



**WINTERVILLE TOWN COUNCIL AGENDA  
MONDAY, JUNE 14, 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. Flag Day June 14, 2021.
  2. Father's Day June 20, 2021.
  3. Boys and Girls Club Week June 21-25, 2021.
- VII. PUBLIC HEARINGS:**
  1. Kenneth Smith Property (Brookstone, Phase 2) – Rezoning Request (Parcel 70650).
- 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.*
- 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:
    - May 10, 2021 Regular Meeting Minutes.
  2. Cancellation of Deed of Trust from Lina Green to Winterville CDBG Program.
  3. Cancellation of Deed of Trust from Paul Lynch to Winterville CDBG Program.
  4. Schedule the Public Hearing for Rezoning Request of Carroll Crossing, Section 3 – (Parcel 04819) for August 9, 2021.
  5. Approval of Budget Amendment 2020-2021-4.

**X. OLD BUSINESS.**

**XI. NEW BUSINESS:**

1. 2021-2022 Fiscal Year Budget Ordinance.
2. Board of Adjustment Appointments.
3. Recreation Advisory Board Appointments.
4. American Rescue Plan Discussion/Direction.

**XII. OTHER AGENDA ITEMS.**

**XIII. ITEMS FOR FUTURE AGENDAS/FUTURE WORK SESSIONS.**

**XIV. REPORTS FROM DEPARTMENT HEADS.**

**XV. ANNOUNCEMENTS:**

1. Rescheduled Touch-A-Truck: Thursday, June 17, 2021 from 4:00 pm until 8:00 pm at Winterville Square. 252 Main Street.
2. Planning and Zoning Board Meeting: Monday, June 21, 2021 @ 7:00 pm - Town Hall Assembly Room. (Limited In-Person Attendance and Electronic via ZOOM).
3. Recreation Advisory Board: Tuesday, June 22, 2021 @ 6:30 pm – Operation Center.
4. Happy Birthday, USA! Thursday, July 1, 2021 from 4:00 pm until 8:00 pm at Winterville Square. 252 Main Street.
5. Town Offices Closed: Monday, July 5, 2021 for the Independence Day (Observed).
6. No Regular Town Council Meeting: Monday, July 12, 2021.
7. Back to School Splash & National Night Out: Tuesday, August 3, 2021 from 4:00 pm until 8:00 pm at Winterville Square. 252 Main Street.

**XVI. REPORTS FROM THE TOWN ATTORNEY, MAYOR AND TOWN COUNCIL, AND TOWN MANAGER.**

**XVII. 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:** June 14, 2021

**Presenter:** Donald Harvey, Town Clerk

**Item to be Considered**

**Subject:** Proclamations - June 2021.

**Action Requested:** None.

**Attachment:** Proclamations.

**Prepared By:** Donald Harvey, Town Clerk

**Date:** 6/7/2021

**ABSTRACT ROUTING:**

TC: 6/8/2021

TM: 6/10/2021

Final: tlp - 6/10/2021

**Supporting Documentation**

Summary of the attached Proclamations:

1. Flag Day – June 14, 2021 – to encourage all Americans to observe this day and we pledge our allegiance to the banner that has served as a guiding symbol on our Nation's journey, and we celebrate the hope it inspires in the American people.
2. Father's Day – June 20, 2021 – recognizing the important role fathers play in the American family, and we honor them for their strength, love, and commitment.
3. Boys & Girls Club Week – June 21, 2021 through June 25, 2021 – recognizing organizations that provide services to youth to help them reach their full potential.

**Budgetary Impact:** NA.

**Recommendation:** NA.



## **PROCLAMATION**

**Flag Day June 14, 2021**

**WHEREAS**, On Flag Day, we pledge our allegiance to the banner that has served as a guiding symbol on our Nation's journey, and we celebrate the hope it inspires in the American people; and

**WHEREAS**, With hands over hearts, Americans of all backgrounds and beliefs have long saluted the flag and honored its legacy. Our flag persists as a powerful representation of freedom and opportunity. Waving high above buildings, homes, across the globe, and on the distant surface of the moon, it calls on each of us to remember our obligations to the Republic for which it stands and to carry forward the unwavering optimism that defines us. America endures because of the courage of servicemen and women who serve under this standard, and our veterans are forever draped in the red, white, and blue when they are laid to rest. Wherever the flag lies or flies, its message is clear: We rise and fall together, as one Nation and one people; and

**WHEREAS**, The American flag invokes pride in our citizens and hope in those who come to our shores in search of a brighter tomorrow. In recognition of the ways it has embodied our ideals and sustained our Nation, let us pay tribute to the Star Spangled Banner and continue striving to create a more perfect and indivisible Union - with liberty and justice for all; and

**WHEREAS**, To commemorate the adoption of our flag, the Congress, designated June 14 of each year as "Flag Day" and requested a calling for its observance and for the display of the flag of the United States on all government buildings.; and

**THEREFORE**, I, Douglas A. Jackson, Mayor of the Town of hereby proclaim June 14, 2021 as Flag Day and urge all Americans to observe Flag Day by displaying the flag.

**IN WITNESS WHEREOF**, I do set my hand, and cause the seal of Winterville to be affixed this 14<sup>th</sup> day of June 2021.

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Douglas A. Jackson, Mayor

**Attest:**

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Donald Harvey, Town Clerk



**PROCLAMATION**  
**Father's Day - June 20, 2021**

**WHEREAS**, A special bond exists between a father and his children. On Father's Day, we recognize the important role fathers play in the American family, and we honor them for their strength, love, and commitment.

**WHEREAS**, Is an officially proclaimed national observance.

**WHEREAS**, Fathers have a duty to love their children with all their hearts and prepare them to be independent, compassionate, and responsible citizens. A father's words and actions are critical in shaping the character of his children. A father's love helps teach them right from wrong, explains to them the consequences of bad decisions, and strengthens them with encouragement.

**WHEREAS**, As we honor our fathers on this day, we express our heartfelt appreciation for their leadership, support and protection for their children and families. We particularly recognize the many fathers who are far from home, serving our Nation and defending the cause of freedom around the world. They have answered a great call and live by a code of honor and duty that serves as an example for their sons and daughters and for all Americans.

**NOW, THEREFORE**, I, Douglas A. Jackson, Mayor of the Town of Winterville hereby proclaim June 20, 2021, as Father's Day and encourage all Americans to express love, admiration, and thanks to their fathers for their contributions to our lives and to society.

**IN WITNESS WHEREOF**, I do set my hand, and cause the seal of Winterville to be affixed this 14<sup>th</sup> day of June 2021.

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Douglas A. Jackson, Mayor

**Attest:**

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Donald Harvey, Town Clerk



**PROCLAMATION**  
**Boys & Girls Club Week 2021**

**WHEREAS**, the young people of Winterville are tomorrow's leaders; and

**WHEREAS**, many such young people need professional youth services to help them reach their full potential; and

**WHEREAS**, the Boys & Girls Club in Winterville, North Carolina provides services to more than 590 young people annually; and

**WHEREAS**, Boys & Girls Clubs are places where great futures start. They are at the forefront of efforts in academic success, healthy lifestyles, and good character and citizenship; and

**WHEREAS**, Boys & Girls Club organizations in our state help ensure that our young people keep off the streets, offering them a safe and supportive place to go and providing them with quality programs; and

**WHEREAS**, Boys & Girls Clubs of the Coastal Plain will celebrate National Boys & Girls Club Week 2021 along with some 3,800 Clubs and more than two million young people nationwide.

**NOW, THEREFORE**, I, Douglas A. Jackson, Mayor of the Town of Winterville hereby proclaim, June 21, 2021 through June 25, 2021 as **BOYS & GIRLS CLUB WEEK** in Winterville, and call on all citizens to join with me in recognizing and commending the Jack Minges Boys & Girls Club in Winterville for providing comprehensive, effective services to the young people in our communities.

**IN WITNESS WHEREOF**, I do set my hand, and cause the seal of Winterville to be affixed this 14<sup>th</sup> day of June 2021.

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Douglas A. Jackson, Mayor

**Attest:**

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Donald Harvey, Town Clerk



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Public Hearings

**Meeting Date:** June 14, 2021

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

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

**Action Requested:** Public Hearing.

**Attachment:** Rezoning Application, Rezoning Map, Legal Description, Notification to Adjacent Property Owners, Address Labels, Staff Report, and Ordinance 21-O-061.

**Prepared By:** Bryan Jones, Planning Director

**Date:** 6/2/2021

**ABSTRACT ROUTING:**

TC: 6/7/2021

TM: 6/10/2021

Final: tlp - 6/10/2021

**Supporting Documentation**

**Applicant:** Kenneth Smith.

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

**Parcel Number:** 70650.

**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:** Hold the Public Hearing on the Rezoning Request.



**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 .

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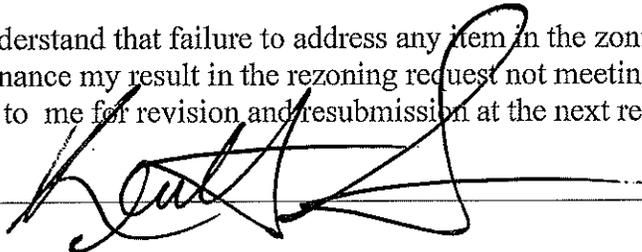
**This application shall be accompanied by the following items:**

- 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.

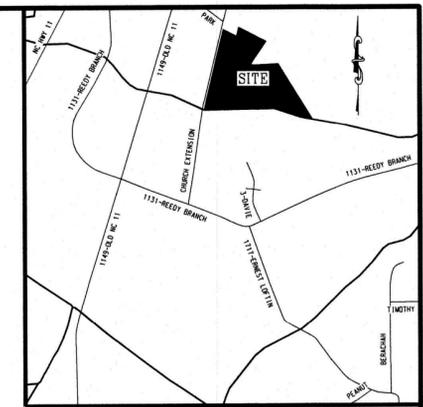
Signature \_\_\_\_\_

Date \_\_\_\_\_

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

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_



VICINITY MAP  
1" = 2000'



ADJOINERS

PN 74904  
BROOKSTONE LOT 12  
ROMAN PAWLAK  
JIN S. KANG  
DB 3868, PG 334

PN 74912  
BROOKSTONE LOT 20  
ROBERT WIDENER  
JOHN IULIANO III  
DB 3864, PG 842

PN 74913  
BROOKSTONE LOT 62  
ROBERT WIDENER  
JOHN IULIANO III  
DB 3864, PG 842

PN 74917  
BROOKSTONE LOT 66  
ROBERT WIDENER  
JOHN IULIANO III  
DB 3864, PG 842

PN 74918  
BROOKSTONE LOT 67  
ROBERT WIDENER  
JOHN IULIANO III  
DB 3864, PG 842

PN 74919  
BROOKSTONE LOT 68  
ROBERT WIDENER  
JOHN IULIANO III  
DB 3864, PG 842

PN 70857  
SUZANNE B.  
HARMON, ET AL  
DB 1979, PG 672  
ZONE AR

PN 59384  
TOWN OF  
WINTERVILLE  
DB 852, PG 346  
ZONE AR

PN 07203  
DAVID A.  
EVANS, JR  
DB 1159, PG 525  
ZONE AR

PN 07203  
DAVID A.  
EVANS, JR  
DB 1159, PG 525  
ZONE AR

PN 02149  
DAVID A.  
EVANS, JR  
DB 1825, PG 860  
ZONE R-20

PN 47393  
BOBBY H.  
ALLEN  
DB 186, PG 612  
ZONE AR

PN 53593  
ROBERT D.  
TUGWELL  
DB 523, PG 732  
ZONE AR

PN 68221  
BOBBY F.  
JEFFERSON, JR.  
DB 1710, PG 544  
ZONE AR

PN 69614  
WESTSIDE CHURCH  
OF CHRIST IN  
GREENVILLE, INC.  
DB 1825, PG 610  
ZONE AR

PN 15006  
CHAPEL HILL FOUNDATION  
REAL ESTATE HOLDINGS, INC  
DB 3448, PG 378  
ZONE AR

PN 11638  
CHAPEL HILL FOUNDATION  
REAL ESTATE HOLDINGS, INC  
DB 3448, PG 378  
ZONE AR

PN 15006  
CHAPEL HILL FOUNDATION  
REAL ESTATE HOLDINGS, INC  
DB 3448, PG 378  
ZONE AR

PN 22742  
LEWIS O. TRIPP  
DB 2009, PG 78  
MB 2, PG 185  
ZONE AR

CURRENT ZONE...R-15 CUD  
REQUESTED ZONE...R-10  
**27.05 ACRES**

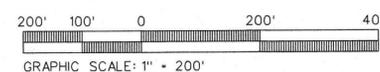
I, DEBORAH T. BOYETTE CERTIFY THAT  
THIS MAP IS EXEMPT FROM GS 47-30  
REQUIREMENTS PER GS 47-30 (j) WHICH  
STATES:  
"THE PROVISIONS OF THIS SECTION  
SHALL NOT APPLY TO BOUNDARY PLATS OF  
STATE LINES, COUNTY LINES, AREAS ANNEXED  
BY MUNICIPALITIES, NOR TO PLATS OF  
MUNICIPAL BOUNDARIES, WHETHER OR NOT  
REQUIRED BY LAW TO BE RECORDED".



Deborah T. Boyette 3-15-21  
PROFESSIONAL LAND SURVEYOR L-4146

NOTE:

BOUNDARY INFORMATION TAKEN FROM MAPS & DEEDS  
REFERENCED HEREON THIS MAP ARE PREPARED BY  
MALPASS & ASSOCIATES OF GREENVILLE, NC. THIS  
MAP DOES NOT REPRESENT AN ACTUAL SURVEY BY  
STROUD ENGINEERING, P.A.



PROJECT NO. P1722-001  
DRAWING NO. 001

REZONING MAP FOR <b>KENNETH SMITH PROPERTIES, INC.</b>	
REFERENCE: BEING THE PROPERTY RECORDED IN DEED BOOK 1940, PAGE 846 OF THE PITT COUNTY REGISTRY	
WINTERVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA	
OWNER: KENNETH SMITH PROPERTIES, INC	SURVEYED: N/A
ADDRESS: 1588 NC 102 EAST AYDEN, NC 28513	DRAWN: LHJ
PHONE: PHONE: (252) 746-2729	APPROVED: DTB
 <b>STROUD ENGINEERING, P.A.</b> 107B COMMERCE ST. GREENVILLE, NC (252) 756-9352 LICENSE NO. C-0647	DATE: 3/15/2021
	SCALE: 1" = 200'
	SHEET 1 OF 1

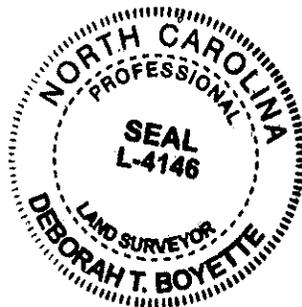
Legal Description for Rezoning  
KENNETH SMITH PROPERTIES, INC.  
PN 70650

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](http://www.wintervillenc.com)

**NOTICE OF PUBLIC HEARING  
Town of Winterville**

NOTICE IS HEREBY GIVEN that the Winterville Town Council will meet on Monday, June 14, 2021 at 7:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, to hold a Public Hearing on the following proposal:

Kenneth Smith Properties, Inc. has submitted a rezoning application to rezone Parcel 70650 (27.05 Acres) 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 Ordinance are on file at the Planning Department Office in the Town Hall or at [www.wintervillenc.com](http://www.wintervillenc.com) and are available for public inspection by contacting [bryan.jones@wintervillenc.com](mailto:bryan.jones@wintervillenc.com) or the Winterville Planning Department at (252) 215-2358.

To maintain the safety of Town residents, Town Council, and Town Staff, the Winterville Town Council meeting will allow limited in-person attendance due to COVID-19 provisions and the meeting will be available electronically. The Agenda is available on the Town website at [www.wintervillenc.com/agendas](http://www.wintervillenc.com/agendas). The public is encouraged to watch the Town Council's meeting live on YouTube ([www.wintervillenc.com/videos](http://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 or via email to [don.harvey@wintervillenc.com](mailto:don.harvey@wintervillenc.com) to register by **one business day before the meeting at 5:00 pm.**

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**

<b>APPLICANT</b>	Kenneth Smith Properties, Inc
<b>HEARING TYPE</b>	Rezoning Request
<b>REQUEST</b>	R-15 CUD to R-10
<b>CONDITIONS</b>	n/a
<b>LOCATION</b>	Church Street Extension south of its intersection with Park Road
<b>PARCEL ID NUMBER(S)</b>	70650
<b>PUBLIC NOTIFICATION</b>	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.
<b>TRACT SIZE</b>	27.05 acres
<b>TOPOGRAPHY</b>	Flat
<b>VEGETATION</b>	Partially Cleared / Agricultural; Partially Wooded

**SITE DATA**

<b>EXISTING USE</b>	Agricultural / Vacant
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<b>ADJACENT PROPERTY</b>	<b>ZONING</b>	<b>ADJACENT LAND USE</b>
N	AR	Wooded
E	AR	Wooded/Agricultural
W	R-15	Residential
S	R-20/AR	Residential/Wooded

**ZONING DISTRICT STANDARDS**

<b>DISTRICT SUMMARIES</b>	<b>EXISTING</b>	<b>REQUESTED</b>
ZONING DISTRICT DESIGNATION	<b>R-15 CUD</b>	<b>R-10</b>
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.

**AN ORDINANCE TO AMEND CHAPTER 155  
ZONING ORDINANCE OF THE  
CODE OF ORDINANCES OF THE  
TOWN OF WINTERVILLE, NORTH CAROLINA  
OFFICIAL ZONING MAP**

**WHEREAS**, Kenneth Smith Properties, Inc. has requested amendment of the Zoning Ordinance of the Town of Winterville by rezoning of the property described herein of R-15 CD to R-10; and

**WHEREAS**, a public hearing on the question of this zoning amendment was held, at the Winterville Town Hall at 7:00 p.m. on June 14, 2021, after due notice publication on June 2, 2021 and June 9, 2021; and

**WHEREAS**, due notice of said public hearing was also given by first class mail to the owners of all parcels, as shown on the County Tax Records, adjoining the parcel under consideration, certification of which has been to the Winterville Town Council; and

**WHEREAS**, due notice of said public hearing was also given by posting a rezoning request notice on the subject property;

**WHEREAS**, the Winterville Town Council finds that the proposed rezoning is in compliance with the Town of Winterville's Comprehensive Land Use Plan;

**NOW, THEREFORE, BE IT ORDAINED** by the Town Council of the Town of Winterville, North Carolina that:

**Section 1.** The Town of Winterville Zoning Ordinance, Official Zoning Map, is hereby amended by rezoning the following described track from R-15 CD to R-10.

*Kenneth Smith Property, a 27.05-acre tract land located on **Church Street Ext., Tax Parcel 70650**, and being more particularly described on the attached legal description provided below.*

**LEGAL DESCRIPTION OF PROPERTY  
REZONED FROM R-15 CD to R-10  
KENNETH SMITH PROPERTIES, INC.  
WINTERVILLE TOWNSHIP, PITT, NC**

*Lying and being situate in Winterville Township, Pitt County, North Carolina and being more particularly described as follows:*

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.

End of Legal Description

**Section 2.** This action shall be shown on the Official Zoning Map and recorded in Map Book \_\_\_\_\_ , Page \_\_\_\_\_.

**Section 3.** This ordinance shall become effective upon adoption.

Adopted this 14<sup>th</sup> day of June 2021.

\_\_\_\_\_  
Douglas A. Jackson, Mayor

ATTEST:

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



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** June 14, 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:** 6/7/2021

**ABSTRACT ROUTING:**

TC: 6/8/2021

TM: 6/10/2021

Final: tjp - 6/10/2021

**Supporting Documentation**

Approval of the following set of Council Meeting Minutes:

- May 10, 2021 Regular Meeting Minutes.

**Budgetary Impact:** NA.

**Recommendation:** Approval of Minutes.



**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)**

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 Moye, 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 Smith 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 Moore and seconded by Mayor Pro Tem Hines to approve the agenda as presented. 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.**

**PROCLAMATIONS:**

Town Clerk Harvey gave a summary of the following Proclamations:



**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 10<sup>th</sup> 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 10<sup>th</sup> 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 15<sup>th</sup> as Peace Officers' Memorial Day, and the week in which May 15<sup>th</sup> 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 10<sup>th</sup> 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 60<sup>th</sup> 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 10<sup>th</sup> 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 10<sup>th</sup> day of May 2021.

\_\_\_\_\_  
Douglas A. Jackson, Mayor

**Attest:**

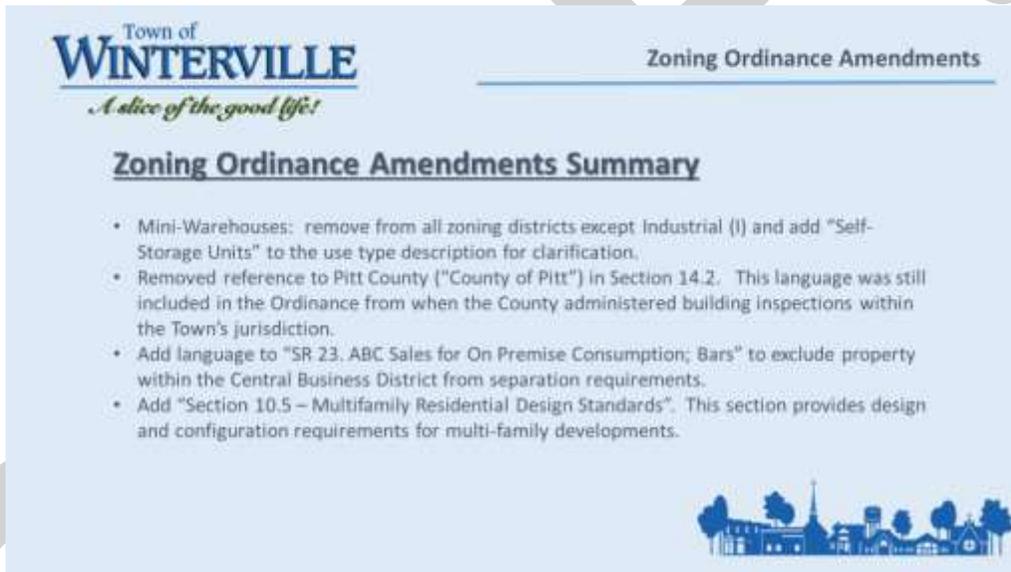
\_\_\_\_\_  
Donald Harvey, Town Clerk

**PUBLIC HEARINGS:**

Public Hearing on Zoning Ordinance Amendments: Planning Director Jones gave the following presentation:

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



**Mini-Warehouses**

- Mini-Warehouses: remove from all zoning districts except Industrial (I) and add "Self-Storage Units" to the use type description for clarification.
- Character, design, and land use are generally not complementary to residential areas of Town.
- Typically large metal buildings with numerous roll up doors.
- Large buildings with large amounts of impervious surface.



**Table of Permitted Uses: Mini-Warehouses**

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
<b>Business, Professional &amp; Personal Services</b>																	
mini-warehouses, <b>self-storage units</b>	4	0000								§		X	X	X	X	X	21

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

**In the MR-Residential District:**



**Section 14.2 – Zoning Compliance Certificates; Building Permits; Certificates of Occupancy**

~~"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."~~

- 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.



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

- Add language to "SR 23. ABC Sales for On Premise Consumption; Bars" to exclude property within the Central Business District from separation requirements.

**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.**



**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**

- Add "Section 10.5 – Multifamily Residential Design Standards". This section provides design and configuration requirements for multi-family developments.
- Comprehensive Land Use Plan
  - Recommendations and Implementation – Land Use
    - Policy 6: Support Higher Density Housing Options in Strategic Locations.
      - 6.2: Require that higher density developments, townhomes and apartments meet design criteria that emphasize architectural detail, quality materials, streetscape standards, amenities and open space, landscaping and street trees to improve design and reduce impacts.



Policy 5: Maintain and improve neighborhood character.

**Strategies**

**5.1: Identify, measure, and codify the character of the places that make Winterville unique.**

- Design guidelines or standards that reinforce architectural vernacular styles and/or define streetscape, planting or open space design criteria can help make the built environment in Winterville unique and distinct.

**5.2: Encourage open space and amenities in new development.**

- Review open space, recreation, and amenity standards for new subdivisions to ensure that the recreational needs of new residents are met.
- Update Zoning Ordinance to require minimum amounts of open space in new residential developments, particularly those in Suburban Residential and Urban Neighborhood areas with gross densities exceeding 2 dwelling units/acre.
- Consider adopting an incentive for the provision of additional open space, over the minimum.
- Update Zoning Ordinance to encourage connectivity between open space areas.
- Update PLD option to specify open space requirements.

Policy 6: Support higher density housing options in strategic locations.

**Strategies**

**6.1: Encourage housing options in locations within walking distance of commercial and mixed use areas.**

- Allow for higher density housing near places of work, shopping and as a transitional use between non-residential uses and lower density housing.
- Update land development regulations to encourage development that has a mix of uses and housing types in appropriate zoning districts.
  - Consider smaller lot detached and small-scale attached residential housing in Urban Neighborhood, Employment / Residential, Neighborhood Center and Mixed Use Center areas identified on the Future Land Use Map.
- Allow multifamily development within and near commercial and mixed use areas, including in Employment / Residential, Neighborhood, Regional and Mixed Use Centers.

**6.2: Require that higher density developments, townhomes and apartments meet design criteria that emphasizes architectural detail, quality materials, streetscape standards, amenities and open space, landscaping and street trees to improve design and reduce impacts.**



Open space in the form of parks, pocket parks, sports fields and greenways can serve as amenities in new developments, function as gathering places for the community and help to reduce the burden on public parks and facilities. Preserved open space, in the form of natural areas can help buffer existing development and natural resources from new development. Standards for open space in Winterville could be increased for new development. In the meantime, the conditional zoning process could be utilized to ensure new development fits well with existing residential neighborhoods.

Adopted: 10/14/2019

Recommendations & Implementation | 61

**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 protect public and private investment.



**Section 10.5 Multi-Family Residential Design Standards (continued)**

**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.



**Section 10.5 Multi-Family Residential Design Standards (continued)**

**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.



**Section 10.5 Multi-Family Residential Design Standards (continued)**

**D. DESIGN REQUIREMENTS**

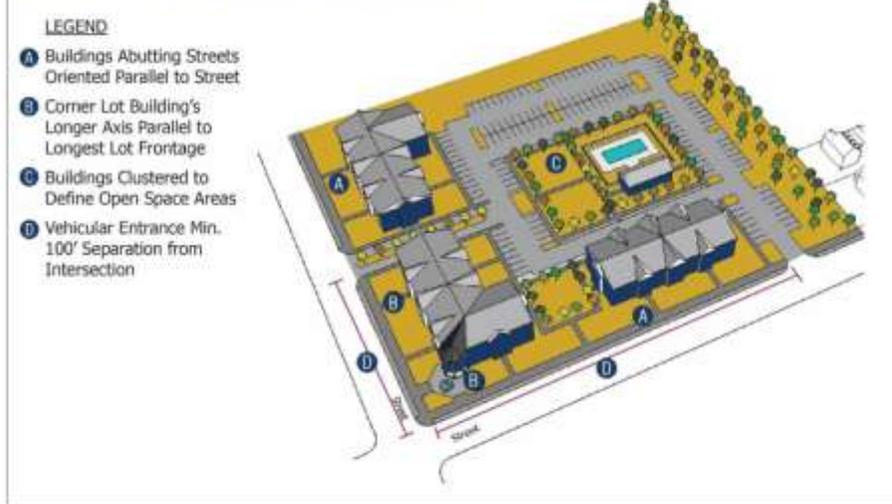
Development subject to these standards shall be designed in accordance with the following:

**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.



Figure 10.5A – MULTI-FAMILY BUILDING ORIENTATION



**Section 10.5 Multi-Family Residential Design Standards (continued)**

**D. DESIGN REQUIREMENTS**

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

**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.



**Section 10.5 Multi-Family Residential Design Standards (continued)**

**D. DESIGN REQUIREMENTS**

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

**4) BUILDING FACADES**

- a. Buildings subject to these standards shall maintain a consistent level of architectural detailing and composition on each building façade facing a street.
- b. Building facades facing streets shall provide a minimum of three of the following architectural elements (see Figure 10.5B: Multi-family Building Facades):



**Section 10.5 Multi-Family Residential Design Standards (continued)**

**D. DESIGN REQUIREMENTS**

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

**4) 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;
- 9. Multiple windows with wide trim;
- 10. Corniced parapets;
- 11. Eaves with wide trim;
- 12. Integral planters that incorporate landscaped areas and places for sitting.



**Section 10.5 Multi-Family Residential Design Standards (continued)**

**D. DESIGN REQUIREMENTS**

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

**4) BUILDING FACADES**

- 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**

- 1 Covered Porch or Terrace
- 2 Dormer Windows or Cupolas
- 3 Eyebrow Windows
- 4 Awnings or Overhangs
- 5 Decorative Moldings
- 6 Shutters
- 7 Pillars, Posts, or Pilasters
- 8 Bay Windows (Min. 12" Projection)
- 9 Windows With Minimum 4" Wide Trim
- 10 Corniced Parapets
- 11 Eaves With Min. 4" Wide Trim
- 12 Integral Planters or Seating Areas

## Section 10.5 Multi-Family Residential Design Standards (continued)

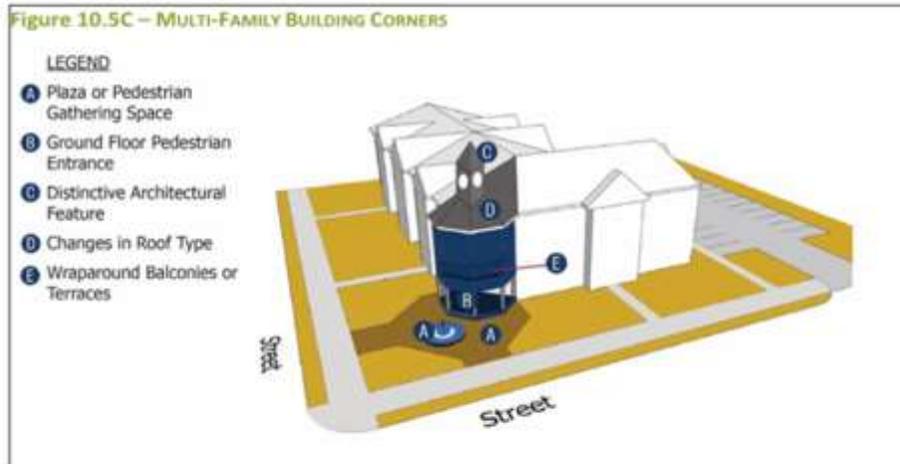
### D. DESIGN REQUIREMENTS

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

#### 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.



## Section 10.5 Multi-Family Residential Design Standards (continued)

### D. DESIGN REQUIREMENTS

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

#### 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**



**Section 10.5 Multi-Family Residential Design Standards (continued)**

**D. DESIGN REQUIREMENTS**

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

- 7) **BUILDING ARTICULATION**. (refers to the many street frontage design elements, both horizontal and vertical, that help create a streetscape of interest)
  - a. Street-facing 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**



**Section 10.5 Multi-Family Residential Design Standards (continued)**

**D. DESIGN REQUIREMENTS**

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

**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.



**Section 10.5 Multi-Family Residential Design Standards (continued)**

**D. DESIGN REQUIREMENTS**

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

**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.



**Section 10.5 Multi-Family Residential Design Standards (continued)**

**D. DESIGN REQUIREMENTS**

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

**9) BUILDING MATERIALS AND COLORS**

**Prohibited Materials**

The following materials shall be prohibited on any façade facing 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



**Section 10.5 Multi-Family Residential Design Standards (continued)**

**D. DESIGN REQUIREMENTS**

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

**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.



**Section 10.5 Multi-Family Residential Design Standards (continued)**

**D. DESIGN REQUIREMENTS**

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

**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.



Mayor Jackson declared the public hearing open, asked if anyone would like to speak in favor of the proposed amendments. There were no speakers. Mayor Jackson asked if anyone would like to speak in opposition of the proposed amendments. There were no speakers.

Mayor Jackson asked for any further discussion or any more questions. Hearing none what is the Board's pleasure.

**Motion made by Mayor Pro Tem Hines and seconded by Councilwoman Roberson to approve the Zoning Ordinance Amendments. The poll vote results are as follows: Mayor Pro Tem Hines, yes; Councilman Moore, no; Councilman Moye, yes; Councilwoman Roberson, yes; and Councilman Smith, yes. Motion carried, 4-1.**

Council and Staff discussed various items relating to the amendments including limits on bars, noise ordinance, trash, and related items arising from the growing downtown area. Council asked Staff to look into these items and report back with actions and alternatives.

**PUBLIC COMMENT:** Mayor Jackson read the Public Comment Policy.

Alton Wadford, the Watermelon Festival will be held this year, August 26 – 28, 2021.

Council and Staff discussed the upcoming Festival and how it will work this year coming out of the pandemic

**Motion made by Councilman Moore and seconded by Mayor Pro Tem Hines to approve \$20,000 to the Watermelon Festival out of the FY 2020-2021 budget. The poll vote results are as follows: Mayor Pro Tem Hines, yes; Councilman Moore, yes; Councilman Moye, no; Councilwoman Roberson, yes; and Councilman Smith, yes. Motion carried, 4-1.**

**CONSENT AGENDA:**

Approval of the following sets of Council Meeting Minutes:

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

Schedule Public Hearing for June 14, 2021 on Kenneth Smith Property (Brookstone, Phase 2) Rezoning Request (Parcel 70650).

**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:**

Downtown Parking: Town Manager Parker commented that 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 if we could utilize their parking lots for public parking during certain times of the day; and
- 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.

Council and Staff discussed the points of the downtown parking plan and ways to approach and disseminate information.

DRAFT



## Downtown Public Parking Map

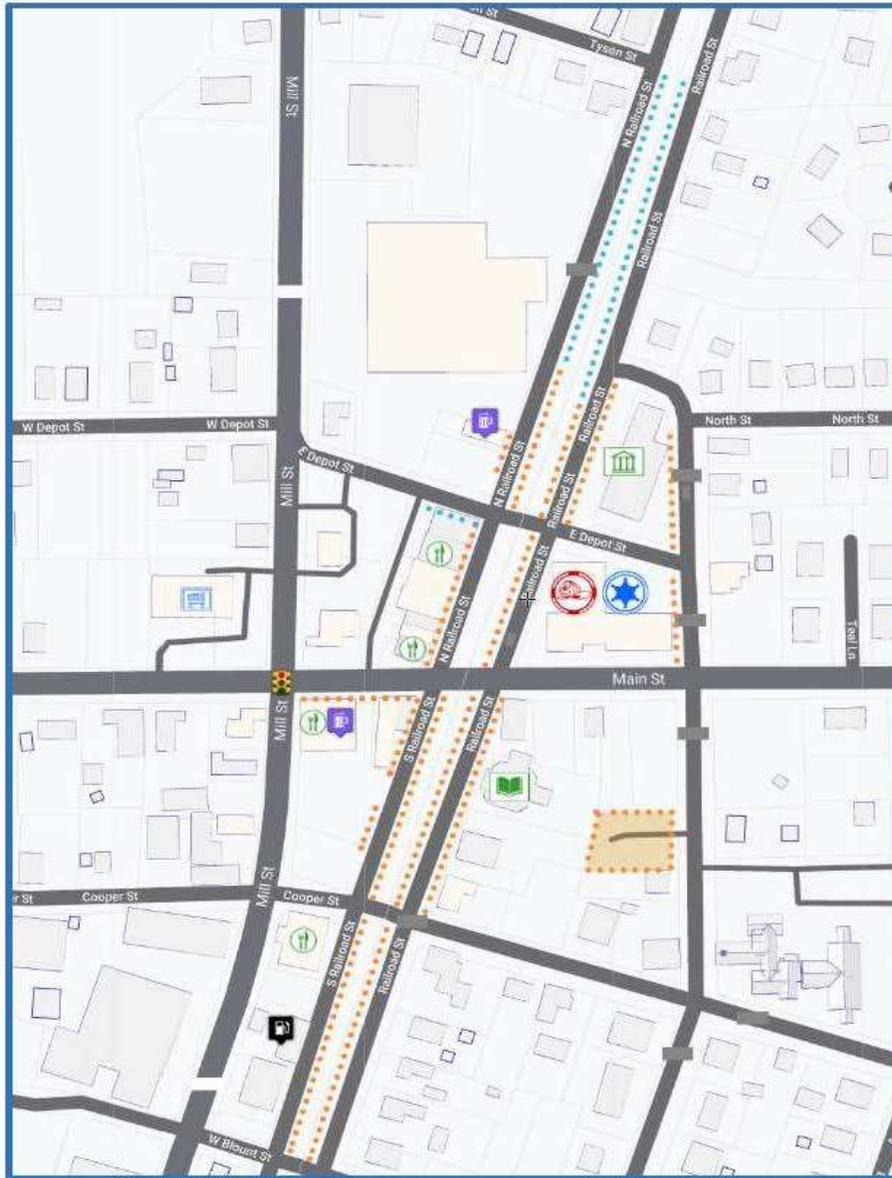
### Town of Winterville

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

263 +/- Parking Spots

●●●●● Marked Spaces

●●●●● Unmarked Spaces



Cost Participation for Eli's Ridge Subdivision Lift Station to Christ Covenant School: Assistant Town Manager Williams provided the following information:

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.

DRAFT



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



107-B COMMERCE ST.  
GREENVILLE, NC 27858  
(252) 756-9352

102-D CINEMA DRIVE  
WILMINGTON, NC 28403  
(910) 815-0775

3302-C BRIDGES STREET  
MOREHEAD CITY, NC 28557  
(252) 247-7479

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
<b>Construction Costs</b>					
1	Divert Ellis 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	\$ 78.00	\$ 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 (14-18)	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
<b>Engineering</b>					
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
<b>Project Total</b>					<b>\$ 235,565.00</b>

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
<b>Construction Costs</b>					
1	Divert Ellis 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
<b>Engineering</b>					
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
<b>Project Total</b>					<b>\$ 308,270.60</b>

**Motion made by Councilman Moore and seconded by Councilman Moyer to approve the Staff Recommendation of the Cost Participation Agreement with an estimate of \$72,705 with final amount determined by actual bids for the Eli's Ridge Subdivision Lift Station to Christ Covenant School. 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.**

**NEW BUSINESS:**

Mayor Pro Tem Hines referenced the Performance Review of the Town Manager.

**Motion made by Mayor Pro Tem Hines and seconded by Councilman Moore to approve a 3% increase for the Town Manager. The poll vote results are as follows: Mayor Pro Tem Hines, yes; Councilman Moore, yes; Councilman Moyer, no; Councilwoman Roberson, yes; and Councilman Smith, yes. Motion carried, 4-1.**

**OTHER AGENDA ITEMS:**

None

**ITEMS FOR FUTURE AGENDA/FUTURE WORK SESSIONS:**

None

**ANNOUNCEMENTS:** Town Clerk Harvey gave the following 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).

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

**Attorney Lassiter:** None

**Councilman Moore:** Concerned about our Town asked for everyone to bear with the growth.

**Mayor Pro Tem Roberson:** Thanks to the Town Staff and Board getting the Town back to normal, asked everyone to get your vaccine.

**Councilman Smith:** None.

**Councilman Moyer:** COVID was a team effort from all Departments.

**Councilman Hines:** None

**Manager Parker:** None.

**Mayor Jackson:** None.

**ADJOURN:**

**Motion made by Mayor Pro Tem Hines and seconded by Councilman Smith 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 8:44 pm.**

Adopted this the 14<sup>th</sup> day of June 2021.

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Douglas A. Jackson, Mayor

ATTEST:

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Donald Harvey, Town Clerk

DRAFT



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** June 14, 2021

**Presenter:** Donald Harvey, Town Clerk

**Item to be Considered**

**Subject:** Satisfaction of Deed of Trust for CDBG Program.

**Action Requested:** Approval of Satisfaction of Security Instrument.

**Attachment:** Satisfaction of Security Instrument for Lina Green.

**Prepared By:** Donald Harvey, Town Clerk

**Date:** 6/7/2021

**ABSTRACT ROUTING:**

TC: 6/8/2021

TM: 6/10/2021

Final: tjp - 6/10/2021

**Supporting Documentation**

Approval of the Satisfaction of Deed of Trust for Lina Green relative to the CDBG Program as recorded in Book 1125 at Page 827 in the Office of the Register of Deeds for Pitt County, NC and authorize Mayor to sign.

**Budgetary Impact:** NA.

**Recommendation:** Approval of Satisfaction of Security Instrument.

Prepared by  
& return to: E. Keen Lassiter

**SATISFACTION OF SECURITY INSTRUMENT  
BY SECURED CREDITOR  
[N.C.G.S. 45-36.10; N.C.G.S. 45-37(a)(7)]**

The undersigned is now the Secured Creditor in the Security Instrument identified as follows:

Type of security instrument: Deed of Trust  
[identify type of security instrument, such as deed of trust or mortgage]

Original Grantor(s): Lina Green  
[Identify original grantor(s), trustor(s), or mortgagor(s)]

Original Secured Party(ies): Town of Winterville  
[Identify the original beneficiary(ies), mortgagee(s), or secured party(ies) in the Security Instrument]

Recording Data: The Security Instrument is recorded in Book 1125 at Page 827  
or as document number \_\_\_\_\_ in the Office of the Register of Deeds for  
Pitt County, North Carolina.

This satisfaction terminates the effectiveness of the Security Instrument.

Date: \_\_\_\_\_

TOWN OF WINTERVILLE

By: \_\_\_\_\_  
Print or Type Name: DOUGLAS A. JACKSON  
Title: Mayor

State of \_\_\_\_\_  
County of \_\_\_\_\_

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document: Douglas A. Jackson, Mayor of the Town of Winterville  
\_\_\_\_\_ [insert name(s) of principal(s)].

Date: \_\_\_\_\_

\_\_\_\_\_, Notary Public  
Notary's Printed or Typed Name  
My commission expires: \_\_\_\_\_



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** June 14, 2021

**Presenter:** Donald Harvey, Town Clerk

**Item to be Considered**

**Subject:** Satisfaction of Deed of Trust for CDBG Program.

**Action Requested:** Approval of Satisfaction of Security Instrument.

**Attachment:** Satisfaction of Security Instrument for Paul Lynch.

**Prepared By:** Donald Harvey, Town Clerk

**Date:** 6/7/2021

**ABSTRACT ROUTING:**

TC: 6/8/2021

TM: 6/10/2021

Final: tjp - 6/10/2021

**Supporting Documentation**

Approval of the Satisfaction of Deed of Trust for Paul Lynch relative to the CDBG Program as recorded in Book 917 at Page 89 in the Office of the Register of Deeds of Pitt County, NC and authorize Mayor to sign.

**Budgetary Impact:** NA.

**Recommendation:** Approval of Satisfaction of Security Instrument.

Prepared by  
& return to: E. Keen Lassiter

**SATISFACTION OF SECURITY INSTRUMENT  
BY SECURED CREDITOR  
[N.C.G.S. 45-36.10; N.C.G.S. 45-37(a)(7)]**

The undersigned is now the Secured Creditor in the Security Instrument identified as follows:

Type of security instrument: Deed of Trust  
[identify type of security instrument, such as deed of trust or mortgage]

Original Grantor(s): Paul Lynch  
[Identify original grantor(s), trustor(s), or mortgagor(s)]

Original Secured Party(ies): Town of Winterville  
[Identify the original beneficiary(ies), mortgagee(s), or secured party(ies) in the Security Instrument]

Recording Data: The Security Instrument is recorded in Book 917 at Page 89  
or as document number \_\_\_\_\_ in the Office of the Register of Deeds for  
Pitt County, North Carolina.

This satisfaction terminates the effectiveness of the Security Instrument.

Date: \_\_\_\_\_

TOWN OF WINTERVILLE

By: \_\_\_\_\_  
Print or Type Name: DOUGLAS A. JACKSON  
Title: Mayor

State of \_\_\_\_\_  
County of \_\_\_\_\_

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document: Douglas A. Jackson, Mayor of the Town of Winterville  
\_\_\_\_\_ [insert name(s) of principal(s)].

Date: \_\_\_\_\_

\_\_\_\_\_, Notary Public  
Notary's Printed or Typed Name  
My commission expires: \_\_\_\_\_



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** June 14, 2021

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Carroll Crossing, Section 3 – Rezoning Request (Parcel 04819).

**Action Requested:** Schedule the Public Hearing for the Rezoning Request on August 9, 2021.

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

**Prepared By:** Bryan Jones, Planning Director

**Date:** 6/2/2021

**ABSTRACT ROUTING:**

TC: 6/8/2021

TM: 6/10/2021

Final: tlp - 6/10/2021

**Supporting Documentation**

**Applicant:** Le & Lam Properties, LLC.

**Location:** Church Street Ext south of its intersection with Laurie Ellis Road.

**Parcel Number:** 04819.

**Site Data:** 5.295 acres.

**Current Zoning District:** NC.

**Proposed Zoning District:** R-8 CD.

- ❖ Proposed Conditions: All duplexes shall have brick fronts.
- ❖ Planning and Zoning Board voted unanimously to recommend approval on May 17, 2021.
- ❖ Adjacent property owners were mailed notification of the rezoning request on May 6, 2021.
- ❖ Notification was posted on the site on April 29, 2021.

**Budgetary Impact:** TBD.

**Recommendation:** Schedule the Public Hearing for August 9, 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: Le & Lam Properties, LLC

Address: 189 Blackwater Drive, Winterville, NC 28590

Phone #: 252-702-9531

Owner: Le & Lam Properties, LLC

Address: 189 Blackwater Drive, Winterville, NC 28590

Phone #: 252-702-9531

**PROPERTY INFORMATION**

Parcel #: 04819 Area (square feet or acres): 5.295

Current Land Use: Vacant

Location of Property: NCSR 1714 (Church Street)

**ZONING REQUEST**

Existing Zoning: CN Requested Zoning: R-8 CUD

Reason for zoning change: Conditional use that all duplexes should have brick fronts.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

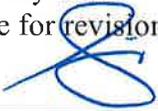
**This application shall be accompanied by the following items:**

- 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, Michael W. Baldwin, 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 05 / 17 / 2021.

I understand that failure to address any item in the zoning amendment application requirements of the zoning ordinance my 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.



04/26/2020

Signature

Date

**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, Le & Lam Properties, LLC, being the Owner of the property described herein, do hereby authorize Michael W. Baldwin as agent for the purpose of this application.

Kevin Le  
Signature

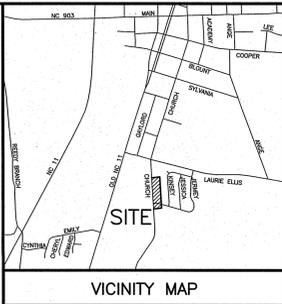
APR - 26 - 2021  
Date

Sworn to and subscribed before me, this 26<sup>th</sup> day of APRIL, 2021.

  
Notary Public

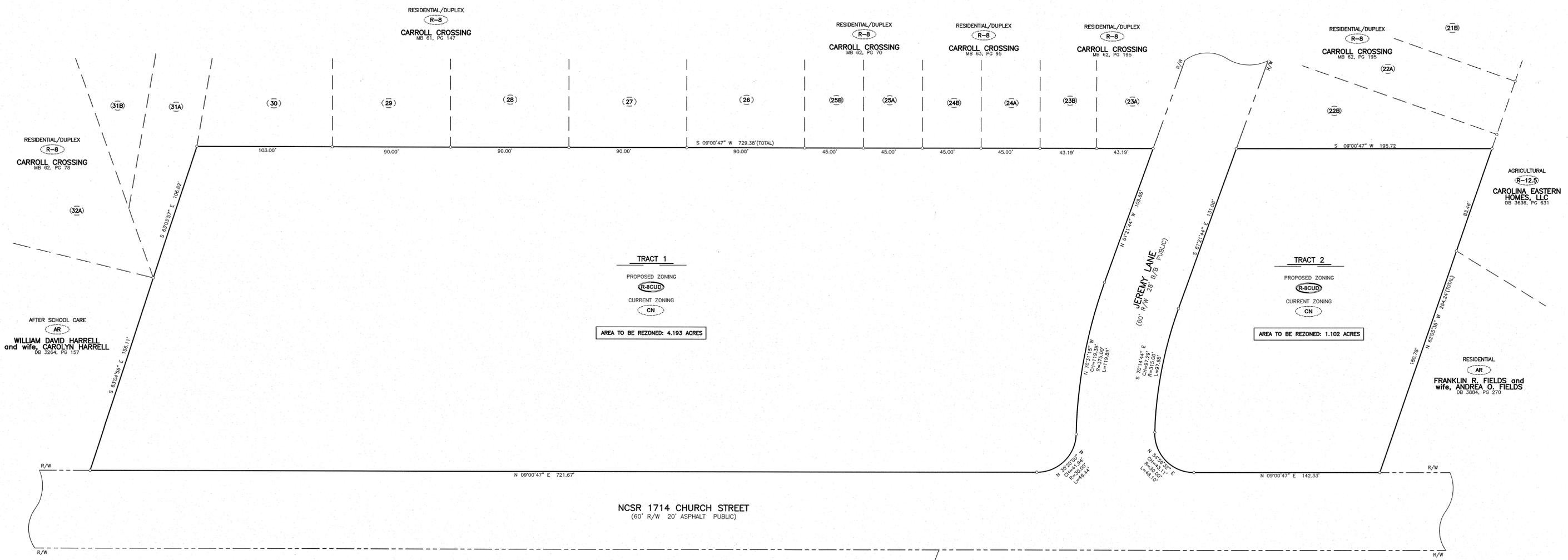
My Commission Expires:  
08 - 21 - 2024





**PROPERTY OWNERS ADDRESSES  
WITHIN 100 FEET OF PROPERTY**

- |  |   |   |
|--|---|---|
| <p>WILLIAM DAVID HARRELL and wife, CAROLYN HARRELL<br/>5838 REEDY BRANCH ROAD<br/>AYDEN, NC 28513</p> <p>MURRAY S. TRUESDALE and wife, KUMIKO F. TRUESDALE<br/>2802 A HALEY COURT<br/>WINTERVILLE, NC 28590</p> <p>JEFFREY D. HASSELBACH<br/>222 PEPSI WAY<br/>AYDEN, NC 28513</p> <p>DAVID R. SMITH, JR.<br/>2256 A KINSEY LOOP<br/>WINTERVILLE, NC 28590</p> <p>JOHN H. EVANS<br/>2305 FIELDSTONE PLACE<br/>GREENVILLE, NC 27858</p> | <p>(26) JOHN H. EVANS<br/>2305 FIELDSTONE PLACE<br/>GREENVILLE, NC 27858</p> <p>(25B) AKR HOLDINGS, LLC<br/>824 RUPERT DRIVE<br/>GREENVILLE, NC 27858</p> <p>(25A) AKR HOLDINGS, LLC<br/>824 RUPERT DRIVE<br/>GREENVILLE, NC 27858</p> <p>(24B) JARET LOGAN and wife, AMY LOGAN<br/>3004 B KINSEY LOOP<br/>WINTERVILLE, NC 28590</p> <p>(24A) GAIL L. CRISTIANO, ETAL<br/>3004 B KINSEY LOOP<br/>WINTERVILLE, NC 28590</p> <p>(23B) TOSHI S. JAMES<br/>3010 B KINSEY LOOP<br/>WINTERVILLE, NC 28590</p> <p>(23A) BETTY S. FIELDS<br/>3010 A KINSEY LOOP<br/>WINTERVILLE, NC 28590</p> | <p>(22B) KEITH HAIGHT and wife, DIANA HAIGHT<br/>226 B JEREMY LANE<br/>WINTERVILLE, NC 28590</p> <p>(22A) LINDA V. MCCLAWHORN<br/>2351 OLD CREEK ROAD<br/>GREENVILLE, NC 27834</p> <p>(21B) CARMEN ARGUDIN<br/>238 B JEREMY LANE<br/>WINTERVILLE, NC 28590</p> <p>CAROLINA EASTERN HOMES, LLC<br/>2012 SHEPARD STREET<br/>MORRHEAD CITY, NC 28557</p> <p>FRANKLIN R. FIELDS and wife, ANDREA O. FIELDS<br/>2947 CHURCH STREET EX<br/>WINTERVILLE, NC 28590</p> <p>TOWN OF WINTERVILLE<br/>P.O. BOX 1459<br/>WINTERVILLE, NC 28590</p> <p>THE ROBERTS COMPANY FABRICATION SERVICES, INC.<br/>133 FORLINES ROAD<br/>WINTERVILLE, NC 28590</p> |
|--|---|---|



AFTER SCHOOL CARE  
AR  
WILLIAM DAVID HARRELL and wife, CAROLYN HARRELL  
DB 3264, PG 157

AGRICULTURAL  
R-12.5  
CAROLINA EASTERN HOMES, LLC  
DB 3636, PG 631

RESIDENTIAL  
AR  
FRANKLIN R. FIELDS and wife, ANDREA O. FIELDS  
DB 3884, PG 270

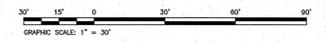
STEEL FABRICATION  
I  
THE ROBERTS COMPANY FABRICATION SERVICES, INC.  
DB 2573, PG 230

OPERATIONAL FACILITIES  
I  
TOWN OF WINTERVILLE  
DB F-51, PG 112  
MB 75, PG 37

TOTAL AREA TO BE REZONED: 5.295 ACRES

- LEGEND**
- R/W = RIGHT-OF-WAY
  - MBL = MINIMUM BUILDING LINE
  - B/CB = BACK OF CURB TO BACK OF CURB
  - EIP = EXISTING IRON PIPE
  - SIP = SET IRON PIPE
  - ECM = EXISTING CONCRETE MONUMENT
  - EPKN = EXISTING PARKER KALON NAIL
  - SPKN = SET PARKER KALON NAIL
  - R = RADIUS
  - CH = CHORD
  - PC = POINT OF CURVATURE
  - PT = POINT OF TANGENCY
  - PCC = POINT OF COMPOUND CURVATURE
  - PRC = POINT OF REVERSE CURVATURE
  - NPS = NO POINT SET
  - HP = HYDROPHONE PEDestal
  - TPED = TELEPHONE PEDestal
  - INV = INVERT
  - TC = TOP OF CURB
  - EP = EDGE OF PAVEMENT
  - TB = TOP OF BANK
  - C/L = CENTERLINE
  - MH = MANHOLE
  - FH = FIRE HYDRANT
  - WV = WATER VALVE
  - CV = GATE VALVE
  - SV = BALL VALVE
  - RCP = REINFORCED CONCRETE PIPE
  - CMP = CORRUGATED METAL PIPE
  - CB = CATCH BASIN
  - FES = FLARED END SECTION
  - /- = NOT TO SCALE

- GENERAL NOTES**
- ALL AREAS CALCULATED BY COORDINATE GEOMETRY.
  - REFERENCE: DEED BOOK 4079 PAGE 773 OF THE PITT COUNTY REGISTER OF DEEDS.



SHEET 1 OF 1  
REZONING MAP  
TAX PARCEL #04819  
TAX MAP #4074-56-0550

**LE & LAM PROPERTIES, LLC**

REFERENCE: DEED BOOK 4079, PAGE 773 OF THE PITT COUNTY REGISTER OF DEEDS

WINTERVILLE TOWNSHIP, PITT COUNTY, N.C.

OWNER: LE & LAM PROPERTIES, LLC  
ADDRESS: 189 BLACKWATER DRIVE  
WINTERVILLE, NC 28590  
PHONE: (252) 702-9531 (CLARK HAZELTON, AGENT)



**Baldwin Design Consultants, PA**  
ENGINEERING - SURVEYING - PLANNING  
1700-N EAST BRUNSTON (BOWLEWOOD)  
GREENVILLE, NC 27838 252.756.1390

SURVEYED: CBM APPROVED: MNB  
DRAWN: NRW DATE: 04/26/2021  
CHECKED: MNB SCALE: 1" = 30'

CLOSURE CHECK BOUNDARY  
CHECKED: NRW DATE: 04/22/2021

**LEGAL DESCRIPTION OF PROPERTY  
TO BE REZONED FROM CN TO R-8CUD  
LE & LAM PROPERTIES, LLC  
TRACT 1  
WINTERVILLE TOWNSHIP, PITT, NC  
APRIL 26, 2021**

Beginning at a point on the eastern right-of-way of NCSR 1714 (Church Street) said point being the southwestern corner of the William David Harrell and wife Carolyn Harrell Property as described in Deed Book 3264, Page 157 of the Pitt County Register of Deeds. From the above described beginning, so located, running thence as follows:

Leaving the eastern right-of-way of NCSR 1714 (Church Street) and with the southern line of above referenced William David Harrell and wife Carolyn Harrell Property, S 63°04'56" E 156.11', thence S 63°03'57" E 106.62', thence S 09°00'47" W 729.38' to a point on the northern right-of-way of Jeremy Lane, thence with the northern right-of-way of Jeremy Lane, N 61°21'44" W 109.66' to the point of curvature, thence with a curve to the left an arc distance of 119.69', said curve having a radius of 375.00' and a chord bearing N 70°31'15" W 119.38' to the point of reverse curvature, thence with a curve to the right an arc distance of 46.44', said curve having a radius of 30.00' and a chord bearing N 35°20'00" W 41.94' to a point on the eastern right-of-way of NCSR 1714 (Church Street), thence with the eastern right-of-way of NCSR 1714 (Church Street), N 09°00'47" E 721.67' to the point of beginning containing 4.193 acres and being a portion of the property described in Deed Book 4079, Page 773 of the Pitt County Register of Deeds.

**LEGAL DESCRIPTION OF PROPERTY  
TO BE REZONED FROM CN TO R-8CUD  
LE & LAM PROPERTIES, LLC  
TRACT 2  
WINTERVILLE TOWNSHIP, PITT, NC  
APRIL 26, 2021**

Beginning at a point on the eastern right-of-way of NCSR 1714 (Church Street) said point being the northwestern corner of the Franklin R. Fields and wife, Andrea O. Fields Property as described in Deed Book 3884, Page 270 of the Pitt County Register of Deeds. From the above described beginning, so located, running thence as follows:

With the eastern right-of-way of NCSR 1714 (Church Street), N 09°00'47" E 142.33' to the point of curvature where the eastern right-of-way of NCSR 1714 (Church Street) intersects the curved southern right-of-way of Jeremy Lane, thence with the curved southern right-of-way of Jeremy Lane an arc distance of 48.10', said curve to the right having a radius of 30.00' and a chord bearing N 54°56'32" E 43.11' to the point of compound curvature, thence with a curve to the right an arc distance of 97.68', said curve having a radius of 315.00' and a chord bearing S 70°14'44" E 97.29' to the point of tangency, thence S 61°21'44" E 131.06', thence leaving the southern right-of-way of Jeremy Lane, S 09°00'47" W 195.72', thence N 62°05'36" W 264.24' to the point of beginning containing 1.102 acres and being a portion of the property described in Deed Book 4079, Page 773 of the Pitt County Register of Deeds.



2571 Railroad Street  
PO Box 1459  
Winterville, NC 28590

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

**Planning and Zoning  
Rezoning Request**

NOTICE IS HEREBY GIVEN that the Winterville Planning and Zoning Board will meet on Monday, May 17, 2021 at 7:00 pm in the Town Hall Assembly Room at 2571 Railroad Street, in order to consider the following request:

Le & Lam Properties, LLC has submitted a rezoning application to rezone Parcel 04819 (5.295 Acres) as shown on the attached map from Neighborhood Commercial (CN) to R-8 CD, with the condition that all duplexes shall have brick fronts. The R-8 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](mailto:bryan.jones@wintervillenc.com) or the Winterville Planning Department at (252) 215-2358 or at [wintervillenc.com](http://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 limiting physical attendance at the meeting, employing social distancing, and implementing remote participation. The meeting is open to the public; however, limited attendance will be allowed to attend in-person due to COVID-19 provisions and the meeting will be available electronically. The public is encouraged to watch the meeting live on YouTube ([www.wintervillenc.com/videos](http://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](mailto:don.harvey@wintervillenc.com). Please include your name and address.

Le & Lam Properties LLC  
2364 Blackstone Drive  
Winterville, NC 28590

Linda V McLawhorn  
2351 Old Creek Road  
Greenville NC 27834

GAIL L CRISTIANO  
DENNIS M CRISTIANO  
3004 A KINSEY LP  
WINTERVILLE NC 28590

JOHN H EVANS  
2305 FIELDSTONE PL  
WINTERVILLE NC 28590

MURRAY TRUESDALE  
KUMIKO TRUESDALE  
2802 A HALEY CT  
WINTERVILLE NC 28590

AUSTIN DIXON  
2803 B HALEY CT  
WINTERVILLE NC 28590

SHERON E GREEN  
2944 A KINSEY LP  
WINTERVILLE NC 28590

HAPPY TRAIL FARMS LLC  
PO BOX 1863  
GREENVILLE NC 27835

Franklin R. Fields  
Andrea O. Fields  
2947 Church Street Ex  
Winterville, NC 28590

Betty S Fields  
3010 A KINSEY LP  
WINTERVILLE NC 28590

JARET LOGAN  
AMY LOGAN  
3004 B KINSEY LP  
WINTERVILLE NC 28590

DAVIS R SMITH, JR  
2956 A KINSEY LP  
WINTERVILLE NC 28590

RICHARD S COLTRAIN  
3903 ARROWHEAD ROAD  
AYDEN, NC 28513

CHRISTINE K SMITH  
2805 A HALEY CT  
WINTERVILLE NC 28590

WILLIAM DAVID HARRELL  
CAROLYN HARRELL  
5838 REEDY BRANCH RD  
AYDEN NC 28513

JACHIE POHL  
2995-A KINSEY LP  
WINTERVILLE NC 28590

Keith Haight  
Diana Haight  
226 B Jeremy Lane  
Winterville NC 28590

Toshi S James  
3010 B KINSEY LP  
WINTERVILLE NC 28590

AKR HOLDINGS LLC  
824 RUPERT DR  
GREENVILLE NC 27858

JEFFEREY D HASSELBACH  
222 PEPSI WAY  
AYDEN, NC 28513

EDWARD WETHERINGTON  
756 STRICKLAND TERRACE  
KINSTON, NC 28504

TAMARA L RUPKE  
2805 B HALEY CT  
WINTERVILLE NC 28590

ROBERTS COMPANY  
133 FORLINES RD  
WINTERVILLE NC 28590



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

**GENERAL INFORMATION**

<b>APPLICANT</b>	Le & Lam Properties, LLC
<b>HEARING TYPE</b>	Rezoning Request
<b>REQUEST</b>	CN to R-8 CD
<b>CONDITIONS</b>	All duplexes will have brick facades.
<b>LOCATION</b>	Church Street Extension south of its intersection with Laurie Ellis Rd
<b>PARCEL ID NUMBER(S)</b>	04819
<b>PUBLIC NOTIFICATION</b>	Adjacent property owners were mailed notification of the rezoning request on May 6, 2021. Notification was posted on site on April 29, 2021. 25 properties were mailed notification.
<b>TRACT SIZE</b>	5.295 acres
<b>TOPOGRAPHY</b>	Flat
<b>VEGETATION</b>	Cleared

**SITE DATA**

<b>EXISTING USE</b>	Vacant
---------------------	--------

<b>ADJACENT PROPERTY</b>	<b>ZONING</b>	<b>ADJACENT LAND USE</b>
N	AR	Daycare
E	R-8 CD	Residential
W	I	Manufacturing
S	AR	Residential

**ZONING DISTRICT STANDARDS**

<b>DISTRICT SUMMARIES</b>	<b>EXISTING</b>	<b>REQUESTED</b>
ZONING DISTRICT DESIGNATION	<b>CN (Neighborhood Commercial)</b>	<b>R-8 CD</b>
MAX DENSITY	n/a	n/a
TYPICAL USES	Shopping facilities for goods and services to serve a neighborhood.	Medium Density; single-family residential; limited home occupations.



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**SPECIAL INFORMATION**

OVERLAY DISTRICT	N/A
ENVIRONMENTAL / SOILS	N/A
FLOODPLAIN	N/A
STREAMS	N/A
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-8 CD 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-8 CD** 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 5.295 acre property is currently vacant. The property North of the request is zoned AR with a daycare. West of the request is zoned Industrial (Roberts Company). South of the request is zoned AR and is a single-family home. East of the request is zoned R-8 CD and is a duplex subdivision (Carroll Crossing).

The R-8 CD 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.

### **Staff Recommendation**

Staff recommends **approval** of the rezoning request for the 5.295 acres from CN to R-8 CD.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** Consent Agenda

**Meeting Date:** June 14, 2021

**Presenter:** Anthony Bowers, Finance Director

**Item to be Considered**

**Subject:** Budget Amendment 2020-2021-4.

**Action Requested:** Approve the Budget Amendment.

**Attachment:** Budget Amendment 2020-2021-4.

**Prepared By:** Anthony Bowers, Finance Director

**Date:** 6/7/2021

**ABSTRACT ROUTING:**

TC: 6/8/2021

TM: 6/10/2021

Final: tjp - 6/10/2021

**Supporting Documentation**

This is the fourth budget amendment for the 2020-2021 Fiscal Year.

This amendment addresses several items:

The first item addresses increased revenues due to the economy being better than projected. This includes Prior year taxes, Vehicle Property Taxes, and Local option sales tax. The total increase for all these revenues is \$548,383.

The Second item addresses the need to increase the overtime budget for the EMS. We have changed the way we account for these items, and this is the first year we have budgeted in this manner. However, these expenses are reimbursed by the EMS at 100%.

The third item addresses reimbursement from FEMA for Hurricane Isaias in the amount of \$80,000

The fourth item addresses the reduction in revenue for Interest Income. Interest Income will also be reduced by \$80,000 due to much lower interest rates. This is distributed across all funds.

The fifth item address the development fees that were collected during the fiscal year. They were \$27,000 for the Electric Fund, \$13,750 for the Water Fund, and \$48,859 for the Sewer Fund.

The sixth item address departments that needed additional funding to cover the raises that the Council approved for the current FY. They were the Fire and Planning departments in the amount of \$17,000 for the Fire, and \$5,000 for the Planning Department. All other department absorbed the increase in the current year budgets with savings from open positions.

The last item addresses the Councils approval to provide the Watermelon Festival with an additional \$20,000

**Budgetary Impact:** The total budget amendment is a net increase of \$274,294.

**Recommendation:** Approve the Budget Amendment.

**BUDGET ORDINANCE AMENDMENT 20-21-4**

BE IT ORDAINED by the Governing Board of the Town of Winterville, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

**SECTION 1. Revenues are to be changed as follows:**

LINE ITEM DESCRIPTION		Fund	Increase	Decrease
TAXES PRIOR YEAR		10-0000-00-3120 General Fund	\$ 39,158	
TAXES 2 PRIOR YEARS		10-0000-00-3130 General Fund	\$ 2,800	
OTHER PRIOR YEARS		10-0000-00-3140 General Fund	\$ 6,500	
TAXES PENALTIES AND INTER		10-0000-00-3150 General Fund	\$ 9,925	
VEHICLE PROPERTY TAXES		10-0000-00-3160 General Fund	\$ 90,000	
LOCAL OPTION SALES TAX		10-0000-00-3210 General Fund	\$ 400,000	
REIMBURSEMENT FOR EMS		10-0000-00-3861 General Fund	\$ 12,000	
FEMA GRANT REIMBURSEMENT		10-0000-00-3425 General Fund	\$ 80,000	
MISC REVENUE		10-0000-00-3820 General Fund	\$ 30,000	
INTEREST INCOME		10-0000-00-3904 General Fund		\$ 80,000
FUND BALANCE CONTRIBUTION		10-0000-00-3831 General Fund		\$ 424,799
RECREATION SUB. FEES		15-0000-00-3627 Recreation Fund	\$ 19,101	
CONNECTION FEES		60-0000-00-3902 Electric Fund	\$ 27,000	
INTEREST INCOME		60-0000-00-3904 Electric Fund		\$ 70,000
ELECTRIC SALES		60-0000-00-3901 Electric Fund	\$ 70,000	
CONNECTION FEES		61-0000-00-3922 Water Fund	\$ 13,750	
INTEREST INCOME	In	61-0000-00-3904 Water Fund		\$ 1,000
FUND BALANCE CONTRIBUTION		61-0000-00-3831 Water Fund	\$ 1,000	
SEWER SYSTEM IMPROVEMENT FEE		62-0000-00-3934 Sewer fund	\$ 48,859	
INTEREST INCOME		62-0000-00-3904 Sewer fund		\$ 2,500
SEWER CHARGES		62-0000-00-3931 Sewer fund	\$ 2,500	

Total \$ 852,593 \$ 578,299

**SECTION 2. Appropriations are to be changed as follows:**

LINE ITEM DESCRIPTION	Department	Fund	Increase	Decrease
CREDIT CARD TRANSACTIONS	Finance	General Fund	\$ 30,000	
EMS OVERTIME	Rescue	General Fund	\$ 12,000	
SUBDIVISION LOC RES EXP	Non-Departmental	General Fund	\$ 12,500	
FIRE SALARIES	Fire	General Fund	\$ 17,000	
PLANNING SALARIES	Planning	General Fund	\$ 5,000	
CIVIC CONTRIBUTION	Non-Departmental	General Fund	\$ 20,000	
CONTINGENCY	Non-Departmental	General Fund	\$ 69,084	
CONTRIBUTION TO CAPITAL RESERVE		Recreation	\$ 19,101	
CONTRIBUTION TO CAPITAL RESERVE		Electric	\$ 27,000	
CONTRIBUTION TO CAPITAL RESERVE		Water	\$ 13,750	
CONTRIBUTION TO CAPITAL RESERVE		Sewer	\$ 48,859	

Total \$ 274,294 \$ -

Adopted the 14th day of June 2021.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** June 14, 2021

**Presenter:** Terri L. Parker, Town Manager

**Item to be Considered**

**Subject:** 2021-2022 Fiscal Year Budget Ordinance.

**Action Requested:** Adoption of Budget Ordinance.

**Attachment:** Draft FY 2021-2022 Budget Ordinance.

**Prepared By:** Anthony Bowers, Finance Director

**Date:** 6/7/2021

**ABSTRACT ROUTING:**

TC: 6/8/2021

TM: 6/10/2021

Final: tlp - 6/10/2021

**Supporting Documentation**

Attached please find the Draft Budget Ordinance for the 2021-2022 Fiscal Year. The Budget Ordinance reflects totals from the Draft Balanced Budget as presented and discussed at the Budget Public Hearing held on Monday, June 7, 2021.

**Budgetary Impact:** As presented.

**Recommendation:** Staff recommends Council adoption of the Ordinance.

**TOWN OF WINTERVILLE  
BUDGET ORDINANCE  
FISCAL YEAR 2021-2022**

**BE IT ORDAINED** by the Governing Board of the Town of Winterville, North Carolina:

**SECTION 1:** It is estimated that the following revenues will be available in the General Fund for the Fiscal year beginning July 1, 2021 and ending June 30, 2022:

Ad Valorem Taxes	4,436,432
Other Taxes and Licenses	2,840,707
Permits and Fees	15,750
Sanitation Fees	571,000
Investment Income	4,000
Inspections	188,000
Miscellaneous Income	146,380
Grant Revenue	69,000
Inter-Fund Transfer Services	1,361,996
Electric Fund Contribution	650,000
EMS Contribution	146,201
Fund Balance Appropriation	469,544
<b>Total</b>	<b>10,899,010</b>

**SECTION 2:** The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

Governing Board	108,211
Administration	701,275
Finance	969,169
Inspections	336,194
Human Resources	135,871
Information Technology	451,500
Planning Department	150,424
Public Buildings	708,806
Grounds and Maintenance	32,000
Police Department	2,402,603
Fire Department	999,900
EMS Department	146,201
Animal Control	15,253
Mosquito Control	8,600
Public Works	895,093
Sanitation	553,000
Non-Departmental	2,284,910
<b>Total</b>	<b>10,899,010</b>

**SECTION 3:** The following revenues will be available in the Recreation Fund for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

Program Fees	\$127,525
Concession Income	\$50,000
<u>General Fund Transfer</u>	<u>\$967,243</u>
	<b>\$1,144,768</b>

**SECTION 4:** The following amount is hereby appropriated in the Recreation Fund for operation of the Winterville Recreation Programs during the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

<u>Recreation Department</u>	<u>\$1,144,768</u>
	<b>\$1,144,768</b>

**SECTION 5:** It is estimated that the following revenues will be available in the Powell Bill Fund for the Fiscal year beginning July 1, 2021 and ending June 30, 2022:

Grant Funding	\$228,247
<u>Interest Income</u>	<u>\$120</u>
	<b>\$228,367</b>

**SECTION 6:** The following amount is hereby appropriated in the Powell Bill Fund for the operation of the Powell Bill Program for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

<u>Powell Bill</u>	<u>\$228,367</u>
	<b>\$228,367</b>

**SECTION 7:** It is estimated that the following revenues will be available in the Home Housing Program Fund for the Fiscal year July 1, 2021 and ending June 30, 2022:

<u>General Fund Contribution</u>	<u>\$20,000</u>
	<b>\$20,000</b>

**SECTION 8:** The following amount is hereby appropriated in the Home Housing Program Fund for the operation of the Urgent Repair and Housing Program for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

<u>Contracted Service</u>	<u>\$20,000</u>
	<b>\$20,000</b>

**SECTION 9:** It is estimated that the following revenues will be available in the Fire Grant Fund for the Fiscal year July 1, 2021 and ending June 30, 2022:

Grant Funding	\$440,885
<u>General Fund Contribution</u>	<u>\$623,931</u>
	<b>\$1,064,816</b>

**SECTION 10:** It is estimated that the following appropriations will be available in the Fire Grant Fund for the Fiscal year July 1, 2021 and ending June 30, 2022:

<u>Fire Grant Fund</u>	<u>\$1,064,816</u>
	<b>\$1,064,816</b>

**SECTION 11:** It is estimated that the following revenues will be available in the Electric Enterprise Fund for the Fiscal year July 1, 2021 and ending June 30, 2022:

Sales and Service	\$7,094,671
<u>Retained Earnings</u>	<u>\$226,915</u>
	<b>\$7,321,586</b>

**SECTION 12:** The following amount is hereby appropriated in the Electric Enterprise Fund for the operation of the electric utility for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

<u>Electric Department</u>	<u>\$7,321,586</u>
	<b>\$7,321,586</b>

**SECTION 13:** It is estimated that the following revenues will be available in the Water Enterprise Fund for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

<u>Sales and Service</u>	<u>\$1,646,514</u>
	<b>\$1,646,514</b>

**SECTION 14:** The following amount is hereby appropriated in the Water Enterprise Fund for the operation of the water utility for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

<u>Water Department</u>	<u>\$1,646,514</u>
	<b>\$1,646,514</b>

**SECTION 15:** It is estimated that the following revenues will be available in the Sewer Enterprise Fund for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

<u>Sales and Service</u>	<u>\$2,489,900</u>
	<b>\$2,489,900</b>

**SECTION 16:** The following amount is hereby appropriated in the Sewer Enterprise Fund for the operation of the sewer utility for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

<u>Sewer Department</u>	<u>\$2,489,900</u>
	<b>\$2,489,900</b>

**SECTION 17:** It is estimated that the following revenues will be available in the Stormwater Fund for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

<u>Sales and Service</u>	<u>\$509,930</u>
	<b>\$509,930</b>

**SECTION 18:** The following amount is hereby appropriated in the Stormwater Fund for the operation of the Storm Water utility for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022:

<u>Storm Water Department</u>	<u>\$509,930</u>
	<b>\$509,930</b>

**SECTION 19:** There is hereby levied a tax at the rate of forty-seven and one-half cents (\$.475) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2021 for the purpose of raising the revenue listed as "Ad Valorem Taxes" in the General Fund in Section 1 of this ordinance. This rate is based on a total estimated valuation of property for the purposes of taxation of \$787,066,676 and an estimated rate of collection of 98% for real and personal property, 100% for vehicles.

**SECTION 20:** The Town Manager (Budget Officer) is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. May amend line item appropriations within any Fund as long as the total appropriation of that Fund is not changed. A record of any such amendments shall be maintained by the Finance Director for public inspection.
- b. May not transfer any amounts between funds, unless approved by the Governing Board through an amendment to the Budget Ordinance.

**SECTION 21:** The attached Fee and Utility Rate Schedules are hereby adopted for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022.

**SECTION 22:** The attached Pay and Classification Plan is hereby adopted for the Fiscal Year beginning July 1, 2021 and ending June 30, 2022.

**SECTION 23:** Copies of the Budget Ordinance shall be furnished to the Town Clerk to the Governing Board and to the Town Manager (Budget Officer) to be kept on file by them for their direction in the disbursement of funds.

Adopted this 14<sup>th</sup> day of June 2021.

\_\_\_\_\_  
Douglas A. Jackson, Mayor

Attest:

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



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** June 14, 2021

**Presenter:** Bryan Jones, Planning Director

**Item to be Considered**

**Subject:** Reappointment of Board of Adjustment Members.

**Action Requested:** Reappoint Members to the Board of Adjustment.

**Attachment:** None.

**Prepared By:** Bryan Jones, Planning Director

**Date:** 6/3/2021

**ABSTRACT ROUTING:**

TC: 6/8/2021

TM: 6/10/2021

Final: tlp - 6/10/2021

**Supporting Documentation**

**Board of Adjustment Members**

The Board of Adjustment (BOA) shall consist of five (5) Members; four (4) members of the board shall be appointed by the Town Council and shall be residents of the Town of Winterville, and one (1) member shall be appointed by the Board of County Commissioners of Pitt County, all for overlapping terms of three years. One regular member alternate and one ETJ alternate.

Staff recommends reappointing the following Board of Adjustment Members to three year terms effective immediately (with term expiration of 6/30/2024).

1. Edward Reynolds
2. Alfred Phillips
3. Jeffrey Briley (ETJ) re-appointed by the Pitt County Board of Commissioners in June 2021.

**Budgetary Impact:** NA.

**Recommendation:** Reappointment of the members to three (3) year terms.



**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** June 14, 2021

**Presenter:** Evan Johnston, Director of Parks and Recreation

**Item to be Considered**

**Subject:** Reappoint Recreation Advisory Board Members with Expiring Terms.

**Action Requested:** Reappoint Johnny Fleming, Victoria Hawkins, John Relford, and Carolyn Wanczyk to Recreation Advisory Board.

**Attachment:** Applications on file.

**Prepared By:** Evan Johnston, Director of Parks and Recreation

**Date:** 6/2/2021

**ABSTRACT ROUTING:**

TC: 6/8/2021

TM: 6/10/2021

Final: tlp - 6/10/2021

**Supporting Documentation**

**Recreation Advisory Board Members:**

The Recreation Advisory Board (RAB) is made up of six (6) Resident members, three (3) Non-Resident (ETJ) members, and one (1) Alternate member that may be a resident or non-resident.

The Recreation Advisory Board (RAB) has four (4) members whose term expiration is June 30, 2021 and have requested to be appointed to an additional term. Following is list of said members and their membership type: Johnny Fleming (Resident), Victoria Hawkins (Resident), John Relford (Resident), and Carolyn Wanczyk (Alternate).

Staff recommends that all current members, as listed above, be appointed to an additional two (2) year term on the Recreation Advisory Board.

Staff would like to note that there are three applications on file in which applicant indicated interest in Recreation Advisory Board:

- Amy Brothers - Resident: Listed Recreation Advisory Board as only priority.
- James Jones - Resident: Listed Recreation Advisory Board as number two (2) priority.
- Katrina Jones - Resident: Listed Recreation Advisory Board as number two (2) priority

**Budgetary Impact:** None.

**Recommendation:** Reappoint Johnny Fleming, Victoria Hawkins, John Relford, and Carolyn Wanczyk to Recreation Advisory Board.

TOWN OF WINTERVILLE

Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

- Board of Adjustment, Planning and Zoning Board, Recreation and Parks Advisory Board, Stormwater Advisory Committee

Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Employed By: \_\_\_\_\_ Occupation: \_\_\_\_\_

Name of High School Attended: \_\_\_\_\_

College or University Attended: \_\_\_\_\_

How long have you been a resident of Winterville? \_\_\_\_\_

Have you served on a board/commission of the town? ( ) Yes ( ) No

If yes, please indicate which one(s): \_\_\_\_\_

Current membership in organization and offices held: \_\_\_\_\_

Open Door Church/Member, CEASE/Member

Past membership in organizations and offices held: \_\_\_\_\_

State why you feel you would be an asset to this board/commission. \_\_\_\_\_

and guest services.

Signature: [Handwritten Signature] Date: \_\_\_\_\_

Please return to: Town of Winterville Town Clerk's Office PO Box 1459 Winterville, NC 28590 or email don.harvey@wintervillenc.com with the completed application.

This information requested below is optional:

Form with fields for Ethnic Group, Sex, US Citizenship, and Birth Date.



# TOWN OF WINTERVILLE

## Request for Appointments to Boards, Commissions and Committees of the Town of Winterville

Please indicate which board you are interested in serving on. If you are interested in more than one board, please list them by preference by using numbers (1, 2, 3, etc.)

\_\_\_\_\_ Board of Adjustment  
2 Recreation and Parks Advisory Board  
1 Human Relations Board  
\_\_\_\_\_ Planning and Zoning Board  
\_\_\_\_\_ Stormwater Advisory Committee

❖ Require in-town residency or in the Town's ETJ to be appointed to any volunteer board.

Name: Katrina Jones

Address: 152 Cedar Ridge Dr  
Winterville NC 28590

Home Phone #: 252 814 0356 Business Phone #: \_\_\_\_\_

Email Address: kmissb@hotmail.com

Employed By: Tellium Occupation: \_\_\_\_\_

Name of High School Attended: McIntosh High School

College or University Attended: Allegheny College

How long have you been a resident of Winterville? 14 yrs

Have you served on a board/commission of the town? ( ) Yes (  ) No

If yes, please indicate which one(s): \_\_\_\_\_

Current membership in organization and offices held: Winterville Civitan

Past membership in organizations and offices held: Recreations and Park in Pennsylvania - Secretary on Board

State why you feel you would be an asset to this board/commission. I have a passion to create a warm and successful community and believe that my background can be of service

Signature: Katrina Jones Date: 5/3/21

Please return to: Town of Winterville Town Clerk's Office PO Box 1459 Winterville, NC 28590 or email [don.harvey@wintervillenc.com](mailto:don.harvey@wintervillenc.com) with the completed application.

This information requested below is optional:

<b>Ethnic Group:</b> <input checked="" type="checkbox"/> African American <input type="checkbox"/> American Indian <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic	<b>Sex:</b> <input checked="" type="checkbox"/> Female <input type="checkbox"/> Male <b>US Citizenship:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>Birth Date:</b> _____
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**Town of Winterville  
Town Council  
Agenda Abstract**

**Item Section:** New Business

**Meeting Date:** June 14, 2021

**Presenter:** Terri L. Parker, Town Manager

**Item to be Considered**

**Subject:** American Rescue Plan Funds Discussion/Directives

**Action Requested:** Adopt Resolution and Council Direction.

**Attachment:** Resolution 21-R-061 and Information Handed out at the Meeting for Discussion Purposes.

**Prepared By:** Terri L. Parker, Town Manager

**Date:** 6/8/2021

**ABSTRACT ROUTING:**

TC: 6/8/2021

TM: 6/10/2021

Final: tjp - 6/10/2021

**Supporting Documentation**

Staff will be prepared to have a discussion on the ARP funds the Town will be receiving and ask for Council direction on how these funds are to be expended.

**Budgetary Impact:** TBD.

**Recommendation:** Adopt Resolution and Council Direction.

**RESOLUTION**

**ACCEPTING AMERICAN RESCUE PLAN ACT (ARPA) FUNDS**

**WHEREAS**, the State of North Carolina will appropriate funding from the American Rescue Plan Act (ARPA) to fund recovery from the economic and health effects from the COVID-19 pandemic and ongoing recession; and

**WHEREAS**, the North Carolina General Assembly will provide for the distribution of funds to eligible municipalities; and

**WHEREAS**, before receiving a payment, the Town adopts this resolution affirming that the Town will spend the funding only on expenses as required under the American Rescue Plan Act; and

**WHEREAS**, the Town of Winterville does hereby authorize the acceptance of funds through the American Rescue Plan Act and acknowledges funds will be issued via the State of North Carolina; and

**WHEREAS**, the Town of Winterville will comply with all laws, rules, and regulations pertaining thereto; and

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Winterville do hereby request American Rescue Plan Act funding to be distributed by the State of North Carolina and by adopting this resolution affirm that the revenue will only be used for the purposes prescribed in the American Rescue Plan Act guidance and any applicable regulations, for necessary expenditures incurred due to the public health emergency connected with the COVID-19 pandemic, budget and certify such to the State of North Carolina and the Town of Winterville Finance Director; and

**BE IT FURTHER RESOLVED** that the Town Council will comply with the procedure created by the North Carolina General Assembly and the US Treasury Department to receive funds under the act.

Adopted this the 14<sup>th</sup> day of June 2021.

\_\_\_\_\_  
Douglas A. Jackson, Mayor

ATTEST:

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