



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, March 1, 2022

Meeting Time: 7:00 p.m.

Meeting Place: Town Hall Council Chambers

350 East Market Street

Smithfield, NC 27577



**TOWN OF SMITHFIELD
TOWN COUNCIL AGENDA
REGULAR MEETING MARCH 1, 2022
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Presentations:

1. 2021 Police Department Officer of the Year Award
(Chief of Police – R. Keith Powell) See attached information.....1

2. Proclamation: Designating March 12-19, 2022 as Creek Week in the Town
of Smithfield
(Mayor – M. Andy Moore) See attached information.....3

Public Hearing:

1. S-22-01 Franklin Townes: The applicant is requesting preliminary subdivision approval to divide one parcel of land totaling 15.9 acres and located within a to the R-8 CZ (Conditional Zoning) district into 134 residential lots. The property considered for approval is located on the southeast side of the intersection of **Wilson’s Mills Road and M. Durwood Stephenson Parkway and further identified as Johnston County Tax ID# 15083049E.**
(Planning Director – Stephen Wensman) See attached information.....5

Citizens Comments

Consent Agenda Items:

1. Approval of Minutes:
 - a. January 18, 2022 – Special Meeting
 - b. January 18, 2022 – Closed Session (Under Separate Cover)
 - c. February 1, 2022 – Regular Meeting
 - d. February 1, 2022 – Closed Session (Under Separate Cover).....33

2. Special Event: Fundraiser – Aidan DeSimone is requesting to hold a fundraiser at Smithfield Community Park on March 19, 2022 from 1:00 pm until 5:00 pm. The request also includes the use of amplified sound and a food truck. (Planning Director – Stephen Wensman) <u>See</u> attached information.....	47
3. Special Event: Spring Movie Night – LifeSpring Church is requesting approval to hold a spring movie night on April 2, 2022 from 4:00 pm until 10:00 pm at 1220 South Brightleaf Blvd (Civitan Field). This request also includes the use of amplified sound. (Planning Director – Stephen Wensman) <u>See</u> attached information.....	55
4. Consideration and request for approval to promote a Journey Lineman to the position of Electric Line Crew Leader (Public Utilities Director – Ted Credle) <u>See</u> attached information.....	61
5. Consideration and request for approval to promote a Water Plant Operator I to the position of Water Plant Operator II (Public Utilities Director – Ted Credle) <u>See</u> attached information.....	65
6. Consideration and request for approval to allow employees to donate sick time to an employee in the Public Utilities Electric Department (Public Utilities Director – Ted Credle) <u>See</u> attached information.....	69
7. Consideration and request for approval to purchase and install deck grates around the perimeter of the competition and splash pools at the Aquatics Center (Parks and Recreation Director – Gary Johnson) <u>See</u> attached information.....	71
8. Consideration and request for approval to adopt Resolution 694 (03-2022) accepting public dedication of public lands or facilities for streets, parks, and public utility lines for the East River Phases 3-7 (Planning Director – Stephen Wensman) <u>See</u> attached information.....	81
9. Consideration and request for approval to appoint Stuart Lee to the Downtown Smithfield Development Corporation’s Board of Directors (Town Clerk – Shannan Parrish) <u>See</u> attached information.....	87
10. Consideration and request for approval to appoint Jason Evans to a first term on the Recreation Advisory Committee (Town Clerk – Shannan Parrish) <u>See</u> attached information.....	93
11. New Hire Report (HR Director/ PIO – Tim Kerigan) <u>See</u> attached information.....	97

Business Item:

1. Consideration and request for approval to update the Police Department’s Career Ladder Policy (Chief of Police – R. Keith Powell) <u>See</u> attached information.....	99
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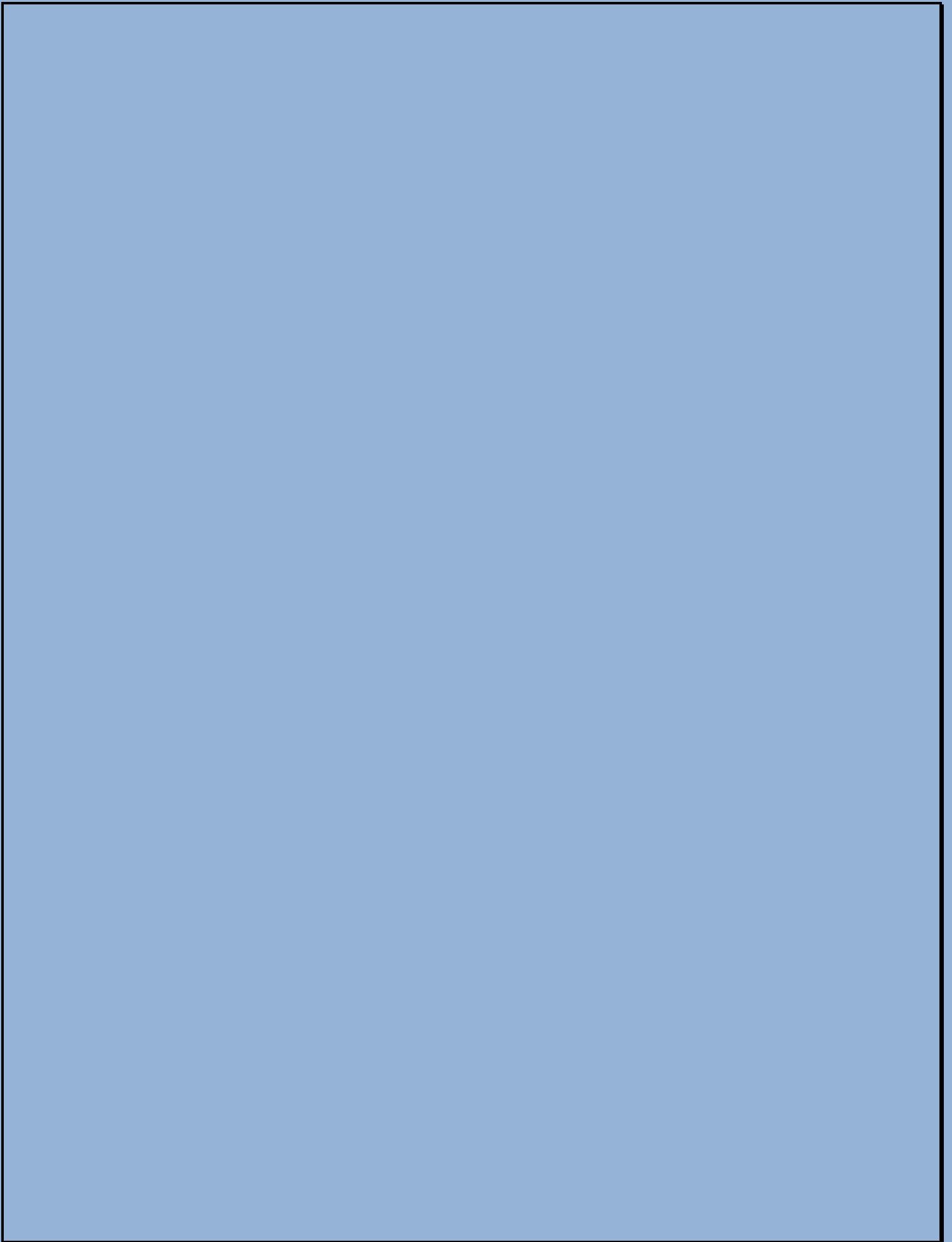
Councilmember's Comments

Town Manager's Report

- Financial Report (See attached information).....109
- Department Reports (See attached information).....113
- **Manager's Report** (Will be provided at the meeting)

Adjourn

Presentations





Request for Town Council Action

Presentations: Police
Dept. Officer of
The Year
Date: 03/01/2022

Subject: Officer of The Year Presentation
Department: Police Department
Presented by: Chief of Police - R. K. Powell
Presentation: Presentations

Issue Statement

Patrol Officer Alexander Watts has received Officer of the Year for 2021. Officer Watts was elected to receive this award by other officers and supervisors. Officer Watts has been with the department for 2 years. Officer Watts works for the Patrol Division and is currently working as a Patrol Officer.

Financial Impact

None

Action Needed

Presentation of Officer of The Year

Recommendation

Chief to present Officer Alexander Watts Officer of The Year

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



Staff Report

Police
Dept.
Presentations Officer
of The
Year

Officer Watts has received the Officer of the Year award for 2021. Officer Watts joins several other members of the Smithfield Police Department that have received this specific recognition. Members of the department nominate officers for this award. Once nominated the Team Commanders vote based on the nominations on who will receive this award and it is presented to the Chief for final approval.

Officer Watts has been with the Smithfield Police Department for 2 years. Prior to working for Smithfield, he worked **with Johnston County Sheriff's Office as a jailer**. He currently works in the Patrol Division. Officer Watts is always willing to go above and beyond in the performance of his duties. He always has a positive attitude. He is an asset to the Department and the Town. Please join me at this time in congratulating Officer Watts on his award.

PROCLAMATION
of the TOWN OF SMITHFIELD

**CREEK WEEK CELEBRATION
March 12 - 19, 2022**

WHEREAS, the first Creek Week in central North Carolina was observed in the City of Durham in 2009, and is now observed by many local governments across the state; and

WHEREAS, in addition to Creek Weeks, many local governments and organizations across central and eastern North Carolina have conducted Big Sweeps and other efforts to clean up trash in waterways; and

WHEREAS, Regional Creek Week, started by the NC Clean Water Education Partnership in 2021, is a special week set aside where CWEP-affiliated local governments concurrently work together to celebrate and steward local creeks and streams; and

WHEREAS, the City of Durham's Creek Week alone has removed over 160,000 pounds of trash have from waterways since the first Creek Week celebration; and

WHEREAS, this impact could be greatly magnified through the collective efforts of additional local governments, organizations and individuals working together to educate about and protect our waterways; and

WHEREAS, creeks, streams, rivers, and other waterways support outdoor recreation, fisheries, healthy lifestyles, and safe drinking water supplies; and

WHEREAS, healthy waterways support biodiversity, natural beauty, and provide critical habitat for aquatic wildlife; and

WHEREAS, the Town of Smithfield will celebrate Creek Week.

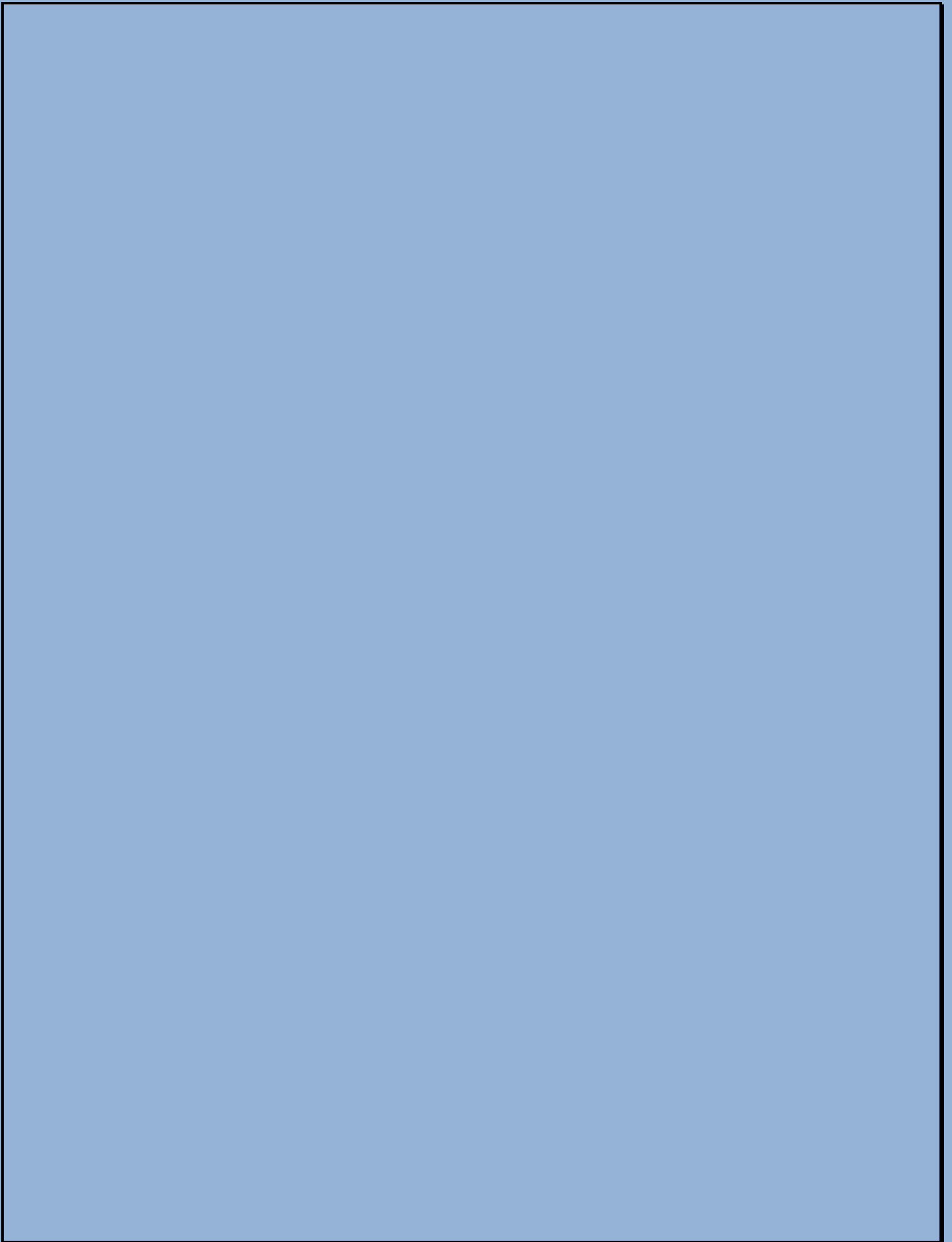
NOW, THEREFORE: I, M. Andy Moore, along with the members of the Smithfield Town Council, do hereby proclaim the third week in March as

CREEK WEEK

in the Town of Smithfield, North Carolina and encourage all citizens to celebrate Creek Week and support efforts to protect our creeks and streams, and further encourage all citizens to steward our waterways to promote the wellbeing of this and future generations.

M. Andy Moore, Mayor

Public Hearing





Request for Town Council Action

Public
Hearing: S-22-01
Date: 03/01/2022

Subject: Franklin Townes Preliminary Plat
Department: Planning Department
Presented by: Planning Director - Stephen Wensman
Presentation: Public Hearing

Issue Statement

Morris and Ritchie Associates of NC, PC is requesting the preliminary plat of Franklin Townes, a 134 lot townhouse development on 15.9-acres of land in a R-8 Conditional Zoning District.

Financial Impact

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

Action Needed

The Town Council is respectfully requested to hold a quasi-judicial hearing to review the preliminary plat and make a decision to approve, approve with conditions, or deny the request.

Recommendation

Staff recommends the Town Council approve the preliminary plat of Franklin Townes, S-22-01, with 7 conditions based on the finding of fact for preliminary subdivisions.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Draft Finding of Fact
3. Application
4. Preliminary Plat (Separate Attachments)
5. CZ-21-11 Staff Report
6. Adjacent Property Owner Listing and Certification
7. Zoning Map
8. Legal Advertisement



Staff Report

Public S-22-01
Hearing:

REQUEST:

Morris and Ritchie Associates of NC, PC is requesting the preliminary plat of Franklin Townes, a 134 lot townhouse development on 15.9-acres of land in a R-8 Conditional Zoning District.

PROPERTY LOCATION:

The property is located southeast of **Wilson's Mills Road and M. Durwood Stephenson Parkway.**

APPLICATION DATA:

Applicant:	Morris and Ritchie Associates of NC, PC
Property Owners:	Market Street 1500, LLC
Subdivision Name:	Franklin Townes
NC Pin#	169406-29-7604
Rezoning Acreage:	15.9 acres.
Present Zoning:	R-8 CZ/ WS-IV-CA Overlay
Existing Use:	Vacant Farmland
Proposed Use:	Attached Single-Family Townhomes
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
Provided Open Space:	235,685 sq. ft (34%)
Development Density:	8.43 D.U.A.(max allowed 9.68)
Roads:	3,119 Lin. Feet

PRELIMINARY PLAT/ANALYSIS:

The property was rezoned to R-8 CZ with a site plan for the Franklin Townes development on 12/07/21 by the Town Council. The preliminary plat is consistent with the approved master plan (See CZ-21-11 Staff Report).

FINDING OF FACT (STAFF OPINION):

To approve a preliminary plat, the Town Council shall make the following finding (staff's opinion in Bold/Italic):

1. The plat is consistent with the adopted plans and policies of the town; *The plat is consistent with the adopted plans and policies of the town.*
2. The plat complies with all applicable requirements of this ordinance; *The plan complies with all applicable requirements of this ordinance and the R-8 Conditional Zoning Master Plan*
3. There exists adequate infrastructure (transportation and utilities) to support the plat as proposed. *There is adequate infrastructure.*
4. The plat will not be detrimental to the use or development of adjacent properties or other neighborhood uses. *The plat will not be detrimental to the use or development of adjacent properties or other neighborhood uses.*

RECOMMENDATION:

Staff recommends approval of the Franklin Townes preliminary plat, S-22-01, with the following conditions based on the finding of fact for preliminary plats:

1. That the the subdivision be in accordance with the approved R-8 Conditional Zoning Master Plan with the following deviations from the R-8 Zoning District:

Item	R-8 CZ
Streets & right-of-way	27' wide back-to-back in 50' R/W with 3' utility strip
Curb and gutter	Valley curbs in front of units and within 10' of an end unit.
Rear setback	15'
Perimeter buffer	10'
Building separation	20'
Building height	39'-6 1/4"

2. That the driveway **entrances be constructed in accordance with the town's standard driveway apron detail.**
3. That park dedication fees in lieu be paid prior to recording the final plat in accordance with the UDO Section 10.114.8.
4. That all utility fees including system development fees be paid before recording the final plat.

5. That the Town of Smithfield Stormwater Operations and Management agreement with a maintenance plan be submitted and recorded prior to final plat recording.
6. That the HOA declarations and covenants be submitted for Town Attorney review prior to final plat and the HOA
 - a. be responsible for the ownership and maintenance of all common amenities including front, side yard and open space landscaping, the stormwater SCM, parking lots, recreational amenities, and open space
 - b. enforce no parking in the subdivision streets
 - c. enforce the provision requiring trash and recycling rolloffs to be stored in garages or rear yards.
7. **That streets be posted “no parking”.**

RECOMMENDED MOTION:

“move to approve the Franklin Townes preliminary plat, S-22-01, with 7 conditions found in the staff report based on the finding of fact for preliminary plats.”

**Town of Smithfield
Preliminary Plat
Finding of Fact / Approval Criteria**

Application Number: S-22-01 **Project Name:** Franklin Townes Subdivision

Request: The applicant seeks a preliminary plat of Franklin Townes, a 134-lot townhouse subdivision located within the R-8 CZ zoning district. The property considered for rezoning is located at the Southeast intersection of M. Durwood Stephenson Parkway and Wilson’s Mills Road. The property is further identified as Johnston County Tax ID# 15083049E.

In approving an application for a preliminary plat 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 preliminary plat if it has evaluated an application through a quasi-judicial process and determined that:

1. The plan is consistent with the adopted plans and policies of the town;
2. The plan complies with all applicable requirements of this ordinance;
3. There exists adequate infrastructure (transportation and utilities) to support the plan as proposed; and
4. The plan will not be detrimental to the use or development of adjacent properties or other neighborhood uses

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 Preliminary Plat Application # S-22-01 with the following conditions:*

1. That the subdivision be in accordance with the approved R-8 Conditional Zoning Master Plan with the following deviations from the R-8 Zoning District:

Item	R-8 CZ
Streets & right-of-way	27’ wide back-to-back in 50’ R/W with 3’ utility strip
Curb and gutter	Valley curbs in front of units and within 10’ of an end unit.
Rear setback	15’
Perimeter buffer	10’
Building separation	20’
Building height	39’-6 ¼”

2. That the driveway entrances be constructed in accordance with the town's standard driveway apron detail.
3. That park dedication fees in lieu be paid prior to recording the final plat in accordance with the UDO Section 10.114.8.
4. That all utility fees including system development fees be paid before recording the final plat.
5. That the Town of Smithfield Stormwater Operations and Management agreement with a maintenance plan be submitted and recorded prior to final plat recording.
6. That the HOA declarations and covenants be submitted for Town Attorney review prior to final plat and the HOA
 - a. be responsible for the ownership and maintenance of all common amenities including front, side yard and open space landscaping, the stormwater SCM, parking lots, recreational amenities, and open space
 - b. enforce no parking in the subdivision streets
 - c. enforce the provision requiring trash and recycling roll offs to be stored in garages or rear yards.
7. That streets be posted "no parking".

_____ **denied for the noted reasons.**

Decision made this 1st day of March 2022 while in regular session.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk



Town of Smithfield

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

**Preliminary Subdivision Application
 General Information**

Development Name Franklin Townhomes	
Proposed Use Townhomes	
Property Address(es) N/A	
Johnston County Property Identification Number(s) and Tax ID Number (s) for each parcel to which these guidelines will apply:	
PIN# 169406-29-7604	TAX ID# 15083049E
Project type? <input type="checkbox"/> Single Family <input checked="" type="checkbox"/> Townhouse <input type="checkbox"/> Multi-Family <input type="checkbox"/> Non-Residential <input type="checkbox"/> Planned Unit Development (PUD)	

OWNER/DEVELOPER INFORMATION

Company Name Market Street 1500, LLC	Owner/Developer Name	
Address PO Box 2346, Smithfield, NC 27577		
Phone 919-446-6865	Email	Fax

CONSULTANT/CONTACT PERSON FOR PLANS

Company Name Morris & Ritchie Associates of NC, PC	Contact Name Jeremy Keeny	
Address 5605 Chapel Hill Road, Suite 112, Raleigh, NC		
Phone 984-200-2103	Email jkeeny@mragta.com	Fax

DEVELOPMENT TYPE AND SITE DATE TABLE (Applicable to all developments)

ZONING INFORMATION

Zoning District(s) R-8CZ
If more than one district, provide the acreage of each:
Overlay District? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Inside City Limits? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

FOR OFFICE USE ONLY

File Number: _____	Date Submitted: _____	Date Received: _____	Amount Paid: _____
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Project Narrative

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

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

STORMWATER INFORMATION

Existing Impervious Surface	0 acres/sf	Flood Hazard Area	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Proposed Impervious Surface	6.57/286,060 acres/sf	Neuse River Buffer	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Watershed protection Area	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Wetlands	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If in a Flood Hazard Area, provide the FEMA Map Panel # and Base Flood Elevation N/A

NUMBER OF LOTS AND DENSITY

Total # of Single Family Lots	0	Overall Unit(s)/Acre Densities Per Zoning Districts	
Total # of Townhouse Lots	134	Acreage in active open space	0.59
Total # of All Lots	134	Acreage in passive open space	- 3.26

SIGNATURE BLOCK (Applicable to all developments)

In filing this plan as the property owner(s), I/we do hereby agree and firmly bind ourselves, my/our heirs, executors, administrators, successors and assigns jointly and severally to construct all improvements and make all dedications as shown on this proposed subdivision plan as approved by the Town.

I hereby designate Rob Bailey to serve as my agent regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf, and to represent me in any public meeting regarding this application.

I/we have read, acknowledge, and affirm that this project is conforming to all application requirements applicable with the proposed development use.

Signature Robert Thomas Hester Morgan Date 12/23/2021
ST-600

Signature _____ Date _____

REVIEW FEES

Major Subdivision (Submit 7 paper copies & 1 Digital copy on CD) \$500.00 + \$5.00 a lot

FOR OFFICE USE ONLY

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

STORMWATER INFORMATION

Existing Impervious Surface 0 acres/sf	Flood Hazard Area <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Proposed Impervious Surface 6.57/256,060 acres/sf	Neuse River Buffer <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Watershed protection Area Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Wetlands <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If in a Flood Hazard Area, provide the FEMA Map Panel # and Base Flood Elevation N/A	

NUMBER OF LOTS AND DENSITY

Total # of Single Family Lots 0	Overall Unit(s)/Acre Densities Per Zoning Districts
Total # of Townhouse Lots 134	Acreage in active open space 0.59
Total # of All Lots 134	Acreage in passive open space 3.26

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I hereby designate _____ to serve as my agent regarding this application, to receive and respond to administrative comments, to resubmit plans on my behalf, and to represent me in any public meeting regarding this application.

I/we have read, acknowledge, and affirm that this project is conforming to all application requirements applicable with the proposed development use.

Signature _____ Date _____

Signature _____ Date _____

REVIEW FEES

<input checked="" type="checkbox"/> Major Subdivision (Submit 7 paper copies & 1 Digital copy on CD) \$500.00 + \$5.00 a lot

FOR OFFICE USE ONLY

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

INFORMATION TO BE PROVIDED ON PRELIMINARY AND FINAL PLATS.

The preliminary plats shall depict or contain the information indicated in the following table. An "X" indicates that the information is required.

<i>Information</i>	<i>Preliminary Plat</i>
Vicinity map (6" W x 4" H) showing location of subdivision in relation to neighboring tracts, subdivision, roads, and waterways (to include streets and lots of adjacent developed or platted properties). Also include corporate limits, Town boundaries, county lines if on or near subdivision tract.	X
Boundaries of tract and portion to be subdivided, including total acreage to be subdivided, distinctly and accurately represented with all bearings and distances shown.	X
Proposed street layout and right-of-way width, lot layout and size of each lot. Number lots consecutively throughout the subdivision.	X
Name of proposed subdivision.	X
Statement from the Johnston County Health Department that a copy of the sketch plan has been submitted to them, if septic tanks or other onsite water or wastewater systems are to be used in the subdivision, AND/OR statement from the County Public Utilities that application has been made for public water and/or sewer permits.	
Graphic scale.	X
North arrow and orientation.	X
Concurrent with submission of the Preliminary Plat to the Town, the subdivider or planner shall submit copies of the Preliminary Plat and any accompanying material to any other applicable agencies concerned with new development, including, but not limited to: District Highway Engineer, County Board of Education, U.S. Army Corps of Engineers, State Department of Natural Resources and Community Development, for review and recommendation.	X
List the proposed construction sequence.	X
Storm water plan – see Article 10, Part VI.	X
Show existing contour lines with no larger than five-foot contour intervals.	X
New contour lines resulting from earth movement (shown as solid lines) with no larger than five-foot contour intervals (existing lines should be shown as dotted lines).	X
Survey plat, date(s) survey was conducted and plat prepared, the name, address, phone number, registration number and seal of the Registered Land Surveyor.	X
Names, addresses, and telephone numbers of all owners, mortgagees, land planners, architects, landscape architects and professional engineers responsible for the subdivision (include registration numbers and seals, where applicable).	X
Date of the drawing(s) and latest revision date(s).	X

<i>Information</i>	<i>Preliminary Plat</i>
The owner's name(s) of adjoining properties and Zoning District of each parcel within 100' of the proposed site.	X
State on plans any variance request(s).	
Show existing buildings or other structures, water courses, railroads, bridges, culverts, storm drains, both on the land to be subdivided and land immediately adjoining. Show wooded areas, marshes, swamps, rock outcrops, ponds or lakes, streams or stream beds and any other natural features affecting the site.	X
The exact location of the flood hazard, floodway and floodway fringe areas from the community's FHBM or FIRM maps (FEMA). State the base flood elevation data for subdivision.	X
Show the minimum building setback lines for each lot.	X
Provide grading and landscape plans. Proposed plantings or construction of other devices to comply with the screening requirements of Article 10, Part II.	X
Show location of all proposed entrance or subdivision signage (see Section 10.23.1).	X
Show pump station detail including any tower, if applicable.	N/A
Show area which will not be disturbed of natural vegetation (percentage of total site).	X
Label all buffer areas, if any, and provide percentage of total site.	X
Show all riparian buffer areas.	X
Show all watershed protection and management areas per Article 10, Part VI.	X
Soil erosion plan.	X
Show temporary construction access pad.	X
Outdoor illumination with lighting fixtures and name of electricity provider.	X
The following data concerning proposed streets:	
Streets, labeled by classification (see Town of Smithfield construction standards) and street name showing linear feet, whether curb and gutter or shoulders and swales are to be provided and indicating street paving widths, approximate grades and typical street cross-sections. Private roads in subdivisions shall also be shown and clearly labeled as such.	X
Traffic signage location and detail.	X
Design engineering data for all corners and curves.	X
For office review; a complete site layout, including any future expansion anticipated; horizontal alignment indicating general curve data on site layout plan; vertical alignment indicated by percent grade, PI station and vertical curve length on site plan layout; the District Engineer may require the plotting of the ground profile and grade line for roads where special conditions or problems exist; typical section indicating the pavement design and width and the slopes, widths and details for either the curb and gutter or the shoulder and ditch proposed; drainage facilities and drainage.	X

Information	Preliminary Plat
Type of street dedication; all streets must be designated public. (Where public streets are involved which will be dedicated to the Town, the subdivider must submit all street plans to the UDO Administrator for approval prior to preliminary plat approval).	X
When streets have been accepted into the municipal or the state system before lots are sold, a statement explaining the status of the street in accordance with the Town of Smithfield construction standards.	
If any street is proposed to intersect with a state maintained road, a copy of the application for driveway approval as required by the Department of Transportation, Division of Highways Manual on Driveway Regulations. (1) Evidence that the subdivider has applied for such approval. (2) Evidence that the subdivider has obtained such approval.	
The location and dimensions of all:	
Utility and other easements.	X
Pedestrian and bicycle paths.	X
Areas to be dedicated to or reserved for public use.	X
The future ownership (dedication or reservation for public use to governmental body or for owners to duly constituted homeowners' association) of recreation and open space lands.	X
Required riparian and stream buffer per Article 10, Part VI.	X
The site/civil plans for utility layouts including:	
Sanitary sewers, invert elevations at manhole (include profiles).	X
Storm sewers, invert elevations at manhole (include profiles).	X
Best management practices (BMPs)	X
Stormwater control structures	X
Other drainage facilities, if any.	X
Impervious surface ratios	X
Water distribution lines, including line sizes, the location of fire hydrants, blow offs, manholes, force mains, and gate valves.	X
Gas lines.	
Telephone lines.	
Electric lines.	
Plans for individual water supply and sewage disposal systems, if any.	
Provide site calculations including:	
Acreage in buffering/recreation/open space requirements.	X
Linear feet in streets and acreage.	X
The name and location of any property or buildings within the proposed subdivision or within any contiguous property that is located on the US Department of Interior's National Register of Historic Places.	X

Information	Preliminary Plat
Sufficient engineering data to determine readily and reproduce on the ground every straight or curved line, street line, lot line, right-of-way line, easement line, and setback line, including dimensions, bearings, or deflection angles, radii, central angles and tangent distance for the center line of curved property lines that is not the boundary line of curved streets. All dimensions shall be measured to the nearest one-tenth of a foot and all angles to the nearest minute.	X
The accurate locations and descriptions of all monuments, markers, and control points.	X
Proposed deed restrictions or covenants to be imposed upon newly created lots. Such restrictions are mandatory when private recreation areas are established. Must include statement of compliance with state, local, and federal regulations.	X
A copy of the erosion control plan submitted to the Regional Office of NC- DNRCD, when land disturbing activity amounts to one acre or more.	X
All certifications required in Section 10.117.	
Any other information considered by either the subdivider, UDO Administrator, Planning Board, or Town Council to be pertinent to the review of the plat.	X
Improvements guarantees (see Section 5.8.2.6).	

FOR OFFICE USE ONLY			
File Number: _____	Date Submitted: _____	Date Received: _____	Amount Paid: _____

REQUIRED FINDING OF FACT

Article 4 of the Town of Smithfield Unified Development Ordinance requires applications for a preliminary subdivision plat approval 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 grant preliminary subdivision approval if it has evaluated an application through a quasi-judicial process and determined that:

- 1) The plan is consistent with the adopted plans and policies of the town;

The Preliminary Plan follows the adopted plans and policies of the Town within the UDO. The Subdivision has been designed in accordance with the Town Engineering Standard Specifications and Details and in conjunction with Johnston County Design and Construction Technical Standards.

- 2) The plan complies with all applicable requirements of this ordinance;

The plan complies with the applicable Development Review Process, Zoning, and Performance Standard sections of the UDO.

- 3) There exists adequate infrastructure (transportation and utilities) to support the plan as proposed; and

The subdivision will connect to Wilson's Mill Road and Sunrise Avenue NCSR 1961. The proposed sewer utility will connect to the existing sewer system along Hillcrest Drive. The proposed water system will connect to the existing water system along Wilson's Mill Road.

- 4) The plan will not be detrimental to the use or development of adjacent properties or other neighborhood uses.

The proposed subdivision will not detrimentally impact the adjacent properties which are mainly single family residential lots. A conditional rezoning application has been submitted to modify the existing zoning of R20-A to R8-CZ. The proposed use of Townhome homes will not detrimentally impact the mainly residential uses of the adjacent properties.



Request for Town Council Action

Public
Hearing: CZ-21-11
Date: 12/07/2021

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

Issue Statement

R&R Development of NC, LLC is requesting a conditional rezoning of 15.9-acres of land from R-20A and R-8 to R-8 CZ with a master plan for a planned development consisting of 134 attached single-family townhome lots.

Financial Impact

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

Action Needed

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

Recommendation

Planning Staff and the Planning Board recommends approval of CZ-21-11 with 12 conditions 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. Consistency Statement
3. Application
4. Master Plan – Separate Attachment
5. Adjacent Property Owners Listing and Certification
6. Zoning Map



Staff Report

Public CZ-
Hearing: 21-11

REQUEST:

R&R Development of NC, LLC is requesting a conditional rezoning of 15.9-acres of land from R-20A and R-8 to R-8 CZ with a master plan for a planned development consisting of 134 attached single-family townhome lots.

PROPERTY LOCATION:

The property is located southeast of Wilson’s Mills Road and M. Durwood Stephenson Parkway.

APPLICATION DATA:

Applicant:	R&R Development of NC, LLC
Property Owners:	Market Street 1500, LLC
Subdivision Name:	Franklin
NC Pin#	169406-29-7604
Rezoning Acreage:	15.9 acres.
Present Zoning:	R-20A/R-8/WS-IV-CA Overlay
Proposed Zoning:	R-8 CZ/ WS-IV-CA Overlay
Existing Use:	Vacant Farmland
Proposed Use:	Attached Single-Family Townhomes
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
Provided Open Space:	235,685 sq. ft (34%)
Development Density:	8.43 D.U.A.(max allowed 9.68)
Roads:	3,119 Lin. Feet

ADJACENT ZONING AND LAND USES: (see attached map)

	Zoning	Existing Land Uses
North	N/A	M. Durwood Stephenson Highway
South	R-10	Institutional use and Detached Single-Family Residential
East	R-10	Detached Single-Family Residential
West	R-10	Detached Single-Family Residential

EXISTING CONDITIONS/ENVIRONMENTAL:

The property considered for approval is agricultural with some woody vegetation along the perimeter. There are neighbor encroachments onto the development parcel, fences and a building that should be addressed with the development of the site. The applicant has indicated that all the encroachments will be removed except for a portion of the church driveway which encroaches only a few feet. There is no wetlands or other environmental features on the site.

MASTER PLAN/ANALYSIS:

- Comprehensive Land Use Plan and Density. **The Town's** Comprehensive Growth Management Plan guides the site for medium density residential which has a maximum density of 9.61 dwelling units per acre. The proposed development is 8.43 dwelling units per acre.
- Site Access. The primary access to the development will be off of **Wilson's Mills Road** about 440 feet south of the centerline of M. Durwood Stephenson Parkway as required by NCDOT. A secondary access will be off of Sunrise Avenue which is a requirement of Fire Code.
- Streets. **The Streets within the development are proposed to be 27' wide b/b in a 50' public right-of-way. The Town's standard street is a 34' wide b/b street in a 60' public right of way.** The **27' wide streets** were chosen to discourage on-street parking. The applicant has indicated the HOA will restrict on-street parking. The street widths represent **a deviation from the Town's standard street** detail.
- Highway Improvements. **The developer is providing a 10' public right-of-way** dedication for the widening of **Wilson's Mills Road and restriping near the entrance drive** the road area to accommodate the new road as required by NCDOT.
- Curb and gutter. Valley curbs are proposed throughout the Franklin development; **whereas the Town's standard is a B6-12 curb and gutter.** In several recent development approvals, the Town Council has allowed valley curbs in front of townhouses and within **10' of the end unit.** If this standard were implemented with the Franklin development B6-12 curb and gutter would be used for **the first 60 feet of the entrance drive off Wilson's Mills Road,** along the entrance drive off Sunrise, around the park area, the cul-de-sac and around/in the off-street parking areas. The use of valley curb represents a deviation from **the Town's standard curb and gutter.**
- Site Amenities. A private neighborhood open space/park with a pergola and fire pit, playground, 18 space parking lot, mailbox kiosk of about $\frac{3}{4}$ acres in size. Also, a dog park and walking trail loop is proposed around the stormwater pond facility. The developer plans to include decorative street lamps throughout the development.
- Sidewalks. A five-foot-wide concrete sidewalk is **proposed along Wilson's Mills Road** frontage and on one side of the public streets as required by the UDO.

- Landscaping and Buffering.
 - **The developer is proposing a 10' wide** Type A landscaped buffer **with a 6' opaque** perimeter fence adjacent to existing residential properties. No fence detail has been provided.
 - **The continuous 10' wide Type A buffer with an opaque** perimeter fence will continue behind Building F to deter Franklin residents from using the open space between Parcel ID 15083045 and Parcel ID 15083044A. There will be a gate access with a lock for maintenance access only.
 - The buffer behind buildings A-C will have double the required plantings where the Townhouses are closer to the property boundary (the rear yards range in depth from **15' – 20' and the landscape buffer is 10 wide**). Additional plantings have been added behind buildings H-I.
 - **The Planning Board recommended a landscaped berm along Wilson's Mills Road and** the developer has agreed. Staff recommends a fence or opaque landscaping with the berm to screen back yards along the highway.
 - Section 8.13.1 **Multi-Family Dwellings requires a 40' spatial** buffer (townhouses are considered multi-family in the UDO, although a single-family product). Recently approved developments have provided varying buffers from adjacent property (**Floyd's Landing – 100', Whitley Townes – 25', Marin Woods – 15'**). This may be considered a deviation from the UDO requirements.
 - Townhouse unit landscaping:
 - Center units will have 6 shrubs
 - Center end units will have 9 shrubs and a small upright evergreen tree
 - Road end units will have a mix of 13 plants consisting of shrubs, evergreen trees.
- Tree Preservation. The developer has indicated that some existing perimeter trees will be preserved with the construction. A tree survey was provided, but it is unclear which trees will be preserved after development. The UDO provides for some credit for trees preserved.
- Utilities.
 - The development will be served by Town water and sewer. There exists Town gravity **sanitary sewer and water mains in both Wilson's Mills Road and Sunrise Avenue.**
 - There is currently enough sewer capacity to serve this project, although the Town has about reached its capacity limits with all the developments currently proposed.
 - The west side of Smithfield is within the Duke Energy service area.
- Stormwater Management. The site is within the WS-IV-CA (Watershed Critical Area Overlay District) and is required to manage stormwater to a higher standard than

elsewhere in the Town. The developer has shown a stormwater management facility in the northeast corner of the site.

- Trash and Recycling. Individual townhouse lots are configured such that some lots have no access to their back yards except through the dwelling. This limits the ability to store trash and recycling in the rear yards. Storage of trash and recycling rolloffs within a garage or rear yards should be made a condition of approval.
- Subdivision Signs. **A monument sign is proposed adjacent the main entry on Wilson's Mills Road** in the common open space.
- **Homeowner's Association.** An HOA will own and maintain the recreation and open space areas, stormwater facilities, trails and landscaping on townhouse front and side yards and HOA property.
- Townhouses. The applicant is proposing 134 townhouse lots in a mix of 3-, 4-, 5- and 6-unit buildings.
 - Minimum Lot Dimensions and Size. The minimum lot size is 1,800 sq. ft. **the minimum lot width is 20' and lot depth is 90'. The smallest lots are associated with buildings A-C. The remainder of the lots are larger with a typical depth of 100'. End lots have a width of 25'**
 - Setbacks.
 - Front – 30'. Setback from Wilsons Mills Road – **50'**. This matches the R-8 setback requirement.
 - Rear - **15'**. Most of the lots meet the **R-8 rear setback requirement of 25'** except for the lots in buildings A-C and Y. Building Y has ample open space behind the rear yards, but buildings A-C have **15' rear yards up against the proposed 10' buffer. The townhouse walls alternate between 25' and 30' from the development boundary.** The reduced rear setbacks on lots A-C and Y represent deviations from the UDO.
 - Corner side – 15'.
 - Building Separation. Section 8.13.1.2 requires multi-family buildings to have a **separation of 40'**. **The developer is showing a minimum separation of 20'** similar to other recent approved townhouse projects. This represents a deviation from the UDO requirements.
 - Building Heights. The developer is proposing 3 story townhomes with a building **height of 39'-6 1/4" which exceeds the maximum building height of the 35'.** This represents a deviation from the UDO requirements.
 - Townhouse Unit Sizes/Estimated Sales Price. The developer has shown two townhome types:

- The Rose - 2,106 sq. ft. -\$275,000
- The Akamatsu. 1,792 sq. ft. - \$250,000
- Parking.
 - Each unit can park up to 3 cars per unit; one in the garage and two stacked in **a driveway. With a 30' setback, there may be some encroachment into the public sidewalk with larger vehicles.** The Planning Board recommended a reduced utility strip **(from 5' to 3')** to alleviate parking encroachments in the public right-of-way.
 - The development provides 45 overflow/guest parking spaces between 3 parking lots. There are 18 spaces in the central park area, 18 spaces in the cul-de-sac lot and 9 in the dog park lot.
 - Total parking = 3.33 parking spaces per unit. UDO requires 2 per unit. The parking exceeds the UDO standard.
 - There is adequate overflow parking although it is not convenient for all units.
- Architectural Standards. The developer has not provided proposed architectural standards in writing; however, the two identified townhome models come in a type A or B.
 - The townhome facades show a mix of shakes, lap and board and batten siding. Covered entryways and some second story balconies. Windows show a mix of mullion types, some with shutters. Single-car garages have decorative doors with divided windows.
 - The rear elevations of the townhomes have a small second story deck over the rear sliding doors and patio area.
 - No details have been shown for end units.

CONDITIONAL ZONING:

The developer is seeking deviations from the UDO as part of the rezoning. 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
Streets & right-of-way	34' wide b/b in 60' R/W with 5' utility strip	27' wide b/b in 50' R/W with 3' utility strip
Curb and gutter	B6-12 curbs	Valley curbs
Rear setback	25'	15'

Perimeter buffer	40'	10'
Building separation	40'	20'
Building height	35'	39'-6 1/4"

- Proposed Improvements Exceeding UDO requirements:
 - Parking at 3.3 spaces per dwelling
 - **6' opaque** perimeter fence
 - Enhanced landscaping behind units A-C and H-I
 - Open space/recreational amenities exceed UDO standards.
 - Architectural Standards
 - Landscaped berm (and fence or opaque landscaping) **along Wilson's Mills Road.**
 - Decorative street lamps.

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:

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

RECOMMENDATION:

Planning Staff recommends approval of CZ-21-11 with the following conditions:

1. That the future preliminary plat and development plans for the subdivision be in accordance with the approved Master Plan, R-8 Zoning District, and UDO regulations with the with the following deviations:

Item	R-8 CZ
Streets & right-of-way	27' wide back-to-back in 50' R/W with 3' utility strip
Curb and gutter	Valley curbs in front of units and within 10' of an end unit.

Rear setback	15'
Perimeter buffer	10'
Building separation	20'
Building height	39'-6 1/4"

2. That the **parking lot entrances be constructed in accordance with the town's standard driveway detail.**
3. That a tree preservation plan be provided that identifies the trees to be removed and preserved.
4. That the trash and recycling roll-off containers in the townhouse units be stored within a garage or within the rear yards.
5. That B6-12 curb and gutter be installed except in front of Townhouse units and within 10 feet of an end unit where a valley curb will be allowed.
6. That the landscape plan be amended to include a plant schedule indicating the type, number and size of proposed trees, mulch type and planting bed edges, and any required replacement trees.
7. That a landscaped berm with a privacy fence or opaque planting be installed along **the Wilson's Mills Road frontage.**
8. That structures encroaching on the development property be removed except for the church driveway.
9. That architectural standards be included in the HOA declarations.
10. That an HOA be responsible for the ownership and maintenance of all common amenities including landscaping, including front and side yard landscaping, the stormwater SCM, parking lots, recreational amenities, and open space.
11. That a prohibition of street parking be incorporated into the HOA declarations.
12. That the **5' sidewalk within the development be installed 3' off the back of the curb with the remaining 2' feet of grass strip to be adjacent to the public right-of-way line.**

RECOMMENDED MOTION:

"move to approve the zoning map amendment, CZ-21-11, with the 12 conditions of approval, finding the rezoning consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest."

Adjacent Property Owners of

S-22-01

TAG	PIN	NAME1	ADDRESS1	CITY	STATE	ZIPCODE
15083058A	169405-29-0377	SMITHFIELD FIRST PENTECOSTAL				00000-0000
15090032	169405-19-8656	JAEN, EZEQUEL	9691 US 70 HWY W	CLAYTON	NC	27520-3020
15K09161B	169518-30-0197	HANSLEY, JERRY JR. LIFE ESTATE	176 LAKEVIEW HILLS DR	FOUR OAKS	NC	27524-9213
15083051	169405-29-1983	ALLIED RESIDENTIAL PROP LLC	PO BOX 1761	SMITHFIELD	NC	27577
		Market Street 1500 LLC	PO Box 2436	Smithfield	NC	27577
15083045	169406-29-7164	STRICKLAND, BEVERLY H	301 SUNRISE AVE	SMITHFIELD	NC	27577-0000
15083054	169406-39-5607	BRYANT, OLIVE	101 POPLAR DR	SMITHFIELD	NC	27577-0000
15083043	169405-29-3287	VILLAGOMEZ, VICTOR	201 SUNRISE AVENUE	SMITHFIELD	NC	27577-0000
15083040	169405-29-3006	BOONE, GREGORY C	200 SUNRISE AVE	SMITHFIELD	NC	27577-0000
15083046	169406-29-8150	BRADLEY, ANA M	303 SUNRISE AVENUE	SMITHFIELD	NC	27577-0000
15083059	169406-39-1271	CAGLE, LINDA	401 HILLCREST DR	SMITHFIELD	NC	27577-0000
15K09195A	169518-40-3558	TOWN OF SMITHFIELD	PO Box 761	SMITHFIELD	NC	27577-0761
15083049E	169406-29-7604	MARKET STREET 1500 LLC	PO BOX 2346	SMITHFIELD	NC	27577-2346
15090031	169405-19-8525	JAEN, MAHALY LOPEZ	402 WILSONS MILLS RD	SMITHFIELD	NC	27577-3250
15K09161M	169517-10-3170	STEVENS, IRENE SMITH LIFE ESTATE	690 W MARKET ST	SMITHFIELD	NC	27577-3325
15083026	169406-28-6948	MATHENY, AUSTIE	207 CLOVERDALE DR	SMITHFIELD	NC	27577-3506
15083048B	169406-39-1160	HARPER, ALLEN S	303 HILLCREST DR	SMITHFIELD	NC	27577-3512
15083049C	169406-39-2408	BRITT, WILMOT N	405 HILLCREST DR	SMITHFIELD	NC	27577-3514
15083058	169405-29-2334	LOPEZ, LAWRENCE ANTHONY	103 SUNRISE AVE	SMITHFIELD	NC	27577-3520
15083039	169405-29-2019	THORNE, JOSEPH E	104 SUNRISE AVE	SMITHFIELD	NC	27577-3521
15083056	169405-29-4252	ELLIS, EDDIE LEE JR	203 SUNRISE AVE	SMITHFIELD	NC	27577-3522
15083044A	169406-29-6129	ALLEN, STEPHEN	207 SUNRISE AVE	SMITHFIELD	NC	27577-3522
15083044	169406-29-5250	BYRD, WILLIAM E	205 SUNRISE AVE	SMITHFIELD	NC	27577-3522
15083047	169406-29-9057	BUNN, JAMES HAROLD	305 SUNRISE AVE	SMITHFIELD	NC	27577-3524
15083048	169406-39-0043	WHITE, DAVID MORRIS	307 SUNRISE AVE	SMITHFIELD	NC	27577-3524
15083048A	169406-38-1947	BARNES REAL PROPERTY LLC	702 CHESTNUT DR	SMITHFIELD	NC	27577-3836
15K09161F	169405-19-9836	ALLEN, CHRISTINE J.	1005 WILSONS MILLS RD	SMITHFIELD	NC	27577-5530
15K09161	169517-10-8333	MCKINNEY, MARK	924 BROADHAVEN DR	RALEIGH	NC	27603-7823
		R&R Development of NC, LLC	1611 Jones Farnklin Road Ste 101	Raleigh	NC	27606
15K09161C	169518-20-5204	TDRLEGAL PROPERTY MANAGEMENT, LLC	PO Box 966	DURHAM	NC	27702-0966

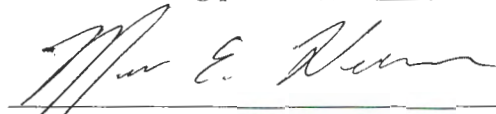


PLANNING DEPARTMENT

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, S-22-01, were notified by First Class Mail on 2-15-22.



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

15th day of February, 2022



Notary Public Signature

Julianne Edmonds

Notary Public Name

My Commission expires on January 15, 2023
(Seal)



1000 Block of Wilson's Mills Road



File Number:
S-22-01

Project Name:
Franklin Townes

Location:
Wilson's Mills Rd &
M Durwood
Stephenson Parkway

Tax ID#:
15083049E

Existing Zoning:
R-8 CZ

Owner:
Market Street 1500 LLC

Applicant:
R&R Development
of NC, LLC



1 in = 250 ft
Map created by the Mark E. Helmer, AICP
Senior Planner, GIS Specialist on 1/24/2022



PLANNING DEPARTMENT
Mark E. Helmer, AICP, Senior Planner

Notice Of Public Hearing

Notice is hereby given that the Town Council of the Town of Smithfield will conduct a public hearing during the course of their open meeting which starts at 7:00 P.M. on Tuesday, March 1, 2022 in the Town Hall Council Chambers located at 350 East Market Street to consider the following request:

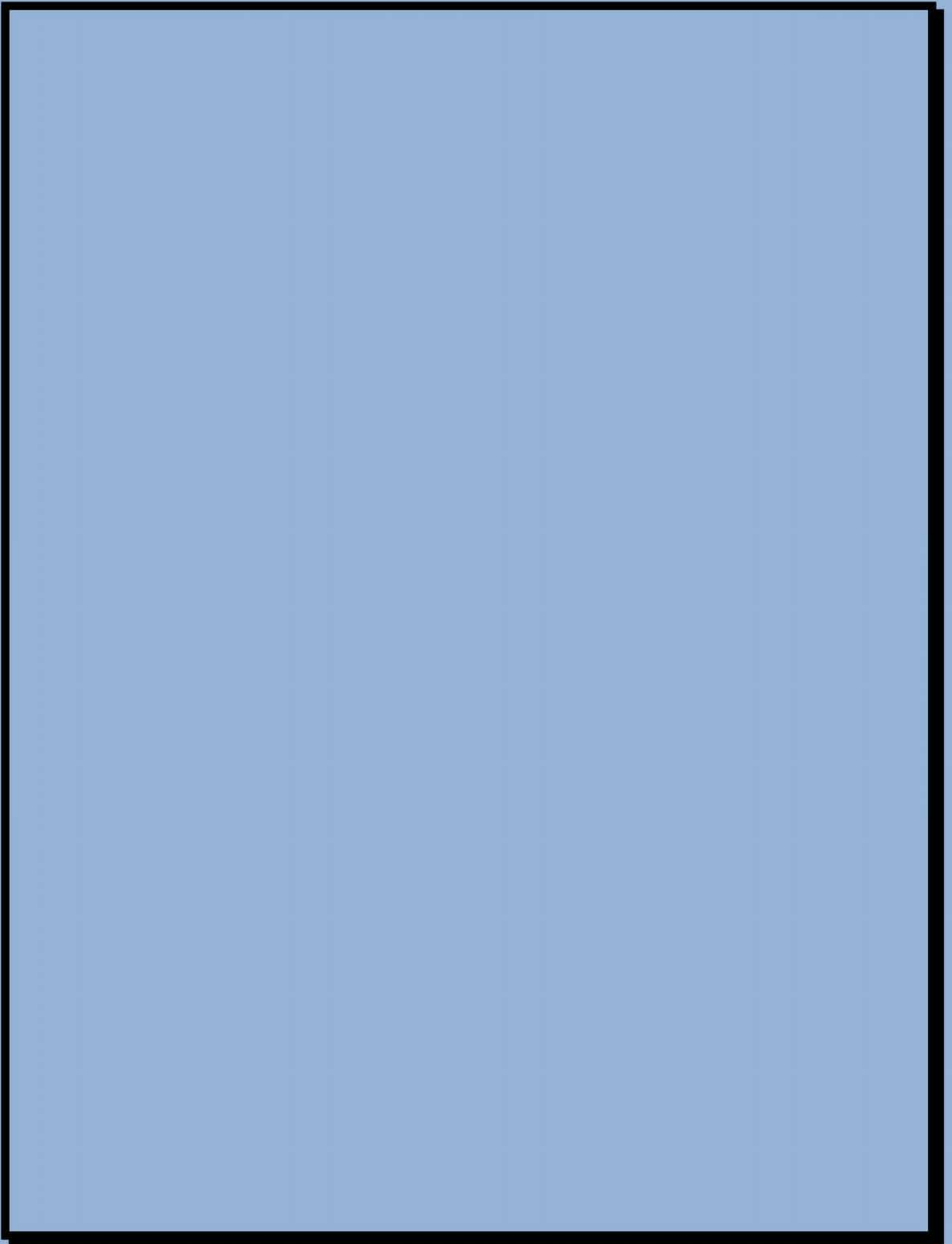
S-22-01 Franklin Townes: The applicant is requesting preliminary subdivision approval to divide one parcel of land totaling 15.9 acres and located within a to the R-8 CZ (Conditional Zoning) district into 134 residential lots. The property considered for approval is located on the southeast side of the intersection of Wilson's Mills Road and M. Durwood Stephenson Parkway and further identified as Johnston County Tax ID# 15083049E.

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

Run Legal ad in the Johnstonian News on February 16, 2022 and February 23, 2022.

Consent

Agenda Items



The Smithfield Town Council met in Special Session on Tuesday, January 18, 2022 at 6:30 pm in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:
John Dunn, Mayor Pro-Tem
David Stevens, District 2
Travis Scott, District 3
Dr. David Barbour, District 4
Stephen Rabil, At-Large

Councilmen Absent
Marlon Lee, District 1
Roger Wood, At-Large

Administrative Staff Present
Michael Scott, Town Manager
Shannan Parrish, Town Clerk
Greg Siler, Finance Director

Call to Order

Mayor Moore called the meeting to order at 6:35 pm.

Approval of the Agenda

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

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

Councilman Barbour made a motion, seconded by Mayor Pro-Tem Dunn to enter into closed session pursuant to NCGS 143-318.11 (a) (5) at 6:36 pm

Reconvene In Open Session

Councilman Barbour made a motion, seconded by Councilman Scott, to reconvene in open session. Unanimously approved at 6:51 pm.

Discussion of American Rescue Plan Act (ARPA) Funds

Town Manager Michael Scott informed the Council the Town received the first payment of ARPA funds on July 1, 2021 and it will receive the second payment on July 1, 2022. He questioned how the Council would like to use these funds. Funds could not be used for debt service or employee pensions, but could be used for almost anything else if the Council chose to approve those funds as revenue loss funds. The Town has to advise the Federal Government of allocation of funds by December 31, 2024 and all funds have to be spent by December 31, 2026.

Town Manager Michael Scott reviewed the following grants the Town has been awarded from the State Budget. They are as follows:

<u>State Grant Summary:</u>	
PED Trail and Splash Pad Phase II	\$536,300
Amphitheater Project	\$989,500
CSX Culvert	\$950,000
Pump Station 11 and Outfall Line	\$2,000,000
Pump Station 1 Increase Capacity	\$500,000
<u>Build Force Main in North Smithfield</u>	<u>\$500,000</u>
Total	\$5,475,800

The Town Manager explained all of the aforementioned projects had to be completed by July 2024.

Mayor Pro-Tem Dunn questioned if the ARPA funds could be used if the State Grant funds did not cover the entire cost of a project. The Town Manager responded ARPA funds could be used for that purpose.

Town Manager Michael Scott reviewed the Economic Development Administration Grant for the West Smithfield Outfall Line Project.

Total Project Cost:	\$3,795,880
Match Amount Required	\$1,095,880
Grant Amount:	\$2,700,000

The Town Manager explained that ARPA funds could now be used as the Town's match amount for this grant. He reminded the Council that \$1,573,340 had been budgeted for the Durwood Stephenson Water Line Project, but since the County provided a grant to the Town for that project, those funds were still in the Water/Sewer Fund Balance.

Town Manager Michael Scott provided the Council with the following list of projects the Council could consider completing with the use of ARPA funds.

1.	Side Walk Projects	
2.	Take Home Police Cars	\$340,000
3.	Body Cameras	\$148,000
4.	New Fire Rescue Truck	\$875,000
5.	Vac Truck for Storm Water:	\$450,000
6.	Replacement Sanitation Truck	\$200,000
7.	Water Plant Loan Reduction	\$2,000,000
8.	Water Plant Intake Restructure	\$1,300,000
9.	Rehab Electric Delivery Point 1	\$1,100,000
10.	Police Department Expansion:	\$1,500,000
11.	Outlet Center Drive	\$700,000
12.	EDA Grant Match	\$1,095,880
13.	Land Acquisition for future Growth	
14.	Parks Investments	
15.	Personnel Investments	
16.	Town Hall Expansion	

Councilman Barbour asked for an update on the Spring Branch Project. The Town Manager responded the application was being finalized and was due February 1, 2022. The Town Manager stated staff was investigating a lot of stormwater and sewer infrastructure grants and they would be applying for as many as the Town was eligible.

Town Manager Michael Scott informed the Council that at some point there would have to be a discussion about funding for stormwater. He explained how the stormwater ERU was calculated. He recommended using ARPA funds for a stormwater plan.

Councilman Scott stated he reviewed the budget and there were many urgent needs. He stated staff requested a vac truck and camera system for underground pipes.

Councilman Scott stated Powell Bill funds were decreasing. He explained the Council never discussed curb and gutter for streets. It was his opinion that some of the ARPA funds should be used for street improvements. There was past discussion about the purchase of a mini-paving machine so some street patching could be done by employees. The Town Manager responded that was not an option since the Town did not have the staff to perform that type of work.

Councilman Scott stated the Town needed to improve its Load Management Program. He explained when the peak load is shaved, everyone in the Town saves.

Mayor Moore agreed with looking for a vac truck and camera system because they were both important for stormwater management. The Town Manager explained the vac truck would systematically go through all areas of the Town to clean out drains and identify problem areas.

Councilman Barbour questioned the main purpose of the ARPA funds. The Town Manager responded it was originally intended for infrastructure projects, but the Federal Government has loosened the restrictions. Councilman Barbour stated the Town has the opportunity to build its foundational infrastructure such as: roads, sidewalks, pipes, stormwater and repairs to some of the existing infrastructure.

Mayor Pro-Tem Dunn stated the Town was very fortunate to receive the amount of State grant funding it had received. He questioned the amount of the yearly payment and overall interest paid amount if ARPA funds were used to reduce the Water Plant Expansion debt by \$2,000,000. The Town Manager responded the payment would be reduced by \$111,448 and overall interest would be reduced by \$292,000.

The Police Department Expansion Project: It was suggested that the engineering be completed first and the actual construction be completed when material prices decrease.

Mayor Moore stated it was his understanding the ARPA funds were to be used for "shovel-ready" projects that could be implemented and completed quickly. Mayor Moore questioned if the list of projects provided by the Managers were considered actual priorities.

Mayor Moore indicated he would like to have more information on the Water Plant Intake Restructure project. Councilman Scott stated he would like more information on all the items on the list of potential projects offered by the Town Manager.

Councilman Barbour questioned if the reduction to the Water Plant Expansion project loan was a priority since the loan payments would be paid by the fees generated by the water service. Enterprise funds should generate fees for its infrastructure. Mayor Moore stated the ARPA funds could not be used for debt service. The Town Manager responded that ARPA funds could not be used for debt service, but the \$2,000,000 could be used to pay for some of the actual construction thus lessening the amount the Town had to borrow.

Councilman Scott questioned if the School Board was obligated to pay for half of the expenses for the Smithfield Recreation and Aquatics Center. The Town Manager responded the School Board was obligated to pay for half of the maintenance.

Police Take Home Car Program: This Program was currently in place for officers who live in Smithfield. The Council questioned if the \$340,000 was the total project budget. The Town Manager stated the Police Chief was having difficulties purchasing patrol vehicles. The \$340,000 was a one-time expense for additional vehicles. The Town Manager further stated this program was something the Council and staff had discussed as a way to recruit and retain officers.

Councilman Scott stated employees were the Town's number one resource and the Council needed to take care of the employees. He suggested reinstating the longevity benefit. Employees would receive \$500 after 5 years and then an additional \$100 per year of service until they reached twenty-five years of service. He further stated \$120,000 would be needed to fund the longevity benefit.

Mayor Moore questioned if there were additional projects/ideas from the Council not included on the list provided by the Town Manager. He suggested the Council provide those ideas to the Town Manager.

Councilman Scott suggested reviewing the Capital Improvement Projects for Parks and Recreation and the Recreation and Aquatics Center. He stated the parks plan needs to be revamped. The Town Manager explained there were funds from the Town's 2% tourism funds for the Highway 210 park project.

Councilman Scott stated this was an opportunity to discuss some downtown projects.

Mayor Moore encouraged the Council to provide any ideas to the Town Manager on how the ARPA funds could be used so the Manager could begin developing a plan.

It was the consensus of the Council that the following projects were not considered priorities at this time: Take Home Police Cars, Police Body Cameras, New Fire Rescue Truck, and Replacement Sanitation Truck. The Council asked for additional information on the Water Plant Intake Restructure. They also requested staff to obtain a quote for the Vac Truck and how long it would take to build the truck to the Town's desired specifications.

Budget Discussion

Town Manager Michael Scott provided the FY 2022-2023 budget schedule to the Council. He questioned if the Council would like to have a meeting to discuss budget priorities prior to staff presenting their budget requests to the Manager. It was the consensus of the Council to hold a meeting prior to February 25, 2022.

Adjourn

Councilman Barbour made a motion, seconded by Mayor Pro-Tem Dunn, to adjourn the meeting. The meeting adjourned at approximately 8:40 pm.

ATTEST:

M. Andy Moore, Mayor

Shannan L. Parrish, Town Clerk

DRAFT

The Smithfield Town Council met in regular session on Tuesday, February 1, 2022 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore, presided.

Councilmen Present:

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

Councilmen Absent

Marlon Lee, District 1

Administrative Staff Present

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

Also Present

Bob Spence, Town Attorney

Administrative Staff Absent

Lawrence Davis, Public Works Director

CALL TO ORDER

Mayor Moore called the meeting to order at 7:02 pm.

INVOCATION

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

APPROVAL OF AGENDA:

Councilman Wood made a motion, seconded by Councilman Rabil, to approve the agenda with the following amendment:

Add: Closed Session – Pursuant to NCGS 143-318.11 (a) (3) to consult with the Town Attorney.

Unanimously approved.

PRESENTATIONS:

1. Administering Oath of Office to New Police Officer Dante Scarboro

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

2. Proclamation – Declaring February as All in Red Month

Mayor Moore read the following proclamation and stressed the importance of the All In Red Campaign.

PROCLAMATION
DESIGNATING FEBRUARY AS “ALL IN RED MONTH”
IN THE TOWN OF SMITHFIELD

Whereas, the well-being of our community is of paramount importance and maintaining excellent

health among our citizens is a top priority, February marks the one month, county-wide heart health awareness campaign entitled “ALL IN RED”, presented by Johnston Health and Aramark, and organized by the Johnston Health Foundation; and

Whereas, In the United States, North Carolina, and Johnston County heart disease is the leading cause of death among men and women;

Whereas, Heart Disease and Stroke ranks among the top five health priorities in Johnston County; per the 2019 Johnston County Community Health Needs Assessment Implementation Plan; and

Whereas, per the Center for Disease Control and Prevention (CDC), about 80% of deaths from premature heart disease and stroke could be prevented by changes in physical activity, diet, education and management of common medical conditions, and;

Whereas, ALL IN RED is an opportunity to increase heart health awareness, while addressing the growing needs of local heart patients; and

Whereas, the ALL IN RED campaign invites all Johnston County residents, business owners and visitors to participate in this initiative by wearing RED on February 4, 2022, National Wear Red Day, and/or running a RED promo or fundraiser in February; and

Whereas, the financial challenges of a heart patient are enormous; all funds raised within this campaign period will benefit local heart patients through the Johnston Health Foundation’s Heart Fund; and

Whereas, on this day, we recognize heart disease and stroke survivors, those battling the disease, their families who are their source of love and encouragement, and applaud the efforts of our medical professionals who provide quality care; and

NOW, THEREFORE, the Honorable Mayor, M. Andy Moore and the Smithfield Town Council does hereby proclaim February 2022 as “ALL IN RED MONTH” and encourages businesses, industries and citizens in the community to support and participate in this event.

Duly proclaimed this 1st day of February 2022, while in regular session.

3. Proclamation – Recognizing the Neuse Charter Varsity Volleyball Team

Mayor Moore presented the following proclamation to the coaches and players of the Neuse Charter Varsity Volleyball team. He commended the coaches and players for their outstanding season and for their sportsmanship on and off the court.

PROCLAMATION
Recognizing the Neuse Charter Varsity Volleyball Team

WHEREAS, the Neuse Charter Varsity Volleyball Team, under Head Coach Jennifer Cochran and Assistant Coach Gail Browning, is to be commended for their outstanding volleyball season; and

WHEREAS, by its extraordinary efforts, the Neuse Charter Varsity Volleyball Team was undefeated conference champions and conference tournament champions; and

WHEREAS, the Neuse Charter Varsity Volleyball Team entered the 64 team NCHSAA 1A bracket and were East Region Champions; and

WHEREAS, the Neuse Charter Varsity Volleyball Team played in the State Championship game in Reynolds Coliseum, something that has never been accomplished in the school’s history; and

WHEREAS, the Neuse Charter Varsity Volleyball Team ended their impressive season with an amazing record of 26-3 (2 of the 3 losses were preseason to a 3A school, final loss was in the state tournament); and

WHEREAS, this has been an exciting, hard-fought and successful season for the Neuse Charter Varsity Volleyball Team; and

WHEREAS, the Town of Smithfield is proud of the record the Neuse Charter School Volleyball Team has earned and the fine publicity they have brought to our community by their good sportsmanship and inspired team play.

NOW, THEREFORE, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council, congratulates Neuse Charter School, its volleyball team, its coaches, its athletic department and all people associated with the volleyball team for the outstanding accomplishments.

PUBLIC HEARINGS:

1. **Town Plan Amendment (CA-22-01)**: The Town of Smithfield was requesting an amendment to update the Transportation and Growth Management Plan in response to rapid growth in the West Smithfield area.

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

Planning Director Stephen Wensman explained staff was requesting to amend the Town Plan otherwise known as the Comprehensive Growth Management Plan and Transportation Plan. The current plan was approved on February 4, 2020. Comprehensive Plans are typically long-range planning documents and are characteristically renewed every ten years. Smithfield has been experiencing unprecedented residential growth that has rendered portions of the plan in need of an update.

The Town Plan guided approximately 389 acres of land to Industrial of which nearly all has been rezoned to Light Industrial including the 240-acre planned West Smithfield Business Park (WSBP) (of which 170 is under construction for Amazon) and future industrial road. According to the Town's economic development consultants, additional industrial land was needed and in demand. With that recommendation, staff has proposed expanding the light industrial district by adding 2 additional tracts of land. As for the transportation plan, the current plan does not quite work. One of the north-south transportation routes was supposed to intersect with M. Durwood Stephenson Parkway, but NCDOT will not allow any connections on M. Durwood Stephenson Parkway.

Mr. Wensman explained the landmass between M. Durwood Stephenson Parkway, 70 Business and Barbour Road was a large landmass with a lot of developable land. Staff believed there was a need for a continuous road that goes across the whole development providing a type of connectivity for future development and not a dead-end cul-de-sac.

Mr. Wensman further explained the plan was for the Town of Smithfield's future land use. And this land would be guided for industrial uses. Developers would look at this land and then plan accordingly. If there was an interest in the land, then a rezoning would follow. Staff generally reviews any rezonings against the Comprehensive land use plan to ensure that the plan is being followed. However, in North Carolina, the Council's opinion can differ from the Comprehensive Land Use Plan. The plan is a way to plan growth in an organized way.

The Planning Board was in favor of the map amendments, but they did have concerns with just notification. Staff followed the statutory notification process for this public hearing.

The Planning Department recommends approval of approve the amendments, CA-22-01, to the Town Plan.

The Planning Board was unanimously in favor of the amendment but split the vote 3 in favor and 3 opposed because several members, although in favor, felt the affected property owners should be notified by mail of the changes

Planning Director Stephen Wensman has incorporated his entire record and provided it to the Council in written form in the February 1, 2022 agenda packet.

Mayor Moore asked if there were any questions from Council.

Councilman Scott stated that several people contacted him about the plan changes. He questioned if Staff had addressed all their concerns. Mr. Wensman responded he had only received questions from Elaine Marshall and he provided her with all the information so she would disseminate it to her clients.

Councilman Barbour questioned if this change affected the zoning of the land. Mr. Wensman responded it did not affect the zoning of the land. Councilman Barbour further stated this plan was a document to assist with future growth and the land use could be changed. Mr. Wensman responded the Council has the ability to change the land use.

Councilman Barbour questioned if there were other parcels that had been rezoned that were not in agreement with the Town Plan. Mr. Wensman responded there were parcels that were rezoned to an industrial land use that were not guided for that purpose.

Mr. Wensman stated the Town has to have a Comprehensive Growth Management plan, but the Council has the flexibility to amend the Plan. Councilman Barbour questioned the section of the Transportation Plan that included a road through the two newly added parcels. Mr. Wensman responded the road doesn't have to go in the exact proposed spot, but staff thought it important to include a road connecting to Barbour Road.

Mayor Pro-Tem Dunn questioned if the road on the proposed Transportation Plan through the newly added parcels had been included on the current Transportation Plan. Mr. Wensman responded the current plan shows a road connecting to M. Durwood Stephenson Parkway, but since NCDOT will not allow a connection there, another functioning connection was needed for the industrial properties. Whether or not that connection comes to fruition, remains to be seen.

Mayor Pro-Tem Dunn stated he had some concerns about the proposed changes to the Town Plan. He further stated that he did not want to cause any additional burden to the landowners with what they were able to do with their properties. He asked if this was a time sensitive issue. Mr. Wensman responded that it was not a time sensitive issue. Staff was merely trying to get ahead of all the growth in the area.

Councilman Barbour questioned if this Plan amendment was legally binding. Town Attorney Bob Spence responded that the Council could approve something that was contrary to the Plan. Mr. Spence further stated the Town has to have a plan that looked towards the future growth of the Town.

Mr. Wensman pointed out that the Finding of Fact for subdivisions required compliance with the Comprehensive Plan. There is strength in the subdivision regulations to create support for the Comprehensive Plan. If the Council chose to support a subdivision that was not compliant with the Plan, the Plan would have to be amended.

Councilman Scott stated he was concerned about the transparency as it related to informing the property owners of the proposed changes to the Plan. He stated this amendment would complicate the process if the property owners wanted to use their land for subdivisions.

Councilman Scott noticed there were a few parcels near Barbour Road that were not included in this amended plan. He questioned why they were not included. Mr. Wensman responded the two additional parcels proposed were flat open pieces of land that would be better for industrial uses. The

smaller parcels Councilman Scott references were smaller and closer to residential homes. Also, since those parcels are smaller, they would not be guided for industrial uses. The two large parcels are contiguous to other industrial land uses.

Councilman Barbour stated this amendment to the Plan had really no effect, because it was not attached to any rezoning. Mr. Wensman responded the Council can amend the plan at any time, but a developer who is interested in the land for industrial uses will look more closely at that land because it is guided for industrial uses.

Mayor Moore stated the property owners were bound by the zoning of the land. They always have the option of rezoning the property if a developer proposed something different than an industrial use.

Councilman Scott questioned if staff provided proper notification of the amendments to the Plan. Mr. Wensman responded that staff followed the NC General Statutes as it relates to notification of the public hearing. He further stated the notifications required are similar to a UDO text amendment. Per the Statute, Staff did not have to notify the individual property owners or adjacent property owners of the proposed changes.

Councilman Scott questioned if this public hearing was a rezoning hearing, would the public be notified. Mr. Wensman responded there would be notification requirements; such as, letters to adjoining property owners, advertisement in the local newspaper and a sign would be posted on the property.

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

Elaine Marshall of Marshall and Associates stated she was representing two clients that own land adjacent to the area. She expressed her concerns about the potential impact this Plan amendment would have on the landowners to the adjacent properties. She stated there needed to be more time to disseminate the information. There need to be more time for questions to be asked and answered. She was further concerned that when developers saw the Plan they would not be interested in the land if they intended to use it for anything other than an industrial use.

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

Councilman Stevens made a motion, seconded by Councilman Wood, to approve the proposed amendments, CA-22-01, to the Transportation Plan and Comprehensive Growth Management Plan. Councilman Stevens, Councilman Wood and Councilman Barbour voted in favor of the motion. Mayor Pro-Tem Dunn, Councilman Rabil and Councilman Scott voted against the motion. Mayor Moore broke the tie by voted in favor of the motion. Motion passed 4 to 3.

Mayor Moore stated he was unsure why the Planning Board took they action they did at their meeting. Some members of the Planning Board voted against the Plan amendment because they felt the property owners should have been notified. It was their duty to look at the facts presented to them and make a recommendation to the Council because the Council does value their input. He further stated it was not the duty of the Planning Board to disagree with how something was handled when staff followed the NC General Statutes. He asked the Planning Board members to keep their personal thoughts and opinions out of their deliberations. Staff legally noticed the public hearings for the Planning Board and for the Town Council meetings. Which is what they were required to do.

2. **Zoning Text Amendment - Regulations for Signs (ZA-21-08)**: The Town of Smithfield is requesting an amendment to Article 10, Part III, Regulations for Signs, that will allow additional wall mounted sign opportunities for commercial properties, creates residential subdivision signs requirements and modifies existing text to clarify and eliminate inconsistencies throughout the document

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

Planning Director Stephen Wensman explained the proposed ordinance provides for additional wall signs for commercial businesses and other amendments. He further explained that when staff began reviewing the UDO, they found other issues, inconsistencies and other opportunities for improvement.

The proposed text amendment makes the following changes:

- Updates permit requirements including eliminating late fee provision.
- Consolidates regulation for signs into distinct sections, i.e., pole sign area calculations have been moved to Section 10.21.1 Computation of Sign Area.
- Revises ground mounted sign dimensional requirements.
- Updates standards for all permitted signs.
- Eliminates contradicting or differing regulations for the same sign.
- Updates and clarifies temporary sign regulations, creating a distinct section for temporary signs.
- Moves Entry Corridor Overlay District sign regulations into the sign code.
- Updates Permitted District Signs:
 - Requires development signs at residential subdivisions (10.21.1.1) as requested by the Planning Department.
 - Allows wall signs on walls fronting on street, public parking area, common parking area in a planned shopping center or a public access walkway at 1 sq. ft. per linear foot of frontage, or 5% of the wall. Eliminates lesser signage for secondary walls.
 - Adds Highrise signs to the commercial signage tables
 - Eliminates all the footnotes to the commercial signage tables.
 - Updates Pole Signs regulations to be in conformance with NCDOT regulations.
- Improves order of regulations with signs not requiring permits and exempt signs moved to the end of the ordinance.
- Consolidates all regulations for sign lighting.

The Planning Department recommends approval of text amendment, ZA-21-08, 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.

Planning Director Stephen Wensman has incorporated his entire record and provided it to the Council in written form in the February 1, 2022 agenda packet.

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

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.

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

Mayor Pro-Tem Dunn made a motion, seconded by Councilman Wood, to approve zoning text amendment, ZA-21-08, 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. Unanimously approved.

{Attached hereto and made an official part of these minutes is the zoning text amendment ZA-21-08}

CITIZEN'S COMMENTS: There were none.

CONSENT AGENDA:

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

1. The following minutes were approved:
 - January 4, 2022 – Regular Meeting
2. Approval was granted to promote an employee from the Senior Customer Service Representative position to the Payroll/ Accounting Technician position.
3. Approval was granted to promote a Firefighter II to the rank of Fire Engineer.
4. Approval was granted to promote a Police Officer II to the rank of Master Police Officer.
5. Approval was granted to purchase four Dodge Durango SUVs for the Police Department. Bids received are as follows:
 - Ilderton \$33,667 x 4= \$134,668
 - Deacon Jones \$36,287 x 4= \$145,148
 - Performance Automotive No bid submitted

6. Approval was granted to adopt a Drone Policy

{Attached hereto and made an official part of these minutes is the Drone Policy}

7. Approval was granted to adopt Resolution No. 693 (02-2022) accepting State Directed Grant Funds.

TOWN OF SMITHFIELD
RESOLUTION No. 693 (02-2022)
ACCEPTING NORTH CAROLINA DIRECTED GRANT FUNDS

WHEREAS, The State of North Carolina has appropriated Directed Grants in the amount totaling \$5,475,800 to the Town of Smithfield; and

WHEREAS, these funds are intended to assist with the speeding up the recovery from the economic and health effects from the COVID-19 pandemic and ongoing recession; and

WHEREAS, part of the American Rescue Plan provides funding aid for local governments; and

WHEREAS, these funds for municipalities may be used to respond to public health emergencies with respect to COVID-19, provide premium pay to essential workers and investment in water and sewer infrastructure; and

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

- That Town of Smithfield does hereby authorize the acceptance of these funds from the State of North Carolina.

- That the Smithfield Town Council delegates to its Town Manager, the responsibility to execute any necessary agreements required on behalf of the Council.
- That The Town of Smithfield will substantially comply with all laws, rules, and regulations, pertaining thereto.

8. Approval was granted to appoint Suzanne Taylor and reappoint Dr. Kathleen Coates to the Downtown Smithfield Development Corporation's Board of Directors.

9. Approval was granted to appoint Kaitlyn Tarley to a first term on the Appearance Commission

10. New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Fire Marshall	Fire	10-60-6220-5100-0200	\$29.31/hr. (\$64,013.04/yr.)
IT Support Specialist	General Government	10-10-4100-5100-0200	\$19.80/hr. (\$41,184.00/yr.)
	PU – Water/Sewer (1/3)	30-71-7220-5100-0200	
	PU – Electric (1/3)	31-72-7230-5100-0200	
Payroll/Accounting Technician II	Finance	10-10-4200-5100-0200	\$25.15/hr. (\$52,312.00/yr.)
	PU – Water/Sewer (1/3)	30-71-7220-5100-0200	
	PU – Electric (1/3)	31-72-7230-5100-0200	
Police Officer I	Police	10-20-5100-5100-0200	\$18.97/hr. (\$42,416.92/yr.)
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200	\$15.48/hr. (\$32,198.40/yr.)
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200	\$15.48/hr. (\$32,198.40/yr.)
P/T SRAC Staff - General	P&R - Aquatics	10-60-6220-5100-0210	\$9.00/hr.
P/T Lifeguard	P&R – Aquatics	10-60-6220-5100-0210	\$8.00/hr.
Current Vacancies			

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Electric Line Technician (2 positions)	PU – Electric	31-72-7230-5100-0200
Firefighter I (2 positions)	Fire	10-60-6220-5100-0200
Police Officer I/II – Patrol (6 positions)	Police	10-20-5100-5100-0200
P/T Collections Assistant	PU – Electric/CS	31-72-7230-5100-0200
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200
Water Plant Operator	PU – Water Plant	30-71-7200-5100-0200

Business Items:

1. Economic Development Administration (EDA) Grant update and request for matching funds

Town Manager Michael Scott informed the Council this was the third time this items had been before the Council. He explained the Council previously approved a grant application with a 25% match for this project. The Town has a continued opportunity to leverage the jobs created by the Amazon Project with local match dollars to create an additional \$3.8 million is waste-water infrastructure in West Smithfield.

The application has been reviewed by the Federal Government Agency. The Economic Development Administration (EDA) would now require a \$1,095,880 match. This was an increase in match amount of 4%. The Council previously approved a \$950,000 match for this application.

The Town Manager explained the grant application had moved into the “Due Diligence” period. During this period, they are asking for certain policies and financial information. While they cannot say with certainty the Town will be awarded the grant, they did share that 95% of the applications that reach this stage are funded.

The Town Manager questioned if the Council wished to proceed with the application by approving the

additional 4% match and if they wanted to proceed, how would they want to pay for it. He explained there was the previously approved 25% match in the Water/Sever Fund Balance that could be used. The entire 29% match could be paid out of the Water/Sewer Fund balance. The funds can also come from the American Rescue Plan Act (ARPA) funds if the Council voted to use those funds as revenue replacement funds. Or the matching funds can be a combination of ARPA funds and Water/Sewer Fund Balance Funds. Staff was recommending using ARPA funds since it was originally intended for infrastructure. Also, by leaving the funds in the Water/Sewer Fund Balance, the Council had more discretion on how those funds could be used. The intent was to construct a sewer line replacement in order to spur economic development further on the west side of Town.

Councilman Scott questioned the amount of funds currently in the Water/Sewer Fund Balance. The Town Manager responded it was at 72%.

Mayor Pro-Tem Dunn questioned if it was Staff's recommendation to use APRA funds for the match amount because there was a timeline for the use of APRA funds. He further stated that by not using fund balance funds for this project, those funds could be used for projects that spanned beyond the two-year timeline restraints of the ARPA funds. The Town Manager agreed with Mayor Pro-Tem Dunn's comments and analysis.

Councilman Scott made a motion, seconded by Councilman Barbour, to approve the additional match amount for the grant. All matching funds for the EDA grant would come from the Water/Sewer Fund Balance. Unanimously approved.

Councilmembers Comments:

- Councilman Barbour expressed his appreciation to the Sanitation Department for all they do for the Town.
- Councilman Wood expressed his appreciation to the Sanitation Department and all Town staff. He thanked the Council, Town Manager and Staff for their patience during his recent health battles.
- Councilman Scott expressed his appreciation to the Public Works Department for their hard work during the recent winter weather event.
- Mayor Pro-Tem Dunn expressed his appreciation to Planning Director Stephen Wensman and his staff for all their efforts with all the new growth in Town. He further expressed his appreciation for the Planning Staff's diligence in keeping the UDO updated and more user friendly.
- Mayor Moore commended the Public Works Department for their efforts during the recent winter weather events. He commended the Sanitation Department for all their hard work in light of several of their trucks being inoperable. He reminded everyone of Black History Month and asked that everyone celebrate the month. Mayor Moore also clarified his earlier comments about the Planning Board. He explained there was some confusion as to why the Planning Board voted the way they did on the Town Plan. They were in favor of the change but were not in favor that property owners were not notified and voted accordingly. This sent a mixed message to the Town Council. He further stated he appreciated the members of the Planning Board and all they do for the Town.

Town Manager's Report:

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

- The third phase of Way-Finding signs are moving forward with utility locates being completed last week.
- ElectriCities is not recommended an increase in wholesale electric rates for FY 2023. This should again allow the Town's electric rates to remain stable.

- The Water Plant infrastructure project was evaluated last week. The water plant upgrades are moving forward and are on schedule to be completed by July 1, 2023. At this time the water plant is also within the approved budget amount. The 1 million gallon clear well has been constructed and will be operational in March.

Closed Session: Pursuant to NCGS 143-318.11 (a) (3) to consult with the Town Attorney

Councilman Scott made a motion, seconded by Councilman Wood, to enter into Closed Session pursuant to the aforementioned NC General Statute. Unanimously approved at approximately 8:53 pm.

Reconvene in Open Session

Councilman Barbour made a motion, seconded by Councilman Rabil to reconvene in Open Session. Unanimously approved at approximately 9:25pm.

No action was taken by the Council following the Closed Session

Adjourn

Being no further business, Councilman Barbour made a motion, seconded by Councilman Wood to adjourn the meeting. Unanimously approved. The meeting adjourned at approximately 9:26 pm.

ATTEST:

M. Andy Moore, Mayor

Shannan L. Parrish, Town Clerk



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 03/01/2022

Subject: Reagan Martin Fundraiser
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda

Issue Statement

Aidan DeSimone is requesting to hold a fundraiser at Smithfield Community Park on March 19, 2022.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Food Truck Information



Staff Report

**Consent
Agenda
Item:** **Application
for
Temporary
Use Permit**

Aidan DeSimone is requesting to hold a fundraiser at Smithfield Community Park on March 19, 2022. This event would be held from 1pm- 5pm. Set up will begin at 11 am and clean up ending by 7pm. Amplified sound will be used between 1pm-5pm. Over 100 people are expected to attend. Ugly Mug food truck will be present selling food.



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 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
 - 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>Reagan Martin Fundraiser</u> Name of Event	<u>600 M. Durwood Stephenson Hwy</u> Location of Event/Use (exact street address)
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Name <u>Aidan De Simone</u>	Address <u>156 Langdon Pointe dr</u>
Phone number <u>(919) 500-8702</u>	Email address <u>adesimone2016@gmail.com</u>
Event date <u>3/19/22</u>	Will alcohol be sold or served? <u>NO</u>
Event start time <u>1:00 pm</u>	Event end time <u>5:00 pm</u>
Event set up time <u>11:00 am</u>	Event cleanup time <u>7:00 pm</u>
Sound amplification hours <u>1:00-5:00</u>	Will food or goods be sold? <u>yes</u>

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: _____

Will any town property be used (i.e., streets, parks, greenways)? Smithfield Community park, Rotary Shelter

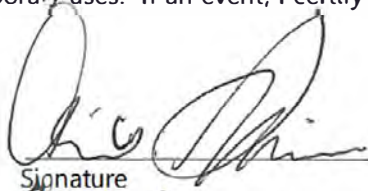
If any town streets require closure, please list all street names. _____

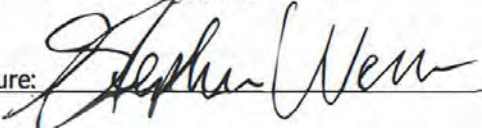
Are event trash cans needed? NO How many? _____

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

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.

Aidan DeSimone  12/11/21
Applicant's Name (print) Signature Date

Planning Director signature:  Date: 12/9/21

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) Town of Smithfield

Address _____ Zip _____

Phone number _____ Email _____

Signature: _____ Date: _____

Food Establishment Inspection Report

Score: 100

Establishment Name: Ugly Mug

Establishment ID: 04051011390

Location Address:
51-E Technology Dr.

Inspection Re-Inspection

City: GARNER State: NC

Date: 01/29/2021 Status Code: A

Zip: 27529 County: JOHNSTON

Time In: 12:35 PM Time Out: 1:50 PM

Permittee: AJ Mac, LLC

Category#: 2

Telephone: (919) 390-9042

FDA Establishment Type: Restaurant

Wastewater System: Municipal/Community On-Site System

No. of Risk Factor/Intervention Violations: 0

Water Supply: Municipal/Community On-Site Supply







No. of Repeat Risk Factor/Intervention Violations: 0

Foodborne Illness Risk Factors and Public Health Interventions										
Risk factors: Contributing factors that increase the chance of developing foodborne illness.										
Public Health Interventions: Control measures to prevent foodborne illness or injury										
Compliance Status	OUT	CDI	R	VR						
Supervision .2652										
1					PIC present, Demonstration - Certification by accredited program and perform duties	2	0			
Employee Health .2652										
2					Management, employees knowledge; responsibilities & reporting	3	1.50			
3					Proper use of reporting, restriction & exclusion	3	1.50			
Good Hygienic Practices .2652, .2653										
4					Proper eating, tasting, drinking, or tobacco use	2	1	0		
5					No discharge from eyes, nose, and mouth	1	0.50			
Preventing Contamination by Hands .2652, .2653, .2655, .2656										
6					Hands clean & properly washed	4	2	0		
7					No bare hand contact with RTE foods or a pre-approved alternate procedure properly allowed	3	1.50			
8					Handwashing sinks supplied & accessible	2	1	0		

Good Retail Practices										
Good Retail Practices: Preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.										
Compliance Status	OUT	CDI	R	VR						
Safe Food and Water .2653, .2655, .2658										
28					Pasteurized eggs used where required	1	0.50			
29					Water and ice from approved source	2	1	0		
30					Variance obtained for specialized processing methods	1	0.50			
Food Temperature Control .2653, .2654										
31					Proper cooling methods used; adequate equipment for temperature control	1	0.50			
32					Plant food properly cooked for hot holding	1	0.50			
33					Approved thawing methods used	1	0.50			
34					Thermometers provided & accurate	1	0.50			
Food Identification .2653										
35					Food properly labeled; original container	2	1	0		
Prevention of Food Contamination .2652, .2653, .2654, .2656, .2657										
36					Insects & rodents not present; no unauthorized animals	2	1	0		
37					Contamination prevented during food preparation, storage & display	2	1	0		
38					Personal cleanliness					

Approved Source		.2653,.2655			
9		Food obtained from approved source	2	1	0
10		Food received at proper temperature	2	1	0
11		Food in good condition, safe & unadulterated	2	1	0
12		Required records available: shellstock tags, parasite destruction	2	1	0
Protection from Contamination		.2653,.2654			
13		Food separated & protected	3	1.50	
14		Food-contact surfaces: cleaned & sanitized	3	1.50	
15		Proper disposition of returned, previously served, reconditioned, & unsafe food	2	1	0
Potentially Hazardous Food Time/Temperature		.2653			
16		Proper cooking time & temperatures	3	1.50	
17		Proper reheating procedures for hot holding	3	1.50	
18		Proper cooling time & temperatures	3	1.50	
19		Proper hot holding temperatures	3	1.50	
20		Proper cold holding temperatures	3	1.50	
21		Proper date marking & disposition	3	1.50	
22		Time as a public health control: procedures & records	2	1	0
Consumer Advisory		.2653			
23		Consumer advisory provided for raw or undercooked foods	1	0.50	
Highly Susceptible Populations		.2653			
24		Pasteurized foods used; prohibited foods not offered	3	1.50	
Chemical		.2653,.2657			
25		Food additives: approved & properly used	1	0.50	

						1	0.50		
39		Wiping cloths: properly used & stored	1	0.50					
40		Washing fruits & vegetables	1	0.50					
Proper Use of Utensils		.2653,.2654							
41		In-use utensils: properly stored	1	0.50					
42		Utensils, equipment & linens: properly stored, dried, & handled	1	0.50					
43		Single-use & single-service articles: properly stored & used	1	0.50					
44		Gloves used properly	1	0.50					
Utensils and Equipment		.2653,.2654,.2663							
45		Equipment, food & non-food-contact surfaces approved, cleanable, properly designed, constructed & used	2	1	0				
46		Warewashing facilities: installed, maintained & used; test strips	1	0.50					
47		Non-food contact surfaces clean	1	0.50					
Physical Facilities		.2654,.2655,.2656							
48		Hot & cold water available; adequate pressure	2	1	0				
49		Plumbing installed; proper backflow devices	2	1	0				
50		Sewage & waste water properly disposed	2	1	0				
51		Toilet facilities: properly constructed, supplied, & cleaned	1	0.50					
52		Garbage & refuse properly disposed; facilities maintained	1	0.50					
53		Physical facilities installed, maintained & clean	1	0.50					
54		Meets ventilation & lighting requirements; designated areas used	1	0.50					
TOTAL DEDUCTIONS:			0						

26				Toxic substances properly identified, stored, & used	2	1	0			
Conformance with Approved Procedures					.2653,.2654,.2658					
27				Compliance with variance, specialized process, reduced oxygen packaging criteria or HACCP plan	2	1	0			

North Carolina Department of Health & Human Services ♦Division of Public Health
 ♦Environmental Health Section ♦Food Protection Program
 DHHS is an equal opportunity employer. Food Establishment Inspection Report, 3/2013

Comment Addendum to Food Establishment Inspection Report

Establishment Name: Ugly Mug
 Location Address: 51-E Technology Dr.
 City: GARNER State: NC
 County: JOHNSTON Zip: 27529
 Wastewater System: Municipal/Community On-Site System
 Water Supply: Municipal/Community On-Site Supply
 Permittee: AJ Mac, LLC
 Telephone: (919) 390-9042

Establishment ID: 04051011390
 Inspection Re-Inspection
 Visit Date: 01/29/2021
 Verification Status Code: A
 Name Change Category#: 2
 Status Change
 Pre-Opening Visit
 Other _____

Temperature Observations

Item/Location	Temp	Item/Location	Temp	Item/Location	Temp
hot water (3 comp sink)	117 °F	sanitize cycle (dish machine)	167 °F	chicken,sausage,egg (small reach in cooler)	39 °F
milk (tall reachin cooler)	40 °F	cheese,fruit (2nd tall reachin cooler)	39 °F	tom,chicken,cheese,salsa (prep cooler)	38 °F
milk (barista cooler)	39 °F	smoothie mix (2nd barista cooler)	39 °F	queso (hot hold)	136 °F

Observations and Corrective Actions

Item Number	Violations cited in this report must be corrected within the time frames below, or as stated in sections 8-405.11 of the food code.
-------------	---

Verification Required
Date: _____

Amanda

REHS
ID: 2736

Bryce Potter

REHS Contact
Phone #: 919-989-5180

North Carolina Department of Health & Human Services ♦ Division of Public Health ♦
 Environmental Health Section ♦ Food Protection Program
 DHHS is an equal opportunity employer.
 Food Establishment Inspection Report, 3/2013



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 03/01/2022

Subject: LifeSpring Church
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda

Issue Statement

LifeSpring Church would like to hold a spring movie night on April 2, 2022 from 4:00-10:00pm at Civitan Field

Financial Impact

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application



Staff Report

**Consent
Agenda
Item:** **Application
for
Temporary
Use Permit**

LifeSpring Church has requested to hold a spring movie night on April 2, 2022 from 4:00-10:00 pm. This event would be located at 1220 S. Brightleaf Blvd. This request includes the use of amplified sound.



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 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
- 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) _____

Spring Movie Night	1220 S. Brightleaf Blvd Smithfield, NC27577
Name of Event	Location of Event/Use (exact street address)

Name Stephanie Potter Address 1250 N Brightleaf Blvd Smithfield, NC27577

Phone number 919-819-5877 Email address Stephanie@lifespringnc.com

Event date 04/02/2022 Will alcohol be sold or served? No

Event start time 5:00 PM Event end time 8:00 PM

Event set up time 1:00PM Event cleanup time 9:00PM

Sound amplification hours 5:30-8:00PM Will food or goods be sold? No

Food Trucks if applicable 0 (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: _____

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

If any town streets require closure, please list all street names. N/A

Are event trash cans needed? No How many? _____

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

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.

Applicant's Name (print) _____ Signature _____ Date _____
Planning Director signature: *Stephen Wynn* Date: *2/14/22*

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.

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Property owners name (print) _____
Address _____ **Zip** _____
Phone number _____ **Email** _____
Signature: _____ **Date:** _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Stephanie Potter Stephanie Potter 2/14/22
Applicant's Name (print) Signature Date

Planning Director signature: _____ Date: _____

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.

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Property owners name (print) _____

Address _____ Zip _____

Phone number _____ Email _____

Signature: _____ Date: _____

OWNER'S CONSENT FORM

Name of Event: _____ Submittal Date: _____

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.

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Signature of Owner

GARY JOHNSON - Director

Print Name

2.10.21

Date



Request for Town Council Action

Consent Agenda Item:	Career Ladder Promotion
Date:	03/01/2022

Subject: Career Ladder Promotion
Department: Public Utilities - Electric
Presented by: Public Utilities Director - Ted Credle
Presentation: Consent Agenda

Issue Statement

Approval of a career ladder promotion for an employee in the Electric Division. This promotion will advance this employee from a Journeyman Lineman to Electric Line Crew Leader.

Financial Impact

The funds for this career ladder advancement are covered by the approved and adopted FY 2021 - FY 2022 budget. The increase will total \$5,767 for the remainder of this fiscal year.

Action Needed

Approve the career ladder promotion for the employee in the Electric Division

Recommendation

Staff recommends approval of the promotion

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Copy of the approved career ladder



Staff Report

**Consent Career
Agenda Ladder
Item: Promotion**

In keeping with stated Town goals of retaining highly qualified employees, in 2015 the Council approved a career ladder within the Electric Division for employees to advance their career and become a more highly valued employee.

The employee completed the required training in June of 2018. In accordance with the adopted career ladder, the employee has obtained the necessary experience to achieve this designation. Further, with the departure of other staff personnel, the need to provide experienced leadership will be filled by this promotion.

This employee has followed the career ladder previously approved by the Council and obtained his certification on August 6, 2018. This career ladder increase will promote the employee from Journeyman Lineman to Electric Line Crew Leader.



**UTILITIES DEPARTMENT CAREER LADDER: ELECTRIC DIVISION
(Formally Adopted October 6, 2015)**

TITLE	PAY GRADE	EXPERIENCE/QUALIFICATION
ELECTRIC DIVISION (2015)		
Electric Line Technician	Pay Grade 15	Beginner
Advanced Lineman	Pay Grade 16	Levels I & II
Journeyman Lineman	Pay Grade 17	Levels III & IV
Electric Line Crew Leader	Pay Grade 18	All levels & 10 years
Electric Distribution Superintendent	Pay Grade 23	10 Years

EXPLANATION OF ELIGIBILITY FOR CAREER LADDER POSITIONS:

Electric Line Technician is the title given to a worker who is coming on board with little experience. This is granted to someone looking to begin their career in the Electric Division. This individual will have no certification and 0-12 months experience. This title has been given the pay grade of 15.

Advanced Lineman is the title given to a worker who is employed with some work experience. This is granted to someone who has advanced through the Electricities Lineman Career Development Training Program and has successfully completed Levels I and II. There is no defined experience required for this title, only the successful completion of the courses and certifications; however, these courses are given over a broad period of time and it is common to complete the first two levels of training in a 36-month time frame. This title has been given the pay grade of 16.

Journeyman Lineman is the title given to a worker who has a good deal of work experience. This is granted to someone who has advanced through the Electricities Lineman Career Development Training Program and has successfully completed Levels III and IV. There is no defined experience required for this title, only the successful completion of the courses and certifications; however, these courses are given over an extended period of time and it is common to get the final two levels completed in a time frame of about 36 months after completion of the first two levels. This title has been given the pay grade of 17.

Electric Line Crew Leader is the title given to a worker who has a superior knowledge in the field and a wealth of work experience. This is granted to someone who has advanced through the Electricities Lineman Career Development Training Program and has successfully completed all levels. This employee should also have at least 10 years of experience working in the electric lineman career field. This title has been given the pay grade of 18.

Electric Distribution Superintendent is the title given to the employee that has managerial responsibility over the Electric Division. This employee must have a mastery of knowledge in the electric field, a wealth of practical knowledge in the field and at least 10 years of experience. This title has been given the pay grade of 23.



Request for Town Council Action

Consent Agenda Item:	Career Ladder Promotion
Date:	03/01/2022

Subject: Career Ladder Promotion
Department: Public Utilities – Water Plant
Presented by: Public Utilities Director - Ted Credle
Presentation: Consent Agenda

Issue Statement

Approval of a career ladder promotion for an employee at the Water Plant. This promotion will advance this employee from a Water Plant Operator I to a Water Plant Operator II.

Financial Impact

The funds for this career ladder advancement are covered by the approved and adopted FY 2021 - FY 2022 budget. The increase will total \$576 for the remainder of this fiscal year.

Action Needed

Approve the career ladder promotion for the employee at the water treatment plant

Recommendation

Staff recommends approval of the promotion

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Copy of the Approved Career Ladder
3. Copy of the Employee Certification



Staff Report

**Consent Career
Agenda Ladder
Item: Promotion**

In keeping with stated Town goals of retaining highly qualified employees, in 2016 the Town Council approved a career ladder within the Water Plant for employees to advance their career and become a more highly valued employee.

This employee has followed the career ladder previously approved by the Council and obtained his certification on January 2020. This career ladder increase will promote the employee from Water Plant Operator I to Water Plant Operator II.

**



WATER TREATMENT PLANT CAREER LADDER

TITLE	PAY GRADE	EXPERIENCE/QUALIFICATION
Water Plant Trainee	Pay Grade 11	Beginner
Water Plant Operator I	Pay Grade 12	"C" Certification & 6 months
Water Plant Operator II	Pay Grade 13	"B" Certification & 18 months
Water Plant Operator III	Pay Grade 14	"A" Certification & 30 months
Water Plant Mechanic/Operator	Pay Grade 13	(As Vacancies arise)
Chief Water Plant Operator	Pay Grade 20	(As Vacancies arise)
Water Plant Chemist	Pay Grade 20	(As Vacancies arise)
Water Plant Supervisor	Pay Grade 22	(As Vacancies arise)

EXPLANATION OF ELIGIBILITY FOR CAREER LADDER POSITIONS:

Water Plant Trainee: is the title given to a worker who is coming on board with little, or no, experience. This is granted to someone looking to begin their career in the Water Plant Division. This individual will have no certification and 0-12 months experience. This title has been given the pay grade of 11.

Water Plant Operator I: is the title given to a worker who has obtained the first level of certification, the completion of "Operator C" licensure. This certification will only be granted by the State of North Carolina after the candidate has a minimum of 6 months of work experience, has attended the appropriate training class, and has successfully passed the required, written exam. This title has been given the pay grade of 12.

Water Plant Operator II: is the title given to a worker who has obtained the second level of certification, the completion of "Operator B" licensure. This certification will only be granted by the State of North Carolina after the candidate has obtained the "Operator C" licensure, has a minimum of 18 months of work experience, has attended the appropriate training class, and has successfully passed the written exam. This title has been given the pay grade of 13.

Water Plant Operator III: is the title given to a worker who has obtained the third level of certification, the completion of "Operator A" licensure. This certification will only be granted by the State of North Carolina after the candidate has obtained the "Operator B" licensure, has a minimum of 30 months of work experience, has attended the appropriate training class, and has successfully passed the written exam. This title has been given the pay grade of 14.

*The North Carolina Water Treatment Facility Operators
Board of Certification*

hereby certifies that

Having given satisfactory evidence of the necessary qualifications required by Chapter 90A of the General Statutes of North Carolina, is hereby authorized to practice as a Grade "B-Surface"

Water Treatment Facility Operator

in the State of North Carolina

IN TESTIMONY WHEREOF: THE BOARD OF CERTIFICATION ISSUES THIS CERTIFICATE UNDER THE SEAL OF THE BOARD AND SIGNATURE OF THE CHAIRMAN EFFECTIVE THE 11TH DAY OF OCTOBER 2002. THIS CERTIFICATION SUBJECT TO ANNUAL RENEWAL PROCEDURES.

Samuel K. Call

SAMUEL K. CALL, CHAIRMAN

CERTIFICATE NO. 010450





Request for Town Council Action

Consent **Donation**
Agenda **of Sick**
Item: **Leave**
Date: 03/01/2022

Subject: Request for Approval of Donation of Sick Leave

Department: Public Utilities - Electric

Presented by: Human Resources Director - Tim Kerigan

Presentation: Consent Agenda

Issue Statement

Staff is requesting the approval of the donation of sick time to a requesting employee from fellow employees.

Financial Impact

None expected.

Action Needed

Consideration and approval of request.

Recommendation

Approval of request not to exceed 240 hours of donated sick hours to the requesting employee.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



Staff Report

**Consent Donation
Agenda of Sick
Item: Leave**

This Public Utilities employee 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 100 hours currently available for leave and is requesting the donation of an additional 240 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 March 15, 2022 and will not exceed a maximum of 240 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.



Request for Town Council Action

Consent **Pool Deck**
Agenda **Grate**
Item: **Replacement**
Date: 03/01/2022

Subject: SRAC Pools Drain Grate Replacement

Department: SRAC

Presented by: Parks and Recreation Director - Gary Johnson

Presentation: Consent Agenda

Issue Statement

The Parks and Recreation Department is asking for approval to purchase and install new drain grates around the perimeter of the pools at SRAC with funds approved in the 21/22 FY Budget.

Financial Impact

Approved Budgeted Amount for FY 2021-2022: \$ 13,900.00

Amount of Purchase/Bid/ Contract: \$6,982.90 (Town of Smithfield portion)

Action Needed

Approval and authorization for the purchase and installation of deck grates around the perimeter of the pools at SRAC.

Recommendation

Approval and authorization for the purchase and installation of deck grates around the perimeter of the pools at SRAC.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. ACO Type 495Q Drain Grate Specifications
3. White Cap Quote
4. ACO, Inc. Quote
5. Noland Company Quote
6. Thomas Pool Installation Quote



STAFF REPORT

Consent **Pool Deck**
Agenda **Grate**
Item: **Replacement**
Date: 03/01/2022

In the 21/22 FY Budget, the Town Council approved funds (\$ 13,900.00) for the replacement of deck grates around the perimeter of the competition and splash pools at SRAC. The original grates, installed during construction in 2009, are made of ductile iron and have rusted and corroded to point of causing safety concerns.

Three quotes were obtained for the purchase of ACO polymer plastic grate 495Q that is compatible with the drain channel within the deck. The polymer grate is made to withstand the environment within the pool area and is rated Load Class A. The grates are compliant to meeting ADA standards and are safe for wheelchairs and walking.

Quotes were obtained from 3 firms but do not include installation:

White Cap	\$ 10,150.35
ACO, Inc.	\$ 12,254.00
Noland Company	\$ 22,604.35

Staff also solicited several companies in the area for the installation of the deck grates. Thomas Pool Care was the only quote submitted for installation for the amount of \$ 4,315.50.

The total cost for the grate purchase and installation is \$ 14,658.80. **The Town of Smithfield portion is \$ 6,982.90** with JCPS being responsible for \$ 7,482.9 per the SRAC joint use agreement.








SRAC is requesting approval and authorization to purchase deck drain grates from White Cap with installation being completed by Thomas Pool Care.

Type 494Q/495Q Black/Grey Plastic Intercept Heelsafe® Anti-Slip grate



This grate is part of ACO's Heelsafe® Anti Slip range. For more information visit www.heelsafe.co.au

Product Features

-  Certified to AS 3996 Load Class A (10kN) (NATA endorsed load test reports available)
 -  AS 3996 (Clause 3.3.5) compliant for surface openings in pedestrian areas
ASME A1 12.6.3 (Section 7.12) compliant - American high heel standard
 -  AS 4586: P4 – Slip resistance classification for Wet Pendulum Test
 -  AS 4586: C/B¹ Slip resistance classification for Wet-Barefoot Inclining Platform Test
 -  AS 4586: R9/R10¹ - Slip resistance classification for Oil Wet Inclining Platform Test
 -  AS 1428.2 (Clause 9c) compliant for wheelchair and walking cane safety
 -  AS 3996 (Clause 3.3.6) compliant for bicycle tyre penetration resistance
- Raised pattern and nodes for tread durability
 - Corrosion resistant
 - QuickLok boltless locking system
 - Suitable for use with K100, KS100, H100K, H100KS channels
 - Manufactured from durable, UV stable polypropylene
- ¹ Test direction (perpendicular/parallel) relative to the grate's length (NATA endorsed test reports available)



Specifications

The grate shall be ACO Type 494Q/495Q* Black/Grey* Plastic Intercept Heelsafe® Anti-Slip grate with QuickLok boltless locking system as manufactured by ACO. This grate has an overall width of 123mm and overall length of 500mm. Slot widths measure at a maximum of 9mm.

Materials & Design

The grate shall be manufactured from polypropylene and have minimum properties and characteristics as follows:

- Raised pattern and nodes for tread durability
- Corrosion resistant
- Manufactured from UV stable polypropylene
- Certified to AS 3996 Load Class A (10kN)²
- AS 4586: P4 – Slip resistance classification for Wet Pendulum Test²
- AS 4586: C/B¹ Slip resistance classification for Wet-Barefoot Inclining Platform Test²
- AS 4586: R9/R10¹ – Slip resistance classification for Oil Wet Inclining Platform Test²
- Meets AS 1428.2 (Clause 9c); AS 3996 (Clause 3.3.5 & 3.3.6); ASME A1 12.6.3 (Section 7.12)
- Intake area of 18,065mm² per half metre of grate

¹ Test direction (perpendicular/parallel) relative to the grate's length

² NATA endorsed test reports available

For the specification of the ACO Drain channel system selected, click: <http://www.acodrain.com.au/resources>

*delete as appropriate

ACO Specification Information



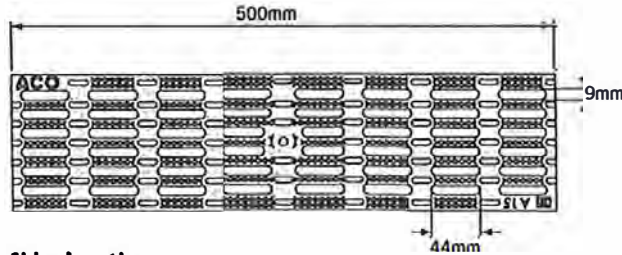
ACO DRAIN®

Type 494Q/495Q Black/Grey Plastic Intercept Heelsafe® Anti-Slip grate

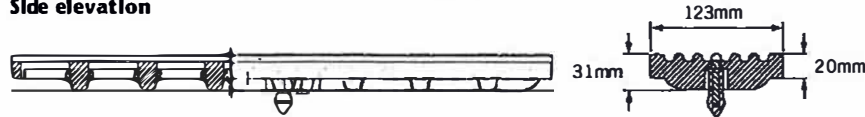


ACO Specification Information

Plan view

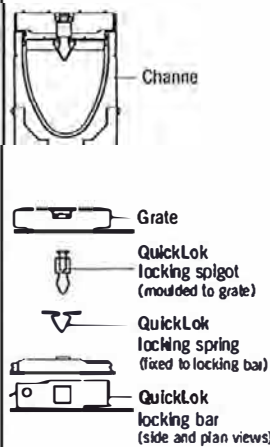


Side elevation



Description	Part No.	Length (mm)	Width (mm)	Weight (kg)
QuickLok grate				
Type 494Q Black Plastic Intercept Heelsafe® Anti-Slip	97393	500	123	0.8
Type 495Q Grey Plastic Intercept Heelsafe® Anti-Slip	97385	500	123	0.8
QuickLok locking bar	02899	-	-	0.1
Grate removal tool	01318	-	-	0.1

QuickLok locking mechanism



ACO QuickLok is a patented bottleless locking system, grates are removed and replaced with the minimum time and effort for ease of maintenance. The unique design provides a positive 'snap down' fit into the locking bar. A spigot is moulded to the grate which 'locks' into the spring in the locking bar.

The QuickLok spigot is moulded from polypropylene, the locking bar and spring are stainless steel, for use in both general purpose and corrosive environments.

ACO Polycrete Pty Ltd
Australia

Ph: 1300 765 226
www.acodrain.com.au
sales@acoaus.com.au

ACO Limited
New Zealand

Ph: 0800 448 080
www.acodrain.co.nz
sales@aconz.co.nz





CASH C.O.D



218 - Raleigh East (4020)
 1211 INTREPID COURT
 RALEIGH, NC, 27610
 (919) 790-9051

QUOTE

46084441

THIS IS A QUOTE ONLY DO NOT SHIP OR
 TENDER FUNDS

Sold To: 10000259389
 CASH/SOURCEWELL 121218 HDS (PRICING QUOTES
 ONLY)
 202 12TH STREET NE
 STAPLES, MN, 56479

Ship To : Town Of Smithfield ID# 96630,10003485332
 350 E Market St
 SMITHFIELD, NC, 27577- 3920
 Job Site Contact:
 Job Site Phone:
 Map #:

01:03 PM

Ordered By: LORA CRUMPLER

Contact Phone: 919-5391871

Quote Number		Quote Date	Valid Until	Request Date		Sales Person
46084441		02/18/2022	02/25/2022			Dugosh, R
Terms		Shipping Method	Quote Name	Customer PO		Created By
COD		DIRECT SHIP	TOWN OF SMITHFIELD			Schelling, I.
SEQ	Part# H/M	Description	Ord Quantity	U/M Unit WT	Price COO	Amount
20	39097385	495Q CL A 19.69" GRAY PLASTIC ADA GRATE ACO	385	EA 1.8 LBS	\$19.83	\$7,634.55
30	390QLB	QUICKKLOK BAR SOLD/EACH ACO	385	EA .1 LBS	\$5.95	\$2,290.75
40	FREIGHT	INBOUND FREIGHT	1	USD	\$225.00	\$225.00

Shipped amount	\$10,150.30
Order charges	\$0.00
Tax amount	\$685.15
Lumber Tax rate/amount	1.00% \$0.00
Quote total	\$10,835.45

Subject: RE: Flow Drain - Smithfield, NC

Date: Tuesday, February 15, 2022 at 1:45:04 PM Eastern Standard Time

From: Gedney, Sara

To: Laura Crumpler

CC: Wolstenholme, John

Hey Laura,

Below is your updated cost for around 630 LF of our 495Q gray plastic ADA grates that you requested. Let me know if you have any questions or need anything else.

Thanks

**385 each #97385- Type 495Q gray plastic longitudinal slotted ADA grate- 19.69"- 0.5 meter:
\$9,163.00 (\$23.80 each)
385 each #02899- 4" quicklok locking bars: \$2,695.00 (\$7.00 each)
1 pallet**

Total: \$11,858.00

Freight: \$396.00

Sara Gedney | Inside Sales Representative
ACO, Inc.
4211 Pleasant Road
Fort Mill, SC 29708
Tel: +1 (440) 639-7231 x4362 | Fax: +1 (803) 802-1063

Sara.Gedney@aco.com | www.acousa.com

From: Laura Crumpler <laura.crumpler@smithfield-nc.com>
Sent: Tuesday, February 15, 2022 1:37 PM
To: Gedney, Sara <Sara.Gedney@aco.com>
Subject: Re: Flow Drain - Smithfield, NC

Sarah,
Not sure where the numbers for the dimensions came from. Please update to 630 total linear feet for both pools

Laura N. Crumpler
Aquatics Director
Smithfield Recreation and Aquatics Center
PO Box 2344

600 M. Durwood Stephenson Pkwy.
Smithfield, NC 27577
919-934-1408 office

Play! Learn! Grow!

From: Gedney, Sara <Sara.Gedney@aco.com>
Date: Tuesday, February 15, 2022 at 8:52 AM
To: Laura Crumpler <laura.crumpler@smithfield-nc.com>
Cc: Wolstenholme, John <John.Wolstenholme@aco.com>
Subject: RE: Flow Drain - Smithfield, NC

Good Morning Laura,

I was reviewing the pictures that you sent over to John and I just wanted verify if the grates you currently have installed have ACO stamped on them?

Thanks

Sara Gedney | Inside Sales Representative
ACO, Inc.
4211 Pleasant Road
Fort Mill, SC 29708
Tel: +1 (440) 639-7231 x4362 | Fax: +1 (803) 802-1063

Sara.Gedney@aco.com | www.acousa.com

From: Fichtner, John <John.Fichtner@aco.com>
Sent: Tuesday, February 15, 2022 8:12 AM
To: Laura Crumpler <laura.crumpler@smithfield-nc.com>
Cc: Gedney, Sara <Sara.Gedney@aco.com>
Subject: RE: Flow Drain Smithfield, NC

Hi Laura,

Please see above attachments for the recommended grates and please verify dimensions. Sara Gedney, whom I have copied on this email, is the inside representative for the Carolinas and she will assist you going forward.

I appreciate the call and we look forward to serving you.

Best Regards,

John

John Fichtner | Inside Sales Representative
ACO, Inc.
4211 Pleasant Road
Fort Mill, SC 29708
Tel: +1 (440) 639-7231 x4360 | Fax: +1 (803) 802-1063

John.Fichtner@aco.com | www.acousa.com

From: Laura Crumpler <laura.crumpler@smithfield-nc.com>
Sent: Monday, February 14, 2022 5:27 PM
To: Fichtner, John <John.Fichtner@aco.com>
Subject: Flow Drain - Smithfield, NC

John,
Thank you so much for taking my call this afternoon. Here is what we have, and we would like the same but a resin grate versus the steel.
I have also included a picture of the locking mechanism.

We would need the following linear feet.

Main Pool Area – 176 linear feet
Splash Park Area – 130 linear feet

I have also included the corners for your review.

Please let me know if you have any questions.

Laura N. Crumpler

Aquatics Director
Smithfield Recreation and Aquatics Center
PO Box 2344
600 M. Durwood Stephenson Pkwy.
Smithfield, NC 27577
919-934-1408 office

Play! Learn! Grow!



NOLAND COMPANY
 100 N 9TH ST
 SMITHFIELD, NC 27577
 PHONE (919) 934-8164
 FAX (919) 934-9659

Job Name
smithfield aquatic center

Quote No.	Date	Page
0002793	2/17/22	1
Expiration Date		3/19/22
Revised Date		2/17/22
Bid Due Date		2/17/22

Quoted To Customer
CASH SALES ACCOUNT 100 NORTH & NINTH STREET NOLAND COMPANY SMITHFIELD, NC 27577-0000
Phone (919) 934-8164 Fax

Quoted By
Brian Friend blfriend@noland.com (919) 934-8164

Customer	Payment Terms	Quoted To	Salesperson	FOB
000300	COD-CASH SALE CUSTOMER	CASH SALES ACCOUNT	BRIAN FRIEND	S

Line	Qty.	Description	Unit Price	UOM	Extended Price
1.0	385	JR SMITH 9870-491-HPP W/ LOCK	55.0000		21175.00
2.0	1	1/2 METER TRENCH GRATE TAX	1429.3500		1429.35

Tax Area Id	Net Sales	22,604.35
	Freight	.00
	Tax	.00
	Quotation Total	22,604.35



Thomas Pool Care

Estimate #000003

Estimate

Estimate #000003

February 20, 2022

Customer

Smithfield Rec Center Laura Crumpler

Laura.Crumpler@smithfield-nc.com

+1 (919) 934-2116

350 East Market Street

Smithfield, North Carolina 27577

Message

We look forward to working with you. If you have any questions please don't hesitate to reach out. Shaun

(704) 533-0084 or Ron (561) 901-7315

Attachments

fw9.pdf

Pool Gutter Replacement	\$4,315.50
(\$6.85 ea.) x 630	
<hr/>	
Subtotal	\$4,315.50
State Tax	\$280.51
<hr/>	
Total	\$4,596.01

Thomas Pool Care
thomaspoolcare1@gmail.com
+1 (704) 533-0084



Request for Town Council Action

**Consent
Agenda
Item:**
**Resolution
to Accept
Public
Dedication**
Date: 03/01/2022

Subject: Resolution to Accept Public Dedications for East River Phases 3-7

Department: Planning Department

Presented by: Planning Director - Stephen Wensman

Presentation: Consent Agenda

Issue Statement

To adopt Resolution 694 (03-2022) accepting public dedication of public of lands or facilities for streets, parks, and public utility lines for the East River Phases 3-7.

Financial Impact

None, the resolution does not constitute an acceptance of the improvements for maintenance.

Action Needed

Town Council approval of the Resolution accepting the public land and facilities dedication for East River Phases 3-7

Recommendation

Staff recommends the Town Council approve Resolution 694 (03-2022) accepting the public land and facilities dedication for East River Phases 3-7

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Resolution 694 (03-2022)
3. East River Preliminary Plat



Staff Report

Consent
Agenda
Item: Resolution
to Accept
Public
Dedication

Overview:

G.S. 160A-374 authorizes the Town Council to accept by resolution any dedication made to the public; of land or facilities for streets, parks, public utility lines, or other public purposes, when the lands or facilities are located within its subdivision-regulation jurisdiction. The Town's Unified Development Ordinance, Article 10, Section 10.116.2 requires all offers of public dedication to be accepted by resolution:

SECTION 10.116 EFFECT OF PLAT APPROVAL ON DEDICATIONS AND ACCEPTANCES.

10.116.1. Plat Approval Shall Not Constitute Acceptance.

Pursuant to NCGS 160A-374, the approval of a plat shall not be deemed to constitute or effect the acceptance by the municipality or public of the dedication of any street or other ground, public utility line, or other public facility shown on the plat. To be effective, all offers of dedication must be accepted by resolution.

10.116.2. Acceptance of Dedications.

10.116.2.1. At the time of submittal of a preliminary plat with streets, utilities, or other proposed to be dedicated for acceptance by the Town as public, the Town Council will decide if it will approve the dedication, subject to the street(s), parks, utilities, sidewalks, or other complying with all Town requirements for acceptance. The Town of Smithfield is not obligated to accept any offer of dedication.

10.116.2.2. Acceptance of dedication will be provided by adoption of a resolution of acceptance by the Town of Smithfield Town Council.

The Town Council approved the preliminary plat for East River 1/5/21. The developer has nearly completed the public improvements for phases 1 and 2 and the Town Council has accepted the public dedications for phases 1 and 2 by previous resolutions. The developer is in the process of constructing phases 3-7 and has submitted phase 3A final plat for administrative approval. In preparation for the final plat of the remaining phases, Staff is recommending approval of the resolution accepting public dedications for phases 3-7.

Acceptance of public dedication does not commit the Town to maintenance of the infrastructure. Acceptance for maintenance of the public infrastructure will occur after all improvements constructed, inspected for compliance with Town ordinances and standards, and accepted by the Town Council for maintenance upon recommendation from the Town Staff.

Recommendation:

Staff recommends the Town Council approve Resolution 694 (03-2022) accepting the public land and facilities dedication for East River Phases 3-7.

TOWN OF SMITHFIELD
RESOLUTION NO. 694 (03-2021)
RESOLUTION ACCEPTING DEDICATION TO THE PUBLIC OF
RIGHTS-OF-WAY AND EASEMENTS ON SUBDIVISION PLATS for East River Phases 3-7

WHEREAS, G.S. 160A-374 authorizes the Town Council to accept by resolution any dedication made to the public; of land or facilities for streets, parks, public utility lines, or other public purposes, when the lands or facilities are located within its subdivision-regulation jurisdiction; and

WHEREAS, the Smithfield Town Council has acted to approve the preliminary plat named in this resolution on January 5, 2021; and,

WHEREAS, the preliminary plat named in this resolution contain dedication to the public of lands or facilities for streets, parks, public utility lines, or other public purposes; and

WHEREAS, the Smithfield Town Council finds that it is in the best interest of the public health, safety, and general welfare of the citizens of the Town of Smithfield to accept the offered dedication on the plat named in this resolution.

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

Section 1. The Town of Smithfield accepts the dedication made to the public of lands or facilities for streets, parks, public utility lines, or other public purposes offered by, shown on, or implied in the following approved preliminary plat:

East River Phases 3-7

Map Book 05612

Page 0276

Section 2. Acceptance of dedication of lands or facilities shall not place on the City any duty to open, operate, repair, or maintain any street, utility line, or other land or facility except as provided by the ordinances, regulations or specific acts of the Town, or as provided by the laws of the State of North Carolina.

Section 3. Acceptance of the dedications named in this resolution shall be effective upon adoption of this resolution.

Adopted the 1st day of March, 2022 in Smithfield, North Carolina.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk



Request for Town Council Action

**Consent
Agenda
Item** **DSDC Board
Appointment**
Date: 03/01/2022

Subject: Appointment to the Downtown Smithfield Development Corporation's Board of Directors

Department: General Government

Presented by: Town Clerk – Shannan Parrish

Presentation: Consent Agenda

Issue Statement

The DSDC is requesting the Town Council appoint Stuart Lee to its Board of Directors

Financial Impact

There will be no impact to the budget.

Action Needed

Council approval of the appointment

Recommendation

Staff recommends approval of this appointment

Approved: Town Manager Town Attorney (not required)

Attachments:

1. Staff Report
2. Letter from DSDC Executive Director Sarah Edwards
3. Application – Stuart Lee



Staff Report

**Consent DSDC Board
Agenda: Appointment**

The Downtown Smithfield Development Corporation's Board of Directors is recommending the appointment of Stuart Lee to serve on the DSDC Board of Directors.

Pursuant to the Downtown Smithfield Development Corporation by-laws, any appointment to the Board must be approved by the Town Council.



February 16, 2022

Mrs. Shannan Parrish
Town Clerk
Town of Smithfield
PO Box 761
Smithfield, NC 27577

Re: DSDC Board Appointments

Dear Mrs. Parrish and the Smithfield Town Council,

As stated in Paragraph 8 of the Downtown Smithfield Development Corporation bylaws:

Vacancies on Board. When a vacancy shall occur on the Board of Directors, the remaining members of the Board shall nominate and elect a person to fill the vacancy and the nominee shall become a Director upon approval by resolution of the Smithfield Town Council.

The Board of Directors of the Downtown Smithfield Development Corporation would like to recommend that Stuart Lee be appointed to the Downtown Smithfield Development Corporation board. I have attached his application for your review.

The Downtown Smithfield Development Corporation is formally requesting approval and asks that this be placed on the consent agenda for the Town Council's March meeting.

Thank you in advance for your consideration. Please feel free to contact me if you have any questions.

Sincerely,


Sarah Edwards
Executive Director



**Downtown Smithfield Development Corporation
Board of Directors Candidate Application**

Name Stuart Ashby Lee

Business Resident - Member At Large

Business Address _____

Email Stuart 1903g@gmail.com Cell Phone 9849893056

Business Phone _____ Home Phone 9192051264

Home Address 825 South 2nd Street, Smithfield NC 27577

Brief Biography

I am originally from Columbia, South Carolina and was graduated with degrees from USC in Public Affairs, Marketing, and Business, and Education. I worked for South Carolina Farm Bureau, the Minority Business Development Corp., Small Business Association and then moved to DC to work for the Department of State - specifically for Sec. of State Powell. Have also worked in Maine on community engagement, policy planning, compliance and zoning. For the past 18 years, I have worked for the USDA in Delaware, Louisiana and North Carolina. I have lived in North Carolina for almost 13 years and have served as a member of the Johnston County Public Schools Principal Advisory Board, NC Emergency Planning Board, Federal Rep to the Council for Governments and Chair of the Smithfield Appearance Commission. I have a wife and two daughters and live in Downtown Smithfield.

Specific Qualifications for DSDC Board of Directors

I have been working on regional and local economic development for more than 20 years. I spent time serving as the White House Team Lead for the Special Council on Strong Cities Strong Communities focusing on community and downtown redevelopment, investment, planning and growth. My work led to more than 9 million investment in the City of Rocky Mount. Furthermore, I have developed programs for Local Foods & Local Places

Regional Food Economies, grant and agreements partnership development; local, state and regional marketing plans, and community health and education investments. I have been a Smithfield resident for more than two years and currently serve as the Chair of the Appearance Commission.

Committee (indicate which committee best suits your interests):

Promotions

Marketing Downtown Smithfield through events and advertising to attract customers, potential investors, new businesses, residents, and visitors.

Design & Physical Improvement

Enhancing Downtown Smithfield's physical appearance through building rehabilitation, compatible new construction, public improvements, and design management systems.

Economic Development

Strengthening Downtown Smithfield's economic base and creating new opportunities through careful analysis and appropriate mixed-use development.

List three results you would like to see the DSDC accomplish

1. Develop new market strategies based off psychographic trends and market-based strategies with the goal of building capacity and expanding collaborative partnerships.
2. Develop complete street plans and matching those strategies with Downtown development trends for business recruitment and public engagement.
3. Develop a comprehensive community engagement strategy to complement all business and social engagement activities within the Downtown Corridor.

Membership in other organizations

Organization	Dates	Activities/Leadership
Principals Advisory Council	2013 to present	
JC and NC NAACP	2014 to present	
Deacon - Hope Church Clayton	2021 Present	
Smithfield Appearance Commission	2020 to Present	Chair

Please submit application to:

Downtown Smithfield Development Corporation
 200 S. Front Street
 Smithfield, NC 27577



Request for Town Council Action

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

Date: 03/01/2022

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

Issue Statement

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

Financial Impact

N/A

Action Needed

The Town Council is asked to consider and approve the appointment of Jason Evans to serve on the Recreation Advisory Committee.

Recommendation

Staff recommends approval of this appointment

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Jason Evans – Board Application



Staff Report

Consent Advisory
Agenda Board
Item Appointments

Board Reappointment

Jason Evans has submitted an application for consideration to be appointed to a first term on the Recreation Advisory Committee.

Current Board vacancies are as follows:

- Appearance Commission – 1 position
- Historic Properties Commission – 5 positions
- Recreation Advisory Commission – 2 positions and 2 High School representative positions



Town of Smithfield
Board, Commission, or Committee
Application

Name: EVANS Jason D.
(Last) (First) (MI)

Home Address: 1106 Baker St Smithfield NC 27577

Business Name & Address:

Telephone Numbers: (Home) 919-946-7454 (Mobile) Jdevans17@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: Strong interest in all sports and the development of children through being involved in physical activities. As a former college athlete I have a strong desire to give back to the community that helped make me the person I am today.

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

Recent Job Experiences: Operations Manager Novo Nordisk

Civic or Service Organization Experience: Smithfield Dugout Club, SSS Baseball Coach, SSS Football Coach, Smithfield Summer League Baseball Coach

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

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

Why are you interested in serving on this Board/Commission/Committee? I am very interested in being a part of a program that strives to maintain and improve the physical and mental fitness of our community.

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: Jason Evans

Signature:  Date: 2/10/22

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

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



Staff Report

Consent Agenda Item: **New Hire / Vacancy Report**
Date: 03/01/2022

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:

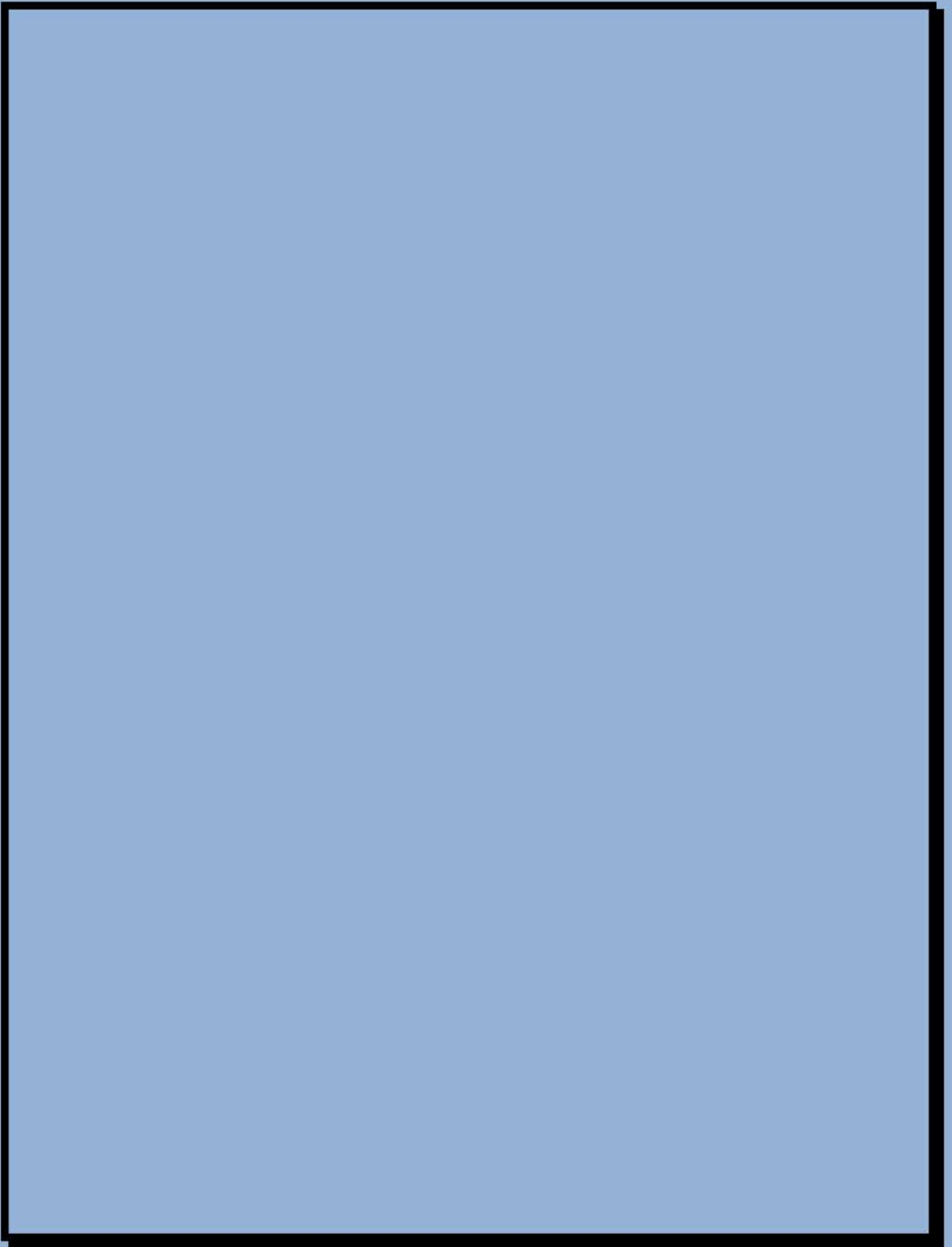
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Customer Service Representative	PU – Electric/CS	31-72-7230-5100-0200
Electric Line Technician	PU – Electric	31-72-7230-5100-0200
Firefighter I/II (2 positions)	Fire	10-60-6220-5100-0200
IT Specialist	General Government	Shared
Police Officer I/II – Patrol (6 positions)	Police	10-20-5100-5100-0200
P/T Collections Assistant	PU – Electric/CS	31-72-7230-5100-0200

Action Requested

The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 2021-2022 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Fire Marshall	Fire	10-60-6220-5100-0200	\$29.31/hr. (\$64,013.04/yr.)
Police Officer I	Police	10-20-5100-5100-0200	\$18.97/hr. (\$42,416.92/yr.)
P/T SRAC Staff - General	P&R - Recreation	10-60-6200-5100-0210	\$9.00/hr.
P/T SRAC Staff - General	P&R - Recreation	10-60-6200-5100-0210	\$9.00/hr.
P/T Lifeguard	P&R – Aquatics	10-60-6220-5100-0210	\$8.00/hr.
Sanitation Laborer	PW – Sanitation	10-40-5800-5100-0200	\$13.35/hr. (\$27,768.00/yr.)
Water Plant Operator I	PU – Water/Plant	30-71-7200-5100-0200	\$14.73/hr. (\$30,638.40/yr.)

Business Item





Request for Town Council Action

Business Career
Agenda Ladder
Item: Change
Date: 03/01/2022

Subject: Career Ladder Change
Department: Police Department
Presented by: Chief of Police - R. Keith Powell
Presentation: Business Item

Issue Statement

The police department is asking to add the text to our current career ladder to include an incentive for officers hired that are fluent in Spanish. This would be up to a five percent increase for any officer that is proficient in Spanish. This is an effort to bridge the gap between the Smithfield Police Department and the Hispanic Community. This does not change the current career ladder in any manner.

Financial Impact

This will not affect the budget at this time unless someone is hired that meets the criteria. The current budget will cover any financial impact.

Action Needed

It is requested that the Town Council allow the agency to proceed with this addition to the career ladder. This would offer an incentive to attract and retain Spanish speaking officers.

Recommendation

Staff recommends the addition to the career ladder. This would offer an incentive to recruit and retain Spanish speaking officers.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Career Ladder (Proposal)



Staff Report

Business Career
Agenda Ladder
Item: Change

The Police Department is requesting to add a section to the department's career ladder. This would be up to a five percent increase for officers that are proficient in Spanish. An oral and written test would be administered to determine the proficiency of the officer's Spanish.

The town's Hispanic population continues to grow and at this time the agency does not have an officer that is fluent in Spanish. According to 2020 census, the total population for the Town of Smithfield was 11,292 and the Hispanic population was 21.1 percent. This would be an effort to bridge the gap between the Smithfield Police Department and the Latino Community, which has been an ongoing effort.



Chapter 500
Personnel Policy 504: Promotions & Career Development
Effective Date: January 1, 2014 Revised Date: June 15, 2020
Approved by: Chief Robert K. Powell

R.K. Powell

I. POLICY STATEMENT

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

II. COMMENTARY

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

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

III. PROCEDURES

A. Administration

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

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

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

B. Vacancy Announcements

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

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

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

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

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

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

C. Promotional Procedures

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

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

D. Minimum Qualifications for Promotion

1. Sergeant

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

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

2. Lieutenant

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

- a) Have served as a Sergeant for two years;
- b) Within 12 months of promotion to Lieutenant, an officer must complete a Law Enforcement management program such as AOMP, FBI National Academy, etc;
- c) Have been awarded the Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission;
- d) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal;
- e) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

3. Captain

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

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

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

E. Review and Appeal

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

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

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

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

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

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

F. Career Ladder

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

- a) Police Officer I
- b) Police Officer II
- c) Master Police Officer
- d) Bilingual / Spanish Speaking

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

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

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

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

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

G. Minimum Qualifications for Advancement

1. Police Officer I

Entry-level candidates must:

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

All finalists will be interviewed by the Chief of Police. Officers are required to successfully complete the department's Field Training Program and required Solo Patrol Assignment within the first year of Probationary employment.

2. Police Officer II

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

- a) Have completed the following as a Police Officer I:
 - * Successfully completed one year probation and probationary requirements in as required in Police Officer I
 - * Receive Radar Certification
 - * Receive Standardized Field Sobriety Testing Certification
 - * Receive Intoximeter Certification
- b) Have been awarded the Basic Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- c) Have received a rating of "Satisfactory" or higher on the last annual performance appraisal
- d) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

3. Master Police Officer

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

- a) Have served as a Police Officer II for one year
- b) Have completed training hours, including:
 - 40 hours of Management/Supervision Training
 - Field Training Officer Certification and become Field Training Officer for the Department. After completion of FTO Training, the officer can be assigned a trainee by the Chief of Police or his Designee
 - Completion of Crisis Intervention Team (CIT) Certification.

c) Have received a rating of "Better than Satisfactory" or higher on the last two annual performance appraisals or a rating of "Outstanding" on the last annual performance appraisal

d) The effect of disciplinary action on eligibility for advancement is at the supervisor's discretion.

4. Bilingual/Spanish Speaking

a) Up to five percent one time incentive for proficiency in Spanish.

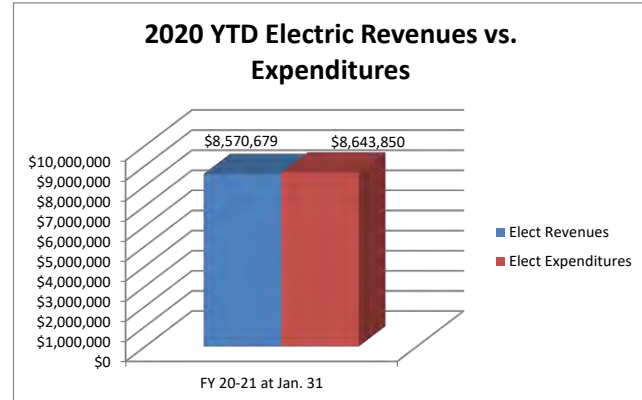
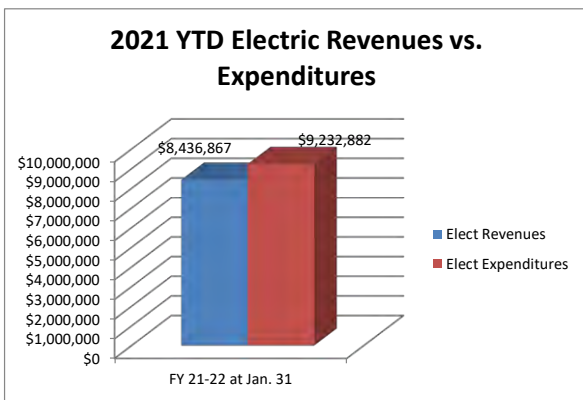
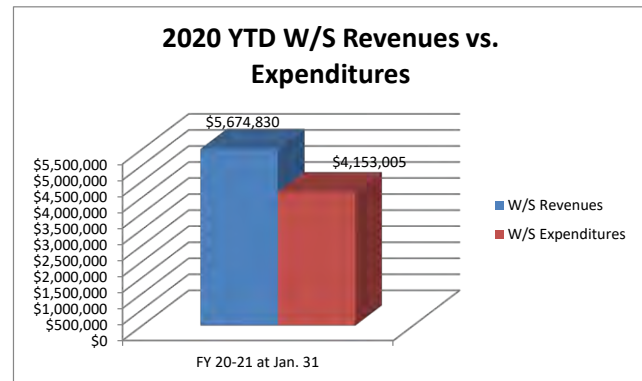
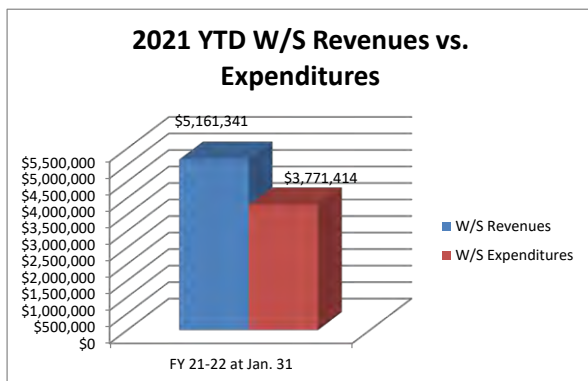
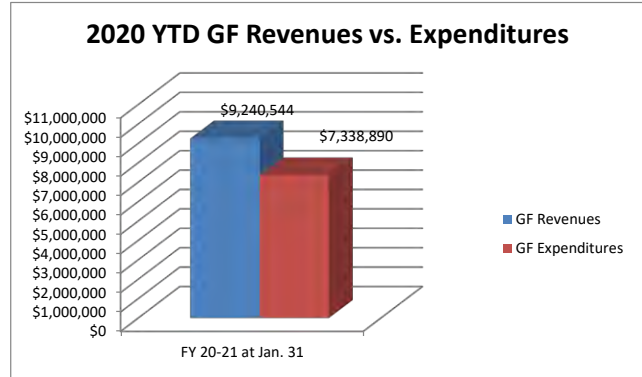
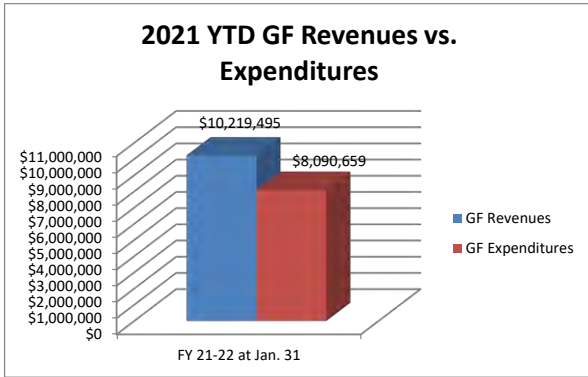
b) Fluent in Spanish language (oral and written as determined by testing).

c) In an effort to bridge the gap between the Smithfield Police Department and the Hispanic community. The department would offer an incentive to attract and retain Spanish speaking officers.

Financial Report



Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
January 31, 2022
Gauge: 7/12 or 58.40 Percent

58.40%

GENERAL FUND						
	Frequency	Actual to Date	Budget	Actual to Date	YTD %	
Revenues		FY '20-21	FY '21-22	FY '21-22	Collected	
Current & Prior Year Property Taxes	Monthly	\$ 4,965,712	\$ 6,468,800	\$ 5,623,553	86.93%	
Motor Vehicle Taxes	Monthly	400,569	590,000	477,383	80.91%	
Utility Franchise Taxes	Quarterly	478,305	975,000	476,600	48.88%	
Local Option Sales Taxes	Monthly	1,203,584	2,710,000	1,396,512	51.53%	
Aquatic and Other Recreation	Monthly	87,223	396,500	361,784	91.24%	
Sanitation (Includes Penalties)	Monthly	703,305	1,467,264	776,615	52.93%	
Grants		465,819	239,050	145,789	60.99%	
All Other Revenues		936,027	1,350,549	961,754	71.21%	
Loan Proceeds			-		#DIV/0!	
Transfers (Electric and Fire Dist.)		-	388,190	-	0.00%	
Fund Balance Appropriated		-	1,443,772	-	0.00%	
Total		\$ 9,240,544	\$ 16,029,125	\$ 10,219,990	63.76%	

	Actual to Date	Budget	Actual to Date	YTD %
Expenditures	FY '20-21	FY '21-22	FY '21-22	Collected
General Gov.-Governing Body	\$ 259,271	\$ 540,555	\$ 267,483	49.48%
Non Departmental	487,263	916,245	541,046	59.05%
Debt Service	888,774	884,114	829,941	93.87%
Finance	56,236	153,973	70,436	45.75%
Planning	162,025	370,810	164,603	44.39%
Police	1,987,223	4,534,747	2,173,017	47.92%
Fire	1,178,114	2,278,585	1,146,415	50.31%
EMS	5,124	-	-	#DIV/0!
General Services/Public Works	304,965	666,613	307,033	46.06%
Streets	259,772	849,242	224,253	26.41%
Motor Pool/Garage	52,269	153,738	74,098	48.20%
Powell Bill	32,118	547,312	307,074	56.11%
Sanitation	816,212	1,507,540	859,182	56.99%
Stormwater	-	106,911	54,625	51.09%
Parks and Rec	368,507	1,136,905	501,988	44.15%
SRAC	469,880	1,049,437	536,555	51.13%
Sarah Yard Center	11,137	58,874	32,911	55.90%
Contingency	-	273,524	-	0.00%
Appropriations/Contributions	-	-	-	0.00%
Total	\$ 7,338,890	\$ 16,029,125	\$ 8,090,659	50.47%

YTD Fund Balance Increase (Decrease)

- -

58.40%

WATER AND SEWER FUND

	Actual to Date		Budget	Actual to Date		YTD %
	FY '20-21		FY '21-22	FY '21-22	Collected	
Revenues						
Water Charges	\$ 1,516,781	\$	2,872,930	\$ 1,492,798		51.96%
Water Sales (Wholesale)	830,971	\$	1,720,000	1,069,195		62.16%
Sewer Charges	2,514,098		4,600,000	2,485,336		54.03%
Penalties	31,733		52,000	27,628		53.13%
Tap Fees	17,410		23,000	9,680		42.09%
Other Revenues	763,837		123,000	76,705		62.36%
Grants	-		-	-		#DIV/0!
Loan Proceeds	-		-	-		#DIV/0!
Fund Balance Appropriated	-		257,730	-		0.00%
Total	\$ 5,674,830	\$	9,648,660	\$ 5,161,341		53.49%

	Actual to Date		Budget	Actual to Date		YTD %
	FY '20-21		FY '21-22	FY '21-22	Collected	
Expenditures						
Water Plant (Less Transfers)	\$ 1,063,640	\$	1,933,175	\$ 1,065,813		55.13%
Water Distribution/Sewer Coll (Less Transfers)	2,783,799		5,382,963	2,400,035		44.59%
Transfer to General Fund	-		-	-		#DIV/0!
Transfer to W/S Capital Proj. Fund	-		1,472,500	-		0.00%
Debt Service	305,566		611,163	305,566		50.00%
Contingency	-		248,859	-		0.00%
Total	\$ 4,153,005	\$	9,648,660	\$ 3,771,414		39.09%

ELECTRIC FUND

Revenues	Actual to Date	Budget	Actual to Date	YTD %
	FY '20-21	FY '21-22	FY '21-22	Collected
Electric Sales	\$ 8,373,644	\$ 16,300,000	\$ 8,287,059	50.84%
Penalties	51,100	100,000	39,697	39.70%
All Other Revenues	145,935	180,000	110,112	61.17%
Grants	-	-	-	
Loan Proceeds	-	-	-	
Fund Balance Appropriated	-	489,174	-	
Total	\$ 8,570,679	\$ 17,069,174	\$ 8,436,867	49.43%

Expenditures	Actual to Date	Budget	Actual to Date	YTD %
	FY '20-21	FY '21-22	FY '21-22	Collected
Administration/Operations	\$ 1,418,003	\$ 3,297,909	\$ 1,680,733	50.96%
Purchased Power - Non Demand	2,310,263	12,565,000	2,561,796	20.39%
Purchased Power - Demand	3,898,563	-	3,973,332	#DIV/0!
Purchased Power - Debt	674,436	-	674,436	#DIV/0!
Debt Service	342,585	342,586	342,585	100.00%
Capital Outlay	-	30,000	-	0.00%
Contingency	-	283,679	-	0.00%
Transfers to Electric Capital Proj Fund	-	550,000	-	0.00%
Transfer to Electric Capital Reserve	-	-	-	
Transfers to General Fund	-	-	-	#DIV/0!
Total	\$ 8,643,850	\$ 17,069,174	\$ 9,232,882	54.09%

CASH AND INVESTMENTS FOR JANUARY

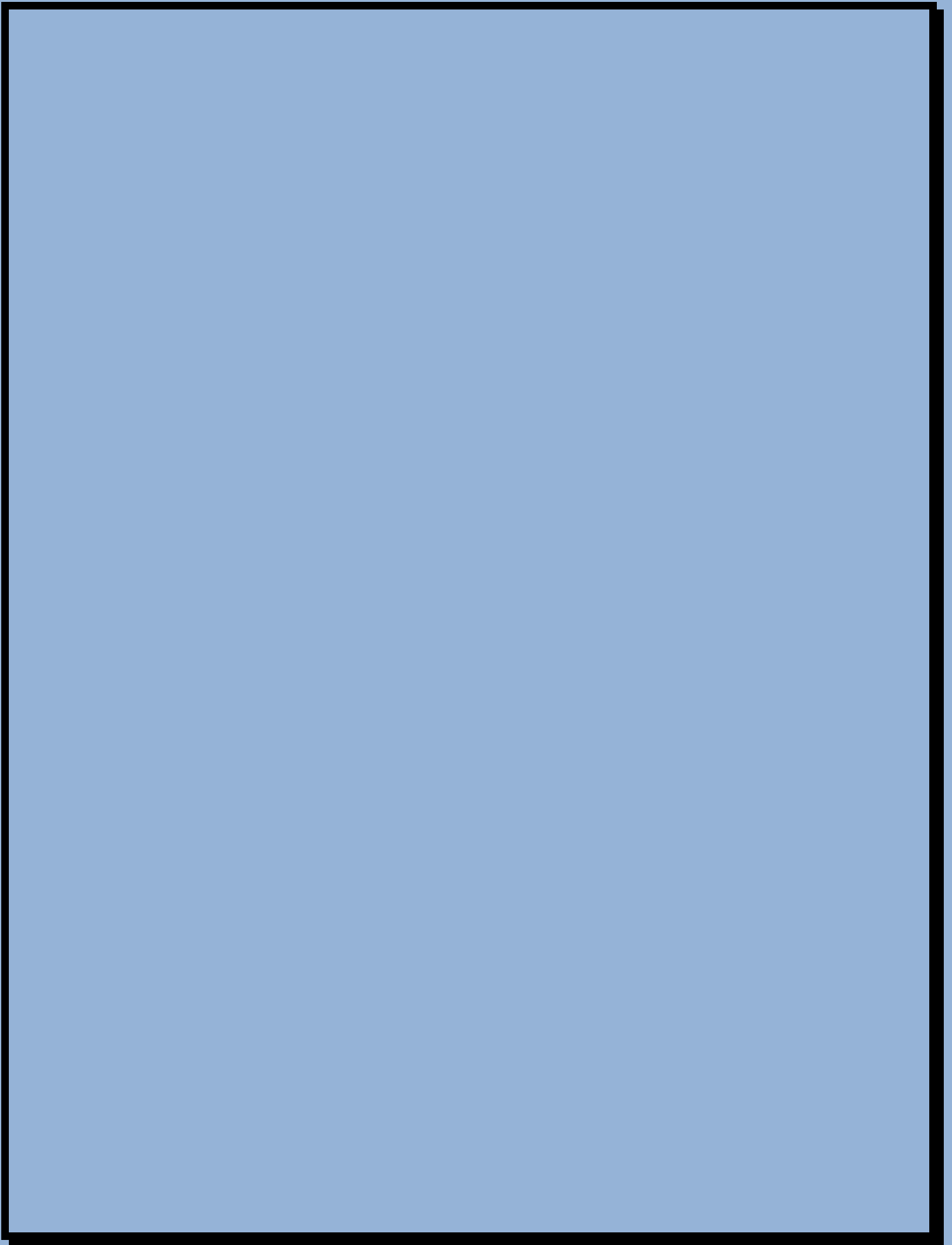
General Fund (Includes P. Bill)	16,325,786		
Water and Sewer Fund	9,186,834		
Electric Fund*	10,770,441		
ARP Fund (20)	1,899,725		
JB George Endowment (40)	132,083		
Water Plant Expansion (43)	4,174,890		
Booker Dairy Road Fund (44)	457,896		
Capital Project Fund: Wtr/Sewer (45)	950,667		
Capital Project Fund: General (46)	229,313		
Capital Project Fund: Electric (47)	604,627		
FEMA Acquisitions and Elevations (48)	550		
CDBG Neighborhood Revitalization (49)	(10,227)	1st CITIZENS	37,738,316 0.2% (Earn
Firemen Relief Fund (50)	84,702	NCCMT	2,385,811 0.010%
Fire District Fund (51)	294,458	KS BANK	3,693,491 0.25%
General Capital Reserve Fund (72)	6,010	UNITED COMM	1,290,135 0.20%
Total	\$ 45,107,753		\$ 45,107,753

*Plug

Account Balances Confirmed By Finance Director on:

2/18/2022

Department Reports





Department Report

Monthly
Staff Economic
Report: Development
Update

Smithfield Economic Development Activities JAN/FEB22

- 1. Product Development/New Company Recruitment** – Stephen Wensman, Tim and Rocky met with Chris Johnson to review economic development matters.
 - Amazon – construction is progressing well and have had much better communication/coordination with the Fire Chief and Fire Marshal.
 - Golden LEAF grants – the Golden LEAF foundation (GL) has a grant program centered on product development, specifically sites. It is a three-part program providing funding to support Site Identification, Due Diligence, and Development. The discussion focused on West Smithfield Industrial Park and how the third phase of the GL program could be leveraged to enhance the park. It was noted that the property had to be publicly owned and, at this time, the property is still in the hands of private landowners. However, SHEDC has been involved with projects that use a unique public-private partnership which is beneficial to both parties and is basically at no cost to either. Equity Participation provides benefits both for the private land owner and the sponsoring unit of local government. The elements of the agreement were discussed. In addition, Rocky has recently been introduced to the founder of an established real estate development company who has expressed interest in acquiring industrial property that has good promise. The gentleman has also expressed interest in entering into an Equity Participation agreement with the right property and public partner. It was agreed that we would explore these options further with an eye on getting Golden LEAF funding to make infrastructure improvements to West Smithfield, and thereby, improving its marketability.
- 2. Business Retention and Expansion (BRE)**- Tim and Rocky met with Kent Denning of Carolina Packers. The discussion centered on how the company was doing and if there were any issues that they were experiencing with which the town could provide assistance. Kent thanked us for the visit and the attention and will get back to us with any expansion plans that may come up in the future.

3. Product Development - NRP Ventures, LLC Woodleaf Project – during a meeting with the principals of the development, we agreed to coordinate a meeting with Johnston Health (JH) and Johnston County Schools (JCS). We encouraged these meetings as a development the size that was being proposed would directly impact the school system and, according to the first conceptual layout presented, a section of the development would be dedicated to commercial-office space, in particular, medical office space. Rocky reached out to April Culver of JH to start the process of arranging these meetings, with the idea of town staff meeting with JH staff first to introduce the proposed development and then all meeting with the developers. However, in scheduling the first meeting with JH staff, Stephen shared with Rocky that there was no commercial-office section of the conceptual layout that was presented at the second meeting with the developers and further, none of the necessary rezoning paperwork had been filed on the property. So, the project was still in the conceptual stage. It was decided that the meetings with JH and JCS were both premature. This was communicated to April at JH, and she indicated that they would be happy to meet with the developers at the appropriate time. An email was sent to the principal developer Ray Perkins, stating the town was supportive of his project but at this time, the commercial-office section coming in phase II and no movement on rezoning the property, it was premature to schedule the meetings with JH and JCS. He was appreciative of the email and promised to get back to us.



FINANCE DEPARTMENTAL REPORT FOR JANUARY, 2022

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

Daily Collections/Property Taxes/Other.....	\$ 4,887,349
Franchise Tax.....	0
Sales & Use Tax.....	279,254
Powel Bill.....	0
Total Revenue	\$5,166,603

Expenditures: General, Water, and Electric.....\$3,012,028

FINANCE:

- Compiled and submitted monthly retirement report on 1/31/2022
- Issued 72 purchase orders
- Processed 725 vendor invoices for payment and issued 384 accounts payable checks
- Prepared and processed 2 regular payrolls and remitted federal and state payroll taxes on 12/10 and 12/23/2021
- Sent 0 past due notices for delinquent privilege license
- Issued 0 peddler license
- Sent 0 notices for grass cutting
- Collected \$840 in grass cutting invoices. Total collected to date is \$9,496
- Processed 6 NSF Checks/Fraudulent Cards (Utility and SRAC)
- Debt Setoff - Bad Debt Collection calendar year-to-date total \$30,762.64 (EMS: \$6,128.14; SRAC: \$2,892.17; Utility: \$21,522.33; and Other: \$220)
- Penn Credit - Bad Debt Collection calendar year-to-date total \$13,644
- Invoiced 1 grave opening for a total of \$700.
- Invoiced Johnston Community College for Police Security
- Earned \$1,586.24 in interest from FCB and paid 0 in fees on the central depository account
- Paid \$8,105 in credit/debit/Tyler card fees, but earned \$6,785 (31-72-3550-3520-0002) in convenience fees (Reporting month charged/earned, not month paid)

FINANCE DIRECTOR

- Attended Department Head Meetings on January 3, 18 and 31, 2022
- Attended Council meeting on January 4, 2022
- Reconciled December's bank statement for Central Depository Account
- Met with H.R. and Town Manager on Payroll Tech salary offer
- Submitted the annual AFIR to State on 1/12/22
- Met with the Firemen Relief Board on 1/12/22
- Held Departmental Staff Meeting on 1/13/22
- Spot checked January's payroll as Assistant Finance Director perform payroll function
- Prepared and paid 4th Quarter 2021 Sales and Use Tax for Parks and Rec on 1/14/22
- Renewed SAMs activation
- Prepared Departmental Budget Worksheets for FY23
- Prepared and completed TR2 (Municipal Certification on Property Values) Report for 2021



Planning Department Development Report

Wednesday, February 16, 2022

Project Name: Foster Commons

Request: 50 Unit Apartment Building

Location South Brightleaf Boulevard

Tax ID#: 15041020A PIN#: 169306-47-6832

Project Status In First Review

Notes:

Conditional Zoning 2022-01

Submittal Date: 2/4/2022

Planning Board Review: 3/3/2022

Board of Adjustment Review:

Town Council Hearing Date: 4/5/2022

Approval Date:

Project Name: Franklin Towns

Request: Preliminary Sub'd for 134 townhouses on 15.9 acers

Location Wilson's Mills Road

Tax ID#: 15083049E PIN#: 169406-29-7604

Project Status In First Review

Notes:

Subdivision 2022-01

Submittal Date: 1/7/2022

Planning Board Review: 2/4/2022

Board of Adjustment Review:

Town Council Hearing Date: 3/1/2022

Approval Date:

Project Name: Advancetech

Request: 98,280 sq ft manufacturing facility / warehouse

Location 3900 West US 70 Business Highway

Tax ID#: 17J08001D PIN#: 168618-20-5729

Project Status Second Review Complete

Notes: submitted for staff review and approval

Site Plan 2021-19

Submittal Date: 10/4/2021

Planning Board Review:

Board of Adjustment Review:

Town Council Hearing Date:

Approval Date:

Project Name: The Insurance Shoppe

Request: 4,900 sq ft free standing office

Location 131 Kellie Drive

Tax ID#: 14075021S PIN#: 260405-09-8296

Project Status Approved

Notes: Under Construction

Site Plan 2021-18

Submittal Date: 10/1/2021

Planning Board Review:

Board of Adjustment Review:

Town Council Hearing Date:

Approval Date:

Project Name: **ALA Johnston Charter School**
 Request: Site plan approval
 Location West US 70 Highway
 Tax ID#: 17J08004 PIN#: 168505-19-8748
 Project Status **Approved**
 Notes: Under Construction

Site Plan 20121-18
Submittal Date: 9/17/2021
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **JNX Corporate Hangers**
 Request: Parking and stormwater improvements
 Location 3146 Swift Creek Road
 Tax ID#: 15079017D PIN#: 168500-12-1015
 Project Status **First Review Complete**
 Notes: revised plan never submitted

Site Plan 2021-17
Submittal Date: 9/17/2021
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **Smithfied PD expansion**
 Request: Addition to existing facility
 Location 110 South Fifth Street
 Tax ID#: 15025048 PIN#: 169419-50-2949
 Project Status **Third Review Complete**
 Notes: Approval Eminent

Conditional Zoning 2021-05
Submittal Date: 9/3/2021
Planning Board Review: 10/7/2021
Board of Adjustment Review:
Town Council Hearing Date: 11/9/2021
Approval Date:

Project Name: **Smithfield's Chichen N Bar-B-Q**
 Request: New Restaurant at the Applebees location
 Location 1240 North Brightleaf Boulevard
 Tax ID#: 14074013H PIN#: 260414-44-4401
 Project Status **Approved**
 Notes: Under Construction / staff approved

Site Plan 2021-14
Submittal Date: 5/26/2021
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 7/20/2021

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 third Review**
 Notes: Under Construction / Not yet permitted

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 third Review**
 Notes: Under Construction / Not yet permitted

Site Plan 2021-08
Submittal Date: 4/21/2021
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **JNX Fuel Farm**
 Request: All new fueling station with above ground tanks
 Location 3149 Swift Creek Road
 Tax ID#: 15079017D PIN#: 168500-12-1015
 Project Status **Approved**
 Notes: construction not yet begun / staff approved

Site Plan 2021-12
Submittal Date: 4/14/2021
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date: 5/11/2021

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

Site Plan 2020-07
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

Site Plan 2020-06	
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

Site Plan 2020-04	
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

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

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: Final Site Approval Imminent

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



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 January 2022

				Permit Fees	Permits Issued
Zoning	Land Use			\$800.00	8
Subdivisi	Major Subdivision			\$280.00	2
Site Plan	Minor Site Plan			\$150.00	6
Zoning	Sign			\$50.00	1
Report Period				\$1,280.00	17
Fiscal YTD Total:				\$9,405.00	140
Z22-000005	Zoning	Sign	Tires & Wheels	2301 S Brightleaf Blvd	
Z21-000047	Zoning	Land Use	Cora's Gloss Glow Nail Salon	12-A Noble St	
Z22-000001	Zoning	Land Use	Med Office / Vaccine Admin	601D N Eighth St	
Z22-000002	Zoning	Land Use	Briji's Farm and Garden, LLC	1701 S Brightleaf Blvd	
Z22-000003	Zoning	Building	The Kidz Garden	310 Laurel Dr	
Z22-000004	Zoning	Land Use	The Kidz Garden, LLC	310 Laurel Dr	
Z22-000007	Zoning	Land Use	Huntsberry Rental Prop Admin Office	103 E Johnston St	
Z22-000008	Zoning	Land Use	Beachside Home Service, LLC	101 E Market St Suite 1A	
Z22-000009	Zoning	Land Use	Roof Central, LLC	36-B & 36-F E Edgerton St	
SP22-000001	Site Plan	Minor Site Plan	Single Family Dwelling	15 Nottingham Pl	
Z22-000010	Zoning	Land Use	Playmates Child Care and Dev Center	304 Canterbury Rd	
SP22-000002	Site Plan	Minor Site Plan	two family dwelling	106 & 110 W Heath Av	
SP22-000003	Site Plan	Minor Site Plan	Single Family Dwelling	821 S Fifth St	
SP22-000004	Site Plan	Minor Site Plan	Single Family Dwelling	22 Retreat Run	
SP22-000005	Site Plan	Minor Site Plan	Single Family Dwelling	102 Ray Dr	
SP22-000006	Site Plan	Minor Site Plan	Detached Garage	415 Beechwood Dr	



**TOWN OF SMITHFIELD
POLICE DEPARTMENT
MONTHLY REPORT
MONTH ENDING January 31, 2022**

I. STATISTICAL SECTION

Month Ending January 31, 2022	Jan 2022	Jan 2021	Total 2022	Total 2021	YTD Difference
Calls for Service	2002	1526	2002	1526	476
Incident Reports Completed	109	113	109	113	-4
Cases Closed	75	86	75	86	-11
Accident Reports	70	58	70	58	12
Arrest Reports	68	69	68	69	-1
Burglaries Reported	3	7	3	7	-4
Drug Charges	21	14	21	14	7
DWI Charges	3	4	3	4	-1
Citations Issued	283	235	283	235	-48
Speeding	128	63	128	63	65
No Operator License	52	53	52	53	-1
Registration Violations	34	35	34	35	-1

II. PERSONNEL UPDATE

The police department currently has 6 vacancies with (1) officer currently in BLET and will graduate in the Spring. One background is being completed on another candidate at this time.

III. MISCELLANEOUS

Mandatory in-service training was continued in January, with most courses be completed on line. Staff is currently completing the yearly report for the agency.

REPORTED UCR OFFENSES FOR THE MONTH OF JANUARY 2022

PART I CRIMES	January 2021	January 2022	+/-	Percent Changed	Year-To-Date 2021	Year-To-Date 2022	+/-	Percent Changed
MURDER	0	0	0	N.C.	0	0	0	N.C.
RAPE	0	1	1	N.C.	0	1	1	N.C.
ROBBERY	0	0	0	N.C.	0	0	0	N.C.
Commercial	0	0	0	N.C.	0	0	0	N.C.
Individual	0	0	0	N.C.	0	0	0	N.C.
ASSAULT	3	4	1	33%	3	4	1	33%
* VIOLENT *	3	5	2	67%	3	5	2	67%
BURGLARY	6	3	-3	-50%	6	3	-3	-50%
Residential	6	2	-4	-67%	6	2	-4	-67%
Non-Resident.	0	1	1	N.C.	0	1	1	N.C.
LARCENY	28	31	3	11%	28	31	3	11%
AUTO THEFT	4	5	1	25%	4	5	1	25%
ARSON	2	0	-2	-100%	2	0	-2	-100%
* PROPERTY *	40	39	-1	-3%	40	39	-1	-3%
PART I TOTAL:	43	44	1	2%	43	44	1	2%
PART II CRIMES								
Drug	12	24	12	100%	12	24	12	100%
Assault Simple	10	5	-5	-50%	10	5	-5	-50%
Forgery/Counterfeit	3	2	-1	-33%	3	2	-1	-33%
Fraud	6	10	4	67%	6	10	4	67%
Embezzlement	0	0	0	N.C.	0	0	0	N.C.
Stolen Property	1	0	-1	-100%	1	0	-1	-100%
Vandalism	6	4	-2	-33%	6	4	-2	-33%
Weapons	1	1	0	0%	1	1	0	0%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	1	1	0	0%	1	1	0	0%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	0	0	0	N.C.
D. W. I.	4	2	-2	-50%	4	2	-2	-50%
Liquor Law Violation	7	0	-7	-100%	7	0	-7	-100%
Disorderly Conduct	0	1	1	N.C.	0	1	1	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	11	15	4	36%	11	15	4	36%
PART II TOTAL:	62	65	3	5%	62	65	3	5%
GRAND TOTAL:	105	109	4	4%	105	109	4	4%

N.C. = Not Calculable



**Town of Smithfield
Fire Department
January 2022**

I. Statistical Section

Jan

Confirmed Structure Fires	4
EMS Responses	131
Misc./Other Calls	27
Mutual Aid Calls	14
TOTAL EMERGENCY RESPONSES	196

Dec YTD

Fire Inspections/Compliance Inspections	24	24
Public Fire Education Programs	0	0
# Of Children Educated	0	0
# Of Adults Educated	0	0
Plans Review Construction/Renovation Projects	19	19
Fire Department Permits reviewed	26	26
Fire Related Injuries & Deaths	0	0
# Of Civilian Injuries	0	0
# Of Civilian Deaths	0	0

II. Major Revenues

Dec YTD

Inspections	\$.00	\$0.00
Fire Recovery USA	\$0.00	\$0.00

Major Expenses for the Month:

III. Personnel Update:

- Hunter Rogers submitted his resignation as a full-time employee
- Blake Holloman moving very well on projects and making contacts.

IV. Narrative of monthly departmental activities:

- Had fuel tanks removed.
- Engine one is in Denver NC for warranty repairs, should be back next week. Using reserve Engine until then.
- Crews performing Preplans
- Had officers meeting, working on baseline to improve leadership roles and responsibilities
- Installed 4 smoke detectors.

V. Upcoming Plans

- We are running the Full-Time firefighter agility testing on March 3rd with interviews on March 11th.
- Working on budget
- Scheduling classes on leadership with officers
- I have a template for evaluation and should have them ready for review by April 2022.
- Working on getting a resolution to adopt the NC Fire Code. I will have something for you and the council to review. Just gathering information for now.
- Received smoke alarms from OSFM, we will be installing the in April to low-income areas.

**Town of Smithfield
Public Works Department
January 31, 2022**



120 Total Work Orders completed by the Public Works Department
3 Burials, at \$700.00 each = \$2,100.00
0 Cremation Burial, \$400.00 each = \$0
\$1000. Sunset Cemetery Lot Sales
\$0 Riverside Extension Cemetery Lot Sales
465.77 tons of household waste collected
98.00 tons of yard waste collected
2.78 tons of recycling collected
0 gallons of used motor oil were recycled
0 scrap tires were recycled

**Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
January 31, 2022**



I. Statistical Section

- 3 Burials
- 6 Works Orders – Buildings & Facilities Division
- 5 Work Orders – Grounds Division
- 6 Work Orders – Sign Division

II. Major Revenues

Sunset Cemetery Lot Sales:	<u>\$1,000.00</u>
Riverside Ext Cemetery Lot Sales:	<u>\$0</u>
Grave Opening Fees:	<u>\$2,100.00</u>
Total Revenue:	<u>\$3,100.00</u>

III. Major Expenses for the Month:

Paid Lanes Lawn Services \$527.85 for removal of all Junipers in a plant bed and paid \$3,411.25 for removal of junipers that was damaged because of Motor vehicle accident, price includes removal and replanting junipers out on 70 Highway traffic beds.

IV. Personnel Update:

No one for the month was hired.

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, rights-of-way, buildings, and facilities. The Appearance Division safety meeting was on. "Fatigue and Distraction in the workplace".

Appearance Commission January 2022 Monthly Report:

Meeting was about:

The Boat Ramp, Planting, and beautification.

Art walk, selecting a building and allotting money to retain an artist to do the work.

Litter sweep, cleaning unwanted trash from off the streets.

Breakfast for the Public Works Department in March.

Next Appearance Commission meeting will be on Feb. 15, 2022, at 5:00 pm in Town Hall.

Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
Jan. 31, 2022



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 0 Work Orders – 0 Tons of Asphalt was placed in 0 utility cuts, 0 gator areas and 0 overlay.
- c. 0 Work Order – 0 Linear Feet Drainage Pipe installed.
- d. 0 Work Orders – 0 Linear Feet of ditches were cleaned
- e. 11 Work Orders – 270lbs. of Cold Patch was used for 6 Potholes.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

Paid \$1,694.01 to Piedmont truck Tires for (4) tires for truck #405
Paid \$50,400.00 Crawler Pipeline Services LLC, for Pipe lining and repair at 5 Sherwood Court (storm water expense)

IV. Personnel Update:

No one for the month of January

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting on "Fatigue and Distraction in the workplace".

**Town of Smithfield
Public Works Department
Jan. 2022 Drainage Report**

Location: Various locations
Starting Date: 1/7/2022.
Completion Date: 1/7/2022
Description: checked all cuts, and they are filled in good.
Man-hours: 2
Equipment: 412
Materials: N/A

Location: 1051 Outlet Center Dr., 911 Outlet Ctr. Dr. (Near Outback Steakhouse)
Outlet Center Drive in front of Bob Evans (907 Venture Dr.) 709 Blount St. 8th St. behind the
Hospital off North St.
Starting Date: 1/12/2022
Completion Date: 1/12/2022
Description: Pothole repairs
Man-hours: 1:15 min.
Equipment: 412 and 905 2020
Materials: 1 Bag of Perma Patch

Location: All Town Facilities
Starting Date: 1/21/2022
Completion Date: 1/21/2022
Description: Put out salt melt for the upcoming Winter Storm.
Man-hours: 30 min
Equipment: 905 2020
Materials: 450 lbs. of salt melt

Location: Removed snow from all Town Streets on Mon. Route, Tues. Route, Thurs.
Route, Fri. Route. along with Martin Luther King Jr., Peedin Rd., Outlet Center Dr., Equity Dr.,
Venture Dr.
Starting Date: 1/22/2022
Completion Date: 1/22/2022
Description: Cleaned city streets with.
Man-hours: 32.
Equipment: (3) snow plows and trucks
Materials: N/A

Location: 121 S. 5th St.
Starting Date: 1/26/2022
Completion Date: 1/26/2022
Description: Continue with the cleaning out of the house.
Man-hours: 39
Equipment: 308, 300, 317, and 308 Hook Lift
Materials: dumpster bin, shovels and rakes

Location: Gaston St. & Hood St. at the end of the road
Starting Date: 1/28/2022
Completion Date: 1/28/2022
Description: End of gravel road the streets has huge holes.
Man-hours: 1.5
Equipment: 412, Trailer, Bobcat Tractor w/ Pebble Peeler
Materials: Rock and Dirt

Location: 408 Vermont St. (Last house on the dead end of Vermont St.)
Starting Date: 1/28/2022
Completion Date: 1/28/2022
Description: "Dead End" sign on Posted
Man-hours: 20 mins
Equipment: 412
Materials: 2 screws and 2 washers. Erected sign on fence.

Water/Sewer Street Cut List

Date:	Address:	Size:	Emailed to PW on:	Date of Repair:
12/08/21	709 West St.	4x12	01/07/22	01/25/22
12/09/21	710 Sunset Dr.	4x12	01/07/22	01/25/22
12/14/21	218 Longview Dr.	11x9	01/07/22	01/25/22
12/14/21	West & Third Ave.	7x5	01/07/22	01/25/22
12/15/21	Near 606 S. First St.	5x6	01/07/22	01/25/22
01/04/22	305 N. 5th St.	9x8	01/07/22	01/25/22

Denton Contracting repaired cuts

Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
Jan. 31, 2022



I. Statistical Section

 9 Preventive Maintenances

 0 North Carolina Inspections

 63 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

CTS Cleaning System, Inc. was paid \$12,973.86 for the purchase of a hot water pressure washer. Mid Atlantic Crane was paid \$954.03 for the purchase of a ton accolift chain.

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 "Fatigue and Distractions in the Workplace"

Town of Smithfield
Public Works Sanitation Division
Monthly Report
Jan. 31, 2022



I. Statistical Section

The Division collected from approximately 4,110 homes, 4 times during the month

- a. Sanitation forces completed 29 work orders
- b. Sanitation forces collected tons 465.77 of household waste
- c. Sanitation forces disposed of 49 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 5.30 tons of construction debris (C&D)
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 2.78 tons of recyclable plastic
- h. Recycled 2,260 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 6,680 lbs. of plastics & glass (co-mingle) from the Convenient Site Center (Breakdown: Dec. was 3,540 lbs. + Jan. was 3,140 lbs.)
- k. Disposed of 1 drum of used oil filters

II. Major Revenues

- a. Received \$26.47 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for \$0.00
- c. Sold 2,500 lbs. of shredder steel for \$156.25 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$3,339 for disposal of yard waste and debris. Amsoil was paid \$592.45 for Synthetic transmission fluid, grease, fuel system cleaner, and performance improver. Bakers Waste Equip Inc, was paid \$21,372 for 3 17-yard palift hook lift containers. Batteries of NC and S.W.S. LLC was paid \$504.00 for lights for TK #308. Blacks Tire Service Inc, was paid \$860.63 for two tires for HHW TK #303. Carolina Environmental Systems Inc, was paid \$12247.55 for hydraulic job on HHW TK 303. Classic Printing, was paid \$585.00 for holiday door notices. Inline Fluid Power, was paid \$578.01 for fitting to repair KB TK #301 and HHW TK #303. NC Truck and Diesel Inc, was paid \$2,373.57 for transmission repair on HHW TK #305. Old Dominion Brush, was paid \$999.23 for parts to repair clutch on yellow leaf box. Piedmont Truck Center Inc, was paid \$1719.46 for tires. Rebig Pacific Co., was paid 8,935.00 for 112 95-Gal rollout containers. Smithfield Diesel Repair, was paid \$ 8,120.35 for driveshaft repair on TK #308. U.S Cellular was paid \$2,126.40 for services to 20 fleet tracking devices. Whites Tire Service of Wilson Inc, was paid \$881.45 for tires for TK #315.

IV. Personnel Update:

The Public Works Department continues to utilize Mitchell Temporary Services until labor positions can be filled.

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



MONTHLY REPORT FOR JANUARY, 2022

PROGRAMS STATISTICS	JANUARY, 2022		JANUARY, 2021	
NUMBER OF PROGRAMS	8		3	
TOTAL ATHLETICS PARTICIPANTS	201		25	
TOTAL NON/ATHLETIC PARTICIPANTS	15		25	
NUMBER OF GAMES PLAYED	32		0	
TOTAL NUMBER OF PLAYERS (GAMES)	640		0	
NUMBER OF PRACTICES	103		5	
TOTAL NUMBER OF PLAYER(S) PRACTICES	1030		64	
SYCC VISITS	118		231	
	JANUARY, 2022	21/22 FY YTD	JANUARY, 2021	20/21 FY YTD
PARKS RENTALS	8	231	12	139
USERS (PARKS RENTALS)	225	7166	246	2733
TOTAL UNIQUE CONTACTS	2,028		566	
	JANUARY, 2022	21/22 FY YTD	JANUARY, 2021	20/21 FY YTD
PARKS AND RECREATION REVENUES	\$ 2,598.00	\$ 32,043.00	\$ 844.00	\$ 7,572.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 44,731.00	\$ 427,839.00	\$ 53,578.00	\$ 368,507.00
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ 10,103.00	\$ 74,148.00	\$ -	\$ -
SYCC EXPENDITURES (OPERATIONS)	\$ 5,730.00	\$ 24,410.00	\$ 2,019.00	\$ 11,137.00
SYCC EXPENDITURES (CAPITAL OUTLAY EQUIP)	\$ -	\$ 8,500.00		

HIGHLIGHTS

Youth Basketball (first tin



SRAC MONTHLY REPORT FOR JANUARY, 2022

PROGRAMS STATISTICS

NUMBER OF PROGRAMS	13	9
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	2619	2733

	JANUARY, 2022	21/22 FY YTD	JANUARY, 2021	20/21 FY YTD
SRAC MEMBER VISITS	2482	20136	2003	10101
DAY PASSES	364	6805	0	0
RENTALS (SRAC)	48	264	21	29
USERS (SRAC RENTALS)	5338	14511	2376	3797
TOTAL UNIQUE CONTACTS	10,803		7,112	

FINANCIAL STATISTICS

	JANUARY, 2022	21/22 FY YTD	JANUARY, 2021	20/21 FY YTD
SRAC REVENUES	\$ 43,714.00	\$ 329,242.00	\$ 21,676.00	\$ 85,960.00
SRAC EXPENDITURES (OPERATIONS)	\$ 50,947.00	\$ 531,555.00	\$ 44,208.00	\$ 373,744.00
CAPITAL OUTLAY	\$ -	\$ 4,630.00	\$ -	\$ 96,136.00
SRAC MEMBERS	1887		1887	

HIGHLIGHTS

- HOSTED 9 NCHSAA SANCITONED SWIM MEETS
 - Hosted 12 High School Swim Meets
 - Hosted USA Swim Meet (w/ Marlins of Raleigh)
 - Hosted 4 Conference Championship Meets



**Utilities Department
Monthly Report
January 2022**

- **Statistical Section**

- Electric CP Demand 25,659 Kw relative to December's demand of 21,420 Kw.
- Electric System Reliability for was 99.9989%, with two (2) recorded main line outages; relative to December's 99.9947%.
- Raw water treated on a daily average was 4.135 MG relative to 4.124 MG for December; with maximum demand of 4.730 MG relative to December's 4.500 MG.
- Total finished water to the system was 117.486 MG relative to December's 120.086 MG. Average daily for the month was 3.790 MG relative to December's 3.874 MG. Daily maximum was 4.208 MG (January 27th) relative to December's 4.412 MG. Daily minimum was 3.274 MG (January 5th), relative to December's 3.204 MG.

- **Miscellaneous Revenues**

- Water sales were \$188,123 relative to December's \$220,852
- Sewer sales were \$393,958 relative to December's \$380,187
- Electrical sales were \$1,363,881 relative to December's sales of \$1,258,257
- Johnston County Water purchases were \$157,267 for 66.922 MG relative to December's \$193,880 for 82.502 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,088,234 relative to December's \$936,993.
- Johnston County sewer charge was \$262,515 for 69.461 MG relative to December's \$150,406 for 40.313 MG.

- **Personnel Changes –**

- Jimmie Wiggins was hired as a Utility Line Mechanic on January 24, 2022.



**Town of Smithfield
Electric Department
Monthly Report
January, 2022**

I. Statistical Section

- Street Lights repaired –38
- Area Lights repaired -7
- Service calls – 27
- Underground Electric Locates -260
- Poles changed out/removed or installed -1
- Underground Services Installed -5

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- The Utility Dept. had a Safety meeting on safe driving & Pre-trip inspections.

V. Miscellaneous Activities:

- The Electrical Dept. is continuing to work on Conversion work.
- The Electrical Dept. is continuing to work on circuit audit lists.
- The electrical Dept. removed Christmas lights along Market St.



WATER & SEWER

January 2022 Monthly Report

● DISCONNECT WATER	1
● RECONNECT WATER	1
● TEST METER	1
● TEMPORARY METER SET	1
● DISCOLORED WATER CALLS	1
● LOW PRESSURE CALLS	4
● NEW/RENEW SERVICE INSTALLS	1
● LEAK DETECTION	12
● METER CHECKS	8
● METER REPAIRS	5
● WATER MAIN/SERVICE REPAIRS	8
● STREET CUTS	6
● REPLACE EXISTING METERS	2
● INSTALL NEW METERS	0
● FIRE HYDRANTS REPAIRED	3
● FIRE HYDRANTS REPLACED	0
● SEWER REPAIRS	8

- CLEANOUTS INSTALLED 7
- INSPECTIONS 3
- CAMERA SEWER 1
- SEWER MAIN CLEANED 9414 LF
- SERVICE LATERALS CLEANED 1505 LF
- SERVICE CALLS 92
- LOCATES 157

- 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

Dennis installing valves at the pumping stations.

PERSONNEL UPDATES

➤ Jimmy Wiggins started

UPCOMING PROJECTS FOR THE MONTH OF FEBRUARY



MONTHLY WATER LOSS REPORT

January 2022

(2) - Meters with slow washer leaks

(4) 3/4" Line, 1/8" hole – 1 Day

(3) 2" Line, 1/8" hole – 1 Day

(3) 6" Line, split – 6 hrs.

Fire Hydrant slow drip

Smithfield Water Plant
Distribution Sampling Site Plan

Hydrant Flushing

Street Name	Date	Chlorine	Time	Gallons	Psi	Street Name	Date	Chlorine	Time	Gallons	PSI
Stephson Drive	01/19/22	3	15	7965	10	North Street	01/19/22	2.5	15	17820	40
Computer Drive	01/19/22	3	15	31860	10	West Street	01/19/22	3	15	78030	50
Castle Drive	01/19/22	3.2	15	7965	10	Regency Drive	01/19/22	3	15	63720	60
Parkway Drive	01/19/22	3.2	15	63720	40	Randers Court	01/19/22	3	15	15930	40
Garner Drive	01/19/22	3	15	63723	40	Noble Street	01/19/22	2.6	15	15930	40
Hwy 210 Lift Station	01/19/22	3.2	15	15930	40	Fieldale Dr#1(L)	01/19/22	3	15	63720	40
Skyland Drive	01/19/22	3.4	15	7965	10	Fieldale Dr#2(R)	01/19/22	3	15	63720	40
Bradford Street	01/19/22	3	15	15930	10	Heather Court	01/19/22	2.5	15	15930	40
Keillie Drive	01/19/22	3.2	15	7965	10	Reeding Place	01/19/22	2.5	15	15930	40
Edgewater	01/19/22	2.8	15	7965	10	East Street	01/19/22	3	15	63720	40
Edgecombe	01/19/22	3	15	15930	40	Smith Street	01/20/22	3	15	63720	40
Valley Wood	01/19/22	3.2	15	63720	40	Wellons Street	01/20/22	3	15	63720	40
Creek Wood	01/19/22	3.2	15	63720	40	Kay Drive	01/20/22	2.5	15	38985	15
White Oak Drive	01/19/22	3.2	15	7965	10	Huntington Place	01/20/22	2	15	38985	15
Brookwood Drive	01/20/22	3	15	22515	5	N. Lakeside Drive	01/20/22	1.5	15	9750	15
Runnymede Place	01/20/22	3.2	15	31860	10	Cypress Point	01/20/22	1.5	15	34890	12
Nottingham Place	01/20/22	3.2	15	38985	10	Quail Run	01/20/22	2	15	8715	12
Heritage Drive	01/20/22	3.2	15	38985	10	British Court	01/20/22	2	15	8715	12
Noble Plaza #1	01/20/22	2.6	15	9750	10	Tyler Street	01/21/22	2	15	78030	60
Noble Plaza #2	01/20/22	2.8	15	9750	10	Yelverton Road	01/21/22	1.5	15	63720	40
Pinecrest Street	01/20/22	3	15	19500	10	Ava Gardner	01/21/22	2.5	15	63720	40
S. Sussex Drive	01/20/22	3.2	15	31860	10	Waddell Drive	01/19/22	2	15	7965	10
Elm Drive	01/20/22	3	15	9750	10	Henly Place	01/19/22	2.5	15	8715	12
						Birch Street	01/19/22	2	15	34890	12
Coor Farm Supply	01/20/22	3	15	7965	10	Pine Street	01/19/22	3	15	38985	15
Old Goldsboro Rd.	01/20/22	2	15	7965	10	Oak Drive	01/19/22	3	15	37695	14
Hillcrest Drive	01/20/22	3.2	15	31860	10	Cedar Drive	01/19/22	2.5	15	31860	10
Eason Street	01/20/22	3	15	38985	40	Aspen Drive	01/19/22	2	15	34890	12
Magnolia Circle	01/20/22	2.5	15	78030	40	Furlonge Street	01/19/22	2.5	15	34890	12
Rainbow Drive	01/20/22	2.5	15	19500	60	Golden Corral	01/19/22	2.5	15	40290	16
Rainbow Circle	01/20/22	2	15	19500	60	Holland Drive	01/19/22	2	15	9750	15
Moonbeam Circle	01/20/22	2.5	15	19500	60	Davis Street	01/21/22	2	15	34890	12
Ray Drive	01/21/22	3	15	15930	60	Caroline Ave.	01/21/22	2.5	15	31860	10
Will Drive	01/21/22	3	15	63720	40	Johnston Street	01/21/22	2	15	38985	15
Michael Lane	01/21/22	3	15	63720	40	Ryans	01/21/22	2	90	9750	15
Ward Street	01/21/22	3	15	15930	40						

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