



Mayor

M. Andy Moore

Mayor Pro-Tem

Roger A. Wood

Council Members

Marlon Lee

Sloan Stevens

Travis Scott

David Barbour

John A. Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Andrew Harris

Town Clerk

Shannan Parrish

Town Council

Agenda

Packet

Meeting Date: Tuesday, July 9, 2024

Meeting Time: 7:00 p.m.

Meeting Place: Town Hall Council Chambers

350 East Market Street

Smithfield, NC 27577



**TOWN OF SMITHFIELD
TOWN COUNCIL AGENDA
REGULAR MEETING JULY 9, 2024
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Presentations:

1. Proclamation: Recognizing July as Parks and Recreation Month in the Town of Smithfield
(Mayor – M. Andy Moore) See attached information.....1
2. Update on Downtown Transportation Study
(Planning Director – Stephen Wensman) See attached information.....3

Public Hearings: None

Citizens Comments

Consent Agenda Items:

1. Minutes
 - a. May 1, 2024 – Recessed Meeting
 - b. May 7, 2024 – Regular Meeting
 - c. May 7, 2024 – Closed Session (Under Separate Cover)
 - d. May 13, 2024 – Recessed Meeting
 - e. May 21, 2024 – Regular Meeting
 - f. June 4, 2024 – Regular Meeting
 - g. June 4, 2024 – Closed Session (Under Separate Cover)
 - h. June 18, 2024 – Regular Session.....39

2. Special Event: Evening Markets – The Downtown Smithfield Development Corporation (DSDC) is requesting to hold evening markets in the 100 block of South Third Street on the following Friday Nights: July 26th, August 9th and 23rd. These events were previously approved as Saturday night events, but the organizers would like to hold the events on Friday nights instead.
(Planning Director – Stephen Wensman) See attached information.....107

3. Special Event: Fall Carnival –Inner Shows, Inc. is requesting to hold a carnival at the Carolina Premium Outlets from September 12 through September 29, 2024. This event expects to draw over 100 people and food will be available for sale.
(Planning Director – Stephen Wensman) See attached information.....111

4. Consideration and request for approval to promote a Police Sergeant to the rank of Police Lieutenant of the Criminal Investigations Division
(Chief of Police – Pete Hedrick) See attached information.....117

5. Consideration and request for approval to promote a Police Sergeant to the rank of Police Lieutenant of the Special Operations Division
(Chief of Police – Pete Hedrick) See attached information.....119

6. Consideration and request for approval to promote a Master Police Officer to the rank of Police Sergeant
(Chief of Police – Pete Hedrick) See attached information.....121

7. Consideration and request for approval to promote a Sanitation Worker to the position of Facility Maintenance Worker
(Public Works Director – Lawrence Davis) See attached information.....123

8. Consideration and request for approval of an Interlocal Agreement with Johnston County for Fire Services
(Fire Chief – Jeremy Daughtry) See attached information.....125

9. Board Reappointment
 a. Connie Barbour has submitted an application for consideration to be reappointed to the Library Board of Trustees for a second term
 (Town Clerk – Shannan Parrish) See attached information.....155

10. New Hire Report
(HR Director – Tim Kerigan) See attached information.....159

Business Items:

1. CZ-23-01 Buffalo Road Rezoning Request: Adams and Hodge Engineering, PC, is requesting a conditional rezoning of 138.63 -acres of land from R-8 and R-20A to R8-CZ with a master plan for a planned development consisting of 222 single-family lots.
(Planning Director – Stephen Wensman) See attached information.....161

2. Consideration and request for approval of the Smithfield Economic Development Strategic Plan Update
(Public Utilities Director – Ted Credle) See attached information.....181

Councilmember’s Comments

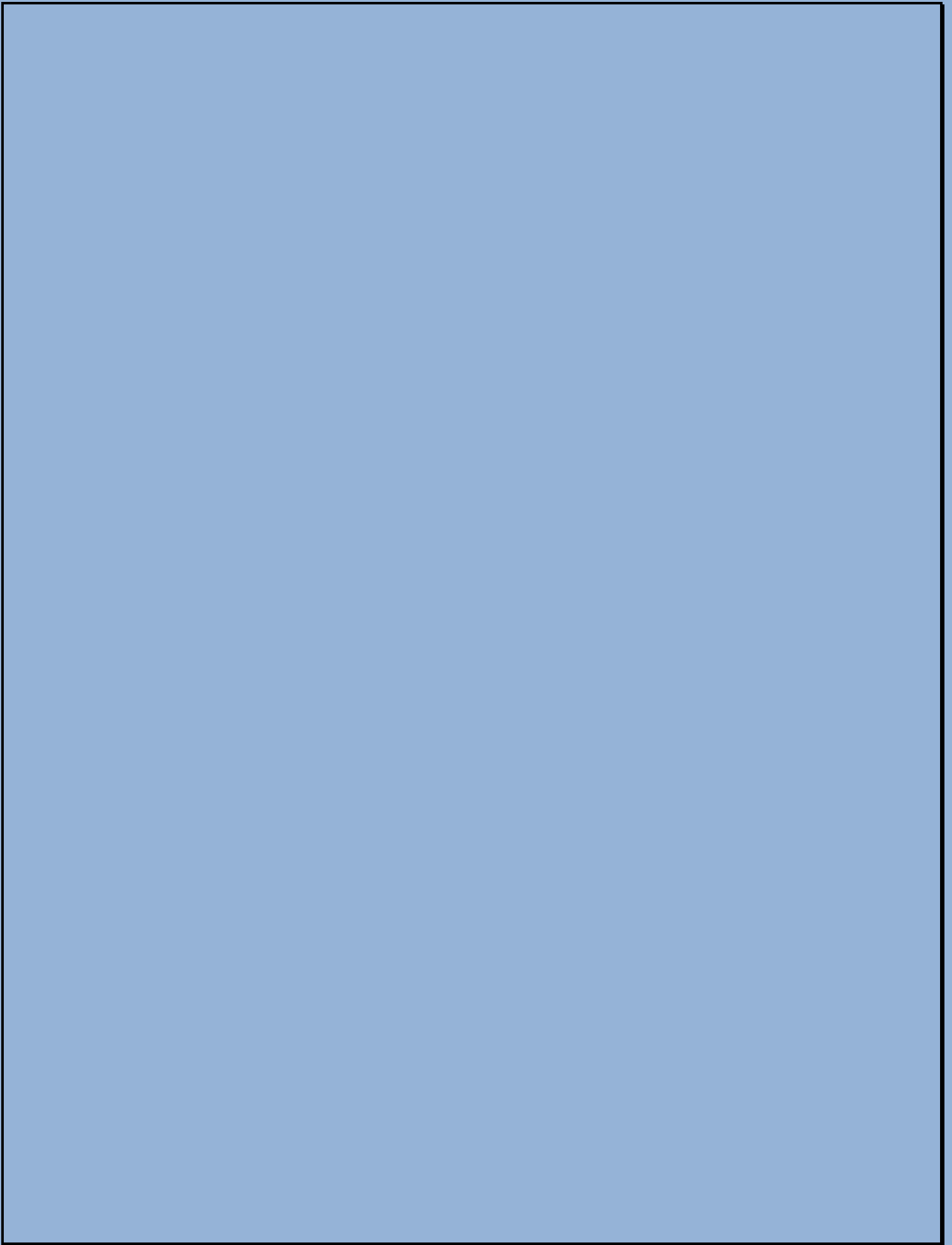
Town Manager’s Report

- Financial Report (See attached information).....233
- Department Reports (See attached information).....237
- **Manager’s Report** (Will be provided at the Meeting)

Closed Session: Pursuant to NCGS 143-318.11 (a) (6), to discuss a personnel matter

Adjourn

Presentations



PROCLAMATION
Designating July as Park and Recreation Month
In the Town of Smithfield

WHEREAS parks and recreation is an integral part of communities throughout this country, including in the Town of Smithfield; and

WHEREAS parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers; and

WHEREAS parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS parks and recreation is a leading provider of healthy meals, nutrition services and education; and

WHEREAS park and recreation programming and education activities, such as out- of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation is fundamental to the environmental well-being of our community; and

WHEREAS parks and recreation is essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, The Town of Smithfield recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield, along with the members of the Town Council, do hereby proclaim July as Park and Recreation Month in the Town of Smithfield.

M. Andy Moore, Mayor



Request for Town Council Action

Downtown
Presentations: Transportation
Study
Date: 07/09/2024

Subject: Smithfield Downtown Transportation Study Update
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Presentations

Issue Statement

NCDOT has requested that Staff present an update on the NCDOT's Smithfield Downtown Transportation Study.

Financial Impact

N/A

Action Needed

None.

Recommendation

None

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Presentation



Staff Report

Presentation: Smithfield
Downtown
Transportation
Study

Overview:

NCDOT hired VHB to conduct a transportation study of the Smithfield downtown from the Neuse River to Brightleaf Boulevard.

The study will take place over 12-months and will assess:

- Traffic levels and flow
- Parking needs
- Bicycle and pedestrian infrastructure improvements
- Urban design solutions

This presentation will update the Council on the status of the project including:

- Introduction to the study
- Existing conditions overview
- Public engagement
- Next steps



NORTH CAROLINA
Department of Transportation

Smithfield Downtown Transportation Study

Council Meeting

07/09/2024

Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

Agenda

- Introduction to the Study
- Existing Conditions Summary
- Public Engagement
- Next Steps



The Downtown Smithfield Transportation Study

The primary study area is the Municipal Service District, from the Neuse River to Brightleaf Boulevard.

The project will take place over 12 months and will assess the following:

- Traffic levels and flow
- Parking needs
- Bicycle and pedestrian infrastructure improvements
- Urban design solutions



DOWNTOWN SMITHFIELD
TRANSPORTATION STUDY

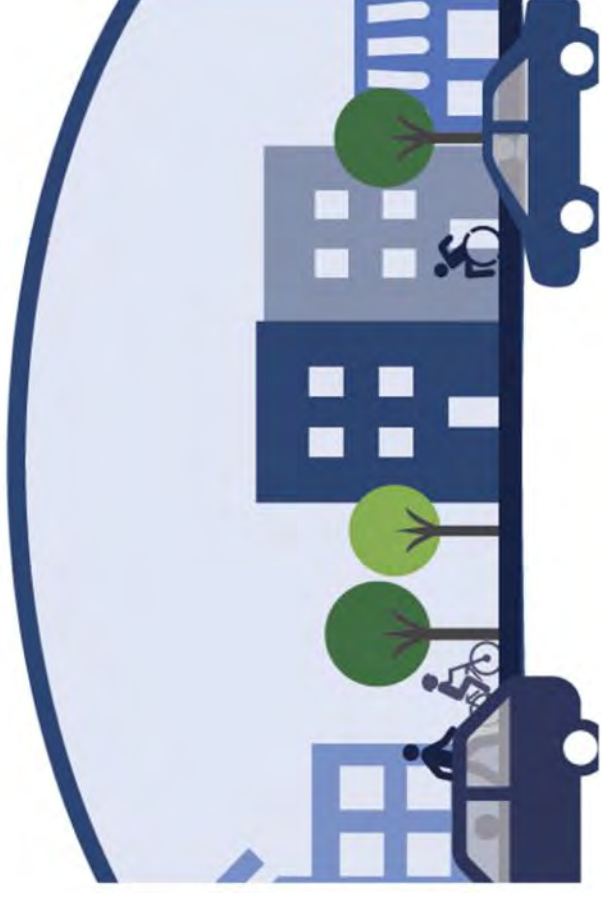
Project Management

Points of Contact:

- VHB: Candice Andre, AICP
- NCDOT: Addison Gainey, PE
- Smithfield: Stephen Wensman, AICP, RLA

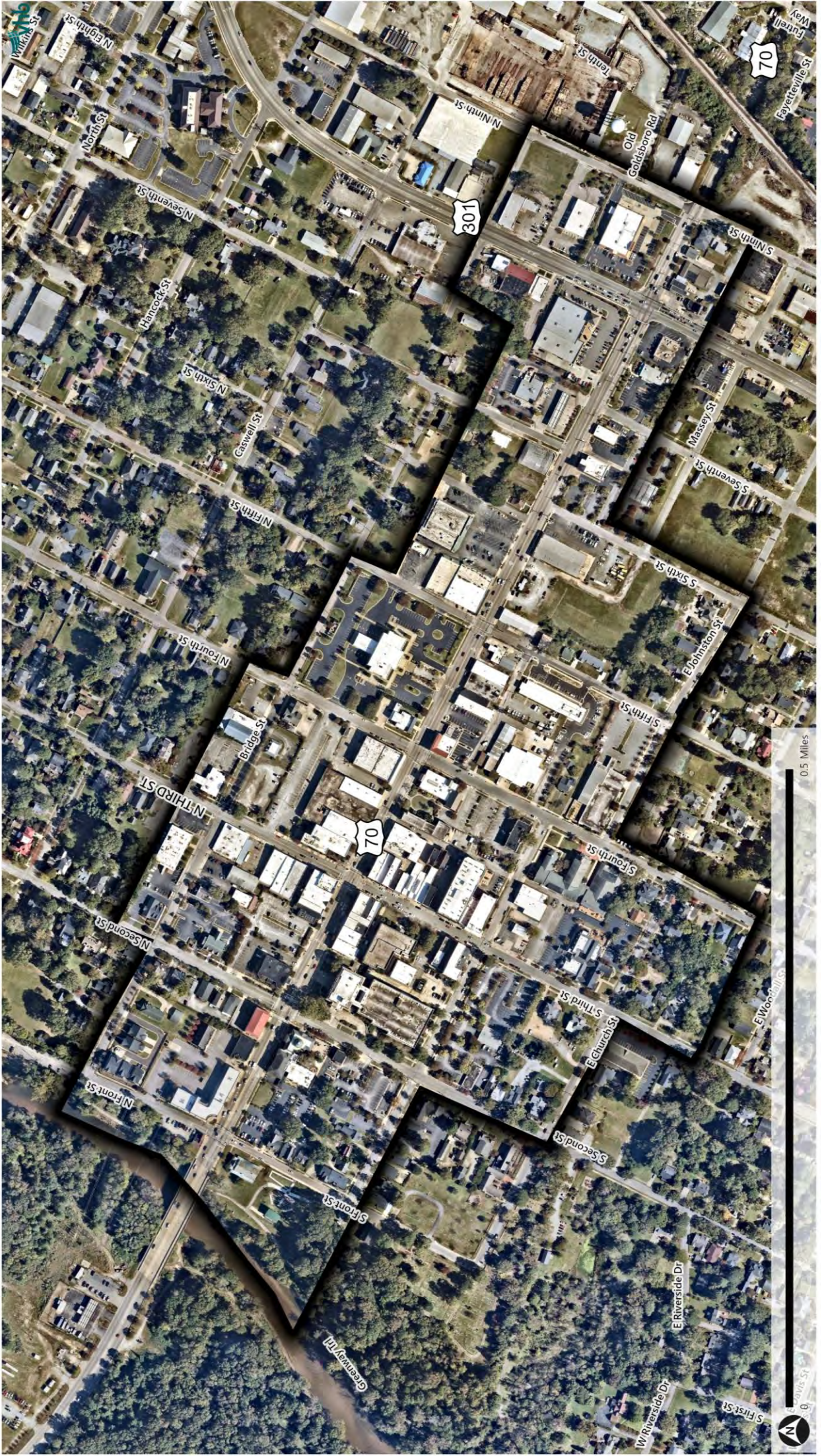
Status Updates:

- Status meetings with the Steering Committee every other month
- Written project updates when Steering Committee does not meet



Existing Conditions Overview

Study Area



Review of Existing Plans

Plans Reviewed:

- Johnston County Comprehensive Land Use plan
- Smithfield Town Plan
- ¹¹ Smithfield Pedestrian Plan
- CAMPO MTP
- Smithfield UDO
- CAMPO Southeast Area Study

PLAN GOALS

Balanced Growth

Grow in a fiscally responsible way and balance new residential growth with new commercial and industrial development. Maintain and invest in gateways and commercial corridors. Coordinate land use and transportation decisions while respecting environmental features and existing neighborhoods.



Vibrant Downtown

Preserve the historic charm of downtown. Activate downtown by encouraging redevelopment and infill that builds on downtown's existing strengths and connects to the larger community and a variety of visitors through creating unique places and events.



Healthy Neighborhoods

Strengthen neighborhoods by supporting enhancements and reinvestment. Encourage healthy lifestyles by connecting neighborhoods to parks and open space. Maintain a high-quality educational system to give all future generations opportunities for success.



Community Character

Plan, design, and construct spaces and infrastructure that enhance the community's existing small-town identity and promote a unique sense of place.



Move and Connect

Create a balanced transportation system that connects people to destinations with a safe, efficient, and equitable network that accommodates drivers, pedestrians, and bicyclists, with a particular focus on providing safe access for people of all ages.



Source: Smithfield Town Plan, 2020

Population Characteristics

Demographics

Total Population

Tracts 407 and 408	Smithfield	Johnston County	North Carolina
7,699	11,556	234,778	10,698,973

Hispanic Population

Tracts 407 and 408	Smithfield	Johnston County	North Carolina
17.9%	17.6%	10.4%	15.2%

Percent of Population Speaking a Language Other than English Spoken at Home*

Tracts 407 and 408	Smithfield	Johnston County	North Carolina
17.25%	15.4%	14%	12.3%

*Population over 5 years of age

Source: ACS 2022 5-year Survey

Population by Race

ACS Race Categories	Tracts 407 and 408	Smithfield	Johnston County	North Carolina
White	64.8%	58.6%	64.1%	62.2%
Black or African American	21.9%	29.5%	17.2%	20.4%
American Indian or Alaska Native	.3%	.2%	.6%	1.1%
Asian	2.55%	1.8%	.7%	3.2%
Native Hawaiian or Pacific Islander	0%	0%	0%	.1%
Some other Race	9.6%	7.8%	9.7%	5.1%
Two or More Races	1%	2%	7.6%	7.9%

Demographics

Median Income Per Capita

Tracts 407 and 408	Smithfield	Johnston County	North Carolina
\$27,820	\$23,032	\$38,301	\$34,850

Median Age

Tracts 407 and 408	Smithfield	Johnston County	North Carolina
46.6	41.9	38.4	39.1

Percent of Households with No Vehicle Available

Tracts 407 and 408	Smithfield	Johnston County	North Carolina
10.8%	10%	4.1%	5.4%

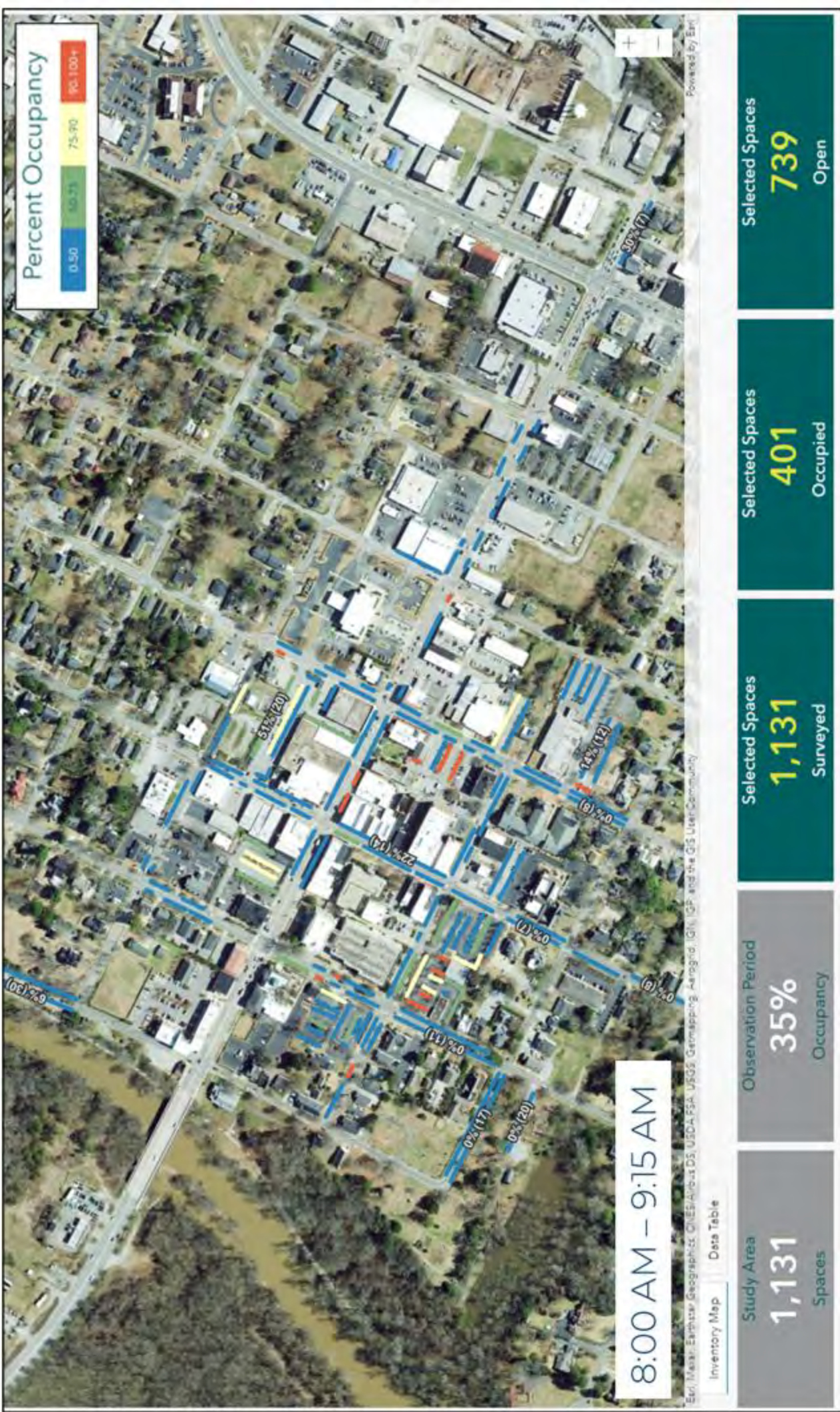
Commuting Characteristics

Means of Travel to Work	Tracts 407 and 408	Smithfield	Johnston County	North Carolina
Drove Alone	84.75%	84.1%	78.5%	75.2%
Carpooled	9.05%	8.1%	8.9%	8.6%
Public Transportation	0%	.5%	.1%	.8%
Walked	2.3%	2.9%	.9%	1.6%
Bicycle	0%	0%	.1%	.1%
Taxi, motorcycle, or other means	0%	0%	.6%	1.2%
Worked from Home	3.9%	4.5%	10.9%	12.4%

Traffic & Transportation Infrastructure



Parking



Parking



Parking



Parking



Vehicle Crash History

High Level Crash Summary

Crash Type	Number of Crashes	Percent of Total
Total Crashes	514	100.00
Fatal Crashes	1	0.19
Non-Fatal Injury Crashes	66	12.84
Total Injury Crashes	67	13.04
Property Damage Only Crashes	447	86.96
Night Crashes	45	8.75
Wet Crashes	56	10.89
Alcohol/Drugs Involvement Crashes	6	1.17

Crash Severity Summary

Crash Type	Number of Crashes	Percent of Total
Total Crashes	514	100.00
Fatal Crashes	1	0.19
Class A Crashes	1	0.19
Class B Crashes	15	2.92
Class C Crashes	50	9.73
Property Damage Only Crashes	447	86.96

Rate	Crashes	Crashes per 100 MVM	Statewide Crash Rate ¹	Critical Crash Rate ²
Total	514	2109.20	193.58	198.24
Fatal	1	4.10	0.77	1.08
Non-Fatal Injury	66	270.83	51.61	54.02
Night	45	184.66	39.04	41.14
Wet	56	229.80	27.63	29.40

¹2018-2022 statewide crash rate for Urban US Routes that are 4-lane undivided

²Based on the statewide crash rate (95% level of confidence)

Vehicle Crashes By Type

	Accident Type Summary	Total	%
1	Parked Motor Vehicle	147	29
2	Sideswipe	136	26
3	Rear End	101	20
4	Left Turn	53	10
5	Angle	46	8.9
6	Other	12	2.3
7	Right Turn	10	1.9
8	Ran Off Road	6	1.2
9	Head on	3	0.6
10	Pedestrian/Bicyclist	0	0
	Total	514	100

Vehicle Crash By Intersection

ID	Intersection/Location	From MP	To MP	Parked Motor Vehicle	Sideswipe	Rear End	Left Turn	Angle	Other	Right Turn	Ran Off Road	Head on	Pedestrian/Bicyclist	Total
1	Front Street	15.02	15.1	0	5	2	8	2	1	3	0	0	0	21
2	Second Street	15.1	15.2	48	27	5	7	11	1	2	1	0	0	102
3	Third Street	15.2	15.29	58	44	3	0	6	3	1	1	0	0	116
4	Fourth Street	15.29	15.37	33	27	10	8	1	0	1	1	0	0	81
5	Fifth Street	15.37	15.46	5	5	15	10	7	2	0	2	1	0	47
6	Sixth Street	15.46	15.53	3	3	5	6	1	0	0	0	0	0	18
7	Seventh Street	15.53	15.6	0	7	16	9	8	1	0	1	1	0	43
8	US 301 / NC 96 / Brightleaf Boulevard	15.6	15.7	0	16	39	3	7	3	2	0	1	0	71
9	Ninth Street	15.7	15.8	0	2	6	2	3	1	1	0	0	0	15

Pedestrian and Bicyclist Crashes

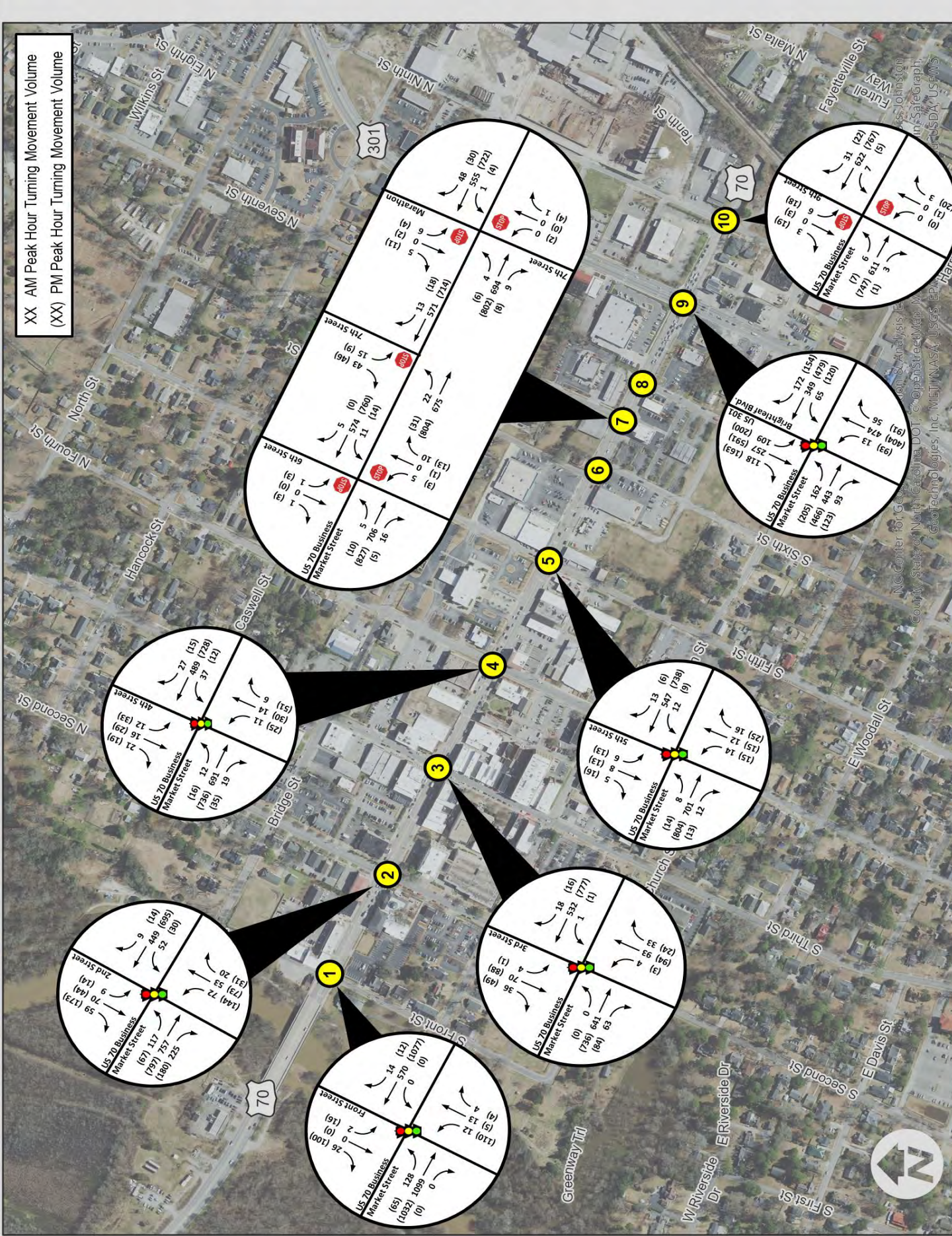


Existing and Proposed Bicycle and Pedestrian Infrastructure

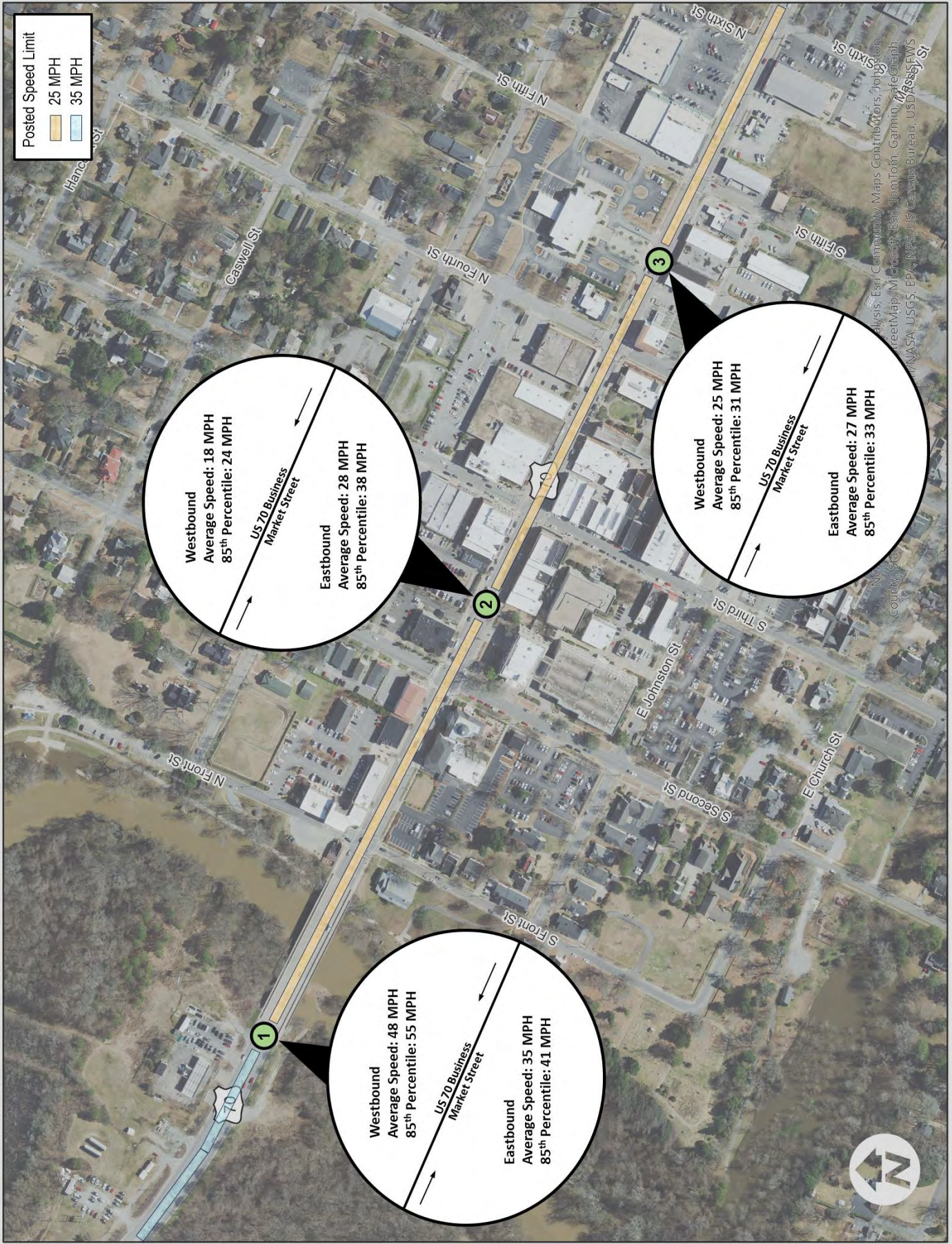


Turning Movement Counts

XX AM Peak Hour Turning Movement Volume
 (XX) PM Peak Hour Turning Movement Volume



Speed

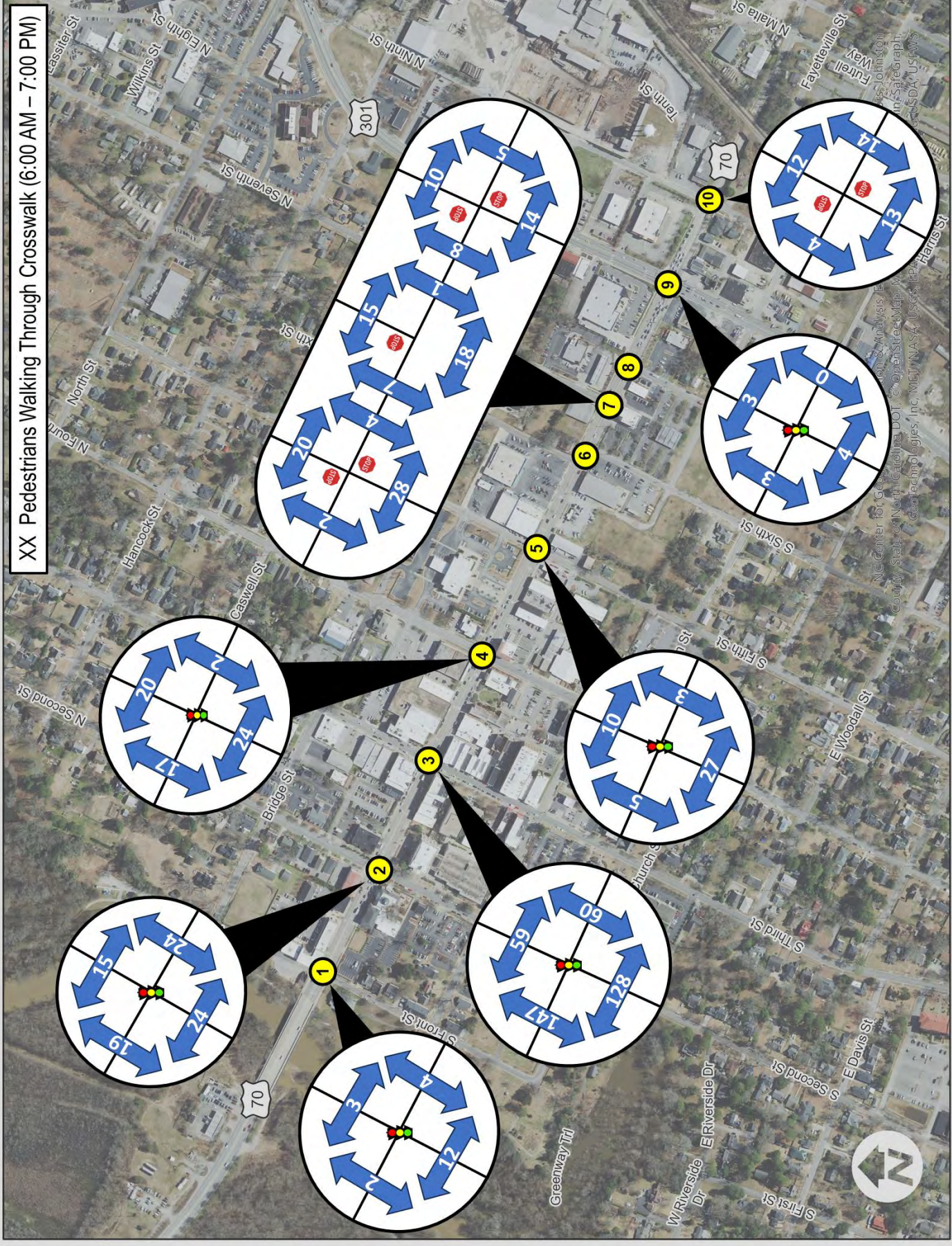


Pedestrians / Bicycles

Bicycle Observations

- Less than 25 bicycles observed traveling through the study area between

6:00 AM – 7:00 PM



Public Engagement

Public Engagement

- 2 In-person tabling events
- On-line Survey
- “Meeting in a Box”
- Social Media Content
- Stakeholder Interviews

Public Engagement Schedule	
Month (2024)	Event
February	Steering Committee Meeting
April	Steering Committee Meeting
May	Survey Launches
	Public Tabling Event- Ham and Yam Festival
June	Steering Committee Meeting
	Survey Closes
July	Summarizing preliminary engagement findings
	Stakeholder Interviews
August	Steering Committee Meeting
	Town Council and Downtown Development Board meetings
October	Steering Committee Meeting
	Public Tabling Event- Rocktober Festival
November	Stakeholder Interviews
	Summarizing engagement findings
December	Steering Committee Meeting

Ham and Yam Festival

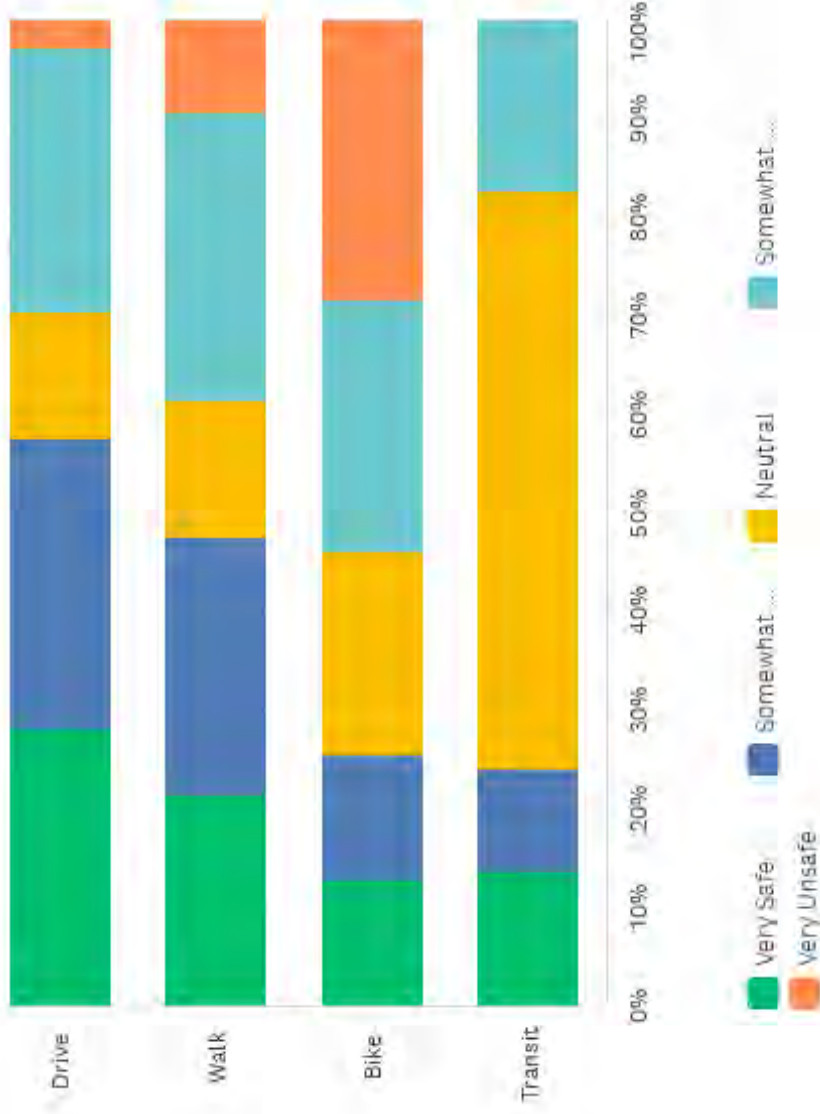
- 50 flyers distributed
- ~80 attendees engaged
- Online survey opened
- Next public tabling: October
 - Feedback on recommendations



Survey Results

- Open through end of July
- 78 respondents
- Spike in participation with social media push

Q3 How safe do you feel traveling around downtown?



Response Themes

Constraints

- Insufficient crosswalks
- Lack of biking/walking accommodations
- Lanes too narrow
- Big trucks
- Petty theft problems
- Lake benches/places to sit
- Uneven pavement/sidewalks
- No secure bike racks
- Speeding vehicles through residential areas (3rd St & Market)

Improvements

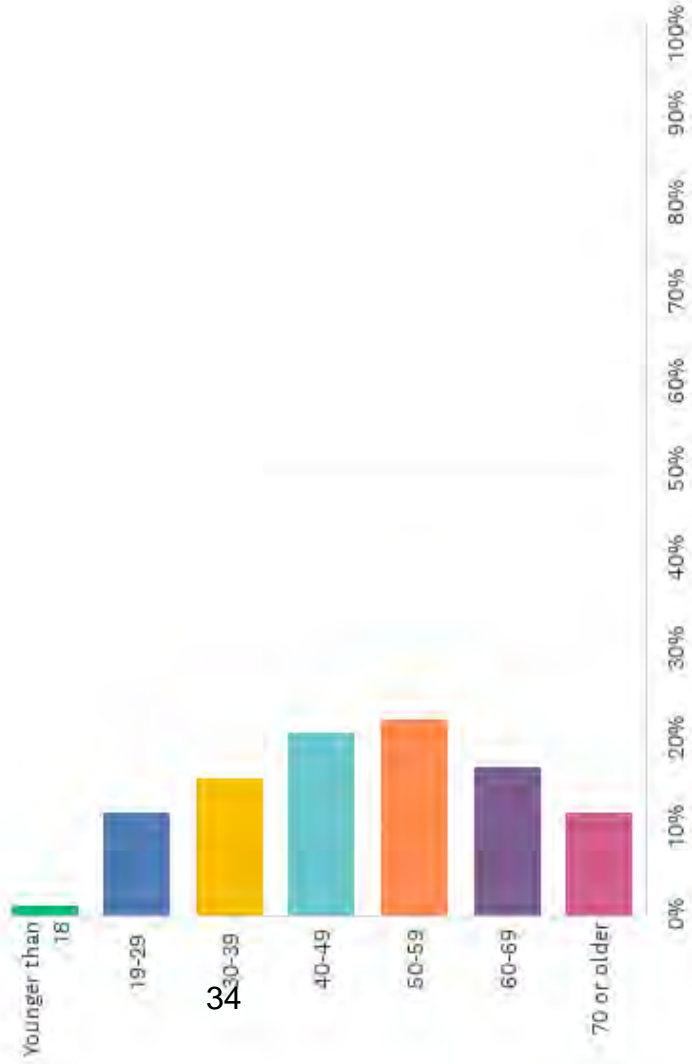
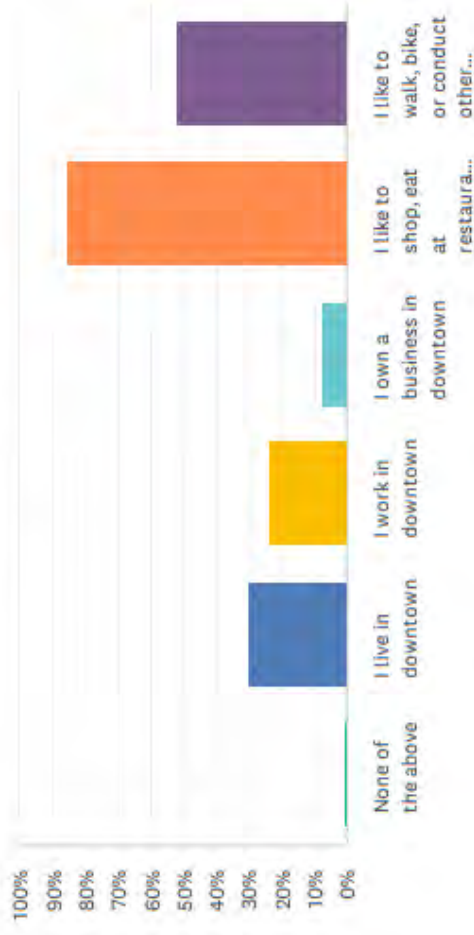
- Safer street crossings
- Need more attractions
- More options other than Quikride, taxi, or Uber
- More sidewalks throughout downtown, not just in the business district
- Complete East Coast greenway trails
- Signal timing improvements for pedestrians
- Speed control/enforcement

Profile of Respondents

Q1 Please select your relationship to Downtown Smithfield (select all that apply):

Q8 Please Select your age range:

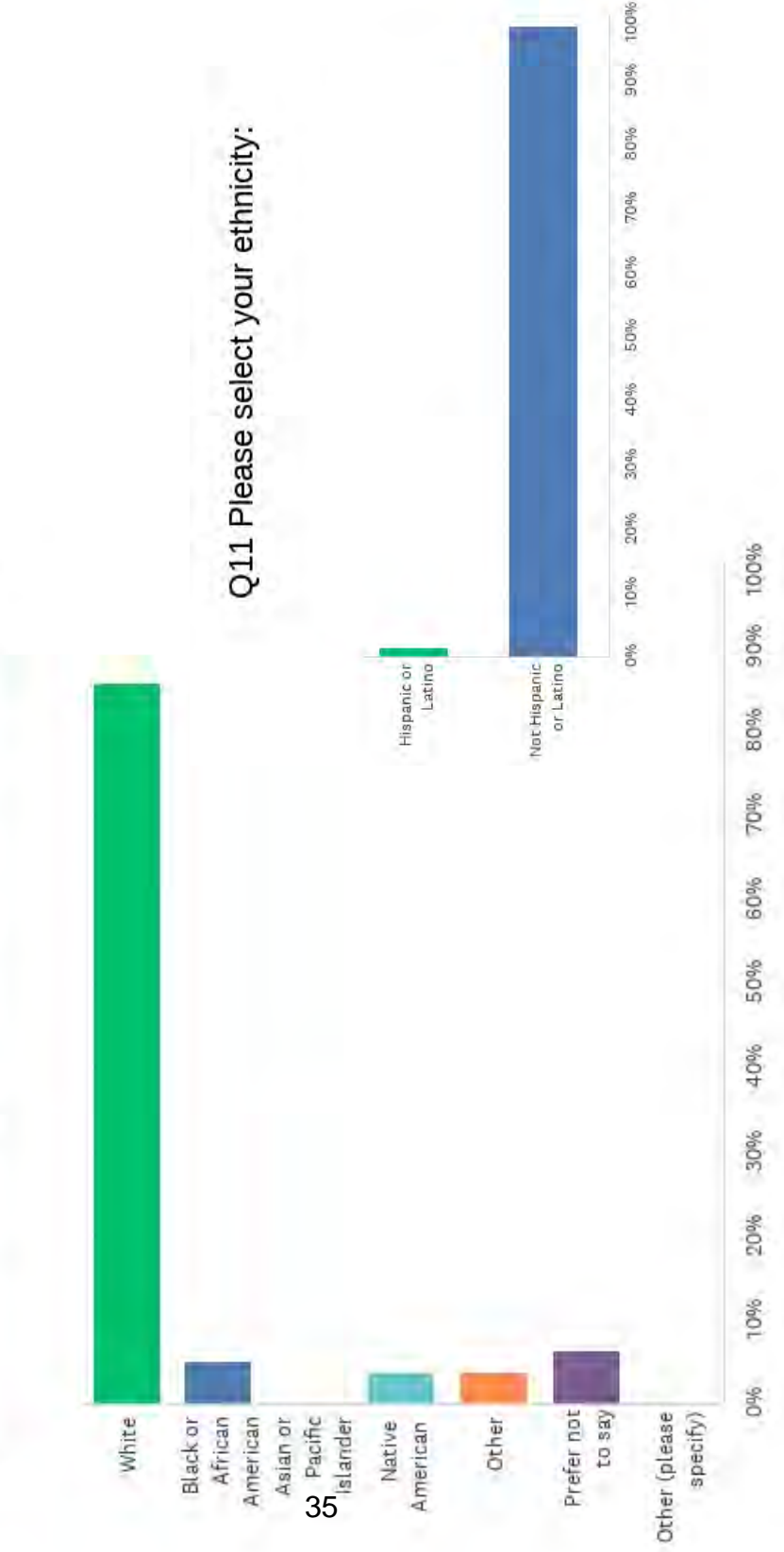
Answered: 78 Skipped: 0



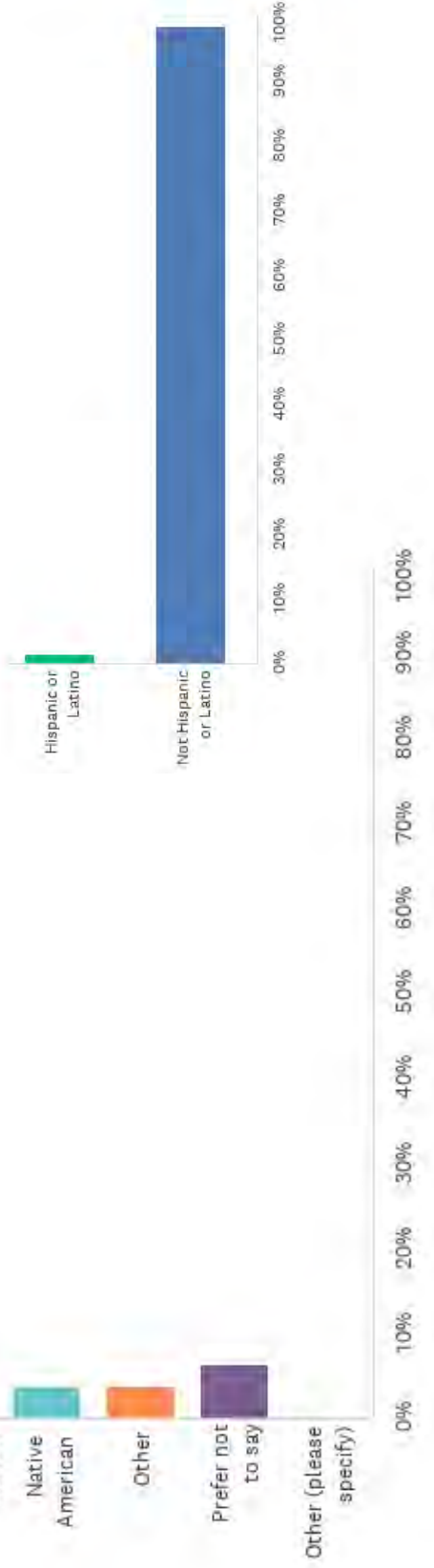
ANSWER CHOICES	RESPONSES
None of the above	1 (1.28%)
I live in downtown	24 (30.77%)
I work in downtown	19 (24.36%)
I own a business in downtown	6 (7.69%)
I like to shop, eat at restaurants, or conduct business or other leisure activities downtown	67 (85.90%)
I like to walk, bike, or conduct other recreational activities downtown	41 (52.56%)
Total Respondents: 78	

Profile of Respondents

Q10 Please select your race (select all that apply):



Q11 Please select your ethnicity:



Population Characteristic	Demographic Study Area (DSA)	Smithfield	Johnston County	North Carolina
Total Population	7,699	11,556	234,778	10,698,97
Median Income	\$27,820	\$23,032	\$38,301	\$34,850
Median Age	46.6	41.9	38.4	39.1
% White	64.8%	58.6%	64.1%	62.2%
% Black or African American	21.9%	29.5%	17.2%	20.4%
% American Indian or Alaska Native	0.3%	0.2%	0.6%	1.1%
% Asian	2.55%	1.8%	0.7%	3.2%
% Native Hawaiian or Pacific Islander	0.0%	0.0%	0.0%	0.1%
% Some other Race	9.6%	7.8%	9.7%	5.1%
% Two or More Races	1.0%	2.0%	7.6%	7.9%
% Hispanic	17.9%	17.6%	10.4%	15.2%
% Population Speaking a Language other than English at Home	17.25%	15.4%	14.0%	12.3%

Next Steps

- July stakeholder interviews
- Review of Existing Conditions Report- Town and NCDOT Review
- Summarize public engagement findings
- Begin to develop draft alternatives and recommendations
- Traffic modeling and Parking Analysis
- October public tabling

Traffic and Parking Analysis

- Traffic volume projections to 2050
 - Review historic traffic growth
 - Review of Triangle Regional Model volumes
 - Incorporate volumes from any approved developments
- Traffic analysis of 2050 No-Build conditions
- Project long-term parking demand
- Work with team to develop alternatives for traffic testing, which may include:
 - Conversion of cross streets to one-way pair (2nd and 3rd Street potentially)
 - Access management measures, such as incorporating a raised median
 - Traffic control changes
 - Traditional capacity improvements
 - Accommodating changes relating to parking removal

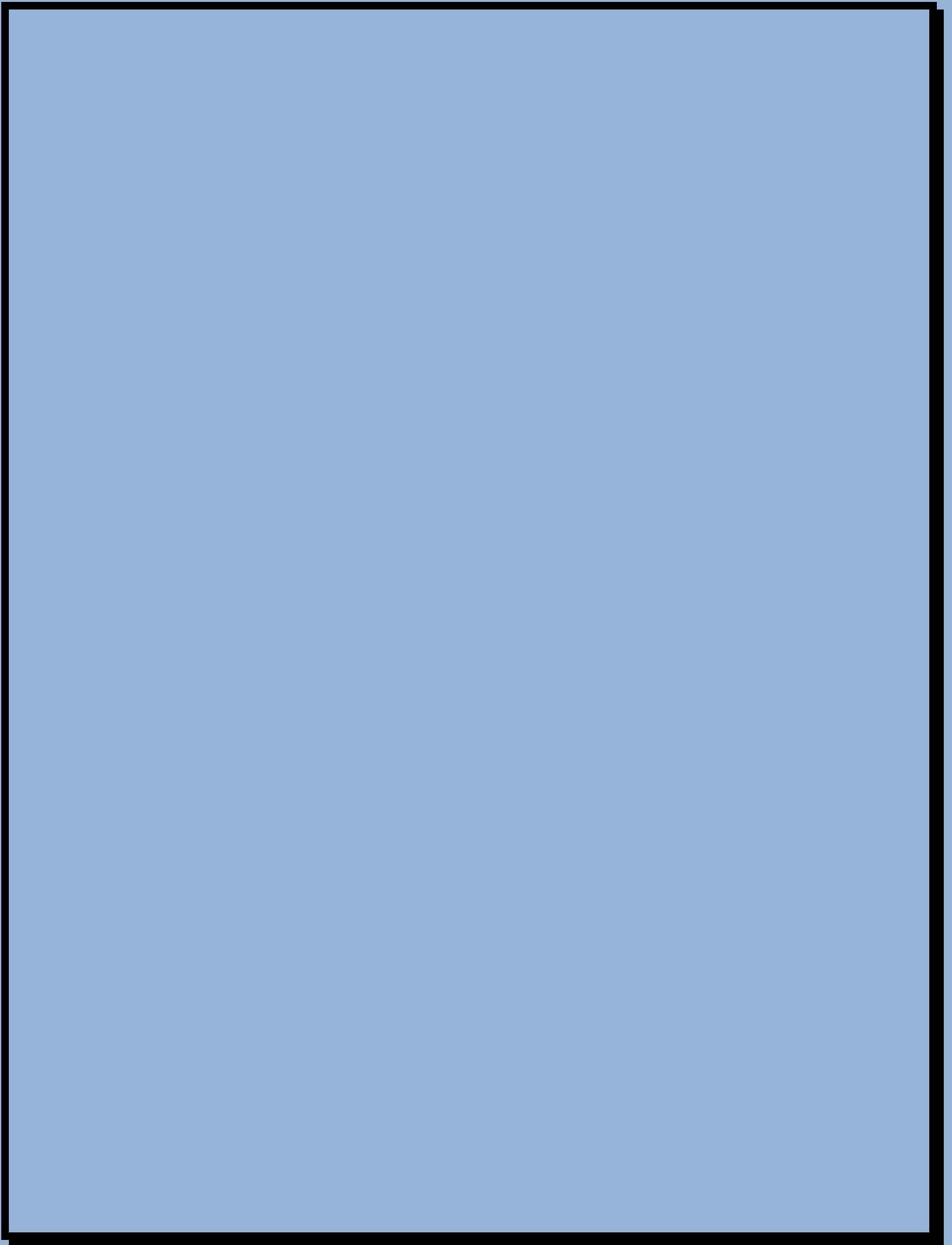


Thank you!



Consent

Agenda Items



The Smithfield Town Council reconvened the April 16, 2024 (also continued on April 22 and 29, 2024) meeting on Wednesday, May 1, 2024 at 6:30 pm in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Roger Wood, Mayor Pro-Tem
Marlon Lee, District 1
Sloan Stevens, District 2
Travis Scott, District 3
John A. Dunn, At-Large (arrived at 7:15 pm)
Steve Rabil, At-Large

Councilmen Absent

Dr. David Barbour, District 4

Administrative Staff Present

Michael Scott, Town Manager
Ted Credle, Public Utilities Director
Jeremey Daughtry, Fire Chief
Lawrence Davis, Public Works Director
Andrew Harris, Assistant Finance Director
Pete Hedrick, Chief of Police
Gary Johnson, Parks & Rec Director
Tim Kerigan, Human Resources/PIO
Shannan Parrish, Town Clerk

Reconvene the April 16, 2024 Meeting

Mayor Moore reconvened the meeting at 6:30 pm

Business Item

1. FY 2024-2025 Budget Discussions Continued

a. General Fund

i. Fire

Fire Chief Jeremey Daughtry highlighted some line items in the Fire Department's proposed FY 24-25 budget. They are as follows:

- Salaries – 8% increase
- Part – Time Salaries – 26% increase due to increased need for part-time volunteers and for the part-time fire inspections position. Chief Daughtry explained with increased development, the time needed to review development plans had significantly increased.
- Volunteer Firemen – 6% increase due to adding 4 new volunteers. The overall goal was to add ten more. Currently, there were thirteen volunteers.
- Professional Fees - \$3,000 increase due to the increase in the Johnston County Benevolent Fund. Chief Daughtry explained the County Benevolent fund to the Council.
- Capital Outlay - \$172,000 was included for the following:
 - Station 2 Roof Replacement \$45,000
 - Digital Knox Box System \$8,000
 - Station 1 Crew Quarters Upgrade \$60,000
 - Battery Operated Tools \$45,000
 - Furniture \$14,000

Chief Daughtry explained that \$45,000 would be removed from the budget because of grant funds received.

Councilman Scott inquired about how the Council could assist in improving the Town's ISO rating. Chief Daughtry replied that adding another fire station would be beneficial. However, to see a significant improvement in the ISO rating, additional trained personnel would be necessary.

Chief Daughtry reported that the Fire Department's call volume has risen by 36%. He noted that the department frequently handles overlapping calls

and receives more mutual aid from other fire departments in the County than it provides to them.

Councilman Stevens questioned the number of vacancies in the department. Chief Daughtry responded the department was fully staffed.

- Requested but not included in the budget
 - Station 3 Design/Planning \$100,000
 - 1 Drone \$9,200
 - 6 Additional Fire Fighters \$423,444 or \$70,574 Each
 - 1 Additional FT Fire Inspector \$144,425 includes \$51,795 for Vehicle

ii. Public Works

1. General Services

Public Works Director Lawrence Davis highlighted some line items in the Public Works General Services proposed FY 24-25 budget. They are as follows:

- Salaries – 42% increase due to the addition of two new employees to help maintain the downtown area.

Mayor Pro-Tem Wood asked about the activities of sanitation employees on Wednesdays when they were not running a garbage route. Mr. Davis clarified that these employees assist other Public Works departments and perform maintenance on sanitation equipment and vehicles.

- Overtime - \$2,000 increase for anticipated emergency overtime.
- Temporary Labor - \$36,000 was added for seasonal temporary assistance
- Training & Education - \$2,000 increase for increased training for the general services employees.
- Equipment Maintenance & Repair – 50% increase due to aging HVAC units that are requiring more repairs.
- Supplies & Operations – 36% increase for additional mulch and supplies needed for this division.
- Community Garden - \$6,000 increase because all of the raised beds needed to be replaced.
- Capital Outlay - \$ 296,000 was included for the following:
 - A/C Units for Town Hall \$66,000
 - Trimmers and equipment for part-time workers. \$5,000
 - Replacement Christmas Decorations \$5,000
 - Repave Sunset Cemetery \$220,000
- Requested but not included in the budget
 - Market Street Sidewalk Repairs \$18,720
 - Removal of Bradford Pear Trees – still awaiting a cost estimate.

2. Streets

Public Works Director Lawrence highlighted some line items in the Public Works Streets proposed FY 24-25 budget. They are as follows:

- Training & Education - \$400 for additional training for staff
- Sidewalk/Curb/Asphalt Repairs – \$35,000 was added in this line item because all Powell Bill funds will be used for street repaving only.
- Requested but not included in the budget
 - 1 Additional Street Maintenance Worker \$51,708

Councilman Scott suggested that the Council consider adopting a resolution to request that NCDOT restripe Brightleaf Boulevard due to its necessity. The Town Manager replied that he would contact the appropriate person to see if NCDOT could address the matter.

3. Garage

Public Works Director Lawrence highlighted some line items in the Public Works Garage proposed FY 24-25 budget. They are as follows:

- Personnel – Mr. Davis explained there was one full-time employee and one part-time employees in the Garage,
- Supplies & Operations – 25% increase due to increased cost of parts
- Uniforms – slight increase due to including safety boots for both employees.

Mayor Pro-Tem Wood questioned if that was enough for safety boots for both employees. Mr. Davis responded he felt that was adequate.

- Capital Outlay - \$ 18,000 was included for a tire balancer

4. Powell Bill

Public Works Director Lawrence Davis explained the entire budget would of \$398,195 be used for street repaving only.

Councilman Stevens requested that the resurfacing project commence by August 1st to avoid any interruptions caused by colder weather. He further stated that \$5 - \$10 million would resurface the majority of the streets in Town. The Council could possibly reach out to its state representatives for grant funding.

5. Sanitation

Public Works Director Lawrence highlighted some line items in the Public Works Sanitation proposed FY 24-25 budget. They are as follows:

- Overtime - \$4,000 increase due to emergency overtime
- Landfill Fees – 8% increase due to an increase in tipping fees from Spain Farms. At this time, Johnston County has not informed the Town if they will be increasing landfill fees. If they do increase tipping fees, those increases will be passed to the consumer.
- No capital outlay was proposed for this department.

Town Manager Michael Scott explained that the Town of Selma had

been borrowing one of Smithfield's oldest garbage trucks. Given how long the truck has been in use, Smithfield might need to start imposing some limitations on the Town of Selma's use of the truck.

The Town Manager informed the Council that he believed staff should not be picking up trash cans that are not issued by the Town. If customers need additional trash cans, they should pay for them. Many customers currently use personal cans, and he suggested that the Town should phase out allowing the use of these personal trash cans.

6. Stormwater

Public Works Director Lawrence highlighted some line items in the Public Works Stormwater proposed FY 24-25 budget. They are as follows:

- Equipment Maintenance and Repair - \$10,000 increase due to maintenance needed
- Vehicles Supplies & Maintenance - \$4,000 increase due to street sweeper maintenance
- Requested but not included in the budget
 - New Street Sweeper \$234,000

Town Manager Michael Scott informed the Council that they have received bids for drainage repairs on East and West Streets, totaling \$100,000 for both projects. He emphasized that since these repairs were necessary, the Council needed to decide on how they wished to budget for this project.

Adjourn

Councilman Scott made a motion, seconded Councilman Stevens, to adjourn the meeting. The meeting adjourned at approximately 9:31 pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk

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

Councilmen Present:

Marlon Lee, District 1
Sloan Stevens, District 2
Travis Scott, District 3
Dr. David Barbour, District 4
John Dunn, At-Large
Stephen Rabil, At-Large

Councilmen Absent

Roger Wood, Mayor Pro-Tem

Administrative Staff Present

Michael Scott, Town Manager
Ted Credle, Public Utilities Director
Jeremey Daughtry, Fire Chief
Lawrence Davis, Public Works Director
Andrew Harris, Assistant Finance Director
Pete Hedrick, Chief of Police
Gary Johnson, Parks & Rec Director
Tim Kerigan, Human Resources
Shannan Parrish, Town Clerk
Greg Siler, Finance Director
Stephen Wensman, Planning Director

Also Present

Robert Spence, Jr., Town Attorney

Administrative Staff Absent

CALL TO ORDER

Mayor Moore called the meeting to order at 7:04 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 amendments. Unanimously approved.

Add to the Presentations

4. Proclamation: Declaring May 12th through the 18th as National Police Week in the Town of Smithfield
5. Proclamation: Proclamation: Declaring May 5th through the 11th as Professional Municipal Clerks Week in the Town of Smithfield

Remove from the Consent Agenda:

6. Consideration and request for approval to award a bid in the amount of \$56,326.00 to Biggs Outdoor Services for Public Works grounds maintenance

Remove from the Business Items:

1. Consideration and request for approval to adopt Ordinance No. 518-2023 creating a Social District in Downtown Smithfield

PRESENTATIONS:

1. 2024 American Public Power Reliable Public Power Provider Platinum designation

Public Utilities Director Ted Credle explained the Reliable Public Power Provider (RP3) program, awarded by the American Public Power Association, recognizes community-owned utilities for excellence in power

reliability, workforce development, system improvement, and safety. Currently, 254 out of over 2,000 U.S. public power utilities hold this designation. The RP3 designation is valid for three years and involves a rigorous application process reviewed by an 18-member panel of national utility experts. To receive the designation, applicants must meet a minimum score. The Town of Smithfield achieved a Platinum Community status with a score of 95 out of 100. Congratulations to the electric utility for this outstanding accomplishment.

2. Proclamation: Declaring May 5th through the 11th as Public Service Recognition Week in the Town of Smithfield

Mayor Moore read the following proclamation into the record:

TOWN OF SMITHFIELD
PROCLAMATION
PUBLIC SERVICE RECOGNITION WEEK
MAY 5 – 11, 2024

WHEREAS, the residents of Smithfield, North Carolina, are served every day by public employees at the federal, state, and local levels of government; and

WHEREAS, each day the talented Town of Smithfield public employees work to keep the Town operating by ensuring proper management of municipal services and strategic implementation of public resources; and

WHEREAS, in often difficult circumstances, our public employees are the unsung heroes that protect and enhance the quality of life for our residents, businesses, and visitors; and

WHEREAS, the public employees of the Town of Smithfield are committed to exhibiting the highest standards of professional excellence, creativity, skill, and customer service; and

WHEREAS, Public Service Recognition Week has been celebrated the first week of May since 1985 to honor the men and women who serve our nation as federal, state, county, and local government employees.

NOW THEREFORE, I, M. Andy Moore, Mayor of Smithfield, along with the members of the Smithfield Town Council, do hereby proclaim the week of May 05 through May 11, 2024 to be Public Service Recognition Week and further extend appreciation to all of our Town employees, both full-time and part-time, as well as our volunteers, for the vital services they perform and their exemplary dedication to the Smithfield community.

3. Proclamation: Declaring May 19th through the 25th as Public Works Week in the Town of Smithfield

Mayor Moore read the following proclamation into the record:

TOWN OF SMITHFIELD
PROCLAMATION
PUBLIC WORKS RECOGNITION WEEK
MAY 19 – 25, 2024

WHEREAS, public works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life, and well-being of the people of the Town of Smithfield; and

WHEREAS, these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are responsible for improving our streets, enhancing the appearance of the Town, maintaining the Town's fleet, and maintaining the solid waste systems, public buildings, and other structures and facilities essential for our citizens; and

WHEREAS, it is in the public interest for the citizens and civic leaders in the Town of Smithfield to gain knowledge of and maintain an ongoing interest and understanding of the importance of public works and

public works programs in our community; and

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association.

NOW THEREFORE, I, M. Andy Moore, Mayor of Smithfield, along with the members of the Smithfield Town Council, do hereby proclaim the week of May 19–25, 2024, as National Public Works Week. I urge all citizens pay tribute to our public works employees and to recognize the substantial contributions they make to protecting our health, safety, and advancing quality of life for all.

4. Proclamation: Declaring May 12th through the 18th as National Police Week in the Town of Smithfield

Mayor Moore read the following proclamation into the record:

TOWN OF SMITHFIELD
PROCLAMATION
NATIONAL POLICE WEEK
MAY 12 – 18, 2024

WHEREAS, National Police Week in America was created to honor and recognize the sacrifice and contributions made by police officers in communities both large and small; and

WHEREAS, National Police Week, held every year in May, was created in 1962 through a proclamation issued by then-President John F. Kennedy; and

WHEREAS, our community will always appreciate and commend the risks police officers take every day to ensure our community's laws are properly enforced and that public safety is ensured; and

WHEREAS, now more than ever, the community also appreciates and encourages the community involvement facilitated by our police officers to both better serve and instill mutual trust, camaraderie, and positive relationships among our increasingly diverse population in the Town of Smithfield; and

WHEREAS, police engage with and serve the public in the most varied and wide-ranging manner, and their efforts do not go unnoticed.

NOW THEREFORE, I, M. Andy Moore, Mayor of Smithfield, along with the members of the Smithfield Town Council, do hereby proclaim the week of May 12–18, 2024, as National Police Week in the Town of Smithfield and encourage all residents to join the Town Council in the recognition of the services, sacrifices, and efforts the Smithfield Police Department makes to best serve our community.

5. Proclamation: Declaring May 5-11, 2024 Professional Municipal Clerks Week in the Town of Smithfield

Mayor Moore presented the following proclamation to Town Clerk Shannan Parrish:

TOWN OF SMITHFIELD
PROCLAMATION
55th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK
MAY 5-11, 2024

WHEREAS, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world; and

WHEREAS, The Office of the Professional Municipal Clerk is the oldest among public servants; and

WHEREAS, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing body and agencies of government at multiple levels; and

WHEREAS, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

WHEREAS, The Professional Municipal Clerk serves as the information center of functions of local government and the community.

WHEREAS, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, county and international professional organizations.

WHEREAS, it is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

BE IT RESOLVED, that I, Andy Moore, Mayor of Smithfield, do hereby proclaim the week of May 05 through May 11, 2024 to be Professional Municipal Clerks Week and further extend appreciation to our Professional Municipal Clerk, Shannan Parrish, and to all the Professional Municipal Clerks for the vital services they perform and their exemplary dedication to communities they represent.

PUBLIC HEARINGS: None

CITIZEN'S COMMENTS:

- James Coleman expressed his appreciation to Gary Johnson and the Parks and Recreation Department for replacing the diving mats at the Aquatic Center. He stated that Parks and Recreation make living in the community truly enjoyable.
- Phyllis Palmer, residing at 105 York Berry Drive in Clayton and a former resident of Oak Street and Pine Acres, addressed the Council. She requested the restoration of the historical accuracy of Oak Street in the Pine Acres neighborhood.
- Jamie Blackwood expressed support for community growth but raised concerns about the upcoming housing and light industrial development projects. As a retired fire chief, he emphasized the need for increased firefighters and a new station in the Brightleaf area near Walmart. He also questioned whether law enforcement protection would be enhanced to meet the demands of growth, suggesting that businesses moving into the area could help fund necessary resources.
- Luke Gray addressed a traffic safety concern. He noted that many roads have worn away striping, which was critical for safety, especially given the increasing traffic volume. He highlighted that Outlet Road was particularly problematic as it was very dark at night with no visible lines, making it easy for even local residents to accidentally drive into a ditch. He emphasized the importance of addressing these safety issues.
- Richard Buckner expressed concerns about the potential growth on Buffalo Road and how it would impact the area schools. He asked the Council to consider the impacts to traffic and schools with any new growth.

CONSENT AGENDA:

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

1. Minutes
 - a. March 19, 2024 – Regular Meeting
 - b. March 19, 2024 – Closed Session
 - c. April 2, 2024 – Regular Meeting
 - d. April 2, 2024 – Closed Session

- e. April 11, 2024 – Recessed Meeting
2. Special Event: Bike Night – Approval was granted to allow the Bulldog's Harley - Davidson to hold an event at 1043 Outlet Center Drive on Thursday, May 9, 2024 from 5:00pm until 8:00 pm. Also approved was amplified sound, a food truck and merchandise for sale.
 3. Special Event: Test Ride Days – Approval was granted to allow the Bulldog's Harley - Davidson to hold an event at 1043 Outlet Center Drive on Saturday, May 11, 2024 from 12:00pm until 5:00 pm. Also approved was amplified sound, a food truck and merchandise for sale.
 4. Special Event: Spring Carnival – Approval was granted to allow Inner Shows, Inc. to hold a Carolina at the Carolina Premium Outlets from May 10th through the 26th.
 5. Special Event: May General Membership Meeting – Approval was granted to allow the Johnston County Building Industry Association to hold an event with amplified sound at 301 Bridge Street on Tuesday, May 14, 2024 from 5:30 pm until 8:30 pm.
 6. Special Event: Red Cross Blood Drive – Approval was granted to allow the Bulldog's Harley - Davidson to hold an event at 1043 Outlet Center Drive on Tuesday, May 21, 2024 from 12:00 pm until 5:00 pm. Also approved were amplified sound, a food truck and merchandise for sale.
 7. Special Event: Memorial Day Event – Approval was granted to allow the Bulldog's Harley - Davidson to hold an event at 1043 Outlet Center Drive on Saturday, May 25, 2024 from 11:00 am until 5:00 pm. Also approved were amplified sound, a food truck, vendor sales.
 8. Special Event: Father's Day Cookout – Approval was granted to allow Omar McKnight to hold an event at Smith-Collins Park on Sunday, June 16, 2024 from 9:00 am until 9:00 pm. Also approved was amplified sound beginning at 2:00 pm.
 9. Special Event: August General Membership Meeting – Approval was granted to allow the Johnston County Building Industry Association to hold an event with amplified sound at 301 Bridge Street on Friday, August 2, 2024 from 5:30 pm until 8:30 pm.
 10. Approval was granted to promote two Firefighters with the rank of Firefighter II to the rank of Fire Engineer.
 11. Approval was granted to promote a Sanitation Worker to a Sanitation Equipment Operator.
 12. Resolution No. 748 (09-2024) was adopted awarding a service badge and service weapon to retiring Police Lieutenant Terry West

TOWN OF SMITHFIELD
RESOLUTION NO. 748 (09-2024)
AWARDING BADGE AND SERVICE WEAPON TO
RETIRING POLICE LIEUTENANT TERRY WEST

WHEREAS, NCGS § 20-187.2 provides that retiring members of municipal law enforcement agencies may receive, at the time of their retirement, the badge worn or carried by them during their service with the municipality; and

WHEREAS, NCGS § 20-187.2 further provides that the governing body of the municipal law enforcement agency may, in its discretion, award to a retiring member the service weapon of such retiring member; and

WHEREAS, Police Lieutenant Terry West has served as a sworn law enforcement officer in North Carolina for almost 30 years with more than twenty of those years as a member of the Smithfield Police Department. Lieutenant West will be retiring from the Smithfield Police Department on July 1, 2024.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council do hereby declare the service firearm (Glock 45, Serial Number BSTD928) and badge used by Lieutenant Terry West during his

service with the Town of Smithfield as surplus property and be awarded to him at a cost of \$1.00 on his retirement.

13. Resolution No. 749 (10-2024) was adopted setting the date for the public hearing on May 21, 2024 to consider the contiguous Annexation petition (ANX-24-01) submitted by SST Properties (SAMET) to annex 15.26 acres into the Town of Smithfield.

TOWN OF SMITHFIELD
RESOLUTION No. 749 (10-2024)
FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION
PURSUANT TO G.S. 160A-31

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

WHEREAS, the Town Council has by Resolution No. 744 (05-2024) directed the Town Clerk to investigate the sufficiency of the petition; and

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

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

Section 1: A public hearing on the question of annexation of the area described herein will be held in the Council Chambers of the Town Hall located at 350 East Market Street, Smithfield North Carolina at 7:00 pm on May 21, 2024.

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

SST PROPERTIES, LLC ANNEXATION - LAND DESCRIPTION

ALL THAT CERTAIN PARCEL OF LAND LYING IN JOHNSTON COUNTY, NORTH CAROLINA BEING THE WESTERN PORTION OF THE PREMISES SHOWN IN PB 67 PG 40 TITLED "RECOMBINATION MAP FOR JOSEPH IRA LEE, JR. HANNAH RUTH JOHNSON LEE" AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT AN EXISTING IRON PIPE AT THE NORTHERNMOST CORNER OF LOT 9 WESTVIEW SUBDIVISION RECORDED IN PB 14 PG 119 AND IN THE COMMON LINE OF LOT 2 OF A MAP TITLED "RECOMBINATION PLAT RDU2" RECORDED IN PB 93 PG 241 AND THE WEST LINE OF LAND SHOWN IN PB 67 PG 40 AND WITH SAID COMMON LINE RUNS;

THENCE, N 02°01'53" E A DISTANCE OF 828.46' AN EXISTING IRON PIPE AT A COMMON CORNER OF PB 93 PG 241 AND PB 67 PG 40, AND RUNS;

THENCE, S 89°00'24" E A DISTANCE OF 576.84' TO AN EXISTING IRON PIPE AT A COMMON CORNER OF PB 93 PG 241 AND PB 67 PG 40, AND RUNS;

THENCE, N 01°43'58" E CROSSING AN IRON PIPE AT THE CORNER OF LOT 1 OF PB 93 PG 241 AT 363.45' AND CONTINUING FOR A TOTAL DISTANCE OF 883.39' TO AN EXISTING IRON PIPE IN LANDS DESCRIBED IN DB 1897 PG 945 NOW OR FORMERLY IN THE NAME OF HEATH STREET #215 LIMITED PARTNERSHIP AND RUNS;

THENCE, S 88°59'06" E A DISTANCE OF 816.01' WITH HEATH STREET TO AN EXISTING IRON PIPE IN LANDS DESCRIBED IN DB 5184 PG 467 NOW OR FORMERLY IN THE NAME OF KALSBECK, AND RUNS;

THENCE, THROUGH SAID PARCEL OF LAND SHOWN IN PB 67 PG 40, S 40°39'47" W A DISTANCE OF 2,223.28' THE POINT AND PLACE OF BEGINNING AND HAVING AN AREA OF 680,683 SQUARE FEET, OR 15.626 ACRES to be the same MORE or LESS.

Section 3: Notice of the public hearing shall be published once in the Johnstonian News, a newspaper

having general circulation in the Town of Smithfield, at least ten (10) days prior to the date of the public hearing.

14. Approval of a contract with Bartlett Tree Experts in the amount of \$8,000 to conduct a street tree inventory in the Town to be paid with Appearance Commission funds.

15. Bid was awarded to Barnes Cleaning Company in the amount of \$56,278.56 for janitorial services. Bids received are as follows:

- Barnes Cleaning Co. \$56,278.56
- Janitize America of Raliegh \$62,399.16
- Tarheel Cleaning Company. \$69,000.00

16. Bid was awarded to Heat Transfer Solutions in the amount of \$6,648.48 for HVAC Services. Bids received were as follows:

- Heat Transfer Solutions \$6,684.48
- Dail Mechanical, Inc \$15,000.00
- Carolina Comfort \$15,896.52
- Envirotrol, LLC \$26,736.00

17. Bid was awarded to Vision, NC in the amount of \$31,200.00 for water valve assessment services. Bids received were as follows:

- Vision, NC \$31,200.00
- Hydro Jetters \$37,000.00
- IES Contractors \$38,550.00
- ESI Consultants \$45,000.00

18. Bid was awarded to Stuckey's Backhoe Services in the amount of \$119,785.00 for the East Smithfield Water System Improvements. Bids received were as follows:

- Stuckey's Backhoe Services \$119,785.00
- Nixon Contracting Company \$136,604.95
- Corbett Contracting, Inc. \$181,115.00

19. New Hire Report

Recently Hired	Department	Budget Line	Rate of Pay
Athletic Programs Supervisor	P&R – Recreation	10-60-6200-5100-0200	\$22.01/hr. (\$45,780.80/yr.)
Firefighter II	Fire	10-20-5300-5100-0200	\$21.16/hr. (\$46,213.44/yr.)
Part-Time Firefighter	Fire	10-20-5300-5100-0210	\$17.60/hr.
Part-Time SRAC Instructor (3)	P&R – Aquatics	10-60-6220-5100-0230	\$12.00/hr.
Part-Time Pool Instructor (2)	P&R – Aquatics	10-60-6220-5100-0230	\$15.00/hr.
Part-Time SRAC General Staff	P&R – Aquatics	10-60-6220-5100-0210	\$10.00/hr.
Part-Time SRAC General Staff(3)	P&R – Aquatics	10-60-6220-5100-0210	\$12.00/hr.

Current Vacancies	Department	Budget Line
Aquatic Center Supervisor	P&R - Aquatics	10-60-6220-5100-0200
Firefighter	Fire	10-20-5300-5100-0200
IT Director	IT	10-10-4300-5100-0200
		30-71-7220-5100-0200
		31-72-7230-5100-0200
Police Officer (9)	Police	10-20-5100-5100-0200
Pump Station Mechanic	PU – Water/Sewer	30-71-7220-5100-0200

BUSINESS ITEMS:

1. Buffalo Road Rezoning Request (CZ-23-01)

Town Manager Michael Scott reminded the Council that at last month's meeting, the Council chose to table a decision on this matter following the public hearing. After speaking with the applicant, they assured the Town Manager they would be ready to provide the Council with an updated plan by the July meeting.

Councilman Scott made a motion, seconded by Councilman Barbour, to table the Buffalo Road Rezoning Request (CZ-23-01) until the June 4, 2024 Town Council meeting. Unanimously approved.

- 2. Preliminary Plat Request: Jubilee Creek Subdivision (S-24-01):** CMH Homes Inc. is requesting approval of the preliminary plat of a 4.83-acre parcel (Johnston County Tax ID# 15I09034M), located southwest of the Galilee Road and Hwy 210 Intersection, adjacent to and north of the West Smithfield Elementary School into a 7-lot single-family residential subdivision.

Town Manager Michael Scott reminded the Council this issue was initially brought before them on April 2nd. At that meeting, Councilman Barbour moved, and Councilman Dunn seconded, to deny the request based on findings that it was inconsistent with the adopted comprehensive growth plan. You voted to deny the request. The April 2 meeting was recessed until April 11. At the April 11 meeting, a motion was made to reconsider the vote, which passed putting the original motion back on the floor. Since then, the developer requested a delay until they could be present to address any questions, as did the Council. Now that the developer and their attorney, Mr. Morris, are present and wish to add comments, it was recommended that Councilman Barbour rescind the current motion, with Council's agreement. This would reopen the public hearing to allow additional input from the developer and their representative.

Councilman Barbour made a motion, seconded by Councilman Stevens, to rescind the original motion. Unanimously approved.

Town Clerk Shannan Parrish administered affirmations to anyone wishing to testify during the public hearing.

Councilman Stevens made a motion, seconded by Councilman Rabil, to open the public hearing Unanimously approved.

Planning Director Stephen Wensman testified the proposed site was for a seven-lot single-family home subdivision. It became a major subdivision because it included more than three lots. Two lots in the southwest corner were previously developed as a minor subdivision. To continue developing the land, a major subdivision process was required, leading to tonight's discussion. The subdivision was straightforward, featuring septic lots and public water, meeting R-20A standards. The initial denial was due to the first finding of fact, with the recommended condition being a five-foot concrete sidewalk along NCDOT frontages.

Town Manager Michael Scott requested the Council to revisit the findings of fact. He emphasized the importance of addressing and voting on all four findings, not just the first one, as was previously done. Scott asked the Council to ensure that each finding is considered and voted on, either separately or together, in this setting.

Mayor Moore asked if there was anyone that wished to testify during the public hearing

Samuel Morris from Longleaf Law Partners, representing the applicant and property owner, provided the following summary:

He requested the inclusion of the UDO, town plan, staff report, and application in the record. The case concerned a proposed seven-lot single-family subdivision, now classified as a major subdivision due to its size. The subdivision features septic lots and public water, meeting R-20A standards. The initial denial was based on finding of fact number one, with a condition for a five-foot sidewalk along NCDOT frontages. He emphasized the need to consider all four findings of fact for a comprehensive review.

Morris argued that the subdivision meets standards two, three, and four, as confirmed by the staff report. The primary issue is whether the subdivision is consistent with the town's adopted policies, not just the future land use map, which is more relevant to rezonings. He cited a 2012 North Carolina Court of Appeals case, asserting that if a use is allowed by current zoning, it should be presumed consistent with the comprehensive plan.

The current zoning is R-20A, allowing single-family homes by right. Despite potential inconsistencies with the future land use map, Morris argued that the overall consistency with the town's policies should be the focus. He highlighted several policies supporting low-density, single-family residential development and

pointed out the lack of sewer capacity in the area, which supports low-density use.

In conclusion, Mr. Morris requested approval of the subdivision, believing it met all necessary standards. The engineer was present to answer any questions. The Engineer for the project testified that they were agreeable to the sidewalks along NCDOT roadways and the fencing adjacent to West Smithfield Elementary School.

Councilman Barbour expressed concerns about the importance of the Comprehensive Growth Plan. He emphasized that if the plan is important, it should be used consistently to approve or disapprove projects. If it isn't used, it undermines its purpose. The plan was crucial for long-term strategic planning, and significant time and effort are spent developing it.

The Engineer for the project testified that they were agreeable to the sidewalks and the fencing adjacent to West Smithfield Elementary School.

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

Councilman Barbour questioned if the Council could approve this request, if one of the four finds of fact was found to be inconsistent with the Comprehensive Growth Plan. Town Attorney Bob Spence responded that frequently rezonings present conflicts or changes in the plan because growth often doesn't happen exactly as anticipated when the plan was created five years ago. The statute requires updating the plan every time a subdivision is approved or completed. This means the plan would change to reflect new developments.

Mr. Wensman stated that the Council could add to its motion to amend the Comprehensive Growth Plan. The statement could say the plan was consistent with the adopted plans and policies of the town as the comprehensive plan was hereby amended.

Councilman Scott stated he wanted the record to reflect that the sidewalks and the fencing were agreed upon by the developer.

Finding of Facts:

Councilman Stevens made a motion, seconded by Councilman Dunn, to approve Finding of Fact number one stating the plat was consistent with the adopted plans and policies of the town as the comprehensive plan was hereby amended. Unanimously approved.

Councilman Barbour made a motion, seconded by Councilman Dunn, to approve Finding of Fact numbers two through four as listed below. Unanimously approved.

2. The plat complied with all applicable requirements of this ordinance;
3. There existed adequate infrastructure (transportation and utilities) to support the plat as proposed.
4. The plat will not be detrimental to the use or development of adjacent properties or other neighborhood uses.

Councilman Stevens made a motion, seconded by Councilman Dunn, to approve preliminary plat S-24-01 based on the four finding of fact with the 2 additional conditions. Unanimously approved.

Approved Conditions:

1. That there be 5' wide concrete sidewalk constructed along the NCDOT road frontages.
2. That a screening fence be installed along the common property line with West Smithfield Elementary School.

- 3. Rezoning Request: Swift Creek Property (RZ-24-01): Harrison Tulloss/ Aaron Grosclouse are requesting the rezoning of two parcels (0.72 acre and 14.30 acres) located on north side of Swift Creek Road near the entrance to the Johnston County Regional Airport from R20-A (Residential-Agriculture) to LI (Light Industrial). The properties are further identified as Johnston County Tax ID Nos. 15J08015B and 15J08014C**

Town Manager Michael Scott reminded the Council that the public hearing had been conducted. However, because the application was incomplete, the Council decided to table making a decision on the matter.

Planning Director Stephen Wensman briefly explained that the two properties in question, located across from the Johnson County Regional Airport, were previously part of a PUD plan by Blue Line Aviation that was not developed. The broker wants to rezone the properties to light industrial to market them for sale. The area to the south is already light industrial, so this would not be an isolated industrial parcel. The properties are annexed into the Town of Smithfield.

The smaller property was a residential lot, with the house being demolished last year, and the larger parcel was vacant and part of the previous rezoning proposal. The entire area is designated for light industrial use. Staff finds the rezoning request consistent with the Comprehensive Plan, the Unified Development Code, and compatible with surrounding land uses.

Councilman Stevens expressed concerns about rezoning the property to light industrial due to the nearby homes. Mr. Wensman responded that most light industrial uses typically do not create nuisances. Additionally, he noted that the home referenced by Councilman Stevens would not be negatively impacted due to the types of approved uses and the distance between the properties.

Councilman Scott questioned if the property were rezoned to light industrial would buffer be required between the rezoned property and existing properties. Mr. Wensman responded that a buffer would be required.

Councilman Stevens further expressed concerns about the property being rezoned to light industrial because there was not a current plan for the property. Mr. Wensman responded that it had been his experience that most light industrial uses are seeking land that has already been rezoned so they can develop the land quickly. By proactively rezoning the land to light industrial, the property owner can market it as such.

Councilman Barbour stated he understood why they wanted to rezone the property and personally think it's a reasonable request to help market it. However, I also understand concerns about losing control over the property. The planning department has regulations in place, and if our Unified Development Ordinance (UDO) isn't sufficient to protect us, it's our responsibility to fix it. If the UDO is inadequate, it's our fault, not theirs, and we need to address it. The purpose of the UDO is to avoid the need for frequent meetings and ensure builders have clear guidelines. If the UDO wasn't effective, we would have to rely on conditional zoning instead. The traditional zoning system, supported by the UDO, is meant to streamline this process and provide necessary protections without the need for constant oversight.

Councilman Barbour made a motion, seconded by Councilman Scott, to recommend approval of zoning map amendment, RZ-24-01, finding it consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest.

Councilman Barbour, Councilman Scott and Councilman Rabil voted in favor of the motion. Councilman Lee, Councilman Stevens and Councilman Dunn voted against the motion. Mayor Moore cast the deciding vote in favor of the motion. Motion passed four to three.

4. FY 2024-2025 Budget Discussion

This item was not discussed

Councilmembers Comments:

- Councilman Scott commended the town's electrical department for their proactive approach, including conducting surveys, upgrading equipment, and efficiently managing power outages with advance notice to residents. He expressed gratitude for their work and the town's utility service. Additionally, he thanked Mr. Terry West for his dedicated service to the town as he retires, wishing him the best.

- Councilman Stevens thanked the DSDC for organizing the successful Ham and Yam Festival, noting it was one of the largest attended in years with plenty of food and vendors. He looked forward to building on this year's success. He also mentioned South Smithfield Elementary's Walk to School Day tomorrow, encouraging town staff and citizens to join at 8:00 AM to promote exercise and health among young children.
- Councilman Lee Councilman Lee extended condolences to the family of Alan Eason, a notable community member who passed away on his 80th birthday. Lee highlighted Eason's contributions to the Pine Acres community and Smithfield at large.

Councilman Lee also addressed a significant sewage spill on March 28 at 702 Blount Street, where over 13,000 gallons spilled due to town staff negligence. He urged the town to address the resident's ongoing issues caused by the spill, especially the persistent odors after rain.

He praised Fire Chief Daughtry, his staff, and the police for their efforts during recent heavy rains that caused widespread flooding. Lee called for immediate action to address the town's flooding issues, emphasizing the need for solutions beyond discussions, particularly for East and West Streets.

Lastly, Lee expressed concern for the safety of the customer service representative in the town hall, suggesting the installation of protective measures, such as glass barriers and locked doors, to ensure her safety while dealing with upset residents.

- Councilman Barbour Councilman Barbour shared two updates. First, he praised Fire Chief Jeremy Daughtry for his excellent coordination of the recent SkillsUSA event, highlighting its smooth execution and the successful participation of 137 contestants. Second, he recounted an incident where a neighbor's tree limb fell onto power lines, causing a hazardous situation. The fire department, led by Jeremy Daughtry, promptly assisted by removing the tree, allowing the neighbor, a single mother, to access her driveway. Barbour emphasized the commendable actions of town staff, fire department, and law enforcement, urging everyone to express their appreciation for these individuals who go above and beyond in their duties.
- Mayor Moore echoed Councilman Stephens' positive comments about the Ham and Yam Festival, noting it was fantastic and well-attended with many vendors and visitors, including those from out of county and out of state. He praised the event as a great showcase for the town and commended Councilman Stephens for his efforts. Mayor Moore also thanked the town staff, downtown development, local businesses, the police department, fire department, public works, and the electrical department for their contributions.

Town Manager's Report:

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

- Pickle Ball Court Ribbon Cutting is May 18th at 8:45 AM
- Jackie Ray Bryant Walking Trail Ribbon Cutting is May 23rd at 3:00 PM
- May 17th is the next Concert at the Amphitheater headlining "Trial by Fire." A Journey Tribute Band.
- Outlet Center Drive has been restriped for safety reasons.
- NCDOT is creating a schedule for the restriping of Highway 301, from the
- Selma Town limits to Market Street. The restriping will likely occur at night and may require assistance from the police department for traffic direction and safety.

Closed Session: Pursuant to NCGS 143-318.11 (a) (5)

Councilman Barbour made a motion, seconded by Councilman Dunn, to go into Closed Session pursuant to the aforementioned statute. Unanimously approved at approximately 8:57 pm.

Reconvene in Open Session

Councilman Scott made a motion, seconded by Councilman Dunn, to reconvene the meeting in Open Session. Unanimously approved at approximately 9:30 pm

Recess

Councilman Barbour made a motion, seconded by Councilman Dunn to recess the meeting until Monday, May 13 at 6:30 pm in the Town Hall Council Chambers. The meeting adjourned at approximately 9:31 pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk

DRAFT

The Smithfield Town Council reconvened the May 7, 2024 regular meeting on Monday, May 13, 2024 at 6:30 pm in the Council Chambers of the Smithfield Town Hall, Councilman John Dunn presided until Mayor Moore arrived at 7:33 pm.

Councilmen Present:

Marlon Lee, District 1
Sloan Stevens, District 2
Travis Scott, District 3
Dr. David Barbour, District 4
John A. Dunn, At-Large
Steve Rabil, At-Large

Councilmen Absent

Roger Wood, Mayor Pro-Tem

Administrative Staff Present

Michael Scott, Town Manager
Ted Credle, Public Utilities Director
Jeremey Daughtry, Fire Chief
Lawrence Davis, Public Works Director
Andrew Harris, Assistant Finance Director
Pete Hedrick, Chief of Police
Gary Johnson, Parks & Rec Director
Tim Kerigan, Human Resources/PIO
Shannan Parrish, Town Clerk
Greg Siler, Finance Director
Stephen Wensman, Planning Director

Prior to the start of the meeting, the Town Manager informed the Council that Mayor Moore would arrive late and Mayor Pro-Tem Wood was absent. Therefore, the Council would need to elect one of its members to start the meeting until Mayor Moore arrived.

Councilman Barbour made a motion, seconded by Councilman Stevens, to elect Councilman Dunn to preside over the meeting until Mayor Moore's arrival. Unanimously approved.

Reconvene the May 7, 2024 Meeting

Councilman Dunn reconvened the meeting at 6:35 pm.

Business Item

1. FY 2024-2025 Budget Discussions Continued

a. General Fund

i. Parks and Recreation

Parks and Recreation Director Gary Johnson highlighted items in the Parks and Recreation's proposed FY 24-25 budget. They are as follows:

- Part – Time Salaries – 29% increase due to increased the salary for part-time employees
- Supplies & Operations – 17% increase due to the increased cost for sports programs. Hang-up basketball goals and soccer goals need to be replaced.
- Capital Outlay - \$300,000 was included for the following:
 - Community Park Parking Lot Repairs \$25,000
 - Soccer Park Construction Plans \$210,000
 - Baseball Diamond Repairs \$40,000
 - Smith Collins Park Basketball Court Repairs \$25,000

Mr. Johnson provided the Council with a design and estimate for the 210 Soccer Park. He explained that the total cost of the project was estimated at over \$6 million. The first phase is estimated to cost a little over \$3 million.

Town Manager Michael Scott explained the parking lot repairs, baseball diamond repairs and the basketball court repairs were all being funded through Park in Lieu fees. The Soccer Park construction plans would be funded through the 2% Tourism funds the Town has been building

Councilman Scott questioned if the soccer fields could be used as anything other than soccer. Mr. Johnson responded that they could be used for soccer, rugby and football.

Councilman Stevens noted that two volleyball courts were shown of the plan. Mr. Johnson responded they could be volleyball courts or pickleball courts.

The Town Manager stated there have been some conversation about converting the tennis court at Smith Collins Park to pickleball courts. Mr. Johnson stated that he and Councilman Lee had a conversation about converting the tennis court to a basketball court and making the current basketball court a tennis or pickleball court.

Councilman Lee stated that after speaking with his constituents in East Smithfield, they wanted to know why there can't be tennis court, basketball court and a pickleball court. The Town Manager responded that he and Mr. Johnson will investigate if its possible to get all three types of courts at Smith Collins Park.

Councilman Scott asked about crosswalks at Smith Collins Park between the Splash Pad and the Park. The Town Manager responded that there were four options to address the concerns about children crossing the street between the splash pad and the park. The Council could choose to do nothing, paint a crosswalk in the roadway, install speed humps or use a button activated light.

Councilman Stevens stated he thought the only way to slow down traffic was to install speed humps or additional stop signs.

Councilman Scott questioned if there was any resolution to the Disabled American Veteran's (DAV) request for \$45,000 to remodel their current location which is owned by the Town. The Town Manager responded he was still seeking direction as to what the Council wished to do about that situation.

It was suggested that the Town have a conversation with the county to ascertain if they would be willing to fund some of the repairs. Councilman Stevens suggested that the Manager contact Senator Sawrey to request funding from the state for the repairs to the DAV building.

Mr. Johnson informed the Council that the Town received a federal grant for repairs to the Hastings House. However, there is a \$30,000 shortfall for all the necessary repairs. The Council agreed to allocate an additional \$30,000 to the budget for the Hastings House repairs and to contact Senator Sawrey for assistance with funding for the DAV building.

Councilman Scott questioned the future of the Downtown Smithfield Development Corporation. Councilman Barbour responded that he felt the DSDC needed to be moved out of the Hastings House.

Councilman Scott asked if the \$40,000 in unused DSDC funds for special projects could be redirected for repairs to the Hastings House. The Town Manager explained that \$20,000 would be encumbered for next year's budget, while the remaining \$20,000 would revert to the fund balance.

Mayor Moore arrives at 7:33 pm and presides over the meeting.

Parks and Recreation Director Gary Johnson reminds the Council about

the lease on Johnson Park. The current lease is a five-year lease with a one year opt out clause. The owners want a longer-term lease with a five-year opt out clause. The owners do not seem interested in selling the property to the Town.

Councilman Barbour stated he was not in favor of spending additional funds at Johnson Park because eventually the owners would sell the land and the Town would have to remove anything it constructed at the park.

ii. **SRAC**

Parks and Recreation Director Gary Johnson highlighted items in the SARC's proposed FY 24-25 budget. They are as follows:

- Capital Outlay: \$51,000 was included for the following
 - Replacement of sand Filters \$12,500 (Town's portion of 50% of the total cost)
 - Wubit Equipment Replacement \$13,500
 - Pool Bleacher Replacement \$25,000 (Town's portion of 50% of the total cost)

Councilman Scott questioned how the program with the East River subdivision was progressing. Mr. Johnson responded it was a good program that was working well.

Mayor Moore stated there may be some interest in a corporate sponsor for the amphitheater. Councilman Scott questioned if it was possible to hold paid concerts at that venue. Mr. Johnson responded a corporate sponsor would be a better route than ticket sales for concerts.

iii. **Sarah Yard Community Center**

Parks and Recreation Director Gary Johnson highlighted items in the Sarah Yard Community Center's proposed FY 24-25 budget. They are as follows:

- Capital Outlay: \$5,000 was included for converting the lights in the center to LED.

b. **Fee Schedule**

i. **Water & Water/Sewer**

Public Utilities Director Ted Credle explained that the system development fees were increasing based on the system development fees study. These fees are imposed on new construction only.

Sewer rate consumption charges – this was an increase due to Johnston County increasing their rates. These charges would be passed through to the consumer.

ii. **Electric**

Electric rates were planned to increase by 2% , but with the "true-up" from Duke Energy Progress, the increase will now be 6% for all consumers.

Councilman Scott requested that staff consider increasing residential rates by only 3% instead of the planned 6%. Mr. Credle stated he would have to contact UFS to determine the feasibility of Councilman Scott's request.

iii. **General Fund**

Grave Opening Fees – increased due to increase in cost from Craft Digging Company

Fire Department Fees – added fees for commercial plan reviews.

Parks and Recreation Fees

Eliminated Multiple Child Discount

Athletic Field Rentals & Shelter Rentals – eliminated ½ and full day rentals, will become per hour rental

SRAC Fees

Eliminate deposits

Facility rentals will become per hour rentals.

Solid Waste Collection Fees

Increase in yard waste debris collection based on increased costs.

Recess

Councilman Dunn made a motion, seconded Councilman Barbour, to recess the meeting until Monday, May 20, 2024 at 6:30 pm in the Town Hall Council Chambers. The meeting recessed at approximately 9:33 pm

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk

The Smithfield Town Council met in regular session on Tuesday, May 21, 2024 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

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

Councilmen Absent

Stephen Rabil, At-Large

Administrative Staff Present

Michael Scott, Town Manager
Ted Credle, Public Utilities Director
Jeremy Daughtry, Fire Chief
Lawrence Davis, Public Works Director
Andrew Harris, Assistant Finance Director
Pete Hedrick, Chief of Police
Gary Johnson, Parks & Rec Director
Tim Kerigan, Human Resources
Shannan Parrish, Town Clerk
Greg Siler, Finance Director
Stephen Wensman, Planning Director

Also Present

Bob Spene, Jr., Town Attorney

Administrative Staff Absent

Call To Order

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

Invocation

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

Approval of the Agenda

Councilman Dunn made a motion, seconded by Mayor Pro-Tem Wood, to approve the agenda with the following changes:

Remove from the Business Items

1. Consideration and request for approval to adopt Ordinance No. 518-2023 creating a Social District in Downtown Smithfield

Move Citizens Comments to before the Public Hearings

Unanimously approved.

Citizens Comments:

- Edward Barfield of North Fourth Street expressed frustration for flooding in his area. He explained that the issues persists because the Town will not fix the drainage in the area.
- Robert Stanley reiterated the concerns raised by Mr. Barfield regarding the drainage and flooding issues. As a trustee of First Missionary Baptist Church, Stanley explained that they have to sandbag around their doors to prevent flooding. Last Saturday, May 18th, around 9 PM, the water was well above his ankles when he went to check on the church. The drainage system has been inadequate. He emphasized the need for help to resolve this problem.
- Barbara Monk, Deaconess of First Missionary Baptist Church, stated she felt that the drainage issues of Fourth and Caswell Streets are not a priority to the Town.
- Tracey Sanders expressed concerns about a proposed rehabilitation home for substance abuse in our established neighborhood. I'm not against providing second chances, but this neighborhood has been a close-knit, welcoming community for over 20 years. My concerns include the potential

turnover rate and the impact on families with children, including my own grandchildren and neighbors' kids. I'm worried about the potential risks, such as relapses and safety issues, that might arise. This was not properly communicated to us, and I urge someone to look into this matter and consider the community's concerns.

- Julianna Martin reiterated Mr. Sanders concerns stating she did not feel safe with a men's recovery house in the well-established neighborhood she called home.

Public Hearings:

1. **Annexation Request - SST Properties (ANX-21-04):** SST Properties has petitioned to voluntarily annex 15.26-acres (a portion of the parcel with the Johnston County Tax ID# 15077033C), located north of M. Durwood Stephenson Parkway and East of US Highway 70 Business West into the Town of Smithfield Corporate Limits

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

Planning Director Stephen Wensman explained that SSD Properties (Samet) was requesting annexation for a section of the Western Smithfield Industrial Park. This annexation involved extending the town's corporate boundaries to include areas previously left out, especially the southern line with two triangular sections. This property was critical for the development and marketing of the West Smithfield Industrial Park.

The annexation would ensure the entire development site was within the town's limits, facilitating proper development. Smithfield will provide public water and sewer services, and the Police Department already offers protection. Fire protection is managed by the town's Fire District, while Public Works will not be impacted since they don't service industrial properties. The future road will be maintained by NCDOT upon public dedication.

The annexation complies with legal requirements and necessitates a public hearing. The Council has three options: approve the annexation and adopt ordinance 519-2024, table the decision for up to six months, or deny the petition.

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

Councilman Scott inquired about the zoning of the property. Mr. Wensman responded it was zoned Light-Industrial.

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

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

Councilman Barbour made a motion, seconded by Councilman Stevens, to adopt Ordinance No. 519-2024 approving the annexation request.

Town of Smithfield
North Carolina
ORDINANCE No. 519-2024 to extend the
corporate limits of the Town of Smithfield

WHEREAS, the Town Council has been petitioned under NCGS 160A-31 to annex the area described below; and

WHEREAS, a public hearing on the question of this annexation was held in the Smithfield Town Hall Council Chamber located at 350 East Market Street, Smithfield, North Carolina at approximately 7:00 pm on May 21, 2024, after due notice; and

WHEREAS, the Town Council finds that the petition meets the requirements of NCGS 160A-31.

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

Section 1. By virtue of the authority granted by NCGS 160A-31, the following described contiguous property owned by the Town of Smithfield is hereby annexed and made a part of the Town of Smithfield effective immediately.

SST PROPERTIES, LLC ANNEXATION - LAND DESCRIPTION

ALL THAT CERTAIN PARCEL OF LAND LYING IN JOHNSTON COUNTY, NORTH CAROLINA BEING THE WESTERN PORTION OF THE PREMISES SHOWN IN PB 67 PG 40 TITLED "RECOMBINATION MAP FOR JOSEPH IRA LEE, JR. HANNAH RUTH JOHNSON LEE" AND IS MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT AN EXISTING IRON PIPE AT THE NORTHERNMOST CORNER OF LOT 9 WESTVIEW SUBDIVISION RECORDED IN PB 14 PG 119 AND IN THE COMMON LINE OF LOT 2 OF A MAP TITLED "RECOMBINATION PLAT RDU2" RECORDED IN PB 93 PG 241 AND THE WEST LINE OF LAND SHOWN IN PB 67 PG 40 AND WITH SAID COMMON LINE RUNS;

THENCE, N 02°01'53" E A DISTANCE OF 828.46' AN EXISTING IRON PIPE AT A COMMON CORNER OF PB 93 PG 241 AND PB 67 PG 40, AND RUNS;

THENCE, S 89°00'24" E A DISTANCE OF 576.84' TO AN EXISTING IRON PIPE AT A COMMON CORNER OF PB 93 PG 241 AND PB 67 PG 40, AND RUNS;

THENCE, N 01°43'58" E CROSSING AN IRON PIPE AT THE CORNER OF LOT 1 OF PB 93 PG 241 AT 363.45' AND CONTINUING FOR A TOTAL DISTANCE OF 883.39' TO AN EXISTING IRON PIPE IN LANDS DESCRIBED IN DB 1897 PG 945 NOW OR FORMERLY IN THE NAME OF HEATH STREET #215 LIMITED PARTNERSHIP AND RUNS;

THENCE, S 88°59'06" E A DISTANCE OF 816.01' WITH HEATH STREET TO AN EXISTING IRON PIPE IN LANDS DESCRIBED IN DB 5184 PG 467 NOW OR FORMERLY IN THE NAME OF KALSBECK, AND RUNS;

THENCE, THROUGH SAID PARCEL OF LAND SHOWN IN PB 67 PG 40, S 40°39'47" W A DISTANCE OF 2,223.28' THE POINT AND PLACE OF BEGINNING AND HAVING AN AREA OF 680,683 SQUARE FEET, OR 15.626 ACRES to be the same MORE or LESS.

Section 2. The Mayor of the Town of Smithfield shall cause to be recorded in the office of the Register of Deeds of Johnston County, and in the office of the Secretary of State in Raleigh, North Carolina an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall be delivered to the Johnston County Board of Elections, as required by NCGS 163-288.1

- 2. Rezoning Request – Johnston County (RZ-24-02):** Johnston County is requesting a zoning map amendment to rezone two properties, 86.2 aces and 5.53 acres in size (Johnston County Tax IDs 15L11014A and 15L11014E) located approximately 1,100 feet east of the Yelverton Grove Road and US Highway 70 Business East intersection from B-3 (Business) and R-20A (Residential-Agriculture) to O/I (Office/Institutional).

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

Planning Director Stephen Wensman explained that the parcel highlighted in yellow is being considered for rezoning to a larger Office and Institutional (O&I) district. This parcel, located near US 70, is currently used for farming and a former Manufactured Home Park. The proposed future use is for government offices and other public uses.

Environmentally, the only major feature is a blue line stream running north to south through the property. The comprehensive plan envisioned a larger O&I zoned area around a commercial node at the intersection, and although the development isn't exactly as planned, it aligned with the goal of creating a larger O&I district.

Permitted uses in the O&I district include government offices, public safety facilities, utility and Public Works storage yards, and pump stations. The staff finds the rezoning request consistent with the comprehensive plan and compatible with surrounding land uses, as it expands the existing O&I district.

Staff recommends approval of rezoning stating it was consistent with the town's comprehensive growth plan, unified development code, and in the public interest.

Mayor Moore asked if there were any questions by the Council. There were none.

Mayor Moore asked if there was anyone in attendance that wished to speak on this matter

Brian Leonard with BRL Engineering and Surveying stated he was in attendance to address any questions and provide additional background on the rezoning request by Johnston County for about 86 acres, known as the Massey tract, near the existing detention facility. Johnston County owns a small 5.5-acre tract north of US 70 and has recently rezoned 49 acres to O&I for expanding government facilities. This request aims to rezone the larger Massey tract for future administrative and service-based facilities, such as office space.

Environmental considerations include a stream bisecting the property, which creates a natural buffer to adjacent residential areas. Discussions with public utilities indicate that water and sewer services can be extended to the site, with no current capacity constraints.

Regarding traffic, NC DOT data from 2022 shows consistent vehicle counts on Yelverton Grove Road and US 70. A comprehensive traffic study will be required for future development, including potential signalization and turn lanes. The county is prepared to address these requirements.

In conclusion, we believe this rezoning request aligns with the comprehensive plan and is in the public interest. We appreciate your consideration and are available to answer any questions.

Councilman Stevens questioned if there would be any type of buffer from this property to the adjacent residential area. Mr. Wensman explained that staff would ensure that the proper buffer required in the UDO would be installed.

Mayor Moore inquired if the county had any plans to annex the property into the town. County Manager Rick Hester responded that there are currently no plans for the site and that any annexation considerations would have to be revisited in the future.

Mayor Pro-Tem Wood made a motion, seconded by Councilman Stevens, to close the public hearing. Unanimously approved.

Councilman Barbour made a motion, seconded by Mayor Pro-Tem Wood, to approve zoning map amendment, RZ-24-02, finding it consistent with the Town of Smithfield Comprehensive Growth Management Plan as hereby amended and other adopted plans, and that the amendment is reasonable and in the public interest. Unanimously approved.

- 3. Rezoning Request – 1558 West Market Street (RZ-24-03):** Lena Patterson Parks was requesting a zoning map amendment to rezone 2.41 acres of land (Johnston County Tax ID 15077033B), located at 1558 West Market Street between M. Durwood Stephenson Parkway and Fareway Drive from R-20A (Residential-Agriculture) to B-3 (Highway Entranceway Business).

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

Planning Director Stephen Wensman explained that the parcel in question was adjacent to an auto sales salvage yard and R 20-A property to the north, which was designated for light industrial use. The proposed zoning was B-3 Highway Entranceway Business for a currently vacant property intended for business use. This property was serviced by Smithfield water and sewer and Duke electricity, with no known environmental issues.

The Comprehensive Plan guided this property for mixed-use, allowing the market to determine its development. The proposed B-3 zoning aligns with this guidance, as it is the most expansive commercial district with numerous permitted and special uses. Staff finds the application consistent with the growth management plan, the unified development code, and compatible with surrounding land uses. Staff recommends approval, declaring the request consistent with the town of Smithfield Comprehensive Plan and other adopted plans, and that the amendment is reasonable and in the public interest.

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

Councilman Scott questioned if there would be any access to the highway for this parcel. Mr. Wensman responded he was unsure if there would be highway access.

Mayor Moore asked if there was anyone in attendance that wished to speak on this matter.

Susan Lassiter explained that the property in question belongs to Lena Patterson Parks, who now resides in Washington State. The home that was on the property has been removed, making it vacant. There is an existing small driveway from US 70, suitable for a home, and potential access could be developed from Fairway Drive if the town desires.

Currently, Ms. Parks has no specific use planned for the property as it is for sale. The future use will depend on the buyer, provided it complies with the zoning code. They are requesting consideration for rezoning the property from residential to a more appropriate commercial use.

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

Councilman Dunn made a motion, seconded by Mayor Pro-Tem Wood, to to approve zoning map amendment, RZ-24-03, finding it consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest. Unanimously approved.

- 4. Rezoning Request – Heavner Properties (RZ-24-04):** TerraEden Landscape & Design, LLC. is requesting a Zoning map amendment to rezone 9.61 acres of land (.806 acres located north of Powell Street and west of Adams Street with Johnston County Tax ID 15089019A) (8.77 acres located north of Hartley Drive, between Adams Street and Coats Drive, and south of M. Durwood Stephenson Parkway with Johnston County Tax IDs 15K09010A & 15K09010P) from R-10 (Single-Family Residential) and R-20A (Residential-Agriculture) and to R-8 (Single, Two, and Multi-Family Residential).

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

Planning Director Stephen Wensman explained that the applicant, Paul Ambler, is representing Mr. Heavener in the rezoning of 9.611 acres of land from R-20A and R-10 to R-8. The parcels to be rezoned are highlighted in yellow, while a portion south of Powell will remain R-10. The area is shown on the map and will be retained by the owner.

Surrounding areas include B-3 property to the southwest, industrial zoning to the west, additional R-20A to the east, and R-8 north of Hartley on both sides. Most of the area is currently zoned R-10. The property was within the town, serviced by Smithfield for water and sewer, with Duke providing electricity. There were no known environmentally sensitive areas on this property.

The Comprehensive Plan designated this area for medium-density residential, making the proposed R-8 zoning consistent with this designation. Staff finds the rezoning consistent with the comprehensive growth plan and adjacent land uses. Planning staff recommends approval of rezoning RZ 2404, stating it aligns with the town's comprehensive growth plan and other adopted plans, and is in the public interest.

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

Councilman Barbour questioned if there was access to the property. Mr. Wensman responded the road would have to be extended and built.

Mayor Moore questioned if there would be access to M. Durwood Stephenson Parkway. Mr. Wensman responded that road was a restricted road and no access would be permitted.

Mayor Moore asked if there was anyone in attendance that wished to speak on this matter.

Paul Emblar speaking on behalf of Mr. Heavner explained that the property has been inspected for wetlands and buffered streams, and both the DEQ and Corps of Engineers confirmed there are no wetlands or buffering streams present.

Access to the site via Durwood Stephenson is not permitted; access will be through Hartley Drive, which is currently a dirt path with only a water line. There are two ditches along Hartley Drive, which converge and direct water down to the bank. Engineering assessments indicate that water flow can be managed.

Regarding the R-10 area along Hartley Drive, the property is owned by those who front Powell Street, with the back portions used only for accessory structures.

Councilman Stevens made a motion, seconded by Mayor Pro-Tem Wood, to close the public hearing. Unanimously approved.

Councilman Barbour made a motion, seconded by Mayor Pro-Tem Wood, to approve zoning map amendment, RZ-24-04, finding it consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest.

- 5. Conditional Zoning Request – Local 70 PUD (CZ-24-02):** Smithfield Growth LLC is requesting approval of a rezoning of a 163.62-acres of land (Johnston County Tax IDs 14057011Y, 145057011X and 14057011Y) located on both sides of M. Durwood Stephenson Parkway, bordered by Booker Dairy Road on the west and Highway 70 Bypass on the east, and north of the Smithfield Walmart from R-8 (Single, Two, and Multi-Family Residential) and B-3 (Highway Entranceway Business) to PUD Conditional for a mixed use development.

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

Planning Director Stephen Wensman discussed a conditional zoning request for a large development. The project includes the Walmart B-3 zone in the south and adjacent R-8 zoning to the west. The development aims to create a mixed-use community, integrating traditional and urban patterns with various land uses, building types, and open spaces for a pedestrian-friendly environment.

The project spans approximately 87 acres with a residential density of 7.23 dwelling units per acre, totaling 627 units (324 multifamily, 94 townhouses, and 209 single-family homes). The smallest lot is 40x105 feet with both front street and rear alley access.

The master plan includes lot sizes, streets, units, roadways, open spaces, and building typologies. It emphasizes mixed uses, particularly commercial and light industrial near Highway 70, and residential areas with single-family homes and townhouses around a central park and stormwater management areas.

The site is within the ETJ and will be annexed with development. It has some environmental features,

including non-jurisdictional ditches and wetlands, and potentially jurisdictional ponds and streams. Smithfield will provide water, sewer, and electric services. No parks are planned, so a fee in lieu will be expected.

The development proposes a road structure with 27-foot and 33-foot wide streets, 60-foot, 56-foot, and 50-foot rights-of-way, and private driveways and alleys. Sidewalks will be on both sides of every street, with a multipurpose trail along Durwood Stevenson Parkway. Public sidewalks will also be along Booker Dairy Road and on the north side of Durwood Stevenson Parkway.

Street trees will be maintained by the HOA, and the development will have a mix of front and rear-loaded units. The plan aligns with the comprehensive growth plan, aiming to create a walkable, community-oriented development.

Mr. Wensman continued by explaining the development layout. Along Durwood Stevenson Parkway, there is a 50-foot setback from the public right-of-way. Homes along Booker Dairy Road will feature sidewalks, street trees, and evergreen hedges, with homes set back 35 feet from the roadway edge. Homes backing onto Booker Dairy Road will have street trees, a six-foot-tall fence, and landscaping to create a buffer.

The development borders Bay Hill Road and the Booker Dairy Plantation development. Existing open space and stormwater features provide a natural buffer. The developer plans to add a six-foot-high fence along the rear property lines of new units. Additionally, for two homes adjacent to Bay Hill Drive without existing open space, the developer will install extra landscaping and fencing to ensure separation from the Bay Hill lots.

Mr. Wensman presented an exhibit detailing the proposed setbacks for the development. For homes with rear access, a reduced setback of 10 feet from the property line to the home is proposed, creating a pedestrian-friendly corridor similar to the Spring Branch development. For front-loaded homes, a 25-foot front yard setback is proposed to accommodate a full-sized vehicle in the driveway.

The exhibit also illustrates the layout options for lots, showing both front-loaded and rear-loaded configurations. Options include garages directly on the alley, set back from the alley, connected to the home with a breezeway, or detached. Townhouses are proposed to have a mix of these layout options.

Stephen Wensman explained the mix of single-family and townhouse lots in the development, which interested the planning board. The plan includes 18-foot, 20-foot, and 24-foot wide townhomes, and single-family homes with 40, 42, and 50-foot wide lots, featuring a mix of front and rear-loaded configurations. Examples of product types from other developments, such as those in Chatham County and Pittsboro, were shown for inspiration, with the Riverwalk development in Smithfield serving as a significant reference.

The minimum lot size proposed is 4,200 square feet, a 48% reduction from R-8 standards. Wensman noted that while this reduction has been contentious in the past, it is suitable for this urban, walkable, pedestrian-friendly development. The plan includes infrastructure like street trees, alley access, short blocks, and sidewalks on both sides, creating a dense but well-designed neighborhood.

Architectural standards emphasize high-quality materials like EFIS and Hardy board for the front facades, with unique features and color variety to enhance the streetscape. Garage doors for front-loaded homes will be set back 25 feet from the right-of-way. The proposed building height is 60 feet, which is nearly double the town's standard but aligns with the urban character intended for the development.

Overall, the plan aims to create a cohesive, pedestrian-oriented community with strong architectural design and ample amenities, aligning with new urbanist principles.

Councilman Stevens questioned if the developer was only proposing one side of high-quality building material.

Stephen Wensman explained the proposed development's detailed design and zoning requests. Key points include:

Setbacks: Rear-access homes have a 10-foot setback from the property line, promoting pedestrian-friendly streets, similar to the Spring Branch development. Front-loaded homes have a 25-foot setback to accommodate full-size vehicles.

Lot and Building Mix: The development includes 18, 20, and 24-foot wide townhomes and single-family homes with 40, 42, and 50-foot wide lots. The architectural inspiration comes from various developments, emphasizing high-quality materials and urban, walkable designs.

Minimum Lot Sizes and Densities: The smallest lot is 4,200 square feet, a significant reduction from R-8 standards, deemed appropriate for the urban, pedestrian-focused layout. The proposed building height is 60 feet, consistent with the intended urban character.

Street and Infrastructure Design: The development includes street trees, short blocks, sidewalks on both sides, and various amenities, maintained by the HOA. Street designs feature different rights-of-way (50-60 feet), alley access, and parking arrangements.

Non-Residential Zoning: Reduced setbacks (14 feet) for non-residential buildings, with a building height of up to 72 feet. Visibility and side yard setbacks are addressed to ensure safety and compliance with sight visibility standards.

Townhouses and Multifamily Units: Proposals include a mix of front and rear-loaded townhouses, maintaining a minimum of 20 feet between buildings. Multifamily buildings will have a consistent architectural style and high-quality materials on front facades.

Conditions and Deviations: The plan includes several deviations from standard codes, emphasizing the creation of a comprehensively designed neighborhood. Conditions include alley access for narrow townhouses, maintaining sight visibility at intersections, and HOA maintenance of street trees.

Approval Recommendations: The planning staff and board recommend approval of the rezoning request, noting its alignment with the comprehensive growth plan and compatibility with surrounding land uses. Conditions for approval ensure adherence to design standards and infrastructure requirements.

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

John Dunn asked about the recommendation to have setback dimensions measured from the property line rather than from the public sidewalk.

Mr. Wensman explained that the architectural standards discussed measurements from the public sidewalk, but their code measured from the property line. He emphasized the importance of setbacks being measured from property lines because the location of the sidewalk might not be certain in real development, whereas property lines are definite. He noted that this discrepancy highlighted the need for clear communication between creative design and code requirements to ensure future codifications reflect measurements from property lines.

Councilman Scott expressed confusion about the purpose of having a UDF if recommended lot sizes for single-family homes weren't followed. He found the connection to Bay Hill Drive unreasonable and unfair, suggesting it needed improvement. He also raised concerns about traffic, noting that while the area was described as urban and walkable, the adequacy of parking was questionable given the prevalence of car ownership in the region.

Mr. Wensman acknowledged the parking concerns, explaining there were various parking options including alleys, street parking, and a courtyard in the center of townhomes. He pointed out that despite some issues with parking, the development would need to meet code requirements.

Councilman Stevens asked about parking arrangements, noting various options such as open spaces, alleys, rear parking, parking lots, and driveways.

Mr. Wensman acknowledged the lack of detailed information about driveways at the zoning stage, leaving

it to the developer to provide more specifics. He highlighted the flexibility allowed by conditional zoning and questioned whether the benefits, such as shorter blocks, street trees, high-quality architectural materials, and cohesive open space concepts, were sufficient. Mr. Wensman emphasized that the code permits flexibility if it's beneficial and questioned what the community would gain in exchange. He noted that features like shorter blocks, street trees, high-quality materials, and a cohesive open space concept were potential benefits, though parking might still need work.

Councilman Stevens expressed a concern about ensuring that high-quality architectural standards presented in plans were actually built. He questioned how to ensure these standards were codified, whether at the current stage or the next, stressing the importance of having quality homes materialize as planned. He mentioned that homes facing public roads should have high-quality materials, and corner lots should also maintain this standard. Stevens acknowledged the challenge of accepting smaller lots but noted that people were willing to live in neighborhoods with smaller lots if the homes were of high quality.

Mr. Wensman clarified that the current architectural standards required high-quality materials on the front of homes but might allow vinyl on the sides and rears. He emphasized that the architectural code would be followed throughout development and suggested that additional details could be included if necessary. He indicated that the developer could address these concerns and that conditions could be applied if needed.

Jody Leidolf the engineer for the project introduced himself to the Council and stated he would respond to any questions.

Councilman Dunn asked about the proposed building heights, noting that the normal limit was 40 feet, while the proposal was for 70 feet for standalone houses and 72 feet for commercial buildings. He questioned the need for such heights.

Mr. Leidolf explained that the standards included 60 feet for single-family homes, with an increase to 63 feet for multifamily homes and 72 feet for commercial buildings. The rationale was that typical homebuilders would construct two-and-a-half-story homes with features like roof peaks and dormers. The building height wasn't a significant issue in this community due to the typical product type and architectural expression. However, they were willing to condition the height to 48 feet if necessary.

Councilman Dunn asked about the lot sizes, noting the minimum was 42 feet but there would be larger ones.

Mr. Leidolf explained that the minimum lot size was 4,200 square feet (40 by 105 feet), with typical lots being 115 feet. Rear-loaded lots could go down to 40 feet. Larger lots allowed for the inclusion of front-load garages, with homes set back 25 feet from the right-of-way to ensure parked cars wouldn't extend over the sidewalk.

Councilman Dunn asked about the parking arrangements in the diagrams, noting that rear-loaded lots had detached garages with a 25-foot setback, allowing for driveway parking, while others had a four-foot setback. He also questioned where residents would park if their garages were used for storage.

Mr. Leidolf explained the goal was to prevent parking that blocked alleys by either placing garages close enough to the alley or far enough away for full car stacking. For lots with a four-foot setback, there would be on-street parking, managed to ensure one lane of parallel parking. Enforcement would be through signage and marking. Roads would be maintained publicly, while alleys would be private and managed by an HOA, which could enforce parking rules.

Mayor Pro-Tem Wood raised concerns about parking on both sides of the street potentially causing safety issues, especially for emergency vehicle access.

Mr. Leidolf explained that the street width (33 feet) was designed to allow fire trucks to pass even with parking on one side. The design aimed to slow traffic and improve pedestrian safety. The speaker acknowledged the balance between traffic calming and access.

Councilman Scott asked about trash can placement and storage. Mr. Leidolf suggested that trash cans

be stored in garages or screened areas

Councilman Dunn asked about traffic flow and driveway access, specifically concerning right turns and traffic patterns. He also inquired about traffic studies.

Mr. Leidolf responded that a traffic engineer was already engaged, and a full traffic study would be required at the next project stage. He anticipated logical improvements, such as stoplights, to manage traffic flow effectively. The design aimed to integrate well with existing traffic patterns and community needs.

Councilman Scott asked about stormwater management within the development. The developer explained that stormwater management was designed to be a community feature, with enlarged stormwater management ponds integrated into the 30% open space, providing recreation and trails. They noted that ponds extended from indoor areas to the community, and dirt from these ponds would help raise finished floor plans to avoid drainage issues, also addressing water redirection concerns.

David Barbour inquired if the ponds were static containers or had some motion to prevent issues like algae buildup. The developer stated that ponds would likely include fountains to aerate and move water, preventing algae. The design aimed for the ponds to be visually and functionally appealing.

David Barbour expressed concern about maintenance of the ponds if the HOA failed, referencing past issues with similar developments. Mr. Wensman mentioned that new stormwater ordinances required HOAs to maintain escrow accounts for pond maintenance, addressing concerns about future maintenance.

The developer summarized the project's intent to transition zoning consistent with the comprehensive plan, creating a mixed-use community reflective of Smithfield's fabric. They highlighted efforts to balance density with smart growth, maintaining infrastructure and services already in place, and collaboration with the planning board to lower density and adjust lot sizes. They emphasized the importance of connectivity and intentional community design.

Councilman Stevens suggested conditioning the project to exclude vinyl siding to ensure high-quality construction. The developer agreed, stating that builders were willing to use Hardie plank instead of vinyl, and they were open to conditioning the development to exclude vinyl siding.

Mayor Moore expressed concern about maintaining the discussed standards should the developer sell or go out of business, and ensuring the project's quality remains consistent. Stephen Wensman assured that conditions and design codes would run with the property, requiring any future developers to adhere to the same standards unless they sought changes through proper channels. He emphasized that parking and other details would be further addressed at the preliminary plat stage.

Town Attorney Bob Spence asked how many lots would have two car spaces and the types of parking configurations. The developer confirmed that all lots would have two car spaces in the garage. Front-loaded lots would have stacking space in the driveway, and townhomes might have stacked depending on garage placement. It was emphasized that alley-loaded garages with a four-foot setback would still have two car spaces, but placement might vary to allow stacking.

The developers agreed to condition no vinyl siding on single-family and townhomes and mentioned that multifamily buildings would not have vinyl on the first floor. They provided examples of similar projects by Carolina Commercial to illustrate this standard. They also committed to addressing stormwater management for Bay Hill Drive.

Mayor Moore emphasized the importance of ensuring that the standards discussed for the property would remain consistent if the property changed ownership.

Mr. Wensman explained that architectural standards would be reviewed in more detail at the preliminary plat stage and included in HOA documents. The process ensured consistency through multiple reviews, including plot plans and zoning permits, with ongoing checks by staff. He shared an example of verifying garage sizes in another development to illustrate their diligence in maintaining standards.

Mayor Moore asked if there was anyone in attendance that wished to speak on the matter.

Mark Lane, Chairman of the Planning Board, reminded the Council that the Planning Board had initially placed three additional conditions on the project. He noted that he wanted to ensure these conditions were considered, particularly the condition regarding Bay Hill Drive.

Mr. Wensman confirmed that two of the conditions had been addressed in the recent submission. The third condition, which involved repaving Bay Hill Drive, was not included in the conditions of approval because staff did not support it. Wensman argued that it was unfair to require the developer to repave a public street not directly impacted by their development.

Mr. Lane clarified that while he had voted against the entire project, he wanted to ensure the Council was aware of the Planning Board's concerns. He noted that some Planning Board members felt the developer should contribute more, given the potential use of Bay Hill Drive by large trucks and delivery vehicles. He emphasized that it was up to the Council to decide whether to remove or keep this condition.

Mr. Wensman reiterated that the condition regarding Bay Hill Drive was omitted because staff did not recommend it. He assured that the other conditions had been addressed through redesigns, making them unnecessary as conditions.

Pam Lampe, from 415 North Second Street, thanked the developers, Local 70, for their investment and for listening to community concerns at the planning board meeting. She appreciated the improved buffer and was impressed with the quality of their projects, particularly in the Carolina Colors community in New Bern, North Carolina. She hoped this project would meet similar high architectural standards. She highlighted her main concerns, which included lot size, adequate parking, traffic congestion on Booker Dairy and Bay Hill Street, and the lack of siding on all four sides of houses. She noted that Sloan Stevens had addressed the siding issue. She preferred the UDO-prescribed minimum lot sizes of 8,000 square feet for single-family homes and pointed out that existing subdivisions like Eden Woods and Booker Dairy Plantation had larger lots. She worried about the impact of 677 homes on traffic and parking, especially since many residents drive large vehicles. Lampe questioned whether the district needed to be connected and expressed concerns about maneuverability and parking congestion in the alleys. She urged the Council to consider the needs of future residents and ensure they wouldn't face parking issues.

Emma Gemmel, from 207 Hancock Street, thanked the Council for the improvements made but expressed continued concerns, particularly regarding Bay Hill. She suggested closing Bay Hill to prevent drainage issues caused by runoff from concrete and pavement, as impervious materials were not being used. She questioned what benefits Bay Hill residents and the town would receive, noting the town would need to maintain and stripe the new pavement. She suggested adding another road instead of more houses to reduce the traffic burden and construction issues, noting that developers prioritized monetary gains over community benefits.

It was mentioned that the fire marshal recommended opening up Bay Hill for better accessibility. Mr. Wensman elaborated that connectivity standards in the code required connecting to adjacent properties, with a minimum of two exits for multifamily developments. He noted that Bay Hill currently dead-ends, making it difficult for fire trucks to turn around. Extending the street would allow fire trucks to enter and exit more easily, enhancing safety. He emphasized that the new street network would distribute traffic, with cars potentially using multiple routes rather than solely relying on Bay Hill.

Mayor Pro-Tem Wood questioned whether Bay Hill could be closed off instead. Mr. Wensman responded that the council had the authority to make such decisions but reiterated the importance of connectivity per the code. He mentioned the singular proposed connection to Bay Hill on the south side near the pond.

Councilman Stevens suggested that closing Bay Hill would force all traffic to use Eden or Booker Dairy, potentially overloading those routes. He believed that maintaining connectivity would distribute traffic more evenly and benefit future commercial developments, like a potential Harris Teeter. Stevens advocated for keeping Bay Hill open and fixing the streets.

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

Councilman Barbour made a motion, seconded by Councilman Dunn, to approve zoning map

amendment, CZ-24-02, with the 19 conditions of approval, finding the rezoning 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 Barbour, Councilman Dunn, Mayor Pro-Tem Wood and Councilman Stevens voted in favor of the motion. Councilman Lee and Councilman Scott voted against the motion. Motion passed four to two.

Conditions:

1. That the future Local 70 development be in accordance with the approved Master Plan, and UDO regulations with the with the following deviations:

Standard	Proposed
Street Design Standards	<ul style="list-style-type: none"> • 50', 56 and 60' wide R/W
Non-Residential Standards	
Non-Residential Minimum Setbacks	<ul style="list-style-type: none"> • Front = 14' setback • Side = 0' setback • Rear = 0' setback • Corner Side = 0' setback
Non-Residential Building Height	<ul style="list-style-type: none"> • 72'
Single Family Detached Lot Standards	
Minimum Lot Area	<ul style="list-style-type: none"> • 4,200 sq. ft.
Minimum Lot Width	<ul style="list-style-type: none"> • 40' rear loaded/42' front loaded
Minimum Setbacks	<ul style="list-style-type: none"> • Front=10' setback rear loaded • Front =25' setback front loaded • Rear=15' • Side = 5' • Corner side = 10' setback • Garage from Alley – 1- or 19' from alley R/W
Max Building Height	<ul style="list-style-type: none"> • 48'
Townhouses (Single-Family Attached)	
Min Lot Size	<ul style="list-style-type: none"> • 1,890 sq. ft lot
Min. Lot Width	<ul style="list-style-type: none"> • 18'
Minimum Setbacks	<ul style="list-style-type: none"> • Front = 10' setback rear loaded • Front = 25' setback front loaded • Rear = 15' setback • Corner Side = 10' setback • Building Separation = 20' • Accessory =1' from rear
Max. Building Height	<ul style="list-style-type: none"> • 48'
Multi-Family Standards	
Minimum Setbacks	<ul style="list-style-type: none"> • Front = 14' setback • Rear = 15' setback • Side <ul style="list-style-type: none"> ○ Building Ht ≤20'=16' setback

	<ul style="list-style-type: none"> ○ Building Ht ≤25'=25' setback ○ Building Ht ≤30'=30' setback ○ Building Ht ≤68'=40' setback ● Corner Side = 16' setback
Max. Building Height	● 68'

2. The residential lots with front setbacks less than 25' provide for alley access in the rear.
3. In the non-residential areas with 14' front setback, a hybrid street yard that incorporates foundation shrubs shall be required.
4. Non-Residential development shall have parking on the side and rear of the principal structure if the building is setback less than 50' from the front property line.
5. That a 50' setback be maintained along M. Durwood Stephenson Parkway and 30' setback along Booker Dairy Road.
6. Townhouses that are less than 20' wide shall have vehicular access from the rear by alley or front on a parking lot.
7. The development shall comply with the town's street intersection site visibility requirements.
8. Residential lots with single car garages shall be at least 14' x 22' to accommodate a standard vehicle.
9. All setback dimensions shall be to the property line, rather than from public sidewalk or edge of road.
10. All trees in the public right of way shall be maintained & replaced when needed by a homeowners/property Owners Association.
11. The homeowner's association limit parking to one side of streets where street parking is allowed and that the parking stalls be marked in accordance with NCDOT Standards.
12. That trash rollouts be stored within garages or screened from the public rights-of-way.
13. That the stormwater ponds have fountains in them to prevent algae growth.
14. That all detached single family and townhouse building facades be clad with cementitious siding (Hardy Board or sim product), masonry, EIFS or a combination of materials and that there be no vinyl siding.
15. That all single-family detached homes have standard sized 2-car garages.
16. That there shall be no construction access to Bayhill Drive.
17. The maximum building height for the detached single-family homes and townhomes shall be 48 feet.
18. The fence along Booker Dairy Road and along the Booker Dairy Plantation subdivision be a 6-foot high opaque fence.
19. That fence standards be added to the architectural requirements that will be reviewed at preliminary plat. The standards shall not allow chain link fencing.

Consent Agenda

Mayor Pro-Tem Wood made a motion, seconded by Councilman Barbour, to approve the item listed on the consent agenda. Unanimously approved.

1. Approval was granted to adopt Resolution No. 750 (11-2024) authorizing the exchange of property pursuant to NCGS 160A-271

Town of Smithfield
Resolution No. 750 (11-2024)
Authorizing the Exchange of Property Pursuant to NCGS 160A-271

Whereas, the Town of Smithfield owns a 16.02-acre tract of land, also known as Johnston County Tax Id 15078011h, located on Barbour Road in Smithfield, NC, and valued at \$160,200.00; and

Whereas, Heath Street #215 Limited Partnership, owns a 11.580-acre tract of land also known as Johnston County Tax Id 17k09016j, and valued at \$115,800.00; and

Whereas, the Town of Smithfield and Heath Street #215 Limited Partnership wish to exchange the two described properties with terms and conditions set forth in more detail in the agreement between the two parties;

Whereas, as part of the agreement, the town retains a utility easement along the western line of the 16.02 acres as well as an area for a sewer pump station, but the town agrees for five years from the agreement to grant Heath Street #215 Limited Partnership taps to the town utilities free of charge, and to waive of Town System Development Fees on up to 45 lots on the adjoining parcels defined as current County GIS parcels 15078009k, 15078009j, and 15078009i; and

Whereas, North Carolina General Statute § 160A-271 authorizes the Town to make such an exchange if authorized by the Town Council by a resolution adopted at a regular meeting of the Council upon at least 10 days public notice based on a full and fair exchange of the fair market value of the two properties; and

Whereas, the Town has given the required public notice, and the board is convened in a regular meeting.

Now therefore, the Town Council of the Town of Smithfield resolves that:

1. The exchange of properties described above and outlined in an agreement between the Town of Smithfield and Heath Street #215 Limited Partnership is authorized.
2. The appropriate Town officials are directed to execute the appropriate instruments necessary to carry out the exchange.
3. Approval was granted to authorize the placement of a Historical Marker in the 200 block of Johnston Street, commemorating the desegregation of the Smithfield Library in 1957

Business Items:

1. FY 2024-2025 Continued Budget Discussion

This item was not discussed

Adjourn

Councilman Barbour made a motion, seconded by Councilman Dunn, to adjourn the meeting. The meeting adjourned at approximately 10:11 pm

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk

The Smithfield Town Council met in regular session on Tuesday, June 4, 2024 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

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

Councilmen Absent

Administrative Staff Present

Michael Scott, Town Manager
Ted Credle, Public Utilities Director
Jeremey Daughtry, Fire Chief
Lawrence Davis, Public Works Director
Andrew Harris, Finance Director
Pete Hedrick, Chief of Police
Gary Johnson, Parks & Rec Director
Tim Kerigan, Human Resources
Shannan Parrish, Town Clerk
Stephen Wensman, Planning Director

Also Present

Robert Spence, Jr., Town Attorney

Administrative Staff Absent

CALL TO ORDER

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

INVOCATION

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

APPROVAL OF AGENDA:

Councilman Scott made a motion, seconded by Councilman Dunn, to approve the agenda with the following amendments. Unanimously approved.

Add to the Presentations:

1. Consideration and request for approval to adopt Resolution No. 751 (12-2024) requesting that a section of US Interstate 95 be named in honor of Carl Lamm.

Remove from the Consent Agenda and Add to the Business Items:

7. Consideration and request for approval to award a bid in the amount of \$50,400.00 to JDR Lawn Care for Ground Maintenance Services

PRESENTATION:

- 1. Consideration and request for approval to adopt Resolution No. 751 (12-2024) requesting that a section of US Interstate 95 be named in honor of Carl Lamm.**

Mayor Moore explained the purpose of the resolution was to request that a section of I-95 be named in honor of long-time radio broadcaster Carl Lamm. Mayor Moore read the following resolution into the record.

**TOWN OF SMITHFIELD
Resolution No. 751 (12-2024)
Requesting that a Section of US Interstate 95
be named in Honor of Mr. Carl Lamm**

WHEREAS, the State of North Carolina and the United States Federal Highway System

have programs whereby sections of roadways may be named for leaders in their communities; and

WHEREAS, Carl Lamm has been a distinguished and dedicated member of the Smithfield community, contributing significantly to the cultural, social, and economic development of our town for many decades; and

WHEREAS, Carl Lamm's tireless efforts in local broadcasting have brought vital news, entertainment, and community information to the residents of Smithfield and surrounding areas through his long and illustrious career at WTSB Radio; and

WHEREAS, Carl Lamm has been recognized for his outstanding service and commitment to the community, earning numerous awards and accolades that highlight his dedication and impact on the lives of many; and

WHEREAS, the Town of Smithfield seeks to honor Carl Lamm's legacy and ensure that his contributions are remembered and appreciated by future generations; and

WHEREAS, naming a section of US Interstate I-95 in his honor is a fitting tribute to a man who has traversed many miles in service to his community.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield, North Carolina, as follows:

1. Dedication: The Town of Smithfield formally requests that the North Carolina Department of Transportation designate the section of US Interstate I-95 from Smithfield, NC to Four Oaks, NC as the "Carl Lamm Highway."
2. Signage: Appropriate signage shall be erected at suitable intervals along this section of the highway to inform travelers of this designation and to honor Carl Lamm's contributions.
3. Implementation: The Town Manager is hereby directed to communicate this resolution to the North Carolina Department of Transportation and to take all necessary actions to facilitate the implementation of this designation.
4. Commendation: The Town of Smithfield extends its heartfelt commendation and gratitude to Carl Lamm for his unwavering dedication and service to our community.

Councilman Dunn made a motion, seconded by Mayor Pro-Tem Wood to adopt Resolution No. 751 (12-2024) requesting that a section of US Interstate 95 be named in honor of Carl Lamm. Unanimously approved.

PUBLIC HEARING:

1. **FY 2024-2025 Budget: In accordance with NCGS 159 -12 (b), before adopting the budget ordinance, the Town Council shall hold a public hearing at which time any persons who wish to be heard on the budget may appear before the board**

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

Town Manager Michael Scott presented the FY 2024-2025 to the Town Council.

Budget Summary:

- General Fund: Almost \$20 million

- Electric Fund: About \$18 million
- Water and Sewer Fund: Approximately \$11.2 million

Key Points:

- Property Tax: Remains stable at 57 cents per \$100 of tax valuation. This rate has been unchanged since 2003. For comparison, Johnston County's rate is 69 cents, 12 cents more than Smithfield's.
- Electric Fees and Charges: Increased by about 6%.
- Sewer Fees: Increased proportionately based on the wholesale increase charged by the county, also about 6%.
- Sanitation Fees: Increased by 55 cents for yard waste due to higher tipping fees.

Fund Balance and Capital Expenditures:

- General Fund: \$1.3 million in capital expenditures.
- Electric Fund: Over \$1 million.
- Water and Sewer Fund: About \$2.2 million.
- Medical Insurance Provider: Changed to Blue Cross Blue Shield from Cigna, resulting in a 5% savings over projected increases.
- Police Department: Approved a \$10,000 increase for police positions. Awaiting results of a salary study from Robertson Miller. Funds for salary increases are included in the budget.
- New Equipment: Includes police cars (\$110,000) and a new UTV for Greenway patrol (\$21,000).

Additional Highlights:

- Fire Department: Replacing a fire engine, setting aside funds each year, with \$230,000 allocated this year. Architectural plans for a third fire station at \$75,000. Additional extrication tools at \$45,000.
- Public Works: Annual street resurfacing funded by \$400,000 in power bill funds. New vac trailer at \$80,000 for stormwater management.
- General Services: Repaving of Sunset Cemetery (\$220,000).
- Parks and Recreation: Construction plans for the Soccer Complex (\$210,000), baseball diamond repairs (\$40,000), and parking lot repairs (\$25,000). Bleacher replacement at the Schrag, costing \$50,000, with \$25,000 funded by the school system.

Enterprise Funds:

- Waterline Improvements: \$400,000 for Smithfield waterline improvements, \$150,000 for South Smithfield water improvements, \$100,000 for inflow and infiltration reduction, \$200,000 for lift station repair, \$300,000 for additional AMI next grid meters, \$200,000 for waterline upgrades, and \$350,000 for a new VAT truck for wastewater.
- Electric Department: Ongoing voltage conversion (\$500,000) and delivery point improvements mandated by Duke Progress Energy (\$300,000). Second half of a bucket truck purchase (\$200,000).

Personnel Changes:

- Added two public works general maintenance employees, one full-time code enforcement officer (eliminated two part-time positions), one assistant town manager position, and significant funding for part-time summer assistants for grounds maintenance.

No Additional Debt:

- No new debt added to any funds. Continued savings for future expenditures such as a new fire engine and a bucket truck.

Tax Rate and Utility Fees:

- No change in the property tax rate.
- Increases in electric and sewer rates by 6% each, and a 55-cent increase in yard waste fees.

Growth Management:

- Managing growth is crucial due to new developments requiring police, fire protection, and sanitation services.
- Ongoing stormwater management efforts with current funding through the general fund.
- Planning for a third fire station and applying for a federal grant to cover its cost.
- Continued development of parks and recreation facilities with phased implementation to manage costs.
- Addressing sanitary sewer capacity issues until 2025 and exploring the creation of a water and sewer authority.

Personnel Needs:

- Prioritizing personnel needs to manage growth and maintain services.

Revenue and Fund Balance:

- Property tax revenue and sales tax revenue have been increasing steadily.
- Fund balances for the general, electric, and water and sewer funds are healthy and well-managed.

Budget Changes:

One change to the proposed budget: The town's workers compensation insurance came in \$21,924 higher than estimated. This amount will be equally divided among the general, water and sewer, and electric funds by adjusting the contingency line items accordingly.

The presentation concluded with an invitation for questions from the council.

Mayor Moore asked if the Council had any questions. There were none

Mayor Moore asked if anyone in attendance wished to speak on the matter. No one responded.

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

Councilman Scott requested that the Council reconsider the 6% increase in residential electric rates and only increase those rates by 3%. The Town Manager responded that increasing the residential rates by 3% instead of the recommended 6% would cause a deficit of \$117,000 in expected revenues. To balance the budget, the voltage conversion budget would be adjusted from \$500,000 to \$400,000.

Councilman Scott further stated the Council recognized the need to adjust salaries for police personnel and he asked that other employee salaries remained a priority. The Town Manager responded that staff had not received the results of the salary study, but there were funds in the budget for increases.

Councilman Scott stated the Council had received an email about the Planning Board members stipend. He asked that the Council consider increasing that stipend by \$25 to \$75 per meeting. Councilman Barbour expressed his opposition to increasing the stipend for Planning Board members. He noted that other municipalities do not provide compensation to their board members and pointed out that within the Town of Smithfield, only the Planning Board and Board of Adjustment members receive compensation, while other advisory boards do not.

Councilman Rabil asked that \$1,000 be included in the budget for Recovery Alive. Councilman Barbour responded he was not in favor of funding ministries within a church

Mayor Pro-Tem Wood made a motion, seconded by Councilman Stevens, to adopt the FY 2024-

2025 Budget and Fee Schedule as proposed by the Town Manager. Mayor Pro-Tem Wood, Councilman Stevens, Councilman Barbour and Councilman Dunn voted in favor of the motion. Councilman Lee, Councilman Scott and Councilman Rabil voted against the motion. Motion passed 4 to 3.

CITIZEN’S COMMENTS:

- Anna Wallace raised concerns to the Town Council regarding speeding on South Second Street and Church Street, highlighting that numerous accidents have occurred in this area.
- Alisa Bizzell voiced her concerns to the Town Council about speeding on MLK Jr. Drive. She remarked that the situation has gotten out of control and stressed the need for action before someone gets hurt. Bizzell also recounted witnessing a police SUV speeding down the road, questioning the potential consequences if it were to hit someone or a school bus

CONSENT AGENDA:

Mayor Pro-Tem Wood made a motion, seconded by Councilman Dunn, to approve the following items as listed on the Consent Agenda:

1. Minutes
 - a. April 16, 2024 – Regular Meeting
 - b. April 22, 2024 – Recessed Meeting
 - c. April 29, 2024 – Recessed Meeting
2. Special Event: Rocktoberfest – Approval was granted to allow the Downtown Smithfield Development Corporation to hold an event in the 100 block of South Third Street on Saturday, October 12, 2024 from 10:00 am until 6:00 pm. Also approved was the closure of the 100 block of South Third Street, amplified sound, food trucks, beer/wine sales and vendor sales.
3. Special Event: Holiday Bazaar – Approval was granted to allow the owners of the Twisted Willow to hold an event in the 100 block of South Third Street on Saturday, November 9, 2024 from 9:30 am until 3:00 pm. Also approved was the closure of the 100 block of South Third Street, amplified sound, and vendor sales.
4. Approval was granted to promote a Firefighter I to the rank of Firefighter II.
5. Approval was granted to promote an Assistant Aquatic Center Supervisor to the position of Aquatic center Supervisor.
6. Approval was granted to promote a Water/Sewer Utility Line Mechanic to the position of Pump Station Mechanic.
7. Bid was awarded to WithersRavenel, Inc. in the amount of \$19,000.00 for surveying services for improvements to pump station no.11.

8. New Hire Report

<u>Recently Hired</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Aquatic Center Supervisor	P&R - Aquatics	10-60-6220-5100-0200	\$24.29/hr. (\$50,523.20/yr.)
Equipment Operator	PW – Sanitation	10-40-5800-5100-0200	\$16.11/hr. (\$33,508.80/yr.)
Firefighter I	Fire	10-20-5300-5100-0200	\$19.19/hr. (\$41,910.96/yr.)
Part-Time Athletic Staff (2)	P&R – Recreation	10-60-6200-5100-0210	\$10.00/hr.
Part-Time Code Enforce. Asst.	Planning	10-10-4900-5100-0200	\$15.00/hr.
Part-Time SRAC General Staff(4)	P&R – Aquatics	10-60-6220-5100-0210	\$12.00/hr.
Part-Time SRAC Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$15.00/hr.
Police Officer	Police	10-20-5100-5100-0200	\$22.26/hr. (\$49,773.36/yr.)
Pump Station Mechanic	PU – Water/Sewer	30-71-7220-5100-0200	\$17.81/hr. (\$37,044.80/yr.)
Utility Line Mechanic (2)	PU – Water/Sewer	30-71-7220-5100-0200	\$17.37/hr. (\$36,129.60/yr.)
Volunteer Firefighter (2)	Fire	10-20-5300-5100-0200	

<u>Current Vacancies</u>	<u>Department</u>	<u>Budget Line</u>
Electric Line Technician	PU – Electric	31-72-7230-5100-0200
Police Officer (13)	Police	10-20-5100-5100-0200

BUSINESS ITEMS:

1. Buffalo Road Rezoning Request (CZ-23-01)

Town Manager Michael Scott informed the Council that the applicant requested to have this item tabled until the July 9, 2024 Council meeting.

Councilman Barbour made a motion, seconded by Mayor Pro-Tem Wood to table the Buffalo Road Rezoning Request (CZ-23-01) until the July 9, 2024 Town Council meeting. Unanimously approved.

2. Consideration and request for approval to grant Johnston County additional easement space to allow for maintenance of a force main

Public Utilities Director Ted Credle explained he was requesting the Council's approval for granting an additional easement to Johnston County Public Utilities for the sanitary sewer force main that crosses the Smithfield water plant property.

In 2020, during the water plant improvement project, the town granted the county a new easement for the force main from their sewer pump station located behind the water plant. This easement took a new route across the low-lying wooded area behind the water plant, with several turns to avoid wetlands. The county is responsible for maintaining this easement, including tree limb and grass maintenance.

The original route, which avoided the wetlands, created a V shape in the line. A temporary construction easement was also part of the original grant. The 90-degree turn in the force main, which avoids disturbing Buffalo Creek, is where the county now requests additional easement. This new easement, approximately 1,400 square feet, would be used for access and maintenance of the existing force main line.

This request does not affect operations at the water plant and helps avoid disturbing the wetlands. The staff supports this request and asks the Council to approve the additional easement.

Councilman Barbour made a motion, seconded by Mayor Pro-Tem Wood, to approve the additional easement to Johnston County Public Utilities for the sanitary sewer force main. Unanimously approved.

3. Discussion concerning the establishment of a Stormwater Utility Fee

Planning Director Stephen Wensman provided an overview of the current status regarding stormwater management and funding. He explained this has been an ongoing issue for years. In July 2019, the Stormwater Management Action Plan was presented to the Town Council, which included findings and recommendations for forming a Stormwater Advisory Committee (SWAC).

In February 2021, SWAC recommended a \$3 ERU fee based on a level two service for the town's stormwater program. At that time, Mr. Wensman presented options ranging from a robust program to a minimal one. The committee chose a middle-of-the-road program, and the \$3 fee would cover the costs.

In August 2022, the Council adopted Resolution 709 to develop and implement a new stormwater utility with a stormwater enterprise fund, accepting NC DEQ stormwater infrastructure investment funding. This included \$500,000 for an impervious study and mapping the town's stormwater infrastructure, which is a state requirement.

In September 2023, the Council adopted Resolution 738, accepting an additional \$500,000 from the NC DEQ for an impervious study and infrastructure mapping. A company was currently mapping the infrastructure. The impervious study was complete, showing the town's average residential impervious area as 4,111 square feet.

SWAC's mission included reviewing funding options, leading to their recommendation. We are mandated by the state to have a stormwater program, which includes tasks like reviewing stormwater for developments, street cleaning, and pipe maintenance. These activities have significant costs, which are currently underfunded by the general fund budget.

The level two service program was initially estimated at \$630,000 in 2021, likely closer to \$1 million today. Using real impervious numbers from the study, we calculated that to fund a \$1 million program, a \$6 ERU fee would be necessary. Each residential unit would be charged \$6 per month, with commercial properties billed based on their impervious footprint.

Stormwater fees can be collected via utility bills or property taxes, and our finance department is exploring both options. Next steps include determining the desired ERU value, adopting an ordinance to create a stormwater utility, and deciding on the preferred collection method.

Councilman Scott questioned what type of infrastructure the company was mapping. Mr. Wensman responded they were mapping all stormwater related infrastructure.

Councilman Barbour asked whether the ongoing study would provide a complete assessment of the costs and necessary actions to bring the stormwater system up to proper functioning. He noted that the current system was clearly not working, as even a small amount of rain reveals its deficiencies. Councilman Barbour also inquired about the possibility of using a one-time debt issuance to fund the necessary repairs and then paying off that debt over a period of years. He emphasized that their primary question was whether the study would identify all the required improvements to ensure the system functions correctly.

Mr. Wensman responded by explaining that there was currently a capital improvement program addressing known stormwater needs. He mentioned that some state grant funding was being used to tackle significant projects, such as the stormwater issues at the Second and Fourth Street. The ongoing state-mandated mapping project was likely to identify additional repair costs that will need to be added to the capital project list. He emphasized the need to prioritize all stormwater projects on this list, as different flooding issues affect various parts of town and different people. He noted that the stormwater utility is intended to be a long-range plan to generate the capital needed to address these issues.

Mayor Moore acknowledged the significance of the issue, noting that as the town continues to grow and more impervious surfaces are added, water will move faster through smaller pipes, leading to new issues in areas previously unaffected. He expressed full agreement on the need to continuously identify and address these problems. Since no action was requested at this meeting, Mayor Moore suggested scheduling a separate meeting dedicated to focusing on the stormwater issues and giving them the necessary attention.

No action was taken by the Council.

4. Consideration and request for approval to award a bid in the amount of \$50,400.00 to JDR Lawn Care for Ground Maintenance Services

Mayor Moore acknowledged that Councilman Scott asked that this item be removed from the consent agenda. He asked if Councilman Scott had specific questions about the item.

Councilman Scott noted that JDR Lawn Care was based over sixty miles away and asked the Public Works Director if he had reservations about that and if he had checked their references. Public Works Director Lawrence Davis responded that the company had recently moved their business closer to Smithfield and he had checked references and all stated JDR Lawn Care's work was exceptional.

Councilman Scott stated the Town's current contractor had also submitted a bid. He further stated that the current contractor had been performing the Town's lawn maintenance for over ten years. He further stated the difference between both contracts was only \$152 a month.

Councilman Scott made a motion, seconded by Councilman Stevens, to award the contract in the amount of \$52,228.00 to Lane Lawn Care stating that Lane Lawn Care was the current contractor and he was local to Smithfield. Unanimously approved.

Councilmembers Comments:

- Mayor Pro-Tem Wood informed the Council that he attended the ribbon cutting of the Jackie Ray Robinson walking trail near Smith Collins Park and the grand opening of the pickleball courts at Community Park.
- Councilman Scott provided an update on the Johnston County Water/Sewer Authority steering committee.
- Councilman Barbour expressed his appreciation to Parks and Recreation Director Gary Johnson and the Parks and Recreation staff for all their hard work.
- Mayor Moore highlighted that the town has not raised taxes since he joined the board, despite maintaining a high level of service. Acknowledging there is still room for improvement, he emphasized the council's commitment to making the right decisions for the town. He expressed gratitude for the hard work and dedication put into the budget, thanking Mike and the entire staff. He commended the fire department for their outreach efforts in installing smoke detectors, which was greatly appreciated by citizens.

Town Manager's Report:

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

- Members of Congressman Wiley Nickles Office would be in the Council Chambers on Wednesday to meet with constituents.
- Congressman Wiley Nickle would be presenting a check to the Smithfield Police Department for a federal grant for body worn cameras on Monday, June 10, 2024

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

Councilman Dunn made a motion, seconded by Mayor Pro-Tem Wood to go into Closed Session pursuant to the aforementioned statute. Unanimously approved at approximately 8:33 pm.

Reconvene in Open Session

Councilman Barbour made a motion, seconded by Mayor Pro-Tem Wood, to reconvene the meeting in Open Session. Unanimously approved at approximately 9:14 pm

Adjourn

Councilman Barbour made a motion, seconded by Councilman Dunn to adjourn the meeting until. The meeting adjourned at approximately 9:15 pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk

The Smithfield Town Council met in regular session on Tuesday, June 18, 2024 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

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

Councilmen Absent

Administrative Staff Present

Michael Scott, Town Manager
Ted Credle, Public Utilities Director
Jeremey Daughtry, Fire Chief
Lawrence Davis, Public Works Director
Andrew Harris, Finance Director
Pete Hedrick, Chief of Police
Gary Johnson, Parks & Rec Director
Tim Kerigan, Human Resources
Shannan Parrish, Town Clerk
Stephen Wensman, Planning Director

Also Present

Bob Spene, Jr., Town Attorney

Administrative Staff Absent

Call To Order

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

Invocation

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

Approval of the Agenda

Mayor Pro-Tem Wood made a motion, seconded by Councilman Dunn, to approve the agenda with the following changes:

Add to the Consent Agenda

1. Consideration and request for approval of the following fiscal year end budget amendments
 - a. Year-End Budget Amendments for 2023-2024
 - b. Year-End Project and Purchase Encumbrances for 2023-2024; and
 - c. Year-End Purchase Order Encumbrances for 2023-2024
2. Consideration and request for approval to adopt Capital Project Ordinance No. CP-01-2024 closing out six Capital Projects.
3. Consideration and request for approval to adopt six Capital Project Ordinances for grant funding received.
4. Consideration and request for approval to allow employees to donate accumulated sick leave hours to an employee in the Public Utilities Water/Sewer department

Unanimously approved.

Public Hearings:

1. **Conditional Zoning Request – Buffalo Ridge (CZ-24-03):** Smithfield Land Group, LLC is requesting the rezoning of approximately 140 acres of land located at 1041 Buffalo Road, also

identified by the Johnston County Tax ID 140001021, from R-20A to R-8 Conditional with a masterplan for a 210-lot detached single-family residential development.

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

Planning Director Stephen Wensman addressed the Mayor and Council, highlighting the subject parcel in yellow, currently zoned as R-20A, located on Buffalo Road just north of Buffalo Creek with the Neuse River to the west. He referenced a previously discussed Buffalo Road subdivision across the road. Otis Holland Drive was mentioned as being to the north, with open farmland and a middle school further north. The request was for R-8 CZ conditional zoning within the town, intended for single-family detached residential units. The parcel was in the Smithfield fire district and connected to town utilities. He showed a map indicating the wetland and 100-year floodplain areas on the property, noting that the development plan corresponded with the high ground on the site. Some lots were in the 100-year floodplain, requiring elevation and elevation certificates.

He detailed connections to Holland Drive, existing right-of-way utilization, and a walking trail through the development. He mentioned storm ponds, a mail kiosk, and a tot lot. The lots were 6,000 square feet each. He discussed the total area, noting that portions were wetlands, floodways, or in the 100 and 500-year floodplains. They planned to elevate part of the 100-year floodplain for 65 development lots. The site also fell within a water supply and critical area watershed, affecting stormwater management.

He described the proposed road standards, including a 27-foot back-to-back road in a 60-foot public right-of-way, and the request for valley curbs instead of standard upright curbs. There were two entrances, town utilities, and 64 lots in the 100-year floodplain. The plan was consistent with the comprehensive plan, with a lower density than allowed. DOT would review access points and required improvements on Buffalo Road. A traffic impact analysis would be needed.

He emphasized that the proposed changes affected only new developments, not existing ones. Wensman corrected the staff report error, noting that the request included public sidewalks on both sides of public streets. The lots were 6,000 square feet, with 50-foot width and 107-foot depth. He discussed setbacks, with staff recommending adjustments. There were no recommendations for parks, so a fee-in-lieu would be submitted with the plat. The HOA would maintain open space areas and amenities. A 24-foot open space strip along Buffalo Road would include a berm, landscaping, and a fence.

Wensman suggested extending a trail to the northern boundary to connect with future developments. He mentioned stormwater ponds, a mail kiosk with parking, and architectural standards including vinyl shingles, shutters, and architectural trim. He stressed the importance of matching architectural graphics with standards. Enhanced landscaping would be provided at entrances, with monument signs. Phase One was expected around 2025, with full build-out by 2030.

He listed deviations from town requirements and areas where they exceeded standards, including concrete curb and gutter, street yard with a berm, landscaping buffers, and architectural standards. Wensman found the plan consistent with the comprehensive plan and unified development ordinance. He recommended reviewing architectural standards, extending the Loop Trail, and considering other changes. He concluded with a list of recommended conditions for approval, including setbacks, berm height, curb and gutter requirements, HOA maintenance, traffic study, and specific architectural requirements.

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

Councilman Dunn asked if there was a buffer along Buffalo Road and inquired about a buffer for the houses on the backside of Holland Drive. Mr. Wensman confirmed that a 10-foot Type A buffer was proposed.

Councilman Dunn asked if the 10-foot buffer was included within the 25 feet or separate. Mr. Wensman clarified that the 25-foot discussed by the planning board was a setback, separate from the 10-foot buffer.

Councilman Stevens inquired about the berm along Buffalo Road, specifically asking if a six-foot fence

would be placed on top of the three-foot berm. Mr. Wensman mentioned that there was no elevation provided for the berm but suggested it could be made a condition if the council wished.

Councilman Scott expressed major concerns about the location, smaller lot sizes contrary to R-8 recommendations, stormwater issues, and traffic congestion on Buffalo Road.

Councilman Scott confirmed with Mr. Wensman that the road to the right of the screen was Buffalo Road and the channel behind it was the Neuse River. He pointed out existing water issues, potential flooding, and the impact of adding more impervious surfaces with new houses.

Mayor Andy Moore shared similar concerns about stormwater and asked about the impact of elevating 65 lots out of the flood zone. Mr. Wensman acknowledged the concern and noted that detailed grading plans were not available. He explained that stormwater management would meet UDO standards and emphasized that all developments add impervious surfaces, impacting stormwater. He assured that the development would meet state standards for stormwater management.

Councilman Scott asked about the driveway ordinance, questioning how the 50% front yard rule would work with smaller lots. Mr. Wensman assured that driveways would still be less than 50% of each yard's front area.

Councilman Scott appreciated the recommendation for curb and gutter and stressed addressing street parking and narrow pathways now rather than relying on future HOA management. Mr. Wensman mentioned that the planning board did not include the HOA management condition but the developer was willing to consider it. Councilman Scott disagreed with relying on the future HOA and emphasized addressing the issue now.

Councilman Stevens asked if valley curbs were better than standard curbs for stormwater management. Mr. Wensman stated he was not an engineer but noted that both curbs were designed to handle storms. He mentioned that the town's standard was for upright curbs, but valley curbs had been allowed in some cases.

Councilman Barbour inquired about stormwater ponds on slide number six, questioning if the indicated areas were for retention ponds and if they would handle increased runoff. Mr. Wensman confirmed the locations of proposed retention ponds and explained that detailed engineering was not required at the zoning level but would be reviewed by the town engineer later. Councilman Barbour emphasized the need for adequate stormwater management and noted that the existing flooding issue must be addressed.

Councilman Barbour also asked if the subdivision was intended to be maintenance-free regarding lawn care. Stephen Wensman responded that the HOA would maintain open spaces but not individual lots.

Councilman Dunn noted the need for a traffic impact study and expressed concerns about the road capacity, given the size of the subdivision and another nearby development. Mr. Wensman explained that he had tried to arrange a meeting with DOT for a comprehensive look but was advised to handle each issue individually. He anticipated that turn lanes and possibly a stoplight might be required in the future.

Councilman Barbour recalled past DOT presentations about Buffalo Road, noting changes in plans and the need for an update. Mr. Wensman shared that the last communication from DOT indicated a three-lane rural road design north of Derwood Stevenson Parkway, which had not been designed or funded yet. He mentioned that extra right-of-way was acquired in East River for future expansion. Councilman Barbour suggested getting an update from DOT on their plans, as it affected town decisions.

Councilman Barbour asked about the cul-de-sac shown on slide number seven, questioning its purpose. Stephen Wensman explained that the cul-de-sac provided lot frontage for several lots so that they did not back up directly to Buffalo Road. He mentioned that the lots to the north had backyards facing Buffalo Road.

Councilman Barbour questioned why a driveway wasn't proposed instead of a cul-de-sac, considering the proximity to the road. Stephen Wensman stated that another connection to Buffalo Road was

probably not allowed, necessitating the cul-de-sac.

Councilman Scott highlighted the straight line on the right side of the slide, noting two existing lots and the berm and fences that would be obvious. He acknowledged the cul-de-sac's role in providing lot frontage but questioned its placement.

Mayor Andy Moore asked if there was anyone in attendance that wished to speak on the matter.

Rick Buckner from 106 Cobblestone Court highlighted the additional traffic the new neighborhood would bring. He raised concerns about the density of new developments, arguing for larger lots at lower prices to shift market demand. He questioned the town's ability to support additional housing given current resource constraints, such as water, police, fire services, and schools.

Wendy Lupo from 101 Cobblestone Court expressed concerns about traffic congestion, especially during school hours. She stressed the need for thoughtful planning regarding road infrastructure, school capacity, and law enforcement, noting that the police department currently had 20 vacancies. She called for wise growth that maintains safety and the sense of community, ensuring that developments do not compromise the well-being of residents.

Gene Bruton from 105 Cobblestone Court voiced serious concerns about the water problems related to two developments on Buffalo Road. He argued that increased housing density and road construction would exacerbate water runoff, causing significant flooding. He warned that narrowing wetlands would push water back to Buffalo Road, leading to unprecedented flooding and damage to properties. Bruton criticized the planned developments, highlighting that the first project included 220 houses, which were then condensed into a smaller area. He questioned the developers' motives, suggesting that donating 35 acres to the city seemed like a bribe. Bruton shared his personal struggles with water management on his property, having installed a pump system to handle excessive rain.

Greg Stewart from Rhetson Companies, acting as project manager, addressed concerns about the development project. He explained that their civil engineer, Scott Brown, who had worked closely with the planning board, was absent due to a family death. Stewart emphasized their commitment to integrating the project seamlessly into the community and addressing local concerns.

Mr. Stewart acknowledged traffic concerns, noting that the North Carolina Department of Transportation (NCDOT) strictly regulates road and driveway permits to avoid hazards. He assured that the development would comply with NCDOT standards.

Regarding water issues, Stewart clarified that no development was planned in the wetlands, and any construction in floodplains would meet regulatory requirements. He stressed that their current plans were conceptual and subject to further surveys and grading plans. He suggested that the development could help manage existing unmitigated water issues by directing water flow more effectively.

He highlighted the role of state and federal agencies, along with the town of Smithfield, in approving every step of the project. He reiterated the project's alignment with the comprehensive plan and future land use plans. He mentioned that growth in the area was anticipated, evidenced by the presence of parks intended to serve future residents.

He assured that all design aspects, including stormwater management and traffic, would be handled by professionals and approved by relevant agencies. Although unable to provide specific answers at the zoning stage, Stewart committed to a thorough review process to ensure safety and compliance.

Mr. Stewart highlighted the 17 conditions set by the town, demonstrating their willingness to collaborate and ensure the project meets all standards. He invited further questions, offering to answer them to the best of his ability.

Councilman Scott inquired about the build-out phases and driveway plans for the development. Mr. Stewart explained that the build-out would be driven by economic factors and material availability, with the current plan being two phases, although it could extend to three based on demand. He noted that NCDOT would dictate road and driveway configurations, and any required changes would be implemented accordingly.

Councilman Scott then asked about the project's sewer capacity, suggesting that the council might require assurance of sufficient capacity for the entire development rather than addressing it in phases. Stewart acknowledged the ongoing project to enhance sewer capacity and assured that they would ensure adequate capacity without overloading the system.

Richard Vinson of Rhetson Company, clarified that currently, if they were fully permitted, they couldn't build houses due to lack of sewer capacity. He explained that securing capacity required moving forward with the current project phase to get into the queue for future capacity when it becomes available, potentially in 18 to 24 months. He noted that the development plans, originally considering townhomes, were adjusted based on council feedback against townhomes. They shifted to lower density, weaving the development around wetlands and floodplains. Vinson emphasized that the conditional zoning was necessary to make the project viable, driven by the property's contours and environmental features.

Councilman Barbour expressed concerns about the natural flow of water and how development might impact flooding in the area. He pointed out that, without intervention, water naturally flows down the field into the river, and while human methods can control and direct this flow, the current development plans might still push water into problematic areas. Barbour asked if the developers had considered ways to move water beyond the problematic valley area to prevent further flooding.

Richard Vinson responded that if the zoning were approved, the first step would involve a wetlands delineation study by the Department of Environmental Quality (DEQ). He clarified that they cannot legally push more water onto the wetlands or other properties without proper mitigation. Vinson explained that water would be managed through infiltration ponds or stormwater systems, ensuring it moves naturally without exacerbating flooding. He emphasized that the DEQ has strict regulations on handling wetlands, and if necessary, they would build larger ponds to manage the water effectively. This could involve eliminating some lots to increase the pond size, ensuring the development complies with environmental standards.

Councilman Barbour discussed the requirement for retention ponds to have some form of water movement or aeration to prevent stagnation, as had been requested in other projects.

Mr. Wensman clarified that it was not yet known if the ponds in question would be wet ponds, which typically require aeration to mitigate issues like mosquito breeding. He mentioned that across the street, a wet pond had been planned with aeration as a mitigation measure.

Councilman Barbour inquired about when the type of pond would be determined and whether the council would have input on it now or later. Mr. Wensman suggested that a condition could be made that if the ponds were wet ponds, they should be aerated.

Mr. Vinson cautioned that the Department of Environmental Quality (DEQ) has specific regulations on how water should be managed and that imposing a condition might conflict with DEQ requirements. He explained that if the condition required a wet pond but DEQ later mandated an infiltration basin instead, it could create compliance issues due to differing requirements from the two bodies. Vinson recommended leaving the decision to the experts to avoid such conflicts.

Councilman Scott asked Mr. Stewart if he would object to a condition requiring the developer to obtain sewer capacity for the entire subdivision, even if it were built out in phases. Mr. Stewart responded that while they would like to have all the capacity at once, they don't control that decision as developers.

Mayor Andy Moore sought clarification from Town Attorney Bob Spence, who explained that the developer could purchase the allocation for the entire project if available, but noted the potential complications if economic factors drove a different model for phase two.

Stephen Wensman emphasized that this meeting was focused on rezoning for phases one and two, with more detailed planning to come at the preliminary plat stage. Councilman Scott clarified that his concern was for the total capacity of the presented phases, not future additions.

Mayor Moore reiterated that the request for the total sewer allocation from the county could be made as a condition if allowed. Mr. Stewart confirmed their preference to secure the full capacity to avoid

fragmentation of the project. The discussion highlighted the importance of early planning and managing sewer capacity to prevent future issues and costs for end users.

Councilman Stevens asked about the architectural standards listed in the conditions and confirmed that the developers were on board with them. He emphasized the importance of conditional rezoning for maintaining architectural standards, noting that without it, developers could build lower-quality houses. Stevens expressed discomfort with valley curbs due to parking management issues and suggested considering a condition to exclude vinyl siding.

Stephen Wensman clarified that the listed materials didn't exclude vinyl. Mayor Andy Moore mentioned a recent decision to exclude vinyl, which seemed satisfactory to the council. Stevens reiterated the need for higher standards, pointing out that previous developments were not ideal representations.

The developer mentioned that 80% of houses within a three-mile radius met the proposed architectural standards. Stevens remained concerned about consistency with local architecture.

Councilman Barbour reiterated the need to include aeration for wet ponds as a condition, and Wensman confirmed that it could be requested by the council.

Councilman Barbour reiterated that the council had previously requested no vinyl siding and preferred curbs and gutters over valley curbs, which had been consistently denied in recent developments. Stephen Wensman confirmed that valley curbs were only allowed in front of townhouse units and not in single-family housing.

Councilman Stevens clarified the berm details, ensuring it included a three-foot berm with a fence behind it. He raised concerns about potential road widening by NCDOT, which could affect the berm and open space. Wensman explained that the preliminary plat would address these issues, and adjustments would be made if necessary.

Councilman Barbour emphasized the importance of considering future NCDOT plans for road widening. Mr. Wensman suggested that the town could request funding for corridor improvements through the STI process due to increased development, although this hadn't been anticipated initially. He mentioned that NCDOT typically tries to work with existing conditions to minimize impacts on adjacent properties.

The developer confirmed that NCDOT has future road plans and makes adjustments based on new developments. Councilman Barbour pointed out that NCDOT's traffic studies don't always reflect actual conditions, leading to congested roads. Wensman added that while NCDOT has plans to widen Buffalo Road, they haven't detailed how this would be executed yet.

Councilman Barbour raised a question about considering future road expansions when planning new projects, suggesting that the town should build buffers to accommodate potential widening needs. Mr. Wensman confirmed that the town could ask for open space along corridors as a conditional zoning measure to prepare for future expansions, though the specifics of how much space would be needed are uncertain.

Mr. Wensman explained that through the STI process, the town could advocate for improvements in key corridors, such as Buffalo Road, by lobbying for funding. He also mentioned the county's transportation plan, which could include prioritizing certain areas for development, thereby making it easier to get state funding for road expansions.

Councilman Barbour noted that it seemed like other subdivisions were being built further off the roads, possibly to enable future expansions, and suggested that the town might need to adopt similar measures. Mr. Wensman agreed to investigate the county's requirements and processes for such developments.

Mayor Andy Moore then asked the developer if they agreed with the no-vinyl condition. The developer expressed a preference for valley curbs due to their softer look and benefits for kids riding bikes, but acknowledged the concerns about parking and agreed to hard curbs if necessary. The developer also agreed to provide aeration for wet ponds to mitigate bugs. However, the developer explained that committing to Hardy siding would be financially challenging and could impact the overall home values.

and feasibility of the project. They suggested exploring other high-quality vinyl options and working with the planning staff to find a compromise.

Councilman Stevens sought clarification on the architectural standards listed in condition 16. Mr. Wensman explained that the recommended condition included a requirement for a certain percentage of premium materials like stone or brick rather than just plain vinyl. Stevens emphasized the need for specific aesthetic standards to maintain the desired look for the community, citing past instances where developments did not meet expectations. He suggested requiring no traditional vinyl on the front facades, which was supported by Councilman Dunn.

Councilman Stevens wanting to avoid large blank walls facing the streets on corner lots. Mr. Wensman referenced a past project, Marin Woods, to illustrate the importance of clear architectural guidelines, showing how the absence of such standards led to unsatisfactory results.

The developer agreed to work on addressing these issues, suggesting that specific details could be finalized during the preliminary plat stage. The council discussed making it a condition that architectural standards must be revisited and approved before the preliminary plat.

Mayor Moore asked if the developers had a specific builder in mind or if they would be selling lots to various builders. The developers indicated that they primarily focused on development and would sell the lots to builders. Moore emphasized that this meeting was an opportunity to set conditions that any future builder would need to follow. The developers agreed to work with the council and planning staff to refine these conditions.

Councilman Stevens asked the developers for suggestions to avoid large blank walls on the side of homes. Mayor Andy Moore mentioned that windows could be added to these walls, which the developers agreed would provide more specificity and clarity for future projects. The developers expressed their desire to follow the rules closely to avoid future issues and acknowledged the town's growth. They appreciated the council's efforts to work with them for the best outcome and highlighted their decision not to propose townhomes, aligning with the council's preferences for single-family homes.

Councilman Stevens then asked the developers how they would suggest avoiding large blank walls, referencing a specific undesirable example. The developers suggested requiring a minimum of two windows per wall on corner lots and at least one window on any side of the house to avoid the blank wall issue.

Councilman Scott proposed that architectural features like chimneys could be added as well, but Mayor Moore noted that chimneys might price the homes out of the market. The developers agreed to the proposed window conditions, aiming to ensure more attractive and functional designs.

Councilman Stevens raised the issue of the architectural standards listed in condition 16. Stephen Wensman explained that lap siding can be vinyl, and the council discussed whether higher-grade vinyl would be acceptable or if a percentage of other materials, such as brick or stone, should be required.

Town Attorney Bob Spence asked if the builder had experience with homes that had concrete siding on the front and vinyl on the other sides, to which the builder replied that he had not personally done it but had seen it. The builder expressed concern about the ambiguity of what qualifies as "premium" vinyl and noted that adding more specific language could create confusion.

Councilman Stevens suggested working with the staff to determine appropriate percentages of different materials. The builder indicated a need to consult with more experienced colleagues to understand the feasibility and cost implications.

Mayor Andy Moore acknowledged the town's growth and emphasized the importance of collaborating with developers to achieve the best outcomes. He noted that the developers had adapted their plans based on previous council feedback, such as avoiding townhomes or apartments.

The council discussed setting a condition for two windows per wall on corner lots and at least one window on any side wall to avoid large blank walls. The developers agreed to this condition, and they also discussed the potential use of premium materials for the front facades of homes.

Councilman Stevens proposed that all homes should have a combination of at least two materials on the front facade, with one of those materials being either brick or stone. Mayor Moore supported this idea, noting that it would help ensure the final product aligns with the council's expectations. The council then focused on finalizing the language for this condition to ensure clarity and enforceability.

Mayor Moore asked Councilman Scott about his concerns regarding lot sizes. Councilman Scott mentioned that he would like to see an increase in lot sizes, particularly for corner lots, and suggested having an average lot size to ensure some lots are larger.

Stephen Wensman explained that zoning deals with minimum lot sizes, and while some lots may be larger due to curves and landscape features, the proposal includes a minimum of 6000 square feet per lot. Councilman Scott highlighted that the current zoning allows for 8000 square feet per lot, and he felt this should be considered in negotiations.

The developers did not have the exact percentage of lots larger than 6000 square feet but noted that many lots, especially those on curves, were indeed larger. Wensman provided an example showing that corner lots are bigger due to having front setbacks on both streets, which increases their size.

Mayor Moore acknowledged that they were getting larger lots, and Stephen Wensman inquired about specific lot sizes. It was noted that Lot 132 was among the larger ones. Examples included Lot 147 at 12,000 square feet, Lot 145 at 8,400 square feet, and Lot 125 at 7,600 square feet. It was highlighted that corner lots and radius lots were generally larger, with some lots reaching 8,000 to 8,500 square feet.

Mayor Pro-Tem Wood recalled a previous discussion about addressing flooding and water issues in Bradford Park, particularly mentioning that the developers had agreed to install storm drains to alleviate water problems in backyards. Wensman confirmed this and emphasized that the proposed development would use best practices to manage water flow.

The developers assured that most of the property naturally drained towards the Neuse River, and they would adhere to required design standards to address all water management concerns before proceeding further.

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

Councilman Stevens asked Mr. Wensman to review the newly added conditions. Wensman pulled up the current conditions and ensured everyone was comfortable with the first five before moving on. He highlighted Condition 15, which had been added by the planning board, increasing the rear setback to 25 feet for lots along Holland Drive. They then discussed amendments to the architectural standards, specifically requiring at least two windows on street-facing walls of corner lots and at least one window on any wall. Additionally, all homes would need to feature a combination of two or more materials, with at least one being brick or stone.

Councilman Stevens expressed concern about ensuring a significant amount of brick or stone was used, not just a minimal application. Wensman suggested adding a percentage requirement for the materials. They discussed potential solutions, such as a minimum height for brick or stone bands, but acknowledged the difficulty in specifying an exact amount that would look aesthetically pleasing in all cases.

Councilman Barbour noted that builders would naturally want to create attractive homes to sell them, implying they wouldn't skimp on materials to the point of absurdity. However, Mayor Moore emphasized the importance of setting clear standards now to avoid future disappointment, referencing past issues with developments like Marin Woods. He acknowledged the challenge of determining the right amount of brick or stone that would be both practical and visually appealing.

Councilman Stevens wanted to leave some flexibility for the architect while avoiding loopholes. He suggested percentages or specific conditions to prevent minimal use of materials like brick or stone. The discussion clarified they were focusing on front-facing elevations.

Mr. Wensman proposed calculating percentages for materials on the elevations. He used an example of a house with about 10% brick coverage. They considered requiring a minimum percentage of materials like brick or stone to ensure substantial use, rather than just minimal application.

The developer expressed willingness to comply but highlighted concerns about aesthetic flexibility. They preferred not to be constrained to specific material percentages, which could lead to less modern designs. Instead, they suggested focusing on ensuring a minimum quality standard on the facade without dictating exact materials, allowing for varied and attractive designs.

Mr. Wensman suggested using "Class A" building materials but noted the need for clear definitions. The mayor asked if decisions from this point could be handled at the staff level or needed further council review. Wensman explained that after preliminary plat approval, further details would be managed by staff. The mayor proposed requiring elevation presentations at the preliminary plat stage to ensure design quality. The developer acknowledged that detailed architectural plans would be necessary to finalize materials and designs, aiming to balance quality and flexibility.

Councilman Scott revisited the corridor along Buffalo Road, mentioning the Planning Board's previous discussions. He inquired whether the setback for the lots was included in the conditions. He noted the mention of a berm and a fence but pointed out they were not mentioned together with landscaping.

Stephen Wensman clarified that the developer had verbally stated the fence would be behind the berm at the back of the lots, although this detail was not included in the review. He confirmed a 24-foot buffer from the right of way to the back or side of the lots, which would include a fence, berm, and landscaping.

Councilman Scott asked if they should be more specific about these details. Wensman responded that it was up to the council and mentioned requesting a section of the berm but not receiving one. He suggested specifying a three-foot berm with landscaping and the fence somewhere on the berm, though he did not always prefer it at the top.

Councilman Scott and Councilman Barbour discussed the fence's purpose, agreeing it should be for aesthetics, hiding backyard items, and complemented by landscaping in front. Barbour noted that this approach was similar to what had been done at Franklin Homes.

Councilman Stevens proposed ensuring the condition stated "a landscape berm."

Councilman Scott raised the issue of a trail along Buffalo Road. Wensman clarified that the plans included trails, and the only added condition was to connect the trail to the development to the north. Scott questioned if there was a specific trail along Buffalo Road, and Wensman confirmed it was included in the plans. Barbour sought clarification that the trail would replace the sidewalk, which Wensman confirmed, aligning with the PED plan that called for a trail instead of a sidewalk on that side of the road.

Councilman Scott asked Stephen Wensman to review the newly added conditions. Mr. Wensman briefly went over the current conditions, highlighting that the first five were accepted and noted the Planning Board's addition to increase the rear setback to 25 feet along Holland Drive lots.

Councilman Scott suggested being more specific about the buffer, proposing to preserve the natural buffer or add something to divide the area. Mayor Andy Moore clarified, suggesting that existing mature vegetation within the 25-foot buffer should be left intact instead of being clear-cut.

Mr. Wensman confirmed that there were no existing trees in most of the 25-foot buffer area, only some big trees right on the property line or within the first five feet. The consensus was to leave existing trees in place as part of the 10-foot buffer, while any additional fencing should not encroach on the protected buffer.

The developers agreed to this, noting the potential issue of fencing around trees but acknowledged that the HOA would protect the landscape buffer from being cut. Mayor Andy Moore provided an example from his neighborhood, where a landscape buffer could not be touched by homeowners, and fences had to stop at the edge of the buffer.

Councilman Stevens confirmed the condition of a 10-foot existing vegetation buffer, and Mayor Andy Moore emphasized it should be preserved if it extends to 20 feet. The developers agreed, satisfying the condition. Mr. Wensman stated that a specific condition wasn't necessary because staff would enforce the required landscaping. He explained that if landscaping is mandated, the development must maintain it, regardless of whether it's on private property, due to the landscape easement.

Mayor Moore elaborated on the issue, mentioning that subdivisions bordering existing farmland often clear all the old trees and replace them with small shrubs, which take decades to grow. He emphasized that it's preferable to leave existing vegetation as much as possible to maintain a buffer between new subdivisions and existing neighborhoods. This approach prevents the immediate neighbors from facing a bare landscape while waiting for new plants to grow.

Mayor Andy Moore then asked if there were any further questions or comments.

Stephen Wensman reviewed the conditions, confirming:

All recommended conditions as listed in the staff report

Amendments to condition 16 of the staff report, defining architectural standards as previously discussed.

The developer must obtain sewer capacity for the entire development if the county allows.

Any wet ponds must be aerated.

Standard curbs, not valley curbs, must be used.

Mr. Wensman noted that these were three new conditions plus an amendment to an existing architectural condition, making a total of 20 conditions.

Councilman Barbour made a motion, seconded by Councilman Dunn, to approve CZ 24-03 with the 20 conditions, finding the rezoning 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 Barbour, Councilman Dunn and Councilman Stevens voted in favor of the motion. Mayor Pro-Tem Wood, Councilman Lee, Councilman Scott and Councilman Rabil voted against the motion. Motion failed three to four resulting in a denial of CZ-24-03.

2. Unified Development Ordinance Amendment – Driveway Ordinance Amendment (ZA-24-01):

Planning Staff are requesting an amendment to the Unified Development Ordinance, Article 10, Section 10.6 to update the driveway standards

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

Planning Director Stephen Wensman explained that the request to update the driveway standards had previously been part of a larger text amendment but had been tabled by the council. The Planning Board reviewed it multiple times and was now brought forward as per the direction of the town manager and staff. The ordinance had not changed since the Planning Board's previous review, except for the driveway standards in the AR 20A zoning district. This ordinance would require all new driveways to be paved with asphalt, concrete, or alternative paving materials like concrete pavers or brick, excluding gravel. For driveways exceeding 50 feet, the first 50 feet would have to be paved, with the remainder allowed to be gravel. The paving could not exceed 50% of the front yard area, and driveway aprons had to conform to the town standard detail. A zoning permit would be required for all driveways.

Councilman Scott agreed with the Planning Board and moved to ask staff to correct the text amendment to exclude the ETJ (Extraterritorial Jurisdiction) areas. Mayor Andy Moore noted it was a public hearing and needed to proceed with it.

Stephen Wensman reiterated that zoning standards applied to both town and ETJ areas, and separating them would require a different ordinance under the administrative code.

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

Councilman Barbour questioned why the rules for the ETJ should not be enforced the same way as for the town, given that Smithfield was a growing town and ETJ areas would likely become part of the town. He argued that non-compliance during this period could lead to inconsistencies in driveway standards, which would be problematic when ETJ areas were incorporated into the town.

Mr. Wensman noted that many new houses had substandard driveways with undefined edges and weeds growing, highlighting the need for improved standards.

Councilman Scott asked if there were any pictures of problematic driveways in the ETJ, expressing that ETJ residents, who had no voting authority, would be financially burdened by the requirement for paved driveways. He noted that most ETJ driveways were not paved and questioned the cost of installing a concrete or asphalt driveway of at least 50 feet, expressing concern about the reach of the requirement.

Councilman Stevens expressed his dislike for having different rules for the ETJ compared to the rest of the town, suggesting that it could lead to complications. He acknowledged the argument about ETJ's future growth but pointed out that many ETJ homes had gravel driveways leading straight to the road, which he considered dangerous for motorcycles.

Town Manager Michael Scott mentioned that he had asked Stephen to research this issue because he noticed that new infill houses around town had gravel driveways, which he didn't believe the council would approve of. He noted that the town attorney indicated that the same standards must apply to both the ETJ and the town, and that the Administrative Code couldn't be used for differentiation.

Town Attorney Bob Spence stated that there must be a police power justification for any separation in standards. He expressed concern that such differentiation could be challenged, though he understood the necessity of aprons to prevent vehicles from getting stuck in ditches.

Councilman Barbour summarized that the ETJ could not be excluded from the decision, implying that the rules had to apply uniformly to both areas.

Stephen Wensman mentioned that the standards could be amended, specifically for the R-20A district, which is mostly in the ETJ. He suggested finding an appropriate compromise, such as a 30-foot driveway standard, just requiring a concrete apron, or a combination of a concrete apron and gravel extending a certain distance into the property up to the facade of the home. He pointed out that some properties are farms, so a full driveway requirement might not be practical, but for residential properties, a concrete apron might be a suitable solution.

Councilman Barbour asked for clarification and requested Stephen Wensman to go through the details again to ensure he understood correctly.

Stephen Wensman explained that driveways needed to be paved with asphalt, concrete, or alternative paving materials such as bricks or concrete pavers, but not gravel. For R-20A driveways exceeding 50 feet in length, the remaining portion could be gravel or a similar load-bearing material. He noted that paving could not exceed 50% of the front yard, there was already a driveway standard, and zoning permits would be required for driveways to ensure compliance.

Mayor Moore asked if there was anyone in attendance that wished to speak on this matter.

Mark Lane, a resident of the ETJ and Planning Board Chairman, expressed his confusion regarding the new construction requirement for driveways to be paved for the first 50 feet. He emphasized that the ETJ is a different, more rural area and questioned whether an existing gravel driveway that requires a building permit for a barn would trigger the need for paving.

Stephen Wensman clarified that the paving requirement would only apply if a new driveway was needed; existing driveways would not be affected. He referred to a past situation with car dealers who had to stripe parking lots according to existing code, which they initially objected to but was not a new requirement.

Mayor Moore sought clarification on whether a significant remodel or addition to an existing house would trigger the new driveway standards. He questioned if adding 500 or 3000 square feet to a 2500 square foot house would necessitate a new driveway and expressed the concern that new construction standards

might apply in such scenarios.

Stephen Wensman responded that the new driveway standards would only apply if a new driveway was proposed. Existing driveways would not be affected, even if the house underwent significant remodeling or expansion. He explained that the new driveway standard would be triggered by new driveways, not by additions to existing ones.

Councilman Barbour emphasized that any new driveway, regardless of its purpose (even for agricultural use), would need to meet the new standard of being paved for the first 50 feet. He questioned if this requirement was practical and whether the Department of Transportation (DOT) would have involvement in ensuring the proper construction of these driveways. Mr. Wensman responded that agricultural uses could be exempt from the driveway standard.

Councilman Stevens expressed his dislike for having different standards for different areas and agreed with the need for a uniform standard. He supported the idea of including an exception for agricultural use to avoid impractical requirements.

Councilman Scott made a motion, seconded by Mayor Pro-Tem Wood, to close the public hearing. Unanimously approved.

Councilman Barbour made a motion, seconded by Councilman Dunn, to approve zoning text amendment, ZA-24-01, excluding agricultural uses, amending Article 10, Section 10.6, 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 Barbour, Councilman Dunn, Mayor Pro-Tem Wood, Councilman Lee, Councilman Stevens and Councilman Rabil voted in favor of the motion. Councilman Scott voted against the motion. The motion passed six to one.

ORDINANCE # ZA-24-01
AN ORDINANCE TO AMEND THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
ARTICLE 10, SECTION 10.6 DRIVEWAYS.

WHEREAS, the Smithfield Town Council wishes to amend certain provisions in the Town of Smithfield Unified Development Ordinance by making changes to Unified Development Ordinance Article 10, Section 10.6 Driveways.

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

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

PART 1

[Revise Article 10, Section 10.6 to update the Town's driveway standards.]

Sec. 10.6. Driveways.

10.6.1. General.

~~After the date of passage of this section, only~~ All non-agricultural designed, approved, constructed, and surfaced in accordance with the provisions herein shall be allowed to provide motor vehicle access to or from any property upon which a building has been constructed, reconstructed, or physically altered.

- 10.6.1.1. ~~At Non-agricultural driveways shall be paved with either asphalt or concrete, or with alternative paving material (e.g., concrete pavers, brick, "turfstone" or similar pervious material) determined to exhibit equivalent wear resistance and load bearing characteristics as asphalt or concrete. Single-family properties in the R-20A zoning district with driveways exceeding 50' in length, may pave the remainder of the driveway to the public right of way with gravel or similar load bearing material.~~

~~10.6.1.2. Driveways and parking may cover a maximum of 50 percent of the front yard of single-family or two-family lot, unless restrictions on impervious surface coverage pose greater restrictions.~~

~~10.6.1.3. All new driveway aprons shall be constructed in accordance with the Town's Standard Detail and Specifications Manual.~~

~~10.6.1.4. Before a building zoning permit is issued for the construction, reconstruction, or change in use of any building or land ~~used for purposes other than a single or two-family residence~~, all driveways shall be reviewed and approved by the Planning Director ~~Administrator~~. ~~Private driveways serving single-family and two-family dwellings shall not be regulated by the provision of this Ordinance. "Construction, reconstruction, or change in use" refers to those improvements made to the site involving overall structure size or to changes in use which would require the addition of one or more parking spaces under the provision of Article 10, Part I, Off-Street Parking and Off-Street Loading Requirements; it is not intended to refer to construction activities which merely involve changes to exterior architectural features (e.g., painting, addition of siding, roofing activities, etc.).~~~~

~~10.6.1.5. Discontinued driveway access. When the use of any driveway has been permanently discontinued, the property owner of that driveway shall, at his expense, replace all necessary curbs, gutters, aprons, sidewalks, and appurtenances thereto, within sixty (60) days of receipt of a written notice from the Administrator.~~

~~10.6.1.6. Driveway conflicts. No driveway shall conflict with any municipal facility such as traffic signal standards, catch basins, fire hydrants, crosswalks, loading zones, bus stops, utility poles, fire-alarm supports, meter boxes, and sewer clean-outs or other necessary structures, except with the express approval of the Director of Public Works. Any adjustments to municipal facilities to avoid such conflicts shall be at the expense of the driveway applicant.~~

10.6.2. Permit Requirements.

~~A permit must be obtained from the Public Works Director Planning Director with approval from the Public Works Director prior to the removal, alteration, or construction of any curb, driveway, gutter, and/or pavement or prior to the performance of any other work in any public or private street. Conditions governing the issuance of such a permit are:~~

~~10.6.2.1. A continuing indemnity bond with sufficient surety acceptable to the town may be required of the party performing the work. All work must be done in conformity with the standards established herein.~~

~~10.6.2.2. The town shall be indemnified for any damages it might sustain as a result of the breach of condition above. The damages payable to the town shall be the amount required to make such an improvement conform to town standards.~~

~~Based on the Town of Smithfield Schedule of Fees, a fee shall be paid to the town at the time the application for a driveway permit is made.~~

10.6.3. Submission of Plans.

~~Two copies of plans showing the location and dimensions of all proposed improvements shall be filed with the Planning Director ~~Administrator~~ for approval prior to the issuance of a driveway permit ~~for uses other than single or two-family residential.~~~~

~~All design and construction of driveways shall conform to the requirements of the Town of Smithfield Standard Detail and Specifications Manual. North Carolina Department of Transportation.~~

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 18 day of June, 2024.

- 3. Rezoning Request – Watershed Overlay District (RZ-24-05):** Planning Staff are requesting to update the zoning map to reflect watershed overlay districts consistent with those mapped by the North Carolina Department of Environmental Quality (NCDEQ)

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

Planning Director Stephen Wensman explained that, according to NC statutes, the town's watershed map could not be less restrictive than the state's. The NC Department of Environmental Quality (DEQ), which oversees water supply and watershed programs, found discrepancies between the town's and DEQ's watershed boundaries during a recent review. The town's zoning map currently showed protected and critical areas with different hash patterns, with the critical area mainly located south of Stevenson.

He noted that significant changes included the exclusion of the industrial district from the protected area. In a comparison, pink areas indicated regions to be removed from current boundaries, while green areas showed additions. The critical area would become somewhat smaller, and part of the industrial district, including Gates Concrete and new developments, would be added to the protected area. Developers were informed that they were within the boundary, despite the map not showing it, affecting some current developments.

He stated that the map districts would be reflected on the zoning map, with the amendment adding and removing properties from the overlay. The town had the ability to petition the state for deviations if it could be proven that the areas did not flow to the watershed. However, the town engineer reviewed it and recommended adopting the DEQ's map, as it could not be proven otherwise. The current boundaries were shown on the left, and the proposed changes on the right. Staff found the amendments consistent and provided a recommended motion for the council's consideration.

Mr. Wensman mentioned that much of the proposal would remove lots from the critical area. He clarified that the pink areas were being added to the map, while the green areas were already there but had not been mapped previously. He confirmed that the changes were essentially correcting the map and would primarily affect new developments, not existing ones. He also explained that areas shown in green on the map were already part of the watershed but had not been reflected correctly. The adjustments would not negatively impact recently approved zoning requests for new houses in West Smithfield. Wensman explained that watershed issues pertained to water flowing to the river and upstream from the town's water intake. He reiterated that the town could not be less restrictive than state requirements and that the map changes were necessary to comply with state mandates.

Councilman Barbour sought clarification on the map, noting that his house fell in the green area. He questioned if the green areas had always been part of the watershed but were not previously mapped, which Wensman confirmed. Barbour expressed concern about how the changes would affect recent zoning approvals and watershed issues, specifically related to flooding and water pollution. He acknowledged that the map adjustment was correcting an error and aimed to comply with state requirements, ultimately understanding that the town's higher elevation meant flooding was not a direct issue, but water flow and pollution were concerns.

Mayor Andy Moore sought confirmation that the state required the map changes. Mr. Wensman responded in the affirmative.

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

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

Councilman Barbour made a motion, seconded by Mayor Pro-Tem Wood, to approve zoning map amendment, RZ-24-05, finding it consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest. Unanimously approved.

Citizens Comments: None

Consent Agenda

Councilman Barbour made a motion, seconded by Councilman Dunn, to approve the item listed on the consent agenda. Unanimously approved.

1. Approval was granted to adopt the following fiscal year end budget amendments:
 - a. Year-End Budget Amendments for 2023-2024

**BUDGET
AMENDMENTS
June 18, 2024**

<u>GENERAL FUND</u>	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
1. Revenue			
10-00-3460-3100-0000 Occupancy Tax	<u>\$ 375,000</u>	<u>\$ 30,000</u>	<u>\$ 405,000</u>
Expenditures			
10-61-4110-5300-5601 Non-Depart. - Occupancy Tax	<u>\$ 363,750</u>	<u>\$ 30,000</u>	<u>\$ 393,750</u>
To increase occupancy tax expenses to match receipts			
2. Revenue			
10-75-3870-3870-0000 Transfer Fire District Tax	<u>\$ 239,000</u>	<u>\$ 173,000</u>	<u>\$ 412,000</u>
Expenditures			
10-20-5300-5100-0200 Fire - Salaries	\$ 1,380,166	\$ 103,000	1,483,166
10-76-5300-5970-9100 Fire - Transfer to GFCPF (Fire Truck)	<u>300,000</u>	<u>70,000</u>	<u>\$ 370,000</u>
	<u>\$ 1,680,166</u>	<u>\$ 173,000</u>	<u>1,853,166</u>
To partially fund three (3) new firefighters positions effective January , 2024, using additional 1st responders proceeds from Johnston County and to partially fund fire truck purchase			
3. Revenue			
10-40-3400-3403-0000 Cemetery Lot Sales	<u>\$ 40,000</u>	<u>\$ 10,000</u>	<u>\$ 50,000</u>

Expenditures

10-60-5500-5300-3420 General Services - Grave Opening	<u>\$ 30,000</u>	<u>\$ 10,000</u>	<u>\$ 40,000</u>
To increase grave opening cost			
4. Revenue			
10-10-3800-3800-0000 General Fund - Misc Receipts	<u>\$ 30,000</u>	<u>\$ 3,500</u>	<u>\$ 33,500</u>
Expenditures			
10-60-6200-5300-3300 Recreation - Supplies/Operations	<u>\$ 80,409</u>	<u>\$ 3,500</u>	<u>\$ 83,909</u>
To fund Jo Co Arts Council Grant for sustaining art programs			
5. Revenue			
10-10-3800-3800-0002 General Fund - Misc Receipts	<u>\$ -</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>
Expenditures			
10-60-6200-5700-7400 Recreation - Capital Outlay (Pickleball Court Conversion)	<u>\$ 215,835</u>	<u>\$ 3,000</u>	<u>\$ 218,835</u>
To fund Friends of the Park Grant for Talton Soccer Field turf			
6. Revenue			
10-10-3800-3800-0000 General Fund - Misc Receipts	<u>\$ 33,500</u>	<u>\$ 10,000</u>	<u>\$ 43,500</u>
Expenditures			
10-60-6200-5300-3470 Recreation - Amphitheater Projects	<u>\$ 15,000</u>	<u>\$ 10,000</u>	<u>\$ 25,000</u>
To fund Jo Co Arts Council Grant for concert series			
7. Revenue			
10-60-3300-3315-0112 Grant - Jo Co Open Space	\$ -	\$ 30,000	30,000
10-60-3300-3315-0111 Grant - Jo Co Visitors Bureau	<u>\$ -</u>	<u>\$ 28,500</u>	<u>28,500</u>
	<u>\$ -</u>	<u>\$ 58,500</u>	<u>58,500</u>
Expenditures			
10-60-6200-5700-7401 Recreation - Capital Outlay (Pickleball Court Conversion)	<u>\$ -</u>	<u>\$ 58,500</u>	<u>58,500</u>
To establish and fund pickleball court conversion as approved at the March 23, 2023 Council Meeting			
8. Expenditure			
10-10-4110-5300-5718 Non-Departmental - Approved Town Projects	\$ 40,000	\$ (30,000)	10,000
10-76-4110-5970-9000 Non-Departmental - Transfer to GFCPF	<u>\$ -</u>	<u>\$ 30,000</u>	<u>30,000</u>
	<u>\$ 40,000</u>	<u>\$ -</u>	<u>40,000</u>

Fund additional Hastings House Repair as approved by Council at the 5/13/2024 council budget meeting

9. Expenditures

				\$
10-10-4100-5300-1201 Gen Gov - Legal Fees	\$ 90,000	\$ 45,000		135,000
10-10-4100-5300-4501 Gen Gov - Contract Services (Salary Study)	20,416	9,084		29,500
10-10-4110-5300-3305 Non-Depart. - Misc.	-	1,408		1,408
10-10-4110-5300-5600 Non-Depart. - Downtown Dev Tax	131,805	5,000		136,805
10-10-4200-5100-0200 Finance - Salaries & Wages	96,435	18,000		114,435
10-10-4200-5120-0500 Finance - FICA	7,400	1,500		8,900
10-10-4200-5300-1700 Finance - Equip Maint. & Repair (Storage)	-	1,962		1,962
10-10-4200-5300-3305 Finance - Misc.	-	161		161
10-10-4300-5700-7400 IT - Capital Outlay	96,500	13,403		109,903
10-10-4900-5300-3305 Planning - Misc.	-	30		30
10-20-5100-5300-1700 Police - Equipment Maint.	68,730	24,173		92,903
10-20-5100-5300-3305 Police - Misc	-	4,500		4,500
10-20-5100-5100-0250 Police - Overtime	40,000	60,000		100,000
10-20-5300-5100-0250 Fire - Overtime	20,000	40,000		60,000
10-20-5300-5300-1700 Fire -Equip Maint. & Repair (HVAC Station 2)	44,040	6,027		50,067
10-20-5500-5300-1700 Gen Serv -Equip Maint. & Repair (Town Hall AC Repair)	10,000	2,800		12,800
10-60-5500-5125-0610 Gen. Serv. - Retiree Supplemental (M. McKinney)	-	3,976		3,976
10-40-5800-5300-0760 Sanitation - Temp Agency	-	55,000		55,000
10-40-5900-5100-0250 Stormwater - overtime	-	500		500
10-60-6200-5700-7400 Recreation - Capital Outlay	215,835	5,000		220,835
10-20-5100-5300-3000 Police - Fuel	126,420	(35,000)		91,420
10-20-5100-5125-0600 Police - Group Insurance	560,855	(160,000)		400,855
10-00-9990-5300-0000 General Fund Contingency	<u>241,799</u>	<u>(102,524)</u>		<u>139,275</u>
	<u>\$ 1,770,235</u>	<u>\$ -</u>		<u>\$ 1,770,235</u>

To balance departments at year end

11. Revenue

10-30-3900-3900-0100 Fund Balance Approp. - Powell Bill	\$ -	\$ 50,000	<u>\$ 50,000</u>
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Expenditures

10-30-5700-5700-7310 Powell Bill - Patch & Resurface	\$ 395,835	\$ 50,000	<u>\$ 445,835</u>
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To increase budget for Powell Bill expenses

12. Expenditure

10-00-9990-5300-0000 General Fund Contingency	\$ -	\$ (15,222)	\$ (15,222)
10-76-4110-5970-9000 Non-Departmental - Transfer to GFCPF	<u>30,000</u>	<u>15,222</u>	<u>45,222</u>
	<u>\$ 30,000</u>	<u>\$ -</u>	<u>\$ 30,000</u>

To fund overage on CDBG Neighborhood Revitalization

FUND
21

7. Revenue

21-60-3300-3307-6202 OSBM Grant - Amphitheater Restroom	\$ -	\$ 300,000	\$ 300,000
21-10-3300-3307-4100 OSBM Grant - Ava Gardner Sprinkler System	-	150,000	150,000
21-20-3300-3307-5100 OSBM Grant - Public Safety (SRO)	<u>-</u>	<u>450,000</u>	<u>450,000</u>
	<u>\$ -</u>	<u>\$ 900,000</u>	<u>\$ 900,000</u>

Expenditures

21-60-6200-5700-7402 OSBM Grant - Amphitheater Restroom	\$ -	\$ 300,000	\$ 300,000
21-10-34100-5700-7400 OSBM Grant - Ava Gardner Sprinkler System	-	150,000	150,000
21-20-5100-5700-7400 OSBM Grant - Public Safety (SRO)	<u>-</u>	<u>450,000</u>	<u>450,000</u>
	<u>\$ -</u>	<u>\$ 900,000</u>	<u>\$ 900,000</u>

To establish and fund OSBM Grants for amphitheater restroom, Ava Gardner sprinkler system and school resource officers equipment

CDBG Neighborhood Revitalization

13. Revenue

49-75-3870-3870-0300 Transfer GF	\$ -	\$ 15,222	<u>\$ 15,222</u>
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Expenditures

49-00-4110-5700-4507 CDBG Neighborhood Revitalization	\$ 646,100	\$ 15,222	<u>\$ 661,322</u>
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To fund overage on CDBG Neighborhood Revitalization

WATER/SEWER FUND

30-71-3500-3525-0010 Sewer System Development Fees	\$ 25,000	\$ 125,596	\$ 150,596
Expenditures			
30-71-7220-5300-4503 County System Development Fee	\$ -	\$ 125,596	\$ 125,596
To establish and fund additional wastewater capacity allocation for Wintergreen Hotel (aka Home 2Suites)			
6. Expenditures			
30-71-7200-5300-1000 - Water Plant - Debt Collection Fee	\$ -	\$ 100	\$ 100
30-71-7220-5300-1000 Wtr/Sewer Dist - Debt Coll Fee	-	100	100
30-00-9990-5300-0000 Water/Sewer Contingency	274,447	(200)	274,247
	<u>274,447</u>	<u>-</u>	<u>274,447</u>
To fund Penn Credit Debt Collection Cost			
7. Expenditures			
30-71-7200-5300-0771 Water Plant - Unemployment Compensation	\$ -	\$ 364	\$ 364
30-71-7200-5300-3303 IT Supplies	2,000	(364)	1,636
	<u>\$ 2,000</u>	<u>\$ -</u>	<u>\$ 2,000</u>
To fund unemployment claims			
8. Expenditures			
30-71-7200-5100-0200 Water Plant - Salaries & Wages	\$ 511,675	\$ 50,000	561,675
30-71-7200-5100-0250 Water Plant - Overtime	\$ 15,000	\$ 20,000	35,000
30-71-7200-5300-1201 Water Plant - Legal Fees	5,000	30,000	35,000
30-71-7200-5300-3300 Water/Sewer - Supplies/Operations	922,906	28,883	951,789
30-71-7200-5700-7400 Water Plant - Capital Outlay	80,000	15,000	95,000
30-71-7220-5100-0250 Water/Sewer - Overtime	35,000	20,000	55,000
30-71-7220-5300-0770 Water/Sewer - Property Liab/Workers Comp	142,680	20,000	162,680
30-71-7220-5300-1300 Water/Sewer - Utilities	\$ 35,000	\$ 15,000	50,000
30-71-7220-5300-3100 Water/Sewer - Vehicle Supplies	\$ 25,000	\$ 9,750	34,750
30-71-7220-5300-3300 Water/Sewer - Supplies/Operations	\$ 275,000	\$ 6,500	281,500

30-00-9990-5300-0000 Water/Sewer Contingency	202,547	(202,547)	-
30-71-7220-5300-3100 Water/Sewer - Sewage Treatment	<u>2,400,000</u>	<u>(12,586)</u>	<u>2,387,414</u>
	<u>\$ 4,649,808</u>	<u>\$ -</u>	<u>\$ 2,262,394</u>

To balance water/sewer departments

ELECTRIC
FUND

9.

Expenditures

31-72-7230-5300-0770 Electric - Unemployment Compensation	\$ -	\$ 364	364
31-00-9990-5300-0000 Electric Contingency	<u>220,000</u>	<u>(364)</u>	<u>219,636</u>
	<u>\$ 220,000</u>	<u>\$ -</u>	<u>220,000</u>

To fund unemployment claims

9.

Expenditures

31-72-7230-5300-4501 Electric - Service Contracts	\$ 156,500	\$ 9,084	165,584
31-00-9990-5300-0000 Electric Contingency	<u>219,636</u>	<u>9,084</u>	<u>228,720</u>
	<u>\$ 376,136</u>	<u>\$ 18,168</u>	<u>394,304</u>

To fund salary study as approved at the February 6, 2024 council meeting

8. Expenditures

30-71-7200-5100-0200 Water Plant - Salaries & Wages	\$ 471,200	\$ 57,000	528,200
31-72-7230-5300-1201 Electric - Legal Fees	0	3,000	3,000
31-72-7230-5300-4402 Electric - Misc.	-	8,547	8,547
31-00-9990-5300-0000 Electric Contingency		(11,547)	(11,547)
30-71-7200-5300-1300 Water Plant - Utilities		\$ 14,900	14,900
30-00-9990-5300-0000 Water/Sewer Contingency	<u>228,720</u>	<u>(71,900)</u>	<u>156,820</u>
	<u>\$ 699,920</u>	<u>\$ -</u>	<u>699,920</u>

To fund salary study/ increased chemical cost and to balance other water department accounts

10.

Expenditures

31-72-7230-5300-1000 Electric - Debt Collection Fee	\$ -	\$ 20	20
31-00-9990-5300-0000 Electric Contingency	<u>-</u>	<u>(20)</u>	<u>(20)</u>

\$ - \$ -

To fund Penn Credit Debt Collection Cost

12. Expenditures

31-72-7230-5300-4800 Electric - NCEMPA/Non Demand	\$ 12,450,000	\$ (7,256,200)	\$ 5,193,800
31-72-7230-5300-4801 Electric - NCEMPA/Demand	-	6,100,000	6,100,000
31-72-7230-5300-4802 Electric - NCEMPA/Debt	-	1,156,200	1,156,200
	<u>\$ 12,450,000</u>	<u>\$ -</u>	<u>\$ 12,450,000</u>

To redistribute electric power purchase budget into specific categories

1. Revenue

46-75-3870-3870-0313 Transfer GF-Hastings House Repairs	\$ -	\$ 30,000	<u>\$ 30,000</u>
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Expenditures

46-60-6200-5700-7409 Hastings House Repairs	<u>\$ 178,674</u>	<u>\$ 30,000</u>	<u>\$ 208,674</u>
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Fund additional Hastings House Repair as approved by Council at the 5/13/2024 council budget meeting

1. Revenue

46-75-3870-3870-0311 Transfer GF-Fire Truck	<u>\$ 300,000</u>	<u>\$ 70,000</u>	<u>\$ 370,000</u>
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Expenditures

46-20-5300-5700-7406 Fire Truck Replacement	<u>\$ 900,000</u>	<u>\$ 70,000</u>	<u>\$ 970,000</u>
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To partially fund fire truck replacement

1. Revenue

51-20-3800-3800-0000 Johnston County Contribution/1st Responders	<u>\$ 23,000</u>	<u>\$ 173,000</u>	<u>\$ 196,000</u>
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Expenditures

51-76-5320-5500-9100 Contribution to General Fund	<u>\$ 239,000</u>	<u>\$ 173,000</u>	<u>\$ 412,000</u>
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To fund three (3) new firefighters positions effective January , 2024, using additional 1st responders proceeds from Johnston Co.

b. Year-End Project and Purchase Encumbrances for 2023-2024

ENCUMBRANCES FROM 2023-2024 TO 2024-2025

GENERAL FUND

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

WATER FUND

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

Electric FUND

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

J.B. GEORGE BEAUTIFICATION FUND

40-61-4100-5300-3400	J.B. George Projects	??
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40-61-4100-5300-3410

J.P.
George
Projects

??
\$ _____ -

c. Year-End Purchase Order Encumbrances for 2023-2024

G/L ACCOUNT	ACCOUNT DESCRIPTION	DEPARTMENT	VENDOR	PO#	AMOUNT
10-20-5300-5300-1700	Equip Maint & Repair	Fire Dept	Pine Environmental Services	20242638	\$ 1,592.00
10-20-5300-5300-1700	Equip Maint & Repair	Fire Dept	Atlantic Emergency Solutions	20242639	\$ 2,499.27
10-60-5500-5300-3430	Tree Trimming	Public Works	Bobby Randy Best	20242511	\$ 2,150.00
10-60-5500-5300-3440	Appearance Commission	Public Works	Bartlett Tree Experts	20242527	\$ 8,000.00
10-30-5650-5700-7400	Capital Outlay	Garage	Griffin Garage Doors	20242566	\$ 10,700.00
10-60-5500-5300-3440	Appearance Commission	Public Works	Swift Creek Nursery	20242567	\$ 1,005.00
10-40-5900-5300-3310	Drainage	Stormwater	Stuckeys Backhoe Service Inc	20242602	\$ 3,850.00
10-30-5700-5300-7300	Sidewalk, Curb & Gutter Repair	Powell Bill	David Hinton Construction Co	20242604	\$ 1,600.00
10-40-5900-5300-3310	Drainage	Stormwater	Stuckeys Backhoe Service Inc	20242614	\$ 45,419.00
10-40-5900-5300-3310	Drainage	Stormwater	Stuckeys Backhoe Service Inc	20242615	\$ 55,350.00
10-40-5800-5300-3100	Vehicle Supplies/ Maint	Sanitation	Evans Tire & Automotive Center Inc	20242617	\$ 6,558.90
10-20-5100-5700-7400	Capital Outlay	Police Dept	Communications International Inc	20242041	\$ 12,819.96
10-20-5100-5700-7400	Capital Outlay	Police Dept	Craigs Firearm Supply Inc	20242643	\$ 31,766.05
10-10-4100-5300-4501	Service Contracts	Gen Gov	Robertson Miller Management	20242418	\$ 9,083.34
10-60-6200-5700-7400	Capital Outlay	Parks and Rec	Barrs Recreation LLC	20242047	\$ 8,751.64
10-60-6200-5300-1700	Equip Maint & Repair	Parks and Rec	Green Resource LLC	20242327	\$ 6,240.00
10-60-6200-5700-7401	Capital Projects (Pickleball Courts)	Parks and Rec	Uline	20242516	\$ 2,129.24
10-60-6200-5700-7400	Capital Outlay	Parks and Rec	Leonard Aluminum Utility Buildings LLC	20242537	\$ 7,547.98
10-60-6200-5300-1700	Equip Maint & Repair	Parks and Rec	TimeTechnologies Inc	20242564	\$ 920.00

10-60-6200-5300-1700	Equip Maint & Repair	Parks and Rec	Blade Equipment Inc	20242620	\$ 574.75
10-60-6220-5300-3300	Supplies/Operations	Parks and Rec	Advantage Sport & Fitness Inc	20242621	\$ 4,490.00
10-60-6200-5300-1700	Equip Maint & Repair	Parks and Rec	Sports Facilities Group Inc	20242622	\$ 4,482.10
10-60-6200-5300-1700	Equip Maint & Repair	Parks and Rec	Sports Facilities Group Inc	20242623	\$ 1,829.97
10-60-6200-5300-1700	Equip Maint & Repair	Parks and Rec	Rodney S Blackmon	20242624	\$ 3,651.23
10-60-6200-5300-3300	Supplies/Operations	Parks and Rec	Creative Caps	20242626	\$ 528.25
10-60-6200-5300-1700	Equip Maint & Repair	Parks and Rec	Green Resource LLC	20242628	\$ 2,000.00
10-60-6200-5300-1700	Equip Maint & Repair	Parks and Rec	Jose Manuel Munoz Solis	20242631	\$ 1,800.00
10-60-6200-5300-1700	Equip Maint & Repair	Parks and Rec	US Doorways Inc	20242632	\$ 3,685.00
10-60-6200-5300-3470	Amphitheater Projects	Parks and Rec	James Earp	20242653	\$ 3,000.00
					\$ 244,023.68
30-71-7220-5300-4501	Service Contracts	Water/Sewer	Robertson Miller Management	20242418	\$ 9,083.34
30-71-7220-5300-3300	Supplies/Operations	Water/Sewer	Core & Main LP	20242435	\$ 2,230.50
					\$ 11,313.84
31-72-7230-5300-4501	Service Contacts	Electric	Robertson Miller Management	20242418	\$ 9,083.34
31-72-7230-5300-3300	Supplies/Operations	Electric	Border States Industries	20242067	\$ 8,577.50
					\$ 17,660.84
45-71-7220-5700-7419	Lift Station Repair	Water/Sewer	McClungs Electric & Plumbing Co	20242562	\$ 3,500.00
45-71-7220-5700-7419	Lift Station Repair	Water/Sewer	Nixon Power Services LLC	20242598	\$ 1,614.55
45-71-7220-5700-7419	Lift Station Repair	Water/Sewer	Nixon Power Services LLC	20241908	\$ 9,614.58
45-71-7220-5700-7432	PS #11 And Outfall	Water/Sewer	Riverwild Construction LLC	20242483	\$ 3,571.50
					\$ 18,300.63
45-71-7200-5700-7411	East Smithfield Water System Improv	Water Plant	Sykes Environmental Engineering PLLC	20242534	\$ 11,610.00

46-60-6200-5700-7409	Hastings House Repairs	Parks and Rec	Maurer Architecture	20242171	\$ 21,153.87
46-40-5900-5700-7400	CSX Culvert Improvement	Gen Gov	CSX Transportation	20231138-R1	\$ 941,946.63
46-40-5900-5700-7401	CSX Culvert Improvement	Gen Gov	LJB INC	20242323	\$ 127,751.90
					\$ 1,069,698.53
47-72-7230-5700-7407	Voltage Conversion	Electric	Wesco Receivable Corp	20231047-R1	\$ 373,400.00
47-72-7230-5700-7407	Voltage Conversion	Electric	Alpha Plotter LLC	20242157	\$ 364,015.40
47-72-7230-5700-7407	Voltage Conversion	Electric	Border States Industries	202229275-R2	\$ 115,893.36
					\$ 853,308.76
				Total	\$ 2,247,070.15

- Approval was granted to adopt Capital Project Ordinance No. CP-01-2024 closing out six Capital Projects.

{Attached hereto and made a part of these official minutes is Capital Project Ordinance No. CP-01-2024. Which is on file in the office of the Town Clerk}

- Approval was granted to adopt six Capital Project Ordinances for grant funding received.

{Attached hereto and made a part of these official minutes are Capital Project Ordinance No. CP-02—2024, CP-03-2024, CP-04-2024, CP-05-2024, CP-06-2024 and CP-07-2024. Which are on file in the office of the Town Clerk}

- Approval was granted to allow employees to donate accumulated sick leave hours to an employee in the Public Utilities Water/Sewer department

Business Items:

1. Discussion regarding bidding of service contracts

Town Manager Michael Scott explained the request for a more informal bidding process for service contracts. He noted that while the town did not have a written policy, they had historically gone out for formal bids for at least 15 years, despite the state not requiring it. The current formal bidding process was costly and time-consuming, often resulting in only one bid. He proposed using a request for quotes (RFQ) process instead, which would allow for quicker and more cost-effective service contract procurement.

He clarified that this would not apply to professional services like architects or engineering firms, which are subject to different regulations (Mini Brooks Act). The new process would cover labor contracts such as HVAC maintenance and lawn care. Quotes would be solicited from reputable vendors and advertised on the town's website, with results presented to the council for decision-making.

He emphasized the need for a deadline to ensure fairness and prevent bias or dishonesty. The RFQ process would remain confidential until all quotes were received, similar to the current method. This would help prevent inflated pricing due to a lack of competition.

Council members asked questions to clarify the process, including the handling of bids after the deadline and maintaining the confidentiality of quotes. They emphasized the importance of fairness and transparency in the new process.

The council discussed the importance of setting a clear deadline for receiving quotes and agreed that all quotes should be submitted within this timeframe. They also discussed the legal requirement to avoid discriminatory practices and ensure equal opportunity for all potential vendors.

Councilman Barbour made a motion, seconded by Councilman Rabil, to approve the new informal bidding process as outlined, including the addition of a deadline requirement. Councilman Barbour, Councilman Rabil, Mayor Pro-Tem Wood, Councilman Stevens, Councilman Scott and Councilman Dunn voted in favor of the motion. Councilman Lee voted against the motion. Motion passed six to one.

Adjourn

Councilman Barbour made a motion, seconded by Councilman Dunn, to adjourn the meeting. The meeting adjourned at approximately 10:22 pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 07/09/2024

Subject: Evening Markets on Third
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow the DSDC to have Evening Markets on **South Third Street**

Financial Impact

N/A

Action Needed Council approval of 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 DSDC is requesting to have Evening Markets on Third. The dates are as follows: July 26, August 9 and August 23, 2024. All events would operate from 5:00 pm to 9:00 pm. 30 to 40 farmer and artesian vendors will sell their products. They plan to have two beer tents set up and 1 dessert food truck. Live music will be played between 5:00-9:00 pm The applicant has asked for the 100 block of South Third Street to be closed. 8 trash cans have been requested for this event. These events were previously approved, but the organizers wish to have the dates moved from the approved Saturday evenings to Friday evenings



Temporary Use Permit Application

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

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event _____
- Over 100 people in attendance
- Live Band or Amplified Sound live Band
- 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 (Contact Smithfield Fire Department 919-934-2468)

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>Evening Markets on Third</u> Name of Event	<u>100 block South Third St</u> Location of Event/Use (exact street address)
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APPLICANT:

Name John Bilott CDSDC

Address 139 Topsail Island Dr
Garner NC 27529

Phone number 984-222-9692

Email address wt hunter 1420@gmail.com

Event date 7-26, 8-9 and 8-23, 2024

Event start time 5P

Event set up time 3:30 P

Sound Amplification Type Amps / Speakers

Sound Amplification Time 5P - 9P

PROPERTY OWNER:

Name Town of Smithfield

Address _____

Phone number _____

Email address _____

Will alcohol be sold or served? or N

Event end time 9P

Event cleanup time 9-10P

Will food or goods be sold? or N

Food Trucks (if applicable) 1 Dessert truck **(Each Food Truck Requires Certificate of Inspections by Johnston County Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).**

Security agency name & phone, if applicable: Smithfield Police Dept.
(If using Smithfield Police, applicant must contact the PD to schedule security.)

Will any town property be used (i.e., streets, parks, greenways)? 100 block S Third St

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

Are event trash cans needed? Y or N How many? 8

Please provide a detailed description of the proposed temporary use or special event:

DSAC will collaborate with The Twisted Willow - Oak City Collection to bring the Farmer's Market into three of evening markets in the heart of the summer. 30-40 Farmer: Artisan vendors, 2 beer tents, 1 desert food truck and live music with amplified sound when band is not playing.

Temporary Use Submittal Checklist:

- 1. Completed Temporary Use Permit application
- 2. Other documentations deemed necessary by the administrator
- 3. Application fee - \$100
- 4. Site plan, if required by the administrator

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

Payment Received By: _____

Date: _____

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.

John Bilott _____ [Signature] _____ 3/21/24 _____
Applicant's Name (Print) Signature Date

Planning Director Signature: [Signature] _____ Date: 3/22/24 _____



Request for Town Council Action

Consent
Agenda
Item: Application
for
Temporary
Use Permit
Date: 07/09/2024

Subject: Inner Shows, Inc. Fall Carnival
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

Inner Shows, Inc. is requesting to hold a Fall Carnival at Carolina Premium Outlets September 12-29, 2024.

Financial Impact

N/A

Action Needed Council approval of 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. Insurance Information
4. Site Plan



Staff Report

Consent
Agenda
Item: Application
for
Temporary
Use Permit

Inner Shows, Inc. is requesting to hold a Fall Carnival at Carolina Premium Outlets September 12th-29th, 2024. This event will be held at 1025 Outlet Center Drive. Over 100 people are expected to attend. Food will be sold. Smithfield Police will be contacted by the applicant to provide security. No trash cans have been requested.



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

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

Temporary Use Permit Application

TYPES OF TEMP USE OR EVENT

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

OTHER TEMP USES

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

Family Days Fall Fest Super Carnival	1025 Outlet Center Drive, Smithfield, NC
Name of Event	Location of Event/Use (exact street address)

Name Inners Shows Donna Inners Address 4091 Oak Circle, Franklinton, NC 27525

Phone number 919-529-1081 Email address tthiessen@kevaworks.com

Event date September 12 - 29, 2024 Will alcohol be sold or served? No

Event start time Weekdays 5pm - 11pm
Weekends 1pm - 11pm Event end time 11pm

Event set up time September 8 7am Event cleanup time 10pm September 29

Sound amplification hours _____ Will food or goods be sold? Food

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

Security agency name & phone, if applicable: Smithfield Police
 (If using Smithfield Police, applicant must contact the PD to schedule security.)

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

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

Are event trash cans needed? _____ How many? _____ Carnival will provide trash cans for patron usage and will rent a rolloff dumpster to contain all trash

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

Payment received by: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Taylor Thiessen
Applicant's Name (print) Taylor Thiessen Signature 6/4/24 Date

Planning Director signature: [Signature] Date: 6/11/24

OWNERS AUTHORIZATION

I hereby give CONSENT to Inners Shows/Kevaworks (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) Julie Gasper

Address 1025 Outlet Center Dr., Ste 905 Smithfield, NC Zip 27577

Phone number 919-989-8453 Email jgasper@simon.com

Signature: Julie Gasper Date: 6/4/2024



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/29/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

Table with 2 columns: PRODUCER/INSURED information and CONTACT/INSURER(S) information.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

Main table with columns: INSR LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Contains rows for Commercial General Liability, Automobile Liability, and Umbrella Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Carolina Premium Outlets, LLC, a Delaware Limited Liability Company; Simon Property Group; KevaWorks, LLC and the City of Smithfield are Additional Insured with respect of the Named Insured, and where required by written Contact. are Additional Insured for General Liability with respect to the operations of the Named Insured, and where required by written contract.

Event Dates: 5/6-5/28/2024

Table with 2 columns: CERTIFICATE HOLDER and CANCELLATION. Includes contact info for Carolina Premium Outlets, LLC and cancellation terms.

911 Industrial Park Dr., Smithfield, NC – Carolina Premium Outlets





Request for Town Council Action

Consent
Agenda
Item: Police
Promotion
Date: 07/09/2024

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

Issue Statement

The Police Chief is requesting to **promote** a Sergeant to **the rank of** Lieutenant of Criminal Investigation Department (CID).

Financial Impact

This promotion is filling a vacancy left by a recent retirement.

Action Needed

Approve or deny request.

Recommendation

Staff recommends approval of this promotion

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



Staff Report

Consent
Agenda
Item: Police
Promotion

The Police Chief is recommending the promotion of a Sergeant to Lieutenant of CID. This **officer** scored number one in the testing procedure and has been the Sergeant in CID for several years. The **officer** has years of experience and meets all the requirements for the position.



Request for Town Council Action

Consent
Agenda
Item: Police
Promotion
Date: 07/09/2024

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

Issue Statement

The Police Chief is requesting to promote a Sergeant to the rank of Lieutenant of the Special Operations Department.

Financial Impact

This promotion is filling a vacancy left by a recent retirement.

Action Needed

Approve or deny request.

Recommendation

Staff recommends approval of this promotion.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



Staff Report

Consent
Agenda
Item: Police
Promotion

The Police Chief is recommending the promotion of a Sergeant to the rank of Lieutenant of Special Operations (SRO, COPS, K9, traffic unit). This officer passed the testing procedure and has been a Sergeant for several years. The officer has years of experience and meets all the requirements for the position.



Request for Town Council Action

Consent
Agenda
Item: Police
Promotion
Date: 07/09/2024

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

Issue Statement

The Police Chief is requesting to promote a Master Police Officer to the rank of Police Sergeant

Financial Impact

This promotion is filling an open Sergeant position.

Action Needed

Approve or deny request.

Recommendation

Staff recommends approval of this promotion

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



Staff Report

Consent
Agenda
Item: Police
Promotion

The Police Chief is recommending the promotion of a Master Police Officer to the rank of Patrol Sergeant. The officer passed all testing procedures and has been a law enforcement officer for several years. The officer has years of experience and meets all the requirements for the position.



Request for Town Council Action

Consent Agenda Item:
Public Works Promotion
Date: 07/09/2024

Subject: Promotion of a Facility Maintenance Worker
Department: Public Works
Presented by: Public Works Director – Lawrence Davis
Presentation: Consent Agenda Item

Issue Statement

The Public Works Director is proposing the promotion of an internal candidate from the position of Sanitation Worker to Facility Maintenance Worker.

Financial Impact

The employee will receive the minimum approved rate of pay (according to the approved Salary Schedule) for the position of Facility Maintenance Worker. The pay increase will be covered by the current budget. Thus, there would be no negative impact to the budget.

Action Needed

Approve or deny request.

Recommendation

Staff recommends approval of this promotion

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



Staff Report

Consent Public
Agenda Works
Item: Promotion

In keeping with stated Town goals of attracting and retaining highly qualified employees, the Public Works Director is requesting to promote a Sanitation Worker to the position of Facility Maintenance Worker. The Department has this vacancy in accordance with approved staffing **levels in the current year's budget**. The prospective Facility Maintenance Worker is an in-house candidate. The candidate is well-qualified for this position. Council is asked to approve this promotion.



Request for Town Council Action

Consent
Agenda
Item: Inter-local
Agreement
for Fire
Protection
Date: 07/09/2024

Subject: Inter-local Agreement for Fire Service with Johnston County
Department: Fire Department
Presented by: Fire Chief - Jeremey Daughtry
Presentation: Consent Agenda Item

Issue Statement

The Smithfield Fire Department is seeking consideration to authorize the approval of the 2024-2025 Inter-local Agreement for Fire Service with Johnston County. The Smithfield Fire Department provides service in the unincorporated areas around the Town of Smithfield. This agreement is renewed for the provision of service and collection of Rural Fire Tax and the Johnston County Fire Service Supplemental Funding Matrix.

Financial Impact

If not approved the Town will collect neither the Rural Fire Tax nor the Johnston County Fire Service Supplemental Funding Matrix funds. Also, Mutual-Aid from other Departments will not be provided when needed.

Action Needed

To approve the Fire Protection Agreement for a period not to exceed one year.
Signed by the Mayor and Clerk

Recommendation

The Fire department recommends approval of this agreement

Approved: Town Manager Town Attorney

Attachments:

- Letter from Johnston County Fire Marshal – Ryan L. Parker
- Interlocal Agreement for provision of Fire Protection Services
- Aid Agreement for Fire Protection
- Medical Responder Agreement
- Rescue Services Agreement
- Cardiac Arrest Agreement



Staff Report

Consent
Agenda
Item: Inter-local
Agreement
for Fire
Protection

The Interlocal Agreement for Provision of Fire Protection Services is a contract between the Town of Smithfield and Johnston County to provide fire protection services within the Smithfield Fire District. This agreement also authorizes the use of mutual aid to be received and given within Johnston County. This agreement will allow the Town of Smithfield to receive fire tax funds collected by Johnston County within the Smithfield Fire District along with the Johnston County Fire Service Supplemental Funding Matrix funds. The funding matrix was approved by the Johnston County Commissioners during the Johnston County **Commissioners' meeting on June 19, 2023**. The Johnston County Fire Marshal has provided a letter with the summary of changes to the Interlocal Agreement.



June 13, 2024

Town of Smithfield Fire Department
111 S Fourth St
Smithfield, NC 27577

Dear Chief Daughtry:

The changes outlined below have been made to our fire service contract for the dates of July 1, 2024 to June 30, 2025. You or your designee received a copy of the proposed 2024-2025 contract at the May 30th Chief Association Meeting in the Emergency Operations Center. **The current contract will expire on June 30, 2024, coinciding with the execution of this new contract.**

Summary of Changes to 2024-2025 Fire Protection Contract

- Throughout – Updated 2023-2024 to 2024-2025 as appropriate.
- Section 1 – Changed language to omit the need to consult with the local fire tax board as the Johnston County Fire Protection Service District (FPSD) tax rate will be set by the Johnston County Board of Commissioners. Reminder that the individual tax boards were dissolved during the creation of the Johnston County FPSD.
- Section 2 - Language was edited to reflect changes where the local fire tax board would not need to request a tax rate for the district. Fire Departments will need to submit a budget approved by their local governing board. Previous contract required a proposed budget to be submitted.
- Section 3
 - a) Language changed to reflect the funding process that was outlined in the fire service strategic plan so that funding is based on the current tax rate (approved FY24) of the service district plus supplemental funding amount generated by the Funding Matrix.
 - b) Language deleted due to Funding Matrix now being incorporated into the Johnston County Fire Protection Service District tax rate.
- Section 4 – Language deleted, Funding Matrix now being incorporated into the Johnston County Fire Protection Service District tax rate.
- Section 5 - Language updated from Fire Protection Service District to Fire Insurance District.



- o Paragraph reference was changed from 19 to 20.
- o a) Included language specifying location of approved and certified fire station locations within Johnston County.
- Section 11 - Updated appropriate verbiage from Statues to Statutes. Omitted language due to redundancy.
- Section 16
 - o b) Added "or where significant injury or death occurs related to the fire,"
 - o l) Added language referencing Fire Station Location Request Policy.

NOTE: Interlocal/Municipal Contract items may be numbered differently, but the changes are the same.

Enclosed, you will find two copies of your 2024-2025 fire contract for your department's approval signatures. Please examine this document and notify me immediately if there are any questions or discrepancies. The following actions are required of your agency

1. Sign Page 8 of the contract document as designated for approval (two signatures).
2. **Return the signed documents to our office once signed.**

Once approved with all signatures, one of the original signed documents will be returned to you. Again, if you have any questions, please do not hesitate to call me.

Sincerely,

Ryan L. Parker

Ryan L. Parker
Fire Division Chief/Fire Marshal

Enclosures



NORTH CAROLINA
JOHNSTON COUNTY

INTERLOCAL AGREEMENT FOR PROVISION OF FIRE PROTECTION SERVICES

This Agreement (sometimes referred to as "Contract"), made and entered into this the first day of July, 2024, by and between County of Johnston, a political subdivision of the State of North Carolina, hereinafter referred to as the "County," and the Town of Blank, a body politic and corporate of the State of North Carolina, hereinafter referred to as the "Town" or "Contractor";

WHEREAS, the Town and the County are authorized pursuant to N.C. General Statute § 160A-460, *et seq.*, to enter into an interlocal agreement; and

WHEREAS, the Town and the County wish to enter into such an agreement by which the County will assess and collect a special fire tax and the Town will provide certain fire protection services as described herein.

Now therefore, in consideration of the mutual promises contained herein and other good and valuable consideration, the parties hereto contract and agree as follows:

- 1) The County agrees that it will cause to be assessed or levied a special fire tax within statutory limits ~~after consultation with the Town;~~ and will collect said fire tax on an ad valorem basis on property within the Blank Fire Insurance Protection Service District (hereinafter the "District").
- 2) The Town, ~~after consultation with the Fire District Tax Commission for the District,~~ shall submit in writing to the Johnston County Fire Marshal ~~an adopted a proposed budget approved by the Town and the requested amount of funding rate of fire tax to be levied by the established deadline each year. This request shall be forwarded to the Johnston County Manager and the Johnston County Board of Commissioners for consideration by the Johnston County Board of Commissioners. The Johnston County Board of Commissioners will determine and approve, in its discretion, the amount to be funded assessed or levied, taking into consideration the needs of the citizens of the District and the budget projections submitted by the Town and the recommendations of the Johnston County Fire Marshal Division Fire District Tax Commission.~~
- 3) "Fire Department" as used herein refers to the Town, acting by and through its Fire Department.
- 4) ~~(a)~~ Funds collected by the County as a result of said special fire tax shall be distributed in accordance with the approved Blank Fire Service District rate for FY24 levied per hundred dollars valuation of all real property and personal property in the Blank Fire Insurance District, plus the supplemental funding amount assigned to the Fire Department, both of which are shown in the Johnston County Fire Service Supplemental Funding Matrix attached hereto as Exhibit 1 and the provisions established by the Johnston County Finance Office.

~~(b) Fire Department shall receive a one-time funding supplement paid in twelve equal installments by County with county general funds in accordance with the supplemental~~



~~funding formula shown on the Johnston County Fire Service Supplemental Funding Matrix attached hereto as Exhibit 1.~~

- 5) ~~Fire Protection Service District (N.C. General Statute 153A-301) funds levied and collected by the County and paid to the Fire Department by the County and supplemental funding paid to Fire Department by County pursuant to the Johnston County Fire Service Supplemental Funding Matrix shall~~ shall be used exclusively for fire department operations to provide fire protection and emergency services in the District, whether within or outside the Town's corporate boundaries, and other areas of response as dispatched and to meet the standards established by this Agreement.
- 6) The Fire Department will furnish fire protection and related emergency services pursuant to the standards set forth by the North Carolina Department of Insurance, County, and all other pertinent federal, state, and local laws and regulations within the Fire District (sometimes referred to herein as "primary service area") and shall provide the necessary equipment, personnel, and those things necessary for furnishing such protection in the District. The District is defined in the map of the Fire Insurance District on record with the Clerk to the Johnston County Board of Commissioners and in the GIS/Land Records Management of Johnston County. The services shall be in accordance with minimum standards set forth in this Agreement and all future amendments adopted in accordance with paragraph 19 of this Agreement. The Fire Department shall furnish said fire protection without charge to all persons and property located in the District in an efficient and competent manner. This provision shall not prohibit the Fire Department from recouping costs and expenses from incidents or from entering into contracts with the Federal, State, or local governments or utility companies for the provision of emergency protection services for a fee, or from applying for and/or receiving any donations, grants, or contributions of any kind, whether governmental or private.
 - a. ~~The Fire Department shall provide fire protection and related emergency services from the following location(s); having been inspected by the North Carolina Office of State Marshal and determined to meet or exceed the minimum requirements for a rated and certified district:~~
 - i. Station 1
 1. 911 S. ABC Street
Blank, NC 00000
- 7) Fire Department agrees that County has the right to inspect all books and accounts of Fire Department at any time. Said inspection shall be conducted by the Johnston County Board of Commissioners through the Johnston County Fire Marshal, the Johnston County Finance Officer, or other designees of the Johnston County Board of Commissioners. The Fire Department shall furnish all applicable materials and financial statements for the purpose of the annual audit conducted by the Town in conformity with General Accepted Accounting Principles or other comprehensive basis of accounting. The Town shall follow the applicable statutory procedures for letting of public contracts for fire apparatus, equipment, and construction as may be amended by the North Carolina Legislature from time to time. Fire Department shall maintain an accurate inventory of any property with a purchase price of \$5,000.00 or greater purchased in whole or in part with County Fire District funds for the purpose of providing and furnishing fire protection services to the Fire District pursuant to this Agreement.



- 8) If any condition of this Agreement is not being fulfilled by Fire Department to the satisfaction of County, in County's sole discretion, the Johnston County Finance Officer has the right to withhold any and all funds to be paid to Fire Department under this Agreement at any time and until such time as the Fire Department complies with the terms of this Agreement. If Fire Department refuses or fails to provide fire protection services, facilities, or functions as contemplated under this Agreement and to the sole satisfaction of County, the Johnston County Fire Marshal shall investigate the cause of said refusal or failure. During the investigation by the Johnston County Fire Marshal, County may withhold any and all funds due and payable to Fire Department. If the investigation by the Johnston County Fire Marshal determines that Fire Department has refused or failed to perform the duties and obligations of it as required herein, and certifies the results of the investigation to the County Manager, the County Manager may instruct the Finance Officer to withhold any and all funds to be aid to Fire Department under this Agreement until a resolution regarding the refusal or failure to perform is reached by the parties. If a resolution is unable to be reached by the parties, County, in its sole discretion, may withhold any and all funds to be paid to Fire Department under this Agreement, terminate this Agreement for cause, or take any other such action as County deems necessary to protect the citizens of the District. Fire Department's failure to file reports required of it to any Federal, State, or local authority shall be grounds for County to terminate this Agreement with Fire Department for cause. If this Agreement is terminated by County for cause, Fire Department shall be liable to County for any and all funds appropriated and paid to Fire Department during the fiscal year in which the termination occurs. Additionally, Fire Department shall not be relieved of its obligations to County under paragraph (7) of this Agreement. Nothing herein shall affect Fire Department's ultimate rights to payments, or County's responsibility for payments, as outlined herein for services actually rendered by Fire Department prior to the effective date of any termination. Nothing herein shall prevent County and Fire Department, in the event of a termination of this Agreement for any reason, from entering into an agreement to provide services beyond the effective date of any such termination.
- 9) The Fire Department shall obtain and keep in force during the term of this contract the following minimum insurance coverage:
- a. Worker's Compensation: Coverage for all paid and volunteer workers meeting the statutory requirements of the State of North Carolina;
 - b. Comprehensive General Liability, Malpractice, and Errors and Omissions: Coverage with minimum limits of \$1,000,000.00 per occurrence, \$1,000,000.00 aggregate combined single minimum for bodily injury liability and property damage liability;
 - c. Business Auto Policy: Coverage with minimum limits of \$1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include owned vehicles, hired, and non-owned vehicles and employee non-ownership.
 - d. Management or Directors and Officers Liability: Coverage with minimum limits of \$1,000,000.00 per claim and \$2,000,000.00 aggregate.
 - e. Umbrella Liability: Coverage with a minimum limit of \$1,000,000.00 with underlying coverage of auto liability, general liability, employer's liability, and \$1,000,000.00 aggregate.
 - f. County as an Additional Insured: County of Johnston shall be named as an additional insured on all policies of insurance required hereunder. Fire Department shall furnish County a certificate of insurance annually.



- g. Indemnity Agreement: Fire Department shall and hereby agrees to indemnify and save harmless County, from any and all liability and expenses, including attorney's fees, court costs, and other costs incurred by County caused by the negligent acts or omissions of Fire Department, its volunteers, agents and employees.
- h. Nothing contained herein shall be construed as a waiver of immunity by the County.
- 10) The Fire Department shall provide services within the District (N.C. General Statute 153A-233) and maintain a minimum of a 9S/E rating or better with the North Carolina Department of Insurance, Office of State Fire Marshal. The Fire Department, shall continuously comply with all applicable laws, ordinances, and State regulations. Fire Department shall submit to the Johnston County Fire Marshal a written plan outlining how it will maintain or upgrade its current insurance rating when requested by the Johnston County Fire Marshal.
- 11) The Fire Department shall use reporting software supplied by Johnston County. The following information is required to be reported in the reporting software to be used for compiling reports: 1. Incident; 2. Staff; 3. Hydrants Testing and Maintenance; 4. Training. Fire Incident Reports shall be completed, utilizing the software provided by County, by the 10th day of the month showing completion of the reports for the previous month. The Fire Department shall keep all reports and records on site at Contractor's principal place of business for at least five years from the creation date. All mandatory State and County reports and rosters shall be submitted to the appropriate authority by the requested deadline.
- 12) The Fire Department shall provide annually to the Johnston County Fire Marshal's Office a current and complete roster of members of the Fire Department to include contact numbers for the Chief and Assistant Chief(s).
- 13) The Fire Department agrees to provide automatic and mutual aid services to other emergency services providers in Johnston County. The Fire Department understands that other agencies will maintain their own liability policies and be responsible for their own expenses. The Fire Department further agrees that it will be responsible for its own expenses while responding to a request for mutual aid to another agency within the county. The current automatic aid agreement is included in Appendix A of this contract.
- In areas where the fire district has been extended to six miles, the Fire Department agrees to maintain agreements with adjoining districts to respond with a minimum of one apparatus capable of transporting a minimum of 1,000 gallons of water to all alarms involving reported structure fires. This apparatus will be dispatched simultaneously with the department within whose district the incident occurs.
- 14) The Fire Department shall obtain a criminal history record check of applicants to and current members of Fire Department in accordance with N.C.G.S. Sect 143B-943 and applicable North Carolina law, as may be amended from time to time.
- 15) The following minimal performance standards are agreed upon by the County, Town, and the Fire Department and are part of this contract:



- a. The Fire Department shall comply with the procedures for radio communications and established protocols for the dispatch of emergencies as defined by the Johnston County Communications Center Protocols.
- b. The Fire Department officer in charge at all fire scenes shall attempt to determine the origin and cause of every fire. When the officer in charge cannot determine the origin and cause of the fire, or where significant injury or death occurs related to the fire, or if the cause is suspected to be of an incendiary nature, the officer in charge shall request assistance from the Johnston County Fire Marshal's Division.
- c. The Fire Department shall keep all records on site for minimum period of five (5) years. These records include all those "Records and Documents" required to be maintained in order to meet and/or retain 9S classification, as published in that memo entitled "Requirements to Meet the 9S Rating for Initial Certification/Re-Inspection of Fire Departments in North Carolina," or any superseding memorandum or directive, published by the Office of the State Fire Marshal. All State and County required reports and rosters shall be submitted by the requested deadlines.
- d. The Fire Department shall adopt a standard operating guideline that addresses the number of firefighters required on all types of fire calls. A current, valid copy of the Contractor's guideline shall be kept on file with the Johnston County Fire Marshal. The Fire Department shall place at least four (4) personnel on the scene to operate at least one (1) pumper on all structure fire calls.
 - a. The Fire Department shall have the minimum standard training requirements, as established by the State of North Carolina, for providing fire, rescue, and emergency management services. The Fire Department shall maintain training levels in accordance with National Incident Management System (NIMS) directives.
 - e. The Fire Department shall participate in at least two (2) or more county wide mutual aid trainings each year.
 - f. The Fire Department shall develop a pre-fire incident survey and update it annually for all commercial buildings within the Fire Protection Service District. Facilities that should be given priority are those buildings displaying NFPA 704 placards, as well as hazardous, institutional, and assembly occupancies. The Fire Department agrees to cooperate with local fire code enforcement officials to determine hazards and occupancies. Upon request, the Johnston County Fire Marshal or his designee shall assist the Fire Department in developing pre-fire incident surveys for buildings within the Johnston County Fire Marshal's fire code enforcement service area.
- g. If pressurized fire hydrants are located within the fire district, the Fire Department shall adhere to the guidelines established by the Johnston County Public Utilities Department for the flowing of hydrants. The Fire Department shall immediately report any malfunctions or damage to hydrants to the entity owning the water system. The Fire Department shall conduct fire hydrant testing and maintenance on not less than an annual basis. Testing shall ensure that every wet and dry fire hydrant in the Fire Protection Service District is flushed and checked for accessibility, functionality, visibility, and operation. Records of fire hydrant tests and maintenance conducted by



the Fire Department shall be completed and maintained in compliance with the North Carolina Rating System.

- h. The Fire Department shall follow the Johnston County Emergency Operations Plan when responding to an emergency or disaster.
- i. During a declared State of Emergency affecting the County, the Fire Department shall assist, within the limits of its personnel and equipment and capabilities and with deference to its primary service area, to the extent possible with the following services: 1) Debris removal from roadways; 2) Traffic Control; 3) Alert and notification; 4) Search and rescue; 5) Evacuation; and 6) other life saving and property protection measures as necessary. Request for additional assistance outside the primary service area shall be directed to the Fire Chief or designee. All operations shall be in accordance with the Johnston County Emergency Operations Plan.
- j. The Fire Department should have a public fire/life safety education program or similar activities for, at a minimum, educating persons regarding life safety from fire.
- k. When determining the need and location of additional facilities (fire stations, etc.), the Fire Department shall participate in a planning process involving the County Fire Marshal which evaluates, at a minimum, the needs of the department, the effects on property owners, the effects on insurance grading, and the impacts on adjoining fire districts. The Fire Department shall follow the procedure outlined in the Johnston County Fire Service Station Location Request Policy. The policy is attached as Exhibit 2 of this contract.
- l. Each Fire Department may elect to voluntarily participate in certain services. Each department that provides these services shall be contracted or franchised for the operation of such service, pursuant to the rules set forth by the Johnston County Board of Commissioners. If the Fire Department has chosen to participate in any of these programs, the agreements can be found as Appendices of this contract:

SERVICE	APPENDIX #
Aid Agreement for Fire Protection	A
Medical Services	B
Rescue Services	C
Cardiac Arrest Assistance Agreement	

- 16) This agreement shall become effective the first day of July 2024~~3~~⁴, and remain in effect until June 30, 2025~~4~~⁴, subject to the continued legal existence of the District and the Fire Department, and further subject to the termination provisions of paragraph 8 and 18 hereof.
- 17) This agreement may not be transferred or assigned by the Town, nor may the services contracted for herein be sub-contracted to other parties unless approved by the Johnston County Board of Commissioners.
- 18) This contract may be terminated by either party upon advance notification to the other party by certified mail at least sixty (60) days prior to termination.



- 19) Either party may propose an amendment to this agreement by submitting the amendment in writing at least sixty (60) days in advance of the amendment's proposed effective date. Amendments to this agreement must be approved by both the County and the Town prior to becoming effective.
- 20) If any part of this Contract is for any reason held invalid or unconstitutional by any court of competent jurisdiction, that part shall be deemed a separate, distinct and independent provision, and the holding shall not affect the validity of the remaining portions of this Contract.
- 21) This contract is not intended to serve for the benefit of any third party. The rights and obligations contained herein belong exclusively to the entities that are parties hereto and no third party shall rely upon anything contained herein as a benefit to that third party.
- 22) The terms and provisions herein contained constitute the entire agreement by and between the County and the Town and shall supersede all previous communications, representations, or agreements, either oral or written between the parties hereto with respect to the subject matter hereof.
- 23) RELATIONSHIP OF THE PARTIES. The relationship of the parties established by this Agreement is solely that of independent contractors, and nothing contained in this contract shall be construed to (i) give any party the power to direct or control the day-to-day activities of the other; (ii) constitute such parties as partners, joint ventures, co-owners or otherwise as participants in a joint or common undertaking; (iii) make either party an agent of the other for any purpose whatsoever; or (iv) give either party the authority to act for, bind, or otherwise create or assume any obligation on behalf of the other. Nothing herein shall be deemed to eliminate any fiduciary duty on the part of the Fire Department to the County that may arise under the law or under the terms of this Agreement.
- 24) IRAN DIVESTMENT AND DIVESTMENT FROM COMPANIES BOYCOTTING ISRAEL. By signing this agreement Contractor certifies that as of the date of execution they are not listed on the Final Divestment List created by the NC Office of State Treasurer pursuant to NCGS 147 Article 6E, Iran Divestment Act, Iran Divestment Act Certification. Contractor shall not utilize any subcontractor that is identified on the Final Divestment List. Any organization defined under NCGS 147-86.80(2), Divestment from Companies Boycotting Israel, shall not engage in business totaling more than \$1,000 with any company or business that boycotts Israel. A list of companies that boycott Israel is maintained by the NC Office of State Treasurer, pursuant to NCGS 147-86.81(a)(1). Any company listed as boycotting Israel is not eligible to do business with any State agency or political subdivision of the State.
- 25) E-VERIFY. Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.
- 26) NOTICES: All notices or other communications which shall be made pursuant hereto shall be in writing and shall be deemed to be given and received (a) when hand delivered to the



address stated below, (b) three (3) days after being mailed to the address stated below, postage prepaid by certified or registered mail of the United States, return receipt requested to the address set forth below:

TO FIRE DEPARTMENT:

Town of Blank Fire Department
911 S. ABC Street
Blank, NC 00000
Attn: Fire Chief

TO COUNTY:

Johnston County Emergency Services
Post Office Box 530 (mail)
~~2875 US-70 BUS (physical) 120 S. Third Street (physical)~~
Smithfield, North Carolina 27577
Attn: Johnston County Fire Marshal

With copy to:

County of Johnston
Post Office Box 1049 (mail)
Courthouse 206-B
207 E. Johnston Street (physical)
Smithfield, North Carolina 27577
Attn: County Attorney

27) Either party to this Contract may change its designated person or designated address at any time and from time to time by giving notice of such change to the other party in the manner set forth above.



IN TESTIMONY WHEREOF, the County has caused this instrument to be executed by the Chairman of the Board of County Commissioners and attested by the Clerk to the Board of County Commissioners, and Town of Benson has caused this instrument to be signed in its name by its Mayor, attested by its Clerk, all by the authorization of their respective Boards duly given.

Johnston County Board of County Commissioners

By: _____
Chairman: R.S. (Butch) Lawter, Jr.

Attest:

Clerk

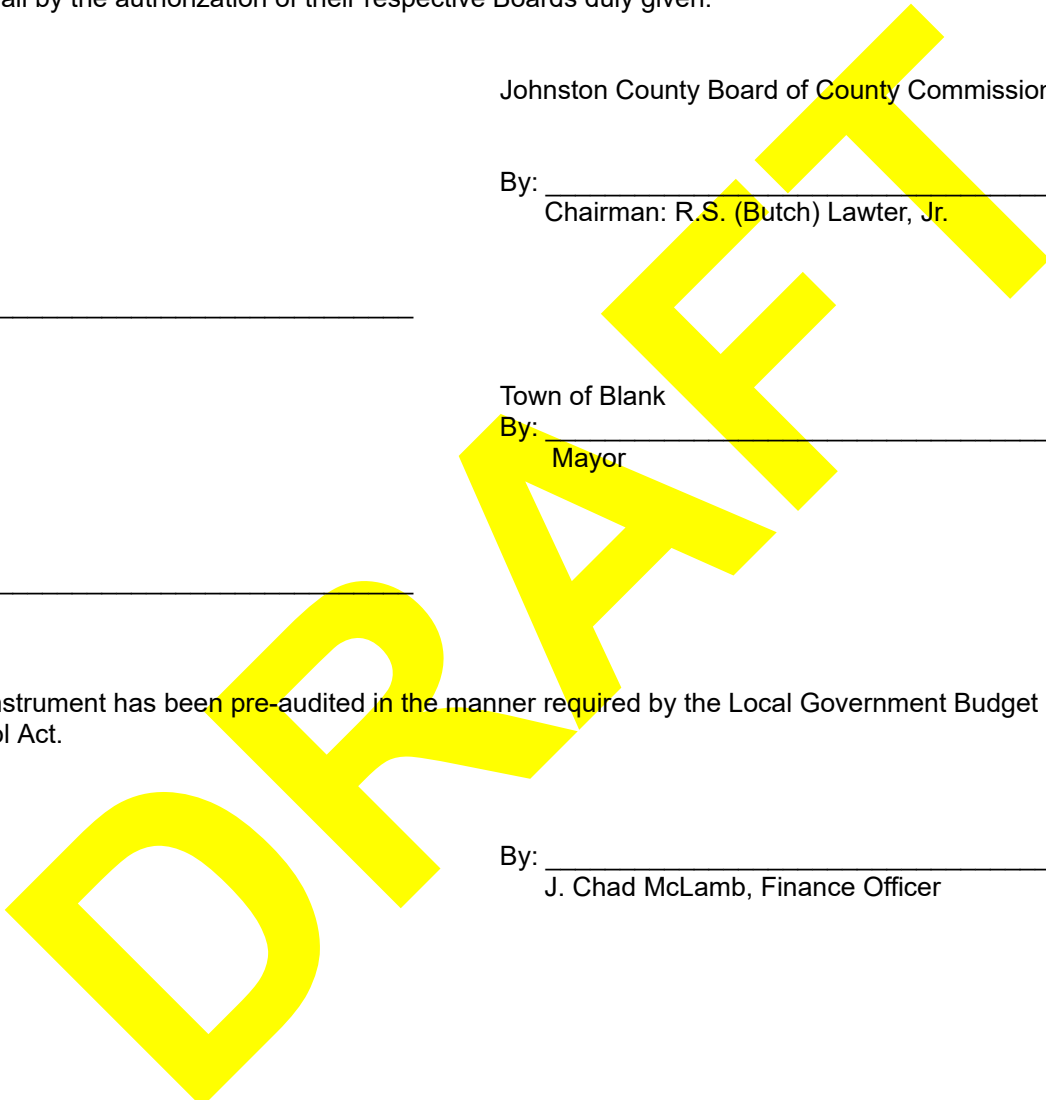
Town of Blank
By: _____
Mayor

Attest:

Clerk

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

By: _____
J. Chad McLamb, Finance Officer



AID AGREEMENT FOR FIRE PROTECTION

NORTH CAROLINA

JOHNSTON COUNTY

This Aid Agreement for Fire Protection ("Agreement") is made and entered into this the 1st day of June, 2022 by and between the Town of Benson, Town of Clayton, Town of Selma, Town of Smithfield, and Town of Zebulon, all municipal corporations and the 50-210 Community Fire Department, Inc., Antioch Fire Department, Incorporated, Bentonville Volunteer Fire Department, Inc., Bethany Rural Fire Department of Johnston County, Inc., Blackman's Crossroads Volunteer Fire Department, Inc., Brogden Rural Fire Department, Inc., Cleveland Fire Department, Incorporated, Corinth-Holder Volunteer Fire Department, Inc., Elevation Fire Department, Incorporated, Four Oaks Volunteer Fire Department, Inc., Garner Volunteer Fire/Rescue Incorporated, Kenly Volunteer Fire Department, Inc., Meadow Volunteer Fire Department, Inc., Micro Volunteer Fire Department, Inc., Nahunta Volunteer Fire Department, Inc., Newton Grove Fire & Rescue, Inc., North Side Fire & Rescue Inc., Oakland Volunteer Fire Department, Inc., Pine Level Volunteer Fire Department, Inc., Princeton Volunteer Fire Department, Incorporated, Strickland Crossroads Fire Department, Incorporated, West Johnston Fire Department, Incorporated, Wilson's Mills Fire and Rescue Department, all corporations existing under the laws of the State of North Carolina.

WITNESSETH:

THAT, WHEREAS, the General Assembly of North Carolina did enact into law an act to authorize mutual aid assistance between fire departments whereby full authority may be exercised for fire departments to send firefighters and apparatus beyond the territorial limits which they normally serve, said act having be codified as Section 58-83-1 of the General Statutes of North Carolina;

WHEREAS, the purpose of this agreement is to provide each of the parties hereto, through their mutual cooperation, a pre-determined plan by which each of them might render aid to the other in case of conflagration, holocaust, civil disorder, natural disaster, or other emergency, any of which demand fire services to a degree beyond the existing capabilities of either party.

WHEREAS, it is deemed to be in the public interest for parties hereto to enter into an agreement for aid assistance in fire protection and in order to increase fire defenses and to assure proper fire control, as well as providing reserves needed to assure the community of adequate fire protection;

AID AGREEMENT FOR FIRE PROTECTION

WHEREAS, by action of the governing bodies creating and supporting aforesaid fire departments, this agreement for mutual and reciprocal aid assistance was duly authorized;

NOW, THEREFORE, in consideration of the mutual covenants contained herein and between and among the parties hereto, it is hereby agreed as follows:

- 1) Should it become necessary to activate the terms of this agreement as herein set forth, due to conflagration, holocaust, civil disorder, natural disaster, or other emergency, the chief of either fire department shall have the implicit authority, upon notification of one of the parties to the other that such an emergency does, in fact, exist and that aid is needed, to order available apparatus, equipment and manpower into action to assist the requesting party as may be required.
- 2) It shall be the responsibility of the chief of the fire department of the responding party to ensure that all personnel responding to the request for assistance are responsible persons and that the conduct and actions of said personnel shall be the responsibility of the party sending assistance.
- 3) Each party to this agreement shall assume all liability and responsibility for damage to its own apparatus and/or equipment. The party responding shall also assume all liability and responsibility for any damage caused by its own apparatus while responding to or returning from a specific location.
- 4) The party responding under the terms of this agreement shall assume no responsibility or liability for property damaged or destroyed at the actual scene of any disorder, holocaust, conflagration, natural disaster, or other emergency due to firefighter and rescue operations, fire control tactics and strategy or other operations as may be required or ordered; said liability and responsibility shall rest solely with the party requesting such aid and within whose boundaries the property shall exist, or the incident occur.
- 5) The party who requests aid shall in no way be deemed liable or responsible for the personal property of the members of the fire department of the responding party which may be lost, stolen or damaged while performing their duties under the response terms herein.
- 6) Each party to this agreement shall assume all costs of salaries, wages, bonuses or other compensation for its own personnel that responds for duty under the terms of this agreement and shall assume all costs involving the use of apparatus, equipment, tools used specifically in response to the request for aid and shall make no charge for such use to the party requesting assistance;

AID AGREEMENT FOR FIRE PROTECTION

however, any special extinguishing agents used by the responding party from its own supply shall be paid for by the party requesting the aid upon receipt of an itemized statement of costs for such extinguishing agents.

- 7) Upon receipt of a request for assistance by the officer of the fire department from the requesting party, and upon a determination by the officer of the fire department of the responding party that the request be honored without impairing the capacity to provide fire protection within its own jurisdiction, the officer of the responding fire department may take such steps as necessary to furnish apparatus, manpower and assistance to the requesting party as he/she deems appropriate. Such response shall remain solely the decision of the officer of the fire department of the responding party. Neither party to this agreement shall be bound to dispatch apparatus, equipment or personnel to the assistance of the other but every effort should be made to furnish such assistance if, in the judgment of the officer of the fire department of either party, such dispatch would not impose upon his/her own respective community a serious impairment to the fire defenses and fire protection.
- 8) The fire chief, officer-in-charge, or incident commander of the fire department in whose community or fire district where the emergency exists should in all instances be in command of the emergency as to the aspects of strategy, fire control tactics and overall direction of the operations.
- 9) Either party may, at any time, terminate this agreement, through its respective fire chief, upon the serving of a thirty-day written notice to the fire chief of the other party.
- 10) When fire department personnel are sent to respond to a request for aid pursuant to this agreement, the jurisdiction, authority, rights, privileges and immunities, including coverage under worker's compensation laws, which they have in their normal service area shall be also enjoyed by them outside their normal service area when said personnel are acting within the scope of their authority or in the course of their employment and pursuant to the terms of this agreement until completion of the entire incident, it being the intent of this agreement to preserve all authority, rights, privileges and immunities to the full extent allowed by N.C. Gen. Stat. § 58-83-1.

AID AGREEMENT FOR FIRE PROTECTION

- 11) When any party contained in this agreement is providing automatic aid to another party, it is agreed to respond with a minimum of one piece of fire apparatus capable of carrying a minimum of 1,000 gallons of water along with qualified interior firefighters or most appropriate resource as requested.

IN WITNESS WHEREOF, the municipal corporation have caused this instrument to be signed in its corporate name by its Mayors, attested by its Town Clerks and its corporate seal affixed, and, the corporations, have likewise caused this instrument to be signed in its corporate name by its President, attested by its secretary and its corporate seal affixed, all on the day and year first above written, and this agreement is executed in duplicate.

Town of Smithfield - Smithfield Fire Department


Mayor



ATTEST:


Town Clerk



APPENDIX B

NORTH CAROLINA
JOHNSTON COUNTY

FIRE DEPARTMENT MEDICAL RESPONDER AGREEMENT

WHEREAS, Johnston County and all emergency medical providers desire to promote better medical care for its constituency; and,

WHEREAS, that in cases of severe life-threatening illness and/or trauma, the intervention of trained personnel at the earliest possible time can greatly enhance the chances of recovery by the victim; and,

WHEREAS, Fire Departments agreeing to participate in the Fire Department Based Medical First Response Program have been approved by the Johnston County Emergency Services Department for that purpose;

THEREFORE, let it be resolved that Smithfield Fire Department – Town of Smithfield agrees to become a participating party in the Johnston County Fire Department Based Medical First Response Program and that the following provisions and conditions will be in force and that the parties to this understanding agree to abide by the following:

- A. The Fire Department will organize and maintain a medical responder unit that will comply with the applicable terms of the Johnston County Emergency Services EMS Division Fire Department Based Medical First Response Program Guidelines.
- B. The Fire Department will operate at the Johnston County First Responder, NC EMR or NC EMT certification level, as approved by the Johnston County EMS System per the Johnston County Emergency Services EMS Division Fire Department Based Medical First Response Program Guidelines.
- C. The Fire Department will properly document all relevant incident information into the provided Johnston County Records Management software.

This Agreement will be in effect from July 1, 2019 until such time as either party terminates the agreement upon sixty (60) days written notice to withdraw.

Executed this the 1st day of July, 2019.



DIRECTOR
JOHNSTON CO. EMERGENCY SERVICES



PRESIDENT/MAYOR/MANAGER/CHIEF
FIRE DEPARTMENT



APPENDIX C

NORTH CAROLINA
JOHNSTON COUNTY

RESCUE SERVICES AGREEMENT

WHEREAS, Johnston County and the Johnston County Fire Departments desire to provide and promote the highest level of emergency services possible for Johnston County; and,

WHEREAS, the Fire Department is currently under contract with Johnston County to provide fire protection and emergency services and is a participant in the Johnston County Mutual Aid Agreement; and,

WHEREAS, the Fire Department voluntarily agrees to accept additional emergency duties for its designated geographic area; and,

NOW THEREFORE, let it be resolved that Smithfield Fire Department – Town of Smithfield agrees to become a participating party in the program(s) indicated below:

- EXTRICATION SERVICES PROVIDER
- LIGHT RESCUE PROVIDER (as outlined by N.C. Assoc. of Rescue and EMS)
- MEDIUM RESCUE PROVIDER (as outlined by N.C. Assoc. of Rescue and EMS)
- HEAVY RESCUE PROVIDER (as outlined by N.C. Assoc. of Rescue and EMS)
- WATER RESCUE – DIVE RESCUE PROVIDER (as outlined by N.C. Assoc. of Rescue and EMS)
- WATER RESCUE – OPEN WATER (STILL WATER) RESCUE PROVIDER (as outlined by N.C. Assoc. of Rescue and EMS)

AND THEREFORE, let it be resolved that the following provisions and conditions will be in force and that the parties to this understanding agree to abide by the following:

- A. The Fire Department will maintain the necessary equipment to provide the service(s) indicated above.
- B. The Fire Department will ensure that members involved are properly trained to provide the services(s) indicated above.
- C. The Fire Department will be available for response twenty-four hours daily to the extent possible, realizing that the number of responders may be limited.

This Agreement will be in effect from July 1, 2019 until such time as either party terminates the agreement upon sixty (60) days written notice to withdraw.

Executed this the 1st day of July, 2019.



DIRECTOR
JOHNSTON CO. EMERGENCY SERVICES



PRESIDENT/MAYOR/MANAGER/CHIEF
FIRE DEPARTMENT



NORTH CAROLINA JOHNSTON COUNTY

CARDIAC ARREST ASSISTANCE AGREEMENT

WHEREAS, Johnston County and all emergency service providers desire to promote better care for its constituency; and,

WHEREAS, that in cases of cardiac arrest, the intervention of trained personnel at the earliest possible time can greatly enhance the chances of recovery by the victim; and,

WHEREAS, the Fire Department is currently under contract with Johnston County to provide fire protection and emergency services and is a participant in the Johnston County Mutual Aid Agreement; and,

WHEREAS, the Fire Department voluntarily agrees to accept additional emergency duties for its designated geographic area; and,

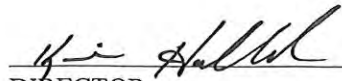
NOW THEREFORE, let it be resolved that Smithfield Fire Department – Town of Smithfield agrees to be dispatched to and to provide personnel for assistance with management of cardiac arrest emergencies.

AND THEREFORE, let it be resolved that the following provisions and conditions will be in force and that the parties to this understanding agree to abide by the following:

- A. The Fire Department will maintain the necessary equipment to provide this service.
- B. The Fire Department will ensure that members involved are properly trained and certified to provide this service, specifically including certification in providing cardio-pulmonary resuscitation.
- C. The Fire Department will be available for response twenty-four hours daily to the extent possible, realizing that the number of responders may be limited.
- D. The Fire Department will properly document all relevant incident information into the provided Johnston County Records Management software.

This Agreement will be in effect from July 1, 2019 until such time as either party terminates the agreement upon sixty (60) days written notice to withdraw.

Executed this the 16th day of July, 2019.



DIRECTOR
JOHNSTON CO. EMERGENCY SERVICES



PRESIDENT/MAYOR/MANAGER/CHIEF
FIRE DEPARTMENT



**NORTH CAROLINA
JOHNSTON COUNTY**

INTERLOCAL AGREEMENT FOR PROVISION OF FIRE PROTECTION SERVICES

This Agreement (sometimes referred to as "Contract"), made and entered into this the first day of July, 2024, by and between County of Johnston, a political subdivision of the State of North Carolina, hereinafter referred to as the "County," and the Town of Smithfield, a body politic and corporate of the State of North Carolina, hereinafter referred to as the "Town" or "Contractor";

WHEREAS, the Town and the County are authorized pursuant to N.C. General Statute § 160A-460, *et seq.*, to enter into an interlocal agreement; and

WHEREAS, the Town and the County wish to enter into such an agreement by which the County will assess and collect a special fire tax and the Town will provide certain fire protection services as described herein.

Now therefore, in consideration of the mutual promises contained herein and other good and valuable consideration, the parties hereto contract and agree as follows:

- 1) The County agrees that it will cause to be assessed or levied a special fire tax within statutory limits and will collect said fire tax on an ad valorem basis on property within the Smithfield Rural Fire Insurance District (hereinafter the "District").
- 2) The Town shall submit in writing to the Johnston County Fire Marshal an adopted budget approved by the Town by the established deadline each year.
- 3) "Fire Department" as used herein refers to the Town, acting by and through its Fire Department.
- 4) Funds collected by the County as a result of said special fire tax shall be distributed to the town in accordance with the approved Smithfield Rural Fire Service District rate for FY24 levied per hundred dollars valuation of all real property and personal property in the Smithfield Rural Fire Insurance District, plus the supplemental funding amount assigned to the Fire Department, both of which are shown in the Johnston County Fire Service Supplemental Funding Matrix attached hereto as Exhibit 1 and the provisions established by the Johnston County Finance Office.
- 5) Fire Protection Service District (N.C. General Statute 153A-301) funds levied and collected by the County and paid to the Fire Department by the County shall be used exclusively for fire department operations to provide fire protection and emergency services in the District, whether within or outside the Town's corporate boundaries, and other areas of response as dispatched and to meet the standards established by this Agreement.
- 6) The Fire Department will furnish fire protection and related emergency services pursuant to the standards set forth by the North Carolina Department of Insurance, County, and all other pertinent federal, state, and local laws and regulations within the Fire District (sometimes referred to herein as "primary service area") and shall provide the necessary equipment, personnel, and those things necessary for furnishing such protection in the District. The



District is defined in the map of the Fire Insurance District on record with the Clerk to the Johnston County Board of Commissioners and in the GIS/Land Records Management of Johnston County. The services shall be in accordance with minimum standards set forth in this Agreement and all future amendments adopted in accordance with paragraph 19 of this Agreement. The Fire Department shall furnish said fire protection without charge to all persons and property located in the District in an efficient and competent manner. This provision shall not prohibit the Fire Department from recouping costs and expenses from incidents or from entering into contracts with the Federal, State, or local governments or utility companies for the provision of emergency protection services for a fee, or from applying for and/or receiving any donations, grants, or contributions of any kind, whether governmental or private.

- a. The Fire Department shall provide fire protection and related emergency services from the following location(s); having been inspected by the North Carolina Office of State Marshal and determined to meet or exceed the minimum requirements for a rated and certified district:
 - i. Station 1
 1. 111 S Fourth Street
Smithfield, NC 27577
 - ii. Station 2
 1. 1200 W Market Street
Smithfield, NC 27577
- 7) Fire Department agrees that County has the right to inspect all books and accounts of Fire Department at any time. Said inspection shall be conducted by the Johnston County Board of Commissioners through the Johnston County Fire Marshal, the Johnston County Finance Officer, or other designees of the Johnston County Board of Commissioners. The Fire Department shall furnish all applicable materials and financial statements for the purpose of the annual audit conducted by the Town in conformity with General Accepted Accounting Principles or other comprehensive basis of accounting. The Town shall follow the applicable statutory procedures for letting of public contracts for fire apparatus, equipment, and construction as may be amended by the North Carolina Legislature from time to time. Fire Department shall maintain an accurate inventory of any property with a purchase price of \$5,000.00 or greater purchased in whole or in part with County Fire District funds for the purpose of providing and furnishing fire protection services to the Fire District pursuant to this Agreement.
- 8) If any condition of this Agreement is not being fulfilled by Fire Department to the satisfaction of County, in County's sole discretion, the Johnston County Finance Officer has the right to withhold any and all funds to be paid to Fire Department under this Agreement at any time and until such time as the Fire Department complies with the terms of this Agreement. If Fire Department refuses or fails to provide fire protection services, facilities, or functions as contemplated under this Agreement and to the sole satisfaction of County, the Johnston County Fire Marshal shall investigate the cause of said refusal or failure. During the investigation by the Johnston County Fire Marshal, County may withhold any and all funds due and payable to Fire Department. If the investigation by the Johnston County Fire Marshal determines that Fire Department has refused or failed to perform the duties and obligations of it as required herein, and certifies the results of the investigation to the County Manager, the County Manager may instruct the Finance Officer to withhold any and all funds to be aid to Fire Department under this Agreement until a resolution regarding the refusal or failure to perform is reached by the parties. If a resolution is unable to be reached by the



parties, County, in its sole discretion, may withhold any and all funds to be paid to Fire Department under this Agreement, terminate this Agreement for cause, or take any other such action as County deems necessary to protect the citizens of the District. Fire Department's failure to file reports required of it to any Federal, State, or local authority shall be grounds for County to terminate this Agreement with Fire Department for cause. If this Agreement is terminated by County for cause, Fire Department shall be liable to County for any and all funds appropriated and paid to Fire Department during the fiscal year in which the termination occurs. Additionally, Fire Department shall not be relieved of its obligations to County under paragraph (7) of this Agreement. Nothing herein shall affect Fire Department's ultimate rights to payments, or County's responsibility for payments, as outlined herein for services actually rendered by Fire Department prior to the effective date of any termination. Nothing herein shall prevent County and Fire Department, in the event of a termination of this Agreement for any reason, from entering into an agreement to provide services beyond the effective date of any such termination.

- 9) The Fire Department shall obtain and keep in force during the term of this contract the following minimum insurance coverage:
- a. Worker's Compensation: Coverage for all paid and volunteer workers meeting the statutory requirements of the State of North Carolina;
 - b. Comprehensive General Liability, Malpractice, and Errors and Omissions: Coverage with minimum limits of \$1,000,000.00 per occurrence, \$1,000,000.00 aggregate combined single minimum for bodily injury liability and property damage liability;
 - c. Business Auto Policy: Coverage with minimum limits of \$1,000,000.00 per occurrence combined single limit for bodily injury liability and property damage liability. This shall include owned vehicles, hired, and non-owned vehicles and employee non-ownership.
 - d. Management or Directors and Officers Liability: Coverage with minimum limits of \$1,000,000.00 per claim and \$2,000,000.00 aggregate.
 - e. Umbrella Liability: Coverage with a minimum limit of \$1,000,000.00 with underlying coverage of auto liability, general liability, employer's liability, and \$1,000,000.00 aggregate.
 - f. County as an Additional Insured: County of Johnston shall be named as an additional insured on all policies of insurance required hereunder. Fire Department shall furnish County a certificate of insurance annually.
 - g. Indemnity Agreement: Fire Department shall and hereby agrees to indemnify and save harmless County, from any and all liability and expenses, including attorney's fees, court costs, and other costs incurred by County caused by the negligent acts or omissions of Fire Department, its volunteers, agents and employees.
 - h. Nothing contained herein shall be construed as a waiver of immunity by the County.
- 10) The Fire Department shall provide services within the District (N.C. General Statute 153A-233) and maintain a minimum of a 9S/E rating or better with the North Carolina Department of Insurance, Office of State Fire Marshal. The Fire Department, shall continuously comply with all applicable laws, ordinances, and State regulations. Fire Department shall submit to the Johnston County Fire Marshal a written plan outlining how it will maintain or upgrade its current insurance rating when requested by the Johnston County Fire Marshal.



- 11) The Fire Department shall use reporting software supplied by Johnston County. The following information is required to be reported in the reporting software to be used for compiling reports: 1. Incident; 2. Staff; 3. Hydrants Testing and Maintenance; 4. Training. Fire Incident Reports shall be completed, utilizing the software provided by County, by the 10th day of the month showing completion of the reports for the previous month. The Fire Department shall keep all reports and records on site at Contractor's principal place of business for at least five years from the creation date. All mandatory State and County reports and rosters shall be submitted to the appropriate authority by the requested deadline.
- 12) The Fire Department shall provide annually to the Johnston County Fire Marshal's Office a current and complete roster of members of the Fire Department to include contact numbers for the Chief and Assistant Chief(s).
- 13) The Fire Department agrees to provide automatic and mutual aid services to other emergency services providers in Johnston County. The Fire Department understands that other agencies will maintain their own liability policies and be responsible for their own expenses. The Fire Department further agrees that it will be responsible for its own expenses while responding to a request for mutual aid to another agency within the county. The current automatic aid agreement is included in Appendix A of this contract.

In areas where the fire district has been extended to six miles, the Fire Department agrees to maintain agreements with adjoining districts to respond with a minimum of one apparatus capable of transporting a minimum of 1,000 gallons of water to all alarms involving reported structure fires. This apparatus will be dispatched simultaneously with the department within whose district the incident occurs.
- 14) The Fire Department shall obtain a criminal history record check of applicants to and current members of Fire Department in accordance with N.C.G.S. Sect 143B-943 and applicable North Carolina law, as may be amended from time to time.
- 15) The following minimal performance standards are agreed upon by the County, Town, and the Fire Department and are part of this contract:
 - a. The Fire Department shall comply with the procedures for radio communications and established protocols for the dispatch of emergencies as defined by the Johnston County Communications Center Protocols.
 - b. The Fire Department officer in charge at all fire scenes shall attempt to determine the origin and cause of every fire. When the officer in charge cannot determine the origin and cause of the fire, or where significant injury or death occurs related to the fire, or if the cause is suspected to be of an incendiary nature, the officer in charge shall request assistance from the Johnston County Fire Marshal's Division.
 - c. The Fire Department shall keep all records on site for minimum period of five (5) years. These records include all those "Records and Documents" required to be maintained in order to meet and/or retain 9S classification, as published in that memo entitled "Requirements to Meet the 9S Rating for Initial Certification/Re-Inspection of Fire Departments in North Carolina," or any superseding memorandum or directive,



published by the Office of the State Fire Marshal. All State and County required reports and rosters shall be submitted by the requested deadlines.

- d. The Fire Department shall adopt a standard operating guideline that addresses the number of firefighters required on all types of fire calls. A current, valid copy of the Contractor's guideline shall be kept on file with the Johnston County Fire Marshal. The Fire Department shall place at least four (4) personnel on the scene to operate at least one (1) pumper on all structure fire calls.
- a. The Fire Department shall have the minimum standard training requirements, as established by the State of North Carolina, for providing fire, rescue, and emergency management services. The Fire Department shall maintain training levels in accordance with National Incident Management System (NIMS) directives.
- e. The Fire Department shall participate in at least two (2) or more county wide mutual aid trainings each year.
- f. The Fire Department shall develop a pre-fire incident survey and update it annually for all commercial buildings within the Fire Protection Service District. Facilities that should be given priority are those buildings displaying NFPA 704 placards, as well as hazardous, institutional, and assembly occupancies. The Fire Department agrees to cooperate with local fire code enforcement officials to determine hazards and occupancies. Upon request, the Johnston County Fire Marshal or his designee shall assist the Fire Department in developing pre-fire incident surveys for buildings within the Johnston County Fire Marshal's fire code enforcement service area.
- g. If pressurized fire hydrants are located within the fire district, the Fire Department shall adhere to the guidelines established by the Johnston County Public Utilities Department for the flowing of hydrants. The Fire Department shall immediately report any malfunctions or damage to hydrants to the entity owning the water system. The Fire Department shall conduct fire hydrant testing and maintenance on not less than an annual basis. Testing shall ensure that every wet and dry fire hydrant in the Fire Protection Service District is flushed and checked for accessibility, functionality, visibility, and operation. Records of fire hydrant tests and maintenance conducted by the Fire Department shall be completed and maintained in compliance with the North Carolina Rating System.
- h. The Fire Department shall follow the Johnston County Emergency Operations Plan when responding to an emergency or disaster.
- i. During a declared State of Emergency affecting the County, the Fire Department shall assist, within the limits of its personnel and equipment and capabilities and with deference to its primary service area, to the extent possible with the following services: 1) Debris removal from roadways; 2) Traffic Control; 3) Alert and notification; 4) Search and rescue; 5) Evacuation; and 6) other life saving and property protection measures as necessary. Request for additional assistance outside the primary service area shall be directed to the Fire Chief or designee. All operations shall be in accordance with the Johnston County Emergency Operations Plan.



- j. The Fire Department should have a public fire/life safety education program or similar activities for, at a minimum, educating persons regarding life safety from fire.
- k. When determining the need and location of additional facilities (fire stations, etc.), the Fire Department shall participate in a planning process involving the County Fire Marshal which evaluates, at a minimum, the needs of the department, the effects on property owners, the effects on insurance grading, and the impacts on adjoining fire districts. The Fire Department shall follow the procedure outlined in the Johnston County Fire Service Station Location Request Policy. The policy is attached as Exhibit 2 of this contract.
- l. Each Fire Department may elect to voluntarily participate in certain services. Each department that provides these services shall be contracted or franchised for the operation of such service, pursuant to the rules set forth by the Johnston County Board of Commissioners. If the Fire Department has chosen to participate in any of these programs, the agreements can be found as Appendices of this contract:

SERVICE	APPENDIX #
Aid Agreement for Fire Protection	A
Medical Services	B
Rescue Services	C
Cardiac Arrest Assistance Agreement	

- 16) This agreement shall become effective the first day of July 2024, and remain in effect until June 30, 2025, subject to the continued legal existence of the District and the Fire Department, and further subject to the termination provisions of paragraph 8 and 18 hereof.
- 17) This agreement may not be transferred or assigned by the Town, nor may the services contracted for herein be sub-contracted to other parties unless approved by the Johnston County Board of Commissioners.
- 18) This contract may be terminated by either party upon advance notification to the other party by certified mail at least sixty (60) days prior to termination.
- 19) Either party may propose an amendment to this agreement by submitting the amendment in writing at least sixty (60) days in advance of the amendment's proposed effective date. Amendments to this agreement must be approved by both the County and the Town prior to becoming effective.
- 20) If any part of this Contract is for any reason held invalid or unconstitutional by any court of competent jurisdiction, that part shall be deemed a separate, distinct and independent provision, and the holding shall not affect the validity of the remaining portions of this Contract.
- 21) This contract is not intended to serve for the benefit of any third party. The rights and obligations contained herein belong exclusively to the entities that are parties hereto and no third party shall rely upon anything contained herein as a benefit to that third party.



- 22) The terms and provisions herein contained constitute the entire agreement by and between the County and the Town and shall supersede all previous communications, representations, or agreements, either oral or written between the parties hereto with respect to the subject matter hereof.
- 23) RELATIONSHIP OF THE PARTIES. The relationship of the parties established by this Agreement is solely that of independent contractors, and nothing contained in this contract shall be construed to (i) give any party the power to direct or control the day-to-day activities of the other; (ii) constitute such parties as partners, joint ventures, co-owners or otherwise as participants in a joint or common undertaking; (iii) make either party an agent of the other for any purpose whatsoever; or (iv) give either party the authority to act for, bind, or otherwise create or assume any obligation on behalf of the other. Nothing herein shall be deemed to eliminate any fiduciary duty on the party of the Fire Department to the County that may arise under the law or under the terms of this Agreement.
- 24) IRAN DIVESTMENT AND DIVESTMENT FROM COMPANIES BOYCOTTING ISRAEL. By signing this agreement Contractor certifies that as of the date of execution they are not listed on the Final Divestment List created by the NC Office of State Treasurer pursuant to NCGS 147 Article 6E, Iran Divestment Act, Iran Divestment Act Certification. Contractor shall not utilize any subcontractor that is identified on the Final Divestment List. Any organization defined under NCGS 147-86.80(2), Divestment from Companies Boycotting Israel, shall not engage in business totaling more than \$1,000 with any company or business that boycotts Israel. A list of companies that boycott Israel is maintained by the NC Office of State Treasurer, pursuant to NCGS 147-86.81(a)(1). Any company listed as boycotting Israel is not eligible to do business with any State agency or political subdivision of the State.
- 25) E-VERIFY. Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if Contractor utilizes a subcontractor, Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.
- 26) NOTICES: All notices or other communications which shall be made pursuant hereto shall be in writing and shall be deemed to be given and received (a) when hand delivered to the address stated below, (b) three (3) days after being mailed to the address stated below, postage prepaid by certified or registered mail of the United States, return receipt requested to the address set forth below:

TO FIRE DEPARTMENT: Town of Smithfield Fire Department
111 S Fourth Street
Smithfield, NC 27577
Attn: Fire Chief

TO COUNTY: Johnston County Emergency Services
Post Office Box 530 (mail)
2875 US-70 BUS (physical)
Smithfield, North Carolina 27577
Attn: Johnston County Fire Marshal

JOHNSTON COUNTY EMERGENCY SERVICES

Kevin Hubbard
Emergency Services Director

120 S. Third Street | PO Box 530 | Smithfield, NC 27577



Main Office Phone: (919) 989-5050 | Fax: (919) 989-5052

With copy to:

County of Johnston
Post Office Box 1049 (mail)
Courthouse 206-B
207 E. Johnston Street (physical)
Smithfield, North Carolina 27577
Attn: County Attorney

- 27) Either party to this Contract may change its designated person or designated address at any time and from time to time by giving notice of such change to the other party in the manner set forth above.



IN TESTIMONY WHEREOF, the County has caused this instrument to be executed by the Chairman of the Board of County Commissioners and attested by the Clerk to the Board of County Commissioners, and **Town of Smithfield** has caused this instrument to be signed in its name by its Mayor, attested by its Clerk, all by the authorization of their respective Boards duly given.

Johnston County Board of County Commissioners

By: _____
Chairman: R.S. (Butch) Lawter, Jr.

Attest:

Clerk

Town of Smithfield
By: _____
Mayor

Attest:

Clerk

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

By: _____
J. Chad McLamb, Finance Officer



Request for Town Council Action

Consent Advisory
Agenda Board
Item: Reappointment

Date: 07/09/2024

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

Issue Statement

The Town Council is asked to consider a reappointment to the Library Board of Trustees

Financial Impact

N/A

Action Needed

The Town Council is asked to consider the reappointment of Connie Barbour to the Library Board of Trustees

Recommendation

Staff recommends approval of this appointment

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Connie Barbour – Board Application



Staff Report

Consent
Agenda
Item

Advisory Board
Reappointment

Board Reappointment

Connie Barbour has submitted an application for consideration to be reappointed to a second term on the Library Board of Trustees.

Current Board vacancies are as follows:

- Appearance Commission – 2 positions
- Board of Adjustment – 2 In-Town position and 1 ETJ Alternate position
- Historic Properties Commission – 3 positions
- Library Board of Trustees – 3 positions
- Parks and Recreation Advisory Commission – 2 positions

From: noreply@smithfield-nc.com
To: [Shannan Parrish](#)
Date: Wednesday, July 3, 2024 10:55:04 AM

Name (Last, First, Middle Initial):

Barbour, Connie

Home Address:

109 Whitley Drive

Business Name & Address:

Wilson's Mills Elementary 4654 Wilson's Mills Rd. Wilson's Mills, NC 27593-0176

Home Telephone:

9199957322

Mobile Telephone:

9199957322

Email:

cabarbour@nc.rr.com

Board which you are submitting an application:

Library Board of Directors

Interests and Skills:

I am a licensed NC elementary teacher. In my spare time, I enjoy reading, crafting, and spending time with my family.

Recent Job Experiences:

I am a 2nd grade teacher at Wilson's Mills Elementary.

Civic or Service Organization Experience:

I have served in my church, including Vacation Bible School Director.

Previous Town Board Experience:

Appearance Committee - 3 years

Current Board/Committee Service:

Library Trustee - 3 years

Why are you interested in serving on this Board/Commission/Committee?

Serving as a Library Trustee gives me an opportunity to contribute to my community. I am an avid reader and am passionate about encouraging people to read. In addition to being "the place where all the books are," the library further provides programs and other services to the community. I want to continue being a part of this great institution.

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

NO

If "YES" to above question, please explain in the box below:

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?

NO

If "YES" to above question, please explain in the box below:

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.

Connie Barbour

***** Email Details *****

From IP address: 75.190.31.181

Submitted date: 7/3/2024 9:57:09 AM ID: 736



Staff Report

Consent
Agenda
Item: New Hire / Vacancy Report

Background

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

In addition, please find the following current vacancies:

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Equipment Operator	PU – Streets	10-30-5600-5100-0200
Facility Maintenance Specialist	PW – Appearance	10-60-5500-5100-0200
Human Resources Director	General Government	10-10-4000-5100-0200
		30-71-7220-5100-0200
		31-72-7230-5100-0200
Meter Reader	PU – Customer Service	31-72-7230-5100-0200
Police Officers	Police	10-20-5100-5100-0200
Sanitation Worker	PW – Sanitation	10-40-5800-5100-0200

Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 2023-2024 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Electric Line Technician (2)	PU – Electric	31-72-7230-5100-0200	\$23.42/hr. (\$48,713.60/yr.)
Firefighter II	Fire	10-20-5300-5100-0200	\$20.55/hr. (\$44,881.20/yr.)
Meter Technician	PU-Customer Service	31-72-7230-5100-0200	\$19.08/hr. (\$39,686.40/yr.)
Part-Time Athletic Staff (3)	P&R – Recreation	10-60-6200-5100-0210	\$10.00/hr.
Part-Time SRAC General Staff(2)	P&R – Aquatics	10-60-6220-5100-0210	\$12.00/hr.
Part-Time SRAC Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$13.00/hr.
Part-Time SRAC Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$15.00/hr.
Part-Time SRAC Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$16.00/hr.
Police Sergeant	Police	10-20-5100-5100-0200	\$31.07/hr. (\$69,472.52/yr.)
Pump Station Mechanic	PU – Water/Sewer	30-71-7220-5100-0200	\$19.59/hr. (\$40,747.20/yr.)
Utility Line Mechanic (2)	PU – Water/Sewer	30-71-7220-5100-0200	\$17.37/hr. (\$36,129.60/yr.)
Zoning/Code Enforce. Officer	Planning	10-10-4900-5100-0200	\$25.00/hr. (\$52,000.00/yr.)
		31-72-7230-5100-0200	

Business Items





Request for Planning Board Action

Business
Agenda CZ-23-01
Item:
Date: 07/09/2024

Subject: Buffalo Road Subdivision- Conditional Zoning Map Amendment
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Business Item

Issue Statement

Adams and Hodge Engineering, PC, is requesting a conditional rezoning of 138.63 - acres of land from R-8, R-10 and R-20A to R8-CZ with a master plan for a planned development consisting of ~~222~~ 170 single-family lots.

Financial Impact

If constructed, the development will add **to the town's tax base.**

Action Needed

The Town Council is respectfully requested to review the conditional zoning request and decide whether to approve, approve with conditions, or deny it.

Recommendation

Planning Staff recommends approval of the conditional zoning request, CZ-23-01, with 12 conditions with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans and that the request is reasonable and in the public interest.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Consistency Statement
3. Application
4. Revised narrative
5. Master Plan (Revision date - June 14, 2024) - **Separate Attachment**



Staff Report

Business
Agenda CZ-23-01
Item:

REVISED SUBMITTAL SUMMARY FOR JULY 9 TOWN COUNCIL:

On January 23, 2024, the Town Council held a public hearing and tabled the decision after recommending the developer revise the subdivision plans. The Council tabled the item at the April, May and June **meetings at the developer's request to provide additional** time to make changes. The master subdivision plan includes the following changes:

- Reduced number of proposed lots from 222 to 170.
- Minimum lot size is increased from 4,200 sf to 5,500 sf.
- Minimum lot width is increased from 42 feet to 55 feet
- Minimum side yard setback has increased from 5 feet to 6 feet
- **The open space along Buffalo Road was 70' deep, now 60'**
- All lots will be maintenance free, maintained by HOA.
- Architectural Standards have been revised:
 - All siding being comprised of fiber cement with at least 2 of the following:
 - Lap, shake, board and batten, or masonry.
 - Windows facing streets must have decorative header, overside trip or shutters.
 - Minimum 1-car attached garage with decorative header or oversized trim.
- 3 parking spaces per dwelling with 94 overflow parking spaces.
- Open Space amenities: 104.37 acres of open space with roughly 2 acres of active open space with bocce ball, dog park, open play areas and 3,383 lineal feet of **walking trails connected to the Town's greenway.**
- Public dedication of the open space appears to have been withdrawn

Note: The following Report has been updated showing deletions (strikethroughs) and additions (double underlining).

REQUEST:

Adams and Hodge Engineering, PC, is requesting a conditional rezoning of 138.63 -acres of land from R-8 (Single, Two and Multi-family), R-10 (Single Family) and R-20A (Residential-Agriculture) to R8-Conditional Zone with a master plan for a planned development consisting of ~~222~~ 170- single-family lots.

PROPERTY LOCATION:

1200 and 1176 Buffalo Road (East side of Buffalo Road approximately 2000 feet north of its intersection with Hospital Road).

APPLICATION DATA:

Applicant: Adams and Hodge Engineering, PC.
 Project Name: Buffalo Road Subdivision
 Parcel ID: 14A03005
 Property Owners: Guy and Ross Lampe
 Acreage: +/- 138.63
 Present Zoning: R-20A/R-8/R-10
 Proposed Zoning: R8-CZ
 Town/ETJ: Town
 Existing Use: Mostly woods, wetlands and some former home sites.
 Proposed Use: Single-family residential
 Fire District: Smithfield
 School Impacts: Additional students
 Parks and Recreation: Dedication of public trail and +/- 58 Acres open space east of Buffalo Creek Greenway
 Water and Sewer Provider: Town of Smithfield
 Electric Provider: Town of Smithfield
 New roads: +/- 7,421 linear feet
 Proposed Sidewalk: +/- 15,116 linear feet
 Proposed Trail: +/- ~~3,324~~ 3,383 linear feet
 Proposed Density: ~~1.57~~ 1.23 d.u.a.
 Minimum Proposed Lot Size: ~~4200~~ 5,500 sq. ft. (~~42'~~ **55' x 100'**)

ADJACENT ZONING AND LAND USES:

(see attached map)

	Zoning	Existing Land Uses
North	R-10 and O/I	Radio Station and Single-family residential
South	R-20A	Vacant woodland
East	R-10/R-20A	Single family residential
West	R-20A	Residential/Agricultural.

NEIGHBORHOOD MEETING:

The developer held a neighborhood meeting prior to making formal application. The meeting was well attended. The neighbors:

- Were nearly unanimously opposed to the road connection to Parkway Drive.
- Have concerns about the small lots especially up against Bradford Park.
- Wanted more buffer between Bradford Park and the new development.
- Had concerns about drainage and that the development might worsen the already poor drainage in their back yards.
- Had concerns about potential cut through to Buffalo Road through Bradford Park and speeding (in previous proposal with a direct road connection to Bradford Park).

- Have concerns about increased traffic congestion on Buffalo Road and adjacent roadways because of new development.

EXISTING CONDITIONS/ENVIRONMENTAL:

The property consists of woodland and wetland areas, 500-yr and 100-yr floodplain, and a buffered blueline stream.

MASTER PLAN/ANALYSIS:

- Comprehensive Land Use Plan. The comprehensive plan guides this property for medium density residential, therefore the R-8 CZ zoning is appropriate.
- Development Phasing. No phasing has been proposed at this time, but would be required with a subdivision plat.
- Site Access and Traffic.
 - The development plans show access to Buffalo Road at two locations with approximately 620 feet between them. The nearest intersection is Holland Drive, approximately 415 feet to the north. Buffalo Road is state maintained roadway and all proposed access points will require NCDOT approval and compliance with state design criteria to include spacing requirements, turn lanes or other traffic controls.
 - With the future subdivision application, a Traffic Impact Study will be required.
 - The development **provides a 20' emergency service trail between** Parkway Drive and the Street A cul-de-sac that will meet Fire Code. The trail will be constructed to handle heavy fire trucks and will have locking barriers to prevent unwanted vehicle access at both ends of the trail. The UDO Section 10.111 requires a road connection to Parkview Drive.
 - The development plans shows a stub road to the 75-acre parcel to the south, owned by MAC 2008 LLC (Tax ID 14A03007) where there is roughly 30-acre of developable area.
 - The development plans show Street F that will provide future access to the 4-acre Johnson Broadcast Ventures LTD (Tax ID 14075035) property. Street F terminates with a hammerhead meeting fire code apparatus turn-around requirements that also provides access to a 1-acre (triangular shaped) land-locked parcel (Tax ID 14K09007).
- Streets and Right-of-Way Design.
 - All of the roads will have **60' wide public rights-of-ways**.
 - **Streets A & B are proposed to be 31' wide B/B with sidewalks on both sides of the road.** The recommended minimum street standard in the draft Standard Details and

Specifications Manual is 27' wide B/B with a sidewalk on one side, so these streets exceed the Town's standards.

- The remaining streets **are proposed to be 27' wide B/B with sidewalks on both sides.** This follows the draft Standard Details and Specifications Manual but with sidewalks on both sides rather than just one.
- The cul-de-sac on Street A will have a **48'** radius meeting fire code.
- Buffalo Road is currently a rural road design with ditches. Staff recommends the frontage along Buffalo Road have an urban design with curb and gutter and underground drainage acceptable to NCDOT.
- Streets A and B will have additional right-of-way width at the intersection with Buffalo Road.
- The developer is proposing valley curbs rather than standard curb and gutter. This is a deviation from standards.
- The developer is proposing stop signs at intersections for traffic calming.
- Lots and Setbacks.
 - The R-8 **minimum lot size is 8,000 sq. ft. (70' wide street frontage).** The proposed R8-CZ minimum lot size is ~~4,200~~ 5,500 sq. ft (~~42'–55'~~ wide street frontage). This represents nearly a ~~48%~~ 31% reduction in lot area and ~~40%~~ 21% reduction in lot frontage.
 - The R-8 **minimum setbacks are: 30' front, 10' side, and 25' rear.** The proposed R-8 CZ **setbacks are: 18' front (garages 25'), 5' 6' side, and 12' rear and corner side 18'.**
 - The proposed 12' rear setback limits space for patios or sheds.
 - 25' setback is large enough for most large pickups to fit in the driveway.
 - ~~● The development plans show slightly larger lots on the back of the cul-de-sac. The 5 larger lots are 0.15 acres in size, or 6,534 sq. ft. in area.~~
- Utilities. Water, Sewer and Electric will be Town of Smithfield. Utilities will not likely be available for the project until spring of 2025.
- Landscaping and Buffering.
 - A Standard Street yard, **berm with 6'** fence is proposed along Buffalo Road in the common open space. The lots are setback ~~70'~~ 60' feet from the right-of-way. There is ample room to provide a large berm in this area to screen the backs of the future homes and yards. The developer has provided details of each in the plan set. This is consistent with what has been approved for other developments with conditional zoning.
 - Street trees are shown in accordance with the landscape ordinance.
 - ~~Existing trees will provide the buffer adjacent to existing development where applicable. Where additional buffer is needed, a A Standard Type A buffer is proposed~~

along the adjacent Bradford Park properties in a 10' deep open space, except where existing trees meet the buffer requirements.

- The developer proposes additional landscape enhancements at the entrances from Buffalo Road.
- **Homeowner's Association** (HOA) /Amenities.
 - A HOA will own and maintain the open space and amenities which include: stormwater ponds, internal trails, parking, ~~pickleball~~ bocce court, mail kiosk and street yard buffers.
 - All lots will be maintained by the HOA.
 - A proposed trail will connect Buffalo Road to the Buffalo Creek Greenway through the development.
 - The mail kiosk is located adjacent to a parking lot that also serves the ~~pickleball~~ bocce courts.
 - The storm ponds will be aerated.
- Parking.
 - The master plan note indicates there will be 3 parking spaces per dwelling and 94 overflow spaces. This exceeds the UDO requirement of 2 spaces per dwelling unit.
 - Each lot will provide parking for 3 vehicles, 2 in the driveway with one or two stall **garages that will be a minimum of 12' x 20' or 20' x 20', large enough to fit one or two standard sized vehicles.**
 - Overflow parking is located within 2 parking lots and in street bump-outs dispersed at various locations in the development.
- Stormwater Management. The developer has shown 2 stormwater ponds in the open space that will be maintained by the HOA.
 - The plans call for a maximum impervious of 50% per lot.
 - The developer plans on aerating the ponds to help with mosquito control.
- Subdivision Signs. The Masterplan shows locations for 2 ground mounted subdivision signs at the entrances from Buffalo Road.
- Architectural. The developer has provided example elevations of homes and a standard lot detail. ~~The homes will have vinyl siding, shingles, shutters and architectural trim details. Corner lots will incorporate the same details as fronts.~~ Written architectural standards include:
 - All siding being comprised of fiber cement with at least 2 of the following:
 - Lap, shake, board and batten, or masonry.
 - Windows facing streets must have decorative header, overside trip or shutters.
 - Minimum 1-car attached garage with decorative header or oversized trim

The standards do not mention architectural details for corner lots. Additional requirements for windows, porches or other on corner lots should be included so that there are not blank walls facing the public right of way.

Homes will be between 1300-2600 sq. ft. in size and the sale price is expected to be around \$300-350,000.

- Deviations from UDO. With conditional zoning, there is an opportunity for the developer and the Town to agree to deviations from the R8 Zoning and Subdivision Requirements. The developer is requesting the following deviations:

Standard	R-8 Zoning/Subdivision Requirements.	Proposed
Setbacks	<ul style="list-style-type: none"> • Front=30' • Corner side = 15' • Side=10' • Rear = 25' • Cornerside = 30' 	<ul style="list-style-type: none"> • Front Home=18' • Front Garage = 25' • Side = 5' 6' • Rear = 12' • Cornerside = 18'
Min. Lot Size	• 8,000 sq. ft.	• 4,200 5,500 sq. ft.
Lot Frontage	• 70 feet	• 42 55 feet
Curbing	• 6" Standard curb & gutter	• Valley curb
Lateral Connection	• Required connection to Parkview Drive	• 20' wide trail meeting Fire Code

- Proposed Standards Exceeding UDO Requirements.

Standard	R-8 Zoning/Subdivision Requirements	Proposed
Parkland Dedication	• Fee in Lieu	• Public trail from Buffalo Road to greenway.
Sidewalks	• One side of subdivision streets	• Both sides of subdivision streets
Streetyard Buffer	• Standard 15' Streetyard on Buffalo Road	• Standard 15' Streetyard , berm and fence and +/- 60 feet open space
Site Amenities	• None required	<ul style="list-style-type: none"> • +/- 3,383 lin. ft. of trail • Bocce court
Parking	• 2 spaces per lot	• + 3 spaces per lot/94 accessory
Lighting and Street Signs	• No specification	• Providing decorative lighting
Entrance landscaping	• Streetyard	• Enhanced landscaping at entrances.
Pond Aeration	• None required	• Aeration to help mosquito control

Maintenance Free Development	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • All yard maintenance is maintained by HOA
Looped watermain & extra fire hydrant	<ul style="list-style-type: none"> • Per Code 	<ul style="list-style-type: none"> • Adding hydrant by Greenway, looping water main with Bradford Park and oversizing if feasible.
Street Width	27' B/B	<ul style="list-style-type: none"> • 31' B/B (Streets A & B)

CONSISTENCY STATEMENT:

With the approval of the rezoning, the Town Council is required to adopt a statement describing whether the action is consistent with the adopted comprehensive plan and other applicable adopted plans and that the action is reasonable and in the public interest. Planning Staff considers the action to be inconsistent and not reasonable because of the lot sizes and lack of road connection to Bradford Park. The Planning Board recommended approval with the following:

- Consistency with the Comprehensive Growth Management Plan – *the development is consistent with the comprehensive plan.*
- Consistency with the Unified Development Code – *the property will be developed in conformance with the UDO and its conditional zoning requirements.*
- Compatibility with Surrounding Land Uses - *The property considered for rezoning will be compatible.*

RECOMMENDATION:

Staff recommends the Town Council approve the conditional rezoning, CZ-23-01, with the following 12 conditions:

1. That the future preliminary plat and development plans for the subdivision be in accordance with the approved Master Plan, R-8 Zoning District, and UDO regulations with the with the following deviations (this is a standard condition added):

Standard	R-8 Zoning/Subdivision Requirements.	Proposed
Setbacks	<ul style="list-style-type: none"> • Front=30' • Corner side = 15' • Side=10' • Rear = 25' • Cornerside = 30' 	<ul style="list-style-type: none"> • Front Home=18' • Front Garage = 25' • Side = 5' <u>6'</u> • Rear = 12' • Cornerside = 18'
Min. Lot Size	<ul style="list-style-type: none"> • 8,000 sq. ft. 	<ul style="list-style-type: none"> • 4,200 <u>5,500</u> sq. ft.
Lot Frontage	<ul style="list-style-type: none"> • 70 feet 	<ul style="list-style-type: none"> • 42 <u>55</u> feet
Curbing	<ul style="list-style-type: none"> • 6" Standard curb & gutter 	<ul style="list-style-type: none"> • Valley curb
Lateral Connection	<ul style="list-style-type: none"> • Required connection to Parkview Drive 	<ul style="list-style-type: none"> • 20' wide trail meeting Fire Code

2. The driveway aprons to the parking lot and residential lots should conform to **the town's** standard details.
3. Provide written architectural standards for corner lots with windows, porches or other architectural features.
4. Provide concrete curb and gutter along Buffalo Road with NCDOT approval.
5. Provide decorative street lighting and street signs throughout the development.
6. Enhance the landscaping at the development entrances onto Buffalo Road
7. Dedicate the land east of the Buffalo Creek Greenway for parkland.
8. Provide aeration of the wet (stormwater) ponds to assist with mosquito control.
9. **Loop the watermains with the Bradford Park neighborhood (upside to an 8" line if feasible)**
10. provide a fire hydrant beyond the cul-de-sac on the greenway for fire protection.
11. Provide **standard 6" curb and gutter** throughout the development.
12. **Provide a 6' high screening fence** along the Bradford Park boundary.

RECOMMENDED MOTION:

"Move to approve zoning map amendment, CZ-23-01, with 12 conditions of approval, finding the rezoning consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public **interest.**"

**THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
ZONING MAP AMENDMENT CONSISTENCY STATEMENT
BY THE SMITHFIELD TOWN COUNCIL
CZ-23-01**

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 RECOMMEND THE ORDINANCE IS ADOPTED,

That the Town Council recommendation regarding text amendment CZ-23-01 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 RECOMMEND THE ORDINANCE FAILS,

That the final recommendation regarding zoning map amendment CZ-23-01 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

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



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

REZONING APPLICATION

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

Name of Project: Buffalo Road Acreage of Property: 138.63c
Parcel ID Number: 260412-06-3802 Tax ID: 14A03005
Deed Book: 6360 Deed Page(s): 474
Address: 1176 Buffalo Road, Smithfield, NC 27577
Location: On the right side of Buffalo Road, about 1/3 miles north of Hospital Road

Existing Use: Mostly vacant with a few single-family dwellings Proposed Use: Single-family

Existing Zoning District: R-20A

Requested Zoning District R-8 CZ

Is project within a Planned Development: Yes No

Planned Development District (if applicable): _____

Is project within an Overlay District: Yes No

Overlay District (if applicable): _____

FOR OFFICE USE ONLY

File Number: _____	Date Received: _____	Amount Paid: _____
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OWNER INFORMATION:

Name: Guy and Ross Lampe
Mailing Address: PO Box 608, Smithfield, NC 27577
Phone Number: _____ Fax: _____
Email Address: _____

APPLICANT INFORMATION:

Applicant: Adams and Hodge Engineering, PC
Mailing Address: 314 E. Main Street, Clayton, NC 27520
Phone Number: 919-243-1332 Fax: N/A
Contact Person: Amy Stancil
Email Address: info@adamsandhodge.com / amy@adamsandhodge.com

REQUIRED PLANS AND SUPPLEMENTAL INFORMATION

The following items must accompany a rezoning application. This information is required to be present on all plans, except where otherwise noted:

- A map with metes and bounds description of the property proposed for reclassification.
- A list of adjacent property owners.
- A statement of justification.
- Other applicable documentation: _____

STATEMENT OF JUSTIFICATION

Please provide detailed information concerning all requests. Attach additional sheets if necessary.

The Buffalo Road Subdivision is a +/- 138.63 acre site proposing 217 single-family lots. The roads are designed with collector streets and residential streets. There is overflow parking in locations scattered along most of the subdivision streets with 2 parking areas located within the proposed site. There are three (3) proposed entrances, two (2) main entrances off Buffalo Road and the third entrance is an extension of Parkway Drive from Bradford Park Subdivision. The proposed subdivision will include extensive open space areas incorporating a pickleball court, a tot lot, open play areas and extensive walking trails designed to connect to the Town of Smithfield's Green way trail system. The proposal of public sewer is connecting to the Town's existing sewer system that is located on site, adjacent to the Town of Smithfield's greenway trail. Public water is available via an extending 12" water main along Buffalo Road.

APPLICANT AFFIDAVIT

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

Amy Stancil

Print Name



Signature of Applicant

6/30/2023

Date



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

OWNER'S CONSENT FORM

Name of Project: Buffalo Road Submittal Date: 6/30/2023

OWNERS AUTHORIZATION

I hereby give CONSENT to Adams & Hodge Engineering, P.C. (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.

Sagan Lampe 6/27/2023
 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.

AMY STANICIC 6/30/2023
 Signature of Owner/Applicant Print Name Date

FOR OFFICE USE ONLY

File Number:	Date Received:	Parcel ID Number:
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BUFFALO ROAD SUBDIVISION

PROJECT NARRATIVE

The plan for the Buffalo Road Subdivision promotes a neighborhood form established by a relaxed grid defined largely by the existing wetlands and road connection. This pattern establishes a hierarchy of neighborhood streets and sidewalks which support a pedestrian friendly environment adapted to the landform. This is a +/- 138.63 acre parcel consisting of +/- 170 single family lots.

Throughout the development are large open space areas incorporating active areas such as pavilion shelter with a fireplace, bocce ball courts, a dog park, open play areas, and extensive walking trails with a connection to the Town of Smithfield Greenway Trail.

Contacts

Engineering Firm: Adams & Hodge Engineering, P.C.

Address: 314 E Main Street
Clayton, NC 27520

Phone Number: 919-243-1332

Email address: info@adamsandhodge.com

Owner: Guy & Ross Lampe

Address: PO Box 608
Smithfield, NC 27577

Phone Number: Sagan Lampe 919-631-9524

Email address: sagan@vestaenterprises.com

Surveyor: Stokes Surveying & Mapping, PLLC

Address: 1425-105 B Rock Quarry Road
Raleigh, NC 27610

Phone Number: Mike Stokes, 919-971-7897

Email address: mike@stokes-surveying.com

Site Data

NC Pin: 260412-06-3802

Tax ID: 14A03005

Parcel Size: 138.63 acres/6,038,914 sf

Parcel Zoning: R-20A

General Information

Name: Buffalo Road

Parcel Size: 138.63 acres/6,038,914 sf

Proposed Lots: 170 Lots (Single-Family)

Proposed Density: 170 lots/138.63 acres = 1.23 units/acre

Proposed Impervious Area of Total Site: 22.78 acres/ 992,198 sf/16%

Proposed Open Space: 104.37 acres/4,546,174 sf

Proposed Rights of Way: 10.30 acres/448,861 sf

Proposed Infrastructure

No phasing is proposed at this time.

Proposed Roadways: There are three (3) proposed entrances to the proposed subdivision. This includes two (2) main entrances off Buffalo Road and a third, secondary entrance, through the existing Bradford Park subdivision which will be a 20' fire and emergency access road with bollards.

The proposed Typical Collector Street has 60' Proposed Public Right of Way, 31' back of curb to back of curb, and sidewalks on both sides of all collector streets.

The proposed Typical Residential Street has 60' Proposed Public Right of Way, 27' back of curb to back of curb, and 5' sidewalks on both sides of all residential streets.

The proposed pedestrian system will include approximately 15,058 linear feet of sidewalks, including the proposed sidewalk adjacent to Buffalo Road, and 3,383 linear feet of walking trails. The walking trails are to be 10' wide with connections to the Town of Smithfield Greenway Trail.

Parking: Per the Town's UDO, the required parking for a single-family residential subdivision is 2 spaces per dwelling. 170 dwellings require 340 parking spaces. There are 604 proposed parking spaces within this subdivision, which is 264 spaces more than required per Town's ordinance. Each dwelling will have a minimum of a 1 car garage with a 2-car parking pad, providing at least 3 spaces per dwelling. There is overflow parking of +/- 94 spaces located and scattered along most of the subdivision streets and within the CBU parking area off street 'B'.

Mail Kiosks: The mail kiosks are located close to the second entrance, adjacent to a proposed parking area with at least one ADA space. The parking lot will also accommodate parking for use of active open space areas.

Public Sewer: The estimated wastewater flow is 61,200 gallons per day. There are +/- 7,194 linear feet of proposed sewer main extensions, connecting to the Town's existing sewer system that is located on site, adjacent to the Town of Smithfield's greenway trail to the east of the proposed project. Prior to construction, the system shall be approved by the Town's Engineering Department in accordance with the general guidelines and regulations of the Town and permitted by the State.

Public Water: Public water is available via an existing 12" water main along Buffalo Road. There are +/- 7,665 linear feet of proposed waterline. Connections to the existing 12" main shall be made and extended throughout the development. The level of inner connectivity shall provide for adequate domestic water as well as appropriate fire protection flow. Prior to construction, the system shall be approved by the Town's Engineering Department in accordance with the general guidelines and regulations of the Town and permitted by the State.

CONCERNS

There may be concern with adjacent property owners for the location of the proposed subdivision. However, this concern is mitigated by the 10' Class 'A' landscape buffer proposed internally along the boundary of all adjacent properties. There is also passive open space along with the 10' Class 'A' landscape buffer behind the property owners in the Bradford Park subdivision, giving more separation from the lots within the proposed subdivision.

OPEN SPACE

+/- 104.37 acres of open space is proposed for this subdivision. Within the +/- of 104.37 acres, there will be +/- 2.05 acres of active open space including a bocce ball court, dog park, open play areas as well as extensive walking trails which will connect to the Town of Smithfield's Greenway trail. Maintenance of the open space areas will be the responsibility of the HOA.

CONDITIONS FOR APPROVAL

Deviation from Town's minimum UDO requirements:

- Lot Setbacks: Front 18 ft
 - Sides 6 ft
 - Side Streets 18 ft
 - Rear 12 ft
- Minimum Lot Area: 5,500 sf
- Minimum Lot Frontage: 55 ft
- All garages are a minimum of 25' from the back of sidewalk.
- Collector Street with 60' Right of Way to have 31' back of curb to back of curb.
- Any proposed landscape plant materials that cannot be planted in proposed locations shown on the plans due to conflicts with utilities, pavements, structures, or other existing plant materials will be planted in the proposed open spaces shown on the plans. It is the intent of the landscape plan to plant all required quantities of plant material within the boundary of the subdivision.

Improvement that exceeds Town's minimum UDO requirements:

- Sidewalks on both sides of all streets.
- Arterial Street Frontage +/- 50' Perimeter Buffer, including the 15' planting strip.
- +/- 104.37 acres of open space
- +/- 3,383 lf of walking trails with connection to existing Town of Smithfield's Greenway Trail
- Minimum parking (3) spaces for each dwelling.
- Specified locations for overflow parking. (+/- 94 spaces)
- Maintenance free community thru HOA.

Architectural Standards

- **Foundations**
 - Slab Foundations
- **Siding**
 - All siding must be Hard Siding
 - Must have a minimum of (2) two of the following:
 - Lap Siding
 - Shake Siding
 - Board and Batten Siding
 - Masonry
- **True Street Facing Windows**
 - Must have one of the following:
 - Decorative Header
 - Oversized Trim
 - Shutters (Where space allows.)

- **Garage**
 - Must have an attached garage.
 - Must have a minimum of (1) one of the following:
 - Decorative Header
 - Oversized Trim
- **Roof**
 - Must have a minimum of (1) one of the following:
 - Asphalt Shingles
 - Metal allowed as an accent roof over window bay, or porch.

JUSTIFICATION THAT PROPOSAL WILL NOT PLACE BURDEN ON SURROUNDINGS

The distribution of traffic has been given much consideration when laying out the site's access point to serve the subdivision. Considerations were given to simplifying the traffic pattern in order to focus on safety by adding two (2) entrances in the vicinity of Buffalo Road and a third entrance for a 20' fire and emergency access with bollards at the end of Parkway Drive, which will connect to Street 'A' of the proposed subdivision. Care has been exercised in the subdivision to protect the environment by prudent use of buffers and landscaping. The public's safety and health have been addressed by providing public water and sewer that meet the Town and State requirements. The road system is so designed as to be safe for pedestrians and vehicles alike by providing adequate separation, traffic control and lighting, along with proposed stubs to the adjacent parcels on Streets 'D' and 'F' for future connections. Site grading and stormwater control measures will be designed to meet Town and State standards. Furthermore, the stormwater from the site will be properly directed downhill and away from the Bradford Park neighborhood. The public's health and welfare are further addressed by the proposed subdivision providing passive and active recreation opportunities offsite utilizing municipal recreation facilities via recreation assessment fees.

DEVELOPMENT SCHEDULING

If the project is approved, the construction drawings will begin as soon as we have planning approval. After construction drawing approval and all other permits have been successfully acquired, the subdivision construction will begin immediately.



Request for Town Council Action

Business Agenda Item: Economic Strategic Plan Update
Date: 07/09/2024

Subject: Smithfield Economic Development Strategic Plan Update
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Business item

Issue Statement

To review and adopt the Smithfield Economic Development Strategic Plan Update

Financial Impact

N/A

Action Needed

To review and adopt the Smithfield Economic Development Strategic Plan Update

Recommendation

Staff respectfully requests the Town Council review and adopt the Smithfield Economic Development Strategic Plan Update

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Smithfield Economic Development Strategic Plan Update



Staff Report

Agenda Item: Economic Strategic Plan Update

Overview:

The Town last updated its Economic Development Strategic Plan in 2014 with the assistance of Sanford Holshouser. The plans recommendations included:

1. Mount an External Marketing Campaign
2. Focus on Johnston Community College (leveraging programs and operations)
3. County Seat - survey county workers and develop a marketing strategy based on survey results.
4. **Smithfield's** Diverse Population - establish a diversity advisory committee to assist with marketing goods and services to these populations.
5. Active Faith Community – collaborate with faith community to address needed goods and services.
6. Retirement Development – explore certified retirement community designation from the NC Dept. of Commerce. Conduct a best practices analysis to identify needs, services.
7. Residential Development – focus on upscale housing.
8. Amusement/Entertainment Development.
9. Retail Development – Perform a gap analysis to ID retail needs, identify retail sites, and consider incentives.
10. Lack of Vision/Non-Proactive Leadership – Appoint an Economic Development Steering Committee to lead economic development activities in the town.
11. Town Image – Focus on branding.
12. Incentives –
13. Beautification/Gateways –
14. Existing Business and Industry Support - Existing Industry Outreach Program (BRE)
15. Population Decline – create a Citizens Advisory Board to attract residents in age categories 25-34 and 35-54 to combat a decline in these categories.
16. Public Education – focus on the needs of the schools

The Town has addressed and made progress with some of these recommendations including having prepared marketing materials for distribution, focused on partnering with the community college for training associated with the police, fire and electrical linemen, focus on housing, branding (Wayfinding Signage), offering incentives for industrial, conducted BRE, and focus on public schools.

That plan is ten years old and much has changed. The town has experienced significant residential growth and several new hotels and other commercial developments, the pandemic altered the retail and office market and supply chains, and more. Staff saw the need for a Plan update of the plan and took advantage of an opportunity with Electricities to have their consultant, Creative Economic Development Consulting, LLC, prepare an update to the plan.

The Updated Plan:

Working with an 8 member stakeholder group, interviews of business people in town, an online survey, a SWOT Analysis, a public meeting and by conducting economic and demographic research the consultant took a fresh look at the town and used an asset-based approach to strategic planning **to create goals, strategies, and action steps around the town's assets and future opportunities.** The Plan strategies for attracting and growing jobs in Smithfield, leveraging and improving amenities and appearance of the town to strengthen the community and brand, building the community and quality of life through placemaking, and developing and investing in infrastructure to support continued growth of population and businesses.

Goals.

- Grow jobs for Smithfield through attraction, business expansion, small business development and startup support
 - Strategies include investing in an economic development program, sites and buildings, relationships with employers and allies, and supporting small businesses and startups.
- **Build Smithfield's sense of community and quality of life** with amenities, placemaking and beautification
 - Strategies include external and internal communications, developing amenities, **promoting downtown, fostering community champions, and improving the town's appearance.**
- Plan for and develop the infrastructure necessary for quality of life and continued growth in Smithfield
 - Strategies include developing small area plans and investing in utility capacity and long-range planning.



Economic Development Strategic Plan



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Executive Summary

Smithfield has many building blocks for terrific economic progress including an enviable location in North Carolina's Triangle Region, excellent transportation assets including I-95 access, and projected steady growth of both population and commercial development. As Smithfield navigates the transition from small rural town to growing suburban location, the town will need to execute on a shared vision for growth that preserves the elements of the community treasured by current residents while working to attract future residents and business.

This economic development strategic planning process was sponsored by Electricities of N.C., Inc., as a service to its member communities. Electricities knows that companies and people invest in communities that invest in themselves. This strategic plan can guide Smithfield to make strategic investments that will result in a stronger, more sustainable economy. Electricities can be a partner in these investments with a variety of economic development programs to support members' economic development priorities.

The strategic planning process included community engagement by way of interviews, community meetings and online surveys, SWOT Analysis, and economic and demographic research. An asset-based approach to strategic planning was used, building goals, strategies, and action steps around the town's assets and future opportunities. An implementation plan is included to suggest priorities and sequencing for the many strategies and tactics developed here.

The Economic Development Strategic Plan outlines strategies for attracting and growing jobs in Smithfield, leveraging and improving amenities and appearance of the town to strengthen the community and brand, building the community and quality of life through placemaking, and developing and investing in infrastructure to support continued growth of population and businesses. The economic development goals, strategies, and action steps are summarized on the next page; however, we encourage a full read of this report to understand the context of the strategic plan.

The key to success is developing a small group of leaders and citizens who are passionate about revitalizing the community and share a vision for the future. Through this planning process and other town efforts, Smithfield has rallied community champions around a vision and is ready for implementation.



Economic Development Strategic Plan Summary

The Smithfield community ranked growing jobs, investing in downtown, and long-range planning as the top economic development strategies. Citizens want to see these strategies result in local job creation, continued activity and improvement in downtown, more amenities for residents, and clear plans for the growth that is slated to come to Smithfield. Throughout engagement, citizens talked about the need to balance rapid residential growth with commercial development so retail sales are not leaked to neighboring communities. There is also the need for employment centers, so people do not have to out-commute for work.

The strategic plan includes three broad goals to meet the vision for Smithfield. The first goal relates to job creation and includes a wide range of business development, attraction, and retention to reach that goal. This includes additional resources and capacity for execution, creating strategies for assuring there are appropriate sites and buildings available for business expansion. and that land use patterns are planned and vetted in advance. The second goal supports connecting and strengthening the Smithfield community while improving its image and appearance for residents and visitors. The third goal addresses the need to plan for infrastructure to support the desired growth patterns. These three goals together form an effective approach to building on the foundations for growth already established in Smithfield, while anticipating future needs and making sure opportunities are not missed.

- ◎ **Grow jobs for Smithfield** through attraction, business expansion, small business development and startup support
 - Strategies include investing in an economic development program, sites and buildings, relationships with employers and allies, and supporting small businesses and startups.
- ◎ **Build Smithfield’s sense of community and quality of life** with amenities, placemaking and beautification
 - Strategies include external and internal communications, developing amenities, promoting downtown, fostering community champions, and improving the town’s appearance.
- ◎ **Plan for and develop the infrastructure necessary** for quality of life and continued growth in Smithfield
 - Strategies include developing small area plans and investing in utility capacity and long-range planning.

SWOT Analysis – Overall Summary Page

A SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis is foundational to an asset-based approach to economic development planning. We used input from the Steering Committee, citizen input sessions, business and community survey, and interviews with community leaders to compile the SWOT analysis. This wide range of input helped us understand the assets and challenges, as well as emerging opportunities for Smithfield and the region.

Smithfield is flush with assets and opportunities for moving forward, including its enviable position adjacent to Wake County, location in fast-growing Johnston County, and access to Interstate 95. Investing in these assets and opportunities will generate economic growth. There are issues that need attention on the weaknesses side as well. Many outdated images and impressions of Smithfield remain, and a lack of unified planning may dampen opportunities for growth and capital investment.

Strengths

- Location
- Johnston County Airport
- Vibrant downtown
- Small town charm
- River
- Affordability
- Parks & greenway
- Major highways
- Smithfield Recreation & Aquatic Center
- Johnston County Community College

Weaknesses

- Appearance
- Unwilling landowners
- Water & sewer Infrastructure
- Lack of shared vision for growth
- Lack of available industrial property
- Inconsistent code enforcement
- Negative historic perceptions

Opportunities

- Expand & Improve Wayfinding
- Strengthen town economic development
- Improve communications
- Leverage I-95 location
- Plan for new residential and industrial sites
- Improve code enforcement
- Develop small area plans for shared vision

Threats

- Lack of water & sewer capacity
- Empty buildings; deteriorating sites
- Lack of town unity/identity
- Deteriorating commercial sites
- Lack of new jobs coming to Smithfield
- Limited properties ready and available
- Perception of safety

SWOT Analysis Details: Strengths

The foundation and first step in a SWOT Analysis is to compile and consider the strengths the community has at present. Strengths are the reasons people and businesses locate and stay in a community. Smithfield has plenty of current strengths to attract investment, residents, and visitors. Many are related to Smithfield's excellent location and the vibrant Research Triangle region. Transportation, including access to I-95, means access to labor and markets that companies prize. A strong town government and programs provides a foundation for further activities and investments to support economic growth.

- ⊙ Location in North Carolina and Southeastern United States
- ⊙ Proximity to Wake County
- ⊙ Johnston County Airport
- ⊙ Interstate 95 access
- ⊙ Population growth
- ⊙ Vibrant downtown
- ⊙ Small-town charm
- ⊙ Neuse River
- ⊙ County seat
- ⊙ Good town services
- ⊙ Growing parks and recreation programs
- ⊙ Well-established business community
- ⊙ Johnston County Community College
- ⊙ Rail service
- ⊙ Affordability
- ⊙ Climate
- ⊙ School choice
- ⊙ Restaurant variety
- ⊙ Buffalo Creek Greenway
- ⊙ Room to grow
- ⊙ Major highways (I-95, I-40)
- ⊙ Smithfield Recreation and Aquatics Center
- ⊙ Research Triangle location

SWOT Analysis Details: Weaknesses

Many of the challenges and weaknesses cited for Smithfield are things that the town can directly address and influence. The appearance of important gateways and thoroughfares, as well as prime locations like downtown, are an important part of the image of the town. New investments or re-direction of resources can make a big impact on the “presentation” the town makes to residents and visitors. Along with its physical appearance, a strong communications program can convey shared vision and improve image and perception. While the list of weaknesses may be long, most of these items can be strongly influenced by direct actions by the town.

- ⊙ Appearance
- ⊙ Absent and indifferent landowners
- ⊙ Lack of strong, shared vision
- ⊙ Water and sewer infrastructure
- ⊙ Clear vision for growth
- ⊙ Public school performance and perception of public schools
- ⊙ Lack of available industrial property
- ⊙ Lack of quality rental housing and higher-end housing
- ⊙ Lack of city-wide walkability
- ⊙ Lack of resources for code enforcement

- ⊙ Less favorable comparison to neighboring towns by outside investors
- ⊙ Negative historic perceptions remain strong
- ⊙ Lack of centralized media/communications
- ⊙ Not enough young people moving here
- ⊙ Cellular access/signal
- ⊙ Not very welcoming
- ⊙ Lack of image or vision
- ⊙ Low quality retail

SWOT Analysis Details: Opportunities

A good portion of the opportunities noted by citizens in Smithfield address the appearance and image of the town. People are interested in promoting their community and want it to “show” well. They know that people and businesses will invest in communities that invest in themselves. Ideas around communication and connecting residents to the town and to each other were also prominent. Creating and communicating shared vision is another potential way to increase communications when paired with a planning process. Overall, there are many opportunities for Smithfield to advance its economic position by leveraging assets and investing in opportunities.

- ⊙ Expand wayfinding to include parking kiosks for downtown
- ⊙ Strengthen town economic development program
- ⊙ Improve gateways into town
- ⊙ Improve communications about events and amenities
- ⊙ Support and improve multiple business districts outside of downtown
- ⊙ Attract new residents and young people
- ⊙ Attract new retail to vacant buildings
- ⊙ Leverage I-95 location and traffic for economic gain
- ⊙ Promote good outcomes of local schools
- ⊙ Attention to West Smithfield and South Smithfield to even out growth and access
- ⊙ New residential construction
- ⊙ Increase communications; newsletter for residents
- ⊙ Improve code enforcement
- ⊙ “Community Cleanup” beautification programs
- ⊙ Use social media to connect Smithfield and create positive messages
- ⊙ Develop small area plans to guide shared visions for growth

SWOT Analysis Details: Threats

Threats are the potential impediments to success that the town must consider in its plans. Many threats are beyond the control of the local community, but can greatly influence the resources available or timing of economic development goals. The community has to be aware of these threats and include them in the discussions when evaluating potential actions. Some of the threats identified are demographic and related to the population trends of residents. Other threats are related to local employers and real estate. While it will not be possible to completely eliminate these threats, planning and communications can make a big difference in how the threats are perceived and in their potential impact.

- ⊙ Declining incomes and housing values
- ⊙ Empty buildings and deteriorating sites
- ⊙ Lack of town unity/identity to keep people here
- ⊙ Lack of new jobs coming to Smithfield
- ⊙ Higher-end retail is out of town
- ⊙ Low-wage jobs
- ⊙ Declining tree canopy
- ⊙ Growth not managed/directed
- ⊙ Limited properties available and ready for development
- ⊙ Poor land use planning
- ⊙ Track homes dominating housing development
- ⊙ Low water and sewer capacity
- ⊙ Continued belief in past negative messages
- ⊙ Not supporting local schools
- ⊙ Lack of office space
- ⊙ Lack of workforce
- ⊙ Deteriorating outlet mall
- ⊙ Nearby towns with better real estate options
- ⊙ Perception of safety
- ⊙ Other nearby towns encroaching on potential growth areas

WHAT IS ONE THING SMITHFIELD DOES BETTER THAN OTHER CITIES?



Economic Development Strategic Plan

Goal: Grow jobs for Smithfield through attraction, business expansion, small business development, and startup support.

Growing jobs and recruiting new companies was a top priority from community surveys and leadership interviews. To compete for new jobs and capital investment, Smithfield must plan for and invest in appropriate real estate opportunities for these businesses. While the private sector has been active in Smithfield's development, the town will have to plan for utilities and land use support in the areas targeted for industrial or commercial users. Job growth is also a result of small business formation and growth as well as the success and expansion of existing employers. To make a sustained impact through these strategies, additional resources will be required. Smithfield has a role in supporting job growth across all sectors and business sizes.

Strategy: Leverage opportunities to grow Smithfield's economy and increase the resources directed at economic development for the town.

Action Steps

- ⊗ Consider a new full-time position to manage the town's economic development strategies.
 - Look at nearby towns with economic development managers. For example, Louisburg and Clayton.
- ⊗ If a full-time position is not feasible, look for potential partners that could share a position in an allied role. Organizations that are downtown-focused, a chamber of commerce or tourism agency may be potential partners.
- ⊗ Develop a clear action plan for the position or partnership based on this strategic plan, town priorities, and sensible sequencing. The success of the position and the program of work depends on clear guidance and success factors.
- ⊗ Establish an Economic Development Program Advisory Committee to assist staff with prioritizing and sequencing economic development programming and serve as advocates for the town's economic development strategies.
- ⊗ In addition to funding a position or partnership, allocate resources for strategic plan implementation to ensure a robust program of work.

Strategy: In order to attract new firms and accommodate expanding ones, ensure Smithfield has competitive sites and buildings available or in the pipeline.

Action Steps

- ⊗ Identify and promote priority sites for occupancy, development, and redevelopment.
 - Use the town website to market priority development and redevelopment areas for Smithfield, including specific sites and buildings.

- Consider new tools and technologies to illustrate and communicate desired, planned, and existing developments and development patterns. Clayton, NC, uses “Development Map” to orient potential developers and investors to Clayton.
- Consider the ElectricCities Site Assist program to identify and prioritize potential new industrial sites. A follow-on program, Smart Sites, certifies industrial sites through a series of due diligence steps.
- Ensure that priority sites and buildings are included in available properties listings for Johnston County Economic Development and the Economic Development Partnership for NC (EDPNC).
- ⊙ Focus on the 301 corridor and I-95 industrial and commercial areas, perhaps with a short-term task force to recommend desired outcomes for smaller areas to the town council. Or consider a more comprehensive “small area plan” that includes input from many stakeholders.
- ⊙ Consider zoning or regulatory changes that will promote “high traffic” uses in downtown, while moving lower-traffic offices and other activities off the main downtown corridors.
- ⊙ The town should develop an approach to industrial and commercial development and share this with allies such as Johnston County Economic Development, so that they may accurately communicate with potential private industrial businesses who may be interested in Smithfield. In developing this approach, Smithfield should consider potential shared or reduced costs for development, geographic targets, and utility availability. Catawba County has a successful public-private partnership for speculative building development that is a model program.

Strategy: Build strong relationships with large employers and utility customers.

19 *5* **Action Steps:**

- ⊙ Identify “key accounts” – significant employers or customers that can be targeted for communications and feedback. Set goals for the types and frequency of the communications that can be maintained over one year. These can include in-person visits, invitations to town briefings like “Coffee with the Manager” or “Coffee with the Mayor,” surveys by email, and telephone and virtual meetings. When appropriate, include economic development staff from ElectricCities or Johnston County Economic Development to provide a team approach.
- ⊙ Perhaps in partnership with another business support organization, conduct surveys, at a minimum annually, of Smithfield businesses to identify trends and determine the immediate needs of existing companies.
- ⊙ Use feedback from key accounts to troubleshoot emerging issues before they result in serious issues for the companies.
- ⊙ Provide resources and connections to existing employers needing assistance with transportation, utility, or real estate issues.
- ⊙ Build connection and community among Smithfield employers with a “Business Roundtable” of 15-25 companies representing different parts of Smithfield, different industry sectors, and different sizes. This group can meet 1-3 times a year to hear updates from the town and share feedback.
- ⊙ Since the Carolina Premium Outlets is a significant destination for Smithfield, in addition to an employment center and economic generator, strengthen relationships with the management and ownership of this property to look for ways the town can support the enterprise as well as to influence capital improvements there. It is possible that joint efforts will benefit both parties.

Strategy: Show support for small businesses and start-up businesses; be known as business-friendly.

Action Steps:

- ⊙ In all town operations continue to support and promote small businesses and programs supporting them by creating a culture of “no wrong door,” which means that any contact a business makes will lead to an answer/solution.
- ⊙ In partnership with other agencies, provide a “Start a Business in Smithfield” toolkit, making it available on the town website. The toolkit can include:
 - Regulatory steps for start-up businesses
 - Local, regional, and state resources for small businesses including business planning, market analysis, financing, marketing, etc.
 - Small businesses programming and events in Smithfield and Johnston County
- ⊙ Consider new or expanded resources for small businesses with town funds including a revolving loan fund for targeted businesses (e.g., restaurants or other desired small businesses), assistance with site preparations and vacant building renovations, and fee waivers or incentives for priority sites, buildings, or business types.
- ⊙ Explore the potential for a co-working space or even a small business incubator. In the future, it may be feasible to re-purpose some town-owned real estate, or to encourage this use in a new building or renovation.

Strategy: Build and maintain strong relationships with economic development allies, ensuring they know Smithfield’s priorities and assets for economic development.

Action Steps:

- ⊙ Through funding relationships and board appointments, make sure Smithfield’s priorities are aligned with allied organizations such as the Chamber of Commerce, Johnston County Economic Development, and the downtown development organization.
- ⊙ Communicate economic development priorities to the Economic Development Partnership of NC, Research Triangle Regional Partnership, and Johnston County Economic Development, and discuss the town’s potential support and investment for targeted projects and soliciting feedback on specifications for needed industrial and commercial sites.
- ⊙ Leverage resources and technical assistance from ElectriCities to further retail, commercial, and industrial attraction and development. Programs for industrial site development include Site Assist and Smart Sites. There are also programs for retail and commercial development, external marketing, grants for downtown and wayfinding improvements, and graphic and communications support.

Goal: Build Smithfield’s sense of community with amenities, placemaking, beautification, and stronger communications.

Located along Interstate 95 in fast-growing Johnston County, Smithfield is well-positioned to leverage the growth in the Triangle for tax base expansion and residential and employment growth. Since there are many communities in the Triangle from which to choose, Smithfield will need to be intentional about its attractiveness to newcomers – as well as existing residents – in order to make the most of these location advantages. An image of a small town with modern amenities and a family focus can be attractive to a range of potential residents. Smithfield should prioritize investments in assets and programs that improve the appearance of the town and project an image of a friendly, family-focused, growing small town.

Strategy: Tell Smithfield’s story. Use multiple media channels to create and distribute positive messages and keep residents informed.

Action Steps:

- ① Reinstate an electronic newsletter to residents and businesses. In a survey of Smithfield businesses, 92% said that the preferred way to receive information from the town is via electronic communications.
- ② Use utility bills to highlight developments, events, or even the goals or strategies of this plan and how it is advancing Smithfield. People want to know how the community is moving forward. This information can be shared on social media as well. Residents want to be informed about priorities and may be more likely to become involved when they are informed. Share positive trends, stories, and accomplishments.
- ③ Building on the town’s Public Information Officer, identify additional influencers who can re-share messages and provide feedback, especially on social media.
- ④ Use social media for consistent posts that advance the town’s message. Make sure the town has visibility on Facebook and Instagram at a minimum. A communications firm may be contracted to develop a messaging document and a social media plan, and to help acquire photography to ensure ongoing and successful posts. Consider a local hashtag to create community, for example #LoveSmithfield, #ThinkSmithfield, or #SmithfieldsHome.
- ⑤ Use Instagram to post photos of the town. Photos are important to tourists and potential residents.
- ⑥ Use the goals of the Strategic Plan as topics for communications with residents. Consider addressing an interesting or new activity or tactic resulting from the plan at each council meeting.
- ⑦ Issue periodic press releases to print and electronic media highlighting activities and accomplishments toward the strategic plan. Invite key media contacts for a “behind the scenes tour” of an event or town facility.
- ⑧ Develop a pool of spokespersons who can be available for print or electronic media to provide the town’s perspective on a topic of interest. These people should be well versed in the town’s strengths and strategies.
- ⑨ Develop a standard presentation for town staff and elected leaders to give at civic clubs.
- ⑩ Develop and share talking points with partners about town projects, such as an infrastructure project, to ensure a clear message.
- ⑪ Consider a weekly automated phone call to inform citizens of events.
- ⑫ Welcome new businesses to Smithfield through social media. Have the mayor and town manager congratulate them with a quote or photo.

- ③ Use the town website to communicate the brand and key messages including goals of the strategic plan.

Strategy: Use wayfinding, collaterals, and signage to improve the appearance of Smithfield, creating a sense of place.

Action Steps:

- ③ Evaluate and extend wayfinding signage in Smithfield, including gateways to town limits, downtown, and directing to town amenities.
- ③ Look for opportunities to engage local artists or install public art such as murals or themed statues. For example, Belhaven, NC, has statues of crabs, while Lexington, NC, uses pigs as “photo-opportunities” and brand-extending placemaking.
- ③ Some towns engage school groups to help improve appearance – painting fire hydrants, painting communicates boxes, trash pickup, etc.

Strategy: Continue to focus on amenities for residents and families to capture JoCo growth.

Action Steps:

- ③ Many respondents to the citizens' survey mentioned walkability as a desired trait for Smithfield. This means sidewalks in residential and commercial areas as well as trails that connect town assets and communities. Consider walkability when evaluating new developments or plans for future public investment.
- ③ Build on the popularity of the Smithfield Recreation and Aquatics Center and adjoining Riverwalk to expand amenities and recreation opportunities for children, teens, and families.
- ③ Explore the potential for some sort of “highway entertainment” off I-95. Destinations such as Celebration Station, Great Wolf Lodge, or Top Golf can capitalize on the traffic counts on I-95 and also provide entertainment for residents and visitors. A destination such as this not only draws traffic off the highway but can also direct visitors to downtown as part of their Smithfield visit.
- ③ Continue to use the new amphitheater to provide family-oriented programming such as an outdoor movie night, or a themed teen night. Survey respondents frequently mentioned wanting more activities for families and teens in Smithfield. Food truck events can respond to the desire for new and varied restaurant options.

Strategy: Support and promote downtown as a center of Smithfield activities.

Action Steps:

- ③ Continue to support downtown development with funding, strategy, and cooperative programming. Work with the Downtown Smithfield Development Corporation to assure a current downtown development plan and provide funding and leadership toward its implementation.
- ③ Explore cooperative services or programming to maintain the historic charm of downtown e.g. litter control, landscaping, public space maintenance, and appearance.

- ⊙ Ensure town ordinances and policies support a vibrant downtown. Examples include ordinances for vacant storefront and making it easy to host events and pop-ups.

Strategy: Identify and cultivate community champions and leaders.

Action Steps:

- ⊙ With hundreds of new housing permits in the pipeline, a welcoming environment will build community and sustain growth. Hold a “Newcomers’ Reception” at least once a year, led by the mayor. Provide information there about how to become involved in Smithfield and how to stay on top of communications. Encourage civic clubs, volunteer organizations, and advisory boards to reach out to newcomers for leadership roles.
- ⊙ Provide information and encouragement for Smithfield residents to serve on county-wide boards and commissions, taking Smithfield’s priorities and strategies to the county level.
- ⊙ Consider a “Citizen’s Academy,” a program to expose residents to local government. Some town academies meet monthly for 6-8 months for programs on recreation, public safety, public meetings, boards and commissions, history, utilities, etc.
- ⊙ Town staff and elected leaders should participate in regional and state leadership development programs such as the Rural Center’s “Homegrown Leaders,” Golden LEAF’s “Local Government Training Initiative,” or UNC School of Government’s Public Executive Leadership Academy to network with peer communities and learn of promising practices and workable solutions to common issues.
- ⊙ Explore an “Intra-City Visit,” perhaps in partnership with another civic organization, to take leaders and emerging leaders from Smithfield to a peer town to study specific topics for application in Smithfield. Potential topics include code enforcement, beautification efforts, small area planning, and parks and recreation amenities.

Strategy: Focus on beautification and improved appearance.

Action Steps:

- ⊙ Consider re-activating the vacant building registry ordinance, as Columbia, SC, has done. Buildings vacant for 60 days must be registered. If dilapidated, a plan to upgrade must be submitted. Buildings that remain vacant must re-certify each year of vacancy. The purpose is to discourage long-term vacancies.
- ⊙ Explore a vacant building revitalization grant based on net new taxable investment. This incentive costs nothing upfront as the grant is paid after the business pays its property taxes. It works similarly to an industrial incentive grant, which is typically a percentage of net new investment.
- ⊙ Increase code enforcement activities in an equitable way, giving plenty of notice and rationale while consistently eliminating non-conforming situations and improving the appearance and expectations of residents and businesses.
- ⊙ Evaluate and continue to invest in gateways into Smithfield. Consider if current placement is appropriate; evaluate landscaping, and lighting to showcase Smithfield. There are multiple entry points, and each needs a prominent gateway.

- ⊙ Use city maintenance staff to lead teams of volunteers from local organizations in more frequent clean-up projects. This could be in conjunction with Earth Day, changing seasons, the Town’s anniversary, etc. Clean up initiatives could include downtown streets, prominent intersections, parks, and public spaces.

Goal: Plan for and develop the infrastructure necessary for quality of life and continued growth in Smithfield.

As part of the fast-growing Research Triangle Region, Smithfield is assured of growth in population and development. The town is in a position to prepare for and direct that growth. Using multiple approaches such as community input, small area planning, and specialized studies, Smithfield needs to articulate to its residents and potential investors and developers its preferences for growth. Planning for and investing in infrastructure, advocating for broadband and other utility capacity expansion, and planning for residential growth will position Smithfield to achieve a vision shared by the leadership as well as the residents and business community.

Strategy: Develop Small Area Plans in key areas.

Action Steps:

- ⊙ In order to plan for new industrial developments, upgraded commercial corridors, and appropriate residential areas, consider addressing “small areas” with specific planning and strategies. These can be led by the town council or by appointed task forces which focus on a small area’s potential for growth and desired outcomes. This allows the community to discuss and consider various land uses without the urgency of a client or developer driving the conversation. If successful, use small area planning to address another part of Smithfield when the first one is completed.

Strategy: Ensure utility and broadband capacity exists to facilitate continued industrial, commercial, and residential growth.

Action Steps:

- ⊙ Partner with Johnston County Economic Development and Town staff to ensure adequate wastewater capacity for future development.
- ⊙ Ensure economic development needs are clear in utility and broadband capacity and expansion conversations. Hold meetings with utility and broadband representatives to share town priorities and understand service levels and future plans for each.
- ⊙ Enhance marketing of electric system capacity and reliability to the development community.

Strategy: Plan for long range residential development patterns in and around Smithfield.

Action Steps:

- ③ Use the results of the forthcoming regional Housing Gap Analysis to understand Smithfield's relative position in housing, especially for availability of modern housing styles, availability of affordable housing, and quality of housing stock.
- ③ Advocate for transportation improvements that will enhance Smithfield's livability in the fastest growing county in North Carolina.

Implementation Plan

The strategic plan is designed to be implemented over several years. In the figure below, near-term priorities are listed in Year 1; mid-term priorities are listed in Years 2-3 and longer-term priorities are listed in Years 4-5. As resources, opportunities, and challenges change over time, these categories may be adjusted. We recommend staff integrating the strategic plan into an annual program of work and budget planning with input from town council and stakeholders.



- ## Year 1
- Hire new economic development staff
 - Identify priority sites & buildings
 - Develop Start a Business Packet
 - Begin Business Retention Calls on Key Accounts
 - Conduct a Business Survey
 - Publish town e-newsletter
 - Expand social media messaging
 - Call on the ownership of Carolina Premium Outlets to share goals
 - Meet with ElectriCities ED staff to review goals and potential support
 - Review and expand wayfinding to connect town amenities
 - Expand amphitheater programming
 - Develop priorities for future industrial and residential development

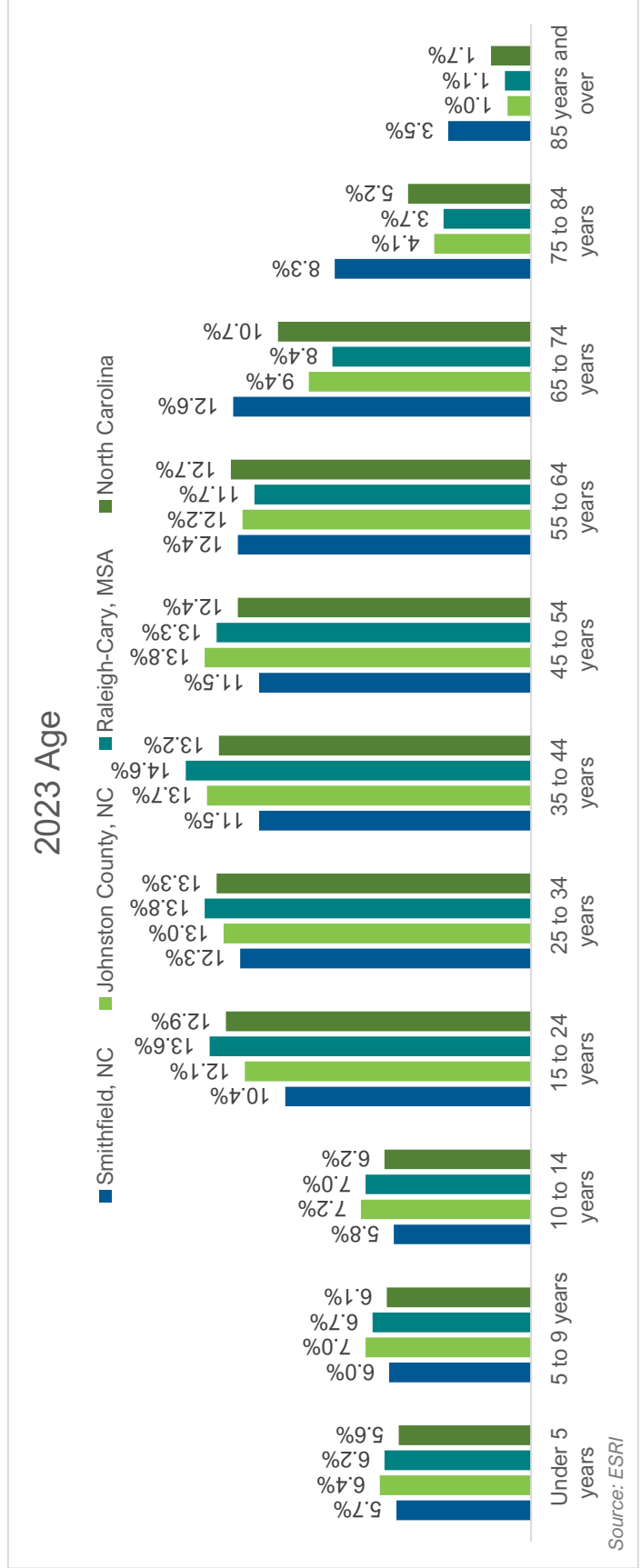
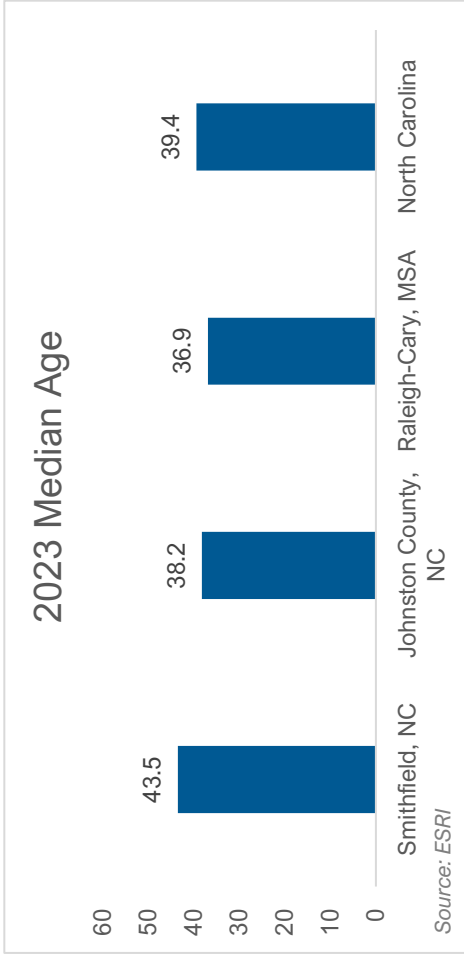
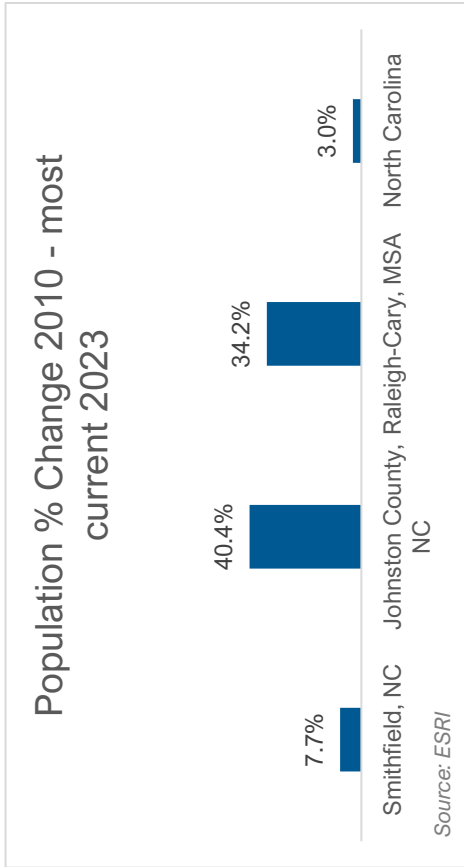


- ## Years 2-3
- Initiate a Small Area Plan
 - Participate in ElectriCities' Site Assist Program
 - Ensure properties at JoCo and EDPNC
 - Develop council priorities for development including review of town support
 - Brief Johnston Co EDC Board, County Commissioners and EDPNC on Smithfield's ED priorities
 - Develop a presentation and pool of spokespersons to carry the message
 - Review and improve town gateways
 - Hold first "Newcomer's Reception"
 - Re-establish the Vacant Building Registry
 - Begin to budget for demolishing dilapidated buildings annually



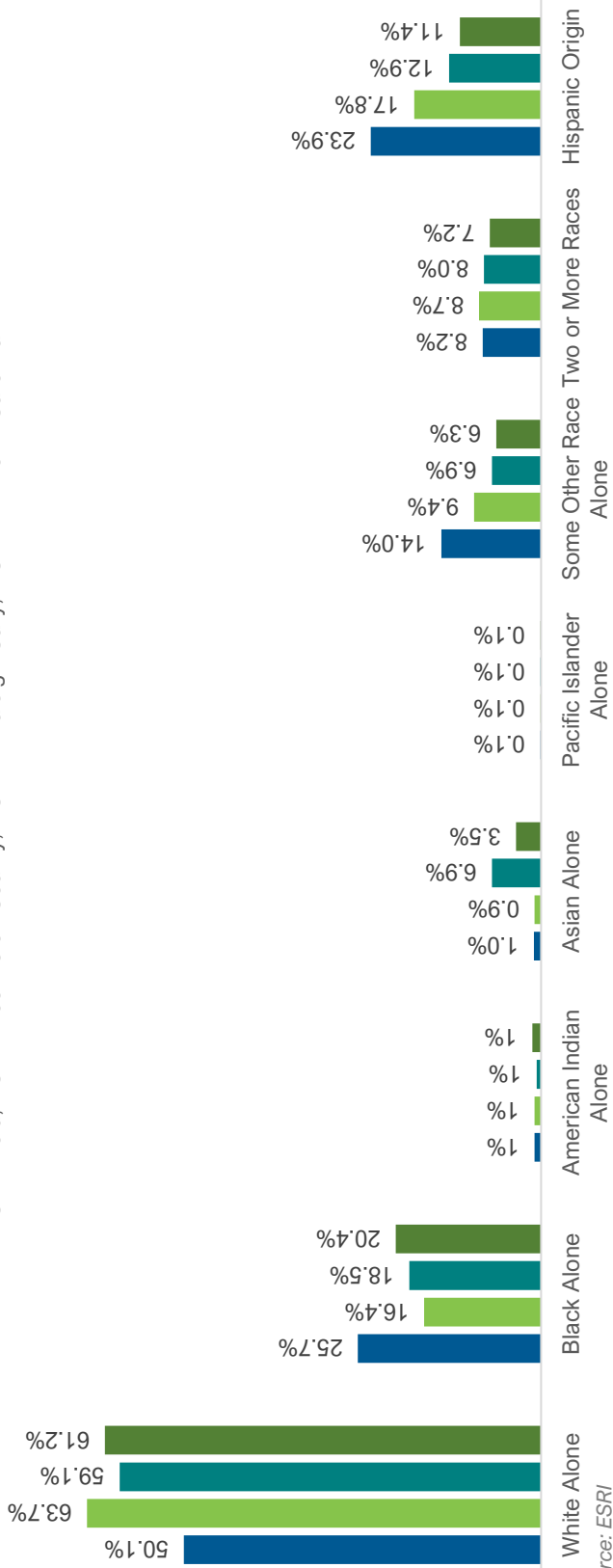
- ## Years 4-5
- Explore policy changes to promote 'high traffic' businesses downtown
 - Hold "Business Roundtable" with key employers
 - Hold work session with town council on possible small business support programs, e.g. revolving loan, co-working space
 - Explore vacant building revitalization grant/loan program
 - Explore signature public art program
 - Evaluate parks for connections and expansions
 - Establish a "Citizen's Academy" to connect residents
 - Make an "Intra-City Visit" to a peer town for learning

Appendix A: Economic and Demographic Profile



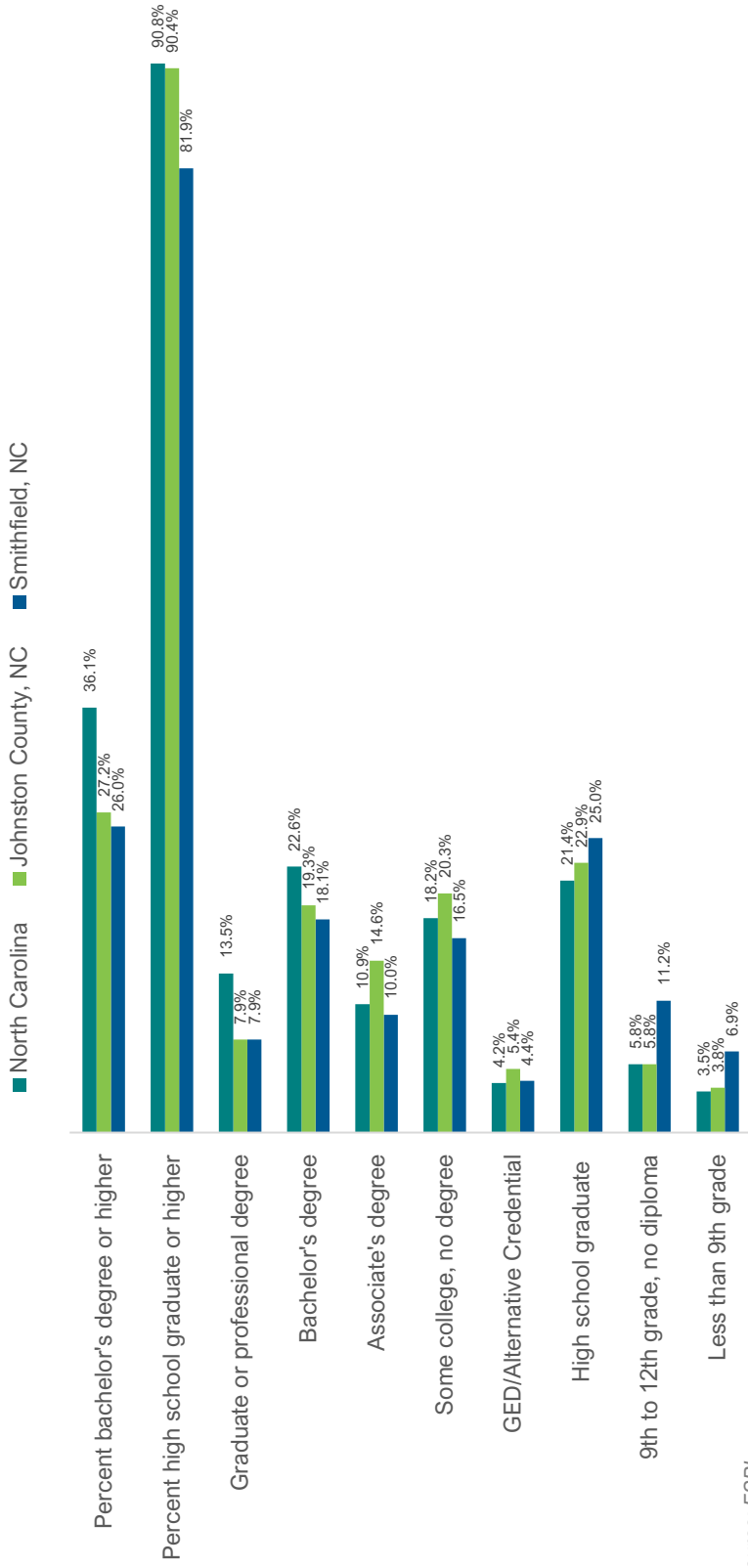
2023 Race

■ Smithfield, NC
 ■ Johnston County, NC
 ■ Raleigh-Cary, MSA
 ■ North Carolina



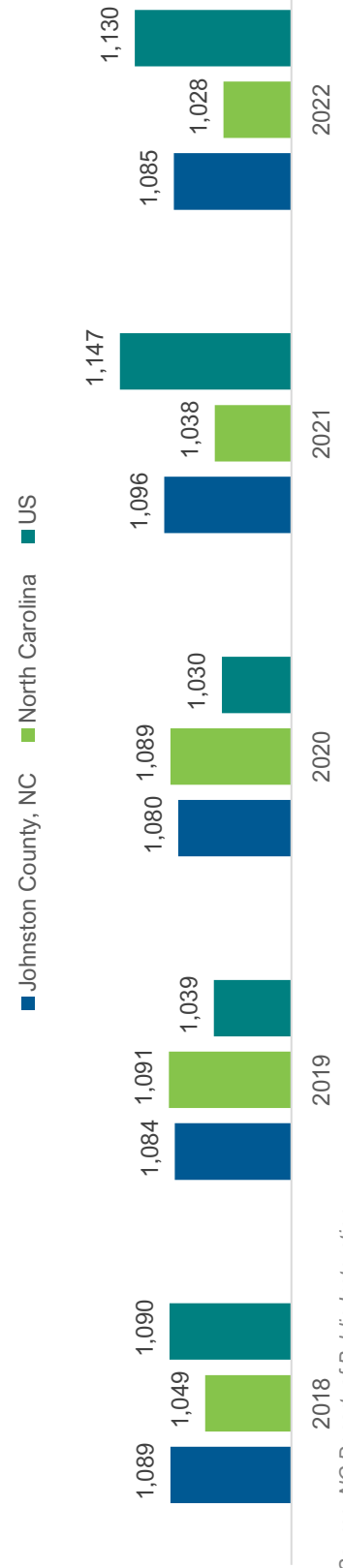
Source: ESRI

2023 Educational Attainment



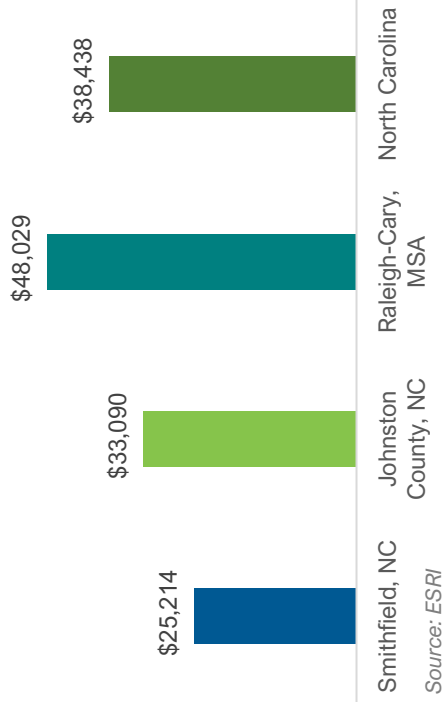
Source: ESRI

SAT Scores

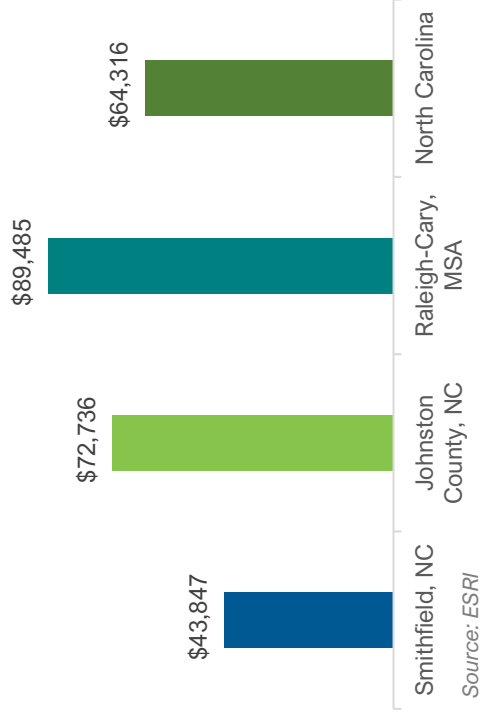


Source: NC Dept. of Public Instruction

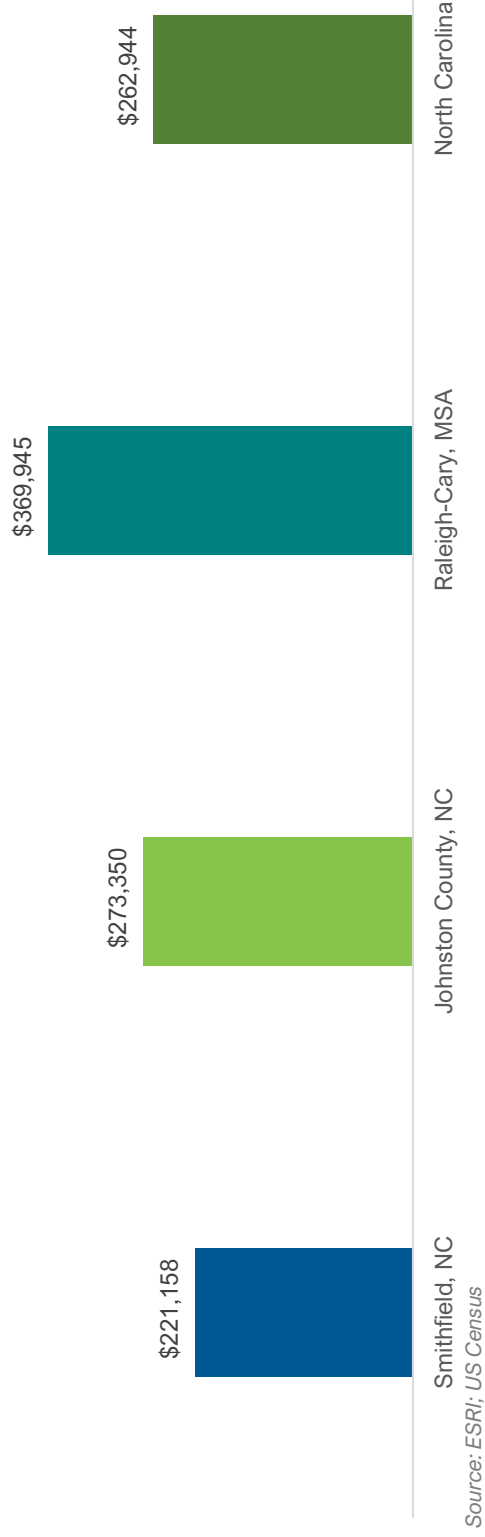
2023 Per Capita Income



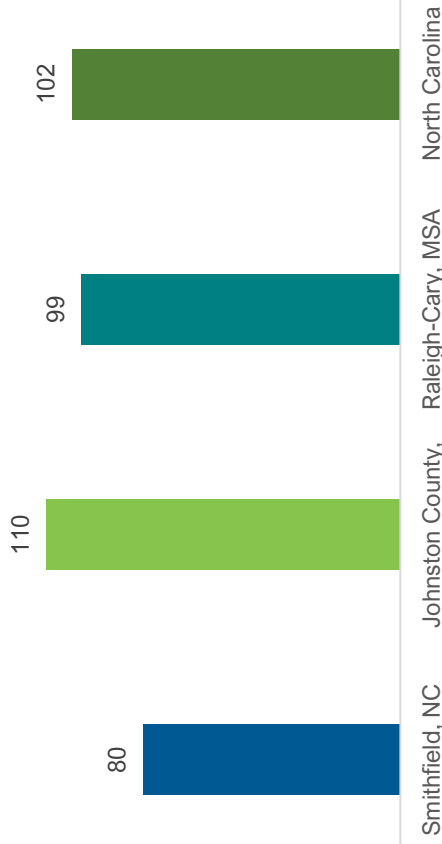
Median Household Income



2023 Median Home Value

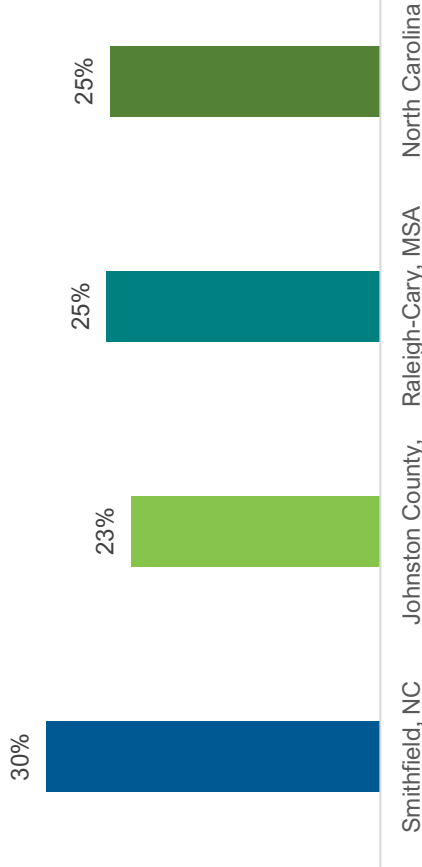


Affordability Index



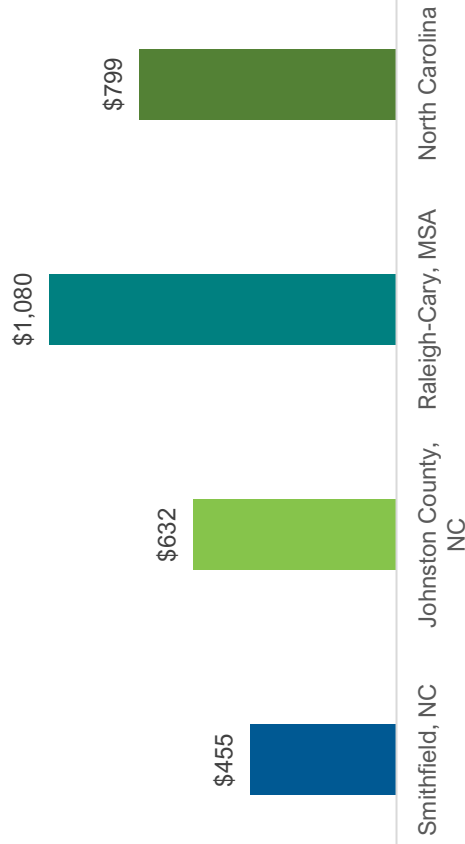
Source: ESRI

% of Income for Mortgages



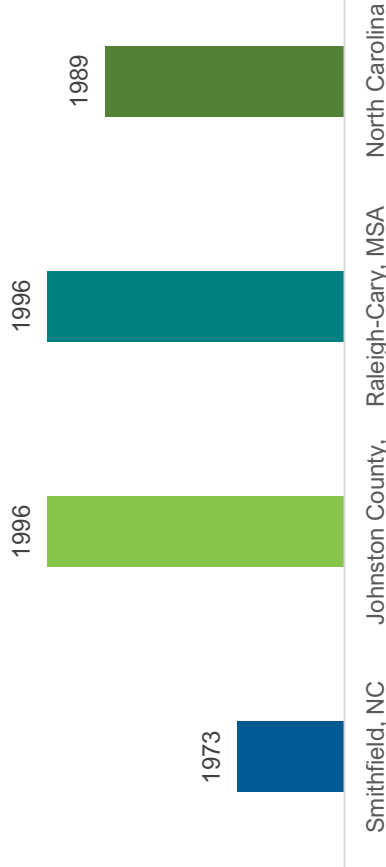
Source: ESRI

2021 Median Contract Rent



Source: ESRI

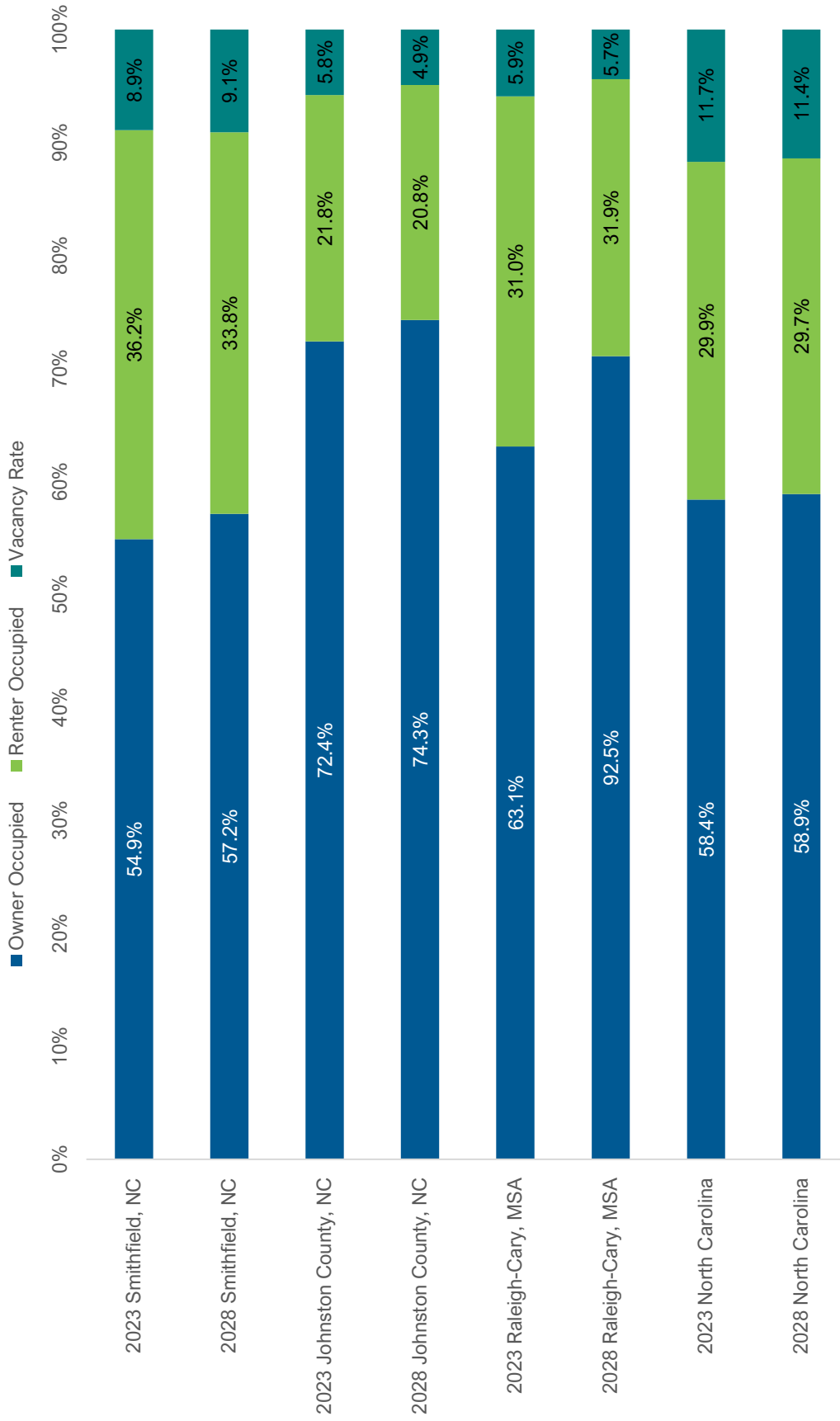
2021 Quality of Stock



Note: Median Year Structure was Built

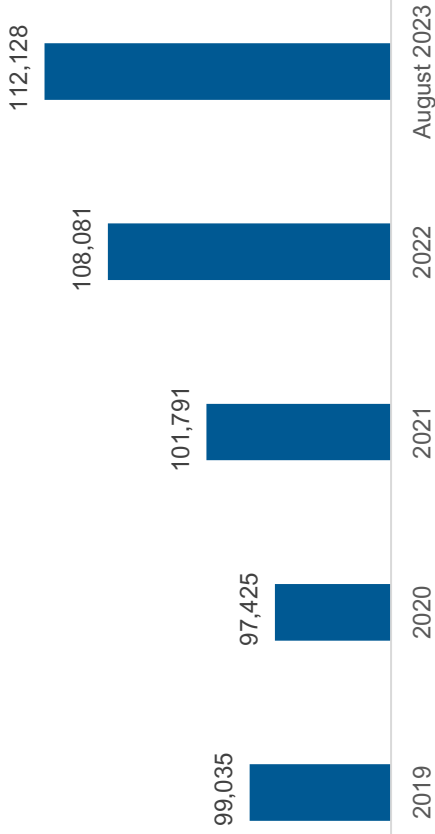
Source: ESRI

Housing Availability Projections 2023-2028



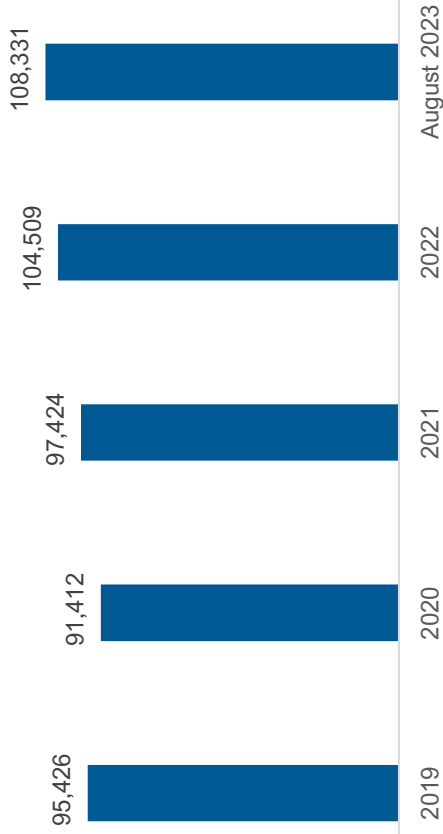
Source: ESRI

Labor Force Johnston County, NC



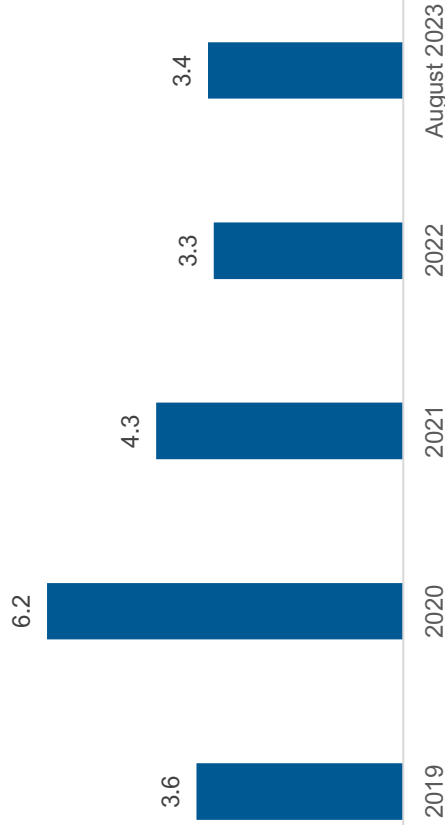
Source: NC Depart. of Commerce

Employment Johnston County, NC



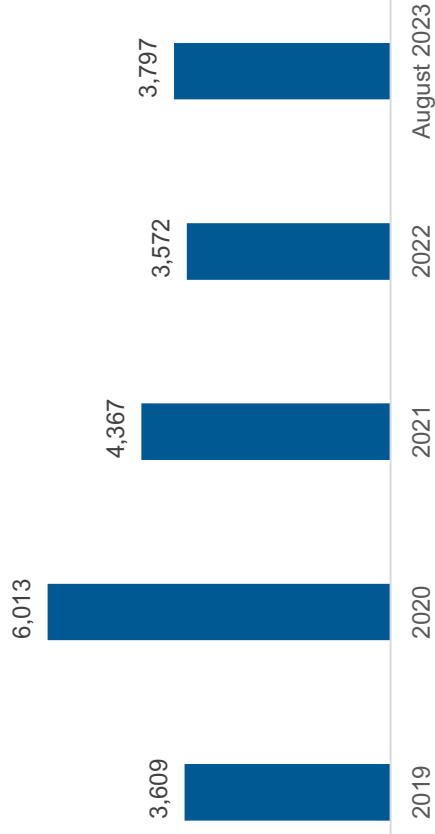
Source: NC Depart. of Commerce

Unemployment Rate Johnston County, NC



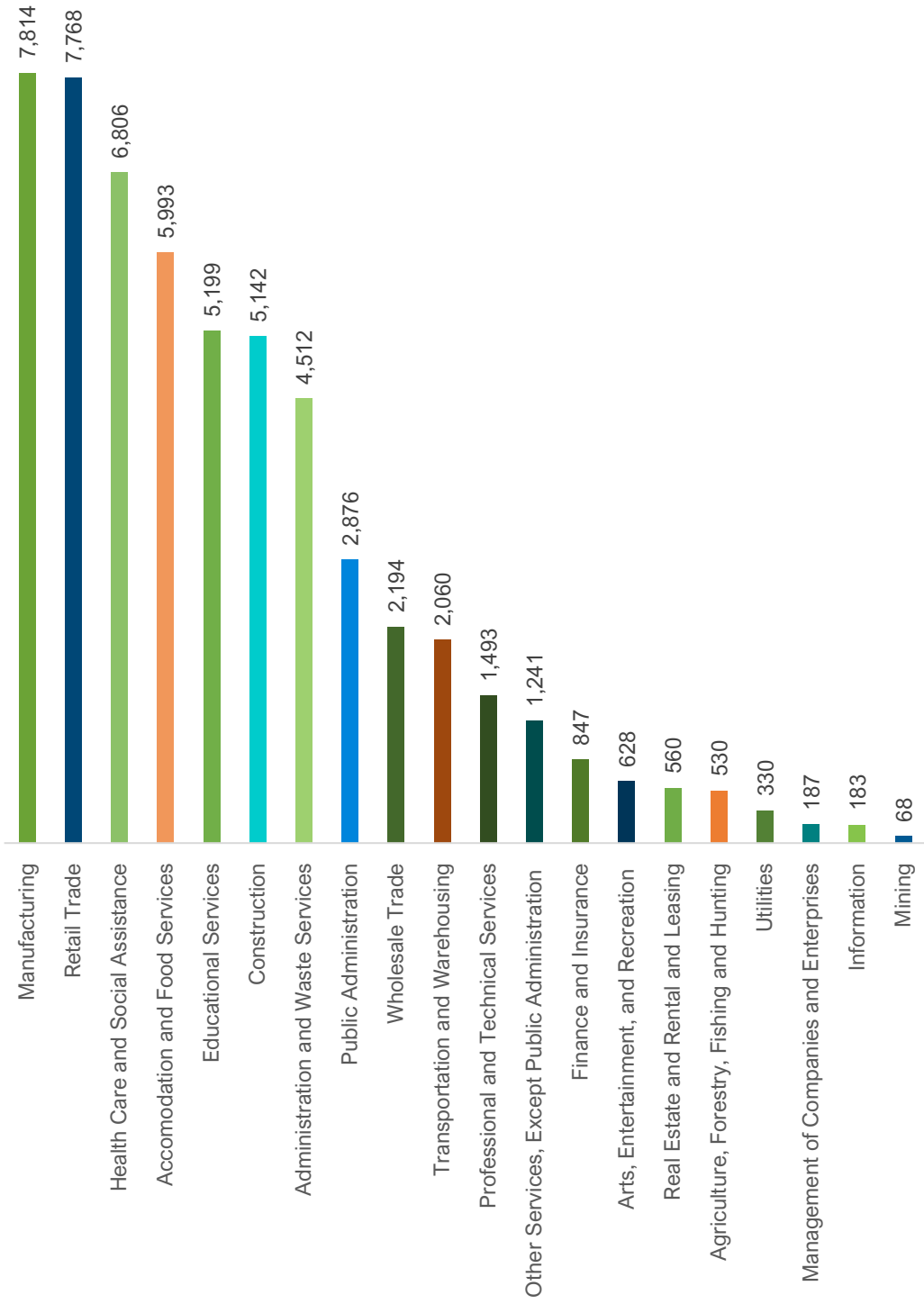
Source: NC Depart. of Commerce

Number Unemployed Johnston County, NC



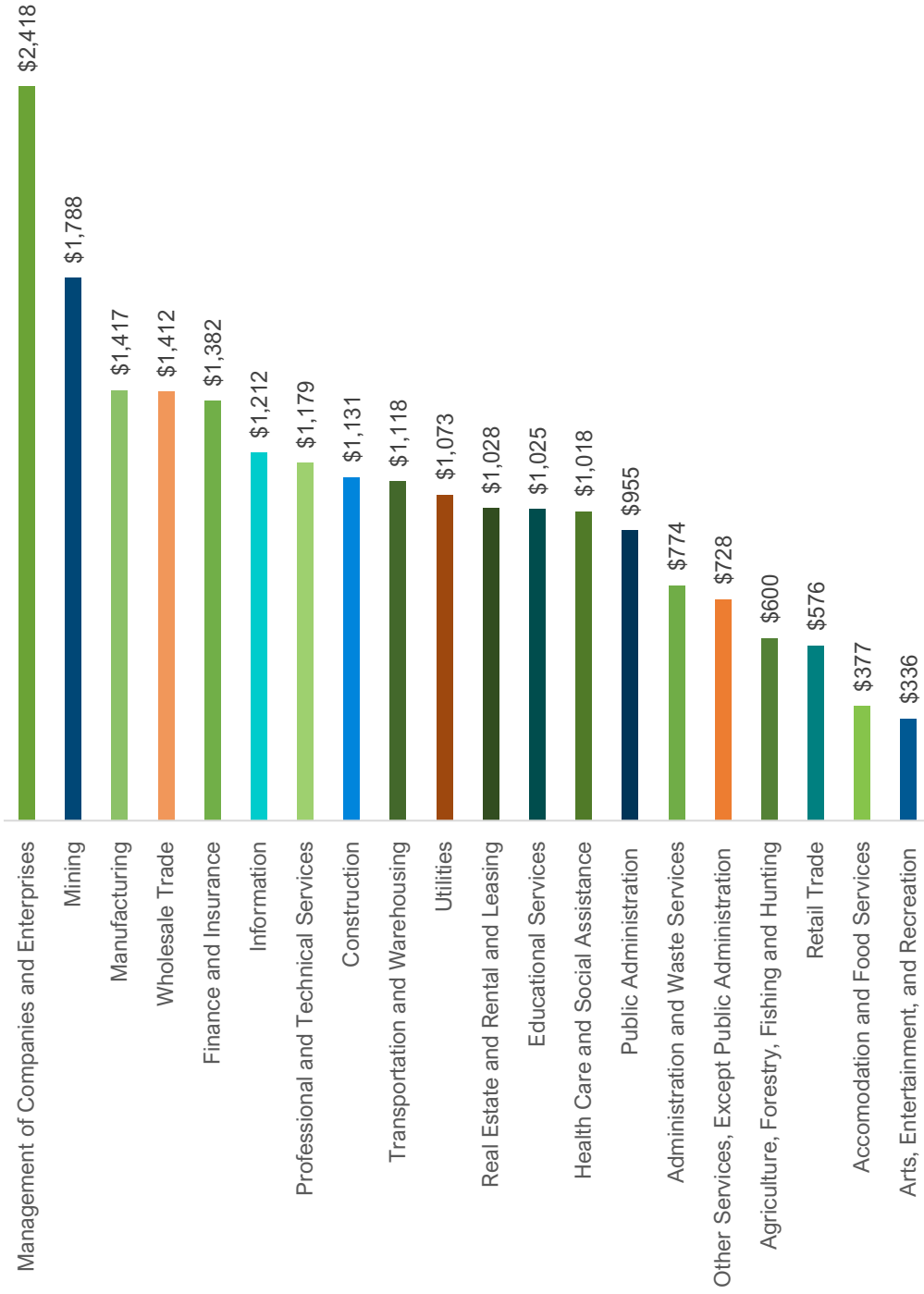
Source: NC Depart. of Commerce

2022 Johnston County, NC Employment Industry Sectors



Source: NC Dept. of Commerce

2022 Johnston County, NC Wages by Industry Sector



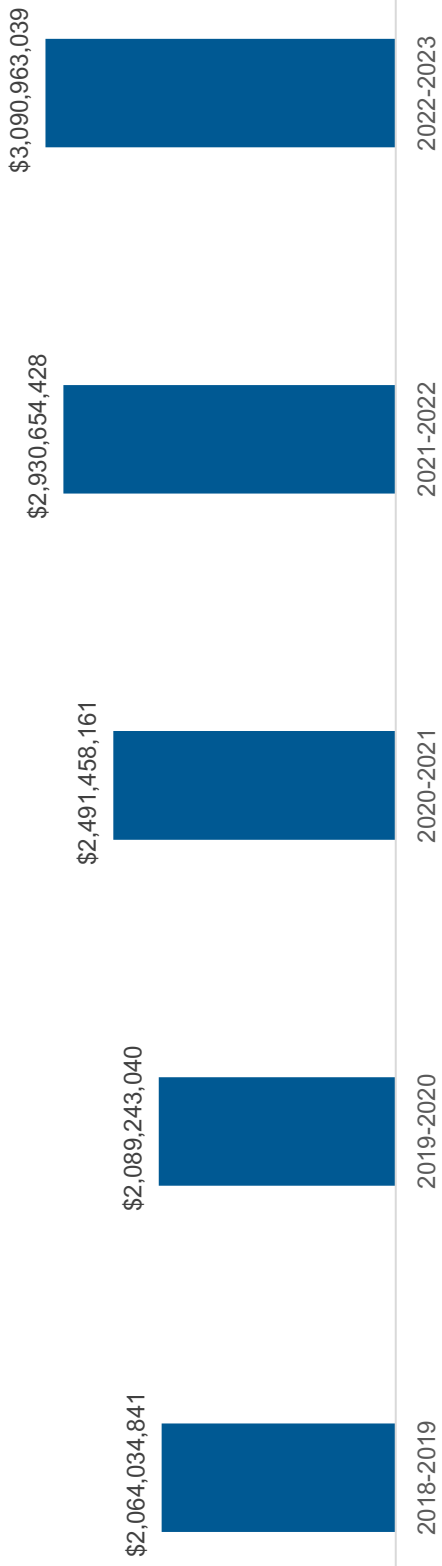
Source: NC Department of Commerce

Johnston County, NC Major Employers 2023

Rank	Company Name	Industry	Employment Range
1	Johnston County Public Schools	Educational Services	1000+
2	Johnston Health	Health Care and Social Assistance	1000+
3	Industries LP	Manufacturing	1000+
4	County Of Johnston	Public Administration	1000+
5	Grifols Therapeutics Inc	Manufacturing	1000+
6	Asplundh Tree Expert LLC	Administrative and Support and Waste Management and Remediation Services	1000+
7	Food Lion	Retail Trade	1000+
8	Wal-Mart Associates Inc.	Retail Trade	500-999
9	Caterpillar Inc	Manufacturing	500-999
10	Fastmed Urgent Care Pc	Health Care and Social Assistance	500-999
11	Johnston Technical Institute	Educational Services	500-999
12	McDonald's	Accommodation and Food Services	250-499
13	Precisionaire	Manufacturing	250-499
14	Coca Cola Bottling Company	Transportation and Warehousing	250-499
15	Sysco Raleigh LLC	Wholesale Trade	250-499
16	Executive Personnel Group LLC	Administrative and Support and Waste Management and Remediation Services	250-499
17	OPW Fueling Components LLC	Manufacturing	250-499
18	Lowes Home Centers Inc	Retail Trade	250-499
19	Airflow Products Company Inc	Manufacturing	250-499
20	Town Of Clayton	Public Administration	250-499
21	Express Employment Professionals	Administrative and Support and Waste Management and Remediation Services	250-499
22	Carolina Comfort Air Inc	Construction	250-499
23	3c Packaging Inc	Manufacturing	250-499
24	Bojangles	Accommodation and Food Services	250-499
25	Nike Retail Service	Retail Trade	250-499
	<i>Source: NC Department of Commerce, D4</i>		

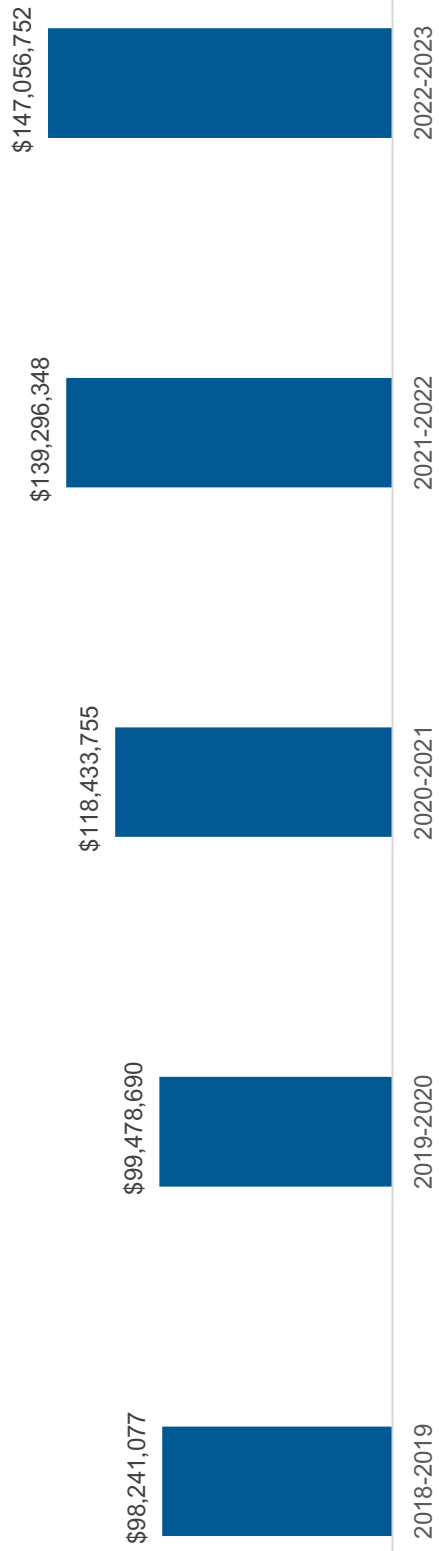
Note: This listing was downloaded in 4th Q 2023. As of spring 2024, Amazon is a major employer in Smithfield.

Taxable Sales - Johnston County



Source: NC Depart. of Revenue

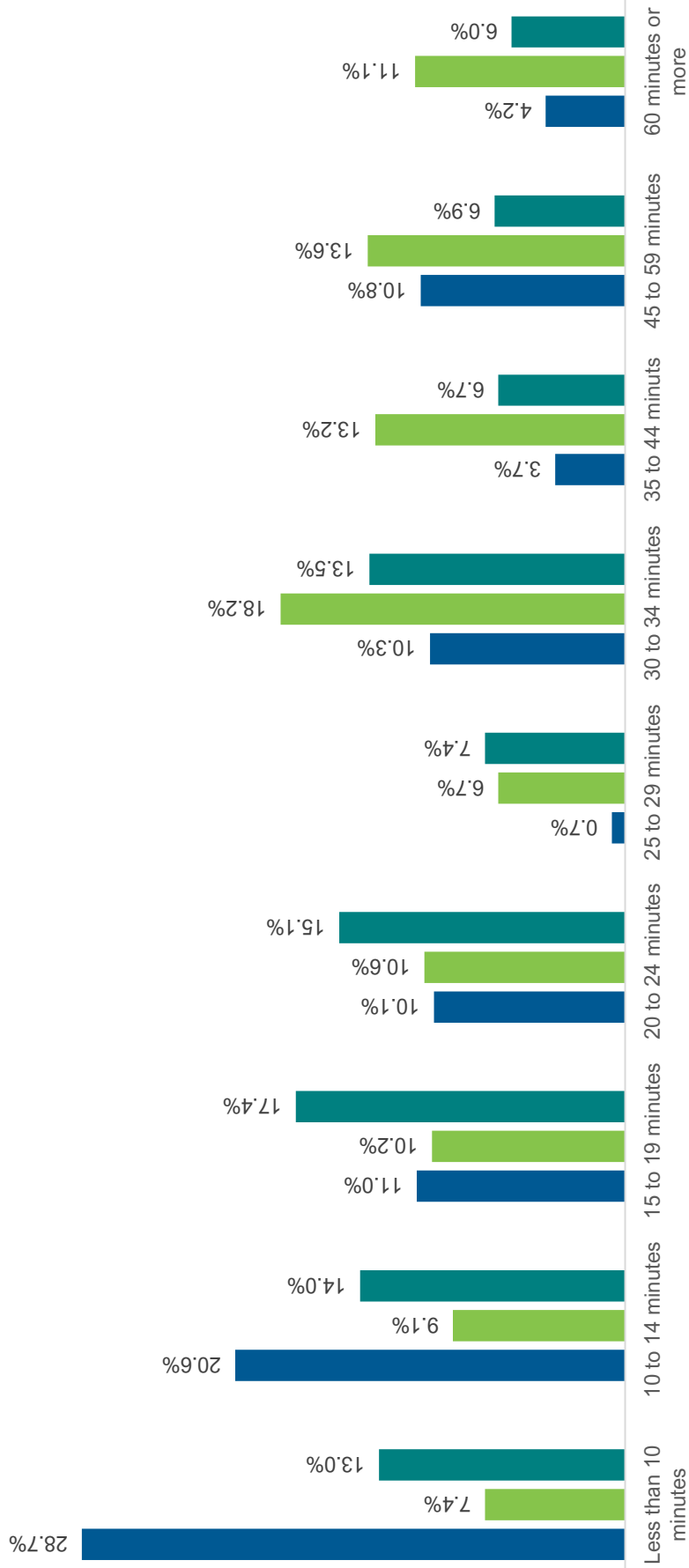
Gross Collections - Johnston County



Source: NC Depart. of Revenue

2021 Average Commute Time

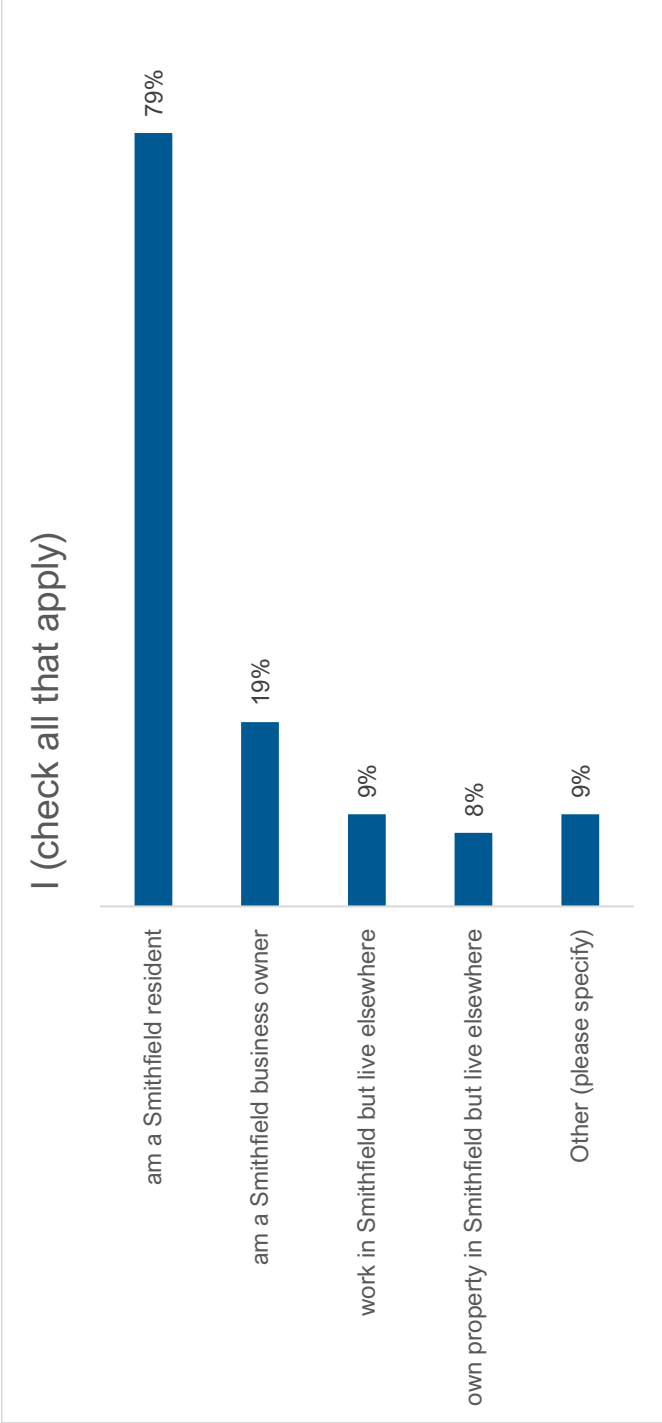
■ Smithfield, NC ■ Johnston County, NC ■ North Carolina



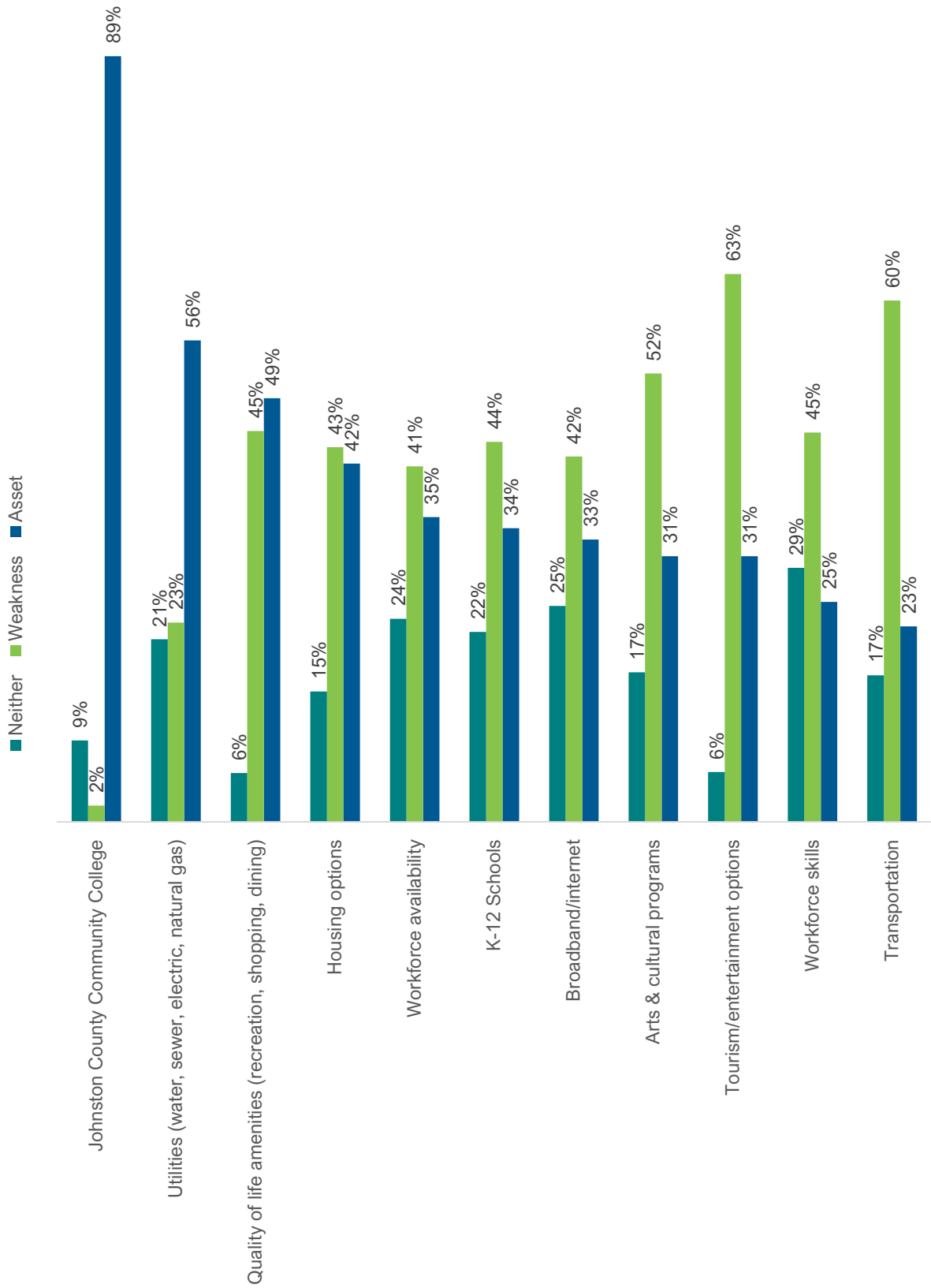
Source: US Census

Commute Times are collected by the US Census Bureau and measure a worker's travel time from home to work.

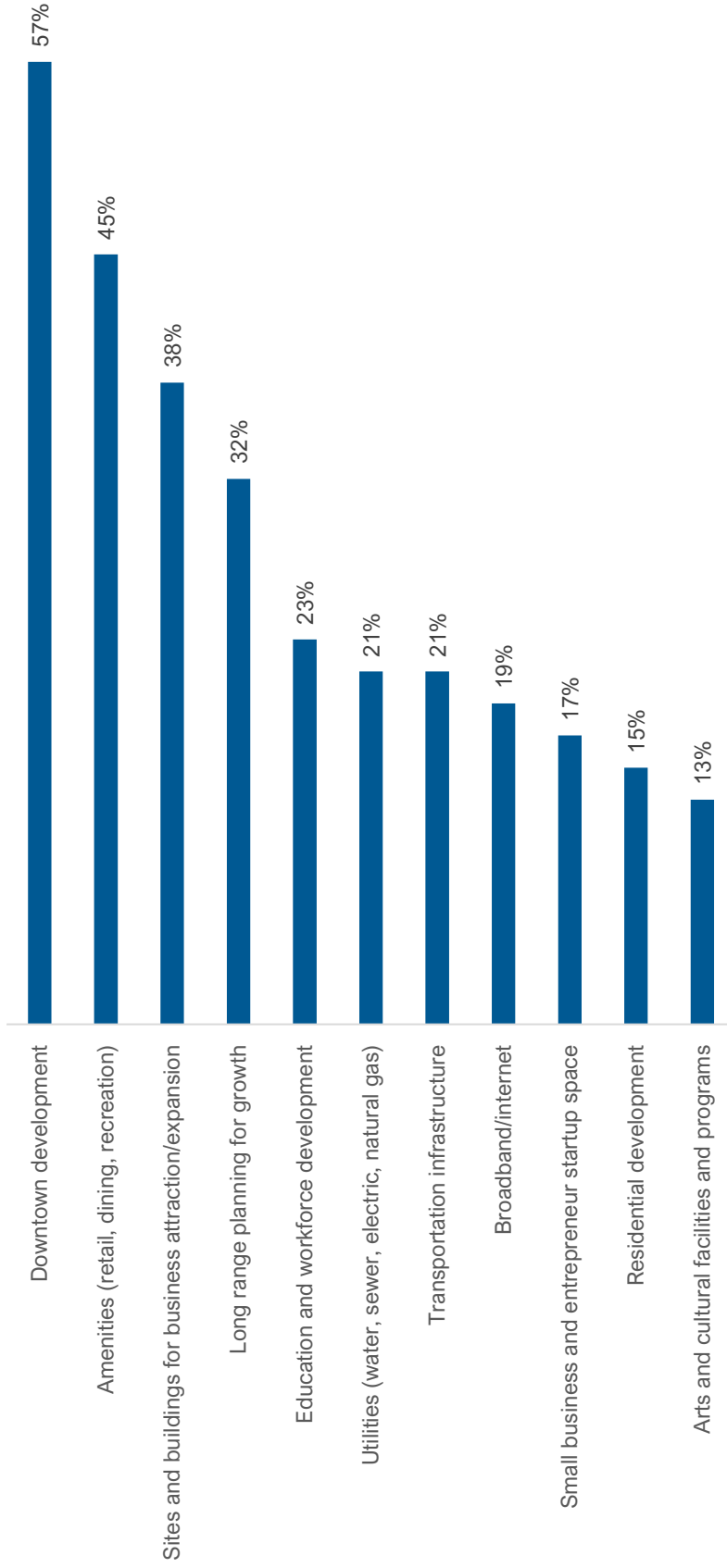
Appendix B: Community Survey Results



Please rate the following items as either an asset supporting economic development or a weakness hindering economic growth or neither.



What is the most important investment Smithfield could make to ensure long-term, sustainable economic growth? CHOOSE THREE.



What is a model city for Smithfield - a place Smithfield can learn from? Duplicates removed.

I do not have one, I am basically happy with Smithfield.
Cooperstown, NY, Greenville SC, Portland, Me., Freeport ME,
Holly Springs
Athens, Ohio. Lots of events, great walkable space, cohesive downtown but also businesses who support each other throughout the town as a whole, and it's adorable
We love Raleigh, Cary, Holly Springs and Fuquay. They have lots of parks, outdoor eateries, very updated nice movie theatre, walkable cafes, restaurants, facilities for entertainment for adults (axe throwing, escape rooms, golfing, etc.) and for children (trampoline parks, go carts, basketball courts, etc.). We need basketball courts, nice places to walk and enjoy the weather, update old businesses.
North market commons north Myrtle beach. It was an old Air Force base. The work force now wants to shop, live, and play.
Garner. If we didn't have to drive there to spend money, we would stay here and spend it. I don't think Smithfield needs to have as much going on as Garner does, but a Target, better restaurants, and better shopping would be amazing.
Clayton or Kannapolis
Apex, Asheville, Selma is moving up, Goldsboro (Cry Freedom store & Laughing Cow Restaurant)
Clayton or Selma
Clayton. NC, Wake Forest, NC look at Milford or Waynesville Ohio
Clayton, Garner
Hillsborough, Oriental....any SMALL town. Bigger is NOT better
in our immediate region: Sanford perhaps; numerous others across the state and beyond
Apex/Holly Springs/Fuquay Varina/Wake Forest
West Jefferson
McDonough, Georgia is a small THRIVING city that is very similar to what Smithfield could be.
Greenville SC
Clayton, Hendersonville, Cary.
Sykesville Maryland, Apex, Wendell
Wendell (just visit one Friday night).
Wilmington

What is one thing that Smithfield's does better than other towns?

Its "Mayberry" appeal

Complain that nothing changes but then does nothing to change anything.

events in the downtown area

Housing prices.

Safety of citizens?

I think Smithfield is an upcoming town, I believe Smithfield listens to what their residents want and I hope to see a lot of greenery, new business, beautiful roads to match the new beautiful homes being built. We need lots of parks, for older teenagers (basketball court, baseball field, soccer, etc.) and for little kids (swings, slides, open spaces to run around, jungle gym, climbing areas, etc.)

Infrastructure is well maintained

Seem open to new ideas

Have cricket hotdogs!

Electric rates

Overall respect for all the people.

The police force and fire dept are incredible. Bravo.

Keep the streets clean

Sanitation

County seat - courthouse

in recent years: parks & recreation developments

Still has a hometown feel in spite of growth

Proximity

I can't think of anything. But. Smithfield has potential with the right planning.

The wonderful third street eatery.

Giving it the local charm!

Small town gossip ;)

Excellent utilities. Our electric crews do an amazing job keeping the power on. Also our sanitation workers are great!

Provides quality and timely information about local events

Ham & Yam (I have been since I was a kid and now bring my own kids)

Downtown

Police and fire support

Location

What outcome would you like to see from the strategic plan?

a real plan to make our schools better. And a plan to increase home ownership.

The plan is implemented.

A long range vision with clear , tangible deliverables with backing with financial capacity and human capital to make it happen. growing the population and filling business/retail spaces

Promoting and having a vision for the future of the Town and not rest waiting for "something to happen."

Rapid development and increased attention to infrastructural needs as growth rates increase.

To become a space people love to visit. To be a home where residents can enjoy plenty of time without having to leave town. To have a community that supports one another

I would love to see many parks with basketball courts, walking trails, soccer fields, baseball fields, jungle gyms, swings, slides.

Updated movie theatre like in Holly Springs (AMC theatre) we drive 40 mins to Holly Springs to see a movie and I would love to spend that money in our own town! Better roads & highways, shopping stores and cafes and restaurants downtown and just make Smithfield a beautiful place to live.

Economic growth

A rise in quality of life.

not to lose the small town atmosphere. don't become overcrowded

That Smithfield is a destination for visitors and provides higher quality attractions and services to residents.

More business downtown and a place for kids to enjoy

I would like the outcome to be that the Town recognizes its potential in both residential and commercial opportunities. The Town should clean up its major corridors (70 East and West).

Growth of Downtown with unique small businesses and somehow grants to help them get started especially if rent does not come down or utilities or taxes.

A Wegmans, Whole Foods or Trader Joe's in the plans

Better roads, more stop lights, more cell phone towers

sidewalks! bike lanes

Great grocery stores and family restaurants

Long term planning that promotes balanced growth and sets strict standards for residential

Action

More young people/families moving and working here. Schools would benefit also. a push for leaders to get on with it!

Changes made to our schools through the school board better understand their negative impact on our community.

A long term development plan that allows us to be proactive in taking advantage of strategic growth opportunities rather than being reactive. Would really like to see more of an emphasis on our parks and recreation opportunities for youth development.

Development of local attractions, restaurants, to bring people downtown at night - date nights, girls night, etc. I would love to see the run down houses across from the riverfront amphitheater turn into a group of restaurants/bars.

Making downtown a more people friendly place.

I'd like to see a real plan that involves business owners and Residence owners that live in this community. And people in power that listen and work with the people that want this to be the best place to live and visit.

I would love to see an upgrade in housing and less empty commercial buildings. A thriving downtown that does not shut down when the sun sets. We have the perfect location to make all of this happen.
County offices are representative of the county. We're the fastest growing county and our offices are insufficient. Being the county seat, Smithfield needs help from the county.
Focus on local, focus on keeping us small but impactful
Values of existing homes to increase
Less excessive landscape requirements. Businesses all around town are so overgrown with all the landscaping that the town required, that you can't see the business from the street.
Diverse population and increased community involvement
Someone with a vision being involved. Get rid of people who have been here forever and are unwilling to change the way the town looks and feels.
Splashpad/ Playground similar to Clayton's (yes, we have visited the Smithfield one) / hometown local restaurants/breweries in a walking district (similar to downtown Wendell)... local Bakery, outdoor dining, downtown brewery, etc.
More upscale housing and higher end restaurants.
Growth through jobs!
Growth and jobs at the \$100,000 level
Achieve a plan that brings in middle class people. Not a housing plan that brings in low end housing that will be slums in 15 years

Please make any additional comments here.

If one is coming to Smithfield from RDU the entrance to Smithfield is not attractive. There are communities in New England and along the Great Lakes that are attractive to enter. Brightleaf suffers from what appears to be a lack of planning. Visually it's overwhelming and difficult to see what businesses exist.

The town needs to get revenue. At some point the town will need to find ways to increase revenue for economic development and that might have to mean taxes. Don't be shortsighted, as you grow in size and the demand on infrastructure grows if you don't gain new revenue you will always come up short.

The highway and street improvements are good. More street lights in some of the rural areas.

My family and I just want to be able to do the things we enjoy, without driving 30-60 mins to Raleigh, Hollys Springs, Cary, Fuquay Varina. We desperately need shopping centers, cafes, walking areas, lots of parks, entertainment for adults and children, especially teenagers. Thank you so much for asking us residents what we would like to see and what we think will help.

Housing is a large issue. Keep mind my family resided there for over 50 years. Without job opportunities you have zero. Smithfield has been a low paying area for many many years. That is why when we went off to college we left. You cannot live on a 10.00 an hour salary.

I love Smithfield and not against growth, but we need more than just housing going up. Schools are getting full and have to go out of county for shopping and fun activities.

It would be great to get another cell tower or two, or whatever it would take to get better reception.

We need better grocery stores. Better restaurants, less fried food spots.

Please allow backyard chickens

Need a plan to keep the street and roadsides mowed. Litter pick up is desperately needed. Roads need paving. Too many corporate chain stores and restaurants. Preserve the historical homes and structures. The cookie cutters on Buffalo road are awful, please don't approve any more.

The trucks and speeding on Main Street is horrible. Police must issue tickets for it to improve - signs don't work!

We need more attractions to draw industry and residents into the town. More restaurants in downtown and more events.

Smithfield needs to control the direction of the development; not let the development control the direction. We also need more investment in local youth sports and recreation programs. Smithfield can barely even field youth sport leagues because of everyone playing out of town at better organized locations such as Cleveland, Princeton, etc. Being the county seat and highest population base, this is shameful.

Smithfield has so much potential! We need our community's support and a consistent vision! We don't need to do things the "cheap" way but build things long lasting. Ex. The houses near the little brown jug, that's what we need to see more of.

Smithfield has great opportunities to make this place better. We can be a place that families want to come spend their time and stay.

Make it a better place to be. Stop the downtown trucks and make it a great place to walk around town. I moved to downtown several years ago hoping to see growth. Taxes are high here and we want to be in a place we are so proud of. Smithfield can get there! Let's do it!

We absolutely love living in downtown Smithfield but certainly look forward to town-wide improvements. Also thank you to all of the town workers; they always do a phenomenal job.

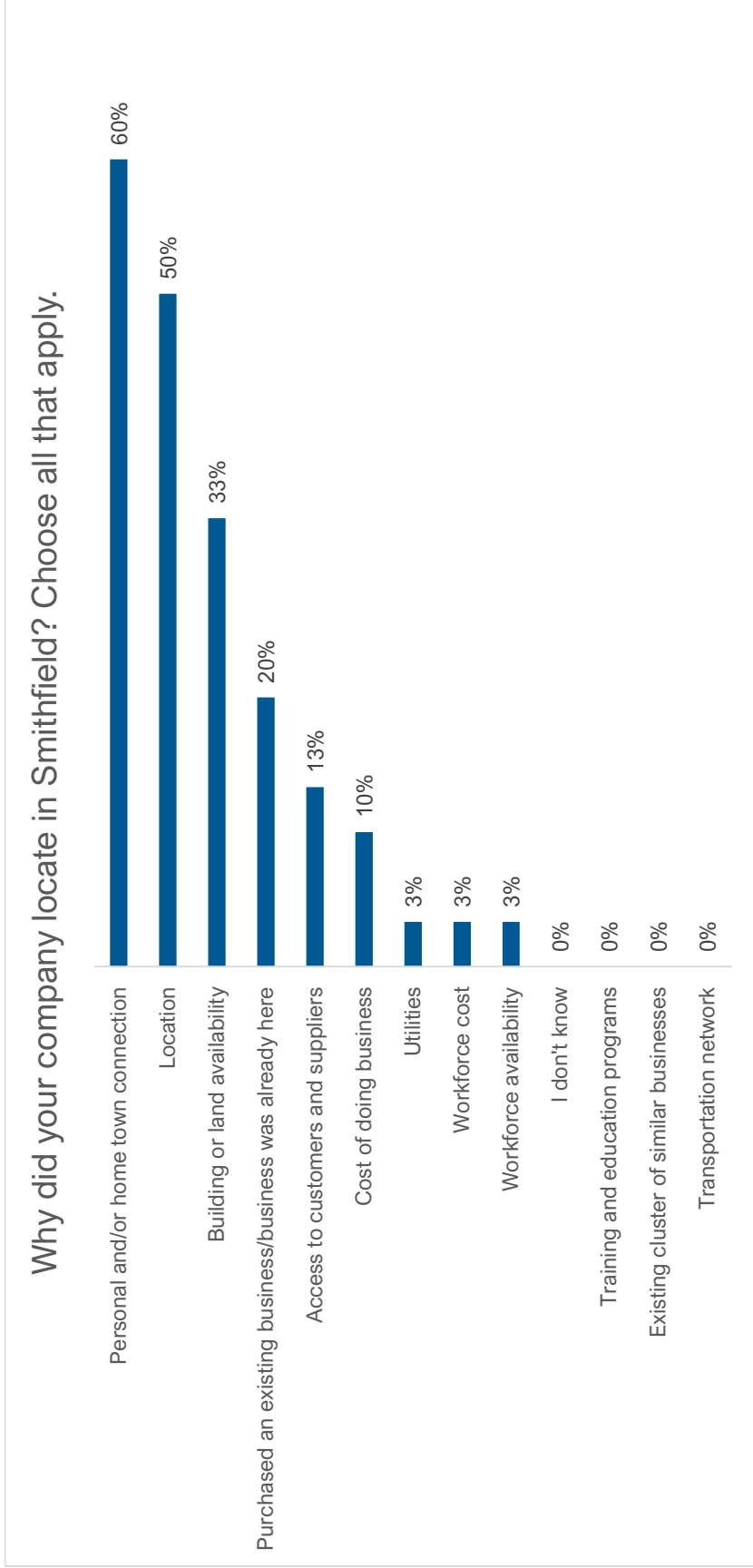
I love this town so much!

Become more business friendly. This includes excessive utility deposits and planning/zoning approval requirements. Consider one stop permitting.

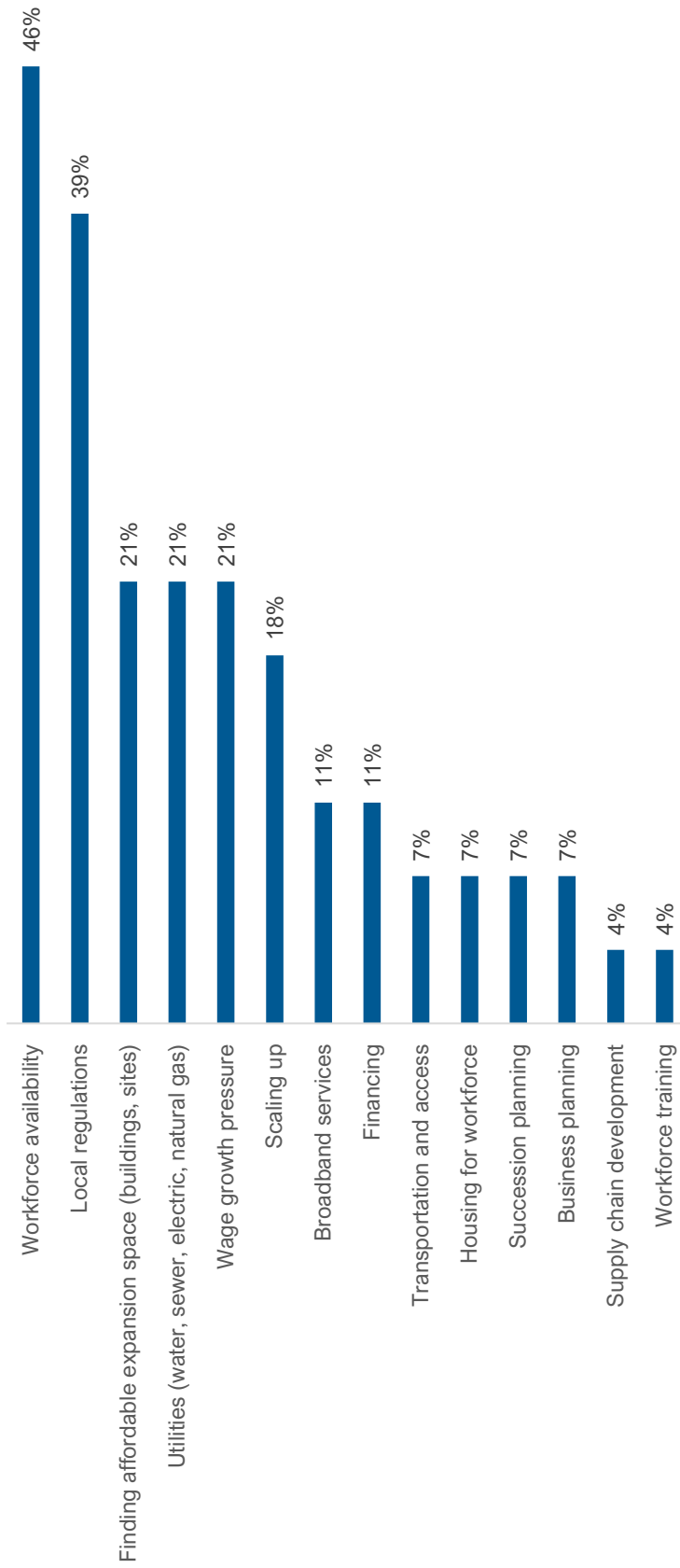
We desperately need a higher end steakhouse.

Let's build a Materiel Recycling Facility. Let's build an amusement park.

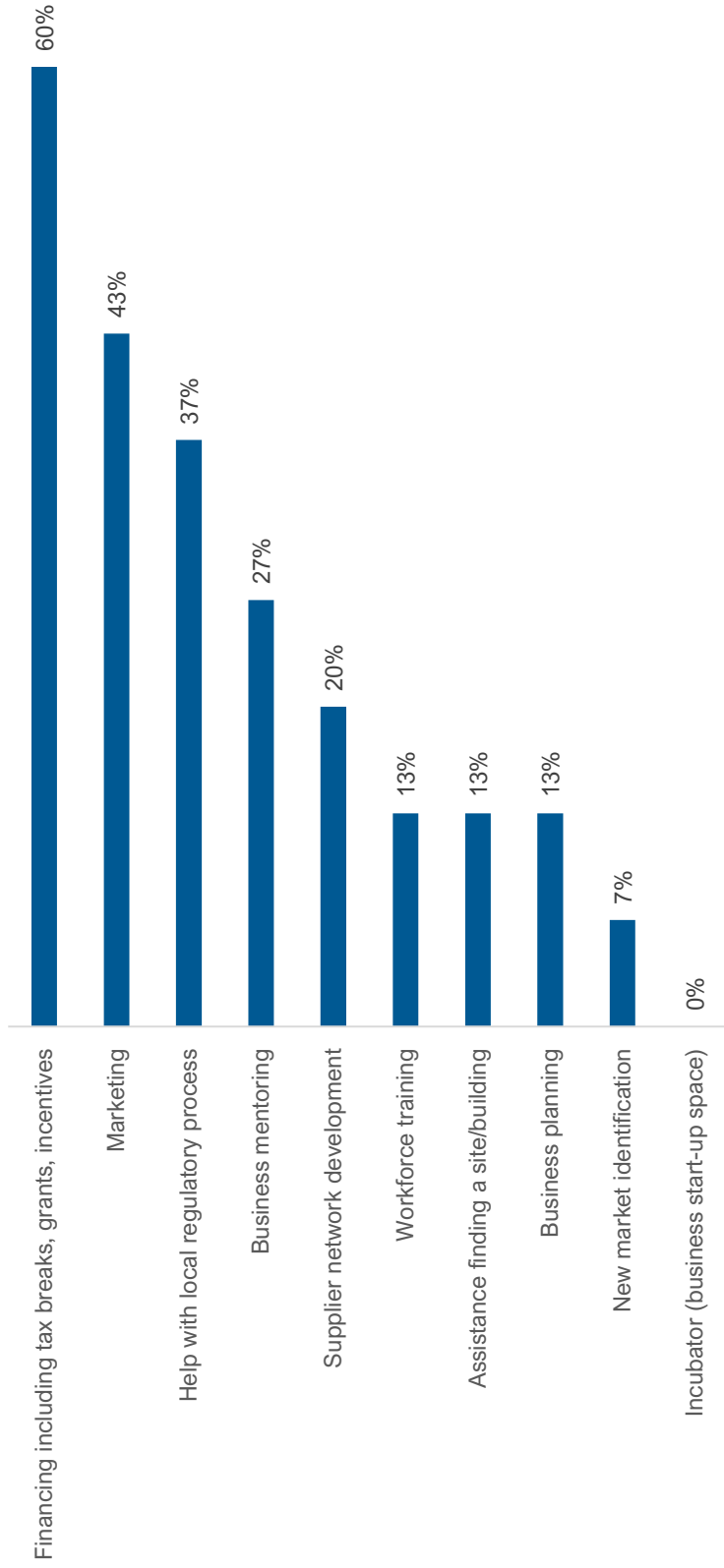
Appendix C: Business Survey Results



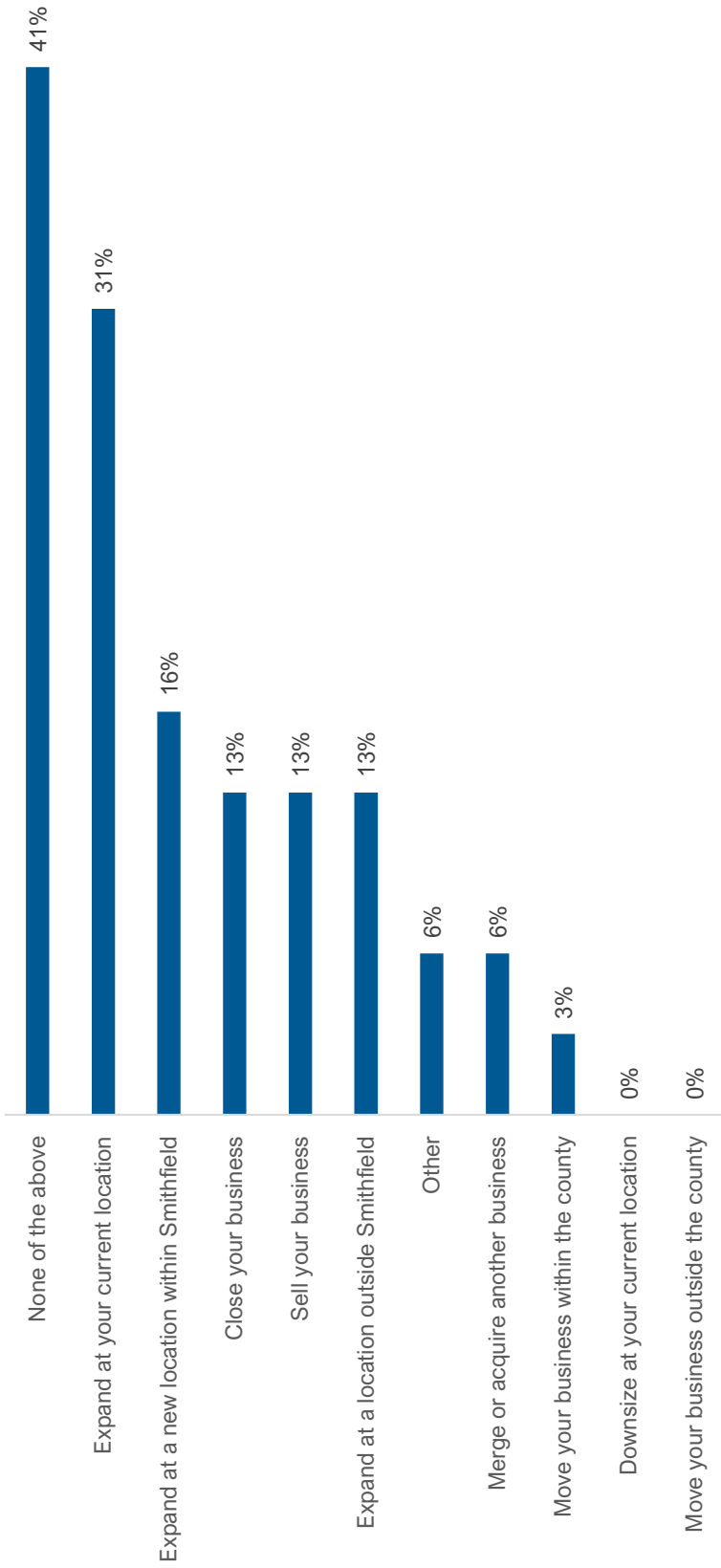
What are your main challenges to sustaining and growing your business? Choose all that apply.



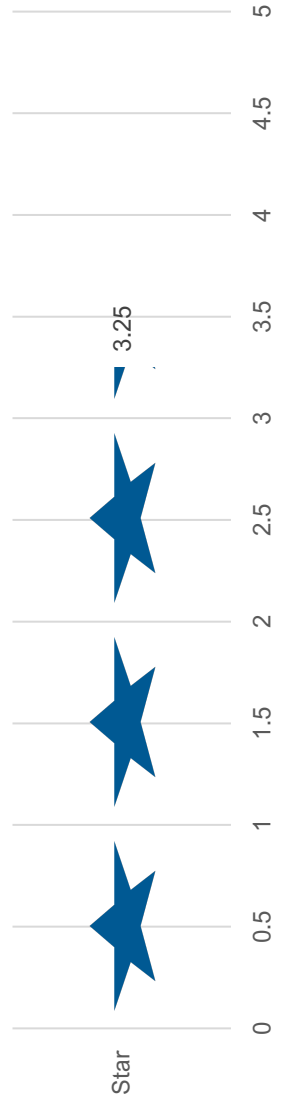
What business assistance would have been helpful when you started your business or that you believe would be helpful to a new business starting in Smithfield today?
Choose all that apply.



Are you currently planning to... Choose all that apply.

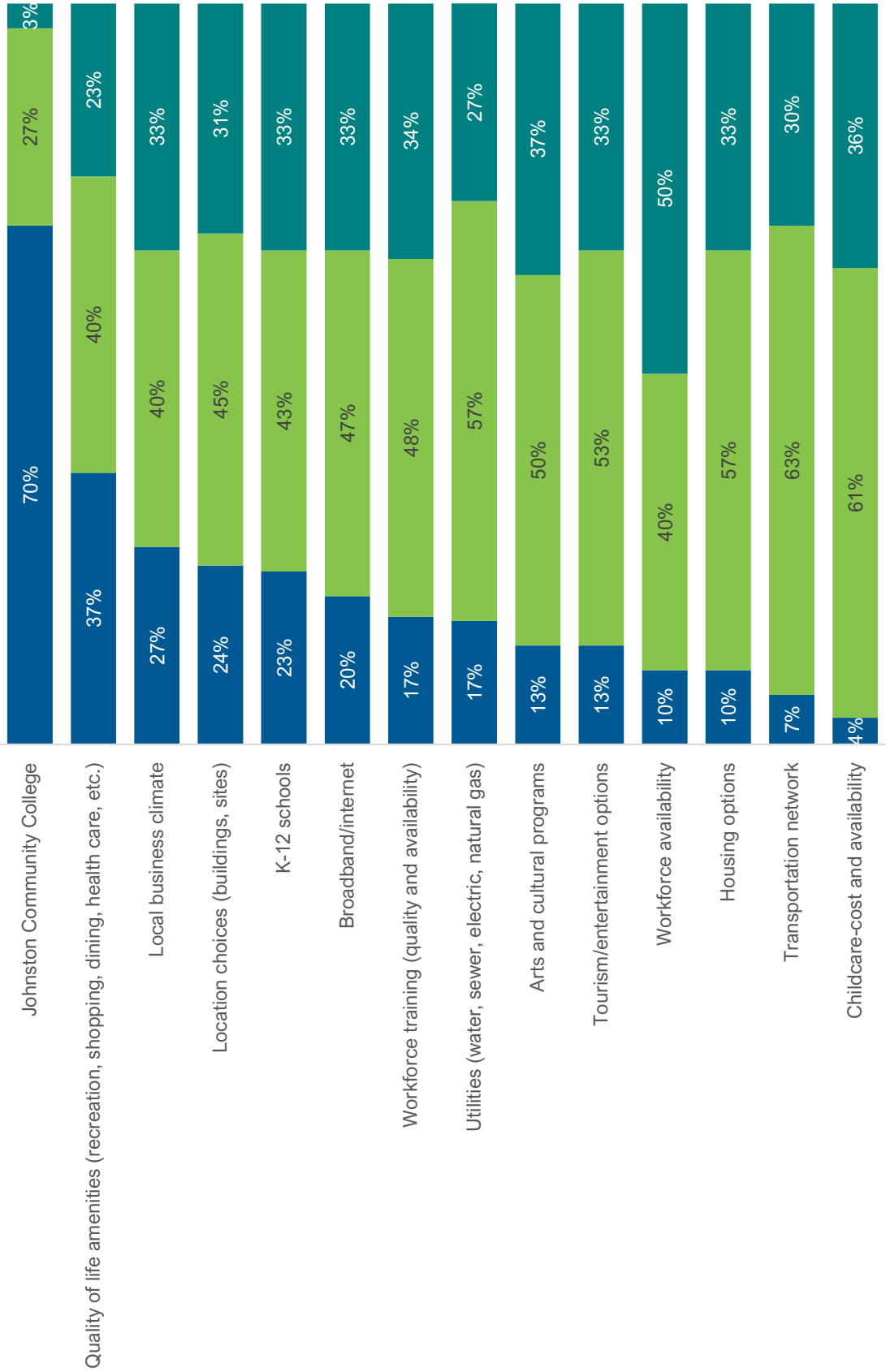


Rate the business-friendliness of the Town of Smithfield

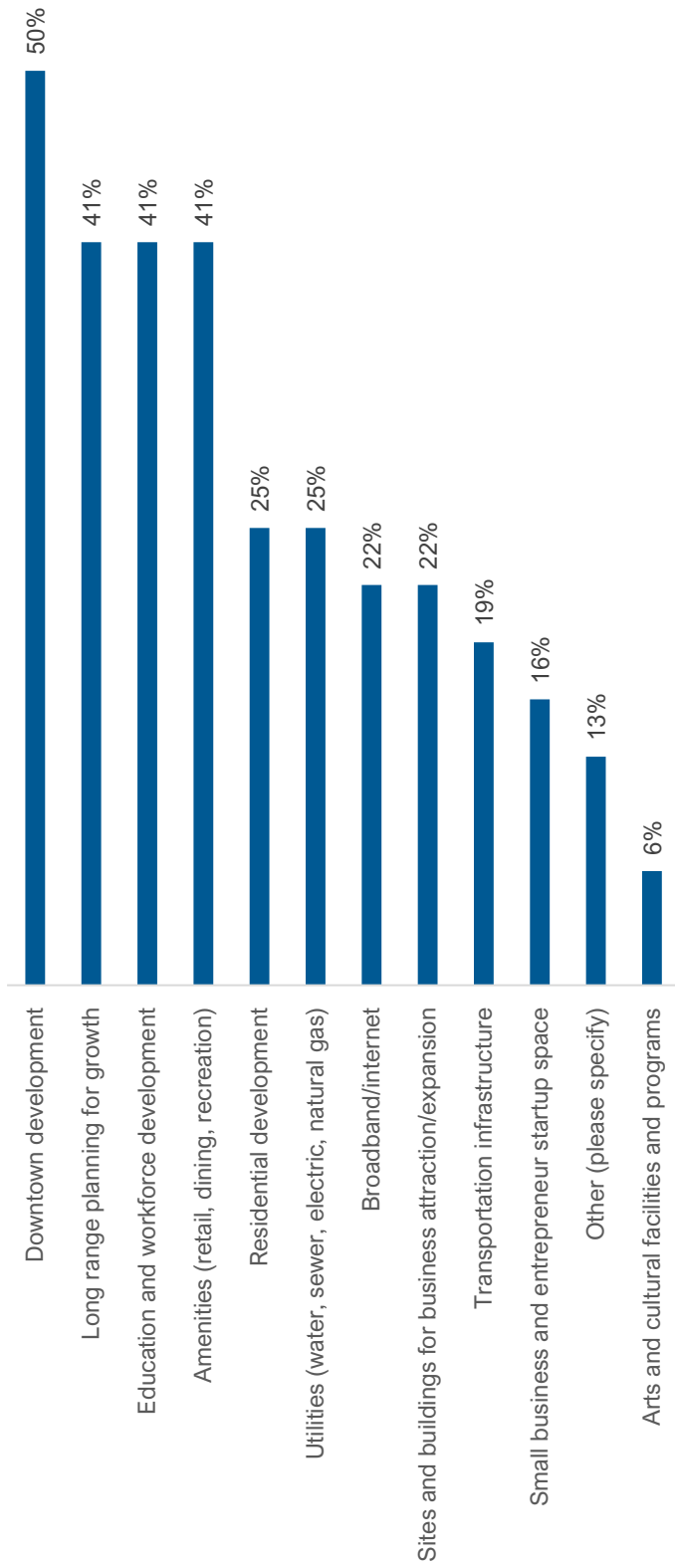


From a business perspective, rate the following as strengths, weaknesses, or neither.

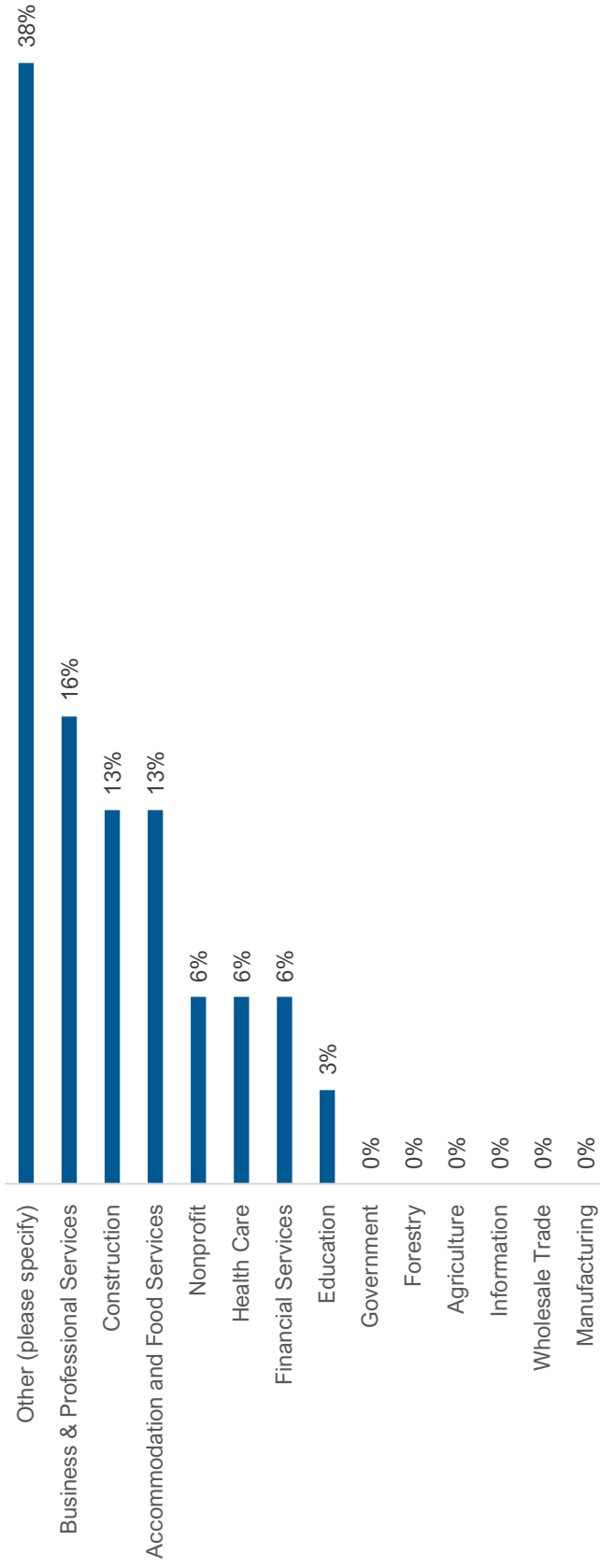
■ Strength ■ Neither strength or weakness ■ Weakness



What is the most important investment Smithfield could make to ensure long-term, sustainable economic growth? CHOOSE THREE.



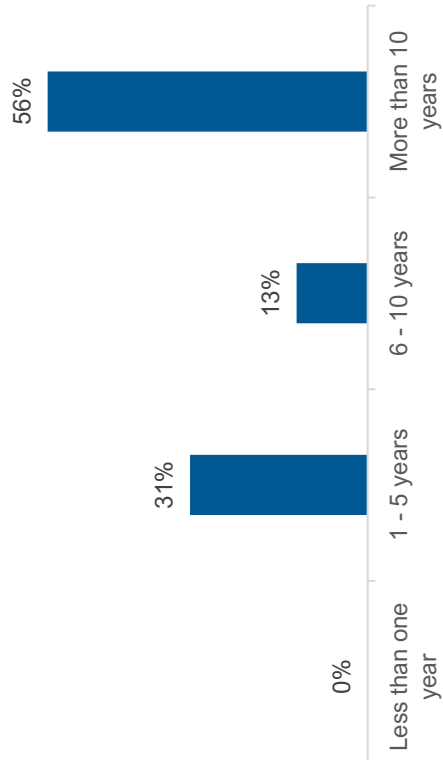
What business sector most closely matches your business?



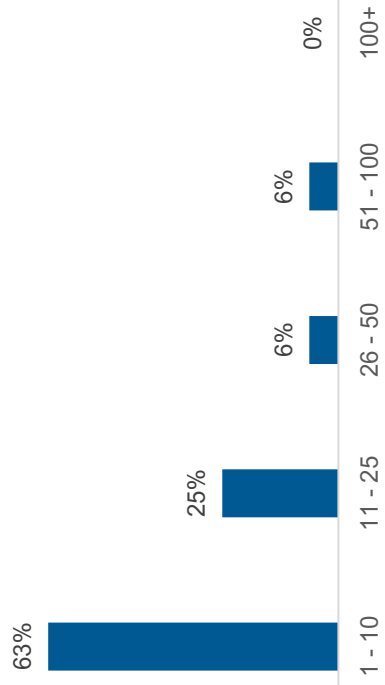
Other (please specify)

- Pest Control
- Fitness Martial Arts
- Organizing and interior design
- Machine and equipment fabrication
- entertainment
- Home Furnishings
- Retail
- Retail
- Recycling
- Hospitality
- Real Estate
- Retail

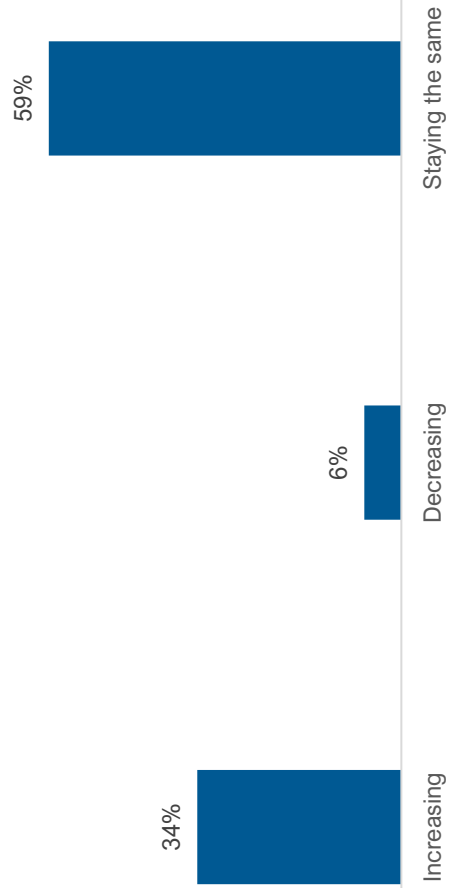
How many years has your business been operating?



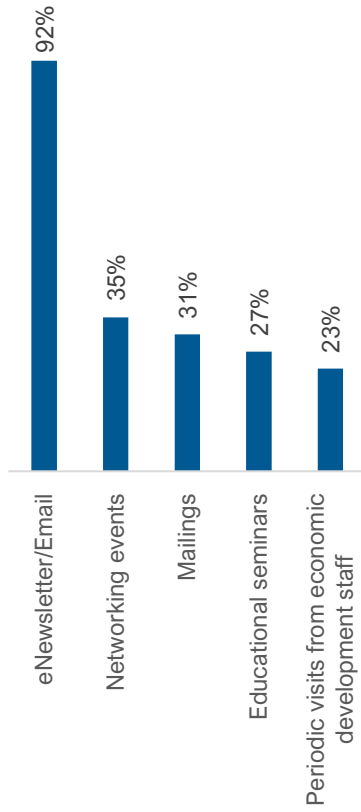
How many employees, full-time equivalents, are employed in your business?



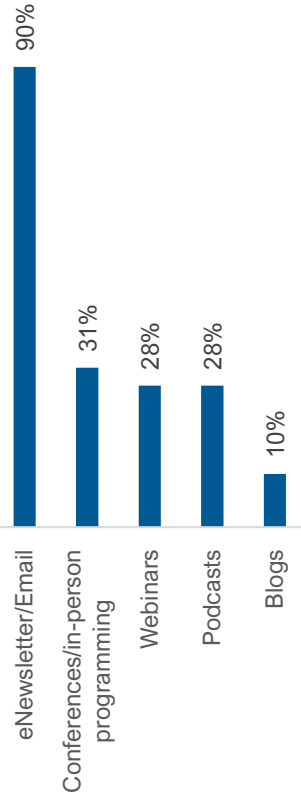
Our number of workers is...



How would you like to be contacted with information from the Town? Choose all that apply.



What is your preferred method to consume information that can help you grow your business? Choose all that apply.



Please share any additional information that you believe is important to the strategic planning process.

The planning department checklist must be disposed immediately.

For any businesses that aren't located downtown in Smithfield it is very difficult to advertise. Each town has their own group and if you don't fit the group, you aren't supported unless you have money to join the Chamber and go to a bunch of events. We need more support for businesses on the outskirts and for businesses that don't have a brick and mortar.

Create market experience on river walk to attract visitors for weekend business

Reaching out to small businesses and requesting our feedback.

Embrace change once in a while. Don't be afraid of new ideas.

Making sure we have ways to get information out to local people and visitors about the small businesses. Leave maps in hotels of businesses.

We need communication. Grants for small businesses start up. Grants to fix buildings to rent out and bring up to date. Fix parking and traffic

Study Sponsor and Consultant



Electricities of N.C. Inc. sponsored the Town of Smithfield Economic Development Strategic Plan. Electricities' economic development department offers a variety of services to promote NC Public Power communities to businesses and economic developers. It helps communities recruit business and industry by providing:

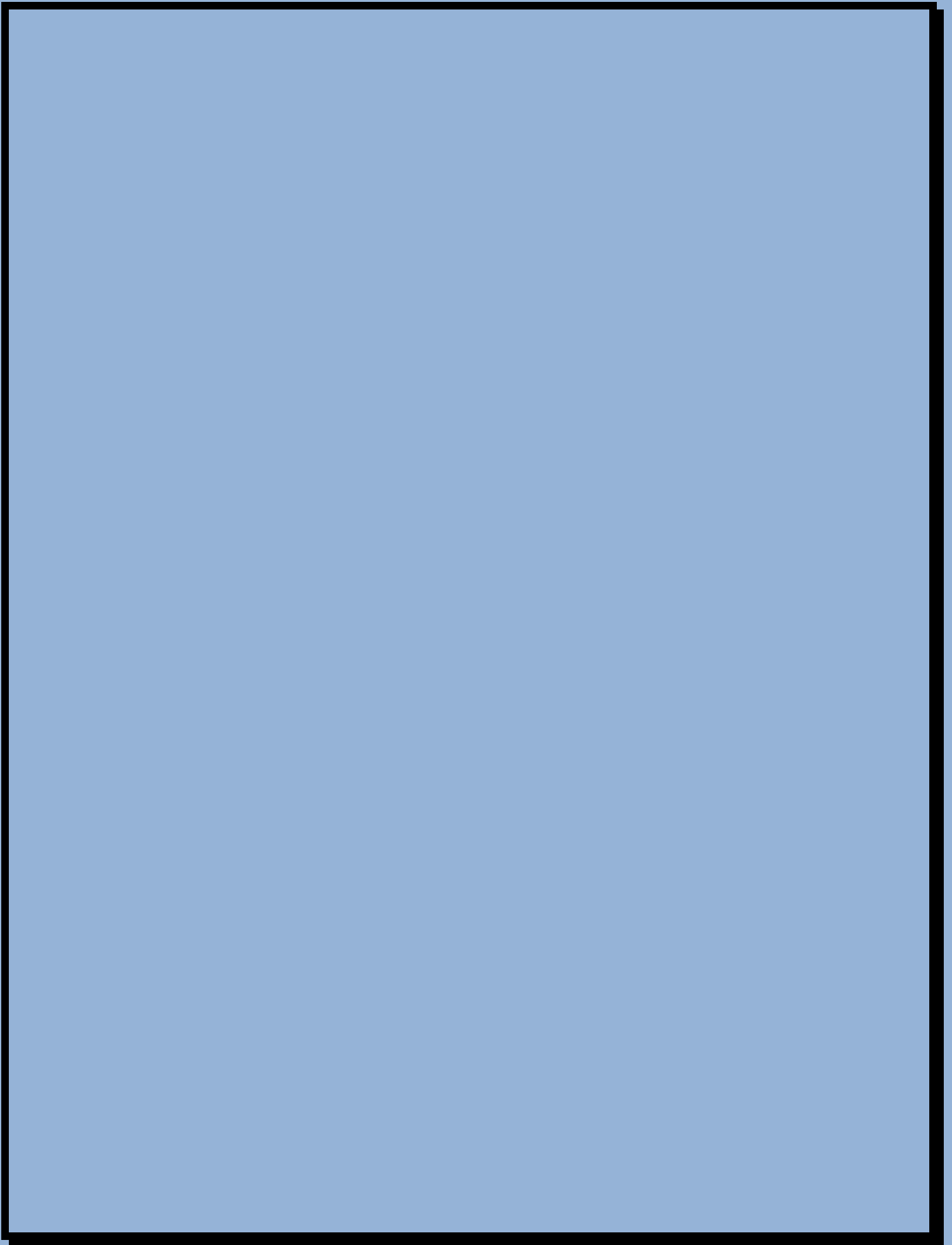
- ⊙ Target Marketing
- ⊙ Marketing/Collateral Assistance
- ⊙ Aerial Photography
- ⊙ Proposals for Prospects/Clients
- ⊙ Advertising Opportunities
- ⊙ Target Sectors
- ⊙ Trade Show Opportunities
- ⊙ Direct Marketing
- ⊙ Retail/Commercial Developments

www.electricities.com

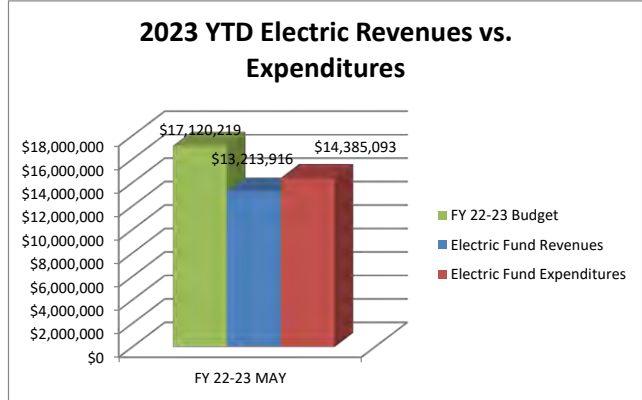
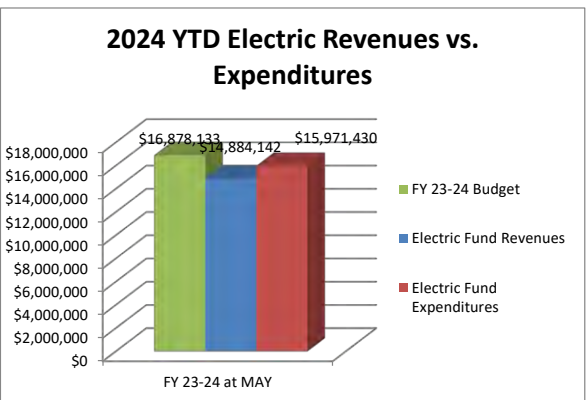
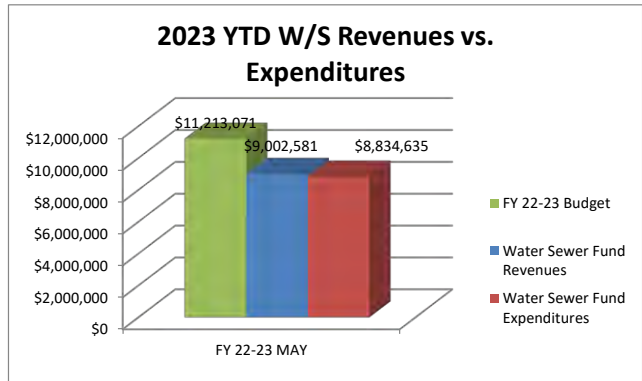
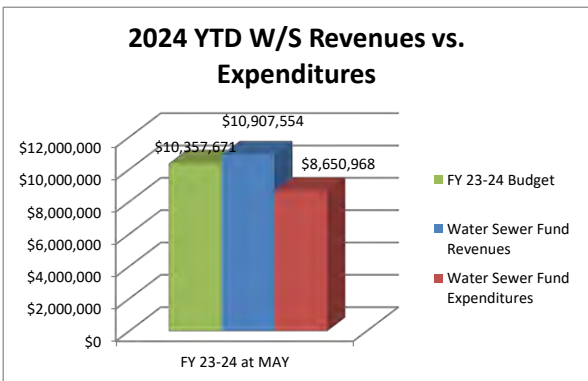
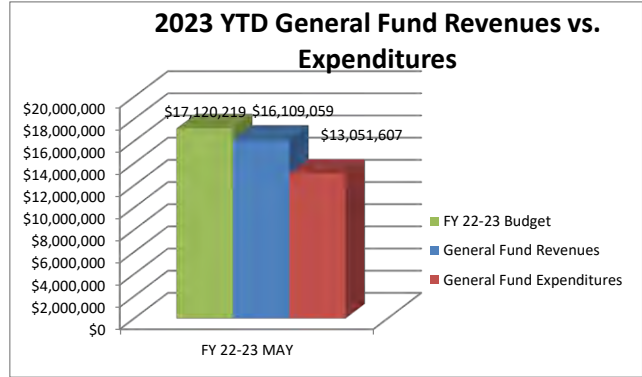
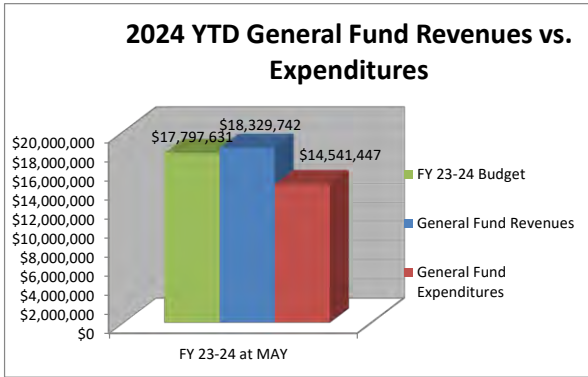


Creative Economic Development Consulting, LLC, provides strategic planning, product development, organizational development, social media, and economic impact analysis services to communities. Creative EDC is an innovative firm that owns four proprietary programs: Certified Entrepreneurial Community®, CreativeSiteAssessment.com, Creative Back-Office Suite of Services, and Creative Coaching. Creative EDC supports Electricities' strategic planning, Smart Sites, and Site Assist initiatives. www.creativeedc.com

Financial Report



Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
May 31, 2024
Gauge: 11/12 or 92 Percent

91.67%

		GENERAL FUND						
Revenues	Frequency	Actual to Date		Budget		Actual to Date		YTD %
		FY '22-23	FY '23-24	FY '23-24	FY '23-24	Collected		
Current & Prior Year Property Taxes	Monthly	\$ 7,233,333	\$ 7,436,900	\$ 8,182,626				110.03%
Motor Vehicle Taxes	Monthly	760,809	775,000	708,797				91.46%
Utility Franchise Taxes	Quarterly	735,559	965,000	810,764				84.02%
Local Option Sales Taxes	Monthly	2,802,696	3,100,000	3,615,467				116.63%
Aquatic and Other Recreation	Monthly	789,876	714,500	757,267				105.99%
Sanitation (Includes Penalties)	Monthly	1,309,595	1,519,310	1,440,208				94.79%
Grants		93,324	21,630	28,900				133.61%
All Other Revenues		1,806,077	1,784,484	2,160,923				121.10%
Transfers (Electric, Water, and Fire Dist.)		577,790	451,790	624,790				138.29%
Fund Balance Appropriated		-	1,146,657	-				0.00%
Total		16,109,059	\$ 17,797,631	\$ 18,329,742				102.99%

Expenditures	Actual to Date		Budget		Actual to Date		YTD %
	FY '22-23	FY '23-24	FY '23-24	FY '23-24	Spent		
General Gov.-Governing Body	\$ 412,927	\$ 488,076	\$ 436,512		89.44%		
Non Departmental	901,970	1,240,026	998,667		80.54%		
Debt Service	431,522	438,296	420,499		95.94%		
Finance	139,386	162,590	144,351		88.78%		
IT	110,173	303,162	237,333		78.29%		
Planning	358,123	408,658	300,240		73.47%		
Police	3,531,416	4,636,274	3,727,202		80.39%		
Fire	2,305,983	3,042,526	2,783,336		91.48%		
General Services/Public Works	545,737	706,233	598,434		84.74%		
Streets	386,535	746,065	370,719		49.69%		
Motor Pool/Garage	91,020	198,685	158,167		79.61%		
Powell Bill	373,886	475,548	494,173		103.92%		
Sanitation	1,284,870	1,936,360	1,658,277		85.64%		
Stormwater	68,551	216,225	40,258		18.62%		
Parks and Rec	974,380	1,223,107	1,077,964		88.13%		
SRAC	1,085,903	1,275,305	1,054,465		82.68%		
Sarah Yard Center	49,225	58,696	40,850		69.60%		
Contingency	-	241,799	-		0.00%		
Total	\$ 13,051,607	\$ 17,797,631	\$ 14,541,447		81.70%		

YTD Fund Balance Increase (Decrease) 3,057,452 (0) 3,788,295

TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
May 31, 2024
Gauge: 11/12 or 92 Percent

91.67%

WATER AND SEWER FUND

Revenues	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Collected
Water Charges	\$ 2,467,629	\$ 2,912,000	\$ 2,881,307	98.95%
Water Sales (Wholesale)	1,812,409	2,080,380	2,516,729	120.97%
Sewer Charges	4,260,984	4,800,000	4,802,339	100.05%
Penalties	65,293	60,000	58,872	98.12%
Tap Fees	5,370	3,000	25,492	849.73%
Other Revenues	390,896	184,000	622,815	338.49%
Fund Balance Appropriated	-	318,291	-	0.00%
Total	\$ 9,002,581	\$ 10,357,671	\$ 10,907,554	105.31%

Expenditures	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Spent
Water Plant (Less Transfers)	\$ 1,824,748	\$ 2,479,704	\$ 2,061,980	83.15%
Water Distribution/Sewer Coll (Less Transfers)	3,641,374	5,222,563	4,211,965	80.65%
Transfer to W/S Capital Proj. Fund	2,401,130	1,350,000	1,350,000	100.00%
Debt Service	967,383	1,030,957	1,027,023	99.62%
Contingency	-	274,447	-	0.00%
Total	\$ 8,834,635	\$ 10,357,671	\$ 8,650,968	83.52%

YTD Fund Balance Increase (Decrease) 167,946 - 2,256,586

ELECTRIC FUND

Revenues	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Collected
Electric Sales	\$ 12,810,069	\$ 16,320,000	\$ 14,298,176	87.61%
Penalties	83,928	80,000	84,979	106.22%
All Other Revenues	319,919	252,000	500,987	198.80%
Fund Balance Appropriated	-	226,133	-	0.00%
Total	\$ 13,213,916	\$ 16,878,133	\$ 14,884,142	88.19%

Expenditures	Actual to Date	Budget	Actual to Date	YTD %
	FY '22-23	FY '23-24	FY '23-24	Spent
Administration/Operations	\$ 2,795,589	\$ 3,121,377	\$ 2,885,739	92.45%
Purchased Power - Non Demand	4,203,511	12,450,000	4,855,938	97.11%
Purchased Power - Demand	5,433,580	-	6,078,411	
Purchased Power - Debt	1,059,828	-	1,156,176	
Debt Service	342,585	342,586	342,586	100.00%
Capital Outlay	-	16,700	20,260	121.32%
Contingency	-	220,000	-	0.00%
Transfers to Electric Capital Proj Fund	550,000	632,320	632,320	100.00%
Transfers to General Fund	-	95,150	-	0.00%
Total	\$ 14,385,093	\$ 16,878,133	\$ 15,971,430	94.63%

YTD Fund Balance Increase (Decrease) (1,171,177) - (1,087,288)

TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
May 31, 2024
Gauge: 11/12 or 92 Percent

91.67%

CASH AND INVESTMENTS FOR MAY

General Fund (Includes P. Bill)	20,665,726			
Water and Sewer Fund	13,228,316			
Electric Fund*	11,248,227			
ARPA (20)	2,166,322			
SCIF (21)	-			
JB George Endowment (40)	137,165			
Water Plant Expansion (43)	954,817			
Booker Dairy Road Fund (44)	457,896			
Capital Project Fund: Wtr/Sewer (45)	1,996,475			
Capital Project Fund: General (46)	1,599,503			
Capital Project Fund: Electric (47)	851,744			
FEMA Acquisitions and Elevations (48)	550			
CDBG Neighborhood Revitalization (49)	(15,221)	1st CITIZENS	35,727,870	1.75%
Firemen Relief Fund (50)	101,195	NCCMT	5,404,191	5.000%
Fire District Fund (51)	73,818	KS BANK	2,207,065	3.00%
General Capital Reserve Fund (72)	6,552	TRUIST	10,133,959	3.25%
Total	\$ 53,473,085		\$ 53,473,085	

*Plug (0)

Account Balances Confirmed By Finance Director on

6/30/2024

Department Reports



FINANCE DEPARTMENTAL REPORT FOR MAY 2024

- In process of updating the Customer Service Policy Manual
- In process of implementing a monthly closing schedule for all finance functions for timely reporting
- In process of setting up general ledger account reconciliations and delegating those tasks to finance and customer service staff
- In process of updating internal control policies and procedures in relation to finance and customer service
- Drafting the revised employee handbook for council approval in the near future
- Assisting with the implementation of new employee benefit management team
- In process of comprehensive inventory of fixed assets for all departments
- In process of updating all grant and capital project ordinances to comply with ordinance and resolution requirements
- In process of working with Town Clerk and Town Manager to properly account for capital reserve / capital project funds
- In process of working to implement online payments with PIO for various departments including planning and fire inspection fees
- Assisting with the transition of various tasks related to the exiting Human Resource Director, such as phone implementation, new benefits, town fiber, NEOGOV, and employee handbook
- Implemented monthly financial reporting for the appearance commission
- In process of implementing a training plan for each employee in finance and customer service departments

GOALS

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



Planning Department Development Report

Thursday, June 27, 2024

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

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

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

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

Project Name: **Driveway Ordinance**
 Request:
 Location
 Tax ID#: PIN#:
 Project Status
 Notes:

Text Amendment 24-02	
Submittal Date:	5/3/2024
Planning Board Review:	6/6/2024
Board of Adjustment Review:	
Town Council Hearing Date:	6/18/2024
Approval Date:	6/18/2024

Project Name: **Buffalo Ridge Subdivision**
 Request:
 Location
 Tax ID#: 140001021 PIN#:
 Project Status
 Notes: **210 Lot SF Subdivision - application denied**

Conditional Zoning 24-03	
Submittal Date:	5/3/2024
Planning Board Review:	6/6/2024
Board of Adjustment Review:	
Town Council Hearing Date:	6/18/2024
Approval Date:	

Project Name: **Watershed overlay map amendment**

Request:

Location

Tax ID#: PIN#:

Project Status **Approved**

Notes:

Map Amendment 24-05

Submittal Date: 5/3/2024

Planning Board Review: 6/6/2024

Board of Adjustment Review:

Town Council Hearing Date: 6/18/2024

Approval Date: 6/18/2024

Project Name: **CarMax**

Request: Dealership and Auction

Location

Tax ID#: 15L10061 PIN#:

Project Status **Approved**

Notes:

Site Plan 24-06

Submittal Date: 4/24/2024

Planning Board Review:

Board of Adjustment Review:

Town Council Hearing Date:

Approval Date:

Project Name: **Wellons Woods**

Request: 44 lot single family subdivision

Location

Tax ID#: 15049017 15049014 PIN#:

Project Status **Withdrawn**

Notes: **Tabled by applicant**

Subdivision 24-03

Submittal Date: 4/23/2024

Planning Board Review:

Board of Adjustment Review:

Town Council Hearing Date:

Approval Date:

Project Name: **Local 70**

Request: Mixed Use PUD with 627 dwelling units consisting of 324 multi

Location

Tax ID#: 14057011X, 14057011 PIN#:

Project Status **Approved**

Notes:

Conditional Zoning 24-02

Submittal Date: 4/22/2024

Planning Board Review: 5/2/2024

Board of Adjustment Review:

Town Council Hearing Date: 5/21/2024

Approval Date: 5/21/2024

Project Name: **Waddell Townes**
 Request: 17-unit townhome development on 1.92 acres
 Location 19 Waddell Street
 Tax ID#: 15005022, 15005023 PIN#: 260413-03-1645 260
 Project Status
 Notes: **Incomplete application**

Special Use 2024-01	
Submittal Date:	4/9/2024
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

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

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

Project Name: **1558 West Market St.**
 Request: Rezone 2.41 acres from R-20A to B-3
 Location
 Tax ID#: 15077033B PIN#:
 Project Status **Approved**
 Notes:

Map Amendment 2024-03	
Submittal Date:	4/5/2024
Planning Board Review:	5/2/2024
Board of Adjustment Review:	
Town Council Hearing Date:	5/21/2024
Approval Date:	5/21/2024

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

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

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

Subdivision 24-02	
Submittal Date:	3/27/2024
Planning Board Review:	4/4/2024
Board of Adjustment Review:	
Town Council Hearing Date:	4/16/2024
Approval Date:	4/16/2024

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Site Plan 2023-13
Submittal Date: 12/18/2023
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

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

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

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

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

Project Name: **Watershed Ordinance Update**

Request:
Location
Tax ID#: PIN:
Project Status **Approved**
Notes:

Text Amendment 2023-09
Submittal Date: 11/7/2023
Planning Board Review: 12/7/2023
Board of Adjustment Review:
Town Council Hearing Date: 1/9/2024
Approval Date: 1/23/2023

Project Name: **96 Gulf Stream Court Industrial**

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

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

Project Name: **Rapid Response Electric**

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

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

Project Name: **JCC Greenhouses**

Request:

Location 1240 East Market Street

Tax ID#: 15L11005N PIN#: 169308-89-4088

Project Status **Approved**

Notes:

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

Project Name: **Johnson's Tire & Auto**

Request: Rezoning form R-20A to B-3

Location 267 NC Hwy 210

Tax ID#: 15076014 PIN#: 168400-93-3800

Project Status **Scheduled for Public Hearing**

Notes: **Rezones a .5 acre portion of 1.5 acre tract of land**

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

Project Name: **Outdoor vehicluar display**

Request: Lowers parking lot striping standards

Location

Tax ID#: PIN#:

Project Status

Notes: **Special considerations for automobile sales only.**

Text Amendment 2023-10	
Submittal Date:	8/4/2023
Planning Board Review:	9/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	10/2/2023
Approval Date:	10/2/2023

Project Name: **Special event ordinance revisions**

Request: Reduces permit requirments for events held in town parks

Location

Tax ID#: PIN#:

Project Status

Notes:

Text Amendment 2023-11	
Submittal Date:	8/4/2023
Planning Board Review:	9/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	10/2/2023
Approval Date:	10/2/2023

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Project Name: **Westerman Place Sub'd**

Request: variance to create a lot on a private easement

Location 350 Westerman Place

Tax ID#: 15I07040 PIN#: 167500-74-2102

Project Status **Approved**

Notes: **10.110.1.4.4,10.110.1.4.4.1 and 10.110.1.4.4.2 to allow a 6.77-acre lot on an access easement**

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

Project Name: **Eagle Nest**

Request: 7 Lot major subdision

Location Galilee Road

Tax ID#: 15I09034M PIN#: 167300-68-6881

Project Status **Withfdrawn**

Notes: **Manufactured homes on septic tanks with shared driveways - appears to have been withdrawn**

Subdivision 2023-01	
Submittal Date:	3/21/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Home2Suites**

Request: 98 Room Hotel

Location 180 Towne Center Place

Tax ID#: 15L11001H PIN#: 260305-08-8796

Project Status **Approved**

Notes: **Construction Emminent**

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

Project Name: **Airport Overlay District**

Request: Amends Section 10.95 Airport Height Hazard Overlay (AHH).

Location

Tax ID#: PIN#:

Project Status **Approved**

Notes: **PB reccomends approval**

Text Amendment 2023-03	
Submittal Date:	3/3/2023
Planning Board Review:	4/6/2023
Board of Adjustment Review:	
Town Council Hearing Date:	5/2/2023
Approval Date:	5/2/2023

Project Name: **Gov. offices in the IND Zoning Districts**
 Request: Amends Section 6.6, Table of Permitted Uses
 Location
 Tax ID#: PIN#:
 Project Status **Approved**
 Notes: **PB reccomends approval**

Text Amendment 2023-05	
Submittal Date:	3/3/2023
Planning Board Review:	4/6/2023
Board of Adjustment Review:	
Town Council Hearing Date:	5/2/2023
Approval Date:	5/2/2023

Project Name: **Landscape Maintenance**
 Request: Amends Section 10.11. Landscape Maintenance
 Location
 Tax ID#: PIN#:
 Project Status **Approved**
 Notes: **PB reccomends approval**

Text Amendment 2023-05	
Submittal Date:	3/3/2023
Planning Board Review:	4/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	5/2/2023
Approval Date:	5/2/2023

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

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

Project Name: **Accessory Structures**
 Request: Allows 2 accessory structures perresidential zoned lot
 Location
 Tax ID#: PIN#:
 Project Status **Approved**
 Notes: **PB reccomended approval**

Text Amendment 2023-02	
Submittal Date:	2/3/2023
Planning Board Review:	3/2/2023
Board of Adjustment Review:	
Town Council Hearing Date:	4/4/2023
Approval Date:	4/4/2023

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

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

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

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

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

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

Project Name: **Building Height Ordinance**
 Request: Increases max building Height to 80' in the HI zoning district
 Location
 Tax ID#: PIN#:
 Project Status **Approved**
 Notes: **PB recommended approval**

Text Amendment 2023-01	
Submittal Date:	
Planning Board Review:	2/2/2023
Board of Adjustment Review:	
Town Council Hearing Date:	3/7/2023
Approval Date:	3/7/2023

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

Request:

Location

Tax ID#: PIN#:

Project Status

Notes:

Text Amendment 2024-02

Submittal Date:

Planning Board Review: 7/11/2024

Board of Adjustment Review:

Town Council Hearing Date: 7/16/2024

Approval Date:

Project Name: **400 Brightleaf Blvd Dupree**

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

Location

Tax ID#: 15015033, 15016033, PIN#:

Project Status

Notes:

Map Amendment 2024-02

Submittal Date:

Planning Board Review: 7/11/2024

Board of Adjustment Review:

Town Council Hearing Date: 7/16/2024

Approval Date:



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

Permits Issued for May 2024

		Permit Fees	Permits Issued
Zoning	Land Use	\$500.00	5
Subdivisions	Major Subdivision	\$725.00	7
Site Plan	Minor Site Plan	\$500.00	12
Zoning	Sign	\$50.00	1
Report Period Total:		\$1,775.00	25
Fiscal YTD Total:		\$8,675.00	165

Permit#	Permit Type	Sub Type	Address	File Open Date	Fees
SP24-000066	Site Plan	Major Site Plan	899 Olive Branch Drive	05/06/2024	25
SP24-000067	Site Plan	Minor Site Plan	716 South Brightleaf Boulevard	05/06/2024	100
SP24-000068	Site Plan	Minor Site Plan	3 Runnymede Place	05/08/2024	25
SP24-000069	Site Plan	Minor Site Plan	167 South Copper Fox Lane	05/09/2024	25
SP24-000070	Site Plan	Major Site Plan	254-270 Paramount Drive	05/09/2024	125
SP24-000071	Site Plan	Major Site Plan	172-188 North Copper Fox Lane	05/09/2024	150
SP24-000072	Site Plan	Major Site Plan	243-259 Paramount Drive	05/09/2024	125
SP24-000073	Site Plan	Major Site Plan	269-281 Paramount Drive	05/09/2024	100
SP24-000074	Site Plan	Major Site Plan	171-181 North Copper Fox Lane	05/09/2024	100
SP24-000075	Site Plan	Minor Site Plan	133 Castle Drive	05/09/2024	25
SP24-000076	Site Plan	Minor Site Plan	372 Hopewell Branch Court	05/10/2024	75
SP24-000077	Site Plan	Minor Site Plan	910 West Street	05/13/2024	25
SP24-000078	Site Plan	Minor Site Plan	1788 Cleveland Road Unit 12A	05/13/2024	25
SP24-000079	Site Plan	Minor Site Plan	368 Sturgeon Street	05/15/2024	25
SP24-000080	Site Plan	Major Site Plan	559 West Market Street	05/16/2024	100
SP24-000081	Site Plan	Minor Site Plan	1299 North Brightleaf Boulevard	05/17/2024	100
SP24-000082	Site Plan	Minor Site Plan	801 Wilsons Mills Road	05/20/2024	25
SP24-000084	Site Plan	Minor Site Plan	48 Tangueray Drive	05/28/2024	25
SP24-000085	Site Plan	Minor Site Plan	109 West Wilson Street	05/29/2024	25
Z24-000060	Zoning	Land Use	1547 East Market Street #105	05/01/2024	100
Z24-000061	Zoning	Land Use	320A Stancil Street	05/08/2024	100
Z24-000062	Zoning	Land Use	12A Noble Street	05/13/2024	100
Z24-000063	Zoning	Sign	1299 North Brightleaf Boulevard	05/17/2024	50
Z24-000064	Zoning	Land Use	201 South Brightleaf Boulevard Unit 4	05/22/2024	100
Z24-000065	Zoning	Land Use	415 North Seventh Street	05/24/2024	100



SMITHFIELD POLICE DEPARTMENT

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

MONTHLY STATISTICS

MONTH ENDING MAY 31, 2024

	MONTHLY TOTAL	YEAR TO DATE TOTAL
CALLS FOR SERVICE	1776	8309
INCIDENT REPORTS TAKEN	132	553
BURGLARY	11	15
CASES CLOSED	105	442
ACCIDENT REPORTS	105	424
ARREST REPORTS TAKEN	82	381
DRUGS	18	100
DWI	7	25
CITATIONS ISSUED	140	905
PARKING/PAID	58/10	381/92
SPEEDING	4	29
NOL/DWLR	55	312
FICT/CNCL/REV REG CARD/TAG	6	139

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

REPORTED UCR OFFENSES FOR THE MONTH OF MAY 2024

PART I CRIMES	May 2023	May 2024	+/-	Percent Changed	Year-To-Date 2023	Year-To-Date 2024	+/-	Percent Changed
MURDER	0	0	0	N.C.	1	1	0	0%
RAPE	1	0	-1	-100%	1	1	0	0%
ROBBERY	1	1	0	0%	2	3	1	50%
Commercial	0	1	1	N.C.	1	1	0	0%
Individual	1	0	-1	-100%	1	2	1	100%
ASSAULT	3	7	4	133%	24	23	-1	-4%
* VIOLENT *	5	8	3	60%	28	28	0	0%
BURGLARY	2	11	9	450%	22	21	-1	-5%
Residential	1	6	5	500%	10	14	4	40%
Non-Resident.	1	5	4	400%	12	7	-5	-42%
LARCENY	37	27	-10	-27%	153	116	-37	-24%
AUTO THEFT	3	2	-1	-33%	9	10	1	11%
ARSON	0	1	1	N.C.	1	1	0	0%
* PROPERTY *	42	41	-1	-2%	185	148	-37	-20%
PART I TOTAL:	47	49	2	4%	213	176	-37	-17%
PART II CRIMES								
Drug	14	18	4	29%	77	101	24	31%
Assault Simple	6	7	1	17%	42	41	-1	-2%
Forgery/Counterfeit	1	1	0	0%	6	5	-1	-17%
Fraud	9	15	6	67%	49	29	-20	-41%
Embezzlement	0	0	0	N.C.	2	3	1	50%
Stolen Property	1	0	-1	-100%	2	4	2	100%
Vandalism	7	13	6	86%	21	29	8	38%
Weapons	0	1	1	N.C.	1	4	3	300%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	1	1	N.C.	1	2	1	100%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	1	1	N.C.	0	1	1	N.C.
D. W. I.	7	7	0	0%	19	27	8	42%
Liquor Law Violation	0	0	0	N.C.	1	3	2	200%
Disorderly Conduct	1	0	-1	-100%	5	1	-4	-80%
Obscenity	0	0	0	N.C.	0	0	0	N.C.
Kidnap	0	0	0	N.C.	1	0	-1	-100%
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	22	18	-4	-18%	135	104	-31	-23%
PART II TOTAL:	68	82	14	21%	362	354	-8	-2%
GRAND TOTAL:	115	131	16	14%	575	530	-45	-8%

N.C. = Not Calculable



Town of Smithfield
Fire Department
 May 2024

I. Statistical Section

May

Confirmed Structure Fires	10
EMS Responses	161
Misc./Other Calls	32
Mutual Aid Calls	7
TOTAL EMERGENCY RESPONSES	274

	May	YTD
Fire Inspections	81	389
Public Fire Education Programs	1	7
# Of Children Educated	350	386
# Of Adults Educated	125	195
Plans Review Construction/Renovation Projects	21	102
Fire Department Permits reviewed / Issued	38	160
Business Preplans	0	0
Fire Related Injuries & Deaths	0	0
# Of Civilian Deaths	0	0
# Of Civilian Injuries	0	0

II. Major Revenues

	May	YTD
Inspections	\$850.00	\$4,600.00
Fire Recovery USA	\$436.80	\$6,055.46

III. Personnel Update:

Continuous Part-time positions available, 17 p/t positions currently filled including the p/t fire inspector.

IV. Narrative of monthly departmental activities:

- Squad was in-service 14 of 23 days
- Total Training Hours for May = 435.5 hours
- Continue budget process
- Website Updating (Continuing)

- Training New FF
- Command Staff Meeting
- Fee Schedule Study
- Fire Investigation Program Work
- Fire Extinguisher Training with Town Utilities Department
- Prepare for Smoke Alarm Canvas
- May 4 – Ham & Yam
- May 8 – EMS Cont. Ed.
- May 22 & 23 – Run for the Wall event

V. Upcoming Plans

- Website Updating (Continuing)
- Meeting with 201 Kellie Drive Fire Alarm
- Smoke Alarm Saturday
- ESO Training
- CFI Training (B Holloman)
- Hotel Inspections
- Amazon Evacuation Drill/Emergency Training



Reporting

05/01/2024 - 05/31/2024

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Assigned To

Due Date

Category

+ Add Filter

My Filters

Work Orders 9

Purchase Orders

Reporting

Requests

Assets

Messages 1

Categories

Parts Inventory

Library

Meters

Locations

Teams / Users

Vendors

Work Orders

Created vs. Completed >



183

Created

198

Completed

108.2%

Percent Completed
**More Work Orders were completed than created during this time period*

200 —
180 —
160 —
140 —
120 —
100 —
80 —
60 —
40 —
20 —
0 —

5/1/2024

Work Orders by Type (i) >



4

Preventive

179

Reactive

0

Other

2.2%

Total Preventive Ratio

257

Support

Lawrence Davis

Settings



Reporting

05/01/2024 - 05/31/2024

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Jesus Mier-Liberato

Due Date

Category

+ Add Filter

Reset

Work Orders 8

Purchase Orders

Reporting

Requests

Assets

Messages 1

Categories

Parts Inventory

Library

Meters

Locations

Teams / Users

Vendors

Work Orders

Created vs. Completed >

+ Add to Dashboard

51

Created

52

Completed

102.0%

Percent Completed
**More Work Orders were completed than created during this time period*

50 —
40 —
30 —
20 —
10 —
0 —

5/1/2024

Work Orders by Type (i) >

+

0

Preventive

51

Reactive

0

Other

0.0%

Total Preventive Ratio

258

Support

Lawrence Davis

Settings

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



I. Statistical Section

- 4 Burials
- 2 Works Orders – Buildings & Facilities Division
- 51 Work Orders – Grounds Division
- 1 Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	\$3,000.00
Riverside Ext Cemetery Lot Sales:	\$0.
Grave Opening Fees:	\$2,900.00
Total Revenue:	\$5,900

III. Major Expenses for the Month:

The Appearance Division purchased no major items for the Month.

IV. Personnel Update:

No one hired 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 Appearance Division safety meeting was on "Glucose Screening" with Jaime Pearce with Wellness Works.

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



183 Total Work Orders completed by the Public Works Department

4 Burials, at \$725.00 each = \$2,900.00

0 Cremation Burial, \$425.00 each = \$0

\$3,000 Sunset Cemetery Lot Sales

\$0 Riverside Extension Cemetery Lot Sales

498.02 tons of household waste collected

122. tons of yard waste collected

3.02 tons of recycling collected

0 gallons of used motor oil were recycled

250 scrap tires were recycled



Smithfield Appearance Commission

Smithfield Appearance Commission

Agenda

Tuesday, June 18, 2024

5:00 PM

Opening

Call to Order

Business:

Approval of Meeting Minutes

Financial Report

Agenda Items

Updates

- Ham and Yam
- DSDC
- Bartlett Tree Inventory Project
- Cemetery plantings

Action Items

- DSDC Mural Design ideas
- Plans for remaining funds

Closing

Adjourn



Reporting

05/01/2024 - 05/31/2024

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Andrew Strickland

Due Date

Category

+ Add Filter

Reset F

Work Orders 8

Purchase Orders

Reporting

Requests

Assets

Messages 1

Categories

Parts Inventory

Library

Meters

Locations

Teams / Users

Vendors

Work Orders

Created vs. Completed >

+ Add to Dashboard

21

Created

21

Completed

100.0%

Percent Completed

20

15

10

5

0

5/1/2024

Work Orders by Type (i) >

+

0

Preventive

21

Reactive

0

Other

0.0%

Total Preventive Ratio

Support

Lawrence Davis

Settings

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
March 31, 2024**



I. Statistical Section

- 1 Preventive Maintenances
- 2 North Carolina Inspections
- 21 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

None

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The shop employee performed preventive maintenance on all Town owned generators. The Public Works Department safety meeting was for "Glucose Screening" with Jamie Pearce



Reporting

05/01/2024 - 05/31/2024

Last Month

Work Orders

Asset Health

Reporting Details

Recent Activity

Export Data

Custom Dashboards

Ethan Bryant

Due Date

Category

+ Add Filter

Reset Filters

Work Orders 8

Purchase Orders

Reporting

Requests

Assets

Messages 1

Categories

Parts Inventory

Library

Meters

Locations

Teams / Users

Vendors

Work Orders

Created vs. Completed >

+ Add to Dashboard

48

Created

50

Completed

104.2%

Percent Completed
**More Work Orders were completed than created during this time period*

50 —
40 —
30 —
20 —
10 —
0 —

5/1/2024

Work Orders by Type (i) >

+

0

Preventive

48

Reactive

0

Other

0.0%

Total Preventive Ratio

264

Support

Lawrence Davis

Settings

Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
May 31, 2024



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 0 Work Orders – 0 Tons of Asphalt was placed in 0 utility cuts, 0 gator areas and 0 overlay.
- c. 0 Work Orders - 0 Linear Feet Drainage Pipe installed.
- d. 5 Work Orders - 750 Linear Feet of ditches were cleaned
- e. 8 Work Orders – 425 lbs. of Cold Patch was used for 8 Potholes.

II. Major Revenues

None hired for the month.

III. Major Expenses for the Month:

Powell Bill paid \$850.00 to Core & Main for 1 Pallet of Perma Patch for pothole repairs.

IV. Personnel Update:

No one hired for the month of May.

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting on "Glucose Screening". with Jaime Pearce with Wellness Works.



Work Orders List for 05/01/2024 - 05/31/2024

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
#3061 Cut ditch Type: Reactive Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 05/01/2024	Total Time Costs Total Time 1h 1m 33s Total Costs \$21.19	\$21.19
#3063 Cut ditch Type: Reactive Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 05/01/2024	Total Time Costs Total Time 23m 6s Total Costs \$7.95	\$7.95
#3064 Cut ditch Type: Reactive Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 05/01/2024	Total Time Costs Total Time 43m 38s Total Costs \$15.02	\$15.02
#3065 Remove Graffiti off of greenway Type: Reactive Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 05/02/2024	Total Time Costs Total Time 35m 5s Total Costs \$12.08	\$12.08
#3066 Cut back limbs on greenway Type: Reactive	Drainage Division	✓ Done Completed by Ethan Bryant on 05/02/2024	Total Time Costs Total Time 4h 19m 8s Total Costs \$89.23	\$89.23

WORK ORDER INFO

Drainage

Ethan Bryant

LOCATION & ASSET

Drainage Division

#3083
 Deliver cones and rollouts for ham&yam

Type: Reactive

Appearance Division

Ethan Bryant

DUE & STATUS

✓ Done

Completed by Ethan Bryant on 05/03/2024

TIME & COST

Total Time Costs

Total Time

\$31.30

1h 30m 54s

Total Costs

\$31.30

PROCEDURE ANSWERS

#3090

Cut fema lots

Type: Reactive

Drainage

Ethan Bryant

Drainage Division

✓ Done

Completed by Ethan Bryant on 05/03/2024

Total Time Costs

Total Time

\$64.93

3h 8m 34s

Total Costs

\$64.93

#3068

Potholes on Henly place

Type: Reactive

Medium

Drainage

Ethan Bryant

05/07/2024

✓ Done

Completed by Ethan Bryant on 05/07/2024

Total Time Costs

Total Time

\$5.33

15m 28s

Total Costs

\$5.33

#3101

301 Bridge Street, JoCo Building Association

Type: Reactive

High

Drainage

Ethan Bryant

Drainage Division

05/07/2024

✓ Done

Completed by Ethan Bryant on 05/08/2024

Total Time Costs

Total Time

\$17.28

50m 11s

Total Costs

\$17.28

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Drainage Division

#3108
Fill pothole
 Type: Reactive

Potholes and street repairs

Ethan Bryant

✓ Done
 Completed by Ethan Bryant on 05/08/2024

Total Time Costs
 Total Time
Total Costs

\$5.82
 16m 55s
\$5.82

Drainage Division

#3109
Fill pothole
 Type: Reactive

Potholes and street repairs

Ethan Bryant

✓ Done
 Completed by Ethan Bryant on 05/08/2024

Total Time Costs
 Total Time
Total Costs

\$2.78
 8m 5s
\$2.78

Drainage Division

#3110
Fill pothole
 Type: Reactive

Potholes and street repairs

Ethan Bryant

✓ Done
 Completed by Ethan Bryant on 05/08/2024

Total Time Costs
 Total Time
Total Costs

\$3.09
 8m 59s
\$3.09

Drainage Division

#3111
Fill pothole
 Type: Reactive

Potholes and street repairs

Ethan Bryant

✓ Done
 Completed by Ethan Bryant on 05/08/2024

Total Time Costs
 Total Time
Total Costs

\$5.78
 16m 48s
\$5.78

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

#3113 Fill potholes Type: Reactive Potholes and street repairs Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 05/08/2024	Total Time Costs Total Time \$4.22 12m 16s \$4.22	
#3114 Fill pothole Type: Reactive Potholes and street repairs Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 05/08/2024	Total Time Costs Total Time \$2.12 6m 10s \$2.12	
#3115 Fill pothole Type: Reactive Potholes and street repairs Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 05/08/2024	Total Time Costs Total Time \$5.91 17m 10s \$5.91	
#3102 Stopped up ditch tile Type: Reactive High Drainage michael Sliger Ethan Bryant		05/08/2024 ✓ Done Completed by michael Sliger on 05/08/2024		

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

#3117
Fix leaning stopsign
 Type: Reactive
Signage
 Ethan Bryant

Total Time Costs
 Total Time
Total Costs

\$3.85
 11m 11s
\$3.85

✓ Done
 Completed by Ethan Bryant
 on 05/08/2024

#3119
Clean catchbasins
 Type: Reactive
Drainage
 Ethan Bryant

Total Time Costs
 Total Time
Total Costs

\$99.15
 4h 47m 56s
\$99.15

✓ Done
 Completed by Ethan Bryant
 on 05/09/2024

#3127
**Clean out ditch on
 Forbes St**
 Type: Reactive
 N70
Drainage
 Ethan Bryant

Total Time Costs
 Total Time
Total Costs

\$84.50
 4h 5m 24s
\$84.50

05/13/2024
 ✓ Done
 Completed by Ethan Bryant
 on 05/13/2024

#3136
**Fix sink hole beside
 Kiddie park**
 Type: Reactive
Drainage
 Ethan Bryant

Total Time Costs
 Total Time
Total Costs

\$82.69
 4h 0m 9s
\$82.69

✓ Done
 Completed by Ethan Bryant
 on 05/14/2024

#3138
**1900 block of S
 Vermont**
 Type: Reactive
Medium
Streets

Total Time Costs
 Total Time
Total Costs

\$5.82
 16m 54s
\$5.82

05/14/2024
 ✓ Done
 Completed by Ethan Bryant
 on 05/14/2024

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Division

Ethan Bryant

#3143

Drainage Division
Drainage Division

05/15/2024

✓ Done
Completed by Ethan Bryant
on 05/15/2024

Total Time Costs
Total Time
\$3.90
11m 19s

Total Costs
\$3.90

High

Drainage

Ethan Bryant

#3132

Drainage Division
Street Division

05/15/2024

✓ Done
Completed by Ethan Bryant
on 05/15/2024

Total Time Costs
Total Time
\$11.23
32m 36s

Total Costs
\$11.23

High

Streets
Division

Ethan Bryant

#3146

2809 Buffalo Rd

Type: Reactive

05/16/2024

✓ Done
Completed by michael Sliger
on 05/16/2024

#3150

Sink hole beside
catchbasin

Type: Reactive

Drainage Division

05/16/2024

✓ Done
Completed by Ethan Bryant
on 05/16/2024

Total Time Costs
Total Time
\$22.34
1h 4m 52s

Total Costs
\$22.34

Drainage

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Ethan Bryant

#3163

Faded streetblades

Type: Reactive

[Signage](#)

Ethan Bryant

Drainage Division

✓ Done
Completed by Ethan Bryant
on 05/17/2024

Total Time Costs
Total Time 1h 30m 17s
Total Costs \$31.09

#3166

Cut limbs

Type: Reactive

[Signage](#)

Ethan Bryant

Drainage Division

✓ Done
Completed by Ethan Bryant
on 05/17/2024

Total Time Costs
Total Time 17m 12s
Total Costs \$5.92

#3176

Put up American Flags

Type: Reactive

[Drainage](#)

Ethan Bryant

Drainage Division

✓ Done
Completed by Ethan Bryant
on 05/21/2024

Total Time Costs
Total Time 1h 32m 38s
Total Costs \$31.90

#3177

Fill pothole

Type: Reactive

[Potholes and street repairs](#)

Ethan Bryant

Drainage Division

✓ Done
Completed by Ethan Bryant
on 05/21/2024

Total Time Costs
Total Time 15m 27s
Total Costs \$5.32

#3179

Cut grass

Type: Reactive

[FEM A Lots](#)

Ethan Bryant

Drainage Division

✓ Done
Completed by Ethan Bryant
on 05/21/2024

Total Time Costs
Total Time 1h 15m 54s
Total Costs \$26.13

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Ethan Bryant				
#3180 Clean catchbasins Type: Reactive Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 05/21/2024	Total Time Costs Total Time 2h 11m 12s Total Costs \$45.18	
#2541 Check town owned ditch on Stevenson Dr. Type: Reactive High Drainage Jacqueline Smith Ethan Bryant		01/18/2024 ✓ Done Completed by Jacqueline Smith on 05/22/2024		
27 #32345 drain pipe in ditch needs to be cleaned out Type: Reactive Medium Drainage michael Sliger Ethan Bryant	Drainage Division Drainage Division	12/08/2023 ✓ Done Completed by michael Sliger on 05/22/2024	Total Time Costs Total Time 0m 2s Total Costs \$0.01	
#3191 Cut back debris Type: Reactive Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 05/23/2024	Total Time Costs Total Time 1h 5m 16s Total Costs \$22.47	
#3192	Drainage Division	✓ Done	Total Time Costs \$25.28	

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Cut fema lots Type: Reactive <div style="border: 1px solid blue; padding: 2px; display: inline-block;">FEM A Lots</div>	Ethan Bryant	Completed by Ethan Bryant on 05/23/2024	Total Time 1h 13m 25s Total Costs \$25.28	
#3193 Cut rightaways Type: Reactive <div style="border: 1px solid blue; padding: 2px; display: inline-block;">Drainage</div>	Drainage Division	✓ Done Completed by Ethan Bryant on 05/23/2024	Total Time Costs Total Time 2h 24m 21s Total Costs \$49.70	
#3187 924 Rand St Type: Reactive <div style="border: 1px solid orange; padding: 2px; display: inline-block;">Medium</div> <div style="border: 1px solid blue; padding: 2px; display: inline-block;">274 Drainage</div>	Drainage Division Drainage Division	05/22/2024 ✓ Done Completed by Ethan Bryant on 05/24/2024		
#3186 515 Mill Street Type: Reactive <div style="border: 1px solid red; padding: 2px; display: inline-block;">High</div> <div style="border: 1px solid blue; padding: 2px; display: inline-block;">Drainage</div>	Drainage Division Drainage Division	05/22/2024 ✓ Done Completed by Ethan Bryant on 05/24/2024		
#3194 350 Bayhill Drive Type: Reactive <div style="border: 1px solid red; padding: 2px; display: inline-block;">High</div> <div style="border: 1px solid blue; padding: 2px; display: inline-block;">Drainage</div>	Drainage Division Drainage Division	05/24/2024 ✓ Done Completed by Ethan Bryant on 05/24/2024		

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

Ethan Bryant

#3197

Cleaning catchbasin

Type: Reactive

[Drainage](#)

Ethan Bryant

Drainage Division

✓ Done

Completed by Ethan Bryant
on 05/24/2024

Total Time Costs

Total Time
5h 13m 14s

\$107.86

Total Costs \$107.86

#3204

Fix ditch

Type: Reactive

[Drainage](#)

Ethan Bryant

Drainage Division

✓ Done

Completed by Ethan Bryant
on 05/28/2024

Total Time Costs

Total Time
1h 7m 10s

\$23.13

Total Costs \$23.13

#3205

Fix broken flags

Type: Reactive

[Drainage](#)

Ethan Bryant

Drainage Division

✓ Done

Completed by Ethan Bryant
on 05/28/2024

Total Time Costs

Total Time
13m 14s

\$4.56

Total Costs \$4.56

#3206

Cut fema lots

Type: Reactive

[FEM
A
Lots](#)

Ethan Bryant

Drainage Division

✓ Done

Completed by Ethan Bryant
on 05/28/2024

Total Time Costs

Total Time
3h 33m 33s

\$73.53

Total Costs \$73.53

#3211

Cut grass

Type: Reactive

[Drainage](#)

Ethan Bryant

Drainage Division

✓ Done

Completed by Ethan Bryant
on 05/29/2024

Total Time Costs

Total Time
3h 49m 19s

\$78.96

Total Costs \$78.96

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
#3219 Spray community garden Type: Reactive Medium Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 05/30/2024	Total Time Costs Total Time 1h 7m 53s Total Costs \$23.37	
#3222 Spray Type: Reactive Medium Drainage Ethan Bryant	Drainage Division	✓ Done Completed by Ethan Bryant on 05/30/2024	Total Time Costs Total Time 1h 39m 16s Total Costs \$34.18	
#3225 STOP sign down Type: Reactive High Signage Ethan Bryant	Drainage Division Street Division	05/30/2024 ✓ Done Completed by Ethan Bryant on 05/30/2024	Total Time Costs Total Time 51m 38s Total Costs \$17.78	
#3227 American flag hanging down low Type: Reactive High Streets Division Ethan Bryant	Drainage Division Street Division	05/30/2024 ✓ Done Completed by Ethan Bryant on 05/31/2024	Total Time Costs Total Time 29m 21s Total Costs \$10.11	
#3234	Drainage Division	✓ Done	Total Time Costs \$36.88	

WORK ORDER INFO

Blind corner

Type: Reactive

[Drainage](#)

Ethan Bryant

LOCATION & ASSET

DUE & STATUS

Completed by Ethan Bryant
on 05/31/2024

TIME & COST

Total Time

1h 47m 7s

Total Costs

\$36.88

PROCEDURE ANSWERS

Signed off by

Date

Town of Smithfield
Public Works Sanitation Division
Monthly Report
May 31, 2024



I. Statistical Section

The Division collected from approximately 4,252 homes, 4 times during the month

- a. Sanitation forces completed 62 work orders
- b. Sanitation forces collected tons 498.02 of household waste
- c. Sanitation forces disposed of loads 61 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 5.59 tons of construction debris (C&D)
- f. Town disposed of 250 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.02 tons of recyclable plastic
- h. Recycled 1,600 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gals of Anti-freeze was collected at the Convenient Site Center
- j. Recycled 2,400 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- a. Received \$36.60 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for
- c. Sold 2,000 lbs. of shredder steel for \$ 129.00 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$2,318.00 for disposal of yard waste and debris. Evan's tire was paid \$ 607.92 for tires. Green's Auto Salvage was paid \$ 600.00 for a replacement door of the Sanitation dump truck. Kimball Midwest was paid \$ 657.07 for supplies for the Sanitation Department. Rehig Pacific Co. was paid \$16,740.00 for 250 new trash cans. Walker auto was paid \$2,065.94 for a new DPF Filter for TK 305. Walker Auto Parts was paid 2,029.41 for a new filter for TK 311. Whites Tractor/ Truck Co. was paid \$ 603.50 for DPF cleaning of TK 305.

IV. Personnel Update: There has been no new hires.

V. Narrative of monthly departmental activities:

Public Works Safety Training was on "Glucose Screening" With Jamie Pearce. Public works Helped with delivering and picking up traffic control devices for the Ham and Yam Festival..

Community Service Workers worked 0 Hrs.

**Town of Smithfield
Public Works Storm Water Division
Monthly Report
May 31, 2024**



I. Statistical Section

II. Major Revenues

None

III. Major Expenses for the Month:

Paid Southern Vac \$2,825.36 for Ravo gutter brooms for the sweeper and \$2,057.24 for a hydropump 19cc/double pump for third brush

IV. Personnel Update:

None

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting was for "Glucose Screening." led by Jamie Pearce.



MONTHLY REPORT FOR MAY, 2024

PROGRAMS STATISTICS	MAY, 2024		MAY, 2023	
NUMBER OF PROGRAMS	12		7	
TOTAL ATHLETICS PARTICIPANTS	708		438	
TOTAL NON/ATHLETIC PARTICIPANTS	377		720	
NUMBER OF GAMES PLAYED	193		114	
TOTAL NUMBER OF PLAYERS (GAMES)	3552		2990	
NUMBER OF PRACTICES	50		38	
TOTAL NUMBER OF PLAYER(S) PRACTICES	659		470	
SARAH YARD COMMUNITY CENTER VISITS	184		130	
	MAY, 2024	23/24 FY YTD	MAY, 2023	22/23 FY YTD
PARKS RENTALS	46	672	61	719
USERS (PARKS RENTALS)	2643	23188	2264	22511
TOTAL UNIQUE CONTACTS	7,415	95,924	6,574	
	MAY, 2024	23/24 FY YTD	MAY, 2023	22/23 FY YTD
PARKS AND RECREATION REVENUES	\$ 4,212.00	\$ 87,453.00	\$ 4,729.00	\$ 90,863.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 97,858.00	\$ 830,807.00	\$ 96,269.00	\$ 778,980.00
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ 40,500.00	\$ 193,435.00	-	\$ 195,399.00
SYCC EXPENDITURES	\$ 5,331.00	\$ 33,375.00	\$ 1,415.00	\$ 27,724.00
SYCC CAPITAL OUTLAY		\$ 7,475.00	-	\$ 21,500.00

NOTES: Cinco De Mayo Concert at Neuse River Amphitheater
 River Jam Concert Series Concert - Trial by Fire
 USSSA Youth Girls Softball Tournament
 Youth T-Ball, Baseball, Softball and Adult Fun and Fellowship Softball



SRAC MONTHLY REPORT FOR MAY, 2024

PROGRAMS STATISTICS	MAY, 2024		MAY, 2023	
NUMBER OF PROGRAMS	20		20	
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	1651		3069	
	MAY, 2024	23/24 FY YTD	MAY, 2023	22/23 FY YTD
SRAC MEMBER VISITS	4406	43406	3871	37680
DAY PASSES	1981	17184	1560	14767
RENTALS (SRAC)	45	259	39	258
USERS (SRAC RENTALS)	1266	24585	952	27287
TOTAL UNIQUE CONTACTS	9,304		9,452	
	MAY, 2024	23/24 FY YTD	MAY, 2023	22/23 FY YTD
FINANCIAL STATISTICS				
SRAC REVENUES	\$ 75,679.00	\$ 724,649.00	\$ 80,489.00	\$ 685,822.00
SRAC EXPENDITURES - OPERATIONS	\$ 94,932.00	\$ 953,107.00	\$ 81,083.00	\$ 919,988.00
CAPITAL OUTLAY EXPENDITURES	\$ 3,248.00	\$ 101,358.00	-	\$ 165,915.00
SRAC MEMBERSHIPS	3931		3335	

NOTES: SRAC TIGERSHARKS SUMMER SWIM TEAM - (131 SWIMMERS)
 TIGERSHARKS SWIM LESSONS (742 LESSONS)



- **Statistical Section**

- Electric CP Demand 26,639 Kw relative to April's demand of 20,275 Kw.
- Electric System Reliability was 99.9848%, with eight (8) recorded main line outages; relative to April's 99.9983%.
- Raw water treated on a daily average was 5.078 MG relative to 4.811 MG for April; with maximum demand of 6.079 MG relative to April's 5.896 MG.
- Total finished water to the system was 125.360 MG relative to April's 114.343 MG.
Average daily for the month was 4.044 MG relative to April's 3.811 MG.
Daily maximum was 4.589 MG (May 17th) relative to April's 4.528 MG.
Daily minimum was 3.538 MG (May 5th), relative to April's 3.361 MG.

- **Miscellaneous Revenues**

- Water sales were \$273,297 relative to April's \$254,583
- Sewer sales were \$451,346 relative to April's \$438,590
- Electrical sales were \$1,229,057 relative to April's sales of \$1,148,668
- Johnston County Water purchases were \$285,666 for 112.467 MG relative to April's \$210,683 for 82.946 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,127,030 relative to April's \$933,862.
- Johnston County sewer charge was \$234,199 for 55.497 MG relative to April's \$180,014 for 42.657 MG.

- **Personnel Changes**

Hunter Parker resigned from Electric Line Technician on May 31, 2024

Keith Worley was terminated as Pump Station Mechanic on May 1, 2024

Willie Sanders was hired as Utility Line Mechanic on May 6, 2024

Baron VanLiew was hired as Utility Line Mechanic on May 21, 2024



**Town of Smithfield
Electric Department
Monthly Report
May, 2024**

I. Statistical Section

- Street Lights repaired –14
- Area Lights repaired-11
- Service calls – 42
- Underground Electric Locates -359
- Poles changed out/removed or installed -6
- 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 Fire Extinguisher Training.

V. Miscellaneous Activities:

- The Electrical Dept. has only house services & street lights to install at East River Phases 3,4 & 5 as houses are completed.
- The Electrical Dept. is working on replacing old poles and upgrading lines in the East Market St. area.
- The Electrical Dept helped the Street Dept. hang flags.
- The Electrical Dept. Checked all Ham & Yam Panels for the Festival.



WATER & SEWER

May 2024 Monthly Report

● DISCONNECT WATER	3
● Quote	8
● RECONNECT WATER	1
● TEST METER	8
● TEMPORARY METER SET	6
● DISCOLORED WATER CALLS	0
● LOW PRESSURE CALLS	8
● NEW/RENEW SERVICE INSTALLS	7
● LEAK DETECTION	13
● METER CHECKS	10
● METER REPAIRS	8
● WATER MAIN/SERVICE REPAIRS	7
● STREET CUTS	9
● REPLACE EXISTING METERS	5
● INSTALL NEW METERS	26
● FIRE HYDRANTS REPAIRED	2
● FIRE HYDRANTS REPLACED	2

- SEWER REPAIRS/SINK HOLES 7
- CLEANOUTS INSTALLED 9
- INSPECTIONS 13
- CAMERA SEWER 4
- SEWER MAIN CLEANED 11734 LF
- SERVICE LATERALS CLEANED 1015 LF
- SERVICE CALLS 142
- LOCATES 295

- SERVICED AND MAINTAINED ALL 21 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY
- HELPED PUBLIC WORKS CLEAN STORM DRAIN ISSUES DURING EVERY RAIN FALL EVENT.

Major Expenses for the month of May

1. Generator installed at PS#9.
2. Had Stuckey's to make some water and sewer repairs that we were not able to.
3. Hydrant Mechanics replaced 3 hydrants and 1 valve insertion.
4. Corbett still working on alley ways.

Personnel Updates

1. Willie Sanders was hired
2. Baron Vanliew was hired

Upcoming projects for the month of June.

1. Corbett will be finishing alleys.
2. Work on Home 2 Suites continues.
3. Work on Floyd Landing.
4. Phase 1 at Floyd Landing will be finished and walked for final on 6/5.



MONTHLY WATER LOSS REPORT

May 2024

(6) - Meters with slow washer leaks

2" Line, Full Shear, 1 day

(2) 6" Line, Full Shear, 4hrs

6" Line, Full Shear, 1 day

Smithfield Water Plant
Distribution Sampling Site Plan

Hydrant Flushing

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	05/28/24	3	15	7965	10	North Street	05/29/24	3	15	17820	40
Computer Drive	05/28/24	3	15	31860	10	West Street	05/29/24	3	15	78030	50
Castle Drive	05/28/24	3	15	7965	10	Regency Drive	05/29/24	3	15	63720	60
Parkway Drive	05/28/24	3	15	63720	40	Randers Court	05/29/24	3	15	15930	40
Garner Drive	05/28/24	3	15	63723	40	Noble Street	05/29/24	2	15	15930	40
Hwy 210 LIFT ST.	05/28/24	3	15	15930	40	Fieldale Dr#1(L)	05/29/24	3	15	63720	40
Skyland Drive	05/28/24	3	15	7965	10	Fieldale Dr#2(R)	05/29/24	2.5	15	63720	40
Bradford Street	05/29/24	3	15	15930	10	Heather Court	05/14/24	2.5	15	15930	40
Kellie Drive	05/29/24	3	15	7965	10	Reeding Place	05/14/24	2.5	15	15930	40
Edgewater	05/29/24	3	15	7965	10	East Street	05/14/24	2.5	15	63720	40
Edgecombe	05/29/24	2.8	15	15930	40	Smith Street	05/14/24	3	15	63720	40
Valley Wood	05/29/24	3	15	63720	40	Wellons Street	05/14/24	2.5	15	63720	40
Creek Wood	05/29/24	3	15	63720	40	Kay Drive	05/14/24	2.4	15	38985	15
White Oak Drive	05/29/24	3	15	7965	10	Huntington Place	05/14/24	2.8	15	38985	15
Brookwood Drive	05/29/24	3	15	22515	5	N. Lakeside Drive	05/14/24	3	15	9750	15
Runnymede Place	05/29/24	3	15	31860	10	Cypress Point	05/14/24	3	15	34890	12
Nottingham Place	05/29/24	3	15	38985	10	Quail Run	05/14/24	3	15	8715	12
Heritage Drive	05/29/24	3	15	38985	10	British Court	05/14/24	3	15	8715	12
Noble Plaza #1	05/29/24	2.8	15	9750	10	Tyler Street	05/14/24	2.8	15	78030	60
Noble Plaza #2	05/29/24	2.8	15	9750	10	Yelverton Road	05/14/24	2.8	15	63720	40
Pinecrest Street	05/30/24	3	15	19500	10	Ava Gardner	05/14/24	2.6	15	63720	40
S. Sussex Drive	05/30/24	3	15	31860	10	Waddell Drive	05/14/24	3	15	7965	10
Elm Drive	05/30/24	3	15	9750	10	Henly Place	05/14/24	3	15	8715	12
						Birch Street	05/14/24	3	15	34890	12
						Pine Street	05/14/24	2.8	15	38985	15
Coor Farm Supply	05/30/24	2	15	7965	10	Oak Drive	05/14/24	2.8	15	37695	14
Old Goldsboro Rd,	05/30/24	3	15	7965	10	Cedar Drive	05/14/24	3	15	31860	10
Hillicrest Drive	05/14/24	3	15	31860	10	Aspen Drive	05/14/24	3	15	34890	12
Eason Street	05/14/24	2	15	38985	40	Furlonge Street	05/14/24	3	15	34890	12
Magnolia circle	05/14/24	3	15	78030	40	Golden Corral	05/14/24	3	15	40290	16
Rainbow Drive	05/14/24	2.5	15	19500	60	Holland Drive	05/14/24	2.8	15	9750	15
Rainbow Circle	05/14/24	2.5	15	19500	60	Davis Street	05/14/24	2.8	15	34890	12
Moonbeam Circle	05/14/24	2.5	15	19500	60	Caroline Ave.	05/14/24	2.8	15	31860	10
Ray Drive	05/14/24	2.5	15	15930	60	Johnston Street	05/14/24	3	15	38985	15
Will Drive	05/14/24	2.5	15	63720	40	Ryans	05/14/24	2.8	90	9750	15
Michael Lane	05/14/24	2.5	15	63721	40						
Ward Street	05/14/24	2	15	15930	40						

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