



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, April 4, 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 APRIL 4, 2023
7:00 PM**

Call to Order

Invocation

Pledge of Allegiance

Approval of Agenda

Page

Presentation:

1. Administering Oath of Office to New Police Officer Lance Wheeler
(Mayor – M. Andy Moore) See attached information.....1
2. Proclamation: Designating April 18, 2023 as Electrical Lineman
Appreciation Day in the Town of Smithfield
(Mayor – M. Andy Moore) See attached information.....3
3. Proclamation: Recognizing May 13, 2023 as Next Generation
Entrepreneur Day in the Town of Smithfield
(Mayor – M. Andy Moore) See attached information.....5

Public Hearings:

1. Public Hearing: To permanently close the east/west alley located at mid-block
between East Massey Street and East Johnston Street bound on the west by South
Sixth Street and to the east by South Seventh Street and adoption of Resolution
No. 722 (05-2023).
(Planning Director – Stephen Wensman) See attached information.....7
2. ZA-23-02: Town of Smithfield: The applicant is requesting an amendment to
Unified Development Ordinances, Article 7, Section 7.3, Accessory Uses or
Structures to allow two accessory structures per residential lot.
(Planning Director – Stephen Wensman) See attached information.....29
3. CA-23-03: Town of Smithfield: The applicant is requesting an amendment to
the Smithfield Town Plan that adopts a new volume titled Comprehensive
Pedestrian Plan
(Planning Director – Stephen Wensman) See attached information.....43

Citizens Comments

Consent Agenda Items:

1. Approval of Minutes:
 - a. March 7, 2023 – Regular Meeting
(Town Clerk – Shannan Parrish) See attached information.....45

2. **Special Event: Partnership for Children’s Stage Grand Opening** – The Partnership for Children is requesting approval to hold an event on April 15, 2023 at Community Park from 10:00 am until 1:00 pm. The request includes one food truck and the use of amplified sound.
(Planning Director – Stephen Wensman) See attached information.....55

3. Special Event: First Anniversary Party – Bulldog Harley-Davidson is requesting approval to hold an event at 1043 Outlet Center Drive on April 15, 2023 from 10:00am until 4:00 pm. The request includes food trucks and amplified sound.
(Planning Director – Stephen Wensman) See attached information.....61

4. Special Event: Healthy Families Fair – Johnston County Department of Social Services is requesting approval to hold an event on April 20, 2023 from 4:30 pm until 6:30 pm at Smith-Collins Park. The request includes the use of amplified sound.
(Planning Director – Stephen Wensman) See attached information.....77

5. Special Event: Tent Sale – Direct Tool Factory Outlet is requesting approval to hold a tent sale from April 21, 2023 until April 23, 2023 from 9:00 am until 7:00 pm at 1025 Outlet Center Drive.
(Planning Director – Stephen Wensman) See attached information.....81

6. Special Event: **Father’s Day Cookout** – Omar McKnight is requesting approval to hold an event on June 18, 2023 from 11:00 am until 7:00 pm at Smith Collins Park. The request includes approval of amplified sound.
(Planning Director – Stephen Wensman) See attached information.....87

7. Special Event: **Shiner’s Parade** – The Sudan Shiners are requesting approval to hold a parade on May 18, 2024 from 11:00 am until 1:00 pm on Market Street in Downtown. Road Closure and amplified sound are included in this request
(Planning Director – Stephen Wensman) See attached information.....91

8. Consideration and request for approval to adopt Resolution No. 723 (06-2023) Accepting North Carolina Environmental Quality Water Asset and Inventory Assessment Grant in the amount of \$150,000
(Public Utilities Director – Ted Credle) See attached information.....95

9. Consideration and Request for approval to adopt Resolution No. 724 (07-2023) Surplus Property authorizing the disposition of certain surplus property and the auctioning of that property by the electronic service of GovDeals.com
(Town Clerk – Shannan Parrish) See attached information.....103

10. Consideration and request for approval to amend the Downtown
Smithfield Development Corporation's Bylaws
(Town Manager – Michael Scott) See attached information.....109

11. New Hire Report
(HR Director – Tim Kerigan) See attached information.....117

Business Item:

1. Presentation on the Parks and Recreation Comprehensive Master Plan
(Parks and Recreation Director – Gary Johnson) See attached information.....119
2. FY 2023-2024 Budget Discussions
(Town Manager – Michael Scott)

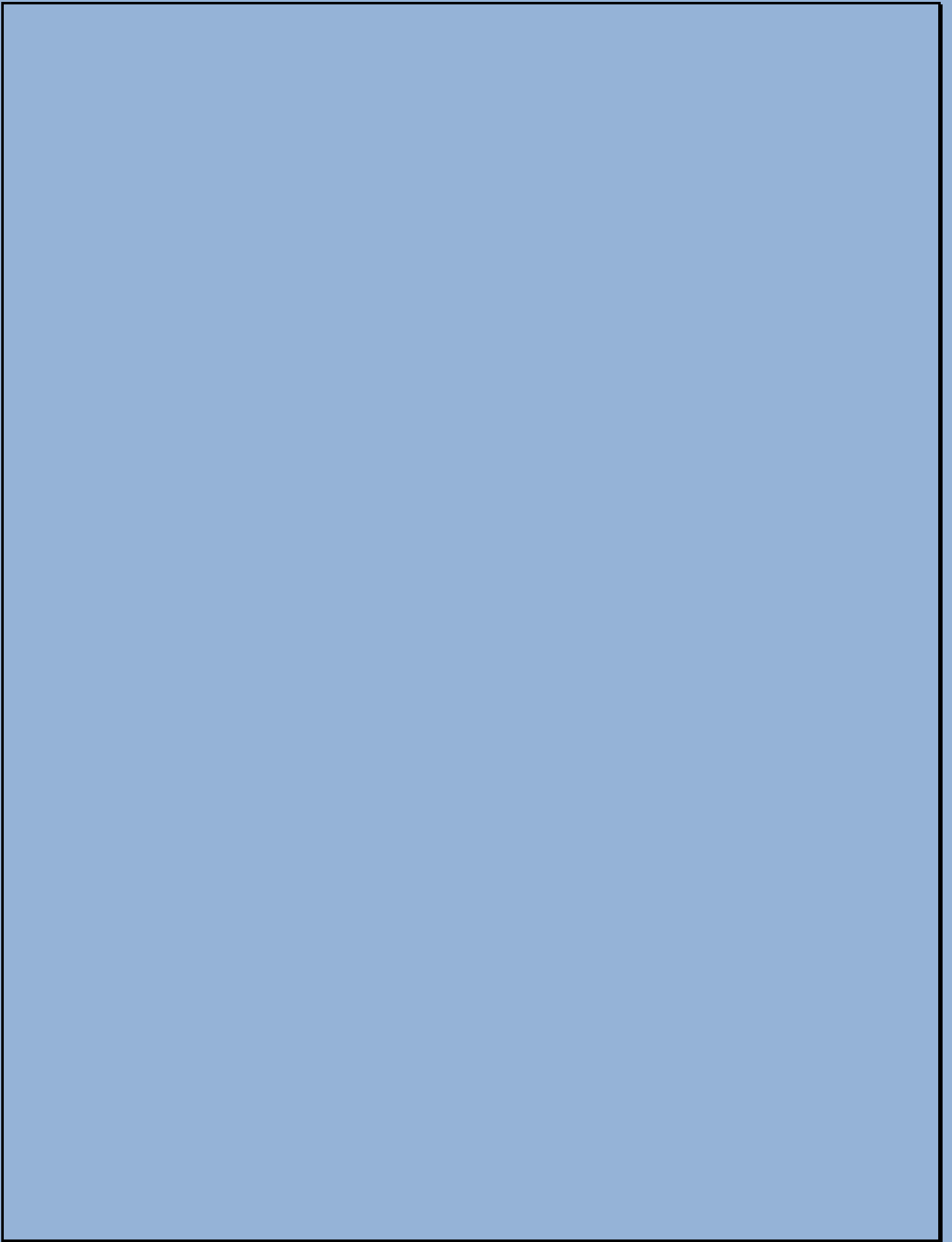
Councilmember's Comments

Town Manager's Report

- Financial Report (See attached information).....121
- Department Reports (See attached information).....125
- **Manager's Report** (Will be provided at the Meeting)

Recess/ Adjourn

Presentations





Request for Town Council Action

Presentation: Police Oath of
Office
Date: 04/04/2023

Subject: Oath of Office
Department: Police Department
Presented by: Interim Chief of Police – James Grady
Presentation: Presentation

Issue Statement

The Smithfield Police Department has hired a new officer to fill existing vacancies within the Police Department. Lance Wheeler has been hired to fill one of these positions. Lance Wheeler previously worked at Wake Forest Police Department and **the Wilson's** Mill Police Department.

Financial Impact

Approved Budgeted Amount for FY 2022-2023: Covered by the Current Budget

Action Needed

Administer of Office to Officer Wheeler in and welcome him into the Smithfield Community.

Recommendation

Administer of Office to Officer Wheeler in and welcome him into the Smithfield Community.

Approved: Town Manager Town Attorney

Attachments:

1. Oath of Office



Staff Report

Presentation: Oath
of
Office

OATH OF OFFICE SMITHFIELD POLICE DEPARTMENT

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

Signature

Date

Sworn to and subscribed before me this the ____ day of _____, 2023

M. Andy Moore, Mayor

**PROCLAMATION
RECOGNIZING APRIL 18, 2023 AS
ELECTRICAL LINEMEN APPRECIATION DAY
IN THE TOWN OF SMITHFIELD, NORTH CAROLINA**

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

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

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

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

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

Now, Therefore, I, M. Andy Moore, Mayor of the Town of Smithfield along with the members of the Town Council, do hereby proclaim April 18, 2023 as

Electrical Linemen Appreciation Day

and we call upon the citizens of the Town of Smithfield to recognize and appreciate the hard work, innovation and dedication that these public servants make every day to our health, safety, comfort, and quality of life.

M. Andy Moore, Mayor

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the Town of Smithfield on this Fourth day of April in the year of our Lord Two Thousand Twenty-Three.

**PROCLAMATION
RECOGNIZING MAY 13, 2023
AS NEXT GENERATION ENTREPRENEUR DAY
IN THE TOWN OF SMITHFIELD, NORTH CAROLINA**

Whereas, In the US, Entrepreneurs make up only 16% of the adult workforce, with less than 19% being minority and women-owned. The town of Smithfield has approximately 13,000 residents, of which 23% are youth under the age of 18 years; and

Whereas, The Mayor’s Office offers to support the youth programs for Smithfield residents in a manner that is consistent with the Youth Council’s and Chamber of Commerce’s vision for growing and enhancing life skills for entrepreneur businesses for our town youth; and

Whereas, the Town of Smithfield is one of the fastest-growing towns in the State of North Carolina. The town of Smithfield is committed to supporting its youth to become leaders of change in their homes, schools, neighborhoods, and community by way of inspiring and encouraging small business entrepreneurship through engagement in relevant, hands-on sustainable learning models; and

Whereas, in 2023, the Town of Smithfield, Chamber of Commerce, and local businesses will provide an opportunity for young people to volunteer and participate in local government and business fairs to learn skills of leadership and responsibility; and

Whereas, the Mayor’s Office and the Town of Smithfield supports Next Generation Entrepreneur Day on May 13, 2023; and

Whereas, the Town of Smithfield recognizes that its youth of today are tomorrow’s future and wants to encourage and invest in opportunities for its residents to grow and thrive within the Town of Smithfield as well as Johnston County.

Now, therefore, I, M. Andy Moore, Mayor of the Town of Smithfield do hereby proclaim May 13, 2023 as

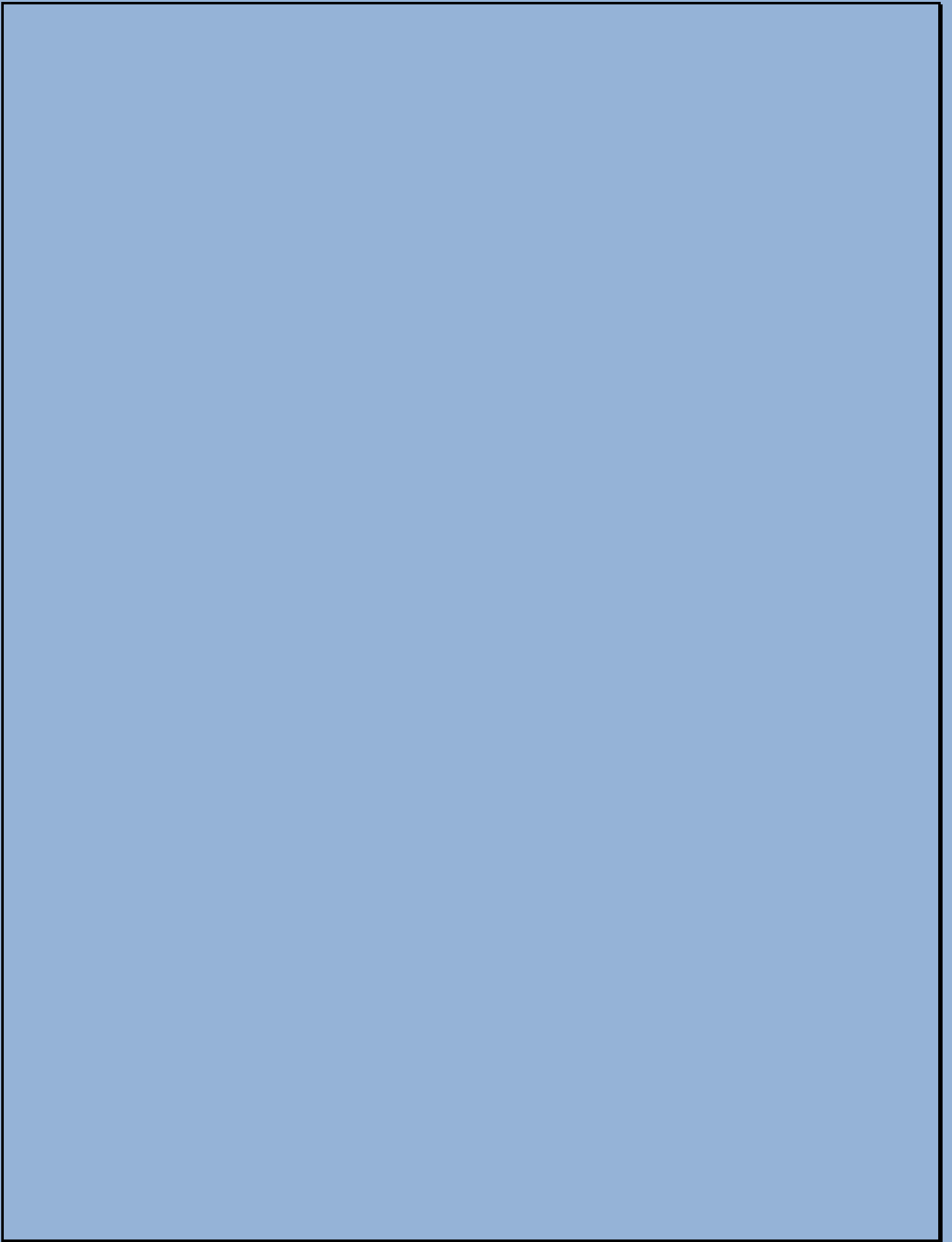
Next Generation Entrepreneur Day

in Smithfield, North Carolina, I urge all citizens to take time to inspire, encourage, mentor and support our youth as they engage in the joy of servant leadership, creating diverse student-led businesses for profit and social impact.

M. Andy Moore, Mayor

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the Town of Smithfield on this Fourth day of April in the year of our Lord Two Thousand Twenty-Three.

Public Hearings





Request for Town Council Action

Public Hearing: Rights-of-Way Closures
Date: 04/04/2023

Subject: Permanent Closure of Public Rights-of-Way
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Public Hearing

Issue Statement

NC Statutes 160A-299 requires the Town Council hold a public hearing after the adoption of a Resolution of Intent to close public right-of-way to closing public right-of-way.

Financial Impact

None

Action Needed

To hold a public hearing and make a decision on the closure of the right-of-way.

Recommendation

Staff recommends the Council permanently close the east/west alley located at mid-block between East Massey Street and East Johnston Street bound on the west by South Sixth Street and to the east by South Seventh Street.
this is accomplished by adoption of Resolution No. 722 (05-2023).

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Resolution No. 722 (05-2023)
3. Letters to Property Owners with certified mail status
4. **Posted Notices**
5. Legal Advertisement of Resolution of Intent
6. Legal Advertisement for the Public Hearing
7. **Area Map**



Staff Report

Public Hearing:	Rights-of-Way Closures
Date:	04/04/2023

Petition Description:

Olivia Holding, Twin States Farming, Inc. is requesting the permanent closure of an alley in the block bordered by Massey, East Johnson South, Sixth and Seventh Streets.

Analysis:

The alley is adjacent to several parcels of land owned by Twin States Farming. The alley is within the block bordered by Massey, East Johnson South, Sixth and Seventh Streets. The alley borders properties owned by the applicant, **Homemaster Properties, LLC.**, Loretta N. Wall, **Myra Lynn Atkinson and Lafayette Atkinson.**

The purpose of the right-of-way closure is to facilitate the development of the adjacent vacant properties.

Once permanently closed, the alley right-of-way will be divided down the centerline and each half will revert to the adjacent landowners.

There exists a legal description issue between the adjoining owners at the east side of the alley. After researching the title, the source of the issue is clear, but the issue has not been resolved with one owner who has stated he would contest any action in court. Efforts at resolution by patient persuasion have failed. The Town believes the alley should be closed and if any owner believes he is aggrieved, he can present his reasons and he has a right to appeal if he is not satisfied with the decision of the Council after a hearing.

Following the March 7, 2023 Town Council Meeting:

On March 7, 2023, the Town Council adopted Resolution No. 721 (04-2023) declaring its intent to close the east/west alley located at mid-block between East Massey Street and East Johnston Street bound on the west by South Sixth Street and to the east by South Seventh Street.

The Town Clerk was directed to send the Resolution of Intent to all abutting property owners via certified mail which was **completed** on March 8, 2023.

The Town Clerk was also directed to publish the Resolution of Intent in the Johnstonian News for 4 consecutive weeks. It was published on March 8th, 15th, 22nd & March 29th.

The Public Hearing notice was advertised on March 22, 2023.

Action Requested:

The Town Council is requested to permanently close the east/west alley located at mid-block between East Massey Street and East Johnston Street bound on the west by South Sixth Street and to the east by South Seventh Street.

**TOWN OF SMITHFIELD
RESOLUTION NO. 722 (05-2023)
STREET CLOSING ORDER**

A RESOLUTION ORDERING THE PERMANENT CLOSURE OF THE EAST/WEST ALLEY LOCATED MID-BLOCK BETWEEN EAST MASSEY STREET AND EAST JOHNSTON STREET BOUND ON THE WEST BY SOUTH SIXTH STREET AND TO THE EAST BY SOUTH SEVENTH STREET.

WHEREAS, on the 7th day of March 2023, the Town Council of the Town of Smithfield directed the Town Clerk to publish the Resolution of Intent of the Town Council to consider closing the east/west alley located at mid-block between East Massey Street and East Johnston Street bound on the west by South Sixth Street and to the east by South Seventh Street, in the Johnstonian News once each week for four successive weeks, such resolution advising the public that a meeting would be conducted in Council Chambers at the Town Hall located at 350 East Market Street, Smithfield, NC 27577 on April 4, 2023 at 7:00 pm; and

WHEREAS, the Town Council on the 7th day of March 2023, ordered the Town Clerk to notify all persons owning property abutting the east/west alley located at mid-block between East Massey Street and East Johnston Street bound on the west by South Sixth Street and to the east by South Seventh Street, as shown on the county tax records, by registered or certified mail, enclosing with such notification a copy of the Resolution of Intent; and

WHEREAS, the Town Clerk has advised the Town Council that she sent a letter to each of the abutting property owners advising them of the day, time and place of the meeting, enclosing a copy of the Resolution of Intent, and advising the abutting property owners that the question as to closing the east/west alley located at mid-block between East Massey Street and East Johnston Street bound on the west by South Sixth Street and to the east by South Seventh Street would be acted upon, said letters having been sent by registered or certified mail; and

WHEREAS, the Town Clerk has advised the Town Council that adequate notices were posted on the applicable streets as required by G.S. 160A-299; and

WHEREAS, after full and complete consideration of the matter and after having granted full and complete opportunity for all interested persons to appear and register any objections that they might have with respect to the closing of said street in the public hearing held on April 4, 2023; and

WHEREAS, it now appears to the satisfaction of the Town Council that the closing of said alleys is not contrary to the public interest, and that no individual owning property, either abutting the street or in the vicinity of the street or in the subdivision in which the street is located, will as a result of the closing be thereby deprived of a reasonable means of ingress and egress to his or her property;

NOW, THEREFORE, the east/west alley located at mid-block between East Massey Street and East Johnston Street bound on the west by South Sixth Street and to the east by South Seventh Street are hereby ordered closed, and all right, title, and interest that may be vested in the public to said area for street purposes is hereby released and quitclaimed to the abutting property owners in accordance with the provisions of G.S. 160A-299.

The Mayor and the Town Clerk are hereby authorized to execute quitclaim deeds or other necessary documents in order to evidence vesting of all right, title and interest in those persons owning lots or parcels of land adjacent to the street or alley, such title, for the width of the abutting land owned by them, to extend to the centerline of the herein closed alleys.

The Town Clerk is hereby ordered and directed to file in the Office of the Register of Deeds of Johnston County a certified copy of this resolution and order.

Upon motion duly made by Councilmember _____ and duly seconded by Councilmember _____, the above resolution was duly adopted by the Town Council at a meeting held on the 4th day of April, 2023, in the Town Hall located at 350 East Market Street, Smithfield, North Carolina

Upon call for a vote the following Councilmembers voted in the affirmative:

and the following Councilmembers voted in the negative:

Duly adopted this the 4th day of April, 2023.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk

NORTH CAROLINA
JOHNSTON COUNTY

I hereby certify that the foregoing is a true and accurate copy of the Resolution duly adopted by the Town Council of the Town of Smithfield, North Carolina, at a meeting held April 4, 2023 at approximately 7:00 pm.

IN WITNESS WHEREOF, I have hereunto set my hand and have caused the official corporate seal of said Town of Smithfield to be affixed, this the _____ day of _____, 2023.

Shannan L. Parrish, Town Clerk

NORTH CAROLINA
JOHNSTON COUNTY

I, Bethany B. McKeel, a Notary Public, do hereby certify that Shannan L. Parrish, Town Clerk for the Town of Smithfield, personally appeared before me this day and acknowledged the due execution of the foregoing certification, for the purposes therein expressed.

WITNESS my hand and notarial seal this _____ day of _____, 2023.

Bethany B. McKeel, Notary Public

My Commission Expires the 6th day of August, 2024.

Michael Scott, Town Manager
Greg Siler, Finance Director
Tim Kerigan, Human Resources/PIO
Shannan Parrish, Town Clerk



350 East Market Street
Post Office Box 761
Smithfield, NC 27577

Beth McKeel, Admin. Support Specialist

Telephone: 919.934.2116

Fax: 919.989.8937

March 8, 2023

Twin States Farming, Inc.
P O Box 1352
Smithfield, NC 27577

To Whom It May Concern:

As an abutting property owner of the east /west alley located mid-block between East Massey Street, East Johnston Street bound on the west by South Sixth Street and to the east by South Seventh Street, you are hereby notified that the Town of Smithfield Town Council will on the 4th day of April, 2023, hold a public hearing for the purpose of considering a resolution to close the east /west alley located mid-block between East Massey Street, East Johnston Street bound on the west by South Sixth Street and to the east by South Seventh Street.

You are advised that you have a right to appear at the hearing to comment and to register any objections you may have with respect to the closing.

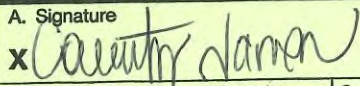
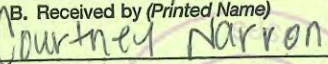

You are further advised that this action is being taken pursuant to authority granted by G.S. 160A-299.

You are further advised that, should the alley be ordered closed and should you be aggrieved by the closing, you may appeal within thirty days from the date of the order to the General Court of Justice.

A copy of the resolution declaring the intention of the Town of Smithfield Town Council to consider closing the street described above is enclosed.

Sincerely,

Shannan L. Parrish, Town Clerk

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature  <input type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p>	
1. Article Addressed to:	B. Received by (Printed Name)  Courtney Damon	C. Date of Delivery
Twin States Farming, Inc. P O Box 1352 Smithfield, NC 27577	D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No	
 9590 9402 4024 8079 6749 51	3. Service Type <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Adult Signature <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Registered Mail Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
2. Article Number (Transfer from service label) 7019 2280 0001 2660 8734	PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt	

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee \$ <u>4.15</u>	
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy) \$ <u>3.85</u>	
<input type="checkbox"/> Return Receipt (electronic) \$ _____	
<input type="checkbox"/> Certified Mail Restricted Delivery \$ _____	
<input type="checkbox"/> Adult Signature Required \$ _____	
<input type="checkbox"/> Adult Signature Restricted Delivery \$ _____	
Postage \$ <u>.60</u>	
Total Postage and Fees \$ <u>8.10</u>	
Sent To <u>Twin States Farming, Inc.</u>	
Street and Apt. No. or PO Box No. <u>P O Box 1352</u>	
City, State, ZIP+4® <u>Smithfield, NC 27577</u>	
PS Form 3800, April 2015 PSN 7530-02-000-8047 See Reverse for Instructions	

Michael Scott, Town Manager
Greg Siler, Finance Director
Tim Kerigan, Human Resources/PIO
Shannan Parrish, Town Clerk



350 East Market Street
Post Office Box 761
Smithfield, NC 27577

Beth McKeel, Admin. Support Specialist

Telephone: 919.934.2116

Fax: 919.989.8937

March 8, 2023

Loretta Noreen Wall
845 Torrey Drive
Sumter, SC 29150

To Whom It May Concern:

As an abutting property owner of the east /west alley located mid-block between East Massey Street, East Johnston Street bound on the west by South Sixth Street and to the east by South Seventh Street, you are hereby notified that the Town of Smithfield Town Council will on the 4th day of April, 2023, hold a public hearing for the purpose of considering a resolution to close the east /west alley located mid-block between East Massey Street, East Johnston Street bound on the west by South Sixth Street and to the east by South Seventh Street.

You are advised that you have a right to appear at the hearing to comment and to register any objections you may have with respect to the closing.

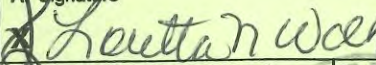
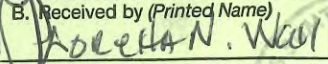
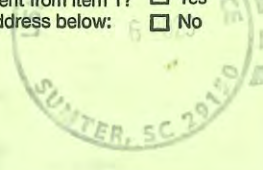

You are further advised that this action is being taken pursuant to authority granted by G.S. 160A-299.


You are further advised that, should the alley be ordered closed and should you be aggrieved by the closing, you may appeal within thirty days from the date of the order to the General Court of Justice.

A copy of the resolution declaring the intention of the Town of Smithfield Town Council to consider closing the street described above is enclosed.

Sincerely,

Shannan L. Parrish, Town Clerk

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature  <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name)  C. Date of Delivery</p>
<p>1. Article Addressed to:</p> <p style="text-align: center;">Loretta Noreen Wall 845 Torrey Drive Sumter, SC 29150</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p> 
<p style="text-align: center;">  9590 9402 7980 2305 3693 81</p>	<p>3. Service Type <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Adult Signature <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Registered Mail Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Delivery <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery</p>
<p>2. Article Number (Transfer from service label) 7019 2280 0001 2660 8710</p>	<p><input type="checkbox"/> Mail <input type="checkbox"/> Mail Restricted Delivery (0)</p>
<p>PS Form 3811, July 2020 PSN 7530-02-000-9053</p>	<p>Domestic Return Receipt</p>

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com ®.	
OFFICIAL USE	
<p>Certified Mail Fee \$ 4.15</p> <p>Extra Services & Fees (check box, add fee as appropriate)</p> <p><input checked="" type="checkbox"/> Return Receipt (hardcopy) \$ 3.35</p> <p><input type="checkbox"/> Return Receipt (electronic) \$ _____</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery \$ _____</p> <p><input type="checkbox"/> Adult Signature Required \$ _____</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery \$ _____</p>	
<p>Postage \$.60</p>	
<p>Total Postage and Fees \$ 8.10</p>	
<p>Sent To Loretta Noreen Wall</p>	
<p>Street and Apt. No. or P.O. Box No. 845 Torrey Drive</p>	
<p>City, State, ZIP+4® Sumter, SC 29150</p>	
<p>PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions</p>	

Michael Scott, Town Manager
Greg Siler, Finance Director
Tim Kerigan, Human Resources/PIO
Shannan Parrish, Town Clerk



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Post Office Box 761
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Beth McKeel, Admin. Support Specialist

Telephone: 919.934.2116

Fax: 919.989.8937

March 8, 2023

Homemaster Properties, LLC
PO Box 1371
Smithfield, NC 27577

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A copy of the resolution declaring the intention of the Town of Smithfield Town Council to consider closing the street described above is enclosed.

Sincerely,

Shannan L. Parrish, Town Clerk

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> <i>Kaitlyn Bailey</i> <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p>
<p>1. Article Addressed to: Homemaster Properties, LLC PO Box 1371 Smithfield, NC 27577</p>	<p>B. Received by (Printed Name) C. Date of Delivery <i>Kaitlyn Bailey</i> 3-13-23</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
 9590 9402 7980 2305 3693 67	<p>3. Service Type <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Adult Signature <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Registered Mail Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery</p> <p>Mail Restricted Delivery (00)</p>
<p>2. Article Number (Transfer from service label) 7019 2280 0001 2660 8680</p>	
PS Form 3811, July 2020 PSN 7530-02-000-9053	Domestic Return Receipt

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com ®.	
OFFICIAL USE	
Certified Mail Fee \$ 4.15	
Extra Services & Fees (check box, add fees as appropriate) <input checked="" type="checkbox"/> Return Receipt (hardcopy) \$ 3.35 <input type="checkbox"/> Return Receipt (electronic) \$ _____ <input type="checkbox"/> Certified Mail Restricted Delivery \$ _____ <input type="checkbox"/> Adult Signature Required \$ _____ <input type="checkbox"/> Adult Signature Restricted Delivery \$ _____	Postmark Here
Postage \$.60	
Total Postage and Fees \$ 8.10	
Sent To Homemaster Properties, LLC	
Street and Apt. No. or PO Box No. PO Box 1371	
City, State, ZIP+4® Smithfield, NC 27577	
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

Michael Scott, Town Manager
Greg Siler, Finance Director
Tim Kerigan, Human Resources/PIO
Shannan Parrish, Town Clerk



350 East Market Street
Post Office Box 761
Smithfield, NC 27577

Beth McKeel, Admin. Support Specialist

Telephone: 919.934.2116

Fax: 919.989.8937

March 8, 2023

Lafayette Atkinson
48 South Road
White Plains, NY 10603

To Whom It May Concern:

As an abutting property owner of the east /west alley located mid-block between East Massey Street, East Johnston Street bound on the west by South Sixth Street and to the east by South Seventh Street, you are hereby notified that the Town of Smithfield Town Council will on the 4th day of April, 2023, hold a public hearing for the purpose of considering a resolution to close the east /west alley located mid-block between East Massey Street, East Johnston Street bound on the west by South Sixth Street and to the east by South Seventh Street.

You are advised that you have a right to appear at the hearing to comment and to register any objections you may have with respect to the closing.

You are further advised that this action is being taken pursuant to authority granted by G.S. 160A-299.

You are further advised that, should the alley be ordered closed and should you be aggrieved by the closing, you may appeal within thirty days from the date of the order to the General Court of Justice.

A copy of the resolution declaring the intention of the Town of Smithfield Town Council to consider closing the street described above is enclosed.

Sincerely,

Shannan L. Parrish, Town Clerk

Michael Scott, Town Manager
Greg Siler, Finance Director
Tim Kerigan, Human Resources/PIO
Shannan Parrish, Town Clerk



350 East Market Street
Post Office Box 761
Smithfield, NC 27577

Beth McKeel, Admin. Support Specialist

Telephone: 919.934.2116

Fax: 919.989.8937

March 8, 2023

Myra Lynn Atkinson
48 South Road
White Plains, NY 10603

To Whom It May Concern:

As an abutting property owner of the east /west alley located mid-block between East Massey Street, East Johnston Street bound on the west by South Sixth Street and to the east by South Seventh Street, you are hereby notified that the Town of Smithfield Town Council will on the 4th day of April, 2023, hold a public hearing for the purpose of considering a resolution to close the east /west alley located mid-block between East Massey Street, East Johnston Street bound on the west by South Sixth Street and to the east by South Seventh Street.

You are advised that you have a right to appear at the hearing to comment and to register any objections you may have with respect to the closing.

You are further advised that this action is being taken pursuant to authority granted by G.S. 160A-299.

You are further advised that, should the alley be ordered closed and should you be aggrieved by the closing, you may appeal within thirty days from the date of the order to the General Court of Justice.

A copy of the resolution declaring the intention of the Town of Smithfield Town Council to consider closing the street described above is enclosed.

Sincerely,

Shannan L. Parrish, Town Clerk

7019 2280 0001 2660 8703

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee	\$ 4.15
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ 3.35
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$.60
Total Postage and Fees	\$ 8.10

Sent To Lafayette Atkinson

Street and Apt. No. or PO Box No.
48 South Road

City, State, ZIP+4®
White Plains, NY 10603

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



7019 2280 0001 2660 8697

U.S. Postal Service™
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OFFICIAL USE

Certified Mail Fee	\$ 4.15
Extra Services & Fees (check box, add fee as appropriate)	
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$ 3.35
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	\$.60
Total Postage and Fees	\$ 8.10

Sent To Myra Lynn Atkinson

Street and Apt. No. or PO Box No.
48 South Road

City, State, ZIP+4®
White Plains, NY 10603

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions



**TOWN OF SMITHFIELD
RESOLUTION NO. 721 (04-2023)**

**DECLARING THE INTENT OF THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD TO CONSIDER
CLOSING OF AN ALLEY IN THE BLOCK BORDERED BY MASSEY, EAST JOHNSTON, SOUTH SIXTH AND
SOUTH SEVENTH STREETS**

WHEREAS, G.S. 160A-299 authorizes the Town of Smithfield to close streets and public alleys; and

WHEREAS, the Town Council considers it advisable to conduct a public hearing for the purpose of giving consideration to the closing of an alley in the block bordered by Massey, East Johnson, South Sixth and South Seventh Streets; and

NOW, THEREFORE, BE IT RESOLVED by the Town of Smithfield that:

- (1) A meeting will be held at 7:00 pm on the 4th day of April, 2023, in the Town Hall Council Chambers located at 350 East Market Street, Smithfield, NC to consider a resolution to close the alley in the block bordered by Massey, East Johnson, South Sixth and South Seventh Streets; and
- (2) The Town Clerk is hereby directed to publish this Resolution of Intent once a week for four successive weeks in the Johnstonian News.
- (3) The Town Clerk is further directed to transmit by registered or certified mail to each owner of property abutting upon that portion of said street a copy of this Resolution of Intent.
- (4) The Town Clerk is further directed to cause adequate notices of this Resolution of Intent and the scheduled public hearing to be posted as required by G.S. 160A-299.

Upon motion duly made by Councilmember Barbour, and duly seconded by Councilmember Scott, the above resolution was duly adopted by the Town Council at the meeting held on the 7th day of March, 2023, in the Town Hall.

Upon call for a vote the following Councilmembers voted in the affirmative:

Councilman Barbour, Councilman Scott, Mayor Pro-Tem Dunn, Councilman Lee, Councilman Stevens and Councilman Rabil

The following Councilmembers voted in the negative: No one

This the 7th day of March, 2023 at approximately 7:35 p.m.



M. Andy Moore, Mayor

ATTEST



Shannan L. Parrish, Town Clerk

NORTH CAROLINA
JOHNSTON COUNTY

I hereby certify that the foregoing is a true and accurate copy of a resolution duly adopted by the Town Council of the Town of Smithfield, North Carolina, at a meeting held on March 7, 2023, at 7 o'clock p.m. at the Town Hall in the Town of Smithfield.

IN WITNESS WHEREOF, I have hereunto set my hand and have caused the official corporate seal of said Town of Smithfield to be affixed, this the 8th day of March, 2023



Shannan Parrish
Shannan L. Parrish, Town Clerk

NORTH CAROLINA
JOHNSTON COUNTY

I, Bethany B. McKeel, a Notary Public, do hereby certify that Shannan L. Parrish, Town Clerk, personally appeared before me this day and acknowledged the due execution of the foregoing certification, for the purposes therein expressed.

WITNESS my hand and notarial seal this 8th day of March, 2023

Bethany B. McKeel
Bethany B. McKeel, Notary Public



My Commission Expires: August 6, 2024

TOWN OF SMITHFIELD
RESOLUTION NO. 721 (04-2023)

DECLARING THE INTENT OF THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD TO CONSIDER THE
CLOSING OF AN ALLEY IN THE BLOCK BORDERED BY MASSEY, EAST JOHNSTON, SOUTH SIXTH AND SOUTH
SEVENTH STREETS

WHEREAS, G.S. 160A-299 authorizes the Town of Smithfield to close streets and public alleys; and

WHEREAS, the Town Council considers it advisable to conduct a public hearing for the purpose of giving consideration to the closing of an alley in the block bordered by Massey, East Johnson, South Sixth and South Seventh Streets; and

NOW, THEREFORE, BE IT RESOLVED by the Town of Smithfield that:

(1) A meeting will be held at 7:00 pm on the 4th day of April, 2023, in the Town Hall Council Chambers located at 350 East Market Street, Smithfield, NC to consider a resolution to close the alley in the block bordered by Massey, East Johnson, South Sixth and South Seventh Streets; and

(2) The Town Clerk is hereby directed to publish this Resolution of Intent once a week for four successive weeks in the Johnstonian News.

(3) The Town Clerk is further directed to transmit by registered or certified mail to each owner of property abutting upon that portion of said street a copy of this Resolution of Intent.

(4) The Town Clerk is further directed to cause adequate notices of this Resolution of Intent and the scheduled public hearing to be posted as required by G.S. 160A-299.

The Johnstonian

March 8, 15, 22, 29, 2023

Town of Smithfield
Notice of Public Hearing

The public will take notice that the Town Council of the Town of Smithfield will on the 4th day of April, 2023 in the Council Chambers located at 350 East Market Street pursuant to NCGS 160A-299, consider a resolution to close the alley in the block bordered by Massey, East Johnson, South Sixth and South Seventh Streets.

All abutting property owners are hereby notified to appear at this meeting to present any objections that they may have with respect to the closing of the street.

Shannan L. Parrish, Town Clerk
The Johnstonian
March 22, 2023

Alley Closure

Project Name:
Alley Closure

Location:
Massey St, East Johnson St,
S. Sixth St and Seventh St.

Tax ID#:
15026057, 15026058,
15026058B, 15026054,
15026059, 15026052

Adjacent Property Owners:
Twin States Farming Incorp.
Wall, Loretta Noreen
Atkinson, Lafayette
Homemaster Properties, LLC

Existing Zoning:
R-8 CZ and R-8

Applicant:
Twin States Farming, Inc:



Map created by the Mark E. Helmer,
AICP, CFM, Senior Planner on 3/24/2023





Request for Town Council Action

Public
Hearing: ZA-23-02
Date: 04/04/2023

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

Issue Statement

Request to amend the Unified Development Ordinance, Article 7, Section 7.3 Accessory Uses and Structures to allow two accessory structures per residential lot.

Financial Impact

None.

Action Needed

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

Recommendation

Planning Staff and the Planning Board recommend approval of the zoning text amendment ZA-23-02 with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

Approved: Town Manager Town Attorney

Attachments:

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



Staff Report

Public Hearing: ZA-23-02

REQUEST:

Staff and the Planning Board are recommending the Town Council adopt an ordinance amendment to allow two accessory structures per residential lot.

ANALYSIS:

In 2001, the Town Council approved allowing 2 accessory structures on lots greater than ½ acre in the R-20A district in conjunction with updates to 160D. Recently, the Council requested staff to consider another amendment for accessory structures to extend the allowance to all residential lots. The opinion of the Council was that many residential properties already have 2 accessory structures and those following the rules were only limited to one. Also, many homes in Smithfield lack a garage leaving homeowners limited storage space. The existing exemption for pool houses not exceeding 150 sq. ft. and granny pods not exceeding 300 sq. ft. will remain. An accessory Dwelling Unit (ADUs) in the R-20A zoning district will be considered one of the two allowed accessory structures if it is a free-standing structure and not included within another.

The number of accessory structures on a lot may be limited because of impervious surface limits on some platted lots, septic system conflicts, or setbacks. All accessory structures will still require a zoning permit from the Town and those over 200 sq. ft. will require a building permit from Johnston County Inspections.

CONSISTENCY STATEMENT (STAFF OPINION):

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

RECOMMENDATION:

Planning Staff and the Planning Board recommend approval of the zoning text amendment ZA-23-02 with a statement declaring the request consistent with the Town of Smithfield Comprehensive Growth Management Plan and that the request is reasonable and in the public interest.

STAFF RECOMMENDED MOTION:

*"Move to approve zoning text amendment, ZA-23-02, amending Section 7.3 of the UDO to allow 2 accessory structures per residential lot finding the amendment consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public **interest.**"*

DRAFT ORDINANCE # ZA-23-02
AN ORDINANCE TO AMEND THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
ARTICLE 7, SECTION 7.3 ACCESSORY USES AND STRUCTURES TO ALLOW TWO
ACCESSORY STRUCTURES PER RESIDENTIAL LOT.

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 7, Section 7.3 Accessory Uses and Structures to allow two accessory structures per residential lot.

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

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

[Revise Article 7, Section 7.3 to allow two accessory structures per residential lot and reorder moving fence regulations after accessory building regulations and before satellite dish antennas regulations.]

PART 1

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

SECTION 7.3 ACCESSORY USES OR STRUCTURES.

7.3.1. Structures such as storage sheds, garden sheds, and similar structures shall be considered accessory buildings, even though they may be capable of being lifted or disassembled and removed from the property.

7.3.2. No tent, mobile home, camper, travel trailer, nor any other temporary, portable, or removable trailer, container, vehicle or structure of any kind may be considered an accessory building, whether or not the wheels, axles, and/or tongue have or has been removed and whether or not the container, structure, or vehicle as described herein has been placed on a foundation, except as hereinafter described.

7.3.3. Accessory buildings may occupy 10% of the gross lot area, must be built a minimum of ten (10) feet from any lot line, and except for attached garages, must be built to the rear of the principal building in accordance with Section 8.13.2.

7.3.5. Accessory buildings shall not be erected within ten (10) feet of any other accessory building.

7.3.6. No accessory building or use may be erected or installed on any lot where a principal building does not exist.

7.3.7. No lot shall have in excess of one two accessory building buildings, except that granny pods not exceeding three hundred (300) square feet and pool houses not exceeding one hundred fifty (150) square feet are permitted. Accessory building numbers limitation on property are exempt if the property is identified as having farm tax identification number. Properties greater than 1/2 acre in size in the R20-A zoning district may have up to two (2) accessory structures with a valid zoning permit. The side and rear setbacks for farm property shall be the same as other accessory buildings.

7.3.8. The accessory structures shall be in accordance with Article 10, Part VI Stormwater Management.

7.3.9. A zoning permit shall be obtained prior to placement or construction of any accessory structures on any lot.

7.3.10. Fences

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

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

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

7.3.10.3. Fences shall be installed such that exposed framing faces the interior yard and not toward adjacent properties or public rights-of-way.

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

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

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

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

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

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

~~**7.3.4.** Accessory buildings may occupy 10% of the gross lot area, must be built a minimum of ten (10) feet from any lot line, and except for attached garages, must be built to the rear of the principal building in accordance with Section 8.13.2.~~

~~**7.3.5.** Accessory buildings shall not be erected within ten (10) feet of any other accessory building.~~

~~**7.3.6.** No accessory building or use may be erected or installed on any lot where a principal building does not exist.~~

~~**7.3.7.** No lot shall have in excess of one accessory building, except that granny pods not exceeding three hundred (300) square feet and pool houses not exceeding one hundred fifty (150) square feet are permitted. Accessory building numbers limitation on property are exempt if the property is identified as having farm tax identification number. Properties greater than 1/2 acre in size in the R20-A zoning district may have up to two (2) accessory structures with a valid zoning permit. The side and rear setbacks for farm property shall be the same as other accessory buildings.~~

PART 3

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 4th day of April, 2023.

M. Andy Moore, Mayor

ATTEST

Shannan L. Parrish, Town Clerk

DRAFT

THE TOWN OF SMITHFIELD
UNIFIED DEVELOPMENT ORDINANCE
AMENDMENT CONSISTENCY STATEMENT
BY THE SMITHFIELD TOWN COUNCIL
ZA-23-02

Whereas the Smithfield Town Council, upon acting on a zoning ordinance amendment to the *Unified Development Ordinance* and pursuant to NCGS §160D-605, 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 §160D-605, 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-23-02 is based upon review of and consistency with, the Town of Smithfield *Comprehensive Growth Management Plan* and any other officially adopted plan that is applicable, along with additional agenda information provided to the Town Council and information provided at the 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-23-02 is based upon review of, and consistency, the Town of Smithfield *Comprehensive Growth Management Plan* and other officially adopted plans that are applicable; and

It is the objective of the Town Council to have the *Unified Development Ordinance* promote regulatory efficiency and consistency and the health, safety, and general welfare of the community. The zoning 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:

Planning Department	350 E Market Street
Petitioner's Name	Address or PO Box
Smithfield	919-934-2116
City, State, Zip Code	Telephone

Proposed amendment to the Town of Smithfield Unified Development Ordinance:
 Amend UDO, Section 7.3 Accessory Uses or Structures to allow two accessory structures per lot

(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.

Stephen Wynn
 Signature of Petitioner

2/8/23
 Date

FOR OFFICE USE ONLY

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

**Town of Smithfield
Draft Planning Board Minutes
Thursday, March 2nd, 2023
Town Hall Council Chambers
6:00 PM**

Members Present:

Chairman Mark Lane
Vice-Chairman Debbie Howard
Alisa Bizzell
Brian Stanley
Doris Wallace

Members Absent:

Ashley Spain
Wiley Narron

Staff Present:

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

Staff Absent:

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA Debbie Howard made a motion to approve the agenda; seconded by Doris Wallace. Unanimously approved

APPROVAL OF MINUTES for February 2nd, 2023

Doris Wallace made a motion to approve the minutes, seconded by Alisa Bizzell. Unanimously approved.

NEW BUSINESS

ZA-23-02 Town of Smithfield: The applicant is requesting an amendment to Unified Development Ordinances, Article 7, Section 7.3 to allow two accessory structures per residential lot.

Mark Helmer stated that Planning staff is requesting the Planning Board recommend approval of an ordinance amendment to allow two accessory structures per residential lot. In 2001, the Town Council approved allowing 2 accessory structures on lots greater than ½ acre in the R-20A district in conjunction with updates to 160D. Recently, the Council requested staff to consider another amendment for accessory structures to extend the allowance to all residential lots. The opinion of the Council was that many residential properties already have 2 accessory structures and those following the rules were only limited to one. Also, many homes in Smithfield lack a garage leaving homeowners limited storage space. The existing exemption for pool houses not exceeding 150 sq. ft. and granny pods not exceeding 300 sq. ft. will remain. An accessory Dwelling Unit (ADUs) in the R-20A zoning district will be considered one of the two allowed accessory structures if it is a free-standing structure and not included within another. The number of accessory structures on a lot may be limited because of impervious surface limits on some platted lots, septic system conflicts, or setbacks. All accessory structures will still require a zoning permit from the Town and those over

200 sq. ft. will require a building permit from Johnston County Inspections. Staff finds the zoning text amendment as proposed consistency with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest.

Debbie Howard made a motion to recommend approval of zoning text amendment, ZA-23 -02 amending Section 7.3 to allow 2 accessory structures per residential lot finding the amendment consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest; seconded by Doris Wallace. Unanimously approved.

CA-23-03 Town of Smithfield: The applicant is requesting an amendment to the Smithfield Town Plan that adopts a new volume titled Comprehensive Pedestrian Plan.

Stephen Wensman stated The Town Plan, adopted in 2020, included a recommendation that the Town pursue a Pedestrian Plan through the NCDOT Pedestrian Planning Grant Program. The Town Council adopted a Resolution of Support for a grant application on 07/09/2019. NCDOT awarded the Town a grant and assigned AECOM to prepare the plan. The draft plan is the culmination of a planning process to improve pedestrian safety, connectivity, health and wellbeing through recommended infrastructure projects and community policies and programs. This effort was led by the North Carolina Department of Transportation's (NCDOT) Integrated Mobility Division (IMD), AECOM as the project consultant, and the locally appointed Steering Committee. With the adoption of the Pedestrian Plan, the Town will be well positioned to pursue funding opportunities with NCDOT for pedestrian projects. The Plan will also help the Town prioritize its spending on pedestrian facility projects.

Debbie Howard asked if there would ever be a pedestrian walk from Little Brown Jug to Hwy 70? Stephen Wensman said the Town just applied for a CMAQ grant. If it is approved, the Town will build a trail from the bridge to Wilson's Mills Rd. Stephen Wensman said that DOT has a complete street program. That means they will put in the trails and pedestrian amenities and not at the Town's cost. DOT will cover all costs but it has to be shown on the comp plan. This will essentially be an addendum to the comp plan. Doris Wallace asked why the trail was stopping at Wilson's Mills Rd when you have all the homes that go down Market Street? Stephen Wensman said we're building from the downtown outward and that's a busy road. He stated he knew it was difficult to get down Wilson's Mills Rd and Hwy 70, But we have to start somewhere. That's as much funding as the Town could secure for a trail at this time.

Debbie Howard made a motion to recommend the Town Council adopt the Pedestrian Plan; seconded by Alisa Bizzell. Unanimously approved

Old Business

Stephen Wensman brought up the street tree ordinance concerning landscaping trees across Town. He stated some of them are being cut down too far until they resemble shrubs. Our ordinance states you need to maintain your landscaping but it doesn't indicate how. He suggested to the Planning Board that some language be crafted for regulated commercial landscaping.

Mark Helmer stated that the Planning Department has been trying to make changes to the sign code. The last variance that came to us was a recommendation that we change the ordinance to allow for more signage. We now allow signs on all street fronts. We allow wall signs on all sides of the building that have public parking. We place a limit on the maximum number of signs to 4 per property. He asked the board if they wanted to do away with the quantity of signs and just regulate by the total square footage. It gives businesses more flexibility. The Planning Board was in agreement to come back with an ordinance to change the sign code.

Stephen Wensman stated RV's as temporary housing is intended for emergency use in our code but it isn't written well. A few citizens have requested this and it's been difficult to say no. An emergency should consist of a flood or fire, something that's out of the person's control. We can bring this back to the board at a later date.

Stephen Wensman said there is also concern about vehicles parking on the grass in their front yards. He asked the boards opinion about this. Bryan Stanley asked how it would be enforced? Debbie Howard suggested that a provision be placed in the code that parking must be on an approved surface such as gravel or a concrete pad. We can always keep this issue in mind and revisit this later.

Stephen Wensman also suggested proactive rezonings. One example of proactive rezonings could be to creating a zoning district that is unique to the ETJ, a district that can be custom tailored to better serve the rural areas within the Town of Smithfield Planning and Zoning Jurisdiction. This may be something to consider at a later.

Adjournment

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

Respectfully Submitted,



Julie Edmonds
Administrative Support Specialist



PLANNING DEPARTMENT

Mark E. Helmer, AICP, CFM, Senior Planner

Notice Of Public Hearings

Notice is hereby given that the Town Council of the Town of Smithfield will conduct public hearings during the course of their open meeting which starts at 7:00 P.M. on Tuesday, April 4, 2023 in the Town Hall Council Chambers located at 350 East Market Street to consider the following requests:

ZA-23-02 Town of Smithfield: The applicant is requesting an amendment to Unified Development Ordinances, Article 7, Section 7.3, Accessory Uses or Structures to allow two accessory structures per residential lot.

CA-23-03 Town of Smithfield: The applicant is requesting an amendment to the Smithfield Town Plan that adopts a new volume titled Comprehensive Pedestrian Plan.

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 March 22 and March 29, 2023.



Request for Town Council Action

Public Hearing: Ped Plan Adoption
Date: 04/04/2023

Subject: Pedestrian Plan
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Public Hearing

Issue Statement

Staff and the Planning Board recommend the adoption of the Pedestrian Plan.

Financial Impact

None

Action Needed

To hold a public hearing on the Pedestrian Plan and make a decision to adopt, adopt with changes, or to deny the adoption of the plan.

Recommendation

Planning Staff and the Planning Board recommend the Town Council adopt the Pedestrian Plan as an addendum to the Town Plan (Comprehensive Plan and Transportation Plan).

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Pedestrian Plan – Separate Attachment



Staff Report

Public Hearing: Ped Plan Adoption

Overview:

The Town Plan, adopted in 2020, included a recommendation that the Town pursue a Pedestrian Plan through the NCDOT Pedestrian Planning Grant Program. The Town Council adopted a Resolution of Support for a grant application on 07/09/2019. NCDOT awarded the Town a grant and assigned AECOM to prepare the plan. The draft plan is the culmination of a planning process to improve pedestrian safety, connectivity, health and wellbeing through recommended infrastructure projects and community policies and programs. This effort was led by the North Carolina Department of Transportation's (NCDOT) Integrated Mobility Division (IMD), AECOM as the project consultant, and the locally appointed Steering Committee. With the adoption of the Pedestrian Plan, the Town will be well positioned to pursue funding opportunities with NCDOT for pedestrian projects. The Plan will also help the Town prioritize its spending on pedestrian facility projects.

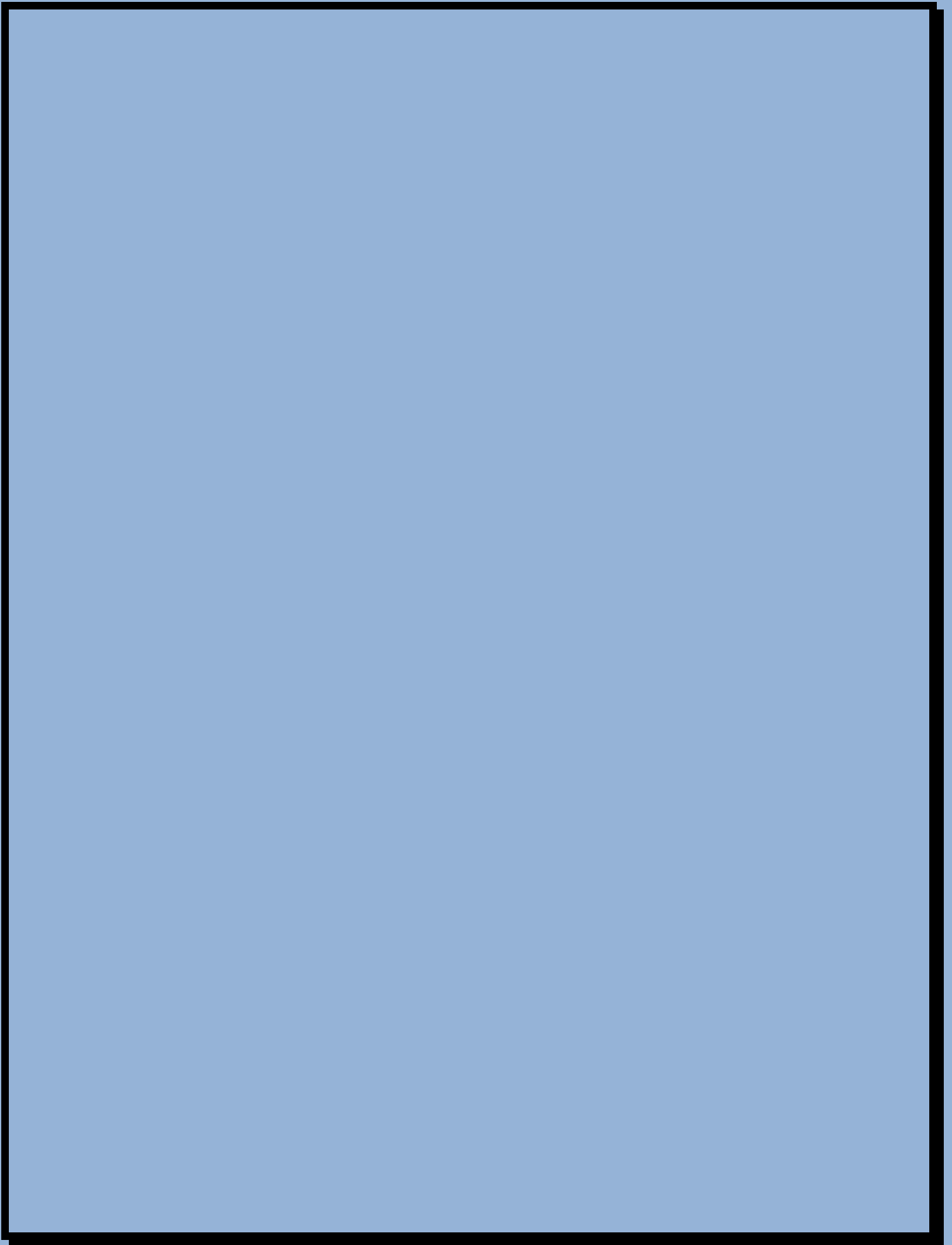
Recommendation:

Staff and the Planning Board recommend the adoption of the Pedestrian Plan as an addendum to the Town Plan.

Recommended Motion:

"Move to adopt the Pedestrian Plan as an addendum to the Town Plan.

Consent Agenda Items



The Smithfield Town Council met in regular session on Tuesday, March 7, 2023 at 7:00 p.m. in the Council Chambers of the Smithfield Town Hall, Mayor Pro-Tem John A. Dunn, presided.

Councilmen Present:

Marlon Lee, District 1
Sloan Stevens, District 2
Travis Scott, District 3
Dr. David Barbour, District 4
Stephen Rabil, At-Large

Councilmen Absent

M. Andy Moore, Mayor
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, Interim Police Chief
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 Pro-Tem Dunn 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 Scott made a motion, seconded by Councilman Barbour, to approve the agenda with the following amendments:

Add to the Consent Agenda:

Item 10: Special Event: Day of Awesomeness – The Innovation Academy is requesting approval to hold an event on March 24, 2023 from 12:00 pm until 2:30 pm at Smith-Collins Park

Item 11: Consideration and request for approval to appoint Sharon Lynch to serve a first term on the Appearance Commission and Historic Properties Commission and to appoint Thomas Bell to the Board of Adjustment

Move Consent Agenda Item 6: *Consideration and request for approval to assist Smithfield Selma High School with repairs to its scoreboard* to the Business Items

Unanimously approved

PRESENTATION:

1. Administering Oath of Office to New Police Officer - Amara Miller

Mayor Pro-Tem Dunn administered the Oath of Office to new Police Officer Amara Miller and welcomed her to the Town of Smithfield.

Kaylee Stavlas, 2023 Miss Smithfield Teen, introduced herself to the Council and explained she was the first Miss Smithfield Teen and that she would be competing for the Miss North Carolina Teen in June. She explained she started her own nonprofit agency called NEX GEN CEO whereby she empowers the next generation of entrepreneurs. She will be hosting a business event at the Aquatic Center on May 13th and invited everyone to attend.

PUBLIC HEARINGS:

1. Municipal Service District Public Hearing and Contract Approval

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

Town Manager Michael Scott explained this item was on the agenda because the contract between the Downtown Smithfield Development Corporation (DSDC) and the Town of Smithfield had expired. In order to renew the contract, the Town had to solicit input from the property owners, use a bid process to select a private entity and finally hold a public hearing. In the request for proposals, only one was received from the Downtown Smithfield Development Corporation. A copy of the proposed contract was provided to the Council for review. The Town Manager also stated the term of this contract was three years and three months to align with the Town's fiscal year.

Mayor Pro-Tem Dunn asked if there were any questions from Council.

Councilman Scott stated he appreciated the efforts of the DSDC, but some of the comments from the business owners was concerning. He asked how the Town can challenge the DSDC to make improvements.

The Town Manager responded he believed it was the intent of the DSDC board to meet with some Council members and listen to the issues and create an action plan on how best to deal with them.

Councilman Scott questioned if a three-year contract was standard procedure.

The Town Manager responded that statute allows for a contract not to exceed five years. Based on comments and concerns, it was more prudent to enter into a lesser contract time. This would give the DSDC ample time to address the concerns and make improvements.

Councilman Barbour questioned if the Town Manager was currently serving on the DSDC board. The Town Manager responded that he was serving on the board.

Mayor Pro-Tem Dunn asked if there was anyone in attendance who wished to speak on the matter.

Sarah Edwards, Executive Director of the DSDC, explained to the Council that the DSDC was willing to meet with members of the Council to discuss their concerns and to ensure that the DSDC and the Town Council understood the DSDC responsibilities within the downtown.

Councilman Scott questioned if the DSDC was comfortable with the three year contract. Ms. Edwards responded that for stability purposes, a five-year contract would be better. She explained the DSDC had signed a letter of engagement with a firm to complete a downtown master plan which would be a long process.

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

Councilman Scott asked the Town Manager what other options were explored for the municipal service district.

The Town Manager responded there were only two options. The Town could contract with an outside nonprofit organization to administer the property tax for the municipal service district or the Town could assume responsibility. The DSDC has had a long-standing partnership with the Town and we'd like to give them the opportunity to improve. The Town is prepared to do whatever the Council so chooses.

Councilman Barbour stated the three-year contract was a reasonable amount of time for the DSDC to show improvements and he felt more comfortable with the Town Manager serving on the DSDC board.

Councilman Barbour made a motion, seconded by Councilman Stevens, to approve the three-year and three-month contract with the Downtown Smithfield Development Corporation for management of the Municipal Service District. Unanimously approved.

2. Unified Development Ordinance Text Amendment – Town of Smithfield (ZA-22-04): The applicant was requesting an amendment to Unified Development Ordinances, Article 10, Part VI, Stormwater Management that incorporates revisions mandated by the North Carolina Department of Environmental Quality.

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

Planning Director Stephen Wensman explained this was a technical ordinance amendment mandated by the North Carolina Department of Environmental Quality (NCDEQ). He explained the NCDEQ updates its Local Program requirements for stormwater management from time to time. This year the Town was required to resubmit its Local Program to the NCDEQ for review. The local program consists of the following:

- New development plan review and approval
- Stormwater control measure (SCM) maintenance
- Rule enforcement procedures
- Public education
- Storm sewer system mapping
- Illegal discharge removal

As part of the Local Program review, the Town is required to update its stormwater management ordinance. NCDEQ has approved the draft ordinance and the Town has 6-months to adopt the new ordinance (May 1, 2023).

Mr. Wensman explained the amendments to the ordinance. He further explained the draft ordinance included new strengthened language for stormwater operations and maintenance and special requirements for Homeowners Associations (HOAs). HOAs will be required to establish escrow accounts to ensure there are adequate funds for long term maintenance.

Consistency Statement (Staff Opinion):

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

Recommendation:

Planning Staff and the Planning Board recommend the Town Council recommend approval of the zoning text amendment ZA-22-04 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.

Planning Director Stephen Wensman has incorporated his entire record and provided it to the Council in written form in the March 7, 2023 agenda packet.

Mayor Pro-Tem Dunn asked if there were any questions from Council.

Councilman Rabil questioned if this applied only to new construction. Mr. Wensman responded this would only apply to new construction.

Councilman Barbour questioned the one-acre exemption and if that applied only to new construction. Mr. Wensman responded that it only applied to new construction.

Mayor Pro-Tem Dunn questioned the escrow for the Homeowner's Association. Mr. Wensman responded it would probably be based on their management plan.

Councilman Scott stated the Town has suffered from large rain events in the past and the Town needed to be more proactive in managing stormwater. He was thankful that the ordinance was being updated to address stormwater in the Town.

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

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

Councilman Barbour made a motion, seconded by Councilman Rabil, to approve zoning text amendment, ZA-22-04, finding the amendment consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest.

Due to the Size of the Ordinance
{Attached hereto and made a part of these official minutes is the adopted Zoning Text Amendment ZA-2204 which is on file in the Office of the Town Clerk}

- 3. Unified Development Ordinance Text Amendment – Town of Smithfield (ZA-2301):** The applicant is requesting an amendment to the Unified Development Ordinances, Article 8, Section 8.11 to change the maximum building height from 40 to 80 feet within the Heavy Industrial zoning district.

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

Planning Director Stephen Wensman explained this was a simple ordinance amendment to increase the maximum building height from 40 to 80 feet in the Heavy Industrial District. In December 2022, the Town rezoned a parcel on Citation Lane from Light Industrial to Heavy Industrial. As with Light Industrial standards, a greater building height standard is needed.

Consistency Statement (Staff Opinion):

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

Recommendation:

Planning Staff and the Planning Board recommend the Town Council recommend approval of the zoning text amendment ZA-23-01 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.

Planning Director Stephen Wensman has incorporated his entire record and provided it to the Council in written form in the March 7, 2023 agenda packet.

Mayor Pro-Tem Dunn asked if there were any questions from Council.

Councilman Scott questioned if staff was working on an airport overlay district and if this change in building height would have any impact on potential Heavy Industrial Zoning projects in the airport area.

Mr. Wensman responded the Town would review any Heavy Industrial Zoning projects in the vicinity of the airport. The airport would also have the opportunity to review any plans.

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

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

Councilman Barbour made a motion, seconded by Councilman Scott, to approve zoning text amendment, ZA-23-01, amending Article 8, Section 8.11 to change the maximum building height to 80 feet in the Heavy Industrial District finding the amendment consistent with the Town of Smithfield Comprehensive Growth Management Plan and other adopted plans, and that the amendment is reasonable and in the public interest. Unanimously approved

CITIZEN’S COMMENTS: None

CONSENT AGENDA:

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

1. The following minutes were approved:
 - February 7, 2023 – Regular Meeting
 - February 7, 2023 – Closed Session
2. Special Event – Discover Construction Day: Approval was granted to the Johnston County Building Industry Association to hold an event on March 16, 2023 from 8:00 am until 3:00 pm in the 300 block of Bridge Street. Closure of the street was also granted.
3. Special Event – SkyFest 2023: Approval was granted to the Johnston Regional Airport to hold an event on March 25, 2023 from 9:00 am until 3:00 pm at the Airport. Amplified sound and food trucks were also permitted.
4. Approval was granted to temporarily promote a Police Sergeant to the rank of Police Lieutenant
5. Approval was granted to promote a Police Officer II to the rank of Master Police Officer (MPO)
6. Contract was awarded to Maurer Architecture in the amount of \$43,647.00 for the design and administrative services for the Hastings House renovations.
7. Contract was awarded to Dun-Right Services in the amount of \$32,385.00 to rehabilitate sanitary sewer manholes

8. New Hire Report

<u>Recently Hired</u>	<u>Department</u>	<u>Budget Line</u>	<u>Rate of Pay</u>
Diesel Equipment Mechanic	PW – Garage	10-60-6200-5100-0200	\$28.85/hr. (\$60,008.00/yr.)
Electric Line Technician	PU – Electric	31-72-7230-5100-0200	\$27.55/hr. (\$57,304.00/yr.)
Police Officer I (Bi-lingual)	Police	10-20-5100-5100-0200	\$22.90/hr. (\$51,204.40/yr.)
P/T SRAC Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$15.00/hr.
Water Plant Operator Trainee(2)	PU – Water Plant	30-71-7200-5100-0200	\$16.87/hr. (\$35,089.60/yr.)

<u>Current Vacancies</u>	<u>Department</u>	<u>Budget Line</u>
Electric Line Technician	PU – Electric	31-72-7230-5100-0200
Licensed Water Plant Operator	PU – Water Plant	30-71-7200-5100-0200

Police Chief	Police	10-20-5100-5100-0200
Police Officer	Police	10-20-5100-5100-0200
P/T Collections Assistant	PU – Electric/Customer Service	31-72-7230-5100-0200
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200
Utility Line Mechanic	PU – Water/Sewer	30-71-7220-5100-0200

9. Special Event – Day of Awesomeness: The Innovation Academy was granted approval to hold an event on March, 24, 2023 from 12:00 pm until 2:30 pm at Smith Collins Park

10. Board Appointment

- Sharon Lynch was appointed to serve a first term on the Appearance Commission and Historic Properties Commission
- Thomas Bell was appointed to serve a first term on the Board of Adjustment

BUSINESS ITEMS:

1. Consideration and request for approval to adopt Resolution No. 721 (04-2023) to begin the process of closing an alley in the block bordered by Massey, East Johnston, Sixth and Seventh Streets

Planning Director Stephen Wensman addressed the Council on a request from Olivia Holding to permanently close an alley within the block bordered Massey, East Johnson South, Sixth and Seventh Streets. The purpose of the right-of-way closure is to facilitate the sale of the adjacent Twin States Farming, Inc. properties for future development. Once permanently closed, the alley right-of-way will be divided down the centerline and each half will revert to the adjacent land owners.

Mr. Wensman further explained that two year ago, the Town Council approved the Spring Branch Commons residential development. This is phase two of the project and one of the conditions of approval was that the alley be closed. Without this closure, the development cannot proceed.

The Council was being asked to adopt a Resolution of Intent to close the public right of way and set the date for the public hearing.

Councilman Scott questioned if all the affected property owners would be notified. Mr. Wensman responded all would be notified.

Mayor Pro-Tem Dunn stated it appeared this was not a physical alleyway. Mr. Wensman responded the alleyway was never built.

Councilman Barbour made a motion, seconded by Councilman Scott, to adopt the Resolution of Intent No. 721 (04-2023) to begin the process of closing the public right of way and to schedule the public hearing on this matter for April 4, 2023. Unanimously approved.

**TOWN OF SMITHFIELD
RESOLUTION NO. 721 (04-2023)
DECLARING THE INTENT OF THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD TO CONSIDER
CLOSING OF AN ALLEY IN THE BLOCK BORDERED BY MASSEY, EAST JOHNSTON, SOUTH
SIXTH AND SOUTH SEVENTH STREETS**

WHEREAS, G.S. 160A-299 authorizes the Town of Smithfield to close streets and public alleys; and
WHEREAS, the Town Council considers it advisable to conduct a public hearing for the purpose of giving consideration to the closing of an alley in the block bordered by Massey, East Johnson, South Sixth and South Seventh Streets; and

NOW, THEREFORE, BE IT RESOLVED by the Town of Smithfield that:

- (1) A meeting will be held at 7:00 pm on the 4th day of April, 2023, in the Town Hall Council Chambers located at 350 East Market Street, Smithfield, NC to consider a resolution to close the alley in the block bordered by Massey, East Johnson, South Sixth and South Seventh Streets; and
- (2) The Town Clerk is hereby directed to publish this Resolution of Intent once a week for four successive weeks in the Johnstonian News.
- (3) The Town Clerk is further directed to transmit by registered or certified mail to each owner of property abutting upon that portion of said street a copy of this Resolution of Intent.
- (4) The Town Clerk is further directed to cause adequate notices of this Resolution of Intent and the scheduled public hearing to be posted as required by G.S. 160A-299.

Upon motion duly made by Councilmember Barbour, and duly seconded by Councilmember Scott, the above resolution was duly adopted by the Town Council at the meeting held on the 7th day of March, 2023, in the Town Hall.

Upon call for a vote the following Councilmembers voted in the affirmative:

Councilman Barbour, Councilman Scott, Mayor Pro-Tem Dunn, Councilman Lee, Councilman Stevens and Councilman Rabil

The following Councilmembers voted in the negative: No one

2. Consideration and request for approval of additional funds for the replacement of boilers at the Smithfield Recreational and Aquatics Center

Parks and Recreation Director Gary Johnson explained that during last year's budget sessions, staff worked with Johnston County Public Schools (JCPS) to replace the boilers at the Aquatics Center. One is completely inoperable and the other is nearing its useful life. JCPS was the lead on this project and were initially given a projected cost of \$140,000 which meant the Town would be responsible for 50% of the cost via the joint use agreement. JCPS received bids for the project and the lowest bid was \$290,804 which was approximately \$75,000 more than was budgeted. Staff was requesting the additional funds needed for the project be used from general fund contingency funds.

Councilman Scott questioned when the boilers were last replaced. Mr. Johnson responded they were original to the building.

Councilman Barbour stated there was little choice in the matter since they had to be replaced.

Councilman Barbour made a motion, seconded by Councilman Rabil, to approve the additional funds of \$75,152 for replacement of the boilers at the Aquatic Center. General Fund contingency funds would be used for the budgeted shortfall. Unanimously approved.

3. Consideration and request for approval to assist Smithfield Selma High School with repairs to its scoreboard.

Town Manager Michael Scott informed the Council the Town was recently approached by High School administration concerning assistance with their new scoreboard. He explained that last fall during a wind event, the scoreboard was twisted. The cost to upgrade the scoreboard and repairing it to engineering standards was \$6,200. They asked if the Town could assist them with half the cost. The Town Manager further explained there was an additional \$1,000 in the non-departmental budget for school use. This was to be allocated to the ALA Charter School, but since they were unable to annex into the Town, those funds were not disbursed to the Charter School. An extra \$2,100 would be needed if the Council chose to fund half of the project.

Councilman Barbour questioned if the school's insurance would not cover the damage. The Town Manager had asked the same thing of the school's administration and was informed that insurance would not cover the damages.

Councilman Scott stated that he fully supported the school, but questioned if Selma was going to contribute to this project. The Town Manager was unsure if Selma was contributing to this project, but stated the reason he was suggesting funding half the project was so the school could find funding for the other half.

Councilman Lee stated he had some concerns with this request because if the Town assisted the high school then other area schools could come to the Town asking for additional assistance for their needs.

Mayor Pro-Tem Dunn stated this was a county facility and questioned if the County should bear the responsibility for the repairs and not the Town.

Councilman Scott made a motion, seconded by Councilman Barbour, to provide the \$1,000 in the non-departmental school use line for repairs to the Smithfield Selma High School scoreboard. The High School administration should seek additional funding from other sources. Councilman Scott, Councilman Barbour, Mayor Pro-Tem Dunn, Councilman Stevens, Councilman Rabil voted in favor of the motion. Councilman Lee voted against the motion. Motion passed 5 to 1.

4. FY 2023-2024 Budget Discussions

Town Manager Michael Scott informed the Council they had received a copy of the draft budget. He explained this was a starting point for budget discussions. He stated the Council could recess this meeting to a date time certain to hold the first budget workshop or the Council could adjourn this meeting and schedule a special meeting.

Councilman Barbour suggested creating polls for the Council's availability for the next several months.

Councilmembers Comments:

- Councilman Scott questioned if staff was looking at preventative maintenance for the Town's streets. Public Works Director Lawrence Davis responded that staff was trying to be proactive with streets and sidewalks.
- Councilman Lee questioned if the CDGB Housing Revitalization program was still ongoing. Town Manager Michael Scott responded two houses had to be completely rebuilt. Construction on those houses should be completed within 90 days. He anticipated that the grant would be closed out sometime in the summer.

Councilman Lee questioned if the Town could hold a ribbon cutting ceremony for the trail since a lot of people are already using the trail. He also stated that he's seen a lot of people walking the trail with their dogs and they are not on leashes. The Town Manager responded that once the pond area was cleaned up that would be a good time to do a ribbon cutting ceremony.

Councilman Lee informed the public that there would be an Easter Egg Hunt at Smith-Collins Park on April 8th from 10:00 am until 2:00 pm.

Town Manager's Report:

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

- Annual Litter Sweep is scheduled for April 22nd.
- Mother Son Dance is scheduled for April 29th
- As the water plant expansion project near closure, staff is preparing for an open house at the facility once everything is complete and totally operational.
- As the water plant expansion project near closure, staff is preparing for an open house at the facility once everything is complete and totally operational.

Adjourn

Having no further business, Councilman Barbour made a motion, seconded by Councilman Scott to adjourn the meeting. The meeting adjourned at approximately 8:13pm.

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk

DRAFT



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 04/04/2023

Subject: Partnership for Children of Johnston County
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

Partnership for Children would like to hold a five-year anniversary for the park opening and the grand opening for their children's stage.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application



Staff Report

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

Partnership for Children would like to hold a five year anniversary for the park opening and the grand opening for their children's stage. This event will be held at Community Park on April 15, 2023 from 10:00 am to 1:00 pm. Setup would begin at 8:30 am and cleanup would end by 2:00 pm. No food or goods will be sold. One food truck will be present to sell food. Amplified sound will be used between 10:00 and 1:00 pm. Over 100 people are expected to attend.



Temporary Use Permit Application

Completed applications must be submitted at least 4 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event _____
 - Over 100 people in attendance
 - Live Band or Amplified Sound _____
 - Requires closure or blockage of Town Street
 - Involves Food Trucks
 - Requires Security (potential safety, security concerns)
 - Involves structures larger than 200 square feet and canopies larger than 400 square feet
 - Involves Town Park property
 - Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

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

Childrens Stage Grand Opening	Partnership for Children Playground at Community Park
Name of Event	Location of Event/Use (exact street address)

APPLICANT:

Name Partnership for Children

Address 1406-A S. Pollock St., Selma 27576

Phone number (919) 202-0002

Email address bmoore@pfcjc.org

Event date April 15, 2023

Event start time 10:00 am

Event set up time 8:30 am

Sound Amplification Type DJ/Speakers

Sound Amplification Time 10:00 am - 1:00 pm

PROPERTY OWNER:

Name Town of Smithfield Parks and Recreation

Address 600 M. Durwood Stephenson Pkwy, Smithfield

Phone number (919) 934-2148

Email address gary.johnson@smithfield-nc.com

Will alcohol be sold or served? Y or N

Event end time 1:00 pm

Event cleanup time 2:00 pm

Will food or goods be sold? Y or N

Food Trucks (if applicable 1) (Each Food Truck Requires Certificate of Inspections by Johnston County Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

OWNERS AUTHORIZATION

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

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

Property owners name (print Town of Smithfield Parks & Recreation
Address Smithfield Parks and Recreation Zip _____

Phone number _____ Email _____

Signature: _____ Date: _____

OWNER'S CONSENT FORM

Name of Event: Children's Stage Grand Opening Submittal Date: March 22, 2023

OWNERS AUTHORIZATION

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

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


Signature of Owner

Gary Johnson
Print Name

3.23.23
Date

Security agency name & phone, if applicable: _____
(If using Smithfield Police, applicant must contact the PD to schedule security.)

Will any town property be used (i.e., streets, parks, greenways)? Partnership for Children Park

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

Are event trash cans needed? Y or N How many? _____

Please provide a detailed description of the proposed temporary use or special event:

Five year anniversary for the park opening and ribbon cutting for the new children's stage

Temporary Use Submittal Checklist:

1. Completed Temporary Use Permit application
2. Other documentations deemed necessary by the administrator
3. Application fee - \$100
4. Site plan, if required by the administrator

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

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Beth Moore _____ [Signature] _____ 3-22-23 _____
Applicant's Name (Print) Signature Date

Planning Director Signature: [Signature] _____ Date: 3/24/23 _____



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 04/04/2023

Subject: Bulldog Harley-Davidson
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

Bulldog Harley-Davidson is requesting to hold a First Anniversary Party at 1043 Outlet Center Drive on April 15, 2023

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Event Layout
4. Event Flyer
5. Food Truck Information
6. ABC Permit



Staff Report

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

Bulldog Harley-Davidson would like to hold a First Anniversary Party at their business located at 1043 Outlet Center Drive. This event would take place on April 15, 2023 between 10:00 am and 4:00 pm. Amplified sound will be used between 10:00 am - 4:00 pm. There will be vendors, food trucks, beer, a bike show and more. No town property will be used and no trash cans have been requested. The applicant has hired NC Special Police & Security, LLC out of Fayetteville to provide a police presence as well as 3 Smithfield police officers for traffic control on the outside of the event.



Temporary Use Permit Application

Completed applications must be submitted at least 4 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event _____
 - Over 100 people in attendance
 - Live Band or Amplified Sound _____
 - Requires closure or blockage of Town Street
 - Involves Food Trucks
 - Requires Security (potential safety, security concerns)
 - Involves structures larger than 200 square feet and canopies larger than 400 square feet
 - Involves Town Park property
 - Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

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

<u>First Anniversary Party</u> <small>Name of Event</small>	<u>1043 Outlet Center Drive Smithfield</u> <small>Location of Event/Use (exact street address)</small>
--	---

APPLICANT:

Name Taylor Forrester

Address 105 Goodyear Ave, Fayetteville

Phone number 910-733-9660

Email address taylor.f@bakeramericancycles.com

Event date April 15th 2023

Event start time 10AM

Event set up time 8AM

Sound Amplification Type Band

Sound Amplification Time 10AM - 4PM

PROPERTY OWNER:

Name Carson Baker

Address 1508 Hope Mills Rd, Fayetteville

Phone number 910-734-8509

Email address carson@bulldogharleydavidson.com

Will alcohol be sold or served? Y or N

Event end time 4PM

Event cleanup time 4PM - 6PM

Will food or goods be sold? Y or N

Food Trucks (if applicable) 4 (Each Food Truck Requires Certificate of Inspections by Johnston County Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: _____
(If using Smithfield Police, applicant must contact the PD to schedule security.)

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

If any town streets require closure, please list all street names. NO

Are event trash cans needed? Y or N How many? _____

Please provide a detailed description of the proposed temporary use or special event:
Bulldog Harley-Davidson's 15th Anniversary - live music (concert),
vendors, food trucks, bike show

Temporary Use Submittal Checklist:

- 1. Completed Temporary Use Permit application
- 2. Other documentations deemed necessary by the administrator
- 3. Application fee - \$100
- 4. Site plan, if required by the administrator

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

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Taylor Forrester _____ Jay Smith _____ 3/19/23 _____
Applicant's Name (Print) Signature Date

Planning Director Signature: Steph Weir _____ Date: 3/24/23 _____

OWNERS AUTHORIZATION

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

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

Property owners name (print) CORSA BARK
Address 1043 Crutlet Center Dr Zip _____
Phone number 910-734-8509 Email _____
Signature: [Signature] Date: 3/14/23

OWNER'S CONSENT FORM

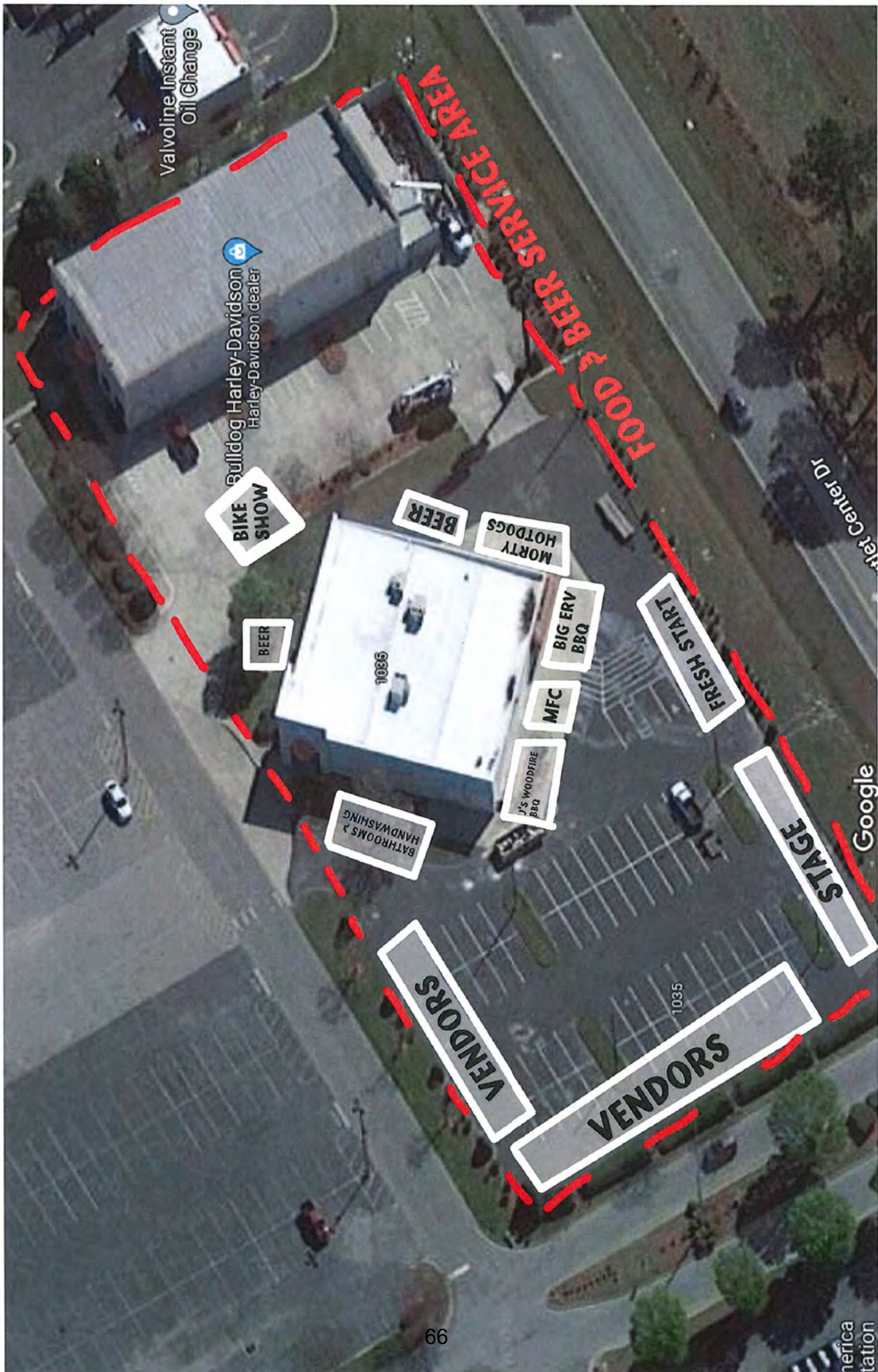
Name of Event: _____ Submittal Date: _____

OWNERS AUTHORIZATION

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

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[Signature] Signature of Owner
CORSA BARK Print Name
3/14/23 Date



Valvoline Instant Oil Change

Bulldog Harley-Davidson
Harley-Davidson dealer

FOOD & BEER SERVICE AREA

BIKE SHOW

BEER

BEER

MORTY HOTDOGS

BIG ERV BBQ

MFC

I'S WOODFIRE BBQ

FRESH START

BATHROOMS & HANDWASHING

STAGE

VENDORS

VENDORS

Water Center Dr

Google

DYNO TRUCK BIKE SHOW FOOD TRUCKS BEER

FIRST ANNIVERSARY PARTY

HELP US RESCUE BEER SALES DONATED AND REHAB

FREE RES



APRIL 15TH 10AM - 4PM



Cherry

FULL THROTTLE *Bike Show*

- BEST BAGGER - BEST CRUISER - BEST SPORT -
 - BEST VINTAGE - BEST PAINT -
- All Makes & Models Welcome*
- REGISTRATION 1-3PM AWARDS 4PM



THE CAROLINAS
FULL THROTTLE MAGAZINE
LAW TIGERS
MOTORCYCLE LAWYERS

JIVE MOTH



11:30



PM

Food Establishment Inspection Report

Score: 99.5

Establishment Name: J'S WOODFIRE PIZZA AND BBQ

Establishment ID: _____

Location Address: 690 S. JORDAN CHAPEL RD.

City: MT. OLIVE State: North Carolina

Zip: 28365 County: 96 Wayne

Permittee: J'S WOODFIRE PIZZA AND BBQ LLC

Telephone: (919) 273-8554

Inspection Re-Inspection

Wastewater System:

Municipal/Community On-Site System

Water Supply:

Municipal/Community On-Site Supply

Date: 02/22/2023 Status Code: A

Time In: 1:30 PM Time Out: 2:30 PM

Category#: III

FDA Establishment Type: _____

No. of Risk Factor/Intervention Violations: 1

No. of Repeat Risk Factor/Intervention Violations: 0

Foodborne Illness Risk Factors and Public Health Interventions						
Risk factors: Contributing factors that increase the chance of developing foodborne illness.						
Public Health Interventions: Control measures to prevent foodborne illness or injury						
Compliance Status		OUT	CDI	R	VR	
Supervision .2652						
1	<input checked="" type="checkbox"/> OUT	N/A	PIC Present, demonstrates knowledge, & performs duties	1	0	
2	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> N/A	Certified Food Protection Manager	1	<input checked="" type="checkbox"/>	
Employee Health .2652						
3	<input checked="" type="checkbox"/> OUT		Management, food & conditional employee; knowledge, responsibilities & reporting	2	1	0
4	<input checked="" type="checkbox"/> OUT		Proper use of reporting, restriction & exclusion	3	1.5	0
5	<input checked="" type="checkbox"/> OUT		Procedures for responding to vomiting & diarrheal events	1	0.5	0
Good Hygienic Practices .2652, .2653						
6	<input checked="" type="checkbox"/> OUT		Proper eating, tasting, drinking or tobacco use	1	0.5	0
7	<input checked="" type="checkbox"/> OUT		No discharge from eyes, nose, and mouth	1	0.5	0
Preventing Contamination by Hands .2652, .2653, .2655, .2656						
8	<input checked="" type="checkbox"/> OUT		Hands clean & properly washed	4	2	0
9	<input checked="" type="checkbox"/> OUT	N/A/N/O	No bare hand contact with RTE foods or pre-approved alternate procedure properly followed	4	2	0
10	<input checked="" type="checkbox"/> OUT	N/A	Handwashing sinks supplied & accessible	2	1	0
Approved Source .2653, .2655						
11	<input checked="" type="checkbox"/> OUT		Food obtained from approved source	2	1	0
12	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	Food received at proper temperature	2	1	0
13	<input checked="" type="checkbox"/> OUT		Food in good condition, safe & unadulterated	2	1	0
14	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	Required records available: shellstock tags, parasite destruction	2	1	0
Protection from Contamination .2653, .2654						
15	<input checked="" type="checkbox"/> OUT	N/A/N/O	Food separated & protected	3	1.5	0
16	<input checked="" type="checkbox"/> OUT		Food-contact surfaces: cleaned & sanitized	3	1.5	0
17	<input checked="" type="checkbox"/> OUT		Proper disposition of returned, previously served, reconditioned & unsafe food	2	1	0
Potentially Hazardous Food Time/Temperature .2653						
18	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	Proper cooking time & temperatures	3	1.5	0
19	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	Proper reheating procedures for hot holding	3	1.5	0
20	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	Proper cooling time & temperatures	3	1.5	0
21	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	Proper hot holding temperatures	3	1.5	0
22	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	Proper cold holding temperatures	3	1.5	0
23	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	Proper date marking & disposition	3	1.5	0
24	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	Time as a Public Health Control; procedures & records	3	1.5	0
Consumer Advisory .2653						
25	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	Consumer advisory provided for raw/ undercooked foods	1	0.5	0
Highly Susceptible Populations .2653						
26	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	Pasteurized foods used; prohibited foods not offered	3	1.5	0
Chemical .2653, .2657						
27	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	Food additives: approved & properly used	1	0.5	0
28	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	Toxic substances properly identified stored & used	2	1	0
Conformance with Approved Procedures .2653, .2654, .2658						
29	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	Compliance with variance, specialized process, reduced oxygen packaging criteria or HACCP plan	2	1	0

Good Retail Practices							
Good Retail Practices: Preventative measures to control the addition of pathogens, chemicals, and physical objects into foods.							
Compliance Status		OUT	CDI	R	VR		
Safe Food and Water .2653, .2655, .2658							
30	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	<input checked="" type="checkbox"/> N/A	Pasteurized eggs used where required	1	0.5	0
31	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		Water and ice from approved source	2	1	0
32	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	<input checked="" type="checkbox"/> N/A	Variance obtained for specialized processing methods	2	1	0
Food Temperature Control .2653, .2654							
33	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		Proper cooling methods used; adequate equipment for temperature control	1	0.5	0
34	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A/N/O	Plant food properly cooked for hot holding	1	0.5	0
35	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A/N/O	Approved thawing methods used	1	0.5	0
36	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		Thermometers provided & accurate	1	0.5	0
Food Identification .2653							
37	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		Food properly labeled: original container	2	1	0
Prevention of Food Contamination .2652, .2653, .2654, .2656, .2657							
38	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		Insects & rodents not present; no unauthorized animals	2	1	0
39	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		Contamination prevented during food preparation, storage & display	2	1	0
40	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		Personal cleanliness	1	0.5	0
41	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		Wiping cloths: properly used & stored	1	0.5	0
42	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A	Washing fruits & vegetables	1	0.5	0
Proper Use of Utensils .2653, .2654							
43	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		In-use utensils: properly stored	1	0.5	0
44	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		Utensils, equipment & linens: properly stored, dried & handled	1	0.5	0
45	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		Single-use & single-service articles: properly stored & used	1	0.5	0
46	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		Gloves used properly	1	0.5	0
Utensils and Equipment .2653, .2654, .2663							
47	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		Equipment, food & non-food contact surfaces approved, cleanable, properly designed, constructed & used	1	0.5	0
48	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		Warewashing facilities: installed, maintained & used; test strips	1	0.5	0
49	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		Non-food contact surfaces clean	1	0.5	0
Physical Facilities .2654, .2655, .2656							
50	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A	Hot & cold water available; adequate pressure	1	0.5	0
51	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		Plumbing installed; proper backflow devices	2	1	0
52	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		Sewage & wastewater properly disposed	2	1	0
53	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT	N/A	Toilet facilities: properly constructed, supplied & cleaned	1	0.5	0
54	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		Garbage & refuse properly disposed; facilities maintained	1	0.5	0
55	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		Physical facilities installed, maintained & clean	1	0.5	0
56	<input checked="" type="checkbox"/> IN	<input checked="" type="checkbox"/> OUT		Meets ventilation & lighting requirements; designated areas used	1	0.5	0
TOTAL DEDUCTIONS:					0.5		



Comment Addendum to Food Establishment Inspection Report

Establishment Name: J'S WOODFIRE PIZZA AND BBQ
 Location Address: 690 S. JORDAN CHAPEL RD.
 City: MT. OLIVE State: NC
 County: 96 Wayne Zip: 28365
 Wastewater System: Municipal/Community On-Site System
 Water Supply: Municipal/Community On-Site System
 Permittee: J'S WOODFIRE PIZZA AND BBQ LLC
 Telephone: (919) 273-8554

Establishment ID: _____
 Inspection Re-Inspection Date: 02/22/2023
 Comment Addendum Attached? Status Code: A
 Water sample taken? Yes No Category #: 11
 Email 1: jswoodfirepizzaandbbq@gmail.com
 Email 2: _____
 Email 3: _____

Temperature Observations

Effective January 1, 2019 Cold Holding is now 41 degrees or less

Item	Location	Temp	Item	Location	Temp	Item	Location	Temp
pork bbq	steam well	155						
chili	steam well	160						
hamburgers	steam well	151						
hot water	handsink	130						
air temp.	reach in cooler	37						

Person in Charge (Print & Sign): *First* *Last* Debbie Jackson
 Regulatory Authority (Print & Sign): Alan Moore *First* *Last* Alan Moore
 REHS ID: 1734 - Moore, Alan Verification Required Date: _____
 REHS Contact Phone Number: (919) 731-1176 Authorize final report to be received via Email: _____

Comment Addendum to Inspection Report

Establishment Name: J'S WOODFIRE PIZZA AND BBQ

Establishment ID: 6096030131

Date: 02/22/2023 Time In: 1:30 PM Time Out: 2:30 PM

Observations and Corrective Actions

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

- 2 2-102.12 (A) Certified Food Protection Manager (C) Provide a certified food protection manager within 210 days of permit date.

- 40 2-402.11 Effectiveness - Hair Restraints (C) Wear a hair restraint when handling or preparing food.

Time In: 12:00 am pm Time Out: 01:10 am pm Total 1 hr 10 minutes New Transitional Plan Review

BIG ERV BBQ & 910 SWEETS THE NEIGHBORHOOD PITSTOP
Name of Establishment

6627 OLD BUNCE RD,
Address 1:

FAYETTEVILLE NC 28314
City: State: ZIP:

ERVIN MANUEL & LEIGH ANN MANUEL
Permittee

ERVIN MANUEL
Manager or Person in charge

Mailing Address Same
ERVIN MANUEL
Mailing Name

6416 RIGELWOOD ST
Mailing Address 1

FAYETTEVILLE NC 28314
City: State: ZIP:

(919) 525-7063 () (919) 525-7063
Phone Fax Emergency Phone Number

EARTHQUAKE42001@YAHOO.COM
Email Address: 26 Cumberland
County #

5-5 - Municipal/Community 3-3 - Municipal/Community III 92
Water Supply Wastewater System Risk Category Territory # Capacity:

0255 ← Enter the last 4 digits, 5 if necessary 3 - Mobile Food
Facility ID Old Facility ID: Operate a: Status Code

Map # Parcel ID # Permit Date: 02 / 09 / 2022

Lat. Long. TFE Expiration Date: / /
 Push Cart or MFU Pushcart MFU

Pushcart/Mobile Food Unit operating in conjunction with: Restaurant or Commissary ID:

Transitional Permit Conditions: Permit Expires: / / 90 days 180 days
Conditions/Remarks Non-Compliant Items completed by:

1. Before deviating from original menu submitted, notify Cumberland County Department of Public Health-Environmental Health Division (CCDPH) to obtain approval. (menu is in file.)
2. Report to commissary for cleaning & servicing each day the mobile food unit (mfu) is in operation.
3. Potable water shall be obtained from an approved source. Wastewater shall be disposed of in an approved sanitary sewer system.

Characters Remaining
2310

Non-Compliant Remarks Click the checkbox to add non-compliant remarks.

Characters Remaining
4000

[Signature] [Signature]
EHS Signature: Establishment Assigned To: 2810-Oxendine, Michael
2452-Diggs, Orlando 02 / 09 / 2022 **OWNER** [Signature] 02 / 09 / 2022
Date: Date: Manager/Person in charge

Department of Health and Human Services
Division of Public Health
Environmental Health Section

Permit Transitional Permit
Date: 02/09/2022

Name of Establishment: BIG ERV BBQ&910 SWEETS THE NEIGHBORHOOD Permittee: ERVIN MANUEL & LEIGH ANN MANUEL
Location Address: 6627 OLD BUNCE RD,
City: FAYETTEVILLE State: NC Zip: 28314 Manager/Person in Charge: ERVIN MANUEL
Billing Name: ERVIN MANUEL County: Cumberland
Billing Address: 6416 RIGELWOOD ST
City: FAYETTEVILLE State: NC Zip: 28314 Status Code: 1
Email Address: EARTHQUAKE42001@YAHOO.COM Establishment ID: 5026030255
Phone: (919) 525-7063 Fax: _____ Map #: _____ Parcel ID: _____
Emergency Phone Number: (919) 525-7063 Lat: _____ Long: _____

Permission is granted to operate a 3 - Mobile Food as defined in G.S. 130A-247(l) and 130A-248, Regulation of Food and Lodging Facilities. See permit requirements in Rules. This permit is not transferable and may be revoked for failure to comply with all requirements.

Wastewater Systems: Municipal/Community On-Site System Capacity: _____ Category #: 0 1 2
Water Supply: Municipal/Community On-Site System
Push Cart/Mobile Food Unit operating in conjunction with: 4
Restaurant or Commissary Name and ID number: _____

Conditions/Remarks:

Establishment assigned to: 2810-Oxendine, Micheal
Permit and Non-Compliant Conditions are on the attached addendum....

Transitional Permit Conditions

Attachments

This permit shall expire on _____ and is not renewable. All non compliant items listed herein and on attached pages (if applicable) must be completed within 90 180 days. This establishment must close if all noncompliant items are not corrected by the expiration date.

Received By: [Signature] Title: OWNER Date: 02/09/2022
Manager/Person in Charge

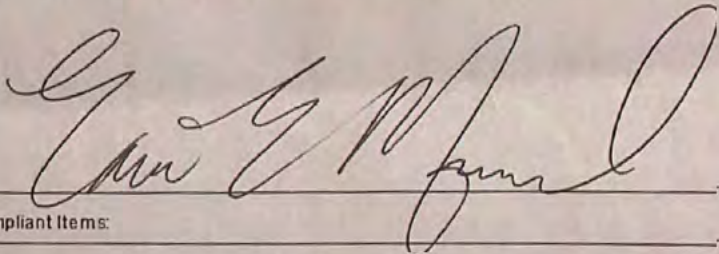
Signed By: [Signature] REHS#: 2452-Diggs, Orlando Date: 02/09/2022
Division of Public Health

Purpose: General Statute 130A-248(b) states "No establishment shall commence or continue operation without a permit or transitional permit issued by the Department. The permit or transitional permit shall be issued to the owner or operator of the establishment and shall not be transferable. If the establishment is leased, the permit or transitional permit shall be issued to the lessee and shall not be transferable. If the location of an establishment changes, a new permit shall be obtained for the establishment. A permit shall be issued only when the establishment satisfies all of the requirements of the rules. The Commission shall adopt rules establishing the requirements that must be met before a transitional permit may be issued, and the period for which a transitional permit may be issued. The Department may also impose conditions on the issuance of a permit or transitional permit in accordance with rules adopted by the Commission. A permit or transitional permit shall be immediately revoked in accordance with G.S. 130A-23(d) for failure of the establishment to maintain a minimum grade of C. A permit or transitional permit may otherwise be suspended or revoked in accordance with G.S. 130A-23." Preparation: Local environmental health specialists shall issue a permit every time a change in permit status is indicated. Prepare an original and one copy for: 1. Original to be left with the owner or operator. 2. Copy for the local health department. Disposition: Please refer to Records Retention and Disposition Schedule 8.D.6., for County/District Health Departments which is published by the North Carolina Division of Archives & History. Additional forms may be ordered from: Environmental Health Section, 1632 Mail Service Center, Raleigh, NC 27699 1632, (Courier 52-01-00)

Comment Addendum - Attachment

Establishment Name: <u>BIG ERV BBQ&910 SWEETS</u> <u>THE NEIGHBORHOOD PITSTOP</u> Location Address: <u>6627 OLD BUNCE RD.</u> City: <u>FAYETTEVILLE</u> State: <u>NC</u> County: <u>Cumberland</u> Zip: <u>28314</u> Wastewater System: <input checked="" type="radio"/> Municipal/Community <input type="radio"/> On-Site System Water Supply: <input checked="" type="radio"/> Municipal/Community <input type="radio"/> On-Site System Permittee: <u>ERVIN MANUEL & LEIGH ANN MANUEL</u> Telephone: <u>(919) 525-7063</u>	Establishment ID: <u>5026030255</u> Date: <u>02/09/2022</u> Status Code: <u>I</u> Category #: <u>II</u>
--	--

Conditions/Remarks (continued):

1. Before deviating from original menu submitted, notify Cumberland County Department of Public Health-Environmental Health Division (CCDPH) to obtain approval. (menu is in file)
 2. Report to commissary for cleaning & servicing each day the mobile food unit (mfu) is in operation.
 3. Potable water shall be obtained from an approved source Wastewater shall be disposed of in an approved sanitary sewer system
 4. Food shall be stored at the commissary. Supplies may be stored at the commissary or on the unit (IE CUPS, UTENSILS) No items shall be stored at the home.
 5. Food shall be prepared (marinating and/or washing of meats & produce for example) at commissary.
 6. All foods shall be cooked on the mfu or at commissary
 7. All foods shall be purchased from approved sources.
 8. Notify CCDPH of the locations, dates & times in which the mfu will be in operation.
 9. Notify CCDPH whenever there is a change in location or contact information.
 10. If setting up in another county, notify the health department of that particular county before doing so.
 11. If participating in any event which exceeds one (1) day, a Temporary Food Establishment (TFE) permit may be required; therefore, contact the local health department in the county where the event is occurring.
 12. Within 210 days, there shall be at least one certified food protection manager (CFPM) on duty at all times
 13. YOU SHALL OPERATE ATLEAST 1 DAY WEEK IN YOUR PERMITTED COUNTY
 14. ALL MOBILE FOOD UNITS SHALL SIGN in AND OUT ON LOG PROVIDED BY THEIR ASSIGNED COMMISSARY.
- Failure to comply with any of the above requirements may result in suspension and/or revocation of this permit
- 

Non-Compliant Items:



North Carolina Alcoholic Beverage Control Commission
SPECIAL ONE TIME PERMIT
T00321206



Authorized by G.S. 18B-1002(2)(5)

START DATE/TIME: 04/15/2023 09:00 AM

ISSUED TO:

Fresh Start Rescue Inc
Bulldog Harley Davidson
1043 Outlet Center Drive
Smithfield, NC 27577

END DATE/TIME: 04/15/2023 05:01 PM



COUNTY: Johnston
CITY: Smithfield

This certifies that the above named nonprofit or political organization is authorized to Sell, Serve Malt Beverages at a ticketed fundraising event held by the organization stated above, in accordance with the applicable provisions of G.S 18B-1002(2)(5) and the Rules of the Commission. This permit is valid only for the period of time listed above unless sooner suspended or revoked, and is not transferable. It is recommended that you keep this permit with you at all times during working hours as it is subject to examination by ALE and ABC Officials.

William H. Bantz



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 04/04/2023

Subject: Johnston County DSS
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

Johnston County DSS would like to hold a healthy families fair on April 20, 2023.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application



Staff Report

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

Johnston County DSS would like to hold a healthy families fair on April 20, 2023 from 4:30 pm to 6:30 pm. This event will be held at Smith-Collins Park. Amplified sound will be used between 4:30-6:30 pm. (6) event trash cans have been requested.

Security agency name & phone, if applicable: _____
(If using Smithfield Police, applicant must contact the PD to schedule security.)

Will any town property be used (i.e., streets, parks, greenways)? Smith - Collins park

If any town streets require closure, please list all street names. n/a

Are event trash cans needed? Y or N How many? 6

Please provide a detailed description of the proposed temporary use or special event:

Healthy Families Fair - educational booths @ child safety, abuse/neglect, games for kids, prizes, snack foods to be given away, DJ, dancing.

Temporary Use Submittal Checklist:

- 1. Completed Temporary Use Permit application
- 2. Other documentations deemed necessary by the administrator
- 3. Application fee - \$100
- 4. Site plan, if required by the administrator

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

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Heather Norton Heather Norton 3-21-23
Applicant's Name (Print) Signature Date

Planning Director Signature: Stephen Wenzel Date: 3-24-23



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 04/04/2023

Subject: Direct Tools Factory Outlet Tent Sale
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

The Council is being asked to allow Direct Tools Factory Outlet store to have a tent sale at 1025 Outlet Center Drive in the Carolina Premium Outlet Center.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application
3. Map of Tent Location



Staff Report

Consent
Agenda
Item: Application
for
Temporary
Use Permit

Direct Tools Factory Outlet store is requesting to have a tent sale at 1025 Outlet Center Drive. This sale would begin on April 21, 2023 and end April 23, 2023. The hours would be from 9:00 am to 7:00 pm. The outlet mall security will patrol throughout the night to ensure none of the merchandise is stolen. **The tent being used is 20'x40' and will have sides that will be down at night.** The only goods being sold are tools.



Temporary Use Permit Application

Completed applications must be submitted at least 4 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event _____
 - Over 100 people in attendance
 - Live Band or Amplified Sound _____
 - Requires closure or blockage of Town Street
 - Involves Food Trucks
 - Requires Security (potential safety, security concerns)
 - Involves structures larger than 200 square feet and canopies larger than 400 square feet
 - Involves Town Park property
 - Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

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

DIRECT TOOLS TENT SALE Name of Event	OUTLET CENTER DR. SMITHFIELD NC Location of Event/Use (exact street address)
---	---

APPLICANT:

Name DIRECT TOOLS

Address 1025 OUTLET CENTER DR

Phone number 919-934-7780

Email address smithfieldoutlet@ttigroupna.com

Event date 4.21.23 - 4.23.23

Event start time 9:00 AM

Event set up time 4.20.23

Sound Amplification Type _____

Sound Amplification Time _____

PROPERTY OWNER:

Name Carolina Premium Outlets

Address 1025 Outlet Center Dr. Suite 605

Phone number 919-989-8453

Email address jgasper@simon.com

Will alcohol be sold or served? Y or **N**

Event end time 4.23.23 7:00 PM

Event cleanup time 4.23.23 7:00 PM

Will food or goods be sold? Y or N

Food Trucks (if applicable _____) (Each Food Truck Requires Certificate of Inspections by Johnston County Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: _____
(If using Smithfield Police, applicant must contact the PD to schedule security.)

Will any town property be used (i.e., streets, parks, greenways)? N/A

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

Are event trash cans needed? Y or N How many? N/A

Please provide a detailed description of the proposed temporary use or special event:

DIRECT TOOLS TENT SALE - discount tool event 20'x40' Tent

Temporary Use Submittal Checklist:

- 1. Completed Temporary Use Permit application
- 2. Other documentations deemed necessary by the administrator
- 3. Application fee - \$100
- 4. Site plan, if required by the administrator

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

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Bradley Massey _____ Bradley Massey _____ 3.14.23
Applicant's Name (Print) Signature Date

Planning Director Signature: [Signature] _____ Date: 3/27/23

OWNERS AUTHORIZATION

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

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

Property owners name (print) Julie Gasper, GM Carolina Premium Outlets
Address 1025 Outlet Center Dr., Ste 905 Smithfield, NC *Zip* 27577
Phone number 919-989-8453 *Email* jgasper@simon.com

Signature: Julie Gasper *Date:* 3/27/23

OWNER'S CONSENT FORM

Name of Event: Direct Tools Tent Sale **Submittal Date:** 3/27/23

OWNERS AUTHORIZATION

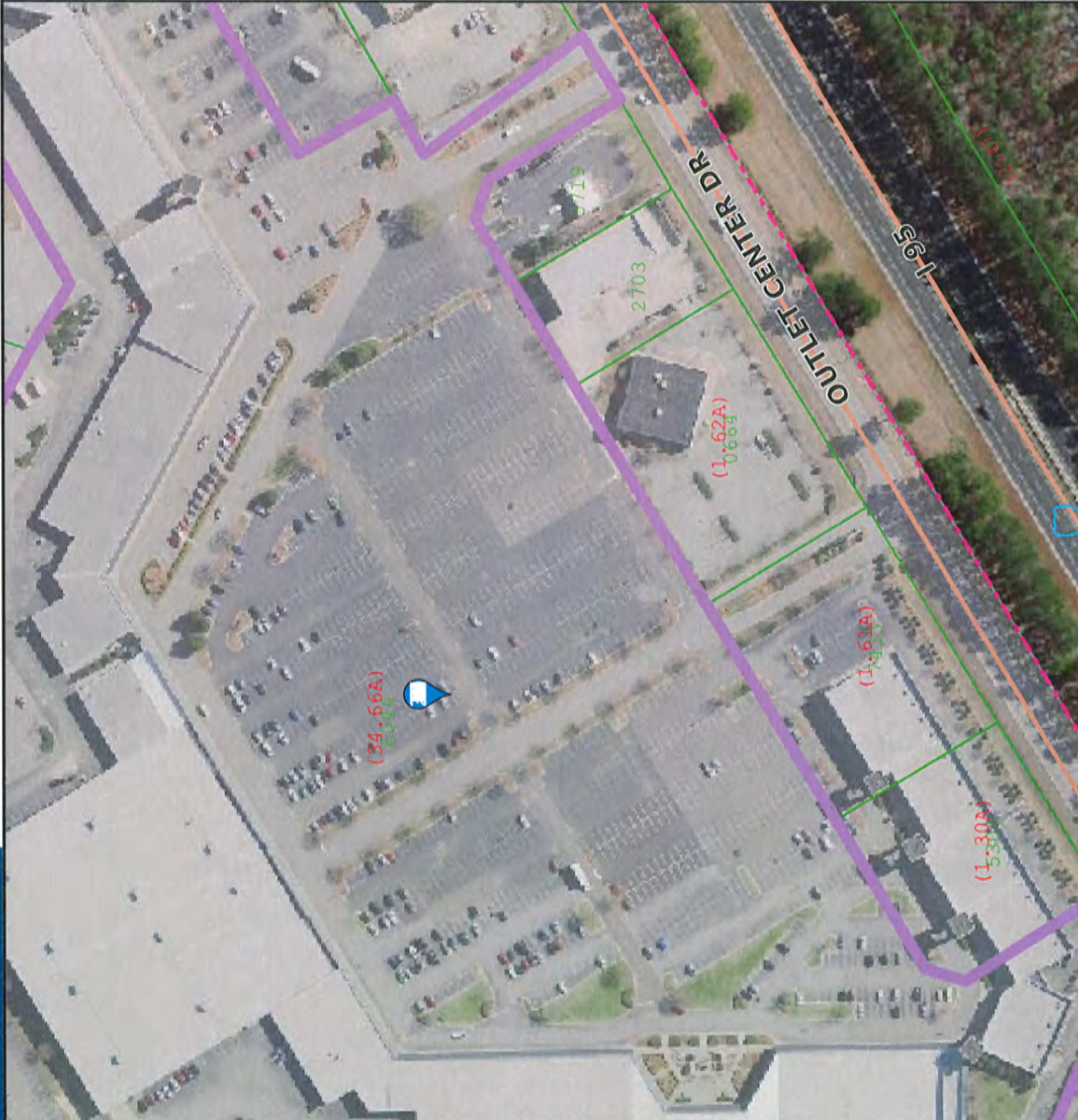
I hereby give CONSENT to Direct Tools (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated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

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

Julie Gasper Julie Gasper 3/27/23
Signature of Owner *Print Name* *Date*

*** DISCLAIMER ***

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



Result 1

id: 15074012L
 Tag: 15074012L
 NCPin: 260418-31-6044
 Mapsheet No: 260418
 Owner Name 1: CAROLINA PREMIUM
 OUTLETS LLC
 Owner Name 2:
 Mail Address 1:
 Mail Address 2: PO BOX 6120
 Mail Address 3: INDIANAPOLIS, IN 46206
 Site Address 1: 1025 OUTLET CENTER DR
 Site Address 2: SMITHFIELD, NC 27577-
 Book: 04206
 Page: 0035
 Market Value: 32532260
 Assessed Acreage: 35.020
 Calc. Acreage: 34.660
 Sales Price: 0
 Sale Date: 2012-11-16

Scale: 1:2515 - 1 in. = 209.58 feet

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



Request for Town Council Action

Consent
Agenda
Item: Application
for
Temporary
Use Permit
Date: 04/04/2023

Subject: Father's Day Cookout
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

Omar McKnight would like to hold a Father's Day cookout on June 18, 2023 from 12:00 pm to 7:00 pm at Smith-Collins Park.

Financial Impact

N/A

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application



Staff Report

Consent
Agenda
Item: Application
for
Temporary
Use Permit

Omar McKnight is requesting to hold a Father's Day cookout on June 18, 2023 from 12:00 pm to 7:00 pm at Smith Collins Park. Amplified sound will be used between 12:00 pm and 7:00 pm. Over 100 people are expected to attend. The applicant has requested (20) trash cans. This cookout provides an opportunity for families to gather for food and fun.



Temporary Use Permit Application

Completed applications must be submitted at least 4 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event _____
- Over 100 people in attendance
- Live Band or Amplified Sound _____
- Requires closure or blockage of Town Street
- Involves Food Trucks
- Requires Security (potential safety, security concerns)
- Involves structures larger than 200 square feet and canopies larger than 400 square feet
- Involves Town Park property
- Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

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

<u>Father's Day Cookout</u> Name of Event	<u>Smith Collins Park</u> Location of Event/Use (exact street address)
--	---

APPLICANT:

Name Omar McKnight

Address 1811 Old Goldsboro Road

Phone number (919) 395-6912

Email address omarmcknight@yahoo.com

Event date 6/18/2023

Event start time 12:00 pm

Event set up time 11:00 am

Sound Amplification Type speakers + microphone

Sound Amplification Time 12:00 pm

PROPERTY OWNER:

Name Town of Smithfield

Address 350 E. Market St.

Phone number (919) 934-2116

Email address _____

Will alcohol be sold or served? Y or (N)

Event end time 7:00 pm

Event cleanup time 7:00 pm

Will food or goods be sold? Y or (N)

Food Trucks (if applicable) _____ (Each Food Truck Requires Certificate of Inspections by Johnston County Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: _____
(If using Smithfield Police, applicant must contact the PD to schedule security.)

Will any town property be used (i.e., streets, parks, greenways)? YES

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

Are event trash cans needed? Y or N How many? 20

Please provide a detailed description of the proposed temporary use or special event:

I and a few others come together every year for
Feather's Day. This event allows men a safe space to
bond, rekindle and enjoy their children with a full
day of fun + games.

Temporary Use Submittal Checklist:

- 1. Completed Temporary Use Permit application
- 2. Other documentations deemed necessary by the administrator
- 3. Application fee - \$100
- 4. Site plan, if required by the administrator



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

Payment Received By: BL

Date: 2.24.23

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

Omar McKnight Omar McKnight 2-24-2023
 Applicant's Name (Print) Signature Date

Planning Director Signature: Stephen Wenzel Date: 3/2/23



Request for Town Council Action

**Consent
Agenda
Item:** Application
for
Temporary
Use Permit
Date: 04/04/2023

Subject: Sudan Shriner Parade
Department: Planning Department
Presented by: Planning Director – Stephen Wensman
Presentation: Consent Agenda Item

Issue Statement

William Weaver is requesting to hold the Sudan Shriner Parade on May 18, 2024 on East Market Street.

Financial Impact

\$2,000 for Traffic Direction

Action Needed Council approval of the Temporary Use Permit Application

Recommendation Staff recommends approval of the Temporary Use Permit Application

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Temporary Use Permit Application



Staff Report

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

William Weaver is requesting to hold the Sudan Shriner Parade on May 18, 2024 on East Market Street. Amplified sound will be used between 10:30 am and 12:30 pm. There will be a trailer and stage setup in front of Simple Twist the morning of the parade. The applicant has requested that Sixth Street and East Market Street be closed for this event. Shriners will be selling yard sticks for Shriners Hospital fundraiser. The parade route will be the same as the Christmas Parade and is expected to last 1 hour.



Temporary Use Permit Application

Completed applications must be submitted at least 4 weeks prior to the event by emailing Julie Edmonds at julie.edmonds@smithfield-nc.com or by dropping them off in the Town of Smithfield Planning Department. All applicants should read the following pages before completing all sections required. Incomplete applications may increase the permit processing time. All required information must be submitted along with this application in order for it to be processed. If a person other than the property owner signs this application, a notarized written authorization from the property owner must be attached.

TYPES OF TEMP USE OR EVENT

- Special Event
- Town recognized event _____
- Over 100 people in attendance
- Live Band or Amplified Sound _____
- Requires closure or blockage of Town Street
- Involves Food Trucks
- Requires Security (potential safety, security concerns)
- Involves structures larger than 200 square feet and canopies larger than 400 square feet
- Involves Town Park property
- Involves Fireworks (Contact Smithfield Fire Department 919-934-2468)

OTHER TEMP USES

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

MAAY be horses (up)

<u>Sudan Shriner Parade</u> Name of Event	<u>6th St to Market St, take left and continue on Market St from 6th St to 2nd St, take a left onto 2nd St until Church St.</u> Location of Event/Use (exact street address)
--	---

APPLICANT:

Name William S. Weaver

Address 13592 Raleigh Rd. Benson, NC 27504

Phone number (919) 749-7981

Email address wsweaver1028@gmail.com

Event date May 18, 2024

Event start time 10:00 am unit line up, 11:00 parade steps off

Event end time 12:30-1:00pm

Sound Amplification Time 10:30-12:30

Will there be food trucks? **Y** or **(N)**

List the name(s) of each food truck N/A

PROPERTY OWNER:

Name N/A

Address N/A

Phone number N/A

Email address N/A

Trailer/Stage setup in front of English Trust Ann on 5/18
(Signature)

Food Trucks (if applicable) N/A (Each Food Truck Requires Certificate of Inspections by Johnston County Environmental Health Department, Proof of Insurance, A Copy of the Vehicle or Trailer Registration and/or ABC Permit, if applicable and must be submitted with this application).

Security agency name & phone, if applicable: N/A
(If using Smithfield Police, applicant must contact the PD to schedule security (919) 934-2121)

Will any town property be used (i.e., streets, parks, greenways)? Yes, downtown area streets for parade and sidewalks for spectators

If any town streets require closure, please list all street names. 6th St to Market St, take left and continue on Market St from 6th St to 2nd St, take a left onto 2nd St until Church St.

Will food or goods be sold? **Y** or **N** Shriners will be selling yard sticks for Shriners Hospital fundraiser

Are event trash cans needed? **Y** or **N** How many? _____

Please provide a detailed description of the proposed temporary use or special event:

Sudan Shriners Units will line up for a parade that will follow the same path as Smithfield Christmas Parade. Parade is typically an hour in length.

Temporary Use Submittal Checklist:

- 1. Completed Temporary Use Permit application
- 2. Other documentations deemed necessary by the administrator
- 3. Application fee - \$100
- 4. Site plan, if required by the administrator

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

Payment Received By: _____

Date: _____

CERTIFICATION OF APPLICANT AND/OR PROPERTY OWNER

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

William S Weaver _____ *W. S. Weaver* _____ 21Feb2023
Applicant's Name (Print) **Signature** **Date**

Planning Director Signature: *Joseph Weaver* _____ **Date:** Feb 23, 2023



Request for Town Council Action

Consent Agenda Item: Date: Acceptance of Water Grant 04/04/2023

Subject: Acceptance of NCDEQ AIA Grant Award

Department: Public Utilities

Presented by: Public Utilities Director – Ted Credle

Presentation: Consent Agenda Item

Issue Statement

The Council is asked to approve a resolution, accepting the North Carolina Division of Environmental Quality (NCDEQ) Clean Water State Revolving Fund (CWSRF) Asset Inventory and Assessment (AIA) grant of \$150,000. A 10% match and grant fee is required of the Town totaling \$17,250.

Financial Impact

Match and fee amounts totaling \$17,250 with revenues of \$150,000.

Action Needed

Approve Resolution No. 723 (06-2023) to accept the AIA grant, approve the appropriation of funds, approve the transfer of funds, and authorize the Town Manager to execute the related contracts, not to exceed the project budget of \$167,250.

Recommendation

Staff recommends Council to approve Resolution No. 723 (06-2023), approve the monetary transfers, and authorize the Town Manager, as stated, above.

Approved: Town Manager Town Attorney

Attachments:

1. Proposed Resolution No. 723 (06-2023)
2. Copy of intent to Award Letter from the NCDEQ
3. Grant Offer from the NCDEQ



Staff Report

Consent Acceptance
Agenda of Water
Item: Grant

As part of the approved Capital Improvement Plan for the Town of Smithfield, a project titled “Digitized Mapping” **was approved as part of the Water/Sewer Fund budget for the current fiscal year.** One aspect of this project is to physically locate and assess **the Town’s Utility Infrastructure.** This location & assessment will be incorporated **into the Town’s official Map.**

To assist in this endeavor, the Town applied for the North Carolina Division of Environmental Quality (NCDEQ) Clean Water State Revolving Fund (CWSRF) Asset Inventory and Assessment (AIA) grant September 2021. In March 2022, we received word that the Town of Smithfield was selected and our application was approved. This approval means the Town will receive funds of \$150,000 to carry out Asset Inventory and Assessment for the water infrastructure in the Town.

Per the application, the NCDEQ asked for a scoping document to outline both the intent and the schedule of the project. This was provided to the NCDEQ and is attached, herein.

As part of the approved selection process, the Town must pass a resolution by the governing body, accepting the grant offer. This acceptance implies the Town will use the funds for the purposes outlined in the scoping document.

Lastly, to execute this project, staff is asking the Council to authorize the Town Manager to execute all contracts with selected contractors, to perform the work intended by the project scope, not to exceed the project limit of \$167,250.

**TOWN OF SMITHFIELD
RESOLUTION NO. 723 (06-2023)
BY GOVERNING BODY OF RECIPIENT
ACCEPTING THE NCDEQ ASSET AND INVENTORY AND
ASSESSMENT GRANT**

WHEREAS, the North Carolina General Statutes Chapter 159G has created Asset Inventory and Assessment grants to assist eligible units of government with meeting their water infrastructure needs, and

WHEREAS, the North Carolina Department of Environmental Quality has offered a State Reserve Grant in the amount of \$150,000 to perform asset inventory and assessment work, and

WHEREAS, the Town of Smithfield intends to perform said project in accordance with the agreed scope of work,

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

That the Town of Smithfield does hereby accept the State Reserve Grant offer of \$150,000.

That the Town of Smithfield does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Michael L. Scott, Town Manager and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with the project; to make the assurances as contained above; and to execute such other documents as may be required by the Division of Water Infrastructure.

Adopted this the 4th day of April, 2023 in Smithfield, North Carolina.

M. Andy Moore, Mayor

Date _____

ROY COOPER
Governor
ELIZABETH S. BISER
Secretary
SHADI ESKAF
Director



March 13, 2023

Mr. Michael L. Scott, Town Manager
Town of Smithfield
PO box 761
Smithfield, NC 27577

SUBJECT: Offer and Acceptance for a State Grant
Project No. AIA-D-0246
Water Asset Inventory and Assessment

Dear Mr. Scott:

The Town of Smithfield, Town of has been approved for a Water Asset Inventory and Assessment Grant from the Water Infrastructure Fund in the amount of \$150,000.00.

Enclosed are two (2) copies of an Offer and Acceptance Document extending a State Grant in the amount of \$150,000.00. This offer is made subject to the conditions set forth in the Offer and Acceptance Document. Please submit the following items to the Division of Water Infrastructure, 1633 Mail Service Center, Raleigh, North Carolina 27699-1633.

1. A resolution adopted by the governing body accepting the grant offer and making the applicable assurances contained therein. (Sample copy attached)
2. One (1) copy of the original Offer and Acceptance Document executed by the authorized representative for the project. Retain the other copy for your files.

All work associated with the Asset Inventory and Assessment project must be completed within 24 months of the date of this letter. The documentation described in the standard conditions of the grant offer should be submitted to this office within 24 months, as well. Any work performed prior to the date of the Letter of Intent to Fund may not be eligible for reimbursement.



North Carolina Department of Environmental Quality | Division of Water Infrastructure
512 N. Salisbury Street | 1633 Mail Service Center | Raleigh, North Carolina 27699-1633
919.707.9160 98

Mr. Michael L. Scott, Town Manager
March 13, 2023
Page 2

In addition, the enclosed pay request form must be used for all reimbursement requests. You may make additional copies as needed. Also, enclosed is a memorandum requesting your Federal Identification Number. Please note that your project will be audited in accordance with the General Statutes.

On behalf of the Department of Environmental Quality, I am pleased to make this offer of State Grant funds made available by North Carolina Water Infrastructure Fund.

Sincerely,

Pam Whitley / for

Shadi Eskaf, Director
Division of Water Infrastructure, NCDEQ

Enclosures:

Grant Offer and Acceptance Document (2 copies)
Reimbursement Request form
Fed ID Request Form
Resolution to accept Grant Offer (suggested format)
Grant Fee Invoice

Cc: The Wooten Company, Raleigh
Pam Whitley
AIA



**STATE OF NORTH CAROLINA
DEPARTMENT OF ENVIRONMENTAL QUALITY
DIVISION OF WATER INFRASTRUCTURE**

Funding Offer and Acceptance

Legal Name and Address of Award Recipient

Project Number:

AIA-D-0246

Town of Smithfield
PO Box 761
Smithfield, NC 27577

Drinking Water	<input checked="" type="checkbox"/>	Additional Amount for Funding Increases	Previous Total	Total Offered
Wastewater	<input type="checkbox"/>			
State Revolving Fund (SRF)	<input type="checkbox"/>			
State Reserve Loan (SRP)	<input type="checkbox"/>			
State Reserve Grant (SRP)	<input type="checkbox"/>			
State Emergency Loan (SEL)	<input type="checkbox"/>			
Asset Inventory & Assessment Grant (AIA)	<input checked="" type="checkbox"/>			150,000.00
Merger/Regionalization Feasibility Grant (MRF)	<input type="checkbox"/>			

Project Description:

Water Asset Inventory Assessment Study

Total Financial Assistance Offer: **\$ 150,000.00**

Match Percentage 10 % **\$15,000.00**

Grant Fee* (1.5 %): **\$2,250.00**

**Grant fee calculated based on grant amount.*

Pursuant to North Carolina General Statute 159G:

- The applicant is eligible under State law,
- The project is eligible under State law, and
- The project has been approved by the Department of Environmental Quality as having sufficient priority to receive financial assistance,

The Department of Environmental Quality, acting on behalf of the State of North Carolina, hereby offers the financial assistance described in this document.

For The State of North Carolina:

**Shadi Eskaf, Director, Division of Water Infrastructure
North Carolina Department of Environmental Quality**

<i>Stephanie Suter for Shadi Eskaf</i> Signature	3/13/2023 Date
---	-------------------

On Behalf of:

Name of Representative in Resolution: _____

Title (Type or Print): _____

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE APPLICANT'S GOVERNING BODY, do hereby accept this Financial Award Offer and will comply with the Assurances and the Standard Conditions.

_____	_____
Signature	Date

STANDARD CONDITIONS FOR ASSET INVENTORY AND ASSESSMENT GRANTS

1. The recipient acknowledges that no disbursements will be made until the grant fee has been received by the Division of Water Infrastructure.
2. The recipient acknowledges that no disbursements will be made until applicable service agreements or contracts are submitted. The description of work listed on invoices must be included in the scope of work shown on the agreements or contracts.
3. The required grant match must be documented to receive the full amount of this financial assistance offer. The grant match is a percentage of the financial assistance offer amount.
4. All funds provided pursuant to North Carolina General Statute 159G shall be expended solely for carrying out the approved project and an audit shall be performed in accordance with G.S. 159-34, as amended. **The recipient will expend all of the requisitioned funds for the purpose of paying the costs of the project within three (3) banking days following the receipt of the funds from the State.** Please note that the State is not a party to any contract(s) and the grant recipient is expected to uphold its contract obligations regarding timely payment.
5. Partial disbursements will be made promptly upon request, subject to adequate documentation of incurred eligible costs and grant match, and subject to the recipient's compliance with the conditions of this grant. Requests for reimbursement must be made using the Division of Water Infrastructure's reimbursement form.
6. The recipient must provide a digital copy of the Asset Inventory and Assessment products in a universally readable format.
7. The recipient must provide an executive level summary of the work performed, any conclusions made, and the next steps to be taken as a result of this work.
8. The recipient must provide approved minutes or a resolution confirming the completed Asset Inventory and Assessment work has been presented to the recipient's governing board.
9. A maximum of 95% of the grant will be paid prior to receipt of the documentation described in Standard Condition Nos. 6, 7, and 8. After receipt of this documentation, final payment will be made once it is requested.



Request for Town Council Action

Consent
Agenda
Item: Surplus
Property
Date: 04/04/2023

Subject: Surplus Property
Department: Various
Presented by: Various Department Heads
Presentation: Consent Agenda Item

Issue Statement

Various Town Department are requesting to have vehicles and equipment declared as surplus property. The vehicles and equipment can be auctioned on Govdeals.com, thus **removing them from the Town's inventory.**

Financial Impact

Unknown. Sales of all items will increase revenues.

Action Needed

Approval of Resolution No. 724 (07-2023) declaring items listed as surplus property and authorizing the sale of said property at public auction.

Recommendation

Staff recommends the items listed on the resolution be declared surplus property and allow them to be auctioned on GovDeals.com

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Resolution No. 724 (07-2023)



Staff Report

Consent
Agenda
Item

Surplus
Property

Staff is requesting the following items be declared surplus property thus allowing them to be sold at the online Public Auction site, GovDeals.com.

Dept.	Vin/Ser.#	Description
IT Dept	Various	23 Computers
IT Dept	Various	17 Switches
IT Dept	Various	21 Laptops
IT Dept	Various	7 Printers
IT Dept	Various	2 Scanners
IT Dept	Various	9 Camera Supplies
IT Dept	3DW91700292	INFOCUS Model LP 425Z Projector
IT Dept	Various	4 Monitors
IT Dept	Various	5 USB Docking Stations
IT Dept		Wall and Pole Mount
IT Dept		Box of A/C Cables
IT Dept		2 Boxes of Keyboards
IT Dept		Box of Video Cables
IT Dept		Box of Telephone Cables
IT Dept		SPECO TECH
IT Dept		Dell Power Edge
IT Dept		FORTRESS1420
Fire	1FMRU1W51LB34415	2001 Ford Expedition
Fire	3FTZF17251MA54427	2001 Ford F150
Fire	1FMEU73E67UA67646	2007 Ford Explorer
PW – Appearance	1FTCR10U3SUB63720	1995 Ford Ranger
PW – Appearance	1FDWF36S03EB91246	2003 Ford Flatbed Truck
PW – Sanitation	1GBGC24U7YZ327554	2000 Chevrolet Truck
PW – Drainage	1FDF37H1SNA35095	1995 Ford Truck
Parks & Recreation	1FTNX20L72EA94696	2002 Ford F250 XL Super Duty Crew Cab
Parks & Recreation	1FTSW20516EC60563	2006 Ford F250 XL Super Duty Crew Cab
SRAC	KM1027	2009 Skutt KM 1027 Kiln
SRAC		2009 Brent ie Pottery Wheel
SRAC		2009 Brent ie Pottery Wheel
PU – Water Plant	1FTYR10D04TA19363	2004 Ford Ranger
PU – Water/Sewer	1FDYR82E9SVA34147	1995 Ford Vac Truck
PU – Water/Sewer	1FTBF2A65BEA91665	2011 Ford F250
PU – Electric		Pallet of Miscellaneous Chain Saws and Parts

TOWN OF SMITHFIELD RESOLUTION NO. 724 (07-2023)
 AUTHORIZING THE SALE OF CERTAIN
 PERSONAL PROPERTY AT PUBLIC AUCTION

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

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

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

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

Dept.	Vin/Ser.#	Description
IT Dept	Various	23 Computers
IT Dept	Various	17 Switches
IT Dept	Various	21 Laptops
IT Dept	Various	7 Printers
IT Dept	Various	2 Scanners
IT Dept	Various	9 Camera Supplies
IT Dept	3DW91700292	INFOCUS Model LP 425Z Projector
IT Dept	Various	4 Monitors
IT Dept	Various	5 USB Docking Stations
IT Dept		Wall and Pole Mount
IT Dept		Box of A/C Cables
IT Dept		2 Boxes of Keyboards
IT Dept		Box of Video Cables
IT Dept		Box of Telephone Cables
IT Dept		SPECO TECH
IT Dept		Dell Power Edge
IT Dept		FORTRESS1420
Fire	1FMRU1W51LB34415	2001 Ford Expedition
Fire	3FTZF17251MA54427	2001 Ford F150
Fire	1FMEU73E67UA67646	2007 Ford Explorer
PW – Appearance	1FTCR10U3SUB63720	1995 Ford Ranger
PW – Appearance	1FDWF36S03EB91246	2003 Ford Flatbed Truck
PW – Sanitation	1GBGC24U7YZ327554	2000 Chevrolet Truck
PW – Drainage	1FDF37H1SNA35095	1995 Ford Truck

Parks & Recreation	1FTNX20L72EA94696	2002 Ford F250 XL Super Duty Crew Cab
Parks & Recreation	IFTSW20516EC60563	2006 Ford F250 XL Super Duty Crew Cab
SRAC	KM1027	2009 Skutt KM 1027 Kiln
SRAC		2009 Brent ie Pottery Wheel
SRAC		2009 Brent ie Pottery Wheel
PU – Water Plant	1FTYR10D04TA19363	2004 Ford Ranger
PU – Water/Sewer	1FDYR82E9SVA34147	1995 Ford Vac Truck
PU – Water/Sewer	1FTBF2A65BEA91665	2011 Ford F250
PU – Electric		Pallet of Miscellaneous Chain Saws and Parts

2. The Town Manager or his designee is authorized to receive, on behalf of the Town Council, bids via public electronic auction for the purchase of the described property.
3. The public electronic auction will be held beginning no earlier than April 17, 2023.
4. The Town Council further authorizes the disposal of Town surplus property by use of a public electronic auction system provided by GovDeals Inc. The property for sale can be viewed at www.govdeals.com. Citizens wanting to bid on property may do so at www.govdeals.com. The terms of the sale shall be: All items are sold as is, where is, with no express or implied warranties; All items will be sold for cash or certified check only; Payment must be received for all items sold before they may be removed from the premises; All items sold must be paid for and removed from the site of the sale within 5 business days of the sale, or they will be subject to resale.
5. The Town Clerk shall cause a notice of the public auction for surplus property to be noticed by electronic means in accordance with G.S. 160A-270(c), available on the Town of Smithfield website www.smithfield-nc.com
6. The highest bid, if it complies with the terms of the sale, may be accepted by the Finance Director or his designee and the sale consummated.

Adopted this the 4th day of April 2023

M. Andy Moore, Mayor

ATTEST:

Shannan L. Parrish, Town Clerk



Request for Town Council Action

Consent
Agenda
Item: DSDC
By-Laws
Date: 04/04/2023

Subject: Amendments to DSDC By-Laws
Department: General Government
Presented by: Town Manager Michael Scott
Presentation: Consent Agenda Item

Issue Statement

Downtown Smithfield Development Corporation (DSDC) is requesting the Council approve changes to its By-Laws as attached in the request.

Financial Impact

None

Action Needed

Approve or deny changes

Recommendation

Follow the recommendation of DSDC.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Letter from the DSDC Executive Director
3. Draft Amended DSDC By-Laws



Staff Report

Consent	DSDC
Agenda	By-
Item:	Laws

Attached the Mayor and Council will find DSDC recommended changes to its by-laws. Changes are in red. The DSDC is requesting that the Council approve these changes.



March 21, 2023

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

Re: DSDC Bylaw Amendments

Dear Mrs. Parrish and the Smithfield Town Council,

As stated in Article XXVII of the Downtown Smithfield Development Corporation bylaws:

Amendments. These bylaws or any portion thereof may be amended, altered, or repealed by the affirmative vote of two-thirds ($\frac{2}{3}$) of the Board at any regular or special meeting called for such purpose with approval of such amendment by the Smithfield Town Council.

At its March 21 meeting, the Board of Directors voted unanimously to amend the organization's bylaws in order to allow for Board members to participate in meetings via telephone or teleconference, and to vote by telephone or teleconference, by proxy, or by email (with email votes ratified at the Board's next meeting). I have attached the Bylaws with the recommended amendments for your review. The Board requests the Council's approval of these amendments accordingly and asks that this be placed on the consent agenda for the Town Council's April meeting.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Sarah Edwards".

Sarah Edwards
Executive Director

200 South Front Street • Smithfield, North Carolina 27577 • (919) 934-0887

BYLAWS OF THE DOWNTOWN SMITHFIELD DEVELOPMENT CORPORATION

Name

Article I – Name

The name of the Corporation is "Downtown Smithfield Development Corporation."

Principal Office

Article II – Principal Office

The principal office of the Corporation shall be located at such place as the Board of Directors of the Corporation may from time to time designate.

Purposes

Article III - Purpose

The purpose of the Corporation shall be:

- (a) To promote, stimulate and encourage the development of Downtown Smithfield, North Carolina in a manner beneficial to the citizens of Smithfield and Johnston County.
- (b) To undertake activities that will assist in, enable, or expedite the development of Downtown Smithfield.
- (c) To assist in the comprehensive planning of the beneficial development of Downtown Smithfield.
- (d) To undertake activities to attract businesses, investors, developers, and other persons and entities to invest in and take part in the development of Downtown Smithfield.
- (e) To undertake activities to improve and maintain the property values of Downtown Smithfield
- (f) To generally assist the Town of Smithfield and Johnston County and other organizations with purposes similar to or compatible with those of the Corporation.
- (g) To provide assistance following disasters for the purpose of combating community deterioration.

Members

Article IV – Members

The Corporation shall have no members.

Board of Directors

Article V – Board of Directors

The management of the Corporation shall be vested in the Board of Directors. The Board shall determine the number of employees of the Corporation, shall hire and terminate employees, and shall fix the compensation of employees.

Article VI – Number of Directors

The Board of Directors shall consist of fifteen (15) Directors, two of which shall be permanent members.

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.

Article VIII – Term Limits

Elected directors may serve a maximum of three consecutive terms for a total of nine years, after which the director must rotate off the Board for at least one year.

Article IX – Vacancies on Board

When a vacancy shall occur on the Board of Directors, the remaining Directors 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 Executive Director shall announce the vacancy to the remaining Directors at the next regularly scheduled meeting after being given notice of the same. The Executive Director shall then advertise the vacancy for a period of no less than forty-five (45) days to all property owners in the Downtown Smithfield Municipal Service District, in its newsletter, and through other means of communication and advertisement it deems appropriate. The remaining Directors shall review the applicants at the next meeting following the advertisement period and elect a person to fill the vacancy subject to approval from the Smithfield Town Council. Applications must be submitted at least two weeks prior to the board meeting at which they are scheduled to be reviewed.

Article X – Removal of Directors

A Director may be considered for removal upon three absences in a calendar year and/or upon recommendation of three-fourths (¾) of the Board of Directors.

Article XI – Permanent Board Members

The Mayor of the Town of Smithfield (or his appointee) and the Chairman of the Johnston County Commissioners (or his appointee) shall each be permanent members of the Board of Directors and entitled to all rights and privileges of other directors, including the right to vote and hold office.

Officers

Article XII – Officers

The officers of the Corporation shall be a President, Vice President, Secretary, and Treasurer. The Board of Directors, from among themselves, shall elect the officers.

Article XIII – Term

Each officer shall serve for a term of one year or until his successor is elected and qualifies. Officer elections shall be held at the regular meeting of the Board in January.

Article XIV – President

The President shall, when present, preside at all meetings of the Board. He shall sign, with any other proper officer, deeds, mortgages, bonds, contracts, or other instruments which may be lawfully executed on behalf of the Corporation, except where required or permitted by law to be otherwise signed and executed and except where the signing and execution thereof shall be delegated by the Board of Directors to some other officer or agent; and, in general, he shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

Article XV – Vice President

The Vice President, unless otherwise determined by the Board of Directors, shall, in the absence or disability of the President, perform the duties and exercise the powers of that office. In addition, he shall perform such other duties and have such other powers as the Board of Directors shall prescribe.

Article XVI – Secretary

The Secretary shall keep accurate records of the acts and proceedings of all meetings of the Board. He shall give all notices required by law and by these Bylaws. He shall have general charge of the corporate books and records and of the corporate seal, and he shall affix the corporate seal to any lawfully executed instrument requiring it. He shall sign such instruments as may require his signature, and, in general, shall perform all duties incident to the office of Secretary and such other duties as may be assigned him from time to time by the President or by the Board of Directors.

Article XVII – Treasurer

The Treasurer shall have custody of all funds and securities belonging to the Corporation and shall receive, deposit or disburse the same under the direction of the Board of Directors. He shall keep full and accurate accounts of the finances of the Corporation in books especially provided for that purpose; and he shall cause a true statement of its assets and liabilities as of the close of each fiscal year and of the results of its operations to be made and filed at the registered or principal office of the Corporation within four months after the end of such fiscal year. The Treasurer shall, in general, perform all duties incident to his office and such other duties as may be assigned to him from time to time by the President or by the Board of Directors.

Meeting of Board of Directors

Article XVIII – Monthly Meetings of Board

The Board of Directors shall meet once each calendar month at a time and place designated by the President of the Corporation. Board meetings shall be held at a central location, but Board members who are not present in person shall have the right to participate by telephone or teleconference.

Article XIX – Special Meetings

A special meeting of the Board of Directors may be called by the President upon five (5) days prior notice or upon call of a majority of the Board of Directors.

Article XX – Quorum

At any meeting of the Board of Directors of the Corporation, a majority of the Directors of the Corporation shall constitute a quorum. A quorum shall be required at a meeting of the Board of Directors for business transacted thereat to constitute action of the Board of Directors. Permanent board members should be counted toward the determination of having a quorum.

Article XXI – Voting

Each Director shall be entitled to one vote on each matter submitted to a vote at a meeting of the Board of Directors. A majority vote of the Directors present at any meeting shall be required for any decision or action of the Board of Directors, in the absence of some different requirements of law or the Articles of Incorporation or Bylaws of this corporation.

When one or more Directors participate in a board meeting via telephone or teleconference, all votes shall be taken by roll call.

A Director who is not present but who has conveyed to a member of the Board via written communication a proxy for a specific issue shall be an eligible voter on that particular item. The proxy must include the name of the Director who will not be present, the name of the Director to whom they give their proxy, the date of the meeting, the signature of the Director who will not be present, and the date that the proxy was executed. The proxy must be submitted to the Chairman and the Executive Director prior to the meeting in which the voter will not be present. The proxy may only apply to the current meeting, and may not be used as a valid vote at any subsequent meetings. Proxy votes shall not be considered eligible on matters pertaining to the budget or during election or removal of Directors or Officers, or any other matters relating to personnel.

Electronic voting may be used for urgent matters between meetings, in each case at the discretion of the Board of Directors. The same quorum requirements apply as in the case of a regular meeting, the number of replies received being the significant number. The President shall inform the Board of Directors promptly of the results of the alternate balloting. Such votes must be ratified at the next meeting.

Article XXI – Robert's Rules of Order

Robert's Rules of Order Newly Revised shall be the rules of order for all meetings, except as may be otherwise provided in these Bylaws.

Committees

Article XXI|I – Committees

The President shall appoint, with the advice and consent of the Board of Directors, such committees as may be deemed advisable from time to time. The President shall be an ex-officio member of all committees.

Fiscal Year

Article XXI|VH – Fiscal Year

Unless otherwise fixed by the Board of Directors, the fiscal year of the Corporation shall end on June 30.

Annual Report

Article XXIV – Annual Report

An annual un-audited financial report of the Corporation shall be prepared within seventy-five (75) days after the end of each fiscal year. All Corporate records shall be available for review by the Town of Smithfield or its designated independent auditor.

Bonding

Article XXVI – Bonding

The Board of Directors shall obtain a bond or bonds on the Treasurer or any other officer or employee of the Corporation of such nature and in such amounts as shall be necessary in the opinion of the Board to protect the Corporation from loss.

Indemnity

Article XXVII – Indemnity

The Corporation shall indemnify and hold harmless any director, officer or employee of the Corporation from any loss including reasonable expense incurred in defense of any action or claim resulting to such director, officer or employee as a result of serving in such capacity except to the extent such loss might be occasioned by intentional wrongdoing.

Amendments

Article XXVII|I – Amendments

These Bylaws or any portion thereof may be amended, altered, or repealed by the affirmative vote of two-thirds (2/3) of the Board at any regular or special meeting called for such purpose with approval of such amendment by the Smithfield Town Council.

Article XXI|XVIII – Staff

The Executive Director shall be the principal Executive Officer of the Corporation, and subject to the control of the Board Directors, shall supervise and control the management of the Corporation in accordance with these Bylaws.

The Executive Director or other appointed staff shall maintain accurate records of the acts and proceeds of all meetings of the Board. He shall give all notices required by law and by these Bylaws. He shall have general charge of the corporate books and records and of the Corporate Seal, and he shall affix the Corporate Seal to any lawfully executed instrument requiring it.

The Accountant of the Downtown Smithfield Development Corporation shall have custody of all funds and securities belonging to the Corporation. He shall keep full and accurate accounts of the finances of the Corporation in books especially provided for that purpose; and he shall cause a true statement of its assets and liabilities as of the close of each fiscal year and of the results of its operations to be made and filed at the registered or principal office of the Corporation within four months after the end of such fiscal year.

Article XXIX - Executive Committee

The Executive Committee shall be made up of the Officers of the Board of Directors and one at-large Director appointed by the President. Except for the power to amend the articles of incorporation and bylaws, the Executive Committee shall have all the powers and authority of the board of directors in the intervals between meetings of the board of directors, and is subject to the direction and control of the full board.

Article XXXI - Conflict of Interest Policy

Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the affected person shall fully disclose the nature of the interest and should not be physically present for discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the corporation to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

ADOPTED this the ^{42nd} day of ~~April~~June, 2023⁰.

Formatted: Superscript

M. Andy Moore, Mayor

ATTEST:

Shannan 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:

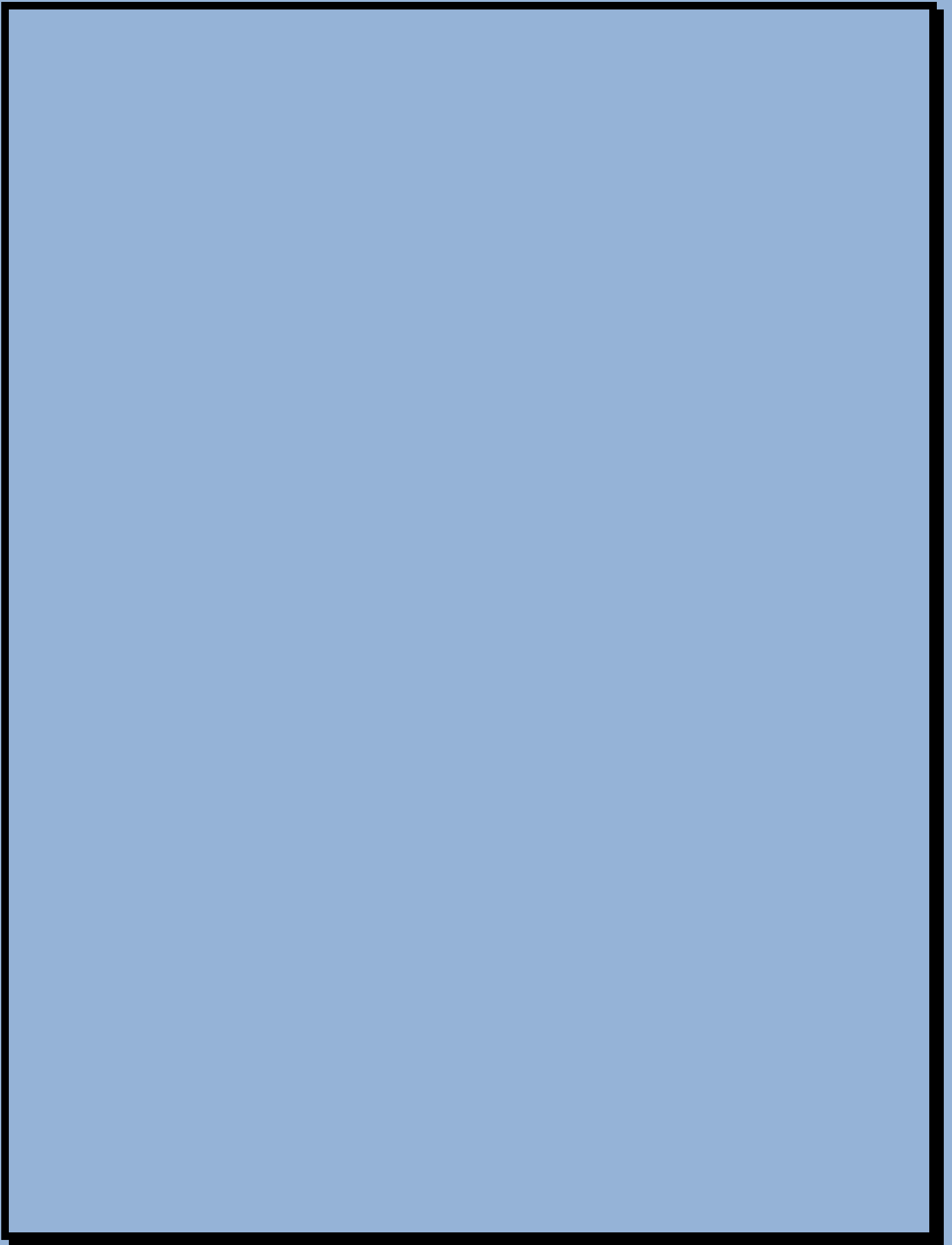
<u>Position</u>	<u>Department</u>	<u>Budget Line</u>
Electric Line Technician	PU – Electric	31-72-7230-5100-0200
Facilities Maintenance Specialist	PW – General Services	10-20-5300-5100-0200
Licensed Water Plant Operator	PU – Water Plant	30-71-7200-5100-0200
Police Chief	Police	10-20-5100-5100-0200
Police Officer	Police	10-20-5100-5100-0200
P/T Firefighter	Fire	10-20-5300-5100-0210
P/T Zoning Compliance Assistant	Planning	10-10-4900-5100-0200
Records Clerk/Specialist	Police	10-20-5100-5100-0200
Sanitation Equipment Operator	PW – Sanitation	10-40-5800-5100-0200
Sanitation Worker	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.)
Firefighter I	Fire	10-20-5300-5100-0200	\$16.87/hr. (\$35,089.60/yr.)
Police Officer II	Police	10-20-5100-5100-0200	\$22.90/hr. (\$51,204.40/yr.)
P/T Athletic Staff	P&R – Recreation	10-60-6200-5300-0210	\$10.00/yr.
P/T SRAC Instructor	P&R – Aquatics	10-60-6220-5100-0230	\$15.00/hr.
P/T SRAC Staff	P&R – Aquatics	10-60-6220-5100-0230	\$10.00/hr.

Business Item





Request for Town Council Action

Parks and
Recreation
Business Item: Master
Plan
Date: 04/04/2023

Subject: Parks and Recreation Comprehensive Master Plan
Department: Parks and Recreation
Presented by: Parks and Recreation Director – Gary Johnson
Presentation: Business Item

Issue Statement

Staff and the Recreation Advisory Board recommend the adoption of the Parks and Recreation Comprehensive Master Plan.

Financial Impact

None

Action Needed

A presentation and discussion on the Parks and Recreation Comprehensive Master Plan and make a decision to adopt, adopt with changes, or to deny the adoption of the plan.

Recommendation

Planning Staff and the Recreation Advisory Board recommend the Town Council adopt the Parks and Recreation Comprehensive Master Plan.

Approved: Town Manager Town Attorney

Attachments:

1. Staff Report
2. Comprehensive Parks and Recreation Master Plan (Separate Attachment)



Staff Report

Parks and
Business Recreation
Item: Master
Plan

Overview:

In the 21/22 FY Budget, the Parks and Recreation Department was allocated funds to complete a Comprehensive Master Plan to guide the department for the next 10 years and to assist with grant funding. An RFO was put out with McAdams Co. being selected to complete the plan. Input from staff, the Recreation Advisory and the public was accumulated, facility inventories were taken and surveys conducted. The Parks and Recreation Comprehensive Master Plan is a compilation of this data and information with recommendations for moving forward for planning and operations.

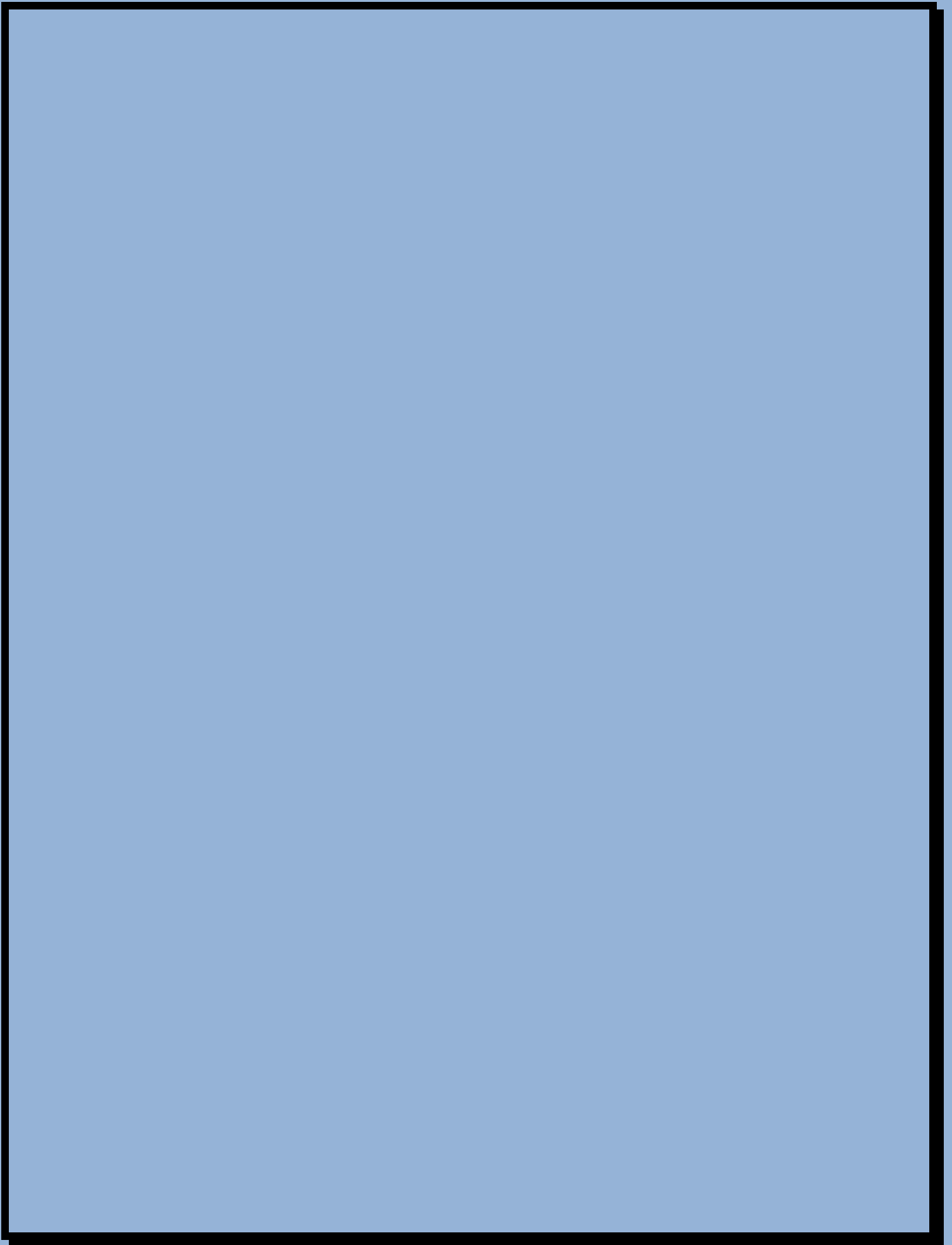
Recommendation:

Staff and the Parks and Recreation Advisory Board recommend the adoption of the Parks and Recreation Comprehensive Master Plan.

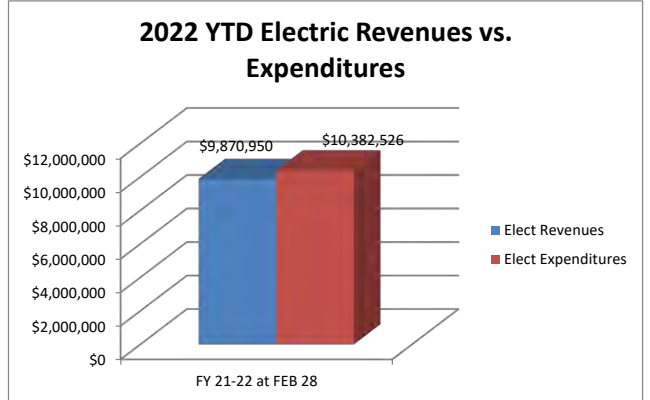
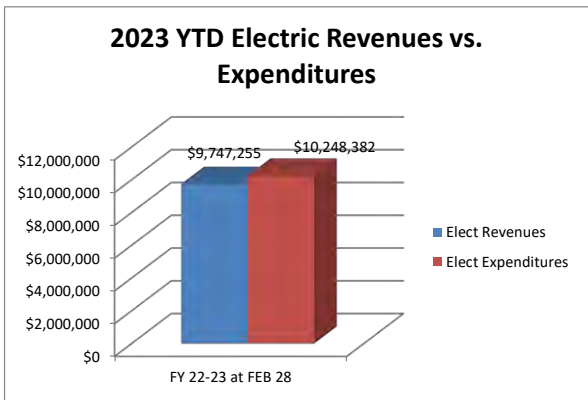
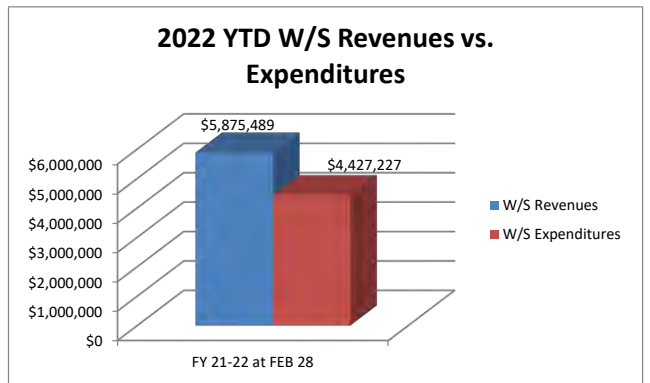
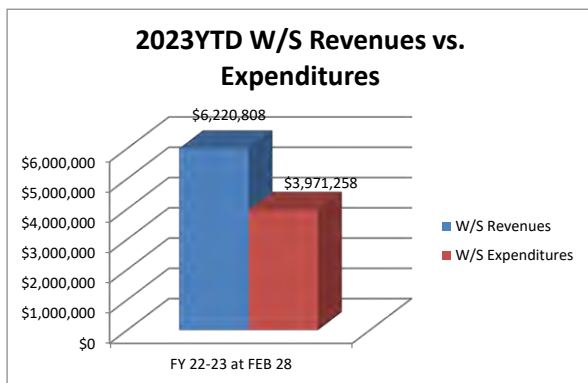
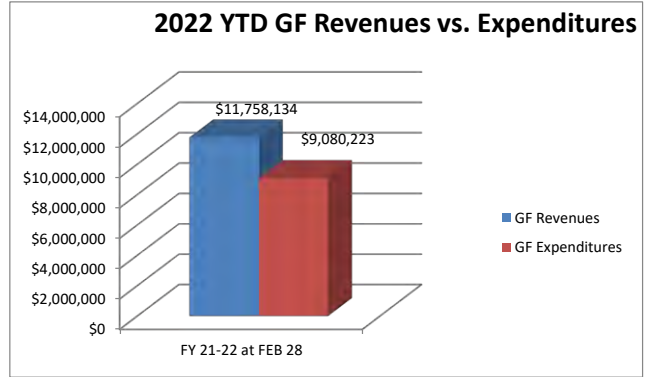
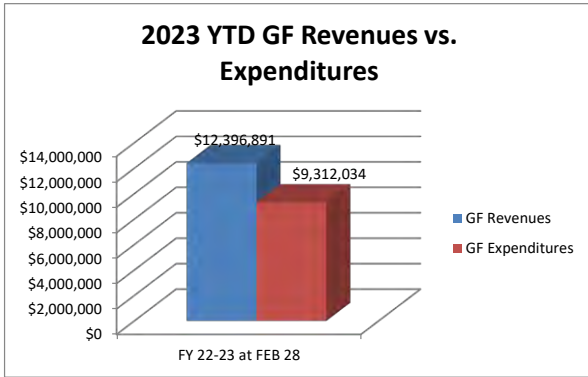
Recommended Motion:

Move to adopt the Parks and Recreation Comprehensive Master Plan.

Financial Report



Town of Smithfield Revenues vs. Expenditures



TOWN OF SMITHFIELD
MAJOR FUNDS FINANCIAL SUMMARY REPORT
February 28, 2023
Gauge: 8/12 or 66.70 Percent

66.70%

GENERAL FUND					
	Frequency	Actual to Date	Budget	Actual to Date	YTD %
Revenues		FY '21-22	FY '22-23	FY '22-23	Collected
Current & Prior Year Property Taxes	Monthly	\$ 6,536,171	\$ 6,861,000	\$ 6,499,603	94.73%
Motor Vehicle Taxes	Monthly	531,955	700,000	479,314	68.47%
Utility Franchise Taxes	Quarterly	476,600	960,000	501,132	52.20%
Local Option Sales Taxes	Monthly	1,696,010	3,040,000	1,903,078	62.60%
Aquatic and Other Recreation	Monthly	409,024	695,000	549,884	79.12%
Sanitation (Includes Penalties)	Monthly	901,911	1,475,040	924,712	62.69%
Grants		133,722	87,500	71,557	81.78%
All Other Revenues		1,072,742	1,601,866	1,467,612	91.62%
Loan Proceeds			-		#DIV/0!
Transfers (Electric and Fire Dist.)		-	460,150	-	0.00%
Fund Balance Appropriated		-	1,047,163	-	0.00%
Total		\$ 11,758,134	\$ 16,927,719	\$ 12,396,891	73.23%
		Actual to Date	Budget	Actual to Date	YTD %
Expenditures		FY '21-22	FY '22-23	FY '22-23	Collected
General Gov.-Governing Body		\$ 303,472	\$ 445,435	\$ 307,158	68.96%
Non Departmental		599,179	1,684,049	598,716	35.55%
Debt Service		853,357	448,888	400,763	89.28%
Finance		82,006	152,740	93,362	61.13%
IT		-	187,125	66,465	35.52%
Planning		187,057	446,935	245,527	54.94%
Police		2,457,515	4,562,896	2,592,201	56.81%
Fire		1,330,267	2,510,948	1,602,076	63.80%
EMS		-	-		#DIV/0!
General Services/Public Works		364,980	698,933	404,151	57.82%
Streets		256,506	721,781	292,275	40.49%
Motor Pool/Garage		86,096	124,145	53,961	43.47%
Powell Bill		307,986	559,169	369,349	66.05%
Sanitation		999,638	1,604,788	924,824	57.63%
Stormwater		56,171	171,392	27,205	15.87%
Parks and Rec		554,408	1,159,343	616,144	53.15%
SRAC		606,603	1,146,479	674,340	58.82%
Sarah Yard Center		34,983	74,070	43,518	58.75%
Contingency		-	228,603		0.00%
Appropriations/Contributions		-	-		0.00%
Total		\$ 9,080,223	\$ 16,927,719	\$ 9,312,034	55.01%

YTD Fund Balance Increase (Decrease)

- 0

66.70%

WATER AND SEWER FUND

Revenues	Actual to Date	Budget	Actual to Date	YTD %
	FY '21-22	FY '22-23	FY '22-23	Collected
Water Charges	\$ 1,699,118	\$ 2,870,000	\$ 1,751,622	61.03%
Water Sales (Wholesale)	1,223,953	\$ 2,000,000	1,256,805	62.84%
Sewer Charges	2,827,397	4,505,000	2,985,944	66.28%
Penalties	34,720	55,000	48,023	87.31%
Tap Fees	11,275	24,000	2,415	10.06%
Other Revenues	79,026	112,650	175,999	156.24%
Grants	-	30,000		0.00%
Loan Proceeds	-	-		#DIV/0!
Fund Balance Appropriated	-	1,616,421		0.00%
Total	\$ 5,875,489	\$ 11,213,071	\$ 6,220,808	55.48%

Expenditures	Actual to Date	Budget	Actual to Date	YTD %
	FY '21-22	FY '22-23	FY '22-23	Collected
Water Plant (Less Transfers)	\$ 1,214,644	\$ 2,216,765	\$ 1,327,748	59.90%
Water Distribution/Sewer Coll (Less Transfers)	2,823,961	5,377,761	2,411,724	44.85%
Transfer to General Fund	-	-		#DIV/0!
Transfer to W/S Capital Proj. Fund	-	2,401,130	-	0.00%
Debt Service	388,623	967,414	231,785	23.96%
Contingency	-	250,001	-	0.00%
Total	\$ 4,427,227	\$ 11,213,071	\$ 3,971,258	35.42%

ELECTRIC FUND

	Actual to Date	Budget	Actual to Date	YTD %
	FY '21-22	FY '22-23	FY '22-23	Collected
Revenues				
Electric Sales	\$ 9,692,429	\$ 16,127,650	\$ 9,477,904	58.77%
Penalties	49,934	80,000	60,669	75.84%
All Other Revenues	128,587	198,630	208,683	105.06%
Grants	-			
Loan Proceeds	-			
Fund Balance Appropriated	-	694,603		
Total	\$ 9,870,950	\$ 17,100,883	\$ 9,747,255	57.00%

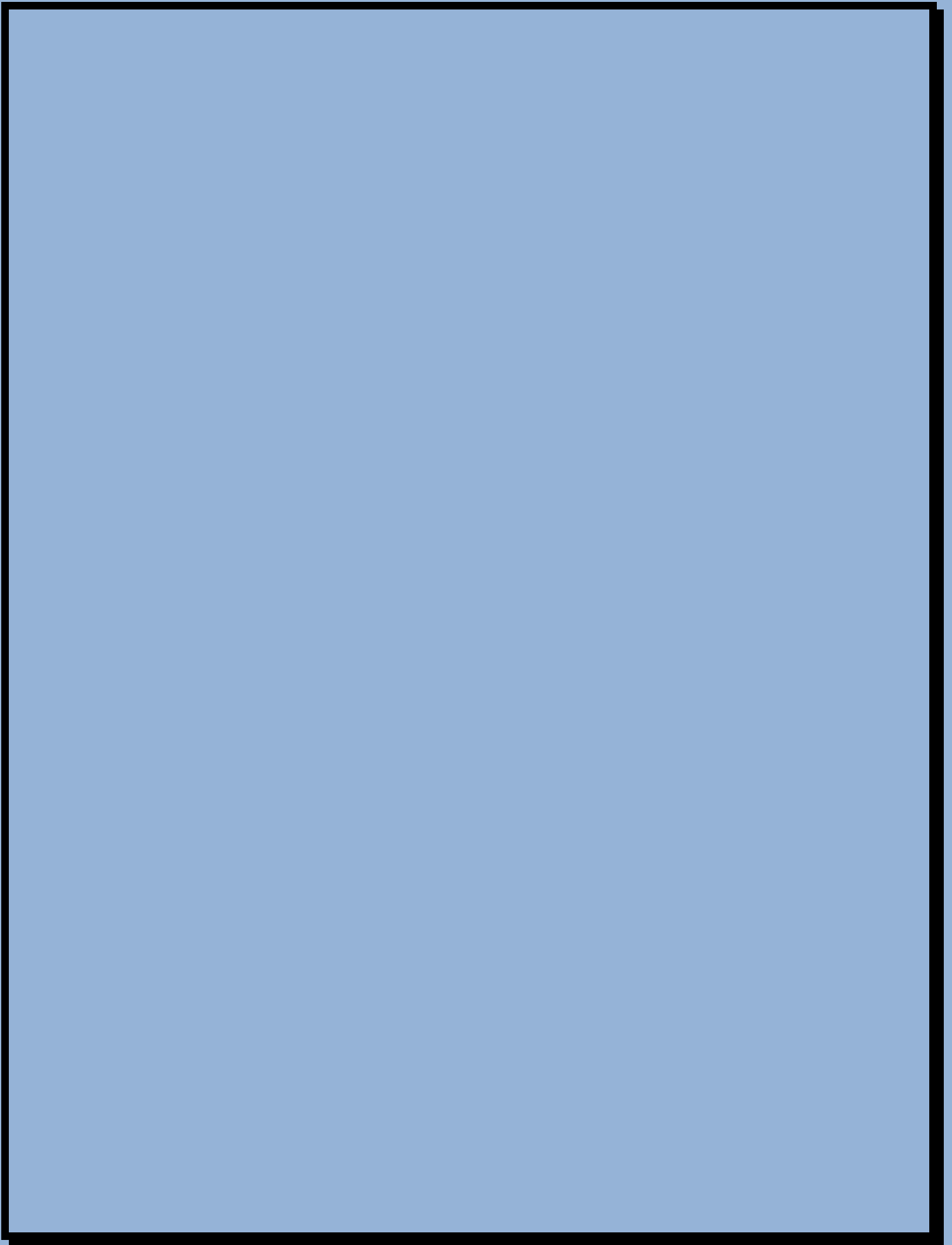
	Actual to Date	Budget	Actual to Date	YTD %
	FY '21-22	FY '22-23	FY '22-23	Collected
Expenditures				
Administration/Operations	\$ 1,878,309	\$ 3,207,292	\$ 1,822,001	56.81%
Purchased Power - Non Demand	2,889,099	12,450,000	3,134,321	25.18%
Purchased Power - Demand	4,501,749		4,178,691	#DIV/0!
Purchased Power - Debt	770,784		770,784	#DIV/0!
Debt Service	342,585	342,586	342,585	100.00%
Capital Outlay	-	177,977	-	0.00%
Contingency	-	277,879	-	0.00%
Transfers to Electric Capital Proj Fund	-	550,000	-	0.00%
Transfer to Electric Capital Reserve	-	-	-	
Transfers to General Fund	-	95,150	-	0.00%
Total	\$ 10,382,526	\$ 17,100,883	\$ 10,248,382	59.93%

CASH AND INVESTMENTS FOR AUGUST

General Fund (Includes P. Bill)	17,155,334			
Water and Sewer Fund	13,232,150			
Electric Fund*	11,501,073			
ARPA (20)	3,319,550			
SCIF (21)	1,023,069			
JB George Endowment (40)	131,698			
Water Plant Expansion (43)	1,030,865			
Booker Dairy Road Fund (44)	457,896			
Capital Project Fund: Wtr/Sewer (45)	(36,802)			
Capital Project Fund: General (46)	1,125,832			
Capital Project Fund: Electric (47)	261,103			
FEMA Acquisitions and Elevations (48)	550			
CDBG Neighborhood Revitalization (49)	(81,352)	1st CITIZENS	37,192,623	0.3% (Earn
Firemen Relief Fund (50)	92,294	NCCMT	5,065,430	0.600%
Fire District Fund (51)	437,497	KS BANK	2,398,847	0.25%
General Capital Reserve Fund (72)	6,145	TRUIST	5,000,000	1.30%
Total	\$ 49,656,900		\$ 49,656,900	

*Plug

Department Reports





Planning Department Development Report

Friday, March 24, 2023

Project Name: Eagle Nest
 Request: 7 Lot major subdivision
 Location Galilee Road
 Tax ID#: 15I09034M PIN#: 167300-68-6881
 Project Status In First Review
 Notes: Manufactured homes on septic tanks with shared driveways

Subdivision 2023-01	
Submittal Date:	3/21/2023
Planning Board Review:	5/4/2023
Board of Adjustment Review:	
Town Council Hearing Date:	6/6/2023
Approval Date:	

Project Name: Home2Suites
 Request: 98 Room Hotel
 Location Towne Center Place
 Tax ID#: 15L11001H PIN#: 260305-08-8796
 Project Status In First Review
 Notes: Staff review and approval

Site Plan 2023-03	
Submittal Date:	3/17/2023
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	

Project Name: Airport Overlay District
 Request: Amendment incorpoartes required FAA Height Limits
 Location
 Tax ID#: PIN#:
 Project Status
 Notes: Amends Section 10.95 Airport Height Hazard Overlay (AHH).

Text Amendment 2023-03	
Submittal Date:	3/3/2023
Planning Board Review:	4/6/2023
Board of Adjustment Review:	
Town Council Hearing Date:	5/2/2023
Approval Date:	

Project Name: Landscape Maintenance
 Request: Limits severe pruning of required landscaping
 Location
 Tax ID#: PIN#:
 Project Status
 Notes: Article 10, Section 10.11. Landscape Maintenance

Text Amendment 2023-05	
Submittal Date:	3/3/2023
Planning Board Review:	4/7/2023
Board of Adjustment Review:	
Town Council Hearing Date:	5/2/2023
Approval Date:	

Project Name: **Gov. offices in the IND Zoning Districts**
 Request: Removes Gov Offices as a permitted use in Hi & Li zoning distri
 Location
 Tax ID#: PIN#:
 Project Status
 Notes: Amends Article 6, Section 6.6, Table of Permitted Uses and Activities

Text Amendment 2023-05	
Submittal Date:	3/3/2023
Planning Board Review:	4/6/2023
Board of Adjustment Review:	
Town Council Hearing Date:	5/2/2023
Approval Date:	

Project Name: **Ram Rent-All**
 Request: Free standing storage building
 Location 804 North Brightleaf Boulevard
 Tax ID#: 15006010 PIN#: 260413-02-1766
 Project Status First Review Complete
 Notes: 1,800 square foot metal building

Site Plan 2023-04	
Submittal Date:	2/10/2023
Planning Board Review:	
Board of Adjustment Review:	3/30/2023
Town Council Hearing Date:	
Approval Date:	

Project Name: **Accessory Structures**
 Request: Allows 2 accessory structures perresidential zoned lot
 Location
 Tax ID#: PIN#:
 Project Status
 Notes: PB reccomended approval

Text Amendment 2023-02	
Submittal Date:	2/3/2023
Planning Board Review:	3/2/2023
Board of Adjustment Review:	
Town Council Hearing Date:	4/4/2023
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 Second 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 **Second 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: **OPW Containment Systems**
Request: Expands parking into adjacent lot
Location 132 Citation Lane
Tax ID#: 15079005E PIN#: 168510-37-9463
Project Status **Approved**
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: **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 **Approved**
Notes:

Site Plan 2022-09
Submittal Date: 8/18/2022
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 **Approved**
 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: **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: Staff 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: **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: **Johnston Health Services**
 Request: 5,370 Sq ft addition to Hospital Complex
 Location 512 North Brightleaf Boulevard
 Tax ID#: 15010058 PIN#: 169416-82-0969
 Project Status
 Notes: Construction no yet begun

Site Plan 0202-09	
Submittal Date:	8/24/2020
Planning Board Review:	
Board of Adjustment Review:	
Town Council Hearing Date:	
Approval Date:	9/4/2020

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#: 15109011B 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#: 15108020 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



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 February 2023

		Permit Fees	Permits Issued
Zoning	Land Use	\$1250.00	13
Site Plan	Major Site Plan	\$300.00	3
Site Plan	Minor Site Plan	\$500.00	14
Zoning	Sign	\$200.00	4
	Report Period	\$2,250.00	34
Fiscal YTD Total:		\$16,915.00	289

Z23-000018	Zoning	Land Use	Verizon Wireless	2591 US 70 BUS Hwy E
Z23-000029	Zoning	Land Use	724 N. Brightleaf Blvd	724 N Brightleaf Blvd
Z23-000023	Zoning	Land Use	Lee Jewelry and Cell Phone	1025 Outlet Center Dr Ste 1237
Z23-000024	Zoning	Land Use	Lee Jewelry	1025 Outlet Center Dr Ste 1237
Z23-000019	Zoning	Land Use	Popcorn Pleasers, LLC	1025 Outlet Center Dr Ste 60
SP23-000067	Site Plan	Minor Site Plan	12'x 8' Accessory Structure	304 Canterbury Rd
SP23-000006	Site Plan	Major Site Plan	Brightleaf Plaza Addition	819 N Brightleaf Blvd
SP23-000007	Site Plan	Major Site Plan	Urgent Care	938 N Brightleaf Blvd
Z23-000013	Zoning	Land Use	Rebirth Deliverance Ministries	2735 Buffalo Rd
SP23-000064	Site Plan	Minor Site Plan	Kobe Japanese Steak House	388 Venture Dr
Z23-000014	Zoning	Sign	Wal-Mart Sign Package	1299 N Brightleaf Blvd
Z23-000015	Zoning	Sign	Bealls Sign Package	1229 N Brightleaf Blvd
SP23-000065	Site Plan	Minor Site Plan	Single Family Dwelling Addition	408 N ThiRd St
SP23-000066	Site Plan	Minor Site Plan	Single Fammily Dwelling	4671 Swift Creek Rd
Z23-000017	Zoning	Building	Accessory Dwelling	420 Westermom Place
Z23-000020	Zoning	Land Use	Zumiez Mercantile Outlet Store	1025 Outlet Center Dr Ste 840
Z23-000031	Zoning	Sign	Zumiez	1025 Outlet Center Dr Ste 840
Z23-000021	Zoning	Land Use	In Me Liquidation	1547 E Market St
Z23-000022	Zoning	Land Use	Grading / Earth Works	211 E Rose St
SP23-000068	Site Plan	Minor Site Plan	Pole Barn	857 NC 210 Hwy

Z23-000025	Zoning	Sign	Pure Gas Station	272 NC 210 Hwy
Z23-000026	Zoning	Land Use	Brightleaf Pawn, Inc	2300 S Brightleaf Blvd Ste B
Z23-000027	Zoning	Land Use	J&C Auto Repair Inc	3802 E US 70 Hwy Bus
Z23-000028	Zoning	Land Use	Dry Roots Hair Care, LLC	14 Noble St
SP23-000069	Site Plan	Minor Site Plan	Accessory Structure	712 S Crescent Dr
SP23-000070	Site Plan	Minor Site Plan	Driveway Permit	101 Laurel Dr
SP23-000071	Site Plan	Minor Site Plan	Single Family Dwelling	240 Galilee Branch Dr
SP23-000072	Site Plan	Minor Site Plan	Single Family Dwelling	228 Galilee Branch Dr
SP23-000073	Site Plan	Minor Site Plan	Single Family Dwelling	218 Galilee Branch Dr
SP23-000074	Site Plan	Minor Site Plan	Single Family Dwelling	206 Galilee Rd
Z23-000030	Zoning	Land Use	Pressed Coal Financial Services	802 E Market St Ste B
SP23-000075	Site Plan	Major Site Plan	Brogden Rd Industrial Warehouse	834 Brogden Rd
SP23-000076	Site Plan	Minor Site Plan	In Ground Swimming Pool	765 Rock Pillar Rd
SP23-000077	Site Plan	Minor Site Plan	Single Family Dwelling	144 Canterbury Rd
SP23-000078	Site Plan	Minor Site Plan	Residential Accessory Structure	402 Pine St



**TOWN OF SMITHFIELD
POLICE DEPARTMENT
MONTHLY REPORT
MONTH ENDING February 28, 2023**

I. STATISTICAL SECTION

Month Ending February 28, 2023	February 2023	February 2022	Total 2023	Total 2022	YTD Difference
Calls for Service	1422	1983	3080	3985	-905
Incident Reports Completed	107	135	223	244	-21
Cases Closed	36	100	115	175	-60
Accident Reports	65	74	122	144	-22
Arrest Reports	49	99	102	167	-65
Burglaries Reported	5	5	11	8	3
Drug Charges	12	20	27	41	-14
DWI Charges	9	9	14	12	2
Citations Issued	81	302	211	585	-374
Speeding	19	114	55	242	-187
No Operator License	27	68	74	120	-46
Registration Violations	8	42	18	76	-58

II. PERSONNEL UPDATE

The police department currently has 9 vacant officer positions. One new hire is currently in BLET Training at JCC. Two officers are out on light duty, and one is out on sick leave. Two backgrounds are currently under way on prospective new hires.

III. MISCELLANEOUS

The Police Department participated and worked the annual Martin Luther King Jr. Parade. The department continues its recruitment effort in order to fill vacant positions. We addressed speeding and code violation concerns brought to our attention by citizens. We continue to address these issues and provide feedback to the public. The department continues to prepare for upcoming community events and activities.

REPORTED UCR OFFENSES FOR THE MONTH OF FEBRUARY 2023

PART I CRIMES	February		+/-	Percent Changed	Year-To-Date		+/-	Percent Changed
	2022	2023			2022	2023		
MURDER	0	1	1	N.C.	0	1	1	N.C.
RAPE	0	0	0	N.C.	1	0	-1	-100%
ROBBERY	0	0	0	N.C.	0	0	0	N.C.
Commercial	0	0	0	N.C.	0	0	0	N.C.
Individual	0	0	0	N.C.	0	0	0	N.C.
ASSAULT	12	5	-7	-58%	16	9	-7	-44%
* VIOLENT *	12	6	-6	-50%	17	10	-7	-41%
BURGLARY	4	3	-1	-25%	7	9	2	29%
Residential	3	2	-1	-33%	5	4	-1	-20%
Non-Resident.	1	1	0	0%	2	5	3	150%
LARCENY	40	28	-12	-30%	71	52	-19	-27%
AUTO THEFT	2	2	0	0%	7	3	-4	-57%
ARSON	1	1	0	0%	1	1	0	0%
* PROPERTY *	47	34	-13	-28%	86	65	-21	-24%
PART I TOTAL:	59	40	-19	-32%	103	75	-28	-27%
PART II CRIMES								
Drug	24	10	-14	-58%	48	25	-23	-48%
Assault Simple	12	7	-5	-42%	17	23	6	35%
Forgery/Counterfeit	1	0	-1	-100%	3	3	0	0%
Fraud	7	11	4	57%	18	21	3	17%
Embezzlement	0	0	0	N.C.	0	0	0	N.C.
Stolen Property	1	1	0	0%	1	1	0	0%
Vandalism	9	1	-8	-89%	13	7	-6	-46%
Weapons	0	0	0	N.C.	1	1	0	0%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	0	0	N.C.	1	1	0	0%
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	0	0	0	N.C.
D. W. I.	8	5	-3	-38%	10	8	-2	-20%
Liquor Law Violation	0	0	0	N.C.	0	0	0	N.C.
Disorderly Conduct	2	1	-1	-50%	3	1	-2	-67%
Obscenity	0	0	0	N.C.	0	0	0	N.C.
Kidnap	0	0	0	N.C.	0	1	1	N.C.
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	18	27	9	50%	33	56	23	70%
PART II TOTAL:	82	63	-19	-23%	148	148	0	0%
GRAND TOTAL:	141	103	-38	-27%	251	223	-28	-11%

N.C. = Not Calculable



**Town of Smithfield
Fire Department
February 2023**

I. Statistical Section

	Feb
Confirmed Structure Fires	5
EMS Responses	157
Misc./Other Calls	34
Mutual Aid Calls	7
TOTAL EMERGENCY RESPONSES	203

	Feb	YTD
Fire Inspections	64	126
Public Fire Education Programs	0	0
# Of Children Educated	0	0
# Of Adults Educated	0	0
Plans Review Construction/Renovation Projects	32	45
Fire Department Permits reviewed / Issued	31	67
Business Preplans	0	1
Fire Related Injuries & Deaths	0	0
# Of Civilian Deaths	0	0
# Of Civilian Injuries	0	0

II. Major Revenues

	Feb	YTD
Inspections	\$650.00	\$1,100.00
Fire Recovery USA	\$2,204.80	\$2204.80

III. Personnel Update:

Bentley Powell is retiring, last day will be April 27th at Station 1 (Times TBA)
New Hire, Anthony Parrish 4/10/2023

IV. Narrative of monthly departmental activities:

- Squad was in-service 11 of 20 days
- Feb. 2 & 9 – NFA: STICO class – Station 1
- Feb. 13 – Radio Training – Station 1
- Feb. 13 – MRI Unit Walk-through – JMC Smithfield
- Feb. 16 & 23 – NFA: DMICO class – Station 1
- Feb. 21 – JC Inspections used the Training Room for class
- Feb. 22 – JC Gang Task Force used the Training Room for class
- Feb. 23 – New Jail Walk-through – New Jail (70 Bus.)
- Feb. 24 – JCFMO meeting (RMS) – Station 1
- Feb. 25 – Dr. Martin Luther King Jr. parade – 6th St.

V. Upcoming Plans

- Extrication tool demos
- Engine specifications
- Continue with JCC compliance Consolation with County planning and State.
- Plans and Document Scanning
- Johnston Community College Follow-ups
- Manufacturing Facility Inspections
- Plans Scanning (Digital)
- Website Update
- New Business Worksheet Follow-up with Utility revision
- District/Inspection Zones Development
- JCC Re-Inspections
- 2023/24 Budget Meeting

**Town of Smithfield
Public Works Department
February 28, 2023**



93 Total Work Orders completed by the Public Works Department
5 Burials, at \$700.00 each = \$5,400.00
0 Cremation Burial, \$400.00 each = \$0
\$5,400.00 Sunset Cemetery Lot Sales
\$2,500.00 Riverside Extension Cemetery Lot Sales
370.63 tons of household waste collected
448 tons of yard waste collected
2.58 tons of recycling collected
0 gallons of used motor oil were recycled
250 scrap tires were recycled

**Town of Smithfield
Public Works Appearance Division
Cemetery, Landscapes, and Grounds Maintenance
Buildings, Facilities, and Sign Division
Monthly Report
February 28, 2023**



I. Statistical Section

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

II. Major Revenues

Sunset Cemetery Lot Sales:	\$ 5,400.00
Riverside Ext Cemetery Lot Sales:	\$ 2,500.00
Grave Opening Fees:	\$ 4,350.00
Total Revenue:	\$ 12,250.00

III. Major Expenses for the Month:

N/A

IV. Personnel Update:

None

V. Narrative of monthly departmental activities:

The overall duties include daily maintenance on cemeteries, landscapes, right-of-ways, buildings, and facilities. The Appearance Division safety meeting was on "Blood pressure Screening " with Jaime Pearce with Wellness Works.

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
February 28, 2023**



I. Statistical Section

 2 Preventive Maintenances

 0 North Carolina Inspections (Outsourced)

 18 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

none.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

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

**Town of Smithfield
Monthly Report
February 28, 2023**

Appearance Commission.

1. Kaitlyn Tarley – Chairperson was nominated as the new chair for the committee.
2. Emery Ashley, Jr. – Vice Chairperson
3. It was voted that an RFQ for an engineer to produce Landscape drawings for wayfinding signs though out the town of Smithfield be placed in advertisement for inquiry beginning March 1st ending March 30th. At that time, we will review all inquiries as to the job listed.

Next meeting Tuesday March 21,2023.

**Town of Smithfield
Public Works Fleet Maintenance Division
Monthly Report
February 28, 2023**



I. Statistical Section

- 2 Preventive Maintenances
- 0 North Carolina Inspections (Outsourced)
- 18 Work Orders

II. Major Revenues

None for the month

III. Major Expenses for the Month:

none.

IV. Personnel Update:

None for the month

V. Narrative of monthly departmental activities:

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

Town of Smithfield
Public Works Drainage/Street Division
Monthly Report
Feb. 28, 2023



I. Statistical Section

- a. All catch basins in problem areas were cleaned on a weekly basis
- b. 0 Work Orders – 0 Tons of Asphalt was placed in 0 utility cuts,
- c. 0 gator areas and 0 overlay.
- d. 0 Work Order – 0 Linear Feet Drainage Pipe installed.
- d. 0 Work Orders - 0 Linear Feet of ditches were cleaned
- e. 5 Work Orders – 250lbs. of Cold Patch was used for 5 Potholes.

II. Major Revenues

None for the month

III. Major Expenses for the Month:3

Paid Gregory Poole Equip. Co. \$1,416.10 for Service two Backhoes

IV. Personnel Update:

No one new was hired in the month of February.

V. Narrative of monthly departmental activities:

The Public Works Department safety meeting on "Blood screening".



Work Orders List for 02/01/2023 - 02/28/2023

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
#610 Christmas lights Streets Division Ethan Bryant	Drainage Division Drainage Division	✓ Done Completed by Ethan Bryant on 02/08/2023	Total Time Costs \$99.94 Total Time 4h 50m 15s Total Costs \$99.94	
#615 Pothole Streets Division Ethan Bryant	Drainage Division Drainage Division	✓ Done Completed by Ethan Bryant on 02/09/2023	Total Time Costs \$1.72 Total Time 5m 0s Total Costs \$1.72	
#616 Stopped up catch basin Medium Streets Division Ethan Bryant	Drainage Division Drainage Division	✓ Done Completed by Ethan Bryant on 02/10/2023	Total Time Costs \$3.44 Total Time 10m 0s Total Costs \$3.44	
#631 Pot hole Medium Streets Division Ethan Bryant	Drainage Division Street Division	✓ Done Completed by Ethan Bryant on 02/16/2023	Total Time Costs \$0.93 Total Time 2m 42s Total Costs \$0.93	Square Feet of repair : 2x2 Bags of Perma Patch used.: 1 Material used : 1 bag permapatch 1 rake Truck(s) #: 412 Names of worker(s): Ethan&Jb

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

#622
Sign this down
Medium
Damage
 Ethan Bryant

✓ **Done**
 Completed by Ethan Bryant
 on 02/16/2023

Total Time Costs \$0.68
 Total Time 1m 58s
Total Costs \$0.68

#590
Water backing up from street
High
Streets Division
 Ethan Bryant

✓ **Done**
 Completed by Ethan Bryant
 on 02/16/2023

Total Time Costs \$3.22
 Total Time 9m 21s
Total Costs \$3.22

#642
Pot hole
Medium
Streets Division
 Ethan Bryant

✓ **Done**
 Completed by Ethan Bryant
 on 02/21/2023

Total Time Costs \$4.20
 Total Time 12m 11s
Total Costs \$4.20
 Square Feet of repair : 2x2
 Bags of Perma Patch used.: 1
 Material used : 1 bag 1 rake
 Truck(s) #: 412
 Names of worker(s): Ethan&Jb

#644
Down stop sign
High
Signage
 Ethan Bryant

✓ **Done**
 Completed by Ethan Bryant
 on 02/22/2023

Drainage Division
 Street Division
 Total Time Costs \$7.03
 Total Time 20m 25s
Total Costs \$7.03

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

#674
Pot hole
High
Streets Division

Drainage Division
 Drainage Division

02/28/2023
 ✓ Done
 Completed by Ethan Bryant
 on 03/02/2023

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

#640
Stopped up ditch
Medium
Streets Division

Ethan Bryant

✓ Done
 Completed by Ethan Bryant
 on 03/09/2023

Total Time Costs \$41.32
 Total Time 2h 0m 0s
Total Costs \$41.32
 Linear feet: 50ft
 Equipment used : 411 & 408
 Name of workers : Ethan&Jb
 Truck(s) : 408

#666
potholes
Streets Division

Ethan Bryant

✓ Done
 Completed by Ethan Bryant
 on 03/09/2023

Total Time Costs \$4.11
 Total Time 11m 56s
Total Costs \$4.11

#605
Check drainage
Streets Division

Ethan Bryant

🔓 Open

#613
drain blocked
Streets Division

Ethan Bryant

🔓 Open

Signed off by _____

Date _____

Town of Smithfield
Public Works Sanitation Division
Monthly Report
February 28, 2023



I. Statistical Section

The Division collected from approximately 4098 homes, 4 times during the month

- a. Sanitation forces completed 44 work orders
- b. Sanitation forces collected tons 370.63 of household waste
- c. Sanitation forces disposed of loads 74 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 3.51 tons of construction debris (C&D)
- f. Town disposed of 250 scrap tires that was collected at Convenient Site Center
- g. Recycling forces collected 2.58 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 2810 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 680 lbs. of aluminum cans for \$47.60
- c. Sold 5100 lbs. of shredder steel for \$257.40 to Omni Source

III. Major Expenses for the Month:

Spain Farms Nursery was paid \$ 2,664 for disposal of yard waste and debris. Black's Tire Service Inc. was paid \$1,234.31 for tires for HHW TK #310. Massey's Wheel Aligning Inc. was paid \$613.54 for new ball joints and alignment on TK #312. White's Tire Service of Wilson was paid \$881.46 for new tires on TK #312. Cummins Sales and Service was paid 26,885.89 for repairs to HHW Tk #310.

IV. Personnel Update:

The Department hired Montreal George and Jose Paniaqua from Mitchells Temporary to fill in the vacant spots in the sanitation department.

V. Narrative of monthly departmental activities:

Public works Delivered and picked up traffic control equipment for the Martin Luther King jr. Parade in Downtown.

Public Works Safety Training was on "Blood Pressure Screenings" With Jamie Pearce.



MONTHLY REPORT FOR FEBRUARY, 2023

PROGRAMS STATISTICS	FEBRUARY, 2023		FEBRUARY, 2022	
NUMBER OF PROGRAMS	13		10	
TOTAL ATHLETICS PARTICIPANTS	446		201	
TOTAL NON/ATHLETIC PARTICIPANTS	405		206	
SARAH YARD COMMUNITY CENTER	108		153	
NUMBER OF GAMES PLAYED	69		59	
TOTAL NUMBER OF PLAYERS (GAMES)	1,320		1,180	
NUMBER OF PRACTICES	78		66	
TOTAL NUMBER OF PLAYER(S) PRACTICES	702		660	
	FEBRUARY, 2023	22/23 FY YTD	FEBRUARY, 2022	21/22 FY YTD
PARKS RENTALS	73	420	64	295
USERS (PARKS RENTALS)	1,262	11,200	1,478	8,644
TOTAL UNIQUE CONTACTS	3,797		3,677	
	FEBRUARY, 2023	22/23 FY YTD	FEBRUARY, 2022	21/22 FY YTD
FINANCIAL STATISTICS				
PARKS AND RECREATION REVENUES	\$ 15,436.00	\$ 76,256.00	\$ 9,343.00	\$ 41,386.00
PARKS AND RECREATION EXPENDITURES (OPERATIONS)	\$ 54,376.00	\$ 525,129.00	\$ 51,603.00	\$ 479,442.00
PARKS AND RECREATION EXPENDITURES (CAPITAL OUTLAY EQUIP)	\$ 41,253.00	\$ 91,014.00	\$ 817.00	\$ 74,965.00
SARAH YARD COMMUNITY CENTER (OPERATIONS)	\$ 4,855.00	\$ 43,517.00	\$ 2,072.00	\$ 26,483.00
SARAH YARD COMMUNITY CENTER (CAPITAL OUTLAY)	\$ -	\$ 21,500.00	\$ -	\$ 8,500.00

HIGHLIGHTS Daddy Daughter Dance with 223 Participants (138 Girls)
 Youth Basketball (254 Players)



SRAC MONTHLY REPORT FOR FEBRUARY, 2023

PROGRAMS STATISTICS	FEBRUARY, 2023		FEBRUARY, 2022	
NUMBER OF PROGRAMS	14		17	
TOTAL CONTACT WITH PROGRAM PARTICIPANTS	3360		3069	
	FEBRUARY, 2023	22/23 FY YTD	FEBRUARY, 2022	21/22 FY YTD
SRAC MEMBER VISITS	3921	26447	2835	22971
DAY PASSES	1012	10341	593	7397
RENTALS (SRAC)	58	135	41	305
USERS (SRAC RENTALS)	1249	20976	1722	16233
TOTAL UNIQUE CONTACTS	8,530	86,577	7,626	
	FEBRUARY, 2023	22/23 FY YTD	FEBRUARY, 2022	21/22 FY YTD
FINANCIAL STATISTICS				
SRAC REVENUES	\$ 58,465.40	\$ 473,627.00	\$ 43,902.00	\$ 374,515.00
OPERATION EXPENDITURES	\$ 73,375.00	\$ 662,327.00	\$ 70,015.00	\$ 601,972.00
CAPITAL EXPENDITURES	\$ 10,658.00	\$ 12,103.00	\$ -	\$ 4,630.00
SRAC MEMBERSHIPS	3195		2464	
HIGHLIGHTS	Alligator Steps (2672 swim lessons) Pottery Classes			



- **Statistical Section**

- Electric CP Demand 19,630 Kw relative to January's demand of 22,350 Kw.
- Electric System Reliability was 99.997%, with one (1) recorded main line outage; relative to December's 99.9931%.
- Raw water treated on a daily average was 4.410 MG relative to 4.491 MG for January; with maximum demand of 5.526 MG relative to January's 5.259 MG.
- Total finished water to the system was 112.197 MG relative to January's 124.457 MG. Average daily for the month was 4.007 MG relative to January's 4.015 MG. Daily maximum was 4.805 MG (February 13th) relative to January's 4.623 MG. Daily minimum was 1.751 MG (February 20th), relative to January's 2.429 MG.

- **Miscellaneous Revenues**

- Water sales were \$211,896 relative to January's \$249,764
- Sewer sales were \$373,450 relative to January's \$442,201
- Electrical sales were \$1,256,624 relative to January's sales of \$1,320,450
- Johnston County Water purchases were \$162,366 for 66.272 MG relative to January's \$152,155 for 62.104 MG.

- **Major Expenses for the Month**

- Electricity purchases were \$856,340 relative to January's \$966,680.
- Johnston County sewer charge was \$219,288 for 55.106 MG relative to January's \$166,484 for 42.172 MG.

- **Personnel Changes**

- Jonathan Whitley began work as Electric Line Technician on February 6.



**Town of Smithfield
Electric Department
Monthly Report
February, 2023**

I. Statistical Section

- Street Lights repaired –12
- Area Lights repaired 7
- Service calls – 47
- Underground Electric Locates -269
- Poles changed out/removed or installed -4
- Underground Services Installed -20

II. Major Revenues

- N/A

III. Major Expenses for the Month:

- N/A

IV. Personnel Update:

- The Utility Dept. had a Safety Meeting on Slips, Trips & Falls.
- The Electrical Dept. is short of workforce by 2 mid-grade linemen. We have hired 1 Journey Lineman and he is working out very well.

V. Miscellaneous Activities:

- The Electrical Dept. has only house services & street lights to install at East River Phases 3,4,5,6 & 7 as houses are completed.
- The Electrical Dept installed house services on Front St. & Bridge St.



WATER & SEWER

February 2023 Monthly Report

● DISCONNECT WATER	2
● RECONNECT WATER	5
● TEST METER	1
● TEMPORARY METER SET	1
● DISCOLORED WATER CALLS	3
● LOW PRESSURE CALLS	1
● NEW/RENEW SERVICE INSTALLS	0
● LEAK DETECTION	7
● METER CHECKS	4
● METER REPAIRS	2
● WATER MAIN/SERVICE REPAIRS	2
● STREET CUTS	5
● REPLACE EXISTING METERS	6
● INSTALL NEW METERS	0
● FIRE HYDRANTS REPAIRED	3
● FIRE HYDRANTS REPLACED	2
● SEWER REPAIRS	10
● CLEANOUTS INSTALLED	8
● INSPECTIONS	8
● CAMERA SEWER	3
● SEWER MAIN CLEANED	1350 LF

- SERVICE LATERALS CLEANED 900 LF
- SERVICE CALLS 52
- LOCATES ?

- SERVICED AND MAINTAINED ALL 21 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 February

1. Stucky's Backhoe made a lot of the repairs due to short staff.
2. Vac truck had major work done.

Personnel Updates

Upcoming Projects for the Month of March

Contractor working on Town homes on Wilson's Mill's Rd.

Hydrant Mechanics still installing and repairing fire hydrants.

Starting the sewer replacement on Underwood Ave.

Contractors working on 210 project installing sewer.



MONTHLY WATER LOSS REPORT

February 2023

(5) - Meters with slow washer leaks

8" Line, 1/8" hole – 1 Day