



Mayor

M. Andy Moore

Mayor Pro-Tem

Roger A. Wood

Council Members

Marlon Lee

Sloan Stevens

Travis Scott

David Barbour

John 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, September 17, 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  
SEPTEMBER 17, 2024  
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Presentations:

1. Administering the Oath of Office to Newly Hired Police Officers  
(Mayor – M. Andy Moore) See attached information.....1

Public Hearings:

1. Zoning Request - 606 S Third Street (RZ-24-08): Syed Rizvi (New Vision Trust Custodian) is requesting the rezoning of 606 S. Third Street from R-8 (Single, Two, and Multi-family) to O/I (Office-Institutional). The property is located on South Third Street, 105 feet south of Rose Street and adjacent to the Armstrong Law Office.  
(Planning Director – Stephen Wensman) See attached information.....3
2. Special Use Permit Request – Country Club TH (SUP-24-03): Brian Leonard (BRL Engineering) is requesting a special use permit for Country Club Townhomes, a 60-unit townhome development on 8.06 acres in the B-3 (Highway Entranceway Business District). The proposed development is located at the northwest intersection of South Brightleaf Boulevard and Country Club Road, identified by the Johnston County Tax ID#s 15J11023.  
(Planning Director – Stephen Wensman) See attached information.....15
3. Conditional Zoning Request – Buffalo Ridge (CZ-24-05): 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. The property is located at 1041 Buffalo Road, north of Buffalo Creek on the west side of Buffalo Road.  
(Planning Director – Stephen Wensman) See attached information.....49

Citizens Comments

Consent Agenda Items:

1. Board Reappointments

- a. Monique Austin has submitted an application for consideration to be reappointed to the Board of Adjustment for a second term and to serve a first term on the Historic Properties Commission.
- b. Jan Branch has submitted an application for consideration to be reappointed to the Historic Properties Commission for a sixth term
- c. Mary Nell Ferguson has submitted an application for consideration to be reappointed to the Historic Properties Commission for a fourth term
- d. Ashley Spain has submitted an application for consideration to be reappointed to the Planning Board as an ETJ member for a fifth term.
- e. C. Andrew Byrd has submitted an application for consideration to be reappointed to the Recreation Advisory Commission for a second term  
(Town Clerk – Shannan Parrish) See attached information.....79

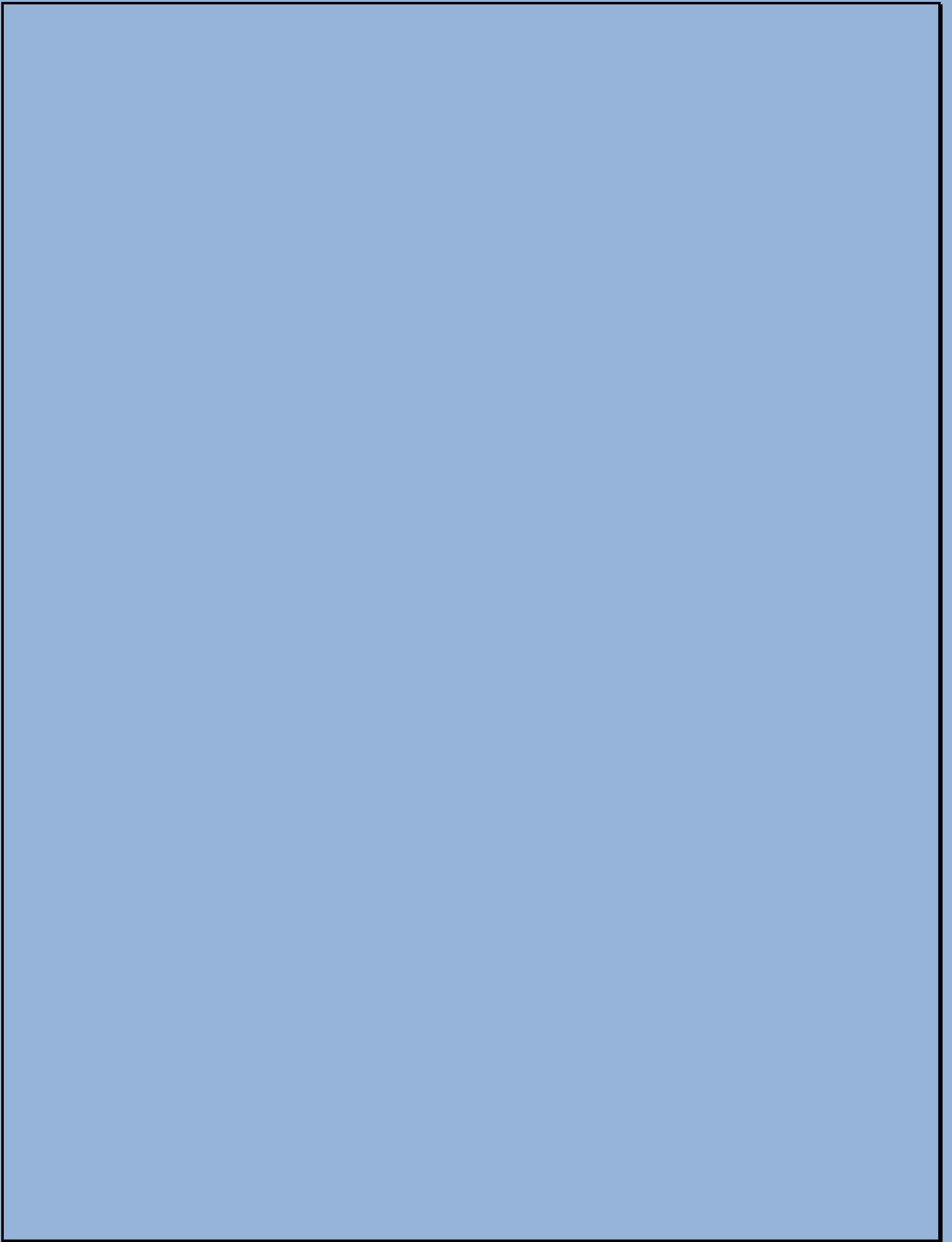
Business Items:

- 1. Consideration and request for approval to appoint three new members to the Library Board of Trustees  
(Town Clerk – Shannan Parrish) See attached information.....91

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

Adjourn

# Presentation





# Request for Town Council Action

Presentation: Oath of Office – Police Officers  
Date: 09/17/2024

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Subject: Swearing in of 10 new officers  
Department: Police Department  
Presented by: Chief of Police – Pete Hedrick  
Presentation:

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## Issue Statement

The Police Chief is requesting to swear in 10 new police officers

## Financial Impact

N/A

## Action Needed

Mayor Moore to administer the Oath of Office to ten newly hired Police Officers

## Recommendation

Administer the Oath of Office to newly hired Police Officers and welcome them to the Town of Smithfield

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report



# Staff Report

Presentation: Oath of  
Office

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Chief of Police Pete Hedrick is requesting that Mayor Moore administer the Oath of Office to the following newly hired Police personnel.

Sergeant Matthew Parrish (SRO Supervisor)

Master Police Officer Stephanie Archino (SRO)

Master Police Officer Kevin Johnson (SRO)

Police Officer II Steven Gibson

Police Officer I Brandin Bass

Police Officer I Aubrey Banks (SRO)

Police Officer I Kayla Taylor (SRO)

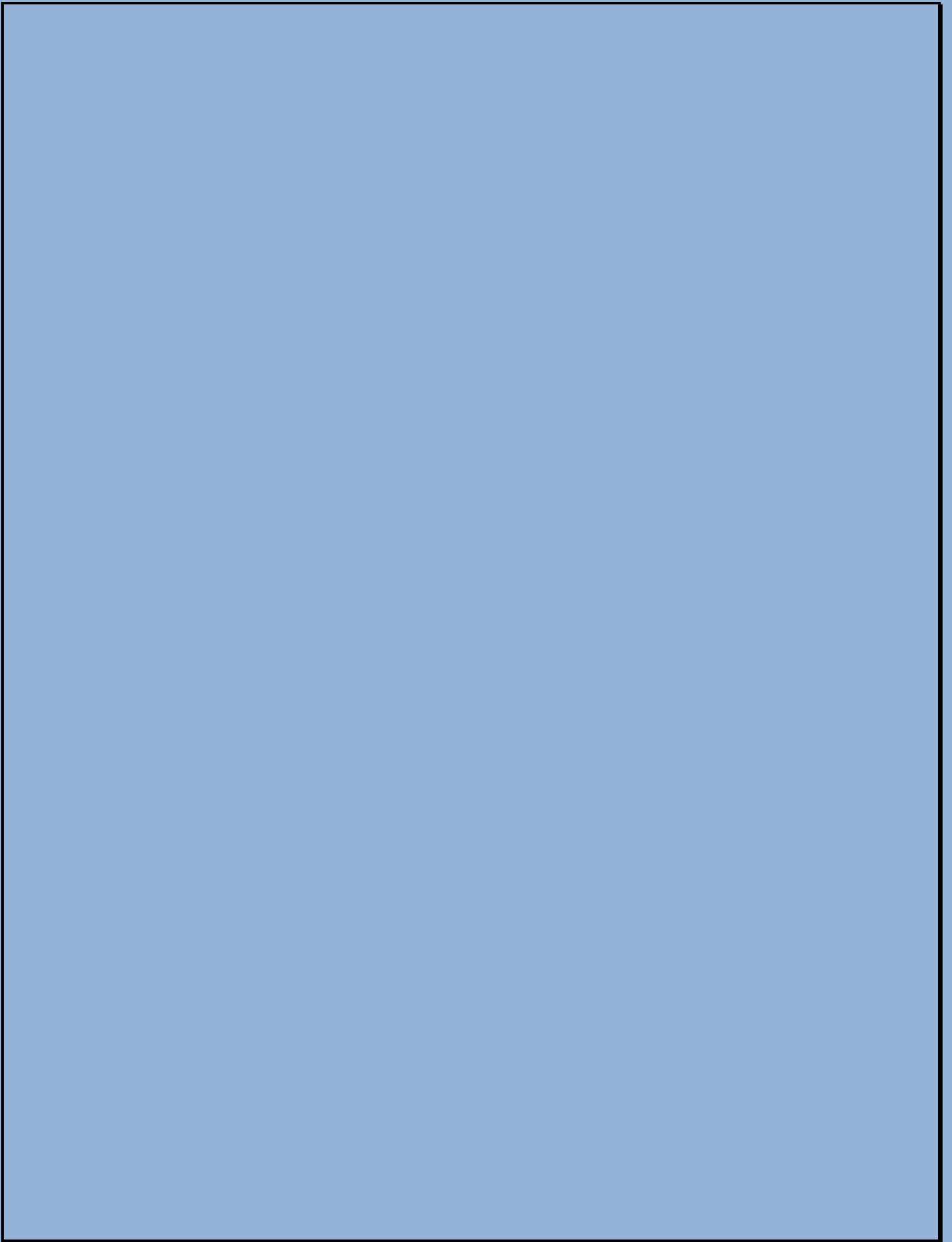
Police Officer I Thomas McKay (SRO)

Police Officer I Austin Vojtko

Police Officer I Brandon Thornton



# Public Hearings





# Request for Town Council Action

Public  
Hearing: RZ-24-08  
Date: 09/17/2024

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

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## Issue Statement

To review the application to rezone 606 S. Third Street from R-8 (Single, Two, and Multi-family) to O/I (Office-Institutional).

## Financial Impact

None.

## Action Needed

The Town Council is respectfully requested to hold a public hearing to review the zoning map amendment and to decide whether to approve or deny the request.

## Recommendation

Planning Staff recommends denial of the zoning map amendment, RZ-24-08, with a statement declaring the request inconsistent with the Town of Smithfield Comprehensive Growth Management Plan, and other adopted plans, and that the request is not reasonable nor in the public interest.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
3. Consistency Statement
4. Application
5. Zoning Map



# Staff Report

Public Hearing: RZ-24-08

**REQUEST:**

Syed Rizvi (New Vision Trust Custodian) is requesting the rezoning of 606 S. Third Street from R-8 (Single, Two, and Multi-family) to O/I (Office-Institutional).

**PROPERTY LOCATION:**

The property is located on South Third Street, 105 feet south of Rose Street and adjacent to the Armstrong Law Office.

**SITE DATA:**

Owner/Applicant: Syed Rizvi (New Vision Trust Custodian)  
 Tax ID#: 15039027  
 Acreage: 0.23 acres  
 Present Zoning: R-8 (Single, Two, and Multi-family)  
**Proposed Zoning:** O/I (Office-Institutional).  
**Existing Use:** Detached Single-Family Residential  
**Proposed Use:** Office  
 Town/ETJ: Town  
 Fire District: Smithfield  
 School Impacts: None  
 Parks and Recreation: None  
 Water Provider: Smithfield  
 Sewer Provider: Smithfield  
 Electric Provider: Smithfield

**EXISTING CONDITIONS/ENVIRONMENTAL:**

There are no known environmentally sensitive areas on this property.

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

	<b>Zoning</b>	<b>Existing Land Uses</b>
<b>North</b>	O/I Office Institutional	Office
<b>South</b>	R-8	Detached Single-Family Residential
<b>East</b>	R-8	Detached Single-Family Residential
<b>West</b>	R-8	Detached Single-Family Residential

## COMPREHENSIVE PLAN:

- The Town Plan (comprehensive plan) guides this property for Medium Density Residential.
- The Town Plan discourages incompatible commercial uses in residential neighborhoods. The proposed rezoning is not in accordance with the comprehensive plan. If a rezoning were to be considered by the Council, staff recommends conditional rezoning with a master plan.

### Objective 4: Protect existing neighborhoods

#### Policy 4A: Discourage encroachment of incompatible commercial uses into residential neighborhoods

##### Strategies:

##### **1. Limit rezonings to commercial zoning districts in Medium Density Residential Areas except as part of planned developments.**

- See Non-residential Scale by Future Land Use, Table 1 on page 10 for size criteria.

##### **2. Discourage business uses in Historic Residential Neighborhoods.**

##### **3. Consider allowances for home-based and neighborhood serving businesses, in appropriate zoning districts, that meet performance-based criteria that reduce impacts on adjacent residences.**

## ANALYSIS:

- The proposed rezoning represents a further intrusion of commercial use in a detached single-family residential neighborhood. The Armstrong Law Firm anchors the corner.
- The subject property does not meet the minimum lot width for property in an O/I district. (52.5 ft existing and 60 ft required).
- The existing residential structure will make accommodation of the required parking, yards/buffers, stormwater, and dumpster enclosure difficult if not impossible to achieve.
- A new office building would need to be toward the rear of the lot to accommodate parking. After required setbacks, parking, yards/buffers, stormwater, and dumpster enclosure, there is little space left for construction of an office.
  - **O/I setbacks: front 25', side 8', rear 15'**
  - **Street Yard 15', buffer from residential 20' Type B or Type C with fence.**
  - Parking: 4 spaces/1000 sq. ft.
  - Dumpster enclosure
  - Stormwater management facility if impervious exceeds 24%.

#### CONSISTENCY STATEMENT (Staff Opinion):

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

- Consistency with the Comprehensive Growth Management Plan - *The map amendment is NOT consistent with the comprehensive growth management plan.*
- Consistency with the Unified Development Code (UDO) — *Because of the nonconforming lot size, it is not clear whether the site can be developed in accordance with the UDO addressing landscaping, buffers, stormwater, parking, dumpster screening, etc.*
- Compatibility with Surrounding Land Uses — *the map amendment may result in a development that is incompatible with surrounding land uses. Because of the narrow lot width, required parking for a new building would push the building toward the back of the lot, which may be incompatible with the adjacent residential uses.*

#### RECOMMENDATION:

Planning Staff recommends denial of zoning map amendment, RZ-24-08, with a statement declaring the request INCONSISTENT with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is NOT reasonable NOR in the public interest.

#### RECOMMENDED MOTION:

“Move to recommend denial of zoning map amendment, RZ-24-08, finding it INCONSISTENT with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is NOT reasonable NOR in the public interest.”

**THE TOWN OF SMITHFIELD  
UNIFIED DEVELOPMENT ORDINANCE  
ZONING MAP AMENDMENT CONSISTENCY STATEMENT  
BY THE SMITHFIELD TOWN COUNCIL  
RZ-24-08**

**Whereas** the Smithfield Town Council, upon acting on a zoning map amendment to the *Unified Development Ordinance* and pursuant to NCGS §160D-605, is required to approve a statement describing how the action is consistent with the Town of Smithfield *Comprehensive Growth Management Plan*; and

**Whereas** the Smithfield Town Council, upon acting on a zoning map amendment to the *Unified Development Ordinance* and pursuant to NCGS §160D-605, is required to provide a brief statement indicating how the action is reasonable and in the public interest.

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

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

That the final action regarding zoning map amendment RZ-24-08 is based upon review of and consistency with, the Town of Smithfield *Comprehensive Growth Management Plan* and any other officially adopted plan that is applicable, along with additional agenda information provided to the Town Council and information provided at the public meeting; and

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

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

That the final action regarding zoning map amendment RZ-24-08 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

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



Town of Smithfield  
 Planning Department  
 350 E. Market St Smithfield, NC 27577  
 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 one (1) application, one (1) required plan, an Owner's Consent Form (attached), (1) electronic submittal and the application fee.*

Name of Project: Rezone      Acreage of Property: 0.23 Acres  
 Parcel ID Number: 15039027      Tax ID: \_\_\_\_\_  
 Deed Book: \_\_\_\_\_      Deed Page(s): 06414 / 0644  
 Address: 606 S. 3rd St Smithfield NC 27577  
 Location: Near downtown Smithfield

Existing Use: Residential      Proposed Use: Professional Office  
 Existing Zoning District: R8  
 Requested Zoning District: O1  
 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: Syed Rizvi (New vision Trust Custodian)

Mailing Address: NEW VISION TRUST CUSTODIAN FBO SYED RIZVI IRA - 606 S. 3rd St Smithfield NC 27577

Phone Number: 618-558-9230 Fax: \_\_\_\_\_

Email Address: srrizvi@hotmail.com

**APPLICANT INFORMATION:**

Applicant: Syed Rizvi (New vision Trust Custodian)

Mailing Address: NEW VISION TRUST CUSTODIAN FBO SYED RIZVI IRA - 606 S. 3rd St Smithfield NC 27577

Phone Number: 618-558-9230 Fax: \_\_\_\_\_

Contact Person: Syed Rizvi

Email Address: srrizvi@hotmail.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.*

This application is related to my property 606 S 3rd Street Smithfield NC 27577 located walking distance from Smithfield downtown. There is a lawyer office next door and Church across the street.

The proposed property will be a small, quiet professional office, such as a professional offices like Tax, Law, Clinical, Medical, Therapeutic, Surveying and Law offices, . These types of businesses inherently promote public health and safety by providing essential services



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: Rezone

Submittal Date: 07/31/2024

### OWNERS AUTHORIZATION

I hereby give CONSENT to Syed Rizvi (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.

Sy Rizvi  
 Signature of Owner

Syed Rizvi  
 Print Name

07/31/2024  
 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.

Sy Rizvi  
 Signature of Owner/Applicant

Syed Rizvi  
 Print Name

07/31/2024  
 Date

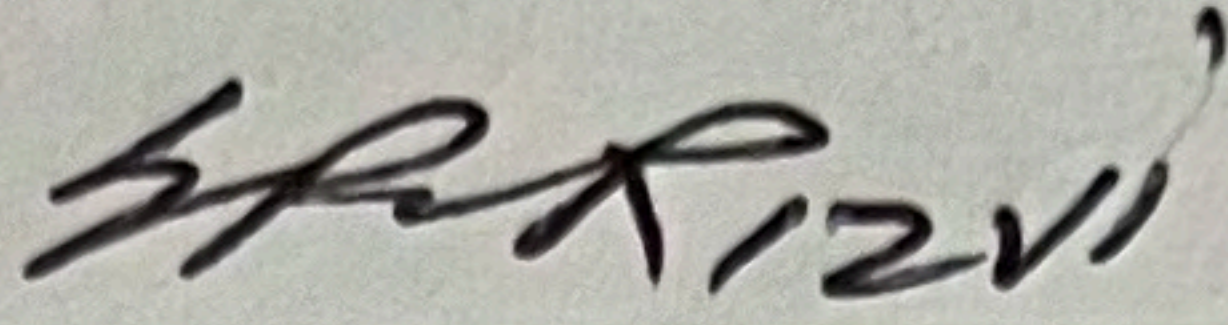
### FOR OFFICE USE ONLY

File Number:	Date Received:	Parcel ID Number:
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**APPLICANT AFFIDAVIT**

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

**Syed Rizvi**



07/31/2024

*Print Name*

*Signature of Applicant*

*Date*

Hi Chloe,

Attached is signed copy of Rezoning application for 606 S. 3<sup>rd</sup> St. Smithfield NC. I have justification detail below, please add this as part of the application. Please review and let me know if you have any questions. If all good then I will go ahead and call to pay the fees.

Rezoning Justification:

This application is related to my property 606 S 3rd Street Smithfield NC 27577 located walking distance from Smithfield downtown. There is a lawyer office next door and Church across the street.

The proposed property will be a small, quiet professional office, such as a professional offices like Tax, Law, Clinical, Medical, Therapeutic, Surveying and Law offices, . These types of businesses inherently promote public health and safety by providing essential services to the community. The design will be aesthetically pleasing and blend seamlessly with the surrounding residential properties, minimizing any visual impact. Measures will be taken to ensure that there is minimal noise and traffic, thus preserving the general welfare of the neighborhood. The office will adhere to all health and safety regulations, ensuring a safe environment for both clients and neighbors.

The proposed uses under the new district classification, such as professional offices, are suitable for the neighborhood as they are low-impact, quiet, and generate minimal traffic. These types of businesses are less intrusive than other commercial uses and align well with the existing residential character of the area. The presence of a lawyer's office next door 602 S. 3rd St property sets a precedent for professional services in the vicinity, demonstrating that such uses can coexist harmoniously with residential properties. The new uses will contribute to the local economy while maintaining the tranquil atmosphere of the neighborhood.

This property will be designed to complement the existing residential architecture, ensuring it enhances rather than detracts from the neighborhood's character. It will feature well-maintained landscaping, discreet signage, and appropriate parking facilities to avoid any inconvenience to nearby residents. The professional services provided will meet essential community needs, offering convenient access to health and financial services. This development will not only be a public necessity but also a valuable addition to the neighborhood, contributing positively to its overall character and appeal.

The proposed zoning change aligns with the Johnston County Comprehensive Land Use Plan by promoting a balanced mix of land uses that enhance the quality of life for residents. The plan advocates for the integration of professional services within residential areas to improve accessibility and convenience for the community. This rezoning will facilitate the development of a small-scale professional office that fits within the broader vision of sustainable and community-oriented growth. The change will also adhere to other adopted plans and policies that support the diversification of land use while maintaining the integrity and character of residential neighborhoods.

Thanks

Syed Rizvi

618-558-9230

# 606 S Third Street Variance

**File Number:**  
RZ-24-08

**Project Name:**  
606 S Third Street  
Syed Rizvi

**Location:**  
Near E Rose St &  
S Third St Intersection

**Tax ID#:**  
15039027

**Existing Zoning:**  
R-8

**Owner:**  
Syed Rizvi (New Vision  
Trust Custodian)

**Applicant:**  
Syed Rizvi (New Vision  
Trust Custodian)



1 in = 150 ft  
Map created by Citrus Alley  
Planner / as of 1/24







# Request for Town Council Action

Public Hearing SUP-24-03  
Date: 09/17/2024

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Subject: Country Club Road Townhomes Special Use Permit  
Department: Planning Department  
Presented by: Planning Director – Stephen Wensman  
Presentation: Public Hearing

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## Issue Statement

To review a special use permit for Country Club Road Townhomes, a 60-unit townhome development on 8.06 acres in the B-3 (Highway Entranceway Business District).

## Financial Impact

The development will **add to the town's tax base.**

## Action Needed

The Town Council is respectfully requested to hold a public hearing and decide whether to approve, approve with conditions or to deny the special use permit, SUP-24-03, based on the finding of fact for special use permits.

## Recommendation

Planning Staff recommends approval of SUP-24-03 with three conditions

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Finding of Fact
3. Application and Narrative
4. Site Plans Revised
5. Site Plans Original
6. Relevant UDO citations
7. Zoning Map



# Staff Report

Public Hearing: SUP-24-03

**REQUEST:**

Crantock Land, LLC (represented by Brian Leonard (BRL Engineering)) is requesting a special use permit for Country Club Townhomes, a 60-unit townhome development on 8.06 acres in the B-3 (Highway Entranceway Business District).

**PROPERTY LOCATION:**

The proposed development is located at the northwest intersection of South Brightleaf Boulevard and Country Club Road, identified by the Johnston County Tax ID#s 15J11023.

**APPLICATION DATA:**

<b>Applicant:</b>	Crantock Land, LLC
<b>Engineer:</b>	Brian Leonard, BRL Engineering
<b>Property Owners:</b>	Edward E. Sutton, Jr., Kelly C. Sutton, James Keith Smith, and Edna Lynn Smith
<b>Tax ID#s</b>	15J11023
<b>Acreage:</b>	9.08 or 8.026 excluding R/W
<b>Present Zoning:</b>	B-3
<b>Existing Use:</b>	Vacant
<b>Proposed Use:</b>	Townhomes (multi-family)
<b>Fire District:</b>	Town of Smithfield
<b>Parks/Recreation:</b>	Fee in lieu of parkland dedication with subdivision
<b>School Impacts:</b>	Potentially students in schools
<b>Water and Sewer Provider:</b>	Town of Smithfield
<b>Electric Provider:</b>	Duke
<b>Development Density:</b>	7.48 dwelling units per acre
<b>Proposed Street:</b>	1,416 Lin. Ft. (private)

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

	<b>Zoning</b>	<b>Existing Land Uses</b>
<b>North</b>	O/I and R-10	Commercial/Residential
<b>South</b>	N/A	N/A
<b>East</b>	R-20A	Vacant
<b>West</b>	R-10	Detached single-family residential

**EXISTING CONDITIONS/ENVIRONMENTAL:**



- The property considered for approval is located on Holts Lake. There is floodplain and **a 50' Riparian Buffer.**

#### SPECIAL USE PERMIT REQUIREMENT:

When the application was submitted, multi-family residential required a special use with supplemental standards in the B-3 Zoning District according to Article 6, Table 6.6 of the Unified Development Ordinance. The supplementary standards for multi-family are found in UDO Article 7, Section 7.35. Since application, the multi-family land use was removed from the B-3 district.

#### DEVELOPMENT PLAN OVERVIEW:

The developer is proposing 60 townhouse units on 8.026 acres of land on a private street with access from Country Club Road. The development consists of 12 townhouse buildings with 8 to 3 units per building. The project will be by town sewer and water. A pump station and forced main will be constructed to serve the development.

**When first submitted the development was proposed with a public street and 25' front setbacks. The UDO requires front setbacks of 35' and corner side yard setbacks of 17.5' (per B-3 zoning).** In response to comments, the development plans now show the street as private with front property lines extending into the street. Staff review comments resulted in no physical change to the development, rather the public street became private, the setbacks are now within a private street easement. Staff recommends approval of the special use permit with the original plan with **25' setbacks from public street right-of-way.**

- Comprehensive Plan/Density. The Town Plan guides this property and others nearby as a Mixed-use Center. Mixed-use Centers are described as context-appropriate commercial, office, multi-family and single-family residential uses, located near major intersections with connected streets with short block lengths and pedestrian facilities. Within a Mixed-use Center, high and density townhomes and multi-family are encouraged along with commercial uses.
- Architecture/Building Materials. With special use permits, the town has no authority over architecture or building materials. The project plans show 2 and 3 story townhomes with a combination of lap, board and baton and brick siding, shingle and metal roofing, and windowed side walls on end units facing the street.
- Proposed Townhome Dimensions:
  - Townhouse and Townhouse Lot width. **22' wide with single car garages,** and 26 with double car garages. 7 of the 60 units will have double car garages.
  - Townhouse depth. Approximately 38.5 feet.
  - Townhouse Lot depth. **100' minimum.**
  - Notes to Typical Townhome Lots indicate the size and building footprints may vary with final development.
- Building Setbacks:
  - UDO Section **8.13.1.4 requires townhouses front and corner side yards to be 35'** (same as general district). The definition of Townhouse indicates only the

- perimeter yard is required. The applicant's first submittal showed a public street with a 25' setbacks. Because of UDO Section 8.13.1.4, the plans were revised with a 35' setback with the properties extending into a private road easement.
- For multi-family developments with more than 31 units a 40' perimeter yard is required which satisfies the rear and side setbacks (UDO Section 8.13.1.4.).
  - Building Separations. For units that are 25.1 to 30' in height, a 30' building separation is required. All proposed townhouse buildings maintain the required building separation.
  - Landscaping and Buffers. The plans show compliance with street yard and buffer requirements.
  - Right-of-way. UDO requires 60' wide R/W (may be no less than 50 if approved by Council due to special conditions).
  - Streets.
    - The development plans label the "streets" as private drive. The definition of private drive is a roadway serving 2 or fewer lots. The "streets" are not a parking lot, so the "street" must be a private street and is required by definition to have right-of-way. Section 2.19 permits the construction of homes on lots that abut common area owned by a property owners association (see attached "Relevant UDO Citations").
    - The private streets are shown as 27'-wide, back of curb to back of curb, with a utility easements that extend over the street and over individual property lines.
    - Staff recommends a condition requiring public streets with a 25' front setbacks as proposed in the original application submittal.
    - If the "streets" remain private, staff recommends a written agreement with the police department to allow the town to enforce parking on the private street and the street be signed no parking on one side.
  - Driveways.
    - Section 2.20.2 requires driveways to be 36' from intersections in commercial zones. Section 10.6.4 requires driveways to be 25' from intersections. The driveways are in conformance with Section 10.6.4.
    - Section 10.6.4 prohibits driveways from exceeding 50% of the property frontage. Townhomes generally cannot meet this requirement.
  - Sidewalks.
    - A 5' wide public sidewalk is shown along Country Club Road
    - A 10' wide multi-use trail is shown along S Brightleaf Boulevard and Country Club Road within an easement.
    - Sidewalks are shown on both sides of the internal streets.
  - Trash.
    - The developer has not provided any details for trash rollout storage, but residential trash collection is a town public service.

- If applicable, a condition of approval should be added to allow town trash trucks to trespass onto the private streets and not to be held liable for normal wear-and-tear on the streets.
- Parking. The site plan provides 3 parking stalls per unit and 16 overflow parking spaces, exceeding town standards. If the streets remain private, a condition should be added to allow the police department to enforce parking on the private street should be a condition of approval to ensure emergency service vehicles can access all units.
- Stormwater/Buffer. The site plan shows a stormwater management facility (pond) adjacent to Holts Lake. This pond is partially within the riparian buffer requiring NCDEQ approval. A retaining wall is also within the riparian buffer and according to NCDEQ, this also needs special approval. The applicant will need to address these issues prior to construction plan approval.
- HOA. A **homeowner's** association will be required to maintain all the common areas and amenities including the parking lot, sidewalks, stormwater facility, mail kiosk, signs, landscaping, streets.
- Utilities. The developer is planning to install a pump station and forced main to provide service to the development. The Town will provide water and sewer. The site is within the Duke power service area.
- Signage. The application indicates future development identification signs will be in accordance with UDO requirements.
- Traffic. The amount of traffic generated by this development is below the threshold for a traffic study.

#### FINDING OF FACT (Staff Opinion):

The Town Council shall issue a special use permit if it has evaluated an application through a quasi-judicial process and determined that **(Staff's opinion in Bold/Italic)**:

4.9.4.5.1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare. *The project will not be detrimental to or endanger the public health, safety or general welfare. The development will adhere to all Town requirements.*

4.9.4.5.2. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. *The project will not impede the normal and orderly development and improvement of the surrounding properties. The townhomes provide a transition from commercial uses to the existing detached single family uses. Townhouses in and adjacent to mixed use centers are encouraged in the Town Plan.*

4.9.4.5.3. Adequate utilities, drainage, parking, or necessary facilities have been or are being provided. *The development will provide adequate utilities, drainage, parking*

*and necessary facilities. For this project to proceed, the developer will extend a forced main and construct a pump station.*

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

4.9.4.5.5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. *Proper ingress and egress will be provided with a single access road onto Country Club Road that meets Town of Smithfield standards.*

4.9.4.5.6. That the use will not adversely affect the use or any physical attribute of adjoining or abutting property. *The use will have no adverse impacts on the abutting or adjoining properties. The adjacent properties are residential, and the townhouse development will provide a 40-foot perimeter buffer with landscaping.*

4.9.4.5.7. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located. The proposed townhomes will be complementary and in harmony with the adjacent homes. The architectural style will blend well and dormers will break up the scale of the buildings.

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

#### RECOMMENDATION TO TOWN COUNCIL:

Planning Staff recommends approval of SUP-24-03 with the following conditions:

If the desire is to have public streets:

1. **That the "streets" be dedicated to the public and the** front setbacks shall be a minimum of 25 feet (original plan submittal).
2. **There shall be a homeowner's association to own and maintain all common** amenities such as the parking lot, sidewalks, landscaping, mail kiosk, and stormwater management facility.
3. That NCDEQ approval be obtained for the stormwater management facility and retaining wall within the riparian buffer.

If the desire is to allow the private streets:

1. That an agreement be in place or within the HOA documents that permit Town trash vehicles to trespass onto the private road for trash collection without liability for normal wear and tear.
2. There shall be a **homeowner's** association to own and maintain all common amenities such as the parking lot, sidewalks, landscaping, mail kiosk, and stormwater management facility.

3. That a written agreement to allow the town police department to enforce parking on the private street and the street be signed no parking on one side.
4. That NCDEQ approval be obtained for the stormwater management facility within the riparian buffer.

RECOMMENDED MOTION:

Planning Staff recommends approval of the special use permit, SUP-24-03, with 3 conditions based on the finding of fact for special use permits:

1. **That the "streets" be dedicated to the public and the front setbacks** shall be a minimum of 25 feet.
2. **There shall be a homeowner's association to own and maintain all common amenities** such as the parking lot, sidewalks, landscaping, mail kiosk, and stormwater management facility.
3. That NCDEQ approval be obtained for the stormwater management facility within the riparian buffer.

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

**Application Number:** SUP-24-03      **Name:** Country Club Road Townhomes

**Request:** The applicant seeks a special use permit to utilize property located within the R-8 (Single, Two, and Multi-Family) zoning district for a Townhouse development. The property considered for approval is located at the northwest intersection of South Brightleaf Boulevard and Country Club Road, identified by the Johnston County Tax ID#s 15J11023.

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

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

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

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

**Motion to Approve:** *Based upon satisfactory compliance with the above stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant’s representative, I move to approve Special Use Permit Application #SUP-24-03 with the following condition(s):*

1. That the “streets” be dedicated to the public and the front setbacks shall be a minimum of 25 feet.
2. There shall be a homeowner’s association to own and maintain all common amenities such as the parking lot, sidewalks, landscaping, mail kiosk, and stormwater management facility.
3. That NCDEQ approval be obtained for the stormwater management facility and retaining wall within the riparian buffer.

**Motion to Deny:** *Based upon failure to meet all of the above stated findings and for reasons stated therein, I move to deny Special Use Permit Application #SUP-24-03 for the following stated reason:*

1. \_\_\_\_\_

**Record of Decision:**

**Based on a motion and majority vote of the Town of Smithfield Town Council for the Special Use Permit Application Number SUP-24-03 is hereby:**

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

1. That the “streets” be dedicated to the public and the front setbacks shall be a minimum of 25 feet.
2. There shall be a homeowner’s association to own and maintain all common amenities such as the parking lot, sidewalks, landscaping, mail kiosk, and stormwater management facility.
3. That NCDEQ approval be obtained for the stormwater management facility and retaining wall within the riparian buffer.

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

1. \_\_\_\_\_

**Decision made this 17th day of September, 2024, while in regular session.**

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

**ATTEST:**

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



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

## SPECIAL USE PERMIT APPLICATION

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

*Special Use Permit applications must be accompanied by nine (9) sets of the application, nine (9) sets of required plans and one (1) digital copy of all required documents, an Owner's Consent Form (attached) and the application fee.*

### SITE INFORMATION:

**Name of Project:** Country Club Road Townhomes (Prelim) **Acreage of Property:** 9.080 Ac. (Total); 8.026 Ac. (Clear of R/W)  
**Parcel ID Number:** 168210-36-1843 **Tax ID:** 15J11023  
**Deed Book:** 3192 **Deed Page(s):** 134 - 136  
**Address:** No address assigned  
**Location:** Subject property is located on the corner at the intersection of Country Club Road (SR 1345) and US 301

**Existing Use:** Vacant **Proposed Use:** Residential/Townhomes  
**Existing Zoning District:** B-3

**Is project within a Planned Development:** Yes  No   
**Planned Development District (if applicable):** N/A  
**Is project within an Overlay District:** Yes  No   
**Overlay District (if applicable):** N/A

### FOR OFFICE USE ONLY

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



**OWNER INFORMATION:**

**Name:** Edward E. Sutton, Jr; Kelly C. Sutton; James Keith Smith; Edna Lynn Smith

**Mailing Address:** 150 Autumn Drive, Four Oaks, NC 27524

**Phone Number:** 919 730-7692

**Fax:**

**Email Address:** keithsmithfarms@aol.com

**APPLICANT INFORMATION:**

**Applicant:** Crantock Land, LLC

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

**Phone Number:** 919 971-5353

**Fax:**

**Contact Person:** Lanny Clifton

**Email Address:** lannycliftonbuilder@gmail.com

**STATEMENT OF JUSTIFICATION**

*Please provide detailed information concerning all requests. Attach additional sheets if necessary.*

This project is located at the intersection of US 301 (an arterial connector between Smithfield and Four Oaks) and Country Club Road (a local residential road with access to the Johnston County Country Club). The property is zoned B-3 and is situated adjacent, eastward from R-10 (existing single-family residential subdivision); and across Country Club Road, southward from R-10 (existing single-family) and O&I (vacant & existing office uses); and across US 301, westward from B-3 (existing business) and R-20A (vacant). Generally speaking, the property is surrounded by a mix of residential and commercial zoning and uses. This is consistent with the Town's Land Use Plan and Growth Management Plan which identifies this tract and surrounding parcels as a "Mixed Use Center". The Town Plan goes on to describe Mixed Use Centers as "...commercial centers mixed with multi-family and (possibly) single-family residential." The proposed use as laid out according to the attached Preliminary Site Plan will be multi-family townhome units. The proposed townhome use fits perfectly within the definition of Mixed Use Center as this area has been designated. Other more intense commercial uses are allowed within the B-3 zoning district; however, we believe that multi-family residential is a more natural transition between the adjacent single-family zoning/uses and the surrounding commercial zoning/uses; AND that multi-family residential is a more appropriate highest and best use for this property.

The plan as proposed intends to meet the Findings of Fact as described below and has been laid out to meet the current requirements, standards and regulations of the Town of Smithfield. All other local, state or federal regulations shall be addressed and followed as construction drawings are prepared and developed.

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**REQUIRED FINDING OF FACT**

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

- 1) The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.  
(See Findings of Fact Attachment Sheet)  
\_\_\_\_\_  
\_\_\_\_\_
- 2) The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.  
(See Findings of Fact Attachment Sheet)  
\_\_\_\_\_  
\_\_\_\_\_
- 3) Adequate utilities, drainage, parking, or necessary facilities have been or are being provided  
(See Findings of Fact Attachment Sheet)  
\_\_\_\_\_  
\_\_\_\_\_
- 4) The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas.  
(See Findings of Fact Attachment Sheet)  
\_\_\_\_\_  
\_\_\_\_\_
- 5) Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.  
(See Findings of Fact Attachment Sheet)  
\_\_\_\_\_  
\_\_\_\_\_
- 6) That the use will not adversely affect the use or any physical attribute of adjoining or abutting property.  
(See Findings of Fact Attachment Sheet)  
\_\_\_\_\_  
\_\_\_\_\_
- 7) That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located.  
(See Findings of Fact Attachment Sheet)  
\_\_\_\_\_  
\_\_\_\_\_
- 8) The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.  
(See Findings of Fact Attachment Sheet)  
\_\_\_\_\_  
\_\_\_\_\_

## REQUIRED SITE PLAN INFORMATION

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

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

**APPLICANT AFFIDAVIT**

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

Lanny Clifton (Agent for Crantock Land, LLC)

*Print Name*

*Lanny Clifton*  
*Signature of Applicant*

*5-1-24*  
*Date*

# OWNER'S CONSENT FORM

Name of Project: Country Club Road Townhomes      Submittal Date: 8/1/24

## OWNERS AUTHORIZATION

I hereby give CONSENT to BRL Engineering & Surveying (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.

Keith Smith      Keith Smith      8-1-24  
*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.

Lanika A. Hon      Lanika A. Hon      8-1-24  
*Signature of Owner/Applicant*      *Print Name*      *Date*

FOR OFFICE USE ONLY		
File Number: _____	Date submitted: _____	Date received: _____

## SPECIAL USE PERMIT - FINDINGS OF FACT ATTACHMENT SHEET

for

### COUNTRY CLUB ROAD TOWNHOMES (Preliminary Site Plan)

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

The plan will be required to meet all applicable standards, regulations & codes which are in place to help ensure that NO detrimental impacts or dangers are incurred. Concerns related to the environment, stormwater, traffic, etc. are either addressed directly on the attached Preliminary Site Plan, or shall be addressed with future submittal of construction drawings, all prior to any construction taking place (some of these concerns are also addressed below). All applicable regulations shall be met or exceeded by the proposed development.

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

The proposed townhomes are a natural transition between existing, surrounding residential zoning/uses and commercial zoning/uses. Furthermore, this area is designated as a "Mixed Use Center" as defined in the Town's Land Use Plan which recommends this area to be "...commercial centers mixed with multi-family and (possibly) single-family residential." So, the proposed townhomes "fit" this recommendation precisely. More intense uses are certainly allowed within the current B-3 zoning; however, we believe townhomes present a more logical transition and less intense use compared to other possible and allowable uses in the B-3 zoning district.

- 3) *Adequate utilities, drainage, parking, or necessary facilities have been or are being provided.*

Regarding drainage, a network of standard inlets and pipes will be installed within the streets to convey on-site runoff toward a designed/engineered stormwater pond, all in accordance with Town standards and regulations. The proposed stormwater pond is also indicated on the Preliminary Site Plan. Regarding utilities, both water and sewer (including a proposed pump station) are also indicated on the Preliminary Site Plan, in accordance with Town standards and regulations. Regarding parking, on-site driveways have been widened in front of the front-loading garages on each lot to provide at least 2-car on-site parking "outside" of the unit, PLUS an additional space "inside" the garage (3 total spaces on each lot). Additional parking and overflow parking is also provided in the center of the site dedicated for active open space, temporary access to mail kiosks, and for potential overflow event parking. Any other facilities as required shall be designed to meet all applicable codes and regulations.

- 4) *The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas.*

The townhome use does not propose any known sources of such nuisances. Such nuisances would generally be attributed to more intense commercial or industrial uses and not generally associated with a multi-family townhome project.

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

A single drive entrance is proposed from the townhome project onto Country Club Road (SR 1345). Because the entrance will connect to an existing NCDOT road, all requirements for an NCDOT driveway connection and permit must be met (including requirements for sight distance, drainage and safe traffic movements). Although preliminary investigations do not indicate that special road improvements will be necessary, the NCDOT reserves the right to require improvements as final construction drawings are developed and permits are requested.

- 6) *That the use will not adversely affect the use or any physical attribute of adjoining or abutting property*

The project is bordered by Country Club Road along the north and US 301 along the east (both NCDOT roads), and it is bordered by Holts Lake along the south. This leaves only the existing Lakeside subdivision bordered on the west of the property as a potential area for adjacent property impacts. It appears only 4 lots from the subdivision back up to the common line with the project. This common/shared line with the subdivision is defined by an existing, mostly dry ditch bed for drainage. It is anticipated that the final grading plan for the project will direct runoff from the townhomes back toward the proposed streets internal to the project, thereby reducing impact of runoff toward this ditch feature. Any drainage from the development toward this ditch will be analyzed for flow capacity and velocity according to current erosion control standards and best engineering practices. Additionally, a Type A landscape buffer is required along this side and is indicated on the Preliminary Site Plan. The landscape buffer will be in addition to existing vegetation which shall be preserved to the maximum extent possible near the property line, creating a visual barrier between the adjacent properties.

- 7) *That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located*

It has already been stated that this plan is consistent with the Town's definition of future land use for this site and surrounding properties (ref: Finding of Fact #2 above). Furthermore, the townhomes will be located between existing single-family uses to west and existing commercial/future-zoned-commercial to the east at the intersection of Country Club Road and US 301. Therefore, the multi-family townhomes present a logical transition between the single-family residential uses and the office/commercial uses & zoning (from west to east).

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

As mentioned already in several responses above, this project is required to meet, and shall conform to, all applicable federal, state and local regulations as required. This applies throughout the entire cycle and processes of the project, from this Preliminary Site Plan for Special Use permitting, to design of detailed/engineered Construction Drawings, to actual construction and project close out. Numerous agency reviews and inspections at various levels helps to ensure the project meets all regulations from beginning to end of the project.







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**PRELIMINARY STORMWATER STATEMENT / NARRATIVE**

for

**COUNTRY CLUB ROAD TOWNHOMES**

- LOCATION:** This Site is located in the Town of Smithfield Corporate Limits, at the southern intersection of US 301 and Country Club Road (SR 1345) and backs up to Holts Lake; approximately 500 ft South from the intersection of US 301 and Tyler Drive (SR 1386).
- DEVELOPER:** Crantock Land, LLC  
5160 NC Highway 42 West  
Garner, NC 27529
- CONSULTANT:** BRL Engineering & Surveying

**BACKGROUND & OVERALL STORMWATER APPROACH:**

***SPECIAL SECTION REGARDING APPLICABLE REGULATIONS:***

The Town of Smithfield has two separate sections of stormwater regulations found in its UDO. Both of these programs are handed down from the State and enforced by the Town. The first program (which is Town-wide) is the Neuse Basin Nutrient Stormwater Strategies of 15A NCAC 02B.0711 / Town UDO Sect. 10.50. The other program (which is specific to the protected and critical watershed areas in Town) is the Water Supply Watershed Protection Program of 15A NCAC 02B.0620 / Town UDO Sect. 10.92. Only the Neuse Basin Nutrient Stormwater Strategies regulations appear to be applicable to this project (the site is located outside of the Water Supply Watershed Area). In general, both of these regulations limit low-density sites to be at or below 24% impervious area, which this project intends to meet (see sections below). Low density sites are not required to install structural stormwater control measures (SCM's) that high-density projects must install. Also, the Neuse Basin Nutrient Strategies limit the amount of nitrogen to 3.6 lb/ac/yr leaving the site. This project also intends to be below this nitrogen limit (see sections below).

***GENERAL SITE INFO / STORMWATER NARRATIVE-APPROACH:***

The Preliminary Site Plan as currently laid out by our office depicts 60 new townhome lots on a vacant parcel of land. The townhome lots will be laid out along new/internal town streets which will extend from a single entrance off Country Club Road. This project requires new/proposed extensions of public infrastructure (ie. streets, water and sewer, including a new town sewage pump station). After construction and acceptance of the new infrastructure by the Town, then a final survey will be recorded at the courthouse and the new townhome lots established for future home construction by a builder. The initial/total property boundary currently encompasses approximately **8.026 acres +/-** (clear of existing road rights-of-way) *which shall be the basis for overall site compliance with the Town's zoning regulations as well as stormwater regulations.* The proposed 60-lots will be laid out on relatively high ground outside of wetlands and riparian buffer areas and also outside/above the 100-year floodplain. Calculations provided below indicate relatively high density and impervious areas for stormwater purposes, making this a "high-density" project (which requires additional structural measures or devices for treatment). The calculations also indicate that nitrogen loading rates are above minimum thresholds (requiring additional treatment or mitigation measures). The property is zoned B-3 which allows townhome units with a Special Use Permit (which this preliminary statement is written for) and all lot sizes and density requirements shall comply with Town of Smithfield zoning regulations, as applicable. The total site is currently lightly wooded on most of the site with more

heavily wooded portion along the western property where a dry drainage ditch separates this property from several lots in an adjacent subdivision. The site backs up to Holts Lake at the south and is moderately sloped draining directly toward the lake, with environmental areas (wetlands and buffers) near the lake shore, as well as a 100-yr floodplain. Regarding Neuse Riparian Buffers, the lake itself as well as the dry ditch to the west are indicated as drainage "features" on either the County Soils Map or the USGS Quad Map; however, the dry ditch feature to the west was determined to NOT be considered a riparian buffered stream and therefore this feature is not indicated on the Preliminary Site Plan. This determination was made by Brown's Environmental Group, Selma, NC and confirmed by NCDEQ (ref: DWR Project #24-226, dated 7/22/24). No townhome lots or other public infrastructure impacts the buffers at the lake, however a retaining wall is intended to be constructed just beyond Zone 1 of the buffer in order to elevate the future lots above the 100-year floodplain and/or other major flood events. This retaining wall is indicated on the Preliminary Site Plan. Wetlands have also been identified by Brown's Environmental Group as being a small area close to the lakeshore as indicated on the Preliminary Site Plan. No impacts to buffers are currently anticipated as indicated by this Preliminary Site Plan. Grading or filling to the elevate lots in the floodplain may require a FEMA LOMR-F approval. Also future townhome construction (after the development) could also require individual elevation certificates prior construction of townhomes. All construction in the floodplain must comply with all requirements of the Town's local floodplain regulations. After approval of this Preliminary Plan and the related Special Use Permit by the Town, then Final Construction Drawings for this project should be developed in general conformance with this approved plan. Although some adjustments to this plan may be necessary during the life cycle of the project, all current and future plans must be consistent and in compliance with all Town and other required regulations.

#### **IMPERVIOUS AREA and OTHER PROJECT AREAS:**

Total impervious area for this site was pre-computed at 3.862 acres for the project, which includes the Townhome lots, as well as streets, curb, sidewalk, parking areas, etc. (see impervious areas below). Relative to the total project boundary, this impervious exceeds the 24% threshold for a low-density site, making this project a high-density site which requires structural volume storage/containment/treatment measures (SCM's). Nitrogen Loading was also calculated to exceed the minimum 3.6 lb/ac/yr nitrogen which may require additional treatment and/or offset/mitigation fees. Disturbed Area has not been computed for this preliminary plan; however, this site will certainly exceed the 1.0 acre permitting threshold and therefore WOULD require State Erosion Control Plans & Permitting. A more detailed breakdown of impervious area and other project areas for this development are as follows:

#### **OVERALL PROJECT AREAS:**

- 2.328 Ac +/- (Townhome Lots)
- 1.528 Ac +/- (Internal Street R/W)
- 0.260 Ac +/- (Active Open Space – 11,315 sq.ft +/-)
- 3.845 Ac +/- (Passive Open Space, includes Public Parking/Vehicular Areas)
- 0.065 Ac +/- (Other Areas: Town Pump Station – 2,815 sq.ft +/-)
- 8.026 Ac TOTAL SITE**

**IMPERVIOUS AREAS: (24% Threshold for “Low-vs-High Density” Site)**

1.735 Ac +/- (Conserv)(Street/Asphalt/Sidewalk/Driveway-Portions – in New/Proposed R/W)

2.027 Ac +/- (Conserv) (Townhome Lots) \*(Pre-computed, see below)

0.100 Ac +/- (Conserv) (Active Open Space/Playground/Recreation, Pump Station, etc)

**3.862 Ac +/- (Conserv) TOTAL IMPERVIOUS**

Percentage: 3.862 Ac / 8.026 Ac Total Site = **48.1% (Meets “High-Density”)**

\*Impervious PER LOT: 1,440 sq.ft. (for 1-Car Garage, Standard TH Unit) X 52 Lots  
1,675 sq.ft. (for 2-Car Garage, Large TH Unit) X 8 Lots

**PERMANENT/UNDISTURBED AREAS:**

0.522 Ac (Passive Open Space; Mostly Wetlands & Zone 1 Buffers – Not Impacted This Plan)

**0.522 Ac TOTAL PERMANENT/UNDISTURBED AREA**

Percentage: 0.522 Ac / 8.026 Ac Total Site = **6.5%**

**PERMANENT/MANAGED AREAS:**

0.301 Ac (Grass and Other Managed Areas Remaining on TH Lots)

3.341 Ac (Grass and Other Managed Areas Remaining on Open Space)

**3.642 Ac TOTAL PERMANENT/MANAGED**

Percentage: 3.642 Ac / 8.026 Ac Total Site = **45.4%**

**PEAK RUNOFF REDUCTION:**

As stated above, total impervious is ABOVE the allowable 24% threshold, making it a “high-density” project (from a stormwater perspective) and therefore a stormwater volume containment/treatment measure (SCM) is required. A preliminary sized stormwater wet pond (SCM) is indicated on the Preliminary Site Plan in order to meet the stormwater requirements.

**NITROGEN LOADING ESTIMATE:**

Total Nitrogen Export WITHOUT TREATMENT from this subdivision is estimated to be **10.785 lb/ac/yr** (see attached calculations – “Method 2”). This IS ABOVE the allowable limit of 3.600 lb/ac/yr, and it slightly exceeds the maximum “buy-down threshold” of 10.0 lb/ac/yr. Therefore, some minimal nitrogen “treatment” (at the SCM) will be required to reduce nitrogen below the 10.0 lb/ac/yr threshold, AND THEN the remaining nitrogen may be “bought-down” by payment of the required mitigation fee.

**EXISTING DRAINAGEWAYS, RUNOFF PATTERNS, and DOWNSTREAM/UPSTREAM ANALYSIS:**

This site is situated adjacent to the northern lakeshore of Holts Lake. Relative to the property, the lake borders along the south, US 301 borders along the east, Country Club Road borders along the north, and an existing, normally-dry ditch borders to the east where lots from the adjacent Lakeside Subdivision back up to. The site is moderately sloped toward the lake, and most offsite drainage generally bypasses the site by draining either along the ditch to the east OR along the adjacent roadside ditches of US 301 and Country Club Road. Generally speaking, very little offsite runoff drains to this site, and on-site runoff from this site flows gently but directly toward Holts Lake. There is a 100-year floodplain along the shore of Holts Lake, therefore any proposed development, grading, filling, buildings, etc. shall be designed and constructed in conformance with all Town floodplain regulations. Because very little offsite runoff is directed across this site, no apparent impacts are anticipated to upstream properties. Regarding downstream impacts, the final construction drawings for this development should be graded so that by in large the townhome lots drain toward the street

**BRL ENGINEERING & SURVEYING**

112 East Johnston Street  
Smithfield, NC 27577  
(919) 989-9300

Providing Surveying & Civil Engineering Services

Brian R. Leonard, PE, PLS  
Sayer R. Roberts, EI

[brlengineering@earthlink.net](mailto:brlengineering@earthlink.net)

storm drainage network, and the street storm network conveys both lot runoff and street runoff to the proposed stormwater containment pond for treatment and attenuation as required to meet Town stormwater requirements. If this is grading pattern is followed and the pond is designed to meet current stormwater standards, then the runoff should be acceptably "treated" for water quality and "managed" for water quantity, thereby mitigating downstream impacts to properties, or the lake in this case. As stated, because the project is located along a 100-year floodplain, any site construction, including grading and filling in the floodplain shall comply with the local floodplain regulations. Future townhome units or other buildings are NOT part of this plan and we, nor the applicant/developer, while target unit types are illustrated on this Preliminary Plan, the specific final unit is to-be-determined and future builders are responsible for any rough or fine grading of the lots for proper drainage. Therefore, each lot should be graded by on-site builders in conformance with current building code and industry standards and regulations. Runoff should be directed by future builders from each lot either toward the adjacent street curblin. Sheet flow should be maintained from ALL proposed lots to the maximum extent practical. Again, this project is designed to be a "high-density" stormwater design and grading most of the runoff toward the designed stormwater pond will help ensure that negative downstream impacts are mitigated prior to leaving the site.

Sincerely,



**BRL ENGINEERING & SURVEYING**

Brian R. Leonard, PE, PLS  
BRL/brl

Cc: None  
Attachments: None



<b>NITROGEN LOADING - METHOD 2 (Known Impervious Area/Building Footprint)</b>			
<b>Type of Land Cover</b>	<b>Area (acres)</b>	<b>TN export coefficient (lbs/ac/yr)</b>	<b>TN export from use (lbs/yr)</b>
Permanently protected undisturbed open space (forest, unmown meadow, wetlands, buffers)	0.522	0.6	0.313
Permanently protected managed open space (grass, landscaping, etc.)	3.642	1.2	4.370
Impervious surfaces (roads, parking lots, driveways, roofs, paved or graveled storage areas, graveled roads, etc.)	3.862	21.2	81.874
<b>TOTAL</b>	<b>8.026</b>	----	<b>86.558</b>
<b>NITROGEN LOADING RATE (lbs/ac/yr)</b>			<b>10.785</b>

**Impervious %: 48.1 %**

Project: Hartley Drive Townhomes

Description: 60Townhome Units on 60 Indiv. Lots

By: BRL

Date: 8/1/24

Buy-Down to 3.6 lbs/ac/yr:	<b>7.1 85</b>	lb/ac/yr
X ac. X 30 yr:	<b>1 729.9</b>	TotalLBS. Buy Down

*Multiply This by the Current Nitrogen Mitigation Rate*







# Relevant UDO Citations

## 8.13.1. Multi-Family Dwellings.

**8.13.1.1. Density.** Maximum allowable density shall not exceed four thousand five hundred (4,500) square feet of gross site area per dwelling unit.

**8.13.1.2. Building Separation.** More than one (1) building may be located on the site provided that building separation shall be determined as follows:

<b>Height of Taller Building</b>	<b>Minimum Horizontal Distance Between Vertical Projections</b>
20 feet or less	16 feet
Between 20.1 and 25.0 feet	25 feet
Between 25.1 and 30.0 feet	30 feet
Between 30.1 and 35.0 feet	40 feet

**8.13.1.3. Distance Related to Windows.** The minimum distance between the centers of facing windows shall be twenty (20) feet.

**8.13.1.4. Yard Requirements.** Front Yard—general district setback shall apply; Corner Side Yard—same as front yard; Other Yards—a perimeter yard shall be provided around the perimeter of the site (other than front and corner side yards) in accordance with the following based on the number of units proposed.

<b>Number of Units</b>	<b>Width of Required Yard</b>
3 to 10 units	30 feet
11 to 30 units	35 feet
31 or more units	40 feet

### **10.110.2. Private Streets.**

**10.110.2.1.** Streets designated as private may be allowed in subdivisions when in the opinion of the Town Council they provide adequate ingress and egress onto collector streets, and sufficient assurance is provided through a legally established Homeowners' association, that the street shall be properly maintained.

**10.110.2.2.** All such streets shall be designated a "private street" on the preliminary plans and final plats. Whenever a private street intersects a U.S. or North Carolina highway or North Carolina secondary road, a statement of approval for the intersection, signed by the District Engineer, North Carolina Department of Transportation, Division of Highways for Johnston County, shall be submitted concurrent with the final plat.

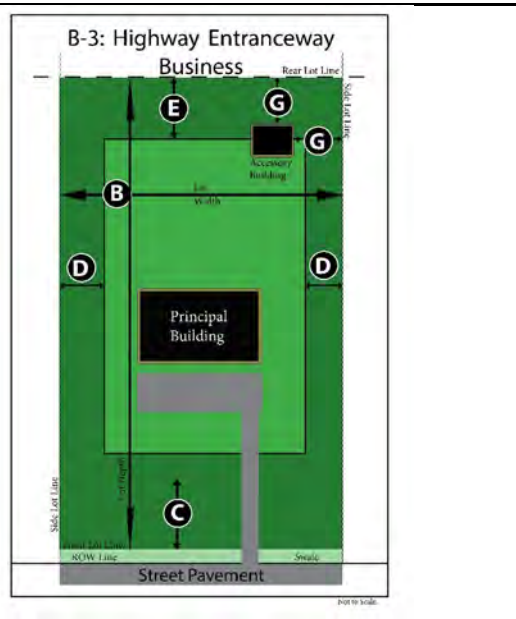
**10.110.2.3.** All private streets must meet Department of Transportation standards for construction and maintenance.



**10.110.2.4.** A Homeowners' association shall be established for each subdivision containing private streets and drainage systems. The final plat for each such subdivision shall contain a certificate indicating the book and page number of the Homeowners' association covenants, conditions, and restrictions. The covenants, conditions, and restrictions shall specify lot owners' responsibilities for maintenance of private streets and drainage systems, and shall provide for assessments to finance all maintenance activities. Covenants shall provide that the Homeowners' association will construct all stub streets prior to offering any connecting for acceptance by NCDOT or the town. Final plats for subdivisions containing private streets and drainage improvements will not be approved until the subdivider's homeowners' association documents have been submitted and approved by the Town Council.

## Sec. 8.9. B-3 Highway Entranceway Business District.

### 8.9.1. Dimensional Requirements.

<p>(A) Minimum Lot Area</p> <ul style="list-style-type: none"> <li>• Major shopping center 12,000 sq ft</li> <li>• Minor shopping center 12,000 sq ft</li> <li>• Other building or use 12,000 sq ft</li> </ul>	
<p>(B) Minimum Lot Frontage</p> <ul style="list-style-type: none"> <li>• Major shopping center 200 lin ft</li> <li>• Minor shopping center 125 lin ft</li> <li>• Other building or use 125 lin ft</li> </ul>	
<p>(C) Front Yard Setback</p> <ul style="list-style-type: none"> <li>• Major shopping center 100/50 ft (see Sec. 8.9.2.1)</li> <li>• Minor shopping center 50/35 ft (see Sec. 8.9.2.2)</li> <li>• Other building or use 50/35 ft (see Sec. 8.9.2.2)</li> </ul>	
<p>(D) Side Yard Setback</p> <ul style="list-style-type: none"> <li>• Major shopping center 50 ft</li> <li>• Minor shopping center 15 ft (see Sec. 8.8.2.3)</li> <li>• Other building or use 8 ft (see Sec. 8.8.2.3)</li> </ul>	
<p>(E) Rear Yard Setback</p> <ul style="list-style-type: none"> <li>• Major shopping center 50 ft</li> </ul>	



<ul style="list-style-type: none"> <li>• Minor shopping center</li> <li>• Other building or use</li> </ul>	25 ft 25 ft	
(F) Maximum Building Height	40 ft (see Sec. 8.13.6)	
(G) Accessory Buildings Setback	10 ft (see Sec. 8.13.2)	
 YARD AREA  BUILDABLE AREA		

(Ord. No. ZA-22-03, pt. 1, 11-1-22)

**8.9.2. Minimum Yard Requirements.**

**8.9.2.1.** One hundred (100) feet whenever front or corner side yard frontage is on an arterial or collector street; fifty (50) feet when frontage is on a lower street classification.

**8.9.2.2.** Fifty (50) feet whenever front or corner side yard frontage is on an arterial or collector street; thirty-five (35) feet when frontage is on a lower street classification.

**8.9.2.3.** None required, provided however, that if a side yard is provided, it shall be at least eight (8) feet wide.

**8.9.3. Additional Requirements.**

Refer to Section 8.13, Notes to Zoning District Development Standards.

**8.9.4. Signs.**

Signs shall be permitted as provided in Article 10, Part III.

**8.9.5. Parking and Loading.**

Off-street parking and loading shall be provided, as required by Article 10, Part I.

**8.9.6. Buffers.**

Refer to Article 10, Part II.

**8.9.7. Landscaping.**

For landscaping requirements, refer to Article 10, Part II.

## Appendix A – Definitions

**Driveway.** That portion of the vehicle accommodation area that consists of a travel lane bounded on either side by an area that is not part of the vehicle accommodation area.

**Multifamily development.** A single building on a single lot or tract containing more than **two (2) dwelling units.**

**Private driveway.** A roadway serving two (2) or fewer lots, building sites, or other division of land, and not intended to be public ingress or egress.

**Private street.** An undedicated private right-of-way which affords access to abutting properties and requires a subdivision streets disclosure statement in accordance with G.S. § 136-102.6.

**Setback.** The minimum required distance existing between the abutting street right-of-way line **(if no street right-of-way line is involved, the subject property line)** and the minimum building line as specified in Article 8, Zoning District Development Standards.

**Local road.** A street whose sole function is to provide access to abutting properties. It is designed to carry more than one hundred fifty (150) but less than five hundred (500) trips per day. Typically, a local road is able to serve, directly or indirectly, between fifteen (15) and fifty (50) dwelling units.

**Townhouse.** A principal structure containing **two (2) or more** single-family attached dwelling units with each unit on its own individual lot. All townhouse developments shall be subject to multiple family dwelling provisions of this chapter, with the following exceptions:

(1) All townhouse developments shall comply with the multiple family density requirements of Article 8 of this ordinance; this standard can be met by individual lot area, by provision of common open space, or by a combination of lot area and common open space.

(2) No unit shall be connected on more than two (2) sides by common walls.

**(3) All yard dimensional requirements shall apply to the property lines of the entire development. No individual unit shall be required to meet the yard dimensions.**

**Dwelling, two family (duplex).** A detached residential building containing two (2) dwelling units, designed for occupancy by not more than two (2) families. Units must share a common wall.

10.110.1.4.4. Every lot shall maintain required street frontage as required in Article 8 on one (1) of the following:

10.110.1.4.4.1. A public street dedicated to and maintained by the Town of Smithfield or the North Carolina Department of Transportation.

10.110.1.4.4.2. A street constructed to the standards of the Town or Smithfield or the North Carolina Department of Transportation, with a written agreement concerning the future maintenance of the street.

UDO Article 2, Sec. 2.19. - Public Access to Property.

Every building or structure hereafter erected shall be located on a lot and the lot shall abut a public street or have access to an approved private street, **or the lot shall abut a common area properly restricted through deed restrictions and/or property owners' association** at least partly owned by the owner of the building, structure, or portion thereof.

### 10.110.9. Right-of-Way Widths.



Right-of-way widths shall not be less than the following:

Principal Arterial (Freeways)—350 feet.

Principal Arterial (Other)—200 feet.

Major Collector—100 feet.

Major Thoroughfare other than Freeway and Expressway—90 feet.

Minor Thoroughfare—60 feet.

Local Street—60 feet (may be no less than 50 feet if approved by Town Council due to special conditions).

Cul-de-sac—100 feet diameter for turnaround and 45 feet for street right-of-way.



## Sec. 2.20. Driveways; Permit Required.

### 2.20.1. [Obtaining a Permit.]

No person shall construct, reconstruct, or repair any driveway within the town without first obtaining from the UDO Administrator a zoning permit to do so. Such person shall construct, reconstruct, and repair such driveway under the supervision of the UDO Administrator, and in accordance with town specifications.

### 2.20.2. [Distance; Intersection.]

No portion of any residential driveway intersection with a town public street shall be closer than twenty (20) feet to the corner of any intersection, measured along the right-of-way line. In commercial and industrial zones, this distance shall be thirty-six (36) feet. The width of any driveway intersection with the public street shall not exceed thirty-six (36) feet at its intersection with curb and street line. Driveway connections to the State of North Carolina Department of Transportation controlled streets must be requested from and approved by DOT on its standard form. Driveways that have double lane ingress and egress (four [4] lanes) shall be a minimum forty-eight (48) feet width at intersection with curb and street line.

### 10.6.4. Driveway Location(s).

10.6.4.1. A safe means of ingress and egress shall be provided for all parking spaces and driveways for uses other than single and two-family residential and shall be at least twenty-four (24) feet wide.

10.6.4.2. Two (2) driveways entering the same street from a single lot shall be permitted only if the minimum distance between the closest edges of the driveways equals or exceeds fifty (50) feet.

10.6.4.3. Three (3) driveways entering the same street from a single lot shall be permitted only if the minimum distance between the closest edges of the driveways equals or exceeds one hundred fifty (150) feet.

10.6.4.4. Four (4) or more driveways entering the same street from a single lot shall be prohibited.

10.6.4.5. In no case may the total width of all driveways exceed fifty (50) percent of the total property frontage.

10.6.4.6. No driveway (nearest edge) shall be located within ten (10) feet of a side lot property line except in the case of a shared driveway (single curb/access point) utilized by two (2) or more lots.

10.6.4.7. No driveway (nearest edge) shall be located within twenty-five (25) feet of an intersection on a secondary road and forty (40) feet on a primary road except in the case where no other lot access to a public street or town-approved private road is available.

# Country Club Townhome SUP

File Number:  
SUP-24-03

Project Name:  
Country Club TH

Location:  
Country Club Road

Tax ID#:  
15J11023

Existing Zoning:  
B-3

Owner:  
Edward & Kelly Sutton  
James & Edna Smith

Applicant:  
Brian Leonard  
BRL Engineering



1 in = 208 ft  
Map created by Chloee Allen  
Planner 1 on 8/12/24









# Request for Town Council Action

Public  
Hearing: CZ-24-05  
Date: 09/17/2024

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

---

## Issue Statement

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.

## Financial Impact

The future development will contribute to the **Town's tax base**.

## Action Needed

The Town Council is respectfully requested to hold a public hearing to review the conditional rezoning and to decide whether to approve, approve with conditions, or to deny the request.

## Recommendation

Planning Staff recommends approval of the rezoning, CZ-24-05, 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 & Narrative
4. Site Plan
5. Adjacent Property Notification & Owner Listing
6. Zoning Map



# Staff Report

Agenda Item: CZ-24-05

**REQUEST:**

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.

**PROPERTY LOCATION:**

The property is located at 1041 Buffalo Road, north of Buffalo Creek on the west side of Buffalo Road.

**APPLICATION DATA:**

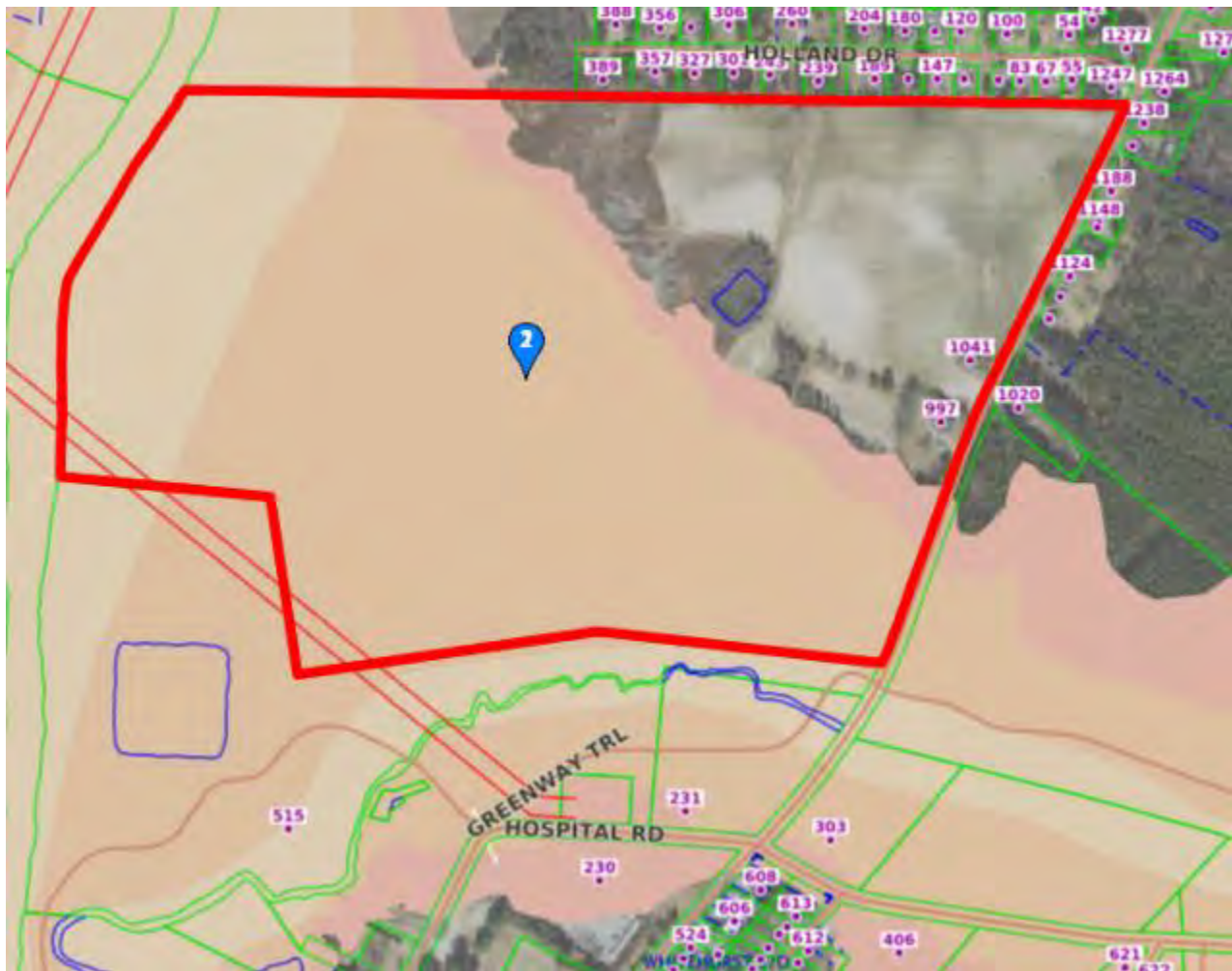
Applicant:	Smithfield Land Group, LLC
Property Owners:	Smithfield Land Group, LLC
Project Name:	Buffalo Ridge
Tax ID:	14001021
NC PIN:	169411-65-0647
Acreage:	139.860-acres
Present Zoning:	R-20A (Residential-Agriculture) and WS-IV-CA (Critical Area Watershed Overlay)
Proposed Zoning:	R-8 CZ (Single-Two-Multi-Family Residential Conditional)
Town/ETJ:	Town
Existing Use:	Vacant
Proposed Use:	Single-Family Residential
Fire District:	Smithfield
School Impacts:	Additional households with school-age children
Parks and Recreation:	No parks proposed – fee in lieu
Water and Sewer Provider:	Town of Smithfield
Electric Provider:	Town of Smithfield

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

	Zoning	Existing Land Uses
North	R-20A	Single-Family Residential
South	R-20A	Vacant Open Space/Floodplain
West	R-20A	Vacant Woodland
East	R-20A, R-8	Single-Family Residential and Vacant Open Space

## EXISTING CONDITIONS/ENVIRONMENTAL IMPACTS:

- The property has 68.3-acres of wetland, 19.5-acres in floodway, 72.4-acres in 100-year floodplain, and 7.4-acres in 500-year floodplain. The site is mostly open with some woods in the lower elevations. The site is adjacent to the Neuse River on the west and Buffalo Creek to the south, and both require a riparian buffer.
- There is 100-year floodplain on the property where lots are proposed. Lots within the floodplain will have a finished floor elevation (FFE) that is **2' above** the flood elevation as required. The roads may be around the 100-year floodplain elevation. The storm drainage system will be sized for a 10-year storm as required.
- A portion of the site is within the Waters Supply Critical Area Watershed Overlay which restricts density and has stormwater management requirements.



#### DEVELOPMENT OVERVIEW:

The proposed development is a 210-lot single-family residential lot subdivision on a +/- 139-acre site with nearly 93-acres of open space. The **proposed local roads are 27' wide back-to-back in 60' public** right of way with standard curb and gutter in accordance with Town standards. The development proposes two access points on Buffalo Road and two lateral street connections to Holland Drive to the north. The development will have public water, sewer, and power.

#### COMPREHENSIVE LAND USE PLAN:

The plans are consistent with the comprehensive plan guidance. The Comprehensive Plan guides the area for Medium Density Residential and the proposed zoning and density (1.5 units per acre) are appropriate.

#### WATER SUPPLY WATERSHED – CRITICAL AREA ZONING OVERLAY:

A portion of the site is within the Waters Supply Critical Area Watershed Overlay which restricts density and has stormwater management requirements. The project will need to comply with the UDO Section 10.92.6 WS-IV-CA.

#### SITE ACCESS AND STREET DESIGN:

- The development will have two access points on Buffalo Road, an NCDOT road. NCDOT approval will be required.
- The development proposes two lateral roads connecting with Holland Road to the north utilizing existing vacant right-of-way (unopened).
- **All the internal roads will be 27' wide b/b within 60' public rights-of-way** consistent with town standards.
- Standard curb and gutter will be used throughout the development.
- Curb and gutter are proposed along the Buffalo Roadway edge with underground drainage (NCDOT has no objection).
- Public sidewalks are proposed on both sides of public streets.

#### TRAFFIC STUDY:

- A traffic study will be required for the development prior to preliminary plat approval in cooperation with NCDOT.

#### LOT DIMENSIONAL AND SETBACK STANDARDS:

- The proposed minimum lot area is 6000 sq. ft. (Average lot size is 6850 sq. ft)
- **The proposed minimum lot width is 50'.**
- **The proposed minimum lot depth is 107'.**
- The proposed minimum setbacks:
  - Front and Corner Side = **25'**
  - Side = **5'**
  - Rear = **12'**, **except lots backing up to Holland Drive lots will have 25' rear setback.**

#### OPEN SPACE/RECREATION/TRAILS:

- There are no recommended parks for this site in the Smithfield Parks Plan.
- The development will provide over 93 acres of passive open space area, mostly consisting of wetland and flood plain areas.
- **A 24' wide open space area has been provided along Buffalo Road.**

- The developer **will construct an 8' wide** trail along Buffalo Road frontage as required by the Pedestrian Plan.
- The developer is proposing walking trails and benches along the perimeter of the new storm ponds into the open space.
- A tot lot playground is proposed adjacent to the mailbox kiosk parking area.
- An HOA will manage and maintain the open space areas.

#### STORMWATER MANAGEMENT:

No stormwater retention is required because the development will have an impervious footprint that is less than 24%, however the developer is planning to construct 2 stormwater ponds to collect stormwater. The ponds will be designed to mitigate 10-year storm events, meaning the post development runoff from the 10-yr storm will be less than or equal to the predevelopment runoff.

The applicant plans to aerate any wet ponds to control mosquitos.

#### MAIL KIOSK AND PARKING LOT:

- A mail kiosk and parking for 11 vehicles is shown on the site plan near the southern entrance.
- A standard concrete driveway apron should be constructed at the entrance to the parking lot.

#### ARCHITECTURAL DESIGN STANDARDS (example architecture provided in staff presentation):

##### All Lots:

- A combination will be required of no less than two (2) materials on the front facade of all homes.
- All front facades will include no less than 10% of either one (1) of the following materials: brick, stone, or substantially similar substitute material.

##### Corner Lots:

- All corner lots will be required to have no less than one (1) window on each visible side of the residence.
- Architectural Examples Minimum Standards:





#### PUBLIC UTILITIES:

- Water, Sewer, and Power will be Town of Smithfield. The developer will apply for sewer capacity for the entirety of the development project at the outset, unless directed otherwise by the County.

#### BUFFERS AND LANDSCAPING:

- There are 10-lots with backyards facing Buffalo Road. The developer **has provided a 24' wide** open space area along Buffalo Road and will provide the required landscaping along the road frontage with a berm and fencing to screen the backs of these lots.
- A **10'** landscape buffer is proposed between the new lots that back up to the larger Holland Drive lots to the north (+/- 10,000 sq. ft. lots). The buffer will exist within an easement over the new lots. Existing vegetation will be maintained as much as possible during construction.
- The developer is proposing enhanced landscaping near the entrances to the development from Buffalo Road.

#### SUBDIVISION MONUMENT SIGNS:

- The developer is proposing monument signs at both entrances to the subdivision from Buffalo Road.

#### PHASING:

- Phase 1 of the development is expected in Spring of 2025 and build out is expected to take approximately 5 years (2030).

## PROPOSED DEVIATIONS FROM UNIFIED DEVELOPMENT ORDINANCE (SUMMARY):

### Deviations from Town Requirements:

- Minimum lot width reduction from 70 feet to 50 feet.
- Minimum lot area reduction from 8,000 sf. to 6,000 sf.
- Front and corner side yard setback from 30 feet to 25 feet.
- Side Setback from 10 feet to 5 feet.
- Rear Setback from 25 feet to 12 feet, except lots backing up to Holland Drive lots will **have 25' setback**.

### Standards Exceeding UDO Requirements:

- Provide concrete curb and gutter along Buffalo Road (underground drainage) with NCDOT approval.
- Street yard with **min. 3' high berm with 6' fence along Buffalo Road**.
- Enhanced landscaping at the development entrances onto Buffalo Road.
- Landscape buffer adjacent to the existing subdivision to the north (preserving existing vegetation).
- Paved walking trails in the open space with benches.
- Architectural standards.
- Wet pond aeration.

## CONSISTENCY STATEMENT (Staff Opinion):

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

- Consistency with the Comprehensive Growth Management Plan – *The development is consistent with the comprehensive plan.*
- Consistency with the Unified Development Code – *The property will be developed in conformance with the UDO conditional zoning provisions that allows a good faith negotiation of development standards.*
- Compatibility with Surrounding Land Uses - *The property considered for rezoning will be compatible with the surrounding land uses with the additional conditions of approval.*

RECOMMENDATION:

Planning Staff recommend approval of CZ-24-05 with the following conditions:

1. That the future development plans for the project be in accordance with the approved Master Plan, R-8 Zoning District, and other UDO regulations with the deviations:
  - Minimum lot width reduction from 70 feet to 50 feet.
  - Minimum lot area reduction from 8,000 sf. to 6,000 sf.
  - Front Setback from 30-feet to 25-feet.
  - Side Setback from 10-feet to 5-feet.
  - Rear Setback from 25-feet to 12-feet, except lots backing up to Holland Drive lots will have 25-foot setback.
2. The minimum corner side yard setback shall be equal to the minimum front setback.
3. That a **minimum 3' high** landscaped berm with a 6-foot-high screening fence be provided along Buffalo Road be provided where back yards face the state road.
4. That the development plans be in accordance with WA-IV-CA Overlay regulations.
5. That curb and gutter and underground drainage be provided along Buffalo Road in accordance with NCDOT requirements.
6. **Garages shall be no smaller than 12' x 22' in size.**
7. A standard concrete driveway apron be provided for all residential driveways and the kiosk mailbox parking lot entrance.
8. **That an 8' wide multi-purpose** trail be provided along Buffalo Road in accordance with the **Town's Pedestrian Plan and NCDOT requirements.**
9. A multi-purpose trail be provided that connects the buffalo Road trail through the open space and extends to the northern property line near lot 38.
10. That the architectural standards be incorporated into the **homeowner's** association (HOA) documents.
11. That the open space amenities, kiosk, parking lot and stormwater management be owned and maintained by an HOA.
12. **A traffic study shall be conducted in accordance with the Town's UDO and NCDOT requirements prior to preliminary plat application.**

RECOMMENDED MOTION:

**"Move to approve zoning map amendment, CZ-24-05, with the 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-24-05**

**Whereas** the Smithfield Town Council, upon acting on a zoning map amendment to the *Unified Development Ordinance* and pursuant to NCGS §160D-605, is required to approve a statement describing how the action is consistent with the Town of Smithfield *Comprehensive Growth Management Plan*; and

**Whereas** the Smithfield Town Council, upon acting on a zoning map amendment to the *Unified Development Ordinance* and pursuant to NCGS §160D-605, is required to provide a brief statement indicating how the action is reasonable and in the public interest.

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

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

That the final action regarding zoning map amendment CZ-24-05 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 Planning Board and information provided at the public meeting; and

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

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

That the final action regarding zoning map amendment CZ-24-05 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

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



Town of Smithfield  
 Planning Department  
 350 E. Market St Smithfield, NC 27577  
 Smithfield-NC.com 919-934-2116

**CONDITIONAL ZONING APPLICATION**

Development Name Buffalo Ridge Subdivision	
Proposed Use Single Family Residential	
Project location or address 1041 Buffalo Road, Smithfield, NC, 27577	
Property identification Number(s) and Tax ID Number (s) for each parcel to which these guidelines will apply:	
PIN# 169411-65-0647	TAX ID# 140001021
Project type? <input checked="" type="checkbox"/> Single Family <input type="checkbox"/> Townhouse <input type="checkbox"/> Multi-Family <input type="checkbox"/> Non-Residential <input type="checkbox"/> PUD/Mixed Use	

**PROPERTY OWNER INFORMATION**

Name Smithfield Land Group, LLC	
Address 2075 Juniper Lake Road, West End, NC, 27376	
Phone (910) 944-0881	Email catherine@rhetson.com/greg@rhetson.com

**OWNER/DEVELOPER INFORMATION**


Company Name Rhetson Companies, Inc	Contact Name Greg Stewart
Address 2075 Juniper Lake Road, West End, NC, 27376	
Phone (910) 944-0881	Email greg@rhetson.com

**CONSULTANT/ENGINEERING FIRM**

Company Name 4D Site Solutions, Inc	Contact Name Scott Brown, PE
Address 409 Chicago Drive, Suite 112, Fayetteville, NC, 28306	
Phone (910) 426-6777	Email sbrown@4dsitesolutions.com

**ZONING INFORMATION**

Existing Zoning District R-20A	Proposed Zoning District R-8 Conditional
If more than one district, provide the acreage of each:	
Overlay District? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Inside City Limits? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

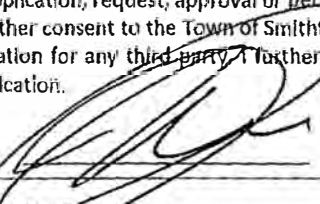
ENVIRONMENTAL QUALITY DATA INFORMATION			
Existing Impervious Surface acres/sf 0 ac (0 sf)	Flood Hazard Area	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Proposed Impervious Surface acres/sf 33.6 ac (1,462,153 sf)	Neuse River Buffer	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Watershed Protection Area 32.3 ac (1,408,249 sf)	Wetlands	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
FEMA Map Panel 1694	Base Flood Elevation		
SITE DATA			
Total # of single-family lots 210	Total densities per zoning district 1.5 units/ac		
Total # of townhouse lots 0	Acreage in active open space 0		
Total # of all lots 210	Acreage in passive open space 25.3		
Linear feet of new roadways 9,794	Linear feet of new sewer mains 8,262		
Linear feet of new water mains 9,440	Linear feet of new sidewalks 17,713		
Proposed sewer allocation	Linear feet in new trails		
SIGNATURE BLOCK (Applicable to all developments)			
<p>In filing this plan as the property owner(s), I/we do hereby agree and firmly bind ourselves, my/our heirs, executors, administrators, successors and assigns jointly and severally to construct all improvements and make all dedications as shown on this proposed plan as approved by the Town.</p>			
<p>I hereby designate <u>Rhelson Companies, Inc.</u> to serve as my agent regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf, and to represent me in any public meeting regarding this application.</p>			
<p>I/we have read, acknowledge, and affirm that this project is conforming to all application requirements applicable with the proposed development use.</p>			
Signature		Date	7/25/24
Signature		Date	
APPLICATION FEES			
Conditional Zoning (4 paper copies & 1 Digital copy of all documents on USB flash drive)		\$400.00 + \$10 per acre	
<i>Application Date</i>	<i>Application Number</i>	<i>Application Fee</i>	

**OWNER AUTHORIZATION**

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

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

Signature of Owner



Printed Name of Owner

Richard Vincent

North Carolina

(State)

Harnett

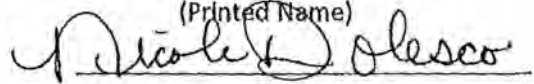
(County)

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

Witness my hand and notarial seal this the 3<sup>rd</sup> day of May 2024.

Notary Public: Nicole D. Olesco

(Printed Name)



(Signature)



County of Commission: Harnett

Commission Expires: 11/07/2027

## PROJECT NARRATIVE

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

- A listing of contact information including name(s), address(es) and phone number(s) of: the owner of record, authorized agents or representatives, engineer, surveyor, and any other relevant associates;
- A listing of the following site data: Address, current zoning, parcel size in acres and square feet, property identification number(s) (PIN), and current legal description(s);
- A listing of general information including: the proposed name of the subdivision, the number of proposed lots, acreage dedicated for open space or public use, acreage dedicated within rights of way;
- A statement showing the proposed density of the project with the method of calculating said density shown;
- Discuss proposed infrastructure improvements and phasing thereof (i.e. proposed roadways, sewer systems, water systems, sidewalks/trails, parking, etc.) necessary to serve the subdivision; length of each, expected sewer allocation.
- A narrative addressing concerns/issues raised by neighboring properties (discussing your proposal with the neighboring land owners is recommended to get a sense of what issues may arise as your application is processed);
- A description of how conflicts with nearby land uses (livability, value, potential future development, etc.) and/or disturbances to wetlands or natural areas are being avoided or mitigated;
- Provide justification that the proposal will not place an excessive burden on roads (traffic), sewage, water supply, parks, schools, fire, police, or other public facilities/services (including traffic flows) in the area;
- A description of proposed parks and/or open space. Please include a brief statement on the proposed ownership and maintenance of said areas;
- A proposed development schedule indicating the approximate date when construction of the project, or stages of the same, can be expected to begin and be completed (including the proposed phasing of construction of public improvements and recreational and common space areas).
- List of deviations from the town's minimum UDO requirements.
- List of improvements that exceed the town's minimum UDO requirements.
- Expected sales, rental prices
- Architectural standards if applicable.

## INFORMATION TO BE PROVIDED ON PLAN

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

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

### Existing Conditions:

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

### Proposed Conditions:

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

**Project summary:**

The proposed Buffalo Ridge Subdivision is a +/- 139 acre site proposing single-family lots. The roads are designed as local residential streets. There are four (4) proposed entrances, two (2) main entrances off Buffalo Road and two auxiliary entrances off Holland Road. The proposed subdivision will include extensive open space areas (approximately 93 acres), primarily on the lower half of the property toward the Neuse River, to take advantage of the picturesque slopes and gradient change of the property. The proposal of public sewer is connecting to the towns 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.

**Owner:**

Smithfield Land Group, LLC  
2075 Juniper Lake Road  
West End, NC 27376  
910-944-0881

**Site information:**

1041 Buffalo Road  
Current Zoning – R-20A  
Acreage – 139.9 ac (6,094,044 sf)  
Pin # - 169411-65-0647

**Subdivision information:**

Name – Buffalo Ridge Subdivision  
Proposed lots – 210 with an average lot size of approximately 68  
Open space – 93 ac  
Proposed ROW – 12.9 ac

**Density:**

The proposed density of the project is 1.5 lots/ac. This is determined by dividing the 210 lots by 139.9 ac.

**Utilities:**

The subdivision will be served by public water and sewer and public streets. There are 9,794 lf of new streets, 17,713 lf of new sidewalk, 9,440 lf of new water main and 8,262 lf of new sewer main. Sidewalks are proposed on both side of the new streets. Walking trails and benches will be placed along the perimeter of the new storm ponds. The proposed 210 lots will require 47,250 gpd of sewer allocation.



**Neighboring Parcels Narrative**

This area is a growing residential area with a 30 home residential neighborhood slightly North of the proposed development. A previous rezoning application (CZ-23-01) held a neighborhood meeting. Comments documented in that public hearing will be utilized to address neighboring concerns. No issues are anticipated. The developer is willing to work with planning staff, planning board, and county commissioners to ensure all issues are addressed in a reasonable manner which **includes leaving as much of the current natural buffer as possible between the new development and existing houses on Holland Drive.**

**Conflicts of nearby land use**

The nearby land uses are a variety of residential uses. The proposed development is consistent with the Comprehensive Growth Management plan and compatible with surrounding land uses. The proposed development will adhere to all UDO development standards. Impacts to wetlands will be limited to road crossings required for access.

**Development Burden**

Buffalo Road is a NCDOT street. The two access points and associated improvements as a result of the proposed development will be coordinated with NCDOT. Some road improvements are anticipated and will be resolved during the design phase of the project. There is a current project ongoing to free up additional sewer capacity. **Developer will apply for sewer capacity for the entirety of the development project at the outset, unless directed otherwise by the County.** Fire flow testing will be completed to confirm that water is available not only for fire flow but domestic flow as well. Excessive burdens are not anticipated on the school system or emergency services.

**Storm Water Management**

**The impervious area for the project is 24% which does not trigger storm water retention on site. However, we are planning on constructing two storm water ponds. The storm water will be collected in curb inlets and drainage inlets throughout the development and transported to the storm ponds through and underground pipe system. The storm ponds will be sized to mitigate the 10 yr storm event meaning the post development runoff from the 10 yr storm will be less than or equal to the predevelopment runoff. The drawings show a site plan only and the pond locations and size are conceptual. The final sizes and locations may differ on the construction drawings when the grading and drainage are completed for the development.**

**There is a 100 yr floodplain on the property where lots are being proposed. The grading plan will show the lots that are within the floodplain to be elevated where the FFE of the new homes will be 2' above flood elevation as required by code. The roads may be around the 100 yr floodplain elevation and will not be raised 2' above the floodplain. The storm drainage system is required to be sized for a 10 yr storm so elevating the roads above the flood elevation is not critical compared to the new homes.**

## Open Spaces/Proposed Ownership & Maintenance

Approximately 93 acres of this proposed development will be open space. For this development, a homeowners association (HOA) will be established and responsible for maintaining this area.

### Project schedule

Surveying, civil engineering design and permitting is expected to take about 1 year. Construction will begin on Phase I following acquisition of the required permits. Developer will apply for sewer capacity for the entirety of the development project at the outset, unless directed otherwise by the County. Total build out is anticipated to be around 5 years but the economy status will control how quickly the development is constructed.

### UDO deviations

Requesting reduction of lot width from 70' to 50'. Requesting a lot size reduction from 8,000 sf to 6,000 sf. **The plan being presented has an average lot size of approximately 6850 square feet lots with the back phase (lots 40-103) having an average lot size of 7214 square feet.** Revised setbacks are as follows: **front setbacks: 25'**, rear – 12' and side – 5'. **The minimum corner side yard setback shall equal to the minimum front setback. Lots backing up to Holland Drive will have 25' rear setbacks and maintain as much natural vegetation as feasible.**

### List of Improvements that exceed the town's minimum UDO requirements

Sidewalks are required on one side of new streets. Sidewalks are being proposed on both sides of the new streets. **Valley curbs will not be used in the development.** The applicant is open to all suggestions and feedback from planning staff and planning board about improvements that are viewed as favorable for this development project. **In the event wet ponds are required in the development, they must be aerated.**

### Expected Sale Price

Homes in this proposed development will be 3-bedroom and range from \$300,000 - \$375,000.

### Architectural Standards

#### All Lots:

- A combination will be required of no less than two (2) materials on the front facade of all homes.
- All front facades will include no less than 10% of either one (1) of the following materials; brick, stone, or substantially similar substitute material.

#### Corner Lots:

- All corner lots will be required to have no less than one (1) window on each visible side of the residence.

- The applicant will present visual representation of elevations that meet the above standards.

# BUFFALO RIDGE SUBDIVISION SITE DEVELOPMENT PLANS

REVISIONS

PRELIMINARY PLAT  
 NOT FOR RECORDATION, CONVEYANCE, OR SALES

PROJECT NAME

**BUFFALO  
 RIDGE  
 SUBDIVISION**

PIN: 169411-65-0647  
 BUFFALO ROAD  
 SELMA TOWNSHIP  
 TOWN OF SMITHFIELD  
 JOHNSTON COUNTY  
 NORTH CAROLINA

CLIENT

**RHETSON  
 COMPANIES, INC**

2075 Juniper Lake Road  
 West End, North Carolina 27376  
 Phone: (910) 944-0881

PROJECT INFORMATION

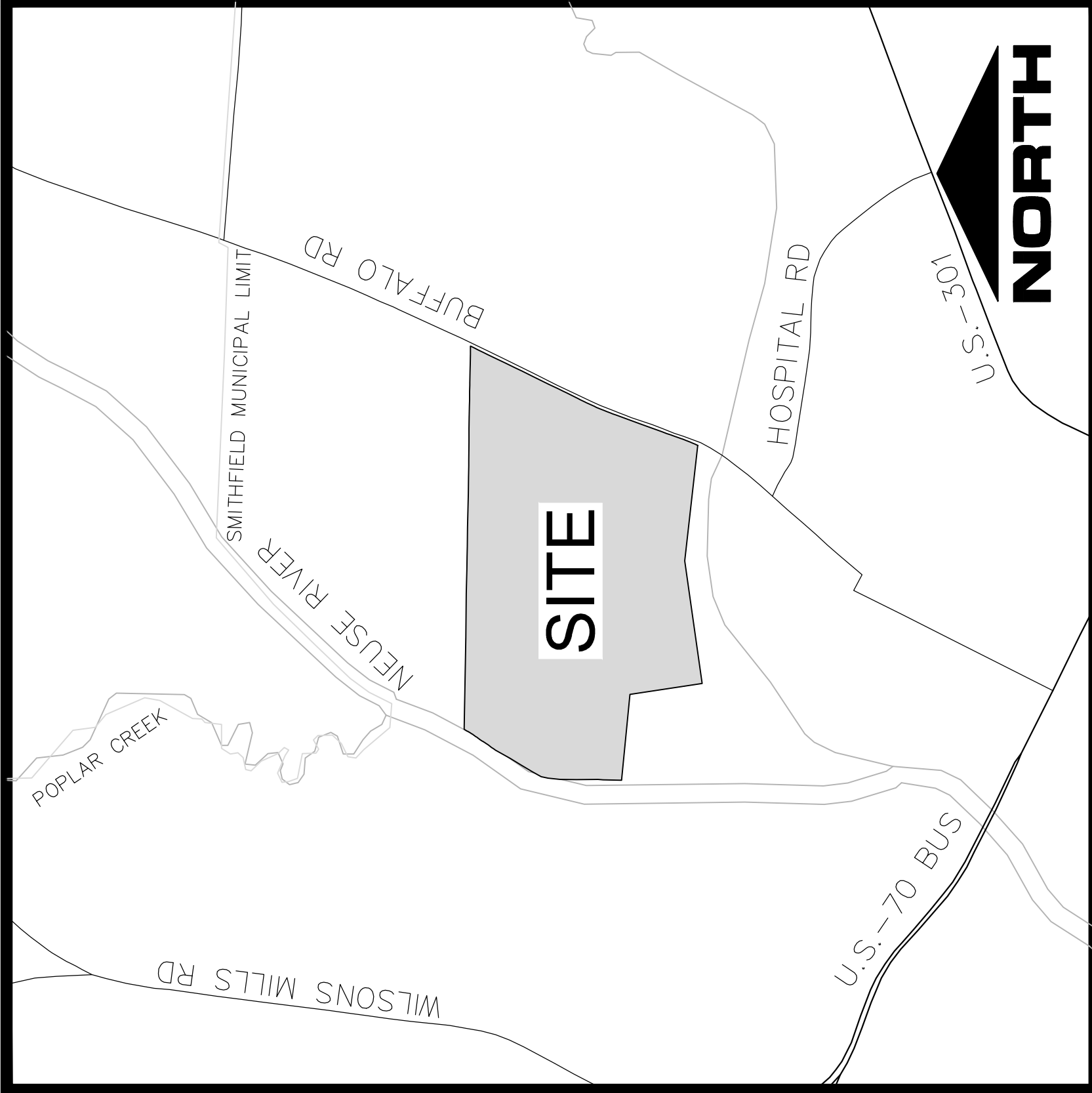
DESIGNED BY:	CALEB
DRAWN BY:	CALEB
CHECKED BY:	SCOTT
PROJECT NUMBER:	2070

DRAWING SCALE

SEE SHEETS

DATE RELEASED

MAY 21, 2024



## VICINITY MAP NOT TO SCALE

## EXISTING UTILITY OWNER

### WATER AND SEWER

SMITHFIELD PUBLIC UTILITIES  
 230 Hospital Road  
 Smithfield, North Carolina 27577  
 919-934-2116  
 Contact: Ted Credle, PE



Know what's below.  
 Call before you dig.

### CIVIL ENGINEER

4D SITE SOLUTIONS, INC.  
 409 Chicago Drive - Suite 112  
 Fayetteville, North Carolina 28306  
 910-426-6777  
 Contact: Scott Brown, PE  
 email: sbrown@4dsitesolutions.com

### OWNER/DEVELOPER

RHETSON COMPANIES, INC.  
 2075 Juniper Lake Road  
 West End, North Carolina 27376  
 910-944-0881  
 Contact: Greg Stewart  
 email: greg@rhetson.com

### SURVEYOR

4D SITE SOLUTIONS, INC.  
 409 Chicago Drive - Suite 112  
 Fayetteville, North Carolina 28306  
 910-426-6777  
 Contact: Jimmy Holland, PLS  
 email: jholland@4dsitesolutions.com

## INDEX OF DRAWINGS

- G1.0 - PROJECT NOTES
- C1.0 - EXISTING CONDITIONS
- C2.0 - SITE PLAN
- C3.0 - GRADING AND EROSION CONTROL PLAN
- C4.0 - UTILITY PLAN
- C5.0 - PROFILES
- C6.0 - LANDSCAPE PLAN
- C7.0 - SITE DETAILS
- C7.1 - WATER DETAILS
- C7.2 - SEWER DETAILS
- C7.3 - EROSION CONTROL DETAILS
- C7.4 - STORM DETAILS
- C7.5 - STORM DETAILS

THE CONTRACTOR MUST CONTACT NORTH CAROLINA ONE CALL CENTER AT 1-800-632-4949 A MINIMUM OF 72 HOURS PRIOR TO DIGGING IN ORDER TO HAVE THE EXISTING UTILITIES LOCATED



PRELIMINARY PLAN  
 NOT FOR RECONSTRUCTION, CONVEYANCE, OR SALES

REVISIONS

PROJECT NAME  
**BUFFALO RIDGE SUBDIVISION**

OVERALL SITE PLAN

CLIENT  
**RHETSON COMPANIES, INC**

2075 Juniper Lake Road  
 West End, North Carolina 27376  
 Phone: (910) 944-0881

PROJECT INFORMATION

DESIGNED BY:	CALEB
DRAWN BY:	CALEB
CHECKED BY:	SCOTT
PROJECT NUMBER:	2070

DRAWING SCALE

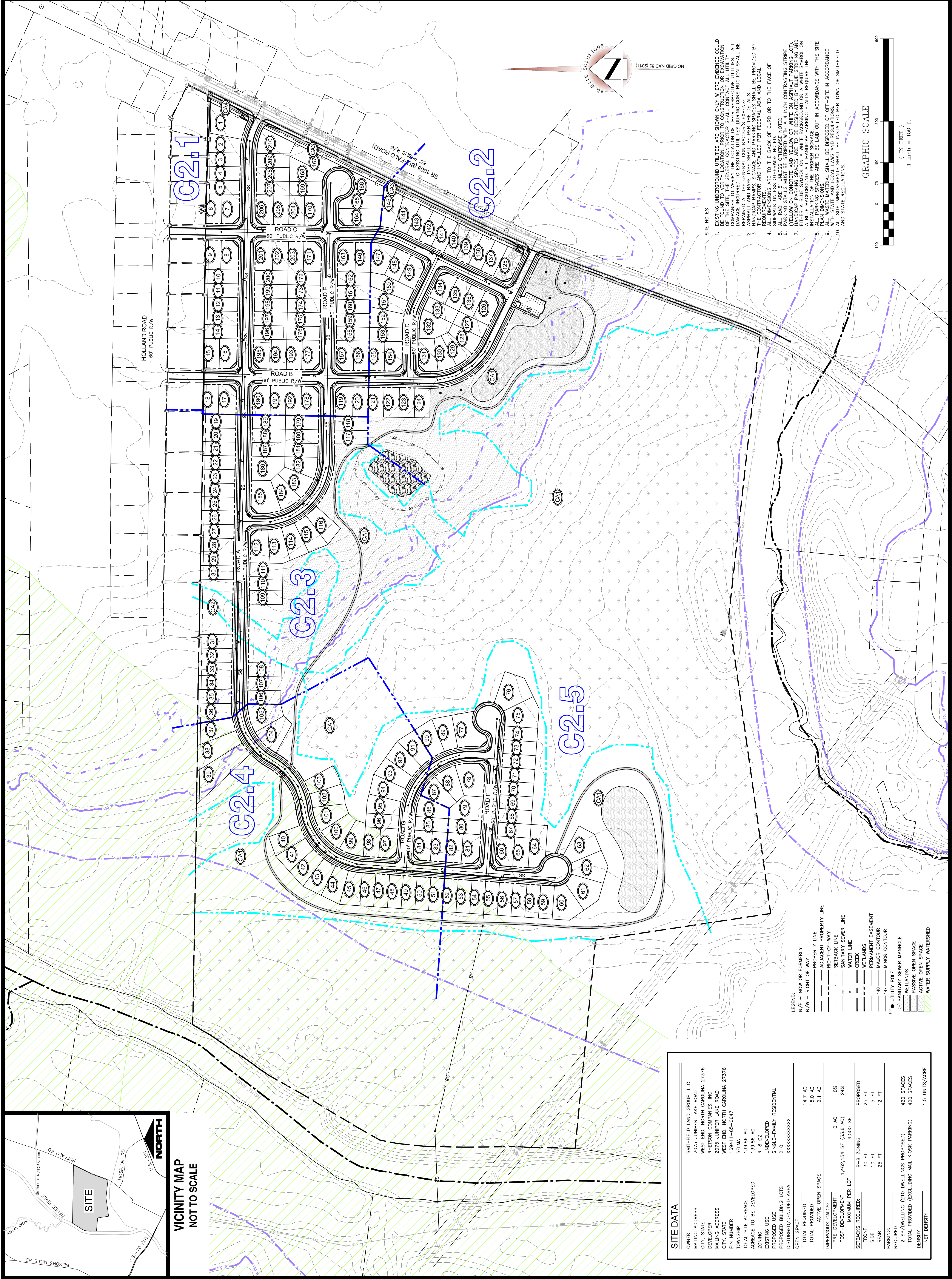
HORIZONTAL: 1"=150'

DATE RELEASED

MAY 21, 2024

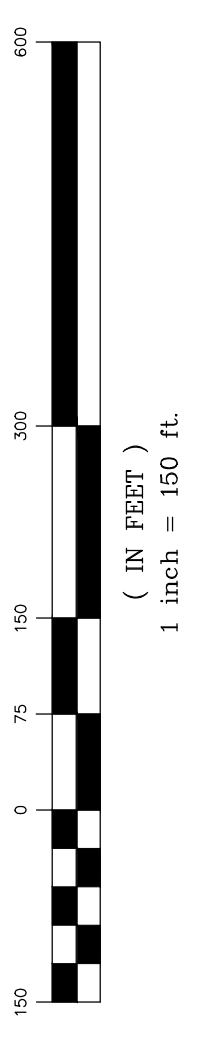
SHEET NUMBER

**C-2.0**



- SITE NOTES**
- EXISTING UNDERGROUND UTILITIES ARE SHOWN ONLY WHERE EVIDENCE COULD BE FOUND TO VERIFY LOCATION. PRIOR TO CONSTRUCTION OR EXCAVATION OF THE SITE, THE GENERAL CONTRACTOR SHALL CONTACT ALL UTILITY COMPANIES TO VERIFY THE LOCATION OF ALL UTILITIES. ALL DAMAGE INCURRED TO EXISTING UTILITIES DURING CONSTRUCTION SHALL BE REPAIRED AT THE GENERAL CONTRACTOR'S EXPENSE.
  - EXISTING SURFACE UTILITIES SHALL BE MAINTAINED AND PROTECTED. HANDICAP RAMPS, SIGNAGE AND PARKING SPACES SHALL BE PROVIDED BY THE CONTRACTOR AND INSTALLED PER FEDERAL ADA AND LOCAL REGULATIONS.
  - ALL DIMENSIONS ARE TO THE BACK OF CURB OR TO THE FACE OF SIDEWALK UNLESS OTHERWISE NOTED.
  - ALL ROADWAYS ARE 5 FEET WIDE UNLESS OTHERWISE NOTED.
  - ALL DRIVEWAYS ARE 5 FEET WIDE UNLESS OTHERWISE NOTED.
  - YELLOW ON CONCRETE AND YELLOW OR WHITE ON ASPHALT (PARKING LOT), HANDICAP PARKING SPACES ARE TO BE DESIGNATED BY BLUE STRIPING AND BLUE PAINT. ALL HANDICAP PARKING SPACES SHALL BE INSTALLED ON A BLUE BACKGROUND. ALL HANDICAP PARKING SPACES REQUIRE THE INSTALLATION OF THE PROPER SIGNAGE AND STRIPING TO MEET ALL PLAN DIMENSIONS.
  - ALL WASTE MATERIAL SHALL BE DISPOSED OF OFF-SITE IN ACCORDANCE WITH ALL APPLICABLE REGULATIONS.
  - ALL SITE IMPROVEMENTS SHALL BE INSTALLED PER TOWN OF SMITHFIELD AND STATE REGULATIONS.

GRAPHIC SCALE

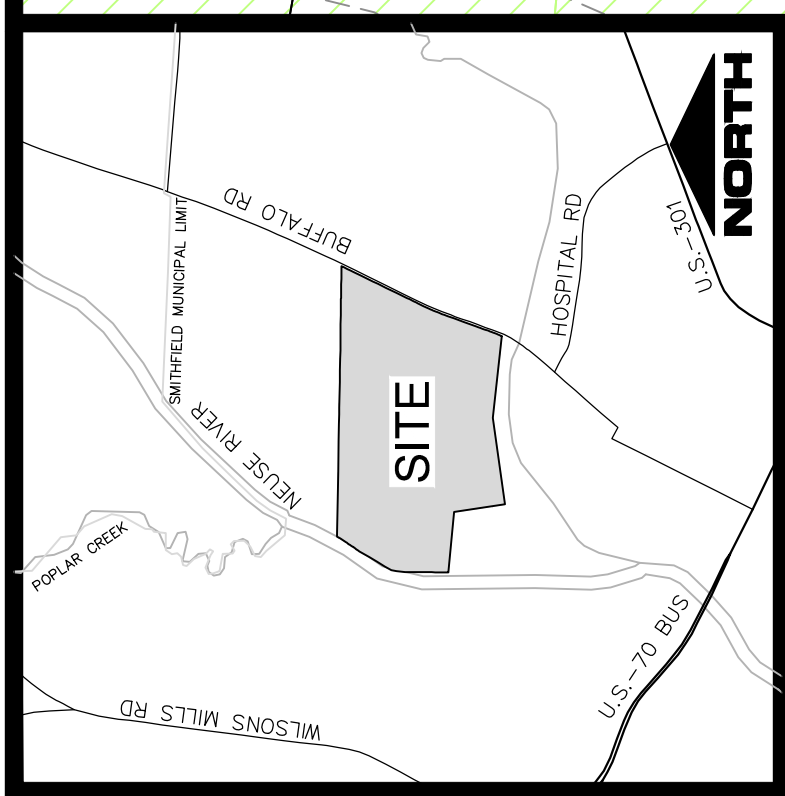


**LEGEND:**

N/F - NOW OR FORMERLY	PROPERTY LINE
R/W - RIGHT OF WAY	ADJACENT PROPERTY LINE
	RIGHT-OF-WAY
	SETBACK LINE
	SANITARY SEWER LINE
	WATER LINE
	CREEK
	WELANDS
	EASEMENT
	MAJOR CONTOUR
	MINOR CONTOUR
	UTILITY POLE
	SANITARY SEWER MANHOLE
	WELANDS
	PASSIVE OPEN SPACE
	ACTIVE OPEN SPACE
	WATER SUPPLY WATERSHED

**SITE DATA**

OWNER	SMITHFIELD LAND GROUP, LLC
MAILING ADDRESS	2075 JUNIPER LAKE ROAD
CITY, STATE	WEST END, NORTH CAROLINA 27376
DEVELOPER	RHETSON COMPANIES, INC
MAILING ADDRESS	2075 JUNIPER LAKE ROAD
CITY, STATE	WEST END, NORTH CAROLINA 27376
PIN NUMBER	169411-65-0647
TOWNSHIP	SEMA
TOTAL SITE ACREAGE	139.86 AC
ACREAGE TO BE DEVELOPED	1.42
ZONING	R-8 CZ
EXISTING USE	UNDEVELOPED
PROPOSED BUILDING LOTS	SINGLE-FAMILY RESIDENTIAL
DISTURBED/DENuded AREA	210
OPEN SPACE	XXXXXXXXXXXX
TOTAL REQUIRED	14.7 AC
TOTAL PROVIDED	15.0 AC
ACTIVE OPEN SPACE	2.1 AC
IMPERVIOUS CALCS:	
PRE-DEVELOPMENT	0 AC
POST-DEVELOPMENT	1,462,154 SF (33.6 AC) 24%
MAXIMUM PER LOT	4,500 SF
SETBACKS REQUIRED:	
FRONT	R-8 ZONING PROPOSED
SIDE	30 FT
REAR	10 FT
PARKING:	25 FT
REQUIRED	5 FT
TOTAL PROVIDED (EXCLUDING MAIL ROOM PARKING)	420 SPACES
DENSITY	420 SPACES
NET DENSITY	1.5 UNITS/ACRE



NOT FOR RECONSTRUCTION, CONVEYANCE, OR SALES

REVISIONS

PROJECT NAME  
**BUFFALO RIDGE SUBDIVISION**

DETAILED SITE PLAN

CLIENT  
**RHETSON COMPANIES, INC**

2075 Juniper Lake Road  
 West End, North Carolina 27376  
 Phone: (910) 944-0881

PROJECT INFORMATION

DESIGNED BY:	CALEB
DRAWN BY:	CALEB
CHECKED BY:	SCOTT
PROJECT NUMBER:	2070

DRAWING SCALE

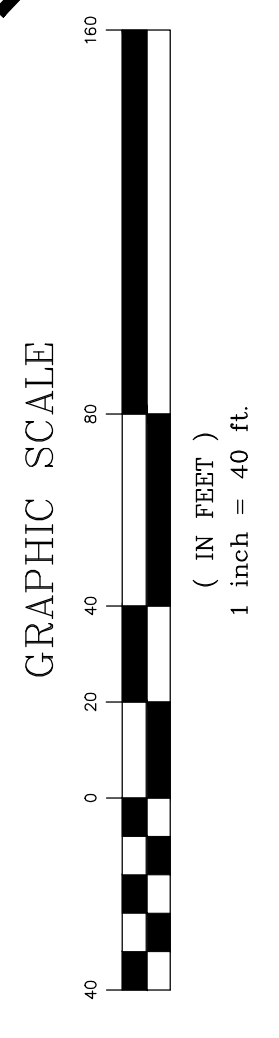
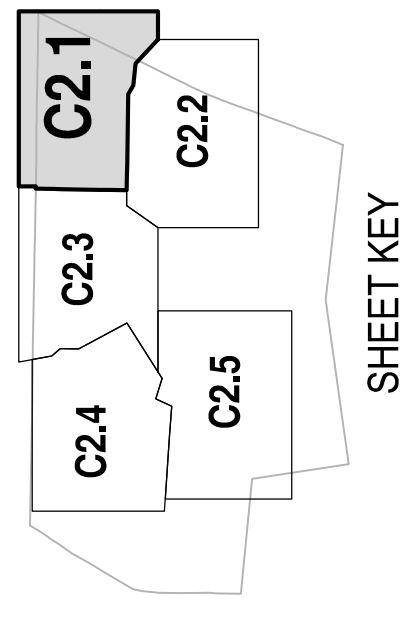
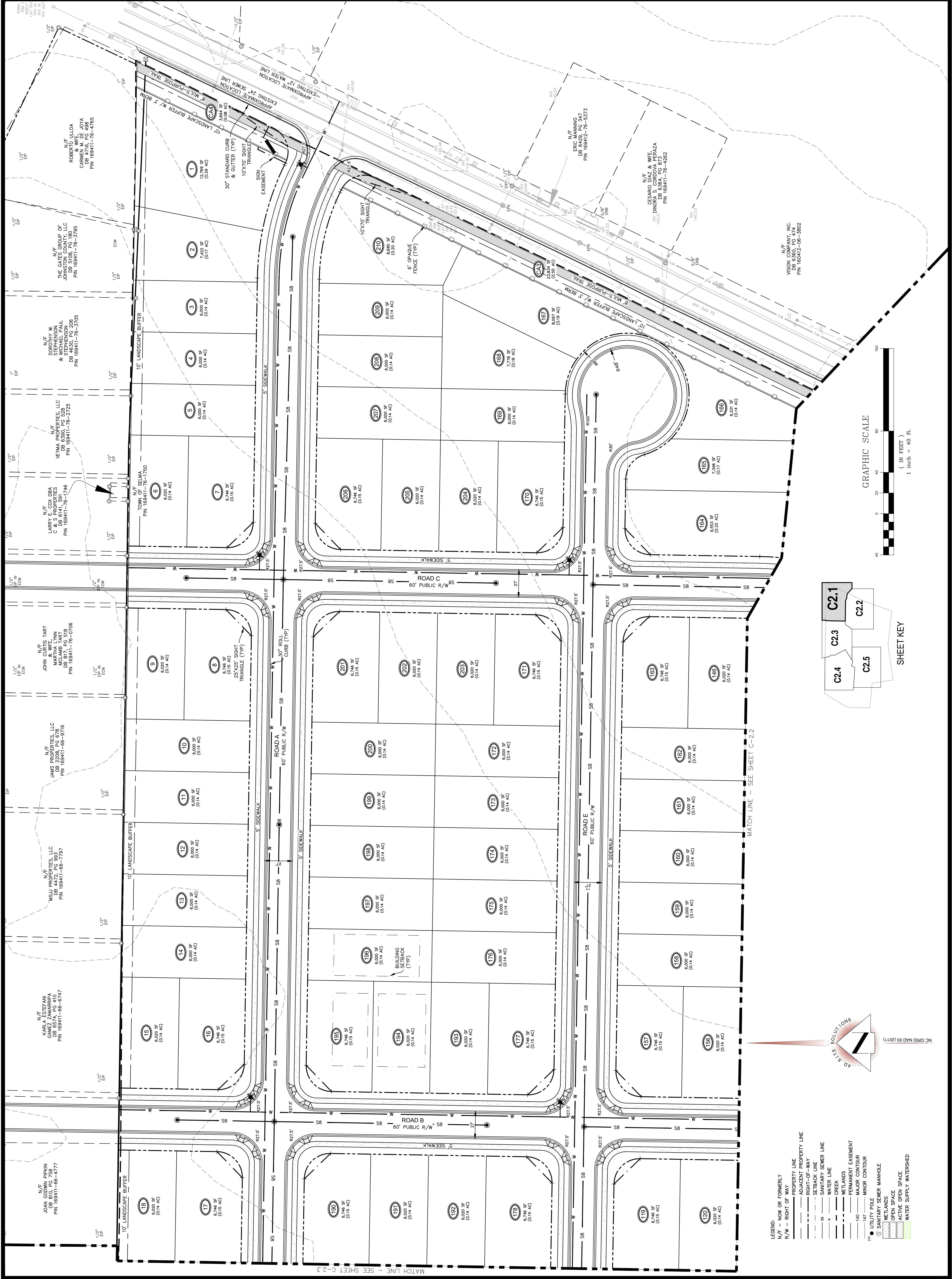
HORIZONTAL: 1"=40'

DATE RELEASED

MAY 21, 2024

SHEET NUMBER

**C-2.1**



- LEGEND:
- N/F - NOW OR FORMERLY
  - R/W - RIGHT OF WAY
  - ADJACENT PROPERTY LINE
  - RIGHT-OF-WAY
  - SETBACK LINE
  - SANITARY SEWER LINE
  - WATER LINE
  - CREEK
  - WETLANDS
  - PERMANENT EASEMENT
  - 140 - MAJOR CONTOUR
  - 147 - MINOR CONTOUR
  - PP - UTILITY POLE
  - SS - SHED
  - WETLANDS MANHOLE
  - OPEN SPACE
  - ACTIVE OPEN SPACE
  - WATER SUPPLY WATERSHED

NOT FOR RECONSTRUCTION, CONVEYANCE, OR SALES  
**PRELIMINARY PLAN**

REVISIONS

PROJECT NAME  
**BUFFALO RIDGE SUBDIVISION**

DETAILED SITE PLAN

CLIENT  
**RHETSON COMPANIES, INC**

2075 Juniper Lake Road  
 West End, North Carolina 27376  
 Phone: (910) 944-0881

PROJECT INFORMATION

DESIGNED BY:	CALEB
DRAWN BY:	CALEB
CHECKED BY:	SCOTT
PROJECT NUMBER:	2070

DRAWING SCALE

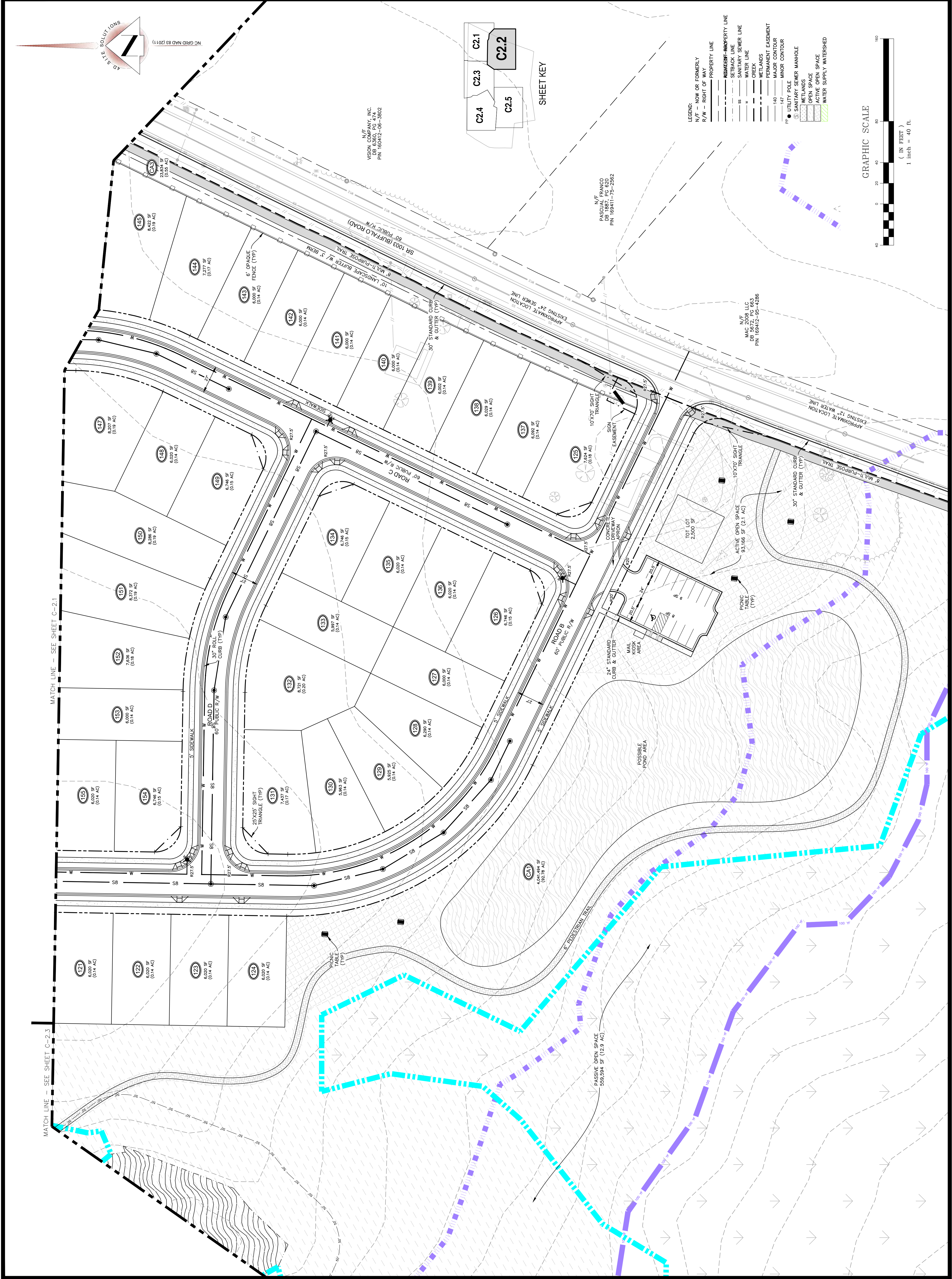
HORIZONTAL: 1"=40'

DATE RELEASED

MAY 21, 2024

SHEET NUMBER

**C-2.2**



NOT FOR RECORDATION, CONVEYANCE, OR SALES  
**PRELIMINARY PLAT**

**PROJECT NAME**  
**BUFFALO RIDGE SUBDIVISION**

**DETAILED SITE PLAN**

**CLIENT**  
**RHETSON COMPANIES, INC**

2075 Juniper Lake Road  
 West End, North Carolina 27376  
 Phone: (910) 944-0881

**PROJECT INFORMATION**

DESIGNED BY:	CALEB
DRAWN BY:	CALEB
CHECKED BY:	SCOTT
PROJECT NUMBER:	2070

**DRAWING SCALE**

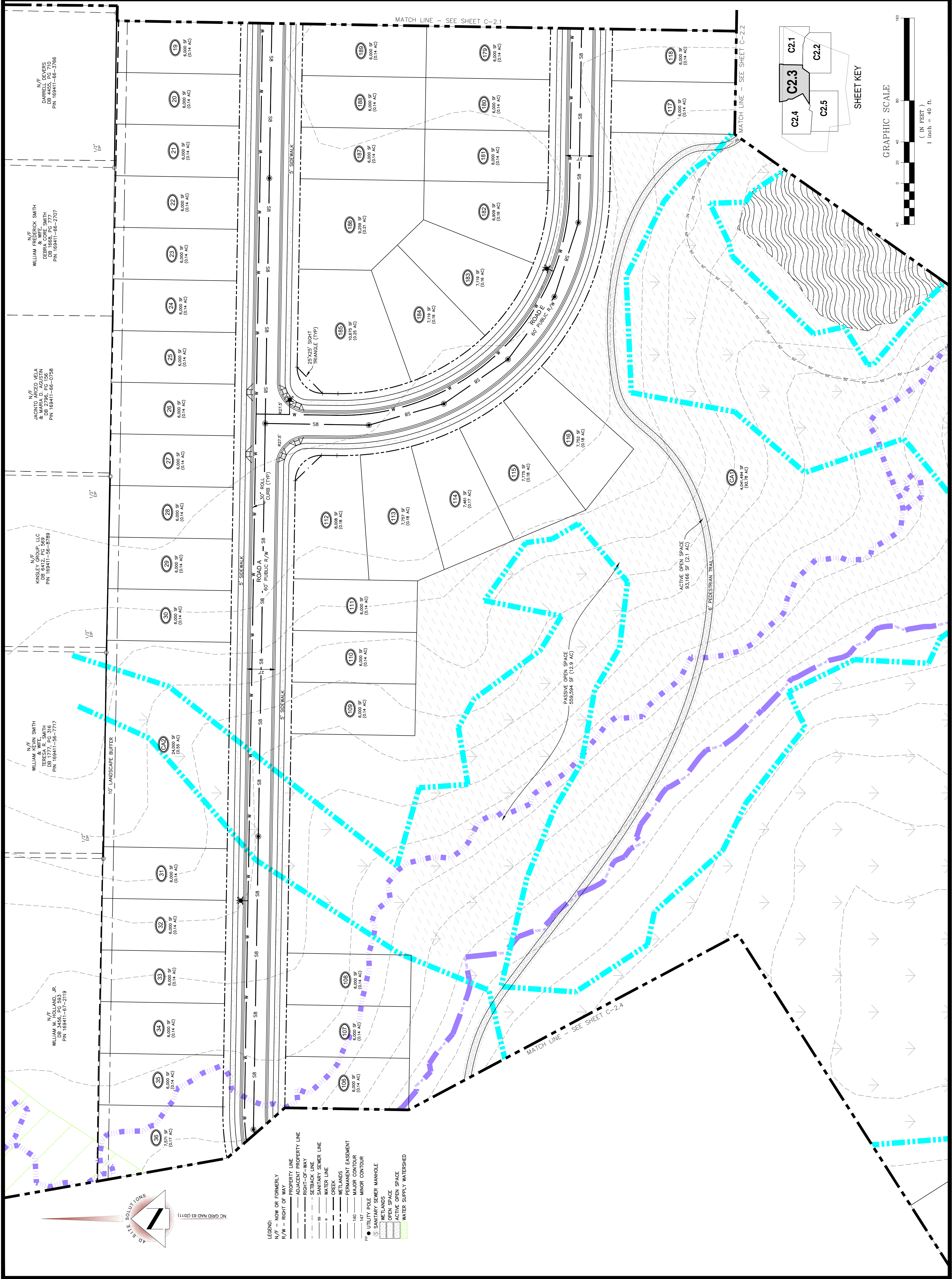
HORIZONTAL: 1"=40'

**DATE RELEASED**

MAY 21, 2024

**SHEET NUMBER**

**C-2.3**











**PLANNING DEPARTMENT**

Chloe Allen, Planner I

**ADJOINING PROPERTY OWNERS CERTIFICATION**

I, Chloe Allen, hereby certify that the property owner and adjacent property owners of the following petition, CZ-24-03 were notified by First Class Mail on 5/14/24.

Chloe Allen  
Signature

Johnston County, North Carolina

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

14th day of May, 2024

Julianne Edmonds  
Notary Public Signature

Julianne Edmonds  
Notary Public Name

My Commission expires on January 15, 2028



Name1	Name2	Address1	Address2	CityStateZip
14A03005	LAMPE, GUY L.	LAMPE, ROSS W.	PO BOX 608	SMITHFIELD, NC 27577-0608
14A03004A	MANNING, ERIC	1148 BUFFALO RD		SMITHFIELD, NC 27577
14A03004	DIAZ, CESARIO	PERAZA, DINORA S CORDOVA	1136 BUFFALO RD	SMITHFIELD, NC 27577
14A03006	FRANCO, PASCUAL	1020 BUFFALO ROAD		SMITHFIELD, NC 27577-7447
14A03007	MAC 2008 LLC	2790 MARRIOTTSVILLE RD		MARRIOTTSVL, MD 21104-1626
14075040	BRYAN, KATHY M.	905 OCEAN PINES CT		N MYRTLE BCH, SC 29582-4498
14A03001	KLEIN, CRYSTAL GAIL CORBETT	CORBETT, JAMES ALAN	55 BATTEN POND RD	SELMA, NC 27576-8597
14A03002	BARBOUR, B LINCOLN	1222 BUFFALO RD		SMITHFIELD, NC 27577-7443
14A01020	ULLOA, ROBERTO	DE JOYA, CARMEN M	1247 BUFFALO RD	SMITHFIELD, NC 27577
14N99001A	GATES GROUP OF JOHNSTON COUNTY, LLC	300 CITATION LN		SMITHFIELD, NC 27577-8738
14A01019B	STEPHENSON, DOROTHY W	STEPHENSON, MICHAEL PAUL	67 HOLLAND DR	SMITHFIELD, NC 27577-7216
14A01019A	VEYMA PROPERTIES, LLC	2121 SOARING EAGLE CT		WENDELL, NC 27591-7669
14A01019	COX, LARRY E. DBA	C & S PROPERTIES	110 WILSONS MILLS RD	SMITHFIELD, NC 27577-3229
14A01018	TART, MARTHA LYNN MCLAMB	131 HOLLAND DR		SMITHFIELD, NC 27577-7257
14A01018A	JAMS PROPERTIES LLC	849 PARKRIDGE DR		CLAYTON, NC 27527-5309
14A01017	MSJJ PROPERTIES LLC	1212 CHESNUT DR		SMITHFIELD, NC 27577-0000
14A01017A	ZAMARRIPA, KARLA ESTEFANI GAMEZ	189 HOLLAND DR		SMITHFIELD, NC 27577-7257
1404001021	SMITHFIELD LAND GROUP, LLC	2075 JUNIPER LAKE RD		WEST END, NC 27376-8919
14A01016	PIPKIN, JOAN GODWIN	239 HOLLAND DR		SMITHFIELD, NC 27577-0000
14A01022	DEVERS, DARRELL	243 HOLLAND DR		SMITHFIELD, NC 27577-7217
14001014	SMITH, WILLIAM FREDERICK	SMITH, DEBRA CORE	301 HOLLAND DRIVE	SMITHFIELD, NC 27577-7258
14A01013	VELA, JACINTO ARCEO	AGUSTIN, MARIA D	327 HOLLAND DRIVE	SMITHFIELD, NC 27577-0000
14A01023	KINSLEY GROUP, LLC	9220 FAIRBANKS DR STE 220		RALEIGH, NC 27613-1406
14A01024	SMITH, WILLIAM KEVIN	SMITH, TERESA R	389 HOLLAND DR	SMITHFIELD, NC 27577-0000
14001001	HOLLAND, WILLIAM M JR	228 WILLOWICK AVE		TEMPLE TERRACE, FL 33617-0000
15082015	SIEGEL, STEPHANIE LEIGH JOINT TENANTS KIP, CHAD CHRISTOPHER JOINT TENANTS	KIP, CHAD CHRISTOPHER JOINT TEN, 133 CASTLE DR		SMITHFIELD, NC 27577-3502
15082005	CREECH, MERLEON G	ARTHUR, MERLEON TERESA CREECH	PO BOX 39	PINE LEVEL, NC 27568
15082009	STRICKLAND, MILDRED	STRICKLAND, DANIEL ALLEN	7620 RAINWATER RD	RALEIGH, NC 27615-3745

# Buffalo Ridge CZ Map Amendment - Revised



File Number:  
CZ-24-05

Project Name:  
Buffalo Ridge

Location:  
Buffalo Road

Tax ID#:  
14001021

Existing Zoning:  
R-20A

Owner:  
Smithfield Land  
Group, LLC

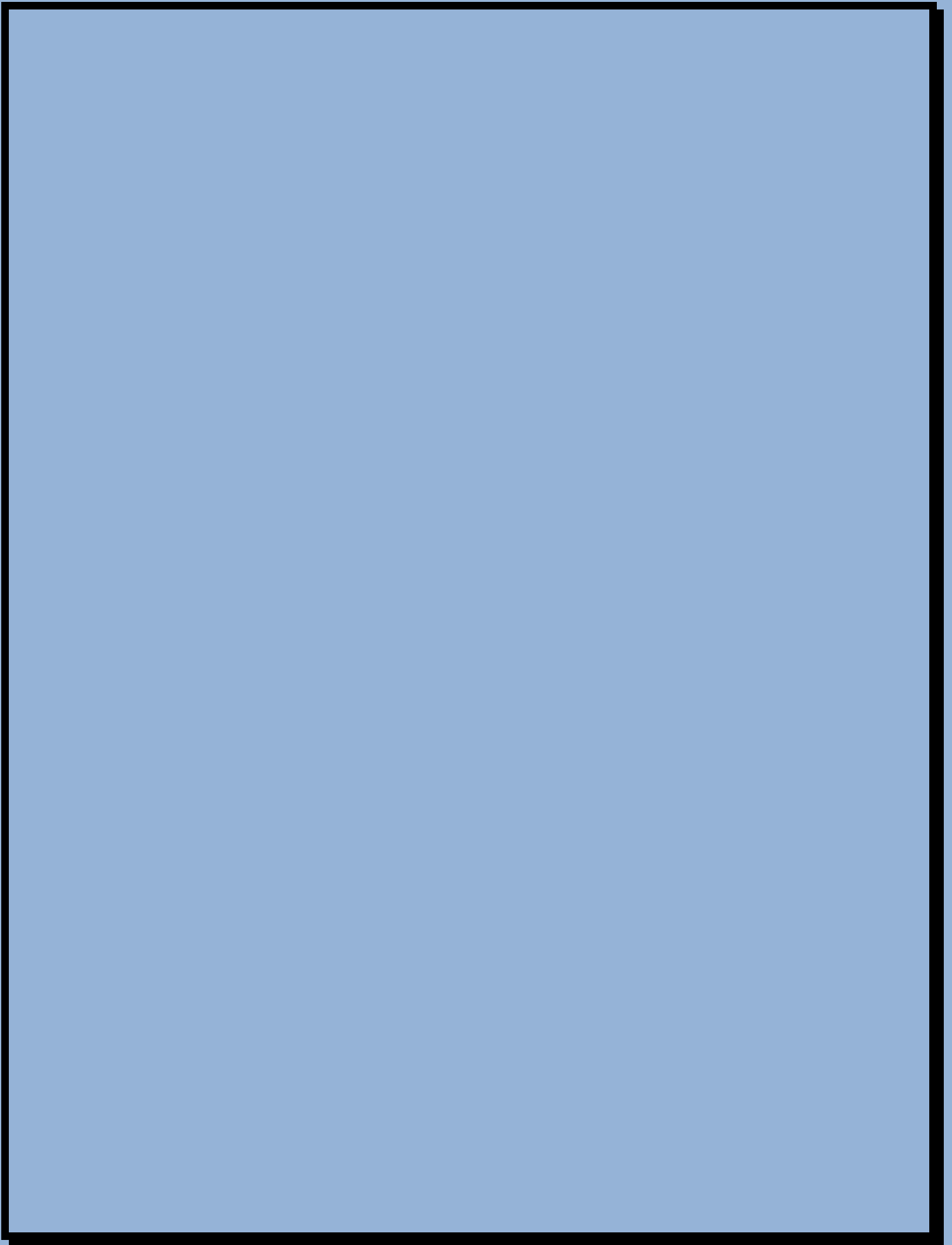
Applicant:  
Rhetson  
Companies, Inc



Map created by Citise Axiom  
Partner | as 2/22/24



# Consent Agenda Item







# Request for Town Council Action

Consent Advisory  
Agenda Board  
Item: Reappointments  
Date: **09/17/2024**

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 reappointments to the Board of Adjustment, Historic Properties Commission, Planning Board and the Recreation Advisory Commission.

### Financial Impact

Board of Adjustment members are paid \$25 per meeting attended and Planning Board **members are paid \$50 a month. Both are budgeted in the Planning Department's** annual budget.

### Action Needed

The Town Council is asked to consider the reappointment of Monique Austin to the Board of Adjustment and new appointment to the Historic Properties Commission, the reappointments of Jan Branch and Mary Nell Ferguson to the Historic Properties Commission, the reappointment of Ashley Spain to the Planning Board as an ETJ member and the reappointment of Carvus A. (Drew) Byrd, IV to the Recreation Advisory Commission.

### Recommendation

Staff recommends approval of these appointments

Approved:  Town Manager  Town Attorney

### Attachments:

1. Staff Report
2. Monique Austin – Board Application
3. Jan Branch – Board Application
4. Mary Nell Ferguson – Board Application
5. Ashley Spain – Board Application
6. Carvus A. (Drew) Byrd, IV – Board Application



# Staff Report

Consent  
Agenda  
Item

Advisory Board  
Reappointments

---

## Board Reappointment

Monique Austin has submitted an application for consideration to be reappointed to a second term on the Board of Adjustment and a first term on the Historic Properties Commission

Jan Branch submitted an application for consideration to be reappointed to a sixth term on the Historic Properties Commission.

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

Ashley Spain submitted an application for consideration to be reappointed to a fifth term on **the Planning Board as an ETJ member. If approved by the Council, Mr. Spain's application** will be forwarded to the Johnston County Board of Commissioners for final approval.

Carvus A. (Drew) Byrd, IV ha submitted an application for consideration for reappointment to a second term on the Recreation Advisory Commission.

## 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



Town of Smithfield
Board, Commission, or Committee
Application

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

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

Business Name & Address: N/A

Telephone Numbers: 919-725-7745 (Home) 202-413-9621 (Mobile) mcaustin@hotmail.com (Email)

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

Form with checkboxes for: Appearance Commission, Board of Adjustment In Town Resident, Board of Adjustment ETJ Member, Historic Properties Commission, Library Board of Directors, Parks/Recreation Advisory Commission, Planning Board In-Town Resident, Planning Board ETJ Resident, and Other.

Interests & Skills: Business, Management, History

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

Recent Job Experiences: Foreign Service Officer, Retired (U.S. Department of State)

Civic or Service Organization Experience: Delta Sigma Theta Sorority (1976-present); Heritage Center, Volunteer (2022-present)

Town Boards previously served on and year(s) served:

Please list any other Boards/Commissions/Committees on which you currently serve: Board of Adjustment

Why are you interested in serving on this Board/Commission/Committee? Would like to continue providing input and serving on the Board of Adjustment. Also, I am interested in expanding my knowledge and serving on issues related to this community, history, and genealogy.

**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

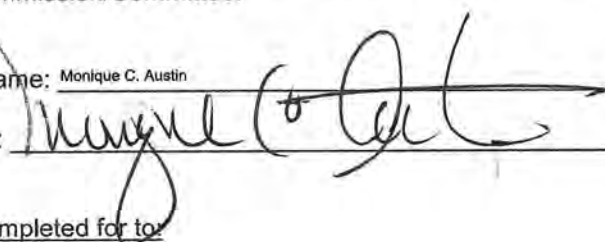
Yes  No If yes, please explain disposition: \_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Printed Name: Monique C. Austin

Signature: \_\_\_\_\_



Date: 7/16/2024

Return completed for to

Shannan Parrish

Town Clerk

P. O. Box 761

Smithfield, North Carolina 27577

Phone: (919) 934-2116 Fax: (919) 989-8937 E-Mail: [shannan.parrish@smithfield-nc.com](mailto:shannan.parrish@smithfield-nc.com)

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



Town of Smithfield
Board, Commission, or Committee
Application

Name: Branch (Last) Janice (First) N (MI)

Home Address: 303 N Third St Smithfield

Business Name & Address: n/a

Telephone Numbers: 919 934 7171 (Home) 919 202 9114 (Mobile) janwbranch@gmail.com (Email)

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

Form with checkboxes for: Appearance Commission, Board of Adjustment In Town Resident, Board of Adjustment ETJ Member, Historic Properties Commission, Library Board of Directors, Parks/Recreation Advisory Commission, Planning Board In-Town Resident, Planning Board ETJ Resident, Other:

Interests & Skills: native of Smithfield with deep family roots; art, architecture history, medicine, graphic design

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

Recent Job Experiences: retired

Civic or Service Organization Experience: DSDC, Down to Earth Garden Club, Friends of the Library

Town Boards previously served on and year(s) served: Historic Preservation - various dates

Please list any other Boards/Commissions/Committees on which you currently serve: St Paul's Special Events, DSDC, Garden Club, DSDC Design & Physical Improvement Committee

Why are you interested in serving on this Board/Commission/Committee? preserving Smithfield's history  
We've lost too many historic structures

**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Printed Name: Janice W Branch

Signature: Janice W Branch Date: 1-18-2014

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

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



Town of Smithfield
Board, Commission, or Committee
Application

Name: Ferguson (Last) Mary Nell (First) W. (MI)

Home Address: 1108 Baker St., Smithfield, NC 27577

Business Name & Address: N/A

Telephone Numbers: (Home) (Mobile) 919.210.8801 (Email) mnferguson41@gmail.com

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

Form with checkboxes for various boards: Appearance Commission, Board of Adjustment In Town Resident, Board of Adjustment ETJ Member, Historic Properties Commission, Library Board of Directors, Parks/Recreation Advisory Commission, Planning Board In-Town Resident, Planning Board ETJ Resident, Other.

Interests & Skills: Education, historic preservation, beautification
Fun Skills - line dancing, bridge, ukulele group
I have written a book

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

Recent Job Experiences: Retired educator

Civic or Service Organization Experience: 26 yrs on Heritage Center Commission, Arts Council, JCC Auditorium Board, DAR, PTA

Town Boards previously served on and year(s) served: 9 yrs (?) on Historic Properties Commission

Please list any other Boards/Commissions/Committees on which you currently serve: President of Smithfield Garden Club, Alpha Beta Scholarship Committee

Why are you interested in serving on this Board/Commission/Committee? \_\_\_\_\_

We need to save the history of Smithfield, my home town.  
I will be happy to step aside for others to serve!

**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Printed Name: Mary Nell Ferguson

Signature: MN Ferguson

Date: July 13, 2024

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

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





Why are you interested in serving on this Board/Commission/Committee? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_  
\_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

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

Signature: Shannan Parrish \_\_\_\_\_ Date: \_\_\_\_\_

Return completed for to:

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

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



# Town of Smithfield Board, Commission, or Committee Application

Name: Byrd IV, Carvus A (Drew)  
(Last) (First) (MI)

Home Address: 712 S Vermont Street

Business Name & Address: First Water Finance

Telephone Numbers: 7039099313 (Home) caburd4@gmail.com (Mobile) (Email)

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

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

Interests & Skills: \_\_\_\_\_  
\_\_\_\_\_

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

Recent Job Experiences: BI Analyst - UNC Johnston Health - Sep 2019 to Jul 2023  
Senior Associate - First Water Finance - Jul 2023 to Present

Civic or Service Organization Experience: Eagle Scout, Rotary Club, Brotherhood of St Andrews (Episcopal Church)

Town Boards previously served on and year(s) served: Parks & Rec Advisory Commission (3 Years, 2021-2024)

Please list any other Boards/Commissions/Committees on which you currently serve: Parks & Rec Advisory Commission (3 Years, 2021-2024)

Why are you interested in serving on this Board/Commission/Committee? This is my hometown. I want to see it do well and I want to have a part in that.

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**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_

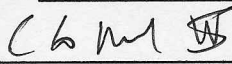
---

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_

---

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Printed Name: Carvus Andrew Byrd IV

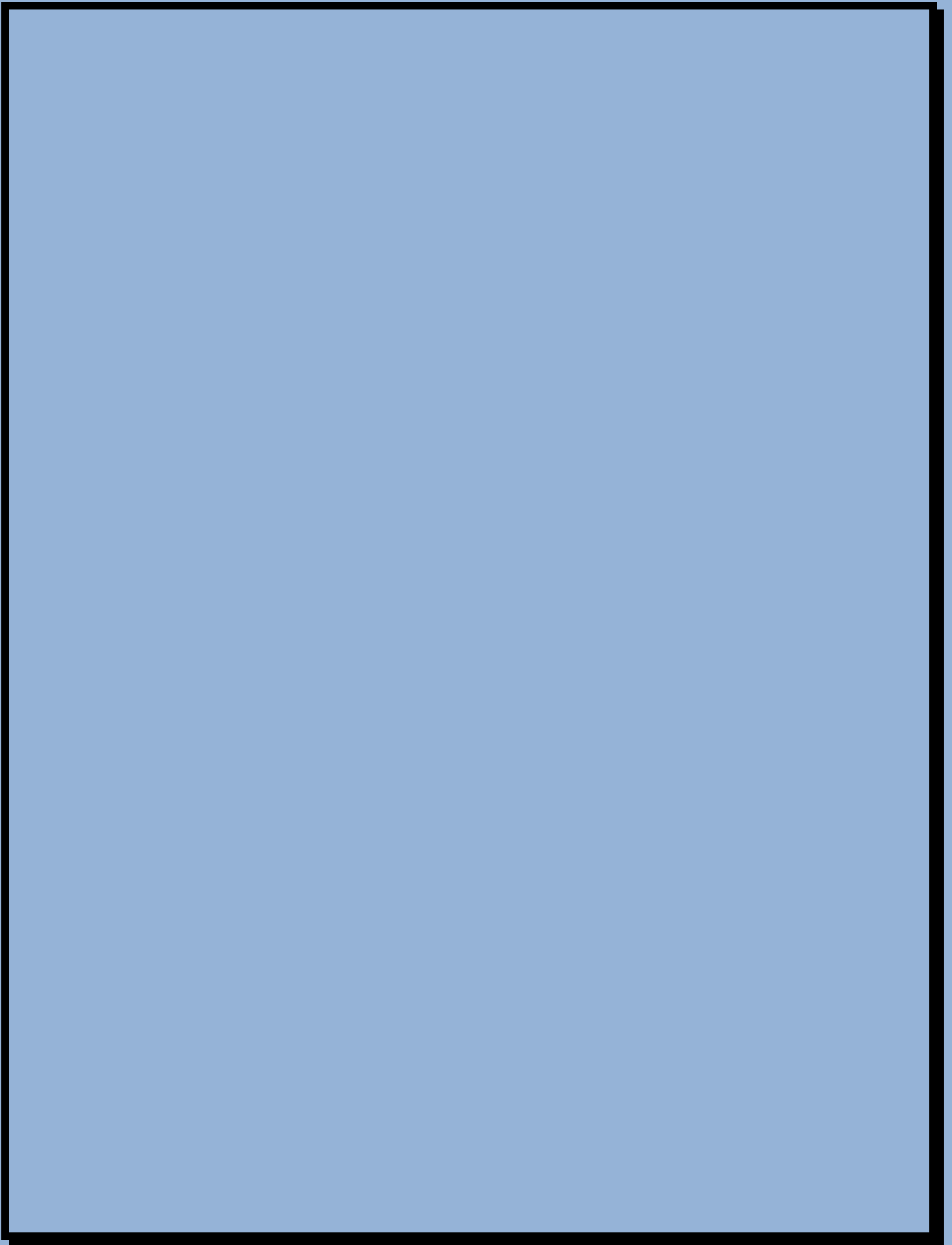
Signature: 

Date: 07/24/2024

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

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

Business Item





# Request for Town Council Action

Business Advisory  
Agenda Board  
Item: Appointments  
Date: 09/17/2024

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Subject: Advisory Board Reappointment  
Department: General Government  
Presented by: Town Clerk – Shannan Parrish  
Presentation: Business Item

---

## Issue Statement

The Town Council is asked to consider three new appointments to the Library Board of Trustees

## Financial Impact

N/A

## Action Needed

The Town Council is asked to consider three appointments to the Library Board of Trustees from the four received applications.

## Recommendation

Staff recommends Council consider these applications and appoint three citizens to the Library Board of Trustees.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Mary Ayker – Board Application
3. Rebecca Bennett – Board Application
4. Heidi Harris – Board Application
5. Megan Parrish – Board Application



# Staff Report

Business Advisory  
Agenda Board  
Item Appointments

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## Board Appointment

Mary Ayker, Rebecca Bennett, Heidi Harris and Megan Parrish have submitted applications to be considered for a first term on the Library Board of Trustees. Currently, there are three vacant Town positions.

## 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](mailto:noreply@smithfield-nc.com)  
**To:** [Shannan Parrish](#)  
**Date:** Thursday, July 18, 2024 5:02:59 PM

---

**Name (Last, First, Middle Initial):**

Mary G Aker

**Home Address:**

70 Brookwood Dr Smithfield NC 27577

**Business Name & Address:**

I am retired from working.

**Home Telephone:**

N/A

**Mobile Telephone:**

919-631-2204

**Email:**

marygaker@gmail.com

**Board which you are submitting an application:**

Library Board of Directors

**Interests and Skills:**

I was a school librarian for 32 years and I am now retired. My whole career I focused on getting children interested in reading. I enjoy reading and I use the public library often and recently joined the Adult Book Club. I belong to three other book clubs.

**Recent Job Experiences:**

School librarian for Johnston County Schools 1977-2010 Tutor at South Smithfield Elementary - 2011-2023

**Civic or Service Organization Experience:**

I am the co-ordinator for the First Baptist Church's clothes closet and serve on the church mission committee. Member of the Smith-Bryan chapter DAR and am the literacy promotion chair Member of Daughters of the American Colonists Volunteer with Partnership for Children Read to Grow Program

**Previous Town Board Experience:**

N/A

**Current Board/Committee Service:**

N/A

**Why are you interested in serving on this Board/Commission/Committee?**

I have worked my entire career to promote literacy and its importance to children and adults. Our public library is a great promoter of literacy and I would like to see how I can help the staff do even more.

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.

Mary G Aker

\*\*\*\*\* Email Details \*\*\*\*\*

From IP address: 75.177.160.171

Submitted date: 7/18/2024 4:05:45 PM ID: 740



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

Name: Bennett Rebecca E  
(Last) (First) (MI)

Home Address: 401 S 2nd St Smithfield NC

Business Name & Address: Dandelion Smiles, LLC ↑

Telephone Numbers: N/A (330)432-2679 rebecca.elise.bennett@gmail.com  
(Home) (Mobile) (Email)

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

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

Interests & Skills: Reading, crafting, helping with events, networking, dancing, organizing, interior design, excel, google suite, social media posts

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

Recent Job Experiences: Owner of Dandelion Smiles, LLC since Aug 2020  
Dandelion-smiles.com  
(Also help at Down to Earth regularly)

Civic or Service Organization Experience: Was a part of Activate Selma, Started Celebrate Smithfield, would like more experience

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

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

Why are you interested in serving on this Board/Commission/Committee? The library is a very important part of the community as a third space and I'd like to help it stay strong/grow. I'm a resident of Smithfield with a degree in Civil Engineering. I think I would learn a lot and offer a different perspective to a planning committee

**Affirmation of Eligibility:**

Has any formal charge of professional misconduct, criminal misdemeanor or felony ever been filed against you in any jurisdiction?

Yes  No If yes, please explain disposition: \_\_\_\_\_

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council?  Yes  No If yes, please explain: \_\_\_\_\_

I understand this application is public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. I authorize and consent to background checks and to the investigation and verification of all statements contained herein as deemed appropriate and if necessary. I further authorize all information concerning my qualifications to be investigated and release all parties from all liability for any damages that may result from this investigation. I understand and agree that any misstatement may be cause for my removal from any Board/Commission/Committee. I understand regular attendance to any Council Board/Commission/Committee is important and, accordingly, I further understand that if my attendance is less than the standards established for any such body that this is cause for removal. Lacking any written standards for attendance by any Board/Commission/Committee, it is expected that I will attend at least 75% of all meetings during any one calendar year to maintain my seat on any Board/Commission/Committee to which I may be appointed. This form will remain on file in the Office of the Town Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee.

Printed Name: Rebecca E Bennett

Signature: Rebecca E Bennett

Date: 7/15/24

Return completed for to:

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

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

**From:** [noreply@smithfield-nc.com](mailto:noreply@smithfield-nc.com)  
**To:** [Shannan Parrish](#)  
**Date:** Thursday, July 25, 2024 5:28:12 PM

---

**Name (Last, First, Middle Initial):**

Harris, Heidi, H

**Home Address:**

724 South Crescent Drive, Smithfield, NC 27577

**Business Name & Address:**

Princeton Elementary School Johnston County Public Schools 650 Holts Pond Rd, Princeton, NC 27569

**Home Telephone:**

N/A

**Mobile Telephone:**

9194644700

**Email:**

heidiharris@johnston.k12.nc.us

**Board which you are submitting an application:**

Library Board of Directors

**Interests and Skills:**

my family my church reading cooking

**Recent Job Experiences:**

media coordinator- JCPS 10 years

**Civic or Service Organization Experience:**

Sunday School Teacher- FBC Smithfield FIT Team- FBC Smithfield Baptism Committee- FBC Smithfield Library Committee- FBC Smithfield Neuse Charter School Planning Board- 2017

**Previous Town Board Experience:**

N/A

**Current Board/Committee Service:**

N/A

**Why are you interested in serving on this Board/Commission/Committee?**

I've always had a deep appreciation for the role libraries play in our communities. When I was a little girl, I attending story-time with a young Mary Aker at the Smithfield's Public Library and as an adult an older Mary Aker trained me to be a librarian at South Smithfield Elementary School. Irony. From offering educational resources to providing a welcoming space for all, libraries are a cornerstone of lifelong learning and community engagement and I would be pleased to be a part of the planning behind it.

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:

N/A

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:

N/A

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.

Heidi H. Harris

\*\*\*\*\* Email Details \*\*\*\*\*

From IP address: 69.133.178.139

Submitted date: 7/25/2024 4:31:16 PM ID: 756

**From:** [noreply@smithfield-nc.com](mailto:noreply@smithfield-nc.com)  
**To:** [Shannan Parrish](#)  
**Date:** Monday, July 22, 2024 7:03:07 PM

---

**Name (Last, First, Middle Initial):**

Meagan Parrish

**Home Address:**

1206 S Walnut Dr Smithfield NC 27577

**Business Name & Address:**

Johnston County Public Schools Smithfield, NC

**Home Telephone:**

9196121214

**Mobile Telephone:**

9196121214

**Email:**

meaganhparrish@gmail.com

**Board which you are submitting an application:**

Library Board of Directors

**Interests and Skills:**

I love children's literature. I appreciate all things education.

**Recent Job Experiences:**

I'm the curriculum coach at West Smithfield Elementary. I have been a 3rd and 4th grade teacher and have my Masters Degree in Instructional Technology. I have worked for Johnston County Public Schools for 16 years.

**Civic or Service Organization Experience:**

Girl Scouts Recreation basketball coach

**Previous Town Board Experience:**

N/A

**Current Board/Committee Service:**

N/A

**Why are you interested in serving on this Board/Commission/Committee?**

I appreciate the Public Library and would love to see more people, especially kids, benefit from it.

**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:

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Meagan Parrish

\*\*\*\*\* Email Details \*\*\*\*\*

From IP address: 75.177.174.6

Submitted date: 7/22/2024 6:06:14 PM ID: 749