



WINTERVILLE TOWN COUNCIL AGENDA
MONDAY, MAY 10, 2021 – 7:00 PM
WINTERVILLE TOWN HALL ASSEMBLY ROOM
(LIMITED IN-PERSON ATTENDANCE AND ELECTRONIC MEETING VIA ZOOM)

- I. CALL TO ORDER.**
- II. INVOCATION.**
- III. PLEDGE OF ALLEGIANCE.**
- IV. WELCOME.**
- V. APPROVAL OF AGENDA.**
- VI. PROCLAMATIONS:**
 1. National Day of Prayer.
 2. Mother's Day.
 3. National Police Week.
 4. EMS Week.
 5. Public Works Week.
 6. Memorial Day.
- VII. PUBLIC HEARINGS:**
 1. Public Hearing on Zoning Ordinance Amendments.
- VIII. PUBLIC COMMENT:** *The Public Comment period of thirty minutes provides an opportunity for residents to comment on any item included in the agenda or to address the Town Council on any other matter related to the Town of Winterville. For an item included in the Public Hearing section of the agenda, residents should address the Council at the time the Mayor invites public comment on the item. No public comment may be made to the Council during the meeting, except during the Public Comment period or as part of a Public Hearing. Individual speakers are limited to a maximum of three minutes, and no more than three speakers may address the Council on a single matter. The Town Council may elect to take no action on the matter addressed by a speaker, may schedule the matter for further consideration at a future Council meeting, or may refer the matter to Town staff for disposition. Copies of the Town Public Comment Policy are available in the rear of the Assembly Room.*
 1. Alton Wadford, Watermelon Festival.
- IX. CONSENT AGENDA:** *The following items are considered routine in nature and will not be discussed by the Town Council unless a Councilman or citizen requests that an item be removed from the Consent Agenda for further discussion. The Mayor may allow citizens to address an item or ask questions.*
 1. Approval of the following sets of Council Meeting Minutes:
 - April 12, 2021 Regular Meeting Minutes; and
 - April 26, 2021 Budget Progress Meeting Minutes.
 2. Schedule Public Hearing for June 14, 2021 on Kenneth Smith Property (Brookstone, Phase 2) Rezoning Request (Parcel 70650).

X. OLD BUSINESS:

1. Downtown Parking.
2. Cost Participation for Eli's Ridge Subdivision Lift Station to Christ Covenant School.

XI. NEW BUSINESS.

XII. OTHER AGENDA ITEMS.

XIII. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS.

XIV. ANNOUNCEMENTS:

1. Planning and Zoning Board Meeting: Monday, May 17, 2021 @ 7:00 pm - Town Hall Assembly Room. (Limited In-Person Attendance and Electronic via ZOOM).
2. Board of Adjustment Meeting: Tuesday, May 18, 2021 @ 7:00 pm - Town Hall Assembly Room (Limited In-Person Attendance and Electronic via ZOOM).
3. Town Council Budget Work Session: Tuesday, May 25, 2021 @ 6:00 pm - Town Hall Assembly Room (Limited In-Person Attendance and Electronic via ZOOM).
4. Town Council Budget Work Session: Thursday, May 27 @ 6:00 pm - Town Hall Assembly Room (Limited In-Person Attendance and Electronic via ZOOM).
5. Town Offices Closed: Monday, May 31, 2021 for the Memorial Day Holiday.
6. Budget Public Hearing: Monday, June 7, 2021 @ 7:00 pm - Town Hall Assembly Room (Limited In-Person Attendance and Electronic via ZOOM).

XV. REPORTS FROM THE TOWN ATTORNEY, MAYOR AND TOWN COUNCIL, AND TOWN MANAGER.

XVI. ADJOURN.

SPECIAL NOTICE: Anyone who needs an interpreter or special accommodations to participate in the meeting should notify the Town Clerk, Don Harvey at (252) 215-2344 at least forty-eight (48) hours prior to the meeting. (Americans with Disabilities Act (ADA) 1991.)



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Proclamations

Meeting Date: May 10, 2021

Presenter: Donald Harvey, Town Clerk

Item to be Considered

Subject: Proclamations - May 2021.

Action Requested: None.

Attachment: Proclamations.

Prepared By: Donald Harvey, Town Clerk

Date: 4/28/2021

ABSTRACT ROUTING:

TC: 5/3/2021

TM: 5/6/2021

Final: tlp - 5/6/2021

Supporting Documentation

Summary of the attached Proclamations:

1. National Day of Prayer – May 6, 2021 – to encourage all Americans to observe this day, reflecting on the blessings our Nation has received and the importance of prayer.
2. Mother’s Day – May 9, 2021 - recognizing the extraordinary contributions America's mothers make to their children, their families, our Town, and our country.
3. National Police Week – May 9–15, 2021 – recognizing that law enforcement is a vital public service and play an essential role in safeguarding the rights and freedoms and are ready to provide services 24 hours a day, seven days a week.
4. EMS Week - May 16-22, 2021 – recognizing the value and the accomplishments of emergency medical service that provide lifesaving care to those in need 24 hours a day, seven days a week.
5. Public Works Week - May 16-22, 2021 – recognizing the importance of public works professionals on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of Winterville.
6. Memorial Day - May 31, 2021 - remembering our debt to those who have died so that we might live in freedom.

Budgetary Impact: NA.

Recommendation: NA.



PROCLAMATION

National Day of Prayer

WHEREAS, Americans reaffirm that prayer guides and strengthens us, and we express, with humility and gratitude, our "firm reliance on the protection of divine Providence." As one Nation under God, we share a legacy of faith that sustains and inspires us and a heritage of religious liberty; and

WHEREAS, From our earliest days, our dependence upon God has brought us to seek His divine counsel and unfailing wisdom. Our leaders have often encouraged their fellow citizens to seek wisdom from God and have recognized God's power to lead our Nation ahead to brighter days when the prospects for our independence seemed bleak; and

WHEREAS, Today, as much as ever, our prayerful tradition continues as our Nation combats the coronavirus. During the past weeks and months, our heads have bowed at places outside of our typical houses of worship, whispering in silent solitude for God to renew our spirit and carry us through unforeseen and seemingly unbearable hardships. Even though we have been unable to gather together, we are still connected through prayer and the calming reassurance that God will lead us through life's many valleys. In the midst of these trying and unprecedented times, we are reminded that just as those before us turned to God in their darkest hours, so must we seek His wisdom, strength, and healing hand. We pray that He comforts those who have lost loved ones, heals those who are sick, strengthens those on the front lines, and reassures all Americans that through trust in Him, we can overcome all obstacles; and

WHEREAS, May we never forget that prayer guides and empowers our Nation and that all things are possible with God. In times of prosperity, strife, peace, and war, Americans lean on His infinite love, grace, and understanding. This National Day of Prayer lets us come together and pray to the Almighty that through overcoming this coronavirus pandemic, we develop even greater faith in His divine providence; and

NOW, THEREFORE, I, Douglas A. Jackson, Mayor of the Town of Winterville hereby proclaim Thursday, May 6, 2021, as a National Day of Prayer. I encourage all Americans to observe this day, reflecting on the blessings our Nation has received and the importance of prayer, with appropriate programs, ceremonies, and activities in their houses of worship, communities, and places of work, schools, and homes consistent with the White House's "Guidelines for Opening up America Again."

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 10th day of April 2021.

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk



PROCLAMATION
Mother's Day 2021

WHEREAS, On Mother's Day, we honor the grace, wisdom, and strength of our mothers, and we celebrate the special bonds shared between mothers and their children; and

WHEREAS, Mothers work tirelessly to help their children build healthy and successful lives through their positive examples and countless acts of kindness, and mothers teach the values of generosity and compassion and the importance of family and community by providing a nurturing environment where their children can grow in confidence and character, mothers lay the foundation for the next generation to realize their full potential; and

WHEREAS, Our Town is grateful for the sacrifice's mothers make every day and for the unconditional love they give their children; and

WHEREAS, Every child blessed with a mother's love has been given one of life's great gifts. On this Mother's Day, we recognize the extraordinary contributions America's mothers make to their children, their families, our Town, and our country; and

WHEREAS, To honor mothers, the second Sunday in May each year has been designated as "Mother's Day" and called for its appropriate observance. May God bless mothers across America and especially the Town of Winterville on this special day and throughout the year; and

NOW, THEREFORE, I, Douglas A. Jackson, Mayor of the Town of Winterville hereby proclaim May 9, 2021, as Mother's Day. I encourage all citizens to show their gratitude and love to mothers for making a difference in the lives of their children, families, and community. I call upon citizens to observe this day with appropriate activities.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 10th day of May 2021.

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk



PROCLAMATION
National Police Week

WHEREAS, law enforcement is a vital public service; and,

WHEREAS, The Congress and President of the United States have designated May 15th as Peace Officers' Memorial Day, and the week in which May 15th falls as National Police Week; and

WHEREAS, the members of law enforcement are ready to provide services 24 hours a day, seven days a week; and,

WHEREAS, the members of the Winterville Police Department play an essential role in safeguarding the rights and freedoms of the Town of Winterville; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of the department recognize their duty to serve the people by safeguarding life and property, protecting them against violence or disorder, and protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, the police department has grown to be a modern and scientific law enforcement agency which unceasingly provides a vital public service; and

NOW, THEREFORE, I, Douglas A. Jackson, Mayor of the Town of Winterville hereby in recognition of this event do hereby proclaim the week of May 9–15, 2021 as National Police Week for those that have rendered a dedicated service to the community and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 10th day of May 2021.

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk



PROCLAMATION
National Emergency Medical Services Week

WHEREAS, emergency medical services are a vital public service; and,

WHEREAS, the members of emergency medical service teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and,

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and,

WHEREAS, emergency medical services have grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and,

WHEREAS, the emergency medical service system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and,

WHEREAS, the members of emergency medical service teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and,

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical service providers by designating Emergency Medical Services Week; and,

NOW, THEREFORE, I, Douglas A. Jackson, Mayor of the Town of Winterville hereby in recognition of this event do hereby proclaim the week of May 16-22, 2021 as Emergency Medical Services Week; and,

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 11th day of May 2020.

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk



PROCLAMATION
National Public Works Week

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Winterville; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Winterville to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2021 marks the 60th annual National Public Works Week sponsored by the American Public Works Association be it now; and,

NOW, THEREFORE, I, Douglas A. Jackson, Mayor of the Town of Winterville do hereby designate the week of May 16-22, 2021 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life; and

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 10th day of May 2021.

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk



PROCLAMATION

Memorial Day – May 31, 2021

WHEREAS, On Memorial Day, we remember our debt to those who have died so that we might live in freedom; and

WHEREAS, We remember also those Americans who today, at home and in the lands of our allies, stand guard against all who threaten our freedom; and

WHEREAS, On this Memorial Day, we who remain free by the sacrifice of the dead and the service of the living will repay our debt to both with thoughts and acts of gratitude and love; and

WHEREAS, And we will gain renewed inspiration from their sacrifice to push forward with the task of trying to bring about a just and enduring peace by every reasonable means; and

WHEREAS, The Congress, by joint resolution of May 11, 1950, has requested the people of the United States to observe each Memorial Day as a day of prayer for permanent peace and designating a period during such day when the people of the United States might unite in such supplication; and

WHEREAS, I urge the press, radio, television, and all other information media to cooperate in this observance; and

WHEREAS, And I urge all Americans, wherever they may be on this designated day, to join their prayers to bestow upon this Nation the blessing of peace restored and lasting among all the nations of the world; and

WHEREAS, On this Memorial Day, as a special mark of respect to the memory of the gallant Americans who have sacrificed their lives, so that this Nation might live to be for all people everywhere a symbol of peace and justice and freedom; and

WHEREAS, I also direct that the flag be flown at half-staff on all public buildings during that entire day and request the people of Winterville to display the flag at half-staff from their homes for the same period; and

NOW, THEREFORE, I, Douglas A. Jackson, Mayor of the Town of Winterville hereby designate Memorial Day, Monday, May 31, 2021, as a day of prayer for permanent peace, and I designate the hour beginning at eleven o'clock in the morning of that day as a time to unite in such prayer.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 10th day of May 2021.

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Public Hearings

Meeting Date: May 10, 2021

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Zoning Ordinance Amendments.

Action Requested: Hold Public Hearing for the Zoning Ordinance Amendments.

Attachment: Zoning Ordinance Amendments Summary and Public Hearing Notice.

Prepared By: Bryan Jones, Planning Director

Date: 4/29/2021

ABSTRACT ROUTING:

TC: 5/3/2021

TM: 5/6/2021

Final: tlp - 5/6/2021

Supporting Documentation

Zoning Ordinance Amendments

Planning Staff is recommending the following amendments be made to the Zoning Ordinance:

- Mini-Warehouses: remove from all zoning districts except Industrial (I) and add “Self-Storage Units” to the use type description for clarification.
- Remove reference to Pitt County (“County of Pitt”) in Section 14.2. This language was still included in the Ordinance from when the County administered building inspections within the Town’s jurisdiction.
- Add language to “SR 23. ABC Sales for On Premise Consumption; Bars” to exclude property within the Central Business District from separation requirements.
- Add “Section 10.5 – Multifamily Residential Design Standards”. This section provides design and configuration requirements for multi-family developments.

**Planning and Zoning board unanimously recommended approval of the Zoning Ordinance Amendments.

Budgetary Impact: TBD.

Recommendation: Hold the Public Hearing.



ZONING ORDINANCE AMENDMENTS - SUMMARY

~~Text Removed~~ (red letter/strike through)

Text Added/Amended (bold/highlighted)

Section 6.4 – Table of Permitted and Special Uses (Business, Professional & Personal Services)

- “Mini Warehouses”
 - Only allow in Industrial Zoning District (permitted by right in I)
 - Add “Self-Storage Units” to Use Type description
 - Change SR 21 – Remove “MR Residential District”

USE TYPES	LUC	SIC	A-R	R-20	R-15	R-12.5	R-10	R-8	R-6	M-R	O-I	C-B	G-B	I-C	C-N	I	SR
Business, Professional & Personal Services																	
mini-warehouses, self-storage units	4	0000								S		X	X	X	X	X	21

SR 21. Mini-Warehouse/Self-Storage Units****

~~In the MR Residential District:~~

- a. All of the property for this activity shall be surrounded by a chain link fence not less than eight (8) feet in height, and shall have a planting strip of evergreen shrubs along the perimeter of the fence except the side adjacent to the access street. Said shrubs shall be at least four (4) feet in height after two (2) years growing seasons.
- b. There shall be only one (1) means of ingress and egress, with a direct connection to a public street. The buildings shall be arranged as to allow internal circulation around all buildings.
- c. All buildings shall have a minimum front setback of forty (40) feet and side and rear setbacks of twenty (20) feet.
- d. Spaces are to be used only for storage. In no case shall a rental space be used for offices, garages, music rehearsal halls or any use other than storage. Space shall be available for a managers or security patrol officer.
- e. Lighting shall be required to ensure the safety of the contents and patrons of the

- establishment.
- f. The driveway shall be at least fifteen (15) feet wide and shall have either a four (4) inch crushed stone surface or an adequate surface of either concrete or asphalt.
 - g. The outside storage of boats, campers or other large-scale items shall be allowed within a designated area enclosed with a chain link fence at least eight (8) feet high. This designated area shall be paved or shall have a crushed stone surface at least four (4) inches deep. No junked items may be stored outside.

Section 14.2 – Zoning Compliance Certificates: Building Permits: Certificates of Occupancy Required

Section 14.2 Zoning Compliance Certificates; Building Permits; Certificates of Occupancy Required

~~The County of Pitt is responsible for the provision of building inspection services within the Corporate limits and within the extraterritorial jurisdiction of the Town of Winterville.~~

Application for a Building Permit and Certificate of Occupancy shall be filed with the Building Inspector.

Section 6.5 – Special Requirements to the Table of Permitted and Special Uses

SR 23. ABC Sales for On Premises Consumption; Bars

- a. Property Separation. No such establishment shall be located within two hundred (200) feet of a church, elementary or secondary school, public park, or residentially zoned property. **Property separation shall not be required in the Central Business District.**
- b. Frontage. The main entrance of the building shall be toward property zoned for nonresidential uses.
- c. Parking. Parking areas related to the establishment shall be located no closer than thirty (30) feet to the property line of abutting residentially zoned property.

ARTICLE X. ARCHITECTURAL STANDARDS

Section 10.5 MULTI-FAMILY RESIDENTIAL DESIGN STANDARDS

A. PURPOSE AND INTENT

These multi-family residential design standards supplement the applicable zoning district and use-specific standards of this Ordinance by providing the minimum requirements for design and configuration of multi-family development within the Town's planning jurisdiction. They are intended to:

- 1) Ensure multi-family development takes place in a manner consistent with the contexts, scale, and proportion of surroundings;
- 2) Promote greater compatibility between new multi-family development and other allowable use types, particularly adjacent residential single-family detached dwellings;
- 3) Establish expectations for minimum level of quality for multi-family development;
- 4) Encourage creativity in design and promote individual project identity;
- 5) Create neighborhoods with enhances architectural and visual interest; and
- 6) Preserve property values and project public and private investment.

B. APPLICABILITY

Except where expressly exempted in writing in this Ordinance, the standards in this section shall apply to the following forms of development:

- a. New multi-family dwellings;
- b. New triplex and quadplex dwellings; and
- c. New multi-unit residential structures within a continuing care retirement community use type; and
- d. New assisted living facilities and nursing homes.

C. TIMING OF REVIEW

Except where expressly exempted in writing in this Ordinance, the standards in this section shall apply to the following forms of development:

D. DESIGN REQUIREMENTS

Development subject to these standards shall be designed in accordance with the following:

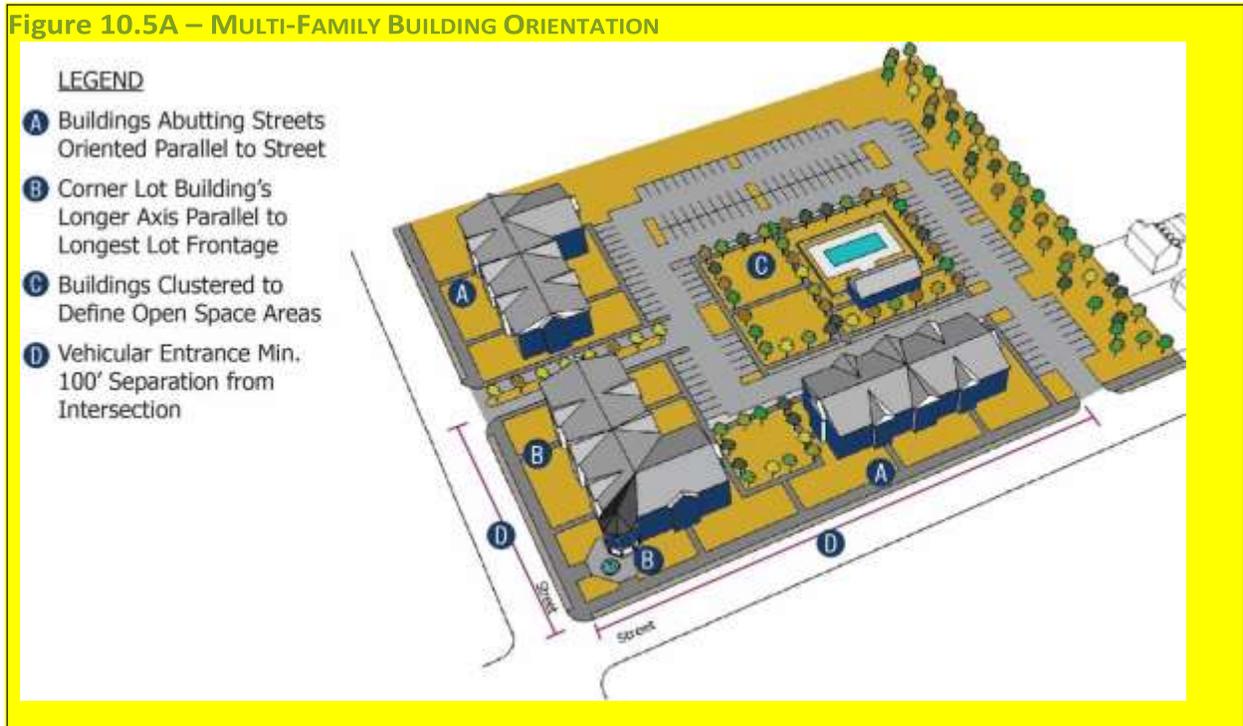
1) STREET NETWORK

- a. On sites including new streets, an interconnected network of streets shall be provided, to the maximum extent practicable, and streets shall connect to adjacent existing streets outside of the development.

- b. Vehicular driveways into a development with 10 or more dwelling units shall be at least 100 feet away from any major intersection, to the maximum extent practicable.
- c. Driveways shall be consolidated in order to reduce curb cuts, to the maximum extent practicable.

2) BUILDING ORIENTATION

- a. Building that abut streets shall be oriented parallel to the street front rather than being oriented at an angle to the street.
- b. On corner lots, the long axis of the building shall be parallel to the longest lot frontage unless such orientation is incompatible with adjacent, existing development along the same street (see Figure 10.5A: Multi-family Building Orientation).
- c. Building within multiple-building developments shall be clustered in order to define open space recreation areas and development entry points.



3) BUILDING ENTRANCES

- a. The facades of building abutting streets shall be configured so that entryways to individual dwelling units or shared entrances face the street.
- b. Access to upper-floor dwelling units shall be obtained from shared internal entries. In no instance shall walkways to individual upper-story dwelling units take place on the exterior of the building.
- c. Individual ground-floor and shared entryways shall be sheltered from the weather either by:
 - 1) Recessing the entrance at least three feet to the inside of the primary ground floor façade plane; or

- 2) Inclusion of an overhead architectural treatment that extends outward at least three feet from the primary façade plane.

4) BUILDING FACADES

- a. Buildings subject to these standards shall maintain a consistent level of architectural detailing and composition on each building façade visible from a public street or state-maintained road.
- b. Building facades facing or abutting streets shall provide a minimum of three of the following architectural elements (see Figure 10.5B: Multi-family Building Facades):
 - 1) A covered porch or terrace;
 - 2) One or more dormer windows or cupolas;
 - 3) Eyebrow windows;
 - 4) Awnings or overhangs;
 - 5) Decorative moldings;
 - 6) Shutters;
 - 7) Pillars, posts, or pilasters;
 - 8) One or more bay windows with a minimum twelve-inch projection from the façade plane;
 - 9) Multiple windows with a minimum of four-inch-wide trim;
 - 10) Corniced parapets;
 - 11) Eaves with a minimum of four-inch-wide trim; or
 - 12) Integral planters that incorporate landscaped areas and/or places for sitting.
- c. Garage entries, loading and service entries, utility rooms, stairs, elevators, or similar features shall not occupy more than 20 percent of the width of a building façade facing a street.
- d. Attached street-facing garages serving individual dwelling units shall be recessed at least three feet inwards from the primary first floor façade plane or be associated with an upper-story projection that exists above the garage.
- e. Developments with three or more principal buildings shall provide variation in building size, shape, height, color, and roofline in a manner that allows different building to be distinguished from one another.

Figure 10.5B – MULTI-FAMILY BUILDING FACADES

LEGEND

- A** Covered Porch or Terrace
- B** Dormer Windows or Cupolas
- C** Eyebrow Windows
- D** Awnings or Overhangs
- E** Decorative Moldings
- F** Shutters
- G** Pillars, Posts, or Pilasters
- H** Bay Window(s) (Min. 12" Projection)
- I** Windows With Minimum 4" Wide Trim
- J** Corniced Parapets
- K** Eaves With Min. 4" Wide Trim
- L** Integral Planters or Seating Areas

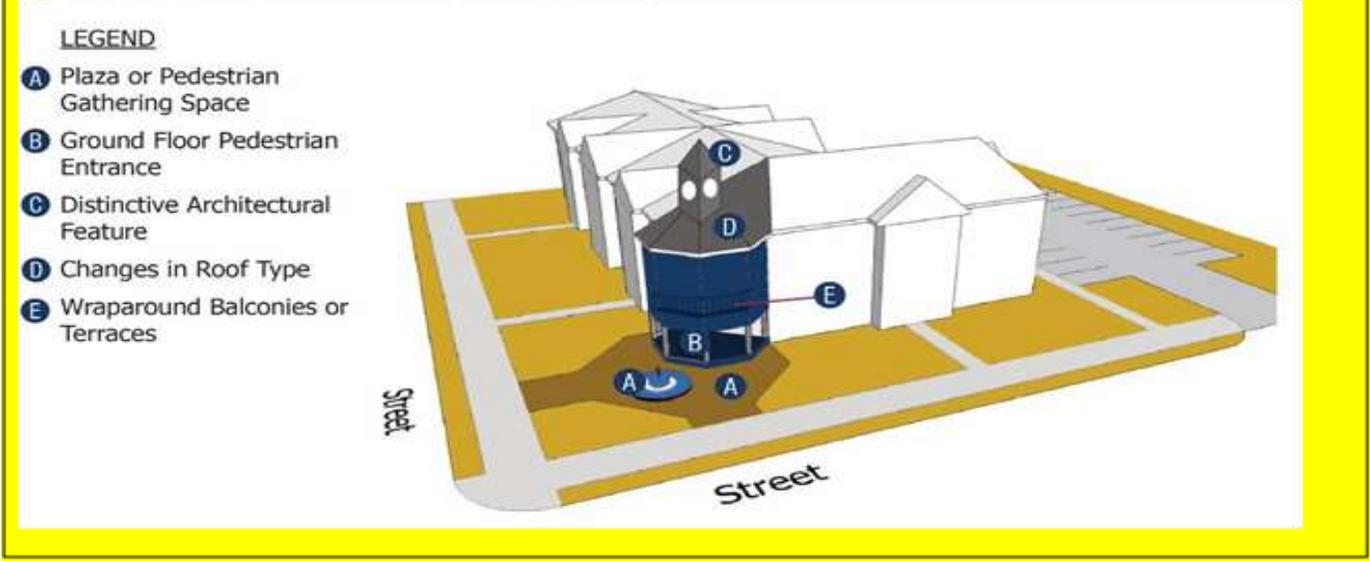


5) BUILDING CORNERS

Building corners that are adjacent to one or more streets shall include at least one of the following features (see Figure 10.5C: Multi-family Building Corners):

- a. A plaza or other gathering space;
- b. A shared ground-floor pedestrian entryway;
- c. A distinctive roof feature such as a tower, turret, spire, pediment, or other architectural feature with a height above the roofline of adjacent dwelling units;
- d. Changes in roof type or pitch from the adjacent building sides; or
- e. Upper-story balconies or terraces that wrap both sides of the corner.

Figure 10.5C – MULTI-FAMILY BUILDING CORNERS



6) BUILDING MASSING

- a. Upper story façade walls shall not project beyond the ground floor footprint except to accommodate bump-outs with windows.
- b. In the case of two-story buildings, the exterior façade walls of the second floor shall be in line with or setback from the first-floor façade walls.
- c. In the case of three- (or more) story buildings, upper story façade walls shall be setback from the second or ground-floor floor façade walls to preserve light and air and avoid casting shadows (see Figure 10.5D: Multi-family Building Massing).

Figure 10.5D – MULTI-FAMILY BUILDING MASSING



7) BUILDING ARTICULATION

- a. Street-facing or abutting building facades shall be articulated with wall offsets, in the form of recesses or projections from the primary façade plane, of at least two feet for every 35 linear feet of façade frontage (see Figure 10.5E: Multi-family Façade Articulation).
- b. Where provided, projections or recesses shall extend from the grade to the top of the highest story in line with the ground-floor footprint.

Figure 10.5E – MULTI-FAMILY FAÇADE ARTICULATION



8) ROOF FORM

- a. Development shall incorporate roof pitches between 3:12 and 12:12 or shall incorporate parapet walls with a dimensional cornice around a flat roof.
- b. Alternative roof forms or pitches are encouraged for small roof sections over porches, entryways, or similar features.
- c. Buildings with eaves shall be configured such that no single horizontal eave continues for more than 60 linear feet without being broken up by a gable, building projection, and articulation feature.
- d. Buildings with overhanging eaves and roof rakes shall extend at least six inches past supporting walls.

9) BUILDING MATERIALS AND COLORS

Configuration

- a. The predominate exterior material shall be brick, stone, cementitious, or other masonry material.
- b. Buildings subjects to these standards shall include at least two primary exterior materials on any single building.
- c. Changes in colors and materials shall take place at internal corners or in logical locations, such as: building wings, bays, bump-outs, or recesses (see Figure 10.5 F: Multi-family Building Materials). In no instance shall exterior materials or colors change at outside corners.
- d. Heavier or more bulky exterior materials shall be located beneath or below lighter materials.

Prohibited Materials

The following materials shall be prohibited on any façade facing or abutting a street, open space, or district intended primarily for single-family detached development:

- a. Smooth-faced concrete block;
- b. Corrugated metal siding;
- c. Vinyl siding (excluding windows or soffits); or
- d. Synthetic stucco within two feet of the grade.

Figure 10.5F – MULTI-FAMILY BUILDING MATERIALS



10) ACCESSORY STRUCTURES

Accessory uses and structures associated with a development subject to these standards shall comply with the following:

- a. Street-facing detached garages on corner lots shall be located to the side or rear of buildings.
- b. Access to accessory structures (such as garages, carports, storage areas, etc.) shall be provided from alleys or secondary streets, to the maximum extent practicable.
- c. Accessory buildings shall include exterior materials, colors, and roof form designed to be consistent with the principal structure.
- d. Accessory structures shall not physically obstruct pedestrian entrances.
- e. Centralized refuse collection containers, if provided, shall be in an enclosed area located to the rear of principal buildings.

11) SITE FEATURES

- a. Except for nursing homes, development subject to the standards shall not include a gate or obstruction that blocks access to the site for vehicles, bicycles, or pedestrians.
- b. Off-street parking serving guests shall be evenly distributed throughout the development.
- c. Shared refuse collection containers shall be evenly distributed throughout the development or be centrally located.
- d. Detached garages or carports shall not be located between a principal building and the street in faces.
- e. Utilities shall be provided underground, and utility vaults shall be clustered in areas outside of required landscaping.

**NOTICE OF PUBLIC HEARING
Town of Winterville**

NOTICE IS HEREBY GIVEN that the Winterville Town Council will meet on Monday, May 10, 2021 at 7:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, to hold a Public Hearing on the following proposal:

The Town of Winterville is proposing the following amendments to the Zoning Ordinance: remove “Mini-Warehouses from all zoning districts except Industrial (I) and add “Self-Storage Units” to the use type description for clarification; Remove reference to Pitt County (“County of Pitt”) in Section 14.2. This language was still included in the Ordinance from when the County administered building inspections within the Town’s jurisdiction; Add language to “SR 23. ABC Sales for On Premise Consumption; Bars” to exclude property within the Central Business District from separation requirements; and Add “Section 10.5 – Multifamily Residential Design Standards”. This section provides design and configuration requirements for multi-family developments.

Copies of the Ordinance are on file at the Planning Department Office in the Town Hall or at www.wintervillenc.com and are available for public inspection by contacting bryan.jones@wintervillenc.com or the Winterville Planning Department at (252) 215-2358.

The Town of Winterville will be keeping measures in place in an ongoing effort to mitigate the spread of COVID-19. These measures include barring physical attendance at the meeting, employing social distancing, and implementing remote participation. The public is encouraged to watch the Town Council’s meeting live on YouTube (www.wintervillenc.com/videos). Those that wish to address the Town Council during the Public Hearing should contact the Town Clerk at (252) 215-2344 to register by **one business day before the meeting at 5:00 p.m. Prior to or within 24-hours following a public hearing, 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. Please include your name and address.

Notes to Publisher:

Legal Advertisements
legals@apgenc.com
(252) 329-9521

Subject: Winterville Pubic Hearing – Winterville Zoning Ordinance Amendments

Please place the above legal advertisement in the Daily Reflector on Wednesday April 28, 2021 and Wednesday, May 5, 2021. 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, Town Clerk
Town of Winterville
2571 Railroad Street/PO Box 1459
Winterville, NC 28590
(252) 215-2344 – Phone
don.harvey@wintervillenc.com



TOWN OF WINTERVILLE PUBLIC COMMENT APPLICATION

Name of Applicant: _____

Date: _____

Address: _____

Phone: _____

Town Council Meeting Date Requesting to Provide Comment: _____

Description of the item(s) to be presented to the Town Council Members. Please be specific.

Name(s) of Speaker(s):

(1) _____

(2) _____

(3) _____

My signature below acknowledges that I have read the Town of Winterville Public Comment Policy. I agree that as applicant, the speaker(s) named above shall adhere to the Public Comment Policy of the Town of Winterville.

Signature



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: May 10, 2021

Presenter: Donald Harvey, Town Clerk

Item to be Considered

Subject: Council Meeting Minutes.

Action Requested: Approval of Minutes.

Attachment: Draft Minutes of the Council meetings listed below.

Prepared By: Donald Harvey, Town Clerk

Date: 4/28/2021

ABSTRACT ROUTING:

TC: 5/3/2021

TM: 5/6/2021

Final: tlp - 5/6/2021

Supporting Documentation

Approval of the following set of Council Meeting Minutes:

- April 12, 2021 Regular Meeting Minutes, and
- April 26, 2021 Budget Progress Meeting Minutes.

Budgetary Impact: NA.

Recommendation: Approval of Minutes.



**WINTERVILLE TOWN COUNCIL
MONDAY, APRIL 12, 2021 – 7:00 PM
REGULAR MEETING MINUTES
REMOTE VIA ZOOM**

The Winterville Town Council met in a Regular Meeting on the above date at 7:00 PM in the Town Hall Assembly Room, with Mayor Douglas A. Jackson presiding. The following were present:

Douglas A. Jackson, Mayor
Richard (Ricky) E. Hines, Mayor Pro Tem
Tony P. Moore, Councilman
Johnny Moyer, Councilman
Veronica W. Roberson, Councilwoman
Mark C. Smith, Councilman
Keen Lassiter, Town Attorney
Terri L. Parker, Town Manager
Ben Williams, Assistant Town Manager
Ryan Willhite, Police Chief
David Moore, Fire Chief
Robert Sutton, Electric Director
Anthony Bowers, Finance Director
Evan Johnston, Parks and Recreation Director
Bryan Jones, Planning Director
Donald Harvey, Town Clerk

CALL TO ORDER: Mayor Jackson called the meeting to order.

INVOCATION: Councilman Moore gave the Invocation.

PLEDGE OF ALLEGIANCE: Mayor Jackson led everyone in the Pledge of Allegiance.

WELCOME: Mayor Jackson welcomed the public.

APPROVAL OF AGENDA:

Motion made by Councilman Moyer and seconded by Councilman Moore to approve the agenda as presented. The poll vote results are as follows: Mayor Pro Tem Hines, yes; Councilman Moore, yes; Councilman Moyer, yes; Councilwoman Roberson, yes; and Councilman Smith, yes. Motion carried unanimously, 5-0.

PROCLAMATIONS:

Town Clerk Harvey gave a summary of the following Proclamations:



PROCLAMATION
Rebuilding Together Month - April 2021

WHEREAS, Rebuilding Together was founded in as a leading nonprofit in safe and healthy housing; and

WHEREAS, Rebuilding Together Pitt County has been transforming communities in Pitt County, NC; and

WHEREAS, Rebuilding Together Pitt County has been dedicated to helping low income homeowners with critical home repairs and modifications for accessibility and aging in place; and

WHEREAS, Rebuilding Together Month is our signature event and typically occurs in April. It is a day when affiliates from all parts of the country plan projects to celebrate the organization's mission and to bring attention to the plight of America's low-income homeowners; and

WHEREAS, Rebuilding Together has the goal to broaden public awareness of the need for home safety and accessibility modifications and advocate for the needs of low-income homeowners, particularly the elderly, disabled, and veterans; and

WHEREAS, teams of volunteers are mobilized to work in partnership with the community to repair the homes and improve the neighborhoods of our low income residents of Pitt County so they may continue to live in safety and independence; and

NOW, THEREFORE, I, Douglas A. Jackson, Mayor of the Town of Winterville do hereby proclaim April 2021, as Rebuilding Together Month in Pitt County, NC, and urge all the people of the Town of Winterville to volunteer their time and support the projects and efforts of Rebuilding Together Pitt County during Rebuilding Together Month.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the great seal of the Town of Winterville, North Carolina this the 12th day of April 2021.

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk



PROCLAMATION
Spring Litter Sweep Week - April 10-24, 2021

WHEREAS, the Town of Winterville is rich in beauty and natural resources; and

WHEREAS, the Town Council of the Town of Winterville strives to improve the quality of life in our community through enhanced community awareness, education, and the collaboration of public and private partnerships to work on projects that keep our environment clean and free of debris, beautify our neighborhoods and public spaces, and instill pride and a sense of ownership in our community; and

WHEREAS, citizens of Winterville realize a cleanup effort is needed to display pride in our community for ourselves, our visitors, and for business prospects; and

WHEREAS, all people, regardless of race, gender, income, or geography, have a moral right to a healthy, sustainable environment capable of economic growth; and

WHEREAS, the residents of the Town of Winterville have a citizenship responsibility to protect and care for the beauty and natural resources of Winterville, and a county-wide cleanup campaign will encourage individuals to participate in the improvement of their community's environment through the three main focus areas of litter prevention: waste reductions, recycling, and beautification; and

NOW, THEREFORE, I, Douglas A. Jackson, Mayor of the Town of Winterville hereby proclaim April 10-24, 2021 as Spring Litter Sweep Week and urge the residents of our community to participate in activities to commemorate this event and help make Winterville a more beautiful place to live, work, and play.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 12th day of April 2021.

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk



PROCLAMATION

Volunteer Appreciation Week - April 18-24, 2021

WHEREAS, the celebration of Volunteer Appreciation Week, April 18-24, 2021, is a time to honor volunteers for the irreplaceable impact of their time and energy all year round; and

WHEREAS, Volunteer Appreciation Week is an opportunity to celebrate the impact of volunteer service and the power of volunteers to tackle society's greatest challenges, to build stronger communities and be a force that transforms the world; and

WHEREAS, Each year, we shine a light on the people and causes that inspire us to serve, recognizing and thanking volunteers who lend their time, talent and voice to make a difference in their communities; and

WHEREAS, Volunteer Appreciation Week was established in 1974 and has grown exponentially each year, with thousands of volunteer projects and special events scheduled throughout the week. Today, as people strive to lead lives that reflect their values, the expression of civic life has evolved; and

WHEREAS, all Americans are called to observe this week by volunteering in service projects across our country and pledging to make service a part of their daily lives; and

WHEREAS, experience teaches us that government alone cannot solve all of our nation's social problems, so we have focused on partnerships with businesses, faith-based organizations, non-profit organizations and individuals to make a difference; and

WHEREAS, the Town of Winterville believes that a tangible and sustained effort must be made to meet the diverse needs and challenges our residents may be facing because emergencies or economic crisis, and

WHEREAS, the Town of Winterville is committed to encouraging volunteerism among its employees, partners, businesses, organizations, and citizens; and

WHEREAS, volunteers are vital to our future as a caring and productive Town. Dozens of volunteers through non-profit charities and faith based organizations working in our community utilize their time and talents daily to make a difference in the lives of children, adults and the elderly, and

WHEREAS, on the celebration of Volunteer Appreciation Week, April 18-24, 2021, and

NOW, THEREFORE, I, Douglas A. Jackson, Mayor of the Town of Winterville hereby honor the volunteers.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 12th day of April 2021.

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk



PROCLAMATION
Earth Day – April 22, 2021

WHEREAS, on April 22, 1970, millions of people took to the streets to protect the negative impacts of 150 years of industrial development and, since then, millions of people have celebrated Earth Day in order to increase the awareness among people of the issues affecting the environment in which we live; and

WHEREAS, the Town of Winterville wishes to join all of the other environmentally- minded jurisdictions around the world celebrating Earth Day; and

WHEREAS, climate change represents the biggest challenge to the future of humanity and the life-support systems that make our world habitable, so this enormous challenge - but also the vast opportunities - of action on climate change have distinguished the issue as the most pressing topic; and

WHEREAS, the Town recognizes the benefit of promoting climate change awareness and the effect that even small changes can have on our climate, including: change lightbulbs to LEDs, replace HVAC filters every 3 months, unplug unused electronics, participate in the Town's recycling service, drink great quality tap water produced by the Town instead of buying bottled water, opt for reusable bags, decline plastic drinking straws, create a pollinator garden, plant a tree, shop and eat in Winterville.

NOW, THEREFORE, I, Douglas A. Jackson, Mayor of the Town of Winterville hereby proclaim Monday, April 22, 2021, as Earth Day and encourage all residents to join the Town in celebrating the earth, recognizing climate change as a challenge that needs solutions, and choosing small ways to combat climate change each day.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 12th day of April 2021.

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk



PROCLAMATION
Arbor Day - April 30, 2021

WHEREAS, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

NOW, THEREFORE, I, Douglas A. Jackson, Mayor of the Town of Winterville hereby proclaim April 30, 2021 as Arbor Day in the Town of Winterville, and urge all citizens to celebrate Arbor Day by planting trees to gladden the heart and promote the well-being of this and future generations and to support efforts to protect our trees and woodlands.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 12th day of April 2021.

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk



PROCLAMATION

Municipal Clerks Week - May 2-8, 2021

WHEREAS, the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

WHEREAS, the Municipal Clerk is the oldest among public servants, and

WHEREAS, the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

WHEREAS, the Municipal Clerk has pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all, and

WHEREAS, the Municipal Clerk serves as the information center on functions of local government and community, and

WHEREAS, the Municipal Clerk continually strives to improve the administration of the affairs of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state organization, and

WHEREAS, It is most appropriate that we recognize the accomplishments of the Municipal Clerk, and

NOW, THEREFORE, I, Douglas A. Jackson, Mayor of the Town of Winterville hereby recognize the week of May 2 through May 8, 2021, as Municipal Clerks Week, and further extend appreciation to our Town Clerk, Donald Harvey and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

IN WITNESS WHEREOF, I do set my hand, and cause the seal of Winterville to be affixed this 12th day of April 2021.

Douglas A. Jackson, Mayor

Attest:

Donald Harvey, Town Clerk

PUBLIC COMMENT: Mayor Jackson read the Public Comment Policy.

Shantel Hawkins commented on the definitions of Humanity, Community, and Dignity.

CONSENT AGENDA:

Items included in the Consent Agenda:

Approval of the following sets of Council Meeting Minutes:

- March 8, 2021 Regular Meeting Minutes.

Schedule Public Hearing for the Zoning Ordinance Amendments on May 10, 2021.

Release and Refund of Taxes.

Stop Sign and Speed Limit Ordinance (21-O-041) for Villa Grande and Eli's Ridge Subdivisions.

Motion made by Councilman Moore and seconded by Councilwoman Roberson to approve the consent agenda. The poll vote results are as follows: Mayor Pro Tem Hines, yes; Councilman Moore, yes; Councilman Moye, yes; Councilwoman Roberson, yes; and Councilman Smith, yes. Motion carried unanimously, 5-0.

OLD BUSINESS:

Human Relations Board By Laws: Town Manager Parker presented the Final DRAFT of the By-Laws for the Winterville Human Relations Board. Also presented was the Winterville Human Relations Board Ordinance 20-O-111 adopted at the November 2020 Regular Town Council meeting, and a presentation provided by the NC Human Relations Commission.

Motion made by Councilman Moye and seconded by Councilman Moore to approve the Winterville Human Relations Board By Laws. The poll vote results are as follows: Mayor Pro Tem Hines, yes; Councilman Moore, yes; Councilman Moye, yes; Councilwoman Roberson, yes; and Councilman Smith, no. Motion carried unanimously, 4-1.

NEW BUSINESS:

MetroNet Agreements:

Town Manager Parker presented the following draft agreements

- Letter Agreement.
- Pole Attachment Agreement.
- Right-of-Way Agreement

The situation with the MetroNet expansion of fiber optic into the Town is "ramping up" and there are three (3) agreements that we need to approve and execute with them. Staff has been working with MetroNet on DRAFTS of all three agreements. Presented are all three agreements for Council's consideration and approval. Kathy Scheller with MetroNet has stated that they are getting ready to start construction in Greenville and there are two Winterville neighborhoods adjacent to where construction will start. Therefore, we will need to approve these agreements. We have consulted with Town Attorney Keen Lassiter and MetroNet staff. FINAL DRAFTS are provided incorporating Attorney Lassiter's comments and we ask that you approve these agreements "contingent on Town Attorney and Staff review."

Discussion and questions occurred with Council and Staff. Mayor Jackson asked for any further discussion or any more questions. Hearing none what is the Board's pleasure. Attorney Lassiter noted it would be best to vote on each separately.

Motion made by Mayor Pro Tem Hines and seconded by Councilman Moore to approve the Letter Agreement, contingent on Town Attorney and Staff review. The poll vote results are as follows: Mayor Pro Tem Hines, yes; Councilman Moore, yes; Councilman Moye, yes; Councilwoman Roberson, yes; and Councilman Smith, yes. Motion carried unanimously, 5-0.

Motion made by Councilman Moye and seconded by Mayor Pro Tem Hines to approve the Pole Attachment Agreement, contingent on Town Attorney and Staff review. The poll vote results are as follows: Mayor Pro Tem Hines, yes; Councilman Moore, yes; Councilman Moye, yes; Councilwoman Roberson, yes; and Councilman Smith, yes. Motion carried unanimously, 5-0.

Motion made by Mayor Pro Tem Hines and seconded by Councilman Moore to approve the Right-of-Way Agreement, contingent on Town Attorney and Staff review. The poll vote results are as follows: Mayor Pro Tem Hines, yes; Councilman Moore, yes; Councilman Moye, yes; Councilwoman Roberson, yes; and Councilman Smith, yes. Motion carried unanimously, 5-0.

COLA Adjustment for Employees:

Town Manager Parker presented information relating to COLA Adjustments for Employees. As Council is well aware, no cost of living adjustment or merit increase was included in the FY 2020-2021 Budget as Staff was not sure what the effect of the COVID-19 pandemic would have on revenues for the Town and ultimately expenditures as well.

The information provided denotes that revenues have been better than expected for the fiscal year and Staff has worked and continues to work through some very challenging times unlike anything we have ever experienced before. Nevertheless, between alternating work schedules (in the beginning), closed offices, reduced levels of Staff due to open positions, and employees either being sick or having to quarantine, full service to the Public continued. The challenges remain and so do a core group of dedicated and hardworking employees. It is for the reasons outlined, that I am hereby asking Council to approve a 2.5% cost of living adjustment (COLA) for all Town of Winterville employees. I am further requesting that the increase be made retroactively effective July 1, 2020.

Pitt County and the City of Greenville approved increases for their employees earlier this Budget Year as follows:

Pitt County:

Employees whose employment anniversary fell between July 1 and early January will see the retroactive increase added to their Jan. 15 pay. Employees whose anniversary dates fall after Jan. 15 will see the increase added to the new pay period. Depending on their base pay and performance evaluation score, qualified employees will receive either a 1.2 percent or 2.4 percent raise.

City of Greenville:

Employees a 1.5 percent merit pay increase and .5 percent market rate adjustment. The increases would be retroactive to July 1.

Motion made by Councilman Moore and seconded by Councilwoman Roberson to approve the cost of living adjustment (COLA) for all Town of Winterville employees, retroactive to July 1, 2020. The poll vote results are as follows: Mayor Pro Tem Hines, yes; Councilman Moore, yes; Councilman Moye, yes; Councilwoman Roberson, yes; and Councilman Smith, yes. Motion carried unanimously, 5-0

OTHER AGENDA ITEMS:

Downtown Parking (Councilman Moore): Council and Staff noted the following items.

Town Manager Parker noted that a multi prong approach has been developed, identifying several places downtown for parking. Councilwoman Roberson asked if the space at water tower is to be used? Town Manager Parker noted that the plan does show that area. Councilwoman Roberson said some new areas will be needed when the community room rental resumes.

Councilman Moore noted that the intersection at Depot Street and Church Street is the most dangerous in Town. Councilman Moye said most towns have meters, maybe we need timed markings or limits. Town Manager Parker said our problems occur at night and evenings. Councilman Moore also noted there is more trash and dog traffic now.

Town Manager Parker said staff would continue to put together a plan. Mayor Pro Tem Hines asked when will it be ready? Town Manager Parker said we will have it ready by May meeting. Councilwoman Roberson said on Railroad Street we could increase the number of spaces. Councilman Smith said he is not interested in paved lots, and we need to figure out a plan before new businesses get here. Town Manager Parker said most recent additions make it important to move the plan along. Phase 1 can be to mark spaces, then add others. Mayor Pro Tem Hines asked what is cost to demolish the structure across from the fire house. Town Manager Parker said in house staff will complete work.

Mayor Pro Tem Hines also noted he is not in favor of paved lots, but said good things are happening. Councilman Smith said he came through the area and people do not park past last marked spot on Railroad Street available across the tracks. Town Manager Parker said there are some places to use. Councilman Moore said pedestrian crossing of railroad crossings is an issue.

Councilwoman Roberson said we should open up any spots available. Councilman Moore said the changes downtown are encouraging some old businesses to move out. Mayor Jackson noted that employees parked blocks away in Greenville. Councilman Moye said some people are parking 24-hours a day, we need to focus on night parking. Town Manager Parker noted the Public Safety vehicles are in town vehicle parking areas. Mayor Jackson said other towns have controlled residential parking. Mayor Jackson said the intersection of Cooper Street and Forbes Avenue has a big bush blocking vision.

ITEMS FOR FUTURE AGENDA/FUTURE WORK SESSIONS:

None.

REPORTS FROM DEPARTMENT HEADS:

- ❖ Minimum Housing/Code Enforcement (TLP)
- ❖ Tar Road Widening Project – Electric Engineering/Relocation (RS)
- ❖ New Electric Territory Project - Engineering/Installation (RS)
- ❖ Fork Swamp Greenway Project (EJ)
- ❖ Multi-Purpose Building Site Plan (EJ)
- ❖ Winterville Market/Town Common Plan (BW)
- ❖ Chapman Street Culvert - Nobel Canal Drainage Basin Study (BW)
- ❖ 2018 Sewer Rehabilitation (BW)
- ❖ Church Street Pump Station Rehabilitation Project (BW)
- ❖ Cemetery Expansion Project (BW)

Finance Director Bowers noted that BS&A is on-site this week to start the new software conversion. This has been several years in the making; utility billing will be in first phase with the June bill.

Councilwoman Roberson asked about the Cemetery expansion and Multi-Purpose Building status. Town Manager Parker noted that plans are on paper for the cemetery and that the entrance drive dictates changes.

Assistant Town Manager Williams noted that some conversations with owners for the Multi-Purpose Building have happened, however, no progress has taken place. Councilman Moyer asked if there are any new owners on the list? Assistant Town Manager Williams said someone has approached him.

ANNOUNCEMENTS: Town Clerk Harvey gave the following announcements.

- Planning and Zoning Board Meeting: Monday, April 19, 2021 @ 7:00 pm - Town Hall Assembly Room (Electronic via ZOOM).
- Board of Adjustment Meeting: Tuesday, April 20, 2021 @ 7:00 pm - Town Hall Assembly Room (Electronic via ZOOM).
- CityVision 2021 Virtual Summit: Tuesday, April 20, 2021 @ 9:30 am – Thursday, April 22, 2021 @ 4:30 pm (Virtual Conference).
- Town Council Closed Session for Manager's Evaluation: Monday, April 26, 2021 @ 5:00 pm - Town Hall Assembly Room (Electronic via ZOOM).
- Town Council and Manager Budget Progress Meeting: Monday, April 26, 2021 @ 6:00 pm - Town Hall Assembly Room (Electronic via ZOOM).
- Recreation Advisory Board: Tuesday, April 27, 2021 @ 6:30 pm - Town Hall Assembly Room (Electronic via ZOOM).

REPORTS FROM THE TOWN ATTORNEY, MAYOR, AND TOWN COUNCIL, AND TOWN MANAGER:

Attorney Lassiter: None

Councilman Moore: None

Mayor Pro Tem Roberson: Noted that NCLM nominations are on-going, working on the sanitizer project for schools, and Say Yes to Hope-free COVID tests handed out 601 kits.

Councilman Smith: Asked for a Staff vaccination update and status of Town buildings opening. Town Manager Parker said that not half of staff has vaccination yet, and we continue to follow State and Federal guidelines. She noted some employees are concerned. Mayor Pro Tem Hines said park is open, however, bleachers are not, they bring chairs. He works in a federal building that is closed. People can get shots. Councilman Moore noted people could sit every other seat. Councilman Moyer said he has a concern for our staff, listen to the guidance. Councilman Smith said people need to go get vaccinated, things are starting to gradually open.

Councilman Moyer: Thank to the Electric Department for responding quickly to outage, commend them for their work. He asked if the Election dates are moving forward? Noted Ms. Hawkins comments.

Councilman Hines: Thank you to linemen, appreciation for their work, vaccinations at the church went well, and encourage everyone to get a shot.

Manager Parker: Tests and shots are important, put info out, and welcome back Mayor Jackson.

Mayor Jackson: Appreciate everyone's thoughts.

ADJOURN:

Motion made by Councilman Moore and seconded by Mayor Pro Tem Hines to adjourn the meeting. The poll vote results are as follows: Mayor Pro Tem Hines, yes; Councilman Moore, yes; Councilman Moyer, yes; Councilwoman Roberson, yes; and Councilman Smith, yes. Motion carried unanimously, 5-0. Meeting adjourned at 8:22 pm.

Adopted this the 10th day of May 2021.

Douglas A. Jackson, Mayor

ATTEST:

Donald Harvey, Town Clerk

DRAFT



**WINTERVILLE TOWN COUNCIL
MONDAY, APRIL 26, 2021 AT 6:00 PM
BUDGET PROGRESS MEETING MINUTES
REMOTE VIA ZOOM**

The Winterville Town Council met in a Budget Progress Meeting on the above date at 6:00 PM in the Town Hall Assembly Room, with Mayor Douglas A. Jackson presiding. The following were present:

Douglas A. Jackson, Mayor
Richard (Ricky) E. Hines, Mayor Pro Tem
Tony P. Moore, Councilman (remote via ZOOM)
Johnny Moye, Councilman
Veronica W. Roberson, Councilwoman
Mark C. Smith, Councilman
Terri L. Parker, Town Manager
Ben Williams, Assistant Town Manager
Ryan Willhite, Police Chief
David Moore, Fire Chief
Robert Sutton, Electric Director
Anthony Bowers, Finance Director
Evan Johnston, Parks and Recreation Director
Bryan Jones, Planning Director
Donald Harvey, Town Clerk

CALL TO ORDER: Mayor Jackson called the meeting to order.

INVOCATION: Councilwoman Roberson gave the Invocation.

WELCOME: Mayor Jackson welcomed the public.

APPROVAL OF AGENDA: Mayor Jackson called for approval of agenda.

Motion made by Mayor Pro Tem Hines and seconded by Councilman Moye to approve the agenda as presented. The poll vote results are as follows: Mayor Pro Tem Hines, yes; Councilman Moye, yes; Councilwoman Roberson, yes; and Councilman Smith, yes. Motion carried unanimously, 4-0

ITEMS FOR DISCUSSION:

Approval of Purchase of Public Works Equipment and Associated Use of Purchasing Cooperatives.

➤ **Knuckleboom Truck:**

Assistant Town Manager Williams provided the following information. The 2020/2021 Budget allocated monies for the purchase of a new knuckleboom for the Public Works Department. Staff received a quote of approximately \$156,000 for the requested equipment. The quote was secured using the

purchasing cooperative, NC Sheriffs Association, rather than the state purchasing contract. The vendor supplying the quote was awarded the sales contract through the NC Sheriffs Association's competitive bidding process. Similar to the award of state purchasing contracts, the annual purchasing contract is only received after the NC Sheriffs Association performs a thorough vetting process of several vendors. This process is similar to the state contract process but is performed for national scale purchases versus state level. The Town received a grant to assist in the cost of replacing this piece of equipment. The grant was for \$77,759.50.

Councilman Moye asked if this is the best price. Assistant Town Manager Williams and Town Manager Parker noted that we get the best price utilizing this method. Finance Director Bowers commented that funding done separately, and BB&T submitted the best financing proposal. Police Chief Willhite noted that for Police vehicles, the NC Sheriffs Association's offers the best price.

Motion made by Mayor Pro Tem Hines and seconded by Councilwoman Roberson to authorize staff to utilize the purchasing contracts established by the NC Sheriff's Association for the acquisition of the knuckleboom truck. The poll vote results are as follows: Mayor Pro Tem Hines, yes; Councilman Moye, yes; Councilwoman Roberson, yes; and Councilman Smith, yes. Motion carried unanimously, 4-0.

Councilman Moore joined the meeting remote via ZOOM at this point of the meeting.

➤ Leaf-Vac/Grass Truck.

Assistant Town Manager Williams provided the following information. The 2020/2021 Budget allocated monies for the purchase of a new grass/leaf truck for the Public Works Department. Staff received a quote of approximately \$217,000 for the requested equipment from Carolina Industrial Equipment. The quote was secured using the purchasing cooperative, NC Sheriffs Association, rather than the State Purchasing Contract. The vendor supplying the quote, was awarded the sales contract through the NC Sheriffs Association's competitive bidding process. Similar to the award of State Purchasing Contracts, the annual purchasing contract is only received after the NC Sheriffs Association performs a thorough vetting process of several vendors. This process is similar to the State Contract Process but is performed for national scale purchases versus state level.

➤ Street Sweeping Truck.

Assistant Town Manager Williams provided the following information. The 2020/2021 Budget allocated monies for the purchase of a new street sweeper for the Public Works Department. Staff received a quote of approximately \$255,000 for the requested equipment from Bucher Municipal Johnston Sweepers. The quote was secured using the purchasing cooperative, NC Sheriffs Association, rather than the State Purchasing Contract. The vendor supplying the quote, was awarded the sales contract through the NC Sheriffs Association's competitive bidding process. Similar to the award of State Purchasing Contracts, the annual purchasing contract is only received after the NC Sheriffs Association performs a thorough vetting process of several vendors. This process is similar to the State Contract Process but is performed for national scale purchases versus state level.

Mayor Pro Tem Hines asked when the equipment will arrive? Assistant Town Manager Williams said it will vary for each piece.

Motion made by Councilman Smith and seconded by Mayor Pro Tem Hines to authorize staff to utilize the purchasing contracts established by the NC Sheriff's Association for the acquisition of the leaf-vac/grass truck and the street sweeper truck. The poll vote results are as follows: Mayor Pro Tem Hines, yes; Councilman Moore, yes; Councilman Moye, yes; Councilwoman Roberson, yes; and Councilman Smith, yes. Motion carried unanimously, 5-0.

Update on Budget-to-Date for FY 2020-2021 and Budget Progress Update for FY 2021-2022.



FY 2021-2022 Budget Progress Meeting
Monday, April 26, 2021
Town Hall Assembly Room

General Fund Revenues:

- ✓ The DRAFT Budget is in the works – anticipate a DRAFT being delivered on May 22nd.
- ✓ FY 2021-2022 Budget Calendar has been previously provided for Council's information.
- ✓ **Current tax rate is \$0.475.**
- ✓ First National Insurance (formally Carolina Benefits) is reporting the BCBS renewal rate will contain a two percent (2%) increase in health insurance premiums for employees. MetLife (the Town's dental insurance carrier) is currently quoting NO increase (0%). This is GREAT news!
- ✓ Property Tax budget will be calculated with a **98%** collection rate. This is our normal collection rate. Last year we calculated the rate at 97% due to the potential impact of the COVID-19 Pandemic. The present year valuation is **\$890,556,184** and the new valuation is **\$926,392,283**. *Revenue neutral growth would yield an approximate \$170,221 in additional ad valorem revenue.*
- ✓ Sales and Use Tax will continue to be very difficult to budget for. We had tremendous increases last year mostly driven by stimulus funding and the housing market in Pitt County. These revenues run on a three-month lag. Economists are still expecting recovery from the COVID-19 pandemic through the end of the calendar year. Therefore, the second half of the year will remain surrounded in uncertainty. The NCLM is recommending that municipalities use a 2.5% growth factor. This will generate an estimated increase in the amount of **\$464,821** over the original budgeted revenue for FY 2020-2021.
- ✓ Powell Bill estimates are expected to remain the same as FY 2019-2020. Revenues are expected to be approximately **\$228,247**. This is a reduction in the amount of \$23,245 from what was budgeted for in FY 2020-2021 (\$251,497).
- ✓ Utility Franchise Tax revenues are expected to remain the same from FY 2020-2021 (\$337,077). Revenues are expected to be approximately **\$341,290**. This is a reduction of the prior year estimate of \$369,082. This is a decrease in revenue in the amount of \$32,040.
- ✓ The Building Inspections Department continues to be busy. Based on conversations with developers, they are planning to continue to move forward. Revenues to remain flat at **\$152,000**.

- ✓ Interest income will be flat with no increase in interest rates expected.
- ✓ All other General Fund revenues are expected to be flat or slightly higher for the FY 2021-2022 Fiscal Year.
- ✓ We will have two (2) **Debt Service payments** expiring next Fiscal Year. The first is a Recreation payment in the amount of \$19,219 for vehicles, and the second one is for \$33,600 for Police vehicles. This was a reimbursement to Fund Balance.
- ✓ We will have three (3) new **Debt Service payments** beginning this year. They are Public Works equipment in the amount of **\$94,116**, a Fleet vehicle in the amount of **\$8,941**, and ERP Software in the amount of **\$70,394**.
- ✓ Fire Department Grant Reduction will cost an additional **\$130,000**.
- ✓ American Recovery Plan funds are anticipated to be received in the amount of **\$1,455,000** for the next two (2) years. Guidance on grant guidelines and use of funds to be provided at a later time. We have been provided basic guidance, but more is need prior to making a decision on the use of these funds.

Enterprise Funds:

- ✓ Water revenues are expected to increase slightly with an estimated growth rate of **1%** showing Water sales to be approximately **\$1,501,922**.
- ✓ Sewer revenues are expected to increase slightly with an estimated growth rate of **1%** showing Sewer sales to be approximately **\$2,319,600**. Winterville (who is a member of the Contentnea Metropolitan Sewerage District) will see a slight decrease in our contribution of \$56,280. The current year's contribution is \$1,068,182 and the anticipated contribution for FY 2021-2022 is **\$1,011,902**.
- ✓ There will be new debt service starting for the current Sewer Rehabilitation Project (gravity and collection system work) in the amount of **\$160,000**.
- ✓ Electric revenues are expected to increase slightly with an estimated growth rate of **1%** showing electric sales to be approximately **\$6,480,317**.
- ✓ Storm Water sales growth is expected to be flat at the same **1%**, however Storm Water revenues will increase from **\$503,588** to **\$509,624**.

Finance Director Bowers gave the update on the Budget-to-Date and a discussion of the condition including the American Recovery plan that will pay the Town over 2 years.

Town Manager Parker gave the update on Budget Progress drawing attention to the handout. The draft budget will be distributed on or about May 22nd.

Councilwoman Roberson said she is hearing that infrastructure is eligible. Can the funds be used for shortfalls? Town Manager Parker said that is not what she has heard. Councilwoman Roberson heard there will be a high level of accountability. Councilman Moye asked if we had received any funds. Finance Director Bowers said we have not received any yet, hearing sometime in May and again 1 year later. Town Manager Parker said we think American Recovery funds will come through the state, CARES Act will come through the County.

Town Manager Parker the Enterprise funds are shown on the handout and are overall much the same except for COVID. Councilwoman Roberson asked why the Department reports list is growing? When can we get rid of some? Town Manager Parker noted some are minor and could be removed. Councilwoman Roberson said for example, the cemetery expansion, can we include funding? Town Manager Parker said if we bring some on, others will be kicked out. Councilwoman Roberson said she thought list was to show progress, we need to get some done and off list. Town Manager Parker said we can prioritize the list so some can get done and then others. Councilwoman Roberson asked about electric service. Town Manager Parker said the electric projects will be on-going. We can prioritize our efforts to get items done, however, funding varies on each project. Councilwoman Roberson said let's get some completed. Mayor Pro Tem Hines suggested quarterly reports unless ready to come off. Town Manager Parker said we can bring forward projects and prioritize. Council identify priorities at vision workshop. Councilwoman Roberson said the Cemetery expansion project is a high priority. Town Manager Parker said we can put resources to high priority projects. Councilman Moye said it is hard to determine, what to have and take away.

ADJOURN:

Motion made by Councilman Moore and seconded by Mayor Pro Tem Hines to adjourn the meeting. The poll vote results are as follows: Mayor Pro Tem Hines, yes; Councilman Moore, yes; Councilman Moye, yes; Councilwoman Roberson, yes; and Councilman Smith, yes. Motion carried unanimously, 5-0. Meeting adjourned at 6:54 pm.

Adopted this the 10th day of May 2021.

Douglas A. Jackson, Mayor

ATTEST:

Donald Harvey, Town Clerk



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Consent Agenda

Meeting Date: May 10, 2021

Presenter: Bryan Jones, Planning Director

Item to be Considered

Subject: Kenneth Smith Property (Brookstone, Phase 2) – Rezoning Request (Parcel 70650).

Action Requested: Schedule the Public Hearing for June 14, 2021.

Attachment: Rezoning Application, Rezoning Map, Legal Description, Notification to Adjacent Property Owners, Staff Report.

Prepared By: Bryan Jones, Planning Director

Date: 4/29/2021

ABSTRACT ROUTING:

TC: 5/3/2021

TM: 5/6/2021

Final: tlp - 5/6/2021

Supporting Documentation

Applicant: Kenneth Smith.

Location: Church Street Ext south of its intersection with Park Road. Phase 2 of Brookstone Subdivision.

Parcel Number: 706507.

Site Data: 27.05 acres.

Current Zoning District: R-15 CUD.

Proposed Zoning District: R-10.

- ❖ Planning and Zoning Board voted to recommend approval (7-1).
- ❖ Adjacent property owners were mailed notification of the rezoning request on March 30, 2021.
- ❖ Notification was posted on the site on March 26, 2021.

Budgetary Impact: TBD.

Recommendation: Schedule the Public Hearing on the Rezoning Request for June 14, 2021.



**REZONING APPLICATION
TOWN OF WINTERVILLE**

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

Staff Use Only
Appl. # _____

OWNERSHIP INFORMATION:

Applicant: Kenneth Smith

Address: 1558 NC 102 East, Ayden, NC 28513

Phone #: 252-746-2729

Owner: Kenneth Smith Properties, Inc.

Address: 1558 NC 102 East, Ayden, NC 28513

Phone #: 252-746-2729

PROPERTY INFORMATION

Parcel #: 70650 Area (square feet or acres): 27.05 acres

Current Land Use: Vacant Woodland and Farm Land

Location of Property: Church Street Extension

ZONING REQUEST

Existing Zoning: AR Requested Zoning: 10

Reason for zoning change: To allow development of a subdivision for construction of single family residences with dimensional standards compliant with the R10 zone .

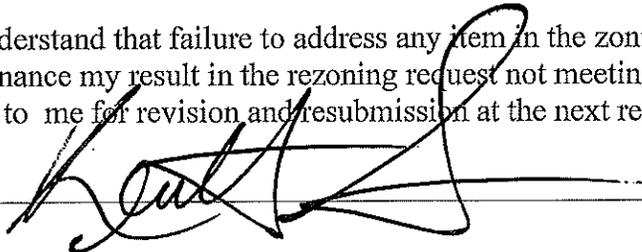
This application shall be accompanied by the following items:

- A map drawn to a scale of not less than 400 feet to the inch and not more than 20 feet to the inch showing the land covered by the proposed amendment;
- A legal description of the property;
- A list of the names and addresses of all owners of property involved in the map change and all adjoining property owners as shown on County tax records;
- A filing fee according to a regularly adopted Fee Schedule of the Town.

OWNER/AGENT STATEMENT

I, Kenneth Smith, being the Owner or Agent (if Agent, complete section below) request that the attached rezoning request be placed on the agenda of the Planning and Zoning Board meeting scheduled for October/19/2020.

I understand that failure to address any item in the zoning amendment application requirements of the zoning ordinance may result in the rezoning request not meeting the minimum submission requirements and will be returned to me for revision and resubmission at the next regular review cycle.

Signature 

Date 3/15/21

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, _____, being the Owner of the property described herein, do hereby authorize _____ as agent for the purpose of this application.

Signature _____

Date _____

Sworn to and subscribed before me, this _____ day of _____, 20_____.

Notary Public

My Commission Expires:

Staff Use Only

Appl. #: _____ Fee Amount _____ Date Paid _____

Planning Board Recommendation: APPROVED Meeting Date: _____
DENIED

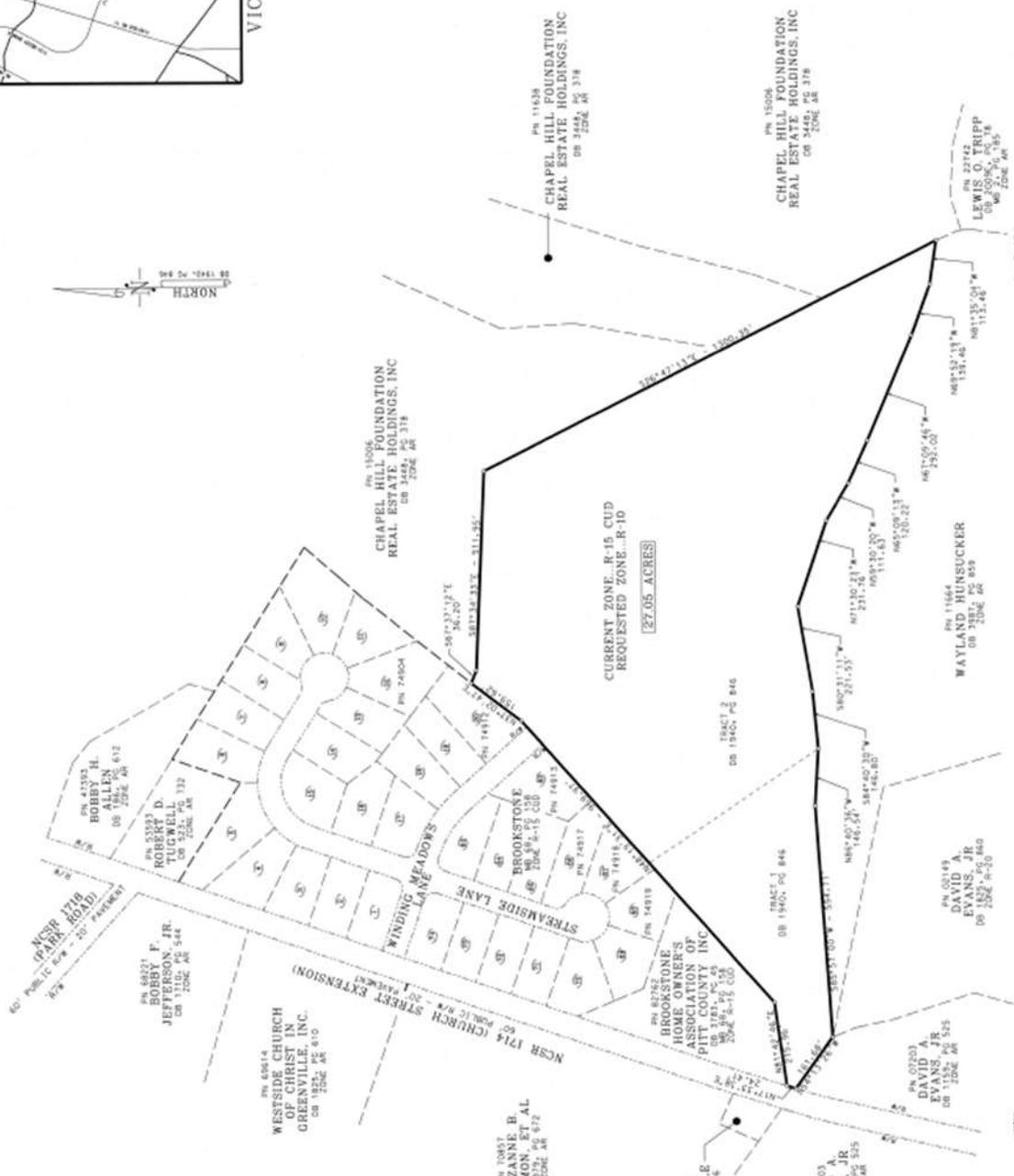
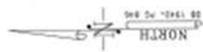
Conditions/Comments: _____

Town Council Decision: APPROVED Meeting Date: _____
DENIED

Conditions/Comments: _____



VICINITY MAP
1" = 2000'



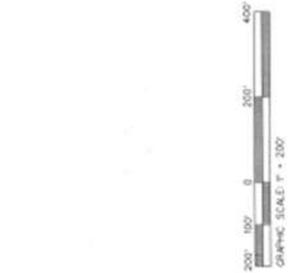
REZONING MAP FOR
KENNETH SMITH PROPERTIES, INC.
REFERENCE: BEING THE PROPERTY RECORDED IN DEED BOOK 15463, PAGE 846
OF THE PITT COUNTY REGISTRY

WINTERVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA

OWNER: KENNETH SMITH PROPERTIES, INC
ADDRESS: 1088 NC 102 EAST
AYDEN, NC 28513
PHONE: (252) 746-2729

DATE: 3/15/2021
SCALE: 1" = 300'
SHEET 1 OF 1

STRLOUD ENGINEERING, P.A.
107B COMMERCE ST.
GREENVILLE, NC
(252) 752-1111
LICENSE NO. C-6647



Rebecca A. Bennett
PROFESSIONAL LAND SURVEYOR L-4146

NOTE:
BOUNDARY INFORMATION TAKEN FROM MAPS & DEEDS REFERENCED HEREON. THIS MAP WAS PREPARED BY MAJ. P. S. & ASSOCIATES OF GREENVILLE, NC. THIS MAP DOES NOT REPRESENT AN ACTUAL SURVEY BY STRLOUD ENGINEERING, P.A.

Legal Description for Rezoning
KENNETH SMITH PROPERTIES, INC.
PN 70650

Lying and being in Winterville Township, Pitt County, North Carolina, lying north of NCSR 1131 Reedy Branch Road, east of NCSR 1149 Old NC Highway 11, and being bounded on the north and east by Chapel Hill Foundation Real Estate Holdings, Inc. (Deed Book 3448, Page 378), on the south by Wayland Hunsucker (Deed Book 3987, Page 859) and David A. Evans, Jr. (Deed Book 1825, Page 860 and Deed Book 1159, Page 525), on the west by NCSR 1714 Church Street Extension and Brookstone Subdivision, Phase 1 (Map Book 68, Page 158) and being more particularly described as follows:

Beginning at a point on the eastern right-of-way of NCSR 1714 Church Street Extension, said point being the southernmost corner of the Brookstone Subdivision, Phase 1 as recorded in Map Book 68, Page 158, the southwest corner of the area labeled "Stormwater Detention Pond", the True Point of Beginning.

Thence from the True Point of Beginning, leaving the eastern right-of-way of NCSR 1714 Church Street Extension and following the eastern boundary of Brookstone Subdivision, Phase 1 the following calls: N81-42-46E – 215.96', thence N48-19-31E – 969.97', thence N37-02-47E – 159.62', thence leaving the boundary of Brookstone Subdivision, Phase 1 and following the southwestern boundary of Chapel Hill Foundation Real Estate Holdings, Inc the following calls: S67-37-12E – 36.20', thence S87-34-33E – 511.95', thence S26-47-13E – 1300.25' to a point in the centerline of a ditch, the northern line of Wayland Hunsucker (Deed Book 3987, Page 859), thence along the centerline of the ditch the following calls: N81-35-04W – 113.46', thence N69-52-19W – 139.46', thence N67-09-46W – 292.02', thence N65-09-13W – 120.22', thence N59-30-20W – 111.63', thence N71-30-23W – 231.76', thence S80-31-11W – 221.53', thence S84-40-30W – 146.80', thence N86-40-36W – 146.54', thence S85-57-00W – 594.71' to a point in the David A. Evans, Jr. property (Deed Book 1159, Page 525), thence continuing along the ditch N54-13-26W – 161.68' to the eastern right-of-way of NCSR 1714 Church Street Extension, thence leaving the ditch and following the eastern right-of-way of Church Street Extension N17-33-38E – 24.41' to the True Point of Beginning, containing 27.05 Acres and being the property recorded in Deed Book 1940, Page 846 of the Pitt County Registry and being all of Tax Parcel 70650 as filed with the Pitt County Tax Assessor's Office.

Deborah T. Boyette
Professional Land Surveyor
L- 4146
Date 3-15-21





2571 Railroad Street
PO Box 1459
Winterville, NC 28590

Phone (252)215-2358
Fax (252)756-3109
www.wintervillenc.com

**Planning and Zoning
Rezoning Request**

NOTICE IS HEREBY GIVEN that the Winterville Planning and Zoning Board will meet on Monday, April 19, 2021 at 7:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, in order to consider the following request:

Kenneth Smith has submitted a rezoning application to rezone Parcel 70650 (27.05 Acres) as shown on the attached map from R-15 CUD to R-10. The R-10 Residential District is a quiet, medium density neighborhood consisting of single-family residences along with limited home occupations and private and public community uses.

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 bryan.jones@wintervillenc.com or the Winterville Planning Department at (252) 215-2358 or at wintervillenc.com.

The Town of Winterville will be keeping measures in place in an ongoing effort to mitigate the spread of COVID-19. These measures include barring physical attendance at the meeting, employing social distancing, and implementing remote participation. The public is encouraged to watch the meeting live on YouTube (www.wintervillenc.com/videos). Those that wish to address the Planning and Zoning Board during the meeting should contact the Town Clerk at (252) 215-2344 to register by **one business day before the meeting at 5:00 p.m. 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. Please include your name and address.

Bobby Jefferson Jr & Denise Jefferson
527 Jimmies Creek Dr
New Bern NC 28562

Brookstone Homeowners
Association
3345 Bridge Rd Suite#924
Suffolk VA 23455

Bobby Allen & Annie Mae Allen
3017 Church Street Ext
Winterville NC 28590

Odis Willard Joyner &
Lottie Nobles Joyner
3118 Streamside Lane
Winterville NC 28590

Judith A Gates
3100 Streamside Lane
Winterville NC 28590

Jonathan H Ambrose
3109 Streamside Lane
Winterville NC 28590

Michael J Reilly & Shirley J Reilly
3151 Streamside Lane
Winterville NC 28590

Robert Widener & John Iuliano
524 Winston Salem Ave
Virginia Beach VA 23451

Andres Rafael Mendez
3144 Streamside Lane
Winterville NC 28590

Margo T Brown & Clayton Parker
3168 Streamside Lane
Winterville NC 28590

Winterville Church of Christ Inc.
3170 Church Street Ext
Winterville NC 28590

Wayland A Hunsucker
& Sue Ellen Bridgers
PO Box 1207
Winterville NC 28590

Robert Tugwell & Susan Tugwell
2436 Trellis Court
Raleigh NC 27604

Yuliya Gorbachova &
Doyle A Maness
3112 Streamside Lane
Winterville NC 28590

John Demotts & Hannah Edson
3101 Streamside Lane
Winterville NC 28590

Steven M Harvey
3117 Streamside Lane
Winterville NC 28590

William Johnson & Tracy Johnson
3159 Streamside Lane
Winterville NC 28590

Matthew T Gabor
3132 Streamside Lane
Winterville NC 28590

Dandrea Vanessa Walker
3150 Streamside Lane
Winterville NC 28590

Kristina Elizabeth Smith
3178 Streamside Lane
Winterville NC 28590

Harmon Suzanne Brewer
PO Box 2548
Greenville NC 27836

Chapel Hill Foundation Real Estate
Holdings Inc
300 South Building CN1000
Chapel Hill NC 27599

Jami L Moss & James L Best
3124 Streamside Lane
Winterville NC 28590

Kenneth W Wilson & Julie D Wilson
3106 Streamside Lane
Winterville NC 28590

Roman Pawlak & Jin S Kang
3105 Streamside Lane
Winterville NC 28590

Donald R King & Sheila K King
3131 Streamside Lane
Winterville NC 28590

Terry Gregory Jenkins
335 Winding Meadows Lane
Winterville NC 28590

Nathan Edwards & Katelyn Barnes
3138 Streamside Lane
Winterville NC 28590

Zshakedria Brown & James Brown
3158 Streamside Lane
Winterville NC 28590

Mercy W Nagi
3184 Streamside Lane
Winterville NC 28590

Russell S Ennis & Sharon L Ennis
3192 Streamside Lane
Winterville NC 28590

Erin Miller & Ian Miller
3185 Streamside Lane
Winterville NC 28590

Lewis Tripp
Joe Tripp
2509 Rivertowne Pkwy
Mount Pleasant, SC 29466

Mushabbar Karmi & Nazema Karmi
3196 Streamside Lane
Winterville NC 28590

Gina Dalpra & Elisha Dalpra
3179 Streamside Lane
Winterville NC 28590

Allen Best & Carmen Best
3198 Streamside Lane
Winterville NC 28590

Courtney Andrea Barnes
3169 Streamside Lane
Winterville NC 28590



**Town of Winterville Planning Department
Zoning Staff Report**

GENERAL INFORMATION

APPLICANT	Kenneth Smith Properties, Inc
HEARING TYPE	Rezoning Request
REQUEST	R-15 CUD to R-10
CONDITIONS	n/a
LOCATION	Church Street Extension south of its intersection with Park Road
PARCEL ID NUMBER(S)	70650
PUBLIC NOTIFICATION	Adjacent property owners were mailed notification of the rezoning request on March 30, 2021. Notification was posted on site on March 26, 2021. 36 properties were mailed notification.
TRACT SIZE	27.05 acres
TOPOGRAPHY	Flat
VEGETATION	Partially Cleared / Agricultural; Partially Wooded

SITE DATA

EXISTING USE	Agricultural / Vacant
---------------------	-----------------------

ADJACENT PROPERTY	ZONING	ADJACENT LAND USE
N	AR	Wooded
E	AR	Wooded/Agricultural
W	R-15	Residential
S	R-20/AR	Residential/Wooded

ZONING DISTRICT STANDARDS

DISTRICT SUMMARIES	EXISTING	REQUESTED
ZONING DISTRICT DESIGNATION	R-15 CUD	R-10
MAX DENSITY	n/a	n/a
TYPICAL USES	Low-density; single-family residential; limited home occupations.	Medium Density; single-family residential; limited home occupations.



SPECIAL INFORMATION

OVERLAY DISTRICT	N/A
ENVIRONMENTAL / SOILS	Potential wetlands
FLOODPLAIN	N/A
STREAMS	Stream feature located along western and southern property lines (50' Riparian Buffer along tributary off of Swift Creek).
OTHER	If >1 acre is disturbed, site must meet Phase 2 stormwater requirements and provide Soil Erosion and Sedimentation Control Permit
SITE PLAN REQUIREMENTS	Subdivision plan required

**These regulations may not reflect all requirements for all situations. See the Town of Winterville Zoning Ordinance for all applicable regulations for site requirements for this zoning district.

LANDSCAPING & BUFFER REQUIREMENTS

Development must meet requirements of the Zoning Ordinance (Article X-A. Vegetation and Buffering Requirements).

TRANSPORTATION

STREET CLASSIFICATION	Church Street Ext – NCDOT Road
SITE ACCESS	All access must be designed and constructed to meet the Town of Winterville / NCDOT standards.
TRAFFIC COUNTS (per NCDOT Annual Average Daily Traffic Map)	Church Street Ext – 180
TRIP GENERATION	N/A
SIDEWALKS	Required.
TRAFFIC IMPACT STUDY (TIS)	TBD
STREET CONNECTIVITY	N/A
OTHER	N/A



IMPACT ANALYSIS

Land Use Compatibility

The proposed R-10 zoning district would allow land uses that are compatible with the general character of the area.

Town of Winterville Comprehensive Land Use Plan Policies

The Future Land Use Map designates this property as a Suburban Residential character area. The requested **R-10 District** zoning district is generally consistent with this character area as defined by the future land use designation.

Comprehensive Land Use Plans - Recommendations & Implementation

Suburban Residential - General Character:

- Low to medium density single family residential. This land use type was identified as one that is appropriate and valued. This flexible land use type is appropriate for many parts of the planning area.

STAFF ANALYSIS AND RECOMMENDATION

Community Outreach

Applicant is encouraged to discuss this proposed rezoning with owners of surrounding properties.

Staff Analysis

The 27.05 acre property is currently being used for agriculture. The property North of the request is zoned AR and is wooded. West of the request is zoned R-15 CUD and is a single-family subdivision (Brookstone). South of the request is zoned R-20 and is a single-family subdivision (Colonial Woods). East of the request is zoned AR and is primarily agricultural but is also partially wooded.

The R-10 District rezoning request is consistent with the intent and purpose of the Zoning Ordinance, the Future Land Use Plan and is generally compatible with the existing development and trends in the surrounding area. With the density in the existing section of Brookstone, the R-10 zoning district would be within the recommended density for the overall subdivision.

Staff Recommendation

Staff recommends **approval** of the rezoning request for the 27.05 acres from R-15 to R-10.



**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: May 10, 2021

Presenter: Terri L. Parker, Town Manager

Item to be Considered

Subject: Update on Downtown Parking Plan.

Action Requested: Council Direction.

Attachment: Current Downtown Parking Map.

Prepared By: Terri L. Parker, Town Manager

Date: 5/4/2021

ABSTRACT ROUTING:

TC: 5/4/2021

TM: 5/6/2021

Final: tlp - 5/6/2021

Supporting Documentation

Staff has been working on a comprehensive Downtown Parking Plan since the last regular meeting where we received Council direction to move forward.

Currently, there are three (3) phases of the Plan:

Phase 1:

*Create a Current Downtown Parking Map (included in the Agenda packet);

*Restripe current parking spaces throughout the Downtown area to make them more visible to those seeking to park; and

*Seek to improve lighting and access to businesses from current Town-owned Downtown parking lots.

Phase 2:

*Construct and install additional parking (as planned) on Town's property (Market property) adjacent to both Church and Cooper Streets; and

*Construct and install additional parking (as planned) on the Town's property (Water Tower Park property) adjacent to Church Street.

Phase 3:

*Seek out certain Downtown Business owners to inquire is we could utilize their parking lots for public parking during certain times of the day;

*Seek out property owners in the Downtown area to see if they would be willing to sell their property to create additional parking; and

*NOTE: Create and distribute Public information throughout all phases that informs people the locations of available parking.

It should be noted that work in all three or more than one Phase could occur simultaneously.

Budgetary Impact: TBD.

Recommendation: Council Direction.



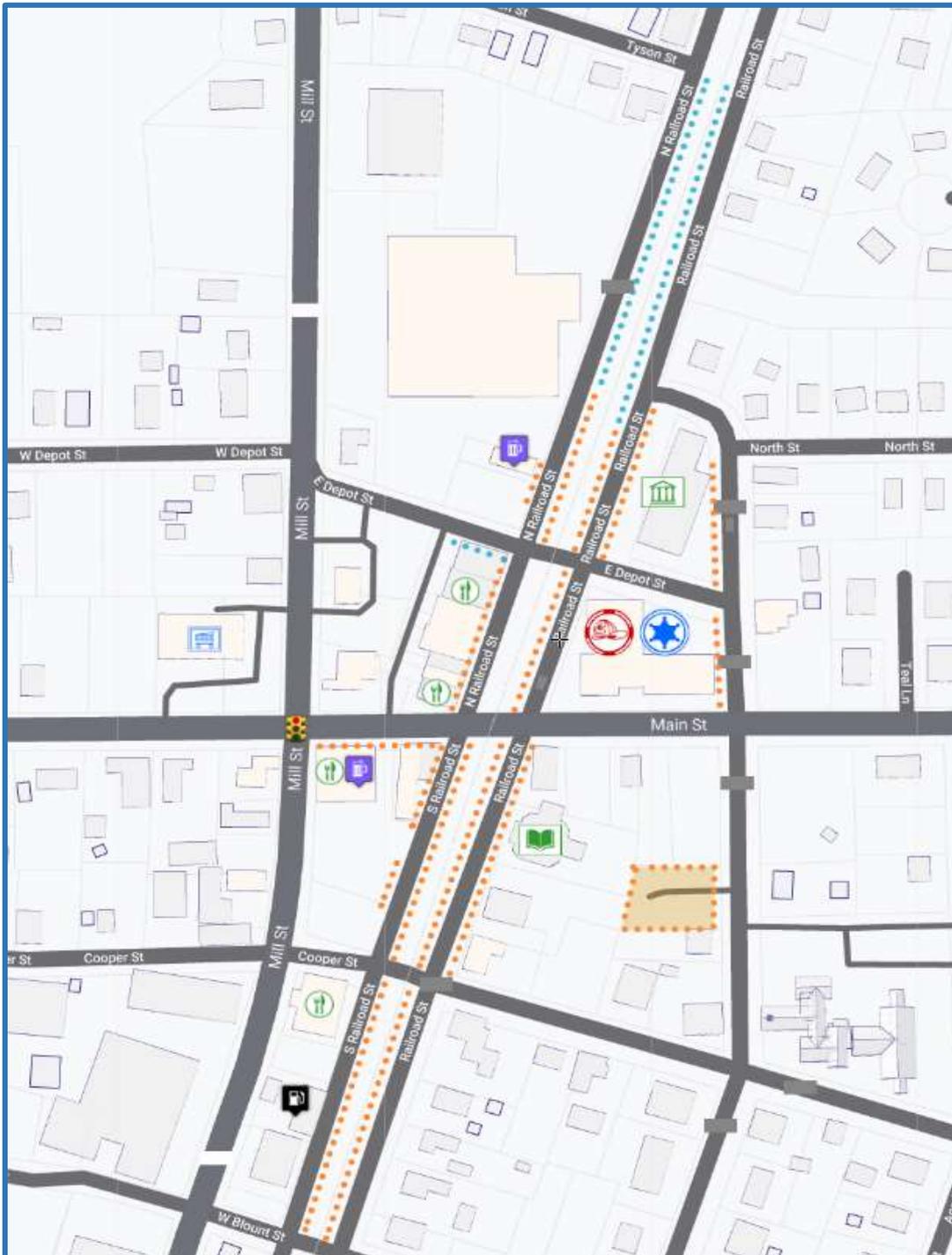
Downtown Public Parking Map

Town of Winterville

2571 Railroad Street, Winterville NC 28590
(252) 756-2221

263 +/- Parking Spots

- ● ● ● ● Marked Spaces
- ● ● ● ● Unmarked Spaces





**Town of Winterville
Town Council
Agenda Abstract**

Item Section: Old Business

Meeting Date: May 10, 2021

Presenter: Ben Williams, Assistant Town Manager

Item to be Considered

Subject: Cost Participation for Eli's Ridge Subdivision Lift Station.

Action Requested: Approval of Cost Share.

Attachment: Letter Requesting Cost Share and Cost Estimates with Comparison.

Prepared By: Ben Williams, Assistant Town Manager

Date: 5/5/2021

ABSTRACT ROUTING:

TC: 5/5/2021

TM: 5/6/2021

Final: tlp - 5/6/2021

Supporting Documentation

Christ Covenant School (CCS) is preparing for their next expansion and will have to install gravity sewer from their campus to the New Regional Lift Station. The depth and size of the infrastructure for the next phases of CCS is not large or deep enough to accommodate abandoning the Winterville Crossing Lift Station. Staff has been investigating a possible cost share opportunity with Christ Covenant School (CCS) that would allow a gravity sewer main to be extended from the new Regional Lift Station off Old Tar Rd. to the existing Winterville Crossing Lift Station. This would allow for the Winterville Crossing Lift Station to be abandoned.

Staff has been provided estimates of the betterment costs associated with increasing the size and depth of the main such that it may be extended to the Winterville Crossing Pump Station and redirect the flow to the New Regional Lift Station off of Old Tar Road. The estimate for the work necessary for CCS expansion is approximately \$235,565. The estimate for installing the larger and deeper main is \$308,270. The difference between the two estimates is \$72,705.

By participating in this improvement, the Town would be in position to continue the extension of the gravity main to the Winterville Crossing Pump Station. The estimated cost of this future extension and abandonment is approximately \$250,000.

Budgetary Impact: The cost for this improvement is estimated to be approximately \$73,000. Final cost will be based on contractor bids and actual prices upon work completion.

Recommendation: Approval of cost share with Staff providing exact cost and draft Agreement after bids are received.



March 23, 2021

Ms. Terri Parker, Town Manager
Town of Winterville
2571 Railroad Street
Winterville, NC 28590

RE: Christ Covenant School Sewer Extension

Dear Ms. Parker

Christ Covenant School (CCS) is currently planning the extension of the gravity sewer from the new regional pump station no. 8 to the school property. We have designed the sewer extension at minimum size and grade needed to provide sewer service to all future expansion areas within the school property boundary and to serve Aces for Autism. From our conversations with Travis Welborn, Public Works Director, we understand that the Town prefers that the sewer line be installed at maximum depth to facilitate future extensions to other properties and to enable future abandonment of Winterville Crossing Lift Station. CCS wishes to work with the Town to help meet the long term objectives as long as there is an equitable agreement for sharing the cost. To quantify the additional cost which will be incurred by installation of a larger diameter sewer at the maximum depth, our engineer has provided cost estimates for each scenario which are attached.

The extension of the sewer line will be an enhancement to the value of adjoining properties making development more feasible. It will also constitute a substantial contribution toward the future abandonment of Winterville Crossing Lift Station resulting in more efficient operation of Winterville's sewer collection system. The construction by Christ Covenant School and CCS participation in the utility infrastructure upgrades along Worthington Road has provided the impetus for the growth which is now in progress. CCS is proud to have played a major role in this; however, our resources are limited. Our first obligation is to provide facilities needed to enable our current student population, and others who wish to come here, to obtain a quality education. The additional cost of the deep sewer is something we cannot afford. It should ultimately be paid by those adjoining landowners and developers who would benefit by having it available. Therefore we request that the Town of Winterville initially pay the differential cost. The differential cost should be determined based on actual bids following completion of detailed plans. The attached estimates are provided only as an opinion of probable cost.

Sincerely,

Regan Waters, CFO



STROUD ENGINEERING, P.A.

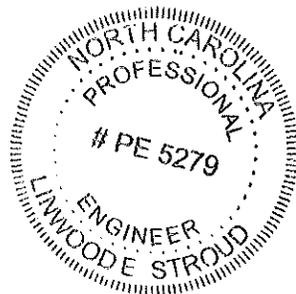
CONSULTING ENGINEERS
107-B COMMERCE STREET
GREENVILLE, NORTH CAROLINA 27858
(252) 756-9352
C-0647

Sewer Alternatives Cost Comparison
Christ Covenant School/ Aces for Autism Sewer Extension

12" Deep Sewer	\$ 308,270.00
8" Shallow Sewer	\$ 235,565.00
Extra Cost of Deep Sewer	\$ 72,705.00

3/22/21

Linwood E. Stroud, PE



Preliminary Cost Estimate

Project: Long Branch Canal Sewer Outfall
 Service to CCS and Aces to Autism
 Option 1 - 8" Shallow Sewer

Stroud Engineering, PA

Date: 3/22/2021

Item	Description	Quantity	Unit	Unit Price	Price
Construction Costs					
1	Divert Elis Ridge FM to Exist Gravity	1	LS	\$ 7,500.00	\$ 7,500.00
	8" Sewer (6-8)	100			
2	8" Sewer (8-10)	210	LF	\$ 76.00	\$ 15,960.00
3	8" Sewer (10-12)	200	LF	\$ 84.00	\$ 16,800.00
4	8" Sewer (12-14)	500	LF	\$ 110.00	\$ 55,000.00
5	8" Sewer (14-16)	253	LF	\$ 118.00	\$ 29,854.00
6	8" Sewer (16-18)	72	LF	\$ 138.00	\$ 9,936.00
7	Manhole (6-8)	1	Ea	\$ 3,800.00	\$ 3,800.00
8	Manhole (8-10)	1	Ea	\$ 4,500.00	\$ 4,500.00
9	Manhole (12-14)	1	Ea	\$ 7,000.00	\$ 7,000.00
10	Manhole (14-16)	3	Ea	\$ 8,000.00	\$ 24,000.00
11	Tie to Existing Manhole	1	Ea	\$ 5,100.00	\$ 5,100.00
12	Tie in Eli's Ridge FM to New Gravity	1	LS	\$ 5,100.00	\$ 5,100.00
Construction Sub-total					\$ 184,550.00
Engineering					
13	Engineering Design and Permitting				\$ 17,500.00
14	Design Survey				\$ 4,200.00
15	As-Built Survey				\$ 1,600.00
16	Construction Administration and Inspection				\$ 6,300.00
Engineering and Surveying Sub-total					\$ 29,600.00
Project Subtotal					\$ 214,150.00
Contingency		10%			\$ 21,415.00
Project Total					\$ 235,565.00

Preliminary Cost Estimate

Project: Long Branch Canal Sewer Outfall
 Service to CCS and Aces to Autism
 Option 2 - 12" Deep Sewer

Stroud Engineering, PA

Date: 3/22/2021

Item	Description	Quantity	Unit	Unit Price	Price
Construction Costs					
1	Divert Elis Ridge FM to Exist Gravity	1	LS	\$ 7,500.00	\$ 7,500.00
2	12" Sewer (10-12)	100	LF	\$ 92.00	\$ 9,200.00
3	12" Sewer (12-14)	220	LF	\$ 121.00	\$ 26,620.00
4	12" Sewer (14-16)	300	LF	\$ 132.00	\$ 39,600.00
5	12" Sewer (16-18)	653	LF	\$ 152.00	\$ 99,256.00
6	12" Sewer (18-20)	72	LF	\$ 160.00	\$ 11,520.00
7	Manhole (10-12)	1	Ea	\$ 5,200.00	\$ 5,200.00
8	Manhole (12-14)	1	Ea	\$ 7,350.00	\$ 7,350.00
9	Manhole (14-16)	1	Ea	\$ 8,400.00	\$ 8,400.00
10	Manhole (16-18)	3	Ea	\$ 8,600.00	\$ 25,800.00
11	Tie to Existing Manhole	1	Ea	\$ 5,100.00	\$ 5,100.00
12	Tie in Eli's Ridge FM to New Gravity	1	LS	\$ 5,100.00	\$ 5,100.00
Construction Sub-total					\$ 250,646.00
Engineering					
13	Engineering Design and Permitting				\$ 17,500.00
14	Design Survey				\$ 4,200.00
15	As-Built Survey				\$ 1,600.00
16	Construction Administration and Inspection				\$ 6,300.00
Engineering and Surveying Sub-total					\$ 29,600.00
Project Subtotal					\$ 280,246.00
Contingency		10%			\$ 28,024.60
Project Total					\$ 308,270.60