



Mayor

M. Andy Moore

Mayor Pro-Tem

John A. Dunn

Council Members

Marlon Lee

David Stevens

Travis Scott

David Barbour

Stephen Rabil

Roger A. Wood

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Greg Siler

Town Clerk

Shannan Parrish

Town Council Agenda Packet

Meeting Date: Tuesday, April 6, 2021

Meeting Time: 7:00 p.m.

Meeting Place: Town Hall Council Chambers
350 East Market Street
Smithfield, NC 27577



**TOWN OF SMITHFIELD
TOWN COUNCIL AGENDA
REGULAR MEETING APRIL 6, 2021
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Presentations:

1. Recognition of Public Works Director Lenny Branch's **26+ years of** service to the Town of Smithfield
(Mayor – M. Andy Moore)
2. Administering the Oath of Office to new Police Officer Jonathan Joyner
(Mayor – M. Andy Moore) See attached information.....1
3. Proclamation – Proclaiming April 18, 2021 as Electric Lineman Appreciation Day in the Town of Smithfield
(Mayor – M. Andy Moore) See attached information.....3
4. Acceptance of the 2020 American Public Power Association (APPA) Safety Award of Excellence
(Mayor – M. Andy Moore) See attached information.....7
5. Acceptance of the 2021 American Public Power Association (APPA) Reliable Public Power Provider (RP3) Award
(Mayor – M. Andy Moore) See attached information.....11

Public Hearings:

1. ZA-21-02 Town of Smithfield: The applicant is requesting an amendment to the Town of Smithfield Unified Development Ordinance, Article 6, Table 6.6 Table of Uses and Activities to allow for a pharmaceutical manufacturing as a permitted use by right in the light industrial zoning district and to amend Article 8.10 to allow for a maximum building height of 80 feet within the light industrial zoning district
(Planning Director – Stephen Wensman) See attached information.....15

2. CZ-21-01 Courtyard Cabins at White Swan: The applicant is seeking conditional zoning approval for the rezoning of approximately 2.68 acres from the B-3 and R-20A zoning district to the B-3 conditional zoning district for the creation of 14 additional rental cabins. The properties considered for rezoning are located at Galilee Road approximately 400 feet northeast of its intersection with South Brightleaf Boulevard and further identified as Johnston County Tax ID #15J10061W and 15J10061F
(Planning Director – Stephen Wensman) See attached information.....33
3. SUP-12-01 Scooters Coffee: The applicant is seeking a special use permit to construct and operate a drive-thru coffee shop within an existing shopping center on property located within a B-3 zoning district. The property is located on the northeast side of the intersection of Hospital Road and North Brightleaf Boulevard and further identified as Johnston County Tax ID# 15004024C
(Planning Director – Stephen Wensman) See attached information.....67
4. SUP-21-02 East River Phase 6 & 7: The applicant is seeking a special use permit to construct a 65-unit townhouse complex on approximately 11.97-acre tract of land and located within an existing PUD zoning district. The property considered for approval is located on the east side of Buffalo Road approximately 690 feet north of its intersection with M. Durwood Stephenson Parkway and further identified as Johnston County Tax ID# 14075015X
(Planning Director – Stephen Wensman) See attached information.....87

Citizens Comments

Consent Agenda Items:

1. Approval of Minutes:
 - a. March 3, 2021 – Regular Meeting
 - b. March 11, 2021 – Special Meeting.....105
2. Special Event: Third StrEATery – The Downtown Smithfield Development Corporation is seeking approval to conduct outdoor dining events every other Friday beginning May 7th and ending July 30th from 6:00 pm until 9:00 pm. This request includes amplified sound and the closure of the 100 block of South Third Street.
(Planning Director – Stephen Wensman) See attached information.....119
3. Special Event: Neighborhood Party – David Auge is seeking approval to conduct a neighborhood party on Maplewood Drive on Saturday, May 1st from 1:00 pm until 4:00 pm. This request includes the closure of Maplewood Drive.
(Planning Director – Stephen Wensman) See attached information.....125
4. Special Event: Outreach Church Service – Alice Wells is seeking approval to conduct an outreach church service at Community Park on Sunday, May 16th from 2:00 pm until 4:00 pm. This request includes amplified sound.
(Planning Director – Stephen Wensman) See attached information.....131

5. Bid award to Southern Tide Homes in the amount of \$22,750.00 for improvements to the Rotary shelter at Community Park (Parks and Recreation Director – Gary Johnson) <u>See</u> attached information.....	137
6. Bid award to JLP Carpentry in the amount of \$9,500.00 for improvements to the shelter at Talton Park (Parks and Recreation Director – Gary Johnson) <u>See</u> attached information.....	145
7. Consideration and request for approval of various budget amendments (Finance Director – Greg Siler) <u>See</u> attached information.....	153
8. Consideration and request for approval to adopt Resolution No. 678 (06-2021) authorizing the disposition of certain surplus property including 2 American LaFrance fire trucks and the auctioning of that property by the electronic service of GovDeals.com (Town Clerk – Shannan Parrish) <u>See</u> attached information.....	157
9. Consideration and request for approval to appoint Julia Narron to the Downtown Smithfield Development Corporation’s Board of Directors. (Town Clerk – Shannan Parrish) <u>See</u> attached information.....	161
10. Board Appointment a. Tim Depp has submitted an application for consideration to be appointed to a first term on the Appearance Commission (Town Clerk – Shannan Parrish) <u>See</u> attached information.....	167
11. New Hire Report (HR Director/ PIO – Tim Kerigan) <u>See</u> attached information.....	171

Business Items:

1. Update and timeline for the Equity Drive Construction Project (Town Engineer – Bill Dreitzler)	
2. Consideration and request for approval to enter into a contract with ACSM for Phase III of the Wayfinding Project (Planning Director – Stephen Wensman) <u>See</u> attached information.....	173
3. Consideration and request for approval to use budgeted funds and “in lieu of” park funds for parking lot improvements at the Sarah Yard Center and at the new Splash pad. This request also includes awarding the bid to JP Edwards in the amount of \$62,536 (Parks and Recreation Director – Gary Johnson) <u>See</u> attached information.....	183
4. Update on CUP-17-08: Theron Lee McLamb – Recreational Vehicle Park (Town Manager – Michael L. Scott) <u>See</u> attached information.....	191
5. Consideration and request for approval to enter into a contract to hire an employment agency to conduct Fire Chief search (Town Manager – Michael Scott) <u>See</u> attached information.....	195

6. FY 2021-2022 Budget Discussions
(Town Manager – Michael Scott) See attached information.....235

Councilmember’s Comments

Town Manager’s Report

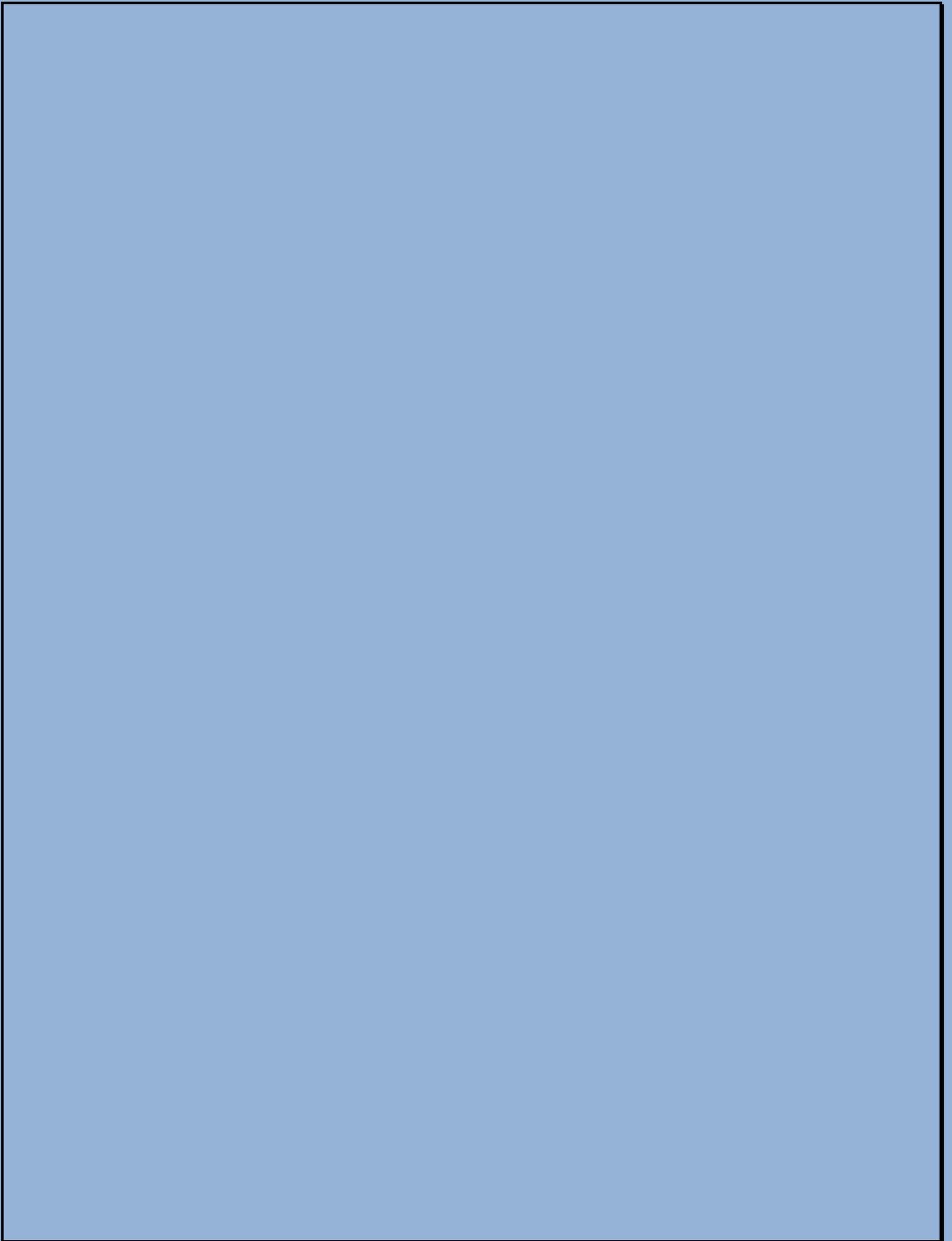
- Financial Report (See attached information).....237
- Department Reports (See attached information).....241
- **Manager’s Report** (Will be provided at the meeting)

Closed Session: Pursuant to NCGS 143-318.11 (a) (4)

Reconvene in Open Session

Recess: Date and time to be approved by the Town Council

Presentations





Request for Town Council Action

Presentation: Oath of
Office
Date: 04/06/2021

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

Issue Statement

The Police Department has hired a new officer to fill an existing vacancy within the department. Jonathan Blake Joyner was hired to fill this position. Officer Joyner has been assigned to the Patrol Division to fill one of the vacant slots. Officer Joyner has no prior Law Enforcement experience.

Financial Impact

Salary will be covered by current budget.

Action Needed

Jonathan Joyner needs to be sworn in and welcomed to the Smithfield Community.

Recommendation

Jonathan Joyner needs to be sworn in and welcomed to the Smithfield Community.

Approved: Town Manager Town Attorney

Attachments:

1. Oath of Office



Staff Report

Business
Agenda Presentation
Item:

OATH OF OFFICE SMITHFIELD POLICE DEPARTMENT

"I, Jonathan Blake Joyner, 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



Request for Town Council Action

Presentation: Proclamation

Date: 04/06/2021

Subject: Approve the **Proclamation to make April 18 "Electrical Lineman Appreciation Day"**

Department: Public Utilities – Electric Division

Presented by: Mayor M. Andy Moore & Public Utilities Director – Ted Credle

Presentation: Presentations

Issue Statement

Proclamation to make April 18, 2021 "Electrical **Lineman Appreciation Day**" in the Town of Smithfield

Financial Impact

N/A

Action Needed

Proclaim April 18, 2021 as Electrical Lineman Appreciation Day in the Town of Smithfield

Recommendation

Staff recommends the approval of the attached proclamation

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. 2021 Proclamation



Staff Report

Presentation: Proclamation

The Town is seeking to make April 18, 2021 "Electrical **Lineman Appreciation Day**" in the Town of Smithfield, in coordination with the national proclamation set by the US Senate.

*Town of Smithfield
Proclamation
Electrical Lineman Appreciation Day
April 18, 2021*

Whereas, the Town of Smithfield honors the profession of linemen, as this profession is steeped in personal, family and professional tradition; and

Whereas, electrical linemen are often first responders during storms and other catastrophic events, working to repair broken lines to make the scene safe for the citizens of the Town of Smithfield; as well as, other public safety workers; and

Whereas, electrical linemen work on the Town of Smithfield power lines 24 hours a day, 365 days a year, to keep the electricity flowing; and

Whereas, due to the danger of their work with thousands of volts of electricity high atop power lines, these linemen put their lives at risk every day for the citizens of the Town of Smithfield with little recognition from the community regarding the danger of their work; and

Whereas, the U.S. Senate in April of 2013 first recognized the efforts of electrical linemen in keeping the power on and protecting public safety, and has designated by resolution the celebration of a National Linemen Appreciation Day.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council, do hereby proclaim April 18, 2021 as “Electrical Linemen Appreciation Day”; and we call upon the citizens of the Town of Smithfield to recognize and appreciate the hard work, innovation and dedication that these public servants make every day to our health, safety, comfort, and quality of life.

M. Andy Moore, Mayor

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the Town of Smithfield on this Sixth day of April in the year of our Lord Two Thousand Twenty- One.



Request for Town Council Action

Presentation: Award
Presentation
Date: 04/06/2021

Subject: APPA Safety Award Presentation
Department: Public Utilities
Presented by: Public Utilities Director - Ted Credle
Presentation: Presentations

Issue Statement

Acceptance of the 2020 American Public Power Association (APPA) Safety Award of Excellence.

Financial Impact

None

Action Needed

Accept the Award as was given by the APPA

Recommendation

Staff recommends acceptance of the award

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. E-mail of Notification



Staff Report

Presentation: Award
Presentation

For the past 60 years, the American Public Power Association (APPA) has annually awarded Safety Awards to recognize public power utilities that exemplify the highest standards of safe operating practices. Safety programs ensure that electric utility employees are informed and trained on safe work procedures. The utilities receiving this award have proven that protecting the safety of their employees is a top priority.

329 utilities from across the country entered the annual Safety Awards. Entrants were placed in categories according to their number of worker-hours and ranked based on the most incident-free records during 2020. The incidence rate, used to judge entries, is based on the number of work-related reportable injuries or illnesses and the number of worker-hours during 2020, as defined by the Occupational Safety and Health Administration (OSHA).

The Town of Smithfield was awarded First Place in Group A. A complete list of all honorees can be found on the APPA website.

**

From: [Madison Wendell](#)
To: [Ted Credle](#)
Subject: American Public Power Association | 2020 Safety Awards
Date: Wednesday, February 24, 2021 10:31:00 AM

Dear Town of Smithfield,

Congratulations! We are pleased to inform you that the 2020 safety record of Town of Smithfield has achieved First in Group A of the American Public Power Association's (APPA) 2020 Safety Awards of Excellence.

Brandon Wylie, Chair of APPA's Safety Committee, will officially recognize award winners during the morning Awards Presentation at the [2021 Engineering & Operations Virtual Conference](#) on Wednesday, March 24th.

There are several resources available to help your utility realize the benefits of this achievement, outlined below:

- **Photograph or Logo for Awards Video:** Please submit a photo [HERE](#) of your utility to be shown during the awards ceremony at the E&O Conference. Photographs should be in the highest resolution possible and jpeg file format. Photographs should be of your utility logo, your safety team with your logo, or your utility's staff with your utility's logo. The deadline to submit your photograph is **Tuesday, March 2nd**. If you have a question about what type of photograph is suitable for submission, please contact Maddy Wendell at mwendell@publicpower.org.
- **Commemorative Plaque:** Each Safety Awards recipient receives one complimentary plaque to recognize the utility's achievement. All recipients must fill out [this electronic request form](#) to receive their complimentary plaque. You may also use the same form to order additional plaques or certificates.
- **Press Release:** APPA has produced a [template press release](#) for publicizing your award locally. You can customize this press release with your utility's information and work with local outlets to publicize your utility's achievement. **[Note that the press release has an embargo date of March 24th, 2021]**

This year, the Engineering and Operations Virtual Conference is being held from March 23rd – 24th. As an exemplary utility, we welcome and encourage your participation. Register today or preview the safety sessions by visiting [our website](#). If you have any questions about your award, please do not hesitate to contact Maddy Wendell by phone at (202) 467-2931 or email at mwendell@publicpower.org.

Again, congratulations on a safe 2020. A record such as yours is indicative of high standards in the workplace and is vital to safe and productive utility operations. We wish you a safe 2021!

Sincerely,

APPA's Safety Team

Alex Hofmann, Vice President of Technical and Operations Services
Tyler Doyle, Operations Services Specialist
Maddy Wendell, Energy and Operations Services Assistant



Request for Town Council Action

Presentation: Award
Presentation
Date: 04/06/2021

Subject: RP3 Award Designation

Department: Public Utilities

Presented by: Public Utilities Director - Ted Credle

Presentation: Presentations

Issue Statement

Acceptance of the 2021 American Public Power designation as a Diamond Member.
This designation will remain effective until 2024.

Financial Impact

None.

Action Needed

Acceptance of the award

Recommendation

Staff recommends acceptance of the award

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. E-mail notification



Staff Report

Presentation: Award
Presentation

The purpose of the American Public Power Association (APPA) Reliable Public Power Provider (RP3) program is to encourage public power utilities to demonstrate basic proficiency in four important disciplines: reliability, safety, work force development and system improvement. Utilities that successfully meet the guidelines in each of the four areas earn the designation as a Reliable Public Power Provider.

The designation program is set up so that each Public Power Provider applies for designation through a rigorous process; submitting cost data, program documentation and copies of Town policies & regulations to show the selection & grading committee that their particular community is striving for excellence in the 4 categories mentioned.

With a score of 99 out of a possible 100 points, the Town of Smithfield was designated a **"Diamond" utility, which is a grade up from the previous "Platinum" designation in 2018 and "Gold" designation in 2015. This grade exemplifies the Smithfield Electric Division's continuous search to improve itself in its safety, reliability, system improvement, and workforce development.**

From: rp3admin@publicpower.org
To: [Ted Credle](#)
Cc: rp3admin@publicpower.org
Subject: Congratulations on receiving RP3 Designation
Date: Thursday, January 28, 2021 3:58:24 PM

Dear Ted,

Congratulations! Town of Smithfield has earned 'Diamond' RP₃[®] designation!

Your utility will be recognized for achieving RP₃ designation during the opening of the

[2021 Engineering & Operations Virtual Conference](#), on Tuesday, March 23. The E&O Virtual Conference represents an excellent opportunity to discuss your application and achievement with other RP₃ designated utilities and the Review Panel.

To attain the full benefits of your RP₃ designation, please review the following items which we have also made available on the [RP₃ Designee Webpage](#):

- **Application Scores:** Your RP₃ Online Application will now display your score and designation level. View instructions on how to review your scores using [this guide](#).
 - **If you would like a reconsideration of your final score, please submit the request to RP₃ staff no later than Friday, February 12.**
 - If you have any difficulty logging in or reviewing your application, or if you would like to discuss your application with RP₃ staff, please contact RP3@PublicPower.org.

- **Designation Plaque:** To order your one free RP₃ designation plaque, please fill out an [electronic request](#) form.

- **Photograph for Awards Video:** **If you did not already submit a photo of your utility through your application**, please submit one to be shown during the awards ceremony at the E&O Conference using our [upload form](#) no later than Friday, February 28. Photographs should be in the highest resolution possible and jpeg file format. Photographs should be of your utility logo, your RP₃ team with your logo, or your utility's staff with your utility's logo. Examples of photographs suitable for submission can be seen by viewing the [2017 RP3 Awards Video](#).

- **Press Release:** Here is an [electronic press release](#), for your use in publicizing your award locally. **Please note that any press release must be embargoed until Tuesday, March 23, 2021, following the Awards Ceremony at the Engineering and Operations Virtual Conference.**

- **Communications Toolkit:** To help your utility share the RP₃ designation with your community, the Association has created a [media and communications toolkit](#). Example items include:
 - **Logo:** Download a digital version of the RP₃ logo, for optional use on your utility letterhead, business cards, website, etc.
 - **Social Media Banners and Bill Stuffers:** Images showing off your designation can be added to social media sites like Facebook and Twitter, and bill stuffers can be used in newspapers and other outlets.
 - **Talking Points:** Use these talking points to help share information about the designation with the media and other audiences.

Your designation will be valid for three years, from May 1, 2021 through April 30, 2024. For more information about your RP₃ designation, please contact us at RP3@PublicPower.org or 202.467.2945.

We hope to see you virtually this year and again, congratulations on your achievement!

Sincerely,

RP₃ Staff

Alex Hofmann, Vice President, Technical and Operations Services

Nathan Mitchell, Sr. Director of Operations Programs

Tyler Doyle, Operations Services Specialist

Madison Wendell, Energy & Operations Services Assistant

American Public Power Association

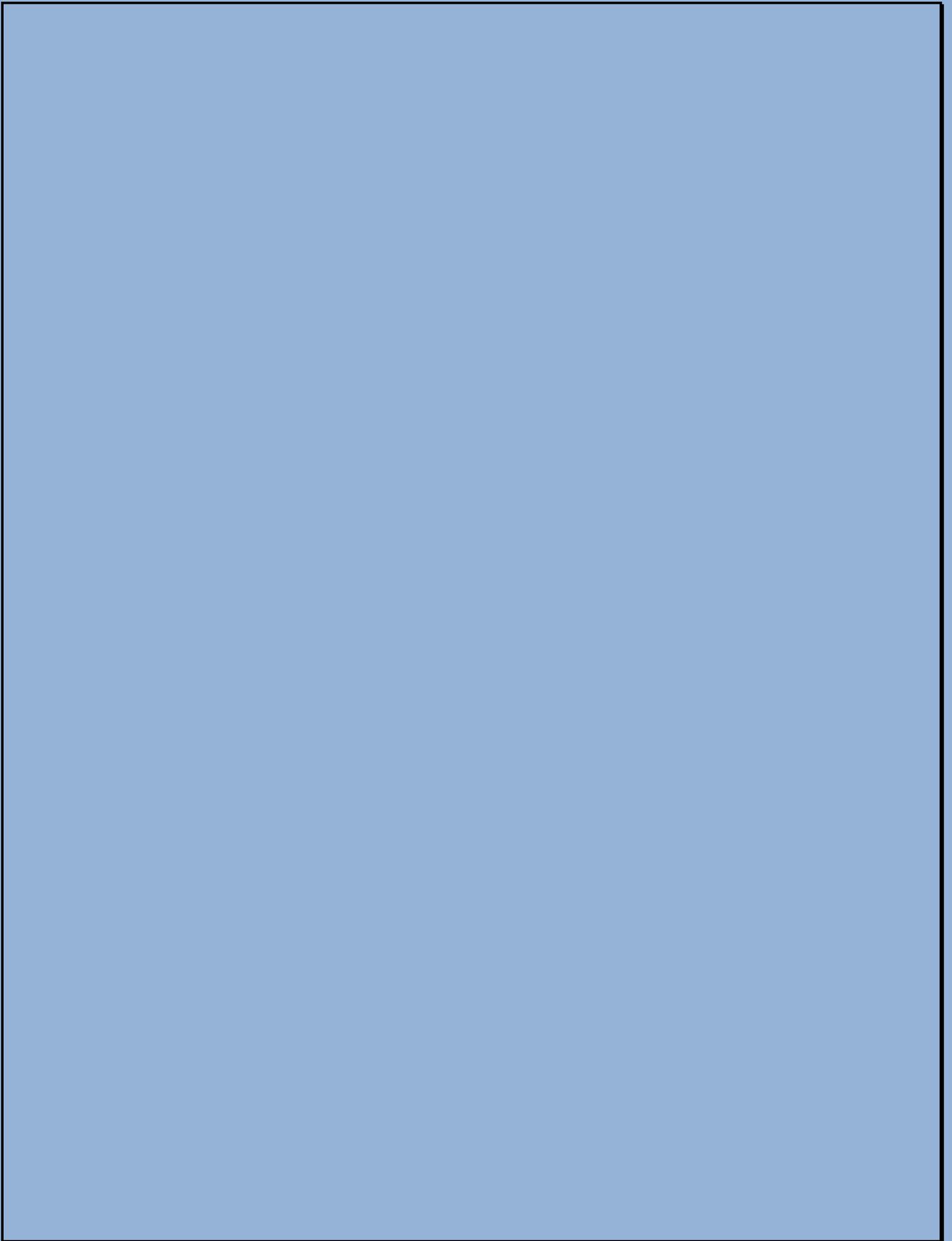
2451 Crystal Drive, Suite 1000

Arlington, VA 22202

Main: 202.467.2900

<http://publicpower.org/rp3><http://publicpower.org/rp3>

Public Hearings





Request for Town Council Action

Public
Hearing: ZA-21-02
Date: 04/06/2021

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

Issue Statement

Request to amend the Unified Development Ordinance:

1. Article 6, Section 6.6 to change pharmaceutical manufacturing to a permitted use with supplemental in the Light Industrial District; and
2. Article 8, Section 8.10 to change the maximum building height to 80 feet in the Light Industrial District.

Financial Impact

None.

Action Needed

Town Council is respectfully requested to hold a public hearing and to review the zoning text amendment and decide whether to approve, approve with changes, or deny the request.

Recommendation

Planning Staff and the Planning Board recommend the Town Council approve zoning text amendment ZA-21-02 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
3. **Consistency Statement**
4. **Application**
5. **Planning Board Minutes**



Staff Report

Public Hearing: ZA-21-02

REQUEST:

Staff is requesting the Town Council recommend approval of the following amendments to the Unified Development Ordinance:

1. Article 6, Section 6.6 to change pharmaceutical manufacturing to a permitted use with supplemental standards in the Light Industrial District; and
2. Article 8, Section 8.10 to change the maximum building height to 80 feet in the Light Industrial District.

ANALYSIS:

The Town Council recently adopted ZA-20-03 which amended UDO Sections 3, 4, 5, 6 and 7. Because of the size and complexity of this ordinance, it was anticipated that further refinements would be needed once the regulations were adopted. Chris Johnson, Johnston County Economic Development, reviewed the newly adopted regulations and quickly recommended a few changes that he believes impede his ability to market **the town's** industrial properties. Chris regularly responds to requests for information by industrial site selection teams on behalf of a variety of industrial users. Industrial site selection is highly competitive, and delays caused by required permits, development processes, or because of incompatible local regulation can put the town industrial properties at a disadvantage. As a result, Staff is requesting the following changes:

1. Amend Article 6, Section 6.6 to change pharmaceutical manufacturing from a special use with supplemental standards to a permitted use with supplemental standards in the Light Industrial District. Pharmaceutical manufacturing was called out in the table of uses as a special use to allow the Town the ability to address any adverse issues with wastewater. The NC Department of Environmental Quality already reviews such **uses for adverse impacts; therefore, the Town's review is duplicative** and puts the town at a disadvantage when trying to attract such manufacturing.
2. Article 8, Section 8.10 limits light industrial buildings to 40-feet and up to 100-feet with a special use permit. Many industrial users are looking for taller buildings, up to 80-feet. A review of past special use permits for building height shows the town has approved them without specific conditions mitigating the impacts of taller buildings. Taller buildings have the potential to cast long shadows on adjacent properties and

can be an issue for fire protection. The Fire Department is equipped with ladder trucks for fighting fires in tall buildings. The special use permit for buildings over 40-feet is an impediment to marketing the light industrial properties in the town.

CONSISTENCY STATEMENT (STAFF OPINION):

Staff finds the zoning text amendment as proposed 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.

RECOMMENDATION:

Planning Staff and the Planning Board recommend the Town Council approve zoning text amendment ZA-21-02 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.

STAFF RECOMMENDED MOTION:

Staff recommends the following motions:

"move to approve of zoning text amendment, ZA-21-02, amending Article 6, Section 6.6 to change pharmaceutical manufacturing to a permitted use with supplemental standards in the Light Industrial District; and Article 8, Section 8.10 to change the maximum building height to 80 feet in the Light Industrial District finding the amendment 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."

DRAFT ORDINANCE # ZA-21-02
AN ORDINANCE TO AMEND THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
ARTICLE 6 ZONING DISTRICTS, SECTION 6.5
TABLE OF USES AND ACTIVITIES AND
ARTICLE 8, SECTION 8.10 LI LIGHT INDUSTRIAL DISTRICT

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 as it pertains to columbaria and urn plots as an accessory use to churches and places of worship; and

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

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

PART 1

[Revise Article 6, Zoning Districts, Section 6.5 Table of Uses and Activities to allow for the Exterminating Services as a use by right in the Light Industrial (LI) zoning district.]

Excerpt of Article 6, Zoning Districts, Section 6.5 Table of Uses and Activities to be amended as follows.

Uses	B-2	B-3	LI	HI
Pharmaceutical Manufacturing			SS <u>PS</u>	PS

AND

[Revise Article 8, Section 8.15 LI Light Industrial District to allow for maximum height of 80 feet.]

SECTION 8.10 LI LIGHT INDUSTRIAL DISTRICT. 8.10.1. Dimensional Requirements.

F) Maximum Building Height	40 <u>80</u> ft
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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 _____ 2021.

M. Andy Moore, Mayor

ATTEST

Shannan L. Parrish, Town Clerk

DRAFT

THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
AMENDMENT CONSISTENCY STATEMENT
BY THE SMITHFIELD TOWN COUNCIL
ZA-21-02

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-21-02 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-21-02 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.



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

Petition for Amendment to the Unified Development Ordinance

Pursuant to Article 4 of the Town of Smithfield Unified Development Ordinance, Proposed amendments may be initiated by the Town Council, Planning Board, Board of Adjustment, members of the public, or by one or more interested parties. The application for any amendment shall contain a description of the proposed zoning regulation.

APPLICANT INFORMATION:

Town of Smithfield

350 East Market Street

Petitioner's Name

Address or PO Box

Smithfield

City, State, Zip Code

Telephone

Proposed amendment to the Town of Smithfield Unified Development Ordinance:

Amend 1) Section 6.6 table of uses to allow pharmaceutical manufacturing as a permitted use;

2) Amend Section 8.10 changing the maximum building height to 80-feet

(Attach additional sheets as necessary)

This application must be accompanied by a Statement of Justification which addresses the following:

1. How the amendment proposed would serve the public interest or correct an obvious error in the existing ordinance.
2. How the amendment proposed will enhance or promote the purposes and goals of the adopted plans and policies of the governing body.

The undersigned hereby authorizes the filing of this petition and certifies that the information contained herein stands alone based on the merits of this request and is accurate to the best of their knowledge and belief.

 Signature of Petitioner

2/3/21

 Date

FOR OFFICE USE ONLY

File Number: _____	Date Received: _____	Amount Paid: _____
--------------------	----------------------	--------------------

**Draft
Town of Smithfield
Planning Board Minutes
Thursday, March 4, 2021
Town Hall Council Chambers
6:00 PM**

Members Present:

Chairman Stephen Upton
Vice Chairman Mark Lane
Debbie Howard
Michael Johnson
Doris Wallace
Ashley Spain

Members Absent:

Alisa Bizzell
Teresa Daughtry

Staff Present:

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

Staff Absent:

CALL TO ORDER

Chairman Stephen Upton requested to move ZA-21-02 to the last item and CZ-21-01 as the first item to be heard.

APPROVAL OF AGENDA

Michael Johnson made a motion, seconded by Doris Wallace to approve the agenda. Unanimously approved

APPROVAL OF MINUTES from January 7th, 2021

Doris Wallace made a motion, seconded by Michael Johnson to approve the minutes as written. Unanimously approved

NEW BUSINESS:

CZ-21-01 Courtyard Cabins at White Swan:

The applicant is seeking conditional zoning approval for the creation of 14 additional cabin units on two parcels of land totaling approximately 2.68 acres and located within a B-3 and R-20A zoning district. The properties considered for rezoning are located on Galilee Road approximately 400 feet northeast of its intersection with South Brightleaf Boulevard and further identified as Johnston County Tax ID#15J10061W and 15J10061F.

Stephen Wensman said that Demarest Company Landscape Architects is requesting a zoning map amendment (conditional rezoning) for the Courtyard Cabins at White Swan, rezoning a 0.3-acre property from R-20A to B-3 CZ, and a 2.53-acre property from B-3 to B-3CZ. Water and sewer are

provided by the Town of Smithfield and Duke Energy provides the electric. The site is currently developed with a motel and (4)-400 sq. ft. stand-alone cabins on 2.53 acres with street access from S. Brightleaf Boulevard and Galilee Road. The property surrounds White Swan Barbecue at the corner of South Brightleaf Boulevard and Galilee Road.

The proposed rezoning is accompanied with a plan for the expansion and upgrade of the site with an additional (14)-598 sq. ft. cabins on 2.83-acres of land to be developed in three phases. The expansion includes the redevelopment of an existing 0.3-acre residential property that will be combined with the larger property through a lot recombination.

The site improvements include:

- A new one-way vehicular drive consisting of two 30" wide concrete wheel runners, 44" apart to accommodate all vehicles including emergency service vehicles.
- Reduced and minimized impervious surfaces to lessen impact on stormwater management (center of vehicular drive will include #57 stone, 2' deep with a 6" sock pipe for drainage and infiltration.
- Preservation of existing large trees on the site
- Landscaping to meet UDO requirements
- Improved road access, limiting access to defined driveways.
- Upgraded motel parking.
- Concrete parking pad (for single vehicle) for each cabin
- Paved motel parking lot for 7- vehicles and 9 stalls on angled pads accessible by one-way drive lane consisting of two 30" wheel runners.
- Easement for future sidewalk along S. Brightleaf Boulevard.

Mr. Wensman stated the purpose of conditional zoning is to provide flexibility from conventional zoning and to allow creative projects to occur through a negotiated (give and take) approach to achieve a desired project that both the developer and town mutually can be satisfied with. The Courtyard Cabins at White Swan are seeking deviations from the following UDO Requirements:

- Driveway paving. The site plan shows the drive lane consisting of two 30" wide concrete wheel runners, 44" apart, intended to accommodate all vehicles including emergency service vehicles. The Fire Code and the Standard Detail and Specifications Manual both require a minimum 20-foot-wide driveway for non-residential one-way drive-lanes. The UDO requires the driveway be paved with bituminous or concrete.
- Sidewalk easements are proposed along S. Brightleaf Boulevard and Galilee Road for future sidewalk, but no sidewalks are being proposed for construction as required in UDO Section 2.22.
- The motel parking lot is proposed with ribbon curb and no wheel-stops rather than concrete curb and gutter as required by the UDO.
- The angled motel parking is proposed as gravel parking rather than paved.
- Cabin parking is proposed as gravel rather than paved.
- The entrance driveways, except the motel entrance are proposed as gravel (#57 stone).

Mark Lane asked what would need to be paved in B-3 without Conditional Zoning?

Mr. Wensman stated everything would have to be paved with bituminous, concrete or something similar such as brick or stone. Conditional zoning does allow deviations from the standards. It does allow you to add conditions or standards that you feel are lacking such as fencing or sidewalks.

Mr. Lane asked if the shown landscape plan was an updated version.

Mr. Wensman said no, but he listed some of the deviations. Those will be required in the final landscape plan.

Debbie Howard asked what the walkways to the units from the street were proposed to be and if they were concrete?

Mr. Wensman said yes, they are concrete.

Ashley Spain asked where the drainage pipes would go and what would protect them if a big truck were to cross over them?

Mr. Wensman said that was a question better suited for the landscape architect.

Scott Stewart of 6933 Running Brook Terrace Wilmington, NC 28411 came forward to introduce himself as the landscape architect on this project. He stated he was requesting recommendation from this board to the Town Council for this rezoning.

Mark Lane asked Mr. Stewart how wide the lane would be for emergency vehicle access?

Mr. Stewart said there will be a 12-foot width lane with a 30-foot turning radius for the emergency vehicles.

Debbie Howard made a motion to recommend approval of zoning map amendment, CZ-21-01, with 8-conditions finding it consistent with the Town of Smithfield Comprehensive Growth Management Plan as to be and other adopted plans, and that the amendment is reasonable and in the public interest, seconded by Mark Lane. Unanimously approved.

SUP-21-01 Scooter's Coffee:

The applicant is seeking a special use permit to construct and operate a drive thru coffee shop within an existing shopping center on property and located within a B-3 zoning district. The property is located on the northeast side of the intersection of Hospital Road and North Brightleaf Boulevard and further identified as Johnston County Tax ID# 15004024C.

Mr. Wensman stated that major shopping centers are a special use in the B-3 zoning district. The addition of Scooter's represents a change therefore a special use permit is required. The location of the project is at the corner of Hospital Rd and N. Brightleaf Blvd in the parking lot of Pine Needles Square. The applicant is looking to subdivide a portion of the property for the Scooter's development, which would be reconfiguring existing parking and drive lane patterns. The shopping center has been

undergoing renovations by its owners with façade, lighting and changes to the tenant mix. The shopping center has mature landscaping around its perimeter although lacks parking lot landscaping and foundation plantings. The stormwater for the site sheet flows to adjacent ditches and catch basins at the side and rear of the property. The site for the Scooter's Coffee is at the south west corner of the mall in the paved parking lot. The vehicular access to the coffee shop will be through the Pine Needles Square parking lot. There will be no new driveway access onto adjacent roads. A cross access easement will be required to provide shared use of that access.

According to Section 10.4 of the UDO, restaurants require stacking for 6 vehicles for the order box. The Scooter's site plan shows stacking space for 4 vehicles. Between the order box and pickup window, there should be stacking for 4 vehicles. The Scooter's plans show space for 4 vehicles. The Starbucks Coffee on Equity Drive has stacking for 3 vehicles at the order box and 4 vehicles between the order box and pickup window and backs up into the parking lot at peak hours. The stacking space for the coffee shop is less than ideal, but the parking area in which the coffee shop is to be located is currently underutilized.

No signs have been proposed at this time. Outparcels in shopping centers are entitled to one 75 sq. ft. – 6 ft. high ground mounted monument sign and wall signs on two sides of the building facing public roads.

Scooter's will have 10 parking stalls on its property for the use of the coffee shop. the construction of the coffee shop will displace 27 existing parking stalls currently used by the Pine Needles Square. Based on the data from the owner of Pine Needles Square, there is approximately 106,529 sq. ft. of retail space. Required parking for retail is calculated as 1 parking stall per 600 sq. ft. The Pine Needles Square retail requires roughly 178 parking spaces and has 472 parking spaces. The loss of 27 parking spaces for the coffee shop construction will have no impact on required parking. The coffee shop will be lit by the Pine Needles Square parking lot lights and downcast wall lighting. A new pedestrian access will be created from the sidewalk on Brightleaf Boulevard.

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. (Please see the attached application which contains the applicant's findings of fact). Staff's opinion for each finding are shown in bold/ Italics below:

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. The proposed development will not be detrimental to or endanger the public health, safety, or general welfare.

4.9.4.5.2. 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 coffee shop is a normal development and will benefit the surrounding property with additional commercial traffic and customers and provide a service/ product that benefits adjacent residents and workers.

4.9.4.5.3. Adequate utilities, drainage, parking, or necessary facilities have been or are being provided. The coffee shop development will utilize existing utilities, drainage, and parking.

4.9.4.5.4. The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas. It will not.

4.9.4.5.5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. The use has adequate ingress and egress within the Pine Needles Square shopping center and will not impact public streets.

4.9.4.5.6. That the use will not adversely affect the use or any physical attribute of adjoining or abutting property. The use will not adversely affect the use or physical attribute of adjoining or abutting property. The use will benefit adjoining or abutting properties by providing a desired product and customers.

4.9.4.5.7. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located. The plan will be in harmony with the renovations in the shopping center.

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

Mr. Upton asked if the parking at Scooter's would have parking lot lighting?

Mr. Wensman said they will have wall pack lighting but not parking lot lighting.

Mark McDonnell of 1116 Neuse Ridge Drive, Clayton NC spoke on behalf of Patando II, LLC the property owner. He said when their company purchased the shopping center their goal was to improve the quality of it and the tenant mix to meet the needs of the community. One of the first things they did, was reach out to the hospital with a survey asking what they would like to see. He said they requested convenience foods and coffee. This is a first step in providing that request to the hospital employees.

Doris Wallace made a motion to approve SUP-21-01 based on the Finding of Facts and 4 conditions, seconded by Debbie Howard. Unanimously approved.

SUP-21-02 East River Phase 6 & 7:

The applicant is seeking a special use permit to construct a 65-unit townhouse complex on approximately 11.97-acre tract of land and located within an existing PUD zoning district. The property considered for approval is located on the east side of Buffalo Road approximately 690 feet north of its intersection with M. Durwood Stephenson Parkway and further identified as Johnston County Tax ID# 14075015X.

Mr. Wensman stated the East River Planned Unit Development Master Plan was originally approved by the Town Council in December 2018. A revised PUD Master Plan was approved by the Town Council in December 2020. The revised PUD improved the stormwater management infrastructure, added a new Central Park feature, a new mail kiosk area, improved the parking layout, and rerouted the greenway/trail. The detailed site plans for the multi-family development were not included in

the PUD plans or preliminary plat construction plans approved by the Town Council. A condition of plat approval was on the application of a special use permit for the multi-family development in phases 6 and 7. This application is for the final two phases (6 & 7) that include the development of 65 townhomes.

The site plan is arranged into two phases with 42 townhomes in phase 6 and 23 townhomes in phase 7. Phases 6 and 7 are separated by the existing pond and wetland. Sixty-four 2-bedroom townhouses are planned; 42 units in phase; 23 units in phase 7. The end units will have windows on the façade. Each unit has a small front and rear yard. Each unit has an entry canopy in the front yard. Each unit has a small storage structure and concrete patio in the rear yard. Sidewalks will be connected to a 10' wide trail on Buffalo Road and to phases 1-5. The proposed sidewalks in phase 6 should extend to the trail along Buffalo Road wherever practicable and should line up with the crosswalk across Buffalo Road. The street yard has been provided; however, a short section is lacking on the plans. Sections of the buffer yard have been provided in the rear and sides of the townhouse development except where existing natural vegetation is shown. A tree inventory is required and credit towards the buffer requirements may be applicable. Parking lot and foundation plantings have been provided in accordance with the UDO. Additional foundation plantings should be provided alongside facades facing the public right of-way. The street yard should be bermed to provide greater screening of the back sides of the townhouses along Buffalo Road.

The UDO, Article 4, sets forth eight finding of fact that are required for approval of a special use permit through a quasi-judicial process. Staff's opinion for each finding are shown in Bold/ Italics below:

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

4.9.4.5.2. 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 permit is part of the orderly development of the PUD and was part of the original PUD Master Plan.**

4.9.4.5.3. Adequate utilities, drainage, parking, or necessary facilities have been or are being provided. **All have been provided for.**

4.9.4.5.4. The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas. **No noxious or offensive uses proposed.**

4.9.4.5.5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. **Adequate ingress and egress have been provided for and have been approved by NCDOT.**

4.9.4.5.6. That the use will not adversely affect the use or any physical attribute of adjoining or abutting property. **The use will not adversely affect the use or physical attributes of adjoining or**

abutting property. Adequate buffer yards will be provided, and adjacent zoning is residential or commercial.

4.9.4.5.7. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located. **The plan is in harmony with the PUD Master Plan.**

4.9.4.5.8. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located. **The use conforms with the PUD Plans and applicable UDO regulations with conditions.**

Mr. Wensman said the Planning Department recommends the Town Council approve SUP-21-02 based on the findings of fact with 15 conditions.

1. That a site plan be submitted for review in accordance with the Town's Unified Development Ordinance.
2. Provide an additional 2 dumpster enclosures in phase 6.
3. The proposed sidewalks in phase 6 should extend to the trail along Buffalo Road and should line up with the crosswalk across Buffalo Road.
4. A tree protection plan shall be provided as required by Section 10.9.2. Existing vegetation cannot be used as a required buffer yard unless trees are documented on a tree preservation inventory.
5. The landscape plan shall be revised to provide foundation shrubs where end units face the public right-of-way, and to provide a street yard that extends to the southern boundary of the site.
6. The Street yard shall be bermed to provide greater screening of the rear facades facing Buffalo Road.
7. SCM access easements shall be provided in accordance with Town standards
8. Provide an Operations and Maintenance Agreement for the Stormwater SCMs.
9. Fire hydrants shall be shown on the construction plans and the center of Pumper Connection on the fire hydrants shall be a minimum of 18" above finished grade.
10. Provide NCDOT driveway permits for signature prior to construction plan approval.
11. Sign permits are required prior to installation of signs.
12. The applicant shall provide a soil and erosion control plan with the construction plans.
13. A lighting plan be submitted with construction documents for review.
14. Provide 30' wide public easements over public utilities.
15. Provide NCDOT driveway permits for signature prior to plan approval.

Mark Lane asked if the County had approved all of this where sewer capacity is concerned.

Mr. Wensman isn't entirely sure but through the construction approval process they will have to provide all the permits.

Mark Lane asked if there was a fund for the stormwater for the other phases.

Mr. Wensman said there are funds collected through HOA fees, he doesn't know if there are any dedicated directly toward maintenance.

Mark Lane asked if there would be landscape screening for adjacent properties.

Mr. Wensman said they have landscape buffers but they are relying on existing vegetation which is fine but we need to verify what's there.

David DeYoung of 114 W. Main Street Clayton, NC came on behalf of RiverWild. These are the last two phases of the project. Phase 1 is complete; Phase 2 is under construction and all of the houses have been sold. The CD's have been approved for phases 3-5. We will build those phases quickly.

Debbie Howard made a motion to approve SUP-21-02 based on the finding of fact and with 15 conditions as proposed from the Planning Department, seconded by Doris Wallace. Unanimously approved.

ZA-21-02 Town of Smithfield

Staff is requesting the Planning Board recommend approval of the following amendments to the Unified Development Ordinance:

1. Article 6, Section 6.6 to change pharmaceutical manufacturing to a permitted use in the Light Industrial District; and
2. Article 8, Section 8.10 to change the maximum building height to 80 feet in the Light Industrial District.

Mark Helmer said the applicant would like to amend Article 6, Section 6.6 to change pharmaceutical manufacturing from a special use to a permitted use in the Light Industrial District. Pharmaceutical manufacturing was called out in the table of uses as a special use to allow the Town the ability to address any adverse issues with wastewater. The NC Department of Environmental Quality already reviews such uses for adverse impacts; therefore, the Town's review is duplicative and puts the town at a disadvantage when trying to attract such manufacturing. Article 8, Section 8.10 limits light industrial buildings to 40-feet and up to 100-feet with a special use permit. Many industrial users are looking for taller buildings, up to 80-feet. A review of past special use permits for building height shows the town has approved them without specific conditions mitigating the impacts of taller buildings. Taller buildings have the potential to cast long shadows on adjacent properties and can be an issue for fire protection. The Fire Department is equipped with ladder trucks for fighting fires in tall buildings. The special use permit for buildings over 40-feet is an impediment to marketing the light industrial properties in the town.

Staff finds the zoning text amendment as proposed consistency with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest.

Doris Wallace asked where the pharmaceutical company would be located?

Mark Helmer stated at this time we haven't had a pharmaceutical company make application. This zoning ordinance will allow them as a permitted use, should one want to come to the Light Industrial District.

Stephen Wensman stated the Town has been working closely with Chris Johnson to help market industrial sites within the Town of Smithfield. The West Smithfield Industrial Development was recently rezoned and we're expecting a subdivision plan real soon. Chris gets a lot of request for information, most being from Pharmaceutical and other industrial users. Through that process they ask many questions and building height requirements are one of them. The developers often times are looking for sites that are shovel ready. If the Town wants to be competitive, we need to design our code so that we can be.

Debbie Howard made a motion to recommend approval of zoning text amendment, ZA-21-02, amending Article 6, Section 6.6 to change pharmaceutical manufacturing to a permitted use in the Light Industrial District; and Article 8, Section 8.10 to change the maximum building height to 80 feet in the Light Industrial District. Finding the amendment 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 Ashley Spain. Unanimously approved

OLD BUSINESS:

Chairman Stephen Upton recognized upcoming new member Sloan Stevens.

Mr. Upton asked Mr. Wensman on an update for the Public Hearing proceedings for the Planning Board.

Mr. Wensman said you had Special Use Permits tonight with an audience for applicants. The minutes of this proceeding will not go to Town Council but any issues identified will be brought into his staff report.

Mr. Helmer wanted to mention that he sent out 200 letters for tonight's meeting but none of those property owners showed up.

Mark Lane said at least the people were notified.

Mark Lane asked for an update on any new development coming to the area.

Mark Helmer said the Planning Department had recently received an application for 10 units on Johnston Street. We will also have a text amendment for fence standards at the next meeting.

Adjournment

Being no further business, Debbie Howard made a motion seconded by Michael Johnson to adjourn the meeting. Unanimously approved

Next Planning Board meeting is April 1st, 2021 at 6pm.

Respectfully Submitted,

Julie Edmonds

Julie Edmonds
Administrative Support Specialist

DRAFT



Request for Town Council Action

Public
Hearing: CZ-21-01
Date: 04/06/2021

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

Issue Statement

Demarest Company Landscape Architects is requesting a zoning map amendment (conditional rezoning) for the Courtyard Cabins at White Swan, rezoning a 0.3-acre property from R-20A to B-3 CZ and a 2.53 acre property from B-3 to B-3 CZ.

Financial Impact

None.

Action Needed

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

Recommendation

Planning Staff and the Planning Board recommend the Town Council approve CZ-21-01 with 6-conditions with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan as to be amended and that the request is reasonable and in the public interest

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Consistency Statement
3. Application
4. Adjoining Property Owners List and Certification
5. Site Plan
6. Zoning Map



Staff Report

Public CZ-
Hearing: 21-01

REQUEST:

Demarest Company Landscape Architects is requesting a zoning map amendment (conditional rezoning) for the Courtyard Cabins at White Swan, rezoning a 0.3-acre property from R-20A to B-3 CZ, and a 2.53-acre property from B-3 to B-3CZ.

PROPERTY LOCATION:

The properties are located near the corner of US 301 S. and Galilee Road (3170 South Brightleaf Boulevard and 76 Galilee Road).

SITE DATA:

Tax ID# 15J10061F and 15J10061W
 Acreage: 2.83
 Present Zoning: R-20A and B-3
 Proposed Zoning: B-3 CZ
 Existing Use: Residential and Commercial
 Proposed Use: Commercial
 Fire District: Town of Smithfield
 School Impacts: N/A
 Parks and Recreation: N/A
 Water and Sewer Provider: Town of Smithfield
 Electric Provider: Duke

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

	Zoning	Existing Land Uses
North	R-20A (Residential/Agriculture)	Low Density Residential
South	B-3	Commercial
East	B-3	Detached Single Family Residential
West	B-3 and R-20A	Commercial and Residential

EXISTING CONDITIONS:

The site is currently developed with a motel and (4)-400 sq. ft. stand-alone cabins on 2.53 acres with street access from S. Brightleaf Boulevard and Galilee Road. The property surrounds the White Swan Barbecue at the corner of South Brightleaf Boulevard and Galilee Road.

ENVIRONMENTAL:

There are no wetlands or other environmentally sensitive features on the property.

PROPOSAL:

The proposed rezoning is accompanied with a plan for the expansion and upgrade of the site with an additional (14)-598 sq. ft. cabins on 2.83-acres of land to be developed in three phases. The expansion includes the redevelopment of an existing 0.3-acre residential property that will be combined with the larger property through a lot recombination.

The site improvements include:

- A new **one-way vehicular drive consisting of two 30" wide concrete wheel runners, 44" apart to accommodate all vehicles including** emergency service vehicles.
- Reduced and minimized impervious surfaces to lessen impact on stormwater **management (center of vehicular drive will include #57 stone, 2' deep with a 6" sock pipe for drainage and infiltration.**
- Preservation of existing large trees on the site.
- Landscaping to meet UDO requirements.
- Privacy fence on side and rear perimeter.
- Improved paved entrances off of NCDOT roads.
- Upgraded motel parking.
- Concrete parking pad (for single vehicle) for each cabin.
- Paved motel parking lot for 7- vehicles and 9 stalls on angled pads accessible by one-way **drive lane consisting of two 30" wheel runners.**
- Easement for future sidewalk along S. Brightleaf Boulevard.

REQUESTED DEVIATIONS FROM UDO REQUIREMENTS:

The purpose of conditional zoning is to provide flexibility from conventional zoning and to allow creative projects to occur through a negotiated (give and take) approach to achieve a desired project that both the developer and town mutually can be satisfied with. The Courtyard Cabins at White Swan are seeking deviations from the following UDO Requirements:

- Driveway paving. The site plan shows the drive lane consisting of **two 30" wide concrete wheel runners, 44" apart, intended to accommodate all vehicles** including emergency service vehicles. The Fire Code and the Standard Detail and Specifications Manual both require a minimum 20-foot-wide driveway for non-residential one-way drive-lanes. The UDO requires the driveway be paved with bituminous or concrete.
- Sidewalk easements are proposed along S. Brightleaf Boulevard and Galilee Road for future sidewalk, but no sidewalks are being proposed for construction as required in UDO Section 2.22.
- The motel parking lot is proposed with ribbon curb and no wheel-stops rather than concrete curb and gutter as required by the UDO.
- The angled motel parking is proposed as gravel parking rather than paved.
- Cabin parking is proposed as gravel rather than paved.
- The entrance driveways, except the motel entrance are proposed as gravel (#57 stone).

ANALYSIS:

Driveways. Fire Code and the Standard Detail and Specifications require 20-foot wide non-residential driveways. The UDO requires non-residential driveways to be constructed of concrete or bituminous. The Fire Chief was consulted, and the proposed driveway detail is acceptable if a gravel or a grass pave product is provided to an acceptable width. The detail **shall be subject to the Fire Inspector's approval** if acceptable to the Town Council.

Sidewalks/Trails. The applicant is proposing sidewalk easements along both S. Brightleaf Boulevard and Galilee Road with the project. NCDOT is planning an upgrade to S. Brightleaf Boulevard in the next 10-15 years and as a result of its complete streets policy, it will be obligated to provide the sidewalk/trails with that improvement because the improvements are identified on the **Town's Transportation Plan. The route is part of the Mountains-to-Sea route and an 8-10' trail would likely be constructed with the road upgrade.** It may make sense to forego the sidewalk required under the UDO given that a trail is what is needed along this portion of S. Brightleaf Boulevard and will likely be constructed by the NCDOT in the future. Staff recommends the sidewalk be constructed along Galilee Road. Additional development/redevelopment is expected in this area and pedestrian accommodations are needed.

Curb and gutter. Ribbon curb is proposed around the paved parking lot for the hotel which will allow the existing sheet flow drainage to remain. The proposed parking lot is essentially a retrofit of an existing parking lot and adding raised curb and gutter would disrupt the current drainage pattern. Therefore, staff finds the proposed motel parking lot and ribbon curb acceptable if the applicant provides concrete curb stops.

The angled motel parking is proposed to be paved with gravel rather than required concrete, bituminous or similar with parking lot striping. Currently, this portion of the front of the motel area is gravel. The proposed angle parking will continue to be gravel; however, a grassy strip between the drive and the motel covered walkway will be introduced. The gravel parking will be angled. Striping cannot easily be achieved with a gravel parking area; however, the angle shape of the individual parking bays will define the parking if executed correctly with construction. Staff recommends wheel-stops be provided with the gravel parking spaces. The Council should decide whether the gravel paving is acceptable.

Like the angled motel parking, the individual cabin parking stalls are proposed with gravel surfacing. Given the residential nature of these spaces, Staff recommends approval of them as proposed with the addition of wheel stops

Galilee Road and Brightline Boulevard Driveway Entrances. **The applicant's site** plan shows improved entrance driveways onto Galilee Road and Brightleaf Boulevard, paved with concrete or bituminous from the road surface to the edge of the public right-of-way. The applicant will be required to provide a copy of NCDOT driveway permits for any work on driveways in the public right-of-way

Landscaping. The landscape plans conform to the UDO requirements and include a privacy fence on the side and rear perimeter.

RECOMMENDATION:

Planning Staff and the Planning Board recommend the Town Council approve CZ-21-01 with 6-conditions 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:

1. That public easements for sidewalks/trails be provided along both S. Brightleaf Boulevard and Galilee Road for sidewalks with the project.
2. That the public sidewalks be installed along Galilee Road with Phase 3 and the plans updated to reflect the required sidewalk.
3. That an NCDOT permit be submitted to the town for any work within the NCDOT right-of-way.
4. That concrete wheel stops be provided for all parking spaces.
5. That the drive lanes be designed to withstand the load of a firetruck and the detail be approved by the Fire Chief.
6. That the properties, 15J10061F and 15J10061W, be combined into a single lot before phase 3.

CONSISTENCY STATEMENT (Staff Opinion):

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

- o Consistency with the Comprehensive Growth Management Plan - *The residential R-20 A parcel is guided for low density residential and will be added to the commercial. The existing commercial area is consistent with the comprehensive plan. With the approval of this Plan, the comprehensive plan will be amended.*
- o Consistency with the Unified Development Code — *the property will be developed in conformance with the UDO conditional zoning provisions.*
- o Compatibility with Surrounding Land Uses - *The property considered for a rezoning is will be compatible with the surrounding land uses. The land uses are not changing*

RECOMMENDED MOTION:

Staff recommends the following motion:

"move to approve of zoning map amendment, CZ-21-01, with 6-conditions finding it consistent with the Town of Smithfield Comprehensive Growth Management Plan as to be and other adopted plans, and that the amendment is reasonable and in the public interest."

**THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
ZONING MAP AMENDMENT CONSISTENCY STATEMENT
BY THE SMITHFIELD TOWN COUNCIL
CZ-21-01**

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

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

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

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

That the final action regarding zoning map amendment CZ-21-01 is based upon review of and consistency with, the Town of Smithfield *Comprehensive Growth Management Plan* and any other officially adopted plan that is applicable, along with additional agenda information provided to the Town Council and information provided at the public hearing; and

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

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

That the final action regarding zoning map amendment CZ-21-01 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

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



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

REZONING APPLICATION

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

THE COURTYARD CABINS

Name of Project: MT WHITE SWAN Acreage of Property: 2.83
 Parcel ID Number: 15J10061W; 15J10061F Tax ID: _____
 Deed Book: _____ Deed Page(s): _____
 Address: 3122 S BRIGHTLEAF BLVD # 26 GALLEE RUN
 Location: SMITHFIELD

Existing Use: B-3 & RESIDENTIAL, RESIDENTIAL Proposed Use: REMANO EXISTING B-3
 Existing Zoning District: B-3 (3122 S BRIGHTLEAF BLVD); P-20A 26 GALLEE RUN
 Requested Zoning District B-3 CONDITIONAL

Is project within a Planned Development: Yes No
 Planned Development District (if applicable): _____
 Is project within an Overlay District: Yes No
 Overlay District (if applicable): _____

FOR OFFICE USE ONLY

File Number: _____	Date Received: _____	Amount Paid: _____
--------------------	----------------------	--------------------



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



Name of Project: THE COUNTRY CLUBS
AT WHITE SWAN Submittal Date: 2.5.21



I hereby give CONSENT to SCOTT STEWART / DEMAREST COMPANY (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] Linwood PARKER 2/4/21
 Signature of Owner Print Name Date



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] Linwood PARKER 2/4/21
 Signature of Owner/Applicant Print Name Date



File Number:	Date Received:	Parcel ID Number:
--------------	----------------	-------------------

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

LINWOOD PARKER
Print Name

[Signature]
Signature of Applicant

7/4/21
Date



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

Name of Project: THE COUNTRY CLUBS
AT WHITE SWAN Submittal Date: 2.5.21

I hereby give CONSENT to SCOTT STEWART / DEMMIST CO (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.

David H. Parker DAVID H. PARKER 2/4/21
 Signature of Owner Print Name Date

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.

David H. Parker DAVID H. PARKER 2/4/21
 Signature of Owner/Applicant Print Name Date

File Number: _____ Date Received: _____ Parcel ID Number: _____



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

DAVID H. PARKER
Print Name


Signature of Applicant

2/4/2
Date

The Courtyard Cabins at White Swan

Proposed Site Plan

The Courtyard Cabins at White Swan

Narrative

The Courtyard Cabins at White Swan

The proposed rezoning application for The Courtyard Cabins at White Swan requests the rezoning of the adjacent .3 acre parcel ,currently zoned R-20A, to become consistent with the current zoning of the existing White Swan Motel that also accommodates four existing 400 sq. ft. one bedroom cabins that resides on 2.53 acres. This request will provide the expansion of the cabin program to include fourteen additional cabins on a total of 2.83 acres which will compartmentalized into three development phases. Phase One will involve the construction and site improvements adjacent to the existing four cabins by adding six additional cabins, each 598 sq. ft one bedroom cabins and a new one way vehicular driveway with assigned one car parking per cabin. The one way vehicular drive is detailed to include two 30" wide concrete wheel runners 44" apart to accommodate all vehicular traffic including all emergency and service vehicles. The 44" separation includes number 57 stone, 2' deep with a 6" sock pipe to provide infiltration management of storm water.

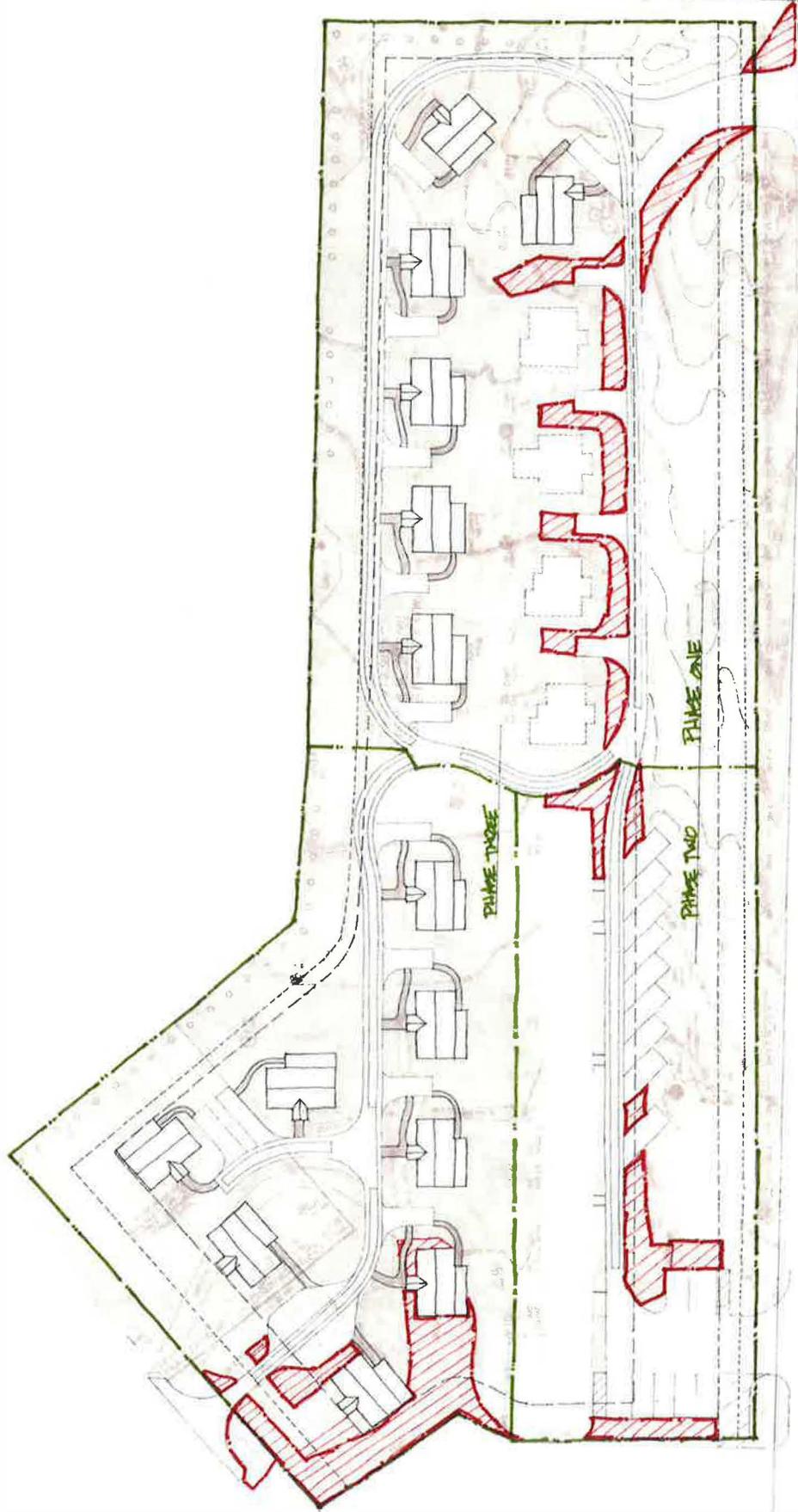
The mission and priority of this program is to sculpt the land to sensitively place improvements to minimize the impact to the natural environment and provide the proper human scale and placement of improvements to create an inviting and memorable sense of place. The driving component of this program is the size, texture and scale of the proposed fourteen additional cabins to ensure the vehicular circulation requirements remain in scale with the cabins small mass and to preserve the significance of the extraordinary majestic trees the embrace this property.

The existing grandfathered impervious coverage, as represented on the AS Built Survey, totals 29,165 square feet. To minimize the impervious "footprint" we reorganized the efficiency of 9,500 square feet of existing impervious coverage and incorporated it into the new site design. Remarkably, the new three phased master plan provides a total of approximately 33,237 square feet of impervious coverage which commands attention to the low impact of the cabins size and the bifurcated one way concrete vehicular runners with an infiltration feature. This program only impacts the land with an additional 4,072 square feet of impervious coverage while considerably expanding the existing B-3 use and proportionately minimizing the impact on the land and environment.

To achieve this program departure from the existing UDO development criteria will be required, which will include, but not limited to: The existing office, motel and proposed parking is within the required building setback; one way vehicular circulation driveway design detail; Section 10.2.5 (parking lot curb and gutter); 10-6-1 (driveways); the request to provide a easement for a future sidewalk along Route 301; waiver of a stormwater plan due to the minimum impact to existing impervious coverage.

I trust The Courtyard Cabins at White Swan will become an exemplary, inviting program complimenting the vision and mission of the Unified Development Ordinance by providing a unique streetscape image enhancing and preserving the historical imagery White Swan provides upon entering Smithfield.

The Courtyard Cabins at White Swan
Proposed Phasing Plan



The Courtyard Cabins at White Swan

Additional Cabins Vision



Adjacent Property Owners of
CZ-21-01

TAX ID	PIN	Name	ADDRESS	City	State	Zip Code
15J10032	168207-58-0925	LLC	5494 WILSONS MILLS RD	CLAYTON	NC	27520-0000
15J10061D	168207-59-3396	BYRDS WHOLESale INC	3777 US 70 BUS HWY W	CLAYTON	NC	27520-6826
15J10061G	168207-59-2037	WHITE SWAN, INC	P O BOX 249	FOUR OAKS	NC	27524-0249
15J10061W	168207-59-1280	WHITE SWAN INC	PO BOX 249	FOUR OAKS	NC	27524-0249
15J10031A	168206-49-9377	BLACKMON, PHILLIP	PO BOX 848	FOUR OAKS	NC	27524-8266
15J10031	168206-49-9149	BLACKMON, PHILLIP	PO BOX 848	FOUR OAKS	NC	27524-8266
15J10061Y	168207-59-5572	TRUST	110 JOY DR	GARNER	NC	27529-9637
15J11012F	168207-58-1751	TIENDAS ZACATEPEC 2, LLC	306 S RAIFORD ST	SELMA	NC	27576-3127
15J11012D	168207-59-9240	CAROLINA PACKERS INC	P O DRAWER 1109	SMITHFIELD	NC	27577-0000
15J10061J	168207-59-7411	LASSITER, MICHAEL S	112 E UNDERWOOD AVE	SMITHFIELD	NC	27577-0000
15J10061C	168207-59-4486	LASSITER, LINDA MASSENGILL	640 LONG BRANCH DR	SMITHFIELD	NC	27577-0000
15J10033	168206-49-4312	JOHNSTON COUNTY BOARD OF	PO BOX 1336	SMITHFIELD	NC	27577-1336
15J10061S	168207-59-2248	WOLFE, CYNTHIA HUDSON	199 HILLCREST RD	SMITHFIELD	NC	27577-5250
15J11012C	168207-58-5715	BROUGHTON PROPERTIES, LLC	1106 MARLOWE RD	RALEIGH	NC	27609-6346
15J10061F	168207-59-4298	TWIN OAKS MOTEL & RENTAL	1129 TAZWELL PL	RALEIGH	NC	27612-4770



PLANNING DEPARTMENT
Mark E. Helmer, AICP, Senior Planner

ADJOINING PROPERTY OWNERS CERTIFICATION

I, Mark E. Helmer, hereby certify that the property owner and adjacent property owners of the following petition, CZ-21-01, were notified by First Class Mail on 3-17-21.

Mark E. Helmer
Signature

Johnston County, North Carolina

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

17th day of March, 2021

Julianne Edmonds
Notary Public Signature

Julianne Edmonds
Notary Public Name

My Commission expires on January 15, 2023
(Seal)





THE COURTYARD CABINS AT WHITE SWAN
SMITHFIELD, NORTH CAROLINA

DEVELOPER:
TWIN OAKS, LLC
11111 WOODHOLLOW PLACE
RALEIGH, NC 27612

SURVEYOR:
BRL ENGINEERING & SURVEY
112 EAST JOHNSON STREET
SMITHFIELD, NC 27577

LAND PLANNING LANDSCAPE ARCHITECTURE:

DEMARIST COMPANY Landscaping Architecture
Land Planners
6633 Bunting Brook Farms, Wilmington, NC 28411, 910-231-2438

PROJECT TITLE:
THE COURTYARD CABINS AT WHITE SWAN
SMITHFIELD, NORTH CAROLINA



All images and data are provided for the purpose of preliminary site, traffic, utility, landscape, and site plan. The information is not intended to be used for any other purpose. The information is not intended to be used for any other purpose. The information is not intended to be used for any other purpose. The information is not intended to be used for any other purpose.

See DWG'S DR & GR for drive geometry, drainage plan in compliance, fill site plan, and other details.
Date: 2/25/21
By: [Signature]

DWG TITLE
AERIAL

GRAPHIC SCALE: NTS

PROJECT NO.:
REF. NO.:
DATE: 2/25/21
DRAWN: SDS
CHECKED: SDS
DRAWING SCALE: NTS
CHECKED:
DRAWING NO. **1R**

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DEMARIST COMPANY LANDSCAPE ARCHITECTS





**WHITE SWAN
MOTEL
& RENTALS**
THE COURTYARD CABINS AT WHITE SWAN
SMITHFIELD, NORTH CAROLINA

DEVELOPER:
TWIN OAKS LLC
11715 W. STATE ST.
RALEIGH, NC 27612

SURVEYOR:
BRL ENGINEERING & SURVEY
112 EAST JOHNSON STREET
SMITHFIELD, NC 27577

LAND PLANNING LANDSCAPE ARCHITECTURE:
DEMARIST COMPANY
Land Use and Site Planning
6033 Bunting Brook Farms, Wilmington, NC 28411 910-231-2438

PROJECT TITLE:
THE COURTYARD CABINS AT WHITE SWAN
SMITHFIELD, NORTH CAROLINA

This drawing is the property of Demarist Company. It is to be used only for the project and site for which it was prepared. It is not to be used for any other project or site without the written consent of Demarist Company. The user assumes all responsibility for the accuracy and completeness of the information provided herein. Demarist Company is not responsible for any errors or omissions in this drawing. The user is advised to verify all information before use. Demarist Company is not responsible for any damage or injury resulting from the use of this drawing. The user is advised to consult with a professional engineer or architect before using this drawing for any project. Demarist Company is not responsible for any changes or modifications to this drawing. The user is advised to verify all information before use. Demarist Company is not responsible for any damage or injury resulting from the use of this drawing. The user is advised to consult with a professional engineer or architect before using this drawing for any project.

See DWG'S SR & DR for drive geometry, landscape plan compliance, fire lane compliance, etc.
Site Description

DATE:	2/2/21
DRAWN:	SDS
CHECKED:	SDS
DRAWING SCALE:	NTS
CHECKED:	

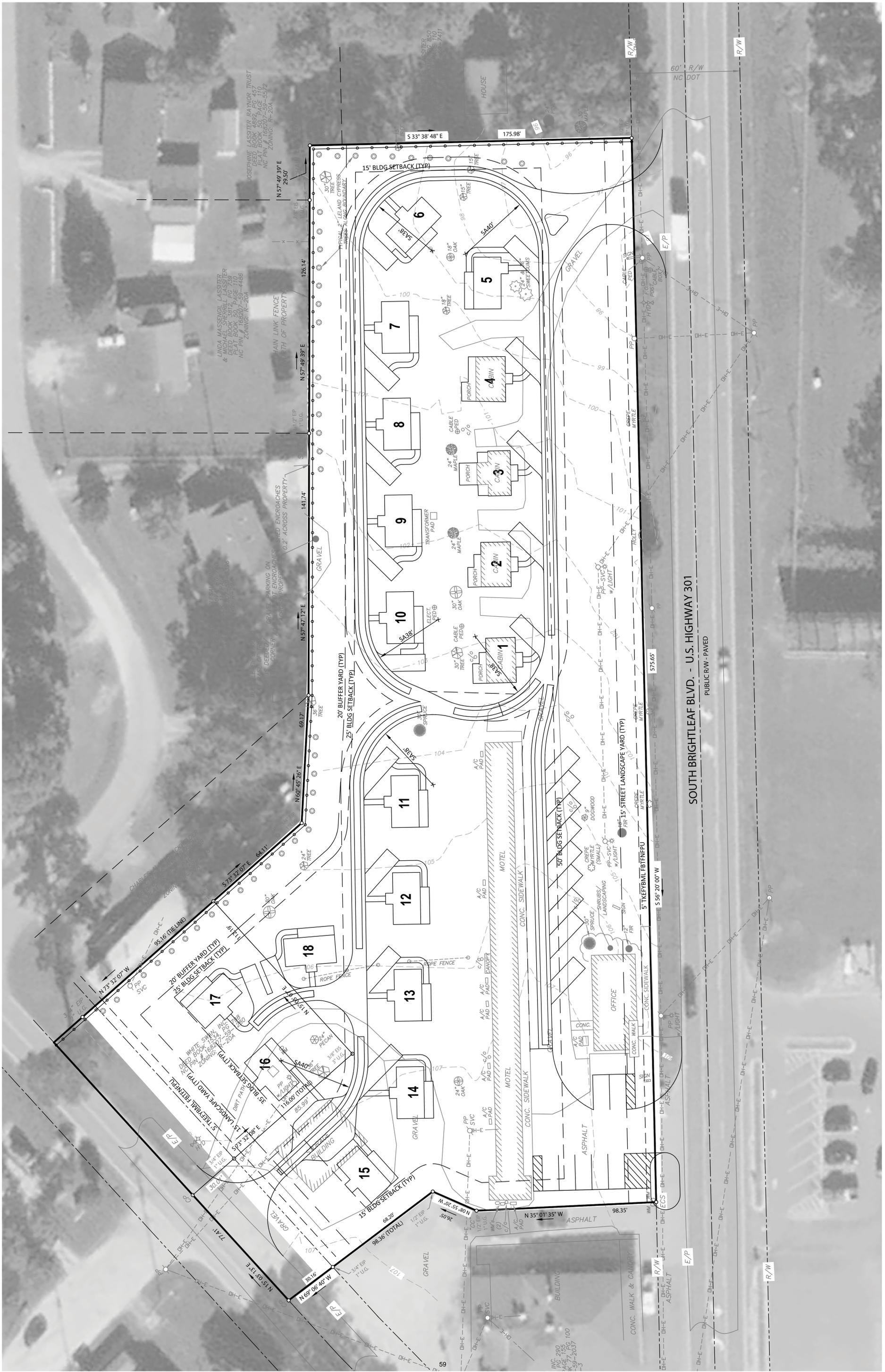
DWG TITLE
SITE AND EXISTING CONDITIONS
PLAN OVERLAY

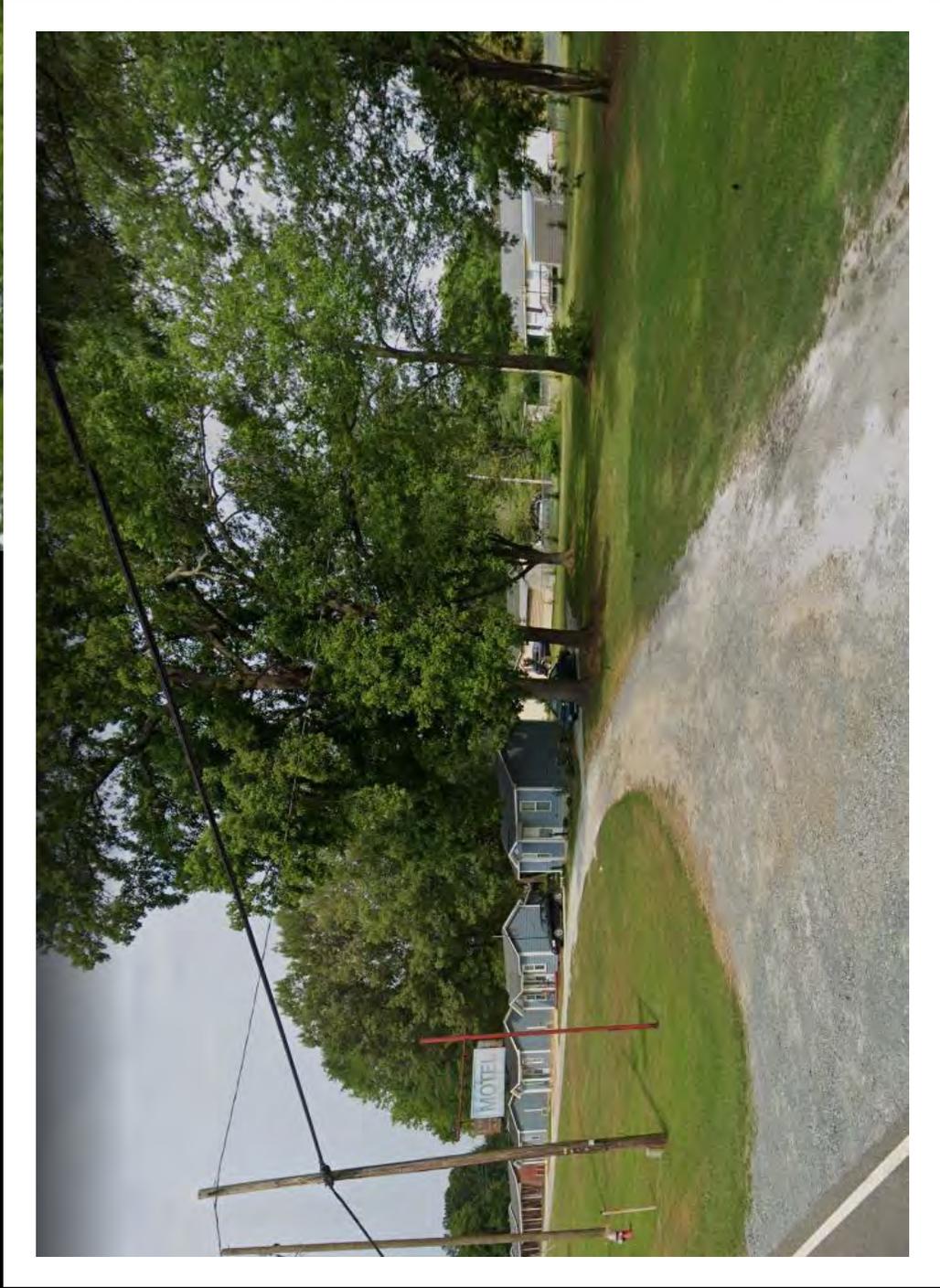
GRAPHIC SCALE: 1" = 20'



PROJECT NO.:
DATE: 2/2/21
DRAWN: SDS
CHECKED: SDS
DRAWING SCALE: NTS
CHECKED:
DRAWING NO.: **3R**

ALL RIGHTS RESERVED
COPYRIGHT 2021
DEMAREST COMPANY LANDSCAPE ARCHITECTS









3100 Block of South Brightleaf Boulevard



File Number:
CZ-21-01

Project Type:
Motor Lodge
Expansion

Location:
3170 South
Brightleaf Boulevard

Tax ID#:
15J10061W &
15J10061F

Existing Zoning:
R-20A (Residential)
B-3 (Business)

Property Owner:
Twin Oaks LLC

Applicant:
Demarest Company
Landscape Architecture





Request for Town Council Action

Public
Hearing: SUP- 21-01
Date: 04/06/2021

Subject: Scooters Coffee Special Use Permit Application
Department: Planning Department
Presented by: Planning Director - Stephen Wensman
Presentation: Special Use Quasi-Judicial Hearing

Issue Statement

The Town Council is requested to hold a public hearing to review a Special Use Permit request to allow Scooters Coffee as a stand-alone addition to Pine Needles Square shopping center (major shopping center) in the B-3 District.

Financial Impact

None.

Action Needed

To hold a public hearing to review the special use permit request and approve, approve with conditions or deny the request.

Recommendation

Planning Staff and the Planning Board recommend approval of SUP-21-01 with 4 conditions based on finding of fact.

Approved: Town Manager Town Attorney

Attachments:

1. Staff report
2. Finding of Fact
3. Application
4. Adjoining Property Owners List and Certification
5. Site Plan
6. Zoning Map



Staff Report

Public Hearing: SUP-21-01

REQUEST:

Scooter's Coffee, LLC, is requesting a special use permit to construct and operate Scooter's Coffee in the Pine Needles Square shopping center.

SPECIAL USE:

Major shopping centers are a special use in the B-3 zoning district and the addition of Scooter's coffee represents a change to the shopping center requiring the permit.

APPLICATION:

Application Number: SUP-21-01
Location: 721 N. Brightleaf Boulevard, Smithfield, NC 27577 at the intersection of North Brightleaf Boulevard and Hospital Road.
Project Name: **Scooter's Coffee**
Parcel ID number: 15004024C
Town Limits/ETJ: Town Limits
Applicant: **Scooter's Coffee, LLC.**
Property Owner: **Patando II, LLC**
Agents: None

SITE/DEVELOPMENT DATA:

Acreage: 0.31 acres of the 10.82 acre shopping mall
Present Zoning: B-3
Existing Uses: **Major shopping center**
Proposed Use: **Major shopping center**
Fire Protection: Town of Smithfield
School Impacts: None
Parks and Recreation: None
Water Provider: Town of Smithfield
Sewer Provider: Town of Smithfield
Electric Provider: Town of Smithfield

ADJACENT ZONING AND LAND USES:

	Exiting Zoning	Existing Use:
North	B-3	Major Shopping Center
South	B-3	Commercial
West	O/I	Hospital
East	B-3	Major Shopping Center

EXISTING CONDITIONS:

Pine Needles Square shopping center sits at the corner of N. Brightleaf Boulevard and Hospital Road. The shopping center has been undergoing renovations by its owners with façade, lighting and changes to the tenant mix. The shopping center has mature landscaping around its perimeter although it lacks parking lot landscaping and foundation plantings. The stormwater for the site sheet flows to adjacent ditches and catch basins **at the side and rear of the property. The site for the Scooter’s Coffee is at the south west corner of the mall in the paved parking lot.**

ANALYSIS:

The owners of the Pine Needles Square shopping center have been working to renovate and revitalize the shopping center with physical improvements and a new mix of commercial tenants that includes a drive-thru coffee shop. **Scooter’s Coffee is planning to subdivide the shopping center property to create a new 0.31 acre outparcel at the corner of Hospital Road and N. Brightleaf Boulevard for a new free-standing 648 sq. ft. building. The coffee shop will attract new customers and will benefit the shopping center tenants.**

Lot Recombination. The applicant will be submitting a minor subdivision to create the new 0.31-acre lot.

Vehicular Access. The vehicular access to the coffee shop will be through the Pine Needles Square parking lot. There will be no new driveway access onto adjacent roads. A cross access easement will be required to provide shared use of that access.

Drive-thru Stacking. According to Section 10.4 of the UDO, restaurants require **stacking for 6 vehicles for the order box. The Scooter’s site plan shows stacking space for 4 vehicles. Between the order box and pickup window, there should be stacking for 4 vehicles. The Scooter’s plans show space for 4 vehicles. The Starbucks Coffee on Equity Drive has stacking for 3 vehicles at the order box and 4 vehicles between the order box and pickup window and backs up into the parking lot at peak hours. The stacking space for the coffee shop is less than ideal, but the parking area in which the coffee shop is to be located is currently underutilized.**

Parking. **Scooter’s will have 10 parking stalls on its property for the use of the coffee shop; four are required. The construction of the coffee shop will displace 27 existing parking stalls currently used by the Pine Needles Square. Based on the data from the**

owner of Pine Needles Square, there is approximately 106,529 sq. ft. of retail space. Required parking for retail is calculated as 1 parking stall per 600 sq. ft. The Pine Needles Square retail requires roughly 178 parking spaces and has 472 parking spaces. The loss of 27 parking spaces for the coffee shop construction will not impact required parking.

Landscaping. Scooters will be constructed in the parking lot and will be behind the mature street yard landscaping that exists for the shopping center. The reconfiguration of the parking lot for the coffee shop will result in planting islands for trees and shrubs. Some foundation plantings will also be required.

Pedestrian Access. A new pedestrian access will be created from the sidewalk on Brightleaf Boulevard. The pedestrian access is shown to cross through a parking stall. Staff recommends the curbing be extended eastward to accommodate the sidewalk; eliminating 1 parking stall.

Stormwater. The Scooters site is mostly impervious and the construction of the parking lot will decrease the amount of impervious on site slightly. The proposal will utilize existing surface stormwater patterns. Just to the west of the proposed building there is a concrete flume that drains to the Hospital Road ditch which will carry most of the water.

Lighting. The coffee shop will be lit by the Pine Needles Square parking lot lights and downcast wall lighting.

Signs. No signs have been proposed at this time. Outparcels in shopping centers are entitled to one 75 sq. ft. – 6 ft. high ground mounted monument sign and wall signs on two sides of the building facing public roads.

RECOMMENDATION:

The Planning Department and Planning Board recommend approval of the SUP-21-01 based on the findings of fact with 4 conditions:

1. A site plan shall be **submitted for review in accordance with the Town's Unified Development Ordinance**.
2. An application for minor subdivision shall be submitted for the planned outparcel.
3. A cross access agreement/easement shall be executed and submitted to the Planning Department.
4. The proposed curbing shall be extended eastward to accommodate the sidewalk, eliminating 1 parking stall.

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. (Please see the attached application

which contains the applicant's findings of fact). Staff's opinion for each finding are shown in *Bold/Italics* below:

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. *The proposed development will not be detrimental to or endanger the public health, safety, or general welfare.*

4.9.4.5.2. 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 coffee shop is a normal development and will benefit the surrounding property with additional commercial traffic and customers and provide a service/product that benefits adjacent residents and workers.*

4.9.4.5.3. Adequate utilities, drainage, parking, or necessary facilities have been or are being provided. *The coffee shop development will utilize existing utilities, drainage, and parking.*

4.9.4.5.4. The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas. *It will not.*

4.9.4.5.5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. *The use has adequate ingress and egress within the Pine Needles Square shopping center and will not impact public streets.*

4.9.4.5.6. That the use will not adversely affect the use or any physical attribute of adjoining or abutting property. *The use will not adversely affect the use or physical attribute of adjoining or abutting property. The use will benefit adjoining or abutting properties by providing a desired product and customers.*

4.9.4.5.7. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located. *The plan will be in harmony with the renovations in the shopping center.*

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

RECOMMENDED MOTIONS:

“Move to approve SUP-21-01 with four conditions of approval:

1. *A site plan shall be submitted for review in accordance with the Town’s Unified Development Ordinance.*
2. *An application for minor subdivision shall be submitted for the planned outparcel.*
3. *A cross access agreement/easement shall be executed and submitted to the Planning Department.*
4. *The proposed curbing shall be extended eastward to accommodate the sidewalk, eliminating 1 parking stall.”*

“Move to approve eight findings of fact for the special use permit SUP-21-01 as recommended in the staff report on page 71.”

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

Application Number: SUP-21-01 **Name:** Scooter’s Coffee in Major Shopping Center

Request: The applicant seeks a special use permit to subdivide and add a Scooter’s Coffee to a Major Shopping Center (Pine Needles Square) located within the B-3 zoning district. The property considered for approval is located at 721 N Brightleaf Boulevard, Smithfield NC 27577 further identified as Johnston County Tax IDs 15004024C.

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:

- 4.9.4.5.1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
- 4.9.4.5.2. 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.
- 4.9.4.5.3. Adequate utilities, drainage, parking, or necessary facilities have been or are being provided.
- 4.9.4.5.4. The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas.
- 4.9.4.5.5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- 4.9.4.5.6. That the use will not adversely affect the use or any physical attribute of adjoining or abutting property.
- 4.9.4.5.7. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located.
- 4.9.4.5.8. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.

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-21-01 with the following condition:*

1. A site plan shall be submitted for review in accordance with the Town's Unified Development Ordinance.
2. An application for minor subdivision shall be submitted for the planned outparcel.
3. A cross access agreement/easement shall be executed and submitted to the Planning Department.
4. The proposed curbing shall be extended eastward to accommodate the sidewalk, eliminating 1 parking stall.

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-21-01 for the following stated reason:*

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-21-01 is hereby:

_____ **approved upon acceptance and conformity with the following conditions:**

A site plan shall be submitted for review in accordance with the Town's Unified Development Ordinance.

An application for minor subdivision shall be submitted for the planned outparcel.

A cross access agreement/easement shall be executed and submitted to the Planning Department.

The proposed curbing shall be extended eastward to accommodate the sidewalk, eliminating 1 parking stall.

_____ **denied for the noted reasons.**

Decision made this 6th day of April 2021 while in regular session.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk



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

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.

SITE INFORMATION:

Name of Project: Scooter's Coffee Acreage of Property: 10.82 (E) ; 0.31 (P)
 Parcel ID Number: 169416-93-4124 Tax ID: 15004024C
 Deed Book: 5051 Deed Page(s): 964
 Address: 721 N. Brightleaf Boulevard, Smithfield, NC 27577
 Location: Intersection of N. Brightleaf Boulevard and Hospital Road

Existing Use: Parking lot Proposed Use: Scooter's Coffee
 Existing Zoning District: B-3

Is project within a Planned Development: Yes No
 Planned Development District (if applicable): _____
 Is project within an Overlay District: Yes No
 Overlay District (if applicable): _____

FOR OFFICE USE ONLY

File Number: _____	Date Submitted: _____	Date Received: _____	Amount Paid: _____
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REQUIRED FINDING OF FACT

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

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

The proposed development 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.

The proposed development will be in harmony with the existing shopping center and compatible with uses of the area.

- 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 proposed development will not impede the normal and orderly growth and improvement of the surrounding property for uses in the district.

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

There are adequate utilities, access roads, drainage, and parking for the proposed development.

- 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.

The proposed development includes adequate measures to provide ingress and egress and will not cause 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.

The proposed development conforms to all the applicable regulations of the district.

- 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 proposed development includes adequate public access and public parking in accordance with the Town's applicable standards.

- 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 development is in conformity with the Smithfield Town Plan.

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.

Kimberly Williford

Print Name

**KIMBERLY
WILLIFORD**

Signature of Applicant

Digitally signed by KIMBERLY
WILLIFORD
Date: 2021.02.05 13:25:23 -07'00'

02/05/21

Date

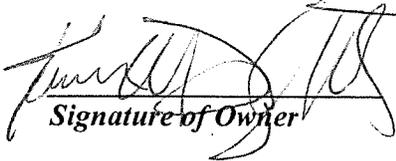
OWNER'S CONSENT FORM

Name of Project: Scooter's Coffee Submittal Date: 02/05/2021

OWNERS AUTHORIZATION

I hereby give CONSENT to Kimberly Williford (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.

 Kevin M. Dougherty 2/4/21
Signature of Owner *Print Name* *Date*

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Kimberly Williford Kimberly Williford 02/04/2021
Signature of Owner/Applicant *Print Name* *Date*

FOR OFFICE USE ONLY

File Number: _____ Date submitted: _____ Date received: _____

Adjacent Property Owners of
SUP-21-01

TAX ID	PIN	Name	ADDRESS	City	State	Zip Code
15005005	169416-93-8278	CREECH PROPERTIES	108 CARROLL DRIVE	FOUR OAKS	NC	27524-0000
15005006	169416-93-8365	CREECH PROPERTIES	108 CARROLL DRIVE	FOUR OAKS	NC	27524-0000
15006001	169416-92-3527	STANCIL 1995 FAMILY LTD PTNRP	PO BOX 188	SELMA	NC	27576-0188
15004020	169416-83-9404	7 BERKSHIRE ASSOCIATES, LLC	111 E OAK ST	SELMA	NC	27576-2845
15004024C	169416-93-4124	PATANDO II, LLC	111 E OAK ST	SELMA	NC	27576-2845
15006003	169416-92-7780	N & N ELECTRIC, INC.	6366 NC HIGHWAY 96 N	SELMA	NC	27576-8792
15006006	169416-92-9618	STANLEY, ROGER E	732 N BRIGHTLEAF BLVD	SMITHFIELD	NC	27577-0000
15004021G	169416-93-4883	FAIRFIELD DEVELOPMENT CO	PO BOX 150	SMITHFIELD	NC	27577-0000
15004021	169416-93-0426	CARPENTER, SALLY L	PO BOX 570	SMITHFIELD	NC	27577-0000
15006002	169416-92-5692	MOHAMED AND SONS INC	P O BOX 1236	SMITHFIELD	NC	27577-0000
15018001	169420-82-6066	COUNTY OF JOHNSTON	PO BOX 1049	SMITHFIELD	NC	27577-0000
15010058	169416-82-0969	JOHNSTON MEMORIAL HOSPT	PO BOX 1376	SMITHFIELD	NC	27577-1376
15005001	169416-93-8084	WORLEY, JEAN CREECH	733 N BRIGHTLEAF BLVD	SMITHFIELD	NC	27577-4329
15004018C	169416-93-2548	MCCLENNY, ROBERT	554 ALMON RD	NEWTON GROVE	NC	28366-0000
15004016J	169416-93-1534	MCCLENNY, ROBERT	554 ALMON RD	NEWTON GROVE	NC	28366-0000
15004024E	169416-93-6596	HCRI NORTH CAROLINA PROPERTIES	550 HERITAGE DR STE 200	JUPITER	FL	33458-3030



PLANNING DEPARTMENT
Mark E. Helmer, AICP, Senior Planner

ADJOINING PROPERTY OWNERS CERTIFICATION

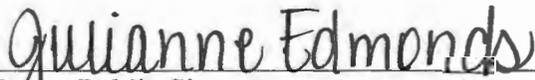
I, Mark E. Helmer, hereby certify that the property owner and adjacent property owners of the following petition, SUP-21-01, were notified by First Class Mail on 3-17-21.


Signature

Johnston County, North Carolina

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

17th day of March, 2021


Notary Public Signature

Julianne Edmonds
Notary Public Name

My Commission expires on January 15, 2023





SCOOTER'S
COFFEE DRIVE-THRU



700 Block of North Brightleaf Boulevard

Project Name:
Scooters Coffee

File Number:
SUP-21-01

Existing Zoning:
B-3 (Highway
Entrance Business)

Property Owner:
Patando II, LLC

Applicant:
Scooters Coffee, LLC

Location:
Pine Needles
Shopping Center



1 in = 100 ft

Map created by the Mark E. Helmer, AICP
Senior Planner, GIS Specialist on 2/22/2021





Request for Town Council Action

Public
Hearing: SUP- 21-02
Date: 04/06/2021

Subject: East River Phases 6 & 7 Townhomes
Department: Planning Department
Presented by: Planning Director - Stephen Wensman
Presentation: Special Use Quasi-Judicial Hearing

Issue Statement

The Town Council is requested to review a Special Use Permit request for East River Phases 6 & 7 townhomes, SUP-21-02, in the East River Planned Unit Development.

Financial Impact

None.

Action Needed

To hold a quasi-judicial public hearing to review the special use permit request and decide whether to approve, approve with conditions or deny the request.

Recommendation

Planning Staff recommends the Town Council approve SUP-21-02 with 10 conditions of approval.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Finding of Fact
3. Application
4. Adjoining Property Owners List and Certification
5. Site Plan - **Separate attachment**
6. Zoning Map



Staff Report

Public SUP-
Hearing: 21-02

OVERVIEW:

The East River Planned Unit Development Master Plan was originally approved by the Town Council in December 2018. A revised PUD Master Plan was approved by the Town Council in December 2020. The revised PUD improved the stormwater management infrastructure, added a new Central Park feature, a new mail kiosk area, improved the parking layout, and rerouted the greenway/trail. The detailed site plans for the multi-family development was not included in the PUD plans or preliminary plat construction plans approved by the Town Council on December 22, 2020 and a condition of plat approval was the application of a special use permit for the multi-family development in phases 6 and 7.

This application is for the final two phases (6 & 7) that include the development of 65 townhomes.

REQUEST:

David DeYoung, RiverWild, is requesting a Special Use Permit for East River Phases 6 & 7 townhomes, SUP-21-02, in the East River Planned Unit Development.

APPLICATION:

Application Number:	SUP-21-02
Location:	725 feet north of M. Derwood Stephenson Parkway on Buffalo Road
Project Name:	East River
Tax ID number:	14075015X
Town Limits/ETJ:	Town Limits
Applicant/Agent:	David DeYoung, RiverWild
Property Owner:	Buffalo Road LLC

SITE/DEVELOPMENT DATA:

Acreage:	11.97 acres out of 56.28 acres in the East River development.
Present Zoning:	PUD
Existing Uses:	Vacant
Proposed Use:	65 townhomes
Fire Protection:	Town of Smithfield
School Impacts:	Additional families with children
Parks and Recreation:	Additional families with children
Water Provider:	Town of Smithfield
Sewer Provider:	Town of Smithfield

Electric Provider: Town of Smithfield

ADJACENT ZONING AND LAND USES:

	Exiting Zoning	Existing Use:
North	R-20A	Single Family Residential
South	B-3	Commercial
West	PUD	Single Family Residential/Tri-plex
East	R-10	Vacant/Agricultural

EXISTING CONDITIONS:

The site for the townhomes is within the East River PUD on the east side of Buffalo Road. On the site is existing wetlands and pond. The site is relatively flat with a mixture of open field and woods.

ANALYSIS:

Phasing. The site plan is arranged into two phases with 42 townhomes in phase 6 and 23 townhomes in phase 7. Phases 6 and 7 are separated by the existing pond and wetland. The only connection between the the phases is the greenway trail

Density. There are 64 townhomes on 11.56 acres. The townhouses have a gross density of 5.3 units per acre. The gross density of the overall PUD is 5.21 units per acre.

Units. Sixty-four 2-bedroom townhouses are planned; 42 units in phase; 23 units in phase 7. The end units will have windows on the façade. Each unit has a small front and rear yard. Each unit has a entry canopy in the front yard. Each unit has a small storage structure and concrete patio in the rear yard.

Vehicular Access. East River Phases 6 & 7 will be served by private drives to Buffalo Road. The private drives will extend through each phase and provide required parking spaces.

Parking. Phase 6 has 42 units and 97 parking stalls and phase 7 has 23 units and 48 parking stalls. 1.75 parking stalls per 2-bedroom townhouses is required; therefore, there are 23 parking stalls for guests in phase 6 and 8 parking stalls for guests in phase 7.

Sidewalks and Trails. **Sidewalks will be connected to a 10' wide trail on Buffalo Road and to phases 1-5.**

Utilities. Each phase of the project will be served by public water and sewer. The sewer will be extended into **the site from the County's existing system located in Buffalo Road. Water**

will also be extended into the site from the existing water main in Buffalo Road to provide domestic water and fire protection. Public utility easements are provided over public utilities.

Recreation. The townhouse development is connected to the central park and greenway amenities located on the west side of Buffalo Road. No play area is proposed other than the open green space between phases 6 and 7. Typically, large multifamily projects provide totlot play apparatus with development to accommodate the recreation needs of families with small children. The traffic on Buffalo Road will limit the ability of children to utilize the central park feature. A provision for a small totlot apparatus should be considered by the Town Council.

Stormwater. Stormwater management for phases 6 and 7 is being provided by two constructed wetland SCMs on the site. In phase 6, the SCM is in the center of the parking area. In phase 7, the SCM is located between the townhouse lots and the Buffalo Road right-of-way. Both SCMs will be designed as bio-retention ponds which use of plants and soils for removal of pollutants from stormwater runoff via adsorption, filtration, sedimentation, volatilization, ion exchange, and biological decomposition. If well maintained, bioretention provides landscaping and habitat enhancement benefits. Bio-retention SCMs require a great amount of maintenance, especially in the initial years until well established. A provision for maintenance of the ponds should be addressed in the HOA declarations.

Dumpster facilities: A single dumpster enclosure are being provided in each phase that accommodate 2 dumpsters in each. Phase 6 is more than double the size of phase 7 and an additional dumpster has been added to phase 6, however it is located prominently at the entrance and should be moved if possible. There is no planting around the dumpster enclosure near the entrance.

Landscaping. The street yard has been provided however a short section is lacking on the plans. Sections of the buffer yard have been provided in the rear and sides of the townhouse development except where existing natural vegetation is shown. A tree inventory is required and credit towards the buffer requirements may be applicable. Parking lot and foundation plantings have been provided in accordance with the UDO. Additional foundation plantings should be provided on the side façade facing the entrance to phase 6. Berming along the streetyard was requested, but not provided because of drainage issues it would cause. A small berm was proived in the streetyard in phase 7.

Lighting. A lighting plan is required for the entire site with review of the construction plans.

PLANNING DEPARTMENT RECOMMENDATION:

The Planning Department recommends the Town Council approve SUP-21-02 based on the findings of fact with 10 conditions:

1. An inventory of existing trees on the south property line shall be provided to ensure compliance with the bufferyard requirement.

2. The landscape plan shall be revised to provide screening of the end unit in phase 6, to provide a street yard that extends to the southern boundary of the site, and to provide required bufferyards or show protected trees meeting the buffer requirement.
 3. SCM access easements shall be provided in accordance with Town standards
 4. Provide an Operations and Maintenance Agreement for the Stormwater SCMs.
 5. The center of pumper connection on the fire hydrants shall be a minimum of 18" above finished grade.
 6. Provide NCDOT driveway permits for signature prior to construction plan approval.
 7. Sign permits are required prior to installation of signs.
 8. A lighting plan be submitted with construction documents for review.
 9. **Provide 30' wide public easements** over public utilities.
 10. Provide NCDOT driveway permits for signature prior to plan approval."
-

DRAFT FINDING OF FACT (staff opinion):

The UDO, Article 4, sets forth eight finding of fact that are required for approval of a special use permit through a quasi-judicial process. (Please see the attached application which **contains the applicant's finding of fact**) (Applicant responded to old finding of fact which have been updated in the UDO). **Staff's** opinion for each finding are shown in *Bold/Italics* below:

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

4.9.4.5.2. 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 permit is part of the orderly development of the PUD and was part of the original PUD Master Plan.*

4.9.4.5.3. Adequate utilities, drainage, parking, or necessary facilities have been or are being provided. *All have been provided for.*

4.9.4.5.4. The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas. *No noxious or offensive uses proposed.*

4.9.4.5.5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. *Adequate ingress and egress have been provided for and have been approved by NCDOT.*

4.9.4.5.6. That the use will not adversely affect the use or any physical attribute of adjoining or abutting property. *The use will not adversely affect the use or physical attributes of adjoining or abutting property. Adequate buffer yards will be provided, and adjacent zoning is residential or commercial.*

4.9.4.5.7. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located. *The plan is in harmony with the PUD Master Plan.*

4.9.4.5.8. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located. *The use conforms with the PUD Plans and applicable UDO regulations with conditions.*

RECOMMENDED MOTIONS:

“Move to approve SUP-21-02 with 10 conditions:

1. An inventory of existing trees on the south property line shall be provided to ensure compliance with the bufferyard requirement.
2. The landscape plan shall be revised to provide screening of the end unit in phase 6, to provide a street yard that extends to the southern boundary of the site, and to provide required bufferyards or show protected trees meeting the buffer requirement.
3. SCM access easements shall be provided in accordance with Town standards
4. Provide an Operations and Maintenance Agreement for the Stormwater SCMs.
5. The center of pumper connection on the fire hydrants shall be a minimum of 18" above finished grade.
6. Provide NCDOT driveway permits for signature prior to construction plan approval.
7. Sign permits are required prior to installation of signs.
8. A lighting plan be submitted with construction documents for review.
9. **Provide 30' wide public easements over public utilities.**
10. Provide NCDOT driveway permits for signature prior to plan approval.”

“Move to approve eight findings of fact for the special use permit SUP-21-02 as recommended in the staff report on pages 91 & 92.”

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

Application Number: SUP-21-02 **Name:** East River Phases 6 & 7

Request: The applicant seeks a special use permit to construct townhouses in the East River Planned Unit Development. The property considered for approval is located approximately 745 feet north of the M. Derwood Stephenson Parkway and Buffalo Road intersection further identified as Johnston County Tax ID 14075015X.

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:

- 4.9.4.5.1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
- 4.9.4.5.2. 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.
- 4.9.4.5.3. Adequate utilities, drainage, parking, or necessary facilities have been or are being provided.
- 4.9.4.5.4. The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas.
- 4.9.4.5.5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- 4.9.4.5.6. That the use will not adversely affect the use or any physical attribute of adjoining or abutting property.
- 4.9.4.5.7. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located.
- 4.9.4.5.8. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.

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-21-02 with the following conditions:*

1. An inventory of existing trees on the south property line shall be provided to ensure compliance with the bufferyard requirement.
2. The landscape plan shall be revised to provide screening of the end unit in phase 6, to provide a street yard that extends to the southern boundary of the site, and to provide required bufferyards or show protected trees meeting the buffer requirement.
3. SCM access easements shall be provided in accordance with Town standards
4. Provide an Operations and Maintenance Agreement for the Stormwater SCMs.
5. The center of pumper connection on the fire hydrants shall be a minimum of 18" above finished grade.
6. Provide NCDOT driveway permits for signature prior to construction plan approval.
7. Sign permits are required prior to installation of signs.
8. A lighting plan be submitted with construction documents for review.
9. Provide 30' wide public easements over public utilities.
10. Provide NCDOT driveway permits for signature prior to plan approval."

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-21-02 for the following stated reason:*

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-21-02 is hereby:

_____ **approved upon acceptance and conformity with the following conditions:**

1. An inventory of existing trees on the south property line shall be provided to ensure compliance with the bufferyard requirement.
2. The landscape plan shall be revised to provide screening of the end unit in phase 6, to provide a street yard that extends to the southern boundary of the site, and to provide required bufferyards or show protected trees meeting the buffer requirement.
3. SCM access easements shall be provided in accordance with Town standards
4. Provide an Operations and Maintenance Agreement for the Stormwater SCMs.
5. The center of pumper connection on the fire hydrants shall be a minimum of 18" above finished grade.
6. Provide NCDOT driveway permits for signature prior to construction plan approval.

7. Sign permits are required prior to installation of signs.
8. A lighting plan be submitted with construction documents for review.
9. Provide 30' wide public easements over public utilities.
10. Provide NCDOT driveway permits for signature prior to plan approval.”

_____ **denied for the noted reasons.**

Decision made this 6th day of April 2021 while in regular session.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk



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

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.

SITE INFORMATION:

Name of Project: East River Phases 6 & 7 Acreage of Property: 11.97
 Parcel ID Number: 169520-90-2199 Tax ID: 14075015X
 Deed Book: 05612 Deed Page(s): 0276
 Address: n/a
 Location: Buffalo Road immediately across the street from the existing East River Subdivision. Approximately 1400 feet north of M Durwood Stephenson Parkway.

Existing Use: Vacant Proposed Use: Townhomes
 Existing Zoning District: PUD Planned Unit Development/WS IV-PA Overlay

Is project within a Planned Development: Yes No
 Planned Development District (if applicable): East River Planned Unit Development
 Is project within an Overlay District: Yes No
 Overlay District (if applicable): WS IV-PA Overlay

FOR OFFICE USE ONLY

File Number: _____ Date Submitted: _____ Date Received: _____ Amount Paid: _____

REQUIRED FINDING OF FACT

Article 4 of the Town of Smithfield Unified Development Ordinance requires applications for a 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.
Please see attached document.

- 2) The special use will be in harmony with the existing development and uses within the area in which it is to be located.
Please see attached document.

- 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.
Please see attached document.

- 4) Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.
Please see attached document.

- 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.
Please see attached document.

- 6) The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.
Please see attached document.

- 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.
Please see attached document.

- 8) The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council.
Please see attached document.

REQUIRED SITE PLAN INFORMATION

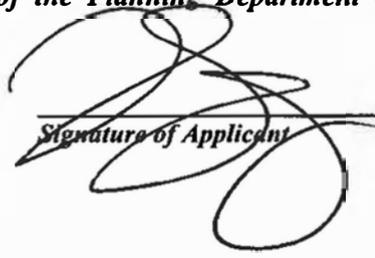
Article 5 of the Town of Smithfield Unified Development Ordinance requires a site plan be prepared by a professional engineer, registered land surveyor, or licensed architect and shall be drawn to scale of not less than one inch equals 30 feet. The site plan shall be based on the latest tax map information 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.

David DeYoung
Print Name


Signature of Applicant

2/5/21
Date

Adjacent Property Owners of
SUP-21-02

TAX ID	PIN	NAME	ADDRESS	CITY	STATE	ZIP CODE
14075013Y	169520-80-4069	RMS INVESTMENTS, LLC	114 W MAIN ST STE 102	CLAYTON	NC	27520-2397
14075014O	169520-80-8167	BUFFALO ROAD, LLC	114 W MAIN ST STE 102	CLAYTON	NC	27520-2397
14075014N	169408-89-6793	PINK & PURPLE, LLC	114 W MAIN ST STE 102	CLAYTON	NC	27520-2397
14075014B	169408-89-4977	RMS INVESTMENTS, LLC	114 W MAIN ST STE 102	CLAYTON	NC	27520-2397
14075013	169520-80-3415	BUFFALO ROAD, LLC	114 W MAIN ST STE 102	CLAYTON	NC	27520-2397
14075013G	169520-80-6011	PINK & PURPLE, LLC	114 W MAIN ST STE 102	CLAYTON	NC	27520-2397
14075014P	169520-80-4363	BUFFALO ROAD, LLC	114 W MAIN ST STE 102	CLAYTON	NC	27520-2397
14075014Q	169420-79-4697	BUFFALO ROAD, LLC	114 W MAIN ST STE 102	CLAYTON	NC	27520-2397
14075013A	169408-89-7839	PINK & PURPLE, LLC	114 W MAIN ST STE 102	CLAYTON	NC	27520-2397
14075014J	169408-89-5733	ERWIN, AMY E.	157 STURGEON ST	SMITHFIELD	NC	27577
14075013C	169408-89-6825	KAMWERU, NICHOLAS	110 SUNFISH ST	SMITHFIELD	NC	27577
14075013Q	169520-80-6319	MOORE, PAUL B. JR. JOINT TENANTS	209 SUNFISH ST	SMITHFIELD	NC	27577
14075020C	169520-90-4736	LEE, ANN FLOWERS	2172 BUFFALO RD	SMITHFIELD	NC	27577-0000
14075021D	169408-99-6734	SILVA, RUTH M	12 HAZELWOOD CT	SMITHFIELD	NC	27577-0000
14075020	260503-00-1738	LEE, ANN FLOWERS	2172 BUFFALO RD	SMITHFIELD	NC	27577-0000
14075023	169408-89-9524	LARRY B HILL REVOCABLE TRUST	2899 BUFFALO RD	SMITHFIELD	NC	27577-0000
17K09008	169519-61-0427	WILSON 1995 FAMILY LIMITED PARTNERSHIP	101 E JOHNSTON ST	SMITHFIELD	NC	27577-4559
14075012	169408-79-8432	TWISDALE, JOHN W	1755 BUFFALO RD	SMITHFIELD	NC	27577-7434
17K09005	169500-62-8888	STEPHENSON FARM, LLC	1824 WILSONS MILLS RD	SMITHFIELD	NC	27577-7667
14075013M	169520-80-6148	PAMPUCH, JUSTIN	176 SUNFISH ST	SMITHFIELD	NC	27577-8983
14075013D	169408-89-6819	COX, JOHNAVON JAMAL	118 SUNFISH ST	SMITHFIELD	NC	27577-8983
14075013F	169408-89-6917	GALLIMORE, JENNIFER ANNE	132 SUNFISH ST	SMITHFIELD	NC	27577-8983
14075013R	169520-80-5385	WILSON, SHATIK	199 SUNFISH ST	SMITHFIELD	NC	27577-8983
14075013O	169520-80-7206	ADELL, SHONTAE	198 SUNFISH ST	SMITHFIELD	NC	27577-8983
14075013E	169408-89-6913	FAIR, DEMETRICE	124 SUNFISH ST	SMITHFIELD	NC	27577-8983
14075013S	169520-80-5362	WILLIAMS, MICHELE	191 SUNFISH ST	SMITHFIELD	NC	27577-8983
14075014A	169520-80-4061	CALZARETTA, CHRISTOPHER JOINT TENANTS	139 SUNFISH ST	SMITHFIELD	NC	27577-8983
14075013N	169520-80-6273	JOHNSON, DEANA	190 SUNFISH ST	SMITHFIELD	NC	27577-8983
14075013U	169520-80-5215	LANGSTON, MELVIN MARTHLOMEW	175 SUNFISH ST	SMITHFIELD	NC	27577-8983
14075013X	169520-80-4173	VELASQUEZ, MICHELLE ELENA JOINT TENANTS	159 SUNFISH ST	SMITHFIELD	NC	27577-8983
14075013T	169520-80-5239	SMITH, BRITTNEY	183 SUNFISH ST	SMITHFIELD	NC	27577-8983

Adjacent Property Owners of
SUP-21-01

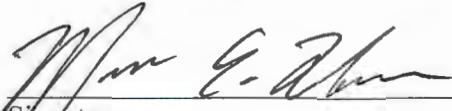
14075013V	169520-80-4291	ANDERSON, DEAN JR	171 SUNFISH ST	SMITHFIELD	NC	27577-8983
14075013H	169520-80-6016	STROMAN, SHERELLE	150 SUNFISH ST	SMITHFIELD	NC	27577-8983
14075014C	169408-89-4973	PIERRE-LOUIS, BALBINA	125 SUNFISH ST	SMITHFIELD	NC	27577-8983
14075013P	169520-80-7330	TENANTS (WROS)	210 SUNFISH ST	SMITHFIELD	NC	27577-8984
14075013J	169520-80-7063	AGUILAR-HERNANDEZ, YERELIA	132 CROATAN CT	SMITHFIELD	NC	27577-8985
14075013I	169520-80-7000	WILLIAMS, KEITH	128 CROATAN CT	SMITHFIELD	NC	27577-8985
14075013L	169520-80-7157	PADILLA, GEORGE ANIBAL JR.	129 CROATAN CT	SMITHFIELD	NC	27577-8985
14075013K	169520-80-7181	JONES, BILLY LEE	131 CROATAN CT	SMITHFIELD	NC	27577-8985
14075014L	169408-89-6713	WOHLENBERG, WILLIAM	141 STURGEON ST	SMITHFIELD	NC	27577-9730
14075014M	169408-89-6753	TEMPLE, TISHA R.	133 STURGEON ST	SMITHFIELD	NC	27577-9730
14075014F	169408-89-3773	SIMS, LOIS S.	189 STURGEON ST	SMITHFIELD	NC	27577-9730
14075014H	169408-89-4753	BROWN, DARIUS ELLIOTT	173 STURGEON ST	SMITHFIELD	NC	27577-9730
14075014G	169408-89-4713	ALSTON, SAMONA	181 STURGEON ST	SMITHFIELD	NC	27577-9730
14075013B	169408-89-6889	CRAIG, ANDREW D.	126 STURGEON ST	SMITHFIELD	NC	27577-9730
14075014I	169408-89-4793	ROBINSON, TANIEKA CHRISTINE	165 STURGEON ST	SMITHFIELD	NC	27577-9730
14075014K	169408-89-5773	SANDOVAL, JOCELYN E. CASTRO	149 STURGEON ST	SMITHFIELD	NC	27577-9730
14075014	169520-91-0500	TWISDALE, JOHN WYATT JR.	5536 PINE DR	RALEIGH	NC	27606-8942
14075021C	169408-99-0370	STATE EMPLOYEES CREDIT UNION	PO Box 26807	RALEIGH	NC	27611-6807
14075014D	169408-89-4879	WEAVER HOMES, INC	350 WAGONER DR	FAYETTEVILLE	NC	28303-4647
14075013Z	169520-80-4065	WEAVER HOMES, INC	350 WAGONER DR	FAYETTEVILLE	NC	28303-4647
14075013W	169520-80-4187	WEAVER HOMES, INC	350 WAGONER DR	FAYETTEVILLE	NC	28303-4647
14075014E	169408-89-4875	WEAVER HOMES, INC	350 WAGONER DR	FAYETTEVILLE	NC	28303-4647



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-21-02, were notified by First Class Mail on 3-17-21.

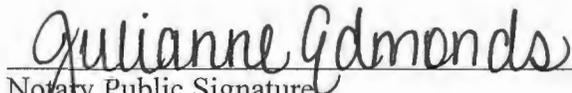


Signature

Johnston County, North Carolina

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

17th day of March, 2021



Notary Public Signature

Julianne Edmonds

Notary Public Name

My Commission expires on January 15, 2023



1800 Block of Buffalo Road

File Number:
SUP-21-02

Project Type:
65 Unit Townhouse
Development

Existing Zoning:
PUD (Planning
Unit Development)

Property Owner:
Buffalo Road LLC

Applicant:
RiverWild / Hearth
Point Development

Location:
1800 Buffalo Road



1 in = 600 ft

Map created by the Mark E. Helmer, AICP
Senior Planner, GIS Specialist on 2/22/2021

Consent Agenda Items

The Smithfield Town Council met in regular session on Tuesday, March 2, 2021 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

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

Councilmen Absent

Administrative Staff Present

Michael Scott, Town Manager
John Blanton, Fire Chief
Ted Credle, Public Utilities Director
Lawrence Davis, Public Works Superintendent
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

(Note: All Town Department Heads were present, but due to Social Distancing and Mass gathering restrictions related to Covid19, they were not present in the meeting room unless an item from their Department was discussed)

Also Present

Bob Spence, Town Attorney

Administrative Staff Absent

CALL TO ORDER

Mayor Moore called the meeting to order at 7:03 pm.

INVOCATION

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

APPROVAL OF AGENDA:

Councilman Barbour made a motion, seconded by Councilman Stevens, to approve the agenda with the following amendment:

Move Consent Agenda Item #4: *Consideration and request for approval to amend the reimbursement agreement with Buffalo Road, LLC to Business Item #4.*

Unanimously approved.

PRESENTATION:

1. Proclamation: Declaring March 22-26, 2021 as Smithfield Alumni Chapter of Kappa Alpha Psi Fraternity, Inc – “Kappa Week” – Celebrating 55 Years

Mayor Moore presented Members of the Smithfield Alumni Chapter of Kappa Alpha Psi Fraternity, Inc: William Powell, Derek Mobley, Marlon Lee, Eric Edwards, Stevie Robertson, Marquis Poteat, and Tony Nixon with a proclamation honoring their 55th year anniversary.

**PROCLAMATION
Smithfield Alumni Chapter of Kappa Alpha Psi Fraternity Inc.
“Kappa Week” Celebrating 55 Years
March 22 – 26, 2021**

In the Town of Smithfield

WHEREAS, on January 5, 1911, Kappa Alpha Nu (later to be renamed Kappa Alpha Psi) was founded on the Indiana University campus by Elder Watson Diggs and Byron K. Armstrong; and

WHEREAS, Elder Watson Diggs and Byron Armstrong were joined by John M. Lee, Henry T. Asher, Marcus P. Blakemore, Guy L. Grant, Paul W. Caine, George W. Edmonds, Ezra D. Alexander and Edward G. Irvin as founding members of the fraternity; and

WHEREAS, on May 15, 1911, Kappa Alpha Nu became the first incorporated Black Fraternity in the United States; and

WHEREAS, on April 15, 1915, Kappa Alpha Nu was officially renamed to Kappa Alpha Psi; and

WHEREAS, the Smithfield Alumni Chapter of Kappa Alpha Psi Fraternity Inc. was chartered on March 26, 1966 by Reginald Ennis, John Windley, Romie Grantham, Matthew Sanders, Elias Sanders, Norvell Lee, James Barbour and Vernon Nixon; and

WHEREAS, these founding members of the Smithfield Alumni Chapter of Kappa Alpha Psi Fraternity Inc. along with the more than 60 new initiates over the past 55 years have served as elected officials, educators, attorneys, business men and professionals who have shown leadership and service to the Town of Smithfield and Johnston County; and

WHEREAS, the Smithfield Alumni Chapter of Kappa Alpha Psi Fraternity Inc.'s fundamental purpose is Achievement in Every Field of Human Endeavor. These Men of Distinction offer programs, initiatives, and scholarships to promote the educational welfare of the children of the Town of Smithfield and Johnston County; and

WHEREAS, Smithfield Alumni Chapter of Kappa Alpha Psi Fraternity Inc. also provides opportunities for men to engage in the social and civil activities for the betterment of the entire community.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield, do hereby proclaim March 22 – March 26, 2021 as

**“Kappa Week” Celebrating 55 Years of
the Smithfield Alumni Chapter of Kappa Alpha Psi Fraternity Inc.**

in Smithfield, North Carolina and urge all our citizens to celebrate this important milestone.

2. Administration of the Oath of Office to new Police Officer Jonathan Boyce

Mayor Moore administered the Oath of Office to new Police Officer Jonathan Boyce and welcomed him to the Town of Smithfield.

3. Administration of the Oath of Office to new Police Officer Derek Leagan

Mayor Moore administered the Oath of Office to new Police Officer Derek Leagan and welcomed him to the Town of Smithfield

PUBLIC HEARINGS:

- 1. UDO Text Amendment Request: Saint Ann Catholic Church (ZA-21-01):** The applicant was requesting an amendment to the Town of Smithfield Unified Development Ordinance, Article 7, Supplemental Regulations as it pertains to columbaria with over 200 niches and other refinements to the existing regulations concerning columbaria.

Councilman Scott made a motion, seconded by Councilman Barbour, to open the public

hearing. Unanimously approved.

Planning Director Stephen Wensman explained that St. Anne's Church was requesting an amendment to the UDO Article 7, Section 7.46 as it pertains to columbaria. The requested changes include the following:

- Allow columbaria visible from the public right-of-way to be 1-foot taller than the allowed maximum 6-foot height limit
- Amend the trust fund requirement for columbaria over 200 niches with a special use permit and add reporting requirements
- Increase the allowed number of columbaria beyond 200 niches with a special use permit
- Refine access requirements in 7.35.1.1
- Using the term niches for an urn place
- Requiring clear title on land used for columbaria
- And other minor clarifications

Mr. Wensman explained that the St. Anne's is planning for 2000 niches in their columbaria. They were also requesting changes to the trust fund requirement. The diocese currently charges \$4000 a niche and requires 15% of the sales prices be placed in an endowment for future maintenance. With a planned 2000 niches, St. Ann's will have an endowment for perpetual care of \$1,200,000 when the columbaria is built out. St. Ann's is proposing that with a special use permit, the Town Council could set an alternative percentage of the sales priced be retained for perpetual care, not less than 15% of the sales price. The proposed change to the endowment would only affect columbaria that are greater than 200 niches, leaving the 50% funding requirement for columbaria that are smaller than 200 niches.

Planning Staff and the Planning Board (unanimously) recommend approval of the zoning text amendment, ZA-21-01, with a statement declaring the request is consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Planning Director Stephen Wensman has incorporated his entire record and provided it to the Council in written form in the March 2, 2021 agenda packet.

Mayor Moore asked if there were any questions from Council.

Councilman Scott questioned if the columbaria were commercially constructed. Paul Embler of 11 Kentwood Drive, Smithfield, NC responded that they are modular constructed units with the exterior made primarily of granite. Mr. Embler explained that the need for the columbaria is due to the increase in parishioners and the need for a Catholic cemetery in Johnston County.

Dean Penny of 1013 Quail Rail, Clayton, NC explained the photo renderings of the project and its location at the church.

Councilman Barbour stated he opposed amending the UDO and questioned if the request by St. Anne's could go through the special use permit process instead of a UDO text amendment. Mr. Wensman responded that when the original UDO amendment was drafted concerning columbaria, he and Town Attorney Bob Spence sensed there was going to be a need to amend it in the future. Staff and Mr. Spence were comfortable with the proposed changes. Mr. Wensman reiterated that with this proposed amendment, any columbaria with more than 200 niches would have to go through the special use process. During that process, the Council could place any reasonable conditions on the permit.

Mayor Moore asked if there was anyone in attendance who wished to speak on the matter. There was no one in attendance that wished to speak on the matter.

Councilman Scott made a motion, seconded by Councilman Barbour, to close the public hearing. Unanimously approved.

Councilman Scott made a motion, seconded by Councilman Wood, to approve zoning text

amendment, ZA-21-01, amending the supplementary standards for columbaria, and approve of a consistency statement finding the amendment 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. Councilman Scott, Councilman Wood, Mayor Pro-Tem Dunn, Councilman Lee, Councilman Stevens and Councilman Rabil voted in favor of the motion. Councilman Barbour voted against the motion. Motion to approve the requested passed six to one.

**ORDINANCE # ZA-21-01
AN ORDINANCE TO AMEND THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
ARTICLE 7 SUPPLEMENTAL REGULATIONS**

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 as it pertains to columbaria and urn plots as an accessory use to churches and places of worship; and

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

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 7 supplemental regulations for columbaria.

PART 1

SECTION 7.35 COLUMBARIUM.

~~A columbarium, an An~~ indoor or outdoor ~~columbaria and/or urn plots columbarium, an outdoor columbarium, or an urn plot,~~ shall be permitted as accessory uses to churches and places of worship accordance with Section 6.5 and subject to the following standards:

7.35.1. Any ~~church or place of worship place of worship~~ may establish an indoor columbarium, ~~and/or an~~ outdoor columbarium, ~~and/or or~~ an urn plot as an accessory structure as an accessory to its permitted use provided the following are submitted to the Planning Department and approved:

7.35.1.1. A site plan of the proposed area approved by the Planning Department where the columbarium or urn plots are to be located showing the location of each ~~niche or~~ urn, the dimensions of the space, and a 20-foot access area for maintenance ~~and visitation~~ that has relatively flat and firm topography such that maintenance equipment could access the burial area. The 20-foot access area shall be adjacent to the columbarium or urn plot and shall be accessed from a public right-of-way, private drive, or parking lot. Vehicular access internal to the columbarium or urn plot is not allowed. Internal access shall be limited to handicapped pedestrian access only. In addition to the site plan, construction drawings prepared by a licensed architect, engineer, or landscape architect. Construction drawings shall show dimensions, materials, and details.

7.35.1.2. A special use permit is required for columbaria with greater than 200 niches.

7.35.1.3. A plan of perpetual care and maintenance trust fund is required for a columbarium or urn plot. Funding of the trust fund must occur as niches or urn plots

are sold. The church or place of worship shall submit an annual report to the Town of Smithfield Planning Department showing sales, receipts, and expenditures. The reporting period is January 1st to December 31st. Annual reports are due on April 1st for columbaria or urn plots. Fifty (50) percent of the sales price of a niche or urn plot must be deposited in the trust fund for columbaria with 200 niches or urn plots or less. With a special use permit for columbaria with greater than 200 niches, the Town Council shall establish the percentage of the sales price to be retained. In no case shall the percentage be less than fifteen (15) percent of the sales price. The church or place of worship may spend up to three (3) percent of the trust fund for maintenance of the columbarium or urn plot on an annual basis, to be available if the Institution closes or no longer operates the columbarium or urn plot which is segregated for just the columbarium or urn plot with funds retained from half the price of each urn. The place of worship may spend annually from the fund 3% of the trust fund.

7.35.2. All Indoor Columbaria within the building of a church or place of worship must comply with the following physical requirements:

7.35.2.1. Alternate Plan. The church or place of worship must present a plan with a dedicated outside area with clear title and able to comply with Section 7.35.1.1 for interment of the urns in the event the church or place of worship ceases to operate or manage the columbarium.

7.35.2.2. Shall meet the NC Building Code and be constructed of masonry, natural stone or concrete.

7.35.3. All Outdoor Columbaria must comply with the following physical requirements:

7.35.3.1. Location. A columbarium must be located outside a building on land owned and occupied by a church or place of worship as defined by the Unified Development Ordinance, Appendix A. Land shall have a clear title and meet the requirements of Section 7.35.1.1.

7.35.3.2. Height. Outdoor columbaria must be no higher than ~~six (6)~~ seven (7) feet as measured from the average grade elevation where a columbarium meets the grade. An outdoor columbarium that is not visible from off-property public is not subject to the ~~six (6)~~ seven (7) feet requirement and may be higher.

7.35.3.3. Setback. Columbarium structures shall meet the setback and yard requirements of the underlying zoning district.

7.35.3.4. Appearance. A columbarium shall be complementary to the primary structure and consistent of natural stone, concrete or masonry construction. design with the primary structure.

7.35.3.5. Signage. Signage shall be limited to inscriptions on the face of a columbarium niche and commemorative plaque on the columbarium structure. Commemorative plaques may be no larger than 12 inches by 12 inches.

7.35.3.6. Number. The columbaria must have spaces for no more than 200 urns, except when a greater number is approved by the Town Council with a special use permit.

7.35.4. All Outdoor Urn Plots must comply with the following physical requirements:

7.35.4.1. Location. An outdoor urn plot must be located outside a building owned and occupied by a church or place of worship as defined by the Unified Development Ordinance, Appendix A. Land shall have a clear title and shall comply with Section 7.35.1.1.

7.35.4.2. Setback. Outdoor urn plot structures shall meet the setback and yard requirements of the underlying zoning district.

7.35.4.3. Appearance. Urn plot shall be complementary or consistent in ~~material and design~~ with the primary structure.

7.35.4.4. Number. The ~~church or~~ place of worship ~~shall not provide shall have no more than 100~~ urn plot spaces ~~for more than 100 spaces.~~

7.35.4.5. Signage. Signage shall be limited to ~~one inscribed stone per urn plot inscriptions on the face of a urns in the ground with one sign~~ not exceeding 2 sq. ft.

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.

CITIZEN’S COMMENTS: None

CONSENT AGENDA:

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

1. The following minutes were approved:
 - February 2, 2021 – Regular Meeting
 - February 2, 2021 – Closed Session Meeting
2. Promotion: Approval was granted to promote an employee to the Public Works Crew Leader position.
3. Approval was granted to allow employees to donate sick leave to an employee in the Public Utilities Water/Sewer Department.
4. Approval was granted to enter into a contract with Thompson, Price, Scott, Adams and Company, PA to conduct the annual audit.
5. The following advisory appointments were approved:
 - Steve Upton was reappointed to serve a 4th term on the Board of Adjustment.
 - Earl Marett was reappointed to serve a 6th term on the Parks and Recreation Advisory Committee.
 - Tim Johnson was reappointed to serve a 3rd term on the Parks and Recreation Advisory Committee.

6. New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
P/T SRAC Lifeguard	P&R – Aquatics	10-60-6220-5100-0220	\$8/hr.
P/T SRAC Staff	P&R – Aquatics	10-60-6240-5100-0210	\$9.00/hr.
Firefighter I (2 Positions)	Fire	10-20-5300-5100-0200	\$16.76/hr. (\$36,603.84/yr.)

Current Vacancies

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Assistant Finance Director	Finance	10-10-4200-5100-0200
Firefighter I	Fire	10-20-5300-5100-0200
Fire Inspector (Part-time)	Fire	10-20-5300-5100-0210
Police Officer I (3 positions)	Police	10-20-5100-5100-0200

Business Items:

1. Consideration and request for to appoint one person to serve on the Planning Board as an In-Town Member

Town Clerk Shannan Parrish addressed the Council on a request to appoint one person to the Planning Board serving as an in-town member. Before the Council was two applications for consideration and one vacancy. Teresa Daughtry was seeking reappointment and Michael Stevens was seeking new appointment to the Planning Board. Ballots were provided to the Council they were read into the record as follows:

Councilman Scott voted for Teresa Daughtry. Councilman Stevens voted for Michael Stevens. Councilman Lee voted for Michael Stevens. Councilman Rabil voted for Michael Stevens. Councilman Barbour voted for Michael Stevens. Councilman Wood voted for Michael Stevens. Mayor Pro-Tem Dunn voted for Teresa Daughtry.

Councilman Barbour made a motion, seconded by Councilman Stevens, to appoint Michael Stevens to serve on the Planning Board as an in-town member. Unanimously approved

2. Consideration and request for approval to appoint one person to serve on the Library Board of Trustees.

Town Clerk Shannan Parrish addressed the Council on a request to appoint one person to serve on the Library Board of Trustees representing the Town. Before the Council was three applications and one vacancy. Connie Barbour, Angelique Leggette and Stephanie Norris submitted applications for consideration. Ballots were provided to the Council they were read into the record as follows:

Councilman Barbour voted for Connie Barbour. Councilman Lee voted for Angelique Leggette. Councilman Stevens voted for Connie Barbour, Councilman Rabil voted for Connie Barbour. Councilman Wood voted for Connie Barbour. Councilman Scott voted for Stephanie Norris. Mayor Pro-Tem Dunn voted for Connie Barbour.

Councilman Wood made a motion, seconded by Councilman Rabil, to appoint Connie Barbour to serve on the Library Board of Trustees. Unanimously approved.

3. Consideration and request for approval to allow the Fire Department to apply for an Assistance to Firefighters Grant for Staffing for Adequate Fire and Emergency Response (AFG SAFER)

Fire Chief John Blanton requested Council approval to apply for a FEMA SAFER grant to hire six firefighters. Due to not funding the program last year, FEMA is providing this opportunity to fully fund the positions for three years. The Town would not be obligated to retain these firefighters after the fourth year.

Councilman Barbour questioned if this request would add additional firefighters to the department. Chief Blanton responded it would add additional personnel.

Mayor Moore questioned if the Town received personnel from this type of grant. Chief Blanton responded the Town received this type of grant in 2017 which allowed the Town to hire 3 firefighters. The grant partially covered equipment, salaries and benefits from 2017 until 2020. Mayor Moore questioned if these three firefighters were still employed with the Town. Chief Blanton responded they were still employed and this would be the first full year the Town was responsible for salaries and benefits for the three firefighters.

Mayor Moore stated that while this was a good idea, the Council needed to plan for the eventuality that the Town would be responsible for the salaries and benefits of the additional six firefighters. Should the Town continued to grow, the property tax revenue could possibly support the additional personnel, but if it did not grow, the property tax rate would have to increase to \$.61 to fund these positions.

Councilman Barbour stated this request was to apply for the grant. After the grant was satisfied, the Town was under no obligation to continue the employment of the additional personnel.

Councilman Scott suggested that the Council consider employing an outside firm to understand the personnel needs of the Town.

Councilman Scott made a motion, seconded by Councilman Barbour, to authorize staff to apply for the Assistance to Firefighters Grant for Staffing for Adequate Fire and Emergency Response Grant. Unanimously approved.

4. Consideration and request for approval to amend the reimbursement agreement with Buffalo Road, LLC

Town Manager Michael Scott explained that during a previous Council meeting, the Council approved a change in plans for the Buffalo Road subdivision. The plan changed the phasing from nine phases to seven. During that discussion, staff advised the Council that the current reimbursement agreement would have to be amended. The major difference is the reimbursement schedule. The reimbursement schedule reimburses the same amount of money for the same amount of property, phased differently. Previously, the Town was reimbursing at a rate of 1 ½ phases a year. Now it would reimburse at a rate of 1 phase per year. Reimbursements are based on certificates of occupancy.

Councilman Barbour made a motion, seconded by Councilman Wood, to approve the amended reimbursement agreement. Unanimously approved.

Councilmembers Comments:

- Councilman Scott expressed his appreciation to Teresa Daughtry for serving on the Planning Board and for her service to the Town.
- Councilman Lee asked for an update on the CDBG Housing Revitalization Grant. Town Manager Michael Scott responded that 90% of the title work was complete and the construction phase will move forward once all contract are executed. Councilman Lee asked for an update on the RV Park. The Town Manager responded staff has received construction drawings, but the developer has not requested any type of permit. Councilman Lee stated that during a march the Town Manager made a comment that resonated with him. The Manager said, it was good to be marching, but what are we going to do. The Smithfield Progressive Men's Club was founded out of Councilman Lee's fraternity and during the pandemic, they have stepped up to serve the community. They have been providing a location for COVID testing and partnered with Rachael Ayers to provide a food pantry. He and his fraternity were trying to be beacons of light in the community and they would continue to serve the community.
- Mayor Moore introduced the Welcome to Smithfield informational guide. Mayor Moore announced the retirement of Fire Chief John Blanton. Mayor Moore commended Chief Blanton for his dedication and professionalism during his 30 years of service to the Town of Smithfield.

Town Manager's Report:

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

- The new fire engine has been delivered to North Carolina and is undergoing final inspections prior to delivery. Delivery should take place as early as Friday, the 5th.

- The SRAC was opened back up to non-members on February 15th. Following this an increase in public use has occurred. Baseball begins this week.
- A public hearing is scheduled for Thursday, March 11th at 6:30. The hearing is required by the Local Government Commission regarding the financing of the police department expansion project. Staff has a meeting scheduled with LGC to approve the financing on April 13th.

Adjourn

Being no further business, Councilman Barbour made a motion, seconded by Councilman Scott to adjourn the meeting. Unanimously approved. The meeting adjourned at approximately 8:44 pm

ATTEST:

M. Andy Moore, Mayor

Shannan L. Parrish, Town Clerk

The Smithfield Town Council met in Special Session on Thursday, March 11, 2021 at 6:30 pm in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:
 John Dunn, Mayor Pro-Tem
 Travis Scott, District 3
 Dr. David Barbour, District 4
 Stephen Rabil, At-Large

Councilmen Absent
 Marlon Lee, District 1
 David Stevens, District 2
 Roger Wood, At-Large

Administrative Staff Present
 Michael Scott, Town Manager
 John Blanton, Fire Chief
 Shannan Parrish, Town Clerk
 Greg Siler, Finance Director

Call to Order

Mayor Moore called the meeting to order at 6:34 pm.

Approval of the Agenda

Prior to approving the agenda, Town Manager Michael Scott requested that an additional business item be added to the agenda: *Fire Department pick-up trucks.*

Councilman Barbour made a motion, seconded by Mayor Pro-Tem, to approve the agenda as amended. Unanimously approved.

Public Hearing

1. Police Department Expansion Financing: In accordance with NCGS 160A-20, the Town of Smithfield must hold a public hearing to receive public comments concerning the financing of the Police Department Expansion Project

Councilman Barbour made a motion, seconded by Mayor Pro-Tem Dunn, to open the public hearing. Unanimously approved.

Finance Director Greg Siler explained he received quotes from three banks for the financing of the Police Department Expansion Project. A Request for Proposals was also sent to First Citizens Bank, but they chose not to participate. Bids received are as follows:

	<u>BB&T</u>	<u>KS Bank</u>	<u>United Community</u>
Rate	2.480%	2.875%	2.13%
		16 year	
Fees	\$5,900	\$0	N/A
Prepayment Penalty	N/A	N/A	N/A
Annual Payment	Declining Payments Starting at	Fixed at	Fixed at
	\$71,438	\$61,520	\$61,380
Interest Paid	\$150,795	\$200,233	\$136,134
Total Repayment including fees	\$941,267	\$984,805	\$920,705

Mr. Siler explained that United Community Bank offered the lowest interest rate at 2.13%. He explained there was a change to the offer since the rate is typically only honored for 45 days. Since it would be 52 days before closing,

United Community Bank charged an additional \$500 to hold the 2.13% interest rate.

Mayor Moore questioned if Mr. Siler tried to negotiate with the bank concerning this fee. Mr. Siler responded he had agreed to those terms since the amount was miniscule. Mayor Moore asked Mr. Siler to try to negotiate this fee with the bank.

Mr. Siler explained that the term of the loan was fifteen years. Should the Town carry the loan for the entire fifteen years, the amount of interest paid would be \$136,634 including the \$500 fee.

Councilman Scott questioned if the interest rates would increase or decrease if the Town chose to only finance half the loan amount. General Fund fund balance could be used for the remainder of the project. Mr. Siler responded he was uncertain if the interest rate would change. Mr. Siler further stated the Town had the option of repaying the total debt off sooner without penalty.

Mr. Siler explained there were two resolution that must be adopted by the Council before it could be submitted to the Local Government Commission (LGC) for approval.

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

Councilman Barbour made a motion, seconded by Councilman Rabil, to close the public hearing. Unanimously approved.

Councilman Barbour made a motion, seconded by Mayor Por-Tem Dunn, to adopt Resolution No. 676 (04-2021). Unanimously approved.

Town of Smithfield
Resolution No. 676 (04-2021)
Approving Financing Terms

WHEREAS: The Town of Smithfield ("Town") has previously determined to undertake a project for the financing a 3500 square foot addition to the police building, (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Town hereby determines to finance the Projects through United Community Bank in accordance with the proposal dated February 19, 2021. The amount financed shall not exceed \$784,572, the annual interest rate (in the absence of default or change in tax status) shall not exceed 2.13%, and the financing term shall not exceed 15 years from closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Projects as contemplated by the proposal and this resolution. The Financing Documents may include a Financing Agreement, Deed of Trust, UCCs, and/or a Project Fund Agreement as United Community Bank may request.
3. The Finance Director is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Director is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Director shall approve, with the Finance Director's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the projects that is to be financed from the proceeds of the United Community Bank financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.
6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Councilman Barbour made a motion, seconded by Mayor Pro-Tem Dunn, to adopt Resolution No. 677 (05-2021). Unanimously approved.

**TOWN OF SMITHFIELD
RESOLUTION NO. 677 (05-2021)**

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR APPROVAL
OF A FINANCING AGREEMENT AUTHORIZED BY NORTH CAROLINA GENERAL
STATUTE 160A-20

WHEREAS, the Town of Smithfield, North Carolina, desires to secure financing for the expansion of the police building in Smithfield to better serve the citizens of Smithfield; and provide much needed office and evidence room space; and

WHEREAS, The Town of Smithfield, North Carolina, desires to finance the Projects by the use of an installment contract authorized under North Carolina General Statute 160A, Article 3, Section 20; and

WHEREAS, findings of fact by this governing body must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Smithfield, North Carolina, meeting in special session on the 11 day of March, 2021, make the following findings of fact:

1. The proposed contract is expedient because the Town is growing due to annexation and new subdivisions; and the police department have outgrown the existing building.
2. The proposed contract is preferable to a bond issue for the same purpose because the cost to expand the police building is less than a million dollars and The Town can service the debt on this project, fund other projects, and keep a healthy fund balance without significantly increasing the tax burden on the residents of the Town. The proposed amount of up to \$784,572 could not be prudently raised with current appropriations, unappropriated fund balance and non-voted bonds that could be raised in a timely manner.

3. The cost of financing under the proposed contract is expected to be less than the costs of issuing general obligation bonds.
4. The sums to fall due under the contract are adequate and not excessive for the proposed purpose. The Town will carefully review proposed financing rates with the help of the LGC and will closely monitor proposed construction costs to ensure sums are not excessive.
5. The Town of Smithfield debt management procedures and polices are good, as verified by the Town's Finance Director and through annual audits. The Town is in compliance with all applicable laws and will continue to manage its debt in such a manner.
6. The maximum increase in taxes necessary to meet the sums to fall due under the proposed contract will be no greater than 0 cents per \$100 valuation and is not deemed to be excessive.
7. The Town of Smithfield, North Carolina, is not in default in any of its debt service obligations.
8. The attorney for the Town of Smithfield has rendered an opinion that the proposed Project is authorized by law and is a purpose for which public funds may be expended pursuant to the Constitution and laws of North Carolina.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Town Manager or Finance Director is hereby authorized to act on behalf of the Town of Smithfield, North Carolina, in filing an application with the North Carolina Local Government Commission for approval of the Project and the proposed financing contract and other actions not inconsistent with this resolution.

This resolution is effective upon its adoption this 11th day of March, 2021.

Councilman Barbour made a motion, seconded by Councilman Rabil, to approve the funding and financing terms from United Community Bank. Unanimously approved.

Business Items

1. Consideration and request for approval to correct the salary of the recently promoted Public Works Street Division Crew Leader

Town Manager Michael Scott explained that at the last Council meeting, the Council approved the promotion of the Public Works Street Division Crew Leader at a 10% increase in salary. Upon further review, staff discovered the 10% increase in salary was less than the minimum starting salary for the crew leader position. Normally, the increase would be up to 10% or up to the minimum starting salary for the position whichever was greater. The Town Manager was requesting the Council allow the employee's salary to be increased to the minimum salary of the crew leader position.

Councilman Barbour made a motion, seconded by Mayor Pro-Tem Dunn, to approve the salary adjustment of the recently promoted Public Works Street Division Crew Leader to that of the minimum salary for the crew leader position. Unanimously approved.

2. Fire Department Pick-up trucks

Town Manager Michael Scott explained that at the last Council meeting, the Council approved the purchase of two pick-up trucks for the Fire Department. These two vehicles were included in the current fiscal year budget for a combined total of \$65,100. He explained staff was having difficulties purchasing the vehicles because they were no longer in production. Staff had found a few that were available at local auto dealerships, but often they were sold before staff could receive purchase approval from the Council. The Town Manager explained he was seeking approval from the Council to allow him to purchase the two pick-up trucks for the Fire Department not to exceed the budgeted amount of \$65,100.

Councilman Barbour made a motion, seconded by Mayor Pro-Tem Dunn, to allow the Town Manager to purchase two pick-up trucks for the Fire Department not to exceed the budgeted amount of \$65,100. Unanimously approved.

Adjourn

Councilman Barbour made a motion, seconded by Mayor Pro-Tem Dunn, to adjourn the meeting. The meeting adjourned at approximately 6:50 pm.

ATTEST:

M. Andy Moore, Mayor

Shannan L. Parrish, Town Clerk

DRAFT



Request for Town Council Action

Consent
Agenda
Item: Application
for
Temporary
Use Permit
Date: 04/06/2021

Subject: Temporary Use Permit
Department: Downtown Smithfield Development Corporation
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow the Downtown Smithfield Development Corporation (DSDC) to hold Third StrEATery every other Friday from May 7th through July 30th .

Financial Impact

N/A

Action Needed

To approve the Temporary Use Permit Application

Recommendation

Staff recommends approval of the temporary use permit application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application



Staff Report

Consent
Agenda
Item: Application
for
Temporary
Use Permit

The Downtown Smithfield Development Corporation (DSDC) would like to hold Third StrEATery in the 100 block of South Third Street every other Friday beginning on May 7th ending July 30th, 2021. The event would begin at 6:00 pm and end at 9:00 pm with amplified sound being used during that same time. Over 100 people are expected to attend. Tables and chairs would be set up in the 100 block of South Third Street to provide additional dining space for the restaurants on Third Street. A musician (or duo) will perform. Everyone will comply with the restrictions for mass gatherings from COVID-19.

The DSDC requests the ability for people to consume wine and beer on the street and sidewalks within the event area, pursuant to section 17-7 of the **Town's code of ordinances**. Sarah Edwards has talked with Chief Keith Powell, Captain Sheppard and Captain Grady as well as ALE Officer Joyner. No special permit from the ABC Commission is required, as arrangements of this type are allowable under the current ABC licenses held by businesses within this block. Attendees will not be allowed to bring in alcohol from outside the event area, and attendees will not be able to consume fortified wine or spirituous liquor in the street. The DSDC will hire two off-duty Smithfield Police officers.

They also request the ability to allow downtown retailers without a storefront in the 100 block of S. Third Street to set up tables and tents to sell their merchandise. Additional activities are requested such as mobile axe throwing, Water Wars and interactive inflatables. Five trash cans have been requested, and the 100 block of S. Third Street has been requested to be closed. Food and goods will be sold by downtown businesses.



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

Completed applications should be submitted to julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

Temporary Use Permit Application

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event DSDC Event
- Over 100 people in attendance *Will comply with Governor's Executive Order
- Live Band or Amplified Sound _____
- Requires closure or blockage of Town Street
- Involves Food Trucks
- Requires Security (potential safety, security concerns)
- Involves structures larger than 200 square feet and canopies larger than 400 square feet
- Involves Town park property
- Involves Fireworks

OTHER TEMP USES

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

Third StrEATery	100 block of S. Third Street
Name of Event	Location of Event/Use (exact street address)

Name Sarah Edwards Address 200 S. Front Street

Phone number (919) 934-0887 Email address sarah@downtownsmithfield.com

Event date 5/7, 5/21, 6/4, 6/18, 7/16, 7/30 Will alcohol be sold or served? Within restaurants, consumption allowed on street/sidewalks

Event start time 6:00pm Event end time 9:00pm

Event set up time 4:30pm Event cleanup time 1 03 0pm

Sound amplification hours 6-9pm Will food or goods be sold? Possibly goods by downtown businesses

Food Trucks if applicable 0 **(requires a valid permit from NC Department of Agriculture, a copy of the vehicle or trailer registration and/or ABC Permit, if applicable)**

Security agency name & phone, if applicable: Town of Smithfield off-duty officers will be hired

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

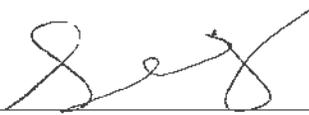
If any town streets require closure, please list all street names. 100 block of S. Third Street

Are event trash cans needed? Yes How many? 5

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

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Sarah Edwards  March 22, 2021
Applicant's Name (print) Signature Date

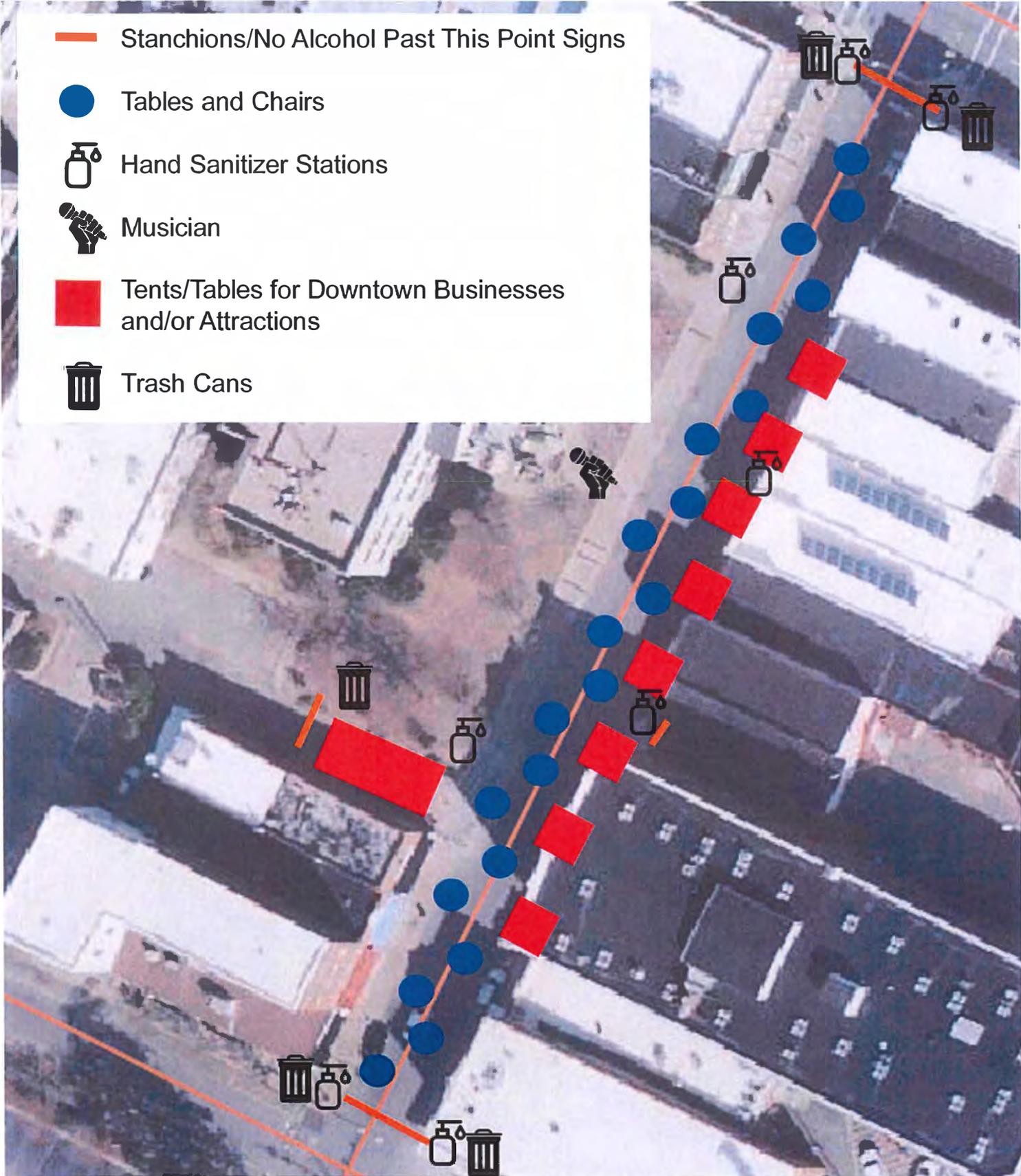
Planning Director signature:  Date: 3/22/21

OWNERS AUTHORIZATION

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

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

Property owners name (print) _____
Address _____ Zip _____
Phone number _____ Email _____
Signature: _____ Date: _____





Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 04/06/2021

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

Issue Statement

The Council is being asked to allow David Auge to hold a neighborhood party on Maplewood Drive, May 1, 2021 between 1:00 pm- 4:00 pm.

Financial Impact

N/A

Action Needed

To approve the Temporary Use Permit Application

Recommendation

Staff recommends approval of the temporary use permit application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Event Flyer



Staff Report

Consent
Agenda
Item: Application
for
Temporary
Use Permit

David Auge of 305 Maplewood Drive would like to hold a neighborhood party to encourage neighbors to get to know one another. This gathering would start at 1:00 pm and end at 4:00 pm. Mr. Auge has requested that Maplewood Drive be closed between 11:00 am- 5:00 pm. After being cooped up in their homes for a year from Covid-19, he would like to bring everyone together. In accordance to executive order 204, the outdoor mass gathering limit **is 100 people and this event wouldn't surpass that limit. Free food and drink will be provided.** There will be tables and chairs available in the street for everyone to sit and talk. There will not be amplified sound. Four event trash cans have been requested.



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 Planning Department
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 350 East Market Street
 Smithfield, NC 27577

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Temporary Use Permit Application

TYPES OF TEMP USE OR EVENT

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

OTHER TEMP USES

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

<u>MEET YOUR NEIGHBOR!</u>	<u>MAPLEWOOD DR</u>
Name of Event	Location of Event/Use (exact street address)

Name DAVID AUGE Address 305 MAPLEWOOD DR

Phone number 919-270-6913 Email address DAVIDAUGE@EARTHLINK.NET

Event date MAY 1ST 2021 Will alcohol be sold or served? NO

Event start time 1300 OR 1 PM Event end time 1600 OR 4 PM

Event set up time 1100 OR 11 AM Event cleanup time 1700 OR 5 PM

Sound amplification hours NONE Will food or goods be sold? NOT SOLD BUT PROVIDED FOR FREE

Food Trucks if applicable _____ (requires a valid permit from NC Department of Agriculture, a copy of the vehicle or trailer registration and/or ABC Permit, if applicable)

Security agency name & phone, if applicable: NA

Will any town property be used (i.e., streets, parks, greenways)? MAPLEWOOD DRINK

If any town streets require closure, please list all street names. MAPLEWOOD DRINK

Are event trash cans needed? YES How many? 4

Method of Payment: Cash _____ Check# _____ Credit Card _____ Amount \$ 100.00

OWNER'S CONSENT FORM

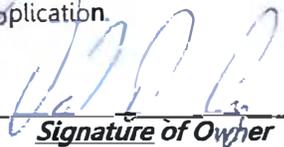
Name of Event: GET TO KNOW YOUR NEIGHBOR!

Submittal Date: MARCH 24, 2021

OWNERS AUTHORIZATION

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

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


Signature of Owner

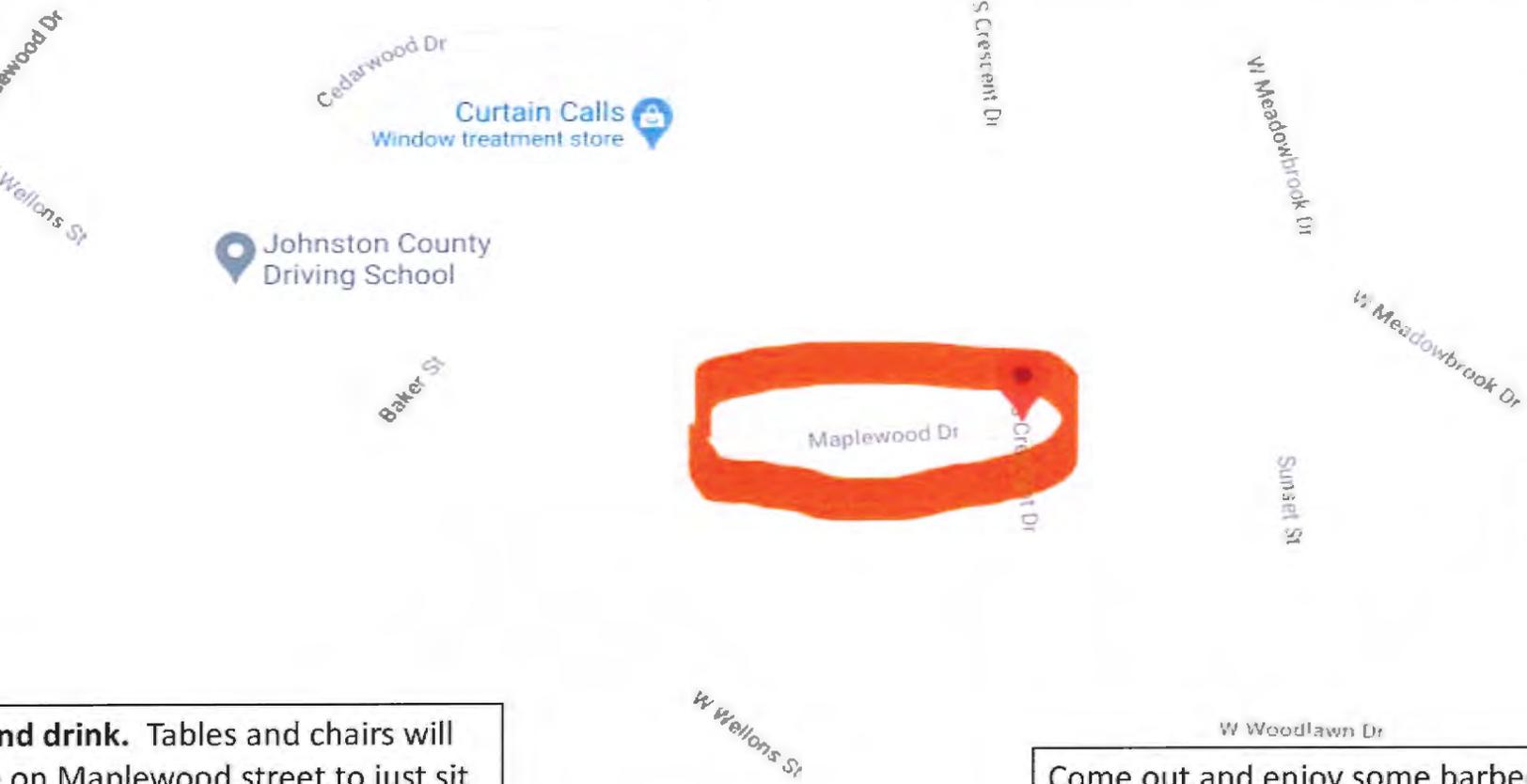
DAVID AUBE
Print Name

3-24-21
Date

Know your Neighbors Party!

1-4 PM on
Street

We've been cooped up in our homes over a year. It's time to find out the names and interests of your neighbors!



and drink. Tables and chairs will be on Maplewood street to just sit

Come out and enjoy some barbeque to know one another again!



Request for Town Council Action

**Consent
Agenda
Item:** **Application
for
Temporary
Use Permit**
Date: 04/06/2021

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

Issue Statement

The Council is being asked to allow Alice Wells to use amplified sound at Smithfield Community Park inside the large shelter on May 16, 2021 from 2:00 pm to 4:00 pm to hold a community outreach church service

Financial Impact

N/A

Action Needed

To approve the Temporary Use Permit Application

Recommendation

Staff recommends approval of the temporary use permit application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application



Staff Report

**Consent
Agenda
Item:** **Application
for
Temporary
Use Permit**

Alice Wells is requesting to hold an Outreach Church Service at Smithfield Community Park located at 600 Durwood Stephenson Parkway. The service would be on May 16, 2021 from 2:00 pm until 4:00 pm. In accordance to executive order 204, the outdoor mass gathering limit is 100 people and this service will not surpass that limit. Amplified sound will be used for two hours, beginning at 2:00 pm and ending at 4:00 pm. No trash cans have been requested and no police presence will be necessary.



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

Completed applications should be submitted to julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

Temporary Use Permit Application

TYPES OF TEMP USE OR EVENT

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

OTHER TEMP USES

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

<u>Outreach Church Service outside</u> Name of Event	<u>600 Durwood Stephenson Parkway</u> Location of Event/Use (exact street address)
---	---

Name Alice Wells Address 506 E. Lee Street

Phone number 919-464-5693 Email address alicewells56@yahoo.com

Event date May 16-2021- Will alcohol be sold or served? NO

Event start time 2 pm Event end time 4 pm

Event set up time 1:30 Event cleanup time 3:30 pm

Sound amplification hours 2 hrs Will food or goods be sold? NO

Food Trucks if applicable NO (requires a valid permit from NC Department of Agriculture, a copy of the vehicle or trailer registration and/or ABC Permit, if applicable)

Security agency name & phone, if applicable: _____

Will any town property be used (i.e., streets, parks, greenways)? Community Park Shelter (Large)

If any town streets require closure, please list all street names. none

Are event trash cans needed? NO How many? _____

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

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Alice Wells Alice Wells 3-12-21
Applicant's Name (print) Signature Date

Planning Director signature: Stephen Wern Date: 3/25/21

OWNERS AUTHORIZATION

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

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

Property owners name (print) _____

Address _____ *Zip* _____

Phone number _____ *Email* _____

Signature: _____ *Date:* _____

OWNER'S CONSENT FORM

Name of Event: Outreach Church Service Submittal Date: 3.25.2021

OWNERS AUTHORIZATION

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

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

Signature of Owner

Print Name

Date



Request for Town Council Action

Consent
Agenda
Item: Rotary Shelter
Improvements
Date: 04/06/2021

Subject: Rotary Shelter Improvements
Department: Parks and Recreation
Presented by: Parks and Recreation Director - Gary Johnson
Presentation: Consent Agenda

Issue Statement

The Parks and Recreation Department is seeking approval for Southern Tide Homes to make improvements / renovations to the Rotary Shelter at Smithfield Community Park.

Financial Impact

Approved Budgeted Amount for FY 2019-2020: \$ 25,000.00

Amount of Purchase/Bid/ Contract: \$ 22,750.00

Action Needed

Approval for Southern Tide Homes to make improvements / renovations to the Rotary Shelter at Smithfield Community Park.

Recommendation

Approval for Southern Tide Homes to make improvements / renovations to the Rotary Shelter at Smithfield Community Park.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Request for Proposal
3. Southern Tide Homes
4. JLP Carpentry
5. Blueprint Construction Quote



STAFF REPORT

Consent
Agenda
Item: Rotary Shelter
Date: Improvements
04/06/2021

The Parks and Recreation Department requested and was allocated funding in the FY 20/21 Budget (line item 10.60.6200.5700.7400) funds for improvements / renovations to the Rotary Shelter located at the entrance of Smithfield Community Park. Repairs include replacing the shingled roof(s) with ribbed metal. \$ 25,000.00 was allocated for this project.

The Parks and Recreation Department sent out a RFP and received 3 proposals for the project.

Quotes were received from:

Southern Tide Homes	\$ 22,750.00
JLP Carpentry	\$ 23,000.00
Blueprint Construction	\$ 29,000.00

The Parks and Recreation Department is recommending and seeking approval for Southern Tide Homes to complete the improvements to the Rotary Shelter at Smithfield Community Park.



Request for Proposal

SMITHFIELD COMMUNITY PARK ROTARY SHELTER ROOF REPLACEMENT AND REPAIRS

Request for Proposal

The Town of Smithfield Parks and Recreation Department is seeking a contractor to complete the roofing replacement and carpentry work for the Rotary Shelter at Smithfield Community Park.

Location

600 M. Durwood Stephenson Pkwy, Smithfield, NC 27577

Deadline for Proposals

Monday March 8, 2021—5:00 pm

Anticipated Award Date

April 6, 2021

Work to be completed by

June 30, 2021

Scope of Work

Work includes the Rotary Picnic Shelter and adjoining restroom building.

Remove existing asphalt shingles

Remove and replace damaged felt paper

Replace sheathing / roof boards as needed

Install ribbed metal roof (to match tan color throughout the park)

Replace damage fascia boards

Direct Questions to

Gary Johnson, Director of Parks and Recreation

919 934-2148

gary.johnson@smithfield-nc.com

Submit Proposals to

Rotary Shelter Roof Replacement

C/C Gary Johnson, Director of Parks and Recreation

Smithfield Parks and Recreation

600 M. Durwood Stephenson Pkwy.

P.O. Box 2344

Smithfield, NC 27577

or electronically to

gary.johnson@smithfield-nc.com

(please use **Rotary Shelter Roof Replacement Proposal** in the subject line)



11917 NC Hwy 210
Benson, NC 27504
(919) 369-7804

clay@southerntidehomes.net

License #81327

Name: Town of Smithfield

Date: March 26, 2021

Address: Rotary Shelter and Restroom

Scope of Work:

- Remove asphalt shingles and felt paper
- Install new synthetic underlayment and 5-V metal roof system

Total Price:
\$22,750.00

Thank You,
Clayton Roberts

JLP CARPENTRY

QUOTE

DATE March 5, 2021

549 TETTERSVILLE RD.
FOUR OAKS, NC 27524
919-669-4139

Bill To:

SMITHFIELD PARKS & REC
ATTN: GARY JOHNSON
PO BOX 2344
SMITHFIELD, NC 27577

Description	AMOUNT
REPAIRS TO SMITHFIELD TCOMMUNITY PARK ROTARY SHELTER AND RESTROOMS * Remove existing asphalt shingles * Remove and replace existing felt paper * Repair / Replace roof sheathing as needed * Install ribbed metal roof - tan in color to match other shelters in the park * Replace fascia as needed	\$ 23,000.00
TOTAL	\$ 23,000.00

THANK YOU FOR YOUR BUSINESS!



3800 Centurion Dr., Suite 109
GARNER, NC 27529

Date: 2/9/2021

PROPOSAL

CLIENT: Smithfield Parks & Rec., Gary Johnson

PHONE: 919.934.1408

EMAIL: gary.johnson@smithfield-nc.com

PROJECT ADDRESS: Community Park, Smithfield, NC

PROJECT #: 21-131

Prepared by Robbie S. Liles

Phone: 919.210.1589

DESCRIPTION OF WORK: Includes Rotary picnic shelter & adjoining restroom building

- Remove existing asphalt shingle roofing.
- Replace damaged existing felt paper.
- Replace sheathing/roof boards as needed.
- Replace damaged fascia boards.
- Install ribbed metal roof. Tan in color (to match as close as possible Tan color throughout park)

Material, labor & debris removal included.

TOTAL PROJECT PROPOSAL: \$29,000.00 (Twenty nine thousand dollars and no/100 cents)

Terms & Conditions

Proposal is based upon a visual inspection from either a site visit or pictures provided by Client or Client's representative.

Any hidden damage that may not be noticed from a visual inspection is not included.

Client Signature:

Date:

Thank you,
Robbie S. Liles



Request for Town Council Action

Consent
Agenda
Item: Talton Shelter
Improvements
Date: 04/06/2021

Subject: Talton Shelter Improvements
Department: Parks and Recreation
Presented by: Parks and Recreation Director - Gary Johnson
Presentation: Consent Agenda

Issue Statement

The Parks and Recreation Department is seeking approval for JLP Carpentry to make improvements / renovations to the shelter at Talton Soccer Field.

Financial Impact

Approved Budgeted Amount for FY 2019-2020: \$ 11,500.00

Amount of Purchase/Bid/ Contract: \$ 9,500.00

Action Needed

Approval for JLP Carpentry to make improvements / renovations to the shelter at Talton Field.

Recommendation

Approval for JLP Carpentry to make improvements / renovations to the shelter at Talton Field.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Request for Proposal
3. JLP Carpentry Quote
4. Southern Tide Homes Quote
5. Blueprint Construction Quote



STAFF REPORT

Consent
Agenda
Item: Talton Shelter
Date: Improvements
4/6/2021

The Parks and Recreation Department requested and was allocated funding in the FY 20/21 Budget (line item 10.60.6200.5700.7400) funds for improvements / renovations to the picnic shelter located on the southwest corner of Talton Field Park to bring it up to standard with the other shelters in the parks system. \$ 11,500 was allocated for this project.

The Parks and Recreation Department sent out a RFP and received 3 proposals for the project.

Quotes were received from:

JLP Carpentry	\$ 9,500.00
Southern Tide Homes	\$ 9,500.00
Blueprint Construction	\$ 14,000.00

The Parks and Recreation Department is recommending and seeking approval for JLP Carpentry to complete the improvements to the Talton Park Shelter. Although Southern Tide Homes **provided the same bid amount for this project, JLP Carpentry's Proposal** included the addition of a plywood ceiling to shelter to protect and hide the exposed rafters of the shelter.



Request for Proposal

TALTON PARK SHELTER REPAIRS

Request for Proposal

The Town of Smithfield Parks and Recreation Department is seeking a contractor to complete the renovations and repairs to the picnic shelter at Talton Soccer Park.

Location

Deadline for Proposals

Monday, March 8, 2021—5:00 pm

Anticipated Award of Contract

April 6, 2021

Work Completion Date

June 30, 2021

Scope of Work

- Remove existing asphalt shingles
- Remove and replace existing felt paper
- Repair roof sheathing
- Make repairs to rafters as needed to maintain structural integrity
- Install ribbed metal roof—green in color to match roof on restroom facility
- Replace fascia as needed and wrap all fascia with vinyl
- Paint exposed wood / posts

Direct Questions to

Gary Johnson, Director of Parks and Recreation
919 934-2148
gary.johnson@smithfield-nc.com
600 M. Durwood Stephenson Pkwy.
Smithfield, NC 27577

Submit Proposals to

Talton Park Shelter Repairs

C/C Gary Johnson, Director of Parks and Recreation

Smithfield Parks and Recreation

600 M. Durwood Stephenson Pkwy.

P.O. Box 2344

Smithfield, NC 27577

or electronically to

gary.johnson@smithfield-nc.com

(please use **Talton Park Shelter Repairs Proposal** in the subject line)

JLP CARPENTRY

QUOTE

549 TETTERSVILLE RD.
FOUR OAKS, NC 27524
919-669-4139

DATE March 5, 2021

Bill To:

SMITHFIELD PARKS & REC
ATTN: GARY JOHNSON
PO BOX 2344
SMITHFIELD, NC 27577

Description	AMOUNT
REPAIRS TO SMITHFIELD TALTON FIELD SHELTER * Remove existing asphalt shingles * Remove and replace existing felt paper * Repair roof sheathing as needed * Make repairs to rafters as needed * Install plywood ceiling under shelter * Install ribbed metal roof - green in color to match restroom facility * Replace fascia as needed and wrap in vinyl * Paint exposed wood and posts	\$ 9,500.00
TOTAL	\$ 9,500.00

THANK YOU FOR YOUR BUSINESS!



11917 NC Hwy 210
Benson, NC 27504
(919) 369-7804

clay@southerntidehomes.net
License #81327

Name: Town of Smithfield

Date: March 26, 2021

Address: Talton Park Shelter

Scope of Work:

- Remove asphalt shingles and felt paper
- Install new synthetic underlayment and 5-V metal roof system
- Install trim metal on fascia and rake
- Paint all post, siding on gable ends, ceiling and all trusses

Total Price:
\$9,500.00

Thank You,
Clayton Roberts



3800 Centurion Dr., Suite 109
GARNER, NC 27529

Date: 2/9/2021

PROPOSAL

CLIENT: Smithfield Parks & Rec., Gary Johnson

PHONE: 919.934.1408

EMAIL: gary.johnson@smithfield-nc.com

PROJECT ADDRESS: Talton Park, Smithfield, NC

PROJECT #: 21-132

Prepared by Robbie S. Liles

Phone: 919.210.1589

DESCRIPTION OF WORK

- Remove existing asphalt shingle roofing.
- Replace damaged existing felt paper.
- Repair approximately 6 pcs of plywood sheathing.
- Install ribbed metal roof. Green in color (to match as near as possible roof on restroom facility).
- Repair & wrap existing fascia with vinyl coil.
- Paint exposed wood posts.

Material, labor & debris removal included.

TOTAL PROJECT PROPOSAL: \$14,400.00 (Fourteen thousand four hundred dollars and no/100 cents)

Terms & Conditions

Proposal is based upon a visual inspection from either a site visit or pictures provided by Client or Client's representative.

Any hidden damage that may not be noticed from a visual inspection is not included.

Client Signature:

Date:

Thank you,

Robbie S. Liles



Request for Town Council Action

Consent
Agenda
Item:
Date: 04/06/2021
Budget
Amendments

Subject: Various Budget Amendments
Department: Finance Department
Presented by: Finance Director - Greg Siler
Presentation: Consent Agenda

Issue Statement - Budget amendments for Fire Department Exhaust System, Water Plant Expansion and Street Lights Upgrade.

Financial Impact – See Impact and description under each amendment

Action Needed – Approve as presented

Recommendation – Approve Amendments

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Budget Amendments



Staff Report

Consent
Agenda
Item: Budget
Amendments

Attached are budget amendments for the current FY 2021 budget. Council has previously authorized these changes, with the exception of those where outside funds were received from various sources. All explanation and amendments are attached in a separate report.

BUDGET AMMENDMENTS
Apr-21

GENERAL FUND

1. Revenue

10-20-3300-3307-0000 Grant - FEMA AFG

<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
\$ _____ -	\$ 28,398	\$ 28,398

Expenditures

10-00-9990-5300-0000 General Fund Contingency

10-20-5300-5700-7400 Fire - Capital Outlay

\$ 291,213	\$ (1,495)	\$ 289,718
<u>196,100</u>	<u>29,893</u>	<u>225,993</u>
<u>\$ 487,313</u>	<u>\$ 28,398</u>	<u>\$ 515,711</u>

To establish and fund the Fire Department Exhaust Removal System with FEMA Assistance to Firefighters Grant (AFG) proceeds and contingency funds as approved at the Feb. 02, 2021 Council Meeting

WATER/SEWER FUND

2. Expenditures

30-76-7200-5970-9101 Water - Transfer to W/S Cap. Proj. Fund

30-76-7200-5970-9102 Water - Transfer to Water Plant CPF

\$ 350,000	\$ (200,000)	\$ 150,000
<u>-</u>	<u>200,000</u>	<u>200,000</u>
<u>\$ 350,000</u>	<u>\$ -</u>	<u>\$ 350,000</u>

To repurpose funds originally budgeted for Water Plant Improvements in the W/S Capital Project Fund (Fund 45) to the Water Plant Capital Project Fund (Fund 43)

Note: Only \$200K of the budgeted \$350k in FY21 was repurposed as \$150K was transferred at initial setup of the Water Plant Capital Project Fund

3. Revenue

30-71-3900-3900-0000 - Fund Balance Appropriations

<u>\$ 231,812</u>	<u>\$ 1,948,500</u>	<u>\$ 2,180,312</u>
-------------------	---------------------	---------------------

Expenditures

30-76-7200-5970-9102 Water - Transfer to Water Plant CPF

<u>\$ 200,000</u>	<u>\$ 1,948,500</u>	<u>\$ 2,148,500</u>
-------------------	---------------------	---------------------

To adjust water plant expansion project budget to agree with Dec. 1, 2020 presentation to council

ELECTRIC FUND

4. Revenue

31-72-3550-3520-0000 Electric - Misc.

<u>\$ 4,000</u>	<u>\$ 6,756</u>	<u>\$ 10,756</u>
-----------------	-----------------	------------------

Expenditures

31-72-7230-5700-7401 Electric - East River Electric Infrastructure

<u>\$ 130,000</u>	<u>\$ 6,756</u>	<u>\$ 136,756</u>
-------------------	-----------------	-------------------

To fund East River Subdivision Street Lights Upgrade - funded by developer

5. Revenue

31-72-3550-3520-0000 Electric - Misc. \$ 10,756 \$ 13,400 \$ 24,156

Expenditures

31-72-7230-5300-3300 Electric - Supplies/Operations \$ 218,862 \$ 13,400 \$ 232,262

To fund Johnson Court Apartments Lighting Upgrade to LED - funded by developer

WATER/SEWER CAPITAL PROJECT FUND

6. Revenue

45-75-3870-3870-0307 Transfer From W/S Fund \$ 350,000 \$ (350,000) \$ -

Expenditures

45-71-7200-5700-7410 Water Plant Improvements \$ 350,000 \$ (350,000) \$ -

To repurpose funds originally budgeted for Water Plant Improvements in the W/S Capital Project Fund (Fund 45) to the Water Plant Capital Project Fund (Fund 43)

Approved by the Smithfield Town Council this the 6th day of April, 2021

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk



Request for Town Council Action

Consent
Agenda
Item: Surplus
Property
Date: 04/06/2021

Subject: Surplus Property
Department: Various
Presented by: Various Department Heads
Presentation: Consent Agenda Item

Issue Statement

Various Town Department are requesting to have vehicles and equipment declared as surplus property. The vehicles and equipment can be auctioned on Govdeals.com, thus **removing them from the Town's inventory.**

Financial Impact

None

Action Needed

Approval of Resolution No. 678 (06-2021) Authorizing the sale of certain personal property at public auction.

Recommendation

Staff recommends the items listed on the resolution be declared surplus property and allow them to be auctioned on GovDeals.com

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Resolution No. 678 (06-2021)



Staff Report

Consent
Agenda
Item

Surplus
Property

Staff is requesting the following items be declared surplus property thus allowing them to be sold at the online Public Auction site, GovDeals.com.

Dept.	Vin/Ser.#	Description
Finance	S/N 768491	Data General LDM 900 Printer
Fire	4Z3AAAA871RJ30595	2001 American LaFrance American Eagle Fire Engine
Fire	4Z3AAAA853RK88596	2003 American LaFrance American Eagle ALS Pumper Truck
Public Utilities		Con Ex Storage Silo
Public Utilities		Con Ex Storage Silo

TOWN OF SMITHFIELD RESOLUTION NO. 678 (06-2021)
 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:

Dept.	Vin/Ser.#	Description
Finance	S/N 768491	Data General LDM 900 Printer
Fire	4Z3AAAA871RJ30595	2001 American LaFrance American Eagle Fire Engine
Fire	4Z3AAAA853RK88596	2003 American LaFrance American Eagle ALS Pumper Truck
Public Utilities		Con Ex Storage Silo
Public Utilities		Con Ex Storage Silo

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 April 19, 2021.
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. 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
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.

Adopted this the 6th day of April 2021

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk



Request for Town Council Action

Consent
Agenda
Item
Date: 04/06/2021
DSDC Board
Appointments

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

Department: General Government

Presented by: Town Clerk – Shannan Parrish

Presentation: Consent Agenda

Issue Statement

The DSDC is requesting the Town Council appoint Julia Narron to its Board of Directors

Financial Impact

There will be no impact to the budget.

Action Needed

Council approval of the appointment

Recommendation

Staff recommends approval of this appointment

Approved: Town Manager Town Attorney (not required)

Attachments:

1. Staff Report
2. Letter from DSDC Executive Director Sarah Edwards
3. Application – Julia Narron



Staff Report

Consent DSDC Board
Agenda: Appointment

The Downtown Smithfield Development Corporation's Board of Directors is recommending the appointment of Julia Narron to serve on the DSDC Board of Directors.

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



March 22, 2021

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

Re: DSDC Board Appointments

Dear Mrs. Parrish and the Smithfield Town Council,

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

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

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

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Edwards", with a long, sweeping flourish extending to the right.

Sarah Edwards
Executive Director



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

Name Julia W. Narron

Business retired

Business Address _____

Email jnarron3@gmail.com Cell Phone 919.631.5470

Business Phone / Home Phone /

Home Address 105 Bridge St. Smithfield, N.C.

Brief Biography

Born in Richmond, Virginia

Married James Narron

Specific Qualifications for DSDC Board of Directors

Retired Banker

Owner of Downtown Real Estate

Committee (indicate which committee best suits your interests):

Promotions

Marketing Downtown Smithfield through events and advertising to attract customers, potential investors, new businesses, residents, and visitors.

Design & Physical Improvement

Enhancing Downtown Smithfield's physical appearance through building rehabilitation, compatible new construction, public improvements, and design management systems.

Economic Development

Strengthening Downtown Smithfield's economic base and creating new opportunities through careful analysis and appropriate mixed-use development.

List three results you would like to see the DSDC accomplish

1. Promote Downtown Retail Businesses
2. Remodel Neuse Little Theater
3. Remodel Town Commons

Membership in other organizations

Organization	Dates	Activities/Leadership
Appearance Commission		

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



Request for Town Council Action

Consent Advisory
Agenda Board
Item: Appointment

Date: 04/06/2021

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

Issue Statement

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

Financial Impact

N/A

Action Needed

The Town Council is asked to consider and approve the appointment of Tim Depp to a first term on the Appearance Commission

Recommendation

Staff recommends approval of this appointment

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Tim Depp – Board Application



Staff Report

Consent Advisory
Agenda Board
Item Appointment

Board Reappointments

Tim Depp has submitted an application for consideration to be appointed to a first term on the Appearance Commission.

Current Board vacancies are as follows:

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



Town of Smithfield
Board, Commission, or Committee
Application

Name: Depp Tim C
(Last) (First) (MI)

Home Address: 1205 Baker Street Smithfield, NC 27577

Business Name & Address: Grounds One Landscape Contractors 1528 Mechanical Blvd. Gamer, NC 27529

Telephone Numbers: 919-255-8947 Same tim@groundsonenc.com
(Home) (Mobile) (Email)

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

Form with checkboxes for various boards: 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: Licensed North Carolina Landscape Contractor (#2180 & CL-0749)
Landscape Care, Landscape Installation, Landscape Design
Continuing my education when it comes to plants, turf types and landscape design

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

Recent Job Experiences: Owner/President - Grounds One Landscape Contractors (7 Years)
Previously held management positions in landscape management companies in the Triangle Area of NC
Prior to 2009 - General Contractor/home builder

Civic or Service Organization Experience: N/A

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

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

Why are you interested in serving on this Board/Commission/Committee? I believe my experience as a builder as well as a landscape contractor aligns well with the appearance commission. We love living in Smithfield and I would like to have some input in the beautification of the town as it continues to grow.

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: TIM DEPP

Signature:  _____ Date: 03/22/21

Return completed for to:

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

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



Staff Report

Consent
Agenda
Item: New Hire / Vacancy Report

Background

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

In addition, please find the following current vacancies:

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Assistant Finance Director	Finance	10-10-4200-5100-0200
Camp Counselors (Part-time)	P&R – Recreation	10-60-6200-5100-0210
Firefighter I	Fire	10-20-5300-5100-0200
Fire Inspector (Part-time)	Fire	10-20-5300-5100-0210
Public Works Director	Public Works	10-60-5500-5100-0200
Police Officer I (3 positions)	Police	10-20-5100-5100-0200
Sanitation Equipment Operator	Public Works	10-40-5800-5100-0200
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200

Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 2020-2021 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Police Officer II	Police	10-20-5100-5100-0200	\$19.52/hr. (\$43,646.72/yr.)
P/T SYCC Staff	P&R – SYCC	10-60-6240-5100-0210	\$9.00/hr.

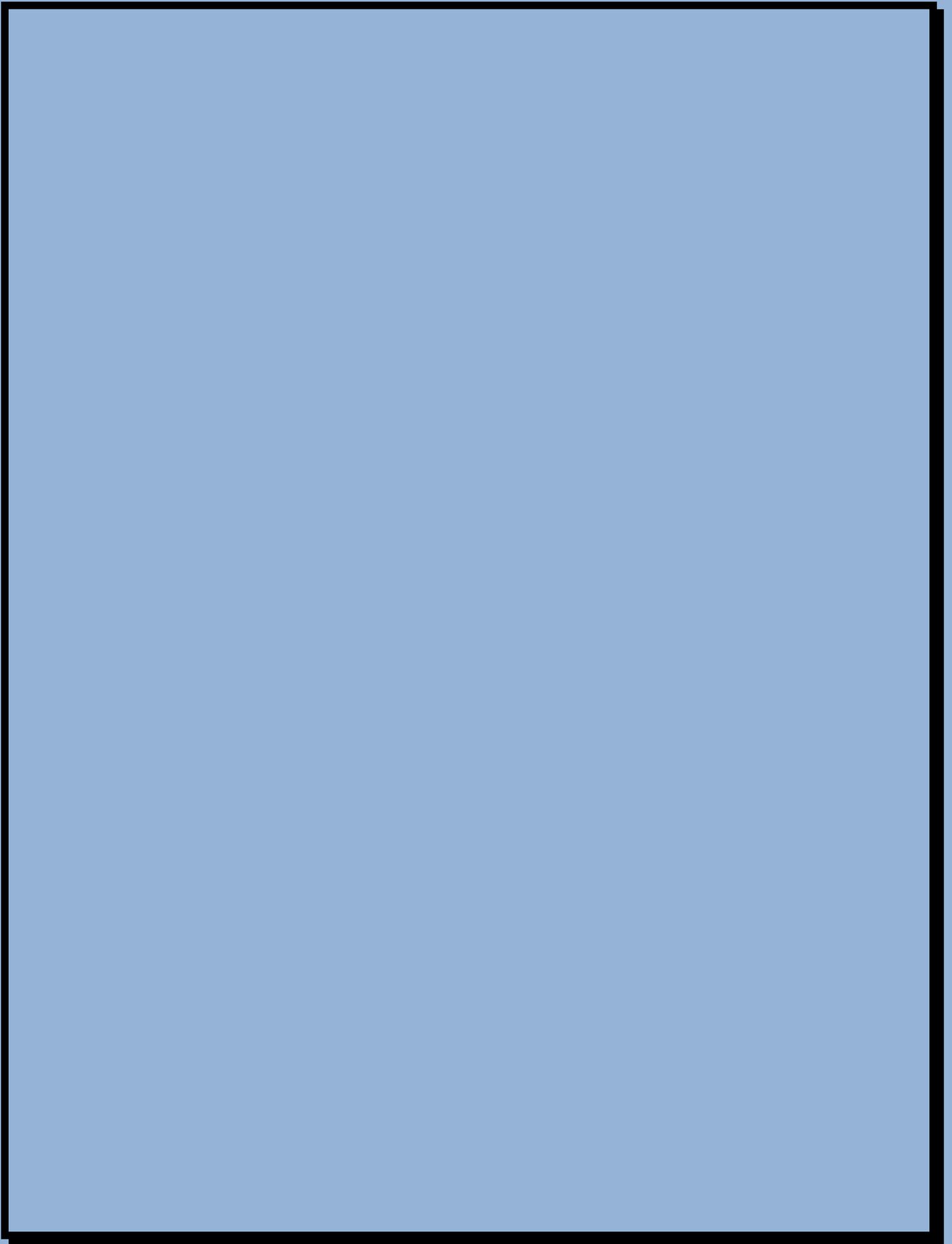
Additional Notes – COVID-19:

While we have experienced a few positive COVID tests with town staff, we have overall been very fortunate. Employees have been diligent with proper hygiene and adherence to safety guidelines and protocols. In addition, department heads are exercising an abundance of caution and providing proper time off for testing and quarantining to ensure the best of safety for employees and the public we serve.

To this date, we have had no need for employees to request donations of sick leave from other employees. However, administration will be quick to act should the need arise.

Important Note: Emergency Paid Sick Leave (ePSL) benefits terminated on 12/31/2020.

Business Items





Request for Town Council Action

Business Contract
Item: for
Date: Services
04/06/2021

Subject: Wayfinding Phase III Contract
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Business Item

Issue Statement

To approve the phase III contract for services with ACSM to provide fabrication and installation of Wayfinding Signs **and approval to pay for the project using the Town's 2% Tourism funds.**

Financial Impact

The project will be paid for by using \$81,340 **of the Town's 2% Tourism funds** collected by Johnston County Visitors Bureau.

Action Needed

To make a decision whether to approve or deny the phase III wayfinding sign **fabrication and installation contract and the use of the Town's 2% Tourism funds** to pay for the contract.

Recommendation

Staff, the DSDC and Johnston County Tourism Bureau recommends approval of the contract and the use of the 2% Tourism funds to pay for the contract.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. ACSM Phase III Contract
3. Wayfinding Sign System Sign Types



Staff Report

Contract
Agenda for
Item: Services

WAYFINDING SIGN PROJECTS:

The Town has worked with ASCM to fabricate and install Phase I and Phase II wayfinding. The first phase was paid for in part by a USDA grant. The remainder of the project has been paid for by the **Downtown Smithfield Development Corporation (DSDC) and with the town's 2% tourism funds.** Phases I and II included:

Phase I Wayfinding:

The Town Council approved a \$182,270 contract to have ASCM fabricate and install the phase I consisting of:

- (2) G1 Monumental Gateway signs
- (2) G4 Downtown Post and Panel Gateway signs
- (6) T-2 Small Trailblazer signs
- (30) T-1 Large Trailblazer signs

Cost \$203,631 (\$99,631 USDA grant, \$ 75,000 (2% Tax) and \$29,375 (DSDC).

Phase II Wayfinding:

The Town Council approved a \$67,780 contract to have ASCM fabricate and install phase II consisting of:

- (2) G1 Monumental Gateway signs
- (10) T-1 Large Trailblazer signs
- (4) P Parking Signs for downtown

Cost \$67,780 (\$58,919 of 2% Tax) and use of remaining phase I funds.

PHASE III WAYFINDING PROJECT:

The phase III wayfinding project **is to be paid for using the Town's 2% tourism funds and will** consists of the following signs:

Revised Project - Pricing for Phase 3 Wayfinding Signs

Quantity	Item	item cost	Total
1	Existing Gateway Sign Refurb to Mimic G1s	\$11,365.00	\$11,365.00

3	G2 Post & Panel Gateway to follow Frazier & Assoc. Design (with footers & breakaway bolts)	\$8,645.00	\$25,935.00
7	Lg 2-sided Parking Kiosk on 2 posts (with footers & breakaway bolts)	\$5,725.00	\$40,075.00
1	P - Parking sign (by Wells Fargo and United Community Bank on Second St)	\$465.00	\$465.00
1	Designs and planning for new Kiosks	\$3,500.00	\$3,500.00

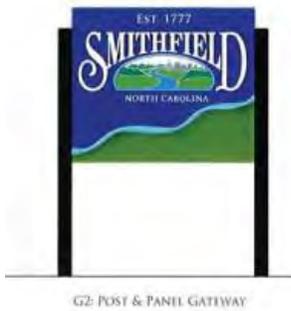
Project Total

\$81,340.00



1-Existing Gateway Sign Refurbishment.

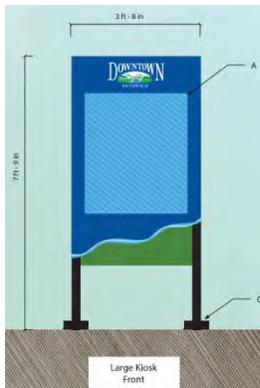
On Outlet Center Drive near the Selma border is an older style brick wayfinding sign. The town was unsuccessful at getting permission to replace that sign with a new one. The options for the town was to replace the sign with a post and panel design in the public-right-of-way or to keep the old sign. This proposal keeps the old sign but renovates it to more closely match the new wayfinding signs with river stone and the new town graphics.



3-G2 Post & Panel Gateway Signs.

This project will add G2 Post and Panel Sign in the public right-of-way:

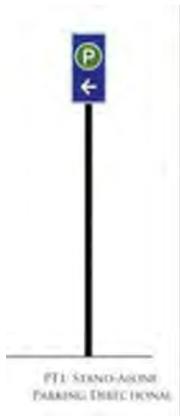
- **Adjacent to the Wellon's property and County Pump Station on Buffalo Road.**
- In front of Brightleaf Tire and Auto at 1335 North Brightleaf Boulevard.
- On Brogden Road between the MLK Drive and 825 Brogden Road.



7-Large 2-Sided Parking Kiosk on 2 Posts.

This project will add a large 2-sided parking kiosk on 2 posts at the following parking locations in the downtown:

- **2 at Town's Library** parking Lot (4th St. and 3rd St. entrances)
- 1 at Fire Station parking lot (4th St)
- **1 at Johnston County's parking lot (Johnston Street)**
- 1 at Presbyterian and Baptist Church parking lots.
- **1 at the Town's parking lot** by Wells Fargo Bank & Simple Twist
- 1 at the County parking lot at 2nd and Johnston St.



1-Parking sign.

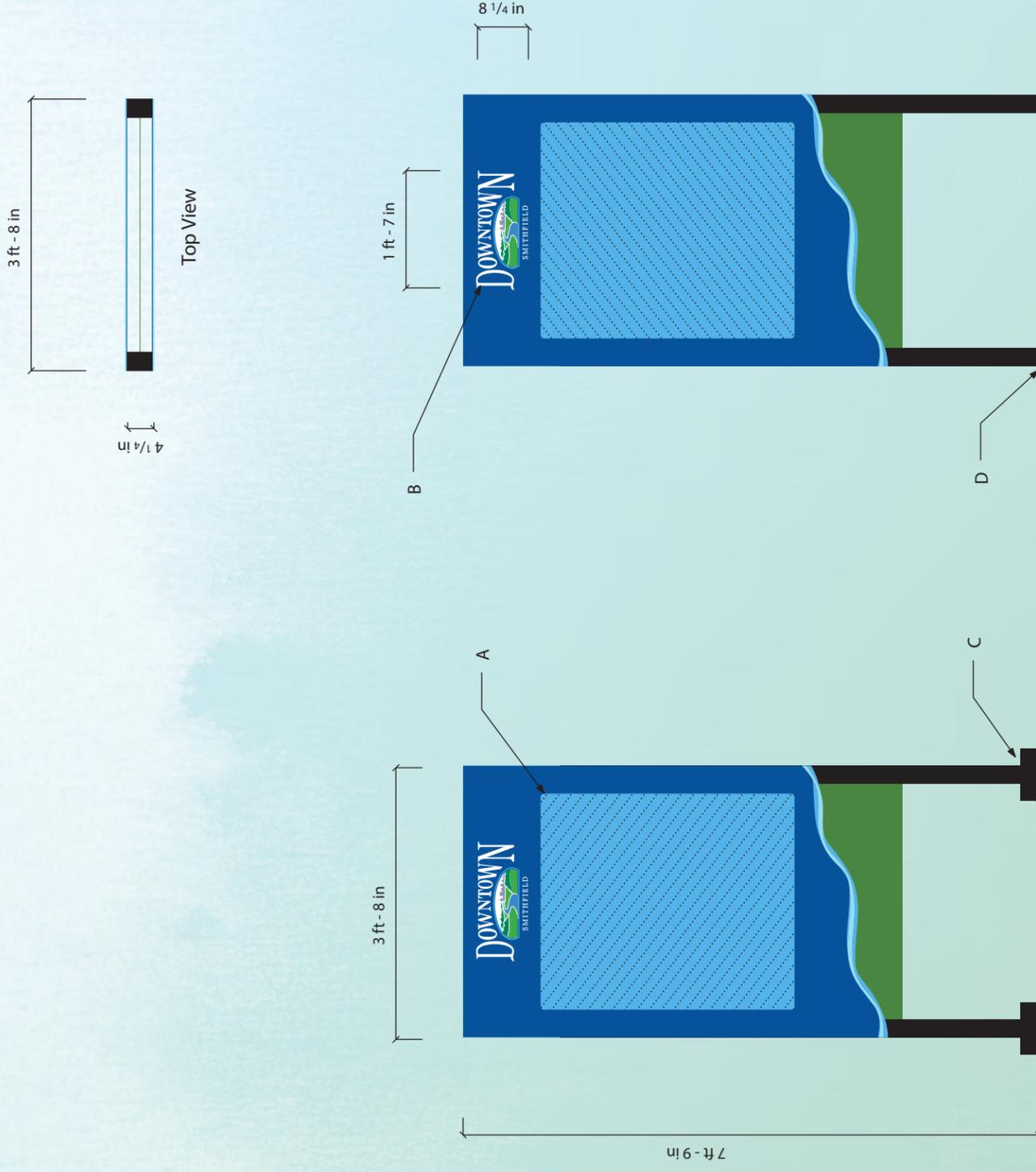
This project will add a **single "P"** parking sign on 2nd Street for the town parking lot by Wells Fargo and United Community Bank in the downtown. The parking lot is located behind the businesses and the parking kiosk will not be on the street frontage for this parking lot.

RECOMMENDATION:

Town Staff, the DSDC and Johnston County Tourism Bureau recommends approval of the use of the 2% Tourism funds to pay for phase 3 wayfinding and the wayfinding sign fabrication and installation contract with ACSM.

RECOMMENDED MOTIONS:

1. **"Move to approve the use of \$81,340 of the Town's 2% tourism funds for the phase III wayfinding project."**
2. **"Move to approve the contract for services with ACSM to fabricate and install wayfinding signs in the amount of \$ \$81,340."**



Large Kiosk Front

Large Kiosk Back

NOTES:

- A. Placeholder space for Large Kiosks informational artwork. 35" x 41"
- B. Downtown Smithfield Logo
- C. Possible Install Method:
Decorative covers hide baseplates with breakaway bolts mounted to concrete footers.
- D. Possible Install Method:
Posts direct buried into concrete footers

Scale: 1/2" = 1'

Client Name: TOWN OF SMITHFIELD

Project Name: KIOSKS

Project Number: SMI-001-01-KSK

Drawn By	Checked By	Date Created	Sheet Title
J.NODZAK	----	10-13-20	...
Revision Dates			
03-17-2021			Sheet Number
MM-DD-2020			
MM-DD-2020			



FRAZIER ASSOCIATES
 ARCHITECT • COMMUNITY DESIGN • WAYFINDING
 719 NORTH ACADIA STREET, SUITE 200, VA 24461
 PHONE: 434.983.4400 FAX: 434.983.4401
 WWW.FRAZIERASSOCIATES.COM

**SMITHFIELD
 WAYFINDING
 SIGN SYSTEM**

Smithfield, North Carolina
 WAYFINDING COLOR PALETTE

- P1 PANTONE 287 C
- P2 PANTONE 7741 C
- P3 PANTONE 292 C
- P4 C-75; M-37.5; Y-0; K-0
- P5 3M Diamond Grade Reflective Sheeting
- P6 White
- P7 Black

These drawings are meant for DESIGN INTENT ONLY. Fabricator shall verify all dimensions and conditions of the job. Fabricator shall be familiar with the site and conditions it presents. Shop drawings and details must be submitted for approval prior to fabrication. All materials and finishes for materials must be approved by the City of Smithfield, NC, and/or Frazier Associates.

REVISION DATE

PROJECT NO. 2012.0036

SCALE: AS SHOWN

PROJECT MANAGER: SH

CHECKED BY: PB

DRAWN BY: SH

DATE: 06/01/2015

**SIGN PROGRAMMING:
 TRAILBLAZER "A" SIGNS**

Sheet 2.0



T1: LARGE TRAILBLAZER
 T2: SMALL TRAILBLAZER
 PT1: STAND-ALONE PARKING DIRECTIONAL
 PT2: PARKING DIRECTIONAL

Revised Project - Pricing for Phase 3 Wayfinding Signs

Quantity	Item	item cost	Total
1	Existing Gateway Sign Refurb to Mimic G1s G2 Post & Panel Gateway to follow Frazier & Asooc.	\$11,365.00	\$11,365.00
3	Design (with footers & breakaway bolts) Lg 2-sided Parking Kiosk on 2 posts (with footers & breakaway bolts)	\$8,645.00	\$25,935.00
7	P - Parking sign (by wells fargo and United Community Bank on Second St)	\$5,725.00	\$40,075.00
1	Designs and planning for new Kiosks	\$465.00	\$465.00
1		\$3,500.00	\$3,500.00

Project Total

\$81,340.00

*digital print replacement cost - \$65

** panel replacement cost - \$300

- Upgrade the existing gateway sign on Outlet Center Drive with new logo sign and fieldstones (need cost estimate). would be a G2 sign in the R/W.
- Add 1-G2 Sign in the R/W on the Wellon's property by the County's pump station on Buffalo Road.
- Add 1-G2 Sign in the R/W by Brightleaf Tire and Auto at 1335 N. Brightleaf Boulevard.
- Add 1-G2 Sign in the R/W on Brogden Road Between the MLK Drive and 825 Brogden Road.
- Add 7- 2-Sided Large Parking Kiosk (ACSM Design).
 - o 2 at Town's Library Parking Lot (4th St. and 3rd St. entrances)
 - o 1 at Fire Station parking lot
 - o 1 at Johnston County's parking lot (Johnston Street)
 - o 1 at Presbyterian and Baptist Church parking lots.

April 1, 2021

NORTH CAROLINA

JOHNSTON COUNTY

CONTRACT FOR SIGN FABRICATION AND INSTALLATION

THIS AGREEMENT made and entered into this ___1st___ day of April, 2021, by and between The Town of Smithfield, North Carolina, hereby referred to as "Town"; and ACSM, Inc., 2525 Distribution St., Charlotte, NC 28203 of Mecklenburg County, North Carolina, hereinafter referred to as "ACSM".

WITNESSETH:

THAT, WHEREAS, ACSM is in the business of designing and manufacturing signage; and,

WHEREAS, Town desires to employ the services of ACSM to fabricate and install from existing designs:

- (1) - Existing Gateway Sign Refurb to Mimic G1s
- (3) - G2 Post & Panel Gateway to follow Frazier & Assoc. Design (with footers & breakaway bolts)
- (7) - Lg 2-sided Parking Kiosk on 2 posts (with footers & breakaway bolts)
- (1) - P - Parking sign (by Wells Fargo and United Community Bank on Second St)
- (1) - Designs and planning for new Kiosks

WHEREAS, ACSM has agreed to perform such services under the terms of this contract.

NOW, THEREFORE, the parties do hereby agree as follows:

1. ACSM agrees to fabricate and install a total of 12 signs in accordance with the design and specifications referred to above.
2. The work to be performed by ACSM will be completed, including installation, within a timely manner. Project will be completed by July 31, 2021.

3. All costs are referenced in submitted Excel. The contract shall be payable as follows:

First draw to begin due April 11th	\$30,000.00
Second draw due June 1st	\$30,000.00
Final draw at completion of project	\$21,340.00
Any and all additional charges will be billed separately.	

4. Signs will be constructed and installed in a workmanlike manner.
5. The Signs and its installation shall be warranted as to material and workmanship by ACSM for a period of 1 year following completion of the terms of this agreement and acceptance by the Town of Smithfield.
6. Should ACSM fail to timely perform any phase or provision of this Agreement in accordance with the terms and conditions hereof, or if Town shall be dissatisfied with the professional services rendered by ACSM to Town, then Town shall notify ACSM of such failure or dissatisfaction and ACSM shall thereupon correct such failure within thirty (30) days of providing such notice. Should ACSM fail to correct such failure in accordance with this Paragraph, then Town may terminate this Agreement and recover back from ACSM any portion of the contract price paid but not fully earned by ACSM as of the date of such termination. All work product completed and paid for by Town as of the date of termination shall be the sole property of Town. Notice under this Paragraph shall be deemed completed upon mailing the same to ACSM at their address stated above.

This Agreement executed in duplicate originals, the day and year first above written.

ACSM, Inc.

Town of Smithfield

By: _____

By: _____

Glen Nocik, President

Date: _____

Date: _____



Request for Town Council Action

Business Agenda
SYCC Parking Lot Improvements
Date: 04/06/2021

Subject: Sarah Yard Com. Ctr. and Splash Pad Parking
Department: Parks and Recreation
Presented by: Parks and Recreation Director - Gary Johnson and Town Engineer - Bill Dreitzler
Presentation: Business Item

Issue Statement

The Parks and Recreation Department is requesting to use allocated funds and **"in lieu of" park funds for** parking lot improvements for the Sarah Yard Center and the new Splash Pad adjacent to Smith-Collins Park.

Financial Impact

Approved Budgeted Amount for FY 2019-2020: \$ 22,000.00

Amount of Purchase/Bid/Contract: \$ 62,536.00

Action Needed

Approve the use of \$ 22,000.00 in allocated funds and **\$ 40,536.00 of "in lieu of"** park funds for parking improvements for the Sarah Yard Community Center and the new Splash Pad adjacent to Smith-Collins Park.

Recommendation

Approve the use of \$ 22,000 in allocated funds and **\$ 40,536.00 of "in lieu of" park** funds for parking improvements for the Sarah Yard Community Center and the new Splash Pad adjacent to Smith-Collins Park.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. SYCC Parking Lot Design
3. JP Edwards Quote – SYCC
4. Public Utilities Solutions Quote – SYCC
5. Andrews Grading and Paving Quote – SYCC
6. JP Edwards Quote – New Splash Pad



STAFF REPORT

Business Agenda
Date: 04/06/2021
SYCC
Parking Lot
Improvements

The Parks and Recreation Department was allocated \$ 22,000 in the FY 20/21 budget for parking lot improvements (paving) for the Sarah Yard Community Center. This request was for paving, signage and striping but did not include curb and gutter.

Since the planning and budgeting process, speed bumps were added to Lee Street to slow the traffic down in front of the Center due to the safety hazards with children crossing the street. Traffic continuously circumvents the speed bumps by driving around them into the front yard of the community center causing a continued hazard and destroying the lawn, creating a muddy, messy area.

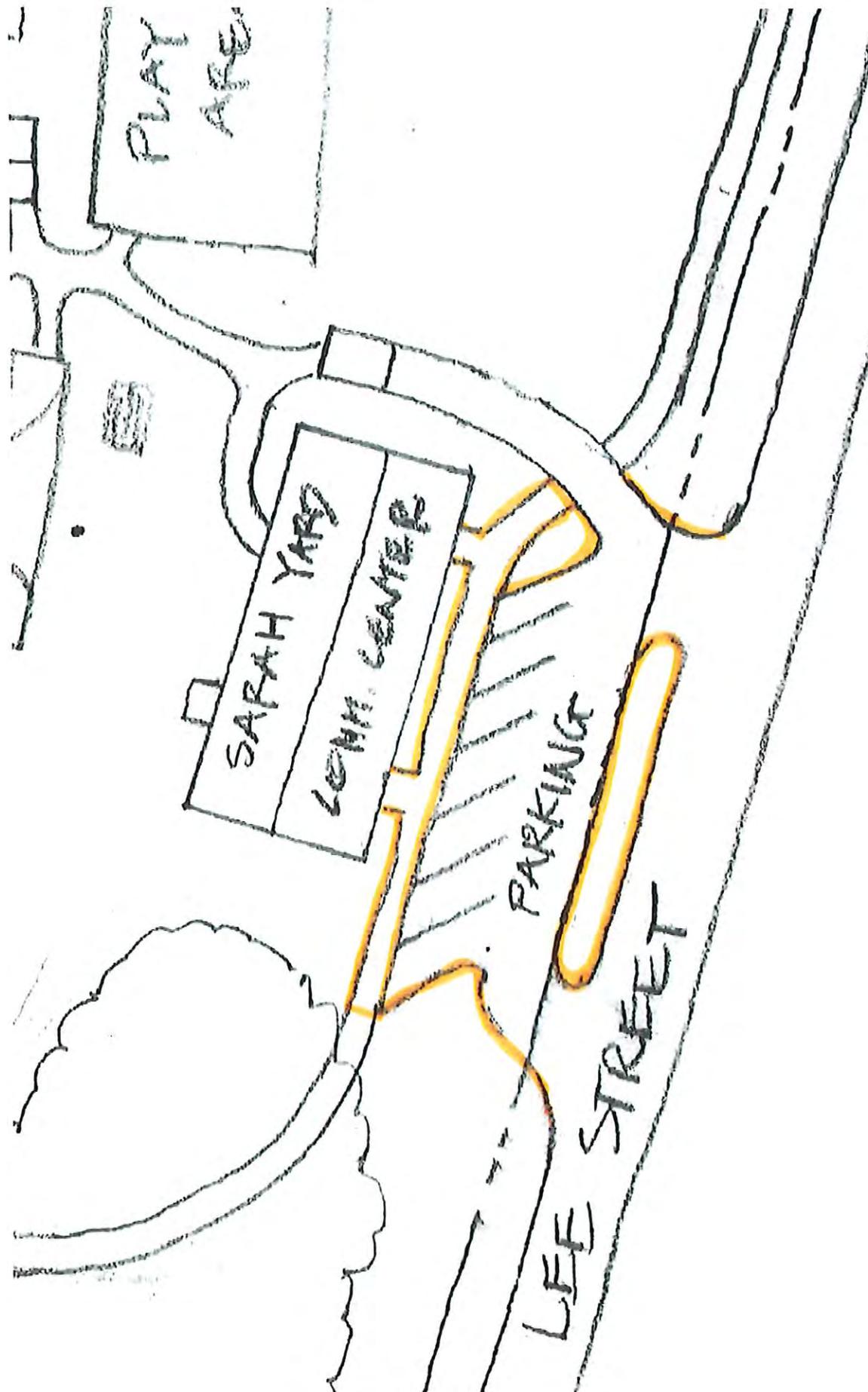
It was recommended, and contractors were asked to bid the project to include curb and gutter that also added an island between the street and the community center itself that would require that vehicles stay on the street and not circumvent the speed bumps. This would create a much safer environment and create a better product for the center and community. However, the increase in cost from that budgeted is an additional **\$ 15,869.00. The additional costs can be funded from the "in lieu of" park funds.**

Quotes received for the Sarah Yard Center Parking Improvements:

James Paul Edwards Inc.	\$ 37,869.00
Public Utility Solutions, Inc.	\$ 39,256.00
Andrew's Grading and Paving, LLC	\$ 41,175.00

In receiving quotes for the Sarah Yard Center, we also received a quote from the lowest bidder for paving the parking lot at the new Splash Pad adjacent to the Center and Smith-Collins Park in the hopes of completing the work at the same time. Paved parking was not included in the splash pad design as at the time of budgeting, the location for the pad had not been determined. The quote for the parking lot improvements at the new Splash Pad is \$ 24,667.00.

The Parks and Recreation Department is requesting Town Council approval for James Paul Edwards, Inc. to make parking lot improvements to the Sarah Yard Center and new Splash Pad to include paving, curb and gutter using \$ 22,000.00 allocated in the FY 20/21 budget **and an additional \$ 40,536.00 from the "in lieu of" funds for parks.**



JAMES PAUL EDWARDS, INC.
Grading & Utility Contractor - License #8491
929 N Brightleaf Blvd * PO Box 2307 * Smithfield, NC 27577
(919) 934-0518 Office * (919) 934-9256 Fax
Contact: Henry Baker * Hbake@nc.rr.com

SALES PROPOSAL

TO: Town of Smithfield

DATE: 3/18/2021

PROJECT: COMMUNITY CENTER

SUBJECT: THE FOLLOWING IS A PROPOSAL

1. **MOBILIZATION**
2. **STRIP TOPSOIL AND REMOVE EXISTING STONE**
3. **GRADE AREAS FOR NEW CURB, SIDEWALK, STONE BASE AND NEW ASPHALT**
4. **FURNISH, FORM AND POUR**
 - A. **NEW CURB**
 - B. **NEW SIDEWALK**
 - C. **PLACE 6" STONE BASE**
 - D. **PLACE 2" ASPHALT**
5. **PARKING BUMPERS**
6. **PAVEMENT MARKINGS**

TOTAL SALES PROPOSAL:

\$ 37,869.00

James Paul Edwards, Jr, President

Public Utility Solutions Inc.
1687 Galilee Rd. Smithfield, NC, 27577
919-607-9252 Publicutilitysolutionsinc@gmail.com



03-17-21

Town of Smithfield
Parks and Rec
Smithfield, NC 27577

Dear Town of Smithfield,

Find our price below to perform the site work for the parking lot of the Sarah Yard Community Center.

- Grading
- Curb and Gutter
- Sidwalk
- Stone Base and Asphalt

\$ 39,256.00

Sincerely,

Brandon Dennis



Proposal



ANDREW'S GRADING & PAVING, LLC.

P.O. Box 2301 • SMITHFIELD, NC 27577
(919) 934-9941 • fax (919) 934-9958

PROPOSAL SUBMITTED TO TOWN OF SMITHFIELD		PHONE	DATE MARCH 18, 2021
STREET COMMON CENTER		JOB NAME	
CITY, STATE AND ZIP CODE		JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

Proposal for the Town of Smithfield regarding parking lot improvements for Common Center.

The work to be completed described by Bill Dressler and Gary Johnston

Scope of Work To Be Completed:

1. Grading including stripping, excavate for curb, sidewalk, stone and asphalt
2. Place new curb
3. Place new sidewalks
4. Place 6" stone base and 2" asphalt
5. Layout all above items
6. Mobilization

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Forty Seven Thousand One Hundred Seventy Five dollars (\$ **41,175.00**)

Payment will be due within 10 days of Billing or the Account will be considered overdue

interest will be charged at 1 1/2% per month for overdue accounts. If a civil action has to be commenced for payment under this contract, I/We agree to be responsible for Andrew's Grading & Paving, LLC. reasonable attorneys fees of fifteen (15%) percent of the outstanding balance, plus interest as stated herein. Interest will be charged at 1 1/2% per month for overdue accounts.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All arrangements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary Insurance.

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within _____ Days

Acceptance of Proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above, and I/We agree to be responsible for interest and attorneys fees in the event that full payment is not made as specified.

Date of Acceptance: _____

Signature _____

Signature _____

JAMES PAUL EDWARDS, INC.
PO BOX 2307
SMITHFIELD, NC 27577
919-934-0518

SALES PROPOSAL

DATE: 3/18/2021

To: Town of Smithfield

PROJECT: Splash Pad Parking Lot

Subject: This scope of work to be performed in this contract explained by William Dreitzler

- A. Strip topsoil and remove from site
- B. Off site fill
- C. New curb and gutter
- D. ABC stone base
- E. Asphalt 2"
- F. New sidewalk
- G. Lay out all above work
- H. Pavement marking including handicap signs

TOTAL SALES PROPOSAL

\$24,667

J. P. Edwards, Jr.
President



Request for Town Council Action

Business Agenda
Update on CUP-17-08
Date: 04/06/2021

Subject: Update on CUP-17-08; Theron Lee McLamb
Department: Planning and General Government
Presented by: Michael Scott, Town Manager
Presentation: Business Item

Issue Statement

CUP-17-08; Theron Lee McLamb, is a conditional use permit approved by the Town Council on November 14, 2019. This is an update of the progress of this development.

Financial Impact

N/A

Action Needed

No action required. Council should act upon its own advice.

Recommendation

No recommendation at this time. Town attorney is prepared to answer questions on this issue.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. CUP 17-08 Approved Conditions



STAFF REPORT

Business Update
Agenda on CUP-
17-08
Date: 04/06/2021

On November 14, 2019 the Town Council approved CUP-17-08, a conditional use permit to develop an RV Park North of the Pine Acres Subdivision and South of Venture Drive in Smithfield. The Planning Department has only received preliminary plans at this point and **the Town's Planning Director is in communication with the Developer's staff** regarding potential changes to the plans.

To date, the developer has created an access used for drainage ditch maintenance, by clearing out a large swath of existing pine trees between the Pine Acres Subdivision and the location of the RV Park area. The need to remove such a large swath of mature pines for drainage ditch maintenance is in dispute between the Town and the Developer. A 10 foot wide swath of trees and shrubberies were left as a vegetative buffer next to the property lines of Pine Acres. One owner requested the buffer be removed and the developer removed three large pines in the 10 foot buffer area, at the request of the property owner.

The CUP calls for a black chain link fence covered with an opaque cloth to be located next to the 10 foot buffer on the RV Park side. This is a planned portion of the construction project. Opposite the fence is planned plantings of holly trees to be located six foot apart.

From this point, the existing swath cut through the pine trees for drainage ditch maintenance will make up the remaining fifty foot of required buffer space. While there is today, a significant amount of mature pines to the North of the required buffer, it is likely the large majority of these trees will be removed during the construction process leaving little to no mature pines between Pine Acres properties and the RV Park lots used for RV parking.

A presentation will be included to better identify these locations.

**TOWN OF SMITHFIELD
SPECIAL USE PERMIT SUP-17-08
GRANTED**

On the date listed below, the Town Council for the Town of Smithfield met and held an evidentiary hearing to consider the following application:

Applicant: **Theron Lee McLamb**

Property Location: **The properties are generally bound to the north by CSX Railway, south by Equity Park Subdivision, east by Magnolia Drive and west by Pine Acres Subdivision.**

Tax ID Number: **15L11008K and 15O99002H**

Proposed Use of Property: **Recreational Vehicle Park**

Meeting Date: **November 14, 2019**

Having heard all the evidence and argument presented at the hearing, the Town of Smithfield Town Council finds that the application is complete, that the application complies with all of the applicable requirements of the Smithfield Unified Development Ordinance for the development proposed, and that, therefore, the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Unified Development Ordinance and the following:

1. The applicant shall complete the development in accordance with final approved construction plans that substantially conform to the preliminary site plans approved by the Town Council, a copy of which is filed in the Planning Department office.
2. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this permit shall be void and of no effect.

In accordance with Article 4, Section 4.9.3.3, the Town of Smithfield Town Council imposes the following conditions on this Special Use permit:

1. There shall be no stacking of vehicles for the RV Park onto Magnolia Drive
2. The entrance drive (guest stacking area to the looped road) shall be paved with cement or asphalt.
3. The outside loop drive shall consist of a stone/all-weather surface.

4. A 50-foot, buffer shall be provided with an opaque fence between the properties of Pine Acres subdivision and the RV Park comprised of new plantings and existing trees and shrubs when available to be maintained by the RV Park Operator.
5. The existing drainage ditch shall be maintained by the RV park operator.
6. The applicant agrees to comply with the RV Park Requirements in the Town's current Unified Development Ordinance.
7. A maximum of fifteen (15) percent of total park spaces are allowed to be used for long term renters longer than twelve months.
8. The RV park operator shall provide on-site, 24-hour human staff that can summon law enforcement or emergency services, should the need arise.
9. The RV Park operator shall install and maintain fire hydrants as directed by the local Fire Marshal.
10. Ingress and egress to the RV Park will be routed through the existing roadways known as Venture Drive and Magnolia Drive. No access to the RV Park will be provided through the adjacent Pine Acres subdivision. Traffic through the adjacent Pine Acres subdivision shall be limited to public utilities and emergency services. The RV Park operator shall install a knock down gate in the buffer fence to accommodate ingress and egress for and emergency use and public utility access only. The RV park operator shall maintain the emergency access drive free from obstructions.
11. The RV Park Operator shall post and enforce its own internal quiet hours and shall abide by the Town's noise ordinances each day of the week.
12. The perimeter of the RV property adjacent to the residential properties of Pine Acres shall have a 6' chain link fence, powder coated and covered with an opaque mesh that is located at least 10 feet off the Pine Acres property line. The fence will be of a design to provide spatial buffering between adjoining residential uses and discourage pedestrian travel between the RV Park and the adjoining Pine Acres subdivision.
13. Vehicular parking shall be allowed only in areas designated as such on the approved site plan.

No additional conditions were imposed by the Town Council.

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Request for Town Council Action

Business
Agenda
Item:
Date: Personnel
Search
Firm –
Fire Chief
04/06/2021

Subject: Request for Approval to Hire a Search Firm / Consultant to Assist in Filling the Vacancy of the Retiring Fire Chief

Department: General Government

Presented by: Town Manager Michael Scott & HR Director Tim Kerigan

Presentation: Business Item

Issue Statement

Staff is requesting Council to consider hiring a search firm/consultant to assist in filling the vacancy of the retiring Fire Chief.

Financial Impact

Not to exceed \$20,000.

Action Needed

Consideration and approval of request to either hire an outside firm or for staff to perform the hiring process internally.

Recommendation

If Council deems it best to hire an outside firm, staff's recommendation is to hire Triangle J Council of Governments (TJCOG). We currently contract with TJCOG on other projects. They are familiar with our needs and potentially offer the lowest cost option.

Approved: Town Manager Town Attorney

Attachments:

1. Staff report
2. TJCOG Proposal
3. The Mercer Group Proposal
4. Developmental Associates Proposal



Staff Report

Personnel
Business Search
Agenda Firm –
Item: Fire Chief

Staff is requesting Council to consider hiring a search firm/consultant to assist in filling the vacancy of the retiring Fire Chief.

Three firms/consultants provided proposals. They are as follows:

Professional Fees:

Developmental Associates: \$19,500

The Mercer Group: \$16,500

TJCOG: \$15,828 - \$16,828

Advertising Expenses: \$3,500 (all firms agree this to be reasonable for a national search).

If Council deems it best to hire an outside firm, staff's recommendation is to enter into an agreement with Triangle J Council of Governments (TJCOG). The Town currently contracts with TJCOG on other projects. They are familiar with our needs and may offer the lowest cost option. We are still awaiting the final cost of their expert/consultant that would assist us throughout the process. Either way, the maximum cost requested to be approved by Council is \$20,000. If TJCOG's final proposal was to be greater than \$20,000, staff's recommendation would be to enter into an agreement with The Mercer Group. Staff would expect to enter into an agreement within one week after Council's direction.

In the event that Council chooses staff to perform all functions of the hiring of our next Fire Chief, staff requests up to \$5,000 in advertising expenses, background checks, panel/interview expenses, etc. The reason for the increase from \$3,500 (externally) to \$5,000 (internally) for advertisement expenses is that there may be professional organization membership fees that would apply to the Town.

Executive Recruitment: Smithfield Fire Chief

Triangle J Council of Governments

Introduction

Triangle J Council of Governments (TJCOG) is the regional council serving the 7-county region of Chatham, Durham, Johnston, Lee, Moore, Orange, and Wake counties, acting as an extension of its 46 member governments by providing expertise, coordination, and support across eight focus areas: aging and human services, economic development, housing, resilience, strategy and innovation, technical assistance, transportation, and water resources. TJCOG also houses the Area Agency on Aging, which oversees county aging initiatives and serves as a central source of information for older adults and their caregivers.

Fire Chief Executive Recruitment

The selection of a Fire Chief is critical for any town as the selected candidate will be a key member of the leadership team. This proposal combines the TJCOG staff's local knowledge of public safety needs and challenges, the extensive public safety experience of Lee Worsley, TJCOG Executive Director, who has worked directly with the local fire services community in the region, and a subject-matter consultant with experience working in the fire service profession in the region.

Below is a scope of work that outlines proposed assistance, based on best practices, that would be reviewed and tailored to meet Smithfield's (Town) specific needs.

Proposed Scope of Services

1. Establish Position Goals and Description

The recruitment team (TJCOG & Town) will review the Town's current context and department needs and identify desired candidate profiles to ensure recruitment aligns with the Town's considerations. In addition, it will prepare a simple project work plan, with tasks and a timeline that address key logistical concerns.

2. Recruitment Materials

The TJCOG team will draft recruitment messages for advertising and 2-4 special questions, based on IAFC best practices, to ask candidates in the application to strengthen evaluation. The Town will prepare a position announcement flyer and provide a job description. TJCOG will review and provide feedback.

The Town will gather information on a potential salary range, develop an appropriate strategy with the TJCOG team to help ensure a good pool of candidates, and finalize special questions for inclusion in the application form.

3. Recruitment

The TJCOG team will work with the Town on general advertising and direct marketing, including identification of potential places to advertise and strategies to recruit minority applicants, and local and national candidates. This outreach will include both general announcements and direct marketing to potential candidates. The recruitment team will determine the preferred method to post and receive applications, and the Town will review applications to identify candidates that meet minimum qualifications.

4. Evaluation and Interviewing

The TJCOG team will review the candidates who meet the minimum qualifications, determine candidates for phone interviews, and prepare an initial draft of the phone interview questions, for review and revision by the recruitment team.

The TJCOG team will coordinate scheduling and conducting phone interviews with the candidate and the recruitment team, up to roughly 8 candidates. Each phone interview will last about 30-45 minutes and will include both informational questions and scenario questions to learn more about each candidate's experience and how they would handle different situations. The interviewers – one TJCOG representative and one Town representative- will debrief after each call to identify pros, cons, and questions regarding each candidate. The recruitment team will then discuss the capabilities of the candidates and determine which ones to interview in person.

5. Finalist Assessment

The TJCOG team will draft in-person interview questions and interview exercises for review and approval by the recruitment team. These will include a presentation exercise, a standard interview with scenario questions, and a role play/simulation activity. This combination of assessment methods will help the interview team develop valuable insight into the knowledge, skills, and abilities of the different candidates, and how they would handle different situations that they might face in this position.

The TJCOG team will work with the Town to schedule in-person interviews, ideally held on one day. The in-person interview team will comprise the TJCOG team, Town staff, and 1-2 Fire Chiefs from the region. The interview team will interview a maximum of 4 candidates in-person and have them conduct the interview exercises. As part of this process, the TJCOG team recommends that the candidates meet the current department staff and another staff member for coffee or lunch and take a tour of the town (self-guided or in a group, to facilitate appropriate social distancing).

Following the completion of the interviews, the interview team will debrief, discuss candidate pros and cons, and offer final considerations. The Town will extend an offer to the preferred candidate.

Summary

The process from start to selection of a preferred candidate is projected to take about 10 weeks, including a five-week open application period, two-three weeks to schedule and hold phone

interviews, and two-three weeks to schedule and hold in-person interviews. This will include up to five meetings of the recruitment team to discuss and review draft products and candidates, up to eight phone interviews, and up to four in-person interviews.

Through out the process, TJCOG will be consulting regularly with local experts in the public safety community and TJCOG Fire Chief group to ensure best practices are followed.

The TJCOG team will provide documentation on the process in the form of a notebook with information from the phone interview stage through identification of a preferred candidate.

If the Town is not able to find a preferred candidate who will accept the offer for the position, the TJCOG team is available to debrief with the Town, discuss next steps, and potentially develop a contract addendum to work together to extend or re-open the recruitment process.

Optional Add-In

Community and Organizational Engagement

TJCOG will conduct outreach with the Town residents and survey Town management on desired outcomes and professional needs of the selected candidate. This will include community surveys, both digital and print, that can be used on social media, in Town emails, and in person, and an internal survey. One-on-one interviews with key stakeholders can be added, if desired.

Free Hours

One of the many benefits of TJCOG membership is our “Free Hours Program”, which allows member governments to engage TJCOG using a set number of “free hours” per year, provided as one free hour for one contracted hour of service. The Town is eligible for 15 free hours which can be used towards this proposal. Pricing reflects usage of all free hours.

Ongoing TJCOG Projects

Organizational Management

- Town of Selma Town Manager
- Town of Rolesville Planning Director
- Town of Robbins Interim Manager
- Town of Cameron Operational Assessment

Project Staff

Lee Worsley, ICMA-CM, Executive Director

Lee Worsley has served as Executive Director of Triangle J Council of Governments since July 2015. Prior to Lee’s service as TJCOG Executive Director, he served over 15 years as a local government manager and assistant/deputy with several North Carolina jurisdictions. Lee has served as Deputy County Manager and Interim County Manager in Durham County, Assistant County Manager in Catawba County, County Manager in Greene County and Assistant to the

City Manager in Goldsboro. Lee is a native of Wake County and has held numerous leadership roles with several local government professional organizations. These include President of the North Carolina City/County Managers Association, Regional Vice President of the International City/County Managers Association, Co-Chair of the International City/County Managers Association Strategic Planning Process, President of the Appalachian State Local Government Alumni Association and President of the University of North Carolina at Chapel Hill Masters of Public Administration Alumni Association.

Jenny Halsey, Strategy & Operations Manager

Jenny Halsey has been with Triangle J Council of Governments for five years and serves as the Strategy & Operations Manager. In her role, Jenny is responsible for internal operations including human resources and leads the Strategy and Innovation priority area. She coordinates and supports members through a network of trainings, learning groups, and partnerships that support local government staff and agencies adapt to emerging public sector trends and make strategic and data-driven decisions. Additionally, she provides facilitation services to member governments with a focus on team building and reaching consensus. Jenny previously worked for the Town of Kernersville, City of Winston-Salem, and the Winston-Salem Sustainability Resource Center. Prior professional experience includes managing a variety of sustainability initiatives for municipalities and non-profits, LEED Administration, recycling coordinator, and managing department-wide operations for Public Works. Jenny holds a Bachelor of Science from UNC Greensboro and a master's in public administration from The University of North Carolina at Pembroke.

Alana Keegan, Member Engagement Manager

Alana Keegan is the Member Engagement Manager at TJCOG, previously serving as the Engagement Specialist for four years. In her role, she works to build stronger connections with member governments, manage all internal marketing and engagement, develop new opportunities needed by members, and design engagement and communication strategies for the organizations' programs, projects, and initiatives. Prior professional experience includes creating digital communication & outreach plans, leading strategic visioning workshops for public and private sector entities, and project management. She is a current M.S in Communication and Public Policy candidate at NC State University and has a B.A in Economics from Muhlenberg College.

Agreement of Services

If the Town of Smithfield would like to proceed with this technical assistance proposal, please accept the proposal by selecting the desired elements, signing below, and returning to TJCOG. Payment will be billed by TJCOG to the Town upon completion of the Fire Chief search or by July 1, 2021, whichever comes first. **Note:** Pricing below only reflects TJCOG prices and does not include fees for the subject-matter consultant. This additional price will be provided directly to the Town and will not include any mark-up from TJCOG.

- Fire Chief Executive Recruitment – TJCOG fee, \$6,023 + Subject-consultant fee, *price to be determined.*
- Community and Organizational Engagement - \$2,805

IN WITNESS WHEREOF, the parties hereunto cause this agreement to be executed in their respective names.

Town of Smithfield

_____ ATTEST

Secretary

Signature

_____ Title

_____ Date

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

(Signature of Finance Director)

Date

Town of Smithfield, North Carolina

A Proposal to Conduct an Executive Search for a Fire Chief

26 March 2021



The Mercer Group, Inc.

Consultants to Management

Corporate Headquarters:
5579 B Chamblee-Dunwoody
Suite 511
Atlanta, GA 30338

North Carolina Office:
Phillip Robertson
3443 Highway 39 North
Louisburg, North Carolina 27549
Phone 919.496.2080
MercerNC@aol.com



The Mercer Group, Inc.

Consultants to Management

The Mercer Group, Inc
3443 NC 39 North
Louisburg, North Carolina 27549
Attention: Phillip G. Robertson

25 March 2021

Tim Kerigan
HR Director/PIO/Economic Development
Town of Smithfield
PO Box 761
Smithfield, NC 27577
VIA EMAIL: tim.kerigan@smithfield-nc.com

Re: Proposal for Executive Recruiting Services – Fire Chief

Dear Mr. Kerigan:

I am pleased to submit our proposal to assist in recruiting the new Fire Chief for Town of Smithfield.

The Mercer Group is the largest and most active nationwide public sector search firm. The members of our firm have many years of experience in conducting public sector executive searches in North Carolina and nationally. Our firm assists with many searches for fire chiefs, city managers and other senior level positions in cities, counties and other units of government of all sizes each year across the nation. (Please visit our website at www.mercergroupinc.com for more information about our firm and current searches (<http://www.mercergroupinc.com/current-searches.html>)).

James L. Mercer, founder and President/CEO, began his long association with local government as an assistant city manager with the City of Raleigh. Mr. Mercer is a Certified Management Consultant (CMC), the preeminent designation earned in the management consulting profession. The CMC designation indicates that the professional possessing it has met strict standards of professionalism, competence, ethics and independence in the management consulting field.

Tim Kerigan, Town of Smithfield
Page 2

Our corporate headquarters is located in Atlanta (Georgia corporation) and we have offices in Arizona, California, Colorado, Florida, Georgia, Illinois, Maryland, Michigan, Minnesota, New Mexico (home of the President/CEO), North Carolina, Texas, Virginia and Washington.

The lead consultant dedicated to this potential search project will be:
Phillip G. Robertson, Senior Vice President

I will work on this assignment independently, with assistance from our consultants in other offices as necessary and appropriate. As a senior consultant with the Mercer Group specializing in executive search, compensation and classification studies, and organizational analysis, I engage consulting clients nationwide from my office in Louisburg, North Carolina.

I was previously the Management Information Systems Manager for the North Carolina Division of Employment and Training. I have maintained a long career in addressing the needs of local and state governments: 45 years' experience in the public sector; 23 years with the Mercer Group. In addition to my career in consulting, I have been employed as a Personnel Manager for a Division of the North Carolina State Government and Assistant City Manager for Clayton, North Carolina.

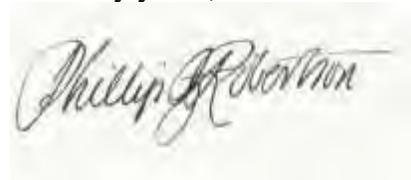
My work has given me valuable insights into local government operations and issues, and a keen understanding of the characteristics of effective municipal leaders including town managers and department directors, including law enforcement and safety leaders. It also has allowed me to develop strong relationships with local elected officials and professional staff members across the nation.

We believe we are uniquely qualified and very able to assist with this search and thank you for the opportunity to submit this proposal.

We will be very pleased to present and discuss the details of our proposal, and answer questions. If selected, we will look forward to working closely with you toward a successful result.

Thank you for your consideration.

Sincerely yours,

A handwritten signature in cursive script that reads "Phillip G. Robertson". The signature is written in dark ink on a light-colored background.

Phillip G. Robertson, Senior Vice President
The Mercer Group, Inc.

**A Proposal to Conduct an Executive Search for a
Fire Chief
Smithfield, North Carolina**

FIRM CONTACT AND INFORMATION

Corporate Identification:

The Mercer Group, Inc.
5579B Chamblee Dunwoody Road
Suite 511
Atlanta, Georgia 30338
Main Phone: 770-551-0403

Website: <http://www.mercergroupinc.com/>

Incorporated as an S Corporation in the State of Georgia (1990)
Federal Tax ID No.: 58-1877068

North Carolina Contact, Louisburg:

Phillip G. Robertson, Senior Vice President

Mailing Address: 3443 NC 39 North
 Louisburg, North Carolina 27549

Telephone: (919) 496-2080

Email: mercercnc@aol.com

PROJECT SUMMARY

We propose an interactive and confidential search process, with abundant time early in the process for us to assist in defining the background, qualifications, experience, and characteristics that you desire in the next Fire Chief, to guide the search.

Work Plan

We recommend a seven-step search process:

- **Position Analysis** – We will work closely with you to further define work relationships, job qualifications and requirements, and desired characteristics and experience creating the “position profile”.
- **Recruitment Brochure** - One work product will be a detailed, attractive recruitment brochure to be sent to potential candidates.

- **Recruitment Process** – We will recruit actively, within North Carolina, regionally and perhaps nationally; post the job announcement on relevant websites to make the availability of the position widely known to potential candidates; and employ the firm’s extensive network and professional relationships to identify qualified, suitable candidates and encourage them to consider applying.

We will consult with our contacts in to discuss productive places to place the job ad and productive recruiting strategies.

We will make a large number of telephone calls to search for qualified potential candidates and encourage them to consider applying for consideration.

- **Resume Review** – By careful analysis of resumes, other available information, and telephone conversations, we will identify the applicants with the strongest apparent qualifications, in terms of background and experience, consistent with the desired qualifications and characteristics identified earlier.
- **Candidate Screening** – We will screen the strongest candidates thoroughly, using telephone interviews, additional information requested from selected candidates, and several other techniques, against the stated criteria and minimum requirements.
- **Background Investigation** – We will screen top candidates thoroughly (reference checks, credit and criminal record checks, verification of educational credentials, etc.).
- **Interview and Decision-Making Process** – We will present a recommended list of qualified candidates (we hope 8-12 candidates or more, depending on the quality of the candidate pool) to be considered for an interview, with comprehensive information on each from the resume review, screening, and background investigations, in a convenient and useful format. We will assist in narrowing the field to approximately three to five finalists for interviews. We will provide potential questions and rating forms, additional information about semifinalists, and coordinate the interview process. So far as desired, we will help facilitate evaluation of the interviewed finalists, provided that the selection will be made by the Town Manager.
- **Lack of viable candidate** – If the process does not produce a desirable candidate (a rare occurrence, in our experience), and if it is the Town’s wish that we do so, we will re-open the search process and initiate a more vigorous and creative recruitment process to identify and encourage other qualified candidates to consider applying for consideration. Please see this commitment and others in our Mercer Group Guarantees below.
- **Negotiation and Follow-up** – We will use our extensive experience and available information (such as salary and benefits comparisons and analysis) to assist in negotiating terms of employment, and otherwise facilitate and assist with the employment, orientation, and transition. We will notify other applicants, although you might wish to notify some finalists who were not selected, with our assistance.

Search Timeline: We will provide a detailed proposed search timeline, to be altered as desired and agreed upon between the Town staff and us. The process will require about 120 days after award of the consulting contract, to the final selection and completed negotiations with the selected candidate.

The timeline cannot be shortened much, without running the risk that some well-qualified potentially interested candidates will learn about the opening after the advertised application deadline. The job ads need to run for a minimum of six weeks. We also need adequate time for active recruitment efforts and to thoroughly vet the strongest candidates, with reference and background checks.

The process also could require more time if there is difficulty scheduling meetings and interviews, if the Town staff conduct second interviews, if no desirable candidate is found in the initial candidate pool, or if negotiations require more time or are unsuccessful. If the selected candidate is currently employed, probably he or she would not be able to begin work for another 30 days or more.

Fees and Expenses: We propose a fee of \$16,500 for professional services, plus actual expenses not to exceed \$3,500 (which we expect to be less; includes mileage, cost of job ads, preparation of brochure and other materials, background check vendor fees, etc.).

Our fee does not include reimbursement to interviewees for travel expenses, if desired.

We will bill the professional fee in one-third increments, with the final invoice at the time of initial interviews, and bill actual incurred expenses at the end of each month. If selected, we will be pleased to provide a proposed simple agreement for execution by both parties.

FIRM QUALIFICATIONS AND PROPOSED CONSULTANT TEAM

Background

The Mercer Group provides executive search and management consulting services to local governments, special districts, state and national associations, and other public sector clients nationwide. The firm has operated under The Mercer Group, Inc. name for almost 30 years. James L. Mercer, the firm's founder and President/CEO was the principal of predecessor firms for a previous nine years, after his service as Assistant City Manager in Raleigh.

Our corporate headquarters is located in Atlanta, GA, and we have offices in many states: Arizona, California, Florida, Georgia, Maryland, Michigan, Minnesota, New Mexico (home of the President/CEO), North Carolina, Texas, Virginia, and Washington. The Mercer Group includes 17 professional consultants with extensive experience over many years. Firm membership has been relatively stable and consistent.

We will be pleased to provide an extensive partial client list, including many in North Carolina (also may be viewed on the firm website).

Our firm's extensive work for state municipal leagues has broadened our understanding of municipal issues and operations and enhanced our qualifications. We have assisted with more state municipal league Executive Director searches (15) than any other firm, with successful results: California, Connecticut, Georgia, Kansas, Kentucky, Maine, Michigan, Minnesota, New Hampshire, North Carolina, Ohio, Oregon, Rhode Island, Texas, Utah and Vermont.

The Mercer Group, Inc, has assisted other counties and municipalities in the aforementioned and other states with executive searches in administration, law enforcement, fire services and personnel. We also have conducted organization and management or pay and classification studies, or provided other consulting services, to several other state municipal leagues and county associations, and many municipalities, counties and special districts.

Many of our senior consultants are former or retired city managers, two are retired state league directors, and others came from law enforcement, human resources, public works or other specialized local government fields. We have a thorough understanding of local government and special districts, and local government issues and operations. We will work on this search project, if awarded, primarily from our offices in Raleigh.

Key Personnel

The primary consultant for this executive search will be Senior Vice President, Phillip G. Robertson.

Primary Consultant: Phillip Robertson, Senior Vice President

Phillip Robertson is a senior consultant with the Mercer Group specializing in executive search, compensation and classification studies, and organizational analysis. He engages consulting clients nationwide from the Louisburg, North Carolina office. He has 45 years' experience in the public sector (23 years with the Mercer Group).

Executive Search Experience:

Arkansas City, Kansas: City Manager, 2006;
Federal Heights, Colorado: City Manager, 2007;
Liberty, Texas: City Manager, 2007;
Hanover Park, Illinois: Chief Information Officer, 2007;
Union City, Georgia: City Administrator, 2008;
Choctawhatchee Electric Cooperative: Chief Operating Officer 2007;
Tipp City, Ohio: City Manager, 2008;
Mooresville, North Carolina: Engineering Manager, 2008;
Mooresville, North Carolina: Town Manager, 2008;
Orange County, North Carolina: Emergency Services Director, 2008;
Orange County, North Carolina: County Attorney, 2009;
Harrisburg, North Carolina: Finance Director, 2008;
Orange County, North Carolina: County Manager, 2009;
Decatur, Illinois, Housing: Executive Director, 2010;
Lee County, Georgia: County Manager, 2011;
Tipp City, Ohio: Library Director, 2011;
Holland, Michigan: City Manager, 2012;
Yankton, South Dakota: City Manager, 2012;
Milliken, Colorado: Town Administrator, 2014;
Petoskey, Michigan: City Manager, 2015;
Clinton County, Ohio: Port Authority – Executive Director, 2015;
Lebanon, Ohio: Finance Director, 2017;
Goldsboro, North Carolina: City Manager, 2019.

Principal: James L. Mercer, President

James (Jim) Mercer is a Certified Management Consultant (CMC) and has 40 years of experience in executive search and management consulting. He has authored or co-authored five books and has written more than 200 articles on various management topics. Functional areas of expertise: executive search; organization and operations analysis; management; productivity improvement; seminars/training; goal setting; strategic planning; privatization; government; consolidation; and general consulting.

Research: Joan L. Miller, Vice President

Ms. Miller has 28 years of experience in municipal government as a planner, housing specialist, grants manager, housing quality standards inspector and consultant. Her areas of expertise include:

- Background Research
- Employment and Education Documentation
- Policy and Procedure Research, Development, and Implementation
- Fiscal Analysis as a Function of Policy Options
- Transportation and Recreation Program Planning and Implementation
- Water Quality Improvements
- Code Enforcement and Residential Rental Inspection
- Comprehensive Plan Development, Modification, and Interpretation
- Environmental Review
- Grants Development, Administration, Reporting and Closeout
- Housing Rehabilitation Program Planning, Development, and Implementation

Ms. Miller is a graduate of North Carolina State University.

Value added:

- Over 50 years combined experience by our team as municipal consultants with successful national recruitment experience.
- Our objectivity is enhanced by proposing a fixed fee, rather than a fee based on percentage of the Human Services Director's first annual salary.
- Other members of the firm are available to assist with this search process as required.
- A full guarantee to repeat the entire search for no additional fees if the appointee leaves for any reason within 2 years of appointment (direct expenses to be reimbursed).

REFERENCES

Ms. Kate Marshall, Current Council Member and Mayor Pro Tem during search
City of Petoskey, Michigan
(231) 347-0587
101 E. Lake Street
Petoskey, Michigan 49770
(Search: City Manager)

Kurt Dykstra, Mayor of Holland, Michigan, and contact during search
President, Trinity Christian College
(708) 597-3000
6601 W. College Drive
Palos Heights, Illinois 60463
(Search: City Manager)

Mr. Kevin Carver, Former Executive Director and contact during search
Clinton County Port Authority
(937) 478-9660
(Search: Executive Director)

THE MERCER GROUP, INC. GUARANTEES

We offer ten (10) guarantees with respect to our search work:

1. **Client Organization:** The client is the entire entity, including all departments, divisions, sections and groups. All of our guarantees apply to the entire client organization.
2. **Two-Year Off Limits:** We will not recruit candidates from a client organization for two years after completion of a search assignment without the full agreement of the client.
3. **Placement Off Limits Forever:** We will never recruit a candidate whom we have placed in a client organization as long as he/she is employed by that organization without the full agreement of the client. Obviously, such individuals are free to apply for other positions without recruitment or encouragement from us.
4. **Continue the Search:** If, for any reason, the client does not feel comfortable selecting a candidate from our original recommended group of candidates, we will continue the search until the client can make a selection. *The only caveat is that we may need to charge additional out-of-pocket expenses only for this additional work.*
5. **Replacement of Successful Candidate:** If the candidate we place with the client leaves the client organization for any reason (other than serious illness or death) during the 24-month period following the date of placement with the client, we will replace the candidate for the out-of-pocket expenses only that it costs us to make the new placement.
6. **Parallel Candidate Presentation:** We will not present a candidate simultaneously to more than one client. This permits our firm to represent one client organization without any conflicts of interest.
7. **Client Conflicts:** If asked, we will disclose to our clients the names of the organizations which are "Off Limits" that logically would be target organizations on the new search assignment.
8. **Deceptive/Misleading Search Techniques:** We commit to our clients and to our prospective candidates that we will not use any search techniques that may be considered as deceptive or misleading.
9. **Resume Floating:** We will not float resumes to organizations in the hopes that we can collect a fee if that individual is hired.
10. **Not Represent Individuals:** We assure our clients and individuals who may become candidates that we will not collect a fee from candidates whom we may recommend for a position. We work for and represent the client employer under contract, and our professional obligations are to the client, not individual candidates, although we will treat each candidate or potential candidate respectfully.

THE MERCER GROUP INC. CODE OF ETHICS

CLIENTS

1. We will serve our clients with integrity, competence, and objectivity.
2. We will keep client information and records of client engagements confidential and will use proprietary client information only with the client's permission.
3. We will not take advantage of confidential client information.
4. We will not allow conflicts of interest which provide a competitive advantage to one client through our use of confidential information from another client who might be a direct competitor in considering and potentially hiring a common candidate, without the permission of the other client.

ENGAGEMENTS

5. We will accept only engagements for which we are qualified by our experience and competence.
6. We will assign staff to client engagements in accordance with their experience, knowledge and expertise.
7. We will acknowledge immediately any influences on our objectivity to our clients and will offer to withdraw from a consulting engagement when our objectivity or integrity may be impaired, or if there is any appearance of potential impairment.

FEES

8. We will agree independently and in advance on the basis for our fees and expenses, and will charge fees and expenses that are reasonable, legitimate, and commensurate with the services we deliver and the responsibility we accept.
9. We will disclose to our clients in advance any fees or commissions that we will receive for equipment, supplies or services we recommend to our clients.

PROFESSIONALISM

10. We will respect the intellectual property rights of our clients, other consulting firms, and sole practitioners and will not use proprietary information or methodologies without permission.
11. We will not advertise our services in a deceptive manner and will not misrepresent the consulting profession, consulting firms, or sole practitioners.
12. We will report violations of this Code of Ethics.

This Code of Ethics was approved by the Council of Directors, Council of Consulting Organizations, Inc., as amended. The Institute of Management Consultants (IMC) is a division of the Council of Consulting Organizations, Inc.

APPENDIX: PREVIOUS SEARCHES AND OTHER PROJECTS

Representative Clients

(Note: Most are executive searches)

North Carolina

City of Asheville (city attorney search, 2014)

Town of Carrboro (town manager search)

Carteret County

Centralina Council of Governments (executive director search)

Town of Chapel Hill

Charlotte Housing Authority

City of Charlotte

(3 city manager searches, City Attorney & Risk Manager searches 2018; currently under continuing contract with City for executive search services with Ellis Hankins as lead consultant and project manager)

Town of Clayton (town manager search, 2020-2021)

City of Clinton (2017)

City of Concord (city manager search, 1999)

City of Creedmoor (city manager search, 2015)

Cumberland County (county manager search, 2014)

City of Durham (most recent city manager search, 2008)

Durham County (department director search, 2015)

Town of Emerald Isle (town manager search, 2018-19)

City of Fayetteville (city manager search, 2006)

Forsyth County

Gaston County (county manager search, 2013 & 2019)

City of Goldsboro (most recent city manager search, 2019, & previous manager searches)

City of Greensboro (assistant city manager search)

Greensboro ABC Board (general manager search, 2014)

Greenville (city manager search)

Guilford County

City of High Point (assistant city manager search)

Town of Indian Trail (town manager search, 2020)

Institute of Government (School of Government), University of North Carolina-Chapel Hill

City of Jacksonville (three city manager searches)

Kannapolis Chamber of Commerce

City of Laurinburg (city manager search)

Town of Manteo (town manager search, 2018)

Town of Matthews (town manager search)

Mecklenburg County (tax assessor search, 2013)

City of Monroe (city attorney search, 2015)

Town of Mooresville (town manager search)

Town of Mt. Holly (town manager search)

NC League of Municipalities

(executive director search 2013; previous pay & class study, organization & management study)

NC State University

Onslow County

Orange County (two county manager searches, county attorney search)

City of Oxford (city manager search, 2016)

Village of Pinehurst (limited scope assistance with village manager search, 2014)

City of Raleigh (several city manager searches, most recent 2000)
Town of Red Springs (2017)
Town of Southern Shores (town manager search, 2020)
Union County (two county manager searches)
City of Wilmington (most recent city manager search, 2003, deputy manager search)
City of Wilson
City of Winston-Salem
Wake County

Outside North Carolina

City of Alexandria, Virginia
American Public Works Association
American Society for Public Administration
City of Ann Arbor, Michigan
University of Arizona
Arlington County, Virginia
City of Aspen, Colorado
City of Atlanta, Georgia
City of Aurora, Colorado
City of Austin, Texas
Bellevue, Washington
Billings, Montana
City of Bowling Green, Kentucky
City of Brunswick, Georgia
League of California Cities (2016 executive director search, plus 2019 deputy search)
California State Association of Counties (executive director search, 2018)
City of Cedar Rapids, Iowa
City of Charlottesville, Virginia
City of Charleston, South Carolina
City of Chesapeake, Virginia
The Coca-Cola Company
City of Cocoa, Florida
Colonial Williamsburg Foundation
Colorado Intergovernmental Risk Sharing Agency (CIRSA)
Colorado Municipal League
City of Columbus, Georgia
Connecticut Conference of Municipalities (2014-15 executive director search)
City of Dallas, Texas
City of Dayton, Ohio
DeKalb County Schools, Georgia
City of Dover, Delaware
City of Eugene, Oregon
City of Fairburn, Georgia
City of Fayetteville, Arkansas
City of Fort Lauderdale, Florida
City of Fort Worth, Texas
Fairfax County, Virginia
Florida Association of Counties
Fulton County, Georgia
City of Gainesville, Florida
Georgia Association of Chiefs of Police

Georgia Institute of Technology
Georgia Municipal Association (2017 executive director search)
Georgia Power Company
Georgia State University
State of Georgia
Association of County Commissioners of Georgia
City of Greenville, South Carolina
City of Hampton, Virginia
City of Hastings, Minnesota
City of Houston, Texas
Henrico County, Virginia
IBM Corporation
City of Independence, Missouri
Institute of Government, University of Georgia
International City Management Association
International Institute of Municipal Clerks
International Personnel Management Association
Town of Jackson, Wyoming
Kansas League of Municipalities (2014 executive director search)
Kentucky League of Cities (most recent executive director search, 2010)
City of Lincoln, Nebraska
City of Little Rock, Arkansas
County of Los Angeles, California (2018)
Port of Los Angeles (several searches, including 2019)
City of Louisville, Kentucky
Maine Municipal Association (2015 executive director search)
City of Marco Island, Florida
Maryland Municipal League
Maxwell School of Government, Syracuse University
Metropolitan Government of Nashville, Tennessee
Michigan Municipal League (executive director search)
University of Michigan
City of Milton, Georgia
State of New Mexico
City of Minneapolis, Minnesota
League of Minnesota Cities (2015 executive director search)
New Hampshire Municipal Association (2014 executive director search)
City of Newport News, Virginia
City of Norcross, Georgia
City of Norfolk, Virginia
City of Norman, Oklahoma
City of North Little Rock, Arkansas
City of North Miami Beach, Florida
National Aeronautics and Space Administration
National Highway Traffic Safety Administration
National Science Foundation
Government of The Netherlands
State of Ohio
City of Oklahoma City, Oklahoma
University of Oklahoma
City/County Insurance Services, Oregon (deputy director/exec director designate search 2018)

League of Oregon Cities (2017 executive director search)
City of Palatka, Florida
Palm Beach County, Florida
Town of Palm Beach, Florida
City of Pasadena, California
City of Pascagoula, Mississippi
Pennsylvania Association of County Commissioners
City of Pensacola, Florida
City of Petersburg, Virginia
Proctor & Gamble
City of Pueblo, Colorado
City of St. Petersburg, Florida
Rhode Island League of Cities and Towns (2016 executive director search)
City of San Antonio, Texas
City of San Diego, California
City of San Jose, California
City of Sarasota, Florida
City of Savannah, Georgia
City of Scottsdale, Arizona
Town Seabrook Island, South Carolina
Town of South Kingstown, Rhode Island
State of South Carolina
City of Spartanburg, South Carolina
City of Spokane, Washington
University of South Carolina
City of Statesboro, Georgia
City of Taneytown, Maryland
Texas Municipal League (most recent executive director search, 2010)
City of Thornton, Colorado
City of Topeka, Kansas
City of Tucson, Arizona
City of Tulsa, Oklahoma
University of Texas at Austin
U.S. Agency for International Development
U.S. Department of Commerce
U.S. Department of Housing and Urban Development
U.S. Department of Justice
U.S. Department of Transportation
Utah League of Cities and Towns (2017 executive director search)
City of Valdosta, Georgia
Vermont League of Cities and Towns
City of Virginia Beach, Virginia
City of West Hollywood, California
City of West Palm Beach, Florida
State of Wyoming

More complete list on The Mercer Group, Inc. website at: <http://www.mercergroupinc.com/clients.html>

COVER LETTER INFORMATION:

Incorporation: We are the only experienced local government search firm incorporated in North Carolina and not part of a firm headquartered in another state.

Developmental Associates is a **HUB certified** LLC (S) Corporation

Lead Consultant: Stephen Straus, Ph.D.

March 24, 2021

Michael Scott
Manager
350 East Market Street
Smithfield, NC 27577

Dear Michael:

We are pleased to submit our proposal for the search process for Fire Chief.

As you know, Developmental Associates is not a traditional “headhunting” firm. Instead, we rely on more objective, systematic, and accurate methods to recruit, screen, and evaluate candidates that we call *Talent Identification and Assessment*. A recent article citing our work was published in *Supply and Demand Chain Magazine*.

<https://mail.google.com/mail/u/0/#inbox/FMfcgxwHNVvtbGIHfHMfNCGHBPqTDnG>

*In short, we provide you with much more detailed and in-depth information about the candidates than our competitors. **Our mission is to enable you, to make the most informed decisions possible.***

You will note as you review our proposal, that our approach reduces guesswork, and provides you with more complete and reliable information about the candidates. *In short, we provide you with more detailed and in-depth information about the candidates to enable you to make the most informed decisions possible.*

We have a proven track record of performance. During the last eight years, we have partnered with clients to fill over 250 executive positions.

We have placed public safety executives with the following local governments:

- The City of Winston Salem (both Police [2] and Fire Chief)
- The City of Fayetteville (Police Chief [2] and Fire Chief)
- The City of Burlington (Police Chief)
- The City of Greensboro (Police Chief [2] and Fire Chief)
- The Town of Southern Pines (Police Chief)
- The City of Wilson (Police Chief and Fire Chief)
- The City of Aberdeen (Police Chief)
- The City of Brevard (Police Chief and Assistant Police Chief)
- The City of Reidsville (Police Chief)
- The City of Hendersonville (Police Chief and Fire Chief)
- The City of Spartanburg (SC) (Police Chief)
- The City of Danville, Virginia (Police and Fire Chief)
- The City of Kinston (Police Chief and Fire Chief)
- The City of Durham (Police Chief and Fire Chief)
- The Town of Morrisville (Police and Fire Chief)
- The Town of Matthews (Fire Chief and Police Chief)
- The City of Asheboro (Fire Chief)
- The Town of Kernersville (Police and Fire Chief)
- The City of Statesboro, Georgia (Police Chief)
- The City of Williamsburg, Virginia (Police Chief)
- The City of Newport News, Virginia (Police Chief)
- The City of Williamsburg, Virginia (Police Chief)
- The City of Savannah, Georgia (Police and Fire Chief and also Assistant Police and Fire Chiefs)

Our approach has three goals with respect to recruitment, screening, and selection. After explaining those goals in this cover letter, we are attaching a Menu of Offerings that details each of our services on pages 6-9.

First, we provide high quality candidates from a national, regional and statewide recruitment base.

We provide four methods of recruitment.

1. We **target individuals** with whom we have worked directly. Having worked with thousands of managers through our consulting and training, we are well connected to leading local government managers in the region. Greg Grayson retired Fire Chief of Greensboro and of Asheville would lead our recruitment for Fire Chief.
2. We make **individual contacts through social media**. We maintain lists of hundreds of local government candidates that we can contact through email blasts, Facebook, and LinkedIn notices.
3. We know how to make the best use of the most widely referenced **professional journals and websites**. We can enhance the information provided to those sites by relying on a

comprehensive study of the position and the organization that enables us to craft attractive, realistic, and comprehensive postings.

4. We have established a **national network** through our contract with NEOGOV, the number one HR application to governments nationwide. This service enables us to provide recruitment and applicant tracking solutions on a national level. We supplement that through our long-term affiliations with the local government associations in NC.

Second, many clients tell us that they based previous selection decisions on less information that we provide through our screening process. We can provide such comprehensive information by using a multi-method screening approach that includes four components, as follows:

1. We develop a customized application that candidates must complete on-line. This application would be tailored to the specific challenges facing Smithfield. In comparison to the traditional cover letter and resume, we are then able to match candidates with the specific needs of the Town. Moreover, we are then able to make “apples-to-apples” comparisons of candidates rather than trying to piece together disparate information from resumes that are each designed differently. As an additional bonus, we can then determine whether candidates are sufficiently motivated to fill out this unique application and whether they are tech-savvy.
2. We conduct intensive interviews with each of the top candidates (up to 15). We conduct these interviews using structured questions based on the needs of Smithfield along with a detailed scoring system. The interviews are conducted by Chief Grayson, so we ensure we have a subject matter expert evaluating each candidate. The responses of each candidate are recorded and available to you for review.
3. We have a third staff member administer an in-depth survey assessing candidate written challenges they would face as Smithfield Fire Chief. This survey is also independently scored. You then have the opportunity to view all of the above information on a spreadsheet prior to deciding which candidates to invite to the Town for even more in-depth assessment.

Third, we provide you the most in-depth and accurate information possible about the top candidates for this position to enable you to make the most informed decisions possible.

It is **essential** to rely on three common and very comfortable methods as a part of the selection process: 1) reviews of resumes, 2) reference and background checks, and 3) interviews.

*Nevertheless, these are the three **least** accurate methods for determining the true competencies of candidates.* One of many reasons for the limitations of these methods is that they rely mostly on indirect or inferential data. For example, resumes tell us what the candidate has done, but not how well he/she has performed. References rely on third-party observations that have often been shown to be unreliable. Interviews, when conducted in a systematic and behavioral-based fashion, can reveal certain key attributes: knowledge, verbal communication

Experts in Emotional Intelligence to Develop Individuals and Organizations

skills, and judgment (when situational questions are included). *Interviews, however, are not able to directly verify other critical skills, such as needs assessments, conflict resolution, project planning, meeting or group facilitation, leadership style, problem solving, writing, or even presentation skills.*

Assessment center processes and certain psychometric tests are of greater validity than the traditional three methods alone. Developmental Associates promotes the use of assessment centers in conjunction with other methods. In these processes, we design exercises that simulate the key challenges facing the position, such as making board presentations, developing written project plans, facilitating meetings with staff or department directors, and conducting performance-management role plays or counseling exercises with department heads to directly observe the skills of candidates. We independently supplement this first-hand assessment with the Emotional Intelligence Inventory (EQi 2.0 – see page 9) to validate what we have observed in the assessment center process. This additive combination of two highly valid methods, coupled with traditional methods, greatly enhances the accuracy and depth of information we can provide you.

Thank you for considering our services. We would be pleased to partner with Smithfield to find an outstanding Fire Chief!

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen K. Straus".

Stephen K. Straus, Ph.D.
President - Developmental Associates, LLC

**PROPOSAL: THE TOWN OF SMITHFIELD
RECRUITMENT, SCREENING, AND SELECTION PROCESS:
Fire Chief**

March 24, 2021

<u>PROPOSAL CONTENTS</u>	<u>PAGES</u>
<u>SECTION I: PROPOSED SERVICES, SCHEDULE, AND FEES</u>	
A. <i>Scope of Work</i>	<i>pages 6-8</i>
• <i>Emotional Intelligence Factors</i>	<i>page 9</i>
• <i>Our Fees for this Project</i>	<i>page 10</i>
<u>SECTION II: WHO WE ARE</u>	
A. <i>Our Recent Clients</i>	<i>page 11</i>
B. <i>A New Approach to Executive Assessment</i>	<i>page 12</i>
C. <i>Firm History and Experience</i>	<i>pages 13-14</i>
D. <i>References</i>	<i>pages 15-16</i>

HIRE WITH CONFIDENCE PLEDGE

If Developmental Associates is responsible for recruiting and screening candidates, we guarantee that the client will find a candidate that it can hire with confidence. If the selected candidate does not continue employment for at least one year of service, Developmental Associates pledges to provide all of the services originally agreed upon with the client for no additional charge other than expenses, such as administering the Emotional Intelligence Inventory (EQi) to candidates approved by the client. Developmental Associates would continue to provide these services until the client selects a candidate it can "hire with confidence". Developmental Associates does not maintain this pledge if it is not responsible for the recruitment and screening for the position.

The information provided herein by Developmental Associates, LLC. is proprietary and confidential, offered to the recipient solely for the purpose of evaluating its service proposal. This information should not be disclosed to anyone outside the decision-making group without the company's prior authorization.

SECTION I: SCOPE OF WORK

**TOWN OF SMITHFIELD
FIRE CHIEF**

**RECRUITMENT AND SELECTION
Menu of Offerings**

Directions: Below are the steps identified in the proposed Scope of Services and the schedule for completion of each step.

STEPS IN THE RECRUITMENT, SCREENING, AND SELECTION PROCESS	PURPOSE OF THE PROPOSED STEPS	PROPOSED DATES
<p>Step 1: Confirm Position Criteria by conducting a job and organizational analyses to identify expectations and competencies for the position by meeting with the following groups:</p> <ul style="list-style-type: none"> • The Manager and staff • Fire Department personnel • Other stakeholders as identified by the Manager 	<ol style="list-style-type: none"> 1) Provides a foundation for defining the competencies sought in recruitment and in designing the selection process. 2) Builds stakeholder buy-in and perspective into the selection process. 3) Conducting a job analysis is essential for legal defensibility. 4) Conducting the organizational analyses identifies future challenges for proactive Fire Chief 	Day 1
<p>Step 2: Build a candidate profile and post written job advertisements in leading professional journals, newspapers, and websites.</p>	<ol style="list-style-type: none"> 1) Written ads for online publications will typically generate the largest number of applications. 2) Developmental Associates would also develop an attractive electronic brochure. (See attached.) 	Day 3
<p>Step 3: Manage all external advertising including targeted recruitment of leading candidates.</p>	<ol style="list-style-type: none"> 1) We have direct access to several thousand local government executives across the country. We will send out a mass email to all of these executives, but also make direct contact with a number of those that we think would be a particularly good fit with the Town of Smithfield. 2) By targeting candidates and making individual contacts, Developmental Associates can supplement the candidate pool with managers with excellent credentials. 3) DA can handle the postings and charge the Town for those expenses, or DA can coordinate with the Town to post the positions. 	Completed by Day 33

STEPS IN THE RECRUITMENT, SCREENING, AND SELECTION PROCESS	PURPOSE OF THE PROPOSED STEPS	PROPOSED SCHEDULE
<p>Step 4: Create screening criteria and conduct initial (first) level screen of candidate applications/resumes. This will culminate in our presenting the Town Manager with a spreadsheet including rankings and evaluative comments. We would also conduct a Google Search on all of the top candidates.</p>	<ol style="list-style-type: none"> 1) First level screening involves a structured process for evaluating resumes and supporting documents. We require all candidates to post their applications through NEOGOV to ensure they are responding to the specific requirements of the position and not just submitting a general resume. 2) The job analysis provides the basis for developing a structured screening guide to ensure consistent application of the selection criteria to each resume. 3) Narrow the field of candidates to a number that can be screened more intensively (through the secondary screening process described below). 	Day 36
<p>Step 5: Conduct a Zoom interview and other second level screening of candidates for the position. In addition to the phone interview, DA would include the following approaches:</p> <ul style="list-style-type: none"> • Responses to short-essay questions 	<ol style="list-style-type: none"> 1) Such advanced screening methods are useful when there is a large group of qualified candidates or the Town is unfamiliar with many of the candidates. 2) The screening method would be driven by the job analyses (Step 1). 3) Upon completion the Manager would be ready to identify the finalists (up to 5) to invite to the final assessment process. 4) At the Manager’s discretion up to two alternates could be identified in the event any of the original candidates withdraw. 	Day 48
<p>Step 6: Recommend a comprehensive assessment center process</p>	<ol style="list-style-type: none"> 1) The hiring process should be valid (job related) to identify the best candidates. 2) The hiring process should provide an opportunity to assess the most critical competencies required for the position including the ability of the candidate to meet the primary fire service challenges facing the Town. 3) The hiring process should assess Emotional Intelligence (EI) as well as Cognitive Intelligence (IQ) and technical skills. 4) The exercises should enable the Town to assess the strengths and weaknesses of each candidate and to determine those candidates that have the skills to fill the position. 5) The rating criteria will be premised on the job analysis and designed using objective, behavioral-based rating criteria. 	By Day 48

STEPS IN THE RECRUITMENT, SCREENING, AND SELECTION PROCESS	PURPOSE OF THE PROPOSED STEPS	PROPOSED SCHEDULE
<p>Step 7: Identify and recruit assessors to evaluate the candidates (Assessors are identified and approved by the Manager)</p>	<ol style="list-style-type: none"> 1) The types of assessors recruited depend upon the types of exercises the candidates would perform. Assessors might include local government executives in similar positions, community members, and Town staff. 2) Assessors must complete a Statement of Confidentiality. Moreover, no single assessor will know the overall outcome of the process. That information is provided to the Manager only. 3) Assessors will be trained on how to apply behavioral-based rating systems when rating candidates. 	By Day 48
<p>Step 8: Invite candidates to the virtual assessment center. Conduct selection exercises to evaluate the (up to 5) finalists. We would coordinate a debriefing session with the Manager and conclude by correlating the results from the assessment center with the along with the results of the EQI.</p>	<ol style="list-style-type: none"> 1) The exercises will be valid, reliable, and unbiased. 2) The candidates will be sent preparatory information and given thorough explanations in advance of the process., along with an invitation that spells out their schedule and the location of events. 3) We would conclude by asking each panel to share their scores and feedback directly to the Manager. 	Days 64-65
<p>Step 9: Facilitate thorough background investigations</p>	<ol style="list-style-type: none"> 1) Both legally and due to the sensitive and highly public nature of the positions of Fire Chief, we recommend thorough reference checks and background investigation. 2) These should be conducted by someone outside the Town to ensure confidentiality. (The Town might prefer to use its own source for the background. Our fees do not include the background.) 3) We will coordinate the investigations and report detailed findings to the Town Manager. 	TBD
<p>Provide executive coaching to the successful candidate</p> <ul style="list-style-type: none"> • Review the challenges facing the community and organization • Analyze the results of the selection process • Analyze the findings of the EQi • Develop a plan of action • Developmental feedback provided to internal or local candidates who are not selected. This includes a review of EQi and assessment center results 	<ol style="list-style-type: none"> 1) The assessment process provides rich information suitable for executive coaching. 2) The new Fire Chief will be facing exciting but formidable new challenges. He/she can benefit from professional guidance in developing a plan of action to meet those challenges successful. 3) Feedback to internal candidates not selected often helps in their personal development and acceptance of the decision. This also paves the way for greater support of the selected candidate by incumbents. 	TBD

A.1: EMOTIONAL INTELLIGENCE FACTORS*

SELF-PERCEPTION REALM

EQ-i Scale	The EI Competency Assessed by the Scale
1. Emotional Self-Awareness	<i>Ability to be aware of and understand one's feelings and their impact</i>
2. Self-Regard	<i>Ability to respect and accept one's strengths and weaknesses</i>
3. Self-Actualization	<i>Ability to improve oneself and pursue meaningful objectives</i>

SELF-EXPRESSION REALM

EQ-i Scale	The EI Competency Assessed by the Scale
4. Emotional Expression	<i>Ability to express one's feeling verbally and non-verbally</i>
5. Independence	<i>Ability to be self-directed and free of emotional dependency on others</i>
6. Assertiveness	<i>Ability to express feelings, beliefs, and thoughts in a nondestructive way</i>

INTERPERSONAL REALM

EQ-i Scale	The EI Competency Assessed by the Scale
7. Interpersonal Relationships	<i>Ability to develop and maintain mutually satisfying relationships</i>
8. Empathy	<i>Ability to recognize, understand and appreciate the feelings of others</i>
9. Social Responsibility	<i>Ability to contribute to society, one's social group, and to the welfare of others</i>

DECISION MAKING REALM

EQ-i Scale	The EI Competency Assessed by the Scale
10. Impulse Control	<i>Ability to resist or delay and impulse, drive, or temptation to act</i>
11. Reality Testing	<i>Ability to remain objective by seeing things as they really are</i>
12. Problem Solving	<i>Ability to solve problems where emotions are involved</i>

STRESS-MANAGEMENT REALM

EQ-i Scale	The EI Competency Assessed by the Scale
13. Flexibility	<i>Ability to adapt one's feeling, thinking, and behavior to change</i>
14. Stress Tolerance	<i>Ability to effectively cope with stressful or difficult situations</i>
15. Optimism	<i>Ability to remain hopeful and resilient, despite setbacks</i>

EQ-i 2.0, Multi-Health Systems (2011), All Rights Reserved

Adapted from *The EQ Edge*

Steven J. Stein, Ph.D. and Howard E. Book, M.D.

Third Edition (2011)

PROPOSED FEES FOR THIS PROJECT

BASIC FEE	ADDITIONAL OPTIONS FOR EACH POSITION
\$18,500	<ul style="list-style-type: none">• EQi – Screen and analysis for finalists @ \$200 per candidate (up to 5)• Coaching and Feedback @ \$250 per candidate*• Background @\$2300 per candidate**

***As a standard service, we provide feedback to the successful candidate. Often, however, internal candidates apply and do not get offered the position. We encourage our clients to offer feedback to those internal candidates since feedback on the process provides a great professional development opportunity.**

****Background fees (if elected) are paid directly to Chief Tom Younce**

Each fee for service is itemized in the Scope of Work on pages 7-9. **We charge no other fees for expenses.**

The maximum total fee for our basic services and the use of the EQi for screening (up to 5 candidates) and assessment of finalists (up to 5 candidates) and feedback to the successful candidate for each position would be \$19,500.

SECTION II: WHO WE ARE

A. Our Recent Clients

North Carolina city and county managers are quickly recognizing the benefits of the new approach offered by Developmental Associates. During the last three years we have either completed or are in the process of working with the following local governments and universities:

- The City of Statesboro, Georgia
- The City of Savannah, Georgia
- The City of Williamsburg, Virginia
- The City of Danville, Virginia
- The City of Suffolk, Virginia
- The Town of Apex
- The City of Wilmington
- The Town of Stallings
- The Town of Matthews
- The Town of Garner
- The City of Raleigh
- Durham County
- Cumberland County
- The Town of Smithfield
- The City of Durham
- The City of Greensboro
- The City of Wilson
- Duke University
- NC State University
- East Carolina University
- The Town of Morrisville
- The Town of Zebulon
- Onslow County
- Cumberland County
- Sampson County
- Cleveland County
- The Town of Waynesville
- The Town of Chapel Hill
- The Town of Apex
- The University of North Carolina at Chapel Hill
- UNC School for the Arts
- The City of Fayetteville
- The Town of Mills River
- Transylvania County
- The City of Asheboro
- The City of Concord
- The City of Elizabeth City
- The City of Brevard
- The City of Hendersonville
- Villanova University

- Elon University

B. A New Approach to Executive Assessment – Talent Identification and Assessment

These and many other clients are recognizing that Developmental Associates has developed a new, more thorough, accurate, and comprehensive model for executive processes – which we call Talent Identification and Assessment. The old “Search Model” makes four outdated assumptions. First, it assumes that the search firm is in close contact with top candidates that will only apply for the position if contacted by the firm. This model fails to take into account the use of modern technology to recruit. There are now many more ways to reach out candidates than has been traditionally the case. **Developmental Associates uses multiple recruitment methods including targeting individuals, placing ads in leading professional websites and journals, relying extensively on social media, and connecting with our national network through NEOGOV – the leading public sector technology solution for recruitment and selection in the United States.**

Second, it also assumes that search firms can actually evaluate the quality of candidates because they know how each candidate is performing in their current position. That is a myth. Knowing a manager, even befriending a manager, does not mean that the search firm can actually assess that candidate’s performance in day-to-day activities. The search firm does not directly observe how the candidate develops budgets, deals with staff, plans, organizes, or deals with conflicts. **Developmental Associates uses an extensive, multi-method screening approach that provides you with a sounder understanding of the skills and competencies of each candidate. Because this process is standardized it enables fair comparisons across candidates.**

Third, it presumes that candidates can be evaluated comprehensively through interviews. This is simply not the case. We all like to lay our eyes on the top candidates and see how they present themselves and think. Nevertheless, interviews, at best, can only directly determine how well the candidate can communicate, his/her knowledge, and judgment. The interview is too limited to assess other essential management and leadership skills, such as writing, developing budgets, problem solving, dealing with staff, managing projects, and so on. All that can be learned from the interview about these essential skills is what the candidates *says he/she does*. **We provide intensive assessment of candidate skills that other firms do not offer before the board begins its interview process. This assessment center process enables you to directly observe the skills of candidates performing a variety of executive skills, such as managing staff, budgeting, dealing with the media, making presentations, facilitating staff meetings, and so on.**

Fourth, many firms will also tout their national networks which will bring candidates from all corners of the country. We find that, all things being equal, most of our clients are more interested in a candidate with regional or North Carolina experience. North Carolina has a more professional approach to local government than do most states and is committed to the Council-Manager form of government. **No firm has better state-wide connections than does Developmental Associates. We have been focused specifically on NC local government for twenty-five years.**

C. Firm History and Experience

Developmental Associates has extensive background in human resources, and management consulting for more than twenty-five years with over fifty local governments in North Carolina and with the leading North Carolina universities including Duke, Wake Forest, UNC-Chapel Hill, and NC State. Developmental Associates provides cutting edge services that go beyond typical human resource consulting firms at a reasonable cost. We are a five-member organization that combines strong academic and practitioner experiences into the services we provide to public and not-for-profit organizations.

Below are some of the distinctive advantages we offer:

- **We are a North Carolina-based firm specializing in public sector, nonprofit and educational organizations.** We operate in North Carolina predominantly, and have done so for over 25 years. Steve Straus has been a long-time member and frequent presenter with the NC City and County Managers Association. For 26 years he has taught in the Master of Public Administrative Programs at NC State University and UNC Chapel Hill and has served on the faculty at the School of Government at UNC-Chapel Hill. He has published in the leading public sector journals.

Heather Lee has served as a faculty member and administrator at the NC Center for Women in Public Service as well as for the William Peace University Human Resources degree program. She is a former Vice-President for Human Resources with the NC Easter Seals Society. Heather has consulted extensively with local governments and is the co-designer of and a faculty member in the North Carolina Public Managers Program.

Greg Grayson retired after a distinguished career as Fire Chief in both Greensboro and Asheville.

- **Our screening methods are multi-method and comprehensive.** Search firms often develop a negative reputation and take advantage of local governments by parading a group of close contacts through the selection process. Moreover, they allow applicants, particularly those who only have a passing interest in a position, to submit a non-standardized cover letter and resume. Developmental Associates insists on **a more objective and thorough screening approach that demands a certain level of motivation from all candidates.** We develop a set of filtering questions through our job and organizational analyses. These questions focus more on accomplishments than on the traditional resume-focus of positions held. Candidates must respond to questions tailored for the specific needs of the position and the City. As a result, we are able to compare candidates on similar criteria and make more objective determinations of which ones should be advanced in the process.

Those candidates that pass the initial screen undertake a **secondary screen.** We tailor this secondary screen to the position, but typically we require responses to more in-depth survey questions, conduct recorded telephone/Skype interviews, and administer

Experts in Emotional Intelligence to Develop Individuals and Organizations

the EQi 2.0, an emotional intelligence inventory (a validated employment test described below), to all candidates in the secondary screen. This multi-method approach provides a rich basis for the Manager to evaluate and determine which candidates should be invited to the selection process.

- **We are experts in the field of selection.** We provide a frank assessment of typical selection approaches particularly including the traditional search firm approach of relying extensively on the weakest of predictors of job performance: resumes, references, and interviews. We, instead, tailor a multi-method and behavioral approach to develop real world simulations. These simulations, commonly called an "assessment center", provide more in-depth and accurate information about the candidate than do the traditional methods.
- We are also experts in the field of **Emotional Intelligence (EI)**. Research finds that EI contributes substantially to managerial success. A list of EI factors is included with this proposal on page 10. While EI factors are commonly understood to be instrumental for effective leadership, most employers find it difficult to evaluate factors accurately, such as self-regard, independence, social responsibility, stress tolerance, impulse control, and empathy. *Moreover, it is the rare client that understands how to connect the relationship among these factors to produce an overall understanding of the candidate. Developmental Associates is able to make these connections.* We are able to test for EI (through the EQ 2.0 Inventory – a validated employment test) and integrate it into a variety of selection methods, such as behavioral-based interviews, presentations, role plays, and even written exercises. Our selection methods far surpass common methods in producing an in-depth understanding of the technical skills, interpersonal skills, job knowledge, and Emotional Intelligence of each candidate. This allows the organization to make the most informed decision possible on the competencies of candidates. Dr. Heather Lee is a Certified Trainer and has conducted certification programs on EI that have drawn international participation. Dr. Straus is also certified on the EQ Inventory.

REFERENCES

<p>Town of Chapel Hill Town Manager Maurice Jones (919) 968-2743 mjones@townofchapelhill.org Also feel free to contact Mayor Pam Hemminger or any one of the Town Council members. Mayor Hemminger’s phone is: (919) 968-2714 <i>DA has helped the Town hire several department head positions and also with succession planning. We recently work with the Town to hire Maurice Jones as Manager. We just completed a process in which we helped the Town Council hire a new Town Attorney.</i></p>	<p>City of Durham Retired City Manager Tom Bonfield (919) 323-9437 <i>DA assisted Tom in hiring a Deputy Manager. We have also helped them hire outstanding Police and Fire Chiefs and other department directors.</i></p>
<p>City of Savannah HR Director Jeff Grant (912) 541-3218 jgrant01@savannahga.gov <i>We have partnered with the City of Savannah to assess candidates for Chief of Police, and hire its IT Director, Fire Chief, Assistant Chiefs of Police (2) and Assistant Fire Chief.</i></p>	<p>City of Statesboro, Georgia Mayor Johnathan McCollar jonathan.mccollar@statesboroga.gov (912) 764-5468 <i>DA worked with the City of Statesboro to hire a Chief of Police in 2016 and to hire a City Manager in 2019. We also helped the City hire a Human Resources Director in 2019.</i></p>
<p>City of Greensboro Manager David Parrish (336) 373-2002 david.parrish@greensboro-nc.gov <i>DA has assisted in Greensboro in hiring several assistant managers, department directors and higher-level staff. We helped hire Mr. Parrish as an Assistant and the Council valued his work enough to appoint him as Manager.</i></p>	<p>City of Danville, Virginia Manager Ken Larking klarking@danvilleva.gov (434) 799-5100 <i>DA worked with Mr. Larking to hire a Chief of Police in 2017 and a Fire Chief in 2019. We are currently working with Danville to hire an Economic Development Director, a Transit Director and a Planning Director.</i></p>
<p>The City of Charlotte Retired Police Chief Kerr Putney (704) 650-0367 <i>DA helped Charlotte hire two Assistant City Managers, and Corporate Communications Director. Moreover, we have conducted the promotional processes for the Charlotte-Mecklenburg Police Department.</i></p>	<p>Cumberland County County Manager Amy Canon (910) 678-7723 acannon@co.cumberland.nc.us <i>DA recently assisted Cumberland County in hiring two Assistant Managers and several other department directors including Health Director. Cumberland County is one of our clients that uses us for all their executive search processes.</i></p>
<p>Town of Apex Manager Drew Havens (919) 249-3400 Drew.havens@apexnc.org <i>We have worked with the Town to hire 4 positions in 2019 – Public Works Director, Water Resources Director, Deputy Police Chief, and Assistant Fire Chief.</i></p>	<p>City of Fayetteville Manager Doug Hewett dhewett@ci.fay.nc.us (910) 309-0284 <i>DA assisted Fayetteville in hiring its Police Chief, Director of Engineering and Infrastructure, and a Human Relations Director.</i></p>

<p>Town of Garner City Manager Rodney Dickerson (919) 218-3764 rdickerson@garnernc.gov <i>Feel free to contact any of the Town Council. The Town contracted with DA to hire its Town Manager. We have also helped them hire the Police Chief, HR Director, and Economic Development Director.</i></p>	<p>City of Williamsburg, Virginia Manager Andrew Trivette atrivette@williamsburgva.gov (757) 220-6100 Mayor Paul Freiling pfreiling@williamsburgva.gov (757) 220-6101 <i>DA partnered with Williamsburg to hire a Manager in 2018 and a Police Chief in 2017.</i></p>
<p>City of Concord Manager Lloyd Payne paynel@concordnc.gov (740) 920-5215 <i>DA worked with the City of Concord to hire Mr. Payne in 2018.</i></p>	<p>Town of Matthews Manager Hazen Blodgett hblodgett@matthewsnc.gov (704) 708-1230 <i>We have worked with Mr. Blodgett to hire an outstanding Public Works Director and several key department heads.</i></p>
<p>Town of Morrisville Manager Martha Paige (919) 463-6150 mpaige@townofmorrisville.org <i>DA worked with a split Council to arrive at an enthusiastic and unanimous decision to hire its City Manager – Martha Paige in 2014. We have recently assisted Morrisville in hiring a Finance Director, Chief of Police, and Fire Chief</i></p>	<p>Onslow County Assistant Manager Sheri Slater sheri_slater@onslowcountync.gov (910) 389-1851 <i>DA has assisted Onslow County in hiring several department directors including Health and Social Services Director. DA conducts all executive selection processes for Onslow County.</i></p>
<p>Cleveland County Manager Brian Epley brian.epley@clevelandcounty.com (704) 484-4800 <i>DA partnered with Cleveland County to hire its Emergency Services Manager, Social Services Director and Health Director (current)</i></p>	<p>Transylvania County Manager Jaime Laughter (828) 553-2863 jaime.laughter@transylvaniacounty.org <i>DA assisted the County in hiring a Manager in 2014 and Social Services Director in 2017 and Finance Director in 2018.</i></p>
<p>City of Winston Salem Manager Lee Garrity (336) 747-7380 leeg@cityofws.org <i>DA assisted Winston Salem in hiring its Chiefs of Police and Fire. We are currently working with Winston Salem to hire a CIO.</i></p>	<p>City of Burlington Manager Hardin Watkins (336) 222-5022 hwatkins@burlingtonnc.gov <i>DA assisted Burlington in hiring two Police Chiefs, the Planning and Economic Development Director, City Engineer, and City Manager Hardin Watkins. Feel free to contact any other member of the Burlington City Council.</i></p>
<p>The Town of Southern Pines Manager Reagan Parsons (919) 692-7021 Parsons@southernpines.net <i>We have worked with Reagan to hire multiple department directors and two Assistant Town Managers.</i></p>	



Request for Town Council Action

Business FY 2022
Agenda Budget
Date: 04/06/2021

Subject: FY 2022 Budget
Department: General Government
Presented by: Michael Scott, Town Manager
Presentation: Business Item

Issue Statement

The Town Council is asked to begin formal deliberations and discussions regarding the completion of an annual budget for FY 2021-22. This process is intended to be completed in June of 2021, when a **Public Hearing** will be held. Council meetings may be recessed to a date and time certain to complete this process.

Financial Impact

N/A

Action Needed

Recess 4/6/21 meeting to a date and time certain to continue budget discussions and workshops.

Recommendation

Recess the 4/6/21 meeting to continue budget discussions and workshops.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



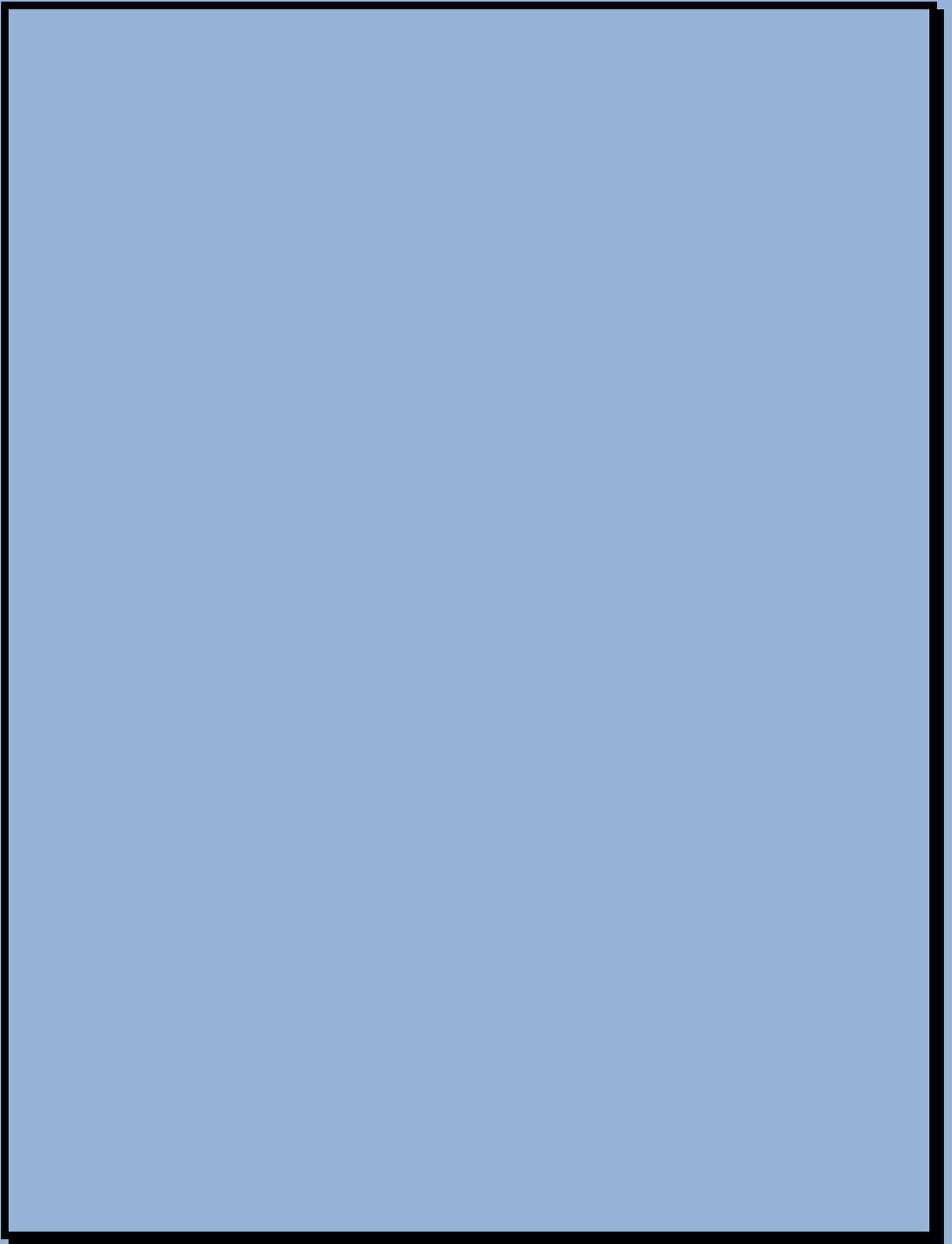
STAFF REPORT

Business FY 2022
Agenda Budget
Date: 04/06/2021

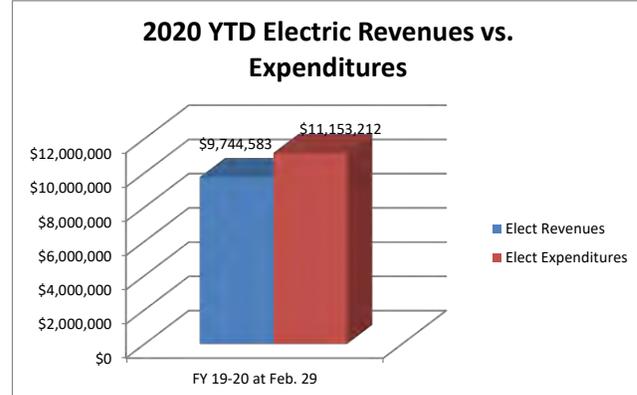
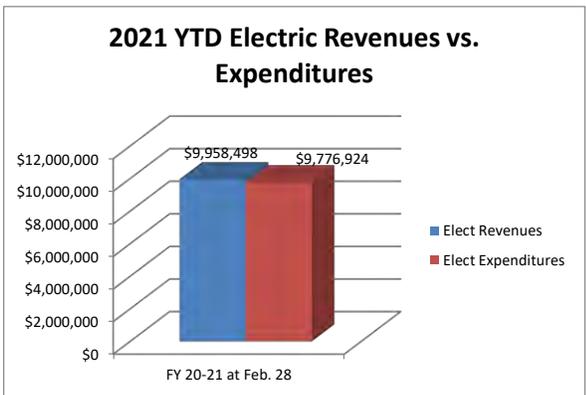
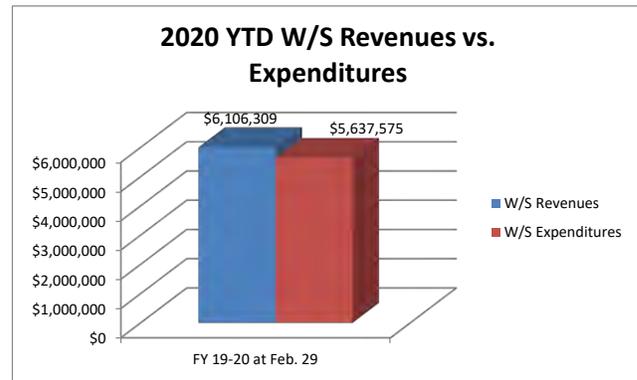
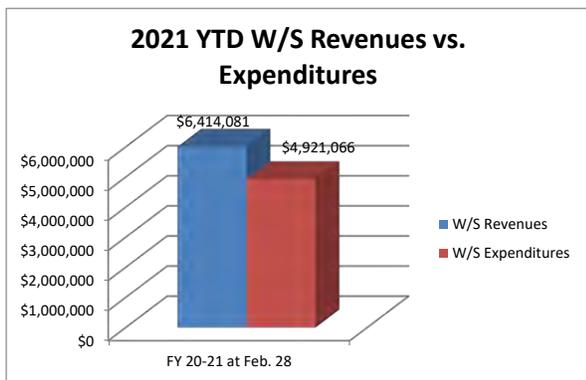
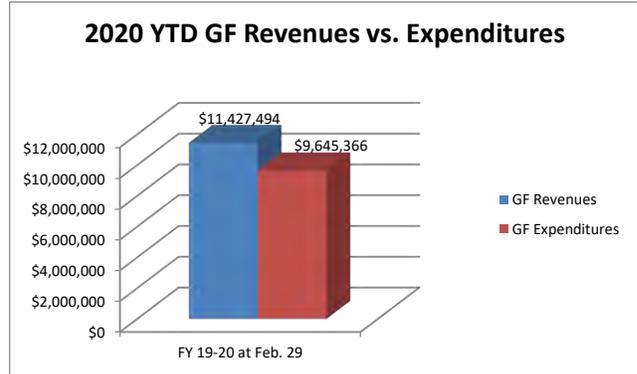
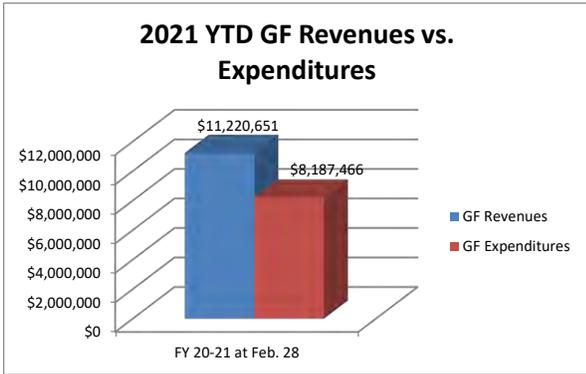
The Town Council will be provided a Draft Budget Document at the April 6th meeting for discussion purposes. The Council is asked to begin budget workshops to determine fund allocations for FY 2021-2022. **The Draft budget should not be confused with the Manager's Proposed Budget**, which will be completed following several budget workshops and discussions with the Council. The Draft Budget merely is a frame work to begin budget discussions.

This item is placed on the agenda in order that the Town Council may recess the April 6, 2021 meeting to a future date and time certain to begin formal budget discussions and decisions.

Financial Report



Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
February 28, 2021
Gauge: 8/12 or 66.7 Percent

GENERAL FUND

Revenues	Frequency	Actual to Date	Budget	Actual to Date
		FY '19-20	FY '20-21	FY '20-21
Current & Prior Year Property Taxes	Monthly	\$ 6,322,542	\$ 6,450,000	\$ 6,405,029
Motor Vehicle Taxes	Monthly	406,595	575,000	459,956
Utility Franchise Taxes	Quarterly	496,930	975,000	478,305
Local Option Sales Taxes	Monthly	1,378,168	2,147,000	1,455,220
Aquatic and Other Recreation	Monthly	468,402	585,000	116,933
Sanitation (Includes Penalties)	Monthly	810,171	1,351,300	815,429
Grants		310,437	204,852	465,819
All Other Revenues		1,234,249	1,378,308	1,023,960
Loan Proceeds		-	-	-
Transfers (Electric and Fire Dist.)		-	261,614	-
Fund Balance Appropriated		-	1,798,008	-
Total		\$ 11,427,494	\$ 15,726,082	\$ 11,220,651

Expenditures	Actual to Date	Budget	Actual to Date
	FY '19-20	FY '20-21	FY '20-21
General Gov.-Governing Body	\$ 291,738	\$ 478,048	\$ 291,023
Non Departmental	591,852	932,054	513,470
Debt Service	819,935	920,953	912,189
Finance	61,680	133,015	65,619
Planning	208,283	366,642	183,551
Police	2,250,581	4,289,712	2,260,283
Fire	1,405,626	2,791,203	1,339,051
EMS	-	-	5,124
General Services/Public Works	371,468	682,641	345,557
Streets	1,108,257	863,111	297,981
Motor Pool/Garage	66,096	95,215	61,972
Powell Bill	31,345	274,315	32,318
Sanitation	749,476	1,410,260	926,470
Parks and Rec	1,032,820	1,005,200	413,263
SRAC	638,345	1,115,890	526,224
Sarah Yard Center	17,864	76,610	13,371
Contingency	-	291,213	-
Appropriations/Contributions	-	-	-
Total	\$ 9,645,366	\$ 15,726,082	\$ 8,187,466

YTD Fund Balance Increase (Decrease) - -

WATER AND SEWER FUND

Revenues	Actual to Date FY '19-20	Budget FY '20-21	Actual to Date FY '20-21
Water Charges	\$ 1,684,760	\$ 2,872,930	\$ 1,735,311
Water Sales (Wholesale)	1,100,799	\$ 1,800,000	966,608
Sewer Charges	2,706,647	4,370,000	2,891,534
Penalties	-	50,000	36,272
Tap Fees	5,150	4,500	18,810
Other Revenues (Includes Penalties for FY18-19)	108,953	39,400	765,546
Grants	500,000	-	-
Loan Proceeds	-	-	-
Fund Balance Appropriated	-	213,812	-
Total	<u>\$ 6,106,309</u>	<u>\$ 9,350,642</u>	<u>\$ 6,414,081</u>

Expenditures	Actual to Date FY '19-20	Budget FY '20-21	Actual to Date FY '20-21
Water Plant (Less Transfers)	\$ 1,220,349	\$ 2,059,102	\$ 1,245,222
Water Distribution/Sewer Coll (Less Transfers)	2,736,020	4,820,402	3,287,221
Transfer to General Fund	-	-	-
Transfer to W/S Capital Proj. Fund	1,250,000	1,500,000	-
Debt Service	431,206	611,133	388,623
Contingency	-	360,005	-
Total	<u>\$ 5,637,575</u>	<u>\$ 9,350,642</u>	<u>\$ 4,921,066</u>

ELECTRIC FUND

Revenues	Actual to Date FY '19-20	Budget FY '20-21	Actual to Date FY '20-21
Electric Sales	\$ 9,509,000	\$ 16,300,000	\$ 9,736,320
Penalties	87,578	100,000	58,971
All Other Revenues	148,005	164,000	163,207
Grants	-	-	-
Loan Proceeds	-	-	-
Fund Balance Appropriated	-	233,862	-
Total	<u>\$ 9,744,583</u>	<u>\$ 16,797,862</u>	<u>\$ 9,958,498</u>

Expenditures	Actual to Date FY '19-20	Budget FY '20-21	Actual to Date FY '20-21
Administration/Operations	\$ 1,440,134	\$ 2,689,692	\$ 1,577,332
Purchased Power - Non Demand	3,182,580	12,615,420	2,652,992

Purchased Power - Demand	4,414,805	-	4,433,231
Purchased Power - Debt	770,784	-	770,784
Debt Service	351,307	342,586	342,585
Capital Outlay	43,602	35,000	-
Contingency	-	331,664	-
Transfers to Electric Capital Proj Fund	950,000	695,000	-
Transfer to Electric Capital Reserve	-	-	-
Transfers to General Fund	-	88,500	-
Total	<u>\$ 11,153,212</u>	<u>\$ 16,797,862</u>	<u>\$ 9,776,924</u>

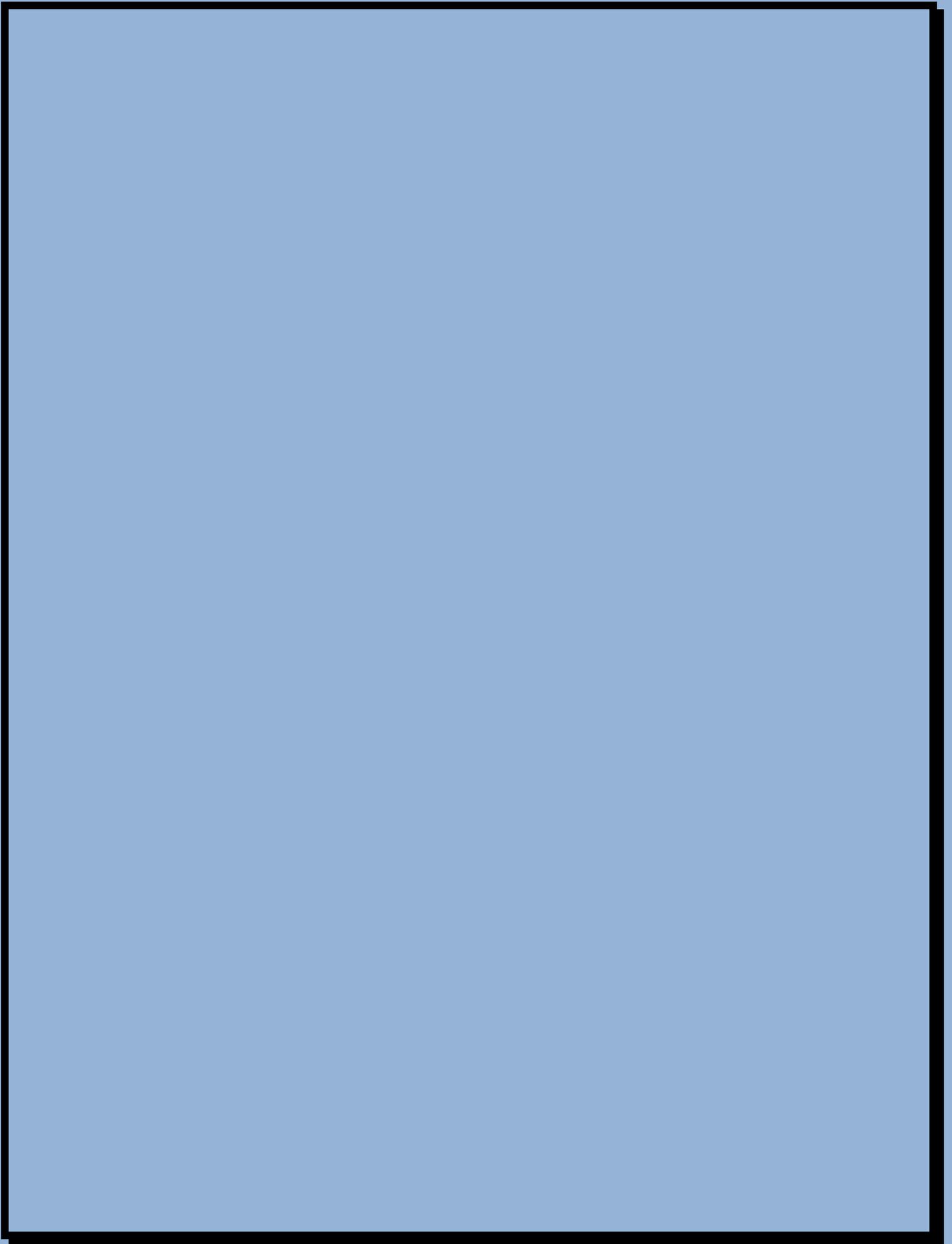
CASH AND INVESTMENTS FOR APRIL

General Fund (Includes P. Bill)	15,966,841		
Water and Sewer Fund	10,010,458		
Electric Fund*	10,642,159		
JB George Endowment (40)	135,036		
Water Plant Expansion (43)	2,512,199		
Booker Dairy Road Fund (44)	457,896		
Capital Project Fund: Wtr/Sewer (45)	427,616		
Capital Project Fund: General (46)	280,033		
Capital Project Fund: Electric (47)	290,576		
FEMA Acquisitions and Elevations (48)	550		
CDBG Neighborhood Revitalization (49)	(2,938)	1st CITIZENS	33,750,633
Firemen Relief Fund (50)	105,200	NCCMT	2,384,405
Fire District Fund (51)	297,778	KS BANK	3,704,240
General Capital Reserve Fund (72)	6,009	UNITED COMM	1,290,135
Total	<u>\$ 41,129,413</u>		<u>\$ 41,129,413</u>

*Plug

Account Balances Confirmed By Finance Director on 03/24/2021

Department Reports





Department Report

Monthly
Economic
Development
Update

Update

In July 2017, upon request of Economic Development Liaison Tim Kerigan along with Rocky Lane of Sanford Holshouser, Council approved to continue to engage the Scope of Work with Sanford Holshouser for Implementation of the Strategic Economic Development Update Action Items that originally began in August 2016.

Since August of 2016, the Town has been able to make steady progress on implementing the identified action **items from the Town's Economic Development Strategic Plan that was updated in 2014.**

Attached is a list of mentionable activities for February/March 2021.

Action Requested

No action requested.

Smithfield Economic Development Implementation Activities FEB/MAR21

1. Product Development/New Company Recruitment – Stephen Wensman, Tim and Rocky met with Chris Johnson to review progress on the acquisition and development of the West Smithfield Industrial Park (WSIP). Stephen noted that documents due from the Samet Corporation had not been received. Stephen also said that a residential developer was interested in the property and was engaged in some planning activities. Chris said that Samet had portions of the park under contract and to his knowledge they were moving forward. As far as project XD, the company has agreed to assist in seeking funding from various granting agencies. According to Chris, Project XD seems to be moving ahead positively. A key factor in the successful location of Project XD is Samet developing the property as an industrial park. Chris also provided an update on competitor parks and the competitive advantages they hold over Johnston County industrial properties.
2. Internal/External Marketing – the production and delivery of the promotional booklet were discussed. Plans as to its public debut and distribution were discussed.
3. BRE – the tracking matrix was reviewed. Plans were discussed as to how to proceed. It is believed the best course of action at this time is to begin with phone contacts and follow up later with in person visits as restrictions are eased further. which include virtual meetings with existing business and industries are being developed. As noted, BRE is the most important activity any economic development agency can undertake.
4. Downtown Development – ElectriCities Redevelopment Grant – the town received notification from ElectriCities that it was currently accepting applications for Downtown Revitalization Grant program. Total grant funding for this particular grant is \$10,000 and it can be used for various aspects of revitalization. The grant is highly competitive. ElectriCities also offers Smart Communities Grants, in the amount of \$5,000, which may be used for some of the same purposes. Tim and Rocky discussed both grants as to which would be the better course for the town. Additional input will be solicited prior to the submission of any grant application.

WiFi – the status of the downtown WiFi system was discussed, along with how it can be promoted and used as a marketing tool.

Gabriel Johnston Hotel – in light of the discussions last month with the owner's representative and a development group, ideas were discussed as to how to facilitate moving the renovation forward.

Brewery Recruitment – several target prospects to establish a brewery/brew house-restaurant were identified. An introductory letter will be developed and sent to the prospects to gauge their interest in such a venture. Additionally, Mickey Fanney of ABS Commercial, a brewery supply company, who provided advice on the industry and recruitment strategies previously will be recontacted to exchange information on the current status of the town's efforts and any new prospects.



FINANCE DEPARTMENTAL REPORT FOR FEBRUARY, 2021

SUMMARY OF ACTIVITIES FOR MAJOR FUNDS (10,30,31):

Daily Collections/Property Taxes/Other.....	\$ 3,855,297
Franchise Tax.....	0
Sales & Use Tax.....	251,636
Powel Bill.....	0
Total Revenue	\$ 4,106,933

Expenditures: General, Water, and Electric.....\$ 2,749,937

FINANCE:

- Compiled and submitted monthly retirement report on 2/26/2021
- Issued 67 purchase orders
- Processed 700 vendor invoices for payment and issued 377 accounts payable checks
- Prepared and processed 2 regular payrolls. Remitted federal and state payroll taxes on 2/5 and 2/19/2021
- Issued 0 renewal privilege licenses for beer and wine sales
- 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 \$8,436
- Processed 13 NSF Checks/Fraudulent Cards (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$32,828.44 (EMS: \$7,711.42; SRAC: \$5,600.67; Utility: \$19,516.35; and Other: \$0)
- Invoiced 0 grave opening.
- Invoiced Johnston Community College for Police Security
- Earned \$1,320.17 in interest from FCB and paid 0 in fees on the central depository account
- Paid \$9,851.28 in credit/debit/Tyler card fees, but earned \$8,245.51 (31-72-3550-3520-0002) in convenience fees (Reporting month charged/earned, not month paid)

FINANCE DIRECTOR

- Attended Town Council Meeting on February 2, 2021
- Attended Department Head Meetings on February 1 and 16, 2021
- Completed State Annual Financial Information Report on February 5, 2021
- Completed annual General Information Form for USDA on February 19, 2021
- Reconciled the January bank statement on 2/18/2021
- Reconciled a portion of the payroll accounts payable accounts.
- Attended the quarterly NCCMT meeting via zoom on 2/24/2021
- Attended LGC meeting with Town Manager on police building expansion via zoom on 2/25/2021



Planning Department Development Report

Tuesday, March 23, 2021

Project Name: Courtyard Cabins at White Swan
 Request: Motor Lodge Cabin Units
 Location 3158 South Brightleaf Boulevard
 Tax ID#: 15J10061F PIN#: 168207-59-4298
 Project Status Scheduled for Public Hearing
 Notes: PB recommended approval

Conditional Zoning 2021-01	
Submittal Date:	2/5/2021
Planning Board Review:	3/4/2021
Board of Adjustment Review:	
Town Council Hearing Date:	4/6/2021
Approval Date:	

Project Name: Scooter's Coffee
 Request: Restaurant
 Location 721 North Brightleaf Boulevard
 Tax ID#: 15004024C PIN#: 169416-93-4124
 Project Status Scheduled for Public Hearing
 Notes: PB recommended approval

Special Use 2021-01	
Submittal Date:	2/5/2021
Planning Board Review:	3/4/2021
Board of Adjustment Review:	
Town Council Hearing Date:	4/6/2021
Approval Date:	

Project Name: Samet Corporation
 Request: Major Subdivision Approval
 Location US 70 Bus Wes Highway
 Tax ID#: 15078012 PIN#: 168500-73-3381
 Project Status In First Review
 Notes: Withdrawn

Subdivision 2021-01	
Submittal Date:	2/5/2021
Planning Board Review:	3/4/2021
Board of Adjustment Review:	
Town Council Hearing Date:	4/6/2021
Approval Date:	

Project Name: Town of Smithfield
 Request: Amends Art 6.6 to allow Pharmaceuticals in the LI district
 Location
 Tax ID#: PIN#:
 Project Status Scheduled for Public Hearing
 Notes: PB recommended approval

Text Amendment 2021-02	
Submittal Date:	2/5/2021
Planning Board Review:	2/4/2021
Board of Adjustment Review:	
Town Council Hearing Date:	4/6/2021
Approval Date:	

Project Name: **East River Phases 6 & 7**
 Request: 61 Unit Townhouse Complex
 Location 1900 Buffalo Road
 Tax ID#: 14075015X PIN#: 169520-90-2199
 Project Status Scheduled for Public Hearing
 Notes: PB recommended approval

Special Use 2022-02	
Submittal Date:	2/5/2021
Planning Board Review:	3/4/2021
Board of Adjustment Review:	
Town Council Hearing Date:	4/6/2021
Approval Date:	

Project Name: **Town of Smithfield**
 Request: Amends Articles 2, 8, 9, 10, and Appendix A
 Location
 Tax ID#: PIN:
 Project Status In First Review
 Notes: PB recommends approval. Not yet heard by TC

Text Amendment 2020-03	
Submittal Date:	11/5/2020
Planning Board Review:	12/3/2020
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Historic Smithfield Foundation**
 Request: Variance to front building setback for Freedman House
 Location 308 North Fourth Street
 Tax ID#: 15013053 PIN#: 169419-52-6462
 Project Status Approved
 Notes: Under construction

BOA 2020-06	
Submittal Date:	8/27/2020
Planning Board Review:	
Board of Adjustment Review:	9/24/2020
Town Council Hearing Date:	
Approval Date:	9/24/2020

Project Name: **Johnston Health Services**
 Request: 5,370 Sq ft addition to Hospital Complex
 Location 512 North Brightleaf Boulevard
 Tax ID#: 15010058 PIN#: 169416-82-0969
 Project Status
 Notes: Construction no yet begun

Site Plan 0202-09	
Submittal Date:	8/24/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	9/4/2020

Project Name: **Ambit Plumbing**
 Request: Contractor with outdoor storage
 Location 100 Rock Pillar Road
 Tax ID#: 5J08017E PIN#: 167500-94-9799
 Project Status **Approved**
 Notes: Under Construction

Site Plan 2020-08
Submittal Date: 8/11/2020
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 10/16/2020

Project Name: **Daycare Center**
 Request: Daycare Center @ existing place of worship
 Location 720 Second Avenue
 Tax ID#: 15066010 PIN#: 169311-57-2189
 Project Status **First Review Complete**
 Notes: Construction no yet begun

Special Use 2020-09
Submittal Date: 7/3/2020
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date: 9/1/2020
Approval Date: 9/1/2020

Project Name: **Twin Oaks Subdivision**
 Request: 20 lot subdivision
 Location Will Drive
 Tax ID#: 15J11008M PIN#: 260300-46-0287
 Project Status **Approved**
 Notes: Construction plans not yet approved

Subdivision 2020-02
Submittal Date: 6/5/2020
Planning Board Review: 7/9/2020
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 8/4/2020

Project Name: **Smithfield Living Facility**
 Request: 83 Unit Assisted Living Facility
 Location Kellie Drive
 Tax ID#: 14075022D PIN#: 260405-09-8645
 Project Status **Approved**
 Notes: Construction not yet begun

Site Plan 2020-07
Submittal Date: 6/5/2020
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 9/10/2020

Project Name: **JCC Engineering Building**
 Request: 46,365 square foot educational facility
 Location 245 College Road
 Tax ID#: 15K10199F PIN#: 159308-87-5887
 Project Status **Approved**
 Notes: Under Construction

Site Plan 2020-06	
Submittal Date:	5/19/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	8/24/2020

Project Name: **Tru Hotel**
 Request: 4 Story Hotel
 Location 167 South Equity Drive
 Tax ID#: 15008046c PIN#: 260417-10-4438
 Project Status **Approved**
 Notes: Under Construction

Site Plan 2020-04	
Submittal Date:	4/29/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/1/2020

Project Name: **Johnston County Detention Center**
 Request: Site Plan Approval
 Location 1071 Yelverton Grov Road
 Tax ID#: 15L11011 PIN#: 260300-67-6920
 Project Status **Approved**
 Notes: Under Construction

Site Plan 2020-02	
Submittal Date:	2/7/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	7/14/2020

Project Name: **East River Phase II**
 Request: 32 lot division / Construction Plan Review
 Location Buffalo Road
 Tax ID#: 14075013 PIN#: 169520-80-3415
 Project Status **Approved**
 Notes: All lots permitted for new home construction

Subdivision 2018-01	
Submittal Date:	1/29/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	4/20/2020

Project Name: **Johnston Animal Hospital**
Request: Free Standing Facility
Location 826 North Brightleaf Boulevard
Tax ID#: 15005038 PIN#: 260413-02-5950
Project Status **Approved**
Notes: Under Construction

Site Plan 2020-01	
Submittal Date:	1/7/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/24/2020

Project Name: **Johnston Regional Airport FBO**
Request: FBO Hanger Addition
Location 3149 Swift Creek Road
Tax ID#: 15079017D PIN#: 168500-12-1015
Project Status **Approved**
Notes: Under Construction

Site Plan 2019-04	
Submittal Date:	5/22/2019
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	8/22/2019

Project Name: **Kamdon Ranch**
Request: 110 Lot Division
Location Swift Creek Road
Tax ID#: 15108020 PIN#: 167400-55-9495
Project Status **Approved**
Notes: News homes being permitted. 11 total for March 2021

Subdivision 2019-02	
Submittal Date:	4/5/2019
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/27/2019

Project Name: **East River Phase 1**
Request: 40 lot division
Location 1899 Buffalo Road
Tax ID#: 14075013 PIN#: 169520-80-0490
Project Status **Approved**
Notes: Built Out

Subdivision 2018-01	
Submittal Date:	7/9/2018
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	2/12/2019

Project Name: **Tires and Wheels**

Request: Auto Repair

Location 2134 South Brightleaf Boulevard

Tax ID#: 15A61047D PIN#: 168320-91-1779

Project Status **Approved**

Notes: Under Construction

Site Plan 2017-09	
Submittal Date:	8/8/2017
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	3/8/2018



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

Permit Issued for February 2021

		Permit Fees	Permits Issued
Zoning	Land Use	\$850.00	9
Site Plan	Minor Site Plan	\$50.00	2
Zoning	Sign	\$300.00	6
Report Period Total:		\$1,200.00	17
Fiscal YTD Total:		\$12,800.00	206

Z21-000016	Zoning	Land Use	Microwave Dish Addition	2491 US 70 Business Highway
Z21-000019	Zoning	Land Use	Cottle Farms	724 N Brightleaf Blvd
Z21-000023	Zoning	Sign	General's Shake Shak	1025 Outlet Center Dr
Z21-000025	Zoning	Sign	Investors Title Insurance	210 E Church Street
SP21-000016	Site Plan	Minor Site Plan	Single Family Dwelling	282 Sunfish St
Z21-000013	Zoning	Land Use	Signature Spas Platinum	1025 Outlet Center Dr
Z21-000014	Zoning	Sign	Johnston County Public Health	517 N Brightleaf Blvd
Z21-000015	Zoning	Sign	Auto Zone	721 N Brightleaf Blvd
Z21-000017	Zoning	Land Use	Beverage Destruction Service	3175 S Brightleaf Blvd
Z21-000018	Zoning	Land Use	A&G Professional Framing, LLC	1559 Booker Dairy Rd
Z21-000020	Zoning	Land Use	Lee Jewelry and Cell Phone	1025 Outlet Center Dr
Z21-000021	Zoning	Land Use	Mart & Smoke Shop	136 S Third St
SP21-000017	Site Plan	Minor Site Plan	Two Family Dwelling Addition	316 Stencil St
Z21-000022	Zoning	Land Use	Pretty My Party	1025 Outlet Center Dr
Z21-000024	Zoning	Sign	Quick Print Solutions	712 N Brightleaf Blvd
Z21-000026	Zoning	Sign	Hollywood Nails	721 N Brightleaf Blvd
Z21-000027	Zoning	Land Use	SFD Modification	216 N Second St



**TOWN OF SMITHFIELD
POLICE DEPARTMENT
MONTHLY REPORT
MONTH ENDING Feb. 28, 2021**

I. STATISTICAL SECTION

Month Ending Feb. 28, 2021	Feb 2021	Feb 2020	Total 2021	Total 2020	YTD Difference
Calls for Service	1500	1566	3026	3221	-195
Incident Reports Completed	124	109	237	241	-4
Cases Closed	84	83	170	180	-10
Accident Reports	59	61	117	134	-17
Arrest Reports	84	74	153	174	-21
Burglaries Reported	8	5	15	17	-2
Drug Charges	25	13	39	41	-2
DWI Charges	6	5	10	13	-3
Citations Issued	243	154	478	313	165
Speeding	82	40	145	90	55
No Operator License	47	29	100	44	56
Registration Violations	33	25	68	47	21

II. PERSONNEL UPDATE

The police department is currently short 5 sworn officer positions (two being the traffic team addition). One supervisor is out on medical leave due to an injury. The agency currently has four backgrounds being worked on.

III. MISCELLANEOUS

Mandatory in-service training was continued in February. Most of the agency's training is being done online. The Police Department continues to assist with Drive by Birthday Parades due to the COVID 19. Hopefully things will return to normal so community events can be held.

REPORTED UCR OFFENSES FOR THE MONTH OF FEBRUARY 2021

PART I CRIMES	February	February	+/-	Percent	Year-To-Date		+/-	Percent
	2020	2021		Changed	2020	2021		Changed
MURDER	0	0	0	N.C.	0	0	0	N.C.
RAPE	0	0	0	N.C.	0	0	0	N.C.
ROBBERY	1	0	-1	-100%	2	0	-2	-100%
Commercial	0	0	0	N.C.	0	0	0	N.C.
Individual	1	0	-1	-100%	2	0	-2	-100%
ASSAULT	2	0	-2	-100%	8	3	-5	-63%
* VIOLENT *	3	0	-3	-100%	10	3	-7	-70%
BURGLARY	5	7	2	40%	15	13	-2	-13%
Residential	2	5	3	150%	10	11	1	10%
Non-Resident.	3	2	-1	-33%	5	2	-3	-60%
LARCENY	33	24	-9	-27%	65	52	-13	-20%
AUTO THEFT	0	1	1	N.C.	2	5	3	150%
ARSON	0	0	0	N.C.	1	2	1	100%
* PROPERTY *	38	32	-6	-16%	83	72	-11	-13%
PART I TOTAL:	41	32	-9	-22%	93	75	-18	-19%
PART II CRIMES								
Drug	10	24	14	140%	24	36	12	50%
Assault Simple	2	11	9	450%	6	21	15	250%
Forgery/Counterfeit	2	2	0	0%	15	5	-10	-67%
Fraud	7	7	0	0%	14	13	-1	-7%
Embezzlement	5	0	-5	-100%	6	0	-6	-100%
Stolen Property	0	0	0	N.C.	2	1	-1	-50%
Vandalism	3	6	3	100%	6	12	6	100%
Weapons	2	1	-1	-50%	3	2	-1	-33%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	1	1	0	0%	1	2	1	100%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	2	0	-2	-100%
D. W. I.	3	5	2	67%	13	9	-4	-31%
Liquor Law Violation	2	0	-2	-100%	5	7	2	40%
Disorderly Conduct	0	0	0	N.C.	0	0	0	N.C.
Obscenity	0	0	0	N.C.	0	0	0	N.C.
Kidnap	0	0	0	N.C.	0	0	0	N.C.
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	22	27	5	23%	40	39	-1	-3%
PART II TOTAL:	59	84	25	42%	137	147	10	7%
GRAND TOTAL:	100	116	16	16%	230	222	-8	-3%

N.C. = Not Calculable



**Town of Smithfield
Fire Department
February 2021**

I. Statistical Section

Responded to	2021 Feb	Feb IN	Feb OUT	2020 Feb	2021 IN	2021 OUT	2021 YTD	2020 YTD
Total Structure Fires Dispatched	7	1	6	13	3	9	12	22
Confirmed Structure Fires (Our District)	1	1	0	1	3	0	3	6
Confirmed Structure Fires (Other Districts)	1	0	1	1	0	4	4	5
EMS/Rescue Calls	104	103	1	128	200	9	209	280
Vehicle Fires	2	1	1	1	2	1	3	2
Motor Vehicle Accidents	11	10	1	17	21	1	22	37
Fire Alarms (Actual)	5	5	0	7	14	0	14	16
Fire Alarms (False)	8	6	2	22	10	3	13	26
Misc./Other Calls	20	12	8	34	34	10	44	57
Mutual Aid (Received)	1	0	0	6	0	0	4	14
Mutual Aid (Given)	7	0	0	7	0	0	10	11
Overlapping Calls (Calls at the same time)	29	0	0	40	0	0	71	85
TOTAL EMERGENCY RESPONSES	152	138	14	211	284	28	312	429

* 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**).

	Feb	YTD
Fire Inspections/Compliance Inspections	19	49
Public Fire Education Programs	0	0
Children in Attendance	0	2
Adults in Attendance	0	2
Plans Review Construction/Renovation Projects	7	12
Fire Code Citations	0	0
Fire Lane Citations	0	0
Consultation/Walk Through	20	21
Re-Inspections	2	106

II. Major Revenues

	Feb	YTD
Inspections	\$650.00	\$950.00
False Alarms	\$0.00	\$0.00
Fire Recovery USA	\$396.00	\$1584.00
EMS Debt Setoff	\$542.73	\$542.73

Major Expenses for the Month:

III. Personnel Update:

IV. Narrative of monthly departmental activities:

- Due to COVID-19 all special events were cancelled.

**Town of Smithfield
Public Works Department
Feb. 28, 2021**



175 Total Work Orders completed by the Public Works Department

3 Burials, at \$700.00 each = \$ 2,100.00

0 Cremation Burial, \$400.00 each = \$0

\$3000 Sunset Cemetery Lot Sales

\$0 Riverside Extension Cemetery Lot Sales

397.04 tons of household waste collected

68 tons of yard waste collected

3.67 tons of recycling collected

0 gallons of used motor oil were recycled

0 scrap tires were recycled

Appearance Commission February 2021 Monthly Report:

Review of Action Items:

- Julia Narron will attend the DSDC meeting and discuss the art walk concept.
- Lawrence Davis will bring back one type of tree for the Market Street Project with a total cost of trees and preparing the soil.
- Gary Johnson is going to look at doing phase I of the boat ramp landscape project. If the \$15,000 is received from the Johnston County Visitors Bureau, the Commission will decide on how much to earmark for the remainder of the project.
- Shannan Parrish will work with the Marketing and Communications Specialist on recruitment fliers and social media posts.

Next Appearance Commission meeting will be on March, 16, 2021 at 5:00 pm in Town Hall.

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
Feb. 28, 2021



I. Statistical Section

- 3 Burials
- 4 Works Orders – Buildings & Facilities Division
- 5 Work Orders – Grounds Division
- 15 Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	<u>\$ 3000.00</u>
Riverside Ext Cemetery Lot Sales:	<u>\$ 0</u>
Grave Opening Fees:	<u>\$ 2,100.00</u>
Total Revenue:	<u>\$ 5,100.00</u>

III. Major Expenses for the Month:

Paid \$826.00 to Automated Systems Design, inc. for LED lights installed at Appearance shelter and barns. Paid \$990.00 to Lane's Lawn Service for landscaping bed's near Carroll's Pharmacy. Paid 1,000.00 to Clayton Narron Architect for Neuse River Landscaping plans for appearance commission

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 did not have a safety meeting for the month of February because of COVID-19 restrictions.

**Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
February 28, 2021**



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 48 Work Orders – 0 Tons of Asphalt was placed in 0 utility cuts,
- c. 0 gator areas and 0 overlay.
- c. 0 Work Orders – 0 near Feet of ditches were cleaned
- d. 24 Work Orders – 9.75 lbs. of Cold Patch was used for 24 Potholes.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

Paid Blacks tire Service \$1267.63 for F550 Dump Truck
Paid Hanson aggregates \$827.00 for Drainage Materials
Paid Gregory Poole Equipment Co. \$754.82 for 410# Backhoe repairs
Paid J Smith Civil, LLC \$319,390.00 for Equity Dr. Improvement Project.

IV. Personnel Update:

No one hired for the Month.

V. Narrative of monthly departmental activities:

The Public Works Department did not have a safety meeting for the month of February because of COVID-19 restrictions.

Water/Sewer Street Cut List Repairs Feb. 2021

Date:	Address:	Size:	Emailed to PW on:	Patched by Poole
	Lee St. & 5th St	5 x 6	01/06/21	02/17/21
	401 S 5th St	6 x 6	01/06/21	02/17/21
	101 Popular Dr	3 x 10	01/06/21	02/17/21
12/15/20	214 W. Stevens St.	9x10	01/29/21	02/16/21
01/14/21	Intersection of W. Wellons & Baker St.	30x5	01/29/21	02/16/21
01/21/21	308 Martin Luther King Jr. Blvd.	13x5	01/29/21	02/17/21
01/25/21	206 E. Holt St.	9x12	01/29/21	02/16/21
01/26/21	706 Caswell St.	6x5	01/29/21	02/17/21
02/01/21	107 E. Parker St.	6x20	02/12/21	
02/02/21	Hood & Baker St.	5x7	02/12/21	02/17/21
02/09/21	1308 S. Brightleaf Blvd.	10x7	02/12/21	02/17/21
02/10/21	1106 Baker St.	6x5	02/12/21	02/17/21

Utility cuts repaired by Poole Paving

**Town of Smithfield
Public Works Department
February 2021 Drainage Report**

Location: 606 S. 6th Street, 5th St. & Lee St, 910 Berkshire Rd., 116 Henley Pl., 902 Berkshire Rd, 106 Holding St., First St. & Holding St, 14 A N. Sussex Dr., 16 A N. Sussex Dr., intersection of Hamilton Dr. & Wilson Mills Rd., East St. & North St., North Ave, & West St., Third & Midway St., Riverside Dr. & E. Riverside to 110 E. Riverside Dr. 1208 Old Goldsboro Rd., Coats St. and Powell St., 208 Hartley Drive, Parking lot at Ava's Museum

Starting Date: 2/2/2021
 Completion Date: 2/6/2021
 Description: 24 Pot holes
 Man-hours: 3.02 mins
 Equipment: 412, 905-2020, 404, 402
 Materials: 9.75 tons of Pema patch and hand tools

Location: Various locations, 5th street, 401 S.5th St., 101 Popular, 214 W. Stevens, W. Wellons St., Baker St., 206 E. Holt St., 706 Caswell St., 604 River Birch and 307 Martin Luther King Jr Dr., 1308 Brightleaf Blvd., 800 S. Baker St., 307 MIK Jr.

Starting Date: 2/1/2021
 Completion Date: 2/22/2021
 Description: fill in utility cuts
 Man-hours: 3.58
 Equipment: Rock screening
 Materials: hand tools

Location 7th street & Market St.,

Starting Date: 2/1/2021
 Completion Date: 2/18/2021
 Description: Stop sign repair, replace and clean up.
 Man-hours: 4.36
 Equipment: 412
 Materials: 3)30x8 street blades / 1) 24x8 street blades /1) post bracket / 1) T- bracket and new letters, 4) of each bolts , nuts and washers

Location: 2nd St, and Wellons St used 2) 80-lb bags of concrete, .50 hrs,
 506, East Johnston St, 1) 5-gallon bucket of 57stone, 1) 5- gallon bucket topsoil. 2hrs.
 420, Collier St. backfilled with dirt. 10 mins.
 29 White Oak Dr, ½ Backhoe bucket of dirt, .40 mins hrs.
 221 S. Sunset Dr..4) 80-lbs of concrete,1.5 buckets 57 stone,1.5 topsoil, 1.5 grass Seeds , 9 hrs.
 S.2nd Street Bob Wallace Kiddie park, 1/4 57 bucket stone,1.5 hrs.
 Elm Dr. & Rodgers Circle, ½ yard of concrete, 1hr
 513, S 1st St. ½ yard of concrete, .50 hrs

Starting Date: 2/1/2021
 Completion Date: 2/25 /2021
 Description: Sink holes
 Man-hours: 16.50 hrs
 Equipment: 412, 420 backhoe, 402,411 backhoe
 Materials: Listed above

Location: 1130, MLK JR. Dr., 4th Street & Rose St, MLK JR DR. & Collier Street, S.2nd Street
Bob Wallace Kiddie park., 7th Street & Hospital Rd.
Starting Date: 2/1/2021
Completion Date: 2/8/2021
Description: Cutting, trees and limbs from storm drains and road ways.
Man-hours: 2.33
Equipment: 401, 905/2020, 402, 412
Materials: loppers

Location: Gaston St. & 1111 Hood St., 14.82 tons of 57 stone, 7.5 hrs
121 W. Underwood Ave, 1) backhoe bucket 57 Stone, .50 hrs.
902 S. Brightleaf – Alleyway, 3) backhoe buckets of 57 Stone, 1.5 hrs
307 & 308 MLK JR. DR., ¼ backhoe of screening.

Starting Date: 2/11/2021
Completion Date: 2/25/2021
Description: gravel Streets
Man-hours: 10.10
Equipment: 411, 905/2020, 408, 405, 412
Materials: listed above

Location: E. Lee Street.,
Starting Date: 1/28/2021
Completion Date: 2/3/2021
Description: Add 2 speed bump signs next to the speed bumps per Town Manager.
Man-hours: 1.5
Equipment: 412
Materials: 2) 8ft. u-channels poles, 4) of each bolts, nuts and washers, hand tools

Location: 610 E. Church Street, 305 Shady lane
Starting Date: 2/11/2021
Completion Date: 2/25/2021
Description: Cleaned dirt off of the street and ditch
Man-hours: .75
Equipment: 412 and unit 411 backhoe
Materials: Rake

Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
Feb. 28, 2021



I. Statistical Section

- 14 Preventive Maintenances
- 8 North Carolina Inspections
- 70 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

None for the month

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The shop employee performed preventive maintenances on all Town owned generators. The Public Works Department did not have a safety meeting for the month of February because of COVID-19 restrictions.

Town of Smithfield
Public Works Sanitation Division
Monthly Report
Feb. 28, 2021



I. Statistical Section

The Division collected from approximately 4,155 homes, 4 times during the month

- a. Sanitation forces completed 33 work orders
- b. Sanitation forces collected tons 397.04 of household waste
- c. Sanitation forces disposed of 34 loads of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 0 tons of construction debris (C&D)
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.67 tons of recyclable plastic
- h. Recycled 1360 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gals of cooking oil was collected at the Convenient Site Center
- j. Recycled 6180 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 2840 lbs. of shredder steel for \$177.50 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$1122.00 for disposal of yard waste and debris. Paid \$2555.40 to Black's tire for #310 Fleet. Paid \$1414.00 to Black's tire for #303 Fleet truck Paid \$6,075.00 to Carolina Environmental Systems Inc. for 100 95 gallon roll outs containers. Paid \$500.00 to Cox Repair towing fees for #301 knuckle boom. Paid \$9769.42 to Smithfield Diesel Repair for major repairs to garbage truck and engine. Leak. Paid \$3,350.78 to T&W Welding Co. for tarp repair on dump truck.

IV. Personnel Update:

No one was hired as of yet. Still utilizing Mitchells temporary services or labor.

V. Narrative of monthly departmental activities:

The department worked closely with Parks & Recreation providing traffic control devices and event containers for special events held at the SRAC. The Public Works Department did not have a safety meeting for the month of February because of COVID-19 restrictions.



MONTHLY REPORT FOR FEBRUARY, 2021

PROGRAMS STATISTICS	FEBRUARY, 2021		FEBRUARY, 2020	
NUMBER OF PROGRAMS	8		11	
TOTAL ATHLETICS PARTICIPANTS	36		282	
TOTAL NON/ATHLETIC PARTICIPANTS	136		238	
SARAH YARD COMMUNITY CENTER	78		283	
NUMBER OF GAMES PLAYED	12		65	
TOTAL NUMBER OF PLAYERS (GAMES)	24		1,300	
NUMBER OF PRACTICES	1		64	
TOTAL NUMBER OF PLAYER(S) PRACTICES	12		648	
	FEBRUARY, 2021	20/21/ FY YTD	FEBRUARY, 2020	19/20 FY YTD
PARKS RENTALS	16	155	24	196
USERS (PARKS RENTALS)	317	3,151	992	8,998
TOTAL UNIQUE CONTACTS	567		3,461	
	FEBRUARY, 2021	20/21 FY YTD	FEBRUARY, 2020	19/20 FY YTD
PARKS AND RECREATION REVENUES	\$ 814.00	\$ 8,385.00	\$ 6,855.00	\$ 50,083.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 44,756.00	\$ 413,263.00	\$ 48,754.00	\$ 457,263.00
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ -	\$ 30,589.00	\$ 87,436.00	\$ 457,263.00
SARAH YARD COMMUNITY CENTER	\$ 2,333.00	\$ 13,370.00	\$ 1,720.00	\$ 17,863.00

HIGHLIGHTS VALENTINE'S BOXES
 14 DAYS OF HEARTS VIRTUAL PROGRAM



SRAC MONTHLY REPORT FOR FEBRUARY, 2021

PROGRAMS STATISTICS	FEBRUARY, 2021		FEBRUARY, 2020	
NUMBER OF PROGRAMS	10		25	
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	3572		4495	
	FEBRUARY, 2021	20/21 FY YTD	FEBRUARY, 2020	19/20 FY YTD
SRAC MEMBER VISITS	1906	12576	3723	28797
DAY PASSES	6	6	523	6316
RENTALS (SRAC)	14	43	38	410
USERS (SRAC RENTALS)	96	2472	2135	28937
TOTAL UNIQUE CONTACTS	5,574		10,353	
	FEBRUARY, 2021	20/21 FY YTD	FEBRUARY, 2020	19/20 FY YTD
FINANCIAL STATISTICS				
SRAC REVENUES	\$ 28,020.00	\$ 115,023.00	\$ 50,176.00	\$ 418,317.00
OPERATION EXPENDITURES	\$ 56,343.00	\$ 430,087.00	\$ 67,523.00	\$ 633,550.00
CAPITAL EXPENDITURES	\$ -	\$ 96,136.00	\$ -	\$ 4,795.00
SRAC MEMBERSHIPS	1906		2383	
HIGHLIGHTS	OVER 3000 SWIM LESSON GIVEN THROUGH ALLIGATOR STEPS HIGH SCHOOL SWIM TEAMS PRACTICES POTTERY CLASSES			



- **Statistical Section**

- Electric CP Demand 23,276 Kw relative to January's demand of 22,178 Kw.
- Electric System Reliability for was 99.999%, with zero (0) recorded main line outages; relative to December's 99.998%.
- Raw water treated on a daily average was 3.821 MG relative to 3.761 MG for January; with maximum demand of 4.263 MG relative to January's 4.042 MG.
- Total finished water to the system was 96.690 MG relative to January's 107.212 MG. Average daily for the month was 3.453 MG relative to January's 3.458 MG. Daily maximum was 3.943 MG (February 9th) relative to January's 4.106 MG. Daily minimum was 2.801 MG (February 18th), relative to January's 2.816 MG.

- **Miscellaneous Revenues**

- Water sales were \$218,530 relative to January's \$233,630
- Sewer sales were \$377,436 relative to January's \$402,022
- Electrical sales were \$1,362,675 relative to January's sales of \$1,253,633
- Johnston County Water purchases were \$135,494 for 57.657 MG relative to January's \$138,619 for 58.987 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$973,569 relative to January's \$974,636.
- Johnston County sewer charge was \$328,800 for 99.992 MG relative to January's \$374,845 for 113.835 MG.

- **Personnel Changes –**

- There were no personnel changes in February.



**Town of Smithfield
Electric Department
Monthly Report
February , 2021**

I. Statistical Section

- Street Lights repaired –7
- Area Lights repaired -11
- Service calls – 20
- Underground Electric Locates –124
- Poles changed out/removed or installed -1
- Underground Services Installed -2

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- The Utility Dept. had a Safety meeting on Asbestos/Silica.

V. Miscellaneous Activities:

- The Electrical Dept. is working on conversion/upgrade to the electrical system in the area of Baker St., Wellons, Cedarwood, Rosewood Streets.



WATER & SEWER

February 2021 MONTHLY REPORT

● DISCONNECT WATER	4
● RECONNECT WATER	3
● TEST METER	3
● TEMPORARY METER SET	0
● DISCOLORED WATER CALLS	4
● LOW PRESSURE CALLS	4
● NEW/RENEW SERVICE INSTALLS	2
● LEAK DETECTION	19
● METER CHECKS	13
● METER REPAIRS	5
● WATER MAIN/SERVICE REPAIRS	5
● STREET CUTS	5
● REPLACE EXISTING METERS	51
● INSTALL NEW METERS	2
● FIRE HYDRANTS REPAIRED	0
● FIRE HYDRANTS REPLACED	0
● SEWER REPAIRS	25
● CLEANOUTS INSTALLED	24
● INSPECTIONS	1
● CAMERA SEWER	3

- SEWER MAIN CLEANED 14349LF
- SERVICE LATERALS CLEANED 1710LF
- SERVICE CALLS 160
- LOCATES 137

- SERVICE AND MAINTAINED ALL 18 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY
- HELPING PUBLIC WORKS CLEANING STORM DRAIN ISSUES DURING EVERY RAIN FALL EVENT.

MAJOR EXPENSES FOR THE MONTH OF JANUARY

PERSONNEL UPDATES

- Jordan Wilson became full time.

UPCOMING PROJECTS FOR THE MONTH OF FEBRUARY

- WATER LINE REPLACEMENT SOUTH SMITHFIELD
- RAISE MANHOLES ON OUTFALL



MONTHLY WATER LOSS REPORT

February 2021

(5) - Meters with slow washer leaks

(2) 3/4" Line, 1/8" hole – 1 Day

(3)-6" Line, Full shear – 4 Hrs.