan for Townhouses in lieu of the  
 Location  
 Tax ID#: PIN#:  
 Project Status  
 Notes: **DENIED**

<b>Conditional Zoning 2024-06</b>
Submittal Date: 10/17/2024
Planning Board Review: 10/3/2024
Board of Adjustment Review:
Town Council Hearing Date: 10/15/2024
Approval Date:

Project Name: **Smithfield West (old K-mart/Helieg Meier**  
 Request: new commercial building and site improvemnts  
 Location  
 Tax ID#: PIN#:  
 Project Status  
 Notes:

<b>2024-11</b>
Submittal Date: 10/17/2024
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **Smithfield Storage**  
 Request: Site Expansion  
 Location 1343 West Market Street  
 Tax ID#: 15077023 PIN#: 168412-87-5386  
 Project Status In First Review  
 Notes: **In Code Enforcement for lack of follow through and zoning violations**

<b>Site Plan 2024-11</b>
Submittal Date: 10/16/2024
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **Local 70 (Interim Plat)**  
 Request: subdivide for ownership, not development  
 Location  
 Tax ID#: PIN#:  
 Project Status  
 Notes:

<b>Subdivision 2024-06</b>
Submittal Date: 10/9/2024
Planning Board Review: 11/14/2024
Board of Adjustment Review:
Town Council Hearing Date: 11/19/2024
Approval Date:

Project Name: **Multi-family amendments**  
 Request: various amendments to MF standards  
 Location  
 Tax ID#: PIN#:  
 Project Status  
 Notes:

<b>Text Amendment 2024-03</b>
Submittal Date: 10/8/2024
Planning Board Review: 11/14/2024
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **Waddell Dr. Townhomes**  
 Request: 16 lot townhouse development  
 Location  
 Tax ID#: PIN#:  
 Project Status  
 Notes:

<b>Conditional Zoning 2024-07</b>
Submittal Date: 10/8/2024
Planning Board Review: 11/14/2024
Board of Adjustment Review:
Town Council Hearing Date: 12/3/2024
Approval Date:

Project Name: **Village on the Neuse**  
 Request: 117 lot detached single-family subdivision.  
 Location  
 Tax ID#: PIN#:  
 Project Status  
 Notes:

<b>Conditional Zoning 2024-08</b>
Submittal Date: 10/4/2024
Planning Board Review: 11/14/2024
Board of Adjustment Review:
Town Council Hearing Date: 12/3/2024
Approval Date:

Project Name: **Stadler Station**  
 Request: a special use permit for Stadler Station, a 168-unit residential a  
 Location  
 Tax ID#: PIN#:  
 Project Status  
 Notes:

<b>2024-05</b>
Submittal Date: 9/20/2024
Planning Board Review: 9/24/2024
Board of Adjustment Review:
Town Council Hearing Date: 11/19/2024
Approval Date:



Project Name: **Heritage Townes at NC210**

Request: 51 unit TH development

Location

Tax ID#: PIN#:

Project Status

Notes: **tabled by applicant**

**Special Use 2024-04**

Submittal Date: 9/5/2024

Planning Board Review:

Board of Adjustment Review:

Town Council Hearing Date:

Approval Date:

Project Name: **Country Club Road Townhomes**

Request: special use permit for Country Club Road Townhomes, a 60-un

Location

Tax ID#: PIN#:

Project Status

Notes:

**Special Use 2024-03**

Submittal Date: 9/4/2024

Planning Board Review: 9/24/2024

Board of Adjustment Review:

Town Council Hearing Date: 11/19/2024

Approval Date:

Project Name: **Johnston County Tax ID# 15063037 - Reginald Barnes**

Request: requesting a variance to the Town of Smithfield Unified Develo

Location

Tax ID#: PIN#:

Project Status

Notes:

**BOA 2024-05**

Submittal Date: 8/30/2024

Planning Board Review:

Board of Adjustment Review:

Town Council Hearing Date:

Approval Date: 8/29/2024

Project Name: **Brightleaf Plaza Sign Variance**

Request: a 10' sign setback variance to allow a new sign to match the se

Location

Tax ID#: PIN#:

Project Status

Notes:

**BOA 2024-06**

Submittal Date: 8/30/2024

Planning Board Review:

Board of Adjustment Review:

Town Council Hearing Date:

Approval Date: 8/29/2024

Project Name: **Powell Tract Subd**

Request: 19 Lot SFD

Location

Tax ID#: PIN#:

Project Status

Notes:

<b>Subdivision 2024-05</b>	
Submittal Date:	8/29/2024
Planning Board Review:	10/3/2024
Board of Adjustment Review:	
Town Council Hearing Date:	11/19/2024
Approval Date:	

Project Name: **Hartley Drive Townhomes**

Request: 94 unit TH dev

Location

Tax ID#: PIN#:

Project Status **Approved**

Notes:

<b>Special Use 2024-01</b>	
Submittal Date:	8/21/2024
Planning Board Review:	8/2/2024
Board of Adjustment Review:	
Town Council Hearing Date:	8/20/2024
Approval Date:	8/20/2024

Project Name: **Remove MF from B-3 District**

Request:

Location

Tax ID#: PIN#:

Project Status **Approved**

Notes:

<b>Text Amendment 2024-02</b>	
Submittal Date:	8/14/2024
Planning Board Review:	7/11/2024
Board of Adjustment Review:	
Town Council Hearing Date:	7/16/2024
Approval Date:	7/16/2024

Project Name: **400 Brightleaf Blvd Dupree**

Request: Rezone 400 Brightleaf and adjacent residential parcels, 1.21 ac

Location

Tax ID#: 15015033, 15016033, PIN#:

Project Status **Approved**

Notes:

<b>Map Amendment 2024-06</b>	
Submittal Date:	8/14/2024
Planning Board Review:	7/11/2024
Board of Adjustment Review:	
Town Council Hearing Date:	7/16/2024
Approval Date:	8/13/2024

Project Name: **Stadler Station**  
 Request: 168 unit apartments  
 Location  
 Tax ID#: PIN#:  
 Project Status: Scheduled for Public Hearing  
 Notes:

<b>Special Use 2024-05</b>	
Submittal Date:	8/12/2024
Planning Board Review:	10/3/2024
Board of Adjustment Review:	
Town Council Hearing Date:	10/15/2024
Approval Date:	

Project Name: **Buffalo Ridge Subdivision**  
 Request: 210-lot sf subdivision  
 Location  
 Tax ID#: PIN#:  
 Project Status: **Approved**  
 Notes:

<b>Conditional Zoning 2024-05</b>	
Submittal Date:	7/25/2024
Planning Board Review:	9/5/2024
Board of Adjustment Review:	
Town Council Hearing Date:	9/17/2024
Approval Date:	9/17/2024

Project Name: **Market Street Plaza**  
 Request: maximum 8' variance from the 15' Street Yard requirements of  
 Location  
 Tax ID#: PIN#:  
 Project Status  
 Notes:

<b>BOA 2024-04</b>	
Submittal Date:	7/22/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	8/29/2024

Project Name: **606 S 3rd Street**  
 Request: Rezone from R-8 to O/I  
 Location  
 Tax ID#: PIN#:  
 Project Status  
 Notes: **Denied**

<b>Map Amendment 2024-08</b>	
Submittal Date:	7/8/2024
Planning Board Review:	9/5/2024
Board of Adjustment Review:	
Town Council Hearing Date:	9/17/2024
Approval Date:	

Project Name: **Massey Street Subdivision**  
 Request: zoning for 3 lot subdivision  
 Location  
 Tax ID#: PIN#:  
 Project Status **Approved**  
 Notes:

<b>Conditional Zoning 2024-04</b>	
Submittal Date:	7/5/2024
Planning Board Review:	8/1/2024
Board of Adjustment Review:	
Town Council Hearing Date:	8/20/2024
Approval Date:	8/20/2024

Project Name: **Town Place Suites**  
 Request: new hotel on Equity Drive  
 Location  
 Tax ID#: PIN#:  
 Project Status **First Review Complete**  
 Notes:

<b>Site Plan 2024-10</b>	
Submittal Date:	7/2/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Neuse Charter Elementary School**  
 Request: Construct Elementary School  
 Location 907 M. Durwood St  
 Tax ID#: 14057005E PIN#: 260405-19-9924  
 Project Status **Approved**  
 Notes:

<b>Site Plan 24-09</b>	
Submittal Date:	5/21/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	7/2/2024

Project Name: **Market Street Plaza**  
 Request: Retail Center  
 Location 1551 East Market Street  
 Tax ID#: 15K10023 PIN#:  
 Project Status **Second Review Complete**  
 Notes: **Application requires conditional zoning or variance to move forward.**

<b>Site Plan 24-08</b>	
Submittal Date:	5/17/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Johnston County Waste Water Plant Building**

Request:

Location 1000 East Huntley Street

Tax ID#: 15099006 PIN#:

Project Status **Approved**

Notes:

<b>Site Plan 24-07</b>	
Submittal Date:	5/13/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	5/29/2024

Project Name: **Driveway Ordinance**

Request:

Location

Tax ID#: PIN#:

Project Status **Approved**

Notes:

<b>Text Amendment 2024-01</b>	
Submittal Date:	5/3/2024
Planning Board Review:	6/6/2024
Board of Adjustment Review:	
Town Council Hearing Date:	6/18/2024
Approval Date:	6/18/2024

Project Name: **Buffalo Ridge Subdivision**

Request:

Location

Tax ID#: 140001021 PIN#:

Project Status

Notes: **210 Lot SF Subdivision - application denied**

<b>Conditional Zoning 2024-03</b>	
Submittal Date:	5/3/2024
Planning Board Review:	6/6/2024
Board of Adjustment Review:	
Town Council Hearing Date:	6/18/2024
Approval Date:	

Project Name: **Watershed overlay map amendment**

Request:

Location

Tax ID#: PIN#:

Project Status **Approved**

Notes:

<b>Map Amendment 2024-05</b>	
Submittal Date:	5/3/2024
Planning Board Review:	6/6/2024
Board of Adjustment Review:	
Town Council Hearing Date:	6/18/2024
Approval Date:	6/18/2024

Project Name: **CarMax**  
 Request: Dealership and Auction  
 Location  
 Tax ID#: 15L10061 PIN#:  
 Project Status **Second Review Complete**  
 Notes:

<b>Site Plan 24-06</b>
Submittal Date: 4/24/2024
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **Wellons Woods**  
 Request: 44 lot single family subdivision  
 Location  
 Tax ID#: 15049017 15049014 PIN#:  
 Project Status **Withfdrawn**  
 Notes: **Tabled by applicant**

<b>Subdivision 2024-03</b>
Submittal Date: 4/23/2024
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **Local 70**  
 Request: Mixed Use PUD with 627 dwelling units consisting of 324 multi  
 Location  
 Tax ID#: 14057011X, 14057011 PIN#:  
 Project Status **Approved**  
 Notes:

<b>Conditional Zoning 2024-02</b>
Submittal Date: 4/22/2024
Planning Board Review: 5/2/2024
Board of Adjustment Review:
Town Council Hearing Date: 5/21/2024
Approval Date: 5/21/2024

Project Name: **Johnston County**  
 Request: rezone R20A to O/I  
 Location  
 Tax ID#: 15L11014A 15L11014E PIN#:  
 Project Status **Approved**  
 Notes:

<b>Map Amendment 2024-02</b>
Submittal Date: 4/5/2024
Planning Board Review: 5/2/2024
Board of Adjustment Review:
Town Council Hearing Date: 5/21/2024
Approval Date: 5/21/2024

Project Name: **Heavner Properties**  
 Request: Rezone 9.61 acres from R-10/R-20A to R-8  
 Location  
 Tax ID#: 15K09010A,15K09010 PIN#:   
 Project Status **Approved**  
 Notes:

<b>Map Amendment 2024-04</b>	
Submittal Date:	4/5/2024
Planning Board Review:	5/2/2024
Board of Adjustment Review:	
Town Council Hearing Date:	5/21/2024
Approval Date:	5/21/2024

Project Name: **Hillcrest-Poplar-Riverdale**  
 Request: 11 lot subdivision  
 Location  
 Tax ID#: 15083049B PIN#: 169406-48-0447  
 Project Status **Approved**  
 Notes:

<b>Subdivision 2024-02</b>	
Submittal Date:	3/27/2024
Planning Board Review:	4/4/2024
Board of Adjustment Review:	
Town Council Hearing Date:	4/16/2024
Approval Date:	4/16/2024

Project Name: **Equipment Share - 1515 S. Brightleaf Blvd**  
 Request: Develop an equipmnet rental facility  
 Location  
 Tax ID#: PIN#:   
 Project Status  
 Notes:

<b>Site Plan 2024-05</b>	
Submittal Date:	3/24/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Express Oil Change**  
 Request: Site Plan Approval  
 Location 1266 North Bright Leaf Boulevard  
 Tax ID#: 14074013A PIN#: 260414-44-7577  
 Project Status **Withdrawn**  
 Notes:

<b>Site Plan 24-04</b>	
Submittal Date:	3/3/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **SST Annexation**  
Request: Annexation of Samet Property  
Location  
Tax ID#: 15077033C PIN#:   
Project Status **Approved**  
Notes:

<b>Annexation 2024-01</b>	
Submittal Date:	3/1/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	5/21/2024
Approval Date:	5/21/2024

Project Name: **Hollys Open Air Market**  
Request: 15' Variance for Gas Canopy  
Location 716 South Brightleaf Boulevard  
Tax ID#: 15041023 PIN#: 169306-48-0172  
Project Status **Approved**  
Notes: **April BOA Meeting**

<b>Variance 2024-03</b>	
Submittal Date:	3/1/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	4/25/2024

Project Name: **937 N BRIGHTLEAF**  
Request: 8' SIDE YARD VARIANCE  
Location 937 North Brightleaf Boulevard  
Tax ID#: 15007001 PIN#: 260413-13-3627  
Project Status **Approved**  
Notes:

<b>Variance BA-24-01</b>	
Submittal Date:	2/20/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	3/25/2024

Project Name: **Airport Industrial Park Lot 13**  
Request: Additional Building & Improvements with stormwater SCM  
Location 55 Airport Industri Drive  
Tax ID#: 15J08017P PIN#: 168500-40-5363  
Project Status **Approved**  
Notes:

<b>Site Plan 2024-03</b>	
Submittal Date:	2/7/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	8/6/2024



Project Name: **CarMax Conditional Rezoning**  
Request: B-3 Conditonal Rezoning  
Location 1331 Outlet Center Drive  
Tax ID#: 15L10061 PIN#: 27577  
Project Status **Approved**  
Notes:

<b>Conditional Zoning 2024-01</b>	
Submittal Date:	2/2/2024
Planning Board Review:	3/7/2024
Board of Adjustment Review:	
Town Council Hearing Date:	3/19/2024
Approval Date:	3/19/2024

Project Name: **Bulldog Harley-Davison**  
Request: Site and Store renovation  
Location 1043 Outlet Center Drive  
Tax ID#: 15074012R PIN#: 27577  
Project Status **Approved**  
Notes:

<b>Site Plan 2024-02</b>	
Submittal Date:	2/1/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	3/25/2024

Project Name: **Lynn's Automotive Repair**  
Request: Site Improvements and Building reuse  
Location 559 West Market Street  
Tax ID#: 15080062D PIN#: 27577  
Project Status **Approved**  
Notes:

<b>Site Plan 2024-01</b>	
Submittal Date:	1/17/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	5/17/2024

Project Name: **Jubilee Creek Subdivision**  
Request: 7-lot subdivision  
Location  
Tax ID#: PIN#: 167300-68-6746  
Project Status **Approved**  
Notes:

<b>Subdivision 2023-01</b>	
Submittal Date:	12/18/2023
Planning Board Review:	3/7/2024
Board of Adjustment Review:	
Town Council Hearing Date:	4/16/2024
Approval Date:	4/16/2024

Project Name: **Johnston County Neuse River Pump Station**  
Request: new replacement pump station  
Location  
Tax ID#: 15J10015J PIN#: 168319-60-6281  
Project Status **Approved**  
Notes:

<b>Site Plan 2023-13</b>
Submittal Date: 12/18/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 1/22/2024

Project Name: **SCC Real Estate**  
Request: Contractor Building and Yard  
Location  
Tax ID#: 15079005G PIN#:   
Project Status **Approved**  
Notes:

<b>Site Plan SP-23-11</b>
Submittal Date: 12/1/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 8/1/2024

Project Name: **Smithfield Venue - 230 N Equity Dr**  
Request: Reuse of building as an event venue  
Location 230 North Equity Drive  
Tax ID#: 15008045C. PIN#: 260417-20-2951  
Project Status **Approved**  
Notes:

<b>Site Plan 2023-12</b>
Submittal Date: 11/15/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 2/1/2024

Project Name: **96 Gulf Stream Court Industrial**  
Request: Site Plan review  
Location 96 Gulfstream Court  
Tax ID#: 15079005D PIN#: 168510-47-8027  
Project Status **Approved**  
Notes:

<b>Site Plan 2023-10</b>
Submittal Date: 10/25/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 1/8/2024

Project Name: **Rapid Response Electric**  
 Request: Site plan review for expansion  
 Location 228 Tyler Drive  
 Tax ID#: 15J11023N PIN#: 168206-38-3045  
 Project Status **Approved**  
 Notes:

<b>Site Plan 2023-09</b>
Submittal Date: 10/19/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 1/23/2024

Project Name: **JCC Greenhouses**  
 Request:  
 Location 1240 East Market Street  
 Tax ID#: 15L11005N PIN#: 169308-89-4088  
 Project Status **Approved**  
 Notes:

<b>Site Plan 2023-08</b>
Submittal Date: 10/5/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 10/6/2023

Project Name: **Johnson's Tire & Auto**  
 Request: Rezoning form R-20A to B-3  
 Location 267 NC Hwy 210  
 Tax ID#: 15076014 PIN#: 168400-93-3800  
 Project Status **Approved**  
 Notes: **Rezones a .5 acre portion of 1.5 acre tract of land**

<b>Map Amendment 2023-02</b>
Submittal Date: 8/4/2023
Planning Board Review: 9/7/2023
Board of Adjustment Review:
Town Council Hearing Date: 10/2/2023
Approval Date: 10/2/2023

Project Name: **Slim Chickens**  
 Request: Free Standing Restaurant  
 Location 1311 North Brightleaf Boulevard  
 Tax ID#: 14074019A PIN#: 260411-55-9256  
 Project Status **Approved**  
 Notes: **Under Construction**

<b>Site Plan 2023-07</b>
Submittal Date: 7/18/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 8/9/2023

Project Name: **Buffalo Road Subdivision**  
 Request: 222 unit subdivision  
 Location Buffalo Road  
 Tax ID#: 14A03005 PIN#: 260412-06-3802  
 Project Status **Approved**  
 Notes: **TC tabled to the March TC meeting**

<b>Conditional Zoning 2023-01</b>	
Submittal Date:	6/30/2023
Planning Board Review:	11/2/2023
Board of Adjustment Review:	
Town Council Hearing Date:	1/23/2024
Approval Date:	7/9/2024

Project Name: **Johnston County / Yelverton Grove Road Rezoning**  
 Request: Rezone 49.02 acers from R-20A to OI  
 Location Yelverton Grov  
 Tax ID#: 15L11012 PIN#: 260300-46-7578  
 Project Status **Approved**  
 Notes: **Planning Board Reccomends Approval**

<b>Map Amendment 2023-01</b>	
Submittal Date:	6/2/2023
Planning Board Review:	7/13/2023
Board of Adjustment Review:	
Town Council Hearing Date:	8/1/2023
Approval Date:	8/1/2023

Project Name: **Sidewalk Fee in lieu of**  
 Request: Amend Article 2 to create a sidewalk fee in lieu of option  
 Location  
 Tax ID#: PIN#:   
 Project Status **In First Review**  
 Notes: **Town Council tabled discussion to future workshop**

<b>Text Amendment 2023-07</b>	
Submittal Date:	6/2/2023
Planning Board Review:	7/13/2023
Board of Adjustment Review:	
Town Council Hearing Date:	8/1/2023
Approval Date:	

Project Name: **Big Dan's Car Wash**  
 Request: Car wash tunnel  
 Location 100 Smithfield Cros  
 Tax ID#: 15008045Y PIN#: 260305-09-6780  
 Project Status **Approved**  
 Notes: **Old Checkers Site**

<b>Site Plan 2023-06</b>	
Submittal Date:	6/1/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	9/15/2023

Project Name: **Cox Automotive Addition**  
 Request: Open canopy addition to building  
 Location  
 Tax ID#: PIN#:  
 Project Status **Approved**  
 Notes:

<b>Site Plan 2023-05</b>	
Submittal Date:	5/22/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	5/22/2023

Project Name: **General Design Standards**  
 Request: Article 2,10 and Appendix A  
 Location  
 Tax ID#: PIN#:  
 Project Status **In First Review**  
 Notes: **Town Council tabled discussion to future workshop**

<b>Text Amendment 2023-06</b>	
Submittal Date:	5/1/2023
Planning Board Review:	5/4/2023
Board of Adjustment Review:	
Town Council Hearing Date:	7/11/2023
Approval Date:	

Project Name: **Airport Industrial Lot 4**  
 Request: 8000 sq ft Industrial Flex Space  
 Location 154 Airport Ind Drive  
 Tax ID#: 15J08017H PIN#: 68500-04-6994  
 Project Status **Approved**  
 Notes: **Under Construction**

<b>Site Plan 2023-04</b>	
Submittal Date:	4/19/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/9/2023

Project Name: **Westerman Place Sub'd**  
 Request: variance to create a lot on a private easement  
 Location 350 Westerman Place  
 Tax ID#: 15I07040 PIN#: 167500-74-2102  
 Project Status **Approved**  
 Notes: **10.110.1.4.4,10.110.1.4.4.1 and 10.110.1.4.4.2 to allow a 6.77-acre lot on an access easement**

<b>Variance 2023-05</b>	
Submittal Date:	4/7/2023
Planning Board Review:	
Board of Adjustment Review:	4/27/2023
Town Council Hearing Date:	
Approval Date:	4/27/2023

Project Name: **Home2Suites**  
Request: 98 Room Hotel  
Location 180 Towne Center Place  
Tax ID#: 15L11001H PIN#: 260305-08-8796  
Project Status **Approved**  
Notes: **Construction Emminent**

<b>Site Plan 2023-03</b>	
Submittal Date:	3/17/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/22/2023

Project Name: **Ram Rent-All**  
Request: Free standing storage building  
Location 804 North Brightleaf Boulevard  
Tax ID#: 15006010 PIN#: 260413-02-1766  
Project Status **Approved**  
Notes: **1,800 square foot metal building**

<b>Site Plan 2023-04</b>	
Submittal Date:	2/10/2023
Planning Board Review:	
Board of Adjustment Review:	3/30/2023
Town Council Hearing Date:	
Approval Date:	4/13/2023

Project Name: **Perfect Ride**  
Request: Variance from Street Yard, Paking lot trees, Parking lot striping  
Location 721 North Brightleaf Boulevard  
Tax ID#: 15006006 PIN#: 169416-92-9618  
Project Status  
Notes: **Denied by TOSBOA**

<b>Variance 2023-03</b>	
Submittal Date:	2/3/2023
Planning Board Review:	
Board of Adjustment Review:	2/23/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Deacon Jones Automotive**  
Request: Exemption from parking lot striping  
Location 1109 North Brightleaf Boulevard  
Tax ID#: 15004022 PIN#: 260413-24-1290  
Project Status  
Notes: **Denied by TOSBOA**

<b>Variance 2023-02</b>	
Submittal Date:	1/12/2023
Planning Board Review:	
Board of Adjustment Review:	2/23/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Deacon Jones Automotive**  
 Request: Exceed the maximum of four wall signs for a total of six  
 Location 1109 North Brightleaf Boulevard  
 Tax ID#: 15004022 PIN#: 260413-24-1290  
 Project Status **Approved**  
 Notes: **Approved by TOSBOA**

<b>Variance 2023-01</b>	
Submittal Date:	1/6/2023
Planning Board Review:	
Board of Adjustment Review:	1/26/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Country Club Road Townhomes**  
 Request: 60 unit TH Dev  
 Location  
 Tax ID#: PIN:  
 Project Status  
 Notes:

<b>Special Use 24-03</b>	
Submittal Date:	8/1/124
Planning Board Review:	9/5/2024
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Marin Woods Phase 2 Final Plat**  
 Request:  
 Location  
 Tax ID#: PIN:  
 Project Status  
 Notes:

<b>Subdivision 2021-03</b>	
Submittal Date:	
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	9/23/2024

Project Name: **Hartley Drive Townhomes**  
 Request: SUP for 94 lot townhome development  
 Location  
 Tax ID#: PIN:  
 Project Status  
 Notes:

<b>Special Use 2024-01</b>	
Submittal Date:	
Planning Board Review:	8/1/2024
Board of Adjustment Review:	
Town Council Hearing Date:	8/20/2024
Approval Date:	

Project Name: **Country Club Road Townhomes**  
Request: SUP for 60 lot townhome development  
Location  
Tax ID#: 15J11023 PIN#:   
Project Status  
Notes:

<b>Special Use 2024-03</b>	
Submittal Date:	
Planning Board Review:	9/5/2024
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Village on the Neusae**  
Request:  
Location  
Tax ID#: PIN#:   
Project Status **Withdrawn**  
Notes:

<b>Map Amendment 2024-07</b>	
Submittal Date:	
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	





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

### Permits Issued for October 2024

		Permit Fees	Permits Issued
Zoning	Land Use	\$900.00	10
Subdivisions	Major Subdivision	\$875.00	7
Site Plan	Minor Site Plan	\$250.00	7
Zoning	Sign	\$250.00	5
Zoning	Wireless Communication (Small Cell)	\$0.00	0
Zoning	Single Family & Two Family Zoning	\$0.00	0
ROW Encroachment	Right of Way Encroachment	\$0.00	0
Report Period Total:		\$2,275.00	29
Fiscal YTD Total:		\$17,500.00	169

Permit#	Permit Type	Sub Type	Address	File Open Date	Fees
SP24-000150	Site Plan	Minor Site Plan	619 South Third Street Unit B	10/01/2024	25
SP24-000151	Site Plan	Minor Site Plan	101 Quail Run	10/08/2024	25
SP24-000153	Site Plan	Minor Site Plan	22 Cedar Drive	10/14/2024	25
SP24-000154	Site Plan	Major Site Plan	106-136 North Finley Landing Parkway	10/16/2024	150
SP24-000155	Site Plan	Major Site Plan	103-121 North Finley Landing Parkway	10/17/2024	100
SP24-000156	Site Plan	Major Site Plan	339-359 Thompson Overlook Way	10/17/2024	150
SP24-000157	Site Plan	Major Site Plan	365-385 Thompson Overlook Way	10/17/2024	150
SP24-000158	Site Plan	Major Site Plan	364-384 Thompson Overlook Way	10/17/2024	150
SP24-000159	Site Plan	Major Site Plan	960 West Market Street	10/17/2024	100
SP24-000160	Site Plan	Minor Site Plan	510 North Twelfth Street	10/23/2024	25
SP24-000161	Site Plan	Major Site Plan	316-338 Hopewell Branch Court	10/24/2024	75
SP24-000162	Site Plan	Minor Site Plan	808 Blount Street	10/24/2024	25
SP24-000163	Site Plan	Minor Site Plan	1299 North Brightleaf Boulevard	10/24/2024	100
SP24-000164	Site Plan	Minor Site Plan	1222 South Second Street	10/30/2024	25
Z24-000125	Zoning	Sign	1237 Outlet Center Drive	10/03/2024	50
Z24-000126	Zoning	Land Use	711 East Rose Street Bay 1A	10/08/2024	100
Z24-000127	Zoning	Sign	1547 East Market Street Ste 101	10/08/2024	50
Z24-000128	Zoning	Sign	831 North Brightleaf Boulevard	10/09/2024	50
Z24-000129	Zoning	Sign	1289 Outlet Center Drive	10/09/2024	50
Z24-000130	Zoning	Land Use	1000 Wilsons Mills Road	10/10/2024	100
Z24-000131	Zoning	Land Use	1317 North Brightleaf Boulevard Suite A	10/11/2024	100
Z24-000132	Zoning	Land Use	1260 North Brightleaf Boulevard	10/14/2024	100
Z24-000133	Zoning	Land Use	259 Venture Drive Unit A & F	10/17/2024	100
Z24-000134	Zoning	Land Use	555 Rock Pillar Road	10/21/2024	0
Z24-000135	Zoning	Land Use	831 North Brightleaf Boulevard	10/23/2024	100
Z24-000136	Zoning	Land Use	513 Outlet Center Drive	10/23/2024	100
Z24-000137	Zoning	Sign	513 Outlet Center Drive	10/23/2024	50
Z24-000138	Zoning	Land Use	128 Airport Industrial Drive Unit B	10/29/2024	100
Z24-000139	Zoning	Land Use	36 East Edgerton Street Unit 2B	10/29/2024	100

### REPORTED UCR OFFENSES FOR THE MONTH OF OCTOBER 2024

PART I CRIMES	October	October	+/-	Percent	Year-To-Date		+/-	Percent
	2023	2024		Changed	2023	2024		Changed
MURDER	0	0	0	N.C.	1	1	0	0%
RAPE	0	0	0	N.C.	3	1	-2	-67%
ROBBERY	0	2	2	N.C.	5	7	2	40%
Commercial	0	2	2	N.C.	1	4	3	300%
Individual	0	0	0	N.C.	4	3	-1	-25%
ASSAULT	1	7	6	600%	34	47	13	38%
* VIOLENT *	1	9	8	800%	43	56	13	30%
BURGLARY	5	5	0	0%	39	35	-4	-10%
Residential	3	1	-2	-67%	18	18	0	0%
Non-Resident.	2	4	2	100%	21	17	-4	-19%
LARCENY	35	32	-3	-9%	329	300	-29	-9%
AUTO THEFT	1	5	4	400%	20	24	4	20%
ARSON	1	0	-1	-100%	2	1	-1	-50%
* PROPERTY *	42	42	0	0%	390	360	-30	-8%
PART I TOTAL:	43	51	8	19%	433	416	-17	-4%
PART II CRIMES								
Drug	15	11	-4	-27%	131	175	44	34%
Assault Simple	13	11	-2	-15%	106	102	-4	-4%
Forgery/Counterfeit	2	0	-2	-100%	15	15	0	0%
Fraud	3	9	6	200%	77	61	-16	-21%
Embezzlement	0	3	3	N.C.	7	11	4	57%
Stolen Property	0	0	0	N.C.	3	8	5	167%
Vandalism	9	3	-6	-67%	45	58	13	29%
Weapons	1	0	-1	-100%	6	10	4	67%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	1	1	N.C.	1	5	4	400%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	2	2	N.C.	1	6	5	500%
D. W. I.	9	5	-4	-44%	43	52	9	21%
Liquor Law Violation	0	0	0	N.C.	2	4	2	100%
Disorderly Conduct	0	3	3	N.C.	6	7	1	17%
Obscenity	0	0	0	N.C.	0	1	1	N.C.
Kidnap	0	0	0	N.C.	2	1	-1	-50%
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	34	24	-10	-29%	260	223	-37	-14%
PART II TOTAL:	86	72	-14	-16%	705	739	34	5%
=====								
GRAND TOTAL:	129	123	-6	-5%	1138	1155	17	1%

N.C. = Not Calculable



# SMITHFIELD POLICE DEPARTMENT

110 S. Fifth Street • Smithfield, NC 27577  
Phone: (919) 934-2121 • Fax: (919) 934-0223

## MONTHLY STATISTICS

*MONTH ENDING OCTOBER 31, 2024*

	<i>MONTHLY TOTAL</i>	<i>YEAR TO DATE TOTAL</i>
CALLS FOR SERVICE	<b>1607</b>	<b>16978</b>
INCIDENT REPORTS TAKEN	<b>119</b>	<b>1185</b>
BURGLARY	<b>5</b>	<b>31</b>
CASES CLOSED	<b>70</b>	<b>870</b>
ACCIDENT REPORTS	<b>92</b>	<b>847</b>
ARREST REPORTS TAKEN	<b>64</b>	<b>753</b>
DRUGS	<b>13</b>	<b>169</b>
DWI	<b>6</b>	<b>50</b>
CITATIONS ISSUED	<b>110</b>	<b>1703</b>
PARKING/PAID	<b>74/11</b>	<b>793/177</b>
SPEEDING	<b>7</b>	<b>91</b>
NOL/DWLR	<b>48</b>	<b>620</b>
FICT/CNCL/REV REG CARD/TAG	<b>24</b>	<b>207</b>

*Smithfield, North Carolina • The Heart of Johnston County Since 1777*



**Town of Smithfield  
Fire Department  
October 2024**

**I. Statistical Section**

**Oct.**

<b>Confirmed Structure Fires</b>	<b>5</b>
<b>EMS Responses</b>	<b>172</b>
<b>Misc./Other Calls</b>	<b>32</b>
<b>Mutual Aid Calls</b>	<b>7</b>
<b>TOTAL EMERGENCY RESPONSES</b>	<b>269</b>

**Oct.      YTD**

Fire Inspections	59	704
Public Fire Education Programs	19	34
# Of Children Educated	3092	4,153
# Of Adults Educated	697	1,169
Plans Review Construction/Renovation Projects	15	203
Fire Department Permits reviewed / Issued	22	328
Business Preplans	0	0
<b>Fire Related Injuries &amp; Deaths</b>	0	0
# Of Civilian Deaths	0	0
# Of Civilian Injuries	0	0

**II. Major Revenues**

**Oct.      YTD**

<b>Inspections</b>	<b>\$1,509.00</b>	\$9,909.00
<b>Fire Recovery USA</b>	<b>\$1,372.00</b>	\$19,611.99

**III. Personnel Update:**

Continuous Part-time positions available, 19 p/t positions currently filled including the p/t fire inspector. Resignation of 1 Fire Engineer.

**IV. Narrative of monthly departmental activities:**

- Squad was in-service 21 of 23 days
- Total Training Hours for October = 229 hours
- Website Updating (Continuing)

- Command Staff Meeting.
- Attended the Walter Sanders Way street dedication.
- Completed the assessment center for Fire Engineer vacancy.
- Follow-ups and Re-inspections.
- Haz- Mat Storage Facility training.
- Fire Prevention Month Programs.
- Inventory and order additional Pub Ed material.
- Medical Mall Inspection.
- Hanniford Circus Inspection.

## **V. Upcoming Plans**

- Plan for Amazon Evacuation Drill/Emergency Training
- Capital Budget Planning
- Fire Investigation Training and CFI Application process
- Inventory and Organize Fire Prevention Material
- Hospital Inspection
- Touch a Truck
- Hazardous Materials Training



# Reporting

10/01/2024 - 10/31/2024

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Assigned To

Due Date

Category

+ Add Filter

My Filters

Work Orders 21

Purchase Orders

Reporting

Requests

Assets

Messages 1

Categories

Parts Inventory

Library

Meters

Locations

Teams / Users

Vendors

## Work Orders

Created vs. Completed >

+ Add to Dashboard

187

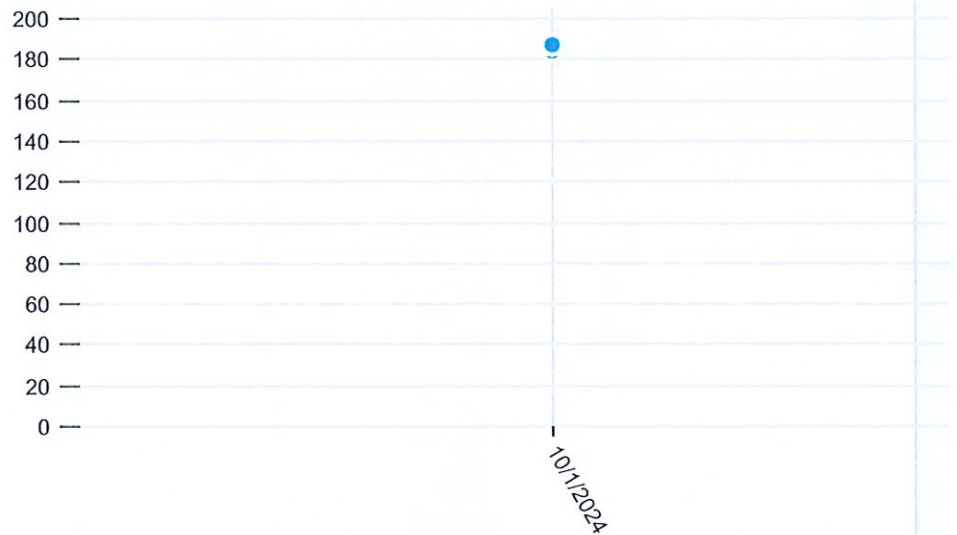
Created

184

Completed

98.4%

Percent Completed



Work Orders by Type ⓘ >

+

4

Preventive

183

Reactive

0

Other

2.1%

Total Preventive Ratio

150

Support

Lawrence Davis

Settings

**Town of Smithfield**  
**Public Works Appearance Division**  
**Cemetery, Landscapes, and Grounds Maintenance**  
**Buildings, Facilities, and Sign Division**  
**Monthly Report**  
**October 31, 2024**



**I. Statistical Section**

3 Burials  
0 Works Orders – Buildings & Facilities Division  
49 Work Orders – Grounds Division  
66 Work Orders – Sign Division

**II. Major Revenues**

Sunset Cemetery Lot Sales:	\$3,000.00
Riverside Ext Cemetery Lot Sales:	\$0
Grave Opening Fees:	\$2,325.00
Total Revenue:	\$5,325.00

**III. Major Expenses for the Month:**

None

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

The overall duties include daily maintenance on cemeteries, landscapes, right-of-way's, buildings and facilities. The department worked closely with Downtown Development and Parks and Rec Supplying control devices and event containers for their events. Community Service Workers worked 11 Hrs.

**Town of Smithfield  
Public Works Department  
October 31, 2024**



184 Total Work Orders completed by the Public Works Department

3 Burials, at \$775.00 each = \$2,325.00

0 Cremation Burial, \$475.00 each = \$0

\$3,000.00 Sunset Cemetery Lot Sales

\$0 Riverside Extension Cemetery Lot Sales

460.51 tons of household waste collected

132.00 tons of yard waste collected

3.42 tons of recycling collected

0 gallons of used motor oil were recycled

0 scrap tires were recycled





# Reporting

10/01/2024 - 10/31/2024

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

J.B. Young

Due Date

Category

+ Add Filter

Reset Filters

Work Orders 21

Purchase Orders

Reporting

Requests

Assets

Messages 1

Categories

Parts Inventory

Library

Meters

Locations

Teams / Users

Vendors

## Work Orders

Created vs. Completed >

+ Add to Dashboard

66

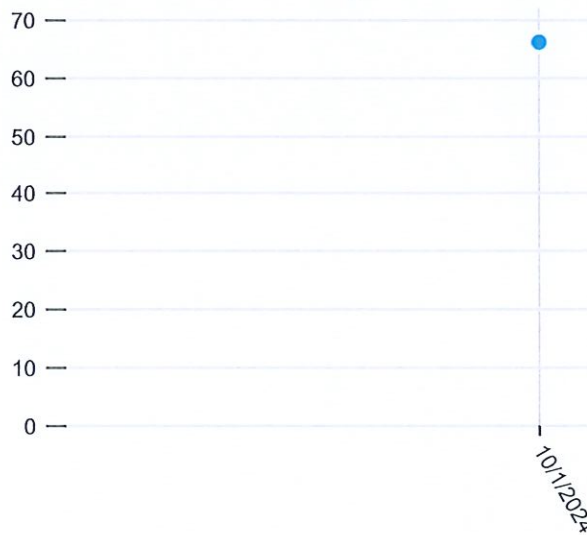
Created

66

Completed

100.0%

Percent Completed



Work Orders by Type (i) >

+

0

Preventive

66

Reactive

0

Other

0.0%

Total Preventive Ratio

153

Support

Lawrence Davis

Settings

# Work Orders List for 10/01/2024 - 10/31/2024



WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
#4052 <b>Pothole</b> Type: Reactive <a href="#">Signage</a> J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 10/03/2024	Total Time Costs Total Time 10m 22s <b>Total Costs \$2.59</b>	
#4061 <b>Potholes</b> Type: Reactive <a href="#">Signage</a> J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 10/04/2024	Total Time Costs Total Time 1h 14m 16s <b>Total Costs \$18.57</b>	
#4065 <b>Limbs hanging in street</b> Type: Reactive <a href="#">Signage</a> J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 10/04/2024	Total Time Costs Total Time 27m 39s <b>Total Costs \$6.91</b>	
#4068 <b>Pothole</b> Type: Reactive <a href="#">Signage</a> J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 10/04/2024	Total Time Costs Total Time 5m 36s <b>Total Costs \$1.40</b>	
#4069 <b>Pothole</b> Type: Reactive <a href="#">Signage</a> J.B. Young	Appearance Division	✓ Done Completed by J.B. Young on 10/04/2024	Total Time Costs Total Time 6m 0s <b>Total Costs \$1.50</b>	

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

J.B. Young

Appearance Division

✓ Done  
Completed by J.B. Young on  
10/07/2024

Total Time Costs  
Total Time  
17m 6s  
**\$4.28**

#4070  
Limbs blocking view  
of 25mph sign  
Type: Reactive  
[Signage](#)

J.B. Young

Appearance Division

✓ Done  
Completed by J.B. Young on  
10/07/2024

Total Time Costs  
Total Time  
22m 31s  
**\$5.63**

#4071  
Blind corner  
Type: Reactive  
[Signage](#)  
J.B. Young

Appearance Division

✓ Done  
Completed by J.B. Young on  
10/07/2024

Total Time Costs  
Total Time  
8m 16s  
**\$2.07**

#4073  
Pothole  
Type: Reactive  
[Signage](#)  
J.B. Young

Appearance Division

✓ Done  
Completed by J.B. Young on  
10/07/2024

Total Time Costs  
Total Time  
10m 25s  
**\$2.60**

#4074  
Limbs blocking view  
of stopsign  
Type: Reactive  
[Signage](#)  
J.B. Young

Appearance Division

✓ Done  
Completed by J.B. Young on  
10/07/2024

Total Time Costs  
Total Time  
8m 42s  
**\$2.18**

#4076  
Pothole  
Type: Reactive  
[Signage](#)  
J.B. Young

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

#4077  
**Blind corner**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

Appearance Division  
 Done  
 Completed by J.B. Young on 10/08/2024  
 Total Time Costs  
 Total Time 25m 27s  
**Total Costs \$6.36**

#4078  
**Blind corner**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

Appearance Division  
 Done  
 Completed by J.B. Young on 10/08/2024  
 Total Time Costs  
 Total Time 31m 51s  
**Total Costs \$7.96**

#4084  
**Faded children at play sign**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

Appearance Division  
 Done  
 Completed by J.B. Young on 10/08/2024  
 Total Time Costs  
 Total Time 11m 23s  
**Total Costs \$2.85**

#4086  
**Pothole**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

Appearance Division  
 Done  
 Completed by J.B. Young on 10/08/2024  
 Total Time Costs  
 Total Time 7m 14s  
**Total Costs \$1.81**

#4087  
**Pothole**  
 Type: Reactive  
[Signage](#)  
 J.B. Young

Appearance Division  
 Done  
 Completed by J.B. Young on 10/08/2024  
 Total Time Costs  
 Total Time 7m 43s  
**Total Costs \$1.93**

#4089  
**Faded stopsign**  
 Type: Reactive

Appearance Division  
 Done  
 Completed by J.B. Young on 10/08/2024  
 Total Time Costs  
 Total Time 25m 15s  
**Total Costs \$6.31**

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Signage

J.B. Young

#4101

Put up Barry Foote sign

Type: Reactive

Signage

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 10/10/2024

Total Costs \$6.31

Total Time Costs \$21.45

Total Time 1h 25m 47s

Total Costs \$21.45

#4107

Bolt missing out of stopsign

Type: Reactive

Signage

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 10/10/2024

Total Time Costs \$1.29

Total Time 5m 10s

Total Costs \$1.29

#4108

Faded Bump Sign

Type: Reactive

Signage

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 10/10/2024

Total Time Costs \$5.05

Total Time 20m 12s

Total Costs \$5.05

#4111

25mph sign leaning

Type: Reactive

Signage

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 10/11/2024

Total Time Costs \$1.85

Total Time 7m 23s

Total Costs \$1.85

#4112

Pothole

Type: Reactive

Signage

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 10/11/2024

Total Time Costs \$2.47

Total Time 9m 52s

Total Costs \$2.47

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Appearance Division

#4114  
Faded No Parking  
Anytime sign  
Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
10/11/2024

Total Time Costs  
Total Time  
Total Costs

\$2.09  
8m 21s  
\$2.09

Appearance Division

#4115  
Faded 2-HR Parking  
sign  
Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
10/11/2024

Total Time Costs  
Total Time  
Total Costs

\$3.50  
14m 1s  
\$3.50

Appearance Division

#4116  
Pothole  
Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
10/11/2024

Total Time Costs  
Total Time  
Total Costs

\$2.80  
11m 13s  
\$2.80

Appearance Division

#4123  
Pothole  
Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
10/14/2024

Total Time Costs  
Total Time  
Total Costs

\$1.86  
7m 27s  
\$1.86

Appearance Division

#4124  
Pothole  
Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
10/14/2024

Total Time Costs  
Total Time  
Total Costs

\$2.78  
11m 6s  
\$2.78

Appearance Division

#4126  
Faded 25mph sign  
Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
10/14/2024

Total Time Costs  
Total Time

\$3.52  
14m 5s

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Type: Reactive

[Signage](#)

J.B. Young

Total Costs **\$3.52**

#4127

**Pothole**

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 10/14/2024

Total Time Costs

Total Time

\$2.66

10m 39s

Total Costs **\$2.66**

#4131

**Faded stopsign**

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 10/15/2024

Total Time Costs

Total Time

\$3.87

15m 29s

Total Costs **\$3.87**

#4137

**50 Potholes**

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 10/15/2024

Total Time Costs

Total Time

\$3.14

12m 33s

Total Costs **\$3.14**

#4138

**Faded 25mph sign**

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 10/16/2024

Total Time Costs

Total Time

\$3.20

12m 48s

Total Costs **\$3.20**

#4139

**Faded street blades**

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 10/16/2024

Total Time Costs

Total Time

\$19.09

1h 16m 21s

Total Costs **\$19.09**

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Appearance Division

✓ Done

Total Time Costs

\$2.24

#4140  
Pothole  
Type: Reactive

Completed by J.B. Young on  
10/16/2024

Total Time

8m 57s

[Signage](#)

Total Costs

\$2.24

J.B. Young

Appearance Division

✓ Done

Total Time Costs

\$18.43

#4143  
Faded stopsign  
Type: Reactive

Completed by J.B. Young on  
10/17/2024

Total Time

1h 13m 43s

[Signage](#)

Total Costs

\$18.43

J.B. Young

Appearance Division

✓ Done

Total Time Costs

\$3.93

#4146  
Faded stopsign  
Type: Reactive

Completed by J.B. Young on  
10/17/2024

Total Time

15m 44s

[Signage](#)

Total Costs

\$3.93

J.B. Young

Appearance Division

✓ Done

Total Time Costs

\$4.28

#4147  
Faded stopsign  
Type: Reactive

Completed by J.B. Young on  
10/17/2024

Total Time

17m 6s

[Signage](#)

Total Costs

\$4.28

J.B. Young

Appearance Division

✓ Done

Total Time Costs

\$5.28

#4149  
Faded stopsign  
Type: Reactive

Completed by J.B. Young on  
10/17/2024

Total Time

21m 6s

[Signage](#)

Total Costs

\$5.28

J.B. Young

Appearance Division

✓ Done

Total Time Costs

\$3.58

#4153  
Pothole  
Type: Reactive

Completed by J.B. Young on  
10/18/2024

Total Time

14m 20s

[Signage](#)

Total Costs

\$3.58



WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

[Signage](#)

J.B. Young

#4154

25mph sign leaning

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 10/18/2024

Total Time Costs

Total Time

\$3.40

13m 37s

**\$3.40**

#4160

25mph sign leaning

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 10/21/2024

Total Time Costs

Total Time

\$1,016.82

67h 47m 16s

**\$1,016.82**

#4165

Stairfliti on stopsign

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 10/21/2024

Total Time Costs

Total Time

\$3.56

14m 15s

**\$3.56**

#4169

Faded stopsign

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 10/21/2024

Total Time Costs

Total Time

\$3.85

15m 24s

**\$3.85**

#4170

Faded 25mph sign

Type: Reactive

[Signage](#)

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 10/21/2024

Total Time Costs

Total Time

\$3.71

14m 50s

**\$3.71**

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

#4172  
**Faded street blades**  
 Type: Reactive  
[Signage](#)  
 J.B. Young  
 Appearance Division  
 ✓ Done  
 Completed by J.B. Young on 10/22/2024  
 Total Time Costs  
 Total Time 1h 22m 51s  
**Total Costs \$20.71**

#4175  
**Faded 35mph sign**  
 Type: Reactive  
[Signage](#)  
 J.B. Young  
 Appearance Division  
 ✓ Done  
 Completed by J.B. Young on 10/22/2024  
 Total Time Costs  
 Total Time 12m 36s  
**Total Costs \$3.15**

#4177  
**Potholes**  
 Type: Reactive  
[Signage](#)  
 J.B. Young  
 Appearance Division  
 ✓ Done  
 Completed by J.B. Young on 10/22/2024  
 Total Time Costs  
 Total Time 17m 11s  
**Total Costs \$4.30**

#4179  
**Faded stopsign**  
 Type: Reactive  
[Signage](#)  
 J.B. Young  
 Appearance Division  
 ✓ Done  
 Completed by J.B. Young on 10/22/2024  
 Total Time Costs  
 Total Time 12m 14s  
**Total Costs \$3.06**

#4181  
**Faded street blades & stopsign**  
 Type: Reactive  
[Signage](#)  
 J.B. Young  
 Appearance Division  
 ✓ Done  
 Completed by J.B. Young on 10/23/2024  
 Total Time Costs  
 Total Time 1h 42m 36s  
**Total Costs \$25.65**

#4187  
**Limbs blocking view of 25mph sign**  
 Appearance Division  
 ✓ Done  
 Completed by J.B. Young on 10/23/2024  
 Total Time Costs  
 Total Time 9m 52s  
**Total Costs \$2.47**

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Type: Reactive

Signage

J.B. Young

Total Costs \$2.47

#4188 Appearance Division

Pothole

Type: Reactive

Signage

J.B. Young

Total Time Costs \$2.85  
Total Time 11m 25s

Total Costs \$2.85

#4189 Appearance Division

Stopsign been hit and leaning

Type: Reactive

Signage

J.B. Young

Total Time Costs \$13.10  
Total Time 52m 23s

Total Costs \$13.10

#4192 Appearance Division

Faded 25mph sign

Type: Reactive

Signage

J.B. Young

Total Time Costs \$6.35  
Total Time 25m 23s

Total Costs \$6.35

#4204 Appearance Division

Street blades missing

Type: Reactive

Signage

J.B. Young

Total Time Costs \$19.20  
Total Time 1h 16m 48s

Total Costs \$19.20

#4205 Appearance Division

Limbs blocking view of 25mph sign

Type: Reactive

Signage

Total Time Costs \$3.10  
Total Time 12m 24s

Total Costs \$3.10

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

J.B. Young

Appearance Division

#4207

Faded stopsign

Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
10/28/2024

Total Time Costs  
Total Time  
12m 3s

\$3.01  
\$3.01

Appearance Division

#4209

Faded No Parking  
Anytime Sign

Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
10/29/2024

Total Time Costs  
Total Time  
8m 43s

\$2.18  
\$2.18

Appearance Division

#4210

Faded 35mph sign

Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
10/29/2024

Total Time Costs  
Total Time  
19m 42s

\$4.93  
\$4.93

Appearance Division

#4211

Cut back debris away  
from 25mph sign

Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
10/29/2024

Total Time Costs  
Total Time  
30m 41s

\$7.67  
\$7.67

Appearance Division

#4213

Stopsign leaning

Type: Reactive

[Signage](#)

J.B. Young

✓ Done  
Completed by J.B. Young on  
10/30/2024

Total Time Costs  
Total Time  
11m 7s

\$2.78  
\$2.78

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

#4214 Appearance Division

Graffiti on stopsign

Type: Reactive

[Signage](#)

J.B. Young

✓ Done

Completed by J.B. Young on 10/30/2024

Total Time Costs  
Total Time

\$4.04  
16m 9s

**Total Costs \$4.04**

#4216 Appearance Division

Pothole

Type: Reactive

[Signage](#)

J.B. Young

✓ Done

Completed by J.B. Young on 10/30/2024

Total Time Costs  
Total Time

\$3.00  
12m 0s

**Total Costs \$3.00**

#4217 Appearance Division

Pothole

Type: Reactive

[Signage](#)

J.B. Young

✓ Done

Completed by J.B. Young on 10/30/2024

Total Time Costs  
Total Time

\$3.30  
13m 13s

**Total Costs \$3.30**

#4219 Appearance Division

Faded stopsign & street blades

Type: Reactive

[Signage](#)

J.B. Young

✓ Done

Completed by J.B. Young on 10/31/2024

Total Time Costs  
Total Time

\$24.58  
1h 38m 19s

**Total Costs \$24.58**

#4221 Appearance Division

Potholes

Type: Reactive

[Signage](#)

J.B. Young

✓ Done

Completed by J.B. Young on 10/31/2024

Total Time Costs  
Total Time

\$2.05  
8m 12s

**Total Costs \$2.05**

#4222 Appearance Division

Pothole

Type: Reactive

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Signage

J.B. Young

#4224

Pothole

Type: Reactive

Signage

J.B. Young

Appearance Division

✓ Done

Completed by J.B. Young on 10/31/2024

Total Costs \$4.44

Total Time Costs \$2.19  
Total Time 8m 46s

Total Costs \$2.19



Signed off by

10/31/24  
Date



# Smithfield Appearance Commission

## Smithfield Appearance Commission

### Agenda

Tuesday, October 15, 2024

5:00 PM

Opening

Call to Order

Business:

Approval of Meeting Minutes

Financial Report

Agenda Items

Updates

- Annual Report
- DSDC murals & planters
- Cemetery plantings
- Library collab
- DOT Fall Litter Sweep

Action Items

- Plans for remaining funds
- Social Media updates
- Potential Project areas:
  - Wallace-Jaycee Kiddie Park
  - Proposition for 70W stretch

Closing

Adjourn

**Town of Smithfield  
Public Works Fleet Maintenance Division  
Monthly Report  
Oct. 31, 2024**



**I. Statistical Section**

  3   Preventive Maintenances

  0   North Carolina Inspections

  6   Work Orders

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

none

**IV. Personnel Update:**

No new personnel

**V. Narrative of monthly departmental activities:**

The shop employee performed preventive maintenances on all Town Vehicles  
Public works safety training on Cell phone and social media by Michael Sliger



**Town of Smithfield**  
**Public Works Drainage/Street Division**  
**Monthly Report**  
**Oct. 31, 2024**



**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. 0 Work Order – 0 Linear Feet Drainage Pipe installed.
- d. 0 Work Orders - 0 Linear Feet of ditches were cleaned
- e. 22 Work Orders – 625 lbs. of Cold Patch was used for 22 Potholes.

**II. Major Revenues**  
None for the month

**III. Major Expenses for the Month:**

Paid \$1,630.00 to NC. Dept of Public Safety for stop signs and post.  
Paid \$9360.00 David Hinton for Sidewalk Repairs on, E. Davis, 4<sup>th</sup> Street, and North Third Street Church Street.

**IV. Personnel Update:**  
None

**V. Narrative of monthly departmental activities:**

The department worked closely with Downtown Development and Parks and Rec Supplying control devices and event containers for their events., Oct. 24<sup>th</sup> Ghost Walk 1 event can. Public works safety training on Cell phone and social media by Michael Sliger



# Reporting

10/01/2024 - 10/31/2024

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Ethan Bryant

Due Date

Category

+ Add Filter

Reset Filter

Work Orders 21

Purchase Orders

Reporting

Requests

Assets

Messages 1

Categories

Parts Inventory

Library

Meters

Locations

Teams / Users

Vendors

## Work Orders

Created vs. Completed >

+ Add to Dashboard

11

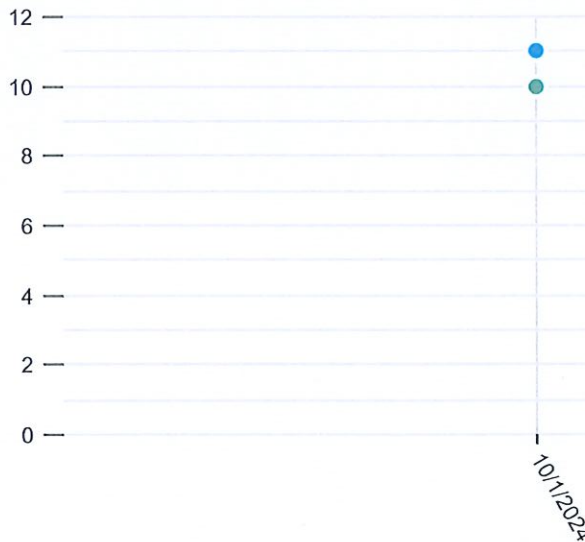
Created

10

Completed

90.9%

Percent Completed



Work Orders by Type ⓘ >

+

0

Preventive

11

Reactive

0

Other

0.0%

Total Preventive Ratio

170

Support

Lawrence Davis >

Settings



# Work Orders List for 10/01/2024 - 10/31/2024

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
#4042 Drainage issue Type: Reactive <span>Sanitation Division</span> Ethan Bryant		✓ Done Completed by Ethan Bryant on 10/01/2024	Total Time Costs Total Time <b>Total Costs</b>	\$4.64 13m 28s <b>\$4.64</b>
#4056 Clean up debris Type: Reactive <span>High</span> <span>Drainage</span> Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 10/03/2024	Total Time Costs Total Time <b>Total Costs</b>	\$19.08 55m 25s <b>\$19.08</b>
#4049 104 Canterbury RD Type: Reactive <span>Medium</span> <span>Drainage</span> Ethan Bryant	Drainage Division Drainage Division	10/02/2024 ✓ Done Completed by Ethan Bryant on 10/03/2024	Total Time Costs Total Time <b>Total Costs</b>	\$24.46 1h 11m 2s <b>\$24.46</b>

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

#4085 Drainage Division

Cut around pond

Type: Reactive

Medium

Streets Division

Ethan Bryant

✓ Done  
Completed by Ethan Bryant on 10/09/2024

Total Time Costs  
Total Time

\$115.83  
5h 36m 24s

**Total Costs \$115.83**

#4100 Drainage Division

Pipe leaking causing sink hole

Type: Reactive

High

Drainage

Ethan Bryant

✓ Done  
Completed by Ethan Bryant on 10/09/2024

Total Time Costs  
Total Time

\$78.52  
3h 48m 2s

**Total Costs \$78.52**

#4121 Drainage Division

Pick up trashcans and cones

Type: Reactive

Medium

Streets Division

Ethan Bryant

✓ Done  
Completed by Ethan Bryant on 10/14/2024

Total Time Costs  
Total Time

\$10.11  
29m 21s

**Total Costs \$10.11**

#4122 Drainage Division

Deliver cones

Type: Reactive

High

Streets Division

Ethan Bryant

✓ Done  
Completed by Ethan Bryant on 10/14/2024

Total Time Costs  
Total Time

\$106.35  
5h 8m 51s

**Total Costs \$106.35**

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

#4144

Pick up cones  
Type: Reactive

Medium

Streets  
Division

Ethan Bryant

Drainage Division

✓ Done

Completed by Ethan Bryant  
on 10/17/2024

Total Time Costs

\$8.68

25m 12s

Total Costs

\$8.68

#4148

Pot hole  
Type: Reactive

Streets  
Division

Ethan Bryant

Drainage Division

✓ Done

Completed by Ethan Bryant  
on 10/17/2024

Total Time Costs

\$59.26

2h 52m 6s

Total Costs

\$59.26

#4166

Cut grass  
Type: Reactive

High

Streets  
Division

Ethan Bryant

Drainage Division

✓ Done

Completed by Ethan Bryant  
on 10/21/2024

Total Time Costs

\$76.06

3h 40m 53s

Total Costs

\$76.06

#4075

Ditch needs cleaning  
Type: Reactive

High

Drainage

Ethan Bryant

10/08/2024

🔒 Open

James D. Lee

Signed off by

10/31/2024

Date

**Town of Smithfield**  
**Public Works Sanitation Division**  
**Monthly Report**  
**October 31, 2024**



**I. Statistical Section**

The Division collected from approximately 4,071 homes, 4 times during the month

- a. Sanitation forces completed 65 work orders
- b. Sanitation forces collected tons 460.51 of household waste
- c. Sanitation forces disposed of loads 66 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 0 tons of construction debris (C&D)
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.42 tons of recyclable plastic
- h. Recycled 3,720 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gals of Anti-freeze was collected at the Convenient Site Center
- j. Recycled 0 lbs. of plastics & glass (co-mingle) from the Convenient Site Center.

**II. Major Revenues**

- a. Received \$0.00 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$0.00
- c. Sold 3,380 lbs. of shredder steel for \$ 253.50 to Foss

**III. Major Expenses for the Month:**

Spain Farms Nursery was paid \$2,470.00 for disposal of yard waste and debris. Black's Tire Service was paid \$1,643.37 for tires for TK#305. CES Inc was paid 6,487.33 for parts for TK#304. Cox Repair Service was paid \$600 to tow TK#304 to the shop. Velocity Truck Centers was paid \$1,627.80 for new DEF tank for TK#304.

**IV. Personnel Update: There has been no new hires.**

The Public Works Department continues to use Mitchells temporary for 2 positions.

**V. Narrative of monthly departmental activities:**

Public Works Safety Training was on "Cell Phone and Social Media Use" With Mike Sliger.

Community Service Workers worked 16 Hrs.

**Town of Smithfield  
Public Works Storm Water Division  
Monthly Report  
October 31, 2024**



**I. Statistical Section**

**II. Major Revenues**

None

**III. Major Expenses for the Month:**

Paid \$11,500.00 to Adam Stuckey for Storm drain repair at 306 S. Second street.  
Paid Adam Stuckey \$8,935.00 for storm drain repair at 211 Wilson St.  
Paid \$11,825.00 to Adam Stuckey for Storm drain repair at Caswell and third street.  
Paid \$13,875.00 to Adam Stuckey for Storm drain repair at Meadow Dr. Storm drain paid \$4,197.09 to southern Vac for pallets of Sweeper brushes for the Ravo

**IV. Personnel Update:**

None

**V. Narrative of monthly departmental activities:**

**Street Sweep and storm drain cleaning and repair.**

**V. The Public Works safety meeting was on "Cell phone and social media" by Michael Sliger**





## MONTHLY REPORT FOR OCTOBER, 2024

PROGRAMS STATISTICS	OCTOBER, 2024	24/25 FY YTD	OCTOBER, 2023	23/24 FY YTD
NUMBER OF PROGRAMS	11	39	10	42
TOTAL ATHLETICS PARTICIPANTS	816	2930	367	1437
TOTAL NON/ATHLETIC PARTICIPANTS	1826	2392	1452	2696
NUMBER OF GAMES PLAYED	144	710	73	182
TOTAL NUMBER OF PLAYERS (GAMES)	4516	11041	1854	4540
NUMBER OF PRACTICES	26	256	50	342
TOTAL NUMBER OF PLAYER(S) PRACTICES	512	4579	619	4398
SARAH YARD COMMUNITY CTR. VISITS	166	533	204	557
	OCTOBER, 2024	24/25 FY YTD	OCTOBER, 2023	23/24 FY YTD
PARKS RENTALS	52	161	84	217
USERS (PARKS RENTALS)	3156	20633	3762	11713
<b>TOTAL UNIQUE CONTACTS</b>	<b>10,176</b>	<b>39,178</b>	<b>7,891</b>	<b>23,904</b>
	OCTOBER, 2024	24/25 FY YTD	OCTOBER, 2023	23/24 FY YTD
<b>FINANCIAL STATISTICS</b>				
PARKS AND RECREATION REVENUES	\$ 21,686.00	\$ 70,130.00	\$ 10,014.00	\$ 41,146.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 93,826.00	\$ 358,273.00	\$ 72,810.00	\$ 288,711.00
PARKS AND RECREATION EXPENDITURES (CAPITAL OUTLAY EQUIP)	\$ -	\$ 8,751.00	\$ 10,570.00	\$ 18,659.00
SARAH YARD EXPENDITURES (OPERATIONS)	\$ 3,302.00	\$ 10,602.00	\$ 2,292.00	\$ 10,404.00
SARAH YARD EXPENDITURES (CAPITAL OUTLAY EQUIP)	\$ -	\$ 4,300.00	\$ -	
PROGRAMS	SYCC Boo Bash Trunk or Treat Kids Fishing Event	Youth Cheer Youth Football Fall Baseball	Fun and Fellowship Softball Youth Soccer	



## MONTHLY REPORT FOR OCTOBER, 2024

PROGRAMS SATISTICS	OCTOBER, 2024	24/25 FY YTD	OCTOBER, 2023	23/24 FY YTD
NUMBER OF PROGRAMS	18	71	19	66
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	1397	7220	2798	15028
	OCTOBER, 2024	24/25 FY YTD	OCTOBER, 2023	23/24 FY YTD
SRAC MEMBER VISITS	4033	17603	3867	15435
DAY PASSES	704	7024	537	6906
RENTALS (SRAC)	25	145	45	249
USERS (SRAC RENTALS)	1533	7512	3077	9657
<b>TOTAL UNIQUE CONTACTS</b>	<b>7,667</b>	<b>39,359</b>	<b>10,279</b>	<b>47,026</b>
	OCTOBER, 2024	24/25 FY YTD	OCTOBER, 2023	23/24 FY YTD
SRAC REVENUES	\$ 59,090.00	\$ 278,228.00	\$ 72,373.00	\$ 289,207.00
SRAC EXPENDITURES (OPERATIONS)	\$ 88,866.00	\$ 330,414.00	\$ 80,181.00	\$ 358,070.00
SRAC EXPENDITURES (CAPITAL)	\$ -	\$ 21,664.00	\$ -	\$ 105.00
SRAC MEMBERSHIPS	4058		3605	
PROGRAMS	Tigersharks Swim Lessons Pottery Classes Hosted Rock the Block Swim Meet			



**Town of Smithfield  
Electric Department  
Monthly Report  
October, 2024**

**I. Statistical Section**

- Street Lights repaired –17
- Area Lights repaired-19
- Service calls – 32
- Underground Electric Locates -601
- Poles changed out/removed or installed -20
- Underground Services Installed -1

**II. Major Revenues**

- N/A

**III. Major Expenses for the Month:**

- N/A

**IV. Personnel Update:**

- The Electrical Dept. has a full staff at this time.
- The Electrical Dept. had a Safety Meeting on Bloodborne Pathogens.

**V. Miscellaneous Activities:**

- The Electrical Dept. has only house services & street lights to install at East River Phases 3,4 & 5 as houses are completed.
- The Electrical Dept. is working on replacing old poles and upgrading lines in the East Market St. area.
- The Electrical Dept is continuing to work on the Pole Audit Town wide.



**Public Utilities Water and Sewer**

<b>Monthly Statistics</b>	<b>Month Ending</b>	<b>10/31/2024</b>
	<i>Monthly Total</i>	<i>Year to Date Total</i>
Water Calls	116	844
Sewer Calls	44	615
Utility Locates	782	3512
Storm Drainage Calls	1	10
<b>Total Calls</b>	<b>943</b>	<b>2683</b>
Quotes new services	4	64
Inspections	12	148
Locate existing water & sewer services	9	68
Disconnect water	1	38
Reconnect water	2	11
Test meter	5	65
Temp hydrant meter	3	23
Discolored water call	3	34
Low pressure call	3	71
Leak detection	35	203
Meter check	39	247
Meter repair	18	135
Service leak	12	59
Water main leak	7	30
Replace existing water meter	6	78
Install new water meter	30	184
Install new water service	2	42
Renew water service	8	40
Water blow off repair	0	4
Street cuts	14	81
Repair utility cut or sink hole	6	29

Fire hydrant repair	1	18
Fire hydrant replaced	1	11
Camera Sewer main or service	4	38
Sewer odor complaint	2	18
Sewer main repair	5	92
Clean out repair or install	6	77
LF of sewer main cleaned	1803	138902
Lf of sewer service cleaned	1125	12275
Lf of storm drain cleaned	0	4060

- Service and maintained 22 Sanitary Sewer Lift Stations 2 times per week
- Inspected all aerial sewer lines
- Inspected all high priority manholes weekly
- **Helped public works with cleaning storm drain lines and catch basin during and before rain events**

### **Major Expenses for the month of October**

- Had Stuckey to make some water and sewer repairs that we were not able to.
- Had the excavator and cat mini loader worked on.
- Still having work done on the Vac truck.

### **Upcoming Projects for the month of November**

- I 95 project continues.
- Floyd landing work continues.
- Hydromechanics will resume replacing and repairing fire hydrants.
- Stuckey will be installing the water line on Mallard Rd.

### **Personnel Updates**



## MONTHLY WATER LOSS REPORT

October 2024

**(14) - Meters with slow washer leaks**

**(2) ¾" Line, 1/8" Hole, 1 day**

**(3) ¾" Line, 1/8", 4 days**

**¾" Line, 1/8", 2 hrs.**

**(3) ¾" Line, Corb stop leaking, 4 days**

**(2) 1" Line, 1/8", 3 days**

**(2) 1 1/4" Line, Shear, 1 day**

**2" Line, 1/8", 2 hrs.**

**2" Line, Shear, 2 hrs.**

**6" Line, Shear, 2 hrs.**

**6" Line, Shear, 1 day**

**Fire Hydrants Slow drip**



**Utilities Department  
Monthly Report  
October 2024**

- **Statistical Section**

- Electric CP Demand 18,059 Kw relative to September's demand of 22,347 Kw.
- Electric System Reliability was 99.9996%, with one (1) recorded main line outage; relative to September's 99.9966%.
- Raw water treated on a daily average was 4.595 MG relative to 4.556 MG for September; with maximum demand of 6.300 MG relative to September's 5.617 MG.
- Total finished water to the system was 129.775 MG relative to September's 121.806 MG. Average daily for the month was 4.186 MG relative to September's 3.929 MG. Daily maximum was 5.419 MG (October 7<sup>th</sup>) relative to September's 4.658 MG. Daily minimum was 3.297 MG (October 9<sup>th</sup>), relative to September's 3.167 MG.

- **Miscellaneous Revenues**

- Water sales were \$255,103 relative to September's \$266,366
- Sewer sales were \$429,297 relative to September's \$446,553
- Electrical sales were \$1,320,613 relative to September's sales of \$1,420,338
- Johnston County Water purchases were \$297,410 for 117.090 MG relative to September's \$231,179 for 91.015 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$930,481 relative to September's \$1,023,752
- Johnston County sewer charge was \$335,451 for 75.045 MG relative to September's \$467,909 for 104.678 MG.

- **Personnel Changes**

There were no changes for the month of October.

