



## **Board of Adjustment**

**March 21, 2023**

**7:00 P.M.**

**WINTERVILLE TOWN HALL ASSEMBLY ROOM**

- I. CALL TO ORDER.**
- II. WELCOME.**
- III. APPROVAL OF AGENDA.**
- IV. APPROVAL OF MINUTES -**
  - 1. July 19, 2022 Board Of Adjustment Meeting.**
- V. NEW BUSINESS.**
  - 1. 2704 Miguel Court - Variance Request.**
  - 2. BOA Meeting Time Consideration.**
- VI. REPORTS FROM STAFF.**
- VII. ADJOURN.**

***SPECIAL NOTICE:*** Anyone who needs an interpreter or special accommodations to participate in the meeting should notify the Town Clerk, Don Harvey at 215-2344 at least forty-eight (48) hours prior to the meeting. (Americans with Disabilities Act (ADA) 1991.)



**BOARD OF ADJUSTMENT MEETING  
TUESDAY, JULY 19, 2022  
BOARD OF ADJUSTMENT MEETING MINUTES**

The Board of Adjustment met on the above date at 7:00 PM in the Town Hall Assembly Room, with Chairman Jeffrey Briley presiding. The following were present:

Jeffrey Briley, Chairman  
Edward Reynolds, Vice Chair  
Brian Miller, Member  
Alfred Phillips, Member  
Joseph Pierce, Member  
Garrett Killian, Alternate Member  
Keen Lassiter, Town Attorney  
Terri L. Parker, Town Manager  
Donald Harvey, Town Clerk

**CALL TO ORDER:**

Chairman Briley called the meeting to order.

**WELCOME:**

Chairman Briley welcomed all Board members and the public to the meeting.

**APPROVAL OF AGENDA:**

**Motion made by Vice Chair Reynolds and seconded by Member Pierce to approve the agenda as presented. Motion carried unanimously, 5-0.**

**APPROVAL OF MINUTES:**

Minutes of the March 22, 2022 meeting presented for approval.

**Motion made by Vice Chair Reynolds and seconded by Member Miller to approve the minutes of March 22, 2022 as presented. Motion carried unanimously, 5-0.**

**ADMINISTRATIVE MATTERS:**

1. Election of Officers.

Town Clerk Harvey asked for the Election of Officers and asked for any questions.

Chairman Briley requested names for Chairman.

**Motion made by Member Pierce and seconded by Vice Chair Reynolds to nominate Jeffrey Briley as Chairman. Motion carried unanimously, 5-0.**

Chairman Briley requested names for Vice Chair.

**Motion made by Member Pierce and seconded by Member Miller to nominate Edward Reynolds as Vice Chair. Motion carried unanimously, 5-0.**

**NEW BUSINESS:**

1. Variance Request – Carraway Property.

Town Manager Parker gave the following presentation:

**Carraway Property  
(Parcel 16289)  
Variance**

Presenter:  
Terri L. Parker,  
Town Manager

- Applicant: Phyllis Carraway
- Location: NC 903 S east of its intersection with Red Forbes Road.
- Parcel Number: 16289
- Site Data: 25.51 Acres
- Zoning District: Agricultural Residential (AR)
- Proposed Use: Single-Family Residential Development

**VARIANCE REQUEST:**

- Variance from access requirements as listed in Section 3.3 – Street Access in the Zoning Ordinance
- The property is landlocked and does not have the required access requirements as listed in Section 3.3 of the Zoning Ordinance. The owner desires to subdivide the land to provide approximately 1-2 acres to construct a DWMH for a family member.



**Section 3.3 Street Access**

No building, structure or use of land shall be established on a lot nor shall any lot be created that does not abut upon a public street as defined herein to which it has legal access for a distance of not less than thirty-five (35) feet. Provided, the following exceptions shall apply to the access requirement:

1. The access requirement shall not apply to lawfully existing lots of record with a minimum of thirty-five (35) feet of frontage on a dedicated but not maintained street.
2. The access requirement shall not apply to developments exempt from public street access by Article VI.
3. The access requirement shall not apply to lots on approved private streets.



- Notice was posted on site on June 30, 2022.
- Adjacent property owners were mailed notification on July 1, 2022.
- Notice of the hearing was published in the Daily Reflector on July 6, 2022, and July 13, 2022.







**Staff Recommendation:**

- Planning staff is of the opinion that the request can meet all the development standards required for issuance of the requested Variance upon proper findings by the Board.



**Variance**

a) There are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the Ordinance.

- 1) If he complies with the provisions of the Ordinance, the property owner can secure no reasonable return from or make no reasonable use of, his property.
- 2) The hardship results from the application of the Ordinance.
- 3) The hardship is suffered by the applicant's property.
- 4) The hardship is not a result of the applicant's own actions.
- 5) The hardship is peculiar to the applicant's property.

b) The variance is in harmony with the general purpose and intent of the Ordinance and preserves its spirit.

c) In granting the variance the public safety and welfare have been assured and substantial justice has been done.



BOA will consider the following for the Variance Application:

In granting a Variance, the Board may impose such additional restrictions and requirements upon such permit as it may deem necessary in order that the purpose and intent of this Ordinance is served, public welfare secured, and substantial justice done. If all requirements and conditions are accepted by the applicant, the Board shall authorize the issuance of the Variance, otherwise the Variance shall be denied. Any Variance so authorized shall be perpetually binding upon the property included in such Variance unless subsequently change or amended by the Board, as provided for in this Article.

- The applicant will provide a permanent ingress/egress easement along Sunshine Lane.



Town Manager Parker asked for any questions.

Chairman Briley requested that anyone wishing to speak, please come forward. Chairman Briley swore in Phyllis Carraway, Joey Carraway, Gina Carraway, and Kenneth Carraway. Chairman Briley opened the public hearing and requested anyone wishing to speak in favor to come forward.

Phyllis Carraway spoke saying the area is landlocked and son wants to use land. Vice Chair Reynolds asked where is Sunshine Lane? Kenneth Carraway indicated location on the map. Member Phillips asked who left the property? Phyllis Carraway said father left it to them.

Attorney Lassiter noted that the owner of property is to get an easement. Phyllis Carraway stated she agreed to get an access easement to the property as a condition of the variance. Gina Carraway, daughter in law, gave history of family and reason for wanting to live there.

Chairman Briley requested anyone wishing to speak in opposition to come forward. None spoke. Chairman Briley closed the public hearing.

Chairman Briley went through the following criteria with the noted actions.

Variations. To authorize upon appeal in specific cases such variations from the terms of the Ordinance as will not be contrary to the public interest where, owing to special conditions, a literal enforcement of the provisions of this ordinance will, in an individual case, result in practical difficulty or unnecessary hardship, so that the spirit of the ordinance shall be observed, public safety and welfare secured, and substantial justice done. Such variance may be granted in such individual case of unnecessary hardship where the Board of Adjustment makes the following affirmative findings.

- 1) Conditions and Specifications: That the application filed as Variance Application for the properties listed above meets all of the required conditions and specifications of the Zoning Ordinance and policies of the Town for a submission of a Variance Application.

**Motion made by Vice Chair Reynolds and seconded by Member Pierce to approve Variance Criteria 1). Motion to approve carried unanimously, 5-0.**

- 2) Notice: That those persons owning property adjacent to the proposed development or use, as listed on the current tax records, were served notice of the public hearing by mail in accordance

with applicable requirements; and that notice of public hearing to consider the variance was published on July 6, 2022 and July 13, 2022 in the Daily Reflector, a newspaper having general circulation in the area, and required by law.

**Motion made by Member Pierce and seconded by Vice Chair Reynolds to approve Variance Criteria 2). Motion to approve carried unanimously, 5-0.**

- 3) There are practical difficulties or unnecessary hardships in the way of carrying out the strict letter of the Ordinance:
  - (a) If he complies with the provisions of the Ordinance, the property owner can secure no reasonable return from or make no reasonable use of, his property
  - (b) The hardship results from the application of the Ordinance.
  - (c) The hardship is suffered by the applicant's property.
  - (d) The hardship is not a result of the applicant's own actions.
  - (e) The hardship is peculiar to the applicant's property.

**Motion made by Member Pierce and seconded by Vice Chair Reynolds to approve Variance Criteria 3). Motion to approve carried unanimously, 5-0.**

- 4) The variance is in harmony with the general purpose and intent of the Ordinance and preserves its spirit.

**Motion made by Member Miller and seconded by Member Pierce to approve Variance Criteria 4). Motion to approve carried unanimously, 5-0.**

- 5) In granting the variance, the public safety and welfare have been assured and substantial justice has been done.

**Motion made by Member Miller and seconded by Member Pierce to approve Variance Criteria a) 5). Motion to approve carried unanimously, 5-0.**

Attorney Lassiter noted the condition that the applicant agree to provide a permanent ingress/egress easement along Sunshine Lane. Phyliss Carraway agreed to the condition.

**Motion made by Vice Chair Reynolds and seconded by Member Phillips to approve the Variance with the permanent easement condition. Motion to approve carried unanimously, 5-0.**

**Chairman Briley stated the variance approved.**

2. Special Use Permit – Carraway Property.

Town Manager Parker gave the following presentation:



## Carraway Property (Parcel 16289) Special Use Permit

Presenter:  
Terri L. Parker,  
Town Manager



- Applicant: Phyllis Carraway
- Location: NC 903 S east of its intersection with Red Forbes Road.
- Parcel Number: 16289
- Site Data: 25.51 Acres
- Zoning District: Agricultural Residential (AR)
- Proposed Use: Single-Family Residential Development



### **SPECIAL USE PERMIT APPLICATION:**

- Special Use Permit is for a Class A Mobile Home (DWMH) on parcel 16289.
- Must be able to meet requirements listed in "SR 3 - Class A Mobile Home on Individual Lot" under "Section 6.5 – Special Requirements to the Table of Permitted and Special Uses".



- Notice was posted on site on June 30, 2022.
- Adjacent property owners were mailed notification on July 1, 2022.
- Notice of the hearing was published in the Daily Reflector on July 6, 2022, and July 13, 2022.



**Special Use Permits:**

To hear and decide, in particular cases, and subject to appropriate conditions and safeguards, permits for special uses as authorized by Article VI. In granting a special use permit the Board shall make the following affirmative findings:

- The Use requested is among those listed as an eligible Special Use in the District in which the subject property is located;
- That the Special Use will not materially endanger the public health or safety if located where proposed and developed according to the plan as proposed;
- That the Special Use meets all required conditions and specifications;
- That the Special Use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
- That the location and character of the Special Use if developed according to the plan as proposed will be in harmony with the area in which it is to be located and in general conformity with the plan of development of the Town and its environs.



USE TYPES	LOC	SIC	A-R	R-20	R-15	R-12.5	R-10	R-8	R-4	M-R	O-4	C-B	G-B	LC	C-N	I	SR
<b>Residential Uses</b>																	
bed and breakfast inn	2	0000	S	S	S	S	S	S				X	X	X			1
dwelling, conventional or modular, multi-family (including single family attached of more than 2 attached units)	2	0000	S								S	S	S				242
single family detached	1	0000	X	X	X	X	X	X	X	X	X	X	S				42
two-family (including single family attached of no more than 2 attached units)	1	0000	S					S	X	X	S						3
dwelling, mobile home on individual lot																	
Class A single-family	1	0000	S							X							5
Class B single-family																	4
Family care home (5 or less)	2	8901	X	X	X	X	X	X	X	X	X	X	X	X	X	X	0
Family day-care home (3-5)	-	8522	S	S	S	S	S	S	S	S	S						0
home occupation, customary	-	0000	S	S	S	S	S	S	S	S	S						0
mobile home park	2	0000	S								S						7
Planned unit development	2	0000															8

Mobile home, class "A." A multi-sectional mobile home that meets or exceeds the construction standards promulgated by the US Department of Housing and Urban Development that were in effect at the time of construction and that satisfies the additional criteria for Class "A" mobile homes contained in Article IX.



Town of  
**WINTERVILLE**  
*A slice of the good life!*

**Carraway Property – SUP Application**

**SR 3. Class A Mobile Home on Individual Lot:**

- a. The mobile home shall have a length not exceeding four times its width.
- b. The width of the mobile home shall be at least 20 feet.
- c. The pitch of the mobile home's roof shall have a minimum vertical rise of two and two tenths feet for each twelve feet of horizontal run (2.2' in 12') and the roof shall be finished with a type of shingle that is commonly used in standard residential construction.
- d. The exterior siding shall consist predominantly of vinyl or aluminum horizontal lap siding (that does not exceed the reflectivity of gloss white paint), wood, or hardboard, comparable in composition, appearance, and durability to the exterior siding commonly used in standard residential construction.



Town of  
**WINTERVILLE**  
*A slice of the good life!*

**Carraway Property – SUP Application**

**SR 3. Class A Mobile Home on Individual Lot:**

- e. A continuous, permanent masonry foundation, unpierced except for required ventilation and access, shall be installed under the mobile home.
- f. The tongue, axles, transporting lights, and removable towing apparatus are removed subsequent to final placement.
- g. The mobile home shall be placed on land owned by the owner of the mobile home. The mobile home shall be listed and taxed as real property.
- h. The mobile home shall be oriented so that the longest measurement shall be no more than twenty (20) degrees from parallel to the front property line, except on corner lots. The front of the mobile home shall face the front property line. The front of the mobile home is that side which has an entrance door leading to a living room, foyer, or hall and is the longer dimension of the mobile home's sides.



**Staff Recommendation:**

- Planning staff is of the opinion that the request can meet all the development standards required for issuance of the Special Use Permit upon proper findings by the Board.



**BOA will consider the following for the Special Use Permit Application:**

To hear and decide, in particular cases, and subject to appropriate conditions and safeguards, permits for special uses as authorized by Article VI. In granting a special use permit the Board shall make the following affirmative findings:

- a) The Use requested is among those listed as an eligible Special Use in the District in which the subject property is located;
- b) That the Special Use will not materially endanger the public health or safety if located where proposed and developed according to the plan as proposed;
- c) That the Special Use meets all required conditions and specifications;
- d) That the Special Use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and
- e) That the location and character of the Special Use if developed according to the plan as proposed will be in harmony with the area in which it is to be located and in general conformity with the plan of development of the Town and its environs.



**BOA will consider the following for the Special Use Permit Application:**

In granting a Special Use Permit, the Board may impose such additional restrictions and requirements upon such permit as it may deem necessary in order that the purpose and intent of this Ordinance are served, public welfare secured, and substantial justice done. If all requirements and conditions are accepted by the applicant, the Board shall authorize the issuance of the Special Use Permit, otherwise the Permit shall be denied. Any Special Use Permit so authorized shall be perpetually binding upon the property included in such Permit unless subsequently change or amended by the Board, as provided for in this Article.

- The applicant will provide a permanent ingress/egress easement along Sunshine Lane.



Chairman Briley requested that anyone wishing to speak, please come forward. No one that had not been sworn in for the variance came forward.

Chairman Briley opened the public hearing. Requested anyone wishing to speak in favor to come forward. Attorney Lassiter asked about the Section SR3 conditions in the code. Kenneth Carraway noted that the home will face Sunshine Lane and described the conditions of the home, noting brick under pinning and went through each SR3 conditions. Attorney Lassiter asked who the owner of the property would be listed. Kenneth Carraway noted that the property will be listed in his and wife' name.

Chairman Briley requested anyone wishing to speak in opposition to come forward. None were received from the notifications or spoke. Chairman Briley closed the public hearing.

Chairman Briley went through the following criteria with the noted actions.

To hear and decide, in particular cases, and subject to appropriate conditions and safeguards, permits for special uses as authorized by Article VI. In granting a Special Use Permit the Board of Adjustment shall make the following affirmative findings.

- 1) Conditions and Specifications. That the application filed as a Special Use Permit for property listed above meets all of the required conditions and specifications of the Zoning Ordinance and policies of the Town for a submission of a Special Use Permit.

**Motion made by Member Pierce and seconded by Member Phillips to approve Special Use Criteria 1). Motion carried unanimously, 5-0.**

- 2) Notice. That those persons owning property adjacent to the proposed development or use, as listed on the current tax records, were served notice of the public hearing by mail in accordance with applicable requirements; and that notice of public hearing to consider the Special Use Permit was published on July 6, 2022 and July 13, 2022 in the Daily Reflector, a newspaper having general circulation in the area, and required by law.

**Motion made by Member Miller and seconded by Vice Chair Reynolds to approve Special Use Criteria 2). Motion carried unanimously, 5-0.**

- 3) To hear and decide, in particular cases, and subject to appropriate conditions and safeguards, permits for special uses as authorized by Article VI. In granting a Special Use Permit, the Board shall make the following affirmative findings:
  - a) The Use requested is among those listed as an eligible Special Use in the district in which the subject property is located;

**Motion made by Member Pierce and seconded by Vice Chair Reynolds to approve Special Use Criteria 3a). Motion carried unanimously, 5-0.**

- b) That the Special Use will not materially endanger the public health or safety if located where proposed and developed according to the plan as proposed;

**Motion made by Vice Chair Reynolds and seconded by Member Phillips to approve Special Use Criteria 3b). Motion carried unanimously, 5-0.**

- c) That the Special Use meets all required conditions and specifications (SR3. Class A Mobile Home on Individual Lot):

- i. The mobile home shall have a length not exceeding four times its width.
- ii. The width of the mobile home shall be at least 20 feet.
- iii. The pitch of the mobile home's roof shall have a minimum vertical rise of two and two tenths feet for each twelve feet of horizontal run (2.2' in 12') and the roof shall be finished with a type of shingle that is commonly used in standard residential construction.
- iv. The exterior siding shall consist predominantly of vinyl or aluminum horizontal lap siding (that does not exceed the reflectivity of gloss white paint), wood, or hardboard, comparable in composition, appearance, and durability to the exterior siding commonly used in standard residential construction.
- v. A continuous, permanent masonry foundation, unpierced except for required ventilation and access, shall be installed under the mobile home.
- vi. The tongue, axles, transporting lights, and removable towing apparatus are removed subsequent to final placement.
- vii. The mobile home shall be placed on land owned by the owner of the mobile home. The mobile home shall be listed and taxed as real property.
- viii. The mobile home shall be oriented so that the longest measurement shall be no more than twenty (20) degrees from parallel to the front property line, except on corner lots. The front of the mobile home shall face the front property line. The front of the mobile home is that side which has an entrance door leading to a living room, foyer, or hall and is the longer dimension of the mobile home's sides.

**Motion made by Member Pierce and seconded by Vice Chair Reynolds to approve Special Use Criteria 3c). Motion carried unanimously, 5-0.**

- d) That the Special Use will not substantially injure the value of adjoining or abutting property, or that the use is a public necessity; and

**Motion made by Vice Chair Reynolds and seconded by Member Phillips to approve Special Use Criteria 3d). Motion carried unanimously, 5-0.**

- e) That the location and character of the Special Use if developed according to the plan as proposed will be in harmony with the area in which it is to be located and in general conformity with the plan of development of the Town and its environs.

**Motion made by Member Miller and seconded by Vice Chair Reynolds to approve Special Use Criteria 3e). Motion carried unanimously, 5-0.**

In granting a Special Use Permit, the Board may impose such additional restrictions and requirements upon such permit as it may deem necessary in order that the purpose and intent of this Ordinance are served, public welfare secured, and substantial justice done. If all requirements and conditions are accepted by the applicant, the Board shall authorize the issuance of the Special Use Permit, otherwise the Permit shall be denied. Any Special Use Permit so authorized shall be perpetually binding upon the property included in such Permit unless subsequently change or amended by the Board, as provided for in this Article. Chairman Briley asked if additional restrictions would apply to changes in the future. Town Manager Parker said condition stays with the property not the ownership requiring getting a Special Use Permit (SUP) with the same.

Attorney Lassiter noted the condition that the applicant agree to provide a permanent ingress/egress easement along Sunshine Lane. Phyliss Carraway agreed to the condition.

**Motion made by Vice Chair Reynolds and seconded by Member Pierce to approve Special Use Permit. Motion carried unanimously, 5-0.**

Chairman Briley stated the Special Use Permit was approved.

**REPORTS FROM STAFF – INFORMATIONAL ITEMS:**

Town Manager Parker noted the three monthly reports in the agenda packet:

2571 RAILROAD ST  
PO BOX 1459  
WINTERVILLE, NC  
28590



PLANNING DEPARTMENT  
BRYAN JONES  
DIRECTOR

**To:** Town Council  
**From:** Bryan Jones, Planning Director  
**Date:** May 2, 2022  
**Re:** Monthly Report

Please find below a summary of the projects, tasks and issues the Planning Department has been working on during the month of April 2022.

<b>ZONING COMPLIANCES</b>	<b>Total = 15</b>	<b>YTD (2022) = 65</b>
New Single-Family Residential	4	26
Accessory Structures	4	17
New Business	1	5
Residential Fence	0	5
Additions/ Pools/ Other	6	12
<b>Other Activities/Projects</b>		
Winterville Technical Review Committee (TRC)	4/5/2022	TRC reviewed Eleven at Main, Phase 1 – FP
Town Council Meeting	4/11/2022	Carroll Crossing, Sec 3, Ph 1 Annexation (PH) - Approved; Forbes Property Rezoning (PH) - Approved
Planning and Zoning Board Meeting	4/18/2022	Eleven at Main, Phase 1 – FP (approved); McLawhorn Tract Rezoning (approved); Villa Grande, Phase 3 – PP (approved)
Pitt County CTP Committee	3/22/2022	Committee met to discuss the remaining project schedule (i.e. public involvement, draft document format, municipal approval).



2571 RAILROAD ST  
PO BOX 1459  
WINTERVILLE, NC  
28590

PLANNING DEPARTMENT  
BRYAN JONES  
DIRECTOR

**To:** Town Council  
**From:** Bryan Jones, Planning Director  
**Date:** June 2, 2022  
**Re:** Monthly Report

Please find below a summary of the projects, tasks and issues the Planning Department has been working on during the month of May 2022.

<b>ZONING COMPLIANCES</b>	<b>Total = 14</b>	<b>YTD (2022) = 79</b>
New Single-Family Residential	5	31
Accessory Structures	2	19
New Business	1	6
Residential Fence	1	6
Additions/ Pools/Other	5	17
<b>Other Activities/Projects</b>		
NC Association of Floodplain Managers Conference	5/2/22- 5/4/22	Attended annual spring conference for floodplain managers.
Winterville Technical Review Committee (TRC)	5/3/2022	TRC reviewed Aces for Autism – CP and Wintergreen Commons Sports Complex PP
Town Council Meeting	5/9/2022	Eleven at Main, Phase 1 – FP (approved); McLawhorn Tract Rezoning (approved); Villa Grande, Phase 3 – PP (approved)
Planning and Zoning Board Meeting	5/16/2022	Wintergreen Commons Sports Complex – PP (approved)
Pitt County CTP Committee	5/23/2022	Committee met to discuss transportation plan (bike/ped recommendations, bike/ped indicators analysis, remaining project schedule – municipal presentations).
Town Council - Budget Work Session	5/24/2022	Fiscal Year 2022-203 Recommended Budget work session.





2571 RAILROAD ST  
PO BOX 1459  
WINTERVILLE, NC  
28590

PLANNING DEPARTMENT  
BRYAN JONES  
DIRECTOR

**To:** Town Council  
**From:** Bryan Jones, Planning Director  
**Date:** July 1, 2022  
**Re:** Monthly Report

Please find below a summary of the projects, tasks and issues the Planning Department has been working on during the month of **June 2022.**

<b>ZONING COMPLIANCES</b>	<b>Total = 16</b>	<b>YTD (2022) = 95</b>
New Single-Family Residential	7	38
Accessory Structures	3	22
New Business	2	8
Residential Fence	3	9
Additions/Pool/Other	1	18
<b>Other Activities/Projects</b>		
Town Council Meeting	6/6/2022	Budget Public Hearing
Town Council Meeting	6/13/22	McLawhorn Tract Rezoning PH (Denied); Wintergreen Sports Complex PP (Approved); PZ Member Appointments.
Greenville Urban Area MPO TCC Meeting	6/15/2022	Committee met to discuss Mileage-Based User Fee, Preliminary Drat STIP, and Prioritization Process update.
NCDOT Interstate 587 Unveiling Ceremony	6/22/2022	Attended unveiling ceremony for designation of Interstate 587.
Envision Pitt County 2045	6/22/2022	Stakeholder meeting to discuss the new comprehensive land use plan for Pitt County.
Pitt County CTP Committee	6/27/2022	Committee met to discuss public input meetings and adoption process for the Comprehensive Transportation Plan.
Greenville Urban Area MPO TAC Meeting	5/24/2022	Committee met to consider Mileage-Based User Fee, Preliminary Drat STIP, and Prioritization Process update.

**COMMENTS FROM BOARD OF ADJUSTMENT MEMBERS:** None.

**ADJOURN:**

Having no further business to come before the Board of Adjustment meeting, Chairman Briley requested a motion to adjourn.

**Motion made by Vice Chair Reynolds and seconded by Member Pierce to adjourn the meeting. Motion carried unanimously, 5-0. Meeting adjourned at 7:43 pm.**

**Adopted this the 21<sup>st</sup> day of March 2023.**

\_\_\_\_\_  
Jeffrey Briley, Chairman

ATTEST:

\_\_\_\_\_  
Donald Harvey, Town Clerk

DRAFT



**Town of Winterville  
Board of Adjustment  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** March 21, 2023

**Presenter:** Stephen Penn, Planning & Ec. Dev.

**Item to be Considered**

**Subject:** 2704 Miguel Court Variance Request.

**Action Requested:** Consider the variance request for approval or denial.

**Attachments:** Initially Approved Plot Plan; Plot Plan After Construction; Public Notice & Advertisement Notices.

**Prepared By:** Stephen Penn, Director of Planning and Economic Development

**Date:** 3/15/2023

**ABSTRACT ROUTING:**

TC

FD

TM

Final

**Supporting Documentation**

Byron Scott Gibson of Adams Home AEC,LLC has submitted a variance application requesting a variance from Winterville's Zoning Ordinance that requires a 25-foot front yard setback within the R-10 Zoning District. They are requesting a variance due to the construction of a new home (2704 Miguel Court; Parcel # 87092) that was built with a 23.39-foot front yard setback. The home encroaches within the front yard setback by 1.61 feet.

**Budgetary Impact:** N/A

**Recommendation:** Consider the Variance Application.



**VARIANCE APPLICATION  
TOWN OF WINTERVILLE**

2571 Railroad Steet  
P O Box 1459  
Winterville, NC 28590  
Phone: (252) 756-2221

**Staff Use Only**  
Appl. # \_\_\_\_\_

1) The building, sign, or land is located at: Street Address 2704 Miguel Court, Winterville, NC 28590  
\_\_\_\_\_ Zoning District Winterville ETJ Zoning R-10

2) Application is submitted for a variance from the terms of the Zoning Ordinance as follows:  
Requesting a decrease in the front setback distance currently set at 25' on a corner property  
due to an encroachment of the single family dwelling that has been located at 23.39' from the  
front property line. The finished SFR dwelling is encroaching 1.61' into the front setback.

3) What mitigating condition justifies this application? Due to errors from the subcontracted surveyor and  
architect, the dwelling was constructed in an incorrect location. Removal of the existing dwelling to conform  
would create an unnecessary hardship on the applicant versus a variance for the minor encroachment.

4) Intended use of the land, building, sign, or structure Single Family Residential (Detached)  
\_\_\_\_\_

(NOTE: The Board of Adjustment does not have the power to grant a variance permitting the use of land or structures not permitted by the Zoning Ordinance in the district in which the land or structure is located).

5) After completing, sign the statement below:

**OWNER/AGENT STATEMENT**

I, Byron Scott Gibson, being the Owner or Agent (if Agent, complete section below) request approval of a variance as described herein. I agree that this variance, if granted, is authorized on the presentation made herein and may be revoked in the event of any breach of representation or conditions which may be attached. It is further understood that if said variance is not exercised within twelve (12) months from the date of approval, it shall become invalid.

DATE 2/17/2023 APPLICANT *B Gibson*

**NOTE: AGENTS ACTING ON BEHALF OF THE PROPERTY OWNER MUST HAVE A NOTARIZED STATEMENT FROM THE PROPERTY OWNER GIVING THEM THE AUTHORITY TO ACT ON THE OWNER'S BEHALF.**

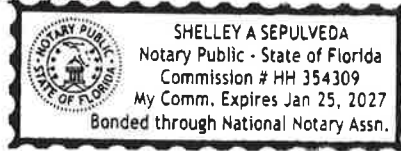
I, Adams Home AEC, LLC, being the Owner of the property described herein, do hereby authorize Byron Scott Gibson as agent for the purpose of this application.

Signature  MANAGER Date 2.22.23

Sworn to and subscribed before me, this 22 day of FEBRUARY, 20 23.

  
Notary Public

My Commission Expires:  
1.25.27



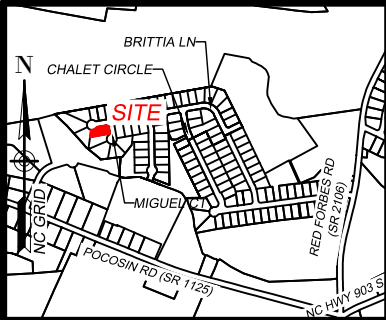
# Plot Plan that was Approved Prior to Construction



**THOMAS ENGINEERING, PA** est 1983  
civil engineering • land development • project management

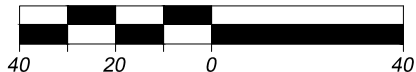
PRELIMINARY PLAT

Not for Recordation, Conveyances  
or Sales



**VICINITY MAP** 1" = 2000'

SCALE: 1" = 40'  
GRAPHIC SCALE



MB: 86  
PG: 157

NOTE: THIS SCALE APPLIES  
FOR 8.5" X 14" SHEETS ONLY.

**LEGEND**

•	BUA	BUILT UPON AREA
•	PERMITTED BUA	5,000 SQFT
•	PROPOSED LOT BUA	3,489 SQFT
•	SOD	4,770 SQFT
•	TF	TRANSFORMER
•	MH	SEWER MANHOLE
•	LP	LIGHT POLE
•	WV	WATER VALVE
•	WM	WATER METER
•	SCO	SEWER CLEAN OUT
•	-	STAKING BOX CORNER
•	WCR	WHEEL CHAIR RAMP
•	HYD	FIRE HYDRANT
•	---	SEWER FORCE MAIN
•	---	STORM DRAIN SYSTEM

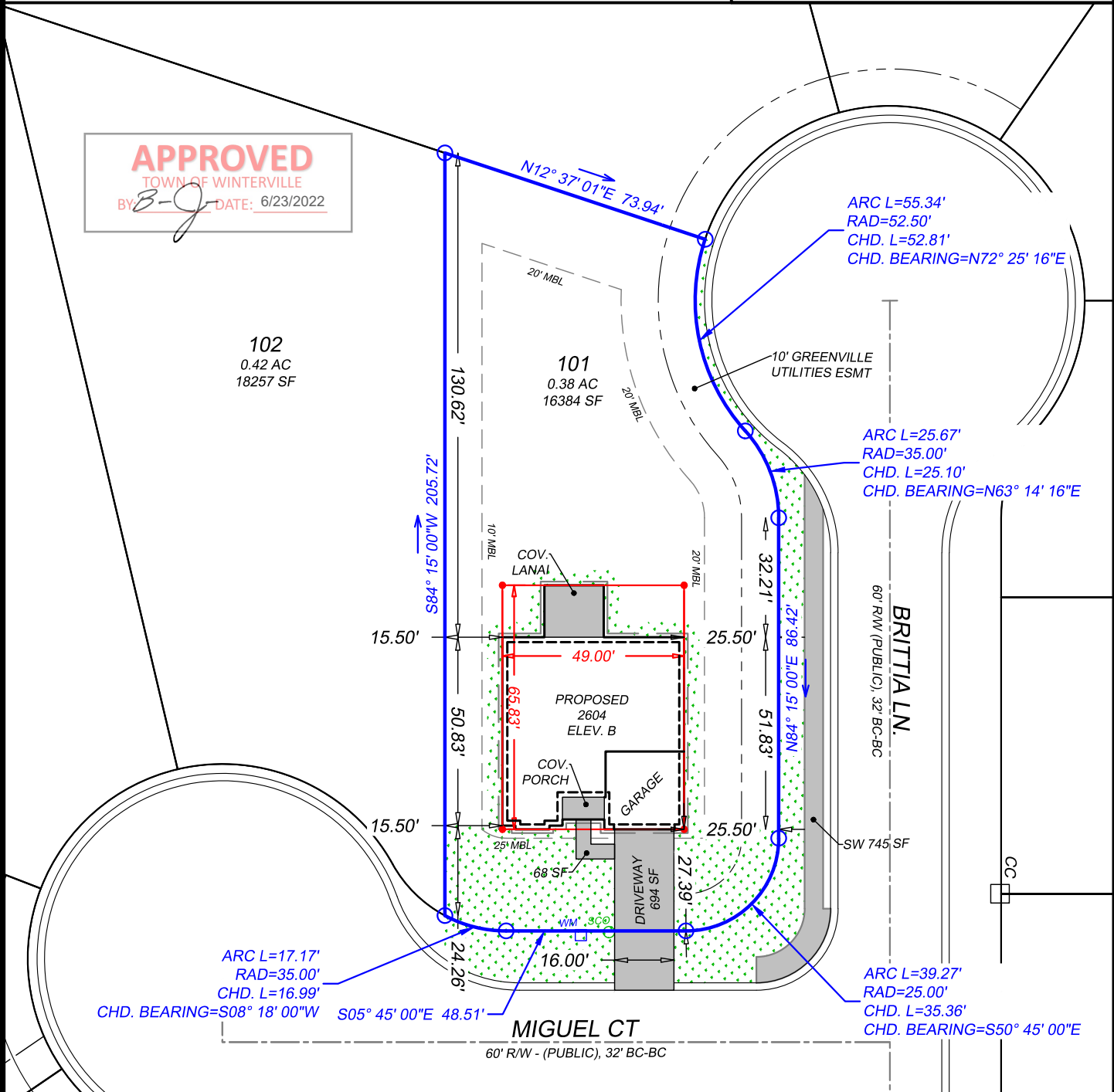
APPROVED

TOWN OF WINTERVILLE

BY: *B-J* DATE: 6/23/2022

102  
0.42 AC  
18257 SF

101  
0.38 AC  
16384 SF



**SITE NOTES AND DATA**

1. PARCEL ID#: 87092
2. PARCEL ADDRESS: XXXX MIGUEL COURT, WINTERVILLE, NC 28590
3. DRAINAGE & UTILITIES EASEMENTS:
  - a) 15 FT. ALONG ALL ROAD RIGHT OF WAY.
  - b) 15 FT. CENTERED ALONG ALL SIDE LOT LINES.
  - c) 20 FT. CENTERED ALONG ALL REAR LOT LINES.
  - d) OTHER EASEMENTS AS SHOWN.
4. MAP REFERENCE:
  - MAP TITLE: VILLA GRANDE PHASE TWO
  - MAP BOOK: 86, PAGE: 157
5. THE PROPERTY DEPICTED HEREON IS AN EXISTING PARCEL AS DESCRIBED IN THE REFERENCED DEED AND/OR FILED PLAT.
6. IN ACCORDANCE WITH FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP PANEL NO. 3720466500K DATED JULY 7, 2014, LOT 101 IS LOCATED IN ZONE "X". THIS REPORT IN NO WAY SUPERCEDES THE ABOVE REFERENCED F.I.R.M.

**SITE PLAN**

**LOT 101**  
**VILLA GRANDE**  
**PHASE TWO**

WINTERVILLE	PITT COUNTY	NORTH CAROLINA
<b>OWNER:</b>		ADAMS HOMES AEC, LLC. 149 US HWY 70 WEST GARNER, NORTH CAROLINA 27529
<b>ENGINEER &amp; SURVEYOR:</b>		THOMAS ENGINEERING, PA 1316-B COMMERCE DRIVE NEW BERN, NC 28562 PHONE: 252.637.2727 FAX: 252.636.2448
SCALE: 1" = 40'		DATE: 06/13/2022
PROJECT #: 2015-004		SHEET: 1 of 1

# Final Survey of Property- After Construction.

**VICINITY MAP** 1" = 2000'

SCALE: 1" = 40'  
GRAPHIC SCALE

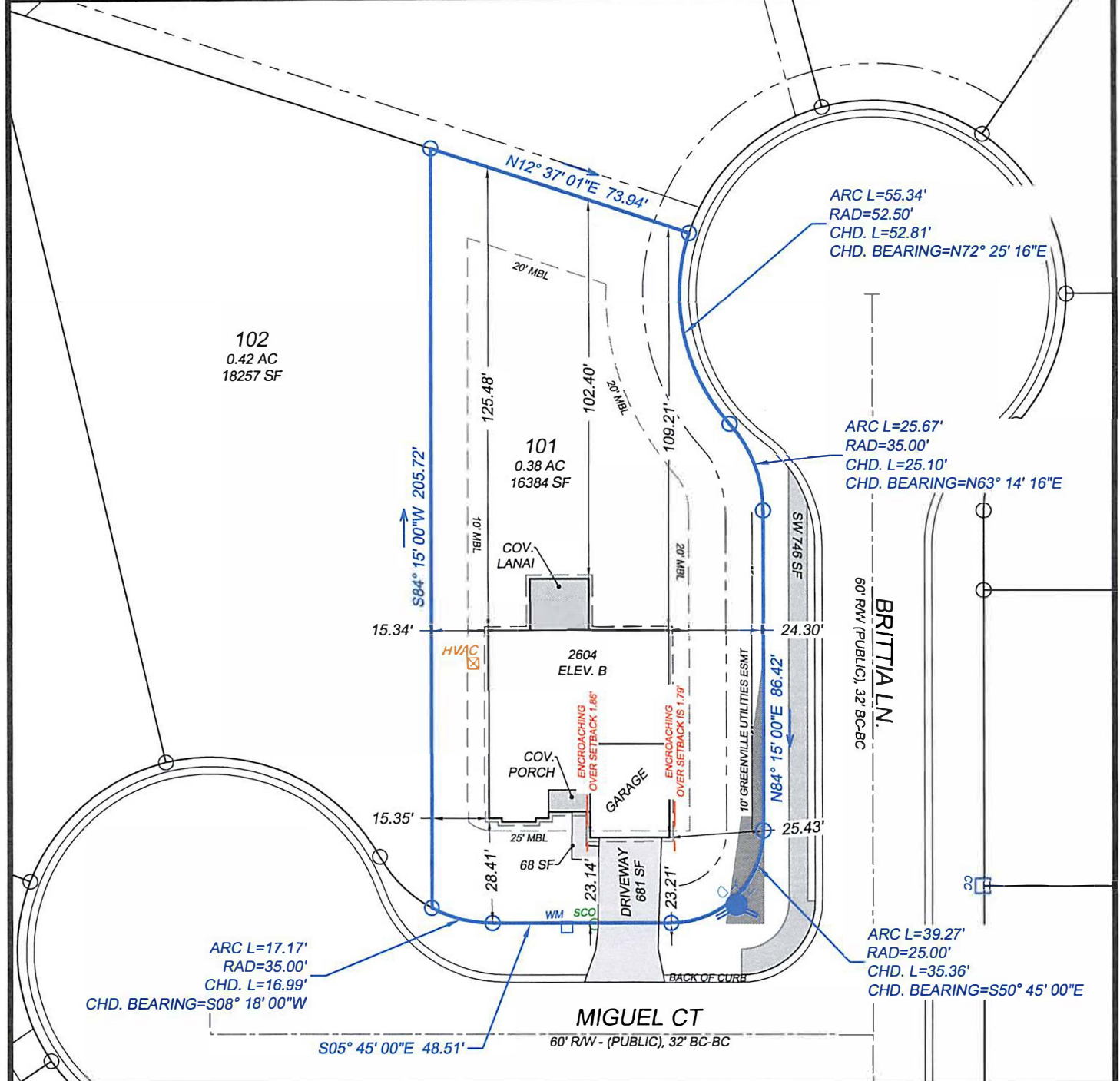
**THOMAS ENGINEERING, PA** est 1983  
civil engineering • land development • project management

**LEGEND**

•	BUA	BUILT UPON AREA
•	PERMITTED BUA	5,000 SQFT
•	LOT BUA	3,559 SQFT
□	TF	TRANSFORMER
•	MH	SEWER MANHOLE
•	LP	LIGHT POLE
•	WV	WATER VALVE
•	WM	WATER METER
•	SCO	SEWER CLEAN OUT
•	•	STAKING BOX CORNER
•	WCR	WHEEL CHAIR RAMP
•	HYD	FIRE HYDRANT
•	•	SEWER FORCE MAIN
•	•	STORM DRAIN SYSTEM

MB: 86  
PG: 157

NOTE: THIS SCALE APPLIES FOR 8.5" X 14" SHEETS ONLY.



**SITE NOTES AND DATA**

1. PARCEL ID#: 87092
2. PARCEL ADDRESS: 2704 MIGUEL COURT, WINTERVILLE, NC 28590
3. DRAINAGE & UTILITIES EASEMENTS:
  - a) 15 FT. ALONG ALL ROAD RIGHT OF WAY.
  - b) 15 FT. CENTERED ALONG ALL SIDE LOT LINES.
  - c) 20 FT. CENTERED ALONG ALL REAR LOT LINES.
  - d) OTHER EASEMENTS AS SHOWN.
4. MAP REFERENCE:
 

MAP TITLE: VILLA GRANDE PHASE TWO  
MAP BOOK: 86, PAGE: 157
5. THE PROPERTY DEPICTED HEREON IS AN EXISTING PARCEL AS DESCRIBED IN THE REFERENCED DEED AND/OR FILED PLAT.
6. IN ACCORDANCE WITH FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP PANEL NO. 3720466500K DATED JULY 7, 2014, LOT 101 IS LOCATED IN ZONE "X". THIS REPORT IN NO WAY SUPERCEDES THE ABOVE REFERENCED F.I.R.M.

**FINAL SURVEY**

**LOT 101  
VILLA GRANDE  
PHASE TWO**

WINTERVILLE	PITT COUNTY	NORTH CAROLINA
<b>OWNER:</b>	ADAMS HOMES AEC, LLC. 149 US HWY 70 WEST GARNER, NORTH CAROLINA 27529	
<b>ENGINEER &amp; SURVEYOR:</b>	THOMAS ENGINEERING, PA 1316-B COMMERCE DRIVE NEW BERN, NC 28562 PHONE: 252.637.2727 FAX: 252.636.2448	

SCALE: 1" = 40'	DATE : 03/10/2023
PROJECT #: 2015-004	SHEET : 1 of 1

**2704 Miguel Court  
Board of Adjustment -Variance Hearing**

**STATE OF NORTH CAROLINA  
PITT COUNTY**

I, Stephen Penn, Director of Planning & Economic Development of the Town of Winterville, North Carolina, do hereby certify that copies of the attached notice and map were mailed, this day by first class mail, postage prepaid, to the owner of the parcel under consideration and to the owners, as shown on the Pitt County Tax Records, of all abutting parcels. A list of these property owners is also attached hereto.

WITNESS my hand this the 8<sup>th</sup> day of March, 2023.

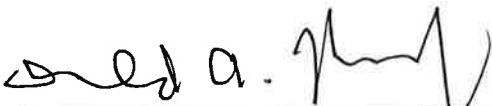
  
\_\_\_\_\_

Director of Planning & Economic Development

**STATE OF NORTH CAROLINA  
PITT COUNTY**

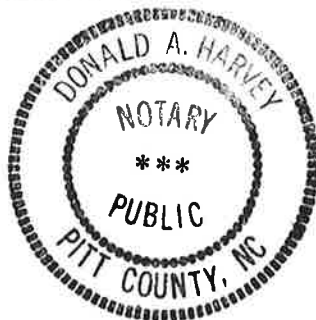
I, Donald A. Harvey, a Notary Public, do hereby certify that Stephen Penn, Economic Development Planner, personally appeared before me this day and acknowledged the due execution of the foregoing certification, for the purposes therein expressed.

WITNESS my hand and notarial seal this 8<sup>th</sup> day of March, 2023.

  
\_\_\_\_\_

Notary Public

My Commission Expires June 8, 2025





ADAMS HOMES AEC LLC  
100 WEST GARDEN ST 2ND FL  
PENSACOLA FL 32502

JSD REAL ESTATE LLC  
740 SE GREENVILLE BLVD  
STE 400 163  
GREENVILLE NC 27858

Byron Scott Gibson, Jr.  
2587 Brittia Ln.  
Winterville, NC 28590

Stuart & Joy Barwick  
2708 Ivy Chase Dr.  
Winterville, NC 28590



# WINTERVILLE

*A slice of the good life!*

2571 Railroad Street  
PO Box 1459  
Winterville, NC 28590

Phone (252)215-2358  
Fax (252)756-3109  
[www.wintervillenc.com](http://www.wintervillenc.com)

## **Board of Adjustment Variance Request- Public Hearing**

NOTICE IS HEREBY GIVEN that the Town of Winterville Board of Adjustment (BOA) will meet on **Tuesday March 21, 2023** at 7:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, to consider the following request:

Byron Scott Gibson of Adams Home AEC,LLC has submitted a variance application requesting a variance from Winterville's Zoning Ordinance that requires a 25-foot front yard setback within the R-10 Zoning District. They are requesting a variance due to the construction of a new home (2704 Miguel Court; Parcel # 87092) that was built with a 23.39-foot front yard setback. The home encroaches within the front yard setback by 1.61 feet.

Copies of the Zoning Ordinance and Map are on file at the Planning Department Office in the Town Hall and are available for public inspection by contacting [stephen.penn@wintervillenc.com](mailto:stephen.penn@wintervillenc.com) or the Winterville Planning Department at (252) 756-2221 or at [wintervillenc.com](http://wintervillenc.com).

Citizens are encouraged to attend the hearing. Citizens may also view the hearing on the Winterville website at [www.wintervillenc.com/videos](http://www.wintervillenc.com/videos) . If for any reason you have difficulty accessing the Town's video page, please go to the Town's YouTube channel at: [www.youtube.com/channel/UChejtVcuiD9O3\\_zzTrrBj4g](http://www.youtube.com/channel/UChejtVcuiD9O3_zzTrrBj4g) .

The public may submit written comments to the Town Clerk's office, 2571 Railroad Street, Winterville, NC 28590, or via email to [don.harvey@wintervillenc.com](mailto:don.harvey@wintervillenc.com). Please include your name and address.

---

**Notice of Public Hearing  
Town of Winterville**

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Copies of the Zoning Ordinance and Map are on file at the Planning Department Office in the Town Hall and are available for public inspection by contacting [stephen.penn@wintervillenc.com](mailto:stephen.penn@wintervillenc.com) or the Winterville Planning Department at (252) 756-2221 or at [wintervillenc.com](http://wintervillenc.com).

Citizens are encouraged to attend the hearing. Citizens may also view the hearing on the Winterville website at [www.wintervillenc.com/videos](http://www.wintervillenc.com/videos) . If for any reason you have difficulty accessing the Town's video page, please go to the Town's YouTube channel at: [www.youtube.com/channel/UChejtVcuiD9O3\\_zzTrrBj4g](http://www.youtube.com/channel/UChejtVcuiD9O3_zzTrrBj4g) .

The public may submit written comments to the Town Clerk's office, 2571 Railroad Street, Winterville, NC 28590, or via email to [don.harvey@wintervillenc.com](mailto:don.harvey@wintervillenc.com). Please include your name and address.

---

**Notes to Publisher:**

Legal Advertisements  
[legals@apgenc.com](mailto:legals@apgenc.com)  
(252) 329-9521

Subject: Winterville Board Of Adjustment – 2704 Miguel Court Variance.

Please place the above legal advertisement in the Daily Reflector on Wednesday, March 8, 2023 and Wednesday, March 15, 2023. Should you have any questions please contact me.

**Please forward the invoice and Affidavit of Publication to me to assist with payment.**

Thanks,

Donald Harvey, NCCMC  
Town Clerk  
Town of Winterville  
2571 Railroad Street/PO Box 1459  
Winterville, NC 28590  
(252) 215-2344 – Phone  
[don.harvey@wintervillenc.com](mailto:don.harvey@wintervillenc.com)



**Town of Winterville  
Board of Adjustment  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** March 21, 2023

**Presenter:** Stephen Penn, Planning & Ec. Dev.

**Item to be Considered**

**Subject:** Board of Adjustment Meeting Time Discussion

**Action Requested:** Consider the Time of the BOA Meetings.

**Attachments:** N/A

**Prepared By:** Stephen Penn, Director of Planning and Economic Development

**Date:** 3/15/2023

**ABSTRACT ROUTING:**

TC

FD

TM

Final

**Supporting Documentation**

- ❖ Board of Adjustment Meeting Time Discussion.
  - Winterville Town Council changed the time of their meetings from 7:00pm to 6:00pm at their February 2023 Town Council Meeting. Winterville Town Council will begin the new meeting time at the May 8<sup>th</sup> meeting.
  
- ❖ The Board of Adjustment members may consider changing the meeting time to 6:00pm on the third Tuesday of the Month or continue with our current meeting time of 7:00pm on the third Tuesday of the Month.

**Budgetary Impact:** N/A

**Recommendation:** N/A



**Town of Winterville  
Board of Adjustment  
Agenda Abstract**

**Item Section:** Reports From Staff

**Meeting Date:** March 21, 2023

**Presenter:** Stephen Penn, Planning & Ec. Dev.

**Item to be Considered**

**Subject:** Planning Department Monthly Reports.

**Action Requested:** Consider the Time of the BOA Meetings.

**Attachments:** Monthly Reports since having the last BOA Meeting.

**Prepared By:** Stephen Penn, Director of Planning and Economic Development

**Date:** 3/15/2023

**ABSTRACT ROUTING:**

TC

FD

TM

Final

**Supporting Documentation**

- ❖ Since our last meeting, July 2022, attached are the Monthly Reports from the Planning Department.

**Budgetary Impact:** N/A

**Recommendation:** N/A



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PO BOX 1459  
WINTERVILLE, NC  
28590

PLANNING DEPARTMENT  
BRYAN JONES  
DIRECTOR

**To:** Town Council  
**From:** Bryan Jones, Planning Director  
**Date:** August 1, 2022  
**Re:** Monthly Report

Please find below a summary of the projects, tasks and issues the Planning Department has been working on during the month of **July 2022**.

<b>ZONING COMPLIANCES</b>	<b>Total = 46</b>	<b>YTD (2022) = 141</b>
New Single-Family Residential	38	76
Accessory Structures	4	26
New Business	1	9
Residential Fence	2	11
Additions/ Pools/Other	3	19
<b>Other Activities/Projects</b>		
Technical Review Committee (TRC)	7/5/2022	Copper Creek, Section 2 – Final Plat; Villa Grande, Phase 3 – Construction Plan
Planning and Zoning Board Meeting	7/18/2022	Copper Creek, Section 2 – Final Plat (Approved)
Board of Adjustment Meeting	7/18/2022	Carraway Property-Variance (Approved); Carraway Property-Special Use Permit (Approved).
Watermelon Festival Planning Meeting	7/20/2022	Staff met to coordinate planning efforts for the Watermelon Festival.
Sewer Master Plan Growth Area Meeting	7/28/2022	Staff met to discuss sewer extension to areas within the Town's jurisdiction.



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PLANNING DEPARTMENT  
BRYAN JONES  
DIRECTOR

**To:** Town Council

**From:** Bryan Jones, Planning Director

**Date:** September 8, 2022

**Re:** Monthly Report

Please find below a summary of the projects, tasks and issues the Planning Department has been working on during the month of **August 2022.**

<b>ZONING COMPLIANCES</b>	<b>Total = 27</b>	<b>YTD (2022) = 168</b>
New Single-Family Residential	14	90
Accessory Structures	4	30
New Business	2	11
Residential Fence	4	15
Additions/ Pools/Other	3	22
<b>Other Activities/Projects</b>		
Town Council Meeting	8/1/2022	Copper Creek, Section 2 – FP (withdrawn from agenda)
MPO Technical Coordinating Committee	8/10/2022	TCC met to discuss FY2020-2029 Transportation Improvement Program; Pitt County Comprehensive Transportation Plan; Revised Statewide Transportation Improvement Program
Planning and Zoning Board Meeting	8/15/2022	Evans-Brewer Rezoning (recommended denial to Town Council)
NC Association of Zoning Officials Conference	8/16/2022	Attended NC Zoning Conference to get updates on statewide zoning issues.
Pitt County Comprehensive Transportation Plan Steering Committee	8/22/2022	Committee met to discuss elected official outreach and the remaining project schedule.
MPO Transportation Advisory Committee	8/24/2022	TAC met to vote on FY2020-2029 Revised Transportation Improvement Program, Pitt County CTP, and Revised Draft STIP.



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PLANNING DEPARTMENT  
BRYAN JONES  
DIRECTOR

**To:** Town Council  
**From:** Bryan Jones, Planning Director  
**Date:** October 3, 2022  
**Re:** Monthly Report

Please find below a summary of the projects, tasks and issues the Planning Department has been working on during the month of **September 2022.**

<b>ZONING COMPLIANCES</b>	<b>Total = 29</b>	<b>YTD (2022) = 197</b>
New Single-Family Residential	16	106
Accessory Structures	0	30
New Business	2	13
Residential Fence	4	19
Additions/ Pools/Other	7	29
<b>Other Activities/Projects</b>		
Winterville TRC Meeting	9/6/2022	NC Self Storage Site Plan Review
Town Council Meeting	9/12/2022	Copper Creek, Section 2 – FP (approved); Pitt County CTP Presentation
Planning and Zoning Board Meeting	9/19/2022	Bridgers Property Rezoning (recommended denial to Town Council)
Pitt County Comprehensive Transportation Plan Steering Committee	9/26/2022	Committee met to discuss elected official project schedule for public input meetings, discuss maps and supporting analysis.
Subdivision Development Workflow Process	9/29/2022	Staff met to discuss process for subdivision development/construction and related inspections.





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PLANNING DEPARTMENT  
BRYAN JONES  
DIRECTOR

**To:** Town Council  
**From:** Bryan Jones, Planning Director  
**Date:** November 8, 2022  
**Re:** Monthly Report

Please find below a summary of the projects, tasks and issues the Planning Department has been working on during the month of **October 2022.**

<b>ZONING COMPLIANCES</b>	<b>Total = 20</b>	<b>YTD (2022) = 217</b>
New Single-Family Residential	5	111
Accessory Structures	0	30
New Business	0	13
Residential Fence	7	26
Additions/ Pools/Other	8	37
<b>Other Activities/Projects</b>		
Winterville TRC Meeting	10/4/2022	Open Door Expansion – Site Plan
Town Council Meeting	10/10/2022	Rezoning Request Parcels 37224, 68790, 70655 – Schedule PH
Subdivision Process Review	10/12/2022	Staff met to discuss approval process for subdivision improvements and acceptance.
Planning and Zoning Board Meeting	10/17/2022	Sunshine Lane FP – recommended approval
Old Tar Widening Project – On-site Meeting	10/27/22	Town Staff met NCDOT and DWQ staff on-site at the Town’s substation to discuss access requirements in association with the Old Tar Widening project.



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PLANNING DEPARTMENT  
BRYAN JONES  
DIRECTOR

**To:** Town Council  
**From:** Bryan Jones, Planning Director  
**Date:** December 1, 2022  
**Re:** Monthly Report

Please find below a summary of the projects, tasks and issues the Planning Department has been working on during the month of **November 2022.**

<b>ZONING COMPLIANCES</b>	<b>Total = 12</b>	<b>YTD (2022) = 229</b>
New Single-Family Residential	7	118
Accessory Structures	1	31
New Business	2	15
Residential Fence	1	28
Additions/ Pools/Other	1	38
<b>Other Activities/Projects</b>		
Winterville TRC Meeting	11/1/2022	Reedy Branch Self-Storage – Site Plan; Chic-fil-A Renovations – Site Plan
Developer Meeting for Proposed Development	11/8/2022	Staff met with the potential developer of Southbrook PUD to discuss utility layout, street cross sections, etc.
Town Council Meeting	11/14/2022	Rezoning Request Parcels 37224, 68790, 70655 (Bridgers Property)– PH (Tabled until 12/12/22); Sunshine Lane FP - Approved
Subdivision Process Review	11/15/2022	Staff met with permit software reps from BS&A to setup a workflow for tracking and approving subdivisions.
Planning and Zoning Board Meeting	11/21/2022	Southbrook PUD Rezoning – Unanimously Recommended Approval



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28590

PLANNING DEPARTMENT  
BRYAN JONES  
DIRECTOR

**To:** Town Council  
**From:** Bryan Jones, Planning Director  
**Date:** January 4, 2023  
**Re:** Monthly Report

Please find below a summary of the projects, tasks and issues the Planning Department has been working on during the month of **December 2022.**

<b>ZONING COMPLIANCES</b>	<b>Total = 21</b>	<b>YTD (2022) = 251</b>
New Single-Family Residential	15	133
Accessory Structures	2	33
New Business	0	15
Residential Fence	2	30
Additions/Pool/Other	2	40
<b>Other Activities/Projects</b>		
Greenville Urban Area MPO TCC Meeting	12/7/2022	TCC met to recommend approval of 2020-2029 TIP amendment; Greenville MPO's by-laws update; grant support letter for Pitt County Council on Aging; TCC also discussed work program, safety performance measures, etc.
Greenville Urban Area MPO TAC Meeting	12/7/2022	TAC approved 2020-2029 TIP amendment; Greenville MPO's by-laws update; grant support letter for Pitt County Council on Aging;
Town Council Meeting	12/12/2022	Rezoning Request for Parcels 37224, 68790, 70655 (Bridgers Property)– PH (Approved); Southbrook PUD Rezoning – Schedule PH (approved)



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2571 RAILROAD ST  
PO BOX 1459  
WINTERVILLE, NC  
28590

PLANNING DEPARTMENT

**To:** Town Council  
**From:** Bryan Jones, Planning Director  
**Date:** February 6, 2023  
**Re:** Monthly Report

Please find below a summary of the projects, tasks and issues the Planning Department has been working on during the month of **January 2023.**

<b>ZONING COMPLIANCES</b>	<b>Total = 16</b>	<b>YTD (2023) = 16</b>
New Single-Family Residential	6	6
Accessory Structures	3	3
New Business	5	5
Residential Fence	1	1
Additions/Pool/Other	1	1
<b>Other Activities/Projects</b>		
Winterville Technical Review Committee (TRC)	1/3/2023	TRC reviewed Winterville Commons Site Plan (revisions requested/under review).
Town Council Meeting	1/9/2023	Southbrook PUD Rezoning (Approved); Subdivision Ordinance Amendments – Schedule PH (Approved).
Planning and Zoning Board Meeting	1/17/2023	Gray Point Motors Rezoning (Recommend Denial); Waterford Crossing Rezoning (Recommend Denial); Subdivision Ordinance Amendments (Recommend Approval).
Pitt County Comprehensive Transportation Plan Steering Committee	1/23/2023	Committee met to discuss the following: Recap of Public Input Meetings, Public Comment Review, and the remaining project schedule.



# WINTERVILLE

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PO BOX 1459  
WINTERVILLE, NC  
28590

PLANNING DEPARTMENT

**To:** Town Council

**From:** Stephen Penn, Planning & Economic Development Director

**Date:** March 2, 2023

**Re:** Monthly Report

Please find below a summary of the projects, tasks and issues the Planning Department has been working on during the month of **February 2023.**

<b>ZONING COMPLIANCES</b>	<b>Total = 20</b>	<b>YTD (2023) = 36</b>
New Single-Family Residential	11	17
Accessory Structures	0	3
New Business	1	6
Residential Fence/ Decks	6	7
Additions/ Pools/ Other	2	3
<b>Other Activities/Projects</b>		
Winterville Technical Review Committee (TRC)	2/7/2023	No Items.
Town Council Meeting	2/13/2023	Subdivision Ordinance Amendments- Public Hearing; Passed. System Development Fees- Public Hearing; Passed. Grey Point Motors Rezoning Scheduled Public Hearing for March 13, 2023 Council Meeting. Waterford Crossing Rezoning Scheduled Public Hearing for March 13, 2023 Council Meeting.
Planning and Zoning Board Meeting		No meeting due to lack of items.
Greenville Urban Area MPO- TCC Meeting	2/15/2023	Committee met to discuss the following: Transportation Improvement Program (TIP) Amendment.; Approved Unified Planning Work Program FY 2024. ; Letter of support for Winterville Safe Routes to School Program.