



Mayor

M. Andy Moore

Mayor Pro-Tem

Travis Scott

Council Members

Marlon Lee

David Stevens

David Barbour

Emery Ashley

John A. Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Greg Siler

Town Clerk

Shannan Parrish

# Town Council Agenda Packet

Meeting Date: Tuesday, August 13, 2019

Meeting Time: 7:00 p.m.

Meeting Place: Town Hall Council Chambers

350 East Market Street

Smithfield, NC 27577





**TOWN OF SMITHFIELD  
TOWN COUNCIL AGENDA  
REGULAR MEETING AUGUST 13, 2019  
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Presentation:

1. Acceptance of the 2018 Area Wide Optimization Award from the North Carolina Department of Environmental Quality Division of Water Resources  
(Mayor – M. Andy Moore) See attached information.....1
2. Administering Oath of Office to New Police Officer Leslie Hufton  
(Mayor – M. Andy Moore) See attached information.....7
3. Appearance Commission Annual Report  
(Vice Chairperson – Peggy Scott) See attached information.....9

Public Hearings:

1. SUP-19-08 W. Frank Lee: The applicant is requesting a special use permit to allow for a greenhouse for plant cultivation on property located within a B-3 (Business) zoning district. The property considered for approval is located on the east side of the intersection with South Brightleaf Boulevard and Holding Street. The property is further identified as Johnston County Tax ID# 15060025.  
(Planning Director – Stephen Wensman) See attached information.....15
2. ZA-19-03 Town of Smithfield: The applicant is requesting an amendment to the Town of Smithfield Unified Development Ordinance, Article 10.15.4 that will remove exemptions and conflicts with other sections of the Unified Development Ordinance.  
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4. Consideration and request for approval to remove stop signs at Evergreen Lane (Chief of Police – R. Keith Powell) See attached information.....75
5. Bid Award to Rhinehart Fire Services in the amount of \$154,582 for the purchase of 20 air packs **(SCBA’s) for the Fire Department** (Fire Chief – John Blanton) See attached information.....77
6. Bid Award to J.P. Edwards, Inc. in the amount of \$235,510 for restoration of the Spring Branch Wetland Facility damaged during Hurricane Matthew (Town Engineer – Bill Dreitzler) See attached information.....83
7. Bid Award to J. P. Edwards, Inc. in the amount of \$11,090 for the repairs to Vermont Street (Public Works Director – Lenny Branch) See attached information..... 109
8. Bid Award to the Wooten Company in the amount of \$21,420 for the surveying services for phase 2 of the Durwood Stephenson water line (Public Utilities Director – Ted Credle) See attached information..... 115
9. Bid Award to MasTec in the amount of \$69,225 for the elevation of the transformer at the Hospital (Public Utilities Director – Ted Credle) See attached information..... 121
10. Consideration and request for approval to adopt Resolution #648 (15-2019) supporting HR 2825 Historic Tax Credit Growth and Opportunity Act (HTC-GO) (Town Manager-Michael Scott & DSDC Executive Director-Sarah Edwards) See attached information.....127

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- a.** Thomas Stevens has submitted an application for consideration to be appointed to a first term on the Planning Board to serve as an In-Town member
  
- b.** Debbie Howard has submitted an application for consideration to be appointed to a first term on the Planning Board to serve **as** an In-Town member
  
- c.** Terri Lee has submitted an application for consideration to be appointed to the Library Board of Trustees  
(Town Clerk – Shannan Parrish) See attached information.....139

**12. New Hire Report**

- (Human Resources Director – Tim Kerigan) See attached information.....155

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- 1. Consideration and request for approval to adopt Resolution # 649 (16-2019) requesting CSX railroad to maintain its ditches and stormwater infrastructure within its right of ways  
(Town Manager – Michael Scott) See attached information.....157
  
- 2. Bid Award to Carolina Power and Stabilization in the amount of \$602,746.75 for labor to construct the Electric North Circuit  
(Electric Distribution Superintendent – Rodney Johnson) See attached information.....161
  
- 3. Consideration and request for approval to authorize a construction project to extend sanitary sewer to serve parcels north of Booker Dairy Road  
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- 4. Annexation Request Reid Smith (ANX-19-01): Consideration and request for Approval to Adopt Resolution #650 (17-2019) pursuant to G.S. 160A-31 accepting the Town Clerk’s **Certificate of Sufficiency** and setting the public hearing  
(Planning Director – Stephen Wensman) See attached information.....169
  
- 5. Discussion regarding the naming of Booker Dairy Road Extension  
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- 6. Discussion concerning forming a committee as defined in the Stormwater Management Plan  
(Planning Director – Stephen Wensman) See attached information.....197

**Councilmember’s Comments**

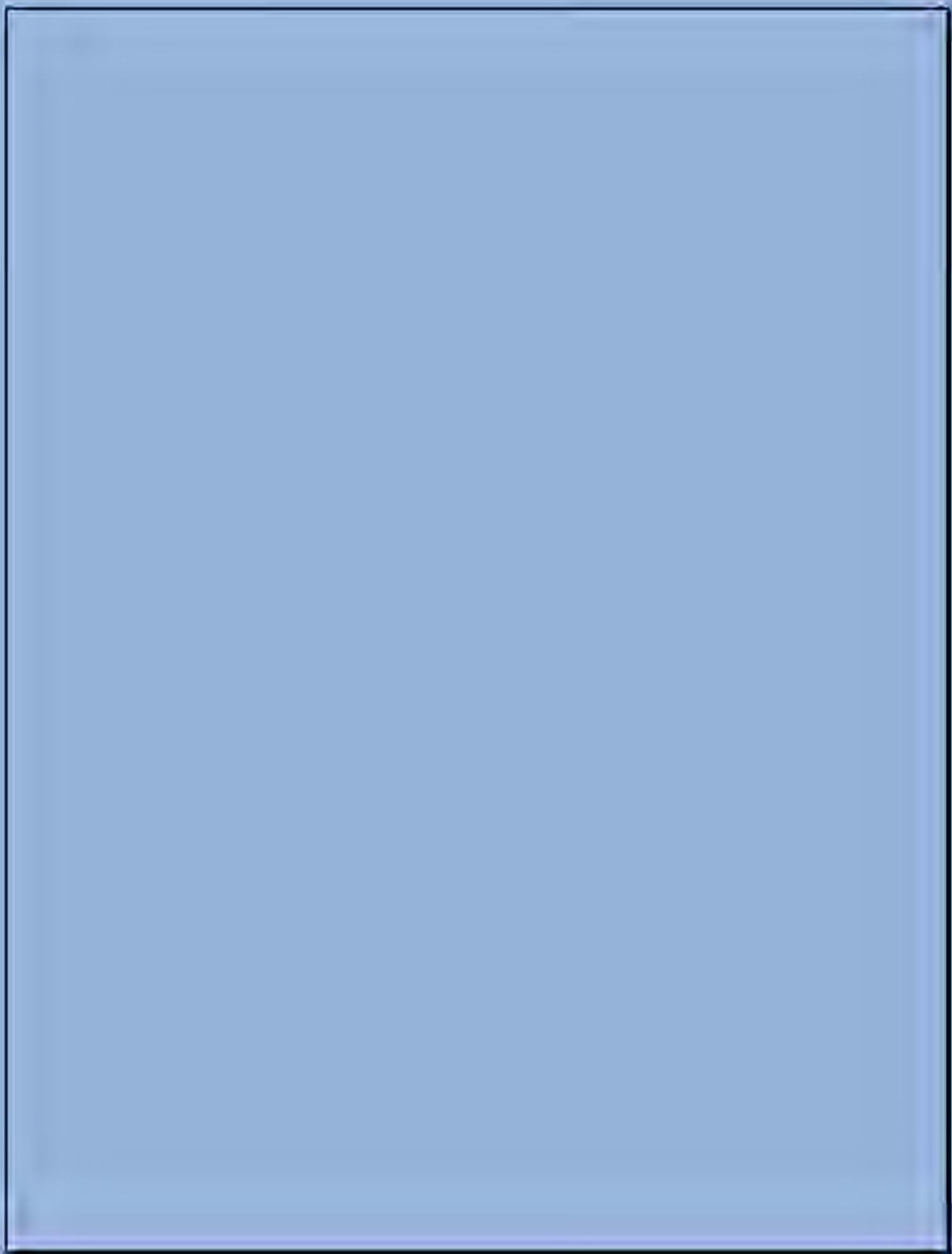
**Town Manager’s Report**

- Financial Report (See attached information).....205

- Department Reports (See attached **information**) .....207
- **Manager's Report** (Will be provided at the meeting)

Adjourn

# Presentations





# Request for Town Council Action

Presentations: Award  
Presentation  
Date: 08/13/2019

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Subject: Acceptance of Award from NCDEQ  
Department: Public Utilities  
Presented by: Ted Credle  
Presentation: Presentation

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## Issue Statement

Acceptance of the North Carolina Department of Environmental Quality Division of Water Resources award, signifying that the Town of Smithfield Water Plant received the 2018 Area Wide Optimization Award.

## Financial Impact

N/A

## Action Needed

Accept the award, as presented by the North Carolina Department of Environmental Quality

## Recommendation

Staff recommends acceptance of the award

Approved:  Town Manager  Town Attorney (not required)

## Attachments:

1. Staff Report
2. NCDEQ Press Release
3. Award (Copy)



# Staff Report

Presentations: Award  
Presentation

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The North Carolina Division of Water Resources annually honors water treatment plants across the state for surpassing federal and state drinking water standards. The **division's** Public Water Supply section has awarded facilities the prestigious North Carolina Area Wide Optimization Award, which is part of a state effort to enhance the performance of existing water surface facilities.

Awards are given each year to water systems that demonstrate superior solids removal; which is a key determinant of drinking water quality. Solids are often composed of silt and other particles which provide a medium for microbial growth. Solid particles do occur naturally; however, these particles may include harmful bacteria or viruses.

While all systems must meet strict state and federal drinking water standards, the systems honored with the Area Wide Optimization Award met standards that are significantly more stringent.

# North Carolina's Area Wide Optimization Program

## Certificate of Facility Optimization - Turbidity Removal



**2018**  
**4 YEARS OPTIMIZED**



*L C*  
Linda Cuipepper  
Director, Division of Water Resources

*Town of Smithfield  
Water Treatment Plant*

*Robert W. Midgett*  
Robert W. Midgett, P.E.  
Chief, Public Water Supply Section



## North Carolina Honors 57 Drinking Water Treatment Plants

Raleigh, NC

May 21, 2019

51

The N.C. Division of Water Resources has honored 57 water treatment plants for surpassing federal and state drinking water standards in 2018.

The division's Public Water Supply section awarded the facilities the prestigious N.C. Area Wide Optimization Award, which is part of a state effort to enhance the performance of existing surface water treatment facilities.

In 2018, the state recognized six facilities with the "Gold Star" honor, which is an award for systems that have received the N.C. Area Wide Optimization Award for 10 consecutive years. They are Andrews, Weaverville, Newton, Lincolnton, Marion and Henderson-Kerr Lake Regional Water Authority.

Awards are given each year to water systems that demonstrate outstanding turbidity removal, a key test of drinking water quality. Turbidity is a measure of the cloudiness or haziness of water caused by individual particles that can interfere with disinfection and provide a medium for microbial growth. Microbes are microscopic particles that occur naturally but can include harmful bacteria and viruses.

While all drinking water systems must meet strict state and federal drinking water standards, these systems met performance goals that are significantly more stringent than state and federal standards. In 2018, nearly 3 million North Carolina residents were served by these award-winning plants.

The award winners for 2018 are Andrews, Appalachian State University, Asheville – North Fork, Asheville – William DeBruhl, Boone, Broad River Water Authority, Burnsville, Cape Fear Public Utility Authority – Wilmington-Sweeney, Cary, Charlotte Water – Franklin, Charlotte Water – Lee S. Duke, Charlotte Water – Vest, Cherryville, Cleveland County, Concord – Coddle Creek, Eden – Robert A. Harris, Elkin, Franklin, Greenville Utilities Commission – Charles Horne, Hamlet, Harris Nuclear Plant, Harnett County, Henderson-Kerr Lake Regional Water Authority, Johnston County – West, Kannapolis, Lincoln County, Lincolnton, Louisburg, Madison, Maggie Valley Sanitary District, Marion, Mayodan, Morganton – Catawba, Mount Airy – F.G. Doggett, Mount Airy – S. L. Spencer, Mount Holly, Newton, Norwood, Orange Water & Sewer Authority, Piedmont Triad Regional Water Authority – John F. Kime, Pilot Mountain, Pittsboro, Raleigh – D.E. Benton, Raleigh – E.M. Johnson, Robbinsville – Rock Creek, Sandford, Smithfield, Statesville, Tuckaseegee, Two Rivers Utilities, Valdese, Waynesville – Allens Creek, Weaverville – Ivy River, Western Carolina University, Wilkesboro, Woodfin Water District, Yadkinville.

For more information, contact N.C. Drinking Water Protection Program Coordinator Rebecca Sadosky at [Rebecca.Sadosky@ncdenr.gov](mailto:Rebecca.Sadosky@ncdenr.gov) (mailto:Rebecca.Sadosky@ncdenr.gov) or 919-707-9096.

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# Request for Town Council Action

Presentation: Police Oath  
of Office  
Date: 08/13/2019

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Subject: Police Swear In  
Department: Police Department  
Presented by: Chief R.K. Powell  
Presentation: Presentation

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## Issue Statement

The Police Department has hired a new officer to fill an existing vacancy within the Police Department. Leslie Garner Hufton was hired to fill this position. Officer Hufton has been assigned to the Patrol Division to fill one of the vacant slots. Officer Hufton has prior Law Enforcement experience.

## Financial Impact

Salary will be covered by current budget.

## Action Needed

Leslie Hufton needs to be sworn in and welcomed to the Smithfield Community.

## Recommendation

Leslie Hufton needs to be sworn in and welcomed to the Smithfield Community.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Oath of Office



# Staff Report

Police  
Presentation Oath of  
Office

## OATH OF OFFICE SMITHFIELD POLICE DEPARTMENT

"I, Leslie Gardner Hufton, the undersigned, do solemnly swear or affirm that I will support the Constitution of the United States; that I will faithfully and bear true allegiance to the State of North Carolina and to the Constitutional powers and authorities which are, or may be established for the government thereof; that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States; that I will be alert and vigilant to enforce the criminal laws of this state; that I will not be influenced in any manner on account of personal bias or prejudice; and that I will faithfully and impartially execute the duties of my office as a law enforcement officer according to the best **of my skill, abilities and judgment, so help me God.**"

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sworn to and subscribed before me this the \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
Judge/Clerk

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



**2018- 2019**

*Smithfield Appearance Commission  
Annual Report*

To: Town Council and the Town Manager  
From: Peggy Scott, Vice Chairperson  
Subject: Annual Report and Detailed Summary of the J.B. & J.P. George Endowment  
Date: August 1, 2019

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1. Comprehensive report of activities of the Town of Smithfield Appearance Commission for the year ending June 30, 2019.
2. Our Plan of work for the 2019-2020 year
3. The J.B. & J.P. George Endowment Annual- Financial Reports

Date:  
To: Mr. Andy Moore, Mayor  
Mr. Michael Scott, Town Manager  
Planning Director Stephen Wensman  
Ms. Shannan Parrish, Town Clerk  
Councilman Emery Ashley  
Councilman Marlon Lee  
Councilman David Stevens  
Councilman Stephen Rabil  
Councilman Dr David Barbour  
Councilman Travis Scott  
Councilman John A. Dunn

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

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

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

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

The Town has advertised in the Herald once during the month of April 2018 about the availability of the beautification funds. We also published the ad in our Town Newsletter and Website also on Appearance Commission Social media sites. There were no applications submitted to the Appearance Commission for fund requests.

**Beginning Endowment Balance** on June 30, 2018 was. \$105,000.00

### **Annual Earned Income**

Interest	\$1942.94
From last year	<u>\$ 748.60</u>
<b>Total</b>	<b>\$2691.54</b>

### **Expenditures**

• Trees for the Dog Park	\$800.00
• Plants around the Dog Park Sign	\$156.00
• Advertising News and Observer	<u>\$ 34.20</u>
<b>Total Spent</b>	<b>\$990.20</b>

We will encumber \$1701.34 to next years projects

**Ending Endowment Balance** on June 30, 2019 was \$105,000

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

The Beginning **Endowment Balance** on June 30, 2018 was \$25,330.

### **Annual Earned Income**

Interest	\$414.87
From Last year	<u>\$352.66</u>
<b>Total</b>	<b>\$767.53</b>

### **Expenditures**

- Saved this year, for upcoming Plans 2020

We will encumber \$767.53 to next year's projects

**Ending Endowment Balance** on June 30, 2019 was \$25,330

This Annual Report will be posted on the Appearance Commission page of the Town of Smithfield Website. If there are any questions, please contact me.

*Sincerely Submitted by  
Peggy Scott, Vice Chairperson*

## *Appearance Commission* *General Fund Expenditures*

A total of \$5,220.93 was spent on the projects detailed on the following pages.

We will encumber \$16,265.07 for fall projects

Fall Projects are as follows:

9 New Trees (Donate a Tree) Estimated \$1600.00

New Trees along Johnson Street Downtown

Boat Ramp Beautification

4 Wayfinding Entrance Signs: Plants, Mulch, Dirt \$6,000

### *Projects for 2019-2020:*

**Boat Ramp Area** will be our main goal for next year we have applied for the Travel and Tourism grant to be used toward the shelter and Flag pole. Using all of our \$15,000 Budgeted amount with Matching Grants for a total of \$30,000.

We will be planning ahead for 2021:

Update Town Hall Park

Continue looking at Streets that need Beautification

Continue developing a Tree plan for the Town

### *Points of Interest:*

We would like to thank Anita Liverman for her 6 years of service on the commission. She has stepped down this year.

We currently have 3 opening

### *Donate-A-Tree Program*

8 Tree's this year for a **Total of 163 Trees since 2010.**

# *Smithfield Appearance Commission*

## *Projects for 2018- 2019*

### **Dog Park Additions**

**Trees around the park, plantings and mulch around the sign. \$956.00**



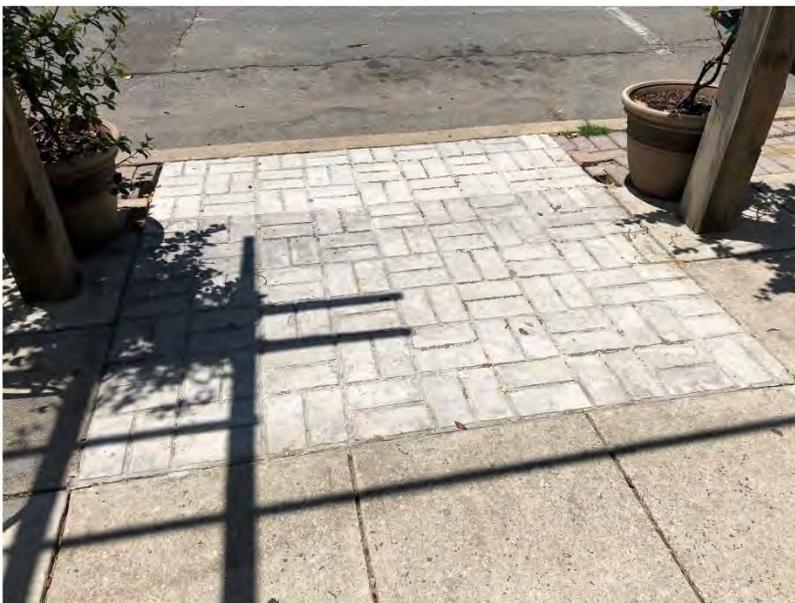
### **11 Park Signs Landscaping was completed \$ 1710.00**



**Community Garden mulch & signage for individual plants \$461.00**



**Have started the renovations to Johnson Street removal of dead trees  
New concrete in areas where it was needed 12 trees will be planted in the fall.  
So far we have spent \$3000 on this project and estimated \$3000 more for the 12 trees.**



**Wayfinding Signs: should be installed very soon and the Appearance Commission will be providing the landscaping around the 4 large signs and some of the small signs.  
Estimated cost of \$6,000.**

# Thank You

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

## *Special Thank you to:*

### **Lenny Branch and his entire Department of Public Works.**

For always getting the many projects finished, installed, and looking great!  
Keeping our Beautiful Town clean and well maintained.

### **Shannan Parrish**

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

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

### **Councilman David Stevens**

For his Support, for the Appearance Commission.

### **Mayor, Andy Moore**

### **Town Manager, Michael Scott**

### **Town Council**

For their support of the Appearance Commission

### **Mr. Jim George-**

For his continued support of the Appearance Commission and the beautification of our Town.

*Respectfully Submitted by  
Vice Chairperson Peggy Scott*

# Public Hearings





# Request for Town Council Action

Public  
Hearing: SUP-19-08  
Date: 08/13/2019

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

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## Issue Statement

Frank Lee is requesting a special use permit to operate a greenhouse for growing hemp in a warehouse located at 1219 S. Brightleaf Boulevard.

## Financial Impact

None

## Action Needed

To hold a quasi-judicial public hearing and to review the petition and determine whether to approve, approve with conditions, or to deny it.

## Recommendation

The Planning Department recommends approval of the special use permit, SUP-19-08 with the conditions based on the findings of fact:

1. That the use of the property shall be limited to uses as identified on the special use permit application and site plans.
2. That the applicant maintain a current license with the NC Department of Agriculture for the hemp facility.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff report
2. Findings of Fact
3. Application and Site Plan
4. Adjacent Property Owners List & Cert.



# Staff Report

Agenda SUP-  
Item: 19-08

## REQUEST:

Frank Lee is requesting a special use permit to operate a greenhouse within an existing warehouse located at 1219 S. Brightleaf Boulevard.

<b>Application Number:</b>	SUP-19-08
<b>Project Name:</b>	TIMA, LLC – Hemp Facility
<b>TAX ID number:</b>	15060025
<b>Town Limits/ETJ:</b>	Town of Smithfield
<b>Applicant:</b>	Frank Lee
<b>Owners:</b>	TIMA, LLC
<b>Agents:</b>	N/A

## PROPERTY LOCATION /DESCRIPTION:

The 3.07 acre property is located on the east side of S. Brightleaf Boulevard near the intersection with Holding Street. The property consists of two structures, a 2,250 sq. ft. restaurant (Las Brasas) and a 70,739 sq. ft. warehouse building, originally used for tobacco warehousing. The restaurant is located between the warehouse and Brightleaf Boulevard surrounded by a large undefined gravel parking/vehicle circulation area. The gravel parking circulation has cross circulation with the residential property to the north and the warehouse property to the south. There is no defined driveway access to the property. The gravel paving abuts South Brightleaf Boulevard access across nearly all of the 308.07 lineal feet of road frontage.

## SITE DATA:

<b>Acreage:</b>	3.07 acres
<b>Present Zoning:</b>	B-3 Highway Entranceway Business District
<b>Proposed Zoning:</b>	N/A
<b>Existing Use:</b>	Restaurant/warehouse
<b>Proposed Use:</b>	Restaurant/warehouse/hemp greenhouse
<b>Water Service:</b>	Town of Smithfield
<b>Sewer Service:</b>	Town of Smithfield
<b>Electrical Service:</b>	Town of Smithfield
<b>Fire District:</b>	Town of Smithfield

**ADJACENT ZONING AND LAND USES:**

	<b>Zoning</b>	<b>Existing Use</b>
<b>North:</b>	R-6 and R-8 Residential	Single Family Residential
<b>South:</b>	B-3 Highway Entranceway Business	Warehousing
<b>West:</b>	S. Brightleaf Blvd. B-3 Highway Entranceway Business	Civitan Field- Laundromat- Carwash
<b>East:</b>	Heavy Industrial	Warehousing

**ENVIRONMENTAL:** There does not appear to be any environmentally sensitive areas impacted by the use.

**STAFF ANALYSIS AND COMMENTARY:**

For lack of better land use category, Staff is considering the hemp growing facility a greenhouse and according to Table 6.5, Table of Uses and Activities, greenhouses require a special use in the B-3 zoning district.

The proposal is to use the existing warehouse for a hemp facility. The facility will be used as a high tech indoor cultivation facility for growing, curing and handling hemp for industrial and medical purposes. The growing (cultivation) areas, 46,903 sq. ft. will hold about 250-400 hemp plants per cultivation room, a conditioned space with special artificial lighting to produce a more perfect growing environment. The remainder of the warehouse space will be used for curing (labelled processing), handling and storage. After growing and curing, the end product will be shipped from loading doors in the front of the warehouse. A small 400 sq. ft. office building is proposed in the warehouse building.

Initially, the growing area will be around 10,080 sq. ft with an associated 5,670 curing area leaving the remainder for agricultural type warehousing.

The hemp growing facility will be regulated by the NC Dept. of Agriculture which permits, inspects and regulates the growing of hemp.

**Parking.** The hemp growing facility has a parking requirement of 1 parking stall per employee. There are only a few employees involved in the operations at any one time and there is ample area for parking on site. The parking does not trigger full compliance with Article 10 Part II, which governs parking (paving & curbing), landscaping and buffering, and dumpster screening.

**Security.** The site plans identify full cut-off wallpack lighting on the building for security. The owner will also be installing a security system in the building.

**DRAFT FINDINGS OF FACT:**

The UDO, Article 4, sets forth eight findings of fact that are required for approval of a special use permit through a quasi-judicial process. Staff is in agreement with the applicant's findings of fact (Please see the attached application which contains the applicant's findings of fact).

**4.9.3.5.1.** The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.

**4.9.3.5.2.** The special use will be in harmony with the existing development and uses within the area in which it is to be located.

**4.9.3.5.3.** The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

**4.9.3.5.4.** Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.

**4.9.3.5.5.** Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

**4.9.3.5.6.** The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.

**4.9.3.5.7.** Public access shall be provided in accordance with the recommendations of the Town's land use plan and access plan or the present amount of public access and public parking as exists within the Town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.

**4.9.3.5.8.** The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council.

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#### **RECOMMENDED CONDITIONS OF APPROVAL:**

Staff recommends the following condition:

1. That the use of the property shall be limited to uses as identified on the special use permit application and site plans.
2. That the applicant maintains a current license with the NC Department of Agriculture for the hemp facility.

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#### **TOWN COUNCIL ACTION REQUESTED:**

The Smithfield Town Council is requested to hold a quasi-judicial hearing to review the petition for SUP-19-08 and determine whether to approve, approve with conditions, or to deny it with findings of fact.

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

**Application Number:** SUP-19-08    **Name:** TIMA, LLC – Hemp Facility

**Request:** The applicant seeks a special use permit to operate a greenhouse on property located within a B-3 (Highway Entrance Business) zoning district. The property considered for approval is located on the southeast side of the intersection of Brightleaf Boulevard and Holding Street, further identified as Johnston County Tax ID# 15060025

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

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

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

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

**Motion to Approve:** *Based upon satisfactory compliance with the above stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant's representative, I move to approve Special Use Permit Application # SUP-19-08 with the following condition:*

1. That the use of the property shall be limited to uses as identified on the special use permit application and site plans.

**Motion to Deny:** *Based upon failure to meet all of the above stated findings and for reasons stated therein, I move to deny Special Use Permit Application # SUP-19-08 for the following stated reason:*

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**Record of Decision:**

**Based on a motion and majority vote of the Town of Smithfield Town Council for the Special Use Permit Application Number SUP-19-08 is hereby:**

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

1. That the use of the property shall be limited to uses as identified on the special use permit application and site plans.

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

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**Decision made this 13th day of August, 2019 while in regular session.**

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

**ATTEST:**

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



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

**SPECIAL USE PERMIT APPLICATION**

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

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

**SITE INFORMATION:**

Name of Project: TIMA, LLC Hemp Facility      Acreage of Property: 3.07 acres  
 Parcel ID Number: NC PIN 169309-15-9306      Tax ID: 15060025  
 Deed Book: 03507      Deed Page(s): 0052  
 Address: 1219 S. Brightleaf Blvd.(US 301 South)  
 Location: East Side of S. Brightleaf Blvd. at Intersection of Holding Street

Existing Use: Agriculture Warehouse      Proposed Use: Cultivation, Processing and Handling of Medical Grade Hemp  
 Existing Zoning District: B-3 Commerical

Is project within a Planned Development:      Yes      **No**  
 Planned Development District (if applicable): Not Applicable  
 Is project within an Overlay District:      Yes      **No**  
 Overlay District (if applicable): Not Applicable

**FOR OFFICE USE ONLY**

File Number: SOP H-08      Date Submitted: \_\_\_\_\_      Date Received: \_\_\_\_\_      Amount Paid: \$300



**REQUIRED FINDING OF FACT**

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

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

## REQUIRED SITE PLAN INFORMATION

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

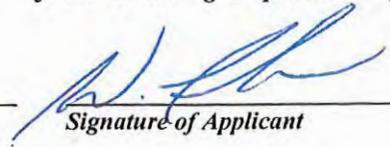
- 1) A key map of the site with reference to surrounding areas and existing street locations.
- 2) The name and address of the owner and site plan applicant, together with the names of the owners of all contiguous land and of property directly across the street as shown by the most recent tax records.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

**APPLICANT AFFIDAVIT**

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

**W. Frank Lee**

*Print Name*



*Signature of Applicant*

6/04/2019

*Date*

**OWNER'S CONSENT FORM**

Name of Project: TIMA, LLC Hemp Facility      Submittal Date: 06/04/2019

**OWNERS AUTHORIZATION**

I hereby give CONSENT to Not Applicable (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.

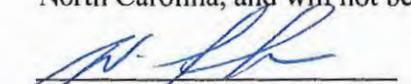
  
*Signature of Owner*

W. Frank Lee  
*Print Name*

06/04/2019  
*Date*

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

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

  
*Signature of Owner/Applicant*

W. Frank Lee  
*Print Name*

06/04/2019  
*Date*

**FOR OFFICE USE ONLY**

File Number: \_\_\_\_\_ Date submitted: \_\_\_\_\_ Date received: \_\_\_\_\_

## **Statement of Justification for a Special Use Permit for greenhouses for TIMA, LLC**

The Town of Smithfield Town Council is requested to take under consideration and issue a Special Use Permit for 1219 S. Brightleaf Blvd. to allow for a greenhouse for plant cultivation as established in the Table of Uses found in the Unified Development Ordinance. The request addresses a 3.07 acre tract of land that houses a 70,739.25 square foot agricultural warehouse and a 2,250 square foot Mexican store and restaurant name, Las Brasas. The property is located on the east side of South Brightleaf Blvd. across from the intersection of Holding Street. The request specifically addresses the repurposing of the existing agricultural warehouse into a cultivation, curing and handling facility for hemp.

With the changes in the Federal Regulations concerning cultivation, processing and handling of hemp that was established in Section 10113 of the Federal Agriculture Improvement Act of 2018 and the pending North Carolina Senate Bill 315 that further addresses the cultivation of industrial and medical hemp, the request for the issuance of a Special Use Permit for a greenhouse is made.

It is proposed that the existing 70,739.25 sq ft. agricultural warehouse will be repurposed into a high tech indoor cultivation facility for growing, processing and handling hemp for industrial and medical purposes. The entire cultivation area of five growing rooms (totaling 46,903.5 sq. ft.) will be conditioned space equipped with special lighting capable of growing from 250 to 400 plants per cultivation room. The cultivation rooms will be managed in such a manner to produce three crops a year. Unlike a conventional greenhouse that utilizes natural sunlight the cultivation rooms will utilize artificial grow lights with walls and ceilings of highly reflective material. The hemp plants grow to a height of 10 to 12 feet and require approximately 25 sq. ft. of floor area per plant. The hemp plants are planted in 15 gallon pots utilizing a prepared soil mixture that optimizes plant growth. Each pot is placed on a wooden pallet to facilitate handling and harvesting. Water is provided through a drip irrigation system that discharges directly into growing pots. The amount of water is so closely monitored, that there is no discharge of irrigation water. Plant lighting is strictly controlled to maximize growth rate and

yield. Initially the plants will receive 16 hours of light and 8 hours of darkness. Once the plants start producing buds, the lighting balance is adjusted to approximate 12 hours of daylight and 12 hours of darkness, thus assuring maximum yield.

The buds of the plants are harvested first and then the stalks and branches follow. Once harvesting is completed the potting mix and root mass is removed (usually after two crops). The root mat and the potting mix are removed from the facility and taken to a local farm to be incorporated into the insitu soil on the farm.

After the harvest is completed the curing of the product begins. The curing room(s) must be maintained at a constant relative humidity of 40%. Temperature during the curing process must also be maintained between 70-75 degrees Fahrenheit. After curing has been completed the product is processed and handled for shipping.

Even though the Special Use Permit is a request for a greenhouse it can be seen that this will be a high tech growing facility, where plants, nutrients, light and water are optimized in the cultivation process. The growing of the hemp plants will be undertaken in a secure facility that is totally contained within the "four walls" of the building. From the time the seeds are planted until the plants have been grown, harvested and processed the hemp plants never see "the light of day."

The entire cultivation, processing and handling of the hemp plants will be regulated by the North Carolina Department of Agriculture. The Department is charged with permitting, inspecting and regulating the growing of hemp for medical and industrial purposes.

During Phase I development it is proposed to bring on line a 10,080 sq. ft. cultivation room and one 5,670 sq. ft. curing room. It is also proposed to repurpose the office and restroom and to provide adequate space for equipment, materials, and handling. The remainder of the building for the near future will remain in agricultural warehousing. In subsequent phases of development the cultivation area will be increase by 36,823.5 sq. ft. and the curing area will enlarge

by doubling its size to a total of 11,520 sq. ft. The office and restrooms will remain the same. The area set aside for handling equipment and material will eventually be limited to 11,923.75 sq. ft. All in all, at build-out the facility will have the capacity to cultivate approximately 1,850 plants per crop or 5,550 plants per year.

In summary a Special Use Permit is requested to repurpose an existing agricultural warehouse into a “greenhouse” for the express purpose of cultivating, process and handling hemp for medical and industrial uses, all cultivation, processing and handling will be strictly permitted, inspected and regulated by the North Carolina Department of Agriculture.

## **Required Finding of Fact for a Special Use Permit for greenhouses for TIMA, LLC**

- 1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.**

The cultivation, processing and handling of hemp will be accomplished in a fully enclosed and secure building. The entire cultivation and curing areas will be conditioned space. Since it is all conditioned space where the plants are grown and cured there will be no direct discharge of air from the facility to atmosphere. There also will be no discharge of irrigation water onto the ground or into municipal sanitary sewer systems. The only by-products of the growing process are the plant roots and the growing medium used in the pots. What by-product that is produced will be land applied on nearby farms and incorporated into the insitu soil to augment the existing soils. The N. C. Department of Agriculture will be responsible for permitting, inspecting and regulating the growth of hemp. Therefore, there should be minimal impact, if not impact, or danger to the health, safety and general welfare of the public.

- 2. The special use will be in harmony with the existing development and uses within the area in which it is to be located.**

Since there are no site improvements or exterior building modifications proposed for the cultivation facility there should be little or no change in harmony with the adjacent existing development. The areas to the east, south, and west of the cultivation facility are generally either industrial/warehousing or highway commercial. The area to the north is a residential neighborhood. The existing agricultural warehouse that is proposed for repurposing into a cultivation facility has existed next door to the residential neighborhood well in excess of fifty years with little if any adverse effect. Since there are no changes proposed to the exterior of the building itself and there will be no increase in intensity of use due to minimal staff required to operate the facility the harmony that exist presently with the adjacent properties should be maintained.

**3. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

The special use request for a greenhouse should not impede the normal and orderly development of the surrounding property since a large portion of the adjacent property already houses agricultural/forestry based businesses at the present time (lumber mill, a tobacco warehouse, a landscape mulch company and a paper distribution company). In fact, the bulk of the property for which the cultivation facility is proposed is presently being utilized as an agricultural warehouse. Therefore, it can be stated with reasonable assurance that granting a Special Unit Permit for a greenhouse will only enhance the normal and orderly development that has been occurring over the last fifty plus years.

**4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.**

As previously stated, no exterior improvements are being proposed as part of the Special Use Permit request. Simply stated only the interior of the building will be repurposed from agricultural warehousing to a plant cultivation facility. The building is already served by Town water, sewer and electric. Access to the property is good with continuous access along S. Brightleaf Blvd., serves the property. Drainage is provided by drainage swales/ditches located along the northern and southern property lines. Both drainage swales drain to the east where they discharge into the railroad drainage system. Parking is more than adequate on the property for the intended reuse. By the nature of the cultivation facility only two to three employees will be onsite at any given time. Four gravel spaces are shown on the plans which meet the requirements set forth in the Unified Development Ordinance.

**5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.**

Existing access and egress are good to S. Brightleaf Blvd. Sight triangles at S. Brightleaf Blvd. already meet or exceed NCOT's visibility requirements, thus providing for a safe access and egress situation. Center turn lanes are already provided on S. Brightleaf Blvd. which facilitate a safe left turn

situation and basically eliminate all congestion created with left turn movements.

**6. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.**

Since the existing use of the structure is agricultural warehousing and the repurposing of the structure is for agricultural cultivation, it appears that a case could be made that the building use is remaining as agriculture. Both the structure and the site provide for a continuation of agricultural use. Therefore, the property and the structure need not necessarily conform to all applicable regulations of the zoning district and as defined in the Unified Development Ordinance.

**7. Public access shall be provided in accordance with the recommendations of the Town's land use plan and access plan or the present amount of public access and public parking as exists within the Town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.**

The intensity of use and the type of facility (hemp cultivation) do not necessarily warrant full and open access by the general public. Public traffic definitely needs to be discouraged to enhance security and promote safety. Gravel drives and parking do a good job at the present time to accommodate access and circulation. The property is already zoned to be in compliance with the adopted land use plan. It is contented that the access and parking as they exist presently serves the property well.

**8. The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council.**

The proposed use is an allowable use by Special Use Permit as defined by the Table of Uses found in the Unified Development Ordinance. The present zoning (B-3) of the property supports the land use plan for the development of a facility like the proposed cultivation facility. The Johnston County NCDOT traffic plan calls for US 301 south to be upgraded to a "Super Street." Sufficient right of way can be obtained from the property for roadway construction without significantly impacting the cultivation facility.

022

North Carolina Industrial Hemp Commission  
Thomas Melton, Chair of the Commission  
License Document

Application  
143

TRANSFERABLE  
-50

TYPE: Industrial Hemp - Research With Intent to Market  
DURATION: Three Years  
ISSUANCE DATE: 04/03/2022  
EXPIRATION DATE: 04/03/2019

WILLIAM FRANK LEE  
PO BOX 148  
SMITHFIELD , NC 27577



Thomas Melton, Chair of the Commission

THIS DOCUMENT IS SUBJECT TO REVOCATION OR SUSPENSION AS PROVIDED BY LAW



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

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



**Result 1**

id: 15060025  
 Tag: 15060025  
 NCPin: 169309-15-9306  
 Mapsheet No: 169309  
 Owner Name 1: TIMA LLC  
 Owner Name 2:  
 Mail Address 1:  
 Mail Address 2: PO BOX 148  
 Mail Address 3: SMITHFIELD, NC 27577-  
 Site Address 1: 1219 C S BRIGHTLEAF  
 Site Address 2: SMITHFIELD, NC 27577-  
 Book: 03507  
 Page: 0052  
 Market Value: 314410  
 Assessed Acreage: 3.07  
 Calc. Acreage: 3.07  
 Sales Price: 0  
 Sale Date: 2008-03-06

Scale: 1:3058 - 1 in. = 254.82 feet

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



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

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

**Result 2**

**id:** 15060025  
**Tag:** 15060025  
**NCPin:** 169309-15-9306  
**Mapsheet No:** 169309  
**Owner Name 1:** TIMA LLC  
**Owner Name 2:**  
**Mail Address 1:**  
**Mail Address 2:** PO BOX 148  
**Mail Address 3:** SMITHFIELD, NC 27577-0148  
**Site Address 1:** 1219 S BRIGHTLEAF BLVD  
**Site Address 2:** SMITHFIELD, NC 27577-  
**Book:** 03507  
**Page:** 0052  
**Market Value:** 314410  
**Assessed Acreage:** 3.07  
**Calc. Acreage:** 3.07  
**Sales Price:** 0  
**Sale Date:** 2008-03-06

**OWNER:**  
 W. FRANK LEE  
 TIMA, LLC  
 PO BOX 148  
 SMITHFIELD, NORTH CAROLINA, 27577  
 919 934-2700

**APPLICANT:**  
 W. FRANK LEE  
 TIMA, LLC  
 SMITHFIELD, NORTH CAROLINA 27577  
 919 934-2700

**SITE DATA:**  
 NCPIN: 169309-15-9306  
 DEED BOOK: 03507 PAGE: 0052  
 ACREAGE: 3.07 AC  
 ZONING: B-3 COMMERCIAL  
 SETBACKS:  
 FRONT 50 FT.  
 SIDE 15 FT.  
 REAR 25 FT.

**STORM WATER MANAGEMENT:** NO STORMWATER MANAGEMENT FACILITIES ARE REQUIRED SINCE ALL CONSTRUCTION IS PROPOSED INTERIOR OF THE EXISTING STRUCTURE. THE EXISTING STRUCTURE AND SITE DEVELOPMENT WAS BEFORE THE ADOPTION OF THE NEUSE RIVER RULES AND THE ADOPTION OF THE TOWN OF SMITHFIELD'S STORM WATER MANAGEMENT ORDINANCE.

**PARKING:** THERE ARE ONLY FOUR PARKING SPACES (SEE SITE PLAN) PROPOSED FOR THE PRESENT TIME DUE TO LIMITED STAFFING REQUIRED BY THE FACILITY. IF IN THE FUTURE ADDITIONAL STAFFING IS REQUIRED A PARKING LOT WILL BE CONSTRUCTED IF NECESSARY.

**LAND FEATURES:** THERE ARE NO WATER COURSES, PONDS, FLOOD ZONE WATER SUPPLY WATERSHED AREAS OR RIPARIAN BUFFERS LOCATED ON THE PROPERTY.

**ALL KNOWN STRUCTURES/FEATURES ARE SHOWN ON EXISTING CONDITIONS MAP.** INFORMATION OBTAINED FROM JOHNSTON COUNTY GIS, TOWN OF SMITHFIELD UTILITIES MAPS AND FIELD OBSERVATIONS.

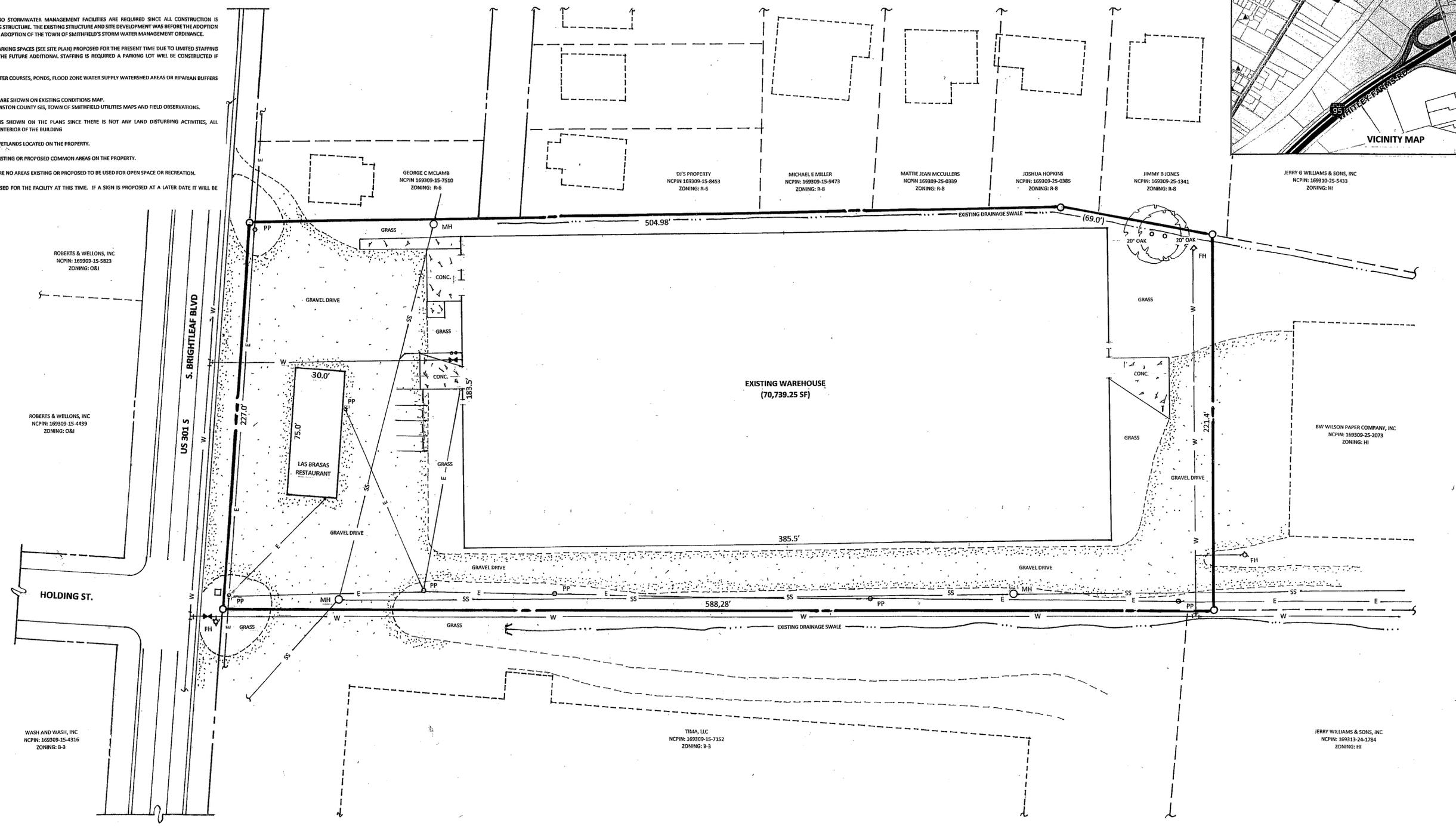
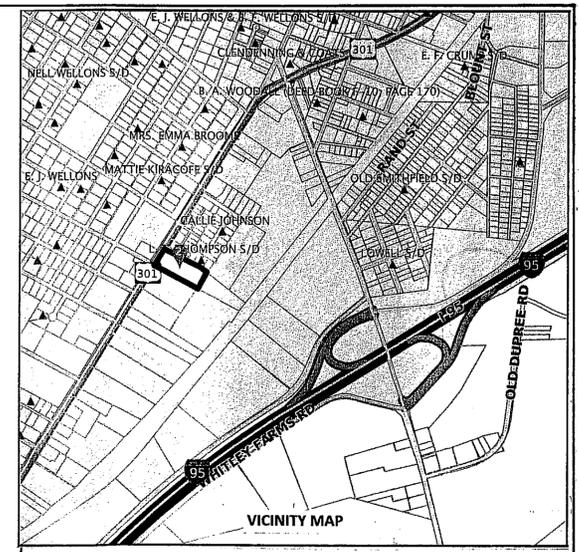
**TOPOGRAPHY:** NO TOPOGRAPHY IS SHOWN ON THE PLANS SINCE THERE IS NOT ANY LAND DISTURBING ACTIVITIES, ALL CONSTRUCTION IS PROPOSED TO BE INTERIOR OF THE BUILDING

**WETLANDS:** THERE ARE NO KNOWN WETLANDS LOCATED ON THE PROPERTY.

**COMMON AREAS:** THERE ARE NO EXISTING OR PROPOSED COMMON AREAS ON THE PROPERTY.

**OPEN SPACE/RECREATION:** THERE ARE NO AREAS EXISTING OR PROPOSED TO BE USED FOR OPEN SPACE OR RECREATION.

**SIGN:** THERE IS NOT A SIGN PROPOSED FOR THE FACILITY AT THIS TIME. IF A SIGN IS PROPOSED AT A LATER DATE IT WILL BE PERMITTED SEPARATELY.



ROBERTS & WELLONS, INC  
 NCPIN: 169309-15-5823  
 ZONING: OR1

ROBERTS & WELLONS, INC  
 NCPIN: 169309-15-4459  
 ZONING: OR1

WASH AND WASH, INC  
 NCPIN: 169309-15-4316  
 ZONING: B-3

GEORGE C. McLAMB  
 NCPIN: 169309-15-7510  
 ZONING: R-6

DY'S PROPERTY  
 NCPIN: 169309-15-8453  
 ZONING: R-6

MICHAEL E. MILLER  
 NCPIN: 169309-15-9473  
 ZONING: R-8

MATTIE JEAN MCCOLLERS  
 NCPIN: 169309-25-0339  
 ZONING: R-8

JOSHUA HOPKINS  
 NCPIN: 169309-25-0385  
 ZONING: R-8

JIMMY B. JONES  
 NCPIN: 169309-25-1341  
 ZONING: R-8

JERRY G. WILLIAMS & SONS, INC  
 NCPIN: 169310-25-5433  
 ZONING: HI

BW WILSON PAPER COMPANY, INC  
 NCPIN: 169309-25-2073  
 ZONING: HI

TIMA, LLC  
 NCPIN: 169309-15-7152  
 ZONING: B-3

JERRY WILLIAMS & SONS, INC  
 NCPIN: 169313-24-1784  
 ZONING: HI

REVISIONS

DATE	REVISIONS

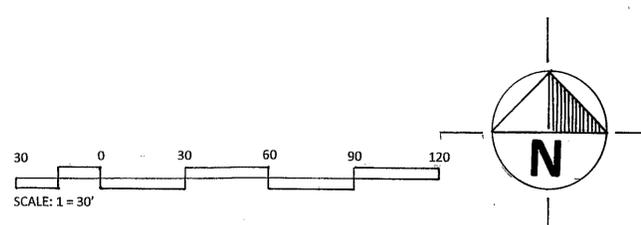
TERRAEDEN LANDSCAPE & DESIGN, LLC  
 11 KENTWOOD DRIVE, SMITHFIELD, NORTH CAROLINA 27577  
 919 219 3410

TIMA, LLC - HEMP FACILITY  
 1219 SOUTH BRIGHTLEAF BOULEVARD  
 SMITHFIELD, NORTH CAROLINA 27577

SITE PLAN

DRAWN BY: PC  
 APPROVED: PC  
 DATE: 6/1/19

S-1



36

**OWNER:**  
 W. FRANK LEE  
 TMA, LLC  
 PO BOX 148  
 SMITHFIELD, NORTH CAROLINA, 27577  
 919 934-2700

**APPLICANT:**  
 W. FRANK LEE  
 TMA, LLC  
 SMITHFIELD, NORTH CAROLINA 27577  
 919 934-2700

**SITE DATA:**  
 NCPIN: 169309-15-6906  
 DEED BOOK: 03507 PAGE: 0052  
 ACREAGE: 3.07 AC  
 ZONING: B-3 COMMERCIAL

**SETBACKS:**  
 FRONT 50 FT.  
 SIDE 15 FT.  
 REAR 25 FT.

**STORM WATER MANAGEMENT:** NO STORMWATER MANAGEMENT FACILITIES ARE REQUIRED SINCE ALL CONSTRUCTION IS PROPOSED INTERIOR OF THE EXISTING STRUCTURE. THE EXISTING STRUCTURE AND SITE DEVELOPMENT WAS BEFORE THE ADOPTION OF THE NEUSE RIVER RULES AND THE ADOPTION OF THE TOWN OF SMITHFIELD'S STORM WATER MANAGEMENT ORDINANCE.

**PARKING:** THERE ARE ONLY FOUR PARKING SPACES (SEE SITE PLAN) PROPOSED FOR THE PRESENT TIME DUE TO LIMITED STAFFING REQUIRED BY THE FACILITY. IF IN THE FUTURE ADDITIONAL STAFFING IS REQUIRED A PARKING LOT WILL BE CONSTRUCTED IF NECESSARY.

**LAND FEATURES:** THERE ARE NO WATER COURSES, PONDS, FLOOD ZONE WATER SUPPLY WATERSHED AREAS OR RIPARIAN BUFFERS LOCATED ON THE PROPERTY.

**ALL KNOWN STRUCTURES/FEATURES ARE SHOWN ON EXISTING CONDITIONS MAP.**  
 INFORMATION OBTAINED FROM JOHNSTON COUNTY GIS, TOWN OF SMITHFIELD UTILITIES MAPS AND FIELD OBSERVATIONS.

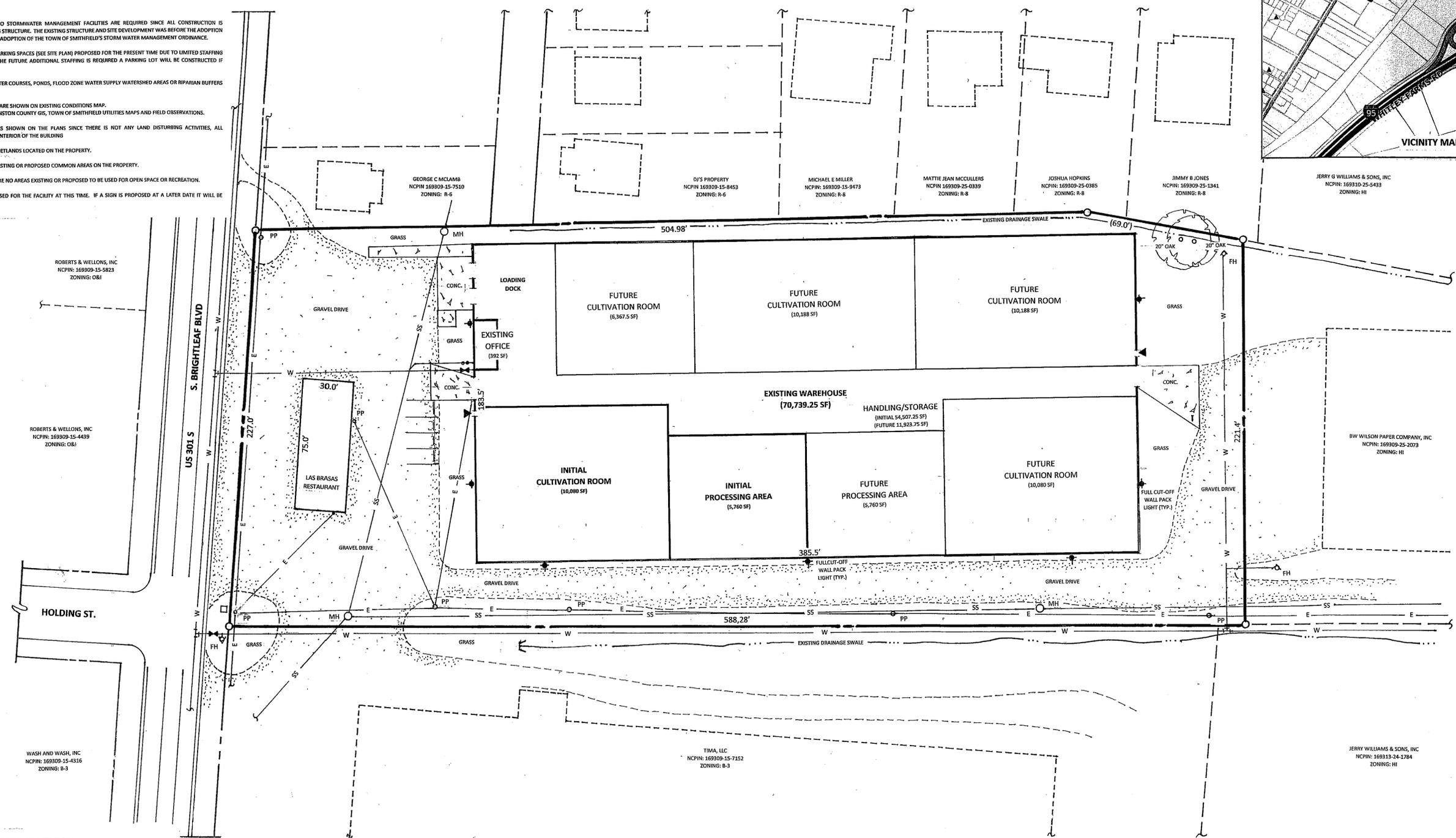
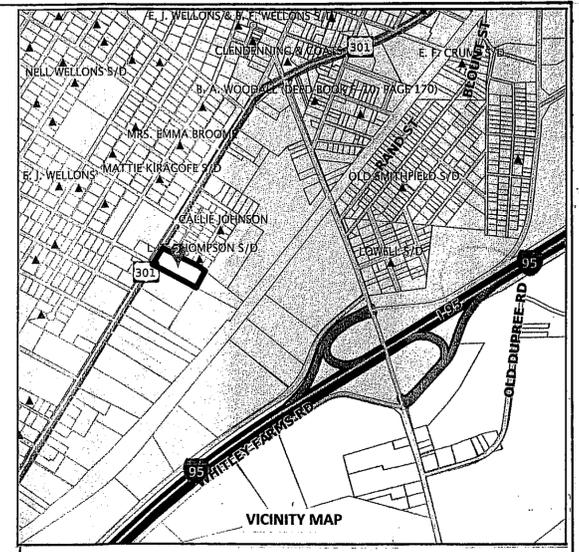
**TOPOGRAPHY:** NO TOPOGRAPHY IS SHOWN ON THE PLANS SINCE THERE IS NOT ANY LAND DISTURBING ACTIVITIES, ALL CONSTRUCTION IS PROPOSED TO BE INTERIOR OF THE BUILDING

**WETLANDS:** THERE ARE NO KNOWN WETLANDS LOCATED ON THE PROPERTY.

**COMMON AREAS:** THERE ARE NO EXISTING OR PROPOSED COMMON AREAS ON THE PROPERTY.

**OPEN SPACE/RECREATION:** THERE ARE NO AREAS EXISTING OR PROPOSED TO BE USED FOR OPEN SPACE OR RECREATION.

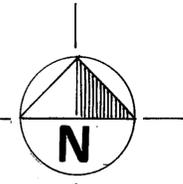
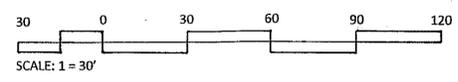
**SIGN:** THERE IS NOT A SIGN PROPOSED FOR THE FACILITY AT THIS TIME. IF A SIGN IS PROPOSED AT A LATER DATE IT WILL BE PERMITTED SEPARATELY.



**SUMMARY OF SPACE UTILIZATION**

DESCRIPTION	PHASE 1	BUILD-OUT
OFFICE/RESTROOMS	392 SF	392 SF
CULTIVATION	10,080 SF	46,903.5 SF
PROCESSING	5,760 SF	11,520 SF
HANDLING/STORAGE	54,507.25 SF	11,923.75 SF
<b>TOTAL</b>	<b>70,739.25 SF</b>	<b>70,739.25 SF</b>

NOTE: BUILDING DIMENSIONS ARE 183.5 LF X 385.5 LF = 70,739.25 SF



**TERRADEN LANDSCAPE & DESIGN, LLC**  
 11 KENTWOOD DRIVE, SMITHFIELD, NORTH CAROLINA 27577  
 919 219 3410

**TIMA, LLC - HEMP FACILITY**  
 1219 SOUTH BRIGHTLEAF BOULEVARD  
 SMITHFIELD, NORTH CAROLINA 27577

**BUILDING PLAN**

DRAWN BY: PCE  
 APPROVED: PCE  
 DATE: 6/4/19

**A-1**

# 1200 Block of South Brightleaf Boulevard



**File Number:**  
SUP-19-08

**Proposed Use:**  
Greenhouse for  
Plant Cultivation

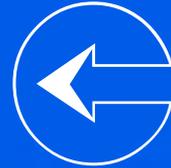
**Property Owner:**  
TIMA, LLC

**Applicant:**  
W. Frank Lee

**Address:**  
1219 South  
Brightleaf Blvd

**Tax ID#**  
15060025

**Zoning District:**  
B-3 (Highway  
Entrance Business)



**Map created by**  
Mark Helmer, AICP  
Senior Planner,  
GIS Specialist  
on 6/24/2019



TAG	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
15056049	169309-25-0385	HOPKINS, JOSHUA	402 FORBES DR	SMITHFIELD	NC	27577-4207
15060025	169309-15-9306	TIMA LLC	PO Box 148	SMITHFIELD	NC	27577-0000
15056013	169309-15-8453	DJ'S PROPERTIES INC	1001 NC 210 HWY	SMITHFIELD	NC	27577-0000
15056014	169309-15-7510	GEORGE C MCLAMB PROPERTIES LLC	5494 WILSONS MILLS RD	CLAYTON	NC	27520-0000
15056050	169309-25-1341	JONES, JIMMY B	404 FORBES DRIVE	SMITHFIELD	NC	27577-0000
15056047	169309-15-9473	MILLER, EVELYN ANN LIFE ESTATE	314 FORBES DRIVE	SMITHFIELD	NC	27577-0000
15056048	169309-25-0339	MCCULLERS, MATTIE JEAN	316 FORBES DRIVE	SMITHFIELD	NC	27577-0000
15060025A	169309-25-2073	B W WILSON PAPER COMPANY INC	12012 VALLEYBROOK DR	HENRICO	VA	23233-1020
15060026	169309-15-7162	TIMA LLC	PO Box 148	SMITHFIELD	NC	27577-0000
15060026A	169313-24-1784	JERRY G WILLIAMS & SON INC	PO Box 2430	SMITHFIELD	NC	27577-2430



PLANNING DEPARTMENT  
Mark E. Helmer, AICP, Senior Planner

ADJOINING PROPERTY OWNERS CERTIFICATION

I, Mark E. Helmer, hereby certify that the property owner and adjacent property owners of the following petition, SUP-19-08, were notified by First Class Mail on 7-29-19.

*Mark E. Helmer*

Signature

Johnston County, North Carolina

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

29<sup>th</sup> day of July, 2019

*Julianne Edmonds*

Notary Public Signature

*Julianne Edmonds*

Notary Public Name

My Commission expires on January 15, 2023

(Seal)





# Request for Town Council Action

Public  
Hearing: ZA-19-03  
Date: 08/13/2019

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Subject: Zoning Text Amendment  
Department: Planning  
Presented by: Stephen Wensman, Planning Director  
Presentation: Public Hearing

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## Issue Statement

The Planning Department is requesting an amendment to the UDO Article 10, Section 10.15.4, striking the exemption from the UDO.

## Financial Impact

None.

## Action Needed

The Town Council is respectfully requested to review the zoning text amendment and to make a decision whether to approve, approve with changes, or to deny the request.

## Recommendation

Planning Staff and the Planning Board recommend approval of the zoning text amendment ZA-19-03 with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff report
2. Draft Zoning Text Amendment
2. Consistency Statement
3. Application
4. Planning Board Minutes



# Staff Report

Public ZA-19-  
Hearing: 03

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## REQUEST:

The Planning Department is requesting an amendment to the Town of Smithfield Unified Development Ordinance (UDO) 10, Section 10.15.4 (Encroachment into Setbacks), striking the section from the UDO.

## ANALYSIS:

Recently, Staff reviewed a proposed redevelopment in which the existing structure was demolished and a new building is proposed to be constructed. The demolition and reconstruction triggered full compliance with Article 10, Part I in accordance with Section 10.8.2.5:

10.8.2.5. Reconstruction of Structure. When there is damage or destruction to an existing structure beyond 50% of its assessed value, the reconstruction must conform to the new construction standards of this section.

The applicant proposed to reuse the existing site stormwater infrastructure, parking lot, curbs and driveways which do not conform to the new construction standards. The applicant justified the reuse of the infrastructure based on the definition of structure and Section 10.15.4. The definition of structure is:

### Structure

Anything constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground. Among other things, structures include buildings, manufactured homes, fences, signs, swimming pools, and tennis courts.

### **10.15.4. Encroachment into Setbacks.**

**10.15.4.1.** If an existing structure is located within a setback where the implementation of the Streetyard and/or Bufferyard requirements are physically impossible and the encroachment into the yard (streetyard or bufferyard) allows for a minimum of three (3) feet of planting area, only the required shrubs shall be planted.

**10.15.4.2.** If an encroachment into the yard (streetyard or bufferyard) allows for less than three (3) feet of planting area, no planting shall be required in that yard.

Section 10.15.4 is in direct conflict with Section 10.8.2.5 and makes it difficult for staff to hold any redevelopment project, or reuse of a property to current standards and therefore would allow nonconformities to persist indefinitely. Technically, the stricter of ordinances applies when in conflict, but knowing this conflict exists, it's better to eliminate it from the Code.

If there is a real hardship that requires exemptions to the streetyard or bufferyard requirements, then an applicant can always apply for a variance which will be reviewed by the Board of Adjustment.

**PROPOSED AMENDMENT:**

The Article 10, Section 10.15.4 is proposed to be amended to read as follows:

**~~10.15.4. Encroachment into Setbacks.~~**

~~10.15.4.1. If an existing structure is located within a setback where the implementation of the Streetyard and/or Bufferyard requirements are physically impossible and the encroachment into the yard (streetyard or bufferyard) allows for a minimum of three (3) feet of planting area, only the required shrubs shall be planted.~~

~~10.15.4.2. If an encroachment into the yard (streetyard or bufferyard) allows for less than three (3) feet of planting area, no planting shall be required in that yard.~~

**CONSISTENCY STATEMENT:**

The zoning text amendment as proposed is 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.

**PLANNING BOARD RECOMMENDATION:**

The Planning Board reviewed the text amendment at the July 2019 meeting and unanimously recommended approval.

**RECOMMENDATION:**

Planning Staff and the Planning Board recommend approval of the zoning text amendment ZA-19-03 with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

**DRAFT ORDINANCE # ZA-19-03**  
**AN ORDINANCE TO AMEND THE TOWN OF SMITHFIELD**  
**UNIFIED DEVELOPMENT ORDINANCE**  
**ARTICLE 10, SECTION 10.15.4**

**WHEREAS**, the Smithfield Town Council wishes to amend certain provisions in the Unified Development Ordinance by making changes to the Town of Smithfield Unified Development Ordinance to remove an exemption to streetyard or bufferyard requirements.

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

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

[Revise Article 10, Section 10.15.4, to strike exemptions to streetyard or bufferyard standards]

**PART 1**

**~~10.15.4. Encroachment into Setbacks.~~**

~~**10.15.4.1.** If an existing structure is located within a setback where the implementation of the Streetyard and/or Bufferyard requirements are physically impossible and the encroachment into the yard (streetyard or bufferyard) allows for a minimum of three (3) feet of planting area, only the required shrubs shall be planted.~~

~~**10.15.4.2.** If an encroachment into the yard (streetyard or bufferyard) allows for less than three (3) feet of planting area, no planting shall be required in that yard.~~

**PART 2**

That the Unified Development Ordinance shall be page numbered and revision dated as necessary to accommodate these changes.

**PART 3**

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

Duly adopted this the \_\_\_ day of \_\_\_\_\_, 2019.

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M. Andy Moore, Mayor

ATTEST

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Shannan L. Parrish, Town Clerk

THE TOWN OF SMITHFIELD  
UNIFIED DEVELOPMENT ORDINANCE  
AMENDMENT CONSISTENCY STATEMENT  
BY THE SMITHFIELD TOWN COUNCIL  
ZA-19-03

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

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

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

IN THE EVENT THAT THE MOTION TO RECOMMEND APPROVAL OF THE ORDINANCE AMENDMENT,

That the final action regarding zoning ordinance amendment ZA-19-03 is based upon review of and consistency with, the Town of Smithfield *Comprehensive Growth Management Plan* and any other officially adopted plan that is applicable, along with additional agenda information provided to the Town Council and information provided at the regularly scheduled meeting of Town Council; 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 ordinance 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 at their regularly scheduled meeting. Therefore, the ordinance amendment is reasonable and in the public interest.

IN THE EVENT THAT THE MOTION TO RECOMMEND APPROVAL OF THE ORDINANCE FAILS,

That the final action regarding zoning ordinance amendment ZA-19-03 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

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



**Draft  
Town of Smithfield  
Planning Board Minutes  
Thursday, July 11, 2019  
6:00 P.M., Town Hall, Council Chambers**

**Members Present:**

Chairman Stephen Upton  
Vice-Chair Mark Lane  
Ashley Spain  
Michael Johnson  
Teresa Daughtry  
Alisa Bizzell

**Members Absent:**

Oliver Johnson  
Leslie Lazarus

**Staff Present:**

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

**Staff Absent:**

**CALL TO ORDER**

Chairman Stephen Upton asked each board member to acknowledge themselves.

**APPROVAL OF MINUTES from June 6, 2019**

Mark Lane made a motion, seconded by Ashley Spain, to approve the minutes as written. Unanimously approved

**APPROVAL OF THE AGENDA**

Mark Lane made a motion to amend the agenda as written by moving the Smithfield Town Plan to the first hearing and ZA-19-03 to be heard last. He also made a motion to add item number 3, discussion of the Planning Board bringing back public hearings. Unanimously approved

**NEW BUSINESS**

**ZA-19-03 Town of Smithfield**

Mr. Wensman stated at the last Planning Board meeting, consultants Stewart Engineering, Inc. and Kimley-Horn and Associates, Inc. presented the Smithfield Town Plan. He noted it was posted online at the Town of Smithfield website. Mr. Wensman asked the citizens at the meeting, how many had read the Town Plan; only two or three residents raised their hands. Mr. Wensman said he had received comments from two people. He encouraged anyone with comments or concerns to please contact him; he said they are much needed.

Allison Fluitt of Cary is a transportation planner and engineer from Kimley-Horn and Associates, Inc. She came forward to explain that the two consulting firms had been working together in developing the Town Plan. Kimley-Horn is working on the transportation portion and Stewart has been working on the Growth Management portion. The development of the Town Plan is a community driven planning process. The intent is to help establish a vision for both transportation and land use in Smithfield. It starts with identification of needs and deficiencies which they spent a lot of time on. Ms. Fluitt stated that it had been a little over a year since the process started. The started by holding stakeholder interviews, to learn more about the Greenway, Parks, Utilities, Emergency Services and any specific component that affects the Towns functions. By paring that with the steering committee, they held many meetings that immensely helped guide their decision making along the way. Some workshops were held to create public involvement as well as surveys that were distributed online. Allison stated that she saw some familiar faces at the meeting from some of the other public involvements gatherings and she greatly appreciated the support.

Eventually this Town Plan will be brought before the Town Council; however the discussions being held tonight and in any subsequent meeting will be an important part of what ends up going before them in a final report for consideration. Some small modifications were made to the future land use map. It is intended to show growth patterns, including the land uses, the scale of the development and the design. It also is meant to provide guidance for rezoning's, private investment and the provision of infrastructure and services in the future. Since the last Planning Board meeting changes were made. They incorporated the latest roadway alignments that are accompanied by the Johnston Community College modifications for that area. The other area changes were made was along Kellie Drive and Buffalo Road. They changed from commercial to mixed use centers. This was done because mixed use centers allow for mixed housing and the exact footprint of commercial in that area will be subject to the market demand. Looking at the greenway map, changes were made and it now extends to the Smith Collins Park. This was done to tie in the amenities within this area to the proposed greenway.

Mr. Lane asked if the extension to Smith Collins Park was no longer there.

Ms. Fluitt said it is there now but it wasn't previously there; before these changes were made it terminated at the community garden.

Christina Whitfield of Raleigh works with Stewart Engineering, Inc. She explained the modifications to the Transportation Plan. They zoomed into the maps more making them bigger and easier to read. They provided insets of the downtown area so you can see that grid a little bit better.

Allison stated when referring to the downtown area, they mean the center city such as downtown and historic neighborhoods.

Mr. Upton asked each consultant if they would state the page number to each document they are reviewing.

Ms. Whitfield mentioned comments received on an addition on Wilson's Mills Rd. Originally the recommendation stopped at Durwood Stephenson Hwy and that was for an inclusion of a two-way left turn lane in the middle modernizing the road to have wide shoulders and sidewalks. There has been a desire to extend that past Durwood Stephenson Hwy and that has been added to the map.

They received edits on some collector streets. The intent of these streets is to be a tier below your major roads such as Hwy 70 and Hwy 301. These are the streets that connect your neighborhoods to these major highways. One recommendation was to upgrade the classification of Vermont Street to a collector street. It is currently classified as a local street but it serves a school.

Mr. Lane asked why Vermont Street was selected to possibly become a collector street.

Ms. Whitfield said the recommendation was to connect it the rest of the way through. There is currently right-of-way there possibly being used for utility easement. So the road could be punched through to provide greater connection from the neighborhood that is cut off on the other side of Huntley Street.

Ms. Whitfield stated one of the final edits to the transportation plan is they modified the cost estimates to the intersections for right-of-way. Originally they estimated 6 million dollars due to right-of-way costs but as they looked at land values they dialed it back to 3 million to be more realistic.

Lastly Ms. Whitfield stated that the 4 appendices of the document are available online. There will be a shared public engagement summary that is for the growth management plan and transportation plan. It will have the full results from the meetings and attendees as well as all survey results.

Mr. Lane said he feels that there are parts of the Town Plan that need to be looked at again. He's aware that a lot of work has been put into it. He also believes this Town Plan needs to be done to the citizens recommendations as well.

Mrs. Daughtry said citizens have had opportunities online as well as in meetings or workshops to provide feedback. She asked if the Town Council had received a draft of the Town Plan yet.

Mr. Wensman said the Town Council has had a draft in their presence and in a few days they will receive a paper copy with any recent edits.

Mr. Upton asked what the Planning Department was seeking from the Planning Board.

Mr. Wensman said the intend was to seek a recommendation from the Planning Board to the Town Council. That was assuming the Planning Board had reviewed the Town Plan and was satisfied.

Kevin Koebly of 410 E. Woodall Street came forward and asked if eminent domain would be used in the process of this Town Plan.

Mr. Wensman said he doesn't know for certain but wouldn't think so. Some of the recommendations might require of the right-of-way but it is way too soon to know.

Guy Lampe of 415 N Second Street came forward and stated that he read on page 11 in the Growth Management Plan Volume 2, collector streets would have a commercial element for commercial development. He said if Vermont Street becomes a collector street then not only would it acquire sidewalks but it would become commercial as well.

Mr. Wensman said he would look at it closer, it has to be in alignment with the transportation plan. There could be a disconnect between the two plans.

Mr. Lampe stated he liked many things about the Town Plan. For one, the splash park at Smith Collins. He feels the boat ramp improvements shouldn't involve paving the ramp and parking area because it is bad for the environment. He'd rather see a curb with a gravel lot there. Porta John's would be a better addition than building bathrooms.

Mr. Lampe also had concerns with North Smithfield at North and Bridge Street. It's a historic and residential neighborhood. He would like some protection from the Town of Smithfield to prevent commercial from overlapping into the neighborhood.

Mr. Wensman said the Town Plan does have quite a bit of language about trying to stop encroachments of commercial into neighborhoods. It mentions having clear defined edges to business areas and residential neighborhoods, which means better buffering. He believes the plan is in alignment with that you're saying.

Mr. Lampe said he is a commercial developer and has built in all of the major towns in North Carolina. For example, Cameron Park in Raleigh has a dividing line that distinctly shows commercial on one side and residential on the other. He thinks the multi-family element would work well in Smithfield.

Dr. Karen Miller Anderson of 817 Vermont Street stated she is not against progress by any means but she would like to her neighborhood to stay as it is. She said she loves sidewalks but her neighbor would lose her steps because you can't park on Vermont Street. Flooding is a major problem and many other physical problems that don't make Vermont Street a good collector street. She knows someone mentioned doing this wouldn't increase traffic but there isn't any way it will not increase it.

Larry Carter of 814 S Vermont Street came forward and asked if the Vermont Street extension would carry over to Hwy 301.

Mr. Upton said no, the extension is from Vermont to Huntley Street which is in the woods.

Larry Carter asked when the Council adopts something does that mean it is final.

Mr. Upton said no it is a process.

Mr. Wensman said when the Planning Board gives a recommendation to the Town Council at that point the Council will hold a public hearing, inviting the public to discuss whatever issues are on the table. At that point they can adopt or adopt with whatever recommended changes, they can postpone until changes have been made. The Town Plan is a document that will guide decision making but it isn't the decision maker. The plan will suggest future road connections; however it might not happen for another 20 years.

Larry Carter stated that he found out today about this meeting being held tonight. He would like to know as the public, how they are to be notified in the future.

Mr. Wensman said all the survey information went out in the water bills. We have had meeting and important info scrolling out front on the kiosk sign. When we hold a hearing it is advertised in the newspaper. The Downtown Corporation has a newsletter that goes out each month so Town of Smithfield information is on that. We try to use our boards and committees to get the word out.

Sarah Edwards, Director of Downtown Smithfield Development Corporation resides at 1282-E Packing Plant Road. She came forward as a member of the Steering Committee, thanking everyone for their interest in the Town Plan. She especially appreciated the ones who attended any workshops and meetings and provided feedback. Ms. Edwards wanted to address Mr. Lampe's statement about North Smithfield. She mentioned there was tremendous value in the historic neighborhoods. We want people living downtown and want them to come and spend their money there as well. She feels enhancing the amenities the Town currently has. The boat ramp was previously mentioned, it is much better now with the improvements it has received. We want it to have the ability to drive traffic to Smithfield by the river. The mountains to sea trail will eventually connect you from Wake Forest to Smithfield and people will ride and come spend money. She thinks the proposed bathrooms would be a nice addition, especially with all the new traffic the area will bring in. As far as Vermont Street goes, Ms. Edwards would like to know if it is currently wider than necessary.

Ms. Fluitt came forward and stated that Vermont Street currently is a two lane unstriped street. It does accommodate on street parking. We feel the width that's there is necessary for the street itself.

Mr. Wensman asked Ms. Fluitt if there were adequate right-of-way for the collector street improvements.

Ms. Fluitt said she didn't have the right-of-way numbers in front of her but her understanding is the right-of-way is fairly constrained in that area. She mentioned that collector streets are not a template that they stamp out in each cross section in every location. There may be places that they can accommodate a sidewalk on a single side of a road. She believes it was classified as it was due to the potential for it to link up those neighborhood areas.

Sonny Howard of 221 W. Woodlawn Drive came forward to speak. He asked if the proposed sidewalks were for all of Vermont Street.

Mr. Upton said he didn't think the sidewalks would ever be installed.

Mr. Wensman wanted to mention that this plan is calling for NCDOT Planning Process. This is where the Town can do a pedestrian plan to identify those exact issues.

Mr. Howard said if he lived on Vermont Street he would want it in writing that sidewalks wouldn't be put on that street. He also hopes that the Town keeps commercial out of the North Smithfield, as mentioned earlier.

Mr. Lane said he would like to see Vermont Street removed from the Town Plan as a collector street. He would also like to see the Historic district on Bridge Street separated from downtown. He believes it should also include the South Smithfield area.

Mrs. Daughtry said if these historic districts are safe from commercialization then homeowners in these districts shouldn't be allowed to request their homes to be rezoned for commercial purposes.

Mr. Wensman pointed out when someone requests to turn residential into commercial they will ask to be rezoned. As a Planning staff, we look to see if the request is appropriate and consistent with our Town Plan. If it isn't consistent we will tell the Town Council. It doesn't bind them but puts them under more pressure to follow the Town Plan. It requires the public to come out and voice their opinions, which influence the Council's decision making.

Mr. Lane said you could always take his recommendation and change it down the road if needed.

Mr. Spain asked as a recommending board how would the changes being discussed tonight be made in the Town Plan. Would the verbiage be changed or would the topics we removed all together.

Mr. Wensman said the suggestion to turn Vermont Street into a collector street came from a Steering Committee meeting. As Planning Board members, you could recommend that the suggestion be removed to the Town Council. We have a split decision that could be highlighted and brought to the Council.

Mr. Upton asked if something of this nature goes before Council, ultimately it is up to them to decide.

Mr. Wensman said the Council does have the final say.

Mr. Lane stated that he didn't think the Planning Board could make a recommendation tonight because many here in attendance just found out about this meeting today. We must find a way to notify the public with information of this importance.

Mr. Wensman said for anyone at all with questions or concerns, please come see us in Planning. We are more than happy to sit down and talk.

Mr. Spain asked if citizens that wanted Vermont Street removed as a collector street, email or come by the Planning Department and voice their opinions.

Mr. Wensman said sure we welcome anyone to come by.

Mr. Spain asked how we would go about removing this.

Mr. Wensman said we are going to have a discussion about the current recommendations, alternate recommendations and we're going to bring it back to this board next month. Once Planning Board makes a recommendation then it will go before Town Council.

Mark Lane made a motion to table the Smithfield Town Plan for 30 days, seconded by Ashley Spain. Unanimously approved.

**ZA-19-03 Town of Smithfield:**

The Planning Department is requesting an amendment to the Town of Smithfield Unified Development Ordinance (UDO) 10, Section 10.15.4 (Encroachment into Setbacks), striking the section from the UDO.

Mr. Wensman said there is an exemption built into the UDO that needs to be removed.

Recently, Staff reviewed a proposed redevelopment in which the existing structure was demolished and a new building is proposed to be constructed. The demolition and reconstruction triggered full compliance with the landscaping/parking regulations. In the code it was pointed out to us that 10.15.4.1.says

**10.15.4.1. If an existing structure is located within a setback where the implementation of the Streetyard and/or Bufferyard requirements are physically impossible and the encroachment into the yard (streetyard or bufferyard) allows for a minimum of three (3) feet of planting area, only the required shrubs shall be planted.**

In this case there were curbs and a storm sewer inlet that were in the required buffer yards. This exemption allowed them to keep the current infrastructure which is non-compliant with code in place.

There is the ability in the code for him to make a decision when there is grey area between two codes. We have two parts of the code saying two different things and this could lead to lawsuits. If there is a hardship you have an avenue to request a variance. We're asking that article 10.15.4. encroachment and setbacks be stricken.

Mrs. Daughtry made a motion to approve ZA-19-03, striking Section 10.15.4 from the UDO finding it consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest; seconded by Mark Lane. Unanimously approved

Mr. Lane requested an update from the Planning Staff on holding public hearings at the Planning Board meetings. He mentioned tonight was a prime example of citizens not finding out about meetings until the last minute.

Mr. Wensman said the Planning Department is working through the final changes to implement conditional zoning. Therefore any legislative item would require a hearing before the Planning Board. We're reluctant to put special use permits before the Planning Board because it's not best practices and the School of Government frowns upon it.

Mr. Lane asked if the Town Council had frowned upon it.

Mr. Wensman said no not yet.

Mr. Wensman said we have been discussing this with the UDO Committee. We've gone through and made refinements to the Table of Uses. Currently where it says S for Special Uses it would say CZ for Conditional Zoning. You have to do a Conditional Rezoning which puts it in the legislative rather than quasi-judicial. Planning Board can then have a hearing. We have a few standards that we are still working on. Mr. Wensman has talked with the Town Manager about possibly holding a special meeting in August with Town Council to review this. This touches Articles 3, 4 6 & 7 all at the same time.

Mr. Lane said this has been going on since February and it's now almost August. He isn't satisfied and he wants it like it was before.

Mr. Lane said if the Town of Clayton can hear quasi-judicial then so can the Town of Smithfield.

Mr. Wensman said we have already been subject to lawsuits due to quasi-judicial process. We have been advised by our Town Attorney that the legislative process is a safer bet for the Town. In this case he agrees with the Town Attorney.

Mr. Lane would like to make a motion that the Planning Board recommend to the Town Council that hearings be brought back to the Planning Board, quasi-judicial or otherwise and he wants it heard at the next Town Council meeting; seconded by Ashley Spain. Unanimously approved

Mr. Lane said the Town Council reads our Planning Board minutes so there's a discrepancy there.

Mr. Helmer said if you went back to quasi-judicial then they shouldn't be reading the minutes from Planning Board a meeting; that's ex parte communication.

Mr. Lane said so it is ok for them to read the minutes as long as it isn't a quasi-judicial process.

Mr. Wensman said correct.

Mr. Lane said it's not fair to this board or to the public.

Mrs. Daughtry asked what has taken so long that they haven't gotten an answer yet. It is a simple yes or no.

Mr. Wensman said we have been trying to find a meaningful way to carry out this process without violating best practices and potential lawsuits. The Council doesn't want to hear these large text amendments at their regular monthly meetings. We hope to have a joint Planning Board and Town Council meeting in August to discuss this conditional zoning proposal.

Mr. Lane said the Town Council is elected to come and represent the citizens as long as needed.

Julie Edmonds announced the next Town Council meeting would be held August 13<sup>th</sup>, 2019 at 7:00 pm.

**Administrative Actions report**

Planning Department Development Report

Mr. Helmer stated the most recent submittal was the East River voluntary annexation into the Town limits. That will go before Town Council at the September 3<sup>rd</sup> meeting.

Site plan for Johnston County Waste Water Treatment Plant

The Johnston County Waste Water Treatment Plant has a project approved by Planning and will go to Building Inspections. The plant is raising the dike to protect them from future flooding.

**Adjournment**

Being no further business, Ashley Spain made a motion seconded by Teresa Daughtry to adjourn the meeting. Unanimous approved.

Respectfully Submitted,



Julie Edmonds  
Administrative Support Specialist



**PLANNING DEPARTMENT**

Mark E. Helmer, AICP, CZO  
Senior Planner

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**Notice of Public Hearings**

Notice is hereby given that the Town Council of the Town of Smithfield will conduct public hearings during the course of their open meeting which starts at 7:00 P.M. on Tuesday, August 13, 2019 in the Town Hall Council Chambers located at 350 East Market Street to consider the following requests:

**SUP-19-08 W. Frank Lee:** The applicant is requesting a special use permit to allow for a greenhouse for plant cultivation on property located within a B-3 (Business) zoning district. The property considered for approval is located on the east side of the intersection with South Brightleaf Boulevard and Holding Street. The property is further identified as Johnston County Tax ID# 15060025.

**ZA-19-03 Town of Smithfield:** The applicant is requesting an amendment to the Town of Smithfield Unified Development Ordinance, Article 10.15.4 that will remove exemptions and conflicts with other sections of the Unified Development Ordinance.

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

**Run legal “ad” in the Johnstonian News on 7/31/19 and 8/7/2019**

# Consent Agenda Items



The Smithfield Town Council met in regular session on Tuesday, July 9, 2019 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Marlon Lee, District 1  
Dr. David Barbour, District 4  
Emery Ashley, At-Large  
John A. Dunn, At-Large  
Stephen Rabil, At-Large

Councilmen Absent

Travis Scott, Mayor Pro-Tem  
David Stevens, District 2

Administrative Staff Present

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

Present:

Bob Spence, Town Attorney  
Bill Dreitzler, Town Engineer

Administrative Staff Absent

**CALL TO ORDER**

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

**INVOCATION**

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

**APPROVAL OF AGENDA:**

Councilman Dunn made a motion, seconded by Councilman Ashley, to approve the agenda with the following amendment:

Remove Public Hearing 1. SUP-19-08 W. Frank Lee: *The applicant is requesting a special use permit to allow for a greenhouse for plant cultivation on property located within a B-3 (Business) zoning district. The property considered for approval is located on the east side of the intersection with South Brightleaf Boulevard and Holding Street. The property is further identified as Johnston County Tax ID# 15060025*

Unanimously approved.

**PRESENTATION:**

**1. Administering Oath of Office to New Police Officer Adriane Stone**

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

Town Clerk Shannan Parrish administered affirmations to those that wished to testify during the public hearing.

**PUBLIC HEARING:**

- 1. Special Use Permit Request – Bonnie Godwin (SUP-19-09):** The applicant was requesting a special use permit to allow for a two-family residential dwelling on property

located within a B-2 (Business) zoning district. The property considered for approval was located on the southwest side of the intersection on East Market Street and South Ninth Street and further identified as Johnston County Tax ID# 15027026.

Councilman Ashley made a motion, seconded by Councilman Lee, to open the public hearing. Unanimously approved.

Planning Director Stephen Wensman testified the property consisted of an old 3,600 sq. ft. house built in 1912 that sits prominently on the corner of 9<sup>th</sup> Street and East Market. The house was one of two remaining residential properties on commercial block. Also, on the property was a roughly 2,000 square foot- 2 story commercial-residential building also fronting on Market Street. In 2016, Special Use Permit 16-04 was issued for a production studio (Grod Productions), which currently occupies the ground floor. The upper floor has been used as a residential apartment for some time. No record has been found indicating any special use permit for the 2<sup>nd</sup> floor residential apartment. Buildings occupy most of the property with the exception of some front, side and rear yard area and a few parking stalls behind the commercial/apartment building. Paved parking for the property is in the rear and is shared with the adjacent single-family home located at 104 S. 9<sup>th</sup> Street (also owned by the applicant). The parking is accessed from a paved alley/driveway shared with R.L. Sanders funeral home. The adjacent single-family home is a newer two story home with attached garage fronting on 9<sup>th</sup> Street. If approved, there will be 3 residential units and a 1,000 sq. ft. commercial office. Residential uses require 2-offstreet parking stalls per unit. The roughly 1000 sq. ft. commercial space requires 1 space per 200 sq. ft., or 5 parking stalls. The total parking required for the property is 11 parking stalls. Between this property and the adjacent residential property sharing the parking lot, a total 13 parking stalls are required. Between the two properties, owned by the applicant, there is adequate parking when considering the attached garage and driveway at 104 S. 9<sup>th</sup> Street and the shared parking in the rear of the properties. The lack of parking on the block has been an issue for the owner. The shared paved parking in the rear of the properties has often been occupied by clients of the Sander's Funeral Home. In the past, the applicant has blocked the parking area off from the shared driveway access to prohibit the funeral home clients from using the parking. This has resulted in the required parking being blocked off from use, including the handicapped parking stall in the rear of the property. The existing commercial tenant, Grod Productions, has mostly utilized street parking. The applicant may want to consider installing parking signs limiting parking to those occupying the applicant's properties. Access to the paved parking is from what appears to be an alley. This alley appears to be public based on County GIS data, however, it also appears as though the commercial building encroaches into the alley. If for some reason, the alley was vacated in the past, it is likely that the applicant would have prescriptive rights to the shared driveway as it has been shared between properties for a great many years. No change to the access is being proposed.

Mr. Wensman reviewed staff's findings. They are as follows:

**STAFF'S FINDINGS OF FACT**

1. The use of the property for multi-family and commercial (using both buildings) will not be detrimental. The use will not change the outward appearance of the properties and the additional parking needs can be met on the property.
2. There will be no noticeable change to the property, therefore it will be harmonious.
3. The current block is fully developed with a mix of lower value commercial and residential properties. The use will allow the property to be utilized, but will not prohibit redevelopment. For redevelopment to occur, many other actions would be required including recombining lots, vacating street rights-of-way, demolition of buildings, etc
4. These exist currently.
5. There is adequate access and no change to the access is being proposed.
6. The structures on the property contain many nonconformities that appear to be legal at this time.

7. There is adequate access and no change to the access is being proposed.
8. The proposed use is in conformance

The Planning Department recommends approval of Special Use Permit, SUP19-09, with the following condition:

1. The applicant shall complete the development strictly in accordance with the plans submitted and approved by the Smithfield Town Council, a copy of which is filed in the Planning Department office.
2. That access to the parking in the rear of the property remain accessible from the shared driveway/alley.
3. That the special use permit shall include the use of the property for a production studio, a second-floor apartment and two residential units in the former single-family home.

Planning Director Stephen Wensman has incorporated his entire record and provided it to Council in written form in the July 9, 2019 agenda packet.

Mayor Moore asked if there were any questions from the Council.

Councilman Ashley requested that parking be allowed only in designated parking spaces.

Mayor Moore asked the applicant if she was in agreement with the testimony provided by Mr. Wensman. The applicant, Bonnie Godwin, stated she was in agreement with the testimony provided by Mr. Wensman. She further stated it was her intent to divide the current structure into two apartments and make it more esthetically pleasing.

Mayor Moore asked if there was anyone in attendance sworn to testify in this matter. There was no one in attendance that wished to testify on the matter.

Councilman Ashley made a motion, seconded by Councilman Dunn, to close the public hearing. Unanimously approved.

### **The Written Finding**

Councilman Ashley made a motion, seconded by Councilman Rabil, to vote in the affirmative to all of the below eight stated Finding of Fact. Unanimously approved.

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

1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
2. The special use will be in harmony with the existing development and uses within the area in which it is to be located.
3. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.

5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
6. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.
7. Public access shall be provided in accordance with the recommendations of the Town's land use plan and access plan or the present amount of public access and public parking as exists within the Town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.
8. The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council.

**Record of Decision: Approval of Conditional Use Permit Application Number SUP-19-09**

Councilman Ashley made a motion, seconded by Councilman Rabil, based upon satisfactory compliance with the above eight 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 recommend approval of Special Use Permit Application #SUP-19-09 with the following conditions:

1. The applicant shall complete the development strictly in accordance with the plans submitted and approved by the Smithfield Town Council, a copy of which is filed in the Planning Department office.
2. That access to the parking in the rear of the property remain accessible from the shared driveway.
3. That the special use permit shall include the use of the property for a production studio, a second-floor apartment and two residential units in the former single-family home.
4. Parking shall be in designated parking areas only.

Unanimously approved.

**CITIZENS' COMMENTS: None**

**CONSENT AGENDA:**

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

1. The following minutes were approved
  - May 18, 2019 – Special Session (Budget)
  - June 4, 2019 – Regular Meeting
  - June 4, 2019 – Close Session
2. Special Event - Community Outreach Day: Approval was granted to allow First Missionary Baptist Church to hold a community outreach day on June 29, 2019 from 9:00 am until 3:00 pm. This event had amplified sound and required the closure of Caswell Street between Fourth and Fifth Streets
3. Special Event – Vendor Event: Approval was granted to allow the Clayton General Store to hold a vendor event to benefit Mason Fannin at the Carolina Premium Outlets on June 22, 2019 from 9:00am until 7:00pm.

4. Approval was granted to allocate \$1,000 to the Innovation Academy, Neuse Charter School, South Smithfield Elementary School, West Smithfield Elementary School, Smithfield Middle School and Smithfield Selma High School for FY 2019-2020
5. Approval was granted to enter into an Interlocal Agreement with Johnston County for Fire Services
6. Approval was granted to adopt Resolution #644 (11-2019) for submission of a Community Development Block Grant application for neighborhood revitalization to benefit southeast Smithfield

TOWN OF SMITHFIELD  
RESOLUTION # 644 (11-2019)

APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR THE  
PHASE 1 SOUTHEAST SMITHFIELD NEIGHBORHOOD REVITALIZATION PROJECT

WHEREAS, the Town of Smithfield's Town Council has previously indicated its desire to assist in community revitalization within the Town; and,

WHEREAS, the Town Council has held two public hearings concerning the proposed application for Community Development Block Grant funding to benefit low- and moderate-income residents located in Southeast Smithfield and,

WHEREAS, the Town Council wishes the Town to pursue a formal application for Community Development Block Grant funding to benefit Southeast Smithfield, and

WHEREAS, the Town Council certifies it will meet all federal regulatory and statutory requirements of the State of North Carolina Community Development Block Grant Program,

NOW, THEREFORE BE IT RESOLVED, by the Town of Smithfield Town Council that:

The Town is authorized to submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant for the North Carolina Neighborhood Program to benefit Southeast Smithfield.

The Mayor Andy Moore, and successors so titled, is hereby authorized to execute and submit a formal application to the North Carolina Department of Commerce for approval of a Community Development Block Grant.

That Michael Scott, Manager, and successors so titled, is hereby authorized and directed to furnish such information as the North Carolina Department of Commerce may request in connection with an application or with the project proposed; to make assurances as contained in the application; and to execute such other documents as may be required in connection with the application.

7. Approval was granted to adopt Resolution #645 (12-2019) supporting the submission of an NCDOT Pedestrian Planning grant Application

RESOLUTION #645 (12-2019)  
SUPPORTING THE SUBMISSION OF A BICYCLE AND PEDESTRIAN PLANNING GRANT  
APPLICATION TO THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

WHEREAS, the Town Council has indicated its desire to place more emphasis on providing facilities for biking and walking in the Town of Smithfield and to encourage a healthy lifestyle for all its residents and visitors; and

WHEREAS, comprehensive planning documents are an integral part of developing bicycle and pedestrian transportation systems in the Town of Smithfield; and

WHEREAS, to encourage the development of comprehensive local bicycle and

pedestrian plans, the North Carolina Department of Transportation, Division of Bicycle and Pedestrian Transportation and Transportation Planning Branch have created a matching grant program to fund plan development; and,

WHEREAS, if awarded, NCDOT will contribute 80% of the planning grant funds and the Town will contribute 20%; and

WHEREAS, the Town Council wishes to pursue a formal application for the Bicycle and Pedestrian Planning Grant Initiative.

NOW, THEREFORE BE IT RESOLVED, by the Town of Smithfield's Town Council that the Town of Smithfield is authorized to submit a formal application to the North Carolina Department of

8. Approval was granted to adopt resolution #646 (13-2019) authorizing the disposition of certain surplus property and auctioning of that property by the electronic auction service of GovDeals.com

**TOWN OF SMITHFIELD RESOLUTION # 646 (13-2019)  
AUTHORIZING THE SALE OF CERTAIN  
PERSONAL PROPERTY AT PUBLIC AUCTION**

WHEREAS, the Town Council of the Town of Smithfield desires to dispose of certain surplus property of the Town in accordance with NC GS 160A-270; and

WHEREAS, the Town Council of the Town of Smithfield desires to utilize the auction services of a public electronic auction service.

NOW, THEREFORE, BE IT RESOLVED by the Town Council that:

1. The following described property is hereby declared to be surplus to the needs of the Town:

<b>Dept.</b>	<b>Vin/Ser.#</b>	<b>Description</b>
Police	2B3AA4CT0AH217531	2010 Dodge Charger
Police	2B3CL1CT5BH556480	2011 Dodge Charger
Police	2B3CL1CT5BH556481	2011 Dodge Charger
Police	2B3CL1CT9BH556476	2011 Dodge Charger
Police	2G1WS553181267144	2008 Chevrolet Impala
Police	2G1WS553681266930	2008 Chevrolet Impala
Public Works	3862080	1994 Scag Turf Tiger
Public Works	4310878	1998 Scag Turf Tiger
Public Works	8731665	2004 Scag Turf Tiger
Public Works	A6200146	2005 Scag Turf Tiger
Public Works	C770066	2008 Scag Turf Tiger
Public Works	2929601641	Scag Mower
Public Works	4040548933	Heavy Duty Tire Changer
Public Works	601062132	2001 Hustler Z Mower

2. The Town Manager or his designee is authorized to receive, on behalf of the Town Council, bids via public electronic auction for the purchase of the described property.

3. The public electronic auction will be held beginning no earlier than July 19, 2019.

4. The Town Council further authorizes the disposal of Town surplus property by use of a public electronic auction system provided by GovDeals Inc. The property for sale can be viewed at [www.govdeals.com](http://www.govdeals.com). Citizens wanting to bid on property may do so at

www.govdeals.com. The terms of the sale shall be: All items are sold as is, where is, with no express or implied warranties; All items will be sold for cash or certified check only; Payment must be received for all items sold before they may be removed from the premises; All items sold must be paid for and removed from the site of the sale within 5 business days of the sale, or they will be subject to resale.

5. The Town Clerk shall cause a notice of the public auction for surplus property to be noticed by electronic means in accordance with G.S. 160A-270(c), available on the Town of Smithfield website [www.smithfield-nc.com](http://www.smithfield-nc.com)

6. The highest bid, if it complies with the terms of the sale, may be accepted by the Finance Director or his designee and the sale consummated.

**9. New Hire Report**

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Pump Station Mechanic	Public Utilities – W/S	30-71-7220-5100-0200	\$14.17/hr. (\$29,473.00/yr.)
P/T Scorekeeper	P&R – SRAC	10-60-6200-5100-0210	\$10.00/hr.
P/T SRAC Instructor	P&R – SRAC	10-60-6200-5100-0230	\$10.00/hr.
P/T Pool Staff/Lifeguard	P&R – SRAC	10-60-6200-5100-0220	\$7.50/hr.
P/T Pool Staff/Lifeguard	P&R – SRAC	10-60-6200-5100-0220	\$7.50/hr.
P/T Pool Staff/Lifeguard	P&R – SRAC	10-60-6200-5100-0220	\$7.50/hr.
P/T Pool Staff/Lifeguard	P&R – SRAC	10-60-6200-5100-0220	\$7.50/hr.
Utility Line Mechanic	Public Utilities – W/S	30-71-7220-5100-0200	\$14.88/hr. (\$30,950.40/yr.)

**Current Vacancies**

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Meter Technician	Public Utilities – Electric	31-72-7230-5100-0200
Police Officer I	Police	10-20-5100-5100-0200
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200
Payroll/Accounting Technician	Finance	10-10-4200-5100-0200
	Public Utilities – W/S	30-71-7220-5100-0200
	Public Utilities - Electric	31-72-7230-5100-0200

Unanimously approved

**Business Items:**

**1. Stormwater Management Action Plan Update**

Planning Director Stephen Wensman explained to the Council the Town of Smithfield has had significant flooding issues over the years, and in particular with recent hurricane events. In late 2017, the Town received a Golden LEAF Foundation Grant in the amount of \$70,000 for the preparation of the Stormwater Management Plan. In late 2017, the Town issued a Request for Proposals for the Plan and received several proposals, but selected Jewell Engineering to prepare the Plan. The purpose of the Stormwater Management Action Plan was to identify, prioritize and plan to address flooding and stormwater quality problems throughout the community. The preparation of the Plan is the first step in the development of a comprehensive, long-term stormwater program. Mr. Wensman introduced Doug Jewell from Jewell Engineering. Mr. Jewell provide a presentation to the Town Council explaining the benefits of the Stormwater Management Plan.

Mr. Wensman asked the council to consider adopting the plan and forming a stormwater committee as the first step in the action plan.

Councilman Barbour made a motion, seconded by Councilman Ashley, to accept the Stormwater Management Action Plan. Unanimously approved.

*{Attached hereto by reference and made a part of these official minutes is the Stormwater Management Action Plan which is on file in the office of the Town Clerk}*

**2. Annexation Request – Reid Smith (ANX-19-01)**

Planning Director Stephen Wensman informed the Council the Town had received a petition by Reid Smith to annex approximately 68.16 acres at 1899 Buffalo Road. Mr. Wensman explained annexation will increase the tax base and the town will provide adequate services. The first step in the annexation process was to adopt Resolution #647(14-2019) directing the Town Clerk to certify the sufficiency of the annexation petition.

Councilman Ashley made a motion, seconded by Councilman Barbour, to adopt Resolution # 647 (14-2019) directing the Town Clerk to investigate the sufficiency of the annexation petition. Unanimously approved.

TOWN OF SMITHFIELD  
RESOLUTION # 647 (14-2019)  
DIRECTING THE CLERK TO INVESTIGATE A PETITION  
RECEIVED UNDER G.S. 160A-58.1

**WHEREAS**, a petition requesting annexation of an area described in said petition was received on July 9, 2019 by the Smithfield Town Council; and

**WHEREAS**, G.S. 160A-58.2 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

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

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

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

**3. Zoning Text Amendment – Town of Smithfield (ZA-19-02)**

This item was tabled at the June 2019 regular Town Council Meeting

Planning Director Stephen Wensman addressed the Council on the zoning text amendment as was presented at the June Town Council meeting. Mr. Wensman explained the Planning Department was requesting an amendment to the Town of Smithfield Unified Development Ordinance (UDO) Article 6, Section 6.5 Table of Uses and Activities to allow Food Trucks in the O/I District, B-1 District, and B-2 District as a permitted use with supplementary standards and to update the supplementary standards for food trucks, Section 7.5. At the June 2019 Council meeting, the Council had questions concerning Food Trucks selling alcoholic beverages near churches and desired a minimum buffer be inserted into the location requirements for food trucks. Staff researched the issue and found that Food Trucks selling alcoholic beverages are permitted in NC. They are treated the same as a restaurant serving alcohol, needing designated seating, 50’ distance to a church and other requirements. Most often food trucks serving alcohol are allowed with Limited Special Occasion Permits (one-time permit), most often issued to a nonprofit or political organizations, or onto the premises of a business with the permission of the owner of that property, and to serve those alcoholic beverages to the permittee’s guests at a reception, wedding, party or other special occasion being held there. The permit may be issued to any individual other than the owner or possessor of the premises. An applicant for a limited special occasion permit shall have the written permission of the owner or possessor of the property on which the special occasion is to be held. The One Time Permit from the ABC Board would be required in order for the Town to issue a zoning permit for a food truck serving alcohol. The draft ordinance, Section 7.25.3 Food Truck Location has been changed to include a minimum buffer distance of 50 feet from a place of worship (consistent with ABC regulations for restaurants serving alcohol) for food trucks serving alcoholic beverages. Staff also amended Section 7.25.9.1, to allow food trucks at flea markets, but require them to be regulated under an approved special use permit (striking zoning permit). Regulating under the Special Use Permit is the

most appropriate way to set limits, location, hours of operation, etc. for food trucks at flea markets.

Mr. Wensman explained that Pam Lampe and Emma Gemmel expressed concerns about the proposed 90 days a food truck is permitted to remain in one location. Their concern was that it could potentially hurt the downtown brick and mortar restaurants. Mr. Wensman stated he spoke with the DSDC Executive Director Sarah Edwards and she stated it would not be an issue. Mr. Wensman further explained the 90 days would be easier for staff to administer and regulate.

Councilman Ashley questioned section 7.25.2. He asked if the Town allowed a temporary event permit for 90 days. Mr. Wensman responded that the Town has a special event permit and a zoning permit. The special event permit would limit the food truck to that specific event and the zoning permit would allow the food truck to operate on private property for 90 days. The point of allowing a food truck to stay in one location for 90 days is to allow the food truck to have a presence in the Town. The food truck would have to be moved every evening, but it could return to its approved location during the 90 day period. If the food truck wanted to continue to operate after the 90 days, they would have to reapply for another zoning permit and change locations.

Councilman Barbour stated that a food truck can operate within that 90 day period. He questioned if the Downtown Smithfield Development Corporation had concerns about the impact food trucks would have on the downtown restaurants. Mr. Wensman responded he spoke with Sarah Edwards about this. She stated food trucks are mostly in the downtown area during special events and during these events, all businesses in the downtown benefit. She also stated food trucks would not be an issue because the proposed ordinance limited them to private property which was limited in downtown. Mr. Wensman reminded the Council if the proposed 90 days proved to be a problem, Council could always amend the ordinance.

Councilman Dunn questioned how a food truck would benefit the downtown business if it was in regular operation and not during a special event. Mr. Wensman responded that a food truck had to be in operation on private property and not simply along a Town street. Sarah Edwards stated that sometimes food trucks turn into brick and mortar restaurants in the downtown areas where they were allowed to operate.

Councilman Barbour made a motion, seconded by Councilman Lee, to adopt UDO text amendment ZA-19-02 stating the request was consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request was reasonable and in the public interest. Councilman Barbour, Councilman Lee and Councilman Ashley voted in favor of the motion. Councilman Dunn and Councilman Rabil voted against the motion. the motion passed 3 to 2.

**ORDINANCE # ZA-19-02**  
**AN ORDINANCE TO AMEND THE TOWN OF SMITHFIELD**  
**UNIFIED DEVELOPMENT ORDINANCE**  
**ARTICLE 6, SECTION 6.5, TABLE OF USES AND ACTIVITIES**  
**AND ARTICLE 7.25 FOOD TRUCKS**

**WHEREAS**, the Smithfield Town Council wishes to amend certain provisions in the Unified Development Ordinance by making changes to the Town of Smithfield Unified Development Ordinance to allow for expanded use of Food Trucks in all the O/I (Office Institutional) B-1 (Business) and B-2 (Business) and other Town sponsored events and other special events.

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

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

[Revise Article 6, Section 6.5, to allow for the expanded use of Food Trucks in all the O/I (Office Institutional) B-1 (Business) and B-2 (Business) zoning districts and revise Article 7.25 Food Trucks that allow for the permitting of Food Trucks at Town sponsored events, Town Council approved special events and refinements to the supplemental standards for Food Trucks]

**PART 1**

**SECTION 6.5 TABLE OF USES AND ACTIVITIES.**

Uses	O/I	B-1	B-2	B-3	Supplemental Regulations
Food Trucks	<u>PS</u>	<u>PS</u>	<u>PS</u>	PS	Section 7.25

**PART 2**

**SECTION 7.25 FOOD TRUCKS.**

Food trucks shall be permitted in accordance with Section 6.5 and subject to the following standards:

**7.25.1.** Food trucks may conduct sales while parked on a public street when the Town Council has approved a temporary street closing or on property owned by the Town for a Town-sponsored or civic event such as a street festival/fair, or Town Council approved special event.

**7.25.2.** Food trucks may operate on an individual private property for a maximum of 90 days<sub>2</sub> each calendar year when utilizing a temporary event permit for each individual parcel on which the food truck is located.

**7.25.3. Food Truck Location.**

Food trucks must be located at least 100 feet from the front door of any restaurant and outdoor dining area during restaurant business hours and at least 50 feet from any permitted mobile food vending cart location. Additionally, food trucks are prohibited from parking closer than 15 feet of a fire hydrant, and closer than 5 feet of a driveway, utility box or vault, handicapped ramp, building entrance or exit, or emergency call box. Food Trucks serving alcoholic beverages shall be no closer than 50 feet from any place of worship. These minimum distance requirements are all measured in a straight line from the closest point of the proposed food truck location to the closest point from the buffered point, or in the case of a restaurant measured from the closest point of the restaurants main entrance. If a zoning permit is issued and a restaurant or place of worship subsequently opens within buffered distance (measured from the restaurants/place of worship main entrance) of the approved food truck location, the food truck may continue to operate until the permit expires.

**7.25.4. Zoning Permit.**

A zoning permit is required for each site and must be signed by the property owner, and completed and submitted along with a site plan or plot plan. If a property owner has a property large enough to accommodate more than one food truck, only one zoning permit is required to be submitted showing the location of all food trucks. The plot plan must show the limits of the property, the location(s) of the proposed food truck, and label adjoining uses on neighboring properties. The applicant must also submit a copy of a valid permit for a Mobile Food Unit, NC Sales and Use Certificate, NC Department of Agriculture Permit, and/or ABC Permit when applicable, location of approved grease disposal facility, proof of food truck storage location and a copy of the vehicle or trailer registration.

**7.25.5. Parking.**

Food trucks may not occupy any required parking stall for the primary use while the primary use is open to the public. Food trucks and the primary use may share parking spaces when having separate hours of operation. Parking stalls that are overflow or extra according to the regulations in the UDO may be used to park a food truck; however, parking stalls leased to another business or adjacent use may not be used unless the food truck is operating under separate hours of operation. Food trucks may not park in handicapped accessible parking spaces, nor can they park in access or drive aisles. The approved location for the parking trucks, as shown on the zoning permit, must be physically marked. The food truck parking space can be marked with paint, tape or other easily identifiable material. Food trucks may not be parked in an approved location after hours of operation.

**7.25.6. Hours of Operation.**

Food trucks may operate between the hours of 6 a.m. and 10 p.m., unless the food truck is located within 150 feet of a property with a single- or two-family residential dwelling. When located within 150 feet of this residential dwelling, the hours of operation shall be between 7 a.m. and 6 p.m. This measurement is taken from the property line of the residential dwelling in a straight line to the closest point of the approved food truck location.

**7.25.7. Prohibitions.**

Food trucks may not use audio amplification. ~~or~~ Freestanding signage shall be limited to a single sandwich board sign of a maximum height of four (4) feet and a maximum length of three (3) feet. All equipment and signage associated with the food trucks must be located within three (3) feet of the food truck. The food truck operator is responsible for disposing of all trash associated with the operation of the food truck. Town trash receptacles may not be used to dispose trash or waste. All areas within fifteen (15) feet of the food truck must be kept clean. Grease and liquid waste may not be disposed in tree pits, storm drains, the sanitary sewer system or public streets. Food trucks are all subject to the Town-wide noise ordinance.

**7.25.8. Maximum Number of Trucks Per Property.**

**7.25.8.1.** Maximum of two (2) food trucks on lots of one-half acres or less.

**7.25.8.2.** Maximum of three (3) food trucks on lots between one-half acre and 1 acre.

**7.25.8.3.** Maximum of four (4) food trucks on lots greater than 1 acre.

**7.25.8.4.** Outdoor seating associated with a food truck is only permitted on lots at least two acres in size or greater.

**7.25.9. Exceptions.**

**7.25.9.1.** Food Trucks when located at outdoor flea markets are exempt from Section 7.25.2 and Section 7.25.4. Food trucks at outdoor flea markets shall operate under a valid special use permit for the flea market and are permitted to operate under the same hours of operation.

**7.25.9.2.** The number and location of Food Trucks operating with a Town-sponsored or civic event such as a street festival/fair, or Town Council approved special event shall be regulated with the permit.

**PART 3**

That the Unified Development Ordinance shall be page numbered and revision dated as

necessary to accommodate these changes.

#### **PART 4**

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

#### **Councilmembers Comments:**

- Councilman Lee questioned the street repairs on Futrell Way and throughout the Belmont community. He expressed concerns because residents were unaware of any roadway improvement taking place in their neighborhoods. Public Utilities Director Ted Credle apologized for the lack of notification but explained that emergency repairs to collapsed sewer lines were needed on Futrell Way, Fayetteville Street, Durham Street and Collier Streets. Mr. Credle further explained the contractor should have all repairs completed by the end of the week weather permitting. Councilman Lee informed the Council that National Night Out was to be held on the same night as the August Town Council Meeting. He questioned if the August meeting could be changed to allow the Town Council and Town Staff to attend and support this event. Councilman Lee expressed his appreciation to Town Clerk Shannan Parrish for her efforts to provide books for children in the East Smithfield Community.

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

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

- River Rat Regatta is scheduled for Saturday, July 13<sup>th</sup> at 4:00 pm. A band will follow at 7:00. We will be coordinating with the Corps of Engineers to take into consideration the releases from Falls Lake and the impacts on the Regatta.
- July 8 to 15 – Local Tarheel League Tournament for Boys Baseball
- July 25<sup>th</sup> to 28<sup>th</sup> State Tarheel League Tournament for Boys Baseball. Opening ceremonies will be held at the SSS Football Field at 1:00. Please attend if you can.
- Fun in the Park at Smith Collins is schedule for July 20<sup>th</sup>.
- 600 automated electric meters have arrived and are being installed. We estimate that all electric meters in Town should be converted to NexGrid meters within 18 months.
- A highlight of each department's monthly activities was given to the Council

#### **Other Business:**

Councilman Barbour questioned if the August Town Council meeting could be moved from August 6<sup>th</sup> to August 13<sup>th</sup> to allow for the Council and staff to participate in National Night Out.

Councilman Ashley made a motion, seconded by Councilman Barbour, to hold the August Town Council meeting on Tuesday, August 13, 2019 at 7:00 pm. Unanimously approved.

#### **Adjournment**

Being no further business, Councilman Barbour made a motion, seconded by Councilman Rabil, to adjourn the meeting. Unanimously approved. The meeting adjourned at approximately 8:42 pm.

ATTEST:

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M. Andy Moore, Mayor

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Shannan L. Parrish, Town Clerk



# Request for Town Council Action

Consent Agenda Item: Application for Temporary Use Permit  
Date: 08/13/2019

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Subject: Temporary Use Permit  
Department: Triangle East Economic Development Foundation  
Presented by: Planning Department  
Presentation: Consent Agenda Item

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## Issue Statement

The Council is asked to authorize Triangle East Economic Development Foundation to hold JoCo Works Career Expo at Johnston Community College on November 14<sup>th</sup> and 15<sup>th</sup>, 2019 from 8:00 am- 5:00 pm.

## Financial Impact

## Action Needed

To approve the Temporary Use Permit Application

## Recommendation

Staff recommends approval of the Temporary Use Permit

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Temporary Use Permit Application



## Staff Report

Consent  
Agenda  
Item: Application  
for  
Temporary  
Use Permit

---

Triangle East Economic Development Foundation is requesting to hold JoCo Works Career Expo at Johnston Community College located at 245 College Rd. This event will take place November 14<sup>th</sup> and 15<sup>th</sup>, 2019 from 8:00 am-5:00 pm. The JoCo Works Career Expo is a collaborative community project. The Expo will be a fun, educational, hands-on opportunity for students to become familiar with local and regional high demand, high wage career opportunities by direct contact with area employers. Amplified sound will be used between 9:00 am-4:00pm. Food will not be sold. JCC Campus police will provide security. 4 trash cans have been requested from Public Works. Tents will be used and inspected by Smithfield Fire Department.



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

### Temporary Use Permit Application

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

**TYPES OF EVENT**

- Special Event
  - Town recognized event \_\_\_\_\_
  - Over 100 people in attendance
  - Live Band or Amplified Sound \_\_\_\_\_
  - Requires closure or blockage of Town Street
  - Involves Food Trucks
  - Requires Security (potential safety, security concerns)
  - Involves structures larger than 200 square feet and canopies larger than 400 square feet.
  - Involves Town park property
  - Involves Fireworks
- Modular Office Units.
- Emergency, construction and repair residence.
- Temporary storage facility (portable storage unit)
- Sale of agricultural products grown off-site
- Sale of Fireworks
- Other (please describe) \_\_\_\_\_

<b>JoCo Works Career Expo</b>	<b>245 College Rd., Smithfield</b>
Name of Event	Location of Event (exact street address)

Applicant name Triangle East Eco Dev Foundation E-mail address kellywallace@triangleeastchamber.com

Address PO Box 467, Smithfield, NC Zip 27577

Phone number 919.934.9166 Event date Nov 14 & 15, 2019

Event start time 8:00am Event end time 5:00pm

Event set up time Nov 13 8am Event cleanup time Nov 16 8am

Sound amplification Hours 9a-4p Will food or goods be sold? No

# Food Trucks if applicable \_\_\_\_\_ (requires valid permit for a Mobile Food Unit, NC Sales and Use Certificate, NC Department of Agriculture Permit, and/or ABC Permit, if applicable)

Security agency name & phone, if applicable: JCC Campus Police

Will any Town property be used (i.e., streets, parks, greenways)? No

If any Town streets require closure, please list all street names. \_\_\_\_\_

Are event trash cans needed? Yes How many? 10-15 (4 recyclables)

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

Kelly Wallace Applicant's Name (print)      Kelly Wallace Signature      1/8/2019 Date

Stephen Wenson      7/23/19





# Request for Town Council Action

Consent Agenda Item: Personnel Above Minimum  
Date: 08/13/2019

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Subject: Hire Personnel Above Minimum Pay Scale

Department: Public Utilities

Presented by: Ted Credle

Presentation: Consent Agenda Item

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## Issue Statement

The Electric Department needs to fill the position of Meter Technician. The proposed candidate will need Council approval to be paid what is proposed (\$18.25 /hr.) since it is above the minimum pay level (\$15.64/hr.).

## Financial Impact

None – the proposed pay of (\$18.25 /hr.) is approved under the existing FY 2019-2020 budget

## Action Needed

Approve the hiring of the Meter Technician position at a level proposed (\$18.25 /hr.)

## Recommendation

Staff recommends the approval of the hiring

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Adopted Town Pay Scale



# Staff Report

Consent Personnel  
Agenda Above  
Item: Minimum

In keeping with stated Town goals of hiring and retaining highly qualified employees, in 2019 the Council approved a Town-wide pay scale, associated with the Pay Study performed by Piedmont-Triad Regional Council of Government.

The candidate is qualified well beyond the minimum qualifications. The candidate has 20 years of experience reading meters, testing electric meters, and switching meters out. In accordance with the advertised duties, the candidate is well-versed and practiced in providing excellent customer service; as well as, maintaining a complete set of records and keeping safety a top priority.

As noted, the requested pay level is under budget and is below the mid-point of the published scale for the position. Due to the **candidate's** abilities & experience, staff is requesting to pay the individual the proposed rate of \$18.25 /hr.

**SMITHFIELD, NC  
2019-2020 PAY RANGES**

Column1	Column2	Column3	Column4	Column42	Column5	Column6
<u>Job Class</u>	<u>Grade</u>	<u>MinImum</u>	<u>Hourly</u>	<u>Bi-Weekly</u>	<u>Mid-Point</u>	<u>Maximum</u>
Part-time Seasonal or Temporary			7.25		14.25	22.50
Not Assigned	8	24,177.40	11.62	929.90	30,826	37,475
Collections Assistant	9	25,417.60	12.22	977.60	32,407	39,397
Facility Maint Specialist I Parks & Rec	10	26,686.40	12.83	1,026.40	34,025	41,364
Sanitation Worker	10	26,686.40	12.83	1,026.40	34,025	41,364
Facility Maint Specialist I Public Works	10	26,686.40	12.83	1,026.40	34,025	41,364
Street Sign Specialist	11	28,059.20	13.49	1,079.20	35,775	43,492
Street Maint Worker	11	28,059.20	13.49	1,079.20	35,775	43,492
Facility Maint Specialist II Parks & Rec	12	29,473.60	14.17	1,133.60	37,579	45,684
Water Plant Operator (Trainee)	12	29,473.60	14.17	1,133.60	37,579	45,684
Customer Service Rep	13	30,950.40	14.88	1,190.40	39,462	47,973
Admin Support Specialist I Police	13	30,950.40	14.88	1,190.40	39,462	47,973
Police Records Specialist	13	30,950.40	14.88	1,190.40	39,462	47,973
Admin Support Specialist I Fire	13	30,950.40	14.88	1,190.40	39,462	47,973
Sanitation Equipment Operator	13	30,950.40	14.88	1,190.40	39,462	47,973
Admin Support Specialist I SRAC	13	30,950.40	14.88	1,190.40	39,462	47,973
Utility Line Mechanic	13	30,950.40	14.88	1,190.40	39,462	47,973
Water Plant Operator I	13	30,950.40	14.88	1,190.40	39,462	47,973
Sr. Customer Service Rep	14	32,531.20	15.64	1,251.20	41,477	50,423
<b>Meter Technician</b>	<b>14</b>	<b>32,531.20</b>	<b>15.64</b>	<b>1,251.20</b>	<b>41,477</b>	<b>50,423</b>
Admin Support Specialist II Parks & Rec	14	32,531.20	15.64	1,251.20	41,477	50,423
Admin Support Specialist II Planning	14	32,531.20	15.64	1,251.20	41,477	50,423
Animal Control Officer	14	32,531.20	15.64	1,251.20	41,477	50,423
Assistant Aquatics Supervisor	14	32,531.20	15.64	1,251.20	41,477	50,423
Water Plant Operator II	14	32,531.20	15.64	1,251.20	41,477	50,423
Water Plant Mechanic/Operator	14	32,531.20	15.64	1,251.20	41,477	50,423
Wastewater System Tech	15	34,153.60	16.42	1,313.60	43,546	52,938
Pump Station Mechanic	15	34,153.60	16.42	1,313.60	43,546	52,938
Accounts Payable Tech I	16	35,880.00	17.25	1,380.00	45,747	55,614
Administrative Assistant -Public Works Str	16	35,880.00	17.25	1,380.00	45,747	55,614
Equipment Mechanic Public Works	16	35,880.00	17.25	1,380.00	45,747	55,614
Zoning Enforcement Officer	16	35,880.00	17.25	1,380.00	45,747	55,614
Water Plant Operator III	16	35,880.00	17.25	1,380.00	45,747	55,614
Payroll/Accounting Technician II	17	37,710.40	18.13	1,450.40	48,081	58,451
Human Resources Technician	17	37,710.40	18.13	1,450.40	48,081	58,451
Facility Maint Supervisor - Parks & Rec	17	37,710.40	18.13	1,450.40	48,081	58,451
Public Works Crew Leader - Streets	17	37,710.40	18.13	1,450.40	48,081	58,451

**SMITHFIELD, NC  
2019-2020 PAY RANGES**

Public Works Crew Leader - Sanitation	17	37,710.40	18.13	1,450.40	48,081	58,451
Equipment Operator Public Works	17	37,710.40	18.13	1,450.40	48,081	58,451
Water/Sewer Utility Line Crew Leader	17	37,710.40	18.13	1,450.40	48,081	58,451
Water/Sewer Crew Leader	17	37,710.40	18.13	1,450.40	48,081	58,451
Marketing & Communications Specialist	18	39,582.40	19.03	1,522.40	50,468	61,353
Athletic Program Supervisor	18	39,582.40	19.03	1,522.40	50,468	61,353
Recreation Program Supervisor	18	39,582.40	19.03	1,522.40	50,468	61,353
Engineering Technician	18	39,582.40	19.03	1,522.40	50,468	61,353
Not Assigned	19	41,579.20	19.99	1,599.20	53,013	64,448
				0.00		
IT Analyst/Billing Supervisor	20	43,680.00	21.00	1,680.00	55,692	67,704
Police Accreditation Manager	20	43,680.00	21.00	1,680.00	55,692	67,704
Aquatics Center Supervisor	20	43,680.00	21.00	1,680.00	55,692	67,704
Public Works Superintendent	21	45,864.00	22.05	1,764.00	58,477	71,089
Recreation Center Supervisor	21	45,864.00	22.05	1,764.00	58,477	71,089
Chief Water Plant Operator	21	45,864.00	22.05	1,764.00	58,477	71,089
Water Plant Chemist	21	45,864.00	22.05	1,764.00	58,477	71,089
Sr. Planner	22	48,152.00	23.15	1,852.00	61,394	74,636
IT Specialist	22	48,152.00	23.15	1,852.00	61,394	74,636
Town Clerk	23	50,585.60	24.32	1,945.60	64,497	78,408
Water Plant Superintendent	23	50,585.60	24.32	1,945.60	64,497	78,408
Recreation & Aquatics Center Director	24	53,115.00	25.54	2,042.88	67,722	82,328
HR Dir/PIO/Econ Develop Liaison	25	55,785.60	26.82	2,145.60	71,127	86,468
Water/Sewer Superintendent	25	55,785.60	26.82	2,145.60	71,127	86,468
Not Assigned	26	58,574.88	28.16	2,252.88	74,683	90,791
Not Assigned	27	61,487.11	29.56	2,364.89	78,396	95,305
Not Assigned	28	64,561.47	31.04	2,483.13	82,316	100,070
Finance Director	29	67,787.20	32.59	2,607.20	86,429	105,070
Parks & Recreation Director	29	67,787.20	32.59	2,607.20	86,429	105,070
Public Works Director	29	67,787.20	32.59	2,607.20	86,429	105,070
Planning Director	29	67,787.20	32.59	2,607.20	86,429	105,070
Public Utilities Director/ORC Collections	30	71,179.02	34.22	2,737.65	90,753	110,327
Not assigned	31	74,739.00	35.93	2,874.58	95,292	115,845
Town Manager	99					



# Request for Town Council Action

Consent  
Agenda  
Item: Removal  
of Four  
way Stop  
Sign  
Date: 08/13/2019

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Subject: Removal of Four Stop Sign  
Department: Police Department  
Presented by: Chief Powell  
Presentation: Consent Agenda

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## Issue Statement

The residents around Old Farm Road and Evergreen Lane are requesting the Stop Signs on Evergreen Lane be taken down. There are stop signs on Old Farm Road as well. It seems to cause more confusion for the residents on Evergreen Lane according to the residents on Old Farm Road. I have checked the department records and no accidents have been recorded at that intersection over the last five years. I have not been able to locate anything that explains why the signs were erected unless it was for future growth.

## Financial Impact

No financial impact

## Action Needed

Approve the request and allow the stop signs to be removed from Evergreen Lane and leave the stop signs on Old Farm Road.

## Recommendation

Approve the request and allow the stop signs to be removed from Evergreen Lane and leave the stop signs on Old Farm Road.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report



# Staff Report

Consent of Four  
Agenda Item: Removal  
Way Stop  
Sign

---

The residents around Old Farm Road and Evergreen Lane are requesting the Stop Signs on Evergreen Lane be taken down. There are stop signs on Old Farm Road as well. It seems to cause more confusion for the residents on Evergreen Lane according to the residents on Old Farm Road. I have checked the department records and no accidents have been recorded at that intersection over the last five years. I have not been able to locate anything that explains why the signs were erected unless it was for future growth.



# Request for Town Council Action

Consent  
Agenda  
Item: Approval to  
purchase 20  
Air-Packs  
**(SCBA's)**  
Date: 08/13/2019

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Subject: Approval to purchase 20 Air-Packs (SCBA's)  
Department: Fire Department  
Presented by: Fire Chief - John Blanton  
Presentation: Consent Agenda

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## Issue Statement

Consideration of a motion to approve the purchase of 20 Air-Packs (SCBA's) to be used by the Fire Department.

## Financial Impact

The costs of this purchase will be \$154,582.00 this was approved during our last budget session to purchase for the amount of \$160,000.00.

## Action Needed

Motion to approve the purchase of 20 Air-Packs (SCBA's)

## Recommendation

Fire Department recommends the purchase from Rhinehart Fire Services as they have submitted the best bid for the Air-Packs to meet the needs of the Fire Department.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Rhinehart Fire Services Bid
3. Municipal Emergency Services Bid
4. Grainger Bid



# Staff Report

Approval to  
Consent purchase 20  
Agenda Air-Packs  
(SCBA's)

The Fire Department requests the approval of the budgeted purchase of 20 Air-Packs, (SCBA's). These Air-Packs will replace the current Air-Packs that will be out of compliance by the end of this calendar year and is the remainder currently in use by the Fire Department. This will complete the purchase in that all Air-Packs are in compliance.

In our budget sessions approved was the purchase of 20 Air-Packs, the remaining half of our total air-packs for a budgeted price of \$160,000.00. During our search for Air-Packs, the SCOTT brand was found to provide most compatibly with additional needed safety features. After this purchase is made, if approved, all of the Air-Packs utilized by the Fire Department will be in compliance with OSHA and NFPA.

We solicited for bids and were able to confirm a bid price of \$154,582.00.

Bids were solicited from the following Suppliers, using departmental specifications: See Attached bids.

- Rhinehart Fire Services - \$154,582.00
- Municipal Emergency Services - \$172,834.00
- Grainger - Incomplete bid could, not provide all equipment

**\*Based on the manufacturer's sales territory: Only two vendors are able to bid in our area.\*** we had to utilize an internet price form Grainger to receive three bids.

After reviewing these bids, the Fire Department recommends the purchase of 20 Air- Packs from Rhinehart Fire Services for the price of \$154,582 .00. This is the same vendor the prior purchase was from last budget cycle.

# QUOTE

## RHINEHART FIRE SERVICES

DATE 07/22/2019

22 Piney Park Rd., Asheville NC 28806  
 Office 828-273-1789  
 Cell Phone 252-373-6639  
 frank@rhinehartfire.com

EXPIRATION DATE 11/30/2019

TO Chief Daughtry  
 Anthony Piper  
 Smithfield Fire Department  
 350 East Market Street  
 Smithfield, NC 27577  
[apiper.smithfieldfire.nc@gmail.com](mailto:apiper.smithfieldfire.nc@gmail.com)  
[Jeremey.daughtry@smithfield.nc.com](mailto:Jeremey.daughtry@smithfield.nc.com)  
 919.631.4647  
 919.934.2468

SALESPERSON	JOB		PAYMENT TERMS	DUE DATE
Frank Schneider	Sales		NET 10	

QTY	DESCRIPTION	UNIT PRICE EACH	LINE TOTAL
20 each	X8914025305304, NFPA 2018 X3 Pro frame only 4.5 snap change with pass with pak tracker, dual UEBSS and Q/C regulator, both with Rectus connector	\$5,289.00	\$105,780.00
40 each	200129-01, 4.5 45-minute carbon cylinder and snap valve	\$700.00	\$28,000.00
20 each	201215-28 Medium Faceseal, 4-point Kevlar harness, Med., Right Comm Bracket	\$256.00	\$5,120.00
20 each	201275-01 EPIC 3 Voice Amplifier, Open Bracket Configuration	\$422.00	\$8,440.00
2 each	200954-02 4500, RIT III with Mask, Regulator, Dual EBSS hose, Ric hose	\$2,542.00	\$5,084.00
2 each	804723-01, 4.5 60-minute carbon cyl and valve for RIT III	\$1,079.00	\$2,158.00
	Shipping Estimate		Included

UNLESS NOTED ABOVE, PRICES **DO NOT** INCLUDE ANY APPLICABLE TAX

OR SHIPPING CHARGES. **Don't forget spare batteries for Scott SCBA, SIGHT, Voice Amps**

SUBTOTAL	\$154,582.00
SALES TAX 6.75%	\$10,434.29
TOTAL	\$165,016.29

Quotation prepared by: FRANK SCHNEIDER, REGIONAL SALE PERSON RHINEHART FIRE SERVICES, INC.

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: \_\_\_\_\_



6701-C Northpark Blvd  
Charlotte, NC 28216

# Quote

Date 07/24/2019  
 Quote # QT1283112  
 Expires 12/31/2019  
 Sales Rep Vann, Joshua  
 PO #  
 Shipping Method FedEx Ground

**Bill To**  
 SMITHFIELD FIRE DEPT  
 111 S. 4TH STREET  
 SMITHFIELD NC 27577  
 United States

**Ship To**  
 SMITHFIELD FIRE DEPT  
 111 S. 4TH STREET  
 SMITHFIELD NC 27577  
 United States

Item	Alt. Item #	Units	Description	QTY	Unit Sales Pri...	Amount
X8914025305304			Air-Pak X3 Pro SCBA (2018 Edition) with Snap-Change Cylinder Connection, 4.5, Standard Harness with Parachute Buckles, Standard Belt with No Escape Rope, Regulator with E-Z Flo Regulator with Quick Connect Hose (Rectus fittings), Universal EBSS Accessory Hose, No Airline Connection, No Spare Harness Kit, Pak-Tracker, No Case, Packaged 2 SCBA Per Box (Black)	20	5,593.00	111,860.00
200129-01			Snap-Change Cylinder, Carbon-Wrapped, Pressure 4500, 45 Minutes (at 40 lpm)	40	981.00	39,240.00
201215-28			SCOTT NEW AV3000HT 4 POINT - KEVLAR - RT BRKT - SIZE MED	20	260.00	5,200.00
201275-01			EPIC 3 Voice Amplifier (Individually Packaged)	20	456.00	9,120.00
200954-02			RIT-PAK III ASSY, 4500 PSI	2	2,615.00	5,230.00
804723-01			(HM) CYL&VLV CARBON 60	2	1,092.00	2,184.00

**Subtotal** 172,834.00  
**Shipping Cost (FedEx Ground)** 0.00  
**Tax Total** 11,666.30  
**Total** \$184,500.30

SCBA

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current local tax information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1283112



# Quotation

1657 Shermer Road  
 Northbrook IL 60062-5362  
 Ph : (800) 323-0620  
 Fax: (800) 722-3291

**Customer Information**  
 TOWN OF SMITHFIELD  
 230 HOSPITAL RD  
 SMITHFIELD NC 27577-4078

**Billing Information**  
 TOWN OF SMITHFIELD  
 PO BOX 761  
 SMITHFIELD NC 27577-0761

**Shipping Information**  
 TOWN OF SMITHFIELD  
 230 HOSPITAL RD  
 SMITHFIELD NC 27577-4078

**Information**

Grainger Quote Number	2041411108
Validity Start Date	08/05/2019
Validity End Date	09/05/2019
Creation Date	08/05/2019
Grainger EIN Number	36-1150280
PO #	QUOTE
PO Create Date	
PO Release #	
Customer Number	831598586
Department Number	
Project/Job Number	
Requisitioner Name	
Attention	
Caller	JOHN BLANTON
Telephone Number	9199342468
Page	1 / 2

**Freight Forwarder**

We will deliver according to the following terms and conditions:

Incoterms® 2010:      FOB ORIGIN  
 Freight Terms:        Prepaid  
 Carrier:                \* See line item detail  
 Payment Terms:       Net 30 days after invoice date

**Special Instructions:**

Item PO-Line	Material	Description	Expected Del Date	Quantity	Unit	Price	Total in USD
10	5EET0	SCBA Cylinder,4500 psi,Carbon Fiber,Gray Mfg Brand Name: SCOTT SAFETY Manufacturer Part No: 804723-01 Carrier:		40.00	EA	1,403.35	56,134.00
20	5UVJ2	Full Face Respirator,Qtr Turn Bayonet,M Mfg Brand Name: SCOTT SAFETY Manufacturer Part No: 805773-82 Carrier:		20.00	EA	314.44	6,288.80



# Quotation

1657 Shermer Road  
 Northbrook IL 60062-5362  
 Ph : (800) 323-0620  
 Fax: (800) 722-3291

### Information

Grainger Quote Number 2041411108  
 Creation Date 08/05/2019  
 Customer Number 831598586  
 Page 2 / 2

Item PO-Line	Material	Description	Expected Del Date	Quantity	Unit	Price	Total in USD
30	25UG65	SCBA Backframe Assembly,4500 psi,30 Min. Mfg Brand Name: SCOTT SAFETY Manufacturer Part No: API454001000111 Carrier:		20.00	EA	2,966.60	59,332.00
40	9U694	SCBA Cylinder,Carbon Wrapped,Gray Mfg Brand Name: SCOTT SAFETY Manufacturer Part No: 200130-01 Carrier:		2.00	EA	1,402.05	2,804.10
						<b>Sub Total</b>	124,558.90
						<b>Tax</b>	8,407.73
						<b>Total USD</b>	\$ 132,966.63

**Please reference our Grainger Quote Number, your Grainger Customer Number, and method of payment when remitting payment.**

These items are sold for domestic consumption in the United States. If exported, purchaser assumes full responsibility for compliance with US export controls.

This transaction is subject to W.W. Grainger, Inc. sales terms and conditions. For a copy, please visit the website at <http://www.grainger.com> or refer to the current catalog.

Thank you for the opportunity to provide this quotation. Please note that all the prices are based on products and quantities quoted. Any changes to the products and/or quantities may result in different pricing. The non-catalog freight policy applies unless freight amount is listed above. Please contact the Grainger office shown above if you have further questions or need to submit a new request.



# Request for Town Council Action

Consent Agenda Item: Date: Wetland Facility Rehab 08/13/2019

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Subject: Spring Branch Wetland Facility Rehabilitation Project  
Department: Public Works  
Presented by: Bill Dreitzler, P.E.  
Presentation: Consent Agenda

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## Issue Statement

A Request for Proposal was advertised under the formal bid process to receive quotes for the restoration of the Spring Branch Wetland Facility damaged by Hurricane Matthew. Bids were received from R.D. Braswell Construction Co. and JP Edwards, Inc.

## Financial Impact

Smithfield was awarded Category D grant funding for the rehabilitation work post Hurricane Matthew. As outlined on FEMA Form 90-91 the Town received \$238,172 for restoration work and an additional \$44,500 for mitigation. Total award is \$282,672. There is no required Town match.

## Action Needed

Council to vote to accept or deny the lump sum bid of \$235,510.00 from JP Edwards, Inc.

## Recommendation

Staff recommends award of the contract to JP Edwards, Inc. in the lump sum bid amount of \$235,510.00.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Request for Proposal
3. JP Edwards, Inc. Bid
4. R.D. Braswell Construction Co. Bid



# Staff Report

Consent Wetland  
Agenda Facility  
Item: Rehab

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A Request for Proposal was advertised on May 27, 2019 and bids were received on July 11, 2019. We received the following lump sum bids:

JP Edwards, Inc.	\$ 235,510.00
R.D. Braswell Construction Co.	\$ 256,200.00

The solicitation process followed the guidelines of formal bidding as defined by G.S. 143.129 as well as FEMA Public Assistance Procurement Guidelines. A bid bond was not required; however, both a Payment Bond, Performance Bond and Certificate of Insurance will be required with the Contract. Based on the quotes received and my review of the bids, I recommend award of the project to JP Edwards, Inc.

Also, of note, the work has been permitted by the Corps of Engineers under Nationwide Permit #3, Action Item SAW-2003-20611. The permit was issued on December 7, 2018. The delay in bidding was based on the facility being inundated for a significant period of time rendering the site inaccessible to a contractor for the purpose of evaluating cost for bidding. The potential for the facility to flood periodically remains and we anticipate this will also be a challenge during construction.

Bill Dreitzler, P.E.  
Smithfield Town Engineer



**REQUEST FOR BID PROPOSAL**

**SPRING BRANCH WETLAND FACILITY REPAIRS**

**TOWN OF SMITHFIELD, NORTH CAROLINA**  
**MAY 2019**

**TOWN OF SMITHFIELD, NC**  
**REQUEST FOR BID PROPOSAL**

**TITLE:** Spring Branch Wetland Facility Repairs  
**ISSUE DATE:** May 27, 2019  
**SUBMITTAL DEADLINE:** 1:00 PM on Thursday, July 11, 2019  
**ISSUING AGENCY:** Town of Smithfield, NC

This RFP is to solicit fee proposals from qualified companies to provide repairs to the Spring Branch Wetlands Facility located immediately south of the Bob Wallace Jaycee Kiddie Park. The facility sustained significant damage from Hurricane Matthew and the Town desires to restore the water quality facility to operating conditions. Upon request a link will be provided to download the following documents:

- Original Construction Plans (2005 Drawings)
- Facility Repair Memorandum (dated 4-11-17)
- COE Permit

**SUBMITTAL INFORMATION:**

Bids SHALL be received BY MAIL, OR HAND-DELIVERY no later than 1:00 PM on Thursday, July 11, 2019.

**The address for mailings is:**

**Town of Smithfield, NC  
Post Office Box 761  
Smithfield, NC 27577**

**The address for hand-deliveries is:**

**Public Works Department  
Town of Smithfield, NC  
231 Hospital Road  
Smithfield, NC 27577**

**Bids shall be submitted in a sealed envelope to the attention of Lenny Branch. Bids received after this deadline will not be considered.**

## **SCOPE OF WORK**

Awarded Contractor shall restore the Spring Branch Wetland Facility to the original conditions indicated on the original Construction Drawings titled “Spring Branch Stormwater Wetland Facility” as prepared by The Rose Group and dated May 4, 2005. Refer to the April 11, 2017 Repair Memorandum for a description of the damaged locations and repair recommendations. The following is a summary of the intended repairs to restore the facility to its original operating conditions:

1. Concrete Diversion Wall Outlet Pipes: Upstream sediment must be cleaned out to allow the pipes to carry the intended stream flow through the diversion wall and along the normal Spring Branch flow line.
2. Concrete Diversion Wall Inlet Pipes to Wetland Facility: Sediment at the outlet end of the inlet pipes has made these pipes non-functional. This sediment should be removed. Refer to the April 11, 2017 memorandum for specific elevation and depth information that was present during the 2017 site evaluation.
3. Wetland Facility Inlet Weir: The inlet weir was designed to be 2-feet above the normal flow discharge pipes through the stream diversion wall. Based on the 2017 field inspection, the inlet weir was eroded approximately 10-inches which significantly changes the facilities operating conditions. This scope of services item shall be considered a Design-Build. Contractor shall have a new concrete weir designed to replace the original earthen weir at the original width, length and elevation specifications. The concrete weir design shall be submitted to the Town for shop drawing approval.
4. Forebay: The forebay has been inundated with silt. The Contractor shall remove silt as required to restore the forebay contours to the original design conditions. Refer to the April 11, 2017 memorandum for silt depth that was determined during the 2017 site evaluation.
5. Wetland Facility Berm: The berm was breached and requires restoration.
6. Outlet Device: Remove silt from around both the inlet pipes and the outlet device. The treated timber wall for the outlet device needs to be restored to conform with the detail on the original construction plans.
7. Stream Diversion through Wetland Facility: An unintended ditch has developed through the wetland facility. Rock ditch check dams shall be installed at 50-foot intervals to allow for the eventual fill of the ditch section.
8. Plantings: Plantings will not be included within the base lump sum bid for the project. However, replacement of the wetland plantings in conformance with the original construction plans will be included as a bid alternate within the Bid Form.

**PROPOSED CONTRACT TIME:**

The Town of Smithfield desires to have the project completed within 6-months of authorization to proceed. However, it is recognized that work may be restricted at times based on the elevation of the Neuse River. Time extension will be allowed should flooding within the facility occur.

**PROPOSED CONTRACT PAYMENT TYPE:**

The method of payment for this contract shall be Lump Sum. Payment will be made monthly based on an estimate of the percentage of project completion. The contractor will provide a project status summary with each payment request.

All questions concerning this RFP should be directed to:

William W. Dreitzler, P.E.  
Town Engineer  
919-818-2235 (cell)  
[bdreitzler@dm2engineering.com](mailto:bdreitzler@dm2engineering.com)

IF APPLICABLE, questions may be submitted to the contact above. Responses will be issued in the form of an addendum available to all interested parties as applicable. Questions must be submitted to the person listed above no later than Monday, July 8, 2019. The last addendum will be issued no later than Tuesday, July 9, 2019.

**ATTACHMENT A**

**BID FORM**

**BID FORM**

Bid For: Spring Branch Wetland Facility Repairs  
Smithfield, North Carolina – May 2019

Bid To: Town of Smithfield, NC  
Post Office Box 761  
Smithfield, NC 27577  
Attention: Lenny Branch, Public Works Director

Bid From: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into a Contract with the Town of Smithfield, NC, hereafter referred to as the OWNER.

2. In submitting this Bid, BIDDER represents that:

(a) BIDDER acknowledges receipt of the following addenda (as applicable):

Date of Addendum	Addendum Number
_____	_____
_____	_____
_____	_____

(b) BIDDER has familiarized itself with the nature and extent of the work, site, locality, and all local conditions, Laws and Regulations that in any manner may affect cost, progress, performance or furnishing of the Work.

3. It is the intent of this Request for Bid Proposal that compensation be on a lump sum basis for all work required to restore the Spring Branch Stormwater Wetland Facility to its

original operating conditions. The exception is the plantings which will be considered as a bid alternate.

4. BIDDER agrees to complete the Work described for the following prices:

**LUMP SUM BIDS:**

Total Base Bid Lump Sum Cost:

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(total lump sum cost – written out)

Plantings Lump Sum Alternate Cost:

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(total lump sum cost – written out)

- (a) Bids shall include sales tax and all other applicable taxes, permits, fees and inspection fees. Bidder understands that all costs for performing incidental work necessary for the work as shown and specified, shall be included in the bid price.
- (b) Bidder acknowledges that they have completed a site evaluation and comprehensive review of the original facility construction plans to prepare the lump sum bid.
5. Bidder understands that the Owner reserves the right to reject any or all bids and to waive formalities in the bidding.
6. On being awarded the Contract, the Bidder will execute Performance and Payment Bonds, each equal to one hundred percent (100%) of the contract price, as security for the faithful performance of the Contract.
7. Certificate of Insurance (COI)  
  
The contractor shall be required to provide the Town of Smithfield with a Certificate of Insurance meeting the minimum requirements of the Town.
8. Project Time  
  
Bidder agrees that the Work will be substantially completed and ready for final payment within 6-months of the notice to proceed.

**BID EXECUTION FORM**

Respectfully Submitted:

Bidder \_\_\_\_\_

Doing BUSINESS as a \* \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Attest: \_\_\_\_\_

(Sealed - if bid is by  
a corporation)

\_\_\_\_\_  
(DATE)

\* Insert Partnership; Corporation;  
or Individual as appropriate.

**ATTACHMENT A**  
**REPAIR MEMORANDUM DATED 4-11-19**



# Memo

**To:** Lenny Branch, Public Works Director  
**From:** Bill Dreitzler, P.E., Town Engineer  
**Date:** April 11, 2017  
**Re:** Spring Branch Stormwater Wetland Facility

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Lenny,

I completed a comprehensive field assessment of the Spring Branch Stormwater Wetland Facility (2<sup>nd</sup> Street) along with Nick Rightmyer, P.E. on Friday, March 10, 2017. The field assessment included verifying key elevations within the system. Based on my field observations and elevation verifications and comparing the findings with the original plans, I can offer my recommendations for restoration. The original plans for the facility were prepared by The Rose Group and dated May 4, 2005. Please consider:

The Spring Branch Wetland Facility was designed for normal flow to be predominately routed through the concrete stream diversion wall through a 10-inch diameter pipe. Existing conditions show that 2 pipes were installed through the stream diversion wall. Two 12-inch pipes through the diversion wall direct stream flow into the wetland facility forebay chamber. These pipe inverts are 6-inches above the pipes that direct normal flow along the Spring Branch stream line. The inlet weir for the wetland facility was originally designed to be 24-inches above the pipes directing normal flow along the Spring Branch. The forebay chamber is the first chamber inside the wetland facility and is very important in that it acts as a stilling basin and allows flows to spread out over an earthen dam prior to entering the wetland water quality pool. The water quality pool has a discharge device releasing the treated water back into the Spring Branch. The following structures require attention:

1. Concrete Diversion Wall Outlet Pipes: Upstream sediment must be cleaned out to allow the pipes to carry the intended stream flow through the diversion wall and along the normal Spring Branch flow line.
2. Concrete Diversion Wall Inlet Pipes to Wetland Facility: Sediment at the outlet end of the inlet pipes has made these pipes non-functional. Based on elevation checks, the sediment in the forebay is at approximately elevation 110.3. The inlet pipes were designed to

discharge at elevation 108.5 with that elevation being the normal pool level in the forebay. The forebay bottom was designed to be at elevation 106.0. The forebay has approximately 4.3-feet of sediment built up within the chamber. This sediment should be removed.

3. **Wetland Facility Inlet Weir:** The inlet weir was designed to be 2-feet above the normal flow discharge pipes through the stream diversion wall. Elevation checks show that the inlet weir is currently at elevation 109.2. The design elevation was 110.0. Therefore, instead of a 24-inch elevation difference as designed, current conditions have an approximate elevation difference of 14.4-inches. This is a critical aspect to the functionality of the wetland facility and likely a key reason that the Spring Branch is currently being diverted through the wetland facility in lieu of the wetland facility functioning as originally designed. Options should be explored to restore the inlet weir to the proper elevation. I believe the most effective solution is to construct a new concrete inlet weir to replace the original earthen weir. The ability to add 9.6-inches of soil material to the existing earthen weir and achieve stabilization will be problematic. I would recommend consultation with a geotechnical engineer.
4. **Forebay:** As noted, the forebay has been inundated with silt. The approximately 4.3-feet of silt must be removed to return the forebay bottom elevation to at or near the original 106.0 design elevation. Of note, even the re-routed Spring Branch ditch line through the forebay is at elevation 108.2 or 2.2-feet above the design bottom of the chamber.
5. **Wetland Facility Berm:** The berm wall was breached. The normal pool area for the wetland facility was designed to narrow around the crossing of the aerial sanitary sewer pipe. This design likely assisted in directing what became stream flow through the wetland facility to the breach location. The berm in this location received direct stream flow and eventually eroded and then failed. The breach must be repaired.
6. **Outlet Device:** Silt around the inlet pipes to the outlet device needs to be removed. The outlet pool bottom was designed to be elevation 106.0. The lowest of the inlet pipes was designed to be at elevation 108.25 or 2.25-feet above the existing grade. In addition, the 4"x6" treated timber wall needs to be re-established. The bottom timbers are missing which makes this location the inlet to the outlet device in lieu of the pipes as originally designed.
7. **Plantings:** The wetland facility will require replanting upon completion of repairs to function as intended.
8. **Stream Diversion through Wetland Facility:** I would recommend ditch check dams be considered at prescribed intervals along the ditch line that has formed through the wetland facility. This will allow the ditch section to naturally silt up over time restoring the area to the desired elevation.

I would recommend that the first order of restoration should be the inlet structures. Items 1-4 above. Once the inlet to the wetland facility is functioning as designed then I would recommend repair of the berm wall breach and the outlet device. If you have any questions or wish to discuss the assessment in more detail, please let me know. In addition, please advise if you want to obtain quotes for the restoration work.



**ATTACHMENT B**  
**US ARMY CORPS OF ENGINEERS PERMT**

**U.S. ARMY CORPS OF ENGINEERS  
WILMINGTON DISTRICT**

Action Id. SAW-2003-20611 County: Johnston U.S.G.S. Quad: NC-Selma

**GENERAL PERMIT (REGIONAL AND NATIONWIDE) VERIFICATION**

Permittee: Town of Smithfield  
Michael Scott  
Address: 306 South Second Street  
Smithfield, NC 27577  
Telephone Number: 919-934-2116  
E-mail: townhalladmin@smithfield-nc.com

Size (acres)	<u>7.2 acres</u>	Nearest Town	<u>Smithfield</u>
Nearest Waterway	<u>Neuse River</u>	River Basin	<u>Neuse</u>
USGS HUC	<u>03020201</u>	Coordinates	Latitude: <u>35.50923</u> Longitude: <u>-78.35075</u>

Location description: The project area consists of a constructed stormwater wetland facility that is located west of Second Street, north of Riverside Drive, and south of Church Street in the Town of Smithfield, Johnston County, North Carolina.

Description of projects area and activity: This verification authorizes the temporary discharge of fill material into 10 linear feet of stream in order to excavate accumulated sediment that has built up behind a stream diversion wall and the temporary discharge of fill material along 30 linear feet of stream bank in order to repair a breached portion of the stormwater wetland facility's original berm wall that failed during high flows resulting from Hurricane Matthew.

Applicable Law(s):  Section 404 (Clean Water Act, 33 USC 1344)  
 Section 10 (Rivers and Harbors Act, 33 USC 403)

Authorization: **NWP 3. Maintenance**

**SEE ATTACHED NWP GENERAL, REGIONAL, AND/OR SPECIAL CONDITIONS**

**Your work is authorized by the above referenced permit provided it is accomplished in strict accordance with the enclosed Conditions, your application signed and dated 10/24/2018, and the enclosed plans (hand sketch on the Stormwater Wetland Facility Layout and Grading Plan sheet C1) submitted on 10/26/2018. Any violation of the attached conditions or deviation from your submitted plans may subject the permittee to a stop work order, a restoration order, a Class I administrative penalty, and/or appropriate legal action.**

This verification will remain valid until the expiration date identified below unless the nationwide authorization is modified, suspended or revoked. If, prior to the expiration date identified below, the nationwide permit authorization is reissued and/or modified, this verification will remain valid until the expiration date identified below, provided it complies with all requirements of the modified nationwide permit. If the nationwide permit authorization expires or is suspended, revoked, or is modified, such that the activity would no longer comply with the terms and conditions of the nationwide permit, activities which have commenced (i.e., are under construction) or are under contract to commence in reliance upon the nationwide permit, will remain authorized provided the activity is completed within twelve months of the date of the nationwide permit's expiration, modification or revocation, unless discretionary authority has been exercised on a case-by-case basis to modify, suspend or revoke the authorization.

Activities subject to Section 404 (as indicated above) may also require an individual Section 401 Water Quality Certification. You should contact the NC Division of Water Resources (telephone 919-807-6300) to determine Section 401 requirements.

For activities occurring within the twenty coastal counties subject to regulation under the Coastal Area Management Act (CAMA), prior to beginning work you must contact the N.C. Division of Coastal Management **Morehead City, NC, at (252) 808-2808.**

This Department of the Army verification does not relieve the permittee of the responsibility to obtain any other required Federal, State or local approvals/permits.

If there are any questions regarding this verification, any of the conditions of the Permit, or the Corps of Engineers regulatory program, please contact **Ross Sullivan at 919-554-4884 ext. 25 or roscoe.l.sullivan@usace.army.mil.**

**SULLIVAN.ROSCOE.**

Digitally signed by  
SULLIVAN.ROSCOE.LEE.III.1259877926  
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,  
ou=USA, cn=SULLIVAN.ROSCOE.LEE.III.1259877926  
Date: 2018.12.07 17:02:29 -05'00'

Corps Regulatory Official: \_\_\_\_\_

**LEE.III.1259877926**

Date: **12/07/2018**

Expiration Date of Verification: **03/18/2022**

Action ID Number: SAW-2003-20611 County: Johnston

Permittee: Town of Smithfield, Michael Scott

Project Name: Spring Branch Stormwater Wetland Facility

Date Verification Issued: 12/07/2018

Project Manager: Ross Sullivan

Upon completion of the activity authorized by this permit and any mitigation required by the permit, sign this certification and return it to the following address:

US ARMY CORPS OF ENGINEERS  
WILMINGTON DISTRICT  
Attn: Ross Sullivan  
Raleigh Regulatory Office  
U.S Army Corps of Engineers  
3331 Heritage Trade Drive, Suite 105  
Wake Forest, North Carolina 27587  
or  
roscoe.l.sullivan@usace.army.mil

Please note that your permitted activity is subject to a compliance inspection by a U. S. Army Corps of Engineers representative. Failure to comply with any terms or conditions of this authorization may result in the Corps suspending, modifying or revoking the authorization and/or issuing a Class I administrative penalty, or initiating other appropriate legal action.

I hereby certify that the work authorized by the above referenced permit has been completed in accordance with the terms and condition of the said permit, and required mitigation was completed in accordance with the permit conditions.

\_\_\_\_\_  
Signature of Permittee

\_\_\_\_\_  
Date





## BID FORM

Bid For: Spring Branch Wetland Facility Repairs  
Smithfield, North Carolina – May 2019

Bid To: Town of Smithfield, NC  
Post Office Box 761  
Smithfield, NC 27577  
Attention: Lenny Branch, Public Works Director

Bid From: J.P. Edwards Inc  
Address: PO Box 2307  
Smithfield NC 27577  
Telephone: 919-934-0518  
Fax Number: n/a  
Email: jpedwardsinc@gmail.com

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into a Contract with the Town of Smithfield, NC, hereafter referred to as the OWNER.
2. In submitting this Bid, BIDDER represents that:
  - (a) BIDDER acknowledges receipt of the following addenda (as applicable):

Date of Addendum	Addendum Number
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
  - (b) BIDDER has familiarized itself with the nature and extent of the work, site, locality, and all local conditions, Laws and Regulations that in any manner may affect cost, progress, performance or furnishing of the Work.
3. It is the intent of this Request for Bid Proposal that compensation be on a lump sum basis for all work required to restore the Spring Branch Stormwater Wetland Facility to its

original operating conditions. The exception is the plantings which will be considered as a bid alternate.

4. BIDDER agrees to complete the Work described for the following prices:

**LUMP SUM BIDS:**

Total Base Bid Lump Sum Cost:

Two hundred Thirty Five thousand Five  
hundred AND TEN dollars AND <sup>00</sup>/<sub>100</sub> (235,510.00)

(total lump sum cost – written out)

Plantings Lump Sum Alternate Cost:

\_\_\_\_\_  
\_\_\_\_\_

(total lump sum cost – written out)

- (a) Bids shall include sales tax and all other applicable taxes, permits, fees and inspection fees. Bidder understands that all costs for performing incidental work necessary for the work as shown and specified, shall be included in the bid price.
  - (b) Bidder acknowledges that they have completed a site evaluation and comprehensive review of the original facility construction plans to prepare the lump sum bid.
5. Bidder understands that the Owner reserves the right to reject any or all bids and to waive formalities in the bidding.
  6. On being awarded the Contract, the Bidder will execute Performance and Payment Bonds, each equal to one hundred percent (100%) of the contract price, as security for the faithful performance of the Contract.
  7. Certificate of Insurance (COI)  
  
The contractor shall be required to provide the Town of Smithfield with a Certificate of Insurance meeting the minimum requirements of the Town.
  8. Project Time  
  
Bidder agrees that the Work will be substantially completed and ready for final payment within 6-months of the notice to proceed.

**BID EXECUTION FORM**

Respectfully Submitted:

Bidder JAMES PAUL EDWARDS JR

Doing BUSINESS as a \* JPEdwards Inc.

By J. P. Edwards, Jr

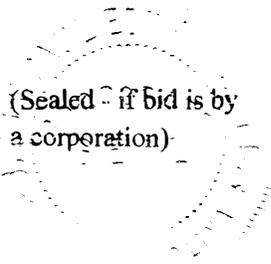
Title President

Address PO Box 2307

Smithfield NC 27577

Telephone Number: 919-934-0519

Attest Shannon Beavis



7/11/2019

(DATE)

\* Insert Partnership; Corporation;  
or Individual as appropriate.

## BID FORM

Bid For: Spring Branch Wetland Facility Repairs  
Smithfield, North Carolina – May 2019

Bid To: Town of Smithfield, NC  
Post Office Box 761  
Smithfield, NC 27577  
Attention: Lenny Branch, Public Works Director

Bid From: R.D. Braswell Construction Co.

Address: 3211 US Hwy 70 East, Suite 101  
Smithfield, NC 27577

Telephone: 919-965-3131

Fax Number: 919-965-2643

Email: rbraswell@rdbraswell.com

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into a Contract with the Town of Smithfield, NC, hereafter referred to as the OWNER.

2. In submitting this Bid, BIDDER represents that:

(a) BIDDER acknowledges receipt of the following addenda (as applicable):

Date of Addendum	Addendum Number
<u>N/A</u>	<u>N/A</u>
_____	_____
_____	_____

(b) BIDDER has familiarized itself with the nature and extent of the work, site, locality, and all local conditions, Laws and Regulations that in any manner may affect cost, progress, performance or furnishing of the Work.

3. It is the intent of this Request for Bid Proposal that compensation be on a lump sum basis for all work required to restore the Spring Branch Stormwater Wetland Facility to its

original operating conditions. The exception is the plantings which will be considered as a bid alternate.

BIDDER agrees to complete the Work described for the following prices:

**LUMP SUM BIDS:**

Total Base Bid Lump Sum Cost:

256,200.00  
Two Hundred Fifty-Six Thousand, Two Hundred Dollars No Cents

(total lump sum cost – written out)

Plantings Lump Sum Alternate Cost:

No Bid

(total lump sum cost – written out)

- (a) Bids shall include sales tax and all other applicable taxes, permits, fees and inspection fees. Bidder understands that all costs for performing incidental work necessary for the work as shown and specified, shall be included in the bid price.
- (b) Bidder acknowledges that they have completed a site evaluation and comprehensive review of the original facility construction plans to prepare the lump sum bid.
- 5. Bidder understands that the Owner reserves the right to reject any or all bids and to waive formalities in the bidding.
- 6. On being awarded the Contract, the Bidder will execute Performance and Payment Bonds, each equal to one hundred percent (100%) of the contract price, as security for the faithful performance of the Contract.
- 7. Certificate of Insurance (COI)  
The contractor shall be required to provide the Town of Smithfield with a Certificate of Insurance meeting the minimum requirements of the Town.
- 8. Project Time  
Bidder agrees that the Work will be substantially completed and ready for final payment within 6-months of the notice to proceed.

**BID EXECUTION FORM**

Respectfully Submitted:

Bidder R.D. Braswell Construction Co.

Doing BUSINESS as a \* Corporation

By Richard D. Braswell

Title President

Address 3291 US Hwy 70 East, Suite 101  
Smithfield, NC 27577

(Sealed - if bid is by  
a corporation)

Telephone Number: 919-965-3131

Attest: Angela B. Holloman

7-11-2019

(DATE)

\* Insert Partnership; Corporation;  
or Individual as appropriate.



# Request for Town Council Action

Consent  
Agenda  
Item: Street  
Repairs  
Date: 08/13/2019

---

Subject: Street Repairs to Vermont Street  
Department: Public Works  
Presented by: Mike Scott and Lenny Branch  
Presentation: Consent Agenda

---

## Issue Statement

Vermont Street sustained considerable damage from the flooding caused by heavy rains in July. The road was closed and was unsafe for use. Bids were taken and staff recommends awarding the bid to JP Edwards.

## Financial Impact

Vermont Street Repair is quoted as \$11,090

## Action Needed

Approve low bid for the repair.

## Recommendation

Approve Low Quote from J.P Edwards Inc. for \$11,090 for the repair of Vermont Street.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Bids



# Staff Report

Consent  
Agenda  
Item: Street  
Repairs

The Town had Vermont street closed after flood/washout damage was sustained from one heavy rain storm in July. Three quotes were received for this road repair. They were as follows:

- J.P. Edwards Inc. \$ 11,090
- Public Utility Solutions \$ 14,241
- Narron Contracting \$ 33,200

It is recommended the Council approve the low bid from J.P Edwards, Inc. to complete this repair.

These repairs are unbudgeted due to the emergency nature of the damage. Original payment will be made from the Powell Bill Line. This will then be replenished using general fund contingency funds, following a budget amendment.

# J.P. Edwards, Inc.

**GRADING & UTILITY CONTRACTOR - License #8491**

929 N Brightleaf Blvd \* Post Office Box 2307 \* Smithfield, NC 27577

(919)934-0518 Office \* (919)934-9256 Fax

Contact: Henry Baker  
Email: Hbake@nc.rr.com

July 12, 2019

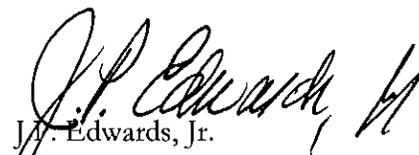
Town of Smithfield  
Attention Lenny Branch

.....  
**Subject:** Repair Washed-out Streets at Meadowbrook & Vermont  
.....

The following is the work to be performed to repair the wash-out areas:

- 1) Remove & haul off street debris that caved into hole
- 2) Furnish, haul, and place ABC stone for backfill
- 3) Form & pour curb back
- 4) Backfill curb down to Spring Branch and level up stone 2'+ in diameter; water will not move these stone
- 5) Sawcut & patch back street w/4" of asphalt

**Total Lump Sum Price      \$ 11,090.00**

  
J.P. Edwards, Jr.  
President

Public Utility Solutions Inc.  
1687 Galilee Rd. Smithfield, NC, 27577  
919-607-9252 [Publicutilitysolutionsinc@gmail.com](mailto:Publicutilitysolutionsinc@gmail.com)



07-17-2019

Lenny Branch  
Town of Smithfield  
350 East Market St.  
Smithfield, NC 27577

Dear Lenny Branch,

Below is a price to include all labor equipment and material to market the necessary repair to Vermont street in Smithfield where the culvert, road and curb need repair. This includes putting the slope bank back with large stone.

\$14,241.65

Sincerely,

Brandon Dennis





To: Lenny Branch

Town of Smithfield

July 17, 2019

Vermont Street Damage at Pipe Culvert

60' curb remove and replace

Asphalt Disposal and replace 3" thick

Concrete placement around pipe and curb inlet

Concrete Armored rip rap rock downstream and upstream side

Dress out and clean up

LUMP SUM \$ 33,200.00

Option 1

Add Concrete apron on downstream side of culvert

LUMP SUM \$ 5500.00





# Request for Town Council Action

Consent  
Agenda  
Item:  
Date: 08/13/2019  
Award of  
Contract

---

Subject: Award of Contract for Surveying the Durwood Stephenson  
Water Line – Phase II

Department: Public Utilities

Presented by: Ted Credle

Presentation: Consent Agenda

---

## Issue Statement

Phase II of the Durwood Stephenson Water Line will be constructed between **Wilson's** Mills Road and Buffalo Road. This first step of this project is to survey the NCDOT right-of-way so a base map can be created and used for engineering design plans. This service was publically bid, bids were received on June 13, 2019 and a low-bidder was identified.

## Financial Impact

None – this expense was approved as part of the Capital Project in the FY 2019-2020 budget

## Action Needed

Approve the award of Contract to the low bidder

## Recommendation

Staff recommends the approval of the proposed low-bid Contractor

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Copy of the RFP
3. The Wooten Company Bid
4. SEPI Engineering and Construction, Inc Bid



# Staff Report

Consent  
Agenda  
Item:

Award of  
Contract

---

The Durwood Stephenson Highway Water Line – Phase 2 **is the construction of a 16” water line** along the northern right-of-way of Durwood Stephenson highway, which will connect **the water system between Wilson’s Mills Road** and Buffalo Road.

Bids for Surveying Services were received on June 13, 2019 in accordance with the published Request for Proposal (RFP). The low bidder was The Wooten Company in the amount of \$21,420.00. A bid was received from SEPI Engineering and Construction, Inc in the amount of \$30,600. A bid was solicited from WSP, but they chose not to submit a bid for this project.

Staff is asking the Council to approve the low bid and authorize the Town Manager to execute a contract for Surveying Services, not to exceed \$21,420.



## LEGAL NOTICE

### **SURVEY OF DURWOOD STEPHENSON ROAD - PHASE 2 FOR TOWN OF SMITHFIELD WATER DISTRIBUTION SYSTEM**

#### **REQUEST FOR PROPOSALS**

#### **RFP No. 19-010**

Pursuant to North Carolina General Statutes 143-129, the Town of Smithfield will receive proposals for Land Surveying Services until 2:00 P.M., on June 13, 2019 in the Town of Smithfield Public Utilities Department Conference Room, 230 Hospital Road, Smithfield, North Carolina 27577. No proposals will be accepted after the official time and date.

A Pre-Proposal Conference will be held on May 29, 2019 at 11:00 A.M., in Smithfield Public Utilities Conference Room, 230 Hospital Road, Smithfield, North Carolina 27577.

Copies of the solicitation may be viewed on the Town website, or obtained through the Town of Smithfield Public Utilities Department Operations Center, 230 Hospital Road, Smithfield, North Carolina 27577, from 8:30 A.M, until 4:30 P.M., Monday through Friday. An electronic copy of this RFP can be obtained by downloading from the website, or by sending your request to [ted.credle@smithfield-nc.com](mailto:ted.credle@smithfield-nc.com). Questions concerning administrative matters should be directed to Ted Credle, at (919) 934-2116 x-1162.

The Town reserves the right to accept or reject, in whole or in part, such proposals as appears in its judgment to be in the best interest of the Town.

Publication Date: May 13, 2019

Attachment I



**PROPOSAL FORM**

The Town of Smithfield invites your proposal to provide Land Surveying Services for the Town of Smithfield Water Distribution System to be received until 2:00 p.m., on June 13, 2019 in the Utilities Department, Town of Smithfield Operations Center, 230 Hospital Road, Smithfield, North Carolina 27577.

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

**ITEM NO. 1**

This item shall include labor, materials, supervision, equipment, appliances, and materials to perform all operations required to do manhole inspections and reporting as specified.

Item No.	Description	Units	Estimated Quantity	Unit Price	Total Price
1	Land Surveying and Underground Utility Location	LF	3,600	\$ <u>5.95</u>	\$ <u>21,420</u>

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

Date: June 13, 2019

Authorized Signature:

Name W. Brian Johnson, PE

Title Principal-In-Charge

Firm Name The Wooten Company



**PROPOSAL FORM**

The Town of Smithfield invites your proposal to provide Land Surveying Services for the Town of Smithfield Water Distribution System to be received until 2:00 p.m., on June 13, 2019 in the Utilities Department, Town of Smithfield Operations Center, 230 Hospital Road, Smithfield, North Carolina 27577.

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

**ITEM NO. 1**

This item shall include labor, materials, supervision, equipment, appliances, and materials to perform all operations required to do manhole inspections and reporting as specified.

Item No.	Description	Units	Estimated Quantity	Unit Price	Total Price
1	Land Surveying and Underground Utility Location	LF	3,600	\$ 8.50	\$ 30,600*

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

Date: 6/13/19

Authorized Signature: J. Auburn Hall Jr.

Name J. Auburn Hall, Jr.

Title Raleigh Survey Department Manager

Firm Name SEPI Engineering & Construction, Inc.

\*The price provided includes surveying and mapping services described in our proposal.





# Request for Town Council Action

Consent  
Agenda  
Item:  
Date: 08/13/2019  
Award of  
Contract

---

Subject: Award of Contract for Labor to Raise a Transformer at the Hospital

Department: Public Utilities

Presented by: Ted Credle

Presentation: Consent Agenda

---

## Issue Statement

In October of 2016, flood water from Hurricane Matthew inundated a key transformer **at the Hospital. The Town has added the "raising" of this replaced transformer to its** capital improvement plan to avoid a future reoccurrence. This request is to approve the low bidder for these services.

## Financial Impact

\$120,000 was approved as part of the Capital Project in the FY 2019-2020 budget

## Action Needed

Approve the award of Contract to the low bidder

## Recommendation

Staff recommends the approval of the proposed low-bid Contractor

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. MasTec Bid
3. Lee Electrical Bid
4. Volt Bid



# Staff Report

Consent  
Agenda  
Item: Award of  
Contract

---

In October of 2016, flood water from Hurricane Matthew inundated a key transformer at **the Hospital. The Town has added the "raising" of this replaced transformer to its capital** improvement plan to avoid a future reoccurrence. This request is to approve the low bidder for these services.

Contractors were notified and shown the area. Personal tours of the site were given by the Electrical Superintendent to ensure the task was thoroughly explained. The low bid received was from MasTec, in the amount of \$69,225.00.

Staff is asking the Council to approve the low bid and authorize the Town Manager to execute a contract for labor to raise the transformer at the Hospital, not to exceed \$69,225.00.

## Rodney Johnson

---

**From:** Timothy Bowes <Timothy.Bowes@mastec.com>  
**Sent:** Tuesday, July 09, 2019 1:17 PM  
**To:** Rodney Johnson  
**Cc:** Levy Haddock; Dean Simmons  
**Subject:** RE: Raise Switch Gear at Hospital

Rodney  
MasTec lump sum price is \$69,225.00

Tim Bowes  
Senior Vice President  
Carolina Division  
Office (336) 599-9441  
Mobile (336)503-2817  
Fax (336) 599-1862





**LEE ELECTRICAL CONSTRUCTION, INC.**

POST OFFICE BOX 55 • ABERDEEN, NC 28315-0055 • OFFICE: (910) 944-9728 • FAX: (910) 944-0751

**Town of Smithfield  
Hospital Feeder Replace**

**Date: 6/14/2019**

**Proposal**

**This is a lump sum proposal for Lee Electrical Construction INC to furnish all Labor and equipment to remove and replace an estimated one thousand feet of 750 25 KV primary cable times three from existing three phase junction cabinet to two existing 15KV PME-9 and then to a dip pole across hospital drive.**

**In addition of the 750 25KV primary cable to be replaced this proposal includes the removal and replacement of 4/0 25KV primary estimated at 800 feet times three times four from two existing 15KV PME-9 to four large three phase pad mount transformers next to the hospital.**

**In addition of the primary cables being removed and replaced in existing conduits their will be one dip pole three phase installed and replaced; fifteen 750 600 AMP 25 KV elbows, twenty-four 4/0 600 AMP 25KV elbows, two 15KV PME-9 removed and two 25KV PME-9 installed along with transferring equipment grounds. Install two extra large switch gear pads over existing switch gear pads; and phase primary cable to insure proper rotation on equipment.**

**Lump Sum: \$75,000.00**

**Per foot rate: \$46.87**

**Based up to 1,800 feet total**

**Time and Equipment rate: \$4,687.50**

**Under Ground Operations Manager & Estimator**

**David Burns**

**Office: 910-944-9728 EXT: 241**

**Mobile: 910-639-2459**

**E-mail: dburns@lee-electrical.com**

*OR*  
*6-18-2019*  
*[Signature]*



July 25, 2019

Attn: Mr. Rodney Johnson  
Town of Smithfield, NC

Re: Invitation to Bid – Hospital Switch Project

To Whom It May Concern:

Due to our current workload and contract deadlines, we are unable to bid the above stated project at this time.

Please keep us in mind on any future projects that may come up for bid.

If any further information is needed, please contact our office at any time.

Sincerely,

Douglas Blow  
Sr. Project Manager





# Request for Town Council Action

Consent  
Agenda Resolution  
Item:  
Date: 08/13/2019

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Subject: **Resolution**  
Department: Non-Departmental/ General Government  
Presented by: Town Manager - Michael Scott  
Presentation: Consent Agenda Item

---

## Issue Statement

The Downtown Smithfield Development Corporation (DSDC) is asking that the Council approve and support the Resolution #648 (15-2019) for the support of the passage of Congressional bill: HR 2825-Historic Tax Credit Growth and Opportunity Act (HTC-GO)

## Financial Impact

\$0

## Action Needed

Approve Resolution #648 (15-2019)

## Recommendation

Approve Resolution # 648 (15-2019)

Approved:  Town Manager  Town Attorney

## Attachments:

1. Resolution # 648 (15-2019)
2. HR -2825 Historic Tax Credit Growth and Opportunity Act (HTC-GO) bill introduced to the 116<sup>th</sup> Congress – 1<sup>st</sup> Session

**TOWN OF SMITHFIELD**  
**RESOLUTION #648 (15-2019)**  
**RESOLUTION IN SUPPORT OF HR 2825**  
**HISTORIC TAX CREDIT GROWTH AND OPPORTUNITY ACT (HTC-GO)**

WHEREAS, the Town of Smithfield and the Downtown Smithfield Development Corporation (DSDC), along with other local and regional partners, are working toward the revitalization of our downtown area to establish it as a vital economic sector of the Town for the community's benefit; and

WHEREAS, the Town of Smithfield realizes that a healthy, vibrant downtown makes all other economic development initiatives in the community easier to achieve; and

WHEREAS, The Town of Smithfield, as well as many private investors, have made significant advancements toward downtown's improvement through strategic planning and reinvestment; and

WHEREAS, the Town of Smithfield understands that it is fortunate to retain historic commercial structures that offer unique opportunities by differentiating our community from other communities and thus, we wish to preserve them when appropriate for future use and reinvestment; and

WHEREAS, the Town of Smithfield recognizes that the highest concentration of our historic structure stock is in the downtown area and this area provides more tax base value per acre than any other segment of the community; and

WHEREAS, the Town of Smithfield is interested in building upon these established investments to strengthen our tax base thus decreasing the potential of future tax increases for our citizens to maintain existing levels of service throughout the community; and

WHEREAS, the historic commercial structures play a vital role in our capabilities to entice reinvestment and create our market niche; and

WHEREAS, the rehabilitation of historic structures is challenging in terms of acquiring needed bank financing, meeting building code regulations and overcoming general risks of unknown conditions and securing private investment for blighted properties; and

WHEREAS, the Town of Smithfield recognizes that the federal Historic Preservation Tax Credit (HPTC) program offers an often necessary financial tool that levels the private investment risks and opportunities when competing for sites outside the build area and also provides the leverage needed to meet financial gaps experienced with traditional lending institutions; and

WHEREAS, the Town of Smithfield has experienced success with meeting these historic rehabilitation challenges due to the availability of the HPTC program and has experienced more than \$4.2 million of historic investments that utilized the HPTC program; and

WHEREAS, the Town of Smithfield believes that more of this type of reinvestment will occur with the changes to the HPTC identified in the Historic Tax Credit Growth and Opportunity Act (HTC-GO); and

THEREFORE, BE IT RESOLVED that the Town of Smithfield endorses and supports passage of HR 2825, the Historic Tax Credit Growth and Opportunity Act to bring more value to historic preservation tax credits and increase access to the historic tax credits for smaller rehabilitation projects.

Adopted this 13th day of August, 2019.

---

M. Andy Moore, Mayor

ATTEST:

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Shannan L. Parrish, Town Clerk

116TH CONGRESS  
1ST SESSION

# H. R. 2825

To amend the Internal Revenue Code of 1986 to modify the rehabilitation credit for certain small projects, to eliminate the requirement that the taxpayer's basis in a building be reduced by the amount of the rehabilitation credit determined with respect to such building, and for other purposes.

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## IN THE HOUSE OF REPRESENTATIVES

MAY 17, 2019

Mr. BLUMENAUER (for himself, Mr. KELLY of Pennsylvania, Ms. SEWELL of Alabama, Mr. LAHOOD, Mr. HIGGINS of New York, and Mr. TURNER) introduced the following bill; which was referred to the Committee on Ways and Means

---

## A BILL

To amend the Internal Revenue Code of 1986 to modify the rehabilitation credit for certain small projects, to eliminate the requirement that the taxpayer's basis in a building be reduced by the amount of the rehabilitation credit determined with respect to such building, and for other purposes.

1 *Be it enacted by the Senate and House of Representa-*  
2 *tives of the United States of America in Congress assembled,*

3 **SECTION 1. SHORT TITLE.**

4 This Act may be cited as the "Historic Tax Credit  
5 Growth and Opportunity Act of 2019".

1 **SEC. 2. INCREASE IN THE REHABILITATION CREDIT FOR**  
2 **CERTAIN SMALL PROJECTS.**

3 (a) IN GENERAL.—Section 47 of the Internal Rev-  
4 enue Code of 1986 is amended by adding at the end the  
5 following new subsection:

6 “(e) SPECIAL RULE REGARDING CERTAIN SMALLER  
7 PROJECTS.—

8 “(1) IN GENERAL.—In the case of any qualified  
9 rehabilitated building or portion thereof—

10 “(A) which is placed in service after the  
11 date of the enactment of this subsection, and

12 “(B) which is a smaller project,  
13 subsection (a)(2) shall be applied by substituting ‘30  
14 percent’ for ‘20 percent’.

15 “(2) MAXIMUM CREDIT.—The credit deter-  
16 mined under this subsection with respect to any  
17 smaller project for all taxable years shall not exceed  
18 \$750,000.

19 “(3) SMALLER PROJECT DEFINED.—

20 “(A) IN GENERAL.—For purposes of this  
21 subsection, the term ‘smaller project’ means  
22 any qualified rehabilitated building or portion  
23 thereof if—

24 “(i) the qualified rehabilitation ex-  
25 penditures taken into account for purposes  
26 of this section (or would have been so

1 taken into account if this subsection had  
2 been in effect for all prior periods) with re-  
3 spect to the rehabilitation are not over  
4 \$3,750,000, and

5 “(ii) no credit was allowed under this  
6 section for either of the 2 prior taxable  
7 years with respect to such building.

8 “(B) PROGRESS EXPENDITURES.—Credit  
9 allowable by reason of subsection (d) shall not  
10 be taken into account under subparagraph  
11 (A)(ii).”.

12 (b) EFFECTIVE DATE.—The amendment made by  
13 this section shall apply to periods after the date of the  
14 enactment of this Act, under rules similar to the rules of  
15 section 48(m) of the Internal Revenue Code of 1986 (as  
16 in effect on the day before the date of the enactment of  
17 the Revenue Reconciliation Act of 1990).

18 **SEC. 3. ALLOWANCE FOR THE TRANSFER OF CREDITS FOR**  
19 **CERTAIN SMALL PROJECTS.**

20 (a) IN GENERAL.—Section 47(e) of the Internal Rev-  
21 enue Code of 1986, as amended by section 2, is amended  
22 by adding at the end the following new subsection:

23 “(4) TRANSFER OF SMALLER PROJECT CRED-  
24 IT.—

1           “(A) IN GENERAL.—Subject to subpara-  
2 graph (B) and such regulations or other guid-  
3 ance as the Secretary may provide, the taxpayer  
4 may transfer all or a portion of the credit allow-  
5 able to the taxpayer under subsection (a) for a  
6 smaller project.

7           “(B) CERTIFICATION.—

8           “(i) IN GENERAL.—A transfer under  
9 subparagraph (A) shall be accompanied by  
10 a certificate which includes—

11           “(I) the certification for the cer-  
12 tified historic structure referred to in  
13 subsection (c)(3),

14           “(II) the taxpayer’s name, ad-  
15 dress, tax identification number, date  
16 of project completion, and the amount  
17 of credit being transferred,

18           “(III) the transferee’s name, ad-  
19 dress, tax identification number, and  
20 the amount of credit being trans-  
21 ferred, and

22           “(IV) such other information as  
23 may be required by the Secretary.

24           “(ii) TRANSFERABILITY OF CERTIFI-  
25 CATE.—A certificate issued under this sec-

1                   tion to a taxpayer shall be transferable to  
2                   any other taxpayer.

3                   “(C) TAX TREATMENT RELATING TO CER-  
4                   TIFICATE.—

5                   “(i) DISALLOWANCE OF DEDUC-  
6                   TION.—No deduction shall be allowed for  
7                   the amount of consideration paid or in-  
8                   curred by the transferee.

9                   “(ii) ALLOWANCE OF CREDIT.—The  
10                  amount of credit transferred under sub-  
11                  paragraph (A)—

12                  “(I) shall not be allowed to the  
13                  transferor for any taxable year, and

14                  “(II) shall be allowable to the  
15                  transferee as a credit under this sec-  
16                  tion for the taxable year of the trans-  
17                  feree in which such credit is trans-  
18                  ferred.

19                  “(iii) EXCLUSION.—Gross income  
20                  shall not include any amount received in  
21                  connection with the transfer of the certifi-  
22                  cate.

23                  “(D) RECAPTURE AND OTHER SPECIAL  
24                  RULES.—The taxpayer who claims a credit  
25                  under this section by reason of a transfer of an

1 amount of credit under subparagraph (A) with  
2 respect to a smaller project shall be treated as  
3 the taxpayer with respect to the smaller project  
4 for purposes of section 50.

5 “(E) INFORMATION REPORTING.—The  
6 transferor and the transferee shall each make  
7 such reports regarding the transfer of an  
8 amount of credit under paragraph (A) and con-  
9 taining such information as the Secretary may  
10 require. The reports required by this subsection  
11 shall be filed at such time and in such manner  
12 as may be required by the Secretary.

13 “(F) REGULATIONS.—The Secretary shall  
14 prescribe regulations or other guidance to carry  
15 out this paragraph.”.

16 (b) EFFECTIVE DATE.—The amendments made by  
17 this section shall apply to periods after the date of the  
18 enactment of this Act.

19 **SEC. 4. INCREASING THE TYPE OF BUILDINGS ELIGIBLE**  
20 **FOR REHABILITATION.**

21 (a) IN GENERAL.—Section 47(c)(1)(B)(i)(I) of the  
22 Internal Revenue Code of 1986 is amended by inserting  
23 “50 percent of” before “the adjusted basis”.

1 (b) EFFECTIVE DATE.—The amendment made by  
2 subsection (a) shall apply to taxable years beginning after  
3 the date of the enactment of this Act.

4 **SEC. 5. ELIMINATION OF REHABILITATION CREDIT BASIS**  
5 **ADJUSTMENT.**

6 (a) IN GENERAL.—Section 50(c) of the Internal Rev-  
7 enue Code of 1986 is amended by adding at the end the  
8 following new paragraph:

9 “(6) EXCEPTION FOR REHABILITATION CRED-  
10 IT.—In the case of the rehabilitation credit, para-  
11 graph (1) shall not apply.”.

12 (b) TREATMENT IN CASE OF CREDIT ALLOWED TO  
13 LESSEE.—Section 50(d) of such Code is amended by add-  
14 ing at the end the following: “In the case of the rehabilita-  
15 tion credit, paragraph (5)(B) of the section 48(d) referred  
16 to in paragraph (5) of this subsection shall not apply.”.

17 (c) EFFECTIVE DATE.—The amendments made by  
18 this section shall apply to property placed in service after  
19 the date of the enactment of this Act.

20 **SEC. 6. MODIFICATIONS REGARDING CERTAIN TAX-EXEMPT**  
21 **USE PROPERTY.**

22 (a) IN GENERAL.—Section 47(c)(2)(B)(v) of the In-  
23 ternal Revenue Code of 1986 is amended by adding at the  
24 end the following new subclause:

1                   “(III) DISQUALIFIED LEASE  
2                   RULES TO APPLY ONLY IN CASE OF  
3                   GOVERNMENT ENTITY.—For purposes  
4                   of subclause (I), except in the case of  
5                   a tax-exempt entity described in sec-  
6                   tion 168(h)(2)(A)(i), the determina-  
7                   tion of whether property is tax-exempt  
8                   use property shall be made under sec-  
9                   tion 168(h) without regard to whether  
10                  the property is leased in a disqualified  
11                  lease (as defined in section  
12                  168(h)(1)(B)(ii)).”.

13           (b) EFFECTIVE DATE.—The amendments made by  
14 this section shall apply to property placed in service after  
15 the date of the enactment of this Act.

○





# Request for Town Council Action

Consent Agenda Item: Advisory Board Appointments  
Date: 08/13/2019

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

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## Issue Statement

The Town Council is asked to consider 2 new appointments to the Planning Board and a new appointment to the Library Board of Trustees

## Financial Impact

N/A

## Action Needed

The Council is asked to consider the new appointments of Thomas Stevens and Debbie Howard to the Planning Board as In-Town Members and the new appointment of Terri Lee to the Library Board of Trustees

## Recommendation

Staff recommends approval of this appointment

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Thomas Stevens – Board Application
3. Debbie Howard – Board Application
4. Terri Lee – Board Application



# Staff Report

Consent    Advisory  
Agenda    Board  
Item      Appointments

---

## Current Board vacancies are as follows:

- Appearance Commission – 3 positions
- Board of Adjustment – 1 In-Town position
- Library Board of Trustees – 1 position
- Planning Board – 1 In-Town position, 1 In-Town Alternant position and 1 ETJ Alternate position

## Board Appointments

1. Thomas Stevens has submitted an application for consideration to be appointed to a first term on the Planning Board.
2. Debbie Howard has submitted an application for consideration to be appointed to a first term on the Planning Board.
3. Terri Lee has submitted an application for consideration to be appointed to the Library Board of Trustees. Ms. Lee previously served on this board from 2013-2017.



Town of Smithfield
Board, Commission, or Committee
Application

Name: STEVENS THOMAS ALVIN
Home Address: 407 N Third St, Smithfield NC 27577
Business Name & Address: Caldwell Bankers Advantage 11125 Cleveland Rd
Telephone Numbers: 919-934-9263 919-349-3886 TOMASTEVEN57@gmail.com

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

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

Interests & Skills: 30 year plus resident of Smithfield
Real Estate Broker, FARM OWNER

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

Recent Job Experiences: Real Estate Broker, Owner STEVENS Supply
Food ingredients, Kiwanis, Former Rotary

Civic or Service Organization Experience: Johnston County Board of Equalization
18 years, TRIANGLE EAST CHAMBER COMMERCE

Town Boards previously served on and year(s) served: none

Please list any other Boards/Commissions/Committees on which you currently serve: Johnston County
Board of Equalization (18 years)

Why are you interested in serving on this Board/Commission/Committee?

*to insure that Smithfield prospers & grows, without losing a small town feel*

**Affirmation of Eligibility:**

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

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

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

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

Printed Name:

*THOMAS ALVIN STEVENS*

Signature:

*Thomas Alvin Stevens*

Date:

*7/10/19*

Return completed for to:

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

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



Town of Smithfield  
Board, Commission, or Committee  
Application

Name: Howard Debbie E.  
Home Address: 221 W. Woodlawn Dr. Smithfield, NC 27577  
(Last) (First) (MI)

Business Name & Address: \_\_\_\_\_

Telephone Numbers: 919-934-2540 919-868-2649 debbie@carolinarealty-nc.com  
(Home) (Mobile) (Email)

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

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

Interests & Skills: I enjoy gardening, traveling & playing golf

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

Recent Job Experiences: Real Estate Broker since 1998

Civic or Service Organization Experience: MADD; JC Board of Realtors; Smithfield-Selma Chamber of Commerce

Town Boards previously served on and year(s) served: Selma Town Council 1999-2013

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

Why are you interested in serving on this Board/Commission/Committee? I feel keeping our community mixed with commerce as well as inviting residential areas will help Smithfield continue to grow & prosper. I feel my knowledge of our local real estate market qualifies me to assist with Smithfield moving forward.

**Affirmation of Eligibility:**

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

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

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

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

Printed Name: Debbie E. Howard  
Signature: Debbie E. Howard Date: 7/30/19

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

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



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

Name: Lee Terri S  
(Last) (First) (MI)

Home Address: 316 Rosewood Drive, Smithfield, NC 27577

Business Name & Address: Johnston Community College, PO Box 2350, Smithfield, NC 27577

Telephone Numbers: 919-917-8211 919-209-2125 919-917-8211  
(Home) (Business) (Mobile)

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

9	Appearance Commission	9	Parks/Recreation Advisory Commission
9	Board of Adjustment In Town Resident	9	Planning Board In-Town Resident
9	Board of Adjustment ETJ Member	9	Planning Board ETJ Resident
9	Historic Properties Commission	9	Other: _____
9	<span style="border: 1px solid red; padding: 2px;">Library Board of Directors</span>		_____

Interests & Skills: Please see attached resume.

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

Recent Job Experiences: Please see attached resume.

Civic or Service Organization Experience: Please see attached resume.

Town Boards previously served on and year(s) served: PLJCS Board of Trustees 2013-2016

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

Why are you interested in serving on this Board/Commission/Committee? I believe the Library Board of Trustees would be an excellent opportunity for me to use my skills and education in order to give back to my community. As a young child, the PLJCS fostered my love of reading and books, and I would like to help others in my community achieve the same rewards from our public library.

**Affirmation of Eligibility:**

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

9 Yes 9  No If yes, please explain disposition: \_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council? 9 Yes 9  No If yes, please explain: \_\_\_\_\_

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the City Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee. Further, I have received a copy of the Policy adopted 03-04-2008 and understand its contents.

Printed Name: Terri S. Lee

Signature: \_\_\_\_\_ Date: 07/10/2019

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

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

## TERRI SUZANNE HOLSTON LEE, ED.D.

316 Rosewood Dr. • Smithfield, NC 27577 • (919) 917-8211 • terrislee@me.com

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### EDUCATION

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Certificate, Business Analytics: Business Intelligence, Wake Technical Community College; July 2018.  
Doctor of Education, Higher Education Administration, North Carolina State University; May 2012.  
Dissertation title: *Right Here, Right Now: The Career Advancement of Generation X Female Mid-Level Administrators in Community Colleges in the Southeast.*  
Master of Library and Information Studies, University of North Carolina at Greensboro; May 1999.  
Bachelor of Arts in Education, Concentration in Secondary English Education, University of North Carolina at Chapel Hill; May 1995. Endorsement - Biology.  
Additional graduate coursework in English at North Carolina A&T State University.

### PROFESSIONAL EXPERIENCE

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- 2012-  
Present
- Executive Director of Planning, Research, Effectiveness, and Strategy  
Johnston Community College, Smithfield, NC.
- Leads all aspects of institutional planning, assessment, accreditation, research, and effectiveness to include strategic planning and strategic enrollment management (SEM).
  - Oversees the development, implementation, and ongoing evaluation of a comprehensive strategic enrollment management plan.
  - Serves as the College's Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) liaison
  - Supervises the work of the Strategic Enrollment Management and Institutional Effectiveness committees and any related subcommittees
  - Serves as a liaison between college divisions to advance institutional effectiveness and enrollment management strategies by serving as a member of instructional and student services administrative teams
  - Supervises and provides direction for strategic planning
  - Provides analysis of planning, assessment and evaluation information and reports
  - Reviews internal and external requests for research; coordinates and serves as chair of the College's Institutional Review Board (IRB)
  - Designs, implements, and report research results related to strategic planning, enrollment management, institutional effectiveness, accreditations, accountability, policy review, and implementation of directives
  - Presents institutional effectiveness and enrollment management data to stakeholders and guides data-informed decision making related to data and trends
  - Researches and suggests processes, procedures, and software to support institutional research, effectiveness, assessment, and strategic enrollment management
  - Develops departmental budget and manages the fiscal and human resources as assigned
  - Maintains currency in trends and best practices in planning, research, institutional effectiveness, and strategic enrollment management.

2004-  
2012

Director, Instructional Technology and Distance Education Center,  
Johnston Community College, Smithfield, NC.

- Planned, supervised, and administered the daily operations of the Instructional Technology and Distance Education Center; set priorities for completion of tasks; and supervised the progress and completion of projects.
- Set long-range and short-range goals for the Instructional Technology and Distance Education Center including annual operational budgets for equipment and materials.
- Coordinated the development, implementation and evaluation of Internet courses, telecourses, and interactive television (ITV) courses with division and department heads.
- Compiled, analyzed, and reported enrollment, completion rates, grade distributions and related data for distance learning programs and courses.
- Interpreted and analyzed trends and developments in instructional technology and distance education and made recommendations to appropriate stakeholders.
- Conducted research and developed recommendations on College policies and procedures related to instructional technology and distance education.
- Taught online sections of ACA 111 - College Student Success course.
- Served as spokesperson for the College and point of contact for outside agencies regarding instructional technology and distance education.
- Worked with distance education vendors, NC Community College System Office, education coordinators, licensing affiliates, and others to procure instruction materials.
- Researched and recommended purchases of cutting edge software and hardware needs related to instructional technology and distance education.
- Actively participated in faculty and staff meetings, college committees, and professional organizations.

2000-  
2004

Librarian, Johnston Community College, Smithfield, NC.

- Connected library and information science with related fields and the college curriculum.
- Planned, developed, and taught library and information literacy instruction.
- Provided effective circulation services and training in circulation services and procedures, including reserves and media scheduling.
- Cataloged library materials in all formats using the most authoritative and technologically sound methods and practices.
- Collaborated with departmental faculty to assess effectiveness and strength of collection in assigned subject disciplines.
- Assisted with selecting, receiving, organizing, and cataloging books, multimedia, and other materials and equipment.
- Performed inventories of all library collections.
- Assisted with collection development, collection assessment, archiving and purging activities.
- Answered reference questions and recommended appropriate books and multimedia to students, faculty, staff and patrons.
- Assisted students, faculty, staff and patrons with use of public access catalog, Internet and other electronic information retrieval systems.

- Managed and resolved library hardware and software issues.
- Collaborated with departmental faculty to assess effectiveness and strength of collection in assigned subject disciplines.
- Investigated technologies that improved services and employed available instructional technology, when appropriate.
- Supported the total mission of the college through attendance of various college functions.

1999-  
2000

Branch Librarian, Martin Memorial Library, Williamston,  
NC.

- Served as the director of a local municipal library within a regional system.
- Represented the library to the residents of the community and provided them with library materials and services.
- Duties included organizing and supervising all aspects of public services; assuming responsibility for local collection development and maintenance; hiring, evaluating, training and supervising staff of seven.
- Supported regional policies and procedures.
- Promoted library to the public.
- Planned, executed and marketed library programs.

1998-  
1999

Technical Services Assistant, Carolina Population Center Library, Chapel Hill,  
NC.

- Assisted in selection and collection development.
- Placed orders, as appropriate for all categories of library materials.
- Maintained order file (Procite database).
- Used DRA Netcat software to prepare original cataloging records for Popcat, the CPC library catalog.
- Assisted in reference as needed.

Spring  
1999

Intern, Durham Public Library, Durham, NC.

- Assisted with adult reference questions.
- Led young-adult reading group.
- Assisted with young-adult collection development.

1998

Reference Librarian, Wayne County Public Library, Goldsboro, NC.

- Conducted reference interviews with library patrons to help connect them with appropriate resources.
- Taught library patrons how to navigate the library catalog and databases.
- Assisted with Interlibrary Loan (ILL) service.

1997-  
1998

Substitute Teacher, Johnston County Schools, Smithfield, NC.

- Managed a wide range of high school classes.
- Fostered an environment conducive to learning and assisted students in understanding assignments.

Summer  
1996

Teacher, Star-Biscoe Elementary School, Star, NC.

- Served as a teacher for the Beat-the-Heat Summer Program.
- Tutored at-risk elementary students in reading skills.

1995-  
1997

Teacher, East Montgomery High School, Biscoe, NC.

- Taught sophomore and freshman English.
- Presented educational material employing diverse teaching strategies designed to address a variety of learning styles, including lecture, discussion, demonstrations, etc.
- Prepared lesson plans and crafted daily learning objectives.
- Lessons included units in world literature, grammar, essay writing, skills for the North Carolina State Writing Test, etc.
- Led the Pep Club and assisted with the Quiz Bowl.

1994-  
1995

Student Assistant, Davis Library, Catalog Management, Chapel Hill, NC.

- Edited bibliographic information in DRA library database.
- Entered barcode information in library database.
- Worked with card catalog and shelf list.
- Shelved books.

## PROFESSIONAL AFFILIATIONS/ACTIVITIES

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- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 2012-Present.
  - On-Site Reaffirmation Committee, Member, 2018.
  - On-Site Reaffirmation Committee, Member, 2017.
  - On-Site Reaffirmation Committee, Quality Enhancement Plan Lead Evaluator, 2016.
  - On-Site Reaffirmation Committee, Member, 2015.
  - On-Site Reaffirmation Committee, Member, 2014.
- North Carolina State University Adult and Community College Education Ed.D. Executive Mentoring Program.
  - Mentor, 2017-Present.
- Community College Planning and Research Organization (CCPRO), 2012-Present.
  - Past President, 2016-2017.
  - President, 2015-2016.
  - President-Elect, 2014-2015.
- Association of Institutional Research, 2016-Present.
- North Carolina Association of Institutional Research (NCAIR), 2012-Present.
- North Carolina Community College System Excellence in Research and Analytics Initiative, 2015-2018.
  - Core Committee, 2015-2018.
  - Course Delivery Methods & Technology Research Team, 2015-2018.
- North Carolina Community College System Data Initiative, 2012-2015.
  - Faculty/Staff Focus Area Team, 2012-2015.
- North Carolina American Association of Women in Community Colleges (NCAAWCC), 2007-2010.
  - Membership Chair, 2008-2010.
- North Carolina Community College Association of Distance Learning (NC3ADL), 2004-2012.
  - Central Region Vice President, 2008-2010.
- North Carolina Distance Learning Alliance (NCDLA), 2004-2009.
  - Conference Planning Committee, 2006-2009.
- North Carolina Community College System Succession Planning Task Force, 2007-2008.
- Community College Libraries in North Carolina (CCLINC), 2000-2004.
  - District I Representative, 2002-2004.
  - Cataloging Subcommittee, 2002-2004.
- North Carolina Community College Library Resources Association (NCCCLRA), 2000-2004.
- North Carolina Library Association, 1997-2004.
- American Library Association (ALA), 1997-2002.
  - Association of College and Research Libraries, 1997-2002.
    - Community College and Junior College Libraries Section, 2000-2002.
    - Distance Learning Section, 2000-2002.
  - New Members Round Table (NMRT), 1997-2002.
    - NMRT *Footnotes* Committee, 2001-2002.
    - NMRT Resume Reviewing Committee - Co-chair, 2000-2001.
- Library and Information Studies Student Association, UNCG, 1997-1999.
  - President, 1998-1999.
- North Carolina Association of Educators, 1995-1997.

## PUBLICATIONS

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- Rudd, A., Lee, T., Harris, E. & Russell, A. (2012) *Best practices in development and dissemination of effective student evaluation of online and hybrid classes* (White paper). North Carolina Community College System: Raleigh, NC: Virtual Learning Community.
- Holston, T. S. (2001). [Review of the book *Library evaluation: A casebook and can-do guide* by D. P. Wallace and C. VanFleet]. *Reference & User Services Quarterly*, 41(1), 88.
- Holston, T. S. (2000). [Review of the book *The librarian's quick guide to internet resources* by J. L. Semenza]. *Reference & User Services Quarterly*, 39(3), 318.
- Holston, T. S. (1999). [Review of the book *Intronet : A beginner's guide to searching the internet* by J. Burke]. *Reference & User Services Quarterly*, 39(2), 209.

## PRESENTATIONS

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- Lee, T. (2019, June). *Leading Change Through Institutional Effectiveness Processes*. Workshop presented as part of the North Carolina State University Executive Leadership Program, Raleigh, NC.
- Lee, T. (2019, April). *Disaggregating Data to Paint an Enrollment Picture*. Session presented at the Wake Technical Community College Strategic Enrollment Management Symposium, Raleigh, NC.
- Lee, T. (2017, June). *Creating Geographic Enrollment Visualizations Using Tableau* Session presented at the Central Region Drive-In of the Community College Planning and Research Organization, Sanford, NC.
- Lee, T. (2016, December). *Engaging your institutional effectiveness committee in assessment and annual plan reviews*. Session presented at the annual meeting of the Southern Association of Colleges and Schools Commission on Colleges, Atlanta, GA.
- Lee, T., Boone, J., Ivey, T., & McCollough, B. (2016, June). *Federal requirement 4.1: What constitutes an expected threshold of acceptability?* Session presented at the Eastern Region Drive-In of the Community College Planning and Research Organization, Greenville, NC.
- Lee, T., O'Neill, D., Austin, S., & Howerton, T. (2012, November). *Am I done yet? Preparing the QEP presentation*. Presentation for the annual meeting of the Community College Planning and Research Organization, Greensboro, NC.
- Gant, S., Howard, D., & Lee, T. (2010, June). *Integrating technology & revision and keeping the course 'current.'* Session presented at the North Carolina State University Building Bridges for First Year Student Success Drive-In Conference, Raleigh, NC.
- Holston T. and von Briesen, D. I. (2007, May). *MMORPGs: What they are and what distance educators can learn from them*. Session presented at the annual meeting of the Distance Learning Alliance, Asheville, NC.
- Holston, T. (2005, July). *Campus Cruiser train-the-trainer*. Workshop presented at Wake Technical Community College, Fuquay Varina, NC.
- Holston, T. (2005, March). *Campus Cruiser train-the-trainer*. Workshop presented at Hillsborough Community College, Tampa, FL.

Rouse, L., Whisnant, J., Holston, T., & Little, S. (2004, November). *Cruisin' the connected campus*. Session presented at the League for Innovation Conference on Information Technology, Miami, FL.

Rouse, L., Whisnant, J., Holston, T., & Little, S. (2004, October). *Cruisin' the connected campus*. Session presented at the North Carolina Community College System Conference, Greensboro, NC.

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### LEADERSHIP TRAINING

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- Southern Association of Colleges and Schools Commission on Colleges Chair Training, 2019.
- Six Stages of Cultural Mastery, 2019.
- North Carolina Community College Leadership Program, 2017-2018.
- Supervising for Success, Johnston Community College, 2016-2017.
- Executive Leadership Program, North Carolina State University, Adult and Higher Education Department, 2008.
- Department Chairs Institute, North Carolina State University, Adult and Higher Education Department, 2007.
- Leadership in Higher and Community College Education, EAC 704, North Carolina State University, Adult and Higher Education Department, 2004.
- Leadership Johnston, Johnston County Area Chambers of Commerce, 2003-2004.

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### COMMUNITY SERVICE

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Parent Advisory Council member, South Smithfield Elementary School, 2016 – Present.

Board of Trustee member, Public Library of Johnston County and Smithfield (PLJCS), 2013 – 2017.  
Vice Chairperson, 2015-2017.

Halos for Hope Knitathon participant, March 2015.

Neuse River cleanup organizer, Neuse Riverkeeper Foundation, 2002-2012.

Johnston Community College Relay for Life Team, 2002-2006.  
Co-Captain, 2003-2004.

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### TECHNICAL COMPETENCIES

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- |   |   |                                    |
|---|---|------------------------------------|
| ▪ Adobe Acrobat Professional                    | and Program Review Modules (User & Administrator) | ▪ Microsoft Office                 |
| ▪ Adobe Photoshop                               | ▪ Ellucian Colleague                              | ▪ Moodle (Instructor)              |
| ▪ Blackboard Learn (Instructor & Administrator) | ▪ Entrinsik Informer                              | ▪ NVivo                            |
| ▪ Camtasia/Snag It                              | ▪ EndNote   | ▪ Prezi                            |
| ▪ Campus Labs - Accreditation, Planning,        | ▪ Google Apps for Education Administration        | ▪ Qualtrics (User & Administrator) |
|   |   | ▪ Remark Office OMR                |
|   |   | ▪ SAS                              |
|   |   | ▪ Tableau                          |





# Staff Report

Consent  
Agenda  
Item: New  
Hire /  
Vacancy  
Report

## Background

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

In addition, please find the following current vacancies:

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Meter Technician	Public Utilities – Electric	31-72-7230-5100-0200
Payroll/Accounting Technician	Finance	10-10-4200-5100-0200
	Public Utilities – W/S	30-71-7220-5100-0200
	Public Utilities - Electric	31-72-7230-5100-0200
Police Officer I	Police	10-20-5100-5100-0200
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200

## Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 19-20 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Police Officer I	Police	10-20-5100-5100-0200	\$17.71/hr. (\$39,599.96/yr.)



# Business Items





# Request for Town Council Action

Business  
Agenda  
Item:  
Date: Resolution  
#649  
(16-2019)  
08/13/2019

---

Subject: Resolution – CSX Railroad  
Department: Public Works & General Government  
Presented by: Mike Scott and Lenny Branch  
Presentation: Business Item

---

## Issue Statement

A request to adopt a resolution admonishing CSX Railroad for their indifference to storm water issues and maintenance on their properties and in their right of ways.

## Financial Impact

No Budget Impact

## Action Needed

Approve Resolution #649 (16-2019)

## Recommendation

Approve Resolution #649 (16-2019)

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Resolution #649 (16-2019)



# Staff Report

Business  
Agenda  
Item: Resolution

---

Staff and government officials at the local and state levels have been working with CSX Railroad to improve storm water delivery leaving the Town of Smithfield and passing under and along the CSX Railroad Tracks. CSX Railroad has been a poor partner in this process and the attached resolution is intended to bring the matter to the attention of the public, as well as identify the lack of CSX cooperation regarding storm water maintenance in their right of ways and on their properties.

.

**TOWN OF SMITHFIELD  
RESOLUTION #649(16-2019)  
REQUESTING CSX RAILROAD TO MAINTAIN  
ITS STORMWATER INFRASTRUCTURE WITHIN THE TOWN**

WHEREAS, within the Town of Smithfield, the railroad and its right-of-way is owned, maintained and controlled by CSX Corporation; and

WHEREAS, within the Town of Smithfield there is approximately 9.04 miles of railway and 5.8 miles of railroad right-of-way within the corporate Town limits; and

WHEREAS, the CSX Railroad infrastructure creates a manmade dam for storm water flowing from Smithfield into its natural tributaries to the Neuse River; and

WHEREAS, in recent years, the Town of Smithfield has experienced several major flooding events to businesses along US Highway 301 South which are adjacent to a portion of the CSX railway and right-of-way; and

WHEREAS, in February of 2017, Town staff worked with CSX to clean-up storm drainage paths along the railway which included the clean out of a 54" drainage pipe under the railroad tracks behind businesses along US Highway 301 South to prevent the potential flooding of those businesses; and

WHEREAS, on April 24, 2017, Town officials met with CSX officials to discuss drainage issues and requested the 54" drainage pipe be upgraded to a 72" drainage pipe to alleviate the potential for flooding; and

WHEREAS, CSX Railroad refuses to have an ongoing maintenance program to prevent its debris from being carried by storm water into its storm water pipes and ditches, decreasing or eliminating stormwater flow; and

WHEREAS, while CSX officials agreed to consider these requests, nothing has been updated and routine maintenance of the drainage pipes still does not occur; and

THEREFORE, BE IT RESOLVED that the Town of Smithfield is strongly urging CSX Corporation to properly and routinely maintain its stormwater infrastructure within the Town of Smithfield,

update its stormwater pipes to accept the necessary stormwater flow from the surrounding areas and be a contributing neighbor of Smithfield.

AND BE IT FURTHER RESOLVED that the Town of Smithfield is requesting that CSX Corporation increase the 54" drainage pipe to a 72" drainage pipe along US Highway 301 South to limit the likelihood of future flooding events in this area of Town and undergo a normal and routine maintenance program to remove debris from its property that is likely to decrease storm stormwater flow.

Adopted this 13th day of August, 2019.

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M. Andy Moore, Mayor

ATTEST:

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Shannan L. Parrish, Town Clerk



# Request for Town Council Action

Business  
Agenda  
Item: Award of  
Contract  
Date: 08/13/2019

---

Subject: Award of Contract for Labor to Construct the North Circuit –  
Phase II  
Department: Public Utilities  
Presented by: Ted Credle  
Presentation: Business Item

---

## Issue Statement

Growth in the north side of Town has put a stress on electrical service in that area. The planned North Circuit was designed & bid by the consultant. The proposed contractor for installation & labor of Phase II (Carolina Power & Signalization) has supplied a low bid of \$602,746.75.

## Financial Impact

\$950,000 was approved as part of the Capital Project in the FY 2019-2020 budget for the design and construction of the North Circuit

## Action Needed

Approve the award of Contract to the low bidder

## Recommendation

Staff recommends the approval of the proposed low-bid Contractor

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Advertisement for Bid
3. Certified Bid Tab



# Staff Report

Business  
Agenda  
Item: Award of  
Contract

---

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

The Hospital Road substation is overburdened and cannot support additional load. As such, the so-called North Circuit was included in the 10-year Capital Improvement Plan, approved by Council in June of 2018.

Bids for the construction were received on July 18, 2019 to construct the electric circuit, per the approved plans. The low bidder for labor was Carolina Power & Signalization in the amount of \$602,746.75

Staff is asking the Council to approve the low bid and authorize the Town Manager to execute a contract for labor to construct Phase II of the project, not to exceed \$602,746.75.

## LEGAL NOTICE

Pursuant to Section 143-129 of the General Statutes of North Carolina, sealed Proposals will be received by the Town of Smithfield, until 2:00 p.m., E.S.T., Wednesday, July 17, 2019, at which time they will be publicly opened and read for the furnishing of labor for the completion of the following:

**TOWN OF SMITHFIELD  
SMITHFIELD, NORTH CAROLINA  
SPECIFICATIONS AND BID DOCUMENTS  
LABOR CONTRACT  
NEW FEEDER-NORTH  
ADDITION/CONVERSION-OVERHEAD**

Proposals will be received at the following location:

**Booth & Associates, LLC  
Consulting Engineers  
5811 Glenwood Avenue, Suite 109  
Raleigh, North Carolina 27612  
Attention: Mr. Bobby C. Fowler, PE  
Distribution Engineering Manager**

Pre-Bid Meeting will be at the following location:

**Wednesday, July 10, 2019  
Town of Smithfield  
230 Hospital Road  
Smithfield, North Carolina**

Each quotation shall be submitted as per the "Notice to Prospective Bidders." Bids must be accompanied by a five percent (5%) bid deposit as outlined in the "Notice to Prospective Bidders." The Town of Smithfield reserves the right to reject any or all Proposals.

Complete Plans, Specifications, and Bid Documents will be available for inspection at the following locations between the hours of 8:00 a.m. and 5:00 p.m.:

**Town of Smithfield  
230 Hospital Road  
Smithfield, North Carolina  
Attention: Mr. Michael Scott, City Manager**

**Booth & Associates, LLC  
Consulting Engineers  
5811 Glenwood Avenue, Suite 104  
Raleigh, North Carolina  
Attention: Mr. Bobby C. Fowler, PE**

Plans, Specifications, and Contract Documents may be obtained from the Consulting Engineers by those qualified and who will make a Bid upon deposit of One Hundred Dollars (\$100.00) in cash or certified check, not subject to refund. Business hours are from 8:00 a.m. to 5:00 p.m., excluding weekends, and holidays.

TOWN OF SMITHFIELD  
SMITHFIELD, NORTH CAROLINA

LABOR CONTRACT  
FOR THE  
NEW FEEDER NORTH  
ADDITION/CONVERSION-OVERHEAD

TABULATION OF BIDS

BIDDERS	C. W. Wright Construction Company	Carolina Power & Signalization	Davis H. Elliott Construction	Irby Construction Company	Lee Electrical Construction	Linetec Services	MasTec North America	Pike Electric	Sumter Utilities	Volt Power
<i>Bid Bond or Check</i>	Yes	Yes	Yes	---	Yes	Yes	Yes		Yes	
TOTAL – Distribution Assembly Units	\$1,579,500.53	\$602,746.75	\$2,225,000.00	No Bid	\$813,913.78	\$1,248,191.60	\$725,851.63	No Bid	\$659,579.78	No Bid
Addendum	Yes	Yes	Yes	---		Yes	Yes		Yes	

THIS IS TO CERTIFY THAT AT 2:00 P. M., E.S.T. WEDNESDAY, JULY 17, 2019, THE BIDS TABULATED HEREIN WERE PUBLICLY OPENED, READ, CHECKED, AND THE ABOVE TOTALS ARE CORRECT. ALL RECOGNIZED BIDS WERE ACCOMPANIED BY AN ACCEPTABLE CHECK OR BID BOND. ANY IRREGULARITIES IN BIDS RECEIVED ARE NOTED UNDER REMARKS.

REMARKS:



Bobby C. Fowler, PE



# Request for Town Council Action

Business  
Agenda  
Item: Authorize  
Date: 08/13/2019 Project

---

Subject: Authorize construction project to extend sanitary sewer to serve parcels north of Booker Dairy Road

Department: Public Utilities

Presented by: Ted Credle

Presentation: Business Item

---

## Issue Statement

The widening of Booker Dairy Road has left the tracts of land to the north of Booker dairy road with limited access to sanitary sewer. The Town wishes to extend the sanitary sewer system to provide easier access for these tracts.

## Financial Impact

**Funds for this project were not budgeted in this fiscal year's budget. Funds for this project will be paid from the General Capital line item. Any future reallocation of funds will be brought to Council for approval.**

## Action Needed

Authorize the project to be bid & constructed

## Recommendation

Staff recommends the Council Authorize the project for a maximum cost of \$40,000

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff report
2. Map of the Area
3. Proposed Extension



# Staff Report

Business  
Agenda  
Item: Authorize  
Project

The Town has an existing sanitary sewer system that serves customers north of Booker Dairy Road. This system remains active and without problem during the current NCDOT widening project. Once the NCDOT project is completed, the existing system will be located primarily in the median, between east-bound and west-bound lanes.

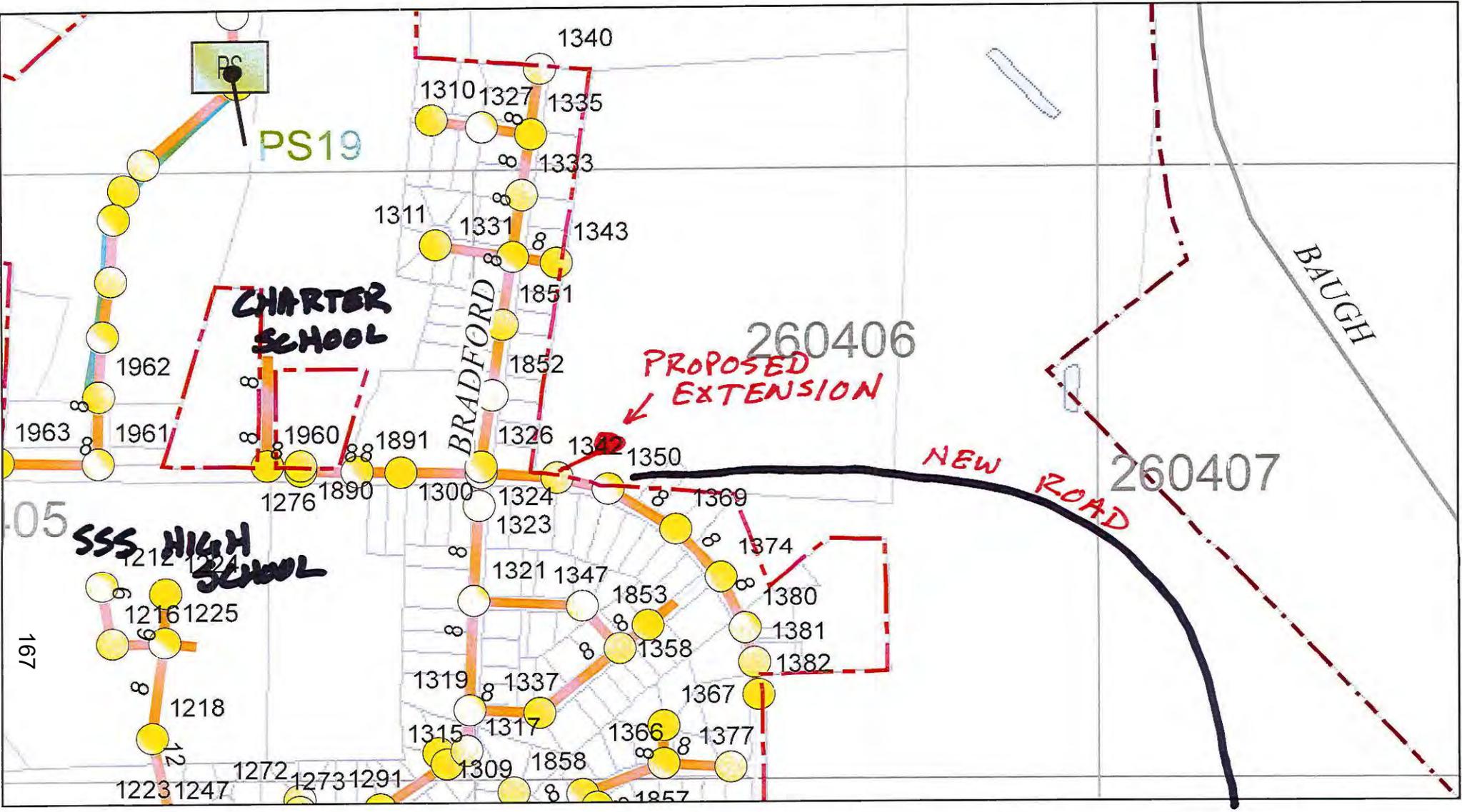
One of the benefits of the current NCDOT project is that the project will allow parcels of land that lay north of Booker Dairy Road to be developed. In order to serve potential customers in this area, the existing sanitary system will have to be extended.

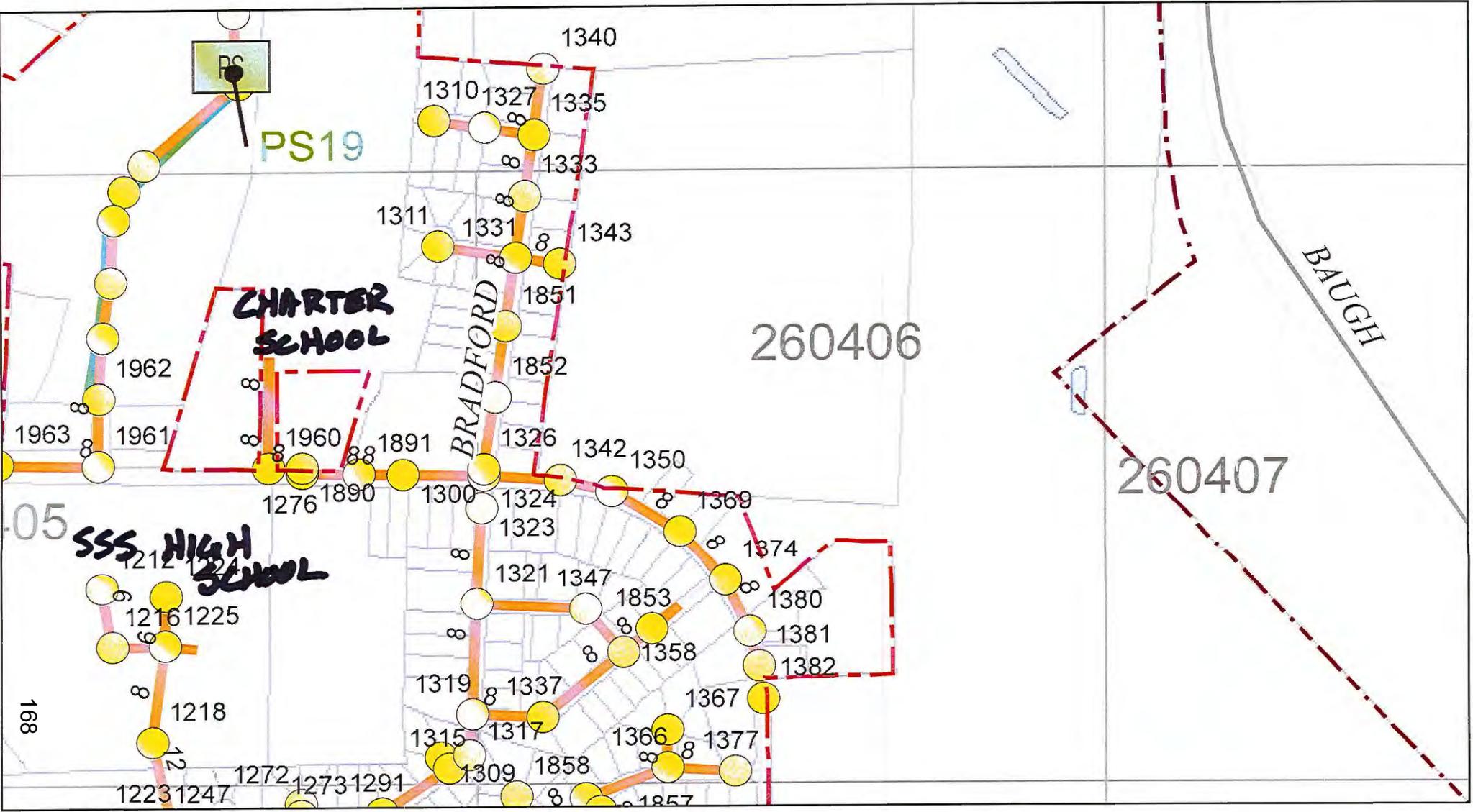
The Town is proposing to install one section of pipe and one manhole at this time, prior to the completion of the roadway widening & construction project. This extension will provide access to the parcels north of Booker Dairy Road. By constructing the project now, it is hoped a costly road bore will be avoided.

Staff is asking the Council to authorize this construction project to extend the sanitary sewer system; authorize the Town Manager to contract necessary engineering & permitting services; and authorize the Town Manager to execute a contract for labor to the proposed low bidder (once identified), for the project budgeted amount, not to exceed \$40,000.00.

**Based on the recent construction & repair projects, budget for the "Booker Dairy Sewer Extension" project is:**

<i>Project</i>	Projected Cost
Engineering & Permitting	\$ 6,000.00
Construction Contract	\$ 32,000.00
Contingency (5%)	\$ 2,000.00





PS

PS19

CHARTER SCHOOL

SSS HIGH SCHOOL

BRADFORD

BAUGH

260406

260407

05

168

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1960

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1858

1857



# Request for Town Council Action

Business  
Item: ANX-19-01  
Date: 08/13/2019

---

Subject: Annexation Petition  
Department: Planning & Administration  
Presented by: Stephen Wensman, Planning Director  
Presentation: Business Agenda Item

---

## Issue Statement

Reid Smith has petitioned the Town to annex the 68.16 acre East River PUD residential development into the Town of Smithfield.

## Financial Impact

**Annexation will increase the Town's property tax base and will require Town to serve** the future homes with trash and yard pickup, police and fire protection and other Town services.

## Action Needed

The Town Council is asked adopt Resolution # 650 (17-2019) setting the date for the Public Hearing for September 3, 2019 since the Town Clerk has investigated the sufficiency of the annexation petition.

## Recommendation

Adopt Resolution # 650 (17-2019)

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Certificate of Sufficiency
3. Responses to Validate the Sufficiency of the Petition
4. Resolution #650 (17-2019)



# Staff Report

Business ANX-  
Item 19-01

The Town of Smithfield received a petition to annex approximately 68.16 acres at 1899 Buffalo Road, NC Pin# 169520-80-0490.

At the July 9, 2019 meeting, the Town Council passed Resolution #647 (14-2019), directing the Town Clerk to investigate the sufficiency of the petition should the Council wish to move forward with the annexation of the property into the corporate Town limits. The Town Clerk has investigated the petition and has determined it to be valid.

Pursuant to NC GS 160A-58.2, the next step in the annexation process is to adopt Resolution #650 (17-2019) setting the date for the Public hearing to be held on September 3, 2019 if the Council so chooses.

*160A-58.2. Public hearing. Upon receipt of a petition for annexation under this Part, the city council shall cause the city clerk to investigate the petition, and to certify the results of his investigation. If the clerk certifies that upon investigation the petition appears to be valid, the council shall fix a date for a public hearing on the annexation. Notice of the hearing shall be published once at least 10 days before the date of hearing.*

*At the hearing, any person residing in or owning property in the area proposed for annexation and any resident of the annexing city may appear and be heard on the questions of the sufficiency of the petition and the desirability of the annexation. If the council then finds and determines that (i) the area described in the petition meets all of the standards set out in G.S. 160A-58.1(b), (ii) the petition bears the signatures of all of the owners of real property within the area proposed for annexation (except those not required to sign by G.S. 160A-58.1(a)), (iii) the petition is otherwise valid, and (iv) the public health, safety and welfare of the inhabitants of the city and of the area proposed for annexation will be best served by the annexation, the council may adopt an ordinance annexing the area described in the petition. The ordinance may be made effective immediately or on any specified date within six months from the date of passage. (1973, c. 1173, s. 2.)*

## Certificate of Sufficiency

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

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

1. The petition contains the metes and bounds of the area proposed for annexation.
2. The area described in the petition is contiguous to the Town of Smithfield's primary corporate limits, as defined by GS 160A-31
3. The petition is signed by and includes addresses of all owners of real property lying in the area described therein.

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Smithfield this the 17<sup>th</sup> day of July, 2019



Shannan L. Parrish, Town Clerk



## Certificate of Sufficiency - Buffalo Road, LLC

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

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

1. The petition contains the metes and bounds of the area proposed for annexation.  
*{Attached hereto is the metes and bounds of the proposed area for annexation}*
2. The area described in the petition is contiguous to the Town of Smithfield's primary corporate limits, as defined by GS 160A-31  
*{Attached hereto is a map depicting the area considered for annexation is contiguous to the corporate limits of the Town of Smithfield}*
3. The petition is signed by and includes addresses of all owners of real property lying in the area described therein.  
*{Attached hereto is the petition, Johnston County GIS Map proving the address of owner and information of business ownership found from the NC Secretary of State's website proving address and owner}*

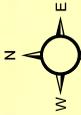
**Metes and Bounds for Annexation Petition**

BEGINNING AT AN IRON PIPE WITH CAP, HAVING NC GRID COORDINATES OF  
 N: 650708.13', E: 2199713.25' (NAD83/NSRS2011)

THENCE S 19°34'19" W A DISTANCE OF 1143.21' TO AN IRON PIPE;  
 THENCE S 89°26'23" W A DISTANCE OF 284.59' TO AN IRON PIPE;  
 THENCE S 89°41'02" W A DISTANCE OF 210.42' TO AN IRON PIPE;  
 THENCE N 89°50'16" W A DISTANCE OF 63.22' TO AN IRON PIPE;  
 THENCE N 89°36'15" W A DISTANCE OF 750.00' TO AN IRON PIPE;  
 THENCE N 89°36'15" W A DISTANCE OF 1095.02' TO AN EXISTING AXLE;  
 THENCE N 53°05'31" E A DISTANCE OF 100.90' TO AN IRON PIPE;  
 THENCE N 45°29'41" E A DISTANCE OF 203.12' TO AN IRON PIPE;  
 THENCE N 38°44'59" E A DISTANCE OF 236.00' TO AN IRON PIPE;  
 THENCE N 34°44'10" E A DISTANCE OF 181.09' TO AN IRON PIPE;  
 THENCE N 26°35'47" E A DISTANCE OF 157.03' TO AN IRON PIPE;  
 THENCE N 29°50'52" E A DISTANCE OF 455.65' TO AN IRON PIPE;  
 THENCE N 37°13'33" E A DISTANCE OF 145.22' TO AN IRON PIPE;  
 THENCE N 37°05'31" E A DISTANCE OF 60.31' TO AN IRON PIPE;  
 THENCE N 43°05'41" E A DISTANCE OF 264.72' TO AN IRON PIPE;  
 THENCE N 41°00'18" E A DISTANCE OF 473.57' TO AN IRON PIPE;  
 THENCE S 64°03'50" E A DISTANCE OF 183.10' TO AN IRON PIPE;  
 THENCE S 64°03'50" E A DISTANCE OF 900.00' TO AN IRON PIPE WITH CAP;  
 THENCE S 64°03'50" E A DISTANCE OF 16.90' TO AN IRON PIPE;  
 THENCE S 00°38'25" W A DISTANCE OF 59.59' TO AN IRON PIPE;  
 THENCE S 66°33'31" E A DISTANCE OF 8.51' TO AN IRON PIPE;  
 THENCE S 66°33'33" E A DISTANCE OF 436.50' TO THE POINT OF BEGINNING;

HAVING AN AREA OF 3,052,413 SQUARE FEET, 70.07 ACRES

AS SHOWN ON A SURVEY BY GREENBROOK SURVEYING, P.C. DATED FEBRUARY 23, 2018  
 AND RECORDED IN PLAT BOOK 87 PAGE 302, J.C.R.



1 inch = 400 feet

East River Subdivision

State Employee's Credit Union

The Awakening

Smithfield Recreation & Aquatic Center

Smithfield Community Park

BUFFALO RD

BOOKER DAIRY RD

MIDURWOOD STEPHENSON HWY

ETJ

ETJ

ETJ

Corporate Limit Line

Corporate Limit Line

Corporate Limit Line



### Response to Question 3

## Annexation Petition

Submittal Checklist

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

<input checked="" type="checkbox"/>	<b>Electronic Word document of the written metes and bounds</b> must be e-mailed to: <a href="mailto:Stephen.Wensman@smithfield-nc.com">Stephen.Wensman@smithfield-nc.com</a> or <a href="mailto:Mark.Helmer@smithfield-nc.com">Mark.Helmer@smithfield-nc.com</a> .	
<input checked="" type="checkbox"/>	<b>Survey or Plat</b> showing above written metes and bounds description of the property to be annexed must be submitted electronically in .pdf format, if possible.	
<input checked="" type="checkbox"/>	<b>Copy of Approved Preliminary Site Plan or Final Site Plan</b> showing Town Permit number (Z-__-__, etc.) or <div style="text-align: center; margin-top: 5px;"><u>2A-18-04</u></div>	<b>Copy of Subdivision Plat</b> submitted for lot recording approval with Town file number (S-____-__, etc.)
<input checked="" type="checkbox"/>	<b>Projected Market Value of Development</b> at build-out (land and improvements).	
<input checked="" type="checkbox"/>	<b>General Annexation Area Data:</b> Linear feet of public streets, total annexation area acreage, number of proposed residential units or square footage of commercial space, type of utility connections involved, specific land uses proposed.	
<input checked="" type="checkbox"/>	This application form completed, <u>dated and signed</u> by the property owner(s) and attested submitted by the deadlines noted in section B of this application, page 2.	
<b>Required, but often missing information. Please make sure to include the following:</b>		
<input checked="" type="checkbox"/>	<b>Correct Parcel Identification Number(s) (PIN).</b> Call Johnston County Geographic Information Services at 919-989-5153, if there is any question about the parcel identifier. <b>This is very important.</b> Please indicate if the property being requested for annexation is only a portion of an existing parcel.	
<input checked="" type="checkbox"/>	<b>Owner's Signatures and Date of Signatures.</b> See page 3 of this application. All real property owners must sign the application, and the <u>date of signature MUST be filled in!</u>	
<input type="checkbox"/>	N/A Corporate Seal for property owned by a corporation.	
<input checked="" type="checkbox"/>	<a href="#">Rezoning Application</a> , if the property is currently outside Town of Smithfield.	

# Annexation Petition

Submittal Deadlines

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

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

## Section C Summary Information / Metes and Bounds Descriptions

Development Project Name **EAST RIVER PID (ZA-18-04)**

Street Address **1899 BUFFALO RD., SMITHFIELD, NC 27577**

Town of Smithfield Subdivision approval # (S- _____ ) or <b>(ZA-18-04)</b>	Building Permit Transaction # _____ or _____	Site Plan approval # for multi-family (SP- _____ )
---	---	---

Johnston County Property Identification Number(s) list below

P.I.N. <b>169520-80-0490</b>	P.I.N. <input type="checkbox"/>	P.I.N. _____
P.I.N. _____	P.I.N. <input type="checkbox"/>	P.I.N. _____

Acreage of Annexation Site <b>68.16 AC</b>	Linear Feet of Public Streets within Annexation Boundaries <b>+/- 7,753</b>
--	---

Annexation site is requesting Town of Smithfield  Water  and/or Sewer  **ELECTRICITY**

Number of proposed dwelling units **315 (MAX.)**

Type of Units:	Single Family <input checked="" type="checkbox"/>	Townhouse <input checked="" type="checkbox"/>	Condo _____	Apartment _____
----------------	---	---	-------------	-----------------

Building Square Footage of Non-Residential Space **N/A**

Specific proposed use (office, retail, warehouse, school, etc.) **RESIDENTIAL PID**

Projected market value at build-out (land and improvements) \$ **53,671,000 TO \$60,165,000**

Person to contact if there are questions about the petition **DONNIE ADAMS**

Name **ADAMS & HODGE ENGINEERING, P.C.**

Address **314 EAST MAIN ST., CLAYTON, NC 27520**

Phone <b>919-763-7278</b>	Fax # <b>N/A</b>	Email <b>donnie@adamsandhodge.com</b>
---------------------------	------------------	---------------------------------------

# Annexation Petition

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

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

Contiguous to the present corporate limits of the Town Of Smithfield, North Carolina, or

Not Contiguous to the municipal limits of the Town of Smithfield, North Carolina, not closer to the limits of any other municipality and is located within three miles of the municipal limits of the Town of Smithfield, North Carolina (pursuant to Chapter 989 of the Sessions Law of North Carolina, 1967)

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

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

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

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the owners of the property described in Section C.

**Owner's Signature(s)**

Signature *[Handwritten Signature]* Date 6/19/19  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

Corporate Seal

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

Name Reid Smith Phone 919-813-0123  
 Address 114 West Main St Clayton NC 27520  
 Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_

**Above signature(s) attested by**

Received by the Town of Smithfield, North Carolina, this 9th day of July, 20 19, at a Council meeting duly held.

Signature of Town Clerk *[Handwritten Signature]*

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

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



**Result 1**

**id:** 169520-80-0490  
**Tag:** 14075013  
**NCPin:** 169520-80-0490  
**Mapsheets No:** 169520  
**Owner Name 1:** BUFFALO ROAD, LLC  
**Owner Name 2:**  
**Mail Address 1:** 114 W MAIN ST STE 102  
**Mail Address 2:**  
**Mail Address 3:** CLAYTON, NC 27520-2397  
**Site Address 1:** 1899 BUFFALO RD  
**Site Address 2:** SMITHFIELD, NC 27577-  
**Book:** 05203  
**Page:** 0208  
**Market Value:** 1817800  
**Assessed Acreage:** 68.16  
**Calc. Acreage:** 68.16  
**Sales Price:** 0  
**Sale Date:** 2018-08-17

178



Scale: 1:10060 - 1 in. = 838.33 feet

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

Johnston County GIS  
July 23, 2019

Response to Question 3



# Limited Liability Company

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## Legal Name

Buffalo Road, LLC

## Information

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SosId: 1713531

Status: Current-Active

Annual Report Status: Current

Citizenship: Domestic

Date Formed: 6/8/2018

Registered Agent: [Smith, Reid M](#)

## Addresses

---

### Mailing

114 W Main Street Suite 102  
Clayton, NC 27520

### Principal Office

114 W Main Street Suite 102  
Clayton, NC 27520

### Reg Office

114 W Main Street Suite 102  
Clayton, NC 27520

### Reg Mailing

114 W Main Street Suite 102  
Clayton, NC 27520

## Company Officials

---

All LLCs are managed by their managers pursuant to N.C.G.S. 57D-3-20.

### Member

[Reid M. Smith](#)

114 W. Main Street, Suite 102  
Clayton NC 27520-5762

**TOWN OF SMITHFIELD**  
**RESOLUTION # 650 (17-2019)**  
**FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION**  
**PURSUANT TO G.S. 160A-31**

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

**WHEREAS**, the Town Council has by Resolution # 647 (14-2019) directed the Town Clerk to investigate the sufficiency of the petition; and

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

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

Section 1: A public hearing on the question of annexation of the area described herein will be held in the Council Chambers of the Town Hall located at 350 East Market Street, Smithfield North Carolina at 7:00 pm on September 3, 2019.

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

BEGINNING AT AN IRON PIPE WITH CAP, HAVING NC GRID COORDINATES OF N: 650708.13', E: 2199713.25' (NAD83/NSRS2011) THENCE S 19°34'19" W A DISTANCE OF 1143.21' TO AN IRON PIPE; THENCE S 89°26'23" W A DISTANCE OF 284.59' TO AN IRON PIPE; THENCE S 89°41'02" W A DISTANCE OF 210.42' TO AN IRON PIPE; THENCE N 89°50'16" W A DISTANCE OF 63.22' TO AN IRON PIPE; THENCE N 89°36'15" W A DISTANCE OF 750.00' TO AN IRON PIPE; THENCE N 89°36'15" W A DISTANCE OF 1095.02' TO AN EXISTING AXLE; THENCE N 53°05'31" E A DISTANCE OF 100.90' TO AN IRON PIPE; THENCE N 45°29'41" E A DISTANCE OF 203.12' TO AN IRON PIPE; THENCE N 38°44'59" E A DISTANCE OF 236.00' TO AN IRON PIPE; THENCE N 34°44'10" E A DISTANCE OF 181.09' TO AN IRON PIPE; THENCE N 26°35'47" E A DISTANCE OF 157.03' TO AN IRON PIPE; THENCE N 29°50'52" E A DISTANCE OF 455.65' TO AN IRON PIPE; THENCE N 37°13'33" E A DISTANCE OF 145.22' TO AN IRON PIPE; THENCE N 37°05'31" E A DISTANCE OF 60.31' TO AN IRON PIPE; THENCE N 43°05'41" E A DISTANCE OF 264.72' TO AN IRON PIPE; THENCE N 41°00'18" E A DISTANCE OF 473.57' TO AN IRON PIPE; THENCE S 64°03'50" E A DISTANCE OF 183.10' TO AN IRON PIPE; THENCE S 64°03'50" E A DISTANCE OF 900.00' TO AN IRON PIPE WITH CAP; THENCE S 64°03'50" E A DISTANCE OF 16.90' TO AN IRON PIPE; THENCE S 00°38'25" W A DISTANCE OF 59.59' TO AN IRON PIPE; THENCE S 66°33'31" E A DISTANCE OF 8.51' TO AN IRON PIPE; THENCE S 66°33'33" E A DISTANCE OF 436.50' TO THE POINT OF BEGINNING; HAVING AN AREA OF 3,052,413 SQUARE FEET, 70.07 ACRES AS SHOWN ON A SURVEY BY GREENBROOK SURVEYING, P.C. DATED FEBRUARY 23, 2018 AND RECORDED IN PLAT BOOK 87 PAGE 302, J.C.R.

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

Adopted this the 13<sup>th</sup> day of August, 2018.

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M. Andy Moore, Mayor

ATTEST:

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Shannan L. Parrish, Town Clerk



# Request for Town Council Action

Business Booker  
Agenda Dairy Rd  
Item: Ext.  
Date: 08/13/2019

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Subject: Booker Dairy Road Extension naming  
Department: Planning Department  
Presented by: Stephen Wensman, Planning Director  
Presentation: Business Item

---

## Issue Statement

The Planning Department is seeking Town Council input on the future naming of the Booker Dairy Road extension, NCDOT Project U-3334B.

## Financial Impact

None

## Action Needed

To **begin discussion on** the naming of the new road.

## Recommendation

Staff recommends naming/renaming the new road segment (Booker Dairy Road extension) and the east-west portion of Booker Dairy Road to Ava Gardner Avenue.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. NCDOT Construction Plans – Project U-3334B



# Staff Report

Business	Booker
Agenda	Dairy Rd.
Item:	Ext.

## Issue:

The NCDOT is currently working on Project U-3334B, a road project from Buffalo Road (SR 1003 to N. Brightleaf Boulevard (US 301), currently described as the Booker Dairy Road Extension.

This road project is nearing completion and once complete, it will need a name for addressing and wayfinding purposes. **It will be the Town's responsibility to name the road.** The road corridor is currently named Mr. Durwood Stephenson Highway from US 70 Business Highway W (Market Street) to Buffalo Road; then continues east with the name Booker Dairy Road. The new extension picks up on the easterly section of Booker Dairy Road and extends to Ava Gardner Avenue where it intersects with US 301. The corridor currently has potentially 3 names: Mr. Durwood Stephenson Highway, Booker Dairy Road and Ava Gardner. Mr. Durwood Stephenson Highway is a controlled access highway with no properties having addresses along its frontage. Booker Dairy runs east-west and north-south, but will likely need to be extended to the north to Buffalo Road and serve as a new collector to provide access to parcels along US 70 (See Figure 3: Northern Gateway Opportunities Map from the draft Town Plan). Ava Gardner is currently less than a block long and currently and none of the properties fronting on it are addressed to it.

## Options:

When considering the options, staff considered the following:

- What option makes sense for wayfinding?
- What option would impact the fewest number property for readdressing?

When considering the naming options, wayfinding is a major consideration. For wayfinding purposes, the entire length of the corridor should ideally have a single name. The road corridor currently begins at West Market Street with the name M. Durwood Stephenson Highway, then becomes Booker Dairy Road, then extends to the Ava Gardner alignment. Durwood Stephenson Highway is already a stand-alone Highway with no local access. Staff is recommending no change to this segment. Booker Dairy Road was eliminated because it currently runs in both an east-west and north-south direction and will likely need to be **extended north into the "Northern Gateway" area to provide road access to the area.** Ava

Gardner appears to be the logical name for this corridor from Buffalo Road to N. Brightleaf. The renaming to Ava Gardner, will result in some readdressing of properties. Regardless the option, 7 properties will be affected by a name change as Booker Dairy Road continues north to become a T-intersection with the new extension (Ava Gardner):

1. Wayne Register, 1106 E Booker Dairy Road
2. Harry and Linda Stiers, 1108 Booker Dairy Road
3. LMR Rentals, 1112 Booker Dairy Road
4. George McLamb Properties LLC, 1107 Booker Dairy Road
5. Juanita and Samuel Curtis, 1111 Booker Dairy Road
6. Dale and Sandra Austin, 1116 Booker Dairy Road
7. Jimmy Wallace & Nelda Norris Life Estate, 1204 Booker Dairy Road

This remnant of Booker Dairy **Road could be renamed to "Old Booker Dairy Road" or "Booker Dairy Lane"**.

The naming of the corridor to Ava Gardner will result in the following properties to be renamed from Booker Dairy Road to Ava Gardner Avenue:

1. State Employees Credit Union
2. Awakening Church Inc
3. Neuse Charter School
4. Grace Community Assembly of God Inc
5. George and Dianne Creech, 916 Booker Dairy Rd.
6. Peggy Underwood, 908 Booker Dairy Rd.
7. Johnston County Board of Education, Smithfield-Selma High
8. Town of Smithfield, SRAC Facility and Community Park
9. Mark and Loyon Wolf, 404 Booker Dairy Road
10. Leigh Pittman, 1008 Booker Dairy Road
11. James and Roxanne Parrish, 1010 Booker Dairy Rd.
12. James and Roxanne Parrish, 1014 Booker Dairy Rd

Action Requested:

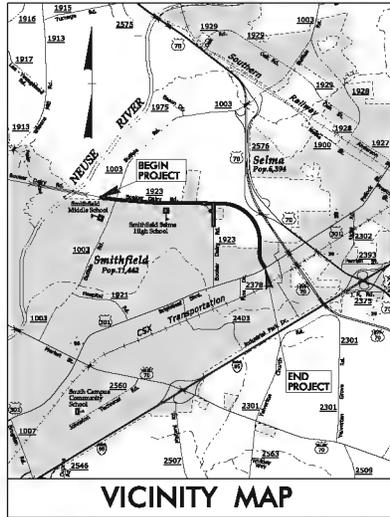
The Town Council is requested to **discuss** the best option for naming the Booker Dairy Road and its extension.

BR/088/4749

TIP PROJECT: U-3334B

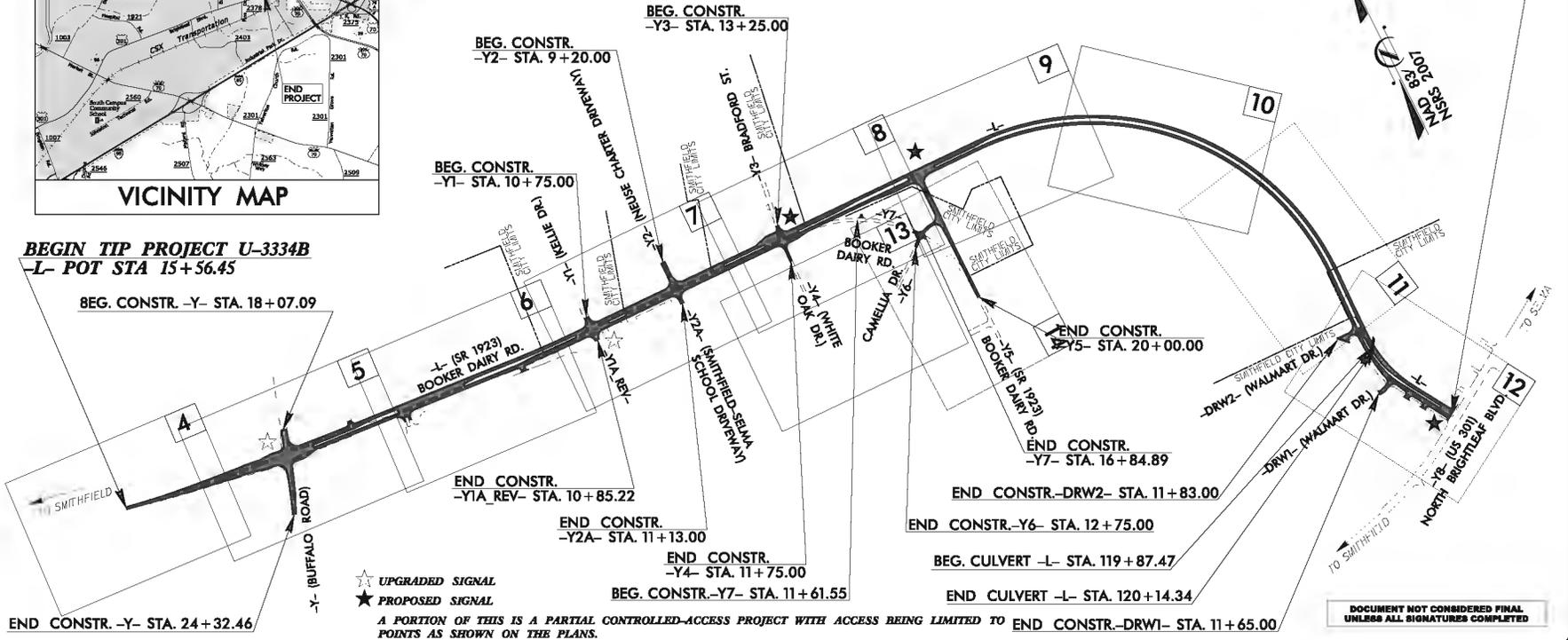
CONTRACT: C204060

See Sheet 1A for Index of Sheets, General Notes, and Standard Drawings  
 See Sheet 1B for Conventional Symbols  
 See Sheets 1C-1 thru 1C-4 for Survey Co. Sheets



**BEGIN TIP PROJECT U-3334B**  
 -L- POT STA 15+56.45

BEG. CONSTR. -Y- STA. 18+07.09



☆ UPGRADED SIGNAL  
 ★ PROPOSED SIGNAL

A PORTION OF THIS IS A PARTIAL CONTROLLED-ACCESS PROJECT WITH ACCESS BEING LIMITED TO END CONSTR. -DRW1- STA. 11+65.00 POINTS AS SHOWN ON THE PLANS.

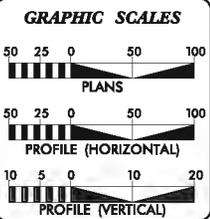
STATE	STATE PROJECT SURPRISE NO.	SHEET NO.	TOTAL SHEETS
N.C.	<b>U-3334B</b>	1	
STATE PROJ. NO.	F.A. PROJ. NO.	P.E.	
34929.1.4		RW	
34929.2.5		UTIL	
34929.2.6		CONSTR.	
34929.3.3			

STATE OF NORTH CAROLINA  
 DIVISION OF HIGHWAYS  
**JOHNSTON COUNTY**

**LOCATION:** SR 1923 EXTENSION (BOOKER DAIRY ROAD) FROM SR 1003 (BUFFALO ROAD) TO US 301 (BRIGHTLEAF BOULEVARD)

**END TIP PROJECT U-3334B**  
 -L- POT STA 127+72.65

**TYPE OF WORK:** GRADING, PAVING, DRAINAGE, CULVERT, AND SIGNALS



**DESIGN DATA**

ADT 2018 = 10,987
ADT 2038 = 18,532
K = 9 %
D = 55 %
T = 3 % *
V = 50 MPH
* (1% TTST + 2% DUALS)
FUNC CLASS =
URBAN COLLECTOR
SUBREGIONAL TIER

**PROJECT LENGTH**

LENGTH OF ROADWAY TIP PROJECT U-3334B = 2.119 MILES
LENGTH OF STRUCTURE TIP PROJECT U-3334B = 0.005 MILES
TOTAL LENGTH OF TIP PROJECT U-3334B = 2.124 MILES

Prepared in the Office of:

for the North Carolina Department of Transportation

2015 STANDARD SPECIFICATIONS

RIGHT OF WAY DATE: **JUNE 10, 2016**

LETTING DATE: **JANUARY 16, 2018**

STATEMENT CONTRACT: **STEVE SMALLWOOD, P.E.**

PROJECT ENGINEER

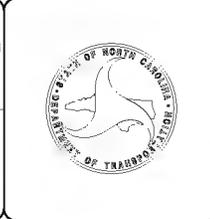
NECOTY CONTRACT: **TATIA L. WHITE, P.E., PLS**

**HYDRAULICS ENGINEER**

11/28/2017

**ROADWAY DESIGN ENGINEER**

11/28/2017



1/21/2017 10:40 AM C:\ProJ\U3334B\_Rcdy -



06/17/2018

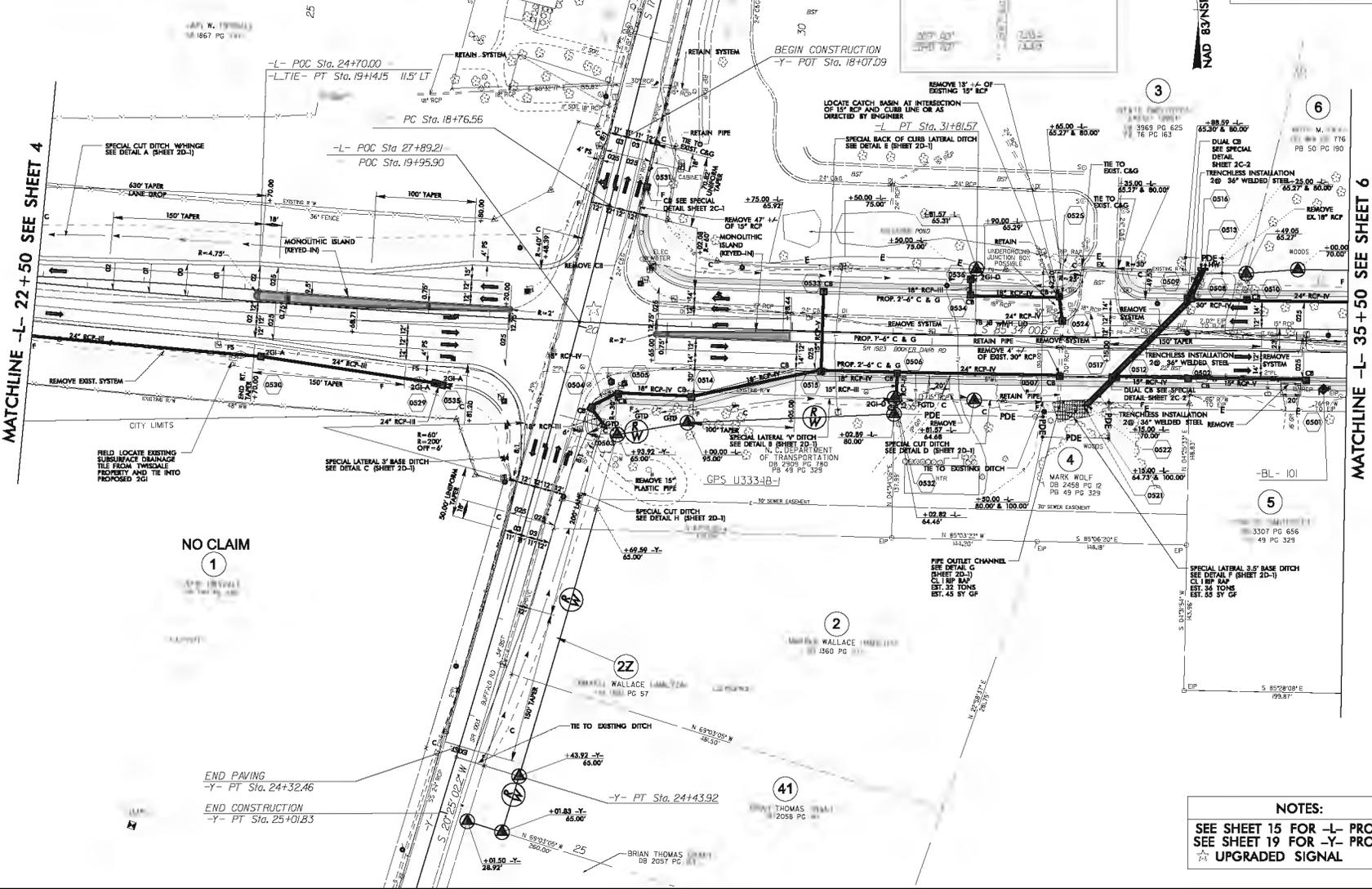
Sta 13+24.14 4' 56" 57.6' (LT) 0' 45" 50.2" 647.87' 324.14' 7500.00' N/A	Sta 17+81.02 = 2' 02" 03.4" = 0' 45" 50.2" = 266.28' = 133.18' = 7500.00' = N/A	Sta 25+10.18 = 6' 18" 45.6' (LT) = 0' 28" 38.9" = 65.73' = 12000.00' = NC	Sta 25+10.18 = 6' 18" 45.6' (LT) = 0' 28" 38.9" = 65.73' = 12000.00' = NC
--	---	--	--



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Fax: (919) 861-7024  
www.stantec.com  
License No. F-0872

PROJECT REFERENCE NO. <b>U-3334B</b>	SHEET NO. <b>5</b>
ROW SHEET NO. <b>10</b>	HYDRAULICS ENGINEER <b>SEAL 022057</b>
1/9/2018	1/9/2018
<b>DOCUMENT NOT CONSIDERED FINAL UNLESS ALL SIGNATURES COMPLETED</b>	

NAD 83/NSRS 2007



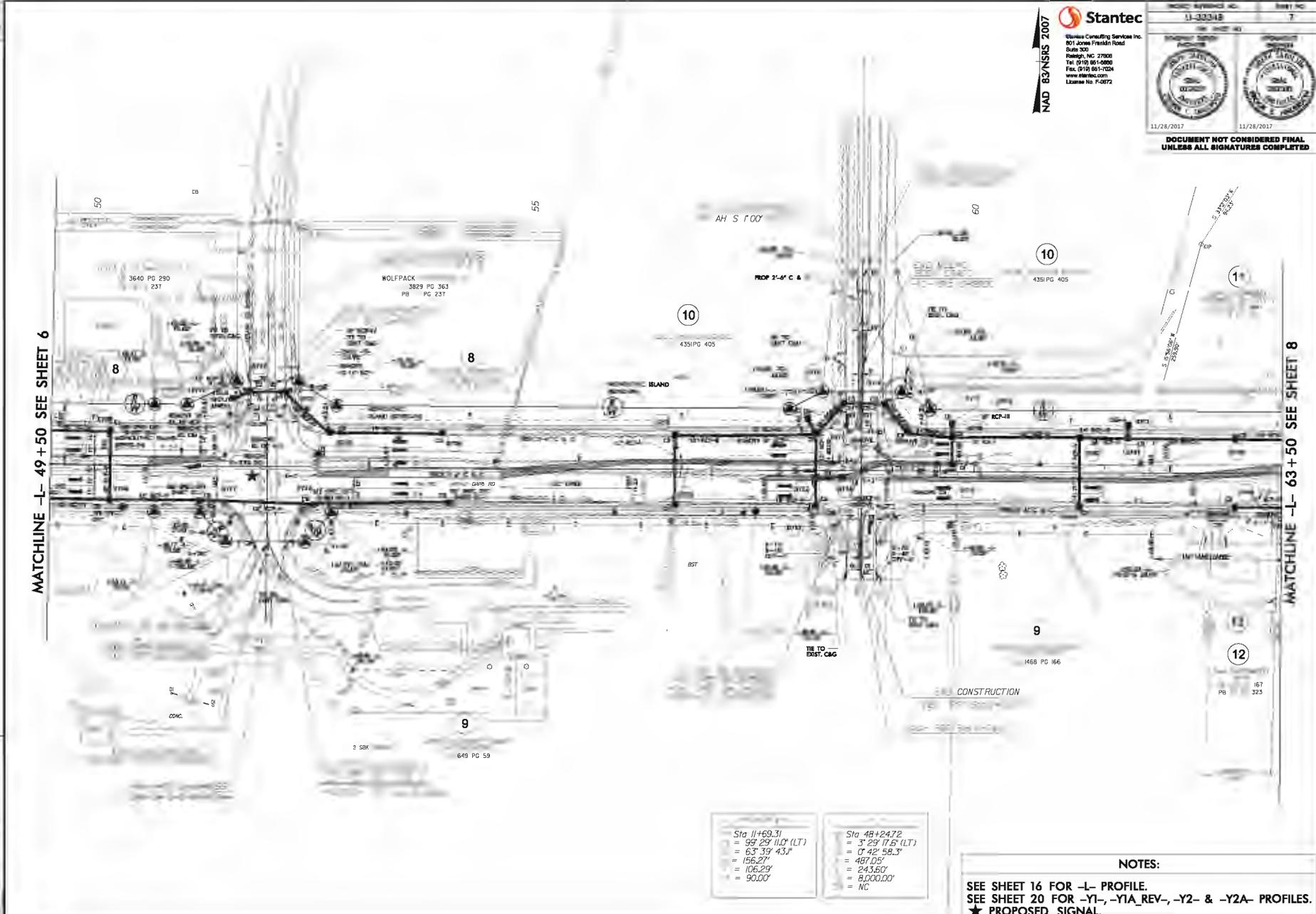
**NOTES:**  
SEE SHEET 15 FOR -L- PROFILE  
SEE SHEET 19 FOR -Y- PROFILE  
UPGRADED SIGNAL

187

REVISIONS

U:\3d\gn\envelope\016\F858402\4\RA\6\058\4657\B\DWG\F01.dwg  
06/17/2018 10:58:11 AM  
D:\3d\gn\envelope\016\F858402\4\RA\6\058\4657\B\DWG\F01.dwg





MATCHLINE -L- 49+50 SEE SHEET 6

MATCHLINE -L- 63+50 SEE SHEET 8

NAD 83/NSRS 2007

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PROJECT NO.	11-33318	SHEET NO.	7
DATE	11/28/2017	DATE	11/28/2017

11/28/2017

11/28/2017

DOCUMENT NOT CONSIDERED FINAL UNLESS ALL SIGNATURES COMPLETED

Sta 11+69.31 = 99' 29" 11.0" (LT) = 63' 39" 43.8" = 156.21' = 106.29' = 90.00'	Sta 48+247.2 = 3' 29" 17.6" (LT) = 0' 42" 58.3" = 487.05' = 243.60' = 8,000.00' = NC
---	--

**NOTES:**  
 SEE SHEET 16 FOR -L- PROFILE.  
 SEE SHEET 20 FOR -Y1-, -Y1A\_REV-, -Y2- & -Y2A- PROFILES.  
 ★ PROPOSED SIGNAL.

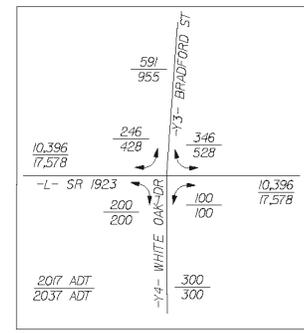
06/17/2018

TIMOTHY W. & NETA J. KETTERMAN  
DB 17/9 PG 531

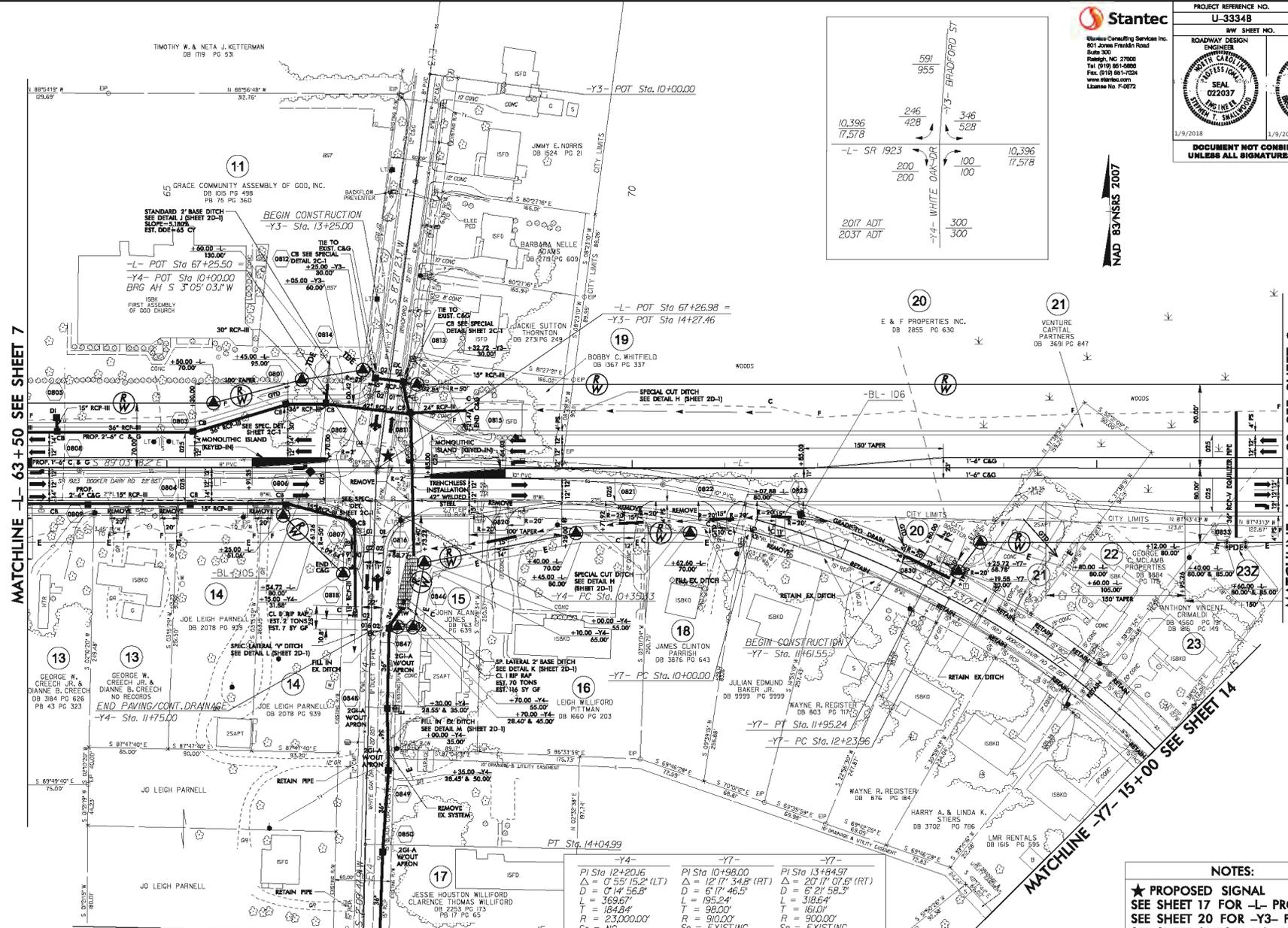


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PROJECT REFERENCE NO. <b>U-3334B</b>	SHEET NO. <b>8</b>
RW SHEET NO.	
1/9/2018	1/9/2018
<b>DOCUMENT NOT CONSIDERED FINAL UNLESS ALL SIGNATURES COMPLETED</b>	



NAD 83/NSRS 2007



-Y4- PI Sta 12+20.16 Δ = 0' 55" 15.2" (LT) D = 0' 14" 56.8" L = 369.67' T = 184.84' R = 23,000.00' Se = NC	-Y7- PI Sta 10+98.00 Δ = 12' 17" 34.8" (RT) D = 6' 17" 46.5" L = 195.24' T = 98.00' R = 90.00' Se = EXISTING	-Y7- PI Sta 13+84.97 Δ = 20' 17" 07.6" (RT) D = 6' 21" 58.3" L = 318.64' T = 161.00' R = 300.00' Se = EXISTING
---	---	---

**NOTES:**

- ★ PROPOSED SIGNAL  
SEE SHEET 17 FOR -L- PROFILE.  
SEE SHEET 20 FOR -Y3- PROFILE.  
SEE SHEET 21 FOR -Y4- PROFILE.  
SEE SHEET 22 FOR -Y7- PROFILE.

190

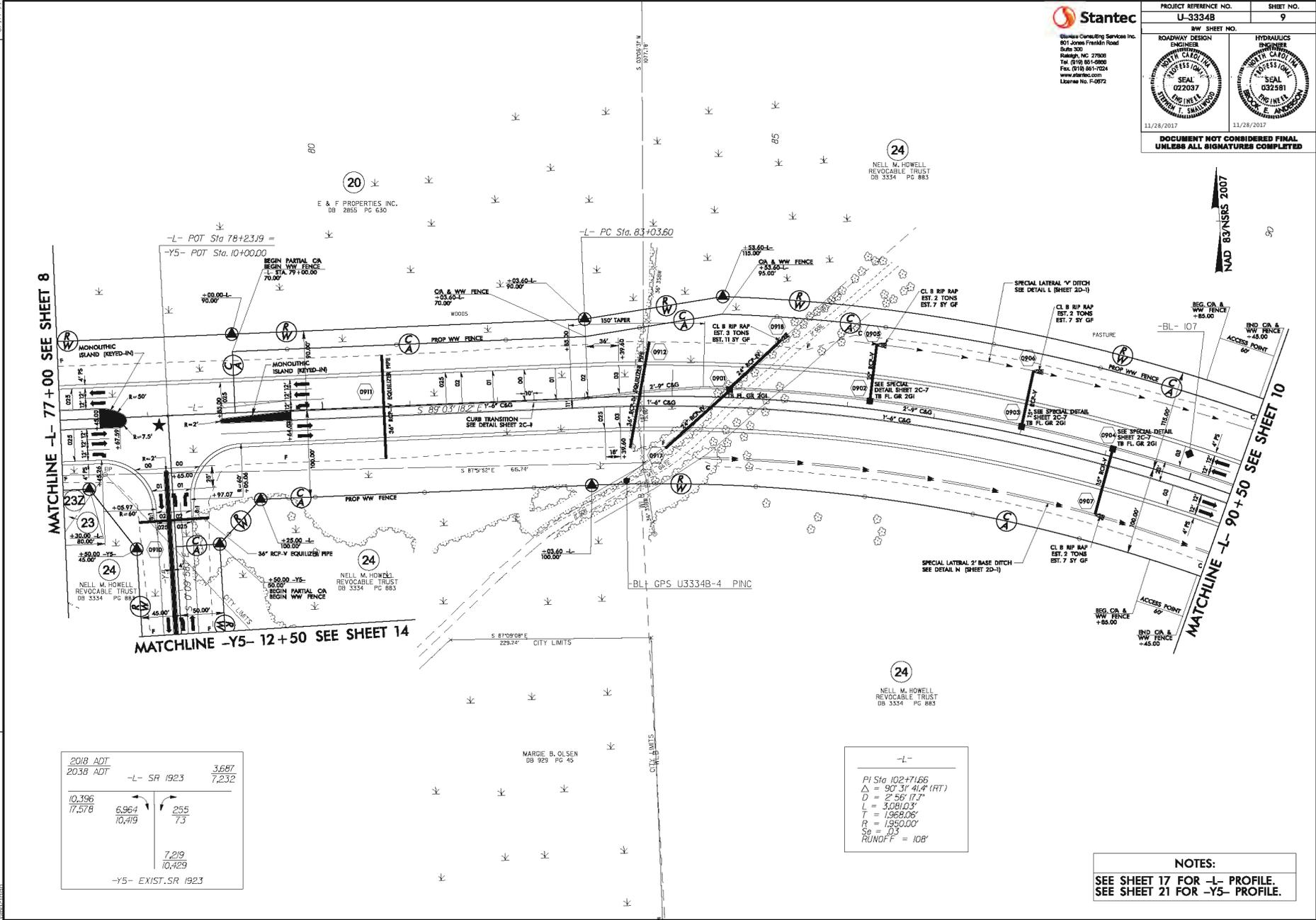
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License No. F-0972

PROJECT REFERENCE NO. <b>U-3334B</b>	SHEET NO. <b>9</b>
BW SHEET NO.	
ROADWAY DESIGN ENGINEER NORTH CAROLINA PROFESSIONAL SEAL 022037 TERRY M. SHAWLUND	HYDRAULICS ENGINEER NORTH CAROLINA PROFESSIONAL SEAL 032581 D. E. ANK
11/26/2017	11/28/2017
<b>DOCUMENT NOT CONSIDERED FINAL UNLESS ALL SIGNATURES COMPLETED</b>	



191

REVISIONS

06/17/2007

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2018 ADT	3,687
2038 ADT	7,232
-L- SR 1923	
10,396	6,964
17,578	10,419
255	
7.3	
7.219	
10,429	
-Y5- EXIST. SR 1923	

-L-  
PI Sta 102+71.66  
Δ = 90° 31' 41.4" (RT)  
D = 2' 58" 17.7"  
L = 3,081.03'  
T = 1,968.06'  
R = 1,950.00'  
S<sub>0</sub> = 0.3  
RUNOFF = 108'

**NOTES:**  
SEE SHEET 17 FOR -L- PROFILE.  
SEE SHEET 21 FOR -Y5- PROFILE.

06/17/2017

REVISIONS

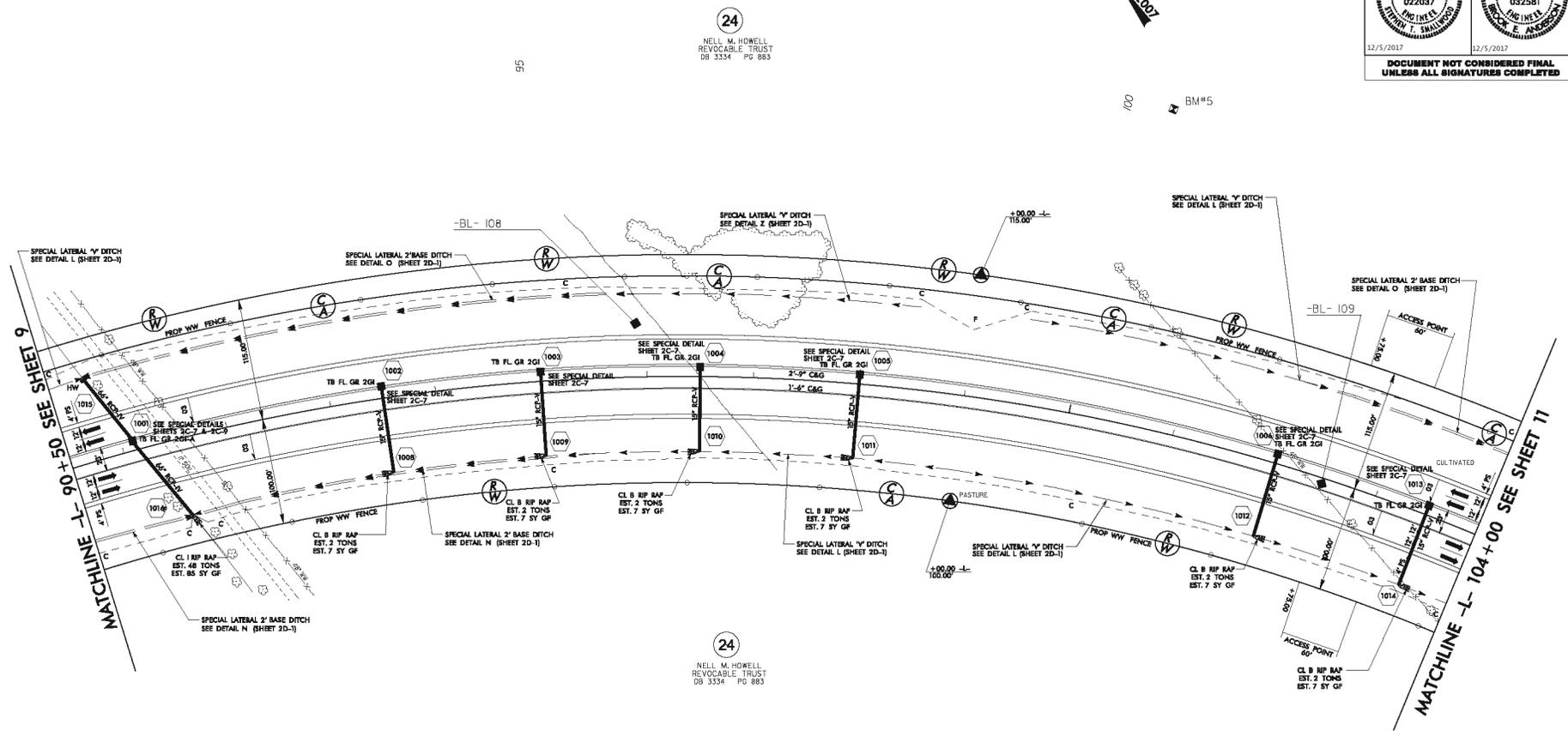
192

U:\Projects\2017\06\06\334B\DWG\334B.dwg



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PROJECT REFERENCE NO. U-3334B	SHEET NO. 10
RW SHEET NO.	
ROADWAY DESIGN ENGINEER NORTH CAROLINA PROFESSIONAL SEAL 022037 TIMOTHY W. SHULLBROOK	HYDRAULICS ENGINEER NORTH CAROLINA PROFESSIONAL SEAL 0323581 BRUCE E. ANDERSON
12/5/2017	12/5/2017
DOCUMENT NOT CONSIDERED FINAL UNLESS ALL SIGNATURES COMPLETED	



24  
NELL M. HOWELL  
REVOCABLE TRUST  
DB 3334 PG 683

24  
NELL M. HOWELL  
REVOCABLE TRUST  
DB 3334 PG 683

-L-

$Pi$  Sta 102+71.66  
 $\Delta = 90^{\circ} 31' 41.4''$  (RT)  
 $D = 2' 58.17''$   
 $L = 3,081.03'$   
 $T = 1,968.06'$   
 $R = 1,350.00'$   
 $Sa = 15.3$   
 $RUNOFF = 108'$

NOTES:  
SEE SHEET 18 FOR -L- PROFILE.

06/17/19

REVISIONS

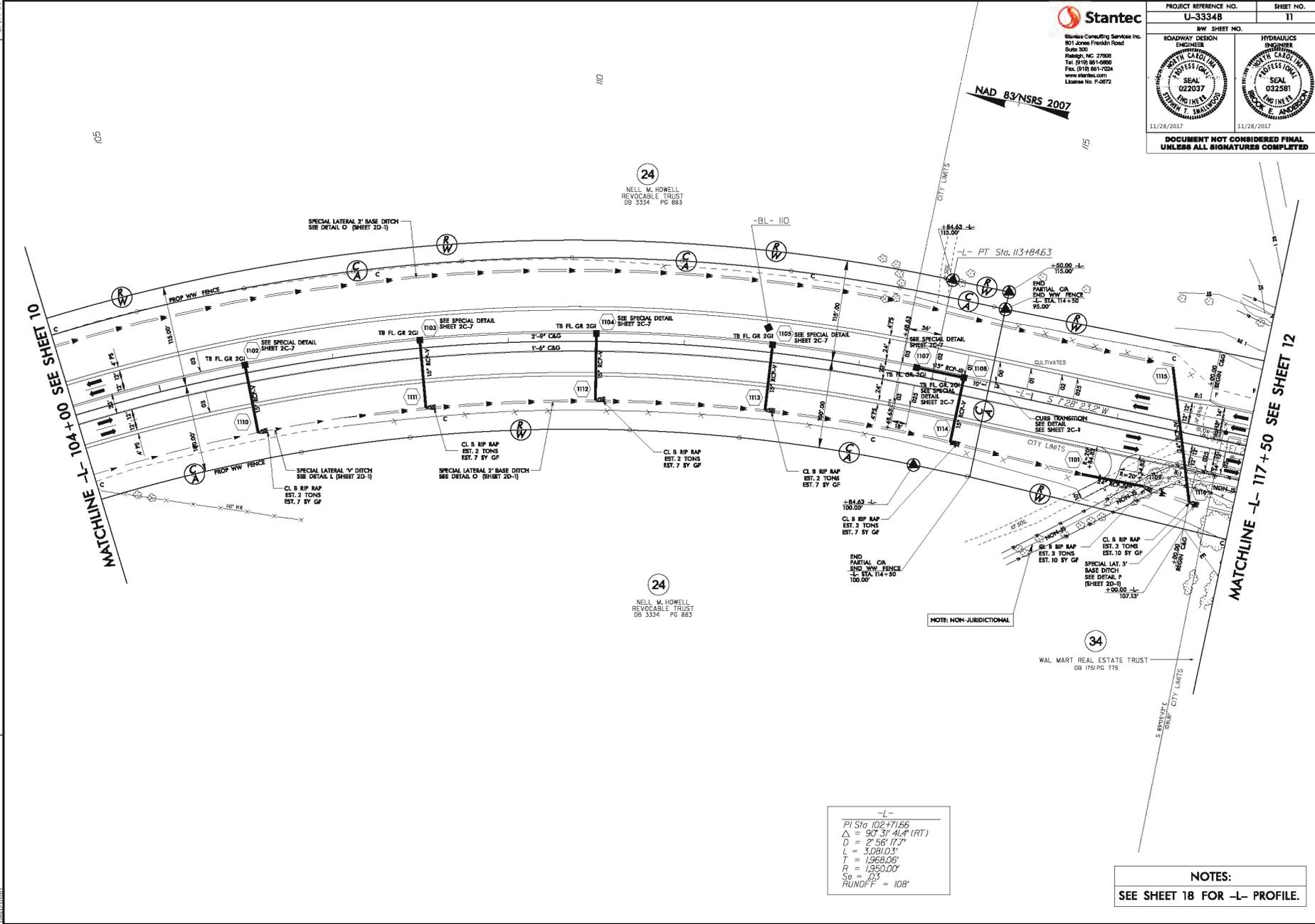
193

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PROJECT REFERENCE NO. U-3334B		SHEET NO. 11	
RW SHEET NO.			
ROADWAY DESIGN ENGINEER NORTH CAROLINA PROFESSIONAL SEAL 022037 THOMAS S. HALLIBROOK		HYDRAULICS ENGINEER NORTH CAROLINA PROFESSIONAL SEAL 032581 BRUCE E. ANDERSON	
11/26/2017		11/28/2017	
DOCUMENT NOT CONSIDERED FINAL UNLESS ALL SIGNATURES COMPLETED			



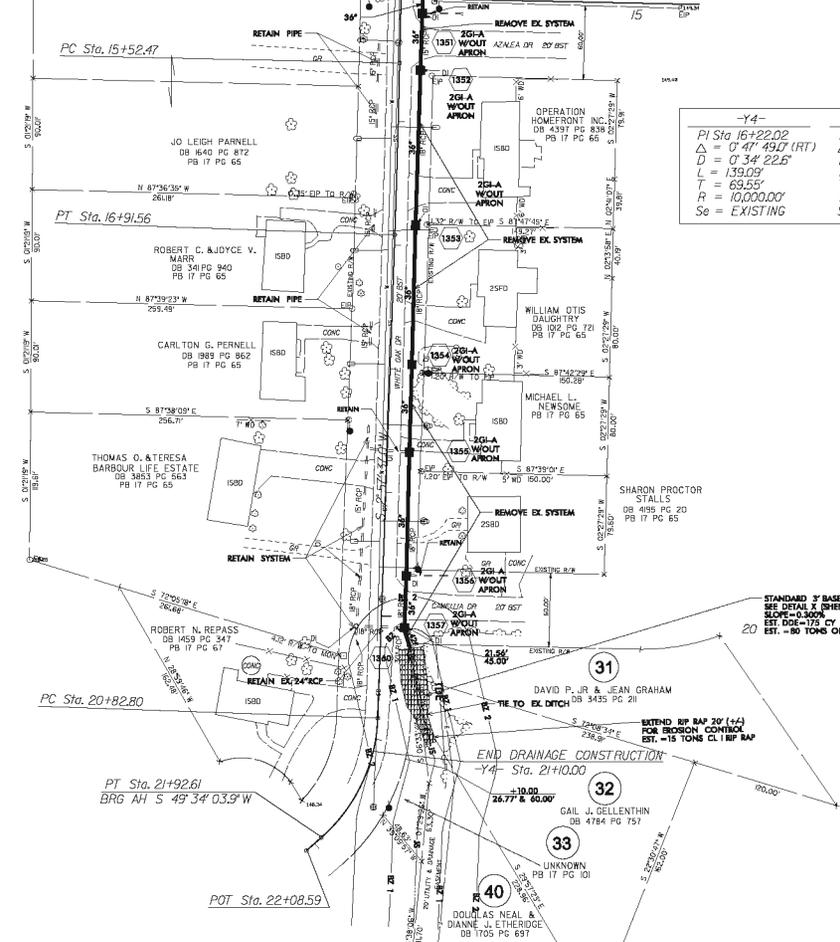
-L-  
 PI Sta 102+71.66  
 $\Delta = 90^\circ 31' 41.4''$  (RT)  
 $D = 2^\circ 56' 17.7''$   
 $L = 3,081.03'$   
 $T = 1,968.06'$   
 $R = 1,968.00'$   
 $S_e = 10.3$   
 RUNOFF = 108'

NOTES:  
 SEE SHEET 18 FOR -L- PROFILE.



NAD 83/NRIS 2007

**MATCHLINE -Y4- 15+00 SEE SHEET 8**



-Y4-	-Y4-
PI Sta 16+22.02	PI Sta 21+40.95
$\Delta = 0' 41' 49.0''$ (RT)	$\Delta = 46' 36' 26.9''$ (RT)
$D = 0' 34' 22.6''$	$D = 42' 26' 28.7''$
$L = 139.05'$	$L = 109.82'$
$T = 69.55'$	$T = 59.15'$
$R = 10,000.00'$	$R = 135.00'$
Se = EXISTING	Se = EXISTING

STANDARD 3' BASE DITCH  
 SEE DETAIL X (SHEET 2D-1)  
 SLOPE = 0.0000  
 EST. DGE=175 CY  
 EST. = 90 TONS OF CLASS 1 RIP R

EXTEND RIP RAP 20' (+/-)  
 FOR DRAINAGE CONTINUED  
 EST. = 15 TONS CL 1 RIP RAP

END DRAINAGE CONSTRUCTION  
 -Y4- Sta. 21+10.00

**NOTES:**  
 SEE SHEET 21 FOR -Y4- PROFILE.

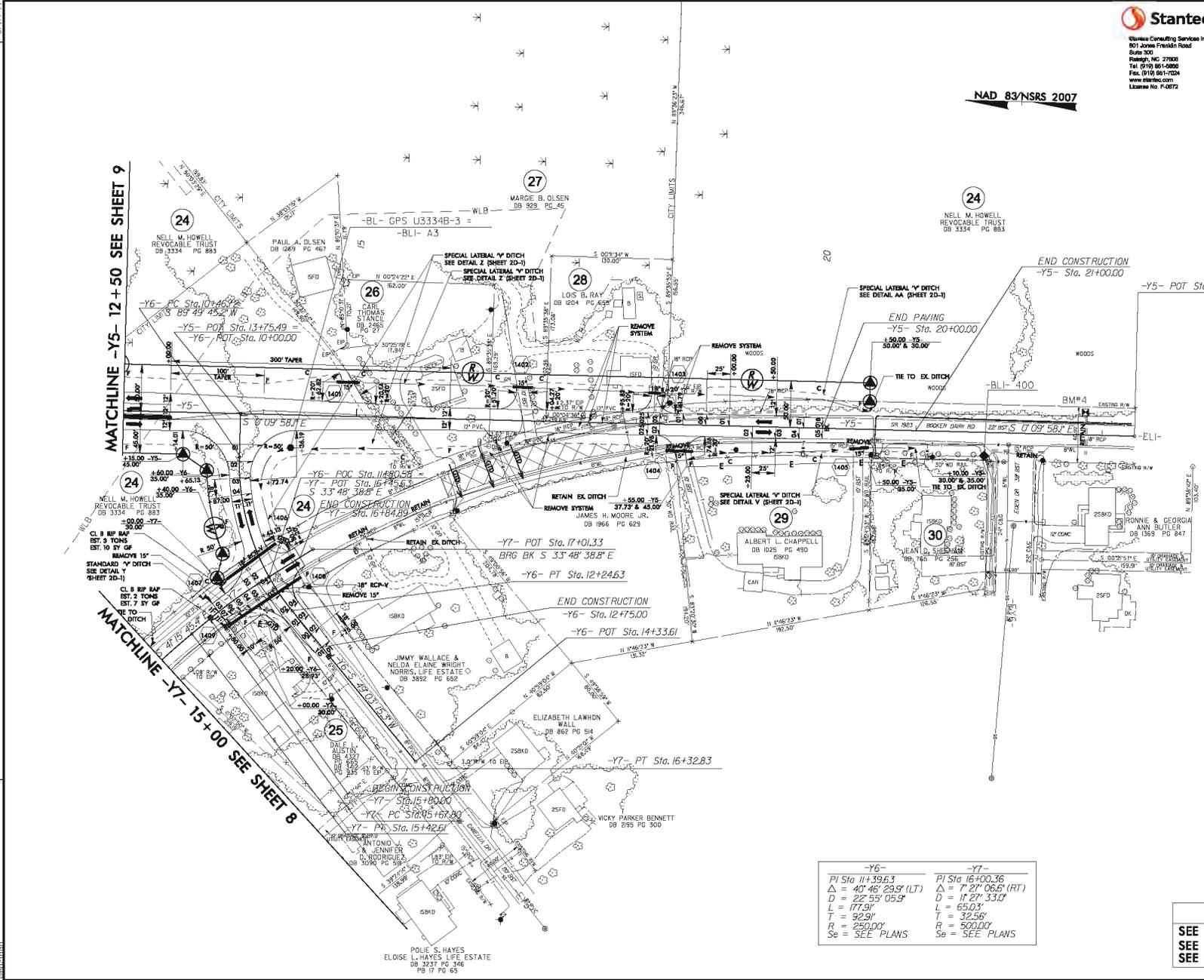
REVISIONS



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PROJECT REFERENCE NO. <b>U-3334B</b>	SHEET NO. <b>14</b>
BY SHEET NO.	
ROADWAY DESIGN ENGINEER <b>PAUL A. OLSEN</b> DB 3334 PG 883	HYDRAULICS ENGINEER <b>NELL M. HOWELL</b> DB 3334 PG 883
12/5/2017	
<b>DOCUMENT NOT CONSIDERED FINAL UNLESS ALL SIGNATURES COMPLETED</b>	

NAD 83/NSRS 2007



MATCHLINE -Y5- 12+50 SEE SHEET 9

MATCHLINE -Y7- 15+00 SEE SHEET 8

-Y6-	-Y7-
PI Sta 11+39.63	PI Sta 16+00.36
$\Delta = 40' 46'' 29.3''$ (LT)	$\Delta = 7' 27'' 06.5''$ (RT)
$D = 22' 55'' 05.3''$	$D = 11' 27'' 33.0''$
$L = 177.9'$	$L = 65.03'$
$T = 92.9'$	$T = 32.56'$
$R = 250.00'$	$R = 500.00'$
Se = SEE PLANS	Se = SEE PLANS

**NOTES:**  
SEE SHEET 21 FOR -Y5- PROFILE.  
SEE SHEET 22 FOR -Y6- PROFILE.  
SEE SHEET 22 FOR -Y7- PROFILE.



# Request for Town Council Action

Business Agenda Item: Stormwater Advisory Committee  
Date: 08/13/2019

---

Subject: Formation of a Stormwater Advisory Committee  
Department: Planning Department  
Presented by: Stephen Wensman, Planning Director  
Presentation: Business Item

---

## Issue Statement

Discuss formation of a Smithfield Stormwater Advisory Committee (SWAC)

## Financial Impact

None

## Action Needed

The Council is respectfully requested to discuss the formation of a Stormwater Advisory Committee.

## Recommendation

Staff recommends the Council **discuss the formation of a Stormwater Advisory Committee.**

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Stormwater Management Action Plan Appendix 3 (SWAC)



# Staff Report

Business Stormwater  
Agenda Advisory  
Item: Committee

Issue:

At the July Town Council meeting, the Council accepted the completed Stormwater Management Action Plan after a presentation by Jewell Engineering. The report provided **an overview of the Town's existing stormwater management program and services; its problems, issues and program needs; and future stormwater management program recommendations.** The plan lists 7 Action recommendations:

- Step 1 – Budget Designated Resources for NSR Requirements
- Step 2 – Create a full-time Stormwater Program Manager (SPM) Position
- Step 3 – Charter a Town of Smithfield Stormwater Advisory Committee (SWAC) to Develop Recommendations for a Future Stormwater Management Program and Funding
- Step 4 – Perform a Town-wide Representative Stormwater Services Survey
- Step 5 – Continue and Expand Stormwater Program Collaboration with Local Governments in the Smithfield Region
- Step 6 – Evaluate Options to Fund the Future Municipal Stormwater Program
- Step 7 – Apply for Available State/Federal Stormwater Quality Grant(s) Funding

Although the creation of the SWAC is listed as the third action step, Staff is recommending the Town Council direct Staff to begin the process of forming the SWAC. Steps 1 and 2 **would likely follow as part of next year's budgeting process** and would be further evaluated at that time. The formation of a SWAC will likely take some time. The SWAC should be comprised of representatives of the varied community interest such as homeowner associations, developers, business owners, manufacturers, environmentalists, etc. Establishing an Advisory Committee will also help satisfy a requirement of the NSR program to educate the public. The purpose of the SWAC would be to review and discuss a range of municipal stormwater services including regulatory programs and make advisory-level recommendations to Town Management and Council regarding the extent and level of the **Town's future stormwater program(s)**. The Council would approve the membership of the SWAC, and would ultimately make the final decision on the needed and desired future municipal stormwater management program that best fits Smithfield.

The Stormwater Management Action Plan - Appendix 3 contains the Charter for a Stormwater Advisory Committee



**Appendix 3 – Charter for Smithfield Stormwater Advisory  
Committee**

## Charter for the Smithfield Stormwater Advisory Committee (SWAC)

It is recommended that the Smithfield SWAC be created and charged with five key goals:

- Goal 1** - Assess current and future required municipal stormwater extents and levels of service
- Goal 2** - Identify citizen needs and expectations for municipal stormwater services
- Goal 3** - Review and develop strategic-level recommendations for the Town’s future stormwater management program
- Goal 4** - Review and develop program funding recommendations
- Goal 5** - Develop a program implementation plan

## Recommended Makeup of the SWAC

The SWAC should be comprised of an adequate number of appointed members to cover the key stakeholder interests in Smithfield. The SWAC should be officially established and its members appointed by the Smithfield Mayor and Town Council. Experience in other North Carolina local governments indicates that a balanced and representative SWAC ranging from 10 to 18 members, with a target of around 12 to 14 often works well. A larger advisory committee of more than 20 members, for example, may require significantly more time and effort to reach a clear or majority consensus on stormwater policy issues. Groups larger than 30 members have been used to develop stormwater program advisory recommendations, but large groups are often only required for large cities and/or multi-jurisdictional or regional stakeholder efforts.

While Town Management and Town Council should review and make final decisions regarding number of members and specific representation of the Smithfield SWAC, following is an initial framework for consideration.

### Smithfield SWAC

Up to 14 members total

- 1 member from Smithfield Town Council
- 1 member from Smithfield Town Management
- 2 members representing single-family residential property owners / neighborhood interests
- 1 member representing multi-family, apartment complexes, and/or public housing interests
- 3 members representing major businesses / industries / economic development interests

- 1 member representing retail / commercial interests
- 1 member representing industrial interests
- 1 member representing development interests
  
- 3 members representing natural resource, conservation, and/or environmental protection interests
  
- 1 member representing faith-based and other non-profit organizations
  
- 1 member representing the educational / academic sector
  
- 1 member representing county and/or regional interests that directly relate to the municipal stormwater management program

Volunteer SWAC members should be committed, willing, and able to serve for up to a year.

Anticipate monthly meetings, at a minimum, to develop future program and funding recommendations. A future, permanent SWAC (if desired by the Town of Smithfield) could meet on a quarterly or less frequent basis.

### **Preliminary Stormwater Program Policy Issues for SWAC Review**

The following municipal stormwater program policy topics may serve as a starting point for consideration by the SWAC over a series of defined meetings. In the next phase of the project these topics can be reviewed further and a final listing of issues will be developed by the Town of Smithfield for the SWAC.

Building upon work and findings from the Stormwater Management Program Action Plan, the SWAC will be asked to consider and respond to five key questions:

1. What stormwater programs and services does the Town of Smithfield currently provide?
2. What are the stormwater-related problems, issues, and needs in Smithfield?
3. What are the key priorities to guide the future stormwater program in Smithfield?
4. What are the key components of the future stormwater program and what will the program and services cost?
5. What is the best way to pay for the required and desired future stormwater program in Smithfield?

As an integral part of the SWAC process, it will be appropriate to provide concise informational and educational materials for members on each topic so they will be prepared to make sound and objective recommendations regarding the extent and level of future municipal stormwater program that best fits Smithfield.

A tentative listing of specific meeting topics for the Smithfield SWAC follows:

1. SWAC Kickoff Meeting
  - a. Review municipal stormwater program purpose
  - b. Review strategic goals
  - c. Review for the stormwater advisory committee
  - d. Include an educational primer on stormwater issues
2. Review existing Town stormwater programs, services, and ordinances – define current program extent and level of service
3. Review stormwater-related problems along with citizen needs and expectations for municipal stormwater services
4. Review and recommend major priorities for future municipal stormwater program
5. Review integrated public education, outreach, and public involvement programs
6. Review construction, post-construction stormwater management programs, and public and private stormwater control measures (SCMs)
7. Review stormwater system master planning, capital improvement, and drainage assistance programs for property owners
8. Review stormwater system operation and maintenance programs
9. Develop cumulative stormwater management program recommendations
10. Review program funding options relative program extent and levels of service
11. Complete review of program funding options
12. Develop final recommendations
  - a. stormwater management program,
  - b. program funding strategy, and
  - c. program implementation recommendations

### Suggested Process for SWAC Policy Recommendation Development

1. Kickoff meeting with SWAC to discuss purpose and strategic vision for Smithfield stormwater management program (as noted above)
2. Kickoff meeting will also present envisioned “roadmap of key issues” and policy recommendation development process for SWAC.
3. Provide up-front background information for SWAC members.
4. The envisioned municipal stormwater program policy recommendation development process with the SWAC is as follows:
  - a. Plan for 12 key topics/issues to be discussed with SWAC (drawing upon their official charge from Town Council)
  - b. Town staff & consultant team (as needed) develop draft policy and suggested alternatives/approaches for topic/issue of interest based on research & analysis, review of regulatory requirements and other, and collective experience  
[Program and/or Funding Topic/Issues #1 – 12, for example]
  - c. Send draft policy paper/issue #1 analysis and background information to SWAC members at least one week in advance of meeting
  - d. Present issue #1 to SWAC. Discuss and receive comments/feedback on issue #1 from SWAC members.
  - e. Working with Town staff, develop draft policy recommendation statement for issue #1. Send draft policy recommendation statement for issue #1 to SWAC members.
  - f. Returning to step 4-b, staff & consultant team (as needed) develop draft policy and suggested alternative/approaches for issue #2. Send draft policy paper/issue #2 analysis to SWAC at least one week prior to next meeting.
  - g. At next scheduled SWAC meeting, briefly review resulting draft policy recommendation statement for issue #1 and then move into presentation and discussion of issue #2.
  - h. Stepwise process continues until key topics/issues are covered that collectively will define the Smithfield municipal stormwater program and corresponding funding recommendation(s).
5. Town staff and Consultant team (as needed) develops draft and final reports of findings and recommendations for the extent and level of needed and desired stormwater management program and funding strategy for Smithfield.
6. Findings and recommendations are presented to Town Managers and elected Officials for review and potential implementation.

### Some Keys for the Smithfield SWAC

- > The SWAC should have a clear up-front definition of their purpose and a defined roadmap for the task force discussions.
- > The Town may wish to create a permanent SWAC for the future stormwater management program once it is defined and established.
- > It is recommended that the SWAC be defined by Council as advisory-level only in development of recommendations that will be later reviewed and considered for implementation by Town Managers and elected Town Officials.
- > The SWAC facilitator should encourage program policy recommendation development process to be based on principles and objective criteria, avoiding individual and disparate positions within the group.
- > A schedule for the SWAC meetings should be established up-front. In setting the meeting schedule it is appropriate to include several breaks for holidays and other busy periods as SWAC members are volunteering their time.
- > Understand that certain topics may require more than one meeting so plan for scheduling flexibility as required.
- > The facilitator(s) should have an experienced understanding of the range, extent, and level of potential outcomes for the Town's stormwater program.

# Financial Report

the 1990s, the number of people in the world who are under 15 years of age has increased from 1.1 billion to 1.5 billion, and the number of people aged 65 and over has increased from 0.2 billion to 0.5 billion (United Nations 2002).

As a result of the demographic changes, the number of children in the world has increased from 1.1 billion in 1990 to 1.5 billion in 2000, and the number of people aged 65 and over has increased from 0.2 billion in 1990 to 0.5 billion in 2000 (United Nations 2002). The number of children in the world is expected to increase to 2.1 billion by 2025, and the number of people aged 65 and over is expected to increase to 1.1 billion by 2025 (United Nations 2002).

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## NOTICE

Financial Summaries and Charts for year-end (June 30, 2019) are not included in this month's report. Unlike the other eleven months in the year, expenses and revenues received after June 30<sup>th</sup>, but for the prior fiscal year are continually applied back to the month of June. Therefore, the year-end numbers at June 30, 2019, are reported in the annual audit report.



# Department Reports



## Smithfield Economic Development Implementation Activities June/July 2019

1. BRE –Met with Kent Denning with Carolina Packers. The intent of the meeting was to follow-up on information that we received during a previous visit and to deliver some information on Safety and OSHA training services. The meeting was well received, and Kent expressed an interest to become more engaged with the community. Several ideas for public events were discussed.

Continued to follow-up with Greg Pari, the new manager of Penn Compression, to schedule a date for an introductory meeting. Greg’s calendar is still very full, and he asked for us to follow-up in a few weeks.

2. Internal/External Marketing – Contacted Shanna Capps to discuss the status of the marketing booklet. She stated that a project workflow had been established and there were several things for which she needed direction. A meeting has been set to review these items and move the project forward.
3. Downtown Development/Brewery Attraction – Contacted Sarah Edwards at the DSDC to get an update on the Brewery project working group. Although the project is still moving forward, it is going through a slow period.
4. Product Development- contacted Chris Johnson to discuss various issues associated with West Smithfield Industrial Park and he reiterated the need to have the property rezoned. He has discussed this with the landowners, and they are supportive of the rezoning. He also noted that he has submitted the park in response to multiple RFPs/RFIs.
5. Retirement Development – Discussed the potential development with the property owner’s project manager. There are some issues with the property that need to be further evaluated. We will follow-up with the manager in a few weeks. Again, we offered the town’s assistance for the project.

# SMITHFIELD STRATEGIC PLAN IMPLEMENTATION-July 26 2019

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
Develop overall support for the Economic Development Program		Develop and increase support for the Town's economic development efforts	Smithfield-Selma Chamber of Commerce		Good contact and support established with the organization. Tim attends Chamber meetings regularly	
			Commercial Realtors		Maintaining on-going contact with realtors.	
208			SEDAC		Maintaining on-going contact with SEDAC.	
			East Smithfield		Met with Tony Nixon to discuss needs, challenges, and opportunities in the community.	Received a listing of East Smithfield concerns submitted to the former town manager by the East Smithfield Improvement Organization.
			Business Community		Meeting with business community via BRE program.	Additional meetings with the business community are being scheduled via BRE activities.
Existing Business & Industry Support						
Reestablish the Existing Industry Outreach Program						

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
		Develop a contact directory of Existing Industries			Initial Directory completed and will be updated regularly.	
		Developing an introductory letter to be mailed by January 2017				
		Schedule visitations			Visitations are on-going.	Contacted several companies via phone to discuss the town's renewed emphasis on BRE.
						Continued phone conversation with Greg Pari, the new manager for Penn Compression. Seeking date for a meeting
209						Follow-up meeting with Kent Denning of Carolina Packers to discuss issues identified during a previous meeting and to delivered Safety and OSHA training information. Kent expressed a desire to become more engaged with the community and several public events were discussed.
		Determine Recognition Activities			Options discussed and being considered.	
New Business Recruitment						

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	Attract new business investment and jobs	JCED		Met with Chris Johnson and discussed business attraction and expansion issues, including product and workforce.	
	Identify needs of major companies in the County that Smithfield can capitalize on			Met with Durwood Stephenson regarding an initiative that would be of great benefit to the town, and would assist in the recruitment of other businesses.	Met with Chris Johnson to discuss needs of new locations and expansions that are coming to the county. The number one need is product-buildings. Cold Storage facilities were identified as a specific need.
Town Image/Gateways	Gateways				
210	Identify areas for improvement	SEDAC		Meetings to be scheduled in conjunction with Visioning/Branding and the development of the Strategic Communication Plan (SCP) to more fully discuss the issue.	Met with a developer who expressed developing a parcel located a one of Smithfield's gateways. The developer has been involved in many successful projects and what the vision he expressed for the property would greatly enhance the area and improve the aesthetics. We will follow up with the developer to identify ways that we can encourage him to make his vision a reality.
		East Smithfield - Tony Nixon		Tony Nixon of the East Smithfield Improvement organization was identified as the best person to contact re: to East Smithfield issues.	Information will be gathered on the different areas of the town, including East Smithfield, in the development of the SCP and Visioning/Branding efforts.

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
			Business Community			
	Conduct a Visioning/Branding process		ElectriCities/ Business Community/ SEDAC/East Smithfield		Town Council agreed to move forward with the development of the Strategic Communication Plan at their 07MAR17 meeting and a draft is being prepared by ElectriCities for review.	Received a draft strategic communications plan from Michelle Vaught, VP of Marketing for ElectriCities.
					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	
Product Development					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	

ACTIVITY	Industrial Sites and Buildings	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
		Increase the Town's product inventory	County and SEDAC		<p>Contacted one of the Wellons-Howell property owners to discuss recertification. Reached out to owners of other properties identified as suitable for development as industrial sites. Searching for other suitable properties for evaluations and inclusion in the town's product inventory</p>	<p>Discussed the recertification of the WH property with Stephen Wensman. Stephen raised several questions about the property such as current zoning in the land use plan, other uses of the property, and highway access. Further research and discussions will be conducted before moving forward on recertification.</p>
					<p>The town is partnering with Johnston County Economic Development on assembling properties for an industrial park that will then be certified. Five parcels lie within the town's corporate limits. Land owners will be contacted to secure the properties for the project.</p>	<p>Spoke with Chris Johnson re: the need to rezone the properties in West Smithfield Industrial Park. Chris has discussed the rezoning with the landowners and they are in agreement. Chris has submitted the park in response to numerous RFPs/RFIs.</p>

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
						The additional information requested by SHPO has been submitted and it is anticipated that final approval of certification of West Smithfield Industrial Park will be granted at the April Steering Committee meeting.
	Infrastructure Improvements	Golden LEAF Grant	Public Works Department- Johnston County		The county has received, or will receive grant funding for economic development related projects from the Golden LEAF Foundation. One of the projects identified is the extension improvement of water/sewer lines along the U.S. 70 corridor, which will serve the new industrial park. The GL Board will approve the projects at their April meeting.	Estimates for the number of jobs that West Smithfield Industrial Park could support and the average wage of those jobs are being prepared to be included in a follow up information request from the Golden LEAF in support of the grant.
Downtown Redevelopment						

ACTIVITY	RENOVATION AND REDEVELOPMENT OF DOWNTOWN PROPERTIES	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	Renovation and redevelopment of Downtown properties	Redevelopment of the former Town Hall			The final report on the redevelopment of the Old Town Hall by the UNC SOG graduate student class was presented on 30NOV17.	Condemnation proceedings have been initiated on the property. It is still hoped that some scenario can be developed to ensure that the facility can be rehabilitated and become a positive for the town.
						Spoke with Bob Spence about what condemnation of the OTH means and the current status of the proceedings.
						Contacted Sarah Edwards at the DSDC to get an update on the Brewery project working group. Although the project is still moving forward, it is going through a slow period.
						Met with a businessman who had recently purchased a building in town to discuss the redevelopment of the property. In response to his inquiry, we recommended an engineer for an evaluation of the building.
Internal/External Marketing	Internal	Identify the Economic Development Program Spokesman Develop a newsletter			Tim Kerigan is the spokesperson for the Economic Development Program.  Exploring options for newsletter.	Met with the Chamber's Economic Development Committee to give an update on the town's economic development efforts.

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	Develop Marketing Materials			The marketing flyer has been reviewed and finalized, utilizing town staff resources.	The Electricities Smart Communities Grant Award was received and will be used to enhance the town's marketing materials.
	Strategic Communications Plan			Received a draft strategic communications plan, social media presentation, social media content calendar, and references to additional resources for social media.	Spoke with Shanna Capps re:e status of the marketing booklet. She stated that a project workflow had been established and there were several things for which she needed direction. A meeting has been set to review these items and move the project forward.
Johnston Community College					
	Convene a meeting with JCC leadership to discuss opportunities for collaboration	JCC		Follow up meeting with Dr. Johnson and Dr. McGraw to continue earlier discussion and identify other areas of collaboration.	
	Identify JCC needs that can be translated into economic development activities				
Incentives					

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
		Review the Town's Incentives to assess the Town's competitiveness			A list of typical incentive practices was developed for consideration of incentive proposals for current and future prospects	Tim, Mike Scott, and Rocky discussed what options may be available for the redevelopment of the OTH. Incentives the town may be willing to consider for the project, the recruitment of a brewery, and other economic development projects were discussed.
Retirement Development		Determine interest in advancing this initiative				Discussed the potential retirement community development with the property owner's project manager. There are some issues with the property that need to be further evaluated. We will follow-up with the manager in a few weeks. Again, we offered the town's assistance for the project
Residential Development		Assess Housing Stock	Tax Office Planning Department Local Realtors		Working with the SEDAC Redevelopment Committee to explore options of increasing/enhancing the housing stock in the town limits, primarily near downtown.	Met with Sarah Edwards and Mike Fleming to revisit Mike's idea of promoting redevelopment or renovation of housing in the areas near downtown. Several communities that have had success in this area were identified and the practices and methods that they used to achieve this success will be researched.

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
						Tim, Stephen Wensman, and Rocky met with Brooks Moore, Construction Management Officer to discuss Smithfield Residential Development and new school construction.
Retail Development		Expanding the Retail offerings of the Town	ElectriCities-Retail Strategies		Discussions were held with a retail developer that has an interest in the town for a project.	Reviewed a social media promotion that supported retail in a nearby community. It was decided to approach the Chamber to support a similar initiative to promote retail in Smithfield.
						Met with the Principles of Adventure Development to discuss their plans for the redevelopment/renovations of the Pine Needles Shopping Center. We offered in support for their efforts.
						Also met with the principles of Adventure Development to discuss their interest in developing a East Market Street parcel. The asking price is too high to make the project financially feasible. Some ideas that would mitigate the cost were discussed and we will follow-up on those strategies and get back to the developers.
Public Education						Tim, Stephen Wensman, and Rocky met with Brooks Moore, Construction Management Officer to discuss Smithfield Residential Development and new school construction.



**FINANCE DEPARTMENTAL REPORT FOR JUNE, 2019**

**SUMMARY OF ACTIVITIES:**

Daily Collections/Property Taxes/Other.....	\$2,701,070
Franchise Tax.....	265,016
Sales & Use Tax.....	254,303
Powel Bill.....	<u>0</u>
<b>Total Revenue</b>	<b>\$3,220,389</b>

Expenditures: General, Water, Electric and Firemen's Fund..... \$3,211,178

**FINANCE:**

- Compiled and submitted monthly retirement report on 6/30/2019
- Issued 20 purchase orders
- Processed 561 vendor invoices for payment and issued 345 accounts payable checks
- Prepared and processed 2 regular payrolls. Remitted federal and state payroll taxes on 6/4/19, and 6/28/19
- Issued 0 new privilege licenses (new law change in effect 7/1/2015)
- Sent 0 past due notices for delinquent privilege license
- Issued 0 peddler license
- Sent 0 notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$8,216
- Processed 6 NSF Checks/Fraudulent Cards (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$26,999.77 (EMS = \$8,621.54; SRAC = \$3,482.79; Utility= \$14,895.44; and Other = \$0).
- Invoiced 2 grave opening for a total of \$1,400.
- Invoiced Smithfield Housing Authority, Johnston Community College, Johnston County Schools and Neuse Charter School for Police Security
- Earned \$5,542.98 in interest from FCB and paid 0 in fees on the central depository account
- Paid \$4240.46 to PNC Bank for credit/debit card fees

**FINANCE DIRECTOR**

- Attended Town Council Meeting on June 4, 2019
- Reviewed every fixed asset still being depreciated in an effort to reconcile fixed assets on June 4-6, 2019
- Prepared for auditors first visit on June 26, 2019
- Prepared FY20 budget spreadsheet's for entry in the general ledger system June 12 and 13, 2019. Entered budget on June 14
- Spent two weeks with payroll technician reviewing job duties before her last day



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

**BOARD ACTIONS REPORT - 2019**

June

**Town Council**

Zoning Map Ammendments	0
Special Use Permit	0
Zoning Ordinance Amendments	1
Major Subdivisions	0
Annexations	0
Special Events	0
Site Plan	0

**Planning Board**

Zoning Map Amendments	0
Zoning Ordinance Ammendments	0
Major Subdivisions	0
Town Plan Presentation	1

**Board of Adjustment**

Variance	0
Admin Appeal	0

**Historic Properties Commission**

Certificate of Appropriateness	0
Historic Landmarks	0



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## Permit Issued for June 2019

		Permit Fees	Permits Issued
Zoning	Land Use	750.00	8
Site Plan	Major Site Plan	\$100.00	1
Site Plan	Minor Site Plan	\$375.00	9
Zoning	Sign	\$150.00	3
Report Period		\$1,375.00	21
2019 Fiscal YTD		\$18,175.00	247

Z19-000088	Zoning	Land Use	Fred Smith Construction Company	1209 W. Market St.
Z19-000089	Zoning	Sign	Fred Smith Construction Company	1209 W. Market St.
SP19-000036	Site Plan	Minor Site Plan	75' x 80' building addition	1209 W. Market St.
Z19-000087	Zoning	Sign	Smithfield Assisted Living	200 Kellie Drive
Z19-000081	Zoning	Land Use	Prime Communications AT&T	1321 N. Brightleaf Blvd
Z19-000082	Zoning	Land Use	Twisters Night Club	1300 S. Brightleaf Blvd.
SP19-000030	Site Plan	Minor Site Plan	20' x 30' accessory structure.	211 Maple Cir.
Z19-000083	Zoning	Land Use	A & K Management, LLC.	712 Wilkins Street Suite B
SP19-000031	Site Plan	Minor Site Plan	Single Family Dwelling	1622 Barbour Road
Z19-000084	Zoning	Land Use	Portable Storage Unit	901 Chestnut Drive
SP19-000032	Site Plan	Minor Site Plan	Single Family Dwelling	1644 Barbour Road
SP19-000033	Site Plan	Minor Site Plan	Single Family Dwelling	1676 Barbour Road
SP19-000034	Site Plan	Minor Site Plan	12'x32' Accessory Structure	44 BRADFORD Street
Z19-000085	Zoning	Land Use	Warrens Auto Sales	348 W Market St.
Z19-000086	Zoning	Sign	Warren Auto Sales	348 W Market St.
SP19-000035	Site Plan	Minor Site Plan	Single Family Dwelling	701 Mallard Road
SP19-000037	Site Plan	Minor Site Plan	MCNC Fiber Optic Hut	245 College Rd
Z19-000090	Zoning	Land Use	BB&T	1112 N Brightleaf Blvd
SP19-000038	Site Plan	Major Site Plan	The Wash House	1331 N. Brightleaf Blvd
Z19-000091	Zoning	Land Use	Columbia Sportswear	1025 Outlet Center Dr
SP19-000039	Site Plan	Minor Site Plan	SFD Addition	1005 S. First St.



**TOWN OF SMITHFIELD  
POLICE DEPARTMENT  
MONTHLY REPORT  
MONTH ENDING June 30, 2019**

**I. STATISTICAL SECTION**

Month Ending June 30, 2019	June 2019	June 2018	Total 2019	Total 2018	YTD Difference
Calls for Service	1631	2157	9839	11479	-1640
Incident Reports Completed	145	142	844	851	-7
Cases Closed	104	98	583	591	-8
Accident Reports	84	67	450	429	21
Arrest Reports	99	127	550	647	-97
Burglaries Reported	2	10	33	38	-5
Drug Charges	45	61	198	218	-20
DWI Charges	6	6	41	32	9
Citations Issued	148	294	977	1425	-448
Speeding	23	150	193	474	-281
No Operator License	37	35	231	269	-38
Registration Violations	16	31	115	225	-110

**II. PERSONNEL UPDATE**

The police department is currently short 4 positions. Officer Perry has just started the Field Training Program. We are currently waiting on paperwork for one officer, which will leave us with three vacant positions. Interviews are scheduled for July to assist with filling the remaining three vacancies.

**III. MISCELLANEOUS**

Mandatory in-service training was continued in June, with most courses being completed on line. Officers assisted with the traffic during the 301 Endless Yard Sale and the Three Pigs Triathlon that was held at the SRAC. Several Officers attended the Law Enforcement appreciation Day at Saint Ann's Catholic Church. Officers have spoken with several different day cares during the month of June.

## REPORTED UCR OFFENSES FOR THE MONTH OF JUNE 2019

PART I CRIMES	June	June	+/-	Percent	Year-To-Date		+/-	Percent
	2018	2019		Changed	2018	2019		Changed
MURDER	0	0	0	N.C.	0	0	0	N.C.
RAPE	1	0	-1	-100%	1	3	2	200%
ROBBERY	1	1	0	0%	7	6	-1	-14%
Commercial	0	1	1	N.C.	1	2	1	100%
Individual	1	0	-1	-100%	6	4	-2	-33%
ASSAULT	4	4	0	0%	16	38	22	138%
* VIOLENT *	6	5	-1	-17%	24	47	23	96%
BURGLARY	10	2	-8	-80%	36	31	-5	-14%
Residential	8	0	-8	-100%	21	22	1	5%
Non-Resident.	2	2	0	0%	15	9	-6	-40%
LARCENY	31	23	-8	-26%	214	147	-67	-31%
AUTO THEFT	3	1	-2	-67%	7	8	1	14%
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	44	26	-18	-41%	257	186	-71	-28%
PART I TOTAL:	50	31	-19	-38%	281	233	-48	-17%
PART II CRIMES								
Drug	27	34	7	26%	170	141	-29	-17%
Assault Simple	14	7	-7	-50%	68	42	-26	-38%
Forgery/Counterfeit	4	2	-2	-50%	20	14	-6	-30%
Fraud	1	3	2	200%	21	21	0	0%
Embezzlement	0	0	0	N.C.	3	1	-2	-67%
Stolen Property	1	0	-1	-100%	12	4	-8	-67%
Vandalism	5	6	1	20%	28	36	8	29%
Weapons	4	1	-3	-75%	16	2	-14	-88%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	0	0	N.C.	1	0	-1	-100%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	1	1	0	0%	3	5	2	67%
D. W. I.	4	7	3	75%	30	46	16	53%
Liquor Law Violation	0	0	0	N.C.	3	4	1	33%
Disorderly Conduct	1	1	0	0%	6	7	1	17%
Obscenity	0	0	0	N.C.	1	0	-1	-100%
Kidnap	0	0	0	N.C.	0	1	1	N.C.
All Other Offenses	9	33	24	267%	41	188	147	359%
PART II TOTAL:	71	95	24	34%	423	512	89	21%
=====								
GRAND TOTAL:	121	126	5	4%	704	745	41	6%

N.C. = Not Calculable



**Town of Smithfield  
Fire Department  
June 2019**

**I. Statistical Section**

Responded to	2019 Jun	Jun IN	Jun OUT	2018 Jun	2019 IN	2019 OUT	2019 YTD	2018 YTD
<b>Total Structure Fires Dispatched</b>	<b>11</b>	3	<b>8</b>	2	<b>28</b>	36	<b>64</b>	48
*Confirmed Structure Fires (Our District)*	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>12</b>	4	<b>16</b>	17
*Confirmed Structure Fires (Other Districts)*	<b>3</b>	0	<b>3</b>	0	0	21	<b>21</b>	4
<b>EMS/Rescue Calls</b>	<b>121</b>	115	<b>6</b>	135	<b>717</b>	34	<b>751</b>	849
<b>Vehicle Fires</b>	<b>1</b>	1	<b>0</b>	1	<b>3</b>	1	<b>4</b>	13
<b>Motor Vehicle Accidents</b>	<b>26</b>	22	<b>4</b>	20	<b>100</b>	18	<b>118</b>	118
<b>Fire Alarms (Actual)</b>	<b>6</b>	6	<b>0</b>	4	<b>53</b>	2	<b>55</b>	55
<b>Fire Alarms (False)</b>	<b>18</b>	17	<b>1</b>	8	<b>64</b>	5	<b>69</b>	49
<b>Misc./Other Calls</b>	<b>38</b>	28	<b>10</b>	35	<b>139</b>	22	<b>161</b>	160
*Mutual Aid (Received)*	4	0	0	10	0	0	23	37
*Mutual Aid (Given)*	10	0	0	4	0	0	41	33
*Overlapping Calls (Calls at the same time)*	46	0	0	23	0	0	260	162
<b>TOTAL EMERGENCY RESPONSES</b>	<b>214</b>	189	<b>25</b>	205	<b>1088</b>	107	<b>1195</b>	1292

\* Denotes the breakdown of calls, these are not calculated into the totals \*  
**IN/OUT** denotes in and out of the Town, not outside the fire district. When we respond to another fire district (Mutual Aid), which is outside of our total fire district boundaries that is reported in (**Other Districts**).

	Jun	YTD
Fire Inspections/Compliance Inspections	<b>35</b>	230
Public Fire Education Programs	<b>4</b>	18
Children in Attendance	136	<b>932</b>
Adults in Attendance	67	<b>321</b>
Plans Review Construction/Renovation Projects	<b>2</b>	20
Fire Code Citations	<b>0</b>	2
Fire Lane Citations	<b>0</b>	0
Consultation/Walk Through	<b>10</b>	55
Re-Inspections	<b>0</b>	41

**II. Major Revenues**

	Jun	YTD
<b>Inspections</b>	<b>\$850.00</b>	\$7,010.00
<b>False Alarms</b>	<b>\$100.00</b>	\$2,900.00
<b>Fire Recovery USA</b>	<b>\$0.00</b>	\$2,378.00
<b>EMS Debt Setoff</b>	<b>\$437.22</b>	\$1,857.61

**Major Expenses for the Month:**

**III. Personnel Update:**

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

- We participated in an Event or Fire prevention/Training program's in the month of June:
  - Community Garden grand opening
  - North Smithfield Baptist Church
  - First Missionary Baptist Church
  - Glen Lake Apartments

**Town of Smithfield  
Public Works Department  
June 30, 2019**



179 Total Work Orders completed by the Public Works Department

4 Burials, at \$700.00 each = \$2,800.00

0 Cremation Burial, \$400.00 each = \$0.00

\$1,000.00 Sunset Cemetery Lot Sales

\$0.00 Riverside Extension Cemetery Lot Sales

405.46 tons of household waste collected

140 tons of yard waste collected

5.1 tons of recycling collected

306 gallons of used motor oil was recycled

207 scrap tires were recycled

**Town of Smithfield**  
**Public Works Appearance Division**  
**Cemetery, Landscapes, and Grounds Maintenance**  
**Buildings, Facilities, and Sign Division**  
**Monthly Report**  
**June 30, 2019**



**I. Statistical Section**

- 4 \_\_\_ Burials
- 7 \_\_\_ Works Orders – Buildings & Facilities Division
- 15 \_\_\_ Work Orders – Grounds Division
- 50 \_\_\_ Work Orders – Sign Division

**II. Major Revenues**

Sunset Cemetery Lot Sales:	\$1,000.00
Riverside Ext Cemetery Lot Sales:	\$0.00
Grave Opening Fees:	\$2,800.00
Total Revenue:	\$3,800.00

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

\$1,982.69 to Dormakaba for repairs to electronic door at Town Hall, \$699.21 to Hines Heating and Air for HVAC repairs in Council Chambers.

**IV. Personnel Update:**

None for the month

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

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings and facilities. The Public Works Department safety meeting was on "Personal Protective Equipment."

**Town of Smithfield  
Public Works Drainage/Street Division  
Monthly Report  
June 30, 2019**



**I. Statistical Section**

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. Replaced 418LF of sidewalk panels, see attached for locations.
- c. Assisted with 4 special events this month.
- d. 500 Linear Feet of ditches were cleaned.
- e. 23 - Work Orders – 870lbs. of Cold Patch was used for 37 Potholes.

**II. Major Revenues**

None for the month

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

\$927.59 to Shaw Refrigeration for repairs to ice machine, \$17,782.00 to Hinton Construction for sidewalk repairs, \$13,000.00 to Barbour Beaver Control, \$1,215.73 to Southern Vac for repairs to Street Sweeper.

**IV. Personnel Update:**

None for the month

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

The Public Works Department safety meeting was on "Personal Protective Equipment."

**Town of Smithfield  
Public Works Department  
June 2019 Drainage Report**

Location: Eden and Avon, Woodsdale and Bookerdairy Rd, 205 Holding, Holding and Walnut, Holding and Second, First and Holding, First and Riverside, Bingham and Vermont, 707 S First, 708 S 5<sup>th</sup>, 703 E Johnston, Meadowbrook and Vermont, 4<sup>th</sup> and North, 601 8<sup>th</sup>, South Ave and West, North Ave and West, 825- 847 Midway, 3<sup>rd</sup> Ave and Midway, East and West, 802 Martin, Blount and Lee, MLK and Furlong,  
Starting Date: 6/3/2019  
Completion Date: 6/13/2019  
Description: Repaired 37 potholes.  
Man-hours: 2.88hrs.  
Equipment: 401 pickup plus hand tools.  
Materials: 14.5 bags of Perma Patch Asphalt.

Location: 1200BLK of Old Goldsboro Road.  
Starting Date: 6/5/2019  
Completion Date: 6/5/2019  
Description: Repaired sinkhole beside catch basin.  
Man-hours: 2hrs.  
Equipment: 420 backhoe plus hand tools.  
Materials: Two 80lbs. bags of concrete and 1'4 yard of topsoil.

Location: 321 Dogwood Street.  
Starting Date: 6/6/2019  
Completion Date: 6/6/2019  
Description: Repaired sinkhole around 72" storm drain line.  
Man-hours: 10.5hrs.  
Equipment: 420 backhoe, jet truck, 408 dump truck plus hand tools.  
Materials: Two yards of 3000psi concrete, 3.5 yards of fill dirt.

Location: Chestnut Drive and Wellons.  
Starting Date: 6/10/2019  
Completion Date: 6/10/2019  
Description: Cleaned 280LF of storm drain line with jet truck.  
Man-hours: 6hrs.  
Equipment: Jet truck plus hand tools.  
Materials: N/A

Location: 303 N 4<sup>th</sup> Street.  
Starting Date: 6/11/2019  
Completion Date: 6/11/2019  
Description: Installed Historic Marker at First Missionary Church for Jo. Co. Heritage Center.  
Man-hours: 1.5hrs.  
Equipment: 420 backhoe plus hand tools.  
Materials: One 80lbs. bag of concrete.

Location: Town Centre Plaza.  
Starting Date: 6/12/2019  
Completion Date: 6/12/2019  
Description: Installed 6 No Parking signs for Police Department.  
Man-hours: 3hrs.  
Equipment: 404 pickup plus hand tools.  
Materials: Six 8ft u-channel poles and Six No Parking signs.

Location: East and West Street.  
Starting Date: 6/12/2019  
Completion Date: 6/12/2019  
Description: Repaired damaged storm drain line for positive drainage.  
Man-hours: 9hrs.  
Equipment: 420 Backhoe, 408 dump truck, jet truck plus hand tools.  
Materials: 2.5 yards of 3000psi concrete.

Location: Coats and Powell, 665-739-808-845 Hwy 210, 808 Martin Street, Rand and Brogden Road, Riverside Drive, S 3<sup>rd</sup> beside Travel Odyssey, S 5th Street lots, Woodall and SBL, College Rd and MLK, Lee Street at CSX, 721 2<sup>ND</sup> Ave, Blount Street.  
Starting Date: 6/17/2019  
Completion Date: 6/26/2019  
Description: Cut back right of ways, FEMA Lots and town owned lots.  
Man-hours: 17.5hrs.  
Equipment: 404 pickup, scag mowers, tractor with bush hog and hand tools.  
Materials: N/A

Location: Corner of Blount and Lee Street.  
Starting Date: 6/18/2019  
Completion Date: 6/18/2019  
Description: Cut nuisance property for planning dept.  
Man-hours: 2hrs.  
Equipment: Tractor with bush hog plus scag mower.  
Materials: N/A

Location: 502 Hancock Street.  
Starting Date: 6/19/2019  
Completion Date: 6/19/2019  
Description: Cleaned 125LF of storm drain line for positive drainage.  
Man-hours: 4hrs.  
Equipment: Jet truck plus hand tools.  
Materials: N/A

Location: 513 S 1<sup>st</sup> Street.  
Starting Date: 6/19/2019  
Completion Date: 6/19/2019  
Description: Repaired sinkhole beside catch basin.  
Man-hours: 6hrs.  
Equipment: 420 backhoe, 412 pickup plus hand tools.  
Materials: Two 80lbs. bag of concrete.

Location: 10 Nottingham Place.  
Starting Date: 6/21/2019  
Completion Date: 6/21/2019  
Description: Removed roots from asphalt and gutter area for positive drainage.  
Man-hours: 6hrs.  
Equipment: 420 backhoe, 408 dump truck plus hand tools.  
Materials: One yard of ABC stone.

Location: Smith Collins Park.  
Starting Date: 6/17/2019  
Completion Date: 6/24/2019  
Description: Delivered event containers for Outreach event in the Park.  
Man-hours: 2hrs.  
Equipment: 317 pickup and 303 trash truck.  
Materials: 6 event containers.

Location: S 3<sup>rd</sup> Street between Johnston and Market.  
Starting Date: 6/17/2019  
Completion Date: 6/21/2019  
Description: Delivered event containers and traffic cones for Rhythm and Brews concert.  
Man-hours: 3hrs.  
Equipment: 317 pickup and 305 trash truck.  
Materials: 20 traffic cones and 4 event containers.

Location: 234 E Market Street.  
Starting Date: 6/25/2019  
Completion Date: 6/25/2019  
Description: Repaired damaged brick pavers in sidewalk due cars parking off roadway.  
Man-hours: 2hrs.  
Equipment: 412 pickup plus hand tools.  
Materials: One 50lbs. bag of sand.

Location: E Crump Street at 6th.  
Starting Date: 6/26/2019  
Completion Date: 6/26/2019  
Description: Scraped path for positive drainage.  
Man-hours: 1hr.  
Equipment: 420 backhoe.  
Materials: N/A

Location: Dundee Street behind Family Dollar.  
Starting Date: 6/27/2019  
Completion Date: 6/27/2019  
Description: Cut 500LF of ditch bank for positive drainage.  
Man-hours: 3hrs.  
Equipment: New Holland tractor with bush hog, 412 pickup plus hand tools.  
Materials: N/A

Location: S 3<sup>rd</sup> and Johnston.  
Starting Date: 6/28/2019  
Completion Date: 6/28/2019  
Description: Assisted the Parks & Rec Department with July 4<sup>th</sup> event. Delivered event containers and traffic cones. Crew picked up trash and debris after event.  
Man-hours: 10hrs.  
Equipment: 412 pickup plus trailer, 310 trash truck and street sweeper.  
Materials: 90 traffic cones, 9 barricades, 20 barrels and 20 event containers.

Location: 4<sup>th</sup> Street at First Missionary Baptist Church.  
Starting Date: 6/28/2019  
Completion Date: 6/30/2019  
Description: Delivered traffic cones for Community Outreach event.  
Man-hours: 1 hr.  
Equipment: 412 pickup.  
Materials: 6 traffic cones.

## Sidewalk Repair List - June 2019

<u>Location</u>	<u>Description</u>	<u>Quantity</u>	<u>Vendor</u>
South 6th St.	Sidewalk repair	65'	David Hinton Construction on 5/24/19
310 E. Johnston St./Unlimited Benefits	Sidewalk repair	108'	David Hinton Construction on 5/24/19
310 E. Johnston St./Unlimited Benefits	Concrete repair - Appearance Commission	* Half driveway	David Hinton Construction on 5/24/19
E. Market St.	Stampwork on sidewalk	10'	David Hinton Construction on 5/24/19
North St., 4th St., Hancock St.	Sidewalk repair	140'	David Hinton Construction on 5/24/19
Near Jo Co Library where trees were removed	Sidewalk repair - Appearance Commission	10'	David Hinton Construction on 5/24/19
South 9th St. & E. Market St.	Sidewalk repair	85'	David Hinton Construction on 5/24/19

**Town of Smithfield  
Public Works Fleet Maintenance Division  
Monthly Report  
June 30, 2019**



**I. Statistical Section**

  3   Preventive Maintenances

  0   North Carolina Inspections

 27   Work Orders

**II. Major Revenues**

None for the month

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

Paid B & B Fence Co. of Clinton \$5,620.67 for materials and labor to install a 6' high black vinyl coated chain length fence with nylon rollers at 231 Hospital Rd. at the Town's Convenience Center.

**IV. Personnel Update:**

None for the month.

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

The Public Works Department safety meeting was on "Personal Protective Equipment."

**Town of Smithfield**  
**Public Works Sanitation Division**  
**Monthly Report**  
**June 30, 2019**



**I. Statistical Section**

The Division collected from approximately 4100 homes, 4 times during the month

- a. Sanitation forces completed 45 work orders
- b. Sanitation forces collected tons 405.46 of household waste
- c. Sanitation forces disposed of 70 loads of yard waste and debris at Spain Farms Nursery
- d. Recycled .76 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 2.40 tons of Yard Waste
- f. Town disposed of 207 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.10 tons of recyclable plastic
- h. Recycled 2060 lbs. of cardboard material from the Convenient Site Center
- i. A total of 306 gals of used oil was collected at the Convenient Site Center
- j. Recycled 1980 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

**II. Major Revenues**

- a. Received \$0 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$0
- c. Sold 5660 lbs. of shredder steel for \$202.25 to Omni Source

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

Spain Farms Nursery was paid \$3,630.00 for disposal of yard waste and debris.

**IV. Personnel Update:**

No new employee was hired.

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

The department worked closely with Parks & Recreation providing traffic control devices and event containers for special events held at the SRAC. The Public Works Department safety meeting was on "Personal Protective Equipment."

NCLM Safety training on 6/5/2019. The 3 little pigs Triathlon event. Community outreach event at Smith Collins. The Rhythm and Brews event Downtown Smithfield. First Missionary Baptist event held on 6/29/2019 providing traffic cones for street closing. Independence Day 6/30/2019 delivered cans and cones to the event. Community Service Workers worked 35 hrs



## PARKS AND RECREATION

### MONTHLY REPORT FOR JUNE, 2019

#### PROGRAMS STATISTICS

NUMBER OF PROGRAMS	13	15
TOTAL ATHLETICS PARTICIPANTS	913	941
TOTAL NON/ATHLETIC PARTICIPANTS	3958	439
NUMBER OF GAMES PLAYED	62	132
TOTAL NUMBER OF PLAYERS (GAMES)	1488	3168
NUMBER OF PRACTICES	30	29
TOTAL NUMBER OF PLAYER(S) PRACTICES	605	377
SARAH YARD COMMUNITY CENTER	247	

	June, 2019	18/19 FY YTD	June, 2018	17/18 FY YTD
PARKS RENTALS	30	431	27	271
USERS (PARKS RENTALS)	6598	26736	2858	21334
<b>TOTAL UNIQUE CONTACTS</b>	<b>13,562</b>		<b>7,783</b>	

#### FINANCIAL STATISTICS

	June, 2019	18/19 FY YTD	June, 2018	17/18 FY YTD
PARKS AND RECREATION REVENUES	\$ 2,592.00	\$ 76,923.00	\$ 2,928.00	\$ 83,327.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 77,056.00	\$ 747,746.00	\$ 88,101.00	\$ 667,760.00
SYCC EXPENDITURES	\$ 5,504.00	\$ 29,741.00		
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ 8,981.00	\$ 121,149.00	\$ 42.00	\$ 133,849.00

#### HIGHLIGHTS

Hosted Southern Johnston Baseball Invitational with 36 Teams Participating.  
 Hosted 3 Youth Sports Camps (Basketball, Football, Tennis)  
 Co-Hosted July 4th Celebration / Fireworks with DSDC



## SMITHFIELD RECREATION AND AQUATICS CENTER

### SRAC MONTHLY REPORT FOR JUNE, 2019

#### PROGRAMS SATISTICS

NUMBER OF PROGRAMS	29	24
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	5841	4845

	June, 2019	18/19 FY YTD	June, 2018	17/18 FY YTD
SRAC MEMBER VISITS	4282	46363	6369	62058
DAY PASSES	2017	11647	2170	10525
RENTALS (SRAC)	77	673	97	837
USERS (SRAC RENTALS)	4527	49531	6284	45004
<b>TOTAL UNIQUE CONTACTS</b>	<b>16,667</b>		<b>19,668</b>	

#### FINANCIAL STATISTICS

	June, 2019	18/19 FY YTD	June, 2018	17/18 FY YTD
SRAC REVENUES	\$ 78,363.00	\$ 688,786.00	\$ 83,597.00	\$ 723,359.00
SRAC EXPENDITURES	\$ 101,877.00	\$ 947,577.00	\$ 103,948.00	\$ 895,276.00
SRAC MEMBERSHIPS	2729			

#### HIGHLIGHTS

Hosted 3 Little Pigs Triathlon with 425+ Participants / >1200 Spectators  
Summer programming began with Summer Camps (all at capacity)



- **Statistical Section**

- Electric CP Demand 25,176 Kw relative to May's demand of 27,734 Kw.
- Electric System Reliability for was 99.993%, with two (2) recorded outage; relative to May's 99.999%.
- Raw water treated on a daily average was 4.233 MG relative to 4.392 MG for May; with maximum demand of 5.360 MG relative to May's 5.650 MG.
- Total finished water to the system was 117.071 MG relative to May's 126.312 MG. Average daily for the month was 3.776 MG relative to May's 4.075 MG. Daily maximum was 4.937 MG (June 30<sup>th</sup>) relative to May's 5.109 MG. Daily minimum was 3.261 (June 7<sup>th</sup>), relative to May's 3.313 MG.

- **Miscellaneous Revenues**

- Water sales were \$264,009 relative to May's \$218,076
- Sewer sales were \$407,975 relative to May's \$348,302
- Electrical sales were \$1,438,201 relative to May's sales of \$1,177,669
- Johnston County Water purchases were \$137,332 for 68.666 MG relative to May's \$186,346 for 93.173 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,070,453 relative to May's \$1,128,038.
- Johnston County sewer charge was \$176,795 for 53.028 MG relative to May's \$160,502 for 48.181 MG.

- **Personnel Changes –**

- Larry Thomas was promoted to Pump Station Mechanic on June 24
- Kelvin Lee began employment as Utility Line Mechanic on June 24



**Town of Smithfield  
Electric Department  
Monthly Report  
June, 2019**

**I. Statistical Section**

- Street Lights repaired –36
- Area Lights repaired -14
- Service calls – 37
- Underground Electric Locates –160
- Poles changed out, installed or removed-3
- Underground Services Installed/Repaired -3

**II. Major Revenues**

- N/A

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

- N/A

**IV. Personnel Update:**

- Utility Dept. had a Safety meeting on face protection.

**V. Miscellaneous Activities:**

- Continuing conversion work on the south side of Town. (Holding St. to Wellons St.)
- Relocated/Replace equipment for better communication of the AMI Nexgrid system.
- Installed Transformer for Tesla Charging Station at Sheetz.
- Energized transformers on Kellie Dr. at Pump Station #19.



## WATER & SEWER

### JUNE 2019 MONTHLY REPORT

● DISCONNECT WATER	5
● RECONNECT WATER	0
● TEST METER	2
● TEMPORARY METER SET	0
● DISCOLORED WATER CALLS	6
● LOW PRESSURE CALLS	4
● NEW/RENEW SERVICE INSTALLS	1
● LEAK DETECTION	15
● METER CHECKS	30
● METER REPAIRS	18
● WATER MAIN/SERVICE REPAIRS	4
● STREET CUTS	5
● REPLACE EXISTING METERS	8
● INSTALL NEW METERS	0
● FIRE HYDRANTS REPAIRED	0
● FIRE HYDRANTS REPLACED	0
● SEWER REPAIRS	9
● CLEANOUTS INSTALLED	4
● INSPECTIONS	5
● SEWER MAIN CLEANED	800LF
● SERVICE LATERALS CLEANED	380LF

- SERVICE CALLS 104
- LOCATES 170

- SERVICE AND MAINTAINED ALL 18 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY

## MAJOR EXPENSES FOR THE MONTH OF JUNE

- Corbett finishing redoing station #5.
- Corbett starting replacement of sewer lines in East Smithfield.

## PERSONNEL UPDATES

- Larry Thomas was hired for Pump Station Mechanic.
- Kelvin Lee was hired for Utility Line Mechanic.

## UPCOMING PROJECTS FOR THE MONTH OF JULY

- Braswell will be continuing to work on Kellie Dr. water and sewer installation.
- McClung's will be starting the upgrades at SLS #5.
- Corbett will be continuing the sewer and water work in East Smithfield.
- Will be getting quotes to upgrade stations 8, 13, and to install new grinder at #1.

**Smithfield Water Plant**  
Distribution Sampling Site Plan

**Hydrant Flushing**

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	06/17/19	3.4	15	7965	10	North Street	06/10/19	2.6	15	17820	40
Computer Drive	06/17/19	3.4	15	31860	10	West Street	06/10/19	2.6	15	78030	50
Castle Drive	06/17/19	3.2	15	7965	10	Regency Drive	06/10/19	3.4	15	63720	60
Parkway Drive	06/17/19	3.4	15	63720	40	Randers Court	06/10/19	3.2	15	15930	40
Garner Drive	06/17/19	3.2	15	63723	40	Noble Street	06/10/19	3	15	15930	40
Hwy 210 LIFT ST.	06/17/19	3.2	15	15930	40	Fieldale Dr#1(L)	06/11/19	2.8	15	63720	40
Skyland Drive	06/17/19	3.4	15	7965	10	Fieldale Dr#2(R)	06/11/19	2.6	15	63720	40
Bradford Street	06/17/19	3.4	15	15930	10	Heather Court	06/11/19	3	15	15930	40
Kellie Drive	06/17/19	3.2	15	7965	10	Reeding Place	06/11/19	3.2	15	15930	40
Edgewater	06/17/19	2.8	15	7965	10	East Street	06/11/19	2.8	15	63720	40
Edgecombe	06/18/19	2.6	15	15930	40	Smith Street	06/11/19	3.2	15	63720	40
Valley Wood	06/18/19	3.4	15	63720	40	Wellons Street	06/11/19	2.6	15	63720	40
Creek Wood	06/18/19	3.2	15	63720	40	Kay Drive	06/18/19	1.2	15	38985	15
White Oak Drive	06/18/19	3.4	15	7965	10	Huntington Place	06/18/19	1.2	15	38985	15
Brookwood Drive	06/18/19	3.2	15	22515	5	N. Lakeside Drive	06/18/19	1.2	15	9750	15
Runnymede Place	06/18/19	3.4	15	31860	10	Cypress Point	06/18/19	1	15	34890	12
Nottingham Place	06/18/19	3.2	15	38985	10	Quail Run	06/18/19	1.2	15	8715	12
Heritage Drive	06/18/19	3.2	15	38985	10	British Court	06/18/19	1.4	15	8715	12
Noble Plaza #1	06/19/19	2.8	15	9750	10	Tyler Street	06/18/19	1.4	15	78030	60
Noble Plaza #2	06/19/19	3	15	9750	10	Yelverton Road	06/18/19	1.4	15	63720	40
Pinecrest Street	06/19/19	3.2	15	19500	10	Ava Gardner	06/18/19	1.4	15	63720	40
S. Sussex Drive	06/19/19	3.4	15	31860	10	Waddell Drive	06/11/19	3	15	7965	10
Elm Drive	06/19/19	3.4	15	9750	10	Henly Place	06/11/19	3.2	15	8715	12
						Birch Street	06/11/19	3.4	15	34890	12
Coor Farm Supply	06/19/19	3.2	15	7965	10	Pine Street	06/11/19	3.4	15	38985	15
Old Goldsboro Rd.	06/19/19	3.2	15	7965	10	Oak Drive	06/11/19	3.4	15	37695	14
Hillcrest Drive	06/11/19	3.4	15	31860	10	Cedar Drive	06/11/19	3.4	15	31860	10
Eason Street	06/11/19	2.6	15	38985	40	Aspen Drive	06/11/19	3.4	15	34890	12
Magnolia circle	06/11/19	3	15	78030	40	Furlonge Street	06/11/19	3.4	15	34890	12
Rainbow Drive	06/11/19	2.2	15	19500	60	Golden Corral	06/11/19	3.2	15	40290	16
Rainbow Circle	06/11/19	2.8	15	19500	60	Holland Drive	06/11/19	3.4	15	9750	15
Moonbeam Circle	06/11/19	2.6	15	19500	60	Davis Street	06/11/19	3	15	34890	12
Ray Drive	06/11/19	2.8	15	15930	60	Caroline Ave.	06/11/19	3	15	31860	10
Will Drive	06/11/19	2.8	15	63720	40	Johnston Street	06/11/19	3.2	15	38985	15
Michael Lane	06/11/19	2.8	15	63720	40	Ryans	06/11/19	3	90	9750	15
Ward Street	06/11/19	2.4	15	15930	40						
				977883						1282815	2260698

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## **MONTHLY WATER LOSS REPORT**

**JUNE, 2019**

**(1) Meters with slow washer leaks**

**(3) ¾" Line, 1/8" hole – 1day**

**1" Line, 1/8" hole – 1day**

**8" Valve, Top blowed off – 10hrs**