



Mayor

M. Andy Moore

Mayor Pro-Tem

Travis Scott

Council Members

Marlon Lee

David Stevens

David Barbour

Emery Ashley

John A. Dunn

Stephen Rabil

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Greg Siler

Town Clerk

Shannan Parrish

Town Council Agenda Packet

Meeting Date: Tuesday, March 6, 2018

Meeting Time: 7:00 p.m.

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



**TOWN OF SMITHFIELD
TOWN COUNCIL AGENDA
REGULAR MEETING MARCH 6, 2018
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Presentations

- 1. Administering Oath of Office to New Police Officer David George**
(Mayor – M. Andy Moore) See attached information.....1

Public Hearings

- 1. RZ-18-04 and SUP-18-02:** The applicant is requesting approval of a Planned Unit Development Special Use District rezoning, rezoning an R-8 Single, Two, and Multi-Family Residential District to R-8 PUD (rezoning) and approval of a special use permit for the PUD master site plan.
(Planning Director – Stephen Wensman) See attached information.....3
- 2. ZA-18-01 Town of Smithfield:** The applicant is requesting an ordinance amendment to Appendix A, Planned Unit Development definition that removes the minimum development size and encourages a mix of uses within a Planning Unit Development that may include commercial and noncommercial uses.
(Planning Director – Stephen Wensman) See attached information.....39
- 3. RZ-18-01 Stephen (Tom) Medlin:** The applicant is requesting to rezoning two tracts of land totaling approximately 1 acre from the OI (Office-Institutional) zoning district to the B-2 (Business) zoning district. The properties considered for rezoning are located on the southeast side of the intersection with North Brightleaf Boulevard and Hancock Street and further identified as Johnston County Tax ID#15015036 and 15015047.
(Planning Director – Stephen Wensman) See attached information.....43

- 4. RZ-18-02 TIMA LLC:** The applicant is requesting to rezone two parcels of land totaling approximately 7.03 acres from a B-3 (Business) to HI (Heavy Industrial) zoning district. The properties considered for rezoning are located on the west side of the intersection of Brogden Road and Wal-Pat Road and further identified as Johnston County Tax ID# 15K11012 and 15K11012C.
(Planning Director – Stephen Wensman) See attached information.....49
- 5. RZ-18-03 W. Frank Lee:** The applicant is requesting to rezone four tracts of land totaling approximately 2.26 acres from the R-20A (Residential-Agricultural) zoning district to the B-3 (Business) zoning district. The properties considered for rezoning are located on the east side of Buffalo Road approximately 160 feet south of its intersection with Booker Dairy Road and further identified as Johnston County Tax ID# 14075030G, 14075030F, 14075027 and 14075028.
(Planning Director – Stephen Wensman) See attached information.....55
- 6. SUP-18-03 George’s Barns:** The applicant is requesting a special use permit to allow for a U-Haul rental business on property located within a B-3 (Business) zoning district. The property considered for approval is located on the south side of US Highway 210 approximate 630 feet west of its intersection with US Highway 70 Business and further identified as Johnston County Tax ID# 15076019.
(Planning Director – Stephen Wensman) See attached information.....63

Citizens Comments

Consent Agenda Items

- 1. Approval of Minutes:**

 - a. February 6, 2018 – Regular Meeting
 - b. February 6, 2018 – Close Session (Under Separate Cover)
 - c. February 12, 2018 – Recessed Meeting
 - d. February 12, 2018 – Close Session (Under Separate Cover)
 - e. February 20, 2018 – Recessed Meeting
 - f. February 20, 2018 – Close Session (Under Separate Cover).....81
- 2. Career Ladder Promotion – Police Department:** The Police Department is requesting approval to promote a Police Officer II to the rank of Master Police Officer.
(Chief of Police – R. Keith Powell) See attached information.....95
- 3. Bid Award to Servco Construction in the amount of \$17,000 for the Public Works Locker Room Renovations.**
(Public Works Director – Lenny Branch) See attached information.....105
- 4. Bid Award to Gregory Poole in the amount of \$116,097.00 for the purchase of a new backhoe for use by the Public Works Department .**
(Public Works Director – Lenny Branch) See attached information.....113

5. Bid Award to JLP Carpentry in the amount of \$14,850 for renovations to the Civitan Field Concession Building
(Parks and Recreation Director – Gary Johnson) See attached information.....117

6. Advisory Board Appointments

a. Monique Clark has submitted an application for consideration to be appointed to a first term on the Parks and Recreation Advisory Board
(Town Clerk – Shannan Parrish) See attached information.....123

7. New Hire Report
(Human Resources Director/PIO – Tim Kerigan) See attached information.....131

Business Items

1. Consideration and Approval to enter into the following service agreements:

a. Stewart Inc. to prepare the Comprehensive Growth Management Plan in the amount of \$93,400

b. Kimley-Horn to prepare the Comprehensive Transportation Plan in the amount of \$100,412.25

(Planning Director – Stephen Wensman) See attached information.....133

Councilmember’s Comments

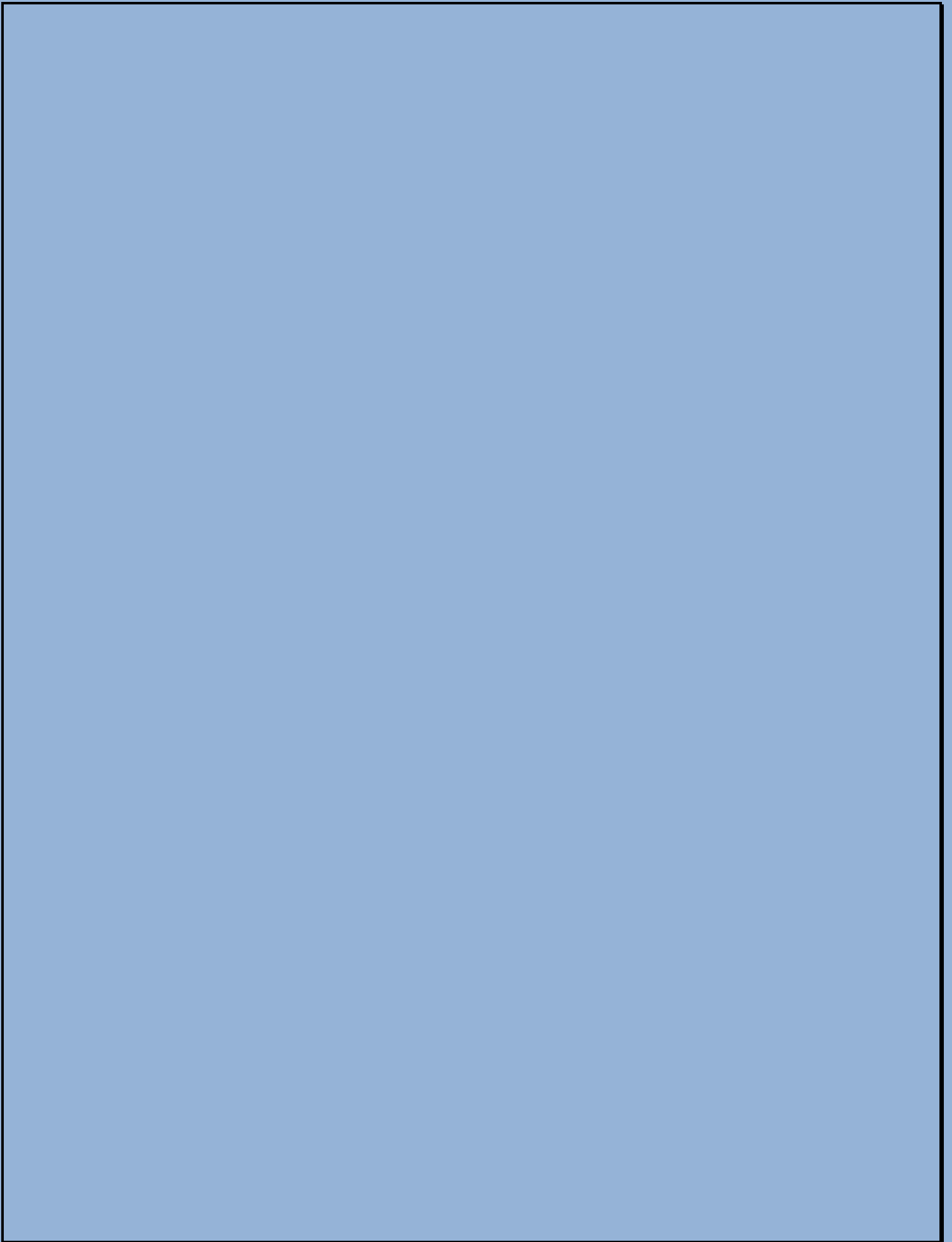
Town Manager’s Report

- Financial Report (See attached information).....173
- Department Reports (See attached information).....177
- Manager’s Report

Closed Session: Pursuant to NCGS 143.318-11 (a)(3):To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

Adjourn

Presentations





Request for Town Council Action

Presentation **Police
Dept.
Oath of
Office**
Date: 03/08/2018

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

Issue Statement

The Police Department has hired one new officer to fill an existing vacancy within the agency. David Thomas George Jr. was hired to fill this position. Officer George is currently in field training and will be assigned to a team at the completion of his training. Officer George has just completed BLET and this is first law enforcement job.

Financial Impact

None

Action Needed

Administer Oath of Office to David George and welcome him to the Smithfield Community.

Recommendation

Mayor Moore to Administer Oath of Office to new Police Officer David George and welcome him to the Smithfield Community.

Approved: Town Manager Town Attorney

Attachments:

1. Oath Of Office



Staff Report

Presentation: Police Dept. Oath of Office

OATH OF OFFICE

SMITHFIELD POLICE DEPARTMENT

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

Signature

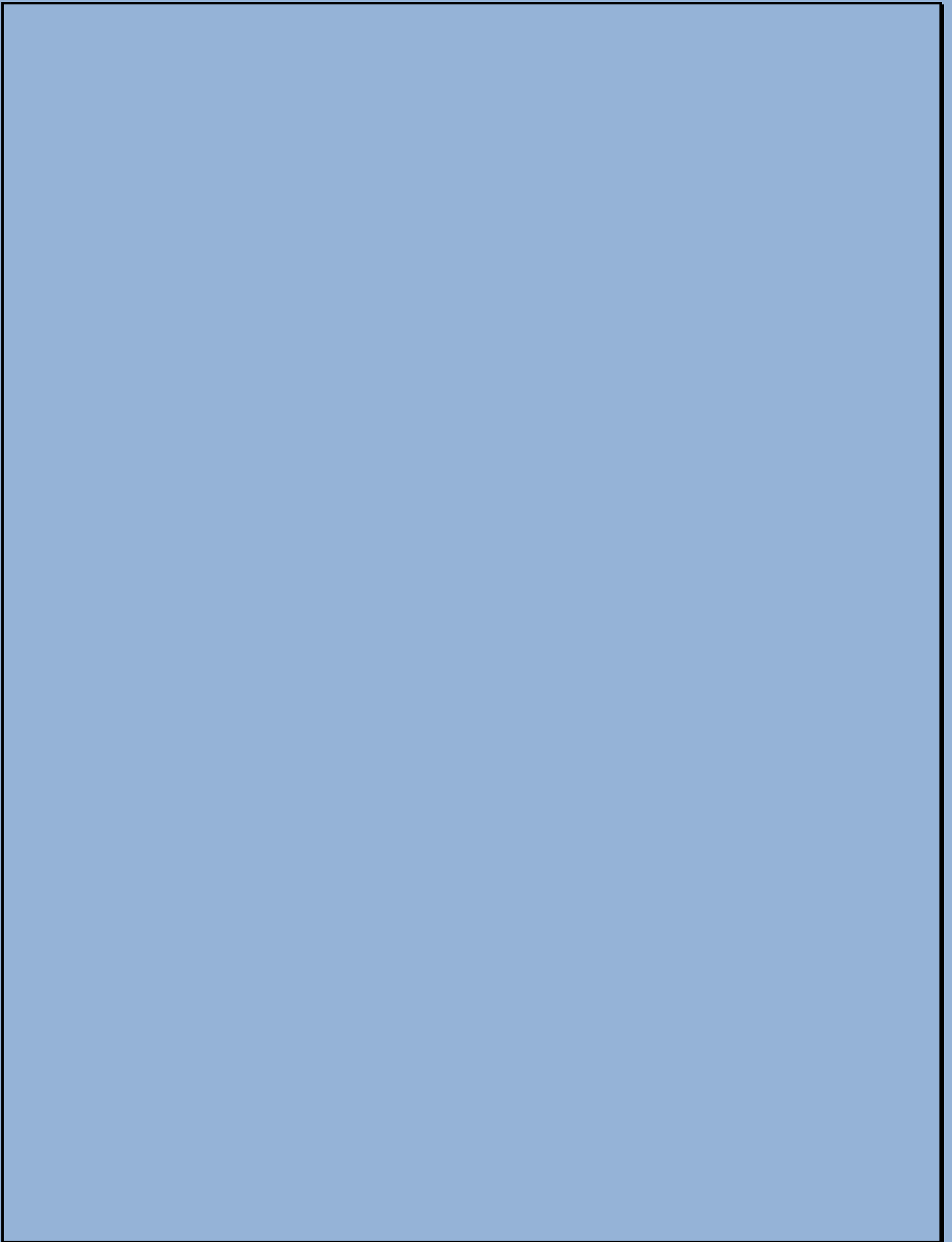
Date

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

Judge/Clerk

Commission Expires

Public Hearings





Request for Town Council Action

Public Hearing Item: RZ-18-04 and SUP-18-02
Date: 03/06/2018

Subject: Planned Unit Development Special Use District Rezoning and Special Use Permit for PUD master plan

Department: Planning

Presented by: Stephen Wensman, Planning Director

Presentation: Public Hearing

Issue Statement

Adams and Hodge Engineering, PC is requesting a Rezoning from R8 to R8 Planned Unit Development (PUD) Special Use District and a Special Use Permit (SUP) for a PUD master plan for a proposed 298-315 lot residential subdivision at 1899 Buffalo Road.

Financial Impact

None at this time, however, If the development were to proceed with platting and construction, the Town would benefit by an increase in property tax base.

Action Needed

To review, hold a public hearing and make a decision on:

- 1) R-8 Planned Unit Development Special Use District rezoning with a statement finding the rezoning consistent with Town plans and polices; and
- 2) Special Use Permit for a PUD Master Plan with findings of fact.

Recommendation

The Planning Department recommends approval of the rezoning to R8-PUD and the associated special use permit with 10 conditions finding the rezoning consistent with the Town of Plans and Policies and the special use permit based on findings of fact.

Approved: Town Manager Town

Attorney Attachments:

1. Staff report for RZ-18-04 and SUP 18-02
2. Application
3. PUD Master Plans
4. NC State Division of Energy, Mineral and Land Resources comments



Staff Report

Public Hearing Item: RZ-18-04 and SUP-18-02

Application Number: RZ-18-04 and SUP-18-02
Project Name: Buffalo Road Tract
TAX ID number: 169520-80-0490
Town Limits/ETJ: ETJ
Applicant: Adams and Hodge Engineering, PC
Property Owner: Frank Lee
Agents: N/A

LOCATION: 1899 Buffalo Road (north of M.Durwood Stephenson Highway).

REQUEST: The applicant is requesting a rezoning to R8-PUD and a Special Use Permit for a 298-315 unit residential planned unit development on 67.88 acres.

SITE/DEVELOPMENT DATA:

Address: 1899 Buffalo Road
Tax ID: 169520-80-0490
Acreage: 67.88 acres
Present Zoning: R-8 Single, Two and Multi-Family Residential District, and WS IV-PA Water Supply Watershed Protection Overlay District
Existing Uses: Agricultural/Residential
Proposed Use: Single-family residential/Residential townhome development.
Fire Protection: Town of Smithfield
School Impacts: Potentially adding students to the schools.
Parks and Recreation: Additional trails and parkland.
Access: Buffalo Road
Water and Sewer Provider: Town of Smithfield with Annexation
Electric Provider: Town of Smithfield with Annexation

ADJACENT ZONING AND LAND USES:

	Zoning	Existing Use
North	R20-A Residential/Agriculture	Agriculture/Residential
South	R20-A Residential/Agriculture	Agriculture/Residential
East	R-10 Single-Family Residential	Vacant
West	R20-A Residential/Agriculture	Agriculture/Residential

PROJECT HISTORY/DESCRIPTION:

On January 8, 2008, the Town Council approved a rezoning to R8 Single, Two and Multi-Family Residential District and a special use permit, SUP-07-19 for a residential Planned Unit Development (PUD). At that time, PUDs were allowed in the R-8 zoning district by Special Use Permit. No conditional district or PUD rezoning was required. Also, allowed uses within the PUD were required to be the same as those in the R20-A, R8 and R10 Districts. That SUP expired after 5 five years with no subsequent development and the property remains zoned R-8.

On October 3, 2017, the Town of Smithfield approved a new Uniform Development Ordinance (UDO). The new UDO allows PUDs, but as a Special Use District rezoning. The new UDO also only allows PUDs if they are mixed use. Adams and Hodge Engineering, PC have submitted application for a Special Use Permit and Rezoning to a Special Use District (R8-PUD) for a 298-unit single-family and townhouse residential development on 67.88 acres, 54.62 acres on the west side of Buffalo Road and 13.27 acres on the east side of Buffalo Road.

EXISTING CONDITIONS:

The proposed development site is divided east-west by Buffalo Road. The west side of the development site is surrounded by the Neuse River on the west, and agricultural/residential properties to the north and south. The east side of the development site is surrounded by a smaller residential property to the north, a vacant forested site to the east, and a smaller residential property and the SCEC Credit Union site to the south. A gas line easement crosses along the north boundary of the property. A drainage way crosses the southwest boundary of the site within the treeline near the Neuse River.

The west side consists of open farm land that slopes toward the Neuse River. The low land and steeper slopes near the Neuse River are covered with a mostly deciduous forest. Near Buffalo Road, surrounded by open field is a single family home with a few smaller accessory buildings and large trees. There is a drainage way that flows from the home site across the open field towards a small pond/wetland near the Neuse River in the forested area.

The portion of the site east of Buffalo Road consists of mixed forest with a smaller area of farm fields and another smaller residential site with mature trees. Within the forested area is a small wetland-pond. The site slopes away from Buffalo Road towards the northeast and the pond.

PUD/REZONING:

The applicant is requesting rezoning from R8 to R8-PUD. With the new UDO a PUD rezoning is essentially a Conditional District rezoning by another name, requiring an approved master site plan showing how the site will be developed with a mixture of land uses, residential and nonresidential. A PUD is a negotiated approach to a legislative decision allowing flexibility to tailor regulations to a particular site and project. It can offer a developer greater flexibility in dimensional standards (such as lot sizes and setbacks) with the approval of the master plan rather than following strict typical rigid separation of different land uses. Allowed uses are limited to those in the R8 Zoning District. With the approval of the masterplan the site specific standards, zoning regulations and conditions for the development are approved. The Town, in the negotiation, needs to ensure the development meets or exceeds the standards in the UDO as is appropriate. For instance, the developer may provide private recreational amenities, enhanced landscaping and buffering, and the required enhanced street, sidewalk and trail network. Through this PUD master plan the developer is seeking flexibility to allow:

- To determine the type of unit and location with each phase, not to exceed the overall lot/unit count. This is not a dimensional flexibility allowed by a PUD.
- Reduced setbacks.
- A smaller lot area requirement.
- Lesser lot frontage requirement.
- Lesser building separation requirement.

SPECIAL USE PUD MASTER PLAN:

Land Use. As mentioned previously, the definition of PUD in the new UDO requires a mix of residential and nonresidential uses. The current proposal has no commercial component and all land uses are single family. Multi-family is defined in the UDO as two or more units per lot. The proposed development does propose a mix of single family residential dwelling types including detached single family, attached single family (triplex) and single family townhome (row house). Staff has initiated an ordinance amendment to be approved concurrently with this planned unit development special use district zoning, which will encourage mixed use, but not make it mandatory. Without the approval of the ordinance amendment, this master planned unit development does not comply with the UDO and should not be approved.

Unit Type/Quantity. As mentioned previously, the proposed development proposes a mix of single family residential dwelling types including detached single family, attached single family (triplex) and single family townhome (row house). The master plan shows “typical” details for each type on a “typical” lot, but does not show where each type of unit will be constructed, other than the 35 townhomes. The narrative states that there will be up to 280 single family homes of which up to 76 of them may be attached units (triplexes). There will be up to 35 townhouse units on the east side of the development. As the project is constructed in phases, the developer is requesting flexibility to determine the type of unit and location with each phase, not to exceed the overall unit/lot count. This is not an allowed PUD flexibility. Staff recommends making it a condition of approval to have the developer update the master plan to identify the type and placement of each unit on a lot.

Environmental. The proposed development site is outside of the floodplane and there should be no environmental threats. A blue line stream is identified to the south of the site and the Neuse River to the west which will require buffering.

Supply Watershed Protection Overlay District. Much of the proposed PUD development is within the WS IV-PA Overlay District. This overlay district provides an extra layer of regulation intended to protect the water supply watershed from pollution caused primarily from stormwater runoff. Within the WS IV-PA lot sizes are limited to ½ acre lots, unless cluster subdivision standards are followed (UDO Section 7.34). Impervious surfaces are limited to 24% unless the High Density Option is utilized (UDO Section 10.92.6.2.3). With the High Density Option, higher level of stormwater management controls is required. The proposed development is proposing lots smaller than ½ acre in size and will be utilizing the cluster subdivision standards, although modified through the PUD.

Cluster Subdivision Standards. PUDs are considered cluster developments under the UDO. The proposed development will comply with the Cluster Subdivision Standards (UDO Section 7.34) with some exceptions. The development master plan shows slightly more open space than is required and complies with the density requirements for the number of lots shown - 298; with a proposed density is 4.38 units per acre. The amount of required open space will be greater if the number of units increases as proposed. It’s unclear how the current master plan will accommodate increased open space requirements. The development appears to differ from the cluster regulations as follows:

- The development will include detached single family dwellings and townhomes, rather than only detached single family dwellings.
- The open space can only be used for recreation, not stormwater management or other utility facilities. The developer has indicated that a lift station may be located in an area near Lots 203-207. Stormwater facilities are also needed and would likely be located in the proposed open space. This will likely further the size of the open space provided (UDO Section 7.34.2.3).
- Maximum density must be calculated on a net basis, netting out dedicated street R/W. The developer has indicated that 431,740 sq. ft will be dedicated R/W. If this amount is subtracted from the gross acreage, 2,525,983, the net acreage is 2,525,983. To determine allowed maximum density, this number is divided by 8,000=316 units. The proposed density is 4.38 units/acre.
- Lot size under the clustering standards cannot be less than 4,800 sq. ft. (60% of 8,000) (UDO Section 7.34.4.1). Many of the lots are under 4,800 sq. ft. in size:
 - Single-family Detached – 3,145 sq. ft.
 - Single family attached (tri-plex) units – 2,000 sq. ft.
 - Townhome units – 1,400 sq. ft.
- Minimum lot width and lot frontage cannot be less than 40 feet. Many of the lots are less than 40 feet wide (UDO Section 7.34.4.2) (UDO Section 7.34.4.3):
 - Single-family detached – 37 ft.
 - Single family attached (tri-plex) units – 25 ft.
 - Townhome units – 17.5 ft.
- The side yard setbacks cannot be less than 6 feet. If a zero lot line lot, the other setback is required to be 12 feet. A zero lot line cannot be more than one side of the lot. The proposed development does not comply with the side yard setback requirements (UDO Section 7.34.4.5). The development proposes:
 - Single-family detached – 5 ft.
 - Single family attached (tri-plex) units – 0 ft. on two sides/6 ft.
 - Townhome units – 0 ft. on two sides/6 ft.
- The building separation minimum is 12 ft. The proposed development is proposing a 10 ft. building separation (UDO Section 7.34.4.7).

The NC State Division of Energy, Mineral and Land Resources has reviewed the proposed master plan for conformance with the Watershed Protection rules and has provided general comment which have been paraphrased below and attached to this report:

- The development is not doing enough to manage stormwater by sheetflow through vegetated areas.
- The site is heavily developed and the concentrated development should be shifted away from surface waters as much as possible.
- There is inadequate information to ensure the development will comply with the 100' vegetated setback requirement from the Neuse River.
- Stormwater management information is needed to show how they plan to treat stormwater consistent with the high density option.
- The master plan should address efforts to minimize impervious surfaces.

PUD Standards. In the UDO, there are certain requirements that PUDs are expected to meet:

- Have a mix of land uses. The development is a mix of detached single-family and attached single-family triplex, and town house development, all single-family residential uses. An ordinance amendment is being initiated by Town staff concurrently with this application to remove the mixed use requirement.
- PUDs should have a dense network of narrow interconnected streets designed to minimize through traffic by the design of the street and the location of land uses. (UDO Section 10.108.19.1). The proposed development does not meet this requirement.

- PUDs should have a high proportion of sidewalks, and paths (UDO Section 10.108.19.2). The proposed development has sidewalks on both sides of streets and a robust trail network, although sidewalks are also required along both sides of the Buffalo Road Right-of-Way.

State Road Dedication and Access. The proposed development takes access off of Buffalo Road. The Buffalo Road R/W is presently 120 feet wide. The developer is showing dedication of additional 200 feet, 100 feet on each frontage. The master plan does not show any proposed improvements such as additional travel lanes, turn lanes or pedestrian facilities in the NCDOT R/W. The west side of the development takes access in two locations and the east side in one location. All access to Buffalo Road will require an NCDOT permit. NCDOT approval of the proposed R/W dedication is also needed.

Traffic Impact Study. According to UDO Section 10.38, a traffic Impact Study is required for all special use permits, site plans, PUDs that estimate traffic generation that exceeds 800 trips/day. The purpose is to affect internal circulation design, site access location and design, external roadway and intersection design and improvements, traffic signal installation and operation including signal timing, and transit service improvements. All physical roadway improvements shall be shown on the site plan. Because this was not submitted with the special use permit application, this study should be made a condition of approval.

Streets. The master plan shows a mix of 50 foot and 60 foot wide public R/W. The outer loop road on the west side of the development is shown as a 60 foot R/W, whereas, the remainder of the R/W is proposed to be 50 feet wide. The streets appear to be 24' wide with surmountable curb and gutter.

The UDO requires neighborhood blocks to be between 400 -1000 feet in length. The proposed masterplan shows long rows of housing blocks divided by the greenway trails. Even with the separation by greenway trails, the length of the blocks are nearly 1,000 feet in length or more. According to the UDO, PUDs should have a dense network of streets. Given the length of the blocks, an additional east-west street near the center of the development may be warranted and should be made a condition of approval.

The masterplan shows no lateral connections to adjacent undeveloped properties. Additional connections are required (UDO Section 10.109.3) and should be made a condition of approval.

Sidewalks. As stated previously, the master plan shows sidewalks on both sides of each street, meeting the PUD requirements. Sidewalks are also required along Buffalo Road, (UDO Section 10.110.3) and should be made a condition of approval.

Parks and Trails. The development preserves 41.23% of the site as common open space. Much of it will remain as undisturbed woodland and in the remainder will be a network of trails including a connection to the Mountains to Sea Greenway Trail. According to Park Dedication Requirements of the UDO, Section 10.112.3, at least one fifty-seventh of an acre (1/57) shall be dedicated for each dwelling unit planned or provided for in the subdivision plan, except where land is located in the flood plain of a stream or river as indicated by the flood plain maps of the Federal Insurance Administration and/or is characterized by steep slopes (15% or greater), then at least one-twentieth (1/20) of an acre of such land shall be dedicated for each dwelling unit. For the proposed 298-unit subdivision, approximately 5.22 acres of land or fee in lieu of parkland will be required. The master plan does not indicate whether a portion of the open space will be dedicated to satisfy the dedication requirements. If public park or trails are to be provided, it should be a condition that they be shown on the master plan.

The proposed trail on the north side of the development appears to be located within the gas line easement. It is doubtful that the gas company will allow the trail to encroach within the easement. If it were allowed, it would be subject to an encroachment agreement that would no doubt assume no responsibility for the trail if it were damaged due to construction or maintenance of the gas line.

Private Park Facilities. The PUD narrative mentions the development of pocket parks within the common open space. The proposed pocket parks appear to be the long green strips between streets on the master plan. No detail given for amenities in the pocket parks, however the developer indicates that the pocket parks will include paved pedestrian trails and attractive landscape and may be used for soccer, football, cornhole, horseshoes, fire pits and cook outs. These pocket parks should be clearly identified on the master plan.

Grading and Erosion Control. No grading or erosion control plans have been submitted. The plans are needed to ensure the site storm drainage is planned effectively and that the building sites will be buildable. Grading plans also communicate the extent of the proposed development, impact to trees and to ensure no impact to adjacent properties.

Public Utilities. The applicant has not provided a utilities plan for review. The applicant has indicated that water and sewer services would be requested from the Town of Smithfield after voluntary annexation into the Town. The developer is estimating waste water flow for the development to be 113,400 gallons per day. According to the developer, the development is expected to be completed in 9 phases with phases 1, 2, 7, 8 & 9 to be serviceable by connection to the existing gravity sewer line along Buffalo Rd. The remaining phases are anticipated to require a wastewater pump station located just beyond the cul-de-sac in Phase 6. The wastewater pump station will be required to meet Town standards with appropriate public access for maintenance. The Town Engineer would like the plans to be updated to reflect the location of the pump station and some information showing that the 1, 2, 7, 8 & 9 can be served by a gravity system to Buffalo Road.

Public water is available to the site via an existing 12" water main along Buffalo Rd. Connections to the existing 12" main will be made and extended throughout the development. This level of inner-connectivity shall provide for adequate domestic water as well appropriate fire protection flow. The Town Engineer would like to see a hydraulic analysis of the proposed water distribution system for the entire development to ensure adequate fire flow and peak flow residual pressures.

Utility facilities shall be constructed in such a manner as to minimize interference with pedestrian or vehicular traffic and to facilitate maintenance without undue damage to improvements or facilities located within the development, including proposed landscaping. Also easements will be required over utilities limiting encroachment by homes and other structures and landscaping. The utilities will need to be designed such that that extension can be made conveniently and without undue burden or expense to serve future adjacent development.

Stormwater Management. The applicant has indicated that the High Density Option for development within the WS-IV-PA. The developer will need to incorporate enhance stormwater management into the plans. No stormwater management plans have been provided for review. Stormwater runoff control measures will be required including peak flow reduction and nitrogen reduction. The developer has indicated that the stormwater system for the development will consist of drainage swales and stormwater pipe systems that run throughout the project. The stormwater flow from the development will eventually make its way to discharge into respective tributaries of the Neuse River. As indicated previously, the stormwater treatment areas cannot be located in required open space. The Town Engineer has reviewed the submitted plans and recommends an overall stormwater management plan be submitted that shows where discharge points and ponds, are located and how the plan will meet State and Town requirements.

Landscaping. No landscaping plan has been provided. The master plans shows very conceptually that landscaping will be provided within the common open space. The master plan indicates the development will include a +/-50' perimeter landscaped Type A buffer. The road section details show street trees in the R/W. A landscape plan will be required with the development that meets or exceeds the Town's UDO landscape standards.

Tree Preservation. No tree preservation plans have been provided. The site is mostly open farmland with the exception of trees on the slopes near the Neuse River and around the existing houses. Without a grading plan it is unclear whether there will be any disturbance to the trees and how the tree replacement requirement will be addressed.

Lighting. No lighting plan has been provided. A lighting plan is required complying with the Town's UDO. Proposed lighting, landscaping and utilities will need to be coordinated as a plan is prepared.

Phasing. The development development will be constructed in phases over about 9 years (approximately 40 units per phase), one phase per year depending on the market. The approximate phase lines are shown on the master plan but are subject to change based on construction plan/site design. As proposed, the unit mix with each phase will also depend on the market, but the overall unit/type will not be exceeded. The necessary infrastructure is proposed to be constructed as needed for each phase and designed for build-out.

Annexation. The master plan has been prepared with the intent to connect to the Town's municipal utilities. In order to access municipal services, the development will have to voluntarily annex into the Town limits. Prior to subdivision application or with the application the applicant should request annexation so that the development construction is not delayed. This should be made a condition of approval.

Site Plan Requirements. UDO Section 5.7 stipulates all the required submittals for a special use permit application. The application was lacking many of the required submittals such as utility plans, grading and erosion control plans, tree preservation plans, landscaping plans, lighting plans, stormwater plan and a traffic impact study among other items. Without all the required plans, Town staff is limited in its ability to evaluate the proposed master plan for the PUD. For example, it is uncertain whether the stormwater management plan or utility plans will function correctly or will be sized accordingly to meet requirements. There will likely be a lift station, requiring easements and other provisions that are not shown on the plans. It is not clear whether the tree preservation or landscaping requirements can be met with the current design layout. If approved, the subsequent subdivision development will need to comply with the master plan. Any material change to the plan such as moving roads and lots deemed a material changes as result of the subdivision process will require a new special use permit. This should be made a condition of approval.

Signs. The applicant is proposing entrance signs at all three entrances to the subdivision. Any new signs shall be permitted in accordance with the Town of Smithfield Unified Development Ordinance prior to construction.

REZONING CONSISTENCY WITH PLANS AND POLICIES:

- **Consistency with the Strategic Growth Plan**

The proposed Planned Residential Development is consistent with the recommendations of the Comprehensive Growth Management Plan Future Land Use Map.

- **Consistency with the Unified Development Code**

A Planned Residential Development Special Use District is allowed with a rezoning and valid special use permit issued by Town Council.

- **Compatibility with Surrounding Land Uses**

Planned Residential Development at this location should not pose a compatibility issue with surrounding land uses as the residential development will be developed with required buffer areas and landscaping.

SPECIAL USE PERMIT FINDINGS OF FACT:

The Town Council shall issue a special use permit if it has evaluated an application through a quasi-judicial process and determined that **(Staff findings are in Bold and Italics)**:

1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare. *If constructed to the approved master plan for the site, the use should not endanger health, safety or general welfare.*
2. The special use will be in harmony with the existing development and uses within the area in which it is to be located. *If constructed to the approved master plan for the site, the use should be properly buffered and should blend in with the area.*
3. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. *With the approval of the master plan for the site, the use will not impede the normal and orderly development and improvement of surrounding properties.*
4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided. *Adequate utilities, access roads, drainage, parking, or necessary facilities are conditions of approval for the master plan for the site.*
5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. *The applicant will be required to obtain NCDOT permits for the proposed access and will be required to provide all necessary improvements for the ingress and egress to the development.*
6. 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 conform to all the applicable regulations of the Special Use District.*
7. Public access shall be provided in accordance with the recommendations of the Town's land use plan and access plan or the present amount of public access and public parking as exists within the Town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern. *The use will have public access in accordance to the Towns Plans.*

8. The proposed use will be in conformity with the land use plan, thoroughfare plan, or other plan officially adopted by the Town Council. *The use will be in conformance with the Town's Plans with the approval of a PUD master plan and when constructed accordingly.*
-

PLANNING DEPARTMENT RECOMMENDATIONS:

The Planning Department recommends approval of the:

- Rezoning, RZ-18-04, from R8 to R8 PUD based on consistency with the Town's plans and policies; and
- The special use permit, SP-08-02, based on the findings of fact with the following conditions:
 - 1) That a Traffic Impact Study be conducted and the PUD Master Plan be updated to reflect any recommended internal circulation design, site access location and design, external roadway and intersection design and improvements, traffic signal installation and operation including signal timing, and transit service improvements.
 - 2) That the applicant submit a request for voluntary annexation prior to subdivision application if connection to Town water and sewer are to be requested with the subdivision.
 - 3) That the developer obtains a NCDOT Right-of-Way Permit for the street accesses onto Buffalo Road.
 - 4) That an additional east-west street be incorporated into the site plan on the west side of the development consistent with the PUD requirements of the UDO.
 - 5) That lateral connections to adjacent developable parcels be incorporated into the PUD masterplan.
 - 6) That public sidewalks along Buffalo Road be incorporated into the PUD Master Plan.
 - 7) That any area to be dedicated for public parks or trails be identified on the PUD master plan.
 - 8) That the PUD master plan be updated to identify the type and placement of each unit type on a lot.
 - 9) That all changes resulting from Town review of the required subdivision and construction plan review process, including, but not limited to utility, tree preservation, landscaping, lighting, stormwater management, grading and erosion control plans will be incorporated into the PUD master plan and resubmitted for final approval by Town staff.
 - 10) Any material change to the plan such as moving roads and lots deemed a material changes as result of the subdivision process will require a new special use permit.

PLANNING BOARD REVIEW AND RECOMMENDATIONS:

The Planning Board reviewed the applications on February 1st, and recommended approval of the rezoning and special use permit as recommended by staff but with one exception. The Board did not recommend condition number 5 associated with the special use permit. There

was a discussion whether the lateral connections made sense and whether they were already required by the UDO.

At the meeting, the applicant rejected conditions 4, 5, 6 and 8.

In response, Staff offers the following:

- Conditions 5 and 6 are requirements of the UDO and could be clearly be eliminated.
- Condition 4 has been recommended because staff interprets the PUD requirements as requiring a higher level of street connectivity than would otherwise be required.
- Condition 8 has been recommended because staff believes the location of the townhouse units and the overall density is critical to the master plan. More units triggers the requirement for more open space and the location of townhomes on small lots will impact the street network.

TOWN COUNCIL ACTION REQUESTED:

The Town Council is requested to hold a public hearing for the petition, review and make a decision for (separate motions):

- 1) The rezoning from R8 to R8 PUD for the property located at 1899 Buffalo Road based on its consistency with the Town's plans and policies; and
- 2) A special use permit SUP-18-04 for a Planned Unit Development located in the located at 1899 Buffalo Road based on the findings of fact.

**THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
TEXT AMENDMENT CONSISTENCY STATEMENT
BY THE SMITHFIELD PLANNING BOARD
RZ-18-04**

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

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

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

IN THE EVENT THAT THE MOTION TO RECOMMEND APPROVAL OF THE ORDINANCE IS ADOPTED,

That the final action regarding text amendment RZ-18-04 is based upon review of and consistency with, the Town of Smithfield Comprehensive Growth Management Plan and any other officially adopted plan that is applicable, along with additional agenda information provided to the Town Council and information provided at the public hearing; and

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

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

That the final action regarding zoning map amendment RZ-18-04 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
Special Use Permit Application
Finding of Fact / Approval Criteria

Application Number: SUP-18-02 **Name:** R8 Planned Unit Development Special Use District

Request: Applicant seeks a PUD Special Use District SUP for a residential development master plan on property located at 1899 Buffalo Road.

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

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

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

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

Motion to Approve: *Based upon satisfactory compliance with the above stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant's representative I move to approve Special Use Permit Application # SUP-18-02 with the following conditions:*

- 1) *That a Traffic Impact Study be conducted and the PUD Master Plan be updated to reflect any recommended internal circulation design, site access location and design, external roadway and intersection design and improvements, traffic signal installation and operation including signal timing, and transit service improvements.*
- 2) *That the applicant submit a request for voluntary annexation prior to subdivision application if connection to Town water and sewer are to be requested with the subdivision.*
- 3) *That the developer obtains a NCDOT Right-of-Way Permit for the street accesses onto Buffalo Road.*
- 4) *That an additional east-west street be incorporated into the site plan on the west side of the development consistent with the PUD requirements of the UDO.*
- 5) *That lateral connections to adjacent developable parcels be incorporated into the PUD masterplan.*
- 6) *That public sidewalks along Buffalo Road be incorporated into the PUD Master Plan.*
- 7) *That any area to be dedicated for public parks or trails be identified on the PUD master plan.*
- 8) *That the PUD master plan be updated to identify the type and placement of each unit type on a lot.*
- 9) *That all changes resulting from Town review of the required subdivision and construction plan review process, including, but not limited to utility, tree preservation, landscaping, lighting, stormwater management, grading and erosion control plans will be incorporated into the PUD master plan and resubmitted for final approval by Town staff.*
- 10) *Any material change to the plan such as moving roads and lots deemed a material changes as result of the subdivision process will require a new special use permit.*

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-18-02 for the following stated reason:*

Record of Decision:

Based on a motion and majority vote of the Town of Smithfield Town Council for the Special Use Permit Application Number SUP-18-02 is hereby:

SUP-18-02

_____ approved upon acceptance and conformity with the following conditions:

- 1) That a Traffic Impact Study be conducted and the PUD Master Plan be updated to reflect any recommended internal circulation design, site access location and design, external roadway and intersection design and improvements, traffic signal installation and operation including signal timing, and transit service improvements;
- 2) That the applicant submit a request for voluntary annexation prior to subdivision application if connection to Town water and sewer are to be requested with the subdivision;
- 3) That the developer obtains a NCDOT Right-of-Way Permit for the street accesses onto Buffalo Road;
- 4) That an additional east-west street be incorporated into the site plan on the west side of the development consistent with the PUD requirements of the UDO;
- 5) That lateral connections to adjacent developable parcels be incorporated into the PUD masterplan;
- 6) That public sidewalks along Buffalo Road be incorporated into the PUD Master Plan;
- 7) That any area to be dedicated for public parks or trails be identified on the PUD master plan;
- 8) That the PUD master plan be updated to identify the type and placement of each unit type on a lot;
- 9) That all changes resulting from Town review of the required subdivision and construction plan review process, including, but not limited to utility, tree preservation, landscaping, lighting, stormwater management, grading and erosion control plans will be incorporated into the PUD master plan and resubmitted for final approval by Town staff;
- 10) Any material change to the plan such as moving roads and lots deemed a material changes as result of the subdivision process will require a new special use permit; or,

_____ denied for the noted reasons.

Decision made this ____ day of _____, 20__ while in regular session.

M. Andy Moore, Mayor

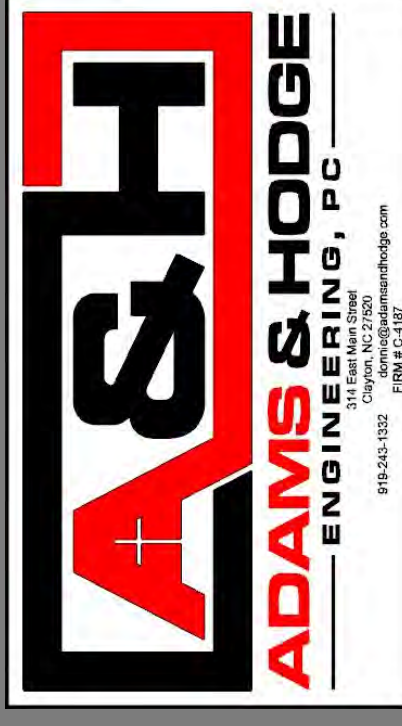
ATTEST:

Shannan L. Parrish, Town Clerk

Buffalo Road Tract - Smithfield, North Carolina

January 05, 2018

SAM'S BRANCH
DEVELOPMENT



SITE PLAN INFORMATION:

OWNER:	WILLIAM FRANK LEE PO BOX 148 SMITHFIELD, NC 27577
PARCEL IDENTIFICATION NUMBER:	14075013
NCPIN NUMBER:	169520-80-0490
TAX NUMBER:	4680981
PROPERTY SIZE (SF):	2,957,896 SF/67.90 ACS
TOTAL OPEN SPACE (SF):	1,246,251 SF/28.61 ACS
PROPERTY LOCATION:	INSIDE TOWN ETJ
EXISTING/PROPOSED ZONING:	R-8 (PUD)
OVERLAY DISTRICT:	WS-IV-PA
EXISTING USE:	AGRICULTURAL/RESIDENTIAL
PROPOSED USE:	RESIDENTIAL SINGLE-FAMILY DETACHED UNITS = 280 UNITS RESIDENTIAL TOWNHOME UNITS = 35 UNITS
PROPOSED UNITS/LOTS:	315/315
PROPOSED DENSITY:	4.64 UNITS PER ACRE
EXISTING INTENSITY:	N/A
MAXIMUM IMPERVIOUS AREA:	70%
PROPOSED IMPERVIOUS AREA:	70%
BUILDING HEIGHT (NUMBER OF STORIES & FEET):	2 STORY BLDGS / 35'-0"
REQUIRED/PROPOSED PARKING (TOWNHOMES):	62 SPACES/70 SPACES
REQUIRED/PROPOSED PARKING (DETACHED):	560 SPACES/572 SPACES
REQUIRED/PROPOSED ACCESSIBLE PARKING (TOWNHOMES):	3 / 3 ACCESSIBLE SPACES
ELECTRIC PROVIDER:	TOWN OF SMITHFIELD
SEWER PROVIDER:	TOWN OF SMITHFIELD
ANTICIPATED DAILY WASTEWATER FLOW:	JOHNSON COUNTY
	116,640 GPD

*THE DEVELOPER WILL BE RESPONSIBLE FOR THE REPLACEMENT OF ANY DAMAGED TREES WITHIN AND LAND USE BUFFER.

IMPERVIOUS AREA CALCULATIONS*

TOTAL AREA (SQUARE FEET)	% OF TOTAL SITE	IMPERVIOUS AREA (SQUARE FEET)	% IMPERVIOUS AREA
RESIDENTIAL LOTS	40.34%	894,879	
RIGHT-OF-WAYS**	14.60%	327,710	
RIPIARIAN BUFFERS & 100YR FLOOD PLAIN***	3.83%	50,000	
TOTAL OPEN SPACE****	41.24%	797,785	
TOTAL AREA	100.00%	2,070,404	70.00%

*NOTE: AREAS AND CALCULATIONS SHOWN ARE APPROXIMATE AS THIS IS A MASTER PLAN. ACTUAL ACREAGE WILL BE DETERMINED DURING THE MINOR SUBDIVISION/MINOR SITE PLAN APPLICATION SUBMITTAL PROCESS

**NOTE: RIGHTS-OF-WAY INCLUDES STREETS AND SIDEWALKS

***NOTE: RESOURCE CONSERVATION AREAS INCLUDE RIPIARIAN BUFFER AREAS, OPEN WATER BODIES AND 100 YEAR FLOOD PLAIN

****NOTE: OPEN SPACE INCLUDES CLUBHOUSE, AMENITIES, GREENWAYS, INTERNAL SIDEWALKS, FEATURES IN PARKS, ACTIVE AND PASSIVE SPACES, ETC.

LEGEND:

- OPEN SPACE
- SIDEWALKS
- 10' ASPHALT GREENWAY
- 100 YR FLOOD PLAIN
- RIPIARIAN BUFFER AREA
- EXISTING POND
- PHASE LINE
- CANOPY TREE
- UNDERSTORY TREE
- SHRUBS

CONDITIONS OF APPROVAL

This is a master plan for the PUD. As such, there are several detailed engineering and design requirements that are not intended to be addressed by this master plan. All applicable items associated with a typical subdivision/site plan will be provided during the subdivision/construction plan review process and are accepted by the developer as "Conditions of Approval" for this master plan. These items may include but are not limited to utility plan, landscaping, lighting, tree preservation, voluntary annexation, etc. meeting the requirements of the UDO.

Project Narrative:

The Buffalo Road Tract is a Planned Unit Development with a neighborhood form established by a relaxed grid pattern defined mainly by the bluffs along the Neuse River. The development will provide a mixture of residential uses such as detached single family, attached single family and townhomes. This +/-67.9 acre site is designed to be a walkable neighborhood that creates a sense of place including:

- Up to 280 single family homes (may include up to 76 attached single family units (triplexes) without changing overall proposed density)
- Up to 35 townhome units
- A significant amount of functional open space (more than 40% of total site area)
- An extensive greenway trail network that includes future connection to the Mountains to the Sea Trail.
- Sidewalks on both sides of all streets
- Neighborhood pocket parks
- Cluster units located at trail head connections
- Attractive entrance signage at all three entrances

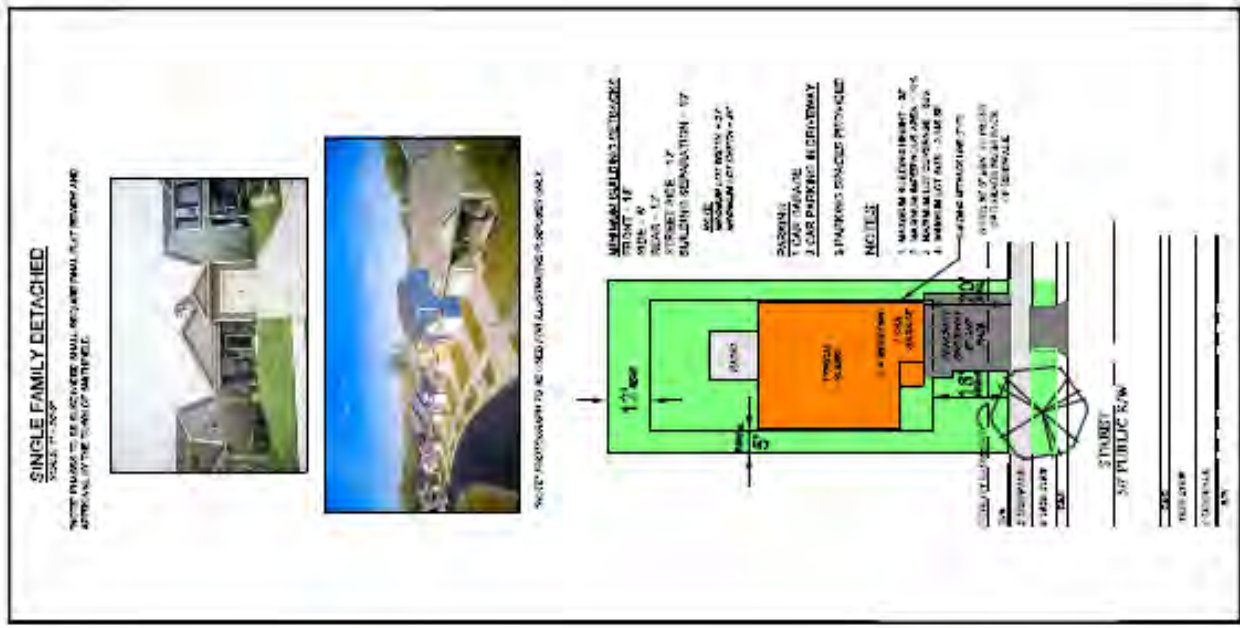
Phasing

This development will be constructed in phases (approximately 40 units per phase). The anticipated build out rate is roughly one phase per year (the market will dictate the actual rate). The approximate phase lines are shown on the master plan but are subject to change based on construction plan/site design

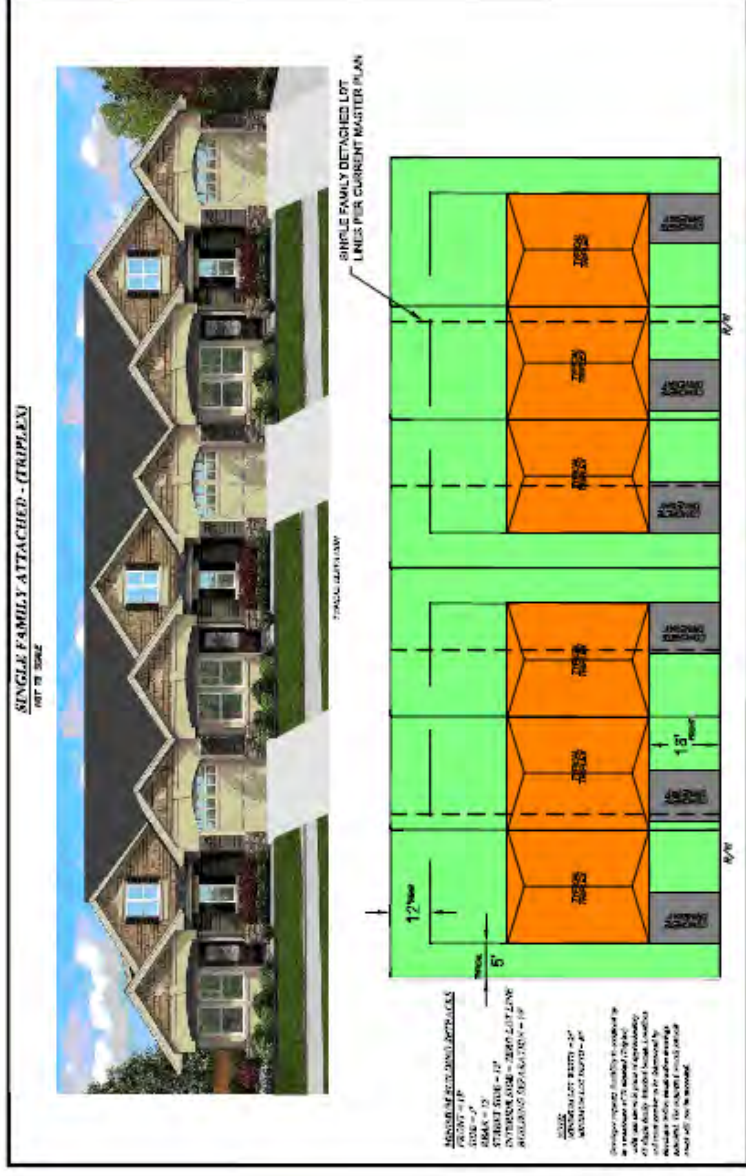


Proposed Design Standards:

(Proposed PUD Standard / UDO Cluster Standard)



- Single family detached units on individual lots with a one-car garage and a two-car parking pad/driveway:
 - Minimum Lot Area: 3145 sf / 4800 sf
 - Minimum Lot Frontage: 37' / 40'
 - Front Yard Setback: 18' / 15'
 - Side Yard Setback: 5' / 6'
 - Rear Yard Setback: 12' / 12'
 - Maximum Building Height: 35' / 35'
 - Building Separation: 10' / 12'



- Single family attached (tri-plex) units -each unit will be on an individual lot and will include a one-car garage and a two-car parking pad/driveway:
 - Minimum Lot Area: 2000 sf / 4800 sf
 - Minimum Lot Frontage: 25' / 40'
 - Front Yard Setback: 18' / 15'
 - Side Yard Setback: 0' / 6'
 - Rear Yard Setback: 12' / 12'
 - Maximum Building Height: 35' / 35'
 - Building Separation: 10' / 12'



- Townhomes – each unit will be on an individual lot:
 - Minimum Lot Area: 1400 sf / 5400 sf
 - Minimum Lot Frontage: 17.5' / 40'
 - Front Yard Setback: 18' / 15'
 - Side Yard Setback: 0' / 6'
 - Rear Yard Setback: 12' / 12'
 - Maximum Building Height: 35' / 35'
 - Building Separation: 20' / 12'

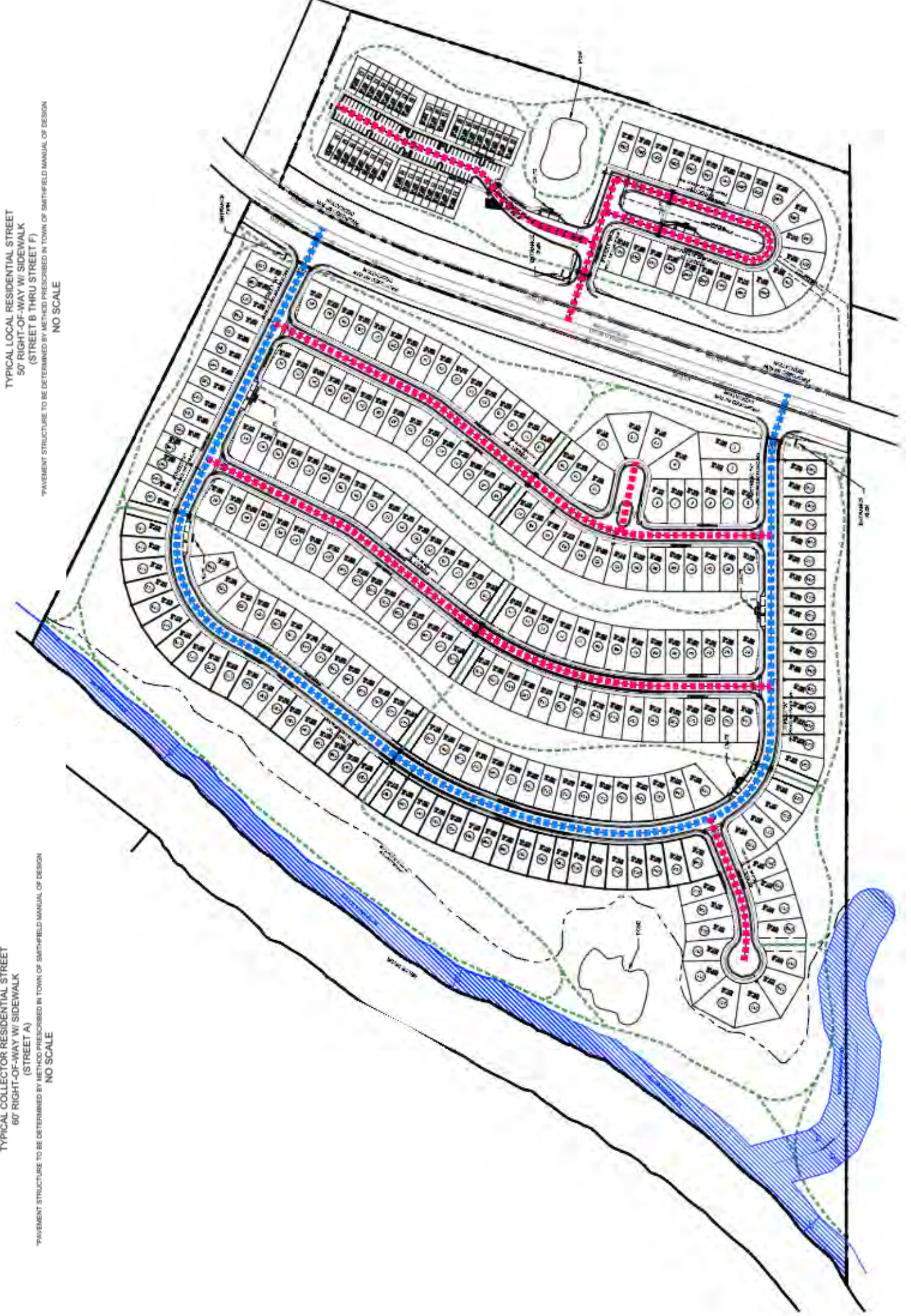
Pedestrian and Vehicular Routing

This development is truly a walkable neighborhood design. There are nearly 3.5 miles of paved greenway trails that perimeter the entire tract as well as internal connections running north/south and east/west. The portion of the greenway trail network along the Neuse River and/or the Buffalo Rd right of way provide a couple of alternatives for future extension of the Mountains to the Sea Trail. In addition to the greenway trail network, there are concrete sidewalks on both sides of the streets.

The street network is designed to provide the necessary emergency and service vehicle access while creating a safe pedestrian friendly neighborhood. The pattern of interconnected streets provides excellent flow within the development as well as connectivity to Buffalo Rd. There are three entrances – one to the east and two to the west. The block length is longer than the standard mentioned in the UDO; however, this extended length allows for two long, continuous pocket parks that create a sense of community and pedestrian connectivity.

The proposed typical sections (see above left) for both the Residential Collector Street and the Local Residential Street differ from the Town of Smithfield's typical sections as follows:

- 30" valley curb & gutter to eliminate the need for driveway cuts in the curb line
- 6' tree strip between sidewalk and curb to create an old town style streetscape



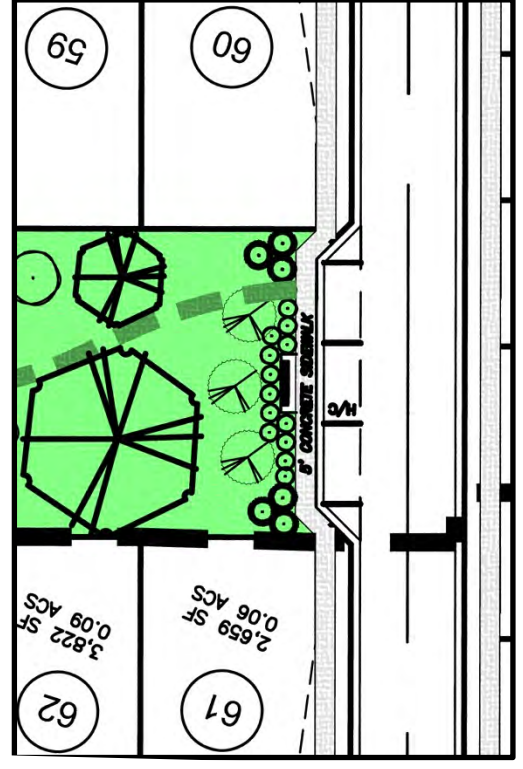
NEIGHBORHOOD POCKET PARKS

Throughout the development a combination of greenway trails and sidewalks provide easy access to the pocket parks. These pocket parks will include a paved pedestrian trail and attractive landscape designed by a RLSA. They are also an excellent spot for neighborhood activities such as soccer, football, cornhole, horseshoes, fire pits and a cook out area that can create a sense of community.

	TOTAL AREA (SQUARE FEET)	% OF TOTAL SITE
RESIDENTIAL LOTS	1,193,171	40.34%
RIGHT-OF-WAYS**	431,740	14.60%
RIPARIAN BUFFERS & 100YR FLOOD PLAIN***	113,166	3.83%
TOTAL OPEN SPACE****	1,219,646	41.24%
TOTAL AREA	2,957,723	100.00%

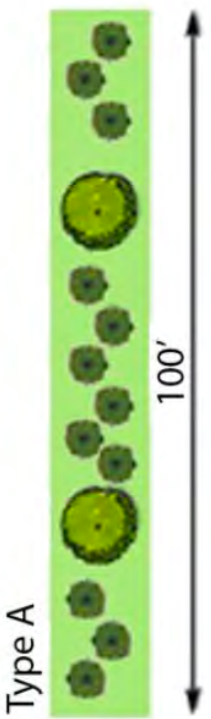
MAILBOX CLUSTER UNITS

There are several mailbox cluster units located throughout the neighborhood. The combination of the greenway network and the sidewalks provide a comfortable walking distance from all residences. There are also parking spaces (including an ADA space at each mailbox cluster unit. A tasteful landscape plan will be prepared by a RLSA.



LEGEND:

	OPEN SPACE		SIDEWALKS
	10' ASPHALT GREENWAY		PHASE LINE
	100 YR FLOOD PLAIN		EXISTING POND
	RIPARIAN BUFFER AREA		CANOPY TREE
	EXISTING POND		UNDERSTORY TREE
			SHRUBS



PERIMETER BUFFER

This development will include a +/-50' perimeter buffer. A tasteful landscape plan will be prepared by a RLSA that meets the 10' wide Type A bufferyard. The remainder of the buffer will include grassed area and paved greenway trails.

Type A Bufferyard Screening.

Minimum of 10 feet wide. For every 1,000 square feet, the screen shall consist of a combination of a minimum of 2 Canopy Trees and 12 Shrubs distributed evenly throughout the Bufferyard. (Shrubs shall be 3' minimum at planting and 6' minimum at maturity.)

PUBLIC UTILITIES AND INFRASTRUCTURE

Required improvements shall be made as development occurs. Infrastructure will be designed so that it will accommodate the entire community at total build-out. At the time of construction plan submittal, the developer will meet with Town Staff to determine critical areas (if any) for phased utility improvements as development occurs.

PUBLIC SEWER

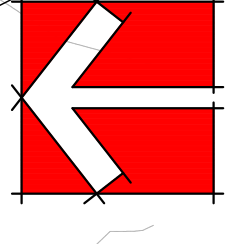
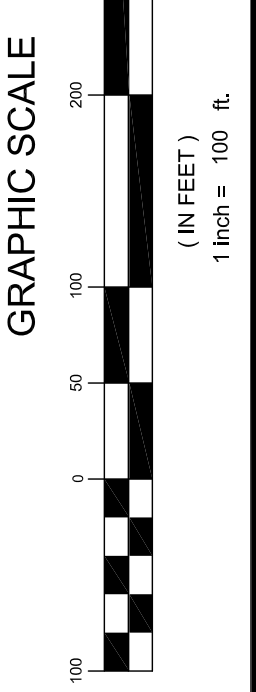
The estimated waste water flow for this development is 113,400 gallons per day. It is anticipated to develop this project in approximately 9 phases of construction. Sewer main extensions and service connections to the Town's sewer systems must be approved, prior to construction, by the Engineering Department and in accordance with the general guidelines and regulations of the Town. Phases 1, 2, 7, 8 & 9 are expected to be serviceable by connection to the existing gravity sewer line along Buffalo Rd; however, the remaining phases will require a wastewater pump station. This new pump station will most likely be located just beyond the cul-de-sac in Phase 6. The developer and engineer will work with the Town of Smithfield to properly locate and size the pump station.

PUBLIC WATER

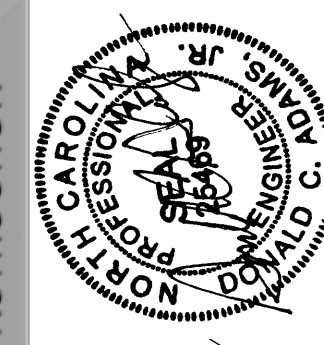
Public water is available to the site via an existing 12" water main along Buffalo Rd. Connections to the existing 12" main will be made and extended throughout the development. This level of inner-connectivity shall provide for adequate domestic water as well appropriate fire protection flow.

STORMWATER AND NITROGEN CONTROLS

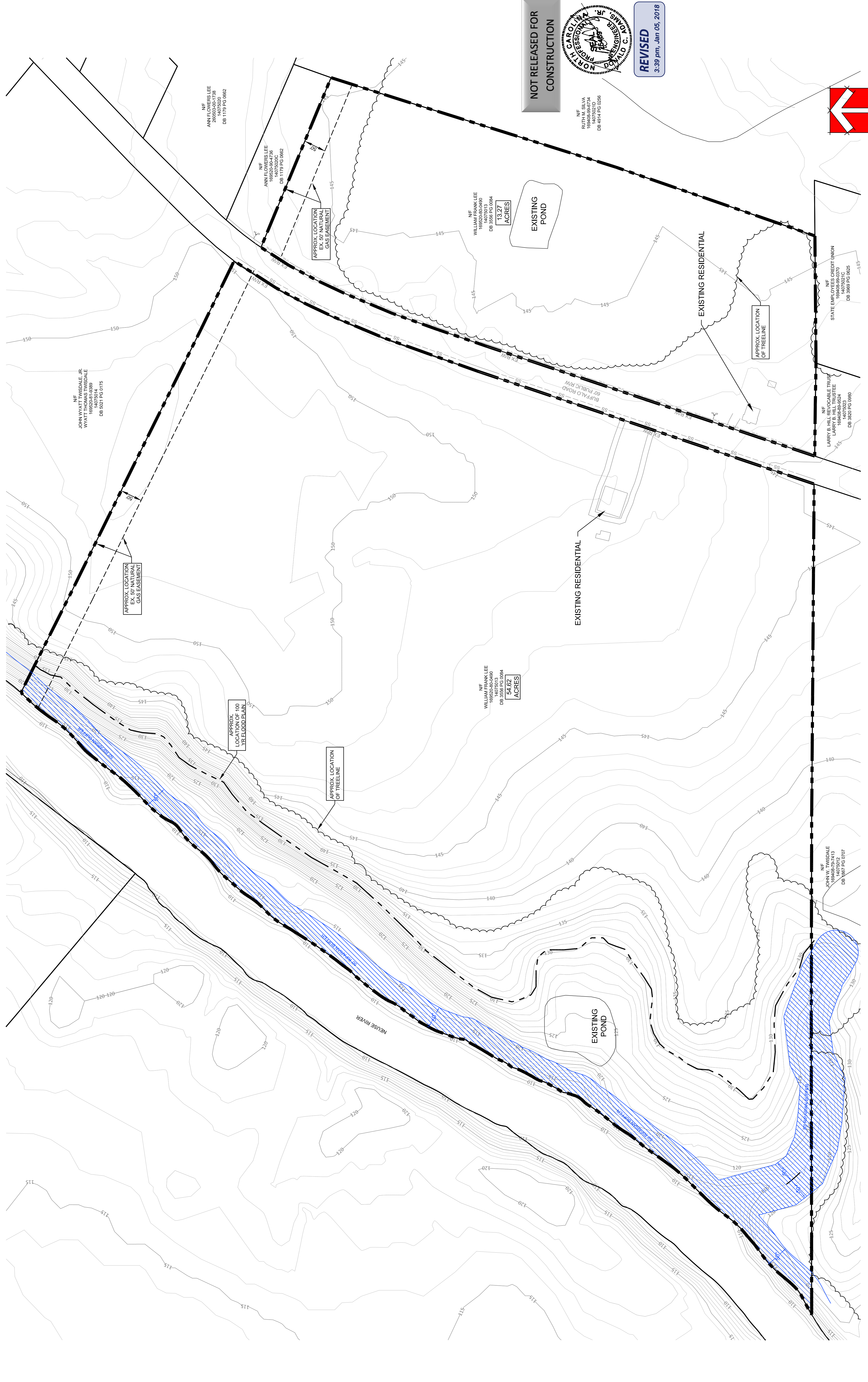
The stormwater system for the development will include drainage swales and stormwater pipe systems that run throughout the project. The stormwater flow from the development will eventually make its way to discharge into respective tributaries of the Neuse River. Stormwater runoff control measures including peak flow reduction and nitrogen reduction will be required. The developer will provide evidence that this project complies with all applicable stormwater requirements set in place by the Town of Smithfield and the State. These measures may be physically located outside of the phase so long as the above noted requirements are met for the entire site.



REVISED
3:39 pm, Jan 05, 2018



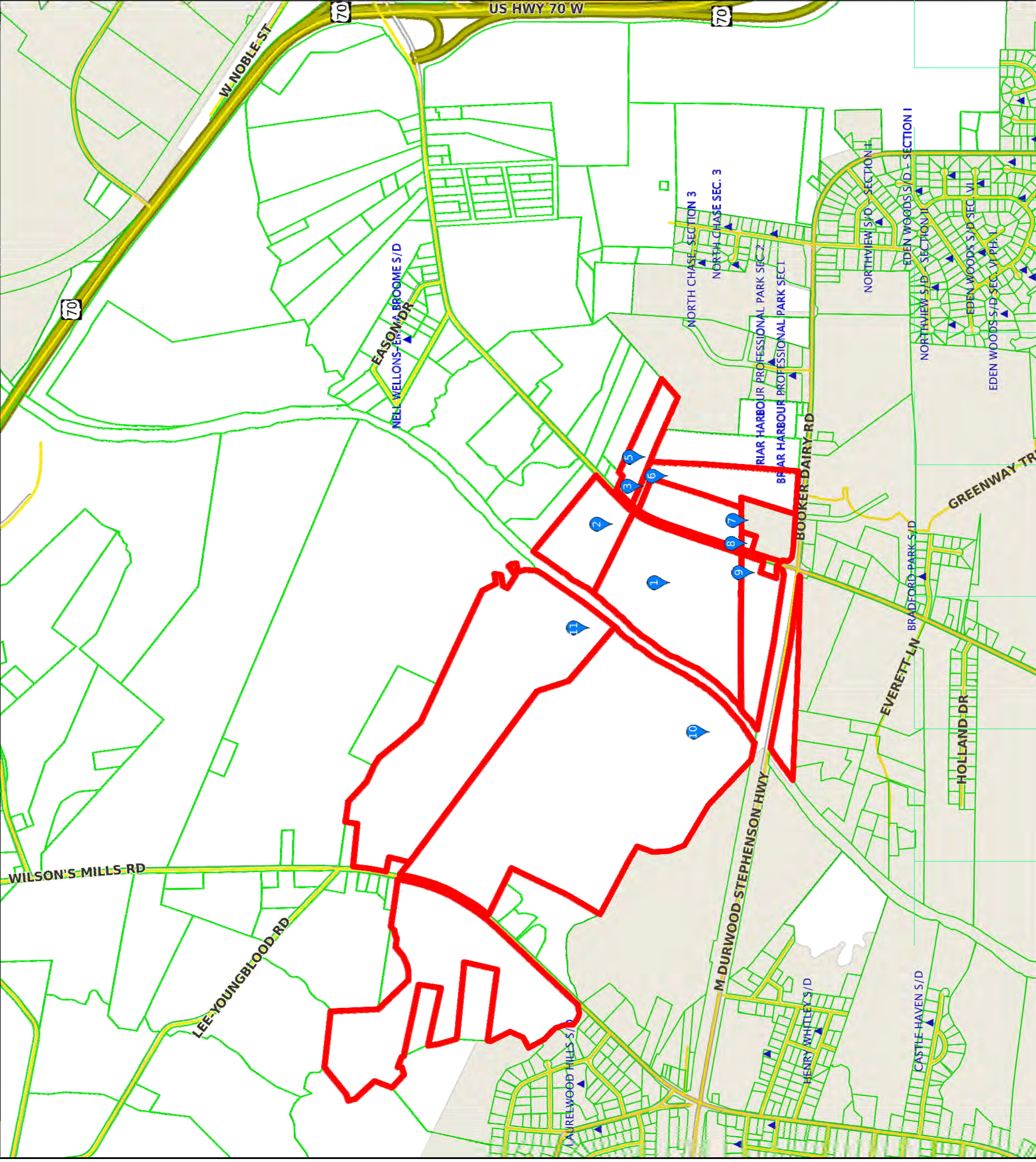
NOT RELEASED FOR
CONSTRUCTION





*** DISCLAIMER ***

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



Result 1
 Id: 14075013
 Tag: 14075013
 Tax Unique Id: 4630981
 NCPin: 169520-80-0490
 Mapsheet No: 169520
 Owner Name 1: LEE, WILLIAM FRANK
 Owner Name 2:
 Mail Address 1: P O BOX 148
 Mail Address 2: SMITHFIELD, NC 27577-0148
 Mail Address 3: SMITHFIELD, NC 27577-0148
 Site Address 1: 1899 BUFFALO RD
 Site Address 2: SMITHFIELD, NC 27577-0148
 Book: 05356
 Page: 0084
 Market Value: 280720
 Assessed Acreage: 13.88
 Calc. Acreage: 13.88
 Sales Price: 1836000
 Sale Date: 2008-06-03

Result 2
 Id: 14075014
 Tag: 14075014
 Tax Unique Id: 4630984
 NCPin: 169520-81-0389
 Mapsheet No: 169520
 Owner Name 1: TWISDALE, JOHN WYATT JR.
 Owner Name 2: TWISDALE, WYATT THOMAS
 Mail Address 1: 1616 NESFIELD PL
 Mail Address 2:
 Mail Address 3: RALEIGH, NC 27606-4608
 Site Address 1: 2117 BUFFALO RD
 Site Address 2: SMITHFIELD, NC 27577-0521
 Book: 05201
 Page: 0175
 Market Value: 151800
 Assessed Acreage: 13.88
 Calc. Acreage: 13.88
 Sales Price: 0
 Sale Date: 2017-09-05

Result 3
 Id: 14075020C
 Tag: 14075020C
 Tax Unique Id: 4678040
 NCPin: 169520-90-4736
 Mapsheet No: 169520
 Owner Name 1: LEE, ANN FLOWERS
 Owner Name 2:
 Mail Address 1: 2172 BUFFALO RD
 Mail Address 2:
 Mail Address 3: SMITHFIELD, NC 27577-0000
 Site Address 1: 2008 BUFFALO RD
 Site Address 2: SMITHFIELD, NC 27577-0179
 Book: 01179
 Page: 0662
 Market Value: 132400
 Assessed Acreage: 1
 Calc. Acreage: 0.85
 Sales Price: 0
 Sale Date: 1990-08-29

Result 4
 Id: 14075020
 Tag: 14075020
 Tax Unique Id: 4719830
 NCPin: 260503-00-1738
 Mapsheet No: 260503
 Owner Name 1: LEE, ANN FLOWERS
 Owner Name 2:
 Mail Address 1: 2172 BUFFALO RD
 Mail Address 2:
 Mail Address 3: SMITHFIELD, NC 27577-0000
 Site Address 1: 2138 BUFFALO RD
 Site Address 2: SMITHFIELD, NC 27577-0179
 Book: 01179
 Page: 0662
 Market Value: 132400
 Assessed Acreage: 0
 Calc. Acreage: 9.02
 Sales Price: 0
 Sale Date: 1990-08-29

Result 5
 Id: 14075020
 Tag: 14075020
 Tax Unique Id: 4719830
 NCPin: 260503-00-1738
 Mapsheet No: 260503
 Owner Name 1: LEE, ANN FLOWERS
 Owner Name 2:
 Mail Address 1: 2172 BUFFALO RD
 Mail Address 2:
 Mail Address 3: SMITHFIELD, NC 27577-0000
 Site Address 1: 2110 BUFFALO RD
 Site Address 2: SMITHFIELD, NC 27577-0179
 Book: 01179
 Page: 0662
 Market Value: 132400
 Assessed Acreage: 9
 Calc. Acreage: 9.02
 Sales Price: 0
 Sale Date: 1990-08-29

Result 6
 Id: 14075021D
 Tag: 14075021D
 Tax Unique Id: 4678372
 NCPin: 169408-99-6734
 Mapsheet No: 169408
 Owner Name 1: SILVA, RUTH M
 Owner Name 2:
 Mail Address 1: 12 HAZELWOOD CT
 Mail Address 2:
 Mail Address 3: SMITHFIELD, NC 27577-0000
 Site Address 1:
 Site Address 2:
 Book: 04914
 Page: 0256
 Market Value: 53570
 Assessed Acreage: 16.08
 Calc. Acreage: 15.76
 Sales Price: 0
 Sale Date: 2017-02-22

Result 7
 Id: 14075021C
 Tag: 14075021C
 Tax Unique Id: 46609370
 NCPin: 169408-99-0370
 Mapsheet No: 169408
 Owner Name 1: STATE EMPLOYEES CREDIT UNION
 Owner Name 2:
 Mail Address 1: PO BOX 26807
 Mail Address 2: RALEIGH, NC 27611-6807
 Mail Address 3: 401 BOOKER DAIRY RD
 Site Address 1: 1813 BUFFALO RD
 Site Address 2: SMITHFIELD, NC 27577-0320
 Book: 03969
 Page: 0625
 Market Value: 250490
 Assessed Acreage: 8.24
 Calc. Acreage: 8.24
 Sales Price: 1200000
 Sale Date: 2011-04-04

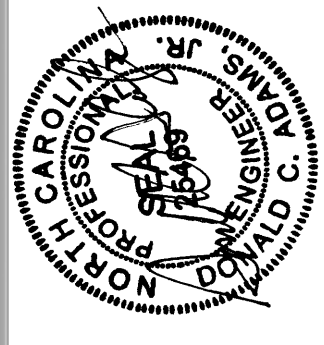
Result 8
 Id: 14075023
 Tag: 14075023
 Tax Unique Id: 46609354
 NCPin: 169408-99-9354
 Mapsheet No: 169408
 Owner Name 1: LARRY B HILL REVOCABLE TRUST
 Owner Name 2:
 Mail Address 1: HILL, LARRY B TRUSTEE
 Mail Address 2: 2899 BUFFALO RD
 Mail Address 3: SMITHFIELD, NC 27577-0000
 Site Address 1: 1813 BUFFALO RD
 Site Address 2: SMITHFIELD, NC 27577-0320
 Book: 03920
 Page: 0980
 Market Value: 76280
 Assessed Acreage: 24.64
 Calc. Acreage: 24.64
 Sales Price: 0.72
 Sale Date: 2010-03-10

Result 9
 Id: 14075012
 Tag: 14075012
 Tax Unique Id: 46609413
 NCPin: 169408-79-413
 Mapsheet No: 169408
 Owner Name 1: TWISDALE, JOHN W
 Owner Name 2:
 Mail Address 1: 1755 BUFFALO RD
 Mail Address 2:
 Mail Address 3: SMITHFIELD, NC 27577-7434
 Site Address 1: 1791 BUFFALO RD
 Site Address 2: SMITHFIELD, NC 27577-01827
 Book: 01827
 Page: 0707
 Market Value: 194220
 Assessed Acreage: 24.64
 Calc. Acreage: 24.64
 Sales Price: 0
 Sale Date: 1995-09-09

Result 10
 Id: 17K09008
 Tag: 17K09008
 Tax Unique Id: 169510-61-0427
 NCPin: 169510-61-0427
 Mapsheet No: 169510
 Owner Name 1: WILSON 1995 FAMILY LIMITED PARTNERSHIP
 Owner Name 2:
 Mail Address 1: 101 E JOHNSTON ST
 Mail Address 2:
 Mail Address 3: SMITHFIELD, NC 27577-4559
 Site Address 1:
 Site Address 2:
 Book: 04980
 Page: 0790
 Market Value: 24010
 Assessed Acreage: 250.01
 Calc. Acreage: 250.01
 Sales Price: 0
 Sale Date: 2012-02-15

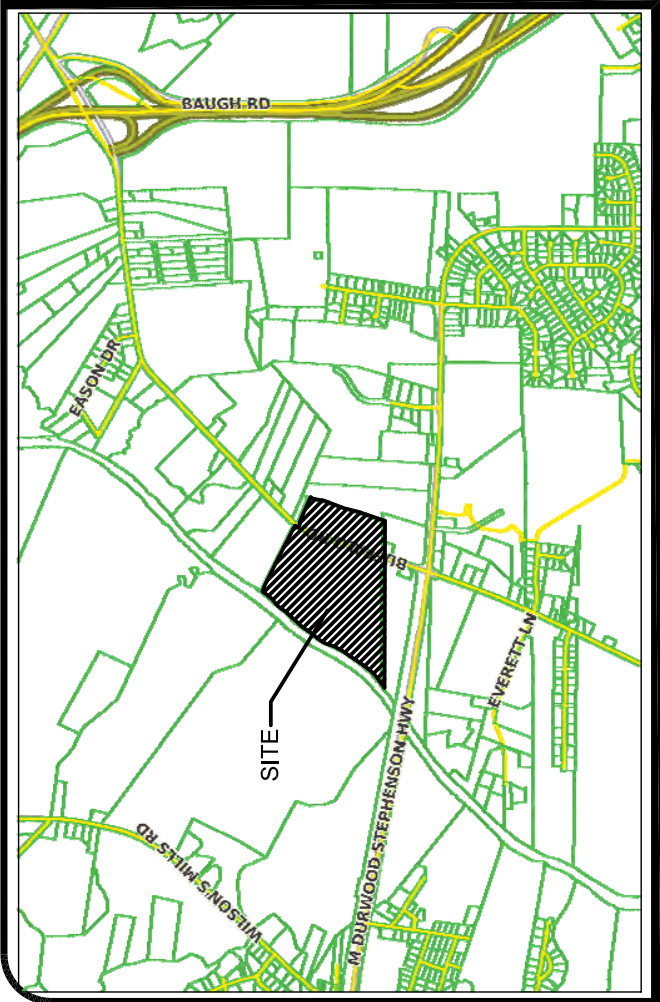
Result 11
 Id: 17K09005
 Tag: 17K09005
 Tax Unique Id: 4632018
 NCPin: 169500-42-8888
 Mapsheet No: 1695
 Owner Name 1: MELDIPH LLC
 Owner Name 2:
 Mail Address 1: 2123 WILLOW HILL LN
 Mail Address 2: CLAYTON, NC 27520
 Mail Address 3:
 Site Address 1:
 Site Address 2:
 Book: 04473
 Page: 0446
 Market Value: 385930
 Assessed Acreage: 101.8
 Calc. Acreage: 101.64
 Sales Price: 0
 Sale Date: 2015-03-25

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REVISED 3:43 pm, Jan 05, 2018





SITE PLAN INFORMATION:

OWNER:	WILLIAM FRANK LEE PO BOX 148 SMITHFIELD, NC 27577
PARCEL IDENTIFICATION NUMBER:	14075013
NCPIN NUMBER:	169520-80-0490
TAX NUMBER:	4680991
PROPERTY SIZE (SF):	2,957,896 SF/67.90 ACS
TOTAL OPEN SPACE (SF):	1,246,251 SF/28.61 ACS
PERMITTED ZONING:	RESIDENTIAL TOWN ETJ
EXISTING PROPOSED ZONING:	RS-10-2A
OVERLAY DISTRICT:	US-10-2A
EXISTING USE:	AGRICULTURAL/RESIDENTIAL
PROPOSED USE:	RESIDENTIAL SINGLE-FAMILY DETACHED UNITS = 280 UNITS RESIDENTIAL TOWNHOME UNITS = 35 UNITS
PROPOSED UNITS/LOTS:	315/315
PROPOSED DENSITY:	4.64 UNITS PER ACRE
EXISTING INTENSITY:	N/A
MAXIMUM IMPERVIOUS AREA:	70%
PROPOSED IMPERVIOUS AREA:	70%
BUILDING HEIGHT (NUMBER OF STORIES & FEET):	2 STORY BLDGS / 35'-0"
REQUIRED/PROPOSED PARKING (TOWNHOMES):	62 SPACES/70 SPACES
REQUIRED/PROPOSED PARKING (DETACHED):	560 SPACES/572 SPACES
REQUIRED/PROPOSED ACCESSIBLE PARKING (TOWNHOMES):	3 / 3 ACCESSIBLE SPACES
ELECTRIC PROVIDER:	TOWN OF SMITHFIELD
WATER PROVIDER:	TOWN OF SMITHFIELD
SEWER PROVIDER:	JOHNSON COUNTY
ANTICIPATED DAILY WASTEWATER FLOW:	116,640 GPD

*THE DEVELOPER WILL BE RESPONSIBLE FOR THE REPLACEMENT OF ANY DAMAGED TREES WITHIN AND LAND USE BUFFER.

IMPERVIOUS AREA CALCULATIONS*

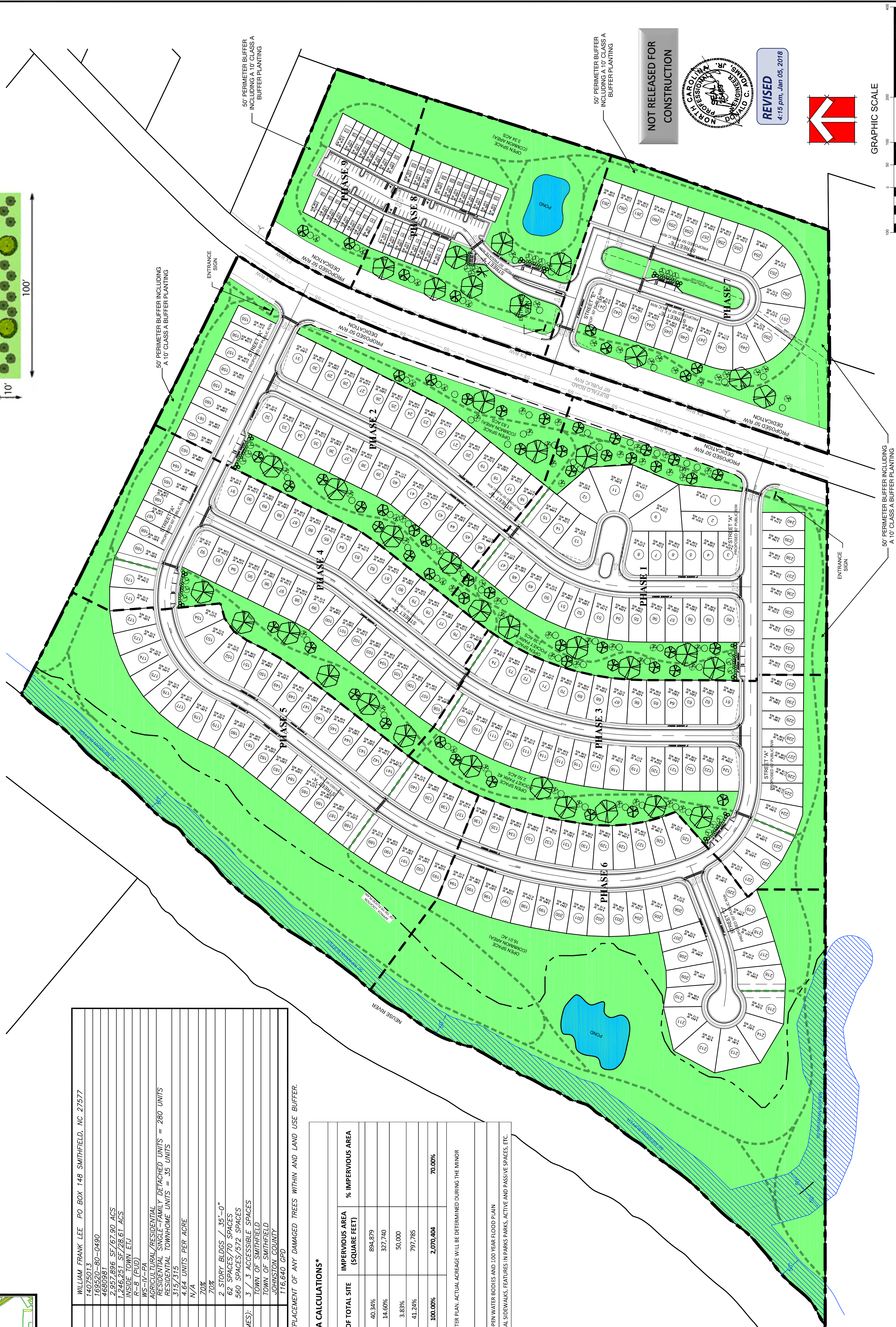
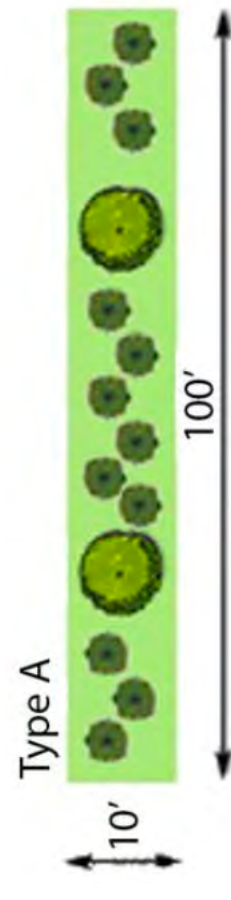
TOTAL AREA (SQUARE FEET)	% OF TOTAL SITE	IMPERVIOUS AREA (SQUARE FEET)	% IMPERVIOUS AREA
RESIDENTIAL LOTS	40.34%	884,879	
RIGHT-OF-WAYS**	14.60%	327,740	
RIPARIAN BUFFERS & 100YR FLOOD PLAIN***	3.83%	50,000	
TOTAL OPEN SPACE****	41.28%	797,785	
TOTAL AREA	100.00%	2,070,404	70.00%

NOTE: AREAS AND CALCULATIONS SHOWN ARE APPROXIMATE AS THIS IS A MASTER PLAN. ACTUAL ACREAGE WILL BE DETERMINED DURING THE MINOR SUBDIVISION/MINOR SITE PLAN APPLICATION SUBMITTAL PROCESS
 **NOTE: RIGHTS-OF-WAY INCLUDES STREETS AND SIDEWALKS
 ***NOTE: RESOURCE CONSERVATION AREAS INCLUDE RIPIARIAN BUFFER AREAS, OPEN WATER BODIES AND 100-YEAR FLOOD PLAIN
 ****NOTE: OPEN SPACE INCLUDES CLUBHOUSE, AMENITIES, GREENWAYS, INTERNAL SIDEWALKS, FEATURES IN PARKS, ACTIVE AND PASSIVE SPACES, ETC.

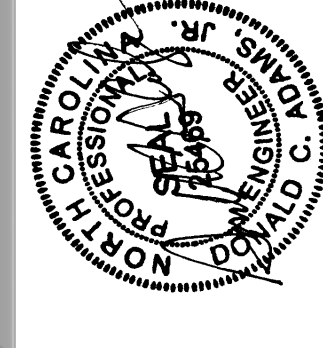
LEGEND:

- OPEN SPACE
- SIDEWALKS
- 10' ASPHALT GREENWAY
- 100 YR FLOOD PLAIN
- RIPARIAN BUFFER AREA
- EXISTING POND
- PHASE LINE
- CANOPY TREE
- UNDERSTORY TREE
- SHRUBS

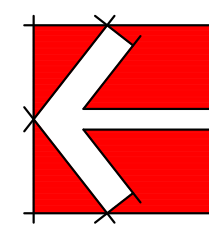
Type A Bufferyard Screening. Minimum of 10 feet wide. For every 1,000 square feet, the screen shall consist of a combination of a minimum of 2 Canopy Trees and 12 Shrubs distributed evenly throughout the Bufferyard. (Shrubs shall be 3' minimum at planting and 6' minimum at maturity.)



NOT RELEASED FOR CONSTRUCTION

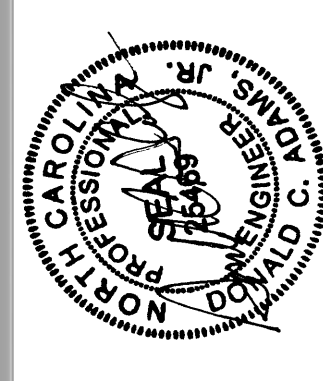


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4:15 pm, Jan 05, 2018

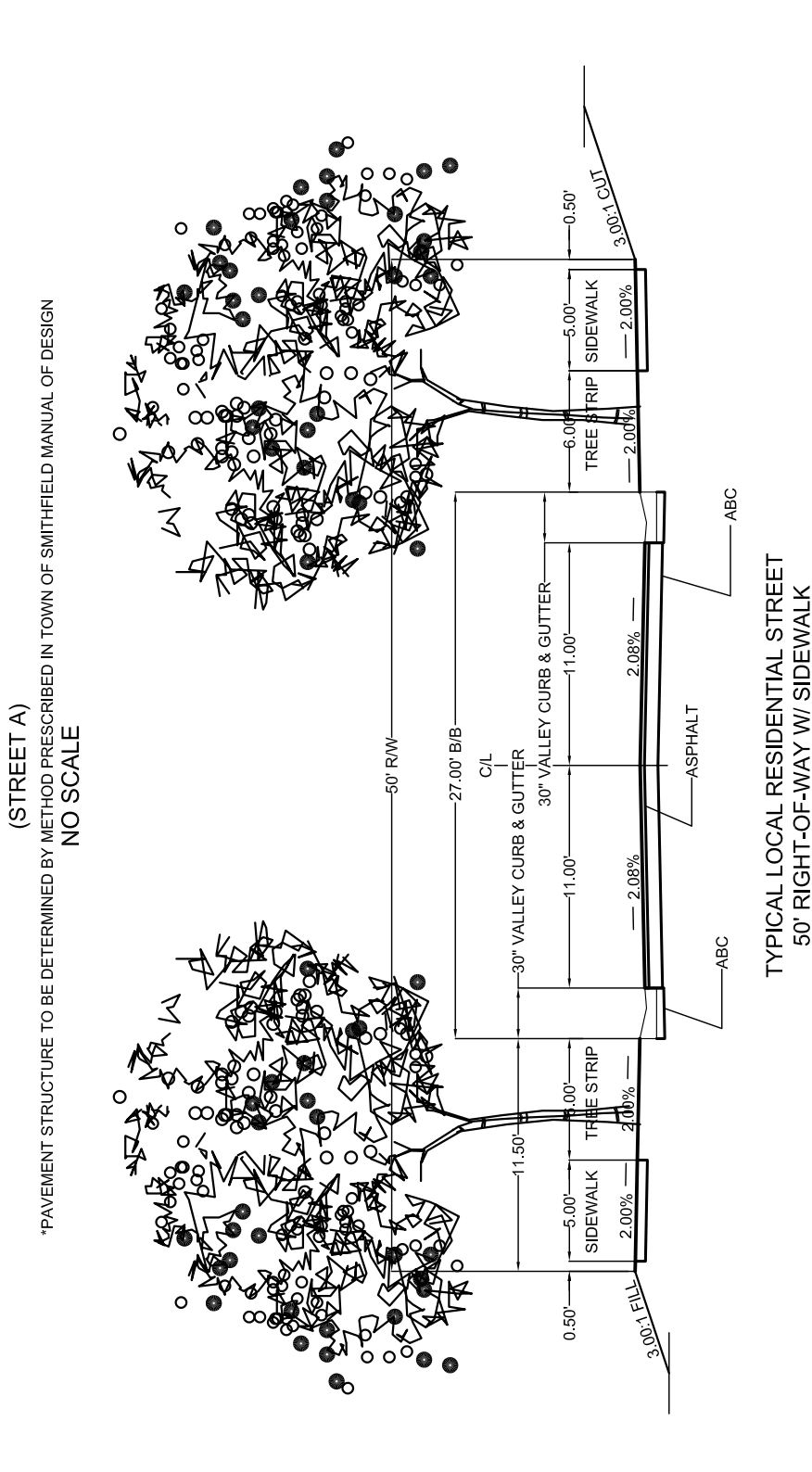
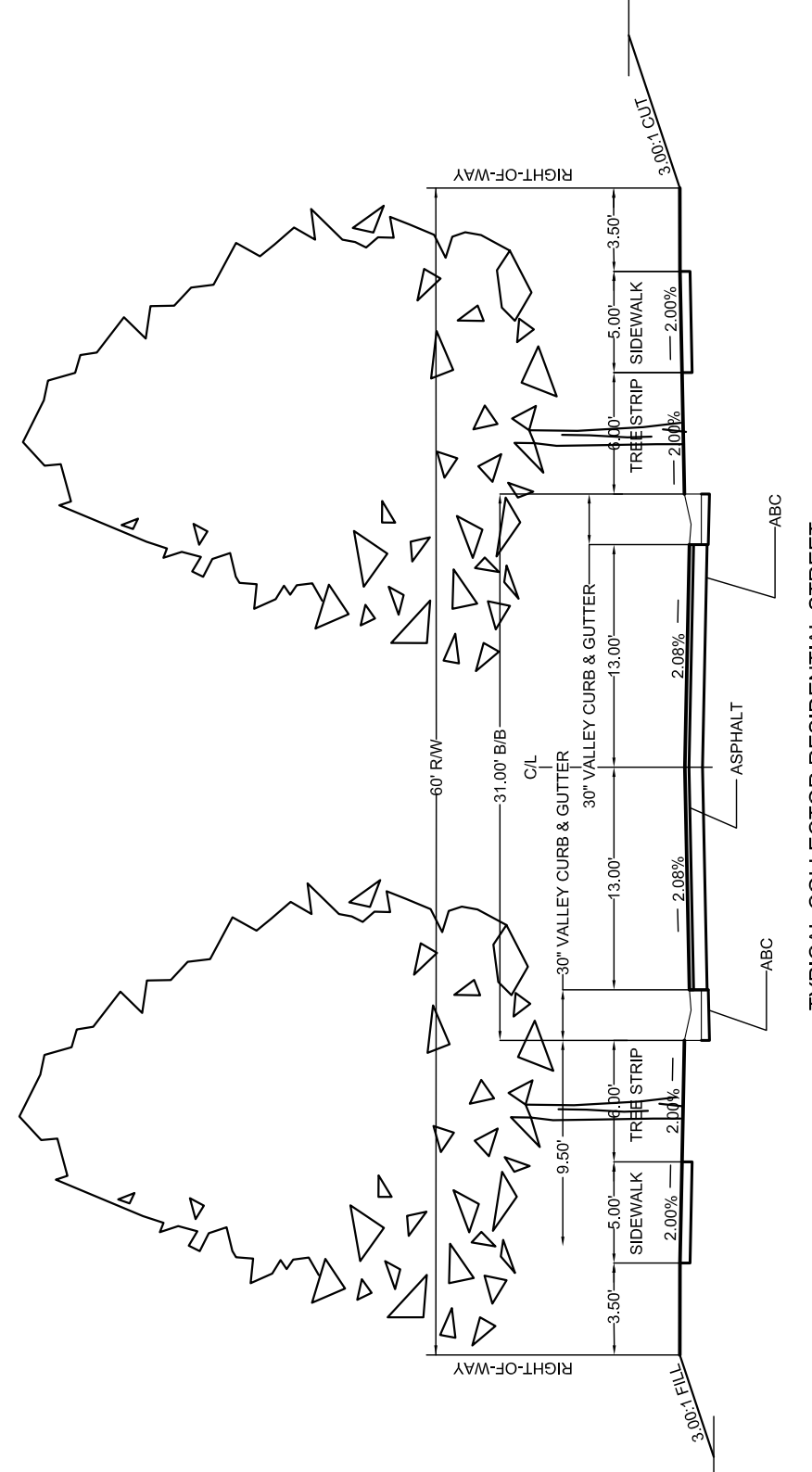
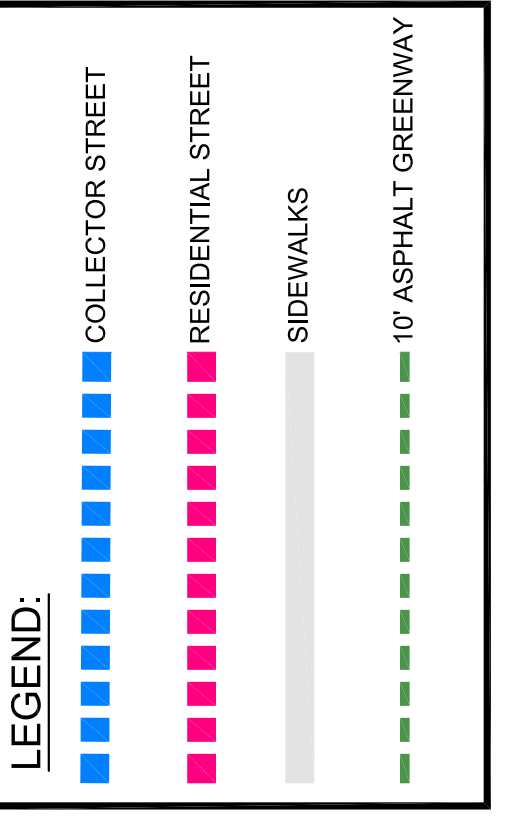
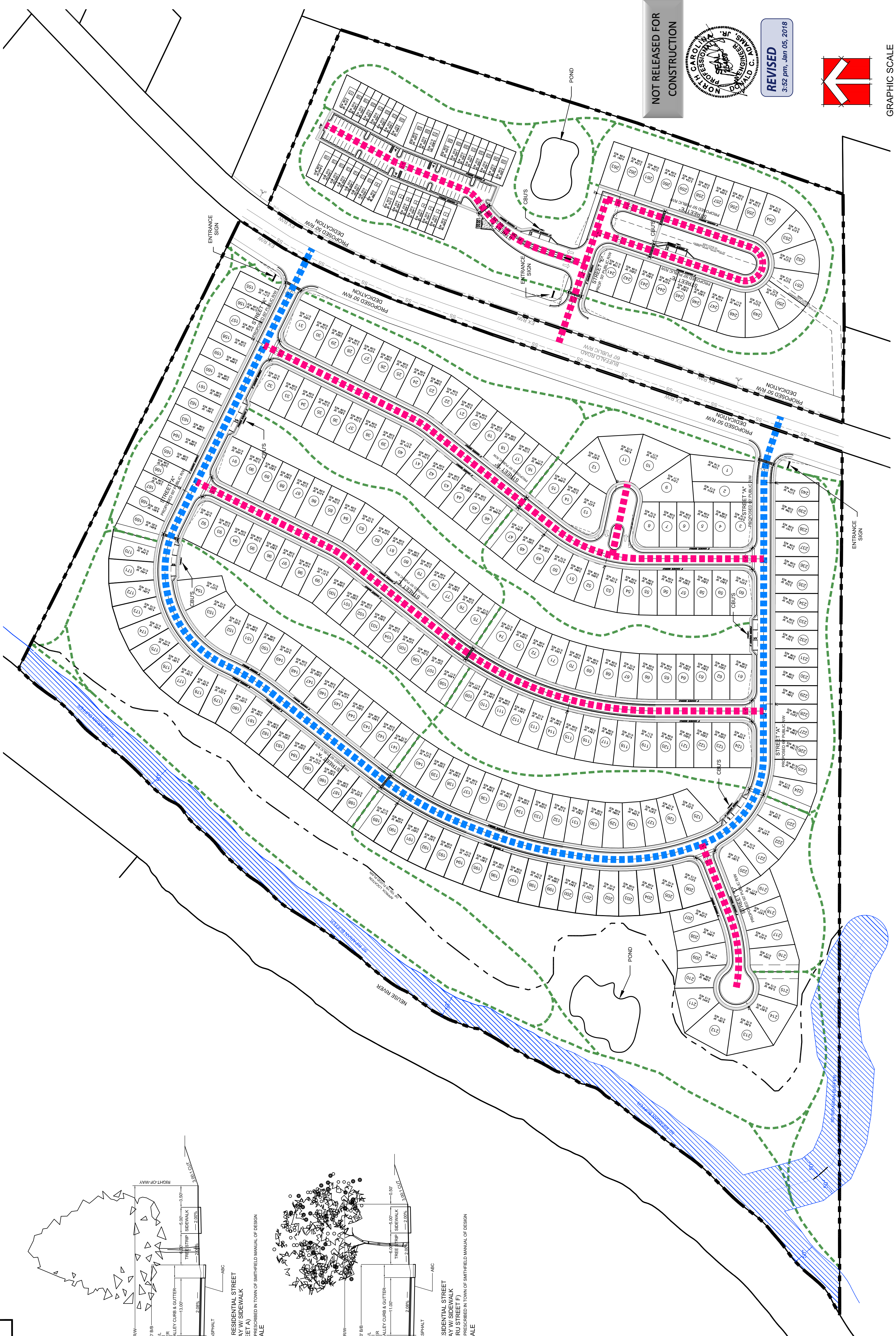
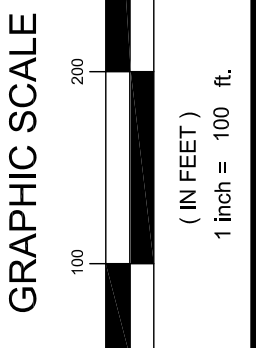
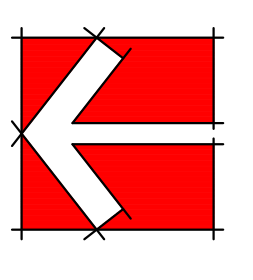


GRAPHIC SCALE
(IN FEET)
1 inch = 100 ft.

NOT RELEASED FOR
 CONSTRUCTION

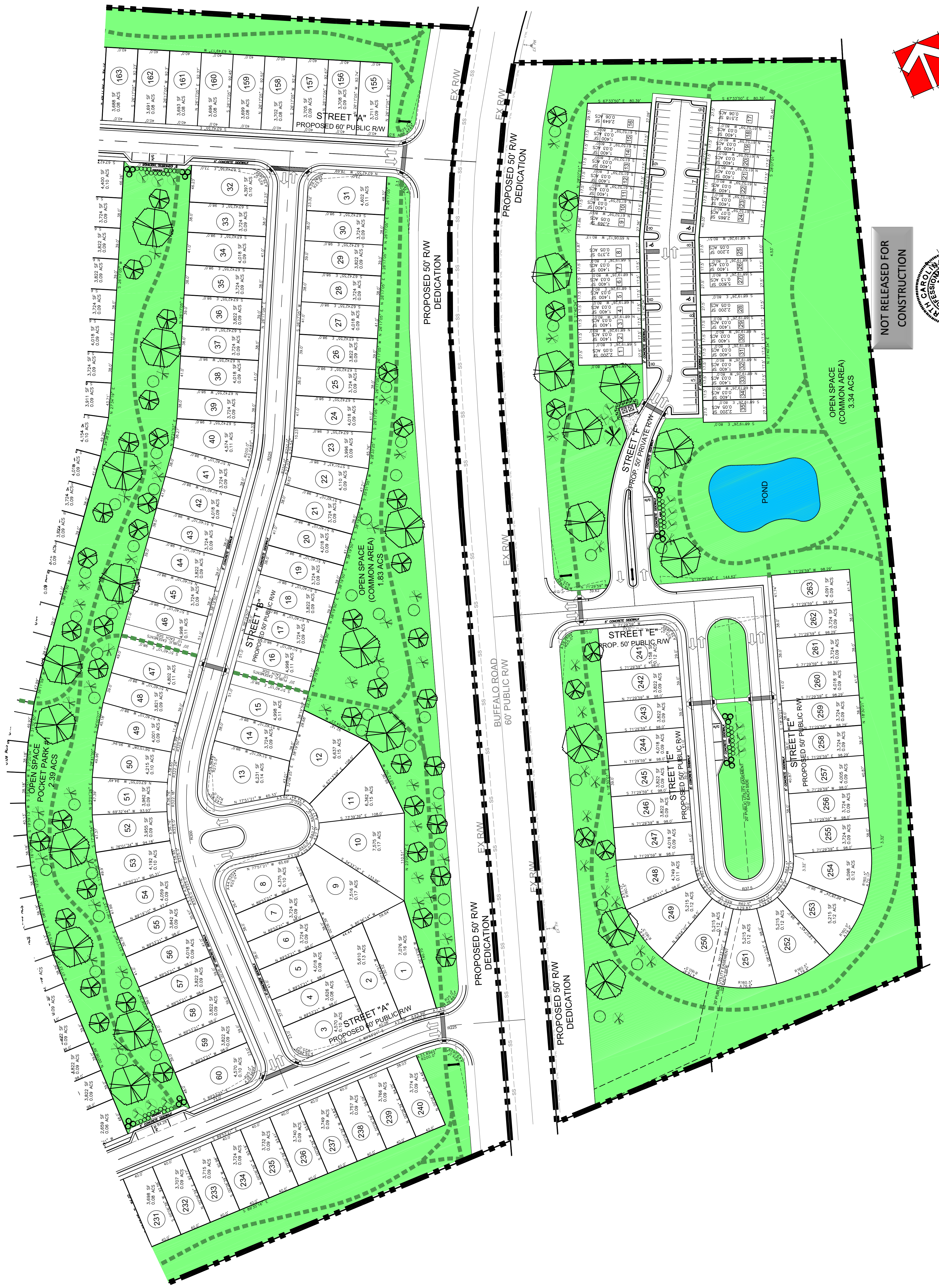


REVISED
 3:52 pm, Jan 05, 2018



LEGEND:

- OPEN SPACE
- SIDEWALKS
- 10' ASPHALT GREENWAY
- 100 YR FLOOD PLAIN
- RIPARIAN BUFFER AREA
- EXISTING POND
- PHASE LINE
- CANOPY TREE
- UNDERSTORY TREE
- SHRUBS



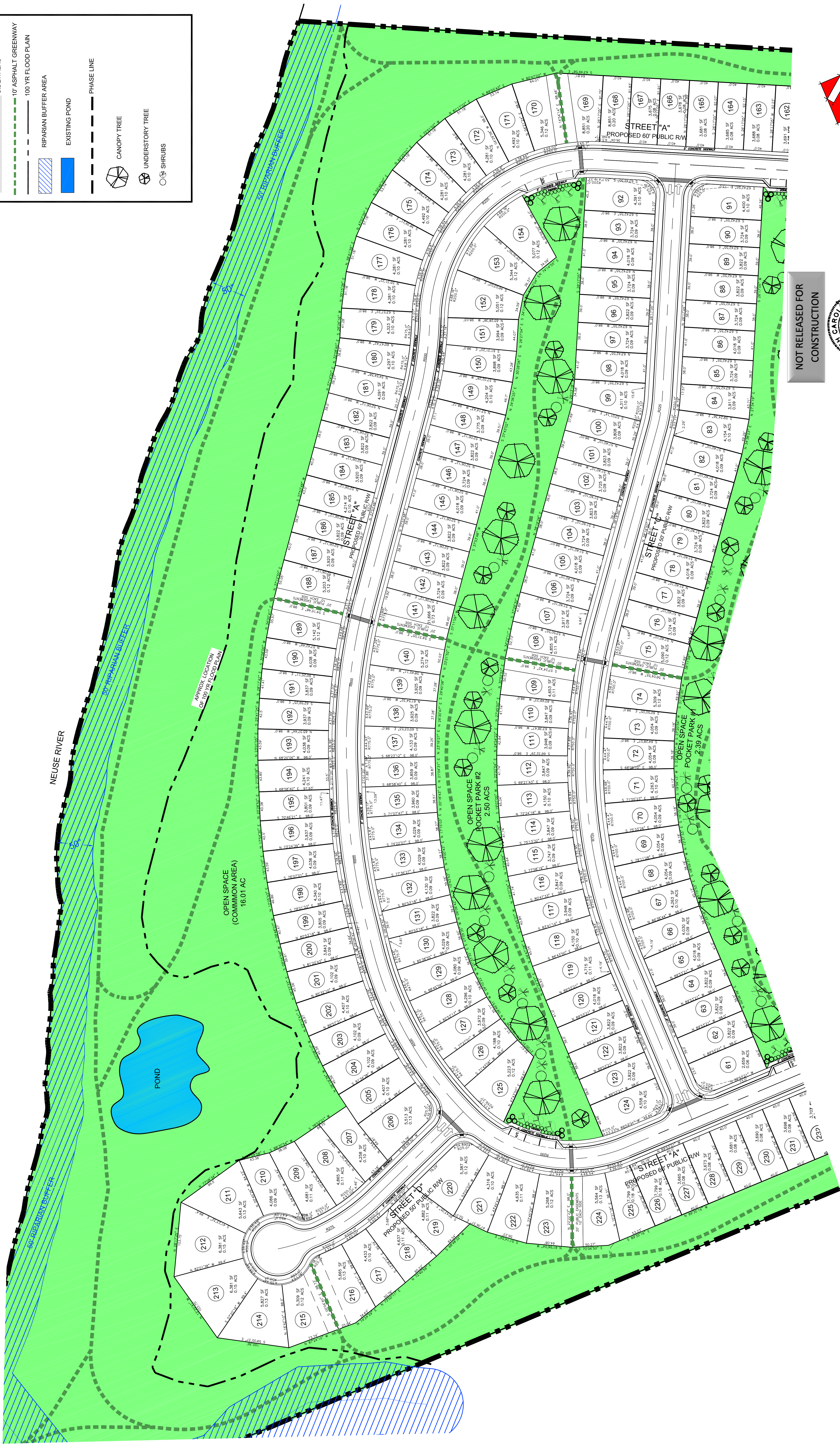
NOT RELEASED FOR CONSTRUCTION

REVISED
 3:58 pm, Jan 05, 2018

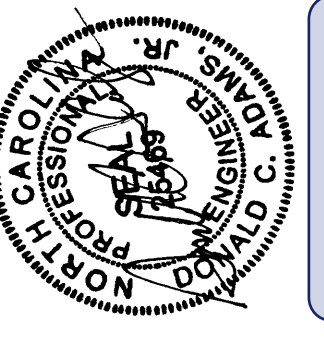
GRAPHIC SCALE
 (IN FEET)
 1 inch = 60 ft.

LEGEND:

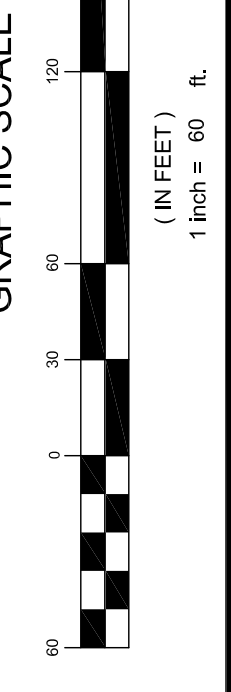
- OPEN SPACE (ACTIVE/PASSIVE)
- SIDEWALKS
- 10' ASPHALT GREENWAY
- 100 YR FLOOD PLAIN
- RIPARIAN BUFFER AREA
- EXISTING POND
- PHASE LINE
- CANOPY TREE
- UNDERSTORY TREE
- SHRUBS

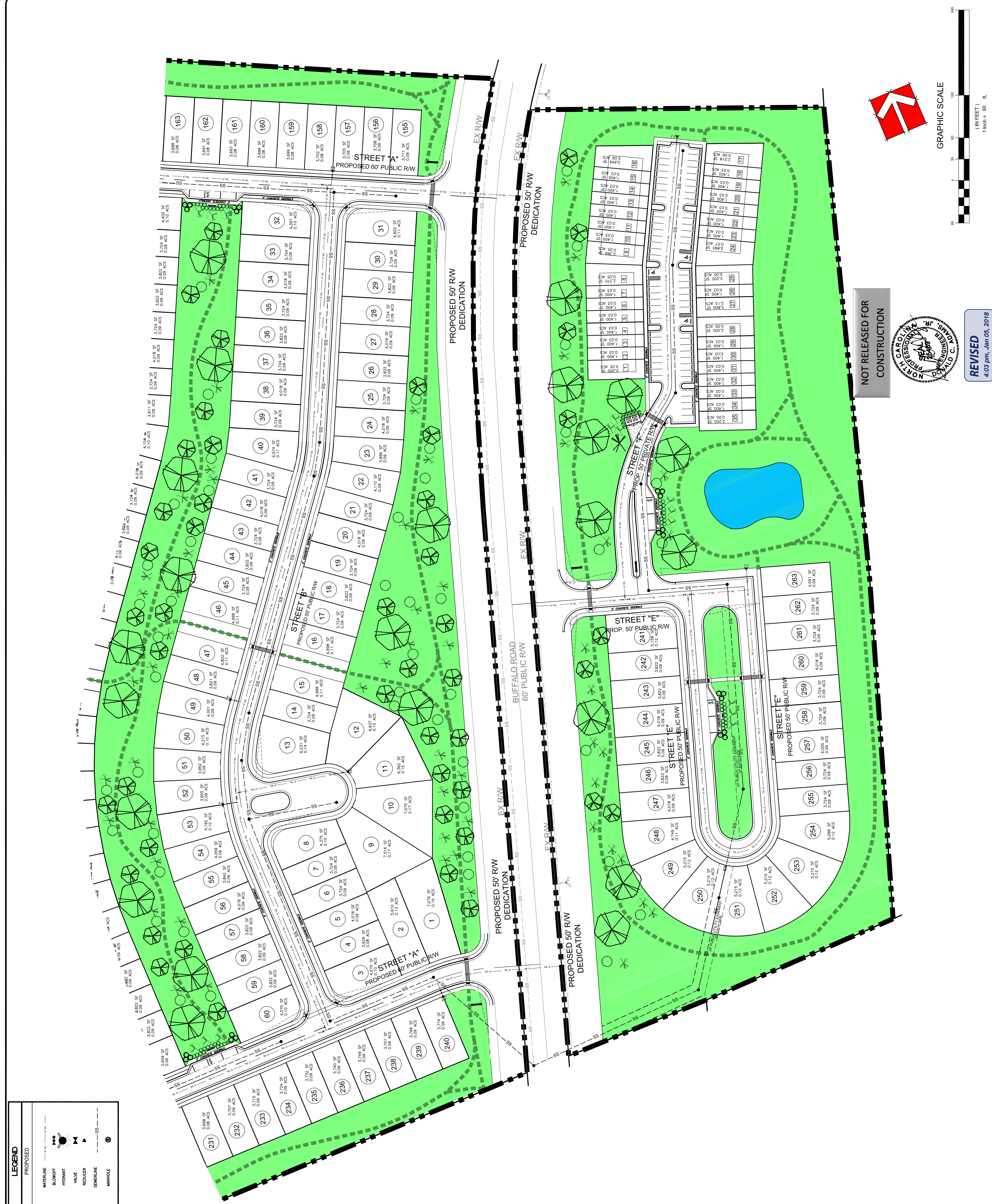


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 CONSTRUCTION



REVISED
 4:01 pm, Jan 05, 2018





WATER SYSTEM PROJECT SUMMARY:
 1. THERE ARE 35 SINGLE FAMILY TOWNHOME LOTS AND 280 SINGLE FAMILY HOME LOTS SERVED BY THIS WATER SYSTEM EXTENSION.
 2. THE LENGTHS AND SIZES OF WATER MAIN EXTENSIONS ARE AS FOLLOWS:
 ±7770 LF OF 6" PVC MAIN

SEWER SYSTEM PROJECT SUMMARY:
 1. THERE ARE 35 SINGLE FAMILY TOWNHOME LOTS AND 280 SINGLE FAMILY LOTS SERVED BY THIS GRAVITY SEWER SYSTEM EXTENSION.
 2. THE LENGTHS AND SIZES OF SEWER MAIN EXTENSIONS ARE AS FOLLOWS:
 ± 7307 LF OF 8" PVC MAIN

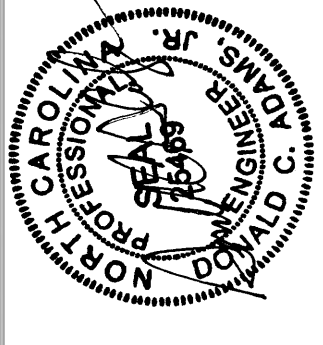
STREET SUMMARY:
 1. THE TOTAL LINEAR OF STREETS:
 ±7763 LF

NOTES:
 1. ALL PUBLIC WATER AND SEWER UTILITY MATERIALS AND METHODS OF INSTALLATION TO BE IN ACCORDANCE WITH TOWN OF SMITHFIELD STANDARDS AND SPECIFICATIONS AND MEET APPLICABLE NC PLUMBING CODES.
 2. CONTRACTOR SHALL CALL NC CALL ONE AT 1-800-832-4849 TO VERIFY LOCATION OF EXISTING SERVICES BEFORE BEGINNING INSTALLATION.
 3. CONTRACTOR SHALL REPAIR ALL AREAS DISTURBED TO THEIR ORIGINAL CONDITIONS. THIS INCLUDES ANY EXISTING UTILITY DAMAGE AND REPAIR OF ANY PAVEMENT, WALKWAYS, OR STRUCTURAL ITEMS, INCLUDING BUT NOT LIMITED TO: WATER, SEWER, ELECTRIC, GAS, IRRIGATION, CATV, FIBER OPTIC, TELEPHONE, LANDSCAPING, PAVEMENT, SIDEWALKS AND CURB & GUTTER.
 4. INTERNAL SIDEWALKS TO BE INSTALLED BY BUILDER.
 5. ALL ACCESS TO OUTFALL WATER AND SEWER EASEMENTS SHALL HAVE A MAXIMUM SLOPE OF 4:1(H:V) AND A MAXIMUM CROSS SLOPE OF 4%.
 6. OWNERSHIP AND MAINTENANCE FOR PERMANENT STORM WATER FACILITIES TO BE IN ACCORDANCE WITH TOWN OF SMITHFIELD REQUIREMENTS.*

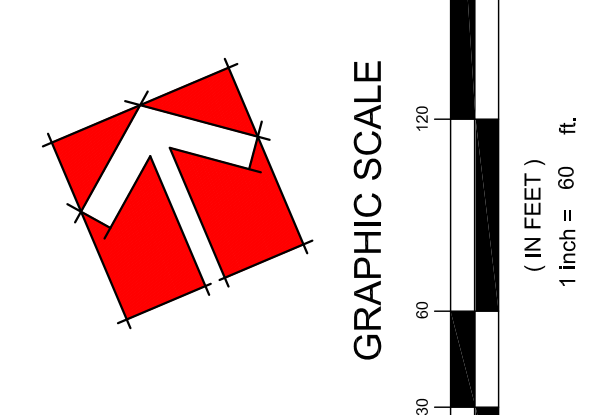
NOTE:
 A COMPLETE SET OF CONSTRUCTION DRAWINGS FOR WATER, SEWER, EROSION CONTROL, GRADING AND STREET EXTENSION TO BE SUBMITTED TO AND APPROVED BY TOWN'S ENGINEERING DEPARTMENT PRIOR TO CONSTRUCTION.

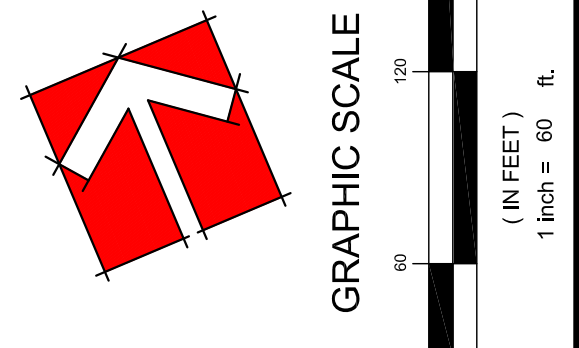
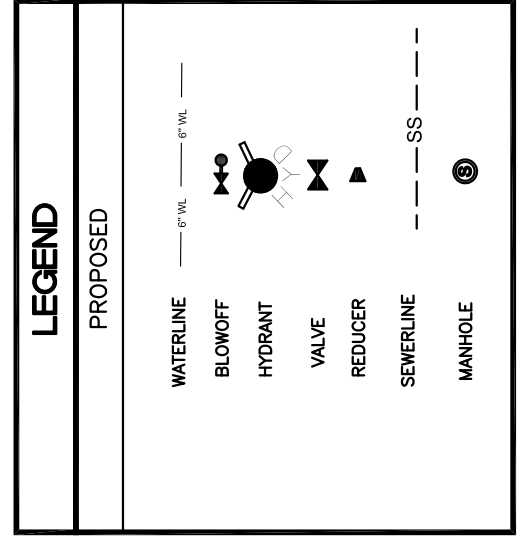
NOTE:
 ALL VEGETATION THAT IS TO REMAIN WILL BE DELINEATED AND PRIOR TO GRADING WILL BE SEPARATED FROM CONSTRUCTION AREAS WITH ORANGE FENCING AND WILL BE SIGNED AS "TREE PROTECTION AREA"

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REVISED
 4:03 pm, Jan 05, 2018





NOT RELEASED FOR CONSTRUCTION

PROFESSIONAL SEAL
 CAROLINA PROFESSIONAL ENGINEERS & SURVEYORS
 JOHN C. SMITHFIELD
 LICENSE NO. 10000

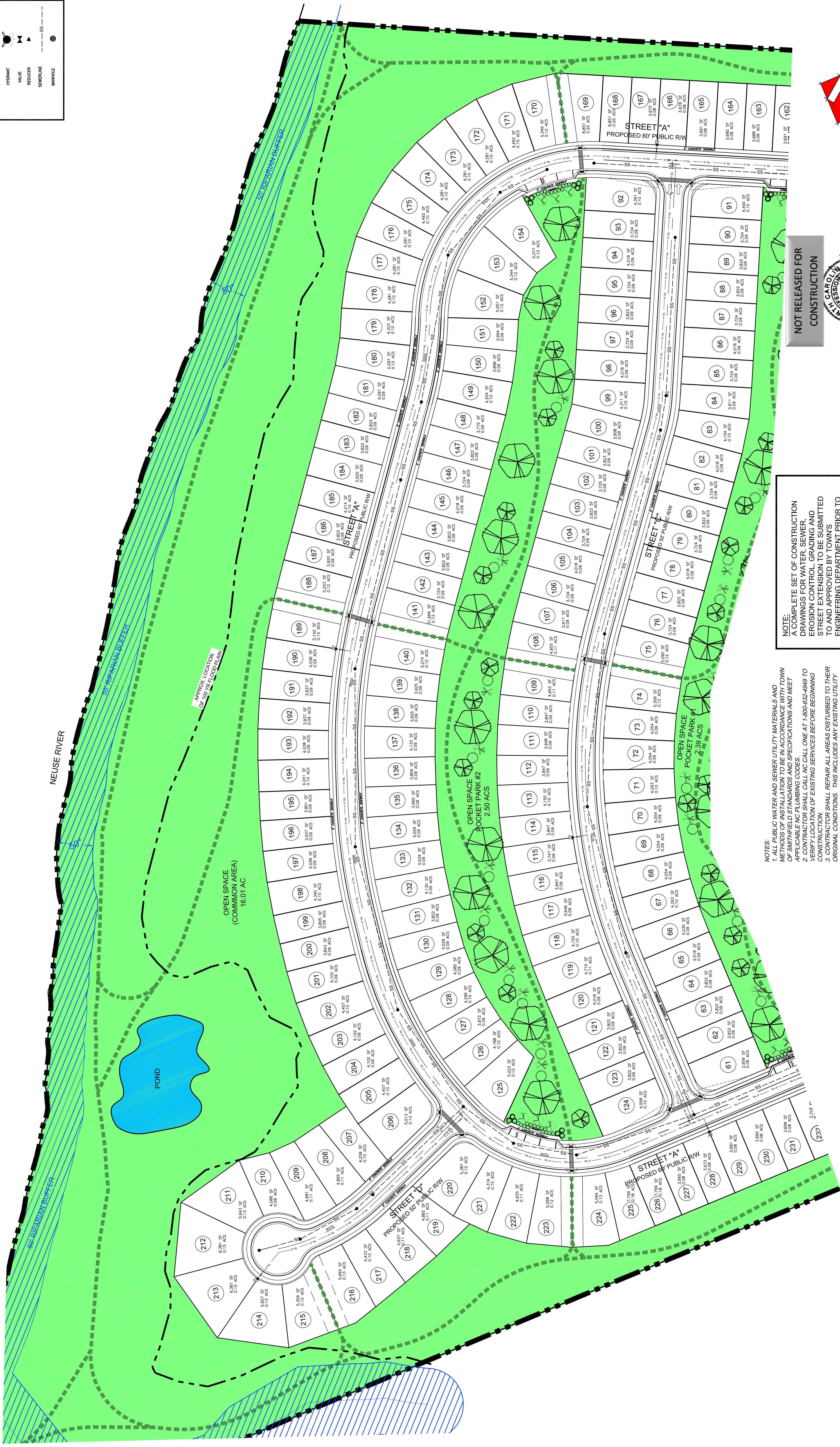
REVISED
 4:06 pm, Jan 05, 2018

NOTE:
 A COMPLETE SET OF CONSTRUCTION DRAWINGS FOR WATER, SEWER, EROSION CONTROL, GRADING AND STREET EXTENSION TO BE SUBMITTED TO AND APPROVED BY TOWNS ENGINEERING DEPARTMENT PRIOR TO CONSTRUCTION.

NOTE:
 ALL VEGETATION THAT IS TO REMAIN WILL BE DELINEATED AND PRIOR TO GRADING WILL BE SEPARATED FROM CONSTRUCTION AREAS WITH ORANGE FENCING AND WILL BE SIGNED AS "TREE PROTECTION AREA"

NOTES:

1. ALL PUBLIC WATER AND SEWER UTILITY MATERIALS AND METHODS OF INSTALLATION TO BE IN ACCORDANCE WITH TOWN OF SMITHFIELD PLUMBING CODES.
2. CONTRACTOR SHALL CALL ONE AT 1-800-632-4949 TO VERIFY LOCATION OF EXISTING SERVICES BEFORE BEGINNING CONSTRUCTION.
3. CONTRACTOR SHALL REPAIR ALL AREAS DISTURBED TO THEIR ORIGINAL CONDITIONS. THIS INCLUDES ANY EXISTING UTILITY DAMAGE AND REPAIR OF ANY PAVEMENT, WALKWAYS, OR STRUCTURAL ITEMS. INCLUDING BUT NOT LIMITED TO: WATER, SEWER, ELECTRIC, GAS, IRRIGATION, CATV, FIBER OPTIC, TELEPHONE, LANDSCAPING, PAVEMENT, SIDEWALKS AND CURB & GUTTER.
4. INTERNAL SIDEWALKS TO BE INSTALLED BY BUILDER.
5. ALL ACCESS TO OUTFALL WATER AND SEWER EASEMENTS SHALL HAVE A MAXIMUM SLOPE OF 4:1 (H:V) AND A MAXIMUM GRASS COVER. OWNER TO MAINTAIN PERMANENT STORM WATER FACILITIES TO BE IN ACCORDANCE WITH TOWN OF SMITHFIELD REQUIREMENTS.



From: Ventaloro, Julie
To: [Stephen Wensman](#)
Subject: RE: [External] FW: Buffalo Rd Tract - PUD Update
Date: Friday, January 19, 2018 1:33:24 PM

Hi Stephen,

I took a look at their application. There are a few things that jumped out at me:

1. While their proposed overall BUA of 70% will meet the requirements for a WS-IV-PA watershed, I don't think they're doing enough to meet the cluster development provisions. For example, I don't see any evidence of sheet flow through vegetated areas. Instead, they're proposing piped conveyances throughout. Also, the entire tract is heavily developed, so it's hard to say the areas of concentrated development are located as far away as possible from surface waters.
2. I couldn't tell from the application whether they are complying with the 100' vegetated setback requirement? There should be the 50' riparian buffer plus an additional 50' vegetated setback (assuming the stream is perennial).
3. They should provide more information on how they will treat stormwater runoff. BMPs designed only for peak flow and nitrogen reduction may not be sufficient to achieve runoff treatment of the one-inch storm depth. Where will the required stormwater control measures be located? That is important information to provide before moving forward with the project. They also need to have a plan for when the SCM(s) will be completed. They cannot wait until the very end of all the phases to install these measures.
4. Have they demonstrated that they've minimized BUA as much as possible? For example, could they put sidewalks in on only one side of the streets instead of both sides? Could they use curb outlets to reduce the flow of stormwater into piped conveyances?

I hope this helps.

Julie Ventaloro

Stormwater Permitting Program
NC Division of Energy, Mineral, and Land Resources
1612 Mail Service Center, Raleigh, NC 27699-1612
Phone: (919) 807-6370 Fax: (919) 807-6494
Website: <http://watersupplywatershed.nc.gov>

Email correspondence to and from this address is subject to the North Carolina Public Records Law and may be disclosed to third parties.

From: Stephen Wensman [mailto:stephen.wensman@smithfield-nc.com]
Sent: Thursday, January 18, 2018 5:06 PM
To: Ventaloro, Julie <julie.ventaloro@ncdenr.gov>
Subject: [External] FW: Buffalo Rd Tract - PUD Update

CAUTION: External email. Do not click links or open attachments unless verified. Send all suspicious email as an attachment to report.spam@nc.gov.

Julie, A few months back I had asked you some questions about the “high density” option in the watershed district rules. Well, we have received application for a development in the WS-IV-PA overlay district. They are seeking a Planned Unit Development and have only somewhat followed the clustering provisions in our UDO. We have received no stormwater management or grading information. These details will be covered under conditions of approval. Please review and let me know your concerns. The Planning Board will discuss at their February 1 meeting and to Council in March.

Stephen Wensman, AICP/RLA

Town of Smithfield
Planning Director
919-934-2116, ext. 1114

From: Donnie Adams [<mailto:donnie@adamsandhodge.com>]
Sent: Saturday, January 06, 2018 3:51 PM
To: Stephen Wensman
Cc: Donnie Adams
Subject: Buffalo Rd Tract - PUD Update

Stephen,

I hope you weathered the storm. It was surely cold around here and had an impact on our productivity/time in the office. Please find attached our revised Master Plan and Special Use package for the Buffalo Rd Tract. We will deliver paper copies Monday at 8am promptly. Thanks for working through this submittal with us.

Please let me know if you have any questions or concerns.

Donnie Adams, PE
Adams & Hodge Engineering, PC
335 Athletic Club Blvd
Clayton, NC 27527
Firm License # 4187
919-763-7278



1800 Block of Buffalo Road



Project Name: Buffalo Road Rezoning

File Number:
RZ-18-04
SUP-18-02

Existing Zoning:
R-8 (Residential)

Proposed Zoning:
R-8 (Residential) to
R-8 (Planned Unit
Development)

Property Owner:
W. Frank Lee

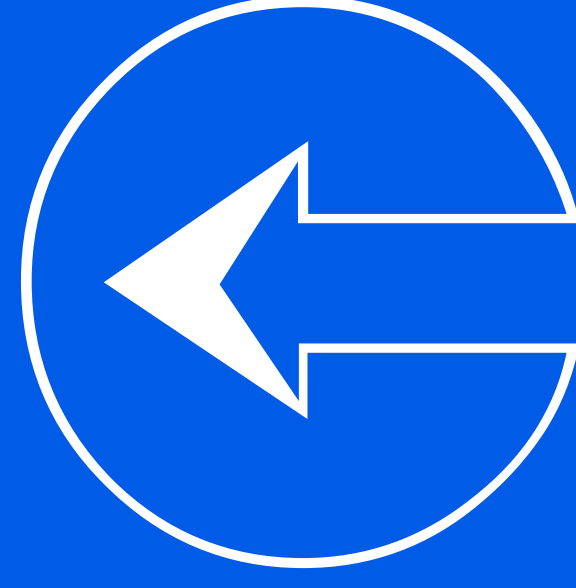
Applicant:
Adams and Hodge
Engineering, PC

Location: Buffalo Road

Tax ID# 14075013

Map created by the
Mark E. Heimer, AICP
Senior Planner,
GIS Specialist
on 1/23/2018

1 inch = 200 feet



Location of Proposed
Rezoning from R-8 to R-8 PUD



Request for Town Council Action

Public **ZA-18-**
Hearing: **01**
Date: 03/06/2018

Subject: Unified Development Ordinance Text Amendment
Department: Planning
Presented by: Stephen Wensman, Planning Director
Presentation: Public Hearing

Issue Statement

The Planning Department is requesting an amendment to the Unified Development Ordinance (UDO) that will correct inconsistencies with minimum development size of a Planned Unit Development (PUD) and allow for additional flexibility in the required mix of uses.

Financial Impact

There will be no financial impact to the Town.

Action Requested

To review the requested application, hold a public hearing and to make a decision whether to approve or deny the request with a statement declaring its consistency with the Town of Smithfield Comprehensive Growth Management Plan and whether it's reasonable and in the public interest.

Recommendations

The Planning Department and Planning Board recommend approval of the proposed amendments to Appendix A and Article 6 of the UDO with a statement declaring the request is consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Approved: **Town** Manager **Town** Attorney

Attachments:

1. Staff Report
2. Ordinance
3. Application and Petition for Amendment to the UDO



Staff Report

Public Hearing **ZA-18-01**

The Planning Department is requesting text amendments to Appendix A and Article 6 of the Town of Smithfield Unified Development Ordinance (UDO) that removes inconsistencies within the text and clarifies development standards as they pertain to Planned Unit Developments (PUD).

Analysis:

The proposed zoning ordinance amendment will refined and clarify development standards as they pertains to a PUD by:

- Eliminating inconsistent standards concerning minimum PUD size;
- Removing the requirement that a PUD must contain a mix of residential and nonresidential land uses.

Minimum PUD size:

Conflicting minimum PUD size exists between the definitions of a PUD as found in APPENDIX A. DEFINITIONS, PUDS which requires a twenty-five acre minimum tract size while Article 6.3.6 PUDS allows for a five (5) acre minimum tract size. The Planning Department recommends extending the advantages of PUD developments to 5 acre tracts were greater flexibility in dimensional standards (such as lot sizes and setbacks) will serve to promote a better designed built environment.

Mixed of uses within PUD:

Conflicting mix of use requirements within a PUD exists between the definitions of a PUD as found in APPENDIX A. DEFINITIONS, PUDS which requires a mix of residential and nonresidential land uses while Article 6.3.6 PUDS allows for a mix of residential and nonresidential land uses but does not mandate such a mix of uses. The Planning Department recommends approval of the amendment to APPENDIX A. DEFINITIONS, PUDS which supports a more relaxed and less restrictive mix of land uses.

CONSISTENCY STATEMENT:

In order to approve the zoning text amendment, the Town Council must find the zoning text amendment consistent with Town Plans and Policies. Staff finds the application consistent with Town Plans and Policies:

- **Consistency with the Comprehensive Growth Management Plan** - The zoning text amendment will support the Comprehensive Growth Management Plan for the Town such that PUDs are a flexible zoning district that reflect the land use guidance of the Plan.
- **Consistency with the Unified Development Code** - The zoning text amendment will be consistent with the Town of Smithfield Unified Development Ordinance in that the amendment is removing inconsistencies within the UDO and allowing PUDs to occur as intended.
- **Compatibility with Surrounding Land Uses** - The zoning text amendment will not impact surrounding land uses. The amendment will allow for PUDs more complementary to the district and uses in them, preserving existing character of the area.

RECOMMENDATIONS:

The Planning Department and Planning Board recommend approval of the proposed amendments to Appendix A and Article 6 of the UDO with a statement declaring the request is consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

ACTION REQUESTED:

The Town Council is respectfully requested to review the application, hold a public hearing and to make a decision whether to approve or deny the request with a statement declaring its consistency with the Town of Smithfield Comprehensive Growth Management Plan and whether it's reasonable and in the public interest.

**THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
TEXT AMENDMENT CONSISTENCY STATEMENT
BY THE SMITHFIELD PLANNING BOARD
ZA-18-01**

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

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

NOW THEREFORE, BE IT RECOMMENDED FOR ADOPTION BY THE SMITHFIELD TOWN COUNCIL AS APPROPRIATE:

IN THE EVENT THAT THE MOTION TO RECOMMEND APPROVAL OF THE ORDINANCE IS ADOPTED,

That the final action regarding text amendment ZA-18-01 is based upon review of and consistency with, the Town of Smithfield *Comprehensive Growth Management Plan* and any other officially adopted plan that is applicable, along with additional agenda information provided to the Town Council and information provided at the public 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 text 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 text amendment ZA-18-01 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

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



Request for Town Council Action

Public RZ-18-
Hearing 01
Date: 03/06/2018

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

Issue Statement

Stephen T. Medlin is requesting approval of a zoning map amendment to rezone approximately 1.02 acres of land from O/I (Office / Institutional) zoning district to the B-2 (General Business) zoning district.

Financial Impact

There will be no financial impact to the Town.

Action Needed

To review the application for rezoning, hold a public hearing and make a decision whether to approve or deny the request with a statement declaring its consistency with the Town of Smithfield Comprehensive Growth Management Plan and whether it's reasonable and in the public interest.

Recommendation

The Planning Department recommends approval of the Zoning Map Amendment; and recommend that the Town Council approve a consistency statement declaring the request to be consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Town Council Consistency Statement



Staff Report

Public RZ-18-
Hearing 01

Application Number: RZ-18-01
Project Name: Medlin Property Rezoning
TAX ID number: 15015036 & 15015047
City Limits / ETJ: City
Applicant: Stephen T. Medlin
Owners: Stephen T. Medlin
Agents: none
Neighborhood Meeting: none

PROJECT LOCATION: The property is located on southeast side of the intersection of North Brightleaf Boulevard and Hancock Street.

REQUEST: The applicant is requesting to rezone approximately 1.2 acres of land from O/I (Office/Institutional) zoning district to the B-2 (General Business) zoning district.

SITE DATA:

Acreage: 1.02 acres
Present Zoning: O/I (Office/Institutional)
Proposed Zoning: B-2 (General Business)
Existing Use: Office Strip Center
Proposed Use: Commercial Strip Center - All uses permitted within the B-2 (General Business) zoning district can be considered for future approval.

OTHER DATA:

Fire District: Town of Smithfield
School Impacts: NA
Parks and Recreation: NA
Access/Streets: 2 direct access points from Hancock Street
Water and Sewer Provider: Town of Smithfield
Electric Provider: Town of Smithfield

ENVIRONMENTAL:

The property is not located within a floodplain and no delineated wetlands exist on or near property considered for rezoning.

ADJACENT ZONING AND LAND USES:

	Zoning	Existing Land Uses
North	O/I (Office/Institutional)	Under Developed
South	B-2 (General Business)	Retail with recycling / Salvation Army
East	HI (Heavy Industrial)	Industrial / Lampe Malphrus Lumber
West	O/I (Office/Institutional)	Place of Worship / Freedom Baptist Church

STAFF ANALYSIS AND COMMENTARY:

In 2001, Stephen Medlin received site plan approval for the construction of Brightleaf Business Center which is a multi-phased project spanning across two properties. The properties contain two free standing buildings with a combined total of 8,800 square feet of leasable space. The property was developed as a strip center using modern zoning standards that were in place at the time of plan approval and includes 33 parking spaces with standard landscape yards. A variance was issued from the Town of Smithfield Board of Adjustment to allow for a reduction of minimum building setbacks on North Brightleaf Boulevard.

With the existing configuration there are 6 leasable units between the two buildings with three of them currently occupied by Allstate Insurance, Labcorp and Avada Hearing Care Center. Most professional office uses are permitted within the requested B-2 (General Business) zoning district and no nonconformities will be created if the property is rezoned. However, retail uses are not permitted uses in the existing OI (Office-Institutional) zoning district. The applicant is seeking to attract a wider range of tenants and uses that are permitted within B-2 (General Business) zoning district in hopes of reducing vacancy rates.

Some of the permitted uses in the requested B-2 (General Business) zoning districts as identified by Article 6 of the Town of Smithfield Unified Development Ordinance include; convenience stores, floral and gift shops, hardware stores, barber and beauty shops, and restaurants.

CONSISTENCY STATEMENT:

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 theta the action is reasonable and in the public interest. Planning Staff considers the action to be consistent and is reasonable:

- **Consistency with the Comprehensive Growth Management Plan** -The Future Land Use Map has identified this property as guided for industrial uses, however, the area is zoned a mix of O/I and B-2, none of which are consistent with the land use plan. Similar rezoning's have occurred in the area despite of the land use designation. Adjacent properties within this corridor are currently zoned and developed as commercial so the use of this site for commercial is contextually consistent and appropriate.
- **Consistency with the Unified Development Code** - The rezoning will be consistent with the Town of Smithfield Unified Development Ordinance as all existing land uses on the subject property are permitted in the B-2 (General Business) and, all future land uses will be permitted in accordance with Article 6 of the Town of Smithfield Unified Development Ordinance.
- **Compatibility with Surrounding Land Uses** - The property considered for a rezoning is immediately adjacent to other B-2 (General Business) zoned properties. Compatibility issues are unlikely provided that any future redevelopment in the area is non-residential in nature.

RECOMMENDATIONS:

The Planning Department and Planning Board have determined that the application is consistent with applicable adopted plans, policies and ordinances and recommends approval of the rezoning request.

ACTION REQUESTED:

To review the application for rezoning, hold a public hearing and make a decision whether to approve or deny the request with a statement declaring its consistency with the Town of Smithfield Comprehensive Growth Management Plan and whether it's reasonable and in the public interest.

**THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
ZONING MAP AMENDMENT CONSISTENCY STATEMENT
BY THE SMITHFIELD TOWN COUNCIL
RZ-18-01**

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

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

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

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

That the final action regarding zoning map amendment RZ-18-01 is based upon review of and consistency with, the Town of Smithfield *Comprehensive Growth Management Plan* and any other officially adopted plan that is applicable, along with additional agenda information provided to the Planning Board and information provided at the public hearing; and

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

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

That the final action regarding zoning map amendment RZ-18-01 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

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

300 Block of North Brightleaf Boulevard



Project Name:
Medlin Properties
Rezoning

File Number:
RZ-18-01

Existing Zoning:
OI (Office-Institutional)

Proposed Zoning:
B-2 (Business)

Property Owner:
Steven T. Medlin, LLC

Applicant:
Steven T. Medlin Jr.

Location: 324 & 332
North Brightleaf Blvd

Tax ID#
15015036 &
15015047

Map created by the
Mark E. Helmer, AICP
Senior Planner,
GIS Specialist
on 1/23/2018

1 inch = 30 feet



Location of Proposed
Rezoning from OI to B-2



Request for Town Council Action

Public RZ-18-
Hearing 02
Date: 03/06/2018

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

Issue Statement

Frank Lee is requesting approval of a zoning map amendment to rezone approximately 26.57 acres of land from B-3 Highway Entranceway Business District to HI Heavy Industrial Zoning.

Financial Impact

There will be no financial impact to the Town.

Action Needed

To review the application for rezoning, hold a public hearing and make a decision whether to approve or deny the rezoning with a statement regarding its consistency with Town plans and policies.

Recommendation

The Planning Department recommends approval of the Zoning Map Amendment; and recommend that the Town Council approve a consistency statement declaring the request to be consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Approved: **Town** Manager **Town** Attorney

Attachments:

1. Staff Report
2. Planning Application



Staff Report

Public RZ-18-
Hearing 02

Application Number: RZ-18-02
Project Name: Wal-pat Road Rezoning
TAX ID numbers: 15K11012C and 15K11012
Town Limits / ETJ: Town Limits
Applicant: Frank Lee
Owners: Mable Wallace Hamilton, Brian Thomas Grant and Todd Hamilton Grant
Agents: none
Neighborhood Meeting: none

PROJECT LOCATION: The properties proposed for the rezoning are located at the northwest corner of Wal-pat Road and Brogden Roads.

REQUEST: The applicant is requesting to rezone approximately 26.57 acres of land from B-3 Highway Entranceway Business District to HI Heavy Industrial Zoning.

SITE DATA:

Acreage: 26.57 (19.57+7.03) acres
Present Zoning: B-3 Highway Entranceway Business District
Proposed Zoning: Heavy Industrial District
Existing Use: Vacant/Outdoor Storage
Proposed Use: Undetermined/Outdoor Storage
School Impacts: NA
Parks and Recreation: NA
Fire District: Town of Smithfield
Water and Sewer Provider: Town of Smithfield
Electric Provider: Town of Smithfield

ENVIRONMENTAL: The property is not located within a floodplain and no delineated wetlands exist on or near property considered for rezoning.

ADJACENT ZONING AND LAND USES:

	Zoning	Existing Land Use
North	HI Heavy Industrial District	Industrial
South	NA – I-95	NA – I-95
East	B-3 Highway Entranceway Business District	Single Family Residential and Business
West	HI Heavy Industrial District	Industrial

STAFF ANALYSIS AND COMMENTARY:

The applicant stated in his application narrative that a conditional use permit (CUP) was approved on February 1, 2010 to allow an outdoor storage area in association with a materials handling facility over both properties. The 7.03 acre property was later split off from the larger parcel and was used for outdoor storage in association with the adjacent industrial business located at 1420 Wal-pat Road. With the CUP approval, the applicant was required to submit site development plans including landscaping, lighting and parking to comply with the Uniform Development Ordinance (UDO) prior to issuance of a zoning permit. No such plans were ever submitted and the zoning permit was never issued. The larger parcel has been vacant since the CUP approval and the smaller parcel has been used for outdoor storage in violation of the CUP conditions. Therefore, prior to issuance of a zoning permit for the use of the site for outdoor storage, the required landscaping, lighting and parking will be required.

In order to approve the rezoning, the Town Council must find the rezoning consistent with Town Plans and Policies. Staff finds:

- **Consistency with the Strategic Growth Plan** - The Future Land Use Map guides this property as Industrial.
- **Consistency with the Unified Development Code** - The rezoning will be consistent with the Town of Smithfield Unified Development Ordinance as all proposed future land uses and site specific development plans must meet the minimum development standards of the Town of Smithfield Unified Development Ordinance.
- **Compatibility with Surrounding Land Uses** - The property considered for a rezoning is adjacent to heavy industrial uses on the north and west and land zoned as B-3, but guided as industrial across Brogden Road. There could be some compatibility issues in the short term between the proposed industrial zoned properties and the existing residential properties along Brogden Road until the time they redevelop to industrial uses as guided.

PLANNING DEPARTMENT AND PLANNING BOARD RECOMMENDATION:

The Planning Department and Planning Board recommend approval of the Zoning Map Amendment; and recommend that the Town Council approve a consistency statement declaring the request to be consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

TOWN COUNCIL RECOMMENDED ACTION:

The Town Council is respectfully requested review the application for rezoning, hold a public hearing and make a decision whether to approve or deny the rezoning with a statement regarding its consistency with Town plans and policies.

**THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
ZONING MAP AMENDMENT CONSISTENCY STATEMENT
BY THE SMITHFIELD TOWN COUNCIL
RZ-18-02**

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

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

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

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

That the final action regarding zoning amendment RZ-18-02 is based upon review of and consistency with, the Town of Smithfield *Comprehensive Growth Management Plan* and any other officially adopted plan that is applicable, along with additional agenda information provided to the Town Council and information provided at the public hearing; and

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

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

That the final action regarding zoning map amendment RZ-18-02 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

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

1500 Block of Wal-Pat Road



Project Name:
Wal-Pat Road
Rezoning

File Number:
RZ-18-02

Existing Zoning:
B-3 (Business)

Proposed Zoning:
HI (Heavy Industrial)

Property Owner:
M&F, LLC

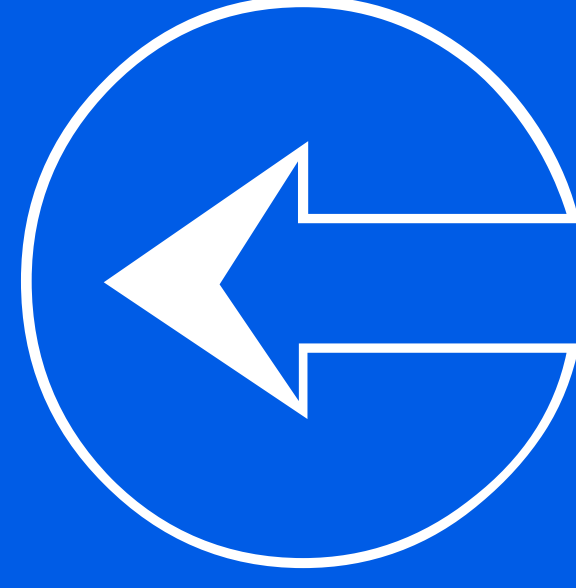
Applicant:
M&F, LLC

Location: 324 & 332
North Brightleaf Blvd

Tax ID#
15K11012 &
15K11012C

Map created by the
Mark E. Helmer, AICP
Senior Planner,
GIS Specialist
on 1/23/2018

1 inch = 100 feet



Location of Proposed
Rezoning from B3 to HI

Jerry G Williams & Sons



Request for Town Council Action

Public Hearing RZ-18-03
Date: 03/06/2018

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

Issue Statement

Frank Lee is requesting approval of a zoning map amendment to rezone approximately 6.8 acres of land from R20A Residential-Agricultural to B-3 Highway Entranceway Business District Zoning.

Financial Impact

There will be no financial impact to the Town.

Action Needed

To review the application for rezoning, and make a recommendation to the Town Council.

Recommendation

The Planning Department recommends denial of the Zoning Map Amendment; and recommend that the Town Council approve a consistency statement declaring the request to be inconsistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is not reasonable and not in the public interest.

Approved: **Town Manager** **Town Attorney**

Attachments:

1. Staff report
2. Application



Staff Report

Agenda Item: **RZ-18-03**

Application Number: RZ-18-03
Project Name: Buffalo Road Rezoning
TAX ID numbers: 14075030G, 14075030F, 14075027and 14075028
Town Limits / ETJ: Town Limits
Applicant: Frank Lee
Owners: Mable Wallace Hamilton, Brian Thomas Grant and Todd Hamilton Grant
Agents: none
Neighborhood Meeting: none

PROJECT LOCATION: The property is located approximately 160 feet southeast of the intersection of Buffalo Road and Booker Dairy Road.

REQUEST: The applicant is requesting to rezone approximately 6.80 acres of land from R20A Residential-Agricultural to B-3 Highway Entranceway Business District Zoning.

SITE DATA:

Acreage: 6.80 acres
Present Zoning: R20A Residential-Agricultural
Proposed Zoning: B-3 Highway Entranceway Business District
Existing Use: Residential/Agricultural
Proposed Use: Undetermined Business Use.

School Impacts: NA
Parks and Recreation: Adjacent to SRAC and park
Fire District: Town of Smithfield
Water and Sewer Provider: Town of Smithfield
Electric Provider: Town of Smithfield

ENVIRONMENTAL: The property is not located within a floodplain and no delineated wetlands exist on or near property considered for rezoning.

ADJACENT ZONING AND LAND USES:

	Zoning	Existing Use
North	R20-A Residential-Agriculture District	Undeveloped and Single Family Residential
South	O/I Office/Institutional District	Undeveloped and Single Family Residential
East	O/I Office/Institutional District	Town Park Property
West	R20-A Residential-Agriculture and O/I Office/Institutional Districts	Agriculture and the Johnston County Board of Education Office

STAFF ANALYSIS AND COMMENTARY:

o **Consistency with the Strategic Growth Plan**

The Future Land Use Map guides this property and the surrounding properties as a Commercial Service Node. In the Comprehensive Growth Management Plan, a Commercial Service Node is envisioned as a mixed use - limited commercial focus area to service the neighborhood. The Town has no “mixed use district”, but does allow PUD zoning to allow for mixed use development (a form of conditional zoning). In order to ensure consistency with the Comprehensive Growth Management Plan, only a mixed use PUD rezoning with a master plan should be approved for these nodes. B-3PUD would likely be consistent with the Comprehensive Growth Management Plan.

The Growth Management Plan guides these Commercial Service Nodes as follows:

- Are intended to be buffered from surrounding areas by office/institutional/high density residential land uses. The exact size of the required buffer should be determined when the ultimate extent of the commercial node is known.
- Shall have Pedestrian connections developed between sites within.
- Shall be compatible in size and scale with surrounding development.
- Shall encourage shared vehicular access between adjacent commercial businesses.
- Shall have specific area development plans prepared prior to the initiation of development.

The Comprehensive Growth Management Plan’s Implementation Strategies also provide guidance relevant to this rezoning request:

Objective 3: Preserve and enhance Smithfield’s land use form.

Implementation Strategy b) Establish a mixed use district. A Mixed Use District is intended to provide for the coordinated development of office, commercial, and residential uses and their necessary support functions in the vicinity of key highway intersections in Smithfield. They should be designed to facilitate stated public policies to

encourage design which emphasizes lively, people oriented environments and compatible, visually interesting development. This district provides areas where moderate scale mixed use centers can locate with an emphasis on development of a balance of residential, office, and commercial uses. It is further intended that the Mixed Use Districts shall encourage development within which mutually supporting residential, commercial, and office uses are scaled, balanced, and located to reduce general traffic congestion by providing housing close to principal destinations, and convenient pedestrian circulation systems and mass transit to further reduce the need for private automobile usage. Mixed Use Districts are intended to encourage development that allows multiple destinations to be achieved with a single trip. When such districts adjoin residential development or residential zoning districts, it is intended that arrangement of buildings, uses, open space, and vehicular or pedestrian access shall provide appropriate transition and reduce potentially adverse effects. The service nodes which are delineated on the Future Land Use Map (Map 18) should be mixed use districts. Mixed use can only be accomplished with PUD development.

Implementation Strategy h) Office/Institutional/Multi-family development should be used as a buffer between light industrial and commercial development and adjacent residential land uses.

Objective 4: Discourage strip commercial development on major and minor thoroughfares that allows each lot to have direct vehicular access to the highway.

Implementation Strategy c) Commercial development should be encouraged at the intersections of major roads (i.e., in a nodal fashion) consistent with the town's future land use map.

The Comprehensive Growth Management Plan also provides an illustration of a Commercial Service Node. The Comprehensive Growth Management Plan also discourages strip development in these node areas.

Therefore, the proposed rezoning will be inconsistent with the Town of Smithfield's Growth Management Plan. A straight B-3 zoning will allow all the commercial uses within a B-3 district, but will not ensure the commercial node's serve the neighborhood, buffers the adjacent residential, nor provide for the access or connectivity envisioned in the Comprehensive Growth Management Plan.

- **Consistency with the Unified Development Code**

The rezoning will be consistent with the Town of Smithfield Unified Development Ordinance as all proposed future land uses and site specific development plans must meet the minimum development standards of the Town of Smithfield Unified Development Ordinance.

- **Compatibility with Surrounding Land Uses**

The property considered for a rezoning is adjacent to a low density residentially zoned property to the north. A commercial property exists to the northeast of Booker Dairy Road which is physically disconnected from the proposed commercial site. Without the

buffers and access control as guided by the Comprehensive Plan, there may be compatibility issues.

PLANNING DEPARTMENT AND THE PLANNING BOARD RECOMMENDATION:

The Planning Department and Planning Board recommend denial of the Zoning Map Amendment; and recommend that the Town Council approve a consistency statement declaring the request to be inconsistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is not reasonable and not in the public interest.

TOWN COUNCIL RECOMMENDED ACTION:

The Town Council is respectfully requested to review the petition, hold a public hearing and make a decision whether to approve or deny the rezoning of approximately 6.8 acres from R20A Residential-Agricultural to B-3 Highway Entranceway Business District Zoning with a statement as to the consistency of the proposal to the Town's plans and policies.

**THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
ZONING MAP AMENDMENT CONSISTENCY STATEMENT
BY THE SMITHFIELD TOWN COUNCIL
RZ-18-03**

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

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

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

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

That the final action regarding zoning map amendment RZ-18-03 is based upon review of and consistency with, the Town of Smithfield *Comprehensive Growth Management Plan* and any other officially adopted plan that is applicable, along with additional agenda information provided to the Town Council and information provided at the public hearing; and

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

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

That the final action regarding zoning map amendment RZ-18-03 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

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

1600 Block of Buffalo Road



Project Name: Buffalo Road Rezoning

File Number: RZ-18-03

Existing Zoning: R-20A (Residential - Agricultural)

Proposed Zoning: B-3 (Business)

Property Owner: Mable Wallace Hamilton

Applicant: W. Frank Lee

Location: Buffalo Road

Tax ID# 14075030G, 14075030F, 14075027, 14075028

Map created by the Mark E. Helmer, AICP Senior Planner, GIS Specialist on 1/23/2018

1 inch = 100 feet



Location of Proposed Rezoning from R-20A to B3



Request for Town Council Action

Public Hearing **SUP-18-03**
Date: 03/06/2018

Subject: Special Use Permit for U-Haul rental
Department: Planning Department
Presented by: Stephen Wensman, Planning Director
Presentation: Public Hearing

Issue Statement

Jorge Cuevas is requesting a special use permit in order to rent U-Haul trucks and trailers from a property located at 101 NC Highway 210 in the B-3 Zoning District.

Financial Impact

None

Action Needed

The Town Council is respectfully being requested to review the request, hold a public hearing, and make a decision with findings of fact in support of the decision.

Recommendation

Staff is recommending approval of a special use permit, SUP-18-03 with conditions to allow U-Haul truck and trailer rental with the recommended findings of fact.

Approved: Town Manager Town Attorney

Attachments:

1. Staff report
2. Site Plan
3. Application



Staff Report

Agenda Item: SUP-18-03

Application Number: SUP-18-03
Project: George's Barns
TAX ID number: 15076019
Town Limits/ETJ: Town Limits
Applicant: Jorge Cuevas
Owners: Same
Agents: N/A

PROJECT LOCATION: The property is located at 101 NC Highway 210, on the south side of NC HWY 210 approximately 490 feet west of its intersection with West Market Street.

REQUEST: The applicant is requesting a special use permit to rent U-Haul trucks and trailers on property located within a B-3 (Highway Entrance Business) zoning district.

SITE DATA:

Acreage: 1.22 acres
Present Zoning: B-3 (Highway Entrance Business)
Proposed Zoning: N/A
Existing Use: Retail business selling storage sheds.
Access: **Single 30' wide drive off of NC Highway 210**

ENVIRONMENTAL: The use will have no impact to environmentally sensitive areas.

ADJACENT ZONING AND LAND USES:

Direction	Zoning	Existing Use
North	O/I (Office-Institutional)	Sunset Memorial Park
South	R-20A (Residential-Agricultural)	Fearrellgas
East	B-3 (Highway Entrance Business)	Landmark Auto, Inc
West	B-3 (Highway Entrance Business)	Single Family Dwelling

STAFF ANALYSIS AND COMMENTARY:

The applicant is requesting a special use permit to rent U-Haul trucks and trailers on the property. The property is currently used for sales of storage sheds. A special use permit was issued in 2016 (SUP-16-07) to allow outdoor sales and storage on the property. The original special use permit did not include truck rental which is identified as a special use in the B-3 zoning district.

The existing sales business consists of a 20x20 ft. sales building with a 17-stall parking lot. The storage sheds for sale are stored in the lawn area adjacent to the parking lot and behind the sales building. **Access to the site is from a single 30' driveway accessing NC Highway 210**

The site currently meets all site plan requirements including required parking and landscaping/buffering. The current use requires 2 parking stalls and a handicap accessible stall, so there is excess parking capacity. There are no specific site improvements required by the UDO for the additional use of the property for truck rental.

The parking area is not curbed and the lawn areas have been used for parking on and off since approval of the SUP-16-07. Staff believes the expansion of the business for U-Haul rental would damage the grass areas of the site if trucks and trailers were frequently moved on and off the grass; therefore, staff recommends several conditions be attached to the an approval of the request.

FINDINGS OF FACT:

The Town Council is required to evaluate the special use permit request and should determine whether the use will meet each of the findings of fact. Staff findings are shown in ***italics and bold below:***

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 additional rental operation will have no impact to health, safety or welfare. ***The rental business will not materially change the use of the site and won't impact health, safety and welfare of the public provided the rental business occurs on the existing paved surfaces.***
2. The special use will be in harmony with the existing development and uses within the area in which it is to be located. ***The use will result in trucks parked outdoors on the parking area which is generally consistent and in harmony with the existing outdoor storage associated with the business.***
3. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the

district. ***The use will have no impact on the development of other business uses along NC Highway 201 or other areas adjacent to the site.***

4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided. ***There will be no changes that impact utilities, access drainage and there is adequate parking area to accommodate the use.***

5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. ***The use will have no additional impact on adjacent streets.***

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

7. Public access shall be provided in accordance with the recommendations of the Town's land use plan and access plan or the present amount of public access and public parking as exists within the Town now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern. ***The access to the site will not change.***

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

RECOMMENDED CONDITIONS OF APPROVAL:

The Planning Department recommends the following conditions of approval:

1. That the rental trucks and trailers be stored on the paved parking lot.
2. That the rental use occupy no more than 14 of the 17 parking stalls at any time.
3. That there shall be no parking of vehicles/trailers on the lawn or landscaped areas.

TOWN COUNCIL ACTION REQUESTED:

The Town Council is respectfully requested to review the request, hold a public hearing, and make a decision with findings of fact in support of the decision.

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

Application Number: SUP-18-03 **Name:** George's Barns

Request: Applicant seeks a special use permit to operate a U-Haul rental business on the property.

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

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

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

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

Motion to Approve: *Based upon satisfactory compliance with the above stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant’s representative, I move to approve Special Use Permit Application # SUP-18-03 with the following conditions:*

- 1) *That the rental trucks and trailers be stored on the paved parking lot.*
- 2) *That the rental use occupy no more than 14 of the 17 parking stalls at any time.*
- 3) *That there shall be no parking of vehicles/trailers on the lawn or landscaped areas.*

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-18-03 for the following stated reason:*

Record of Decision:

Based on a motion and majority vote of the Town of Smithfield Town Council for the Special Use Permit Application Number SUP-18-03 is hereby:

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

- 1) **That the rental trucks and trailers be stored on the paved parking lot.**
- 2) **That the rental use occupy no more than 14 of the 17 parking stalls at any time.**
- 3) **That there shall be no parking of vehicles/trailers on the lawn or landscaped areas.**

_____ **denied for the noted reasons.**

Decision made this _____ day of _____, 20____ while in regular session.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk

SUP-18-03



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

SPECIAL USE PERMIT APPLICATION

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

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

SITE INFORMATION:

Name of Project: GEORGE'S BARNS Acreage of Property: 1 1/2 Acre
 Parcel ID Number: 150 760 19 Tax ID: _____
 Deed Book: _____ Deed Page(s): _____
 Address: 101 NC HWY 210
 Location: SMITHFIELD, NC 27577

Existing Use: BARNS SALES + UHAUL Proposed Use: DON'T USE MORE THAN 6
 Existing Zoning District: _____ parking spaces

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: SUP-18-03 Date Submitted: 1-24-18 Date Received: 1-24-18 Amount Paid: 300.⁰⁰

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.

NO, JUST TRUCKS AND TRAILERS USING PARKING SPACES.

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

Yes, usually equipment are in good condition and do not need to be repaired at my location.

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

NORMALY THEY ARE PLACE OUT OF THE WAY.

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

DON'T NEED IT.

- 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.

ARE NO NEED IT.

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

YES.

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

YES, WE HAVE THE SPACES NEED IT FOR THE SIZE OF BUILDING.

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

YES.

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.

George D. CUEVAS
Print Name


Signature of Applicant

1/24/18
Date

OWNER'S CONSENT FORM

Name of Project: GEORGE'S BARNS Submittal Date: 1/24/18

OWNERS AUTHORIZATION

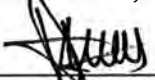
I hereby give CONSENT to JORGE D. CUEVAS (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated 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.

 JORGE D. CUEVAS 1/24/18
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.

 JORGE D. CUEVAS 1/24/18
Signature of Owner/Applicant *Print Name* *Date*

FOR OFFICE USE ONLY

File Number: _____ Date submitted: 1-24-18 Date received: 1-24-18



TOWN OF SMITHFIELD
PLANNING DEPARTMENT FEES

Manuals

- \$10.00 Standard Detail/Specification Manual
\$10.00 Comprehensive Plan Manual
\$20.00 Unified Development Ordinance

Miscellaneous Fees

- \$100.00 Temporary Use Permit
\$300.00 Special Use Permit (marked with X)
\$50.00 Small Wireless Communication Fee
\$50.00 Recombination Plat
\$300.00 Variance Request Application
\$300.00 Ordinance Amendment Request
\$300.00 (MIN.) Rezoning Application (300.00 + \$10.00 for each additional 10 acres or portion thereof above 5 acres)



Site Plan/Construction Plan Review

- \$200.00 (MIN.) Site Plan Review (\$150.00 + \$50.00 per acre)

Stormwater Permit Fees

- \$30.00/acre (\$500.00 min.) Residential
\$75.00/acre (\$500.00 min.) Commercial/Industrial/Institutional

Subdivision Application Fees

- \$50.00 + \$5.00 per Lot Minor Subdivision
\$250.00 + \$5.00 per Lot Major Subdivision

Zoning Permits

- \$25.00 Single Family and Two Family Zoning Permit
\$100.00 Commercial ,Multi-Family Zoning and Home Occupation Permits
\$50.00 Sign Permits

\$ 300.00 Total Due

Date: 1-24-18

Applicant: Jorge Cuevas

Business Name: George's Barns

100 Block of NC 210 Highway



Project Name:
Jorge Cuevas
U-Haul Rental

Proposed Use:
Truck Rental

File Number:
SUP-18-03

Property Owner:
Jorge Cuevas

Applicant:
Jorge Cuevas

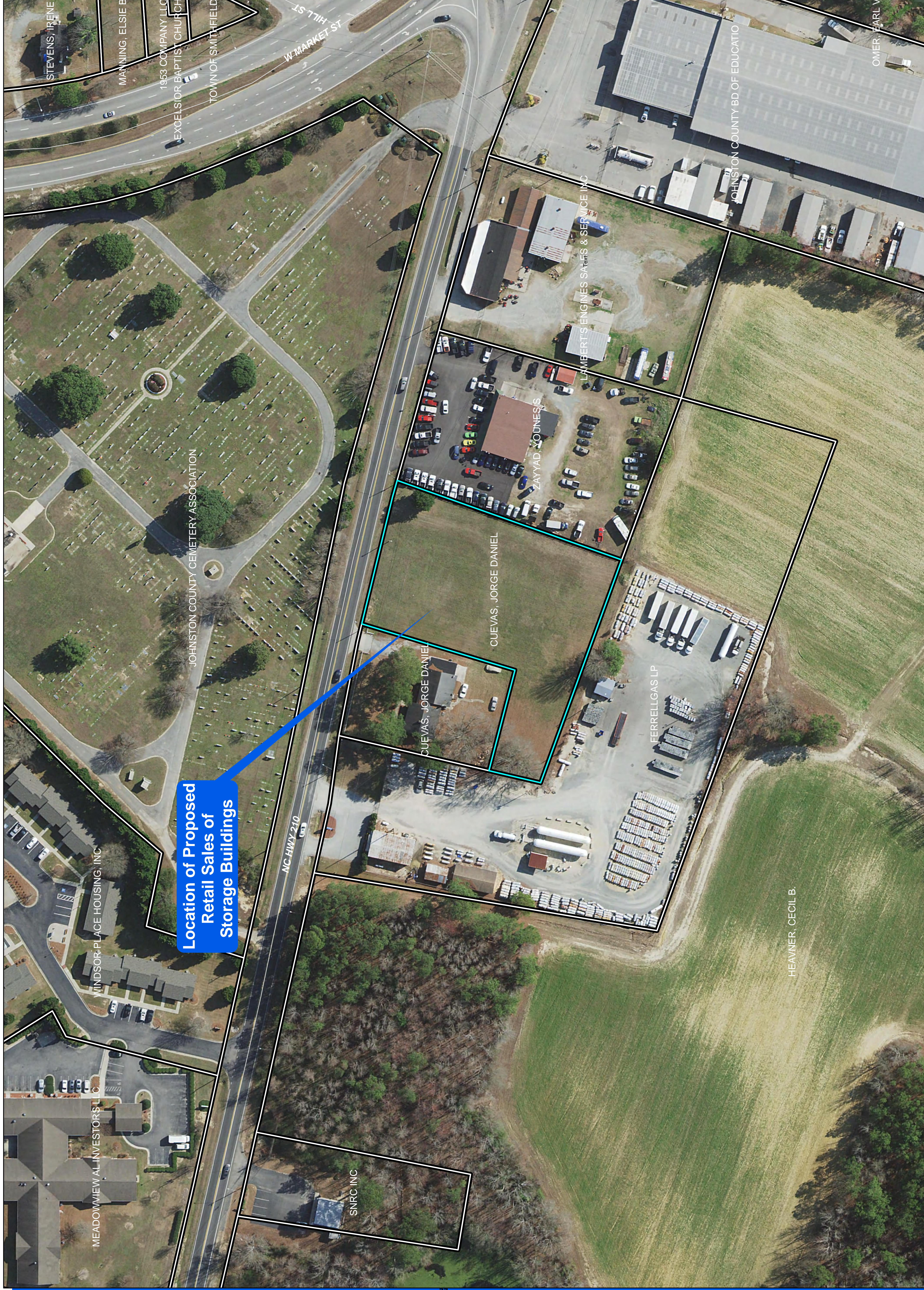
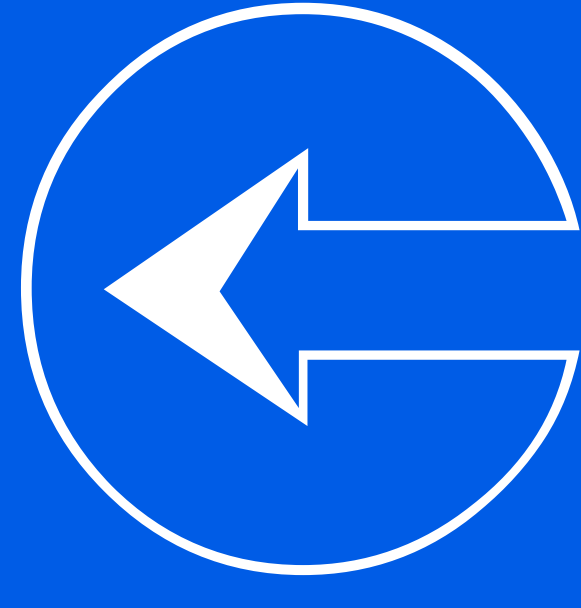
Location:
NC 210 Hwy

Tax ID#
15076016

Zoning District:
B-3 (Business
Entrance Highway)

Map created by the
Mark E. Helmer, AICP
Senior Planner,
GIS Specialist
on 2/22/2018

1 inch = 50 feet





PLANNING DEPARTMENT

Mark E. Helmer, Senior Planner

Notice Of Public Hearings

Notice is hereby given that the Town Council of the Town of Smithfield will conduct public hearings during the course of their open meeting which starts at 7:00 P.M. on Tuesday, March 6, 2018 in the Town Hall Council Chambers located at 350 East Market Street to consider the following requests:

RZ-18-04 and SUP-18-02: The applicant is requesting approval of a Planned Unit Development Special Use District rezoning, rezoning an R-8 Single, Two, and Multi-Family Residential District to R-8 PUD (rezoning) and approval of a special use permit for the PUD master site plan.

ZA-18-01 Town of Smithfield: The applicant is requesting an ordinance amendment to Appendix A, Planned Unit Development definition that removes the minimum development size and encourages a mix of uses within a Planning Unit Development that may include commercial and noncommercial uses.

RZ-18-01 Tom Medlin: The applicant is requesting to rezone two tracts of land totaling approximately 1 acre from the OI (Office-Institutional) zoning district to the B-2 (Business) zoning district. The properties considered for rezoning are located on the southeast side of the intersection with North Brightleaf Boulevard and Hancock Street and further identified as Johnston County Tax ID#15015036 and 15015047.

RZ-18-02 TIMA LLC: The applicant is requesting to rezone two parcels of land totaling approximately 7.03 acres from a B-3 (Business) to HI (Heavy Industrial) zoning district. The properties considered for rezoning are located on the west side of the intersection of Brogden Road and Wal-Pat Road and further identified as Johnston County Tax ID# 15K11012 and 15K11012C.

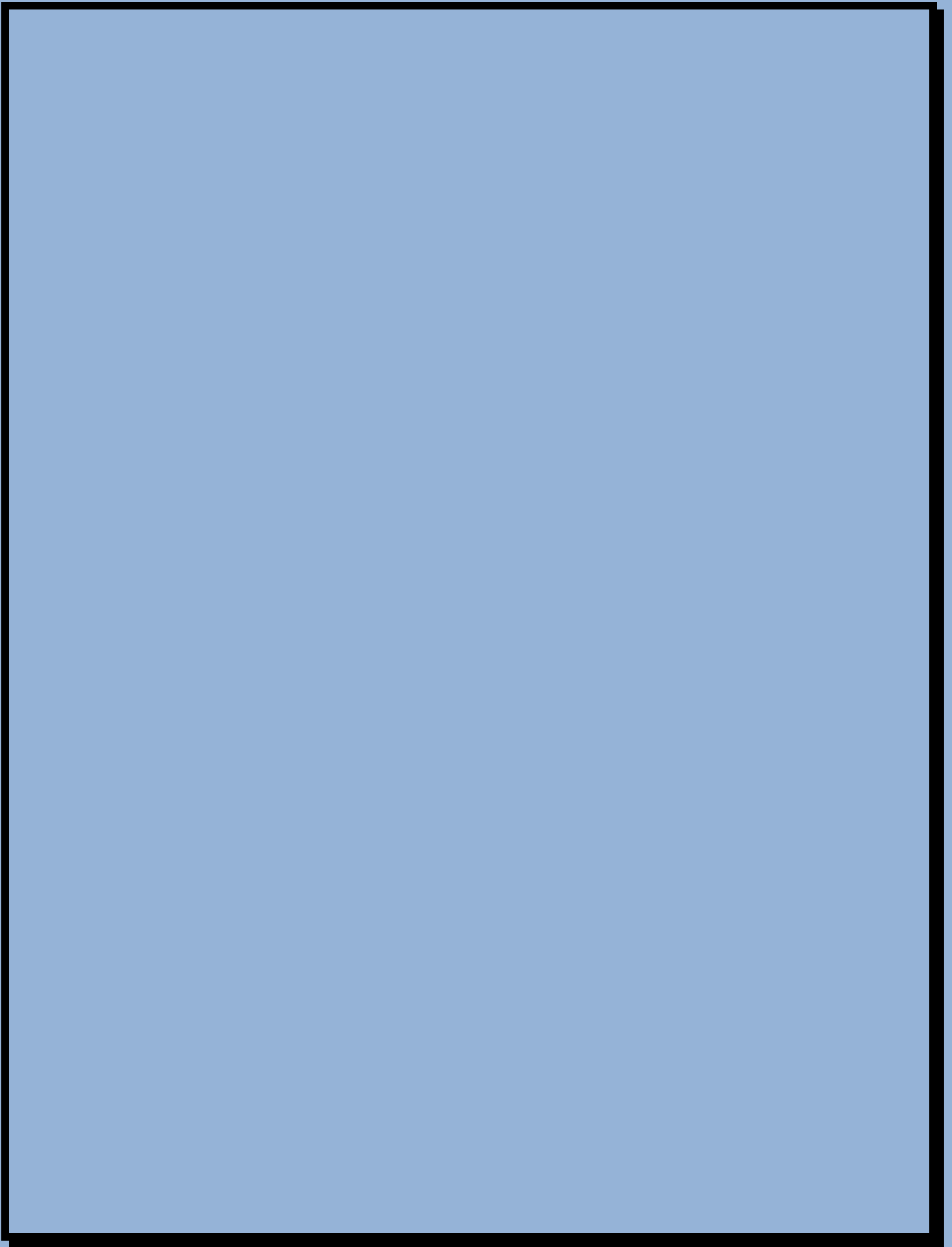
RZ-18-03 W. Frank Lee: The applicant is requesting to rezone four tracts of land totaling approximately 2.26 acres from the R-20A (Residential-Agricultural) zoning district to the B-3 (Business) zoning district. The properties considered for rezoning are located on the east side of Buffalo Road approximately 160 feet south of its intersection with Booker Dairy Road and further identified as Johnston County Tax ID# 14075030G, 14075030F, 14075027 and 14075028.

SUP-18-03 George's Barns: The applicant is requesting a special use permit to allow for a U-Haul rental business on property located within a B-3 (Business) zoning district. The property considered for approval is located on the south side of US Highway 210 approximate 630 feet west of its intersection with US Highway 70 Business and further identified as Johnston County Tax ID# 15076019.

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

Run "Legal Ad" in the News and Observer on 2/23/18 and 3/2/2018

Consent Agenda Items



The Smithfield Town Council met in regular session on Tuesday, February 6, 2018 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Travis Scott, Mayor Pro-Tem
David Stevens, District 2
Dr. David Barbour, District 4
Emery Ashley, At-Large
Stephen Rabil, At-Large

Councilmen Absent

Marlon Lee, District 1
John A. Dunn, At-Large

Administrative Staff Present

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

Present:

Bob Spence, Town Attorney

Administrative Staff Absent

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

The invocation was given by Mayor Pro-Tem Scott followed by the Pledge of Allegiance.

APPROVAL OF AGENDA:

Councilman Ashley made a motion, seconded by Councilman Rabil, to approve the agenda as submitted. Unanimously approved.

PRESENTATIONS:

1. Update on the Sewer Smell

Johnston County Manager Rick Hester stated that he appreciated the good working relationship between the County and the Town and as a citizen of Smithfield, he appreciated the services provided by the Town.

Public Utilities Director Ted Credle provided an update to the Council on the sewer odor in South Smithfield. Mr. Credle explained that a strong odor was detected in the area in late November or early December of last year. Mr. Credle met with Johnston County Public Utilities Director Chandra Farmer to investigate possible causes. The Town hired a contractor to video the lines in the area. Mrs. Farmer explained that anytime wastewater is conveyed or treated, nuisance odors can be detected. Most nuisance odors originate from the primary treatment facility, the collection system or the solid waste handling facility. The County has been investigating and will continue to investigate the cause of the nuisance odors. It was possible that the vented manholes and the colder temperatures caused the odor. To address the problem, the source has to be located. The County will continue to do sampling. They will also consult with industry experts to help identify the best solutions. Mrs. Farmer asked for patience and understanding as it would take time to identify the source and effectively resolve the matter.

2. Town Survey Results – ETC Institute

Town Manager Michael Scott reminded the Council that they agreed to allowing staff to move forward with this survey at the end of the last fiscal year. The purpose of the survey was to gain citizen input. Mr. Scott introduced Jason Morado of ETC Institute. Mr. Morado explained that the results of the Town survey showed the citizen's level of satisfaction and their top priorities for improvement. Mr. Morado explained the following:

- Residents Have a Positive Perception of the Town
70% rated the overall quality of Town services as excellent or good; only 10% rated it as below average or poor and 70% rated the Town as an excellent or good place to live; only 13% rated it as below average or poor
- Satisfaction with Town Services Is Much Higher in Smithfield Than Other Communities
Smithfield rated above the U.S. Average and Regional Average in 42 of the 61 areas that were compared, Satisfaction with the overall quality of Town services rated 21% above U.S. Average and 19% above Regional Average, Satisfaction with customer service from Town employees rated 33% above U.S. Average and 35% above Regional Average
- Top Overall Priorities for Improvement:
Economic Development and Maintenance of Streets, Sidewalks, Infrastructure

{Attached by reference and made a part of these official minutes is a copy of the ETC Satisfaction Survey Report which is on file in the Office of the Town Clerk}

Councilman Stevens expressed his appreciation to the leadership of the previous and current Council, the Town Manager and Department Heads

Mayor Moore stated although there are a lot of things that the Town cannot control, it can always control the level of professionalism and courteousness of Town employees. He was excited that 54% of the citizens had contacted the Town and 92% responded that Town employees were courteous and polite. He expressed his appreciation to the Town Manager, Department Heads and Staff.

Mayor Pro-Tem Scott thanked the citizens for their participation and challenged the staff to take these results very seriously as there was always room for improvement.

Councilman Barbour pointed out that 52% of the citizens had a poor or neutral response to value received from taxes and fees and 47% of the citizens felt that communication was an issue. He stated that the Council should look at all of the results both good and bad. He also highlighted that citizens wanted to see more events and those events should be held throughout the Town in all communities.

Town Manager Michael Scott thanked Jason Morado for delivering the results to the Council. The Town Manager explained that Economic Development Liaison Tim Kerigan had been involved with the Triangle J Council of Government's Livability pilot study and those results mirrored the results provided by Mr. Morado. He expressed his appreciation to the Town staff and the citizens.

PUBLIC HEARINGS:

1. Unified Development Ordinance Text Amendment – Steve Bryant (ZA-17-07)

Mayor Pro-Tem Scott made a motion, seconded by Councilman Ashley, to open the Public Hearing. Unanimously approved.

Planning Director Stephen Wensman addressed the Council on a request by Steve Bryant. The applicant was requesting an amendment to Town of Smithfield Unified Development Ordinance (UDO) Article 6.5, Table of Uses and Activities to allow for restaurants as a permitted use by right within the O/I (Office & Institutional) zoning district.

Mr. Wensman explained the proposed zoning ordinance amendment will allow an additional use in the Office/Institutional District that:

- Supports the O/I District;
- Provides another option for reuse of existing structures within the District, thus preserves the

- historically significant structures which reflect the town's heritage;
- Preserves the character of the neighborhood (old period homes);
- Supportive of the Central Business District; and
- Creates no land use conflicts.

Mr. Wensman further explained that much of the existing O/I District was comprised of existing homes converted into office uses adjacent to the Central Business District. Other areas in the zoning district are in locations of parks, schools, the Johnston County Community College, the hospital and clinics, and government offices. There remained some single family homes within the O/I District in the area adjacent to the Central Business District. Staff believes restaurants to be a compatible use within the O/I District in that it will serve the district by providing eating options within walking distance while providing another opportunity to utilize the existing homes for non-residential use, thus preserving the existing character of the area. The allowance of restaurants would also contribute to the vitality of the nearby Central Business District. Staff also believes that allowing restaurants in the O/I District will not create a nuisance or create traffic that is detrimental to the area. The district is well served with roads, on-street parking, sidewalks and other urban amenities such that the use will blend in with the current mix of land uses.

The current comprehensive land use plan guides Office/Institutional land uses in areas that have already been developed or require buffering to prevent potential conflicting land uses. The O/I District is intended to buffer residential areas from commercial ones. The Comprehensive Land Use Plan provides caution about commercial infringement into established residential neighborhoods. The Plan states the infringement, "can damage the appearance of the neighborhood, diminish community pride, and cause unsafe traffic conditions for both motorists and pedestrians. Rezoning adjacent to residential uses, particularly those in conflict with the future land use map contained in this plan, should be done with great caution". Don't anticipate any land use conflicts. Consistent with the land use plans and policies. This will be a permitted use.

The Planning Department and the Planning Board recommend the Town Council approve the proposed amendment to Article 6 of the UDO and recommend the Town Council approve a statement declaring the request is consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest

Planning Director Stephen Wensman has incorporated his entire record and provided it to Council in written form in the February 6, 2018 agenda packet.

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

Councilman Barbour stated the O/I district was meant to act as a buffer between residential and commerce. He questioned what types of restaurants were allowable. Mr. Wensman responded that any type of restaurant, standard, carry out and fast food, would be permitted in the O/I district by permitted right. Mr. Barbour stated that restaurants in the O/I district should be by special use and not permitted use.

Councilman Ashley stated that the O/I districts are not large areas and he although he heard Councilman Barbour's concerns, he did not feel that there would be any negative impacts on those areas in restaurants were allowable by permitted use.

Mayor Moore asked if there was anyone in attendance that wished to speak on the matter. There were no comments from those in attendance.

Councilman Rabil made a motion, seconded by Councilman Ashley, to close the Public Hearing. Unanimously approved.

Councilman Ashley made a motion, seconded by Councilman Rabil, to approve the Text Amendment Request ZA-17-07 as submitted. Councilman Ashley, Councilman Rabil, Mayor Pro-Tem Scott and Councilman Stevens voted in favor of the motion. Councilman Barbour voted against the motion. Motion passed 4 to 1.

Town Clerk Shannan Parrish administered affirmations to those that wished to offer testimony during the Public Hearing

2. Special Use Permit - Boykin Investments, LLC. (SUP-18-01)

Councilman Ashley made a motion, seconded by Mayor Pro-Tem Scott, to open the Public Hearing. Unanimously approved.

Planning Director Stephen Wensman addressed the Council on a request by Boykin Investments, LLC. The applicant was requesting an amendment to an existing special use permit to expand an auto repair shop and to allow car rental in association with the existing uses. The property is considered for approval Southeast side of the intersection of Brogden Road and Interstate 95 a further identified as Johnston County Tax Identification # 15K11013.

Mr. Wensman explained the 8 acre property was substantially paved and contains three existing buildings, a 7,000 sq. ft. auto repair building, and 4,225 sq. ft. and 1,300 sq. ft. office buildings. The site was landscaped in 2006 consistent with the site plan approval for the addition of the 4,225 sq. ft. office building. Much of the landscaping has survived and is in good shape. The business has a changeable monument sign adjacent the Brogden Road frontage and a pole sign along the I-90 freeway ramp. A second unused pole for a pole sign is also located along the freeway frontage currently in violation of UDO Section 10.33 which requires unused signs to be removed. With the construction of the office building in 2006, the parking lot was striped, including handicapped parking stalls as required. The applicant keeps a tractor trailer behind the 7,000 sq. ft. repair building for tire storage. Since receiving special use permit approval and site plan approval for the office building, there are 5 carport facilities on site (as indicated on the site plan submitted with this application). The applicant proposes keeping one of them as a trash corral. No building or zoning permits were issued for the carports. Staff is recommending that the carports be removed from the site as a condition of approval, unless they are properly permitted.

Mr. Wensman explained that the expansion of the auto repair was a permitted use in the Unified Development Ordinance (UDO) and the auto repair use is conducted within the 7,000 sq. ft. building located on the site. The applicant was proposing a 3,600 sq. ft. expansion of this building to accommodate a paint spray booth. The paint spray facility addition would require a building permit. There are no restrictions in the Unified Development Ordinance UDO for a paint spray facility. The auto repair expansion was less than 25% of the gross floor area and was therefore exempt from any additional landscape requirements.

Mr. Wensman explained that the applicant was proposing to add auto rental services in conjunction with the auto repair business on the site. Auto rental required a special use permit. The applicant identified on the site plan a 45' x 135' area that would accommodate 26 rental cars. This area was well screened from the adjacent residential zoning/vacant agricultural area. The proposed car rental parking area was already paved, although not striped, and was therefore, exempt from landscaping requirements. The site parking area was substantial and staff does not believe any additional parking would be needed to accommodate the rental business. The existing parking lot striping is worn. Staff recommends two conditions pertaining to the auto rental use: 1) that the car rental be limited to 26 rental cars; 2) that the parking lot be restriped to include striping of 26 rental cars as indicated on the site plan.

Utilities: Town water and sewer are available across Brogden Road. The site is currently served by the Town's electrical service. The proposed use is not anticipated to have any impact on existing utilities.

Landscaping: As indicated above, the building addition and the auto rental use are exempt from any additional landscape requirements (Section 10.8.2). The existing landscaping provides adequate screening of the auto rental parking from adjacent vacant farm fields and residential zoning.

Site Access: Access to the site is located very near the I-95 entrance ramp. There will be no change

to this access. Staff recommends the parking lot be restriped to help with internal circulation and parking.

Environmental: The site is outside of the flood plane and there should be no environmental threats. Any environmental issues related to the paint spray booth will be addressed with the building code.

Signs: The applicant has not proposed any new signs at this time. Any new signs shall be permitted in accordance with the Town of Smithfield Unified Development Ordinance and shall be located within the boundaries of the subject property.

Stormwater Management: The proposed addition will occur in an area currently paved. The parking area for the rental use is also in an existing paved area. The proposal will add no additional impervious area and is therefore exempt from on-site detention.

The Planning Department recommends approval of the special use permit for auto rental with the following conditions:

- 1) That all carports be removed from the site unless inspected and permitted by the Johnston County Building Official;
- 2) That the car rental be limited to 26 rental cars; and
- 3) That the parking lot be restriped to include striping of 26 rental cars as indicated on the site plan.

Planning Director Stephen Wensman has incorporated his entire record and provided it to Council in written form in the February 6, 2018 agenda packet.

Mayor Moore asked the applicant if he was in agreement with the testimony provided by Mr. Wensman. The applicant, Joey Boykin, stated he was in agreement with the testimony provided.

Mayor Moore asked if there were any comments/questions from those that had been duly affirmed to offer testimony. There were no comments offered by anyone in attendance.

Mayor Moore asked if there were any questions from the Council

Councilman Ashley questioned if Mr. Wensman had an opportunity to speak with the applicant concerning the recommended conditions. Mr. Wensman responded that he sent the staff report to the applicant so he would know what was being recommend to the Council.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Stevens, to close the Public Hearing. Unanimously approved.

Mayor Moore asked if there were additional questions from Council. There were none.

The Written Finding

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

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

1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, or general welfare.
2. The special use will be in harmony with the existing development and uses within the area in which it is to be located.
3. The establishment of the special use will not impede the normal and orderly development and

improvement of the surrounding property for uses permitted in the district.

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

Record of Decision: Approval of Conditional Use Permit Application Number SUP-18-01

Councilman Rabil made a motion, seconded by Councilman Ashely, based upon satisfactory compliance with the above eight stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant's representative I move to recommend approval of Special Use Permit Application # SUP-18-01 with the following conditions:

- 1) That all carports be removed from the site unless inspected and permitted by the Johnston County Building Official;
- 2) That the car rental be limited to 26 rental cars; and
- 3) That the parking lot be restriped to include striping of 26 rental cars as indicated on the site plan.

Unanimously approved.

CITIZENS' COMMENTS: There were none

CONSENT AGENDA:

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

1. Approved the following Minutes:
 - January 2, 2018 – Special Meeting
 - January 2, 2018 – Regular Meeting
2. Special Event – The Town Council approved the rescheduling of the Martin Luther King, Jr. Parade to be held on Saturday, February 24, 2018 at 3:00 pm. The parade will follow the same route as the Christmas parade in Downtown..
3. Approved an amendment to the FY 2017-2018 Adopted Fee Schedule. This amendment added fees at the Sarah yard Community Center and added HOA fees for the Recreation and Aquatics Center.

{Attached by reference and made a part of these official minutes is a copy of the Amended Fee Schedule which is on file in the Office of the Town Clerk}

4. Approved a contract amendment with Thompson, Price, Scott, Adams & Co., P.A. to complete the Town of Smithfield audit for fiscal year ending June 30, 2017 by January 31, 2018.

{Attached by reference and made a part of these official minutes is a copy of the contract amendment with Thompson, Price, Scott, Adams & Co., P.A. which is on file in the Office of the Town Clerk}

5. Approved the following budget amendments:

	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
<u>WATER/SEWER FUND</u>			
1. Expenditure			
30-00-9990-5300-0000			
Contingency	\$ 140,815	\$ (60,000)	\$ 80,815
30-71-7220-5300-4501 Water/Sewer			
Distribution - Contract Services	<u>\$ 142,000</u>	<u>\$ 60,000</u>	<u>\$ 202,000</u>

To fund higher than normal water line breaks and street repair due to extreme cold

GENERAL FUND

1. Expenditure

10-00-9990-5300-0000			
Contingency	\$ 108,475	\$ (35,817)	\$ 72,658
10-60-6200-5700-7400 Parks and Rec			
Capital Expenditure	<u>\$ 40,000</u>	<u>\$ 35,817</u>	<u>\$ 75,817</u>

To fund actual cost for repairs to the Neuse River Bank

6. Approved the submission of an application for a Golden Leaf Grant in the amount of \$500,000 for Water Delivery Initiative

{Attached by reference and made a part of these official minutes is a copy of the Golden Lead Grant Application which is on file in the Office of the Town Clerk}

7. Approved the acceptance of an ElectriCities Smart Community grant in the amount of \$4,000 for marketing materials. This was a dollar for dollar matching grant
8. Approved a Career Ladder promotion in the Police Department. The officers was promoted from the rank of Police Officer II to the rank of Master Police Officer.
9. Approved a Career Ladder promotion in the Police Department. The officers was promoted from the rank of Police Officer I to the rank of Police Officer II.
10. The following Advisory Board Appointments were approved:
- a. Stephen Upton was reappointed to serve a fourth term on the Board of Adjustment
 - b. Earl Marett was reappointed to serve a fifth term on the Parks and Recreation Advisory Committee
 - c. Tim Johnson was reappointed to serve a second term on the Parks and Recreation Advisory Committee
 - d. Teresa Daughtry was reappointed to serve a third term on the Planning Board.

11. New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
P/T Instructor	P & R – Recreation	10-60-6200-5100-0210	\$10.00/hr.
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220	\$7.50/hr.
P/T Scorekeeper	P & R – Recreation	10-60-6200-5100-0210	\$8.00/hr.
P/T SRAC Staff	P & R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.
P/T SRAC Staff	P & R – Aquatics	10-60-6220-5100-0210	\$9.00/hr.
Sanitation Worker	PW – Sanitation	10-40-5800-5100-0200	\$10.75/hr. (\$22,360.00/yr.)

<u>Current Vacancies</u>		
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Electric Line Technician	PU – Electric	31-72-7230-5100-0200
Equipment Mechanic	PW – Garage	10-30-5650-5100-0200
Facility Maint. Specialist II	P&R – Recreation	10-60-6200-5100-0200
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220

Unanimously approved.

BUSINESS ITEMS:

1. Approval of Council Appointments

a. Triangle J. Council of Governments Delegate

Mayor Pro-Tem Scott made a motion, seconded by Councilman Ashley, to appoint Mayor M. Andy Moore to serve on the Triangle J. Council of Governments Board of Delegates. Unanimously approved.

b. Upper Coastal Plain Area Rural Planning Organization – Rural Transportation Advisory Committee

Mayor Pro-Tem Scott made a motion, seconded by Councilman Rabil, to appoint Mayor M. Andy Moore to serve on the Upper Coastal Plain Area Rural Planning Organization – Rural Transportation Advisory Committee. Unanimously approved.

c. Appearance Commission

Mayor Pro-Tem Scott made a motion, seconded by Councilman Rabil, to appoint Councilman Stevens to serve as the Ex-Officio member of the Appearance Commission. Unanimously approved.

d. Parks and Recreation Advisory Committee

Councilman Ashley made a motion, seconded by Councilman Rabil, to appoint Councilman Barbour to serve as the Ex-Officio member of the Parks and Recreation Advisory Committee. Unanimously approved.

2. FY 2016-2017 Audit Presentation

Finance Director Greg Siler introduced Allen Thompson of the auditing firm Thompson, Price, Scott and Adams. Mr. Thompson expressed his appreciation to the Council for allowing his firm to conduct the Town's annual audit. Mr. Thompson explained that there were no significant findings or conclusions. He did stated that the following items were addressed and have been corrected with staff:

- The balance sheet needs to be reviewed each month, and the finance staff should ascertain that all accounts that should clear out have been appropriately reflected (in particular, payroll accounts, customer deposits, refunds payable, etc).
- The Town needs to review its aged accounts receivable balances to determine those accounts deemed uncollectible. Collection procedures should be reviewed to assure that every effort is made to collect overdue balances. In addition, these balances should be adjusted to the subsidiary ledger; otherwise, revenues reflected on the budget statements may be incorrect.

Mr. Allen reviewed the following 5 year Financial Information with the Council:

TOWN OF SMITHFIELD					
FINANCIAL INFORMATION FOR 5 YEARS					
	2017	2016	2015	2014	2013
Total Fund Balance - General Fund	10,130,869	8,913,863	7,475,665	5,797,039	3,891,791
Unavailable Fund Balance (Reserve for State Statute, Prepaid))	1,971,507	1,506,702	1,401,994	1,287,120	1,331,850
Restricted and Assigned Fund Balance	2,282,734	2,269,605	1,559,630	1,522,928	1,648,203
General Fund Expenditures (including transfers out)	12,512,751	11,972,964	11,343,664	10,942,231	11,300,338
Fund Balance Available as % of General Fund Expenditures	15.76%	12.58%	12.36%	11.76%	11.79%
Unassigned Fund Balance (Previously Unreserved and Undesignated Fund Balance)	7,848,135	6,644,258	5,916,035	4,274,771	2,243,588
Unassigned Fund Balance as % of General Fund Expenditures	62.72%	55.49%	52.15%	39.07%	19.85%
Revenues over (under) expenditures before contributions and transfers					
General Fund	1,888,598	1,029,493	1,528,708	1,727,780	1,293,223
Electric Fund	1,817,046	2,544,583	978,892	390,473	(646,512)
Water & Sewer Fund	1,233,693	(219,557)	(1,278,646)	(169,256)	1,025,833
Cash vs. Accumulated Depreciation - Water & Sewer Fund					
Total Fixed Assets	43,768,313	17,227,066	15,248,885	15,243,737	14,983,145
Accumulated Depreciation	10,350,317	9,782,471	6,346,321	8,785,234	8,380,523
Cash	6,629,940	5,592,664	3,840,991	4,993,742	5,303,126
Cash vs. Fund Balance					
Cash - General	8,604,897	7,900,709	6,639,944	4,956,408	2,939,727
Cash - Electric Fund	9,282,831	8,816,664	6,177,833	5,356,227	5,190,130
Cash - Water & Sewer Fund	6,629,940	5,592,664	3,840,991	4,993,742	5,303,126
Cash - Other Governmental	7,514	569,287	90,242	405,061	3,023,131
Fund Balance - General	10,130,869	8,913,863	7,475,665	5,797,039	3,891,791
Fund Balance - Electric Fund	15,850,535	14,924,575	12,379,992	11,514,023	11,123,550
Fund Balance - Water & Sewer Fund	10,845,401	9,583,897	9,803,454	11,204,437	11,373,693
Fund Balance - Other Governmental Funds	(683,769)	43,244	(446,411)	(114,171)	2,509,744
Property Tax Rates	0.57	0.57	0.57	0.57	0.57
Collection Percentages	99.89%	99.85%	99.73%	99.38%	99.00%
Collection Percentages (excluding Motor Vehicle)	99.88%	99.83%	99.71%	99.55%	99.65%
Total Property Valuation	1,081,032,456	1,070,620,137	1,070,002,580	1,012,741,549	1,024,491,550
Total Levy Amount	6,161,885	6,102,448	6,098,928	5,772,630	5,839,605
Breakdown of General Fund Revenues					
Ad Valorem Taxes	6,232,366	6,171,250	6,194,624	6,201,597	5,835,498
Other Taxes, License & Permits	298,455	258,171	253,750	318,690	283,006
Intergovernment Revenue	4,210,875	3,845,966	3,748,811	3,413,450	3,314,059
Sales and Services	2,681,040	2,600,634	2,516,261	2,538,634	2,792,478
Investment Earnings	13,628	9,955	4,752	1,511	4,108
Miscellaneous	126,761	116,481	154,174	196,129	364,412
Total	13,563,125	13,002,457	12,872,372	12,670,011	12,593,561
Breakdown of General Fund Expenditures					
General Government	1,552,265	1,397,652	1,337,361	1,070,208	1,336,975

Public Safety	4,754,200	4,378,854	4,543,545	4,326,485	4,487,769
Street and Public Works	1,381,381	1,388,761	1,377,268	1,333,246	1,067,039
Sanitation	997,160	1,000,433	961,077	992,136	1,011,286
Cultural & Recreational	1,754,115	1,660,323	1,652,845	1,685,257	1,648,251
Debt Service	1,235,406	1,985,821	1,212,677	1,511,857	1,675,112
Capital Outlay	-	161,120	258,891	23,042	73,906
Total	11,674,527	11,972,964	11,343,664	10,942,231	11,300,338

Mayor Moore thanked Mr. Thompson for presenting the audit.

{Attached by reference and made a part of these official minutes is a copy of the FY 2016-2017 Audit which is on file in the Office of the Town Clerk}

Councilmembers Comments

- Councilman Ashley asked if it would be possible to put the survey results and the audit on the Town's website.
- Councilman Barbour informed the Council that he attended the Chamber's Annual Event which was an outstanding event. Dr. Barbour also attended the Johnson County Public School's Program JoCo 2020. Superintendent Ross Renfrow outlined how the school system was working towards more individualized learning and technology in the classroom. He encourage the Town Council to support our local schools.
- Mayor Pro-Tem Scott stated that in light of the survey results and the audit results he was very proud of the Town Staff and reminded everyone there was always room for improvement.

Town Manager's Report:

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

- The January 12th Martin Luther King Parade has been rescheduled for Saturday, February 24th at 3:00 in the afternoon.
- A new director for the Smithfield/Selma Chamber of Commerce has been selected and his contract approved by the Board of Directors. There will be a Chamber Open House on Tuesday, February 27th at 5:30 to meet the new Director, Mike Mancuso.
- Boy Scout Troop 77, led by Griffin Moore, picked up garbage on the Greenway from the JC Kiddie park all the way to the Community Park. They collected over 40 bags of trash. The Town Manager expressed his appreciation to Griffin Moore and the members of the Boy Scout Troop 77 that assisted with the cleanup efforts of the Greenway.
- It was recently reported that a joint meeting was held with the Johnston County Board of Commissioners and the schools to discuss the findings of a land use survey. Smithfield did not participate in that survey because the manager did not see the email that was sent from the school system. The Manager has reached out the school system and has completed the survey. The Town will meet with NC State representatives so that the survey results from Smithfield are fully incorporated into the study. The Manager apologized for missing the email.
- The Finance Department's software installation is nearing completion. Utility billing went live on January 29th. Some complications arose causing an unforeseen delay with the February 1st, billing cycle. Customer billing had to be keyed in by hand for a one week period and then reconciled with the LOGICS System. We anticipate getting the invoices

to the post office tomorrow, which is about one week late. The billings are normally due on the 20th of each month.

Department Reports

A highlight of each department's monthly activities was given to the Council

Closed Session: Pursuant to NCGS 143.318-11 (a)(3): *To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.*

Councilman Ashley made a motion, seconded by Mayor Pro-Tem Scott, to enter into closed session pursuant to NCGS 143.318-11 (a)(3). Unanimously approved at 8:25 pm

Reconvene in Open Session:

Councilman Ashley made a motion, seconded by Mayor Pro-Tem Scott, to reconvene in open session. Unanimously approved at 9:23 pm.

Recess

Mayor Pro-Tem Scott made a motion, seconded by Councilman Rabil, to recess the meeting until Monday, February 12, 2018 at 7:00 pm. The meeting recessed at approximately 9:24 pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk

The Smithfield Town Council reconvened the regular February 6, 2018 meeting on Monday, February 12, 2018, at 7:00 pm. in the Council Chambers of the Smithfield Town Hall. Mayor M. Andy Moore presided.

Councilmen Present:

Travis Scott, Mayor Pro-Tem
Marlon Lee, District 1
David Stevens, District 2
Dr. David Barbour, District 4
Emery Ashley, At – Large
John A. Dunn, At-Large
Stephen Rabil, At-Large

Administrative Staff Present

Michael Scott, Town Manager
Shannan Parrish, Town Clerk
Stephen Wensman, Planning Director

Also Present

Bob Spence, Town Attorney

Mayor Moore reconvened the February 6, 2018 regular meeting at 7:00 pm

Close Session: *Pursuant to NCGS 143.318-11 (a)(3):To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.*

Mayor Pro-Tem Scott made a motion, seconded by Councilman Rabil, to enter into Close Session pursuant to the aforementioned North Carolina General Statute. Unanimously approved.

Reconvene in Open Session

Councilman Ashley made a motion, seconded by Mayor Pro-Tem Scott, to reconvene in open session. Unanimously approved.

Recess until Tuesday, February 20, 2018 at 6:00 pm:

Councilman Ashley made a motion, seconded by Mayor Pro-Tem Scott, recess the meeting until Tuesday, February 20,2018 at 6:00 pm. Unanimously approved.

The meeting recessed at approximately 8:23 pm.

ATTEST:

M. Andy Moore, Mayor

Shannan L. Parrish, Town Clerk

The Smithfield Town Council reconvened the recessed February 12, 2018 meeting on Tuesday, February 20, 2018, at 7:00 pm. in the Council Chambers of the Smithfield Town Hall. Mayor M. Andy Moore presided.

Councilmen Present:

Travis Scott, Mayor Pro-Tem
David Stevens, District 2
Dr. David Barbour, District 4
Emery Ashley, At – Large
John A. Dunn, At-Large
Stephen Rabil, At-Large

Councilmen Absent

Marlon Lee, District 1

Administrative Staff Present

Shannan Parrish, Town Clerk
Stephen Wensman, Planning Director

Also Present

Bob Spence, Town Attorney

Mayor Moore reconvened the February 12, 2018 recessed meeting at 6:30 pm.

Close Session: Pursuant to NCGS 143.318-11 (a)(3): *To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.*

Councilman Dunn made a motion, seconded by Councilman Ashley, to enter into Close Session pursuant to the aforementioned North Carolina General Statute. Unanimously approved.

Reconvene in Open Session

Councilman Ashley made a motion, seconded by Mayor Pro-Tem Scott, to reconvene in open session. Unanimously approved.

Residential Infrastructure Cost Partial Reimbursement Policy

Councilman Ashley made a motion, seconded by Councilman Dunn, to approve the Residential Infrastructure Cost Partial Reimbursement Policy with the following amendments to the draft policy:

- The word “will” be changed to “may”
- Project criteria for this program must have at least 100 residential units.
- Authorize the Town Attorney and the Town Clerk to review the draft policy and correct any typographical errors.
- In bullet point 2 of the draft policy, correct a misplaced “and”
- Make the Policy effective immediately.

Unanimously approved

{Attached by reference and made a part of these official minutes is a copy of the Residential Infrastructure Cost Partial Reimbursement Policy which is on file in the Office of the Town Clerk.}

Adjourn

Councilman Ashley made a motion, seconded by Mayor Pro-Tem Scott, adjourn the meeting. Unanimously approved.

The meeting adjourned at approximately 7:40 pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk



Request for Town Council Action

**Consent
Agenda
Item:**

**Police
Department
Career
Ladder**

Date: 03/06/18

Subject: Promotion
Department: Police Department
Presented by: Chief R.K. Powell
Presentation: Consent Agenda

Issue Statement

This is a request to promote one Officer from the rank of Police Officer II(POII) to Master Patrol Officer (MPO), moving from pay grade 17 to 18 pay grade. Under the Town's Employee Handbook, all promotions to a higher pay grade will be accompanied by an increase to the next pay grade minimum salary or a 5% increase, whichever is greater.

Financial Impact

This salary increase will be covered by the Police Department's current budget and will not require a budget amendment to the current salary line item. In this case the required salary increase for the current budget year will be \$895.87 (annually starting next year \$2,388.98).

Action Needed

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

Recommendation

It is requested this Officer be allowed this promotion.

Approved: Town Manager Town Attorney

Attachments:

1. Officer's Request for MPO
2. Department Policy

Smithfield Police Department

Interoffice Memorandum

Date: 12/14/2017
To: Chief R. Powell
From: Police Officer II
Subject: Master Police Officer Career Ladder Advancement

In accordance with the Smithfield Police Department Personnel Policy 504 this memorandum is a formal request for advancement to Master Police Officer. The following is information required by General Orders to proceed with a request concerning the Career Ladder Program. I have been employed with the Town of Smithfield for over Five years. My hire date was September 4th 2012. I have held the title of Police Officer II for two years as of 12/14/2017.

Since starting my employment with the Smithfield Police Department, I have been involved in numerous training courses to help further my career and abilities in law enforcement with this agency. I have received multiple training hours that would help promote my advancement from Police Officer II to Master Police Officer.

Some of the training I have received as of this date are as follows:

40+ hours (Management/Supervision Training)

Field Training Officer (32 hours)
Leadership on the Line (8 hours)

80+ hours (Community Policing Training)

Bicycle Patrol for Law Enforcement (40 hours)
Community Oriented Policing-Problem Solving (16 hours)
Verbal Judo (16 hours)
Public Speaking (16 hours)

160+ hours (Any Law Enforcement Topic)

School Resource Officer (40 hours)
Fundamentals of the Investigative Process (24 hours)
Officer Survival One (44 hours)
S.F.S.T. Training (~~32 hours~~) 28 hours
A.R.I.D.E. Training (16 hours)
Intoximeter EC/IR 2 Recertification (8 hours)

I have also received my Intermediate Law Enforcement Certificate.

It should also be known that I have not received any disciplinary actions in the last 12 months. I received a rating of "Exceptional" on my last annual evaluation. Attached to this document are a copy of my last annual evaluation and a copy of my training record that I am utilizing for the career ladder advancement.

Thank you very much for this opportunity and I look forward to many more years of service with the Town of Smithfield.



Chapter 500
Personnel Policy 504: Promotions & Career Development
Effective Date: January 1, 2014 Revised Date: September 1, 2015
Approved by: Chief Michael L. Scott

Michael L. Scott

I. POLICY STATEMENT

It shall be the policy of the Department to select the most qualified candidates to fulfill the duties and responsibilities of each position within the agency. All aspects of this policy are in keeping with the Department's goals as an equal opportunity employer.

II. COMMENTARY

The purpose of this directive is to establish guidelines for the administration of the Department's promotion process.

A career ladder program will provide for the advancement of police officers who demonstrate increasing levels of knowledge, skills, and abilities. Advancement and promotional processes will be administered fairly and impartially, using testing and evaluation mechanisms that evaluate past performance as well as future potential through the use of job-related criteria.

III. PROCEDURES

A. Administration

1. The Smithfield Police Department is responsible for the administration of the promotion process. When deemed necessary, assistance may be utilized from other entities within or outside of Town government.
2. The Chief of Police has the authority and responsibility for administering the Department's promotion process. All promotional materials will be maintained and secured in the Chief's office.
3. Responsibilities of the Chief of Police include:
 - a) Maintaining authority over all phases of the process
 - b) Determining the skills, knowledge, and abilities required for each position
 - c) Initiating promotional processes on an as-needed basis
 - d) Selecting a candidate for promotion at the completion of the process

4. The Chief of Police may delegate selected duties to other Departmental employees to facilitate the promotional process.

5. When it is deemed in the best interest of the Department, the Chief of Police may waive any of the prescribes qualifications or eligibility requirements, except those established by the North Carolina Criminal Justice Education and Training Standards Commission or other legal authority.

B. Vacancy Announcements

1. Prior to the commencement of any promotional process, the Department will post written notices announcing the following information:

- a) Description of the position to be filled;
- b) Description of eligibility requirements;
- c) Closing date

2. Personnel eligible to participate in the promotional process will submit a letter of intent through the chain of command to the Chief of Police. The candidate's supervisor and each person in the chain of command will indicate approval or disapproval of the candidate's suitability to participate in the process. Disapprovals must be justified in writing and forwarded to the Chief of Police.

3. Once the application period for the given position has been officially closed, all eligible applicants who meet the minimum requirements for the position will be considered for the Department's promotional process. The Chief of Police or designee will ensure the eligibility of the applicants prior to the beginning of the promotion process.

4. When deemed necessary, the Chief of Police has the authority to order a written test for any promotional process. Written tests given will be standardized, validated, and approved by the Town Human Resources Department.

5. An officer who is not recommended for promotion by his/her supervisor will receive a written recommendation for improvement and a follow-up date for review by the supervisor. The officer has the right to appeal through the appropriate chain of command to the Chief of Police.

C. Promotional Procedures

1. Chief of Police or designee will conduct a review of applicable Human Resources and Departmental personnel records in order to evaluate the promotional potential of the candidates. This review serves to verify law enforcement credentials, certifications, and work performance history of the applicants to ensure that the minimum qualifications have been met for each applicant. Candidates are not ranked at this point of the process; however, candidates who do not meet all the preferred qualifications for the position may be eliminated at this stage of the process. Candidates are ranked according to their promotional potential only at the completion of the assessment center phase of the promotion process.

2. The promotional process will consist of an assessment designed to measure each candidate's ability to perform the specific job; The assessment will evaluate each candidate's performance in handling job-related problems and situations through specially-developed simulation exercises; Promotional assessments may include, but are not limited to, written projects, oral presentations, oral interviews, conflict role plays, and counseling role plays.
3. Prior to each promotional process, promotional procedures will be reviewed to determine current applicability. A description of the selection process will be provided to each candidate.
4. The Chief of Police will evaluate the Department's promotional process as needed. The process will be evaluated for validity and effectiveness. All components of the promotion process will be job related and non-discriminatory. Tests used in the process will be purchased from a commercial vendor that have completed validity studies for job relatedness and non-discriminatory practices.
5. For general promotional purposes, lateral entry from other agencies for supervisory positions will not be commonly practiced. However, prior experience at another law enforcement agency may be used toward meeting the requirements for a higher level position after initial entry requirements (including probationary period) are met. Prior experience with another agency will be assessed and a lateral-entry candidate's eligibility for hire above the classification of entry level officer will be evaluated by the Chief of Police on a case-by-case basis. (Exception to this is the position of Chief of Police and any other senior management positions as determined by the Town Manager).
6. Newly hired and newly promoted personnel will serve a probationary period of six months as required by the Town of Smithfield *Personnel Policy*. An evaluation of performance will be conducted after the completion of six months for newly promoted personnel. Newly hired personnel will be evaluated in accordance with Departmental standards.

D. Minimum Qualifications for Promotion

1. Sergeant

To be eligible for promotion to the position of Sergeant, candidates must:

- a) Have served as a Police Officer II for two years;
- b) Have completed a total of 172 training hours;
- c) Within 12 months of promotion to Sergeant, an officer must complete First Line Supervision;
- d) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- e) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- f) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

2. Lieutenant

To be eligible for promotion to the position of Lieutenant, candidates must:

- a) Have served as a Sergeant for two years;
- b) Have completed a total of 80 hours of Management/Supervision Training;
- c) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- d) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

3. Captain

To be eligible for promotion to the position of Captain, candidates must:

- a) Have served as a Lieutenant with the Smithfield Police Department for two years;
- b) Have been awarded the Advanced Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- c) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- d) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

7. Newly hired and newly promoted personnel will serve a probationary period of six months as required by the Town of Smithfield *Personnel Policy*. An evaluation of performance will be conducted after the completion of six months for newly promoted personnel. Newly hired personnel will be evaluated in accordance with Departmental standards.

E. Review and Appeal

1. Within (5) working days of the conclusion of a promotional process, candidates may review their performance results in each element of the promotional process to include:

- a) Review of the answer key to any written exams administered, unless prohibited by the leaseholder of the test
- b) Review of the written results of scored elements of the selection process
- c) Review of reports/materials used in the selection process

However, in accordance with NCGS 160A-168(C1), testing or examination materials may be withheld from disclosure to the employee or other persons if the material was used solely to determine qualifications for promotion and in the opinion of the agency the disclosure of such material would compromise the objectivity or the fairness of the testing or examination process.

2. Candidates may contest any results filed by requesting a meeting with the Chief of Police or designee administering the process. The Chief of Police or designee will conduct a review of the report(s) and discuss findings with all staff in the supervisory chain of command.

3. The Chief of Police or designee will inform the contesting employee of the final decision at the completion of the review.

4. If an employee feels that fair treatment has not been received during any portion of the promotional process, he/she is urged to use the Department's grievance procedures contained in Policy 507.

F. Career Ladder

1. The career ladder program will include the following classifications.

- a) Police Officer I
- b) Police Officer II
- c) Master Police Officer

2. Each level in the career ladder will have certain minimum requirements necessary to qualify for advancement or promotion to the next level. Upon fulfilling the requirements necessary for advancement to Police Officer II and Master Police Officer the officer will submit a memorandum to the Chief of Police containing the following information:

- a) Hire date
- b) Date of last advancement, if applicable
- c) Level of education
- d) Complete list of required classes and dates attended
- e) Date awarded applicable law enforcement certificate(s)

3. This memorandum must be endorsed by the officer's Team Commander and the appropriate Division Commander. The Division Commander will forward the memorandum to the Chief of Police after having verified the information contained therein.

4. An officer who is not recommended for advancement will receive a written recommendation for improvement and a follow-up date for review by the supervisor. The officer has the right to appeal through the appropriate chain of command to the Chief of Police.

5. After consideration of all factors deemed relevant by the Chief of Police, the officer will be notified of the advancement decision within 30 days following receipt of the memorandum by the Chief of Police.

G. Minimum Qualifications for Advancement

1. Police Officer I

Entry-level candidates must:

- a) Meet the basic requirements established by the North Carolina Criminal Justice Education and Training Standards Commission
- b) Meet minimal requirements for employment with the Town of Smithfield as set forth in the Town of Smithfield Personnel Policy
- c) Appear before a Department review board made up of officers selected by the Chief of Police
- d) Pass an extensive background investigation and successfully complete a psychological evaluation, physical examination, drug test, and polygraph examination

All finalists will be interviewed by the Chief of Police. Within the first two years of employment, officers are required to attend the following classes after completing Field Training:

- a) Officer Survival (minimum 24 hours)
- b) Standardized Field Sobriety Testing
- c) Public Speaking

2. Police Officer II

To be considered for advancement to Police Officer II, candidates must:

- a) Have completed the following time in grade as a Police Officer I, based on level of education:

No Degree -3 years as a Police Officer I

Associate Degree - 2 years as a Police Officer I

Bachelors Degree - 1 year as a Police Officer I

An officer with a minimum of five years full-time previous law enforcement experience with another agency will be eligible for advancement to Police Officer II after one year of service with the Smithfield Police Department, provided that all other requirements for Police Officer II are met.

- b) Have completed a total of 160 training hours, including:
 - 40 hours of Community Policing Training
 - 40 hours of Traffic Enforcement Training
 - 40 hours of Investigations Training
 - 40 hours of training in any law enforcement topic

- c) Have been awarded the Basic Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- d) Have received a rating of "Satisfactory" or higher on the last annual performance appraisal
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

3. Master Police Officer

To be considered for advancement to Master Police Officer, candidates must:

- a) Have served as a Police Officer II for two years

An officer with a minimum of five years previous full time law enforcement experience with another agency will be eligible for advancement to Master Police Officer after one year of service with the Smithfield Police Department as a Police Officer II, provided that all other requirements for Master Police Officer are met.

- b) Have completed a total of 280 training hours, including:

40 hours of Management/Supervision Training

80 hours of Community Policing Training (includes 40 hours as Police Officer II)

160 hours of training in any law enforcement topic

- c) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- d) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.



Request for Town Council Action

**Consent
Agenda
Item:** Shower
Renovations
Date: 03/06/2018

Subject:	Facility Renovations 231 Hospital Road
Department:	Public Works
Presented by:	Lenny Branch, Public Works Director
Presentation:	Consent Agenda

Issue Statement

The Public Works Department is requesting permission to award the locker room renovation (at 231 Hospital Road) to Servco Construction for the amount of \$17,000.00.

Financial Impact

If approved by council the renovation project comes in \$3,000.00 under the \$20,000.00 budgeted in this year's Capital Outlay line.

Action Needed

Council's approval to award the locker room renovation to Servco Construction.

Recommendation

Staff recommends awarding the locker room renovation project to Servco Construction in the amount of \$17,000.00

Approved: Town Manager Town Attorney

Attachments:

1. Staff report
2. Tabulation sheet
3. Contractors quotes



Staff Report

**Consent
Agenda
Item:** **Shower
Renovations**

Council approved \$20,000.00 in the Public Works Appearance Division capital line for locker room renovations. The Renovation project will provide ADA approved showers in the now locker room area at the Public Works facility. A dividing wall (to provide privacy) from the floor to the ceiling will be constructed between the locker room area and breakroom. All permits, electrical and plumbing required to complete the project are included and the contractors responsibility.

Four (4) local contractors showed interest in the renovation project. Three (3) out of the four (4) construction companies submitted estimates. Attached you will find the tabulations along with the actual estimates.

It is the recommendation of the Public Works Department to award the renovation project to the lowest bidder, Servco Construction in the amount of \$17,000.00.

Town of Smithfield – Public Works Department

Locker Room - Renovations to the Public Works Facility at 231 Hospital Road

Vendor Name	Contact	Total Bid
SOHN, INC.	Ted Sohn	\$21,500.00
Servco Construction	Jimmy Clapp, Jr.	\$17,000.00
Talon Construction	Roy Pope	No Bid
Rhodes Construction	Tracy Rhodes Doug Rhodes	\$56,446.50

SOHN, INC.
1615 Fire Dept. Rd.
Clayton, NC 27527
919-612-5789

PROPOSAL

Date: February 13, 2018
To: Town of Smithfield
Re: Public Works
Attn: Lenny Branch

Locker rooms

1. Provide metal stud framing for 2 new showers and dividing wall between locker room and conference area.
2. Dividing wall to be from floor to ceiling with new 3'0x7'0" door to match existing doors.
3. Provide 1 HC shower and 1 regular shower, side by side and move existing hand washing sink. Provide all fixtures and grab bars per HC code, and shower curtain and rod.
4. Make necessary cuts in concrete floor to provide drain and water supply and provide 2" plumbing vent thru roof.
5. Move all TV components to mount on new dividing wall.
6. Move existing ice maker to back corner of conference room and provide all plumbing as necessary.
7. Provide 4 new electrical receptacles to new dividing wall on conference room side.
8. Apply 2 coats of paint to all walls and trim.
9. Make necessary repairs to floor coverings as needed.

Total bid, labor, materials, insurance and supervision.....\$21,500.00

Sohn, Inc.

Ted Sohn

Servco Construction

"Let us help you build your dream"

206 West Holding St.

Smithfield NC 27577

(919)-868-8519

ESTIMATE

Client Name Town of Smithfield

ESTIMATED COST

Re: Public Works Facility Renovations

\$17,000.00

Attn: Lenny Branch

Item Description		Estimate Cost
<p>Locker rooms</p> <ul style="list-style-type: none"> • Obtain any and all Permits from JOCO inspections needed to complete job. • Build a dividing wall from floor to ceiling to divide the locker room area for the conference area. Wall to be metal studs with a new 3'0x7'0 door to match existing doors. • Install 4 new electrical outlets in new wall to serve the conference area. • Move existing hand washing sink. • Move TV and all components on new wall. • Move existing ice maker to back wall and reinstall to working condition. • Build a dividing wall for 2 new showers. • Provide and install 1 handicap shower with all grab bars per code. Provide and install 1 non-handicap shower. Provide and install all fixtures, shower curtains and rods for both showers. • Make any necessary cuts to floor to provide plumbing to new showers and add a 2" vent through the roof. Repair floor where floor was cut as needed. • Repaint all walls and trim with 2 new coats to match existing color 		

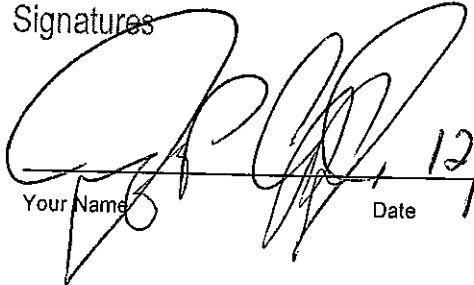
		TOTAL \$17,000.00

Terms & Conditions

Contractor has provided the Owner with an estimate of the total construction cost for the Work, Owner understands and acknowledges that the projected cost is only an estimate and not a fixed contract amount and is subject to change due to variations in material costs and labor rates and if changes in the Work are requested by the Owner.

Contractor shall furnish all labor, materials, supplies and equipment for the performance of all the work required to complete job.

Signatures


12/21/2017

Your Name
Date
Client's Name
Date

Re: Public Works Facility Renovations

Locker rooms

1. Provide metal stud framing for 2 new showers and dividing wall between locker room and conference area.
2. Dividing wall to be from floor to ceiling with new 3'0x7'0" door to match existing doors.
3. Provide 1 HC shower and 1 regular shower, side by side and move existing hand washing sink. Provide all fixtures and grab bars per HC code, and shower curtain and rod.
4. Make necessary cuts in concrete floor to provide drain and water supply and provide 2" plumbing vent thru roof.
5. Move all TV components to mount on new dividing wall.
6. Move existing ice maker to back corner of conference room and provide all plumbing as necessary.
7. Provide 4 new electrical receptacles to new dividing wall on conference room side.
8. Apply 2 coats of paint to all walls and trim.
9. Make necessary repairs to floor coverings as needed.

Total bid, labor, materials, insurance and supervision..... \$ 56,446.50

Proposal Submitted By: Doug Rhodes

Date: 2/9/18

Flooring (conference room) same as other \$ 3283.00
Sheetrock & paint " " 1000.00

Anything under concrete not known will be addressed.



Request for Town Council Action

**Consent
Agenda
Item:** Backhoe
Purchase
Date: 03/06/2018

Subject:	420F2 Cat Backhoe Purchase
Department:	Public Works
Presented by:	Lenny Branch, Public Works Director
Presentation:	Consent Agenda

Issue Statement

The Public Works Department is requesting permission to purchase a new 420 Cat 420F2 Backhoe from Gregory Poole for the amount of \$116,097.00.

Financial Impact

If approved by council the purchase of the new backhoe will not have a negative effect on **this year's** budget. Council approved \$100,000 for the purchase of a used backhoe in this **FY's** budget, if allowed the remaining \$16,097.00 can be paid from the \$27,500 we saved on the Street sweeper purchase. This move would still reflect a savings of \$7,500 in **this year's capital line budget**.

Action Needed

Council's approval to award the purchase of the new 420F2 Cat Backhoe from Gregory Poole.

Recommendation

Staff recommends awarding the 420f2 Cat Backhoe purchase from Gregory Poole in the amount of \$116,097.00

Approved: Town Manager Town Attorney

Attachments:

1. Staff report
2. State contract bid
3. Copy of used backhoe quote



Staff Report

**Consent
Agenda
Item:** **Backhoe
Purchase**

Council approved \$100,000 in the Public Works Street Division capital line for the purchase of a slightly used backhoe. The issues we found were companies are using the backhoes several years; running up the operation hours before trading them in for resale. **The machines are sold "As-is" with no warranty. Attached is the newest machine I could find that fit our needs, it's a 2016 model (\$98,500) with 1,042 hours on it. These types of machine are work horses; the likelihood of one with over a thousand hours on it costing the maintenance line is to be expected. I checked around and found we can purchase a new 2018 model (with a warranty) under State contract (#760H) for \$16,097.00 more.**

The overage (\$16,097.00) purchase of the new backhoe could be paid out of the \$27,500 we saved on the Street sweeper purchase. This move would still reflect a savings of \$7,500 **in this year's capital line budget.**

Staff request council's approval; to allocate \$16,097.00 of the savings from the street sweeper purchase and purchase the new backhoe in the amount of \$116,097.00 from Gregory Poole.



Customer: Town of Smithfield
Address 1:
Address 2:
City/St/Zip
County:
Phone No:
Attention: Lenny Branch

Quote No: TOS0420F2 IT-10/17
Date: 10/24/2017
Customer No:
Prepared By: Paul Calton
Phone No: (919) 625-4165
Fax No:
Email: paul.calton@gregpoole.com

We are pleased to submit the following quotation with all standard equipment plus the following attachments:

MODEL: NEW CAT 420F2 IT BACKHOE

- 420F2 IT BACKHOE LOADER DCA3
- 1015LB COUNTERWEIGHT
- CAT C4.4 ACERT ENGINE
- EXTENDABLE STICK
- RIDE CONTROL
- DELUXE CAB
- WINDOW DEFROSTER
- FRONT & REAR WINDSHIELD WIPERWASHER
- LEFT & RIGHT SIDE DOORS WITH LOCKS
- INTERIOR REAR VIEW MIRROR
- TILT & TELESCOPING STEERING COLUMN
- 2 INTERNAL/2 EXTERNAL 12V POWER SOCKETS
- AUTO-UP STABILIZERS
- AIR CONDITIONER
- DELUXE HEATED FABRIC SEAT
- IT BACKHOE MP HYDRAULICS - 6FCN/8BNK
- AUTOSHIFT 4WD POWERTRAIN
- COLD WEATHER PACKAGE
- PL641 PRODUCT LINK
- LANE 1 ORDER
- TIRES - 12.5 80 FRONT/19.5L-24 REAR
- HALOGEN WORKLIGHT PACKAGE
- ANSI INSTRUCTION PACKAGE
- 2" SUSPENSION SEAT BELT
- FLIP-OVER STABILIZER PADS
- SERIALIZED MEDIA KIT
- SHIPPING/STORAGE PROTECTION
- RUST PREVENTATIVE
- DOMESTIC TRUCKING
- 1.3CYD MP BUCKET FOR IT BACKHOE
- TWO PIECE CUTTING EDGE
- CAT 24" HEAVY DUTY BUCKET
- CAT HYDRAULIC THUMB
- ONE YEAR FULL MACHINE WARRANTY

MACHINE IS LISTED ON
NC State Contract - #760H
NJPA Contract
NC Sheriff Association Contract

TOTAL SALES PRICE:

(Price does not include applicable taxes or fees)

116,097.00

Contract Sales Price

OPTIONAL ATTACHMENTS TO BE CONSIDERED - **additional attachments available

- CAT Manual Dual Lock Backhoe Quick Coupler - \$1,492
- CAT Hydraulic Dual Lock Backhoe Quick Coupler - \$4,748
- CAT 48" Pallet Forks for IT Backhoe - \$2,964
- CAT BA25 Manual Angle Broom for IT Backhoe - \$9,533
- CAT BA25 Hydraulic Angle Broom for IT Backhoe - \$12,148
- CAT 10 Foot Snow Plow for IT Backhoe - \$5,991

Calton, Paul W.

+1 919 828 0641



paul.calton@gregpoole.com

Gregory Poole



2016 CATERPILLAR

430F

BACKHOE LOADER

PRICE

\$98,500 USD

WHOLESALE

\$93,575 USD

CU2387184

Stock #: EQ031561

Serial #: HWG00376

SMU / Hours: 1,042

Status: Used

Rating: As-Is

Available

Raleigh, NC 27606, United States





Request for Town Council Action

Consent **Civitan**
Agenda **Concession**
Item: **Renovation**
Date: 03/06/2018

Subject: CIVITAN FIELD CONCESSION RENOVATIONS
Department: Parks and Recreation
Presented by: Parks and Recreation Director – Gary Johnson
Presentation: Consent Agenda Item

Issue Statement

The Parks and Recreation would like to contract with JLP Carpentry to complete the renovations to the Civitan Field Concession Building

Financial Impact

Funds for this project were approved by council in the FY17-18 Budget. No additional funds will be required or needed.

Action Needed

Approve the Parks and Recreation Department to contract with JLP Carpentry for renovations to the Civitan Field Concession Stand

Recommendation

Approve the Parks and Recreation Department to contract with JLP Carpentry for renovations to the Civitan Field Concession Stand

Approved: Town Manager Town Attorney

Attachments:

1. Staff report
2. RFQ
3. Quotes



Staff Report

**Consent Civitan
Agenda Concession
Item Renovation**

In the FY 17-18 Parks and Recreation Budget, funds were approved in the Capital Improvements line item to renovate the concession building at the Civitan Field. A Request for Quotes were sent to several construction and remodeling companies. Quotes were returned from two companies: JLP Carpentry (\$14,850) and Griswold Construction Group, LLC (\$17,982). **JLP Carpentry's quote is within the amount of funds allocated** within the budget. JLP Carpentry has performed work for the Department in the past and the Department is extremely pleased with what they have done on past projects.

The Parks and Recreation Department recommends contracting with JLP Carpentry for renovations to the Civitan Field Concession Building.



REQUEST FOR QUOTE

The Smithfield Parks and Recreation Department is soliciting quotes for up-grades / renovations to the Smithfield Civitan Baseball Field Concession Stand.

Scope of work includes:

Roof Repair and Shingle Replacement (metal or shingles)
Interior Finish Carpentry
Exterior Finish Carpentry (eaves / facial boards wrapped in vinyl)
Concession Stand Window Repair
New Counter Tops (Formica)
New Hot Water Heater (25 gallon)
New 3 Basin Sink (PVC or Stainless)

Bids will be Lump Sum and will be accepted no later than Thursday, January 25th at 5:00 pm.

If you would like to schedule an on-site visit, please contact the Park and Recreation Department at the number listed below.

: Gary Johnson, Asst. Director
Smithfield Parks and Recreation Dept.
gjohnson-parks@ncrrbiz.com
(919) 934-2148

POST OFFICE BOX 2344 ■ 600 BOOKER DAIRY ROAD ■ SMITHFIELD, NC ■ 27577
OFFICE (919) 934-2148 ■ FAX (919) 934-6554



REQUEST FOR QUOTE

The Smithfield Parks and Recreation Department is soliciting quotes for upgrades / renovations to the Smithfield Civitan Baseball Field Concession Stand.

Scope of work includes:


- Roof Repair and Shingle Replacement (metal or shingles)
- Interior Finish Carpentry
- Exterior Finish Carpentry (eaves / facial boards wrapped in vinyl)
- Concession Stand Window Repair
- New Counter Tops (Formica)
- New Hot Water Heater (25 gallon)
- New 3 Basin Sink (PVC or Stainless)

Bids will be Lump Sum and will be accepted no later than Thursday, January 25th at 5:00 pm.

If you would like to schedule an on-site visit, please contact the Park and Recreation Department at the number listed below.

: Gary Johnson, Asst. Director
Smithfield Parks and Recreation Dept.
gjohnson-parks@ncrrbiz.com
(919) 934-2148

Project Cost
\$17,982.⁰⁰

x 
02-12-2018

TAYLOR GRISWOLD
GRISWOLD CONSTRUCTION
GROUP
LLC.
919 235 5980
NC License #75974

POST OFFICE BOX 2344 ■ 600 BOOKER DAIRY ROAD ■ SMITHFIELD, NC ■ 27577
OFFICE (919) 934-2148 ■ FAX (919) 934-6554



Request for Town Council Action

**Consent
Agenda
Item:** **Advisory
Board
Appointment**

Date: 03/06/2018

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

Issue Statement

The Town Council is asked to consider the new appointment to the Parks and Recreation Advisory Commission

Financial Impact

N/A

Action Needed

The Town Council is asked to consider and approve the appointment of Monique Clerk to serve a first term on the Parks and Recreation Advisory Committee

Recommendation

Staff recommends approval of this appointment.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Monique Clark – Board Application



Staff Report

Consent Advisory
Agenda Board
Item Appointment

Current Board vacancies are as follows:

Appearance Commission – 2 positions

Historic Properties – 3 positions

Parks and Recreation Advisory Commission

- 1 In-Town Member
- 2 High School student positions (2 year term)

Planning Board – 1 ETJ Alternate

Board Reappointments

1. Monique Clark has submitted an application for consideration to be appointed to a first term on the Parks and Recreation Advisory Commission.



Town of Smithfield
Board, Commission, or Committee
Application

Name: Clark Monique D

Home Address: 510 S. Vermont St. Apt B, Smithfield, NC 27577

Business Name & Address:

Telephone Numbers: (Home) (Mobile) (Email)

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

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

Interests & Skills: Please see attached resume, which includes skills and civic affiliations

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

Recent Job Experiences: Paralegal/Legal Assistant for over 20 years (See attached)

Civic or Service Organization Experience: Please see attached.

Town Boards previously served on and year(s) served: I have just relocated to Smithfield from Philadelphia, PA.

Please list any other Boards/Commissions/Committees on which you currently serve: Please see attached resume, which includes prior Board/Committee experience.

Why are you interested in serving on this Board/Commission/Committee? For 12 years, I have sat on two Recreation Advisory Councils in Philadelphia, PA and have had the opportunity to contribute positively. I would like the opportunity to do the same in Smithfield.

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: Have never had any issues serving in Philadelphia, PA. Please see attached Recommendation Letters, which attest to my character.

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 City Clerk and requests for updates will be sought prior to any consideration for reappointment (or future appointment) to any Board/Commission/Committee. Further, I have received a copy of the Policy adopted 03-04-2008 and understand its contents.

Printed Name: Monique D. Clark

Signature: Monique D. Clark Date: 2/16/18

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

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

MONIQUE D. CLARK

HIGHLY EXPERIENCED PARALEGAL

Executive paralegal with a strong work ethic, solid educational background, and over twenty-years of providing exceptional paralegal and administrative support to Executive Partners, Senior Partners and General Counsel in law firms, as well as in corporate and non-profit environments.

PARALEGAL SKILLS

- Solid case management, organizational, and project management skills, resulting in consistently being assigned as lead paralegal on various trials and complex projects.
- Detail oriented with strong writing and document review skills, including proficiency in summarizing transcripts and drafting, editing and proofreading correspondence, contracts, pleadings, discovery documents, subpoenas and bylaws.
- Strong legal research skills and knowledgeable of all phases of civil litigation, including trial prep, Pacer and electronic filing procedures in various courts throughout the country.
- Skilled at making sound judgment decisions, prioritizing assignments to ensure that deadlines are met, and performing professionally in fast paced environments.
- Experienced in coordinating services for litigation, arbitration hearings, depositions and special events, including negotiating costs and determining plan of implementation of services.
- Outstanding ability to work with minimal supervision and to interact effectively with management, colleagues and clients.
- Persuasive oral presentation skills with experience teaching in classroom settings, at large professional and personal development seminars, and at community meetings.
- Computer Skills: Microsoft Applications (Word, Outlook, Excel and PowerPoint); Strong Internet and social media networking skills (Facebook, Twitter, LinkedIn and WordPress); Typing: 85wpm

RELEVANT ACCOMPLISHMENTS

- Chaired committee on developing training program for new paralegals and employees in both legal and non-profit environments. Served as trainer of new paralegals.
- Composed training and personnel manuals for legal and non-profit organizations, one of which was used as a model for City of Philadelphia Neighborhood Advisory Councils.
- Drafted legal articles, which were included on company's web newsletter. Created and composed newsletters and brochures. Author of blog entitled *To Whom It May Concern* at <http://www.MoniqueDanielle.blog>.
- Served as Shop Steward for 8 years responsible for negotiating labor contracts and resolving work-related grievances between bargaining unit members and management.
- Created and oversaw professional and personal development seminars focused on cultural diversity, working collaboratively, increasing self-image, and strengthening critical and analytical thinking skills.

EDUCATION

Arcadia University (Glenside, PA)
Major – English
M.A. – Graduated 12/20/10

Peirce College (Philadelphia, PA)
Major -- Paralegal Studies (ABA Approved Program)
B.S. – Graduated 5/23/00
Member, Phi Theta Kappa – National Honor Society

PROFESSIONAL HISTORY

Willig, Williams & Davidson (Labor and Employment Law)
Paralegal

Oct. 2016 – Dec. 2017
Feb. 2003 – June 2014

Assisted in federal, state and appellate litigation by electronically filing court documents. Maintained pleadings and discovery binders, and coordinated and implemented vendor services. Participated in trial preparation. Drafted, reviewed, edited and responded to complex legal documents. Summarized depositions, and administrated the caseload of three major clients.

PROFESSIONAL HISTORY
(Continued)

- 32 BJ Thomas Shortman Training Fund** **Aug. 2016 – Dec. 2017**
Instructor (Adult Training) **Feb. 2010 – 2012**
 Instructed academic including Composition, Business Writing, and Human Relations. Conducted professional development seminars. Assisted in improving curriculum and selecting textbooks. Planned creative lessons, assignments and tests to assess students' progress. Assisted and advised students in class selection, goal setting, and maintaining life and school balance.
- Penn Mutual Life Insurance Company (Corporate)** **Nov. 2014 – Oct. 2016**
Paralegal
 Drafted, edited and reviewed legal documents, including contracts, non-disclosure and settlement agreements, Qualified Domestic Relations Orders, trusts, powers of attorney and divorce decrees. Conducted extensive legal and investigative research and assisted in fraud investigations. Composed web articles for company newsletter. Processed federal, state and local tax levies, garnishments, wage attachments and notices of bankruptcy for employees and agents. Processed department expenses, including legal bills and annual 1099M's.
- Caesar, Rivise, Bernstein, Cohen & Pokotilow (IP Law)** **Jan. 2001 – Feb. 2003**
Litigation Paralegal / Legal Assistant **June 1997 – June 1999**
 Litigation Paralegal to Executive Partner, and served as lead paralegal on trials requiring extensive pre-trial, trial and post-trial preparation. Drafted and edited complex legal documents. Prepared and responded to subpoenas. Participated in witness preparation. Summarized depositions and performed legal research.
- Defender Association of Philadelphia (Criminal Law)** **June 1999 – Jan. 2001**
Paralegal
 Interviewed clients and witnesses, reviewed files to determine ARD eligibility and represented clients at ARD hearings. Developed departmental policies manual, and assisted in devising training plan for new paralegals and department employees.
- Law Office of Paul J. Hetznecker (Criminal and Civil Rights)** **Apr. 1995 – June 1997**
Paralegal/Office Manager
 Drafted, edited and proofread pleadings and discovery requests. Summarized depositions transcripts, performed legal research, and interviewed clients and witnesses. Oversaw interns as well as the maintenance of the office.
- CIVIC AFFILIATIONS**
- City of Philadelphia Recreation Centers** **2005 – 2017**
Executive Board Member
 Served terms as Board Vice-President and Board Secretary. Additionally, created and conducted writing and empowerment seminars, and organized and oversaw community meetings. Drafted grant proposals and amended by-laws.
- Journey to Men's Health** **2010 – 2015**
Board Member
 Participated in project with the Public Health Management Corporation that produced literature and media presentations focused on teaching African-American men how to effectively manage diabetes and hypertension.
- City of Philadelphia** **2008 - 2014**
Committee Member - 61st Ward – 22nd Division
 Elected to serve as liaison between residents, elected officials and city agencies. Facilitated community meetings informing constituents of various city resources and monitored polling sites on election days.
- CASA Volunteer** **2003 - 2006**
Court Appointed Special Advocate
 Served as advocate for children in foster care or under the care of the Department of Human Services. Investigated cases by reviewing case history and interviewing parties and witnesses. Prepared written reports for the Court, attended court proceedings and suggested recommendations for family plans or child placement.
- South Lehigh Action Council** **2000 – 2004**
President, Board of Directors
 Hired and supervised Executive Directors. Assisted in researching and implementing new social services programs. Composed training and personnel manual, grant proposals, and amended by-laws. Created quarterly newsletter, conducted quarterly community meetings, and orchestrated successful fundraising events.



Law Offices of

Willig, Williams & Davidson

Twenty-Fourth Floor
1845 Walnut Street
Philadelphia, Pennsylvania 19103
(215) 656-3600
www.wwdlaw.com

Deborah R. Willig
Phone: (215) 656-3666
Fax: (215) 561-5135
dwillig@wwdlaw.com

Also Admitted in:
District of Columbia

January 26, 2018

To Whom It May Concern:

It is my privilege to write a letter of recommendation for Monique Clark. Monique worked for our firm for many years in the capacity of Secretary/Paralegal and was one of the finest employees we have ever had. Monique is very smart and incredibly competent. Her computer skills are exemplary, and she is organized and efficient.

Monique worked for one of the firm's busiest partners with a demanding litigation practice. She was assigned complex legal projects, sometimes with only general instructions. Despite working for at least 2 other attorneys in addition to the partner, she always completed the projects promptly and with very few questions. Monique was required to interact with attorneys, support staff, clients, co-counsel and court personnel on a regular basis and did so in a professional and courteous fashion. Our clients felt very comfortable with her and she enjoys working with people.

Integrity and confidentiality are important in a law firm. Monique is a person of extremely high moral character. She understood the confidentiality requirements and abided by them at all times.

In short, we very much regret that Monique decided to move from Philadelphia. We know that our loss will be someone else's gain. Any firm or organization would be wise to hire someone with her talents and capabilities.

Sincerely yours,

DEBORAH R. WILLIG



Law Offices of

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Philadelphia, Pennsylvania 19103

(215) 656-3600

www.wwdlaw.com

Nancy B.G. Lassen

Phone: (215) 656-3638

Fax: (215) 561-5135

nlassen@wwdlaw.com

January 24, 2018

Re: Monique D. Clark

Dear to Whom it May Concern:

Monique Clark worked at our law firm, primarily for me, for approximately eleven years. She is, quite simply, one of the most talented and able legal assistants that I have ever worked with during my thirty-six years in practice.

Monique is extraordinarily smart and she works hard (diligently and constantly). She is capable of undertaking virtually any challenge; in fact, she invites challenge, and dislikes being bored or underutilized. She is an exceptionally competent writer, and I valued both her proofreading ability and editorial sensibility. I looked forward to Monique's input on all the matters that we worked on, and her ideas were frequently invaluable.

Perhaps it goes without saying, but Monique is exceptionally responsible, always punctual (actually, one of those annoying people who gets everywhere early), and consistently performs at or above the most exacting standards. She has excellent interpersonal skills, and she always conducts herself in a professional manner (in person, written expression, and on the telephone).

If I had the opportunity, I would hire Monique in a moment. She is, frankly, that good. While it is my profound loss that she has decided to relocate to North Carolina, this is entirely your gain should she accept an offer of employment.

Should you have any further questions, please do not hesitate to contact me directly.

Very truly yours,

NANCY B.G. LASSEN



Staff Report

**Consent
Agenda
Item:** **New
Hire /
Vacancy
Report**

Date of Meeting: March 06, 2018

Date Prepared: February 23, 2018

Staff Work By: Tim Kerigan, HR Director

Background

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

In addition, please find the following current vacancies:

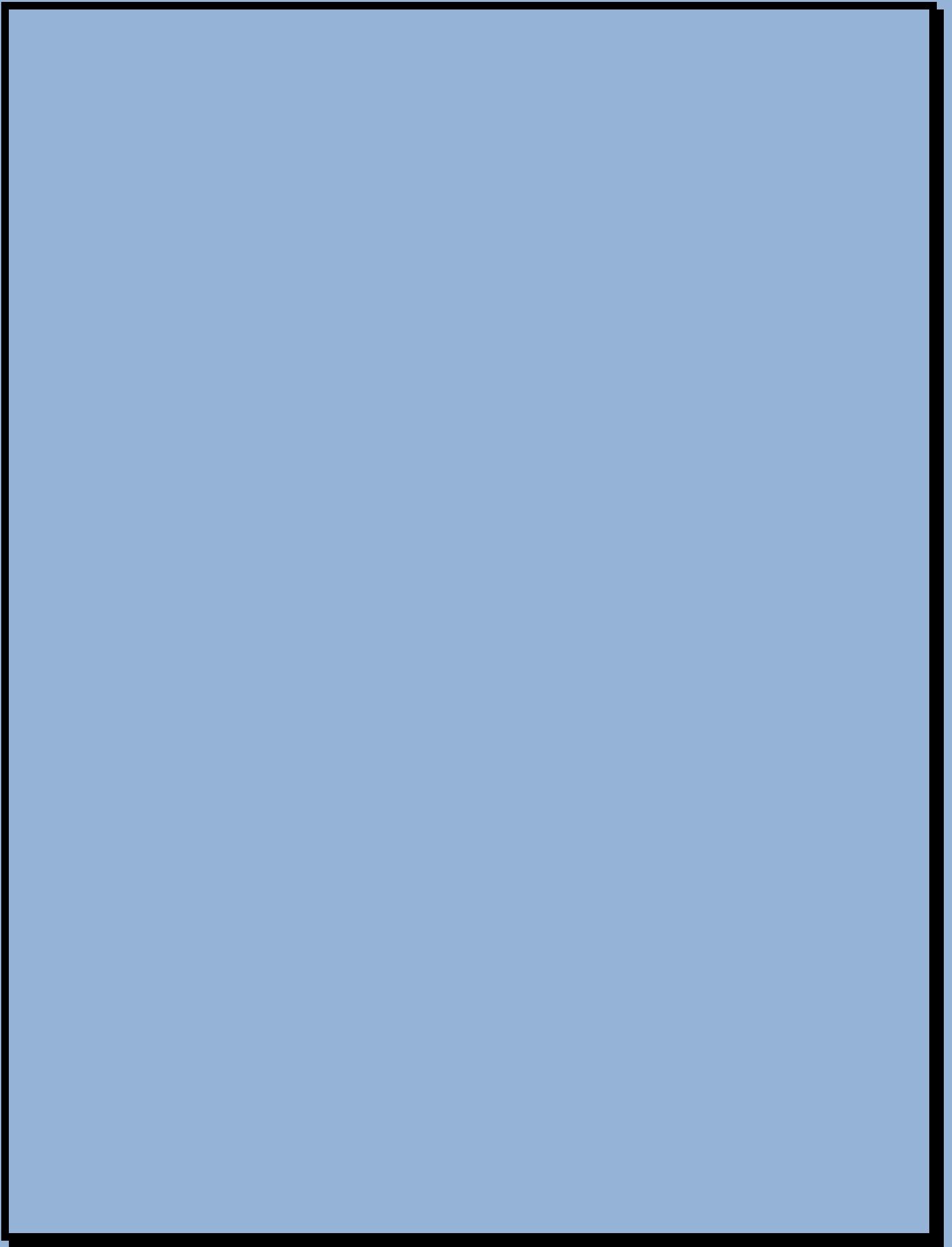
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Electric Line Technician	PU – Electric	31-72-7230-5100-0200
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220

Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 17-18 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Facility Maintenance Specialist	P & R – Recreation	10-60-6200-5100-0200	\$11.86/hr. (\$24,668.80/yr.)
Utility Line Mechanic	Public Utilities – W/S	30-71-7220-5100-0200	\$12.46/hr. (\$25, 916.80/yr.)
Utility Line Mechanic	Public Utilities – W/S	30-71-7220-5100-0200	\$12.46/hr. (\$25, 916.80/yr.)

Business Items





Request for Town Council Action

**Business Contracts
Item: for Services**
Date: 03/06/2018

Subject: Contracts for Services
Department: Planning
Presented by: Stephen Wensman, Planning Director
Presentation: Business Agenda Item

Issue Statement

Staff has selected Stewart Inc. to prepare the Comprehensive Growth Management Plan and Kimley-Horn to prepare the Comprehensive Transportation Plan for the Town of Smithfield and is requesting approval of both Contracts for Services.

Financial Impact

The Comprehensive Growth Management Plan contract amount is \$93,400 and for the Comprehensive Transportation Plan contract amount is \$100,412.25. Finance Staff has prepared a separate agenda item for budget amendment for the funding of both projects.

Action Needed

To review the Contracts, and make a decision whether to approve or deny the Contract for Services.

Recommendations

Staff recommends approval of the Stewart Inc. Comprehensive Growth Management Plan Contract for Services and Kimley-Horn Comprehensive Transportation Plan Contract for Services

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Stewart Contract for Services with Scope of Services, Fees and Schedule.
3. Kimley-Horn Contract for Services with Scope of Services, Fees and Schedule.



Staff Report

Business Item: **Contracts for Services**

In early 2017, the Town Council directed Staff to prepare an Request for Proposals (RFP) for consulting services to prepare a new Comprehensive Growth Management Plan and Comprehensive Transportation Plan. Staff received proposals from three firms for each RFP. After conduction interviews, Staff has selected Stewart Inc. to prepare the Comprehensive Growth Management Plan and Kimley-Horn to prepare the Comprehensive Transportation Plan.

Unified Approach (Scopes of Work):

Through the interview process, it became apparent that there was and need and opportunity to have a coordinated or unified approach to both planning processes. As such, Staff has worked with the consultants for both plans to provide a coordinated scope of services and draft timeline. The approach includes coordination and sharing in three areas:

- Landuse, demographic socio-economic data analysis
- Branding and theming
- Public Engagement

The unified approach will result in documents that reflect the interconnectedness of land use planning and transportation. A unified branding and theming will simplify the process as it is presented to the public who may or may not differentiate various planning initiatives. It will allow for a single engagement process to eliminate planning fatigue in residents, businesses leaders and staff by having a single steering committee, and unified public engagement events.

The consultants will also coordinate with the stormwater planning process under contract with Jewell Engineering as it pertains to land use or transportation planning.

Public Engagement:

The combined public engagement process is envisioned as including the following:

- Steering Committee – A steering committee comprised of residents, business leaders, Town commission and committee members (to be determined) to serve both the Growth Management and Transportation plans. The engagement plans calls for 8 Steering Committee meetings of which some will focus more on transportation and others on land use to provide guidance on the planning processes.

- Stakeholder Interviews – The consultants will interview various stakeholders (to be determined) that have an interest in land use and transportation decisions. It is envisioned that these interviews will occur on a single day early in the process.
- Public Workshops – Two (2 hour) public workshops are proposed to be facilitated by the consultants and staff, cooperatively, to educate residents about the processes and to gather input on issues, opportunities and potential solutions.
- Social Media/Website- A Town webpage for the projects will be developed. The consultants will provide content for the webpage such as meeting minutes, drafts, surveys, and other public outreach materials. The Town's social media will also be used to provide outreach
- Surveys – Surveys will be developed for both plans with some potential overlap. The surveys will likely be developed using PublicInput.com which is a subscription service that uses Face Book analytics to deliver and receive content. Survey material will also be prepared for the Planning Board and Town Council.
- Community Events – content will be developed for several community events to educate the public and gather feedback.
- Council Communication – the consultants will prepare and present material/updates to the Council up to three times at key points during the process.

Timeline:

The unified planning process is expected to be completed over a 14-month time horizon. The consultants have prepared a draft timeline with key milestones identified. The actual time horizon may be adjusted as needed to ensure adequate public input and review by stakeholders.

Financial Impact:

- The Comprehensive Growth Management Plan contract amount is \$93,400.
- The Comprehensive Transportation Plan contract amount is \$100,412.25.

Recommendations:

Staff recommends approval of:

- The Stewart Inc. Comprehensive Growth Management Plan Contract for Services.
- The Kimley-Horn Comprehensive Transportation Plan Contract for Services.

DRAFT Contract for Services Comprehensive Growth Management Plan Update

This contract is dated, made, and entered into as of the _____ day of _____, 2018, by the Town of Smithfield (“Town”), a N. C. municipal corporation, and *Stewart Engineering (DBA Stewart Inc.)* (“Contractor”), a professional corporation organized and existing under the laws of North Carolina.

A. BACKGROUND AND PURPOSE

The purpose of this contract is for professional services to update the Town of Smithfield *Comprehensive Growth Management Plan*. Review will be coordinated with the Smithfield Planning Department.

B. SERVICES AND SCOPE TO BE PERFORMED. PRESUMPTION THAT DUTY IS CONTRACTOR’S.

The Contractor shall provide the services outlined in the scope of services included as Attachment A. In this contract, “Work” means the services that the Contractor is required to perform pursuant to this contract and all of the Contractor’s duties to the Town that arise out of this contract. Unless the context requires otherwise, if this contract states that a task is to be performed or that a duty is owed, it shall be presumed that the task or duty is the obligation of the Contractor.

C. COMPLETE WORK WITHOUT EXTRA COST.

Except to the extent otherwise specifically stated in this contract, the Contractor shall obtain and provide, without additional cost to the Town, all labor, materials, equipment, transportation, facilities, services, permits, and licenses necessary to perform the Work.

D. CONTRACTOR’S BILLINGS TO TOWN. COMPENSATION.

The Contractor shall send invoices to the Town on a monthly basis for the amounts to be paid pursuant to this contract. Each invoice shall document, to the reasonable satisfaction of the Town: such information as may be reasonably requested by the Town. Within twenty days after the Town receives an invoice, the Town shall send the Contractor a check in payment for all undisputed amounts contained in the invoice.

The Town shall pay the Contractor for the Work as follows: Monthly based on percentage complete. Expenses as specified in Attachment A. The Town shall not be obligated to pay the Contractor any payments, fees, expenses, or compensation other than those authorized by this section.

E. PROMPT PAYMENT TO SUB-CONTRACTORS.

1. Within 7 days of receipt by the Contractor of each payment from the Town under this contract, the Contractor shall pay all Sub-Contractors based on work completed or service provided under the subcontract. Should any payment to the Sub-Contractor be delayed by more than 7 days after receipt of payment by the Contractor from the Town

under this contract, the Contractor shall pay the Sub-Contractor interest, beginning on the 8th day, at the rate of 1% per month or fraction thereof on such unpaid balance as may be due. By appropriate litigation, Sub-Contractors shall have the right to enforce this subsection (1) directly against the Contractor, but not against the Town of Smithfield.

2. If the individual assigned to administer this contract for the Town (in this section, titled "Prompt Payment to Subcontractors," he or she will be referred to as the "Project Manager") determines that it is appropriate to enforce subsection (1) in this manner, the Town may withhold from progress or final payments to the Contractor the sums estimated by the Project Manager to be a. the amount of interest due to the Subcontractor under subsection (1), and/or b. the amounts past-due under subsection (1) to the Subcontractor but not exceeding 5% of the payment(s) due from the Town to the Contractor. This subsection (2) does not limit any other rights to withhold payments that the Town may have.
3. Nothing in this section (titled "Prompt Payment to Sub-Contractors") shall prevent the Contractor at the time of invoicing, application, and certification to the Town from withholding invoicing, application, and certification to the Town for payment to the Sub-Contractor for unsatisfactory job progress; defective goods, services, or construction not remedied; disputed work; third-party claims filed or reasonable evidence that such a claim will be filed; failure of the sub-Contractor to make timely payments for labor, equipment, and materials; damage to the Contractor or another sub-Contractors; reasonable evidence that the subcontract cannot be completed for the unpaid balance of the subcontract sum; or a reasonable amount for retainage not to exceed 10%.
4. The Project Manager may require, as a prerequisite to making progress or final payments, that the Contractor provide statements from any Sub-Contractors designated by the Project Manager regarding the status of their accounts with the Contractor. The statements shall be in such format as the Project Manager reasonably requires, including notarization if so specified.

F. INSURANCE.

Contractors shall purchase and maintain insurance coverage for not less than the following:

1. Commercial Auto Liability, covering:
 - a. All vehicles
 - b. Combined single limit not less than \$1,000,000 per occurrence
 - c. Town of Smithfield must be named additional insured
2. Professional Liability, covering:
 - a. Covering claims arising out of professional advisement / consultation services performed in connection with this contract
 - b. Combined single limit not less than \$1,000,000 per occurrence; if coverage is only available on claims made basis, then additional coverage requirements may apply, subject to review of Town Risk Manager
3. Workers' Compensation Insurance, covering:
 - a. Statutory benefits

- b. Covering employees; covering owners partners, officers, and relatives (who work on this contract) (this must be stated on the certificate)
- c. Employers' liability, \$1,000,000
- d. Waiver of subrogation in favor of the Town of Smithfield

G. PERFORMANCE OF WORK BY THE TOWN.

If the Contractor fails to perform the Work in accordance with the schedule referred to in Attachment A, the Town may, in its discretion, in order to bring the project closer to the schedule, perform or cause to be performed some or all of the Work, and doing so shall not waive any of the Town's rights and remedies. Before doing so, the Town shall give the Contractor notice of its intention. The Contractor shall reimburse the Town for additional costs incurred by the Town in exercising its right to perform or cause to be performed some or all of the Work pursuant to this section.

H. EXHIBITS. None

I. TERMINATION BY TOWN OF CONTRACT FOR CAUSE.

If the Contractor fails to fulfill in a timely and proper manner his/her obligations under this Contract, or if the Contractor violates any provisions of this Contract, the Town shall have the right to terminate the Contract for cause by giving written notice to the Contractor specifying the reasons for and effective date of termination. In such event, the Contractor shall cease work immediately upon receipt of such notice. The Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed prior to termination.

J. NOTICE.

1. All notices and other communications required or permitted by this contract shall be in writing and shall be given either by personal delivery, UPS, Federal Express, or certified United States mail, return receipt requested, addressed as follows. The parties are requested to send a copy by email.

To the Town:
Michael Scott, Town Manager
Smithfield Planning Department
350 East Market Street
P.O. Box 761
Smithfield, NC 27577
Email: michael.scott@smithfield-nc.com

To the Contractor:
[Insert name and address]
Email: [Insert email address]

2. CHANGE OF ADDRESS. DATE NOTICE DEEMED GIVEN. A change of address, fax number, or person to receive notice may be made by either party by notice given to the other party. Any

notice or other communication under this contract shall be deemed given and sent at the time of actual delivery, if it is personally delivered or sent by fax. If the notice or other communication is sent by United States mail, it shall be deemed given upon the third calendar day following the day on which such notice or other communication is deposited with the United States Postal Service or upon actual delivery, whichever first occurs.

K. INDEMNIFICATION.

1. To the maximum extent allowed by law, the Contractor shall indemnify, and save harmless Indemnitees from and against all Charges to the extent caused by the negligent acts or omissions of the Contractor or subcontractors or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.
2. Definitions. "Charges" means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, and expenses (included without limitation within "Charges" are (1) interest and reasonable attorneys' fees assessed as part of any such item, and (2) amounts for alleged violations of sedimentation pollution, erosion control, pollution, or other environmental laws, regulations, ordinances, rules, or orders -- including but not limited to any such alleged violation that arises out of the handling, transportation, deposit, or delivery of the items that are the subject of this contract). "Indemnitees" means Town and its officers, officials, and employees, excluding the Contractor.
3. Other Provisions Separate. Nothing in this section shall affect any warranties in favor of the Town that are otherwise provided in or arise out of this contract. This section is in addition to and shall be construed separately from any other indemnification provisions that may be in this contract.
4. Survival. This section shall remain in force despite termination of this contract (whether by expiration of the term or otherwise) and termination of the services of the Contractor under this contract.
5. Limitations of the Contractor's Obligation. If this section is in, or is in connection with, a contract relative to the design, planning, construction, alteration, repair or maintenance of a building, structure, highway, road, appurtenance or appliance, including moving, demolition and excavating connected therewith, then subsection "1" above shall not require the Contractor to indemnify or hold harmless Indemnitees against liability for damages arising out of bodily injury to persons or damage to property proximately caused by or resulting from the negligence, in whole or in part, of Indemnitees.

L. RESERVED.

M. TERMINATION FOR CONVENIENCE ("TFC").

1. Procedure. Without limiting any party's right to terminate for breach, the parties agree that the Town may, without cause, and in its discretion, terminate this contract for convenience by giving the Contractor written notice that refers to this section. TFC shall be effective at the time indicated in the notice.
2. Obligations. Upon TFC, all obligations that are still executory on both sides are discharged except that any right based on prior breach or performance survives, and the

indemnification provisions and the section of this contract titled Trade Secrets and Confidentiality, if any, shall remain in force. At the time of TFC or as soon afterwards as is practical, the Contractor shall give the Town all Work, including partly completed Work. In case of TFC, the Contractor shall follow the Town's instructions as to which subcontracts to terminate.

3. **Payment.** The Town shall pay the Contractor an equitable amount for the costs and charges that accrue because of the Town's decisions with respect to the subcontracts, but excluding profit for the Contractor. Within 20 days after TFC, the Town shall pay the Contractor (Stewart) one hundred dollars as a TFC fee and shall pay the Contractor for all Work performed except to the extent previously paid for. Work shall be paid for in accordance with the method (unit prices, hourly fees, etc.) to be used for payment had the Work been completed except to the extent it would be inequitable to either party, and if Work was to be paid for on a lump sum basis, the Town shall pay the part of the lump sum that reflects the percentage of completion attained for that Work. The Contractor shall not be entitled to any payment because of TFC except as stated in this section, whether on the basis of overhead, profit, damages, other economic loss, or otherwise.

N. E-VERIFY REQUIREMENTS.

1. If this contract is awarded pursuant to North Carolina General Statutes (NCGS) 143-129 – (i) the contractor represents and covenants that the contractor and its subcontractors comply with the requirements of Article 2 of Chapter 64 of the NCGS; (ii) the words "contractor," "contractor's subcontractors," and "comply" as used in this subsection (a) shall have the meanings intended by NCGS 143-129(j); and (iii) the Town is relying on this subsection (a) in entering into this contract.
2. If this contract is subject to NCGS 143-133.3, the contractor and its subcontractors shall comply with the requirements of Article 2 of Chapter 64 of the NCGS.

O. MISCELLANEOUS

1. **Choice of Law and Forum; Service of Process.** (i) This contract shall be deemed made in Smithfield County, North Carolina. This contract shall be governed by and construed in accordance with the law of North Carolina. The exclusive forum and venue for all actions arising out of this contract shall be the North Carolina General Court of Justice, in Smithfield County. Such actions shall neither be commenced in nor removed to federal court. This subsection (a) shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this subsection. (ii) If the Contractor is not a natural person (for instance, the Contractor is a corporation or limited liability company), this subsection (ii) applies. "Agent for Service of Process" means every person now or hereafter appointed by the Contractor to be served or to accept service of process in any State of the United States. Without excluding any other method of service authorized by law, the Contractor agrees that every Agent for Service of Process is designated as its non-exclusive agent for service of process, summons, and complaint. The Contractor will instruct each Agent for Service of Process that after such agent receives the process, summons, or complaint, such agent shall promptly send it to the

Contractor. This subsection (ii) does not apply while the Contractor maintains a registered agent in North Carolina with the office of the N. C. Secretary of State and such registered agent can be found with due diligence at the registered office.

2. **Waiver.** No action or failure to act by the Town shall constitute a waiver of any of its rights or remedies that arise out of this contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.
3. **Performance of Government Functions.** Nothing contained in this contract shall be deemed or construed so as to in any way estop, limit, or impair the Town from exercising or performing any regulatory, policing, legislative, governmental, or other powers or functions.
4. **Severability.** If any provision of this contract shall be unenforceable, the remainder of this contract shall be enforceable to the extent permitted by law.
5. **Assignment; Successors and Assigns.** Without the Town's written consent, the Contractor shall not assign (which includes to delegate) any of its rights (including the right to payment) or duties that arise out of this contract. The Town Manager may consent to an assignment without action by the Town Council. Unless the Town otherwise agrees in writing, the Contractor and all assignees shall be subject to all of the Town's defenses and shall be liable for all of the Contractor's duties that arise out of this contract and all of the Town's claims that arise out of this contract. Without granting the Contractor the right to assign, it is agreed that the duties of the Contractor that arise out of this contract shall be binding upon it and its heirs, personal representatives, successors, and assigns.
6. **Compliance with Law.** In performing all of the Work, the Contractor shall comply with all applicable law.
7. **Notice of Town Policy.** The Town opposes discrimination on the basis of race and sex and urges all of its contractors to provide a fair opportunity for minorities and women to participate in their work force and as subcontractors and vendors under Town contracts.
8. **No Third Party Rights Created.** This contract is intended for the benefit of the Town and the Contractor and not any other person.
9. **Principles of Interpretation and Definitions.** (1) The singular includes the plural and the plural the singular. The pronouns "it" and "its" include the masculine and feminine. References to statutes or regulations include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation. References to contracts and agreements shall be deemed to include all amendments to them. The words "include," "including," etc. mean include, including, etc. without limitation. (2) References to a "Section" or "section" shall mean a section of this contract. (3) "Contract" and "Agreement," whether or not capitalized, refer to this instrument. (4) "Duties" includes obligations. (5) The word "person" includes natural persons, firms, companies, associations, partnerships, trusts, corporations, governmental agencies and units, and other legal entities. (6) The word "shall" is mandatory. (7) The word "day" means calendar day. (8) The word "Work" is defined in Section 2. (9) A definition in this contract will not apply to the extent the context requires otherwise.

10. **Modifications; Entire Agreement.** A modification of this contract is not valid unless signed by both parties and otherwise in accordance with requirements of law. Further, a modification is not enforceable against the Town unless it is signed by the Town Manager, a deputy or assistant Town Manager, or, in limited circumstances, a Town department director. This contract contains the entire agreement between the parties pertaining to the subject matter of this contract. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties, or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this contract.

11. **Town’s Manager’s Authority.** To the extent, if any, the Town has the power to suspend or terminate this contract or the Contractor’s services under this contract, that power may be exercised by Town Manager or a deputy or assistant Town Manager without Town Council action.

IN WITNESS WHEREOF, the Town and the Contractor have caused this contract to be executed under seal themselves or by their respective duly authorized agents or officers.

ATTEST: TOWN OF SMITHFIELD

By: _____

Pre-audit certificate, if applicable _____

[Signature block for the contractor will be added based upon the contractor is selected]



STEWART

ATTACHMENT A: COMPREHENSIVE GROWTH MANAGEMENT PLAN SCOPE OF SERVICES

February 19, 2018

Mr. Stephen Wensman
Planning Director
Smithfield Planning Department
350 East Market Street
Smithfield, NC 27577

Dear Stephen,

Stewart is very pleased to have been selected to prepare the Town of Smithfield Comprehensive Growth Management Plan.

This contract outlines the proposed work program for the development of the Comprehensive Growth Management Plan. It is developed based upon our detailed proposal, conversations with Town staff, and our prior experience creating public plans. The work program included in this document was created by reorganizing the tasks included in the proposal into the following five phases:

- Phase 1 – Project Initiation
- Phase 2 – Inventory and Analysis
- Phase 3 – Visioning
- Phase 4 – Plan Development
- Phase 5 – Documents, Adoption and Continuing Service

This proposed scope of work includes:

- 8 Steering Committee Meetings (Stewart to attend 7 of the 8)
- 2 Public Meetings
- Presentation of the Draft Comprehensive Plan
- Presentation of the Final Document

This document is meant to be included as the scope of work in the contract. Upon receipt of your comments and edits, we will revise the scope of work accordingly. Do not hesitate to contact us if you have any questions.

Respectfully submitted:
STEWART

Cindy Szwarczkop, AICP
Associate Vice President

PHASE 1: PROJECT INITIATION

1.1 Existing Plan and Document Review/Data Gathering

The team will work with Town staff to identify and assemble relevant background documents for review, including but not limited to:

- GIS Files
- Comprehensive Growth Management Plan
- Future Land Use Map
- Urban Growth Boundary and ETJ Map
- Economic Development Map
- Strategic Economic Development Plan
- Unified Development Ordinance

The background documents and maps will be reviewed to assess the implications of the studies and their findings for short, intermediate, and long-term planning initiatives and to ensure that the necessary data is available for study of the various Comprehensive Growth Management Plan elements.

1.2 Kick-Off Meetings and Stakeholder Interviews

Following document review, The Consultant will conduct an initial round of meetings with staff, the Steering Committee, elected/appointed officials, and stakeholders to help identify key issues to be addressed in the Comprehensive Growth Management Plan and to understand expectations. Kick-off meetings will include the following:

Community Engagement Tour - Conduct a tour with Town staff to document, inventory, and view key areas and features, such as Town-owned land and buildings, protected and unprotected natural resource areas, housing, recently approved developments (or areas proposed/being considered for development), and utilities and infrastructure. This tour will help The Consultant understand how the land area is currently organized, used, and supported by public facilities.

Stakeholder Interviews – The team will conduct a series of stakeholder interviews (3 to 6 meetings) taking place over the course of one day. We will work with Town staff to identify these interests (business interests, community and neighborhood groups, economic development and tourism officials, representatives of the environmental community, etc.)

Steering Committee Meeting – A meeting with the Steering Committee will follow during which our team will discuss the project approach, objectives, schedule, and initial impressions.

1.3 Assessment Report

Stewart will prepare a summary and analysis of the existing Comprehensive Growth Management Plan and of the feedback/information received during the Pre-Planning Phase and the kick-off meetings. The assessment will identify sections of the existing Plan that should remain, be removed or need revisions.

As part of the Assessment Report, we will provide a matrix that includes key goals and policies for all documents that will directly inform the Comprehensive Growth Management Plan effort.

1.4 Public Involvement Plan

The team will work closely with Town staff and the Steering Committee to develop a Public Involvement Plan (PIP) that will include unique geographic, generational, and demographic interests. The PIP will set goals for the public outreach process and outline the strategy and steps necessary to reach those goals. We will propose to use a mixture of the following public involvement techniques:

Leadership and Stakeholder Interviews – discuss the issues one-on-one with strategic groups

Interactive Workshops – participants use markers and other exercises to provide feedback and indicate preference to concepts, growth scenarios, or prioritization of projects, etc.

Charrettes – interactive workshop where participants have the opportunity to express their ideas and thoughts in graphic form

Walkabouts – stakeholders walk the project area to observe the real physical opportunities and constraints

Surveys – surveys ensure a more complete cross-section of the County is polled.

Project website/social media – coordinate with Town staff to create a unique project webpage (part of Town website), updates via Town Facebook page and Town Twitter account

Pop-Up meetings – go to where community members are already gathering (sporting events, Ham and Yam Festival, Chamber of Commerce meetings, local civic club meetings, school events, senior events, etc.)

As part of the PIP, we will document all comments and responses, contributing to the success of the process and providing a logical and defensible basis for the explanation of decisions or actions. The fee estimate includes the following:

- 1 Day of stakeholder interviews (2 Stewart attendees)
- 2 Public Meetings (2-3 Stewart attendees at each meeting)
- Online Survey (utilizing Survey Monkey or an existing PublicInput.com project account, expenses for facebook advertising via PublicInput.com will be a reimbursable cost)
- A pdf of post cards or flyer that advertises public meetings and/or the survey for insertion in utility bills.
- Website and social media updates (4 main updates corresponding with key phases)
- 20 hours of additional PIP implementation efforts to be decided in conjunction with Town staff.

It is anticipated that Town staff will also assist with engagement efforts.

1.5 Project Logo and Website

The Consultant will work with Town staff and Kimley-Horn to create a project logo and theme/brand for the Comprehensive Growth Management Plan to create an inviting message that community members will become familiar with to “market the process.” The logo and theme will be used on all documents, information flyers, and meeting notices.

We will also work with Town staff to develop a project webpage as part of the City website and email address for the project. The webpage will serve as the main information hub for the project and will be populated with information throughout the planning process, allowing for real-time updates. The site will serve as a clearinghouse for information about the project and as a mechanism for soliciting and receiving feedback on plan components through online polling or other interactive tools.

Phase 1 Meetings:

- Project Initiation Meeting with Town staff
- Community Engagement Tour(s)
- Stakeholder Interviews (1 day)
- Steering Committee meeting #1 to discuss the project approach, schedule, and initial impressions and the Assessment Report

Phase 1 Deliverables:

- Data Request
- Assessment Report
- Stakeholder Interview Schedule and Invitation Template
- Public Involvement Plan
- Meeting Materials
- Meeting Summaries

PHASE 2: INVENTORY AND ANALYSIS

2.1 Community Profile

The team will complete a thorough inventory and analysis of existing conditions, site and development constraints, socio-economic data, housing, health and aging trends, development projects, transportation, public facilities, and other relevant topics. This information will help to inform the Comprehensive Growth Management Plan process. We will prepare a “Community Profile” summarizing key facts and figures for each of the plan elements in a highly graphic and easily understandable format. It will also include a summary of issues and opportunities that will provide a point of departure for recommendations later in the Comprehensive Growth Management Plan effort. This data will be presented at a steering committee meeting, provide education material for public engagement efforts and guide the team’s work in future phases of the project. This profile will be integrated into materials for public meeting #1 and eventually be included in the final report.

A summary of findings from the Community Profile related to land use and demographics will be provided to the Town and Kimley-Horn to be utilized in the local comprehensive transportation plan document.

The Consultant will provide an update to the Town Council or Planning Board during Phase 2.

2.2 Mapping

Using field surveys, county tax parcel files, aerial photos, GIS files, and Google’s street view, we will prepare a series of maps and exhibits to aid in the understanding of existing conditions. We will also analyze existing land use patterns to determine development trends and establish character areas which will be useful for determining future land use recommendations.

The team will coordinate with the following entities to develop an understanding of issues and opportunities in the study area:

- Johnston County
- Town of Selma
- Capital Area Metropolitan Planning Organization
- Upper Coastal Plain Rural Planning Organization

2.3 Multi-Modal Transportation Summary

As a component of the Community Profile and Mapping described above, The Consultant will coordinate with Town staff and the Consultant that is leading the Comprehensive Transportation Plan (Kimley-Horn) to incorporate a summary of findings from the existing conditions phase of that process. Recent accomplishments, priority projects, and outstanding needs will be summarized.

2.4 Public Utilities and Infrastructure Inventory

The Consultant will inventory and evaluate existing public and private utilities, analyze current and future septic water and sewer capacity based on build-out scenarios, and provide guidance for infrastructure planning.

2.5 Housing and Economic Analysis

Utilizing Johnston County Real Estate, Census Data, recent building permit data, and housing sales information, we will inventory and categorize the existing housing stock and prepare summaries for specific areas of the Town. Based on the demographic information gathered as part of the Community Assessment and available demographic forecasts information, we will create town-wide population and household forecasts to identify the future housing demand and describe trends in the regional housing market that will help inform recommendations in the Housing Element of the Plan.

The Consultant will assemble and review all existing economic development reports and recommendations; assemble employment trend data; develop an inventory of existing commercial and industrial built space and available/potentially developable land; and develop an employment profile. We will also conduct a literature review/best practices search to identify mechanisms to support tourism, commercial and residential development.

To support the transportation plan (a parallel process led by Kimley Horn) the Consultant will assist in reviewing existing demographic forecasts on the Traffic Analysis Zone level as included in the Triangle Regional Model. Edits will be made based on housing and economic information gathered for the Community Profile.

Phase 2 Meetings

- Steering Committee Meeting #2&3 to review the Community Assessment Profile and Inventories/the results of the Inventory and Analysis Phase.
- Coordination Meetings – The Project Team will participate in regular coordination calls with Town staff during Phase 2 and throughout the project. Fourteen (14) coordination meetings (one per month) with the client and 5 meetings with Kimley-Horn are included in the scope fee estimate. The majority of these meetings will be by conference call or take place at the Consultant’s office. Up to 3 meetings will be in-person meetings that will take place in Smithfield.
- Council / Planning Board Meeting – The Consultant will meet with the Town Council or Planning Board at a regularly scheduled meeting and present findings from the Community Profile.

Phase 2 Deliverables:

- Community Profile – PowerPoint format, text and graphics to be included in final plan
 - Mapping (pdf format)
 - Existing Land Use Inventory Map
 - Land Supply Map (Vacant, Developed, and Underdeveloped Lands)
 - Parcel Size Map
 - Zoning Map
 - Environmental Constraints Map (Floodplains, Wetlands, Slope, Topography, Vegetation, and other Sensitive Resources)
 - Multi-Modal Transportation Inventory Map
 - Infrastructure (Water, Sewer, Storm)
 - Services (Schools, Police, Fire, EMS)
 - Parks, Recreation and Greenways (Existing and Proposed)
 - Open Space and Agricultural Lands
 - Development Applications (Planned and Approved)
 - Neighborhoods/Wards Map

- Public Utilities and Infrastructure Inventory
- Housing Analysis
- Economic and Fiscal Analysis
- Summary of findings from the Community Profile for the transportation plan
- Recommended edits to TAZs
- Council Questionnaire
- Meeting Summaries
- Website Update

PHASE 3: VISION STATEMENT AND GOALS

The team will work with Town staff, Steering Committee, and the public to appropriately “identify community strengths, opportunities, and aspirations” to inform the development of the vision and guiding principles.

3.1 Town of Smithfield Vision

The team will work with Town staff and Steering Committee to determine the vision statement. The statement should be a short, succinct overview of where Smithfield would like to be by 2038.

3.2 Goals

Goals and/or guiding principles will be included in the Plan. It is expected that these principles will be used to convey the Town’s intent to:

1. Provide direction on how to use the Plan to make land use and capital improvement decisions.
2. Guide the purpose and role of the Plan’s components, supporting documents, and implementation measures.
3. Define how each component of the Plan is meant to work together.

3.3 Community Survey

The team will work closely with Town staff to develop a Community Survey to gather feedback from the public regarding development preferences and key issues to be addressed by plan policies and, future regulatory efforts and investment decisions. The survey could include a map-based activity that identifies land use preferences and/or a visual preference survey that provides images of a variety of categories including streets and open space, amenities, and the building form for a variety of types, such as residential, commercial, and retail. It is anticipated that the Community Survey will be available both on-line and as the focus of Public Meeting #1. The survey will be advertised via existing social media platforms and a pdf post card or flyer will be provided by the Consultant to be inserted into utility bills.

Phase 3 Meetings:

- Steering Committee Meeting #4 to review Vision, Goals, and Community Preference Survey
- Public Meeting #1 to introduce the project, refine issues and opportunities, and conduct the Community Survey

Phase 3 Deliverables:

- Public Meeting Materials
- Community Preference Survey Results (from Public Meeting and online survey)
- A pdf of a post card or flyer that advertises public meetings and/or the survey for insertion in utility bills.

- Draft Vision and Goals/Guiding Principles

PHASE 4: PLAN DEVELOPMENT

4.1 Plan and Policy Framework

Building on the Draft Vision and Guiding Principles and public input, we will prepare a detailed outline or framework of the proposed Plan. Upon direction from Town staff, the framework could incorporate the following categories as well as any other elements identified during the visioning process:

- Background and History
- Community Profile and Vision
- Community Framework Plan
- Land Use and Community Design
- Housing
- Public Utilities/Infrastructure
- Transportation and Mobility
- Public Services and Facilities
- Parks, Recreation and Open Space
- Housing
- Economic Development
- Natural, Cultural and Historic Resources

4.2 Land Use Modeling

The Consultant will use ArcGIS and CommunityViz to create a dynamic GIS-based model to help understand the probability and capacity for growth in the Town. In addition, the modeling will provide an insight into the impacts that land use policies can have on neighborhoods, the economy, infrastructure, and the environment.

Land Use Suitability Analysis

We will conduct a Land Use Suitability Analysis that will determine areas most suitable for different types of development based on economic development and environmental inputs. It is anticipated that suitability maps will be created for commercial, industrial/office, and residential land uses. Exact land use type and inputs will be determined based on consultation with Town staff. Typical inputs include proximity to existing and proposed roadways and utility infrastructure; proximity to schools, parks and commercial uses; adjacent land uses; and environmental constraints. The suitability analysis will be combined with input from public meetings and the Community Preference Survey to determine land use preferences including use-mix, scale and design character. Deliverables for this task will be utilized to identify and describe future growth areas and to begin to formulate land use recommendations.

Build-Out Model and Impacts

The Consultant will conduct a build-out model using GIS software, including ArcGIS Desktop and CommunityViz. CommunityViz is a powerful modeling tool that enables advanced suitability analysis, build-out analysis, growth allocation, and impact analysis. Two key steps in the modeling process are reviewing state and federal regulations to determine development constraints and reviewing local regulations to determine the type and intensity of development allowable under current land use regulations. The Consultant will coordinate with Town staff to determine appropriate performance measures, or indicators, which can be used to evaluate if build-out scenarios achieve community goals. Potential indicators include development footprint, development within utility service areas, level of service for parks and/or schools, amount of land preserved as open space, and non-residential capacity.

4.3 Future Land Use Map

Following the development of the Land Use and Build-Out models, we will work to create a Future Land Use Map to accommodate growth and development through the next 20 years. The map will be supplemented with descriptions of the land use categories. It is understood that there should also be a special focus on residential classifications and activity centers to ensure better consistency with existing development patterns.

4.4 Community Design and Neighborhood Enhancements

Strategic investment in aesthetic improvements to the public realm and the modification or establishment of development standards and/or guidelines can help improve the quality of life and stabilize property values. This phase of the plan will build on previous work and identify the need for neighborhood enhancements such as trees, sidewalks, street lights, and other infrastructure improvements, in existing neighborhoods and development recommendations for adjustments to existing policies and standards to improve the design of new development to better accomplish community goals.

As part of this task, a conceptual design will be produced to convey the intent of future land use, design, infrastructure, parks and recreation, and/or natural resource related policy recommendations for at least one area of interest. This concept plan will help inform implementation strategies related to the Land Use and Community Design element (i.e. new zoning districts or overlays). The illustration(s) may provide a framework for land subdivision, access, building orientation, urban design and aesthetics for future development and/or redevelopment areas. This will allow the Project Team to leverage the design talents of landscape architects and urban design professionals on staff to develop recommendations for public realm improvements and policy changes that could encourage and shape redevelopment. Designs will be developed collaboratively with staff and other stakeholders and presented at the 2nd public meeting. An open meeting/charrette will be held in advance of the 2nd public meeting to work on concept areas. Stakeholders that need to be consulted will be identified collaboratively with staff and/or the Steering Committee.

Phase 4 Meetings:

- Steering Committee Meeting #5 to review Land Use Modeling, Conceptual Design, and the Future Land Use Map

Phase 4 Deliverables:

- Land Use Model
- Suitability Maps
- Capacity Analysis
- Model Indicators
- Future Land Use Map & Descriptions
- Policy Recommendations
- Conceptual Illustration (One included in scope, Up to 3 Optional with additional cost of \$2500 per area)
- Meeting Summaries
- Website Update

PHASE 5: DOCUMENT, ADOPTION AND CONTINUING SERVICE

5.1 Draft Comprehensive Plan

Policy recommendations will be developed for each of the agreed upon plan elements based on input from staff, the steering committee, the public and regional, state and national best practices. We will prepare and submit a draft Comprehensive Growth Management Plan document (to be delivered in batches of chapters to ease review) to Town staff and the Steering Committee for review. Following this review, the draft document will be presented during the final Public Meeting and posted on the website for comment. All comments received from staff, the Steering Committee, and the public will be catalogued and responses made. This careful tracking of comments will allow The Consultant to identify common themes in feedback/comments for discussion with Town staff and elected/appointed officials during the review and public hearing process. The draft document will be revised and amended as appropriate.

5.2 Implementation Strategies

implementation strategies will be created to address short, medium, and long-term actions to provide direction to the Town for the next 20 years. The implementation strategies will:

- Define the actions/recommendations, by Plan element, needed to achieve the Plan objectives.
- Prioritize the activities (short-term, medium, long-term).
- Link actions to a responsible party

Potential updates to the Unified Development Ordinance will be noted, along with options. Implementation strategies will also include recommendations for coordination with Johnston County and other entities on transportation, utility and land use objectives.

5.3 Plan Document

The Project Team will prepare and submit a draft plan document (to be delivered in batches of chapters to ease review) to Town staff and the Steering Committee. Following this review and a round of revisions, the draft document will be posted on the Town website for comment. All comments received from staff, the Steering Committee, and the public will be catalogued, and responses made. The draft document will be revised and amended.

5.4 Plan Adoption

The Consultant, in conjunction with Town staff, will present the Final Comprehensive Growth Management Plan during a public hearing process. Following the public hearing process, a final set of plan documents will be provided to the Town.

5.5 Continuing Service

The Consultant will conduct one ½ day training session for County staff, Planning Board, Board of Adjustment, and the Board of Commissioners.

As part of our Continuing Service promise, we will be available by phone or email for a period of 6-months following plan adoption to assist staff with questions.

Phase 5 Meetings:

- Steering Committee Meeting #6 to review the Policy Framework
- Steering Committee Meeting #7 to discuss transportation recommendations (Stewart to provide materials only, Kimley-Horn to lead)
- Steering Committee Meeting #8 to review the Draft Comprehensive plan and discuss implementation strategies
- Public Meeting #2 to present Draft Plan
- Adoption Meetings: Consultant staff will be present and assist with the presentation of the plan at a council meeting or public hearing.



Phase 5 Deliverables:

- Meeting Materials, Meeting Summaries
- Website Update
- Powerpoint for council presentation
- Pdf of draft and final plan

ADDITIONAL SERVICES

Any item not contained in the scope of services above will be deemed as an Additional Service. Additional services will be provided if requested by the Client for a negotiated lump sum fee or at our Standard Hourly Billing Rates.

CLIENT RESPONSIBILITIES

It shall be the responsibility of the Client to provide the following items:

1. Provide any available electronic information on the study area to be used in the preparation of plans.
2. Provide reasonable advanced notice of scheduled meetings.
3. Provide decisions on critical issues as necessary in a timely manner.
4. Payment of all invoices per Conditions of the Agreement.

SCHEDULE

The Consultant agrees to provide services to the Client in the most expeditious manner as is practical and will adhere to the project schedule as appropriate and realistic. It is anticipated that the project will be completed within 14 months from the Notice to Proceed.

COMPENSATION

The Consultant agrees to provide professional services as outlined above in the Scope of Services on a lump sum basis. We have proposed a fee of \$93,400 which includes expenses for travel, food and supplies for meetings and printing and deliverables specified in the scope of services. A reimbursable cost of \$400 for targeted Facebook advertising is also anticipated. Printing bound copies of the final document will be considered a reimbursable expense and is not part of the base fee.

Phase	Description	Cost
1	Project Initiation	\$18,320
2	Inventory and Analysis	\$17,250
3	Visioning	\$8,785
4	Plan Development	\$19,995
5	Documents, Adoption, and Continuing Service	\$28,645
Sub-Total		\$93,000
Reimbursable Costs	Facebook Advertising	\$400
Total with Reimbursables		\$93,400

TIMELINE



We anticipate the following schedule for development and adoption of the Comprehensive Growth Management Plan Update. The anticipated completion date is April of 2019. The development of the Comprehensive Growth Management Plan will take place in conjunction with the development of the Transportation Plan Update that will be led by Kimley-Horn. Key phases of the Transportation Plan Update and those tasks that will require significant coordination between the two projects are noted in **red lettering**.

TASK	2018										2019				
	A	M	J	J	A	S	O	N	D	J	F	M	A	M	6 mths
Phase 1 - Project Initiation															
Existing Plan & Document Review/Data Gathering															
Project Initiation Meeting	●														
Assessment Report															
Public Involvement Plan															
Project Logo/Website															
Community Tour and Stakeholder Interviews		●													
Steering Committee Meeting #1		●													
Phase 2 - Inventory & Analysis															
Community Profile															
Existing Conditions Analysis and Mapping															
Steering Committee Meeting #2				●											
Existing Conditions Analysis for Transportation Plan															
Steering Committee Meeting #3					●										
Phase 3 - Vision Statement & Goals															
Vision & Goals															
Community Survey #1															
Public Meeting #1								●							
Steering Committee Meeting #4									●						
Phase 4 - Plan Development															
Plan & Policy Framework															
Land Use Modeling															
Future Land Use Map															
Community Design & Neighborhood Enhancements															
Steering Committee Meeting #5									●						
Phase 5 - Document, Adoption and Continuing Service															
Draft Comprehensive Plan															
Community Survey #2															
Implementation Strategy Matrix															
Steering Committee Meeting #6										●					
Steering Committee Meeting #7											●				
Public Meeting #2												●			
Steering Committee Meeting #8												●			
Revisions to Draft Plan															
Final Plan Presentations and Deliverables													●		
Plan Adoption Target														●	
Training Session															●
Continuing Service															

Contract for Services

Town of Smithfield Transportation Plan

This contract is dated, made, and entered into as of the ____ day of _____, 20____, by the Town of Smithfield (“Town”), a N. C. municipal corporation, and Kimley-Horn and Associates, Inc. (“Consultant”), a corporation organized and existing under the laws of North Carolina.

A. BACKGROUND AND PURPOSE

The purpose of this contract is for professional services to develop the Town of Smithfield Transportation Plan. Review will be coordinated with the Smithfield Planning Department.

B. SERVICES AND SCOPE TO BE PERFORMED. PRESUMPTION THAT DUTY IS CONSULTANT’S.

The Consultant shall develop a Comprehensive Transportation Plan for the Town of Smithfield municipal limits and extraterritorial jurisdiction. In this contract, “Work” means the services that the Consultant is required to perform pursuant to this contract and all of the Consultant’s duties to the Town that arise out of this contract. Unless the context requires otherwise, if this contract states that a task is to be performed or that a duty is owed, it shall be presumed that the task or duty is the obligation of the Consultant.

C. COMPLETE WORK WITHOUT EXTRA COST.

Except to the extent otherwise specifically stated in this contract, the Consultant shall obtain and provide, without additional cost to the Town, all labor, materials, equipment, transportation, facilities, services, permits, and licenses necessary to perform the Work.

D. CONSULTANT’S BILLINGS TO TOWN. COMPENSATION.

The Consultant shall send invoices to the Town on a monthly basis for the amounts to be paid pursuant to this contract. Each invoice shall document, to the reasonable satisfaction of the Town: such information as may be reasonably requested by the Town. Within twenty days after the Town receives an invoice, the Town shall send the Consultant a check in payment for all undisputed amounts contained in the invoice.

The Town shall pay the Consultant for the Work as follows: [Describe the timing of payments, how amounts are calculated, etc. List the kinds of expenses, if any, that the Town will reimburse.]. The Town shall not be obligated to pay the Consultant any payments, fees, expenses, or compensation other than those authorized by this section.

E. PROMPT PAYMENT TO SUB-CONSULTANTS.

1. Within 7 days of receipt by the Consultant of each payment from the Town under this contract, the Consultant shall pay all Sub-Consultants based on work completed or service provided under the subcontract. Should any payment to the Sub-Consultant be delayed by more than 7 days after receipt of payment by the Consultant from the Town under this contract, the Consultant shall pay the Sub-Consultant interest, beginning on

the 8th day, at the rate of 1% per month or fraction thereof on such unpaid balance as may be due. By appropriate litigation, Sub-Consultants shall have the right to enforce this subsection (1) directly against the Consultant, but not against the Town of Smithfield.

2. If the individual assigned to administer this contract for the Town (in this section, titled "Prompt Payment to Subconsultants," he or she will be referred to as the "Project Manager") determines that it is appropriate to enforce subsection (1) in this manner, the Town may withhold from progress or final payments to the Consultant the sums estimated by the Project Manager to be a. the amount of interest due to the Subconsultant under subsection (1), and/or b. the amounts past-due under subsection (1) to the Subconsultant but not exceeding 5% of the payment(s) due from the Town to the Consultant. This subsection (2) does not limit any other rights to withhold payments that the Town may have.
3. Nothing in this section (titled "Prompt Payment to Sub-Consultants") shall prevent the Consultant at the time of invoicing, application, and certification to the Town from withholding invoicing, application, and certification to the Town for payment to the Sub-Consultant for unsatisfactory job progress; defective goods, services, or construction not remedied; disputed work; third-party claims filed or reasonable evidence that such a claim will be filed; failure of the sub-Consultant to make timely payments for labor, equipment, and materials; damage to the Consultant or another sub-Consultants; reasonable evidence that the subcontract cannot be completed for the unpaid balance of the subcontract sum; or a reasonable amount for retainage not to exceed 10%.
4. The Project Manager may require, as a prerequisite to making progress or final payments, that the Consultant provide statements from any Sub-Consultants designated by the Project Manager regarding the status of their accounts with the Consultant. The statements shall be in such format as the Project Manager reasonably requires, including notarization if so specified.

F. INSURANCE.

Consultants shall purchase and maintain insurance coverage for not less than the following:

1. Commercial Auto Liability, covering:
 - a. All vehicles
 - b. Combined single limit not less than \$1,000,000 per occurrence
 - c. Town of Smithfield must be named additional insured
2. Professional Liability, covering:
 - a. Covering claims arising out of professional advisement / consultation services performed in connection with this contract
 - b. Combined single limit not less than \$1,000,000 per occurrence; if coverage is only available on claims made basis, then additional coverage requirements may apply, subject to review of Town Risk Manager
3. Workers' Compensation Insurance, covering:
 - a. Statutory benefits
 - b. Covering employees; covering owners partners, officers, and relatives (who work on this contract) (this must be stated on the certificate)

- c. Employers' liability, \$1,000,000
- d. Waiver of subrogation in favor of the Town of Smithfield

G. PERFORMANCE OF WORK BY THE TOWN.

If the Consultant fails to perform the Work in accordance with the schedule referred to in Attachment A, the Town may, in its discretion, in order to bring the project closer to the schedule, perform or cause to be performed some or all of the Work, and doing so shall not waive any of the Town's rights and remedies. Before doing so, the Town shall give the Consultant notice of its intention. The Consultant shall reimburse the Town for additional costs incurred by the Town in exercising its right to perform or cause to be performed some or all of the Work pursuant to this section.

H. EXHIBITS. None

I. TERMINATION BY TOWN OF CONTRACT FOR CAUSE.

If the Consultant fails to fulfill in a timely and proper manner his/her obligations under this Contract, or if the Consultant violates any provisions of this Contract, the Town shall have the right to terminate the Contract for cause by giving written notice to the Consultant specifying the reasons for and effective date of termination. In such event, the Consultant shall cease work immediately upon receipt of such notice. The Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed prior to termination.

J. NOTICE.

1. All notices and other communications required or permitted by this contract shall be in writing and shall be given either by personal delivery, UPS, Federal Express, or certified United States mail, return receipt requested, addressed as follows. The parties are requested to send a copy by email.

To the Town:
Michael Scott, Town Manager
Smithfield Planning Department
350 East Market Street
P.O. Box 761
Smithfield, NC 27577
Email: michael.scott@smithfield-nc.com

To the Consultant:
Kimley-Horn and Associates, Inc.
421 Fayetteville Street, Suite 600
Raleigh, NC 27601
Email: allison.fluitt@kimley-horn.com

2. CHANGE OF ADDRESS. DATE NOTICE DEEMED GIVEN. A change of address, fax number, or person to receive notice may be made by either party by notice given to the other party. Any

notice or other communication under this contract shall be deemed given and sent at the time of actual delivery, if it is personally delivered or sent by fax. If the notice or other communication is sent by United States mail, it shall be deemed given upon the third calendar day following the day on which such notice or other communication is deposited with the United States Postal Service or upon actual delivery, whichever first occurs.

K. INDEMNIFICATION.

1. To the maximum extent allowed by law, the Consultant shall indemnify and save harmless Indemnitees from and against all Charges to the extent caused by the negligent acts or omissions of the Consultant or subconsultants or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.
2. Definitions. "Charges" means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, and expenses (included without limitation within "Charges" are (1) interest and reasonable attorneys' fees assessed as part of any such item, and (2) amounts for alleged violations of sedimentation pollution, erosion control, pollution, or other environmental laws, regulations, ordinances, rules, or orders -- including but not limited to any such alleged violation that arises out of the handling, transportation, deposit, or delivery of the items that are the subject of this contract). "Indemnitees" means Town and its officers, officials, and employees, excluding the Consultant.
3. Other Provisions Separate. Nothing in this section shall affect any warranties in favor of the Town that are otherwise provided in or arise out of this contract. This section is in addition to and shall be construed separately from any other indemnification provisions that may be in this contract.
4. Survival. This section shall remain in force despite termination of this contract (whether by expiration of the term or otherwise) and termination of the services of the Consultant under this contract.
5. Limitations of the Consultant's Obligation. If this section is in, or is in connection with, a contract relative to the design, planning, construction, alteration, repair or maintenance of a building, structure, highway, road, appurtenance or appliance, including moving, demolition and excavating connected therewith, then subsection "1" above shall not require the Consultant to indemnify or hold harmless Indemnitees against liability for damages arising out of bodily injury to persons or damage to property proximately caused by or resulting from the negligence, in whole or in part, of Indemnitees.

L. RESERVED.

M. TERMINATION FOR CONVENIENCE ("TFC").

1. Procedure. Without limiting any party's right to terminate for breach, the parties agree that the Town may, without cause, and in its discretion, terminate this contract for convenience by giving the Consultant written notice that refers to this section. TFC shall be effective at the time indicated in the notice.
2. Obligations. Upon TFC, all obligations that are still executory on both sides are discharged except that any right based on prior breach or performance survives, and the

indemnification provisions and the section of this contract titled Trade Secrets and Confidentiality, if any, shall remain in force. At the time of TFC or as soon afterwards as is practical, the Consultant shall give the Town all Work, including partly completed Work. In case of TFC, the Consultant shall follow the Town's instructions as to which subcontracts to terminate.

3. **Payment.** The Town shall pay the Consultant an equitable amount for the costs and charges that accrue because of the Town's decisions with respect to the subcontracts, but excluding profit for the Consultant. Within 20 days after TFC, the Town shall pay the Consultant one hundred dollars as a TFC fee and shall pay the Consultant for all Work performed except to the extent previously paid for. Work shall be paid for in accordance with the method (unit prices, hourly fees, etc.) to be used for payment had the Work been completed except to the extent it would be inequitable to either party, and if Work was to be paid for on a lump sum basis, the Town shall pay the part of the lump sum that reflects the percentage of completion attained for that Work. The Consultant shall not be entitled to any payment because of TFC except as stated in this section, whether on the basis of overhead, profit, damages, other economic loss, or otherwise.

N. E-VERIFY REQUIREMENTS.

1. If this contract is awarded pursuant to North Carolina General Statutes (NCGS) 143-129 – (i) the consultant represents and covenants that the consultant and its subconsultants comply with the requirements of Article 2 of Chapter 64 of the NCGS; (ii) the words "contractor," "contractor's subconsultants," and "comply" as used in this subsection (a) shall have the meanings intended by NCGS 143-129(j); and (iii) the Town is relying on this subsection (a) in entering into this contract.
2. If this contract is subject to NCGS 143-133.3, the consultant and its subconsultants shall comply with the requirements of Article 2 of Chapter 64 of the NCGS.

O. MISCELLANEOUS

1. **Choice of Law and Forum; Service of Process.** (i) This contract shall be deemed made in Smithfield County, North Carolina. This contract shall be governed by and construed in accordance with the law of North Carolina. The exclusive forum and venue for all actions arising out of this contract shall be the North Carolina General Court of Justice, in Smithfield County. Such actions shall neither be commenced in nor removed to federal court. This subsection (a) shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this subsection. (ii) If the Consultant is not a natural person (for instance, the Consultant is a corporation or limited liability company), this subsection (ii) applies. "Agent for Service of Process" means every person now or hereafter appointed by the Consultant to be served or to accept service of process in any State of the United States. Without excluding any other method of service authorized by law, the Consultant agrees that every Agent for Service of Process is designated as its non-exclusive agent for service of process, summons, and complaint. The Consultant will instruct each Agent for Service of Process that after such agent receives the process, summons, or complaint, such agent shall promptly send it to the

Consultant. This subsection (ii) does not apply while the Consultant maintains a registered agent in North Carolina with the office of the N. C. Secretary of State and such registered agent can be found with due diligence at the registered office.

2. **Waiver.** No action or failure to act by the Town shall constitute a waiver of any of its rights or remedies that arise out of this contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.
3. **Performance of Government Functions.** Nothing contained in this contract shall be deemed or construed so as to in any way estop, limit, or impair the Town from exercising or performing any regulatory, policing, legislative, governmental, or other powers or functions.
4. **Severability.** If any provision of this contract shall be unenforceable, the remainder of this contract shall be enforceable to the extent permitted by law.
5. **Assignment; Successors and Assigns.** Without the Town's written consent, the Consultant shall not assign (which includes to delegate) any of its rights (including the right to payment) or duties that arise out of this contract. The Town Manager may consent to an assignment of *Contract between the Town of Smithfield and Kimley-Horn and Associates, Inc.* without action by the Town Council. Unless the Town otherwise agrees in writing, the Consultant and all assignees shall be subject to all of the Town's defenses and shall be liable for all of the Consultant's duties that arise out of this contract and all of the Town's claims that arise out of this contract. Without granting the Consultant the right to assign, it is agreed that the duties of the Consultant that arise out of this contract shall be binding upon it and its heirs, personal representatives, successors, and assigns.
6. **Compliance with Law.** In performing all of the Work, the Consultant shall comply with all applicable law.
7. **Notice of Town Policy.** The Town opposes discrimination on the basis of race and sex and urges all of its consultants to provide a fair opportunity for minorities and women to participate in their work force and as subconsultants and vendors under Town contracts.
8. **No Third Party Rights Created.** This contract is intended for the benefit of the Town and the Consultant and not any other person.
9. **Principles of Interpretation and Definitions.** (1) The singular includes the plural and the plural the singular. The pronouns "it" and "its" include the masculine and feminine. References to statutes or regulations include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation. References to contracts and agreements shall be deemed to include all amendments to them. The words "include," "including," etc. mean include, including, etc. without limitation. (2) References to a "Section" or "section" shall mean a section of this contract. (3) "Contract" and "Agreement," whether or not capitalized, refer to this instrument. (4) "Duties" includes obligations. (5) The word "person" includes natural persons, firms, companies, associations, partnerships, trusts, corporations, governmental agencies and units, and other legal entities. (6) The word "shall" is mandatory. (7) The word "day" means calendar day. (8) The word "Work" is defined in Section 2. (9) A definition in this contract will not apply to the extent the context requires otherwise.

10. **Modifications; Entire Agreement.** A modification of this contract is not valid unless signed by both parties and otherwise in accordance with requirements of law. Further, a modification is not enforceable against the Town unless it is signed by the Town Manager, a deputy or assistant Town Manager, or, in limited circumstances, a Town department director. This contract contains the entire agreement between the parties pertaining to the subject matter of this contract. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties, or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this contract.

11. **Town's Manager's Authority.** To the extent, if any, the Town has the power to suspend or terminate this contract or the Consultant's services under this contract, that power may be exercised by Town Manager or a deputy or assistant Town Manager without Town Council action.

IN WITNESS WHEREOF, the Town and the Consultant have caused this contract to be executed under seal themselves or by their respective duly authorized agents or officers.

ATTEST: TOWN OF SMITHFIELD

By: _____

Pre-audit certificate, if applicable _____

KIMLEY-HORN AND ASSOCIATES, INC.

By: _____

Title: _____

ATTACHMENT A

Comprehensive Transportation Plan Scope of Services

Task 1. Project Administration

Subtask 1.1 – Project Work Plan

At the outset of the plan, the Consultant will prepare a Project Work Plan. This document will provide a brief understanding of the project, highlight the Consultant team members involved, and provide a milestone schedule that assigns target dates to each major task item within the project. Project contacts and invoicing procedures also will be discussed in this document. As a subcomponent to the Project Work Plan, the Consultant will develop a Communication Protocol. The intent of this section is to identify the project contacts within the Consultant team and Town staff. The task managers for each effort within the project will be identified. Information in this protocol will be used to enhance communication with the public, stakeholders, and the Town of Smithfield.

The Consultant will coordinate with the consultant for the Growth Management Plan and Town staff to identify a branding theme and templates for the two planning efforts. Up to two rounds of revisions will be included in the development of the branding theme.

This task also includes up to twelve coordination meetings between the Consultant and Town staff. If coordination meetings are held in person, they will be scheduled to correspond to dates with other project meetings.

Finally, this task will include periodic coordination with the consultant for the Growth Management Plan. Up to five meetings (by phone or in person) are assumed as part of this effort. If meetings are held in person, they will take place in the offices of the Consultant or the consultant for the Growth Management Plan.

Subtask 1.2 – Progress Statements

The Consultant will prepare progress statements for each month in which labor is invoiced. Progress statements will be organized by task and provide a bulleted list of recent activities and percent complete. The Consultant will submit the progress statements with each monthly invoice.

Task 1 Deliverables

- Project Work Plan
- Communication Protocol
- Branding theme
- Coordination meetings with the consultant for the Growth Management Plan (up to five)
- Coordination meetings with the Town (up to twelve)
- Progress Statements

Task 2. Public Engagement

It is understood that the Town and the Consultant will collaborate on a variety of engagement activities, as detailed in the subtasks below.

Subtask 2.1 – Public Engagement Plan (PEP)

A Public Engagement Plan (PEP) will be developed early in the planning process. The PEP will outline a process for providing opportunities for involvement by interested and affected parties. It will also describe how the information collected through the engagement will inform the planning process. The PEP will also outline opportunities for collaboration with the Growth Management Plan. The PEP will be summarized in a brief memorandum that will be presented to the Town for their review and approval.

Subtask 2.2 – Steering Committee

Conversations with Town staff have indicated a desire to form a project Steering Committee that is intended to serve both the Comprehensive Transportation Plan and the Growth Management Plan. As such, it is anticipated that some meetings of the Steering Committee will be focused more on the Comprehensive Transportation Plan, while others will be focused more on the Growth Management Plan. Up to eight total Steering Committee meetings will be held. It is anticipated that up to four of these meetings will be primarily focused on the Comprehensive Transportation Plan. Up to two members of the Consultant team will attend these four meetings. One member of the Consultant team will attend two additional Steering Committee meetings in a supporting role. Two Steering Committee meetings will be held without participation of the Consultant. Feedback gathered at these meetings will be summarized and used to aid in decision making or in revisions. For the four meetings primarily focused on the Comprehensive Transportation Plan, the Consultant will be responsible for meeting materials and facilitation, and meeting summaries consisting of summaries of issues discussed as well as mapped comments. The Town will be responsible for assembling the Steering Committee, notification of the Steering Committee, and securing a meeting location.

Subtask 2.3 – Stakeholder Interviews

The consultant for the Growth Management Plan will lead the effort to identify stakeholder groups, with Town staff and the Consultant serving in an advisory role. Stakeholder meetings will occur during a one-day process, with up to two members of the Consultant staff attending. Town staff will be responsible for coordinating logistics and communication before and after the meetings. Land use and transportation topics are intended to be addressed during the stakeholder meetings. For those stakeholder meetings primarily focused on the Comprehensive Transportation Plan, the Consultant will be responsible for materials and facilitation as well as meeting summaries that recap the issues discussed at the meetings along with mapped comments.

Subtask 2.4 – Public Workshops

During the course of the planning process, the Consultant will partner with the consultant from the Growth Management Plan and Town staff to facilitate two public workshops, expected to be two hours long each. It is envisioned that the first of these workshops will be held near the outset of the planning process, while the second workshop will be held following the development of recommendations. The Town will be responsible for advertising, notification, and logistics for the meetings. The Consultant and

the consultant from the Growth Management Plan will collaborate to develop the engagement strategy for each workshop, and will employ a range of outreach techniques suited to the current project phase. Up to two members of the Consultant team are assumed to participate in each public workshop. The Consultant will summarize the results of activities conducted at the public workshops specific to the Comprehensive Transportation Plan and provide those summaries to the Town.

Subtask 2.5 – Social Media / Website

The Town and Consultant agree that a separate freestanding website will not be used for this project. It is assumed that the Town will develop a project specific page under the Town of Smithfield's website. The Consultant will provide content for the page incrementally as materials evolve during the planning process. The Town will be responsible for posting the materials. Up to 4 major updates are included in this scope, consisting of materials generated through other coordination and outreach events, typically in PDF format. At the discretion of Consultant, incremental updates will be included during the planning process. Incremental updates will include information on project outreach opportunities.

The Town will lead efforts to provide updates on the status of the plan on its existing social media platforms. The Consultant will assist the Town with content for these updates prior to major outreach opportunities and coinciding with significant project milestones. The Town will be responsible for monitoring comments received via social media and directing comments to the Consultant as needed. Town staff will be responsible for responding to questions regarding engagement activities, scheduling, and logistics, while Consultant staff will be responsible for responding to comments on plan content.

Subtask 2.6 – Online Transportation Survey

The Consultant will lead the preparation of an online survey tool focused on information needed for the development of the Comprehensive Transportation Plan. This online survey may be structured to exclusively cover material related to the Comprehensive Transportation Plan, or may be structured to cover both the Comprehensive Transportation Plan and the Growth Management Plan. This survey may take the form of an interactive map and/or an online survey (using a service such as PublicInput.com). This survey will be distributed during the visioning and issues identification phase, and will be used as a tool to review feedback and revise recommendations if needed. The Consultant will lead the development of the portion of the survey focused on the Comprehensive Transportation Plan, which will then be distributed and publicized by the Town on their existing website and social media. The Consultant will develop either a press release or e-newsletter, as well as text to be used for distribution in the monthly utility billing for the Town to use in advertising the online survey (format pending guidance developed in the PEP). The Consultant will be responsible for summarizing and analyzing the feedback related to the Comprehensive Transportation Plan received using this method.

Subtask 2.7 – Community Events

The Consultant will prepare materials for and attend up to two community events to educate the public about and gather feedback for the Comprehensive Transportation Plan. The Consultant will coordinate with Town staff and the consultant for the Growth Management Plan to identify the appropriate community events. One member of the Consultant team will attend each meeting. The Town may

choose to use the materials generated for these community events at other events during the life of the project.

Subtask 2.8 – Plan Update Presentations

The Consultant will prepare material for and present to the Smithfield Town Council up to three times during the life of the project. One Town Council meeting is envisioned to be held near the outset of the planning process to discuss guiding statements and plan outcomes. The Consultant will collaborate with the consultant for the Growth Management Plan to develop a questionnaire for Town Council and PZB members. One member of the Consultant team will attend each of the Town Council meetings.

Task 2 Deliverables

- Public Engagement Plan
- Materials and facilitation for Steering Committee meetings (up to six)
- Materials and facilitation for Stakeholder Interviews (one day)
- Materials and facilitation for Public Workshops (up to two)
- Online survey tool
- Content updates for website and social media
- Materials and facilitation for select community events (up to two)
- Smithfield Town Council presentations (up to four)

Task 3. Existing Conditions Assessment

Subtask 3.1 – Data Needs Memorandum

The Consultant will create a data needs request memorandum that lists technical data (e.g. GIS data) and applicable documents (e.g. previous plans, local ordinances, approved developments). The Client will be responsible for assembling and transmitting the data to the Consultant. If needed, the Consultant will reach out to resource agency partners to gather current data for use in the planning process.

Subtask 3.2 – Land Use Coordination

The Consultant will coordinate closely with the consultant for the Growth Management Plan through that plan's development to share land use, demographic, and socioeconomic data and gain an understanding of the conditions in the Town. Additionally, based on data gathered in the initial assessment, the Consultant will update population and employment data in the travel demand model to reflect any major shifts since the last update. This will not include splitting existing TAZs, but rather reallocating population and employment to be more representative of current conditions.

Subtask 3.3 – Transportation Policy, Program, and Document Review

The Consultant will conduct a high-level review of current planning documents, policies, and programs in the study area to identify transportation information that should be considered as part of the Comprehensive Transportation Plan. This will be summarized in a brief table or memorandum.

Subtask 3.4 – Existing Transportation Assessment

The Consultant will analyze the existing transportation network, including roadways, intersections, interchanges, sidewalks, bicycle facilities, and trails. The intent is to understand the quantity and quality of the existing network.

Roadway – The assessment of existing roadway conditions will include a review of the NCDOT functional classification as well as a review of the results from the regional/statewide travel demand model and their implications for both base year and future year conditions.

Bicycle, Pedestrian, and Transit – The Consultant will use existing GIS data and review of previous plans to identify existing bicycle and pedestrian facilities as well as major gaps in the network. As part of the evaluation of existing multimodal conditions, the Consultant will also review the most recent transit programs and policies.

Freight, Rail, and Aviation – Based on data made available by the Client and the recently completed Statewide Freight Plan, the Consultant will review current freight operations in the Town in an effort to identify bottlenecks, breakdowns, and future opportunities.

Safety and Security – Through a review of available crash data and conversations with stakeholders, the Consultant will identify safety concerns at the intersection and corridor levels.

Subtask 3.5 – Existing Transportation Assessment Summary Report

The Consultant will summarize the above items in a report that assesses the existing transportation dynamics in the Town. This will serve as a chapter in the final CTP document. Land use information will be provided through close coordination with the consultant leading the Growth Management Plan.

Subtask 3.6 – Guiding Statements

The Consultant will work with Town staff and the consultant for the Growth Management plan to create a series of guiding statements intended to shape the overall direction of the Comprehensive Transportation Plan and Growth Management Plan. This task will also incorporate feedback from the initial public engagement efforts detailed in Task 2. The guiding statements established as a part of this task will emphasize the importance of measurable results.

Task 3 Deliverables

- Data Needs Memorandum
- Transportation Policy, Program, and Document Review
- Existing Transportation Assessment Report
- Guiding Statements

Task 4. Modal Framework Plan

Subtask 4.1 – Bicycle and Pedestrian Element

At the outset of the bicycle and pedestrian element, the Consultant will refer to available data (such as socioeconomic data, network attributes, or future land use patterns) gathered in Task 3 to identify needs and areas most suitable for bicycle and pedestrian accommodations.

Since the most economical way to implement on-street bicycle and pedestrian improvements will be closely coordinated with the recommendations developed in the Roadway Element.

Subtask 4.2 - Transit Element

The Consultant will draw on available transit data and public and stakeholder input to gather information on transit in the Town. The Consultant will review the NCDOT Public Transportation Statewide Plan and the Southeast Area Study, as well as coordinate with JCATS and the Town to determine the best method to document underserved areas, assess demand, and project future growth.

Subtask 4.3 – Freight Element

With the guidance of the Client, stakeholders, and the Statewide Freight Plan, the Consultant will identify deficiencies, bottlenecks, and gaps in the freight network, which includes roadway, rail, and air freight. The Consultant will identify major freight destinations and generators in the Town ahead of recommending freight improvements.

Subtask 4.4 – Roadway Element

Intersection Safety - The Consultant will use the Current Conditions Assessment to identify the top five worst performing crash intersections within the study area based on that data. For these locations that do not already have a programmed improvement project identified, the Consultant will identify strategies or recommendations intended to improve safety. Solutions may include improvements to the non-motorized network if the available data is sufficient to identify those needs. Intersection-level improvements may also include the identification of potential candidate locations for roundabouts.

Access Management - The Consultant will develop a toolbox of strategies for access management. This will include both design measures for private land development (driveway number and spacing, cross-connectivity) that will consider community context and street type designations. The consultant will identify key corridors that may benefit from access management enhancements.

Collector/Avenue Street Network - The Consultant will document strategies for the planning and design of collector streets. The Consultant will also prepare a map that identifies locations that would benefit from an enhanced collector street network. The development of the collector street network will be based on available mapping data (as opposed to field verified alignments). Emphasis will be placed on connection rather than the precise alignment as many of these future facilities will be constructed incrementally as development occurs.

Subtask 4.5 – Growth Management Plan Transportation Support

The Consultant will coordinate with the consultant for the Growth Management Plan to provide transportation feedback for the Growth Management Plan small area concept. The Consultant will work with the consultant for the Growth Management Plan and Town staff to determine potential collector street locations and opportunities for multimodal connectivity. The Consultant will meet with the consultant for the Growth Management Plan one time as a part of this effort.

Subtask 4.6 – Corridor Cross-Sections

Using the NCDOT standard cross-sections as a starting point, the Consultant will develop a series of typical cross-sections for use in the Comprehensive Transportation Plan. Cross-sections will consider the integration of roadway, bicycle, pedestrian, and potentially transit accommodations based on the types of corridor recommendations identified in the plan. Up to ten cross-sections will be developed as a part of this effort.

Subtask 4.7 – Project Sheets

The Consultant will integrate the recommendations developed in Task 4 into a series of project sheets. The project sheets will provide the opportunity to correlate roadway, bicycle, pedestrian, and transit recommendations with each other. Up to 15 project sheets are included as a part of this task. Project sheets may include information such as the guiding statements being addressed by the recommendations, performance data, purpose and need statements, vicinity maps, proposed cross-sections, cost estimates, environmental considerations, modal components, or prioritization. Wherever possible, cross-sections for the project sheets will rely upon the typical cross-sections developed in Subtask 4.6.

Task 4 Deliverables

- Recommended Roadway Network
- Access Management Toolbox
- Safety Assessment (up to 5 intersections)
- Collector Street Recommendations
- Bicycle and Pedestrian Recommendations
- Freight, Rail, and Aviation Recommendations
- Typical Cross-Sections (up to 10)
- Project Sheets (up to 15 sheets)

Task 5. Market Street Small Area Transportation Plan

The Consultant will collaborate with Town staff to establish a study area for the Market Street Small Area Transportation Plan. A series of multimodal recommendations will be developed for the corridor, with accompanying mapping. Performance of the roundabout serving the Outlet Mall, the proposed connector roadways within the Outlet Mall area, or the extension of Durwood Stephenson Road may also be considered as part of this analysis, as determined by Town staff and the Consultant. No traffic or turning movement counts will be collected by the Consultant. This task does not include design of

potential recommendations. Up to two cross-sections will be developed to indicate the preferred dimensions along the corridor. Recommended improvements will be identified individually, with cost opinions developed using the methodology described in Subtask 6.2. An Action Plan will be developed for these recommendations highlighting potential near-term implementation opportunities.

Task 5 Deliverables

- Market Street corridor multimodal recommendations
- Market Street corridor cost opinions
- Market Street corridor Action Plan

Task 6. Prioritization and Funding

Subtask 6.1 – Prioritization Process

Building upon the guiding statements established Subtask 3.6, the Consultant will work with Town staff to establish a methodology for project-level prioritization. The project-level prioritization will use a diversified approach that considers transportation performance metrics as well as influencing factors related to land use and economic vitality. Where possible, this prioritization process will be quantitatively based using available data and summarized in the plan documentation.

Subtask 6.2 – Planning Level Cost Opinions

The Consultant will develop planning level cost opinions for recommendations in each mode. The level of detail used in the preparation of the cost opinions will depend on the availability of data, and data sources will be approved by the Town prior to their use and documented by the Consultant. Planning level cost opinions for recommended roadway, bicycle, and pedestrian improvements will be prepared using cost information (provided by the Town, NCDOT, or estimated from geographically similar areas) developed for the applicable transportation elements. Planning level cost opinions for independent bicycle and pedestrian projects may take the form of unit cost estimates by facility type.

Any opinions the Consultant renders as to cost or revenue are preliminary based on currently available information and the limited scope of services. The Consultant cannot and does not guarantee that proposals, bids, or actual costs will not vary from its opinions of cost. Actual costs of construction and actual revenue will differ from any projections made at this time.

Subtask 6.3 – Action Plan

The Consultant will present the recommendations development and project prioritization in a single entity referred to as the Action Plan. Envisioned to be a section of the final document, the Action Plan will outline specific steps needed to accomplish high priority projects as well as programs and strategies outlined in the plan. The intent will be to identify opportunities and challenges, relative to implementing the plan.

Task 6 Deliverables

- Project Prioritization Spreadsheet
- Probable Cost Opinion Spreadsheet

- Action Plan (included in Final CTP Documentation)

Task 7. Documentation

Documentation for the plan will occur throughout the study process as described in the previous tasks. In addition, the study recommendations will be captured in the following deliverables.

Subtask 7.1 – Plan Document

The main deliverable will be a plan that concisely describes the study process, participants, issues, and recommendations. When possible, the plan will rely on charts, graphs, tables, maps, and graphic exhibits to communicate ideas and information. The final plan will be formatted for print as well as electronic distribution. The plan will be accompanied by a technical appendix. This appendix may be a compilation of technical analysis and outreach summaries, and will serve as a repository for supporting information generated during the planning process. The Consultant will prepare a preliminary draft of the report for review and comment by Town staff. Town staff will consolidate their comments and address any differences in feedback between staff members prior to submitting the comments to the Consultant. The Consultant will then address the comments and submit a revised draft to Town staff. Town staff will use this draft for submission to the public and the Town Council for review. Following this public input period, the Consultant will consolidate the comments received and address these comments in the document. Upon addressing these final comments, the Consultant will provide one digital copy of the final report and technical appendix to the Town in Microsoft Word or InDesign and Adobe PDF formats. Poster sized maps of the transportation modal recommendations will be made available in digital form for use by the Town. Photographs or images used or created for the plan will be submitted to the Town as JPG files.

Subtask 7.2 – GIS Deliverables

Throughout the development of the plan, the Consultant will compile existing GIS data and data created specifically as part of the master plan in an ArcGIS file geodatabase (as referenced in Subtask 3.1). This data will be organized based on coordination with Town staff in a structure supportive of future use. GIS map packages will also be provided for relevant maps.

Task 7 Deliverables

- Plan document (Microsoft Word or InDesign and Adobe PDF digital format)
- Technical appendix (Microsoft Word or InDesign and Adobe PDF digital format)
- ArcGIS file geodatabase and map packages

Schedule

We will provide our services as expeditiously as practicable with the goal of completing the project within 14 months of the notice to proceed.

ATTACHMENT B

Comprehensive Transportation Plan Fee

Kimley-Horn will perform the services in Tasks 1 - 7 for the total lump sum fee below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client.

Task 1	Project Administration	\$ 7,850.00
Task 2	Public Engagement	\$13,510.00
Task 3	Existing Conditions Assessment	\$25,660.00
Task 4	Modal Framework Plan	\$23,340.00
Task 5	Market Street Small Area Transportation Plan	\$ 5,870.00
Task 6	Prioritization and Funding	\$ 8,240.00
Task 7	Documentation	\$ 9,250.00
	Direct Expenses	\$ 6,692.25
	Total Lump Sum Fee	\$100,412.25

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Invoices should include the invoice number and Kimley-Horn project number.

BUDGET AMENDMENTS
MARCH, 2018

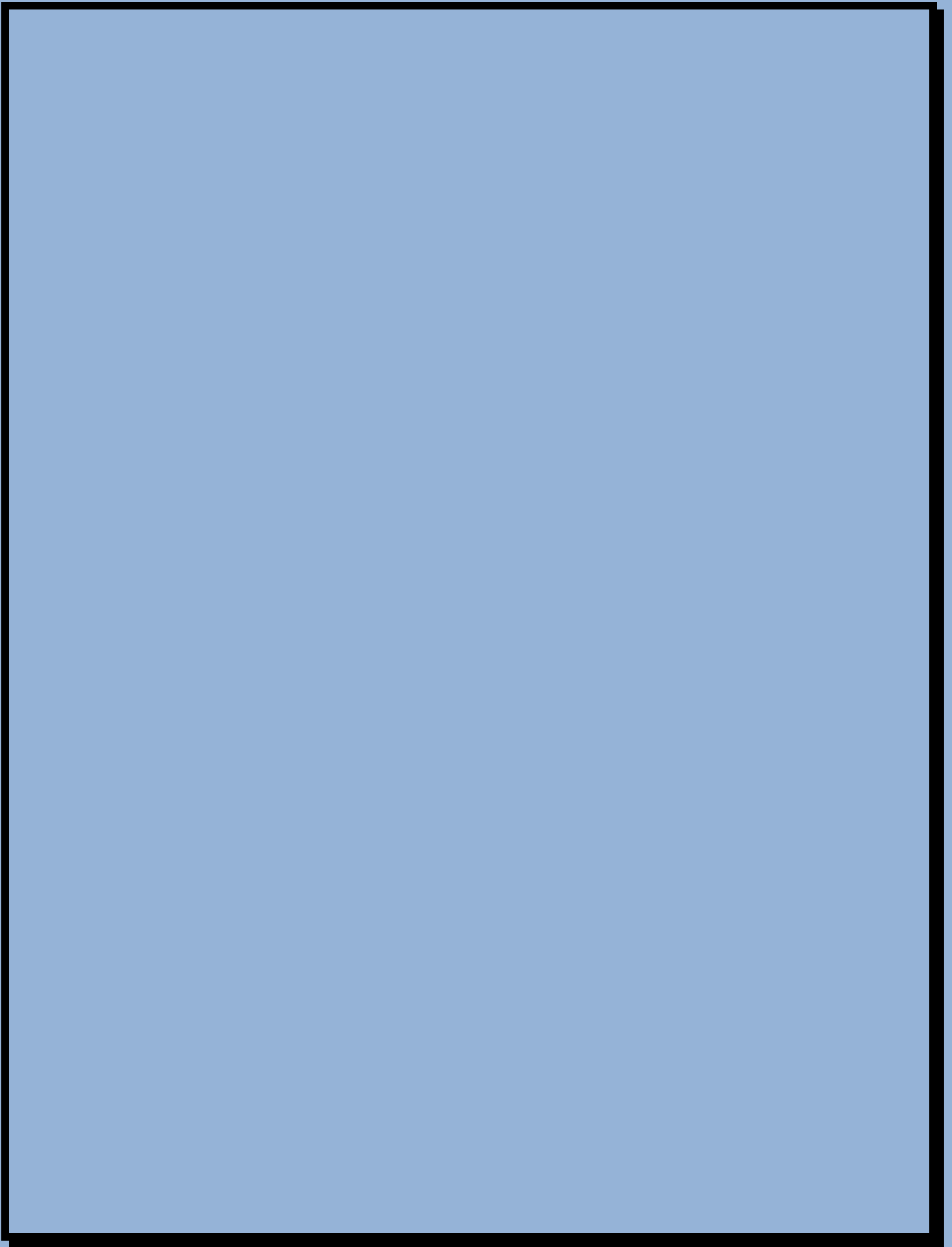
<u>GENERAL FUND</u>	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
1. REVENUE			
10-00-3900-3900-0000 Fund Balance Appropriation	\$ 238,083	\$ 193,813	\$ 431,896
Expenditure			
10-10-4900-5300-4504 Planning - Comprehensive Growth Mgmt Plan	\$ -	\$ 93,400	\$ 93,400
10-10-4900-5300-4505 Planning - Comprehensive Transportation Plan	-	100,413	100,413
	<u>\$ -</u>	<u>\$ 193,813</u>	<u>\$ 193,813</u>

To fund a comprehensive growth management plan study and a comprehensive transportation plan study using proceeds from the sale of Ava Gardner Blvd.

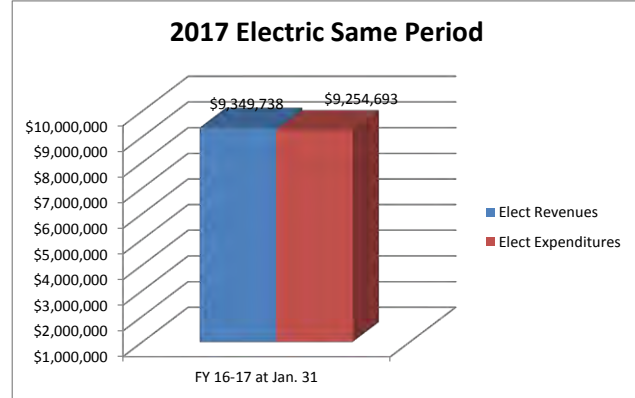
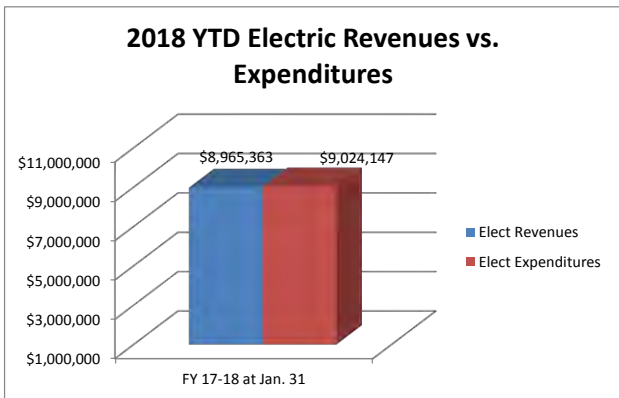
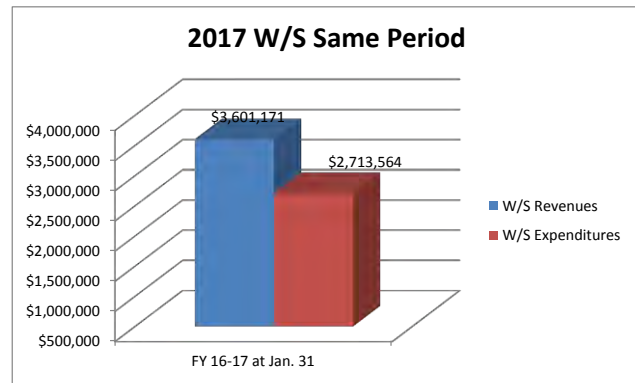
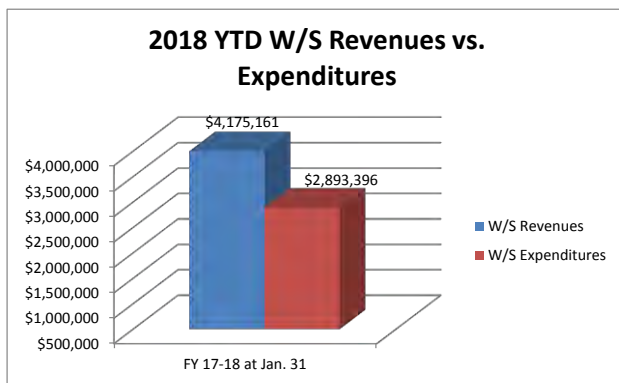
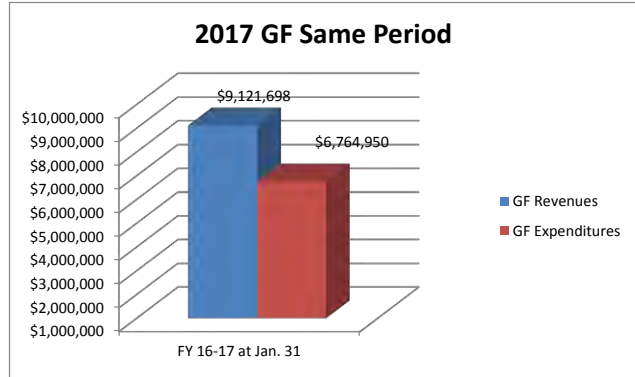
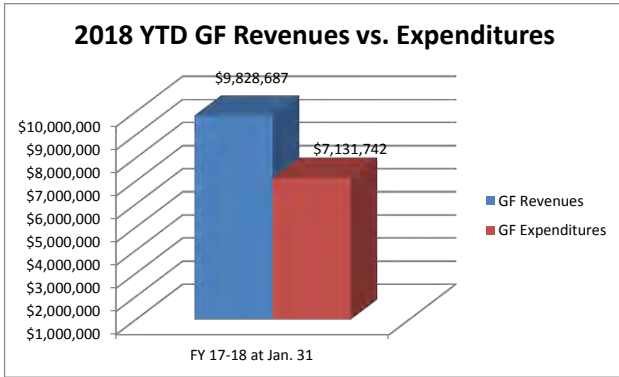
APPROVED: _____
M. Andy Moore, Mayor

VERIFIED: _____
Shannan parrishs, Town Clerk

Financial Report



Town of Smithfield Revenues vs. Expenditures



**TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT**

January, 2018

Gauge: 7/12 or 58.3 Percent

58.30%

GENERAL FUND

	Frequency	Actual	Budget	Actual to Date	YTD %
		FY '16-17	FY '17-18	FY '17-18	Collected
Revenues					
Current & Prior Year Property Taxes	Monthly	\$ -	\$ 5,559,000	\$ 5,282,666	95.03%
Motor Vehicle Taxes	Monthly	-	500,000	310,715	62.14%
Utility Franchise Taxes	Quarterly	-	975,000	486,787	49.93%
Local Option Sales Taxes	Monthly	-	2,065,019	1,024,199	49.60%
Aquatic and Other Recreation	Monthly	-	765,100	429,226	56.10%
Sanitation	Monthly	-	1,305,500	688,289	52.72%
All Other Revenues		-	1,569,871	1,606,805	102.35%
Loan Proceeds		-	25,400	-	0.00%
Transfers (Electric and Fire Dist.)		-	261,614	-	0.00%
Fund Balance Appropriated		-	238,083	-	0.00%
Total		\$ -	\$ 13,264,587	\$ 9,828,687	74.10%

	Actual	Budget	Actual to Date	YTD %
	FY '16-17	FY '17-18	FY '17-18	Spent
Expenditures				
General Gov.-Governing Body	\$ -	\$ 382,278	\$ 218,150	57.07%
Non Departmental	-	856,674	436,281	50.93%
Debt Service	-	1,342,760	974,860	72.60%
Finance	-	143,501	55,405	38.61%
Planning	-	453,138	168,798	37.25%
Police	-	3,745,925	2,014,110	53.77%
Fire	-	1,651,559	1,080,268	65.41%
EMS	-	-	-	#DIV/0!
General Services/Public Works	-	638,764	268,726	42.07%
Streets	-	570,388	259,481	45.49%
Motor Pool/Garage	-	91,391	39,601	43.33%
Powell Bill	-	322,725	26,065	8.08%
Sanitation	-	1,097,678	622,125	56.68%
Parks and Rec	-	927,002	457,763	49.38%
SRAC	-	932,329	510,108	54.71%
Contingency	-	108,475	-	0.00%
Appropriations/Contributions	-	-	-	0.00%
Total	\$ -	\$ 13,264,587	\$ 7,131,741	53.77%

YTD Fund Balance Increase (Decrease)

-

-

58.30%

WATER AND SEWER FUND

	Actual	Budget	Actual to Date	YTD %
	FY '16-17	FY '17-18	FY '17-18	Collected
Revenues				
Water Charges	\$ -	\$ 2,560,000	\$ 1,320,549	51.58%
Water Sales (Wholesale)	-	955,000	702,461	73.56%
Sewer Charges	-	3,350,000	1,876,003	56.00%
Tap Fees	-	15,500	8,650	55.81%
All Other Revenues	-	121,000	267,498	221.07%
Loan Proceeds	-	-	-	#DIV/0!
Fund Balance Appropriated	-	99,017	-	0.00%
Total	\$ -	\$ 7,100,517	\$ 4,175,161	58.80%

	Actual	Budget	Actual to Date	YTD %
	FY '16-17	FY '17-18	FY '17-18	Spent
Expenditures				
Water Plant (Less Transfers)	\$ -	\$ 1,751,006	\$ 918,006	52.43%
Water Distribution/Sewer Coll (Less Transfers)	-	3,906,658	1,627,078	41.65%
Transfer to General Fund	-	-	-	#DIV/0!
Transfer to W/S Capital Proj. Fund	-	585,000	-	0.00%
Debt Service	-	717,038	348,312	48.58%
Contingency	-	140,815	-	0.00%
Total	\$ -	\$ 7,100,517	\$ 2,893,396	40.75%

ELECTRIC FUND

	Actual	Budget	Actual to Date	YTD %
	FY '16-17	FY '17-18	FY '17-18	Collected
Revenues				
Electric Sales	\$ -	\$ 16,400,000	\$ 8,688,903	52.98%
Penalties	-	315,000	240,007	76.19%
All Other Revenues	-	46,000	-	0.00%
Loan Proceeds	-	-	36,453	
Fund Balance Appropriated	-	111,566	-	
Total	\$ -	\$ 16,872,566	\$ 8,965,363	53.14%

	Actual	Budget	Actual to Date	YTD %
	FY '16-17	FY '17-18	FY '17-18	Spent
Expenditures				
Administration/Operations	\$ -	\$ 2,048,433	\$ 1,141,301	55.72%
Purchased Power - Non Demand	-	12,800,000	3,495,924	27.31%
Purchased Power - Demand	-	-	3,356,053	#DIV/0!
Purchased Power - Debt	-	-	674,436	#DIV/0!
Debt Service	-	359,972	351,278	97.58%
Capital Outlay	-	103,672	5,154	
Contingency	-	609,275	-	

Transfers to Electric Capital Proj Fund	750,000	-		
Transfer to Electric Capital Reserve	115,000	-		
Transfers to General Fund	-	86,214	-	0.00%
Total	\$ -	\$ 16,872,566	\$ 9,024,146	53.48%

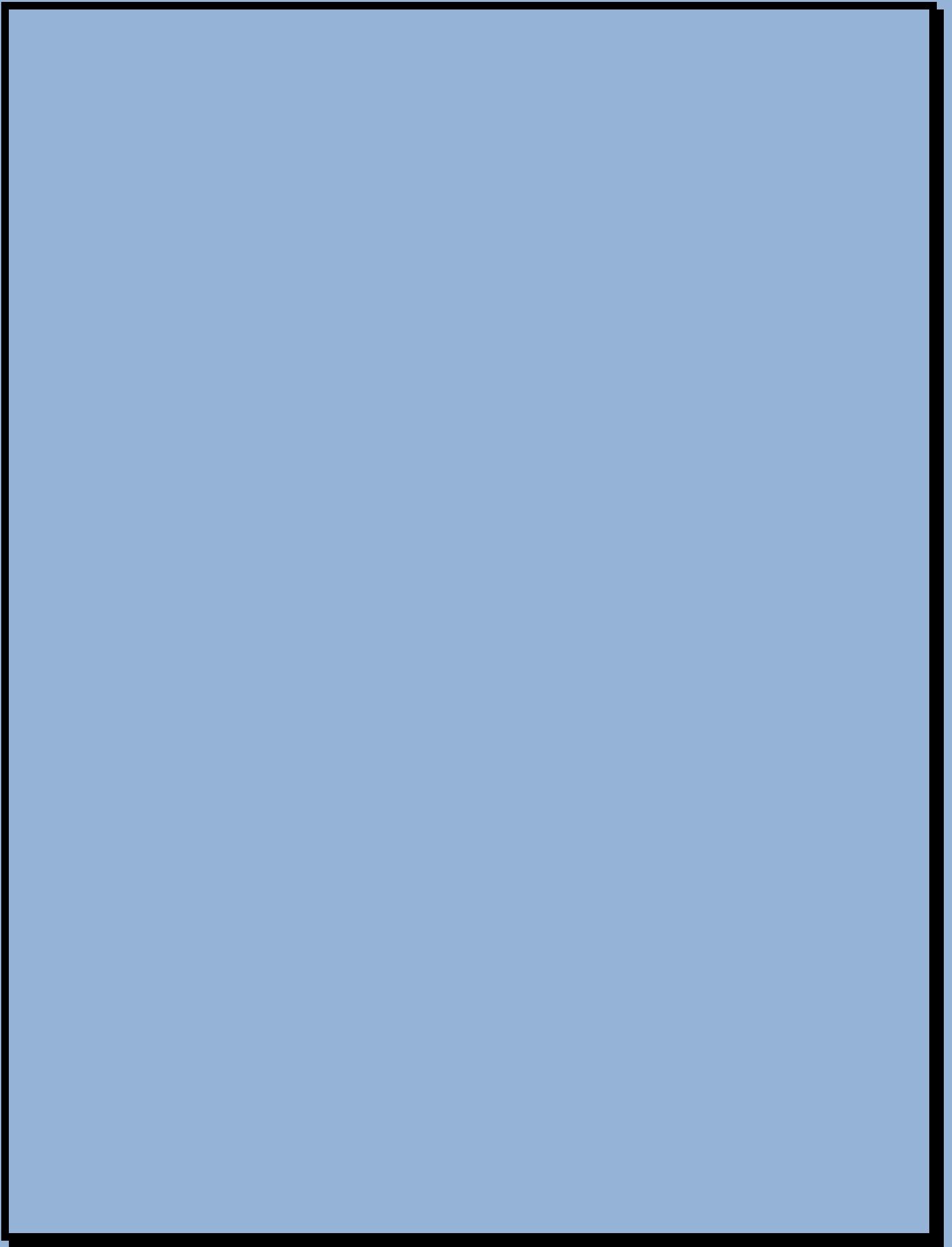
CASH AND INVESTMENTS

General Fund (Includes P. Bill)	11,874,415			
Water and Sewer Fund	6,158,312			Interest Rate
Electric Fund*	9,624,619			
Booker Dairy Road Fund (44)	(344,400)			
Capital Project Fund: Wtr/Sewer (45)	59,890	1st CITIZENS	20,011,148	0.20%
Capital Project Fund: General (46)	(706,226)	NCCMT	2,277,141	0.500%
Capital Project Fund: Electric (47)	245,708	STIFEL	-	Market
Firemen Relief Fund (50)	153,557	KS BANK	3,740,386	.2, .65, &.7
Fire District Fund (51)	122,218	FOUR OAKS	1,290,135	0.60%
JB George Endowment (40)	130,717	PNC BANK	-	0.00%
Total	<u>\$27,318,810</u>		<u>\$ 27,318,810</u>	

*Plug

Account Balances Confirmed By Finance Director on 1/23/2018

Department Reports





Staff Report

Department Report **Economic Development Update**

Date of Meeting: March 06, 2018

Date Prepared: February 26, 2018

Staff Work By: Tim Kerigan, Economic Development Liaison

Update

In July 2017, upon request of Economic Development Liaison Tim Kerigan along with Rocky Lane of Sanford Holshouser, Council approved to continue to engage the Scope of Work with Sanford Holshouser for Implementation of the Strategic Economic Development Update Action Items that originally began in August 2016.

Since August of 2016, the Town has been able to make steady progress on implementing the identified action items from the Town's Economic Development Strategic Plan that was updated in 2014.

Please see the attached most recent Implementation Activities and Progress Matrix.

Going further, at the request of Council, staff will provide similar monthly summary and matrix updates.

Action Requested

No action requested.

Smithfield Economic Development Implementation Activities JAN/FEB 2018

1. Met with Brenda Daniels, Economic Development Manager and Michelle Vaught, VP of Marketing for ElectriCities to discuss the Strategic Communications Plan. There has been a substantial misunderstanding between the town and Michelle and her staff regarding what was to be delivered. After a discussion, Michelle agreed to provide a template and schedule for communication releases and placements. Additionally, Michelle will provide an outline of her communication plan with associated costs. She also stated that she believed the key to an effective communications program was a dedicated staff person whose full-time job was to manage the town's public information and media messaging. She will send information and a job description for such a position from a community of almost identical size as Smithfield.
2. Discussed the Smart Cities Grant with Mike Scott and the required one-to-one match. The grant award and the required match will be put before the town council at their next meeting.
3. Discussed marketing, properties that are hoped to be included in the development of a new industrial park, residential revitalization/renovation incentives with SEDAC Chairman Mike Fleming.
4. Identified and reviewed companies to be included in the BRE visitation program.
5. Conducted a conference call with Tim, Rocky, Mike Scott, Mike Fleming, and Ernie Pearson to discuss various methods and practices in terms of incentives to encourage residential revitalization/renovation. Mike, Tim, and Rocky will meet to develop an outline of what the goals of such an initiative would be, the targeted areas, and then reconnect with Ernie to solidify how to reach those goals.
6. Discussed the recertification of an industrial park with the land owner. While he was positive about the recertification, there are some issues that are pending with the property that should be settled in the short term. We were advised to check back with him in a month.
7. Discussed Golden LEAF grants and the job creation requirement of those programs. In basic terms, each grant offered by the Foundation requires a private sector commitment to create a given number of full time jobs at a certain average wage rate for a specified amount of grant funds. While some Golden LEAF funds have been committed to certain projects without a job creation component, these are very specialized and uncommon.

SMITHFIELD STRATEGIC PLAN IMPLEMENTATION-23FEB18

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
Develop overall support for the Economic Development Program					
	Develop and increase support for the Town's economic development efforts	Smithfield-Selma Chamber of Commerce		Good contact and support established with the organization. Tim attends Chamber meetings regularly	
		Commercial Realtors		Maintaining on-going contact with realtors.	
		SEDAC		Maintaining on-going contact with SEDAC.	Made an update presentation of economic development activities to the SEDAC at their November meeting.
		East Smithfield		Met with Tony Nixon to discuss needs, challenges, and opportunities in the community.	Received a listing of East Smithfield concerns submitted to the former town manager by the East Smithfield Improvement Organization.
		Business Community		Meeting with business community via BRE program.	Additional meetings with the business community are being scheduled via BRE activities.
Existing Business & Industry Support					
	Reestablish the Existing Industry Outreach Program				Reprioritization of Plan of Work will put a focus on Existing Business and Industry Support.
	Develop a contact directory of Existing Industries			Initial Directory completed and will be updated regularly.	Identified a list of companies for the BRE visitation program. Will begin scheduling meetings.

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
			East Smithfield - Tony Nixon		Tony Nixon of the East Smithfield Improvement organization was identified as the best person to contact re: to East Smithfield issues.	Information will be gathered on the different areas of the town, including East Smithfield, in the development of the SCP and Visioning/Branding efforts.
			Business Community			
	Conduct a Visioning/Branding process					
			Electricities/ Business Community/ SEDAC/East Smithfield		Town Council agreed to move forward with the development of the Strategic Communication Plan at their 07MAR17 meeting and a draft is being prepared by Electricities for review.	Met with Brenda Daniels and Michelle Vaught of Electricities to discuss the misunderstanding re: the SCP. Michelle will send a template and schedule for a program, along with an outline of her program and associated costs. Additionally she believes the key is a full time PIO and will send information on a similar community that staffs such a position.
					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	
					A decision on what level of Visioning/Branding effort the town feels is appropriate will be made after a review of the SCP.	

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
Product Development					Wellons-Howell property owners to discuss recertification. Reached out to owners of other properties identified as suitable for development as industrial sites. Searching for other suitable properties for evaluations and inclusion in the town's product inventory	Discussed a certain parcel to be included in a new industrial park with Mike Fleming. He is following up with the land owner. Discussed the recertification of an industrial park with the land owner. Were advised that there was an issue that should be resolved shortly and we should check back with him in a month.
	Industrial Sites and Buildings	Increase the Town's product inventory	County and SEDAC			Discussed current best practices. Basically, each program requires a private sector commitment to create a given number of jobs at a certain average wage for a specified amount of grant funds. Without the commitment of jobs, grant funding for a project are difficult, if not impossible to obtain.
Downtown Redevelopment					Two other properties with potential to be developed for industrial uses have been identified and efforts are underway to contact their owners.	
	Renovation and redevelopment of Downtown properties	Redevelopment of the former Town Hall			Final report on the redevelopment of the Old Town Hall by the UNC SOG graduate student class was presented on 30NOV17.	
Internal/External Marketing						

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	Internal	Identify the Economic Development Program Spokesman			Tim Kerigan is the spokesperson for the Economic Development Program.	
		Develop a newsletter			Exploring options for newsletter.	
	External	Develop Marketing Materials			The marketing flyer has been reviewed and finalized, utilizing town staff resources.	The Electricities Smart Communities Grant Award receipt and its required match will be placed on the Town Council agenda for their February meeting.
Johnston Community College						
183		Identify JCC needs that can be translated into economic development activities			Follow up meeting with Dr. Johnson and Dr. McGraw to continue earlier discussion and identify other areas of collaboration.	Follow-up with the college in regards to the building will be late in the Spring.
Incentives		Convene a meeting with JCC leadership to discuss opportunities for collaboration	JCC			
		Review the Town's Incentives to assess the Town's competitiveness			A list of typical incentive practices was developed for consideration of incentive proposals for current and future prospects	A conference call with Mike Scott, Mike Fleming, Tim and Rocky was conducted with Ernie Pearson, an attorney and SHEDC partner with extensive experiences in incentives was held to discuss practices and procedures.
Retirement Development		Determine interest in advancing this initiative				

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
Residential Development	Assess Housing Stock	Tax Office Planning Department Local Realtors		Working with the SEDAC Redevelopment Committee to explore options of increasing/enhancing the housing stock in the town limits, primarily near downtown.	
				The OTH was adopted by a graduate class of the UNC School of City and Regional Planning.	A conference call with Ernie Pearson and Mike Scott, Mike Fleming, Tim, and Rocky was held to discuss the various ways that residential renovation/revitalization/development might be encouraged.
Retail Development	Expanding the Retail offerings of the Town	ElectricCities-Retail Strategies		Discussions were held with a retail developer that has an interest in the town for a project.	
					TIM met with Supt. Remro to discuss the Smithfield Economic Development program and explore areas of collaboration and support
Public Education					



FINANCE DEPARTMENTAL REPORT FOR JANUARY, 2018

SUMMARY OF ACTIVITIES:

Daily Collections/Property Taxes/Other	\$4,515,507
Franchise Tax.....	0
Sales & Use Tax.....	196,580
Powel Bill.....	0
Total Revenue	\$4,712,087

Expenditures: General, Water, Electric and Firemen’s Fund..... \$3,482,420

FINANCE:

- Compiled and submitted monthly retirement report on 1/31/18
- Issued 64 purchase orders
- Processed 713 vendor invoices for payment and issued 366 accounts payable checks
- Prepared and processed 2 regular payrolls. Remitted federal and state payroll taxes on 1/12/2018 and 1/26/2018
- Issued 0 new privilege licenses (new law change in effect 7/1/2015)
- Collected \$0 on past due privilege license fees. **NOTE:** Total collected now at \$10,374. The past due collections are the result of mailing some 284 past due notices to local businesses. Approximately 40 second notices were sent
- Sent 0 past due notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$7,026
- Processed 17 NSF Checks (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$32,895 (EMS = \$10,424; SRAC = \$5,243; Utility= \$16,864; and Other = \$364).
- Invoiced three (3) grave openings for a total of \$2,100
- Invoiced Smithfield Housing Authority and Johnston Community College for Police Security
- Paid \$0 to First Citizens Bank for bank fees in January
- Paid \$5,549 to PNC Bank for credit/debit card fees

FINANCE DIRECTOR

- Attended Town Council Meeting on January 2, 2018
- Conference Call with Tyler on January 4, 2018
- January 8-12, 2018 Tyler Rep on site for end user training
- January 15, 2018 Removed all customers on the equal payment plan for new system implementation
- January 22, 2018 - Transferred multiple inactive account balances for customers on payment plans to same customers with active accounts.
- January 22, 2018 Completed meter route reads early to prepare utility bills in existing logics system and new Tyler system for comparison.
- Completed Department of State Treasurer Report (LGC203), to report bank account balances to the State on January 23, 2018.
- Completed utility data pull with help of independent contractor for submission to Tyler, new software company, on January 23, 2018. Note: January 23, 2018 was officially the last day using the old Logics Utility system.

- Manually receipted utility payments from January 24 – Feb 1, 2018 during the conversion period. All manual payments were entered a second time in the new system once installed.
- January 29, 2018 – February 15, 2018 Tyler Rep on site for utility conversion. First bill generated in new system dated 1/31/2018. Note: first bill in new system not mailed until 2/7/2018. Due date extended three days (until 2/23/18) with late penalty deferred until 2/26/2018.
- Held Staff meeting on January 24, 2018 to review and discuss the utility transition to Tyler



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

BOARD ACTIONS REPORT - 2018

	January	Calendar Year to date
Town Council		
Rezoning	0	0
Special Use Permit	1	1
Ordinance Amendment	1	1
Major Subdivisions	0	0
Annexations	0	0
Special Events	0	0
Site Plan	0	0
Planning Board		
Rezoning	0	0
Condition Use	0	0
Ordinance Amendment	0	0
Subdivisions	0	0
Annexations	0	0
Major Site Plan		0
Board of Adjustment		
Variance	0	0
Admin Appeal	0	0
Historic Properties Commission		
Certificate of Appropriateness	0	0
Historic Landmarks	0	0



Town of Smithfield
Planning Department
350 E. Market St Smithfield, NC 27577
P.O. Box 761, Smithfield, NC 27577
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Permit Issued for January

			Permit Fees	Permits Issued
Site Plan	Minor Site Plan		25.00	1
Zoning	Land Use		\$850.00	10
Zoning	Sign		\$200.00	4
	Report Period Total:		\$1,075.00	15
	Fiscal YTD Total:		\$9,450.00	139

Z18-000002	Zoning	Sign	Partnership for Children of Johnston Cot	600 Booker Dairy Road
Z18-000001	Zoning	Land Use	Flowserve US, Inc.- Material Warehouse	203 Computer Drive
Z18-000003	Zoning	Land Use	S2Technologies LLC	226-B East Market Street
Z18-000004	Zoning	Land Use	Smithfield Signs	331 Peedin Road
Z18-000005	Zoning	Land Use	Twin Oaks Motel & Rental LLC	3170 South Brightleaf Boulevard
Z18-000006	Zoning	Sign	N.Y. Bagel Cafe and Deli	388- B Venture Drive
Z18-000007	Zoning	Land Use	Existing SFD Back Porch Addition	770 North Johnson Road
SP18-000001	Site Plan	Minor Site Plan	Lippitt Boat Dock	130 Whippoorwill Drive
Z18-000008	Zoning	Land Use	Aldridge Insurance LLC	721-6 North Brightleaf Boulevard
Z18-000009	Zoning	Land Use	Thomas & Vicki Berkau	604 West Hood Street
Z18-000011	Zoning	Sign	Chicken & Ribs Castle	2110 South Brightleaf Boulevard
Z18-000012	Zoning	Sign	Boost Mobile	1006 North Brightleaf Boulevard
Z18-000013	Zoning	Land Use	Skechers USA	1025 Outlet Center Drive Suite 730
Z18-000014	Zoning	Land Use	Cardenas Hair Salon	828 South Third Street
Z18-000010	Zoning	Land Use	Sohn, Inc.	223 West Meadowbrook Drive



**TOWN OF SMITHFIELD
POLICE DEPARTMENT
MONTHLY REPORT
MONTH ENDING January 31, 2018**

I. STATISTICAL SECTION

Month Ending Jan. 31, 2018	Jan-2018	Jan-17	Total 2018	Total 2017	YTD Difference
Calls For Service	1826	1736	1826	1736	90
Incident Reports Completed	141	148	141	148	-7
Cases Closed	98	91	98	91	7
Accident Reports	77	70	77	40	-7
Arrest Reports	104	116	104	116	-12
Burglaries Reported	9	9	9	9	0
Drug Charges	32	35	32	35	-3
DWI Charges	3	9	3	9	-6
Citations Issued	212	262	212	262	-50
Speeding	52	94	52	94	-42
No Operator License	45	50	45	50	-5
Registration Violations	31	36	31	36	-5

II. PERSONNEL UPDATE

The Police Department currently has no vacancies. Two officers are in the Solo phase of Field Training and will be released shortly. Officer George has completed BLET and has started his Field Training with the department

III. MISCELLANEOUS

The Police Department was very busy during the month of January due to the snow which increased our accidents for the month. We experienced multiple armed robberies in January, which have all been closed by arrest due to the hard work and dedication of the Department's Investigation Division. Animal Control worked with Town Citizens to ensure that all pets were safe and warm during the inclement weather.

REPORTED UCR OFFENSES FOR THE MONTH OF JANUARY 2018

PART I CRIMES	January	January	+/-	Percent	Year-To-Date		+/-	Percent
	2017	2018		Changed	2017	2018		Changed
MURDER	0	0	0	N.C.	0	0	0	N.C.
RAPE	0	0	0	N.C.	0	0	0	N.C.
ROBBERY	3	2	-1	-33%	3	2	-1	-33%
Commercial	0	1	1	N.C.	0	1	1	N.C.
Individual	3	1	-2	-67%	3	1	-2	-67%
ASSAULT	2	5	3	150%	2	5	3	150%
* VIOLENT *	5	7	2	40%	5	7	2	40%
BURGLARY	8	9	1	13%	8	9	1	13%
Residential	7	5	-2	-29%	7	5	-2	-29%
Non-Resident.	0	1	1	N.C.	0	1	1	N.C.
Commercial	1	3	2	200%	1	3	2	200%
LARCENY	44	39	-5	-11%	44	39	-5	-11%
AUTO THEFT	0	1	1	N.C.	0	1	1	N.C.
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	52	49	-3	-6%	52	49	-3	-6%
PART I TOTAL:	57	56	-1	-2%	57	56	-1	-2%
PART II CRIMES								
Drug	29	31	2	7%	29	31	2	7%
Assault Simple	10	10	0	0%	10	10	0	0%
Forgery/Counterfeit	3	5	2	67%	3	5	2	67%
Fraud	3	9	6	200%	3	9	6	200%
Embezzlement	1	0	-1	-100%	1	0	-1	-100%
Stolen Property	0	2	2	N.C.	0	2	2	N.C.
Vandalism	11	2	-9	-82%	11	2	-9	-82%
Weapons	3	4	1	33%	3	4	1	33%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	1	0	-1	-100%	1	0	-1	-100%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	0	0	0	N.C.
D. W. I.	8	2	-6	-75%	8	2	-6	-75%
Liquor Law Violation	0	1	1	N.C.	0	1	1	N.C.
Disorderly Conduct	1	1	0	0%	1	1	0	0%
Obscenity	0	1	1	N.C.	0	1	1	N.C.
Kidnap	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	7	5	-2	-29%	7	5	-2	-29%
PART II TOTAL:	77	73	-4	-5%	77	73	-4	-5%
===== GRAND TOTAL:	134	129	-5	-4%	134	129	-5	-4%

N.C. = Not Calculable



**Town of Smithfield
Fire Department
January, 2018**

I. Statistical Section

Responded to	2018 Jan.	Jan. IN	Jan. OUT	2017 Jan.	2018 IN	2018 OUT	2018 YTD	2017 YTD
Total Structure Fires Dispatched	18	13	5	13	13	5	18	13
Confirmed Structure Fires (Our District)	7	5	2	2	5	2	7	2
Confirmed Structure Fires (Other Districts)	1	0	0	5	0	0	1	5
EMS/Rescue Calls	135	122	13	129	122	13	135	129
Vehicle Fires	3	3	0	0	3	0	3	0
Motor Vehicle Accidents	17	15	2	10	15	2	17	10
Fire Alarms (Actual)	17	14	3	14	14	3	17	14
Fire Alarms (False)	13	10	3	6	10	3	13	6
Misc./Other Calls	25	19	6	16	19	6	25	16
Mutual Aid (Received)	11	0	0	6	0	0	11	6
Mutual Aid (Given)	7	0	0	10	0	0	7	10
Overlapping Calls (Calls at the same time)	33	0	0	45	0	0	33	45
TOTAL EMERGENCY RESPONSES	228	196	32	188	196	32	228	188

* Denotes the breakdown of calls, these are not calculated into the totals *
IN/OUT denotes in and out of the Town, not outside the fire district. When we respond to another fire district (Mutual Aid), which is outside of our total fire district boundaries that is reported in (**Other Districts**).

	Jan.	YTD
Fire Inspections/Compliance Inspections	31	31
Public Fire Education Programs	1	1
Children in Attendance	0	0
Adults in Attendance	20	20
Plans Review Construction/Renovation Projects	6	6
Fire Code Citations	0	0
Fire Lane Citations	0	0
Consultation/Walk Through	27	27
Re-Inspections	12	12

II. Major Revenues

	Jan.	YTD
Inspections	\$1,450.00	\$1,450.00
False Alarms	\$1,375.00	\$1,375.00
Fire Recovery USA	\$1,140.00	\$1,140.00
EMS Debt Setoff	\$0.00	\$0.00

Major Expenses for the Month:

III. Personnel Update:

IV. Narrative of monthly departmental activities:

- We participated in the NC-DOI Ratings Inspection (ISO) on January 9th 2018; the inspection took place throughout most of the day. The inspector advised the town should receive notification of the results from this inspection around 60 days of receiving the 9S approval letter dated January 23rd.

**Town of Smithfield
Public Works Department
Jan. 31, 2018**



182 Total Work Orders completed by the Public Works Department

4 Burials, at \$700.00 each = \$2,800.00

0 Cremation Burial, \$400.00 each = \$0

\$1,000.00 Sunset Cemetery Lot Sales

\$5,000.00 Riverside Extension Cemetery Lot Sales

399.47 tons of household waste collected

98 tons of yard waste collected

9.57 tons of recycling collected

248 gallons of cooking oil was collected at the Convenient Site center for the month.

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
Jan. 31, 2018



I. Statistical Section

- 4 _____ Burials
- 1 _____ Works Orders – Buildings & Facilities Division
- 9 _____ Work Orders – Grounds Division
- 55 _____ Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	\$1,000.00
Riverside Ext Cemetery Lot Sales:	\$5,000.00
Grave Opening Fees:	\$2,800.00
Total Revenue:	\$8,800.00

III. Major Expenses for the Month:

None for the month.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings and facilities. The Public Works Department safety meeting was on "Back Pain and Lifting Techniques" and "Dangers of Syringes".

**Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
Jan. 31, 2018**



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 25 - Work Orders – 49.81 Tons of Asphalt was placed in 25 utility cuts. A total of 163.5 man hours.
- c. Crews worked two snow/ice events this month. A total of 15,500 gallons of Brine, 2,300Lbs. of salt and 28 yards of sand was used.
- d. 65 – potholes were repaired, 2,505Lbs. of Perma Patch asphalt was used.
- e. Cleaned sand and debris from traffic island on NBL in front of the Hospital.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

\$1,675.00 to WithersRavenel for payment toward Pavement survey, \$1,150.58 to Batteries of NC & S.W.S for replacement blades on snow plows, \$1,766.08 to Old Dominion for screens on leaf collection box, \$1,350 to HD Supply for 2 pallets of Perma Patch asphalt.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting was on "Back Pain and Lifting Techniques" and "Dangers of Syringes".

**Town of Smithfield
Public Works Department
Jan. 31, 2018 Drainage Report**

Location:	817 S 3 rd Street, North Street at Wal-Greens, Parkway Drive and Buffalo Rd.
Starting Date:	1/3/2018
Completion Date:	1/3/2018
Description:	Due to extremely cold conditions crews had to apply sand and ice melt over busted water line and structure fire areas.
Man-hours:	2hrs.
Equipment:	420 Cat backhoe.
Materials:	2 yards of sand and 150lbs. of ice melt.
Location:	Town streets, Facilities and sidewalks in downtown district.
Starting Date:	1/3/2018
Completion Date:	1/5/2018
Description:	Due to snow event crews applied brine, salt and sand to town streets and sidewalks. Town streets were scraped by plows to insure safe passage.
Man-hours:	102 reg. hrs. plus 34 hrs. overtime.
Equipment:	4 snow plows, 2 brine trucks and 420 Cat backhoe.
Materials:	12,000 gallons of brine, 1,200 pounds of salt and 20 yards of sand.
Location:	North Street at 8 th and North Street at NBL.
Starting Date:	1/8/2018
Completion Date:	1/8/2018
Description:	Blocked off roadway for water and sewer department due to busted water line
Man-hours:	2hrs.
Equipment:	pickup.
Materials:	NA
Location:	Longview and Park Ave, Heath and Vermont, Crescent and Wellons, Hood and Chestnut, First and Caroline, Hancock and NBL
Starting Date:	1/8/2018
Completion Date:	1/31/2018
Description:	Replaced faded stop signs with new ones.
Man-hours:	3hrs.
Equipment:	Pickup plus hand tools.
Materials:	6 new 30X30 stop signs plus hardware.
Location:	502 SBL.
Starting Date:	1/10/2018
Completion Date:	1/10/2018
Description:	Repaired 10X15 utility cut with asphalt for utility department.
Man-hours:	10hrs.
Equipment:	420 Cat backhoe, asphalt roller, 405 dump truck plus hand tools.
Materials:	5.92 tons of 12 asphalt.

Location: 5th and Caswell, 515 SBL, Buffalo Rd and Hospital.
Starting Date: 1/11/2018
Completion Date: 1/11/2018
Description: Repaired 4 utility cuts with asphalt for utility department.
Man-hours: 32.5hrs.
Equipment: 420 Cat backhoe, asphalt roller, 405 dump truck plus hand tools
Materials: 9.99 tons of 12 asphalt.

Location: NBL traffic island in front of Hospital.
Starting Date: 1/15/2018
Completion Date: 1/15/2018
Description: Removed piles of sand and debris from traffic island area.
Man-hours: 3hrs.
Equipment: 420 cat backhoe, 408 flatbed.
Materials: NA

Location: Town Hall garden lawn and Fire Department.
Starting Date: 1/16/2018
Completion Date: 1/16/2018
Description: Sprayed broadleaf weeds in lawn area.
Man-hours: 1hr.
Equipment: John Deere with chemical tank.
Materials: 45 gallons of mixed 24-D

Location: Town streets, Facilities and sidewalks in downtown district.
Starting Date: 1/16/2018
Completion Date: 1/18/2018
Description: Due to snow event crews applied brine, salt and sand to town streets and sidewalks. Town streets were scraped by plows to insure safe passage.
Man-hours: 74 reg. hours plus 50 hrs. overtime.
Equipment: 4 snow plows, 2 brine trucks and 420 Cat backhoe.
Materials: 1,100 pounds of salt, 3,500 gallons of brine 8 yards of sand.

Location: Outlet Center Drive in front of Outback, MLK and Furlong, 810 Third Ave, 408 S 2nd Street, 410 Canterbury Rd, 31 Towbridge, Cherry and Maple East and West, 908 South Ave, South and West Ave, 901 North Ave, 4 Eden Drive, Edgerton and Berkshire Rd, S Sussex and Canterbury, E Davis and S 7th, 102 Johnston, 501 S 5th, 26- 28-37-42 Peedin Rd, 230-267-735 Equity Drive, First and Holding, 422 Wellons Street, Vermont and Hood, Rosewood and Wellons, 202 Parker Street, Stevens and Vermont, Daughtry and Phillips, 102 Daughtry, 200 Coats, 310 Flowers Street.

Starting Date: 1/20/2018
Completion Date: 1/31/2018
Description: Repaired 65 potholes with Perma Patch asphalt.
Man-hours: 12.92 hrs.
Equipment: Pickup plus hand tools.
Materials: 2,505 Lbs. of Perma Patch asphalt.

Location: Buffalo and North, 2nd and Wellons, Buffalo between North and Hospital. 210 N 2nd Street.
Starting Date: 1/22/2018
Completion Date: 1/22/2018
Description: Repaired 4 utility cuts for the utility department.
Man-hours: 27.5 hrs.
Equipment: 420 Cat backhoe, asphalt roller, 405 dump truck plus hand tools.
Materials: 7.93 tons of 12 asphalt.

Location: 424 North Street, 806 North, 512 N 4th, N 3rd and North, 129 N 2nd Street.
Starting Date: 1/24/2018
Completion Date: 1/24/2018
Description: Repaired 6 utility cuts for the utility department.
Man-hours: 30 hrs.
Equipment: 420 Cat backhoe, asphalt roller, 405 dump truck plus hand tools.
Materials: 8 tons of 12 asphalt.

Location: 1109 Fuller Street, 1004 Fuller, 10th and Hancock, 1106 Fuller, 1011 Massey Street.
Starting Date: 1/25/2018
Completion Date: 1/25/2018
Description: Repaired 6 utility cuts for the utility department.
Man-hours: 32.5 hrs.
Equipment: 420 Cat backhoe, asphalt roller, 405 dump truck plus hand tools.
Materials: 10 tons of 12 asphalt.

Location: 509 N 7th Street, Brogden Rd, 1107 Hancock, 506 N 12th Street.
Starting Date: 1/26/2018
Completion Date: 1/26/2018
Description: Repaired 4 utility cuts for the utility department.
Man-hours: 31 hrs.
Equipment: 420 Cat backhoe, asphalt roller, 405 dump truck plus hand tools
Materials: 7.97 tons of 12 asphalt

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
Jan. 31, 2018**



I. Statistical Section

 5 Preventive Maintenances

 0 North Carolina Inspections

 38 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

None for the month

IV. Personnel Update:

Dillon Blanton was promoted into the position of the shop mechanic.

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting was on "Back Pain and Lifting Techniques" and "Dangers of Syringes".

Town of Smithfield
Public Works Sanitation Division
Monthly Report
Jan. 31, 2018



I. Statistical Section

The Division collected from approximately 4100 homes, 4 times during the month

- a. Sanitation forces completed 29 work orders.
- b. Sanitation forces collected tons 399.47 of household waste.
- c. Sanitation forces disposed of 49 loads of yard waste and debris at Spain Farms Nursery.
- d. Recycled 1.53 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 0 tons of construction debris (C&D)
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 4.24 tons of recyclable plastic
- h. Recycled 3460 lbs. of cardboard material from the Convenient Site Center
- i. A total of 248 gals of cooking oil was collected at the Convenient Site Center
- j. Recycled 4720 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- a. Received \$86.38 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$0
- c. Sold 3240 lbs. of shredder steel for \$183.75 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$5,049.00 for disposal of yard waste and debris.

IV. Personnel Update:

No employees were hired.

V. Narrative of monthly departmental activities:

The department worked closely with Parks & Recreation providing traffic control devices and event containers for special events held at the SRAC. The Public Works Department safety meeting was on "Back Pain and Lifting Techniques" and "Dangers of Syringes". Community Service Workers worked 76.25 hrs.



PARKS AND RECREATION

MONTHLY REPORT FOR JANUARY, 2018

PROGRAMS STATISTICS

NUMBER OF PROGRAMS	9
TOTAL ATHLETICS PARTICIPANTS	177
TOTAL NON/ATHLETIC PARTICIPANTS	259
NUMBER OF GAMES PLAYED	37
TOTAL NUMBER OF PLAYERS (GAMES)	740
NUMBER OF PRACTICES	69
TOTAL NUMBER OF PLAYER(S) PRACTICES	690

	JANUARY, 2018	17/18 FY YTD	JANUARY 2017	16/17 FY YTD
PARKS RENTALS	3	120	3	123
USERS (PARKS RENTALS)	45	13014	75	9011
TOTAL UNIQUE CONTACTS	1,735			

FINANCIAL STATISTICS	JANUARY, 2018	17/18 FY YTD	JANUARY 2017	16/17 FY YTD
PARKS AND RECREATION REVENUES	\$ 940.41	\$ 51,110.20	\$ 1,448.90	\$ 35,388.46
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 56,206.89	\$ 401,460.76	\$ 39,669.69	\$ 370,230.38
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ 8,881.57	\$ 56,302.23	\$ -	\$ 81,379.04



**SMITHFIELD RECREATION
AND AQUATICS CENTER**

SRAC MONTHLY REPORT FOR JANUARY, 2018

PROGRAMS STATISTICS

NUMBER OF PROGRAMS	26
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	1490

	JANUARY, 2018	17/18 FY YTD	JANUARY, 2017	16/17 FY YTD
SRAC MEMBER VISITS	4939	34712	5801	35287
DAY PASSES	471	5256	433	5287
RENTALS (SRAC)	56	351	103	501
USERS (SRAC RENTALS)	4386	23766	4038	26207
TOTAL UNIQUE CONTACTS	10,464	77,746	10,464	77,746

FINANCIAL STATISTICS

	JANUARY, 2018	17/18 FY YTD	JANUARY, 2017	16/17 FY YTD
SRAC REVENUES	\$ 49,711.94	\$ 377,903.11	\$ 54,021.34	\$ 371,667.53
SRAC EXPENDITURES	\$ 49,277.01	\$ 510,107.96	\$ 62,850.15	\$ 510,320.19
SRAC MEMBERSHIPS		3186	2959	

HIGHLIGHTS

HOSTED EXTREME FIGHTING PROMOTIONS MMA EVENT (600+ SPECTATORS)
 HOSTED 3 HIGH SCHOOL SWIM MEETS (3A/4A)
 HOSTED CAROLINA EAST VOLLEYBALL TOURNAMENT



**Utilities Department
Monthly Report
January 2018**

- **Statistical Section**

- Electric CP Demand 27,822 Kw relative to December's demand of 25,278 Kw.
- Electric System Reliability for was 99.989%, with two (2) recorded outages; relative to December's 99.994%.
- Raw water treated on a daily average was 3.888 MG relative to 3.277 MG for December; with maximum demand of 5.964 MG relative to December's 3.895 MG.
- Total finished water to the system was 117.101 MG relative to December's 100.622 MG. Average daily for the month was 3.777 MG relative to December's 3.246 MG. Daily maximum was 5.559 MG (January 9th) relative to December's 3.771 MG. Daily minimum was 3.058 (January 28th), relative to December's 2.808 MG.

- **Miscellaneous Revenues**

- Water sales were \$194,906 relative to December's \$206,503
- Sewer sales were \$288,794 relative to December's \$311,228
- Electrical sales were \$1,436,724 relative to December's sales of \$1,346,269
- Johnston County Water purchases were \$113,804 for 56.902 MG relative to December's \$130,922 for 65.461 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,161,631 relative to December's \$1,061,054
- Johnston County sewer charge was \$147,060 for 46.896 MG relative to December's \$139,064 for 43.981 MG.

- **Personnel Changes –**

- One employee left employment on January 25, 2018
- One employee was hired on January 29, 2018



**Town of Smithfield
Electric Department
Monthly Report
January, 2018**

I. Statistical Section

- Street Lights repaired -19
- Area Lights repaired -12
- Service calls - 48
- Underground Electric Locates -135
- Poles changed out, installed or removed-4
- Underground Services Installed/Repaired -2

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- Utility Dept. had a Safety meeting on Excavation & Trenching.

V. Miscellaneous Activities:

- Removed Christmas Decorations.
- 3 phase service was installed at the Sound Station & energized.
- 3 phase service was installed at 1195 Brogden Rd & energized.
- Started work on Booker Dairy Rd. Project.



WATER & SEWER

JANUARY 2018 MONTHLY REPORT

● DISCONNECT WATER	38
● RECONNECT WATER	5
● TEST METER	1
● TEMPORARY METER SET	0
● DISCOLORED WATER CALLS	5
● LOW PRESSURE CALLS	17
● NEW/RENEW SERVICE INSTALLS	0
● LEAK DETECTION	73
● METER CHECKS	13
● METER REPAIRS	8
● WATER MAIN/SERVICE REPAIRS	37
● STREET CUTS	30
● REPLACE EXISTING METERS	4
● INSTALL NEW METERS	1
● FIRE HYDRANTS REPAIRED	3
● FIRE HYDRANTS REPLACED	0
● SEWER REPAIRS	9

- CLEANOUTS INSTALLED 2
- SEWER MAIN CLEANED 900LF
- SERVICE LATERALS CLEANED 400LF
- SERVICE CALLS 220
- LOCATES 145

- SERVICE AND MAINTAINED ALL 18 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY

MAJOR EXPENSES FOR THE MONTH

- NUMEROUS MAIN BREAKS.
- HAD BRASWELL TO COME IN AND HELP WITH MAIN BREAK.
- BRASWELL HAD TO DO (2) VALVE INSERTIONS TO GET WATER TURNED OFF TO REPAIR A MAIN ON FULLER ST.

PERSONNEL UPDATES

UPCOMING PROJECTS FOR THE MONTH OF DECEMBER

- BRASWELL STILL WORKING ON BOOKER DAIRY RD PROJECT.



MONTHLY WATER LOSS REPORT

JANUARY, 2018

4	-	Meter nuts leaking	
5	-	Water meters busted from freezing	
2	-	Hydrants leaking not closed off	- 4hrs
2	-	¾" Line, 1/8" hole	- 3days
1	-	1" Line, 1/8" hole	- 4days
3	-	1" Line, 1/8" hole	- 10hrs
2	-	2" Line, 1/8" hole	- 4days
2	-	2" Line, full shear	- 2days
2	-	2" Line, ¼" hole	- 6hrs
1	-	2" Line, 1/8" hole	- 2weeks
1	-	3" Line, 1/8" hole	- 2weeks
1	-	6" Line, full shear	- 4hrs
3	-	6" Line, full shear	- 8hrs
8	-	6" Line, full shear	- 6hrs

1	-	6" Line, 2" split	-	2days
1	-	8" Line, full shear	-	7hrs
2	-	8" Line, ¼" hole	-	12hrs
1	-	8" Line, 1" hole	-	6hrs
1	-	10" Line, full shear	-	4hrs

**Town of Smithfield
Water Treatment Plant**

All figures are in MGD.

**Jan-18
Plant Totals**

Date	Rate of Flow	Hrs. Operated	Raw Treated	Finish Metered	Plant Useage	Finish to Dist. System	% of RAW TREATED TO SYSTEM
1	4.00	22.5	3.735	3.847	0.0770	3.770	100.94
2	4.00	22.0	3.691	4.011	0.0740	3.937	106.66
3	4.50	24.0	4.689	4.149	0.0770	4.072	86.84
4	4.50	22.5	4.009	4.028	0.0780	3.950	98.53
5	4.25	24.0	4.215	4.258	0.0730	4.185	99.29
6	4.25	23.0	4.078	3.968	0.0830	3.885	95.27
7	6.00	19.0	4.649	4.817	0.0700	4.747	102.11
8	6.00	23.5	5.894	5.514	0.0740	5.440	92.30
9	6.00	24.0	5.964	5.642	0.0830	5.559	93.21
10	4.50	23.5	4.126	4.277	0.0820	4.195	101.67
11	5.00	23.5	4.868	4.345	0.0660	4.279	87.90
12	5.00	24.0	4.124	4.125	0.0580	4.067	98.62
13	4.00	21.5	3.588	3.545	0.0560	3.489	97.24
14	4.00	20.0	3.349	3.504	0.0840	3.420	102.12
15	4.00	21.0	3.499	3.631	0.0690	3.562	101.80
16	4.00	24.0	3.955	4.035	0.0740	3.961	100.15
17	4.00	19.5	3.226	3.553	0.0830	3.470	107.56
18	4.00	21.0	3.507	3.389	0.0630	3.326	94.84
19	4.00	20.0	3.340	3.235	0.0660	3.169	94.88
20	4.00	20.0	3.315	3.421	0.0700	3.351	101.09
21	3.75	20.0	3.374	3.556	0.0710	3.485	103.29
22	4.00	21.0	3.503	3.680	0.0870	3.593	102.57
23	4.00	21.5	3.548	3.422	0.0710	3.351	94.45
24	4.00	21.5	3.532	3.399	0.0580	3.341	94.59
25	4.00	22.0	3.690	3.472	0.0720	3.400	92.14
26	4.00	22.0	3.669	3.523	0.0670	3.456	94.19
27	4.00	20.5	3.425	3.414	0.0880	3.326	97.11
28	3.75	20.5	3.157	3.142	0.0840	3.058	96.86
29	3.75	21.0	3.263	3.542	0.0854	3.457	105.93
30	4.00	23.5	3.883	3.712	0.0620	3.650	94.00
31	3.75	23.0	3.662	3.214	0.0640	3.150	86.02
Total	133.00	679.0	120.527	119.370	2.269	117.101	97.16
Avg	4.29	21.9	3.888	3.851	0.073	3.777	
Max	6.00	24.0	5.964	5.642	0.088	5.559	
Min	3.75	19.0	3.157	3.142	0.056	3.058	