



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, September 4, 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 SEPTEMBER 4, 2018
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance: Lead by the members of Girl Scout Troop 614

Approval of Agenda

Page

Presentations:

- 1. Proclamation – Declaring September 17th – 23rd as Constitution Week in the Town of Smithfield**
(Mayor – M. Andy Moore) See attached information.....1
- 2. Proclamation – Recognizing Regina Sanders’s dedicated service to the Appearance Commission**
(Mayor – M. Andy Moore) See attached information.....3
- 3. Proclamation – Recognizing Reginald E. Foy’s dedicated service to the Board of Adjustment and Planning Board**
(Mayor – M. Andy Moore) See attached information5
- 4. Administering Oath of Office to Newly Promoted Sergeant – Brandon Smith**
(Mayor – M. Andy Moore) See attached information.....7

Public Hearings

- 1. SUP-18-10 Hampton Inn:** The applicant is requesting a special use permit to construct a hotel that will exceed 40 feet in height within a B-3 (Business) zoning district. The property considered for a special use permit is located on Town Centre Place approximately 600 feet south of its intersection with East Market Street. The property is further identified as Johnston County Tax ID# 15L11001G.
(Planning Director – Stephen Wensman) See attached information.....9

- 2. ZA-18-06 Town of Smithfield:** The Planning Department is requesting an ordinance amendment to the Unified Development Ordinance, Article 5 to update and make corrections to the development review process.
(Planning Director – Stephen Wensman) See attached information.....29

- 3. Community Development Block Grant:** The purpose of this public hearing is to obtain citizen input into the identification of community needs and desired CDBG activities.
(Town Manager – Michael Scott) See attached information.....37

Citizens Comments

Consent Agenda Items

- 1. Approval of Minutes:**
 - a. July 31, 2018 – Special Meeting
 - b. August 7, 2018 – Regular Meeting..... 39

- 2. Special Event** – The Smithfield-Selma Chamber of Commerce is requesting a special event permit to conduct the Triangle East Business Expo on October 15th and 16th at 1025 Outlet Center Drive beginning at 8:00 am and ending at 9:00 pm. They are requesting amplified sound between the hours of 11:00 am and 9:00 pm on October 16th.
(Planning Director – Stephen Wensman) See attached information.....69

- 3. Consideration and Approval to amend the FY 2018 – 2019 Fee Schedule for SRAC rates for Town of Smithfield Employees.**
(Town Manager – Michael Scott) See attached information.....75

- 4. Consideration and Approval to enter into an agreement with Skip Green and Association to preform Grant Administrative Services for the Community Development Block Grant Neighborhood Revitalization Project.**
(Town Manager – Michael Scott) See attached information.....79

- 5. Consideration and Approval of Resolution # 624 (11-2018) Adopting the Procurement Policy as required for the Community Development Block Grant project.**
(Town Manager – Michael L. Scott) See attached information.....115

- 6. Consideration and Approval to enter into an agreement with Louise G. & Oliver G. Fleming allowing their property to be designated as a Certified Site for industrial uses by the Economic Development Partnership of North Carolina.**
(Economic Development Liaison – Tim Kerigan) See attached information.....121

- 7. Bid Award to JP Edwards in the amount of \$ 403,775.60 for Phase 1 of the FY 2018-2019 Street Resurfacing Project.**
(Public Works Director – Lenny Branch) See attached information.....131

8. Bid Award to Steve’s Carpets and Flooring in the Amount of \$4,768.58 for the installation of carpet for the Council Chambers
(Town Clerk – Shannan Parrish) See attached information.....135

9. Bid Award to ACSM in the amount of \$26,500 for the purchase and installation of a Digital Marquee Sign at Town Hall
(Town Manager – Michael L. Scott) See attached information.....141

10. Bid Award to Capital Ford in the amount of \$47,670 for the purchase of a 2019 Ford F550 for the Parks and Recreation Department
(Parks and Recreation Director – Gary Johnson) See attached information.....151

11. Bid Award to Blackmon’s Fencing Company in the amount of \$7,797.33 for installation of fencing at the Civitan Field Dog Park
(Parks and Recreation Director – Gary Johnson) See attached information.....157

12. Consideration and Approval to bring FY 2017-2018 Encumbrances forward to FY 2018-2019
(Finance Director – Greg Siler) See attached information.....165

13. Consideration and Approval of various Budget Amendments
(Finance Director – Greg Siler) See attached information.....171

14. Career Ladder Promotion – Public Utilities Electric Department: The Electric Department is requesting approval to promote an employee from an Electric Lineman to an Electric Journeyman
(Public Utilities Director – Ted Credle) See attached information.....175

15. Consideration and Approval to allow employees to donate sick leave to an employee in the Police Department
(Human Resources Director – Tim Kerigan) See attached information.....181

16. Advisory Board Appointments

- a.** Michael Johnson has submitted an application for consideration to be appointed to a first term on the Planning Board to serve as an In-Town member. If appointed, Mr. Johnson will resign from the Board of Adjustment
- b.** Sarah Edwards has submitted an application for consideration to be reappointed to a fourth term on the Board of Adjustments an ETJ member.

(Town Clerk – Shannan Parrish) See attached information.....185

17. New Hire Report
(Human Resources Director/PIO – Tim Kerigan) See attached information.....193

Business Items

- 1. ZA-18-05 Town of Smithfield:** The Planning Department is requesting an ordinance amendment to the Town of Smithfield Unified Development ordinance, Article 10, Part III, Regulations for Signs, to allow for on-site high rise identification signs on properties located within the B-3 zoning district and that are within 660 feet on the Interstate 95 right-of-way.
(Planning Director – Stephen Wensman) See attached information.....195

- 2. Consideration and Approval to Adopt Resolution # 625 (12-2018)**
Directing the Town Clerk to investigation a Noncontiguous Annexation Petition submitted by Navaho Investment Company.
(Planning Director – Stephen Wensman) See attached information.....203

- 3. Consideration and Approval to allow Grace Community Assembly of God to hold a community marketplace twice a month on Saturdays from 9:00 am until 1:00 pm beginning in May 2019 and ending in October 2019**
(Planning Director – Stephen Wensman) See attached information.....213

- 4. Final Report and closing out the State awarded Asset Inventory & Assessment (AIA) grant for sewer inventory**
(Public Utilities Director – Ted Credle) See attached information.....219

Councilmember’s Comments

Town Manager’s Report

- Financial Report (See attached information).....235
- Department Reports (See attached information).....239
- Manager’s Report (Will be provided at the meeting)

Closed Session: Pursuant to NCGS 143-318.11 (a) (5) – *To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract*

Adjourn

Presentations



**Proclamation
Constitution Week
September 17 – 23, 2018
In the Town of Smithfield, North Carolina**

Whereas, September 17, 2018 marks the two hundred and thirty-first anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

Whereas, it is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

Whereas, it is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

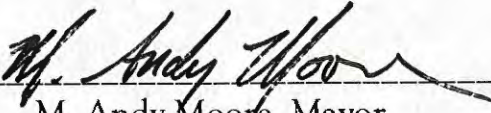
Whereas, Public Law 915 guarantees the issuing of a Proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield do hereby proclaim September 17 through 23, 2018 to be

CONSTITUTION WEEK

in the Town of Smithfield and ask our citizens to reaffirm the ideals the framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained




M. Andy Moore, Mayor

PROCLAMATION
*In Honor of Regina Sander's
Dedicated Service to the
Town of Smithfield's Appearance Commission*

WHEREAS, Regina Sanders a long time resident of the Town of Smithfield has dedicated her time and attention by serving on the Appearance Commission for over eleven years; and

WHEREAS, during her tenure, Regina Sanders served as the chairperson of the Appearance Commission; and

WHEREAS, the Town of Smithfield and its citizens have benefited greatly because of her particular interest and work in the area of beautification; and

WHEREAS, Regina Sanders has demonstrated in many ways her deep and genuine love for the community; and

WHEREAS, Regina Sanders has been instrumental in changing the overall beauty of the Town of Smithfield; and

WHEREAS, The Town of Smithfield will greatly miss Regina Sander's historical knowledge of and involvement with the Appearance Commission.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council, express our sincere appreciation to Regina Sanders for her distinguished service to the Town of Smithfield



M. Andy Moore, Mayor

PROCLAMATION

In Honor of Reginald E. Foy's Dedicated Service to the Town of Smithfield's Planning Board & Board of Adjustment

WHEREAS, Reginald E. Foy, a life long resident of the Town of Smithfield has dedicated his time and attention by serving on the Planning Board and Board of Adjustment for over fifteen years; and

WHEREAS, during his tenure, Reginald E. Foy served as Chairman of the Planning Board; and

WHEREAS, Reginald E. Foy provided exemplary and invaluable service towards the future development and vision of Smithfield; and

WHEREAS, the citizens are so fortunate to have had a person of such experience dedicate so many years of service to the Town of Smithfield's growth and prosperity; and

WHEREAS, The Town Council deeply appreciates the important contributions Reginald E. Foy has made to the Town of Smithfield for its citizens.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council, express our sincere appreciation to Reginald E. Foy for his distinguished service to the Town of Smithfield



M. Andy Moore, Mayor



Request for Town Council Action

Presentation: **Sergeant
Promotion**
Date: 09/04/2018

Subject: Swearing in for Sergeant's Promotion
Department: Police Department
Presented by: Chief R.K. Powell
Presentation: Presentations

Issue Statement

The Police Department has recently promoted Brandon Smith to Sergeant. Sergeant Brandon Smith will be assigned to D Squad as the team supervisor. Sergeant Smith has been a member of the Smithfield Police Department for 8 years. Sergeant Smith was a Master Patrol Officer and has served at a Field Training Officer for the agency.

Financial Impact

The increase in pay was approved by Council at the August 7, 2018 meeting. The total impact remaining for this fiscal year would be \$3,620.00 and will be covered by the current budget.

Action Needed

Sergeant Smith needs to be sworn in as a new Sergeant for the Smithfield Police Department.

Recommendation

Sergeant Smith to be sworn in as Sergeant

Approved: Town Manager Town Attorney

Attachments:

1. Oath of Office



Staff Report

**Sergeant
Presentation Promotion**

OATH OF OFFICE SMITHFIELD POLICE DEPARTMENT

"I, Brandon Smith, 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 4th day of September, 2018.

M. Andy Moore, Mayor

Public Hearings





Request for Town Council Action

Public Hearing SUP-18-10
Date: 09/04/2018

Subject: Special Use Permit to exceed 40 feet in building height
Department: Planning
Presented by: Stephen Wensman
Presentation: Public Hearing

Issue Statement

The applicant, Wintergreen Hospitality, is requesting a special use permit to allow for a 69 foot tall hotel on a 3.51 acre parcel of land located within a B-3 (Highway Entrance Business) zoning district.

Financial Impact

None

Action Needed

The Smithfield Town Council is requested to review the petition, conduct a public hearing and make a decision in accordance with the finding of fact for a special use permit.

Recommendation

The Planning Department recommends approval of the request for a special use permit to allow a 69 foot tall on property located within a B-3 zoning district with the following conditions of approval:

1. That all other requirements of the Unified Development Ordinance are met prior to site plan approval.

Approved: Town Manager Town Attorney

Attachments:

1. Staff report
2. Findings of Fact
3. Application
4. Site Plan
5. Aerial Map of the Proposed Location
6. Adjacent Property Notification
7. Adjacent Property List



Staff Report

**Public SUP-
Hearing 18-10**

Application Number: SUP-18-10
Applicant/Owner: Wintergreen Hospitality
Agents: none
TAX ID number: 15L11001G
Town Limits/ETJ: Town Limits

PROJECT LOCATION: The property considered for a special use permit is located on Town Centre Place approximately 600 feet south of its intersection with East Market Street.

REQUEST: The applicant is requesting a special use permit in accordance with Article 8

ADJACENT ZONING AND LAND USES:

	Zoning	Existing Land Use
North:	B-3 (Highway Entrance Business)	Undeveloped Lot
South:	B-3 (Highway Entrance Business)	SCD (Stormwater Control Device)
East:	B-3 (Highway Entrance Business)	Undeveloped Lot
West:	OI (Office-Institution)	Johnston Community College

SITE DATA:

Acreage: 3.51 acres approximately
Present Zoning: B-3 (Highway Entrance Business)
Existing Use: none / undeveloped
Proposed Use: Hotel
Water Service: Town of Smithfield
Sewer Service: Town of Smithfield
Electrical Service: Town of Smithfield or Duke-Progress

ENVIRONMENTAL:

There appears to be delineated wetlands on the subject property. Any encroachment into these wetlands will require additional permitting by the Army Corps of Engineers. The applicant is encouraged to refrain from any land disturbing activities in the wetlands.

STAFF ANALYSIS AND COMMENTARY:

Subdivision: The proposed hotel will be located on lot 5 of Smithfield Business Park. Smithfield Business Park is an 8 lot subdivision which was approved in 2006 and recorded in 2010. The subdivision SCM was constructed on lot 8, Sheetz on lots 1 & 2, and Golden Corral on lot 3. After construction of the proposed hotel, there will be as many as 3 lots available within this subdivision for future proposed projects.

General Site: The site plan as submitted for review can and will meet all minimum development standards of the Town of Smithfield Unified Development Ordinance. A variance was granted by the Board of Adjustments relieving the development from the requirement to provide lateral connections to adjacent properties.

Utility Plan: The project proposes to tie into existing Town of Smithfield water and sewer mains located within the right-of-way of Towne Centre Place. The applicant will have a choice whether to receive Duke-Progress or Town of Smithfield electric service.

Lighting Plan: A lighting plan has not been submitted for review for the subject property at this time, but will be required prior to site plan approval.

Stormwater Plan: The site plan indicates approximately 1.73 acres of impervious surfaces. Since more than ½ acre of impervious is being added, stormwater attenuation will be required. The existing subdivision stormwater pond will serve the projects stormwater attenuation needs and a nitrogen buy down option will be available to the project providing the nitrogen loading does not exceed 10 pounds per acre.

Landscaping Plan: The landscape plan generally meets or exceeds minimum UDO standards with the exception of a substandard street yard that does not maintain a **minimum of 15' in width**. Staff has met with the applicant and revisions to bring the landscaping into compliance are expected.

Parking and Access Plan: 115 standard parking spaces are shown on the site plan. Minimum parking requirements are based on one space per room and 1 space per employee of the shift of greatest employment. Internal circulation will be provided by standard 24 foot drive isles and access to Towne Centre Place by two 34 foot wide driveways to be permitted by Town of Smithfield. Curb, gutter and sidewalks are existing within the right-of-way of Towne Centre Place. ADA accessibility from the front of the hotel to the sidewalk within the right-of-way of Towne Centre Place will be provided by the project. The applicant has received a variance from lateral access requirements to the adjacent lots by the Town of Smithfield Board of Adjustment

Dumpster Enclosure: A dumpster enclosure is proposed towards the rear of the site. Adequate access to this dumpster enclosure is provided from the parking area. The

dumpster enclosure will be built from solid, robust material and will be similar in design of the principle structure.

Signs: The project will qualify for one wall sign and one monument sign on the side facing Towne Centre Place. All new signs for the facility will require a separate sign permit issued by the Planning Department. No signs are proposed at this time.

FINDINGS OF FACT (*Staff findings in Bold Italic*)

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 height is typical for hotels in the B-3 district. The Fire Marshall has reviewed the application and has no concerns. Therefore, staff believes the special use will not be a deterrent to the public, health, safety or welfare.***
 2. The special use will be in harmony with the existing development and uses within the area in which it is to be located. ***The additional height is typical for other hotel uses in the area and is, therefore, in harmony 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. ***The land use will have no impact on the orderly development or improvement to the area.***
 4. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided. ***Adequate utilities and parking exist and will be provided in accordance with the UDO requirements.***
 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. ***There are adequate means of ingress and egress. Town Centre Place is a low traffic volume street and the additional traffic will not create traffic congestion.***
 6. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located. ***Yes, all regulations have been conformed with, or a variance from them have been approved.***
 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 conforms to 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 access conforms to plans.***
-

PLANNING DEPARTMENT RECOMMENDATIONS:

The Planning Department recommends approval of the request to allow for a 69 foot tall hotel on a 3.51 acre parcel of land located within a B-3 (Highway Entrance Business) zoning district with one condition:

1. That all other requirements of the Unified Development Ordinance are met prior to site plan approval.
-

TOWN COUNCIL ACTION REQUESTED:

The Smithfield Town Council is requested to review the petition for a special use permit to allow for a 69 foot tall hotel on a 3.51 acre parcel of land located within a B-3 (Highway Entrance Business) zoning district, SP-18-10, hold a public hearing and make a decision in accordance with the finding of fact for a special use permit.

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

Application Number: SUP-18-10 **Name:** Hampton Inn

Request: Applicant seeks a special use permit to construct a hotel that exceeds 40 feet in height.

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-18-10 with the following condition:*

1. That all other requirements of the Unified Development Ordinance are met prior to site plan approval.

Motion to Deny: *Based upon failure to meet all of the above stated findings and for reasons stated therein, I move to deny Special Use Permit Application # SUP-18-10 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-18-10 is hereby:

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

1. That all other requirements of the Unified Development Ordinance are met prior to site plan approval.

_____ **denied for the noted reasons.**

Decision made this 4th day of September, 2018 while in regular session.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk



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

SPECIAL USE PERMIT APPLICATION

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

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

SITE INFORMATION:

Name of Project: _____ Acreage of Property: _____

Parcel ID Number: _____ Tax ID: _____

Deed Book: _____ Deed Page(s): _____

Address: _____

Location: _____

Existing Use: _____ Proposed Use: _____

Existing Zoning District: _____

Is project within a Planned Development: Yes No

Planned Development District (if applicable): _____

Is project within an Overlay District: Yes No

Overlay District (if applicable): _____

FOR OFFICE USE ONLY

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

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

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

- 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.

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.

Anup Patel

Print Name



Signature of Applicant

08/01/2018

Date

OWNER'S CONSENT FORM

Name of Project: Hampton Inn Submittal Date: 08/03/2018

OWNERS AUTHORIZATION

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

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


Signature of Owner

VENKATA C. HOJAPARTHU
Print Name

8-1-2018
Date

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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


Signature of Owner/Applicant

Anup Patel
Print Name

08/01/2018
Date

FOR OFFICE USE ONLY

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

SITE PLAN NOTES:

- ALL DIMENSIONS AND GRADES SHOWN ON THE PLANS SHALL BE FIELD VERIFIED BY THE CONTRACTOR PRIOR TO CONSTRUCTION. DIMENSIONS INDICATED ON THE PLANS ARE UNLESS OTHERWISE NOTED. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES PRIOR TO CONSTRUCTION. NO EXTRA COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR OBTAINING PERMITS AND APPROVALS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES PRIOR TO CONSTRUCTION. NO EXTRA COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR OBTAINING PERMITS AND APPROVALS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL APPLICABLE AGENCIES PRIOR TO CONSTRUCTION. NO EXTRA COMPENSATION SHALL BE PAID TO THE CONTRACTOR FOR OBTAINING PERMITS AND APPROVALS.
- THERE MAY BE METLANDS WITHIN THIS SITE. IT IS THE OWNER'S RESPONSIBILITY FOR METLANDS JURISDICTION AND PERMIT DISTURBANCE PRIOR TO ANY GRADING ACTIVITY. METLANDS JURISDICTION AND PERMIT DISTURBANCE PRIOR TO ANY GRADING ACTIVITY. METLANDS JURISDICTION AND PERMIT DISTURBANCE PRIOR TO ANY GRADING ACTIVITY.
- ALL CONSTRUCTION SHALL BE IN ACCORDANCE TO TOWN OF SMITHFIELD STANDARD & SPECIFICATIONS UNLESS OTHERWISE NOTED.
- CONTRACTOR SHALL TRANSITION FROM 30" CURB AND GUTTER TO 24" CURB AND GUTTER WITHIN THE ENTRANCE RADIUS TO THE SITE.

SITE DATA TABLE:

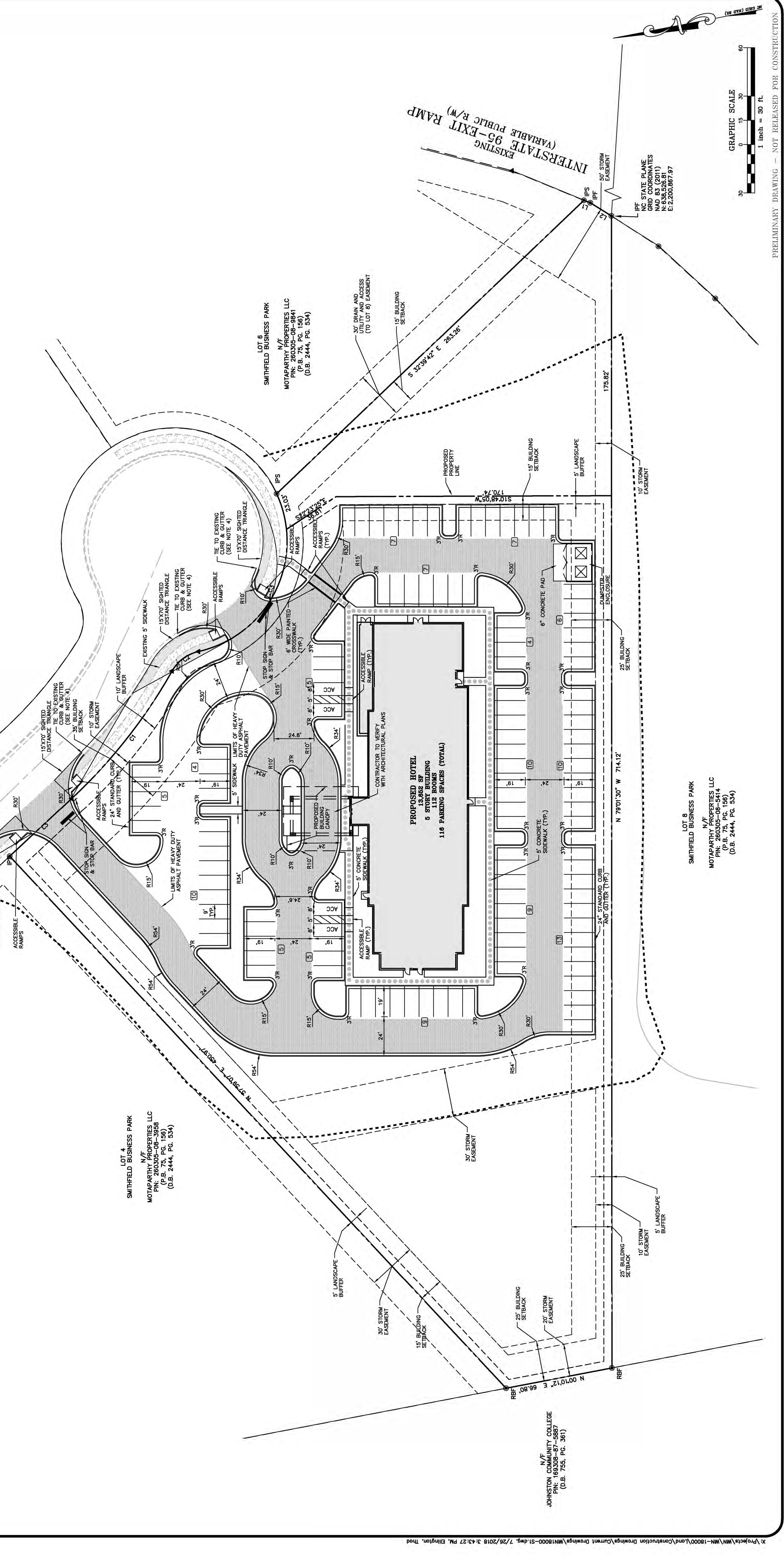
PROJECT NAME:	HAMPTON INN
PHYSICAL ADDRESS:	157 WINTG AVENUE, SUITE 8, SMITHFIELD, NORTH CAROLINA
DEVELOPER:	WINTERGREEN HOSPITALITY, SUITE 8, FRANKLIN STREET, CHAPEL HILL, NC 27514
OWNER:	MOTAPARTHY PROPERTIES, LLC, 100 CASHMILL DRIVE, GOLDSBORO, NC 27537
PARCEL ID NUMBER:	260305-08-5727 (DB 2444, PG 534)
TOTAL PARCEL & IMPERVIOUS AREA:	3.51 AC (TOTAL) 3.02 ACRES (PROPOSED HOTEL LOT) 0.49 ACRES (TO BE RECOMBINED)
EXISTING SITE IMPERVIOUS AREA:	73,308 SF / 1.72 AC 3.02 ACRES = 57.3% (PROPOSED HOTEL LOT)
LANDSCAPE BUFFERS:	5' PROPERTY LINES 10' ALONG FRONTAGE
METLANDS:	N/A
SETBACKS:	FRONT YARD- 35' SIDE YARD- 15' REAR YARD- 25'
PARKING SPACES:	116 SPACES (4 ACC, 2 VAN)
ZONING:	SMITHFIELD B-3
LAND USE:	EXISTING: VACANT; PROPOSED: HOTEL
WATERSHED:	NEUSE RIVER BASIN
FLOOD ZONE:	ZONE "X" - FEMA PANEL #57202000K DATED 06/20/2018
SURVEYOR:	MOTAPARTHY PROPERTIES, LLC, 260305-08-5750, (P.B. 75, PG. 156) (D.B. 2444, PG. 534)
ENGINEER:	MCADAMS COMPANY, 2905 MERIDIAN PARKWAY, DURHAM, NC 27713, (919) 361-5000

LOT 7
 SMITHFIELD BUSINESS PARK
 N/E
 MOTAPARTHY PROPERTIES, LLC
 PIN: 260305-08-7650
 (P.B. 75, PG. 156)
 (D.B. 2444, PG. 534)

LOT 4
 SMITHFIELD BUSINESS PARK
 N/E
 MOTAPARTHY PROPERTIES, LLC
 PIN: 260305-08-3958
 (P.B. 75, PG. 156)
 (D.B. 2444, PG. 534)

LOT 8
 SMITHFIELD BUSINESS PARK
 N/E
 MOTAPARTHY PROPERTIES, LLC
 PIN: 260305-08-5414
 (P.B. 75, PG. 156)
 (D.B. 2444, PG. 534)

LOT 5
 SMITHFIELD BUSINESS PARK
 N/E
 MOTAPARTHY PROPERTIES, LLC
 PIN: 260305-08-9841
 (P.B. 75, PG. 156)
 (D.B. 2444, PG. 534)



SITE LEGEND

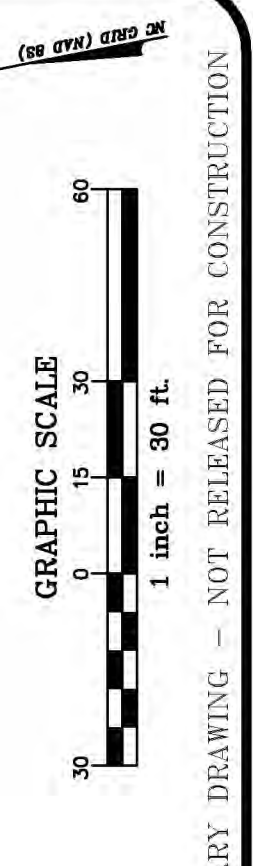
SIGNAGE	YARD LIGHTS	LIGHT POLE	POWER POLE	TRAFFIC DIRECTIONAL ARROW	ACCESSIBLE PARKING STALL	VAN ACCESSIBLE PARKING STALL	PARKING SPACE COUNT	ACCESSIBLE RAMPS	ACCESSIBLE ROUTE	PROPERTY LINE	RIGHT-OF-WAY LINE	EASEMENT LINE	CENTERLINE	HEAVY DUTY ASPHALT PAVEMENT
TYPE 1	TYPE 2	TYPE 3	TYPE 4	TYPE 5	TYPE 6	TYPE 7	TYPE 8	TYPE 9	TYPE 10	TYPE 11	TYPE 12	TYPE 13	TYPE 14	TYPE 15

CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	330.00'	101.05'	S 40°47'13" E	100.66'
C2	25.00'	20.99'	S 25°30'24" E	20.38'
C3	70.00'	125.11'	S 52°39'21" E	109.11'

LINE TABLE

LINE	BEARING	DISTANCE
L1	S 31°47'02" W	4.22'
L2	S 42°51'14" W	15.41'
L3	S 32°00'53" E	52.51'



PRELIMINARY DRAWING - NOT RELEASED FOR CONSTRUCTION

CONCEPT DESIGN

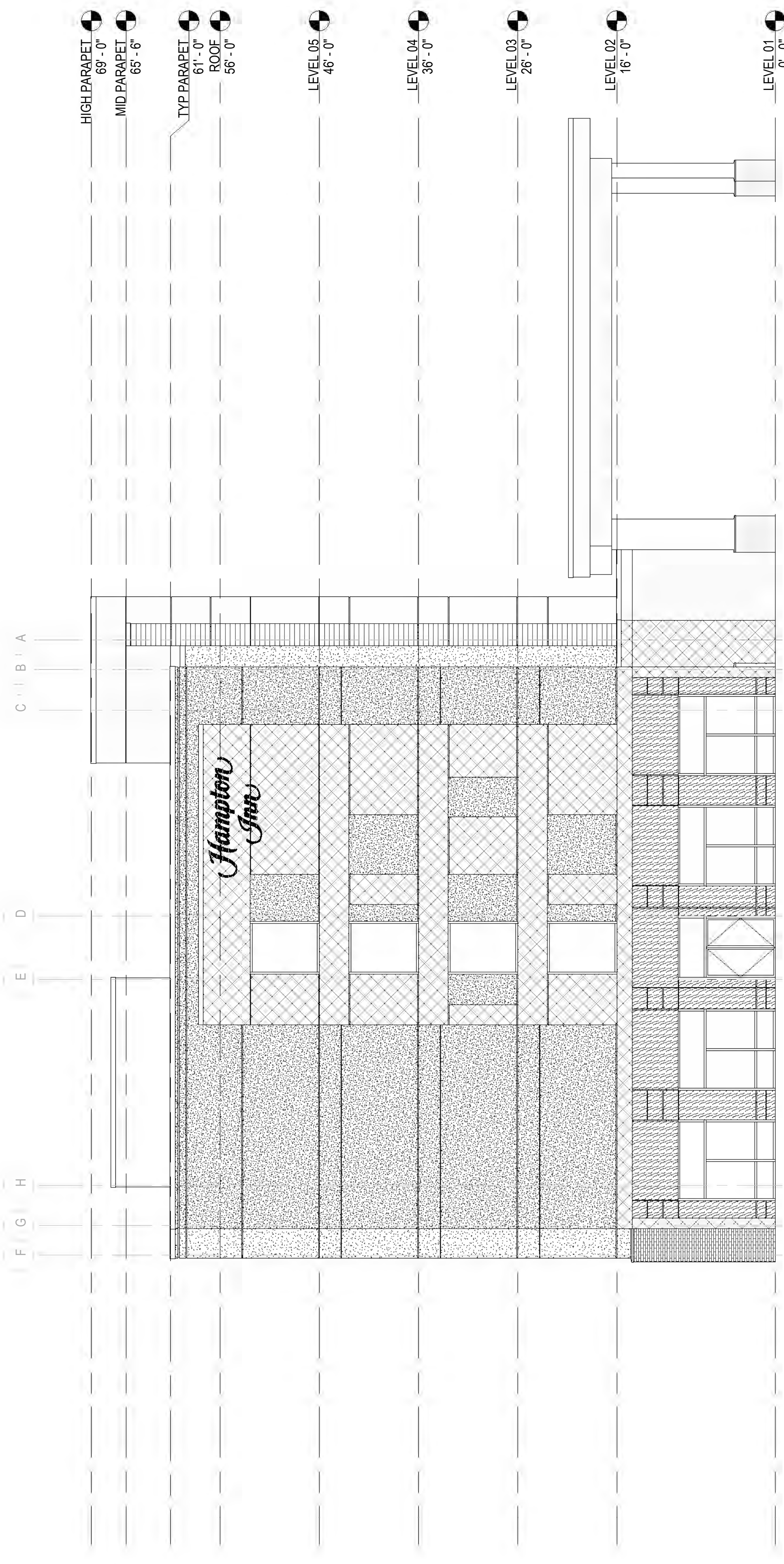
ISSUE DATE: 07/24/18

CURRENT REVISION

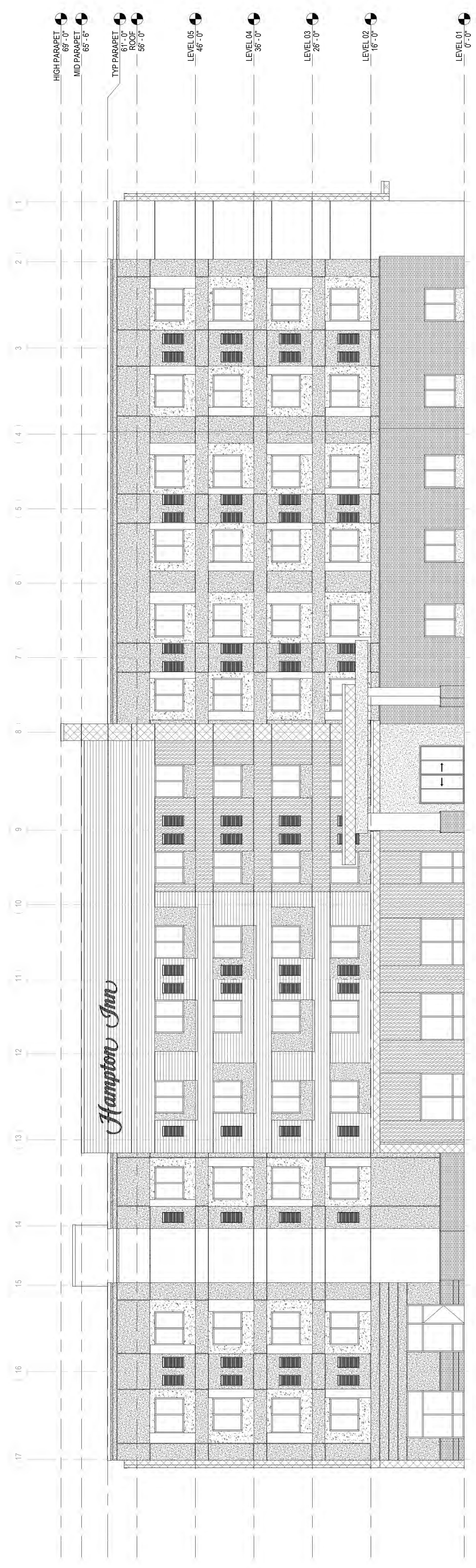
No.	Description	Date

PROJECT NUMBER: 18-1959
 Building Elevations

- EIFS COLOR 1
- EIFS COLOR 2
- EIFS COLOR 3
- EIFS COLOR 4
- EIFS COLOR 5
- MASONRY
- WOOD LOOK PLANK



2 BUILDING ELEVATION - EAST
 1/8" = 1'-0"



1 BUILDING ELEVATION - NORTH
 1/8" = 1'-0"

ALL DESIGNS, DRAWINGS AND SPECIFICATIONS DEPICTED ON THIS SHEET ARE THE PROPERTY OF THE R.B.A. GROUP, INC. ANY UNAUTHORIZED USE OR REPRODUCTION IS SUBJECT TO LEGAL PROSECUTION. POSSESSION IN ANY FORM CONSTITUTES ACCEPTANCE OF THESE CONDITIONS. COPYRIGHT 2018



HAMPTON INN
 SMITHFIELD NC
 TOWNE CENTRE PLACE
 SMITHFIELD, NC

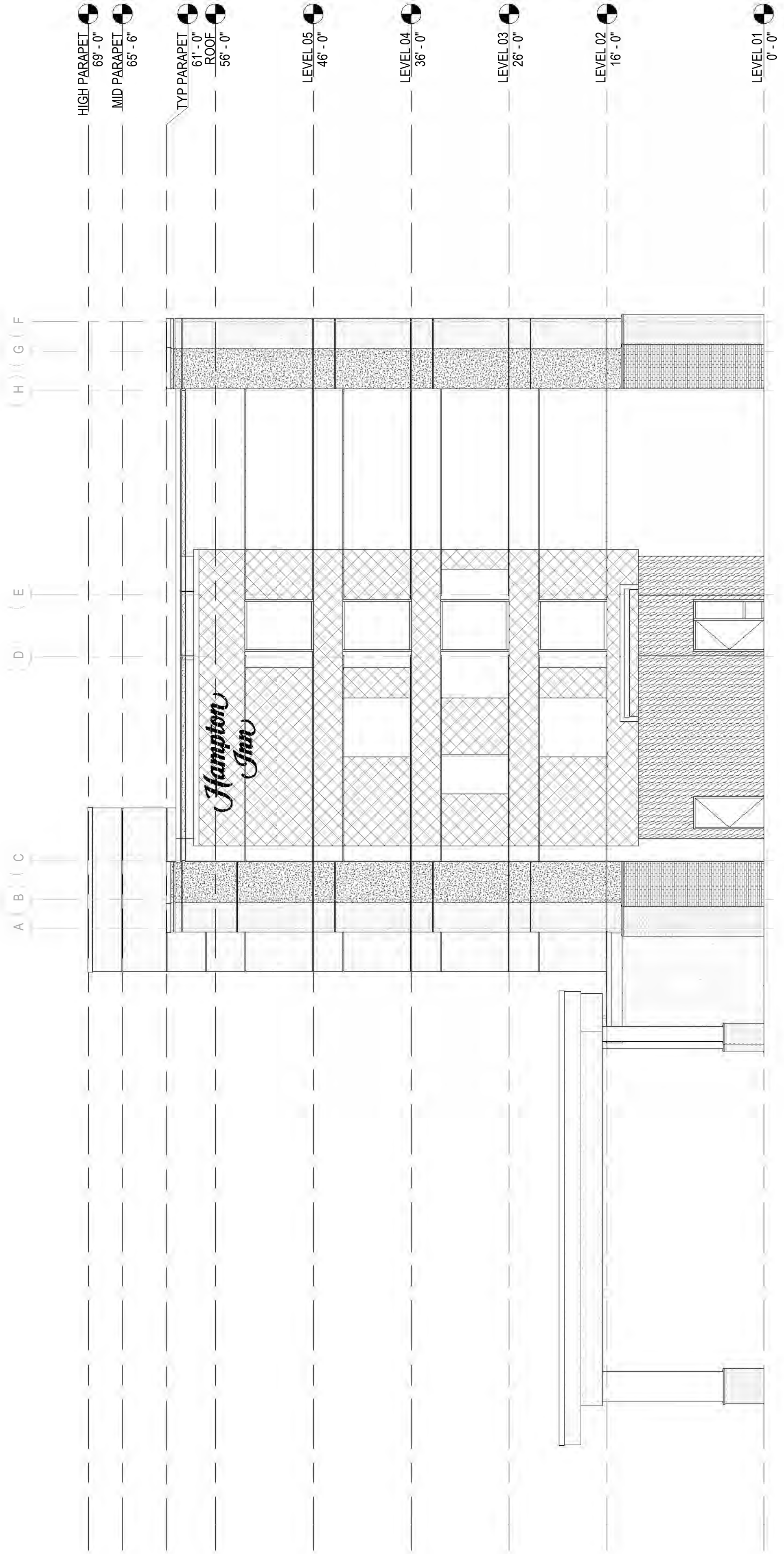
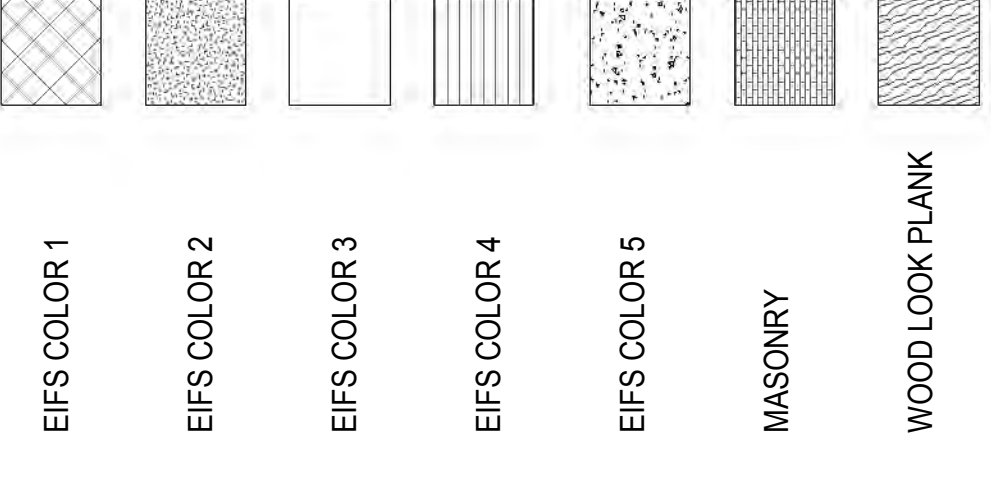
CONCEPT DESIGN

ISSUE DATE: 07/24/18

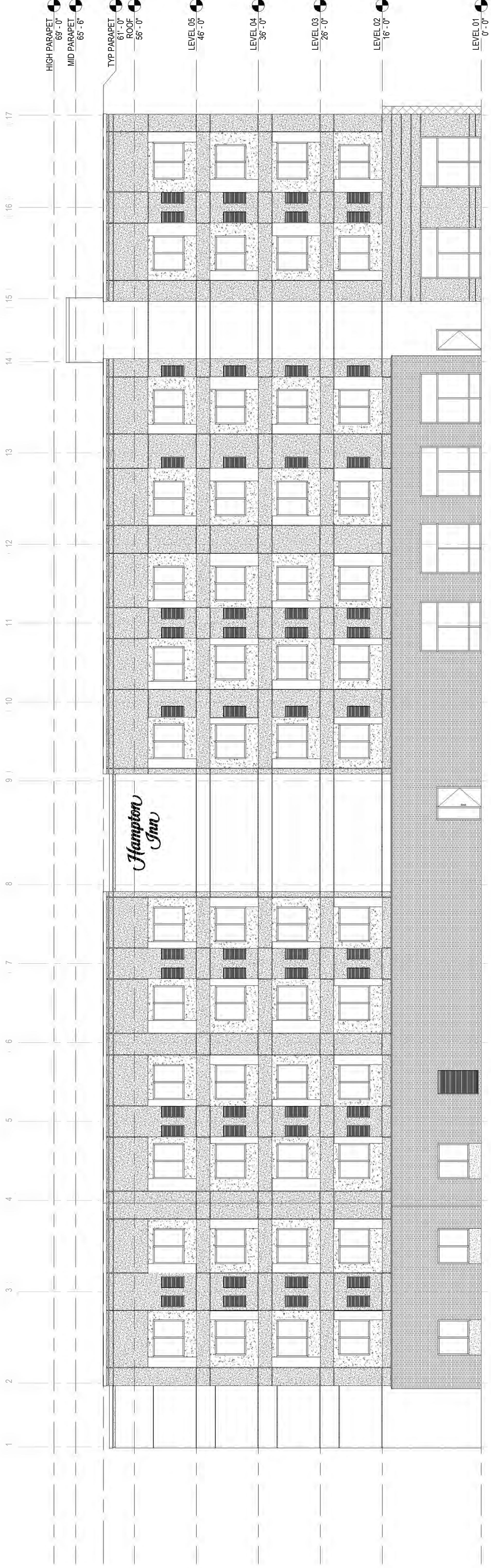
CURRENT REVISION

No.	Description	Date

PROJECT NUMBER: 18-1959
 Building Elevation

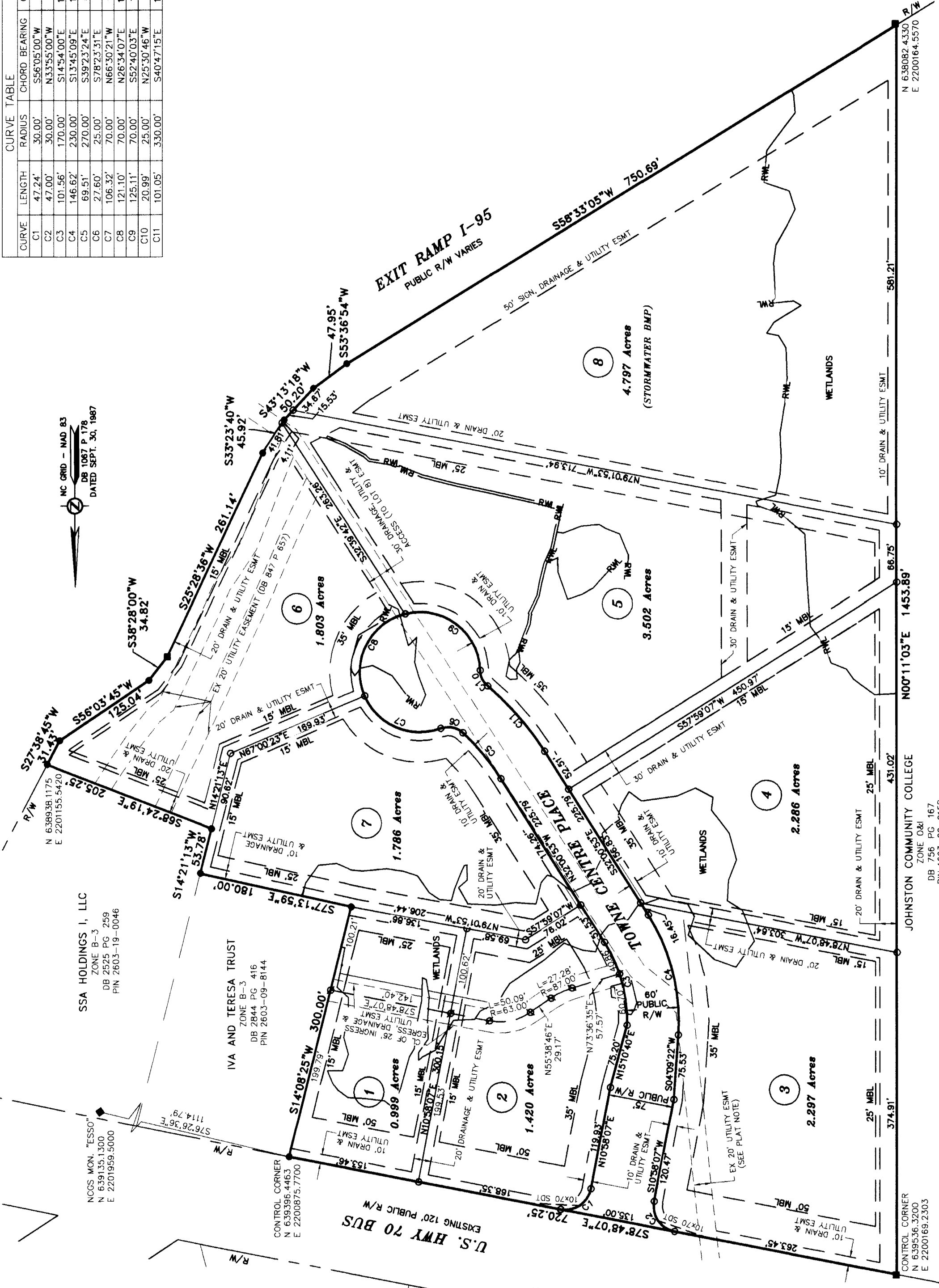
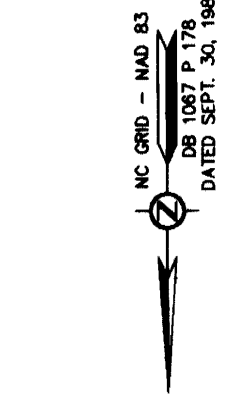


2 BUILDING ELEVATION - WEST
 1/8" = 1'-0"



1 BUILDING ELEVATION - SOUTH
 1/8" = 1'-0"

CURVE	LENGTH	RADIUS	CHORD BEARING	CHORD
C1	47.24'	30.00'	S56°05'00"W	42.51'
C2	47.00'	30.00'	N33°55'00"W	42.34'
C3	101.56'	170.00'	S14°54'00"E	100.06'
C4	146.62'	230.00'	S13°45'09"E	144.15'
C5	69.51'	270.00'	S39°23'24"E	69.32'
C6	27.60'	25.00'	S78°25'31"E	28.22'
C7	106.32'	70.00'	N66°30'21"E	96.39'
C8	121.10'	70.00'	N26°34'07"E	106.96'
C9	125.11'	70.00'	S52°40'03"E	109.11'
C10	20.99'	25.00'	N25°30'46"W	20.37'
C11	101.05'	330.00'	S40°47'15"E	100.66'



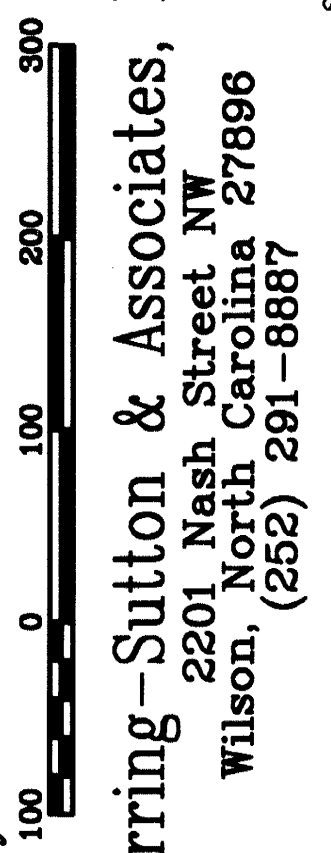
FINAL PLAT

SMITHFIELD BUSINESS PARK

Property of
Motaparth Properties LLC

Located in
Smithfield Township Johnston Co., NC
May 2010
Scale 1" = 100'

Herring-Sutton & Associates, P.A.
2201 Nash Street NW
Wilson, North Carolina 27896
(252) 291-8887



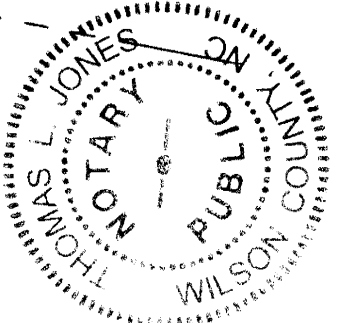
SSA HOLDINGS I, LLC
ZONE B-3
DB 2525 PG. 259
PIN 2603-19-0046

NCGS MON. "ESSO"
N 6391351.1300
E 2201959.5000

IVA AND TERESA TRUST
ZONE B-3
DB 2844 PG. 416
PIN 2603-09-8144

CONTROL CORNER
N 6393936.4463
E 2200875.7700

JOHNSTON COMMUNITY COLLEGE
DB 756 PG. 167
ZONE O&I
PIN 1653-88-8158



CERTIFICATE OF OWNERSHIP AND DEDICATION

I, HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON WHICH IS LOCATED IN THE SUBDIVISION JURISDICTION OF THE TOWN OF SMITHFIELD AND THAT I HEREBY ADOPT THIS PLAT OF SUBDIVISION WITH MY FREE CONSENT, ESTABLISH MINIMUM BUILDING SETBACK LINES, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, OPEN SPACE AND OTHER SITES AND EASEMENTS TO PUBLIC OR PRIVATE USE AND OTHER UTILITIES HEREIN DESCRIBED. I HEREBY AGREE TO SUFFER THE BURDEN OF THE DEEDS, EASEMENTS, AND APPURTENANCES TO THE TOWN OF SMITHFIELD, THE EXECUTION OF SUCH CERTIFICATE SHALL BE ACKNOWLEDGED BEFORE A NOTARY PUBLIC.

5/20/2010 Eric Wilson OWNER
DATE

CERTIFICATE OF NOTARY

NORTH CAROLINA, Wilson COUNTY.

I, A NOTARY OF THE COUNTY AND STATE AFORESAID, CERTIFY THAT Eric Wilson PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT, WITNESS MY HAND AND OFFICIAL STAMP OR SEAL, THIS 20th DAY OF May 2010.

Thomas L. Jones
NOTARY PUBLIC
MY COMMISSION EXPIRES: 01-05-2015

CERTIFICATE OF APPROVAL OF THE DESIGN AND INSTALLATION OF UTILITIES AND OTHER REQUIRED IMPROVEMENTS

I HEREBY CERTIFY THAT ALL UTILITIES AND OTHER REQUIRED IMPROVEMENTS HAVE BEEN INSTALLED IN ACCORDANCE WITH THE NC DEPARTMENT OF TRANSPORTATION SPECIFICATION AND STANDARDS, OR THAT GUARANTEES OF THE INSTALLATION OF THE SAID IMPROVEMENTS AND WORK HAS BEEN RECEIVED, AND THAT THE FILING FEE FOR THIS PLAT AS ESTABLISHED BY THE TOWN'S FEE SCHEDULE, HAS BEEN PAID.

DATE 5/10/2010 Eric Wilson TOWN MANAGER, TOWN OF SMITHFIELD

CERTIFICATE OF APPROVAL FOR RECORDING

I HEREBY CERTIFY THAT ALL STREETS AND OTHER IMPROVEMENTS SHOWN ON THIS PLAT HAVE BEEN INSTALLED OR COMPLETED OR THAT THEIR INSTALLATION OR COMPLETION HAS BEEN ENSURED BY THE POSTING OF A PERFORMANCE BOND OR OTHER COMPLETION GUARANTEE. I HEREBY CERTIFY THAT THIS PLAT COMPLES IN ALL RESPECTS WITH THE SUBDIVISION REGULATIONS OF THE TOWN OF SMITHFIELD, AND THEREFORE HAS BEEN APPROVED BY THE SMITHFIELD TOWN COUNCIL, SUBJECT TO ITS BEING RECORDED WITHIN SIX MONTHS OF THE DATE BELOW.

DATE 5/10/2010 Eric Wilson TOWN MANAGER
DATE 6/10/2010 [Signature] PLANNING DIRECTOR

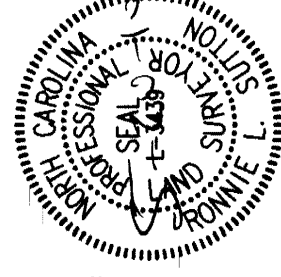
CERTIFICATE OF SURVEY AND ACCURACY

PROPERTY REFERENCE:
DEED BOOK 2444 PAGE 534
DEED BOOK 1067 PAGE 178
DEED BOOK 847 PAGE 657

I, RONNIE L. SUTTON, CERTIFY THAT THE SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

I, RONNIE L. SUTTON, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION DESCRIBED IN (SEE PROPERTY REFERENCES ABOVE); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS SUCH; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (21 NCAC 56.1600). WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL, THIS ORIGINAL DAY OF May, A.D. 2010.

Ronnie L. Sutton
RONNIE L. SUTTON 674.S.P. 2439



STATE OF NORTH CAROLINA
JOHNSTON COUNTY

FILED FOR REGISTRATION AT 1:16:16 P.M. IN THE
ON THIS 11 DAY OF JULY 2010
JOHNSTON COUNTY REGISTER OF DEEDS
RECORDED IN BOOK 15 PAGE 151a

Craig Olive by Yvonne P. Kiley Deputy
REGISTER OF DEEDS

100 Block of Towne Centre Place



Project Name:
Hampton Inn

Proposed Use:
Hotel

File Number:
SUP-18-10

Property Owner:
Monoparthy
Properties LLC

Applicant:
Wintergreen
Hospitality

Location:
Towne Centre
Place

Tax ID#
15L11001E

Zoning District:
B-3 (Highway
Entrance Business)

Map created by the
Mark E. Helmer, AICP
Senior Planner,
GIS Specialist
on 8/20/2018

Legend



1 inch = 300 feet



NC Center for Geographic Information & Analysis

TAX ID#	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
15L11001F	260305-08-3958	MOTAPARTHY PROPERTIES LLC	105 CASHWELL DR	GOLDSBORO	NC	27534
15L11001G	260305-08-5727	MOTAPARTHY PROPERTIES LLC	105 CASHWELL DR	GOLDSBORO	NC	27534
15L11001J	260305-08-5414	MOTAPARTHY PROPERTIES LLC	105 CASHWELL DR	GOLDSBORO	NC	27534
15L11001H	260305-08-9841	MOTAPARTHY PROPERTIES LLC	105 CASHWELL DR	GOLDSBORO	NC	27534
		Wintergreen Hospitality	157 E. Franklin st.	Chapel Hill	NC	27514



PLANNING DEPARTMENT
Mark E. Helmer, AICP, Senior Planner

ADJOINING PROPERTY OWNERS CERTIFICATION

I, Mark E. Helmer, hereby certify that the property owner and adjacent property owners of the following petition, SUP-18-10, were notified by First Class Mail on 8-20-18.

Mark E. Helmer
Signature

Johnston County, North Carolina

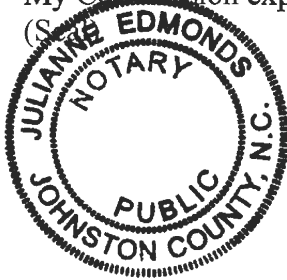
I, Julianne Edmonds, Notary Public for Johnston County and State of North Carolina do hereby certify that Mark E. Helmer personally appeared before me on this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official seal, this the

20th day of August, 2018

Julianne Edmonds
Notary Public Signature

Julianne Edmonds
Notary Public Name

My Commission expires on 1-15-2023





Request for Town Council Action

**Application
for
Zoning Text
Amendment
Date: 09/04/2018**

**Public
Hearing:**

Subject: Unified Development Ordinance Text Amendment

Department: Planning

Presented by: Stephen Wensman, Planning Director

Presentation: Public Hearing

Issue Statement

The Town of Smithfield Planning Department is requesting an amendment to the Unified Development Ordinance (UDO) to update/make corrections to the development review process contained in Article 5.

Financial Impact

None

Action Needed

To review the zoning text amendment on ZA-18-06, hold a public hearing, and make a make a decision.

Recommendation

Planning Staff and the Planning Board recommends the Town Council approve zoning text amendment ZA-18-06 with a consistency 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. Consistency Statement
3. Draft Ordinance Amendment



Staff Report

Public Hearing

Date:

**Application for Zoning Text Amendment
9/4/2018**

REQUEST:

The Town of Smithfield Planning Department is requesting an amendment to the Unified Development Ordinance (UDO) to update/make corrections to the development review process contained in Article 5.

HISTORY:

- October 2017 - The Town of Smithfield updated the UDO to simplify the Code and to provide specific updates.
- January 2, 2018 – The Town of Smithfield approved an ordinance amendment to allow for administrative approval by the UDO Administrator when major site plans and final plats are found to meet or exceed minimum development standards.
- Since that time, Planning Staff has become more familiar with Article 5 and has determined that an additional amendment is needed to improve the planning process.

ANALYSIS:

The January 2, 2018 zoning text amendment to Article 5 allowed administrative review of site plans and eliminated the requirement for Planning Board review and Town Council approval for major site plans administrative review, returning the process to the pre-UDO update process.

After the amendment, as Staff has begun using the UDO, staff began to identify additional process improvements that were needed. To improve the development process, Staff would like to remove the Planning Board review of final plats, requiring only Town Council review and approval. Preliminary plats will still require Planning Board review and Town Council approval with a public hearing. The purposed of the change is to shorten the development review process. In addition, final plat approval is essentially a check by the Town Council to ensure the final plat substantially matches the preliminary plat. It is with the final plat approval that the Town Council will accept public dedications of park land, fee in lieu of park land, trails, public rights-of-way, etc.

In addition, this section was reviewed in collaboration with Dale Holland, Holland Consulting Planners, to identify additional needed process changes and to provide clarification regarding Planning Board vs. Town Council required approvals.

CONSISTENCY STATEMENT:

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

RECOMMENDATION:

Planning Staff and the Planning Board recommends the Town Council approve zoning text amendment ZA-18-06 with a consistency 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.

DRAFT ORDINANCE # ZA-18-06
AN ORDINANCE TO AMEND THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE ARTICLE 5

WHEREAS, the Smithfield Town Council wishes to amend certain provisions in the Unified Development Ordinance by making changes to the Town of Smithfield Unified Development Ordinance to remove the requirement for Planning Board review of Final Plats along with minor clerical edits.

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

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

PART 1

[Revise Article 5, to correct development review processes.]

5.5.3. Preliminary Zoning Approval.

If the site plan, construction drawings, as-built drawings, or final plat minor subdivision is found to meet all of the applicable regulations of this Ordinance, then the UDO Administrator shall issue a zoning permit for site plans or approve minor subdivision plats.

...

5.5.5. Approval. (AMENDED 1/2/2018)

All required local, state, and/or federal permits must be obtained prior to the approval of the site plan or minor subdivision. If the site plan or final plat is found to meet all applicable regulations of this Ordinance, then the UDO Administrator shall issue a certificate of zoning compliance.

...

SECTION 5.6 TOWN COUNCIL APPROVAL UPON PLANNING BOARD REVIEW AND RECOMMENDATION - MAJOR SUBDIVISION PRELIMINARY AND TOWN COUNCIL APPROVAL OF MAJOR SUBDIVISION FINAL PLATS. (AMENDED 1/2/2018)

Town Council Approval Upon Planning Board Review and Recommendation applies to the following:

- Major Subdivision Preliminary ~~and Final~~ Plats. Includes all subdivisions not meeting the requirements for a minor subdivision.
(1)

Town Council Approval without Planning Board Review and Recommendation applies to the following:

- Major Subdivision Final Plats. Includes all subdivisions not meeting the requirements for a minor subdivision.

...

5.6.4. Major Subdivision Preliminary Plat Review and Approval by the Town Council Upon Planning Board Recommendation.

5.6.5. Major Subdivision Final Plat Review and Approval by the Town Council Without Planning Board Recommendation.

5.6.5.1. Following a complete review by the staff, the UDO Administrator shall schedule the application for review by the Town Council at the next regularly scheduled meeting.

5.6.5.2. The Town Council may take the following actions:

5.6.5.2.1. Approve the application if it substantially agrees with the preliminary plat; or

5.6.5.2.2. Deny the application and require a new preliminary plat.

5.6.5.3. All required local, state, and/or federal permits must be obtained prior to the approval of the site plan or final plat. If the final plat is found to meet all of the applicable regulations of this Ordinance, then the UDO Administrator shall issue a certificate of zoning compliance for site plans or submit final subdivision plats to the Planning Board/Town Council for approval.

...

5.8.2.2.2. Within 24 months after approval of the preliminary plat by the Town Council, the subdivider shall submit a final plat showing that he or she has completed the subdivision according to the preliminary plan and phasing plan (if applicable). The final plat may include all or only a portion of the subdivision as proposed and approved on the preliminary subdivision plat, provided that all required improvements have been installed as called for in the approved preliminary plat or a surety bond or similar financial instrument has been approved by the Town Council, in accordance with Section 5.8.2.6.

The UDO Administrator shall determine whether or not the final plat substantially agrees with the approved preliminary plan and submit to the Planning Board/Town Council for approval. If substantial differences exist, the Town Council may deny the final plat and require that a new preliminary plat be submitted. If the plat substantially agrees with the preliminary plat, the Town Council upon recommendation of the Planning Board shall approve the final plat within thirty (30) days after first consideration, if the Town Council has accepted the publicly

dedicated improvements or approved a performance bond agreement. Only after the final plat has been approved and recorded at the Johnston County Register of Deeds office shall any lots be transferred or conveyed. The plat must be recorded within 30 days after approval.

PART 2

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

PART 3

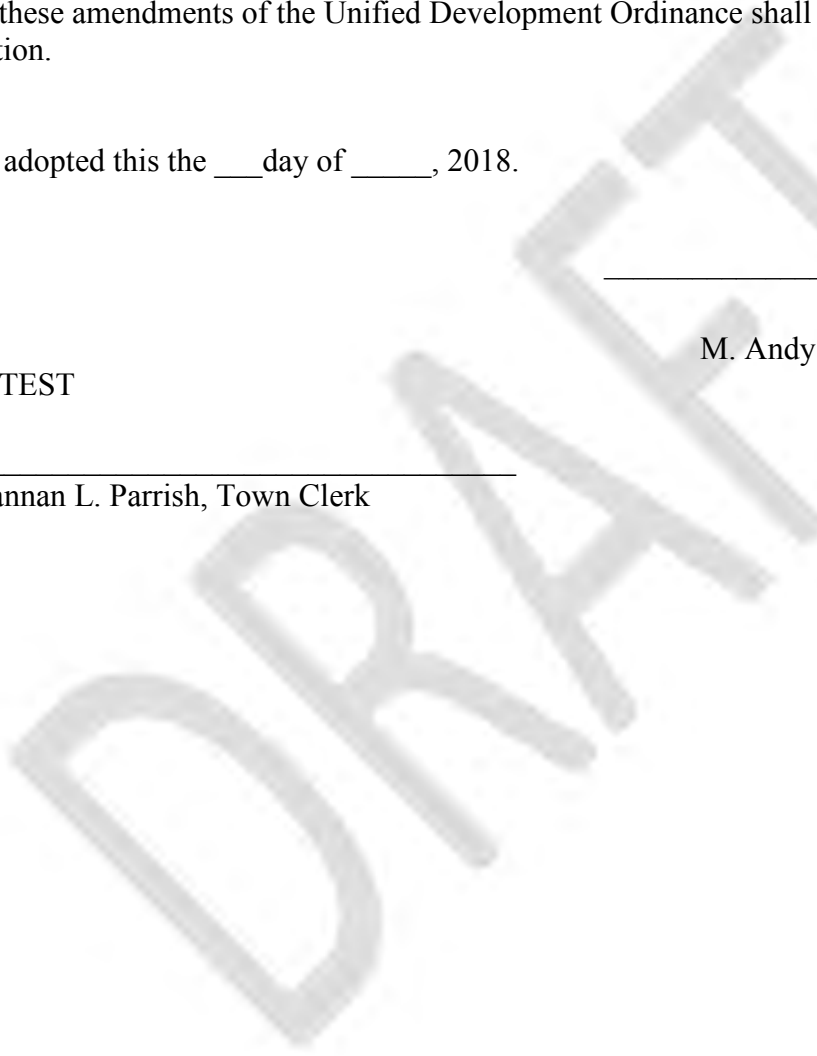
That these amendments of the Unified Development Ordinance shall become effective upon adoption.

Duly adopted this the ___ day of _____, 2018.

M. Andy Moore, Mayor

ATTEST

Shannan L. Parrish, Town Clerk



**THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
AMENDMENT CONSISTENCY STATEMENT
BY THE SMITHFIELD TOWN COUNCIL
ZA-18-06**

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

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

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

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

That the final action regarding zoning ordinance amendment ZA-18-06 is based upon review of and consistency with, the Town of Smithfield *Comprehensive Growth Management Plan* and any other officially adopted plan that is applicable, along with additional agenda information provided to the Town Council and information provided at the regularly scheduled meeting of Town Council; and

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

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

That the final action regarding zoning ordinance amendment ZA-18-06 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

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



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

Petition for Amendment to the Unified Development Ordinance

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

APPLICANT INFORMATION:

_____ Address or PO Box
Petitioner’s Name

_____ Telephone
City, State, Zip Code

Proposed amendment to the Town of Smithfield Unified Development Ordinance:

(Attach additional sheets as necessary)

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

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

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

_____ Date
Signature of Petitioner

FOR OFFICE USE ONLY

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



Request for Town Council Action

Public Hearing:
Public Hearing CDBG
Date: 09/04/2018

Subject: Public Hearing Community Development Block Grant
Department: General Government
Presented by: Town Manager - Michael Scott
Presentation: Public Hearing

Issue Statement

The Town Manager is requesting to hold the second public hearing required for the Community Development Block Grant (CDBG) for Housing Rehabilitation within the Town.

Financial Impact

None. The grant is up to \$750,000 with no matching funds required.

Action Needed

Complete the second required Public Hearing

Recommendation

Complete the second required Public Hearing for the Community Development Block Grant Project

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



Staff Report

Public Hearing: **CDBG 2nd Hearing**

This is the second public hearing as required by the CDBG Guidelines

The Town of Smithfield is interested in seeking funds from the State's Small Cities Community Development Block Grant Program (CDBG). The CDBG program is administered by the North Carolina Department of Commerce and the North Carolina Department of **Environment and Natural Resources.** **The State of North Carolina's CDBG Program permits** grant funds to be used toward infrastructure projects that address health/safety needs (public water and sewer projects); neighbor revitalization needs (housing development, acquisition, disposition, clearance and remediation activities, relocation, public facilities (senior center, housing for homeless persons, housing or shelters for victims of domestic violence, transitional housing facility, community/neighborhood/ recreation facility, other), and public infrastructure or support Economic Development (public infrastructure; building demolition; and vacant building renovation) projects. Applications for Economic Development must show that in excess of 60% of the CDBG will benefit low or moderate-income persons through job creation or retention. Applications for other CDBG programs must show that funded activities: (1) will provide greater than a 50% benefit to low or moderate income persons; (2) benefit identified special need populations; (3) address health and safety needs; or (4) eliminate slum & blight.

The request includes a grant proposal for Housing Rehabilitation which begins as a forgivable loan for the owner/occupied structures of low to moderate income families. The Town has enlisted the assistance of Skip Green to assist in authoring the grant.

Consent Agenda Items

the model. The model is based on the assumption that the system is in a steady state. This assumption is valid for most practical applications, but it may not be valid for some transient processes. In such cases, the model may need to be modified to account for the transient behavior of the system.

The model is also based on the assumption that the system is linear. This assumption is valid for many practical applications, but it may not be valid for some nonlinear systems. In such cases, the model may need to be modified to account for the nonlinear behavior of the system. The model is also based on the assumption that the system is time-invariant. This assumption is valid for many practical applications, but it may not be valid for some time-varying systems. In such cases, the model may need to be modified to account for the time-varying behavior of the system.

The model is also based on the assumption that the system is single-input single-output (SISO). This assumption is valid for many practical applications, but it may not be valid for some multi-input multi-output (MIMO) systems. In such cases, the model may need to be modified to account for the MIMO behavior of the system. The model is also based on the assumption that the system is continuous-time. This assumption is valid for many practical applications, but it may not be valid for some discrete-time systems. In such cases, the model may need to be modified to account for the discrete-time behavior of the system.

The model is also based on the assumption that the system is deterministic. This assumption is valid for many practical applications, but it may not be valid for some stochastic systems. In such cases, the model may need to be modified to account for the stochastic behavior of the system. The model is also based on the assumption that the system is causal. This assumption is valid for many practical applications, but it may not be valid for some non-causal systems. In such cases, the model may need to be modified to account for the non-causal behavior of the system.

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The Smithfield Town Council met in Special Session on Tuesday, July 31, 2018 at 6:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor Moore presided

Councilmen Present:

Mayor Pro-Tem Scott (left at 7:33)
Emery Ashley, At-Large (left at 7:26)
David Stevens, District 2
John A. Dunn, At-Large
Stephen Rabil, At-Large

Councilmen Absent

Marlon Lee, District 1
Dr. David Barbour, District 4

Administrative Staff Present

Michael Scott, Town Manager
Ted Credle, Public Utilities Director
Dale Boyette, Water Plant Superintendent
Shannan Parrish, Town Clerk

Mayor Moore called the meeting to order at 6:04 pm.

Mayor Pro-Tem Scott offered the invocation

Discussion Concerning the Water Plant Expansion

Mayor Moore explained this would be more of an informal discussion with the citizens. He introduced his son Hampton Moore and explained he was a member of Boy Scout Troop 77 working on his citizenship in the community merit badge.

Town Manager Michael Scott stated the goal of the meeting was to try and answer any questions concerning the expansion of the water plant. He explained that property taxes would not fund this project. The Water and Sewer Fund had to operate like a business meaning the fees paid for water and sewer had to fund water and sewer related costs. The fees generated enough revenue to pay for operational expenses with some savings for improvements.

The water plant's current budget was \$2.1 million. The water plant expansion was estimated to cost \$15.3 million. Sales revenues equated to \$2.8 million. The Town had one wholesale bulk water customer, Johnston County, generating \$1.2 million in revenue. The Town had a 5-year capital improvement plan to make improvements to the water system and the sanitary sewer system. Improvements were estimated to cost \$5.25 million for 5 years. Improvements for the Water Plant estimated to cost \$3.15 million over a 5 year period. The current fund balance or savings for the water/ sewer fund was \$5.6 million or 65% of the total water/ sewer budget.

The Town Manager explained there were rules the Town must follow related to water. The current plant capacity was approximately 6 million gallons per day (mgd). The Town sells an average of 2 mgd to the County and between 1.6 and 2 mgd to Smithfield customers. In June of this year, the Town sold 4.004 mgd which was an increase from last year. Staff believed they would continue to see an increase in water demand. The Town had to have a reserve capacity of 3 mgd to meet state regulations. Once the Town reaches 80% capacity or 4.8 mgd, the Town must begin to design improvements for increased capacity. Once the Town reaches 90% capacity or 5.6 mgd, the Town must begin to implement those design plans.

Many have inquired about the Town's contract with Johnston County for water sales. The Town Manager explained the original contract was created in 2000 with a twenty year term. This included guarantee sales of 150,000 gallons per day and a guaranteed reserve of 2.0 mgd. The original contract was amended in February 2009 and was valid for fifteen years. The contract was amended a second time in August 2017. This amended contract increased the price of bulk water, increased the reserve to 2.5 mgd and increased the daily minimum guaranteed sales to 2.0 mgd meaning that the County would pay for 2.0 mgd regardless if they needed that amount or less. The amended contract also included an increase in additional capacity allocation to the County by 1.0 mgd to be implemented on June 30, 2019 if the Town had the excess capacity. The County would pay a one-time capacity fee of \$3.25 million which they have budgeted for this fiscal year. This contract would expire in August 2027.

The Town Manager further explained that in June of 2016, the Town did a water rate study to help the Town look into the future for water needs and charges. At that time, the Council chose to increase water charges to keep up with capital costs. Increases would be implemented every other year. Also, during that time, the

Town made a decision to request an additional draw from the Neuse River to accommodate future growth. If the Town did not request the additional draw, the County could have requested the entire remaining allocation. Meaning they would be able to increase what they take from the river and expand their water plant and Smithfield would be unable to take additional water from the Neuse River. In September 2017, the Town submitted a funding application to fund the water plant improvement and increases. In May 2018, North Carolina Department of Environmental Quality (NCDEQ) approved the increase.

The Town Manager reiterated that State Law required that the Town must have half of our permit capacity in the form of storage. State Law also required the Town to have 72 hours of our treatment capacity in reserve. If the water plant were to go off line, the Town could provide water to its customers for 72 hours. Again, State Law indicated that when 80% of capacity is reached, Smithfield must begin engineering plans to increase capacity. State regulation indicated when 90% of capacity is reached, Smithfield must begin implementing those plans to increase capacity.

How did the Town decide to fund the water plant expansion? The Town Manager explained the Town applied for CWSRF Funding in September 2017. The Town received a letter of intent to fund from NCDEQ, indicating the Town gained approval for \$12.05 million in loan funding. This was a twenty year loan with an interest rate of 1.18%. The loan was currently being reviewed by the Local Government Commission (LGC). The LGC has to review and approve the Town's financial position and the proposed loan before the Town can move forward with the loan. Also, the County has agreed to pay a one time capacity fee of \$3.25 million

Preliminary estimates for the expansion of the water plant was \$15.2 million. At the last meeting there was some concern about project overrun. The Town Manager explain that there may be some overruns, but built into the project estimate was a 20% contingency or \$2.3 million in contingency funds.

Clint Sena questioned if the \$2.3 million contingency was budgeted into the \$15.2 million for the total project cost. The Town Manager explained it was built into the total cost.

The Town had already secured engineering and design by the Wooten Company and that is underway.

In May 2016, the Town completed water/sewer rate study to evaluate rate structure over the next six years to adjust rates for infrastructure needs. This included \$1.5 million for water plant expansion engineering and planning. The Town evaluated growth and expected the water plant to exceed 80% of capacity by December, 2019. Again, the Town contracted with Wooten Company to complete engineering and design to increase water plant capacity at a cost of \$1.3 million.

The Town evaluated its distribution system and determined increased flow was needed to West Smithfield to loop system and provide additional water quantity to County. The Town also wanted a larger water line to go to that side of Town so staff sought and was awarded a Golden Leaf Grant to improve the distribution system by installing a 16 inch line along Durwood Stevenson Highway. This would improve pressure in West Smithfield and increase water distribution to Johnston County. The Town received \$500,000 grant from Golden Leaf to improve the distribution system. Phase 1 of the distribution project was currently out for bid

The Town completed the Preliminary Engineering Report and submitted it to the State Department of Water Infrastructure for approval. The Town received approval from State Department of Water Infrastructure which allowed the Town to secure the loan. The Town then scheduled a public hearing to close North 2nd Street.

The question was posed to the Manager what if the citizens didn't want the Town to sell water to the County anymore. If we want to go backwards, the Town would have to break the 2017 contract with Johnston County to provide water, refuse the \$3.25 million in capacity fees from Johnston County, refuse the Golden Leaf Grant for \$500,000 toward phase one of the 16 inch water line crossing Durwood Stevenson Highway, complete a rate study to determine revised rates if we no longer sell water to the county which accounts for 30% of water revenues, explore funding options to pay Wooten Company \$1.3 million for engineering and design contract and consider the impact on future economic development.

The Town Manager explained that when the Town first looked at expanding the water plant, the pre-engineering ideas was that the reservoir would have to be expanded into the greenway area. The Water Plant would have an addition build onto the building and two new tanks would have to be constructed. One of the tanks would be placed in the middle of North Second Street thus necessitating the need to close Second Street. When staff met with the Wooten Company to review the preliminary design, the clear well

was moved slightly closer to Hospital Road and the second tank would be on the other side of the street, but still in the roadway. Again, the road would still need to be closed to build the expansion and the Town would have to install a service road to access the reservoir. The Town was currently in negotiations with NCDOT to ascertain if they would like the Town to take over that portion of Hospital Road from North Second Street to Buffalo Road since the Town owns all the properties on both sides. As for the tanks that will be constructed, they will only be approximately four to five feet out of the ground.

Joey Hobbs questioned the capacity of the large clear well. Water Plant Superintendent Dale Boyette responded its capacity would be 1 million gallons. Mr. Hobbs further questioned the security measures that would be put in place around the water plant and the tanks. The Town Manager responded that was one of staff's concerns. Staff is considering fencing in the entire water plant campus and closing that portion of North Second Street would also be very important for security.

The Town Manager explained that the reservoir would have to grow. Staff has asked the Wooten Company to determine if the reservoir can expand in a different direction. If it can expand in a different direction, then the relocation of the greenway will be up for debate. At this time, staff was unsure where the greenway would have to be relocated. Staff would provide the Council with as many options as possible so they could make a decision that was best for the Town.

John Branch of 303 North Third Street asked if the contract with the County could be broken because it appeared the Town was relying on the County to hold up their end of the deal. What if the County chose to purchase water from a cheaper source? The Town Manager responded the contract allows for either party to break the contract with written notification. Mr. Branch expressed his concerns about how the Town would pay for the water plant expansion should the County stop purchasing water from the Town.

The Town Manager explained he received another question concerning why the Town needed more water if the Town hasn't grown in years. He showed some of the commercial and residential growth that has already happen in the Town and stated a proposed 315 residential subdivision was approved by the Council that will be developed on Buffalo Road.

The Town Manager explained the proposed time line for the expansion. The timeline is as follows:

- October 1, 2018 – Submit Water Plant expansion plans to NCDEQ
- December 31, 2018 – Approval of plans by NCDEQ
- January 31, 2019 – Advertise the Water Plant expansion for bid
- March 8, 2019 – Any Greenway Construction must be complete (Allow six months if moved).
- April 4, 2019 – Town Council approves Water Plant expansion contract
- May 1, 2019 – Water Plant Construction begins.

Also if the greenway has to be moved, it would take six months to complete that project.

Lee Jackson of 401 North Second Street inquired as to when the expansion would be completed. The Town Manager responded it would take a year and a half once construction began.

The Town Manager provided a conceptual drawing of the area should the greenway be routed through Talton Park. Amenities like a splash park, shelter, small dog park and large dog park could be added to the area. The soccer fields would move to Community Park and Johnson Park. He reminded everyone that this was just an idea and no decision had been made by the Council.

Thomas Stevens of 407 North Third Street expressed his concerns for the closure of North Second Street stating that the tanks could be moved and all that would be needed would be more underground piping. Closing that portion of North Second Street would impact everyone North of Market Street and possibly the entire downtown area. Mr. Stevens explained the State abandoned the idea of aligning Buffalo Road with Third Street because they determined it was not a good idea. The Town Manager responded that it was his recollection that NCDOT had plans and funding for the realignment, but they chose not to do it because the community did not want it. With the closure of that portion of North Second Street, people would simply have to change their driving habits and locate different routes. Staff did ask the engineer if the tank could be moved out of the road, but were told it was as far as it could go (based on the topography) without adding a pump system.

Abe Wellons of 306 North Third Street asked if the Town had conducted a traffic study. The Town Manager responded that staff did a traffic count and determined that 2000 cars travel through the area every day, but a full traffic analysis had not been completed,

Guy Lampe of 415 North Second Street stated his concern was about the nature trail (greenway). Mr. Lampe explained his family had donated the land and when it was constructed, he was told the trail would not come close to his house. Now ten years later and the Town was proposing to put it next to his house. He further stated that he didn't want the nature trail next to his house and he did not want a splash park or dog parks. He asked to be on the committee to review the relocation of the nature trail.

Lee Jackson of 401 North Second Street questioned why the Town was selling water to the County less than what its being sold to the residents. The Town Manager explained that was a negotiated bulk price agreed on by both boards. Any time you buy in commodity there is a reduced price.

Clint Sena of 312 North Second, Street speaking on behalf of some of the residents, explained the Town had been receiving awards for the water plant and high standard awards and he appreciated the Town taking care of the infrastructure. He explained that after some research, the national average of water loss ratio was 15% and the Town's is 7%. He understood there was a water pressure issue in West Smithfield, but the expansion wasn't about pressure; it was about capacity. The Town can process 6.2 mgd and the Town residents only use 1.7mgd. It appeared that the only reason for the expansion was to sell more water to the County. The Town Manager responded that the entire 6.2 mgd cannot be used because the Town must keep half of that in reserves. Mr. Sena further stated the Town's current population was 12,000 with growth of only 1% each year since 2010. The Town Manager responded that two new subdivisions had been approved which will require more water. Also, a lot of commercial uses are moving into Town and those uses need a lot of water. Mr. Sena stated that if the town did not sell any water to the County, the Town would have enough water to serve 45,000 people. It seemed the only reason why the Town was expanding the water plant was for the benefit of the County. The Town Manager asked Mr. Credle to explain the agreement with the County. Mr. Credle responded that the County had looked at multiple options including building a water plant which they were still planning to do. In 2015, they conducted their own study and determined they would be in a water deficient by 2025. The County looked at their growth and requested the maximum amount they could draw from the river. It was determined that would still not be enough water. At that point, they investigated renewing their contracts with the City of Raleigh, Wilson County, Harnett County and the Town of Smithfield. The Town of Smithfield is their cheapest source of water. Mr. Sena questioned the language in the contract that allowed the Town to sell 1 mgd at a capacity rate of \$3.25 gallons per day. Mr. Credle clarified this by saying that the Town can sell them the allocation which meant that the Town could not sell that allocation to anyone else. Also, this was a one-time fee. But should the Town grow at a fast pace, the Town can call back that allocation because staff's first responsibility would always be to the Town of Smithfield citizens. Mr. Sena questioned the cost to make water. Mr. Credle responded it costs a \$1.50 per thousand gallons.

John Branch asked what the Town's plans were should the cost of construction increase beyond the \$15 Million budget. Mr. Credle responded the engineering firm estimated these costs and we think the construction estimate is reasonable, but there was the 20% contingency factored into the overall budget. We are going to stay within budget. As for the loan for the expansion, the estimated annual payment is approximately \$800,000. The Town can make that payment by what it would sell to the County.

Mr. Sena inquired about the life expectancy of the expansion. Mr. Credle explained some items would have a 20 year expectancy with rebuilds every five years, while other parts would have a 40 to 50 year expectancy. Mr. Sena further questioned if some things would have to be rebuilt every five years how would those costs be incurred. Mr. Credle responded that those costs would be included in the capital improvement plan and budgeted accordingly each fiscal year.

Mayor Pro-Tem Scott stated during the water rate study it was determined that if the Town did not sell water to the County, there would be a significant increase in water rates for the Town's customers. Mr. Credle stated the County could not sell water to the Town at a comparable rate because the rate is based in supply. If the Town had to buy water from the County the water plant would have to undergo manager renovations to accommodate it.

Mr. Sena stated the Town had not provided any detailed income and expense analysis for the production cost, revenue stream and debt for this expansion. He questioned if the citizens should have that analysis

before moving forward. The Town Manager responded the Local Government Commission makes sure that governments in North Carolina do not incur debt they cannot afford. They are already analyzing the loan and will determine if it is something the Town can do.

Jimmy Lawrence of 308 North Second Street stated the residents believe they have a nice neighborhood and are fearful the area is going to change. Everyone is concerned of the appearance and how it will impact the neighborhood.

Pam Lampe of 415 North Second Street suggested the Town allow the County to pull the water they need from the river since they are experiencing growth. Mr. Credle responded that the Town needed to be prepared for the growth that is going to happen in Smithfield. Mrs. Lampe stated the only reason the Town was going to expand the water plant was to sell the excess capacity to the County. Mr. Credle explained that in 2015, the County requested 100% of the remaining water allocation that could be pulled from the Neuse River. Lee Jackson responded that he was told that was not the case. Mr. Credle stated the Town stepped in to request a piece of the remaining allocation because not allowing the Town that additional portion was unfair and not in the best interest of the Town of Smithfield. Mr. Jackson stated the County and the Town are seen as one and the County would not let the Town be without water. The Town Manager stated that the County was going to let the Town go without sewer allocation. The Town and the County do have a good working relationship.

Abe Wellons stated he was in agreement with the expansion of the water plant, but he would like to know that the Town had a vision and a master plan for the area.

Joyce Lee of 304 North Second Street questioned how the water plant expansion was going to effect the face of the neighborhood. She also questioned why the soccer fields were going to change. The Town Manager explained the conceptual drawing of the park was a way to enhance the area, but Talton Park did not have to change at all.

Jessica Davis of 412 North Second Street stated that one of the proposed additional tank which could be built in the future and not as a part of this expansion would be very close to her home. She questioned what the Town could do to hide it from her sightline. The Town Manager explained there were no plans to build that tank and staff would develop a landscape plan after the Town received the final plans from the engineer.

Paul Worley of 18 Eden Drive stated there was no reason why the Town shouldn't be looking for growth and preparing for the future. He further stated that in the early 2000s, there was an extreme drought, but the Town did not experience the water shortage a lot of communities experienced. He explained water capacity was vital for economic development. He expressed his concern about closing the portion of North Second Street because it was an important thoroughfare. He suggested that a traffic impact analysis be conducted.

Billie Stevens of 407 North Third Street stated she thought the intent of the meeting was to show the neighborhood what the area was going to look like. The Town Manager apologized because he did not realize the aesthetics of the neighborhood was a priority for this meeting. All of the questions he received were not about aesthetics, but a landscape plan could be provided once the Town received the final engineering plan.

Councilman David Stevens stated he would do everything in his power to make the neighborhood happy. He assured the citizens the Town would plan for the appearance of the area in a way that would not degrade the neighborhood. He informed the citizens if the Town did not expand the water plant, the Town would not exist.

John Booker of 307 North Second Street expressed his concern about the increased traffic, the relocation of the greenway and any changes to Talton Park. He felt confident that the Town would develop a plan for the area and would share it with the community. He asked that Talton Park remained as soccer fields.

Laurie Burch of 411 of North Third Street stated the Council should have involved the community. She expressed her concerns about the closing of North Second Street and questioned if the tanks could be constructed on one side of the road. Mr. Credle stated that based on topography and the surrounding land, the tanks had to be constructed in the proposed areas. If the tanks were moved any farther, the Town would have to install pumps which staff assumed would be expensive. Staff would inquire about the cost of the pumps.

Clint Sena questioned why the Town would spend \$15 million to construct a water plant in the 100 year flood plain.

John Booker of 313 North Second Street questioned why the greenway had to be relocated. The Town Manager responded it was based on the expansion of the reservoir. Staff was investigating other alternatives for the relocation of the greenway.

Pam Lampe question what the community needed to do for the Council not to move forward with the expansion of the water plant. She believed there was sufficient capacity for the Town and potential growth. If the expansion did move forward, she didn't want Talton Park to be changed and she didn't want to see any of the water plant.

Emma Gemmel of 207 Hancock Street stated that to compare Smithfield to Clayton was ridiculous. She said the Smithfield had not done a good job of taking care of the area schools and the Council had not done a good job in a lot of areas. She stated that she and her neighbors care about their community. The Council cared about the Water Plant and the SRAC, but they didn't care about the communities. Mayor Moore responded he had served on the Council for nineteen years because he does care about the Town of Smithfield and he believed the Town was doing a lot of good things. Mayor Moore further stated the way to improve the area schools was with residential growth.

Jan Branch of 303 North Third Street questioned when the neighborhood could expect to see a master plan. She stated that a noise study and a traffic study should be conducted. Mayor Moore responded that once the final engineering plan was completed, Town staff could develop a landscape plan for the area.

Diana Betit of 416 North Third Street expressed her concern for increased traffic in the area. She also expressed her concerns about the proposed park stating it could become a hangout area. She asked that the community be involved before any final decisions were made.

Councilman Stevens stated the proposed park plan was only a sketch of what could be constructed in the area, but the area doesn't have to change. It was not the intent of the Town to hurt the community.

Sonny Howard stated he was not in favor of changing the soccer fields at Talton Park

Billie Stevens expressed her appreciation to the members of Council that attended the meeting and listened to the community's concerns.

Emma Gemmel asked what the next steps were. Mayor Moore explained that the Town was paying an engineering firm to develop the plan for the water plant. He asked the Manager or the Utilities Director to speak with the firm to determine when the final plan would be completed. The Town would consider a noise and traffic study. Mayor Moore stated that the water plant expansion effects every area in Smithfield. To address the issue of not being informed, Mayor Moore explained that all meetings are recorded and posted on the website. All agendas and minutes are published on the website. Citizens could also receive the monthly agendas via email. He stated the Town does its best to make sure the public is notified. The Mayor expressed his appreciation to everyone who attended the meeting and explained the Town understood their concerns.

Adjourn

The meeting adjourned at approximately 9:23 pm.

ATTEST:

M. Andy Moore, Mayor

Shannan L. Parrish, Town Clerk

The Smithfield Town Council met in regular session on Tuesday, August 7, 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
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

Councilmen Absent

Administrative Staff Present

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

Present:

Bob Spence, Town Attorney
Bill Dreitzler, Town Engineer

Administrative Staff Absent

CALL TO ORDER

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

INVOCATION

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

APPROVAL OF AGENDA:

Mayor Pro-Tem Scott made a motion, seconded by Councilman Dunn, to amend the agenda as follows:

- Add to the Consent Agenda Item # 13: *Special Event – Back to School Community Day: St. Mark’s AME Church was requesting to hold an annual Back to School Community Day on August 18, 2018 from 10:00 am until 3:00 pm on the church’s property located at 409 Bridge Street.*
- Move Business Item 3. *Consideration and Approval to amend the FY 2018 – 2019 Fee Schedule for SRAC rates for Town of Smithfield Employees* to the Consent Agenda
- Remove Business Item 4. *Consideration and Approval to adopt Resolution #619 (06-2018) to Close a Portion of Second Street* and replace it with Discussion concerning a traffic impact analysis as it related to the potential closing of North Second Street.

Unanimously approved.

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

PRESENTATION:

1. Appearance Commission’s Annual Report

Chairperson Peggy Scott presented the Appearance Commission's Annual Report to the Council. Mrs. Scott informed the Council in 2017-2018 the Appearance Commission completed the following projects: renovations to the Library's back courtyard, improvements to the area surrounding the African American Monument, landscaping for the Miracle Park and replacement of American Flags on Market Street. Mrs. Scott expressed her appreciation to the members of the Appearance Commission, Town staff, Councilman Stevens, and to Mr. Jim George for their continued support.

Councilman Ashley expressed his appreciation to the Appearance Commission for their dedication and hard work.

{Attached by reference and made a part of these official minutes is a copy of the Appearance Commission's Annual Report which is on file in the Office of the Town Clerk}

BUSINESS ITEMS:

1. Approval to enter into an agreement with Buffalo Road LLC for residential reimbursements.

(Special Council Ernest Pearson, Nexsen-Pruet was conferenced in by phone for this business item)

Town Manager Michael Scott addressed the Council on a request to consider entering into an agreement with Buffalo Road, LLC to reimburse a portion of certain infrastructure improvements needed to build a Planned Unit Development previously approved by the Town Council. The development plan included up to 315 lot residential subdivision which would be built in nine phases. The Town Manager explained the agreement in the August agenda packet was litigated by Ernest Pearson representing the Town and Reid Smith's attorney. Mr. Pearson stated he was available should there be any legal questions from the Council. Any reimbursements were contingent on the property being voluntary annexed into the corporate Town limits. The Town Manager further explained there would be maximum reimbursement amounts for each phase of infrastructure improvements which would include water and sewer, some curb and gutter and stormwater. The total reimbursement amount for all nine phases was \$1,131,938. The maximum amount reimbursable to the developer per fiscal year would be equal to one and one-half phases of the residential project and would be included in each year's budget. Reimbursements would not occur until certificates of occupancy were issued for the properties. At that time, the Town would begin collecting tax revenue and fee revenue. The Town would also take ownership of the pipes at that time. The Town Manager stated the request was to adopt Resolution #623 (10-2018) and authorize the Mayor to sign the agreement with Buffalo Road, LLC.

Mayor Pro-Tem Scott questioned if the area would have to be incorporated into the Town before any funds were paid. Town Manager Michael Scott responded the entire area would have to be annexed into the Town limits.

Mayor Pro-Tem Scott questioned where in the budget these funds were being accounted. Town Manager Michael Scott responded the funds would be budgeted in the Water/Sewer Economic Development line and the Electric Economic Development line.

Councilman Ashley questioned the amount of tax revenue this development would generate for the Town. Town Manager Michael Scott responded although he did not calculate the anticipated tax revenue, he did estimate this would be a five year pay back for the reimbursements.

Councilman Ashley made a motion, seconded by Councilman Rabil, to adopt Resolution # 623 (10-2018) and authorize the Mayor to sign the agreement on behalf of the Town. Unanimously approved.

RESOLUTION # 623 (10-2018)

APPROVING AND ADOPTING AGREEMENT REGARDING
INFRASTRUCTURE CONSTRUCTION COSTS REIMBURSEMENT
WITH BUFFALO ROAD, LLC

WHEREAS, Smithfield's Town Council has recognized that there is a need within the Town for increases in the inventory of quality residences;

WHEREAS, attracting more residences to the Town and increasing the Town's population will stimulate development within the Town of more retail, commercial, and service businesses and facilities, which will increase the Town's property tax base and revenues to the Town to support Town services;

WHEREAS, in order to attract more residences to the Town, it is necessary to expand water, sewer, and other infrastructures within the Town;

WHEREAS, because of the recognition of the above stated needs, the Town Council on February 20, 2018 adopted a policy of, in the Council's discretion on a case by case basis, entering into agreements with developers of residential developments to reimburse those developers for a portion of the costs of the construction of public infrastructure, which once constructed will be dedicated to the Town at no additional cost to the Town, other than the reimbursement amounts;

WHEREAS, this infrastructure cost reimbursement arrangement is provided for by G.S. § 160A-499;

WHEREAS, Buffalo Road, LLC (the "Developer") plans to develop a quality residential community, which will include up to two hundred sixty three (263) detached single family residences and up to fifty two (52) townhouse residences;

WHEREAS, in connection with this residential development, the Developer will construct water, sewer, curb and gutter, and storm drainage infrastructure in compliance with the Town's design and construction specifications and requirements, and as approved by the Town staff;

WHEREAS, such infrastructure improvements will be dedicated and conveyed to the Town by the Developer at no additional cost to the Town, other than the partial cost reimbursements provided for in the below described Agreement;

WHEREAS, in addition to the construction and dedication to the Town of these infrastructure improvements, the Developer will also:

- a) Make improvements to existing roads and build new roads which will be dedicated to the Town at no cost to the Town;
- b) Construct greenways for use by residents of the Town, which will be maintained by the development's homeowners association ("HOA"); and
- c) Arrange for all residents within the development to be provided memberships in the Smithfield Recreation and Aquatic Center, with monthly dues for those members to be paid by the HOA.

WHEREAS, an "Agreement Regarding Infrastructure Construction Cost Reimbursement by and between Buffalo Road, LLC and the Town of Smithfield, North Carolina (the "Agreement") has been negotiated

between the Developer and the Town's staff, a copy of which is attached to this Resolution;

WHEREAS, the Agreement contains all of the terms and conditions regarding the above described arrangement, with the exception of updated drawings and plats as Exhibit B of the Agreement, which will be inserted at Exhibit B after being approved by the Town staff, and prior to contract signing and such Agreement fully protects the interests of the Town;

WHEREAS, the Town Council has concluded that the arrangement described in the Agreement will be in the best interest of the Town, will promote prudent growth of the Town, resulting in more retail and commercial growth, which will lead to more revenues to support Town services; will expand the Town's public infrastructure; and will add significant members to and support for the Smithfield Recreation and Aquatic Center; and

WHEREAS, the Town Council concludes that the approval, adoption, and execution of the Agreement is in the best interest of the Town.

NOW THEREFORE, the Agreement is approved and adopted. The Mayor and Town Clerk are hereby authorized and directed to execute the Agreement on behalf

Mayor Moore express his appreciation to Reid Smith for choosing Smithfield as the location for his new development.

{Attached by reference and made a part of these official minutes is a copy of the Agreement between the Town and Buffalo Road, LLC. which is on file in the Office of the Town Clerk}

2. Consideration and Approval to sell property located at 916 Third Avenue by Upset Bid

Town Manager Michael Scott addressed the Council on a request by a realtor to sell the vacant lot at 916 Third Avenue. After consulting with the Town Attorney, the property was acquired several years ago following what appeared to be a condemnation. The house originally located on the property has been removed and requires normal maintenance from town staff such as mowing. The Town Manager was requesting if the Council was interested in selling the property and if it could be sold following the upset bid process. Stating there were only three methods the Town could legally sell real property which were by sealed bids, upset bids, or public auction. He explained if the Council chose to move forward, he would contact the realtor. At that time, they would submit a bid which would be brought back to the Council to consider moving forward with the process. The realtor/ potential buyer would have to post 5% of the bid and the Town would have to advertise the bid thus allowing others to enter into the upset bid process. The bids could continue to increase until no other offers were received.

Councilman Ashley stated he would prefer the Town to begin at a negotiated price. The Town Manager explained he would negotiate a price with this buyer first.

Mayor Pro-Tem Scott questioned the person interested in the property. The Town Manager explained he had only been contacted by a realtor. He could only surmise that the interested buyer either lives or owns the adjacent property and would like to expand their property.

Mayor Pro-Tem Scott stated he was concerned the property would be sold at less than tax value. The Town Manager explained the Town was under no obligation to sell the property. If the bids came in too low, the Council had the option of refusing any bid.

Councilman Stevens made a motion, seconded by Councilman Barbour, to approve the request to begin the upset bid process to sell property located at 916 Third Avenue. Unanimously approved.

3. Discussion concerning a Traffic Study for the North Second Street Closing

Town Manager Michael Scott informed the Council that during a meeting held on July 31st to discuss the Water Plant Expansion and the closing of North Second Street from North Street to Hospital Road, it was determined that a traffic study should be conducted to determine any ramifications that might come about due to the closing of the street. Following that meeting, he instructed the Planning Director to engage several firms into submitting proposals for the traffic study. Staff received two bids, but has not received the required third bid. Staff believes the other bid will be received and all bids will be less than \$5,000.00. In order to expedite the process, the Town Manager requested Council approve the lowest reliable reputable bid not to exceed \$5,000.00.

Mayor Pro-Tem Scott stated the purpose of the traffic study was to gain information on how the changing of the traffic flow would impact the community.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Rabil, to authorize the Town Manager to accept the low bid for the traffic study not to exceed \$5,000.00 in the effort of saving time. Unanimously approved.

4. Bid Award and Contract Approval for the Riverbank Refurbishment Project.

Public Utilities Director Ted Credle addressed the Council on a request to award the bid to Central Builders for the Riverbank Refurbishment Project. Mr. Credle explained the project was designed to reestablish the bank of the river at the water plant intake structure to a better condition that is easier to maintain and is useable. Over the years, especially the past two, the erosion of the bank has grown and is endangering the steps and support to the walkway. If this were to fail, access to the valves and the intake pipe would be severely hindered. The project would provide a sheet pile wall and back fill behind to stabilize the steps and support structure.

Mr. Credle explained this project was approved in the ten year Capital Improvement Plan. It was also included FY 2018-2019 budget at an amount of \$200,000. Two bids were received with the low bid being \$317,000 from Central Builders. This bid leaves a shortfall of \$117,000 which staff is requesting to use funds from the contingency line.

Mayor Pro-Tem Scott questioned the anticipated start date of the project. Mr. Credle responded staff would like to begin in October. He would like this project to be completed before any construction with the Water Plant begun.

Mayor Pro-Tem Scott questioned if the \$117,000 would be used from the water/sewer or general fund contingency line. Mr. Credle responded the funds would be used from the Water/Sewer contingency funds. The Town Manager explained the Water/Sewer contingency funds were healthy this year with a total of \$313,000 budgeted due to anticipated run offs. Last year, only \$40,000 of Water/Sewer contingency funds were used.

Councilman Ashley questioned the discrepancy between the budgeted amount and the actual amount needed. Mr. Credle responded that after speaking with the contractor the increase in price was due to higher steel prices needed for the sheet pile wall. Mr. Credle estimated that the total cost of the project would be closer to \$260,000 because the dredged sand can be used as suitable backfill.

Councilman Ashley further questioned if staff foresaw any additional erosion problem causing this refurbishment to have to be completed again. Mr. Credle responded that with the sheet pile wall, it should not have to be done again.

Councilman Barbour questioned if this work would be completed before the start of the water plant expansion. Mr. Credle responded that was his intention.

Councilman Ashley stated if the Town wanted water, then the Town didn't have a choice but to move forward with this project. Mr. Credle responded that if the structure would fall, the Town could essentially dredge across the river, but that was more complicated and expensive. By doing it in the manner suggested, the Town spends more now to save in the long run.

Councilman Barbour made a motion, seconded by Councilman Stevens, to approve the low bid contractor Central Building in the amount of \$317,000 using \$117,000 of Water/Sewer contingency funds. Unanimously approved.

{Attached by reference and made a part of these official minutes is a copy of the Contract between the Town and Central Building which is on file in the Office of the Town Clerk}

PUBLIC HEARINGS:

1. **Zoning Amendment Request: LifeSpring Church (ZA-18-04):** The applicant was requesting an ordinance amendment to the Town of Smithfield Unified Development Ordinance, Article 7, Section 7.32 Churches / Places of Worship to allow for churches and places of worship within retail shopping centers that are located in B-3 (Business) zoning districts.

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 LifeSpring Church for a text amendment to the Town of Smithfield Unified Development Ordinance (UDO) Article 7, Section 7.32 to bring it into conformance with Religious Land Use and Institutionalized Persons Act of 2000 (RLUIPA). Their request was to eliminate Section 7.32 which was a prohibition of churches/places of worship in major or minor shopping malls and a requirement that they be the principal use on a single parcel of property in the B-2 and B-3 districts. Currently churches in the B-3 are by special use with supplementary standards. The applicant's attorney made the argument that the Town's current Article 7, Section 7.32 was in violation of the RLUIPA. The attorney argued that RLUIPA was being violated because the Town was not treating similar uses equally. Article 6, Section 6.5, Table of Uses and Activities lists "Churches and Places of Worship" as special uses in the B-2 and B-3 subject to Section 7.32. Similar uses, such as "Clubs and Private Lodge meeting halls" as special uses, but with no supplementary standards. Both uses are assembly uses and under RLUIPA, should be treated equally. The Town Attorney recommended all assembly type uses be treated the same in the UDO, the regulations should not present any undo or substantial burden on the assembly uses.

Mr. Wensman further explained the history of this issue. Prior to the adoption of the current UDO, churches/religious groups were not permitted in any commercial zones (B-1, B-2, or B-3). In 2016 and 2017, the Smithfield UDO committee considered updates and revisions to its outdated UDO including the RLUIPA issue. The UDO adopted in October, 2017 included supplementary standards (7.32) which appear to be in violation of RLUIPA. This was not the recommendation of the UDO Committee.

The UDO Committee reconvened on July 10, 2018 to review the text amendment. The committee recommends approval of Staff's recommendation.

The Planning Board met on July 12, 2018 and reviewed the application and recommended approval of staff's recommendation.

Staff recommended the Town Council approve ZA-18-04, amending Article 7, Section 7.32, Article 6, Section 3.15 and Appendix A – Definitions finding them consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest. Staff also recommended amending Article 6, Section 6.15

Table of Uses and Activities: Replacing “Fraternal and Civic Meeting Halls” with “Club or Private Lodge Meeting Halls”, Deleting “Warehousing uses including mini-storage” and adding a new use, “Storage Facilities, Indoor,” that incorporates the definition of mini-storage And adding reference to the Supplementary Standards 7.32 (SS) for each of the mentioned land uses.

Mayor Moore asked if there were any questions from the Council

Councilman Ashley stated he, along with members of the community, served on the UDO committee. The committee met for twenty-nine hours and LifeSpring Church had representation at most of those meetings. It was the intent of the committee to expand the area where churches could locate. It was also the intent that churches, meeting halls and assembly halls all be treated equally. He further stated he was bothered greatly that after all the time and money spent on reviewing the UDO, we are now finding out that language was added and the wishes of the committee were not carried out. It was the clear intent of the committee to treat everyone equally and not to create an undue burden on churches. The Council should decide to either allow churches to be in the B-2 and B-3 zoning districts or not allow it all. He questioned why it was being proposed as a special use. Mr. Wensman responded that churches in the B-2 and B-3 zoning districts are currently by special use. This allows greater scrutiny should there be adjacent land use issues. It also provides the public an opportunity to speak on the matter.

Councilman Barbour questioned if there were restrictions placed on churches and not on other organizations or uses. He further questioned if civic organizations were permissible in residential areas. Mr. Wensman responded those uses were not permissible in a residential zoning district. Councilman Barbour questioned if churches were permissible in residential areas. Mr. Wensman responded that they were permissible in residential areas. Councilman Barbour stated there was clearly a difference in the UDO for these two uses. He expressed his concerns about allowing nonretail uses in retail spaces stating that retail space should be protected for retail uses. He has witnessed retail space that has been used for nonretail entities and the rest of the shopping center is dead to retail and retail uses never come back to those shopping centers. He further stated that there may be retail spaces that have been vacant for years, but it was the responsibility of the landowner to recruit and attract retail business. It was the Council’s responsibility to keep uses where they are permitted based on the Town’s Comprehensive Growth Management Plan. He further stated that he was not in favor of reducing retail space for nonretail entities.

Mayor Pro-Tem Scott stated the applicant had requested to delete section 7.32. He asked the Town Attorney why his recommendation was different. Town Attorney Bob Spence replied that the applicant would permit churches broadly anywhere in the Town which was the concern that Councilman Barbour just expressed. Mr. Spence explained that Councilman Barbour pointed out that churches can move into any shopping center as can any warehouse use and basically hurt retail business in that shopping center because churches do not attract a lot of business traffic. Unlike warehouses, churches have a federal law that says you cannot cause an undue burden on the church. Churches have a higher status. When we proposed the changes, we were trying to balance the concerns which were that a church or religious organization which is not open during normal commercial hours could have on a commercial subdivision especially when it is a large use. The special use allows a compromise between an outright ban and total admission. Churches have a protected status. The Council can chose to open it fully but then you have no restraint. The Council can chose to fully deny churches in commercial subdivision but doing so would open the Town up for a legal suit.

Mayor Pro-Tem Scott further questioned what evidence there was that churches hinders growth in a shopping center. Town Attorney Bob Spence responded that if a use is not open during normal business hours, there would be no traffic for the adjacent businesses. Many businesses need that additional traffic for potential revenue. The special use was a balance between the concern of the churches and the businesses.

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

Lamar Armstrong, Attorney for the applicant LifeSpring Church, explained that he and Mr. Spence agree that section 7.32 as it currently exists was unlawful and does violate RLUIPA. We requested that section 7.32 simply be deleted from the UDO. He asked the Council to imagine if you were

the owner of a shopping center with some loyal tenants and some space that had been unoccupied and a church or other religious use approached you about renting some space. As the owner, you want to rent the space to the religious organization. If the proposed amendment to the UDO is passed, you as the business owner lose the right to rent your space to whomever you like. You as the business owner want to accept the religious organization into your space, but the Town has the authority to take that right away from you. He respectfully requested that section 7.32 be deleted from the UDO.

Councilman Ashley stated that one of the jobs of the Town Council was to prepare for proper planning and uses in the Town. He explained that section 7.32 was a mistake and the language should have included all the uses. He appreciated Mr. Armstrong's diligence and LifeSpring Church stating that the Town Council is not anti-church.

Councilman Barbour stated that at the last meeting, the Town Council denied a request for a nightclub because the Town Council and the citizens of the area did not believe it was the highest and best use for the property. The owner believed it was within his right as the owner to do whatever he wanted with the property. The owner of the property knew when he bought the property that there were certain things he could and could not do with the property. When someone buys and builds retail subdivisions, the intent was to use it for retail space and it is zoned accordingly. The Town has to get involved to determine if it is something that we want for the Town as a whole because once we amend the UDO, churches would be permitted in all shopping center by special use. Councilman Barbour stated he believed the Town was on the verge of great growth and it needed all the available retail space.

Lamar Armstrong responded that he understood Councilman Barbour's concerns, but the issue was not space zoned as retail. The issue was that section 7.32 prohibits religious organizations from renting space in commercial subdivision in the B-2 and B-3 zoning districts. Under the law, if the Town was going to treat churches differently than other uses or was going to place a substantial burden on churches or religious uses in town limits then the Town better have a good reason for violating the federal law. Unlike churches, commerce is not a protected bill of right.

Councilman Ashley questioned if the City of Raleigh allows churches in shopping centers. Mr. Armstrong responded churches are permitted in shopping centers in Raleigh. Zack Carscaddon explained that he worked for the City of Raleigh in its Code Enforcement Department. He explained that the City of Raleigh had a change of use and not a special use process for allowing churches to go into commercial subdivision.

Councilman Ashley stated why not allow the marketplace to take care of itself. Typically churches go into vacant shopping centers because the owner needs a tenant and the church gets a reduced rate. If retail uses are needed in that shopping center then the owner would have to determine if he would continue to allow the church to use the space or allow the space to be rented to a retailer.

Councilman Barbour stated that by changing the UDO, it would affect all retail space in Town. He questioned how the Council could ever deny another request.

Mr. Carscaddon responded with the change of use process, certain criteria still has to be met. It is a regulatory process and not a special use process. It was also a good way to revitalize a shopping center.

Councilman Ashley questioned if the change of use necessitated reconfiguration of the parking lot. Mr. Wensman responded that if four parking stalls were added, it would necessitate compliance, but if a business/church had adequate parking and you are simply changing the interior then it wouldn't necessitate compliance. Mr. Spence stated that if a business/ church is an anchor in a subdivision and is closed during normal business hours, you may substantially affect the smaller units in the subdivision. The purpose of zoning is not to open everything up to go wherever they want.

Suzanne Taylor of 105 South Third Street stated she is part owner of Oak City Collections. She explained that from a business perspective, she wished to see more businesses move in. She further explained that she received a lot of business from other surrounding businesses. When a

business owner moves into a business or buys a building there are certain expectations based on the zoning. To change that zoning would be unfair to the existing business.

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

Councilman Ashley questioned if this would affect the B-1 zoning district. Town Attorney Bob Spence responded that the B-1 zoning district was more complicated and he and staff would be working on this in the future. Councilman Ashley further questioned if this federal law applied to him if he was the owner of a shopping center. Mr. Spence responded that the law was for local governments and not the owner. The owner could have private restrictions if they so choose.

Councilman Barbour expressed his appreciation to Ms. Taylor for voicing her concerns because her point was that she got business from other businesses.

Mayor Pro-Tem Scott made a motion, seconded by Councilman Rabil, to approve the Text Amendment Request ZA-18-04 as submitted and was consistent with the Town of Smithfield Comprehensive Growth Management Plan and it was reasonable and in the public interest. Mayor Pro-Tem Scott, Councilman Rabil, Councilman Ashley, Councilman Dunn, Councilman Lee and Councilman Stevens voted in favor of the motion. Councilman Barbour voted against the motion. Motion passed six to one.

ORDINANCE # ZA-18-04 AN ORDINANCE TO AMEND THE TOWN OF SMITHFIELD UNIFIED DEVELOPMENT ORDINANCE ARTICLE 7, SECTION 7.3 CHURCHES / PLACE OF WORSHIP, AMEND ARTICLE 6 ZONING DISTRICTS, SECTION 6.5 TABLE OF USES AND ACTIVITIES, AND AMEND APPENDIX A-DEFINITIONS

WHEREAS, the Smithfield Town Council wishes to amend certain provisions in the Unified Development Ordinance by making changes to the Town of Smithfield Unified Development Ordinance to allow for churches/places of worship and clubs or private lodges meeting halls within shopping centers providing additional supplemental standards can be met.

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

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

PART 1

[Revise Article 7.32, to create supplemental standards for churches /places of worship and clubs or private lodge meeting halls.]

SECTION 7.32 CHURCHES /PLACES OF WORSHIP AND CLUB OR PRIVATE LODGE MEETING HALLS AND INDOOR STORAGE FACILITIES.

~~When located in the B-2 and B-3 zoning districts, churches/places of worship shall be the principal use on a single parcel of property. Churches/places of worship shall not be located in a major or minor shopping center.~~

7.32.1 Churches/Places of Worship and Club or Private Lodge Meeting Halls shall have adequate parking meeting Article 10, Section 10.3.

7.32.2 The land use will not significantly increase traffic on local roadways within a residential neighborhood.

7.32.3 In B-2 and B-3 zoning districts, the land use should not substantially decrease vehicular and/or pedestrian traffic or inhibit business activity for adjacent commercial businesses particularly during normal business hours. Obviously some businesses have more traffic than others. The Town recognizes that businesses in these zoning districts need active adjacent business space to attract customers to B-2 and B-2 zoning districts. The town intends for planning policies to encourage business traffic in these zoning districts while not prohibiting uses with less traffic. If a special use, due to inactivity during business hours or otherwise, substantially decreases commercial traffic then that special use is likely not to be in harmony with the existing development and uses with the area in which it is to be located.

7.32.4 The land use will not impede the normal and orderly development of the surrounding property for uses permitted in the district. If a substantial portion of a commercial center is closed or not attracting traffic during normal business hours then that absence of activity would likely impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

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

[Revise Article 6, Zoning Districts, Section 6.5 Table of Uses and Activities that reference the supplemental standards found in Section 7.32 to which clubs or private lodge meeting halls shall adhere to.]

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

Uses	B-1	B-2	B-3	Supplemental Regulations
Civic Club or Fraternal <u>Private Lodge meeting halls</u>		<u>SS</u>	<u>SS</u>	Section 7.32
Warehousing uses, including mini storage and indoor storage facilities		<u>SS</u>	<u>SS</u>	<u>Section 7.32</u>

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

[Revise Appendix A. Definitions, definition of Storage, self-service.]

Storage Facility, Indoor Storage, self-service

A building or part of a building where the principal use is for storage of goods, wares, or equipment, including mini-storage, which consists of ~~consisting of~~ individual, small, self-contained units that are leased or owned for the storage of goods and wares.

PART 2

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

PART 3 That these amendments of the Unified Development Ordinance shall become effective upon adoption.

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

2. **Special Use Permit Request – LifeSpring Church (SUP-18-08):** The applicant was requesting a special use permit to allow for a church / place of worship on property located within a B-3 (Highway Entrance Business) zoning district. The property considered for approval was an unnamed shopping center within the 1200 block of North Brightleaf Boulevard. The land locked parcel is further identified as Johnston County Tax ID# 14074013J.

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

Planning Director Stephen Wensman testified that LifeSpring Church was requesting a special use permit to operate a church within a B-3 Highway Entrance Business zoning district. The location for the proposed church was part of the Office Max shopping mall located at 1250 Brightleaf Blvd. The owner was Tribeck properties. The supplementary standards pertaining to the use were just approved and the Town must hold this use to those standards.

Mr. Wensman testified the shopping mall consisted of two lots. The six unit 8,400 sq. ft. shopping mall and a 23,000 sq. ft. Office Max. There was shared parking for the shopping mall with 174 parking stalls available. The six unit mall lot has 73 parking stalls and Office Max has 101 parking stalls. The church sanctuary was planned for a total occupancy of 176 seats which equated to 59 parking stalls. All combined, the required parking for the church and retail was 188 parking stalls. Office Max & Papa Johns do not utilize available parking because they do not draw a lot of traffic. Regardless of the future use of the remaining 1,400 sq. ft. unit, there would be adequate parking. The church would utilize the parking primarily on Sunday mornings when Office Max was closed. Therefore, staff concluded that there was adequate parking in the shopping mall for the proposed church and the adjacent retail.

Mr. Wensman testified that the church would not significantly increase traffic on local roadways. The parking lot for the shopping mall has access to North Brightleaf Boulevard which is a NCDOT highway. Commercial area intended for retail with each leasable space attracting pedestrian and vehicular traffic from the other Papa Johns and Office Max generate little foot or vehicle traffic. Since there have been longstanding vacancies in shopping mall, the church would bring to life 4 of the 6 retail spaces, mostly on Sunday mornings when retail is closed or not busy. Therefore, locating the church in this shopping mall would not be a detriment to existing retail. The church in the shopping mall may discourage other businesses to locate in the shopping mall. Overall, there will not be a substantial decrease to commercial traffic within the area. The commercial area is fully developed and has had vacancies for many years. The location of a church in this shopping mall would not impede the normal and orderly development of the area

Mr. Wensman reviewed staff's Findings of Fact to the Council. They are as follows:

STAFF'S FINDINGS OF FACT

1. The church use will not be a detriment to public health, safety, or general welfare in any way.
2. The shopping mall was intended for retail purposes with each leasable space attracting traffic, both pedestrian and vehicular from one use to another. The existing retail uses, Papa Johns and Office Max, are generally low traffic uses; not generating high volumes of vehicular or pedestrian traffic. The shopping mall has had vacancies for quite a lot period of time. The church will bring to life 4 of the 6 retail spaces, but

mostly on Sunday mornings when retail is closed or not busy. Therefore, locating the church in the shopping mall will not be a detriment to existing retail. Locating a church in the shopping mall may discourage other businesses to locate in the shopping mall. Overall, there will not be a substantial decrease to commercial traffic within the area and is therefore, in harmony with the area.

3. The commercial area is fully developed and has had vacancies for many years. The location of a church in the shopping mall will not impede the normal and orderly development of the area.
4. Adequate utilities and parking exist on the property and for the proposed uses.
5. There are adequate means of ingress and egress onto the NCDOT highway.
6. All regulations have been conformed with, including the supplementary standards of 7.32 as recommended by staff in ZA - 18 - 04.
7. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern. The access conforms to plans.
8. The access conforms to plans.

The Planning Department recommends approval of the Special Use Permit SUP-18-08 with the following conditions:

1. That the sanctuary be limited to no more than 176 seats.

Planning Director Stephen Wensman has incorporated his entire record and provided it to Council in written form in the August 7, 2018 agenda packet.

Mayor Moore asked if there were any questions from the Council

Mayor Pro-Tem Scott inquired if the current buffers were adequate for the request. Mr. Wensman responded that he did not analyze it based on the standards that were in place when the commercial property was constructed but because the standards have been reduced in the current UDO, he assumed it would be adequate.

Mayor Moore asked the applicant if he was in agreement with the testimony provided by Planning Director Stephen Wensman. The applicant testified he was in agreement.

Dillion Schupp Lead Pastor of LifeSpring Church testified that from a practical standpoint moving to this location would benefit the church greatly because currently, the church was portable. This meant that each weekend, they must set up and tear down which is labor intensive. Mr. Schupp further testified that moving into this particular location would greatly benefit the area because the church's presence will increase business in the area. He had spoken with the management of Office Max and Papa John's and they approve of the church being located in that particular shopping center. As for any parking issues that may occur, Mr. Schupp has received permission from Hardee's and Johnston Animal Hospital to use any excess parking. There is also additional space behind the building that could be used for parking. Having a permanent location would allow the congregation to do a tremendous amount of good in Smithfield because we fully support Smithfield. A church should have such an impact on a community that the community mourns its loss. There are three school principals in attendance that supports the church because we have done a lot in their schools. Mr. Lee was aware that we have had a presence in the East Smithfield community. It is our goal to see Smithfield thrive.

Mayor Pro-Tem Scott questioned the hours of operation. Mr. Schupp responded that services start at 10:00 am on Sunday morning. He preaches for 30 minutes and we are finished by 11:00 am.

Mayor Pro-Tem Scott further questioned if they anticipated being operational only one day a week. Mr. Schupp responded the church may do more with a permanent location.

Councilman Rabil inquired if 176 seat would be enough for the church. Mr. Schupp responded he believed that would be adequate. The general rule for church seating capacity is when a church is 80% full, it is considered full. Councilman Rabil further inquired if a second service was needed would the church change their service time so as to not interfere with Office Max's business. Mr. Schupp responded service times would have to be decided if it was determined that a second service was needed. Since Office Max doesn't have a tremendous amount of traffic, we feel that we still would have adequate parking. We have permission to use 7 of Hardee's spots and 13 at Johnston animal hospital so that will give us adequate parking. Councilman Rabil asked where the church currently held services. Mr. Schupp responded they meet at Johnston Community College.

Mayor Moore questioned the amount of members currently attending the church. Mr. Schupp responded there were 67 adults and 21 children in attendance on Sunday morning. Mayor Moore further questioned if the church would be leasing or buying the building. Mr. Schupp responded the Church would be leasing the building for a term of five years and nine months.

Councilman Barbour question if Mr. Schupp had spoken with the Manager of Office Max. Mr. Schupp deferred that question to Pastor Mark Stevens. Mr. Stevens of 2186 Progressive Church Road Princeton, NC (LifeSpring Church Pastor) testified that one of the church's greatest concerns when locating to the area was they wanted to help benefit the local business community. He met with all the adjacent landowners/managers and has been given a letter of support from the businesses. Everyone has been welcoming especially Office Max because Sunday is their least busy day.

Mayor Moore asked if there were any comments/questions from those that had been duly affirmed to offer testimony.

Jason Bullock of 190 Narron Road, Selma NC testified that approximately ten years ago, he attended another church where the relationship was not good. While he did not lose his faith in God, he did lose his faith in churches. Almost two and a half years ago, he met with the Pastors of LifeSpring Church. It was remarkable that a church with less than 100 members could do incredible things. It not only restored his faith in church but it showed him what a church that truly cares about the community can do. It was his opinion, approving the special use permit request would be best for the community and the Kingdom.

Ann Earnest of 13 Dail Street, Director of In His Hands Pregnancy Support Center, testified that LifeSpring Church had assisted her organization in numerous ways. It was her opinion that if the church had a permanent location, it would make a positive difference in Smithfield.

Zack Carscaddon of 202 Garner Drive expressed his appreciation to the members of the UDO Committee for the long hours they spent reviewing the UDO. He testified that granting the special use permit request would be good for Smithfield. The area they will be leasing has been vacant for a long time and the church can revitalize the area.

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

Councilman Lee expressed his appreciation to Mr. Schupp and LifeSpring Church for all they have done in the East Smithfield Community.

Mayor Moore stated he was in favor of all churches and it was the hope that all churches in Smithfield would grow. He expressed his appreciation to LifeSpring for all they have done in the community. He asked the Council to consider what would happen should the lease not be renewed because the special use permit would run with the land. Mayor Moore stated his concern was parking and what it would do to traffic in the area. If the church chose to do other activities, it could potentially be a problem in an already congested retail area. He further stated that by our own facts, there are a total of 174 parking spaces. The church would be required to have 73 of those spaces with a remaining 101 spaces for the other uses. By our own facts, Office

max would be required to have 115 parking spaces. The Mayor pointed this out because the special use runs with the land. He asked the Council to consider the future of this shopping mall because there could be another business that would desire the Office Max space that would have different hours of operation that could conflict with the church. He asked the Council to also consider the traffic of 176 people possibly all coming at the same time and all leaving at the same time coming from one entrance. The Council must consider not only what the uses are now but what they could be in the future.

Mayor Pro-Tem Scott stated that there was a large vacant lot behind the building that could be used for overflow parking.

Mr. Wensman responded that the church could utilize parking from any business located within 400 feet and with written permission. As the UDO administrator he would be amenable to allowing the sanctuary seating to grow with that written permission because they would have adjusted the parking requirement accordingly. Mr. Wensman addressed the concern of access onto highway. He explained that if it was a legitimate public safety concern, the Council could conditionalize the permit making it a requirement that some type of traffic control measures be in place after services are concluded.

Councilman Barbour questioned if the Council could conditionalize the special use permit to only allow it for LifeSpring Church. Mr. Wensman responded the permit applies to the use. The use can continue as long as it's not vacant for more than a year. Councilman Barbour stated that the Council can place any conditions on it they so choose. Mr. Wensman responded that the conditions had to be reasonable. To restrict the church to a lower member count than 176 was unfair and unjustifiable.

Mayor Moore stated the Council could restrict the number of people to 150 if the church was agreeable.

The Written Finding

Councilman Ashley made a motion, seconded by Mayor Pro-Tem Scott, to vote in the affirmative to Findings 1, 4, 5, 6, 7, and 8 as written and Findings 2 and 4 with the changes below. 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.
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.

2. This shopping mall was intended for retail purposes with each leasable space attracting traffic, both pedestrian and vehicular from one use to another. The existing retail uses, Papa Johns and Office Max, are generally low traffic uses; don not generating high volumes of vehicular or pedestrian traffic and approve LifeSpring church as their neighbor. This shopping mall has had vacancies for quite a lot period of time. The church will bring to life 4 of the 6 retail spaces, but mostly on Sunday mornings when retail is closed or not busy. Therefore, locating the church in this shopping mall will not be a detriment to existing retail. Overall, there will not be a substantial decrease to commercial traffic within the area and is therefore, in harmony with the area.
3. The commercial area is fully developed and has had vacancies for many years. The location of a church in this shopping mall will not impede the normal and orderly development of the area

Record of Decision: Approval of Conditional Use Permit Application Number SUP-18-08

Mayor Pro-Tem Scott made a motion, seconded by Councilman Lee, 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-18-08 with the following condition:

- That the sanctuary be limited to no more than 176 seats

Unanimously approved.

3. **Zoning Amendment Request Town of Smithfield (ZA-18-05):** The Planning Department was requesting an ordinance amendment to the Town of Smithfield Unified Development ordinance, Article 10, Part III, Regulations for Signs, to allow for on-site high-rise identification signs on properties located within the B-3 zoning district and that are within 660 feet on the Interstate 95 right-of-way.

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 the Planning Department to amend the Unified Development Ordinance (UDO) that would allow for the return of high-rise business identification signs as a permitted use in the B-3 (Highway Entrance Business) zoning district when the property is within 660 feet of the right-of-way of I-95.

The purpose was that high-rise signs would allow quality branded restaurants, hotels and retailers to adequately advertise their locations for travelers along I-95 and to ensure the Town of Smithfield remains North Carolina's premier stop along the I-95 corridor. Recently, a hotel developer inquired about high-rise signs and staff realized they were inadvertently eliminated from the sign code with the 2017 UDO update. The state does not allow outdoor advertising "pole" signs near the interstate, but does allow high-rise signs. Eleven high-rise sign were previously permitted under the old UDO sign code. The old code allowed a max height of 100' – 400 sq. ft. per side and available to single tenant developments within 660 feet of the I-95 corridor with a conditional use permit which is now a special use permit. A minimum height of 50 feet was added to the high-rise sign requirements to eliminate confusion between ground mounted and high-rise signs.

The proposed high-rise business identification sign ordinance will allow for:

- High-rise signs to advertise activities conducted on the property upon which it is located only.
- An expedited administrative approval process for high-rise business sign applications.
- A single tenant development to qualify for one high-rise business identification sign if the property is located within a B-3 zoning district AND is within 660 feet of the right-of-way of Interstate 95.

- A maximum height of 100 feet and a minimum height of 50 feet.
- Up to 400 square feet of sign area per side.
- Ground mounted, free standing and of mono-pole design only.
- One High-rise identification signs to be permitted in addition to all other allowable signs.
- Existing high-rise signs to be repaired or replaced if substantial damage occurs.

The proposed ordinance amendment would also create a definition of a high-rise business identification sign and provide a photograph of a typical installation. Because they are permitted for on-site advertising only, high-rise signs are not affected by the State of NC's prohibition on outdoor advertising signs adjacent to the Interstate Highway system.

The Planning Department and Planning Board recommend the Town Council approval of the proposed amendment to Article 10 of the UDO and recommended 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 August 7, 2018 agenda packet.

Mayor Moore asked if there were any questions from the Council

Mayor Pro-Tem Scott asked if this ordinance amendment address damaged signs. He questioned if a damaged sign had to be replaced with its current design or would it have to conform to the new ordinance. Mr. Wensman responded that he believed a nonconforming sign could be replaced with another nonconforming sign.

Town Attorney Bob Spence questioned if there were density limitation. Mr. Wensman responded that there was not a provision for density. In speaking with the Senior Planner, it was determined that these signs are expensive and would not be built if they were not beneficial for the business.

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

Tony Nixon of 8 Cedar Drive questioned the type of lighting that would be allowable for these signs stating that the type of lighting and the illumination should be considered. Mr. Nixon further questioned if there was a stipulation that defined the distance between a high-rise sign and an advertising sign. Mr. Wensman responded that he was unsure of the lighting requirement and that there were no restrictions on distance between signs. Mr. Nixon asked the Council to be mindful of the height of the high-rise signage because the Town should want uniformity along the I-95 corridor.

Councilman Barbour questioned if the Council could make it a standard height for every new sign installed. Mr. Wensman responded that there are currently sixteen signs of various heights in the corridor and creating a standard at this point was probably too late.

Mr. Wensman stated he was unsure how to respond to the spacing between signs because it would hinder one business's marketable space simply because another business was constructed first.

Mr. Nixon stated the Council could make whatever restrictions necessary so that the signage did not get out of control. The appearance of the signs in the area should be consistent.

Town Attorney Bob Spence questioned if staff could take the ordinance back to review it further. Mr. Wensman responded the draft ordinance was inadvertently omitted in the packet; therefore the Council couldn't consider the request at this time. Mr. Wensman did questioned the proposed height the Council would like staff to consider. Stating he could review the heights of the 16 signs and come up with an estimate

Mayor Moore stated that he did not disagree with having uniformity, but the high-rise signs are extremely expensive. A business may not want a certain size nor could they afford it.

Councilman Barbour asked Mr. Wensman to provide an estimated cost of various high rise signs so they Council knew what they were asking businesses to do.

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

Councilman Barbour made a motion, seconded by Councilman Ashley, to table the request until the September 4th meeting pending further information from the Planning Department. Unanimously approved.

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

4. Special Use Permit Request – Market Street Automotive (SUP-18-09): The applicant was requesting a special use permit to expand an automotive repair shop located on a .242 acre tract of land and within a B-2 (Business) zoning district. The property considered for approval was located on the southwest side of the intersection on East Market Street and South Fifth Street. The property is further identified as Johnston County Tax ID# 15025063.

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

Planning Director Stephen Wensman testified that the applicant, Will Gainey, was requesting a special use permit to allow outdoor storage in association with auto repair on a .24 acre parcel in the B-2 General Business zoning district. Mr. Wensman explained the existing condition was an Auto Repair Building with two pass through service doors and a lobby area. The entire property was impervious with bituminous and concrete paving up to the sidewalks in the public right-of-way and the alley in the rear of the property. An existing nonconforming metal carport canopy located between the existing building and the Hopkins Carpet building would be removed as a condition. Driveway access includes a 45' curb cut on Market Street, a 30' and a 10' curb cut on 5th Street and alley access the full width of the property (79.91'). A condition of the variance approval was to close the 30' 5th Street access and to restore the curbing and boulevard that was done for safety reasons. The application was proposing the following: 5 parking stalls for guests with one being handicapped accessible to be striped, a 19'.5 x 50' fenced/screened vehicle storage area between the new addition and the adjacent Hopkins Carpet building. In a screened enclosure, the cars could be parked in close to each other rather than in a standard striped parking stall, saving space on such a small property.

The variance they received was with their inability to meet the landscaping and buffer yard requirements because obviously they have not existed for years. The variance addressed the setback to the alley. The requirement was 15 feet and they requested 7 feet.

STAFF'S FINDINGS OF FACT

1. The land use, outdoor storage in association with auto repair, will be in a paved storage area entirely screened from the public view and located between the proposed structure and the adjacent business building and will therefore, not be a deterrent to the public, health, safety or welfare.
2. The land use is an improvement the existing auto repair business in that the parking will be regulated or limited such that vehicles will need to be either within the building, in the outdoor vehicle storage area screened from the public, or in designated parking stalls, therefore in harmony with the area.
3. The land use will have no impact on the orderly development or improvement to the area. In fact, the one of the driveways on 5th Street will be closed lessening the impact on the normal and orderly development of the district.

4. Adequate utilities and parking exist and will be provided, and drainage will remain unchanged because they are exempt from drainage requirements.
5. There are adequate means of ingress and egress. The driveway on 5th Street closest to the Market Street intersection will be closed.
6. All regulations have been conformed with, or a variance from them have been approved.
7. The access conforms to plans.
8. The access conforms to plans.

The Planning Department recommends approval of the request for a special use permit to allow outside storage in association with auto repair with the following conditions:

1. That the five parking stalls be striped according to the lot survey dated 06-11-18.
2. That the vehicle storage area be fenced and screened from public view.
3. That no more than (5) vehicles be parked outside on the property except for vehicles parked in the fenced/screened outdoor storage area.
4. That the metal carport be removed from the property.
5. That the driveway on 5th Street nearest the intersection be closed and the landscape boulevard and curbing be restored according to Town of Smithfield Standards.

Planning Director Stephen Wensman has incorporated his entire record and provided it to Council in written form in the August 7, 2018 agenda packet.

Mayor Moore asked if there were any questions from the Council

Councilman Rabil questioned why the Fifth Street access would be eliminated. Mr. Wensman responded it was a safety concern and they didn't utilize that access. The applicant would restore the curb.

Councilman Scott questioned if the applicant was expanding the building. Mr. Wensman responded in the affirmative.

Councilman Ashley stated the parking spots closest to Market Street appeared to be in the road. Mr. Wensman responded there would be three parking spaces closest to the building and two parking spaces under the canopy.

Mayor Moore stated that outdoor storage was not allowed. Mr. Wensman responded it is allowed only if it is screened.

Councilman Ashley stated that it doesn't seem consistent with the area. Mr. Wensman responded that they currently have a carport to store vehicles and Planning Staff is making them fence in the area so the cars cannot be seen.

Councilman Barbour stated that it appeared to be an improvement of the area.

Mayor Moore stated that the applicant was not present for the hearing.

Mayor Moore asked if there were any comments/questions from those that had been duly affirmed to offer testimony. There were none.

Councilman Barbour made a motion, seconded by Councilman Dunn, to close the Public Hearing. Unanimously approved.

The Written Finding

Councilman Rabil made a motion, seconded by Councilman Barbour, to vote in the affirmative to 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-18-09

Mayor Pro-Tem Scott made a motion, seconded by Councilman Dunn, 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-18-09 with the following conditions:

1. That the five parking stalls be striped according to the lot survey dated 06-11-18.
2. That the vehicle storage area be fenced and screened from public view.
3. That no more than (5) vehicles be parked outside on the property except for vehicles parked in the fenced/screened outdoor storage area.
4. That the metal carport be removed from the property.
5. That the driveway on 5th Street nearest the intersection be closed and the landscape boulevard and curbing be restored according to Town of Smithfield Standards.

Unanimously approved.

5. USDA Financing Application: The purpose of the public hearing was to allow citizen input on an application to the USDA for the financing of a 100 foot aerial platform ladder fire

truck.

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

Finance Director Greg Siler addressed the Council on a request to allow staff to move forward with an application to the United States Department of Agriculture for the financing of a 100 foot aerial platform ladder truck. Mr. Siler explained that during the current budget year, the Council chose to move forward with the purchase of a ladder truck. Financing could possibly be obtained through a federal funding source; the USDA. Mr. Siler explained as required by the USDA, the Town must hold a public hearing to receive and consider public input. Since delivery of the truck was some sixteen to eighteen months away, staff believed it was best to have USDA for a financing option. Mr. Siler explained that he would also be soliciting commercial bids for the financing. Unlike commercial loans, the USDA allows the Town to finance the ladder truck for up to twenty years. Mr. Siler further explained that using an indicative interest rate of 3.88% for 20 years and semi-annual estimated payments of \$40,716 or \$81,432 annually, total repayment would be \$1,629,699. Also, if the application for financing was approved through USDA, there may be an opportunity to receive grant funding not to exceed \$100,000.

Mayor Moore asked for questions for comments from the Council.

Mayor Pro-Tem Scott inquired if there was any penalty for early payoff of the loan. Mr. Siler responded that with a USDA loan you either pay as agreed or you pay the debt off early. Also, there are no refinancing options with a USDA loan.

Mayor Moore asked if there was anyone in attendance that would like to speak on the matter. There was none.

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

Mayor Pro-Tem Scott made a motion, seconded by Councilman Barbour, to approve the filing of an application with the USDA for the financing of the ladder truck for the fire department with the possibility of the grant funding. Unanimously approved.

CITIZENS' COMMENTS:

- Irene Alford and Gregory Alford of 108 Heritage Drive addressed the Council on a concern about the fire hydrant located in the middle of their front yard. Mrs. Alford explained that for the past five years, she and her husband have had to fill in the area around the fire hydrant with dirt and grass seed because it was always sinking. Mrs. Alford stated the former Town Manager told her she would receive an annual credit on her utility bill in the amount of \$120.00 for the inconvenience of having the fire hydrant in the middle of the yard. She informed the Council she received a letter from Finance Director Greg Siler stating such. Recently, she received a letter from Town Manager Michael Scott informing her that she would no longer receive the credit. When she talked with the Town Manager Michael Scott, she requested to have the hydrant removed and relocated from her front yard. The Town Manager explained the Town would not relocate the hydrant, but if Mrs. Alford wished to have it relocated then she would have to pay for it. Mrs. Alford claimed that the Town Manager was rude to her and her husband. Mr. Alford stated the hydrant was the Town's responsibility, but no one wants to do anything about it. Mrs. Alford stated that the hydrant could be moved because it was never tested and never used. Mr. and Mrs. Alford also stated they are concerned about the location of the fire hydrant because they fear a child playing in their yard will be injured.
Mayor Moore asked if the hydrant was in place before they bought the house. Mrs. Alford responded that it was already there when she bought the house. She further stated that she was not concerned about the fire hydrant when she bought the house.
Mayor Moore asked Fire Chief John Blanton if fire hydrants in Town were routinely tested. Chief Blanton responded that all hydrants were routinely tested and he could provide those records to

Mr. & Mrs. Alford.

Mayor Moore suggested that Mr. & Mrs. Alford allow the Town two weeks to look into this matter. He asked the Town Attorney to research the recorded plat because there probably was a utility easement which allowed the fire hydrant to be located where it is on the property. Mayor Moore stated that Town Manager Michael Scott would inform Mr. & Mrs. Alford of the Town's findings.

Councilman Lee stated that the Council needed to get some answers concerning this matter. If the former Town Manager authorized a credit and the Finance Director wrote a letter to that effect, then the credit should be honored.

- Jud Patterson part owner of Oak City Collection expressed his appreciation for Councilman Barbour's enthusiasm for retail businesses. Mr. Patterson explained that he would like to see something done about the parking in downtown. The Town was enforcing the two-hour parking limit, but they are no longer doing that. Town Attorney Bob Spence asked if Mr. Patterson had any ideas on how to resolve the issue. Mr. Patterson responded that South Third Street could be made a one-way street with angled parking since many people do not know how to parallel park. He further suggested there should be a designated parking area for Sheriff Deputies that have to appear for court. Councilman Barbour stated that many Towns have metered parking. Mr. Patterson responded they would be agreeable to metered parking. Mayor Moore thanked Mr. Patterson for expressing his concerns stating the Town would continue to try to make it easier for downtown parking.

CONSENT AGENDA:

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

1. Special Event – Annual Martin Luther King, Jr. Parade: Approval was granted to the Johnston County Branch of the NAACP to permanently move the annual parade to the third Saturday in February. Ordinance # 495 was also adopted.

ORDINANCE # 495

AN ORDINANCE DECLARING ROAD CLOSURES FOR THE ANNUAL CHRISTMAS TREE LIGHTING, THE ANNUAL CHRISTMAS PARADE AND THE ANNUAL MARTIN LUTHER KING, JR. PARADE

WHEREAS, the Town Council of the Town of Smithfield acknowledges a long tradition of providing an annual Christmas Parade and annual Tree Lighting Ceremony for the pleasure of its citizens; and

WHEREAS, the Town Council of the Town of Smithfield acknowledges a new tradition of providing an annual Martin Luther King, Jr. Parade for the pleasure of its citizens; and

WHEREAS, the Town Council of the Town of Smithfield acknowledges its citizens realize a financial benefit from holding these annual events; and

WHEREAS, the Town Council of the Town of Smithfield acknowledges each event requires approximately two hours to install signing and traffic control to be provided by the Smithfield Police Department, and also requires approximately two hours for removing signs, traffic control and litter.

WHEREAS, any ordinances or parts of ordinances in conflict with this ordinance are hereby repealed, and this ordinance shall be in full force and effect as an ordinance of the Town of Smithfield from the date of its adoption by the Town Council of the Town of Smithfield.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Smithfield pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the days and times set forth below on the following described portion

of a State Highway System route:

Annual Tree Lighting Ceremony

Date: First Thursday of every December
Time: 5:00 pm to 9:00 pm
Route Description: North 3rd Street between Market Street and Bridge Street
Market Street (US70) from 2nd Street to 4th Street.

Annual Christmas Parade

Date: Second Thursday of every December
Time: 5:00 pm to 9:00 pm
Route Description: Market Street (US70) from South 6th Street to South 2nd Street

Annual Martin Luther King, Jr. Parade

Date: Third Saturday of every February
Time: 2:00 pm to 4:00 pm
Route Description: Market Street (US70) from South 6th Street to South 2nd Street

2. Special Event – Halloween Event: Approval was granted to allow the Department of Social Services to close Seventh Street, between Hancock and North Street, on October 31st, 2018 from 2:00-5:30 pm to hold a children’s Halloween Event.
3. Approval was granted to allow the Smithfield Police Department to retire its K-9, Argo, to his handler Master Police Officer Kenneth Hundley in accordance with NCGS 20-187.14
4. Bid was awarded to W. Landis Bullock Industrial and Contractor Supply in the amount of \$12,157.92 for the purchase of a 2018 Scag zero turn mower for the Appearance Division of the Public Works Department. Bids received were as follows:
 - W. Landis Bullock Industrial and Contractor Supply \$12,157.92
 - East Coast Equipment \$16,695.00
 - Musgrave Equipment \$18,517.76
5. Bid was awarded to Deacons Jones in the amount of \$ 29,051.00 for the purchase of a 2019 Ford F250 for the Public Utilities – Water/Sewer Department. Bids received were as follows:
 - Deacon Jones \$29,051.00
 - Capital Ford \$29,061.00
 - Ford Direct \$36,240.00
6. Bid was awarded to R.D. Braswell Construction Company in the amount of \$ 49,972.00 for a water line tie in on Old Goldsboro Road. Bids received were as follows:
 - R.D. Braswell Construction Company \$49,972.00
 - Corbett Contracting, Inc. \$66,200.00
7. Bid was awarded to Terex in the amount of \$203,923.00 for the purchase of a bucket truck for the Public Utilities – Electric Department. Bids received were as follows:
 - Terex \$203,923.00
 - Altec \$216,847.00
 - Nesco Did not submit a bid
 - Custom Trucks Did not submit a bid
8. Approval was granted to purchase 1,000 automatic electric meters from Nexgrid in the amount of \$166,187.90
9. Approval was granted to promote a Police Officer to the rank of Police Sergeant

10. Adoption of Resolution # 622 (09-2018) approving amendments to the Triangle J. Council of Governments Charter

{Attached by reference and made a part of these official minutes is a copy of Resolution #622 (09-2018) which is on file in the Office of the Town Clerk}

11. The following advisory board appointments were approved:

- Art Andrews was reappointed to a second term on the Historic Properties Commission.
- Mary Nell Ferguson was reappointed to a second term on the Historic Properties Commission.

12. New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
P/T P&R Gen. Services	P & R – Recreation	10-60-6200-5100-0220	\$8.00/hr.
P/T SYCC Gen. Services	P & R – Recreation	10-60-6240-5100-0220	\$9.00/hr.
P/T SYCC Gen. Services	P & R – Recreation	10-60-6240-5100-0220	\$9.00/hr.
Utility Line Mechanic	PU – Water / Sewer	30-71-7220-5100-0200	\$12.46/hr. (\$25,916.80/yr.)

Current Vacancies

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Marketing and Communications Specialist General	Government	10-10-4100-5100-0200
Police Officer I	Police	10-20-5100-5100-0200
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220
Utility Line Mechanic	PU – Water / Sewer	30-71-7220-5100-0200

13. Special Event – Back to School Community Day: Approval was granted to St. Mark’s AME Church hold an annual Back to School Community Day on August 18, 2018 from 10:00 am until 3:00 pm on the church’s property located at 409 Bridge Street.

14. Amendments to the FY 2018 – 2019 Fee Schedule for SRAC rates for Town of Smithfield will be brought before the Council at the September 4, 2018 meeting.

Unanimously approved.

Councilmembers Comments

- Mayor Pro-Tem Scott informed the Council that after he and Councilman Ashley met with the Downtown Smithfield Development Corporation on several occasions concerning amendments to the Bylaws, it was determine that the issue concerning ex-officio members being voting members could not be resolved.
- Councilman Lee expressed his appreciation to Parks and Recreation staff, Public Works staff, Police staff, Fire Department staff and the Town Clerk for their assistance at the 6th Annual Fun in the Park Event. Councilman Lee informed the Council that earlier this evening, he attended the Police Department’s First National Night Out. The event was a great and well attended event. He suggested that the Council consider changing its August meeting to enable the Council and Staff to attend the event.
- Councilman Barbour informed the Council he was confident the Town still needed a newspaper

Town Manager’s Report:

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

- Amphitheater: The design for the amphitheater at the Town Commons is nearing completion. We should be in a position to present the work completed at the September Council Meeting.
- Work/Comp Insurance: Staff had meetings with our work comp insurance provider. We were advised the Town has enjoyed the lowest Experience Modification rating (Mod) in the State of North Carolina during the last year. This low rating is evaluated on the most recent three years of claims. This goes a long way toward keeping our workers compensations annual rates low for all three funds in the Town.
- Pavement Condition Study: The study conducted by Withers and Ravenel was provided to the Council. A list of the streets that would be resurfaced in the fall was also included. The two worst streets, White Oak Drive and Equity Drive, were not included. White Oak Drive was not included due to the construction in the area, but it would be included in the spring resurfacing project. Equity Drive was not included due to the cost of repairing the road.
- Reduction in Crime: The Town Manager commended the Police Department for the continuing trend of reduction in crime rates. The Town Manager explained that serious crimes were down 21% as compared to last year and property crimes were down 13% as compared to last year. He explained this was a great effort by the Police Department with a limited amount staff. Reductions in crime helps with economic development and improves the quality of life for all the citizens.

Department Reports

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

Adjourn

Mayor Pro-Tem Scott made a motion, seconded by Councilman Ashley, to adjourn the meeting. The meeting adjourned at approximately 10:32 pm.

ATTEST:

M. Andy Moore, Mayor

Shannan L. Parrish, Town Clerk



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 09/04/2018

Subject: Temporary Use Permit
Department: Smithfield-Selma Chamber of Commerce
Presented by: Planning Department
Presentation: Consent Agenda

Issue Statement

The Council is being asked to allow Smithfield-Selma Chamber of Commerce to hold a business expo October 15th and 16th from 8:00 am to 9pm. The expo will be held at 1025 Outlet Center Drive.

Financial Impact

None

Action Needed

To approve the Temporary Use Permit Application

Recommendation

Staff Recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Approval from Property Owner – Carolina Premium Outlets
4. Map of the Proposed Area



Staff Report

**Consent
Agenda
Item:**

**Application
for
Temporary
Use Permit**

Smithfield-Selma Chamber of Commerce would like to hold a business expo on October 15th and 16th beginning at 8:00 am and ending at 9:00pm. The expo will be held at 1025 Outlet Center Drive. They plan to have amplified sound between the hours of 11:00 am and 9:00 pm on October 16th. This will be a nonprofit event with over 100 people in attendance. Security will be provided by Smithfield Police and Carolina Premium Outlet Mall Security. Neither food nor goods will be sold at this event.



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

Temporary Use Permit Application

Completed applications should be submitted to the Town of Smithfield Planning Department at least four weeks prior to the event. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

A site plan/diagram of event property MUST BE ATTACHED (see attachments)

TYPES OF EVENT

- Expansion or replacement of existing facilities
Sale of agricultural products grown off-site
Sale of fireworks
Special event, over 100 people in attendance
Athletic event on streets, greenways
other (please describe)

PERMIT FEE \$100

- Construction Trailer
Real estate sales office or model home
Sale of non-agricultural products, except fireworks
Not-for-profit event, over 100 people in attendance
Town recognized event
Live Band / Concert

Triangle East Business Expo

1025 Outlet Center Dr., Smithfield, NC

Name of Event

Location of Event (exact street address)

Applicant name Mike Mancuso E-mail address mmancuso@smithfieldselma.com

Address PO Box 467, Smithfield NC Zip 27577

Day phone 919.934.9166 Mobile phone 724.964.8561

Event set-up/start time/date Oct 15 (8am) Event clean-up/end date/time Oct 16 (9pm)

Sound amplification hours Oct 16 (11a-9p) Will food or goods be sold? No

Security provided by Smithfield Police or private security (describe duties): Smithfield Police/general security

Private agency name & phone, if applicable:

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

Do you wish to: Restrict animals at this event? (Circle Yes No) Prohibit Fireworks? (Circle Yes No)

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

MICHAEL C. MANCUSO
Applicant's name (print)

[Signature]
Signature

8-16-18
Date

PLEASE RETURN THIS PERMIT TO THE PLANNING DEPARTMENT WITH \$100.00 FEE.

Method of payment: Cash Check # Credit Card X Amount \$ 100.00

Reviewing Planner: [Signature] Date: 8/21/18
(Note: See attached letter)

APPLICATION FOR PERMIT TO USE COMMON AREA

Form 138 (Rev. 3-09)

Shopping Center
Carolina Premium Outlets

Instructions: Please TYPE or PRINT all information.

Name of Individual / Organization Greater Smithfield-Selma Chamber of Commerce	Describe the nature of the activity Business Expo
Street Address 1115 Outlet Center Dr.	
City, State, Zip Smithfield NC 27577	
Telephone No. 919-934-9166	

DATE REQUESTED	TIME REQUESTED		NAME OF PERSON WHO WOULD BE IN CHARGE	
10/15/18	From: 8:30	<input checked="" type="checkbox"/> A.M. <input type="checkbox"/> P.M.	To: 9:00 <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	Kelly Wallace, IOM (setup would begin 10/15/18)
10/16/18	From: 10:00	<input checked="" type="checkbox"/> A.M. <input type="checkbox"/> P.M.	To: 9:00 <input type="checkbox"/> A.M. <input checked="" type="checkbox"/> P.M.	Kelly Wallace, IOM (Expo to be held on 10/16/18)
	From:	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	To: <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	

If use of special decorations, signs, displays, or devices is requested, explain
Use of parking area only

GENERAL RELEASE AND INDEMNITY

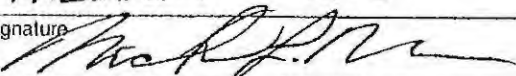
(Please read carefully)

Applicant agrees to defend, indemnify and hold the shopping center owners, managers and tenants harmless from and against any and all claims for personal injuries, death, damages, costs, and/or other expenses, including reasonable attorney's fees, arising from or in any way connected with the use of the Common Area or any other part of the Shopping Center by the Applicant, its members, partners, associates, agents, contractors and employees, and the Applicant releases and discharges the shopping center owners, managers and tenants from any and all liabilities, claims, and actions for any damages or injuries either to the person or property sustained by reason of any condition of the Common Area or the shopping center, or due to any act of any employee or agent of the shopping center owners, managers and tenants.

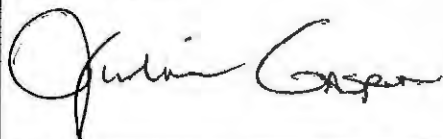
ACKNOWLEDGEMENT

(Please read carefully)

The undersigned represents that he/she is the Applicant or an officer or other authorized agent of the Applicant and that he/she is 21 years of age or over. The undersigned further acknowledges he/she has read and is familiar with the Rules and Regulations Governing Use of the Common Area of the Shopping Center (see reverse side) and agrees that permission to use the Common Area is expressly conditioned upon Applicant's acceptance and continuing observation of the Rules and Regulations.

Name of person completing application MICHAEL L. MANCUSO	Street Address (if different than above) 1115 Outlet Center Dr.	
Title (if any) PRESIDENT & CEO	City, State, Zip Smithfield NC 27577	
Signature 	Date 8/16/18	Phone No. 919-934-9166

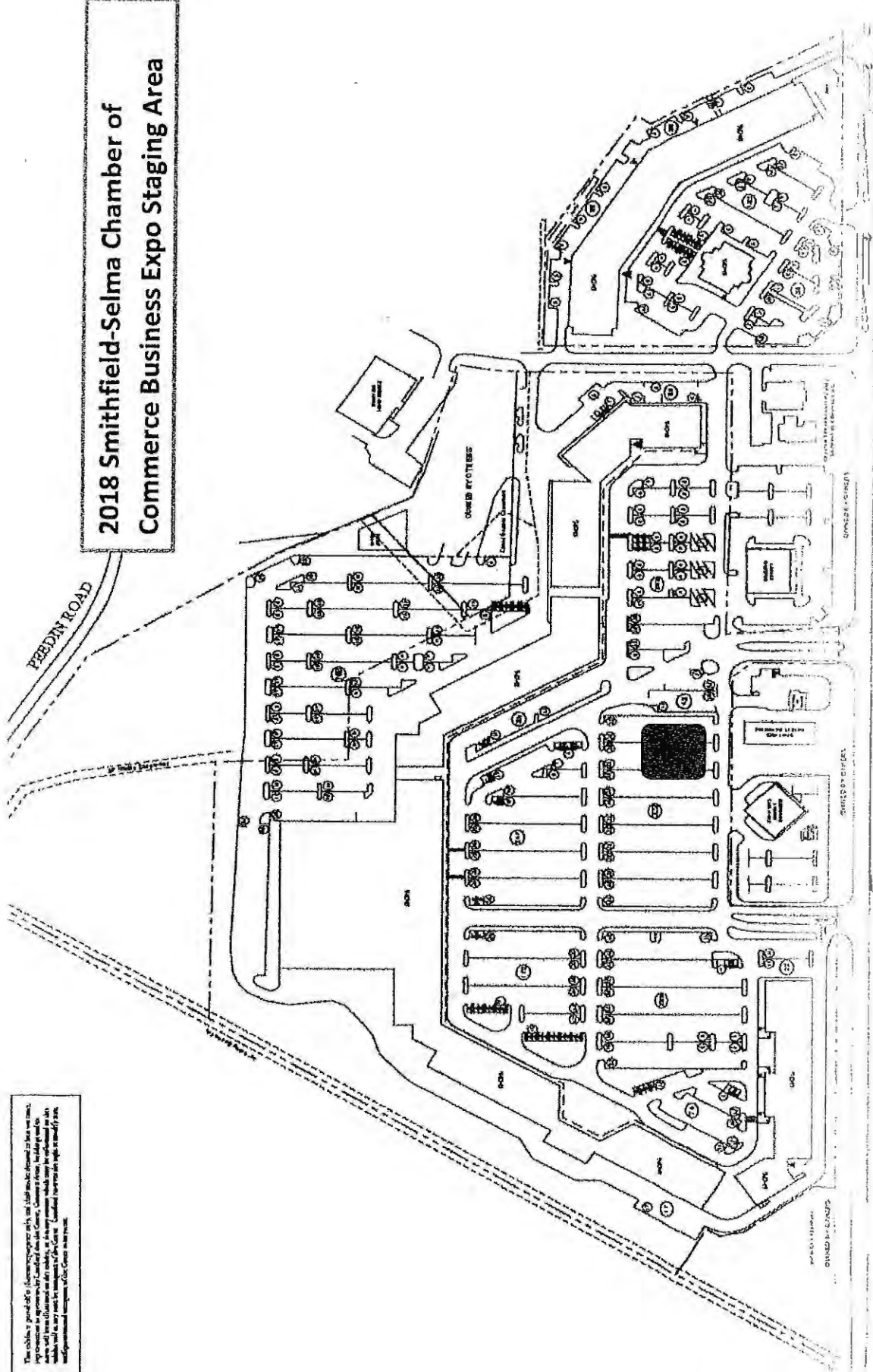
PERMIT TO USE COMMON AREA

<p>The Individual/Organization named above has permission to use the designated portion of the Common Area during the hours and date(s), stated above subject to the Shopping Center's policies and to the Rules and Regulations stated on the reverse side.</p> <p><input checked="" type="checkbox"/> Please locate the exhibit, display, or equipment in the Mall Common Area as indicated on the attached map of the Mall.</p>	Authorized Signature 	Date 8/16/18
	For: Carolina Premium Outlets, LLC	
	a Delaware limited liability company	

RULES AND REGULATIONS GOVERNING THE USE OF SHOPPING CENTER COMMON AREA

- A. Users cannot conduct any activity within the Shopping Center without having first obtained a permit. A permit will be granted only for use of that area designated as Common Area.
- B. A User may apply for a permit to use the Common Area within the Shopping Center at the management office during the hours of 9:00 a.m. to 4:00 p.m., Monday through Friday. Application shall be in the form required by the shopping center management and subject to these rules and regulations and should be made no later than 30 days prior to the day requested by the User for use of the Common Area.
- C. In making a determination as to whether a permit to use the Common Area within the Shopping Center shall be issued, the following points will be considered: The nature of the activity; the dates, times and duration of the activity; the risk of injury to any person or property the risk of unreasonable interference with the primary commercial activities of Shopping Center. Applications will be considered on a first-come, first-served basis.
- D. Each User shall agree to comply with the following conditions and rules:
 1. The activity shall be confined to a specific use of the Common Area as described on the Application and will be limited to dates and times specified on the Application and confined to the Common Area.
 2. Users shall at all times during its use of the Common Area provide sufficient supervision and maintain adequate control of its members, guests or invitees. Shopping center management, in its sole discretion, shall determine if any User is not appropriately dressed. Any User violating this paragraph may be asked to immediately leave the Shopping Center.
 3. In the event that there are any licenses or permits required by any governmental agency or authority with respect to the type of activity carried on, Users shall be responsible for obtaining any necessary licenses, authorizations or permits. No unlawful activities shall be permitted in the use of the Common Area including but not limited to the use of alcoholic beverages or gambling.
 4. All Users using the Common Area assume liability for and shall indemnify and hold harmless the shopping center owners, managers and tenants (and all their partners, shareholders, directors, managers, employees, customers and invitees), against and from any and all liabilities, obligations, losses, penalties, claims, suits, damages, expenses, disbursements (including legal fees and expenses), or costs of any kind and nature whatsoever in any way relating to or arising out of any activity of the Users (including without limitation the activities of the User's members, officers, directors, employees, agents, contractors, servants within the Shopping Center). The shopping center owners, managers and tenants (and all their partners, shareholders, directors, managers, employees, customers and invitees) shall not be liable to any User using the Common Area or any other person on or about the shopping center, the adjoining grounds and parking lot, by the User's consent, invitation or license, express or implied, for any loss, expense or damage, either to the person or property sustained by reason of any condition of the Common Area or the shopping center, or due to any act of the shopping center owners, managers and tenants (and all their partners, shareholders, directors, managers, employees, customers and invitees).
 5. If the application is for any activity which may reasonably be expected to cause public disorder or injury to any person or property or to require substantial cleaning, repairs, or restoration in order to return any area of the Shopping Center to the condition existing immediately prior to the commencement of the activity, the shopping center management may, as a condition to granting a permit, require security for the performance of the Applicant's obligation as licensee under such permit and these rules and regulations. Such security shall be in a form satisfactory to the shopping center management and may be a cash deposit, a bond, insurance policy, or other adequate assurance of the applicant's performance. Where such determination is made and insurance is required, such insurance shall be in the minimum of a commercial general liability policy having limit of \$2,000,000.00 per occurrence with a \$2,000,000.00 aggregate, naming the shopping center owner, manager and Simon Property Group, Inc. as additional insured.
 6. Unless otherwise permitted by shopping center management the User shall not vend or peddle, or solicit orders for sale or distribution of merchandise, devices, services, periodicals, books, pamphlets, tickets or other material whatsoever. User shall not exhibit any sign, plaque or banner, notice or any other written material in or around the Shopping Center without prior written approval of shopping center management.
 7. The User shall not use any vehicle, motor, camera, lighting device or projector on the Common Area without prior approval of shopping center management. User shall not engage in any fighting or direct the use of any physical force, abusive or obscene language or threats toward any other person or engage in any other form of improper behavior such as the making of unreasonable noise or coarse or offensive utterances, gestures or displays which causes or is likely to cause significant public inconvenience, annoyance or alarm. In addition, the User shall not permit the emission of noise or odors or use any device or paraphernalia, which may constitute a nuisance such as loudspeakers, sound amplifiers, radios, televisions or phonographs without prior written approval by shopping center management. If use of vehicles is approved, evidence of auto liability in the amount of \$1,000,000.00 combined single limit must be provided.
 8. Any person or organization using the Common Area shall not engage in any conduct which might interfere with or impede the use of any other facilities of the Shopping Center by any customer, business invitee or employee, employer, or tenant or create a disturbance, attract attention or harass, annoy, disparage or be detrimental to any of the retail establishments of the Shopping Center. Management, in its sole discretion, shall determine whether such objectionable conduct has occurred.
 9. The Common Area shall be surrendered in the same condition as it was upon commencement of its use. All expenses incurred to maintain order and to keep the Common Area free from rubbish will be borne by the User.
 10. If the Management shall deem the use of the Common Area objectionable, at its sole discretion, it may, without any notice whatsoever, terminate the rights of the User to use the Common Area.
 11. At least 30 minutes before commencing their use, all users of the Common Area shall check in and notify the shopping center management that they are ready to proceed with the scheduled activity.
 12. The User shall not obstruct the free flow of pedestrian or vehicular traffic.
 13. Shopping center management may in its sole discretion permit or not permit any person or organization to use the common area or require a User to leave the common area and the shopping center without any liability whatsoever for any damages, claims, losses, actions, suits arising from such removal.

**2018 Smithfield-Selma Chamber of
Commerce Business Expo Staging Area**




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DATE: 12/11/2018
 PROJECT: 2018 Business Expo Site Staging Area
 DRAWING: 2018-0001-01-01
 AUTHOR: J. H. [unreadable]

Site Plan
 1/16, 2018

Carolina Premium Offices
 2225 TimberCrest Drive
 Raleigh, NC 27617
 919.486.8000



SIMON



Request for Town Council Action

**Consent
Agenda
Item:** **SRAC
Membership
Rates for
Employees**
Date: 09/04/2018

Subject: Amendment to SRAC Membership Rates for Employees
Department: Parks and Recreation – Aquatics Center
Presented by: Michael Scott, Town Manager
Presentation: Consent Agenda

Issue Statement

Staff is requesting the clarification and approval of amended SRAC membership rates for employees of the Town of Smithfield and Johnston County Public Schools.

Financial Impact

Likely not to exceed \$6,000 for the remainder of FY 2018-2019

Action Needed

Consideration and approval of recommendation.

Recommendation

Approval of request to amend the Town's Fee Schedule to reflect the proposed free/reduced rates for Town of Smithfield and Johnston County Public School employees.

Approved: Town Manager Town Attorney

Attachments:

1. Staff report
2. Fee Schedule



Staff Report

**Consent
Agenda
Item: SRAC
Membership
Rates for
Employees**

At the June 05, 2018 Council Meeting, Council adopted the proposed FY 2018-2019 Budget, including the updated Fee Schedule. Upon review following that adoption, it was noticed that there was miscommunication on the intended SRAC membership rates for the employees of the Town of Smithfield and Johnston County Public Schools.

At the July 10, 2018 Council Meeting staff received questions regarding the tax responsibilities, should employees receive free SRAC memberships as an employee benefit for the Town. While the matter remains gray, our current benefit services provider, MARK III, has advised the benefit would not be taxable and is being done in other communities in North Carolina.

Full-time Johnston County Public Schools employees shall pay 75% of the applicable membership rate.

TOWN OF SMITHFIELD
FY 2018-2019
~~**ADOPTED JUNE 5, 2018**~~
Adopted September 4, 2018
Excerpt of the
DEPARTMENTAL FEE SCHEDULE

Recreation & Aquatics Center

Membership Rates are based on annual agreements.

Members receive a 10% discounts on services and programs.

Smithfield Residents are those persons living within the corporate limits of Smithfield.

Enrollment Fee: \$35.00/ per person

Monthly Drafts/Annual Payment 10% Discount

Membership Type	Smithfield Residents		Non-Resident Rates	
	Community	Corporate	Community	Corporate
Individual	\$40.00 / \$432.00	\$30.00/ \$324.00	\$52.00/ 561.60	\$42.00/ 453.60
Senior (Ind)	\$25.00/ 300.00	\$25.00/ 300.00	\$40.00/453.60	\$25.00/ 300.00
Town of Smithfield Employee/	50%-Off Resident Community Rate <i>No charge for Full-Time employees</i>		50%-Off Non-Resident Community Rate <i>No charge for Full-Time employees</i>	
Johnston County School Employee	25% off Resident Community Rate	25% off Resident Applicable Rate	25%-Off Non-Resident Community Rate	25% Off Non-Resident Applicable Rate
Family add-on (per)	\$7.00/ per person	\$7.00/ per person	\$10.00/ per person	\$10.00/ per person

New rates apply upon renewal of contract



Request for Town Council Action

**Consent
Agenda
Item:** **Agreement for
CDBG
Administrative
Services**
Date: 09/04/2018

Subject: Administrative Services for CDBG Grant
Department: General Government
Presented by: Town Manager - Michael Scott
Presentation: Consent Agenda

Issue Statement

The Town Manager is requesting to enter into an agreement with Skip Green and Associates for Administrative Services related to the Community Development Block Grant Neighborhood Revitalization Grant

Financial Impact

None. The grant is up to \$750,000 with no matching funds required. Grants funds will pay for all administration fees

Action Needed

Approve entering into an agreement with Skip Green and Associates for Administrative Services related to the Community Development Block Grant Neighborhood Revitalization Grant

Recommendation

Staff recommends approval of the agreement with Skip Green and Associates

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Request for Proposals
3. Proposal submitted from Skip Green and Associates



Staff Report

**Consent
Agenda
Item:** **Agreement for
CDBG
Administrative
Services**

The Town of Smithfield is interested in seeking funds from the State's Small Cities Community Development Block Grant Program (CDBG). On July 6, 2018, the Town of Smithfield advertised requesting proposal for administrative assistance for the CDBG Neighborhood Revitalization Grant. At that time, the Town only received one proposal from Skip Green and Associates. On August 17, 2018, the Town of Smithfield re-advertised seeking proposals for administrative services for the CDBG Neighborhood Revitalization Grant. The Town did not receive any additional proposals.

Mr. Green has a vast knowledge of the Community Development Block Grant requirements and has assisted the Town in the past with CDBG funding.

All administrative fees associated with this grant including housing, and may include demolition and clearance, and infrastructure related activities will be paid with CDBG funds.

**SKIP GREEN AND ASSOCIATES, INC.
PROPOSAL
TOWN OF SMITHFIELD CDBG NEIGHBORHOOD
REVITALIZATION PROJECT
ADMINISTRATION SERVICES**

August 1, 2018

Proposal Submission:

Submissions provided to the Town shall include at a minimum:

1. Individual or Firm Information: the consultant or firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications.

Skip Green and Associates, Inc.
123 Windgate Drive
Clayton, NC 27527

Principal: Skip Green, President

Skip Green established Skip Green and Associates in 1983 as a sole proprietorship to perform economic and community development planning, grant preparation and grant administration services for local governments and non-profit groups. Skip Green and Associates incorporated in 2004 as Skip Green and Associates, Inc. Professional services performed by the firm includes the preparation of applications and administration of various Federal and State programs. Skip Green has provided administrative services for the following Small Cities Community Development Block Grant (CDBG) programs: Community Revitalization – Concentrated Needs; Urgent Needs; Housing Development; NC Catalyst; and Economic Development. Skip Green and Associate's resume is included as an attachment.

2. CDBG Grant Administration Experience: description of specialized experience and technical competence of the staff to be assigned to the project with respect to CDBG grant administration and project activities, description of staffs' prior experience, including any similar projects (in particular those funded by CDBG), location, total construction cost, and name of local official knowledgeable regarding the staff's performance. Include at least three references.

Skip Green, Project Administrator: Individual directly responsible for overseeing Skip Green and Associates, Inc. CDBG contract and reporting to the Town Manager. Administration services that include: the preparation of required CDBG policies, plans, procedures and project budget ordinance for Town staff (Manager, Finance Director and Attorney) review and approval before Town Council adoption consideration; prepare environmental documentation and insure no non-administrative activities occur until CDBG funds are released; manage/maintain CDBG project files at the Town Municipal Building; attend meetings/hearings; weekly on-site visits; prepare reports, payment requisitions, amendments, etc. for Town review and action; implementation of CDBG policies/programs including Fair Housing Plan, Section 3 Plan, Equal Employment and Procurement, Anti-Displacement and Relocation Assistance, Town's Housing Plan, direct administration of all non-housing CDBG activities, etc.; and work directly with Mary Watson, Johnston-Lee-Harnett Action (Skip Green and Associates, Inc. subcontractor) to insure the housing activities performed by JLHA staff meet CDBG, Town Housing Program, and Housing Selection Committee requirements and/or selection activities.

Skip Green has provided CDBG project administration for: Community Revitalization – Concentrated Needs (administration includes projects for Brunswick County, Lee County, Town of Clayton, Town of Maxton, Town of Navassa, etc.); Urgent Needs (Camden County); Housing Development (Johnston County Town of Four Oaks); NC Catalyst (City of Dunn); and Economic Development. (administration includes projects for Brunswick County, Caswell County, Davidson County, Duplin County, Pender County, Rowan County, Sampson County, Town of Beulaville, Town of Candor, Town of Clayton, Town of Four Oaks, Town of Mt. Gilead, Town of Pine Level, Town of Rockwell, Town of Selma, Town of Shallotte, Town of Smithfield, City of Dunn, etc.). Within the past five years Skip Green has administered the following five CDBG projects that have been closed out:

- Housing Development, \$500,000, Johnston County, Chandra Farmer, Public Utilities Director (919) 209-8333/Rick Hester, County Manager (919) 989-5100.
- NC Catalyst, \$500,000, City of Dunn, Steven Neuschafer, City Manager (910) 230-3507.
- Economic Development, \$750,000, Pender County, Michael Mack, Special Project Coordinator (910) 259-1280/Randell Woodruff, County Manager (910) 259-1200.
- Economic Development, \$566,925, Sampson County, John Swope, Sampson County Economic Developer (910) 592-8921/ Edwin Causey, County Manager (910) 592-6308.
- Economic Development, \$1,000,000, City of Dunn, Steven Neuschafer, City Manager (910) 230-3507.

E. Marie Watson, Director – Johnston-Lee- Harnett Community Action, Inc. (JLHA) will participate, direct and schedule staff to perform preliminary housing inspections; when required lead and/or asbestos inspections; technical assistance in the preparation of housing rehabilitation loan applications; loan application review for completeness and verification of income documentation; make recommendations for loan application approval; review contractor proposals and making recommendations to develop a qualified bidders list; preparing housing write-ups to submit to qualified bidders; reviewing and making recommendations to award construction contract(s) to the lowest responsible bidder(s); prepare construction contract(s) for execution (Town, Homeowner, and Contractor); provide housing inspections bi-weekly placing notes and photographs in individual housing file; reviewing contractor requests for payment and making recommendation for payment; preparing and making recommendations on rehabilitation change orders; coordinating loan closings; provide neighborhood and individual homeowner meetings concerning the role of the Housing Selection Committee; the Town's Housing Program; and meetings with approved rehabilitation loan homeowners concerning finance/budgets and home maintenance.

She will set up and lead neighborhood and individual homeowner meetings concerning the role of the Housing Selection Committee; the Town's Housing Program; and meetings with approved rehabilitation loan homeowners concerning finance/budgets and home maintenance.

Marie Watson has served as the Executive Director of JLHA since its 1987 inception. She is directly responsible for the development and implementation of JLHA's community activities that include housing assistance through the administration of North Carolina Weatherization Program and NC Housing Finance Agency Single Family Rehabilitation, Urgent Repair, and Hurricane Matthew Housing Repair programs. Administration services include community and individual program information dissemination; loan application development, review, verification and approval/disapproval; housing write-ups; bidding, awarding and entering into contracts with private rehabilitation contractors or rehabilitate houses using JLHA contractors; provide inspections; review/approve contractor application for payment; loan closing; financial management and housing maintenance conferences with participating homeowners.

Marie Watson oversees the yearly administration of approximately 85 houses through the North Carolina Weatherization Assistance Program and 18 houses rehabilitated through the NC Housing Finance Agency Urgent Repair Program. Summary information for 2017 for these programs follow.

<u>Year</u>	<u>Program</u>	<u>Number Houses</u>	<u>Total Cost</u>
2017	Weatherization	85	\$719,975
2017	Urgent Repair	18	\$100,000

Wayne Fitzgerald Bodrick, (Energy/Housing Director – JLHA) Housing Specialist will supervise and directly perform housing inspections, including energy audits, asbestos and lead based paint inspections; housing inspections; review/approve contractor application for payments and change orders; perform final inspection; warranty calls.

Christopher Kornegay (Energy Rater/Quality Control Inspector – JLHA) Housing Specialist will perform housing write—ups; housing inspections, including energy audits and lead based paint inspections; housing inspections; review/approve contractor application for payments and change orders; perform final inspection; warranty calls.

Mal Watson (Energy/Housing Assistant – JLHA) Housing Assistant will assist Housing Specialist and Housing Technician. Housing Specialist assistance includes assistance with initial housing inspections specific to lead paint and asbestos identification and mitigation; weatherization; carbon monoxide analysis; and crawlspace. Housing Technician assistance includes: assistance in receiving and processing loan applications; identifying, counseling, and assisting Housing Program participants in solving housing-energy related problems; and ensure participating homeowner education has been completed.

Michelle Snead (Housing Technician – JLHA) Housing Specialist will perform: loan application development including assisting homeowners in completing the application and providing required documentation; provide homeowners with information/answer questions concerning the Town's housing loan program; maintain housing budget ledger; maintain income and protective class data on house that have been renovated; and maintain individual project files for each participating homeowner that includes: Survey included with the application; loan application with support documentation; income verification; deed with title search; initial inspection including lead based paint and asbestos as applicable;

housing write-up; bid/contractor selection; Town Council bid approval; executed construction contract; change-orders; contractor applications for payment with evidence of payment attached with each application for payment; individual inspections with photographs; homeowner's acceptance of work; building inspectors approval(s); loan closing including recorded deed of trust.

References for JLCA North Carolina Weatherization Assistance and NC Housing Finance Agency housing rehabilitation administration follow.

- North Carolina Weatherization Program, Maye Hickman, Program Manager. (919)707-9249
- North Carolina Housing Finance Agency, Michael Handley, Manager of Home Ownership Rehabilitation. (919) 877-5627

3. Consultant / Firm Capability: description of firm's current work activities, capability of carrying out all aspects of CDBG related activities, and firm's anticipated availability during the term of the project.

Skip Green and Associates, Inc. is not currently administering a CDBG project. If approved, Skip Green and Associates, Inc. could possibly be administering a Town of Smithfield and City of Dunn CDBG Neighborhood Revitalization project. Skip Green and Associates, Inc. cost estimate has Skip Green making a weekly site-visit to each of these projects (same day) and a Housing Specialist providing bi-weekly inspections.

The prior section "2. Grant Administration Experience" shows the capability of Skip Green and Associates, Inc. and its subcontractor JLHA to carry out all aspects of CDBG related activities.

4. Cost of Services: Indicate a fee for service as a lump sum or not-to-exceed and explanation of the basis for the fee;

Skip Green and Associates proposes a lump sum fee of \$75,000. This fee consists of \$18,000 being paid for Skip Green's direct administrative services and \$57,000 for housing services being provided by JLHA. This cost includes clerical, supplies, mileage, etc. and weekly (Skip Green) and bi-weekly (housing specialist) on-site visits.

5. Documentation of compliance with state and federal debarment/ eligibility requirements.

Copies of pages from State and Federal websites showing debarred firms are attached. Neither Skip Green and Associates, Inc. or Johnston-Lee-Harnett Community Action, Inc. appear on the printouts.

6. Documentation of Section 3 Business status.

NA.

RESUMES

JESSE "SKIP" WOODROWN GREEN, JR.

EDUCATION:

Appalachian State University,
Boone, North Carolina (1969-1973)
Bachelor of Arts Degree, 1973
Major: Geography
Minor: Anthropology

**PROFESSIONAL
EXPERIENCE:**

June 1983 to Present

Principal, Skip Green and Associates, Inc.

In 1983 Skip Green established Skip Green and Associates as a sole proprietorship to perform economic and community development planning, grant preparation and grant administration services for local governments and non-profit groups. Skip Green and Associates incorporated in 2004 as Skip Green and Associates, Inc. Professional services performed by Skip Green and Associates includes the preparation of applications and administration of the following programs: **Economic Development Administration**-Planning, Technical Assistance, Construction and Economic Adjustment projects; **Housing and Urban Development** - Urban Development Action Grant; and Disaster Recovery Initiative Grant projects; **North Carolina Department of Commerce Small Community Development Block Grant**: - Community Revitalization, Catalyst, Economic Development, Housing Demonstration, Planning. and Urgent Needs projects; **Farmers Home Administration** - Rural Enterprise Business Grant and Community Facilities Loan projects; **NC Rural Economic Center** - Capacity, Supplemental; Unsewered Communities Grant, STEP Applications; Building Restoration and Reuse, Economic Innovation and Economic Infrastructure Program projects; **North Carolina Department of Environmental Quality, Water Infrastructure Division** - State Clean Water Revolving Loan; State Bond Grant; State SRLF Loan; and EPA Unsewered Communities Hardship Grant projects; **North Carolina Department of Commerce, Rural Economic Development Division** - Economic Infrastructure Program; Building Reuse Program, Industrial Development Fund; Small Cities Community Development Block Grant Program (Economic Development and Building Reuse) projects; **Clean Water Management Trust Fund** projects, **North Carolina Parks and Recreation PARTF** grants and **Gold Leaf Foundation** (Economic Development and Open Cycle) projects, Z Smith Reynolds OFF Initiative project; and NC Housing Finance Agency - Energy Efficient Housing Production projects. Application development includes the preparation and assemblage of specific program requirements including civil rights (AAP, employment goals, etc.), legal (legally binding commitments, loan agreements, land/rights-of-way easements, etc.), environmental (assessments, State Clearinghouse), and budget documentation. Additional activities include the preparation of capital improvement plans including potential infrastructure funding sources/matrixs; contracting with the State of North Carolina for Hurricane Fran and Floyd disaster recovery relief efforts; a Town-wide Water Study; a Processed Scrap Tire Material Market Development Grant Application - North Carolina Division of Waste Management; a feasibility study on the consolidation of a jail, police and court facilities; a study on public facility privatization; two Transportation Development Plans; and an Industrial Park Feasibility Study.

Infrastructure project development includes the use of multiple funding agencies. Examples of recent projects using multiple funding agencies follow: (1) Town of Clayton and Johnston County – East Clayton Industrial Area (ECIA) Improvements that serve Novo Nordisk Pharmaceutical Industries, Incorporated's (NNPII) new Diabetic Active Ingredient Production (DAPI) facility – funding agencies/ EDA, Golden Leaf and REDD; (2) City of Dunn – I-95 water and sewer improvements that serve Rooms To Go new regional distribution center – funding agencies/ CDBG-ED, EDA, REDD/Rural Center, and Golden LEAF (3) Pender County – 0.5 MGD Wastewater Treatment Plant to serve Pender County's Pender Business Park and its first tenant RC Creations LLC d/b/a Acme Smoked Fish of North Carolina – funding agencies/ CDBG-ED, EDA, REDD, and Golden LEAF; and (4) Sampson County – I-40/Exit 355 interchange water improvements that serve its first tenant Enviva Pellets Sampson, LLC- funding agencies/ CDBG-ED, EDA, REDD, and Golden LEAF.

1982-June 1983

Planner, Koonce, Noble and Associates

Developed economic and community development projects. Prepared capital improvement plans for street, curb and gutter, storm drainage and sidewalks. Provided clients with update status of federal and state economic and community development programs. Prepared federal and state grants. Prepared plans for industrial parks and recreational parks as well as marketing information for the firm.

1975-1982

Community Development Specialist II, North Carolina
Department of Natural Resources and Community
Development

Served as the Assistant Economic Development Representative in the U.S. Department of Commerce's, Economic Development Administration Office. Developed and maintained effective relations and communications with public and private officials and organizations engaged in activities designed to further economic development of communities, cities, counties and the state. Assisted industries in securing federal loans. Worked with industries, local governments and educational/training agencies to place economically disadvantaged in private sector jobs. Developed technical information concerning the U.S. Department of Commerce's Economic Development Administration's programs. Disseminated program information to 92 counties and 17 substate planning organizations. Conducted workshops on economic development programs. Reviewed grant/loan applications for economic justification, budget commitments, legality, engineering feasibility and federal/state environmental, as well as, civil rights and construction management compliance.

Provided technical assistance in the preceding areas to grant recipients. Made funding recommendations on \$6 to \$14 million program. Developed procedures to streamline the time necessary to complete grant and loan applications. (Procedures were developed that cut assembly time by up to 80%.)

1973-1975 Administrative Assistant, Center for Continuing Education
Appalachian State University

Directly responsible to the Associate Director having supervisory, administrative and technical responsibilities. Responsible for supervision of three shifts - thirty-two employees. Met with supervisors in each support service to discuss daily, weekly and monthly operations. Support services included front desk, hotel, food and conference accommodations. Insured proper scheduling of employees to insure a high standard of service while meeting budget requirements. Worked closely with the Associate Director on budget, organization, performance and personnel matters. Worked daily with the Registrar and Reservation Manager to insure coordination between actual accommodations and conference needs. Assisted in the training of interns. Insured proper accounting records were kept. Promoted sales and marketing through the development of brochures, pamphlets, etc.

A partial list of projects Skip Green and Associates, Inc. has been involved in during the past four years that resulted in applications being submitted and approved and the Skip Green and Associates, Inc. is providing/provided administrative service follows.

- Town of Clayton - Rural Economic Development Division (REDD) Programs
- Infrastructure: Water and sewer - Novo DAPI (\$250,000)*
- Building Reuse Program: CPL Holdings, LLC/Triangle Confections (\$320,000)*
- Economic Development Administration (EDA),
US Department of Commerce
Sewer improvements – NNPII DAPI (\$2,500,000) *NOTE:
Joint with Johnston County*
- Golden LEAF Economic Catalyst
Regional pretreatment facility - NNPII DAPI (\$4,000,000)

- City of Dunn
- CDBG Catalyst
Harnett Training School Apartments (\$500,000)

 - CDBG-ED
Water and sewer – Rooms To Go (\$1,000,000)

 - Golden LEAF (Economic Catalyst)
Water and sewer – Rooms To Go (448,100)

 - REDD/Rural Center
Infrastructure: Water and sewer – Rooms To Go
(\$1,000,000)

 - *Building Reuse* – The Organic Butcher Shop (\$25,000)
- City of Graham
- REDD
Building Reuse - Peak-Alamance (\$400,000)
- Harnett County
- REDD
Infrastructure: Water improvements – Dupree Farms
(\$125,000)
- Johnston County
- CDBG Housing Development
Brookside Landing (\$500,000)

 - REDD
Building Reuse: Teknion Studios (\$320,000)

 - Infrastructure:* Regional sewer pump station improvements
– NNPII (\$350,000)

 - Infrastructure:* Regional water pump station improvements
– NNPII DAPI (\$250,000)

 - Golden LEAF Open Cycle Program
Novo (\$119,400)

 - EDA, US Department of Commerce
Sewer Pump Station/WWTP Improvements - NNPII
(\$1,020,000)

 - Water booster pump expansion - NNPII DAPI (\$2,622,500)
NOTE: Joint with Town of Clayton

- Town of Lillington
 - REDD
Building Reuse: SAAB Barracuda (\$148,868)
- Town of Nags Head
 - REDD
Building Reuse: Peak – Outer Banks (\$500,000)
- Pender County
 - REDD
Infrastructure: 0.5 MGD WWTP – RC Creations LLC d/b/a Acme Smoked Fish North Carolina (\$500,000)
 - GoldenLEAF Grant (Economic Catalyst)
0.5 MGD WWTP – RC Creations LLC d/b/a Acme Smoked Fish North Carolina (\$400,000)
 - CDBG-ED
0.5 MGD WWTP – RC Creations LLC d/b/a Acme Smoked Fish North Carolina (\$750,000)
 - EDA, US Department of Commerce
0.5 MGD WWTP – RC Creations LLC d/b/a Acme Smoked Fish North Carolina (\$2,275,000)
- Sampson County
 - REDD
Building Reuse: Brooks Brothers (\$110.00)

Building Reuse: Farm Fresh (\$180.00)

Infrastructure: Elevated water tank and water main – Enviva (\$781,500)
 - CDBG-ED Grant
Elevated water tank and water main – Enviva (\$546,925)
 - EDA, U.S. Department of Commerce
Test and production wells – Enviva (\$684,750)
- City of Sanford
 - Golden LEAF Open Cycle Grant
Sewer extension – VA Outpatient Clinic (\$200,000)
 - REDD
Water extension – Comfort First Heating and Cooling (\$103,615).
- Town of Smithfield
 - REDD
Building Reuse: Atlantic Resources Incorporated (\$175,000)

RESUME

E. MARIE WATSON
1352 Little Divine Rd
Selma, N. C. 27576
(919) 965-2551

EDUCATION

A.A.S. Business Administration and Pre-Liberal Arts: Johnston
Community College
B. S. Human Sciences - North Carolina Central University,
Graduated Summa Cum Laude
UNC-Chapel Hill Management Training
Center for Creative Leadership Management Program
Certified Housing Counselor Program Administrator
National Certified Grant Writer
William Glasser Institute Choice Theory, Realty Therapy
Stephen Covey's 7 Habits of Highly Effective People Program
Masters of Elementary Education at North Carolina Central
University - Graduated Summa Cum Laude
Doctorate of Theology at Bible Faith International Seminary

PROFESSION

1987 - Present Executive Director: Johnston-Lee-Harnett
Community Action, Inc.
1979 - 1987 Administrative Assistant, Secretary, Assistant
Crisis Counselor Johnston-Lee-Harnett Community
Action, Inc.
1974 - 1977 Assistant Bookkeeper: Max Pfeffer & Son, New York
1972 - 1974 Computer Operator: Chase Manhattan Bank, New York

ORGANIZATIONS AND AFFILIATIONS

Member of the North Carolina Interagency Council for
Coordinating Homeless Programs - 2018
Distinguished Service Award NAACP - 2015
Past Board Member for Neuse Charter School - 2006 - 2014
Paul Harris Fellow - Smithfield Rotary Club - 2006
Former Board Member and former Secretary for the Capital Area
Workforce Development Board - 1991- 2014
Former member Southeast Rural Community Assistance Project Board
Member of the Johnston County Area Transit Advisory Board
Member and Chairman Johnston County Jury Commission-1999-Present
Region 7 Homeless Committee Regional Lead - 2018

RESUME

E. MARIE WATSON

PAGE 2

ORGANIZATIONS AND AFFILIATIONS CONTINUED

Board Member and Secretary Southeast RCAP - 2012- Present
Chairman of the Lee County Emergency Food and Shelter Board
Advisory Board Member Bank of Four Oaks - 2002 - Present
Chairman Johnston County Emergency Food & Shelter Board
Member of Energy Policy Advisory Council for Weatherization
Former Member Legal Aid of North Carolina Advisory Committee
Former Member of Smithfield-Selma Chamber of Commerce Board
Member and Past President Southeastern Association of Community
Action Agencies 2005 - Present
Past Member of the Capital Area Workforce Development Board
Youth Council
Chief Judge East Selma Precinct
Member of Community Action Partnership
Former Board Member Carolina Pines Girls Scout - 2003 - 2005
Board Member and Former President North Carolina Community
Action Association - 1997-2001
Former Treasurer North Carolina Community Action Association
1985 - 1997
Former Member Greater Triangle United Way Executive Director
Council
Former Member Greater Triangle Johnston County Resource
Investment Cabinet
Member and Past President Johnston County Citizens Association
Former Regional Lead Lee-Harnett Counties Housing Committee

Wayne Fitzgerald Bodrick

22 Clover Drive
Princeton, NC 27569
919-464-5046
wayne.bodrick@yahoo.com

Objective: An interesting position with a growing company

Experience:

Johnston-Lee-Harnett Community Action, Inc. Smithfield, NC
Energy/Housing Director June 1, 2014 to Present

- Supervise and oversee Weatherization Department.
- Final Inspections for Weatherization and HARRP Jobs.
- Weatherization/HARRP AR4CA Reporting.

Sona, BLW Smithfield, NC
Facility Maintenance April 1, 2014 to May 31, 2014

- Inspected facility heating and air conditioning, electrical panel boxes, and water tower.
- Repaired plumbing; replace fixtures, equipment and machinery.
- Patched or replaced roofs on facility buildings.
- Caulked, sanded, patched walls, and repainted surfaces.
- Removed and replaced windows and doors.

Johnston-Lee-Harnett Community Action, Inc. Smithfield, NC
Energy Auditor August 2009 to September 2013

- Received and processed referrals of clients with housing problems.
- Inspected and tested electrical household appliances, such as refrigerators, gas stoves, heating unit.
- Determined eligibility for assistance.
- Provided client with education and materials such as compact fluorescent bulbs and furnace filters.
- Installed carbon monoxide and smoke detectors.

Eaton Corporation Selma, NC
Shipping and Receiving June 2004 to August 2009

- Distributed materials and entered production numbers into spreadsheets.
- Maintained the supply room.
- Operated forklift to load and unload trucks.

Channel Masters Smithfield, NC
Forklift Operator and Machine Operator June 1997 to August 2004

- Distributed materials to each machine and operated machine in relief.

Wayne Fitzgerald Bodrick

- Kept work area clean.
- Measured out materials to each machine.

Aapco

Goldsboro, NC

Sales Manager

August 1994 to June 1997

- Sold exterior trim like vinyl siding, windows and doors and roofing materials.
- Called on customers to get orders.
- Prepared contracts.
- Supervised six salesmen.

U.S. Army

Fort Sill, OK

Combat Engineer

June 1989 to July 1993

- Operated a 5-ton dump truck.
- Supervised other soldiers.
- Demolition experts.
- Special Op Soldiers.

Johnston-Lee Community Action

Smithfield, NC

Construction Assistant

January 1984 to June 1989

- Completed basic construction and carpentry.
- Remodeled houses.
- Completed plumbing jobs.

Education:

Johnston Community College

Smithfield, NC

Associates in Applied Science

Additional Training:

- Energy Solutions Research and Training- Quality Control Inspector (32 Hours).
- Certified Blower Door Operations.
- North Carolina Occupational Safety and Health Education and Research Center- Certified Asbestos Operations and Maintenance.
- The Building Science Institute of NC- Certificate Duct Leakage Training.
- Craven County Health Department- Lead Safety for Renovation, Repair and Painting Initial.
- Energy Solutions Research & Training- Mobile Home Training, CAZ Training, Weatherization Training, Building Analyst Professional Training, Residential Energy Training.
- Quality Control Inspector Training
- Weatherization Assistant Certification

Wayne Fitzgerald Bodrick

- Mobile Home Training

References: Available upon request

Christopher Kornegay

ckornsr@gmail.com • 70 Whitley Way, Smithfield NC 27577 • 919-634-8068

Education

Liberty University

2016 Masters Degree: Divinity & Theological Studies

University of Mount Olive

2011 Bachelors Degree: Healthcare Management

Johnston Community College

2003 Associates Degree: Radiology

- Member of Student Government Assoc.
- Member of Radiology Club

Professional Affiliations

NAR- National Association of Realtors

RRAR- Raleigh Regional Association of Realtors

NCREC- North Carolina Real Estate Commission

ASRT- American Society of Radiologic Technologists

NCSRT- North Carolina Society of Radiologic Technologists

QCI- BPI Quality Control Inspector

NAACP- National Association for the Advancement of Colored People

Experience

Johnston-Lee-Harnett Community Action, Inc | 1102 Massey St, Smithfield NC

Energy Rater/QCI 07/2016 -present

Responsibilities include performing initial audits on homes, final audits, AR4CA to document and maintain work orders and files, work on LIHEAP and DOE projects

- 2016 Confined space training
- CAZ and Combustion training
- HEP/BPI Energy Auditor Training
- 2017 Lead Safety for Renovation, Repair & Painting Initial
- 2017 Home Performance Conference

Christopher Kornegay

• • •

- HEP/BPI QCI training
- Certified Professional Career Path Instruction
- Asthma and Environmental Control
- HAM (Heat, Air, Moisture) training
- Ethics training
- ASHRAE 62.2 Compliance Training
- A Better Way to Baseline
- Zonal Pressure Diagnostic Training
- BPI Certification Training
- Crawlspace Training
- Combustion Safety Protocol Training

Coldwell Banker HPW | 1002 Vandora Springs Rd, Garner NC

Realtor/ Broker 08/2012 – present

Responsibilities include assisting in Real Estate transactions, managing property (residential and commercial), market properties and strategize to sell, events planner

- 2013 Newcomer of the year
- 2014 Exceptional Sales Associate
- 2014 Gold Award for Sales
- 2014 reached over 1 million in sales
- 2015 Sapphire Award for Sales

MobilexUSA | Commercial Dr, Raleigh NC

Radiologic Technologist 03/2005 - 04/2011

Responsibilities include perform radiographs, perform EKG's, order and charge exams, organize charts and manage local office

Division of Prisons | 1300 Western Blvd, Raleigh NC

Radiologic Technologist 07/2004 - 03/2005

Responsibilities include perform radiographs, order exams, monitor department, organize charts

Johnston Health Center | 509 N. Brightleaf Blvd, Smithfield NC

Radiologic Technologist 06/2000 - 07/2004

Responsibilities include transport patients to Radiology, perform EKG's and monitor Cardiac patients, perform Xray exams, order and charge exams, manage department on evening shift

Skills

- MS Office

Christopher Kornegay



- Strong Communicator
- Engaging public speaker
- Natural leader
- Marketing strategist
- Events planner
- Exceptional customer service
- Proven patience and self-discipline
- Relationship and team building
- Building planning
- Carpentry and plumbing services
- Framing and general labor
- Floor installation, painting, and roofing

Mal Decoris Watson

9532 NC 96 N • Selma, NC 27576

Experience:

Johnston-lee-Harnett Community Action, Inc. *Smithfield, NC*
Energy/Housing Assistant 1990 to Present

- Assist in receiving and processing referrals of clients with housing problems.
- Assist in identifying, counseling, and assisting clients in solving housing-energy related problems, particularly in areas of Weatherization.
- Determines eligibility for assistance according to current guidelines.
- Makes in-house referrals as well as to other agencies when appropriate.
- Assist with inspecting homes of qualified participants to determine extent services are needed.
- Calculate materials needed to weatherize houses.
- Take pictures of completed measures.
- Perform pre blower door diagnostics and post combustion diagnostics to appliances.
- Complete initial assessment and enter work orders on AR4CA.
- Ensure client education has been completed.
- Attain client signatures for completion of work.
- Perform all work-related duties assigned by supervisor.

Johnston-Lee-Harnett Community Action, Inc. *Smithfield, NC*
Laborer for Economic Development Program 1975 to 1990

Gay's Construction Company *Smithfield, NC*
Apprentice Carpenter 1972 to 1974

Education:

Smithfield-Selma Senior High School *Smithfield, NC*
High School Diploma 1970

- Received carpentry training from 1969 until 1970.

Johnston Community College *Smithfield, NC*
Auto Body Repair 1971

Technical Trainings:

- May 2018: Weatherization Assistant 8.9; Coordinator/Crew Leader Management; (CAZ) Review Part 1 & 2
- April 2018: Crawlspace: The Good-Bad-Ugly; Combustion Safety; ASHRAE 62.2; A Better Way to Baseline; Asthma & Environmental Control; H.A.M

- December 2016: Caz and Combustion Analysis Field Testing
- April 2016: Confined Space Training
- October 2015: Lead Safety for Renovation, Repair & Painting Initial
- February 2014: NC Weatherization Assistance Program
- October 2013: Asbestos Operations & Maintenance Refresher
- July 2013: Introduction to Duct Leakage Testing
- November 2012: BPI Building Analyst (Classroom & Lab)
- December 2011: Weatherization Assistance Program Certificate of Participation
- October 2011: OSHA Building Analyst (Classroom & Lab)
- September 2006: Heating and Air Conditioning Basic Training
- January 2006: Health and Safety Training; Whole House Weatherization Refresher Course
- December 2005: National Weatherization Training Conference
- February 2005: Mobile Home Weatherization Training
- January 2004: Comprehensive Whole House Weatherization Initiative Training
- May 2002: Carbon Monoxide Safety Training
- May 2001: Carbon Monoxide Analyst Certification

References:

Reference list available upon request.

Michelle R. Snead
43 Emilies Crossing Way Lillington NC 27546* 910-849-7668
mrsnead@embarqmail.com

To attain a position in the human service sector that will allow me assist individuals and families to become self-sufficient.

Experience:

HOUSING TECHNICIAN • JOHNSTON-LEE-HARNETT COMMUNITY ACTION, INC. -
SMITHFIELD, NC • JUNE 2009 – PRESENT

- Interview potential clients to determine eligibility
- Provide clients with information and referrals upon need
- Collaborate with internal and external resources
- Accounts payable, inclusive of reviewing contractors' invoices and submitting for payment
- Community Outreach and Education
- Oversight of program budget
- Maintain clients' files
- Data entry, answering telephone, and record keeping

IN HOME FOSTER CARE PROVIDER • HARNETT COUNTY DEPT. OF SOCIAL
SERVICES – LILLINGTON, NC • JULY 2008 – PRESENT

- Provide a safe, secure, stable and nurturing environment for children placed in my care
- Promote healthy and positive relationships
- Work towards reuniting the children with their biological family through implementation of self-sufficient plans and goal setting

DEPARTMENT MANAGER, MENSWEAR • WAL-MART, SMITHFIELD, NC MAY 1990 –
JANUARY 2004

- Interview potential new hires and training of new hires
- Provided supervision to department employees
- Customer service including resolution of complaints
- Generate sales reports; review and compare to prior year
- Merchandising (floor sets and displays)
- Responsible for making price changes

Michelle R. Snead
43 Emilies Crossing Way Lillington NC 27546* 910-849-7668
mrsnead@embarqmail.com

Education:

Bachelor of Arts Health and Human Service - July 2017 GPA 3.5 - Ashford University
San Diego, CA

Associate of Arts - Liberal Arts - July 2008 - Johnston Community College - Smithfield,
NC

Diploma June 1987 - Smithfield Selma High School- Smithfield, NC

Skills:

Time Management, Problem solving skills, Proficient in Microsoft word, Excel and
PowerPoint, AR4CA computer software, GMS, Accounting Financial Management
System software, Problem solving, Weatherization 8.9 software, Weatherization
Programmatic, fax machine, multiple telephone line operator,

Licenses/ Certifications

Foster Care License- MAPP- Harnett Co, 2009

Community Organization Skills for Community Revitalization and Ownership, 2011

Mental Health First Aid, 2016

References: Available upon request

**DOCUMENTATION OF COMPLIANCE WITH STATE AND FEDERAL
DEBAREMENT/ELIGIBILITY REQUIREMENTS**

Federal

Copies of sections of the current "SAM exclusion public extract" follow that show Johnston-Lee-Harnett Community Action, Inc. and Skip Green and Associates, Inc. are not listed as Federal debarred firms.

Special Em JOHN RADIN FARMS	FCI FORRE C/O BOBBY DAVID LOWREY - REC FORREST C AR	USA	72336	Reciprocal USDA RMA	Ineligible for further	#####	#####	(also BOBI 54MR5YX19				
Firm JOHNNY POTS	310 HOWZE BEACH LANE	SLIDE, IA	USA	70463	7366779	Reciprocal CPA	H	Prohibition Convicted	#####	Indefinite	(also CS E 54MR3M19P	#####
Firm JOHNS PHARMACY, INC.	36 ELM ST.	MANCHESTER NH	USA	3103	1 03E+08	NonProcus HHS	Z	Prohibition Excluded	#####	Indefinite	54MR3M1H9	2/3/1997
Firm JOHNSON MEDICAL, INC.	3600 CHAMBERLAIN, SUITE 356	LOUISVILLE KY	USA	40241	1 02E+08	NonProcus OPM	Z	Ineligible Proceeding	#####	Indefinite	54MR3M1JF	#####
Firm JOHNSON MEDICAL, INC.	3600 CHAMBERLAIN, SUITE 356	LOUISVILLE KY	USA	40241	1 02E+08	NonProcus HHS	Z1	Prohibition Excluded	7/6/1995	Indefinite	54MR3M1KF	#####
Special Em JOHNSON POTATO COMPANY	404 RAYMOND STREET	NORTHAVON NC	USA	58267		Reciprocal USDA-RMA		Prohibition Permanent	4/3/2015	Indefinite	(also JOH1 54MR69V1	
Firm JOHNSON'S PHARMACY	2225 NORTH SCHOOL ST.	HONOLULU HI	USA	96819	1 96E+08	Reciprocal HHS	Z1	Prohibition Excluded	#####	Indefinite	(also JOHN 54MR3MCT7	#####
Firm JOHNSON'S PHARMACY	2225 NORTH SCHOOL ST.	HONOLULU HI	USA	96819	1 96E+08	Reciprocal OPM	Z	Ineligible Proceeding	#####	Indefinite	(also JOHN 54MR3MCT7	#####
Firm JOHNSON'S SUNNY PHARMACY	2225 NORTH SCHOOL ST.	HONOLULU HI	USA	96819	99978756	Reciprocal HHS	Z1	Prohibition Excluded	#####	Indefinite	(also JOHN 54MR3MCT8	#####
Firm JOHNSON'S SUNNY PHARMACY	2225 NORTH SCHOOL ST.	HONOLULU HI	USA	96819	99978756	Reciprocal OPM	Z	Ineligible Proceeding	#####	Indefinite	(also JOHN 54MR3MCT8	#####
Special Em JOINT IRAN-VENEZUELA BANK	AHMAO G. CORNER OF 15TH ST., TOSE TOW TEHRAN		IRN	1.01E+09		Reciprocal TREAS-Cfr, 03-SDN-O		Prohibition PII data has been mas		Indefinite	(also BAN1 54MR3R1ND	#####
Special Em JOINT PARTNERSHIP OF MOHAMMADREZA KHEIDMATI AND ASSOCIATES			XUN			Reciprocal TREAS-OFAC		Prohibition PII data ha	#####	Indefinite	(also XHEE 54MRGGHGM	#####

Firm	SJM SERVICES, INC	10240 67TH DR APT 4F	FOREST HI NY	USA	11375	5.56E+08	Reciprocal ARMY	Ineligible (Proceeding 4/7/2017)	#####	S4MR8BY71
Special En	SK ENGINEERING AND CONSTRUCTION COMPANY, LTD (SK E&C)	#192-18 G JONGRO-GU	SEOUL	KOR			Reciprocal ARMY	Ineligible (Proceeding #####)	indefinite	S4MR62Y76
Special En	SK GATEWAY CLEANERS	4020 MONROE AVENUE	EL PASO TX	USA	79930		Reciprocal DOL	Ineligible (Proceeding 2/1/2016)	#####	(also CHAI S4MR42702
Special En	SK SBERBANK STRAHOVANIE, LLC			XUN			Reciprocal TREAS-OFAC	Prohibitor PII data has been ma	#####	(also SBER S4MR5C28
Special En	SKIRRON HOLDING AG			XUN			Reciprocal TREAS-OF	03-SON 03 Prohibitor PII data has been ma	#####	(also SKIRI S4MR41568
Special En	SKIRRON HOLDING SA			XUN			Reciprocal TREAS-OF	03-SON 03 Prohibitor PII data has been ma	#####	(also SKIRI S4MR41568
Firm	SKLASS DRUG COMPANY	LINDENSTRASSE 2	BAAR	CHE	6340		Reciprocal OPM	R	Ineligible (Proceeding #####)	indefinite
Firm	SKODAS DRUG COMPANY	4000 WEST DIVISION ST.	CHICAGO IL	USA	60651		Reciprocal OPM	R	Ineligible (Proceeding #####)	indefinite
Special En	SKODA JS A.S.	4000 WEST DIVISION ST.	CHICAGO IL	USA	60651		Reciprocal HHS	Z1	Prohibitor Excluded 1 #####	indefinite
Special En	SKODA JS A.S.	ORLIK 266 PIZEN - MESTO PSC 316 06	PIZEN	CZE			Reciprocal TREAS-OFAC	Prohibitor PII data has	9/1/2016	indefinite
Firm	SKY CONTROLS, INC.	2441B-B HAMPTON DRIVE	VALENCIA CA	USA	91355		Reciprocal TREAS-OFAC	Prohibitor PII data has	9/1/2016	indefinite
Firm	SKY CONTROLS, INC.	2441B-B HAMPTON DRIVE	VALENCIA CA	USA	91355		Reciprocal ARMY	A1	Ineligible (Proceeding #####)	6/7/2021
Firm	SKY CONTROLS, INC.	2441B-B HAMPTON DRIVE	VALENCIA CA	USA	91355		Reciprocal ARMY	A	Ineligible (Proceeding #####)	6/7/2021

**DOCUMENTATION OF COMPLIANCE WITH STATE AND FEDERAL
DEBAREMENT/ELIGIBILITY REQUIREMENTS**

State

Copies of sections of the current "North Carolina Department of Administration – North Carolina Debarred Vendors follow that show Johnston-Lee-Harnett Community Action, Inc. and Skip Green and Associates, Inc. are not listed as State debarred vendors.



OR CARO A *Administration*

North Carolina Debarred Vendors

The following is a list of vendors debarred from doing business with the State of North Carolina.

Revised: 7/31/2018

CSV Download →

Show 100 entries

Search:

Vendor Name	City, State	Effective Date	Debarment Reason
1800Bunkbed	Kernersville, NC	9/14/2016	NC E-Procurement Fee Default
A&R Vending	Durham, NC	1/7/2010	NC E-Procurement Fee Default
AC/DC Industries, NC.	Houston, TX	5/19/2011	Contract Default
Acme Distributors Inc.	Brooklyn, NY	11/18/2004	Contract Default

Vendor Name	City, State	Effective Date	Debarment Reason
J. Dorn & Associates, Inc.	Woodstock, GA	9/14/2016	NC E-Procurement Fee Default
JLE Management Group	Cordele GA	7/21/2011	Contract Default
Jordan Lumber Company	Kingfield, ME	2/5/2010	NC E-Procurement Fee Default
K&K Associates LLC of Indiana	Chicago Heights, Il	9/14/2016	NC E-Procurement Fee Default
Kemical-Lubricants, Inc.	Richmond, VA	9/14/2016	NC E-Procurement Fee Default
Knight Bros.,	Salt Lake City, UT	3/18/2010	NC E-Procurement Fee Default Contract Default
Laine Communications	Knoxville, TX	6/21/2007	NC E-Procurement Fee Default
LET US PRODUCE	Norfolk, VA	8/26/2010	NC E-Procurement Fee Default
Lifestyle Landscaping	Hickory, NC	9/14/2016	NC E-Procurement Fee Default
Lincoln Provisions	----	9/24/2012	NC E-Procurement Fee Default
Linton Company	----	11/17/2011	NC Sales and Use Tax Default

Vendor Name	City, State	Effective Date	Debarment Reason
Sellcalculators.com, LLC	Brooklyn, NY	9/14/2016	NC E-Procurement Fee Default
Servco Products, Inc.	Canton, OH	5/27/2010	NC E-Procurement Fee Default
Showcase Products Co.	Douglas, GA	5/31/2007	Contract Default
Shujaa	Harrisburg, NC	4/1/2010	Contract Default
Skyline Supplies LLC	Matthews, NC	7/17/2018	NC E-Procurement Fee Default
Smith and Sons Pavings Co.	----	5/18/2007	NC E-Procurement Fee Default
Smith Housewares & Restaurant Supply	Syracuse, NY	2/5/2010	Contract Default
Society Hill Finishings, LLC		3/1/2005	Other
Somers-Hayes Group, Inc.	Tulsa, OK	1/14/2010	NC E-Procurement Fee Default
Southern Parts	----	10/3/2008	NC E-Procurement Fee Default
Southern Wireless Communications, LLC	----	4/20/2005	Other
Southside Manufacturing	Blairs, Virginia	10/27/2011	NC E-Procurement Fee Default

TOWN OF SMITHFIELD
REQUEST FOR PROPOSALS FOR
GRANT ADMINISTRATION SERVICES

The Town of Smithfield is preparing a North Carolina CDBG Neighborhood Revitalization Grant application that will be submitted to the North Carolina Department of Commerce. The amount of the grant can be up to \$750,000. Approved projects must be completed within 36 months of the grant award. The project will include housing, and may include demolition and clearance, and infrastructure related activities. The purpose of this solicitation is enter into a professional service contract to provide project administration that will be paid with CDBG funds. The execution of the contract is contingent upon successful award of the grant project.

Scope of Services:

Project activities will include housing rehabilitation. Additional project activities may include demolition and clearance, and infrastructure related activities.

Grant administration services shall include, but are not limited to, standard tasks necessary for the implementation of project activities and project conformance with the following CDBG compliance areas:

1. Environmental Review Compliance and Release of Funds and other Funding Conditions;
2. Citizen Participation Compliance;
3. Fair Housing Compliance;
4. Equal Employment and Procurement Compliance;
5. Section 3 Compliance;
6. Section 504 Compliance;
7. Completion of Language Access Plan;
8. Completion of Anti-Displacement and Relocation Assistance Plan;
9. Complaints and Grievance Procedures for Compliance Plans;
10. Labor Standards Compliance;
11. Completion of all required reports and documentation;
12. Assistance with Financial Reimbursements Forms; and
13. Setting up and managing official records;

The services will not include the disbursement or account of funds distributed by the Town's financial officer, legal advice, fiscal audits, or assistance with activities not related to the CDBG project.

Proposal Submission:

Submissions provided to the Town shall include at a minimum:

1. Individual or Firm Information: the consultant or firm's legal name, address, email, and telephone number, the principal(s) of the firm and their experience and qualifications;

2. CDBG Grant Administration Experience: description of specialized experience and technical competence of the staff to be assigned to the project with respect to CDBG grant administration and project activities, description of staffs' prior experience, including any similar projects (in particular those funded by CDBG), location, total construction cost, and name of local official knowledgeable regarding the staff's performance. Include at least three references;
3. Consultant / Firm Capability: description of firm's current work activities, capability of carrying out all aspects of CDBG related activities, and firm's anticipated availability during the term of the project;
4. Cost of Services: Indicate a fee for service as a lump sum or not-to-exceed and explanation of the basis for the fee;
5. Documentation of compliance with state and federal debarment/ eligibility requirements;
6. Documentation of Section 3 Business status.

Proposal Evaluation Criteria:

Proposals for grant administrative services will be evaluated by the Town Manager and at least one Town Council member. Proposals will be considered on an equal competitive basis. The following criteria will be used in the evaluation process:

1. General Qualifications, Competence and Reputation of Firm or Individual Consultant	<u>20</u> points
2. Prior CDBG Grant Experience of Firm or Individual Consultant	<u>20</u> points
3. Qualifications of Actively Involved Staff (assigned staff members of Firm or Consultant)	<u>25</u> points
4. Ability to Address Local Needs	<u>10</u> points
5. Availability	<u>10</u> points
6. Cost.....	<u>5</u> points
7. Qualifications as a Section 3 Business	<u>5</u> points

Upon completion of the review, the Town Manager will make a recommendation to the Town Council for approval.

The above information should be submitted no later than **5:00 p.m., August 1, 2018** to Michael Scott, Town Manager, 350 East Market Street, Smithfield, NC 27577, or delivered to same at 350 East Market Street, Smithfield, NC 27577. For more information, contact Michael Scott, Town Manager, at (919) 934-2116. The Town of Smithfield is an equal opportunity employer and encourages proposals from minority- and women-owned firms. The Town invites the submission of proposals from a certified Section 3 business concern.

This information is available in Spanish or any other language upon request. Please contact, Michael Scott, Town Manager, (919) 934-2116, Town Manager Office, 350 East Market Street, P.O. Box 761, Smithfield, NC 27577 for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, Michael Scott, Town Manager, (919) 934-2116, Town Manager's Office, 350 East Market Street, P.O. Box 761, Smithfield, NC 27577 póngase en contacto con de alojamiento para esta solicitud.



Request for Town Council Action

**Consent
Agenda
Item:** Adoption of
a
Procurement
Policy
Date: 09/04/2018

Subject: Procurement Policy as required for CDBG Funding
Department: Administration
Presented by: Town Manager – Michael Scott
Presentation: Consent Agenda

Issue Statement

In order for the Town to be competitive in the Community Development Block Grant (CDBG) process, the Town must adopt a procurement policy that matches the RFP for grant administration services.

Financial Impact

There would be no financial impact to the budget.

Action Needed

The Council is asked to adopt Resolution #624 (11-2018)

Recommendation

Staff recommends adopting Resolution # 624 (11-2018) adopting a procurement policy as required for the CDBG project.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Resolution # 624 (11-2018)



Staff Report

**Consent
Agenda
Item:** **Adoption of
a
Procurement
Policy**

In order for the Town to have a complete application for CDBG funding, the Town must adopt a policy the following guidelines in the procurement of services and supplies, which will be financed whole or in part by Federal funds as applicable by program regulations.

**TOWN OF SMITHFIELD
RESOLUTION # 624 (11-2018)**

**PROCUREMENT POLICY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

WHEREAS, the Town of Smithfield is participating in the Community Development Block Grant Program under the Housing and Community Development Act of 1974 as administered through the North Carolina Department of Commerce; and

WHEREAS, a Procurement Policy is required for the Town's CDBG project.

NOW, THEREFORE BE IT RESOLVED, to accomplish the above, the Town of Smithfield Town Council hereby adopts the attached Procurement Policy to be used throughout the implementation of this Community Development Block Grant project.

Duly adopted this the 4th day of September, 2018

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk

**Town of Smithfield
Community Development Block Grant Program
Procurement Policy**

The Town of Smithfield (Town) shall use the following guidelines in the procurement of services and supplies, which will be financed whole or in part by Federal funds as applicable by program regulations.

1. OFFICE SUPPLIES AND EQUIPMENT

The Town will use the Small Purchase Procedure for the procurement of supplies (aggregate shall not exceed \$10,000). The Town shall prepare a list of the supplies that are anticipated to be needed during the startup and course of the project. This list will be given to at least three vendors in the general area. The Town shall select the supplier/vendor based upon the low bid for the total purchase.

2. PROFESSIONAL SERVICES

The Town shall use the Competitive Negotiation Procedure for the procurement of professional services. The following guidelines will apply:

- a) A notice soliciting professional service proposals will be placed in a newspaper with local circulation at least 14 days prior to the selection date.
- b) A Request for Proposal will be developed and sent to interested firms or individuals. The Request will follow the procurement guidelines as expressed by Federal program guidelines and set forth clearly the requirements that the offeror shall be expected to fulfill.
- c) Proposals must contain cost of service expressed as a lump sum cost or a not to exceed cost with hourly rates. Note: Engineering firms are **exempt** from having to include a lump sum or not-to-exceed statement in their proposals.
- d) An adequate number of responses from qualified sources must be received in order to proceed with the selection process. If this is not the case, then the Town must follow the above-described procedure for a second time and expand the area of circulation of the advertisement. On the second solicitation, any response may be reviewed for selection, but the Town need not be obligated to accept the single proposal and may elect to begin the process again.
- e) Awards will be made to the responsible firm/person having the ability to perform successfully under the terms and conditions of the proposed procurement. Factors to be considered in the award of contract include: contractor integrity; record of past performance, experience; education; familiarity with the subject matter and with the Town, etc. Contract award cannot be based upon evaluation of cost of service alone. Once a candidate has been selected, the Town at its option may negotiate the cost of service.

Proposals will be reviewed on the following bases.

1. General Qualifications, Competence and Reputation of Firm or Individual Consultant 20 points

The proposal which most clearly meets this review should be ranked highest and should receive a 20 point score. Average proposals should receive a 10 point score. Proposals which contain poor contents should receive a 1 point score. If no proposal is assessed to have superior contents, points awarded for proposals that do not contain poor contents should be consistent at 15 points.

2. Prior CDBG Grant Experience of Firm or Individual Consultant 20 points

The proposal which most clearly meets this review should be ranked highest and should receive a 20 point score. Average proposals should receive a 10 point score. Proposals which contain poor contents should receive a 1 point score. If no proposal is assessed to have superior contents, points awarded for proposals that do not contain poor contents should be consistent at 15 points.

3. Qualifications of Actively Involved Staff (assigned staff members of Firm or Consultant) 25 points

The proposal which most clearly meets this review should be ranked highest and should receive a 25 point score. Average proposals should receive a 12.5 point score. Proposals which contain poor contents should receive a 1 point score. If no proposal is assessed to have superior contents, points awarded for proposals that do not contain poor contents should be consistent at 20 points.

4. Ability to Address Local Needs 10 points

The proposal which most clearly meets this review should be ranked highest and should receive a 10 point score. Average proposal should receive a 5 point score. Proposals which contain poor contents should receive a 1 point score. If no proposal is assessed to have superior contents, points awarded for proposals that do not contain poor contents should be consistent at 8 points.

5. Availability 10 points

The proposal which most clearly meets this review should be ranked highest and should receive a 10 point score. Average proposal should receive a 5 point score. Proposals which contain poor contents should receive a 1 point score. If no proposal is assessed to have superior contents, points awarded for proposals that do not contain poor contents should be consistent at 8 points.

6. Cost (Not applicable for engineering services) 5 points

The proposal with the lowest cost will receive 5 points. Remaining proposals will receive points based on the percentage the low cost RFP is of the proposal time 5 (points). Example: The RFP with the lowest cost (\$60,000) will receive 5 points. A RFP with a \$65,000 cost will receive 4.615 points ($\$60,000/\$65,000 \times 5$ points).

7. Qualifications as a Section 3 Business 5 points

A business providing certification that it is a Section 3 Business will receive 5 points.

The Town has the right to negotiate price with the firm having the highest ranking. In the event that a price cannot be negotiated with the highest-ranking firm, the Town will negotiate with the firm having the next highest ranking. This process will continue until a reasonable price has been negotiated with the professional firm having the highest point total. At this time the firm will be awarded the contract. The Town has the right to reject any or all proposals.

3. CONTRACTUAL SERVICES OVER \$2,000:

These services, including but not limited to contractors for public works activities and housing rehabilitation, shall be secured through the bidding procedure as outlined in OMB Circular A-102, Attachment O which is on file in the Office of the Town Clerk.



Request for Town Council Action

Consent Agenda Item: Certified Site for Economic Development
Date: 09/04/2018

Subject: Certified Site for Economic Development
Department: General Government
Presented by: Tim Kerigan
Presentation: Consent Agenda

Issue Statement

Town staff has diligently been working with the Johnston County Economic Development Director Chris Johnson, Economic Development Consultant Rocky Lane and multiple area property owners to collaborate and hopefully market adjoining properties for a large industrial park.

Financial Impact

Maximum of \$5,000 from the Economic Development budget.

Action Needed

Council approval to proceed with request.

Recommendation

Staff recommends entering into an agreement with the property owners designating the identified property as a "Certified Site" for industrial purposes.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Agreement and Map



Staff Report

**Consent
Agenda
Item:** **Certified Site
for Economic
Development**

There has been a considerable wish and need for sustainable, well-paying jobs in our area. Staff has been working with the Johnston County Economic Development Office and area land owners to combine adjoining properties with purchase options for the purpose of offering a large industrial property tract in order to attract these businesses and jobs. The property in question is within the Town limits, while others adjoin and are located within **the Town's ETJ**. If successful, a land rezoning shall follow for some of the properties.

NORTH CAROLINA

TOWN OF SMITHFIELD

THIS AGREEMENT, Made and Entered into this the ____ day of _____ 2018, by and between **TOWN OF SMITHFIELD**, a body politic with its principal offices in Smithfield, North Carolina, party of the first part, and Louise G Fleming hereinafter called "**Landowner**", party of the second part;
Oliver G Fleming

WITNESSETH:

THAT WHEREAS, the party of the first part is desirous of obtaining various properties within the Town of Smithfield to be certified by the Economic Development Partnership of North Carolina, as "Certified Sites" for industrial uses to prospective purchasers, and;

WHEREAS, the Landowner owns or controls certain lands lying and being in the Town of Smithfield, North Carolina, which the party of the first part has designated as a suitable industrial site, which said tract or parcel of land is more particularly described in "Exhibit A", consisting of 9.8+/- acres which is attached hereto and incorporated herein by reference thereto; and,

WHEREAS, the party of the first part will expend considerable money, effort and-time in preparing the-necessary documentation to present to the State in order to have said tract or parcel of land designated as a "Certified Site" with the Economic Development Partnership of North Carolina; and,

WHEREAS, Landowner is desirous of having said property designated as a "Certified Site" in that it will enhance the value of the property and, also, will make it more marketable; that the parties agree that all costs incurred in having the property approved as a "Certified Site" will be borne by the party of the first part.

NOW, THEREFORE, for a valuable consideration, the receipt of which is hereby acknowledged, each by the other party, the parties do hereby contract and agree as follows:

1. That the Landowner agrees to make the tract or parcel of land identified in "Exhibit A" herein available for sale as an industrial tract and authorizes the party of the first part to include the tract or parcel of land in its application to the Economic Development Partnership of North Carolina, for designation as a "Certified Sites";
2. That the party of the first part agrees to have the necessary documentation prepared and submitted to the Economic Development Partnership of North Carolina in order to have the Landowner's aforesaid tract or parcel of land included in the Economic Development Partnership of North Carolina list of "Certified Sites" for industrial purposes, and that the party of the first part will bear all expenses incurred, to include, but not limited to, a boundary survey, a topographical survey, engineering reports, soil borings and other types of geotechnical and environmental research and analysis as required in the Economic Development Partnership of North Carolina Certified Site criteria. The party of the second part will have access to any and all of the information, data, and documents as soon as they are available and throughout the period of the agreement. At the end of the agreement the party of the second part will receive a copy

of all the accumulated information, data, and documents produced during the Certification process.

- 3. That the Landowners agree to grant a five (5) year, non-exclusive option to the party of the first part at a sales price of \$40,000./acre for the first year and a sales price of \$40,000./acre for year two (2). Other annual adjustments in years three (3) through five (5) as the owner deems necessary, but do not price the property out of the market, will be determined at the conclusion of year two (2) by mutual agreement of both parties.
- 4. The party of the second part agrees to make the acreage available for sale, at the agreed price for industrial uses effective upon the date of signing, and for a period of five (5) years from the date of official certification by the Economic Development Partnership of North Carolina. This agreement shall be automatically renewable for an additional year at the end of the five-year term, unless either party notifies the other party in writing of its intent to terminate the agreement thirty days prior to the expiration of the term.
- 5. The party of the second part agrees that if the tract or parcel of land is sold, by themselves or any personal agent or representative for them, for any use other than industrial purposes; the party of the second part will reimburse the party of the first part any expenses incurred prior to the date of sale by the party of the first part for the certification process, with the amount of reimbursement not to exceed \$2,000.

IN WITNESS WHEREOF, the parties hereto have caused this document to be executed this the day and year first above written.

ATTEST:

TOWN OF SMITHFIELD, NORTH CAROLINA

Mayor

(CORPORATE SEAL)

By : _____ (SEAL)
Town of Smithfield

Louise G Fleming + Oliver G Fleming
Landowner Fleming
+ Louise G. Fleming

NORTH CAROLINA

JOHNSTON COUNTY

I, _____, Notary Public, certify that **Andy Moore** personally came before me this day and acknowledged that he is Mayor of the **TOWN OF SMITHFIELD**, a corporation, and that he, as Mayor, being authorized to do so executed the foregoing on behalf of the corporation.

Witness my hand and official seal, this the _____ day of _____, 2018.

NOTARY PUBLIC

My commission expires: _____

(SEAL)

~~OHIO~~ NC (JRF)

~~FRANKLIN COUNTY~~ Edgecombe Co (JRF)

I, CARA C. ARCHER, Notary Public, certify that Louise G. Fleming personally came before me this day and acknowledged that he is the owner of the property as described in Exhibit "A."

Witness my hand and official seal, this the 21th day of June, 2018.

Cara C. Archer
NOTARY PUBLIC

My commission expires: December 7, 2022

(SEAL)

CARA C. ARCHER
Notary Public
Edgecombe County, NC

EXHIBIT A



Single-Parcel Tax Info

Click on a parcel.

Results for item 1

id	15077034
Tag	15077034
Tax Unique Id	5119206
NCPin	168520-70-9111
Mapsheet No	168520
Owner Name 1	FLEMING, LOUISE G
Owner Name 2	FLEMING, OLIVER G
Mail Address 1	200 TRADE ST
Mail Address 2	APT E-107
Mail Address 3	TARBORO, NC 27886-5032
Site Address 1	
Site Address 2	
Book	02976
Page	0532
Market Value	Link To Tax
Assessed	9.77

Saved Parcel Information





Single-Parcel Tax Info

Click on a parcel.

Results for item 1

id	15077033
Tag	15077033
Tax Unique Id	5138694
NCPin	168520-80-2212
Mapsheet No	168520
Owner Name 1	FLEMING, LOUISE G
Owner Name 2	FLEMING, OLIVER G
Mail Address 1	200 TRADE ST
Mail Address 2	APT E-107
Mail Address 3	TARBORO, NC 27886-5032
Site Address 1	
Site Address 2	
Book	02976
Page	0529
Market Value	Link To Tax
Assessed	3.52

Saved Parcel Information





Request for Town Council Action

Consent 18/19
Agenda Resurfacing
Item: Project (1)
Date: 09/04/2018

Subject: FY 18/19 Resurfacing Project (1)
Department: Public Works
Presented by: Lenny Branch - Public Works Director & Bill Dreitzler - Town Engineer
Presentation: Consent Agenda

Issue Statement

The Public Works Department is proposing the FY 18/19 Resurfacing Project (1) be awarded to JP Edwards Inc.

Financial Impact

If approved by council the 18/19 Resurfacing Project (1) will utilize the budgeted \$403,775.60 in Powell Bill funds.

Action Needed

Council approval to award the 18/19 Resurfacing Project (1) to JP Edwards Inc.

Recommendation

Staff recommends awarding the 18/19 Resurfacing Project (1) to the lowest bidder JP Edwards Inc.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Bid tabulations sheets
3. 18-19 Resurfacing Project (1) Street listing



Staff Report

**Consent
Agenda
Item:** Paving
project

This year's Resurfacing Project (1) consist of 15 streets that will receive a **1" ½ overlay**. Two (2) of the streets will require to be milled down an **1" ½ below the gutter line before** paving can be done. Approximately 1.55 miles of town streets will be paved.

Our Powell bill fund has a total of \$520,000 in the FY18/19 budget for street resurfacing. Council approved to add an additional \$320,000 to the paving fund in order to pave more streets in the FY 18-19 Budget. The Town of Smithfield has a total of \$840,000 available for paving projects in the 18/19 budget. Sixteen (16) BID packets for the project were sent out to area contractors. We received proposals from Five (5) companies and are as follows;

1. JP Edwards	\$403,775.60
2. Garris Grading	\$429,741.35
3. ST Wooten Corp	\$589,418.70
4. Barnhill Contracting	\$619,525.30
5. Turner Asphalt	\$662,635.50

Staff recommends awarding the 18/19 Resurfacing Project (1) to the lowest bidder JP Edwards Inc. in the amount of \$403,775.60.



TOWN OF SMITHFIELD
 231 Hospital Rd
 PO Box 761
 Smithfield, NC 27577
 919-934-2116

2018-2019 Street Resurfacing Project
 Public Works Department
 Bid Opening – Friday, August 17, 2018, 9:00 a.m.

COMPANY	BID BOND	BID AMOUNT
ST Wooten Corp		\$589,418.70
Barnhill Contracting		\$619,525.30
Turner Asphalt		\$662,635.50
JP Edwards		\$403,775.60
Garris Grading		\$429,741.35

2018 - 2019 Street Resurfacing Project 1 – Street Listing

				Segment	
				From:	To:
		Street Name			
1.		DUNDEE	ST	S 5 TH ST	S 6 TH ST
2.		CASWELL	ST	N 7 TH ST	NORTH BRIGHT LEAF
3.	N	9TH	ST	BRIDGE ST	E MARKET ST
4.		NORTH	ST	N 5 TH ST	N 7 TH ST
5.		NORTH	ST	N 7 TH ST	N 8 TH ST
6.		NORTH	ST	N 8TH	NORTH BRIGHT LEAF
7.	W	HOOD	ST	S CRESCENT	VERMONT ST
8.	W	HOOD	ST	S CRESCENT	WALNUT DR
9.	S	6TH	ST	E ROSE ST	SOUTH BRIGHT LEAF
10.	S	6TH	ST	E CHURCH ST	WOODALL ST
11.		BIRCH	ST	OLD GOLDSBORO RD	CUL-DE-SAC
12.		BRIDGE	ST	N 3 RD ST	N 4 TH ST
13.		RAINDROP	CIR	CUL-DE-SAC	CUL-DE-SAC
14.		CANTERBURY	RD	S SUSSEX DR	NORTH BRIGHT LEAF
15.	N	FRONT	ST	BRIDGE ST	E MARKET ST

- Contractor will be required to provide all traffic control devices and comply with all DOT standards in and around work zones.
- Contactor is responsible for notifying 911 communications on all temporarily closed streets. Please provide location of street closing as well as estimated time frame. Contact # 919-934-9411
- Contactor will be required to address drainage issues within newly paved areas. Do not block the flow of water in intersection that requires water to fall from gutter line to gutter line. Hand work maybe required in certain areas.
- Contractor will be responsible for keeping construction areas clean. All scraped areas along roadway edges will need to backfilled and raked down for positive drainage.
- All track-based equipment is required to be transported on trailers from site to site. Track equipment is not allowed on town-paved streets outside of construction areas.
- Contractor will be required to assist citizens in and out of driveway areas that fall within construction zones. This may require but not limited to flaggers designated at each end of intersections
- **Streets Highlighted in yellow will be milled down 1”1/2 below the gutter line**
- **Do not pave over gutter areas. Taper edges at gutter line.**



Request for Town Council Action

Consent **Bid Award**
Agenda **for Carpet**
Item: **Replacement**
Date: 09/04/2018

Subject: Bid Award for Council Chamber's Carpet Replacement
Department: General Government
Presented by: Town Clerk – Shannan Parrish
Presentation: Consent Agenda

Issue Statement

In the FY 2018-2019 budget, the Town Council allocated \$6,000 for the replacement of carpet in the Council Chambers.

Financial Impact

While the lowest bid is \$4,768.58, staff is requesting that additional carpet squares be purchased in the event of damage. The total amount requested is \$5,118.58

Action Needed

Make a motion to award the bid to Steve's Carpet and Flooring in the amount of \$5,118.58

Recommendation

Staff recommends awarding the lowest bid to Steve's Carpet and Flooring in the amount of \$5,118.58

Approved: Town Manager Town Attorney

Attachments:

1. Staff report
2. Steve's Carpets & Flooring Bid
3. Hopkins' Carpet and Floor Covering Bid
4. Handy Andy Carpet Bid



Staff Report

**Consent
Agenda
Item:** **Bid Award
for Carpet
Replacement**

In the FY 2018-2019 budget, the Town Council allocated \$6,000 for the replacement of carpet in the Council Chambers. Bids were solicited from three vendors. There are as follows:

- Steve's Carpet and Flooring \$4,768.58
- Hopkins' Carpet and Floor Covering \$5,038.06
- Handy Andy Carpet \$5,554.84

Staff is requesting the bid be awarded to Steve's Carpet in the amount of \$4,768.58 for the purchase and installation of the carpet. Staff is also requesting \$350.00 in additional funds be allocated for two additional boxes of carpet squares. Making the total cost of the project \$ 5,118.58. The additional carpet squared would be used for any damages.



Steve's Carpets & Flooring

- Carpet • Vinyl • Tile
- Wood • Laminate • Ceramic

1302 N. Brightleaf Blvd.
Smithfield, NC 27577

Cell 919-422-5035



MOHAWK

SOLD TO Town of Smithfield (Council Chambers)
 ADDRESS Town Hall
Smithfield ZIP 27577

NO. _____
 DATE 8/15/18
 Shannan Parrish 919 934-2116x1108
 Shannan.Parrish@Smithfield-nc.com

QUANTITY	ITEM SOLD BY	SQUARE YARD	PRICE PER YARD	AMOUNT
1584 sq ft	Mohawk Primary Effect Collection			
176 sq ft	Color 937 LAVA Nylon Carpet Tile	176 @	16.38	2882.88
	LABOR & Disposal (REMOVAL) of Existing Carpet Tile	176 @	3.00	563.00
	LABOR TO INSTALL NEW CARPET TILES	176 @	4.25	748.00
	16 GALLONS Adhesive			294.00
				<u>4488.08</u>
			TX	<u>280.50</u>
				<u>4768.58</u>
	50% Deposit.			
	Balance Net Cash Upon Completion of Job.			

All merchandise sold and delivered to the purchaser shall remain the property of Steve's Carpets and Flooring, and title shall not pass to the purchaser until the purchase is paid in full. The purchaser agrees to pay reasonable attorney's fee and all cost incurred by the seller in enforcing this contract. Interest will be charged at the rate of 1.5% per month or 18% annum on all deferred balances.

We reserve the right to insert tufts. Claims will not be considered for crushing of the pile, shading or soiling, which are not manufacturing defects.

Accepted subject to terms and conditions set forth on above contracts.
 NOT RESPONSIBLE FOR CUSTOMER'S MEASUREMENTS.

WE DO NOT CUT DOORS.
 SPECIALLY CUT ORDERS
 CANNOT BE CANCELLED.



**Hopkins' Carpet
& Floor Covering**
432 East Market Street
SMITHFIELD, NC 27577

QUOTATION

2349

PLEASE INDICATE THE ABOVE NUMBER WHEN ORDERING

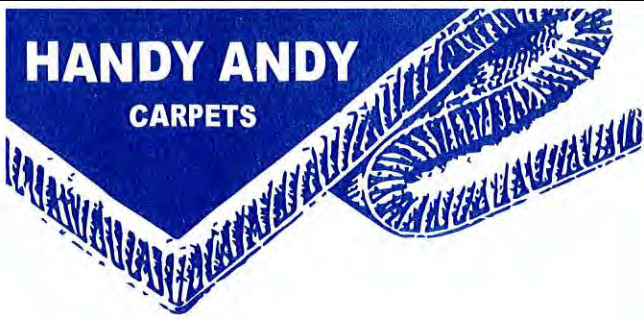
(919) 934-8245

TO **Town of Smithfield**
ATTN: Shannon

QUOTATION DATE 8-14-18	SALESPERSON
INQUIRY DATE	INQUIRY NUMBER

Re- Carpet in Council Chamber

ESTIMATED SHIPPING DATE	SHIPPED VIA	F.O.B.	TERMS	
QUANTITY	DESCRIPTION	PRICE	AMOUNT	
18 chrs. 191.88 yds ²	Carpet Squares - Mohawk - SurfaceStitch 93 Lava	\$15.95	\$	3060.49
2 pails	4 gal. Adhesive.	90.00		180.00
1	vinyl reducer			15.00
183 yds.	Install Carpet Squares	5.50		1006.50
183 yds.	Take Up Old Carpet	2.50		457.50
* <u>No Move Furniture</u>			Total.	\$ 4719.49
			Tax	318.57
			Total.	\$ 5038.06



P.O. BOX 764
 PINE LEVEL, NC 27568
 919-965-8441

DATE INVOICE

7/26/2018

1138

Town Hall

1 Primary Effect Collection

QUANTITY	ITEM CODE	DESCRIPTION	PRICE EACH	AMOUNT
176	01000	Mohawk Primary Effect Collection Nylon Carpet Tile	21.60	3,801.60T
2	01000	Mohawk 4 Gallon Glue	85.00	170.00T
176	80932	Complete Carpet Installation	7.00	1,232.00T
		Sales Tax	6.75%	351.24
Payment Due Apon Receipt				
			TOTAL	\$5,554.84



Request for Town Council Action

Consent
Agenda
Item:

Town Hall
Digital
Marquis
Sign

Date: 09/04/2018

Subject: Town Hall Digital Marquis Sign

Department: General Government

Presented by: Tim Kerigan, Eric McDowell

Presentation: Consent Agenda

Issue Statement

Per the direction of the Town Council and Town Manager, staff has researched options for constructing a double-sided digital marquis sign to be used for public information and to be placed in front of Town Hall at the corners of 4th and Market Streets.

Financial Impact

Three bids were received, ranging from \$22,575 (+tax, permits and installation) to \$33,515. Project and funds were approved in FY 2018-2019 account of 10-10-4100-5700-7400 in the amount of \$33,500.

Action Needed

Council approval to proceed with request.

Recommendation

Staff recommends awarding the project to ACSM.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Quote – ACSM
3. Quote – Lighthouse
4. Quote – Sign and Awning



Staff Report

**Consent
Agenda
Item:** **Town
Hall
Digital
Marquis
Sign**

Per the direction of the Town Council and Town Manager, staff has researched options for constructing a double-sided digital marquis sign to be used for public information and to be placed in front of Town Hall at the corners of 4th and Market Streets. The perceived lowest bid received of \$22,575 was from Sign & Awning Systems, but did not include construction of the base structure (which is estimated at a minimum of \$3,500) or shipping and installation expenses (estimated at a minimum of \$500). This highest bid was by Lighthouse in the amount of \$33,515. Staff has most confidence in the bid provided by ACSM in the maximum amount of \$26,500 (which includes shipping, base structure construction and installation).



July 24, 2018

Town of Smithfield
350 East Market Street
Smithfield, NC 27577
Attn: Eric McDowell - IT Specialist

Re: Pricing for Downtown LED display

DESCRIPTION

Installation of double sided LED display measuring 4' x 8'. Custom housing/structure will be built to accommodate LED displays, design TBD. Includes necessary footer. Overall height of unit not to exceed 7 ft. Includes software to run LED display. Delivery and installation included in cost.

It is assumed location is not in NCDOT ROW.

Specifications:

Full Color LED Sign

- Upload all kinds of pictures and videos in matter of seconds
- 1000 times faster Upload Speed - Ethernet Communication
- (x1,000 times faster than RS232 serial communication)
- Create & upload your own text, logo, photo and video
- Create Unlimited Messages (Stores in your P.C)
- Real Time Clock & Date
- Resolution pixel pitch 10MM

- Display Temperature Sensor available for upgrade
- Adjustable Fonts Size / 4 lines text
- Many Different Font Types (Computer Fonts)
- Many Different Transitions
- Special Font Characters
- Support Multi Language (available any language installed on your P.C)
- Multi Line Message
- Timer On/ Off
- Adjustable Message Display Speed
- LED Software CD, Manual, Cat5 Network Cable included

Features

- Low Energy consumption
- Dow Corning UV water resistance coating
- NEW Slim frame model
- 3 Year Warranty
- Technical support included
- UL water resistance Approved power supply / Input power: AC 110V

Cost \$25,000 - \$26,500

Price is subject to change due to any changes

LED Display Sign - Details



PROJECT July 25, 2018
Smithfield, NC LED display

SPECIFICATIONS
LED Display measures 4' x 8'
SIGN Structure measures 10' wide x 7.5' tall brick base on concrete footer LED cabinet and structure is cast of aluminum

NOTES
Power to sign included by other



Electronic Message Center Specialist

Lighthouse LED, Inc
PO Box753, Greenville, NC 27835
(252) 756-1158
4776 Reedy Branch Rd
Winterville, NC 28590

DATE: Jan 18, 2018 Quote Number: 550262

Contact Name:

Company: Town of Smithfield Address: 350 East Market Street
City: Smithfield State: NC Zip: 27577
Ph: 919-934-2116 e-mail:

Project

Name: Town of Smithfield
Project Address: 350 East Market Street
City: Smithfield State: NC Zip: 27577

Ship to

Name: Town of Smithfield
Address: 350 East Market Street
City: Smithfield State: NC Zip: 27577

Resolution 10mm SIZE 4 x 8 Double Sided

Product Specs

Model: Lodestar full color
Pitch: P10mm
Pixel: 1red, 1green, 1blue
Viewing Matrix: 129X256
Cabinet Size: 51.5"x101"
Brightness: 10000(nits)
Viewing Angle: 110° H / 70° V
Working Temp: -20°C to +50°C

Electrical Specs

Voltage: 120 V
Avg.Power Consumption: 1600W
Max.Power Consumption: 3840W
Max Current: 32A (16A per cabinet)

Standard Included

- Aluminum Cabinets
- Front access removable modules
- Control Software Nova:
- Light Sensor
- Temperature Sensor
- Laptop control computer
- Limited parts warranty
- Built-in surge protection
- Wireless communication
- Xara Photo and Graphic art software
- Lifetime web based tech support and training

Options

Onsight Technician: _____
Sign Mounting Accessories: _____
Special Options: structure \$3,500

Price as Specified \$ 30,015.00

Freight Included

NC State Sales Tax \$ 2,346.00

Project Notes

WE PROPOSE to furnish labor and material complete in accordance with above specifications, and subject to conditions found on all pages of this agreement for the sum of:

THIRTY THREE THOUSAND FIVE HUNDRED FIFTEEN DOLLARS \$33,515.00

Payment to be made as follows: First installment of 50% due upon acceptance of contract. Balance due before shipment of LED display. Plus taxes and permits not forseen.

ACCEPTED: The above prices, specification and conditions are satisfactory and are hereby accepted. Lighthouse LED, Inc. is authorized to perform the work as specified. Payment will be made as outlined above.

DATE OF ACCEPTANCE _____

BY PRINT NAME: _____

SIGNATURE: _____

WARRANTY: All said signage and materials manufactured and installed by Lighthouse LED, Inc. are guaranteed for one (1) year from date of erection and installation against defective products and workmanship with the exclusion of fluorescent and incandescent lamps. All LED signs not installed by Lighthouse LED, Inc. have a limited parts replacement warranty for five years from the date of manufacture. Extended warranty contracts are available. Lighthouse LED, Inc.'s warranty obligation is to repair or replace parts (at Lighthouse LED, Inc.'s option) of the sign system which prove to be defective not due to wear and tear nor damage by others than Lighthouse LED, Inc. Repaired or replaced parts provided within the original warranty period shall have the same limited warranty for the balance of the original limited warranty period. Parts repaired or replaced after the original warranty period shall have a limited 6 month warranty of replacement only for material defects from manufacture. These warrantees do not include broken glass and or vandalism or any damages incurred by means not related to the installation or products used, damage as a result of telecommunications failures, technology attacks, epidemic, embargos, quarantines, viruses, strikes, labor problems of any type, accidents, fires, war, acts of terrorism, material unavailability, natural disaster, transportation failures, instability and unavailability of the internet, and acts of God, etc..

Pixel outage shall be repaired by Lighthouse LED, Inc. at Lighthouse LED's facility providing the outage is greater than .5% in one year and only if properly ventilated per specifications at the time of installation to allow for proper heat ventilation.

Warranty for the sign system and the software are expressly under the condition of Lighthouse LED, Inc. having received all prior payments due under the signed agreement to include any and all parts and services rendered for the system. No credit will be given for repaired or replaced items. In the event of any delay of performance not attributed to Lighthouse LED, Inc.'s reasonable control, Lighthouse LED, Inc. shall have additional reasonable time allowed for performance.

For equipment and or parts not manufactured by Lighthouse LED, Inc. but which are added to the system manufactured by Lighthouse LED, Inc. are covered by their original manufactures, if any such warranty exist. Lighthouse LED, Inc. has no affiliation nor has any responsibility or liability concerning the manufacturer's warranty of any said equipment not manufactured by Lighthouse LED, Inc.

Invoices presented to Lighthouse LED, Inc. from other sources related to repair and maintenance will not be honored.

Special Installation Requirements

Proper ventilation is required for all LED signs. A minimum of two (2) inches is required on top and bottom of each cabinet. Three (3) inches clearance behind the cabinet for a single wall mount and six (6) inch minimum for back to back cabinets.

All installations must be performed by a licensed professional. All electrical connections must be performed by a state licensed professional.

All freestanding installations shall be required to have dedicated grounding rod and grounding conductor near base of the sign foundation.

Pricing does not include any electrical circuit or branch circuitry. All electrical circuits to LED displays must have dedicted line, ground (neutral), and grounding (mechanical ground) conductors for each circuit. Sharing of electrical conductors will VOID the warranty of all LED products.

PROJECT:
TOWN OF SMITHFIELD

ADDRESS:

DATE:
01/15/2018

DRAWN BY:
WD SIMMONS

NOTES:
10MM RESOLUTION
4X8 VIEWING AREA LED
DISPLAY

DRAWING NO.:
011518-S1

Lighthouse
LEDs, Inc.

©2018 COPY RIGHTS RESERVED
ANY REPRODUCTION OR COPY OF THIS
DRAWING WITHOUT THE WRITTEN
PERMISSION OF LIGHTHOUSE LED IS
PROHIBITED.



DATE:

SIGNATURE:

APPROVED BY:

Eric McDowell

From: Signs <signs@signandawning.net>
Sent: Tuesday, July 10, 2018 5:22 PM
To: Eric McDowell
Subject: Town of Smithfield - LED Sign (Rendering / Price Quote)
Attachments: Town of Smithfield - 4 x 8 LED Sign.pdf; Town of Smithfield - 4 x 8 LED Sign2.pdf; Town of Smithfield - Amber LED.pdf

From: Signs [mailto:signs@signandawning.net]
Sent: Tuesday, July 10, 2018 5:20 PM
To: 'ericmcdowell@smithfield-nc.com'
Subject: Town of Smithfield - LED Sign (Rendering / Price Quote)

Good Afternoon Eric,

Pricing is as follows (Town of Smithfield):

ALL NEW ID sign with Full Color LED

1 Each - 48" x 96" LED Sign (double-sided) - \$22,575.00 + tax + permits (if necessary)

About the LED (FULL COLOR)

- *Galaxy Outdoor Electronic Message Center*
- *GS6 Series, 19.8 mm RGB Standard Cabinet*
- *Two single face sign displays (mounted back-to-back)*
- *FULL COLOR Display - RGB (281 Trillion Colors)*
- *Wireless Ethernet Bridge Radio Set (complete with Windows compatible software)*
- *5 year warranty. Option to purchase additional 5 years after the initial warranty expires*
- *We will provide intermediate training on programming.*
- *Installed onto existing brickwork. Brickwork by others.*

Please see attached renderings.

NOTES: *I have included a rendering for an amber LED just as a smaller/different option. NO pricing was included, but I can get that if you are interested. Let me know.*

Also, please accept my apologies for the delay. Any other questions, call me (or Mickey) @ 800.760.0783.

Regards,
Jaymes Elliott for Mickey Hodges (owner)
Sign & Awning Systems, Inc.
2785 US Hwy 301 N.
Dunn, NC 28334
910.892.5900 ph
910.892.2140 fx



TOWN OF SMITHFIELD

48" X 96" ID Signage (Full Color LED)

SIGN & AWNING SYSTEMS, INC.

2785 US Hwy 301 N. Dunn NC 28334
PH 910.892.5900 FX 910.892.2140



Request for Town Council Action

**Consent
Agenda
Item:** **Purchase
of Dump
Truck**
Date: 09/04/2018

Subject: Purchase of Dump Truck
Department: Parks and Recreation/SRAC
Presented by: Parks and Recreation Director - Gary Johnson
Presentation: Consent Agenda

Issue Statement

The Parks and Recreation Department would like to purchase a Dump Truck as approved in the 18/19 FY Budget

Financial Impact

\$51,000 was approved for the purchase of a new truck in the 18/19 FY Budget. There is no additional financial impact.

Action Needed

Approve the purchase of a Dump Truck

Recommendation

Staff recommends the approval and purchase of a new dump truck from Capital Ford for the quoted price of \$ 47,670.00

Approved: Town Manager Town Attorney

Attachments:

1. Staff report
2. Specifications
3. Capital Ford - Bid
4. Deacon Jones - Bid



Staff Report

**Consent
Agenda
Item:** **Purchase
of Dump
Truck**

As part of the approved budget for the 18/19 FY, the Parks and Recreation Department was appropriated \$ 51,000 for the purchase of a new dump truck for the maintenance division.

Parks and Recreation Department solicited quotes from local and area dealerships for a **Ford F550 Dump Truck, 4X2, 12' Dump Bed with 2' Rails, PTO Dump, Electric Tarp** or equivalent. Bids were received as follows:

Capital Ford	\$47,670
Deacon Jones	\$52,876
Capital Ford	Did not provide a bid

Staff recommends the purchase of the dump truck from Capital Ford in the amount of \$ 47,670.00.

ITEM 5 -2018 FORD F550 REGULAR CAB CHASSIS 4X2 145"WHEELBASE XL PACKAGE

STANDARD ITEMS: 19000LB GVWR, COLOR: OXFORD WHITE, 6.8L V-10 GAS ENGINE, TorqShift® Six-Speed Automatic w/SelectShift® Automatic (6R140), 4.88 LIMITED SLIP REAR AXLE, TILT STEERING WHEEL, POWER EQUIPMENT GROUP - POWER WINDOWS/LOCKS, MIRRORS, SPARE TIRE/WHEEL, CRUISE CONTROL, AIR CONDITIONING, AM/FM RADIO, TRAILER TOW MIRRORS, ALL SEASON TIRES, 40/20/40 CLOTH (GRAY) SEATS, 60"CA

CREDITS

40/20/40 VINYL SEATS

CAB CONFIGURATION

84"CA

TIRES

LT225/70R19.5G BSW Traction (4) All Season (2)

OTHER OPTIONS

PAYLOAD UPGRADE-84"CA, increases GVW to 19,500lbs

CAB STEPS -Regular Cab

TRAILER BRAKE CONTROLLER

TRANSMISSION POWER TAKE OFF PROVISION

UPFIT OPTIONS

12' flatbed dump, PTO operated hoist, 24" permanent metal sides, cab shield, electric tarp, barn door tailgate, receiver hitch, trailer plug, back up alarm

Total for chassis & options

Town of Smithfield

Channing Byrd

919.901.2871bp jan.ashley@smithfield-nc.com

Capital Ford, Inc.

Government Sales Division

From Jennifer Romano Gov't Sales
Phone # Office 919-790-4648 Fax 919-871-6917
E-Mail jromano@capitalford.com

July 25th 2018
Town of Smithfield

2019 F550 Reg Cab 4x2 169" WB	\$ 47,670.00
Painted White/Vinyl Interior/ Delivered	included
6.8 L V10	Included
Power group/keyless entry/cruise control/AM/FM	Included
12' Flatbed Dump w/specified options	included

TOTAL PRICE

\$ 47,670.00

Remit to
jromano@capitalford.com
Capital ford of Raleigh
4900 Capital Blvd
Raleigh NC 27616



12/10
C. E. 207

"We treat people the way we would like to be treated"
Phone: (919) 736-3387 • www.speakindeacon.com

BID To: Town of Smithfield

FROM: Jeff Hill, Deacon Jones Ford/Lincoln

Bid for 2019 F-series SD

F550 4X2 CHAS/C; 169" WHEELBASE; OXFORD WHITE; VNYL 40/20/40; MEDIUM EARTH GR; .XL TRIM; .AIR CONDITIONER; .AM/FM STER/CLK; 6.8L EFI V10 EN; 6-SPD AUTOMATIC; 225 TRACTION TIRES; 4.88 LTD SLIP; PWR EQUIP GROUP; TELE TT MIR-PWR; PLAT RUNNING BD; SPARE TIRE/WHL 2; BRAKE CONTROLLER; CRUISE CONTROL; JACK; TRANS PTO PROV; AFT AXLE TANK

KNAPHEIDE 12FT. PLATFORM DUMP BED, CERTIFIED PTO OPERATED HOIST, 40" PERMANENT METAL SIDES, HEADER W/ CAB SHIELD, ELECTRIC TARP.

BID PRICE: \$52,876.00

NO TAX OR TAG FEES INCLUDED

Jeff Hill

Office: 919-736-3387

Cell: 919-222-0090



Request for Town Council Action

**Consent
Agenda
Item:** Dog Park
Fencing
Date: 09/04/2018

Subject: Approve Construction of Dog Park Fencing at Civitan Field
Department: Parks and Recreation/SRAC
Presented by: Gary Johnson
Presentation: Consent Agenda Item

Issue Statement

The Parks and Recreation Department is seeking approval to award Blackmon's Fence Company the bid for installing fencing for the Dog Park on 2nd Street at Civitan Field

Financial Impact

\$ 6,000 was allocated for the Dog Park in the FY 18-19 Budget. Additional funds in the amount of \$6,000 have been raised and given to the Town for this project. There will be no additional costs to the Town.

Action Needed

Approve the bid to Blackmon's Fence Co. to install the fencing for the 2nd Street Dog Park at Civitan Field.

Recommendation

Approve the bid to Blackmon's Fence Co. for the amount of \$ 7797.33 to install the fencing for the 2nd Street Dog Park at Civitan Field.

Approved: Town Manager Town Attorney

Attachments:

1. Staff report
2. Blackmon's Fence Company - Bid
3. Moye Fence Co – Bid
4. Tebco – Bid



Staff Report

Consent **Dog**
Agenda **Park**
Item: **Fencing**

The Parks and Recreation Department was allocated \$6,000 in the FY 18/19 Budget for the construction of Dog Park at Civitan Field on 2nd Street. Hampton Moore has taken on the project as his Eagle Scout project and has raised additional funds. Currently \$6,000 in additional funds have been raised towards this project and have been given to the Town.

Quotes were solicited and received for the fencing or the Dog Park.

One gate will be removed from the original specifications and tension wire will be added at the bottom of the fencing for additional sturdiness.

Base bid quotes were received from (see attached):

Blackmon's Fence Co:	\$ 7,497.51
Moye Fence Co:	\$ 10,171.69
Tebco	\$10,300.00

Removing one gate (- \$132.53) and adding tension wire (+ \$432.55), the total bid for **Blackmon's Fence Company is \$ 7,797.33.**

Staff recommends letting the bid to Blackmon's Fence Company for the amount of \$ 7797.33 for the installation of fencing at the 2nd Street Dog Park at Civitan Field



REQUEST FOR QUOTE

The Smithfield Parks and Recreation Department is soliciting quotes for fencing for the 2nd Street Dog Park. Quotes should be submitted no later than noon on Friday, August 24. Please submit quotes to gary.johnson@smithfield-nc.com. Quotes may be on this sheet or company letterhead provided quantities are noted.

Scope of work includes providing and installing:

	QTY	UNIT	TOTAL
Black Vinyl Coated Chain Link Fence:	970 LF	\$ <u>6.68</u> /LF	\$ <u>6478.69</u>
4' Walk Through Gate	4 Ea	\$ <u>132.53</u> /Ea	\$ <u>530.12</u>
10' Drive Through Gate	2 Ea	\$ <u>244.25</u> /Ea	\$ <u>488.50</u>
Total Quote			\$ <u>7,497.31</u>

Contractor: Blackmons Fence Co.

Address: 4820 Woods X Rds Rd
Dunn, N.C. 28334

Phone: (910) 385-6300 910-894-1056

Blackmon's Fence Company of Dunn

***Please Note:**

1. Price per gate includes: gate, gate post, hinges and latch.

** App. Material and Labor to install tension wire on bottom of fence add \$432.55
2. Price per ft. on black vinyl coated chain link fence includes labor and concrete around each post.

**BLACKMON'S FENCE COMPANY
OF DUNN**
P O BOX 15
CLINTON, NC 28329-0015

ALL TYPE FENCE SALES

- PRIVACY AND
- CHAIN LINK INSTALLATION
- DOG KENNELS

(910) 385-6300 cell
(910) 590-3010
(919) 894-1056 Night

DATE 8-22-18

PROPOSAL TO: Smithfield Parks and Rec
ADDRESS: _____

SOURCE OF LEAD: _____

Smithfield NC.

PHONE NUMBER: 919-934-2148

LOCATION: Dog Park

JOB LOG NO: AW 919-934-6554

SPECIFICATIONS: All work will be performed in a workmanlike manner and in accordance with standard practices. All posts set in concrete.

Total Height	<u>4'</u>	Top Rail	<u>1 5/8 .065</u>
Post Spaced	<u>10' O.C.</u>	Line Post	<u>1 5/8 .065</u>
Style Fence	<u>Black Vinyl Coated Chain Link</u>	End Post	<u>2 1/2 .065</u>
Gauge	<input checked="" type="checkbox"/> 9 <input type="checkbox"/> 11.5	Corner Post	<u>2 1/2 .065</u>
Knuckled	<input checked="" type="checkbox"/> AAA	Walk Gate Post	<u>2 1/2 .065</u>
Safeguard	<input type="checkbox"/> XXX	Drive Gate Post	<u>2 1/2 .065</u>
TERMS		Gate Frames	
Cash Upon Completion			<u>1 3/8 .055</u>

Material and labor to install 970' of 4' black vinyl coated chain link fence with 4-4' walk gates, and 2-10' drive gates. All post set in concrete.

TERMS OF PAYMENT:
Cash Paid Down _____
Cash Upon Comp. _____
Financing _____

MATERIAL _____
LABOR _____
TOTAL CONTRACT PRICE \$ 7497.31

No State or Local Sales or use taxes are included.

CUSTOMER SIGNATURE _____
SALESMAN _____

PROPOSAL
MOYE FENCE COMPANY, INC.
5728 SPEIGHTS BRIDGE ROAD
STANTONSBURG, NC 27883

FAX: 252-238-3764

Toll Free: 1-800-846-8880

Telephone: 252-238-3766

PROPOSAL SUBMITTED TO Smithfield Parks & Recreation	PHONE 919-934-2148	DATE 8-23-18
---	------------------------------	------------------------

STREET P. O. Box 2344	JOB NAME gary.johnson@smithfield-nc.com	
---------------------------------	---	--

CITY, STATE, ZIP Smithfield, NC 27577	JOB LOCATION Dog Park 1220 S. Brightleaf Blvd. Smithfield, NC	
---	---	--

We hereby submit specification and estimates for:
1) Labor and material to install 970' of 4' tall x 11 gauge core black vinyl chain link fence with bottom tension wire and residential grade frame work. All posts set in concrete footings.

970' @ \$8.94 per foot - \$ 8,671.80
4 - 4' walk gates @ \$200.00 each - \$ 800.00
2 - 10' double drive gates @ \$350.00 each - \$ 700.00
Total - \$10,171.80

2) Labor and material to install 970' of 4' tall X 9 gauge core black vinyl chain link fence with bottom tension wire and ss-20 frame work. All posts set in concrete footings.

970' @ \$13.12 per foot - \$12,726.40
4 - 4' walk gates @ \$275.00 each - \$ 1,100.00
2 - 10' double drive gates @ \$480.00 each - \$ 960.00
Total - \$14,786.40

WE PROPOSE hereby to furnish material and labor - complete in accordance with above specifications for the sum of:
As quoted-----dollars (\$ **As quoted**).

Payment to be made as follows:
Balance due upon completion.

(1 1/2% Monthly Finance Charge or \$3.00 Minimum on Past Due Balances. \$36.00 Fee on all Returned Checks.)

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

Authorized Signature Tammy C. Moye

Note: This proposal may be withdrawn by us if not accepted within 10 days.

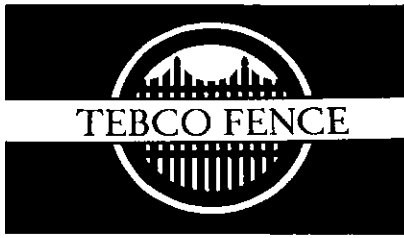
Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Upon signing contract, Moye Fence Company will call (NC U-I.O.CO) 811 to identify all underground public utility lines. Further, it is customer's responsibility to locate all private lines such as water, electric, gas, cable, sewer, sprinklers, etc. This will prevent needless repair bills that will be customer's responsibility if improperly marked. I understand it will be my (customer) responsibility if I choose to proceed with fence in location where underground utilities are located. Customer should have fence lines cleared, graded and property stakes located when crew arrives. Moye Fence Company is not responsible for surveying my property or the establishment of the fence location.

Payment will be made as outlined above.
Moye Fence Company has the right to remove fence if not paid in full by due date without refund.

Signature _____

Date of Acceptance: _____

Signature _____



PO Box 21
 Wilson's Mills
 North Carolina
 27593
 9196317065

TEBCO Fence

Estimate

For: Smithfield Parks & Recreation
 Gary.johnson@smithfield-NC.com
 Miracle League Field

Estimate No: 278
 Date: 07/31/2018

Description	Quantity	Rate	Amount
Install 970' of 4' tall black chainlink fence with two 10' double drive gates and three 4' wide walk gates	1	\$10,300.00 6.75%	\$10,300.00
	Subtotal		\$10,300.00
	6.75% (\$10,300.00)		\$695.25
	Total		\$10,995.25

Total	\$10,995.25
--------------	--------------------

Notes

If this estimate is accepted, 1/2 of the total cost will be due 7-10 days before the scheduled install date and the remaining 1/2 will be due immediately after install is completed.



Request for Town Council Action

Consent **FY 2017-2018**
Agenda **Actual**
Item: **Encumbrances**
Date: 09/04/2018

Subject: To Bring Forward Amounts Encumbered from the 2017-2018 Budget Year in the General, Water/Sewer, Electric and J.B. George Funds.

Department: Finance
Presented by: Greg Siler
Presentation: Consent Agenda

Issue Statement: Several budgeted line items in the General, Water/Sewer, Electric and J.B. George Fund were delayed in the 2017-2018 Fiscal Year for various reasons and need to be brought forward to the current year.

Financial Impact: As indicated by each amendment: \$808,472 in the General Fund, \$189,550 in the Water/Sewer Fund, \$120,075 in the Electric Fund and \$1018 in the J.B. George Fund

Action Needed: Board Approval on Attachment C

Recommendation: Council Approval

Approved: Town Manager Town Attorney

Attachments: 1. Year End Approved Purchase Encumbrances for 2017-2018 (Attachment A)
2. Year End Approved Purchase Order Encumbrances for 2017-2018 (Attachment B)
3. Actual Request To Bring Forward (Attachment C)



Staff Report

**Consent FY 2017-2018
Agenda Actual
Item: Encumbrances**

On June 05, 2018, Council granted approval to bring forward funds from the 2017-2018 budget year for ongoing projects and/or items ordered through purchase orders that had not been completed or delivered (see attachment A and B). In summary, the General Fund was approved to encumber \$945,491; the Water/Sewer Fund was approved for \$226,585; the Electric Fund was approved for \$134,162; and the J.B. George Fund was approved for \$1,018. The actual amount needed in each Fund may decrease as some purchases were completed. In the General Fund \$808,472 of the \$945,491 approved is needed; \$189,550 of the approved \$226,585 Water/Sewer Fund is needed; \$120,075 of the \$134,162 approved in the Electric Fund is needed; and all of the \$1,018 approved for the J.B. George Fund is needed. Below is a summary of the approved amount compared to the actual amount needed to encumber.

	<u>Amount Approved</u>	<u>Actual Needed</u>
General Fund	\$ 945,491	\$ 808,472
Water/Sewer Fund	226,585	189,550
Electric Fund	134,162	120,075
J.B. George Fund	1,018	1,018

EXHIBIT A

ENCUMBRANCES FROM 2017-2018 TO 2018-2019

GENERAL FUND

10-10-4100-5300-4501	Service Contracts (Pay Study)	\$ 20,000	20,000
10-61-4110-5300-5710	Non-Departmental - Economic Development	6,000	4,992
10-10-4900-5300-4502	Planning - Condemnation	50,000	50,000
10-20-5100-5300-3305	Police - Miscellaneous	7,000	7,000
10-60-5500-5300-3440	General Services - Appearance Commission	7,000	6,686
10-60-5500-5700-7400	General Services - Capital Outlay (Mausoleum Roof)	8,000	8,000
10-30-5600-5300-7300	Streets - Sidewalks & Curb (Booker Dairy Side Walks)	103,906	103,906
10-30-5700-5700-7310	Powell Bill - Resurface	260,000	260,000
10-60-6200-5300-3900	Recreation - Swimming Pool Demolition	10,000	10,000
10-60-6200-5700-7400	Recreation - Capital Outlay (Dog Park)	6,000	6,000
		<u>\$ 477,906</u>	476,584

WATER FUND

30-71-7200-5700-7400	Water Plant - Capital Outlay	\$ 24,157	18,887
30-71-7220-5700-7400	Water/Sewer Distribution Plant - Capital Outlay	163,736	142,425
		<u>\$ 187,893</u>	161,312

ELECTRIC FUND

31-76-7230-5970-9102	Electric - Transfer to Electric CPF (Bucket Truck)	\$ 115,000	-
		<u>\$ 115,000</u>	

J.B. GEORGE BEAUTIFICATION FUND

40-61-4100-5300-3400	J.B. George Projects	\$ 761	
40-61-4100-5300-3410	J.P. George Projects	257	
		<u>\$ 1,018</u>	

EXHIBIT B

ENCUMBRANCES FOR PURCHASE ORDERS ISSUED PRIOR TO 6/30/18

GENERAL FUND

10-10-4100-5700-7400	General Government - Capital Outlay	Municipal Code Corp.	20186293	\$9,600.00	9,600
10-61-4110-5300-5716	Non-Departmental - PEG Channels	Steven Smith	20175468	\$5,450.00	5,450
10-10-4900-5300-4500	Planning - C.S./Storm Water Plan Engineering	Storm Water Plan	20186704	\$100,000.00	97,331
10-10-4900-5300-4504	Planning - C.S./Comprehensive Growth Mgmt	Comp Growth Mgmt	20186702	\$84,250.00	66,260
10-10-4900-5300-4505	Planning - C.S./Comprehensive Transportation Plan	Comp Transportation	20186703	\$98,943.60	89,809
10-20-5100-5300-3305	Police - Misc.	Radios	20186683	\$9,336.96	0
10-60-5500-5300-4502	General Services - Stream Restoration	Stream Restoration	20186716	\$88,890.00	0
10-60-5500-5700-7400	General Services - Capital Outlay	Locker Room Renovations	20186643	\$20,000.00	10,000
10-30-5600-5700-3300	Streets - Supplies	NC Dept. of Public Safety	20186708	\$676.50	0
10-30-5600-5700-7400	Streets - Capital Outlay	Withers Ravenal	20186722	\$3,024.00	3,024
10-60-6200-5700-7400	Parks & Rec -Capital Outlay	JLP Capentry	20186678	\$14,850.00	14,850
10-60-6200-5700-7400	Parks & Rec -Capital Outlay	Outer Banks Tennis Contractors	20186679	\$35,564.10	35,564
				\$467,585.16	331,888

WATER FUND

30-71-7200-5300-1700	Water Plant - Equipment Maint	Electric Motor Shop	20186576	\$7,685.00	0
30-71-7220-5700-7400	Water/Sewer - Capital Outlay	Power Secure	20186462	\$1,097.14	0
30-71-7220-5700-7400	Water/Sewer - Capital Outlay	Carolina Mgmt Team	20186675	\$28,238.00	28,238
30-71-7220-5700-7400	Water/Sewer - Capital Outlay	USA Bluebook	20186697	\$1,672.00	0
				\$38,692.14	28,238

ELECTRIC FUND

31-72-7230-5300-3300	Electric - Supplies/Operations	Stuart Irby	20186596	\$378.00	0
31-72-7230-5300-3300	Electric - Supplies/Operations	Anixter	20186597	\$6,877.68	0
31-72-7230-5300-3302	Electric - Supplies/Operations	Wesco	20186598	\$2,057.76	0
31-72-7230-5300-3303	Electric - Capital Outlay	Anixter	20186604	\$9,849.00	5,075
				\$19,162.44	5,075.00

EXHIBIT C

1. Revenue					
10-00-3900-3900-0000 Fund Balance Appropriation			<u>\$ 527,865</u>	<u>\$ 808,472</u>	<u>\$ 1,336,337</u>
Expenditure					
10-10-4100-5300-4501 General Gov. - Service Contracts		\$ 14,647	\$ 20,000	\$ 34,647	
10-10-4100-5700-7400 General Gov. - Capital Outlay/Municipal Code		43,000	9,600	52,600	
10-61-4110-5300-5710 Non-Departmental - Economic Development		26,000	4,992	30,992	
10-61-4110-5300-5716 Non-Departmental - PEG Channels		28,000	5,450	33,450	
10-10-4900-5300-4500 Planning - C.S./Storm Water Plan Engineering		-	97,331	97,331	
10-10-4900-5300-4502 Planning - Condemnation		-	50,000	50,000	
10-10-4900-5300-4504 Planning - C.S./Comprehensive Growth Mgmt		-	66,260	66,260	
10-10-4900-5300-4505 Planning - C.S./Comprehensive Transportation Plan		-	89,809	89,809	
10-20-5100-5300-3305 Police - Miscellaneous		-	7,000	7,000	
10-60-5500-5300-3440 General Services - Appearance Commission		15,000	6,686	21,686	
10-60-5500-5700-7400 General Services - Cap. Outlay (Locker Rm & Mausoleum R		40,000	18,000	58,000	
10-30-5600-5700-7300 Streets - Capital Outlay (Sidewalks & Curb-Booker Dairy)		320,000	103,906	423,906	
10-30-5600-5700-7400 Streets - Capital Outlay (Withers Ravenal)		30,000	3,024	33,024	
10-30-5700-5700-7310 Powell Bill - Street Resurface		260,000	260,000	520,000	
10-60-6200-5300-3900 Recreation - Swimming Pool Demolition		17,000	10,000	27,000	
10-60-6200-5700-7400 Recreation - Capital Outlay (Dog Pk, JLP Capentry, Outer B:		151,290	56,414	207,704	
		<u>\$ 944,937</u>	<u>\$ 808,472</u>	<u>\$ 1,753,409</u>	

To bring forward encumbrances from the 2017-2018 General Fund Budget to FY18-19

2. Revenue					
30-71-3900-3900-0000 Fund Balance Appropriation			<u>\$ 250,000</u>	<u>\$ 189,550</u>	<u>\$ 439,550</u>
Expenditures					
30-71-7200-5700-7400 Water Plant - Capital Outlay		\$ 80,000	\$ 18,887	\$ 98,887	
30-71-7220-5700-7400 Water Sewer -		248,000	170,663	418,663	
		<u>\$ 328,000</u>	<u>\$ 189,550</u>	<u>\$ 517,550</u>	

To bring forward encumbrances from the 2017-2018 Water/Sewer Fund Budget to FY18-19

3. Revenue			
31-72-3900-3900-0000 Fund Balance Appropriation	\$ _____	\$ 120,075	\$ 120,075
Expenditures			
31-72-7230-5300-3303 Electric - Supplies/Operations	178,000	5,075	183,075
31-76-7230-5970-9102 Electric - Transfer to Electric CPF (Budget Truck)	1,100,000	115,000	1,215,000
	<u>\$ 1,278,000</u>	<u>\$ 120,075</u>	<u>\$ 1,398,075</u>

To bring forward encumbrances from the 2017-2018 Electric Fund Budget to FY18-19

4. Revenue			
40-61-3900-3900-0000 Fund Balance Appropriation	\$ _____	\$ 1,018	\$ 1,018
Expenditures			
40-61-4100-5300-3400 J.B. George Projects	1,200	761	1,961
40-61-4100-5300-3410 J.P. George Projects	146	257	403
	<u>\$ 1,346</u>	<u>\$ 1,018</u>	<u>\$ 2,364</u>

To bring forward encumbrances from the 2017-2018 J.B. George Fund Budget to FY18-19

VERIFIED: _____
M. Andy Moore, Mayor

VERIFIED: _____
Shannan Williams, Town Clerk



Request for Town Council Action

**Consent
Agenda
Item:** **Budget
Amendments**
Date: 09/04/2018

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

Issue Statement

Various Budget Amendments: 1. Fund BB&T's Decision to Apply a Portion of Loan Proceeds Back to Loan
2. Fund Additional Cost of Riverbank Construction Project
3. Fund Additional Cost of Riverbank Construction Project
4. Fund Wayfinding Project

Financial Impact – See description under each budget amendment.

Action Needed – Approve as presented

Recommendation – Approve Amendments

Approved: Town Manager Town Attorney

1. Staff Report
2. Budget Amendments



Staff Report

**Consent
Agenda
Item:** **Budget
Amendments**

Item 1 are journal entries needed to post unused loan proceeds back to the loan. The Booker Dairy Road Project came in under budget and the remaining \$186,882 was applied against the loan. The remaining items (2-4) were previously approved by Council at prior board meetings. See the description under each amendment for details.

BUDGET AMENDMENTS
September, 2018

1. Revenue			
30-71-3900-3900-0000 Fund Balance Appropriation	<u>\$ 439,550</u>	<u>\$ 186,882</u>	<u>\$ 626,432</u>
Expenditures			
30-71-7240-5400-9508 D/S - Booker Dairy Road	<u>\$ 813,676</u>	<u>\$ 186,882</u>	<u>\$ 1,000,558</u>

To fund or apply BBT's loan proceeds back to loan. The Booker Dairy Road Project was completed for less than loan proceeds. BB&T applied the surplus of \$186,881.19 back to the loan.

2. Expenditures			
30-76-7200-5970-9101 Transfer to W/S Capital Proj Fund	350,000	117,000	467,000
30-00-9990-5300-0000 Water Fund Contingency	<u>313,763</u>	<u>(117,000)</u>	<u>196,763</u>
	<u>\$ 663,763</u>	<u>\$ -</u>	<u>\$ 663,763</u>

To fund additional cost of Riverbank Construction Project as approved at the Aug, 7, 2018 Council Meeting

3. Revenue			
45-75-3870-3870-0301 Transfer from W/S Fund	<u>\$ 1,200,000</u>	<u>\$ 117,000</u>	<u>\$ 1,317,000</u>
Expenditures			
45-71-7200-5700-7409 Riverbank Construction and Refurbishment	<u>\$ 200,000</u>	<u>\$ 117,000</u>	<u>\$ 317,000</u>

To fund additional cost of Riverbank Construction Project as approved at the Aug, 7, 2018 Council Meeting

4. Revenue			
46-10-3410-3410-4115 GCPF - Federal Grant/Wayfinding	-	99,256	99,256
46-10-3410-5900-4115 GCPF - Visitors Bureau/Wayfinding	-	75,000	75,000
46-10-3410-5900-4116 GCPF - DSDC/Wayfinding	-	29,375	29,375
	<u>\$</u>	<u>\$203,631</u>	<u>\$ 203,631</u>
Expenditure			
46-10-4900-5700-7400 Wayfinding	<u>\$</u>	<u>\$203,631</u>	<u>\$ 203,631</u>

To establish and fund the Wayfinding Project as approved at the August 2, 2016 and the July 10, 2018 Council meetings

VERIFIED: _____
M. Andy Moore, Mayor

VERIFIED: _____
Shannan Williams, Town Clerk



Request for Town Council Action

Consent **Career**
Agenda **Ladder**
Item **Promotion**
Date: 09/04/2018

Subject: Career Ladder Promotion

Department: Public Utilities

Presented by: Ted Credle

Presentation: Consent Agenda

Issue Statement

Approval of a career ladder promotion for an employee with the electric division.

Financial Impact

The total impact remaining for this fiscal year would be \$1,536 were included in the approved FY 2018-2019 budget

Action Needed

Approve the career ladder promotion for an employee with the electric division.

Recommendation

Staff recommends the approval of the promotion

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Copy of Employee Certification
3. Employee Test Results



Staff Report

**Consent Career
Agenda Ladder
Item: Promotion**

In keeping with stated Town goals of retaining highly qualified employees, in 2015 the Council approved a career ladder within the Electric Division for employees to advance their career and become a more highly valued employee.

An employee attended training throughout 2017 and 2018, through the Electricities lineman program. In accordance with this program, the employee took, and passed his certification test on August 6, 2018 to achieve the designation of Journeyman Lineman. The employee scored a 91% score on his test.

This employee has followed the career ladder previously approved by the Council and obtained his certification on August 6, 2018. This career ladder increase will promote the employee from Advanced Lineman to Journeyman Lineman.



ELECTRICITIES

of NORTH CAROLINA, INC.

Presents this certificate to

For completion of

Journeyman

Lineman Career Development Program

Smithfield, NC

August 6, 2018



City Manager



Chief Executive Officer

**Lineman Career Development Program
Powerline Technician Journeyman
Test Evaluation Form**

Name:

Test Date: August 6, 2018

Municipality: Smithfield

Results: 91

Student Test Report

**If you see a letter present then you got the question wrong.
If you see a dash then you got the answer correct.**

Title of Module	Module ID#
Capacitors and Reactors Questions 1-6	M460
Circuit Breaker 1 Questions 7-12	M465
Distribution Line Installation and Removal Questions 13-18	M425
Working on Distribution Poles Questions 19-24	M405
Voltage Regulators 1 Questions 25-30	M435
Voltage Regulators 2 Questions 31-37	M440
Relays 1 Questions 38-45	M450
Transmission Questions 46-52	M470
Power Transformers 1 Questions 53-59	M445
Pole Top Equipment and Replacements (Switches) Questions 60-66	M410
Pad-Mounted Transformers and Switch Gear Questions 67-72	M420
Power Quality Questions 73-79	M415
Distribution Line Replacement Questions 80-86	M430
Multimeter Operations and Use Questions 87-92	M400
Control Equipment Questions 93-100	M455
Total Number of Questions & Number Missed	9

Student Test Report On Exam1 C

Course #: LCDP Level IV
 Course Title: LCDP Level IV
 Day/Time:

Instructor:
 Description: LCDP Level IV
 Term/Year:

Student Name:

. Student ID: 9599

Code:

	Possible Pts.	Raw	Objective	Exam#/Essay	Percent
Exam1	100.00	91.00	91		91.00%

Response	<dash> correct	<#> multiple marks	<space> no response
Description:	<alphabet> student's incorrect response	<*> bonus test item	

Test Items:	1-5	6-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50
Answers	-,-,-,-,A	-,-,-,-,B	-,-,-,-,-	-,-,-,-,-	-,-,E,-,-	-,-,-,-,-	-,-,-,-,-	-,-,-,A,-	-,-,-,-,-	-,A,-,-,-
Test Items:	51-55	56-60	61-65	66-70	71-75	76-80	81-85	86-90	91-95	96-100
Answers	-,-,-,-,-	-,-,-,-,-	-,-,-,-,-	-,-,-,-,-	-,-,A,-,-	-,B,A,-,-	-,-,-,-,-	-,-,A,-,-	-,-,-,-,-	-,-,-,-,-

Remarks:

List of Student's Multiple/Omitted Responses and Items with Multiple Answers:

No multiple/omitted mark answers or answer keys found on this test.



Request for Town Council Action

Consent **Donation**
Agenda **of Sick**
Item: **Leave**
Date: 09/04/2018

Subject: Request for Approval of Donation of Sick Leave
Department: Police Department
Presented by: Tim Kerigan
Presentation: Consent Agenda

Issue Statement

Staff is requesting the approval of the donation of sick time to a requesting employee from fellow employees.

Financial Impact

None expected.

Action Needed

Consideration and approval of request.

Recommendation

Approval of request not to exceed 283 hours of donated sick hours to the requesting employee.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



Staff Report

Agenda Item: **Donation of Sick Leave**

A Police Department employee has proven to be highly valued. We are pleased to report the upcoming birth of their child. The employee has limited sick/vacation time available and has requested the donation of sick time from other employees. This time would concur with approved FMLA leave totaling 12 weeks. The employee has approximately 198 combined hours of sick and vacation leave currently available. She is requesting the donation of up to an additional 282 hours of sick leave from fellow employees.

The Police Chief and I have reviewed this request and seek approval from Council to allow other employees to donate sick hours to the requesting employee. If approved, all donations of time must be completed and submitted no later than September 25, 2018 and will not exceed a maximum of 282 hours.



SMITHFIELD POLICE DEPARTMENT

110 S. Fifth Street • Smithfield, NC 27577
Phone: (919) 934-2121 • Fax: (919) 934-0223

Date: August 16, 2018

To: Tim Kerigan

From: XXXXX

Subject: Request for Leave Donations

Mr. Kerigan,

I will be out on Maternity leave by the second week in October and will be out for possibly twelve weeks. As of this date I have personally banked about one and a half months worth of Sick Time and Vacation Hours. I am sending this letter as a request to ask others to assist me with the remaining weeks I would be without pay.

Thank you for your assistance in this process.

Sincerely,

A handwritten signature in black ink, appearing to be "A. Ni".

Smithfield Police Department

Smithfield, North Carolina • The Heart of Johnston County Since 1777



Request for Town Council Action

**Consent
Agenda
Item:** **Advisory
Board
Appointments**

Date: 09/04/2018

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 a new appointment to the Planning Board and to make a recommendation to the Johnston County Board of Commissioners to reappoint a member to serve on the Board of Adjustment as an ETJ Member.

Financial Impact

N/A

Action Needed

The Town Council is asked to consider and approve the appointment of Michael Johnson to the Planning Board and make a recommendation to the Johnston County Board of Commissioners to reappoint Sarah Edwards to serve on the Board of Adjustment as an ETJ Member.

Recommendation

Staff recommends approval of these appointments.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Michael Johnson – Board Application & Letter
3. Sarah Edwards – Board Application



Staff Report

Consent Agenda Item **Advisory Board Appointments**

Planning Board Appointment

Michael Johnson has submitted an application for consideration to be appointed to the Planning Board. Mr. Johnson currently serves on the Board of Adjustment and has been a member since 2014. Since the Board of Adjustment is the appeals board to the Planning Board, Mr. Johnson has agreed to resign from his position on the Board of Adjustment if he is appointed to the Planning Board.

Board of Adjustment Appointment

Section 3.4.2.2 of the Town of Smithfield's current Unified Development Ordinance states the Board of Adjustment shall consist of seven members and two alternate members. Five members and one alternate member shall be citizens and residents of the Town and shall be appointed by the Town Council. Two members and one alternate member shall be citizens and residents of the Extraterritorial Jurisdiction (ETJ) surrounding the Town of Smithfield and shall be appointed by the Johnston County Board of Commissioners.

Sarah Edwards currently serves as an ETJ member and her third term is set to expire on September 30, 2018. The Town has received an application from Ms. Edwards for consideration to be reappointed to the Board of Adjustment.

The Town Council is asked to consider this application and make a recommendation to the Johnston County Board of Commissioners to reappoint Sarah Edwards to a three year term on the Town of **Smithfield's Board of Adjustments as an ETJ member.**

Current Board vacancies are as follows:

- Appearance Commission – 3 positions
- Board of Adjustment – 1 In Town Alternate
- Historic Properties – 2 positions
- Parks and Recreation Advisory Commission – 1 position
- Planning Board – 1 In-Town member, 1 In-Town Alternate



Town of Smithfield
Board, Commission, or Committee
Application

Name: Johnson Michael Exum
Home Address: 1004 S. Crescent Drive Smithfield NC 27577
Business Name & Address: HomeMasters Pest Control 1004 S. Crescent Drive Smithfield NC 27577
Telephone Numbers: 919-934-5750 919-938-4575 919-291-9382

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

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

Interests & Skills: As a life long member of Smithfield I am interested in the growth of the town. I possess the skills of listening and understanding and doing whats right within the bylaws.

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

Recent Job Experiences: I work at Eastern Wake Fire Department. I have been here for just over 13 years. I also own and operate HomeMasters Termite and Pest Solutions here in Smithfield and have been in business since 1995.

Civic or Service Organization Experience: Volunteer for Smithfield Fire Department for over 5 years. Currently a member of Johnston County Realtor Association.

Town Boards previously served on and year(s) served: None

Please list any other Boards/Commissions/Committees on which you currently serve: None

Why are you interested in serving on this Board/Commission/Committee? I am a native of Smithfield and as a business owner I feel its important that I am affiliated with the growth of the town.

Affirmation of Eligibility:

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

9 Yes No If yes, please explain disposition: _____

Is there any conflict of interest or other matter that would create problems or prevent you from fairly and impartially discharging your duties as an appointee of the Smithfield Town Council? 9 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: Micheel Exum Johnson

Signature: Micheel E. Johnson

Date: 8-10-2018

Return completed for to:

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

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

Michael Exum Johnson
1004 S. Crescent Drive
Smithfield NC 27577

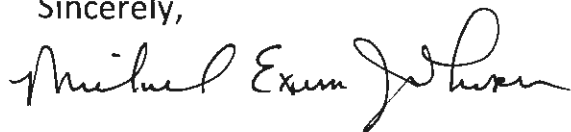
August 10th, 2018

I currently serve on the Board of Adjustments in my 2nd term and I would like to apply for the vacant seat on the Planning Board. I understand by doing so I would need to resign from the Board of Adjustment seat. If given the opportunity to serve on the Planning Board, I would resign my position on the Board of Adjustments.

I have made this decision because the Board of Adjustments does not meet very often and I would like to join the Planning Board to be more involved.

If you have any questions, feel free to give me a call at 919-291-9382

Sincerely,

A handwritten signature in cursive script that reads "Michael Exum Johnson". The signature is written in black ink and is positioned below the word "Sincerely,".

Michael Exum Johnson



Town of Smithfield
Board, Commission, or Committee
Application

Name: _____
(Last) (First) (MI)

Home Address: _____

Business Name & Address: _____

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

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

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

Interests & Skills: _____

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

Recent Job Experiences: _____

Civic or Service Organization Experience: _____

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

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

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

Affirmation of Eligibility:

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

Yes No If yes, please explain disposition: _____

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

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

Printed Name: _____

Signature: _____

Date: _____

Return completed for to:

Shannan Parrish

Town Clerk

P. O. Box 761

Smithfield, North Carolina 27577

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

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



Staff Report

Consent Agenda Item: New Hire / Vacancy Report

Date 09/04/2018

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>
Marketing and Communications Specialist	General Government	10-10-4100-5100-0200
Police Officer I	Police	10-20-5100-5100-0200
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220
Utility Line Mechanic	PU – Water / Sewer	30-71-7220-5100-0200

Action Requested

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

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Police Officer I	Police	10-20-5100-5100-0200	\$16.05/hr. (\$35,887.80/yr.)
P/T Instructor	P & R – Aquatics	10-60-6220-5100-0230	\$15.00/hr.
P/T Lifeguard	P & R – Aquatics	10-60-6220-5100-0220	\$10.00/hr.
Utility Line Mechanic	PU – Water / Sewer	30-71-7220-5100-0200	\$12.83/hr. (\$26,686.40/yr.)
Utility Line Mechanic	PU – Water / Sewer	30-71-7220-5100-0200	\$13.47/hr. (\$28,014.60/yr.)

Business Items

the 1990s, the number of people in the world who are under 15 years of age has increased from 1.1 billion to 1.5 billion. This increase is due to the fact that the number of children under 15 years of age has increased in every country in the world, except for a few developed countries where the number of children under 15 years of age has decreased.

The increase in the number of children under 15 years of age has led to a corresponding increase in the number of children who are out of school. In 1990, there were 100 million children out of school. By 2000, this number had increased to 150 million. This increase is due to the fact that the number of children who are out of school has increased in every country in the world, except for a few developed countries where the number of children who are out of school has decreased.

The increase in the number of children who are out of school has led to a corresponding increase in the number of children who are working. In 1990, there were 100 million children working. By 2000, this number had increased to 150 million. This increase is due to the fact that the number of children who are working has increased in every country in the world, except for a few developed countries where the number of children who are working has decreased.

The increase in the number of children who are working has led to a corresponding increase in the number of children who are in the armed forces. In 1990, there were 100 million children in the armed forces. By 2000, this number had increased to 150 million. This increase is due to the fact that the number of children who are in the armed forces has increased in every country in the world, except for a few developed countries where the number of children who are in the armed forces has decreased.

The increase in the number of children who are in the armed forces has led to a corresponding increase in the number of children who are in the streets. In 1990, there were 100 million children in the streets. By 2000, this number had increased to 150 million. This increase is due to the fact that the number of children who are in the streets has increased in every country in the world, except for a few developed countries where the number of children who are in the streets has decreased.

The increase in the number of children who are in the streets has led to a corresponding increase in the number of children who are in the slums. In 1990, there were 100 million children in the slums. By 2000, this number had increased to 150 million. This increase is due to the fact that the number of children who are in the slums has increased in every country in the world, except for a few developed countries where the number of children who are in the slums has decreased.

The increase in the number of children who are in the slums has led to a corresponding increase in the number of children who are in the streets. In 1990, there were 100 million children in the streets. By 2000, this number had increased to 150 million. This increase is due to the fact that the number of children who are in the streets has increased in every country in the world, except for a few developed countries where the number of children who are in the streets has decreased.

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Request for Town Council Action

**Business
Agenda
Item:** Zoning Text
Amendment
Date: 09/04/2018

Subject: Zoning Text Amendment, ZA 18-05
Department: Planning
Presented by: Planning Director - Stephen Wensman
Presentation: Business Item

Issue Statement

The Town of Smithfield Planning Department is requesting an amendment to the Unified Development Ordinance (UDO) that would allow for the return of high-rise business identification signs as a permitted use in the B-3 (Highway Entrance Business) zoning district when the property is within 660 feet of the right-of-way of I-95.

Financial Impact

There will be no financial impact to the Town.

Action Needed

To review the requested application, hold a public hearing for the proposed Unified Development Ordinance text amendment (held on 8/7/18), and make a decision whether to approve, deny or amend the amendment 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.

Recommendations

The Planning Department and Planning Board recommend the Town Council approval of the proposed amendment to Article 10 of the UDO and recommends that 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.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Draft Ordinance
3. **Consistency Statement**
4. Application and Petition for Amendment to the UDO



Staff Report

Agenda Item:	Zoning Text Amendment
Date:	09/04/2018

The Planning Department is requesting a text amendment to Article 10 of the Town of Smithfield Unified Development Ordinance (UDO) that will allow for single tenant high-rise business identification signs as a permitted use by right when the property is within the B-3 (Highway Entrance Business) zoning district and within 660 feet of the right-of-way of I-95.

History:

High rise business identification signs are very tall signs designed to be seen from the I-95 corridor. The purpose of high-rise business identification signs is to help the traveling public identify our local retailers while approaching the exit needed to be taken to reach the desired destination. Because they are permitted for on-site advertising only, high-rise signs are not affected by the State prohibition on outdoor advertising signs adjacent to the Interstate Highway System.

High-rise signs have been permitted within the Town of Smithfield since the 1990's but do not exist in the current UDO. There are currently nine permitted high-rise signs located near exit 95 and 2 located near exit 93.

High rise business identification signs were historically permitted to have a maximum height of 100 feet and a maximum sign area of 400 feet per side and were available to single tenant developments within 660 feet of the I-95 corridor regardless of the zoning district with a conditional use permit issued by the Town of Smithfield Board of Adjustment.

In 2015, an ordinance amendment was adopted that set the minimum height of high-rise signs to 50 feet. This minimum height limit was put in place to discourage the practice of calling a traditional ground mounted sign that exceeds the maximum height a "high-rise" sign.

The proposed high-rise sign ordinance will serve to promote quality branded restaurants, hotels and retailers and will insure that the Town of Smithfield remains **North Carolina's** premier stop along the I-95 corridor. The proposed high-rise business identification sign ordinance will allow for:

- High-rise signs to advertise activities conducted on the property upon which it is located only.
- An expedited administrative approval process for high-rise business sign applications.
- A single tenant development to qualify for one high-rise business identification sign if the property is located within a B-3 zoning district AND is within 660 feet of the right-of-way of Interstate 95.
- A maximum height of 100 feet and a minimum height of 50 feet.
- Up to 400 square feet of sign area per side.
- Ground mounted, free standing and of mono-pole design only.
- One High-rise identification signs to be permitted in addition to all other allowable signs.
- Existing high-rise signs to be repaired or replaced if substantial damage occurs.

The proposed ordinance amendment will also create a definition of a high-rise business identification sign and provide a photograph of a typical installation.

Consistency Statement:

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

Recommended Motion:

The Planning Department and Planning Board recommend Town Council approval of the proposed amendment to Article 10 of the UDO and recommends that 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.

DRAFT ORDINANCE # ZA-18-05
AN ORDINANCE TO AMEND THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE ARTICLE 10, SECTION
10.23 DISTRICT SIGNS and APPENDIX A, TO ALLOW FOR
HIGH-RISE BUSINESS IDENTIFICATION SIGNS

WHEREAS, the Smithfield Town Council wishes to amend certain provisions in the Unified Development Ordinance by making changes to the Town of Smithfield Unified Development Ordinance to allow for high-rise identification signs through the creation of a new section 10.23.9 High-Rise Business Identification Signs (Single Tenant).

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

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

PART 1

[Revise Article 10, to create a new section 10.23.9 High-Rise Business Identification Signs.]

SECTION 10.23.9 High-Rise Business Identification Signs (Single Tenant).

High-rise business identification signs may be permitted as a use by right for single tenant developments when located in the B-3 (Highway Entrance Business) zoning district and located within 660 feet of Interstate 95. A zoning permit may be granted providing the following minimum standards are met.

10.23.9.1 High-rise signs shall only advertise activities conducted on the property upon which it is located.

10.23.9.2 Maximum sign height shall not exceed a total height of 100 feet and shall be a minimum total height of at least 50 feet.

10.23.9.3 Maximum sign area shall not exceed 400 square feet of sign area per side.

10.23.9.4 No part of a high-rise sign shall be closer than 10 feet to a property line.

10.23.9.5 High-rise signs shall be free standing, ground mounted and of mono-pole design.

10.23.9.6 Only one high-rise identification sign may be permitted per property and is in addition to all other allowable signs.

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

[Revise Appendix A. Section A.3 Definitions, to create a new definition for high-rise business identification signs.]

Appendix A. Section A.3

Sign, high-rise business identification

A very tall sign, usually between 50 feet to 100 feet in total height and designed to be viewed from a great distance.



PART 2

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

PART 3

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

Duly adopted this the ___ day of ___, 20__.

M. Andy Moore, Mayor

ATTEST

Shannan L. Parrish, Town Clerk

**THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
AMENDMENT CONSISTENCY STATEMENT
BY THE SMITHFIELD TOWN COUNCIL
ZA-18-05**

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

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

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

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

That the final action regarding zoning ordinance amendment ZA-18-05 is based upon review of and consistency with, the Town of Smithfield *Comprehensive Growth Management Plan* and any other officially adopted plan that is applicable, along with additional agenda information provided to the Town Council and information provided at the regularly scheduled meeting of Town Council; and

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

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

That the final action regarding zoning ordinance amendment ZA-18-05 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

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



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

Petition for Amendment to the Unified Development Ordinance

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

APPLICANT INFORMATION:

_____	_____
Petitioner's Name	Address or PO Box
_____	_____
City, State, Zip Code	Telephone

Proposed amendment to the Town of Smithfield Unified Development Ordinance:

(Attach additional sheets as necessary)

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

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

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

_____	_____
Signature of Petitioner	Date

FOR OFFICE USE ONLY

File Number: _____	Date Received: _____	Amount Paid: _____
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Request for Town Council Action

Business Item: Noncontiguous Annexation
Date: 09/04/2018

Subject: Non-contiguous Annexation Petition
Department: Planning & Administration
Presented by: Planning Director – Stephen Wensman
Presentation: Business Item

Issue Statement

The applicant, Navaho Investment Company, LLC, is requesting to annex approximately 21.26 acres of land into the Town of Smithfield's corporate limits. The property considered for annexation on Galilee Road about 1900 feet south of Black Creek Road, near West Smithfield Elementary School. The property is partially within the ETJ and partially outside.

Financial Impact

Action Needed

The Town Council is asked adopt Resolution # 625 (12-2018) directing the Town Clerk to investigate the sufficiency of the annexation petition.

Recommendation

Adopt Resolution # 625 (12-2018)

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Annexation Petition with Metes and Bounds
3. Map of the Proposed site
4. Map of the Proposed Site in proximity to the Corporate Town Limits
5. Resolution # 625 (12-2018)



Staff Report

**Business Noncontiguous
Item Annexation**

The Town of Smithfield received a request from Navaho Investment Company, LLC. to annex approximately 21.26 acres on Galilee Road. The applicant is also requesting water and sewer services.

Per NCGS 160A-58.2 (see below) the Council must pass a resolution directing the Town Clerk to investigate the sufficiency of the petition should the Council wish to move forward with the annexation of the property into the corporate Town limits.

This is the first step in the annexation process. Once the Town Clerk has certified the sufficiency of the petition, the Town Clerk will report the findings to the Council by the October 2, 2018 meeting. At that time, the Council will pass a resolution fixing the date of the public hearing. Should the Council wish to move forward, the public hearing would be held during the November 6, 2018 meeting.

160A-58.2. Public hearing. *Upon receipt of a petition for annexation under this Part, the city council shall cause the city clerk to investigate the petition, and to certify the results of his investigation. If the clerk certifies that upon investigation the petition appears to be valid, the council shall fix a date for a public hearing on the annexation. Notice of the hearing shall be published once at least 10 days before the date of hearing.*

At the hearing, any person residing in or owning property in the area proposed for annexation and any resident of the annexing city may appear and be heard on the questions of the sufficiency of the petition and the desirability of the annexation. If the council then finds and determines that (i) the area described in the petition meets all of the standards set out in G.S. 160A-58.1(b), (ii) the petition bears the signatures of all of the owners of real property within the area proposed for annexation (except those not required to sign by G.S. 160A-58.1(a)), (iii) the petition is otherwise valid, and (iv) the public health, safety and welfare of the inhabitants of the city and of the area proposed for annexation will be best served by the annexation, the council may adopt an ordinance annexing the area described in the petition. The ordinance may be made effective immediately or on any specified date within six months from the date of passage. (1973, c. 1173, s. 2.)



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

Annexation Petition
 Submittal Checklist

<p>Please include all of the following (check off). If any information is missing from the application package, you will be asked to complete the application and re-submit the petition, so please check the list below carefully before you submit:</p>			
<input checked="" type="checkbox"/>	<p>Electronic Word document of the written metes and bounds must be e-mailed to: Stephen.Wensman@smithfield-nc.com or Mark.Helmer@smithfield-nc.com.</p>		
<input checked="" type="checkbox"/>	<p>Survey or Plat showing above written metes and bounds description of the property to be annexed must be submitted electronically in .pdf format, if possible.</p>		
<input checked="" type="checkbox"/>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>Copy of Approved Preliminary Site Plan or Final Site Plan showing Town Permit number (Z-__-__, etc.) or</p> </td> <td style="width: 50%;"> <p>Copy of Subdivision Plat submitted for lot recording approval with Town file number (S-__-__, etc.)</p> </td> </tr> </table>	<p>Copy of Approved Preliminary Site Plan or Final Site Plan showing Town Permit number (Z-__-__, etc.) or</p>	<p>Copy of Subdivision Plat submitted for lot recording approval with Town file number (S-__-__, etc.)</p>
<p>Copy of Approved Preliminary Site Plan or Final Site Plan showing Town Permit number (Z-__-__, etc.) or</p>	<p>Copy of Subdivision Plat submitted for lot recording approval with Town file number (S-__-__, etc.)</p>		
<input checked="" type="checkbox"/>	<p>Projected Market Value of Development at build-out (land and improvements).</p>		
<input checked="" type="checkbox"/>	<p>General Annexation Area Data: Linear feet of public streets, total annexation area acreage, number of proposed residential units or square footage of commercial space, type of utility connections involved, specific land uses proposed.</p>		
<input checked="" type="checkbox"/>	<p>This application form completed, dated and signed by the property owner(s) and attested submitted by the deadlines noted in section B of this application, page 2.</p>		
<p>Required, but often missing information. Please make sure to include the following:</p>			
<input checked="" type="checkbox"/>	<p>Correct Parcel Identification Number(s) (PIN). Call Johnston County Geographic Information Services at 919-989-5153, if there is any question about the parcel identifier. This is very important. Please indicate if the property being requested for annexation is only a portion of an existing parcel.</p>		
<input checked="" type="checkbox"/>	<p>Owner's Signatures and Date of Signatures. See page 3 of this application. All real property owners must sign the application, and the <u>date of signature MUST be filled in!</u></p>		
<input checked="" type="checkbox"/>	<p>Corporate Seal for property owned by a corporation.</p>		
<input checked="" type="checkbox"/>	<p>Rezoning Application, if the property is currently outside Town of Smithfield.</p>		

Annexation Petition

Submittal Deadlines

Petitions for annexation are accepted by the Town of Smithfield Planning Department at any time. There is no fee required for submittal of an annexation petition. **The annexation will become effective immediately upon adoption of the annexation ordinance at the scheduled public hearing unless notified otherwise by the Town Clerk.**

(The Town of Smithfield reserves the right to make exceptions to this general processing schedule when necessary.)

Section C Summary Information / Metes and Bounds Descriptions

Development Project Name
TWIN CREEKS

Street Address
6054 BLACK CREEK ROAD SMITHFIELD, NC 27577

Town of Smithfield Subdivision approval # (S- _____ - _____) or	Building Permit Transaction # _____ or	Site Plan approval # for multi-family (SP- _____ - _____)
--	--	--

Johnston County Property Identification Number(s) list below

P.I.N. 167300-56-5565	P.I.N. _____	P.I.N. _____
P.I.N.	P.I.N. <input type="checkbox"/>	P.I.N. <input type="checkbox"/>

Acreage of Annexation Site 32.888 ACRES	Linear Feet of Public Streets within Annexation Boundaries 3,765 LF
---	---

Annexation site is requesting Town of Smithfield Water and/or Sewer

Number of proposed dwelling units

Type of Units: 91	Single Family 91	Townhouse _____	Condo _____	Apartment _____
-------------------	------------------	-----------------	-------------	-----------------

Building Square Footage of Non-Residential Space

Specific proposed use (office, retail, warehouse, school, etc.)
Residential

Projected market value at build-out (land and improvements) \$
23,660,000

Person to contact if there are questions about the petition

Name
MICHAEL STEWART, PE

Address
319 CHAPANOKE ROAD SUITE 106 RALEIGH, NC 27603

Phone 919-779-1855	Fax # 919-779-1661	Email STEWARTPE@AOL.COM
------------------------------	------------------------------	-----------------------------------

Annexation Petition

State of North Carolina, County of Johnston, Petition of Annexation of Property to the Town of Smithfield, North Carolina

Part 1 The undersigned, being all the owners of the real property described in this application (Section C) respectfully request the annexation of said property to the Town of Smithfield, North Carolina. **The petitioners understand and agree that all streets and utilities within the annexed area will be constructed and installed by the developer according to the Unified Development Ordinance and any utilities that must be extended to the annexed area are the responsibility of the developers or successive property owners.** The property to be annexed is:

Contiguous to the present corporate limits of the Town Of Smithfield, North Carolina, or

Not Contiguous to the municipal limits of the Town of Smithfield, North Carolina, not closer to the limits of any other municipality and is located within three miles of the municipal limits of the Town of Smithfield, North Carolina (pursuant to Chapter 989 of the Sessions Law of North Carolina, 1967)

Part 2 NC General Statutes require petitioners of both contiguous and satellite annexations to file a signed statement declaring whether vested rights have been established in accordance with G.S.160A-385.1 or 153A-344.1 for properties subject to the petition.

Do you declare such vested rights for the property subject to this petition? Yes No

If yes, please submit proof that vested rights have been granted by governing board. I hereby declare that my failure to disclose existence of a vested right terminates any vested right previously acquired for this property.

Signed this 2nd day of August, 2018 by the owners of the property described in Section C.

Owner's Signature(s)
 Signature James A. Lucas, Jr. Date 8-2-18
 Signature _____ Date _____
 Signature _____ Date _____
 Signature _____ Date _____

Corporate Seal

Print owner name(s) and information
 Name NAVAHO INVESTMENT COMPANY LLC ~~OWNER~~ JAMES A. LUCAS JR.
 Address 4909 WESTERN BLVD, STE 200 RALEIGH, NC 27606
 Name _____ Phone _____
 Address _____
 Name _____ Phone _____
 Address _____
 Name _____ Phone _____
 Address _____

Above signature(s) attested by MICHAEL C. STEWART *[Signature]*

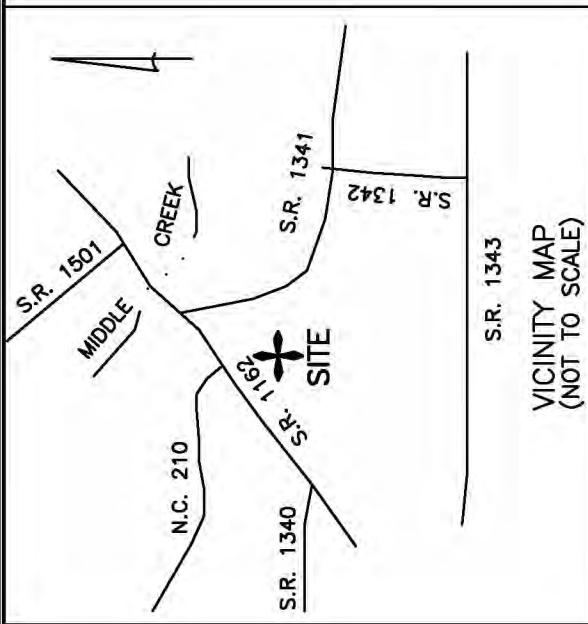
Received by the Town of Smithfield, North Carolina, this _____ day of _____, 20____, at a Council meeting duly held.
 Signature of Town Clerk _____

Deed Description for Annexation

Lying and being situated in Johnston County, North Carolina and being more particularly described as follows:

Being that certain tract of land in Smithfield, Johnston County, North Carolina and lying between Black Creek Road (N.C.S.R. 1162) and Galilee Road (N.C.S.R. 1341) and being Tract "1" recorded in Deed Book 3276, Page 267 at the Johnston County Registry and being more particularly described as follows:

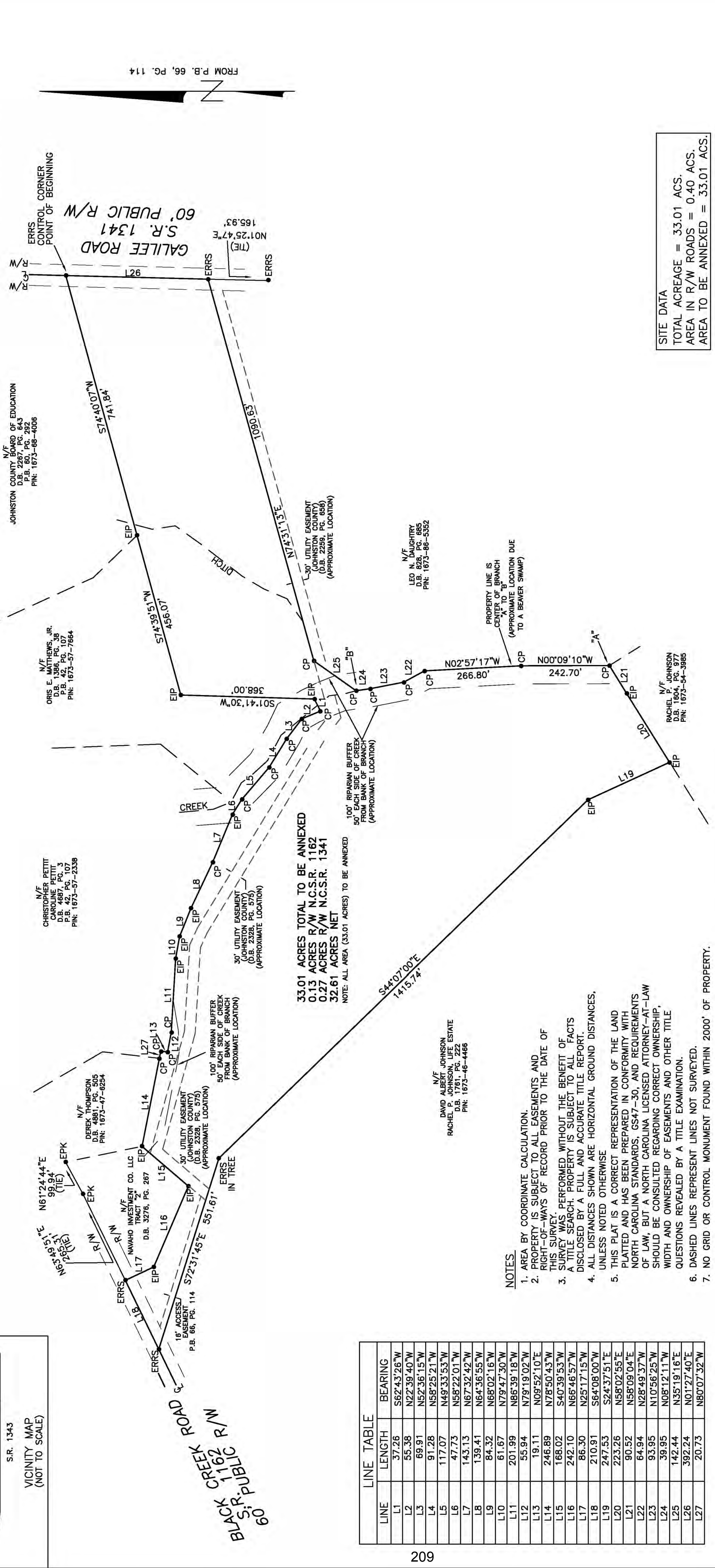
Beginning at an existing railroad spike in the center of Galilee Rd (N.C.S.R. 1341); thence leaving said road South $74^{\circ}40'07''$ West 741.84 feet to an existing iron pipe; thence South $74^{\circ}39'51''$ West 456.07 feet to an existing iron pipe; thence South $01^{\circ}41'30''$ West 368.00 feet to an existing iron pipe; thence South $62^{\circ}43'26''$ West 37.26 feet to a point; thence North $22^{\circ}39'40''$ West 55.38 feet to a point; thence North $52^{\circ}36'15''$ West 69.91 feet to a point; thence North $58^{\circ}25'21''$ West 91.28 feet to a point; thence North $49^{\circ}33'53''$ West 117.07 feet to a point; thence North $58^{\circ}22'01''$ West 47.73 feet to an existing iron pipe; thence North $67^{\circ}32'42''$ West 143.13 feet to a point; thence North $64^{\circ}36'55''$ West 139.41 feet to an existing iron pipe; thence North $68^{\circ}02'16''$ West 84.32 feet to an existing iron pipe; thence North $79^{\circ}47'30''$ West 61.67 feet to an existing iron pipe; thence North $86^{\circ}39'18''$ West 201.99 feet to a point; thence North $79^{\circ}19'02''$ West 55.94 feet to a point, thence North $09^{\circ}52'10''$ East 19.11 feet to a point; thence North $80^{\circ}16'25''$ West 20.73 feet to a point; thence North $78^{\circ}50'43''$ West 246.89 feet to an existing iron pipe; thence South $40^{\circ}39'53''$ West 168.02 feet to an existing iron pipe; thence North $66^{\circ}46'57''$ West 242.10 feet to an existing iron pipe; thence North $25^{\circ}17'15''$ West 86.30 feet to an existing railroad spike in the center of Black Creek Road (N.C.S.R. 1162); thence with the center of said road South $64^{\circ}08'00''$ West 210.91 feet to an existing railroad spike; thence leaving said road South $72^{\circ}31'45''$ East 551.61 feet to an existing railroad spike in tree; thence South $44^{\circ}07'00''$ East 1415.74 feet to an existing iron pipe; thence South $24^{\circ}37'51''$ East 247.53 feet to an existing iron pipe; thence North $58^{\circ}02'55''$ East 223.26 feet to an existing iron pipe; thence North $58^{\circ}09'04''$ East 90.52 feet to a point in creek; thence along said creek North $00^{\circ}09'10''$ West 242.70 feet; thence North $02^{\circ}57'17''$ West 266.80; thence North $28^{\circ}49'37''$ West 64.94 feet; thence North $10^{\circ}56'25''$ West 93.95 feet; thence North $08^{\circ}12'11''$ West 39.95 feet; thence leaving said creek North $35^{\circ}19'16''$ East 142.44 to a point; thence North $74^{\circ}31'13''$ East 1090.63 feet to an existing railroad spike in Galilee Road (N.C.S.R. 1341); thence along and with said road North $01^{\circ}27'40''$ East 392.24 feet to the point and place of beginning and being a total of 33.01 acres to be annexed, of which 0.13 acres lies within the right-of-way of Black Creek Road (N.C.S.R. 1162) and 0.27 acres lies within the right-of-way of Galilee Road (N.C.S.R. 1341).



CERTIFICATE OF REGISTRATION BY REGISTER OF DEEDS
NORTH CAROLINA
FILED FOR REGISTRATION ON THE _____ DAY OF _____ PAGE _____ (AM/PM)
AND DULY RECORDED IN PLAT CABINET _____ PAGE _____
REGISTER OF DEEDS

NOTE: PRIOR TO ANY LAND DISTURBING ACTIVITIES OWNER SHOULD CONTACT N.C.D.E.N.R. (DWO) TO VERIFY STREAM BUFFERS AND OTHER ENVIRONMENTAL CONCERNS.
THIS PROPERTY IS NOT LOCATED IN A F.E.M.A. 100 YEAR FLOOD HAZARD AREA.
REFERENCE: F.E.M.A. COMMUNITY PANEL NO. 3720186200K. DATE: 06-20-2018

LEGEND
EIP = EXISTING IRON PIPE
EIS = EXISTING IRON STAKE
ERB = EXISTING RE-BAR
EPK = EXISTING P.K. NAIL
CP = COMPUTED POINT (NOT FOUND OR SET)
IPS = IRON PIPE SET
N/F = NOW OR FORMERLY
R/W = RIGHT-OF-WAY
CL = CENTERLINE OF ROAD



33.01 ACRES TOTAL TO BE ANNEXED
0.13 ACRES R/W N.C.S.R. 1162
0.27 ACRES R/W N.C.S.R. 1341
32.61 ACRES NET
NOTE: ALL AREA (33.01 ACRES) TO BE ANNEXED

LINE	LENGTH	BEARING
L1	37.26	S62°43'26"W
L2	55.38	N22°39'40"W
L3	69.91	N52°36'15"W
L4	91.28	N58°25'21"W
L5	117.07	N49°33'53"W
L6	47.73	N58°22'01"W
L7	143.13	N67°32'42"W
L8	139.41	N64°36'55"W
L9	84.32	N68°02'16"W
L10	61.67	N79°47'30"W
L11	201.99	N66°39'18"W
L12	55.94	N79°19'02"W
L13	19.11	N09°52'10"E
L14	246.89	N78°50'43"W
L15	168.02	S40°39'53"W
L16	242.10	N66°46'57"W
L17	86.30	N25°17'15"W
L18	210.91	S64°08'00"W
L19	247.53	S24°37'51"E
L20	235.26	N58°02'55"E
L21	90.52	N58°09'04"E
L22	64.94	N28°49'37"W
L23	93.95	N10°56'25"W
L24	39.95	N08°12'11"W
L25	142.44	N35°19'16"E
L26	392.24	N01°27'40"E
L27	20.73	N80°07'32"W

NOTES:
1. AREA BY COORDINATE CALCULATION.
2. PROPERTY IS SUBJECT TO ALL EASEMENTS AND RIGHT-OF-WAYS OF RECORD PRIOR TO THE DATE OF THIS SURVEY.
3. SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE SEARCH. PROPERTY IS SUBJECT TO ALL FACTS DISCLOSED BY A FULL AND ACCURATE TITLE REPORT.
4. ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES, UNLESS NOTED OTHERWISE.
5. THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PLATTED AND HAS BEEN PREPARED IN CONFORMITY WITH NORTH CAROLINA STANDARDS, GSA7-30, AND REQUIREMENTS OF LAW, BUT A NORTH CAROLINA LICENSED ATTORNEY-AT-LAW SHOULD BE CONSULTED REGARDING CORRECT OWNERSHIP, WIDTH AND OWNERSHIP OF EASEMENTS AND OTHER TITLE QUESTIONS REVEALED BY A TITLE EXAMINATION.
6. DASHED LINES REPRESENT LINES NOT SURVEYED.
7. NO GRID OR CONTROL MONUMENT FOUND WITHIN 2000' OF PROPERTY.

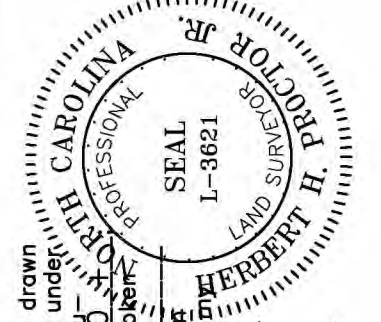
SITE DATA
TOTAL ACREAGE = 33.01 ACS.
AREA IN R/W ROADS = 0.40 ACS.
AREA TO BE ANNEXED = 33.01 ACS.

REFERENCES
DEED BOOK 3276, PAGE 267
PLAT BOOK 66, PAGE 114
ALL DEEDS AND PLATS SHOWN ON SURVEY
JOHNSTON COUNTY GIS

NOTE:
NO DETERMINATION HAS BEEN MADE BY THE SURVEYOR AS TO THE EXISTENCE OF THE FOLLOWING:
- WETLANDS
- UNDER GROUND UTILITIES FACILITIES
- CEMETERIES OR BURIAL GROUNDS
- HAZARDOUS WASTE

I, Herbert H. Proctor Jr., certify that this survey is an existing parcel of land and does not create a new street or change an existing street.

I, Herbert H. Proctor Jr., certify that this survey is on an existing parcel of land and does not create a new street or change an existing street.



I, Herbert H. Proctor Jr., certify that this plat was drawn under my supervision from an actual survey made under my supervision; that the ratio of precision is 1/10,000; that the boundaries not surveyed are shown as broken lines plotted from information found in Book _____ page _____; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal this _____ day of _____, 2018.

PRELIMINARY PLAT. NOT FOR RECORDATION, SALES OR CONVEYANCES.

ANNEXATION PLAT FOR
NAVAHO INVESTMENT COMPANY, LLC
TRACT "1"
SOURCE OF TITLE: DEED BOOK 3276, PAGE 267
IN THE JOHNSTON COUNTY REGISTRY

OWNER:
NAVAHO INVESTMENT CO. LLC
4909 WESTERN BLVD.
RALEIGH, N.C. 27606

STEWART-PROCTOR, PLLC
ENGINEERING and SURVEYING
(LICENSE NUMBER P-0148)
319 CHAPANOE ROAD SUITE 106
RALEIGH, NC 27603
TEL. 919 779-1855 FAX 919 779-1661

DATE: 08/01/2018 SURVEYED BY
SCALE 1"=200' DRAWN BY

JOHNSTON COUNTY JOB
SMITHFIELD TOWNSHIP NORTH CAROLINA
PROPERTY ADDRESS: 6054 BLACK CREEK ROAD
JOHNSTON COUNTY DWG. NO.
ZONED: AR AND R-20A JJ-SMITHFIELD REZONE200SCALE



Annexation Request



Project Name:
Twin Creeks

Proposed Use:
Single Family
Dwellings

File Number:
ANX-18-01

Property Owner:
Navaho Investment
Co. LLC

Applicant:
Michael Stewart, PE

Location:
Black Creek Road

Tax ID#
15109011B

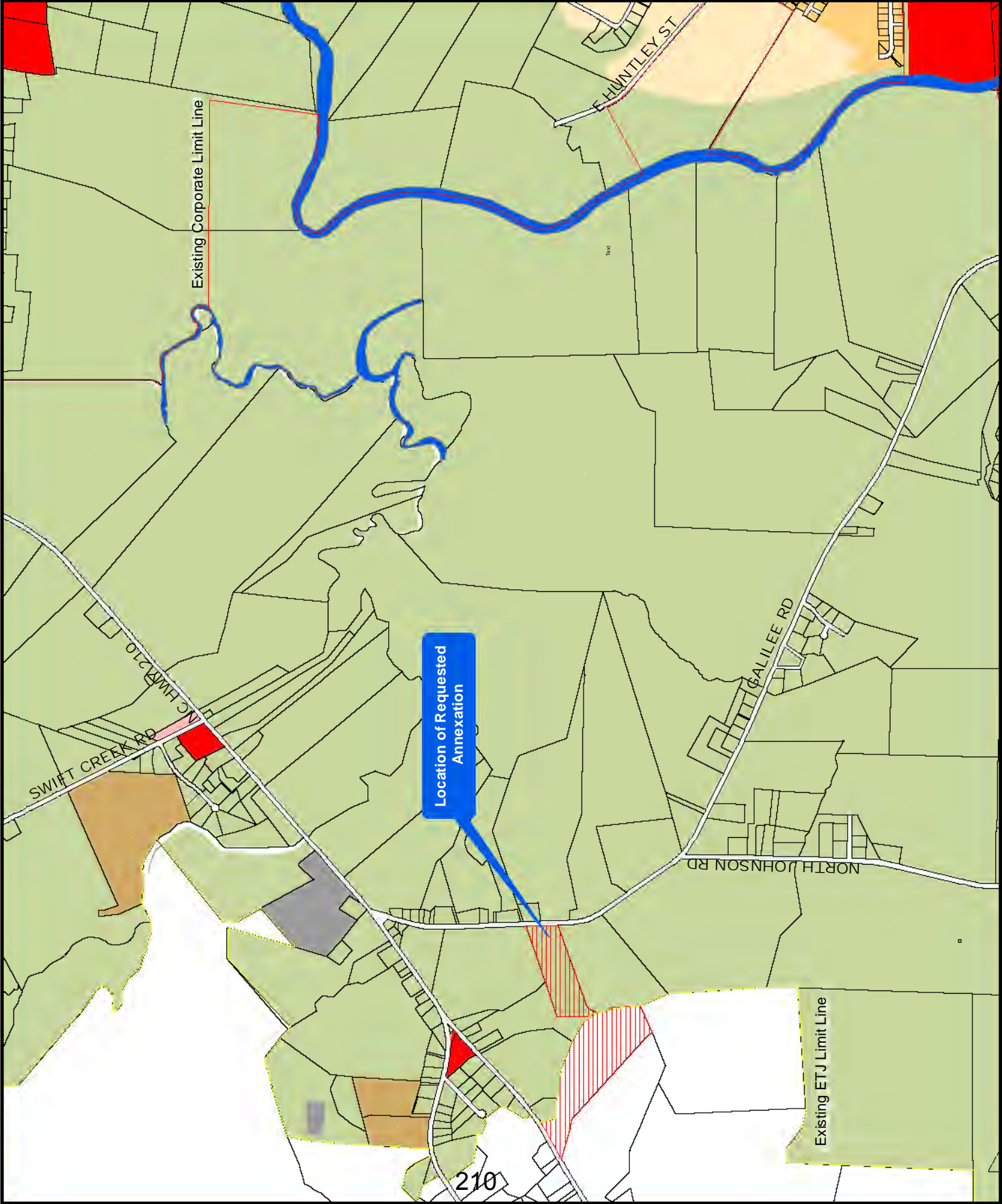
Zoning District:
Johnston County
AR (Agriculture
-Residential)

Map created by the
Mark E. Helmer, AICP
Senior Planner,
GIS Specialist
on 8/28/2018

- Legend
- Corporate Limit Line
 - water_nad83
 - ETJ Limit Line
 - Subject Parcel



1 inch = 1,600 feet



210

**Resolution TOWN OF SMITHFIELD
RESOLUTION # 625 (12-2018)
DIRECTING THE CLERK TO INVESTIGATE A PETITION
RECEIVED UNDER G.S. 160A-58.1**

WHEREAS, a petition requesting annexation of an area described in said petition was received on September 4, 2018 by the Smithfield Town Council; and

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

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

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

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

Adopted this the 4th day of September, 2018.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk



Request for Town Council Action

**Business
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 09/04/2018

Subject: Temporary Use Permit

Department: Grace Community Assembly of God

Presented by: Planning Director – Stephen Wensman

Presentation: Business Item

Issue Statement

The Council is being asked to allow Grace Community Assembly of God to hold a community marketplace twice a month beginning May 2019 and running through October 2019. This would be offered as an outreach program for the community.

Financial Impact

None

Action Needed

To approve the Temporary Use Permit Application

Recommendation

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Letter of Stating Proposed Use
4. Site Plan



Staff Report

**Business
Agenda
Item:**

**Application
for
Temporary
Use Permit**

Grace Community Assembly of God is requesting to offer a community marketplace as an outreach program for the public. Their intent is to sell crafts, hobby items, clothing, toys, furniture, household goods and produce. They would like to offer this market twice a month beginning May 2019 and ending October 2019. The proposed hours of operation would be Saturdays from 9:00 am to 1:00 pm. Security services **wouldn't be needed. No** Town property will be used.



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

Temporary Use Permit Application

Completed applications should be submitted to the Town of Smithfield Planning Department at least four weeks prior to the event. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

A site plan/diagram of event property MUST BE ATTACHED (see attachments)

TYPES OF EVENT

PERMIT FEE \$100

- Expansion or replacement of existing facilities
Sale of agricultural products grown off-site
Sale of fireworks
Special event, over 100 people in attendance
Athletic event on streets, greenways
other (please describe)
Construction Trailer
Real estate sales office or model home
Sale of non-agricultural products, except fireworks
Not-for-profit event, over 100 people in attendance
Town recognized event
Live Band / Concert

GRACE Community MARKET 923 E Booker Dairy Road
Name of Event Location of Event (exact street address)

Applicant name GRACE Community E-mail address office@gcag.church
Address 923 E Booker Dairy Rd Zip 27577
Day phone 919.934.5762 Mobile phone 704.401.4295
Event set-up/start time/date MAY (2x/month) 9A-1P Event clean-up/end date/time Oct.
Sound amplification hours N/A Will food or goods be sold? YES
Security provided by Smithfield Police or private security (describe duties): NO

Private agency name & phone, if applicable: N/A

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

Do you wish to: Restrict animals at this event? (Circle Yes No) Prohibit Fireworks? (Circle Yes No)

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

Ryan Story, PASTOR Ryan Story Signature 8-3-18 Date

PLEASE RETURN THIS PERMIT TO THE PLANNING DEPARTMENT WITH \$100.00 FEE.

Method of payment: Cash Check # Credit Card Amount \$

Reviewing Planner: Joseph Wen Date: 8/9/18
(Note: See attached letter)

Grace Community Marketplace

Proposed use:

Our intent is to create a “garage sale” like atmosphere as an outreach to the community. We hope that this would give an opportunity to those who grow fruits and vegetables or have hobby and craft skills a platform to display and sell their wares.

Types of sale items:

- Craft and hobby items
- Clothing and toys
- Furniture and household goods
- produce

Frequency:

Our initial target to be open May – October (2019) twice a month

Proposed hours: Saturday 9 am - 1 pm

Contact info:

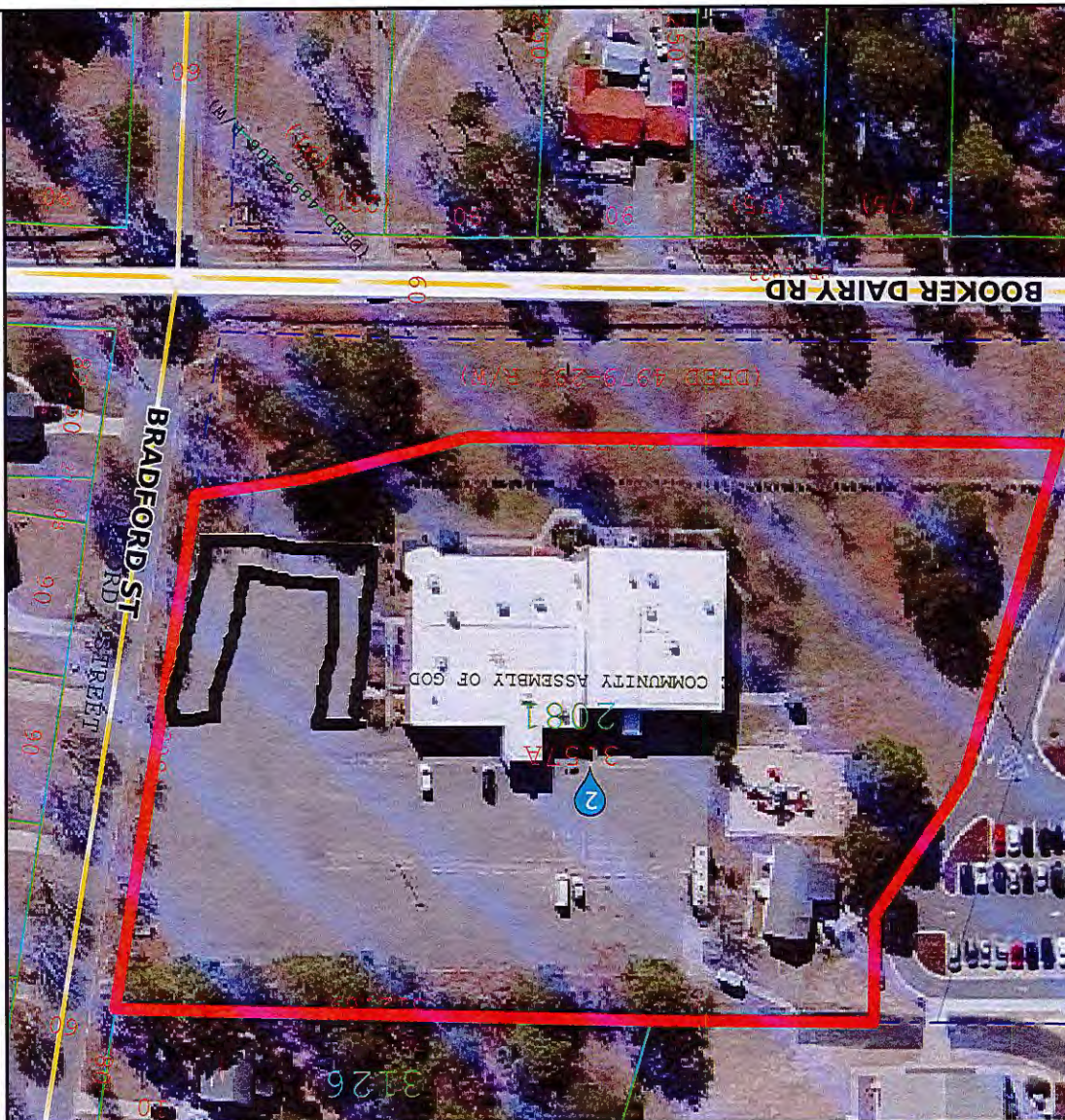
Mark Stout (919)-530-0147 cell

stoutnc@nc.rr.com



*** DISCLAIMER ***

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



Scale: 1:1257 - 1 in. = 104.79 feet

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

Johnston County
August 2, 2017

Result 1

id: 14057004M
 Tag: 14057004M
 NCPin: 260405-29-2081
 Mapsheet No: 260405
 Owner Name 1: GRACE COMMUNITY ASSEMBLY OF GOD INC
 Owner Name 2:
 Mail Address 1:
 Mail Address 2: PO BOX 1249
 Mail Address 3: SMITHFIELD, NC 27577-
 Site Address 1: 923 BOOKER DAIRY RD
 Site Address 2: SMITHFIELD, NC 27577-
 Book: 04979
 Page: 0297
 Market Value: 2514220
 Assessed Acreage: 3.57
 Calc. Acreage: 3.57
 Sales Price: 170000
 Sale Date: 2017-06-22



Request for Town Council Action

**Business
Agenda
Item:**

**Presentation
of
Completed
Work**

Date: 09/04/2018

Subject: Presentation of Completed Work

Department: Public Utilities

Presented by: Ted Credle

Presentation: Business Item

Issue Statement

To close out the State awarded Asset Inventory & Assessment (AIA) grant, the completed work must be presented to the governing body.

Financial Impact

None

Action Needed

Accept the approved work as presented.

Recommendation

Staff recommends the acceptance of the completed work

Approved: Town Manager Town Attorney

Attachments:

1. Award of Grant Conditions
2. Executive Summary of Results
3. Copy of Service Map
4. Manhole Report (typical – 1 of 1,827)
5. Pipeline Report (typical – 1 of 73)
6. Lift Station Evaluation – cover page & introduction (366 pages)
7. Asset Management Plan - cover & table of Contents (164 pages)



Staff Report

**Business Presentation
Agenda of Completed
Item: Work**

In 2016, the Town applied for and was rewarded the North Carolina Division of Environmental Quality (NCDEQ) Clean Water State Revolving Fund (CWSRF) Asset Inventory and Assessment (AIA) grant in the amount of \$150,000.

The intent of this grant was to fund a project that would **physically locate the Town's sanitary sewer utility infrastructure and incorporate the infrastructure into the Town's official Service Map**. This accurate location would enhance the Town service by reducing service response time. After 24 months, the work on this project is completed, and the grant is to be closed out.

Condition #8 of the award indicates that the completed work must be presented to the governing board. This action item, and the included documentation, is that presentation.

Summary of Results

AIA Grant for Sanitary Sewer

Town of Smithfield EAIA-W-16-0024

In 2016, the Town of Smithfield applied for the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Infrastructure (CWI) Asset Inventory and Assessment (AIA) funding. The intent of this application was to assist the Town in further identifying possible sources and locations of inflow and infiltration (I&I) into the sanitary sewer collection system. A marked increase in I&I had resulted in significantly higher sewage treatment costs in 2014 (\$2.9M) and 2015 (\$3.5M) – up from historic levels of \$2.1M and \$2.0M in previous years. Such an economic impact had negatively affected the enterprise fund balance and there was no obvious cause for the problem. With mounting economic pressures, the Town applied for, and was granted, full funding to begin the process of locating and assessing the Town sanitary sewer infrastructure; for the purpose of identifying sources of I&I and setting a plan to address these issues.

The specific project proposed to hire a contractor to survey the location of every sanitary sewer manhole in the Town collection system. This data would be incorporated into the newly acquired Town GIS database and would give the Town an accurate view of the scope of the infrastructure. Moreover, the same contractor was hired to assess the condition of the manholes, based on a widely used industry standard, the National Association of Sewer Service Companies (NASSCO) assessment system. Another proposed item was to assess each of the Town's lift stations, for the purpose of seeing if some simple upgrades would lead to a more efficient usage of the asset. Camera testing (CCTV) was also proposed in certain, high-trouble areas to help identify why these areas may have recurring pipe blockage issues. Lastly, it was proposed that the Town would purchase portable flow monitors, to record flow data in certain areas of the Town collection system during dry and wet conditions; which would help narrow down the search for the source(s) of the I&I.

In the spring of 2017, the hired contractor completed the survey & assessment of the Town's 1,827 sewer manholes. The contractor identified each manhole with exact horizontal survey coordinates; precise vertical measurements to ring & cover, as well as, invert; and performed a NASSCO assessment of each structure. By the fall of 2017, the Town had incorporated the data into the Town service area map and had a list of manhole structures that were prioritized to be rehabilitated. In the winter of 2017, another contractor was hired to video certain trouble spots in the Town; looking for possible causes of blockages and odor. Video evidence did not find blockages, but did lead to the discovery of a large root infestation issue; as well as, three distinct areas that had pipe separation and/or collapses. In the spring of 2018, The Town's consulting engineer undertook an assessment of the lift stations and an update of the Utilities Department asset management plan. Also in the spring of 2018, two portable flow monitors were purchased from ISCO to assist the Town in identifying where wet weather has the greatest impact in the Town's sanitary sewer collection system.

Perhaps the most important step of this project is not gathering the data; but rather, what the parsing of data tells us. This project yielded a picture of an unseen, underground collection system that is aged, frequently cracked, infested with roots, and is in need of attention. The above ground assets (lift stations) are a mix of patchwork fixes and jury-rigged controls. These conclusions are not unexpected. The advanced age of any collection system would lend itself to such issues. This project merely verified what the Town had assumed – the sanitary sewer collection system has areas that need attention and repair.

So what is next? The Town has already taken steps to affect change. The identified collapses/breakages were repaired immediately. A contractor was brought in to affect root control through the application of a chemical (Diquat Dibromide), which kills roots and guards against root re-intrusion for 2 years. A second contractor was hired to rehabilitate the worst manholes in the system. Due to the economic cost of rehabilitation, only a small percentage were actually rehabilitated; but, a list has been created and this list will continue to be followed annually, through a program the Utilities Department has established. The flow monitors will be deployed by the end of September 2018, to begin the process of gathering flow data during the normally wet fall season. As mentioned previously, the GIS database has already been infused with the locations and assessment of every manhole the Town has – which assists the Department in shortening response time and setting a preventive maintenance schedule. The Capital Improvement Plan was updated in June of 2018 to include the manhole rehabilitation program and lift station repair program; both on an annual basis.

These early actions have had the desired effect. In 2017, and so far in 2018, the sewage treatment costs have been reduced dramatically. The Town's audit report reveals that for the fiscal year ending in June of 2017, the treatment cost was back down to levels before the sharp increase (\$2.3M), or what would be expected as "normal". For the fiscal year ending in 2018, the cost has reduced even further (\$1.9M). It is uncertain what portion can be attributed to the Town's efforts, when compared to the larger picture of slightly dryer weather, various construction projects undertaken at the treatment plant, and other collection system repairs made by the County. What is certain is that repairs were made and the collection system is "tighter" today than it was prior to this project. Lastly, the Town will re-assess the infrastructures in 5 years to compare the differences and reveal the results of planned repairs & rehabilitations.

STANDARD CONDITIONS FOR ASSET INVENTORY AND ASSESSMENT GRANTS

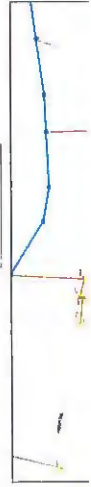
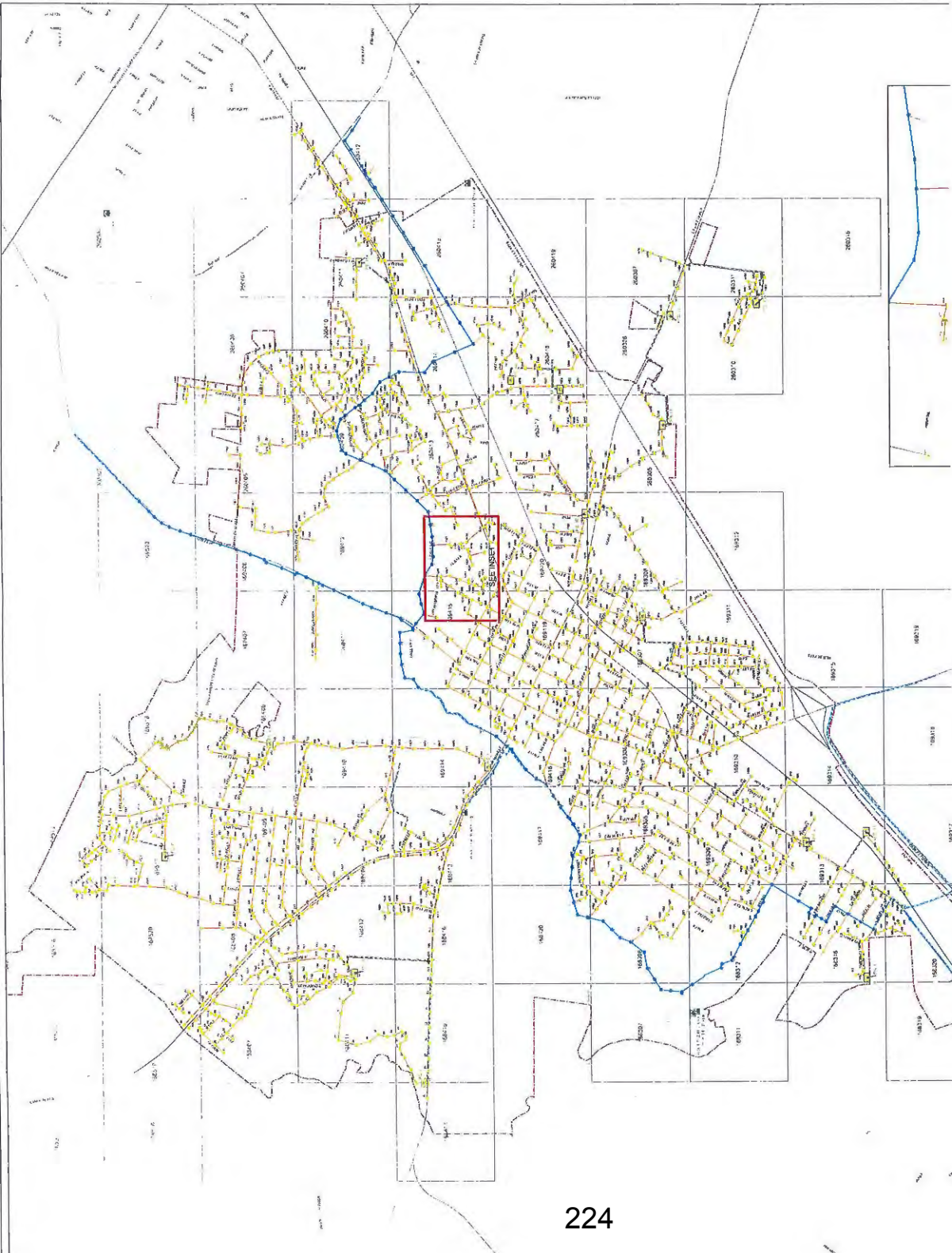
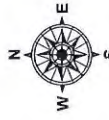
1. The recipient acknowledges that no disbursements will be made until the grant fee has been received by the Division of Water Infrastructure.
2. The recipient acknowledges that no disbursements will be made until applicable service agreements or contracts are submitted. The description of work listed on invoices must be included in the scope of work shown on the agreements or contracts.
3. The required grant match must be documented to receive the full amount of this financial assistance offer. The grant match is a percentage of the financial assistance offer amount.
4. All funds provided pursuant to North Carolina General Statute 159G shall be expended solely for carrying out the approved project and an audit shall be performed in accordance with G.S. 159-34, as amended. **The recipient will expend all of the requisitioned funds for the purpose of paying the costs of the project within three (3) banking days following the receipt of the funds from the State.** Please note that the State is not a party to any contract(s) and the grant recipient is expected to uphold its contract obligations regarding timely payment.
5. Partial disbursements will be made promptly upon request, subject to adequate documentation of incurred eligible costs and grant match, and subject to the recipient's compliance with the conditions of this grant. Requests for reimbursement must be made using the Division of Water Infrastructure's reimbursement form.
6. The recipient must provide a digital copy of the Asset Inventory and Assessment products in a universally readable format.
7. The recipient must provide an executive level summary of the work performed, any conclusions made, and the next steps to be taken as a result of this work.
8. The recipient must provide approved minutes or a resolution confirming the completed Asset Inventory and Assessment work has been presented to the recipient's governing board.
9. A maximum of 95% of the grant will be paid prior to receipt of the documentation described in Standard Condition Nos. 6, 7, and 8. After receipt of this documentation, final payment will be made once it is requested.

Sewer System Map

Town of Smithfield
Johnston County, NC

Printed: 9/15/2017

- Legend**
- City_Limit_Line
 - Smithfield Master Meters
 - WWPS
 - Johnston County MH
 - Johnston County_FM_Next
 - Johnston County Gravity
 - Smithfield_MH
 - Smithfield FM
 - Smithfield Gravity
 - rrrds
 - centerli
 - Mapindex_Smith
 - City_ETJ_Parcel
 - WATER





SmithField Public Utilities Manhole Inspection Report

Manhole Facility ID 925		Header Information			Rating 3		
		Northing:		Easting:		Elevation:	
		637092.645		2196178.519		145.66	
Surveyor:	Certificate Number:	System Owner:	Customer:	Date Inspected:	City:		
Ted		Smithfield	Smithfield	4/4/2017	Smithfield		
Location:		Location Details:			Purpose:		
716 MARTIN LUTHER KING JR DR					Infiltration and Inflow investigation		
Weather:	Pre-Cleaning:	Project Area:	Runoff Potential:	Surface:			
Dry	Not Known	Basin 1	Sheeting	<input checked="" type="checkbox"/> Asphalt <input type="checkbox"/> Collar <input type="checkbox"/> Grass <input type="checkbox"/> Gravel <input type="checkbox"/> Pavement <input type="checkbox"/> Other			
Inspection Status:	Access Type:	Location Code:	Surcharge Evidence:				
InspectionComplete	Manhole	Light Highway	No				
Rim to Invert:	Rim to Grade:	Additional Information:					
6.4	0						

Manhole Structure

Cover Type:		Cover Shape:	Cover Diameter:	Cover Material:	Cover Condition:		
<input type="checkbox"/> Solid <input type="checkbox"/> Bolted <input type="checkbox"/> Vented <input type="checkbox"/> Inner <input type="checkbox"/> Gasket <input type="checkbox"/> Locking		Circular	1.96	Cast Iron	<input checked="" type="checkbox"/> Sound <input type="checkbox"/> Missing <input type="checkbox"/> Cracked <input type="checkbox"/> Corroded <input type="checkbox"/> Broken <input type="checkbox"/> Bolts Miss.		
		Cover Fit:	Hole Diameter:	Hole Number:			
		Good					
Cover Insert:	Ring Type:	Ring Height:	Clear Opening.:	Frame Bearing Depth:	Frame Bearing Width:		
None			1.86				
Frame Material:	Frame Depth:	Frame Seal:	Offset Distance:	Frame Inflow:			
Cast Iron		Infil Weeper		Infil Weeper			
Ring Condition:		Frame Condition:		Seal Condition:		Insert Condition:	
<input type="checkbox"/> Sound <input type="checkbox"/> Corroded <input type="checkbox"/> Crack <input type="checkbox"/> Bad Install <input type="checkbox"/> Broken <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Sound <input type="checkbox"/> Corroded <input type="checkbox"/> Crack <input type="checkbox"/> Missing <input type="checkbox"/> Broken <input type="checkbox"/> Coated		<input type="checkbox"/> Sound <input checked="" type="checkbox"/> Loose <input type="checkbox"/> Cracked <input type="checkbox"/> Offset <input type="checkbox"/> Broken		<input type="checkbox"/> Sound <input type="checkbox"/> Leaking <input type="checkbox"/> Bad Fit <input type="checkbox"/> Fell In <input type="checkbox"/> Crack	
Chimney Material:	Chimney I/I:	Chimney Depth:	Cone Type:	Cone Material:			
Brick	None	1.34	Conical centered	Brick			
Wall Diameter:	Wall Material:	Step Material:	Step Number:				
4	Brick	Metal	2				
Chimney Lining:	Cone Lining:	Wall Lining:	Bench Lining:				
	None - No Coating	None - No Coating	None - No Coating				
Bench Present	Bench Material:		Channel Installed:	Channel Type.:	Channel Exposure:		
Yes	Concrete (non-reinforced)		Yes	Formed	Fully Opened		

Photos

Ground Cover Picture



Invert Picture



Piping

Pipe Number	Clock Position	Pipe Direct.	Pipe Material	Pipe Shape	Pipe Width	Seal Condition	Special Condition	Percent Flow
1	6	OUT	Vitrified Clay Pipe	Circular	8	SOUND		10
2	12	IN	Vitrified Clay Pipe	Circular	8	SOUND		10

Defects

Distance	Code		Cont Defect	Value			Joint	Circumferential Location		Image Reference	
	Component	Defect Code		S/M/L	Value			%	At/From		To
					1st	2nd					



Defect Listing Plot Left

Pipe Segment Refere... P-0640	City Smithfield	Street Brookwood Dr.	Material PolyVinyl Chloride		Location C...	Sewer Use
Upstream MH 1299	Total Length 346.7	Year Laid	Shape Circular		Location Details	
DS Manhole 1283	Length surveyed 346.7	Year Renewed	Height 8	Width 8	Pipe Joint...	
SPR N/A	MPR 37	PO Number		Customer Town of Smithfield		
SPRI N/A	MPRI 2.1	Work Order		Purpose Routine Assessment		
QSR N/A	QMR 312B			Media label		
OPR 37	Surveyed By Allen	Direction Upstream	Date 20171205			
OPRI 2.1	Certificate Number U-614-06021654	Pre-Cleaning Jetting	Time 14:13	Weather Dry		
Date Cleaned			End Time 14:28	Additional Info		



1283

	Code:	Continuous:	Pos:	Val 1 / 2 :	% :	Gallons:
0.0 ft.	Access Point Manhole 1283- Small Drop					
0.0 ft.	Water Level				20	
1.6 ft.	Water Level Sag				35	
23.5 ft.	Tap Break-In Active		2	4		
68.8 ft.	Water Level Sag				15	
79.6 ft.	Tap Break-In Active		10	4		
101.8 ft.	Material Change DIP					
119.8 ft.	Material Change PVC					
157.5 ft.	Water Level Sag				30	
167.6 ft.	Tap Break-In Active		10	4		
188.5 ft.	Water Level Sag				20	
199.0 ft.	Tap Break-In Active		2	4		
212.9 ft.	Water Level Sag				20	
226.5 ft.	Water Level Sag	Start S01			20	



Defect Listing Plot Left

Pipe Segment Refere...	City	Street	Material	Location C...	Sewer Use
P-0640	Smithfield	Brookwood Dr.	PolyVinyl Chloride		
Upstream MH 1299	Total Length 346.7	Year Laid	Shape Circular	Location Details	
DS Manhole 1283	Length surveyed	Year Renewed	Height 8	Width 8	Pipe Joint...
283.1 ft.	Tap Break-In Active		2	4	
289.5 ft.	Water Level Sag	End F01			20
303.1 ft.	Tap Break-In Active		2	4	
310.8 ft.	Material Change DIP				
346.7 ft.	Access Point Manhole 1299				
1299					

WASTEWATER LIFT STATION CONDITION ASSESSMENT



TOWN OF SMITHFIELD
NORTH CAROLINA

AUGUST 2018

PREPARED BY:



THE WOOTEN COMPANY

LICENSE NO: F-0115
TWC: 2698-BR TO#11

1.0 INTRODUCTION

The Town of Smithfield owns and operates a sewer collection system. The Town's Public Utilities Department is responsible for operation and maintenance of these collection systems within the Town boundaries. Sewer assets are divided into the following main categories:

- Wastewater Collection System – Gravity sewer lines, manholes, lift (pump) stations, force mains, and sewer meters. The sewer collection system within the Town limits is operated and maintained by the Water and Sewer Division.

Wastewater collected from the Town flows by gravity to numerous connection points with the Johnston County main sewer outfall pipe that leads to the Johnston County Wastewater Treatment Facilities (WWTP). In the past, the Town owned the WWTP and main sewer outfall; however the system was sold to Johnston County.

There are a total of eighteen (18) lift stations in the Town and only one (lift station 11) is currently unused. As part of a Water and Sewer Asset Management Plan (AMP) completed by the Wooten Company (August 2018), all lift stations were evaluated to determine the condition of each lift station. Cost estimates were provided for major deficiencies in the lift stations to include in future Capital Improvement Plans. The evaluation at each station consisted of a review and inspection of the following:

- current condition
- evidence of recent overflows
- working condition of station's various components, including pumps, controls, alarms, SCADA system, sump pumps, bar screen, standby power, etc.
- in absence of current standby power, evaluate need
- provide recommendations, with cost estimates as appropriate, for immediate improvements

This lift station evaluation was completed using AIA grant funding provided by the North Carolina Department of Environmental Quality (DEQ), Division of Water Infrastructure (DWI).

WATER AND SEWER ASSET MANAGEMENT PLAN



**TOWN OF SMITHFIELD
NORTH CAROLINA**

AUGUST 2018



THE WOOTEN COMPANY

ENGINEERING PLANNING ARCHITECTURE

120 North Boylan Avenue Raleigh NC 27603-1423

919.826.0531 fax 919.834.3589

WWW.WOOTENCOMPANY.COM
TWOOTEN.COM

**WATER AND SEWER
ASSET MANAGEMENT PLAN**

**TOWN OF SMITHFIELD
NORTH CAROLINA**

August 2018



**CARL W. SCHARFE, P.E.
PROJECT MANAGER/PROCESS ENGINEER**

**THE WOOTEN COMPANY
120 N. BOYLAN AVENUE
RALEIGH, NORTH CAROLINA 27603
TEL: (919) 828-0531
FAX: (919) 834-3589**

Business License F-0115

TABLE OF CONTENTS

TABLE OF CONTENTS	I
INDEX OF TABLES	III
INDEX OF FIGURES	IV
INDEX OF APPENDICES	IV
1.0 INTRODUCTION AND GOAL STATEMENT	1
2.0 ASSET MANAGEMENT SYSTEM OVERVIEW	2
2.1 ASSET IDENTIFICATION	2
2.2 GIS DATABASE	2
3.0 WATER SYSTEM ASSET INVENTORY	4
3.1 GENERAL DESCRIPTION.....	4
3.1.1 WATER SYSTEM DATABASE	7
3.2 WATER TREATMENT PLANT ASSET INVENTORY.....	8
3.3 WATER DISTRIBUTION SYSTEM ASSET INVENTORY	9
3.3.1 WATER LINES.....	9
3.3.2 FIRE HYDRANTS	13
3.3.3 WATER VALVES	13
3.3.4 FLUSH STATIONS	14
3.3.5 SAMPLE STATIONS.....	14
3.3.6 MASTER WATER METERS.....	14
3.3.7 WATER METER VAULTS.....	14
3.3.8 FINISHED WATER CONNECTIONS.....	14
4.0 WATER ASSET CONDITION ASSESSMENT	15
4.1 WATER TREATMENT PLANT ASSETS	15
4.2 WATER DISTRIBUTION SYSTEM.....	21
4.2.1 WATER SYSTEM MODELING	22
5.0 SEWER SYSTEM ASSET INVENTORY	26
5.1 GENERAL DESCRIPTION.....	26
5.2 WASTEWATER COLLECTION SYSTEM DATABASE	26
5.3 GRAVITY SEWER LINES	27
5.4 SEWER MANHOLES	28
5.5 LIFT STATIONS	29
5.6 SEWER MASTER METERS.....	29

5.7	FORCE MAIN.....	30
6.0	SEWER SYSTEM ASSET CONDITION ASSESSMENT	32
6.1	OVERVIEW.....	32
6.2	GRAVITY SEWER LINES	32
6.2.1	2008 SEWER SYSTEM EVALUATION SURVEY (SSES) RECOMMENDATIONS.....	32
6.2.2	2010 SEWER SYSTEM EVALUATION SURVEY (SSES) RECOMMENDATIONS.....	34
6.2.3	FIX AND FIND WORK (2016-2017)	36
6.2.4	FLOW MEASUREMENT EQUIPMENT	36
6.3	MANHOLE EVALUATION.....	37
6.4	LIFT STATION EVALUATIONS.....	38
6.5	SEWER SYSTEM RECOMMENDED IMPROVEMENTS	41
7.0	CAPITAL IMPROVEMENT RECOMMENDATIONS	45
7.1	TEN-YEAR CAPITAL IMPROVEMENTS	45
7.1.1	WATER TREATMENT PLANT FUND	46
7.1.2	WATER AND SEWER FUND.....	46

Financial Report

the 1990s, the number of people in the UK who are aged 65 and over has increased from 10.5 million to 13.5 million, and the number of people aged 75 and over has increased from 4.5 million to 6.5 million (Office for National Statistics 2000).

There is a growing awareness of the need to address the needs of older people, and the need to ensure that the health care system is able to meet the needs of older people. The Department of Health (2000) has published a strategy for older people, which sets out the government's commitment to older people and the need to ensure that the health care system is able to meet the needs of older people.

The strategy for older people is based on the following principles: (1) older people should be able to live independently and actively; (2) older people should be able to access the services they need; (3) older people should be able to participate in decisions about their care; (4) older people should be able to live in their own homes; (5) older people should be able to access the services they need; (6) older people should be able to participate in decisions about their care; (7) older people should be able to live in their own homes; (8) older people should be able to access the services they need; (9) older people should be able to participate in decisions about their care; (10) older people should be able to live in their own homes.

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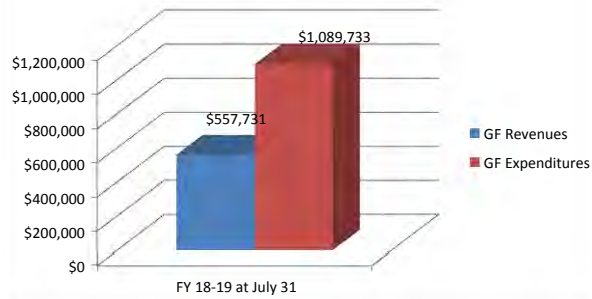
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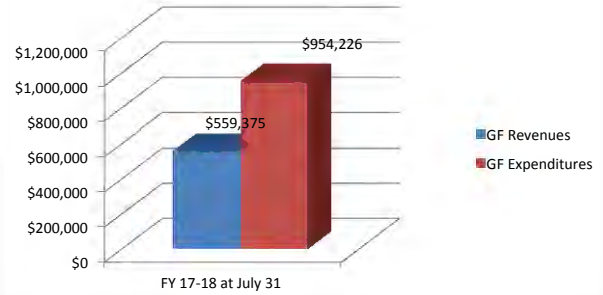
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Town of Smithfield Revenues vs. Expenditures

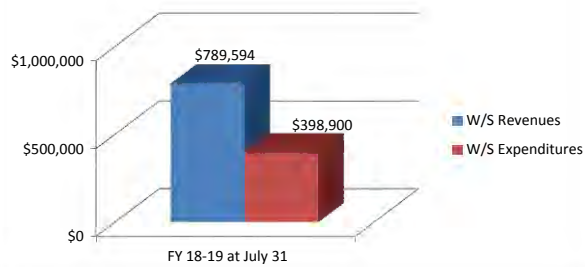
2018 YTD GF Revenues vs. Expenditures



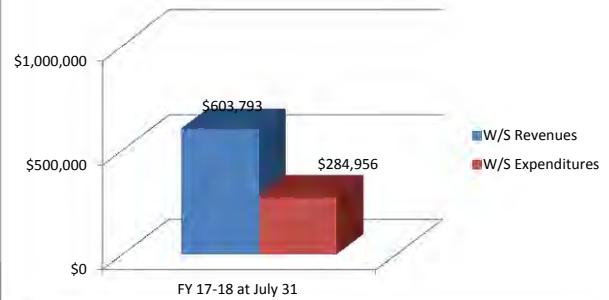
2017 GF Same Period



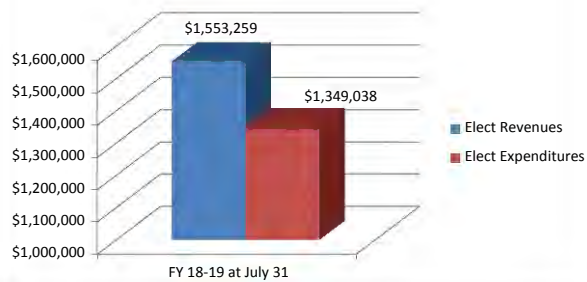
2018 YTD W/S Revenues vs. Expenditures



2017 W/S Same Period



2018 YTD Electric Revenues vs. Expenditures



2017 Electric Same Period



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
July, 2018

Gauge: 1/12 or 8.3 Percent

8.30%

GENERAL FUND						
	Frequency	Actual	Budget	Actual to Date	YTD %	
Revenues		FY '17-18	FY '18-19	FY '18-19	Collected	
Current & Prior Year Property Taxes	Monthly	\$ -	\$ 5,663,000	\$ 28,768	0.51%	
Motor Vehicle Taxes	Monthly	-	515,000	49,361	9.58%	
Utility Franchise Taxes	Quarterly	-	975,000	-	0.00%	
Local Option Sales Taxes	Monthly	-	2,200,000	214,743	9.76%	
Aquatic and Other Recreation	Monthly	-	877,500	80,040	9.12%	
Sanitation	Monthly	-	1,305,500	109,625	8.40%	
All Other Revenues		-	1,324,996	75,194	5.68%	
Loan Proceeds		-	88,500	-	0.00%	
Transfers (Electric and Fire Dist.)		-	261,614	-	0.00%	
Fund Balance Appropriated		-	527,865	-	0.00%	
Total		\$ -	\$ 13,738,975	\$ 557,731	4.06%	

	Actual	Budget	Actual to Date	YTD %
Expenditures	FY '17-18	FY '18-19	FY '18-19	Collected
General Gov.-Governing Body	\$ -	\$ 433,806	\$ 23,990	5.53%
Non Departmental	-	830,464	163,149	19.65%
Debt Service	-	1,003,781	180,826	18.01%
Finance	-	105,501	6,420	6.09%
Planning	-	343,527	33,738	9.82%
Police	-	3,783,500	265,153	7.01%
Fire	-	2,106,953	126,156	5.99%
EMS	-	-	-	#DIV/0!
General Services/Public Works	-	522,228	39,227	7.51%
Streets	-	798,713	27,654	3.46%
Motor Pool/Garage	-	92,582	4,835	5.22%
Powell Bill	-	322,725	3,675	1.14%
Sanitation	-	1,116,768	61,462	5.50%
Parks and Rec	-	932,857	51,589	5.53%
SRAC	-	969,779	100,583	10.37%
Sarah Yard Center	-	40,600	1,276	3.14%
Contingency	-	335,191	-	0.00%
Appropriations/Contributions	-	-	-	0.00%
Total	\$ -	\$ 13,738,975	\$ 1,089,733	7.93%

YTD Fund Balance Increase (Decrease) - -

8.30%

WATER AND SEWER FUND

Revenues	Actual	Budget	Actual to Date	YTD %
	FY '17-18	FY '18-19	FY '18-19	Collected
Water Charges	\$ -	\$ 2,852,000	\$ 237,043	8.31%
Water Sales (Wholesale)	-	\$ 1,200,000	\$ 175,788	14.65%
Sewer Charges	-	3,800,000	364,645	9.60%
Tap Fees	-	13,000	1,425	10.96%
All Other Revenues (Includes Grants)	-	599,000	10,693	1.79%
Loan Proceeds	-	-	-	#DIV/0!
Fund Balance Appropriated	-	250,000	-	0.00%
Total	\$ -	\$ 8,714,000	\$ 789,594	9.06%

Expenditures	Actual	Budget	Actual to Date	YTD %
	FY '17-18	FY '18-19	FY '18-19	Collected
Water Plant (Less Transfers)	\$ -	\$ 1,793,049	\$ 159,360	8.89%
Water Distribution/Sewer Coll (Less Transfers)	-	4,061,174	239,540	5.90%
Transfer to General Fund	-	-	-	#DIV/0!
Transfer to W/S Capital Proj. Fund	-	1,350,000	-	0.00%
Debt Service	-	1,196,014	-	0.00%
Contingency	-	313,763	-	0.00%
Total	\$ -	\$ 8,714,000	\$ 398,900	4.58%

ELECTRIC FUND

Revenues	Actual	Budget	Actual to Date	YTD %
	FY '17-18	FY '18-19	FY '18-19	Collected
Electric Sales	\$ -	\$ 16,400,000	\$ 1,526,560	9.31%
Penalties	-	320,000	11,258	3.52%
All Other Revenues	-	54,000	15,441	28.59%
Loan Proceeds	-	-	-	
Fund Balance Appropriated	-	-	-	
Total	\$ -	\$ 16,774,000	\$ 1,553,259	9.26%

Expenditures	Actual	Budget	Actual to Date	YTD %
	FY '17-18	FY '18-19	FY '18-19	Collected
Administration/Operations	\$ -	\$ 2,185,824	\$ 226,433	10.36%
Purchased Power - Non Demand	-	12,600,000	455,364	3.61%
Purchased Power - Demand	-	-	570,893	#DIV/0!
Purchased Power - Debt	-	-	96,348	#DIV/0!
Debt Service	-	359,972	-	0.00%
Capital Outlay	-	-	-	
Contingency	-	441,990	-	
Transfers to Electric Capital Proj Fund	-	1,100,000	-	
Transfer to Electric Capital Reserve	-	-	-	
Transfers to General Fund	-	86,214	-	0.00%
Total	\$ -	\$ 16,774,000	\$ 1,349,038	8.04%

CASH AND INVESTMENTS

General Fund (Includes P. Bill)	9,656,171			
Water and Sewer Fund	6,786,714			Interest Rate
Electric Fund*	9,689,278			
Booker Dairy Road Fund (44)	160,525			
Capital Project Fund: Wtr/Sewer (45)	273,554	1st CITIZENS	20,290,768	0.20%
Capital Project Fund: General (46)	107,146	NCCMT	2,298,676	1.960%
Capital Project Fund: Electric (47)	647,336	STIFEL	-	Market
Firemen Relief Fund (50)	130,910	KS BANK	3,727,761	1.75%
Fire District Fund (51)	24,292	FOUR OAKS	1,290,135	0.85%
JB George Endowment (40)	131,414	PNC BANK	-	0.00%
Total	\$27,607,340		\$ 27,607,340	

*Plug

Account Balances Confirmed By Finance Director on 8/24/2018

Department Reports

the 1990s, the number of people in the world who are under 15 years of age has increased from 1.1 billion to 1.5 billion. The number of people aged 65 and over has increased from 200 million to 350 million. The number of people aged 15–64 years has increased from 2.5 billion to 3.5 billion.

There are a number of reasons for the increase in the number of people in the world. One of the main reasons is the increase in life expectancy. People are living longer and longer, and this is increasing the number of people in the world.

Another reason for the increase in the number of people in the world is the increase in the number of people who are having children. The number of children born in the world has increased from 1.5 billion in 1990 to 2.5 billion in 2000.

The increase in the number of people in the world is a result of a combination of factors. The increase in life expectancy and the increase in the number of children born are the two main factors.

The increase in life expectancy is due to a number of factors. One of the main factors is the improvement in medical care. People are living longer and longer because of the advances in medicine.

Another factor is the improvement in living conditions. People are living in better conditions, and this is increasing their life expectancy.

The increase in the number of children born is due to a number of factors. One of the main factors is the increase in the number of people who are having children.

Another factor is the increase in the number of people who are having children at a younger age. This is increasing the number of children born.

The increase in the number of people in the world is a result of a combination of factors. The increase in life expectancy and the increase in the number of children born are the two main factors.

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Another factor is the increase in the number of people who are having children at a younger age. This is increasing the number of children born.



Staff Report

Economic Development Update

Date: 09/04/2018

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.

Consultant Rocky Lane plans to present an update at the Council's October meeting.

Action Requested

No action requested.

SUMMARY OF ACTIVITIES 2017-2018

JULY

Implementation Items: Downtown Redevelopment
 Internal/External Marketing
 Retail Development

Activities: Follow-up phone conversation with Dr. Marcia Machado Perritt of the UNC School of Government, Development Finance Initiative to determine status and if there was anything needed from the Town to move the project forward. She directed us to the application form to have the Old Town Hall included as a class project for the fall semester. She went to say that she would discuss the property, and its suitability as a subject of a class project with other faculty involved in the program.

Tim completed and submitted the application for the Old Town Hall to be a subject of a UNC-CH graduate level class project during the fall semester.

Conference call with Tim, Rocky, Mike Fleming, and Sarah Edwards to discuss the status and issues with the Strategic Communications Plan (SCP). The consensus was that there was a communications gap between the town and ElectriCities marketing staff in terms of what was expected and what is actually being produced, and the general time frame of the project. It was agreed that Tim and Rocky would work to get clarification on the plan and the timeline for completion.

There was a quick review and update on the status of the UNC-DFI meeting and the status of that potential project. Rocky was to follow up with Marcia Perritt.

The proposal by Retail Strategies was also discussed and Sarah noted that she had a retail leakage study that identified books, hardware, and building materials as retail areas where the town showed a deficiency. Sarah will forward a copy to Rocky. There was agreement that perhaps a focus on West Smithfield would be the correct course of action if Retail Strategies was engaged.

Call with Brenda Daniels, ElectriCities Director of Economic Development to discuss the Strategic Communication Plan. Brenda shares in the confusion and has the same feelings that the Smithfield team does, and that is what has been delivered is component of the

Comprehensive Strategic Economic Development Plan Implementation

overall plan and there is much left to be delivered from our understanding of what all the program would consist. She will follow-up internally and try and determine what the next steps should be and get back to me.

Contacted Ed Roberts-of the Communications Department of ElectriCities to discuss the status of the SCP. His understanding was that Sarah and Mike had reviewed the documents that he had sent and that they “looked good,” addressed the town’s number one target, residential builders/developers, and what exactly what they were looking for. I explained that, while residential builders/developers were a segment that Smithfield wanted to market to, they were not the towns primary target. Further, the town was expecting more in the way of direction as per press releases, their timing, and through with media outlets. He will discuss this with his boss and get back to the town.

AUGUST

Implementation Items:

Business Retention and Expansion
 Downtown Redevelopment
 Internal/External Marketing
 Johnston Community College
 New Business Development

Activities:

Toured area that is being considered for inclusion in the downtown taxing district. Discussed advantages and disadvantages and identified strategies to facilitate the inclusion of the property, if the decision to expand is made. A potential development, and its impact on the downtown taxing district, along this corridor was also discussed.

Met with Dr. David Johnson and Dr. Darryl McGraw of Johnston Community College to follow up on our previous meeting and to discuss several projects the college has planned. The conversation identified several ways and areas where the town could provide support.

The potential use by the college of space in a revitalized Old Town Hall (OTH) was discussed and the leadership identified at least one program that may fit. Drs. Johnson and McGraw requested to tour the facility and Tim stated that we would coordinate calendars for that tour.

Other expansion plans were discussed including the development of property around the college campus to meet their growing needs. Several construction projects are being planned and the college will need the support and assistance of the town to bring them to fruition. Development along the north side of Market Street in the area of the

Comprehensive Strategic Economic Development Plan Implementation

college was brought up and Dr. Johnson expressed a desire by the college to be part of the planning for the development in order to facilitate that development and ensure that the college's interests and future plans are included in the deliberations.

Received notification that the OTH has been selected to be the subject of a redevelopment project to be undertaken by a group of graduate students in the UNC-CH School of Government during the Fall Semester. The faculty and students will visit the town and tour the facility sometime in September or early October.

Follow-up communications with Dr. Marcia Perritt of the UNC SOG to discuss the other potential redevelopment project, the residential area near downtown. The purpose of the communications is to determine the options to move this project forward. Dr. Perritt referred us to Dr. Christy Rauli and a meeting and tour of the area is being scheduled with her.

Met with Chris Johnson to discuss business attraction and expansion. Chris noted that product is key. He stated that certified sites are becoming more and more important especially the data on the site that is produced in the certification process. Smithfield has had some certified sites in the past, but conditions have changed, and those properties no longer carry that state designation. However, much of the data, soil borings, wetlands identification, etc. is still valid. Recertification of these properties should be considered. Further, additional properties were discussed as to their potential as industrial sites, and potential for certification.

Questions about the potential workforce available in the area eliminated the county from consideration for a project recently. Methods to quantify and qualify the workforce were identified that could be engaged for future projects. It was decided not to attempt to gather this data in advance of an RFP by a project, because the types and numbers of employees specified by the project would dictate what information would be sought. Although general information about the labor force could be gathered, it was felt that it would be more efficient to conduct a focused analysis based on the stated needs of a company.

Recruitment strategies for Life Science sector companies were also discussed.

Tim, Mike Fleming, and Rocky met with Durwood Stephenson to discuss potential redevelopment of the OTH and other areas near downtown.

Comprehensive Strategic Economic Development Plan Implementation

Durwood shared several ideas about redevelopment and cited others in the community that shared similar interests.

The Strategic Communications Plan is still incomplete. To date we have received on draft flyer. A meeting/conference call will be scheduled with Brenda Daniels to discuss the status and decide on next steps. In the interim, it was decided to apply for the two grants that ElectriCities has available to its communities, with the idea of producing marketing materials on our own.

SEPTEMBER

Implementation Items:

Business Retention and Expansion
 Downtown Redevelopment
 Internal/External Marketing
 Johnston Community College
 Product Development
 New Business Recruitment

Activities:

Scheduled a tour of the of the OTH by Dr. David Johnson and Dr. Darryl McGraw of Johnston Community College to evaluate the space for potential use by the college for one of their programs. Time will be set aside at the same time to review previously identified projects and how the town can support the College in their efforts in those respective areas.

Dr. Christy Rauli, Associate Director of the Development Finance Initiative, UNC School of Government met with town officials and toured the community to determine if a project could be identified that would be a match for their consulting services.

Met with Chris Johnson to discuss product development and the progress of securing the properties that make up the potential industrial park west of the town. Chris noted that all the key parcels save one have been secured. Approaching the owners of that parcel has been delayed due to some family issues. Chris stated that those issues will soon be over and a person close to the owners has agreed to present the concept and solicit their participation in the project. The next steps after that would be to move toward certification. Other sites, that had not been considered before were also identified. These will be evaluated further, and the owners will be approached to determine their willingness to partner with the town in marketing their property for industrial purposes.

Comprehensive Strategic Economic Development Plan Implementation

Tim, Mike Fleming, and Rocky discussed the various committees of the SEDAC and the ways that the town’s economic development program could work closer with those groups. It was agreed that we should meet with those committees periodically to provide updates on activities relevant to their purposes.

The Strategic Communications Plan is still incomplete. One flyer focused on residential builders has been submitted for review. A second piece, a general information flyer has been received and corrections and edits have been returned to ElectriCities for finalization. These two pieces are a great deal less than what was discussed and expected to be involved in the SCP. We are scheduling a meeting with Brenda Daniels to discuss the status of the Plan and what our next steps should be. In the meantime, a grant application has been submitted to ElectriCities to develop and produce marketing pieces on our own.

Recruitment strategies for attracting a brewery are being developed. Several resources and contacts, as well as a grant source to support such a focused effort have been identified. Meetings to discuss the effort and the funding program are being scheduled with the granting agency.

A monthly existing industry visitation calendar is being developed.

A meeting with Tony Nixon, who was identified as the person who could provide sound insight on the Community needs, opportunities and challenges to community development in East Smithfield has been scheduled for 24OCT17.

OCTOBER

Implementation Items: Business Retention/Expansion
 Downtown Redevelopment
 Internal/External Marketing
 Johnston Community College
 New Business Recruitment
 Product Development

Activities: Met with Durwood Stephenson regarding an initiative that would be of great benefit to the town and would assist in the recruitment of other businesses.

Along with Sarah Edwards, conducted a tour of the OTH for Dr. David Johnson and Dr. Darryl McGraw of Johnston Community College. The purpose of the tour was to allow Dr. Johnson and Dr. McGraw to get a firsthand look at the building, and to evaluate the space for potential use

Comprehensive Strategic Economic Development Plan Implementation

by the college for one of their programs. The building was viewed positively in terms of the potential usable space. Dr. Johnson requested a copy of the UNC Report and we agreed to meet again after the report had been delivered.

Met with Chris Johnson to discuss progress on product development. Enough properties have now been secured to create a workable industrial park. The next steps are to continue to add adjacent properties as they are secured and to move toward certification.

Tim, Mike Fleming, and Rocky discussed the activities of the SEDAC and agreed that an update on the town’s economic development activities would be put on the agenda of the groups next meeting.

Progress on the Strategic Communications Plan is still at a minimum. It has been determined that there is a major misunderstanding as to what Smithfield has requested and what ElectriCities marketing staff thinks the town has requested. A meeting with Brenda Daniels has been scheduled to discuss the best course of action on the SCP. Another topic of discussion at the meeting will be the status of the grant application, as well as the potential for another grant application to support a focused recruiting strategy.

Efforts on a brewery recruitment strategy are progressing. A team to support this effort is being formed and is expected to meet just after the first of the year. A grant from ElectriCities, as noted above, has been targeted to support this strategy.

Met with Tony Nixon to discuss community needs, challenges and opportunities for East Smithfield. During a community tour, Tony pointed out several of these, which included housing, workforce development, basic business skills training, code enforcement, and others. Tony stated that he would work with the town in any way he could to help improve the community.

NOVEMBER

Implementation Items: Business Retention and Expansion
 Downtown Redevelopment
 Internal/External Marketing
 Incentives:
 New Business Recruitment

Comprehensive Strategic Economic Development Plan Implementation**Activities:**

The report by the UNC SOG graduate class was presented on 30NOV17. The report is being reviewed and strategies are being developed to leverage the report and its findings.

Met with Chris Johnson to discuss the potential expansion of an existing business and the best strategies to encourage that expansion.

Tim, Rocky, and SEDAC Chair Mike Fleming presented an update on the town's economic development activities at the group's November meeting.

Met with Brenda Daniels to discuss the status of the Strategic Communications Plan. It was agreed that the best course of action to resolve the misunderstanding as to what Smithfield has requested and what has been delivered, was to schedule a meeting with Brenda and Michele Vaught, the VP of Communications for ElectriCities. Note: The meeting originally scheduled for December was rescheduled to January.

The team to support efforts on a recruitment strategy has been formed and a meeting is being planned for January. As noted previously, a grant from ElectriCities has been targeted to support this strategy.

A list of concerns of the East Smithfield community, previous submitted to the former town manager by the East Smithfield Improvement Organization was received. It will provide guidance for further discussion and action.

A listing of incentives practices commonly used by communities in the attraction of new jobs and capital investment, as well as, encouraging expansions of existing businesses and industries was compiled. The list will be a reference for future discussions on incentive proposals to new or expanding industries.

A conference call was conducted with Ernie Pearson, an attorney with the Nexsen Pruet Law Firm and a partner with SHEDC, to discuss incentives for new and expanding companies. Pearson has a wealth of experience developing and negotiating incentive packages, from both the community and the industrial prospect's perspective. As such, he understands what incentives are typically used, those that are most effective, and what meets legal requirements. The call included Tim, Mike Scott, and Bob Spence.

 Comprehensive Strategic Economic Development Plan Implementation

DECEMBER

Implementation Items: Internal/External Marketing
Incentives
Product Development

Activities: Received Smart Cities Grant Award check of \$4,000 from ElectriCities. The stated purpose of the funds is the design and production of marketing materials for multiple areas of the Town including existing industry retention and expansion, new business recruitment, and the attraction of young professionals to make Smithfield their home, etc. The grant requires a one-to-one match.

Identified marketing/advertising companies with experience in developing materials and campaigns focused on economic development. An RFP is begin developed to begin the process of selecting a company to assist in the development of marketing materials supported by the ElectriCities grant.

Reviewed information on incentives to promote residential revitalization and development. It was determined that, incentives as they are applied to industrial projects are not allowed to support residential expansions. However, there may be other methods to achieve the same goal and a conference call is being arranged with the town and Ernie Pearson to discuss ideas on this matter.

Met with Chris Johnson to finalize plans for the certification of an industrial park. Data gathering on the properties is expected to commence in early February.

JANUARY

Implementation Items: Business Retention and Expansion
Incentives
Internal/External Marketing
Product Development

Activities: 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

Comprehensive Strategic Economic Development Plan Implementation

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.

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.

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.

Identified and reviewed companies to be included in the BRE visitation program.

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.

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.

FEBRUARY

Implementation Items:

Business Retention and Expansion
Internal/External Marketing
Product Development

Actions:

Received from Michele Vaught, a draft strategic communications plan for Smithfield, a social media presentation, a sample social media content calendar, and references to additional resources for social media. The documents are being reviewed and assessed as to how best to utilize the plan and associated information.

Golden LEAF Grant - Rocky contacted Ted Lord, Vice President of Programs for the Golden LEAF Foundation to discuss potential grant funding for infrastructure improvements. The grant program that the town, through the county, is seeking funding from is a community-based

Comprehensive Strategic Economic Development Plan Implementation

assistance initiative. The program awards up to \$1,000,000 to counties for projects the county has selected and that are economic development related. The county manager selects the projects for funding. The funding being sought by Smithfield is for part of a three-phase project, expansion of the town's water treatment capacity, extension and upgrades of the water/sewer lines along the US 70 corridor, and two-line crossings of the Neuse River. Ted discussed what was needed from the town for the Golden LEAF board to consider the project. We informed Ted about the joint efforts of the town and county to certify an industrial park on the US 70 Corridor that the extensions/upgrades would service. He suggested that we include that in the funding request. Further, as the Intent to Certify package will be submitted close to the time his board will meet to consider the grant, we will supply him a copy of the package for the meeting.

Rocky, Tim, and Ted Credle discussed Rocky's conversation with Ted Lord. The items to be included in a description of the town/county's efforts to bring the new industrial park on-line. Rocky prepared a paragraph to be included in the request for funding.

The properties that are within town limits that are to be included in the Fleming Industrial Park were identified. Rocky contacted Allen Wellons for directions on contacts for three of the five tracts. The other two are being marketed by a local realtor and Tim supplied Rocky contact information for the realtor. Rocky contacted the realtor, and the representatives of the owners for the five properties. He explained the program, the benefits to them and the county/town, and that it involved no risk, or cost to them. Documentation on the program and sample agreements to sell were emailed to all. Certification evaluations, in particular, soil borings will commence in late March or early April in order to avoid problems with planting of crops on certain properties. We have not completed any agreements to sell to date, but are continuing to communicate with land owners and, in the interim will seek permission to do soil borings on their properties, if necessary, prior to the finalization of the agreements.

The Fleming Industrial Park will be a tremendous addition to the county's and town's economic development product inventory and will provide excellent opportunities to attract new jobs and capital investment.

Followed up with the co-owner of a property that was formally a certified site about recertification. The issues with the property are still pending and he recommended following up again in a month. He

Comprehensive Strategic Economic Development Plan Implementation

remains positive about the recertification but is firm in his belief that the issues must be settled before moving ahead with the process.

Contacted several companies via phone to discuss the town’s renewed emphasis on BRE and told them that an appoint to visit them and discuss the program further would be scheduled in the near future.

MARCH

Implementation Items: Business Retention and Expansion
Downtown Redevelopment
Product Development

Activities: Tim, Rocky, and Chris Johnson determined that the name of the properties being certified should be changed to make it more descriptive in terms of location. To that end, the name was changed from the Fleming Industrial Park to the West Smithfield Industrial Park.

Continued communications with the owners/representatives of the five parcels that are within town limits that are to be included in the industrial park. Multiple phone calls were made to answer any questions and address any concerns. For this certification, three of the five parcels will be included in the industrial park. The other two parcels could be included in future recertifications, if the land owners decide to participate.

The Intent to Certify package was submitted to the EDPNC Certified Site program manager. It was reviewed by the Steering Committee at their 18APR18 meeting and a notice to proceed with the certification was received the next day.

Soil borings on the property have been completed and the information and data gathering for the certification package is well underway.

Golden LEAF Grant -Submitted a copy of the West Smithfield Industrial Park Intent to Certify package to Ted Lord in support of the Town’s grant request. The report was to be submitted, along with the request for consideration at the April Golden LEAF Board meeting.

Followed up with the co-owner of a property we are hoping to recertify again He remains positive about the recertification but the issues with the property are still pending. We will follow-up again in a month

Comprehensive Strategic Economic Development Plan Implementation

Contacted several companies via phone to discuss the town's renewed emphasis on BRE. Several meetings have been scheduled over the next few months.

Tim and Rocky met with Mark Kirby of Double Barley Brewing. Mark is the Head Brewer and part owner. He described the operations, status, and growth of the company. We discussed several areas that he identified where he could use assistance, one was a need for training in various areas. The community college and its continuing education programs were discussed, and we offered to follow-up on this matter if he would like. Expansion plans and a downtown location were discussed as well. We expressed the town's desire to help him grow and expand in any way possible.

Tim and Rocky met with Kent Denning, President of Carolina Packers. Carolina Packers are the number one producer of hot dogs in North Carolina. Kent described the company as a mature business, having been established in 1940. They have experienced solid growth and have made changes in their produce lines as markets have dictated. They have survived while other similar companies have not. One of the challenges identified was finding available labor. He is aware and uses the training services offered by the community college. The facility is located totally within the corporate limits of Smithfield. Kent stated that the Town treats them very well. He specifically cited the Fire and Police departments for praise. Kent said the Fire department was very proactive, with visits to ensure that they knew the best access points in case of a fire and helping with inspections. The Police department was praised for being "Johnny-on-the-spot when there were any issues, "going above and beyond" to make sure things were handled quickly. Kent expressed a desire to expand the facility but cautioned it would have to be a business decision based on solid data. We expressed the town's desire to assist the company in any way possible to grow and expand and would follow-up with him in a few months to further this discussion.

Identified a developer that has deep experience renovating/rehabilitating old facilities in multiple communities across North Carolina, that expressed interest in the Old Town Hall. He is familiar with the building and the Town. A conference call has been scheduled to further the conversation and encourage a tour of facility.

 Comprehensive Strategic Economic Development Plan Implementation

APRIL

Implementation Items: Business Retention and Expansion
 Downtown Redevelopment
 Internal/External Marketing
 Product Development

Activities: Continued communications with the owners/representatives of the properties that will be included in the West Smithfield Industrial Park. Repeated attempts to contact the representative of two parcels have been to no avail. Geotechnical, engineering, and environmental evaluations are on-going. In addition, other required information, such as utility availability, highway access, zoning, and the required title search is being prepared and assembled for the certification package.

Golden LEAF Grant -additional information regarding the West Smithfield Industrial Park, such as the estimated jobs the park could create, and the average wage level will be calculated for submission to the Golden LEAF as further justification of the grant funding.

Continued to follow up with the co-owner of the industrial park property. The issues are still pending. The co-owner recommended following up again in a month

Contacted several companies via phone to discuss the town's renewed emphasis on BRE. Scheduled meetings with Penn Compression and OPW for June.

Tim and Rocky met with Chris McDonald of the Country Club of Johnston County to discuss the BRE program and the role the Club could play in economic development for the town. Chris was appreciative of the visit and offered his support for the town in its new business recruitment and existing industry support programs.

Met with Bruce Naegelen, Community Development Planner with the N.C. Department of Commerce. Bruce outlined various services his office could provide to the town. Bruce presented general information on a wide range of services. Several potential areas were identified and there will be follow-up with Naegelen.

Conducted a conference call with a developer that has deep experience renovating/rehabilitating old facilities in multiple communities in several states. This developer is familiar with the Old Town Hall and indicated that he and his partner may have some interest in the

Comprehensive Strategic Economic Development Plan Implementation

renovation of the property and possibly other projects in Smithfield. A meeting and tour of the facility was scheduled for May.

MAY

Implementation Items: Business Retention and Expansion
 Downtown Redevelopment
 Product Development

Activities: West Smithfield Industrial Park - geotechnical, engineering, and environmental evaluations continue. In addition, required information on items such as utility availability, highway access, and the required title search is being assembled for the certification package. Discussions were held with Stephen Wensman re: the current zoning of the property and what is needed for certification. A course of action was identified to address the zoning issue and will be implemented. It is anticipated that the West Smithfield certification package will be submitted for consideration at the Certified Sites Steering Committee August meeting.

In response to a request for additional information to support the recently awarded infrastructure grant, the estimated jobs and annual wages that the West Smithfield Industrial Park could potentially support were calculated. Using a conservative approach, factoring all elements by .75, it was projected that the park could support 6,739 jobs creating a direct annual economic impact of \$192,728,661.

The issues with the industrial park which we are attempting to recertify continue. We will continue to follow-up with the co-owner regarding the status of the property.

Scheduled appointments with three companies to introduce the town’s BRE program, learn more about the companies, and offer our support to them addressing any issues that may arise in the future.

Along with Sarah Edwards, conducted a tour of the Old Town Hall for Rory Dowling, a developer who is currently involved in the renovation/rehabilitation of older, some historic, properties in multiple communities in several states, and Aric Geda, a consulting engineer who works with Rory on his projects. Rory and Aric were both impressed with the facility but requested a copy of the asbestos report. Rory also expressed interests in other downtown properties and Sarah conducted an impromptu tour of several buildings.

Comprehensive Strategic Economic Development Plan Implementation

As a follow-up the asbestos report indicated that there are no residual issues. Rory indicated an intent to take the next steps in the process, that is to develop a plan, and approach the owners regarding acquisition.

The status is that the price the owners quoted was too high to allow the financial model to produce a positive outcome. However, the owner indicated to Tim that there was another person interested in the facility that had the financial wherewithal to successfully redevelop the building and the will to bring the project to life. We will monitor the progress and activity on the building and, if after a period there is no movement there, we will reengage to try and push the project forward.

JUNE

Implementation Items: Business Retention and Expansion

Activities: Tim and Rocky met with Daniel Leslie of Penn Compression. Construction on the 30,000 square foot expansion is going well. Daniel gave an overview of the company, their products, and markets. Tim explained the intent of the BRE program and the pledge to support and assist the company in any way possible. Daniel cited a potential issue with the expansion that Tim will follow-up on.

Tim and Rocky, along with Chris Johnson of JCED, Harry Swendsen of the NCEDP, and Mike Mancuso of the Smithfield-Selma Chamber of Commerce, met with Bob Lockhart, Robert Scott, and Scott Smith of Global Skyware. The company is approaching the end of their current lease and they are considering relocating their operations. The company's main products are satellite dishes, and their markets are world-wide. They do not want to move, but their lease payments are very high. In addition, the various pressures on the company were discussed and how they were impacting the company. Bob Lockhart, General Manager, must make a proposal to the board of directors in July. He requested that any assistance, incentives, etc. that could be offered to the company to assist with a small expansion and to retain the company and its employees (216) as they exist today would be appreciated and that the information was needed by 15JUL18. It was agreed that we, town, county, state, and chamber would meet again soon to coordinate any incentive package.

Tim and Rocky met with Steve Brinck of OPW. The company manufactures components that are used at gas stations, including the nozzle for the delivery system (gas pump), the piping, and various other components that deliver the gas from the underground storage tank to customer's tank. The plant is 303,000 square feet and currently employs

Comprehensive Strategic Economic Development Plan Implementation

280 with immediate expansion plans for a new product line to add another 60 people. Tim explained the purpose and mission of the town's BRE program and offered the pledge of assistance. Steve spoke of adding some resin tanks and is working with the county and town to obtain permits. He praised the level of support he was getting from both.

SMITHFIELD STRATEGIC PLAN IMPLEMENTATION-2017-2018

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.	
256		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				
	Develop a contact directory of Existing Industries			Initial Directory completed and will be updated regularly.	

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
		Developing an introductory letter to be mailed by January 2017				
		Schedule visitations			Visitations are on-going.	Contacted several companies via phone to discuss the town's renewed emphasis on BRE.
						Met with six companies to discuss the town's renewed emphasis on BRE and offered our assistance with any issues. Expansion plans were identified and will be followed-up on.
		Determine Recognition Activities			Options discussed and being considered.	
New Business Recruitment		Identify needs of major companies in the County that Smithfield can capitalize on	JCED		Met with Chris Johnson and discussed business attraction and expansion issues, including product and workforce.	
		Attract new business investment and jobs			Met with Durwood Stephenson regarding an initiative that would be of great benefit to the town, and would assist in the recruitment of other businesses.	
Town Image/Gateways		Gateways				

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
				Meetings to be scheduled in conjunction with Visioning/Branding and the development of the Strategic Communication Plan (SCP) to more fully discuss the issue.	Met with a developer who expressed developing a parcel located a one of Smithfield's gateways. The developer has been involved in many successful projects and what the vision he expressed for the property would greatly enhance the area and improve the aesthetics. We will follow up with the developer to identify ways that we can encourage him to make his vision a reality.
	Identify areas for improvement	SEDAC		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.
		East Smithfield - Tony Nixon Business Community			
Conduct a Visioning/Branding process		Electricities/ Business Community/ SEDAC/East Smithfield		Town Council agreed to move forward with the development of the Strategic Communication Plan at their 07MAR17 meeting and a draft is being prepared by Electricities for review.	Received a draft strategic communications plan from Michelle Vaught, VP of Marketing for Electricities.

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
					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.	
Product Development	Industrial Sites and Buildings	Increase the Town's product inventory	County and SEDAC		Contacted one of the Wellons-Howell property owners to discuss recertification. Reached out to owners of other properties identified as suitable for development as industrial sites. Searching for other suitable properties for evaluations and inclusion in the town's product inventory	Continued to follow up with the co-owner of the property. The issues with the property are still pending. The co-owner recommended following up again in a month

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
				<p>The town is partnering with Johnston County Economic Development on assembling properties for an industrial park that will then be certified. Five parcels lie within the town's corporate limits. Land owners will be contacted to secure the properties for the project.</p>	<p>Geotechnical, engineering, and environmental evaluations are ongoing. In addition, other required information, such as utility availability, highway access, zoning, and the required title search is being prepared and gathered for the certification package.</p> <p>Certification documents will be submitted in August for consideration.</p>
260	Infrastructure Improvements				
	Golden LEAF Grant	Public Works Department- Johnston County		<p>The county has received, or will receive grant funding for economic development related projects from the Golden LEAF Foundation. One of the projects identified is the extension improvement of water/sewer lines along the U.S. 70 corridor, which will serve the new industrial park. The GL Board will approve the projects at their April meeting.</p>	<p>Estimates for the number of jobs that West Smithfield Industrial Park could support and the average wage of those jobs are being prepared to be included in a follow up information request from the Golden LEAF in support of the grant.</p>

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
Downtown Redevelopment	Redevelopment of the former Town Hall			redevelopment of the Old Town Hall by the UNC SOG graduate student class was presented on 30NOV17.	a developer that has deep experience renovating/rehabilitating old facilities in multiple communities in several states. This developer is familiar with the Old Town Hall and indicated that he and his partner may have some interest in the renovation of the property and possibly other projects in Smithfield. The owner has another offer, but the developer remains interested if this deal falls through.
Internal/External Marketing	Identify the Economic Development Program Spokesman Develop a newsletter Develop Marketing Materials			Tim Kerigan is the spokesperson for the Economic Development Program. Exploring options for newsletter. The marketing flyer has been reviewed and finalized, utilizing town staff resources.	The Electricities Smart Communities Grant Award was received and will be used to enhance the town's marketing materials.

ACTIVITY		TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	Internal/External					
		Strategic Communications Plan			Received a draft strategic communications plan, social media presentation, social media content calendar, and references to additional resources for social media.	The documents are being reviewed and assessed as to how best to utilize the information.
Johnston Community College						
		Convene a meeting with JCC leadership to discuss opportunities for collaboration	JCC		Follow up meeting with Dr. Johnson and Dr. McGraw to continue earlier discussion and identify other areas of collaboration.	
Incentives						
		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				
Residential Development						

ACTIVITY	TASK	PARTNER	RESOURCES NEEDED	STATUS	NOTES
	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				Discussions were held with a retail developer that has an interest in the town for a project.	
203 Public Education	Expanding the Retail offerings of the Town	ElectriCities-Retail Strategies			Tim met with Supt. Renfro to discuss the Smithfield Economic Development program and explore areas of collaboration and support



FINANCE DEPARTMENTAL REPORT FOR JULY, 2018

SUMMARY OF ACTIVITIES:

Daily Collections/Property Taxes/Other	\$2,744,765
Franchise Tax.....	
Sales & Use Tax.....	214,473
Powel Bill.....	0
Total Revenue	\$2,959,238

Expenditures: General, Water, Electric and Firemen’s Fund..... \$1,766,180

FINANCE:

- Compiled and submitted monthly retirement report on 7/31/18
- Issued 112 purchase orders
- Processed 521 vendor invoices for payment and issued 364 accounts payable checks
- Prepared and processed 2 regular payrolls. Remitted federal and state payroll taxes on 7/13/2018 and 7/27/2018
- Issued 0 new privilege licenses (new law change in effect 7/1/2015)
- Issued 1 peddler license
- Collected \$0.00 on past due privilege license fees. **NOTE:** Total collected now at \$10,714. The past due collections are the result of mailing some 287 past due notices to local businesses. Approximately 40 second notices were sent
- Sent 0 notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$7,502
- Processed 15 NSF Checks (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$32,932.10 (EMS = \$11,234.49; SRAC = \$6,320.24; Utility= \$14,901.90; and Other = \$475.47).
- Invoiced six (6) grave openings for a total of \$4,200
- Invoiced Smithfield Housing Authority, Johnston Community College, Johnston County Schools and Neuse Charter School for Police Security
- Invoiced Time Warner Cable (Spectrum) for Joint Pole Use
- Paid \$0 to First Citizens Bank for bank fees in June and July
- Paid \$5,219.63 to PNC Bank for credit/debit card fees

FINANCE DIRECTOR

- Attended Town Council Meeting on July 10, 2018
- Responded to NC State Firefighters Association audit inquiry
- Submitted semi-annual Local Government Commission Report of Deposit and Investments on 7/13/2018
- Attended NC Government Finance Officers Association Conference on 7/15-17/2018
- Set up e-services access to file affordable care act 1094 and 1095C forms
- Responded to Local Government Commission deposit inquiry regarding CDARS – Certificates of Deposit
- Prepared for TPSA (Auditors) visit July 16 and 17, 2018
- Attended Department Head meeting on July 24, 2018



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

BOARD ACTIONS REPORT - 2018

	July	Calendar Year to date
Town Council		
Zoning Map Ammendments	0	6
Special Use Permit	1	7
Zoning Ordinance Ammendments	0	5
Major Subdivisions	0	0
Annexations	0	0
Special Events	1	12
Site Plan	0	0
Planning Board		
Zoning Map Amendments	0	6
Zoning Ordinance Ammendments	3	8
Major Subdivisions	0	0
Board of Adjustment		
Variance	4	4
Admin Appeal	0	0
Historic Properties Commission		
Certificate of Appropriateness	0	0
Historic Landmarks	0	0



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Permit Issued for July 2018

		Permit Fees	Permits Issued
Site Plan	Minor Site Plan	425.00	8
Zoning	Land Use	\$1,650.00	21
Zoning	Sign	\$250.00	5
Report Period Total:		\$2,325.00	34
Fiscal YTD Total:		\$2,325.00	34

SP18-000014	Site Plan	Minor Site Plan	Arby's Restaurant/ Construction Trailer	1720 East Market Street
Z18-000125	Zoning	Sign	Live Crawfish & Seafood Restaurant	150-Suite G South Equity Drive
Z18-000126	Zoning	Land Use	ABC Express Insurance Agency, Inc.	721 Suite 6 North Brightleaf Boulevard
Z18-000127	Zoning	Land Use	V.B. Peterkin Funeral Director	707 North Street
Z18-000129	Zoning	Land Use	Twin Oaks Motel & Rental LLC	3170 South Brightleaf Boulevard
Z18-000128	Zoning	Land Use	RMS Investments, LLC, D/B/A One 27 Homes	48 Altimont Drive
Z18-000131	Zoning	Land Use	RMS Investments, LLC, D/B/A One 27 Homes	38 Altimont Drive
Z18-000132	Zoning	Land Use	RMS Investments, LLC, D/B/A One 27 Homes	26 Altimont Drive
Z18-000133	Zoning	Land Use	RMS Investments, LLC, D/B/A One 27 Homes	14 Altimont Drive
Z18-000134	Zoning	Land Use	RMS Investments LLC D/B/A One 27 Homes	29 Altimont Drive
Z18-000135	Zoning	Land Use	Existing SFD Accessory Structure 20'X20' Barn	209 Whitley Drive
Z18-000136	Zoning	Land Use	16x76 Mobile Home Replacement	1503 Yelverton Grove Road
Z18-000137	Zoning	Land Use	SFD Addition	209 Laurelwood Drive
SP18-000017	Site Plan	Minor Site Plan	New Residential Construction	60 Altimont Drive
SP18-000016	Site Plan	Minor Site Plan	Weaver Homes/ Bella Square Lot 33	278 Bella Square
SP18-000018	Site Plan	Minor Site Plan	Weaver Homes/ New SFD / Lot 35	256 Bella Square
SP18-000019	Site Plan	Minor Site Plan	New SFD	70 Altimont Street
SP18-000020	Site Plan	Minor Site Plan	Weaver Homes/ Bella Square Lot 34	272 Bella Square
Z18-000139	Zoning	Land Use	Classic Care Homes	101 Annie Parker Circle

Z18-000140	Zoning	Land Use	Utopia Natural Wellness	259-F Venture Drive
Z18-000141	Zoning	Land Use	John Michael's Hair Salon	101 East Market Street 1E
Z18-000142	Zoning	Land Use	The Pink Pineapple Boutique	129 North Second Street
SP18-000021	Site Plan	Minor Site Plan	Johnston Community College/ Fire Tower Site	245 College Road
SP18-000022	Site Plan	Minor Site Plan	Taco Bell Remodel	1217 North Brightleaf Boulevard
Z18-000144	Zoning	Sign	Taco Bell	1217 North Brightleaf Boulevard
Z18-000145	Zoning	Land Use	Sweet Southern SnoBalls, LLC	1507 West Market Street
Z18-000146	Zoning	Land Use	Johnston County Republican Party	250 Venture Drive
Z18-000147	Zoning	Land Use	Mako Medical Laboratory, LLC	515 Eighth Street
Z18-000148	Zoning	Sign	Mako Medical Laboratories	515 Eighth Street
Z18-000149	Zoning	Sign	Mako Medical Laboratories	515 Eighth Street
Z18-000150	Zoning	Sign	Combine Mindz Tattoo Productions	181 Venture Drive
Z18-000151	Zoning	Land Use	Steve's Carpet & Flooring	506 South Brightleaf Boulevard
Z18-000152	Zoning	Land Use	12'X16' Storage Barn	108 Holding Street
Z18-000153	Zoning	Land Use	American Tower LLC	2317 South Brightleaf Boulevard

Friday, August 24, 2018



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 Planning Department
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Project Name	File Number	Tax ID	Date Received	Location	Status of Review	Approval Date
Aero Contractors Hanger A	SP-18-07	15079017D	6/20/2018	3146 Swift Creek Road	Approved /	6/20/2018
JCC Training Fire Tower	SP-18-08	15K10199F	7/28/2018	245 College Road	Approved /	7/28/2018
Dupree Strip Center	SP-18-10	15K10023L	8/16/2018	East Market Street	1st Review Near Completion	
Classic Ford	SP-17-06	14074005	6/6/2017	1324 N Brightleaf Blvd	Approved / under construction	4/13/2018
Ample Storage	SP-17-07	15077011C	7/20/2017	807 W Market St	Approved / under construction	10/27/2017
Kellie Drive Medical Office	SP-17-14	14075021L	9/25/2017	Kellie Dr & Booker Dairy Rd.	Approved / under construction	7/20/2018
Atlantic Coast Pipeline	SP-17-13	15K11019F	9/1/2017	Mallard Road	Waiting for revised plans	
Thomas Concrete	SP-17-15	15079005J	10/6/2017	Citation Lane	Approved /	4/13/2018
Dollar General	SP-17-16	15080062	12/14/2017	457 W. Market St	Approved / completed	3/16/2018
Conditioning and Storage	SP-17-17	15041018	12/1/2017	711 Rose Street	Approved / improvements completed	1/3/2018
Penn Compression	SP-18-02	15L10020A	2/2/2018	309 Components Dr	BOA approved variance	7/27/2018
Smithfield Assisted Living	SP-18-03	14075021W	3/23/2018	Kellie Drive	Approved revised plan	

Friday, August 24, 2018



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Applicant	File Number	Location	Acerage	TAX ID#	Proposed Change	Date Received	PB Date	PB Actions	TC Date	Approved
Twin States Farming	RZ-17-02	300 Block W Market Str	8	15080062	R-20A to B-3	9/1/2017	10/5/2017	To Approve	11/14/2017	<input type="checkbox"/>
Thomas Concrete	RZ-17-03	Citation Lane	6	15079005D	LI to HI	10/6/2017	11/2/2017	To approve	12/5/2017	<input checked="" type="checkbox"/>
Tom Medlin	RZ-18-01	324 N Brightleaf Blvd	1	15015036	O/I to B-2	1/5/2018	2/2/2018	To Approve	3/6/2018	<input checked="" type="checkbox"/>
W. Frank Lee	RZ-18-02	Brogden Road	20	15K11012	B-3 to HI	1/5/2018	2/2/2018	To Approve	3/6/2018	<input checked="" type="checkbox"/>
W. Frank Lee	RZ-18-03	Buffalo Road	7	14075030G	R-20A to B-3	1/5/2018	2/2/2018	To Deny	3/6/2018	<input checked="" type="checkbox"/>
Adams & Hodge	RZ-18-04	Buffalo Road	68	14075013	R-8 to PUD	1/5/2018	2/2/2018	To Approve	4/3/2018	<input type="checkbox"/>
Landios Bullock	RZ-18-05	West Market Street	1	15044023A	HI to B-3	3/23/2018	5/3/2018	To Approve	6/5/2018	<input checked="" type="checkbox"/>
W. Frank Lee	RZ-18-06	Buffalo Road	2	14075030G	R-20A to PUD	4/2/2018	5/3/2018	To Approve	6/5/2018	<input checked="" type="checkbox"/>
Michael Stewart	RZ-18-08	Black Creek Road	33	15109011B	AR to R-20A	8/3/2018	9/6/2018		10/2/2018	

Special Use Permits

Friday, August 24, 2018



Project Name	Applicant	File Number	Location	Proposed Use	Date Received	Town Council	Council Action
Smithfield RV park	Theron Lee McLamb	CUP-17-08	Off Venture Dr	RV Park	6/2/2017	10/3/2017	Denied
Johnston Animal Hospital	Dr. Michael Ward	SUP-17-10	Pitchi Street	Veterinarian Office	9/5/2017	10/3/2017	Approved
Atlantic Coast Pipeline:	Atlantic Coast Pipeline LLC	SUP-17-09	Mallard Rd	Operation Center	9/1/2017	11/14/2017	Approved
Conditioning & Storage Facility	Boykin Investment, LLC	SUP-17-11	711 Rose St	Storage and Vehicle Re	12/1/2017	1/2/2018	Approved
George's Barns	Jorge Curuas	SUP-18-03	101 NC Hwy 210	U-Haul rental	1/24/2018	3/6/2018	Approved
Classic Touch Auto Sales	Danny Moowad	SUP-18-05	100 Computer Dr.	Automobile sales	4/13/2018	5/1/2018	Approved
Combine Mindz Tattoo	Zack Rabil	SUP-18-04	181 Venture DR	Tattoo Studio	3/23/2018	5/1/2018	Approved
270 Faith Miracle Ministry	Faith Miracle Ministries	SUP-18-06	Lee St and Blunt St	Church	4/24/2018	6/5/2018	Approved
Baldovinos Event Space	Curry Engineering	SUP-18-07	3460 S Brightleaf Blv	Event Space	6/1/2018	7/3/2018	Denied
Market Street Automotive	AVS Investments	SUP-18-09	440 E. Market St	Automotive repair	7/5/2018	8/7/2018	Approved
Lifespring Church	Lifespring Church	SUP-18-06	1250 N. Brightleaf Bl	Church	7/6/2018	8/7/2018	Approved
Hampton Inn	Wintergreen Hospitality	SUP-18-10	Towne Centre Place	Hotel exceeding 40'	8/7/2017	9/4/2018	

Text Amendments

Friday, August 24, 2018



Applicant	File Number	Date Submitted	Planning Board	Town Council	Town Council Action	Nature of Amendment
Lifespring Church	ZA-18-04	6/1/2018	7/12/2018	8/7/2018	Approved	Removes prohibition of Churches in shopping centers
Town of Smithfield	ZA-18-05	6/1/2018	7/12/2018	8/7/2018	Tabled	Allows for highrise sign in B-3 near I-95
Town of Smithfield	ZA-18-06	7/5/2018	8/2/2018	9/4/2018		Article 5 refinements to process
Town of Smithfield	ZA-18-07	7/5/2018	8/2/2018	9/4/2018		Article 9 removes BOA permit authority
Town of Smithfield	ZA-18-03	5/4/2018	7/12/2018			Moves Historic Preservation to UDO
Town of Smithfield	ZA-18-02	2/16/2018	3/1/2018	4/3/2018	Approved	Flood Study and UDO Flood Amendment
Town of Smithfield	ZA-17-04	11/3/2017	12/7/2017	1/2/2018	Approved	High Density Option
Town of Smithfield	ZA-17-05	12/1/2017	1/2/2018	2/6/2018	Approved	Admin approved site plans
Town of Smithfield	ZA-17-06	3/1/2018	3/1/2018	4/3/2018	Approved	Flag lots, cul-de-sac
Steve Bryant	ZA-17-07	1/5/2018	2/2/2018	2/6/2018	Approved	Restaurants in OI zoning district
Town of Smithfield	ZA-18-01	1/5/2018	2/1/2018	3/6/2018	Approved	Minimum PUD size



**TOWN OF SMITHFIELD
POLICE DEPARTMENT
MONTHLY REPORT
MONTH ENDING July 31, 3018**

I. STATISTICAL SECTION

Month Ending July 31, 2018	July 2018	July 2017	Total 2018	Total 2017	YTD Difference
Calls For Service	1979	1897	13458	13442	16
Incident Reports Completed	123	160	974	1124	-150
Cases Closed	89	121	680	794	-114
Accident Reports	68	61	497	498	-1
Arrest Reports	109	120	756	834	-78
Burglaries Reported	5	10	43	76	-33
Drug Charges	28	29	246	227	19
DWI Charges	6	11	38	70	-32
Citations Issued	290	165	1715	1377	338
Speeding	123	10	597	349	248
No Operator License	50	40	319	290	29
Registration Violations	24	31	249	190	59

II. PERSONNEL UPDATE

The police department is currently short 4 positions at this time. One supervisor is out on medical leave pending a hip surgery. The department currently has three backgrounds being completed.

III. MISCELLANEOUS

Mandatory in-service training was continued in July, with most courses be completed on line. The department assisted with Fun in the Park and it was a huge success.

REPORTED UCR OFFENSES FOR THE MONTH OF JULY 2018

PART I CRIMES	July	July	+/-	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.	1	1	0	0%
ROBBERY	1	1	0	0%	12	8	-4	-33%
Commercial	0	0	0	N.C.	2	1	-1	-50%
Individual	1	1	0	0%	10	7	-3	-30%
ASSAULT	5	7	2	40%	27	23	-4	-15%
* VIOLENT *	6	8	2	33%	40	32	-8	-20%
BURGLARY	9	5	-4	-44%	72	41	-31	-43%
Residential	6	4	-2	-33%	46	25	-21	-46%
Non-Resident.	0	0	0	N.C.	8	7	-1	-13%
Commercial	3	1	-2	-67%	18	9	-9	-50%
LARCENY	41	41	0	0%	297	255	-42	-14%
AUTO THEFT	1	0	-1	-100%	5	7	2	40%
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	51	46	-5	-10%	374	303	-71	-19%
PART I TOTAL:	57	54	-3	-5%	414	335	-79	-19%
PART II CRIMES								
Drug	28	22	-6	-21%	192	212	20	10%
Assault Simple	8	7	-1	-13%	92	79	-13	-14%
Forgery/Counterfeit	3	2	-1	-33%	32	22	-10	-31%
Fraud	8	3	-5	-63%	47	36	-11	-23%
Embezzlement	0	0	0	N.C.	8	3	-5	-63%
Stolen Property	2	2	0	0%	7	14	7	100%
Vandalism	3	2	-1	-33%	45	30	-15	-33%
Weapons	3	3	0	0%	22	19	-3	-14%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	0	0	N.C.	10	6	-4	-40%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	1	3	2	200%
D. W. I.	11	6	-5	-45%	67	36	-31	-46%
Liquor Law Violation	4	0	-4	-100%	5	3	-2	-40%
Disorderly Conduct	0	0	0	N.C.	4	8	4	100%
Obscenity	0	0	0	N.C.	0	1	1	N.C.
Kidnap	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	11	6	-5	-45%	61	53	-8	-13%
PART II TOTAL:	81	53	-28	-35%	593	525	-68	-11%
=====								
GRAND TOTAL:	138	107	-31	-22%	1007	860	-147	-15%

N.C. = Not Calculable



Town of Smithfield
Fire Department
July, 2018

I. Statistical Section

Responded to	2018 July	July IN	July OUT	2017 July	2018 IN	2018 OUT	2018 YTD	2017 YTD
Total Structure Fires Dispatched	10	6	4	9	34	24	58	65
Confirmed Structure Fires (Our District)	2	2	0	1	15	4	19	17
Confirmed Structure Fires (Other Districts)	4	0	0	2	0	0	8	21
EMS/Rescue Calls	129	125	4	125	931	47	978	987
Vehicle Fires	2	2	0	2	12	3	15	6
Motor Vehicle Accidents	19	19	0	20	128	9	137	120
Fire Alarms (Actual)	7	7	0	9	55	7	62	82
Fire Alarms (False)	12	12	0	12	57	4	61	50
Misc./Other Calls	26	24	2	24	151	35	186	133
Mutual Aid (Received)	2	0	0	4	0	0	37	36
Mutual Aid (Given)	4	0	0	6	0	0	33	52
Overlapping Calls (Calls at the same time)	21	0	0	21	0	0	183	202
TOTAL EMERGENCY RESPONSES	205	195	10	201	1368	129	1497	1443

* 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**).

	July	YTD
Fire Inspections/Compliance Inspections	39	299
Public Fire Education Programs	7	24
Children in Attendance	275	1092
Adults in Attendance	95	397
Plans Review Construction/Renovation Projects	9	39
Fire Code Citations	1	1
Fire Lane Citations	0	0
Consultation/Walk Through	5	107
Re-Inspections	33	180

II. Major Revenues

	July	YTD
Inspections	\$1,250.00	\$10,700.00
False Alarms	\$1,400.00	\$3,650.00
Fire Recovery USA	\$960.00	\$5,978.40
EMS Debt Setoff	\$0.00	\$10,937.71

Major Expenses for the Month:

III. Personnel Update:

- We have many vacancies in the Volunteer Firefighter positions and are currently seeking recruitment of volunteers to become probationary Volunteer Firefighters.

IV. Narrative of monthly departmental activities:

- We participated in Fire prevention programs throughout the month of July: The Salvation Army, Burning Bush Tabernacle Church, North Smithfield Baptist Church, and West Smithfield Elementary.
- We participated with coverage for the Fourth of July Fireworks.
- We participated in the annual South Smithfield 4th of July celebration.
- We participated in the River Rat Regatta.
- We participated in the Fun in The Park at Smith-Collins.
- We provided day care safety training for the staff of Kiddie College.
- We participated in the Water Shuttle training exercises, along with many other Johnston County departments in preparation for an OSFM DOI rating event in August.
- We participated in a live burn training exercise at 811 Blount St.

**Town of Smithfield
Public Works Department
July 31, 2018**



157 Total Work Orders completed by the Public Works Department

7 Burials, at \$700.00 each = \$4,900.00

1 Burial under 36", \$400.00 each = \$400.00

\$5,000.00 Sunset Cemetery Lot Sales

\$0.00 Riverside Extension Cemetery Lot Sales

422 tons of household waste collected

122 tons of yard waste collected

6.06 tons of recycling collected

Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
July 31, 2018



I. Statistical Section

8 Burials, one burial was under 36" (\$400.00)
6 Works Orders – Buildings & Facilities Division
8 Work Orders – Grounds Division
22 Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	\$5,000.00
Riverside Ext Cemetery Lot Sales:	\$0.00
Grave Opening Fees:	\$5,300.00
Total Revenue:	\$10,300.00

III. Major Expenses for the Month:

\$10,000.00 to Selco Construction for locker room renovations.

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 Dept. monthly safety training was on "Defensive Driving".

**Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
July 31, 2018**



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. Cut Four (4) nuisance lots for planning department.
- c. Assisted downtown development with Independence day fireworks event.
- d. Restriped crosswalk on S 3rd in front of Free Will Baptist Church.
- e. 21- Work Orders – 900lbs. of Cold Patch was used for 21 Potholes.

II. Major Revenues

None for the month.

III. Major Expenses for the Month:

None for the month.

IV. Personnel Update:

None for the month.

V. Narrative of monthly departmental activities:

The Public Works Dept. monthly safety training was on "Defensive Driving".

**Town of Smithfield
Public Works Department
July 2018 Drainage Report**

Location: S Third Street Free Will Baptist Church.
Starting Date: 7/3/2018
Completion Date: 7/3/2018
Description: Restriped crosswalk on S Third Street side of church.
Man-hours: 3hrs.
Equipment: Two rollers plus traffic control devices.
Materials: One gallon of white traffic paint.

Location: Downtown area.
Starting Date: 7/1/2018
Completion Date: 7/3/2018
Description: Delivered trash cans and traffic control devices for Independence Celebration/Fire Works.
Man-hours: 12hrs.
Equipment: truck 401 plus cone trailer, truck 905, trash truck.
Materials: 25 barrels, 6 barricades, 80 traffic cones and 11 rollout containers.

Location: 308 Oak Street.
Starting Date: 7/5/2018
Completion Date: 7/5/2018
Description: Repaired damaged drain line for positive drainage.
Man-hours: 2hrs.
Equipment: 401 pickup plus hand tools.
Materials: One yard of 3000psi concrete.

Location: MLK and Furlong Drive.
Starting Date: 7/5/2018
Completion Date: 7/5/2018
Description: Repaired damaged drain line for positive drainage.
Man-hours: 2hrs.
Equipment: 401 pickup plus hand tools.
Materials: One yard of flowable fill concrete.

Location: Front Street at Boat Ramp.
Starting Date: 7/9/2018
Completion Date: 7/9/2018
Description: Assisted the Fire Department in the cleanup of debris in River before the Cardboard boat race.
Man-hours: 8hrs.
Equipment: Pickup 401 and flatbed 903.
Materials: Removed debris and brought to shop.

Location: Dundee Street, 808 S 5th, Equity, North and NBL, 847 Midway, 810 3rd Ave, Sussex and Canterbury, 39 Towbridge, Front and Bridge.
Starting Date: 7/10/2018
Completion Date: 7/26/2018
Description: Repaired 21 potholes with Perma Patch asphalt.
Man-hours: 4.5hrs.
Equipment: 401 plus hand tools.
Materials: 15 bags of Perma Patch asphalt.

Location: 2nd Ave beside of Doug Watson's house, 307 Wilson Street.
Starting Date: 7/11/2018
Completion Date: 7/11/2018
Description: Repaired two sinkholes near catch basin for positive drainage.
Man-hours: 6hrs.
Equipment: 411 Cat Backhoe, 402 pickup plus hand tools.
Materials: One yard of 3000psi concrete plus one yard of fill dirt.

Location: Outlet Center Drive, Baker Street Dead End, FEMA Lots, Broadway from Ward to Martin, Old Goldsboro Road, Berkshire Road.
Starting Date: 7/12/2018
Completion Date: 7/31/2018
Description: Cut FEMA lots and Right of Ways.
Man-hours: 34.5hrs.
Equipment: Scag mowers, Tractor plus bush hog.
Materials: N/A

Location: 3RD Ave town lot.
Starting Date: 7/13/2018
Completion Date: 7/13/2018
Description: Removed fallen tree from lot.
Man-hours: 12hrs.
Equipment: 411 Cat backhoe, 405 dump truck plus 408 flatbed.
Materials: Removed three loads of debris.

Location: Lee Street and Blount, 1114 Blount, Vacant lot behind 302 MLK, 9 Aspen.
Starting Date: 7/19/2018
Completion Date: 7/26/2018
Description: Cut Four nuisance lots for planning department.
Man-hours: 8hrs.
Equipment: Bobcat tractor plus bush hog, scag mowers plus hand tools.
Materials: N/A

Location: Shady Lane and Hartley Drive.
Starting Date: 7/26/2018
Completion Date: 7/26/2018
Description: Repaired sinkhole at edge of asphalt with concrete for positive drainage.
Man-hours: 2hrs.
Equipment: 401 pickup plus hand tools.
Materials: One yard of 3000psi concrete.

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
July 31, 2018**



I. Statistical Section

- 3 Preventive Maintenances
- 0 North Carolina Inspections
- 41 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

None for the month

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting was on "Defensive Driving". Dillon Blanton registered and participated in the NC DMV Safety Inspection class on 7/10/18 and 7/11/18 at Wayne Community College.

**Town of Smithfield
Public Works Sanitation Division
Monthly Report
July 31, 2018**



I. Statistical Section

The Division collected from approximately 4100 homes, 4 times during the month

- a. Sanitation forces completed 41 work orders
- b. Sanitation forces collected 422 tons of household waste
- c. Sanitation forces disposed of 61 loads of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 0 tons of construction debris (C&D)
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 4.06 tons of recyclable plastic
- h. Recycled 3100 lbs. of cardboard material from the Convenient Site Center
- i. A total of 132 gals of used oil was collected at the Convenient Site Center
- j. Recycled 1660 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- a. Received \$0 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$0
- c. Sold 1920 lbs. of shredder steel for \$115.20 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$2,112.00 for disposal of yard waste and debris.
Paid \$745.80 to America Tire Distributor for 3 Sanitation truck tires.

IV. Personnel Update:

None

V. Narrative of monthly departmental activities:

The Public Works Dept. assisted Downtown Development and Parks and Recreation with the July 4th Celebration held in the Downtown area on July 1 with traffic control items and event containers. The department also assisted with the Boat Ramp Ribbon cutting on July 14th and the Annual Swim meet competition held at SRAC on July 28th, 2018.

The Public Works Dept.'s monthly safety meeting was on "Defensive Driving".
We utilized Community Service Workers, who worked 71 hrs. of community service.



PARKS AND RECREATION

MONTHLY REPORT FOR JULY, 2018

PROGRAMS STATISTICS	July, 2018		July, 2017	
NUMBER OF PROGRAMS	16		17	
TOTAL ATHLETICS PARTICIPANTS	293		829	
TOTAL NON/ATHLETIC PARTICIPANTS	1030		4162	
NUMBER OF GAMES PLAYED	63		121	
TOTAL NUMBER OF PLAYERS (GAMES)	1064		1829	
NUMBER OF PRACTICES	24		15	
TOTAL NUMBER OF PLAYER(S) PRACTICES	1400		414	
	July, 2018	18/19 FY YTD	July, 2017	17/18 FY YTD
PARKS RENTALS	16	16	24	24
USERS (PARKS RENTALS) <i>(Includes tournament spectators)</i>	3708		8069	8069
TOTAL UNIQUE CONTACTS	7,495		15,303	
	July, 2018	18/19 FY YTD	July, 2017	17/18 FY YTD
PARKS AND RECREATION REVENUES	\$ 6,607.00	\$ 6,607.00	\$ 4,524.90	\$ 4,524.90
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 51,588.00	\$ 51,588.00	\$ 42,777.92	\$ 42,777.92
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ -	\$ -	\$ 1,728.00	\$ 1,728.00

HIGHLIGHTS

Hosted 1st Annual River Rat Regatta with 33 boats participating
 Hosted Tar Heel Leagus District 5 Baseball Tournament with 17 teams (1800+ spectators)



**SMITHFIELD RECREATION
AND AQUATICS CENTER**

SRAC MONTHLY REPORT FOR JULY, 2018

PROGRAMS SATISTICS

NUMBER OF PROGRAMS	23
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	4688

	July, 2018	18/19 FY YTD	July, 2017	17/18 FY YTD
SRAC MEMBER VISITS	6219		6664	6664
DAY PASSES	1897		1967	1967
RENTALS (SRAC)	95		60	60
USERS (SRAC RENTALS)	6376		3226	3226
TOTAL UNIQUE CONTACTS	19,180		11,857	

FINANCIAL STATISTICS

	July, 2018	18/19 FY YTD	July, 2017	17/18 FY YTD
SRAC REVENUES	\$ 73,431.00	\$ 73,431.00	\$ 76,270.98	\$ 76,270.98
SRAC EXPENDITURES	\$ 100,582.00	\$ 100,582.00	\$ 64,046.00	\$ 64,046.00
SRAC MEMBERSHIPS	3707		3892	

HIGHLIGHTS

Hosted the Southern Metro Championship Swim Meet with 600+ Swimmers and 1500+ spectators



SMITFIELD
NORTH CAROLINA
Utilities Department
Monthly Report
July 2018

- **Statistical Section**

- Electric CP Demand 26,470 Kw relative to June's demand of 29,406 Kw.
- Electric System Reliability for was 99.999%, with zero (0) recorded outage; relative to June's 99.998%.
- Raw water treated on a daily average was 4.063 MG relative to 4.175 MG for June; with maximum demand of 5.162 MG relative to June's 5.256 MG.
- Total finished water to the system was 116.772 MG relative to June's 118.589 MG. Average daily for the month was 3.767 MG relative to June's 3.825 MG. Daily maximum was 5.027 MG (July 3rd) relative to June's 4.692 MG. Daily minimum was 2.554 (July 29th), relative to June's 3.268 MG.

- **Miscellaneous Revenues**

- Water sales were \$237,043 relative to June's \$217,356
- Sewer sales were \$364,645 relative to June's \$321,538
- Electrical sales were \$1,526,560 relative to June's sales of \$1,455,290
- Johnston County Water purchases were \$132,394 for 66.197 MG relative to June's \$175,778 for 87.889 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,124,924 relative to June's \$1,178,109
- Johnston County sewer charge was \$141,638 for 42.698 MG relative to June's \$173,777 for 54.852 MG.

- **Personnel Changes –**

- Mario Monica was terminated from employment on July 27



**Town of Smithfield
Electric Department
Monthly Report
July, 2018**

I. Statistical Section

- Street Lights repaired -20
- Area Lights repaired -15
- Service calls - 33
- Underground Electric Locates -224
- Poles changed out, installed or removed-2
- Underground Services Installed/Repaired -1

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- Utility Dept. had a Safety meeting on Back Safety.

V. Miscellaneous Activities:

- Finished installing 1000 Nexgrid electrical meters.
- Started another phase of conversion work on the south side of town. Holding street to Wellons St.
- Finished Inventory.
- Installed a Camera on the traffic pole in front of Town Hall for everyone to view from the website.



WATER & SEWER

JULY 2018 MONTHLY REPORT

● DISCONNECT WATER	3
● RECONNECT WATER	3
● TEST METER	3
● TEMPORARY METER SET	0
● DISCOLORED WATER CALLS	2
● LOW PRESSURE CALLS	7
● NEW/RENEW SERVICE INSTALLS	1
● LEAK DETECTION	21
● METER CHECKS	22
● METER REPAIRS	3
● WATER MAIN/SERVICE REPAIRS	15
● STREET CUTS	15
● REPLACE EXISTING METERS	10
● INSTALL NEW METERS	14
● FIRE HYDRANTS REPAIRED	0
● FIRE HYDRANTS REPLACED	1
● SEWER REPAIRS	8
● CLEANOUTS INSTALLED	8
● SEWER MAIN CLEANED	5566LF
● SERVICE LATERALS CLEANED	1255LF

- SERVICE CALLS 145
- LOCATES 193

- SERVICE AND MAINTAINED ALL 18 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY

MAJOR EXPENSES FOR THE MONTH OF JULY

- Ordering large quantity of materials
- Ordering large quantity of safety materials
- Ordering trench box and trailer
- Ordering new truck for Lift Station Mechanic
- Ordering new tamp for crew
- Ordering new locator for crew

PERSONNEL UPDATES

- Noah Credle started temporary

UPCOMING PROJECTS FOR THE MONTH OF AUGUST

- Old Goldsboro Rd. water placement
- Replacing control cabinets at SLS stations 9, 10, & 6

Hydrant Flushing

Smithfield Water Plant

Distribution Sampling Site Plan

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	07/23/18	3.4	15	7965	10	North Street	07/31/18	3.2	15	17820	40
Computer Drive	07/23/18	3.4	15	31860	10	West Street	07/31/18	3.2	15	78030	50
Castle Drive	07/23/18	3.2	15	7965	10	Regency Drive	07/31/18	2	15	63720	60
Parkway Drive	07/23/18	3	15	63720	40	Randers Court	07/31/18	3	15	15930	40
Garner Drive	07/23/18	3.2	15	63723	40	Noble Street	07/31/18	3	15	15930	40
Hwy 210 LIFT ST.	07/23/18	3.4	15	15930	40	Fieldale Dr#1(L)	07/31/18	2.6	15	63720	40
Skyland Drive	07/23/18	3.4	15	7965	10	Fieldale Dr#2(R)	07/31/18	2.8	15	63720	40
Bradford Street	07/24/18	3.4	15	15930	10	Heather Court	07/31/18	2.6	15	15930	40
Kellie Drive	07/24/18	3.4	15	7965	10	Reeding Place	07/31/18	2.8	15	15930	40
Edgewater	07/24/18	3	15	7965	10	East Street	07/31/18	3.2	15	63720	40
Edgcombe	07/24/18	3	15	15930	40	Smith Street	07/31/18	2.8	15	63720	40
Valley Wood	07/24/18	3.4	15	63720	40	Wellons Street	07/31/18	1.2	15	63720	40
Creek Wood	07/24/18	3.4	15	63720	40	Kay Drive	07/31/18	3	15	38985	15
White Oak Drive	07/24/18	3.4	15	7965	10	Huntington Place	07/31/18	1.2	15	38985	15
Brookwood Drive	07/24/18	3.2	15	22515	5	N. Lakeside Drive	07/31/18	1.2	15	9750	15
Runnymede Place	07/24/18	3.4	15	31860	10	Cypress Point	07/31/18	1.2	15	34890	12
Nottingham Place	07/24/18	3.4	15	38985	10	Quail Run	07/31/18	1.2	15	8715	12
Heritage Drive	07/24/18	2.8	15	38985	10	British Court	07/31/18	1.2	15	8715	12
Noble Plaza #1	07/25/18	2.6	15	9750	10	Tyler Street	07/31/18	1.2	15	78030	60
Noble Plaza #2	07/25/18	2.8	15	9750	10	Yeiverton Road	07/31/18	1	15	63720	40
Pinecrest Street	07/25/18	2.6	15	19500	10	Ava Gardner	07/31/18	3	15	63720	40
S. Sussex Drive	07/25/18	3.2	15	31860	10	Waddell Drive	07/31/18	3.4	15	7965	10
Elm Drive	07/24/18	3.2	15	9750	10	Henly Place	07/31/18	3.2	15	8715	12
Bradford Street	07/25/18	3.4	15	38985	10	Birch Street	07/31/18	3	15	34890	12
Coor Farm Supply	07/25/18	3.2	15	7965	10	Pine Street	07/31/18	3.4	15	38985	15
Old Goldsboro Rd.	07/25/18	3.2	15	7965	10	Oak Drive	07/31/18	3	15	37695	14
Hillcrest Drive	07/25/18	3.4	15	31860	10	Cedar Drive	07/31/18	3	15	31860	10
Eason Street	07/25/18	3.4	15	38985	40	Aspen Drive	07/31/18	3.4	15	34890	12
Magnolia circle	07/25/18	3.4	15	78030	40	Furlonge Street	07/31/18	3.4	15	34890	12
Rainbow Drive	07/31/18	1	15	19500	60	Golden Corral	07/31/18	3.4	15	40290	16
Rainbow Circle	07/31/18	1	15	19500	60	Holland Drive	07/31/18	3	15	9750	15
Moonbeam Circle	07/31/18	1	15	19500	60	Davis Street	07/31/18	3.4	15	34890	12
Ray Drive	07/31/18	2.4	15	15930	60	Caroline Ave.	07/31/18	3	15	31860	10
Will Drive	07/31/18	3	15	63720	40	Johnston Street	07/31/18	3.4	15	38985	15
Michael Lane	07/31/18	3	15	63720	40	Ryans	07/31/18	3	90	9750	15
Ward Street	07/31/18	3.2	15	15930	40						



MONTHLY WATER LOSS REPORT

JULY, 2018

(2) Meters with slow washer leaks

$\frac{3}{4}$ " Line, $\frac{1}{8}$ " hole – 4days

(6) $\frac{3}{4}$ " Line, $\frac{1}{8}$ " Hole – 1day

$\frac{3}{4}$ " Line, $\frac{1}{16}$ " hole – 7days

(2) $\frac{3}{4}$ " Line, $\frac{1}{16}$ " hole – 1day

1 $\frac{1}{2}$ " Line, $\frac{1}{16}$ hole – 1day

2" Line, $\frac{1}{8}$ " hole – 1day

(2) 2" Line, $\frac{1}{8}$ " hole – 1week

6" Line, 6" split – 3days