



Mayor

M. Andy Moore

Mayor Pro-Tem

John A. Dunn

Council Members

Marlon Lee

David Stevens

Travis Scott

David Barbour

Stephen Rabil

Roger A. Wood

Town Attorney

Robert Spence, Jr.

Town Manager

Michael L. Scott

Finance Director

Greg Siler

Town Clerk

Shannan Parrish

# Town Council Agenda Packet

Meeting Date: Tuesday, May 4, 2021

Meeting Time: 7:00 p.m.

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





**TOWN OF SMITHFIELD  
TOWN COUNCIL AGENDA  
REGULAR MEETING MAY 4, 2021  
7:00 PM**

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Approval of Agenda**

**Page**

**Presentations:**

- 1. Recognition of Public Works Crew Leader Daniel Rodriguez’s 21 Years of Service to the Town of Smithfield**  
(Mayor – M. Andy Moore)
- 2. Administering the Oath of Office to new Police Officer Alyssa Berna**  
(Mayor – M. Andy Moore) See attached information.....1
- 3. Proclamation: Designating May as Water Safety Month in the Town of Smithfield**  
(Mayor – M. Andy Moore) See attached information.....3

**Public Hearings:**

- 1. CZ-21-02 Spring Branch Commons:** The applicant is seeking conditional zoning approval to rezone a 1.2-acre tract of land from the R-8 (Residential) zoning district to the R-8 CZ (Conditional Zoning) district for the creation of 10 single family dwellings units. The property considered for rezoning is located on the southeast side of the intersection of South Sixth Street and East Johnston Street. The property is further identified as Johnston County Tax ID#15026060.  
(Planning Director – Stephen Wensman) See attached information.....5
- 2. SUP-21-03 Bonnie Godwin:** The applicant is seeking a special use permit to allow for a single-family residential dwelling within a OI (Office & Institutional) zoning district. The property considered for approval is located on the north side of Wilkins Street approximately 175 feet east of its intersection with North Seventh Street and further identified as Johnston County Tax ID# 15010038  
(Planning Director – Stephen Wensman) See attached information.....37

- 3. ZA-21-03 Town of Smithfield:** The applicant is requesting an amendment to the Town of Smithfield Unified Development Ordinance, Article 7, Section 7.2 Accessory Uses or Structures to allow for fences as an accessory structure in all zoning districts.  
(Planning Director – Stephen Wensman) See attached information.....55
- 4. ZA-20-05 Town of Smithfield:** The applicant is requesting an amendment to the Town of Smithfield Unified Development Ordinance, Articles 1, 9 10, and Appendix A to incorporate 160D enabling legislation changes.  
(Planning Director – Stephen Wensman) See attached information.....63

**Citizens Comments**

**Consent Agenda Items:**

- 1. Approval of Minutes:**
  - a. April 6, 2021 – Regular Meeting
  - b. April 6, 2021 – Closed Session (Under Separate Cover).....69
- 2. Special Event – Juneteenth Celebration:** Marlon Lee is seeking approval to conduct an outdoor celebration at Smith Collins Park and short parade/march on Collier Street from the Alumni Center to the Innovation Academy on Saturday, June 19, 2021 from 7:00 am until 8:00 pm. This request includes amplified sound.  
(Planning Director – Stephen Wensman) See attached information.....89
- 3. Consideration and request for approval to allow employees to donate sick time to a Police Department employee**  
(Human Resources Director – Tim Kerigan) See attached information.....93
- 4. Promotion – Consideration and request for approval to promote a Master Police Officer to the rank of Police Sergeant**  
(Chief of Police – R. Keith Powell) See attached information.....97
- 5. Promotion – Consideration and request for approval to promote an employee in the Parks and Recreation Department to Assistant Aquatic Supervisor**  
(Parks and Recreation Director – Gary Johnson) See attached information.....99
- 6. Bid award to JLP Carpentry in the amount of \$21,295.00 for improvements/renovations to the Girl Scout Hut**  
(Parks and Recreation Director – Gary Johnson) See attached information.....101
- 7. Board Appointments**
  - a. C. Andrew Byrd IV has submitted an application for consideration to be appointed to a first term on the Recreation Advisory Committee.
  - b. Scott Wright has submitted an application for consideration to be reappointed to a fourth term on the Recreation Advisory Committee.  
(Town Clerk – Shannan Parrish) See attached information.....109



**8. New Hire Report**  
(HR Director/ PIO – Tim Kerigan) See attached information.....115

**Business Items:**

**1. Consideration and request for approval to name the new splash park the Eva E. Ennis Park**  
(Parks and Recreation Director – Gary Johnson) See attached information.....117

**2. Consideration and request for approval to name the Girl Scout Hut the Rachael May Mattox Girl Scout Hut**  
(Parks and Recreation Director – Gary Johnson) See attached information.....119

**3. FY 2021-2022 Budget Discussions**  
(Town Manager – Michael Scott)

**Councilmember’s Comments**

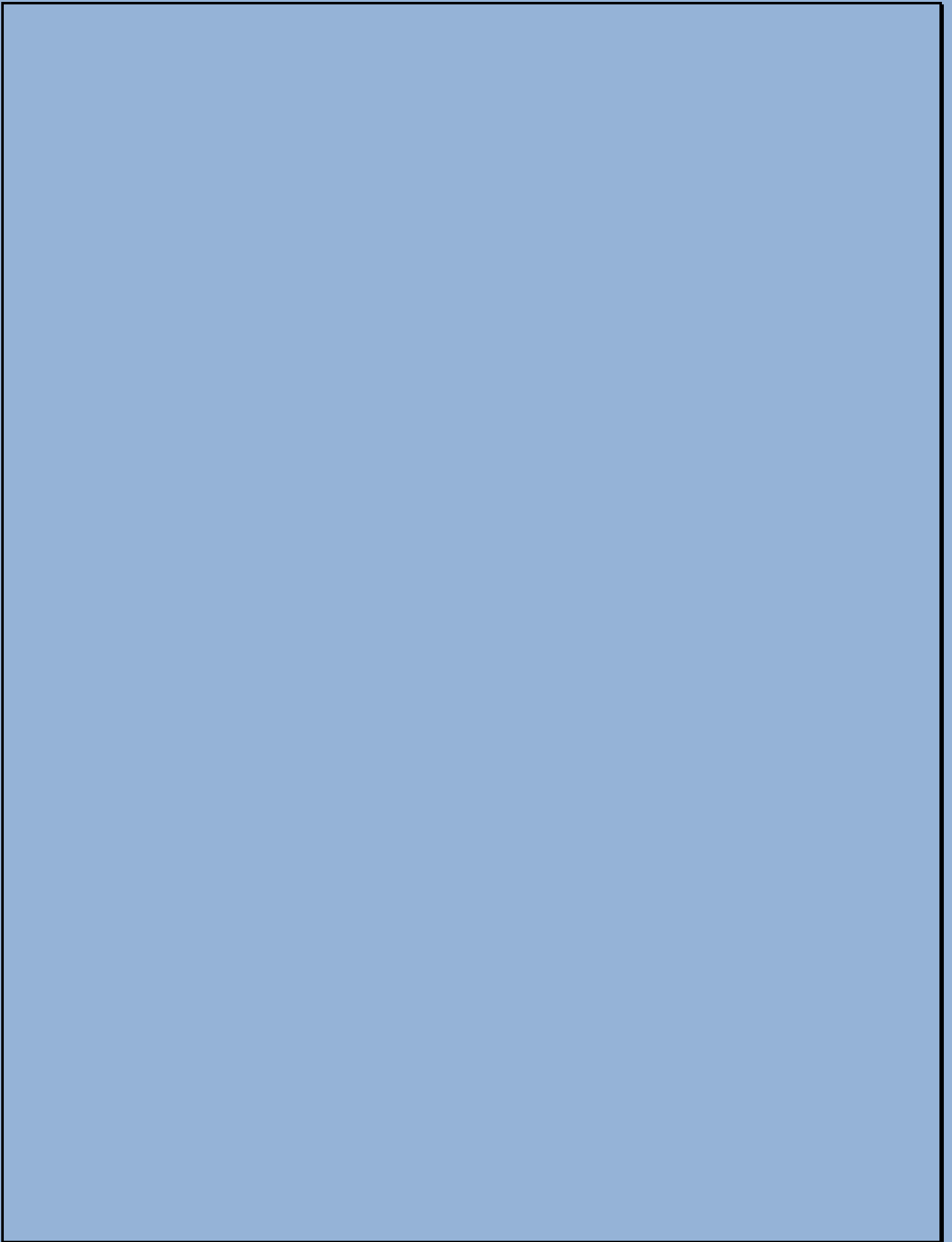
**Town Manager’s Report**

- Financial Report (See attached information).....127
- Department Reports (See attached information).....131
- Manager’s Report (Will be provided at the meeting)

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



# Presentations





# Request for Town Council Action

**Presentation:** Oath  
of  
Office

Date: 05/04/2021

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**Subject:** Police Swear In  
**Department:** Police Department  
**Presented by:** Chief R. Keith Powell  
**Presentation:** Presentation

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## Issue Statement

The Police Department has hired a new officer to fill an existing vacancy within the department. Alyssa Jane Renee Berna was hired to fill this position. Officer Berna has been assigned to the Patrol Division to fill one of the vacant slots. Officer Berna has just over 4 years of Law Enforcement experience. Officer Berna worked with the New Bern Police Department prior to joining Smithfield Police Department.

## Financial Impact

Salary will be covered by current budget.

## Action Needed

Alyssa Berna needs to be sworn in and welcomed to the Smithfield Community.

## Recommendation

Alyssa Berna needs to be sworn in and welcomed to the Smithfield Community.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Oath of Office



# Staff Report

**Presentation: Oath of  
Office**

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## **OATH OF OFFICE SMITHFIELD POLICE DEPARTMENT**

"I, Alyssa Jane Renee Berna, 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 4<sup>th</sup> day of May, 2021

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

*Town of Smithfield  
Proclamation  
Designating May as Water Safety Month*

*Whereas, citizens of the Town of Smithfield recognize the vital role that swimming and aquatic-related activities relate to good physical and mental health and enhance the quality of life for all people; and*

*Whereas, Town of Smithfield citizens understand the essential role that education regarding the topic of water safety plays in preventing drownings and recreational water related injuries; and*

*Whereas, we recognize the contributions made by the recreational water industry, as represented by the organizations involved in the National Water Safety Month Coalition, in developing safe swimming facilities, aquatic programs, home pools and spas, and related activities which provide healthy places to recreate, learn, and grow, build self-esteem, confidence and sense of self-worth which contributes to the quality of life in our community; and*

*Whereas, it is important to communicate water safety rules and programs to families and individuals of all ages, whether owners of private pools, users of public swimming facilities, or visitors to waterpark.*

*NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council, do hereby proclaim May 2021 as*

*Water Safety Month*

*in Smithfield and encourage all citizens to join me in the worthy observation.*

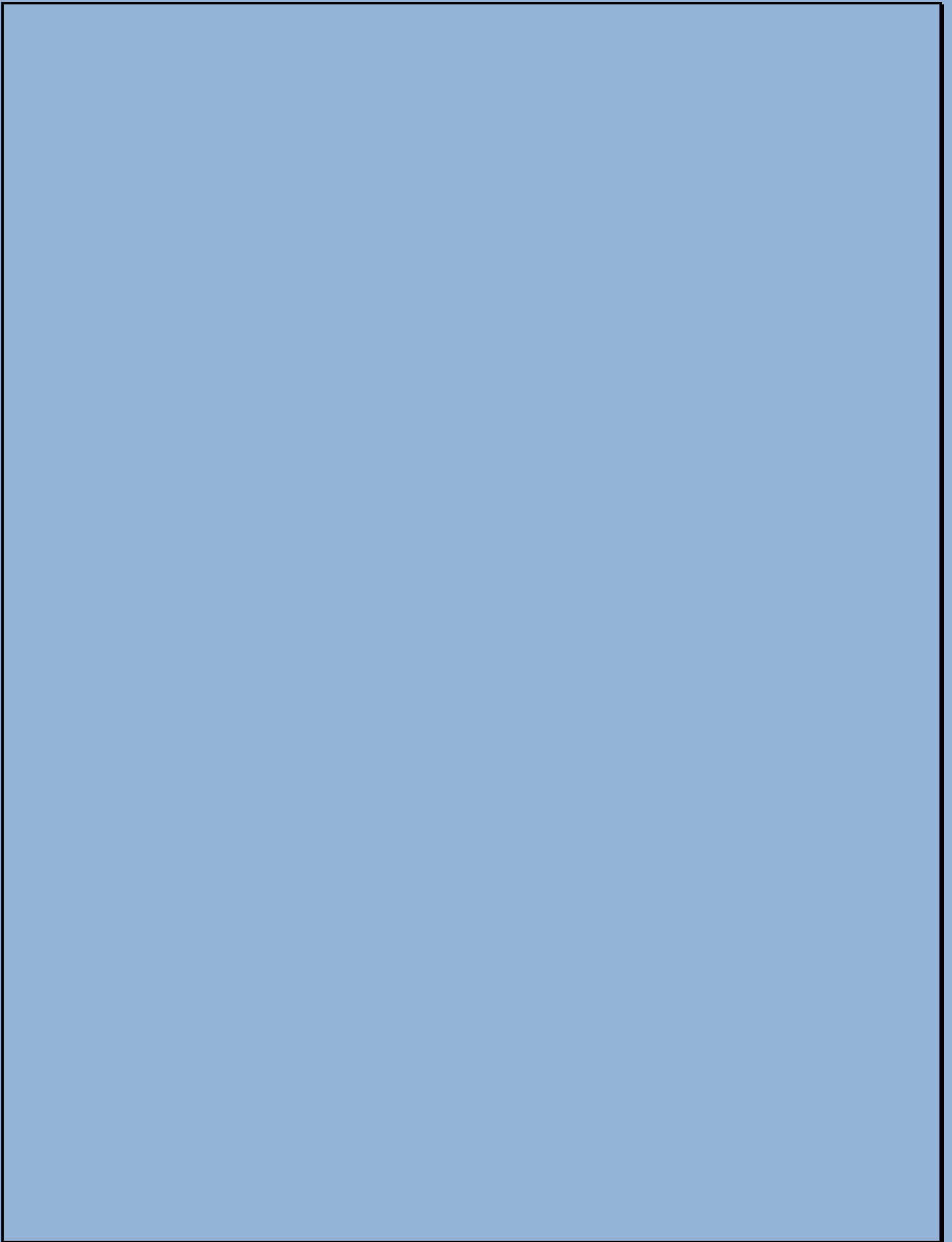
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*M. Andy Moore, Mayor*





# Public Hearings





# Request for Town Council Action

Public  
Hearing: CZ-21-02  
Date: 05/04/2021

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

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## Issue Statement

TerraEden Landscape and Design, LLC, is requesting a conditional rezoning request of a 1.21-acre parcel in the R-8 Zoning District to R-8 CZ with a master plan for a 10-lot detached single-family residential development.

## Financial Impact

The 10-lot subdivision will **add to the town's tax base.**

## Action Needed

The Town Council is respectfully requested to hold a public hearing and to review the conditional rezoning of properties from R-8 to R-8 CZ and to decide whether to approve, approve with conditions, or deny the request.

## Recommendation

Planning Staff and the Planning Board recommend approval of CZ-21-02 with 3-conditions with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan as to be amended and that the request is reasonable and in the public interest

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff report
2. Consistency Statement
3. Application
4. Site Master Plans
5. **Zoning Map**
6. **Adjacent property owners list and certification**
7. **Planning Board Minutes**



# Staff Report

**REQUEST:**

TerraEden Landscape and Design, LLC, is requesting a conditional rezoning request of a 1.21-acre parcel in the R-8 Zoning District to R-8 CZ with a master plan for a 10-lot detached single-family residential development.

**PROPERTY LOCATION:**

The property is located on East Johnston Street between South Seventh and South Sixth Street.

**SITE DATA:**

Tax ID# 15026060  
 Acreage: 1.21 acres  
 Present Zoning: R-8  
 Proposed Zoning: R-8 CZ  
 Existing Use: vacant  
 Proposed Use detached single-family residential.  
 Fire District: Town of Smithfield  
 School Impacts: Potential students  
 Parks and Recreation: Park Dedication Fee in Lieu  
 Water and Sewer Provider: Town of Smithfield  
 Electric Provider: Town of Smithfield

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

	<b>Zoning</b>	<b>Existing Land Uses</b>
<b>North</b>	R-8 (Residential)	Detached single-family residential and vacant land
<b>South</b>	R-8 (Residential)	Detached single-family residential
<b>East</b>	B-2 (General Business)	Vacant
<b>West</b>	R-8 (Residential)	Detached single-family residential

**EXISTING CONDITIONS:**

The site is currently vacant. Sometime before 2005, a +/- 1300 sq. ft. warehouse sat on the corner of S. Sixth and East Johnson along with 3 silo-type structures. That structure is gone, but about 290 feet of valley curb remain at the corner of S. Sixth and E Johnson Street adjacent to where the warehouse once stood. The curbing on the rest of the block is a B6-12 type. Overhead electric utilities run along the right-of-way on S. Sixth Street. Streetlights attached to the power poles are located at both street corners.

## ENVIRONMENTAL:

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

## MASTER PLAN:

The applicant is proposing to redevelop a 1.21-acre parcel into a 10-detached single-family residential subdivision with the following:

**Driveway access.** All the lots are accessed from the rear of the property by a private driveway. The driveway is shown as being 16 feet wide.

**Parking.** There are 2 parking spaces per residence as required and 6-guest parking spaces (1 handicap accessible).

**Open space.** The applicant is proposing 0.34-acres of common open space providing driveway access to residential parking, guest/handicap parking, mail kiosk, picnic shelter, picnic tables, play structure, and 2 area lights.

**Min. lot size.** The 10-lots range from 3,444 sq. ft. (.079-acres) to 4,343 sq. ft. (.1 acres in size).

**Lot dimensions.** The minimum **lot size is 41' x 84' and the largest lot is 54.50' x 86'.**

**Setbacks.** **The setbacks are 10' – front, 5.5' -side (11' between homes), 25'-rear.**

**Single-family homes:** Min. 1,290 sq. ft. single-story homes (average approximately 3,770 sq. ft. in size), with full-width front porch, three bedrooms, and two bathrooms. A small storage area will be attached to the rear of each home.

**Public sidewalks.** **5' wide public sidewalk will be constructed in the public right-of-way** along the front property line.

**Decorative fencing.** Decorative fencing will be installed along the street frontage on each lot.

**Landscaping.** the lots and open space will be landscaped with grass, trees, and shrubs.

**Accessory buildings.** No accessory buildings will be allowed.

**HOA.** An HOA will provide common ownership and maintenance of the shared open space.

## REQUESTED DEVIATIONS FROM UDO REQUIREMENTS:

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

Item	R-8/UDO	R-8 CZ
Min. lot size	8,000 sq. ft. (.18 ac.)	3,444 sq. ft. (.079 ac.)
Min. lot width	70 feet	41 feet
Min. front setback	10 feet	30 feet
Min. Side Setback	10 feet	5.5 feet
Accessory Bldg. Setback	10 feet	None allowed
Min. corner lot setback	15 feet	12 feet
Driveway width	20 feet	16 feet
Sight triangle	25 feet x 25 feet	23 feet x 23 feet

**ANALYSIS:**

The applicant is proposing a compact urban infill development in a semi-distressed part of Smithfield near its downtown. The development supports walkability to downtown with a sidewalk along the street frontages and with attractive pedestrian scale architecture – one-story homes with porches and a fence along the public street frontage. Although the individual lots are small, the common open space provides usable amenities: playground, picnic shelter, picnic tables, trash receptacles, and landscaping that will create a mini-neighborhood within the greater downtown and Brooklyn neighborhoods.

Reduced setbacks. The reduced setbacks are typical of an urban pedestrian-oriented or traditional neighborhood development and supported by pedestrian-scaled elements, porches, and fences. East Johnson Street right-of-way is approximately 66 feet wide, whereas most residential rights-of-way are 60 feet. Some are even 50 feet in width. The extra-wide right-of-way results in a slightly wider grass boulevard which will lessen the effect of the reduced front setback. Furthermore, the porches and fence provide a pedestrian scale element that separates the public and private realms and emphasizes the public sidewalk. The development is intended to be walkable taking advantage of nearby downtown, government services, the spring branch, and greenway trail.

Driveway. The master plan shows a shared driveway on common open space to residential parking and guest/overflow parking. The shared driveway is shown with no curb and gutter. The shared driveway eliminates the need for individual driveways on each lot and supports the pedestrian character of the development. Driveway within the public right-of-way will **need to be constructed in accordance with the Town’s standard detail for driveways. The driveway with is 16’ wide to discourage cut-through traffic and to slow traffic on the alley. The 16’ width has been used in Clayton at the Moss Creek** development for a similar number of units without issues.

Trash receptacles. The master plan does not show locations for trash, an unsightly but necessary fixture in residential development. The Master Plan should plan for and identify concrete pads for individual trash receptacles for each lot.

Curb and gutter. Town streets typically have B6-12 concrete curbs. About 290 lineal feet of curb is valley curb that will need to be replaced with B6-12 curb.

Landscaping. The master plan shows the landscaping of the open space and residential lots. The UDO requires no residential landscaping.

Stormwater Management. The impervious surfaces that existed in 2001 are considered **"grandfathered" according to** stormwater regulations. As a result, the development will be exempt from stormwater retention. No stormwater SCM is required.

Utilities. The development will utilize existing utilities, water, and sewer, located in adjacent streets.

#### RECOMMENDATION

Staff recommends approval with the following conditions:

1. That the driveway aprons be constructed in accordance **with the Town's Standard Specifications and Details.**
2. That concrete pads for trash bins be shown on the master plan.
3. That the valley curb in the public right-of-way be replaced with B6-12 curb.

#### CONSISTENCY STATEMENT (Staff Opinion):

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

- o Consistency with the Comprehensive Growth Management Plan – *the comprehensive plan supports flexibility in zoning regulations.*
- o Consistency with the Unified Development Code – *the property will be developed in conformance with the UDO conditional zoning provisions.*
- o Compatibility with Surrounding Land Uses - *The property considered for rezoning will be compatible with the surrounding land uses.*

#### RECOMMENDATION:

Planning Staff and the Planning Board recommend approval of CZ-21-02 with 3-conditions with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan as to be amended and that the request is reasonable and in the public interest.

#### RECOMMENDED MOTION:

Staff recommends the following motion:

***"move to approve zoning map amendment, CZ-21-02, with 3-conditions finding is consistent with the Town of Smithfield Comprehensive Growth Management Plan as to be and other adopted plans, and that the amendment is reasonable and in the public interest."***

**THE TOWN OF SMITHFIELD  
UNIFIED DEVELOPMENT ORDINANCE  
ZONING MAP AMENDMENT CONSISTENCY STATEMENT  
BY THE SMITHFIELD TOWN COUNCIL  
CZ-21-02**

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

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

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

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

That the final action regarding zoning map amendment CZ-21-02 is based upon review of and consistency with, the Town of Smithfield *Comprehensive Growth Management Plan* and any other officially adopted plan that is applicable, along with additional agenda information provided to the Town Council and information provided at the public hearing; and

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

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

That the final action regarding zoning map amendment CZ-21-02 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

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





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

## REZONING APPLICATION

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

Name of Project: Spring Branch Commons      Acreage of Property: 1.21 ac  
 Parcel ID Number: 169419-50-6175      Tax ID: 15026060  
 Deed Book: 00455      Deed Page(s): 0521  
 Address: 602 E. Johnston Street  
 Location: E Johnston Street to the north, S Sixth Street to the west and S Seventh Street to the east.  
 Existing Use: Vacant      Proposed Use: Single family residential  
 Existing Zoning District: R-8 Residential  
 Requested Zoning District Conditional Zoning District (CZ)  
 Is project within a Planned Development:       Yes       No  
 Planned Development District (if applicable): \_\_\_\_\_  
 Is project within an Overlay District:       Yes       No  
 Overlay District (if applicable): \_\_\_\_\_

### FOR OFFICE USE ONLY

File Number: _____	Date Received: _____	Amount Paid: _____
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**APPLICANT AFFIDAVIT**

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

PAUL C. EMBLER, JR.  
*Print Name*

  
*Signature of Applicant*

3/3/21  
*Date*

Terra Eden Landscape & Design, LLC



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

**OWNER'S CONSENT FORM**

Name of Project: Spring Branch Commons      Submittal Date: March 5, 2021 <sup>EE 3/3/21</sup>

**OWNERS AUTHORIZATION**

I hereby give CONSENT to TerraEden Landscape & Design, LLC (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.

Olivia B. Holding, President      Olivia B. Holding      3/3/2021  
*Signature of Owner*      *Print Name*      *Date*

**CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER**

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

Paul C. Embley, Jr.      PAUL C. EMBLEY, JR.      3/3/2021  
*Signature of Owner/Applicant*      *Print Name*      *Date*

**FOR OFFICE USE ONLY**

File Number:      Date Received:      Parcel ID Number:

## **STATEMENT OF JUSTIFICATION FOR SPRING BRANCH COMMONS:**

The request for the Condition Use Zoning for Spring Branch Commons is made to facilitate the initial development of an infill project that will re-introduce affordable single-family homes within walking distance of Smithfield's Downtown Core. The project will not place much stress on Town resources since the development will be incorporating existing under-used streets, water, sewer and electrical, thus saving the tax payers money by not having to build additional capacity into the Town's utility systems. The location of Spring Branch Commons is in easy walking distance of both the Town and County governmental offices, businesses, banks, restaurants, medical facilities, churches, the greenway and Town Parks. The proposed development of Spring Branch Commons will comply with the Town's Unified Development Ordinance and construction specifications as they relate to site development roads, utilities, storm water and erosion control.

Spring Branch Commons will provide new housing stock to a neighborhood that has not seen any new home construction in approximately 15 to 20 years. The homes that are proposed will be single story 1,290 sf homes with a full width front porch, three bedrooms and two baths constructed on lots averaging approximately 3,770 sf in size. All the lots front existing public streets, parking will be to the rear of the homes and accessed by a paved private drive. Spring Branch Commons is designed to provide two and one-half vehicular spaces for each home. During holidays and other times of high use additional parking can be found on the adjacent streets.

By incorporating smaller lots with rear loaded parking Spring Branch Commons will provide approximately 53% open space that will allow space for an amenity area and landscaping. The space allotted for the amenity includes a large multipurpose play structure, picnic tables, litter containers and a shelter. In order to further utilize the amenity area, the mail kiosk has been incorporated along with two area lights. Visual appearance will be optimized by the vehicle parking being located to the rear of the homes and screened from view from the public streets. The entire development will be landscaped for visual appeal so as to provide shade and landscape buffer to the streetscape and adjacent properties.

In order to assure that Spring Branch Commons will be maintained, and homes are kept in good repair a home owners association (HOA) will be incorporated at the outset of the recording of the Final Plat with a written/recorded set of restrictive covenants. The developer will maintain some control of the HOA until project close-out, at that time the HOA will be turned over to the members.

Spring Branch Commons is designed to be the seed that can stop urban deterioration by re-establishing affordable homes near the core of Smithfield Downtown by utilizing existing infill lots that offer existing infrastructure and create a walkable neighborhood that is easily accessible to government services, businesses and other community facilities.

The following table summarizes the requested district modifications from the present R-8 Single-Family Residential to a Condition Use Single Family Zoning that will facilitate the development of Spring Branch Commons. The changes are also shown graphically on the Sketch Plan, the Conceptual Master Plan and the Conceptual Plat.

<u>Item</u>	<u>Traditional R-8 District</u>	<u>Requested Conditional Use Zoning</u>
1. Use	Single Family Residential	Single Family Residential
2. Min. Lot Size	8,000 sf.	3,444 sf.
3. Min. Lot Width	70 ft.	41 ft.
4. Min. Front Setback	30 ft.	10 ft.
5. Min. Side Setback	10 ft.	5.5'
6. Min. Rear Setback	25 ft.	25 ft.
7. Min. Height	35 ft.	35 ft.
8. Access. Bldg. Setback	10 ft.	No accessory building allowed
9. Signs	Art. 10. Part III	Art. 10. Part III
10. Parking Art. 10. Part I	2 spaces/dwelling unit	2.5 spaces/dwelling (9'x19')w/16' drive
11. Corner lot (8.13.3.2)	50% of front setback (15 ft.)	12 ft.
12. Sight triangle	10'x70' w/max. ht. of 30"	10'x70' w/max. ht. of 30"

## SPRING BRANCH COMMONS

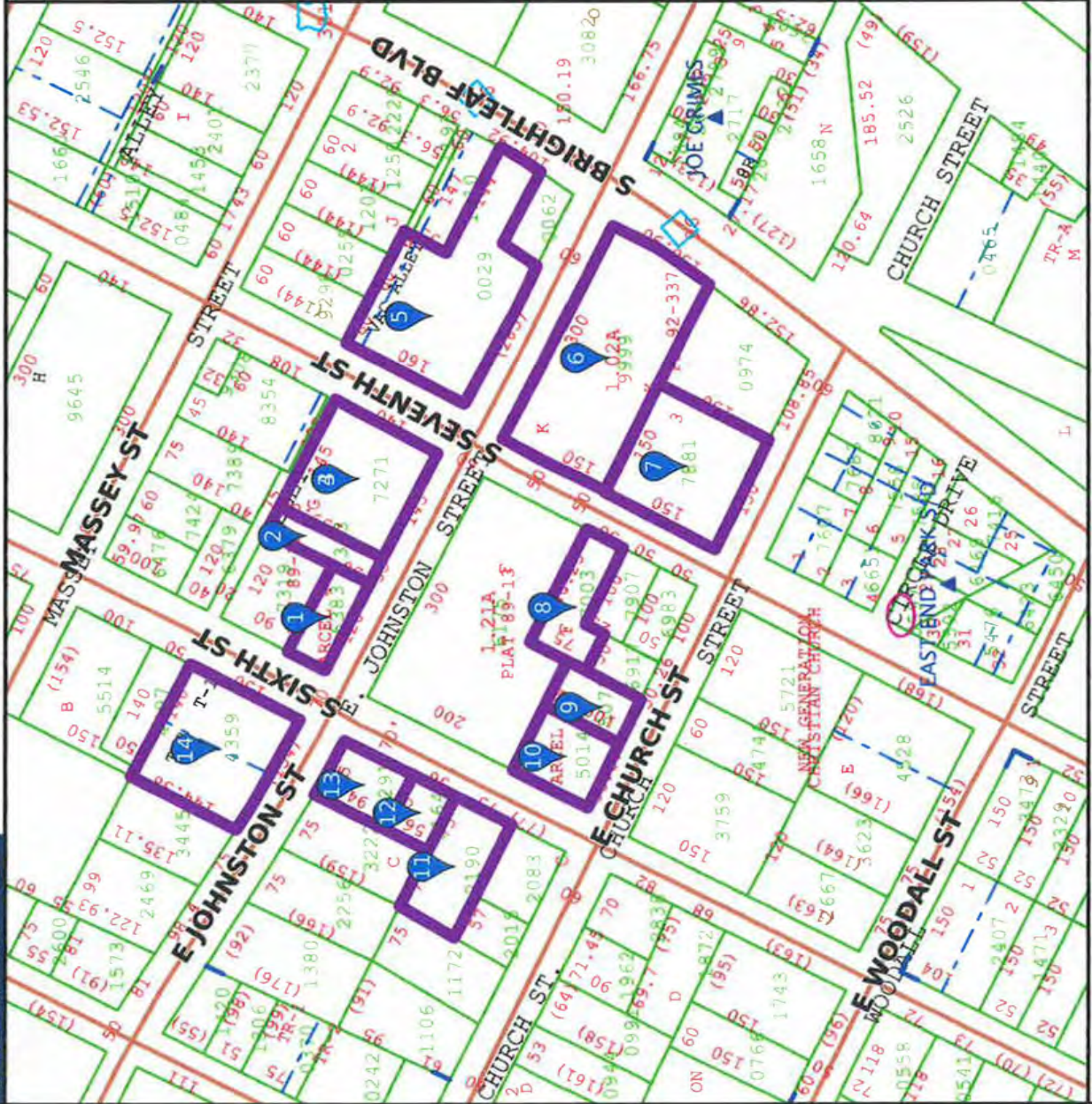
SMITHFIELD, NORTH CAROLINA





\*\*\* DISCLAIMER \*\*\*

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



**Result 1**

id: 15026058A  
 Tag: 15026058A  
 NCPin: 169419-50-6383  
 Mapsheet No: 169419  
 Owner Name 1: TWIN STATES FARMING  
 INCORP  
 Owner Name 2:  
 Mail Address 1:  
 Mail Address 2: P O BOX 1352  
 Mail Address 3: SMITHFIELD, NC 27577-1352  
 Site Address 1:  
 Site Address 2:

Book:  
 Page:  
 Market Value: 12750  
 Assessed Acreage: 0.140  
 Calc. Acreage: 0.140  
 Sales Price: 0  
 Sale Date:

Scale: 1:2489 - 1 in. = 207.44 feet

(The scale is only accurate when printed landscape on a 8 1/2 x 11 size sheet with no page scaling.)



**Result 2**

**id:** 15026058B  
**Tag:** 15026058B  
**NCPin:** 169419-50-7363  
**Mapsheet No:** 169419  
**Owner Name 1:** TWIN STATES FARMING  
 INCORP  
**Owner Name 2:**  
**Mail Address 1:**  
**Mail Address 2:** P O BOX 1352  
**Mail Address 3:** SMITHFIELD, NC 27577-1352  
**Site Address 1:**  
**Site Address 2:**  
**Book:**  
**Page:**  
**Market Value:** 9750  
**Assessed Acreage:** 0.110  
**Calc. Acreage:** 0.110  
**Sales Price:** 0  
**Sale Date:**

**Result 3**

**id:** 15026059  
**Tag:** 15026059  
**NCPin:** 169419-50-7271  
**Mapsheet No:** 169419  
**Owner Name 1:** HOME MASTER PROPERTIES,  
 LLC  
**Owner Name 2:**  
**Mail Address 1:**  
**Mail Address 2:** PO BOX 1371  
**Mail Address 3:** SMITHFIELD, NC 27577-1371  
**Site Address 1:** 126 S SEVENTH ST  
**Site Address 2:** SMITHFIELD, NC 27577-  
**Book:** 05637  
**Page:** 0354  
**Market Value:** 148660  
**Assessed Acreage:** 1.000  
**Calc. Acreage:** 0.465  
**Sales Price:** 775000  
**Sale Date:** 2020-07-07

**Result 4**

**id:** 15026059  
**Tag:** 15026059  
**NCPin:** 169419-50-7271  
**Mapsheet No:** 169419  
**Owner Name 1:** HOME MASTER PROPERTIES,  
 LLC  
**Owner Name 2:**  
**Mail Address 1:**  
**Mail Address 2:** PO BOX 1371  
**Mail Address 3:** SMITHFIELD, NC 27577-1371  
**Site Address 1:** 611 E JOHNSTON ST  
**Site Address 2:** SMITHFIELD, NC 27577-  
**Book:** 05637  
**Page:** 0354  
**Market Value:** 148660  
**Assessed Acreage:** 1.000  
**Calc. Acreage:** 0.465  
**Sales Price:** 775000  
**Sale Date:** 2020-07-07

**Result 5**

**id:** 15027001  
**Tag:** 15027001  
**NCPin:** 169419-60-0029  
**Mapsheet No:** 169419  
**Owner Name 1:** WILLIAM B. WELLONS, JR.  
 REVOCABLE TRUST  
**Owner Name 2:** WELLONS, WILLIAM B. JR  
 TRUSTEE  
**Mail Address 1:** 216 N 2ND ST  
**Mail Address 2:**  
**Mail Address 3:** SMITHFIELD, NC 27577-3948  
**Site Address 1:** 123 A S SEVENTH ST  
**Site Address 2:** SMITHFIELD, NC 27577-  
**Book:** 05114  
**Page:** 0990  
**Market Value:** 259200  
**Assessed Acreage:** 1.000  
**Calc. Acreage:** 0.800  
**Sales Price:** 0  
**Sale Date:** 2018-03-13



**Result 6**

**id:** 15032001A  
**Tag:** 15032001A  
**NCPin:** 169307-59-9999  
**Mapsheet No:** 169307  
**Owner Name 1:** TWIN STATES FARMING INC  
**Owner Name 2:**  
**Mail Address 1:**  
**Mail Address 2:** P O BOX 1352  
**Mail Address 3:** SMITHFIELD, NC 27577-1352  
**Site Address 1:**  
**Site Address 2:**  
**Book:** 00971  
**Page:** 0261  
**Market Value:** 0  
**Assessed Acreage:** 1.020  
**Calc. Acreage:** 1.020  
**Sales Price:** 0  
**Sale Date:** 1984-01-01

**Result 7**

**id:** 15032002  
**Tag:** 15032002  
**NCPin:** 169307-59-7881  
**Mapsheet No:** 169307  
**Owner Name 1:** E & F PROPERTIES INC  
**Owner Name 2:** HOLDING, OLIVIA B  
**Mail Address 1:**  
**Mail Address 2:** PO BOX 1352  
**Mail Address 3:** SMITHFIELD, NC 27577-1352  
**Site Address 1:** 705 E CHURCH ST  
**Site Address 2:** SMITHFIELD, NC 27577-  
**Book:** 02855  
**Page:** 0630  
**Market Value:** 45300  
**Assessed Acreage:** 0.520  
**Calc. Acreage:** 0.508  
**Sales Price:** 0  
**Sale Date:** 2005-03-07

**Result 8**

**id:** 15026063  
**Tag:** 15026063  
**NCPin:** 169419-50-7003  
**Mapsheet No:** 169419  
**Owner Name 1:** BYRD, CARVUS ANDREW JR.  
**Owner Name 2:**  
**Mail Address 1:** 3777 US 70 BUS HWY W  
**Mail Address 2:**  
**Mail Address 3:** CLAYTON, NC 27520-6826  
**Site Address 1:** 208 S SEVENTH ST  
**Site Address 2:** SMITHFIELD, NC 27577-  
**Book:** 04778  
**Page:** 0820  
**Market Value:** 55000  
**Assessed Acreage:** 1.000  
**Calc. Acreage:** 0.210  
**Sales Price:** 18000  
**Sale Date:** 2016-06-10

**Result 9**

**id:** 15026060A  
**Tag:** 15026060A  
**NCPin:** 169419-50-5071  
**Mapsheet No:** 169419  
**Owner Name 1:** PHAN, LIEM  
**Owner Name 2:** PHAN, LIEN THANH  
**Mail Address 1:** 350 BAYHILL DR  
**Mail Address 2:**  
**Mail Address 3:** SMITHFIELD, NC 27577-9433  
**Site Address 1:**  
**Site Address 2:**  
**Book:** 05822  
**Page:** 0151  
**Market Value:** 67550  
**Assessed Acreage:** 1.000  
**Calc. Acreage:** 0.140  
**Sales Price:** 19000  
**Sale Date:** 2021-01-26

**Result 10**

**id:** 15026060B  
**Tag:** 15026060B  
**NCPin:** 169419-50-5014  
**Mapsheet No:** 169419  
**Owner Name 1:** TWIN STATES FARMING INC  
**Owner Name 2:**  
**Mail Address 1:**  
**Mail Address 2:** P O BOX 1352  
**Mail Address 3:** SMITHFIELD, NC 27577-1377  
**Site Address 1:** 603 E CHURCH ST  
**Site Address 2:** SMITHFIELD, NC 27577-  
**Book:** 01564  
**Page:** 0514  
**Market Value:** 112770  
**Assessed Acreage:** 0.200  
**Calc. Acreage:** 0.200  
**Sales Price:** 5000  
**Sale Date:** 1996-12-16

**Result 11**

**id:** 15026008  
**Tag:** 15026008  
**NCPin:** 169419-50-2190  
**Mapsheet No:** 169419  
**Owner Name 1:** AUSTIN, DELMA GRAY  
**Owner Name 2:** AUSTIN, JOYCE  
**Mail Address 1:** 210 S 6TH ST  
**Mail Address 2:**  
**Mail Address 3:** SMITHFIELD, NC 27577-4536  
**Site Address 1:** 210 S SIXTH ST  
**Site Address 2:** SMITHFIELD, NC 27577-  
**Book:** 00839  
**Page:** 0581  
**Market Value:** 87870  
**Assessed Acreage:** 1.000  
**Calc. Acreage:** 0.264  
**Sales Price:** 0  
**Sale Date:** 1978-01-01

**Result 12**

**id:** 15026011  
**Tag:** 15026011  
**NCPin:** 169419-50-3164  
**Mapsheet No:** 169419  
**Owner Name 1:** REYES, CAROLINA SUYAPA MENDES  
**Owner Name 2:**  
**Mail Address 1:** 509 S 6TH ST  
**Mail Address 2:**  
**Mail Address 3:** SMITHFIELD, NC 27577-4459  
**Site Address 1:** 208 S SIXTH ST  
**Site Address 2:** SMITHFIELD, NC 27577-  
**Book:** 04149  
**Page:** 0229  
**Market Value:** 45720  
**Assessed Acreage:** 0.100  
**Calc. Acreage:** 0.098  
**Sales Price:** 14000  
**Sale Date:** 2012-07-24

**Result 13**

**id:** 15026012  
**Tag:** 15026012  
**NCPin:** 169419-50-3291  
**Mapsheet No:** 169419  
**Owner Name 1:** SEBA VENTURES, LLC  
**Owner Name 2:**  
**Mail Address 1:** 426 JAMISON DR  
**Mail Address 2:**  
**Mail Address 3:** RALEIGH, NC 27610-8620  
**Site Address 1:** 516 E JOHNSTON ST  
**Site Address 2:** SMITHFIELD, NC 27577-  
**Book:** 04890  
**Page:** 0845  
**Market Value:** 95150  
**Assessed Acreage:** 1.000  
**Calc. Acreage:** 0.160  
**Sales Price:** 98000  
**Sale Date:** 2017-01-03

**Result 14**

**id:** 15026027

**Tag:** 15026027

**NCPin:** 169419-50-4359

**Mapsheet No:** 169419

**Owner Name 1:** ANRAN PARTNERSHIP

**Owner Name 2:**

**Mail Address 1:**

**Mail Address 2:** PO BOX 531

**Mail Address 3:** SMITHFIELD, NC 27577-0000

**Site Address 1:**

**Site Address 2:**

**Book:** 02014

**Page:** 0586

**Market Value:** 150700

**Assessed Acreage:** 1.000

**Calc. Acreage:** 0.518

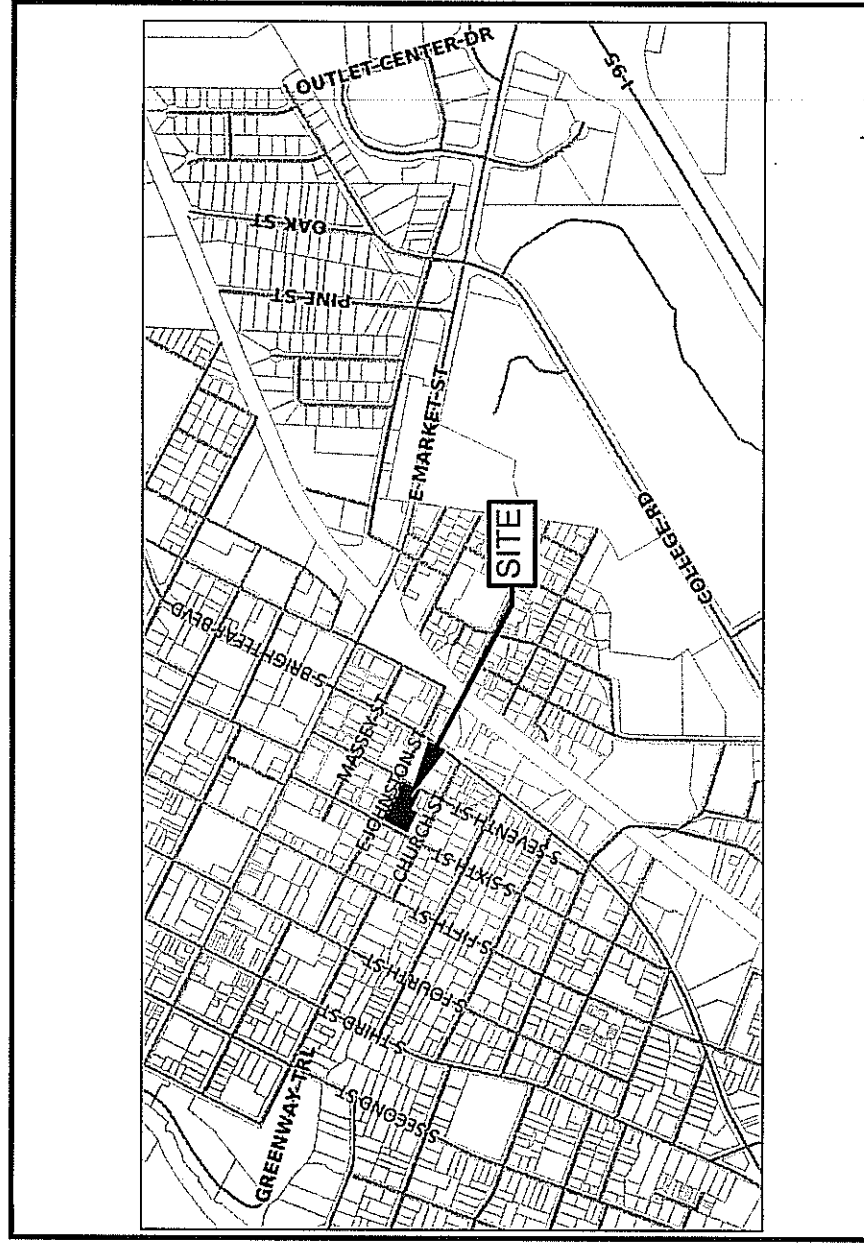
**Sales Price:** 0

**Sale Date:** 2001-02-05

# SPRING BRANCH COMMONS

## TOWN OF SMITHFIELD, NORTH CAROLINA

### MARCH 5, 2021



VICINITY MAP  
NTS

#### DRAWING INDEX

SHEET TITLE	SHEET No.
COVER SHEET	S-1
EXISTING CONDITIONS	S-2
SKETCH PLAN	S-3
CONCEPTUAL MASTER PLAN	S-4
CONCEPTUAL PLAT	S-5

#### PROPERTY OWNER:

TWIN STATE FARMING, INC.  
(OLIVIA B. HOLDING)  
PO BOX 1352  
SMITHFIELD, NC 27577

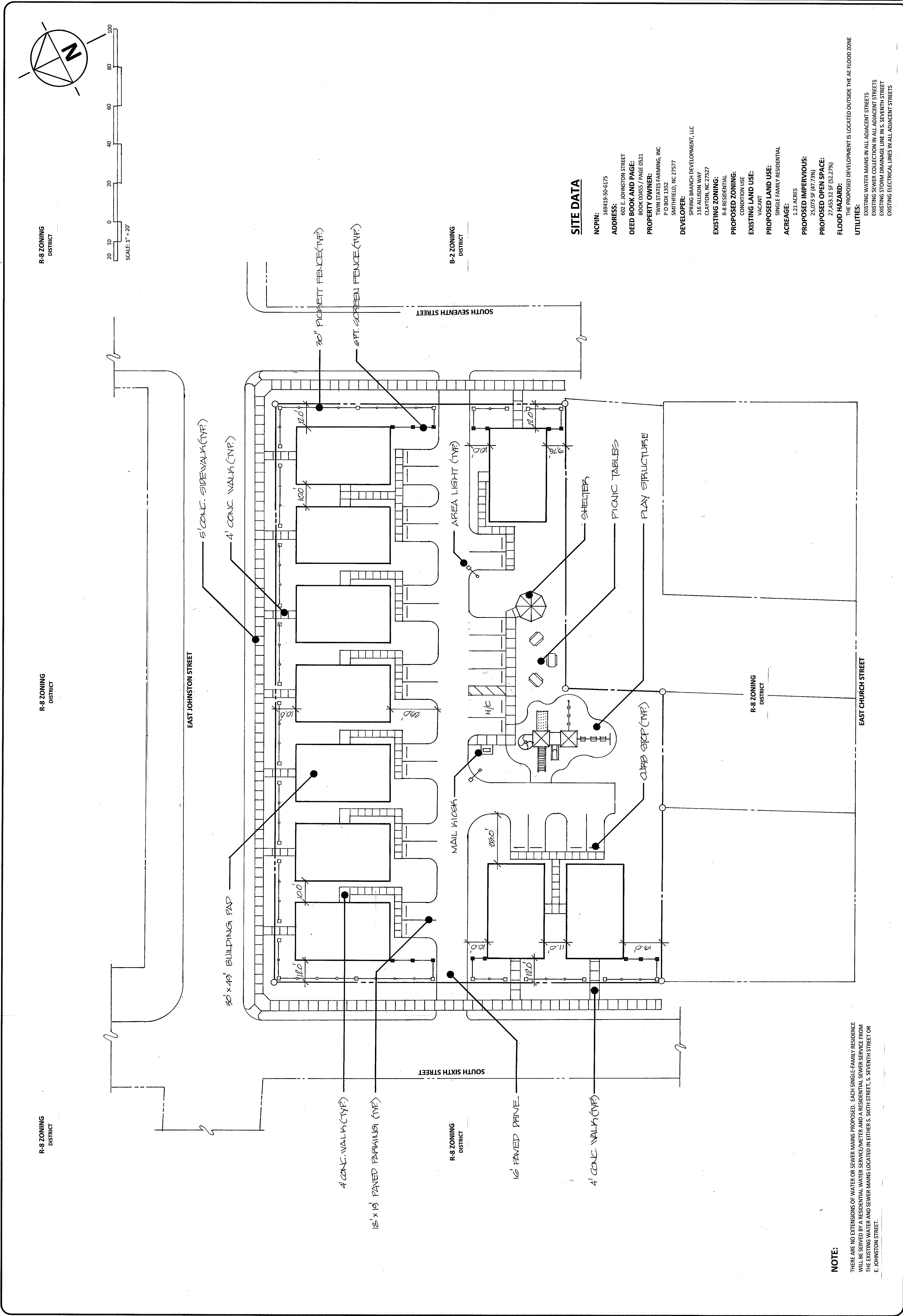
#### DEVELOPER:

SPRING BRANCH DEVELOPMENT, LLC  
116 ALLISON WAY  
CLAYTON, NC 27527



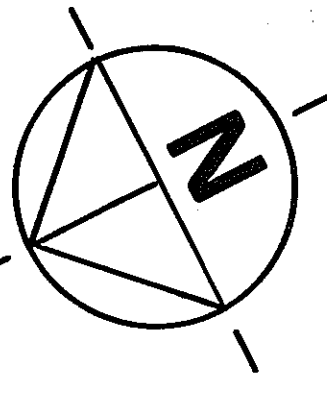
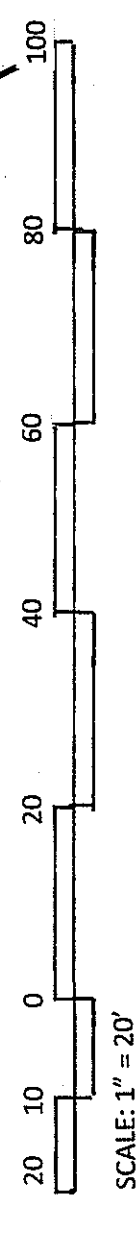






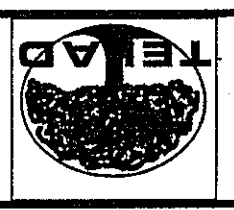
**SITE DATA**

**NCPIN:** 169419-50-6175  
**ADDRESS:** 602 E. JOHNSTON STREET  
**DEED BOOK AND PAGE:** BOOK 00455 / PAGE 0521  
**PROPERTY OWNER:** TWIN STATES FARMING, INC  
 P O BOX 1352  
 SMITHFIELD, NC 27577  
**DEVELOPER:** SPRING BRANCH DEVELOPMENT, LLC  
 116 ALLISON WAY  
 CLAYTON, NC 27527  
**EXISTING ZONING:** R-8 RESIDENTIAL  
**PROPOSED ZONING:** R-8 RESIDENTIAL  
**CONDITION USE:** VACANT  
**EXISTING LAND USE:** VACANT  
**PROPOSED LAND USE:** SINGLE FAMILY RESIDENTIAL  
**ACREAGE:** 1.21 ACRES  
**PROPOSED IMPERVIOUS:** 25,073 SF (47.73%)  
**PROPOSED OPEN SPACE:** 27,453.12 SF (52.27%)  
**FLOOD HAZARD:** THE PROPOSED DEVELOPMENT IS LOCATED OUTSIDE THE AE FLOOD ZONE  
**UTILITIES:** EXISTING WATER MAINS IN ALL ADJACENT STREETS  
 EXISTING SEWER COLLECTION IN ALL ADJACENT STREETS  
 EXISTING STORM DRAINAGE LINE IN S. SEVENTH STREET  
 EXISTING ELECTRICAL LINES IN ALL ADJACENT STREETS



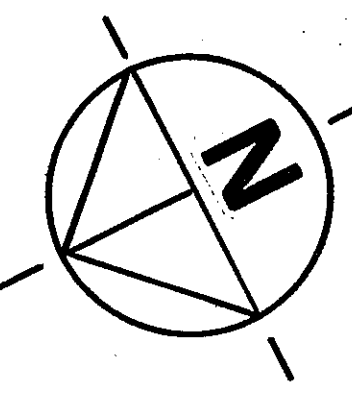
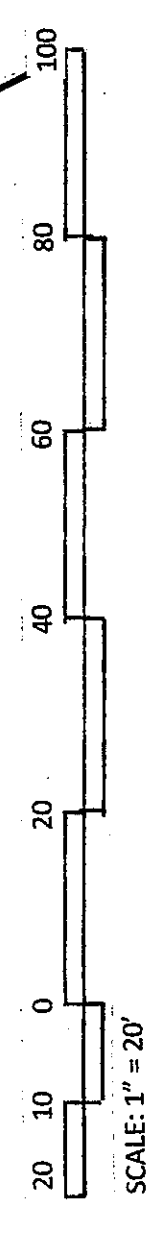
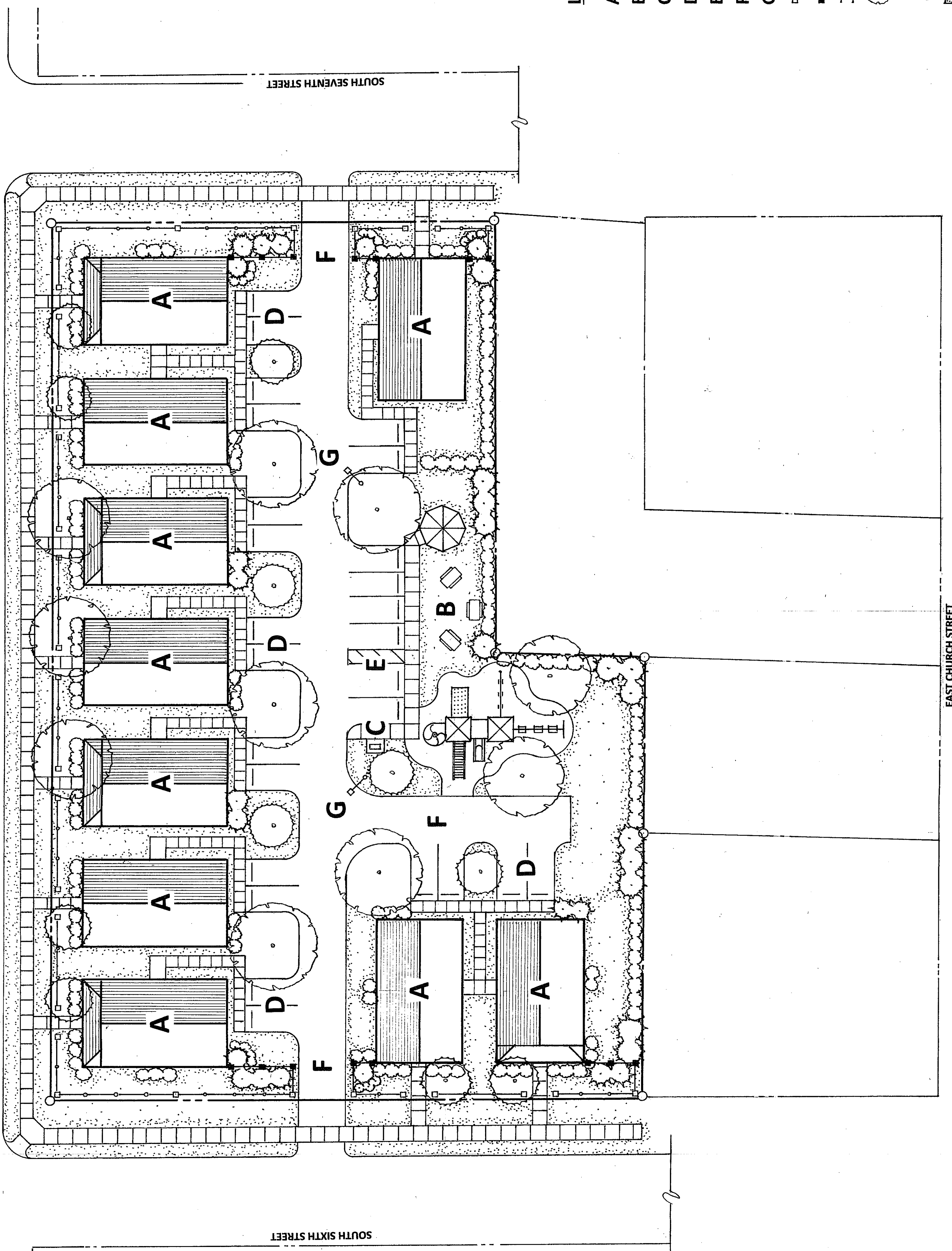
**NOTE:**

THERE ARE NO EXTENSIONS OF WATER OR SEWER MAINS PROPOSED. EACH SINGLE-FAMILY RESIDENCE WILL BE SERVED BY A RESIDENTIAL WATER SERVICE/METER AND A RESIDENTIAL SEWER SERVICE FROM THE EXISTING WATER AND SEWER MAINS LOCATED IN EITHER S. SIXTH STREET, S. SEVENTH STREET OR E. JOHNSTON STREET.



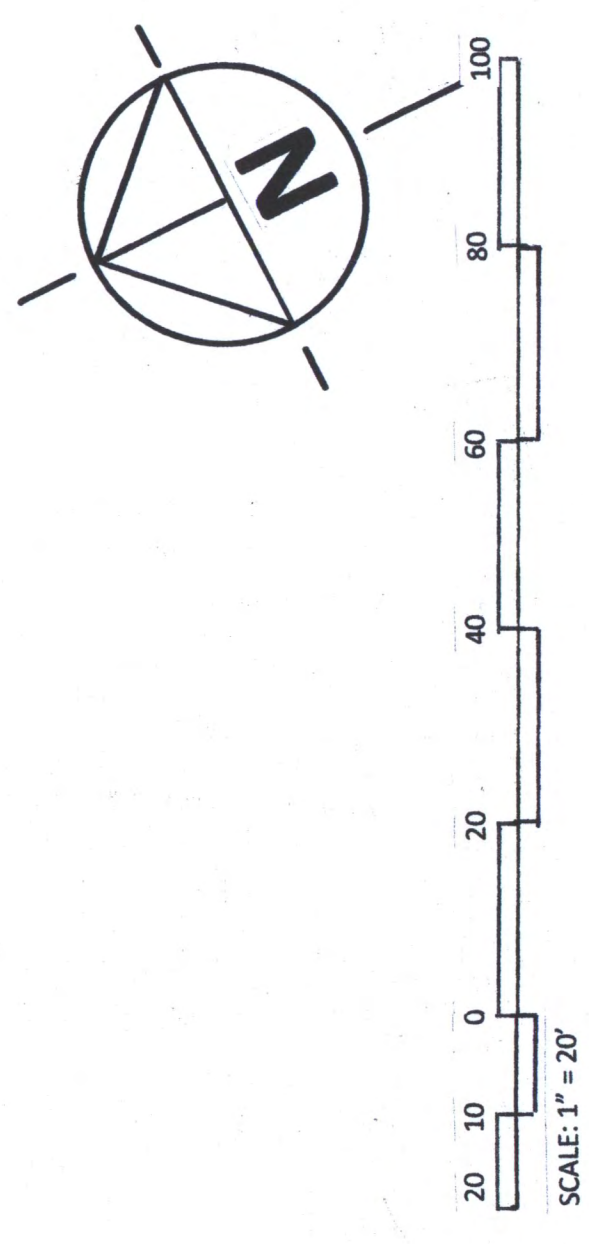
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DRAWN: PCE  
CHECKED: PCE  
DATE: 2/2/21  
JOB NO.  
SHEET

- LEGEND**
- A SINGLE FAMILY RESIDENTIAL
  - B AMENITY AREA
  - C MAIL KIOSK
  - D PAVED PARKING
  - E HANDICAPPED PARKING
  - F PAVED DRIVEWAY
  - G AREA LIGHT
  - 30" PICKETT FENCE
  - 6 FT. SCREEN FENCE
  - CONCRETE WALK
  - CANOPY TREE
  - UNDERSTORY TREE
  - SHRUBS/HEDGE
  - GRASS







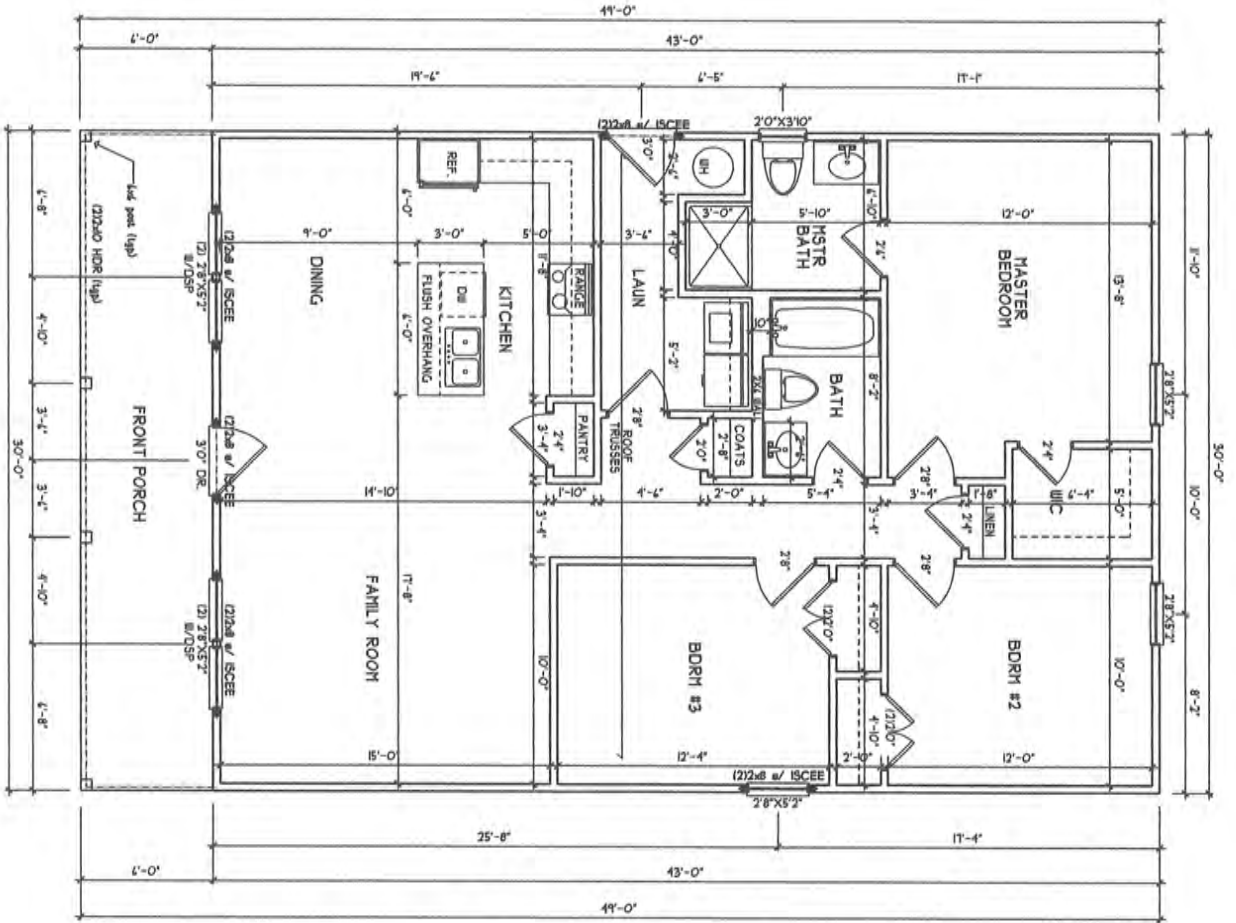


**LEGEND**

<b>A</b>	SINGLE FAMILY RESIDENTIAL
<b>B</b>	AMENITY AREA
<b>C</b>	MAIL KIOSK
<b>D</b>	PAVED PARKING
<b>E</b>	HANDICAPPED PARKING
<b>F</b>	PAVED DRIVEWAY
<b>G</b>	AREA LIGHT
	30" PICKETT FENCE
	6 FT. SCREEN FENCE
	CONCRETE WALK
	CANOPY TREE
	UNDERSTORY TREE
	SHRUBS/HEDGE
	GRASS







**HEADER/BEAM & COLUMN NOTES**

- ALL EXTERIOR AND LOAD BEARING WALLS SHALL BE 8" CMU WITH (1) 2" X 4" WALL OR (2) 2" X 4" WALL WITH (1) SUPPORT STUD, UNLESS NOTED OTHERWISE.
- THE NUMBER SHOWN AT BEAM AND COLUMN SUPPORT STUDS THE NUMBER OF SUPPORT STUDS REQUIRED IN STUD POCKET OR EQUIV. THE NUMBER OF KING STUDS AT EQUATION NO. 10 SHALL BE ACCORDING TO ITEM 10 IN TABLE R103(3) OR AS BELOW:
- UP TO 4' SPAN: (1) KING STUD
- OVER 4' UP TO 8' SPAN: (2) KING STUDS
- OVER 8' SPAN: (4) KING STUDS

**TRUSS SYSTEM REQUIREMENTS**

1. TRUSS SYSTEM LAYOUTS, PLACEMENT PLANS SHALL BE DESIGNED IN ACCORDANCE WITH THE REQUIREMENTS OF THE MANUFACTURER PROVIDED BY THE ROOF TRUSS MANUFACTURER. ALL CEILING JOISTS SHALL BE INSTALLED WITH THE ROOF TRUSS MANUFACTURER'S PREPARED AND SEALED BY TRUSS MANUFACTURER.
2. TRUSS SCHEMATICS (PROFILES) SHALL BE PREPARED AND SEALED BY TRUSS MANUFACTURER.
3. ALL REQUIRED ANCHORS FOR TRUSSES ARE TO BE INSTALLED AS SHOWN ON THE TRUSS SCHEMATICS.

**FIRST FLOOR PLAN**  
SCALE 1/4" = 1'-0"

DATE: 01/22/2020 FILE: 120119	THIS PLAN HAS BEEN DRAWN BY THE ARCHITECT AND SHALL BE CONSIDERED AS SUCH UNLESS OTHERWISE NOTED. THE ARCHITECT SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED HEREON.	<b>H SQUARED HOME DESIGN, INC.</b>	DESIGNED BY: HEATHER or JOHNATHAN HALL 165 HEATHERSTONE CT BENSON NC 27504 (919) 207-1403	SQUARE FOOTAGE: FIRST FLOOR = 1290 FRONT PORCH = 180	HEATED FOOTAGE: <b>#1290</b>	<b>"THE JESSE"</b> <b>JANCUSKA CONST.</b>
			ALL INFORMATION ON THIS DRAWING IS THE PROPERTY OF H SQUARED HOME DESIGN, INC. UNLESS OTHERWISE NOTED.			



# 600 Block of East Johnston Street



**File Number:**  
CZ-21-02

**Project Name:**  
Spring Branch  
Commons

**Location:**  
600 Block of  
E. Johnston St.

**Tax ID#:**  
15026060

**Existing Zoning:**  
R-8 (Residential)  
R-8 CZ  
(Conditional Zoning)

**Property Owner:**  
Twin States Farming

**Applicant:**  
Terra Eden Landscape  
& Design, LLC



Adjacent Property Owners of  
CZ-21-02

TAG	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
15026063	169419-50-7003	BYRD, CARVUS ANDREW JR.	3777 US 70 BUS HWY W	CLAYTON	NC	27520-6826
15026027	169419-50-4359	ANRAN PARTNERSHIP	PO BOX 531	SMITHFIELD	NC	27577-0000
15026060	169419-50-6175	TWIN STATES FARMING INCORP	P O BOX 1352	SMITHFIELD	NC	27577-1352
15026058A	169419-50-6383	TWIN STATES FARMING INCORP	P O BOX 1352	SMITHFIELD	NC	27577-1352
15026058B	169419-50-7363	TWIN STATES FARMING INCORP	P O BOX 1352	SMITHFIELD	NC	27577-1352
15032001A	169307-59-9999	TWIN STATES FARMING INC	P O BOX 1352	SMITHFIELD	NC	27577-1352
15026059	169419-50-7271	HOMEMASTER PROPERTIES, LLC	PO BOX 1371	SMITHFIELD	NC	27577-1371
15026060B	169419-50-5014	TWIN STATES FARMING INC	P O BOX 1352	SMITHFIELD	NC	27577-1377
15027001	169419-60-0029	TRUST	216 N 2ND ST	SMITHFIELD	NC	27577-3948
15032002	169307-59-7881	JACKSON, RANDY LEO	206 S BRIGHTLEAF BLVD	SMITHFIELD	NC	27577-4069
15026011	169419-50-3164	REYES, CAROLINA SUYAPA MENDES	509 S 6TH ST	SMITHFIELD	NC	27577-4459
15026008	169419-50-2190	AUSTIN, DELMA GRAY	210 S 6TH ST	SMITHFIELD	NC	27577-4536
15026060A	169419-50-5071	PHAN, LIEM	350 BAYHILL DR	SMITHFIELD	NC	27577-9433
		TerraEden Landscape & Design, LLC	11 Kentwood Dr	SMITHFIELD	NC	27577

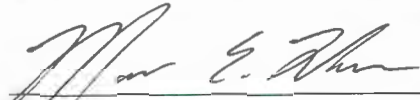




PLANNING DEPARTMENT  
Mark E. Helmer, AICP, Senior Planner

ADJOINING PROPERTY OWNERS CERTIFICATION


I, Mark E. Helmer, hereby certify that the property owner and adjacent property owners of the following petition, CZ-21-02, were notified by First Class Mail on 4-19-21.

  
\_\_\_\_\_  
Signature

Johnston County, North Carolina

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

19th day of April, 2021

  
\_\_\_\_\_  
Notary Public Signature

Julianne Edmonds  
\_\_\_\_\_  
Notary Public Name

My Commission expires on 1-15-2023  
(Seal)





**Draft  
Town of Smithfield  
Planning Board Minutes  
Thursday, April 1st, 2021  
Town Hall Council Chambers  
6:00 PM**

Members Present:

Chairman Stephen Upton  
Debbie Howard  
Michael Johnson  
Doris Wallace  
Ashley Spain  
Sloan Stevens  
Alisa Bizzell

Members Absent:

Vice Chairman Mark Lane

Staff Present:

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

Staff Absent:

**CALL TO ORDER**

**SWEARING in of SLOAN STEVENS**

Sloan Stevens was sworn in as a new member by Town Clerk, Shannan Parrish.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES** from March 4th, 2021

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

**NEW BUSINESS:**

**CZ-21-02 Spring Branch Commons:** The applicant is seeking conditional zoning approval to rezone a 1.2-acre tract of land from the R-8 (Residential) zoning district to the R-8 CZ (Conditional Zoning) district for the creation of 10 single family dwelling units. The property considered for rezoning is located on the southeast side of the intersection of South Sixth Street and East Johnston Street. The property is further identified as Johnston County Tax ID#15026060.

Stephen Wensman stated TerraEden Landscape and Design, LLC, is requesting a conditional rezoning request of a 1.21-acre parcel in the R-8 Zoning District to R-8 CZ with a master plan for a 10-lot detached single-family residential development. The property is located on East Johnston Street between South Seventh and South Sixth Street. The site is currently vacant. Sometime before 2005,

a +/- 1300 sq. ft. warehouse sat on the corner of S. Sixth and East Johnson along with 3 silo-type structures. That structure is gone, but about 290 feet of valley curb wraps the corner of S. Sixth and E Johnson Street adjacent to where the warehouse once stood. The curbing on the rest of the block is a B6-12 type. Overhead electric utilities run along the right-of-way on S. Sixth Street. Streetlights attached to the power poles are located at both street corners. There are no wetlands or other environmentally sensitive features on the property. The applicant is proposing to redevelop a 1.21-acre parcel into a 10-detached single-family residential subdivision on 0.34-acres of common open space providing driveway access to residential parking, guest/handicap parking, mail kiosk, picnic shelter, picnic tables, play structure, and 2 area lights. The 10-lots range from 3,444 sq. ft. (.079-aces) to 4,343 sq. ft. (.1 acres in size). The minimum lot size is 41' x 84' and the largest lot is 54.50' x 86'. The setbacks are 10' – front, 5.5' -side (11' between homes), 25'-rear. Min. 1,290 sq. ft. single-story homes (average approximately 3,770 sq. ft. in size), with full-width front porch, three bedrooms, and two bathrooms. 5' wide public sidewalk will be constructed in the public right-of-way along the front property line. Decorative fencing will be installed along the street frontage on each lot. The lots and open space will be landscaped with grass, trees, and shrubs. No accessory buildings will be allowed. An HOA will provide common ownership and maintenance of the shared open space. Staff recommends approval with the following conditions:

1. That the driveway aprons be constructed in accordance with the Town's Standard Specifications and Details.
2. That concrete pads for trash bins be shown on the master plan.
3. That the valley curb in the public right-of-way be replaced with B6-12 curb.

Paul Embler of 11 Kentwood Drive Smithfield, NC spoke on behalf of the property owner. He stated this development was much needed due to the need of affordable housing. He pointed out that pads would be provided for the trash receptacles to the rear of the house. There will be attached utility buildings. The two parking spaces meet the code requirement but in addition to that they have exceeded the code requirement and provided common parking in the amenity area.

Emma Gemmell of 207 Hancock St came forward. She lives beside an apartment complex that has these attached utility rooms that were previously mentioned and none of the tenants use them for garbage. She doesn't feel this Spring Branch Commons will be any different unless it's a requirement to live there.

Stephen Wensman stated he didn't think the utility rooms were required to be used for garbage but he did request there be a place for the garbage bins.

Mrs. Gemmell asked if anything would be done about a fire retardant due to the close proximity of these units.

Mr. Wensman said typically the town code will dictate the type of materials to meet this requirement.

Debbie Howard made a motion "move to recommend approval of zoning map amendment, CZ-21-02, with 3-conditions finding is consistent with the Town of Smithfield Comprehensive Growth



Management Plan as to be and other adopted plans, and that the amendment is reasonable and in the public interest, seconded by Ashley Spain. Unanimously approved

**SUP-21-03 Bonnie Godwin:**

The Planning Board reviewed the request for a special use permit to allow for a single-family residential dwelling within a OI (Office & Institutional) zoning district. The property is located on the north side of Wilkins Street approximately 175 feet east of its intersection with North Seventh Street and further identified as Johnston County Tax ID# 15010038.

**ZA-21-03 Town of Smithfield:** The applicant is requesting an amendment to the Town of Smithfield Unified Development Ordinance, Article 7, Section 7.2 Accessory Uses or Structures to allow for fences as an accessory structure in all zoning districts.

Mr. Helmer stated There are no fence regulations in the Smithfield Unified Development Ordinance. These appear to have been omitted during the last major update to the UDO in 2016. The purpose of fence regulations is to maintain adequate visibility on private property and in public right of-way, to maintain the openness of front and street side yards, to protect the light and air to abutting properties, and to provide adequate screening by regulating the height, location, and design of fences and walls.

The draft ordinance regulates fences and walls such that:

- the height of fences and walls in front yards or in front of principal structures cannot exceed (3) feet in height or be more than 75% solid.
- the height of retaining walls in front yards or in front of principal structures greater than five (5) feet in height
- the height of fences in residential side and rear yards cannot exceed (7) feet in height.
- The height of commercial and industrial fences cannot exceed 10 in height and that part of the fence or wall greater than (7) feet must be open similar to woven wire or wrought iron.
- Fences are exempt from setbacks and can be up to the property line.
- Fences must respect the vision triangle at intersections for public safety reasons.
- Fences and walls that are consistent with the provisions of the ordinance are to be permitted accessory uses not requiring a zoning permit.

Mr. Wensman pointed out the changes in red on the agenda are from a discussion he had this morning with Mrs. Lampe.

Debbie Howard moves to recommend approval of zoning text amendment, ZA-21-03, finding the amendment consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest, seconded by Doris Wallace. Unanimously approved.

**OLD BUSINESS:**

Mark Helmer stated he had included the development report in the agenda for all new development and was open for discussion if anyone had a question. You will also find the permit report too showing all permits that have been issued.

Adjournment

Being no further business, Doris Wallace made a motion seconded by Alisa Bizzell. to adjourn the meeting. Unanimously approved

Next Planning Board meeting is May 6th, 2021 at 6pm.

Respectfully Submitted,



Julie Edmonds  
Administrative Support Specialist

DRAFT



# Request for Town Council Action

Public  
Hearing: SUP-21-03  
Date: 05/04/2021

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Subject: Single Family Residential in O/I District  
Department: Planning Department  
Presented by: Planning Director - Stephen Wensman  
Presentation: Public Hearing

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## Issue Statement

Bonnie Godwin is requesting a Special Use Permit to permit the use of a property for detached single-family residential in the Office/Institutional District.

## Financial Impact

None.

## Action Needed

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

## Recommendation

Planning Staff is recommending denial of the request.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Findings of Fact
3. Application
4. Zoning Map
5. Adjacent property owners list and certification



# Staff Report

Public SUP-  
Hearing: 21-03

**REQUEST:**

The applicant is requesting a Special Use Permit to use the property in the O/I District for detached single-family residential. The property considered for approval is located mid-block on the north side of Wilkins Street between N. Seventh Street and N. Brightleaf Boulevard and further identified as Johnston County Tax ID# 15010038

**SPECIAL USE:**

Detached single-family residential uses in the O/I district require a special use permit.

**APPLICATION DATA:**

Application Number: SUP-21-03  
 Location: 707 Wilkins Street  
 Project Name: North Eighth #515 LP  
 Parcel ID number: 15010038  
 Town Limits/ETJ: Town Limits  
 Applicant: Bonnie Godwin  
 Property Owner: **Bonnie Godwin, North Eight #515 Limited Partnership**  
 Agents: None  
 Acreage: 0.176 acres  
**Present Zoning: O/I (Office/ Institutional)**  
 Existing Uses: vacant office  
 Proposed Use: Detached Single Family Residential  
 School Impacts: None  
 Parks and Recreation: None  
 Utilities Provider: Town of Smithfield

**ADJACENT ZONING AND LAND USES:**

	Existing Zoning	Existing Use:
North	O/I	Office
South	O/I	Office
West	O/I	Single Family Residential
East	O/I	Office

## ANALYSIS:

Existing Conditions. The structure proposed for detached single-family residential was originally constructed and used as a detached single-family residential home then converted to an office many years ago. When converted, the entire yard was paved with concrete for parking. The paved parking is contiguous to parking on 518 N Seventh Street (a residential property owned by the applicant). A driveway in the rear of the property provides access to 601 N. Eighth St (an office property owned by William and Suzanne Bizzell). The properties to the west of the subject property are detached single-family and mid-block east (including the subject property) are all offices. According to the applicant, the office has been vacant for a long time and the property is no longer attractive for office tenants.

The current driveway access spans the width of the property and the parking configuration requires vehicles to back out into the street. The UDO requires commercial vehicles to ingress and egress in a forward motion. The driveway exceeds the maximum driveway width for commercial and residential properties. Vehicle parking in the front yard, encroach on the public right-of-way.

Proposed use. The applicant would like to return the property to its original detached single-family residential use. The applicant has no plans to convert the pavement back to a yard with grass and landscaping as is typical of a detached single-family residential use or to provide any buffer from adjacent commercial properties.

Character of the property. Although originally constructed as a single-family residential use, the property no longer has a residential character because of the entire yard being paved. From mid-block to the east, the area has been transitioning into an office district over the years. The return to residential use for this lot is not in harmony with the surrounding development.

Character of the Street. Wilkins Street has taken on a commercial-office character. Unlike N. 7<sup>th</sup> Street also in the O/I district, the half-block in which the property sits consists of office uses entirely.

Landscape Buffers. There is no landscape buffer between this property and adjacent commercial properties except for a narrow-vegetated slope on the east side of the property. The UDO, Section 10.14 requires a Type B bufferyard between commercial and single-family residential uses.

Driveway Access. The ingress and egress to the property infringe on the public right-of-way. **The UDO and the Town's Standard Specifications and Details do not allow residential driveways to exceed 24' in width.**

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## RECOMMENDATION:

The Planning Department recommends denial of the SUP-21-03 based on finding of fact.

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DRAFT FINDINGS OF FACT:

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

4.9.4.5.1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger public health, safety, or general welfare. *With no landscape buffer in place, the residential use of the property would be a detriment to the public health, safety, or general welfare.*

4.9.4.5.2. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district. *The Wilkins Street, mid-block to the east, has been transitioning to office uses over the years and has a commercial character. Therefore, a residential use would impede the normal and ordinary development and improvement of the surrounding properties.*

4.9.4.5.3. Adequate utilities, drainage, parking, or necessary facilities have been or are being provided. *There are adequate facilities for the proposed use.*

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

4.9.4.5.5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. *The ingress and egress to the property infringe on the public right-of-way. The UDO **and the Town's Standard Specifications and Details do not allow residential driveways to exceed 24' in width.***

4.9.4.5.6. That the use will not adversely affect the use or any physical attribute of adjoining or abutting property. *The use will adversely affect the commercial uses surrounding the property. All the uses are commercial to the north, south, and east.*

4.9.4.5.7. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located. *The residential use of the property would not be harmonious with the character of this portion of the block or the street.*

4.9.4.5.8. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located. *The special use would not conform to the buffer requirements of the UDO.*

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RECOMMENDED MOTIONS:

"move to deny special use permit, SP-21-03 based on finding of fact".

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

**Application Number:** SUP-21-03      **Name:** North Eighth #515 LP

**Request:** The applicant seeks a special use permit to utilize property located within an O/I (Office/Intentional) zoning district for residential purposes. The property considered for approval is located at 707 Wilkins Street, Smithfield NC 27577 further identified as Johnston County Tax IDs 15010038.

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

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

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

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



**Motion to Approve:** *Based upon satisfactory compliance with the above stated findings and fully contingent upon acceptance and compliance with all conditions as previously noted herein and with full incorporation of all statements and agreements entered into the record by the testimony of the applicant and applicant's representative, I move to approve Special Use Permit Application # SUP-21-03 with the following condition(s):*

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

**Motion to Deny:** *Based upon failure to meet all of the above stated findings and for reasons stated therein, I move to deny Special Use Permit Application # SUP-21-03 for the following stated reason:*

- With no landscape buffers in place, the residential use of the property would be a detriment to the public health, safety, or general welfare.
- The Wilkins Street, mid-block to the east, has been transitioning toward office uses over the years and has a commercial character. Therefore, a residential use would impede the normal and ordinary development and improvement of the surrounding properties.
- The ingress and egress to the property infringe on the public right-of-way. The UDO and the Town's Standard Specifications and Details do not allow residential driveways to exceed 24' in width.
- The use will adversely affect the commercial uses surrounding the property. All the uses are commercial to the north, south, and east.
- The residential use of the property would not be harmonious with the character of this portion of the block or the street.
- The special use would not conform to the buffer requirements of the UDO.

**Record of Decision:**

**Based on a motion and majority vote of the Town of Smithfield Town Council for the Special Use Permit Application Number SUP-21-03 is hereby:**

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

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

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

- With no landscape buffers in place, the residential use of the property would be a detriment to the public health, safety, or general welfare.
- The Wilkins Street, mid-block to the east, has been transitioning toward office uses over the years and has a commercial character. Therefore, a residential use would impede the normal and ordinary development and improvement of the surrounding properties.

- The ingress and egress to the property infringe on the public right-of-way. The UDO and the Town's Standard Specifications and Details do not allow residential driveways to exceed 24' in width.
- The use will adversely affect the commercial uses surrounding the property. All the uses are commercial to the north, south, and east.
- The residential use of the property would not be harmonious with the character of this portion of the block or the street.
- The special use would not conform to the buffer requirements of the UDO.

**Decision made this 4th day of May 2021 while in regular session.**

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**M. Andy Moore, Mayor**

**ATTEST:**

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**Shannan L. Parrish, Town Clerk**



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

## SPECIAL USE PERMIT APPLICATION

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

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

### SITE INFORMATION:

Name of Project: NORTH EIGHTH # 515 LP      Acreage of Property: 1 AC  
 Parcel ID Number: 15010038      Tax ID: \_\_\_\_\_  
 Deed Book: 02204      Deed Page(s): 0508  
 Address: 707 WILKINS ST  
 Location: SMITHFIELD NC 27577

Existing Use: COMMERICAL      Proposed Use: RESIDENTAL  
 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: \_\_\_\_\_

**OWNER INFORMATION:**

Name: BONNIE GODWIN

Mailing Address: PO BOX 815 SELMA NC 27576

Phone Number: 919-320-7146

Fax: 919-202-5149

Email Address: bonniegodwin1@gmail.com

**APPLICANT INFORMATION:**

Applicant: SAME AS ABOVE

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

**REQUIRED PLANS AND SUPPLEMENTAL INFORMATION**

*The following items must accompany a rezoning application. This information is required to be present on all plans, except where otherwise noted:*

- A map with metes and bounds description of the property proposed for reclassification.
- A list of adjacent property owners.
- A statement of justification.
- Other applicable documentation: \_\_\_\_\_

**STATEMENT OF JUSTIFICATION**

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

707 WIKINS ST HAS NOT BEEN RENTED FOR OVER A YEAR PLUS DR. WATSON HAS OFFERED TO THE HOSPITAL WITH NO SUCCESS. WE PREPARED HOUSE FOR TARAVEL DOCTOR / NURSES THINKING WITH COVID IT MIGHT BE USEFUL. THAT HAS NOT BEEN NEEDED.

NORTH EIGHTH OWNS 515 NORTH EIGHTH, 713 WILKINS ST, 516 N SEVENTH ST, AND 518 N SEVENTH ST

THE OLDER HOUSES ARE NOT DESIRABLE RENTALS THIS PROPERTY HAS BEEN EMPTY TOO LONG

PLEASE GIVE CONSIDERATION TO THIS MUCH NEEDED REQUEST

THANK YOU FOR YOUR TIME

**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 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.  
\_\_\_\_\_  
\_\_\_\_\_
- 3) Adequate utilities, drainage, parking, or necessary facilities have been or are being provided  
\_\_\_\_\_  
\_\_\_\_\_
- 4) The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas.  
\_\_\_\_\_  
\_\_\_\_\_
- 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) That the use will not adversely affect the use or any physical attribute of adjoining or abutting property.  
\_\_\_\_\_  
\_\_\_\_\_
- 7) That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located.  
\_\_\_\_\_  
\_\_\_\_\_
- 8) The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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.*

BONNIE GODWIN      Bonnie Godwin      2-15-2021  
*Print Name*                      *Signature of Applicant*                      *Date*





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

**OWNER'S CONSENT FORM**

Name of Project: North Eighth No 515LP Submittal Date: 2-16-2021

**OWNERS AUTHORIZATION**

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

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

Bonnie C. Godwin Bonnie C. Godwin 2-16-2021  
*Signature of Owner* *Print Name* *Date*

**CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER**

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

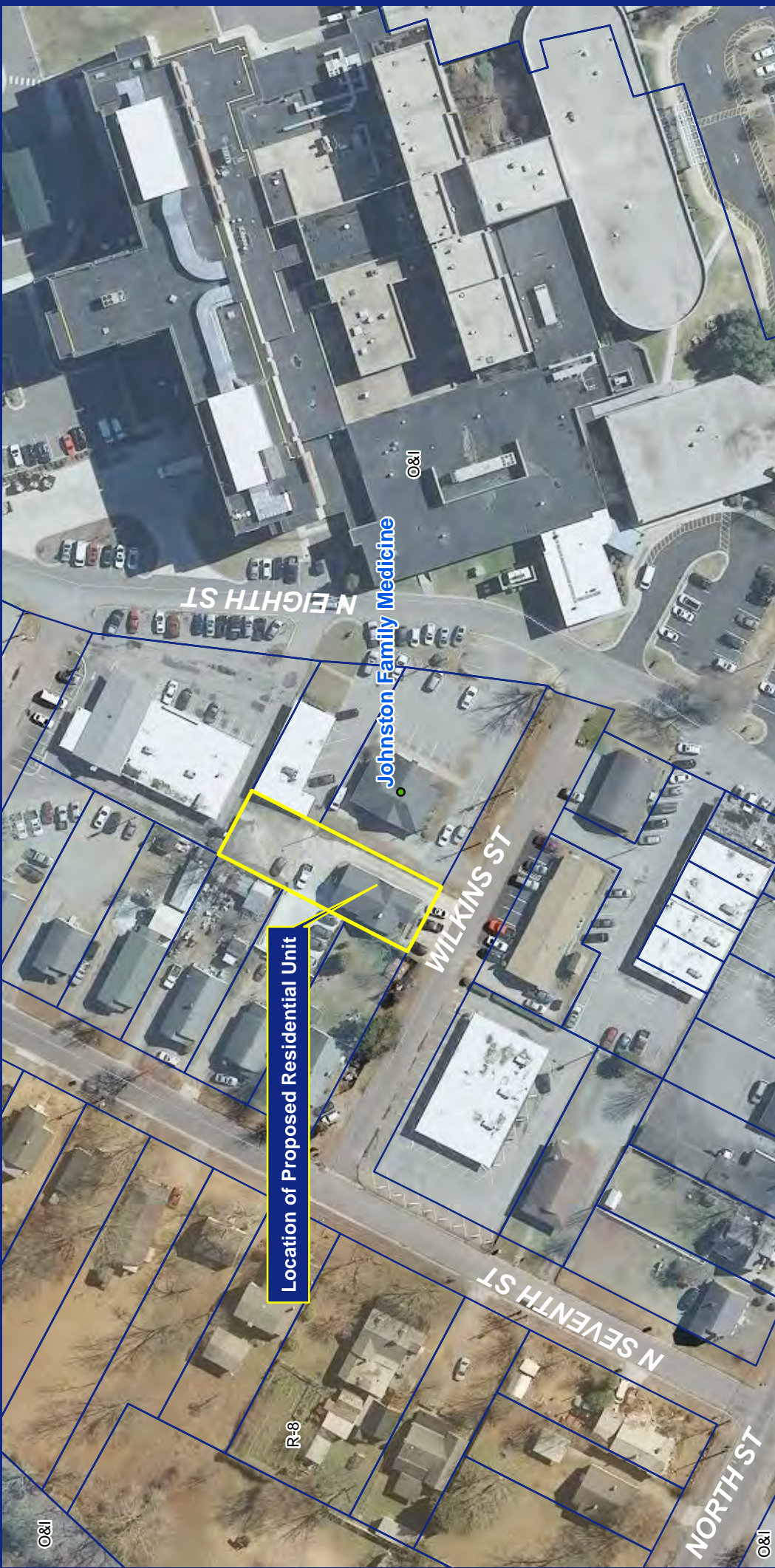
Bonnie C. Godwin Bonnie C. Godwin 2-16-2021  
*Signature of Owner/Applicant* *Print Name* *Date*

**FOR OFFICE USE ONLY**

File Number:	Date Received:	Parcel ID Number:
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**700 Block of Wilkins Street**



**File Number:**  
SUP-21-03

**Request:** Residential  
land use in an OI  
(Office & Institutional)  
Zoning District

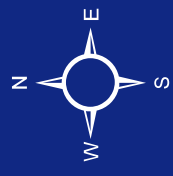
**Location:**  
707 Wilkins St.

**Tax ID#:**  
15010038

**Existing Zoning:**  
OI (Office & Institution)

**Property Owner:**  
Bonnie Godwin

**Applicant:**  
Bonnie Godwin



Adjacent Property Owners of  
SUP-21-03

TAG	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
		BONNIE GODWIN	PO BOX 815	SELMA	NC	27576
15010038	169415-72-3799	NORTH EIGHT #515 LIMITED PARTNERSHIP	PO BOX 607	SELMA	NC	27576-0000
15010039	169415-72-4755	NORTH EIGHTH #515 LMTD PRTRSH	PO BOX 607	SELMA	NC	27576-0607
15010036	169415-72-3803	NORTH EIGHT NO 515 LLP	PO BOX 607	SELMA	NC	27576-0607
15010037	169415-72-2789	PARTNERSHIP	PO BOX 607	SELMA	NC	27576-0607
15010057	169415-72-4870	NORTH EIGHTH #515 LMTD PRTRSH	PO BOX 607	SELMA	NC	27576-0607
15010034	169415-72-3943	GUTIERREZ, WILMER J	522 NORTH 7TH ST	SMITHFIELD	NC	27577-0000
15010035	169415-72-3828	GROVES, CONRAD	520 N 7TH ST	SMITHFIELD	NC	27577-4638
15010041	169415-72-3644	KOEBLEY, KEVIN B	710 WILKINS ST	SMITHFIELD	NC	27577-4648
15010043	169415-72-2629	ALI, MIR MUMTAZ	706 WILKINS ST STE C	SMITHFIELD	NC	27577-4662
15010031	169416-72-5922	BIZZELL, WILLIAM ROBERT	3423 BUENA VISTA COURT	KINSTON	NC	28504-0000



**PLANNING DEPARTMENT**  
Mark E. Helmer, AICP, Senior Planner

**ADJOINING PROPERTY OWNERS CERTIFICATION**

I, Mark E. Helmer, hereby certify that the property owner and adjacent property owners of the following petition, SUP-21-03, were notified by First Class Mail on 3-17-21.

  
\_\_\_\_\_  
Signature

Johnston County, North Carolina

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

17th day of March, 2021

  
\_\_\_\_\_  
Notary Public Signature

Julianne Edmonds  
\_\_\_\_\_  
Notary Public Name

My Commission expires on January 15, 2023







# Request for Town Council Action

Public  
Hearing: ZA-21-03  
Date: 05/04/2021

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

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## Issue Statement

Request to amend the Unified Development Ordinance, Article 7, Section 7.3 to create regulations for fences as an accessory structure.

## Financial Impact

None.

## Action Needed

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

## Recommendation

Planning Staff and the Planning Board recommend approval of the zoning text amendment ZA-21-03 with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff report
2. Draft Zoning Text Amendment
2. Consistency Statement
3. Application





# Staff Report

Public  
Hearing: ZA-21-03

## REQUEST:

Staff is requesting the Town Council recommend approval of an amendment to the Unified Development Ordinance, Article 7, Section 7.3 to create regulations for fences as an accessory structure.

## ANALYSIS:

There are no fence regulations in the Smithfield Unified Development Ordinance. These appear to have been omitted during the last major update to the UDO in 2016. Technically, if a use is not listed in the table of uses, its prohibited. Fences are a typical and often necessary accessory use. The purpose of fence regulations is to maintain adequate visibility on private property and in public rights-of-way, to maintain the openness of front and street side yards, to protect the light and air to abutting properties, and to provide adequate screening by regulating the height, location, and design of fences and walls.

Since 2016, the town has received complaints about fences in front yards and without regulations, code enforcement is unable to provide enforcement.

## DRAFT ORDINANCE SUMMARY:

The draft ordinance regulates fences and walls such that:

- The height of fences and walls in front of a principal structure cannot exceed 48 inches in height or be more than 75% solid (opaque) unless required or specifically authorized by another section of the UDO or by Special Use Permit.
- The height of fences behind the front of a principal structure cannot exceed (7) feet in height and may be fully opaque.
- The height of commercial and industrial fences cannot exceed 10 in height and that part of the fence or wall greater than (7) feet must be open similar to woven wire or wrought iron. Fences and walls may exceed the height requirement if authorized by another section of the UDO or by Special Use Permit.
- Fences are exempt from zoning district setbacks requirements and can be up to property lines.
- Fences must respect the vision triangle at intersections for public safety reasons.
- Fences and walls that are **7'** or less in height are to be permitted as accessory uses and will not require a zoning permit provide all requirements of the proposed ordinance is met.

- Electric and barbed wire fences are prohibited except when used to enclose livestock on bona fide farm or for public or quasi-public institution for public safety or security purposes.

CONSISTENCY STATEMENT (STAFF OPINION):

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

RECOMMENDATION:

Planning Staff and the Planning Board recommend approval of the zoning text amendment ZA-21-03 with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

STAFF RECOMMENDED MOTION:

Staff recommends the following motion:

***"move to approve of zoning text amendment, ZA-21-03, finding the amendment consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest."***

**DRAFT ORDINANCE # ZA-21-03\_  
AN ORDINANCE TO AMEND THE TOWN OF SMITHFIELD  
UNIFIED DEVELOPMENT ORDINANCE  
ARTICLE 7 SUPPLEMENTAL REGULATIONS AS IT PERTAINS TO FENCES**

**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 regulate fences as an accessory structure.

**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:

[Revise Article 7, Section 7.3 Accessory Uses or Structures, to regulate fences as an accessory structure.]

**PART 1**

**7.3.3. Fences**

Fences and walls that meet these requirements are permitted as accessory uses and shall comply with the following:

7.3.3.1. For the purposes of this Section of this ordinance, a fence is a barrier composed of wire, wood, metal, plastic, or a similar material and a wall is a barrier composed of brick, stone, rock, concrete block, or a similar masonry material. Electric fences and fences constructed with razor or barbed wire are prohibited except when used to enclose livestock on bona fide farm or for public or quasi-public institution for public safety or security purposes.

7.3.3.2. No fence or wall more than 48 inches in height, which is more than seventy-five percent (75%) solid, may be placed in the front of a principal structure.

7.3.3.3. Fences and walls may not exceed seven (7) feet in height, except that in commercial and industrial districts, a fence may not exceed ten (10) feet in height. Fences greater than seven (7) feet in height shall be of an open type similar to woven wire or wrought iron. Fences and walls may exceed the height requirements of this Section if required or specifically authorized in another Section of this ordinance or with a special use permit.

7.3.3.4. Fences and walls are exempt from the setback requirements of this ordinance.

7.3.3.5. No fence or wall shall impede vision as regulated in Section 2.21 of this ordinance.

7.3.5.6. Fences and walls approved with a special use permit shall not adversely impede light or airflow to adjoining properties.

7.3.3.7. Fences, if replaced, shall meet the requirements of this Section.

7.3.3.8. Fences and walls seven (7) feet or less in height meeting the requirements of this ordinance shall not require a zoning permit.



**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 May 2021.

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M. Andy Moore, Mayor

ATTEST

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Shannan L. Parrish, Town Clerk

DRAFT

THE TOWN OF SMITHFIELD  
UNIFIED DEVELOPMENT ORDINANCE  
AMENDMENT CONSISTENCY STATEMENT  
BY THE SMITHFIELD TOWN COUNCIL  
ZA-21-03

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

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

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

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

That the final action regarding zoning ordinance amendment ZA-21-03 is based upon review of and consistency with, the Town of Smithfield *Comprehensive Growth Management Plan* and any other officially adopted plan that is applicable, along with additional agenda information provided to the Town Council and information provided at the regularly scheduled meeting of Town Council; and

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

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

That the final action regarding zoning ordinance amendment ZA-21-03 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

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







# Request for Town Council Action

Public  
Hearing: ZA-20-05 (1 of 2)  
Date: 05/04/2021

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Subject: Amending Articles 1, 9, 10 and Appendix A to comply with 160D.  
Department: Planning Department  
Presented by: Planning Director - Stephen Wensman  
Presentation: Public Hearing

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## Issue Statement

Planning Staff and the Planning Board request the Town Council approve the amendment to the UDO, ZA-20-05 (Part 1 of 2), amending UDO Articles 1, 9, 10, and Appendix A to address changes to state enabling legislation known as 160D.

## Financial Impact

None

## Action Needed

To hold a public hearing and review the proposed UDO Amendment to Articles 1, 9, 10, and Appendix A and to decide whether to approve, approve with changes, or deny.

## Recommendation

Staff and the Planning Board recommend approval of ZA-20-05 (part 1 of 2) with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Draft UDO Articles 1, 9, 10, and Appendix A. – Separarte Attachments
3. Consistency Statement
4. Application for Zoning Text Amendment



# Staff Report

Public ZA-20-05  
Hearing: (Part 1 of 2)

## Overview:

On January 5, 2021, the Town Council approved ZA-20-03 amending UDO articles 3, 4, 5, 6, and 7 to allow for conditional zoning, quasi-judicial review of subdivisions, address NCGS 160D changes. This UDO Amendment is being requested to amend Articles 1, 9, 10 and Appendix A to incorporate NCGS 160D changes (part 1).

Additional changes/updates are planned for UDO Articles 1, 2, 8, 9, 10, and Appendix A; however, to meet the statutory deadline to incorporate 160D, the remaining changes will **follow as Council agenda's allow** (part 2).

NCGS 160D. The Legislature has approved new legislation, NCGS 160D that combines the enabling legislation for counties and municipalities into a single statute. The Legislature has given counties and municipalities until July 1, 2021, to adopt the statutory changes. The 160D changes affect all Articles of the UDO. This amendment will incorporate the 160D changes into the remaining articles of the UDO.

## Consistency Statement (Staff and Planning Board's **opinion**):

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

## Recommendation:

Planning Staff and the Planning Board recommend approval of ZA-20-05 (part 1 of 2) with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest

## Suggested Motion:

***"move to approve zoning text amendment ZA-20-05 finding the amendment consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest."***

THE TOWN OF SMITHFIELD  
UNIFIED DEVELOPMENT ORDINANCE  
AMENDMENT CONSISTENCY STATEMENT  
BY THE SMITHFIELD TOWN COUNCIL  
ZA-20-05

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-20-05 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-20-05 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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**PLANNING DEPARTMENT**  
Mark E. Helmer, AICP, Senior Planner

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## **Notice Of Public Hearings**

Notice is hereby given that the Town Council of the Town of Smithfield will conduct public hearings during the course of their open meeting which starts at 7:00 P.M. on Tuesday, May 4, 2021 in the Town Hall Council Chambers located at 350 East Market Street to consider the following requests:

**CZ-21-02 Spring Branch Commons:** The applicant is seeking conditional zoning approval to rezone a 1.2 acre tract of land from the R-8 (Residential) zoning district to the R-8 CZ (Conditional Zoning) district for the creation of 10 single family dwellings units. The property considered for rezoning is located on the southeast side of the intersection of South Sixth Street and East Johnston Street. The property is further identified as Johnston County Tax ID#15026060.

**SUP-21-03 Bonnie Godwin:** The applicant is seeking a special use permit to allow for a single-family residential dwelling within a OI (Office & Institutional) zoning district. The property considered for approval is located on the north side of Wilkins Street approximately 175 feet east of its intersection with North Seventh Street and further identified as Johnston County Tax ID# 15010038.

**ZA-21-03 Town of Smithfield:** The applicant is requesting an amendment to the Town of Smithfield Unified Development Ordinance, Article 7, Section 7.2 Accessory Uses or Structures to allow for fences as an accessory structure in all zoning districts.

**ZA-20-05 Town of Smithfield:** The applicant is requesting an amendment to the Town of Smithfield Unified Development Ordinance, Articles 1, 9 10, and Appendix A to incorporate 160D enabling legislation changes.

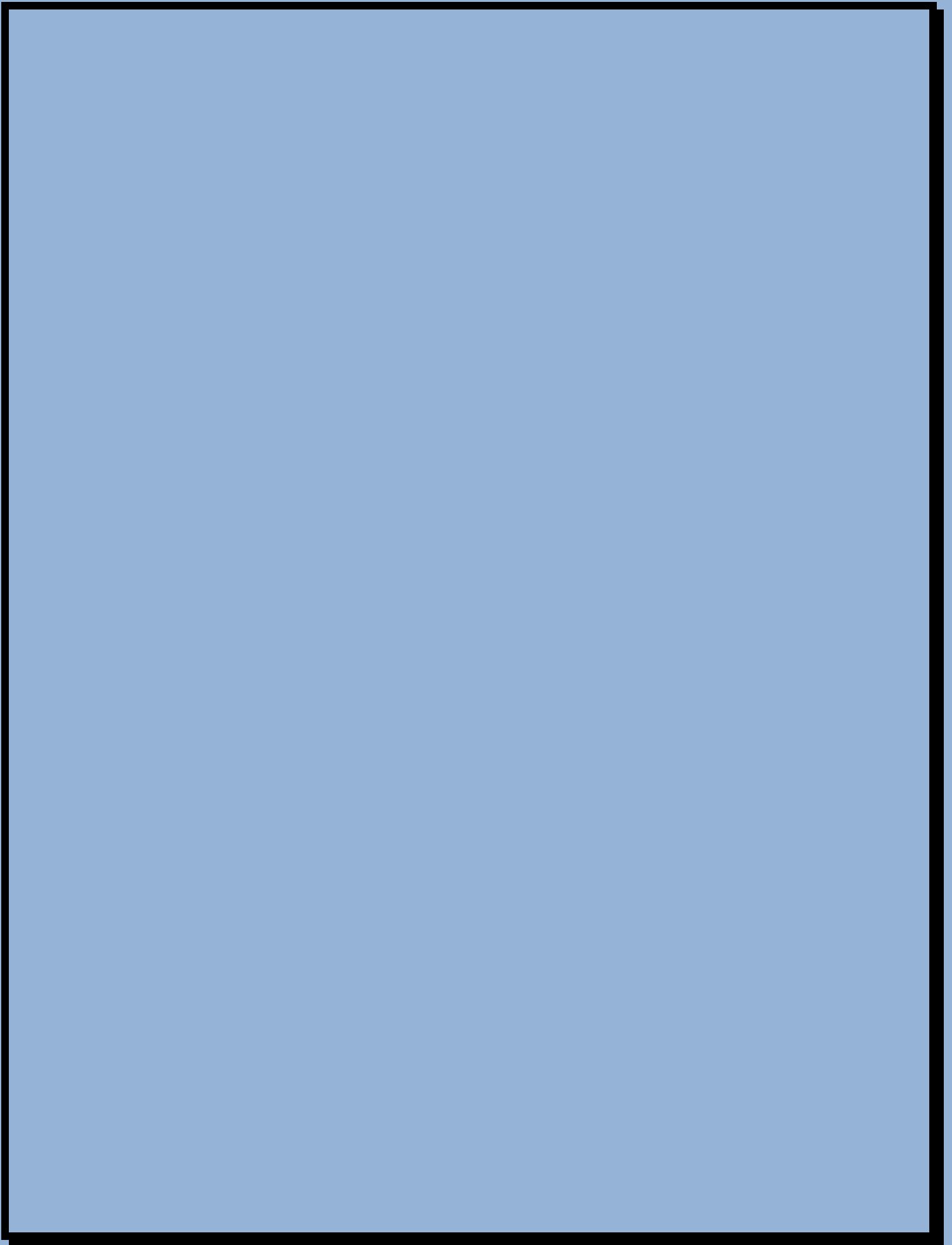
All interested persons are encouraged to attend. To accommodate disabilities and to comply with ADA regulations, please contact the town office if you need assistance. Further inquiries regarding this matter may be directed to the Smithfield Planning Department at (919) 934-2116 or online at [www.smithfield-nc.com](http://www.smithfield-nc.com).

Run Legal ad in the Johnstonian News on April 21, 2021 and April 28, 2021.



# Consent

## Agenda Items



The Smithfield Town Council met in regular session on Tuesday, April 6, 2021 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

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

Councilmen Absent

Administrative Staff Present

Michael Scott, Town Manager  
John Blanton, Fire Chief  
Ted Credle, Public Utilities Director  
Lawrence Davis, Public Works Superintendent  
Gary Johnson, Parks & Rec Director  
Shannan Parrish, Town Clerk  
R. Keith Powell, Chief of Police  
Greg Siler, Finance Director  
Stephen Wensman, Planning Director

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

Also Present

Bob Spence, Town Attorney  
Bill Dreitzler, Town Engineer

Administrative Staff Absent

Tim Kerigan, Human Resources/PIO

**CALL TO ORDER**

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

**INVOCATION**

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

**APPROVAL OF AGENDA:**

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

**PRESENTATIONS:**

**1. Recognition of Public Works Director Lenny Branch's 26+ years of service to the Town of Smithfield**

Mayor Moor presented retiring Public Works Director Lenny Branch with a plaque and a watch honoring his service to the Town of Smithfield. Mayor Moore expressed his appreciation to Mr. Branch for his dedication to the Town of Smithfield.

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

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

**3. Proclamation – Proclaiming April 18, 2021 as Electric Lineman Appreciation Day in the Town of Smithfield**

Mayor Moore presented the following proclamation to Electric Lineman Thomas Harper who received it on behalf of the Town's Electric Lineman.

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

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

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

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

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

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

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

**4. 2020 American Public Power Association (APPA) Safety Award of Excellence**

Public Utilities Director Ted Credle informed the Town Council that the Electric Department had received the 2020 American Public Power Association Safety of Excellence Award.

**5. 2021 American Public Power Association (APPA) Reliable Public Power Provider (RP3) Award**

Public Utilities Director Ted Credle informed the Town Council that the Electric Department had received the 2021 American Public Power Association Reliable Public Power Provider Award. The Town is now designated as a diamond utility which is an improvement from the previous platinum status.

**PUBLIC HEARINGS:**

1. **UDO Text Amendment Request: Town of Smithfield (ZA-21-02):** The applicant was requesting an amendment to the Town of Smithfield Unified Development Ordinance, Article 6, Table 6.6 Table of Uses and Activities to allow for a pharmaceutical manufacturing as a permitted use by right in the light industrial zoning district and to amend Article 8.10 to allow for a maximum building height of 80 feet within the light industrial zoning district

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

Planning Director Stephen Wensman explained staff was requesting to amend Article 6, Section 6.6 to change pharmaceutical manufacturing from a special use with supplementary standards to a permitted use with supplementary standards in the Light Industrial District. Pharmaceutical manufacturing was called out in the table of uses as a special use to give the Town the ability to address any adverse issues with wastewater. The NC Department of Environmental Quality already

reviews such uses for adverse impacts; therefore, the Town's review is duplicative and puts the town at a disadvantage when trying to attract such manufacturing. Staff was further requesting to amend Article 8, Section 8.10 because it currently limits light industrial buildings to 40-feet and up to 100-feet with a special use permit. Many industrial users are looking for taller buildings, up to 80-feet. The Fire Department is equipped with ladder trucks for fighting fires in tall buildings. The special use permit for buildings over 40-feet is an impediment to marketing the light industrial properties in the town.

Planning Staff and the Planning Board (unanimously) recommend approval of the zoning text amendment, ZA-21-02, with a statement declaring the request is consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Planning Director Stephen Wensman has incorporated his entire record and provided it to the Council in written form in the April 6, 2021 agenda packet.

Mayor Moore asked if there were any questions from Council.

Councilman Scott questioned why the height of a building would be restricted. Mr. Wensman responded the building height would be restricted because the Fire Department can only handle fires up to 100 feet.

Mayor Pro-Tem Dunn questioned the number of requests the Town has received for exceeding the building height requirement. Mr. Wensman responded the Town has received two requests since he has been the Planning Director.

Mayor Moore asked Fire Chief John Blanton for his input on the proposed height change. Chief Blanton responded that the Fire Department was capable of handling up to 100 feet.

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

Pam Lampe of 415 North Second Street asked for Mr. Wensman to expand on the wastewater portion of the proposed UDO amendment. Mr. Wensman responded in speaking with Johnston County Economic Development Director Chris Johnson that pharmaceutical companies are heavily regulated by NCDEQ. His expertise lies with them and to have that language in the UDO would be redundant.

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

Councilman Scott made a motion, seconded by Councilman Rabil, to approve zoning text amendment, ZA-21-02, amending Article 6, Section 6.6 to change pharmaceutical manufacturing to a permitted use with supplemental standards in the Light Industrial District; and Article 8, Section 8.10 to change the maximum building height to 80 feet in the Light Industrial District finding the amendment consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest.

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

**WHEREAS**, the Smithfield Town Council wishes to amend certain provisions in the Unified Development Ordinance by making changes to the Town of Smithfield Unified Development Ordinance as it pertains pharmaceutical manufacturing in the

Light Industrial District and Building Height in the Light Industrial District; and

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

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

**PART 1**

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

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

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

**AND**

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

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

F) Maximum Building Height	40 <u>80</u> ft
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**PART 2**

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

**PART 3**

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

- 2. Conditional Zoning Request: Courtyard Cabins at White Swan (CZ-21-01)** The applicant is seeking conditional zoning approval for the rezoning of approximately 2.68 acres from the B-3 and R-20A zoning district to the B-3 conditional zoning district for the creation of 14 additional rental cabins. The properties considered for rezoning are located at Galilee Road approximately 400 feet northeast of its intersection with South Brightleaf Boulevard and further identified as Johnston County Tax ID #15J10061W and 15J10061F

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



Planning Director Stephen Wensman explained the site was currently developed with a motel and (4)-400 sq. ft. stand-alone cabins on 2.53 acres with street access from S. Brightleaf Boulevard and Galilee Road. The property surrounds the White Swan Barbecue at the corner of South Brightleaf Boulevard and Galilee Road. The proposed rezoning is accompanied with a plan for the expansion and upgrade of the site with an additional (14)-598 sq. ft. cabins on 2.83-acres of land to be developed in three phases. The expansion includes the redevelopment of an existing 0.3-acre residential property that will be combined with the larger property through a lot recombination.

The site improvements include:

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

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

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

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

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

Ribbon curb is proposed around the paved parking lot for the hotel which will allow the existing sheet flow drainage to remain. The proposed parking lot is essentially a retrofit of an existing parking lot

and adding raised curb and gutter would disrupt the current drainage pattern. Therefore, staff finds the proposed motel parking lot and ribbon curb acceptable if the applicant provides concrete curb stops.

The angled motel parking was proposed to be paved with gravel rather than required concrete, bituminous or similar with parking lot striping. Currently, this portion of the front of the motel area is gravel. The proposed angle parking will continue to be gravel; however, a grassy strip between the drive and the motel covered walkway will be introduced. The gravel parking will be angled. Striping cannot easily be achieved with a gravel parking area; however, the angle shape of the individual parking bays will define the parking if executed correctly with construction. Staff recommends wheel-stops be provided with the gravel parking spaces. Like the angled motel parking, the individual cabin parking stalls are proposed with gravel surfacing. Given the residential nature of these spaces, Staff recommends approval of them as proposed with the addition of wheel stops

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

Planning Staff and the Planning Board recommend approval of the zoning text amendment, CZ-21-01 with 6 conditions 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. The 6 conditions are as follows:

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

Planning Director Stephen Wensman has incorporated his entire record and provided it to the Council in written form in the April 6, 2021 agenda packet.

Mayor Moore asked if there were any questions from Council.

Mayor Pro-Tem Dunn questioned who would be responsible for the cost of the sidewalks along Highway 301 when NCDOT decides to widen the road. Mr. Wensman responded NCDOT had recently changed its practice. If the Town identifies areas where sidewalks are needed, the NCDOT will incur the cost of those sidewalks if they do improvements to the roadway.

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

Scott Stewart of 6933 Running Brook Terrace, Wilmington, North Carolina explained he was the landscape architect in charge of designing the property. The owners of the property have entrusted Mr. Stewart with the design of the proposed project.

Councilman Scott questioned the design of the traffic flow for the proposed project. Mr. Stewart responded that NCDOT prefers right in entrances and right out exits. Also, since the driveways are angled, you are forced to follow the traffic pattern.

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

Councilman Barbour made a motion, seconded by Councilman Stevens, approve of zoning map amendment, CZ-21-01, with the following 6-conditions finding it consistent with the Town of Smithfield Comprehensive Growth Management Plan as to be and other adopted plans, and that the amendment is reasonable and in the public interest.

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

Unanimously approved.

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

3. **Special Use Permit Request – Scooters Coffee (SUP-21-01):** The applicant is seeking a special use permit to construct and operate a drive-thru coffee shop within an existing shopping center on property located within a B-3 zoning district. The property is located on the northeast side of the intersection of Hospital Road and North Brightleaf Boulevard and further identified as Johnston County Tax ID# 15004024C

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

Planning Director Stephen Wensman testified that major shopping centers are a special use in the B-3 zoning district and the addition of Scooter's Coffee represents a change to the shopping center requiring the permit. He explained the Pine Needles Square shopping center sits at the corner of N. Brightleaf Boulevard and Hospital Road. The shopping center has been undergoing renovations by its owners with façade, lighting and changes to the tenant mix. The shopping center has mature landscaping around its perimeter although it lacks parking lot landscaping and foundation plantings. The stormwater for the site sheet flows to adjacent ditches and catch basins at the side and rear of the property. The site for the Scooter's Coffee is at the south west corner of the mall in the paved parking lot. Scooter's Coffee is planning to subdivide the shopping center property to create a new 0.31 acre outparcel at the corner of Hospital Road and N. Brightleaf Boulevard for a new free-standing 648 sq. ft. building. The coffee shop will attract new customers and will benefit the shopping center tenants. The applicant will be submitting a minor subdivision to create the new 0.31-acre lot.

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

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

Scooter's will have 10 parking stalls on its property for the use of the coffee shop; four are required. The construction of the coffee shop will displace 27 existing parking stalls currently used by the Pine Needles Square. Based on the data from the owner of Pine Needles Square, there is approximately

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

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

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

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

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

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

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

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

Mr. Wensman reviewed staff's opinion of the findings. They are as follows:

**STAFF'S FINDINGS OF FACT**

1. The proposed development will not be detrimental to or endanger the public health, safety, or general welfare.
2. The coffee shop is a normal development and will benefit the surrounding property with additional commercial traffic and customers and provide a service/product that benefits adjacent residents and workers.
3. The coffee shop development will utilize existing utilities, drainage, and parking.
4. The proposed use will not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas
5. The use has adequate ingress and egress within the Pine Needles Square shopping center and will not impact public streets.
6. The use will not adversely affect the use or physical attribute of adjoining or abutting property. The use will benefit adjoining or abutting properties by providing a desired product and customers.
7. The plan will be in harmony with the renovations in the shopping center.
8. The use will conform to applicable regulations.

The Planning Department recommends approval of the Special Use Permit, SUP-20-07, with the following conditions:

1. A site plan shall be submitted for review in accordance with the Town's Unified Development Ordinance.
2. An application for minor subdivision shall be submitted for the planned outparcel.
3. A cross access agreement/easement shall be executed and submitted to the Planning Department.

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

Planning Director Stephen Wensman has incorporated his entire record and provided it to the Council in written form in the April 6, 2021 agenda packet.

Mayor Moore asked if there were any questions from Council.

Councilman Scott questioned if a vehicle was in the drive thru lane if they would be able to exit the drive thru or if it would have to follow the traffic pattern. Mr. Wensman responded that the landscaping and curbing would prevent cars from impeding the traffic flow.

Mayor Moore asked if there was anyone in attendance sworn to testify in this matter.

Mark McDonell of AdVenture Development testified that when his company purchased the Pine Needles shopping center, they made a commitment to improve its appearance. After the property was purchased, Mr. McDonell stated his staff conducted a survey of hospital staff on how the shopping center could better serve their needs. The results showed that hospital staff desired convenience services; such as, coffee and food.

Alan Wilson of 402 Blandwood, Greensboro, NC testified he was the surveyor that provided the site work for the project. He stated he was in attendance should the Council have any questions.

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

### **The Written Finding**

Councilman Barbour made a motion, seconded by Councilman Wood, to approve the eight findings of fact for Special Use Permit SUP-21-01 as recommended in the staff report on pages 70 and 71 of the agenda packet. 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 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.
3. Adequate utilities, drainage, parking, or necessary facilities have been or are being provided.
4. The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas.
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. That the use will not adversely affect the use or any physical attribute of adjoining or abutting property.
7. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located.
8. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.

**Record of Decision: Approval of Special Use Permit Application Number SUP-21-01**

Councilman Barbour made a motion, seconded by Councilman Wood, to recommend approval of SUP-21-01 with four conditions of approval:

1. A site plan shall be submitted for review in accordance with the Town's Unified Development Ordinance.
  2. An application for minor subdivision shall be submitted for the planned outparcel.
  3. A cross access agreement/easement shall be executed and submitted to the Planning Department.
  4. The proposed curbing shall be extended eastward to accommodate the sidewalk, eliminating 1 parking stall."
4. Special Use Permit Request – East River Phase 6 & 7 (SUP-21-02): The applicant is seeking a special use permit to construct a 65-unit townhouse complex on approximately 11.97-acre tract of land and located within an existing PUD zoning district. The property considered for approval is located on the east side of Buffalo Road approximately 690 feet north of its intersection with M. Durwood Stephenson Parkway and further identified as Johnston County Tax ID# 14075015X

Councilman Scott made a motion, seconded by Councilman Wood, to open the public hearing. Unanimously approved.

Planning Director Stephen Wensman testified The East River Planned Unit Development Master Plan was originally approved by the Town Council in December 2018. A revised PUD Master Plan was approved by the Town Council in December 2020. The revised PUD improved the stormwater management infrastructure, added a new Central Park feature, a new mail kiosk area, improved the parking layout, and rerouted the greenway/trail. The detailed site plans for the multi-family development were not included in the PUD plans or preliminary plat construction plans approved by the Town Council on December 22, 2020 and a condition of plat approval was the application of a special use permit for the multi-family development in phases 6 and 7. The application is for the final two phases (6 & 7) that include the development of 65 townhomes.

The site for the townhomes is within the East River PUD on the east side of Buffalo Road. On the site is existing wetlands and pond. The site is relatively flat with a mixture of open field and woods. The site plan is arranged into two phases with 42 townhomes in phase 6 and 23 townhomes in phase 7. Phases 6 and 7 are separated by the existing pond and wetland. The only connection between the phases is the greenway trail

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

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

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

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

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

Each phase of the project will be served by public water and sewer. The sewer will be extended into the site from the County's existing system located in Buffalo Road. Water will also be extended into the site from the existing water main in Buffalo Road to provide domestic water and fire protection. Public utility easements are provided over public utilities.

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

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

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

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

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

Mr. Wensman reviewed staff's opinion of the findings. They are as follows:

**STAFF'S FINDINGS OF FACT**

1. The special use will not be detrimental to or endanger the public health, safety, or general welfare.
2. The special use permit is part of the orderly development of the PUD and was part of the original PUD Master Plan.
3. Adequate utilities, drainage, parking, or necessary facilities have been provided
4. The proposed use will not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas
5. Adequate ingress and egress have been provided for and have been approved by NCDOT.
6. The use will not adversely affect the use or physical attribute of adjoining or abutting property. Adequate buffer yards will be provided, and adjacent zoning is residential or commercial.
7. The plan will be in harmony with the PUD Master Plan
8. The use conforms with the PUD Plans and applicable UDO regulations with conditions.

The Planning Department recommends approval of the Special Use Permit, SUP-21-02, with the following conditions:

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

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

Planning Director Stephen Wensman has incorporated his entire record and provided it to the Council in written form in the April 6, 2021 agenda packet.

Mayor Moore asked if there were any questions from Council.

Councilman Scott questioned the lighting plan for the first 5 phases. David DeYoung of River Wild, 114 West Main Street, Clayton, North Carolina testified that the streetlighting has been paid and they are awaiting the Town to install the lighting. Phases 3 through 5 are currently being constructed.

Councilman Barbour requested that private drive signs be installed and added to the list of conditions of approval.

Councilman Barbour questioned if there was overglow parking spaces on both sides of the street. Mr. DeYoung testified there were 23 spaces on one side and 8 on the other side for a total of 31 additional parking spaces.

Mr. DeYoung testified that they agreed to all the conditions of approval including the addition of installation of private drive signs.

Councilman Scott questioned if the townhomes would be owner occupied or rental units. Mr. DeYoung responded they would be affordable workforce housing units for nurses, teacher and the like. The townhomes could be both owner occupied and rental units.

Councilman Scott further questioned if sewer permits from Johnston County had been obtained for the townhomes. Mr. DeYoung responded those permits were forthcoming.

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

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

### **The Written Finding**

Councilman Barbour made a motion, seconded by Councilman Rabil, to approve the eight findings of fact for Special Use Permit SUP-21-02 as recommended in the staff report on pages 90 and 91 of the agenda packet. 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 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.



3. Adequate utilities, drainage, parking, or necessary facilities have been or are being provided.
4. The proposed use shall not be noxious or offensive by reason of vibration, noise, odor, dust, smoke, or gas.
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. That the use will not adversely affect the use or any physical attribute of adjoining or abutting property.
7. That the location and character of the use, if developed according to the plan as submitted and approved, will be in harmony with the area in which it is to be located.
8. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.

**Record of Decision: Approval of Special Use Permit Application Number SUP-21-02**

Councilman Barbour made a motion, seconded by Councilman Rabil, to recommend approval of SUP-21-02 with eleven conditions of approval:

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

Unanimously approved.

**CITIZEN'S COMMENTS:** None

**CONSENT AGENDA:**

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

1. The following minutes were approved:
  - March 3, 2021 – Regular Meeting
  - March 11, 2021 – Special Session Meeting

2. Special Event: Third StrEATery – The Downtown Smithfield Development Corporation is seeking approval to conduct outdoor dining events every other Friday beginning May 7<sup>th</sup> and ending July 30<sup>th</sup> from 6:00 pm until 9:00 pm. This request includes amplified sound and the closure of the 100 block of South Third Street.
3. Special Event: Neighborhood Party – David Auge is seeking approval to conduct a neighborhood party on Maplewood Drive on Saturday, May 1<sup>st</sup> from 1:00 pm until 4:00 pm. This request includes the closure of Maplewood Drive.
4. Special Event: Outreach Church Service – Alice Wells is seeking approval to conduct an outreach church service at Community Park on Sunday, May 16<sup>th</sup> from 2:00 pm until 4:00 pm. This request includes amplified sound.
5. Bid award to Southern Tide Homes in the amount of \$22,750.00 for improvements to the Rotary shelter at Community Park.
6. Bid award to JLP Carpentry in the amount of \$9,500.00 for improvements to the shelter at Talton Park.
7. Consideration and request for approval of various budget amendments

<u>GENERAL FUND</u>	<u>BEFORE</u>	<u>ADJ.</u>	<u>AFTER</u>
<b>1. Revenue</b>			
10-20-3300-3307-0000 Grant - FEMA AFG	\$ _____ -	\$ 28,398	<u>28,398</u>
<b>Expenditures</b>			
10-00-9990-5300-0000 General Fund Contingency	\$ 291,213	\$ (1,495)	\$ 289,718
10-20-5300-5700-7400 Fire - Capital Outlay	<u>196,100</u>	<u>29,893</u>	<u>225,993</u>
	<u>\$ 487,313</u>	<u>\$ 28,398</u>	<u>\$ 515,711</u>

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

**WATER/SEWER FUND**

<b>2. Expenditures</b>			
30-76-7200-5970-9101 Water - Transfer to W/S Cap. Proj. Fund	\$ 350,000	\$ (200,000)	\$ 150,000
30-76-7200-5970-9102 Water - Transfer to Water Plant CPF	_____ -	<u>200,000</u>	<u>200,000</u>
	<u>\$ 350,000</u>	<u>\$ _____ -</u>	<u>\$ 350,000</u>

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

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

<b>3. Revenue</b>			
30-71-3900-3900-0000 - Fund Balance Appropriations	<u>\$ 231,812</u>	<u>\$ 1,948,500</u>	<u>\$ 2,180,312</u>

**Expenditures**

30-76-7200-5970-9102 Water - Transfer to Water Plant CPF	<u>\$</u> <u>200,000</u>	<u>\$</u> <u>1,948,500</u>	<u>\$</u> <u>2,148,500</u>
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To adjust water plant expansion project budget to agree with Dec. 1, 2020 presentation to council

**ELECTRIC FUND**

**4. Revenue**

31-72-3550-3520-0000 Electric - Misc.	<u>\$</u> <u>4,000</u>	<u>\$</u> <u>6,756</u>	<u>\$</u> <u>10,756</u>
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**Expenditures**

31-72-7230-5700-7401 Electric - East River Electric Infrastructure	<u>\$</u> <u>130,000</u>	<u>\$</u> <u>6,756</u>	<u>\$</u> <u>136,756</u>
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To fund East River Subdivision Street Lights Upgrade - funded by developer

**5. Revenue**

31-72-3550-3520-0000 Electric - Misc.	<u>\$</u> <u>10,756</u>	<u>\$</u> <u>13,400</u>	<u>\$</u> <u>24,156</u>
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**Expenditures**

31-72-7230-5300-3300 Electric - Supplies/Operations	<u>\$</u> <u>218,862</u>	<u>\$</u> <u>13,400</u>	<u>\$</u> <u>232,262</u>
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To fund Johnson Court Apartments Lighting Upgrade to LED - funded by developer

**WATER/SEWER CAPITAL PROJECT FUND**

**6. Revenue**

45-75-3870-3870-0307 Transfer From W/S Fund	<u>\$</u> <u>350,000</u>	<u>\$</u> <u>(350,000)</u>	<u>\$</u> <u>-</u>
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**Expenditures**

45-71-7200-5700-7410 Water Plant Improvements	<u>\$</u> <u>350,000</u>	<u>\$</u> <u>(350,000)</u>	<u>\$</u> <u>-</u>
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To repurpose funds originally budgeted for Water Plant Improvements in the W/S Capital Project Fund (Fund 45) to the Water Plant Capital Project Fund (Fund 43)

8. Consideration and request for approval to adopt Resolution No. 678 (06-2021) authorizing the disposition of certain surplus property and the auctioning of that property by the electronic service of GovDeals.com

**TOWN OF SMITHFIELD RESOLUTION NO. 678 (06-2021)  
AUTHORIZING THE SALE OF CERTAIN  
PERSONAL PROPERTY AT PUBLIC AUCTION**

WHEREAS, the Town Council of the Town of Smithfield desires to dispose of certain surplus property of the Town in accordance with NC GS 160A-270; and

WHEREAS, the Town Council of the Town of Smithfield desires to utilize the auction services of a public electronic auction service.

NOW, THEREFORE, BE IT RESOLVED by the Town Council that:

1. The following described property is hereby declared to be surplus to the needs of the Town:

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

2. The Town Manager or his designee is authorized to receive, on behalf of the Town Council, bids via public electronic auction for the purchase of the described property.
  3. The public electronic auction will be held beginning no earlier than April 19, 2021.
  4. The Town Council further authorizes the disposal of Town surplus property by use of a public electronic auction system provided by GovDeals Inc. The property for sale can be viewed at [www.govdeals.com](http://www.govdeals.com). Citizens wanting to bid on property may do so at [www.govdeals.com](http://www.govdeals.com). The terms of the sale shall be: All items are sold as is, where is, with no express or implied warranties; All items will be sold for cash or certified check only; Payment must be received for all items sold before they may be removed from the premises; All items sold must be paid for and removed from the site of the sale within 5 business days of the sale, or they will be subject to resale.
  5. The Town Clerk shall cause a notice of the public auction for surplus property to be noticed by electronic means in accordance with G.S. 160A-270(c), available on the Town of Smithfield website [www.smithfield-nc.com](http://www.smithfield-nc.com)
  6. The highest bid, if it complies with the terms of the sale, may be accepted by the Finance Director or his designee and the sale consummated.
9. Consideration and request for approval to appoint Julia Narron to the Downtown Smithfield Development Corporation's Board of Directors

10. The following advisory appointment was approved:

- Tim Depp was appointed to serve a first term on the Appearance Commission

11. New Hire Report

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

**Current Vacancies**

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

## Business Items:

### 1. Update and timeline for the Equity Drive Construction Project

Town Engineer Bill Dreitzler explained to the Council that Equity Drive has been a challenge, but staff was aware it would be a challenge. Mr. Dreitzler explained curb and gutter has been installed on both sides of the road and a sidewalk was installed on the inside perimeter. Drainage has been added to improve the overall drainage in the area. The challenge has been the reconstruction of the road surface and maintain access to the many businesses in the area. Staff has provided updates to the business owners and to the public in general. When completed, it will be a well-constructed road. The initial timeframe was approximately 75 days until completion, but extreme rainy conditions has delayed the project by almost 3 months. The finished surface cannot be installed until temperatures are consistently above 65 degrees. This surface will be installed during night time hours to be less impactful to the businesses in the area.

Councilman Scott stated that while there has been some frustration, the road will be a great product once completed. He questioned if there were still semi-trucks parking on the new sidewalk. Town Manager Michael Scott responded the Police Chief has installed temporary “No Parking” signage and Police patrols have increased in the area to quickly remove any truck improperly parked.

Mayor Moore questioned if the original road was poorly constructed and if Mr. Dreitzler was confident with the reconstruction of the road. Mr. Dreitzler responded he was confident in the integrity of the new road.

### 2. Consideration and request for approval to enter into a contract with ASCM for Phase III of the Wayfinding Project

Planning Director Stephen Wensman explained the Town has worked with ASCM to fabricate and install Phase I and II of the wayfinding signage. This phase would include the following:

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

Mr. Wensman explained that funds from the Town’s 2% tourism money would pay for the project. All except the 7 large parking kiosks were included in the original wayfinding project design.

Mayor Moore questioned the size of the kiosk signs. Mr. Wensman responded they were 7’9” x 3’ and these signs were suggested by the DSDC Board.

Town Manager Michael Scott explained staff was trying to accommodate the DSDC and provide them the authority to make decisions in their district. Though the signs do identify parking, the kiosk provide additional information for pedestrians in the downtown area. This item can be tabled until the May meeting to allow staff to provide the Council’s feedback to the DSDC.

Councilman Scott made a motion, seconded by Councilman Wood, to approve the contract with the elimination of the seven large 2 parking kiosk signs. Unanimously approved.

### 3. Consideration and request for approval to use budgeted funds and “in lieu of” park funds for parking lot improvements at the Sarah Yard Center and at the new Splash pad. This request also includes awarding the bid to JP Edwards in the amount of \$62,536

Parks and Recreation Director Gary Johnson explained the Parks and Recreation Department was allocated \$22,000 for parking improvements at the Sarah Yard Community Center. Staff was requesting to use additional “in lieu of” park funds to add curb and gutter and a curb island. Also, staff

solicited a total cost from JP Edwards for parking lot improvements at the newly constructed splash park site. The total cost of both projects would be \$62,536. The \$22,000 budgeted funds and the \$40,536 in lieu of park funds would be used for the completion of both projects.

Councilman Wood made a motion, seconded by Councilman Rabil, to award the bid to JP Edwards for parking lot improvements at the Sarah Yard Community Center and at the new Splash Park. Staff was authorized to use \$40,536 of "in lieu of" park funds. Unanimously approved.

#### **4. Update on CUP-17-08: Theron Lee McLamb- Recreational Vehicle Park**

Town Manager Michael Scott provided the Town Council with an update on the RV Park. He explained no official requests have been submitted, but some work has been done that is concerning. When the Town Manager visited the site and discovered that the drainage ditch was installed, but by doing so, the developer cleared a 50' swath of pine trees. The developer was required to leave a vegetative buffer between the properties and the RV park. There are 10 feet of trees and shrubbery that via aerial view seems dense, but standing next to it, it is very thin between the drainage ditch and the backyards of the adjacent properties. A fence will be constructed, but it has not been installed. Next to the drainage ditch, they will install holly bushes/trees approximately 6' apart. The Town Manager believed it was the desire of the Council to leave more trees in the 50' buffer, but they have been removed. The developer anticipates removing a good portion of the trees remaining on their property. There will be nothing but the RV park between the drainage ditch and Magnolia Drive.

Councilman Scott questioned the purpose of the drainage ditch. The Town Manager responded it created additional drainage for several properties in Pine Acres. Also, one of the conditions of approval was the maintenance of the ditches. They must remain clean and clear. The developer contends that he has a large piece of equipment to maintain the ditches. In order to use that piece of equipment, the trees had to be removed.

The Town Manager stated he and Town Attorney Bob Spence would continue keeping communication open with the developer and his attorney to ensure the Town has the best product possible for the community, but the Town has limited authority.

#### **5. Consideration and request for approval to enter into a contract to hire an employment agency to conduct Fire Chief search**

Town Manager Michael Scott explained staff was requesting the engage the services of an outside firm to assist with the hiring of a new Fire Chief. He stated the Fire Chief position and the Police Chief positions were the two most dynamic positions in the Town of Smithfield. He stated he did not feel that staff had the adequate time needed to dedicate to hiring this position to ensure the Town was getting the proper candidate. Unfortunately, he and the HR Director did not plan for this retirement or for the retirement of the Public Works Director.

Mayor Pro-Tem Dunn questioned if this process is typically conducted for the Police and Fire Chief. The Town Manager responded the only time the process was done by the Town was when he was hired as the Police Chief.

Councilman Wood recommended staff work on hiring the Public Works Director internally and allow the Assistant Fire Chief to serve as Interim Fire Chief. The Town Manager responded he was responsible for hiring new Department Heads. He stated he was against interim positions because he felt the Town should not have to increase the pay of the second in command. He stated a new Fire Chief should be in place at the time of the current Fire Chief's retirement or closely thereafter.

Councilman Scott stated he struggled with paying an outside consultant to run the hiring process.

Councilman Stevens stated it appeared that the Council was concerned about spending \$12,000 to hire a consultant, but it would cost the Town more if the wrong candidate was chosen to fill the Fire Chief's position. He stated the Town should do its due diligence to make sure the right person was hired to fill that position.

Councilman Barbour made a motion, seconded by Councilman Stevens, to approve the request to enter into a contract with Triangle J. Council of Governments to assist with the hiring of the Fire Chief position. Councilman Barbour, Councilman Stevens, Mayor Pro-Tem Dunn and Councilman Rabil voted in favor of the motion. Councilman Lee, Councilman Scott and Councilman Wood voted against the motion. Motion passed 4 to 3.

#### **6. FY 2021-2022 Budget Discussions**

Town Manager Michael Scott explained this was simply on the agenda so if the Council so chose to recess this meeting until a date time certain to begin budget discussions. Mayor Moore suggested the Town Manager provide a list of possible budget meeting dates to the Council.

Councilman Scott asked the Town Clerk to reaffirm the vote on Business Item #5. The Town Clerk indicated Councilman Barbour, Councilman Stevens, Mayor Pro-Tem Dunn and Councilman Rabil voted in favor of the motion. Councilman Lee, Councilman Scott and Councilman Wood voted against the motion. Councilman Rabil stated he did not vote. Mayor Moore reminded the Council that not voting on this type of business item constitutes as a vote in the affirmative.

#### **Councilmembers Comments:**

- Councilman Barbour expressed his appreciation to Town staff for communicating with NCDOT to get the intersection of Wilson's Mills Road and M. Durwood Stephenson Parkway fixed.
- Mayor Moore expressed his appreciation to the Parks and Recreation staff on the Easter Bunny going around Town. Mayor Moore reminded everyone the Town would be conducting a litter sweep in Town on April 24<sup>th</sup>. He stated the amount of litter throughout the state was appalling.

#### **Town Manager's Report:**

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

- The monthly utility arrears information is attached to this report. We are witnessing a flattening out of the accounts that were under contract created due to the Governor's previous Covid-19 restrictions regarding utility cut-offs and contract requirements. Numbers have dropped and are normalizing in comparison to pre-covid times.
- Staff is beginning the process to bid the annual street resurfacing contract. Staff is reviewing the street resurfacing schedule as created by WithersRavenel, comparing the next set of streets that are in significant need of repair this year.
- If the Covid-19 environment remains as it currently is, Town Hall will be back open for in-person assistance on May 3rd. The Manager is recommending a temporary daily opening time of 8:30 as opposed to 8:00 in order to clean the high touch areas prior to customers coming into the building in the morning. Staff hours will remain unchanged.

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

Mayor Pro-Tem Dunn made a motion, seconded by Councilman Wood, to enter into Closed Session pursuant to the aforementioned statute. Unanimously approved at approximately 10:51pm

#### **Reconvene in Open Session**

Councilman Barbour made a motion, seconded by Mayor Pro-Tem Dunn, to reconvene in Open Session. Unanimously approved at approximately 11:21pm.

No action was taken by the Council following the Closed Session

**Adjournment**

Being no further business, Councilman Barbour made a motion, seconded by Mayor Pro-Tem Dunn to adjourn the meeting. Unanimously approved. The meeting adjourned at approximately 11:22 pm.

ATTEST:

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

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

DRAFT





# Request for Town Council Action

Consent  
Agenda  
Item: Application  
for  
Temporary  
Use Permit  
Date: 05/04/2021

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

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## Issue Statement

The Council is being asked to allow Marlon Lee to hold a Juneteenth Celebration at Smith Collins Park and a short parade/march on Collier Street from the Alumni Center to the Innovation Academy.

## 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



# Staff Report

Consent  
Agenda  
Item: Application  
for  
Temporary  
Use Permit

---

Marlon Lee is requesting to hold a Juneteenth Celebration at Smith Collins Park on June 19<sup>th</sup>, 2021 from 7:00 am to 8:00 pm. Over 100 people are expected to attend if allowed in accordance with **the Governor's executive orders**. Amplified sound will be used between 10:00 am and 6:00 pm. No security will be needed, no street closures will be needed, though a parade/ march is scheduled for 10:30 am from the Alumni Center to the Innovation Academy on Collier Street, beginning at 10:30. Police will assist with traffic. Six event trash cans have been requested. Goods such as t-shirts may be sold.



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

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

### Temporary Use Permit Application

#### TYPES OF TEMP USE OR EVENT

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

#### OTHER TEMP USES

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

<u>Juneteenth Celebration</u> Name of Event	<u>Smith Collins Park</u> Location of Event/Use (exact street address)
--	---

Name Marlon Lee Address 1008 Lanning, Smithfield, NC  
 Phone number 919-621-6544 Email address \_\_\_\_\_  
 Event date June 19, 2021 Will alcohol be sold or served? No  
 Event start time 7:00 AM Event end time 8:00 PM  
 Event set up time 7:00 AM Event cleanup time 11:00 PM  
 Sound amplification hours 10:00 - 6:00 PM Will food or goods be sold? yes - T-shirts etc.  
 # Food Trucks if applicable \_\_\_\_\_ (requires a valid permit from NC Department of Agriculture, a copy of the vehicle or trailer registration and/or ABC Permit, if applicable)  
 Security agency name & phone, if applicable: N/A  
 Will any town property be used (i.e., streets, parks, greenways)? Smith Collins Park  
 If any town streets require closure, please list all street names. No  
 Are event trash cans needed? Yes How many? 6

Method of Payment: Cash \_\_\_\_\_ Check# \_\_\_\_\_ Credit Card \_\_\_\_\_ Amount \$ 0 *Worship No Profit Event*  
MHT

**CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER**

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

Marlon Lee                      Marlon Lee                      4/22/2021  
Applicant's Name (print)                      Signature                      Date

Town Manager  
in Planning Director's  
Absence  
Planning Director signature: Paul R. Poff                      Date: 4/23/2021

**OWNERS AUTHORIZATION**

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

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

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





# Request for Town Council Action

Agenda Item: Donation of Sick Leave  
Date: 05/04/2021

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Subject: Request for Approval of Donation of Sick Leave  
Department: Police Department  
Presented by: Human Resources Director - Tim Kerigan  
Presentation: Consent Agenda

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## 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 480 hours of donated sick hours to the requesting employee.**

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Employee Request



# Staff Report

Donation  
Agenda of Sick  
Item: Leave

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This Police Lieutenant has proven to be highly valued. He has a medical health condition not associated with work, that will require him to miss approximately 12 weeks of work time. This time would concur with approved FMLA leave totaling a maximum of 12 weeks. The employee has approximately 183 hours currently available for leave and is requesting the donation of an additional 480 hours of sick leave to be donated from other employees.

Staff has reviewed this request and seeks 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 May 18, 2021 and will not exceed a maximum of 480 hours.

No donated sick leave hours will be utilized until all of the employee's personal sick/vacation hours are exhausted. In addition, as the employee accumulates sick/vacation hours, those hours will also be utilized prior to those donated by other employees.

To: Human Resource, Tim Kerigan  
Town Manager, Mike Scott  
Chief of Police, R.K.Powell

Date: 4.15.2021

It is with unfortunate circumstance that I, after 17 years of dedicated service to our Town that I will need to request assistance for sick time. As you all know, I purchased a house in Smithfield city limits and while doing my own renovations I fell off a ladder and dislocated my shoulder. It turned out that I had a torn rotator cuff and a large fracture in the socket of my shoulder from the fall. I had surgery January 29 to fix the fracture and torn rotator cuff. This has been by far the toughest recovery that I have ever experienced. I have had back surgery and most recently hip surgery and hernia surgery that has kept me out of work which has caused me to use a lot of my sick and vacation time. The Town has always been supportive of me and I truly appreciate the support with my past surgeries, and I appreciate all the support with this surgery and recovery process. I have waited until today, April 15, 2021 to request the Town Manager and the Council to allow the possibility of other Town employees to donate sick time. I have used all my sick time and am down to 283 hours of vacation left which is right a month of time. I spoke with the surgeon today, and Dr. Bowman Jr. expects me to make a full recovery and the fracture is healing beautifully. He expects me to be able to come back to full duty no sooner than July 29, 2021. He said this was a severe injury and could take up to a year to heal completely.

There is no doubt that my Chief has been supportive throughout my recovery and I truly apologize for leaving our Department short. He has offered me light duty and it is my hope to accept this opportunity soon. I have not been able to work light duty due to pain that I have experience with this injury and currently on prescription pain medication. I also am attending physical therapy three days a week. This has been an extremely slow recovery and at times have been discouraged. Each day does get better, and I am working as hard as I can to get back into uniform.

It is my hope that you will accept my request and allow the opportunity for the Council to hear the request to donate time. I really did not want to ask for sick time assistance, but I have seen our Town Employees come together for others in the past and it is my hope that some will want to assist me. Please feel free to share this email to anyone you see fit. I want to thank each of you for your continued support. Please feel free to contact me with any questions or if approved by the Manager if my attendance is necessary at the next Council meeting.

Thanks in advance for the consideration.







# Request for Town Council Action

Consent  
Agenda  
Item: Police  
Promotion  
Date: 05/04/2021

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Subject: Officer Promotions  
Department: Police Department  
Presented by: Chief of Police - R. Keith Powell  
Presentation: Consent Agenda Item

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## Issue Statement

The Police Department is requesting to be allowed to fill a vacant Sergeant Position **within the agency. A Sergeant's assessment was conducted**, with this candidate being in the process. The department is asking to promote a Master Patrol Officer to the rank of Sergeant.

## Financial Impact

It will cost the department a total of \$725.84 for the remainder of 2020/2021 Budget. The cost will be covered by the current budget. It will cost the department a total of \$4,717.96 for the 2021/2022 Budget. The cost will be covered by budget.

## Action Needed

I request the council approve this promotion, so the agency can continue to grow and maintain the outstanding service that we provide to our citizens.

## Recommendation

Allow this Master Patrol Officer to be promoted to the rank of Sergeant.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report



# Staff Report

Consent  
Agenda  
Item: Police  
Promotion

---

The Police Department is requesting to be allowed to fill a vacant Sergeant's Position within the agency. **A Sergeant's assessment was conducted** in 2020 with Seven Candidates. The department is asking to promote a Master Patrol Officers to the rank of Sergeant .



# Request for Town Council Action

Consent  
Agenda  
Item: Assistant  
Date: Aquatic  
Supervisor  
Promotion  
05/04/2021

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Subject: Promotion

Department: Parks and Recreation - Aquatics

Presented by: Gary Johnson / Tim Kerigan

Presentation: Consent Agenda

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## Issue Statement

This is a request to promote from within, an employee from Facility Maintenance Specialist II (P&R- Recreation) to Assistant Aquatic Supervisor - P&R – Aquatics).

## Financial Impact

This pay increase is accounted for in the Park and Recreation – Aquatics/SRAC budget and will not require a budget amendment to the current salary line item. The increased annual pay for this employee would be less than the retiring employee. Effective date would be May 03, 2021.

This promotion will equate to an annual increase of \$2,974.40 for this employee and an increase of \$514.80 for the remainder of the fiscal year. However, it is an annual decrease of \$166.40 in comparison to the retiring employee.

## Action Needed

Approval to proceed with the requested promotion.

## Recommendation

Staff recommends the approval of the promotion.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report



# Staff Report

Consent  
Agenda  
Item: Assistant  
Aquatic  
Supervisor  
Promotion

---

This is a request to promote from within, an employee from Facility Maintenance Specialist II (P&R- Recreation) to Assistant Aquatic Supervisor - P&R – Aquatics).

Our previous Assistant Aquatic Supervisor retired effective July 01, 2020. However, due to the COVID-19 pandemic, staff chose to delay the filling of this position.

As per the Employee Handbook, the employee will receive the minimum of the new pay grade for this promotion.

This promotion will equate to an annual increase of \$2,974.40 for this employee and an increase of \$514.80 for the remainder of the fiscal year. However, it is an annual decrease of \$166.40 in comparison to the retiring employee.



# Request for Town Council Action

Consent Agenda Item: Girl Scout Hut Renovations  
Date: 05/04/2021

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Subject: Girl Scout Hut Renovations  
Department: Parks and Recreation  
Presented by: Parks and Recreation Director - Gary Johnson  
Presentation: Consent Agenda Item

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## Issue Statement

The Parks and Recreation Department is seeking approval for JLP Carpentry to make improvements / renovations to the Girl Scout Hut at Bob Wallace Jaycee Kiddee Park.

## Financial Impact

Approved Budgeted Amount for FY 2020-2021: \$ 26,000.00

Amount of Purchase/Bid/ Contract: \$ 21,295.00

## Action Needed

Approval for JLP Carpentry to make improvements / renovations to the Girl Scout Hut.

## Recommendation

Approval for JLP Carpentry to make improvements / renovations to the Girl Scout Hut

Approved:  Town Manager  Town Attorney

## Attachments:

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



## STAFF REPORT

Consent Girl Scout  
Agenda Hut  
Item: Renovations  
Date: 05/04/2021

The Parks and Recreation Department requested and was allocated funding in the FY 20/21 Budget (line item 10.60.6200.5700.7400) funds for improvements / renovations to the Girl Scout Hut located at the greenway trailhead at Bob Wallace Jaycee Kiddie Park. Repairs include removing and replacing the front a rear decks, adding additional deck posts, replacing the siding and painting the building including the foundation. \$26,000.00 was allocated for this project.

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

Quotes were received from:

JLP Carpentry	\$ 21,295.00
Southern Tide Homes	\$ 21,700.00
Blueprint Construction	\$ 28,000.00

The Parks and Recreation Department is recommending and seeking approval for JLP Carpentry to complete the improvements to the Girl Scout Hut located at the greenway trailhead at Bob Wallace Jaycee Kiddie Park.



# Request for Proposal

## GIRL SCOUT HUT RENOVATION PROJECT

### Request for Proposal

The Town of Smithfield Parks and Recreation Department is seeking a contractor to complete the exterior renovation for the historic Girl Scout Hut.

### Location

306 S. Second Street, Smithfield, NC 27577 (adjacent to the Bob Wallace / Jaycee Kiddie Park)

### Deadline for Proposals

Monday, March 8, 2021—5:00 pm

### Anticipated Award of Contract

Tuesday, April 6, 2021

### Work Completion Date

June 30, 2021

### Scope of Work

Remove and rework rear deck and install necessary flashing. Replace rotten band. Replace rails and decking. Add additional posts to prevent further sagging.

Remove and rework front deck and install necessary flashing. Replace rotten banc. Replace rails and decking. Add additional posts to prevent further sagging.

Replace T-111 siding panels and "Z" strips used to make connections between upper and lower pieces of siding.

Paint entire building including foundation.

Include all labor, material and debris removal

### Direct Questions to

Gary Johnson, Director of Parks and Recreation

919 934-2148

[gary.johnson@smithfield-nc.com](mailto:gary.johnson@smithfield-nc.com)

**Submit Proposals to**

**Girl Scout Hut Renovation**

c/o Gary Johnson, Director of Parks and Recreation

Smithfield Parks and Recreation

600 M. Durwood Stephenson Pkwy.

P.O. Box 2344

Smithfield, NC 27577

or electronically to

[gary.johnson@smithfield-nc.com](mailto:gary.johnson@smithfield-nc.com)

(please use **Girl Scout Hut Renovation Proposal** in the subject line)



# JLP CARPENTRY

# Proposal

DATE March 5, 2021

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

**Bill To:**

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

Description	AMOUNT
<p>RENOVATIONS TO SMITHFIELD GIRLS SCOUT HUT</p> <ul style="list-style-type: none"><li>* Remove and rework rear deck, install necessary flashing. Replace rottend band, rails and decking. Add additional posts to prevent sagging.</li><li>* Remove and rework front deck, install necessary flashing. Replace rottend band, rails and decking. Add additional posts to prevent sagging.</li><li>* Replace siding with T-111 panels with Z Strips.</li><li>* Paint building including foundation.</li><li>* Include all labor, material and debris removal.</li></ul>	<p>\$ 21,295.00</p>
<b>TOTAL</b>	<b>\$ 21,295.00</b>

**THANK YOU FOR YOUR BUSINESS!**



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

[clay@southerntidehomes.net](mailto:clay@southerntidehomes.net)  
License #81327

**Name: Town of Smithfield**

**Date: March 26, 2021**

**Address: Girl Scout Hut  
306 S. 2<sup>nd</sup> St  
Smithfield, NC**

**Scope of Work:**

- Remove front and rear decks, stairs and ramp
- Install new deck, ramp, stairs and railings
- Remove T1-11 wood siding and install new T1-11
- Paint entire building and foundation blocks

**Total Price:  
\$21,700.00**

**Thank You,  
Clayton Roberts**



3800 Centurion Dr., Suite 109  
GARNER, NC 27529

Date: 2/9/2021

## PROPOSAL

CLIENT: Smithfield Parks & Rec., Gary Johnson

PHONE: 919.934.1408

Prepared by Robbie S. Liles

EMAIL: gary.johnson@smithfield-nc.com

PROJECT ADDRESS: Bob Wallace (Kiddie Park), Smithfield, NC

Phone: 919.210.1589

PROJECT #: 21-133

### DESCRIPTION OF WORK

- Rear deck needs to be pulled away from building to properly install necessary flashing. Replace rotted band. Deck needs to be secured back to building with proper fastening nuts, bolts and washers. Outer deck band needs additional support posts to prevent further sagging and possible collapse.
- Front ramp needs to be pulled away from building to properly install necessary flashing. Replace rotted band. Ramp needs to be secured back to building with proper fastening nuts, bolts and washers. Numerous ramp ballusters are missing and several need replacing.
- Approximately 20 pcs of the existing T-111 siding panels need replacing. Multiple pieces of the "Z" strip used to make the connection between upper and lower pieces of siding need replacing.
- Paint entire building.

Material, labor & debris removal included.

**TOTAL PROJECT PROPOSAL: \$28,000.00** (Twenty eight thousand dollars and no/100 cents)

### Terms & Conditions

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

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

Client Signature:

Date:

Thank you,

Robbie S. Liles





# Request for Town Council Action

Consent Advisory  
Agenda Board  
Item: Appointments  
Date: 05/04/2021

---

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

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## Issue Statement

The Town Council is asked to consider a new appointment and a reappointment to the Recreation Advisory Committee

## Financial Impact

N/A

## Action Needed

The Town Council is asked to consider and approve the appointment of **Carvus "Drew" Byrd, IV** to a first term on the Recreation Advisory Committee and Scott Wright to a fourth term on the Recreation Advisory Committee.

## Recommendation

Staff recommends approval of this appointment

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. **Carvus "Drew" Byrd, IV** – Board Application
3. Scott Wright – Board Application



# Staff Report

Consent    Advisory  
Agenda    Board  
Item      Appointments

---

## Board Reappointments

**Carvus "Drew" Byrd, IV** has submitted an application for consideration to be appointed to a first term on the Recreation Advisory Committee.

Scott Wright has submitted an application for consideration to be reappointed to a fourth term on the Recreation Advisory Committee.

## Current Board vacancies are as follows:

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



Town of Smithfield
Board, Commission, or Committee
Application

Name: Byrd IV (Last) Carvus "Drew" (First) Andrew (MI)

Home Address: 205 Longview Drive, Smithfield NC 27577

Business Name & Address:

Telephone Numbers: (Home) 703-909-9313 (Mobile) cabyrd4@gmail.com (Email)

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

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

Interests & Skills: Interests: Spending time outdoors, listening to books/podcasts/music, woodworking, exercising, and playing sports
Skills: Problem solving, data analysis, and project management

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

Recent Job Experiences: Decision Support Analyst - UNC Johnston Health, Smithfield, NC -- Sep 2019 to Present
Sr Data Analyst - Harley Davidson Motor Company, Milwaukee, WI -- Nov 2017 to Sep 2019
Financial Analyst - Fazoli's, Lexington, KY -- Sep 2016 to Nov 2017

Civic or Service Organization Experience: Eagle Scout Troop 66 Smithfield NC, Brotherhood of Saint Andrews (Men's Group within Episcopal Church)

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 feel a sense of duty to contribute to both the town I live in and my hometown.  
I'm hopeful I can be of help and add value to one (or two) of the committees listed with my analytical and problem solving skill sets.

**Affirmation of Eligibility:**

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

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

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

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

Printed Name: Carvus Andrew Byrd IV

Signature: 

Date: 4/7/2021

Return completed for to:

Shannan Parrish  
Town Clerk

P. O. Box 761

Smithfield, North Carolina 27577

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

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





Town of Smithfield
Board, Commission, or Committee
Application

Name: Wright Scott J

Home Address: 303 W. Wilson Street Smithfield (MI)

Business Name & Address:

Telephone Numbers: (Home) 919-464-3412 (Mobile) Wareaglean23@yahoo.com (Email)

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

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

Interests & Skills: my background is exercise physiology

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

Recent Job Experiences: Cardiac and pulmonary rehab

Civic or Service Organization Experience: Guest speaker @ several civic groups

Town Boards previously served on and year(s) served: only Parks/Rec Advisory

Please list any other Boards/Commissions/Committees on which you currently serve: none

Why are you interested in serving on this Board/Commission/Committee? want to participate  
in whatever capacity I can (Town of Smithfield)

**Affirmation of Eligibility:**

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

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

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: Scott Wright  
Signature: [Handwritten Signature] Date: 4-26-21

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

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



# Staff Report

Consent  
Agenda  
Item: New Hire / Vacancy Report

## Background

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

In addition, please find the following current vacancies:

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Assistant Finance Director	Finance	10-10-4200-5100-0200
Camp Counselors (Part-time)	P&R – Recreation	10-60-6200-5100-0210
Firefighter I (2 positions)	Fire	10-20-5300-5100-0200
Fire Inspector (Part-time)	Fire	10-20-5300-5100-0210
Public Works Director	Public Works	10-60-5500-5100-0200
Police Officer I (5 positions)	Police	10-20-5100-5100-0200
Sanitation Equipment Operator (2 positions)	Public Works	10-40-5800-5100-0200
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200
Zoning Compliance Assistant (Part-time)	Planning	10-10-4900-5100-0200

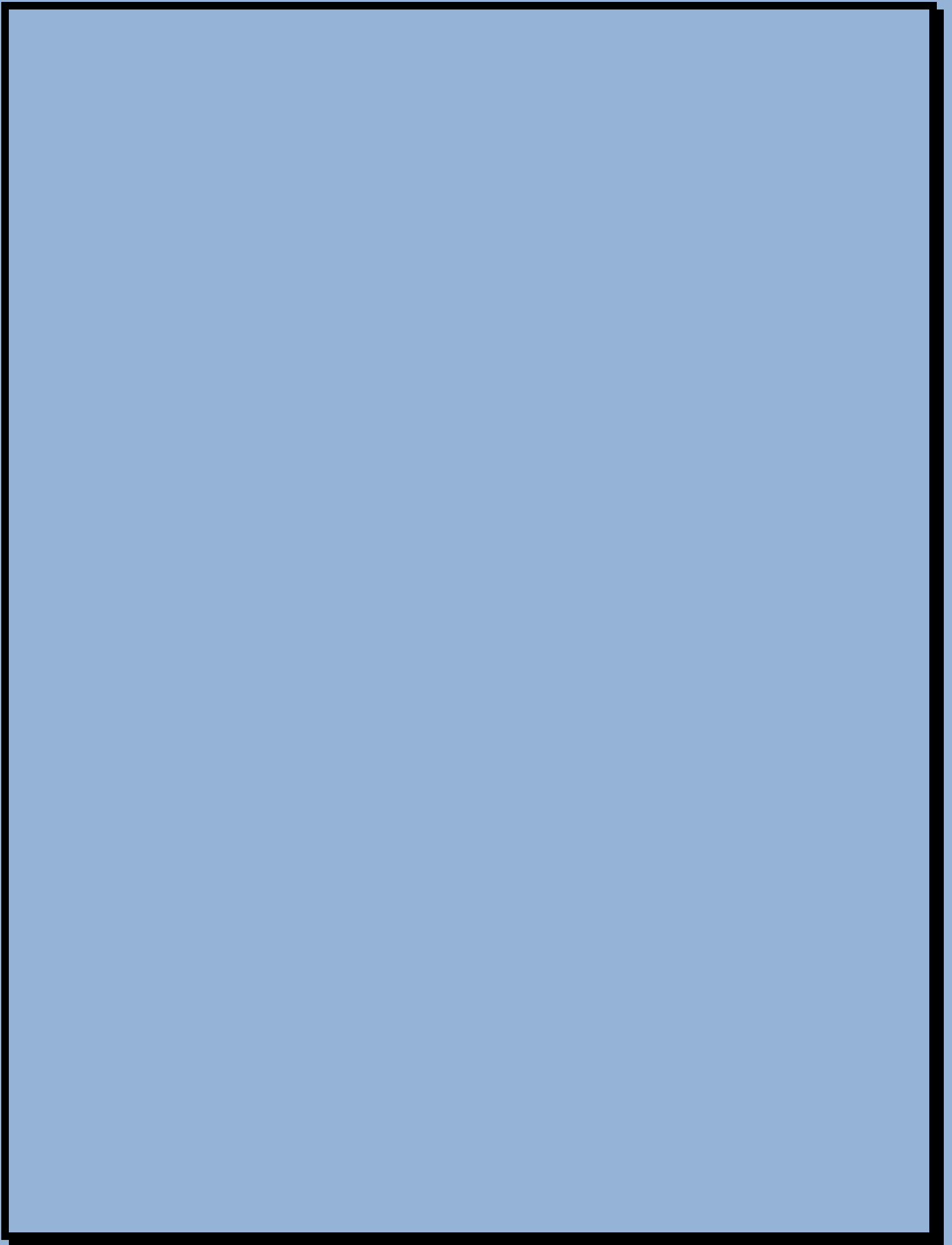
## Action Requested

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

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
P/T Police Officer (Chaplain)	Police	10-20-5100-5100-0200	\$16.85/hr.
P/T SYCC Staff (2 positions)	P&R – SYCC	10-60-6240-5100-0210	\$9.00/hr.



# Business Items





# Request for Town Council Action

**Business  
Agenda  
Item:** Naming of  
Splash  
Pad  
Discussion  
**Date:** 05/04/2021

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**Subject:** Naming of the new Splash Pad Park: "Eva E. Ennis Park"  
**Department:** Parks and Recreation  
**Presented by:** Parks and Recreation Director – Gary Johnson  
**Presentation:** Business Item

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## Issue Statement

Naming of the location of the recently built splash pad park the Eva E. Ennis Park

## Financial Impact

Approved Budgeted Amount for FY 2020-2021: N/A

Amount of Purchase/Bid/ Contract: N/A

## Action Needed

Name the new splash pad and surrounding amenities the Eva E. Ennis Park

## Recommendation

Name the new splash pad and surrounding amenities the Eva E. Ennis Park

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report



## STAFF REPORT

**Business  
Agenda  
Item:** **Naming of  
Splash  
Pad  
Discussion**  
**Date:** 05/04/2021

The Smithfield Parks and Recreation Department recently completed the construction of a splash pad to be opened in May of 2021. The splash pad was built on the former site of the Eva E. Ennis Municipal Pool adjacent to Smith-Collins Park.

The Parks and Recreation Department is requesting to name the splash pad and facility including current and future amenities the Eva E. Ennis Park in memory of Mrs. Ennis. A sign from the former pool was saved and reads:

"THIS PARK IS DEDICATED IN THE MEMORY OF EVA E. ENNIS 1895-1977"

Town Clerk Shannan Parrish has looked through the minutes of the meetings leading up to the construction of the pool and those shortly after (1976 through 1983) and did not find anywhere that the park had been formally dedicated or named. Another sign at the pool listed the mayor and council members with the heading Municipal Pool. The Parks and Recreation Department recommends formally naming the facility as the EVA E. ENNIS PARK.

The existing small sign would be mounted at the splash pad and a more prominent sign consistent with those in the parks throughout town would be installed.





# Request for Town Council Action

**Business  
Agenda  
Item:** Naming of  
Girl Scout  
Hut  
Discussion  
**Date:** 05/04/2021

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**Subject:** Naming of the Girl Scout Hut (Rachel May Mattox)  
**Department:** Parks and Recreation  
**Presented by:** Parks and Recreation Director - Gary Johnson  
**Presentation:** Business Item

---

## Issue Statement

Discussion of re-naming of the Smithfield Girl Scout Hut at Jaycee Kiddee Park the Rachel May Mattox Girl Scout Hut

## Financial Impact

Approved Budgeted Amount for FY 2020-2021: \$0

Amount of Purchase/Bid/ Contract: \$0

## Action Needed

Approval to re-name the Smithfield Girl Scout Hut to the Rachel May Mattox Girl Scout Hut.

## Recommendation

Approval to re-name the Smithfield Girl Scout Hut to the Rachel May Mattox Girl Scout Hut.

Approved:  Town Manager  Town Attorney

## Attachments:

1. Staff Report
2. Smithfield Herald Article Text from 1996 by Mrs. Julia McCullers



## **STAFF REPORT**

**Business  
Agenda  
Item:** **Naming of  
Girl Scout  
Hut  
Discussion**  
**Date:** 05/04/2021

During the budget process and upon approval, the Parks and Recreation Department was contacted by the Rachel May Mattox family concerning the name of the Girl Scout Hut. Funds were requested and appropriated for renovations in the 20/21 FY Budget.

The family, as well as others in the community, questioned if the Girl Scout Hut had been or was named in memory of Mrs. Mattox as that was their recollection from many years earlier. After doing some back ground research, with the help of Todd Johnson from the Heritage Center, it was determined that the Girl Scout Hut was not named in honor of Mrs. Mattox although she was very instrumental in its construction and also influential in bringing the Girl Scouts to Smithfield and Johnston County. There was a Girl Scout day camp adjacent to the Girl Scout Hut (still the current location) that was named the Rachel May Mattox Day Camp but this camp no longer exists.

With this being the case, it was asked if it were possible to re-name the Girl Scout Hut in her memory as to continue the legacy she had with Girl Scouting in Smithfield and Johnston County.

There is a biography attached written by Mrs. Julia McCullers in 1996 for the Smithfield Herald.

Mrs. Mattox was an influential in Girl Scouting in Smithfield and Johnston County. Local leaders as well as leaders or the local district have been contacted concerning this request and no one has had any objections to this request.

## RACHEL TAYLOR MATTOX: SOCIAL ACTIVIST

By: Julia A. McCullers

Two major events in American history -- the Great Depression and World War II -- shaped many of the contributions that Rachel Taylor Mattox made to Smithfield and Johnston County.

A native of Hookerton, Rachel Taylor graduated from Greensboro College in 1921. She was awarded a scholarship to pursue her interest in drama, which had blossomed during her four years in college. The school she wanted to attend was in Chicago.

But the young woman's plans for a career in drama were altered when her sister became seriously ill with tuberculosis. Rachel Taylor decided she needed to stay near home to help out with her sister's care.

She began to teach English and drama in Wendell, where she met her future husband, Ben Mattox, a bachelor who was several years older than she was. They were married in 1927.

Mr. and Mrs. Mattox and their three children moved to Smithfield in 1934. By that time the Great Depression was causing widespread unemployment and hard times. President Franklin D. Roosevelt, attempting to find jobs for Americans desperate for work, created the Work Projects Administration (WPA). Programs connected with the WPA spread into Johnston County and the rest of the country.

Rachel Mattox was appointed director of Johnston County's WPA-sponsored recreation programs. She quickly plunged into the task of providing stimulating, wholesome recreational opportunities for people who were suffering from poverty and boredom.

She set up WPA recreation sites in Smithfield, Clayton, Four Oaks, and Selma, directly supervising 30 workers employed to oversee activities going on at playgrounds, churches, and nurseries. By the late 1930s, The Smithfield Herald reported that more than 350 people in Smithfield participated daily in seven different recreation sites, including Johnston County Training School, Centenary Methodist Church, the mill village, the Kiwanis playground near Spring Branch, the Dixie Warehouse, the Legion Hut, the Woman's Club, and the tennis courts. Day-care for the children of women who needed to work was provided at three locations. Art teachers conducted classes; children learned to play tennis; arts and crafts were taught; music and drama were offered.

In Four Oaks, daily attendance in WPA recreation projects was 150. The Methodist church housed many of the activities, and the large grassy area where the B. B. Adams home formerly stood was used for outdoor games. A reading room with books was available as part of the program.

In Clayton, tennis classes and softball tournaments were scheduled, as well as art instruction and pre-school day care for children of working mothers.

In Selma, Mrs Mattox and her helpers set up the WPA recreation center in the mill village, where "attendance seldom fell under a hundred children and adults daily." Volley ball, croquet, Chinese and American checkers, chess, bingo , clay modeling, "paddle tennis," crafts, sewing, and community singing were the activities offered. An art teacher came several days a week, and a small library and reading room were available.

Mrs. Mattox worked tirelessly on the programs. Her older son, Gray, remembers tagging along with his mother as she visited the day-care sites: "There was always a lot going on to entertain the children. They put on little plays and did handicrafts. It was a lot like a summer Scout or 'Y' camp, and Mother loved all of the activity as much as the children did."

During the Depression, theatrical people employed by the WPA frequently visited small towns and directed plays that featured local people. These shows provided folks an opportunity to forget financial woes for an hour or two, and they also gave the directors a chance to travel around the country and earn a living.

Rachel Mattox was in her element when one of these dramatists came to town. She participated enthusiastically, sometimes playing a part in the production herself. In Smithfield, the plays were performed in the courtroom of the Johnston County Courthouse or in the amphitheater behind the Woman's Club on North Second Street.

At one point Mrs. Mattox submitted a story about Civil War events that took place near Smithfield to the drama class of Professor Frederick Koch at the University of North Carolina in Chapel Hill. Two of Professor Koch's students -- one of whom was Betty Smith, who later became well known as the author of "A Tree Grows in Brooklyn" and other novels -- turned the story into a play called "The Lady of the Confederacy." It was produced by Johnston County's WPA-sponsored drama group in December of 1940 and was performed several times for capacity audiences. Mrs. Mattox played "the mother of the heroine," according to newspaper accounts written about the production.

Another WPA project was the construction of what was termed the "Center for Negro Recreational and Vocational Activities." It was on the campus of Johnston County Training School in East Smithfield and was completed in 1936. Mrs. Mattox and her co-workers used this site for many events, including a "community sing" that drew performers from Goldsboro, Kenly, and Four Oaks. The building was often referred to as "Opportunity Hall."

Mrs. Mattox devised ingenious methods of securing money for recreational projects. In 1938 she planned what was advertised as a "barn jamboree" to be set in the American Legion Hut, a sturdy log building near the Neuse River in Smithfield. She told The Smithfield Herald that "the interior of the Hut will be transformed to represent a huge barn with hay and corn shucks to give a realistic setting." Participants were urged to come in "rustic garb." She also

said that there would be "good fiddle music to enliven the occasion, a grand march led by competent leaders, and prizes for the best costumes. Farmers and farmerettes, milk maids and chore boys will line up in the competition and the best will receive prizes." The "Barn Jamboree" would raise money to purchase playground and sports equipment.

Always concerned about the needs of children and sympathetic to the hardships many families faced, she was appointed to the Johnston County Board of Public Welfare, a forerunner of Social Services. She volunteered much time and energy to this agency for eight years.

Few people knew more about how much the Depression had hurt the people of Johnston County than Rachel Mattox did, and few did more to try to help those who were suffering.

In 1941, when World War II began, Americans from all walks of life were affected in dramatic ways as the country focused on the dangerous business of defeating its powerful enemies. A war being fought on two major fronts made exceptional demands on the armed forces; but it also demanded exceptional effort from those who did their part on the homefront.

Smithfield, like other small towns, responded to the challenge.

One local organization that threw its wholehearted support into the war effort was the Smithfield Woman's Club. Mrs. Mattox, who served as the group's president in 1940-42, led the club into many war-related projects.

One of their major projects was working with the Smithfield Soldier Center, a recreation program that closely resembled the clubs of the United Services Organization (USO). The Center's main goal was to provide wholesome entertainment for military personnel.

The Smithfield Soldier Center was set up in the American Legion Hut on the east bank of the Neuse River.

Service personnel from Fort Bragg, Pope Air Force Base, Camp McCall, and other military bases were invited to come to the Hut to drink coffee, eat doughnuts, and listen to 78-rpm records of Glenn Miller's "String of Pearls" and "In the Mood."

Members of the Woman's Club served as hostesses for homesick, lonely soldiers who were looking for something to do on the weekends. These ladies recruited local young women to come to the Hut to dance with the servicemen, and they served as "official" chaperones. They also provided refreshments, usually including home-baked cookies.

Smithfield people who remember the Soldier Center also recall that cots were set up in the Legion Hut so visiting servicemen could spend the night. Soldiers who spent Saturday night in the Hut were often invited to attend local churches the next morning. Afterwards, families invited them into their homes for Sunday dinner.

The Woman's Club did all it could to help with "the war effort." They promoted the sale of War Bonds and supported drives for scrap metal. They cooperated with the Fort Bragg USO program by taking a carefully chaperoned group of Smithfield girls to the base on Friday nights.

The Smithfield Woman's Club supported the Ground Observer Corps, a group that scanned the skies for enemy planes. They provided spotters for the observer tower and made plans for what they could do if an air raid or other disaster occurred. Many of the women signed up for the first-aid courses that had been scheduled.

In 1944 -- even though she had been hospitalized after a serious auto accident -- Mrs. Mattox followed through on a project to send potted plants, lamps, ash trays, and draperies for a reading room for patients at Fort Bragg's regional hospital. The recreation director of the Fort Bragg Red Cross wrote a letter thanking Mrs. Mattox for the donation, and also thanked other Smithfield women who had sent chocolate cakes for the wounded soldiers in the wards.

Rachel Mattox led the Smithfield Woman's Club into many other projects not related to the war.

The club donated to the building of the Boy Scout Hut by the Neuse River and provided lunch for the volunteers who erected it in a single day. They gave money to the schools to buy cod liver oil for undernourished children; they donated to a fund that supplied milk to needy children; they supported the Red Cross and worked with the Tuberculosis Christmas Seal Sale.

Following Eleanor Roosevelt's motto of "Eat it up, wear it out, use it again," the club women collected fruit jars to give to a WPA organization -- the National Youth Association (NYA) -- that sought to find work for young people. They also donated the pears from the tree near the Woman's Club building so that NYA girls could practice canning them.

The women pledged money to the Birth Control Clinic sponsored by the Johnston County Welfare Department, and they established a Citizenship Award to be given annually to the best citizens in the senior classes of Smithfield High School and Johnston County Training School. When they learned that the WPA nursery in the mill village needed repairs, they made a donation to the cause.

Smithfield's public library, which had been a Woman's Club project since 1914, continued to receive the group's support. They budgeted a monthly donation to the bookmobile, which gave many Johnston County children and adults their only access to books.

Funds for their projects came from magazine sales and the publication of their Woman's Club Cook Book.

It was also during this time that the Smithfield Girl Scout Organization came into being, sponsored by the Citizenship Department of the Woman's Club. Seventy-one girls quickly signed up: 13 Brownies, 43 Intermediates, and 15 Seniors.

Mrs. Mattox, while working with the scouts, was also hearing young women in town say that they would like to form a Junior Woman's Club, but attending club meetings would be a problem, since most of them had small children. She solved the problem in a way that helped both the young matrons and the girls: she arranged for the Girl Scouts to take care of the children while their mothers attended Junior Woman's Club meetings. The girls earned the Child Care badge while they baby-sat, and the community benefited from the projects the new club undertook. It was an excellent arrangement.

Mrs. Mattox's name was linked to Girl Scouting for many years. She was instrumental in building the Girl Scout Hut located in a wooded area south of Riverside Cemetery, a structure still being used by Smithfield Girl Scouts.

She also led the development of a Girl Scout day camp near the Hut. The site was designated the Rachel May Mattox Day Camp by the local council.

In 1943 Mrs. Mattox and her husband became involved in a movement to start a Christian (Disciples of Christ) Church in Smithfield. Mr. Mattox was elected chairman of the 11 original Disciples, and Mrs. Mattox and three other local women formed the original Christian Women's Fellowship (CWF). By 1947 First Christian Church of Smithfield was formally organized and housed in a structure on North Second Street.

In 1958, First Christian Church purchased a site in South Smithfield and erected a new building. Today First Christian is a thriving congregation.

In the early 1950s, Mrs. Mattox became Smithfield's first "Welcome Wagon Lady." She was uniquely well qualified to meet, greet and make new residents aware of what was going on in the community.

Rachel Mattox served as president of the Sanders-Holt Chapter of the United Daughters of the Confederacy. She was a district president of the North Carolina Federation of Woman's Clubs, and in 1976 she won first place in a statewide speaking contest sponsored by the Federation.

When her class at Greensboro College observed its 50th Reunion in 1971, she was chosen to give the graduation address.

From the late 1950s on, Mrs. Mattox enjoyed managing an apartment complex the family owned at Carolina Beach.

Rachel Mattox died of breast cancer in 1976.

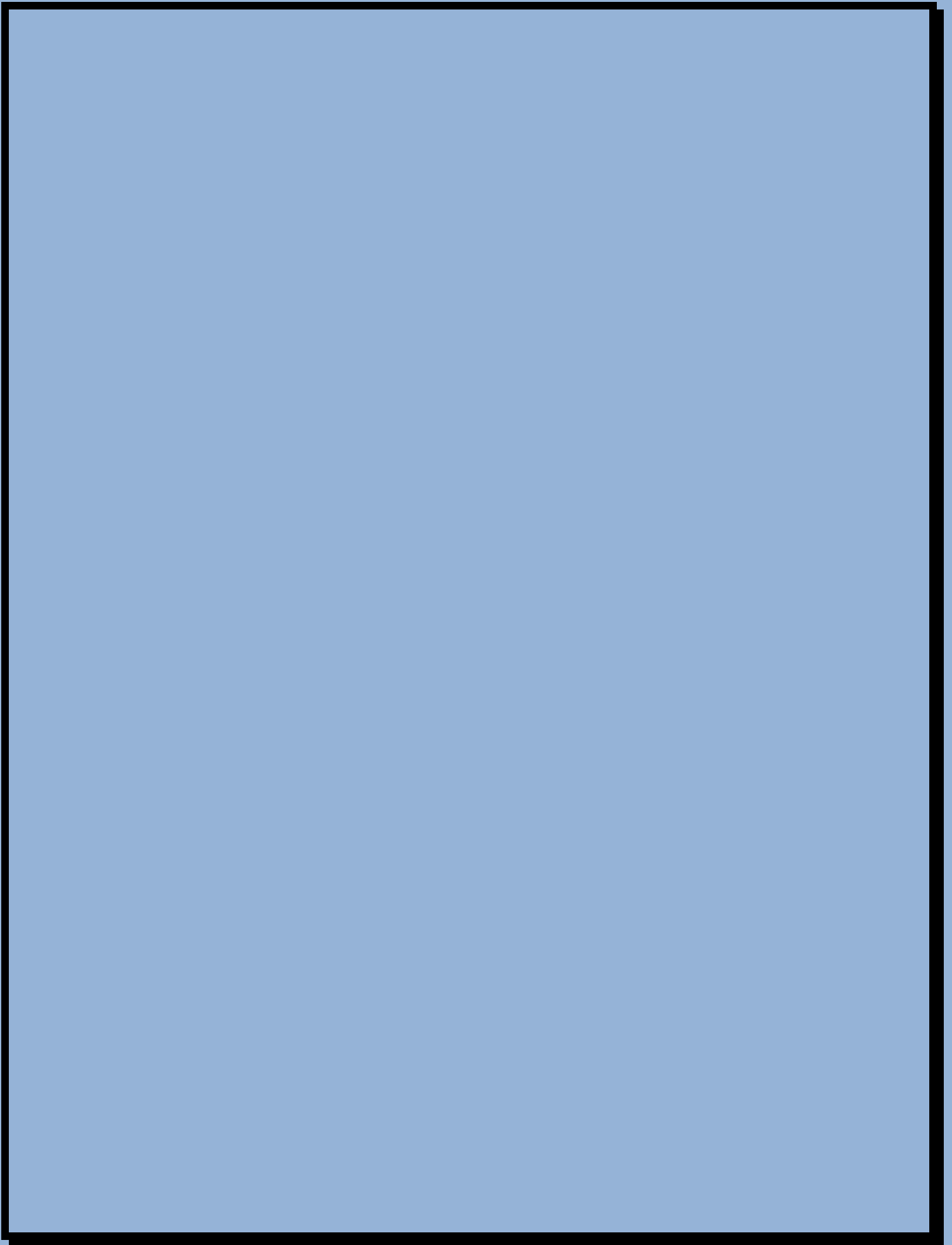
Her son, Gray Mattox, is a retired Navy aviator living in Sonoma, California; son Fred Mattox is an attorney in Greenville; and daughter Alice Soles is a Realtor at Carolina Beach.

The enthusiasm, patriotism, and compassion Rachel Mattox poured out made Johnston County a better place to live.

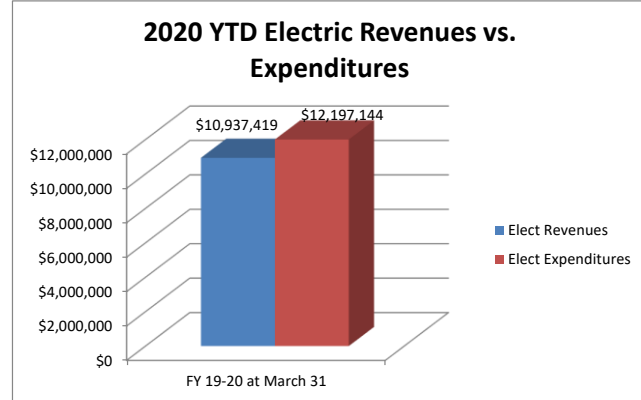
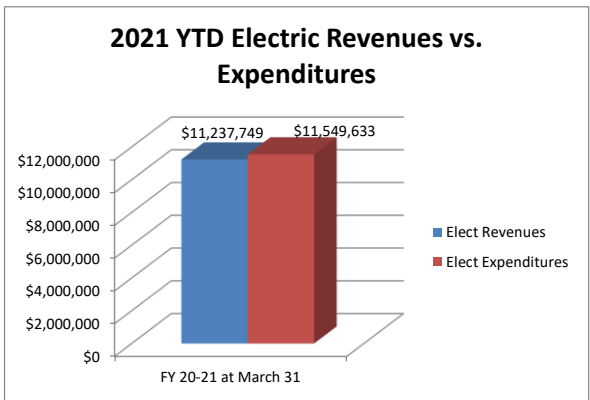
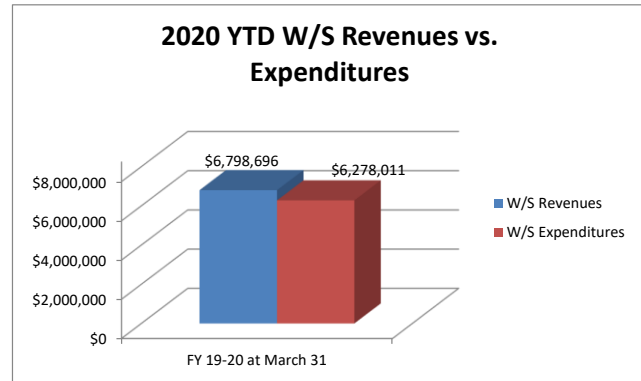
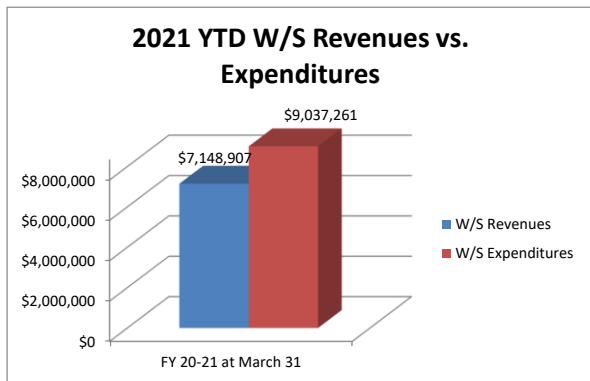
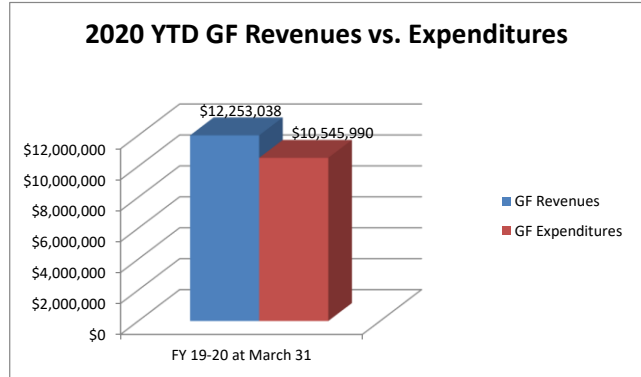
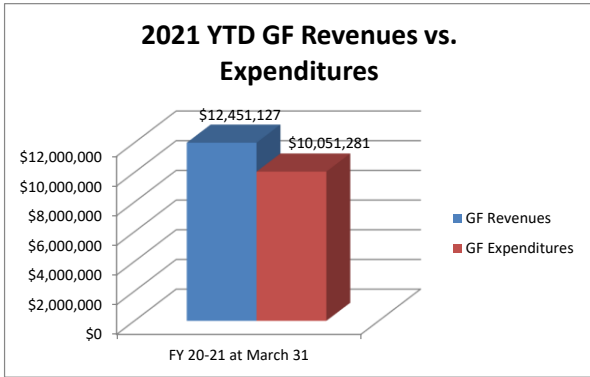




# Financial Report



# Town of Smithfield Revenues vs. Expenditures



**TOWN OF SMITHFIELD**  
**MAJOR FUNDS FINANCIAL SUMMARY REPORT**  
**March 31, 2021**  
**Gauge: 9/12 or 75 Percent**

**GENERAL FUND**

<b>Revenues</b>	Frequency	<b>Actual to Date</b>	<b>Budget</b>	<b>Actual to Date</b>
		<b>FY '19-20</b>	<b>FY '20-21</b>	<b>FY '20-21</b>
Current & Prior Year Property Taxes	Monthly	\$ 6,362,751	\$ 6,450,000	\$ 6,489,678
Motor Vehicle Taxes	Monthly	455,466	575,000	520,743
Utility Franchise Taxes	Quarterly	736,071	975,000	702,688
Local Option Sales Taxes	Monthly	1,634,882	2,147,000	1,734,414
Aquatic and Other Recreation	Monthly	517,605	585,000	152,564
Sanitation (Includes Penalties)	Monthly	921,576	1,351,300	929,070
Grants		311,491	204,852	466,905
All Other Revenues		1,313,196	1,378,308	1,455,065
Loan Proceeds		-	-	-
Transfers (Electric and Fire Dist.)		-	261,614	-
Fund Balance Appropriated		-	1,798,008	-
<b>Total</b>		<b>\$ 12,253,038</b>	<b>\$ 15,726,082</b>	<b>\$ 12,451,127</b>

<b>Expenditures</b>	<b>Actual to Date</b>	<b>Budget</b>	<b>Actual to Date</b>
	<b>FY '19-20</b>	<b>FY '20-21</b>	<b>FY '20-21</b>
General Gov.-Governing Body	\$ 324,163	\$ 478,048	\$ 322,164
Non Departmental	693,008	932,054	567,781
Debt Service	828,743	920,953	920,997
Finance	70,549	133,015	73,053
Planning	232,938	366,642	220,299
Police	2,517,824	4,289,712	2,755,745
Fire	1,570,215	2,791,203	2,055,127
EMS	-	-	5,124
General Services/Public Works	416,237	682,641	541,766
Streets	1,145,826	863,111	352,615
Motor Pool/Garage	73,531	95,215	73,953
Powell Bill	36,518	274,315	33,563
Sanitation	835,646	1,410,260	1,021,499
Parks and Rec	1,093,962	1,005,200	491,516
SRAC	687,480	1,115,890	600,083
Sarah Yard Center	19,350	76,610	15,996
Contingency	-	291,213	-
Appropriations/Contributions	-	-	-
<b>Total</b>	<b>\$ 10,545,990</b>	<b>\$ 15,726,082</b>	<b>\$ 10,051,281</b>

YTD Fund Balance Increase (Decrease) - -

**WATER AND SEWER FUND**

<b>Revenues</b>	<b>Actual to Date</b>	<b>Budget</b>	<b>Actual to Date</b>
	<b>FY '19-20</b>	<b>FY '20-21</b>	<b>FY '20-21</b>
Water Charges	\$ 1,893,205	\$ 2,872,930	\$ 1,954,725
Water Sales (Wholesale)	1,229,858	1,800,000	1,097,542
Sewer Charges	3,053,137	4,370,000	3,264,234
Penalties	-	50,000	39,870
Tap Fees	7,240	4,500	23,690
Other Revenues (Includes Penalties for FY18-19)	115,256	39,400	768,846
Grants	500,000	-	-
Loan Proceeds	-	-	-
Fund Balance Appropriated	-	213,812	-
<b>Total</b>	<b>\$ 6,798,696</b>	<b>\$ 9,350,642</b>	<b>\$ 7,148,907</b>

<b>Expenditures</b>	<b>Actual to Date</b>	<b>Budget</b>	<b>Actual to Date</b>
	<b>FY '19-20</b>	<b>FY '20-21</b>	<b>FY '20-21</b>
Water Plant ( <b>Less Transfers</b> )	\$ 1,307,844	\$ 2,059,102	\$ 1,399,468
Water Distribution/Sewer Coll ( <b>Less Transfers</b> )	3,132,124	4,820,402	3,728,162
Transfer to General Fund	-	-	-
Transfer to W/S Capital Proj. Fund	1,250,000	1,500,000	3,298,500
Debt Service	588,043	611,133	611,131
Contingency	-	360,005	-
<b>Total</b>	<b>\$ 6,278,011</b>	<b>\$ 9,350,642</b>	<b>\$ 9,037,261</b>

**ELECTRIC FUND**

<b>Revenues</b>	<b>Actual to Date</b>	<b>Budget</b>	<b>Actual to Date</b>
	<b>FY '19-20</b>	<b>FY '20-21</b>	<b>FY '20-21</b>
Electric Sales	\$ 10,680,908	\$ 16,300,000	\$ 10,977,049
Penalties	91,939	100,000	68,041
All Other Revenues	164,572	164,000	192,659
Grants	-	-	-
Loan Proceeds	-	-	-
Fund Balance Appropriated	-	233,862	-
<b>Total</b>	<b>\$ 10,937,419</b>	<b>\$ 16,797,862</b>	<b>\$ 11,237,749</b>

<b>Expenditures</b>	<b>Actual to Date</b>	<b>Budget</b>	<b>Actual to Date</b>
	<b>FY '19-20</b>	<b>FY '20-21</b>	<b>FY '20-21</b>
Administration/Operations	\$ 1,618,614	\$ 2,689,692	\$ 1,830,274
Purchased Power - Non Demand	3,520,517	12,615,420	2,976,911

Purchased Power - Demand	4,776,748	-	4,890,074
Purchased Power - Debt	867,132	-	867,132
Debt Service	351,307	342,586	342,585
Capital Outlay	112,826	35,000	22,657
Contingency	-	331,664	-
Transfers to Electric Capital Proj Fund	950,000	695,000	620,000
Transfer to Electric Capital Reserve	-	-	-
Transfers to General Fund	-	88,500	-
Total	<u>\$ 12,197,144</u>	<u>\$ 16,797,862</u>	<u>\$ 11,549,633</u>

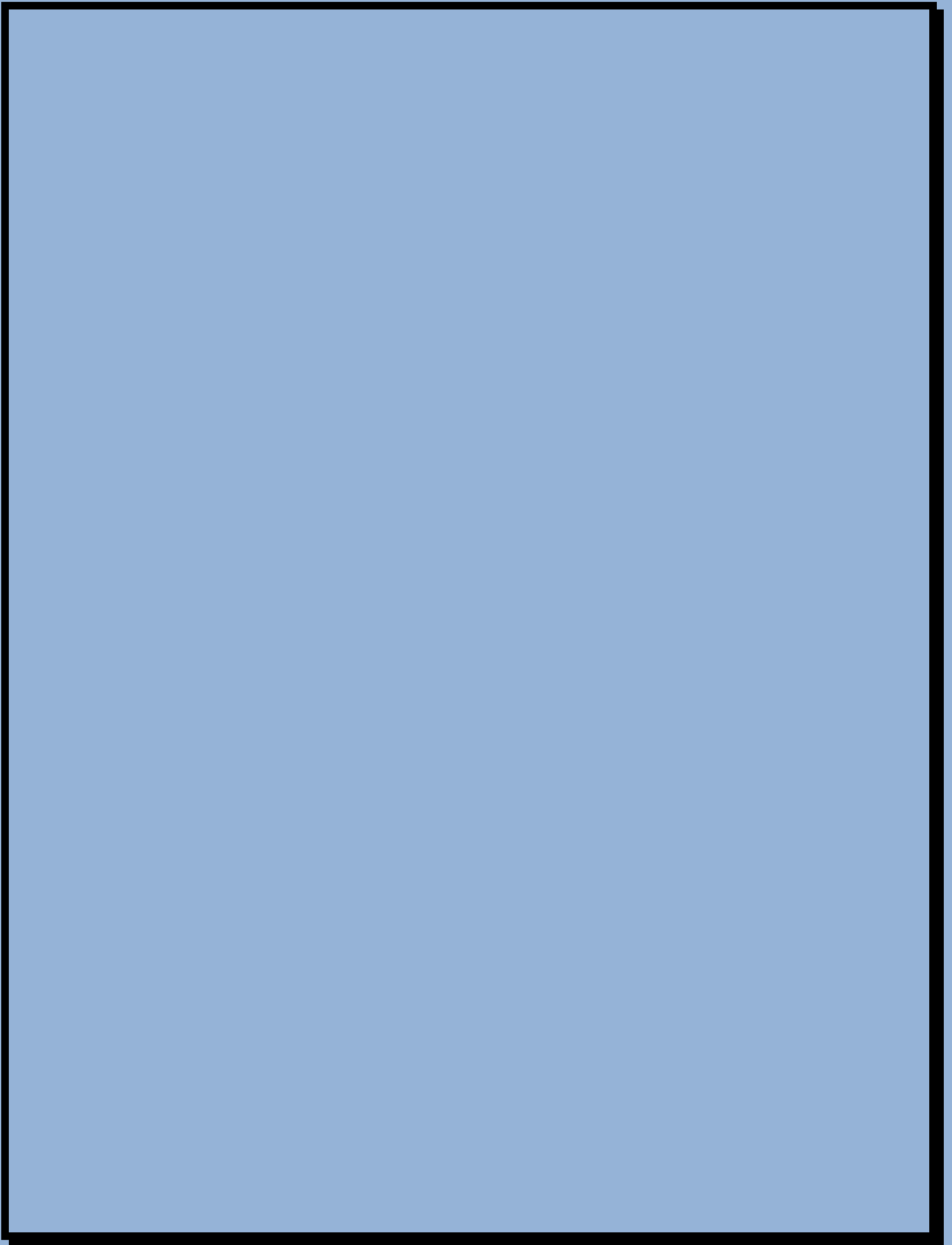
**CASH AND INVESTMENTS FOR APRIL**

General Fund (Includes P. Bill)	15,388,437		
Water and Sewer Fund	6,800,444		
Electric Fund*	10,386,460		
JB George Endowment (40)	135,069		
Water Plant Expansion (43)	4,416,388		
Booker Dairy Road Fund (44)	457,896		
Capital Project Fund: Wtr/Sewer (45)	1,548,347		
Capital Project Fund: General (46)	230,916		
Capital Project Fund: Electric (47)	910,441		
FEMA Acquisitions and Elevations (48)	550		
CDBG Neighborhood Revitalization (49)	(2,938)	1st CITIZENS	33,155,675
Firemen Relief Fund (50)	105,206	NCCMT	2,383,100
Fire District Fund (51)	128,533	KS BANK	3,682,848
General Capital Reserve Fund (72)	6,009	UNITED COMM	1,290,135
Total	<u>\$ 40,511,758</u>		<u>\$ 40,511,758</u>

\*Plug

**Account Balances Confirmed By Finance Director on 03/24/2021**

# Department Reports







# Staff Report

Department Report: Monthly Economic Development Update

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## Update

In July 2017, upon request of Economic Development Liaison Tim Kerigan along with Rocky Lane of Sanford Holshouser, Council approved to continue to engage the Scope of Work with Sanford Holshouser for Implementation of the Strategic Economic Development Update Action Items that originally began in August 2016.

Since August of 2016, the Town has been able to make steady progress on implementing the identified action **items from the Town's Economic Development Strategic Plan that was updated in 2014.**

Attached is a list of mentionable activities for March/April 2021.

## Action Requested

No action requested.



**FINANCE DEPARTMENTAL REPORT FOR MARCH, 2021**

**SUMMARY OF ACTIVITIES FOR MAJOR FUNDS (10,30,31):**

Daily Collections/Property Taxes/Other.....	\$ 2,739,609
Franchise Tax.....	224,363
Sales & Use Tax.....	279,193
Powel Bill.....	<u>0</u>
<b>Total Revenue</b>	<b>\$ 3,243,165</b>

Expenditures: General, Water, and Electric.....\$ 7,752,719

**Note: Transfers to Capital Project Funds = \$4,579,500**

**FINANCE:**

- Compiled and submitted monthly retirement report on 3/31/2021
- Issued 90 purchase orders
- Processed 717 vendor invoices for payment and issued 378 accounts payable checks
- Prepared and processed 2 regular payrolls. Remitted federal and state payroll taxes on 3/5 and 3/19/2021
- Issued 0 renewal privilege licenses for beer and wine sales
- Sent 0 past due notices for delinquent privilege license
- Issued 0 peddler license
- Sent 0 notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$8,436
- Processed 9 NSF Checks/Fraudulent Cards (Utility and SRAC)
- Bad debt calendar year-to-date collections total \$15,189.55 (EMS: \$3,150.76; SRAC: \$762.82; Utility: \$11,275.97; and Other: \$0)
- Invoiced 2 grave opening FOR A TOTAL OF \$1,400.
- Invoiced Johnston Community College for Police Security
- Earned \$1,453.55 in interest from FCB and paid 0 in fees on the central depository account
- Paid \$11,319.63 in credit/debit/Tyler card fees, but earned \$9,995.47 (31-72-3550-3520-0002) in convenience fees (Reporting month charged/earned, not month paid)

**FINANCE DIRECTOR**

- Attended Town Council Meeting on March 2, 2021
- Attended Department Head Meetings on March 1 and 23, 2021
- Attended budget meeting for department heads on March 8, 2021
- Moved Jay and Meter Readers to Public Utilities Building on March 5, 2021
- Reconciled the February bank statement on 3/19-23/2021
- Reviewed FY21 Budget for Town Manager



# Planning Department Development Report

Friday, April 23, 2021

Project Name: **Project XD**

Request: 629,215 square foot warehouse

Location 2110 US70 East Highway

Tax ID#: 15078011 PIN#: 168500-63-4559

Project Status **In First Review**

Notes:

### Site Plan 2021-07

Submittal Date: 4/21/2021

Planning Board Review:

Board of Adjustment Review:

Town Council Hearing Date:

Approval Date:

Project Name: **WSBP Infrastructure**

Request: Utility Extension

Location 2110 US70 East Highway

Tax ID#: 15078011 PIN#: 168500-63-4559

Project Status **In First Review**

Notes:

### Site Plan 2021-08

Submittal Date: 4/21/2021

Planning Board Review:

Board of Adjustment Review:

Town Council Hearing Date:

Approval Date:

Project Name: **Tina Hobbs**

Request: reduction of required parking located within a landscape yard

Location 616 Hancock Street

Tax ID#: 15089017 PIN#: 168408-88-8455

Project Status

Notes:

### Variance 2021-01

Submittal Date: 4/2/2021

Planning Board Review:

Board of Adjustment Review: 4/29/2021

Town Council Hearing Date:

Approval Date:

Project Name: **Aaron's**

Request: Exceed maximum wall sign area by 31 square feet

Location 1231 North Brightleaf Boulevard

Tax ID#: 14074002 PIN#: 260410-45-5318

Project Status

Notes:

### Variance 2021-02

Submittal Date: 4/2/2021

Planning Board Review:

Board of Adjustment Review: 4/29/2021

Town Council Hearing Date:

Approval Date:

Project Name: **Saint Ann Catholic Church**  
 Request: Outdoor Columbaria  
 Location 4057 US 70 East Highway  
 Tax ID#: 17Q99003 PIN#: 168617-01-1829  
 Project Status In First Review  
 Notes:

<b>Special Use 2021-04</b>	
Submittal Date:	4/2/2021
Planning Board Review:	5/6/2021
Board of Adjustment Review:	
Town Council Hearing Date:	6/1/2021
Approval Date:	

Project Name: **Spring Branch Commons**  
 Request: CZ to allow for 9 single family dwellings on 1.21 acres  
 Location 600 East Johnston Street  
 Tax ID#: 15026060 PIN#: 169419-50-6175  
 Project Status In First Review  
 Notes:

<b>Conditional Zoning 2021-02</b>	
Submittal Date:	3/5/2021
Planning Board Review:	4/1/2021
Board of Adjustment Review:	
Town Council Hearing Date:	5/4/2021
Approval Date:	

Project Name: **Town of Smithfield**  
 Request: Amends Article 7.2 to allow for fences in all zoning districts  
 Location  
 Tax ID#: PIN#:   
 Project Status In First Review  
 Notes:

<b>Text Amendment 2021-03</b>	
Submittal Date:	3/5/2021
Planning Board Review:	4/1/2021
Board of Adjustment Review:	
Town Council Hearing Date:	5/4/2021
Approval Date:	

Project Name: **Town of Smithfield**  
 Request: Amends Articles 1, 9, 10, and Appendix A  
 Location  
 Tax ID#: PIN#:   
 Project Status In First Review  
 Notes: PB recommends approval. Not yet heard by TC

<b>Text Amendment 2020-05</b>	
Submittal Date:	11/5/2020
Planning Board Review:	12/3/2020
Board of Adjustment Review:	
Town Council Hearing Date:	5/4/2021
Approval Date:	

Project Name: **Ambit Plumbing**  
 Request: Contractor with outdoor storage  
 Location 100 Rock Pillar Road  
 Tax ID#: 5J08017E PIN#: 167500-94-9799  
 Project Status **Approved**  
 Notes: Under Construction

<b>Site Plan 2020-08</b>
Submittal Date: 8/11/2020
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 10/16/2020

Project Name: **Twin Oaks Subdivision**  
 Request: 20 lot subdivision  
 Location Will Drive  
 Tax ID#: 15J11008M PIN#: 260300-46-0287  
 Project Status **Approved**  
 Notes: approval eminent

<b>Subdivision 2020-02</b>
Submittal Date: 6/5/2020
Planning Board Review: 7/9/2020
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 8/4/2020

Project Name: **Smithfield Living Facility**  
 Request: 83 Unit Assisted Living Facility  
 Location Kellie Drive  
 Tax ID#: 14075022D PIN#: 260405-09-8645  
 Project Status **Approved**  
 Notes: Under Construction

<b>Site Plan 2020-07</b>
Submittal Date: 6/5/2020
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 9/10/2020

Project Name: **JCC Engineering Building**  
 Request: 46,365 square foot educational facility  
 Location 245 College Road  
 Tax ID#: 15K10199F PIN#: 159308-87-5887  
 Project Status **Approved**  
 Notes: Under Construction

<b>Site Plan 2020-06</b>
Submittal Date: 5/19/2020
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 8/24/2020

Project Name: **Tru Hotel**  
 Request: 4 Story Hotel  
 Location 167 South Equity Drive  
 Tax ID#: 15008046c PIN#: 260417-10-4438  
 Project Status **Approved**  
 Notes: Under Construction

<b>Site Plan 2020-04</b>	
Submittal Date:	4/29/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/1/2020

Project Name: **Johnston County Detention Center**  
 Request: Site Plan Approval  
 Location 1071 Yelverton Grov Road  
 Tax ID#: 15L11011 PIN#: 260300-67-6920  
 Project Status **Approved**  
 Notes: Under Construction

<b>Site Plan 2020-02</b>	
Submittal Date:	2/7/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	7/14/2020

Project Name: **East River Phase II**  
 Request: 32 lot division / Construction Plan Review  
 Location Buffalo Road  
 Tax ID#: 14075013 PIN#: 169520-80-3415  
 Project Status **Approved**  
 Notes: All lots permitted for new home construction

<b>Subdivision 2018-01</b>	
Submittal Date:	1/29/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	4/20/2020

Project Name: **Johnston Animal Hospital**  
 Request: Free Standing Facility  
 Location 826 North Brightleaf Boulevard  
 Tax ID#: 15005038 PIN#: 260413-02-5950  
 Project Status **Approved**  
 Notes: Under Construction

<b>Site Plan 2020-01</b>	
Submittal Date:	1/7/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/24/2020

Project Name: **Johnston Regional Airport FBO**  
Request: FBO Hanger Addition  
Location 3149 Swift Creek Road  
Tax ID#: 15079017D PIN#: 168500-12-1015  
Project Status **Approved**  
Notes: Under Construction

<b>Site Plan 2019-04</b>	
Submittal Date:	5/22/2019
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	8/22/2019

Project Name: **Kamdon Ranch**  
Request: 110 Lot Division  
Location Swift Creek Road  
Tax ID#: 15108020 PIN#: 167400-55-9495  
Project Status **Approved**  
Notes: News homes being permitted. 11 total for March 2021

<b>Subdivision 2019-02</b>	
Submittal Date:	4/5/2019
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	6/27/2019

Project Name: **East River Phase 1**  
Request: 40 lot division  
Location 1899 Buffalo Road  
Tax ID#: 14075013 PIN#: 169520-80-0490  
Project Status **Approved**  
Notes: Built Out

<b>Subdivision 2018-01</b>	
Submittal Date:	7/9/2018
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	2/12/2019

Project Name: **Tires and Wheels**  
Request: Auto Repair  
Location 2134 South Brightleaf Boulevard  
Tax ID#: 15A61047D PIN#: 168320-91-1779  
Project Status **Approved**  
Notes: Under Construction

<b>Site Plan 2017-09</b>	
Submittal Date:	8/8/2017
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	3/8/2018





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

**Permit Issued for March 2021**

			Permit Fees	Permits Issued
Zoning	Land Use		\$500.00	5
Site Plan	Major Site Plan		\$200.00	2
Site Plan	Minor Site Plan		\$175.00	7
Zoning	Sign		\$100.00	2
Report Period Total:			\$975.00	16
Fiscal YTD Total:			13775	222

Permit Number	Zoning	Land Use	Description	Address
SP21-000019	Site Plan	Minor Site Plan	26 x 50 metal building	1950 Firetower Rd
Z21-000028	Zoning	Land Use	Pure Aqua Solution-NC, LLC	505 S Brightleaf Blvd
SP21-000018	Site Plan	Major Site Plan	JoCo Forced Sewer Main	1300 Galilee Rd
Z21-000029	Zoning	Land Use	Celtic Creamery JOCO	257 NC 210 Highway
Z21-000031	Zoning	Sign	Celtic Creamery JOCO	257 NC 210 Highway
SP21-000020	Site Plan	Minor Site Plan	Single Family Dwelling	1106 Baker St
Z21-000030	Zoning	Sign	We Ship It	111 N Third St
Z21-000032	Zoning	Land Use	The Speckled Pup Grooming	509 S Third St
Z21-000033	Zoning	Land Use	Artisans Outlet	1025 Outlet Center Dr
SP21-000021	Site Plan	Minor Site Plan	Single Family Dwelling	20 Olive Branch Dr
SP21-000022	Site Plan	Minor Site Plan	Single Family Dwelling	46 Olive Branch Dr
SP21-000023	Site Plan	Minor Site Plan	Single Family Dwelling	89 Pioneer St
SP21-000024	Site Plan	Minor Site Plan	Single Family Dwelling	27 Olive Branch Dr
SP21-000025	Site Plan	Major Site Plan	Town of Smithfield WTP	515 N Second St
Z21-000035	Zoning	Land Use	Jewelry Land and Watches	1025 Outlet Center Dr
SP21-000026	Site Plan	Minor Site Plan	Single Family Dwelling	52 Pioneer St



**TOWN OF SMITHFIELD  
POLICE DEPARTMENT  
MONTHLY REPORT  
MONTH ENDING March 31, 2021**

**I. STATISTICAL SECTION**

Month Ending March 31, 2021	March 2021	March 2020	Total 2021	Total 2020	YTD Difference
Calls for Service	1864	1437	4890	4658	232
Incident Reports Completed	124	108	361	349	12
Cases Closed	100	89	270	269	1
Accident Reports	86	51	203	185	19
Arrest Reports	92	96	245	270	-25
Burglaries Reported	11	3	26	20	6
Drug Charges	28	28	67	69	-2
DWI Charges	8	9	18	22	-4
Citations Issued	260	111	738	424	314
Speeding	80	29	225	119	106
No Operator License	68	13	168	57	111
Registration Violations	40	16	108	63	45

**II. PERSONNEL UPDATE**

The police department is currently short 4 sworn officer positions. One Supervisor is out on medical leave. Two backgrounds are being completed at this time. Animal Control Officer has resigned due to having a second child, the position has been filled by Lynn Corbin and will be done on a part time basis. I will evaluate the Animal control position and keep the manager updated to any needed changes.

**III. MISCELLANEOUS**

Mandatory in-service training was continued in March. The agency's training is being done online thru the NC Justice Academy. The Police Department has seen a reduction in community events as a result of COVID 19. The agency has still assisted with numerous drive by birthday parades for residents and assisted Parks and Rec with getting the Easter Bunny around town.

### REPORTED UCR OFFENSES FOR THE MONTH OF MARCH 2021

PART I CRIMES	March 2020	March 2021	+/-	Percent Changed	Year-To-Date 2020	Year-To-Date 2021	+/-	Percent Changed
MURDER	0	0	0	N.C.	0	0	0	N.C.
RAPE	0	0	0	N.C.	0	0	0	N.C.
ROBBERY	0	0	0	N.C.	2	0	-2	-100%
Commercial	0	0	0	N.C.	0	0	0	N.C.
Individual	0	0	0	N.C.	2	0	-2	-100%
ASSAULT	3	0	-3	-100%	11	3	-8	-73%
* VIOLENT *	3	0	-3	-100%	13	3	-10	-77%
BURGLARY	2	10	8	400%	17	23	6	35%
Residential	0	1	1	N.C.	10	12	2	20%
Non-Resident.	2	9	7	350%	7	11	4	57%
LARCENY	27	39	12	44%	92	91	-1	-1%
AUTO THEFT	1	2	1	100%	3	7	4	133%
ARSON	1	0	-1	-100%	2	2	0	0%
* PROPERTY *	31	51	20	65%	114	123	9	8%
PART I TOTAL:	34	51	17	50%	127	126	-1	-1%
PART II CRIMES								
Drug	18	26	8	44%	42	62	20	48%
Assault Simple	4	9	5	125%	10	30	20	200%
Forgery/Counterfeit	1	1	0	0%	16	6	-10	-63%
Fraud	4	1	-3	-75%	18	14	-4	-22%
Embezzlement	0	0	0	N.C.	6	0	-6	-100%
Stolen Property	0	0	0	N.C.	2	1	-1	-50%
Vandalism	6	3	-3	-50%	12	15	3	25%
Weapons	0	0	0	N.C.	3	2	-1	-33%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	0	0	N.C.	1	2	1	100%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	2	0	-2	-100%	4	0	-4	-100%
D. W. I.	8	9	1	13%	22	18	-4	-18%
Liquor Law Violation	0	0	0	N.C.	5	7	2	40%
Disorderly Conduct	0	0	0	N.C.	0	0	0	N.C.
Obscenity	0	0	0	N.C.	0	0	0	N.C.
Kidnap	0	0	0	N.C.	0	0	0	N.C.
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	17	12	-5	-29%	57	51	-6	-11%
PART II TOTAL:	60	61	1	2%	198	208	10	5%
GRAND TOTAL:	94	112	18	19%	325	334	9	3%

N.C. = Not Calculable



**Town of Smithfield  
Fire Department  
March 2021**

**I. Statistical Section**

Responded to	2021 Mar	Mar IN	Mar OUT	2020 Mar	2021 IN	2021 OUT	2021 YTD	2020 YTD
<b>Total Structure Fires Dispatched</b>	8	4	4	8	7	13	20	30
*Confirmed Structure Fires (Our District)*	4	2	2	1	5	2	7	7
*Confirmed Structure Fires (Other Districts)*	0	0	0	2	0	4	4	7
<b>EMS/Rescue Calls</b>	131	124	7	92	324	16	340	372
<b>Vehicle Fires</b>	2	1	1	2	3	2	5	4
<b>Motor Vehicle Accidents</b>	23	19	4	13	40	5	45	54
<b>Fire Alarms (Actual)</b>	5	5	0	3	19	0	19	19
<b>Fire Alarms (False)</b>	20	17	3	11	27	6	33	37
<b>Misc./Other Calls</b>	28	22	6	27	56	16	72	84
*Mutual Aid (Received)*	9	0	0	3	0	0	13	17
*Mutual Aid (Given)*	6	0	0	4	0	0	16	15
*Overlapping Calls (Calls at the same time)*	46	0	0	33	0	0	117	118
<b>TOTAL EMERGENCY RESPONSES</b>	<b>213</b>	<b>190</b>	<b>23</b>	<b>151</b>	<b>474</b>	<b>51</b>	<b>525</b>	<b>576</b>

\* 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**).

	Mar	YTD
Fire Inspections/Compliance Inspections	18	67
Public Fire Education Programs	0	0
Children in Attendance	0	2
Adults in Attendance	0	2
Plans Review Construction/Renovation Projects	7	19
Fire Code Citations	0	0
Fire Lane Citations	0	0
Consultation/Walk Through	4	25
Re-Inspections	1	107

**II. Major Revenues**

	Mar	YTD
<b>Inspections</b>	<b>\$250.00</b>	<b>\$1,200.00</b>
<b>False Alarms</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Fire Recovery USA</b>	<b>\$0.00</b>	<b>\$1584.00</b>
<b>EMS Debt Setoff</b>	<b>\$2,608.03</b>	<b>\$3,150.76</b>

**Major Expenses for the Month:**

**III. Personnel Update:**

**IV. Narrative of monthly departmental activities:**

- We participated in Birthday drive byes with Fire Truck

**Town of Smithfield  
Public Works Department  
March 31, 2021**



173 Total Work Orders completed by the Public Works Department

6 Burials, at \$700.00 each = \$4,200

2 Cremation Burial, \$400.00 each = \$800

\$3,000 Sunset Cemetery Lot Sales

\$35,000 Riverside Extension Cemetery Lot Sales

511.76 Tons of household waste collected

116.00 tons of yard waste collected

4.27 tons of recycling collected

0 gallons of used motor oil were recycled

150 scrap tires were recycled

**Appearance Commission March 2021 Monthly Report:**

The Commission decided upon the trees for Downtown Smithfield. 12 Laura Pellum trees are to be ordered and planted in the fall of 2021. Joey Price attended the last meeting. Meeting was short but they voted on the trees.

Next Appearance Commission meeting will be on April, 20, 2021 at 5:00 pm in Town Hall.



**Town of Smithfield**  
**Public Works Appearance Division**  
**Cemetery, Landscapes, and Grounds Maintenance**  
**Buildings, Facilities, and Sign Division**  
**Monthly Report**  
**March 31, 2021**



**I. Statistical Section**

- 8 Burials
- 7 Works Orders – Buildings & Facilities Division
- 0 Work Orders – Grounds Division
- 5 Work Orders – Sign Division

**II. Major Revenues**

Sunset Cemetery Lot Sales:	\$5,000.00
Riverside Ext Cemetery Lot Sales:	\$35,000.00
Grave Opening Fees:	\$5,000.00
Total Revenue:	\$45,000.00

**III. Major Expenses for the Month:**

The Appearance Division purchased Paid \$826.00 Automated Systems Designs for LED lights. and wiring of appearance shelter and Barns.  
 Paid \$1404.48 for LED Lights Tk #905 Batteries of NC and SWS, LLC, Paid \$1635.85 to Bullock Brothers 3 weed eaters & 2 Chain saws. Paid \$776.00 to Bullock Brothers for 2 Hedge Clippers. Paid \$1625.00 Unifirst for AED Unit w/ Mount rack Cabinet. Paid \$1600.00 to A/C unit in the sign shop, Paid McClung’s rewiring overhead LED \$7114.43, light fixtures, \$1,200.00, for bad ballast \$596.00 for LED Lights. Paid 596.00 to Perry’s Refrigeration for Ice maker Machine Maintenance.

**IV. Personnel Update:**

Public Works Director position has been advertised for the month of March.

**V. Narrative of monthly departmental activities:**

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings and facilities. The Appearance Division safety meeting was on “No safety meeting Covid ”. Will Resume trainings next Month with Wellness Works.

**Town of Smithfield  
Public Works Drainage/Street Division  
Monthly Report  
March 31, 2021**



**I. Statistical Section**

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 0 Work Orders – 0 Tons of Asphalt was placed in 0 utility cuts, 0
- c. 0 gator areas and 0 overlay.
- c. 0 Work Orders - 0 Linear Feet of ditches were cleaned
- d. 42 Work Orders – 33.25 lbs. of Cold Patch were used for 59 Potholes.

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

Paid \$14405.47 to Batteries of NC & SWS, LLC for Fed Signal Strobe Lights for #412 TK. Paid \$ 896.83 to Black's Tire for tk. #412. Paid \$763.00 to Geo Technologies INC. Proof roll & recommendation after FDR treatment on S. Equity Drive. Paid \$127,603.75 to JSmith Civil, L.L.C. for Equity Dr. improvement project. Vision NC, \$875.00 for the of the storm drain pipe. Paid 19,900.00 for cleaning and video camera of storm drainage pipes

**IV. Personnel Update:**

Ethan Bryant was hired as crew leader replacing Craig Tyner who retired.

**V. Narrative of monthly departmental activities:**

The Public Works Department safety meeting on "No Training due to Covid". We will Resume with Wellness Works next month.

## Water/Sewer Street Cut List

Date:	Address:	Size:	Emailed to PW on:	Patched by Poole
02/01/21	307 Martin Luther King Jr. Blvd.	7x12	03/11/21	03/26/21
02/17/21	1006 Chestnut Dr.	28x5	03/11/21	03/26/21
02/23/21	Corner of Durham & Fuller St.	5x4	03/11/21	03/26/21
02/25/21	309 Caswell St.	12x10	03/11/21	03/26/21
03/08/21	209 E. Parker St.	5x3	03/11/21	03/26/21
03/09/21	906 Rand St.	5x14	03/11/21	03/26/21
03/10/21	Corner of S. 2nd St. & Sanders St.	6x10	03/11/21	03/26/21
03/23/21	609 Caswell St.	6x6	03/26/21	03/26/21

Utility Cuts repaired by Poole Paving on 3/26/2021



**Town of Smithfield  
Public Works Fleet Maintenance Division  
Monthly Report  
March 31, 2021**



**I. Statistical Section**

- 6 Preventive Maintenances
- 2 North Carolina Inspections (Outsourced)
- 72 Work Orders

**II. Major Revenues**

None for the month

**III. Major Expenses for the Month:**

Cope Equipment was paid \$1,245.80 to service the Computer Balance Machine and the Tire Changing Machine. Bosch was paid \$578 to repair the scan tool for the shop. Portacool was paid \$502.98 for parts to repair the broken shop floor fan.

**IV. Personnel Update:**

None for the month

**V. Narrative of monthly departmental activities:**

The shop employee performed preventive maintenances on all Town owned generators. The Public Works Department safety meeting was on "AED Training".

**Town of Smithfield  
Public Works Sanitation Division  
Monthly Report  
March 31, 2021**



**I. Statistical Section**

The Division collected from approximately 4,155 homes, 4 times during the month

- a. Sanitation forces completed 33 work orders
- b. Sanitation forces collected tons 511.76 of household waste
- c. Sanitation forces disposed of 58 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 2.83 tons of construction debris (C&D)
- f. Town disposed of 150 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 4.27 tons of recyclable plastic
- h. Recycled 2860 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gals of cooking oil was collected at the Convenient Site Center
- j. Recycled 2700 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 320 lbs. of aluminum cans for \$153.60
- c. Sold 4680 lbs. of shredder steel for \$292.50 to Omni Source

**III. Major Expenses for the Month:**

Spain Farms Nursery was paid \$1,122.00 for disposal of yard waste and debris. Paid \$3,288.29 to Smithfield Diesel Repair for Truck #301Knuckleboom wheel assembly. Paid \$2,666.29 to Cummins Atlantic, Inc for Repair of truck #304 Turbo Charger Paid \$1050.00 to Cox Towing for tow of leaf truck #308 to Smithfield Diesel Repair. Paid \$550.00 to Carolina Industrial Equipment for service repair to #318 Vac Truck. Paid \$1302.83 to Caroline Freight Of Raleigh for diagnostics and repair for #301 Knuckleboom truck. Paid \$560.15 to Blacks Tire for #305 Truck tires. Paid \$707.00 to Black's tire for Truck 303/ Garbage Truck. Paid \$741.057 to Amick Equipment for Bucket Blade for Knuckleboom truck.

**IV. Personnel Update:**

No new employee was hired as of March.  
We are working with Mitchell's Temporary to fill the 1 vacant position for the sanitation Laborer. An advertisement has been placed for 1 vacant position open for a Sanitation CDL Operator.

**V. Narrative of monthly departmental activities:**

The department worked closely with Parks & Recreation providing traffic control devices and event containers for special events held at the SRAC. The Public Works Department safety meeting was on "No training due to Covid." We will resume Training with Jamie From Wellness Works next month

Community Service Workers worked 0 hrs.



## MONTHLY REPORT FOR MARCH, 2021

PROGRAMS STATISTICS	MARCH, 2021		MARCH, 2020	
NUMBER OF PROGRAMS	9		9	
TOTAL ATHLETICS PARTICIPANTS	205		181	
TOTAL NON/ATHLETIC PARTICIPANTS	67		32	
SARAH YARD CENTER	121		98	
NUMBER OF GAMES PLAYED	1		4	
TOTAL NUMBER OF PLAYERS (GAMES)	36		320	
NUMBER OF PRACTICES	44		6	
TOTAL NUMBER OF PLAYER(S) PRACTICES	572		78	
	MARCH, 2021	20/21 FY YTD	MARCH, 2020	19/20 FY YTD
PARKS RENTALS	121	438	23	219
USERS (PARKS RENTALS)	2326	5477	365	9363
<b>TOTAL UNIQUE CONTACTS</b>	<b>3,206</b>		<b>976</b>	
	MARCH, 2021	20/21 FY YTD	MARCH, 2020	19/20 FY YTD
PARKS AND RECREATION REVENUES			\$ 6,070.00	\$ 561,155.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 57,767.00	\$ 471,030.00	\$ 61,437.00	\$ 518,230.00
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ 20,486.00	\$ 20,486.00	\$ 174.00	\$ 204,521.00
SARAH YARD CENTER EXPENSES	\$ 2,625.00	\$ 15,996.00	\$ 1,486.00	\$ 19,350.00

### HIGHLIGHTS

**HOSTED ADULT TENNIS TEAM MATCHES**  
**YOUTH BASEBALL AND FUN AND FELLOWSHIP SOFTBALL**  
**SHAMROCK SEARCH AT COMMUNITY PARK**  
**LEPRACHUN TRAP CONTEST (VIRTUAL)**



## MONTHLY REPORT FOR MARCH, 2021

<b>PROGRAMS SATISTICS</b>	<b>MARCH, 2021</b>		<b>MARCH, 2020</b>	
NUMBER OF PROGRAMS	13		22	
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	5258		1389	
	<b>MARCH, 2021</b>	<b>20/21 FY YTD</b>	<b>MARCH, 2020</b>	<b>19/20 FY YTD</b>
SRAC MEMBER VISITS	2547	15123	1903	29689
DAY PASSES	0	6	279	6595
RENTALS (SRAC)	14	57	19	429
USERS (SRAC RENTALS)	222	2694	1160	30097
<b>TOTAL UNIQUE CONTACTS</b>	<b>8,027</b>		<b>4,731</b>	
<b>FINANCIAL STATISTICS</b>	<b>MARCH, 2021</b>		<b>MARCH, 2020</b>	
	<b>MARCH, 2021</b>	<b>20/21 FY YTD</b>	<b>MARCH, 2020</b>	<b>19/20 FY YTD</b>
SRAC REVENUES	\$ 28,095.00	\$ 144,008.00	\$ 43,132.00	\$ 461,503.00
SRAC EXPENDITURES	\$ 62,490.00	\$ 492,577.00	\$ 49,330.00	\$ 677,890.00
CAPITAL OUTLAY EXPENDITURES	\$ 11,369.00	\$ 107,575.00	\$ -	\$ 4,795.00
SRAC MEMBERSHIPS	1883		2307	

**Aligator Swim Lessons conducted over 2200 lessons in March**  
**Hosted Blood Connection Blood Drive**  
**Hosted Lifeline Health Screenings**





**Utilities Department  
Monthly Report  
March 2021**

- **Statistical Section**

- Electric CP Demand 19,943 Kw relative to February's demand of 23,276 Kw.
- Electric System Reliability for was 99.999%, with one (1) recorded main line outage; relative to February's 99.999%.
- Raw water treated on a daily average was 3.941 MG relative to 3.821 MG for February; with maximum demand of 4.554 MG relative to February's 4.263 MG.
- Total finished water to the system was 110.822 MG relative to February's 96.690 MG. Average daily for the month was 3.575 MG relative to February's 3.453 MG. Daily maximum was 4.351 MG (March 24<sup>th</sup>) relative to February's 3.943 MG. Daily minimum was 3.289 MG (March 16<sup>th</sup>), relative to February's 2.801 MG.

- **Miscellaneous Revenues**

- Water sales were \$219,413 relative to February's \$218,530
- Sewer sales were \$372,700 relative to February's \$377,436
- Electrical sales were \$1,240,729 relative to February's sales of \$1,362,675
- Johnston County Water purchases were \$138,605 for 58.981 MG relative to February's \$135,494 for 57.657 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$877,181 relative to February's \$973,569.
- Johnston County sewer charge was \$267,884 for 81.887 MG relative to February's \$328,800 for 113.835 MG.

- **Personnel Changes –**

- Joshua Willis resigned as Utility Line Mechanic on March 26.



**Town of Smithfield  
Electric Department  
Monthly Report  
March, 2021**

**I. Statistical Section**

- Street Lights repaired -38
- Area Lights repaired -6
- Service calls - 53
- Underground Electric Locates -189
- Poles changed out/removed or installed -4
- Underground Services Installed -2

**II. Major Revenues**

- N/A

**III. Major Expenses for the Month:**

- N/A

**IV. Personnel Update:**

- The Utility Dept. had a Safety meeting on Confined Spaces.

**V. Miscellaneous Activities:**

- The Electrical Dept. is working on conversion/upgrade to the electrical system in the area of Baker St., Wellons, Cedarwood, Rosewood Streets.
- The Electrical Dept. has been working in East River.



## WATER & SEWER

### March 2021 Monthly Report

● DISCONNECT WATER	2
● RECONNECT WATER	4
● TEST METER	3
● TEMPORARY METER SET	2
● DISCOLORED WATER CALLS	2
● LOW PRESSURE CALLS	5
● NEW/RENEW SERVICE INSTALLS	2
● LEAK DETECTION	17
● METER CHECKS	13
● METER REPAIRS	5
● WATER MAIN/SERVICE REPAIRS	6
● STREET CUTS	5
● REPLACE EXISTING METERS	2
● INSTALL NEW METERS	4
● FIRE HYDRANTS REPAIRED	0
● FIRE HYDRANTS REPLACED	0
● SEWER REPAIRS	11
● CLEANOUTS INSTALLED	5
● INSPECTIONS	3
● CAMERA SEWER	1

- SEWER MAIN CLEANED 6271LF
- SERVICE LATERALS CLEANED 1825LF
- SERVICE CALLS 133
- LOCATES 94
  
- SERVICE AND MAINTAINED ALL 18 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY
- HELPING PUBLIC WORKS CLEANING STORM DRAIN ISSUES DURING EVERY RAIN FALL EVENT.

## MAJOR EXPENSES FOR THE MONTH OF JANUARY

### PERSONNEL UPDATES

- Josh Willis resigned

### UPCOMING PROJECTS FOR THE MONTH OF APRIL

- WATER LINE REPLACEMENT SOUTH SMITHFIELD
- RAISE MANHOLES ON OUTFALL



## **MONTHLY WATER LOSS REPORT**

**March 2021**

**(5) - Meters with slow washer leaks**

**(2) 3/4" Line, 1/8" hole – 1 Day**

**(2) 1" Line, 1/8" hole – 1 Day**

**2" Line, 1/8" hole – 1 Day**

**6" Line, Full shear – 4 Hrs.**

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	03/29/21	1.2	15	7965	10	North Street	03/02/21	3.5	15	17820	40
Computer Drive	03/29/21	1	15	31860	10	West Street	03/02/21	3.5	15	78030	50
Castle Drive	03/29/21	1.2	15	7965	10	Regency Drive	03/02/21	3.5	15	63720	60
Parkway Drive	03/29/21	1.2	15	63720	40	Randers Court	03/02/21	3	15	15930	40
Garner Drive	03/29/21	1	15	63723	40	Noble Street	03/02/21	3.5	15	15930	40
Hwy 210 LIFT ST.	03/29/21	0.4	15	15930	40	Fieldale Dr#1(L)	03/02/21	3.5	15	63720	40
Skyland Drive	03/29/21	1.4	15	7965	10	Fieldale Dr#2(R)	03/04/21	3.5	15	63720	40
Bradford Street	03/29/21	1.2	15	15930	10	Heather Court	03/04/21	3	15	15930	40
Kellie Drive	03/29/21	1.4	15	7965	10	Reeding Place	03/04/21	3	15	15930	40
Edgewater	03/30/21	0.8	15	7965	10	East Street	03/04/21	3.5	15	63720	40
Edgecombe	03/30/21	0.6	15	15930	40	Smith Street	03/04/21	3.5	15	63720	40
Vailey Wood	03/30/21	0.6	15	63720	40	Wellons Street	03/04/21	3.5	15	63720	40
Creek Wood	03/30/21	0.6	15	63720	40	Kay Drive	03/02/21	2.5	15	38985	15
White Oak Drive	03/30/21	1	15	7965	10	Huntington Place	03/02/21	2	15	38985	15
Brookwood Drive	03/30/21	0.4	15	22515	5	N. Lakeside Drive	03/02/21	2	15	9750	15
Runnymede Place	03/30/21	2.5	15	31860	10	Cypress Point	03/02/21	2	15	34890	12
Nottingham Place	03/30/21	2	15	38985	10	Quail Run	03/02/21	2	15	8715	12
Heritage Drive	03/30/21	0.4	15	38985	10	British Court	03/02/21	2.5	15	8715	12
Noble Plaza #1	03/30/21	0.8	15	9750	10	Tyler Street	03/02/21	2	15	78030	60
Noble Plaza #2	03/30/21	0.8	15	9750	10	Yelverton Road	03/02/21	2	15	63720	40
Pinecrest Street	03/30/21	0.4	15	19500	10	Ava Gardner	03/02/21	3.5	15	63720	40
S. Sussex Drive	03/30/21	2	15	31860	10	Waddell Drive	03/02/21	1.3	15	7965	10
Elm Drive	03/30/21	1	15	9750	10	Henly Place	03/02/21	1.5	15	8715	12
						Birch Street	03/02/21	2	15	34890	12
Coor Farm Supply	03/30/21	0.4	15	7965	10	Pine Street	03/02/21	1.3	15	38985	15
Old Goldsboro Rd,	03/30/21	0.4	15	7965	10	Oak Drive	03/02/21	1.5	15	37695	14
Hilicrest Drive	03/04/21	3.5	15	31860	10	Cedar Drive	03/02/21	2	15	31860	10
Eason Street	03/04/21	3.5	15	38985	40	Aspen Drive	03/02/21	2	15	34890	12
Magnolia circle	03/04/21	2	15	78030	40	Furlonge Street	03/02/21	2	15	34890	12
Rainbow Drive	03/04/21	2	15	19500	60	Golden Corral	03/02/21	3	15	40290	16
Rainbow Circle	03/04/21	2	15	19500	60	Holland Drive	03/02/21	2.6	15	9750	15
Moonbeam Circle	03/04/21	2	15	19500	60	Davis Street	03/02/21	0.7	15	34890	12
Ray Drive	03/04/21	3.5	15	15930	60	Caroline Ave.	03/02/21	1.1	15	31860	10
Will Drive	03/04/21	3.5	15	63720	40	Johnston Street	03/02/21	1	15	38985	15
Michael Lane	03/04/21	3.5	15	63720	40	Ryans	03/02/21	2.2	90	9750	15
Ward Street	03/04/21	3	15	15930	40						

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