



Mayor

M. Andy Moore

Mayor Pro-Tem

John A. Dunn

Council Members

Marlon Lee

Sloan 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, February 7, 2023

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 FEBRUARY 7, 2023
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Presentation:

- 1. Proclamation – Declaring February as All in Red Month**
(Mayor – M. Andy Moore) See attached information.....1

Public Hearings:

- 1. ZA-22-05: Mr. William R. Andrews:** The applicant is requesting an amendment to the Unified Development Ordinances, Article 6, Table 6.6 Table of Uses and Activities to allow Accessory Dwelling Units (ADUs) in the R-20A Zoning District with supplementary standards, Article 7 Section 7.3 to add supplementary standards for ADUs; and Article 11, Section A.3 adding a definition for ADU.
(Planning Director – Stephen Wensman) See attached information.....3
- 2. ANX-23-01: Town of Smithfield:** In accordance with NCGS 160A-31, the Town of Smithfield is seeking to annex 16.2 acres of land into the corporate Town limits by adoption of Ordinance No. 516
(Planning Director – Stephen Wensman) See attached information.....19

Citizens Comments

Consent Agenda Items:

- 1. Approval of Minutes:**
 - a. January 3, 2023 – Regular Meeting
 - b. January 10, 2023 – Recessed Meeting
 - c. January 10, 2023 – Closed Session (Under Separate Cover).....27

2. Consideration and request for approval to promote a Firefighter I to the rank of Firefighter II
(Fire Chief – Michael Brown) See attached information.....37

3. Consideration and request for approval to reappoint Kay Kennedy and Katie Smith to the Downtown Smithfield Development Corporation’s Board of Directors by adopting Resolution No. 719 (02-2023)
(Town Clerk – Shannan Parrish) See attached information.....39

4. New Hire Report
(HR Director – Tim Kerigan) See attached information.....47

Business Item: None

Councilmember’s Comments

Town Manager’s Report

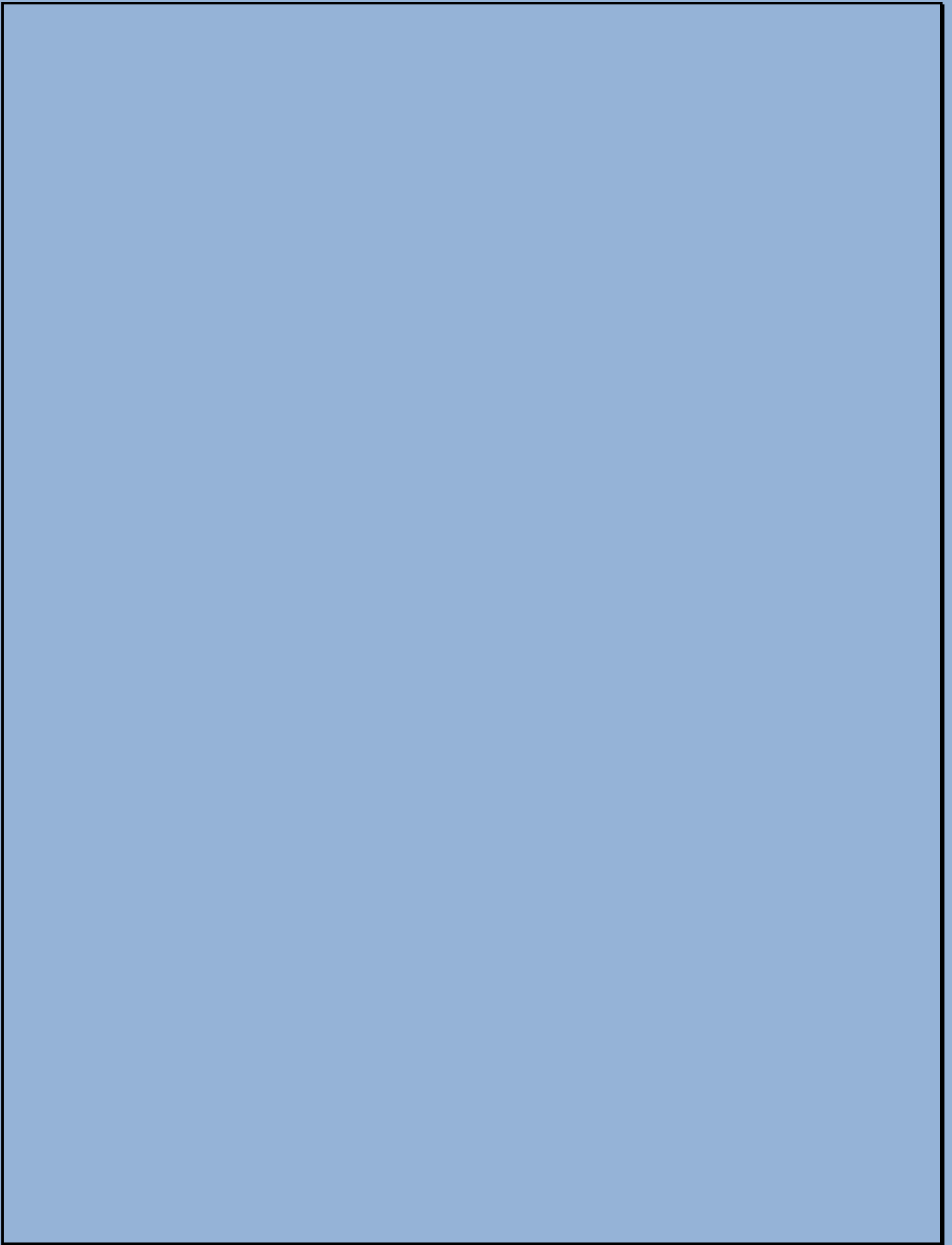
- Financial Report (See attached information).....49
- Department Reports (See attached information).....53
- Manager’s Report (Will be provided at the Meeting)

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

Reconvene in Open Session

Adjourn

Presentation



**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 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 3, 2023**, 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

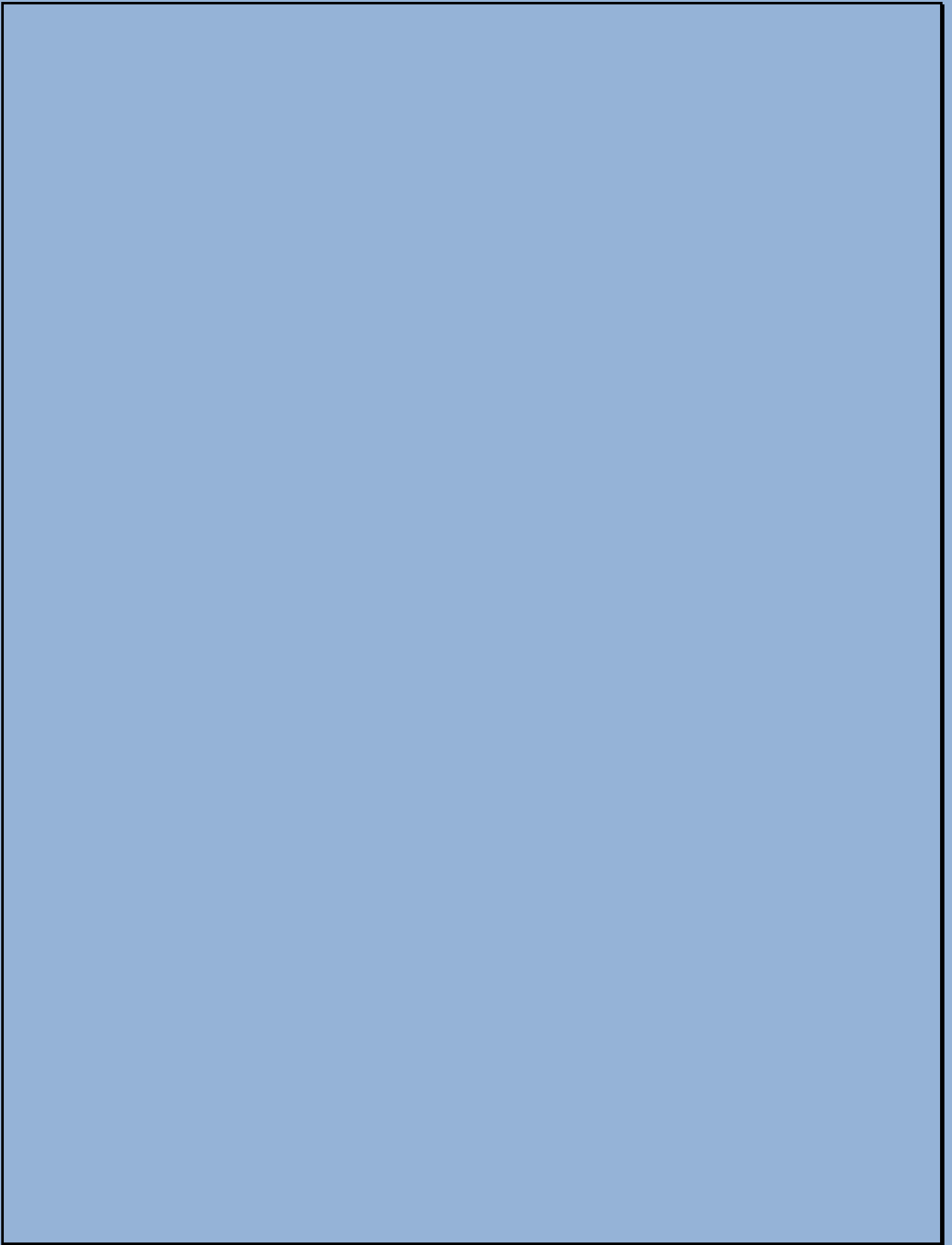
Whereas, on this day, we recognize heart disease and stroke survivors, those battling the disease, their families who are their source of love and encouragement, and applaud the efforts of our medical professionals who provide quality care; and

NOW, THEREFORE, the Honorable Mayor, M. Andy Moore and the Smithfield Town Council does hereby proclaim February 2023 as “**ALL IN RED MONTH**” and encourages businesses, industries and citizens in the community to support and participate in this event.

Duly proclaimed this 7th day of February 2023, while in regular session.

M. Andy Moore, Mayor

Public Hearings





Request for Town Council Action

**Public
Hearing:** ZA-22-05
Date: 02/07/2023

Subject: Accessory Dwelling Units (ADUs) in the R-20A
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Public Hearing

Issue Statement

Request to amend: Article 6, Table 6.6 Table of Uses and Activities to allow Accessory Dwelling Units (ADUs) in the R-20A Zoning District with supplementary standards; Article 7 Section 7.3 to add supplementary standards for ADUs; and Article 11, Section A.3 adding a definition for ADU.

Financial Impact

None.

Action Needed

The Town Council is respectfully requested to review the zoning text amendment and to make a decision whether to approve, approve with changes, or to deny of the request.

Recommendation

Planning Staff and the Planning Board recommend approval of the zoning text amendment ZA-22-05 with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Draft Zoning Text Amendment
3. Consistency Statement
4. Application
5. Planning Board Minutes
6. Legal Advertisement



Staff Report

Public
Hearing: ZA-22-05

REQUEST:

Mr. William R. Andrews is requesting an amendment to the UDO to allow accessory dwelling units in the R20-A. The request will amend: Article 6, Table 6.6 Table of Uses and Activities to allow Accessory Dwelling Units (ADUs) in the R-20A Zoning District with supplementary standards; Article 7 Section 7.3 to add supplementary standards for ADUs; and Article 11, Section A.3 adding a definition for ADU.

ANALYSIS:

Mr. Andrews is requesting the UDO amendment at this time so he can obtain a permit to complete the construct an accessory dwelling unit in his barn for his daughter. He had begun the construction with a valid permit for the ADU prior to the town's expansion of the ETJ and was hoping to complete the work at this time to enable his daughter to live in it. His permit application was rejected because ADUs are not permitted within the town's zoning jurisdiction.

In 2020, when the Town Plan approval was being considered by the Town Council, a policy recommendation that was stricken from the plan was: **Objective 5: Encourage a mix of housing types inside the Town Limits** was a policy to allow accessory dwelling units that meet performance-based criteria:

Policy 5C: Allow accessory dwelling units that meet performance-based criteria

Strategies:

1. Consider updates to requirements for accessory dwelling units (including tiny homes) in order to encourage high quality design, additional density and reinvestment in Downtown Support and Medium Density areas near downtown.

- Currently accessory dwelling units are allowed in commercial zoning districts and a special use permit is required. Allowing these as a permitted in some areas, if basic standards are met, can be a way to encourage reinvestment and increase density in a sensitive manner.



Accessory dwelling units (ADUs), also known as granny flats or garage apartments can be a way to preserve the character of neighborhoods while encouraging infill. Research suggests that ADUs can increase supply of affordable housing and make significant economic contributions to their communities, through construction activity and property taxes.

Source: www.planning.org/knowledgebase/accessorydwellings/

Image Source: <https://accessorydwellings.org>

This requested UDO Amendment is different than the deleted policy in that it would allow ADUs in the R20-A District only and only on parcels 2 acres or greater, and most of these are located outside of the Town's corporate limits. Permitting ADU's on larger rural lots would allow property owners to enjoy greater utility of their properties without negatively impacting neighbors, while providing needed housing. In the case of Mr. Andrews, it also provides him an opportunity to provide needed housing to his daughter who can then help care for he and his wife.

Accessory Dwelling Units are being promoted by the American Planning Association to address the national shortage of affordable housing. The Town has many illegal or legal non-conforming accessory dwellings scattered throughout the town and mostly they go unnoticed without any complaint or issue.

Johnston County does not permit ADUs.

An additional supplementary standard is recommended, 7.3.3.7., restricting ADUs from having separate utility meters, ensuring they are accessory to the principal structure. This addition was suggested by Staff after the Planning Board meeting to review the ordinance.

PROPOSED AMENDMENT:

The proposed UDO amendment modifies 3 sections of the UDO:

1. Article 6, Section 6.6 will be amended to allow ADUs as permitted uses with standards in the R-20A District:

SECTION 6.6 TABLES OF USES AND ACTIVITIES – PRIMARY ZONING DISTRICTS.

Uses	Primary Zoning Districts												Supplemental Regulations
	R-20A	R-10	R-8	R-6	R-MH	O/I	B-1	B-2	B-3	LI (Sect. 7.2)	HI (Sect. 7.2)	AHH	
ACCESSORY USES													
<u>Accessory Dwelling Unit (ADU)</u>	<u>PS</u>												<u>Section 7.3</u>
Accessory structures/buildings	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS	PS		Section 7.3

2. Article 7, Section 7.3.3 will be added creating the following supplementary standards for ADUs:

7.3.3. Accessory Dwelling Unit (ADU). ADUs are permitted in the R-20A Zoning District on properties that are 2 or more acres in size, have adequate sewer or adequately sized and functioning septic system for the use.

7.3.3.1. An ADU shall be located on the same lot as a principal dwelling and meet both of the following: a. The gross floor area of the accessory dwelling shall be less than the gross floor area of the total principal dwelling.

7.3.3.2. An ADU shall be affixed to or constructed on a permanent foundation and not be a manufactured home or moveable structure and meet applicable NC Building Code requirements.

7.3.3.3. There shall be no more than one ADU on the same lot as a principal dwelling.

7.3.3.4. An ADU shall be accessed by a lockable external entrance.

7.3.3.5. Ownership of an ADU shall not be transferred apart from its principal dwelling unit.

7.3.3.6. An ADU shall have dedicated paved parking area in accordance with Article 10, Part I.

7.3.3.7. ADUs shall not have utility meters separate from the principal dwelling.

3. A definition for ADU will be added to Article 11, Section A.3:

ARTICLE 11, SECTION A.3 DEFINITIONS.

Accessory Dwelling Unit (ADU).

A self-contained dwelling unit that is located on the same lot as a principal dwelling that meets the supplemental regulations identified in Section 7.3.3. An Accessory Dwelling Unit may be located above a garage. Accessory Dwelling Units may be detached, attached, or internal to the principal dwelling. Only residential uses are permitted in Accessory Dwelling Units.

CONSISTENCY STATEMENT (Staff Opinion):

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

RECOMMENDATION:

Planning Staff recommend approval of the zoning text amendment, ZA-22-05, 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

RECOMMENDED MOTION:

Staff recommends the following motion:

“move to recommend approval of zoning text amendment, ZA-22-05, finding it consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest.”

DRAFT ORDINANCE # ZA-22-05
AN ORDINANCE TO AMEND THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
ARTICLE 6, SECTION 6.6, ARTICLE 7, SECTION 7.3.3, AND ARTICLE 11, SECTION
A.3

WHEREAS, the Smithfield Town Council wishes to amend certain provisions in the Town of Smithfield Unified Development Ordinance by making changes to Unified Development Ordinance Article 6, Section 6.6 permitting Accessory Dwelling Units (ADUs) in the R-20A District with supplementary standards, Article 7, Section 7.3.3 adding supplementary standards for ADUs, and Article 11, Section A.3 adding a definition for ADU.

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

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

[Revise Article 6, Section 6.6 permitting Accessory Dwelling Units (ADUs) in the R-20A District with supplementary standards.]

PART 1

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

SECTION 6.6 TABLES OF USES AND ACTIVITIES – PRIMARY ZONING DISTRICTS.

Uses	Primary Zoning Districts												Supplemental Regulations
	R-20A	R-10	R-8	R-6	R-MH	O/I	B-1	B-2	B-3	LI (Sect. 7.2)	HI (Sect. 7.2)	<u>AH</u> <u>H</u>	
ACCESSORY USES													
<u>Accessory Dwelling Unit (ADU)</u>	<u>PS</u>												<u>Section 7.3</u>
Accessory structures/buildings	PS	PS	PS	PS	PS	<u>P</u> <u>S</u>	PS	PS	PS	PS	PS		Section 7.3
Accessory uses incidental to any permitted use	P	P	P	P	P	P	P	P	P	P	P		
Child care center (as an accessory use for a principal business)						<u>P</u> <u>S</u>	PS	PS	PS	PS	PS		Section 7.4.1
Customary home occupations	PS	PS	PS	PS	PS	<u>P</u> <u>S</u>	PS	PS					Section 7.7
Cemeteries	S					P							

[Revise Article 7, Section 7.3.3 adding supplementary standards for ADUs.]

PART 2

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

7.3.3. Accessory Dwelling Unit (ADU). ADUs are permitted in the R-20A Zoning District on properties that are 2 or more acres in size, have adequate sewer or adequately sized and functioning septic system for the use.

7.3.3.1. An ADU shall be located on the same lot as a principal dwelling and meet both of the following: a. The gross floor area of the accessory dwelling shall be less than the gross floor area of the total principal dwelling.

7.3.3.2. An ADU shall be affixed to or constructed on a permanent foundation and not be a manufactured home or moveable structure and meet applicable NC Building Code requirements.

7.3.3.3. There shall be no more than one ADU on the same lot as a principal dwelling.

7.3.3.4. An ADU shall be accessed by a lockable external entrance.

7.3.3.5. Ownership of an ADU shall not be transferred apart from its principal dwelling unit.

7.3.3.6. An ADU shall have dedicated paved parking area in accordance with Article 10, Part I.

7.3.3.7. ADUs shall not have utility meters separate from the principal dwelling.

[Revise Article 11, Section A.3 adding a definition for ADU.]

PART 3

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

Accessory Dwelling Unit (ADU).

A self-contained dwelling unit that is located on the same lot as a principal dwelling that meets the supplemental regulations identified in Section 7.3.3. An Accessory Dwelling Unit may be located above a garage. Accessory Dwelling Units may be detached, attached, or internal to the principal dwelling. Only residential uses are permitted in Accessory Dwelling Units.

PART 4

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

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

Duly adopted this the 7th day of February, 2023.

M. Andy Moore, Mayor

ATTEST

Shannan L. Parrish, Town Clerk

**THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
AMENDMENT CONSISTENCY STATEMENT
BY THE SMITHFIELD TOWN COUNCIL
ZA-22-05**

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

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

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

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

That the final action regarding zoning ordinance amendment ZA-22-05 is based upon review of and consistency with, the Town of Smithfield *Comprehensive Growth Management Plan* and any other officially adopted plan that is applicable, along with additional agenda information provided to the Town Council and information provided at the regularly scheduled meeting of Town Council; and

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

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

That the final action regarding zoning ordinance amendment ZA-22-05 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

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



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

Petition for Amendment to the Unified Development Ordinance

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

APPLICANT INFORMATION:

<u>WILLIAM R. ANDREWS</u>	<u>420 WESTERMAN PL</u>
Petitioner's Name	Address or PO Box
<u>SMITHFIELD NC 27577</u>	<u>919-412-7548</u>
City, State, Zip Code	Telephone

Proposed amendment to the Town of Smithfield Unified Development Ordinance:

AMEND THE UDO TO ALLOW ACCESSORY DWELLINGS IN THE
R-20A DISTRICT ON PROPERTY GREATER THAN 2 ACRES IN SIZE.

(Attach additional sheets as necessary)

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

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

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

<u>W.R. Andrews</u>	<u>11-27-22</u>
Signature of Petitioner	Date

FOR OFFICE USE ONLY

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


11-27-22

DEAR SIRS,

MY NAME IS BILL ANDREWS. I LIVE AT 420 WESTERMAN PL, SMITHFIELD AND HAVE DONE SO SINCE 2002. MY HOME AND BARN SIT ON 9.75 ACRES LOCATED IN CREEKS BEND SUBDIVISION. MY HOME AND BARN WERE BUILT IN 1995 AND I PURCHASED THEM IN 2001. THE BARN HAS AN UNFINISHED APARTMENT ON THE SECOND FLOOR THAT I WOULD LIKE TO FINISH IN ORDER TO CREATE LIVING QUARTERS FOR MY DAUGHTER. I AM REQUESTING AN AMENDMENT TO THE U.D.O. TO ALLOW ACCESSORY DWELLINGS IN THE R-20A DISTRICT ON PROPERTY GREATER THAN A MINIMUM LOT SIZE (THAT CAN BE DETERMINED BY THE TOWN COUNCIL). THIS AMENDMENT WOULD ALLOW PROPERTY OWNERS IN THE R-20A DISTRICT TO ENJOY GREATER UTILITY ON THEIR PROPERTY WITHOUT NEGATIVELY IMPACTING THE SUBDIVISION.

→ MY DAUGHTER IS A REGISTERED NURSE AND CURRENTLY LIVES IN MY HOME AND PROVIDES MEDICAL ASSISTANCE TO MY WIFE AND I AS NEEDED. THIS PROPOSED AMENDMENT TO THE U.D.O. WOULD BE A GREAT BENEFIT TO MY FAMILY.

ON A PERSONAL NOTE, I AM A PARKINSONS DISEASE PATIENT.

THANKS FOR YOUR CONSIDERATION,
WR 

**Town of Smithfield
Planning Board Minutes
Thursday, January 5th, 2023
Town Hall Council Chambers
6:00 PM**

Members Present:

Chairman Mark Lane
Vice-Chairman Debbie Howard
Debbie Howard
Wiley Narron
Alisa Bizzell
Ashley Spain
Brian Stanley
Doris Wallace

Members Absent:

Staff Present:

Mark Helmer, Senior Planner
Julie Edmonds, Administrative Support Specialist

Staff Absent:

Stephen Wensman, Planning Director

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA Doris Wallace made a motion to approve the agenda; seconded by Debbie Howard. Unanimously approved ***The agenda was amended and ZA-22-04 was removed until a later date***

APPROVAL OF MINUTES for December 1st, 2022

Doris Wallace made a motion to approve the minutes, seconded by Debbie Howard. Unanimously approved.

NEW BUSINESS

ZA-22-05 Mr. William R. Andrews: The applicant is requesting an amendment to the Unified Development Ordinances, Article 6, Table 6.6 Table of Uses and Activities to allow Accessory Dwelling Units (ADUs) in the R-20A Zoning District with supplementary standards, Article 7 Section 7.3 to add supplementary standards for ADUs; and Article 11, Section A.3 adding a definition for ADU.

Mark Helmer stated that Mr. William R. Andrews is requesting an amendment to the UDO to allow accessory dwelling units in the R20-A. The request will amend: Article 6, Table 6.6 Table of Uses and Activities to allow Accessory Dwelling Units (ADUs) in the R-20A Zoning District with supplementary standards; Article 7 Section 7.3 to add supplementary standards for ADUs; and Article 11, Section A.3 adding a definition for ADU. Mr. Andrews is requesting the UDO amendment at this time so he can obtain a permit to complete the construct an accessory dwelling unit in his barn for his daughter. He had begun the construction with a valid permit for the ADU prior to the town's expansion of the ETJ and was hoping to complete the work at this time to enable his daughter to live in it. His permit application was rejected because ADUs are not permitted within the town's zoning jurisdiction.

In 2020, when the Town Plan approval was being considered by the Town Council, one of the policy recommendations in support of **Objective 5: Encourage a mix of housing types inside the Town Limits** was a policy to allow accessory dwelling units that meet performance-based criteria: With the approval of the Town Plan, the Town Council struck Policy 5C from the document. This requested UDO Amendment is different than the deleted policy in that it would allow

ADUs in the R20-A District only and only on parcels 2 acres or greater, and most of these are located outside of the Town's corporate limits. Permitting ADU's on larger rural lots would allow property owners to enjoy greater utility of their properties without negatively impacting neighbors, while providing needed housing. In the case of Mr. Andrews, it also provides him an opportunity to provide needed housing to his daughter who can then help care for he and his wife. Accessory Dwelling Units are being promoted by the American Planning Association to address the national shortage of affordable housing. The Town has many illegal or legal non-conforming accessory dwellings scattered throughout the town and mostly they go unnoticed without any complaint or issue.

The proposed UDO amendment modifies 3 sections of the UDO:

1. Article 6, Section 6.6 will be amended to allow ADUs as permitted uses with standards in the R-20A District:

2. Article 7, Section 7.3.3 will be added creating the following supplementary standards for ADUs:

7.3.3. Accessory Dwelling Unit (ADU). ADUs are permitted in the R-20A Zoning District on properties that are 2 or more acres in size, have adequate sewer or adequately sized and functioning septic system for the use.

7.3.3.1. An ADU shall be located on the same lot as a principal dwelling and meet both of the following: a. The gross floor area of the accessory dwelling shall be less than the gross floor area of the total principal dwelling.

7.3.3.2. An ADU shall be affixed to or constructed on a permanent foundation and not be a manufactured home or moveable structure.

7.3.3.3. There shall be no more than one ADU on the same lot as a principal dwelling.

7.3.3.4. An ADU shall be accessed by a lockable external entrance.

7.3.3.5. Ownership of an ADU shall not be transferred apart from its principal dwelling unit.

7.3.3.6. An ADU shall have dedicated paved parking area in accordance with Article 10, Part I.

3. A definition for ADU will be added to Article 11, Section A.3:

ARTICLE 11, SECTION A.3 DEFINITIONS.

Accessory Dwelling Unit (ADU).

A self-contained dwelling unit that is located on the same lot as a principal dwelling that meets the supplemental regulations identified in Section 7.3.3. An Accessory Dwelling Unit may be located above a garage. Accessory Dwelling Units may be detached, attached, or internal to the principal dwelling. Only residential uses are permitted in Accessory Dwelling Units.

CONSISTENCY STATEMENT (Staff Opinion):

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

RECOMMENDATION:

Planning Staff recommend approval of the zoning text amendment, ZA-22-05, 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

RECOMMENDED MOTION:

recommend approval of zoning text amendment, ZA-22-05, finding it 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.”

OLD BUSINESS: None

Adjournment

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

Respectfully Submitted,

A handwritten signature in cursive script that reads "Julie Edmonds".

Julie Edmonds
Administrative Support Specialist



PLANNING DEPARTMENT
Mark E. Helmer, AICP, CFM, 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, February 7, 2023 in the Town Hall Council Chambers located at 350 East Market Street to consider the following request:

ZA-22-05: Mr. William R. Andrews: The applicant is requesting an amendment to the Unified Development Ordinances, Article 6, Table 6.6 Table of Uses and Activities to allow Accessory Dwelling Units (ADUs) in the R-20A Zoning District with supplementary standards, Article 7 Section 7.3 to add supplementary standards for ADUs; and Article 11, Section A.3 adding a definition for ADU.

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 on January 25 and February 1, 2023.



Request for Town Council Action

**Public
Hearing:** ANX-23-01
Date: 02/07/2023

Subject: Contiguous Annexation
Department: Planning & Administration
Presented by: Planning Director – Stephen Wensman
Presentation: Public Hearing

Issue Statement

The Town of Smithfield is requesting voluntarily annexation of a 16.2-acre property to the Town of Smithfield.

Financial Impact

The annexation is for future trail and utilities.

Action Needed

The Town Council is asked to hold a public hearing on the annexation, then adopt Ordinance No. 516 extending the Corporate Limits of the Town of Smithfield. This can be done immediately or within six months.

Recommendation

Adopt Ordinance No.516 extending the Corporate Limits of the Town of Smithfield.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Annexation survey
3. Ordinance No. 516



Staff Report

Public ANX-
Hearing 23-01

The Town of Smithfield is requesting voluntarily annexation of a 16.2-acre property to the Town of Smithfield located on the north side of Barbour Road approximately 270 feet west of the Barbour Road/Bella Square intersection.

PAST ACTIONS ON PETITION:

On January 10, 2023, the Town Council adopted Resolution #718 (01-2023), setting the date for the Public Hearing on February 7, 2023.

ANALYSIS:

Utilities. The annexation parcel will allow for the extension of public utilities.

Police. The annexation will have little to no impact on police protection.

Fire Protection. The annexation parcel is within the Town's Fire District.

Public Works. The annexation may require some tree/lawn mowing maintenance from time to time.

Code Enforcement. There is no development proposed, so the annexation should have no impact on code enforcement.

Parks Department. The annexation will allow for a future public trail which will be maintained by the Parks Department.

ANNEXATION STATUTE:

Per NCGS 160A-31 (g):

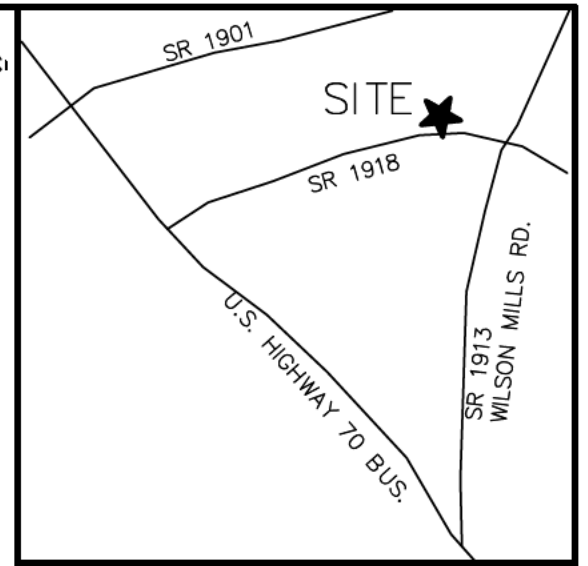
The governing board may initiate annexation of contiguous property owned by the municipality by adopting a resolution stating its intent to annex the property, in lieu of filing a petition. The resolution shall contain an adequate description of the property, state that the property is contiguous to the municipal boundaries and fix a date for a public hearing on the question of annexation. Notice of the public hearing shall be published as provided in subsection (c) of this section. The governing board may hold the public hearing and adopt the annexation ordinance as provided in subsection (d) of this section.

NC GRID NORTH (NAD 83/2011)

E&F PROPERTIES INC.
DB 4377, PG. 880

THIS PLAT IS A CORRECT REPRESENTATION OF THE LANDS SURVEYED; HOWEVER A NORTH CAROLINA LICENSED ATTORNEY SHOULD BE CONSULTED CONCERNING CORRECT OWNERSHIP, WIDTH AND LOCATION OF ANY EASEMENTS, ANY CEMETERIES, OR FAMILY BURIAL GROUNDS NOT SHOWN ON RECORDED MAPS OR DEEDS MADE AVAILABLE TO THIS SURVEYOR BY THE RECENT OWNERS AT THE TIME OF THIS SURVEY AND OTHER TITLE QUESTIONS REVEALED BY TITLE EXAMINATION. NO RESPONSIBILITY OF ANY NATURE IS ASSUMED BY THIS SURVEYOR FOR ANY CONDITIONS WHICH MAY EXIST BUT ARE UNKNOWN, SUCH AS: CEMETERIES, FAMILY BURIAL GROUNDS, TOXIC OR HAZARDOUS WASTE MATERIAL, UNDERGROUND TANKS, ETC.

DEED & PLAT REFERENCES:
D.B. 1586 PG. 739
P.B. 0069 PG. 382
D.B. 2829 PG. 518
D.B. 0827 PG. 123
D.B. 1831 PG. 639
D.B. 4373 PG. 171
D.B. 0880 PG. 695
D.B. 1992 PG. 470



VICINITY MAP - NO SCALE

LEGEND

MNS	MAG NAIL SET
EMN	EXISTING MAG NAIL
EIP	EXISTING IRON PIPE
EIS	EXISTING IRON STAKE
IPS	IRON PIPE SET
R/W	RIGHT-OF-WAY
CL	CENTERLINE
ALP	AREA LIGHT POLE
CP	COMPUTED POINT
EP	EDGE OF PAVEMENT
F.O.	FIBER OPTIC
---	NOT SURVEYED

AREAS ARE COMPUTED BY COORDINATE METHOD, UNLESS OTHERWISE NOTED ALL DISTANCES SHOWN ARE GROUND HORIZONTAL DISTANCES. NO NCGS MONUMENTS FOUND WITHIN 2000 FEET.

NOTE: WETLANDS EXIST ON THIS PROPERTY, NO ATTEMPT HAS BEEN MADE TO LOCATE ANY WETLANDS AS A PART OF THIS SURVEY

BEING A SURVEY OF A PORTION OF THE PROPERTY DESCRIBED IN D.B. 1897, PG. 940 OF THE JOHNSTON COUNTY REGISTER OF DEEDS OFFICE.

HEATH STREET #215 LIMITED PARTNERSHIP
DB 1897, PG. 940
PB 55, PG. 230-235

HEATH STREET #215 LIMITED PARTNERSHIP
DB 1897, PG. 940
PB 55, PG. 230-235

PRELIMINARY PLAT
NOT FOR RECORDATION CONVEYANCES OR SALES

DENNIS MOORE
D.B. 3617, PG. 255
PB 69, PG. 118

RONALD WILLIAMS
D.B. 3617, PG. 253
PB 69, PG. 118

MOSES L. MOORE
D.B. 5245, PG. 945
PB 69, PG. 118

ALMA MOORE
D.B. 3972, PG. 535
PB 88, PG. 234

HEATH STREET #215 LIMITED PARTNERSHIP
PARCEL 15078009K
37.3 ACRES REMAIN
FROM G.I.S. NOT FROM SURVEY
DB 1897, PG. 940
PB 55, PG. 230-235

NC GRID
NCGS VRS
NAD 83/2011
GEOID 12A

OWNER:
HEATH STREET 215 LMTD PARTNERSHIP
258 MEADOWBROOK DR.
FOUR OAKS NC 27524

CORP. #C-3000

SURVEY FOR

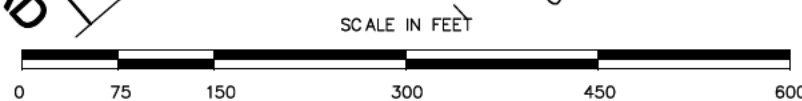
THE TOWN OF SMITHFIELD
ON THE LANDS OF
HEATH STREET #255
LIMITED PARTNERSHIP

SMITHFIELD
JOHNSTON COUNTY
SCALE: 1" = 150'

TOWNSHIP
NORTH CAROLINA
DWN. BY: AJB

11-21-22

SMITHFIELD BARBER ROAD EASEMENT



JERRY BALL LAND SURVEYING, PC

PROFESSIONAL LAND SURVEYOR
205 S. POLLOCK STREET
SELMA, N. C. 27576
(919) 965-0077

THIS IS TO CERTIFY THAT I HAVE CONSULTED FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP COMMUNITY PANEL No. 3720169500-K DATED 04-30-14 AND FOUND THAT A PORTION OF THIS PROPERTY IS LOCATED IN A SPECIAL FLOOD HAZARD AREA.

ADRIAN J. BALL III, PROFESSIONAL LAND SURVEYOR No. L-3687

THAT THIS SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND OR ONE OR MORE EXISTING EASEMENTS, AND DOES NOT CREATE A NEW STREET OR CHANGE AN EXISTING STREET. FOR THE PURPOSES OF THIS SUBSECTION, AN "EXISTING PARCEL" OR "EXISTING EASEMENT" IS AN AREA OF LAND DESCRIBED IN A SINGLE, LEGAL DESCRIPTION OR LEGALLY RECORDED SUBDIVISION THAT HAS BEEN OR MAY BE LEGALLY CONVEYED TO A NEW OWNER BY DEED IN ITS EXISTING CONFIGURATION

ADRIAN J. BALL III, PROFESSIONAL LAND SURVEYOR No. L-3687

I, ADRIAN J. BALL III, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN EXISTING RECORDS AS NOTED; THAT THE RATION OF PRECISION AS CALCULATED IS 1:10000+; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 21ST DAY OF NOVEMBER 2022 AD.

ADRIAN J. BALL III, PROFESSIONAL LAND SURVEYOR No. L-3687

**TOWN OF SMITHFIELD
North Carolina**

**ORDINANCE NO. 516 TO EXTEND THE
CORPORATE LIMITS OF THE TOWN OF SMITHFIELD**

WHEREAS, the Town Council has been petitioned under NCGS 160A-31 to annex the area described below; and

WHEREAS, a public hearing on the question of this annexation was held in the Smithfield Town Hall Council Chamber located at 350 East Market Street, Smithfield, North Carolina at approximately 7:00 pm on February 7, 2023, after due notice; and

WHEREAS, the Town Council finds that the petition meets the requirements of NCGS 160A-31.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Smithfield that:

Section 1. By virtue of the authority granted by NCGS 160A-31, the following described contiguous property owned by the Town of Smithfield is hereby annexed and made a part of the Town of Smithfield effective immediately.

The legal description of the property is as follows:

Beginning at the point where the current city limits of the Town of Smithfield intersects the common line of Moses L Moore (DB 5245 page 945, PB 69, p 118, with the 15.020 acres taken by eminent domain from Heath Street #215 Limited Partnership on January 10, 2023, said point being located from existing iron stake in the centerline of Barbour Road (SR 1918) being the Southeast corner of the Alma Moore (Deed Book 3972, Page 535/Plat Book 88, Page 234, Johnston Registry) property and the southwest corner of the property taken by Smithfield on January 10, 2023; thence along the line of Alma Moore North 01 degrees 35 minutes 52 seconds West 41.25 feet to the northern right of way of Barbour Road, thence continuing with said line North 01 degrees 35 minutes 52 seconds East 490 feet to an existing iron stake; continuing along the Moore line North 01 degrees 35 minutes 52 seconds East 17.59 feet to an existing iron stake; thence along the line of Moses L. Moore North 00 degrees 59 minutes 31 seconds East 164.01 feet TO THIS POINT OF BEGINNING, thence from the point of beginning North 00 degrees 59 minutes 31 seconds East 26.80 feet to an existing iron stake, thence continuing said direction with Moore 203.75 feet to his corner with Ronald Williams Deed Book 3617 page 253 thence continuing said direction with his line and the Dennis Moore line,

Deed Book 3617, page 118 1130.48 feet to an existing iron stake; a corner with E&F Properties, Inc., thence with the property line of E&F Properties, Inc. and with Poplar Creek the following distances: South 57 degrees 26 minutes 50 seconds East 255.94 feet; North 85 degrees 52 minutes 58 seconds East 122.65 feet; South 64 degrees 52 minutes 10 seconds East 65.98 feet; South 19 degrees 21 minutes 58 seconds West 45.14 feet; and South 57 degrees 15 minutes 50 seconds East 73.85 feet to a new corner; thence along the new property line with Heath Street #215 Limited Partnership the following distances: South 01 degrees 40 minutes 26 seconds West 908.72 feet; to the current town line (Deed book 1386, page 246), thence with the town line North 65 degrees 24 minutes 20 seconds east 340.42 feet, thence continuing with the town line south 38 degrees 24 minutes 22.27 feet to the point of beginning.

Section 2. The Mayor of the Town of Smithfield shall cause to be recorded in the office of the Register of Deeds of Johnston County, and in the office of the Secretary of State in Raleigh, North Carolina an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall be delivered to the Johnston County Board of Elections, as required by NCGS 163-288.1

Adopted this the 7th day of February, 2023

M. Andy Moore, Mayor

ATTEST

Shannan L. Parrish, Town Clerk

APPROVED AS TO FORM:

Robert Spence, Jr., Town Attorney

AFFIDAVIT OF PUBLICATION

Johnstonian News
614 E. Market St.
(919) 284-2295

I, Robin Holland, of lawful age, being duly sworn upon oath, deposes and says that I am the Business Office Clerk of Johnstonian News, a publication that is a "legal newspaper" as that phrase is defined for the city of Smithfield, for the County of Johnston, in the state of North Carolina, that this affidavit is Page 1 of 2 with the full text of the sworn-to notice set forth on the pages that follow, and that the attachment hereto contains the correct copy of what was published in said legal newspaper in consecutive issues on the following dates:

PUBLICATION DATES:
25 Jan 2023

Notice ID: vGCdKYx67FvIA7CnNC3M
Notice Name: Public Hearing - Annexation Town Property

PUBLICATION FEE: \$91.70

Robin Holland
Business Office Clerk

VERIFICATION

STATE OF NORTH CAROLINA
COUNTY OF JOHNSTON

Signed or attested before me on this

25th day of January, A.D. 2023.

Deborah G. Boykin
Notary Public

My Commission Expires: 07/23/2023



NOTE: The original Proof of Publication will be mailed to you directly from The Johnstonian News

**Town of Smithfield
Notice of Public Hearing**

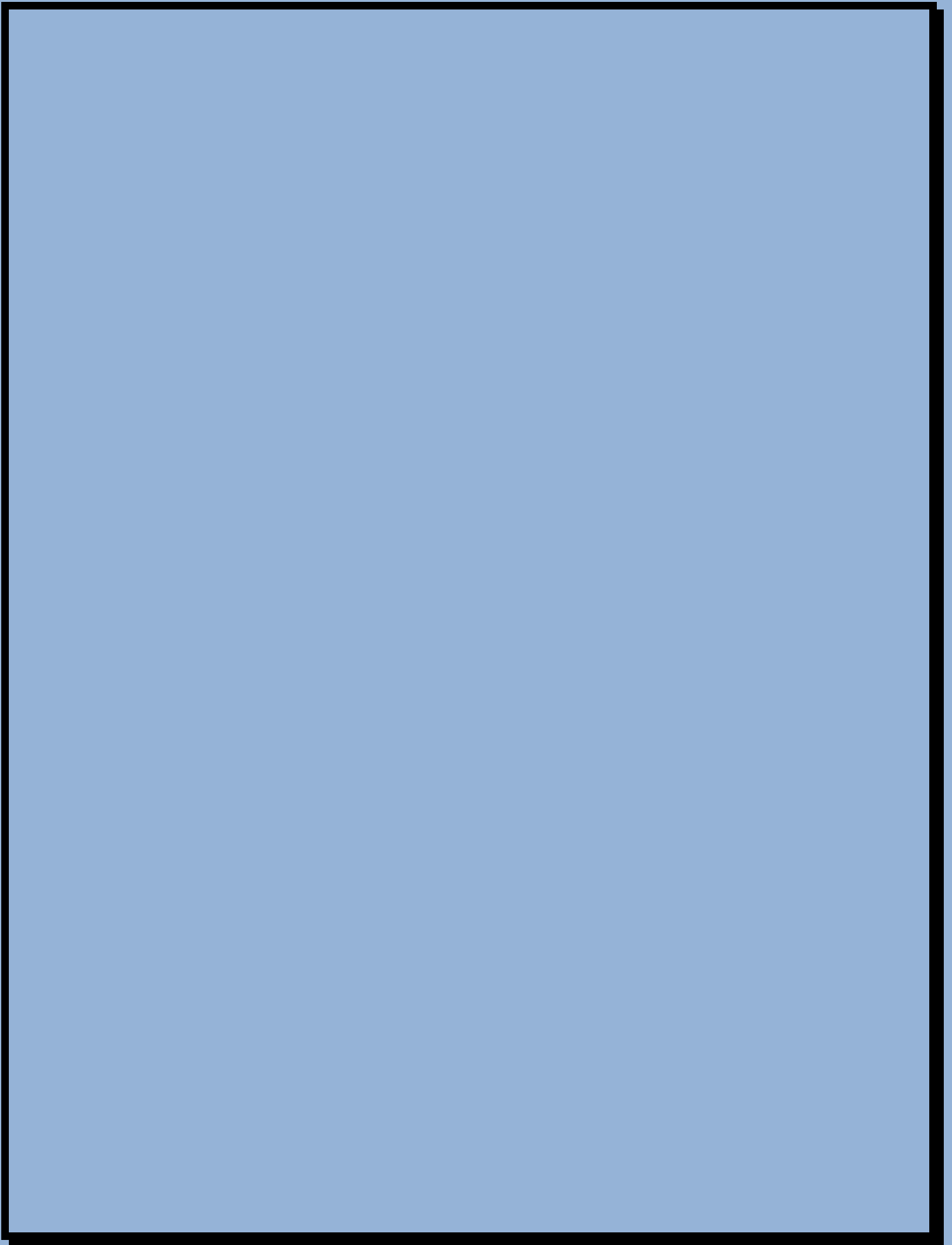
The public will take notice that the Town Council of the Town of Smithfield has called a public hearing at 7:00pm on February 7, 2023, in the Council Chambers of Town Hall located at 350 East Market Street, Smithfield on the question of annexing the following described property owned by the Town of Smithfield and contiguous to the current Town of Smithfield boundaries:

Beginning at the point where the current city limits of the Town of Smithfield intersects the common line of Moses L Moore (DB 5245 page 945, PB 69, p 118, with the 15.020 acres taken by eminent domain from Heath Street #215 Limited Partnership on January 10, 2023, said point being located from existing iron stake in the centerline of Barbour Road (SR 1918) being the Southeast corner of the Alma Moore (Deed Book 3972, Page 535/Plat Book 88, Page 234, Johnston Registry) property and the southwest corner of the property taken by Smithfield on January 10, 2023; thence along the line of Alma Moore North 01 degrees 35 minutes 52 seconds West 41.25 feet to the northern right of way of Barbour Road, thence continuing with said line North 01 degrees 35 minutes 52 seconds East 490 feet to an existing iron stake; continuing along the Moore line North 01 degrees 35 minutes 52 seconds East 17.59 feet to an existing iron stake; thence along the line of Moses L. Moore North 00 degrees 59 minutes 31 seconds East 164.01 feet TO THIS POINT OF BEGINNING, thence from the point of beginning North 00 degrees 59 minutes 31 seconds East 26.80 feet to an existing iron stake, thence continuing said direction with Moore 203.75 feet to his corner with Ronald Williams Deed Book 3617 page 253 thence continuing said direction with his line and the Dennis Moore line, Deed Book 3617, page 118 1130.48 feet to an existing iron stake; a corner with E&F Properties, Inc., thence with the property line of E&F Properties, Inc. and with Poplar Creek the following distances: South 57 degrees 26 minutes 50 seconds

38 degrees 24 minutes 226.27 feet
to the point of beginning.
Shannan L. Parrish
Town Clerk
The Johnstonian
January 25, 2023

Consent

Agenda Items



The Smithfield Town Council met in regular session on Tuesday, January 3, 2023 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor M. Andy Moore, presided.

Councilmen Present:

John Dunn, Mayor Pro-Tem
Marlon Lee, District 1 (arrived at 7:06 pm)
Sloan Stevens, District 2
Travis Scott, District 3
Dr. David Barbour, District 4
Stephen Rabil, At-Large

Councilmen Absent

Roger Wood, At-Large

Administrative Staff Present

Michael Scott, Town Manager
Michael Brown, Fire Chief
Ted Credle, Public Utilities Director
Lawrence Davis, Public Works Director Dr.
James Grady, Police Captain
Gary Johnson, Parks & Rec Director
Tim Kerigan, Human Resources/PIO
Eric McDowell, IT Director
Shannan Parrish, Town Clerk
Greg Siler, Finance Director
Stephen Wensman, Planning Director

Also Present

Michael Carter, Attorney

Administrative Staff Absent

CALL TO ORDER

Mayor Moore called the meeting to order at 7:01 pm.

INVOCATION

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

APPROVAL OF AGENDA:

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

Add to the Business Item:

Item 2. Consideration to support an application for CMAQ/CRP grants to support construction of an 8-foot-wide trail from the Neuse River to Wilson's Mills Road

Unanimously approved

PRESENTATIONS:

1. Administrating Oath of Office to new Police Officer Joseph Robert Young

Mayor Moore administered the Oath of Office to new Police Officer Joseph Young and welcomed him to the Town of Smithfield

2. Administrating Oath of Office to new Police Officer Lorenzo Babore

Mayor Moore administered the Oath of Office to new Police Officer Lorenzo Babore and welcomed him to the Town of Smithfield

3. FY 2021-2022 Audit Presentation

Finance Director Greg Siler introduced Alan Thompson from the auditing firm of Thompson, Price, Scott and Adams, PA.

Mr. Thompson informed the Council there were no significant audit findings, no difficulties were encountered, no uncorrected misstatements and no disagreements with management. Management did provide a representation letter dated December 13, 2022 and his firm was unaware that management was

consulting without accountants or auditors. Mr. Thompson explained there was one audit finding that would require a letter to the LGC regarding staff not accumulating and accounting for an additional month of sales tax. The finding explained staff had not included June receipts that were received during the month of September in the prior year fiscal period. Staff has traditionally ended audit postings at the end of August, now September postings must be included as well. Mr. Thompson stated the Town was financially healthy in the general fund, the water/sewer fund and the electric fund.

PUBLIC HEARING:

1. **Comprehensive Land Use Plan – Town of Smithfield (CA-22-02):** The applicant was requesting an amendment to the comprehensive land use plan that considers removing the proposed third I-95 crossing from its current proposed location.

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

Planning Director Stephen Wensman explained staff was requesting an amendment to the Town's Transportation Plan and Comprehensive Growth Management Plan, collectively called the Town Plan. The Town approved the current Town Plan (Transportation Plan and Comprehensive Growth Management plan) on February 4, 2020. Comprehensive Plans are typically long-range planning documents and were typically renewed every ten years. Smithfield has been experiencing unprecedented growth that has rendered portions of the plan in need of an update.

Mr. Wensman stated the future extension of Peedin Road from Outlet Center Drive to the east side of I-95 was first suggested as part of the Southeast Area Study completed in 2017. A portion of this proposed route, the extension of Peedin Road over I-95 became part of the Town Plan when it was adopted on February 4, 2020.

This proposed future street alignment came into question recently when the Smithfield Business Park proposed selling the wooded southwest corner of their property for commercial development. The requirement for this segment would adversely affect the sale of the property and likely drive the proposed development away. As a result, staff reconsidered this route. Staff believed there was a need for additional crossings of I-95, but the proposed route was originally part of a greater planned corridor that is no longer viable.

Staff has looked at an alternative that would extend M. Durwood Stephenson Parkway over the railroad and over I-95, however this route was problematic because of the cost and space constraints of constructing a bridge over the railroad and the proximity to the future I-95/I-42 interchange. Staff also considered moving the I-95 crossing to align with Peedin Road, however this would likely result in the future closing of the Carolina Premium Outlet's driveways onto Peedin Road to accommodate a future bridge structure. Staff also does not know what NCDOT will do with the future I-95/I-42 road.

Mr. Wensman explained there were several options for the Council to consider: 1) Do nothing. The route is still relevant to the Town's long range transportation plan. 2) Delete the route from the Comprehensive Land Use Plan Map as it is no longer relevant given the recent and planned development changes. 3) Realign the route with Peedin Road, understanding that access to the Carolina Premium Outlet driveways onto Peedin Road would likely be closed with a future bridge. 4) Potentially other unknown/undetermined options.

Recommendation:

Planning Staff and the Planning Board recommended the Town Council delete the route from the comprehensive plan.

Planning Director Stephen Wensman has incorporated his entire record and provided it to the Council in written form in the January 3, 2023 agenda packet.

Mayor Moore asked if there were any questions from Council.

Councilman Scott stated he did not think the Council should take any action on modifying the plan to delete this road.

Councilman Barbour questioned the location of the bridge. Mr. Wensman responded that the extension of Peedin road would intersect a woodland on the west side of the business park and through developable land between the outlet center and the business park. Someone was interested in purchasing the land for a commercial development, but if the road were constructed, the developer would not have enough land to construct the development.

Councilman Scott stated the Council would be open to changing the plan if a developer wanted to purchase and develop the land. It was his understanding that staff was requesting the removal of that road to avoid subdividing the property. Also, there wasn't a plan to build that road. Mr. Wensman responded that having that road on the Town Plan would mean that a developer would have to build the road. By removing it from the plan, a developer would not be obligated to build the road.

Mayor Pro-Tem Dunn questioned if there were any positive impacts to leaving the road on the plan. Mr. Wensman responded the only positive impact would be a potential crossing in that location, but you do not want to invite a lot of traffic to an area that just kind of ties into another road that's not really getting you anywhere.

Mayor Pro-Tem Dunn further questioned if it would benefit the downtown area. Mr. Wensman responded there would be no benefit to downtown because the original intent was no longer there.

Councilman Scott suggested this topic be discussed during a workshop.

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

Amy Crout, attorney at Smith Anderson Law Firm in Raleigh, NC, stated she was representing the Fortune 200 company currently in negotiations with the property owner to develop the piece of property being discussed by the Council. She further stated her client and the property owner were in support of the Planning staff and Planning Board's recommendation to delete this route from the comprehensive plan. If the Peedin Road extension was left in the plan, it would adversely affect the sale and development of the property. For her client, development would not be possible unless the Peedin Road Extension was deleted from the Comprehensive Plan. Her client respectfully requested the Town Council delete the Peedin Road Extension from the Comprehensive Plan as recommended by the staff and Planning Board.

Mayor Moore asked if Ms. Crout's client would be an individual company or a multi-use type project. Ms. Crout stated she believed the plan was for one retail user.

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

Councilman Barbour made a motion, seconded by Councilman Stevens approve the proposed amendments to the Transportation Plan and Comprehensive Growth Management Plan, CA-22-02. Unanimously approved.

Councilman Scott stated Council needed more time to review these types of matters. He stated this conversation started out as a hypothetical situation only to discover there was a potential development for the site. He stated the Council and the public deserved transparency.

CITIZEN'S COMMENTS:

- George Brewer informed the Council that he had been a volunteer coach for about 10 years. He explained he requested to borrow some football equipment/ uniforms for his team to participate in some tournaments, but was denied by the Town. He further stated the Parks and Rec football equipment was outdated and needed to be replaced. Mayor Moore questioned if Mr. Brewer's team and the tournaments were a Parks

and recreation team and the tournaments were sanctioned by the Parks and Recreation Department. Mr. Brewer responded it was not a parks and recreation team or event.

- Albert Edwards informed the Council he was in attendance to support Coach Brewer. He asked the Council to support the coaching efforts of Mr. Brewer and the team.

CONSENT AGENDA:

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

1. The following minutes were approved:
 - December 6, 2022 – Regular Meeting
 - December 6, 2022 – Closed Session
2. Approval was granted to adopt various budget amendments.
3. Board Appointments
 - Jan Shipman was reappointed to serve a second term on the Library Board of Trustees.
4. New Hire Report

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Electric Line Technician	PU – Electric	31-72-7230-5100-0200	\$22.96/hr. (\$47,756.80/yr.)
P/T SRAC Staff (2)	P&R – Aquatics	10-60-6220-5100-0210	\$10.00/hr.
P/T Instructor	P&R – Aquatics	10-61-6220-5100-0210	\$15.00/hr.
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200	\$17.46/hr. (\$36,316.80/yr.)
Water Plant Operator I	PU – Water Plant	30-71-7200-5100-0200	\$18.70/hr. (\$38,896.00/yr.)

<u>Current Vacancies</u>			
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	
Electric Line Technician	PU – Electric	31-72-7230-5100-0200	
Equipment Mechanic	PW – Garage	10-60-6200-5100-0200	
Police Officer	Police	10-20-5100-5100-0200	
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200	
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200	

BUSINESS ITEMS:

1. Consideration and request for approval to update the Public Utility Capital Improvement Plan

Public Utilities Director Ted Credle addressed the Council on a request to approve the proposed update for the capital improvement plan for public utilities. Although this plan was not required by law, it enabled the Town to be in a more advantageous position for grants and loans. The most recent update was approved by Council in January 2021. The plan combines all three budgeted departments: electric, water plant and water /sewer. Mr. Credle highlighted completed and ongoing projects in all three departments.

Councilman Barbour questioned if there were sufficient funds in this plan for fire hydrant valve insertion/replacement. Mayor Moore responded that funds for the various projects were discussed and approved during the budget process. Mr. Credle responded the amounts included in the Capital Improvement Plan was a non-binding number and estimates of potential needed funds.

Councilman Scott stated he would like more emphasis on the load management program. This program would be discussed during the budget process.

Mayor Pro-Tem Dunn questioned if every department was required to do a 5-year or 10-year plan. Town Manager Michael Scott responded that each department was required to complete a 5-year plan every

year during the budget process.

Councilman Scott made a motion, seconded by Councilman Rabil, to approve the update to the Public Utility Capital Improvement Plan. Unanimously approved.

{Attached hereto by refence and made a part of these official minutes is a copy of the Approve Public Utility Capital Improvement Plan which is on file in the office of the Town Clerk}

2. Consideration to support an application for CMAQ/CRP grants to support construction of an 8-foot-wide trail from the Neuse River to Wilson's Mills Road

Planning Director Stephen Wensman addressed the Council on a request to apply for grants for the construction of a trail from the Neuse River to Wilson's Mills Road. He explained there had been interest by Council and citizens for pedestrian facilities in West Smithfield, especially along Wilson's Mills Road and West Market Street. In 2014, the Town Council approved a landscaping project for West Market Street that had envisioned sidewalks along both sides of the street, however only the landscaping was installed.

In early 2021, the Upper Coastal Plain Rural Planning Organization (UPCRPO) notified staff about sources of funding for trail projects, both the Congestion Mitigation and Air Quality Improvement (CMAQ)/Carbon Reduction Program (CRP). The UPCRPO has \$625,000 in CMAQ funding to award within its planning area. Additional funds are available from the CRP if needed for a qualifying project.

Staff has been preparing for an application and developed a cost estimate for the project. NCDOT also prepared a cost estimate that arrived at a very similar figure.

In 2021, the NCDOT adopted a complete streets policy that would require the NCDOT to construct pedestrian facilities if they are part of a comprehensive plan. The Town's comprehensive plan does call for sidewalks/trails and the nearly completed Pedestrian Plan also calls for such facilities. There are no plans for any NCDOT project on West Market Street, so it could be a long wait for a NCDOT funded project.

Staff has proposed an 8-foot-wide multi-purpose trail be constructed on the north side of West Market Street from the Neuse River bridge to Wilson's Mills Road with an estimated cost of: \$2,345,000 with a local match of (20%), +/- \$480,000. The project match would need to be budgeted in the 2023-2024 and/or future budget years. The scope of the project can be amended to lessen the town's match. The grant applications are due March 15th and subject to approval in January.

Mr. Wensman explained the cost was only an estimate. There was no commitment by the Town because the award would have to be made first. Acceptance of the grant and the grant agreement would come back to the Council for final approval.

Mayor Pro-Tem Dunn questioned if the trail would be on the property owner side of the current landscaping. Mr. Wensman replied the trail would be on the road side of the landscaping because there was additional right-of-way in that area for a trail. He further stated that there might be a need for easements especially along Wilson's Mills Road.

Councilman Scott questioned why one side of the road was chosen for the trail instead of the other side. Mr. Wensman replied that it was more difficult to put the path on the one side and that was why the other side was chosen.

Councilman Scott further questioned how the County's trail plan would impact the Town's proposed project. Mr. Wensman responded this project was not one of the corridors the County was proposing; however, this trail does strengthen the Greenway.

Councilman Barbour stated this plan connected West Smithfield to the Greenway and downtown and he supported it.

Councilman Scott questioned how the Town was going to pay for the match amount should the Town be

awarded these grants. Town Manager Michael Scott responded the Town would pay for the total amount of the project and then be reimbursed for 80% of the project. He further stated it could be funded through debt service, through the use of general fund fund balance, through American Rescue Plan Act Funds or through the restricted Bingham Park sale funds and park in lieu fees. Also, it would be possible to budget some of the funding.

Councilman Scott further questioned the Town's financial obligation if the Council chose to support submitting applications for these grants. The Town Manager responded there was no financial obligation at this point in the process. However, if the Town was awarded the grant and turned it down, it may be more difficult for the Town to receive future grant funding.

Councilman Barbour made a motion, Councilman Rabil, authoring staff to submit two grant applications offered by the Upper Coastal Plain Rural Planning Organization. Unanimously approved.

Councilmembers Comments:

- Councilman Barbour informed the Council there was a scheduled Drone Race at Johnson Park on January 28th at 10:00am. He stated the park was becoming a tourist attraction.
- Councilman Lee questioned if the street sweeper was operational. Public Works Director Lawrence Davis responded the street sweeper cannot operate in cold temperatures because the water system freezes. Councilman Lee informed the Council that the owners of Magic Tunnel Car Wash were retiring. He expressed his appreciation to the owners for having a successful family business for over 38 years in his district. Councilman Lee also informed the Council that Smithfield Selma High School Football Coach Deron Donald would be leaving SSS. He commended Coach Donald for his dedication and commitment to the SSS Football Program and wished him well in his future endeavors

Town Manager's Report:

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

- The Daddy/ Daughter Dance was scheduled for February 18th.
- The Police Chief search was continuing. A community meeting was schedule for January 10th from 6:00 pm until 7:30 pm
- DSDC Contract – The DSDC Contract with the Town has expired. Staff is working to receive public input during normal business hours, via email, phone call, or through personal contact from Wednesday, January 4, 2023 through Wednesday, January 11, 2023. Public notice has been posted in the Johnstonian News and on all our social media sites. We encourage the public and business owners to contact the Town and state their opinions on hiring a non-profit, like DSDC to manage the tax revenue generated from the Downtown special tax district.
- The Martin Luther King Jr Holiday is scheduled for January 16, 2023. Town buildings and services will be closed, with the exception of emergency services. Due to the current pandemic environment, Covid, Flu, RSV, the annual MLK parade on Market Street will not be held this year.

Recess Meeting Discussion

Mayor Moore asked the Council if they would like to recess this meeting until January 10th at 7:00 pm to be held in the Town Hall Conference Room to go into Closed Session pursuant to NCGS 143-318.11 (a) (6) to discuss the Manager's evaluation.

Recess

Having no further business, Councilman Scott made a motion, seconded by Councilman Barbour, to recess the meeting until January 10, 2023 at 7:00 pm to be held in the Town Hall Conference Room. The meeting recessed at approximately 8:51 pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk

DRAFT

The Smithfield Town Council reconvened its January 3, 2023 regular meeting on Tuesday, January 10, 2023 at 7:00 pm in the Conference Room of the Smithfield Town Hall, Mayor M. Andy Moore presided.

Councilmen Present:

Mayor Pro-Tem Dunn

Sloan Stevens, District 2 (arrived 7:04 pm)

Travis Scott, District 3

Dr. David Barbour, District 4

Roger Wood, At-Large

Councilmen Absent

Marlon Lee – District 1

Stephen Rabil, At- Large

Administrative Staff Present

Reconvene: January 3, 2023 Meeting

Mayor Moore reconvened the meeting at 7:02 pm

Additions to the Agenda

Business Item:

Adoption of Resolution No. 718 (01-2023): Setting the date for public hearing on the question of Contiguous Annexation of property owned by the Town of Smithfield

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

Councilman Scott made a motion, seconded by Councilman Barbour, to amended the agenda with the aforementioned items. Unanimously approved.

Business Item

1. Adoption of Resolution No. 718 (01-2023): Setting the date for public hearing on the question of Contiguous Annexation of property owned by the Town of Smithfield

Councilman Barbour made a motion, seconded by Councilman Wood, to adopt Resolution No. 718 (01-2023) setting the date for public hearing on the question of contiguous annexation of property owned by the Town. Unanimously approved.

TOWN OF SMITHFIELD
RESOLUTION NO. 718 (01-2023)
STATING THE INTENT TO ANNEX PROPERTY OWNED BY
THE TOWN OF SMITHFIELD
WHICH IS CONTIGUOUS TO THE EXISTING MUNICIPAL BOUNDARIES

BE IT RESOLVED by the Town Council of the Town of Smithfield, a North Carolina municipal corporation that:

Section 1. It is the intent of the Town Council pursuant to NCGS 160A-31(g) to annex the property described in Section 2, which is owned by the Town of Smithfield.

Section 2. The legal description of the property is as follows:

Beginning at the point where the current city limits of the Town of Smithfield intersects the common line of Moses L Moore (DB 5245 page 945, PB 69, p 118, with the 15.020 acres taken by eminent domain from Heath Street #215 Limited Partnership on January 10, 2023, said point being located from existing iron stake in the centerline of Barbour Road (SR 1918) being the Southeast corner of the Alma Moore (Deed Book 3972, Page 535/Plat Book 88, Page 234, Johnston Registry) property and the southwest corner of the property taken by Smithfield on January 10, 2023; thence along the line of Alma Moore North 01 degrees 35 minutes 52 seconds West 41.25 feet to the northern right of way of Barbour Road,

thence continuing with said line North 01 degrees 35 minutes 52 seconds East 490 feet to an existing iron stake; continuing along the Moore line North 01 degrees 35 minutes 52 seconds East 17.59 feet to an existing iron stake; thence along the line of Moses L. Moore North 00 degrees 59 minutes 31 seconds East 164.01 feet TO THIS POINT OF BEGINNING, thence from the point of beginning North 00 degrees 59 minutes 31 seconds East 26.80 feet to an existing iron stake, thence continuing said direction with Moore 203.75 feet to his corner with Ronald Williams Deed Book 3617 page 253 thence continuing said direction with his line and the Dennis Moore line, Deed Book 3617, page 118 1130.48 feet to an existing iron stake; a corner with E&F Properties, Inc., thence with the property line of E&F Properties, Inc. and with Poplar Creek the following distances: South 57 degrees 26 minutes 50 seconds East 255.94 feet; North 85 degrees 52 minutes 58 seconds East 122.65 feet; South 64 degrees 52 minutes 10 seconds East 65.98 feet; South 19 degrees 21 minutes 58 seconds West 45.14 feet; and South 57 degrees 15 minutes 50 seconds East 73.85 feet to a new corner; thence along the new property line with Heath Street #215 Limited Partnership the following distances: South 01 degrees 40 minutes 26 seconds West 908.72 feet; to the current town line (Deed book 1386, page 246), thence with the town line North 65 degrees 24 minutes 20 seconds east 340.42 feet, thence continuing with the town line south 38 degrees 24 minutes 226.27 feet to the point of beginning.

Section 3. The property described in Section 2 is contiguous to the current municipal boundaries.

Section 4. A public hearing on the question of annexation of the property will be heard at the Town Hall at the next regular meeting on Tuesday February 7, 2023.

Section 5. Notice of the public hearing shall be published once in the Johnstonian News, a newspaper having general circulation in the town of Smithfield at least (10) days prior to the date of the public hearing.

Closed Session: Pursuant to NCGS 143-318.11 (a) (6) to discuss the Town Manager's evaluation. Councilman Barbour made a motion, seconded by Councilman Wood, to go into Closed Session pursuant to the aforementioned statute. Unanimously approved at approximately 7:15 pm.

Reconvene in Open Session

Councilman Scott made a motion, seconded by Councilman Barbour, to reconvene the meeting in Open Session. Unanimously approved at approximately 9:03 pm

No action was taken

Adjourn

Councilman Barbour made a motion, seconded by Councilman Wood, to adjourn the meeting. The meeting adjourned at approximately 9:04 pm.

ATTEST:

Shannan L. Parrish, Town Clerk

M. Andy Moore, Mayor



Request for Town Council Action

**Consent
Agenda
Item:** Personnel
Promotion
Date: 02/07/2023

Subject: Personnel Promotion
Department: Fire Department
Presented by: Fire Chief – Mike Brown
Presentation: Consent Agenda Item

Issue Statement

This is a request to promote a Firefighter I to the position of Firefighter II. This promotion would be to the next pay grade minimum.

Financial Impact

This salary increase will be covered by the Fire Departments current budget and will not require a budget amendment to the current salary line item. In this case, the required salary increase for the 2022/2023 Budget will be \$642.60

The proposed promotion will result in an increase of \$18.90/hr. to \$19.75/hr. based on an average of 84 hours bi-weekly.

This promotion would be effective 02/13/2023.

Action Needed

Approval of the requested promotion.

Recommendation

Upon consultation with HR, staff recommends approval of this promotion.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report



Staff Report

**Consent
Agenda
Item: Personnel
Promotion**

In keeping with stated Town goals of attracting and retaining highly qualified employees, the Town has interviewed a prospective employee for the position of Firefighter II for the Fire Department. The Department has this vacancy in accordance with approved staffing levels in the current year's budget. The prospective Firefighter II is an in-house candidate. The candidate is well-qualified for this position and is a highly regarded member of Town staff. Council is asked to approve this promotion.



Request for Town Council Action

**Consent
Agenda
Item** **DSDC Board
Appointments**
Date: 02/07/2023

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

Department: General Government

Presented by: Town Clerk – Shannan Parrish

Presentation: Consent Agenda Item

Issue Statement

The DSDC is requesting the Town Council reappoint Kay Kennedy and Katie Smith to its Board of Directors

Financial Impact

There will be no impact to the budget.

Action Needed

Council approval of the appointments and adoption of Resolution No. 719 (02-2023)

Recommendation

Staff recommends approval of this appointments and adoption of Resolution No. 719 (02-2023)

Approved: Town Manager Town Attorney (not required)

Attachments:

1. Staff Report
2. Letter from DSDC Executive Director Sarah Edwards
3. Application – Kay Kennedy
4. Application – Katie Smith
5. Resolution No. 719 (02-2023)



Staff Report

**Consent DSDC Board
Agenda: Appointments**

The Downtown Smithfield Development Corporation's Board of Directors is recommending the reappointments of Kay Kennedy and Katie Smith to serve on the DSDC Board of Directors.

Pursuant to Article VII "Directors Terms" (see below) of the Downtown Smithfield Development Corporation by-laws, any appointment to the Board must be approved by resolution of the Smithfield Town Council.

Article VII – Directors Terms

Directors shall be elected for a term of three years, beginning with five Directors elected in January 2019 and four Directors elected in January 2020 and 2021. Directors will be elected in the month of January. Directors shall be nominated by the Board of Directors and shall become Directors upon approval by resolution of the Smithfield Town Council. At all times, there shall be at least five (5) Directors that own real property in the Downtown Smithfield Municipal Service District, own a business that leases property within the Downtown Smithfield Municipal Service District, or own an interest in a company that owns real property in the Downtown Smithfield Municipal Service District.



January 10, 2023

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 Kay Kennedy and Katie Smith be reappointed to the Downtown Smithfield Development Corporation board. I have attached their 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 February 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 KAY J. Kennedy
Business K. Rental Property
Business Address 106 W. Johnston St Smithfield NC 27577
Email Kay@KennedyNC.com Cell Phone 919-631-4743
Business Phone 919-934-3236 Home Phone 919-934-3505
Home Address 121 W RIVERSIDE DR. Smithfield NC 27577

Brief Biography

I grew up in Johnston County, moved to Raleigh after school. Went into sales with major business forms & worked there for 15 years. I moved to Smithfield in 1985 after my marriage to Bill Kennedy. We decided to buy the apartment near our house in 1984 and have continued to invest in rental property. We have a property manager & long term

Specific Qualifications for DSDC Board of Directors

associates in this area

Bill & I own property in Smithfield & downtown
I am interested in the maintenance of properties
and development of business

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. ~~TRAFFIC~~ TRAFFIC ISSUES - SPEEDING - CONGESTION
2. BEAUTIFICATION OF DOWNTOWN
3. JUNK CARS - ETC IN YARDS.

Membership in other organizations

Organization	Dates	Activities/Leadership

Please submit application to:
 Downtown Smithfield Development Corporation
 200 S. Front Street
 Smithfield, NC 27577



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

Name Katie Smith
Business U.S. House of Representatives - Congressman David Rouzer
Business Address ~~4400 W. 10th St. Smithfield, NC 27577~~
Email Katie.lawrence87@gmail.com Cell Phone (919) 631-0914
Business Phone 919-938-3040 Home Phone (919) 631-0914
Home Address 824 S 1st Street Smithfield, NC 27577

Brief Biography

Katie Smith is currently the senior advisor/field director for Congressman David Rouzer. She was born and raised in Smithfield. After graduating UNC-Chapel Hill with a major in communications, she went to DC to work on Capitol Hill. She interned for Senator Burr, staff assistant for Congressman Jones, office manager/scheduler and then chief of staff for Congressman George Holding. She serves on the board of the NC State Society of Washington and was a former member of the Taste of the South Committee. She is married to Rhett Smith and they have one son, Penn.

Specific Qualifications for DSDC Board of Directors

I have an open mind to new ideas and want the town of Smithfield to succeed. I'm proud to call Smithfield home and will be an advocate for downtown businesses and partnerships.

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 (can also help here if promotions is too popular!)

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. Attract New businesses
2. Curb Appeal - Parking on 70, etc.
3. Work on Community involvement - bringing families to downtown (3rd streetery was awesome!)

Membership in other organizations

Organization	Dates	Activities/Leadership
NC State society of Washington	2013 - Present	Lead Tar Heel Circle committee

Please submit application to:
Downtown Smithfield Development Corporation
200 S. Front Street
Smithfield, NC 27577

TOWN OF SMITHFIELD
RESOLUTION NO. 719 (02-2023)
Supporting Appointments to the Downtown Smithfield
Development Corporations' Board of Directors

WHEREAS, The Smithfield Town Council has received a request from the Downtown Smithfield Development Corporation's Board of Directors to reappoint two members to its Board; and

WHEREAS, pursuant to Article VII of the Downtown Smithfield Development Corporation's By-Laws, the Town Council must approve any appointments/ reappointments to the Board of Directors by Resolution; and

WHEREAS, the Downtown Smithfield Development Corporation Board of Directors have recommended the reappointments of Kay Kennedy and Katie Smith; and

WHEREAS, the Town Council is asked to consider these reappointments and make a determination.

NOW THEREFORE, BE IT RESOLVED, the Town Council does hereby approve the reappointment of Kay Kennedy and Katie Smith to the Downtown Smithfield Development Corporation's Board of Directors.

Adopted this the 7th day of February, 2023

M. Andy Moore, Mayor

Attest:

Shannan L. Parrish, Town Clerk



Staff Report

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

Background

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

In addition, please find the following current vacancies:

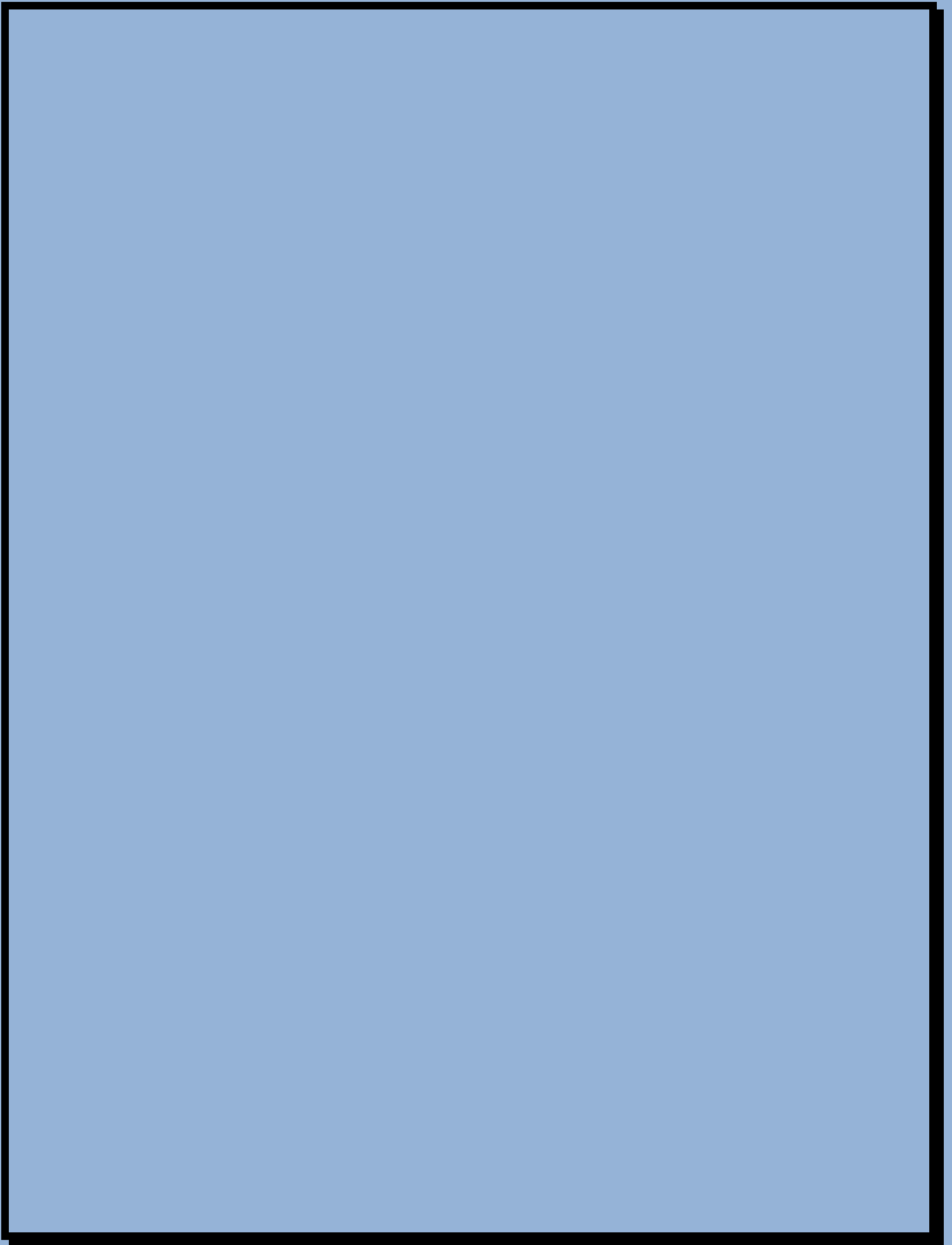
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Electric Line Technician	PU – Electric	31-72-7230-5100-0200
Diesel Equipment Mechanic	PW – Garage	10-60-6200-5100-0200
Licensed Water Plant Operator	PU – Water Plant	30-71-7200-5100-0200
Police Officer	Police	10-20-5100-5100-0200
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200

Action Requested

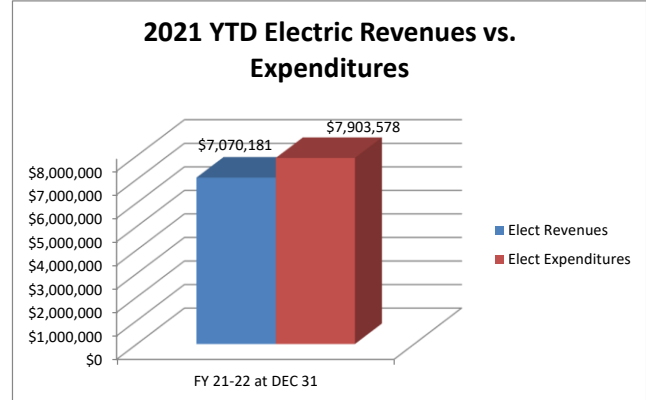
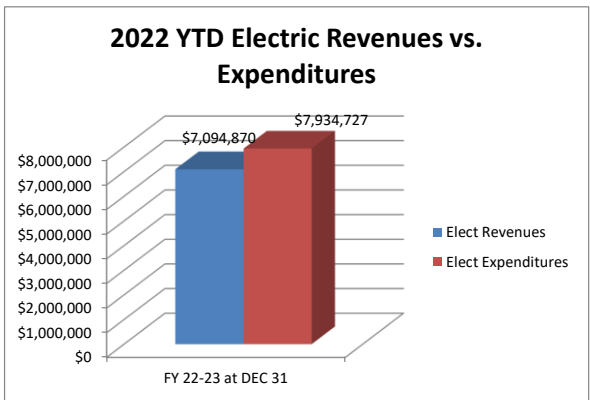
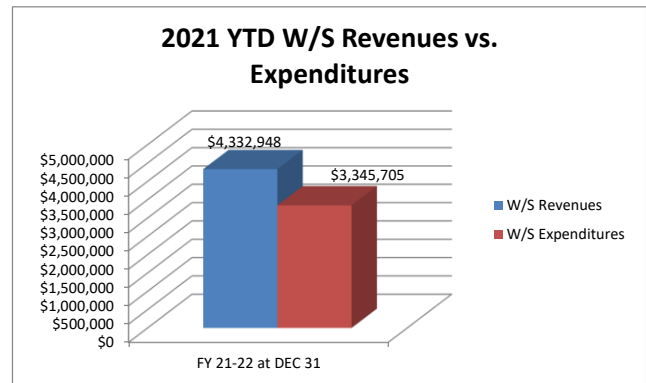
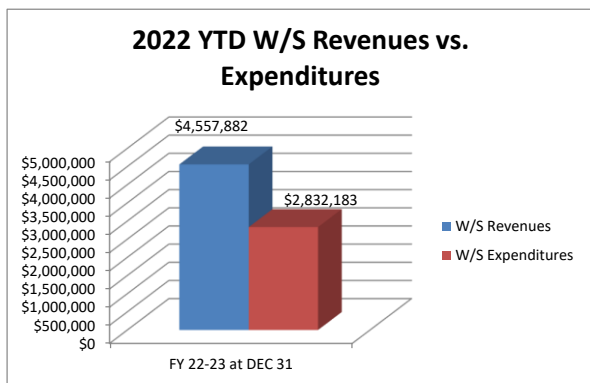
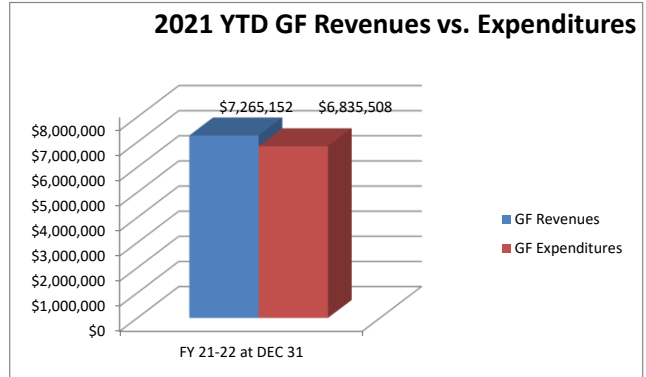
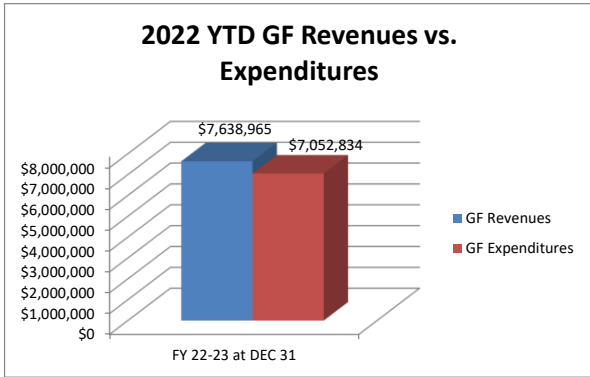
The Town Council is asked to acknowledge that the Town has successfully filled the following vacancies in accordance with the Adopted FY 2022-2023 Budget.

<u>Position</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Electric Line Technician	PU – Electric	31-72-7230-5100-0200	\$22.96/hr. (\$47,756.80/yr.)
Police Officer I	Police	10-20-5100-5100-0200	\$21.82/hr. (\$48,789.52/yr.)
Police Officer II	Police	10-20-5100-5100-0200	\$22.90/hr. (\$51,204.40/yr.)
P/T Recreation Staff	P&R – Recreation	10-61-6200-5100-0210	\$10.00/hr.
P/T SRAC Staff	P&R – Aquatics	10-60-6220-5100-0210	\$10.00/hr.
P/T SYCC	P&R – Recreation	10-60-6240-5100-0210	\$10.00/hr.
Sanitation Worker	PW – Sanitation	10-40-5800-5100-0200	\$15.48/hr. (\$32,198.40/yr.)

Financial Report



Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
December 31, 2022
Gauge: 6/12 or 50 Percent

50.00%

GENERAL FUND

	Frequency	Actual to Date	Budget	Actual to Date	YTD %
		FY '21-22	FY '22-23	FY '22-23	Collected
Revenues					
Current & Prior Year Property Taxes	Monthly	\$ 3,222,981	\$ 6,861,000	\$ 3,161,246	46.08%
Motor Vehicle Taxes	Monthly	421,652	700,000	354,183	50.60%
Utility Franchise Taxes	Quarterly	476,600	960,000	501,132	52.20%
Local Option Sales Taxes	Monthly	1,117,258	3,040,000	1,287,296	42.35%
Aquatic and Other Recreation	Monthly	321,496	695,000	396,452	57.04%
Sanitation (Includes Penalties)	Monthly	649,859	1,475,040	669,549	45.39%
Grants		145,789	87,500	62,284	71.18%
All Other Revenues		909,517	1,558,470	1,206,823	77.44%
Loan Proceeds			-		#DIV/0!
Transfers (Electric and Fire Dist.)		-	460,150	-	0.00%
Fund Balance Appropriated		-	1,022,163	-	0.00%
Total		\$ 7,265,152	\$ 16,859,323	\$ 7,638,965	45.31%

	Actual to Date	Budget	Actual to Date	YTD %
	FY '21-22	FY '22-23	FY '22-23	Collected
Expenditures				
General Gov.-Governing Body	\$ 238,992	\$ 445,435	\$ 225,155	50.55%
Non Departmental	446,677	1,684,049	467,200	27.74%
Debt Service	610,562	448,888	338,969	75.51%
Finance	62,256	152,740	70,146	45.93%
IT	-	187,125	48,156	25.73%
Planning	142,714	446,935	193,307	43.25%
Police	1,870,233	4,562,896	1,872,028	41.03%
Fire	970,382	2,510,948	1,177,077	46.88%
EMS	-	-		#DIV/0!
General Services/Public Works	271,994	698,933	305,472	43.71%
Streets	192,640	721,781	223,295	30.94%
Motor Pool/Garage	51,862	124,145	44,289	35.68%
Powell Bill	307,074	559,169	351,507	62.86%
Sanitation	705,802	1,561,392	697,210	44.65%
Stormwater	3,995	171,392	18,807	10.97%
Parks and Rec	447,147	1,119,146	456,750	40.81%
SRAC	485,998	1,146,479	527,456	46.01%
Sarah Yard Center	27,180	52,570	36,008	68.50%
Contingency	-	265,300		0.00%
Appropriations/Contributions	-	-		0.00%
Total	\$ 6,835,508	\$ 16,859,323	\$ 7,052,834	41.83%

YTD Fund Balance Increase (Decrease)

- -

50.00%

WATER AND SEWER FUND

	Actual to Date		Budget	Actual to Date		YTD %
	FY '21-22		FY '22-23	FY '22-23	Collected	
Revenues						
Water Charges	\$ 1,261,625		\$ 2,870,000	\$ 1,289,962		44.95%
Water Sales (Wholesale)	881,072		\$ 2,000,000	917,237		45.86%
Sewer Charges	2,092,700		4,505,000	2,170,292		48.18%
Penalties	26,051		55,000	37,021		67.31%
Tap Fees	7,585		24,000	2,420		10.08%
Other Revenues	63,915		112,650	140,950		125.12%
Grants	-		30,000			0.00%
Loan Proceeds	-		-			#DIV/0!
Fund Balance Appropriated	-		1,616,421			0.00%
Total	\$ 4,332,948		\$ 11,213,071	\$ 4,557,882		40.65%

	Actual to Date		Budget	Actual to Date		YTD %
	FY '21-22		FY '22-23	FY '22-23	Collected	
Expenditures						
Water Plant (Less Transfers)	\$ 941,506		\$ 2,216,765	\$ 966,684		43.61%
Water Distribution/Sewer Coll (Less Transfers)	2,098,633		5,298,121	1,716,770		32.40%
Transfer to General Fund	-		117,640			0.00%
Transfer to W/S Capital Proj. Fund	-		2,363,130	-		0.00%
Debt Service	305,566		967,414	148,728		15.37%
Contingency	-		250,001	-		0.00%
Total	\$ 3,345,705		\$ 11,213,071	\$ 2,832,183		25.26%

ELECTRIC FUND

Revenues	Actual to Date	Budget	Actual to Date	YTD %
	FY '21-22	FY '22-23	FY '22-23	Collected
Electric Sales	\$ 6,934,171	\$ 16,127,650	\$ 6,900,829	42.79%
Penalties	37,001	80,000	41,523	51.90%
All Other Revenues	99,009	193,000	152,518	79.02%
Grants	-			
Loan Proceeds	-			
Fund Balance Appropriated	-	694,603		
Total	\$ 7,070,181	\$ 17,095,253	\$ 7,094,870	41.50%

Expenditures	Actual to Date	Budget	Actual to Date	YTD %
	FY '21-22	FY '22-23	FY '22-23	Collected
Administration/Operations	\$ 1,278,493	\$ 3,201,661	\$ 1,300,367	40.62%
Purchased Power - Non Demand	2,159,862	12,450,000	2,403,788	19.31%
Purchased Power - Demand	3,383,273		3,278,359	#DIV/0!
Purchased Power - Debt	578,088		578,088	#DIV/0!
Debt Service	342,585	342,586	342,585	100.00%
Capital Outlay	161,277	177,977	-	0.00%
Contingency	-	277,879	31,540	11.35%
Transfers to Electric Capital Proj Fund	-	550,000	-	0.00%
Transfer to Electric Capital Reserve	-	-	-	
Transfers to General Fund	-	95,150	-	0.00%
Total	\$ 7,903,578	\$ 17,095,253	\$ 7,934,727	46.41%

CASH AND INVESTMENTS FOR AUGUST

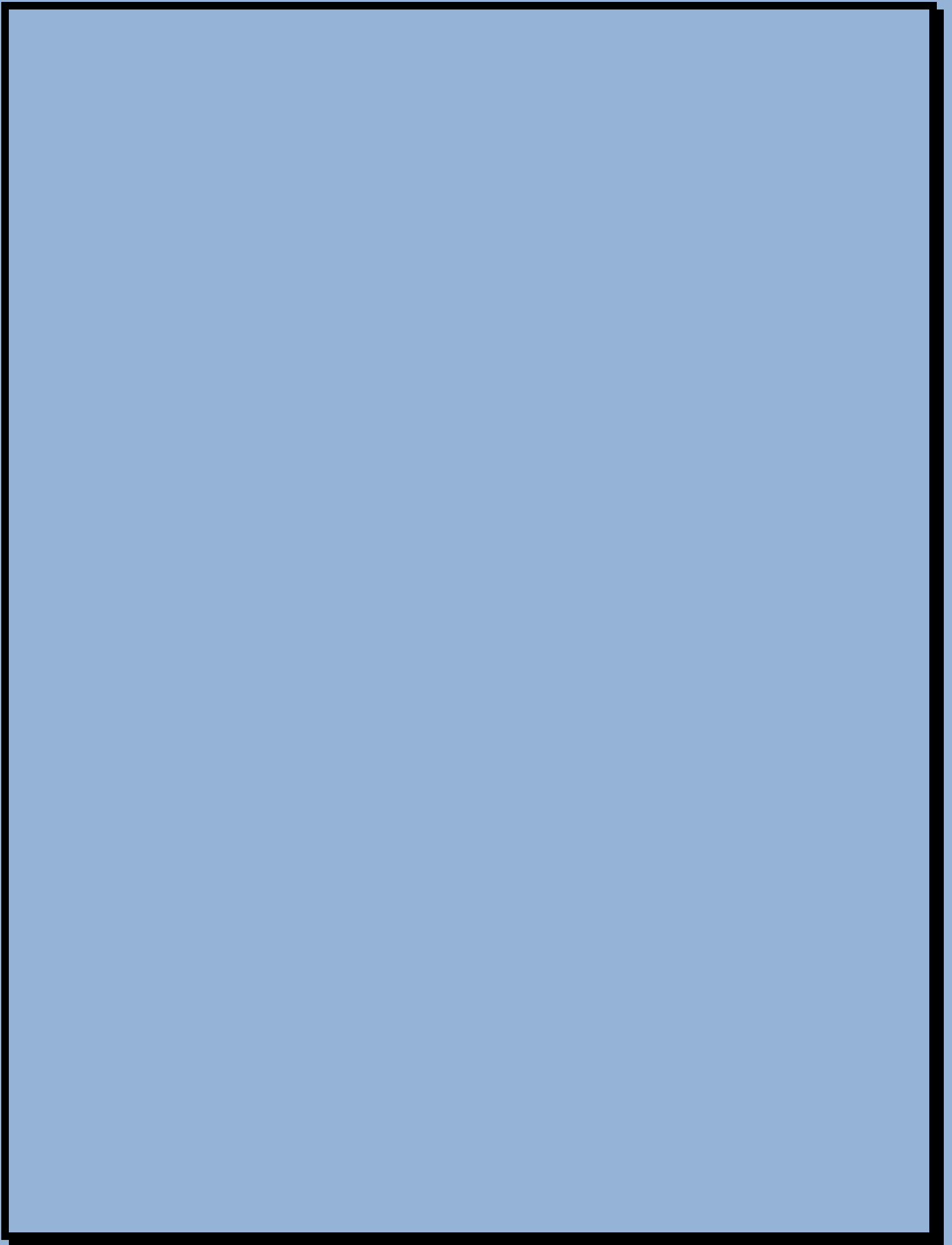
General Fund (Includes P. Bill)	14,695,843			
Water and Sewer Fund	12,605,985			
Electric Fund*	11,262,471			
ARPA (20)	3,951,564			
SCIF (21)	1,027,614			
JB George Endowment (40)	131,846			
Water Plant Expansion (43)	1,321,376			
Booker Dairy Road Fund (44)	457,896			
Capital Project Fund: Wtr/Sewer (45)	72,417			
Capital Project Fund: General (46)	1,198,651			
Capital Project Fund: Electric (47)	469,334			
FEMA Acquisitions and Elevations (48)	550			
CDBG Neighborhood Revitalization (49)	(38,896)	1st CITIZENS	35,145,124	0.3% (Earn
Firemen Relief Fund (50)	97,882	NCCMT	5,028,962	0.600%
Fire District Fund (51)	310,289	KS BANK	2,396,836	0.25%
General Capital Reserve Fund (72)	6,103	TRUIST	5,000,000	1.30%
Total	\$ 47,570,922		\$ 47,570,922	

*Plug

Account Balances Confirmed By Finance Director on

1/24/2023

Department Reports





FINANCE DEPARTMENTAL REPORT FOR DECEMBER, 2022

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

Daily Collections/Property Taxes/Other.....	\$4,107,162
Franchise Tax.....	273,450
Sales & Use Tax.....	322,872
Powel Bill.....	<u>179,511</u>
Total Revenue	\$4,882,995
Expenditures: General, Water, and Electric.....	\$2,760,700

FINANCE:

- Compiled and submitted monthly retirement report for December on 01/04/2023.
- Issued 53 purchase orders
- Processed 745 vendor invoices for payment and issued 364 accounts payable checks
- Prepared and processed 2 regular payrolls and remitted federal and state payroll taxes on 12/09 and 12/23/2022 (2 days earlier than usual due to the Christmas Holiday)
- Issued total of 0 renewal privilege licenses for beer and wine sales which leaves 6 outstanding
- Sent 0 past due notices for delinquent privilege license
- Issued 0 peddler license
- Sent 0 notices for grass cutting
- Collected \$0 in grass cutting invoices. Total collected to date is \$9,496
- Processed 7 NSF Checks/Fraudulent Cards (Utility and SRAC)
- Debt Setoff - Bad Debt Collection calendar year-to-date total \$28,457.72 (EMS: \$5,698.62; SRAC: \$5,561.14; Utility: \$17,197.96; and Other: \$0)
- Penn Credit - Bad Debt Collections received in August \$0; Total collections calendar year-to-date \$20,841.27
- Invoiced 1 grave opening (10-40-3400-3403-0003) for a total of \$725
- Invoiced Johnston Community College for Police Security
- Earned \$0 in interest from FCB (FCB notified and being corrected in January, 2023) and paid 0 in fees on the central depository account.
- Paid \$9,879 in credit/debit/Tyler card fees, but received \$6,622 (31-72-3550-3520-0002) in convenience fees (Reporting month charged/earned, not month paid)

FINANCE DIRECTOR

- Attended Town Council Meeting on December 5, 2022
- Attended Department Head Meeting on December 4 and 19, 2022
- Paid Utility Sales Tax for November 2022 on December 17, 2022
- Closed on Knuckle Boom Truck loan 12/23/2022
- Completed Capital Projects spreadsheets on 12/15/2022
- Responded to Auditor questions throughout the month of December



Planning Department Development Report

Friday, January 27, 2023

Project Name: **Deacon Jones Automotive**
 Request: Exemption from parking lot striping
 Location 1109 North Brighleaf Boulevard
 Tax ID#: 15004022 PIN#: 260413-24-1290
 Project Status Scheduled for Public Hearing
 Notes:

BOA 2023-02	
Submittal Date:	1/12/2023
Planning Board Review:	
Board of Adjustment Review:	2/23/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Deacon Jones Automotive**
 Request: Exceed the maximum of four wall signs for a total of six
 Location 1109 North Brightleaf Boulevard
 Tax ID#: 15004022 PIN#: 260413-24-1290
 Project Status Scheduled for Public Hearing
 Notes: Approved by BOA

BOA 2023-01	
Submittal Date:	1/6/2023
Planning Board Review:	
Board of Adjustment Review:	1/26/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Smithfield Storage**
 Request: Site Expansion
 Location 1343 West Market Street
 Tax ID#: 15077023 PIN#: 168412-87-5386
 Project Status In First Review
 Notes: Application incomplete / Not formally received by Planning Department

Site Plan 2022-15	
Submittal Date:	12/19/2022
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Smithfield Kia Dealership**
 Request: Modifications to previous Ford dealership site
 Location 1698 Booker Dairy Road
 Tax ID#: 14L10199H PIN#: 260414-34-2689
 Project Status First Review Complete
 Notes: Staff review and approval

Site Plan 2022-13	
Submittal Date:	12/12/2022
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **SSS Gym Exspansion**
 Request: Gym Expansion
 Location 700 M.D.S Parkway
 Tax ID#: 14075033 PIN#: 260405-08-9280
 Project Status First Review Complete
 Notes: Staff review and approval

Site Plan 2022-14
Submittal Date: 12/12/2022
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **Accessory Dwelling Ordinance**
 Request: Ordinance to allow accessory dwellings in the R-20A district
 Location
 Tax ID#: PIN#:
 Project Status In First Review
 Notes: PB reccomended approval

Text Amendment 2022-05
Submittal Date: 12/1/2022
Planning Board Review: 1/5/2023
Board of Adjustment Review:
Town Council Hearing Date: 2/7/2023
Approval Date:

Project Name: **OPW Containment Systems**
 Request: Expands parking into adjacent lot
 Location 132 Citation Lane
 Tax ID#: 15079005E PIN#: 168510-37-9463
 Project Status First Review Complete
 Notes: Adds 289 parking spaces / staff review and approval

Site Plan 2022-12
Submittal Date: 11/21/2022
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **Stormwater Ordinance**
 Request: Revises ordiance to reflect State mandated changes.
 Location
 Tax ID#: PIN#:
 Project Status
 Notes: Planning Board second review on 2/2/2023

Text Amendment 2022-04
Submittal Date: 11/4/2022
Planning Board Review: 2/2/2023
Board of Adjustment Review:
Town Council Hearing Date: 3/7/2023
Approval Date:

Project Name: **Wake Med Urgent Care**
 Request: 4000 square foot medical office
 Location 928 North Brightleaf Boulevard
 Tax ID#: 15007006 PIN#: 260413-13-5325
 Project Status First Review Complete
 Notes: BOA issued a 2.5 foot variance to western most side yard setback

Site Plan 2022-10
Submittal Date: 10/13/2022
Planning Board Review:
Board of Adjustment Review: 7/28/2022
Town Council Hearing Date:
Approval Date:

Project Name: **Deacon Jones Chrysler Addition**
 Request: 6,800 sq ft addition
 Location 1109 North Brightleaf Boulevard
 Tax ID#: 15004022 PIN#: 260413-24-1290
 Project Status Approved
 Notes: Under Construction

Site Plan 2022-07
Submittal Date: 8/24/2022
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **Brightleaf Plaza / Enterprise**
 Request: 8,900 sq ft building on a 1.98 ac tract
 Location 819 North Brightleaf Boulevard
 Tax ID#: 15005041 PIN#: 260413-03-5247
 Project Status In third Review
 Notes: Approval imminent

Site Plan 2022-09
Submittal Date: 8/18/2022
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **Rex Digestive Center**
 Request: 5,656 sq ft building on a 3.17 ac tract
 Location 800 Berkshire Road
 Tax ID#: 15004021G PIN#: 169416-93-4883
 Project Status Approved
 Notes:

Site Plan 2022-08
Submittal Date: 8/15/2022
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **NC Heart and Vascular Addition**
 Request: 4,000 sq ft addition
 Location 910 Berkshire Road
 Tax ID#: 15004199H PIN#: 260413-04-9166
 Project Status **Approved**
 Notes: Under Construction

Site Plan 2022-06	
Submittal Date:	7/6/2022
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Brogden Industrial**
 Request: 265,000 sq ft warehouse
 Location 934 Brogden Road
 Tax ID#: 15K11012C PIN#: 169310-35-5200
 Project Status **First Review Complete**
 Notes: Staff Review and approval

Site Plan 2022-05	
Submittal Date:	5/18/2022
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Whitley Townes**
 Request: 70 lot Townhouse Subdivision
 Location West Market Street
 Tax ID#: 15084001 PIN#: 169409-06-6525
 Project Status **Approved**
 Notes: Construction drawings approved

Subdivision 2022-03	
Submittal Date:	4/1/2022
Planning Board Review:	5/5/2022
Board of Adjustment Review:	
Town Council Hearing Date:	6/7/2022
Approval Date:	

Project Name: **Airport Industrial Park lot 7**
 Request: Contractor Office with outdoor storage yard
 Location 9541 Industrial Drive
 Tax ID#: 15J08017K PIN#: 168509-05-1257
 Project Status **Approved**
 Notes: Under Construction

Site Plan 2022-03	
Submittal Date:	3/25/2022
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Take 5 Oil Change**
 Request: Retail oil change service center
 Location 1307 North Brightleaf Boulevard
 Tax ID#: 14074019 PIN#: 260411-55-6272
 Project Status **Second Review Complete**
 Notes: Satff review of retail oil change service center

Site Plan 2022-02
Submittal Date: 3/11/2022
Planning Board Review:
Board of Adjustment Review:
Town Council Hearing Date:
Approval Date:

Project Name: **Floyd's Landing**
 Request: 598 residential units on 698 acres
 Location 2001 US Hwy 70 We
 Tax ID#: 15078012 PIN#: 168500-73-3381
 Project Status **Approved**
 Notes: Construction drawing in second staff review

Subdivision 2022-02
Submittal Date: 3/4/2022
Planning Board Review: 4/7/2022
Board of Adjustment Review:
Town Council Hearing Date: 5/2/2022
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 **Approved**
 Notes: Under Construction-Phs 1a platted

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 **Approved**
 Notes: Under Construction

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 2021-18	
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 **Approved**
 Notes: under Construction

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

Project Name: **Britt Street Triplexes**
 Request: 6 lot division
 Location Britt Street
 Tax ID#: 15L11006 PIN#: 169409-06-1658
 Project Status **Approved**
 Notes: Under Construction

Subdivision 2021-04	
Submittal Date:	9/3/2021
Planning Board Review:	10/7/2021
Board of Adjustment Review:	
Town Council Hearing Date:	11/2/2021
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 **Approved**
 Notes: Under Construction

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: **Marin Woods Subdivision**
 Request: 143 units on 31.56 Ac.
 Location NC210 Highway
 Tax ID#: 15077008 PIN#: 168400-74-4498
 Project Status **Second Review Complete**
 Notes: Under Construction

Subdivision 2021	
Submittal Date:	7/2/2021
Planning Board Review:	8/5/2021
Board of Adjustment Review:	
Town Council Hearing Date:	9/7/2021
Approval Date:	

Project Name: **Ample Storage Expansion**
 Request: 32K additional building area on 1.84 acres
 Location 787 West Market Street
 Tax ID#: 15078199K PIN#: 169413-04-3402
 Project Status **Approved**
 Notes: Phase 2 Under Construction

Site Plan 2021-16	
Submittal Date:	6/23/2021
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Airport Industrial Park lot 13**
 Request: Contractors Office with outdoor storage
 Location 55 Airport Industri Drive
 Tax ID#: 15J08017P PIN#: 168500-04-5363
 Project Status **Approved**
 Notes: Under Construction

Site Plan 2021-05	
Submittal Date:	4/6/2021
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	5/5/2021

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: Project complete

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: Project complete

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: **Johnston County Detention Center**
 Request: Site Plan Approval
 Location 1071 Yelverton Grov Road
 Tax ID#: 15L11011 PIN#: 260300-67-6920
 Project Status **Approved**
 Notes: Jail Site Completed- Public Safety Center 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: **East River Phase 3-5**
 Request: Residential Subdivision
 Location Buffalo Road
 Tax ID#: 14075013 PIN#: 169520-80-3415
 Project Status **Approved**
 Notes: Under Construction

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

Project Name: **East River Phase 6-7**
 Request: Townhouse Development
 Location Buffalo Road
 Tax ID#: 14075013 PIN#: 169520-80-3415
 Project Status **Approved**
 Notes: All phase 7 housing units permitted / Under Construction

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

Project Name: **Twin Creeks Phs 1**
 Request: 28 Lot Subdivision
 Location Gailee Road
 Tax ID#: 15I09011B PIN#: 167300-56-5565
 Project Status
 Notes: Phase 1 Under Construction / near completion

Subdivision 2019-01	
Submittal Date:	4/5/2019
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: **Kamdon Ranch**
 Request: 110 Lot Division
 Location Swift Creek Road
 Tax ID#: 15I08020 PIN#: 167400-55-9495
 Project Status **Approved**
 Notes: Phase 2 under construction

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

Project Name: **Smithdfield Landing**
 Request: 5 lot residential subdivision
 Location Front Street
 Tax ID#: 15019017C PIN#: 169418-32-9491
 Project Status **Approved**
 Notes: SFD permits issued 7/18/2022

Special Use 2006-04	
Submittal Date:	
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	7/3/2008



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 December 2022

				Permit Fees	Permits Issued
Zoning	Land Use			\$900.00	10
Site Plan	Minor Site Plan			\$475.00	19
Zoning	Sign			\$200.00	4
		Report Period Total:		\$1,575.00	33
		Fiscal YTD Total:		\$11,790.00	186
Z22-000158	Zoning	Sign	Franklin Towns		1104 Wilson's Mills Rd
Z22-000157	Zoning	Sign	BELLA ESPOSA BRIDAL		1025 Outlet Center Dr
Z22-000162	Zoning	Land Use	Brightleaf Motors LLC		115 S Brightleaf Blvd
SP22-000179	Site Plan	Minor Site Plan	25 x 35 Accessory Structure		27 Olive Branch Dr
Z22-000153	Zoning	Land Use	Mystic Anointings, LLC		210 Bridge St
Z22-000160	Zoning	Sign	Mystic Anointings, LLC		210 Bridge St
SP22-000180	Site Plan	Minor Site Plan	Single Family Dwelling		190 Country Club Rd
Z22-000154	Zoning	Land Use	Temp Storage Pod		1215 Chestnut Dr
SP22-000181	Site Plan	Minor Site Plan	Single Family Dwelling		3001 NC 210 Hwy
SP22-000182	Site Plan	Minor Site Plan	Single Family Dwelling Attached		114 Sandpiper St
Z22-000155	Zoning	Land Use	Phantom Fireworks		1233 N Brightleaf Blvd
SP22-000183	Site Plan	Minor Site Plan	Two Family Dwelling		307 N Fifth St
SP22-000184	Site Plan	Minor Site Plan	Single Family Dwelling Attached		120 Sandpiper St
SP22-000185	Site Plan	Minor Site Plan	Single Family Dwelling Attached		128 Sandpiper St
SP22-000186	Site Plan	Minor Site Plan	Single Family Dwelling Attached		134 Sandpiper St
SP22-000187	Site Plan	Minor Site Plan	Single Family Dwelling Attached		140 Sandpiper St
SP22-000188	Site Plan	Minor Site Plan	Single Family Dwelling Attached		146 Sandpiper St
SP22-000189	Site Plan	Minor Site Plan	Single Family Dwelling Attached		149 Sandpiper St
SP22-000190	Site Plan	Minor Site Plan	Single Family Dwelling Attached		141 Sanpiper St
SP22-000191	Site Plan	Minor Site Plan	Single Family Dwelling Attached		135 Sandpiper St
SP22-000192	Site Plan	Minor Site Plan	Single Family Dwelling		152 Shore Court
SP22-000193	Site Plan	Minor Site Plan	Single Family Dwelling		153 Shore Court

SP22-000194	Site Plan	Minor Site Plan	Single Family Dwelling	151 Shore Court
Z22-000156	Zoning	Land Use	Grodproductions	810 East Market St
SP22-000195	Site Plan	Minor Site Plan	Single Family Dwelling	905 East St
SP22-000196	Site Plan	Minor Site Plan	Single Family Dwelling	907 East St
Z22-000159	Zoning	Land Use	T.J. Auto	711 East Rose St
Z22-000161	Zoning	Land Use	Tropical Smoothie Cafe	511 Outlet Center Dr
SP22-000197	Site Plan	Minor Site Plan	Single Family Dwelling Addition	1880 West Market St
Z22-000166	Zoning	Sign	From the Ashes Smokehouse	1025 Outlet Court
Z22-000164	Zoning	Land Use	Eris Income Tax Latinos Service	1327 N Brightleaf Blvd



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

I. STATISTICAL SECTION

Month Ending Dec. 31, 2022	Dec-2022	Dec-2021	Dec-2022	Dec-2021	YTD Difference
Calls for Service	1,752	1,928	20,477	22,743	-2,266
Incident Reports Completed	115	137	1,563	1,612	-49
Cases Closed	37	98	784	1,200	-416
Accident Reports	82	101	1,061	901	+160
Arrest Reports	55	93	940	1,092	-152
Burglaries Reported	8	1	86	72	+14
Drug Charges	14	24	183	296	-113
DWI Charges	7	6	82	83	-1
Citations Issued	157	266	2,620	3,711	-1,091
Speeding	58	110	1,209	1,412	-203
No Operator License	37	64	536	862	-326
Registration Violations	17	26	231	487	-256

II. PERSONNEL UPDATE

The police department currently has 8 vacant positions, with (1) position being held for a student in BLET, which will make the agency 7 short at this time. The Department is doing background investigations on three applicants at this time. Two of them have several years of experience. One has recently graduated BLET.

III. MISCELLANEOUS

The department has worked with the SRAC to provide meals and toys for families during the holidays. The community policing officer along with SRAC employees had events to provide hot chocolate to kids in several areas of town. The Department provided traffic control for the Tree lighting and the Christmas Parade.

REPORTED UCR OFFENSES FOR THE MONTH OF DECEMBER 2022

PART I CRIMES	December	December	+/-	Percent	Year-To-Date		+/-	Percent
	2021	2022		Changed	2021	2022		Changed
MURDER	0	0	0	N.C.	1	0	-1	-100%
RAPE	0	0	0	N.C.	2	4	2	100%
ROBBERY	0	0	0	N.C.	9	6	-3	-33%
Commercial	0	0	0	N.C.	3	2	-1	-33%
Individual	0	0	0	N.C.	6	4	-2	-33%
ASSAULT	7	1	-6	-86%	51	66	15	29%
* VIOLENT *	7	1	-6	-86%	63	76	13	21%
BURGLARY	0	8	8	N.C.	66	81	15	23%
Residential	0	4	4	N.C.	34	45	11	32%
Non-Resident.	0	4	4	N.C.	32	36	4	13%
LARCENY	30	39	9	30%	378	450	72	19%
AUTO THEFT	3	4	1	33%	45	36	-9	-20%
ARSON	0	0	0	N.C.	2	3	1	50%
* PROPERTY *	33	51	18	55%	491	570	79	16%
PART I TOTAL:	40	52	12	30%	554	646	92	17%
PART II CRIMES								
Drug	30	13	-17	-57%	303	185	-118	-39%
Assault Simple	6	3	-3	-50%	103	105	2	2%
Forgery/Counterfeit	1	4	3	300%	24	20	-4	-17%
Fraud	10	4	-6	-60%	73	90	17	23%
Embezzlement	1	0	-1	-100%	10	4	-6	-60%
Stolen Property	0	0	0	N.C.	14	7	-7	-50%
Vandalism	6	6	0	0%	66	78	12	18%
Weapons	1	0	-1	-100%	16	6	-10	-63%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	2	2	0	0%	13	6	-7	-54%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	1	0	-1	-100%	4	4	0	0%
D. W. I.	5	5	0	0%	83	77	-6	-7%
Liquor Law Violation	0	0	0	N.C.	11	11	0	0%
Disorderly Conduct	1	0	-1	-100%	7	10	3	43%
Obscenity	0	0	0	N.C.	0	1	1	N.C.
Kidnap	0	0	0	N.C.	1	0	-1	-100%
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	29	23	-6	-21%	228	262	34	15%
PART II TOTAL:	93	60	-33	-35%	956	866	-90	-9%
GRAND TOTAL:	133	112	-21	-16%	1510	1512	2	0%

N.C. = Not Calculable



**Town of Smithfield
Fire Department
December 2022**

I. Statistical Section

Dec

Confirmed Structure Fires	4
EMS Responses	201
Misc./Other Calls	38
Mutual Aid Calls	9
TOTAL EMERGENCY RESPONSES	252

Dec YTD

Fire Inspections	142	771
Public Fire Education Programs	1	40
# Of Children Educated	0	6329
# Of Adults Educated	9	1235
Plans Review Construction/Renovation Projects	19	175
Fire Department Permits reviewed / Issued	38	353
Business Preplans	1	86
Fire Related Injuries & Deaths	0	0
# Of Civilian Deaths	0	0
# Of Civilian Injuries	0	0

II. Major Revenues

Dec YTD

Inspections	\$425.00	\$5675.50
Fire Recovery USA	\$2,877.65	\$8440.77

III. Personnel Update:

IV. Narrative of monthly departmental activities:

- Squad was in-service 18 of 22 days
- Ladder Testing completed
- SCBA Compressor Test
- Christmas Parade
- Community Event on Furlong Drive

V. Upcoming Plans

- Update website
- Working on 2023/2024 Budget
- Working with TJ Deluca with the NC League of Municipalities for a Fire Dept Risk Analysis
- Plans for hydrant and hose testing
- Extrication tool demos
- Engine company Preplans
- NFA Classes at Smithfield Fire Dept.
- Smoke Alarm installations

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



I. Statistical Section

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

II. Major Revenues

Sunset Cemetery Lot Sales:	\$ <u>5,000</u>
Riverside Ext Cemetery Lot Sales:	\$ <u>1,250</u>
Grave Opening Fees:	\$ <u>2,900</u>
Total Revenue:	\$ <u>9,150</u>

III. Major Expenses for the Month:

Paid \$2,200 to Craft digging services for burials at Sunset Memorial.

IV. Personnel Update:

No one hired for the month of December

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings and facilities.

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



<u>150</u>	Total Work Orders completed by the Public Works Department
<u>4</u>	Burials, at \$725.00 each = <u>\$2,900.00</u>
<u>0</u>	Cremation Burial, \$400.00 each = \$0
<u>\$5000.00</u>	Sunset Cemetery Lot Sales
<u>\$1250.00</u>	Riverside Extension Cemetery Lot Sales
<u>464.63</u>	tons of household waste collected
<u>238.00</u>	tons of yard waste collected
<u>0</u>	tons of recycling collected
<u>0</u>	gallons of used motor oil were recycled
<u>0</u>	scrap tires were recycled

**Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
December 31, 2022**



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 0 Cubes used to cover gator areas and 0 yards gator cracks overlay.
- c. 0 Work Order – 0 Linear Feet Drainage Pipe installed.
- d. 0 Work Orders – 0 Linear Feet of ditches were cleaned
- e. 6 Work Orders – 725 lbs. of Cold Patch was used for 22 Potholes.

II. Major Revenues

None for the month

III. Major Expenses for the Month:

None for the month

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

Maintain Monthly Duties Repair Potholes and cut back blind areas

Appearance Commission Dec. 2022 Monthly Report:

See reports From Town Clerk Pertaining to the meeting.

Family emergency I could not make the meeting

Next Appearance Commission meeting will be on Jan.16, 2023 at 5:00 pm in Town Hall.

Work Orders List for 12/01/2022 - 12/31/2022



WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
#266 Tree lighting cones for PD		12/01/2022 ✓ Done Completed by Joey Price on 11/30/2022	Total Time Costs \$11.50 Total Time 32m 25s Total Costs \$11.50	
High				
Streets Division				
Appearance Division				
Joey Price Ethan Bryant				
#256 TREE LIGHTING EVENT		12/01/2022 ✓ Done Completed by Ethan Bryant on 11/30/2022	Total Time Costs \$21.48 Total Time 1h 2m 23s Total Costs \$21.48	
High				
Appearance Division				
Streets Division				
Joey Price Ethan Bryant				

PROCEDURE ANSWERS

TIME & COST

DUE & STATUS

LOCATION & ASSET

WORK ORDER INFO

#257
Grinche Run Event
High
Streets Division
Appearance Division
 Joey Price
 Ethan Bryant

12/02/2022
✓ Done
 Completed by Ethan Bryant on 12/02/2022

Drainage Division
 Street Division

Total Time Costs
 Total Time
 1h 24m 18s
Total Costs \$29.03

#310
Clean catchbasins
Low
Streets Division
 Ethan Bryant

12/06/2022
✓ Done
 Completed by Ethan Bryant on 12/06/2022

Drainage Division
 Drainage Division

Total Time Costs
 Total Time
 3h 31m 43s
Total Costs \$72.90

#316
Cut grass
Medium
Streets Division
 Ethan Bryant

12/06/2022
✓ Done
 Completed by Ethan Bryant on 12/06/2022

Drainage Division
 Street Division

Total Time Costs
 Total Time
 1h 39m 7s
Total Costs \$34.13

#74
Low line
High
Streets Division
 Lawrence Davis
 michael Sliger
 Tony Burnette

12/06/2022
✓ Done
 Completed by Lawrence Davis on 12/06/2022

Appearance Division

Total Time Costs
 Total Time
 1h 39m 7s
Total Costs \$34.13

WORK ORDER INFO **LOCATION & ASSET** **DUE & STATUS** **TIME & COST** **PROCEDURE ANSWERS**

#326
Pot hole
High
Streets Division
 Ethan Bryant

Drainage Division
 Street Division

✓ Done
 Completed by Ethan Bryant
 on 12/07/2022

Square Feet of repair : 2x2
 Bags of Perma Patch used.: 1/2
 Material used : 1/2 bag permapatch 1 rake
 Truck(s) #: 412
 Names of worker(s): Ethan &Jb

Total Time Costs
 Total Time
 2m 38s
\$0.91

#327
Pot hole
High
Streets Division
 Ethan Bryant

Drainage Division
 Street Division

✓ Done
 Completed by Ethan Bryant
 on 12/07/2022

Square Feet of repair : 3 1x1
 Bags of Perma Patch used.: 1/2
 Material used : 1/2 bag permapatch 1 rake
 Truck(s) #: 412
 Names of worker(s): Ethan & jb

Total Time Costs
 Total Time
 6m 33s
\$2.26

#328
Pot hole
High
Streets Division
 Ethan Bryant

Drainage Division
 Street Division

✓ Done
 Completed by Ethan Bryant
 on 12/07/2022

Square Feet of repair : 3x3
 Bags of Perma Patch used.: 1 bag
 Material used : 1 bag 1 rake
 Truck(s) #: 412
 Names of worker(s): Ethan & jb

Total Time Costs
 Total Time
 14m 14s
\$4.90

#330
Pot hole
High
Streets Division
 Ethan Bryant

Drainage Division
 Street Division

✓ Done
 Completed by Ethan Bryant
 on 12/07/2022

Square Feet of repair : 2x2
 Bags of Perma Patch used.: 1/2
 Material used : 1/2 bag permapatch 1 rake
 Truck(s) #: 412
 Names of worker(s): Ethan & jb

Total Time Costs
 Total Time
 7m 2s
\$2.42

#344	Drain pipe repair	High	Streets Division	Ethan Bryant	Drainage Division Backhoe #411 Parent: Drainage Division	✓ Done Completed by Ethan Bryant on 12/08/2022	Total Time Costs Total Time 1h 50m 36s \$38.08
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#362	Cut right of way	Medium	Streets Division	Ethan Bryant		✓ Done Completed by Ethan Bryant on 12/12/2022	Total Time Costs Total Time 40m 47s \$14.04
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#363	Cut right of way	Medium	Streets Division	Ethan Bryant		✓ Done Completed by Ethan Bryant on 12/12/2022	Total Time Costs Total Time 35m 4s \$12.07
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#365	Potholes	High	Streets Division	Ethan Bryant	Drainage Division Street Division	✓ Done Completed by Ethan Bryant on 12/13/2022	Total Time Costs Total Time 52m 23s \$18.04	Square Feet of repair : 16-2*2 Bags of Perma Patch used.: 12 bags Material used : 12 bags permapatch 1 rake Truck(s) #: 412 & 905 Names of worker(s): Ethan,Jb,Zack,Anthony, Joey
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#295
Fix pothole
Streets Division
 Ethan Bryant

Total Time Costs
 Total Time
 \$2.58
 7m 29s
\$2.58

✓ Done
 Completed by Ethan Bryant
 on 12/21/2022

#275
Drain needs to be cleaned
Streets Division
 Ethan Bryant

Total Time Costs
 Total Time
 \$0.88
 2m 34s
\$0.88

11/23/2022
 ✓ Done
 Completed by Ethan Bryant
 on 12/21/2022

#411
309 SMITH ST PLEASE TAKE ANOTHER TRASH CAN
Streets Division
 Seth Walls

Total Part Costs
 Total Time Costs
 Total Time
 \$54.00
 \$3.20
 11m 17s
\$57.20

12/22/2022
 ✓ Done
 Completed by Seth Walls on
 12/22/2022

#409
Stop sign down
Streets Division
 Pam Collins

✓ Done
 Completed by Pam Collins
 on 01/04/2023

 Signed off by

 Date

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
Dec 31, 2022**



I. Statistical Section

- 2 Preventive Maintenances
- 0 North Carolina Inspections
- 35 Work Orders

II. Major Revenues

None for the Month

III. Major Expenses for the Month:

None for the Month

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

Maintenance and repairs on all Public Works Vehicles

**Town of Smithfield
Public Works Sanitation Division
Monthly Report
December 31, 2022**



I. Statistical Section

The Division collected from approximately 4,138 homes, 4 times during the month

- a. Sanitation forces completed 36 work orders
- b. Sanitation forces collected tons 464.63 of household waste
- c. Sanitation forces disposed of 119 loads of yard waste and debris at Spain Farms Nursery
- d. Recycled 0 tons of clean wood waste (pallets) at Convenient Site Center
- e. Town's forces collected 0 tons of construction debris (C&D)
- f. Town disposed of 0 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 3.22 tons of recyclable plastic
- h. Recycled 0 lbs. of cardboard material from the Convenient Site Center
- i. A total of 0 gals of Anti-freeze was collected at the Convenient Site Center
- j. Recycled 1,180 lbs. of plastics & glass (co-mingle) from the Convenient Site Center

II. Major Revenues

- a. Received \$0 from Sonoco Products for cardboard material
- b. Sold 0 lbs. of aluminum cans for
- c. Sold 1,920 lbs. of shredder steel for \$119.60 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$4,284 for disposal of yard waste and debris. Carolina Industrial Equip Inc. was paid \$950.46 for parts on a Sanitation TK. Sampson Bladen Oil Co. was paid \$3,201 invoice #064722. Whites Tractor and Truck Co. was paid \$3,933.26 for Sanitation TK Invoice #529141.

IV. Personnel Update:

There was no personnel update in the month of December.

V. Narrative of monthly departmental activities:

The department worked closely with Parks and Recreation providing traffic control devices and event containers for The Christmas Parade Event, And the Sarah Yard center event . Community Service Workers worked 24 Hrs.



MONTHLY REPORT FOR DECEMBER, 2022

PROGRAMS SATISTICS	DECEMBER, 2022		DECEMBER, 2021	
NUMBER OF PROGRAMS	9		8	
TOTAL ATHLETICS PARTICIPANTS	254		201	
TOTAL NON/ATHLETIC PARTICIPANTS	2288		2891	
SARAH YARD COMMUNITY CENTER	47		156	
NUMBER OF GAMES PLAYED	0		0	
TOTAL NUMBER OF PLAYERS (GAMES)	0		0	
NUMBER OF PRACTICES	174		184	
TOTAL NUMBER OF PLAYER(S) PRACTICES	1392		1656	
	DECEMBER, 2022	22/23 FY YTD	DECEMBER, 2021	21/22 FY YTD
PARKS RENTALS	7	337	18	223
USERS (PARKS RENTALS)	120	9729	598	6941
TOTAL UNIQUE CONTACTS	3,847	23,350	5,301	21,425
	DECEMBER, 2022	22/23 FY YTD	DECEMBER, 2021	21/22 FY YTD
PARKS AND RECREATION REVENUES	\$ -	\$ -	\$ 4,743.00	\$ 30,132.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ -	\$ -	\$ 57,492.00	\$ 383,101.00
PARKS AND RECREATION EXPENDITURE (CAPITAL OUTLAY EQUIP)	\$ -	\$ -	\$ -	\$ 64,045.00
SARAH YARD COM CTR EXPENDITURES (OPERATIONS)	\$ -	\$ -	\$ 4,162.00	\$ 18,680.00
SARAH YARD COM CTR EXPENDITURES (CAPITAL OUTLAY EQUIP)	\$ -	\$ -	\$ -	\$ 8,500.00

NOTES: CHRISTMAS TREE LIGHTING
CHRISTMAS PARADE
HOT CHOCOLATE AND COOKIES POP UPS
GRINCH RUN AND JINGLE BELL JOG
YOUTH BASKETBALL (250+ PLAYERS)



MONTHLY REPORT FOR DECEMBER, 2022

PROGRAMS STATISTICS

NUMBER OF PROGRAMS	0	17
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	0	2633

	DECEMBER, 2022	22/23 FY YTD	DECEMBER, 2021	21/22 FY YTD
SRAC MEMBER VISITS	0		2320	17654
DAY PASSES	0		583	6441
RENTALS (SRAC)	0		25	216
USERS (SRAC RENTALS)	0		691	9173
TOTAL UNIQUE CONTACTS	0		6,227	51,101

FINANCIAL STATISTICS

	DECEMBER, 2022		22/23 FY YTD		DECEMBER, 2021		21/22 FY YTD	
SRAC REVENUES	\$	-	\$	-	\$	34,968.00	\$	291,461.00
SRAC EXPENDITURES (OPERATIONS)	\$	-	\$	-	\$	77,488.00	\$	481,368.00
SRAC EXPENDITURES (CAPITAL OUTLAY))	\$	-	\$	4,630.00	\$	-	\$	4,630.00
SRAC MEMBERSHIPS		2370				2370		

NOTES: STARTED HIGHSCHOOL SWIM SEASON



- **Statistical Section**

- Electric CP Demand 27,972 Kw relative to November's demand of 23,095 Kw.
- Electric System Reliability was 99.9981%, with one (1) recorded main line outage; relative to November's 99.9998%.
- Raw water treated on a daily average was 4.289 MG relative to 4.330 MG for November; with maximum demand of 5.483 MG relative to November's 5.235 MG.
- Total finished water to the system was 117.126 MG relative to November's 120.153 MG. Average daily for the month was 3.778 MG relative to November's 4.005 MG. Daily maximum was 4.938 MG (December 27th) relative to November's 5.050 MG. Daily minimum was 1.845 MG (December 7th), relative to November's 3.181 MG.

- **Miscellaneous Revenues**

- Water sales were \$227,660 relative to November's \$226,614
- Sewer sales were \$397,496 relative to November's \$398,095
- Electrical sales were \$1,273,612 relative to November's sales of \$1,098,990
- Johnston County Water purchases were \$187,369 for 76.477 MG relative to November's \$159,404 for 65.063 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$1,098,451 relative to November's \$942,469.
- Johnston County sewer charge was \$149,731 for 38.183 MG relative to November's \$119,306 for 30.453 MG.

- **Personnel Changes**

- Seth Vanderhoof resigned as Electric Lineman on December 31.



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

I. Statistical Section

- Street Lights repaired –17
- Area Lights repaired 3
- Service calls – 28
- Underground Electric Locates -225
- Poles changed out/removed or installed -1
- Underground Services Installed -14

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- The Utility Dept. had a Safety meeting on Bloodborne Pathogens.
- The Electrical Dept. is short of workforce by 3 mid-grade linemen. We have trained these guys and they have left to go to other jobs for more money. As of now we don't have enough seasoned guys to maintain a constant and consistent work load.

V. Miscellaneous Activities:

- The Electrical Dept. has only house services & street lights to install at East River Phase 3,4,5,6 & 7.
- The Electrical Dept. installed all Christmas Decorations along Market St & also installed 6 new candy cane decorations on Peedin Rd. from 301 to RR Tracks.



WATER & SEWER

December 2022 Monthly Report

● DISCONNECT WATER	9
● RECONNECT WATER	3
● TEST METER	2
● TEMPORARY METER SET	1
● DISCOLORED WATER CALLS	6
● LOW PRESSURE CALLS	8
● NEW/RENEW SERVICE INSTALLS	0
● LEAK DETECTION	20
● METER CHECKS	24
● METER REPAIRS	11
● WATER MAIN/SERVICE REPAIRS	3
● STREET CUTS	3
● REPLACE EXISTING METERS	5
● INSTALL NEW METERS	0
● FIRE HYDRANTS REPAIRED	1
● FIRE HYDRANTS REPLACED	2
● SEWER REPAIRS	5
● CLEANOUTS INSTALLED	8
● INSPECTIONS	5
● CAMERA SEWER	2
● SEWER MAIN CLEANED	1350 LF

- SERVICE LATERALS CLEANED 760 LF
- SERVICE CALLS 87
- LOCATES 176

- SERVICE AND MAINTAINED ALL 18 LIFT STATIONS 2 TIMES PER WEEK
- INSPECTED ALL AERIAL SEWERS ONE TIME
- INSPECTED HIGH PRIORITY MANHOLES WEEKLY
- HELPED PUBLIC WORKS CLEAN STORM DRAIN ISSUES DURING EVERY RAIN FALL EVENT.

MAJOR EXPENSES FOR THE MONTH OF DECEMBER

1. Stucky's Backhoe Service had to make a lot of the repairs due to staffing shortage.

PERSONNEL UPDATES

UPCOMING PROJECTS FOR THE MONTH OF JANUARY

Contractor working on Town homes on Wilsons Mills Rd.

Donald still installing and repairing fire hydrants.

Possibly starting the sewer replacement on Underwood Ave.



MONTHLY WATER LOSS REPORT

December 2022

(9) - Meters with slow washer leaks

(2)- 6" Line, 1/8" hole – 1 Day

-8" Line, 1/8" hole – 1 Day

(2) Fire Hydrant leaking

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	12/28/22	3	15	7965	10	North Street	12/06/22	3	15	17820	40
Computer Drive	12/28/22	3	15	31860	10	West Street	12/06/22	3	15	78030	50
Castle Drive	12/28/22	3	15	7965	10	Regency Drive	12/06/22	3	15	63720	60
Parkway Drive	12/28/22	3	15	63720	40	Randers Court	12/06/22	3	15	15930	40
Garner Drive	12/28/22	3	15	63723	40	Noble Street	12/06/22	3	15	15930	40
Hwy 210 LIFT ST.	12/28/22	3	15	15930	40	Fieldale Dr#1(L)	12/06/22	3	15	63720	40
Skyland Drive	12/28/22	3	15	7965	10	Fieldale Dr#2(R)	12/06/22	3	15	63720	40
Bradford Street	12/28/22	3	15	15930	10	Heather Court	12/06/22	2.5	15	15930	40
Kellie Drive	12/28/22	3	15	7965	10	Reeding Place	12/06/22	3	15	15930	40
Edgewater	12/28/22	3	15	7965	10	East Street	12/06/22	3	15	63720	40
Edgecombe	12/28/22	2.8	15	15930	40	Smith Street	12/06/22	3	15	63720	40
Valley Wood	12/29/22	3	15	63720	40	Wellons Street	12/06/22	3	15	63720	40
Creek Wood	12/29/22	3	15	63720	40	Kay Drive	12/15/22	2	15	38985	15
White Oak Drive	12/29/22	3	15	7965	10	Huntington Place	12/15/22	2	15	38985	15
Brookwood Drive	12/29/22	3	15	22515	5	N. Lakeside Drive	12/15/22	2	15	9750	15
Runnymede Place	12/29/22	3	15	31860	10	Cypress Point	12/15/22	3	15	34890	12
Nottingham Place	12/29/22	3	15	38985	10	Quail Run	12/15/22	3	15	8715	12
Heritage Drive	12/29/22	3	15	38985	10	British Court	12/15/22	2	15	8715	12
Noble Plaza #1	12/29/22	2.8	15	9750	10	Tyler Street	12/15/22	2	15	78030	60
Noble Plaza #2	12/29/22	2.8	15	9750	10	Yelverton Road	12/15/22	3	15	63720	40
Pinecrest Street	12/29/22	3	15	19500	10	Ava Gardner	12/15/22	3	15	63720	40
S. Sussex Drive	12/29/22	3	15	31860	10	Waddell Drive	12/15/22	2	15	7965	10
Elim Drive	12/29/22	3	15	9750	10	Henly Place	12/15/22	2	15	8715	12
Coor Farm Supply	12/29/22	2	15	7965	10	Birch Street	12/15/22	3	15	34890	12
Old Goldsboro Rd,	12/29/22	3	15	7965	10	Pine Street	12/15/22	2	15	38985	15
Hillcrest Drive	12/06/22	3	15	31860	10	Oak Drive	12/15/22	1.3	15	37695	14
Eason Street	12/06/22	3	15	38985	40	Cedar Drive	12/15/22	2	15	31860	10
Magnolia circle	12/06/22	3	15	78030	40	Aspen Drive	12/15/22	3	15	34890	12
Rainbow Drive	12/06/22	3	15	19500	60	Furlonge Street	12/15/22	3	15	34890	12
Rainbow Circle	12/06/22	3	15	19500	60	Golden Corral	12/15/22	2	15	40290	16
Moonbeam Circle	12/06/22	3	15	19500	60	Holland Drive	12/15/22	3	15	9750	15
Ray Drive	12/06/22	3	15	15930	60	Davis Street	12/15/22	2	15	34890	12
Will Drive	12/06/22	3	15	63720	40	Caroline Ave.	12/15/22	3	15	31860	10
Michael Lane	12/06/22	3	15	63720	40	Johnston Street	12/15/22	2	15	38985	15
Ward Street	12/06/22	3	15	15930	40	Ryans	12/15/22	3	90	9750	15

977883

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